FLORIDA STATE UNIVERSITY
FOUNDATION
Accounting

Financial Fund Reports User Guide

Overview

The purpose of this guide is to provide users with information on how to access the Foundation online report site for financial fund reports as well as familiarize them with the various reports available. Colleges and academic units at the University have a fiscal responsibility to monitor and reconcile transactions associated with funds that the Foundation administers on their behalf. Financial fund information provided through the Foundation online report site is updated as of the prior business day.

Requesting Access

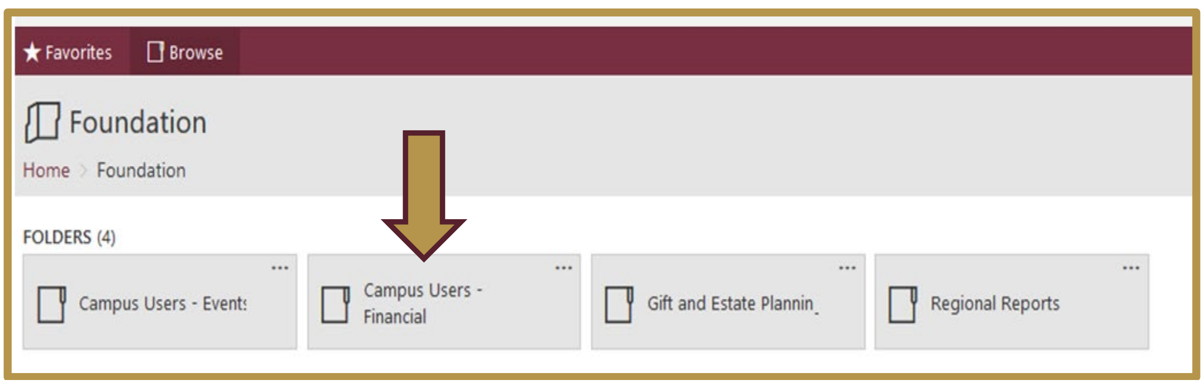
To request access to the online financial fund reports, a Web Access to Financial Fund Reports form must be submitted and approved by the Responsible Party. The Responsible Party is typically the Dean or Vice President of the college or academic unit who is charged with administrative oversight of the fund. Access may be authorized for an individual fund, multiple funds, a department, or a college or academic unit. After submitting the Request for Web Access to Financial Fund Reports form, it will automatically be routed to the Responsible Party for approval. Once the Responsible Party has approved the request and access has been granted by the Foundation General Accounting Office, the user will receive an email confirming access has been granted.

The Foundation Financial Fund Reports User Guide is intended to be used as a guideline and can be revised or changed at any time as deemed necessary as reports or changes to the online report site are made. If you have any questions or concerns accessing the site for financial fund information, please contact the Foundation General Accounting Office for further guidance.

Accessing Financial Fund Reports

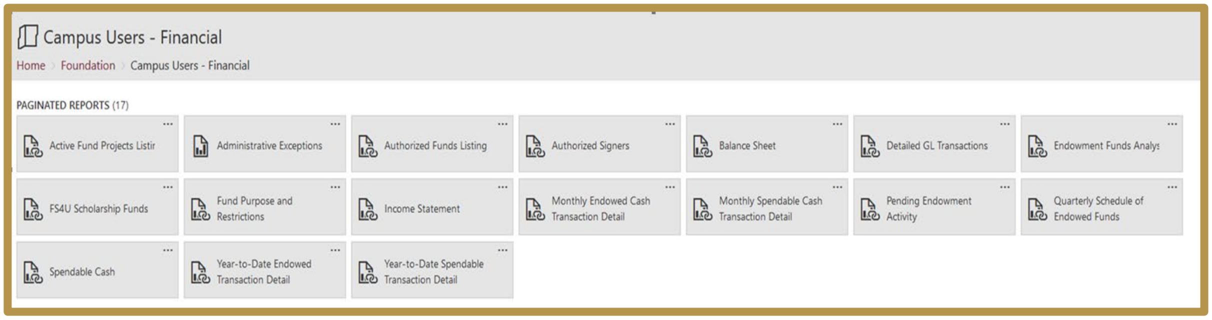
To access the Foundation online report site, users should navigate to the following link: https://reports.foundation.fsu.edu/Reports. It is recommended that the *Internet Explorer* web browser be used to access the report website.

