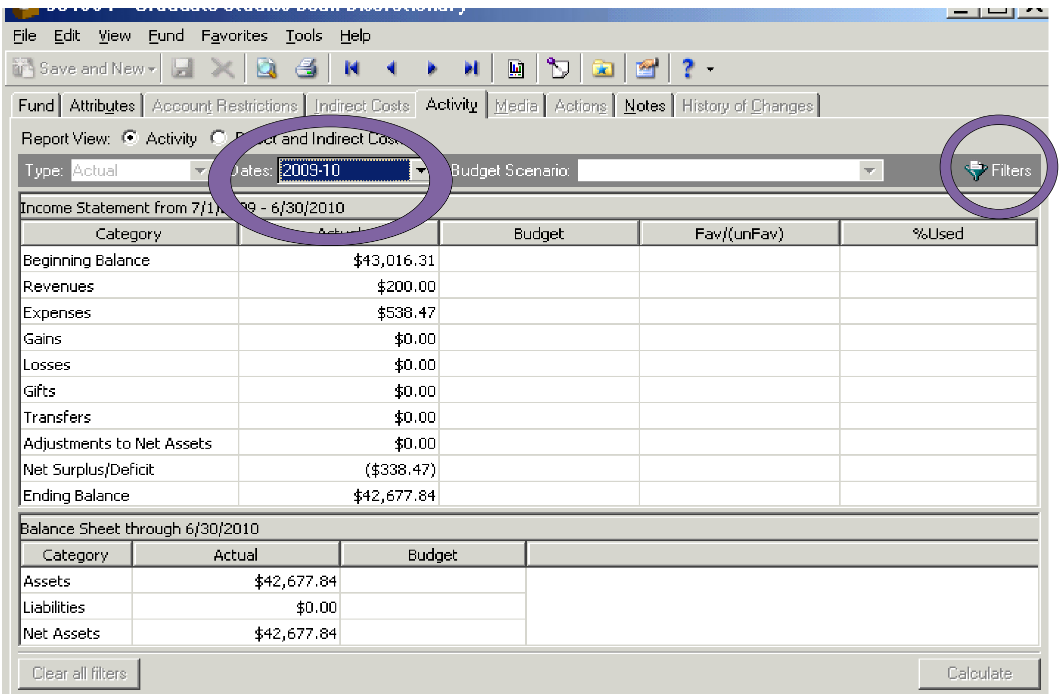
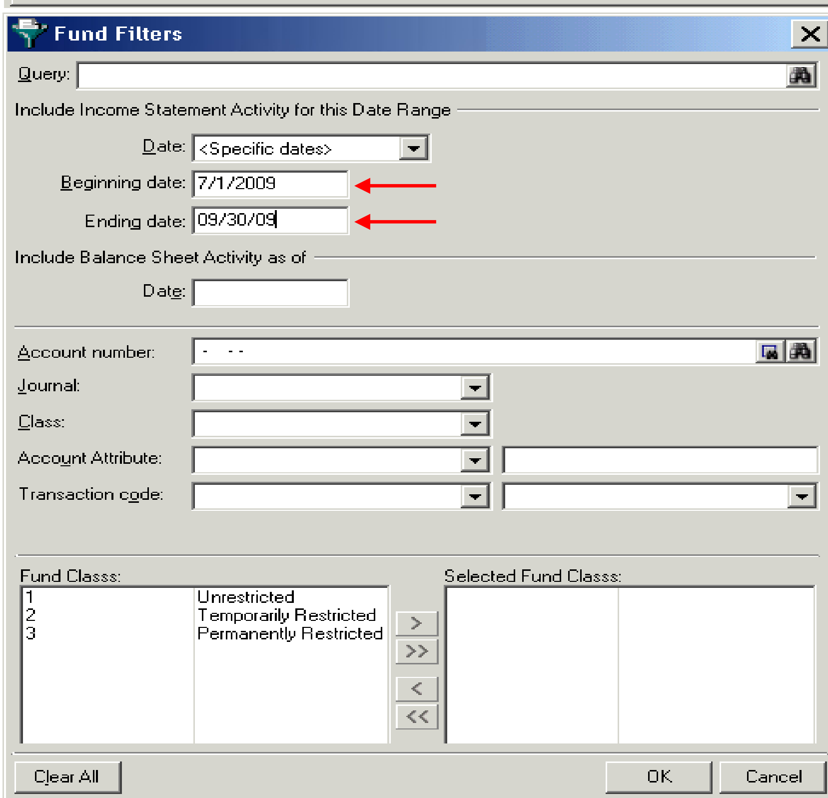
Instructions to view Fund Activity in The Financial Edge (and download to Excel)

