

The **Financial** EdgeTM

7.87 Update Guide

080714

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This guide provides step-by-step update procedures for clients who are currently using *The Financial Edge*, and updating to *The Financial Edge 7.87*. In addition, we provide information about new features and functionality available in *The Financial Edge 7.87*.

Note: To access our system requirements, select **System Requirements** from the **resources** menu on our website at www.blackbaud.com.

For complete instructions on updating *The Financial Edge*, including a checklist of recommended steps, see “Updating The Financial Edge” on page 2.

Updating The Financial Edge

To help you successfully update *The Financial Edge*, review the information provided in this section. We provide a checklist of recommended steps, a list of important notes to review, procedures for backing up your databases and running the update for standalone and network versions.

Recommended Steps

This section provides the recommended steps to follow for successfully updating *The Financial Edge*. We recommend using this checklist to help guide you through the process. As you complete each task in the list, place a mark in the corresponding checkbox.

- Prepare for the update by reviewing the new features available in *The Financial Edge 7.87*. For more information, see the New Features and Enhancements chapter of this guide.
- 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.
- Review “Important Notes Before Updating” on page 2 and follow the recommendations that apply to you.
- Update your system by installing *The Financial Edge 7.87*. For more information, see “Procedures for Updating” on page 5.

Important Notes Before Updating

This section provides important notes you should read before attempting to update your system. We recommend that you verify each item in this list before moving on to the update procedures. Many of the items in this section are important precautions you should take to ensure a successful update. If you ignore recommendations in this list, you may have problems during the update process.

- *The Financial Edge* includes Microsoft’s *SQL Express 2008 R2 SP2*.
- You should make a complete backup of your *Financial Edge* database before you update. We strongly recommend you use a proper tape backup system. However, when you do not have such a system in place, you can run backup using the existing Blackbaud Management Console. For detailed instructions, see “Backing Up Your Database” on page 4.
- 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 7.0* or higher 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 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, you can download it from Microsoft's *SQL Server 2005 Downloads* page.
- If using Microsoft's *SQL Server 2008*, Service Pack 1 must be installed.
- **The Financial Edge** is compatible with Microsoft's *Windows Server 2003, Windows 7, Windows Vista, Windows XP, Windows Server 2008 R2, SQL Server 2012, Windows 2012* and *Windows 8*.
- 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 update **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

Note: If your organization has many users and experiences performance issues using **The Financial Edge** with *SQL Server Express*, you may want to purchase Microsoft *SQL Server Standard, Workgroup* or *Enterprise Edition*.

- 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*.
- You must have a pdf reader installed to access **The Financial Edge** user guides.
- You should have a complete backup of your current **Financial Edge** database before running the update. See "Backing Up Your Database" on page 4 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**.
- Exit all *Windows* applications on the server and the workstations where **The Financial Edge** will be updated.
- 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 update.
- 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 required NTFS rights, see "Required NTFS Rights" on page 5.

- If you use *School Store Manager* and are currently on or upgrading to SQL Server 2005 or SQL Server 2008, after you update to the latest version of **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. For more information, see “Activating Ad Hoc Remote Querying for School Store Manager” on page 8.

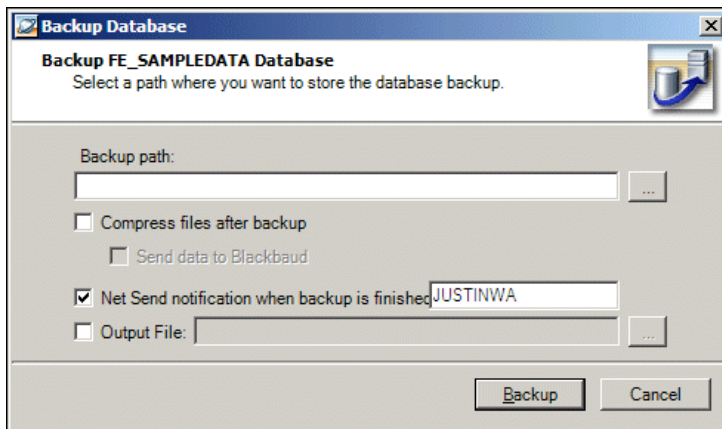
Backing Up Your Database

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 or user 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.

