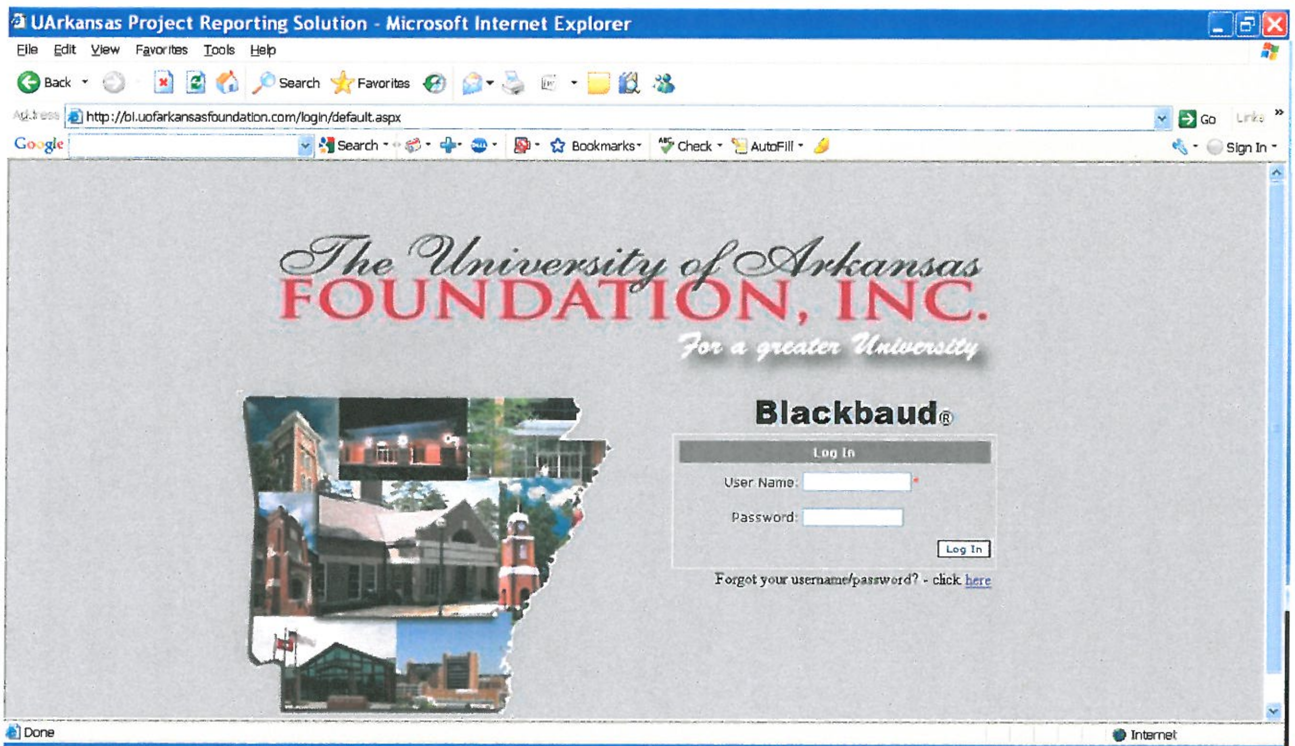
University of Arkansas Foundation, Inc.
Blackbaud General Ledger Reporting Solution

User Guide



Blackbaud General Ledger Reporting Solution
Table of Contents

To access the Web based reporting solution, go to URL:

http://bi.uofarkansasfoundation.com/login/default.aspx

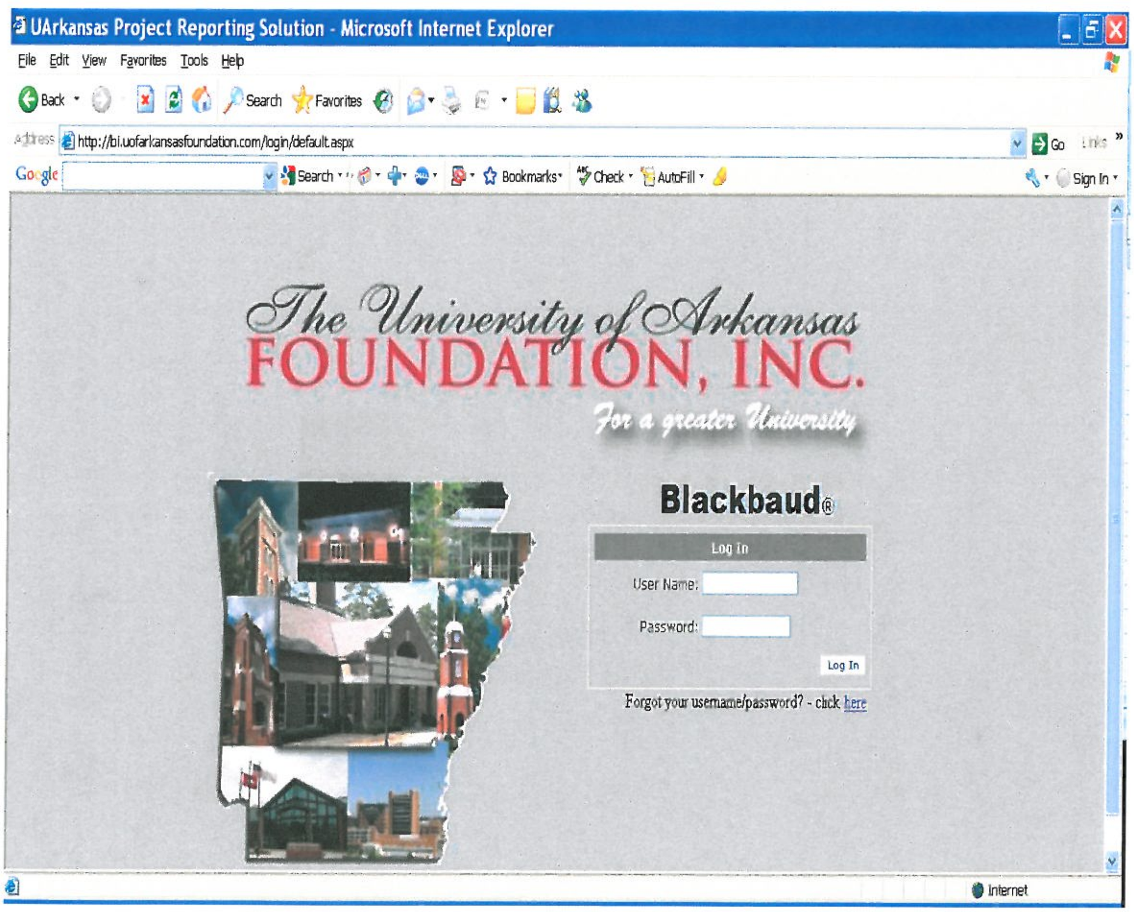
Log In Screen:

User Name	To be provided by U of A Foundation
Password	To be provided by U of A Foundation

Steps: **<Enter User Name>**
<Enter Password>
<Click Log In>

Forgot your username/password? **<Click here>**

This will prompt you to an email directly to the Foundation for your password to be reset
Notification via email will be returned with your new password information



Home Menu Page

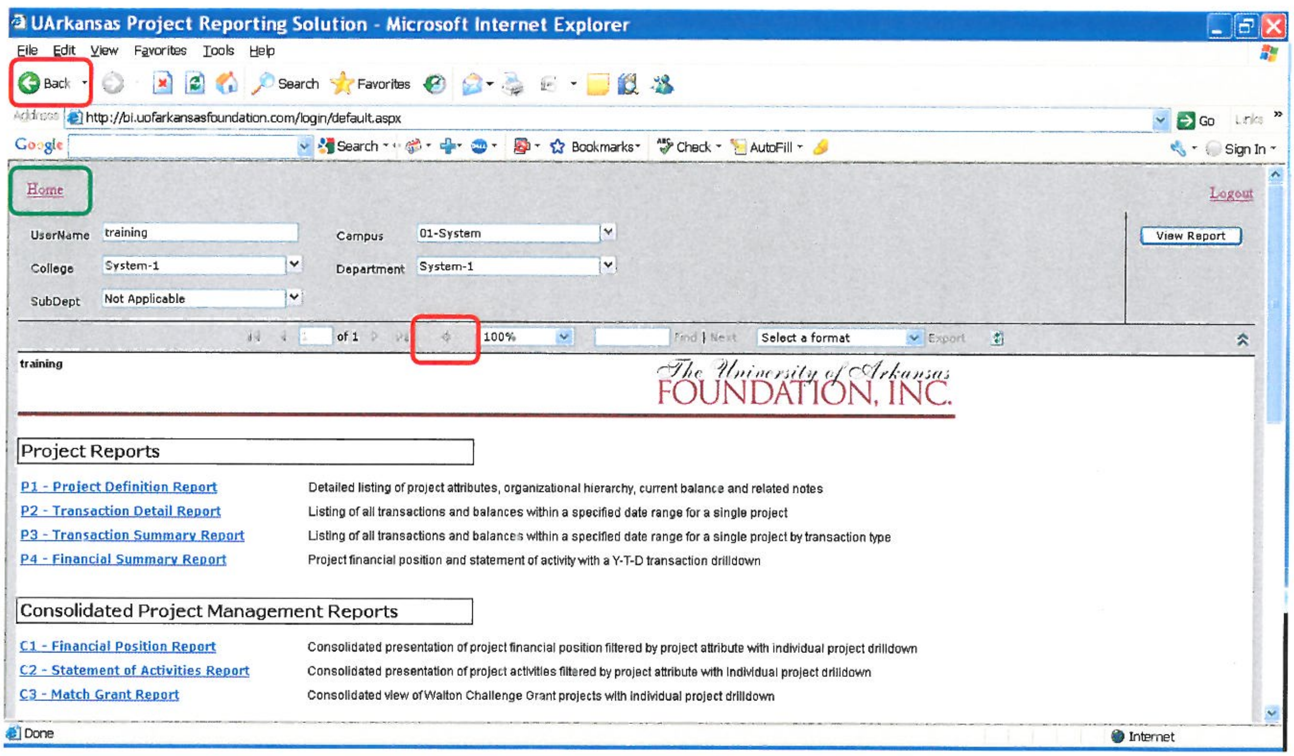
Home This is located in the upper top left of each page, when you click this button you will return to this *Home Menu Page*

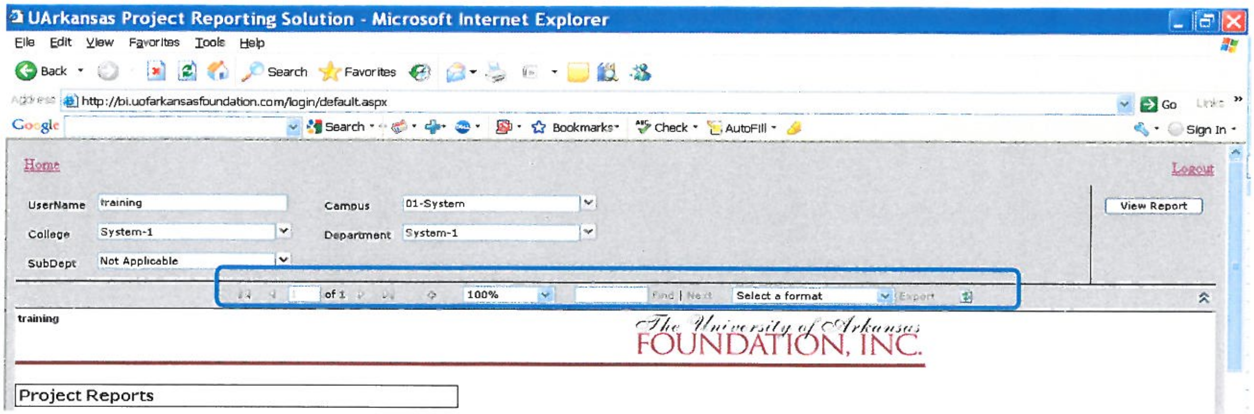
Logout This is located in the upper right of each page, when you click this button you will return to the *Log In Page*

Permanent Filters are displayed on this *Home Menu Page* based upon approved hierarchy level
User Name/Campus/College/Department/SubDept

Temporary Filters are set here (if needed); these must be set from higher to lower level
<Select Arrow down> to set temporary Campus/College/Department/SubDept
Once selected **<Click *View Report Button*>** to see changes take effect

Note: If Temporary Filters are set and you proceed to view a report when selecting **HOME** (shown below in Green) from any report, ALL TEMPORARY FILTERS WILL BE RESET and your Permanent Filter will be reestablished. By selecting the BACK button (shown below in Red), temporary filters remain in effect





General Tips:

The area highlighted by the blue box above called the **Navigation Bar** is located on each report and allows the following:

Indicates how many pages are in the report
Arrow to move to next page or fill in page number requested
Beginning and End Arrow to move to first page or last page
Arrow to take you back to previous page
View – Zoom
Find feature
Export available in selected formats
Export Button
Refresh

31-Spending Projects

If a project has a 31-spending, all reports will automatically generate both the 30-principal and the 31-spending project. The 30-principal project will always be page 1 of the generated report. You must page forward to get the 31-spending project report.

<Click to see current filters button>

This button is located on each project listing page. It allows you to link to your current filter setting by organizational hierarchy. Note: You cannot change your filter settings from this screen. This is simply for informational purposes only. Temporary filters can only be changed on the **Home Menu Page**.

If there is no activity on the page for 20 minutes then the session will expire.

