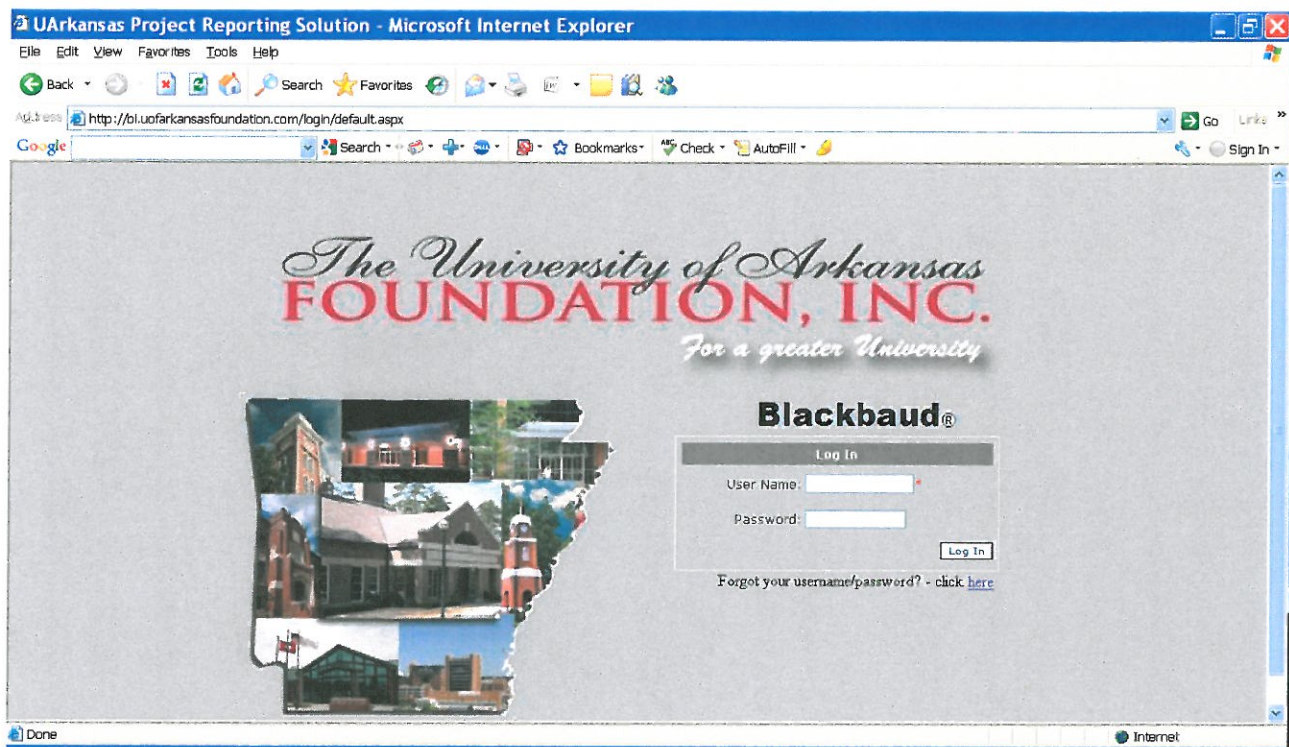


# University of Arkansas Foundation, Inc. Blackbaud General Ledger Reporting Solution

## User Guide



## **Blackbaud General Ledger Reporting Solution Table of Contents**

<b>Access to the Web Based Reporting Solution.....</b>	<b>1</b>
<b>Home Menu Page.....</b>	<b>2</b>
<b>General Tips and Helpdesk Contact Information.....</b>	<b>3</b>
<b>Report Printing and Export Instructions.....</b>	<b>4</b>
<b>Summary of Reports.....</b>	<b>5</b>
<b>P1 – Project Definition Report.....</b>	<b>6</b>
<b>P2 – Transaction Detail Report.....</b>	<b>9</b>
<b>P3 – Transaction Summary Report.....</b>	<b>11</b>
<b>P4 – Financial Summary Report.....</b>	<b>13</b>
<b>C1 – Financial Position Report.....</b>	<b>16</b>
<b>C2 – Statement of Activities Report.....</b>	<b>19</b>
<b>T1 – Transaction Query.....</b>	<b>23</b>
<b>T2 – Transaction Export.....</b>	<b>25</b>
<b>U1 – Monthly Market Values Report.....</b>	<b>27</b>
<b>U2 – Quarterly Average Share Report.....</b>	<b>29</b>
<b>Appendix</b>	
<b>Account Codes.....</b>	<b>A1</b>
<b>Account Categories.....</b>	<b>A4</b>
<b>Journal Listing.....</b>	<b>A4</b>
<b>T1 – Transaction Query Listing.....</b>	<b>A5</b>
<b>T2 – Transaction Export Listing.....</b>	<b>A6</b>
<b>Sample Reports.....</b>	<b>A7</b>

