

The **Financial** EdgeTM

Installation Guide

080714

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Contents



WELCOME	1
Blackbaud Solutions and Services	2
INSTALLING THE FINANCIAL EDGE.....	5
Pre-installation Considerations	6
Requirements for Installing The Financial Edge	6
Installing a Standalone Version of The Financial Edge	9
Installing a Network Version of The Financial Edge	14
Update Instructions for The Financial Edge	20
Creating a New Financial Edge Database	22
Logging into a New Database	25
Working with Sample Data in The Financial Edge	27
Unlocking Optional Modules	27
Installing Web Components for Dashboard	28
Activating Ad Hoc Remote Querying for School Store Manager	29
TEMPLATE ACCOUNT CODES	31
Standard Nonprofit Template Account Codes	32
Standard School Template Account Codes	35
Standard Community Foundation Template Account Codes	39
Standard Museum Template Account Codes	43

Welcome



- Blackbaud Solutions and Services 2**
- Data Services 2
- Accounting System Consulting 3
 - How We Can Help 3
- Technical Consulting 3
- Training Solutions 4
- Software Maintenance Services 4
- Customer Support 4
 - Contacting Support 4
- Blackbaud Forms 4

Welcome to the *Installation Guide for **The Financial Edge***. This guide provides step-by-step procedures to help new users successfully install **The Financial Edge**. To prepare for installation, you should have already read the *Installation Planning Guide*.

The information in this guide is organized into three chapters and an appendix.

Warning: Information in this guide is subject to change. Please visit our website at www.blackbaud.com to view the most current information. We recommend periodically visiting our website to view updated requirements or additional installation information.

Chapter 1: Welcome. This chapter is an introduction to the *Installation Guide* and includes a section detailing the various Blackbaud services and solutions we offer.

Chapter 2: Installing The Financial Edge. This chapter provides detailed procedures for installing **The Financial Edge**, creating a new **Financial Edge** database, and logging into the database.

Appendix: Template Account Codes. This appendix lists the standard account codes associated with nonprofits, schools, museums and community foundations.

The benefits of using **The Financial Edge** are tremendous, and you can take full advantage of these benefits if you take time to prepare for the installation. We recommend you read the *Installation Planning Guide* before installing and follow the pre-installation suggestions we provide.

Blackbaud Solutions and Services

Note: To download the most current system requirements, select **System Requirements** from the **Resources** menu on our website at www.blackbaud.com.

For more than two decades, Blackbaud has provided world-class technology solutions to the nonprofit community, helping organizations of all sizes and types.

Software plays an important role in the Blackbaud equation for success. Indeed, our products set the standards by which others are measured. However, there is another essential part of the Blackbaud solution—services. As the largest and most experienced provider of services to the nonprofit community, we understand the unique challenges nonprofits face and help them overcome those challenges. We focus our expertise on meeting your needs—so you can focus your resources on fulfilling your mission.

Note: We recommend you read the *Installation Planning Guide* before installing and follow the pre-installation suggestions we provide.

This section provides an overview of the services and training solutions we offer to help you successfully install, implement, and use **The Financial Edge**.

Data Services

We offer a wide range of data services. From database conversion to database consolidation, our staff of programmers and analysts have the experience, technology, and expertise to meet your organization's needs.

To request a quote for data services or database conversion, please contact our Conversion Coordinator by email at conversionestimate@blackbaud.com or by phone at 1-800-468-8996 x4200. You can also submit your request from the Data Services page on our website.

Accounting System Consulting

Accounting System Consulting services help you get the most out of your **Financial Edge** software by aligning your organization's systems with its processes and objectives. We partner with you to learn about your organization, identify issues and plan a solution that is tailored to your needs.

Our consultants offer a unique combination of accounting experience and in-depth knowledge of our software. Many of our consultants have gained experience by serving as controllers and technical specialists and have worked for Big Four firms, nonprofit organizations, and the Financial Accounting Standards Board (FASB). They can share insight garnered from their work with hundreds of nonprofit organizations. Our accounting consulting team knows the software inside and out and are available to help you make the most of your system.

To learn how your organization can benefit from our Accounting System Consulting services, call 800-443-9441 or email solutions@blackbaud.com.

How We Can Help

- Evaluate and define historical data to convert to **The Financial Edge**
- Import accounting information to **General Ledger** from non-Blackbaud products
- Assess your organization's unique reporting requirements
- Design your chart of accounts and account number structure
- Establish system security
- Determine the appropriate fund closing method based on your reporting needs
- Establish a start date for your new system, and determine what data to bring in from prior years' records
- Review your data entry methods and recommend ways to increase productivity in your business office
- Evaluate job responsibilities to ensure optimal workflow
- Establish an interface between **The Raiser's Edge** and **General Ledger**
- Set up and maximize your use of optional modules, including *Projects and Grants*, *Budget Management*, and *Allocation Management*
- Create initial reports such as a balance sheet and income statements
- Configure other Blackbaud software, including **Accounts Payable**, **Student Billing**, **Fixed Assets**, **Payroll** and **Miscellaneous Cash Receipts**

Technical Consulting

Let our knowledgeable consultants bring their technical expertise to your site and manage the implementation of your **Financial Edge** products. By entrusting the nuts and bolts of implementation to one of our consultants, you ensure optimal setup of your system while keeping your time and energy focused on fostering your organization's mission.

Whether it is software installation or a detailed assessment of your current IT capabilities and needs, our team of *Microsoft*, *Cisco*, and *Oracle* certified engineers can help you meet your technical challenges head on.

If you would like to arrange for consulting services, please call our Sales Department at 1-800-443-9441. Or send an email outlining your specific needs to sales@blackbaud.com.

To learn more about our technical consulting offerings, such as technology assessments, diagnostic services and software installations, you can download the printer-friendly document "Technical Consulting Services" from our website.

Training Solutions

Because we understand how important training is, we offer a variety of options to meet your different needs. Training is a vital part of realizing the full potential of your software. It not only increases efficiency, accuracy, and saves time, but you'll also see a boost in your staff's job satisfaction as they become more confident and valuable in their roles.

For information about the best training option for your organization, check out our Training page on Blackbaud.com, or call your account representative at 1-800-443-9441. You can also send an email to solutions@blackbaud.com.

Software Maintenance Services

Our maintenance programs supplement your software purchase by providing you with tools, resources, and support so you can use the software at its fullest potential. To meet your organization's needs, we have several plans from which to choose. For information about the maintenance plans, go to <http://maintenance.blackbaud.com>.

Customer Support

Our Customer Support department endeavors to provide the industry's best customer service. Through education and support, we focus on empowering clients to use Blackbaud software in a manner that achieves the maximum benefit to their organizations, thereby advancing each client's individual mission. We continually strive to meet our commitment to "help you make the world a better place" through friendly, swift, and knowledgeable assistance to each client upon every contact with any member of Customer Support.

Our customer support department is staffed by dedicated analysts who take seriously their mission to provide the very best in ongoing support. Support analysts are available to assist you from 8:30 a.m. - 8:00 p.m. EST, Monday through Friday.

Contacting Support

For the fastest response, access our website at www.blackbaud.com and create a case in "Case Central". From "Case Central" you can also view analysts' notes on your organization's cases, add notes to your open cases to communicate with the support analyst who is assisting you, or request that we reopen a closed case. Your organization's cases are confidential.

If you prefer, you can send us an email at afnsupport@blackbaud.com. Please include your name, your organization's name, site ID, and as much information as possible in your email so we will be prepared to assist you quickly. If you would like to speak with a Customer Support analyst, you can call 1-800-468-8996. You can also contact Customer Support via fax at 1-843-216-6100.

Blackbaud Forms

Blackbaud Forms provides custom checks, student bills, statements, invoices, purchase orders, tax forms, envelopes, and other computer forms that are specifically designed for use with **The Financial Edge**. Blackbaud forms are guaranteed to align correctly and can be customized to your organization's specifications, using your logo, special inks, and print styles. Pre-printed forms from other suppliers are not guaranteed to align properly.

For more information, you can visit the forms section of our website at <http://forms.blackbaud.com> or send an email with questions to forms@blackbaud.com. You can also call 866-4-BB-FORMS (866-422-3676).

Installing The Financial Edge



Pre-installation Considerations	6
Requirements for Installing The Financial Edge	6
SQL Server 2005 Requirements	7
SQL Server 2008 Requirements	8
Required NTFS Rights	8
Integrating with The Raiser's Edge	9
Installing a Standalone Version of The Financial Edge	9
Installing a Network Version of The Financial Edge	14
Installing The Financial Edge on Workstations	19
Update Instructions for The Financial Edge	20
Important Notes Before Updating	20
Backing Up Your Database	20
Update Procedures	22
Creating a New Financial Edge Database	22
Logging into a New Database	25
Working with Sample Data in The Financial Edge	27
Unlocking Optional Modules	27
Activating Ad Hoc Remote Querying for School Store Manager	29

Before you install **The Financial Edge**, we strongly recommend you familiarize yourself with system recommendations for **The Financial Edge** and read the *Installation Planning Guide*. To access our system requirements, select **System Requirements** from the **Resources** menu on our website at www.blackbaud.com.

Warning: Microsoft's *Internet Explorer* is required to run **The Financial Edge**.

Once you install **The Financial Edge**, you must create a new database using the Blackbaud Management Console before logging into the program. For information about creating a new database, see "Creating a New Financial Edge Database" on page 22. For information about logging into a new database, see "Logging into a New Database" on page 25.

Pre-installation Considerations

To ensure the installation goes smoothly, you must consider the following items before you begin installing the program:

- You must fully understand **The Financial Edge** system requirements and make sure your system meets them. To download the most current system recommendations, select **System Requirements** from the **Resources** menu on our website at www.blackbaud.com.
- The Financial Edge** includes Microsoft's *SQL Express 2008 R2 SP2*.
- We recommend you have a complete backup of each server and workstation before running the installation.
- We recommend you have a CD-ROM drive at the server that will host the **Financial Edge** database or on a workstation with network access. You can copy files to a network drive and run them from there if the workstation does not have a CD-ROM drive.
- We recommend you close the Microsoft *Office* toolbar if it is running. It may interfere with the installation of some files.
- We recommend you temporarily disable any automatic backup software that may attempt to back up your database while you run the installation.
- You must have local administrator privileges on the Server and workstations.
- Due to the integration between **The Financial Edge** and Microsoft *Outlook*, if your workstation users are running *Outlook*, they must exit and log out of *Outlook* before installing **The Financial Edge** on their computers. If they fail to exit and log out of *Outlook*, the update may not install properly.
- Windows NT 4.0, Novell Servers, Peer-to-peer networks, Unix, and Domain Controllers are not supported.
- The Financial Edge** includes one license for *Crystal Reports Standard*. However, clients creating custom reports using *Export* in **The Financial Edge** with *Crystal Reports* will need a license for each person creating custom reports. In addition, each license is associated with a particular product, which means if one person is reporting off both **The Financial Edge** and **The Raiser's Edge**, that individual needs two *Crystal Reports Standard* licenses. For information about purchasing additional *Crystal Reports Standard* licenses, contact your account representative or send an email request to solutions@blackbaud.com.
- The Financial Edge** is compatible with Microsoft's *SQL Server 2012 and 2014*.
- The Financial Edge** is compatible with Windows OS 8.1 and Windows 2012 Server R2.
- The Financial Edge** is compatible with Internet Explorer 11.

Requirements for Installing The Financial Edge

Warning: Blackbaud does not support Microsoft *SQL Server Express* or **The Financial Edge** on Domain controllers, Small Business Servers, *NT 4.0 Server*, or peer-to-peer networks.