Helpdesk Contact Information:

For questions or assistance with Log In or Report Issues contact Robyn Winkle at robyn@uark.edu

Report Printing and Export Instructions:

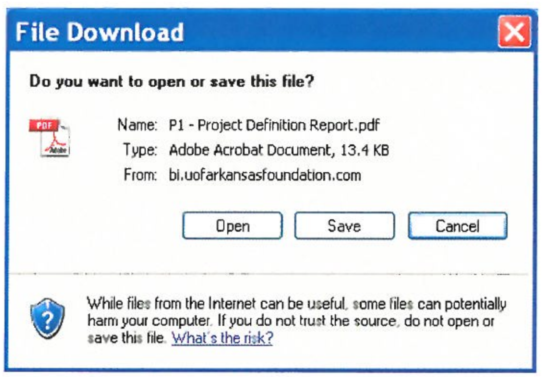
This is a Web Based Reporting Solution thus network printing will no longer be required. In order to print, the reports must first be exported to a selected format as follows:

<Click dropdown arrow to select Format to Export>

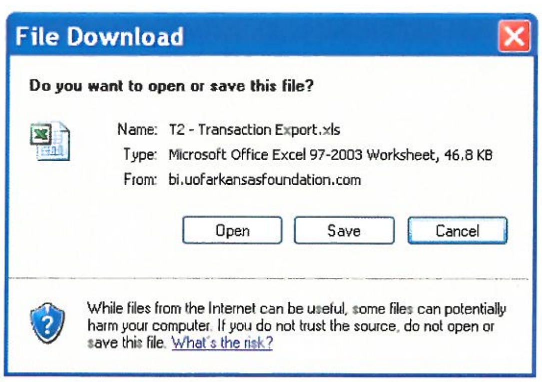
XML file with report data
CSV (comma delimited)
TIFF file
Acrobat (PDF) file – Recommended for Report Printing
Web archive
Excel – Recommended for Excel Download

<Click Export>

SAMPLE: PDF selected, file download box appears, **<Click Open then ready to Print>**



SAMPLE: Excel selected, file download box appears, **<Click Open then Excel document appears>**



Excel Tip: Select View and then select Gridlines to view Gridlines on exported report

Summary of Reports

Project Reports

P1 – Project Definition Report

Detailed listing of project attributes, organizational hierarchy, current balance and related notes

P2 – Transaction Detail Report

Listing of all transactions and balances within a specified date range for a single project

P3 – Transaction Summary Report

Listing of all transactions and balances within a specified date range for a single project by transaction type

P4 – Financial Summary Report

Project financial position and statement of activity with a Y-T-D transaction drilldown

Consolidated Project Management Reports

C1 – Financial Position Report

Consolidated presentation of project financial position by project attribute with individual project drilldown

C2 – Statement of Activities Report

Consolidated presentation of project activities filtered by project attribute with individual project drilldown

C3 – Match Grant Report

Consolidated view of Walton Challenge Grant projects with individual project drilldown

Transaction Export

T1 – Transaction Query

Transaction query by project or organizational hierarchy by date range and journal reference

T2 – Transaction Export

Transaction export or organizational hierarchy by date range

Total Return Pool Reports

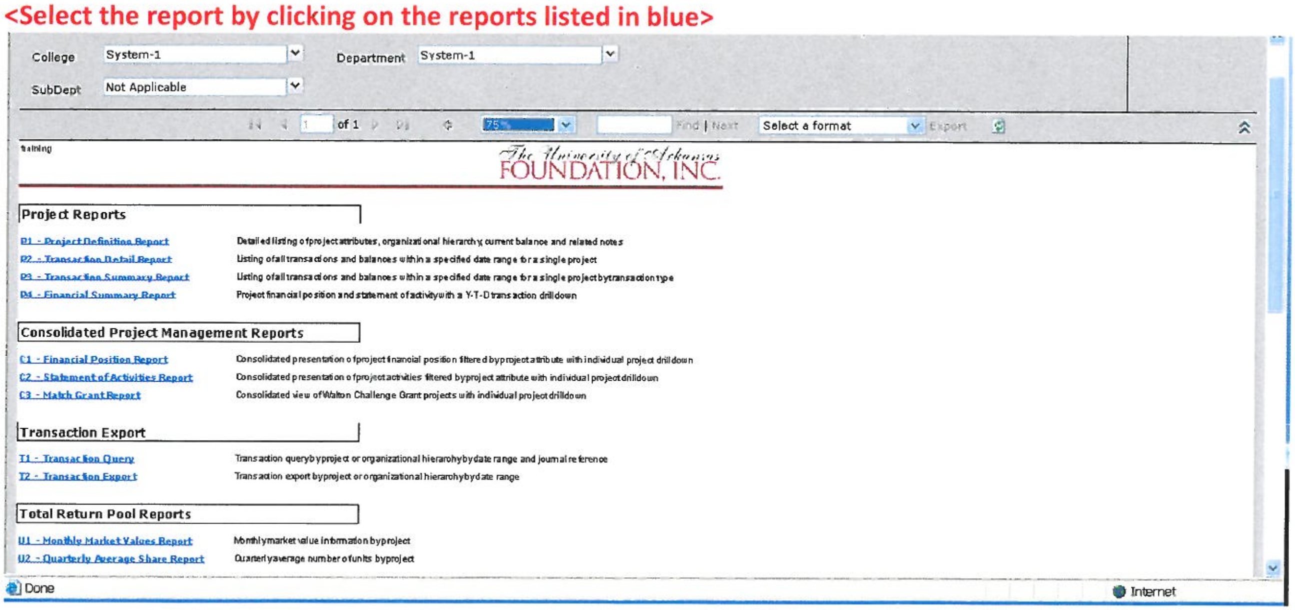
U1 – Monthly Market Values Report

Monthly market value information by project

U2 – Quarterly Average Share Report

Quarterly average number of units by project

<Select the report by clicking on the reports listed in blue>



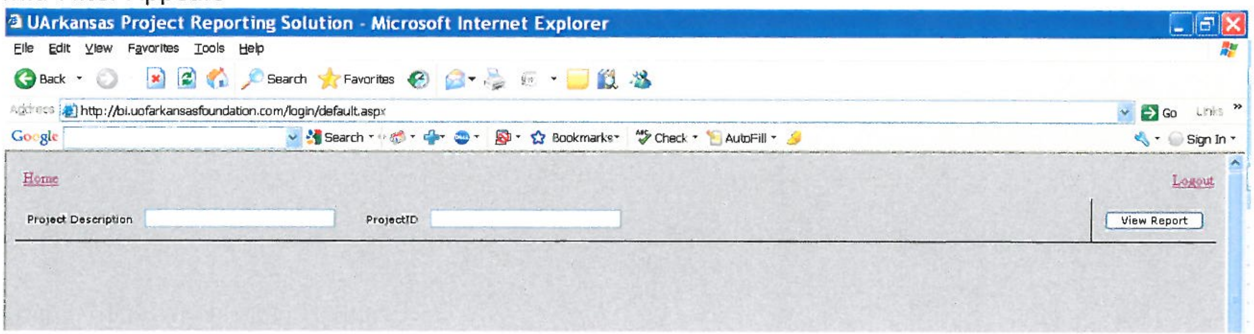
P1 – Project Definition Report

{See Appendix page A7 for illustration}

Purpose: ***To view a listing of a project's attributes, organizational hierarchy, current balance and related notes (Similar to Ascend L3 Screen – Account Definition)***

Step 1: <Click P1 – Project Definition Report>

Mid-Filter Appears



Step 2: To View Project Listing

To view ALL Projects

<Click *View Report Button*>

To view by Project Description – Searchable Field

<Enter name or any word within a project description to search>

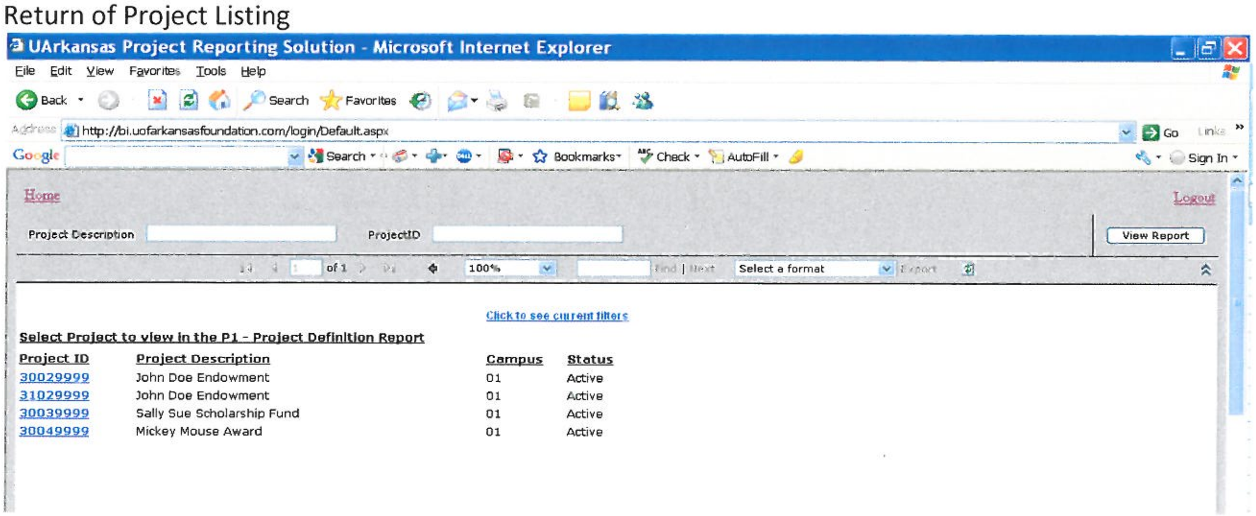
<Click *View Report Button*>

To view by Project ID

<Enter a Project ID>

<Click *View Report Button*>

Return of Project Listing



Step 3: To View P1 - Project Definition Report – **<Click Project ID that you would like to view>**

This will generate the Project Definition Report that will include the following information:

Project Definition: Status, Project Type, Date Established, Net Asset Class, Endowment Type, Earnings Distribution, Designation, Use Code, Constituent Area, Program Type, University Reference, X-Reference, Income Restriction

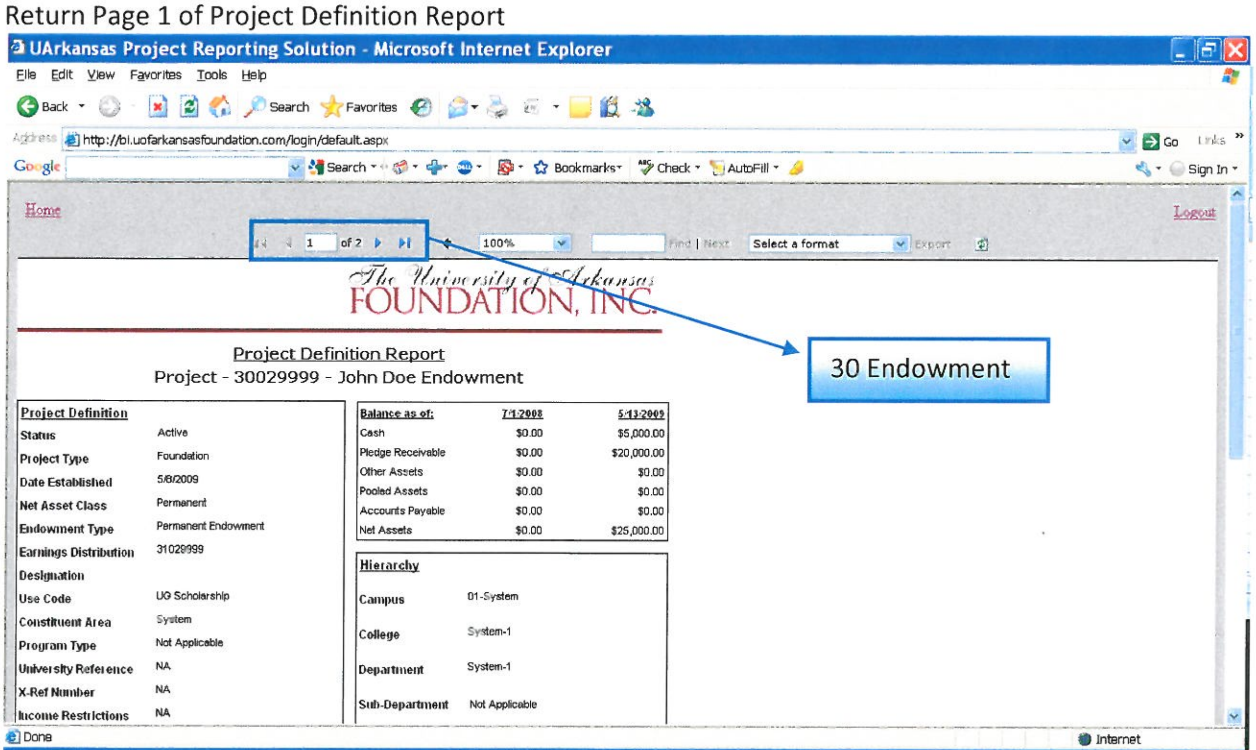
Balances as of Beginning of Fiscal Year and Current: Cash, Pledge Receivable, Other Assets, Pooled Assets, Accounts Payable, Net Assets

Hierarchy: Campus, College, Department, Sub-Department

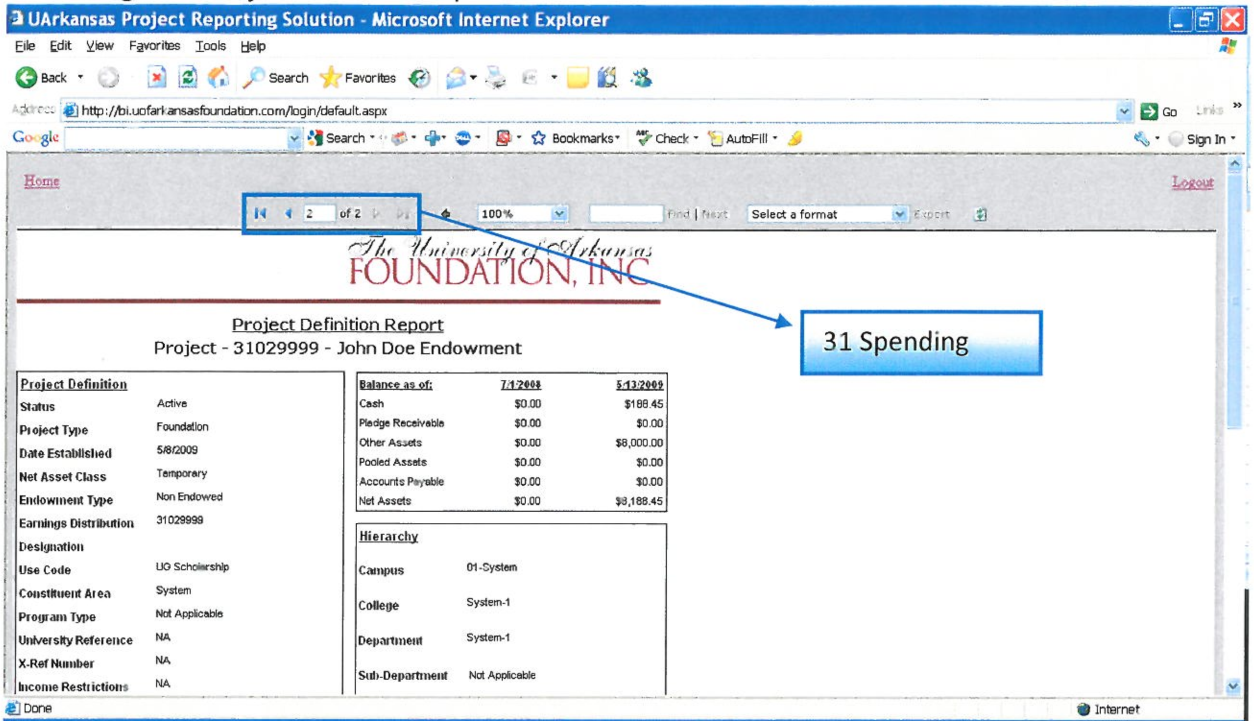
Project Notes: Appears at bottom of report if any exist

