Fund Manager Reporting Walkthrough

the FRIENDLIEST CAMPUS in the SOUTH

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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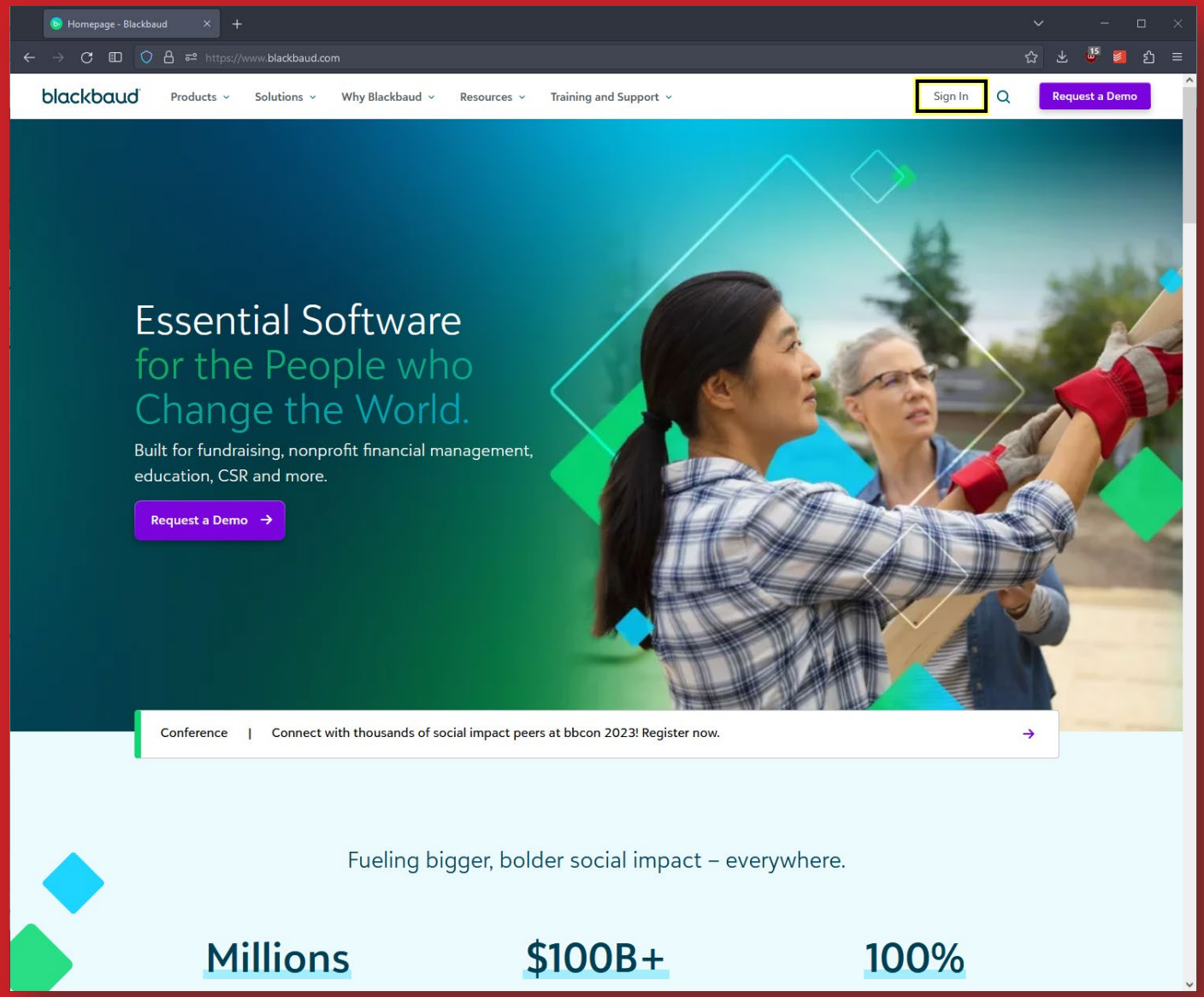

Sign In by going to www.Blackbaud.com

Tip: To skip this page, bookmark www.blackbaud.com/signin to go directly to the login page.

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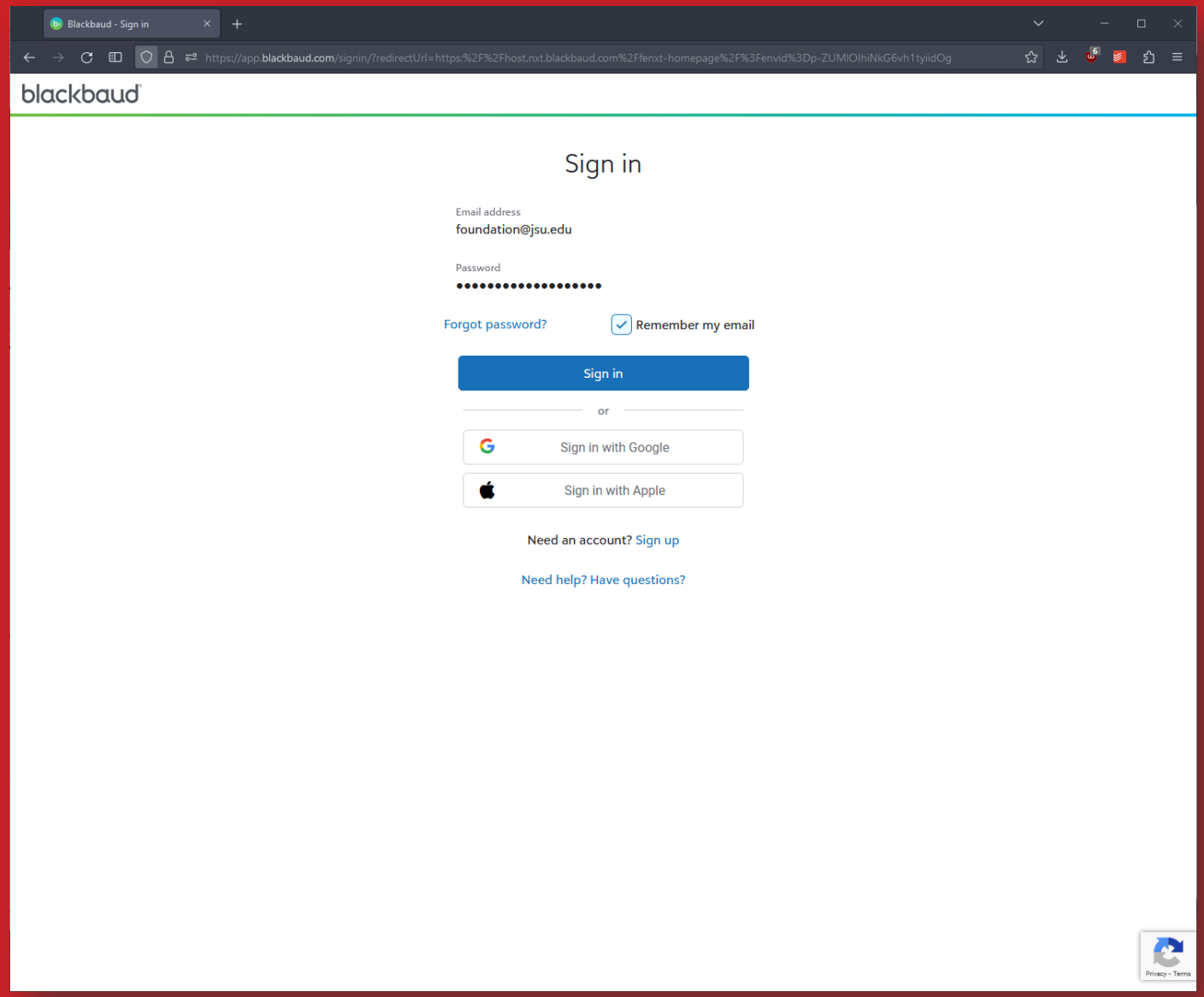