Required NTFS Rights

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

To update *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:\TEMP	FULL
C:\Windows\System32	RX

- If running *Windows*, 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 will propagate the permissions to all files and folders within the parent folder. The folder permissions must be added in the order in which they are displayed in the above table.
- If these rights prove to be insufficient, we recommend using *ProcessMonitor* to determine where additional rights are needed. *ProcessMonitor* is a third-party utility that is useful for troubleshooting permission issues. For more information about *ProcessMonitor*, reference Knowledgebase Solution BB50451. You can access the Knowledgebase on our website at www.blackbaud.com.

Modifying File and Folder Permissions for Users

For information about editing NTFS permissions, reference Knowledgebase Solution BB3124. You can access the Knowledgebase on our website at kb.blackbaud.com.

Procedures for Updating

Use the following procedures to update *The Financial Edge*. This section includes procedures for updating a standalone version and a network version. For instructions guiding you through the update on a standalone, see “Updating a Standalone Computer” on page 5. For instructions guiding you through the update on a server, see “Updating a Network Version” on page 7.

Note: To access our system requirements, select **System Requirements** from the **resources** menu on our website at www.blackbaud.com.

Before you begin, make sure you have read “Important Notes Before Updating” on page 2 and performed the recommended tasks to prepare for the update.

Updating a Standalone Computer

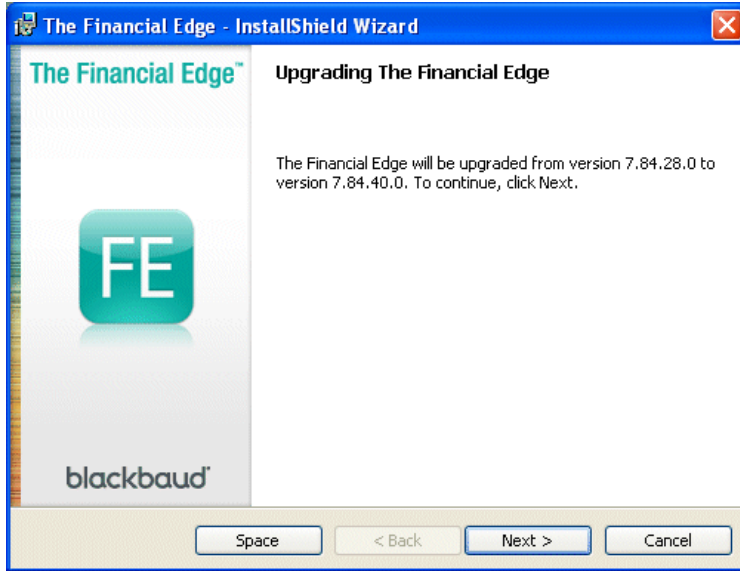
This section provides step-by-step instructions for clients who are currently using a standalone version of *The Financial Edge* and are updating to *The Financial Edge*.