__Note:__ If Project has a 31 – Spending it will link the 31 Project Definition on page 2
To view 31 Project Definition Report, use arrow to forward to page 2

Return Page 1 of Project Definition Report



Return Page 2 of Project Definition Report



Project Definition Report

Project - 31029999 - John Doe Endowment

Project Definition	
Status	Active
Project Type	Foundation
Date Established	5/8/2009
Net Asset Class	Temporary
Endowment Type	Non Endowed
Earnings Distribution	31029999
Designation	
Use Code	UG Scholarship
Constituent Area	System
Program Type	Not Applicable
University Reference	NA
X-Ref Number	NA
Income Restrictions	NA

Balance as of:	7/1/2008	5/13/2009
Cash	$0.00	$188.45
Pledge Receivable	$0.00	$0.00
Other Assets	$0.00	$8,000.00
Pooled Assets	$0.00	$0.00
Accounts Payable	$0.00	$0.00
Net Assets	$0.00	$8,188.45

Hierarchy	
Campus	01-System
College	System-1
Department	System-1
Sub-Department	Not Applicable

Step 4: To Print P1 – Project Definition Report

See Report Printing and Export Instructions on page 4

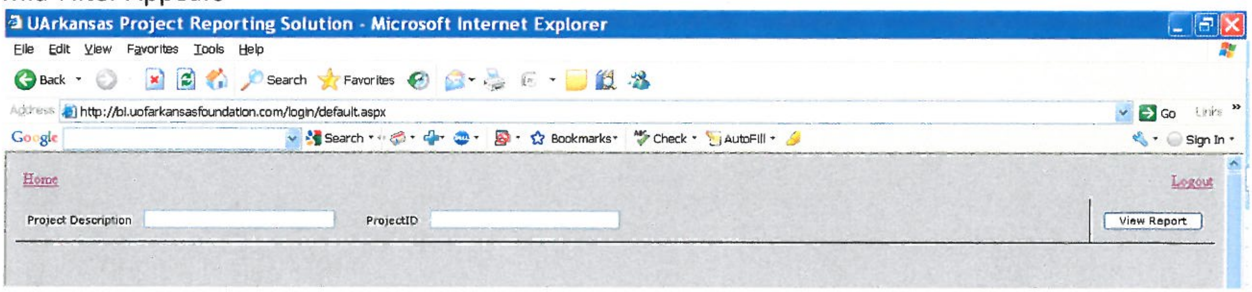
P2 – Transaction Detail Report

{See Appendix page A7 for illustration}

Purpose: ***To view all transactions and balances for a single project within a specified date range listed in descending date order or to search for a particular transaction via the Journal Reference field. (Similar to Ascend L2 Screen – Account Transaction)***

Step 1: <Click P2 – Transaction Detail Report>

Mid-Filter Appears



Step 2: To View Project Listing

To view ALL Projects

<Click *View Report Button*>

To view by Project Description – Searchable Field

<Enter name or any word within a project description to search>

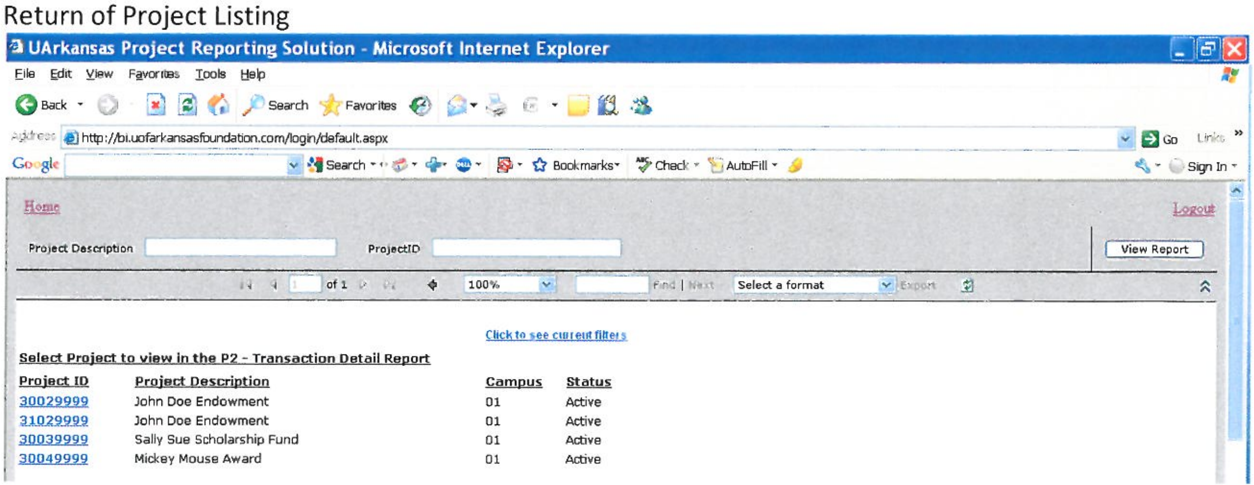
<Click *View Report Button*>

To view by Project ID

<Enter a Project ID>

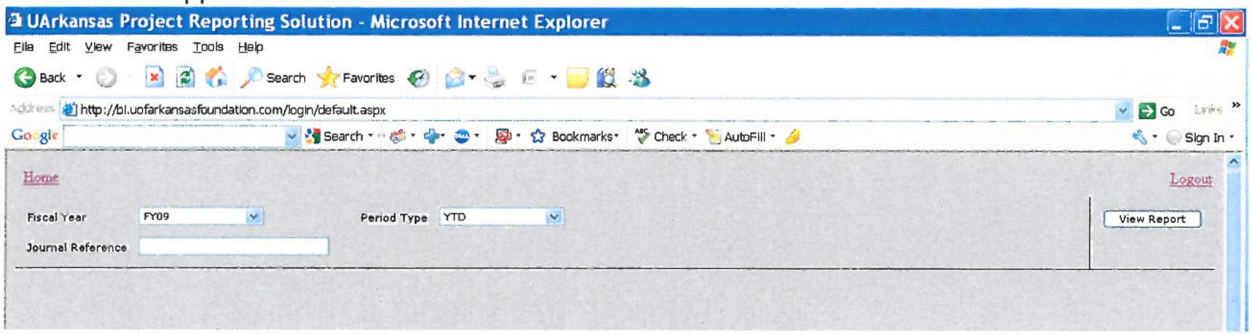
<Click *View Report Button*>

Return of Project Listing



Step 3: To View P2 - Transaction Detail Report – <Click Project ID that you would like to view>

2nd Mid-Filter Appears



To view ALL transactions for Current Fiscal Year YTD (default)

<Click *View Report Button*>

To change the default to another Fiscal Year or Period Type,

<Click on drop down arrow and select from the following options>

Month End, Quarter End, YTD, YTD Month End

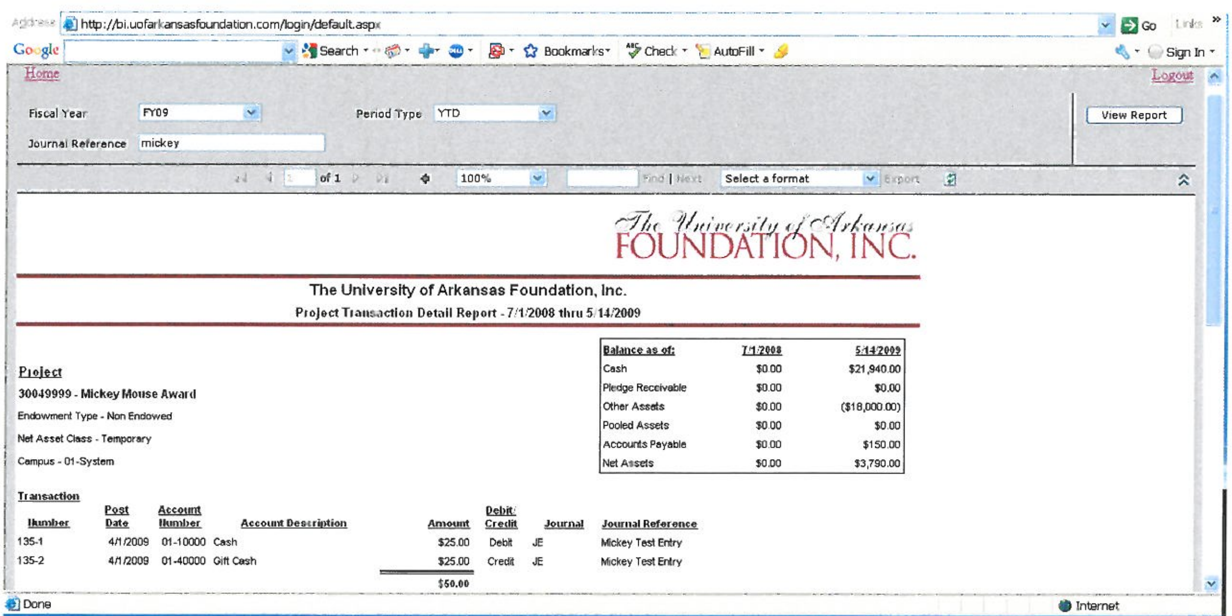
<Click *View Report Button*>

To search for a Transaction (optional)

Enter a partial transaction description into the Journal Reference search field

<Click *View Report Button*>

Note: If Journal Reference search field is left blank will return all entries within the defined date range



Step 4: To Print P2 – Transaction Detail Report

See Report Printing and Export Instructions on page 4

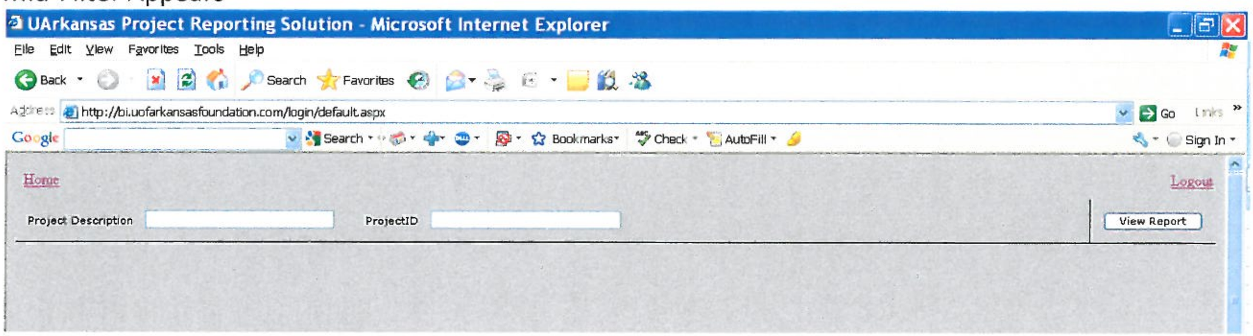
P3 – Transaction Summary Report

{See Appendix page A7 for illustration}

Purpose: ***To view transactions and balances for a single project within a specified date range summarized by selected Account Categories. See Appendix page A4 for a listing of Account Categories (Similar to Ascend L2 Screen – Account Transactions)***

Step 1: <Click P3 – Transaction Summary Report>

Mid-Filter Appears



Step 2: To View Project Listing

To view ALL Projects

<Click *View Report Button*>

To view by Project Description – Searchable Field

<Enter name or any word within a project description to search>

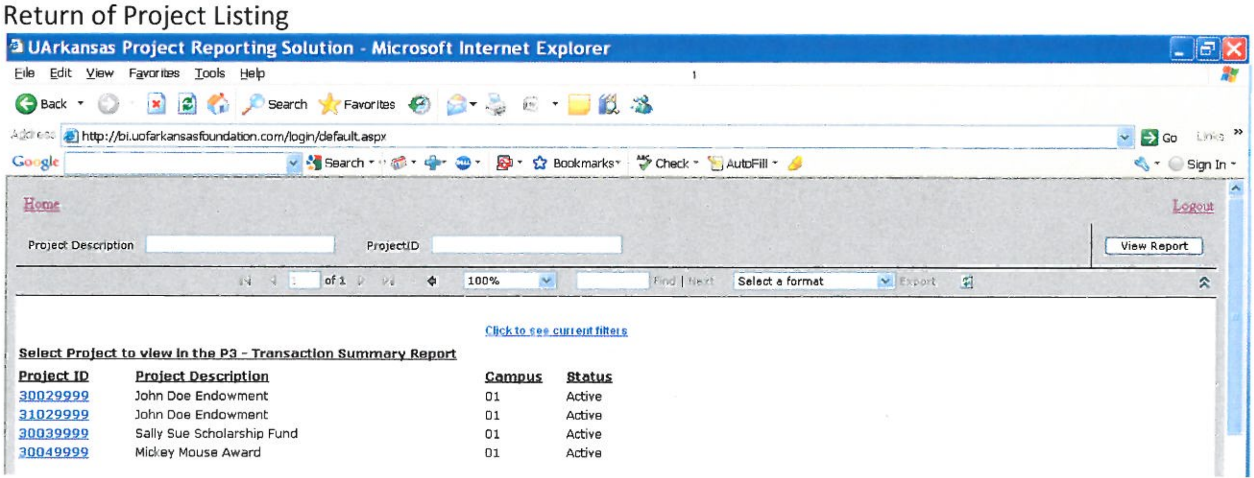
<Click *View Report Button*>

To view by Project ID

<Enter a Project ID>

<Click *View Report Button*>

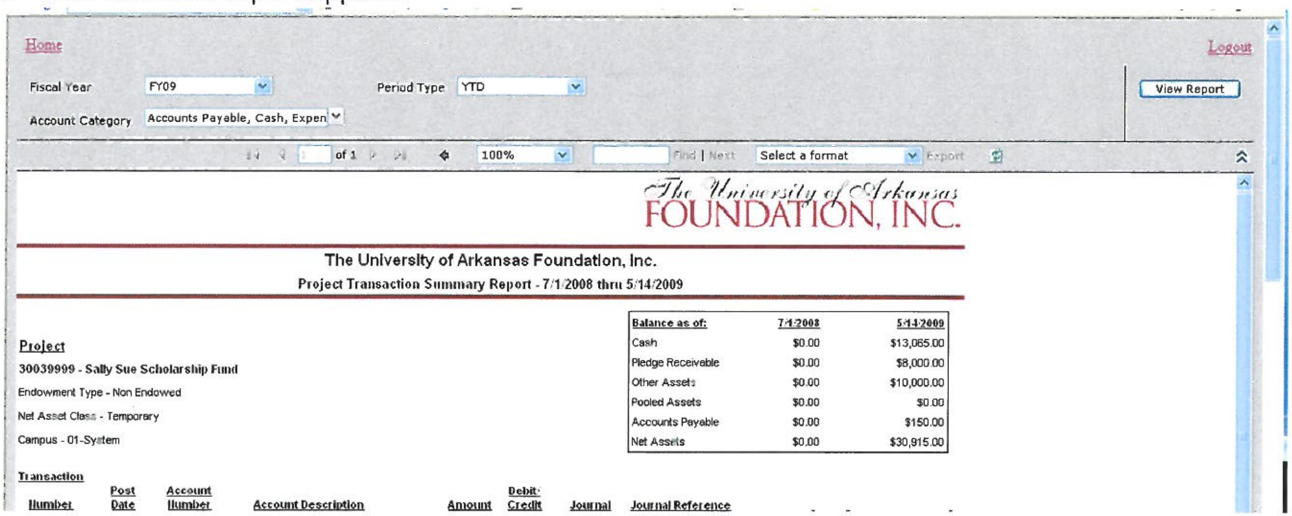
Return of Project Listing



Step 3: To View P3 - Transaction Summary Report – <Click Project ID that you would like to view>

Report is generated based on default criteria. A second mid-filter appears with options to change Fiscal Year, Period Type and Account Category.

