

# Guide to the Allocation Overview and Some Allocation Detail Screens

Ver. 1.1

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The screenshot shows the 'Allocation Overview' screen. On the left is a navigation menu with items: Overview, Detail, Assignments, Attributes, Beneficiaries, Documents (10), Financials (2), Notes (8), Stewarddees (1), Tasks, Transactions (6), Allocation User Group, Alerts, and emPower. The main content area has a header 'Overview' with 'Actions' and 'Print' links. Below the header, it displays 'Fund (30008979)' and details for Account (A: 30008979), School (School of Architecture), Department (Architecture), Agency (B: Foundation), and Campus (B: UAF). A sub-section 'Allocation Overview (70074)' shows Long Name (redacted), Univ XRef (Fund C), Fiscal Year (Development), Endowed (P), Restriction (Unrest Col/Unit), Start Date (12/26/2004), and Stop Date. Below that is 'Allocation Financials (100352)' with a table:

Valuation Date	Financial	Cash	Invested	Pledge	Balance
10/29/2018	Principal	E: 0.00	12,518.76	0.00	12,518.76
10/29/2018	Spending	1,660.78	0.00	0.00	1,660.78

At the bottom, there is a section for 'Matching Allocation Financials (100351)' with 'Actions' and 'Help' links.

## A. Header Box - Part I

- a. **Name** - Steelman Connell Moseley Arch. End. Fund
- b. **Allocation ID** - 30008979
  - i. The **Allocation ID** is known as a **Project ID** in the Foundation's tool Blackbaud and as an **Account Number** in the University tool BASIS.
- c. **Account** - This is the same number as the **Allocation ID**.
- d. **School** - This is the school or unit that this allocation is tied to.
- e. **Department** - This is the department in the school or unit that this allocation is tied to.

## B. Header Box - Part II

- a. **Agency** - This is the agency that holds the funds for this allocation. In this case it is the Foundation but it could also be the University.
- b. **Campus** - This is the Campus that the funds are particular to. There are three options:
  - i. **ADC**

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ii. **FCF**

iii. **UAF**

## **C. Allocation Overview**

a. **Long Name** - This is the name of the allocation account.

## **D. Allocation Overview Part 2**

a. **Univ XREF** - An XREF is an account that is used to move funds from one allocation or account to another. Not all accounts have XREFs. If the allocation does have an XREF you will find it here.

b. **Endowed** - This specifies the endowment type. There are 4 options.

i. **Future Planned Expectance** - This could be the results of a bequest or a future stock maturation.

ii. **Future** - This is simply some future donation.

iii. **Permanent** - This allocation/account/project is a permanent endowment.

1. If so, then a spending account will be created separately.

Permanent endowments always begin the number 30xxxxxx as this one does. Spending accounts start with 31xxxxxx.

2. Once a quarter, 4.5% of the value of the permanent endowment is deposited into the spending account.

3. This transfer remains at 4.5% whether the permanent account accrues 10% over the last quarter, or lost 20% in the last quarter.

4. Spending accounts are used for a variety of purposes. Best example: paying scholarship amounts.

c. **Restriction** - There are a wide variety of restrictions.

Campus Programs	Faculty Chair
Faculty Lecture	Faculty Professorship

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Faculty Staff Support	Foundation Use
Grad Use	Grad Fellowships
Grad Student Support	Library
Other	Property Building Equipment
Public Service	Research
Special Events	Student Loans
UG Award	UG Scholarship
UG Student Support	Unrest Administration
Unrest Campus	Unrest Col/Unit

- i. Restrictions tell you what the money is used for.
- ii. Some notes:
  - 1. UG - undergraduate
  - 2. Unrest - unrestricted, any purpose as long as it is in the correct area
- d. **Start Date/Stop Date** - Creation or Closing date of the allocation

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- E. **Allocation Financials** - This is where you will find the balances in the Endowed account (also called **Principal**) and the associated **Spending** account.
- a. ONLY if this is a 30xxxxxx non-spending, investment account
  - b. If you are looking at a 31xxxxxx Spending account overview, you will only see the Spending account balance, not the 30xxxxxx principle amount.
  - c. Here's an example of the **Spending** account tied to this **Principle** account:

d.

OverviewActions Print

nd. Fund (31008979)

<b>Account</b>	31008979	<b>Agency</b>	Foundation
<b>School</b>	School of Architecture	<b>Campus</b>	UAF
<b>Department</b>	Architecture		

Allocation Overview (70074)Actions Help

<b>Long Name</b>	Endowed Fund
<b>Univ XRef</b>	
<b>Fiscal Year</b>	Development
<b>Endowed</b>	
<b>Restriction</b>	Unrest Col/Unit
<b>Start Date</b>	02/21/2008
<b>Stop Date</b>	

Allocation Financials (100352)Actions Help

Valuation Date	Financial	Cash	Invested	Pledge	Balance
10/29/2018	Spending	1,660.78	0.00	0.00	1,660.78

Matching Allocation Financials (100351)Actions Help

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- F. **Detail** - This is the screen that allows you to change the items on the Overview screen. (IF YOU HAVE CHANGE ACCESS)

**Allocation** Actions Print

Steelman Connell Moseley Arch. End. Fund (30008979)

<b>Account</b>	30008979	<b>Agency</b>	Foundation
<b>School</b>	School of Architecture	<b>Campus</b>	UAF
<b>Department</b>	Architecture		

Use this page to update allocation details. To add related information about this allocation, follow the guidelines provided below.

