Philanthropic Services

Fund Manager Guide

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Philanthropic Services Changes

- New name – Division of Philanthropy
- Jax State Foundation has had numerous internal changes since 2022
- Rework of all internal control procedures
- Implementation of new Donor & Financial Software and new Giving Platform

2025 Handbook Update

- We have updated our Foundation Handbook with updates to internal policies and procedures
  - Updated Gift Acceptance Policy
  - Updated Disbursement Policy
  - New Sponsorship Policy
  - New Namesake Policies

- Please refer to this when any questions may arise

- Feel free to reach out to the Foundation with any questions that may not be addressed in the Handbook or if any clarification is needed

Philanthropic Services Staff

- Justin Quinn – *Director*
- Tammy Sallee – *Executive Assistant*
- Mary Furlow – *Database Administrator*
- Mandi Austin – *Gift Processing Specialist & Scholarships*
- Nikki Craycraft – *Expense Management*

Fund Administration

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Fund Administration

General Information

- Foundation records are maintained in accordance with the principles of "fund accounting"
  - Each fund is considered a separate entity
  - May be grouped together for reporting or investing purposes
- Over 830 funds

- Funds are created to ensure donor restrictions are followed and to avoid co-mingling of funds
- Each fund is given a unique four-digit identifier (Fund #)
- Currently working to consolidate any unused funds where possible

Fund Administration

There are two types of funds that can be created within the Foundation. Each of those funds can have various subtypes:

Endowed Funds

- Scholarship Fund
- Program Fund
- College/Departmental Fund
- Professorship and Chairs
- Quasi-Endowed

Non-Endowed Funds

- Annual Scholarship
- Program Fund
- College/Departmental Fund
- Facility Fund

Fund Administration

Endowed Funds

- $25,000 minimum to establish
  - Earnings do not count towards minimum
  - Two exceptions:
    - Faculty Chair = $500,000
    - Professorship = $250,000
- Budgeted based on 12/31 balances
  - For upcoming Fall and Spring
- 4% spend rate and 1% management fee
  - Applied to 12 quarter rolling average
- Cannot not be "underwater" to award
  - FMV < Principal ("Corpus")

Non-Endowed Funds

- $2,500 minimum to establish Annual Scholarship
  - Unless established through endowed agreement
- $500 minimum to establish all other non-endowed funds
  - Departmental, Program, Facility
- Funds can be used immediately and spent in their entirety

Fund Administration

Quasi-Endowed

- These are Board designated Endowed Funds
- Invested with other Endowed Funds
- Entire principal can be spent
- Follows same budgeting process as normal Endowed Funds
- Memo request must be submitted to convert existing fund
  - Brought before Board for approval

Fund Creation

- Fund Form used to establish new funds or fund changes
- When should a new fund be created?
  - It will be used on an ongoing basis
  - Funds will need to be kept separate from other department or program funds
- Fund will not be created if we already have a fund with a similar purpose or donor restriction
  - This does not apply to scholarship funds

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Fund Administration

Fund Managers

- Individual(s) responsible for management of fund
  - Should review gifts and expenses
  - Ensure funds are used in accordance with donor restrictions
  - Safeguard donor information
- Provided access to FENXT
- Fund Change Form use to make changes
- Funds can have a maximum of 2 fund managers at any given time

Donor Privacy

- Only authorized users have access to gift or financial information
- Outside parties should **never** be given gift or financial information without prior approval
- Only Fund Manager can provide permission to disclose gift information to others
- Information Request Form available on Foundation site

Fund Form

JSU Foundation Fund Form

Date

1 Contact Information

- Department Name
- Department Contact
- Phone
- Email

2

- ☐ Open New Fund
- ☐ Open Temporary Fund
- ☐ New Fund Manager
- ☐ Temporary Fund Manager
- ☐ Change Fund Name

3 Fund Information

New Fund Name	Current Fund Name *(If applicable)*
Fund Purpose *Please provide a brief description and proposed use of funds.*	**Source of Income** *(Grant, donations, dues, etc.)*

4 Fund Manager Information

- Fund Manager Name _____   Title _____
- Email _____   Phone _____
- Fund Manager's Supervisor Name _____   Title _____
- Email _____   Phone _____

Signatures

5 _____   _____
Fund Manager   Date

_____   _____
Fund Manager Supervisor   Date

Foundation Use Only

Fund #	Fund Open Date
Fund Location	

_____   _____
JSUF Director Signature   Date

Fund Form

1) Enter your contact information in case we have questions or need additional information

2) Please choose the fund change you would like to make

3) Enter the current fund name or new fund name – If creating a new fund, please indicate a fund purpose and the source of income for the fund

4) Enter the fund manager information for the new fund, or the new fund manager or fund manager supervisor

5) Fund manager and fund manager supervisor must sign off to approve the fund changes

Gift Acceptance Policy

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Gift Acceptance Policy

Charitable Gifts

- Charitable resources given *voluntarily* without an expectation of receiving anything in return
- Resources given for the use or benefit of a specific individual are considered by the IRS to be private benefits – **NOT** eligible for a charitable contribution per IRS rules
  - Ex. Donor donates to pay for a specific student's tuition
  - We prefer to avoid taking payments for specific benefit but those can be accepted under certain circumstances

Gift Restrictions

- Foundation is legally obligated to honor the terms established by the donor for each gift received
- Donors can specify intention of their gift, but they *cannot* dictate how the funds are awarded, spent or invested
- Donors are also prohibited from personally benefitting from the expenditures of their gifts

Gift Acceptance Policy

Gift Acceptance

- Foundation aims to accept all charitable gifts. However, the Foundation will decline gifts under certain circumstances:
  - Violates Foundation policies
  - Violates law
  - Overly expensive to administer
  - Creates unacceptable liability or future expenses
  - Threatens Foundations exempt status
- Gifts must be postmarked before 12/31 to receive tax credit for prior calendar year

Gift Acknowledgment

- Foundation provides written gift acknowledgement for each charitable gift received
- Athletics provides an additional Athletics letter
- Provide a breakdown of benefits received in gift letter, per IRS rules

Gift Acceptance Policy

Cash Gifts

- Cash, checks, electronic transfers, credit cards
- Should be directed or delivered to the Foundation, Self Hall, Room 240
- Donations can be made through our online giving platform
- Event registrations can also be done through our online giving platform

Pledges

- Unconditional promise to give at some point in the future
- Must not exceed 5 years
- Cannot be fulfilled with Donor Advised Funds (DAF)
- Prior gifts do not count towards new pledge
- Changes to a pledge must be documented in writing and approved by the Foundation

Gift Acceptance Policy

Securities

- Publicly traded securities (stocks, bonds, etc.) can be transferred to the Foundation (BNY Mellon)
- Please have donor complete Stock Gift Form and make the Foundation aware of any incoming gifts
- Gift amount is determined by average of high and low stock price on day of transfer

Real Estate

- Foundation will consider gifts of developed or undeveloped property
- Property must be:
  - Useful to the Foundation
  - Marketable
  - Have no restrictions or liens
  - No extensive carrying costs
  - In good condition

Gift Acceptance Policy

Gifts-In-Kind

- Physical assets or services donated to the Foundation for use or liquidation
- Foundation will evaluate items being donated to determine if it will be accepted
- Foundation will **NOT** provide FMV for any items donated
- Donor must provide supporting documents to substantiate FMV
- Donors are responsible for filing Form 8283 for non-cash contributions over $500

Trusts & Annuities

- Allows donors to contribute gifts while also providing a revenue stream for themselves
- Foundation will work with donors to establish multiple types of trusts or annuities, including:
  - Charitable Remainder Annuity Trusts (CRAT)
  - Charitable Remainder Unitrust (CRUT)
  - Charitable Gift Annuity

Gift Acceptance Policy

Life Insurance

- Foundation may be designated as beneficiary of life insurance polices
- Donor will continue to pay premiums to the Foundation and the Foundation will remit those premiums to insurance provider
- Donors may specify how the death benefit should be utilized

Bequests

- Foundation can be included in wills or living trusts
- Bequests are revocable, therefore not recorded as a gift until benefit is received
- Donors may specify how the death benefit should be utilized

