

Fund Manager Reporting Walkthrough



the FRIENDLIEST CAMPUS *in the* SOUTH

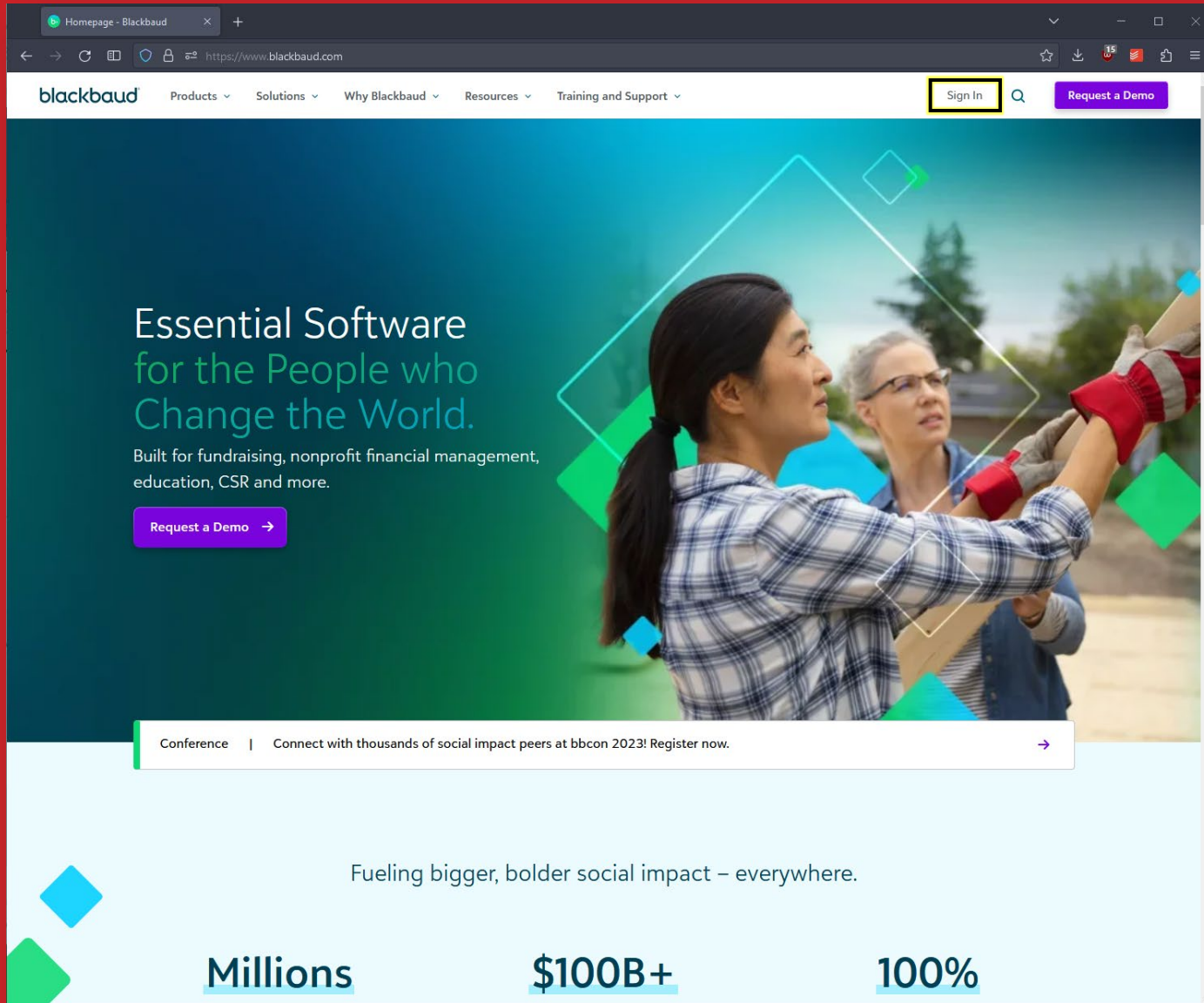
Financial Edge NXT

- 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

Sign In Process

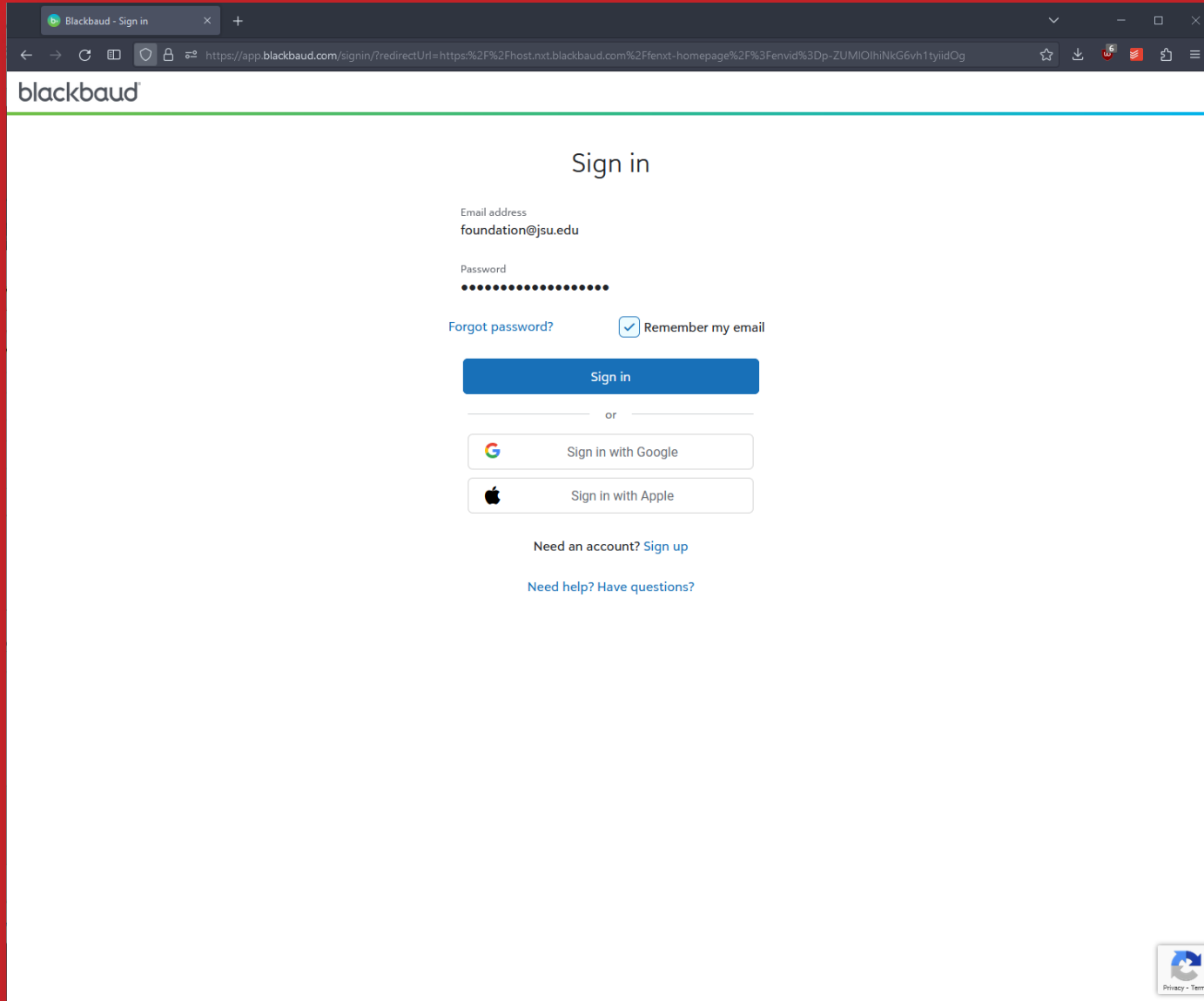