- You need a CD-ROM drive or the downloaded installer.
- Exit all *Windows* applications on the server where **The Financial Edge** will be installed.
- Every workstation that runs **The Financial Edge** needs Microsoft's *Internet Explorer* installed. You must have it installed to complete the installation. You can download the latest version from Microsoft's website: www.microsoft.com/ie.
- If you are using Microsoft *SQL Server 2005 Standard/Workgroup/Enterprise Edition*, Service Pack 4 or higher must be installed. This is a Microsoft patch required to keep your system current with Microsoft's security recommendations. If you have not installed Service Pack 4 or higher, you can download it from Microsoft's SQL Server 2005 Downloads page.
- Close any virus scan programs on the server and on the workstations. These programs can sometimes mistakenly interpret the installation process of a new program as a contamination of existing files on the disk. Close the Microsoft *Office* toolbar, if present. It may interfere with the installation of some files.
- The following prerequisites must be installed before you can install **The Financial Edge**:
 - Microsoft SQL Server Express 2008 R2 SP2
 - Microsoft SQL Server Express 2005 Backward Compatibility Components
 - Microsoft Windows Installer 3.1
 - Microsoft Windows Installer 4.5
 - Microsoft Data Access Components (MDAC) 2.8
 - Microsoft .NET Framework 2.0.50727
 - Microsoft .NET Framework 4
 - Visual Basic for Applications (VBA) Components
 - Crystal Report XI Runtime Components
 - Internet Explorer
 - Visual Basic for Applications (optional module)
 - Microsoft System CLR Types 2012
 - Microsoft SQL Server 2012 Shared Management Objects

If you do not have at least administrator rights, your system administrator will need to install the prerequisites before you can successfully install and use **The Financial Edge**. If you are an administrator, the prerequisites your system requires will be installed prior to the installation of **The Financial Edge**.

Dashboard in **The Financial Edge** requires certain Web components installed with Microsoft *Office XP* to work. Office Web components are automatically installed by Microsoft's *Office Setup*. For more information, see "Installing Web Components for Dashboard" on page 28.

You must have a pdf reader installed (i.e. Acrobat) to access **The Financial Edge** user guides.

Microsoft's *Internet Explorer* is required to run **The Financial Edge**.

SQL Server 2005 Requirements

The *SQL Server 2005* default installation options must be changed in order to access Blackbaud databases. We recommend you review the following items before attaching a Blackbaud database to a SQL Server 2005 instance:

- *SQL Server 2005* administrators using Windows Only Authentication must apply the "View Server State" permission to each Microsoft *Windows* user or user group that accesses **The Financial Edge**. Users also need public role access to the database.
- If the Blackbaud Management Console (Blackbaud Management Console) is installed on a separate server from *SQL Server 2005*, then you must also install the Microsoft *SQL Server 2005* Backwards Compatibility components on the Blackbaud Management Console machine.

- Enable the TCP/IP and Named Pipes protocols for your *SQL Server 2005* instance.
- Enable xp_cmdshell.
- *SQL Server 2005* requires Service Pack 4. If you have not installed Service Pack 4 or higher, you can download it from Microsoft's *SQL Server 2005 Downloads* page.

For more information about preparing *SQL Server 2005* for use with Blackbaud databases, see Knowledgebase solution BB245576.

SQL Server 2008 Requirements

The *SQL Server 2008* default installation options must be changed in order to access Blackbaud databases. We recommend you review the following items before attaching a Blackbaud database to a *SQL Server 2008* instance:

- Enable the TCP/IP and Named Pipes protocols for your *SQL Server 2008* instance.
- Enable xp_cmdshell.
- If you are using Windows only authentication, users must have public role access to the Blackbaud database and have "View Server State" permission.
- If the Blackbaud Management Console (Blackbaud Management Console) is installed on a separate server from *SQL Server 2008*, then you must also install the Microsoft *SQL Server 2005* Backward Compatibility Components on the SQL Server.
- *SQL Server Standard* or *Enterprise Edition* databases must still be attached via the Blackbaud Management Console (Blackbaud Management Console).

For more information about preparing *SQL Server 2008* for use with Blackbaud databases, see Knowledgebase solution BB541928 .

Required NTFS Rights

To use *The Financial Edge* on a workstation, users need NTFS rights to the following directories, including subdirectories:

Directory	Permissions
Deploy folder on server	RX
C:\Program Files\Blackbaud\The Financial Edge	FULL
C:\Program Files\Common Files\Blackbaud	FULL
C:\System Temp Folder	FULL
C:\WINNT\SYSTEM32	RX

Note: The directories listed are system defaults only. Your directory locations and names may be different if they were changed from the original default settings.

- When adding these NTFS folder permissions, click the **Advanced** button on the NTFS Properties tab and mark the **Reset permissions on all child objects and enable propagation of inheritable permissions** checkbox. This step propagates the permissions to all files and folders within the parent folder.
- For information regarding how to edit NTFS permissions, see Blackbaud Knowledgebase Solution BB3124.

- If these rights prove to be insufficient, we recommend using *FileMon* to determine where additional rights are needed. *FileMon* is a third-party utility and is a useful tool for troubleshooting permission issues. For more information about *FileMon*, see Blackbaud Knowledgebase Solution BB50451.

Integrating with The Raiser's Edge

To integrate *The Financial Edge* with *The Raiser's Edge*, you must be on *Raiser's Edge* version 7.92 or higher. Please note you must be on the latest *Raiser's Edge* patch before integrating the systems.

To use integration, both programs must be installed on the same workstation so they can communicate in the background, but you do not have to be logged into both. We recommend you dedicate a workstation for the integration process of automatically synchronizing data. Visit www.blackbaud.com for the latest system requirements.

Installing a Standalone Version of The Financial Edge

A standalone machine, or single workstation, is set up for one user and data is accessed from only one workstation. If your organization plans to use a standalone system, you should follow these installation instructions.

The Financial Edge includes Microsoft's *SQL Express 2008 R2 SP2*.

Note: You can visit our websites at www.blackbaud.com to view detailed system requirements. To access our system requirements, select **System Requirements** from the **resources** menu on our website.

After you install *The Financial Edge* and its components, you must reboot your computer. Do not interrupt the process. After the reboot, you can open *The Financial Edge* using the sample database included with the program or by creating your own database using the Blackbaud Management Console.

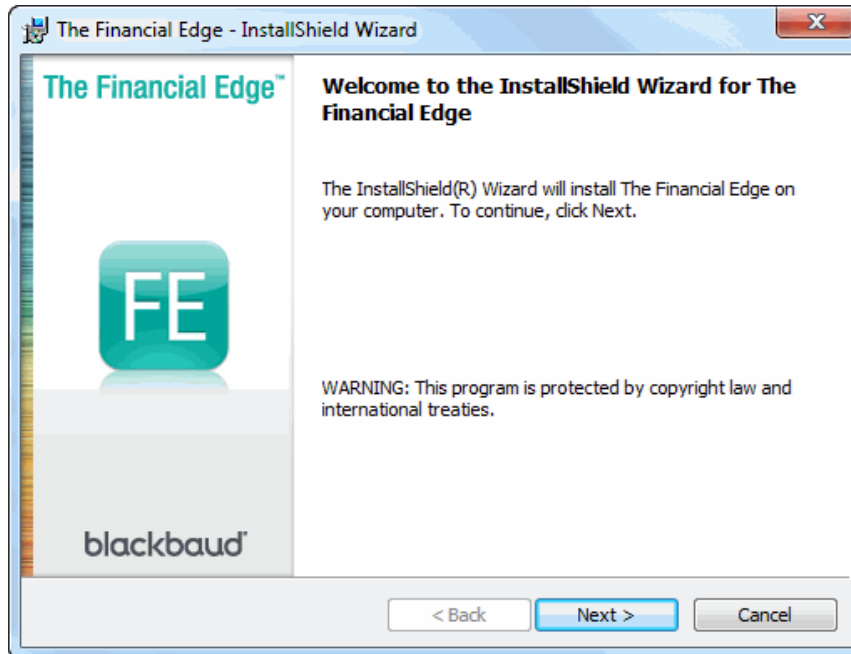
▶ Installing a standalone version of The Financial Edge

1. Place the installation CD into your CD-ROM drive. A menu screen appears.
2. Select **Install The Financial Edge**. Before the installation begins, the program will prompt you to run a SQL Server verification and ask that you install any necessary prerequisites.

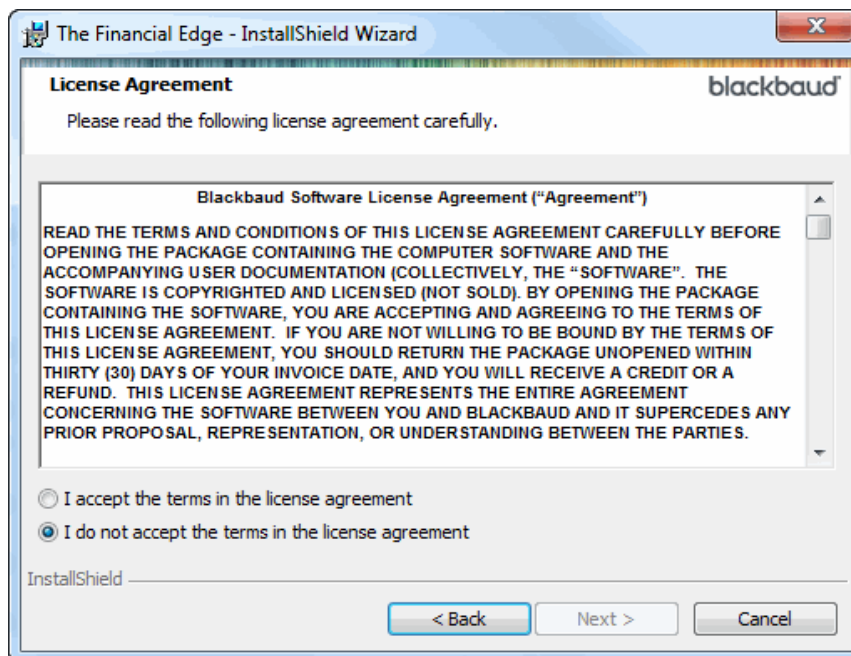
For a complete list of the prerequisites that must be installed, see "Requirements for Installing The Financial Edge" on page 6.

3. For SQL Server verification and to install the necessary prerequisites, click **OK**.

4. When the prerequisite installation and verification is complete, a welcome screen appears.

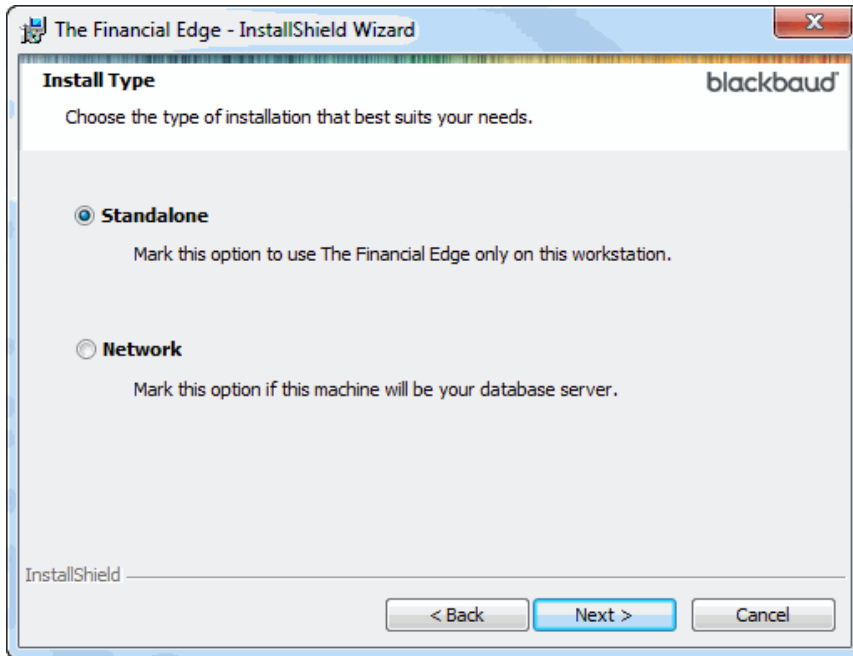


5. Click **Next**. The License Agreement screen appears.



6. Read the license agreement, and if you accept the terms, select **I accept the terms in the license agreement**. If you select **I do not accept the terms in the license agreement**, you cannot continue with the installation.