Gift Acceptance Policy

Matching Gifts

- Some companies or corporations will match donor gifts
- Foundation accepts and encourages matching gifts
- Must follow guidelines set forth by the IRS and also company providing the match

Payroll Deduction

- University employees can give through a direct payroll deduction
- Set up or changed through Payroll Deduct Form found on Foundation site
- These gifts are indefinite and only stopped when requesting cancellation through same Payroll Deduct Form

Gift Acceptance Policy

Quid-Pro-Quo Contributions

- Occurs when a donor receives a benefit from the Foundation or University in exchange for contribution
- Will be deposited as Other Income
- **FMV** of items received will be deducted from gift
  - MUST be given to Foundation asap
- Can be considered a gift if items received are considered insubstantial benefits (more detail on slide 32)

- Situations where this may arise:
  - Fundraising Dinner
    - Fee charged for attendance is greater than the FMV of meal received
  - Auction
    - Amount paid over FMV of item received
  - Sponsorship
    - FMV of items received is less than the total amount of the sponsorship level
- Tax-deductible and non-deductible components should be clearly disclosed to donors before gift is given

Gift Deposit Form

1) Enter information of who is depositing funds, contact information and the fund it should be deposited to

2) Please provide a detailed explanation to detail what the gift is for or how it's to be restricted

3) Enter the donor/payee name, method of pay, and gift type if known

4) Enter the donation amount or other amount if the gift is not a true donation or if the donor received a benefit in return

   • If you have any questions regarding deductibility, please contact the Foundation for guidance

5) Form will automatically calculate the total for each gift line and subtotal

Disbursement Policy

Purpose

- Foundation has a fiduciary responsibility to ensure that funds are used in accordance with the terms and conditions of the gift
- Safeguard against misuse of donor funds
- Expenses cannot be personal in nature, must be business related
- All expenses must have proper substantiation

- All disbursements must:
    1. Provide direct benefit to the University
    2. Be directly related to the responsibilities of the individual incurring the expense
    3. Be properly reported for tax purposes
    4. Be used in compliance with donor restrictions
- Internal fund transfers are initiated by Fund Transfer Form

Disbursement Policy

Check Request

- The Foundation must receive a check request to initiate **any** payments from your fund
- All check requests must include:
    - Payee
    - Fund
    - Purpose - DETAILED
    - Documentation – DETAILED AND ADEQUATE
    - Sales Tax
    - Appropriate Signatures
- Employees will be reimbursed through ACH
    - Please submit a JSUF Direct Deposit Form along with Check Request if information changes; We **do not** have access to University payroll information.
- Newly created Dynamic Forms Check request can be found on the Foundation website

Accountable Plan

- Reimbursements must follow IRS Accountable Plan guidelines:
    - Have a bona fide business purpose
    - Be properly substantiated
    - Be accounted for on a timely basis
        - Will not pay for expenses over 60 days old
        - Expenses from a closed fiscal year will not be paid
- If any of these three items are missing, it is considered taxable income

Disbursement Policy

Processing Time

- All check requests received before Tuesdays at 12pm will be processed same week (assuming no additional information is needed)
- Check Requests are approved each Wednesday
- Checks and direct deposits processed on Thursdays of each week
- Missing information or support can delay processing
- W9 must be provided for any new vendors **before** payment will be sent

Check Request Approval

- Approval levels are established based on the dollar amount of the check request:
  - *Up to $500* - Must be approved by the Fund Manager and Fund Manager Supervisor, plus Director of Philanthropic Services
  - *Over $500* - Must be approved by the Fund Manager and Fund Manager Supervisor, plus Director of Philanthropic Services, Treasurer and VP of University Advancement

Disbursement Policy

Allowable Expenses

- General operating expenses
- Travel & Lodging
- Meals & Beverages
- Meetings & Events
- Employee & Non-Employee Expenses
- Contractual Services
- Gifts, Flowers & Tickets
- Dues & Fees
- Student Support

Disallowable Expenses

- Expenses that do not comply with donor restrictions
- Personal expenses
- Political contributions
- ATM or cash advance fees
- Lavish or extravagant meals or travel accommodations
- Donations to other charitable orgs
- **Capitalized assets**
- Personal gifts
- **Gift cards & gift certificates**
- Cash gifts

Allowable Expenses

General Operating

- General payments for goods and services
- Day to day program or departmental expenses
  - Supplies
  - Equipment
  - Repairs and Maintenance
  - Marketing or Advertising
  - Utilities

Travel & Lodging

- Travel for University employees should be processed through the University
- Transfer of funds from Foundation fund to University budget is allowed
  - Send a Check Request to indicate the University FOAP it should be directed to
- Foundation funds cannot be used to pay for lavish or extravagant travel expenses, first-class travel or conferences aboard luxury cruise ships
- Foundation does **not** provide cash advances

Allowable Expenses

Meals & Beverages

- Meals and receptions are permitted when such expenditures are clearly related to advancing the interest of the University
  - e.g. entertaining potential donors, candidates for employment, food or refreshments for meetings with a business purpose
- Elements required to provide the legitimacy of entertainment expenditures:
  - Amount of each separate expenditure
  - Date of activity
  - Place and description of the event
  - Business purpose of expense
  - Name of all other persons in attendance
  - Supporting documentation
- Foundation will refuse payment for any meal or entertainment expense where business purpose has not been sufficiently documented or considered lavish or extravagant

- Foundation will only reimburse for businesspersons in attendance
- Alcohol can be purchased with Foundation funds
- Individual Meals will be reimbursed while traveling
  - $34/day for any trip during business hours
  - $75/day for any overnight stays
- Will reimburse a maximum of 20% gratuity
- Generally, meals for spouses will not be reimbursed unless there is a legitimate business purpose for their presence (i.e. entertaining a donor or guest whose spouse has also accompanied them)
  - It is generally not appropriate for spouses to join in business meals or other activities where the other attendees are all University employees

Allowable Expenses

Meetings & Events

- Foundation funds can be used for:
  - Staff meetings or luncheons
  - Retreats & team building activities
  - Conferences & professional development
  - Other departmental or program events such as:
    - Hosted conferences
    - Workshops
    - Band Day
    - Student events

Employee Expenses

- Reimbursements allowed to employees for legitimate business expenses
- Personal or fringe benefit payments to employees will be reported on employee W2
- Employee salaries can be supplemented with Foundation funds, provided they follow donor restrictions
- Faculty & Staff awards or bonuses
- Foundation can reimburse up to $75 per month for legitimate business use of personal phone
- New employee moving expenses can be paid with Foundation funds if approved
  - Fringe benefit; Prefer if funds were moved to University budget so this can be paid through University payroll
- All employee payments required to be reported on Form W2 should be paid by the University; Foundation can send funds to preferred FOAP

Allowable Expenses

Contractual Services

- Independent contractors can be paid with Foundation funds if it follows donor restrictions
- Retired employees, volunteers & adjunct faculty can also be paid with Foundation funds
- Form 1099 will be sent to individuals at year end to report taxable income

Gifts, Flowers & Tickets

- De Minimis Fringe Benefits are considered small, low value, infrequent benefits
- Retirement Gifts can be purchased to honor employees with significant years of service up to $100
- Donor appreciation or cultivation gifts can be purchased, not to exceed $300 per calendar year
- Sympathy and Memorial Flowers can be purchased up to $250
- Athletic tickets can be purchased using Foundation funds as long as it follows fund guidelines

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Allowable Expenses

Dues & Fees

- Professional Association fees can be paid with Foundation funds
- Club Dues & Memberships are considered a taxable fringe benefit and are approved on an as needed basis
- Professional Dues & Subscriptions must provide a specific business purpose or benefit to the department or program

Student Support

- To qualify for a scholarship, student must be enrolled at the University
- Scholarships can be used for tuition, books or fees
- Scholarships administered through Financial Aid
- Any payment above tuition, books or fees, is considered taxable income
- Student award payments are considered taxable income

Disallowable Expenses

Capitalized Assets

- All asset purchases must be made through the University
- Foundation funds can be transferred to University budget to complete asset purchase, provided they follow any donor restrictions
- Fixed Asset Thresholds:
  - Buildings: $100,000
  - Improvements: $75,000
  - Equipment: $5,000
    - This includes furniture, office equipment, computer hardware/software, cameras, automobiles, athletic equipment, grounds equipment, musical instruments

Gifts

- Personal gifts cannot be purchased with Foundation funds
- Cash gifts are strictly prohibited
- Foundation funds can no longer be used to purchase gift cards or gift certificates for employees
  - These are considered a cash equivalent, therefore a taxable fringe benefit

Check Request Form

JSU Foundation Check Request

Date

1 Department Name _____ Phone _____
Department Contact _____ Email _____

2 Payee Name _____
Address _____
City/State/Zip _____

3

Invoice #	Invoice Date

Fund #	Check Amount

4 Fund Name _____

The JSU Foundation is required by law to pay tax on purchases. Please be sure tax is included where applicable.