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

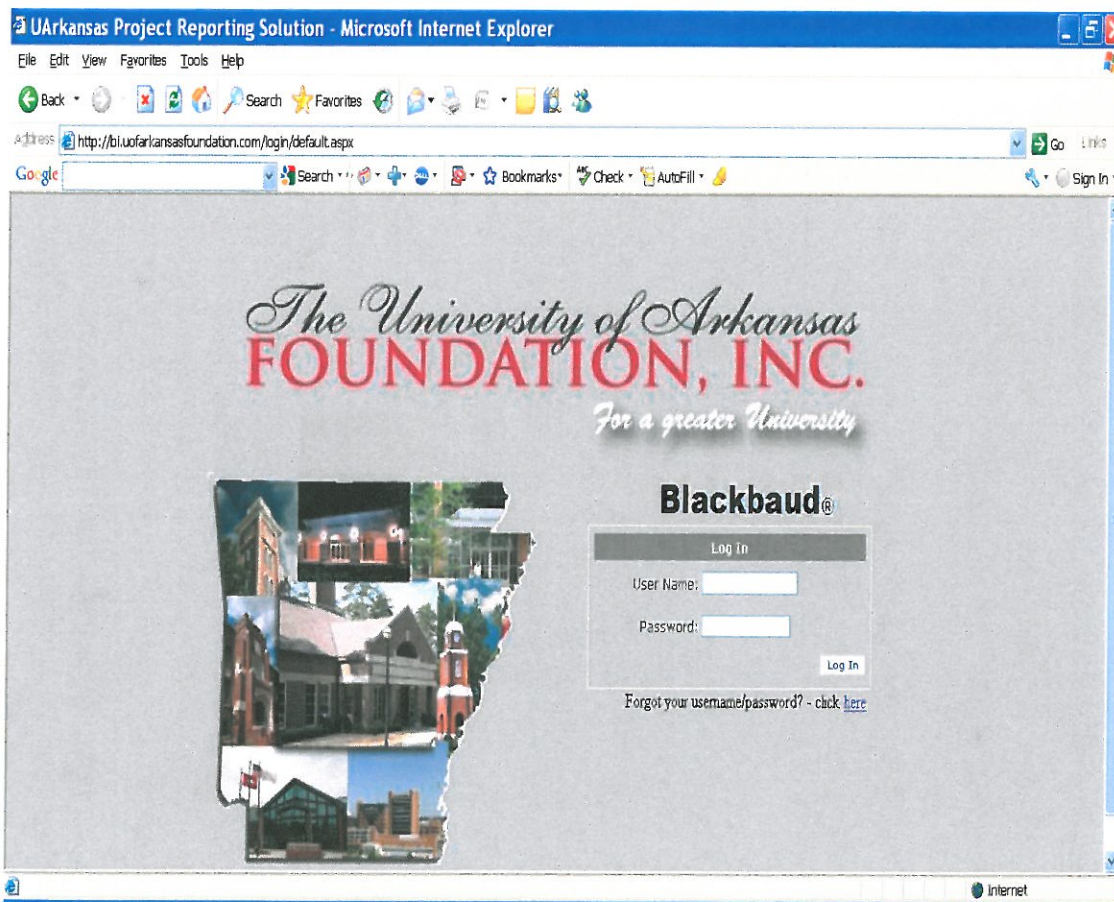
Steps: <Enter User Name>

<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

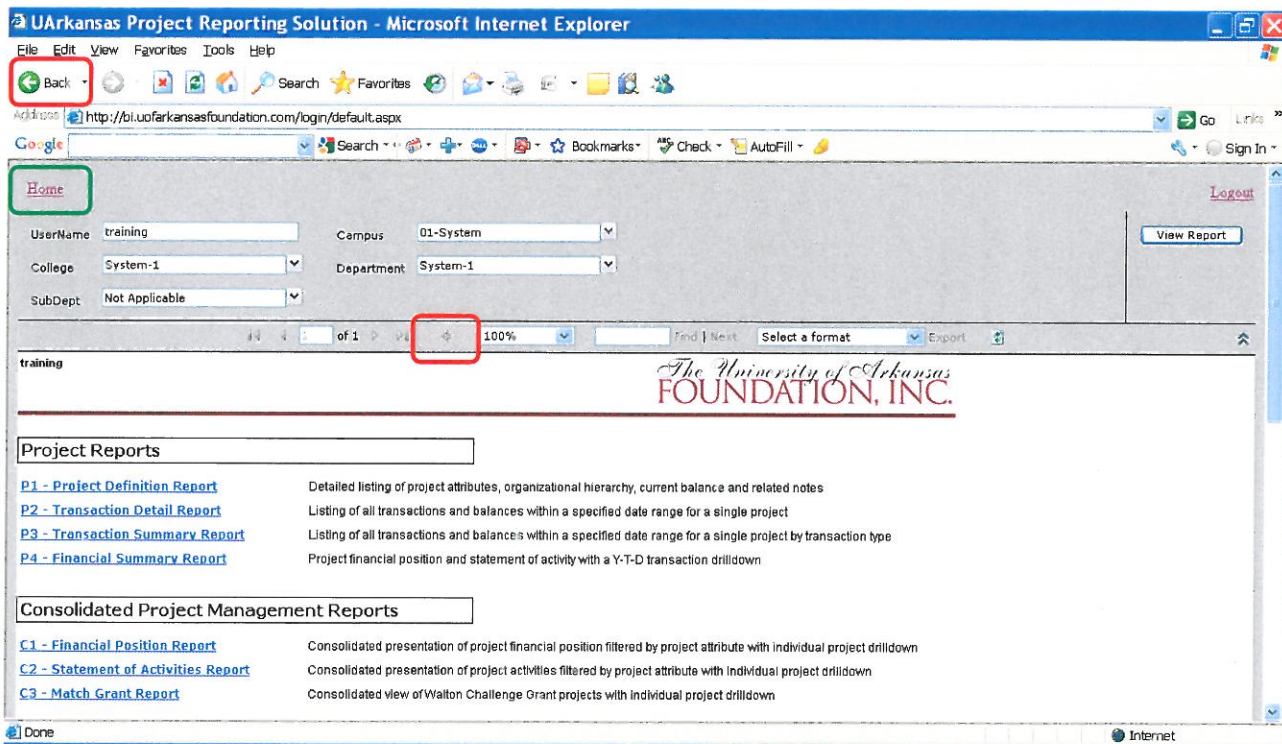
**Home** This is located in the upper top left of each page, when you click this button you will return to this *Home Menu Page*

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

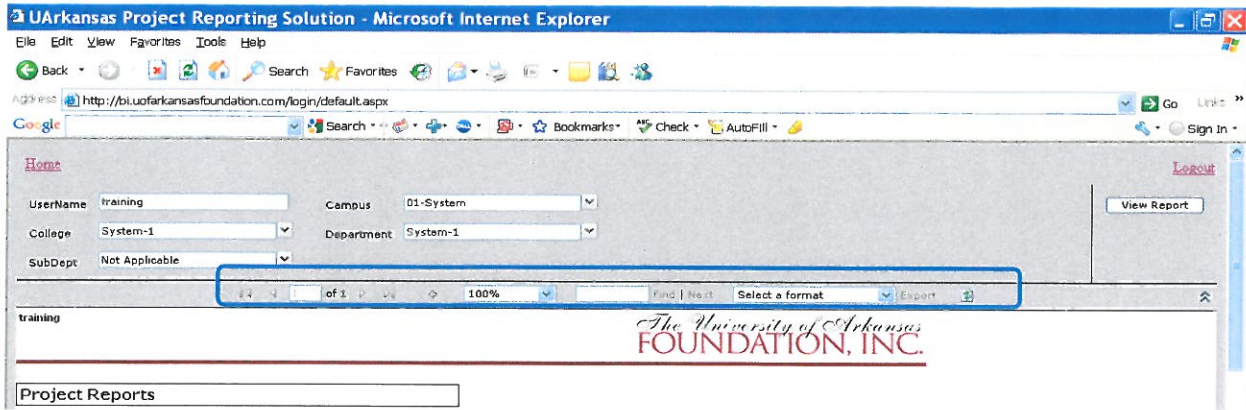
Permanent Filters are displayed on this *Home Menu Page* based upon approved hierarchy level  
User Name/Campus/College/Department/SubDept

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](mailto: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

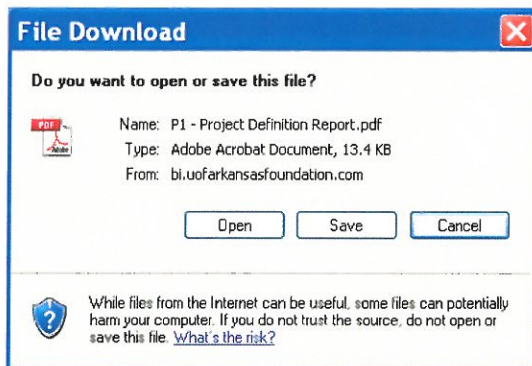
**Acrobat (PDF) file – Recommended for Report Printing**

Web archive

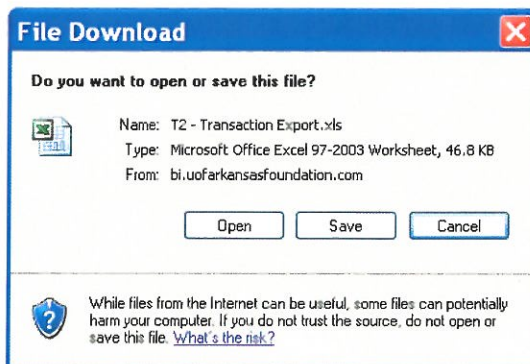
**Excel – Recommended for Excel Download**

**<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>

The screenshot shows a web application interface for The Walton Foundation, Inc. At the top, there are dropdown menus for 'College' (System-1), 'Department' (System-1), and 'SubDept' (Not Applicable). Below these are navigation controls including '1 of 1', a search bar, and buttons for 'Find | Next', 'Select a format', and 'Export'. The main content area is titled 'The Walton Foundation, Inc.' and contains several sections of reports, each with a list of links in blue text and a brief description:

- 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 filtered 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 by project 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

The interface is displayed in a browser window with a 'Done' button at the bottom left and an 'Internet' icon at the bottom right.



