

FLORIDA STATE UNIVERSITY FOUNDATION Accounting

Financial Fund Reports User Guide

Overview	2
Requesting Access	2
Accessing Financial Fund Reports	2
Financial Fund Reports Available	3
Navigation	5
Helpful Hints	5
Example of How to Run a Report	6
Other Reports	9

Overview

The purpose of this guide is to provide users with information on how to access the Foundation <u>online</u> <u>report site</u> 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 <u>online report site</u> is updated as of the prior business day.

Requesting Access

To request access to the online financial fund reports, a <u>Web Access to Financial Fund Reports</u> 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 <u>Request for Web Access to Financial Fund Reports</u> 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 <u>Foundation General Accounting Office</u> for further guidance.

Accessing Financial Fund Reports

To access the Foundation <u>online report site</u>, users should navigate to the following link: <u>https://reports.foundation.fsu.edu/Reports</u>. 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:

Campus Users - Fin Home > Foundation > Campus U	ancial sers - Financial					
PAGINATED REPORTS (17)						
Active Fund Projects Listir	Administrative Exceptions	Authorized Funds Listing	Authorized Signers	Balance Sheet	 Detailed GL Transactions	Endowment Funds Analys
FS4U Scholarship Funds	Fund Purpose and Restrictions	 Income Statement	 Monthly Endowed Cash Transaction Detail	Monthly Spendable Cash Transaction Detail	Pending Endowment Activity	Quarterly Schedule of Endowed Funds
 Spendable Cash	Year-to-Date Endowed Transaction Detail	 Year-to-Date Spendable Transaction Detail				

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).

★ Favorites 🛛 Browse				
Foundation				
FOLDERS (4) Campus Users - Event:	Campus Users - Financial	 Gift and Estate Plannin_	Regional Reports	

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.

FSU F	oundation Reports	– Data refres	shed 15 hour(s)	ŝ	$\overline{\mathbf{h}}$?
★ Favorite	s 🖸 Browse					
Home > I	Foundation > Accounting > C	ampus User > Month	ly Spendable Cash Trans	action D	etail (Ac	counting)
Unit(s): Fund Project: Fiscal Month:	(Select All) AL - Alumni AP - Academic Programs AS - Arts & Sciences AT - Athletics BU - Business CI - Communication and Info ✓	Fiscal Year:	<select a="" value=""> ¥</select>		~	

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

FSU Fo	oundation Reports	s – D	ata refres	shed 15 hour(s)	ŝ	$\overline{\mathbf{A}}$?
★ Favorites	Browse						
Home > F	oundation > Accounting > 0	Campus	User > Month	nly Spendable Cash Transa	action D	etail (Aco	counting
Unit(s):	FO - Foundation Operations	~	Department(s):				
Fund Project:	~		Fiscal Year:	(Select All)		•	
Fiscal Month:	~			FO - Fundraising			

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.

FSU Fo	oundation Reports – Data refreshed 15 hour(s) ago	\mathbf{F}
★ Favorites	es 🔲 Browse	
Home > F	Foundation > Accounting > Campus User > Monthly Spendable Cash Transaction Detail (Accounting)	
Unit(s):	FO - Foundation Operations - Department(s): FO - Administration,FO - Fundraisi	~
Fund Project:	: <select a="" value=""></select>	
Fiscal Month:		

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.

FSU Fc	oundation Reports – Data refreshed	15 hour(s) ag	go	ŝ	Ŧ	?	
★ Favorites	Browse						💬 Comments
Home > F Unit(s): Fund Project: Fiscal Month:	oundation > Accounting > Campus User > Monthly Sper FO - Foundation Operations \v <select a="" value=""></select>	ndable Cash Transacti Department(s): FO - / Fiscal Year: <selo< td=""><th>on Detail (Accou</th><th>unting) - Fundraisi</th><th>~</th><td></td><td>View Report</td></selo<>	on Detail (Accou	unting) - Fundraisi	~		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.