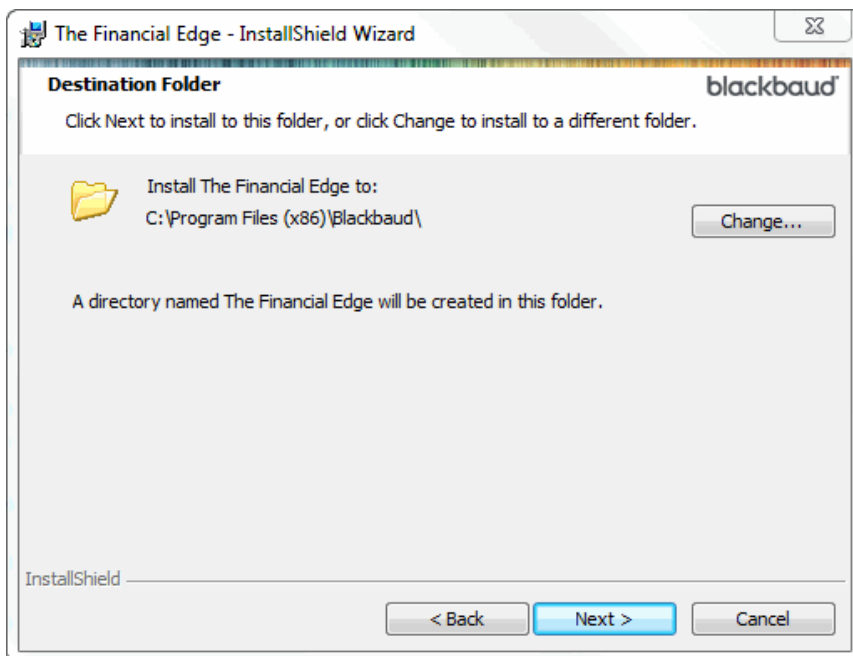
7. Click **Next**. The Install Type screen appears showing the different types of installation.



8. Select **Standalone** to install the program on a single workstation. You would select **Network** only if you were installing on a network. If you need to install on a network, see “Installing a Network Version of The Financial Edge” on page 14.

Note: A standalone machine, or single workstation, is set up for one user and data is accessed from only one workstation.

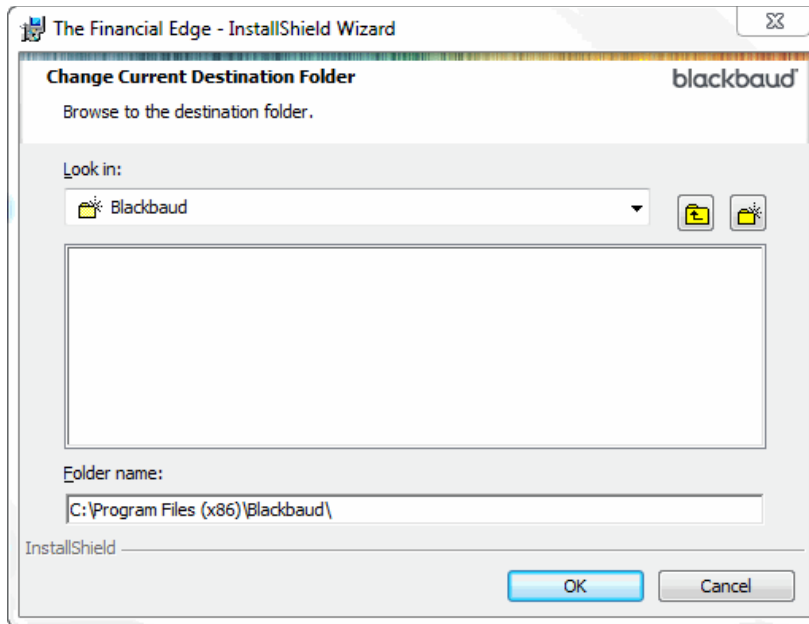
9. Click **Next**. The Destination Folder screen appears.



10. On this screen you can choose where to load the program. We recommend you accept the default destination folder.

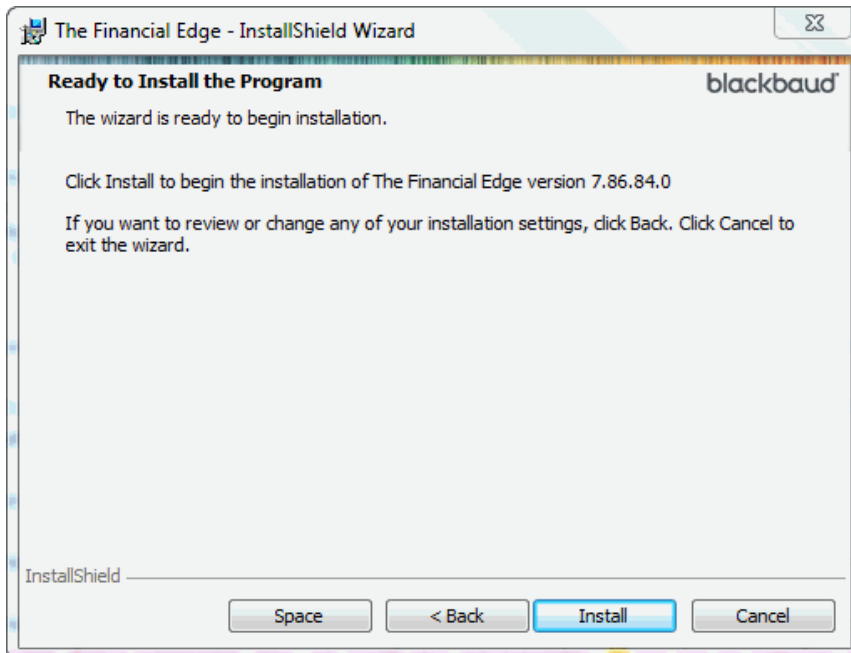
To change the default location:

- a. Click **Change** to access the Change Current Destination Folder screen.



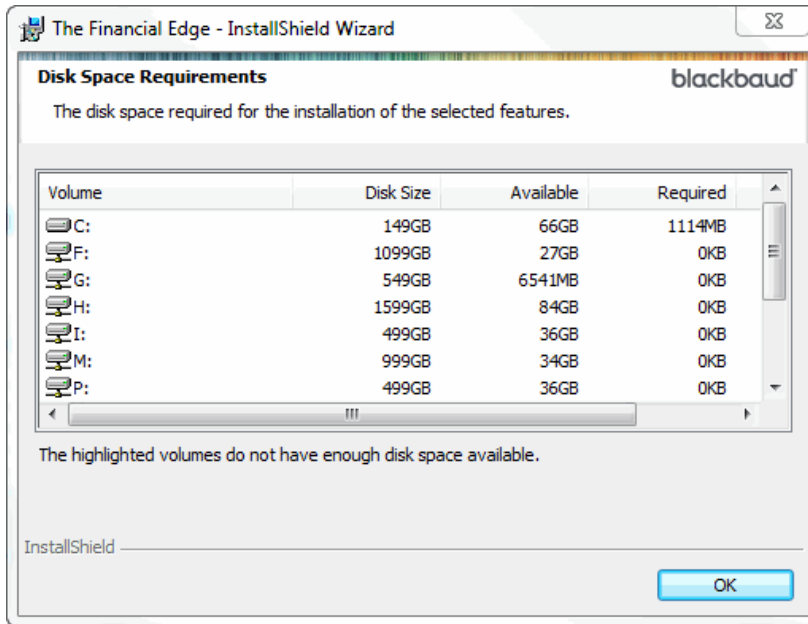
- b. Browse to the directory where you want to install the program and click **OK** to return to the Change Current Destination Folder screen.

- 11. Click **Next**. The Ready to Install the Program screen appears.

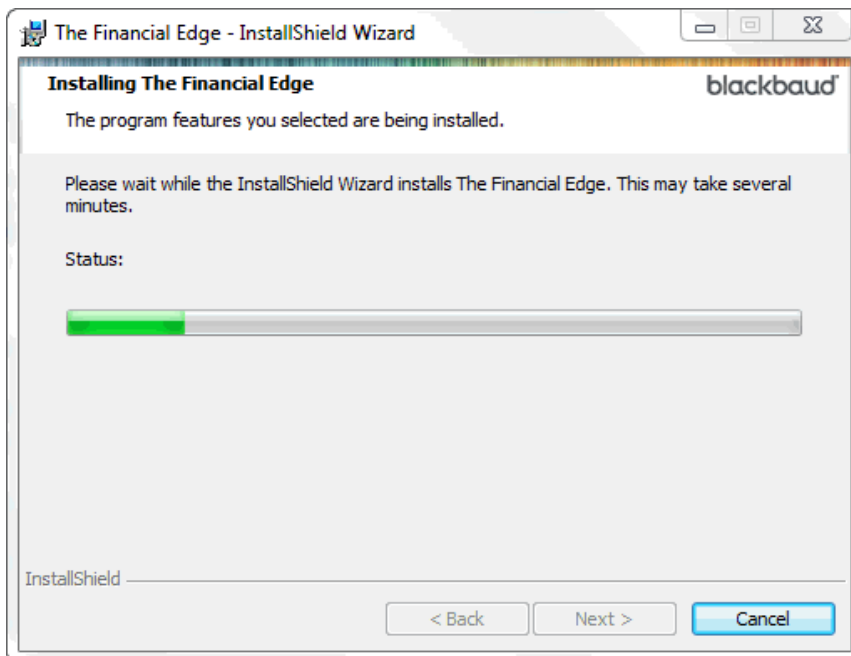


To check available disk space:

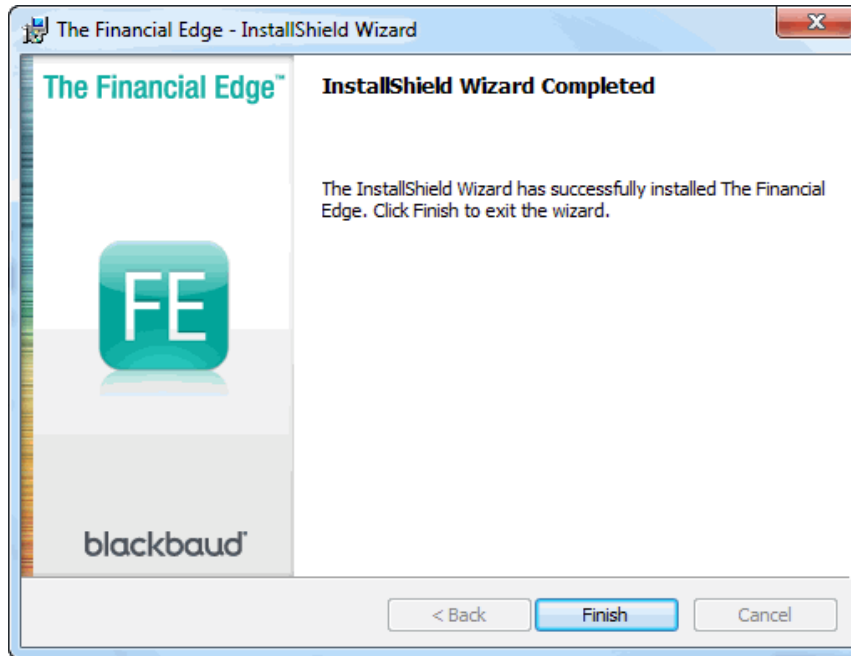
- a. Click **Space** to access the Disk Space Requirements screen.



- b. Click **OK** to return to the Ready to Install the Program screen.
12. Click **Install** to begin the installation process. The Installing The Financial Edge screen appears displaying the installation status.



When the installation is complete, the InstallShield Wizard Completed screen appears.



13. Click **Finish**.

Installing a Network Version of The Financial Edge

A network installation configures the software for multiple users working on multiple workstations.