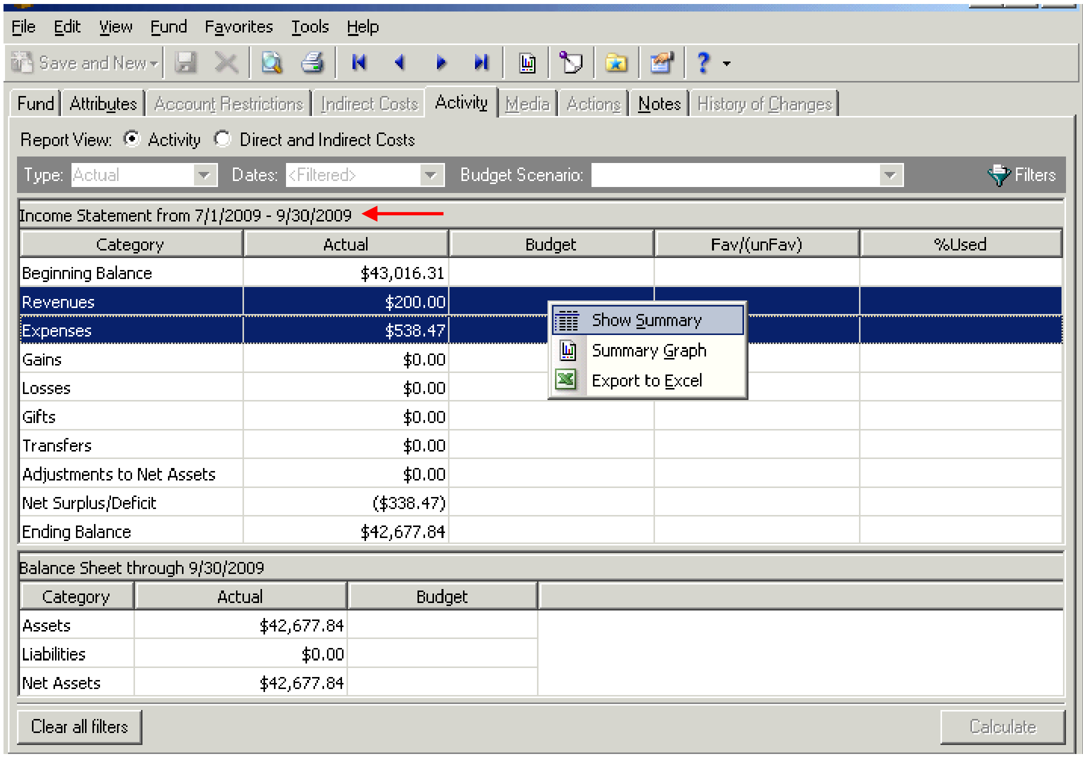
After logging into The Financial Edge from Blackbaud Application Hosting, your Dashboard will appear. Click **Refresh** to view current balances. Click on the hyperlink in the first column to view individual fund activity.

Once you have accessed an individual fund from the Dashboard, on the **Activity** tab, change the **Dates** field to view previous year's activity. Also, you can select **Filters** to select a date range. For **Date**, select **<Specific dates>** and enter a **Beginning** and **Ending date**. Click **OK**.