Enter your email address and password

Complete two factor authentication when prompted

Note: We recommend using the Duo App for 2FA

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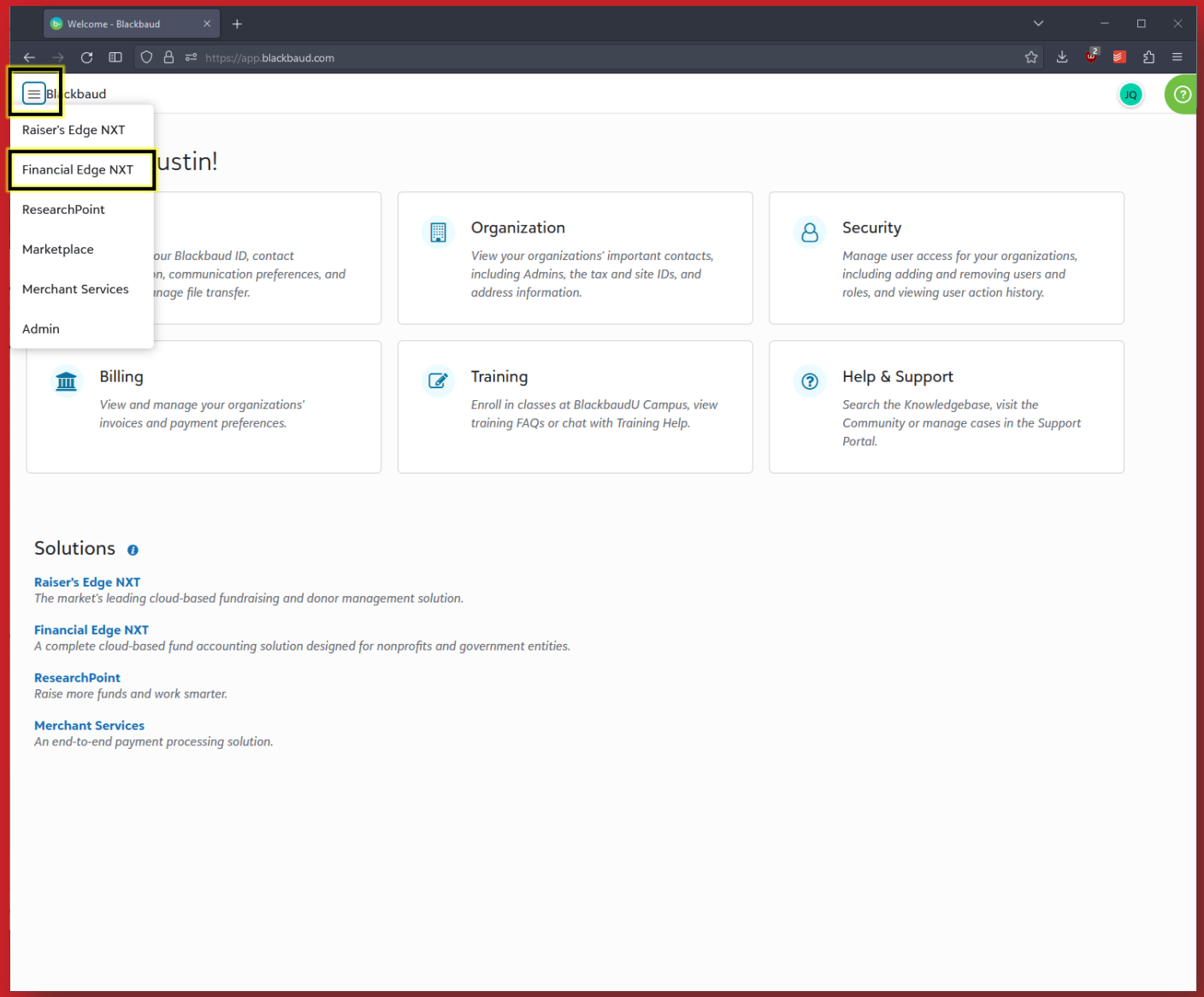

Click the three line drop down menu in top left, then select **Financial Edge**.

Note: You may or may not see this screen at log in depending on your access to Raiser's Edge or other Blackbaud products

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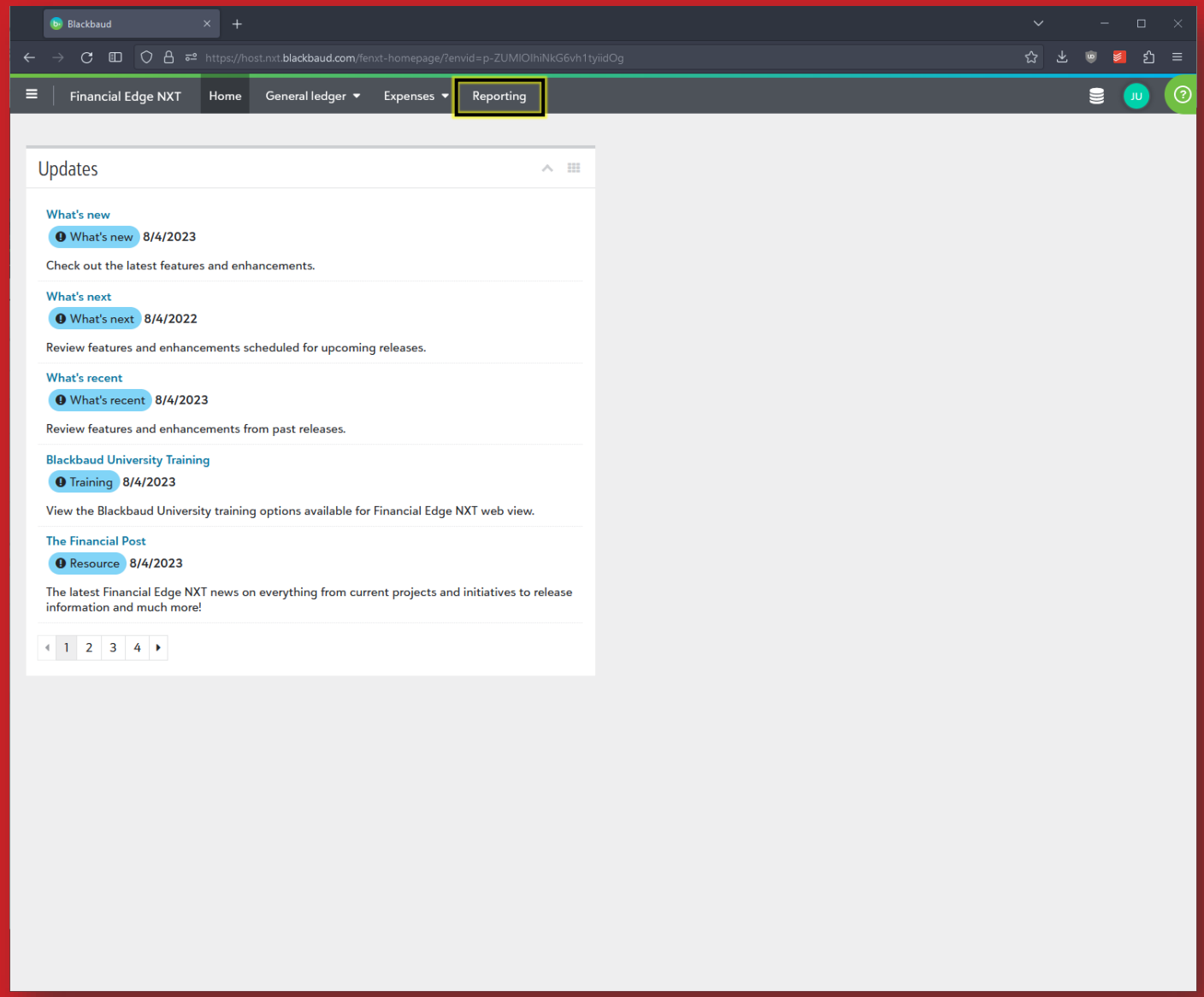

On the home page, select **Reporting** located on the menu across the top of the page.

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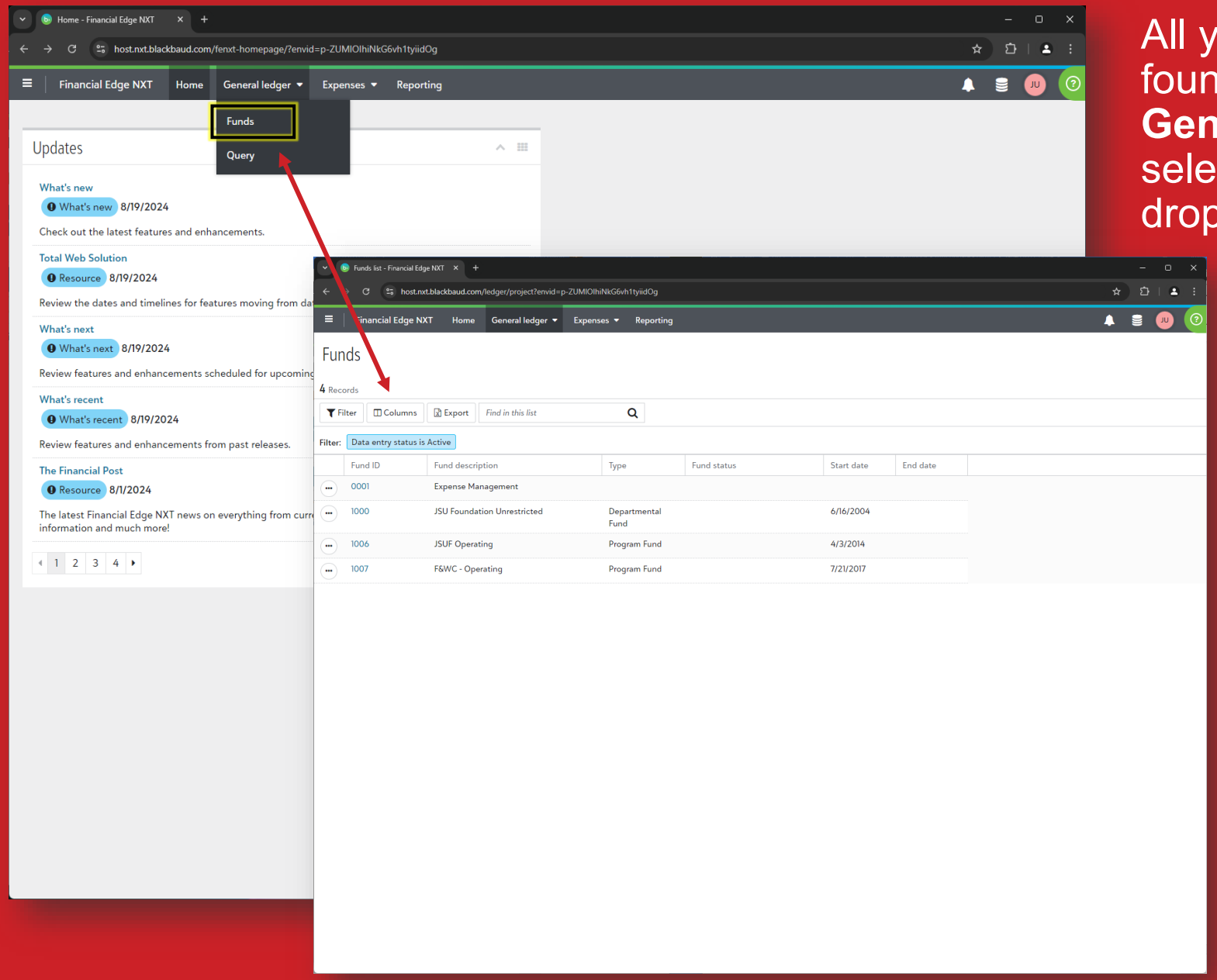