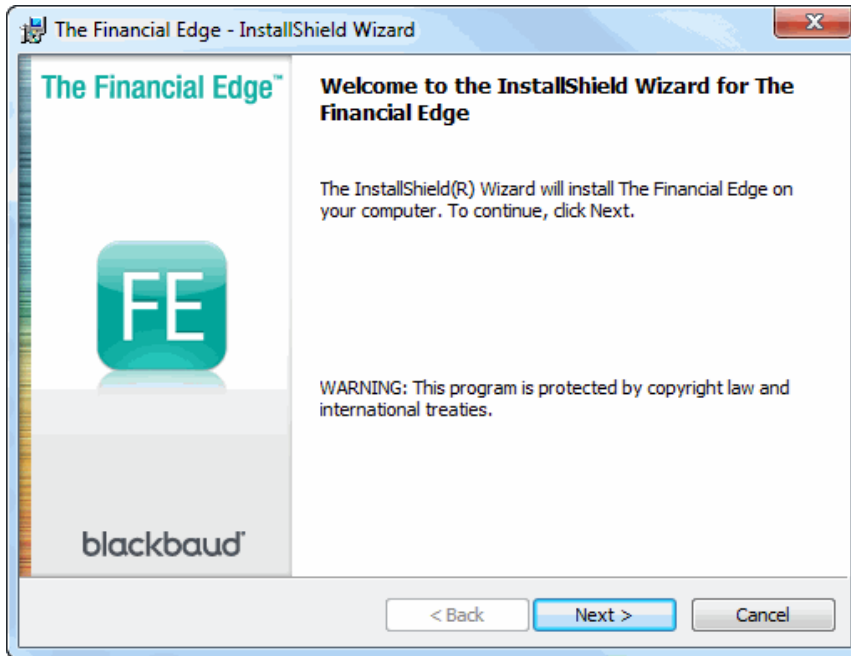
The Financial Edge includes Microsoft's *SQL Express 2008 R2 SP2*.

► Installing a network version of The Financial Edge

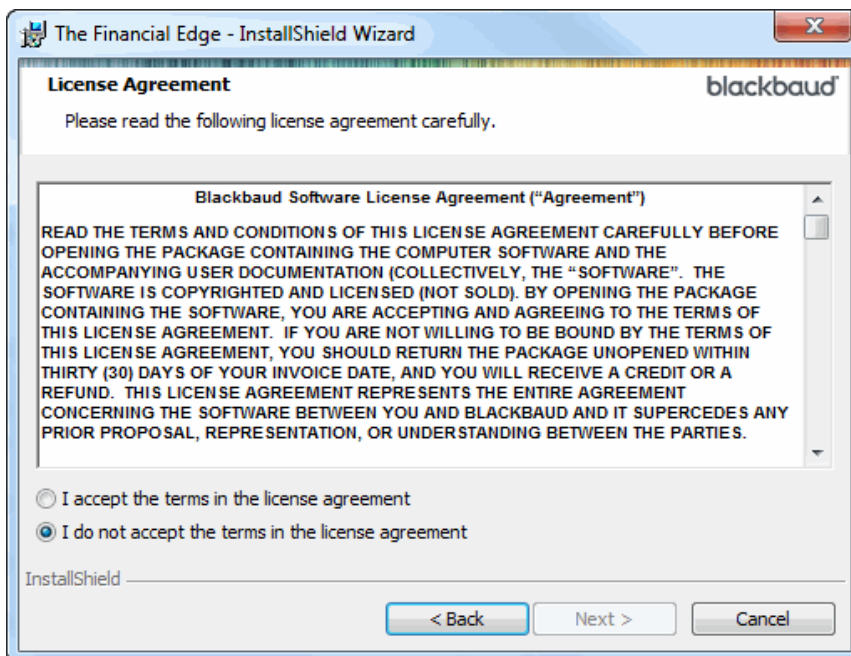
Note: If your server has more than one hard drive, we recommend you check to see which drive has the most free space before installing.

1. Place the installation CD into your CD-ROM drive. A menu screen appears.
2. Select **Install The Financial Edge**. Before the installation begins, the program will prompt you to run a SQL Server verification and ask that you install any necessary prerequisites.
For a complete list of the prerequisites that must be installed, see "Requirements for Installing The Financial Edge" on page 6.
3. For SQL Server verification and to install the necessary prerequisites, click **OK**.

- When the prerequisite installation and verification is complete, a welcome screen appears.

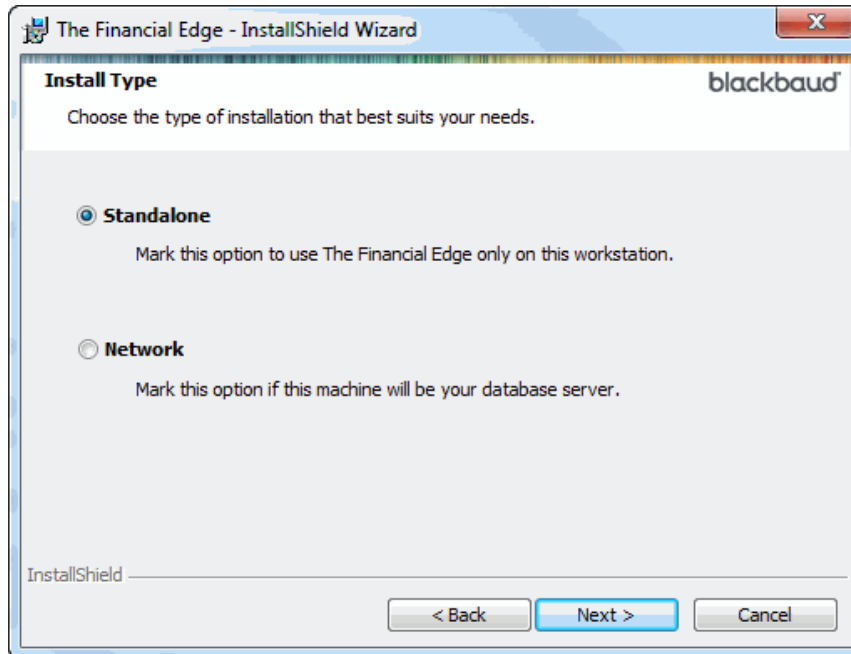


- Click **Next**. The License Agreement screen appears.

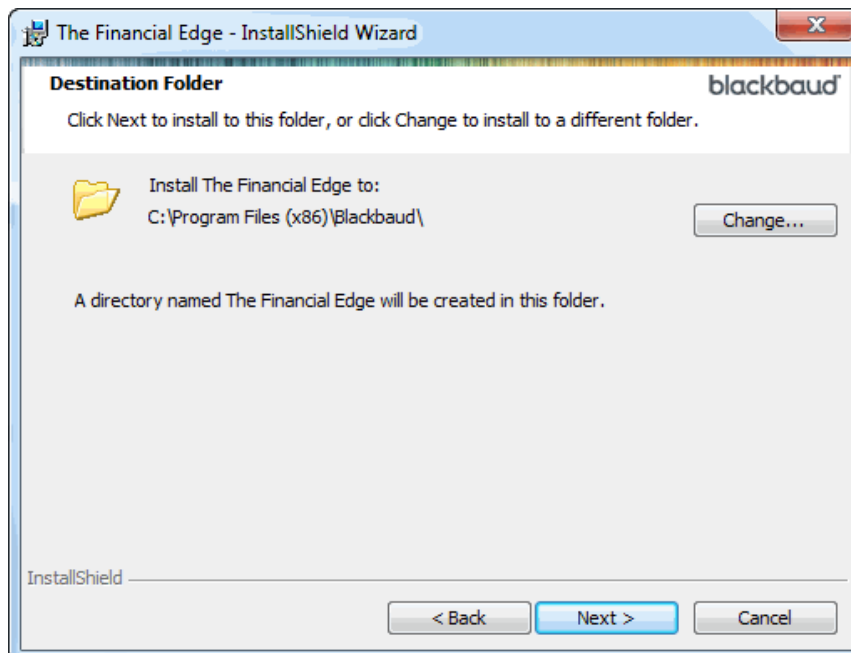


- Read the license agreement, and if you accept the terms, select **I accept the terms in the license agreement**. If you select **I do not accept the terms in the license agreement**, you cannot continue with the installation.

7. Click **Next**. The Install Type screen appears showing the different types of installation.



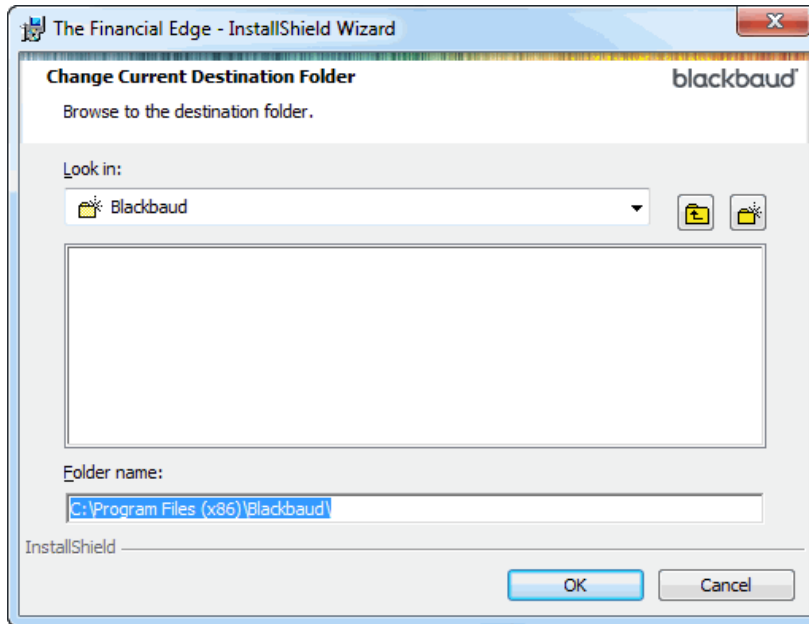
8. Select **Network** to install the program on the network. You would select **Standalone** only if you were installing on a standalone system.
9. Click **Next**. The Destination Folder screen appears.



10. On this screen you can choose where you want to load the program. We recommend you accept the default destination folder.

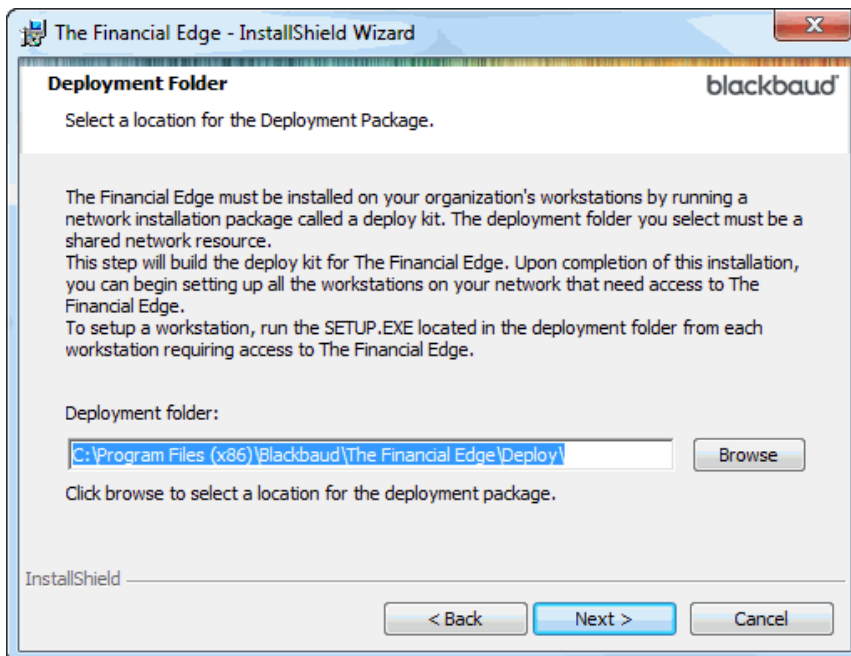
To change the default location:

- a. Click **Change** to access the Change Current Destination Folder screen.



- b. Browse to the directory you want to install the program and click **OK** to return to the Change Current Destination Folder screen.

