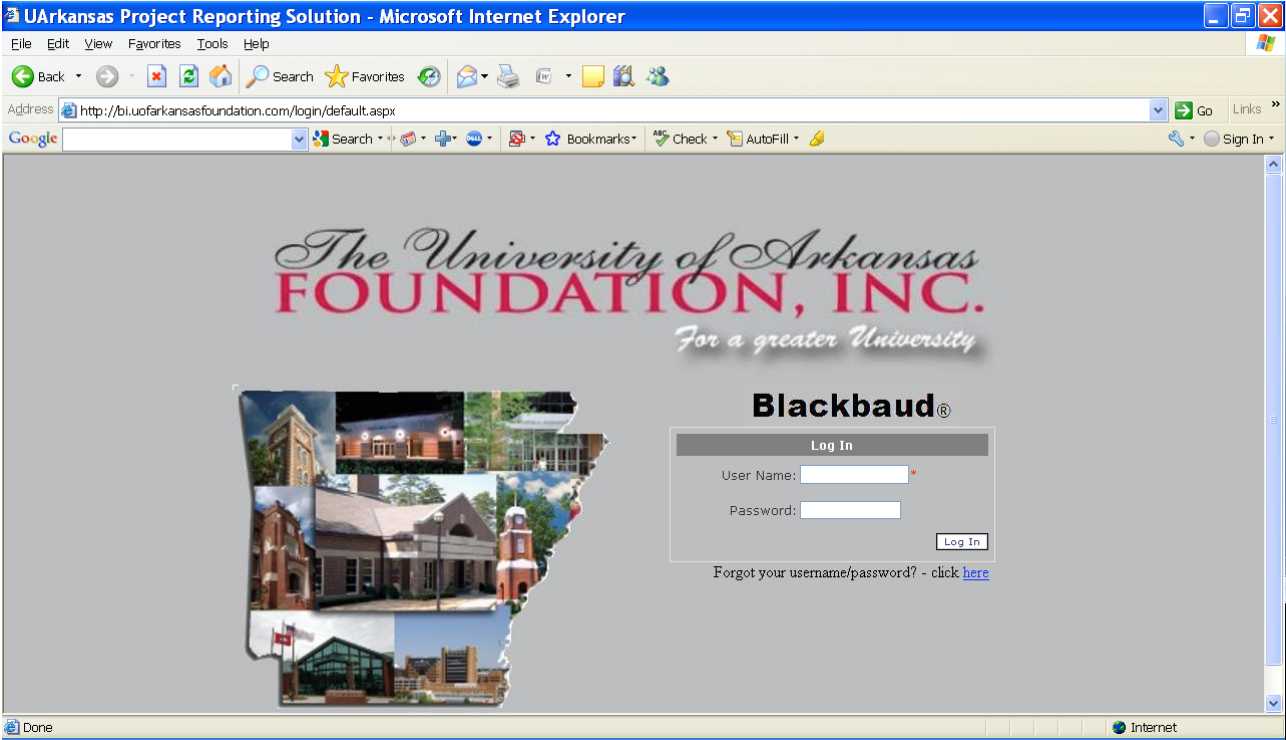


University of Arkansas Foundation, Inc. Blackbaud General Ledger Reporting Solution

User Guide



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

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

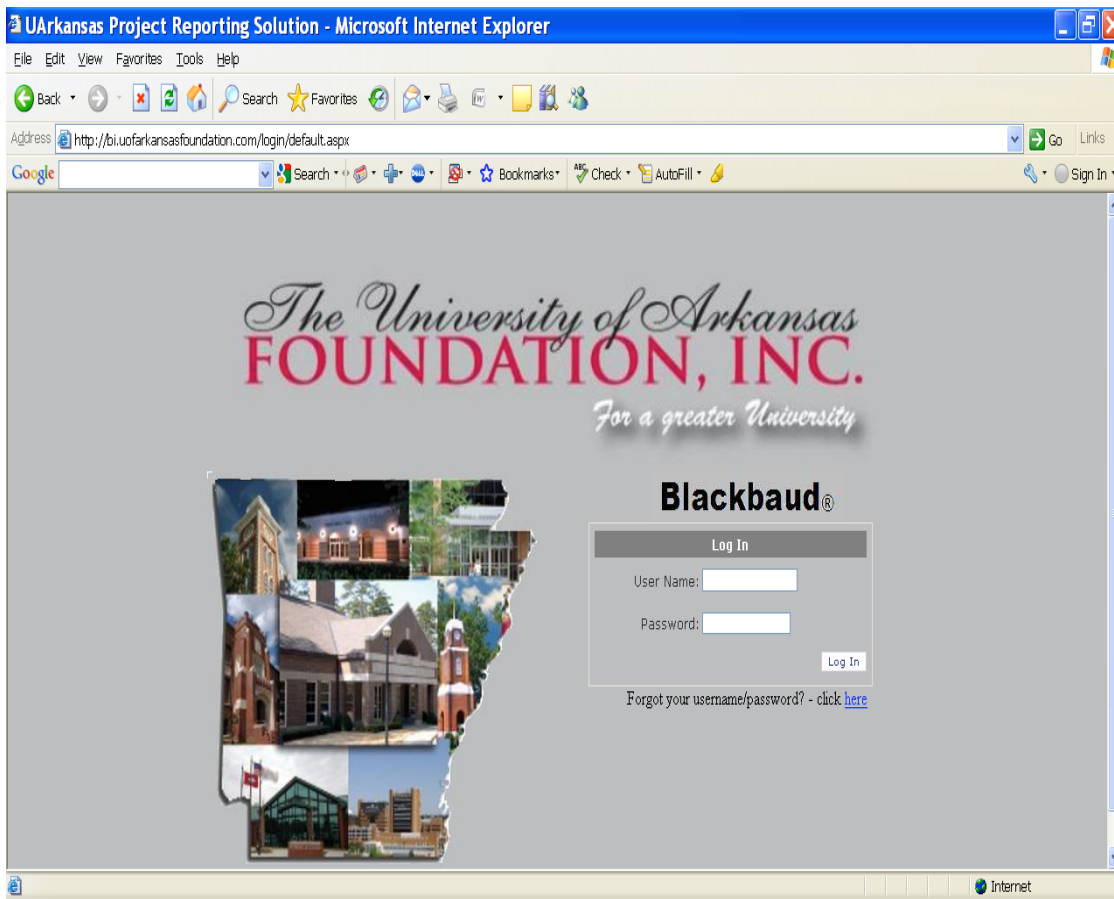
Log In Screen:

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

UArkansas Project Reporting Solution - Microsoft Internet Explorer

File Edit View Favorites Tools Help

Back Forward Stop Refresh Home Search Favorites

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

Google Search Bookmarks Check AutoFill Sign In

Home Logout

UserName training Campus 01-System View Report

College System-1 Department System-1

SubDept Not Applicable

1 of 1 100% Find Next Select a format Export

training

The University of Arkansas
FOUNDATION, INC.