2nd Mid-Filter and Report Appears



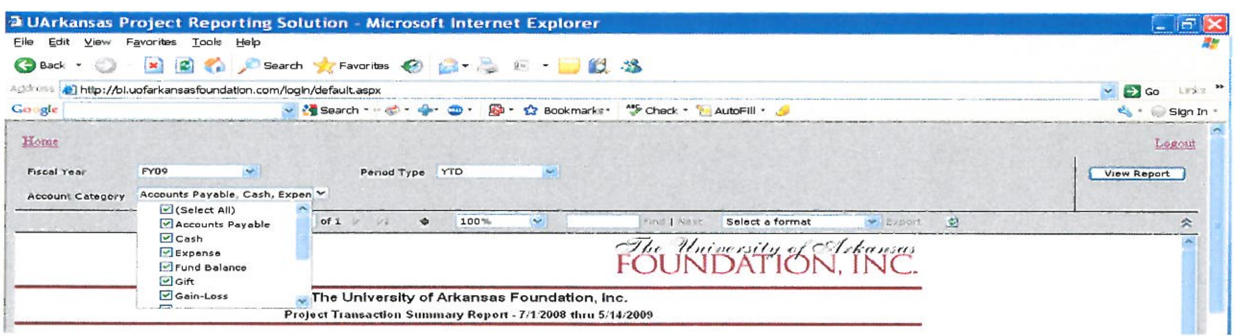
To view ALL transactions for Current Fiscal Year YTD and ALL Account Categories (default)

<Click *View Report Button*>

To change the default to another Fiscal Year or Period Type or to view transactions for one or more Account Categories

<Click on respective drop down arrows and make selection>

<Click *View Report Button*>



Step 4: To Print P3 – Transaction Summary Report

See Report Printing and Export Instructions on page 4

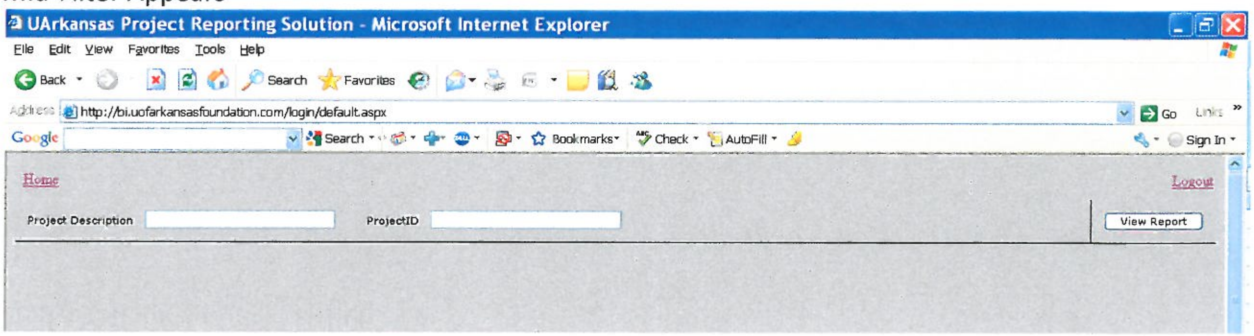
P4 – Financial Summary Report

{See Appendix page A7 for illustration}

Purpose: ***To view a project's Financial Position and Statement of Activities for a selected month. Report can drill to selected month's YTD transaction details (P3 – Transaction Summary Report) for each Account Category. For a listing of Account Categories see Appendix page A4.***

Step 1: <Click P4 – Financial Summary Report>

Mid-Filter Appears



Step 2: To View Project Listing

To view ALL Projects

<Click *View Report Button*>

To view by Project Description – Searchable Field

<Enter name or any word within a project description to search>

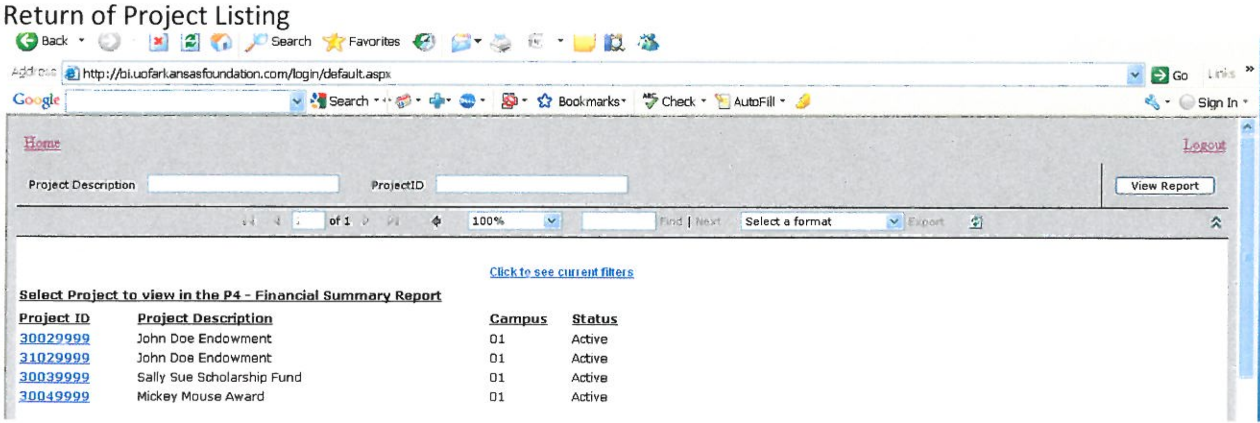
<Click *View Report Button*>

To view by Project ID

<Enter a Project ID>

<Click *View Report Button*>

Return of Project Listing

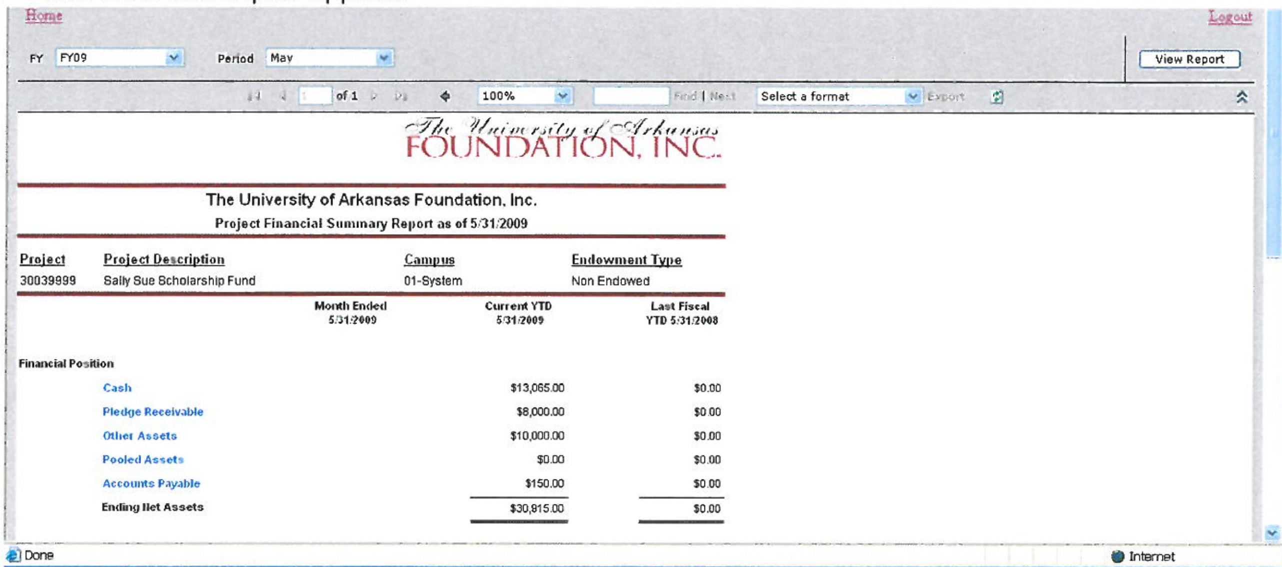


Step 3: To View P4 – Financial Summary Report

<Click Project ID that you would like to view>

Report is generated based on default criteria. A second mid-filter appears with options to change Fiscal Year and Period.

2nd Mid-Filter and Report Appears



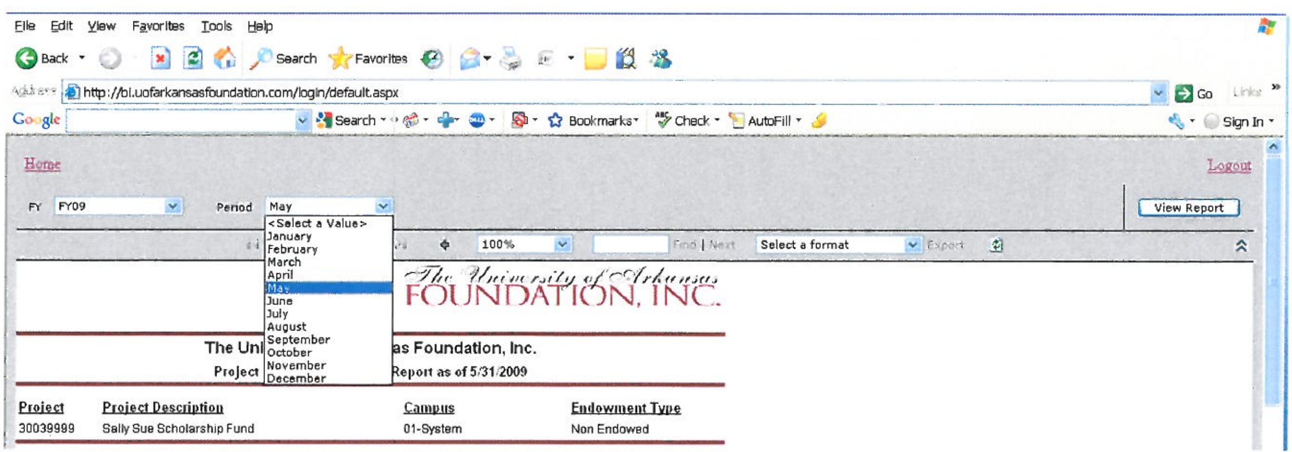
To view the Report for the selected project for Current Fiscal Year and Current Month (default)

<Click *View Report Button*>

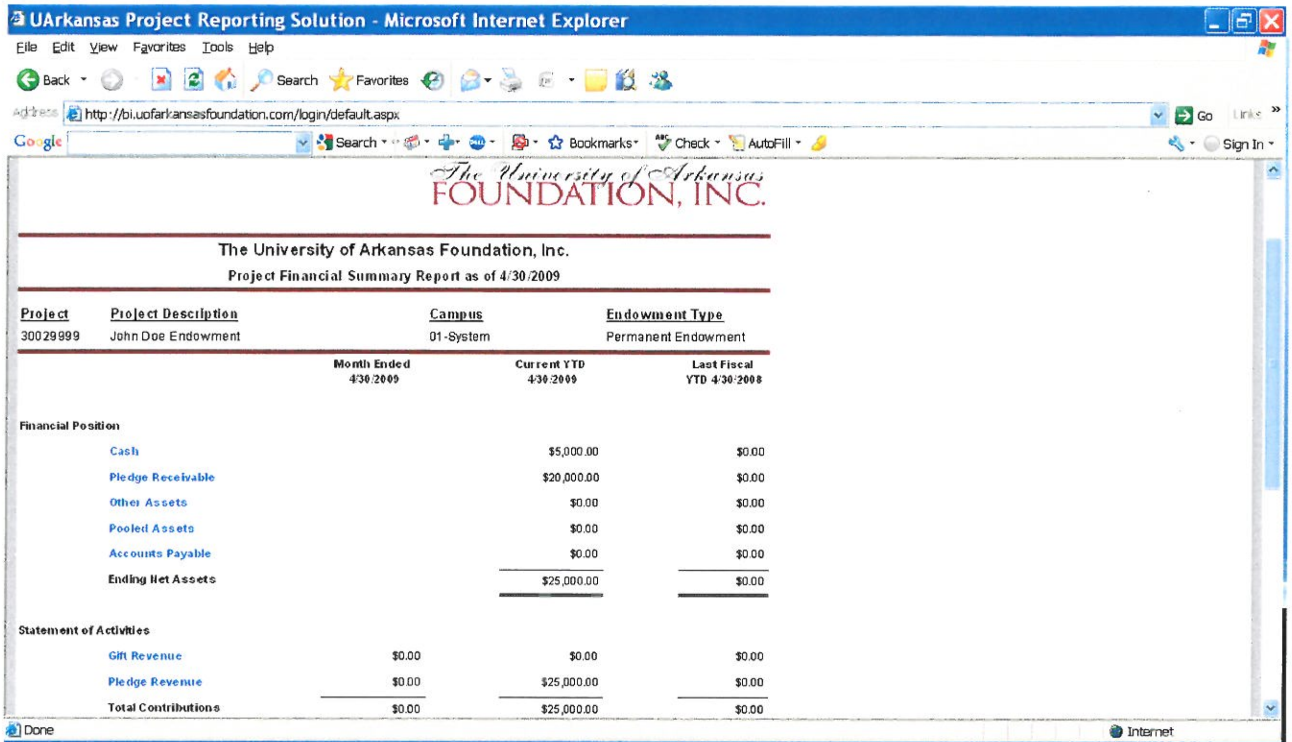
To change the default to another Fiscal Year or Period Type,

<Click on drop down arrow and make selection>

<Click *View Report Button*>



Note: Select the Account Category in blue to drill to selected month's YTD transaction details. This will generate the relevant **P3 - Transaction Summary Report**. To return to **P4 – Financial Summary Report** **<Click the back arrow on the Navigation Bar>**



The University of Arkansas Foundation, Inc.
Project Financial Summary Report as of 4/30/2009