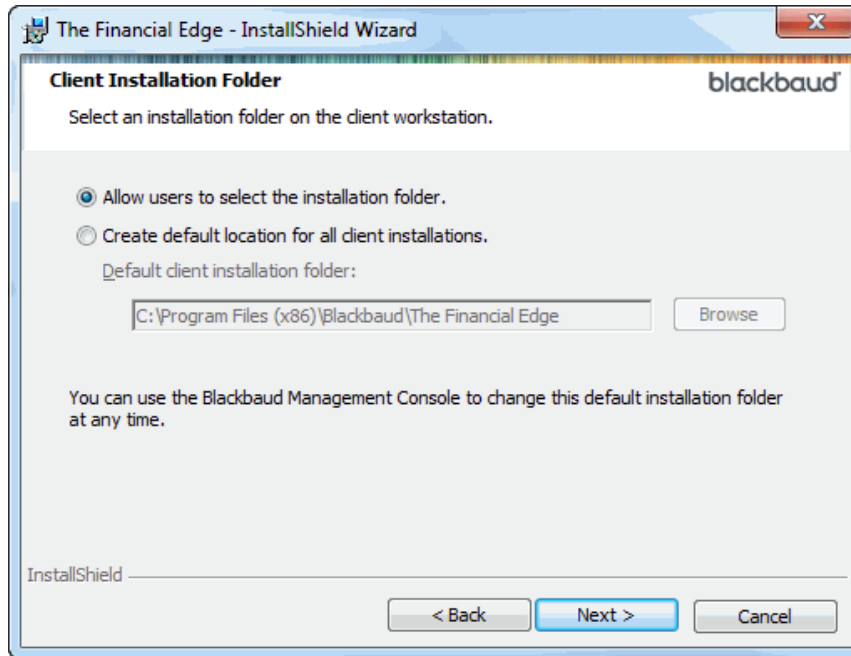
- 11. Click **Next**. The Deployment Folder screen appears.



- 12. In the **Deployment folder** field, enter the location of the directory you want to install the deploy kit. All users on the network will need to access the deploy kit in order to install the program. You can use the **Browse** button to locate the directory.

Note: You do not have to place the Deploy Kit on the same drive or location as the database.

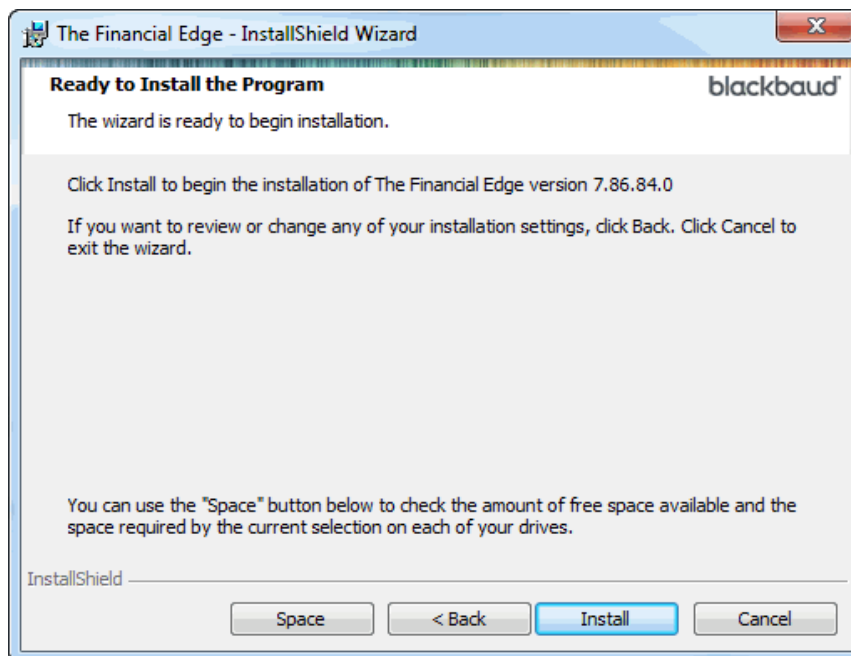
13. Click **Next**. The Client Installation Folder screen appears.



14. Mark **Allow users to select the installation folder** if you want your client workstations to be able to name the installation folder and choose its location. Mark **Create default location for all client installations** if you want all client workstations to use the same installation folder name and location.

Note: If a client workstation is not able to create the specified installation folder, or if there is not enough space on the drive, the installation will fail on that specific client workstation.

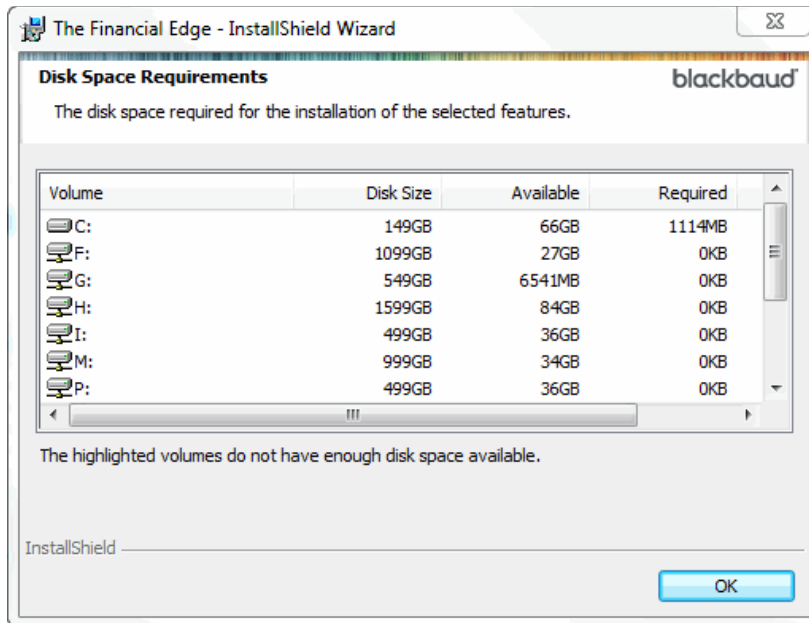
15. Click **Next**. The Ready to Install the Program screen appears.



Note: You can click **Cancel** anytime during the installation process. The Exit Setup screen appears asking you to confirm the cancellation. Click **Yes**.

To check available disk space:

- a. Click **Space** to access the Disk Space Requirements screen.



- b. Click **OK** to return to the Ready to Install the Program screen.

16. Click **Install** to begin the installation process. The Installing The Financial Edge screen appears, displaying the installation status.

When the installation status reaches 100 percent, the InstallShield Wizard Completed screen appears.

17. Click **Finish**.

Installing The Financial Edge on Workstations

Once you install **The Financial Edge** on your server, all workstations need to have access to the software deployment package you created. The deployment package needs to be shared and users need read and execute rights.

Note: You cannot install **The Financial Edge** to user machines manually, using the software CDs. You must use the deployment package you created on the server.

Using the deployment package, each workstation can install the software.

► Installing The Financial Edge on each workstation

Each workstation must complete the following procedure to install **The Financial Edge**. You must have administrative rights to install **The Financial Edge**.

1. Close all applications, virus scanning software, and the Microsoft *Office* shortcut toolbar.
2. Disable any screen savers.
3. Browse to the shared deploy directory and select the “setup.exe”.
4. Click **OK**. A screen asking for the destination location appears.

5. If you selected a default installation directory when you established the deployment package, the location defaults. If not, the workstation user must enter a location in the **Destination Folder** frame by clicking the **Browse** button or accept the program default.
6. Click **Next** to begin the installation process.
7. Once the installation is complete, click **Finish**.

Update Instructions for The Financial Edge

These update instructions are for clients who are updating to a new version of *The Financial Edge*. Before installing this update, read the information in the “Important Notes Before Updating” section, which includes vital tasks and recommendations to prepare for successfully updating. Once you have read the “Important Notes Before Updating” section and prepared accordingly, use the update procedures provided in this document to update *The Financial Edge* on a standalone computer or a network server.

Important Notes Before Updating

- You should have a complete backup of your current *Financial Edge* database before running the update. See “Backing Up Your Database” on page 20 for instructions. For additional information about creating and restoring backups, see the *Database Administration Guide*.
- Before updating, make sure all users are logged out of *The Financial Edge*.
- Ensure your equipment meets all system and free space requirements for the update. To access our system requirements, select **System Requirements** from the **resources** menu on our website at www.blackbaud.com.
- We recommend you update the program using the same format you used for the original installation. For example, if you originally installed from the network, do not update using the update CD. You must copy the install directory from the CD to your server machine and run the update from the network.
- If you are updating a network installation, you need a CD-ROM drive at the server or on a workstation with network access. The update process copies all update files from the CD to the server, thus eliminating the need to copy the contents of the CD to a shared network drive first.
- Exit all Windows applications on the server and the workstations where *The Financial Edge* will be updated.
- Close any virus scanning programs or services on the server and on the workstations. These programs can sometimes mistakenly interpret the setup/update process of a new program as a contamination of existing files on the disk. If present, we recommend you close the Microsoft *Office* toolbar because it may interfere with the installation of some files.
- A new set of sample data is installed automatically during the update. For network installations, the sample data is installed only on the server and is shared by client machines. To save your current sample data, make a backup copy before installing *The Financial Edge*. We recommend you use the new sample data as a training tool because it contains examples of the new features available in the updated version of *The Financial Edge*.
- If you are updating a network installation, for the deployment package to update *The Financial Edge* on a workstation, a user must have administrative rights to add software to that computer. For information about NTFS rights, see “Required NTFS Rights” on page 8.

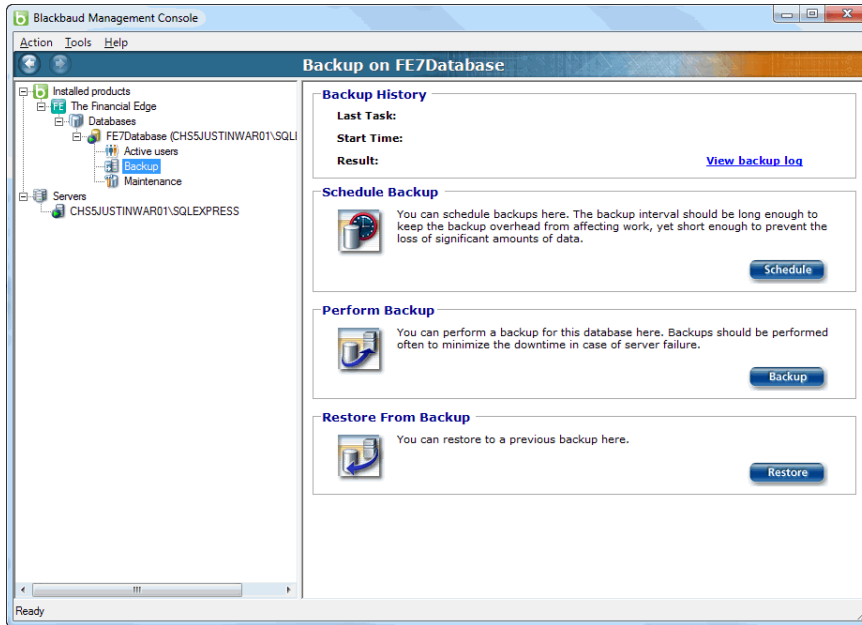
Backing Up Your Database

We recommend making a backup of your current database before installing the update. You can run a full or compressed backup of your database while users continue working in the program. The full backup saves a complete copy of your database in a directory you specify. The compressed backup option copies your data files, then compresses the copies into a single WinZip file and deletes the copies.

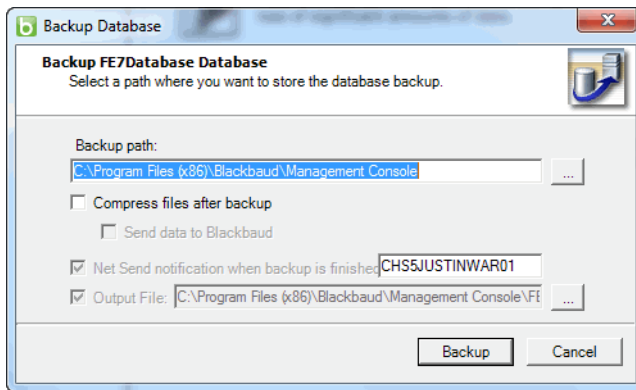
► **Backing up your Financial Edge database**

This section provides a procedure for backing up your database using the Blackbaud Management Console. For more information about backing up and restoring databases, see the *Database Administration Guide*.

