Development Officer Refresher Training

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UNIVERSITY OF ARKANSAS

Advance Contact Reports

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Why are Contact Reports important?

History: Prospects are assigned to Development Officers, but the information yielded from those prospects is proprietary to the University of Arkansas. Contact Reports allow the University to keep a historic record of the communications between Development and its prospects.

Visibility: Contact Reports provide crucial information for the senior leadership of the University.

Performance: Contact Reports provide valuable information that facilitates professional growth opportunities for all Development Officers.

Viewing Contact Reports

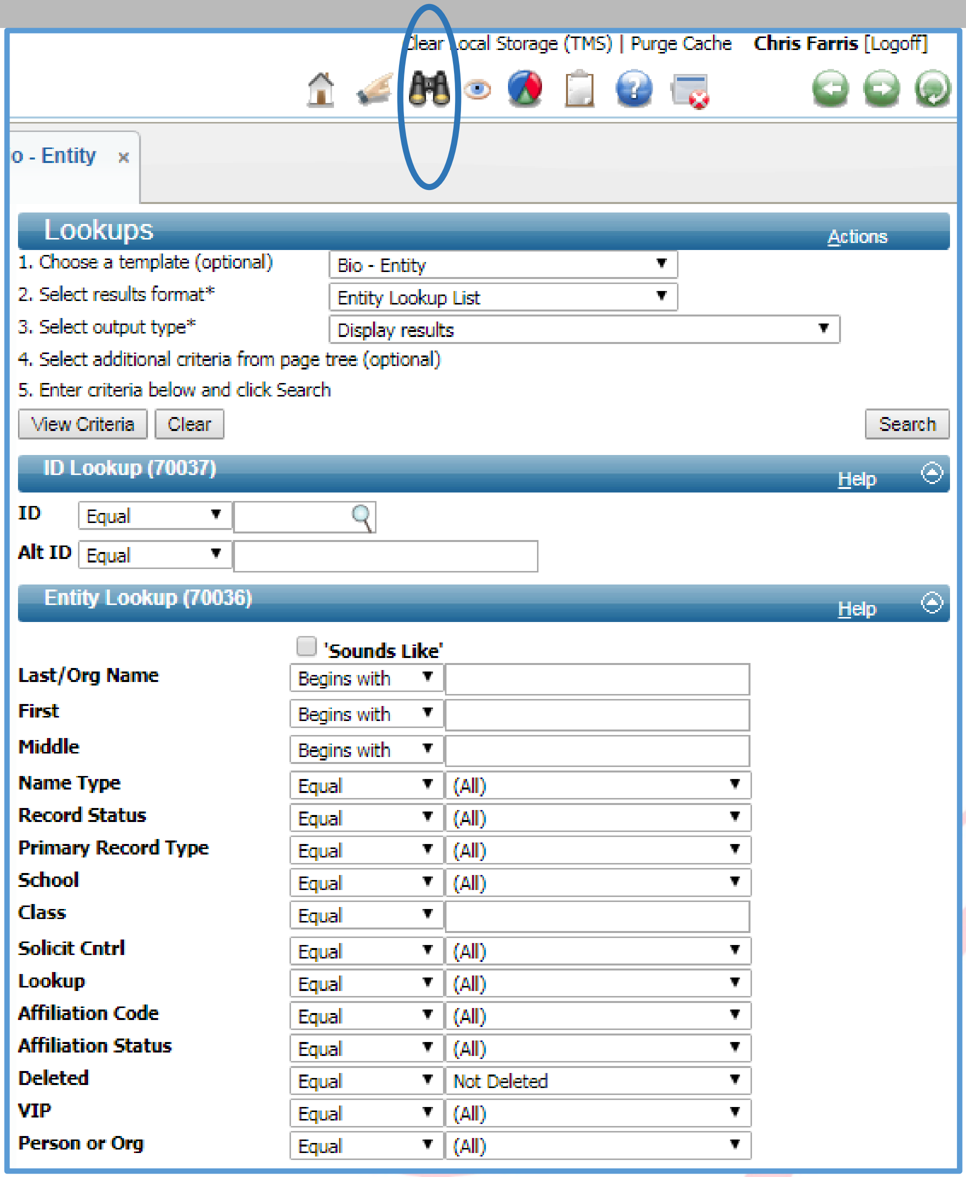
An entity's Contact Reports can be viewed on the Entity Overview screen.

There are additional ways to view Contact Reports, but this is the best way to ensure you are viewing ***all*** existing Contact Reports for that entity.

Viewing Contact Reports

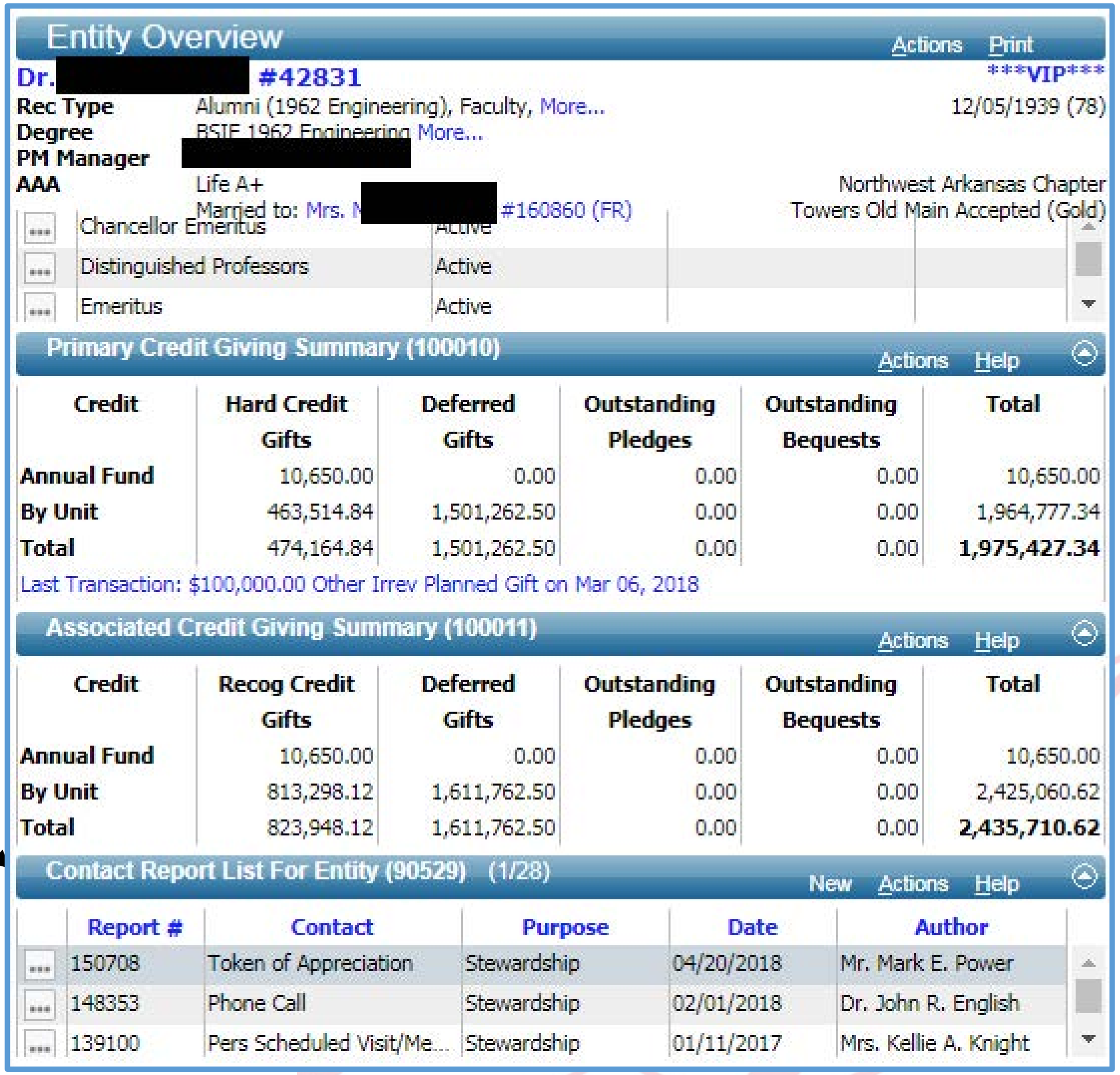
Perform a Lookup for the Entity.

Access the Entity Overview screen.



Viewing Contact Reports

Contact Report List for Entity will appear beneath the Prospect Summary section on the Entity Overview page.



Viewing Contact Reports

Contact Report List For Entity (90529) (1/20) New Actions Help

	Report #	Contact	Purpose	Date	Author
...	150708	Token of Appreciation	Stewardship	04/20/2018	Mr.[redacted]
...	148353	Phone Call	Stewardship	02/01/2018	Dr.[redacted]
...	139100	Pers Scheduled Visit/Me	Stewardship	01/11/2017	Mr[redacted]

Click ellipsis button to view detail of Contact Report

Adding Contact Reports

Use Contact Reports to record any interaction (phone calls, visits, etc.) with an Entity or Prospect.

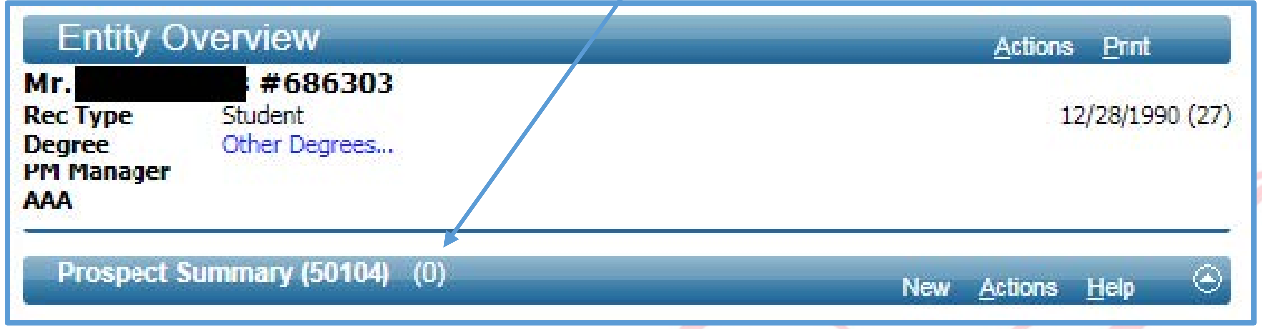
Adding Contact Reports

You can ascertain whether or not a Prospect Record exists by checking the Prospect Summary form on the Entity Overview screen.

If no Prospect Record exists for the Entity, then the Prospect Summary section will be blank.

Entities that require Prospect Records should be requested immediately from **Jason Selle** at selle@uark.edu.

Note the (0) Prospect Records.



Adding Contact Reports

To record a Contact Report for an Entity, select the “New” button on the Contact Report List on the Entity Overview screen

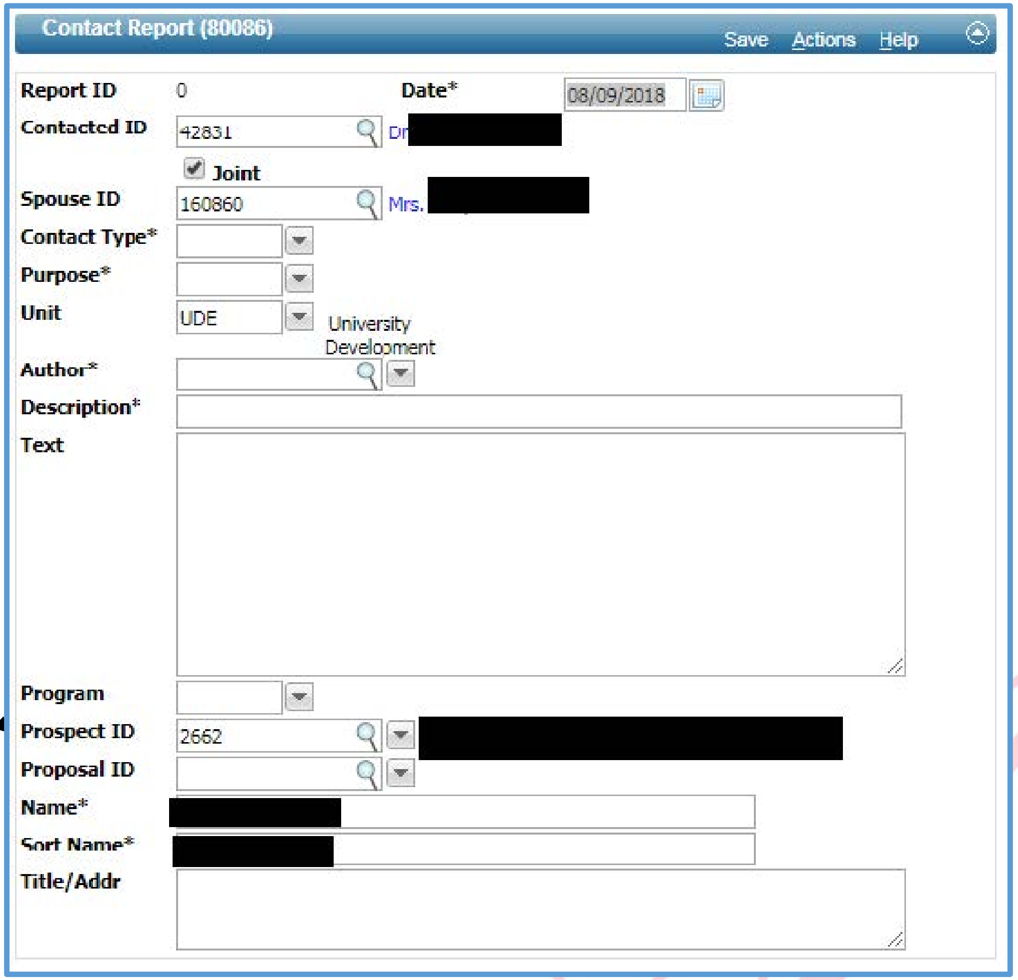
Adding Contact Reports

All Contact Reports are visible at the Entity level because **all** Contact Reports **must** contain an Entity ID. NOTE*** “Joint” is checked by default but may be changed at your discretion.

The presence of a Prospect ID associates this Contact Report with the Entity’s Prospect Record.

Sometimes Contact Reports are added for an Entity before that Entity is identified as a Prospect; thus, in the earliest record of contact, there would have been no Prospect ID on the Contact Reports.

If this happens, the number of Contact Reports appearing on the Entity Overview screen vs. the Prospect Overview screen may differ.



Adding Contact Reports

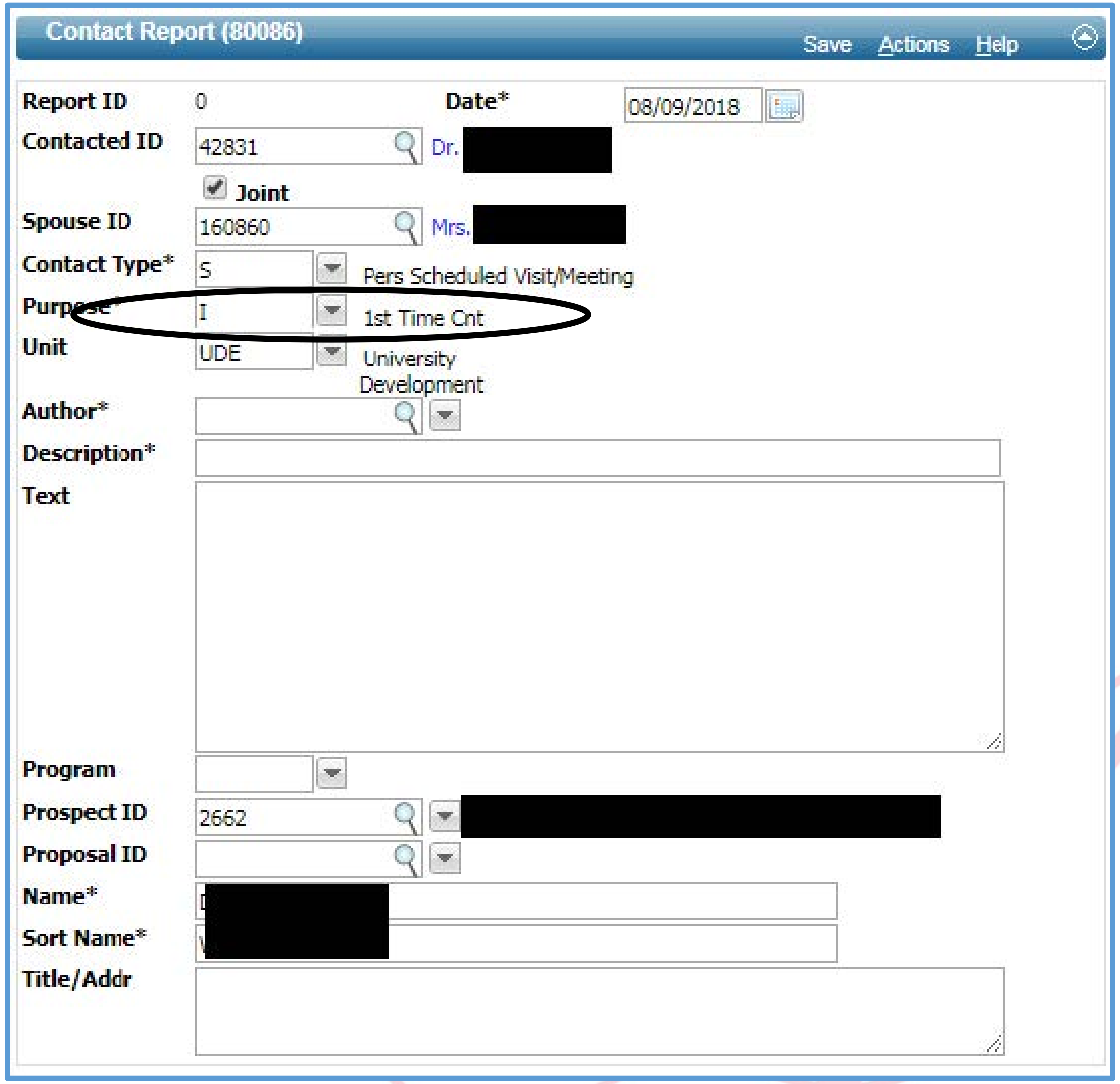
Contacted ID defaults to current entity ID/Name.

The Date field is used to record the **actual date of contact**. NOTE: It will default to today’s date and will remain that way unless it is edited.

Enter a Contact Type (Personally Scheduled, Letter, Phone Call, etc.)

Enter the Purpose of the contact.

If this is the first time any Director of Development (DOD) has contacted this entity on U of A business, **select “1st Time Contact”** from the drop-down on the Purpose field.



Adding Contact Reports

Enter the ID of the DOD who made the contact in the Author field (additional staff persons can be recorded after the Contact Report has been saved).