FSU Fo	bund	ation Re	eports – I	Data refi	reshed	15 ho	ur(s) ag	jo				
★ Favorites		Browse										
Home > F	oundat	ion > Accour	nting > Camp	us User > Mo	onthly Spe	ndable Cas	h Transactio	n Detail ((Accounting)			
Jnit(s):	FO - Fou	undation Operat	ions 🗸 🗸			Departme	ent(s): FO - A	dministrati	on,FO - Fundraisi] ~		
und Project:	F06061	- Foundation O	perations		~	Fiscal Yea	r: 2022		~			
iscal Month:	Octobe	r 🖌										
	(1	of 1	> >	Ŭ €	100%	~		₽		Find Next		
STATE OF	lorida S	tate Universit	y Foundation						Run	Date: 10/25/20	21 11:48:32 AM	
1851	Mon	thly Sp	endabl	e Cash ⁻	Trans	action	Detai	I				
06061 - Found	ation Ope	rations								10/1/2021	thru 10/31/2021	
Accoun	ıt	Post Date	Transaction Number	Journa		Jour	nal Reference		Beginning Balance	Transaction Amount	Ending Balance	
∃ 1000 - Cash in (3)	n Bank								\$87,356,961.00	\$376,809.20	\$87,733,770.20	
		10/5/2021	50816-298	OMNI	Re	cord Payable t	o FSU for OMN	l Expenses		\$186,270.78		
		10/19/2021	50927-297	OMNI	Re	cord Payable t	o FSU for OMN	l Expenses		\$190,538.42		
									\$87,356,961.00	\$376,809.20	\$87,733,770.20	
Ionthly Spenda	ble Cash T	Fransaction Detail	(Accounting) - Co	nfidential	Page	1 of 1				Date: 10/25/2	021 11:48:32 AM	

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

★ Favorites 🛛 🗌	Browse				
Home > Foundat	tion > Accour	nting > Camp	us User > Montl	ly Spendable Cash Transaction Detail (A	(ccounting)
nit(s): FO - Fo	undation Operat	tions 🗸 🗸		Department(s): FO - Administration	n,FO - Fundraisi 🗸
und Project: F06061	1 - Foundation O	perations		Y Fiscal Year: 2022	~
scal Month: Octobe	er 🗸				
					A
⊲ < 1	of 1	> >	\bigcirc	100% 👻 🗟 🧹	d Next
Id < 1 Florida S Mot	of 1 State Universit	> > y Foundation	े ତ e Cash Tr	ansaction Detail	Run Date: 10/25/2021 11:48:32 AM
Florida : Mor 6061 - Foundation Op Account	of 1 State Universit nthly Sp erations Post Date	y Foundation pendable	C Cash Tr	100%	10/1/2021 thru 10/31/2021
I Count In Bank	of 1 State Universit nthly Sp erations Post Date	> DI y Foundation Dendable Transaction Number	ව ල e Cash Tr	100% Command Reference	Bun Date: 10/25/2021 11:48:32 AM 10/1/2021 thru 10/31/2021 Print \$877
Florida 2 Florida 2 Mori Account 1000 - Cash in Bank 3)	of 1 State Universit nthly Sp erations Post Date	> > > > > > > > > > > > > > > > > > >	े cash Tr	100% Constant Interest in the second	Run Date: 10/25/2021 11:48:32 AM 10/1/2021 thru 10/31/2021 Print S87 We'll create a printer-friendly PDF version of your report.
Account 1000 - Cash in Bank 3)	of 1 State Universit athly Sp erations Post Date 10/5/2021	> DI y Foundation Demdable	Construction of the second sec	100% Image: Constraint of the second sec	Run Date: 10/25/2021 11:48:32 AM 10/1/2021 thru 10/31/2021 Print Ve'll create a printer-friendly PDF version of your report. Page size:
Florida : Mori Account 1000 - Cash in Bank (3)	of 1 State Universit othly Sp erations Post Date 10/5/2021 10/19/2021	PI Foundation Transaction Number Sossienes Sossienes Sossienes Sossienes Sossienes Sossienes Sossienes Sossienes Sossienes	C) C e Cash Tr Journal	100% Image: Constraint of the second sec	Run Date: 10/25/2021 11:48:32 AM 10/1/2021 thru 10/31/2021 Print Ve'll create a printer-friendly PDF version of your report. Page size: Letter (8.5" x 11")
Florida : Mori Soof - Foundation Op Account	of 1 State Universit Tthly Sp erations Post Date 10/5/2021 10/19/2021	Poundation Transaction Number Sos16-298 So927-297	C Cash Tr Cash Tr Journal	100% Image: Constraint of the second payable to FSU for OMNI Expenses Record Payable to FSU for OMNI Expenses Record Payable to FSU for OMNI Expenses	Run Date: 10/25/2021 11:48:32 AM 10/1/2021 thru 10/31/2021 Print Ve'll create a printer-friendly PDF version of your report. Page size: Letter (8.5" x 11") S87 Page orientation:

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

FOLLE	L.:: D							
FSU Found	dation Re	eports –	Data refres	hed 15 ho	ur(s) ago			
🗙 Favorites 🗌	Browse							
Home > Founda	tion > Accoun	nting > Camp	us User > Monthl	ly Spendable Cas	h Transaction Detail (Accou	inting)		
Unit(s): FO - Fo	oundation Operat	ions 🗸 🗸		Departme	ent(s): FO - Administration,FO ·	Fundraisi	~	
Fund Project: F0606	1 - Foundation Or	perations		✓ Fiscal Yea	r: 2022 ¥			
Fiscal Month: Octob	er 🗸							
					•			
⊲ < 1	of 1	> >	<u>ک</u> (ک	100% 🗸			Find Next	
Florida	State University	y Foundation	- I -		Word	Run	Date: 10/25/202	21 11:48:32 AM
	nthly Sp	endabl	e Cash Tra	ansactior	Word			
F06061 - Foundation Op	erations						10/1/2021	thru 10/31/2021
Account	Post Date	Transaction Number	Journal	Jou	PowerPoint	uning unce	Transaction Amount	Ending Balance
□ 1000 - Cash in Bank (3)					PDF	5,961.00	\$376,809.20	\$87,733,770.20
					TIFF file			
	10/5/2021	50816-298	OMNI	Record Payable			\$186,270.78	
	10/19/2021	50927-297	OMNI	Record Payable	MHTML (web archive)		\$190,538.42	
						5,961.00	\$376,809.20	\$87,733,770.20
Monthly Spendable Cash	Transaction Detail	(Accounting) - Co	nfidential	Page 1 of 1	CSV (comma delimited)		Date: 10/25/2	021 11:48:32 AM
					XML file with report data			
					Data Feed			

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.