Attach any invoices and/or receipts to this form. Tape receipts neatly to a plain piece of paper on one side only.

5 Check Purpose
Please provide a brief description and business purpose of expense. What/Why?

JSU Foundation Use Only

☐ Paid with JSUF credit card

Date Paid _____

6 **Travel and Meals** (if applicable)

Event Date _____
Event Place _____

Brief Description of the Event

Purpose (check one)
☐ Faculty/Staff Business
☐ Prospective Faculty/Staff
☐ Official Guest(s)
☐ Conference/Workshop

JSU Employees Attending (Please attach any additional names)

Persons Being Entertained

Name	Position

7 _____
Fund Manager Signature   Date _____

_____
Fund Manager Supervisor Signature   Date _____

1) Enter your contact information in case we have questions or need additional information

2) Enter payee name and information

3) Enter the invoice date and invoice number, the fund number, and amount of the request

4) Enter the fund name

5) Enter a detailed description for the purpose of the check request

6) If the check request is reimbursing travel and/or meals, please complete the Travel and Meals section

7) Attach all supporting documentation to completed check request

8) Check request **must** be signed by the fund manager and fund manager supervisor

Note: If the Fund Manager is VP level, the Supervisor (President) does not have to sign as Fund Manager Supervisor **UNLESS** it is a reimbursement to the Fund Manager (VP)

Dynamic Forms Check Request

Foundation Check Request

1) Enter your contact information in case we have questions or need additional information

2) Enter payee name and information

3) Enter the fund number and name that the funds will be pulled from

4) Enter the invoice date, invoice number, and amount of the request

5) Enter a detailed description for the purpose of the check request

6) Please attach all supporting documentation that should accompany your check request -- *Note:* Multiple files can be selected at the same time when in Windows Explorer (Ctrl+click by default), or a zip file can be uploaded

7) If the check request is reimbursing travel and/or meals, please complete the Travel and Meals section

8) Check request must be digitally approved by the fund manager and fund manager supervisor

Note: A paper check request does not need be submitted if a the dynamic check request is used.

Sponsorships and Naming Opportunities

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Sponsorships

Key Elements

- Acknowledgement
  - Clearly specify how the sponsor will be acknowledged
- Return Benefits
  - Detail ALL benefits that sponsors will receive
  - FMV of items received
- Approval Rights
  - University should have final approval over logos or promo materials
- Foundation should approve any third-party sponsorships and marketing to ensure it follows established policy

Acknowledgement vs. Advertising

- Acknowledgement is simple recognition
  - Logo placement
  - Verbal mentions (thanks)
  - Printed materials
  - Social media posts
- Advertising includes promotional language
  - Call to action
  - Endorsement
  - Pricing Details
  - Excessive branding
  - Exclusivity

Naming Opportunities

Guidelines

- Requires current gifts of cash or readily marketable assets
  - Maximum pledge of 5 years
- Naming Options:
  - *Namesake College* - $15,000,000 required
  - *Namesake Department* - $1,000,000 required
  - *Namesake Spaces* - Amounts vary
  - *Namesake Faculty Chair* - $500,000 required
  - *Namesake Professorship* - $250,000 required
- 51% of the pledge must be paid to be reserved; 75% must be paid to be approved and begin transition
- Prior gifts cannot be considered towards naming agreements

Fund Splits

- *Namesake College* - 20% is restricted for University use, 80% is restricted to the Dean's discretionary fund
- *Namesake Department* - 10% is restricted to the Dean's discretionary fund, 90% is restricted to the namesake department fund
- *Namesake Spaces* - 60% is restricted for University use, 30% is restricted to the Dean's discretionary fund, 10% is restricted to a deferred maintenance fund for any future needs
- *Namesake Faculty Chair & Professorships* - This will follow the basic endowed spending rate guidelines. 25% of the budget will be used for a salary stipend. 75% of the budget will be used to support the professors' professional activities

Other Information

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Foundation Procedures

Gift Posting

- Cash, checks and online donations are received by the Foundation daily
- All gifts received by the Foundation are posted and deposited within 5-7 business days
- Gifts are posted to donor record and then posted to the financial software

Chain of Custody

- *Routing of Checks*
  - All gifts received should be routed to the Foundation to ensure proper recording and acknowledgement
  - When receiving a check, please notify the Foundation immediately to ensure they are aware and anticipating delivery
- *Timely Delivery*
  - Checks must be delivered to the Foundation within two (2) business days of receipt. This timeframe is critical to ensure timely deposit and financial reporting
- *Gift Deposit Form*
  - All checks must be accompanied by a completed Gift Deposit Form, found on the Foundation website
  - Please ensure the Gift Deposit Form contains the donor name, description of what the gift is for and the fund the gift will be deposited
- *Secure Handling*
  - Checks must be handled with care and kept in a secure location until delivered to the Foundation. This includes using locked drawers or safes when necessary
  - Under no circumstances should checks be left unattended or unsecured

Donor Benefits Received

FMV vs. Cost

- Fair Market Value is what someone would pay for item if purchased on an open market or the retail price
    - Ex. If a charity gives out a mug as a thank-you gift and that same mug could be purchased in a store for $10, the FMV is $10, even if the charity acquired it for less.
- Cost is what is paid to obtain the promotional item
    - Ex. If the charity buys 1,000 mugs at $3 each from a supplier, the wholesale cost per mug is $3.
- These two amounts can be the same in certain situations
- Accurate FMV information is crucial

Insubstantial Benefit

- Items considered insubstantial benefits per the IRS:
    - Low-Cost Items
        FMV of item given in return must not exceed 2% of the donation or $132 (2024), whichever is less
    - Token Benefits
        Donations of $66 or more, the token item, such as bookmark, mug, keychain, and FMV must be below $13.20 (2024)
    - Membership Benefits
        Payments of $75 or less, benefits received must be considered insubstantial (discounted admission to events, newsletters, parking, etc.)

Note: These thresholds change annually based on inflation. Dollar amounts shown here are for example purposes only.

Annual Scholarship Budgeting Process

March 31: Last day to fund annual scholarships	April 1: Budgets finalized and added to Scholarship Manager	Summer: Candidates are selected for award	Fall & Spring: Scholarships are awarded to selected students

April 1:

- All scholarship budgets are updated in Scholarship Manager
- Memos will be sent to Fund Managers to let them know the budget amount for the upcoming academic year
- Budgets can also be found in Scholarship Manager

Items to note:

- 4/1 budgets determine following Fall and Spring academic year budgets
- Students must complete JaxApp for any scholarships awarded through Scholarship Manager
- Committee scholarship selections must be communicated to the Foundation and Financial Aid to be applied to student account

- Any changes to award amount or selection criteria should be done with an addendum to the agreement and signed by the donor

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Endowed Budgeting Process

December 31: Budgets are calculated based on JSUF Policies → **April 1:** Budgets finalized and added to Scholarship Manager → **Summer:** Candidates are selected for award → **Fall & Spring:** Scholarships are awarded to selected students

December 31:

- FMV analyzed to determine any underwater funds
  - Underwater funds will not be awarded, and no management fee will be applied
- 12 Quarter Rolling Average calculated to apply 4% spend rate and 1% management fee

April 1:

- All scholarship budgets are updated in Scholarship Manager
- Memos will be sent to Fund Managers to let them know the budget amount for the upcoming academic year

Items to note:

- 12/31 budgets determine following Fall and Spring academic year budgets
  - Ex. 12/31/2023 budget determines Fall 2024 and Spring 2025 award
- Students must complete the JaxApp for any scholarships awarded through Scholarship Manager
- Committee scholarship selections must be communicated to the Foundation and Financial Aid to be applied to student account

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Fund Information and Reporting

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Financial Edge NXT

- Financial software used by the Foundation

- Fund managers can use this software to access their fund financial information at their convenience

- No longer have to wait for monthly reports

- Can save customized reports, or favorite reports for quick access and ease of use

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Sign In Process

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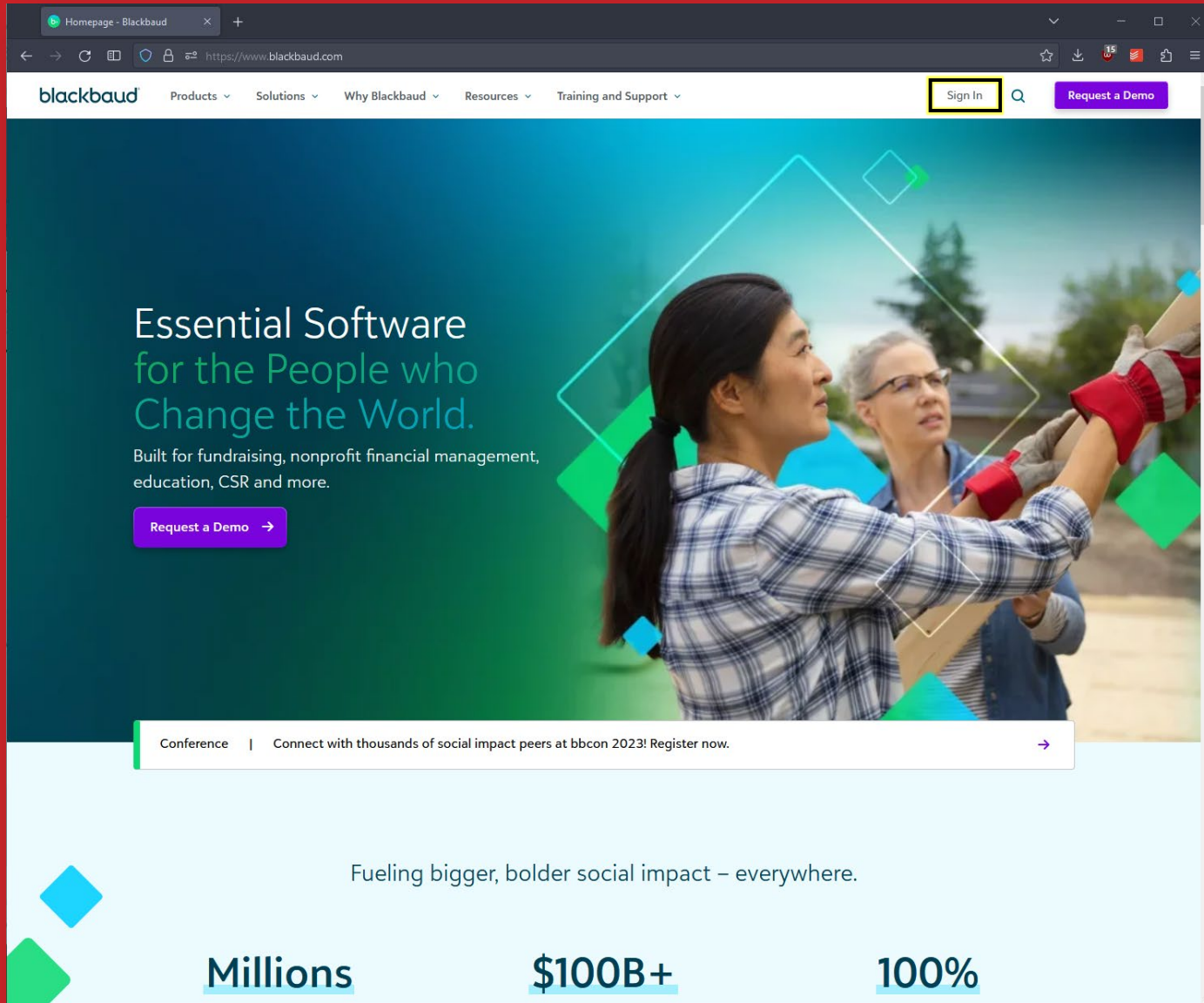
Sign In by going to
www.Blackbaud.com

Tip: To skip this page, bookmark www.blackbaud.com/signin to go directly to the login page.
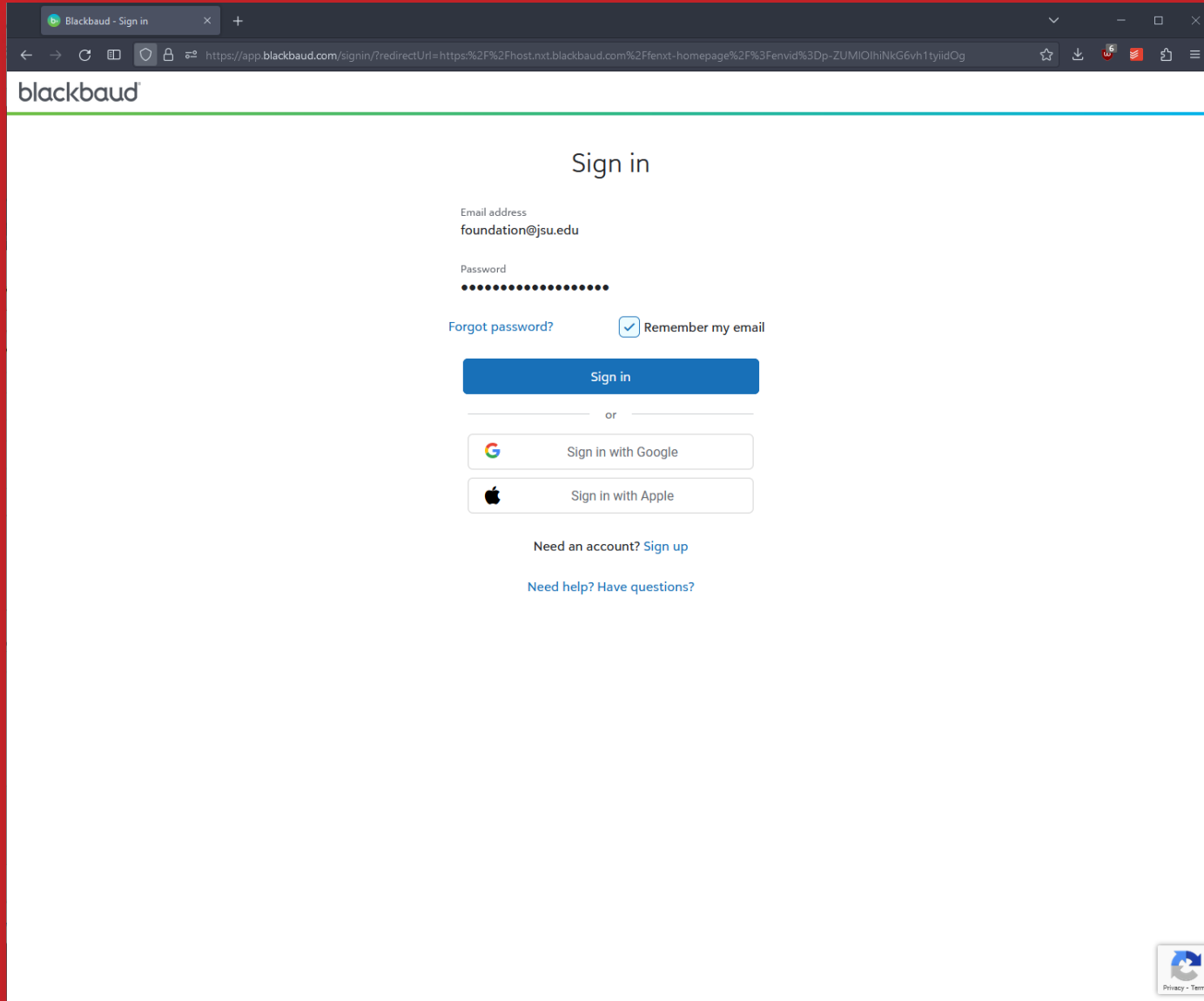
Enter your email address and password