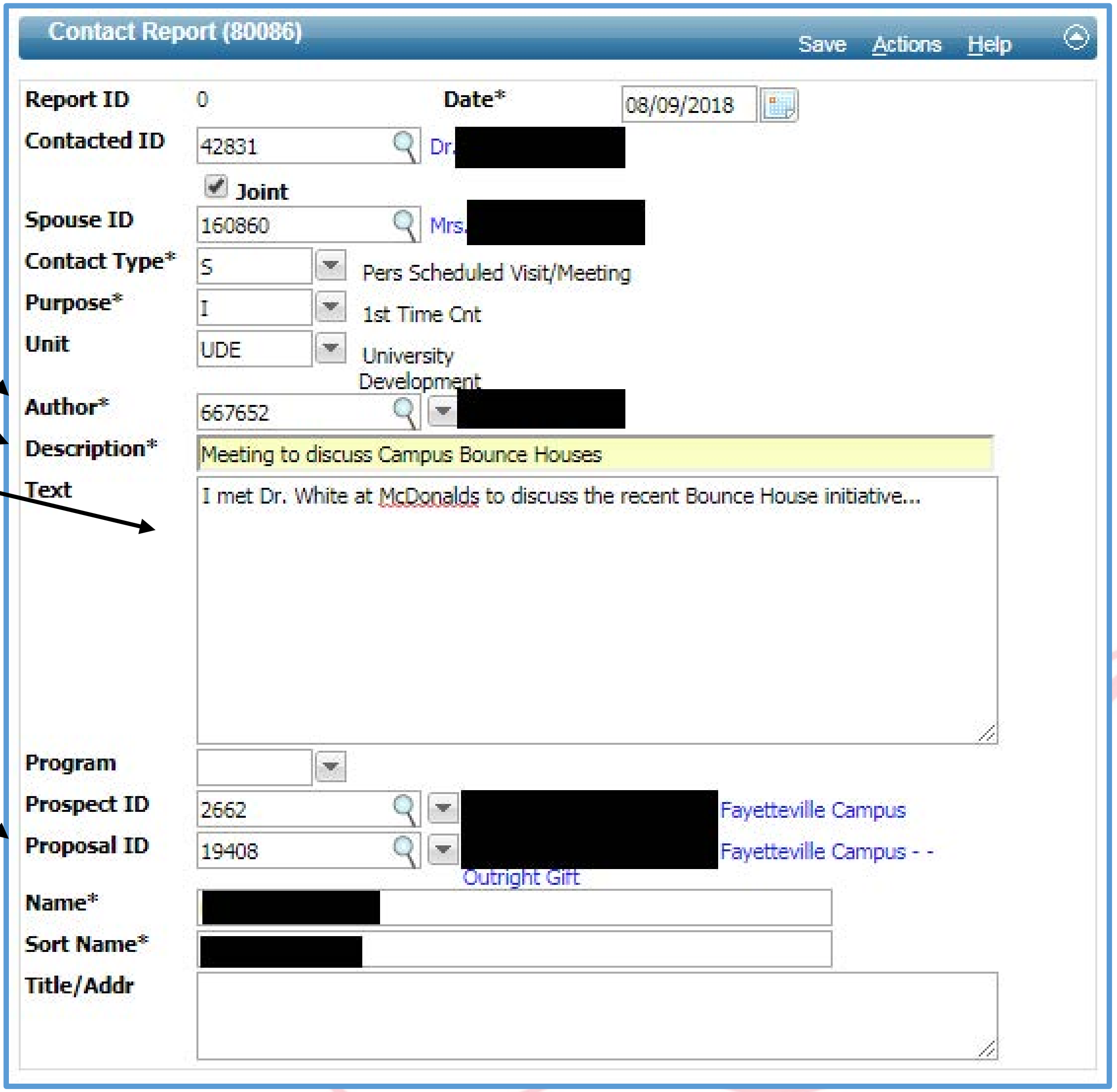
Be as specific as possible in the Description.

Try to answer the following in Text:

- Who
- What
- When
- Where
- Why

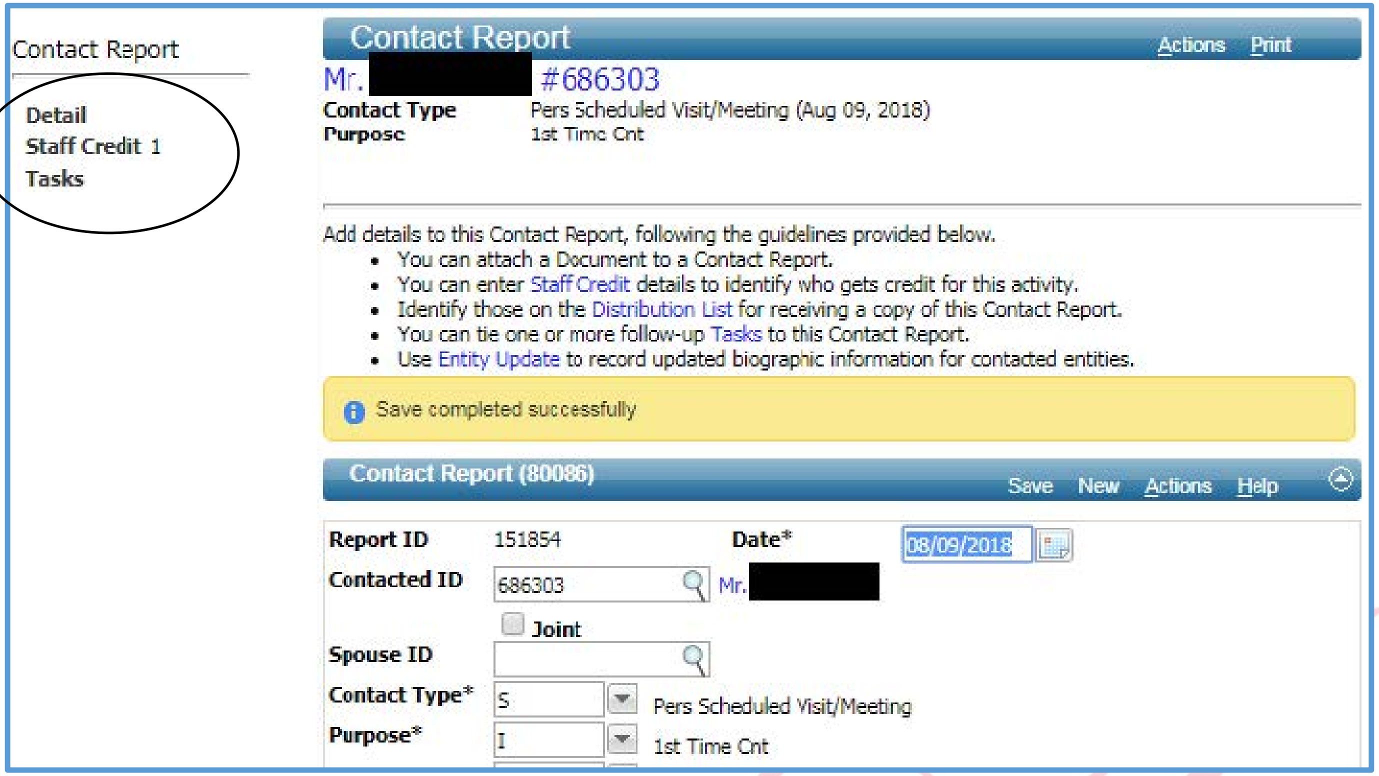
Link the contact report to Proposal, if applicable.

Enter Contact Reports no later than the 5th **of the next month**.



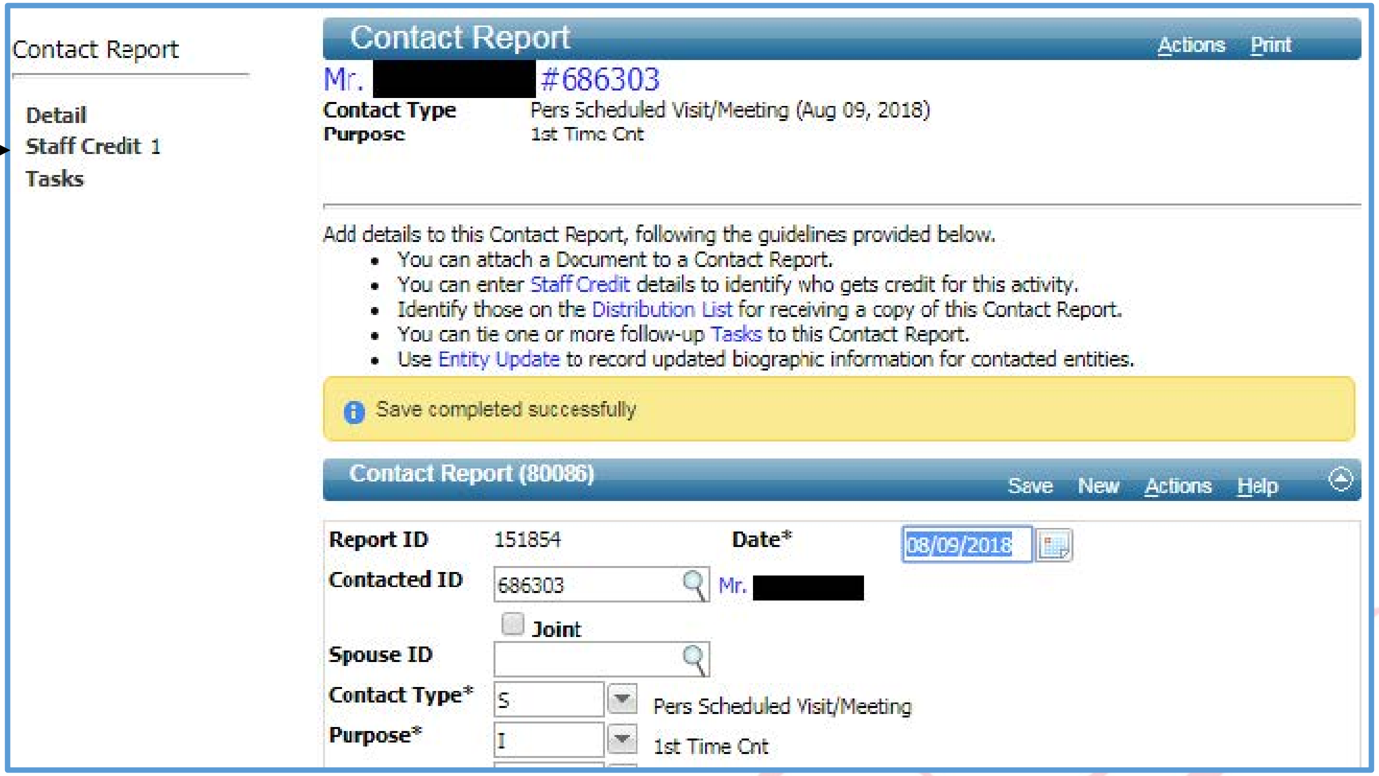
Adding Contact Reports

After saving your Contact Report, the navigation tree will contain links that enable you to record additional information.



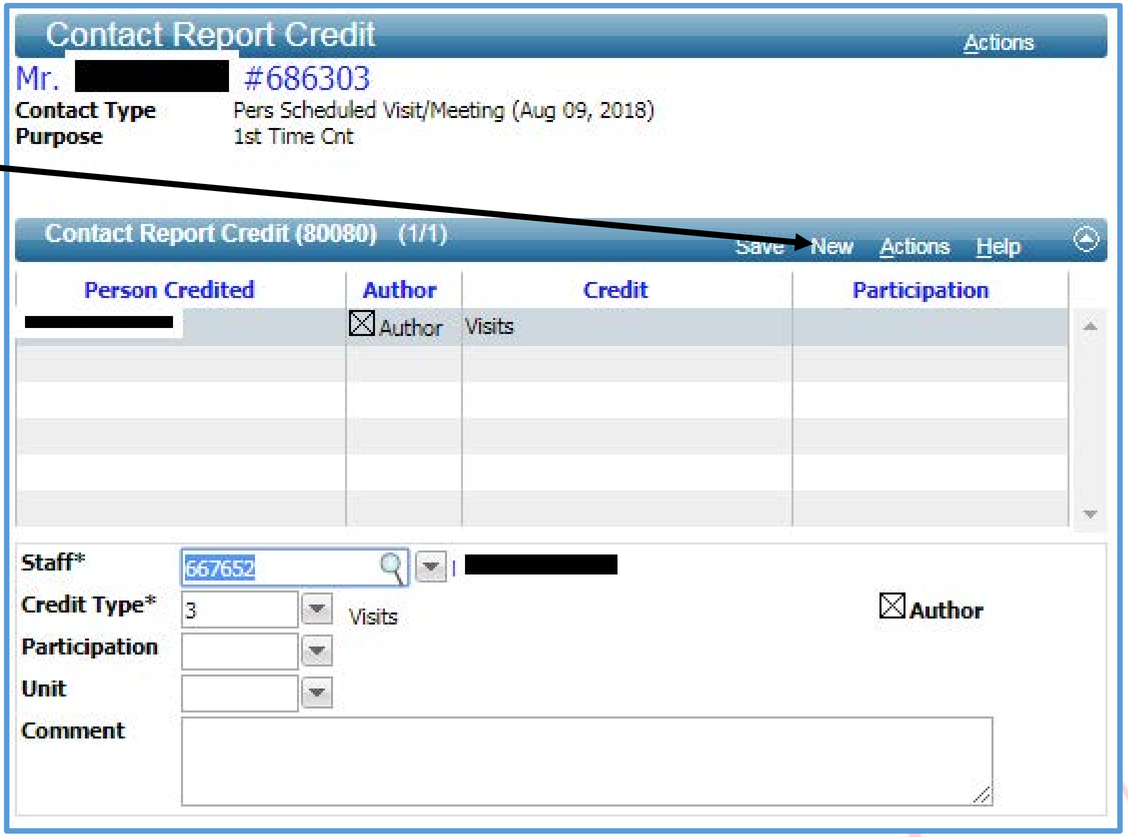
Adding Contact Reports

If more than one DOD should receive credit for this contact report, then click on the Staff Credit link in the navigation tree to add the other Directors of Development.



Adding Contact Reports

Select “New” on the Contact Report Credit form.

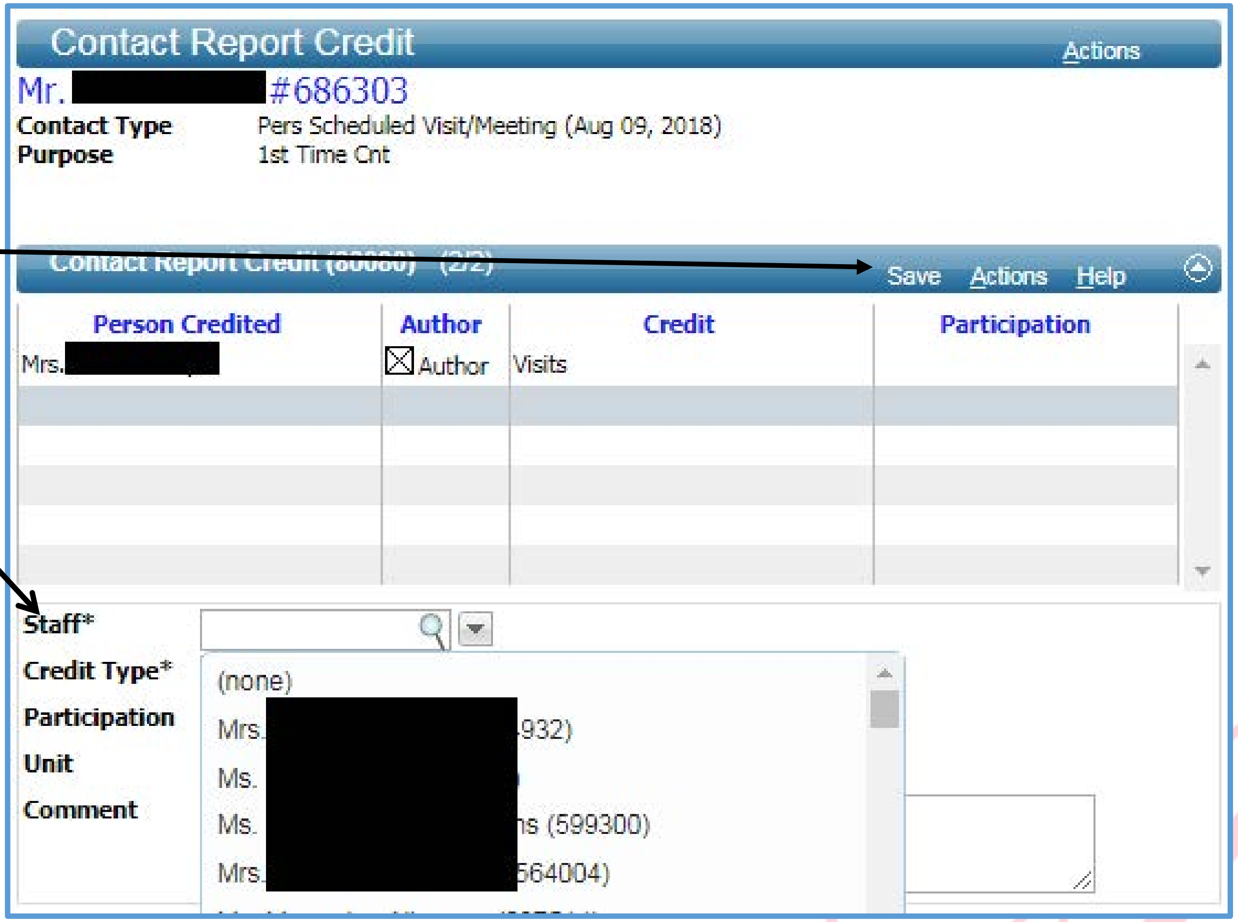


Adding Contact Reports

Select the DOD or other staff person who should receive credit for this contact from the drop-down menu on the 'Staff' field.

Select a Credit Type and Participation code.

Click 'Save' on the form header.



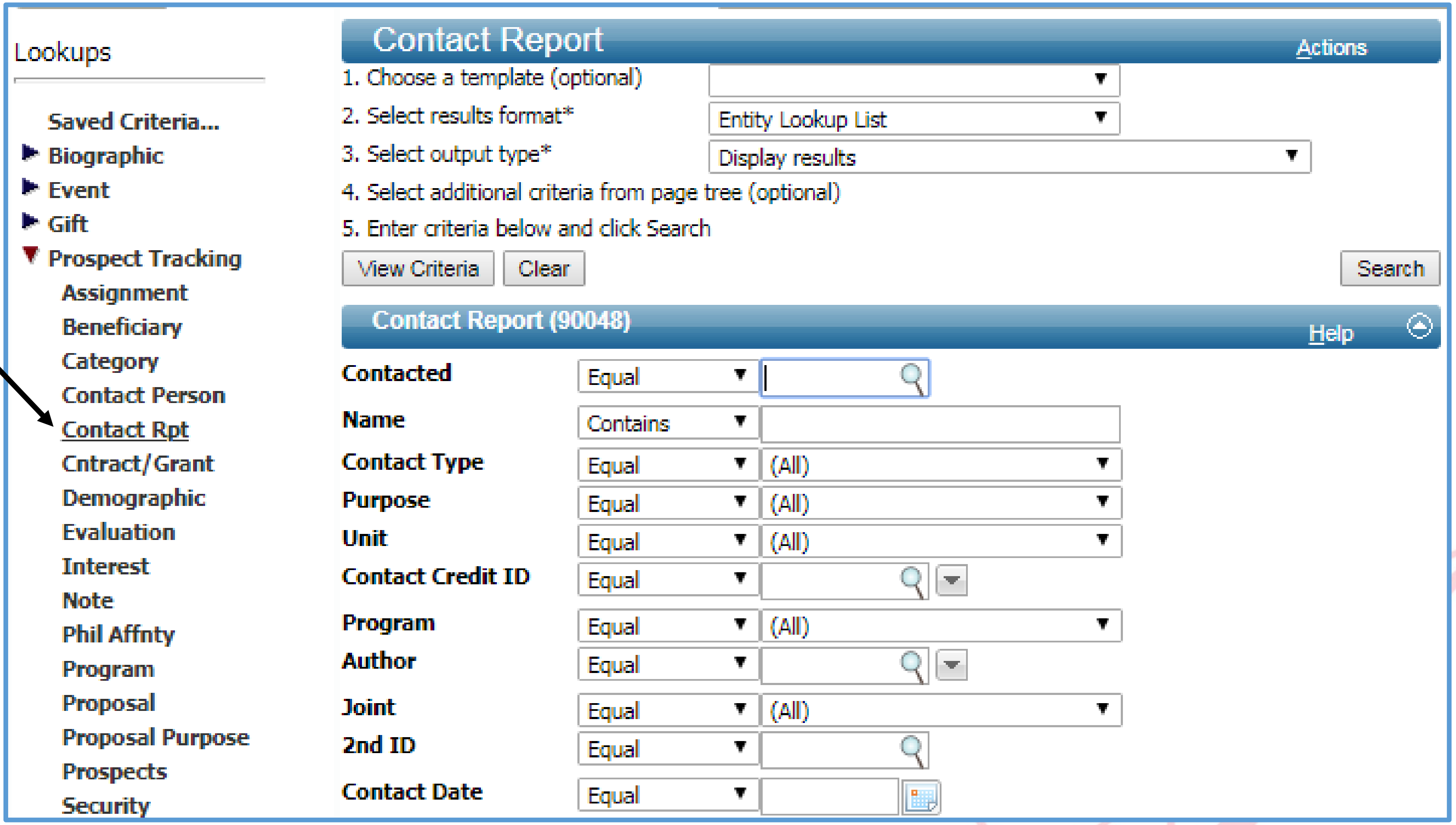
Reports & Tricks

Reports & Tricks

Contact Reports at the Entity Level

Access the “Contact Report” hyperlink in the Nav Tree under Prospect Tracking at the Entity Level.

Change the results format defaults to “Contact Report Lookup List.”