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

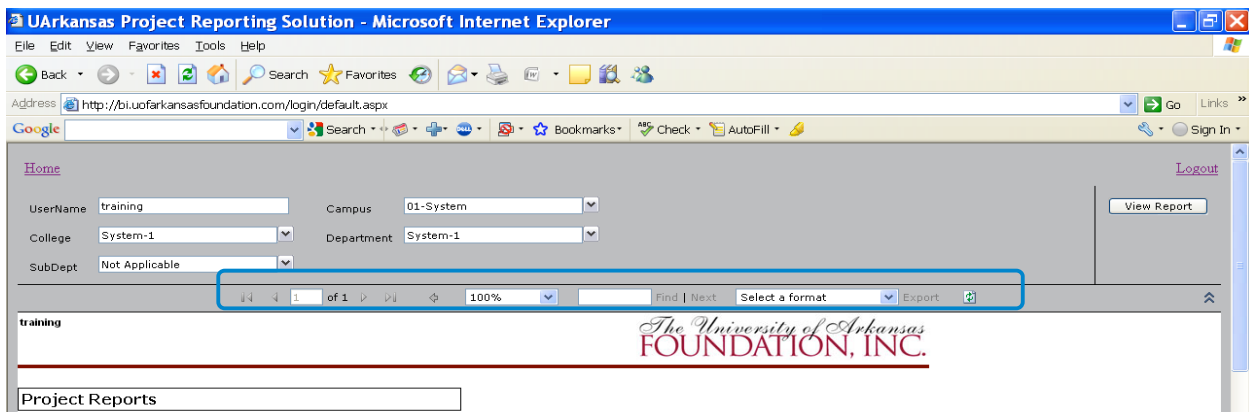
Consolidated Project Management Reports

[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

Done Internet



General Tips:

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

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

31-Spending Projects

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

[<Click to see current filters button>](#)

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

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

Helpdesk Contact Information:

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

Report Printing and Export Instructions:

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

<Click dropdown arrow to select Format to Export>

XML file with report data

CSV (comma delimited)

TIFF file

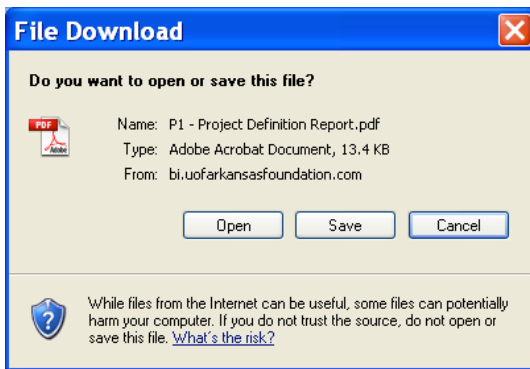
Acrobat (PDF) file – Recommended for Report Printing

Web archive

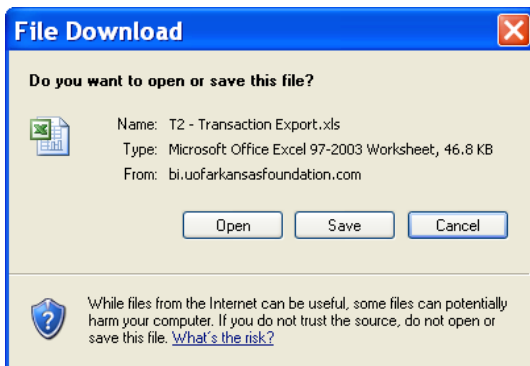
Excel – Recommended for Excel Download

<Click Export>

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



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



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

Summary of Reports

Project Reports

[P1 – Project Definition Report](#)

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

[P2 – Transaction Detail Report](#)

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

[P3 – Transaction Summary Report](#)

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

[P4 – Financial Summary Report](#)

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

Consolidated Project Management Reports

[C1 – Financial Position Report](#)

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

[C2 – Statement of Activities Report](#)

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

[C3 – Match Grant Report](#)

Consolidated view of Walton Challenge Grant projects with individual project drilldown

Transaction Export

[T1 – Transaction Query](#)

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

[T2 – Transaction Export](#)

Transaction export or organizational hierarchy by date range

Total Return Pool Reports

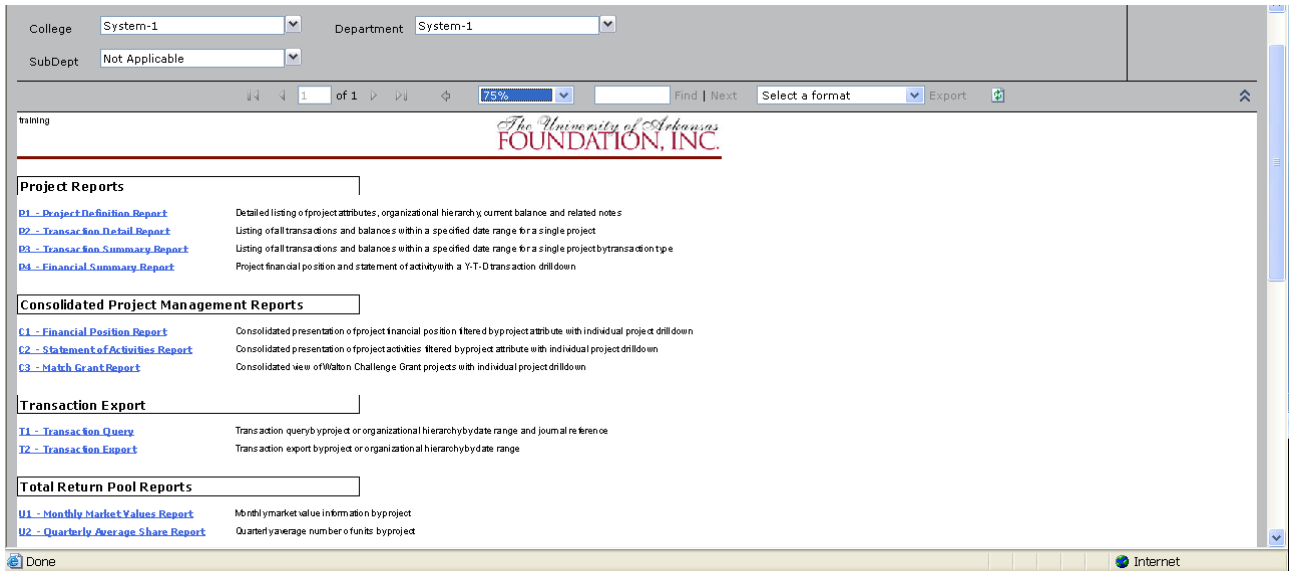
[U1 – Monthly Market Values Report](#)

Monthly market value information by project

[U2 – Quarterly Average Share Report](#)