Provides Browne Provides Browne Project Project <th< th=""><th>Sourcestion Reports Project Department(s): F0 - Administration s): F0 - Foundation Operations Department(s): F0 - Administration Project F06-Accounting Colspan="2">Operations: F0 - Administration Project F06-Accounting Colspan="2">Operations: F0 - Administration Project F06-Accounting F15-Colspan="2">F15-Colspan="2">F16-Colspan="2">F16-Colspan="2">F16-Colspan="2">F16-Colspan="2">F16-Colspan="2">F16-Colspan="2">F16-Colspan="2">F16-Colspan="2">F16-Colspan="2" Project F06-Administration F16-Colspan="2">F16-Colspan="2" Project F00-Administration F16-Colspan="2">F16-Colspan="2" Project F00-Administration F16-Colspan="2" F16-Colspan="2" Project F00-Administration F16-Colspan="2" F16-Colspan="2" Project F00-Administration F16-Colspan="2" F16-Colspan="2" Project F00-Administration F16-Colspan="2" F16-Colspan="2" F16-Colspan="2" Project F00-Administration F10-Colspan="2" F10-Colspan="2" F16-Colspan="2" F16-Colspan="2" Project F00-Administration F10-Colspan="2" F10-Colspan="2" F16-Colspan="2</th><th></th><th>Dava avta</th><th></th><th></th><th></th><th></th><th></th></th<>	Sourcestion Reports Project Department(s): F0 - Administration s): F0 - Foundation Operations Department(s): F0 - Administration Project F06-Accounting Colspan="2">Operations: F0 - Administration Project F06-Accounting Colspan="2">Operations: F0 - Administration Project F06-Accounting F15-Colspan="2">F15-Colspan="2">F16-Colspan="2">F16-Colspan="2">F16-Colspan="2">F16-Colspan="2">F16-Colspan="2">F16-Colspan="2">F16-Colspan="2">F16-Colspan="2">F16-Colspan="2" Project F06-Administration F16-Colspan="2">F16-Colspan="2" Project F00-Administration F16-Colspan="2">F16-Colspan="2" Project F00-Administration F16-Colspan="2" F16-Colspan="2" Project F00-Administration F16-Colspan="2" F16-Colspan="2" Project F00-Administration F16-Colspan="2" F16-Colspan="2" Project F00-Administration F16-Colspan="2" F16-Colspan="2" F16-Colspan="2" Project F00-Administration F10-Colspan="2" F10-Colspan="2" F16-Colspan="2" F16-Colspan="2" Project F00-Administration F10-Colspan="2" F10-Colspan="2" F16-Colspan="2		Dava avta					
Browse Browse bit project Foundation > Accounting > Campus User > Monthly Spendable Cash Transaction Detail (Accounting) bit project Foo = Foundation operations Project Foo = Foundation Project Foo =	Favorite I conversion come > Foundation > Cacounting > Campus User > Monthly Spendable Cash Transaction Detail (Accounting) Po - Administration Project F0 - Foundation Operations v Department(s): F0 - Administration Project F06064 - Accounting riscal Vear: 2020 v I dot1 Picola State University Foundation riscal Vear: 2020 v Plorida State University Foundation Monthly Spendable Cash Transaction Detail Run Date: 2/3/2020 1:20:27 PM Accounting Post Date Transaction Aurnal Reference Reginning Accounting Post Date Transaction Aurnal Reference Reginning Aurouxit Accounting Post Date Transaction Aurnal Reference Reginning Aurouxit Accounting Post Date Transaction Aurnal Reference Reginning Aurouxit Aurouxit Accounting Post Date Transaction Post Date Aurouxit Aurouxit </th <th>SU Foundation</th> <th>Reports</th> <th></th> <th></th> <th></th> <th></th> <th></th>	SU Foundation	Reports					
me > Foundation > Accounting > Campus User > Monthly Spendable Cash Transaction Detail (Accounting)	ame > Foundation > Accounting > Campus User > Monthly Spendable Cash Transaction Detail (Accounting) a): F0 - Foundation Operations	Favorites 🔲 Browse						
image: secondation operations Po - Administration Project: F06064 - Accounting image: secondation operations Fiscal Vear: 200 Fiscal Vear: 200 Find Next 200 Find Next 200 Find Next 201 of 1 201 of 1 201 Image: secondation operation 2020 Find Next 2020 Find Next </td <td>s): Po-secundation Operations Project: Pool Accounting Project: Pebruary Project: Pebruary Provide State University Foundation Provide State Universi</td> <td>ome > Foundation > Acc</td> <td>ounting > Campus (</td> <td>User > Monthly Spen</td> <td>dable Cash Transaction Det</td> <td>ail (Accounting)</td> <td></td> <td></td>	s): Po-secundation Operations Project: Pool Accounting Project: Pebruary Project: Pebruary Provide State University Foundation Provide State Universi	ome > Foundation > Acc	ounting > Campus (User > Monthly Spen	dable Cash Transaction Det	ail (Accounting)		