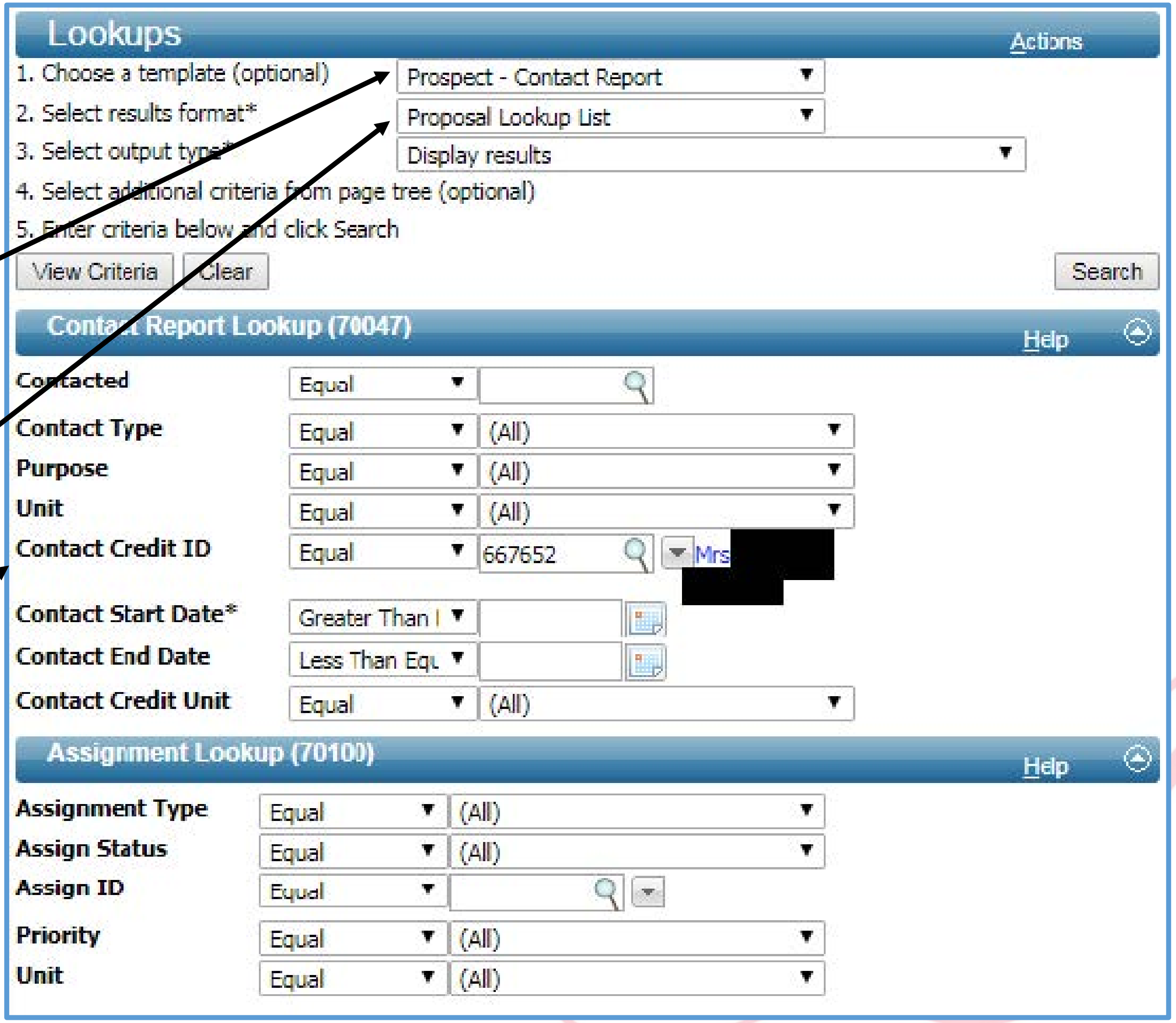


Reports & Tricks

Contact Reports at the Prospect Level

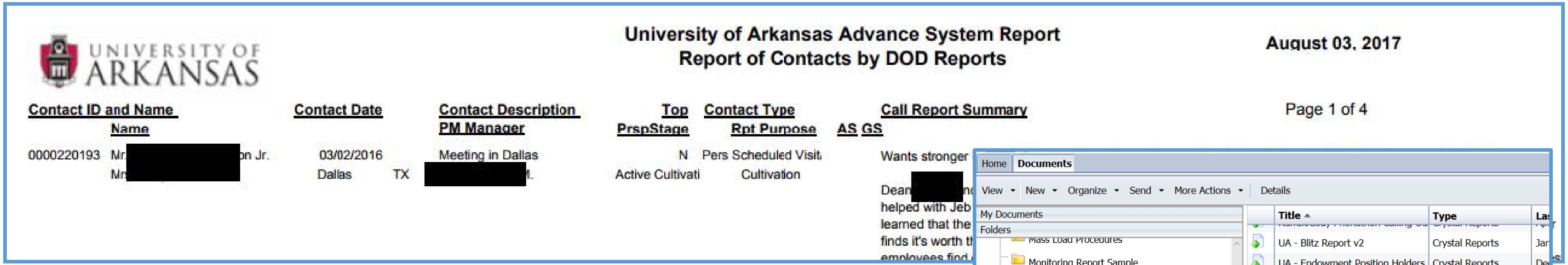
To search for all Prospects you have contacted:

1. Change “Choose a Template (optional)” to Prospect – Contact Report
2. Change “Select Results Format” to Prospect Lookup List
3. Enter your ID in the “Contact Credit ID” field of the search



Reports & Tricks

Crystal Reports also allows you to pull a list of all of your Report of Contacts



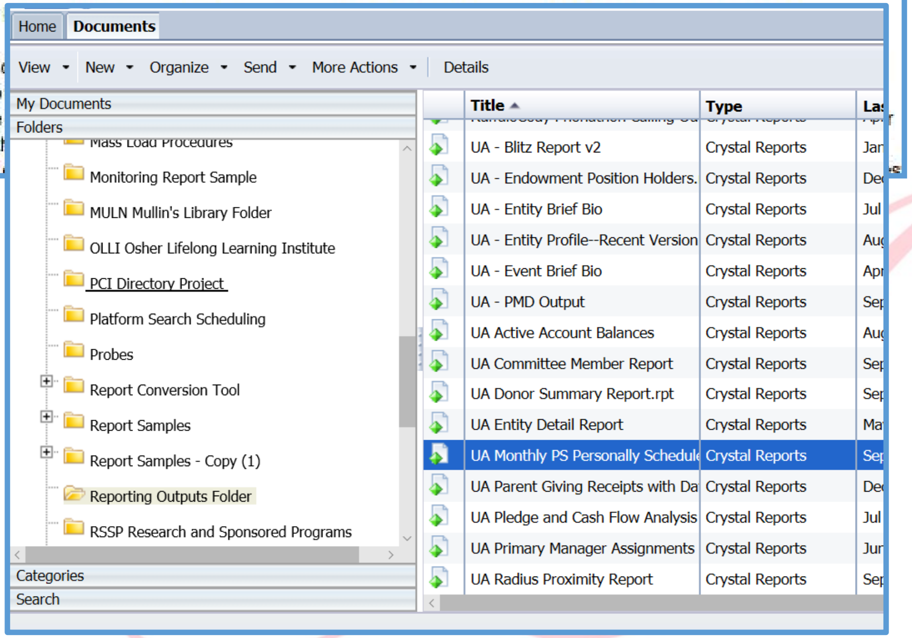
UNIVERSITY OF ARKANSAS

University of Arkansas Advance System Report
Report of Contacts by DOD Reports

August 03, 2017

Page 1 of 4

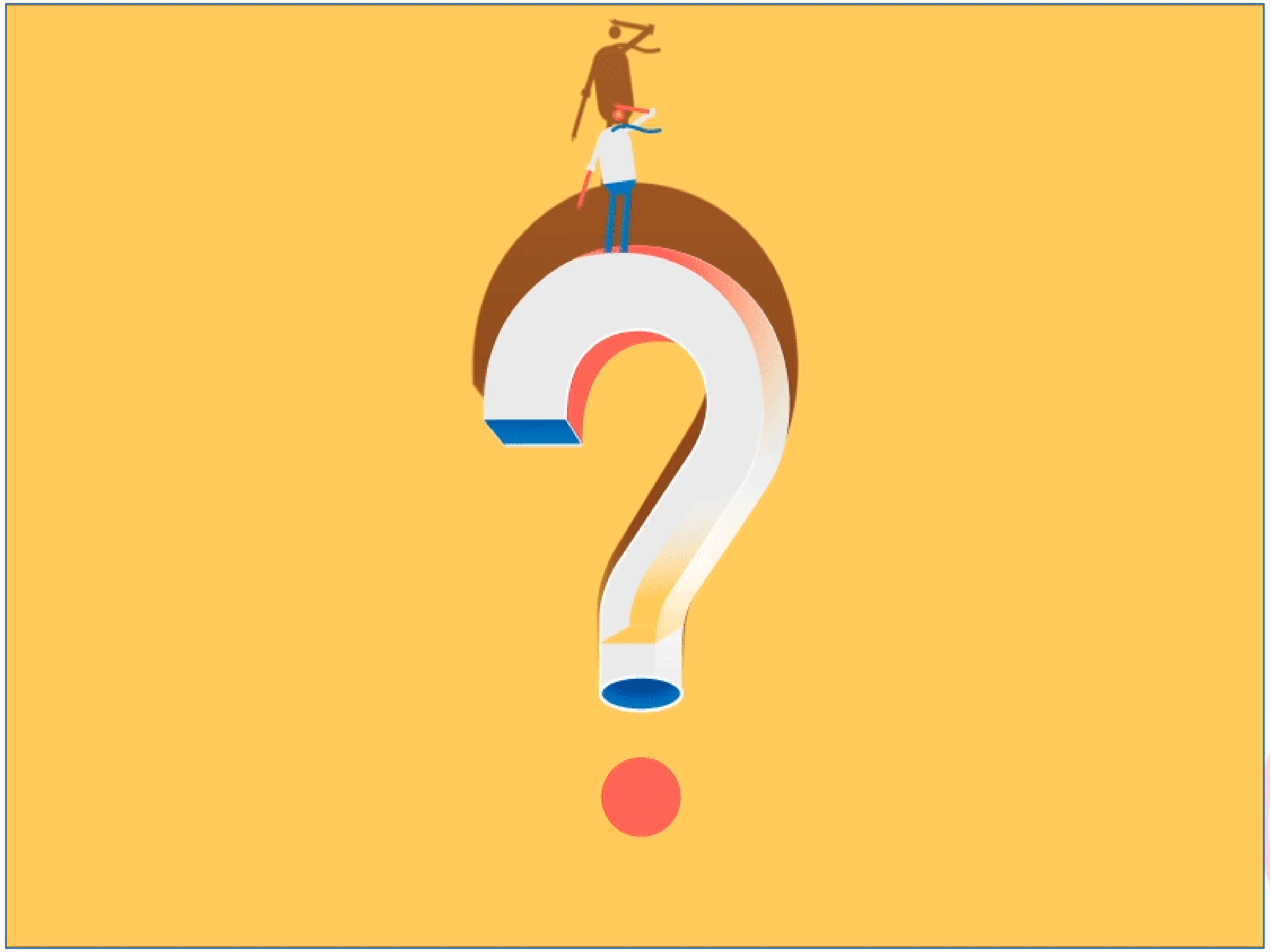
Contact ID and Name / Name	Contact Date	Contact Description / PM Manager	Top / PrspStage	Contact Type / Rpt Purpose	AS GS	Call Report Summary
0000220193 Mr[redacted]on Jr. Mr[redacted]	03/02/2016 Dallas TX	Meeting in Dallas [redacted].	N Active Cultivati	Pers Scheduled Visit Cultivation		Wants stronger ... Dean [redacted] nc helped with Jeb learned that the finds it's worth th employees find



Located in: Reporting Outputs Folder of Crystal.

Report Name: UA Monthly PS Personally Schedule Contacts

Questions?



Proposals

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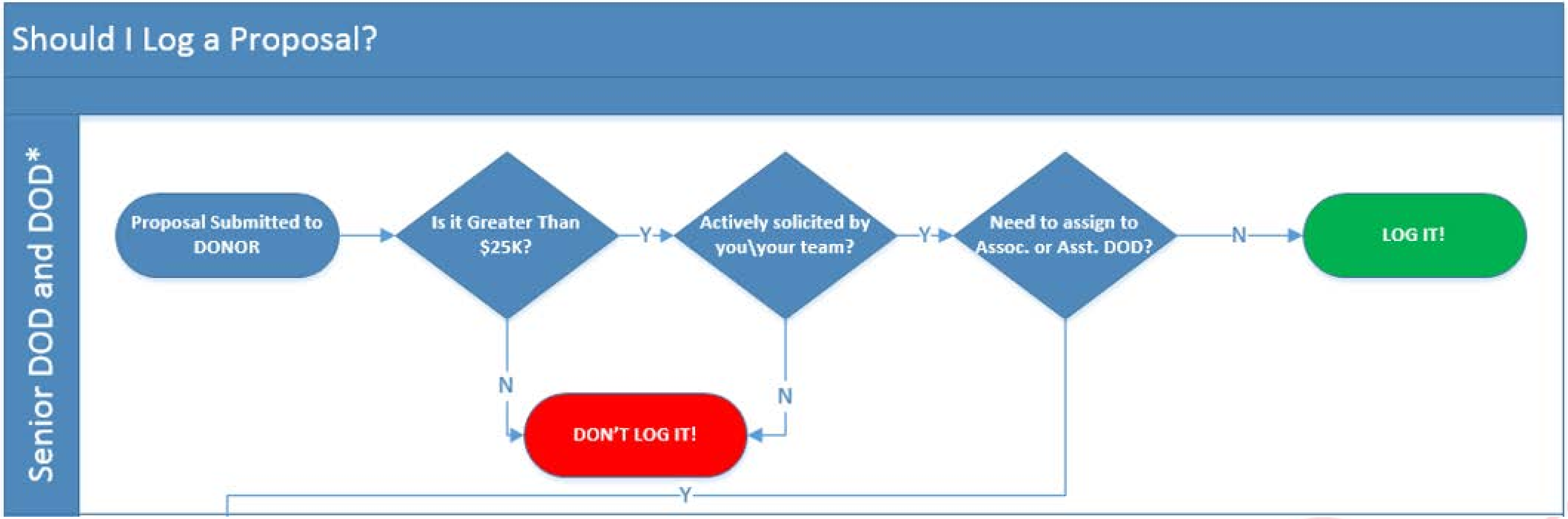
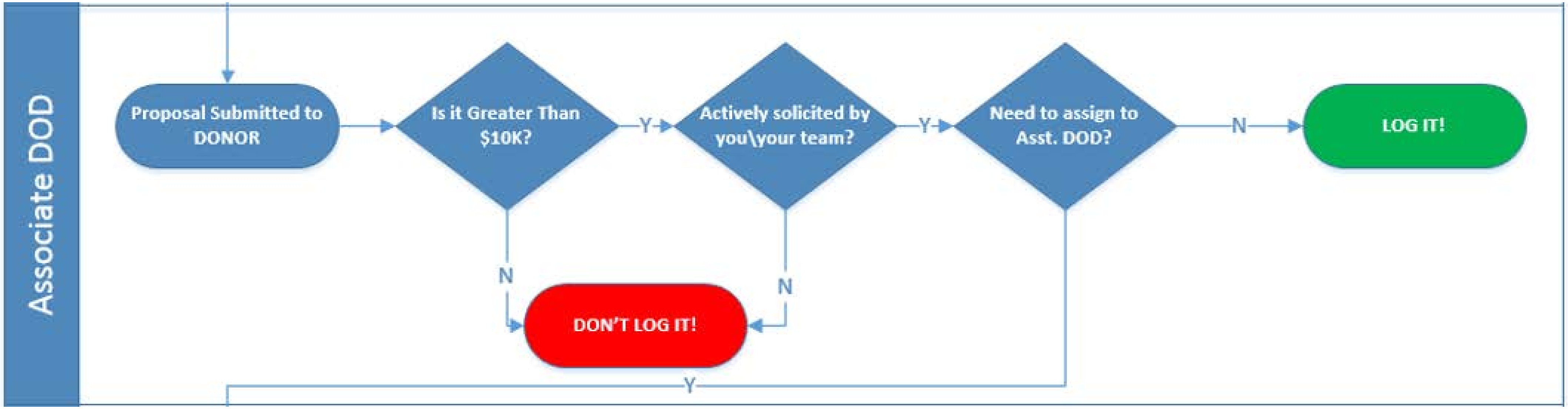
Should I Log a Proposal? (Part 1)



*DODs generally only receive credit for major gift proposals of $25K+, but may log a proposal less than $25K on behalf of their unit if necessary.

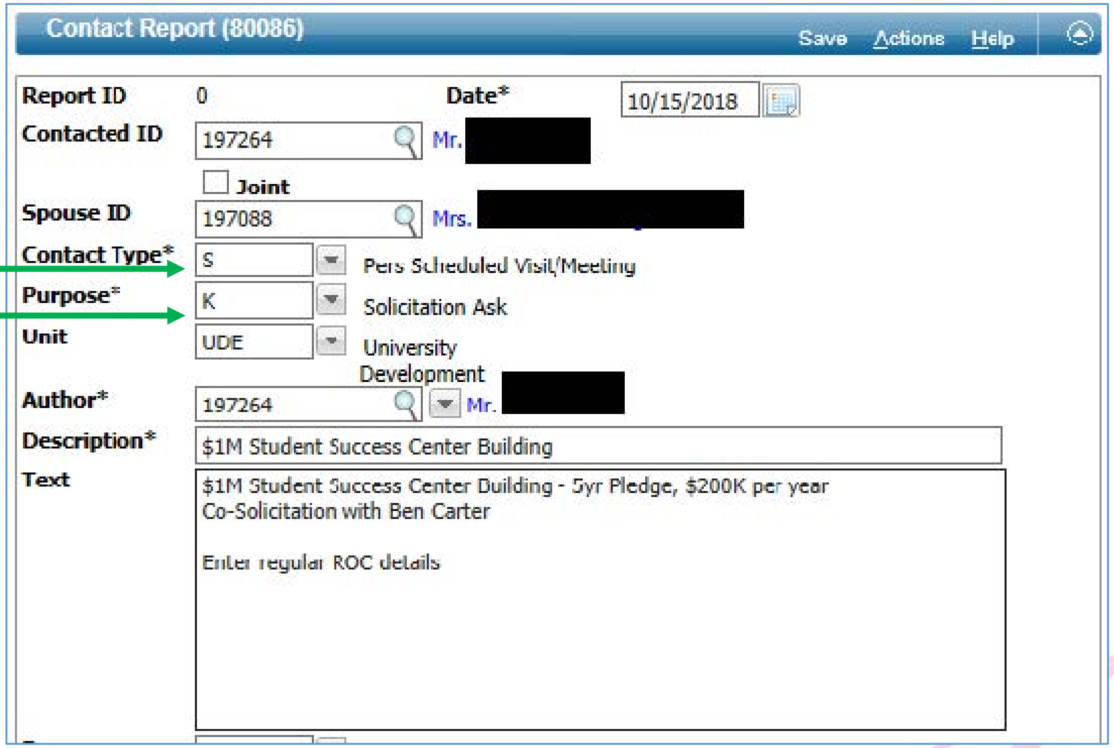
Should I Log a Proposal? (Part 2)



Should I Log a Proposal? (Part 3)

Tracking Proposals w/ Contact Reports

1. Select a CONTACT TYPE
2. Select a PURPOSE
   - **Solicitation Ask:** Donor was asked to financially support the university
   - **Solicitation Accepted:** Donor has agreed (verbally or in writing) to the ask and confirmed dollar amount
   - **Solicitation Declined:** Donor said no/rejected the ask OR the ask was administratively closed
   - **Solicitation Funded** Prospect Management and/or Gift Services will mark a solicitation as funded when the money is received, a gift agreement is fully executed, or when a pledge document is submitted (*development officers do not have access to the "funded" code*)


Contact Report (80086) Save Actions Help

Report ID 0 Date* 10/15/2018
Contacted ID 197264 Mr. [redacted]
Joint
Spouse ID 197088 Mrs. [redacted]
Contact Type* S Pers Scheduled Visit/Meeting
Purpose* K Solicitation Ask
Unit UDE University Development
Author* 197264 Mr. [redacted]
Description* $1M Student Success Center Building
Text $1M Student Success Center Building - 5yr Pledge, $200K per year
Co-Solicitation with Ben Carter