Quarterly average number of units by project

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



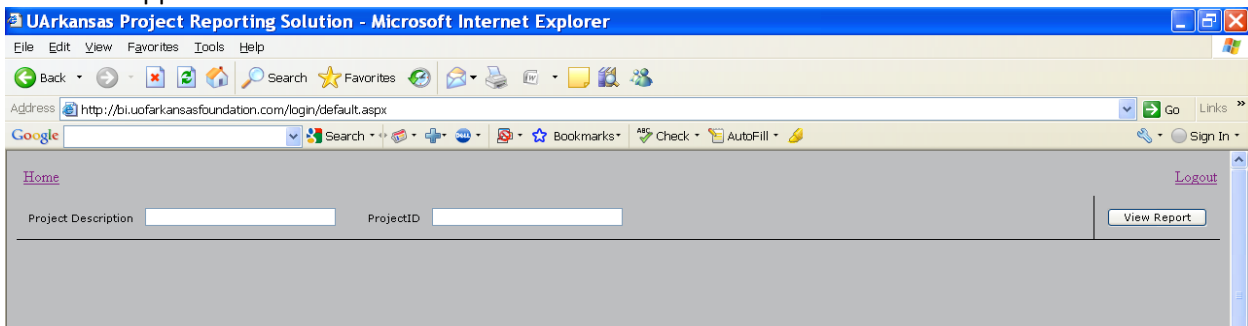
P1 – Project Definition Report

{See Appendix page A7 for illustration}

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

Step 1: <Click P1 – Project Definition Report>

Mid-Filter Appears



Step 2: To View Project Listing

To view ALL Projects

<Click View Report Button>

To view by Project Description – Searchable Field

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

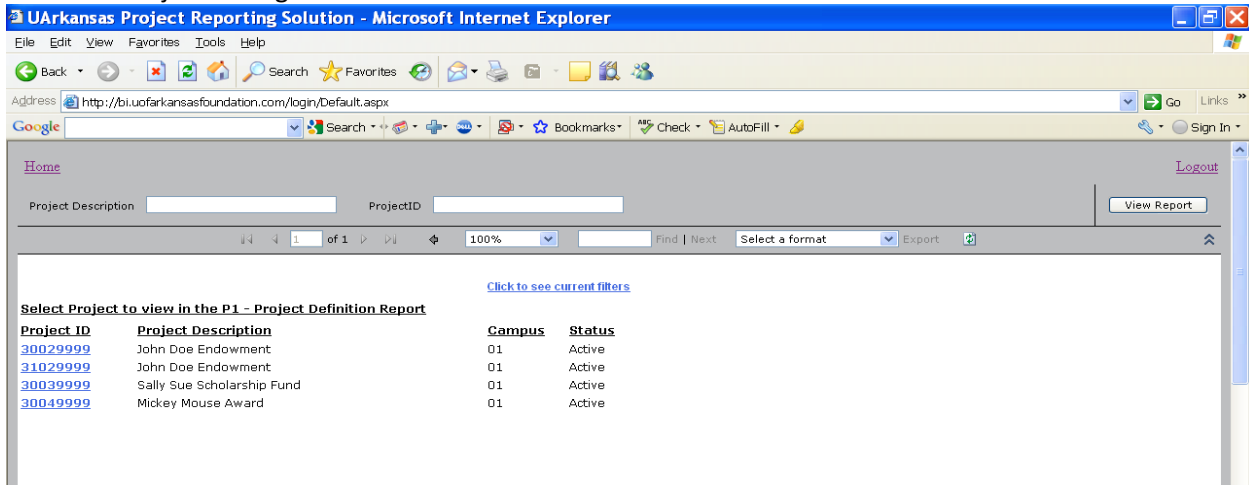
<Click View Report Button>

To view by Project ID

<Enter a Project ID>

<Click View Report Button>

Return of Project Listing



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

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

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

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

Hierarchy: Campus, College, Department, Sub-Department

Project Notes: Appears at bottom of report if any exist

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

Return Page 1 of Project Definition Report

UArkansas Project Reporting Solution - Microsoft Internet Explorer

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

Home Logout

1 of 2
100%
Find | Next
Select a format
Export

The University of Arkansas
FOUNDATION, INC.

Project Definition Report
Project - 30029999 - John Doe Endowment

Project Definition

Status Active

Project Type Foundation

Date Established 5/8/2009

Net Asset Class Permanent

Endowment Type Permanent Endowment

Earnings Distribution 31029999

Designation

Use Code UG Scholarship

Constituent Area System

Program Type Not Applicable

University Reference NA

X-Ref Number NA

Income Restrictions NA

Balance as of:

	7/1/2008	5/13/2009
Cash	\$0.00	\$5,000.00
Pledge Receivable	\$0.00	\$20,000.00
Other Assets	\$0.00	\$0.00
Pooled Assets	\$0.00	\$0.00
Accounts Payable	\$0.00	\$0.00
Net Assets	\$0.00	\$25,000.00

Hierarchy

Campus 01-System

College System-1

Department System-1

Sub-Department Not Applicable

30 Endowment

Internet

Return Page 2 of Project Definition Report

UArkansas Project Reporting Solution - Microsoft Internet Explorer

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

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 UG Scholarship

Constituent Area System

Program Type Not Applicable

University Reference NA

X-Ref Number NA

Income Restrictions NA

Balance as of:

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

Hierarchy

Campus 01-System

College System-1

Department System-1

Sub-Department Not Applicable

31 Spending

Done Internet

Step 4: To Print P1 – Project Definition Report

See Report Printing and Export Instructions on page 4

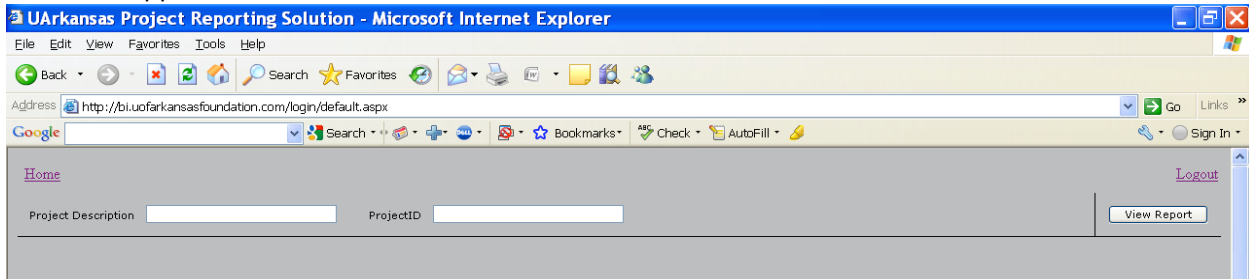
P2 – Transaction Detail Report

{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>

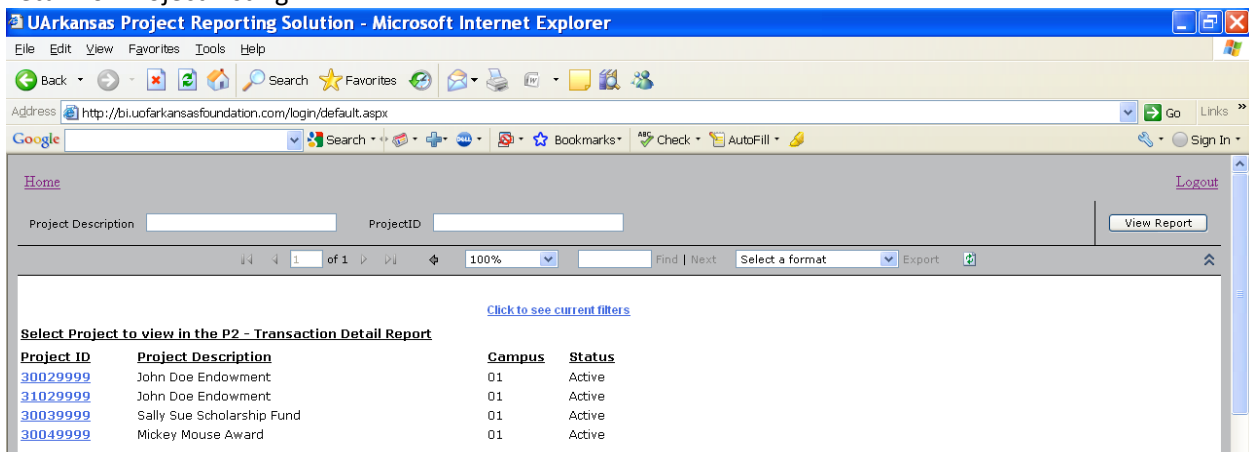
<Click **View Report Button**>

To view by Project ID

<Enter a Project ID>

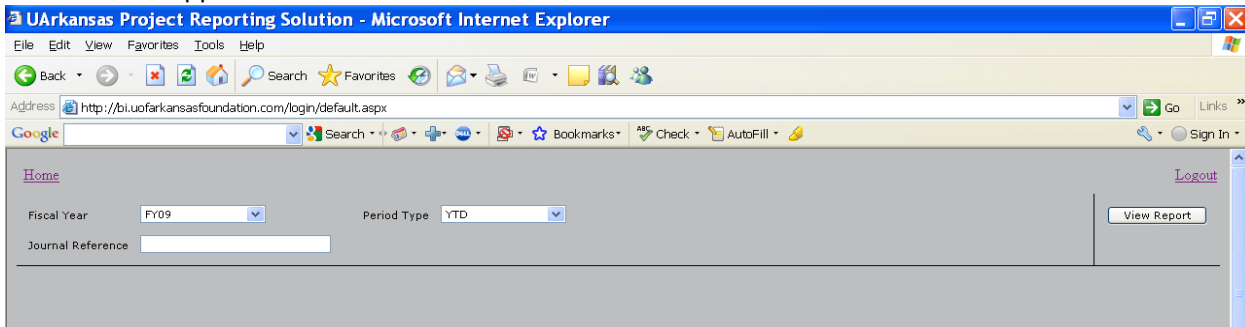
<Click **View Report Button**>

Return of Project Listing



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

2nd Mid-Filter Appears



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

<Click View Report Button>

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

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

Month End, Quarter End, YTD, YTD Month End

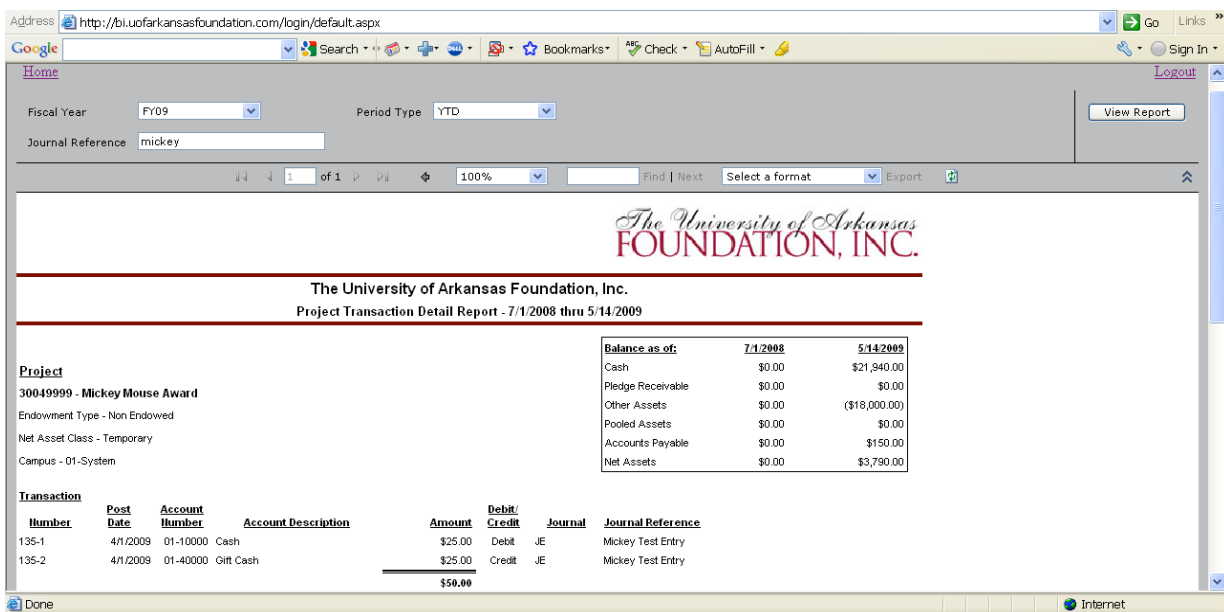
<Click View Report Button>

To search for a Transaction (optional)