the FRIENDLIEST CAMPUS *in the* SOUTH



Sign In by going to www.Blackbaud.com

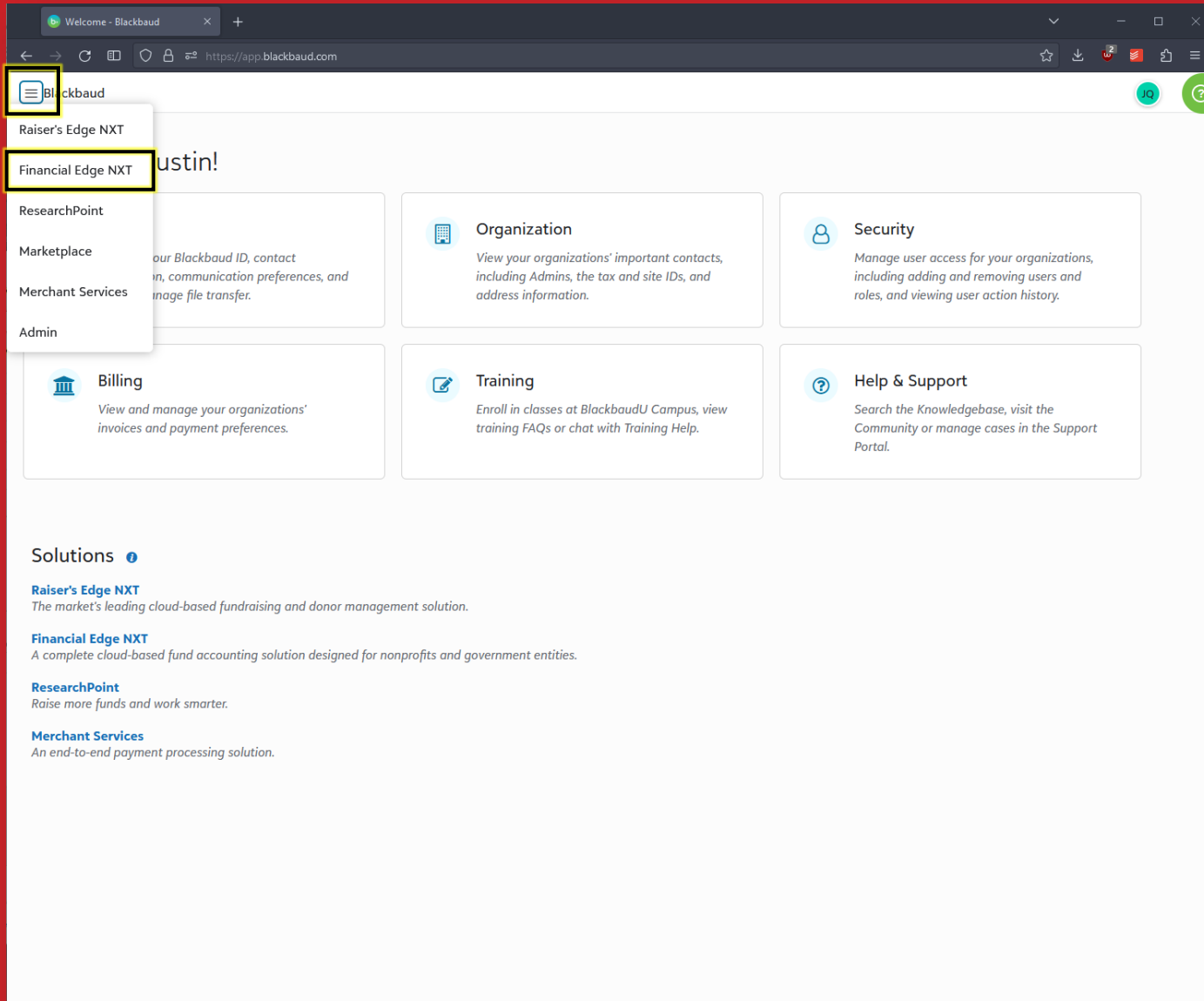
Tip: To skip this page, bookmark www.blackbaud.com/signin to go directly to the login page.