- You can enter [Assignment](#) details for this allocation.
- You can update the [Financials](#) for this allocation.
- You can update the list of [Stewardees](#) associated with this allocation.
- You can update the list of [Beneficiaries](#) associated with this allocation.
- You can set up one or more follow-up [Tasks](#) for this allocation.
- You can enter [Notes](#) for this allocation.

**Allocation Detail (80552)** Save New Actions Help

<b>Allocation*</b>	30008979	<input checked="" type="checkbox"/> <b>Active</b>
<b>Account*</b>	30008979	<input type="checkbox"/> <b>Inactive Compare Exclude</b>
<b>ISIS 901100</b>		<input checked="" type="checkbox"/> <b>Notify Dpt</b>
<b>Fiscal Year</b>	D Development	<input type="checkbox"/> <b>Athletics</b>
<b>Agency*</b>	F Foundation	<input checked="" type="checkbox"/> <b>Write to Ledger</b>
<b>Acct School*</b>	ARC School of Architecture	<input type="checkbox"/> <b>AF Tax or CC Fee</b>
<b>Acct Dept*</b>	AK Architecture	<input checked="" type="checkbox"/> <b>Use for AWC</b>
<b>Campus*</b>	02 UAF	
<b>Dept*</b>	2021 Architecture	
<b>Sub Dept</b>		
<b>School*</b>	2021 School of Architecture	
<b>Short Name*</b>		
<b>Long Name*</b>		
<b>Long Name 2</b>		
<b>Description</b>		
<b>Program</b>		
<b>Camp Purpose*</b>	OALL Current Use	
<b>CFAE*</b>	LR Capital - Endowment Restricted	
<b>CFAE Sub*</b>	27 Other restricted	
<b>Restriction*</b>	I Unrest Col/Unit	
<b>Comment</b>		
<b>Alpha Sort*</b>		
<b>Endow Type</b>	P Permanent	
<b>Match Xref</b>		
<b>Univ Ref</b>		<b>Trans Group*</b> FA Fayetteville

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G. **Beneficiaries** - This window will show you who has received payments from this Allocation.

a. Here is an example from an **Allocation** that has beneficiaries.

The screenshot displays the 'Allocation Beneficiaries' window. At the top, it shows the allocation ID (30008518) and details for the account (30008518), school (Fulbright College of Arts & Sciences), department (Music), and agency (Foundation UAF). Below this is a table of beneficiaries with columns for Type, Sts, Award Amt, Name, Term, and Award Date. The table lists five 'UACConnect Scholar...' entries, each with a status of 'D' and an award amount of 500.00. A green arrow points from the 'Award Amt' column to the detailed form below. The form includes fields for Type\* (ICD), Status\* (D), Agency (F), Entity ID (71942), Program, Award Term (173), Award (500.00), Award Date (06/02/2017), Description (010609333, Hometown: Broken Arrow, Class: SR, Original Offer: 500, Current Offer: 500), and Comment (MC AN).

b. Notice that the individuals who have received scholarships are listed as well as any descriptions necessary.

H. **Documents** - This contains documents stored in the ImageNow database. These documents could be:

- a. Student Thank You Letters
- b. E-Mails to or from the donor
- c. Legal Documents (i.e. Wills, trust agreements, etc.)
- d. Endowment Agreements

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- e. Not everyone has the same document access. If you know that there is a document here that you need and you cannot see it, please make a request for higher document access.
  - f. **NOTE:** If you cannot find the document you are looking for in this area, try the **Entity/Documents** for the primary **Stewardee**.
- I. **Notes** - Any notes concerning the allocation.
- a. **IMPORTANT:** The most important piece of information on this page is the **Scholarship Restriction Text**. This text tells you who, how, when and why this allocation can be used. Here is an example of what the **Allocation Notes** screen looks like:

The screenshot shows the 'Allocation Notes' interface. At the top, there are navigation links for 'Actions' and 'Print'. Below that, account information is displayed: 'Account 3008518 (3008518)', 'School Fulbright College of Arts & Sciences', 'Department Music', 'Agency Foundation', and 'Campus UAF'. A sub-header indicates 'Allocation Notes 80559 (1/2)' with options for 'Save', 'New', 'Delete', 'Actions', and 'Help'. A table lists two notes:

Date	Note Type	Description	Author
07/11/2008	Allocation Notes	Scholarship Restriction Text	[Redacted]
07/11/2008	Allocation Notes	Scholarship Detail Text	[Redacted]

Below the table is a form for editing a note. The 'Type\*' is 'S' (Allocation Notes) and the 'Date\*' is '07/11/2008'. The 'Description\*' is 'Scholarship Restriction Text'. The 'Author\*' is '41998'. The 'Entity ID' is empty. The 'Data Src' is 'CO' (SGHE Conversion). The 'Note\*' is 'R' (Scholarship/Endowment Restriction Text). The 'Brief Note' field is empty. The 'Filename' field is empty. The 'Text' field contains the following text:

According to the gift agreement, the purpose of this award shall be to benefit the U of A Bands by providing awards to graduates of a Carroll County public high school and who participate in the U of A Bands. Selection of the recipients shall be the responsibility of the Director of Bands, or his or her designee, and a committee appointed by him/her shall act as advisors in accordance with the above-listed criteria.

A green arrow points from the 'Scholarship Restriction Text' in the table to the 'Text' field in the form.