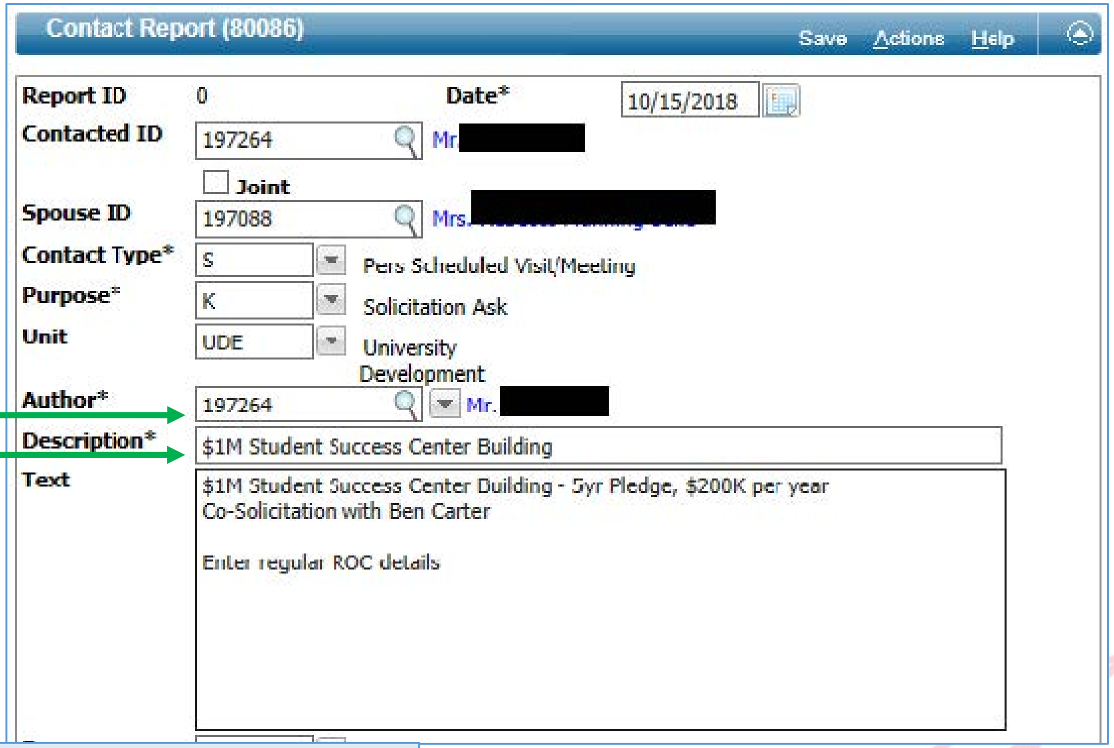
Enter regular ROC details

- asks older than two years will be reviewed by UDEV leadership and the assigned PM
- administratively closed will be noted in subject line as ADMIN CLOSE

Tracking Proposals w/ Contact Reports

3. Select an AUTHOR
   - If there is a co-solicitor, select STAFF CREDIT from NAV Tree
   - Be sure to capture staff credit in the context as well

4. Add a DESCRIPTION
   - Ask amount should be stated first
   - Purpose should be stated second
   - Allocation should be stated third



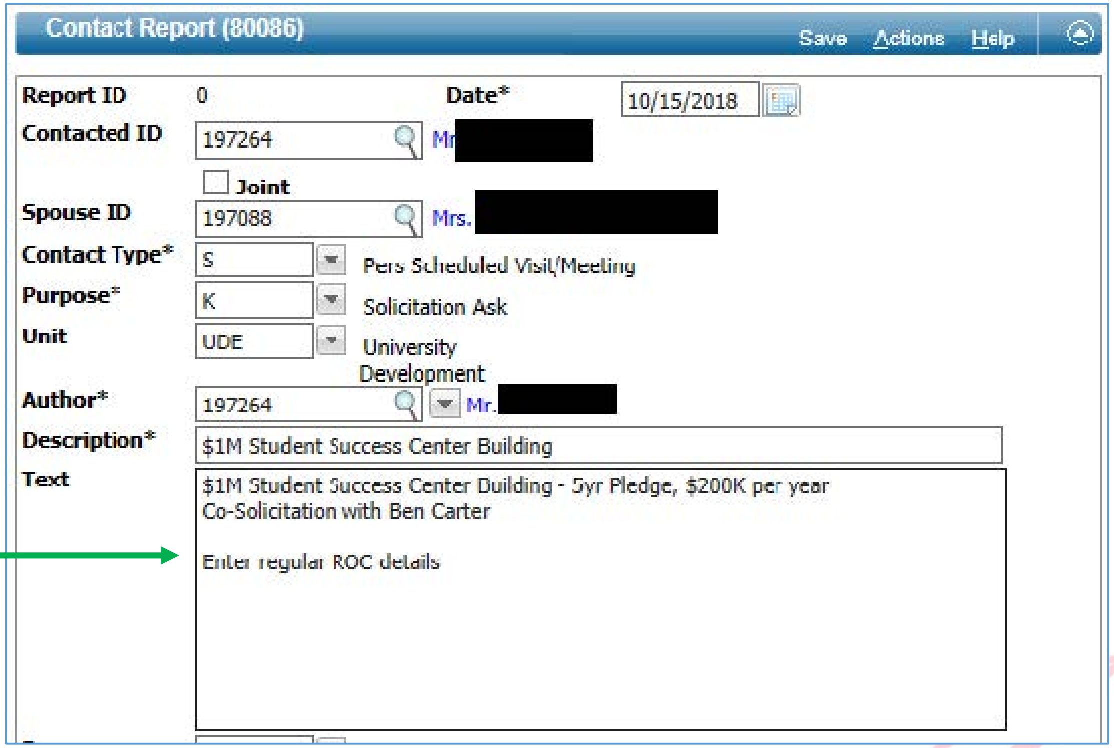
Examples of ROC

Solicitation Ask	$1M Student Success Center Building
Solicitation Accepted	Accepted $1M Student Success Center Building
Solicitation Declined	Declined $1M Student Success Center Building

Tracking Proposals w/ Contact Reports

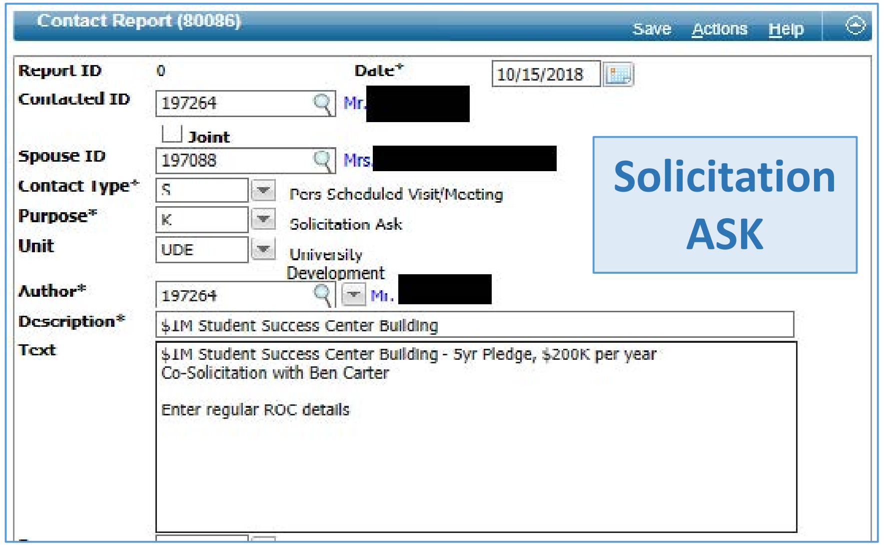
5. Enter TEXT

- Ask amount, purpose and allocation first
- Include descriptive items such as: outright gift, planned gift, program support, 5-year pledge, etc.
- Enter name for staff credit



Proposal Manager (Jason Selle) will review ROC's weekly

Proposal Examples



Contact Report (80086) Save Actions Help

Report ID 0 Date* 10/15/2018
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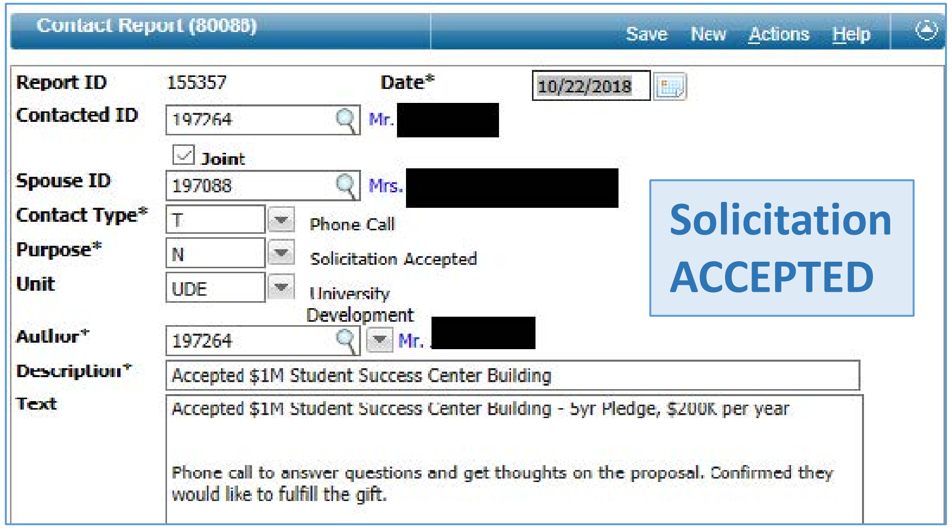
Contact Type* S Pers Scheduled Visit/Meeting
Purpose* K Solicitation Ask
Unit UDE University Development
Author* 197264 Mr. [redacted]
Description* $1M Student Success Center Building
Text $1M Student Success Center Building - 5yr Pledge, $200K per year
Co-Solicitation with Ben Carter

Enter regular ROC details

Solicitation ASK

DODs may create 4 types of Proposal Contact Reports

1. Solicitation Ask
2. Solicitation Accepted
3. Solicitation Declined
4. Solicitation Accepted but w/ Less than Ask Amount

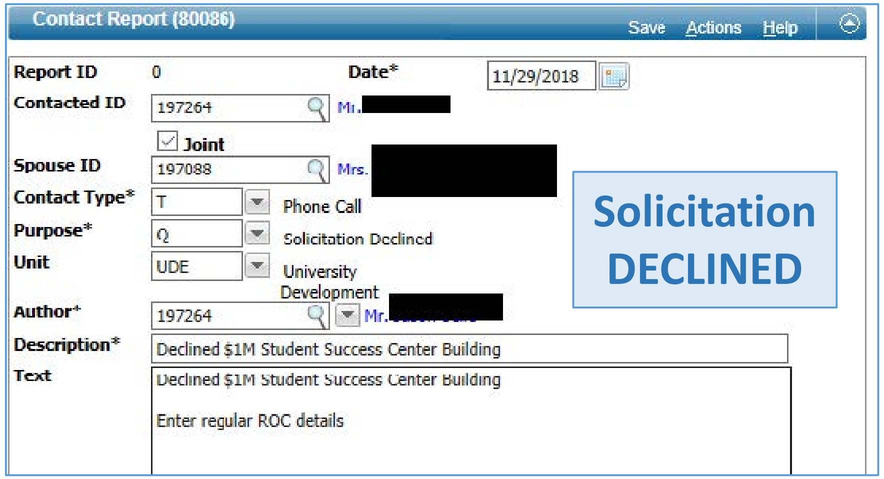


Contact Report (80088) Save New Actions Help

Report ID 155357 Date* 10/22/2018
Contacted ID 197264 Mr. [redacted]
Joint
Spouse ID 197088 Mrs. [redacted]
Contact Type* T Phone Call
Purpose* N Solicitation Accepted
Unit UDE University Development
Author* 197264 Mr. [redacted]
Description* Accepted $1M Student Success Center Building
Text Accepted $1M Student Success Center Building - 5yr Pledge, $200K per year

Phone call to answer questions and get thoughts on the proposal. Confirmed they would like to fulfill the gift.

Solicitation ACCEPTED

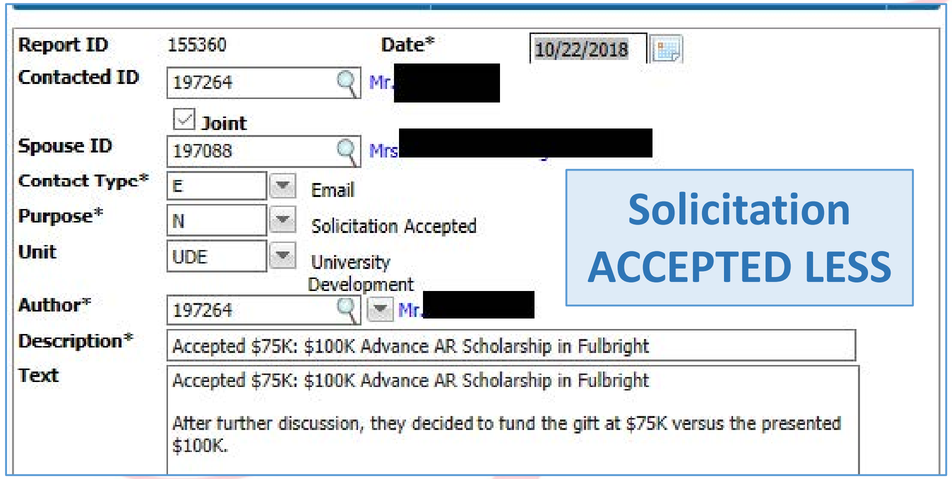


Contact Report (80086) Save Actions Help

Report ID 0 Date* 11/29/2018
Contacted ID 197264 Mr. [redacted]
Joint
Spouse ID 197088 Mrs. [redacted]
Contact Type* T Phone Call
Purpose* Q Solicitation Declined
Unit UDE University Development
Author* 197264 Mr. [redacted]
Description* Declined $1M Student Success Center Building
Text Declined $1M Student Success Center Building

Enter regular ROC details

Solicitation DECLINED

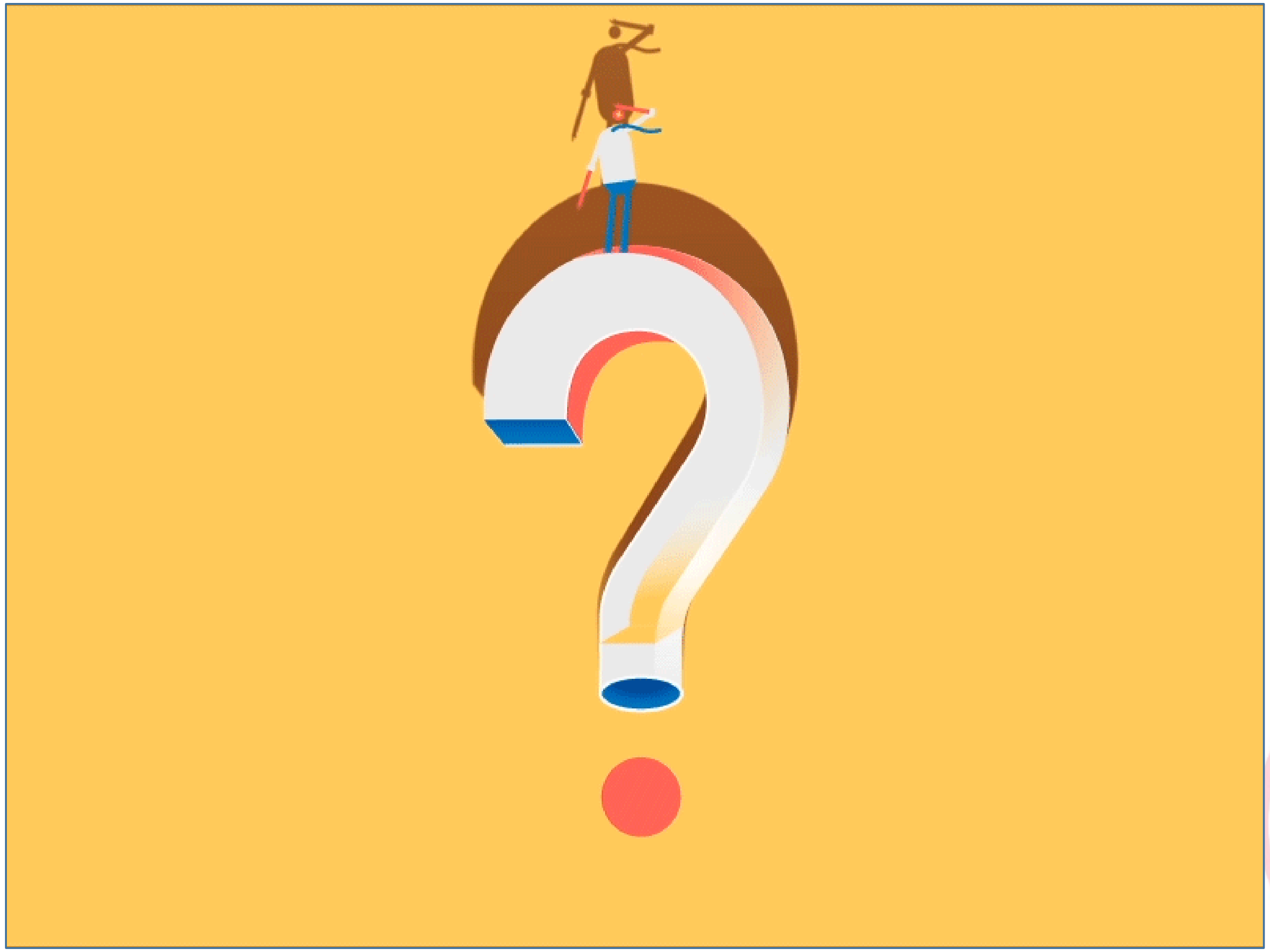


Report ID 155360 Date* 10/22/2018
Contacted ID 197264 Mr. [redacted]
Joint
Spouse ID 197088 Mrs [redacted]
Contact Type* E Email
Purpose* N Solicitation Accepted
Unit UDE University Development
Author* 197264 Mr. [redacted]
Description* Accepted $75K: $100K Advance AR Scholarship in Fulbright
Text Accepted $75K: $100K Advance AR Scholarship in Fulbright

After further discussion, they decided to fund the gift at $75K versus the presented $100K.

Solicitation ACCEPTED LESS

Questions?



How Are They Used?

DOD Metrics Summary Reports are delivered to Development Leadership every month on the 6th

They are used to track:

Unit Production

University of Arkansas Goal Tracker
Fiscal Year 2018 07/01/2017 -- 02/28/2018

Print Date: 3/6/2018

GIVING

Production	$5,406,074.12		**Receipts**	$5,859,044.66		**Campaign**	$168,899,702.41	
Goal	$6,647,500.00		**Goal**	$5,368,156.00		**Goal**	$234,750,000.00	
Need	$1,241,425.88	**81.32% in 67% time**	**Need**	-$490,888.66	**109.14% in 67% time**	**Need**	$65,850,297.59	**71.95% in 71% time**

Proposal Activity (Part 1)

PROPOSALS

$25K+ Proposals Asked	2	150,000.00	
Funded:	1	50,281.22	**50%**
Declined:	0	0.00	
Outstanding:	1	100,000.00	

$5K -$24.9K Proposals Asked	0	0.00
Funded:	0	0.00
Declined:	0	0.00
Outstanding:	0	0.00

Goals: Solicitation Amounts: **100K+:** 0 **25K+:** 0 **10K+:** 0 **5K+:** 12

Goal Setting Proposals Pending Solicitation: 0 0.00

Previous Year $25K+ Proposals Asked	0	0.00	
Funded:	0	0.00	**0%**
Declined:	0	0.00	
Outstanding:	0	0.00	

$5K - $24.9K Proposals Asked	0	0.00
Funded:	0	0.00
Declined:	0	0.00
Outstanding:	0	0.00

Proposal Activity (Part 2)

PROPOSAL DETAILS

Goals: Solicitation Amounts: **100K+:** 0 **25K+:** 0 **10K+:** 0 **5K+:** 12

					Ask Amount	Granted Amt	Description
Current Fiscal Year							
25K+ Proposals							
PROSPECT NAME	24300	E	S	WCB	100,000.00	0.00	DESCRIPTION HERE
PROSPECT NAME	24319		F	UDE	50,000.00	50,281.22	
					150,000.00	**50,281.22**	
					150,000.00	**50,281.22**	
Grand Totals					**150,000.00**	**50,281.22**	

**********************************End of Proposals -- Page Forward for Contact Reports **********************************

Contact Report Details

CONTACT REPORT DETAILS

NAME 02/22/2018 Meeting with Anthony

NAME NAME Pers Scheduled Visit / Meeting General Cultivation Closing

and I meet Anthony at his . Anthony informed us that he has recently had back surgery and is recovery well. Anthony said within the last three months everyone but one of his sons has had to have some form of surgery. Anthony said this in good spirits as they are all doing fine now. Anthony also informed us that as of March 1st he will be promoted to VP of Investor Relations. He is excited for this new role and told us about all of what he will be managing.

invited Anthony to attend a football game this Fall. to set up a good weekend for them to visit.