Enter your email address and password

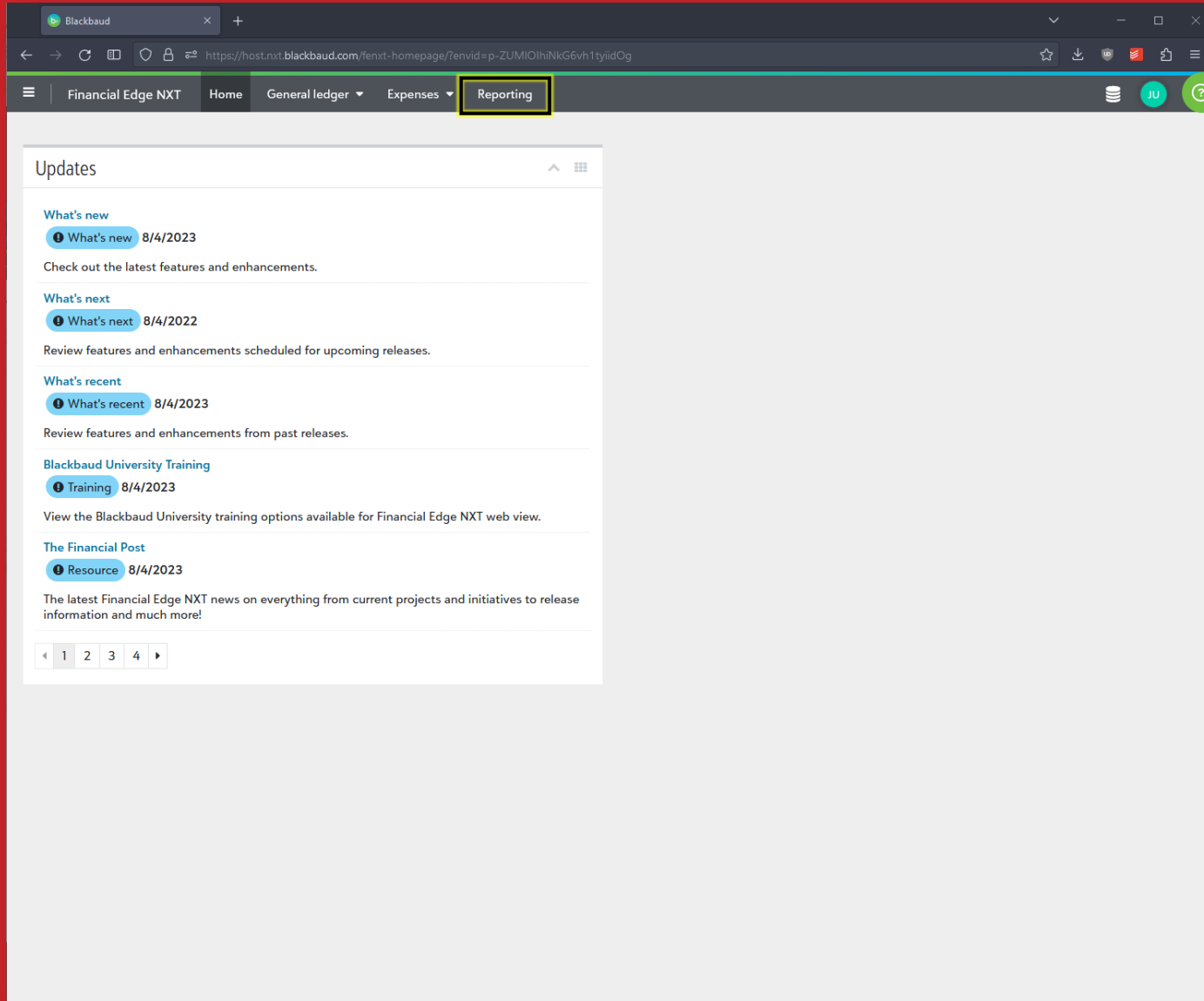
Complete two factor authentication when prompted

Note: We recommend using the Duo App for 2FA

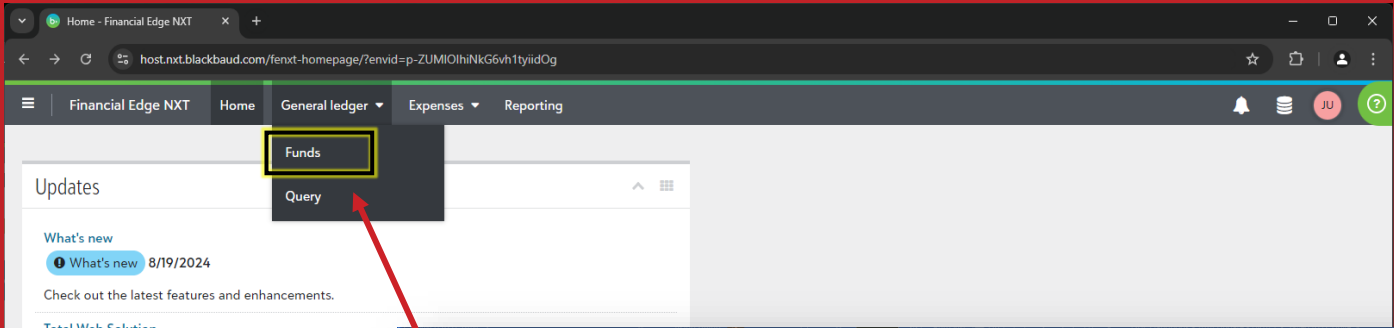


Click the three line drop down menu in top left, then select **Financial Edge**.

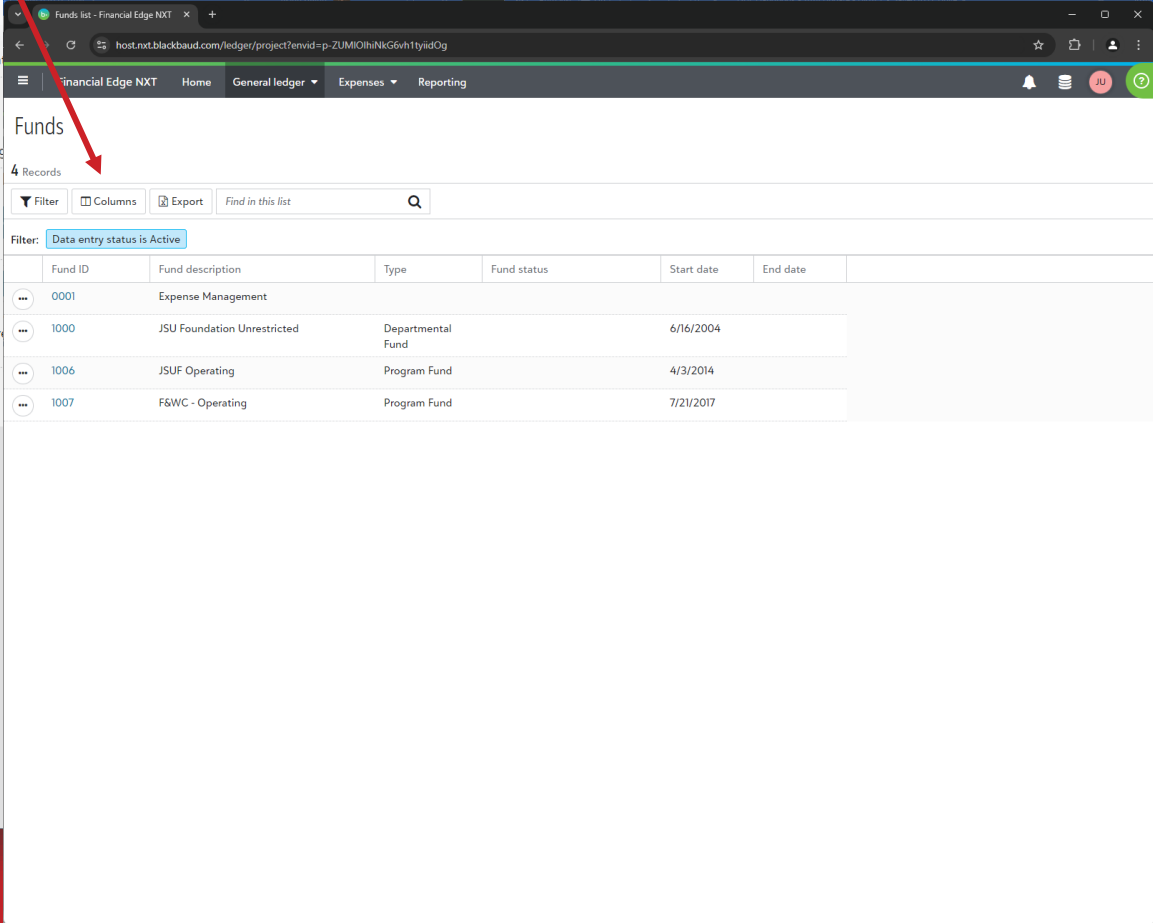
Note: You may or may not see this screen at log in depending on your access to Raiser's Edge or other Blackbaud products