Enter a partial transaction description into the Journal Reference search field

<Click View Report Button>

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



Step 4: To Print P2 – Transaction Detail Report

See Report Printing and Export Instructions on page 4

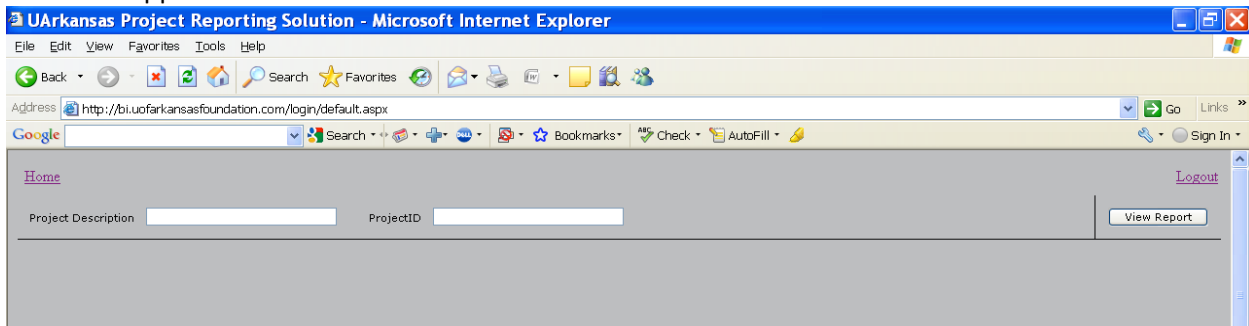
P3 – Transaction Summary Report

{See Appendix page A7 for illustration}

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

Step 1: <Click P3 – Transaction Summary Report>

Mid-Filter Appears



Step 2: To View Project Listing

To view ALL Projects

<Click View Report Button>

To view by Project Description – Searchable Field

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

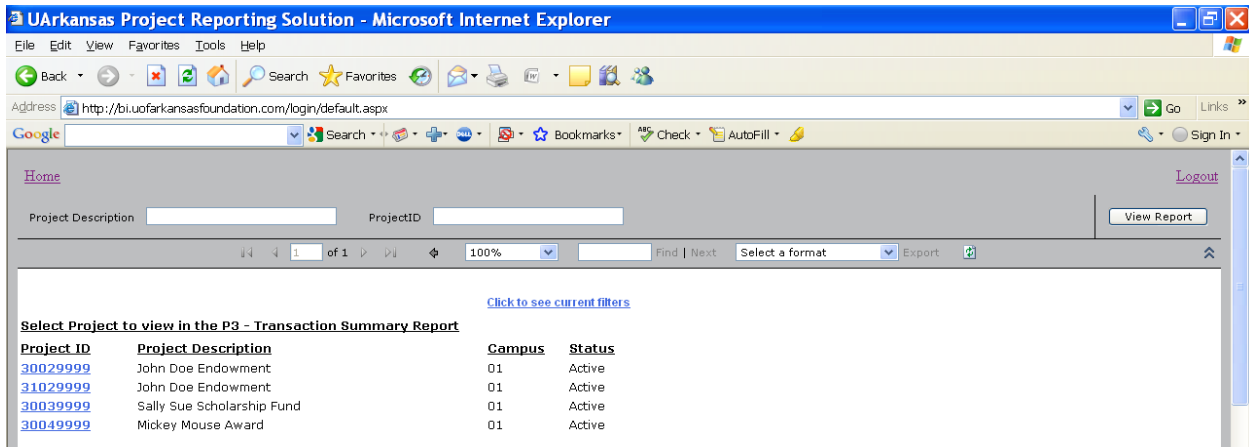
<Click View Report Button>

To view by Project ID

<Enter a Project ID>

<Click View Report Button>

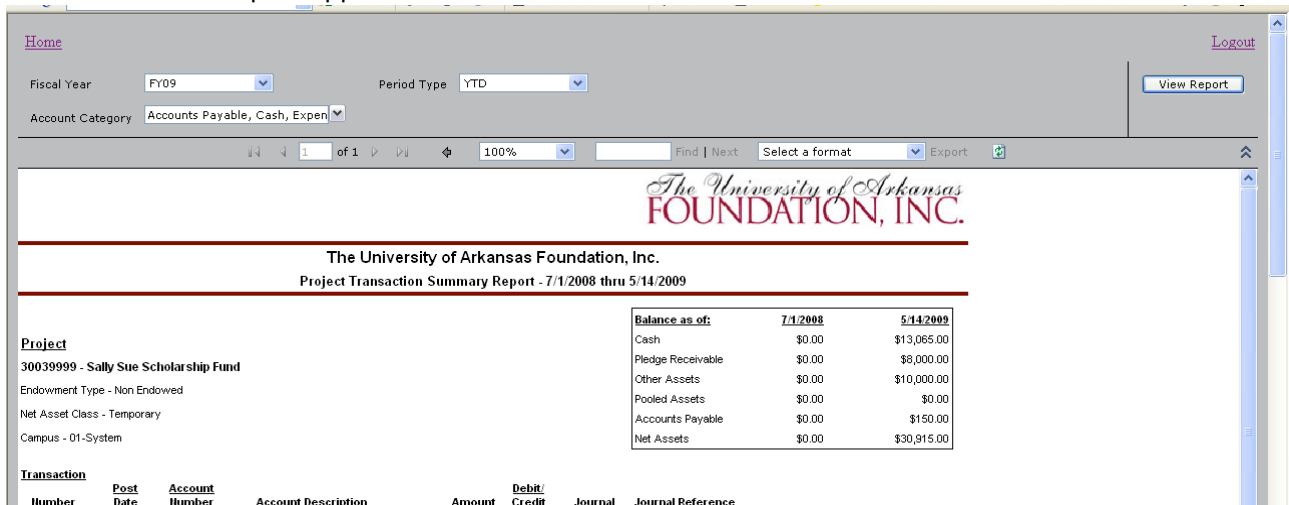
Return of Project Listing



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

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

2nd Mid-Filter and Report Appears



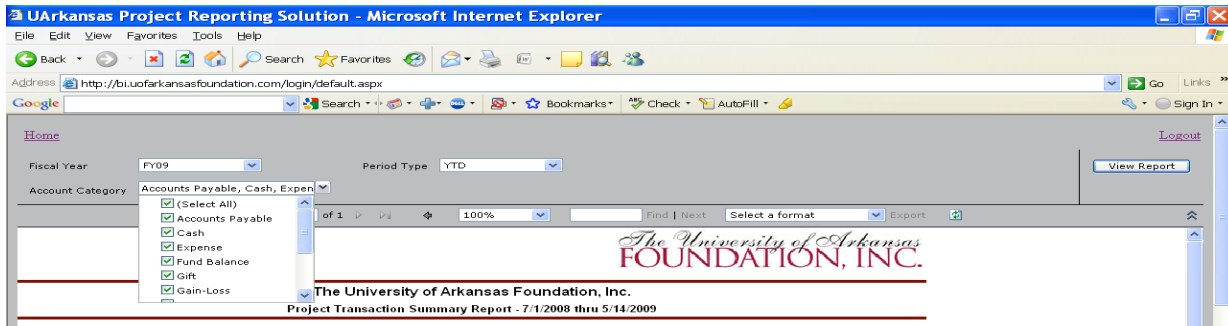
To view ALL transactions for Current Fiscal Year YTD and ALL Account Categories (default)

<Click View Report Button>

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

<Click on respective drop down arrows and make selection>

<Click View Report Button>



Step 4: To Print P3 – Transaction Summary Report

See Report Printing and Export Instructions on page 4

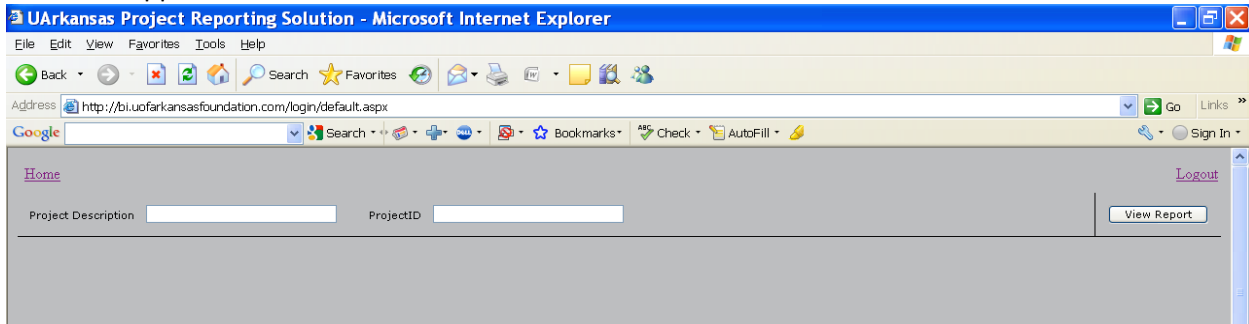
P4 – Financial Summary Report

{See Appendix page A7 for illustration}

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

Step 1: <Click P4 – Financial Summary Report>

Mid-Filter Appears



Step 2: To View Project Listing

To view ALL Projects

<Click **View Report Button**>

To view by Project Description – Searchable Field

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

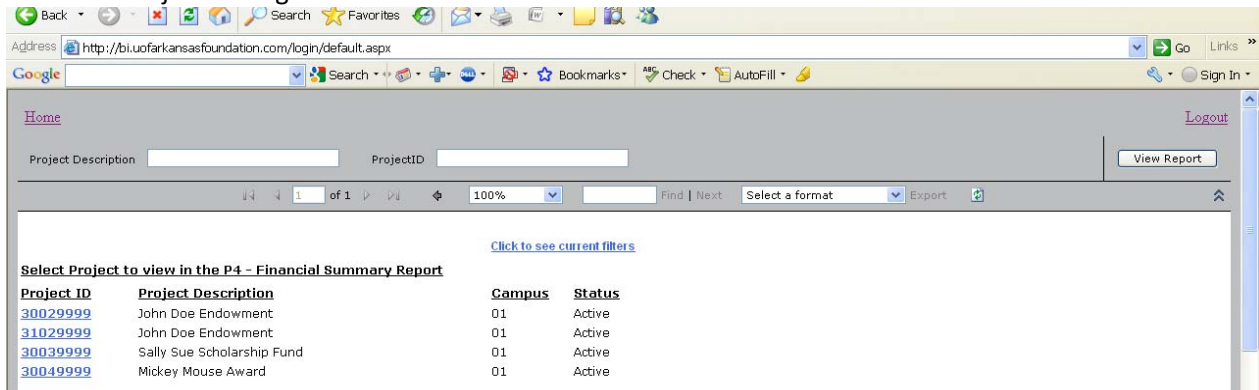
<Click **View Report Button**>

To view by Project ID

<Enter a Project ID>

<Click **View Report Button**>

Return of Project Listing



Step 3: To View P4 – Financial Summary Report

<Click Project ID that you would like to view>

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

2nd Mid-Filter and Report Appears

The University of Arkansas Foundation, Inc.
Project Financial Summary Report as of 5/31/2009

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
Financial Position			
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		\$30,915.00	\$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 University of Arkansas Foundation, Inc.
Project Financial Summary Report as of 5/31/2009