If it is the first time signing in, a sign in screen will appear prompting a user to enter their FSUID login credentials. After successfully logging in, the browser will open to the FSU Foundation Reports homepage. Depending on the user's access, they may see various report folders. To view the list of financial fund reports available, click on the "Campus Users - Financial" folder as shown below.



Financial Fund Reports Available

The Foundation offers a variety of online financial fund reports. Keep in mind that users will only see financial information for those funds that they have been granted access to. Below is a list of the financial fund reports available as well as a brief description of the information that each report provides:



Active Fund Projects Listing

Contains a list of active funds along with the date the fund was opened and a description of how the funds can be used.

Administrative Exceptions

Provides a list of those funds which have reporting or other requirements that must be fulfilled per the gift agreement by the assigned department. These actions, noted as “administrative exceptions”, typically fall outside of the administrative oversight performed by the Foundation Accounting Office.

Authorized Funds Listing

Details a list of those funds the user has been granted access to view.

Authorized Signers

Provides a list of those individuals who have been granted authority to approve expenditures on each fund.

Balance Sheet

Reflects balances in the asset and liability accounts for one or more funds.

Detailed GL Transactions

Contains a list of transactions for one or more funds as of a specific date range.

Earmarked Gifts

Contains a list of earmarked gifts for a specific period of time.

Endowment Funds Analysis

Contains a list of endowed funds and the related activity as of a specific quarter.

FS4U Scholarship Funds

Contains a list of scholarship funds and the authorized responsible party, OMNI DDDHC, and OMNI Budget Manager for one or more departments within a specified unit.

Fund Purpose and Restrictions

Provides a description of the criteria and restrictions established on the fund which define how the funds may be used.

Income Statement

Reflects balances in the revenue and expense accounts for one or more funds.

Monthly Endowed Cash Transaction Detail

Details cash transactions by month for the endowed portion of a fund.

Monthly Spendable Cash Transaction Detail

Details cash transactions by month for the spendable portion of a fund.

Pending Endowment Activity

Summarizes cash that has been received during the current quarter which will be swept into the endowment during the next quarter provided the fund has reached the endowment level.

Quarterly Schedule of Endowed Funds

Provides a rollforward of the endowed and spendable activity for endowed funds as of a specific quarter.

Spendable Cash

Summarizes cash balances available for spending and expense related activity for the current fiscal year as well as the previous two fiscal years.

Year-to-Date Endowed Transaction Detail

Provides year-to-date endowment transactions for a specific fund. Activity is summarized by account and can be expanded to show detail. This report provides the detail for the Income Statement and Balance Sheet if selected for the same month-end.

Year-to-Date Spendable Transaction Detail

Provides year-to-date spendable transactions for a fund. Activity is summarized by account and can be expanded to show detail. This report provides the detail for the Income Statement and Balance Sheet if selected for the same month-end.

Navigation

Below are details and information to assist in navigating within the Foundation online reports site:

Financial Fund Reports Landing Page

Click on Home > Foundation > Campus Users - Financial in the upper left corner to view the landing page for Financial Fund Reports and select the desired report(s).

Parameters

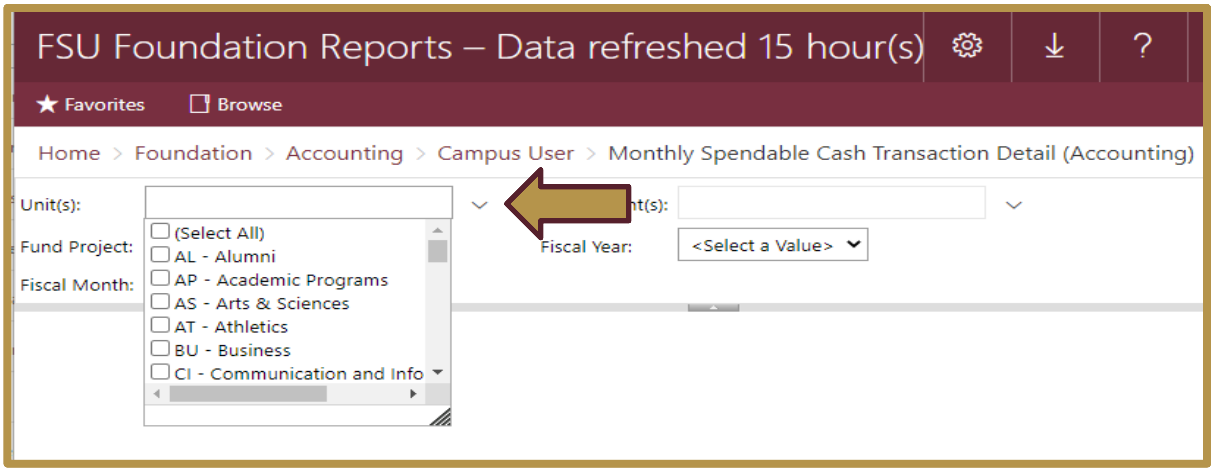
Parameters define the way in which a report can be run and may vary based on the financial fund report being selected. Examples include but are not limited to unit, department, fund project and fiscal month. Some parameters only allow for a single selection from a drop-down menu while others may offer the user to choose multiple selections. In addition, some parameters are restricted based on a user's fund security, as in the case of a unit, department or fund project. Click on the drop-down menu where a list of one or more options will appear. Select one or more of those options by checking the box in front of the option. If "Select All" is chosen, the user will see all of the options in the list that they are authorized to view. To deselect choices, double click on "Select All". The report generated will only include financial fund information for those parameters selected.