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



Accessing Fund Reports



the FRIENDLIEST CAMPUS *in the* SOUTH

Reports

All reports 101 Recently run 0 Frequently run 0 Favorites 3

101 Records

[Add](#)
[Manage tags](#)
[Filter](#)
[Columns](#)
[Export](#)

Report	Last run	Module	Type	Tags
2022 NCAA Audit Info Rev & Exp	7/19/2024	General ledger	Income statement	
2022 NCAA Audit Info Rev & Exp (Fund and Account Detail)	7/19/2024	General ledger	Income statement	
2023/2024 NCAA Audit Info Rev & Exp	8/20/2024	General ledger	Income statement	
3150 FUND DETAIL	2/7/2024	General ledger	Fund detail report	
Art Foundations	1/10/2024	General ledger	Custom management report	
Athletic Accounts September 27, 2022	11/15/2023	General ledger	Custom management report	
Athletics Fund Report - FY2023	1/2/2024	General ledger	Custom management report	
Athletics Fund Report - FY2024	7/31/2024	General ledger	Custom management report	
Bank Reconciliation Report - Regions Bank	8/26/2024	Treasury	Bank reconciliation report	
Bank Reconciliation Report - WF Bank	8/5/2024	Treasury	Bank reconciliation report	
Bank Register for Positive Pay Upload	8/22/2024	Treasury	Bank register report	
Bank Register Report	2/1/2024	Treasury	Bank register report	
Check Register Report	6/13/2024	Treasury	Bank register report	
Cheerleaders and Cocky Kid's Club Fund Report - FY24	5/9/2024	General ledger	Custom management report	
CHPW	1/24/2024	General ledger	Custom management report	
CHPW funds	4/19/2024	General ledger	Custom management report	
CJFI Fund Reports - FY24	5/7/2024	General ledger	Custom management report	

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.



The screenshot shows the 'Reports' section of the Financial Edge NXT interface. The 'Recently run' tab is highlighted with a yellow box. Below the tabs, there are 3 records listed in a table. The table has columns for Report, Last run, Module, Type, and Tags. The reports listed are:

Report	Last run	Module	Type	Tags
Fund Report - FY24	8/29/2024	General ledger	Custom management report	
GL Report - This Fiscal Year	8/29/2024	General ledger	General ledger report	
Trial Balance Report - General	8/29/2024	General ledger	Trial balance report	

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

Financial Edge NXT | Home | General ledger | Expenses | Reporting

Reports

All reports 100 | Recently run 3 | **Frequently run 0** | Favorites 3

3 Records

Add | Manage tags | Filter | Columns | Export | Find in this list

Report	Last run	Module	Type	Tags
Fund Report - FY24	8/29/2024	General ledger	Custom management report	
GL Report - This Fiscal Year	8/29/2024	General ledger	General ledger report	
Trial Balance Report - General	8/29/2024	General ledger	Trial balance report	

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

The screenshot shows the 'Reports' section of the Financial Edge NXT interface. At the top, there are navigation tabs for 'Home', 'General ledger', 'Expenses', and 'Reporting'. Below the navigation, there are filters for 'All reports 100', 'Recently run 3', 'Frequently run', and a highlighted 'Favorites 3' button. A table of reports is displayed with columns for 'Report', 'Last run', 'Module', 'Type', and 'Tags'. The table contains three rows: 'Fund Report - Detail' (last run 7/30/2024), 'Fund Report - FY24' (last run 8/29/2024), and 'GL Report - Revenue Detail' (last run 6/11/2024). A callout box shows a magnified view of the three-dot menu for a 'Fund Report - FY23' entry. The menu options are: 'Edit', 'Run', 'Export PDF', 'Export Excel data', 'Add to favorites' (highlighted with a yellow box), 'Associate tags', 'Rename', and 'Delete'. A red arrow points from the three-dot menu in the table to the callout box.

Report	Last run	Module	Type	Tags
Fund Report - Detail	7/30/2024	General ledger	General ledger report	
Fund Report - FY24	8/29/2024	General ledger	Custom management report	
GL Report - Revenue Detail	6/11/2024	General ledger	General ledger report	

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**

Reports - Financial Edge NXT

host.nxt.blackbaud.com/fin-reporting/?envid=p-ZUMIOIhNkG6vh1tyidOg

Financial Edge NXT Home General ledger Expenses Reporting

Reports

All reports 101 Recently run 0 Frequently run 0 Favorites 3

101 Reports

[Add](#) [Manage tags](#) [Filter](#) [Columns](#) [Export](#)

Report	Last run	Module	Type	Tags
2022 NCAA Audit Info Rev & Exp	7/19/2024	General ledger	Income statement	
2022 NCAA Audit Info Rev & Exp (Fund and Account Detail)	7/19/2024	General ledger	Income statement	
2023/2024 NCAA Audit Info Rev & Exp	8/20/2024	General ledger	Income statement	
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CHPW funds	4/19/2024	General ledger	Custom management report	
CJFI Fund Reports - FY24	5/7/2024	General ledger	Custom management report	