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

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

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

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

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

Step 4: To Print P4 – Financial Summary Report

See Report Printing and Export Instruction on page 4

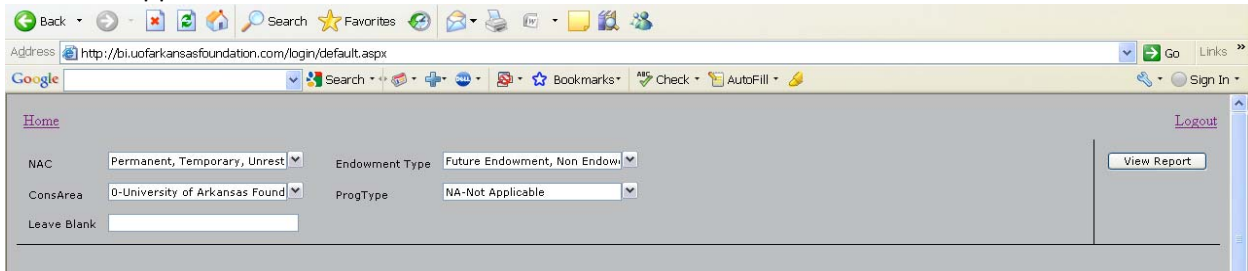
C1 – Financial Position Report

{See Appendix page A7 for illustration}

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

Step 1: <Click C1 – Financial Position Report>

Mid-Filter Appears



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

Step 2: To View Project Listing

To view ALL Projects

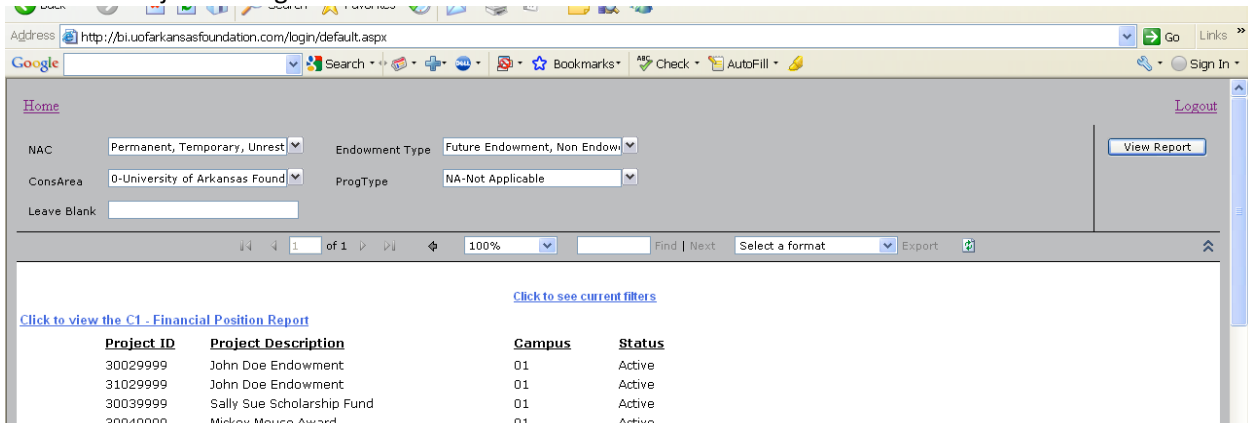
<Click View Report Button>

To view Project based on selected criteria

<Click on dropdown arrow and select appropriate filters>

<Click View Report Button>

Return of Project Listing



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.

2nd Mid-Filter and Report Appears

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

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

<Click on drop down arrow and make selection>

<Click View Report Button>

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

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 a web browser window titled "UArkansas Project Reporting Solution - Microsoft Internet Explorer". The address bar shows "http://bi.uofarkansasfoundation.com/login/default.aspx". The page contains a form with the following fields:

- NAC: Permanent, Temporary, Unrest (dropdown)
- Endowment Type: Future Endowment, Non Endow (dropdown)
- ConsArea: 0-University of Arkansas Found (dropdown)
- ProgType: NA-Not Applicable (dropdown)
- Leave Blank: (text input)
- View Report (button)
- Logout (link)

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 same web application as above, but with the project listing table displayed. The table has the following columns: Project ID, Project Description, Campus, and Status. The table contains four rows of 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 C2 – Statement of Activities Report –
<Click to view the C2 – Statement of Activities Report>

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

2nd Mid-Filter and Report Appears

Project	Project Description	Beg Balance	Income					Expenses	End Balance
			Gift	Pledge Revenue	Gain (Loss)	Interest	Other Income		
30029999	John Doe Endowment	\$0.00	\$0.00	\$25,000.00	\$0.00	\$0.00	\$0.00	\$25,000.00	
31029999	John Doe Endowment	\$0.00	\$8,000.00	\$0.00	\$0.00	\$288.45	\$100.00	\$8,188.45	
30039999	Sally Sue Scholarship Fund	\$0.00	\$19,000.00	\$10,000.00	\$2,000.00	\$0.00	\$150.00	\$30,915.00	
30049999	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	\$80.00	\$67,893.45	

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

Project	Project Description	Beg Balance	Income				Expenses	End Balance
			Pledge Revenue	Gain (Loss)	Interest	Other Income		
30029999	John Doe Endowment	\$0.00	\$25,000.00	\$0.00	\$0.00	\$0.00	\$25,000.00	
31029999	John Doe Endowment	\$0.00	\$0.00	\$0.00	\$288.45	\$0.00	\$8,188.45	
30039999	Sally Sue Scholarship Fund	\$0.00	\$10,000.00	\$2,000.00	\$0.00	\$150.00	\$30,915.00	
30049999	Mickey Mouse Award	\$0.00	\$1,850.00	\$0.00	\$15.00	\$225.00	\$3,790.00	
		\$0.00	\$35,000.00	\$3,850.00	\$288.45	\$80.00	\$67,893.45	

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 displays a web application interface with a navigation bar at the top. On the left, there is a 'Home' link. On the right, there is a 'Logout' link. Below the navigation bar, there are two dropdown menus. The first is labeled 'FY' and has 'FY09' selected. The second is labeled 'Period' and has '<Select a Value>' selected. To the right of the 'Period' dropdown is a 'View Report' button. The 'Period' dropdown is open, showing a list of months from January to December.

Step 5: To Print C2 – Statement of Activities Report

See Report Printing and Export Instructions on page 4

C3 – Match Grant Report

Covered in separate addendum

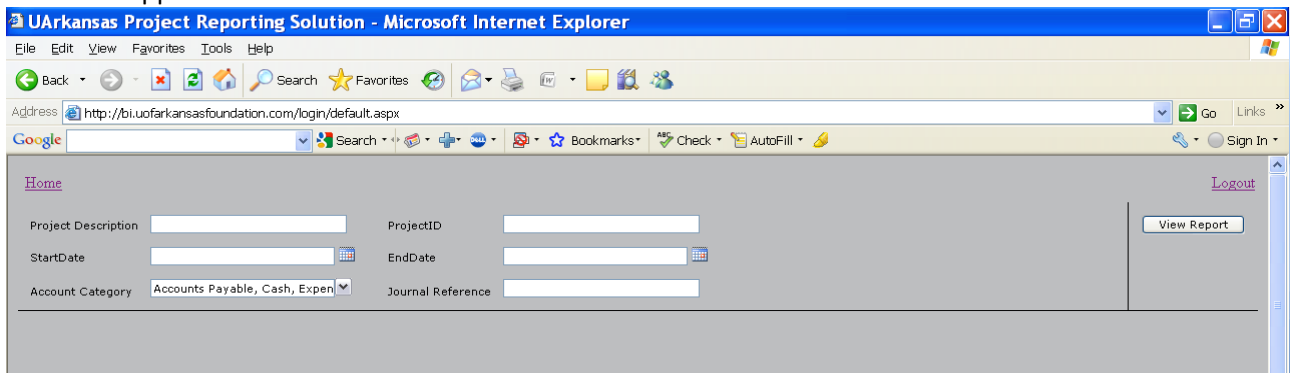
T1 – Transaction Query

{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:

Start Date and End Date (required) **NOTE: The broader the date range, the longer the run time**
Project Description, Project ID, Account Category and Journal Reference (optional)

Step 2: To View Project Listing

After Start Date and End Date are selected 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**>

Return of Project Listing

Project Description: ProjectID: [View Report](#)

StartDate: EndDate:

Account Category: Journal Reference:

1 of 1 | 100% | Find | Next | Select a format | Export

[Click to see current filters](#)

T1 - Transaction Query

[Click here to view all projects listed or select each individually](#)

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

Step 3: 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>

UArkansas Project Reporting Solution - Microsoft Internet Explorer

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

Transaction Query Results:

Transaction Number	Post Date	ProjectID	Project Description	IAC	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	2/10/2009	30039999	Sally Sue Scholarship Fund	T	N	01-11000	Pledge Receivable	\$10,000.00	Debit		JE	New Pledg
131-38	2/10/2009	30039999	Sally Sue Scholarship Fund	T	N	01-41000	Pledge Revenue	\$10,000.00		Credit	JE	New Pledg
131-48	2/18/2009	30039999	Sally Sue Scholarship Fund	T	N	01-10000	Cash	\$10,000.00	Debit		JE	Cash Rece
131-49	2/18/2009	30039999	Sally Sue Scholarship Fund	T	N	01-46000	Gain(Loss)	\$2,000.00		Credit	JE	Cash Rece
131-50	2/18/2009	30039999	Sally Sue Scholarship Fund	T	N	01-13000	Land Gifts	(\$8,000.00)	Credit		JE	Cash Rece