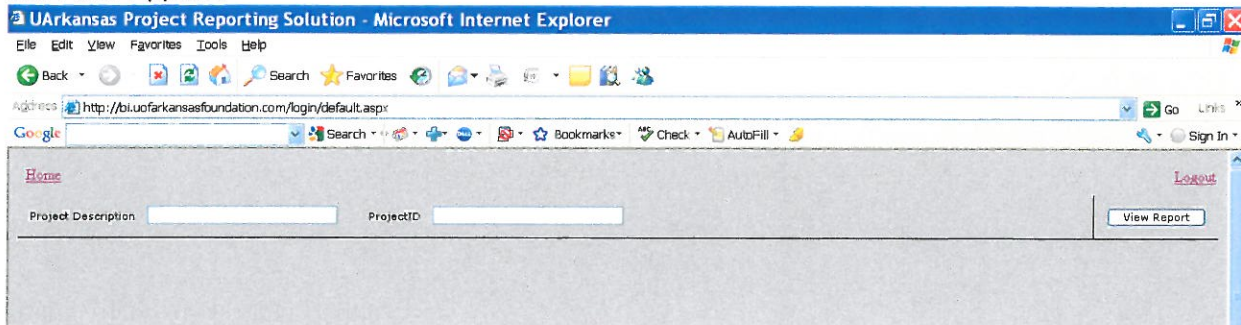
## P1 – Project Definition Report

{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>

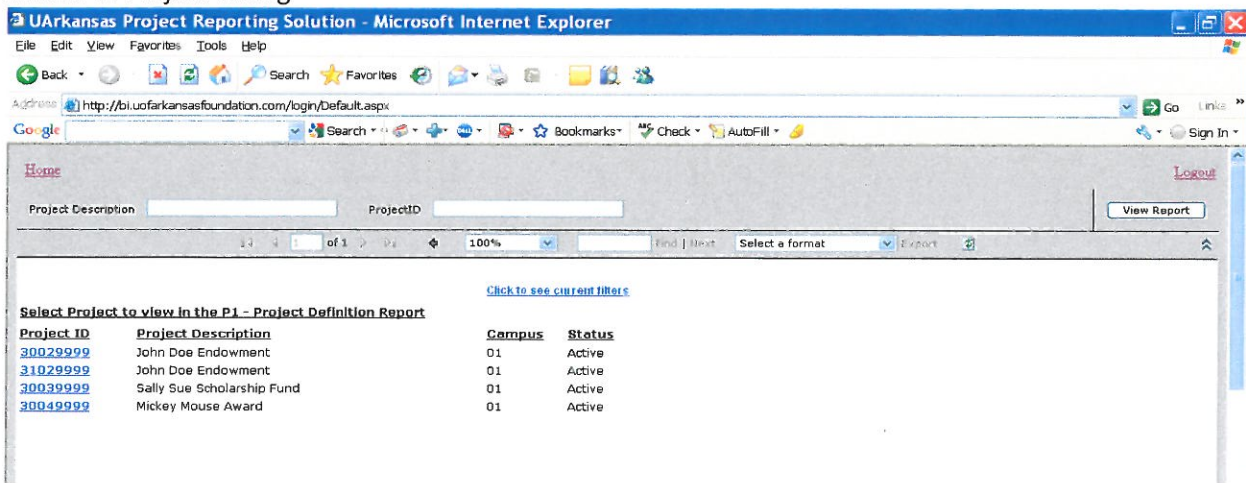
<Click View Report Button>

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

**Project Definition Report**  
Project - 30029999 - John Doe Endowment

Project Definition	
Status	Active
Project Type	Foundation
Date Established	5/6/2009
Net Asset Class	Permanent
Endowment Type	Permanent Endowment
Earnings Distribution	31029999
Designation	
Use Code	UO Scholarship
Constituent Area	System
Program Type	Not Applicable
University Reference	NA
X-Ref Number	NA
Income Restrictions	NA

Balance as of:	
	7/1/2008
Cash	\$0.00
Pledge Receivable	\$0.00
Other Assets	\$0.00
Pooled Assets	\$0.00
Accounts Payable	\$0.00
Net Assets	\$25,000.00

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

## Return Page 2 of Project Definition Report

UArkansas Project Reporting Solution - Microsoft Internet Explorer

File Edit View Favorites Tools Help

Back Forward Stop Search Favorites Home

Address http://blu.uofarkansasfoundation.com/login/default.aspx Go Links

Google Search Bookmarks Check AutoFill Sign In

Home Logout

2 of 2 100% Find Next Select a format Export

*The University of Arkansas*  
**FOUNDATION, INC**

**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	UO Scholarship
Constituent Area	System
Program Type	Not Applicable
University Reference	NA
X-Ref Number	NA
Income Restrictions	NA

**Balance as of:**

	7/1/2009	5/12/2009
Cash	\$0.00	\$189.45
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

**31 Spending**

Done Internet

## Step 4: To Print P1 – Project Definition Report

See Report Printing and Export Instructions on page 4



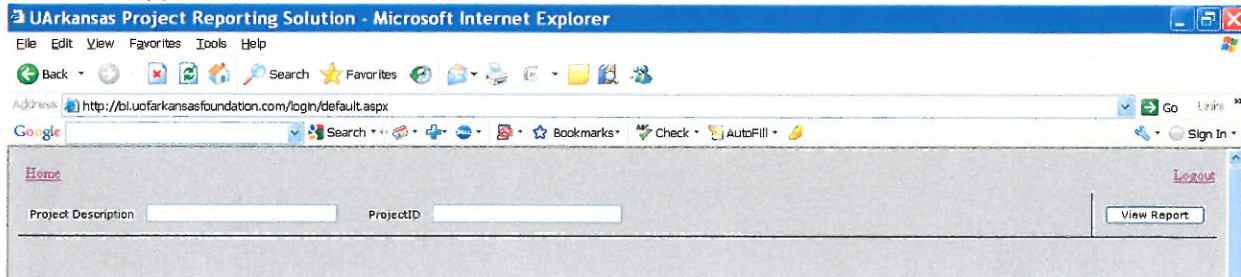
## P2 – Transaction Detail Report

{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>

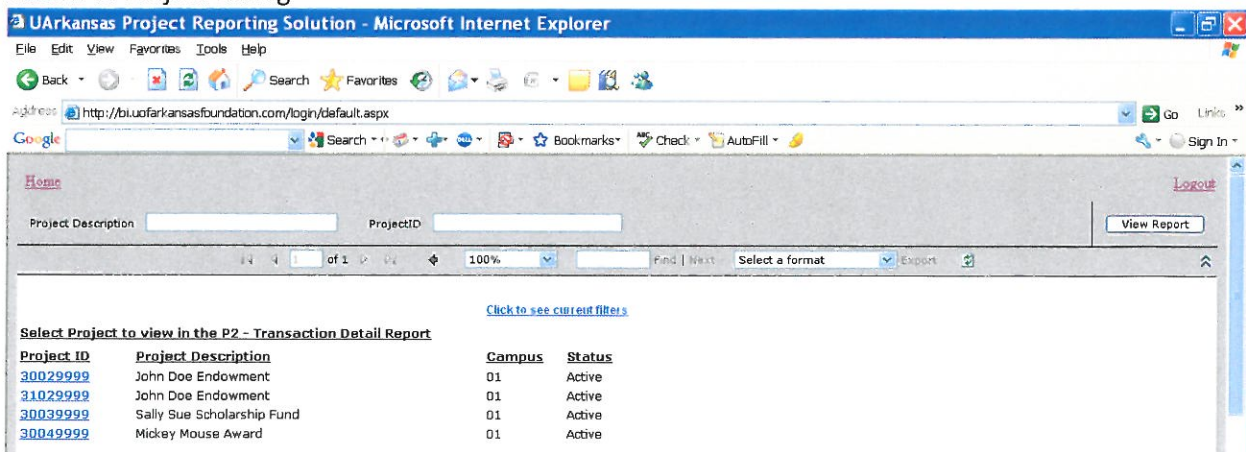
<Click View Report Button>

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>

#### 2<sup>nd</sup> Mid-Filter Appears

UArkansas Project Reporting Solution - Microsoft Internet Explorer

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

Fiscal Year: FY09 Period Type: YTD

Journal Reference:

View Report

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

The University of Arkansas  
FOUNDATION, INC.