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



Reports

All reports 100 Recently run 3 Frequently run 0 Favorites 3

3 Records

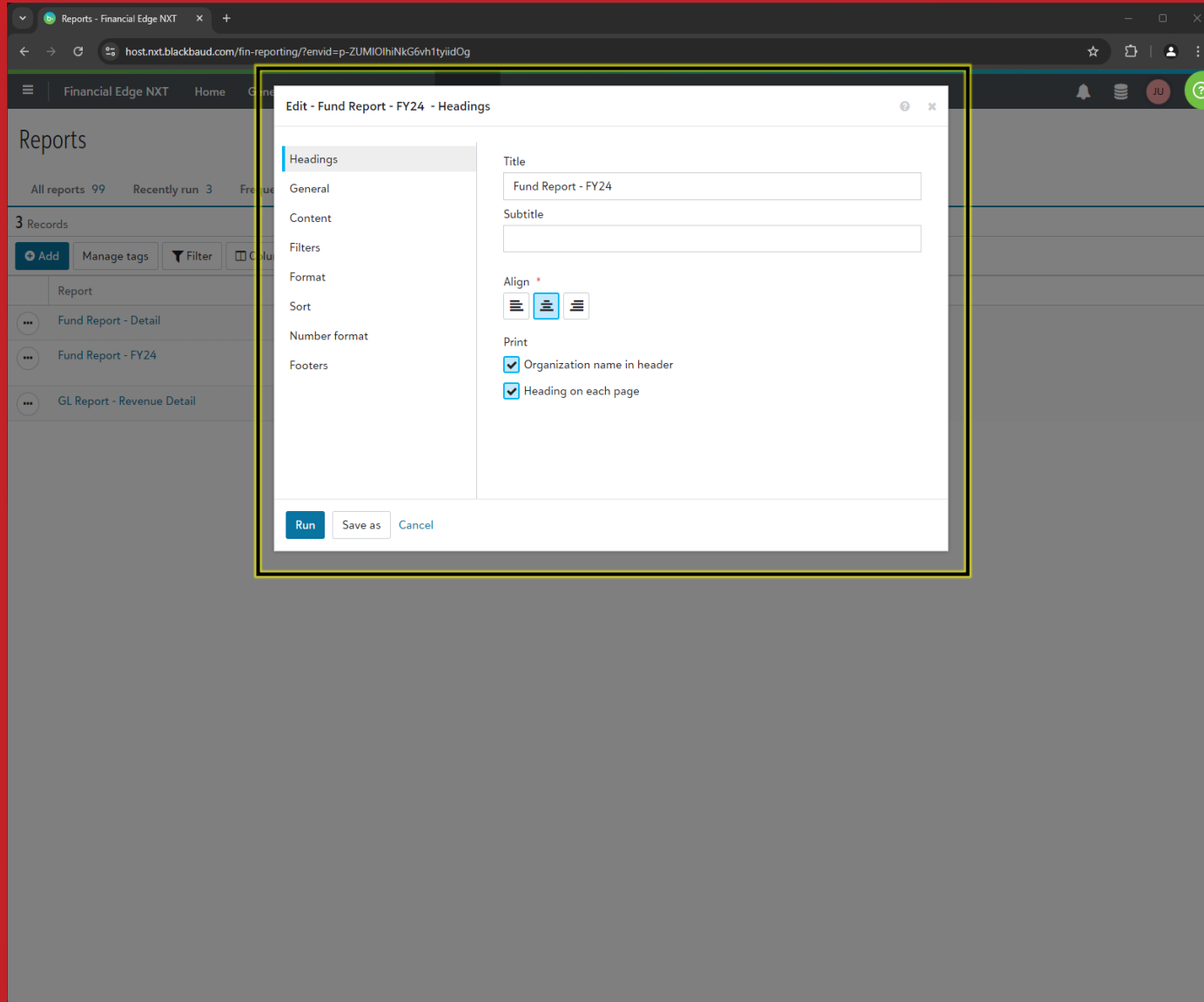
Add Manage tags Filter Columns Export Find in this list

Report	Last run	Module	Type	Tags
Fund Report - Detail	7/30/2024	General ledger	General ledger report	
Fund Report - FY24	8/29/2024	General ledger	Custom management report	
GL Report - Revenue Detail	6/11/2024	General ledger	General ledger report	

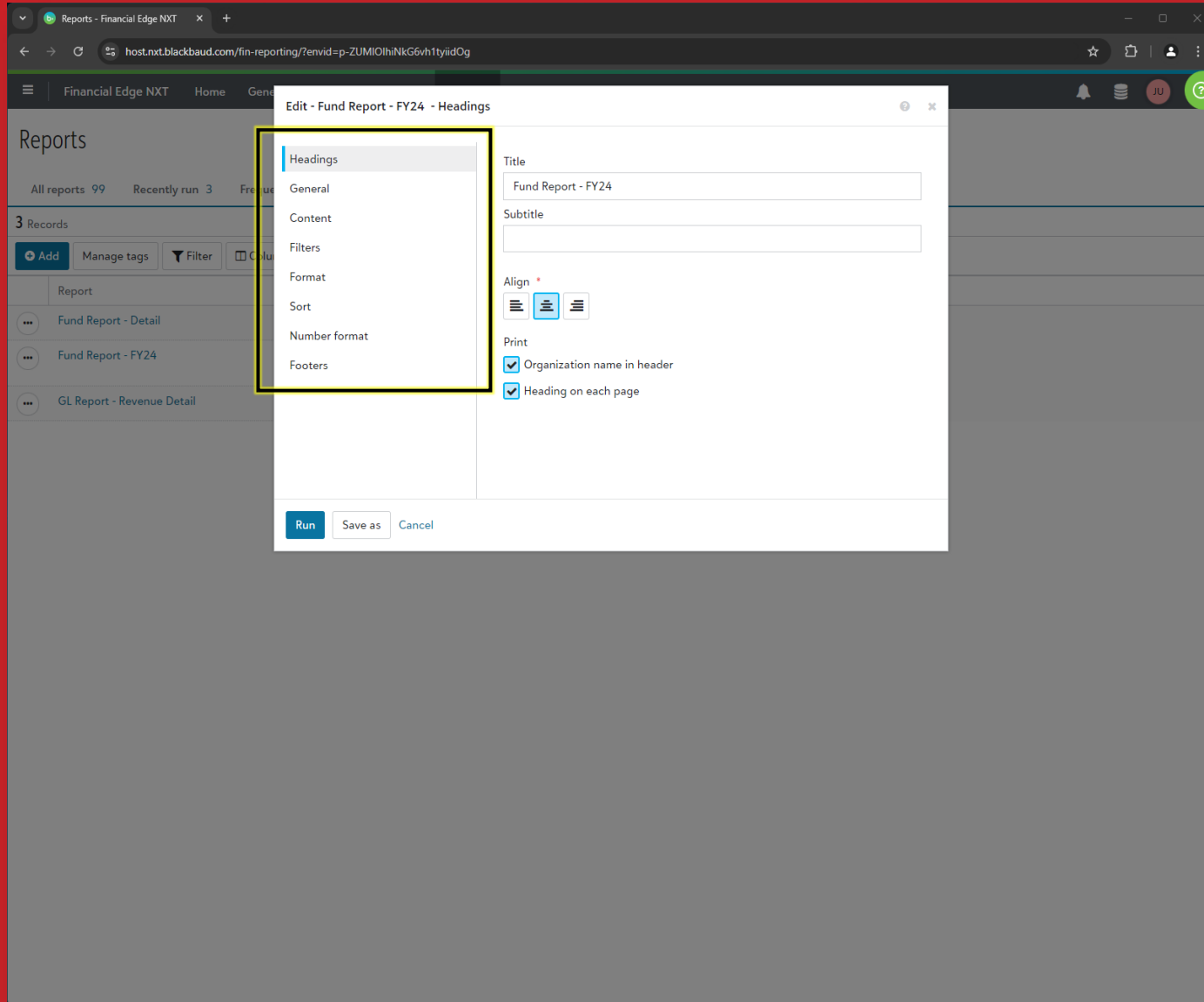
To begin: Find the report you would like to run and select it