1. Double-click the Blackbaud Management Console icon on your desktop. The Blackbaud Management Console opens.
2. In the Installed products tree view on the left side of the screen, select **Backup** under the name of the correct database. The backup options appear on the right side of the screen.



3. In the **Perform Backup** frame, click **Backup**. The Backup Database screen appears.



4. In the **Backup path** field, select a location to save the backup. You can use the browse button to specify a location.
5. Mark **Compress files after backup** to have the files zipped after the backup process. If you select this option, the **Send data to Blackbaud** option is enabled. Do not mark **Send data to Blackbaud** unless you have been directed to by Blackbaud technical support.
6. Mark **Net Send notification when backup is finished** to send notification to a specified workstation. You must enter the name of the workstation you want to net send, if it differs from the default.
7. To generate a text file that details the backup process, mark **Output File** and select a location to generate the output file.
8. Click **Backup** to start the backup process and return to the Blackbaud Management Console.

Update Procedures

Use the following procedures to update *The Financial Edge*. This section includes procedures for updating both a standalone version and a network version. Before beginning, make sure you have read the “Important Notes Before Updating” on page 20 and performed the recommended tasks to prepare for the update.

▶ Updating a standalone version

1. Insert the update CD into your CD-ROM drive. The AutoPlay Menu screen appears.
2. Click **Install The Financial Edge**. The InstallShield Wizard screen for upgrading *The Financial Edge* appears.

Note: If there are files in use that the installation process needs to update, a screen appears notifying you. Close the requested files and click **Retry** to continue.

3. Click **Next**. The Installing The Financial Edge screen appears displaying the status of the update.
4. Once the installation is complete, the InstallShield Wizard Completed screen appears.
5. Click **Finish**.

▶ Updating a network version

Follow these instructions to update a server, deployment package, and workstations. For more detailed information about updating user workstations and the deployment package, see the *Database Administration Guide*.

1. Insert the update CD into your CD-ROM drive. The AutoPlay Menu screen appears.

Note: After clicking **Install Software**, you may see additional processing screens and a prompt to restart your computer. If prompted, restart your computer and continue with the procedure.

2. Click **Install The Financial Edge**. The InstallShield Wizard screen for upgrading *The Financial Edge* appears.

Note: If there are files in use that the installation process needs to update, a screen appears notifying you. Close the requested files and click **Retry** to continue.

3. Click **Next**. The Installing The Financial Edge screen appears displaying the status of the update.
4. Once the installation is complete, the InstallShield Wizard Completed screen appears.
5. Click **Finish**.
6. Once the update installation process is complete, users can update their workstations. Because the deployment package is updated automatically, users with rights to add software are notified that an update is available the next time they open *The Financial Edge*. To update workstations, users must click **OK** when prompted.

Creating a New Financial Edge Database

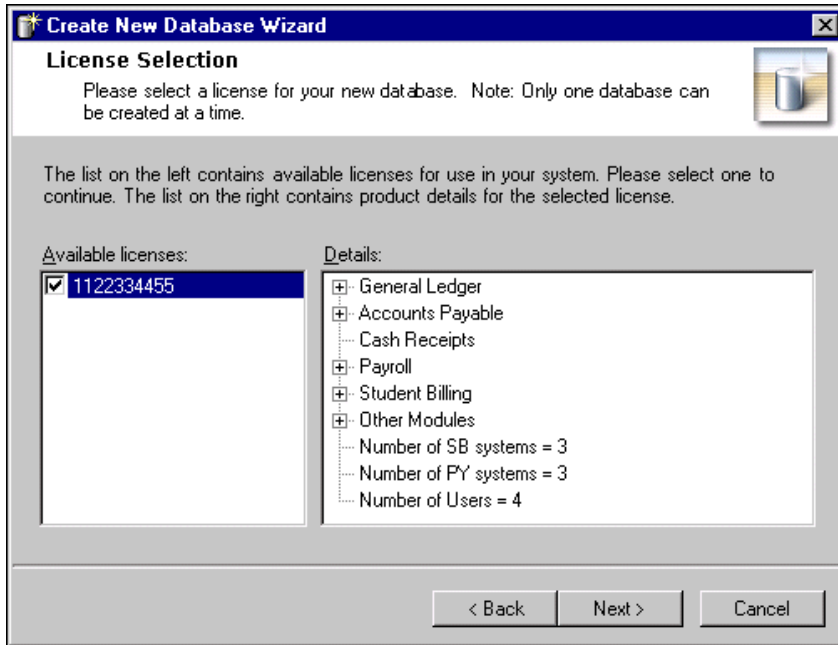
If you are a new *Financial Edge* user, or if you purchase additional databases, you must create a new database using the Blackbaud Management Console. The first time you open the Blackbaud Management Console, you will be prompted to create a new database.

Note: For more information about creating, migrating, and attaching databases through the Blackbaud Management Console, please see the *Database Administration Guide*.

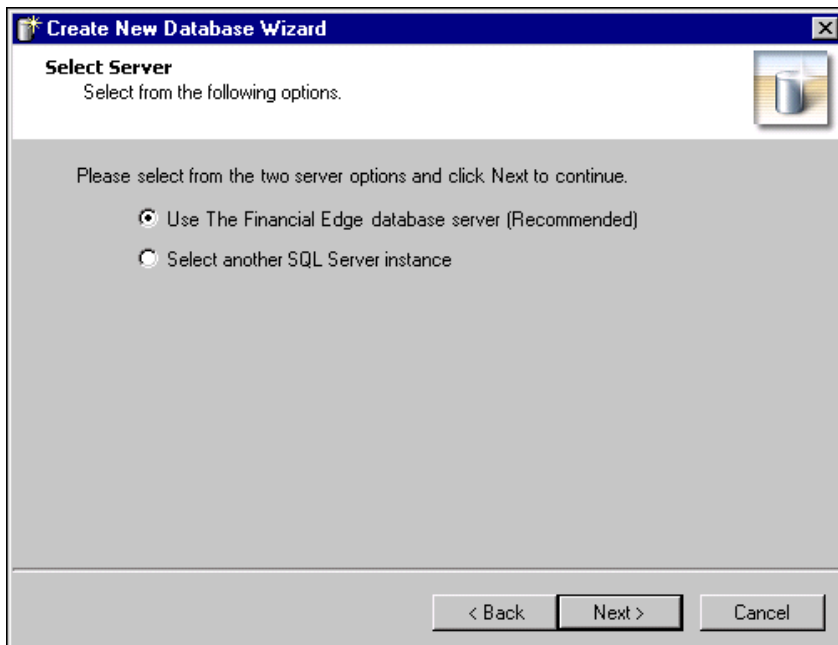
The Create New Database Wizard guides you through the process step by step.

► **Creating a new Financial Edge database**

1. The first time you open the Blackbaud Management Console, you will be prompted to create a new database.
2. Click **Next** to continue. The License Selection screen appears.



3. In the **Available licenses** frame, select a license for the new database. You can view license information in the **Details** frame.
4. Click **Next** to continue. The Select Server screen appears.



5. Mark **Use The Financial Edge database server (Recommended)** if your database is smaller than 3.7 GBs, and you want to use the *Financial Edge* server instance (*SQL Server 2005 Express*). Please note, if you select this option and have installed the *Financial Edge MSDE* server instance, your database must be smaller than 1.8 GBs, and you must have fewer than 10 concurrent users. If you select this option, proceed to step 12.
6. Mark **Select another SQL Server instance** if you want to use another server instance.
7. Click **Next** to continue. The Server Information screen appears.
8. In the **Select Server** field, select the server for which to create a new database.
9. In the **Login information** frame, select the type of authentication to use. Select **Use Windows authentication** if you are using your own version of SQL Server with Windows only authentication. This allows you to log into the server using the same Login name and Password you use to log into your system.

Select **Use SQL Server authentication** if you are using a mixed mode or SQL Server and Windows authentication.

10. If you select **Use SQL Server authentication**, you must enter a **Login name** and **Password** for the server.
11. Click **Test** to check the database connection. If the database connection fails, check the login information and verify that you selected the correct server.
12. Click **Next** to continue. The Database Information screen appears.

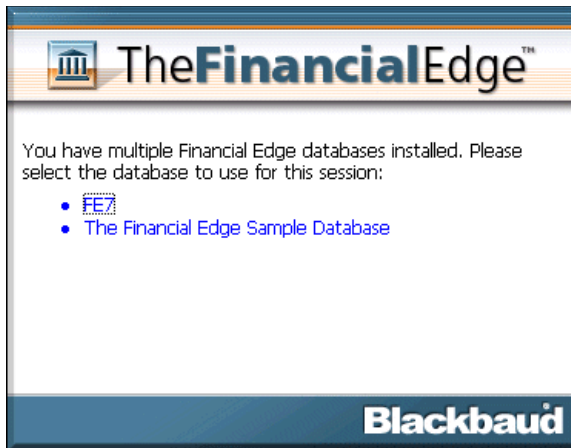
13. In the **Path for new database** field, enter a location for new the database. You can use the browse button to map to the location. The folder you browse to must already exist.
14. Enter a database name in the **Name for new database** field. This name appears on the server.
15. You can enter a description of the database in the **Description for new database** field. The description you enter will be seen when you log into *The Financial Edge*.
16. Click **Next** to continue. The final screen of the Create New Database Wizard appears.
17. Click **Finish** to complete the Create New Database Wizard.

Logging into a New Database

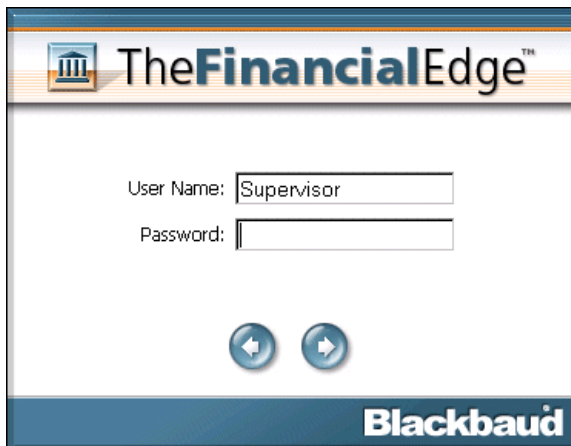
If you are a new **Financial Edge** user, the first time you access the new database, you will be prompted to configure general ledger options for your organization.

▶ Logging into a new database

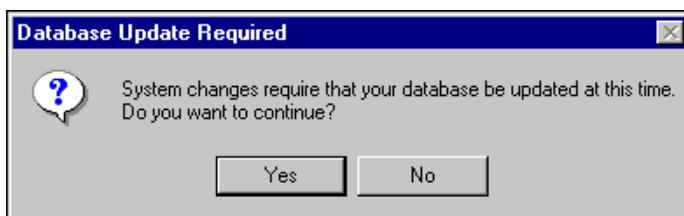
1. Double-click **The Financial Edge** icon on your desktop to open the program. A screen appears with a link to the database you created in the Blackbaud Management Console and for The Financial Edge Sample Database.



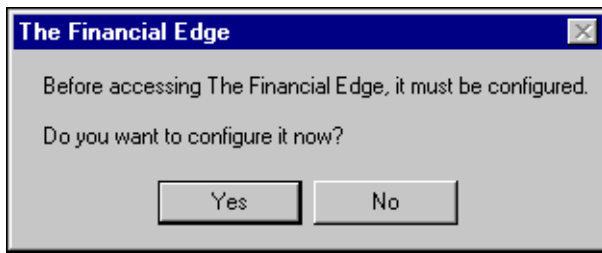
2. Click the link for the database you created. The login screen for **The Financial Edge** appears.