► **Updating a standalone computer**

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

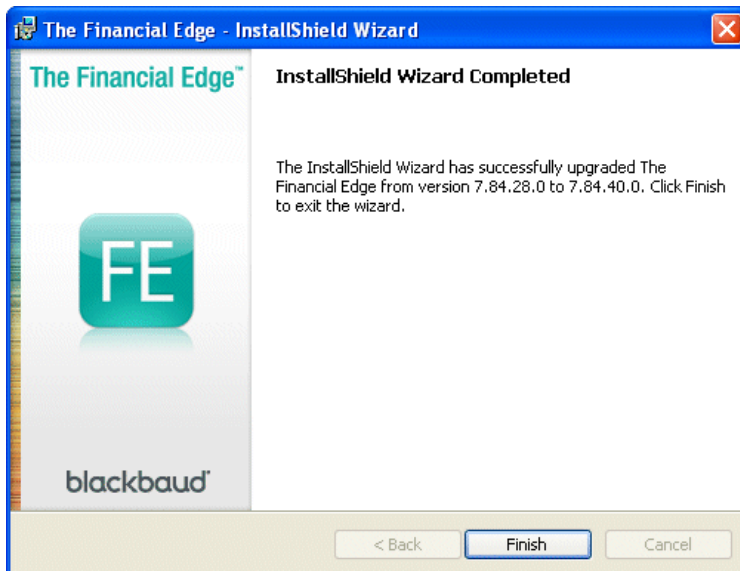
Note: After clicking **Install Software**, you may see additional processing screens and/or a prompt to restart your computer. If prompted, restart your computer and continue with the procedure.

2. Click **Install Software**. 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

This section provides step-by-step instructions for clients who are currently using a network version of *The Financial Edge* and are updating to *The Financial Edge* on a server.

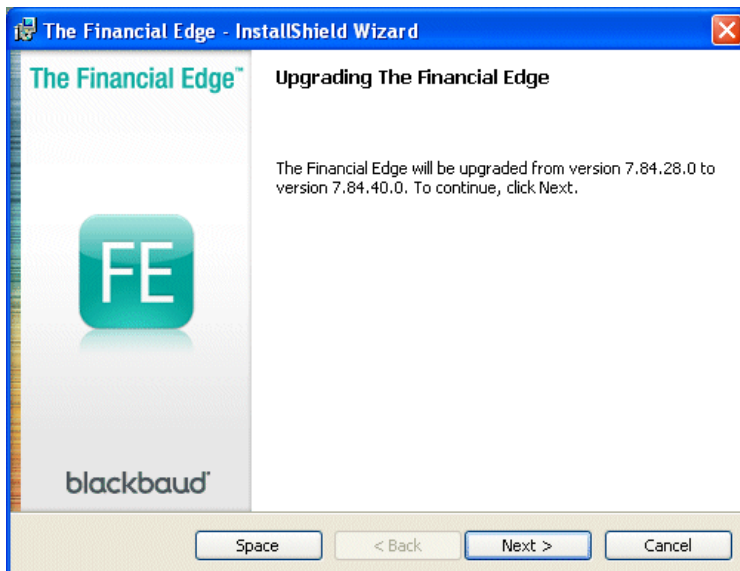
▶ Updating a network version

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.

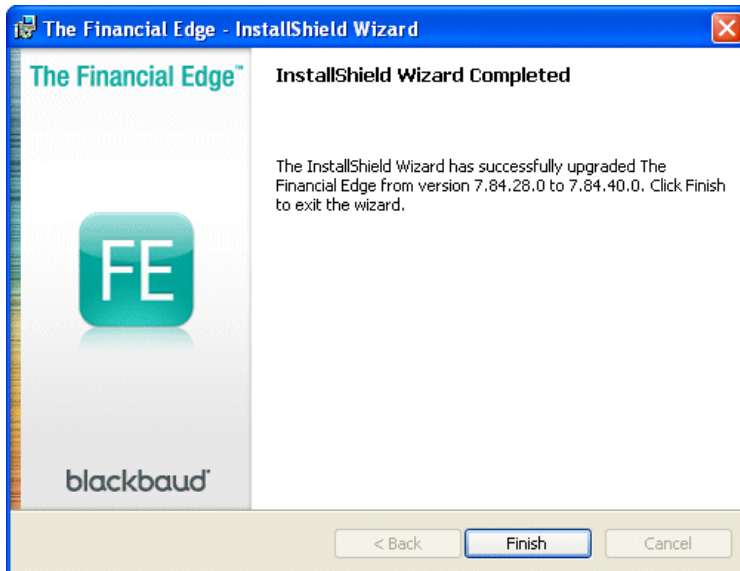
2. Click **Install Software**. The InstallShield Wizard screen for upgrading *The Financial Edge* appears.