Complete two factor authentication when prompted

Note: We recommend using the Duo App for 2FA
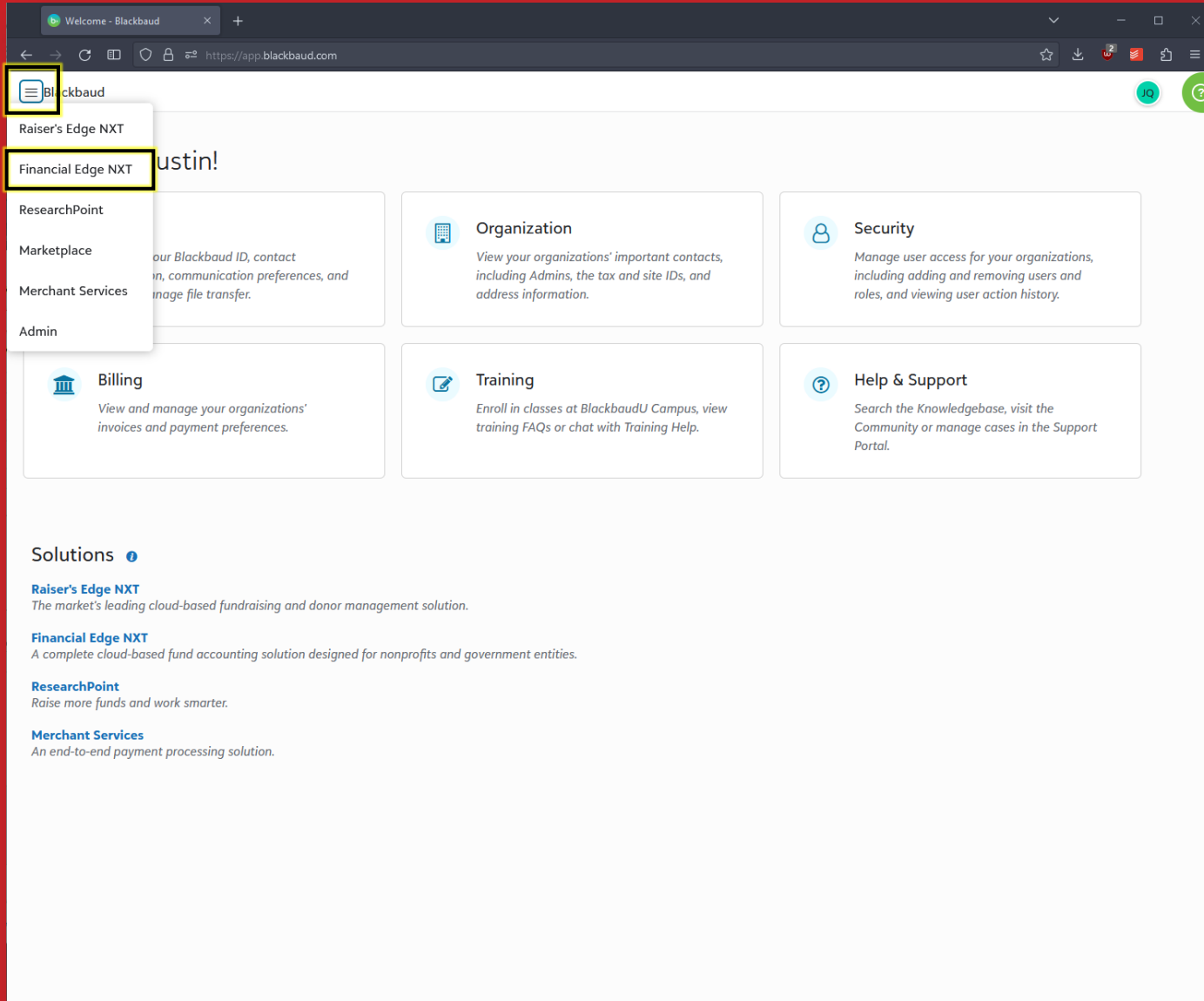
Click the three line drop down menu in top left, then select **Financial Edge**.

Note: You may or may not see this screen at log in depending on your access to Raiser's Edge or other Blackbaud products
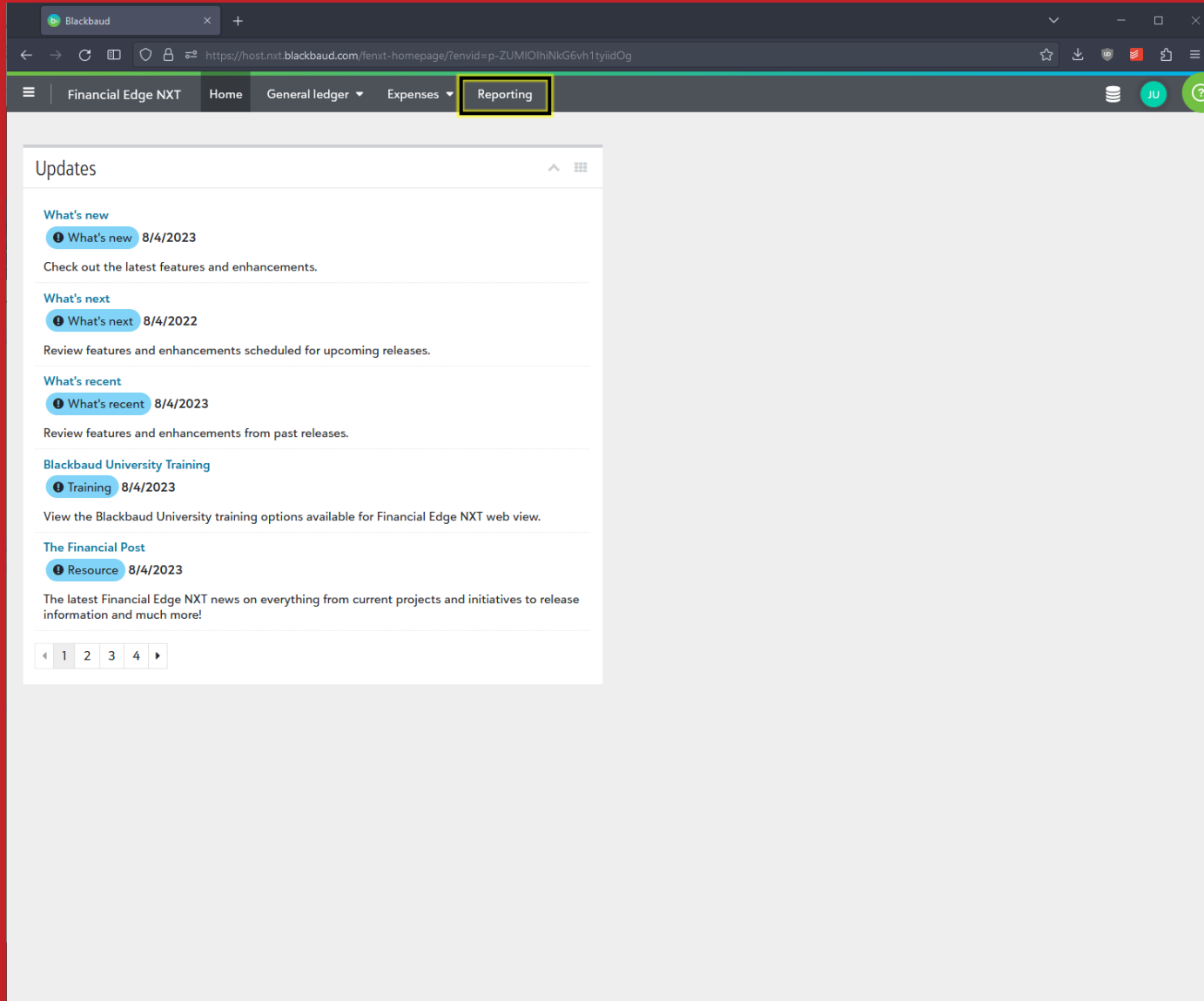
On the home page, select **Reporting** located on the menu across the top of the page.
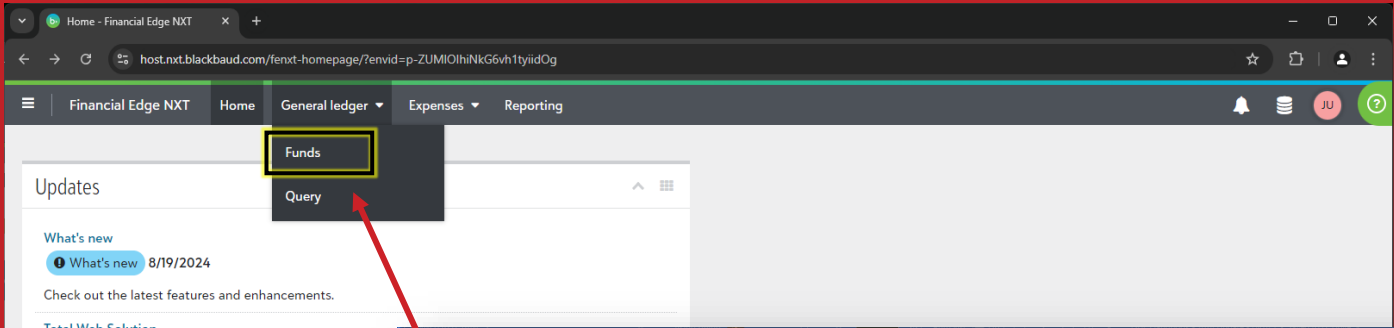
All your funds can be found by selecting **General Ledger** and selecting **Funds** in the dropdown