Helpful Hints

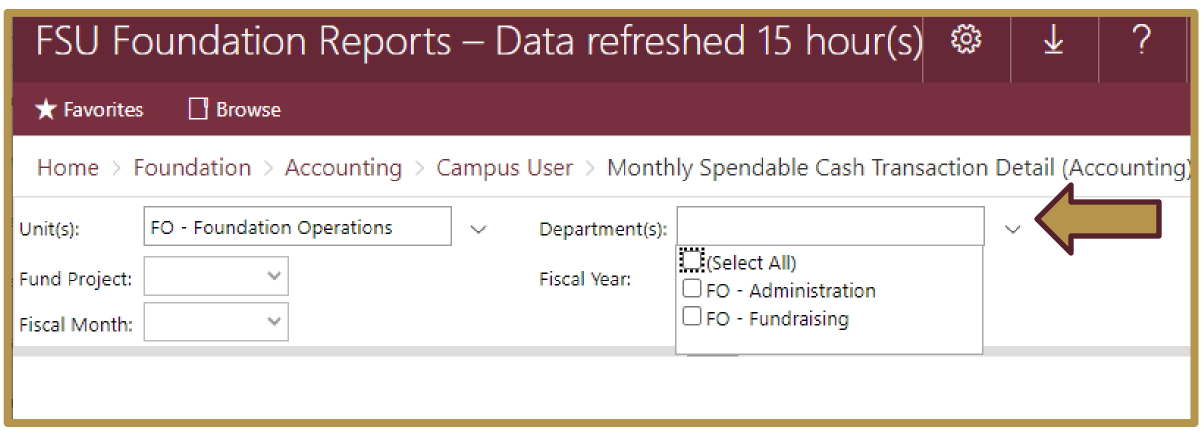
When a "+" or "-" sign appears in front of an account or total, click on the box to expand or collapse the detailed information.

Example of How to Run a Report

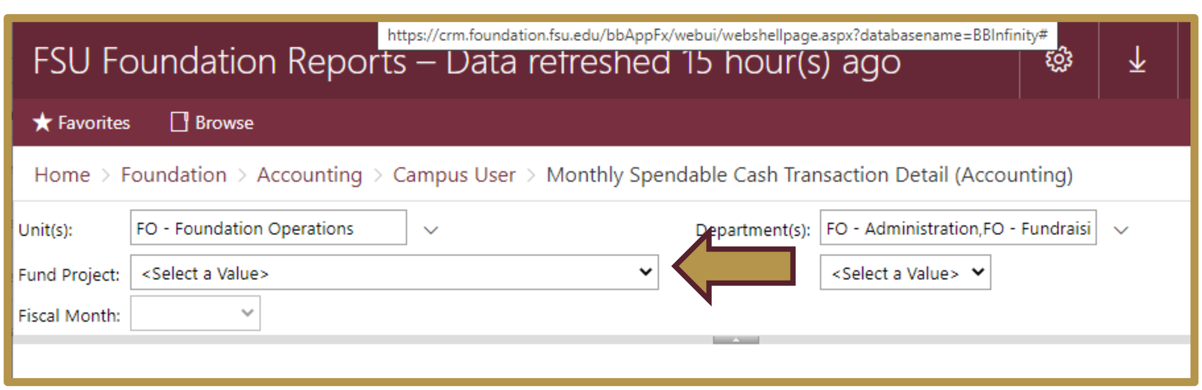
Below is an example of how to run the Monthly Spendable Cash Transaction Detail Report. Select the Unit(s) parameter, and the drop-down menu will list all the available units you will have access to.