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**.

Note: For information about NTFS rights users need to update workstations, see “Required NTFS Rights” on page 5.

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.

Activating Ad Hoc Remote Querying for School Store Manager

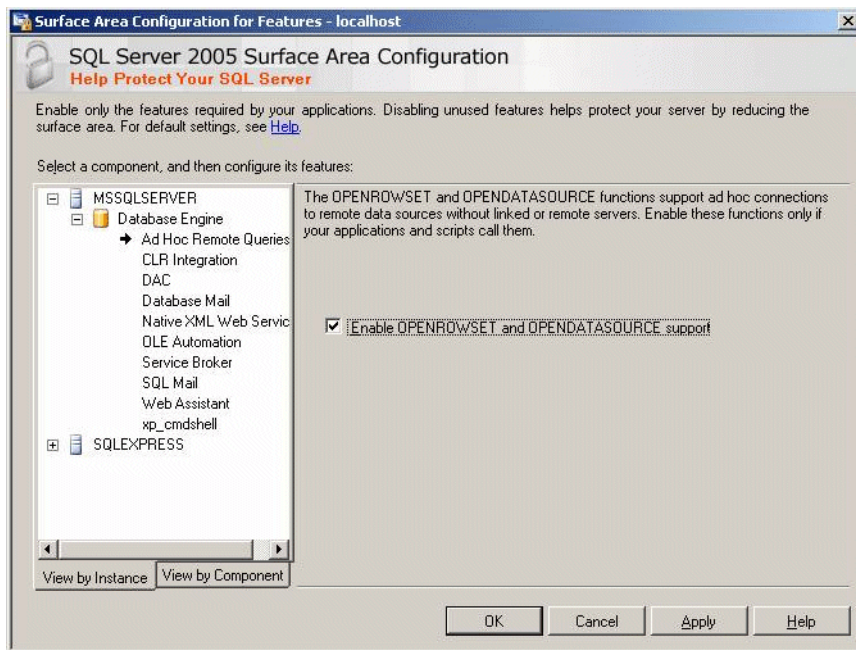
If you use *School Store Manager* and are currently on or upgrading to SQL Server 2005 or SQL Server 2008, after you update to the latest version of **The Financial Edge**, your database administrator needs to activate ad hoc remote querying before you access *School Store Manager*. If you attempt to 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**.

Accessing Additional Documentation

Note: Visit our website at www.blackbaud.com for the latest documentation and information.

Each user's guide for *The Financial Edge* is in a portable document format (*.pdf), which requires a reader to view. If you do not have a reader, you must install one before you can view the user guides. You can download Adobe's *Acrobat Reader* at no charge from the Adobe website.

If you experience inconsistencies when printing *.pdf files from your reader, including abnormal spacing or fuzzy graphics, you may need to update your printer drivers. In the meantime, you can correct the issue on a temporary basis by marking the **Print as image** checkbox on your Print settings screen.

Note: For more information about accessing and using *Financial Edge* user guides and documentation, see the "Finding Help" chapter of the *Program Basics Guide for The Financial Edge*.

▶ Accessing user guides from the The Financial Edge installation CD

1. Place the installation CD for *The Financial Edge* into your CD-ROM drive. If your system is set to automatically run CDs when inserted, an AutoPlay Menu screen appears.

If the AutoPlay Menu screen does not appear automatically, select **Start, Run** from your *Windows* operating system. Browse to the CD-ROM drive, and click **Open** on the Browse screen. Click **OK** on the Run screen.

2. Click **Read User Guides**. The Financial Edge User Guides page appears with links to guides containing information about updating, installing, and converting.