All your funds can be found by selecting **General Ledger** and selecting **Funds** in the dropdown

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Accessing Fund Reports

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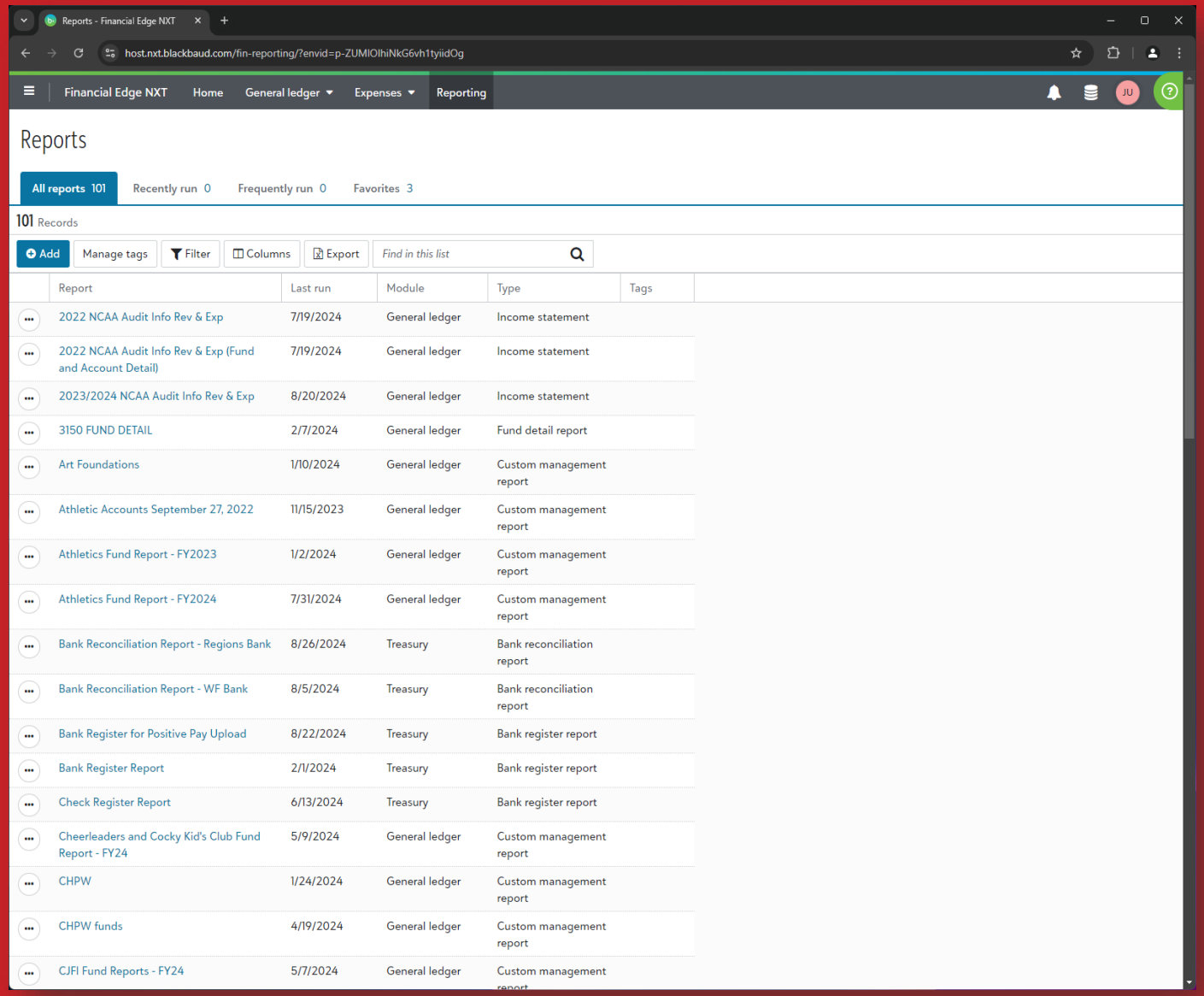

Once you are in the Reporting section, you will see a listing of all reports that have been created in Financial Edge NXT. Most of these you will not need or may not be able to access.

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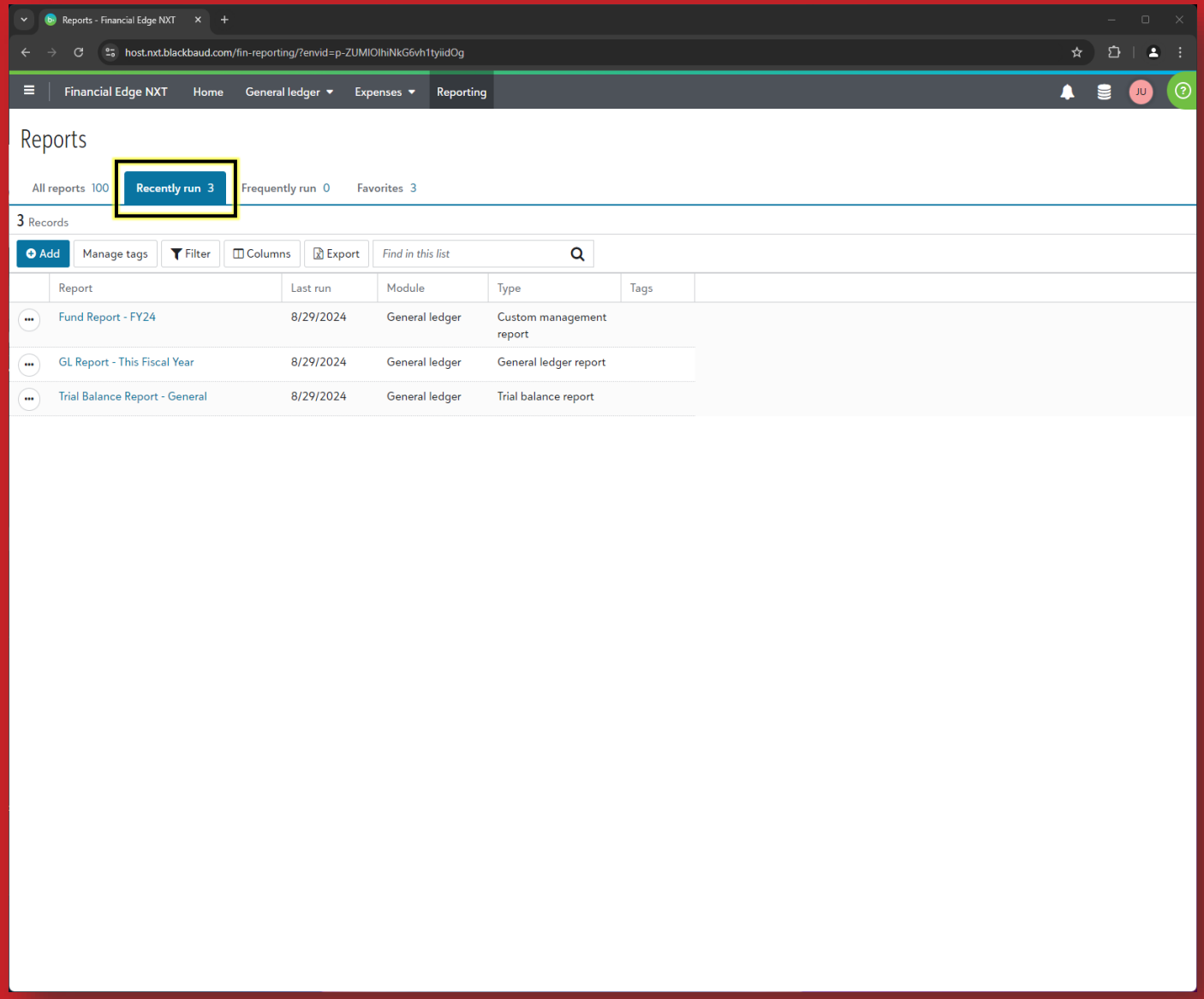

Selecting the **Recently Run** tab will show a list of all recently ran reports for quick access