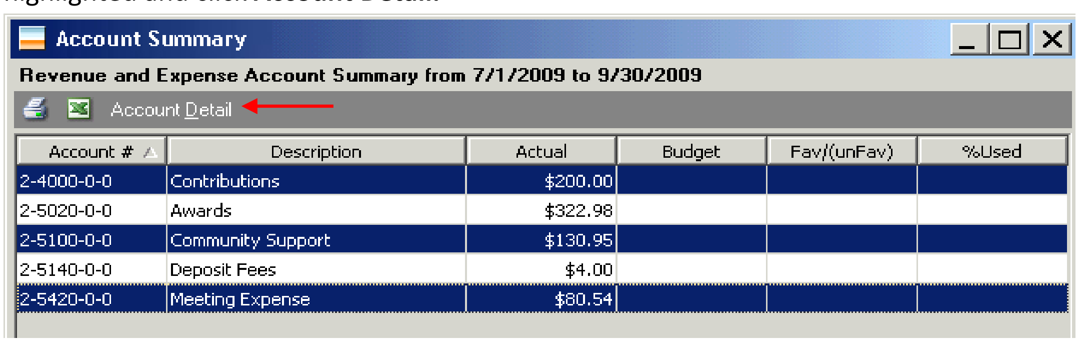


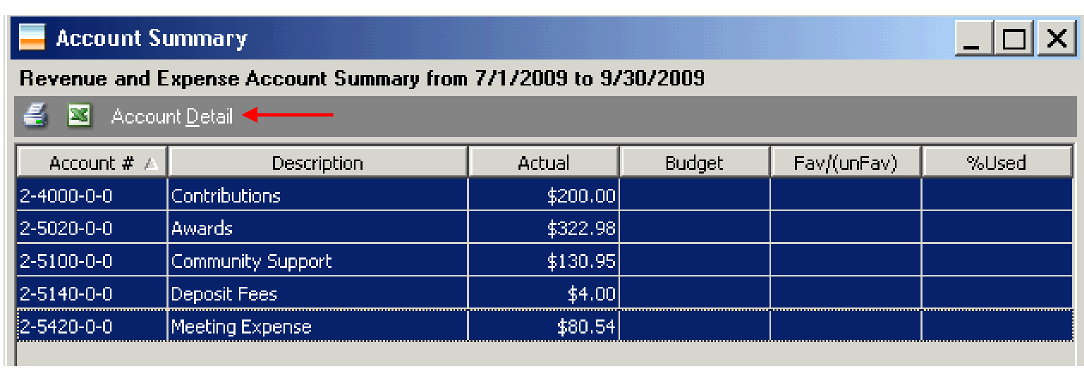


After selecting a date range (which will appear above the column headers) double-click on the **Revenues** line or the **Expenses** line to drill into the detail associated with that line. To view both the **Revenues** and **Expenses** line together, highlight both lines (click Revenues line and drag down to Expenses line), right-click and select **Show Summary**.



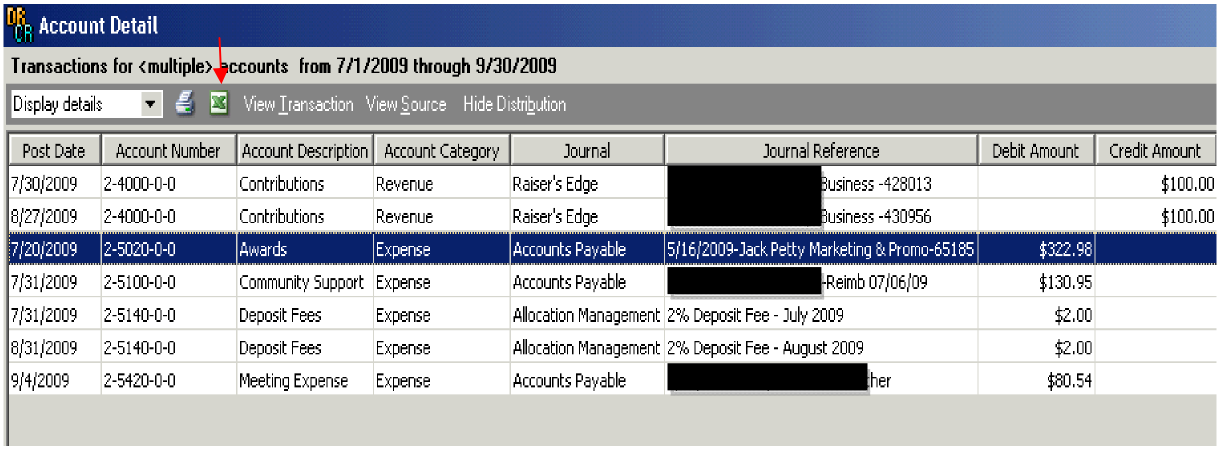
A list of all revenue and expense codes with activity will appear. Double-click any line to get activity detail for that revenue or expense line. To open detail for more than one code, highlight the codes by holding **Ctrl** and clicking on the codes you need and click **Account Detail**. To open all codes, click the first code and drag the cursor to the end of the list until all codes are highlighted and click **Account Detail.**





With the account detail listed, double-click on any expense line with **Accounts Payable** in the **Journal** column to open the **Invoice**. On the Invoice, information such as where the expense was coded (**GL Distribution** tab) along with the check date, number and amount (**Payments/Credits** tab) are available.

To download the account detail to Excel, click the green Excel icon .



Post Date	Account Number	Account Description	Account Category	Journal	Journal Reference	Debit Amount	Credit Amount
7/30/2009	2-4000-0-0	Contributions	Revenue	Raiser's Edge	[redacted] Business -428013		$100.00
8/27/2009	2-4000-0-0	Contributions	Revenue	Raiser's Edge	[redacted] Business -430956		$100.00
7/20/2009	2-5020-0-0	Awards	Expense	Accounts Payable	5/16/2009-Jack Petty Marketing & Promo-65185	$322.98	
7/31/2009	2-5100-0-0	Community Support	Expense	Accounts Payable	[redacted] -Reimb 07/06/09	$130.95	
7/31/2009	2-5140-0-0	Deposit Fees	Expense	Allocation Management	2% Deposit Fee - July 2009	$2.00	
8/31/2009	2-5140-0-0	Deposit Fees	Expense	Allocation Management	2% Deposit Fee - August 2009	$2.00	
9/4/2009	2-5420-0-0	Meeting Expense	Expense	Accounts Payable	[redacted] her	$80.54	

A message box may appear asking you to enter your full name and initials. There is no need to enter anything here as the system will use your User name by default. Click **OK**.

****The system will open a remote read only Excel file with the account detail. <u>DO NOT SAVE</u> this file to your computer. You will need to <u>COPY</u> all of the information to an Excel file on your computer to edit and save as needed.****

After copying the account detail to an Excel file on your computer, close the remote read only Excel file. If asked to save changes made to this file, click **NO**. Also, click **NO** if asked to save information on the Clipboard.