The University of Arkansas Foundation, Inc.  
Project Transaction Detail Report - 7/1/2008 thru 5/14/2009

Balance as of:		7/1/2008	5/14/2009
Cash		\$0.00	\$21,940.00
Pledge Receivable		\$0.00	\$0.00
Other Assets		\$0.00	(\$18,000.00)
Pooled Assets		\$0.00	\$0.00
Accounts Payable		\$0.00	\$150.00
Net Assets		\$0.00	\$3,790.00

Transaction Number	Post Date	Account Number	Account Description	Amount	Debit/Credit	Journal	Journal Reference
135-1	4/1/2009	01-10000	Cash	\$25.00	Debit	JE	Mickey Test Entry
135-2	4/1/2009	01-40000	Gift Cash	\$25.00	Credit	JE	Mickey Test Entry
				\$50.00			

### Step 4: To Print P2 – Transaction Detail Report

See Report Printing and Export Instructions on page 4

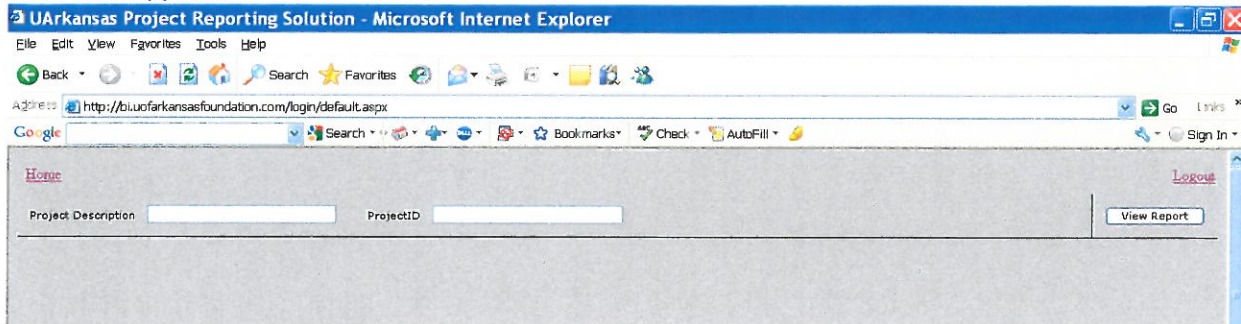
## P3 – Transaction Summary Report

{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>

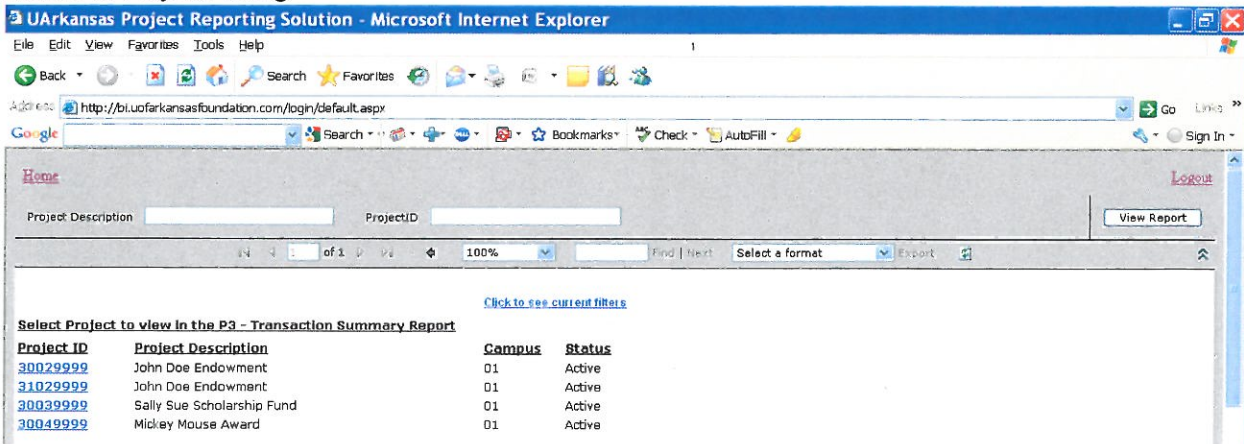
<Click View Report Button>

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.

#### 2<sup>nd</sup> Mid-Filter and Report Appears

The screenshot shows the UArkansas Project Reporting Solution interface. At the top, there are filters for Fiscal Year (FY09), Period Type (YTD), and Account Category (Accounts Payable, Cash, Expen). A "View Report" button is visible. Below the filters, the report header for "The University of Arkansas Foundation, Inc." is displayed, including the project name "30039999 - Sally Sue Scholarship Fund" and the report period "7/1/2008 thru 5/14/2009". A table titled "Balance as of:" shows the balance for 7/1/2008 and 5/14/2009 for various accounts: Cash, Pledge Receivable, Other Assets, Pooled Assets, Accounts Payable, and Net Assets.

Balance as of:	7/1/2008	5/14/2009
Cash	\$0.00	\$13,065.00
Pledge Receivable	\$0.00	\$8,000.00
Other Assets	\$0.00	\$10,000.00
Pooled Assets	\$0.00	\$0.00
Accounts Payable	\$0.00	\$150.00
Net Assets	\$0.00	\$30,915.00

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>

The screenshot shows the UArkansas Project Reporting Solution interface with the second mid-filter dropdown menu open. The dropdown menu lists the following options: (Select All), Accounts Payable, Cash, Expense, Fund Balance, Gift, and Gain-Loss. The "View Report" button is still visible.

### Step 4: To Print P3 – Transaction Summary Report

See Report Printing and Export Instructions on page 4

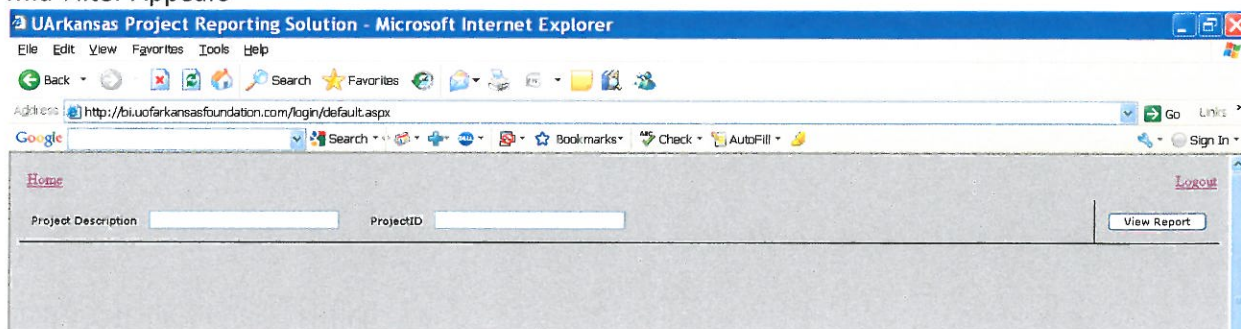
## P4 – Financial Summary Report

{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>

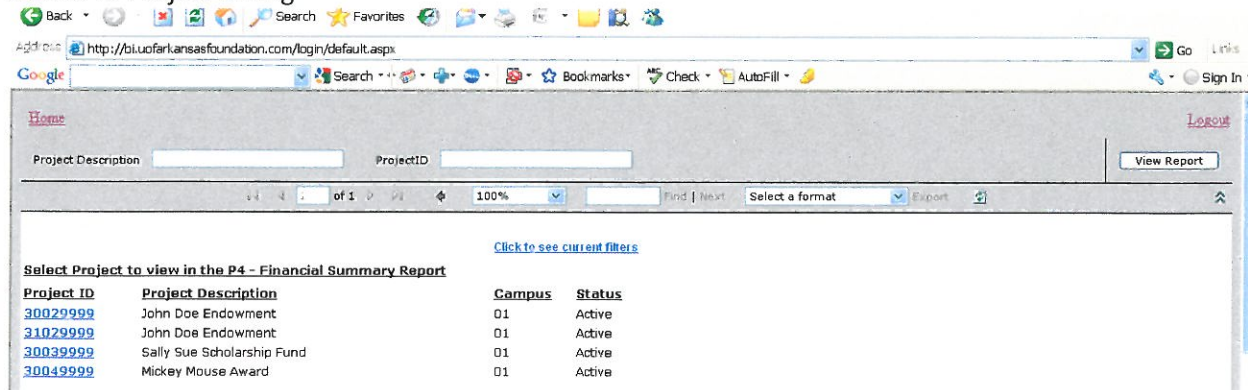
<Click **View Report Button**>

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.