Project	Project Description	Campus	Endowment Type
30029999	John Doe Endowment	01-System	Permanent Endowment

	Month Ended 4/30/2009	Current YTD 4/30/2009	Last Fiscal YTD 4/30/2008
Financial Position			
Cash		$5,000.00	$0.00
Pledge Receivable		$20,000.00	$0.00
Other Assets		$0.00	$0.00
Pooled Assets		$0.00	$0.00
Accounts Payable		$0.00	$0.00
Ending Net Assets		$25,000.00	$0.00
Statement of Activities			
Gift Revenue	$0.00	$0.00	$0.00
Pledge Revenue	$0.00	$25,000.00	$0.00
Total Contributions	$0.00	$25,000.00	$0.00

Step 4: To Print P4 – Financial Summary Report

See Report Printing and Export Instruction on page 4

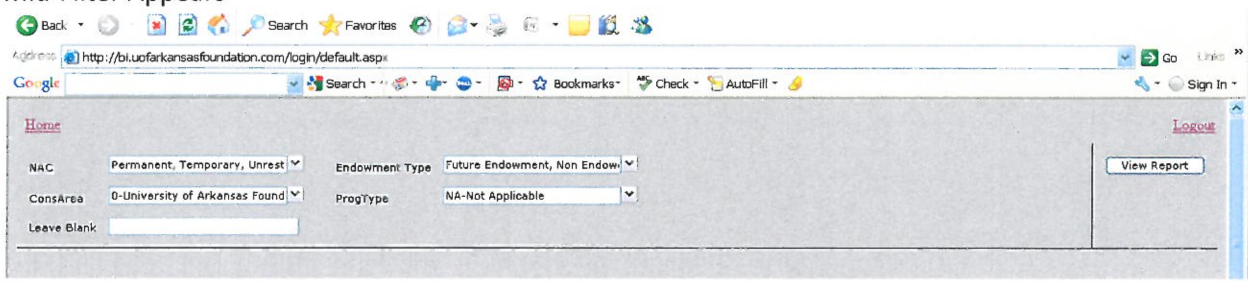
C1 – Financial Position Report

{See Appendix page A7 for illustration}

Purpose: ***To view consolidated Financial Position via user defined filters. Report can drill to a single project's P4 - Financial Summary Report.***

Step 1: <Click C1 – Financial Position Report>

Mid-Filter Appears



This Mid-Filter includes the following options to determine the criteria to return:

Net Asset Class, Endowment Type, Constituent Area, Program Type

Step 2: To View Project Listing

To view ALL Projects

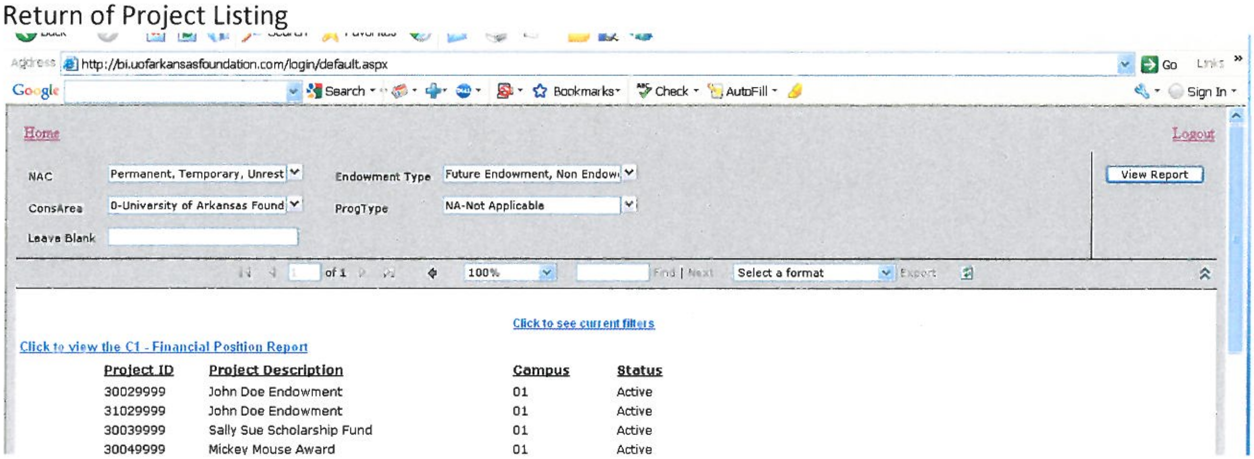
<Click *View Report Button*>

To view Project based on selected criteria

<Click on dropdown arrow and select appropriate filters>

<Click *View Report Button*>

Return of Project Listing

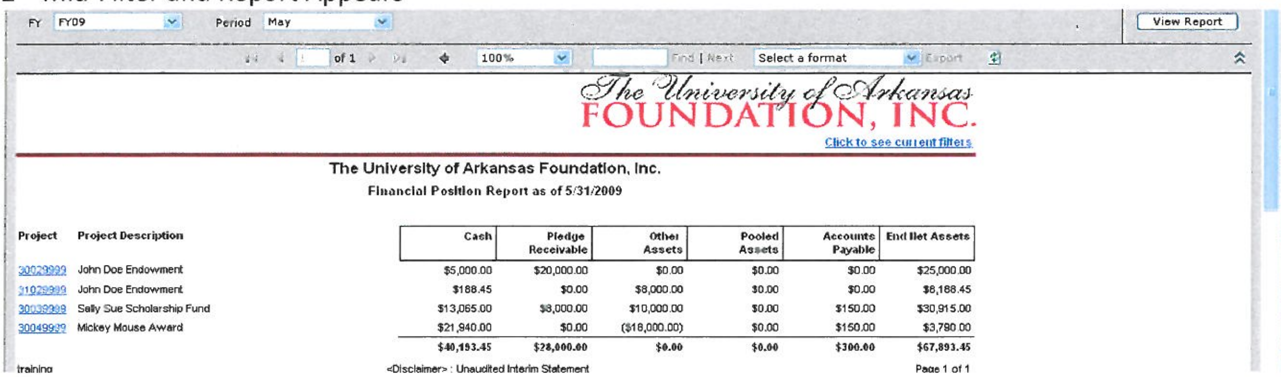


Step 3: To View C1 – Financial Position Report

<Click to view C1 – Financial Position Report>

Report is generated based on default or selected criteria as of the current month. A second mid-filter appears with options to change Fiscal Year and Period.

2nd Mid-Filter and Report Appears

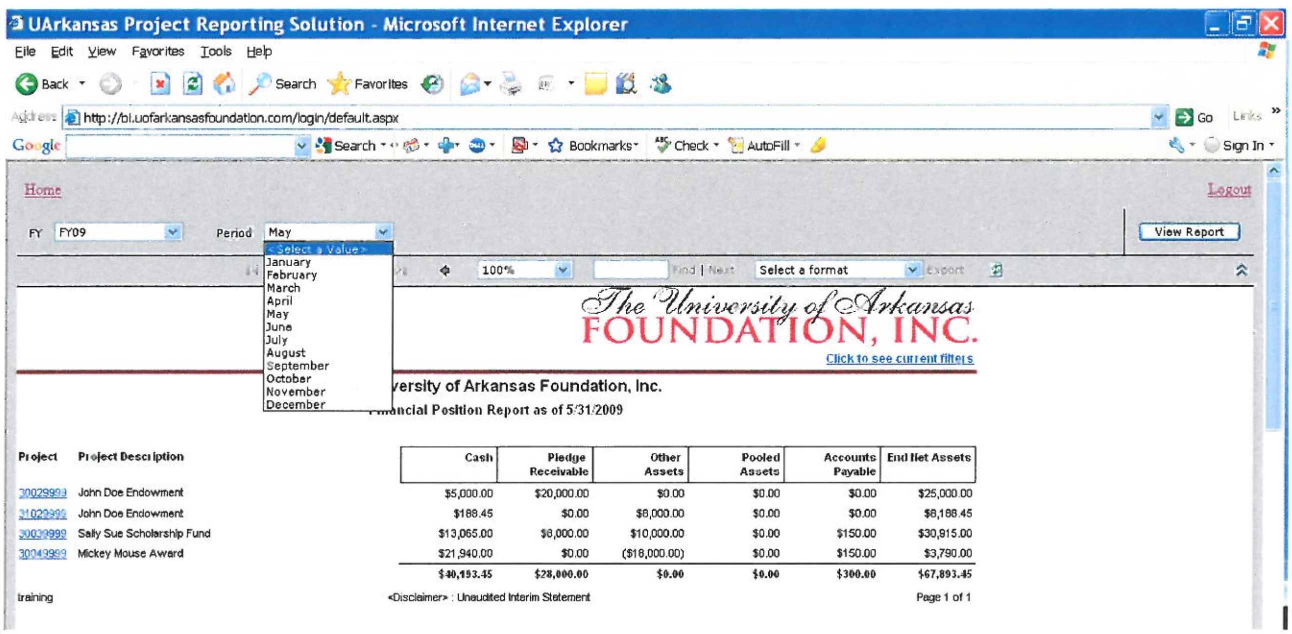


Project	Project Description	Cash	Pledge Receivable	Other Assets	Pooled Assets	Accounts Payable	End Net Assets
30029999	John Doe Endowment	$5,000.00	$20,000.00	$0.00	$0.00	$0.00	$25,000.00
31029999	John Doe Endowment	$188.45	$0.00	$8,000.00	$0.00	$0.00	$8,188.45
30039999	Sally Sue Scholarship Fund	$13,065.00	$8,000.00	$10,000.00	$0.00	$150.00	$30,915.00
30049999	Mickey Mouse Award	$21,940.00	$0.00	($18,000.00)	$0.00	$150.00	$3,790.00
		$40,193.45	$28,000.00	$0.00	$0.00	$300.00	$67,893.45

To change the default to another Fiscal Year or Period Type,

<Click on drop down arrow and make selection>

<Click *View Report Button*>



Project	Project Description	Cash	Pledge Receivable	Other Assets	Pooled Assets	Accounts Payable	End Net Assets
30029999	John Doe Endowment	$5,000.00	$20,000.00	$0.00	$0.00	$0.00	$25,000.00
31029999	John Doe Endowment	$188.45	$0.00	$8,000.00	$0.00	$0.00	$8,188.45
30039999	Sally Sue Scholarship Fund	$13,065.00	$8,000.00	$10,000.00	$0.00	$150.00	$30,915.00
30049999	Mickey Mouse Award	$21,940.00	$0.00	($18,000.00)	$0.00	$150.00	$3,790.00
		$40,193.45	$28,000.00	$0.00	$0.00	$300.00	$67,893.45

__Note:__ The **C1 - Financial Position Report** has drilldown capabilities to view a selected project's **P4 – Financial Summary Report** and further drilldown to **P3 – Transaction Summary Report**. In order to return to C1 **<Click the back arrow on the Navigation Bar>**

Step 4: To Print C1 – Financial Position Report

See Report Printing and Export Instructions on page 4

Expanded Export Available for both C1 and C2 Reports – this export feature allows the user to export the data from C1 and C2 into a CSV File with the addition of project and hierarchy information to allow for expanded sorting and filtering within Excel. To perform this Export please follow the procedures outlined below:

1. From C1 or C2 Export as a CSV (comma delimited)
2. Select Save
3. Save as a .csv file
4. Select Close when download is complete
5. Go to Excel
6. Open the .csv file
7. Select "Delimited"
8. Select Next
9. Deselect "Tab"
10. Select "Comma"
11. Select Finish

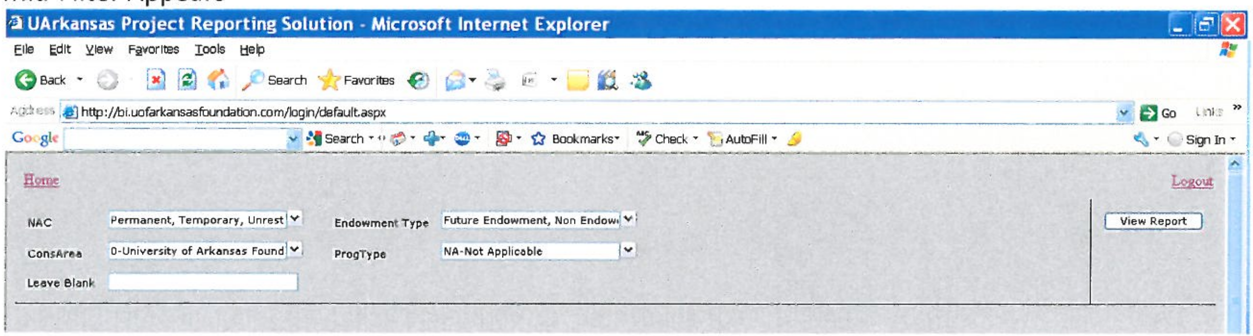
C2 – Statement of Activities Report

{See Appendix page A7 for illustration}

Purpose: ***To view consolidated Statement of Activities via user defined filters. Report can drill to a single project's P4 - Financial Summary Report.***

Step 1: <Click C2 – Statement of Activities Report>

Mid-Filter Appears



This Mid-Filter includes the following options to determine the criteria to return:

Net Asset Class, Endowment Type, Constituent Area, Program Type

Step 2: To View Project Listing

To view ALL Projects

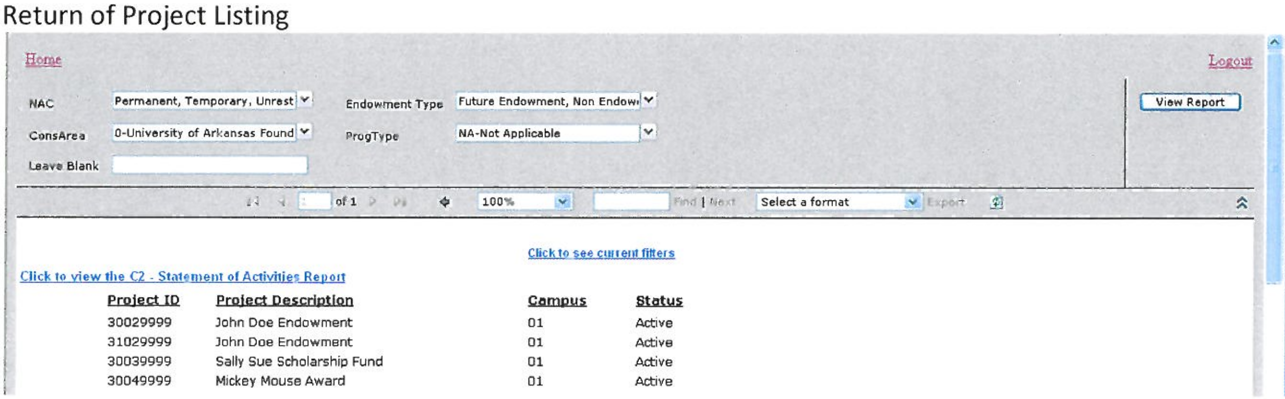
<Click ***View Report Button***>

To view Project based on selected criteria

<Click on dropdown arrow and select appropriate filters>

<Click ***View Report Button***>

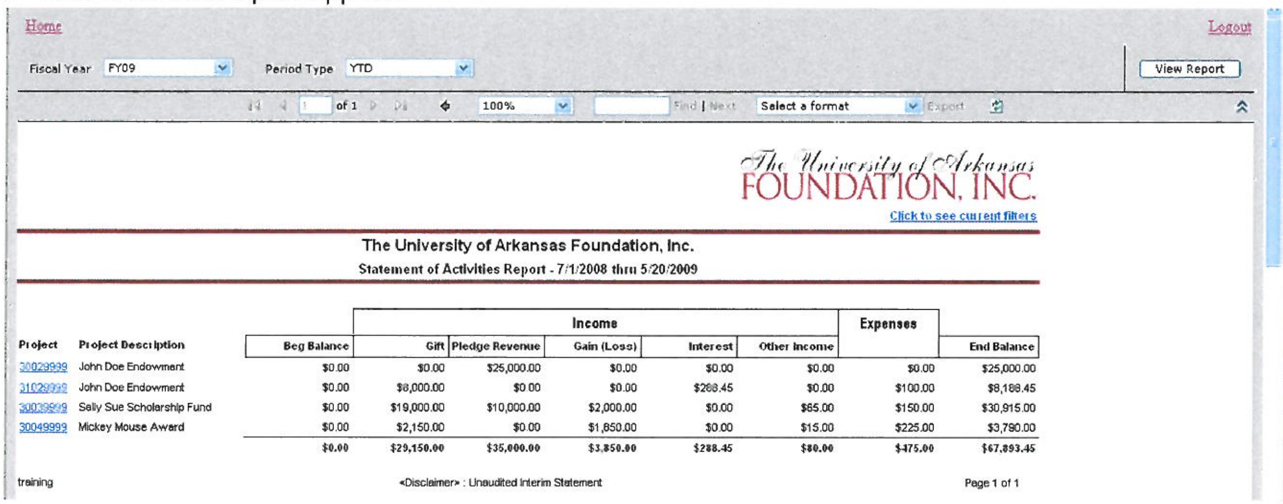
Return of Project Listing



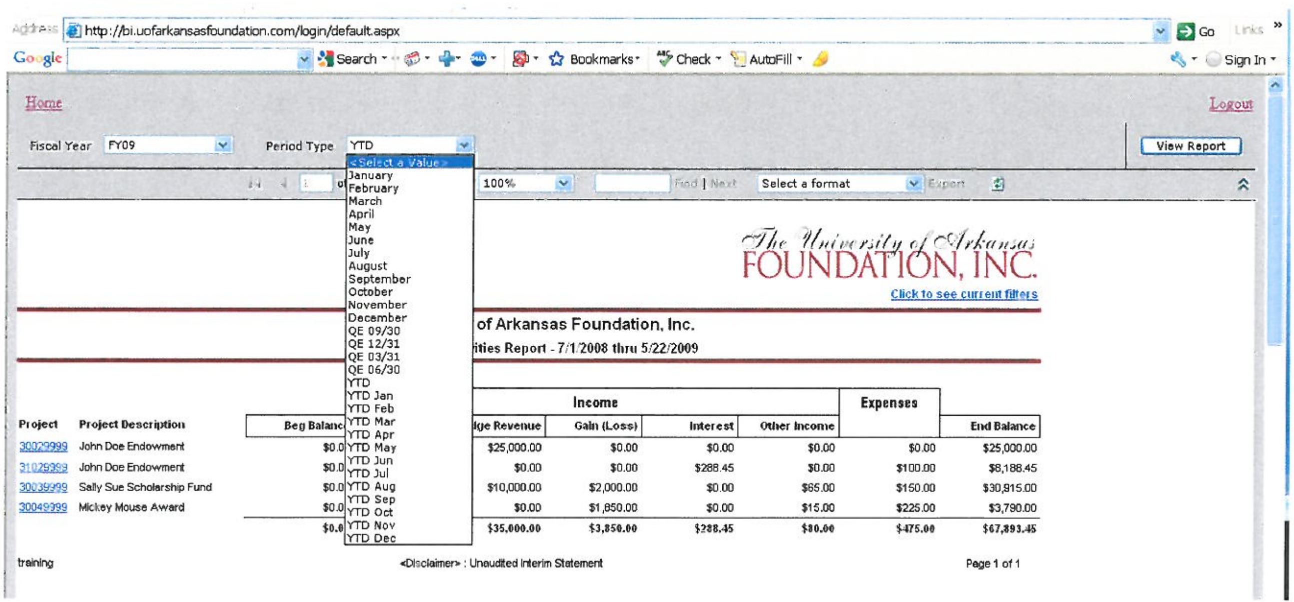
Step 3: To View C2 – Statement of Activities Report –
<Click to view the C2 – Statement of Activities Report>

Report is generated based on default or selected criteria as of YTD. A second mid-filter appears with options to change Fiscal Year and Period.

2nd Mid-Filter and Report Appears



To change the default to another Fiscal Year or Period Type,
<Click on drop down arrow and make selection>



Note: The **C2 – Statement of Activities** has drilldown capabilities to view a selected project's **P4 – Financial Summary Report** with further drilldown to **P3 – Transaction Summary Report**. In order to return to C2 **<Click the back arrow on the Navigation Bar>**

Step 4: To Drill to a Selected Project's P4 – Financial Summary Report (optional)

<Click Project ID that you would like to view>

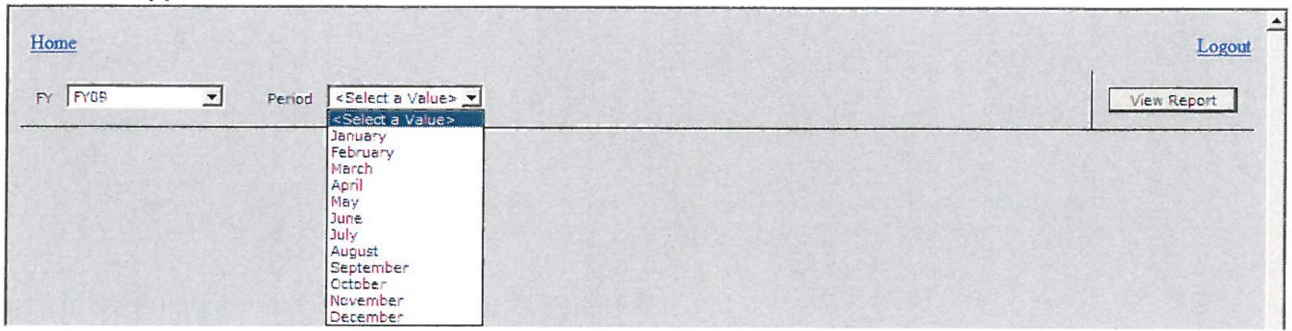
The following Mid Filter appears, you are required to select a period value.

<Click dropdown arrow and make selection>

<Click *View Report Button*>

In order to return to C2 **<Click the back arrow on the Navigation Bar>**

Mid-Filter Appears



Step 5: To Print C2 – Statement of Activities Report

See Report Printing and Export Instructions on page 4

Expanded Export Available for both C1 and C2 Reports – this export feature allows the user to export the data from C1 and C2 into a CSV File with the addition of project and hierarchy information to allow for expanded sorting and filtering within Excel. To perform this Export please follow the procedures outlined below:

1. From C1 or C2 Export as a CSV (comma delimited)
2. Select Save
3. Save as a .csv file
4. Select Close when download is complete
5. Go to Excel
6. Open the .csv file
7. Select "Delimited"
8. Select Next
9. Deselect "Tab"
10. Select "Comma"
11. Select Finish

C3 – Match Grant Report

Covered in separate addendum

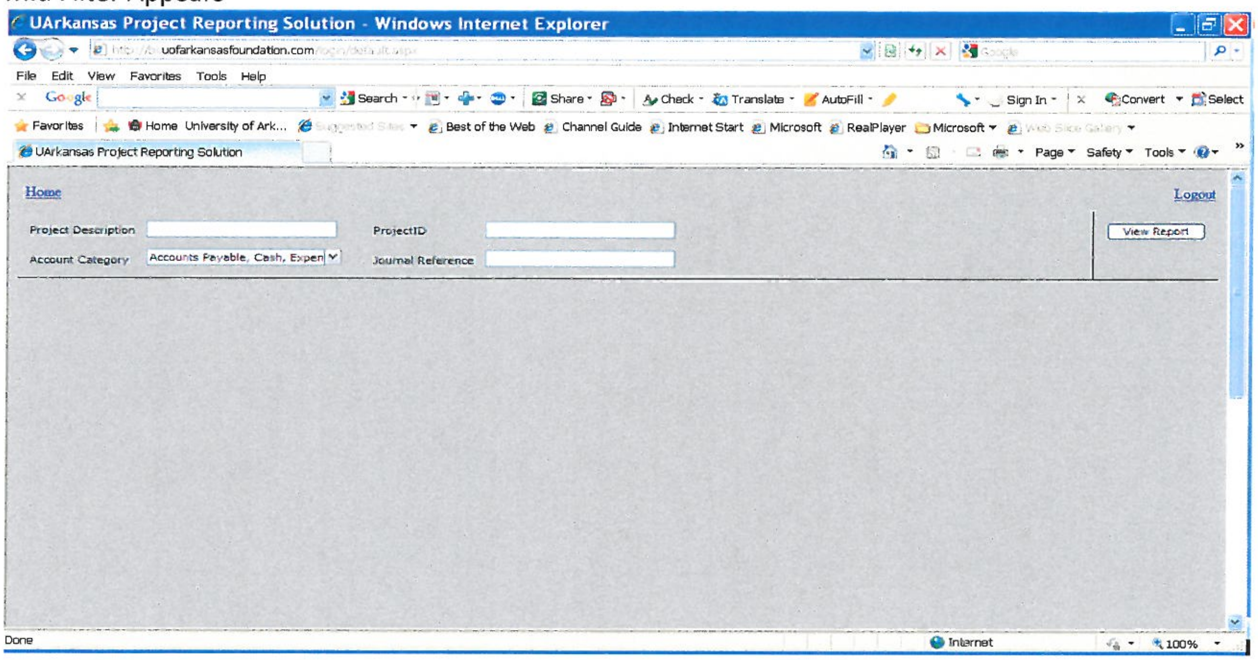
T1 – Transaction Query

{See Appendix page A7 for listing}

Purpose: ***To query transactions within a specified date range by Account Category or to search transactions via the Journal Reference field. This query can be used as a check register, an Advance batch lookup, or an analysis of specific transactions within an Account Category. The report is a multi project transaction return if Project ID and Project Description are left blank. (See Appendix page A5 for a list of field and field descriptions)***

Step 1: **<Click T1 – Transaction Query>**

Mid Filter Appears



This Mid-Filter includes the following options to determine the criteria to return:

Project Description, Project ID, Account Category and Journal Reference (optional)

Step 2: To View Project Listing

You have the following options:

To view ALL Projects for ALL Account Categories

<Click *View Report Button*>

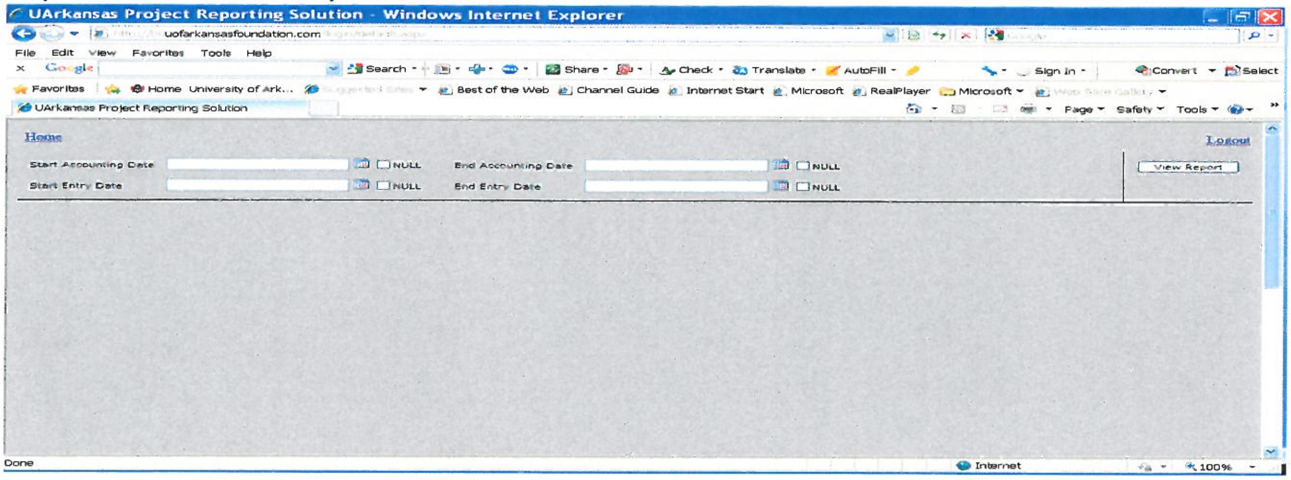
To view Project based on selected criteria:

For Account Category - **<Click on dropdown arrow and select appropriate filters>**

For Journal Reference Search – Enter a partial transaction description into the Journal Reference search field

<Click *View Report Button*>

Step 3: Mid Filter – Date Options

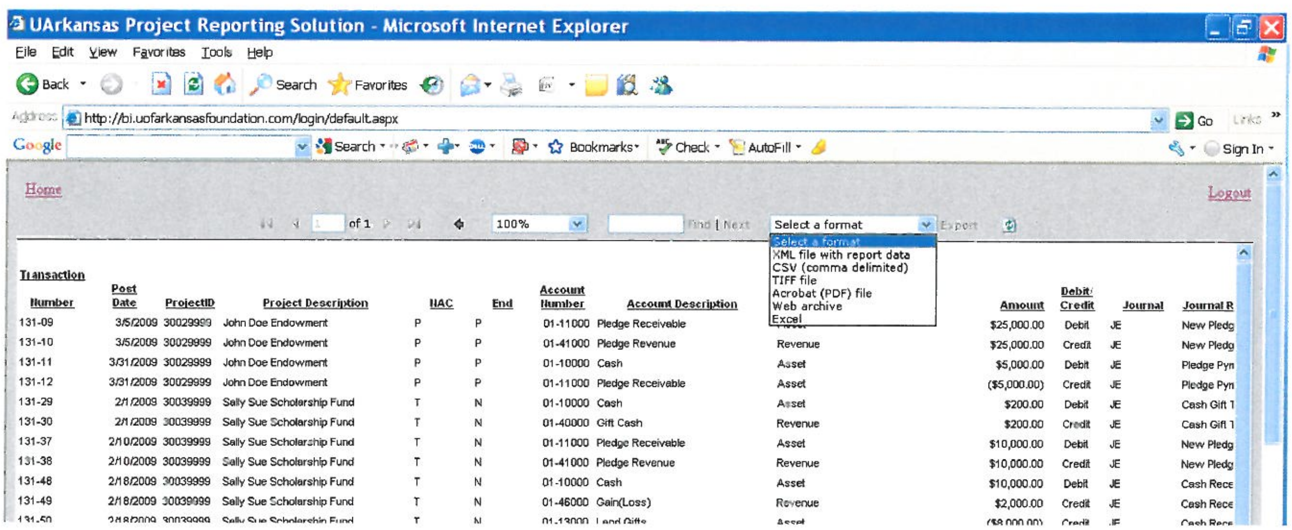


Within this mid-filter, you have two date range options to filter by:

Accounting Date – the post date.
Entry Date – the date the transaction was entered into the system.
Null must be selected on the option not chosen.
The Accounting Date is the most popular method for filtering.