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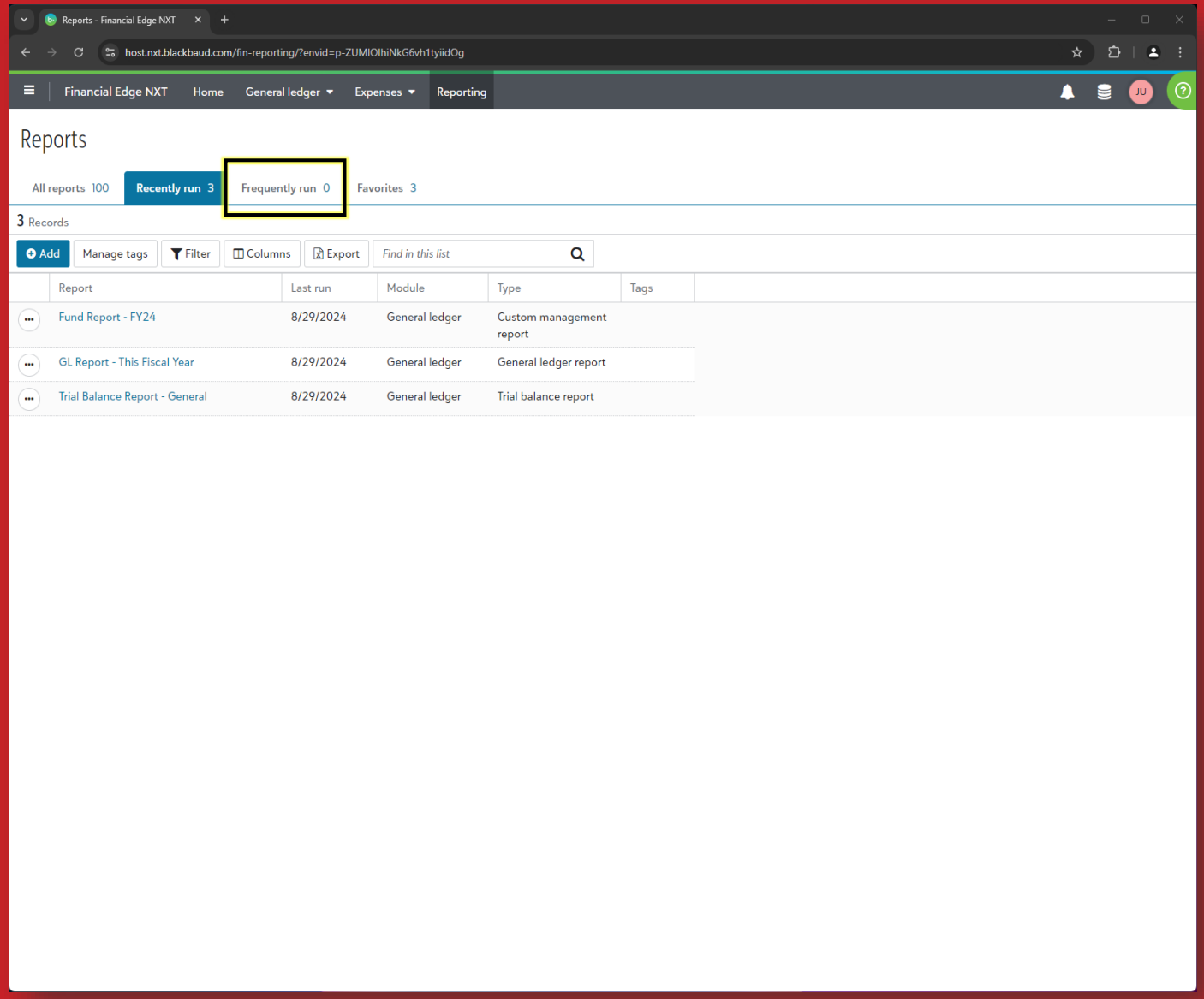

You can also select **Frequently Run** reports to access any common reports you use but have not favorited yet

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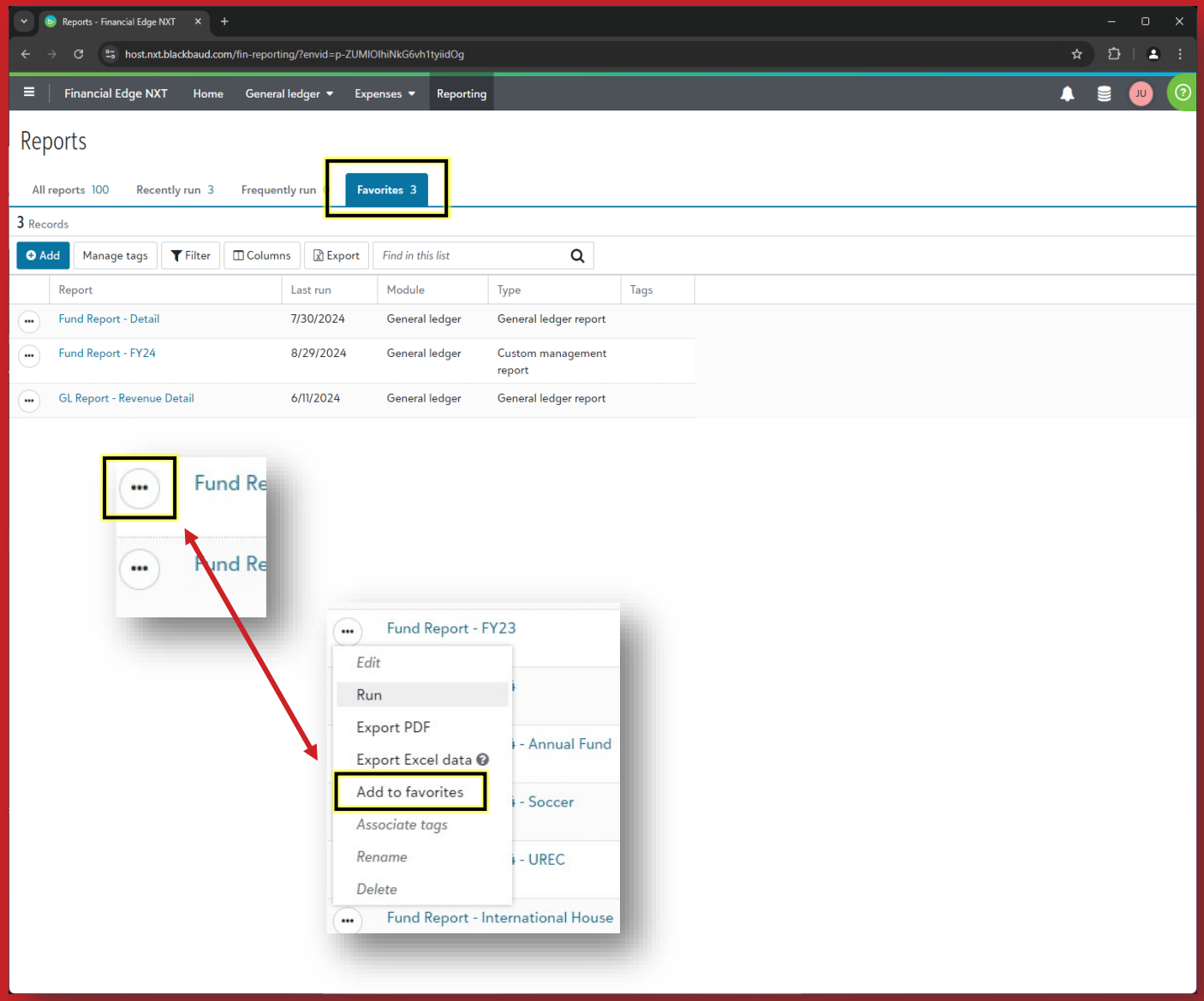