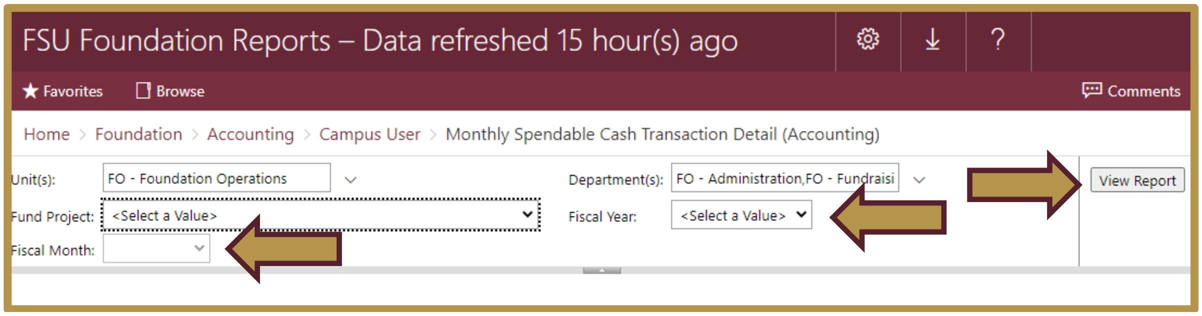
Select the Department(s) parameter, and the drop-down menu will refresh with the list of departments you have access to.



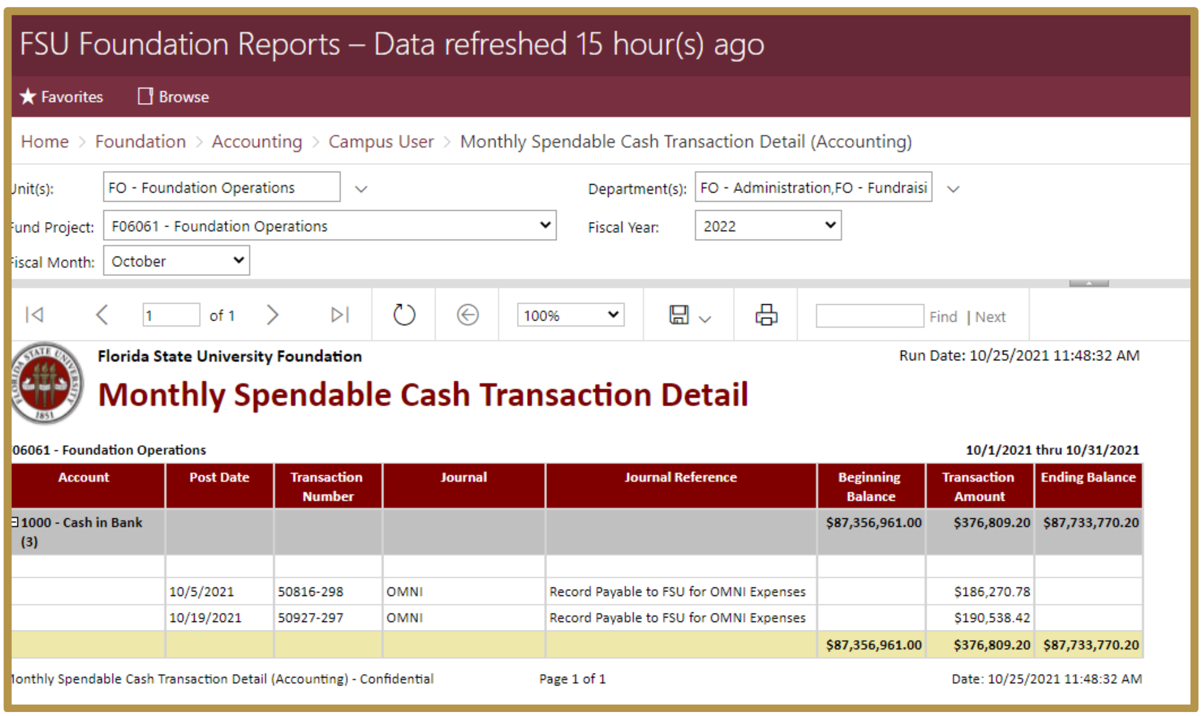
Once the Department(s) parameter has been selected, click the Fund Project parameter and select the applicable fund project you are trying to view for the report.



