



Financial to Accounting Transition Book 1: Quick Reference Guide

Book 1- Financial to Accounting Quick Reference Guide

* = New Feature; N/A = not available

In order to:	In Financial, you went to:	In Accounting, you go to:	Book	Page
Search Accounts	Account Setup/Chart of Accounts/Find	Manage Accounts/View/Search	2	13
View Account detail information	Accounts Setup/Chart of Accounts tabs: General, Vendor, Budget, Balance	Manage Accounts/View tabs: Detail, Balance, Tree	2	14
*Mark account inactive or long term	N/A	Manage Accounts/View/Detail Tab	2	14
*Use Sub Ledger for AP Vendors	N/A	Manage Accounts/View/Detail tab	2	16
View Account detail report	Account Setup/Chart of Accounts/(highlight account)/Detail button	Manage Accounts/View/(highlight account)/Detail tab/Print button	2	18
*Link Fund Balance account to asset	N/A	Manage Accounts/View/Detail tab	2	19
*See account tree view	N/A	Manage Accounts/View/Tree View tab	2	22
*Set default checking account	Special Functions/Financial Profile	Special Functions/Settings	2	23
Set default payment method	N/A	Special Functions/Settings	2	23
Transfer Contributions to Accounting	Contribution/Special Functions/Transfer OR Financial/Transactions/Transfer Contributions to Financial	Accounting/Transactions/Transfer Contributions	3	3
Enter income other than contributions	Transactions/Post Income	Enter Income	3	9
Post an expense	Transactions/ Post Expense	Enter Bills /(enter the bill)/ Done-Add to Batch/Post and Pay These Bills	3	14
Enter a multi-line bill	Transactions/Post Expense (consecutive entries) OR Transactions/Accounts Payable/Post Payable/Payment Authorization	Enter Bills/(divide the dollar amounts between expense line items)/Add to Batch/Post and Pay these bills	3	18

Pay liability withholdings (941)	Transactions/Accounts Payable/Payment Authorization	Pay Bills/ Quick Pay/View Vendors with a Balance	3	30
*Correct a transaction	N/A	Transactions/ Browse/Correct	3	34
Add an account or fund	Account Setup/Chart of Accounts	Manage Accounts/Accounts +/-	4	2
Delete or account	Account Setup/Chart of Accounts	Manage Accounts/ Accounts +/-	4	8
Edit an accounts	Account Setup/Chart of Accounts	Manage Accounts/View/Tree View	4	10
Create Subtotals	Account Setup/Chart of Accounts	Manage Accounts/Subtotals	4	11
Enter Budget	Account Setup/Chart of Accounts/Budget tab	Budgets/Budget	4	15
*Enter quarterly budgets	N/A	Budgets/Budget	4	15
*Enter budget for a subtotal	N/A	Budgets/Budget	4	15
Print Reports	Reports (selected which one)	Reports icon/select which one or use the Menu bar & buttons	4	20
Select Report Columns	On some report screens	Reports/select which one/Columns tab	4	23
*Rearrange columns on report	N/A	Reports/ select which one/ Columns tab	4	23
*Export Reports	N/A	Reports/Select which one/Export/Export Document	4	26
*Email Reports	N/A	Reports/Select which one/Export/Send via E-Mail		27
*Convert to no Account numbers	N/A	Special Functions/Change Account Number Structure	4	29