Reports can also be marked as a favorite for quick access

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

Then select **Add to Favorites**

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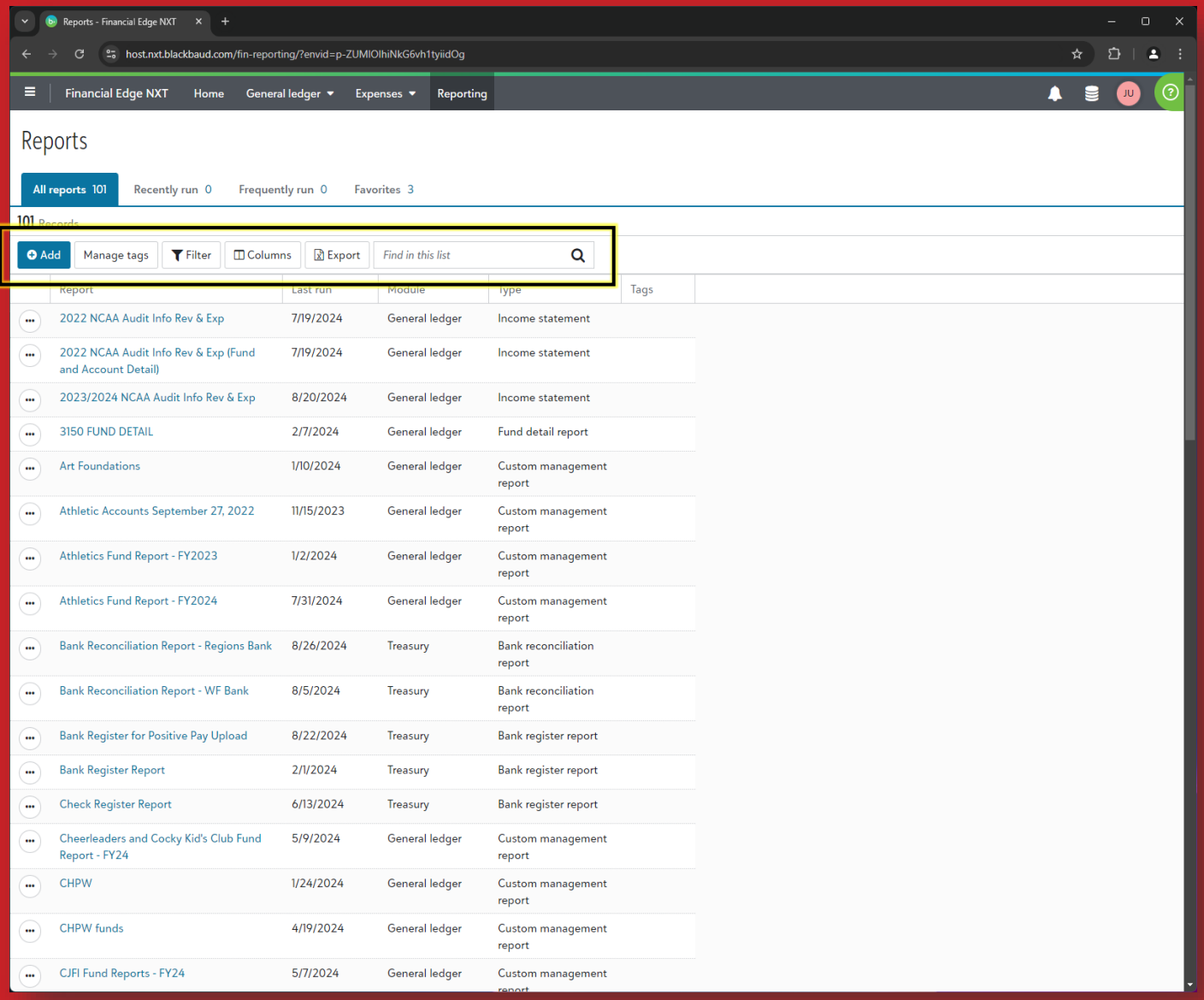

Here you can add new reports, manage tags, filter your reports, modify what columns are shown here, and search for reports by keyword

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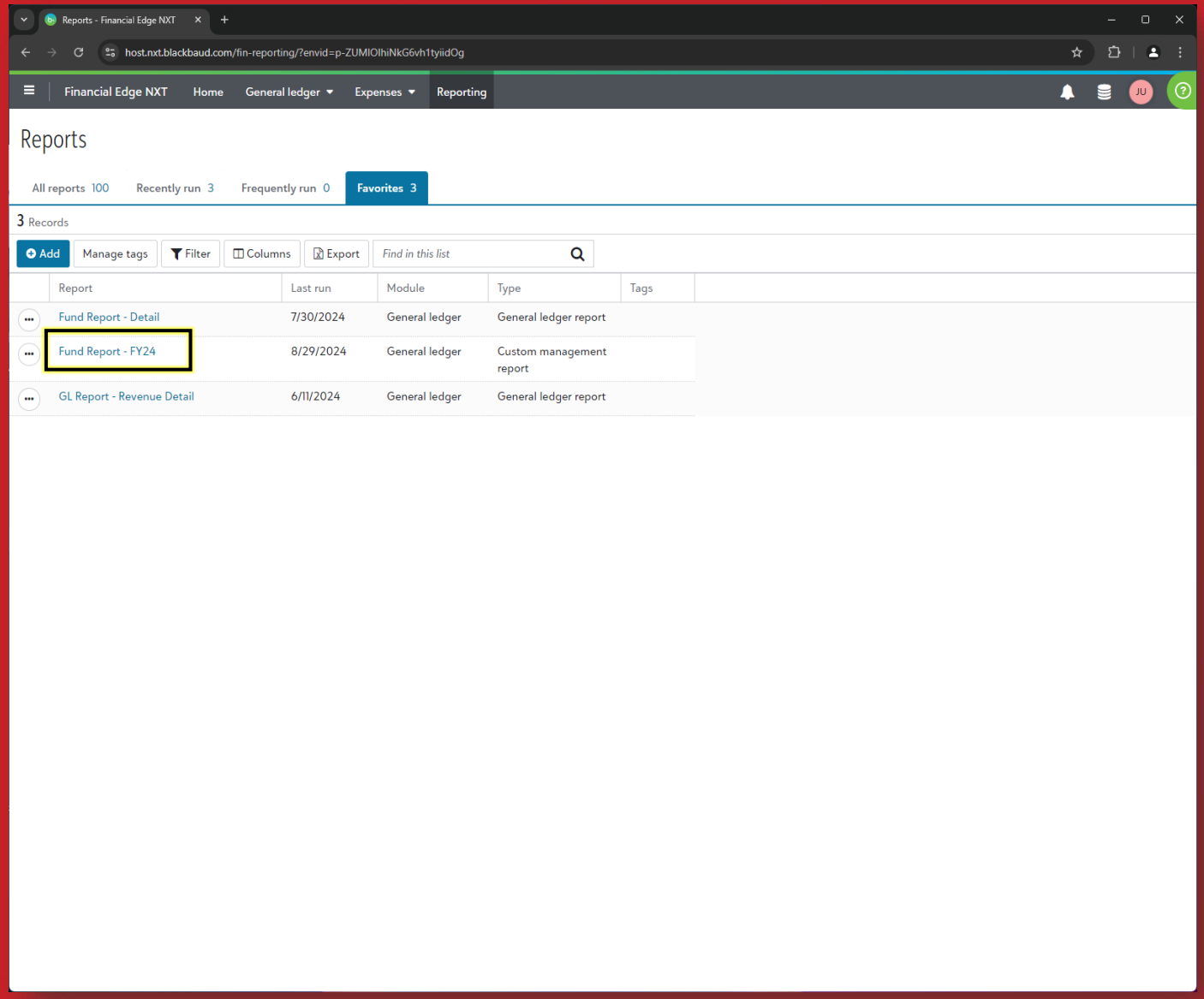

To begin: Find the report you would like to run and select it

Note: If you do not see any reports when on this screen, please use the Add button to add them

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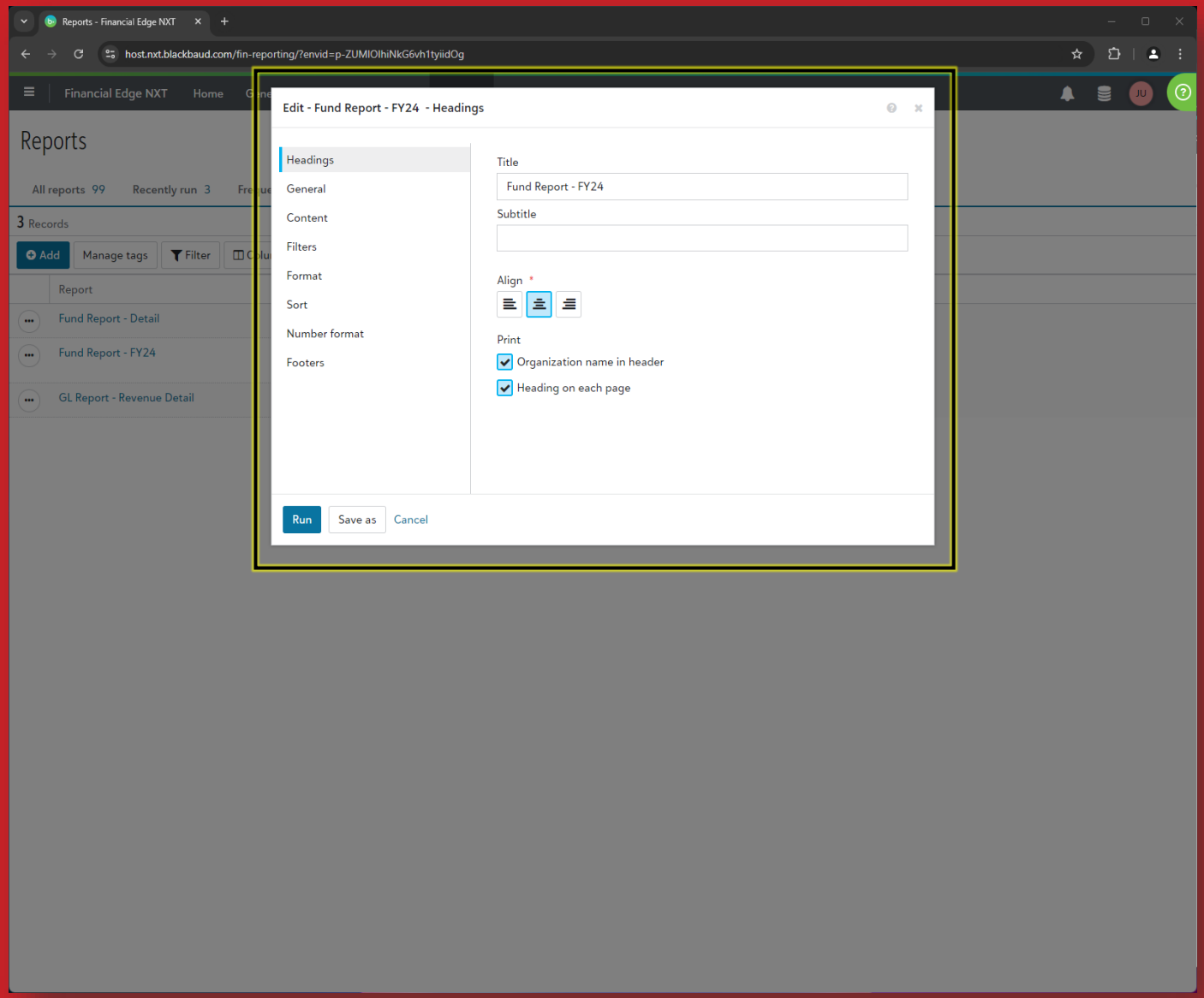