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

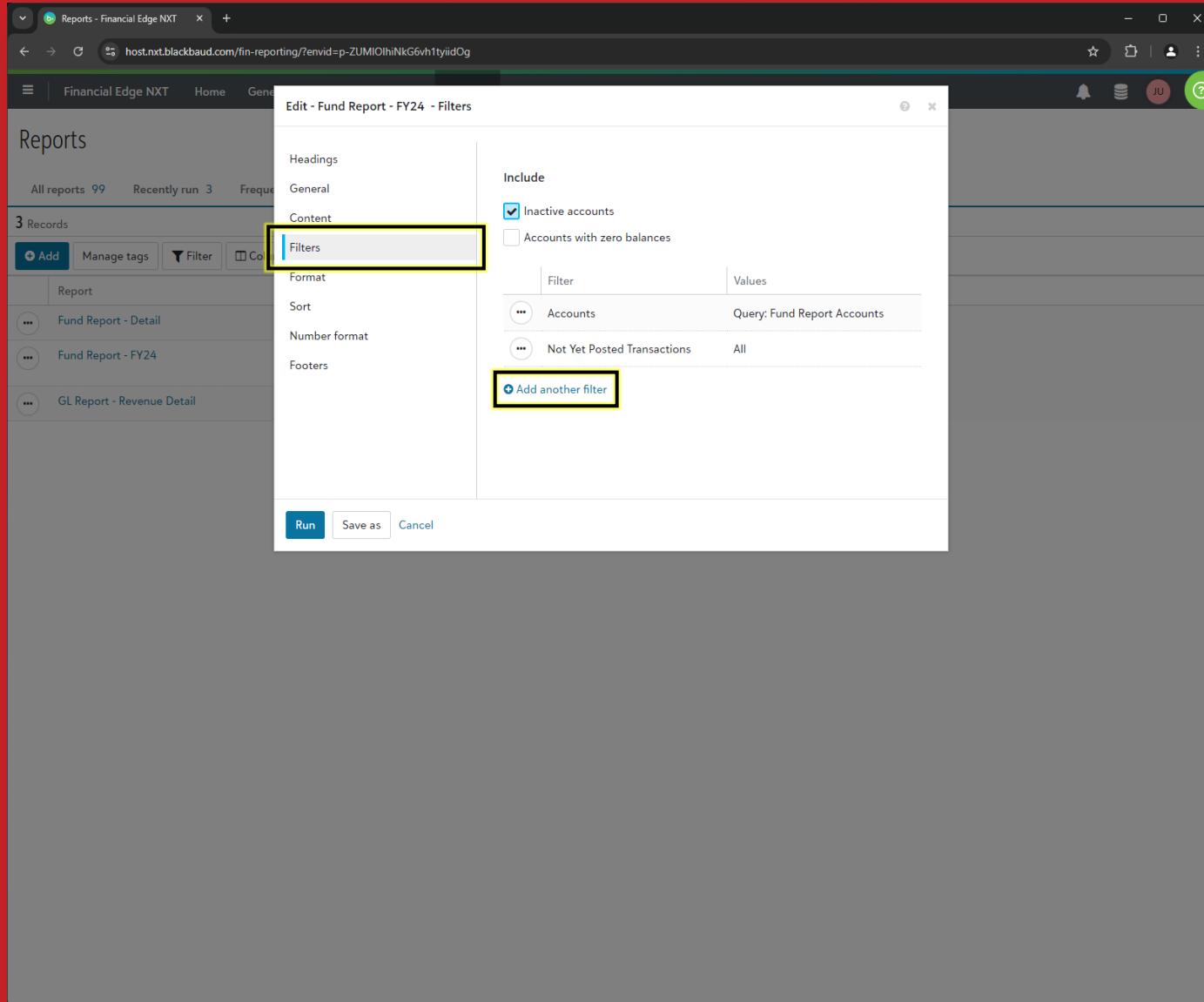




When selecting your report, a reporting dialog box will appear which will allow you to customize the report