#### 2<sup>nd</sup> Mid-Filter and Report Appears

The screenshot shows a web application interface for The University of Arkansas Foundation, Inc. At the top, there are filters for Fiscal Year (FY09) and Period (May). A "View Report" button is visible. Below the filters, the report title "The University of Arkansas Foundation, Inc. Project Financial Summary Report as of 5/31/2009" is displayed. The main content area shows a table with the following data:

Project	Project Description	Campus	Endowment Type
30039999	Sally Sue Scholarship Fund	01-System	Non Endowed

	Month Ended 5/31/2009	Current YTD 5/31/2009	Last Fiscal YTD 5/31/2008
<b>Financial Position</b>			
Cash		\$13,065.00	\$0.00
Pledge Receivable		\$8,000.00	\$0.00
Other Assets		\$10,000.00	\$0.00
Pooled Assets		\$0.00	\$0.00
Accounts Payable		\$150.00	\$0.00
Ending Net Assets		\$30,815.00	\$0.00

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>

The screenshot shows the same web application interface as before, but with the "Period" dropdown menu open. The menu lists the following options: <Select a Value>, January, February, March, April, May, June, July, August, September, October, November, and December. The "View Report" button is still visible.



**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
<b>Financial Position</b>			
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
<b>Statement of Activities</b>			
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

A screenshot of a web browser showing the 'Mid-Filter' form for the C1 Financial Position Report. The form is located at the URL <http://bluofarkansasfoundation.com/login/default.aspx>. It features several dropdown menus for filtering: 'NAC' (Permanent, Temporary, Unrest), 'Endowment Type' (Future Endowment, Non Endow), 'ConsArea' (0-University of Arkansas Found), and 'ProgType' (NA-Not Applicable). There is also a 'Leave Blank' text input field. A 'View Report' button is visible on the right side of the form. The browser's address bar and search bar are also visible at the top.

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

A screenshot of the web browser showing the 'Return of Project Listing' table. The table is located at the same URL as the previous screenshot. It displays a list of projects with columns for Project ID, Project Description, Campus, and Status. The table is filtered to show only projects with a status of 'Active'. The 'View Report' button is still visible on the right side of the form. The browser's address bar and search bar are also visible at the top.

Project ID	Project Description	Campus	Status
30029999	John Doe Endowment	01	Active
31029999	John Doe Endowment	01	Active
30039999	Sally Sue Scholarship Fund	01	Active
30049999	Mickey Mouse Award	01	Active

### 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.

#### 2<sup>nd</sup> Mid-Filter and Report Appears

Project	Project Description	Cash	Pledge Receivable	Other Assets	Pooled Assets	Accounts Payable	End Net Assets
30029992	John Doe Endowment	\$5,000.00	\$20,000.00	\$0.00	\$0.00	\$0.00	\$25,000.00
31029992	John Doe Endowment	\$188.45	\$0.00	\$0,000.00	\$0.00	\$0.00	\$0,188.45
30039992	Sally Sue Scholarship Fund	\$13,065.00	\$0,000.00	\$10,000.00	\$0.00	\$150.00	\$30,915.00
30049992	Mickey Mouse Award	\$21,940.00	\$0.00	(\$10,000.00)	\$0.00	\$150.00	\$3,790.00
		\$40,193.45	\$28,000.00	\$0.00	\$0.00	\$300.00	\$67,893.45

<Disclaimer> : Unaudited Interim Statement Page 1 of 1

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
30029992	John Doe Endowment	\$5,000.00	\$20,000.00	\$0.00	\$0.00	\$0.00	\$25,000.00
31029992	John Doe Endowment	\$188.45	\$0.00	\$0,000.00	\$0.00	\$0.00	\$0,188.45
30039992	Sally Sue Scholarship Fund	\$13,065.00	\$0,000.00	\$10,000.00	\$0.00	\$150.00	\$30,915.00
30049992	Mickey Mouse Award	\$21,940.00	\$0.00	(\$10,000.00)	\$0.00	\$150.00	\$3,790.00
		\$40,193.45	\$28,000.00	\$0.00	\$0.00	\$300.00	\$67,893.45

<Disclaimer> : Unaudited Interim Statement Page 1 of 1

**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

The screenshot shows the 'UArkansas Project Reporting Solution' web application in Microsoft Internet Explorer. The address bar shows the URL 'http://bi.uofarkansasfoundation.com/login/default.aspx'. The page features a 'Home' link and a 'Logout' link. Below these are four dropdown menus for filtering: 'NAC' (Permanent, Temporary, Unrest), 'Endowment Type' (Future Endowment, Non Endow), 'ConsArea' (0-University of Arkansas Found), and 'ProgType' (NA-Not Applicable). A 'View Report' button is located to the right of these filters. There is also a 'Leave Blank' text input field.

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

The screenshot shows the 'UArkansas Project Reporting Solution' web application displaying a project listing table. The table has four columns: 'Project ID', 'Project Description', 'Campus', and 'Status'. There are four rows of data. Above the table, there are links for 'Home', 'Logout', and 'View Report'. Below the table, there is a link to 'Click to see current filters' and a link to 'Click to view the C2 - Statement of Activities Report'. The table data is as follows:

Project ID	Project Description	Campus	Status
30029999	John Doe Endowment	01	Active
31029999	John Doe Endowment	01	Active
30039999	Sally Sue Scholarship Fund	01	Active
30049999	Mickey Mouse Award	01	Active

### 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.

### 2<sup>nd</sup> Mid-Filter and Report Appears

Home

Logout

Fiscal YearFY09Period TypeYTD

View Report

1 of 1100%FindNextSelect a formatExport

The University of Arkansas  
FOUNDATION, INC.

[Click to see current filters](#)

The University of Arkansas Foundation, Inc.

Statement of Activities Report - 7/1/2008 thru 5/20/2009

Project	Project Description	Income					Expenses	End Balance
		Beg Balance	Gift	Pledge Revenue	Gain (Loss)	Interest	Other Income	
<a href="#">30029999</a>	John Doe Endowment	\$0.00	\$0.00	\$25,000.00	\$0.00	\$0.00	\$0.00	\$25,000.00
<a href="#">31029999</a>	John Doe Endowment	\$0.00	\$8,000.00	\$0.00	\$0.00	\$288.45	\$0.00	\$8,188.45
<a href="#">30039999</a>	Sally Sue Scholarship Fund	\$0.00	\$19,000.00	\$10,000.00	\$2,000.00	\$0.00	\$65.00	\$30,915.00
<a href="#">30049999</a>	Mickey Mouse Award	\$0.00	\$2,150.00	\$0.00	\$1,850.00	\$0.00	\$15.00	\$3,790.00
		\$0.00	\$29,150.00	\$35,000.00	\$3,850.00	\$288.45	\$180.00	\$67,893.45

training

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Page 1 of 1

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

<Click on drop down arrow and make selection>

Address

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

Go

Links

Google

Search

Bookmarks

Check

AutoFill

Sign In

Home

Logout

Fiscal Year

FY09

Period Type

YTD

Select a value

January

February

March

April

May

June

July

August

September

October

November

December

QE 09/30

QE 12/31

QE 03/31

QE 06/30

YTD

YTD Jan

YTD Feb

YTD Mar

YTD Apr

YTD May

YTD Jun

YTD Jul

YTD Aug

YTD Sep

YTD Oct

YTD Nov

YTD Dec

100%

Fiscal

Next

Select a format

Expert

View Report

The University of Arkansas

FOUNDATION, INC.