When selecting your report, a reporting dialog box will appear which will allow you to customize the report

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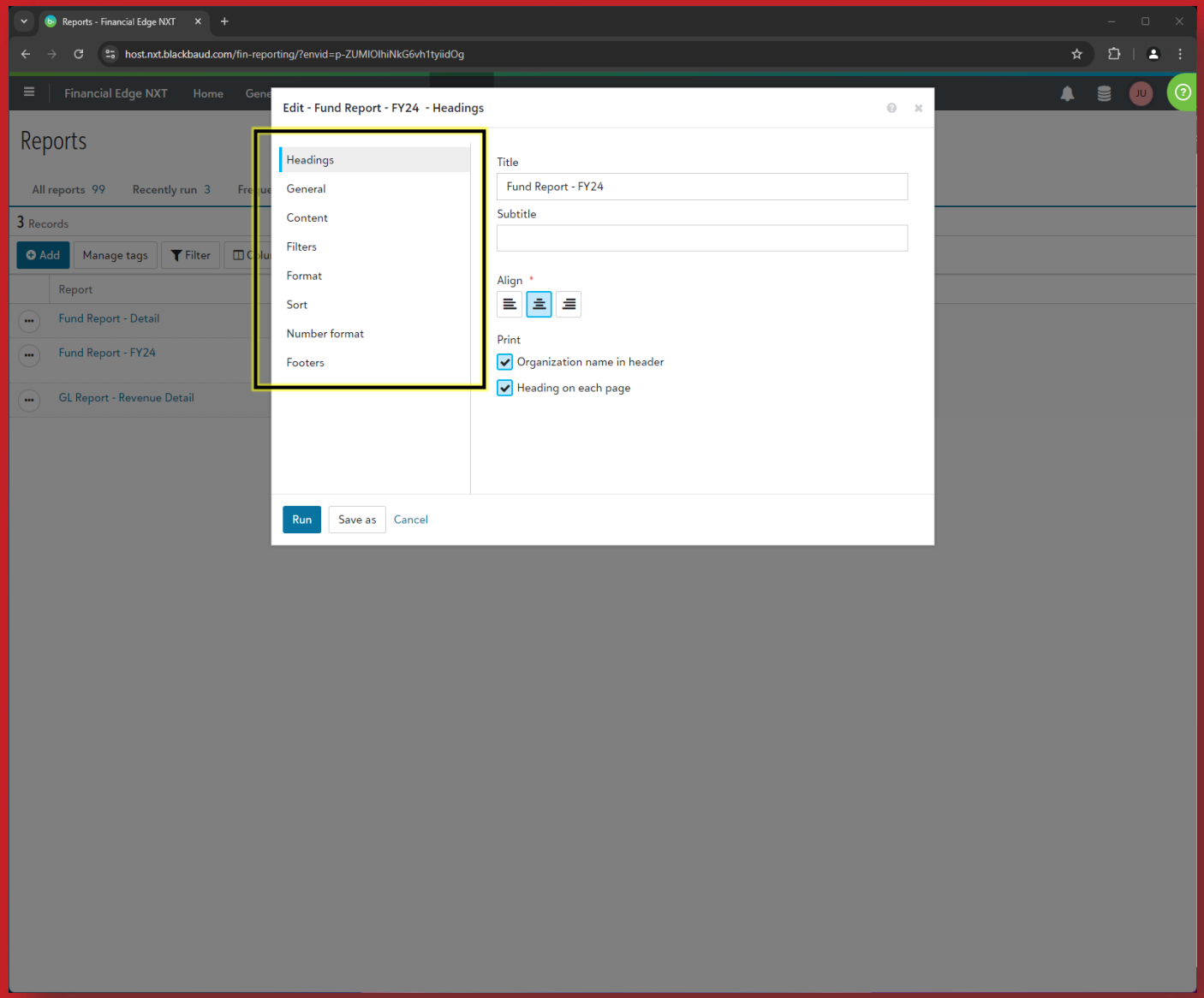

On the left, you will find all report areas that can be customized

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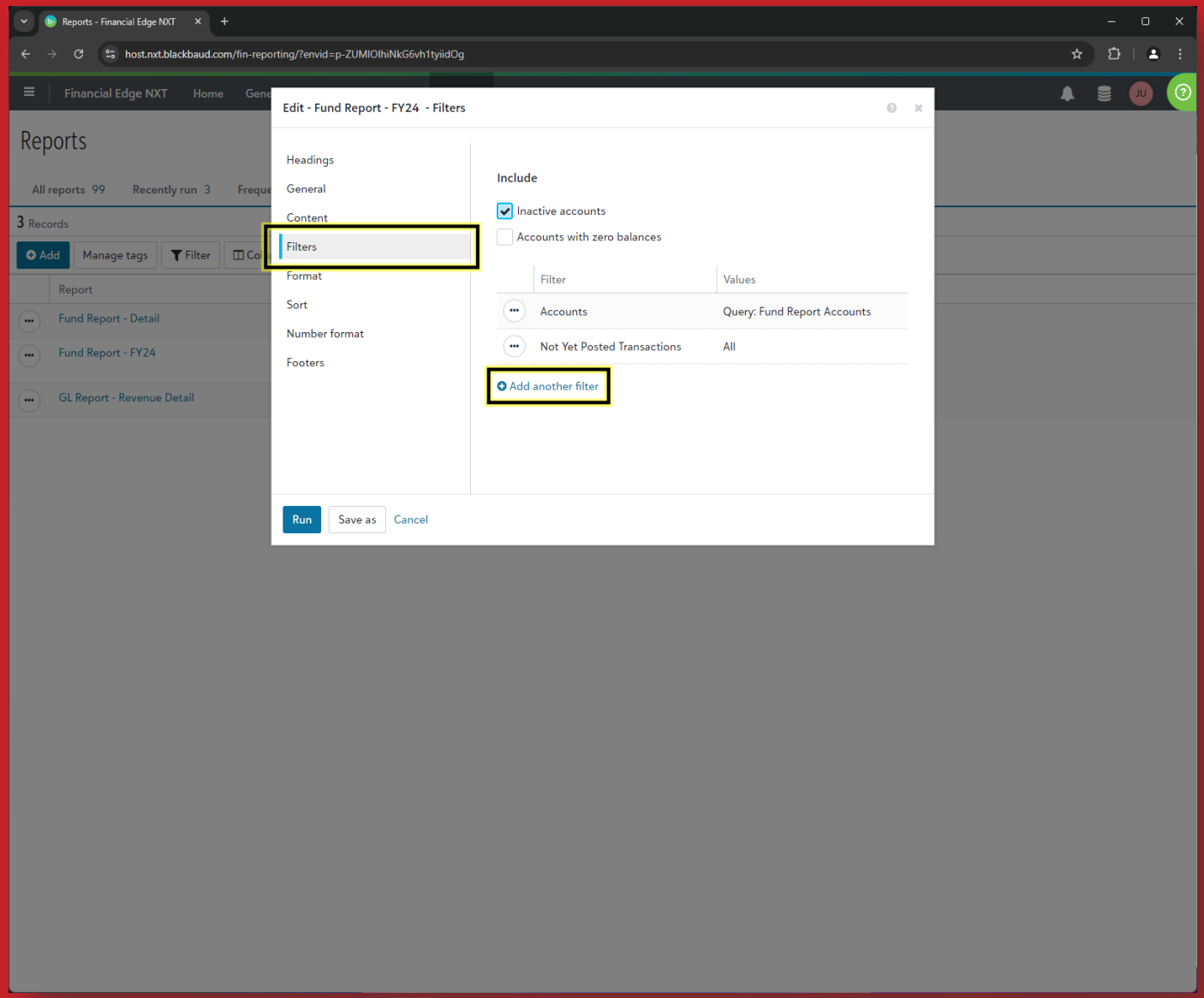

One area you will always use to specify which fund you'd like to pull information for is the Filter section

To filter by fund, you will navigate here and select **Add another filter** in the dialog