NAME 02/23/2018 Lunch with John

NAME NAME Pers Scheduled Visit / Meeting General Cultivation Active Cultivation

I met John for lunch at the Royal Oaks Country Club. John knew of me through working previously at the Alumni Association. John is still involved in the chapter, specifically with the luncheons. We talked about John's time as of the Alumni Association, time with the Arkansas . His wife is an Ole' Miss grad and doesn't have any interest in the U of A.

We talked about his children and grandchildren. Being new to this role, John gave me a lot of advice in the fundraising area. He said he "knows my type" as he has met several development officers over the years. I told him I intend to stay around for a while. He offered to help me in any way from a connections stand point. I thanked him, and he gave me a few names to reach out to in the area. I thanked him for his support of the and asked if he'd like to meet some of the students. He said he would think about it.

He really enjoyed speaking with a few weeks ago and enjoys having speakers from all the across campus speak at the luncheon.

NAME 02/27/2018 Lunch with Bill

NAME NAME Pers Scheduled Visit / Meeting General Cultivation Active Cultivation

and I met Bill for lunch in . Bill had a mix up and was 30 minutes late. He was very apologetic. Bill told us about his time traveling all over the world in less than 80 days. His daughter recently got back from China, she moved over there for a job in marketing. She is home now and is interested in pursing a master's degree at the U of A.

Bill asked us about our families and when we would bring up the campaign or All in for Arkansas, would divert to a different topic. I think Bill would be a good person to ask for an All-in for Arkansas match. We will continue visiting with him.

Advance Tasks

Table of Contents

Why are Tasks important?

Shared communication with university leadership

- Chancellor and Vice Chancellor review Tasks for Donors
- Solicitation Plan
  - Action Items

Tool to assist with managing prospects

- Report with strategy and deadlines for Solicitation Plans and Action Items available

Important Task Notes

- There are 2 types of tasks:

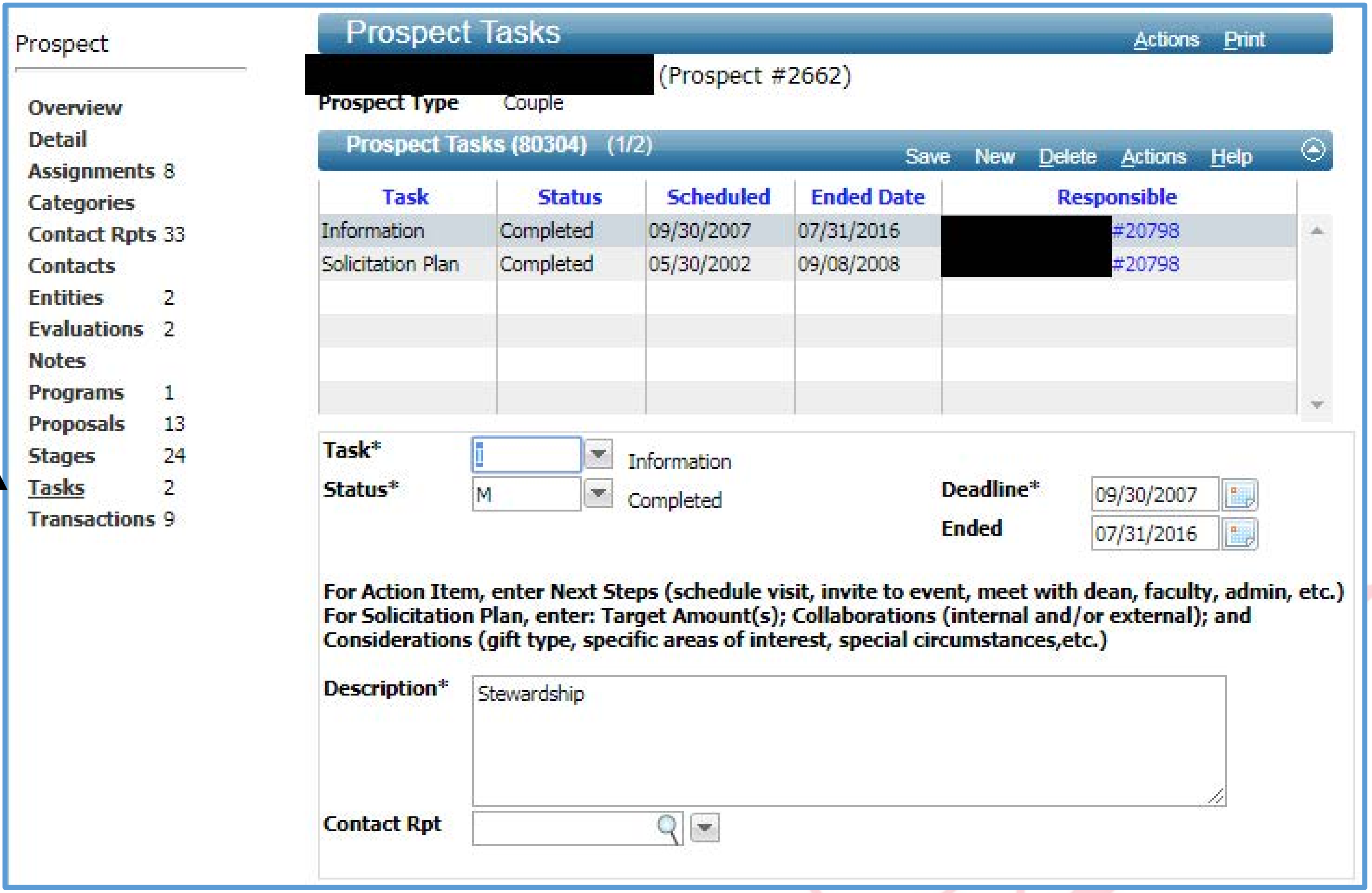
1. Solicitation Plan – Created as an overall strategic plan for soliciting a gift from a donor
2. Action Item – Created to keep track of individual actions that need to be completed to support the Solicitation Plan

- VERY IMPORTANT!!! THERE SHOULD BE A SOLICITATION PLAN BEFORE THERE IS AN ACTION ITEM. ACTION ITEMS ARE INTENDED TO SUPPORT THE SOLICITATION PLAN.

- Reports are available to review your Solicitation Plans and Action items for PM Assignments

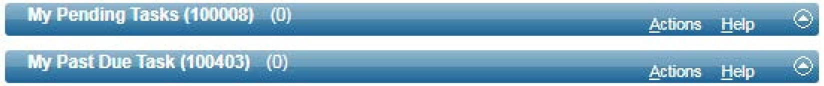
Create a Task

- Click on the "Task" link of the Prospect Overview to create the task



TIP

Past due and Pending Tasks will appear on your Home Screen in Advance!



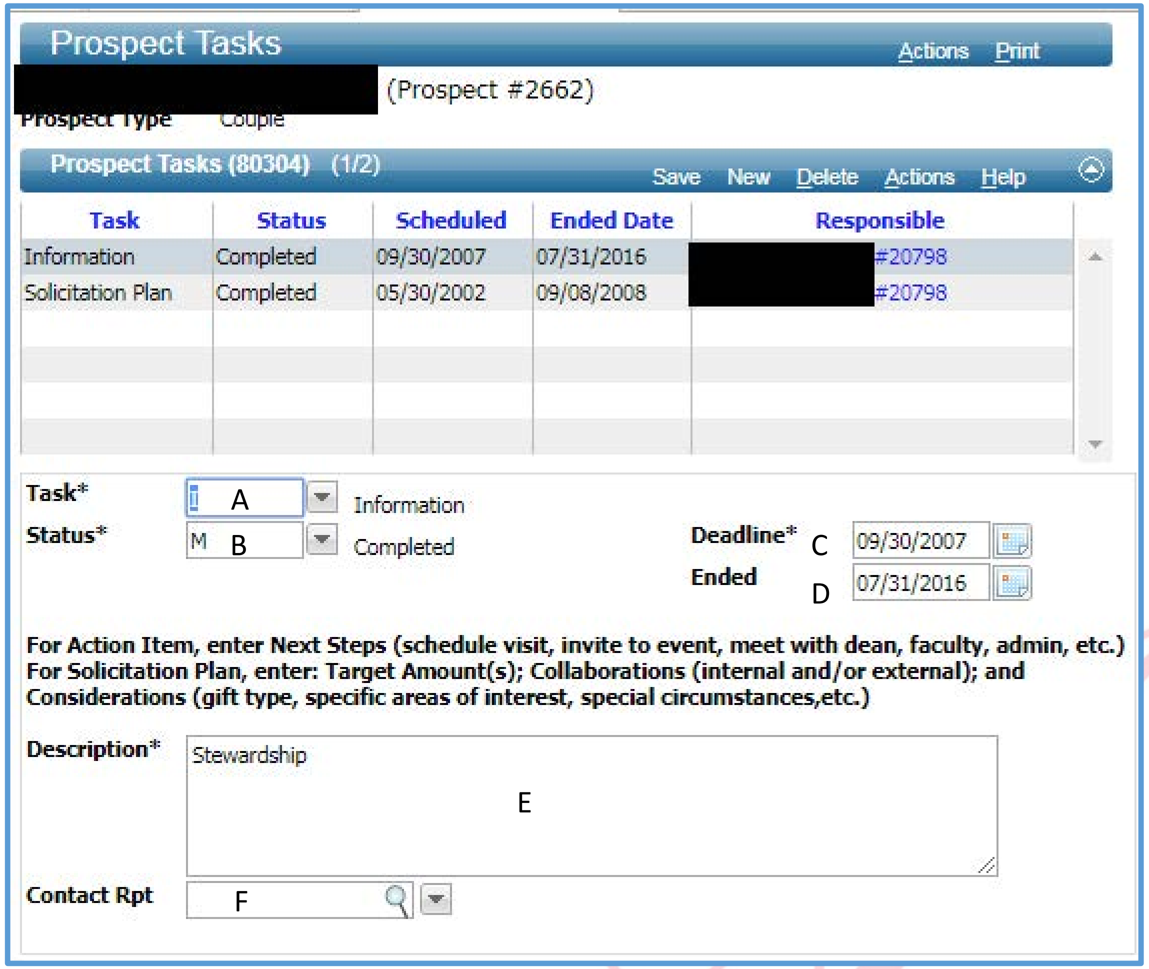
Create a Task Part 1

1) Click New on the Tasks form header New

A. Choose a Task* Type:
   i. Solicitation Plan
   ii. Action Item

B. Set a Status*
   i. Pending. Requires manual update by entry person.
   ii. Cancelled. Requires manual update by entry person.
   iii. Complete. Requires manual update by entry person. Requires adding an Ended date.
   iv. Past Due. Advance AUTOMATICALLY marks overdue tasks as Past Due.

C. Set a Deadline*. This is the date by which the task must be completed.



Continued Next Slide

Create a Task Part 2

D. Enter Ended Date when task is completed.

E. Enter the Task Description* following the rules for a Solicitation Plan or an Action Item.

   i. Solicitation Plan:

      i. Target Amount(s)

      ii. Collaborations (Internal and/or External)

      iii. Considerations (Gift Type, Areas of Interest, Special Circumstances, etc.)

   ii. Action Item:

      1) Next Steps

         a. Schedule Visit

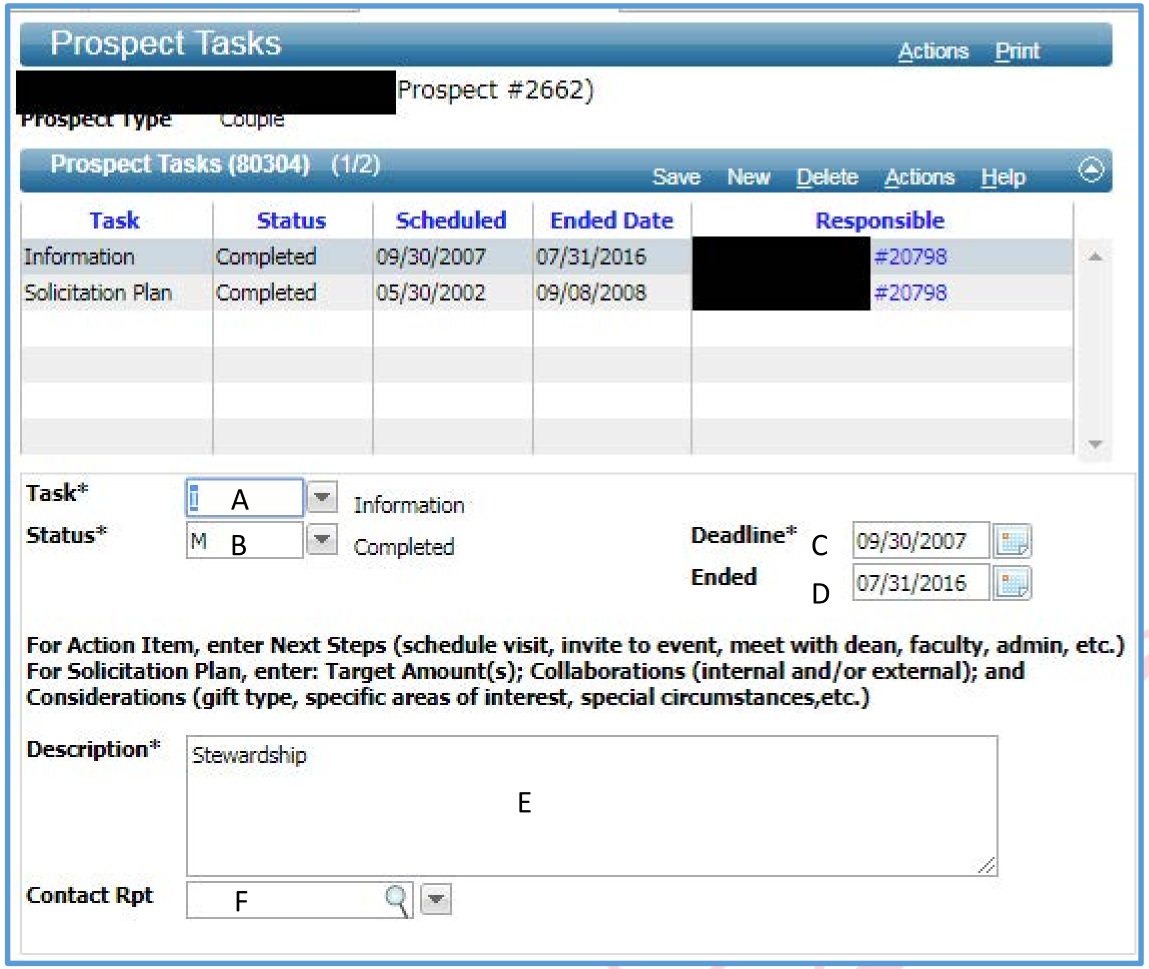
         b. Invite to Event

         c. Meet with Dean

         d. Etc.

F. Link to Contact Report (If Exists)

G. Save new Task Save

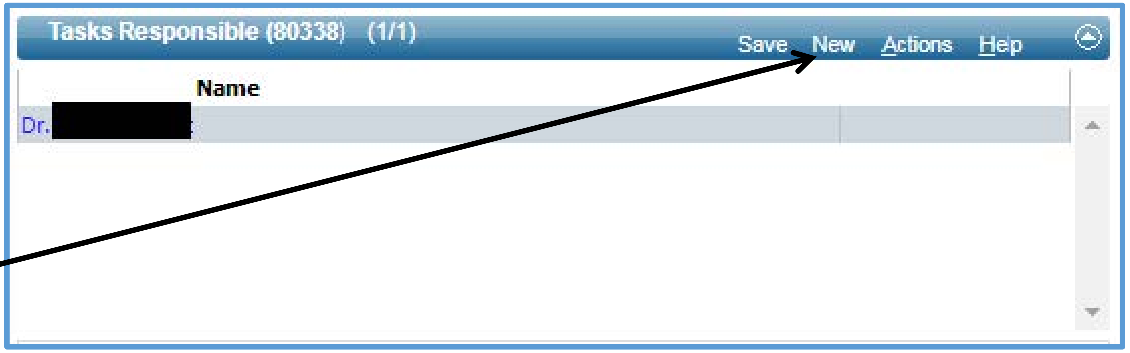


Continued Next Slide

Create a Task

- When multiple people are responsible for a task (i.e. Dean, Faculty, etc.) they need to be assigned to the task as well.
    - Use the Tasks Responsible window to add these additional people.
    - Click New.

Continued From Previous Slide Slide



TIP

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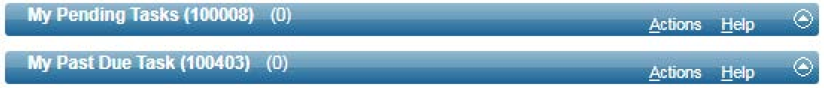
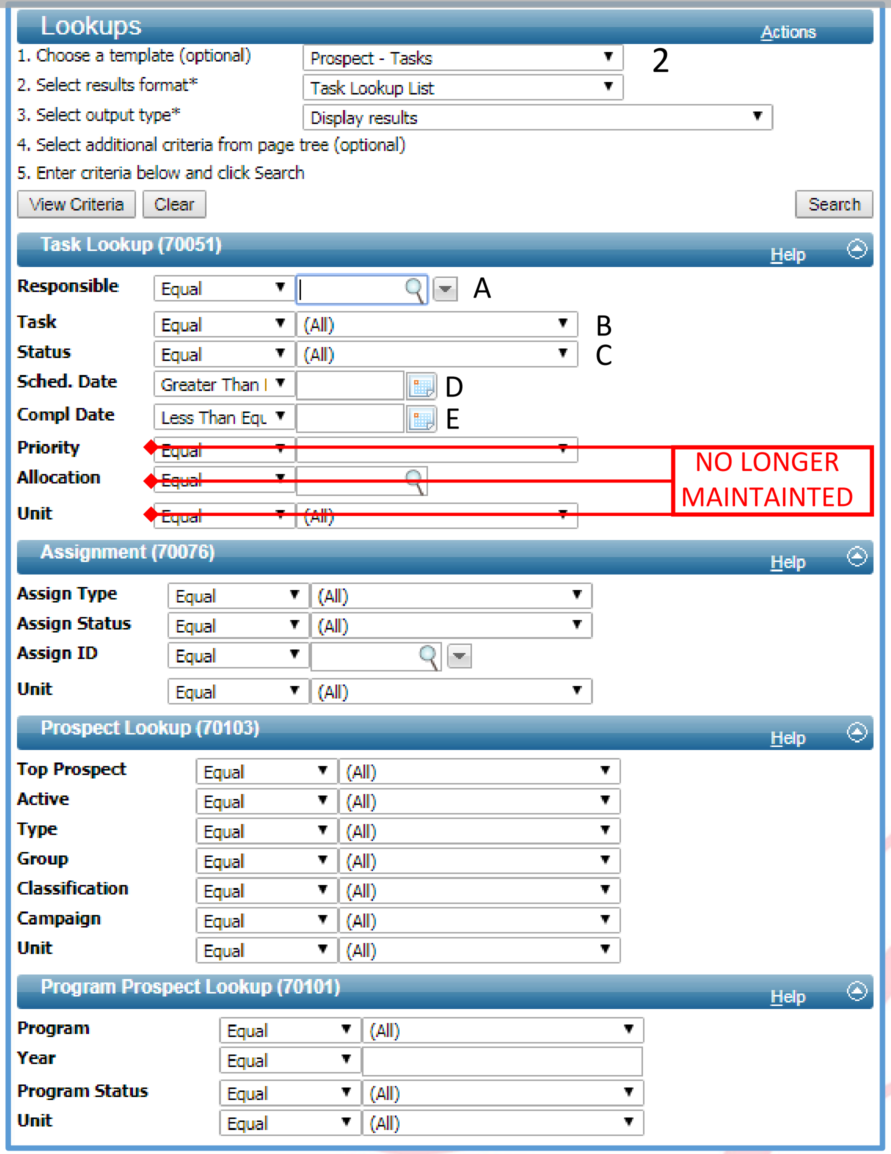


Task Lookups

1. Access the Lookups application in Advance
2. Change Choose a template (optional) to Prospect-Tasks.
    A. Enter the ID of Entity Responsible for the Task
    B. Use Task to choose between:
        a) Solicitation Plan
        b) Action Item
    C. Use Status to choose between:
        a) Cancelled
        b) Completed
        c) Past Due
        d) Pending
    D. Use Sched. Date to find Tasks by Deadline date.
    E. Use Compl Date to find Tasks by their Ended date.