Click to see current filters

of Arkansas Foundation, Inc.

ities Report - 7/1 2008 thru 5/22/2009

Project	Project Description	Beg Balance	Income					Expenses	End Balance
			Gift Revenue	Gain (Loss)	Interest	Other Income			
30029999	John Doe Endowment	\$0.00	\$25,000.00	\$0.00	\$0.00	\$0.00	\$0.00	\$25,000.00	
31029999	John Doe Endowment	\$0.00	\$0.00	\$0.00	\$288.45	\$0.00	\$100.00	\$3,188.45	
30039999	Sally Sue Scholarship Fund	\$0.00	\$10,000.00	\$2,000.00	\$0.00	\$65.00	\$0.00	\$30,815.00	
30049999	Mickey Mouse Award	\$0.00	\$0.00	\$1,850.00	\$0.00	\$15.00	\$225.00	\$3,790.00	
		\$0.00	\$35,000.00	\$3,850.00	\$288.45	\$66.00	\$475.00	\$67,893.45	

training

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Page 1 of 1

**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>*

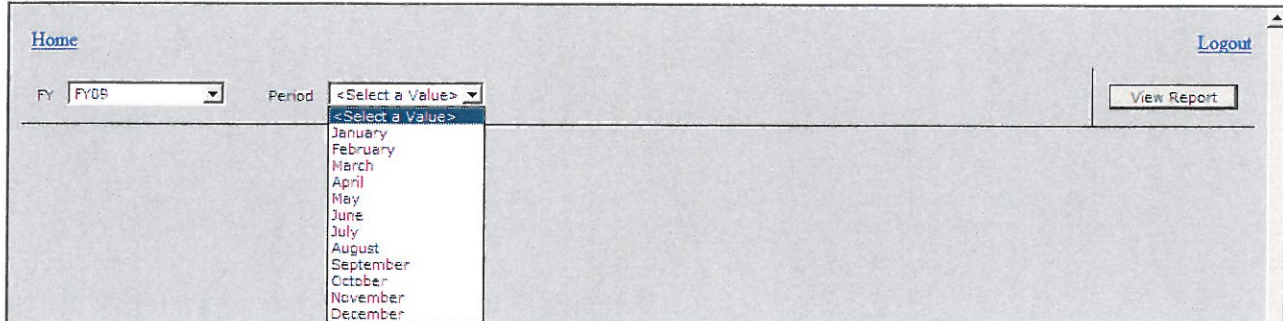
The following Mid Filter appears, you are required to select a period value.

*<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**



The screenshot shows a web interface with a navigation bar at the top containing 'Home' and 'Logout' links. Below the navigation bar, there are two dropdown menus: 'FY' with 'FY08' selected, and 'Period' with '<Select a Value>' selected. The 'Period' dropdown menu is open, displaying a list of months from January to December. To the right of the dropdowns is a 'View Report' button.

**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

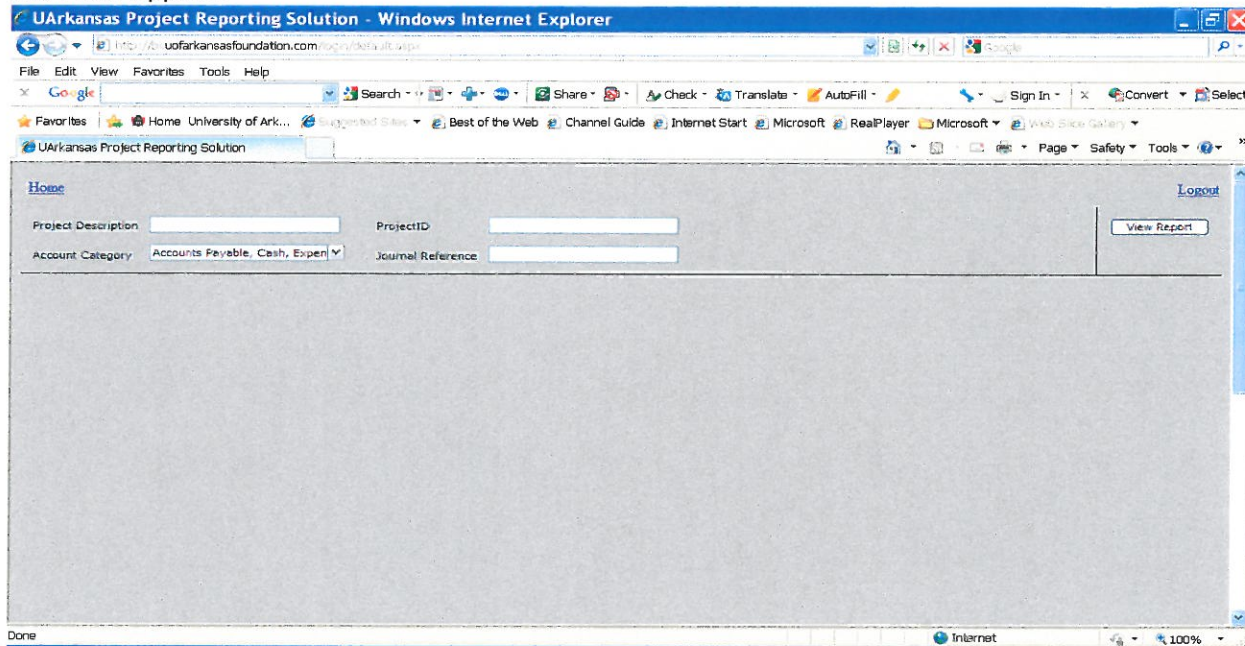
## T1 – Transaction Query

{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:

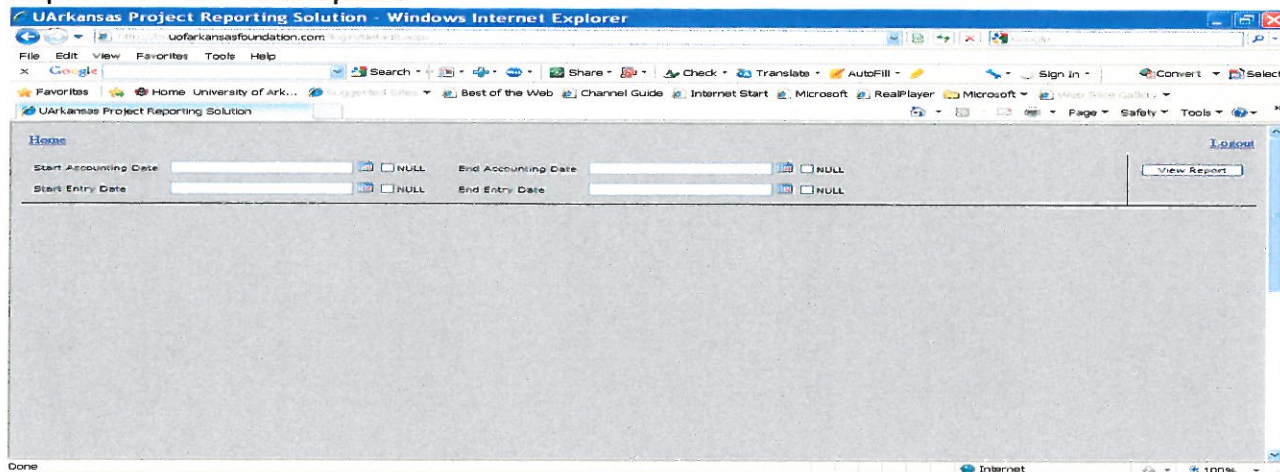
For Account Category - <Click on dropdown arrow and select appropriate filters>