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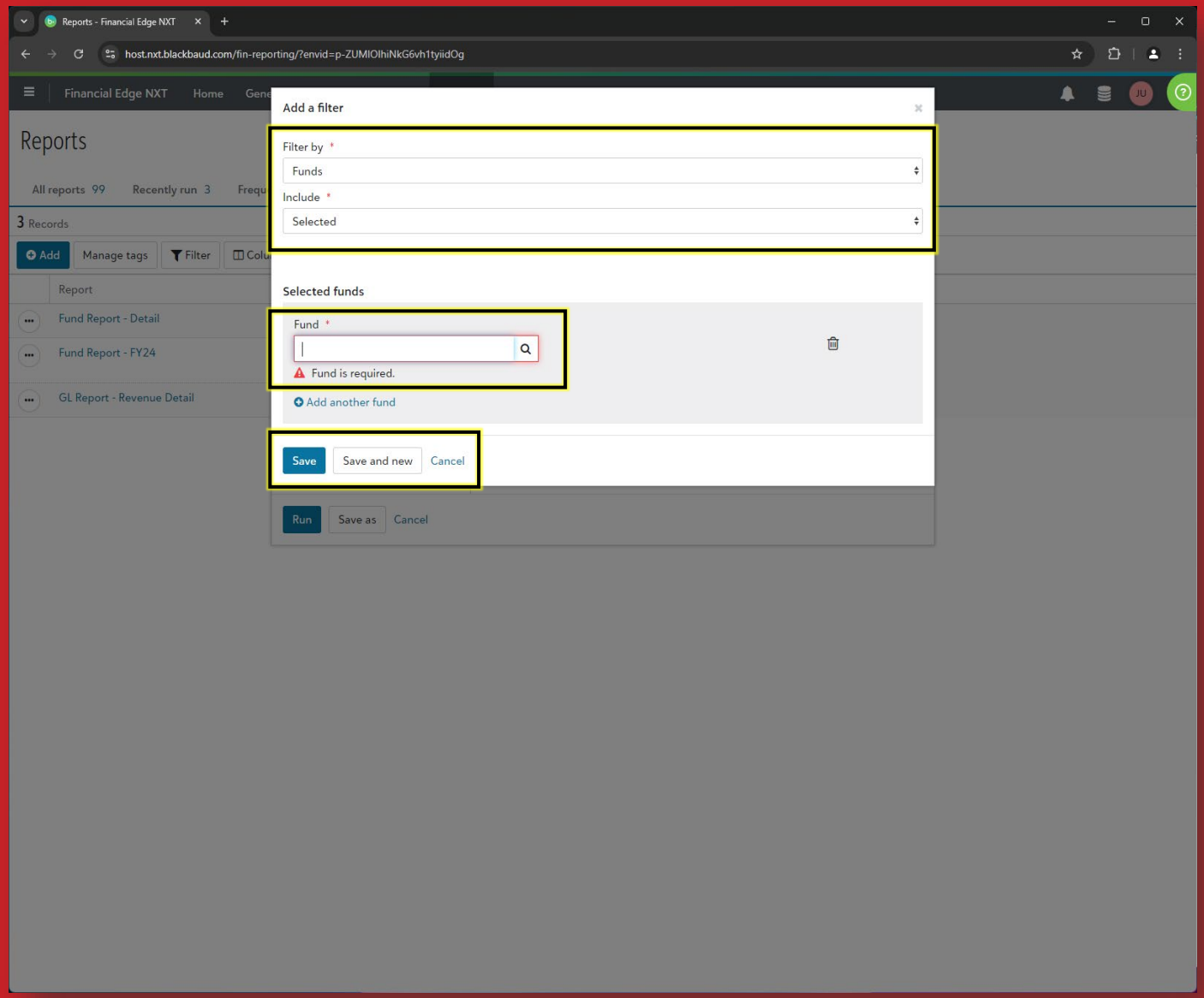

After selecting **Add another filter**, a new dialog will appear with dropdowns to allow you to select how you would like to filter

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

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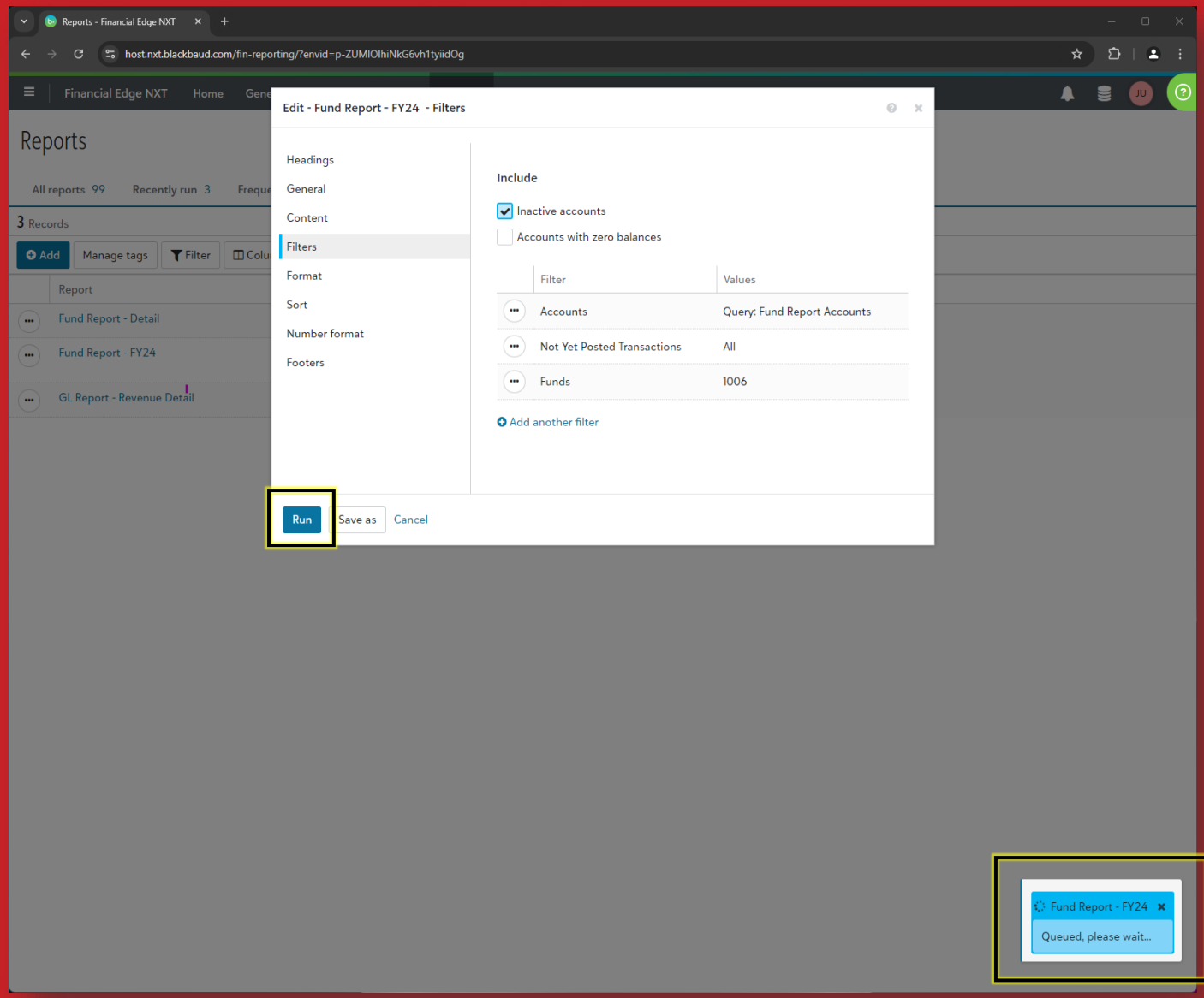

After selecting the correct filters for your report and changing any formatting, select **Run**

You can see your report status at the bottom right

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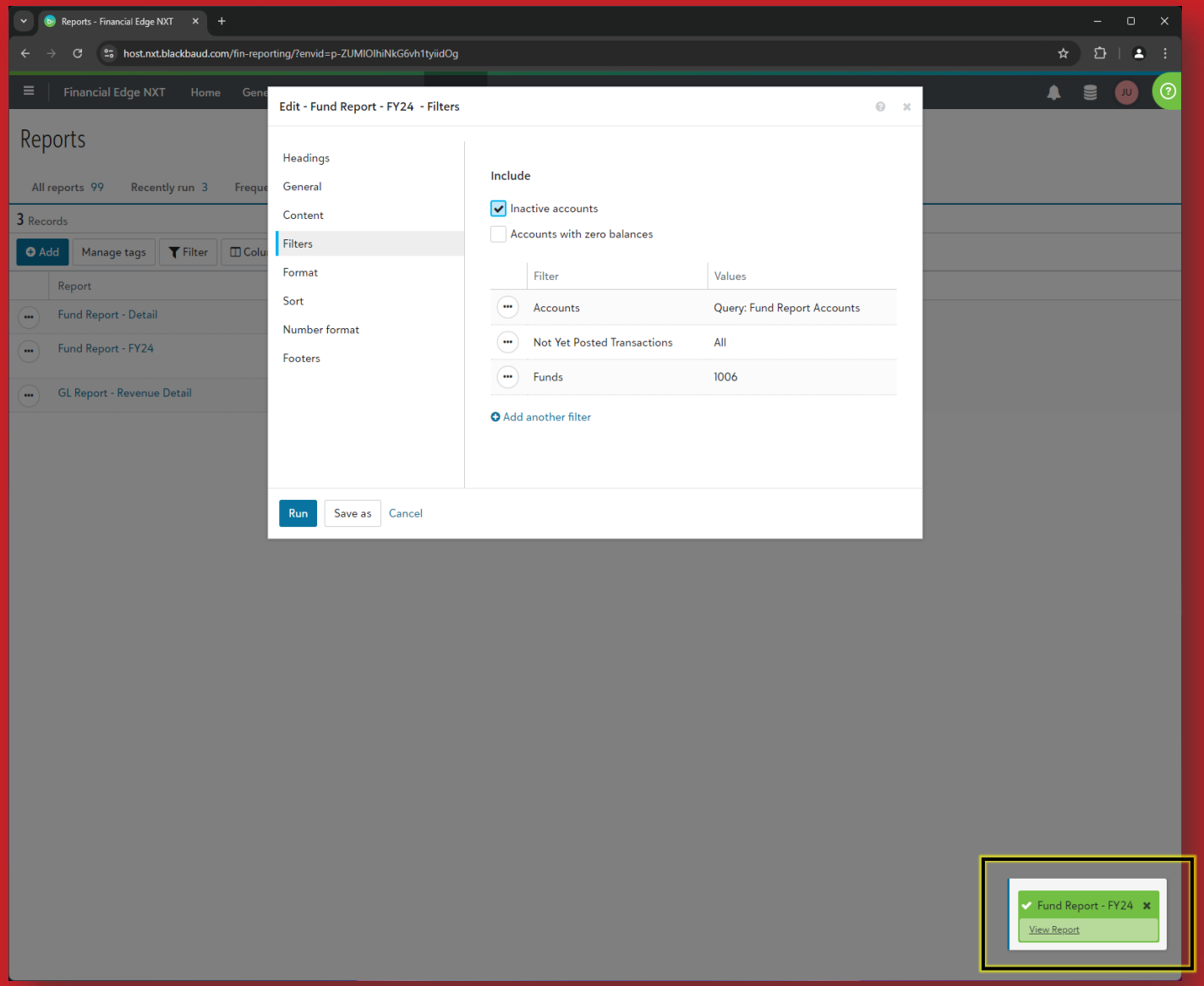