Once you are in the Reporting section, you will see a listing of all reports that have been created in Financial Edge NXT. Most of these you will not need or may not be able to access.

Selecting the **Recently Run** tab will show a list of all recently ran reports for quick access

You can also select **Frequently Run** reports to access any common reports you use but have not favorited yet

Reports can also be marked as a favorite for quick access

To do this, find the report you would like to favorite and select the circle with three dots

Then select **Add to Favorites**

Here you can add new reports, manage tags, filter your reports, modify what columns are shown here, and search for reports by keyword

To begin: Find the report you would like to run and select it

Note: If you do not see any reports when on this screen, please use the Add button to add them
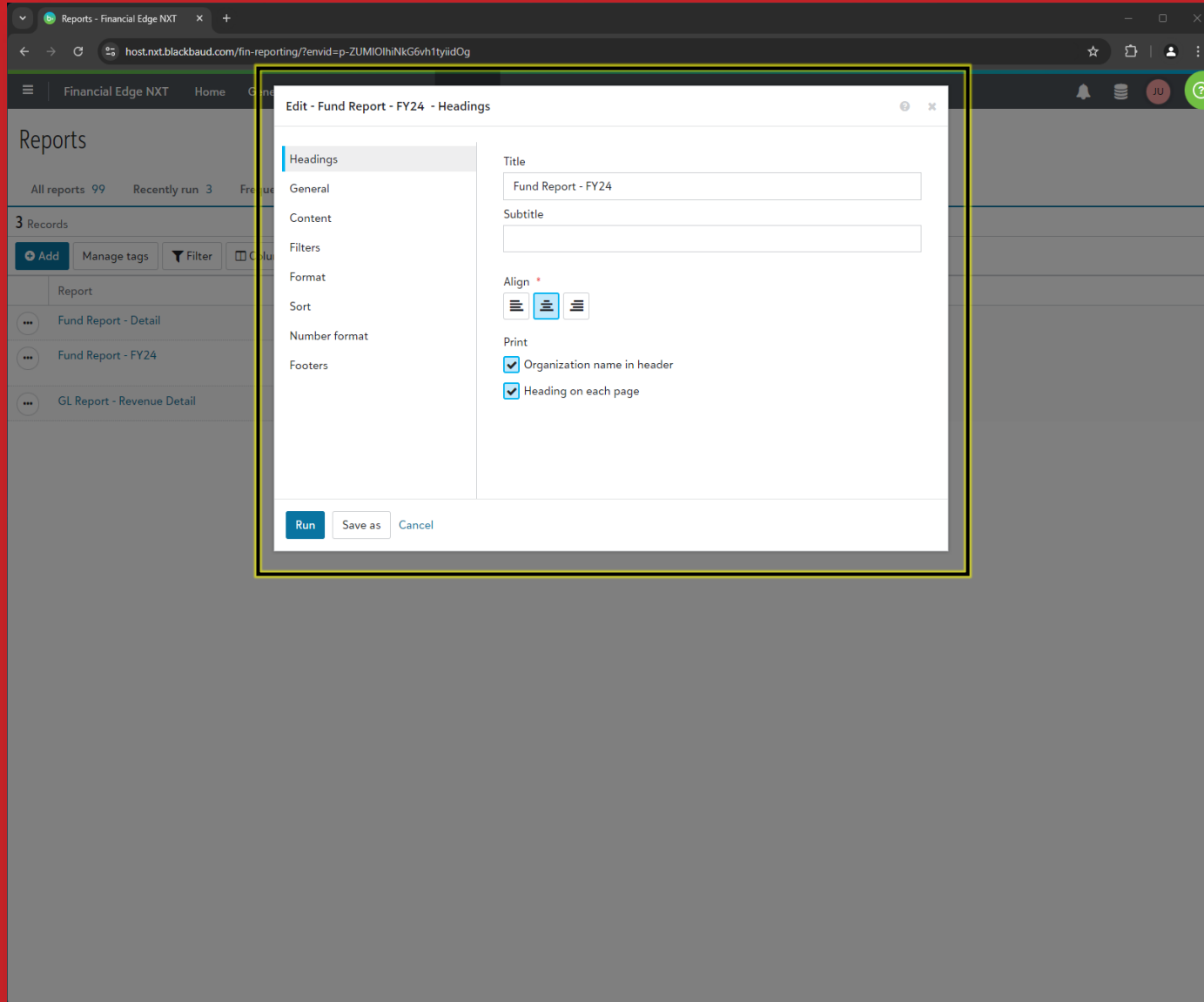
When selecting your report, a reporting dialog box will appear which will allow you to customize the report
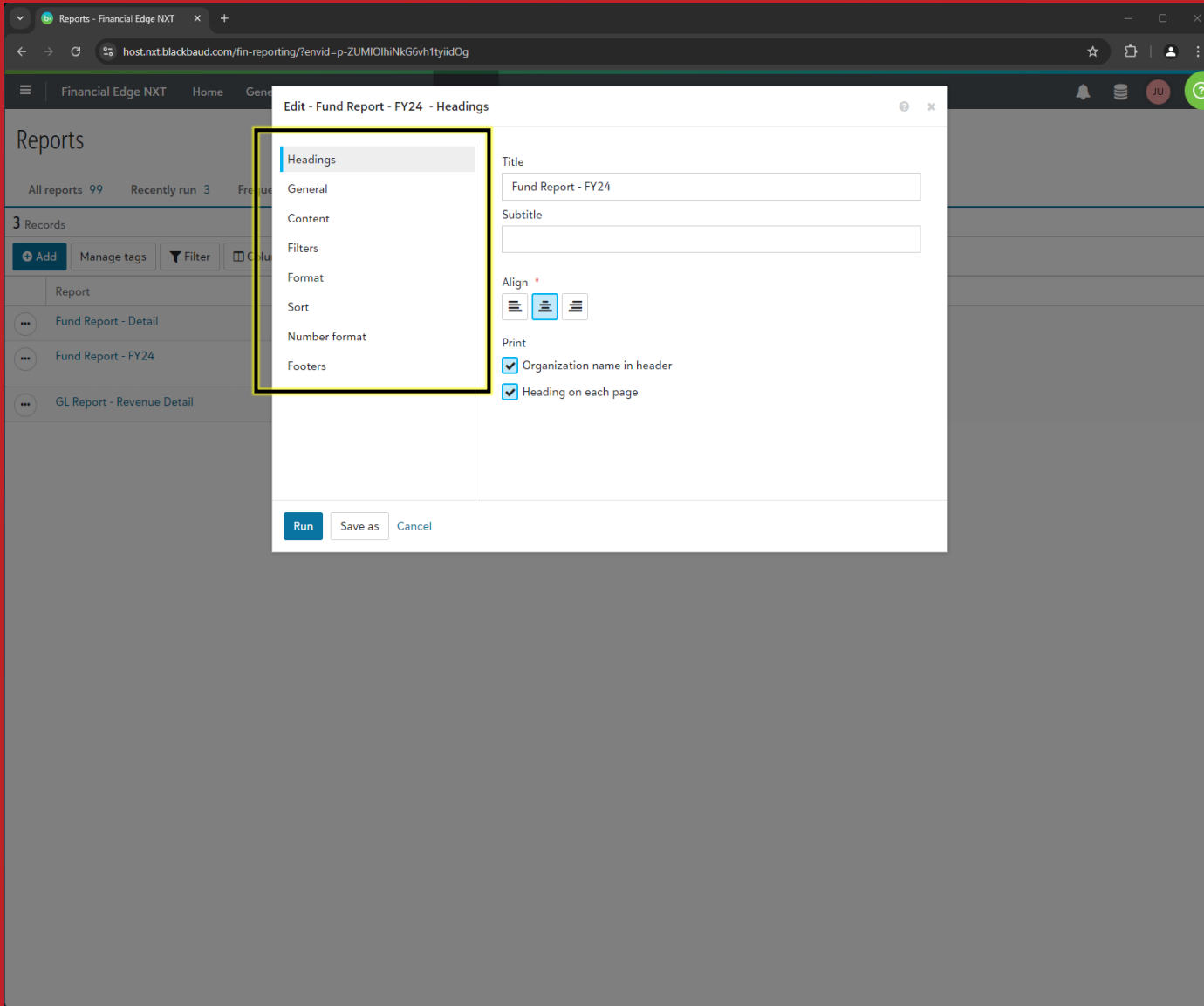
On the left, you will find all report areas that can be customized
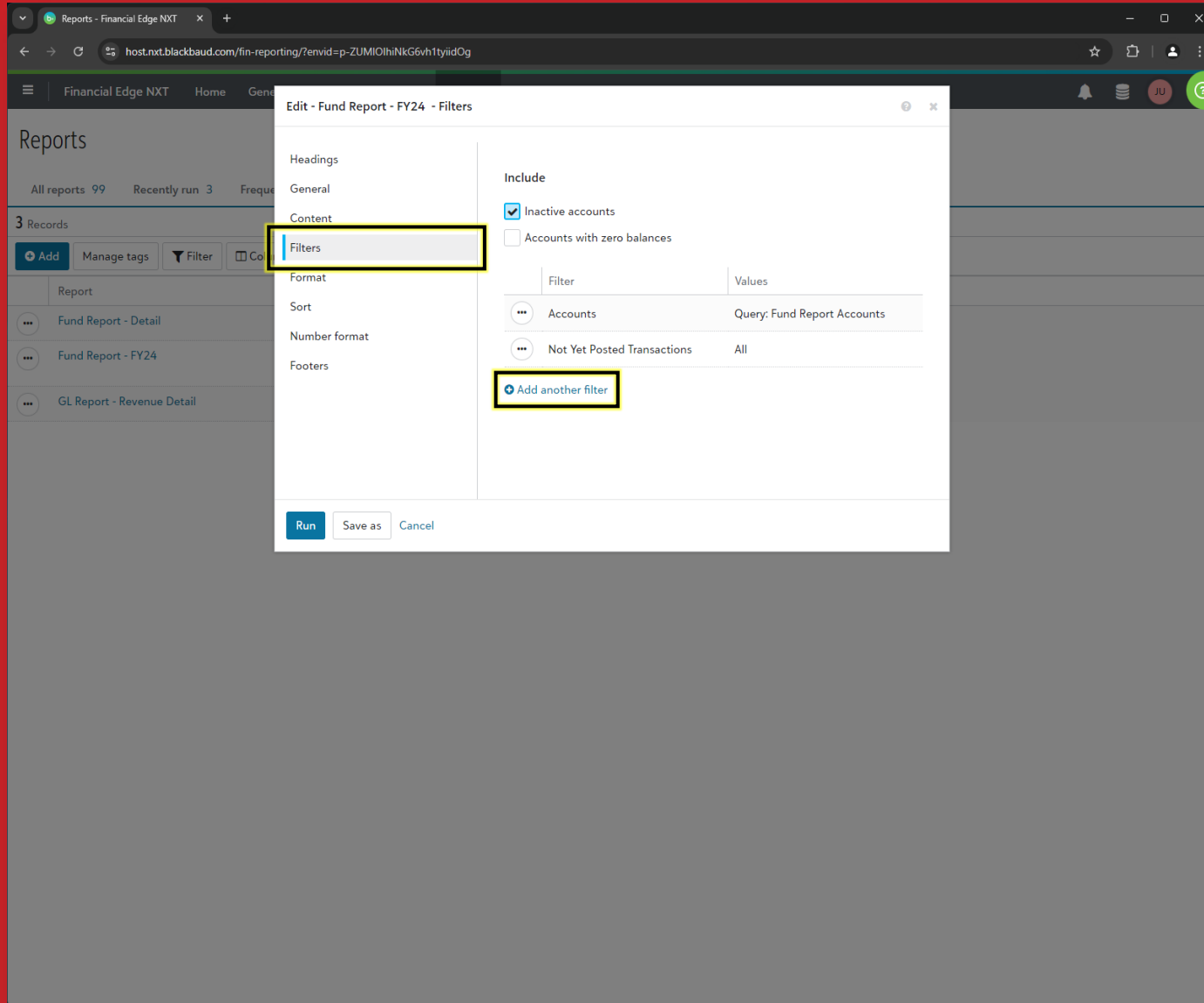
One area you will always use to specify which fund you'd like to pull information for is the Filter section