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>**

Transaction Number	Post Date	Project ID	Project Description	AAC	End	Account Number	Account Description	Amount	Debit/Credit	Journal	Journal R
131-09	3/5/2009	30029999	John Doe Endowment	P	P	01-11000	Pledge Receivable	\$25,000.00	Debit	JE	New Pledg
131-10	3/5/2009	30029999	John Doe Endowment	P	P	01-41000	Pledge Revenue	\$25,000.00	Credit	JE	New Pledg
131-11	3/31/2009	30029999	John Doe Endowment	P	P	01-10000	Cash	\$5,000.00	Debit	JE	Pledge Pyn
131-12	3/31/2009	30029999	John Doe Endowment	P	P	01-11000	Pledge Receivable	(\$5,000.00)	Credit	JE	Pledge Pyn
131-29	2/1/2009	30039999	Sally Sue Scholarship Fund	T	N	01-10000	Cash	\$200.00	Debit	JE	Cash Gift 1
131-30	2/1/2009	30039999	Sally Sue Scholarship Fund	T	N	01-40000	Gift Cash	\$200.00	Credit	JE	Cash Gift 1
131-37	2/1/2009	30039999	Sally Sue Scholarship Fund	T	N	01-11000	Pledge Receivable	\$10,000.00	Debit	JE	New Pledg
131-38	2/1/2009	30039999	Sally Sue Scholarship Fund	T	N	01-41000	Pledge Revenue	\$10,000.00	Credit	JE	New Pledg
131-48	2/1/2009	30039999	Sally Sue Scholarship Fund	T	N	01-10000	Cash	\$10,000.00	Debit	JE	Cash Recce
131-49	2/1/2009	30039999	Sally Sue Scholarship Fund	T	N	01-46000	Gain(Loss)	\$2,000.00	Credit	JE	Cash Recce
131-50	2/1/2009	30039999	Sally Sue Scholarship Fund	T	N	01-11000	Gift Cash	(\$2,000.00)	Credit	JE	Cash Recce

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

See Report Printing and Export Instructions on page 4

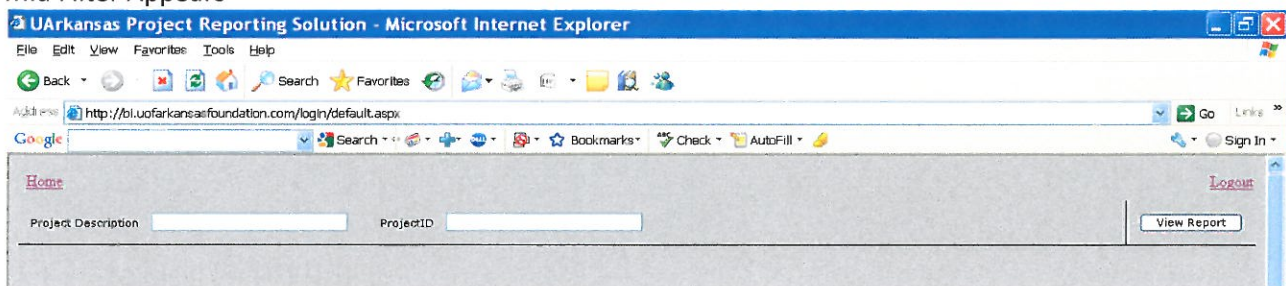
## T2 – Transaction Export

{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>

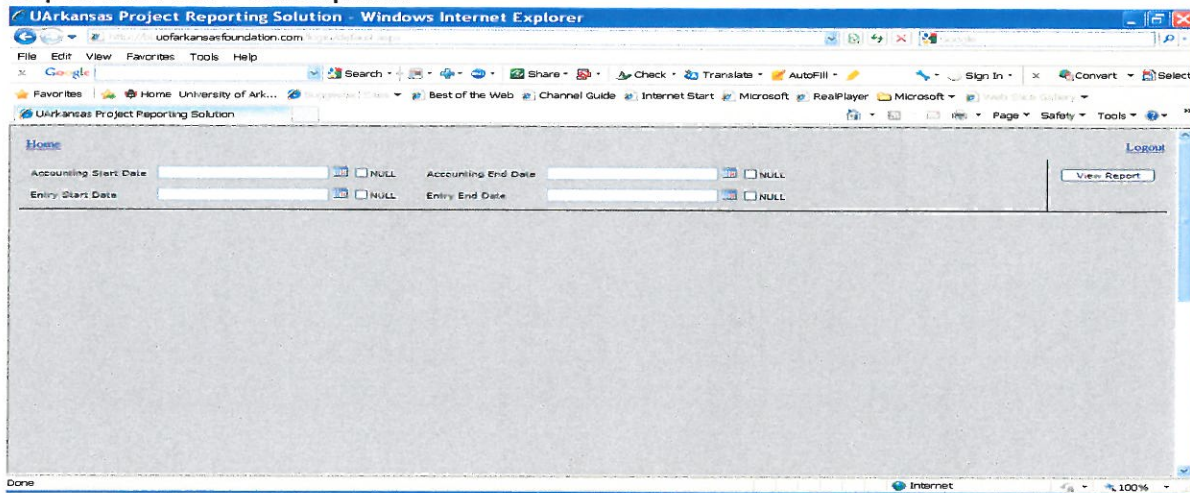
<Click View Report Button>

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

The screenshot shows the 'UArkansas Project Reporting Solution - Microsoft Internet Explorer' window. The address bar displays 'http://bi.uofarkansasfoundation.com/login/default.aspx'. The main content area features a 'Home' link on the left and a 'Logout' link on the right. Below these are several dropdown menus for filtering: 'NAC' (Permanent, Temporary, Unrest), 'Endowment Type' (Future Endowment, Non Endow), 'ConsArea' (0-University of Arkansas Found), and 'ProgType' (NA-Not Applicable). A 'Leave Blank' text box is also present. A 'View Report' button is located on the right side of the filter section.

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

The screenshot shows the 'UArkansas Project Reporting Solution' window with the 'View Report' button clicked. The table displays the following data:

Project ID	Project Description	Campus	Status
30029999	John Doe Endowment	01	Active
31029999	John Doe Endowment	01	Active
30039999	Sally Sue Scholarship Fund	01	Active
30049999	Mickey Mouse Award	01	Active

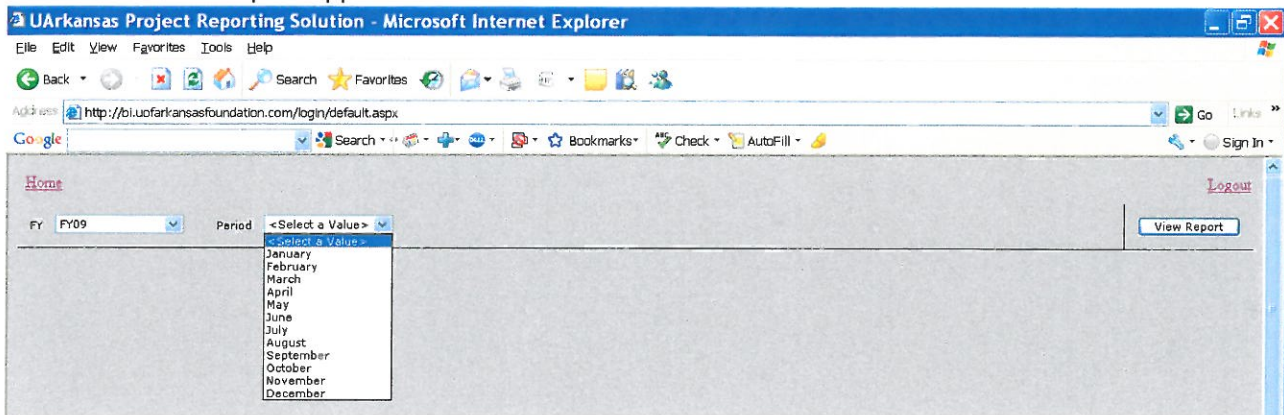
### Step 3: To View U1 – Monthly Market Values Report