Important Task Reminder

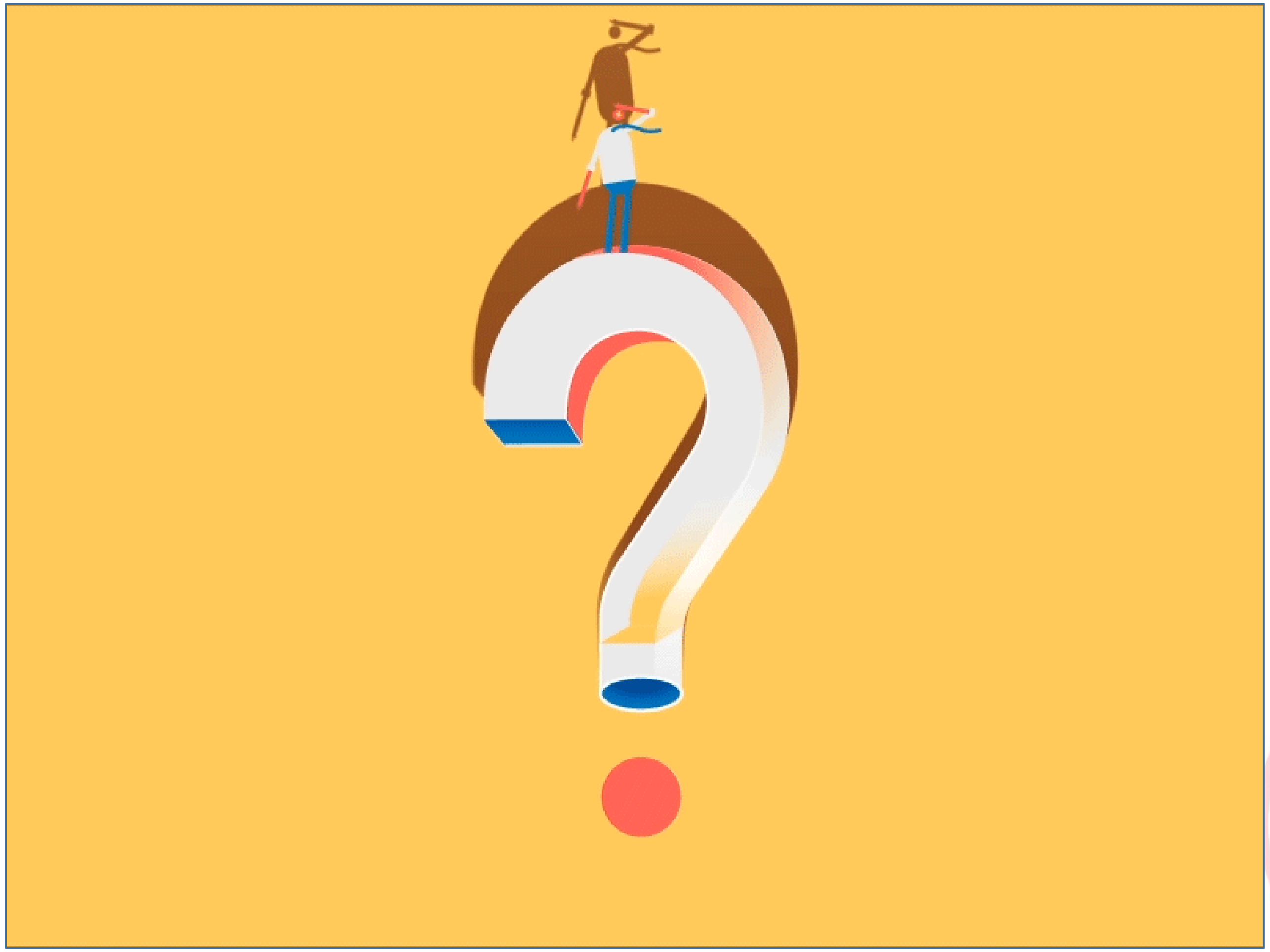
➢ There are 2 types of tasks:

1. Solicitation Plan – Created as an overall strategic plan for soliciting a gift from a donor
2. Action Item – Created to keep track of individual actions that need to be completed to support the Solicitation Plan

➢ VERY IMPORTANT!!! THERE SHOULD BE A SOLICITATION PLAN BEFORE THERE IS AN ACTION ITEM. ACTION ITEMS ARE INTENDED TO SUPPORT THE SOLICITATION PLAN.

➢ Reports are available to review your Solicitation Plans and Action items for PM Assignments

Questions?



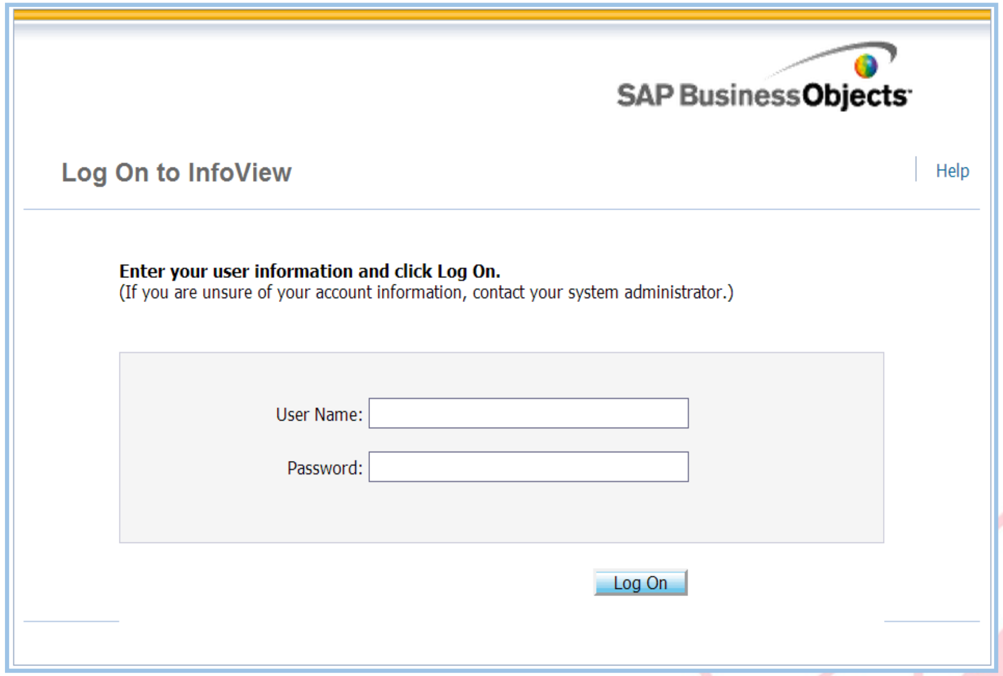
Crystal Reports Edge Server

Table of Contents

Log in to Crystal Reports Server

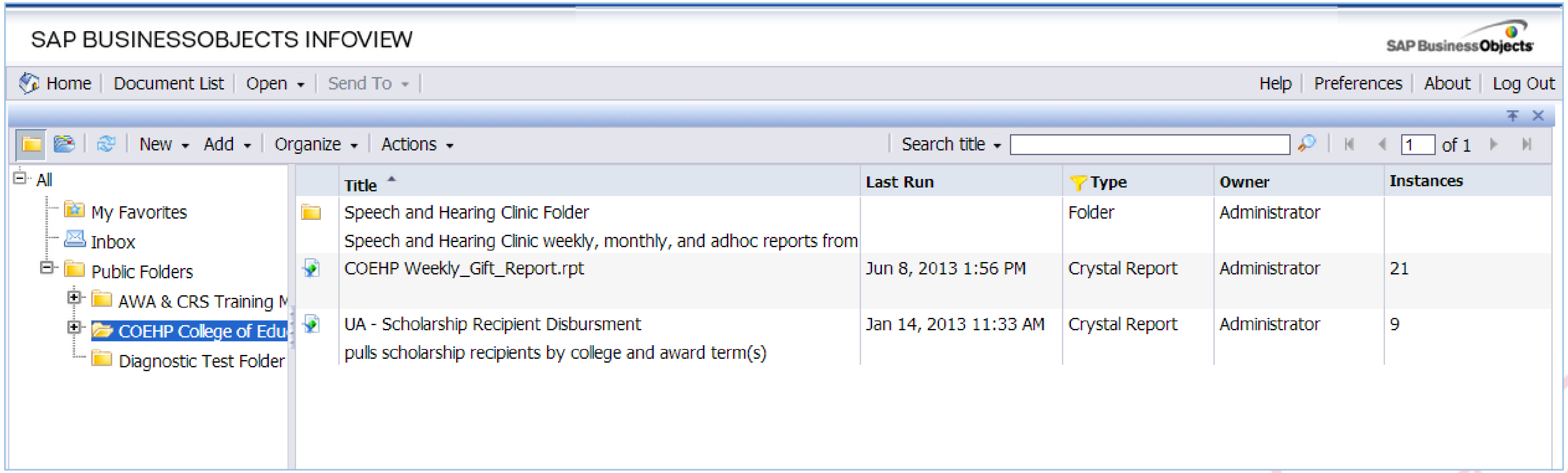
To access CRS, please use the following web address:
http://aits.uark.edu and click on *"Crystal Reports on the EDGE Server"* at the right side of screen

- ➢ Your CRS user name is the same as your uark ID (the first part of your uark email)
- ➢ Your initial CRS password is **uark01**
- ❖ **You will be required to change this password when you first log on. If this is your first time to log in.**



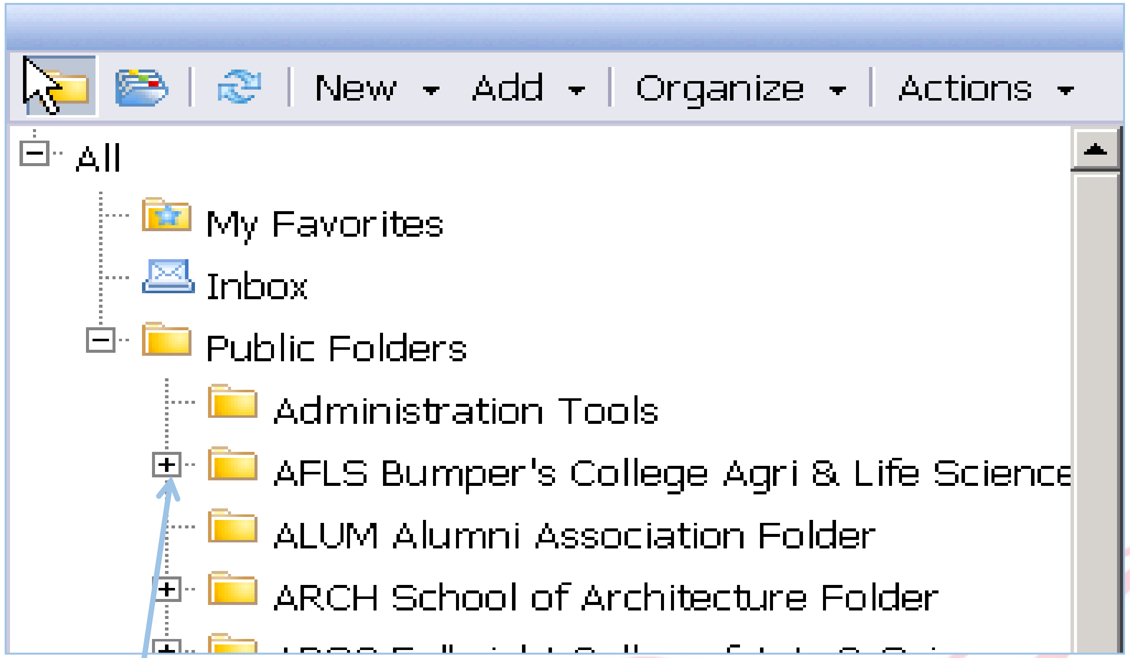
Report Folders

After logging in, you will be taken to the folder that has the reports available to you.



Navigating

If the report you need is in your top-level folder, click the "+" next to your folder to reveal subfolders.



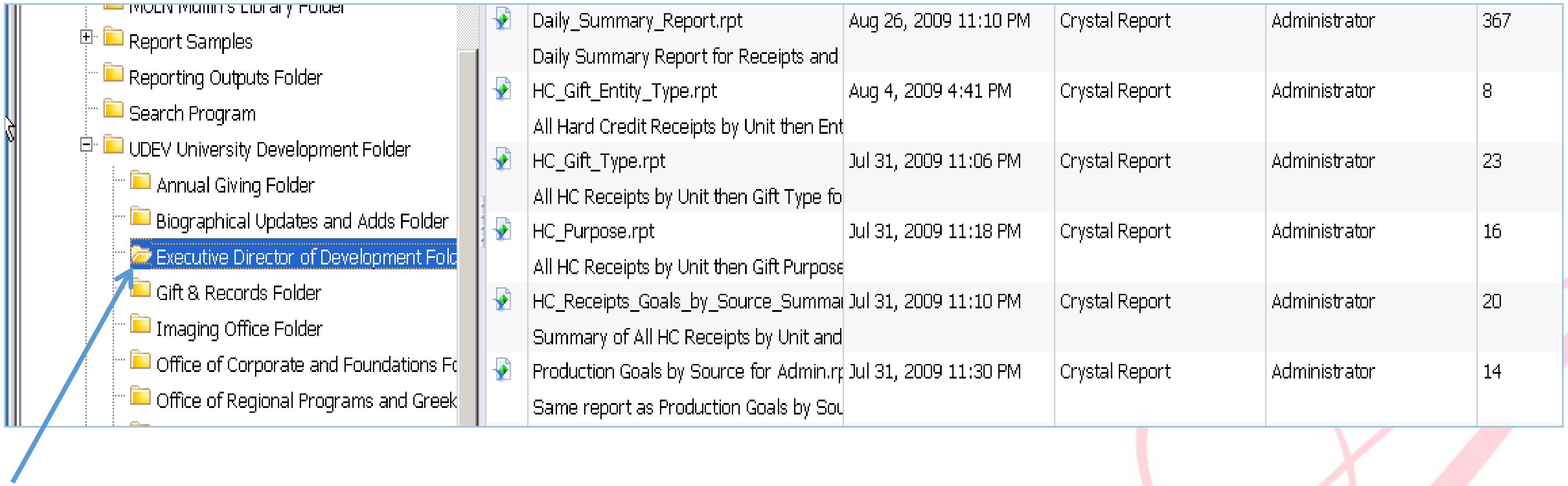
Click here to view subfolders

- Users at the college level may view reports in departmental subfolders.

- Users in departmental subfolders only have access to their own reports.

Navigating

Once the subfolder is displayed, single-click on the folder to view its contents.



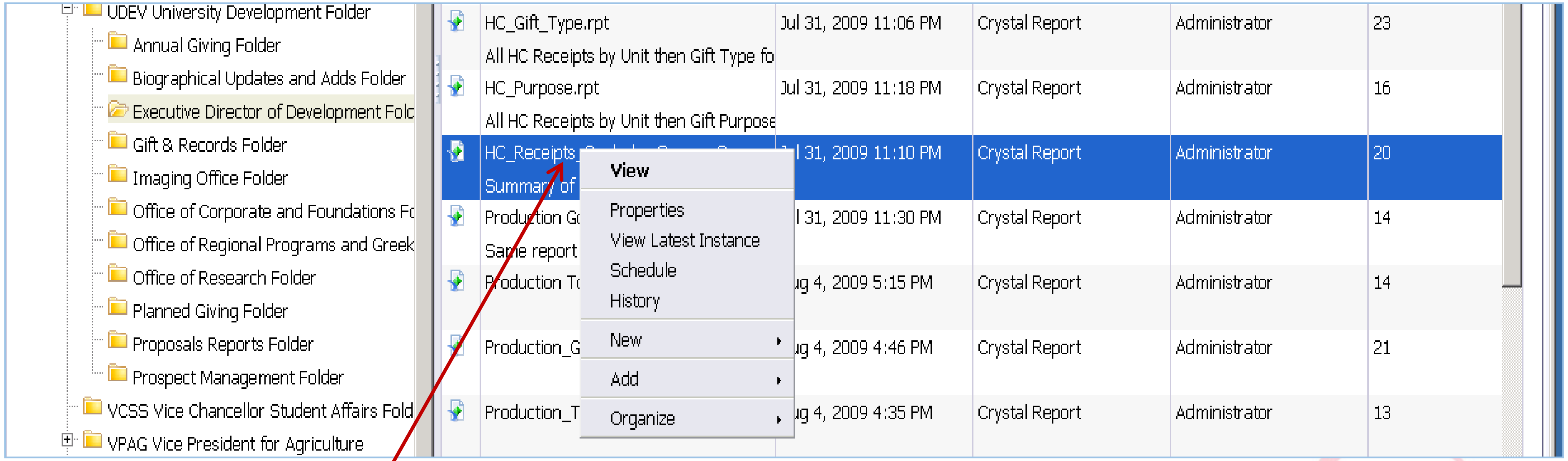
Click here to view a list of reports in the subfolder.

Running a Report

There are several options when viewing a report(right click)

- **View Latest Instance:** Display the most recently run instance of your report. To ensure getting the correct report, always view the "**History**" of the report for the appropriate instance. NOT SUGGESTED.
- **History:** Displays a list of the last 20 instances (runs) of your report. Select the one you want to view from the list.
- **Schedule:** Weekly gift report schedule has already been set to run on Saturday, when fewer users are logged into the system. You can also run a report "on the fly."

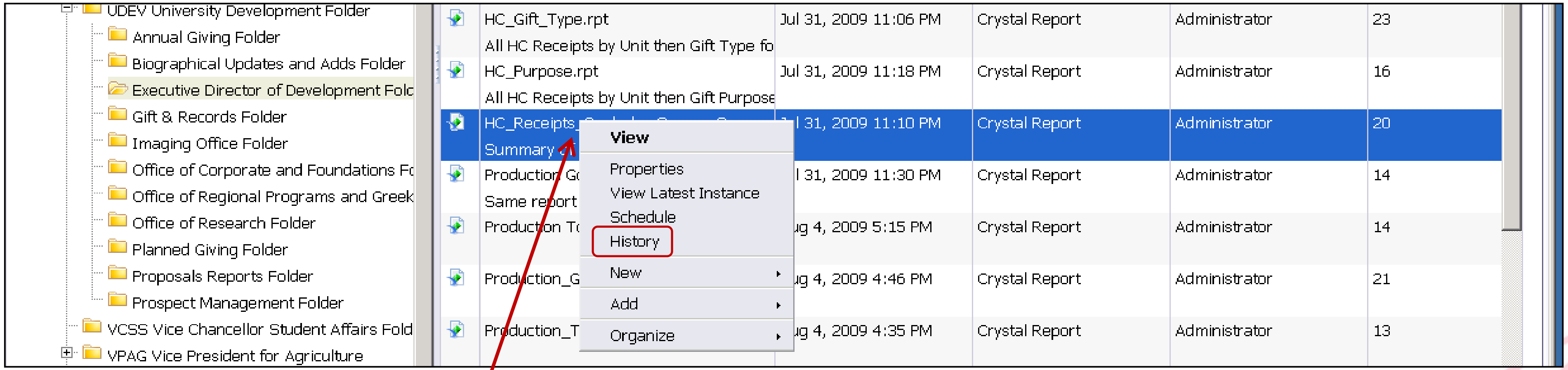
Viewing History or Scheduling Report



You must right-click your mouse on the report to get the Schedule and History options in a drop down box.

Viewing your Report History

Clicking on the word “History” will display a list of the last 20 instances of your report that have run.

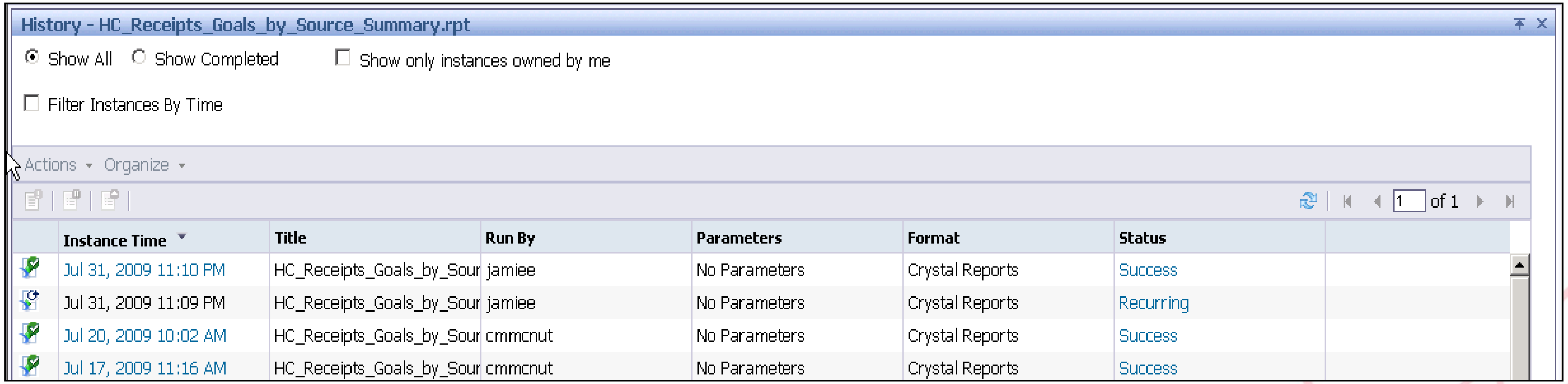


You must right-click your mouse on the report to get the View, Properties, View Latest Instance, and History options in a drop down box.