To filter by fund, you will navigate here and select **Add another filter** in the dialog
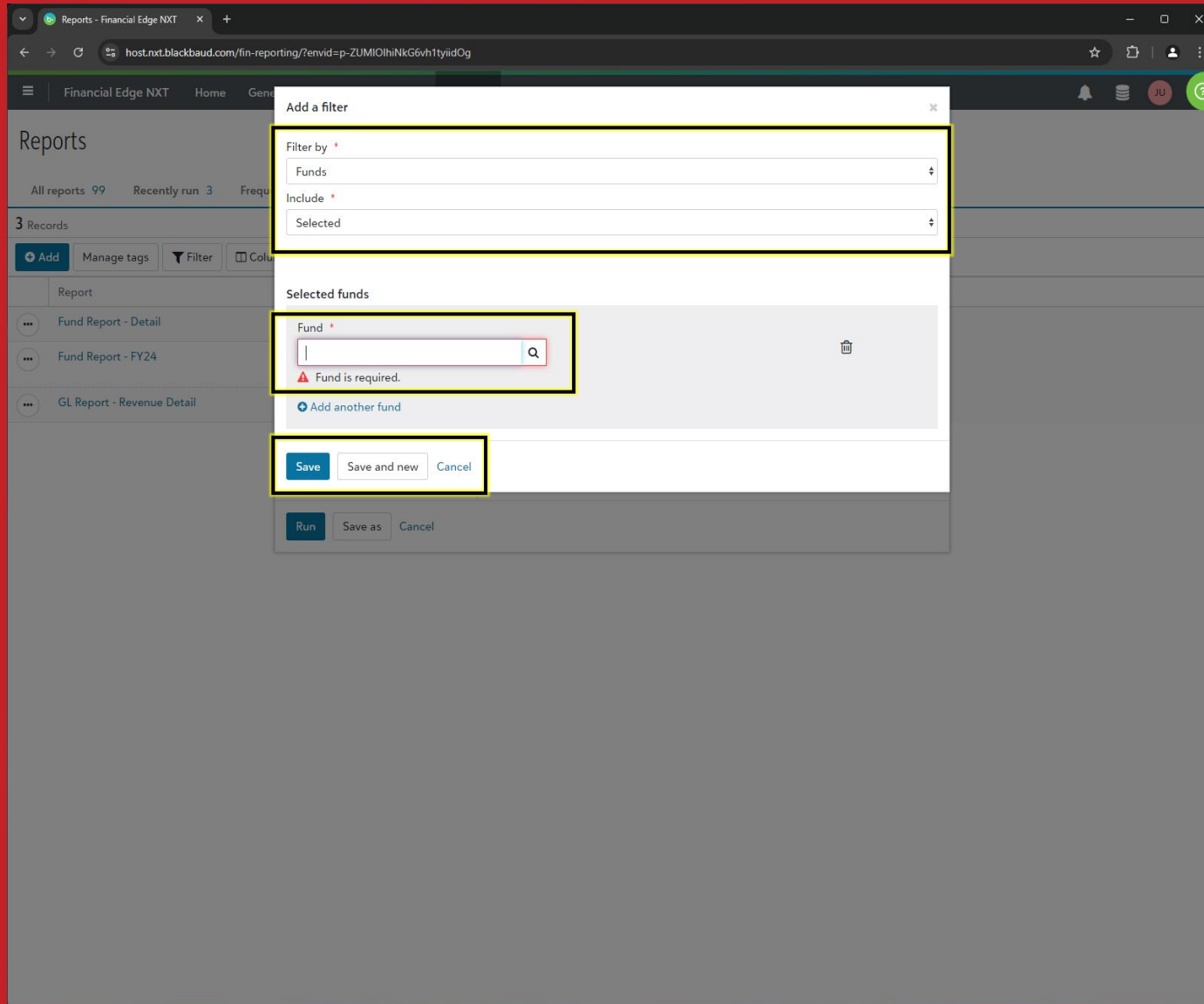
After selecting **Add another filter**, a new dialog will appear with dropdowns to allow you to select how you would like to filter

When filtering by fund, you will choose *Funds* to Filter by, then choose *Selected* from the Include dropdown

You will then type your fund number and select **Save**

Note: If no fund filter is selected, some reports may combine the data for all funds
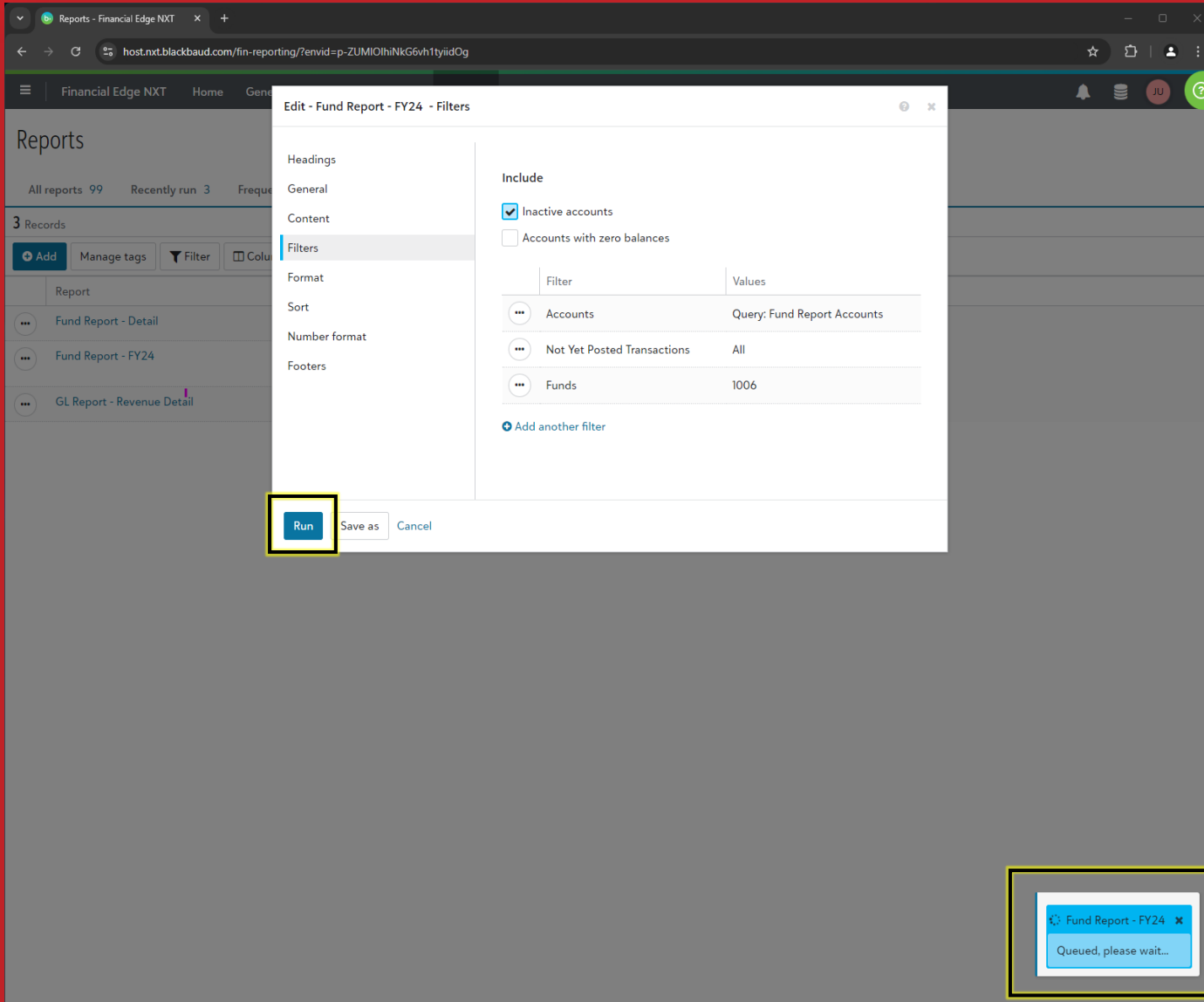
After selecting the correct filters for your report and changing any formatting, select **Run**

You can see your report status at the bottom right

When your report is done processing, select **View Report** at the bottom right

To save the report with your selected fund for quick access in the future, simply select **Save As** instead of Run

In a new dialog box, you can change the name of the report and add a description if needed

Please uncheck both boxes shown here. This will ensure no others can change your report parameters

After running your report, at the bottom left, you can select the **Export** dropdown to bring up multiple options for saving your reports

Reports to Favorite

All information you may need can be obtained from the two reports detailed below. Our custom Fund Report will show you a quick summary of total funds available to be used and all fund activity for the fiscal year. The General Ledger Report will give you a full detailed breakdown of all accounts shown on the summary report.

Fund Report - FYxx

- Shows summary information
- Use this report as a starting point for your fund analysis
- Use this report to quickly determine how much is available to spend from your fund
  - Total Funds Available line
- **Important:** Will need to be recreated each calendar year
- Please keep report dates as-is, but feel free to filter by fund

General Ledger Report

- Shows detail information
- Use this report to further evaluate the accounts shown on the Fund Report
- This report to shows the detail that makes up each account balance
  - Cash
  - Revenue
  - Expenses & Transfers
- Dates can be edited to cover a specific period
- Can be filtered by fund, account code and more

Other Reports

Below are two other reporting options than can be chosen. These reports don't offer anything more than the previous two reports discussed, and can even be somewhat confusing, but they are there if needed. We recommend only using the Fund Report and General Ledger Report for your main reporting needs.

Trial Balance Report

- Shows summary information

- Listing of all fund accounts along with current balance

- Is not organized by financial statement or sections

- Date can be changed to see balances as of a certain date

Fund Activity Report

- Shows detail information

- Only shows expense activity for the period selected

- Dates can be changed to cover selected fiscal year or fiscal periods

Thank You!

Please contact us at 256-782-5306 if you have any questions.