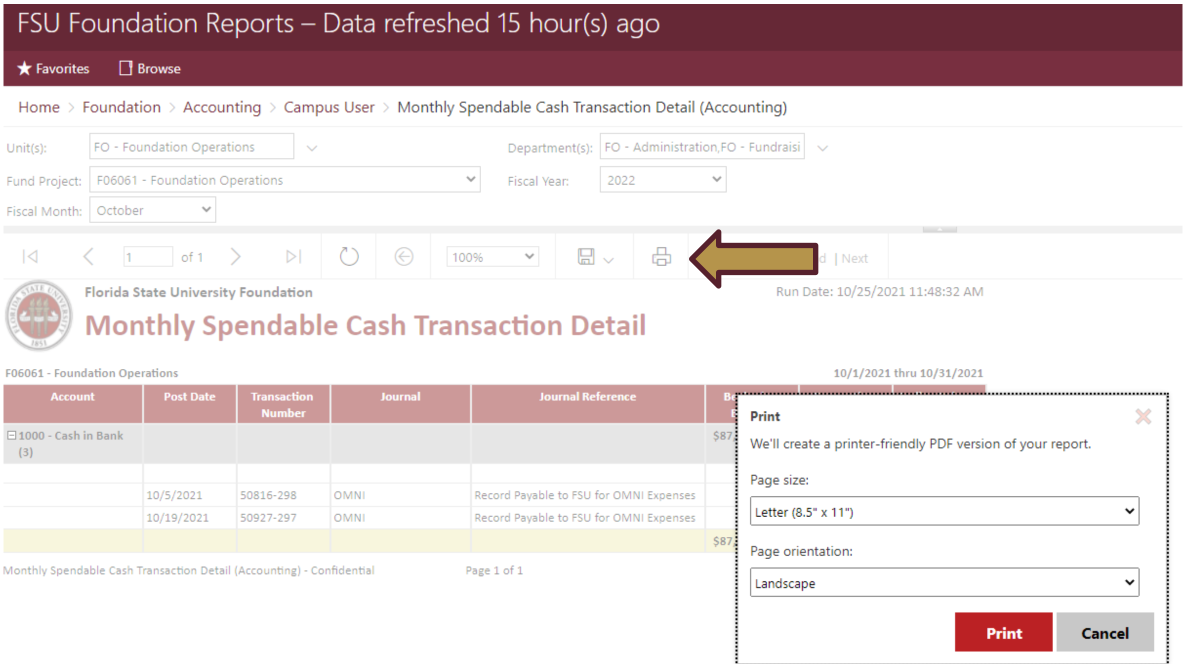
Once the Fund Project parameter has been selected, choose the Fiscal Year and Fiscal Month you would like to view the report for, and click View Report.



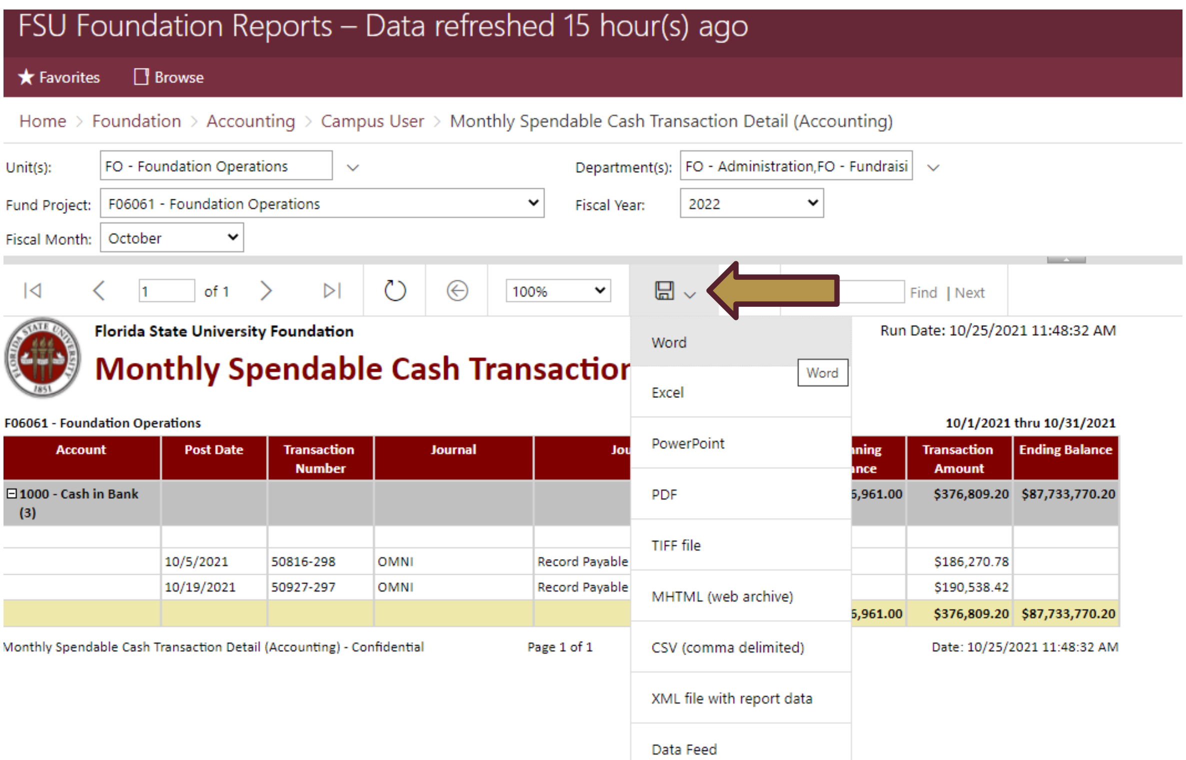
The report will generate which could take up to a few minutes depending on the type of report, the parameters selected and the volume of transactions.