The History View

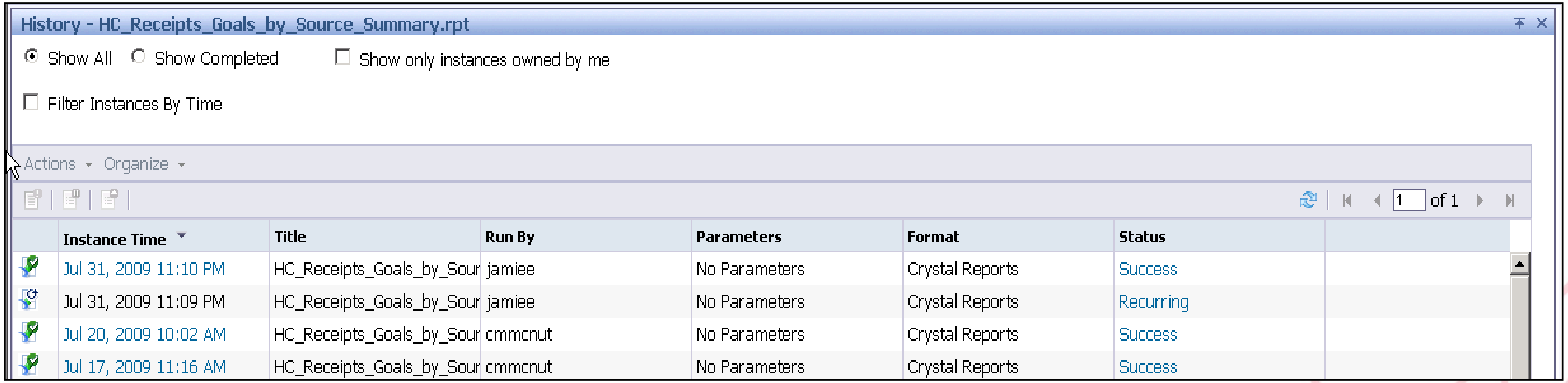
The History View displays…

- ✓ **Instance Time:** The date and time when the report was run
- ✓ **Title:** The title of the report
- ✓ **Run By:** The user who ran or scheduled the report



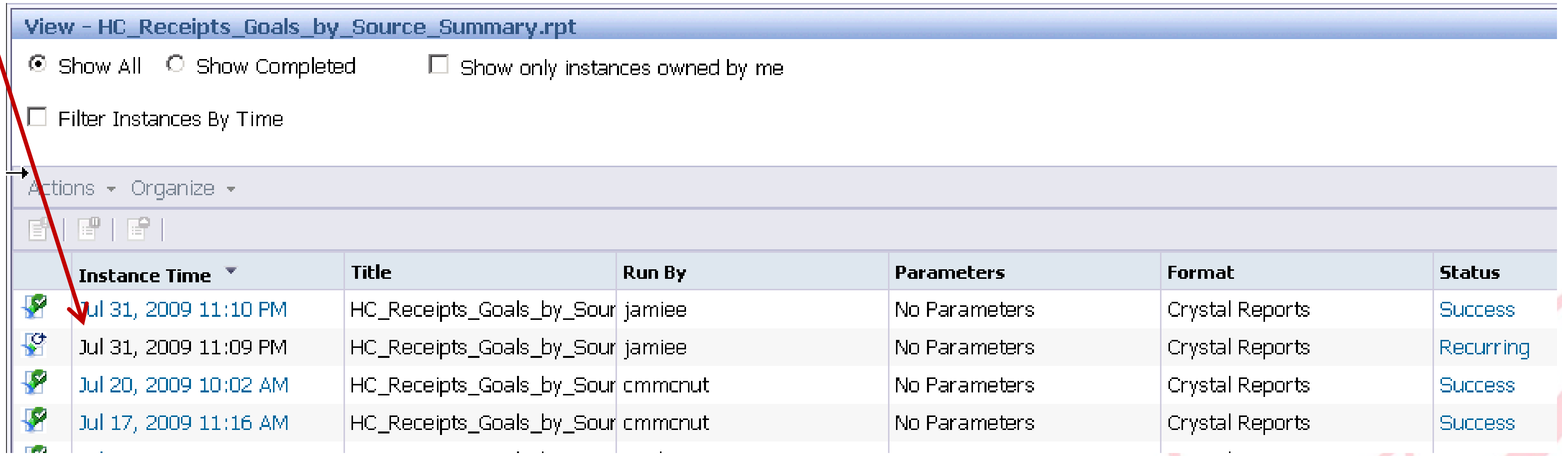
The History View, cont.

- ✓ **Format:** Set to Excel
- ✓ **Status:** Individual instances will display “Success” in the status column. Your regularly scheduled report will display “Recurring.”
- × **Reschedule:** This option is now part of the “Right-Click” on the Report, and is not available on the History section.



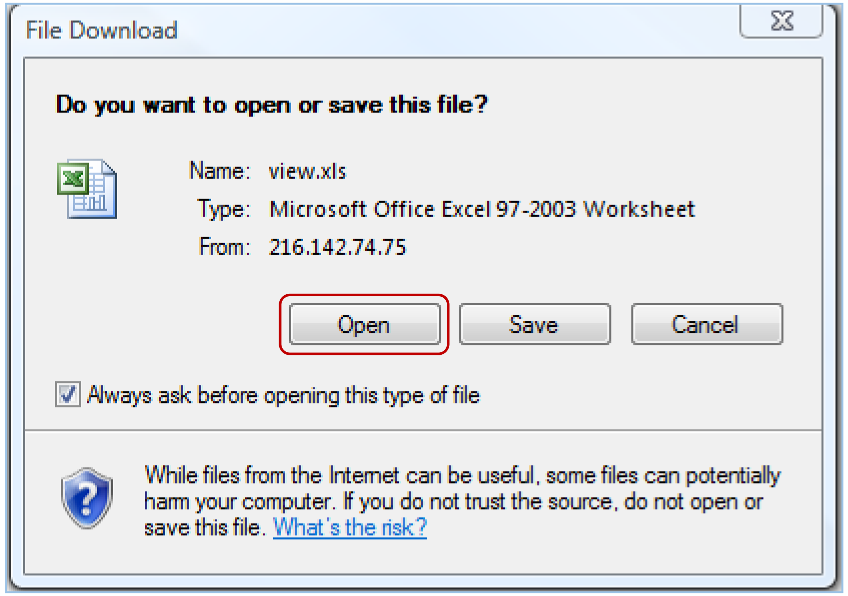
Retrieving a Report from History

To reopen a previously run instance, click on the instance time hyperlink.



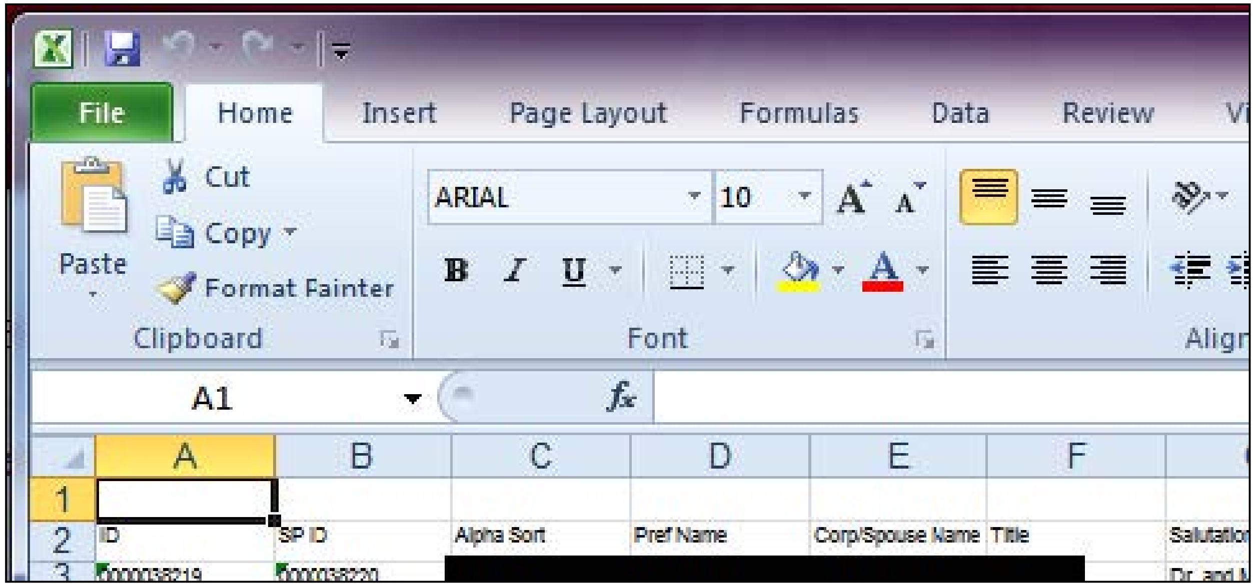
Download and Open the File

You will be asked if you would like to open or save the file. Select "Open." Remember, if you need to save the report, do not save it to your hard drive. For security reasons, save it to Gizmo, or just leave it on CRS since it will retain up to 50 instances.



Viewing the Report in Excel

After the report opens in Excel, it is ready for review.



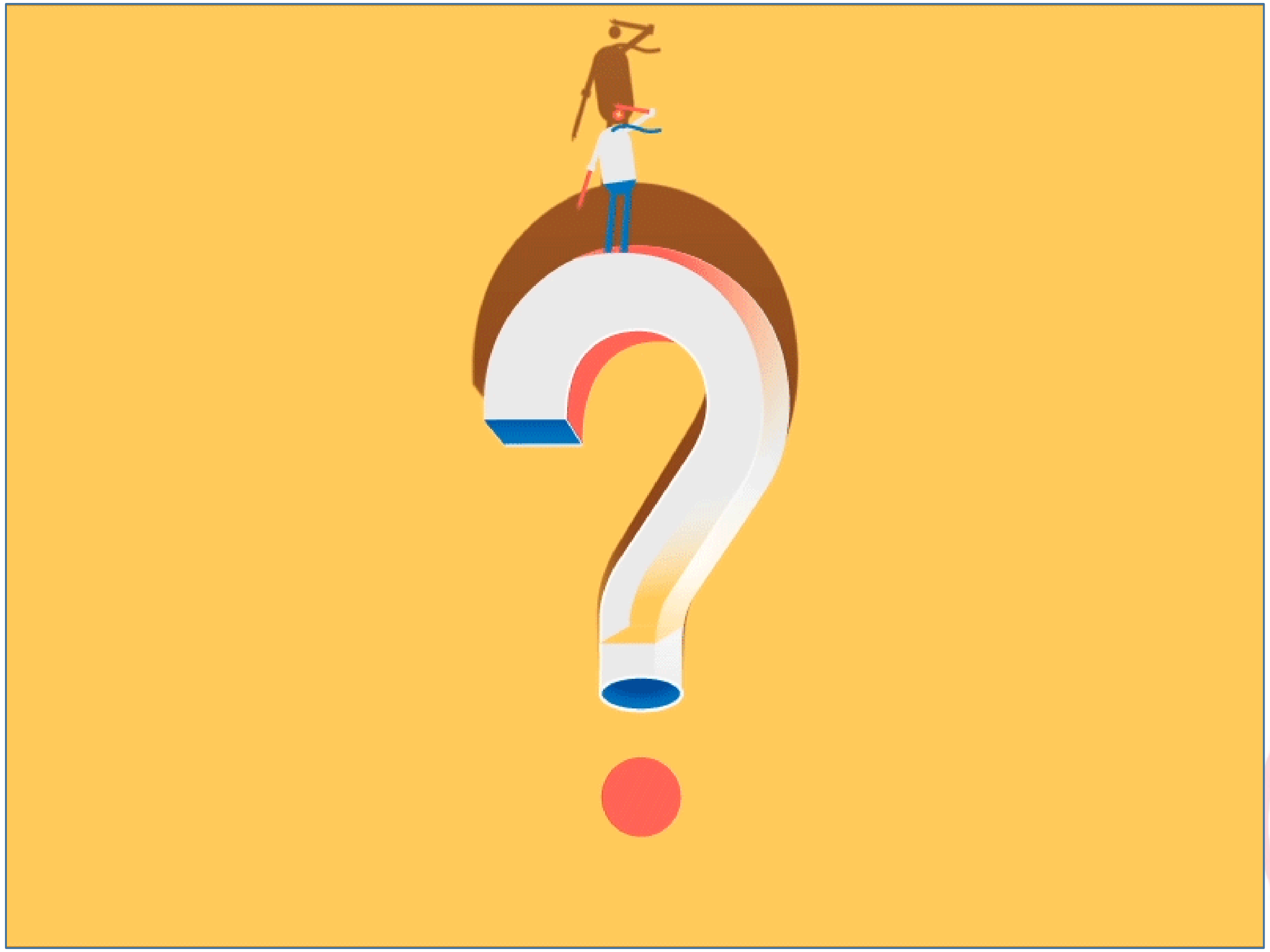
Preferences – Changing Password

Click on the "Preferences" icon to set viewing preferences or to change your password.

Preferences – Change Password

- Scroll down to the “Change Password” area on the Preferences page
- Enter the password you used to login in the “Old Password” field
- Enter a new password of your choice, confirm it, and then click “OK”

Questions?



Blackbaud General Ledger Solution (Familiarization)

What is the General Ledger Solution?

The Blackbaud General Ledger Solution gives you an online portal that allows you to view the financial state of your Allocations (or Projects).

The University of Arkansas FOUNDATION, INC.

Project Definition Report

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

As of: 3/8/2018

P1

Project - 30000001 - [redacted] Scholarship

Project Definition	
Status	Active
Project Type	Foundation
Date Established	12/29/1998
Net Asset Class	Permanent
Endowment Type	Permanent Endowment
Earnings Distribution	31000001
Designation	
Use Code	UG Scholarship - B
Constituent Area	Multicultural Student Affairs - GS
Program Type	Not Applicable
University Reference	NA
X-Ref Number	029052000
Income Restrictions	Not Applicable

Balance as of:	7/1/2017	3/8/2018
Cash	$0.00	$0.00
Pledges Receivable	$0.00	$0.00
Other Assets	$0.00	$0.00
Pooled Assets	$27,725.99	$29,859.66
Accounts Payable	$0.00	$0.00
Net Assets	$27,725.99	$29,859.66

Hierarchy	
Campus	02-Fayetteville
College	Vice Chancellor Student Affairs-2322
Department	Vice Chancellor Student Affairs-2322
Sub Department	Not Applicable

Project Notes

The University of Arkansas FOUNDATION, INC.

Project Transaction Detail Report

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

For the period: 7/1/2017 - 3/8/2018

P2

Project

30000001 - [redacted]

Endowment Type - Permanent Endowment

Net Asset Class - Permanent

Campus - 02-Fayetteville

Balance as of:	7/1/2017	3/8/2018
Cash	$0.00	$0.00
Pledge Receivable	$0.00	$0.00
Other Assets	$0.00	$0.00
Pooled Assets	$27,725.99	$29,859.66
Accounts Payable	$0.00	$0.00
Net Assets	$27,725.99	$29,859.66

Transaction Number	Post Date	Account Number	Account Description	Amount	Debit / Credit	Journal	Journal Reference
20008-0001	1/31/2018	02-10000	Cash	$252.05	Debit	ID	Invest/Divest - -0.0650 Purchased @ 3874.9365 Per Share
20008-0002	1/31/2018	02-16200	Total Return Pool	($252.05)	Credit	ID	Invest/Divest - -0.0650 Purchased @ 3874.9365 Per Share
20010-0041	1/31/2018	02-16200	Total Return Pool	$931.89	Debit	MV	Market Value Update - As of 1/31/2018
20010-0042	1/31/2018	02-46000	Gain(Loss)	$931.89	Credit	MV	Market Value Update - As of 1/31/2018
19918-00077	1/1/2018	02-10000	Cash	($214.31)	Credit	CG	Cap Gain Dist for Q\E 12/31/2017
19920-00043	1/1/2018	02-10000	Cash	($6.29)	Credit	FO	Fnd O/H Q/E 2017-12-31
19920-00045	1/1/2018	02-10000	Cash	($31.45)	Credit	DO	Dev O/H Q/E 2017-12-31

The University of Arkansas FOUNDATION, INC.

Project Financial Summary Report

Project financial position and statement of activity with a transaction drilldown

As of: 3/8/2018

P4

Project	Project Description	Campus	Endowment Type
30000001	[redacted]	02-Fayetteville	Permanent Endowment

	Month Ended 3/8/2018	Current YTD 3/8/2018	Last Fiscal YTD 3/8/2017
Financial Position			
Cash		$0.00	$0.00
Pledge Receivable		$0.00	$0.00
Other Assets		$0.00	$0.00
Pooled Assets		$29,859.66	$26,639.27
Accounts Payable		$0.00	$0.00
Ending Net Assets		$29,859.66	$26,639.27
Statement of Activities			
Gift Revenue	$0.00	$0.00	$0.00
Pledge Revenue	$0.00	$0.00	$0.00
Total Contributions	$0.00	$0.00	$0.00
Gain (Loss)	$0.00	$2,133.67	$1,389.66
Interest	$0.00	$0.00	$0.00
Total Investment Income	$0.00	$2,133.67	$1,389.66
Total Other Income	$0.00	$0.00	$0.00
Total Revenue	$0.00	$2,133.67	$1,389.66
Total Expense	$0.00	$0.00	$0.00
Change in Net Assets	$0.00	$2,133.67	$1,389.66
Beginning Net Assets	$29,859.66	$27,725.99	$25,249.61
Ending Net Assets	$29,859.66	$29,859.66	$26,639.27

The P Files

Almost everything you need to know about a single Allocation!

The University of Arkansas FOUNDATION, INC.

Financial Position Report

Consolidated presentation of project financial position filtered by project attribute.

As of: 2/28/2018

C1

Project ID	Project Description	Cash	Pledges Receivable	Other Assets	Pooled Assets	Accounts Payable	Net Assets
30000027	[redacted]	$0.00	$0.00	$0.00	$1,989,991.94	$0.00	$1,989,991.94
31000027	[redacted]	$310,409.82	$0.00	$0.00	$0.00	$0.00	$310,409.82
30000028	[redacted]	$0.00	[illegible]	$0.00	$33,257.84	$0.00	$33,257.84
31000028	[redacted]	$23,559.88	$0.00	$0.00	$0.00	$0.00	$23,559.88
30000031	[redacted]	$0.00	[illegible]	$0.00	$1,553,144.72	$0.00	$1,553,144.72
31000031	[redacted]	$126,615.44	$0.00	$0.00	$0.00	$0.00	$126,615.44
30000032	[redacted]	$0.00	$0.00	$0.00	$18,658.39	$0.00	$18,658.39
31000032	[redacted]	$1,717.53	$0.00	$0.00	$0.00	$0.00	$1,717.53
30000033	[redacted]	$0.00	$0.00	$0.00	$72,046.92	$0.00	$72,046.92
31000033	[redacted]	$3,719.22	$0.00	$0.00	$0.00	$0.00	$3,719.22
40000052	[redacted]	$0.00	$0.00	$442,600.59	$0.00	$341,694.55	$100,906.04

Multiple Formats Available!

Consolidated Project Management Reports

C1 - Financial Position Report	PDF/Excel	CSV - Extended
C2 - Statement of Activities Report	PDF/Excel	CSV - Extended
C3 - Match Grant Report		

The University of Arkansas FOUNDATION, INC.

Statement of Activites Report

Consolidated presentation of project activities filtered by project attribute.