Unlocking Optional Modules

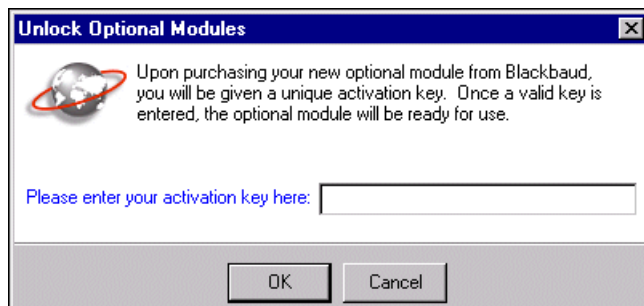
When you purchase an optional module or additional user license from Blackbaud, you are given a code. You must enter this code to "unlock" or activate the optional module or user license.

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

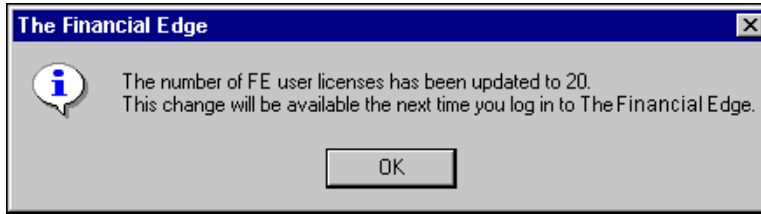
If you did not receive your unlock code, or the code does not work, you can create a case in Case Central on Blackbaud's website. Please include the database serial number when you request this information. You can locate the database serial number by clicking **Help, About The Financial Edge** on the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

Integrating with The Raiser's Edge

To integrate **The Financial Edge** with **The Raiser's Edge**, you must be on **Raiser's Edge** version 7.83 or higher. Please note you must also 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.

New Features and Enhancements



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Financial Edge 7.87 New Features and Benefits

This version of *The Financial Edge* includes enhancements to *The Financial Edge*, *WebPortal*, *WebPurchasing*, and *WebInvoicing*.

MISC-1099s and eFiling

With this release, we are improving our ability to meet your organization's tax reporting needs by partnering with industry expert Aatrix. Instead of processing your 1099s directly through Mail inAccounts Payable, you can now connect to Aatrix. The Aatrix integration combines your data with their content to populate the integrated reports in compliance with state and federal tax agency regulations. The 1099-MISC and W-2 eFiling solutions provide a range of choices from a complete full service eFiling option to a partial eFiling of just the federal forms, state forms or both.

While we recommend using the complete eFiling option as a best practice, you could skip the eFiling option altogether and print to paper tax forms. Please be aware, there are costs associated with eFiling. Also the new option to eFile 1099-MISC forms impacts your decision whether to purchase paper tax forms. To purchase compatible preprinted paper tax forms for paper or the partial eFiling options, please contact the Blackbaud Forms team at 866.422.3676 to speak to one of our trained tax forms specialists.

To learn more about our partnership with Aatrix and any costs associated with eFiling, visit our partner page on Blackbaud.com.

Relative Date Range Reporting

The Financial Edge now supports relative date ranges for multiple column reports. This means you can save time by creating report columns using relative dates instead of setting up reports with columns for each specific reporting period. A relative date range is a period of time in relationship to a specified date. For example, you could define a report for the current period, and then have one column for each of the five preceding periods. By changing the definition for one column (the base column), all the columns defined relatively will change.

You can use relative date ranges for the following General Ledger reports:

Financial Statements

- Balance Sheet
- Income Statement
- Statement of Activities
- Statement of Financial Position
- Statement of Functional Expense
- Custom Management Report

Project Reports

Project Financial Statements

Payroll Deduction and Benefit Records

With this release, we have expanded the capability of both Deduction and Benefit records. When rate is defined as a "Percentage of Gross," these record types can now consider other deductions before calculating the deduction or benefit. This added functionality can be used by pension plans or other organization-specific needs, such as the Illinois Municipal Retirement Fund (IMRF).