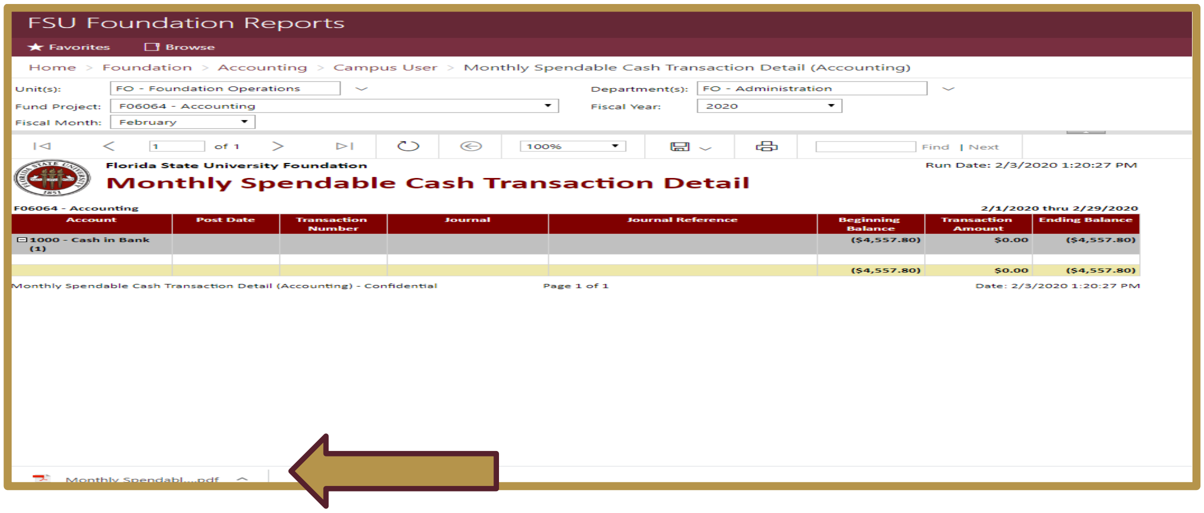
To print the report, select the printer icon and choose the appropriate print options.



To export the report, select the export icon and choose the appropriate export format.



Once the export format is selected, a new window may appear in the lower left corner where the report has been generated and is available for viewing. If so, click on the tab and the report will open in a new window in your browser. From this window you will be able to save or print your report.



Other Reports

The Foundation online report site offers additional reporting on gift and donor information as well as scholarships which users may find helpful and be permitted access to. This user guide is intended to provide guidance on financial fund reports only which are found in the Campus Users – Financials folder of the online report site.

Gift reports can be found in the Campus Users – Gift folder while scholarship reports can be found in the Campus Users – Scholarships folder. To request access to these additional reports, a Request for Web Reports Access form must be completed, approved by the employee's supervisor, as well as either the Dean of the College of the Department Head, depending on if the college or academic unit level or department-specific level reports are requested. Once approved, the form should then be sent to Taylor Short.

Donor endowed fund reports are also accessible online through a donor's oneFSU account.