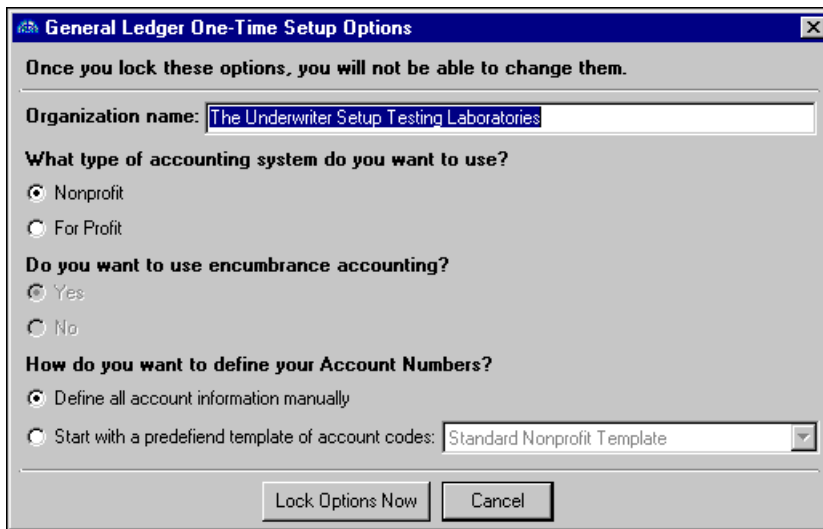
3. In the **User Name** field, enter "Supervisor". In the **Password** field, enter "admin". Click the right-pointing arrow. The Database Update Required screen appears.



- Click **Yes**. After performing the database update, a screen appears, prompting you to configure **The Financial Edge**.



- Click **Yes**. The General Ledger One-Time Setup Options screen appears.



- The **Organization name** field defaults to your organization name. To avoid entering data into the wrong database, we recommend you use different names for your additional databases.
- In the **Accounting System** frame, select **Nonprofit** or **For Profit**.
- In the **Encumbrance Accounting** frame, select **Yes** or **No**. This field is enabled only if you have the optional module *Purchase Orders*.
- In the **Account Numbers** frame, you can select to define all account information manually, or to start with a predefined template of account codes. You can select a standard account code list designed for specific organizations. With this one time setup option, you can get started quickly by selecting an account code list for a standard nonprofit, school, museum, or community foundation. Once you select a standard account code list, default chart templates are created based on the code list you selected.

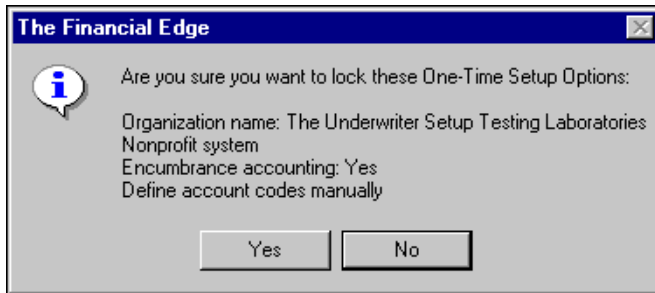
Note: Please refer to the Template Account Codes appendix in this guide for a listing of account codes.

If you use a predefined account code template, account codes are automatically defined and appear on the Account codes page. The account structure starts with a two-digit fund and a six-digit account code. You can add to, modify, and delete the predefined account codes to get the results you need. For example, you can rename the account code descriptions or even renumber a few of the account codes.

Your template options include:

- Standard Nonprofit Template
- Standard School Template
- Standard Museum Template
- Standard Community Foundation Template

10. Click **Lock Options Now**. A validation screen appears.



11. Click **Yes**. *The Financial Edge* opens to the Home page.

Working with Sample Data in The Financial Edge

Sample data is provided with *The Financial Edge* when you install the program. We recommend you use this sample data as a training tool because you can try out the many features available in the program without fear of introducing bad data into the database you use for your organization's data.

Note: For network installations, the sample data is installed only on the server and is shared by client machines.

You can use the sample database at any time by selecting it when you log into *The Financial Edge*. For more information about creating, migrating, and attaching databases through the Blackbaud Management Console, please see the *Database Administration Guide*.

Unlocking Optional Modules

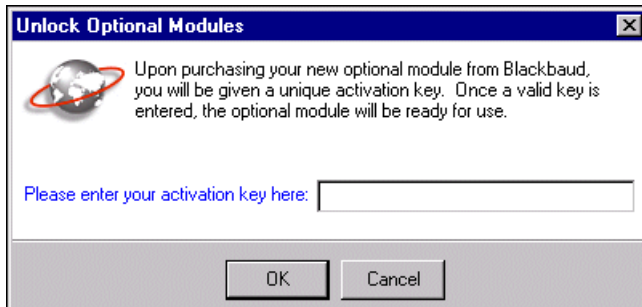
Note: If you need to purchase additional modules or user licenses, please contact your Account Representative.

When you purchase an optional module or additional user license from Blackbaud, you are given a code. You must enter this code to "unlock" or activate the optional module or user license.

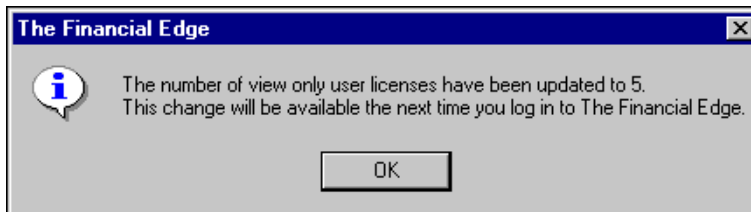
If you did not receive your unlock code, or the code does not work, you can create a case in Case Central on Blackbaud's website. Please include the database serial number when you request this information. You can locate the database serial number by clicking **Help, About The Financial Edge** on the menu bar.

► **Unlocking an optional module or additional user licenses**

1. From the shell menu bar in *The Financial Edge*, select **Tools, Unlock Add-on Modules**. The Unlock Optional Modules screen appears.



2. In the **Please enter your activation key here** field, enter the code you were given when you purchased the optional module or user license. The code must be entered in all capital letters.
3. Click **OK**. A confirmation message appears.



If you enter the code incorrectly, a message appears.



Click **OK** and enter the activation key again. After you enter the key correctly the confirmation message appears.

4. Once you have entered the correct activation key, click **OK**. Before you can use the optional module or user licenses, you must log off and log back into *The Financial Edge*.

Installing Web Components for Dashboard

Dashboard in *The Financial Edge* requires certain Web components installed with Microsoft *Office XP* and higher to work. Office Web components are automatically installed by Microsoft *Office* setup. If you do not have Microsoft *Office XP* or higher, you can download the Web components from the Download Center at microsoft.com.

Office Web Components are a collection of Component Object Model (COM) controls for publishing spreadsheets, charts, and databases to the Web, and for viewing the published components on the Web.

Activating Ad Hoc Remote Querying for School Store Manager

If you use the optional module *School Store Manager* and are currently on or upgrading to SQL Server 2005, after you install **The Financial Edge**, your database administrator needs to activate ad hoc remote querying before you access *School Store Manager*. If you attempt to use *School Store Manager* before activating ad hoc remote querying, you will receive an error message.

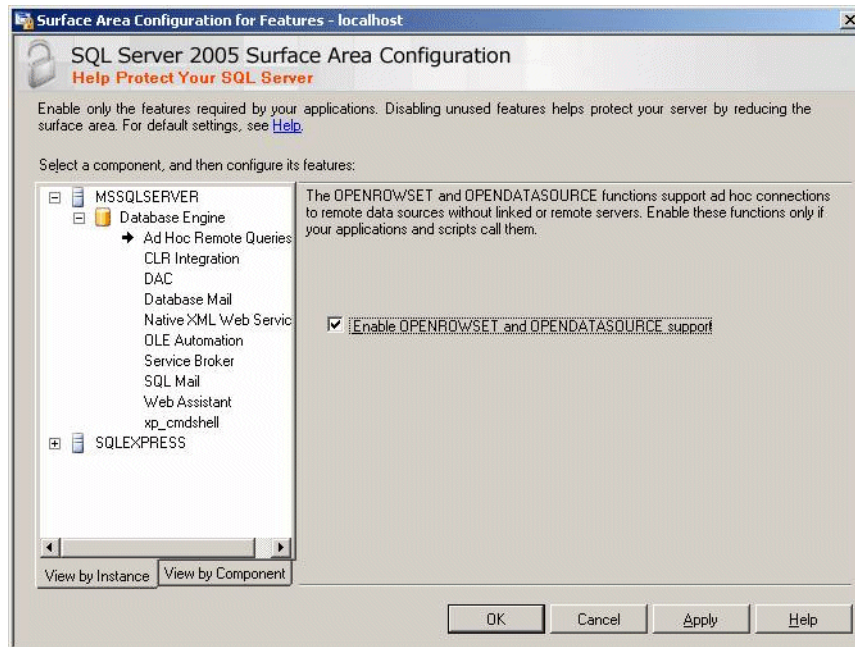
▶ Activating ad hoc remote querying for School Store Manager

1. In SQL Server 2005, run “SQL Server Surface Area Configuration”. The Surface Area screen appears.



2. Click **Surface Area Configuration for Features**. The **Surface Area Configuration for Features** screen appears.
3. In the treeview, click the plus sign next to your server name to expand that group. Then, expand **Database Engine** and select **Ad Hoc Remote Queries**.

4. In the frame to the right, mark **Enable OPENROWSET and OPENDATASOURCE support**.



5. Click **OK**.

Template Account Codes



Standard Nonprofit Template Account Codes 32
Standard School Template Account Codes 35
Standard Community Foundation Template Account Codes 39
Standard Museum Template Account Codes 43

Standard Nonprofit Template Account Codes

Account Number	Description	Category
110000	Cash	Asset
111000	Bank 1 Assets	Asset
111050	Bank 2 Assets	Asset
111100	Bank 3 Assets	Asset
111900	Cash Reserve	Asset
111930	Accounts Receivable	Asset
111931	Allowance for Uncollectable Accounts	Contra-Asset
111950	Pledges Receivable	Asset
111951	Allowance for Uncollectable Pledges	Contra-Asset
112000	Investments	Asset
113000	Deferred Expenses	Asset
113200	Cash Value of Life Insurance	Asset
113400	Notes Receivable	Asset
114500	Bond Sinking Fund	Asset
116000	Vehicles	Asset
139000	Land	Asset
140000	Buildings	Asset
181000	Equipment	Asset
182000	Accumulated Depreciation	Contra-Asset
210000	Accounts Payable	Liability
215000	Salaries Payable	Liability
220000	Deferred Revenue	Liability
230000	Current Portion of Long-term Debt	Liability

240000	Misc. Lease	Liability
245000	Misc. Lease 2	Liability
250000	Computer System Lease	Liability
260000	Notes Payable	Liability
270000	Bonds Payable	Liability
300000	Net Assets	Fund Balance
410000	Tithes & Offerings	Revenue
415000	Other Contributions	Revenue
420000	Interest Income	Revenue
421000	Building Rental Income	Revenue
423000	Audio Tape Sales	Revenue
428000	Publication Sales	Revenue
431000	Vending Machine Revenue	Revenue
432000	Other Misc. Sales Revenue	Revenue
510000	Salaries Payable	Expense
515000	FICA	Expense
515500	Health Insurance	Expense
516000	Life Insurance	Expense
518000	Long-term Disability	Expense
518500	Board Liability Insurance	Expense
520000	Staff Travel	Expense
521000	Board/Committee Travel	Expense
521200	Executive Travel	Expense
521500	Contingencies	Expense
522000	Telephone	Expense
522200	Office Supplies	Expense
522500	Printing & Promotion	Expense
523000	Postage	Expense

523400	Technology Audit	Expense
525000	Audit Fees	Expense
525500	Professional Fees	Expense
525600	Misc. Fees	Expense
530000	Office Development	Expense
535000	Staff Technical Training	Expense
535500	401(k) Administration	Expense
535600	Spiritual Development	Expense
535700	Leadership Development	Expense
536000	Religious Education Resources	Expense
537000	Rent Expense	Expense
538000	Utilities Expense	Expense
538500	Maintenance Expense	Expense
538600	Building Insurance Expense	Expense
539000	Building Cleaning Service	Expense
539500	Congregation Management	Expense
540000	Pastor Training	Expense
540100	Research/Marketing	Expense
541000	Church Development-Misc.	Expense
542000	Ground Maintenance	Expense
543000	Cemetery Maintenance	Expense
544000	Newsletter	Expense
545000	Video Cassettes	Expense
546000	Weekly Publication	Expense
546500	Development Expense	Expense
547000	Copy Machine Lease Expense	Expense