For the period: 7/1/2017 - 3/9/2018

C2

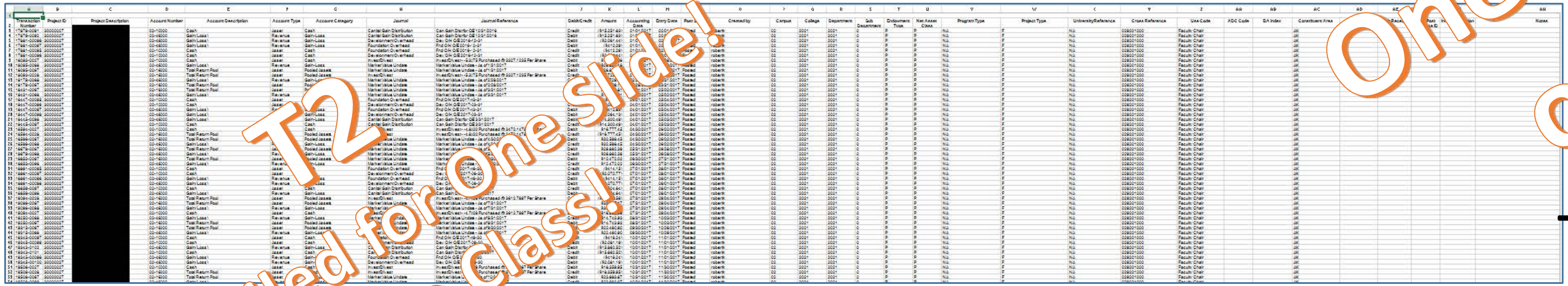
Project ID	Project Description	Beginning Balance	Income					Expenses	Ending Balance
			Gifts	Pledges	Gain/Loss	Interest	Other Income		
30000027	[redacted]	$1,847,800.67	$0.00	$0.00	$142,191.27	$0.00	$0.00	$0.00	$1,989,991.94
31000027	[redacted]	$254,379.76	$0.00	$0.00	$44,650.22	$11,379.84	$0.00	$0.00	$310,409.82
30000028	[redacted]	$30,881.77	$0.00	[illegible]	$2,376.07	$0.00	$0.00	$0.00	$33,257.84
31000028	[redacted]	$22,553.13	$0.00	$0.00	$746.23	$260.52	$0.00	$0.00	$23,559.88
30000031	[redacted]	$1,442,167.84	$0.00	$0.00	[illegible]	$0.00	$0.00	$0.00	$1,553,144.72
31000031	[redacted]	$83,295.71	$0.00	[illegible]	$34,848.51	$8,471.22	$0.00	$0.00	$126,615.44
30000032	[redacted]	$17,325.13	$0.00	$0.00	$1,333.26	$0.00	$0.00	$0.00	$18,658.39
31000032	[redacted]	$1,196.75	$0.00	$0.00	$418.65	$102.13	$0.00	$0.00	$1,717.53
30000033	[redacted]	$65,544.31	$1,400.00	$0.00	$5,102.61	$0.00	$0.00	$0.00	$72,046.92
31000033	[redacted]	$3,250.73	$0.00	$0.00	$1,587.28	$381.21	$0.00	$1,500.00	$3,719.22
40000052	[redacted]	$78,921.05	$0.00	$0.00	$0.00	$0.00	$0.00	($21,984.99)	$100,906.04
50000176	[redacted]	$76,940.21	$0.00	$0.00	$11,878.92	$1,840.69	$0.00	$1,628.49	$89,031.33

The C Files

Almost everything you need to know about a group of Allocations!

	Transaction Number	Accounting Date	Entry Date	Project ID	Project Description	Net Asset Class	Endowment Type	Account Number	Account Description	Account Type	Account Category	Amount	Debit/Credit	Journal	Journal Reference	UAP Post Sequence ID	Intra-Foundation
3	19918-00103	01/01/2018	02/06/2018	30000027	S[redacted]ecture	P	P	02-10000	Cash	Asset	Cash	($14,283.06)	Credit	CG	Cap Gain Dist for Q\E 12/31/2017		
4	19918-00104	01/01/2018	02/06/2018	30000027	S[redacted]ecture	P	P	02-46000	Gain(Loss)	Revenue	Gain-Loss	($14,283.06)	Debit	CG	Cap Gain Dist for Q\E 12/31/2017		
5	19920-00095	01/01/2018	02/06/2018	30000027	S[redacted]ecture	P	P	02-10000	Cash	Asset	Cash	($419.20)	Credit	FO	Fnd O/H Q/E 2017-12-31		
6	19920-00096	01/01/2018	02/06/2018	30000027	S[redacted]ecture	P	P	02-46000	Gain(Loss)	Revenue	Gain-Loss	($419.20)	Debit	FO	Fnd O/H Q/E 2017-12-31		
7	19920-00097	01/01/2018	02/06/2018	30000027	S[redacted]ecture	P	P	02-10000	Cash	Asset	Cash	($2,096.02)	Credit	DO	Dev O/H Q/E 2017-12-31		
8	19920-00098	01/01/2018	02/06/2018	30000027	S[redacted]ecture	P	P	02-46000	Gain(Loss)	Revenue	Gain-Loss	($2,096.02)	Debit	DO	Dev O/H Q/E 2017-12-31		
9	20008-0027	01/31/2018	03/02/2018	30000027	S[redacted]ecture	P	P	02-10000	Cash	Asset	Cash	$16,798.28	Debit	ID	Invest/Divest - -4.3351 Purchased @ 3874.9365 Per Share		
10	20008-0028	01/31/2018	03/02/2018	30000027	S[redacted]ecture	P	P	02-16200	Total Return Pool	Asset	Pooled Assets	($16,798.28)	Credit	ID	Invest/Divest - -4.3351 Purchased @ 3874.9365 Per Share		
11	20010-0067	01/31/2018	03/02/2018	30000027	S[redacted]ecture	P	P	02-16200	Total Return Pool	Asset	Pooled Assets	$62,093.66	Debit	MV	Market Value Update - As of 1/31/2018		
12	20010-0068	01/31/2018	03/02/2018	30000027	S[redacted]ecture	P	P	02-46000	Gain(Loss)	Revenue	Gain-Loss	$62,093.66	Credit	MV	Market Value Update - As of 1/31/2018		
13	19918-02605	01/01/2018	02/06/2018	31000027	S[redacted]ecture	T	N	02-10000	Cash	Asset	Cash	$14,283.06	Debit	CG	Cap Gain Dist for Q\E 12/31/2017		
14	19918-02606	01/01/2018	02/06/2018	31000027	S[redacted]ecture	T	N	02-46000	Gain(Loss)	Revenue	Gain-Loss	$14,283.06	Credit	CG	Cap Gain Dist for Q\E 12/31/2017		
15	19922-01378	01/01/2018	02/06/2018	31000027	S[redacted]ecture	T	N	[illegible]-44200	Interest IP	Revenue	Interest	$375.40	Credit	JE	N/E Int Q/E 12-2017		
16	19922-06799	01/01/2018	02/06/2018	31000027	S[redacted]ecture	T	N	[illegible]	Cash	Asset	Cash	$375.40	Debit	JE	N/E Int Q/E 12-2017		
17	19916-0297	01/01/2018	02/06/2018	31000027	S[redacted]ecture	T	[illegible]	[illegible]	Cash	Asset	Cash	$4,161.87	Debit	TI	TRP Interest for Q\E 12/31/2017		
18	19916-0298	01/01/2018	02/06/2018	31000027	S[redacted]ecture	T	[illegible]	[illegible]	Interest TRP	Revenue	Interest	$4,161.87	Credit	TI	TRP Interest for Q\E 12/31/2017		
19	19918-00105	01/01/2018	02/06/2018	30000028	R[redacted]	P	[illegible]	[illegible]	Cash	Asset	Cash	($238.71)	Credit	CG	Cap Gain Dist for Q\E 12/31/2017		
20	19918-00106	01/01/2018	02/06/2018	30000028	R[redacted]	P	[illegible]	[illegible]	Gain(Loss)	Revenue	Gain-Loss	($238.71)	Debit	CG	Cap Gain Dist for Q\E 12/31/2017		
21	19920-00099	01/01/2018	02/06/2018	30000028	R[redacted]	P	[illegible]	[illegible]	Cash	Asset	Cash	($7.01)	Credit	FO	Fnd O/H Q/E 2017-12-31		
22	19920-00100	01/01/2018	02/06/2018	30000028	R[redacted]	P	[illegible]	[illegible]	Gain(Loss)	Revenue	Gain-Loss	($7.01)	Debit	FO	Fnd O/H Q/E 2017-12-31		
23	19920-00101	01/01/2018	02/06/2018	30000028	R[redacted]	P	P	[illegible]	Cash	Asset	Cash	($35.03)	Credit	DO	Dev O/H Q/E 2017-12-31		
24	19920-00102	01/01/2018	02/06/2018	30000028	R[redacted]	P	P	02-46000	Gain(Loss)	Revenue	Gain-Loss	($35.03)	Debit	DO	Dev O/H Q/E 2017-12-31		
25	20010-0069	01/31/2018	03/02/2018	30000028	R[redacted]	P	P	02-16200	Total Return Pool	Asset	Pooled Assets	$1,037.56	Debit	MV	Market Value Update - As of 1/31/2018		
26	20010-0070	01/31/2018	03/02/2018	30000028	R[redacted]	P	P	02-46000	Gain(Loss)	Revenue	Gain-Loss	$1,037.56	Credit	MV	Market Value Update - As of 1/31/2018		
27	20008-0029	01/31/2018	03/02/2018	30000028	R[redacted]	P	P	02-10000	Cash	Asset	Cash	$280.75	Debit	ID	Invest/Divest - -0.0725 Purchased @ 3874.9365 Per Share		
28	20008-0030	01/31/2018	03/02/2018	30000028	R[redacted]	P	P	02-16200	Total Return Pool	Asset	Pooled Assets	($280.75)	Credit	ID	Invest/Divest - -0.0725 Purchased @ 3874.9365 Per Share		
29	19918-02607	01/01/2018	02/06/2018	31000028	R[redacted]	T	N	02-10000	Cash	Asset	Cash	$238.71	Debit	CG	Cap Gain Dist for Q\E 12/31/2017		
30	19918-02608	01/01/2018	02/06/2018	31000028	R[redacted]	T	N	02-46000	Gain(Loss)	Revenue	Gain-Loss	$238.71	Credit	CG	Cap Gain Dist for Q\E 12/31/2017		
31	19922-06800	01/01/2018	02/06/2018	31000028	R[redacted]	T	N	02-10000	Cash	Asset	Cash	$29.90	Debit	JE	N/E Int Q/E 12-2017		
32	19922-01379	01/01/2018	02/06/2018	31000028	R[redacted]	T	N	02-44200	Interest IP	Revenue	Interest	$29.90	Credit	JE	N/E Int Q/E 12-2017		
33	19916-0299	01/01/2018	02/06/2018	31000028	R[redacted]	T	N	02-10000	Cash	Asset	Cash	$69.56	Debit	TI	TRP Interest for Q\E 12/31/2017		
34	19916-0300	01/01/2018	02/06/2018	31000028	R[redacted]	T	N	02-44100	Interest TRP	Revenue	Interest	$69.56	Credit	TI	TRP Interest for Q\E 12/31/2017		
35	19918-00107	01/01/2018	02/06/2018	30000031	D[redacted]es	P	P	02-10000	Cash	Asset	Cash	($11,147.61)	Credit	CG	Cap Gain Dist for Q\E 12/31/2017		
36	19918-00108	01/01/2018	02/06/2018	30000031	D[redacted]es	P	P	02-46000	Gain(Loss)	Revenue	Gain-Loss	($11,147.61)	Debit	CG	Cap Gain Dist for Q\E 12/31/2017		
37	19920-00103	01/01/2018	02/06/2018	30000031	D[redacted]es	P	P	02-10000	Cash	Asset	Cash	($327.18)	Credit	FO	Fnd O/H Q/E 2017-12-31		
38	19920-00104	01/01/2018	02/06/2018	30000031	D[redacted]es	P	P	02-46000	Gain(Loss)	Revenue	Gain-Loss	($327.18)	Debit	FO	Fnd O/H Q/E 2017-12-31		
39	19920-00105	01/01/2018	02/06/2018	30000031	D[redacted]es	P	P	02-10000	Cash	Asset	Cash	($1,635.89)	Credit	DO	Dev O/H Q/E 2017-12-31		
40	19920-00106	01/01/2018	02/06/2018	30000031	D[redacted]es	P	P	02-46000	Gain(Loss)	Revenue	Gain-Loss	($1,635.89)	Debit	DO	Dev O/H Q/E 2017-12-31		
41	20008-0031	01/31/2018	03/02/2018	30000031	D[redacted]es	P	P	02-10000	Cash	Asset	Cash	$13,110.68	Debit	ID	Invest/Divest - -3.3835 Purchased @ 3874.9365 Per Share		
42	20008-0032	01/31/2018	03/02/2018	30000031	D[redacted]es	P	P	02-16200	Total Return Pool	Asset	Pooled Assets	($13,110.68)	Credit	ID	Invest/Divest - -3.3835 Purchased @ 3874.9365 Per Share		
43	20010-0071	01/31/2018	03/02/2018	30000031	D[redacted]es	P	P	02-16200	Total Return Pool	Asset	Pooled Assets	$48,462.54	Debit	MV	Market Value Update - As of 1/31/2018		
44	20010-0072	01/31/2018	03/02/2018	30000031	D[redacted]es	P	P	02-46000	Gain(Loss)	Revenue	Gain-Loss	$48,462.54	Credit	MV	Market Value Update - As of 1/31/2018		
45	19918-02609	01/01/2018	02/06/2018	31000031	D[redacted]es	T	N	02-10000	Cash	Asset	Cash	$11,147.61	Debit	CG	Cap Gain Dist for Q\E 12/31/2017		
46	19918-02610	01/01/2018	02/06/2018	31000031	D[redacted]es	T	N	02-46000	Gain(Loss)	Revenue	Gain-Loss	$11,147.61	Credit	CG	Cap Gain Dist for Q\E 12/31/2017		
47	19922-01380	01/01/2018	02/06/2018	31000031	D[redacted]es	T	N	02-44200	Interest IP	Revenue	Interest	$144.29	Credit	JE	N/E Int Q/E 12-2017		
48	19922-06801	01/01/2018	02/06/2018	31000031	D[redacted]es	T	N	02-10000	Cash	Asset	Cash	$144.29	Debit	JE	N/E Int Q/E 12-2017		
49	19916-0301	01/01/2018	02/06/2018	31000031	D[redacted]es	T	N	02-10000	Cash	Asset	Cash	$3,248.25	Debit	TI	TRP Interest for Q\E 12/31/2017		
50	19916-0302	01/01/2018	02/06/2018	31000031	D[redacted]es	T	N	02-44100	Interest TRP	Revenue	Interest	$3,248.25	Credit	TI	TRP Interest for Q\E 12/31/2017		
51	19918-00109	01/01/2018	02/06/2018	30000032	C[redacted]n Fund	P	P	02-10000	Cash	Asset	Cash	($133.92)	Credit	CG	Cap Gain Dist for Q\E 12/31/2017		
52	19918-00110	01/01/2018	02/06/2018	30000032	C[redacted]n Fund	P	P	02-46000	Gain(Loss)	Revenue	Gain-Loss	($133.92)	Debit	CG	Cap Gain Dist for Q\E 12/31/2017		
53	19920-00107	01/01/2018	02/06/2018	30000032	C[redacted]n Fund	P	P	02-10000	Cash	Asset	Cash	($3.93)	Credit	FO	Fnd O/H Q/E 2017-12-31		
54	19920-00108	01/01/2018	02/06/2018	30000032	C[redacted]n Fund	P	P	02-46000	Gain(Loss)	Revenue	Gain-Loss	($3.93)	Debit	FO	Fnd O/H Q/E 2017-12-31		
55	19920-00109	01/01/2018	02/06/2018	30000032	C[redacted]n Fund	P	P	02-10000	Cash	Asset	Cash	($19.65)	Credit	DO	Dev O/H Q/E 2017-12-31		
56	19920-00110	01/01/2018	02/06/2018	30000032	C[redacted]n Fund	P	P	02-46000	Gain(Loss)	Revenue	Gain-Loss	($19.65)	Debit	DO	Dev O/H Q/E 2017-12-31		
57	20010-0073	01/31/2018	03/02/2018	30000032	C[redacted]n Fund	P	P	02-16200	Total Return Pool	Asset	Pooled Assets	$582.38	Debit	MV	Market Value Update - As of 1/31/2018		
58	20010-0074	01/31/2018	03/02/2018	30000032	C[redacted]n Fund	P	P	02-46000	Gain(Loss)	Revenue	Gain-Loss	$582.38	Credit	MV	Market Value Update - As of 1/31/2018		
59	20008-0033	01/31/2018	03/02/2018	30000032	C[redacted]n Fund	P	P	02-10000	Cash	Asset	Cash	$157.50	Debit	ID	Invest/Divest - -0.0406 Purchased @ 3874.9365 Per Share		

T1



T2

Too Detailed for One Slide!

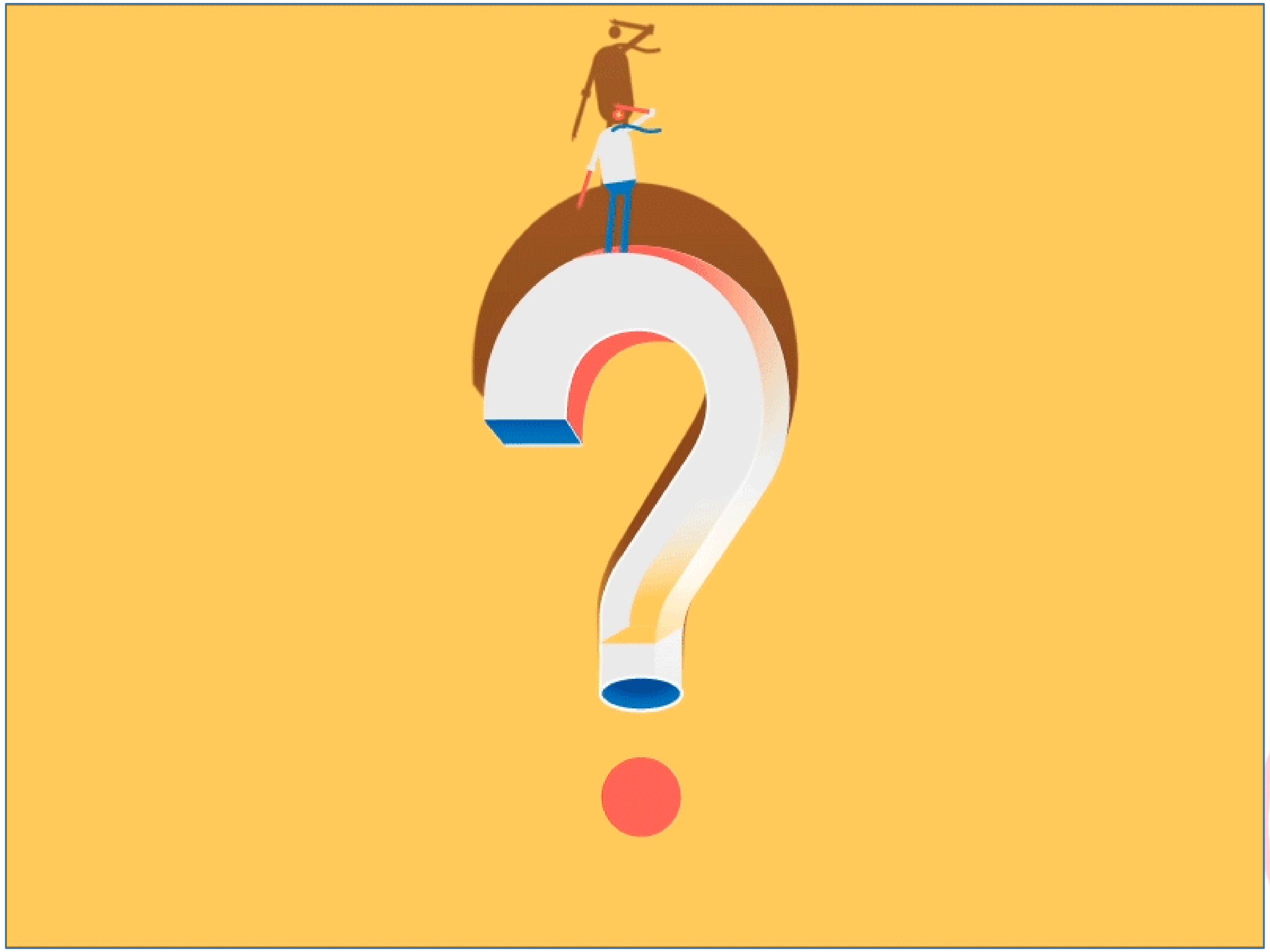
Come to Class!

One Allocation or Many!

The T Files

Lots and Lots of Details…Transaction by Transaction! Multiple years!

Questions?



Need More Training?

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