Railroad Retirement Act Tax Changes

With this release, we added support for the Railroad Retirement Act (RRTA). The RRTA provides for railroad employees' pensions and replaces their Social Security and Medicare benefits. You set up the RRTA tax rate and distribution information in Payroll Configuration. To add RRTA tax information to an employee, mark the Employee is subject to Railroad Retirement tax checkbox on the employee's Tax Settings tab. Please keep in mind, employees can receive Social Security and Medicare, or RRTA. They cannot receive both.

ACH Transactions

With this release, we added support for the file layout changes made to the company/batch header record in ACH file transfers. The standard entry class code changed from PPD to CCD in Accounts Payable. Cash Concentration or Disbursement (CCD) can be either an ACH credit or debit where funds are transferred between corporate entities.

Simple Allocations

With this release, we added new functionality to the optional module Allocation Management. Simple Allocations provides a new way to create an allocation in one simple process, making the setup and maintenance of your allocations easier. When you create a simple allocation, the pool and allocation set are combined into one allocation. You can also set up multiple pools and multiple bases within this one allocation, which make your allocations more inclusive of your transaction data.

Keep in mind, you can still create regular allocations using the Allocations, Pools, Rates, Fee Schedules, and Business Rules tabs. To better understand the differences between simple allocations and traditional allocations, see the *Allocation Management Guide*.

Negative Distributions in Cash Receipts

On the GL Distribution tab of a payment record in Cash Receipts, you can now enter negative distribution amounts to record refunds or credits, which will result in a net amount. Keep in mind, negative amounts appear in parentheses. Prior to this change, you had to use miscellaneous entries or credits in lieu of negative cash amounts because Cash Receipts did not allow negative amounts.

Financial Edge Compatibility

With this release, the Financial Edge is fully compatible with the following:

- Windows OS 8.1
- SQL Server 2014
- Windows 2012 Server R2
- Internet Explorer 11

WebPortal Enhancements

- WebPortal is now compatible with Chrome.

- We added a new business rule to help you manage the process of submitting invoice requests. In **Accounts Payable**, on the Invoice Requests business rule page, you can now select how you want to handle invoice requests that are submitted without attachments. You can choose to always allow, never allow, or to warn the requestor. The default is to always allow. Keep in mind, if you change the business rule, you must reset IIS for the change to take effect in WebPortal.
- You now have the ability to view and search by vendor address within WebPortal.
- We added a new field to the invoice request review page. The Total field shows the sum total of all lines within an invoice request.
- We added new business rules for requisitions and invoice requests. From the Requisition and Invoice Requests pages in **Accounts Payable** business rules, you can now specify different designations to use in place of the words requisition and requestor in WebPurchasing and WebInvoicing.
- We updated how WebPortal handles the rounding of decimal places in currency. Previously, when you had three or more decimal places, WebPortal would round to two places and in some instances truncate the other numbers, causing distribution errors. WebPortal now rounds correctly, regardless of the number of decimal places.
- In WebInvoicing, approvers now have the ability to change the expense category.
- In WebInvoicing, requestors and approvers can now edit the Invoice Number field during the approval process, and manually assign it. In previous versions, the invoice number was assigned automatically upon submission.
- In WebPurchasing, we now allow more characters for the requisition description and line item descriptions. The limit increased from 50 characters to 100 for requisition description, and from 60 characters to 100 for line item descriptions.

Financial Edge 7.86 New Features and Benefits

This version of **The Financial Edge** includes enhancements to Financial Edge reports, *WebPortal*, *WebPurchasing*, and *WebInvoicing*.

WebPortal

With this release, we added a business rule to help you manage the process of submitting requisitions. In **Accounts Payable**, on the Requisition business rule page, you can now select how you want to handle requisitions that are submitted without attachments. You can choose to always allow, never allow, or to warn the requisition processor. Keep in mind, if you change the business rule, you must reset IIS for the change to take effect in WebPortal.

WebPortal now allows approvers to add or remove attachments at any time during the approval process in both requests and requisitions. The original submitter can view these attachments at any time during the process as well.

Purchase Orders

With this release, we made it easier to access requisition records. You can now access requisition records directly from the requisition line item in Purchase Orders. From an open requisition line item, select Line Item, Go to, Requisition.