Select a format: XML file with report data, CSV (comma delimited), TIFF file, Acrobat (PDF) file, Web archive, Excel

Step 4: To Export T1 – Transaction Query to Excel (Recommended)

See Report Printing and Export Instructions on page 4

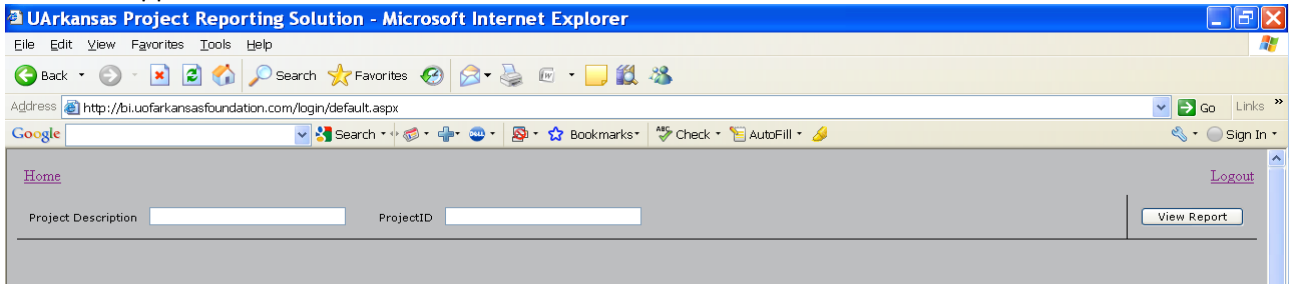
T2 – Transaction Export

{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**>

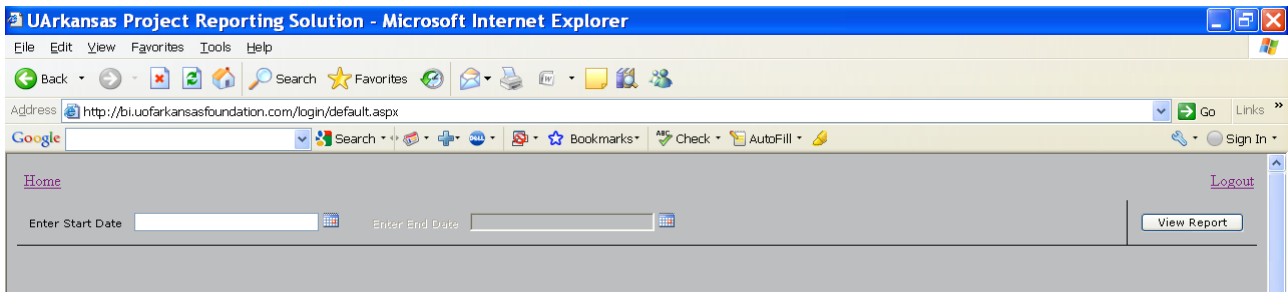
Step 3: To View T2 – Transaction Export

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**>

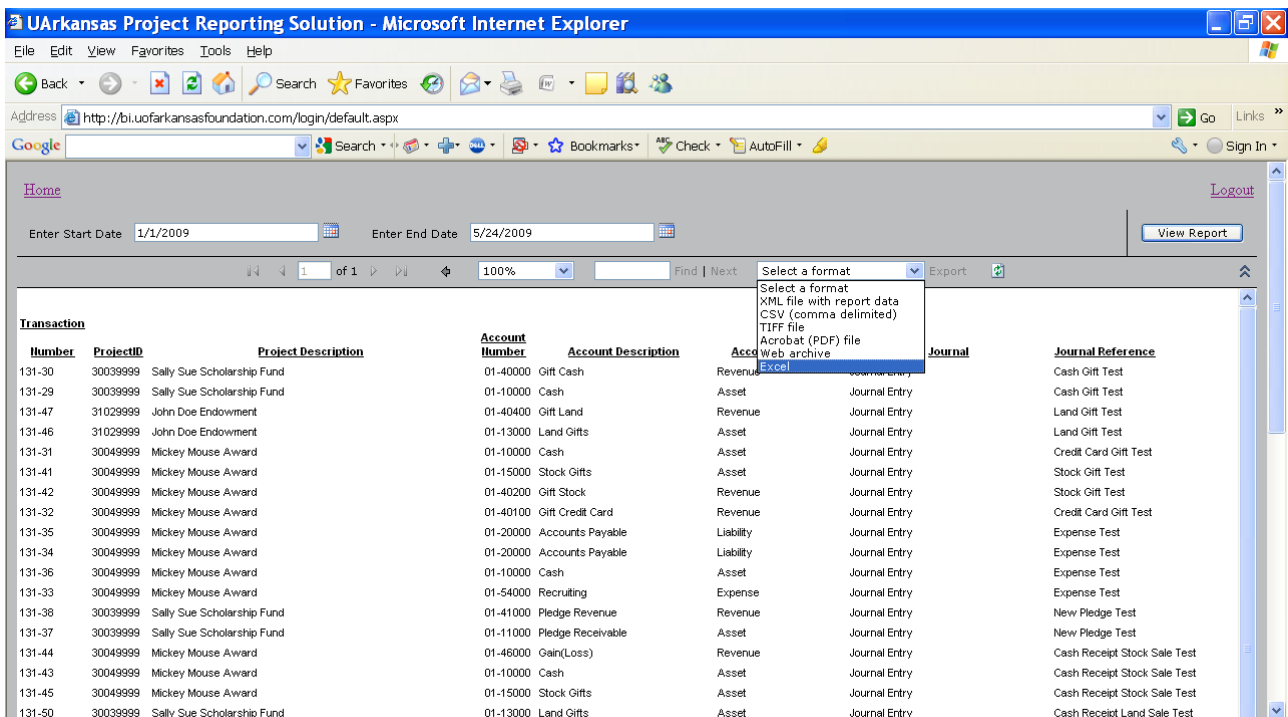


Step 4: To Select Date Range - NOTE: The broader the date range, the longer the run time

<Enter Start Date or select from Calendar>

End Date defaults to Current Date or you have the option to manually enter End Date

<Click View Report Button>



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 a web browser window titled "UArkansas Project Reporting Solution - Microsoft Internet Explorer". The address bar shows "http://bi.uofarkansasfoundation.com/login/default.aspx". The main content area contains a "Mid Filter" section with the following options:

- NAC: Permanent, Temporary, Unrest (dropdown)
- Endowment Type: Future Endowment, Non Endow (dropdown)
- ConsArea: 0-University of Arkansas Found (dropdown)
- ProgType: NA-Not Applicable (dropdown)
- Leave Blank: (text input)
- View Report (button)
- Logout (link)

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 same web browser window as above, but now displaying a project listing table. The table has the following columns: Project ID, Project Description, Campus, and Status. The table contains four rows of 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

Additional elements visible in the screenshot include a "View Report" button, a "Logout" link, and a table control showing "1 of 1" items.