547500	Copy Machine Maintenance Expense	Expense
548000	Telephone Maintenance Expense	Expense
548500	Electronic Maintenance Expense	Expense
549000	Bus Repairs	Expense
549500	Vehicle Repairs	Expense
550000	Memberships	Expense
551000	Subscriptions	Expense
552000	Office Furnishings	Expense
553000	Annual Fundraiser	Expense
555000	Youth Group Activities	Expense
560000	Teen Activities	Expense
565000	Singles Activities	Expense
570000	Couples Activities	Expense
580000	Singe Parent Activities	Expense
581000	Mission	Expense
583000	Annual Trip	Expense
700000	Interfund	Transfer
800000	Gain on Sale	Gain
900000	Loss of Sale	Loss

Standard School Template Account Codes

Account Number	Description	Category
110000	Cash & Cash Equivalentts	Asset
111000	Bank 1 Assets	Asset
111050	Bank 2 Assets	Asset
111100	Bank 3 Assets	Asset
111900	Trust Assets	Asset

111930	Pledges Receivable	Asset
111931	Allowance for Doubtful Pledges	Contra-Asset
111950	Accounts Receivable-Student Billing	Asset
111951	Allowance for Doubtful Accounts	Contra-Asset
112000	Bookstore-Inventory	Asset
113000	Athletic Equipment Inventory	Asset
113200	Prepaid Insurance	Asset
113400	Funds Held in Escrow	Asset
114500	Land	Asset
116000	Buildings	Asset
139000	Computer Software	Asset
140000	Computer Hardware	Asset
181000	Vehicles	Asset
182000	Accumulated Depreciation	Contra-Asset
210000	Accounts Payable	Liability
215000	Accrued Salaries Payable	Liability
220000	Unearned Tuition Payments	Liability
230000	Unearned Camp Fees	Liability
240000	Unearned Summer School Fees	Liability
245000	Current Portion of Bonds Payable	Liability
250000	Long-Term Lease Liability	Liability
260000	Notes Payable	Liability
270000	Bonds Payable	Liability
300000	Net Assets	Fund Balance

410000	Contributions	Revenue
415000	Tuition Revenue	Revenue
420000	Summer School Revenue	Revenue
421000	Bookstore Revenue	Revenue
423000	Athletic Event Revenue	Revenue
428000	Miscellaneous Event Revenue	Revenue
431000	Yearbook Sales	Revenue
432000	Cafeteria Revenue	Revenue
510000	Salaries	Expense
515000	FICA	Expense
515500	Health Insurance	Expense
516000	Life Insurance	Expense
518000	Long-Term Disability Insurance	Expense
518500	Board Liability Insurance	Expense
520000	Office Expenses	Expense
521000	Supplies Expense	Expense
521200	Postage Expense	Expense
521500	Copy Machine-Lease Expense	Expense
522000	Copy Machine-Maintenance	Expense
522200	Professional Dues	Expense
522500	Professional Development	Expense
523000	Instructional Supplies	Expense
523400	Telephone Charges	Expense
525000	Consulting Fees	Expense
525500	Orientation Expense	Expense
525600	Examination Expense	Expense

530000	Research Expense	Expense
535000	Guidance	Expense
535500	Graduation Expense	Expense
535600	College Placement Expense	Expense
535700	Campus Ministry	Expense
536000	Book Purchase	Expense
537000	Subscriptions	Expense
538000	Athletic Supplies	Expense
538500	Grounds Maintenance	Expense
538600	Field Maintenance	Expense
539000	Pool Expenses	Expense
539500	Advertising	Expense
540000	Printing Fees	Expense
540100	Layout Fees	Expense
541000	Newsletter	Expense
542000	Website Fees	Expense
543000	Internet Service Provider Fees	Expense
544000	Miscellaneous Computer Fees	Expense
545000	Bus Expenses	Expense
546000	Automobile Expenses	Expense
546500	Maintenance Equipment	Expense
547000	Memberships	Expense
547500	Office Furnishings	Expense
548000	Annual Fund Raiser	Expense
548500	Food Purchase	Expense
549000	Cafeteria Supplies	Expense
549500	Cafeteria Maintenance	Expense

550000	Cafeteria Office Supplies Expense	Expense
551000	Roads	Expense
552000	Lawns	Expense
553000	Gardens	Expense
555000	Trees	Expense
560000	Refuse	Expense
565000	Lighting Equipment Expense	Expense
570000	Depreciation Expense	Expense
580000	Annual Report	Expense
581000	Audit Fees	Expense
583000	Audit Adjustment	Expense
700000	Interfund	Transfer
800000	Gain on Sale	Gain
900000	Loss on Sale	Loss

Standard Community Foundation Template Account Codes

Account Number	Description	Category
110000	Cash and cash equivalents	Asset
111000	Bank 1 Assets	Asset
111050	Bank 2 Assets	Asset
111100	Bank 3 Assets	Asset
111900	Contributions Receivable	Asset
111930	Pledges Receivable	Asset
111931	Allowance for Uncollectable Pledges	Contra-Asset

111950	Grants Receivable	Asset
111951	Allowance for Uncollectable Grants	Contra-Asset
112000	Investments 1	Asset
113000	Investments 2	Asset
113200	Beneficial Interests in Trusts	Asset
113400	Trust Distribution Receivable	Asset
114500	Note Receivable	Asset
116000	Unallocated Investments	Asset
139000	Equipment	Asset
140000	Land	Asset
181000	Building	Asset
182000	Accumulated Depreciation	Contra-Asset
210000	Accounts Payable	Liability
215000	Refundable Advance	Liability
220000	Grants Payable	Liability
230000	Notes Payable	Liability
240000	Annuity Obligations	Liability
245000	Funds Managed for Others	Liability
250000	Management Fees Payable	Liability
260000	Payroll Taxes Payable	Liability
270000	Admin Fee Payable	Liability
300000	Fund Balance	Fund Balance
410000	Contributions Revenue	Revenue
415000	Grant Revenue	Revenue
420000	Pledge Revenue	Revenue

421000	Dividends/Interest Income	Revenue
423000	Distributions of Beneficial Trusts	Revenue
428000	Investment Income	Revenue
431000	Rental Revenue	Revenue
432000	Gala Revenue	Revenue
510000	Grants Expense	Expense
515000	Administrative Charge	Expense
515500	Activity Expense	Expense
516000	Misc. Expense	Expense
518000	Uncollectable Pledges Expense	Expense
518500	Uncollectable Grants Expense	Expense
520000	Executive Office	Expense
521000	Program Fees	Expense
521200	Finance Office	Expense
521500	Administrative Office	Expense
522000	Payroll Taxes	Expense
522200	All Other Taxes	Expense
522500	Consulting Fees	Expense
523000	401(k) Payments	Expense
523400	Travel Expense	Expense
525000	Audit Fees	Expense
525500	Tax Consultation & Form Preparation	Expense
525600	Employee Parking Expense	Expense
530000	Computer Hardware Expense	Expense
535000	Computer Software Expense	Expense

535500	Internet Service Provider Expense	Expense
535600	Website Design Expense	Expense
535700	Website Host Fee	Expense
536000	Computer Consulting	Expense
537000	Staff Training	Expense
538000	Building Expenses	Expense
538500	Annual Building Inspection	Expense
538600	Pest Control	Expense
539000	Marketing Survey	Expense
539500	Development Expenses	Expense
540000	Copy Machine Lease Expense	Expense
540100	Copy Machine Maintenance Expense	Expense
541000	Telephone Equipment Maintenance	Expense
542000	Supplies Expense	Expense
543000	Postage	Expense
544000	Mail and Courier Expense	Expense
545000	Insurance Expense	Expense
546000	Electronic Equipment	Expense
546500	Automobile Repair	Expense
547000	Memberships/Subscriptions	Expense
547500	Miscellaneous Office Expense	Expense
548000	Furniture	Expense
548500	Office Furnishings	Expense
549000	Long Distance	Expense
549500	Telephones	Expense

550000	Base Rent	Expense
551000	Electricity	Expense
552000	Annual Report	Expense
553000	Newsletter	Expense
555000	Special Events-General	Expense
560000	Seminar	Expense
565000	Gala Fund Raiser	Expense
570000	Council on Foundations	Expense
580000	Staff Training	Expense
581000	Other Conferences & Travel	Expense
583000	Custodial Fees	Expense
700000	Transfer In/Out	Transfer
800000	Gains	Gain
900000	Losses	Loss

Standard Museum Template Account Codes

Account Number	Description	Category
110000	Cash & Cash Equivalent	Asset
111000	Bank 1 Assets	Asset
111050	Bank 2 Assets	Asset
111100	Bank 3 Assets	Asset
111900	Accounts Receivable-1	Asset
111930	Accounts Receivable-2	Asset
111931	Allowance for Doubtful Accounts	Contra-Asset
111950	Pledges Receivable	Asset
111951	Allowance for Doubtful Pledges	Contra-Asset
112000	Shop Inventory	Asset

113000	Prepaid Exhibit Expense	Asset
113200	Investments	Asset
113400	Land	Asset
114500	Facilities	Asset
116000	Historic Homes	Asset
139000	Furniture & Fixtures	Asset
140000	Computers	Asset
181000	Vehicles	Asset
182000	Accumulated Depreciation	Contra-Asset
210000	Accounts Payable	Liability
215000	Sales Tax Payable	Liability
220000	Gift Certificates Outstanding	Liability
230000	Accrued Salaries Payable	Liability
240000	Accrued Liabilities-Other	Liability
245000	Current Portion of Annuity Obligation	Liability
250000	Notes Payable	Liability
260000	Annuity Obligations	Liability
270000	Long-Term Lease Liability	Liability
300000	Net Assets	Fund Balance
410000	Contributions	Revenue
415000	Membership Revenue	Revenue
420000	Grant Revenue	Revenue
421000	Admission Revenue-1	Revenue
423000	Admission Revenue-2	Revenue
428000	Museum Shop Revenue	Revenue
431000	Summer Program Revenue	Revenue

432000	Not Realized Gain on Investment	Revenue
510000	Salaries	Expense
515000	Benefits	Expense
515500	Consulting Fees	Expense
516000	Conservation (preservation of holdings)	Expense
518000	Microfilm Fees	Expense
518500	Restoration Fees	Expense
520000	Lecture/Training	Expense
521000	Archival Maintenance	Expense
521200	On-line Services	Expense
521500	Insurance-Collections	Expense
522000	Insurance-Loaned Collections	Expense
522200	Acquisitions	Expense
522500	Printing-Internal	Expense
523000	Postage Expense	Expense
523400	Telephone Expense	Expense
525000	Internet Service Provider Fee	Expense
525500	Supplies Expense	Expense
525600	Employee Recruitment	Expense
530000	Mail Services	Expense
535000	Expensed Equipment	Expense
535500	Travel	Expense
535600	Licenses	Expense
535700	Dues & Subscriptions	Expense
536000	Publication Expenses	Expense
537000	Printing-Publications	Expense
538000	Equipment Rental	Expense

538500	Advertising	Expense
538600	Uncollectable Accounts Expense	Expense
539000	Bad Pledges Expense	Expense
539500	Building Repairs	Expense
540000	Maintenance	Expense
540100	Utilities	Expense
541000	Natural Gas	Expense
542000	Interest Expense	Expense
543000	Credit Card Fees	Expense
544000	Bank Service Charges	Expense
545000	Service Contracts-Equipment	Expense
546000	Cleaning	Expense
546500	Legal Expenses	Expense
547000	Audit Fees	Expense
547500	Investment Expense	Expense
548000	Public Relations	Expense
548500	Subscriptions	Expense
549000	Exhibit Set-up	Expense
549500	Exhibit Repairs	Expense
550000	Exhibit Shipping	Expense
551000	Exhibit Consulting	Expense
552000	Security-Equipment	Expense
553000	Security-Contract	Expense
555000	Tour Bus	Expense
560000	Fuel	Expense
565000	Grounds Maintenance	Expense
570000	Tree Repair Expense	Expense
580000	Sidewalk Repair	Expense
581000	Parking Lot Maintenance	Expense

583000	Fencing Repair Fees	Expense
700000	Interfund	Transfer
800000	Gain on Sale of Assets	Gain
900000	Loss on Sale of Assets	Loss