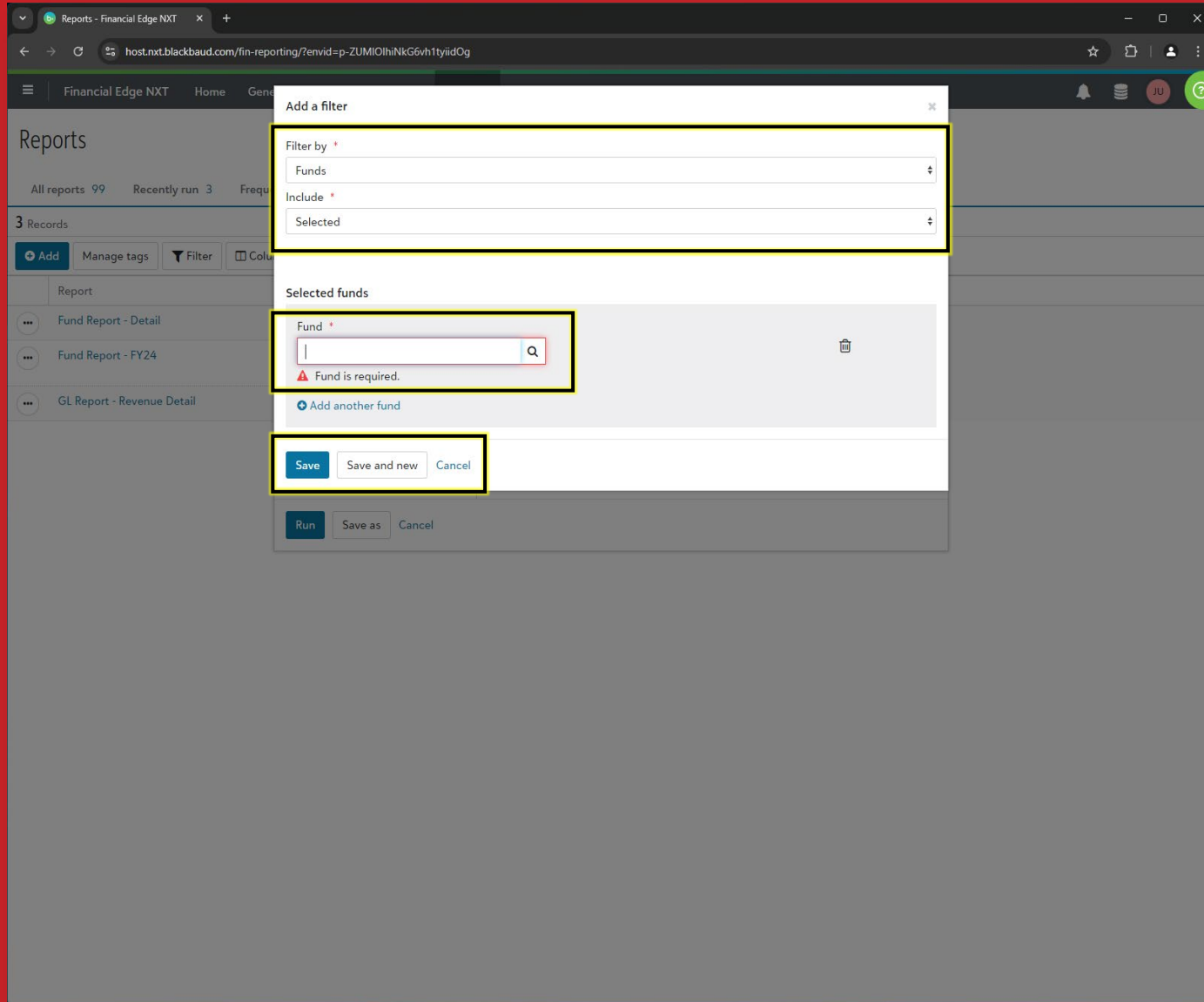


On the left, you will find all report areas that can be customized



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

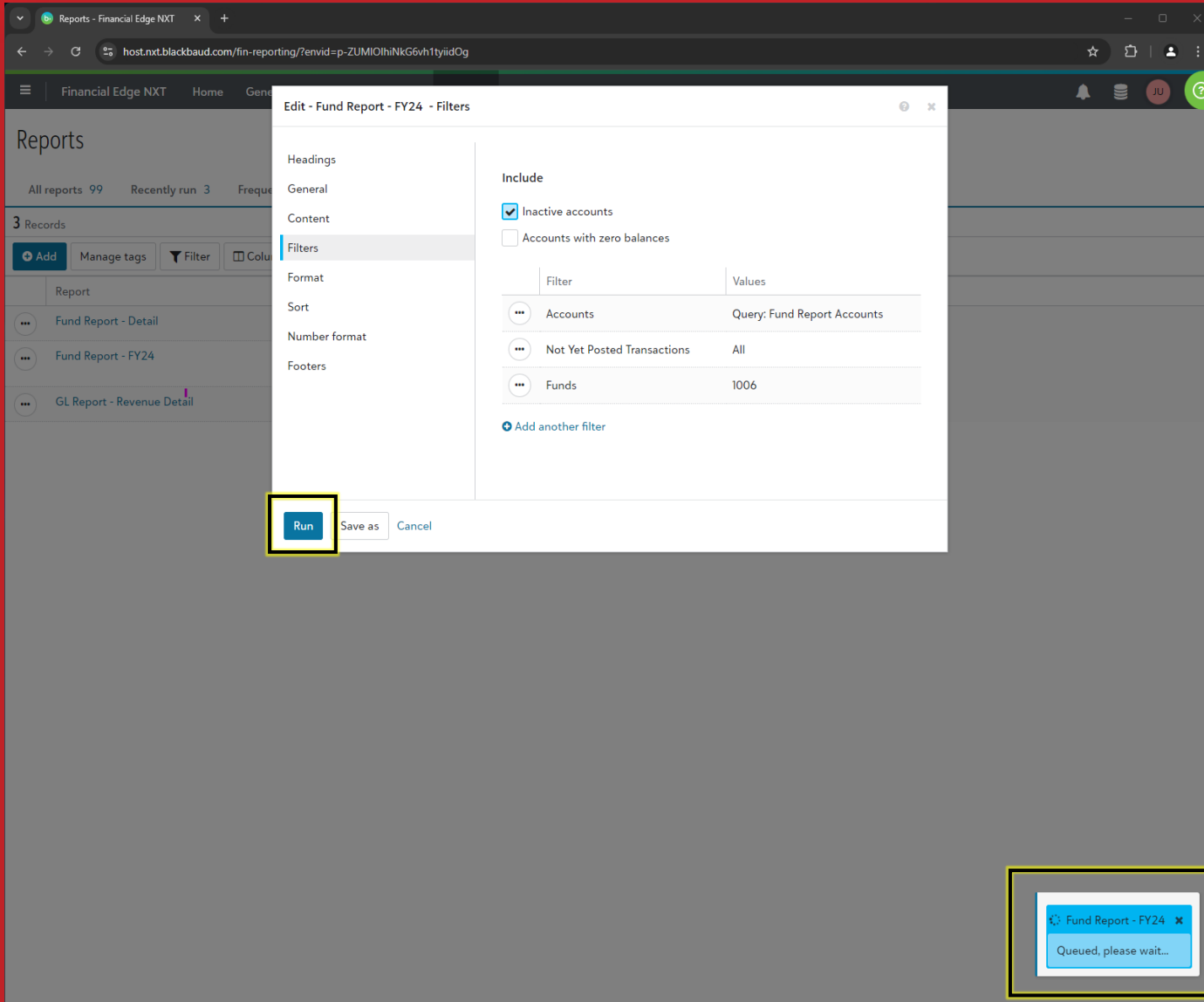


After selecting **Add another filter**, a new dialog will appear with dropdowns to allow you to select how you would like to filter