When your report is done processing, select **View Report** at the bottom right

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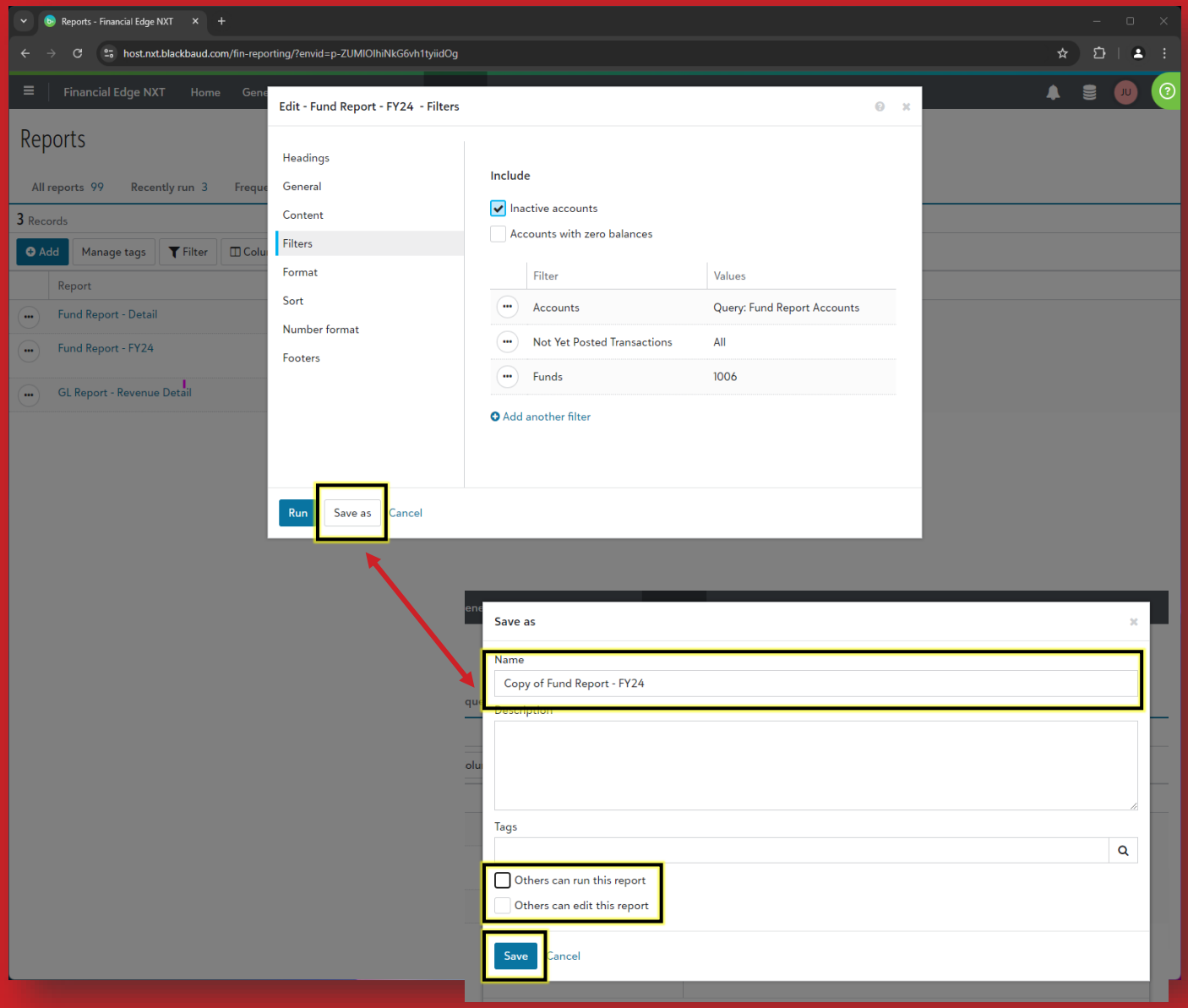

To save the report with your selected fund for quick access in the future, simply select **Save As** instead of Run

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

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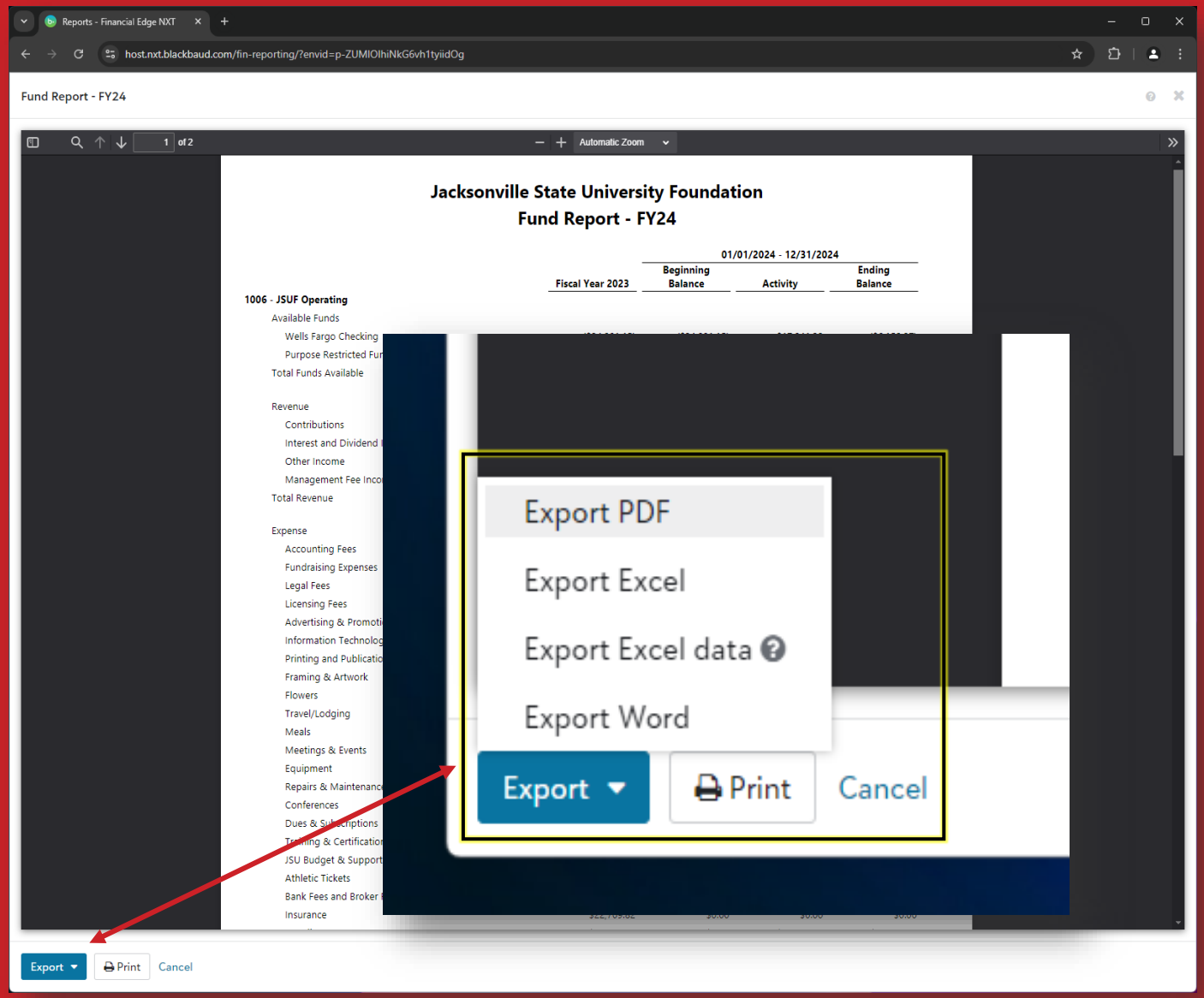

After running your report, at the bottom left, you can select the **Export** dropdown to bring up multiple options for saving your reports

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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

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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

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Thank You!

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

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