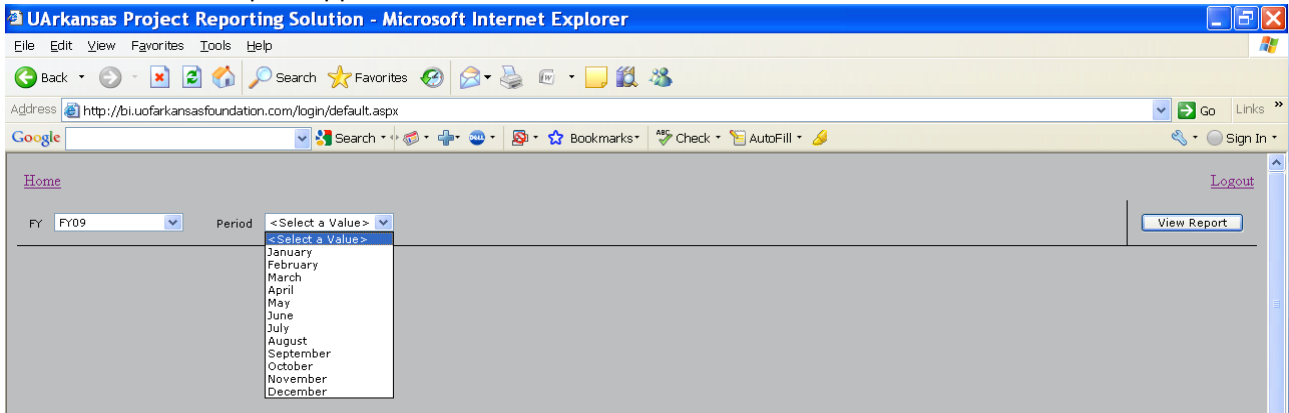
Step 3: To View U1 – Monthly Market Values Report

<Click to view U1 – Monthly Market Values Report>

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

<Click View Report Button>

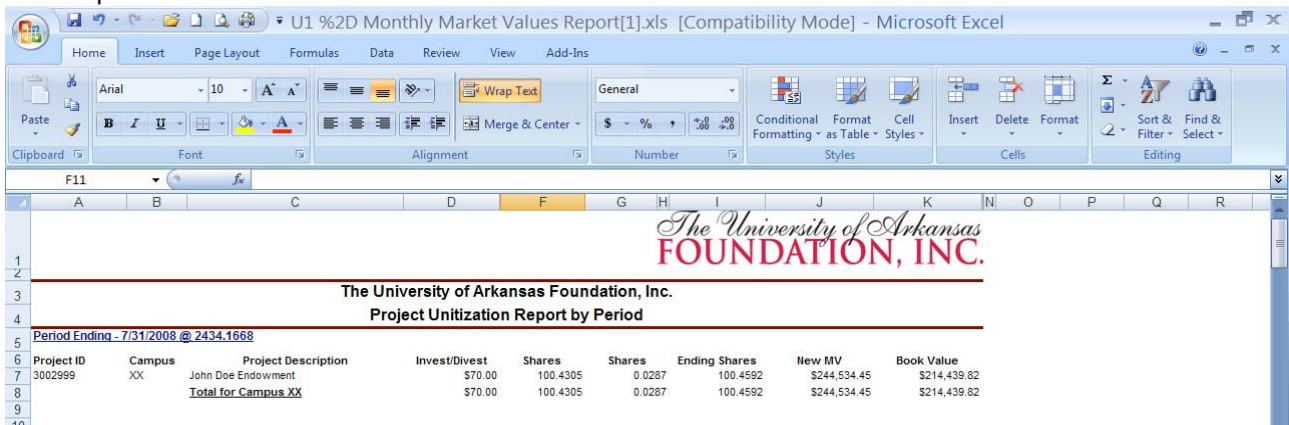
2nd Mid-Filter and Report Appears



Step 4: To Export U1 - Monthly Market Values Report

See Report Printing and Export Instructions on page 4

Excel Export



U2 – Quarterly Average Share Report

{See Appendix page A7 for illustration}

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

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

Mid Filter Appears

The screenshot shows a web browser window titled "UArkansas Project Reporting Solution - Microsoft Internet Explorer". The address bar shows "http://bi.uofarkansasfoundation.com/login/default.aspx". The page contains 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). There is a "Leave Blank" text input field and a "View Report" button.

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 same web application interface as before, but now displaying a table of project listings. 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 "Click to see current filters" and "Click to view the U2 - Quarterly Average Share Report".

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

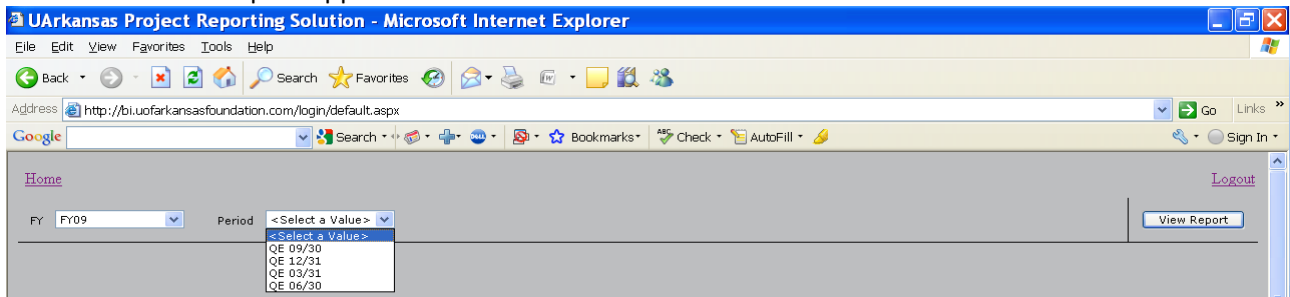
Step 3: To View U2 – Quarterly Average Share Report

<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>

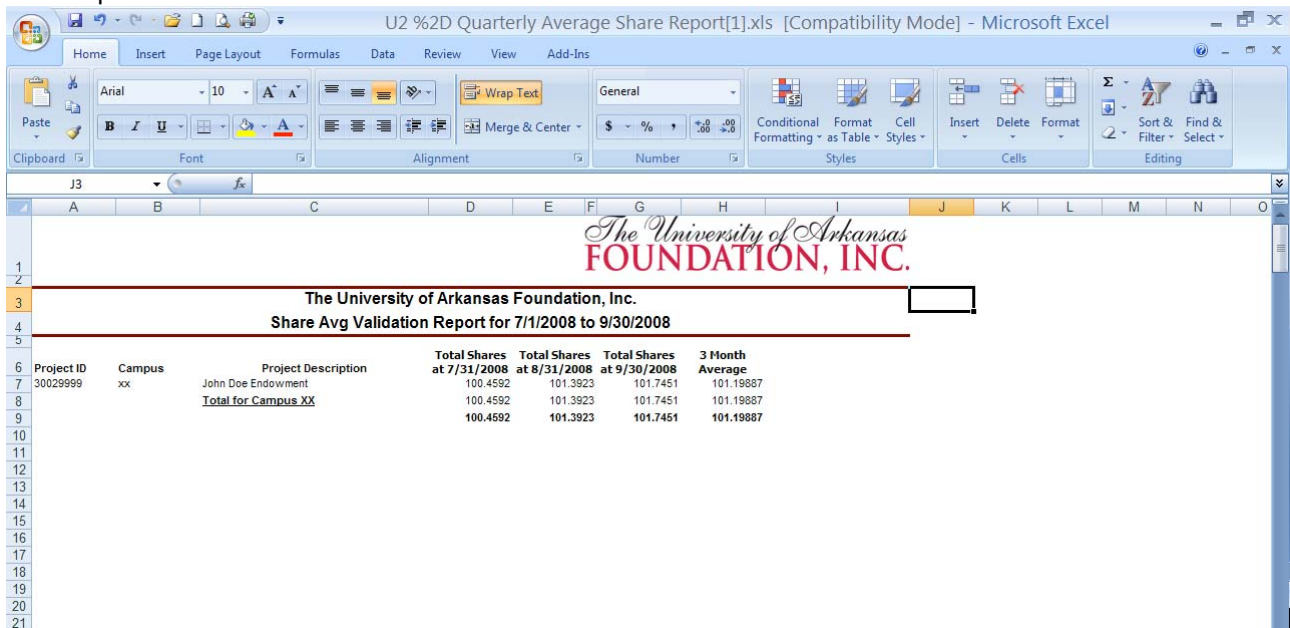
2nd Mid-Filter and Report Appears



Step 4: To Export U2 – Quarterly Average Share Report

See Report Printing and Export Instructions on page 4

Excel Export



APPENDIX

Account Codes Financial Position

Account Number

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

<u>Acct Code</u>	<u>Acct Code Description</u>	<u>Account Category</u>	
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