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

Reports

All reports 99 Recently run 3 Freque

3 Records

Add Manage tags Filter Columns

Report

- Fund Report - Detail
- Fund Report - FY24
- GL Report - Revenue Detail

Edit - Fund Report - FY24 - Filters

Headings

General

Content

Filters

Format

Sort

Number format

Footers

Include

Inactive accounts

Accounts with zero balances

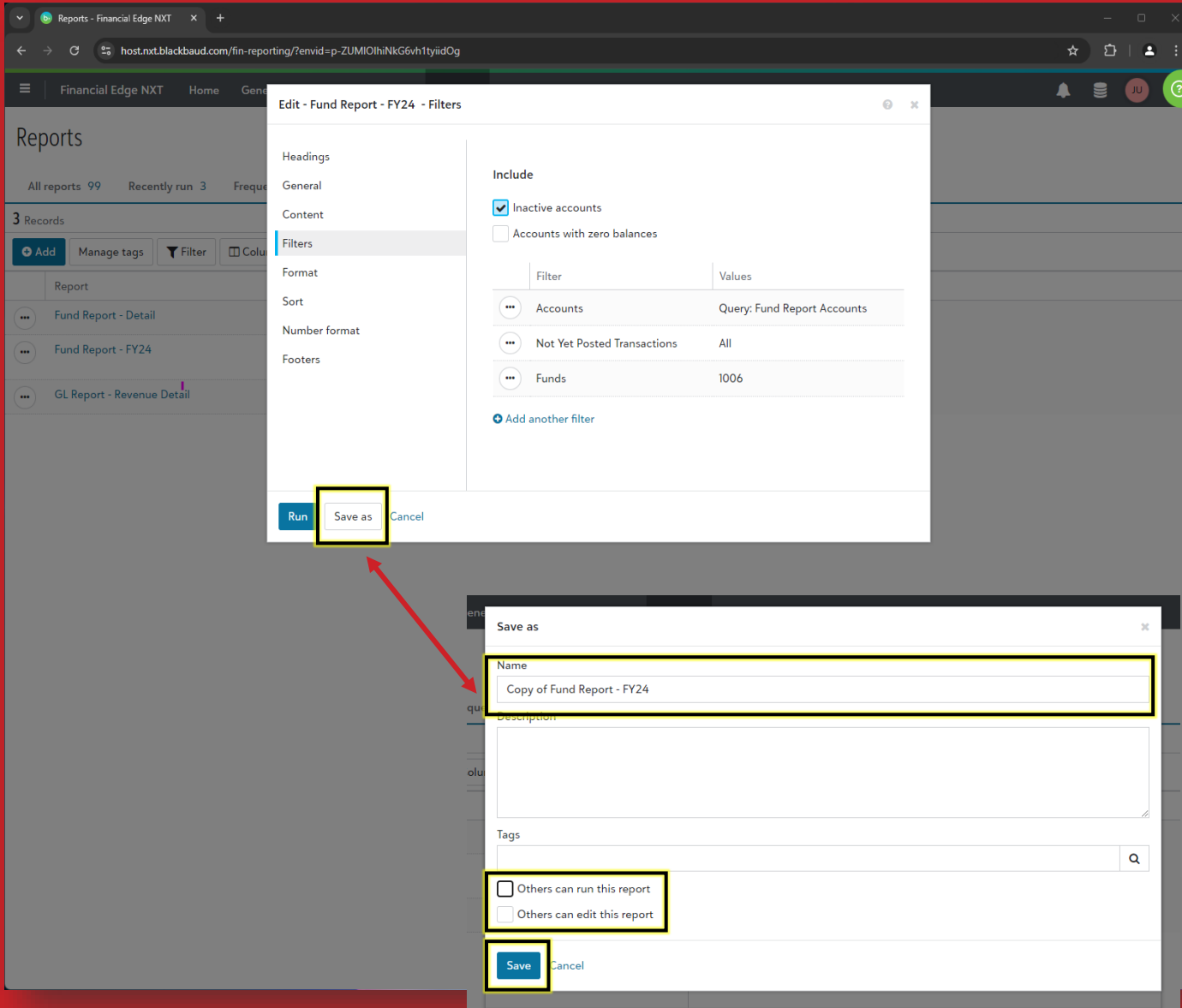
Filter	Values
Accounts	Query: Fund Report Accounts
Not Yet Posted Transactions	All
Funds	1006

[Add another filter](#)

Run Save as Cancel

Fund Report - FY24 [View Report](#)

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

Reports - Financial Edge NXT

host.nxt.blackbaud.com/fin-reporting/?envid=p-ZUMIOIhNkG6vh1tyiidOg

Fund Report - FY24

1 of 2 Automatic Zoom

Jacksonville State University Foundation Fund Report - FY24

01/01/2024 - 12/31/2024

	Beginning Balance	Activity	Ending Balance
1006 - JSUF Operating			
Available Funds			
Wells Fargo Checking			
Purpose Restricted Fur			
Total Funds Available			
Revenue			
Contributions			
Interest and Dividend			
Other Income			
Management Fee Inco			
Total Revenue			
Expense			
Accounting Fees			
Fundraising Expenses			
Legal Fees			
Licensing Fees			
Advertising & Promoti			
Information Technolog			
Printing and Publicat			
Framing & Artwork			
Flowers			
Travel/Lodging			
Meals			
Meetings & Events			
Equipment			
Repairs & Maintenan			
Conferences			
Dues & Subscriptions			
Training & Certificati			
JSU Budget & Support			
Athletic Tickets			
Bank Fees and Broker			
Insurance			

Export PDF
Export Excel
Export Excel data ?
Export Word

Export Print Cancel

Export Print Cancel

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.