Projecti Posoda - Accounting Month: February	Projekt POSOB4 - Accounting Fiscal Year: 2020 I Monthi: February I <td>(s): FO - Foundation Op</td> <td>verations v</td> <td></td> <td>Department(s): FO - Adminis</td> <td>stration</td> <td>~</td> <td></td>	(s): FO - Foundation Op	verations v		Department(s): FO - Adminis	stration	~	
Monthi Petruary I	1 Month: February Image: Control of the University Foundation Image: Control of the University Foundation Find 1 Next Image: Control of the University Foundation Image: Control of the University Foundation Run Date: 2/3/2020 11:20:27 PM Image: Control of the University Foundation Image: Control of the University Foundation Image: Control of the University Foundation Post Date: Transaction of Control Bandance Control of the University Foundation Control of the	Project: F06064 - Accountin	ng	-	Fiscal Year: 2020	-		
I of 1 I	I I I I Image: Confidential State University Foundation Image: Confidential State University Foundation Image: Confidential State Confidentia State Confidential State Confidential State Confidenti	d Month: February	•					
Plorida State University Foundation Proceedings State University Foundation Proceeding	Morida State University Foundation Run Date: 2/3/2020 1:20:27 PM Porida State University Foundation 20- Cash in Bank Post Date Transaction Calcon thrap	1 < 1 of 1	> IN C) () 100%	• 🗟 ~ 🖨	Fi	nd Next	
Post Date Transaction Detail (Accounting) - Confidential Page 1 of 1	A counting A counting Post Date Transaction A counting Post Date A counting Post	Florida State Unive	rsity Foundation			R	un Date: 2/3/20	020 1:20:27 PM
Accounting 2/1/2020 thrue 2/29/2020 Accounts Post Date Transaction Number Tournal Journal Reference Beginning Balance Transaction Ending Account - Cash in Bank Number Number 0urnal 10urnal Reference Beginning Balance Transaction Ending Account Coding Balance - Cash in Bank Number Number 0urnal 10urnal Reference Beginning Balance Transaction Ending Balance - Cash in Bank Number Number 10urnal 10urnal Reference Beginning Balance Transaction Ending Balance - Cash in Bank Number Number 10urnal 10urnal Reference 10urnal 10urnal Ending Balance 10urnal 10urnal <th>Accounting Post Date Transaction Journal Journal Reference Preprint (Control of Control of Con</th> <th></th> <th>Spendable</th> <th>Cash Transa</th> <th>action Detail</th> <th></th> <th></th> <th></th>	Accounting Post Date Transaction Journal Journal Reference Preprint (Control of Control of Con		Spendable	Cash Transa	action Detail			
- Accounting - Accounting - Accounting Post Date Tommation Account Number Number Post Date Tommation	A - Accounting Accounting Post Date Post Post Date Post Date Post P		•					
o Cash In Bank Number Blance Amount (54,557,80) C Cash In Bank 50,00 (54,557,80) y Spendable Cash Transaction Detail (Accounting) - Confidential Page 1 of 1 Date: 2/3/2020 1:20:27 PM	Non-Cash in Bank Number Balance Anount 00 - Cash in Bank (54,557,80) (50,00) (54,557,80) (54,557,80) 50.00 (54,557,80) Date: 2/3/2020 1:20:27 PM	Account Post Da	te Transaction	Journal	Journal Reference	Beginning	2/1/2020 Transaction	Ending Balance
y Spendable Cash Transaction Detail (Accounting) - Confidential Page 1 of 1 Date: 2/3/2020 1:20:27 PM	(\$4,557.80) \$0.00 (\$4,557.80) by Spendable Cash Transaction Detail (Accounting) - Confidential Page 1 of 1 Date: 2/3/2020 1:20:27 Ph	0 - Cash in Bank	Number			Balance (\$4,557.80)	Amount \$0.00	(\$4,557.80)
(\$4,557.80) \$0.00 (\$4,557.80) y Spendable Cash Transaction Detail (Accounting) - Confidential Page 1 of 1 Date: 2/3/2020 1:20:27 Pk	(\$4,557,80) \$0.00 (\$4,557,80) Iy Spendable Cash Transaction Detail (Accounting) - Confidential Page 1 of 1 Date: 2/3/2020 1:20:27 Pk							
y Spendable Cash Transaction Detail (Accounting) - Confidential Page 1 of 1 Date: 2/3/2020 1:20:27 Ph	ily Spendable Cash Transaction Detail (Accounting) - Confidential Page 1 of 1 Date: 2/3/2020 1:20:27 Ph					(\$4,557.80)	\$0.00	(\$4,557.80)
A								
		Monthly Spendablpdf						
Monthly Spendable edf	Menthly Seendable off							

Other Reports

The Foundation <u>online report site</u> 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 <u>Request for</u> <u>Web Reports Access</u> 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 <u>Taylor</u> <u>Short</u>.

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