Aged Accounts Receivable Report

The Aged Accounts Receivable Report now includes an Invoice ID column. This column displays when you select Show transaction detail from the Detail section on the Format tab. This new column lists the ID of the invoice to which that line item belongs. The invoice ID will help those using the report to more quickly identify the invoice information they need.

Windows Operating System Support

With this release, we added support for Windows 2012 and Windows 8.

SQL Server 2012 Support

With this release, we added support for SQL Server 2012.

Financial Edge 7.85 New Features and Benefits

This version of *The Financial Edge* includes enhancements to Financial Edge reports, *WebPortal*, *WebPurchasing*, and *WebInvoicing*.

Report Management

We added a new feature to all Financial Edge report categories called Manage Tags. The Manage Tags feature allows you to better organize and filter your Financial Edge report parameters. For example, you can filter all of your saved report parameters by tags and categories, such as "Reconciliation" or "Fiscal Year 2012." When you mark the checkbox to show a tag or category on a reports page, only the report parameters with that specific tag and category display.

For more information, see the Reports Basics chapter of any Financial Edge Reports guide.

WebPortal

In *WebPortal*, the vendor name associated with the requisition and invoice request now appears on email notifications. The vendor name displays under each line item, similar to how it displays when viewing a requisition in *WebPurchasing*.

WebPurchasing

In *WebPurchasing*, you can now add an attachment to a requisition record. This helps ensure that all supporting documentation associated with a purchase request is included in the approval process.

You can also now use miscellaneous line items in *WebPurchasing* when creating purchase orders by requesting a one-time product at a flat amount.

With this release we also added a **Reviewer** column when viewing My Requisitions or All Requisitions. The **Current Reviewer** field has been added to the requisitions accessed from these pages.

In cases where all of the current reviewers are out of the office, a notation will be added in the **Reviewer** column and in the **Current Reviewer** field of the requisition indicating the reviewer out of the office.

For more information, see the *WebPurchasing Guide*.

WebInvoicing

With this release, you can now enter negative distributions in *WebInvoicing*. By entering a negative line item amount, you can easily record refunds and/or credits on an invoice, resulting in a net amount. This change improves data entry efficiency and also helps with reconciliation of the general ledger to subsidiary ledgers, because you no longer have the added miscellaneous entries in the system.

You can also now add line item descriptions on the Distribution tab of invoices from *WebInvoicing*. The description on the invoice request for the line item entered appears on the GL distribution line item descriptions. If there are multiple GL entries for each line item, the same description appears for each GL entry.

Financial Edge 7.84 New Features and Benefits

This version of *The Financial Edge* includes enhancements to accounts payable invoices and bank reconciliation.

Negative Distributions

With this release, you can now enter a negative amount on the GL Distribution tab of an accounts payable invoice. By entering a negative amount, you can easily record refunds and/or credits on an invoice, resulting in a net amount. In previous versions, you could not enter negative distributions, so you had to use miscellaneous entries or credit memos in lieu of negative cash amounts.

Line Item Descriptions

With this release, we have added a new Description column to the GL Distribution tab of accounts payable invoices so that you can add more detail about specific line items. For example, when entering an invoice, you may need to allocate it to separate expense accounts and want to use separate descriptions for each expense account. Now you can add that information to the line item on the GL Distribution tab.

This enhancement improves reporting, as well as account and project activity clarity, by displaying more detail about specific expenses. This information displays in the Reference column of the General Ledger Detail and Post reports. Prior to this release, you could only enter descriptions on the Invoice tab.

Bank Reconciliation

With this release, we have added the ability to easily access bank reconciliations from previous months. This is helpful when you or your auditors need to access that information and a hard copy is not available. It also saves you time because you can select the exact reconciliation and its date without researching reconciliation dates. To access bank reconciliations from previous months, you can select "Historical Reconciliation" in the Print field when running a Bank Reconciliation Report.