Step 4: To View T1 – Transaction Query

To view all transactions for your user security filter
<Click here to view all projects listed or select each individually>
To view a specific Project ID
<Click the actual project ID>



Step 5: To Export T1 – Transaction Query to Excel (Recommended)

See Report Printing and Export Instructions on page 4

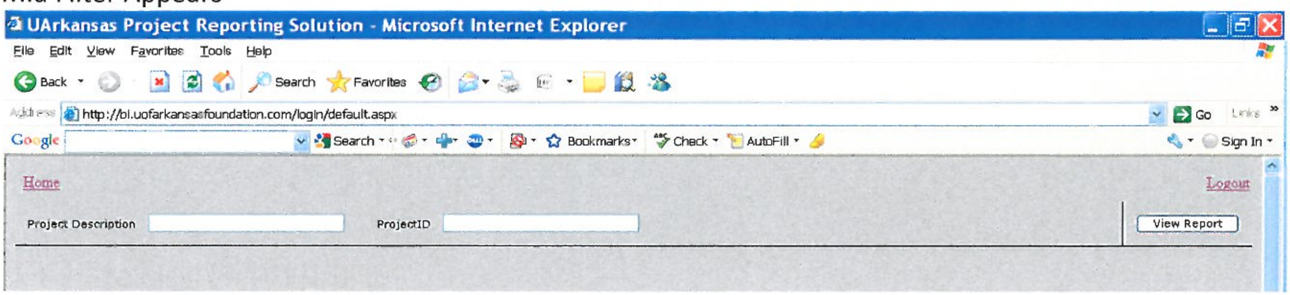
T2 – Transaction Export

{See Appendix page A7 for listing}

Purpose: ***To export transactions within a specified date range returning all available fields which can be filtered in unique ways to meet a wide variety of end user needs. (See Appendix page A6 for list of field and field descriptions) The export is a multi project transaction return if Project ID and Project Description are left blank.***

Step 1: <Click T2 – Transaction Export>

Mid Filter Appears



Step 2: To View Project Listing

To view ALL Projects

<Click *View Report Button*>

To view by Project Description

<Enter name or any word within a project description>

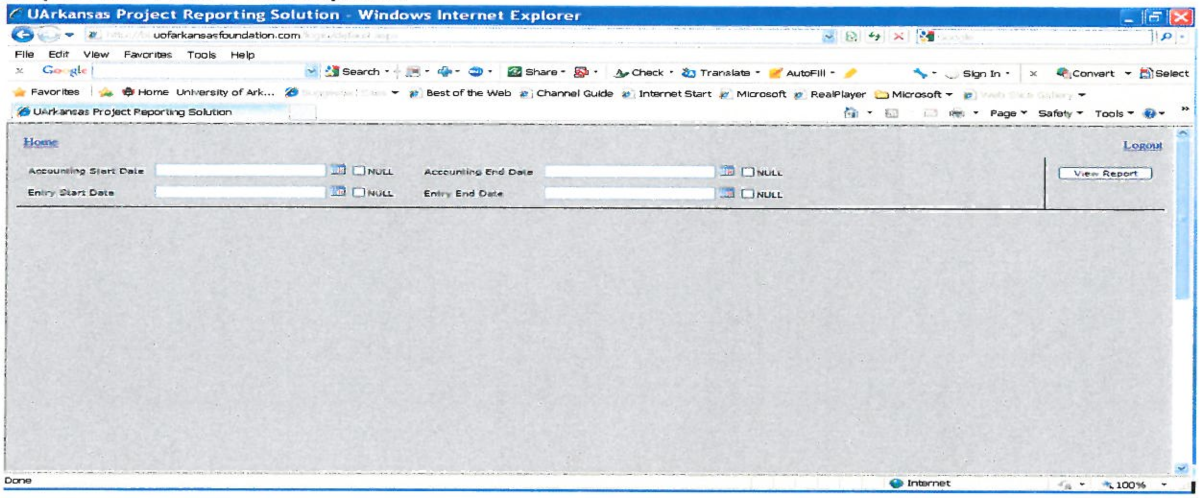
<Click *View Report Button*>

To view by Project ID

<Enter a Project ID>

<Click *View Report Button*>

Step 3: Mid Filter – Date Options



Within this mid-filter, you have two date range options to filter by:

NOTE: ***The broader the date range, the longer the run time***

Accounting Date – the post date.

Entry Date – the date the transaction was entered into the system.

Null must be selected on the option not chosen.

The Accounting Date is the most popular method for filtering.

<Click *View Report Button*>

Step 4: To View T2 – Transaction Export

To view all transactions for your user security filter

<Click here to view all projects listed or select each individually>

To view a specific Project ID

<Click the actual project ID>

Step 5: To Export T2 – Transaction Export to Excel (Recommended)

See Report Printing and Export Instructions on page 4

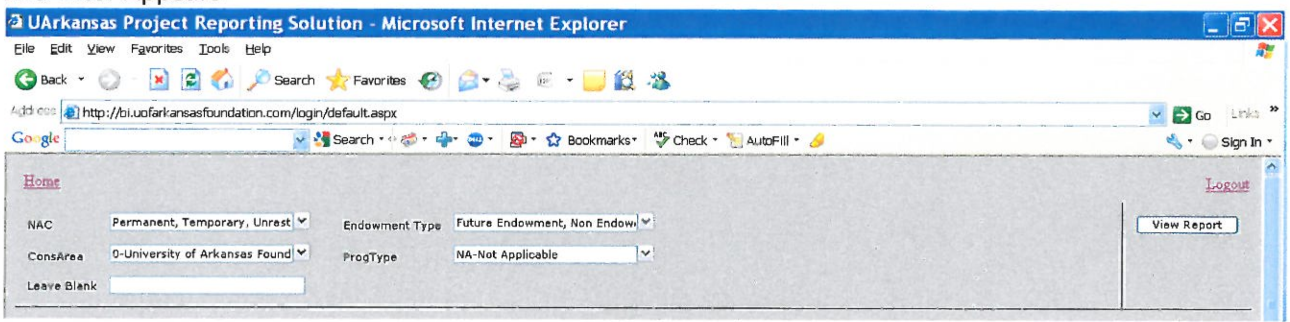
U1 – Monthly Market Values Report

{See Appendix page A7 for illustration}

Purpose: ***To provide a detail of endowment activity to include invest/divest amount, unit activity and period market value along with related book value. This report also provides a period ending value per unit and the ending shares held by the endowment to arrive at the current market value.***

Step 1: <Click U1 – Monthly Market Values Report>

Mid Filter Appears



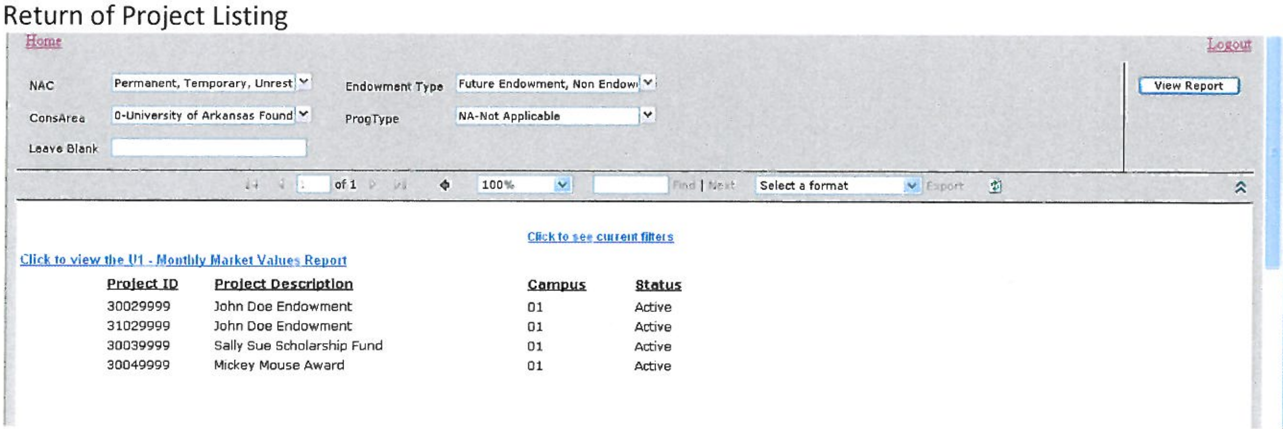
This Mid-Filter includes the following options to determine the criteria to return:
Net Asset Class, Endowment Type, Constituent Area, Program Type

Step 2: To View Project Listing

To view ALL Projects
<Click *View Report Button*>

To view Project based on selected criteria
<Click on dropdown arrow and select appropriate filters>
<Click *View Report Button*>

Return of Project Listing



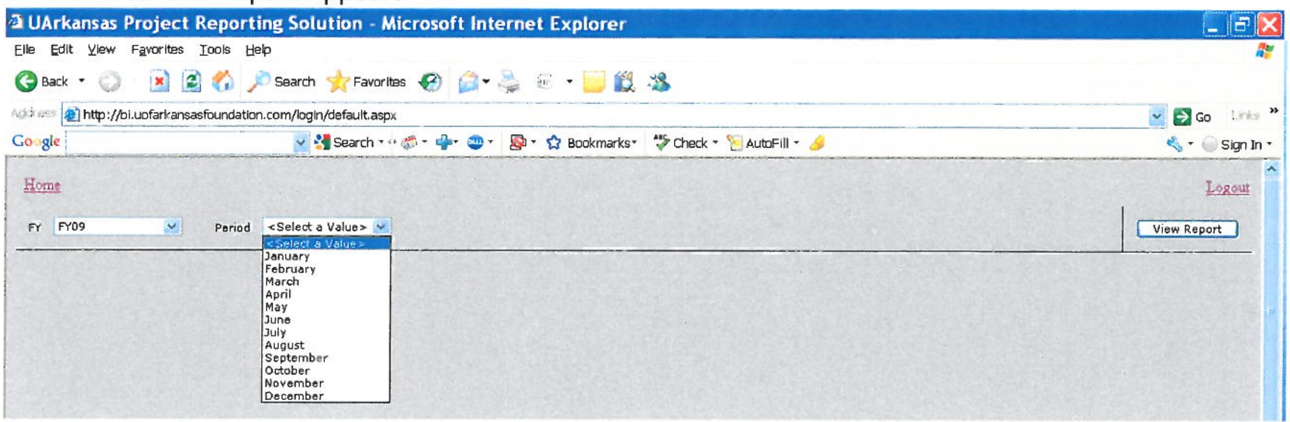
Step 3: To View U1 – Monthly Market Values Report

<Click to view U1 – Monthly Market Values Report>

A second mid-filter appears that requires a Period (Month) to be selected.

<Click *View Report Button*>

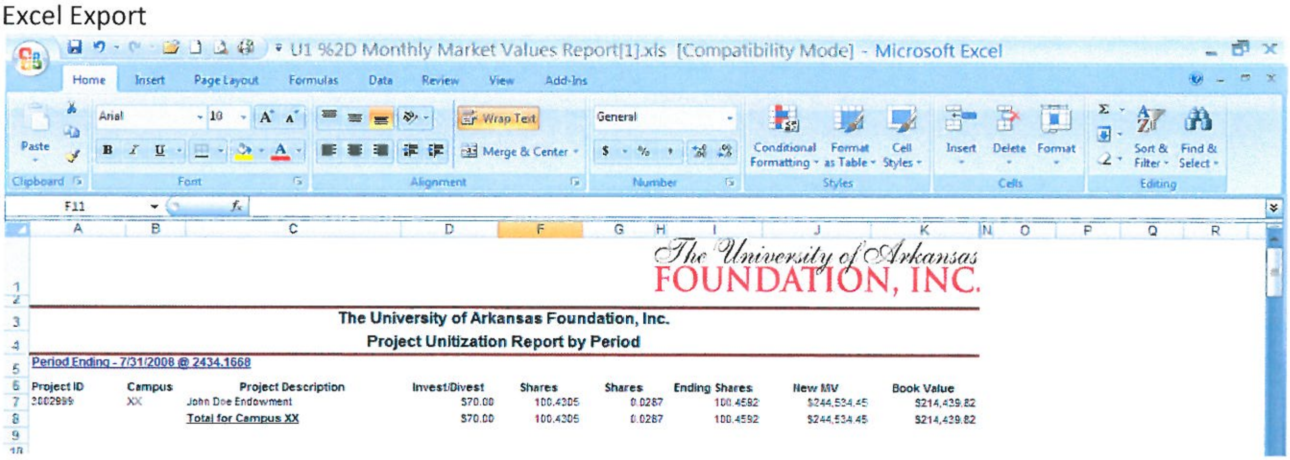
2nd Mid-Filter and Report Appears



Step 4: To Export U1 - Monthly Market Values Report

See Report Printing and Export Instructions on page 4

Excel Export



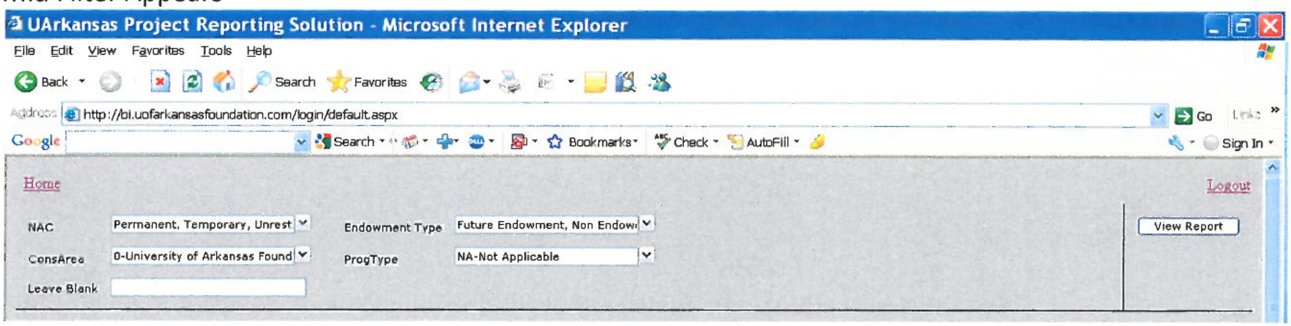
U2 – Quarterly Average Share Report

{See Appendix page A7 for illustration}

Purpose: *To provide a detail of the endowed unit quarterly average calculation. A listing of ending month shares along with the average will be displayed.*