*<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>*

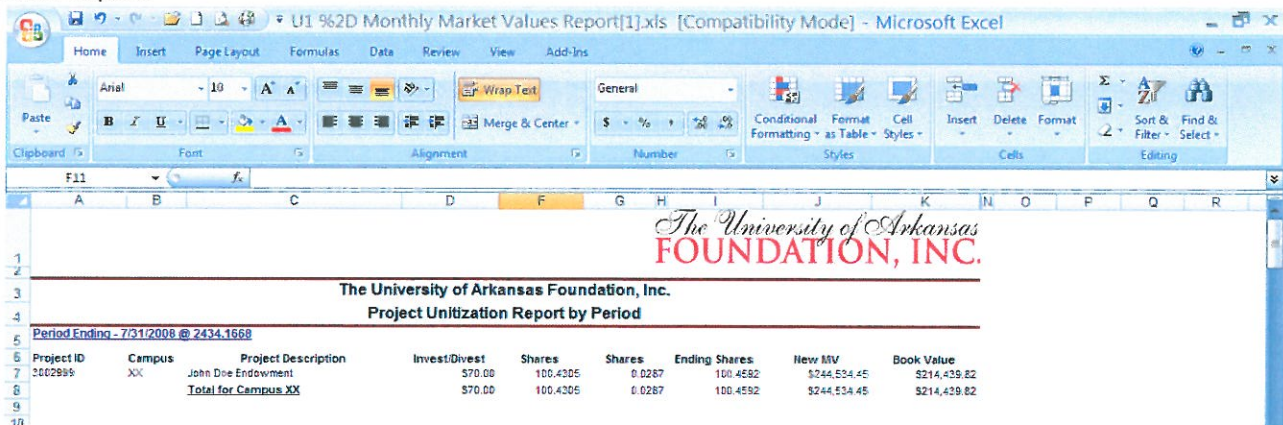
### 2<sup>nd</sup> Mid-Filter and Report Appears



### Step 4: To Export U1 - Monthly Market Values Report

See Report Printing and Export Instructions on page 4

### Excel Export



Project ID	Campus	Project Description	Invest/Divest	Shares	Ending Shares	New MV	Book Value
2002999	XX	John Doe Endowment	\$70.00	100.4305	0.0267	\$244,534.45	\$214,439.82
Total for Campus XX			\$70.00	100.4305	0.0267	\$244,534.45	\$214,439.82

## 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

UArkansas Project Reporting Solution - Microsoft Internet Explorer

File Edit View Favorites Tools Help

Back Forward Stop Search Favorites

Address: http://bl.uofarkansasfoundation.com/login/default.aspx Go Links

Google Search Bookmarks Check AutoFill Sign In

Home Logout

NAC: Permanent, Temporary, Unrest Endowment Type: Future Endowment, Non Endow

ConsArea: 0-University of Arkansas Found ProgType: NA-Not Applicable

Leave Blank

View Report

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

Home Logout

NAC: Permanent, Temporary, Unrest Endowment Type: Future Endowment, Non Endow

ConsArea: 0-University of Arkansas Found ProgType: NA-Not Applicable

Leave Blank

View Report

1 of 1 100% Find Next Select a format Export

[Click to view the U2 - Quarterly Average Share Report](#) [Click to see current filters](#)

Project ID	Project Description	Campus	Status
30029999	John Doe Endowment	01	Active
31029999	John Doe Endowment	01	Active
30039999	Sally Sue Scholarship Fund	01	Active
30049999	Mickey Mouse Award	01	Active



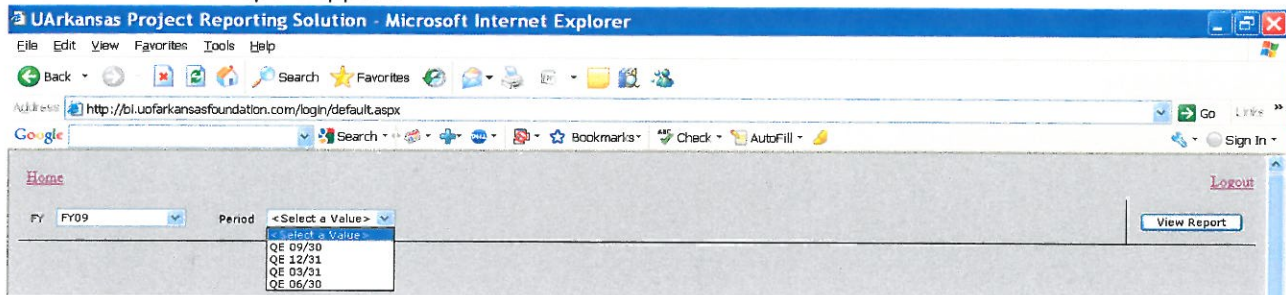
### Step 3: To View U2 – Quarterly Average Share Report

<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>

### 2<sup>nd</sup> 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

Project ID	Campus	Project Description	Total Shares at 7/31/2008	Total Shares at 8/31/2008	Total Shares at 9/30/2008	3 Month Average
20029699	XX	John Doe Endowment	100.4592	101.3923	101.7451	101.19887
		<b>Total for Campus XX</b>	<b>100.4592</b>	<b>101.3923</b>	<b>101.7451</b>	<b>101.19887</b>

# 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

Cash  
Pledge Receivable  
Other Assets  
Pooled Assets  
Accounts Payable  
Fund Balance

### Statement of Activities

Gift  
Pledge Revenue  
Gain (Loss)  
Interest  
Other Income  
Expense

## Journal Listing

### Journal

AP  
AI  
BB  
CG  
CD  
CR  
ID  
JE  
MV  
TI  
UP

### Description

Accounts Payable  
Advance Interface  
Beginning Balances  
Capital Gain Distribution  
Cash Disbursement  
Cash Receipts  
Invest / Divest  
Journal Entry  
Market Value Update  
TRP Interest Distribution  
University Accounts Payable



## T1 – Transaction Query Listing

### Blackbaud

1. Transaction Number
2. Post Date
3. Project ID
4. Project Description
5. NAC
6. EndType
7. Account Number
8. Account Description
9. Account Category
10. Amount
11. Debit / Credit
12. Journal
13. Journal Reference

### Definition

Blackbaud batch number followed by batch line number  
Transaction accounting date  
Project Number  
Project Name  
Project Restriction (Net Asset Class)  
Endowment Type or Non-Endowed Status  
Campus code followed by the account code  
Account Name  
Groupings of Assets/Liabilities/Revenues/Expenses, etc.  
Always positive number  
Indicates Debit / Credit  
Indicates Journal in which the transaction was posted  
Transaction description

## T2 – Transaction Export Listing

### Blackbaud

1. Transaction Number
2. Project ID
3. Project Description
4. Account Number
5. Account Description
6. Account Category
7. Journal
8. Journal Reference
9. Debit / Credit
10. Amount
11. Post Date
12. Posted Date
13. Post Status
14. Created By
15. Campus
16. College
17. Dept
18. SubDept
19. EndType
20. NAC
21. Program Type
22. Use Code
23. Project Type
24. Univ Reference
25. X Ref
26. ADC Code
27. BA Index
28. Constituent Area
29. Cash Disb Tran Att
30. Cash Rec Tran Att
31. Transaction Notes

### Definition

Blackbaud batch number followed by batch line number

Project Number

Project Name

Campus code followed by the account code

Account Name

Groupings of Assets/Liabilities/Revenues/Expenses, etc.

Indicates Journal in which the transaction was posted

Transaction description

Indicates Debit / Credit

Always positive number

Transaction accounting date

Transaction entry date

Indicates whether batch has been posted

User ID of person who created transaction

Organizational Hierarchy – Level 1

Organizational Hierarchy – Level 2

Organizational Hierarchy – Level 3

Organizational Hierarchy – Level 4

Endowment Type or Non-Endowed Status

Project Restriction (Net Asset Class)

Campus specific report code

Campus specific report code

Indicates type of project

Cross-reference to University Accounting

Cross-reference to historical systems

Miscellaneous AP transaction code

Miscellaneous AP transaction code

Campus specific report code

Indicates the tender type

Indicates the tender type

Miscellaneous transaction notes

# SAMPLE REPORTS