Step 1: **<Click U2 – Quarterly Average Share Report>**

Mid Filter Appears



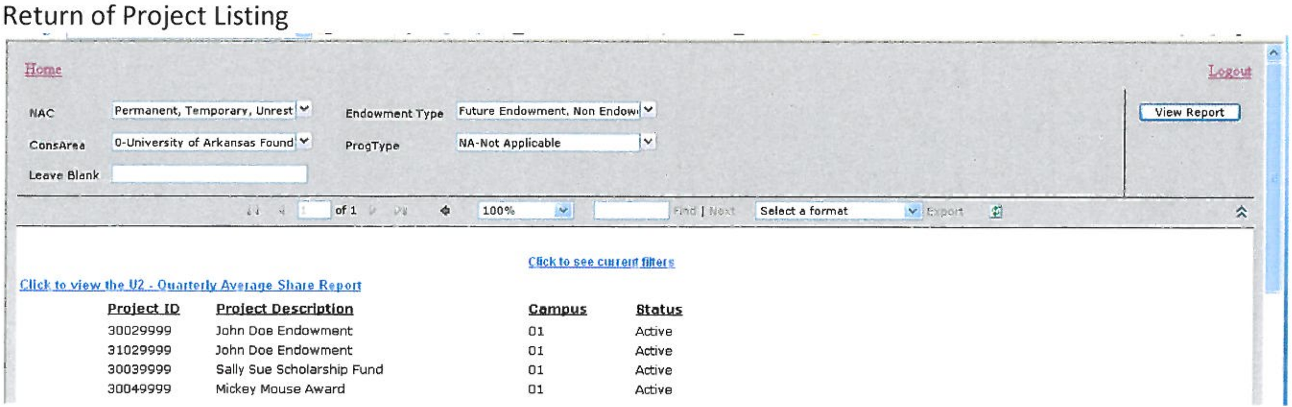
This Mid-Filter includes the following options to determine the criteria to return:
Net Asset Class, Endowment Type, Constituent Area, Program Type

Step 2: To View Project Listing

To view ALL Projects
<Click *View Report Button*>

To view Project based on selected criteria
<Click on dropdown arrow and select appropriate filters>
<Click *View Report Button*>

Return of Project Listing



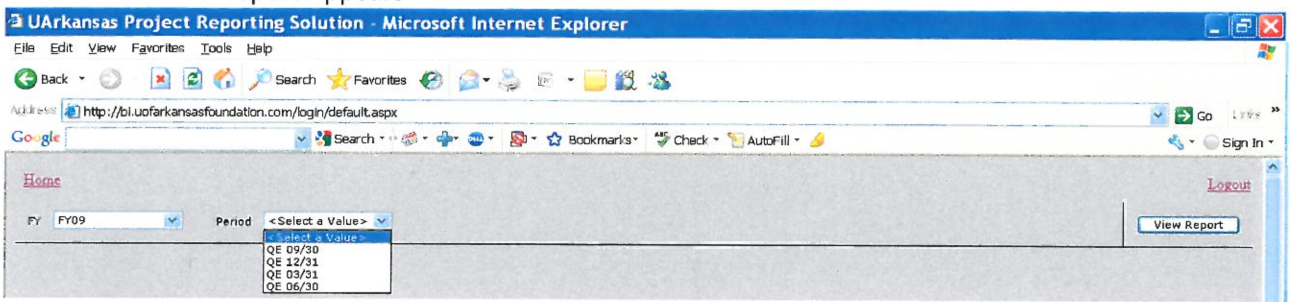
Step 3: To View U2 – Quarterly Average Share Report

<Click to view U2 – Quarterly Average Share Report>

A second mid-filter appears that requires a Period (Quarterly) to be selected.

<Click *View Report Button*>

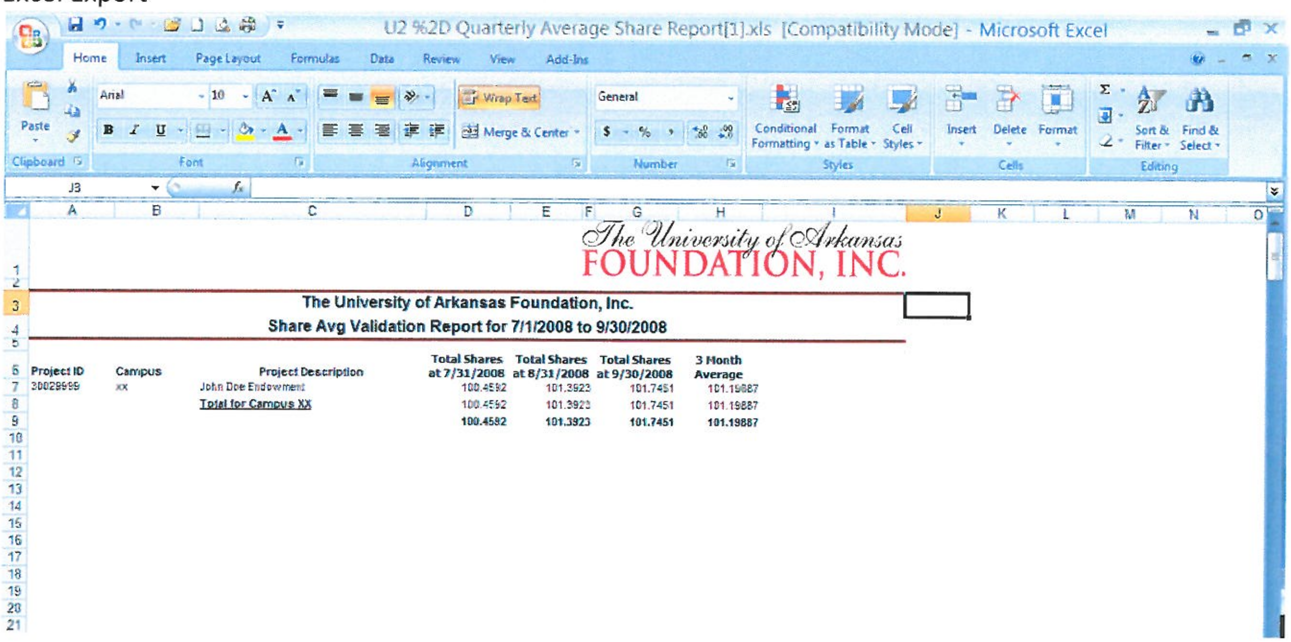
2nd Mid-Filter and Report Appears



Step 4: To Export U2 – Quarterly Average Share Report

See Report Printing and Export Instructions on page 4

Excel Export



APPENDIX

Account Codes
Financial Position

Account Number

Fund/Campus-First two digits		
Account Code-Five digits:		
01-10	1XXXX	Assets
01-10	2XXXX	Liabilities
01-10	3XXXX	Fund Balance
01-10	4XXXX	Revenue
01-10	5XXXX	Expense

Acct Code	Acct Code Description	Account Category	
10000	Cash	CA	Cash
11000	Pledge Receivable	PR	Pledge Receivables
11200	Pledge Discount	PR	Pledge Receivables
11400	Pledge Allowance	PR	Pledge Receivables
11600	Interest Receivable	OA	Other Asset
11800-11999	Notes Receivables	OA	Other Asset
12000	Cash Value Life Insurance	OA	Other Asset
13000	Land Gift Clearing	OA	Other Asset
13001-13499	Land	OA	Other Asset
13500-13599	Buildings	OA	Other Asset
13600-13699	Depreciation Buildings	OA	Other Asset
13700-13899	Equipment	OA	Other Asset
13900-13999	Depreciation Equipment	OA	Other Asset
14000-14499	US Govt Obligations	OA	Other Asset
14500-14999	Corporate Obligations	OA	Other Asset
15000-15999	Individual Equity Investments	OA	Other Asset
16000-16199	Intermediate Pool	OA	Other Asset
16400-16599	MF Limited Partnerships	OA	Other Asset
16600-16999	Pooled Income	OA	Other Asset
17000-17999	Gift Annuity	OA	Other Asset
18000-18999	CRATS	OA	Other Asset
19000-19999	CRUTS	OA	Other Asset
16200-16399	Total Return Pool	PA	Pooled Assets
20000	Accounts Payable	AP	Accounts Payable
20100	Accounts Payable-University	AP	Accounts Payable
21000-21999	A/O Gift Annuity	AP	Accounts Payable
22000-22999	A/O CRATS	AP	Accounts Payable
23000-23999	A/O CRUTS	AP	Accounts Payable
24000-24999	A/O Dist Payable	AP	Accounts Payable
30000	Project Fund Balance	FB	Fund Balance

Statement of Activities

Ascend Code	Acct Code	Acct Code Description	Account Category	
		GIFT/PLEDGE REVENUE ACCOUNT CODES		
G	40000	Gift Cash	GF	Gift
G	40100	Gift Credit Card	GF	Gift
G	40200	Gift Stock	GF	Gift
G	40300	Gift Bond	GF	Gift
G	40400	Gift Land	GF	Gift
G	40500	Gift Other	GF	Gift
TX	42100	Annual Fund Tax	GF	Gift
G	41000	Pledge	PL	Pledge
		NON-GIFT REVENUE ACCOUNT CODES		
SP	43000	Sponsored Programs	OT	Other Income
MD	47000	Membership Dues	OT	Other Income
SL	47100	Sales	OT	Other Income
SV	47200	Services	OT	Other Income
OT	47300	Other	OT	Other Income
		OTHER REVENUE ACCOUNT CODES		
TS	45000	Trust Income	OT	Other Income
ID	44000	Interest and Dividends	IN	Interest
ID	44100	Interest TRP	IN	Interest
IS	44200	Interest SIP	IN	Interest
GL	46000	Gain(Loss)	GL	Gain-Loss
		FACULTY/STAFF SUPPORT EXPENSE ACCOUNT CODES		
22	50500	Salaries Non-Research	EX	Expense
18	53000	Fac/Staff Scholarly Travel	EX	Expense
19	50000	Other Fac/Staff Support	EX	Expense
		RESEARCH RELATED EXPENSE ACCOUNT CODES		
23	52500	Salaries-Research	EX	Expense
20	53500	Research-Travel	EX	Expense
21	51500	Other Research	EX	Expense

Account Number

Fund/Campus-First two digits
Account Code-Five digits:

01-10	1XXXX	Assets
01-10	2XXXX	Liabilities
01-10	3XXXX	Fund Balance
01-10	4XXXX	Revenue
01-10	5XXXX	Expense

Statement of Activities

Ascend Code	Acct Code	Acct Code Description	Account Category	
		OTHER EXPENSE ACCOUNT CODES		
2	52000	Student Support	EX	Expense
4	54000	Recruiting	EX	Expense
5	55000	Sponsored programs	EX	Expense
6	56000	Equipment & Furnishings	EX	Expense
7	57000	Construction	EX	Expense
8	58000	Fund raising	EX	Expense
9	59000	Other Operating	EX	Expense
10	51000	Public/staff relations	EX	Expense
		EXPENSE ACCOUNT CODES USED BY FOUNDATION STAFF		
12	54500	Depreciation	EX	Expense
13	55500	Write down of property	EX	Expense
14	57500	Allowance for bad debt	EX	Expense
15	56500	Change in value split int agreement	EX	Expense
WO	60000	Pledge write-off		

Account Categories

Financial Position	Statement of Activities
Cash	Gift
Pledge Receivable	Pledge Revenue
Other Assets	Gain (Loss)
Pooled Assets	Interest
Accounts Payable	Other Income
Fund Balance	Expense

Journal Listing

Journal	Description
AP	Accounts Payable
AI	Advance Interface
BB	Beginning Balances
CG	Capital Gain Distribution
CD	Cash Disbursement
CR	Cash Receipts
ID	Invest / Divest
JE	Journal Entry
MV	Market Value Update
TI	TRP Interest Distribution
UP	University Accounts Payable

T1 – Transaction Query Listing

Blackbaud	Definition
1. Transaction Number	Blackbaud batch number followed by batch line number
2. Post Date	Transaction accounting date
3. Project ID	Project Number
4. Project Description	Project Name
5. NAC	Project Restriction (Net Asset Class)
6. EndType	Endowment Type or Non-Endowed Status
7. Account Number	Campus code followed by the account code
8. Account Description	Account Name
9. Account Category	Groupings of Assets/Liabilities/Revenues/Expenses, etc.
10. Amount	Always positive number
11. Debit / Credit	Indicates Debit / Credit
12. Journal	Indicates Journal in which the transaction was posted
13. Journal Reference	Transaction description

T2 – Transaction Export Listing

Blackbaud	Definition
1. Transaction Number	Blackbaud batch number followed by batch line number
2. Project ID	Project Number
3. Project Description	Project Name
4. Account Number	Campus code followed by the account code
5. Account Description	Account Name
6. Account Category	Groupings of Assets/Liabilities/Revenues/Expenses, etc.
7. Journal	Indicates Journal in which the transaction was posted
8. Journal Reference	Transaction description
9. Debit / Credit	Indicates Debit / Credit
10. Amount	Always positive number
11. Post Date	Transaction accounting date
12. Posted Date	Transaction entry date
13. Post Status	Indicates whether batch has been posted
14. Created By	User ID of person who created transaction
15. Campus	Organizational Hierarchy – Level 1
16. College	Organizational Hierarchy – Level 2
17. Dept	Organizational Hierarchy – Level 3
18. SubDept	Organizational Hierarchy – Level 4
19. EndType	Endowment Type or Non-Endowed Status
20. NAC	Project Restriction (Net Asset Class)
21. Program Type	Campus specific report code
22. Use Code	Campus specific report code
23. Project Type	Indicates type of project
24. Univ Reference	Cross-reference to University Accounting
25. X Ref	Cross-reference to historical systems
26. ADC Code	Miscellaneous AP transaction code
27. BA Index	Miscellaneous AP transaction code
28. Constituent Area	Campus specific report code
29. Cash Disb Tran Att	Indicates the tender type
30. Cash Rec Tran Att	Indicates the tender type
31. Transaction Notes	Miscellaneous transaction notes

SAMPLE REPORTS