To Access the Foundation Information System (FIN) Reports

(If you do not already have access, please first go to http://www.found.ksu.edu/fin-external/FIN_ONEAccess.pdf and follow the form instructions.)

You may go directly to https://ksufound.sharepoint.com/FIN/SitePages/Home.aspx or go to www.found.ksu.edu.

From the latter, you will see the following screen (or something similar depending on your browser):

About the KSU Foundation

The Kansas State University Foundation is the official fundraising organization for Kansas State University.

About us
What we do
Mission, vision and values
Join our team
Publications
Maps and directions

Managing K-State's endowment
Oversight

Our volunteers
Board of Trustees
K-State Student Foundation

Donor recognition societies
About the societies
1863 Circle
President's Club
Land Grant Legacy Society

Students, faculty and staff
All-University Campaign
K-State Proud
K-State Student Foundation
K-State Telefund
Campaign communications toolkit
FIN access (sign-in required)
Accounting Forms & Policies (no sign-in required)

Click on the highlighted link and then enter your userID@found.ksu.edu in the top box followed by your password in the second box as shown below. Please note that this is different from your campus login.

Office 365

Work or school, or personal Microsoft account

Email or phone

Password

☐ Keep me signed in

[Sign in] [Back]

Can't access your account?
Create a new Microsoft account

If you are experiencing issues accessing your account, please contact KSUF IT Support at support@ksufoundation.org or x26000.

You will see the following screen. Please note that the Announcements will include which Fund Accounting reports are finalized. Generally, reports are finalized mid-month. At the end of the quarter, the expendable reports are complete before the principal reports due to the principal revaluation. Donor Acknowledgement reports are always current as of the previous day. Click on Campus-Reports at the top to access the FIN Reports.
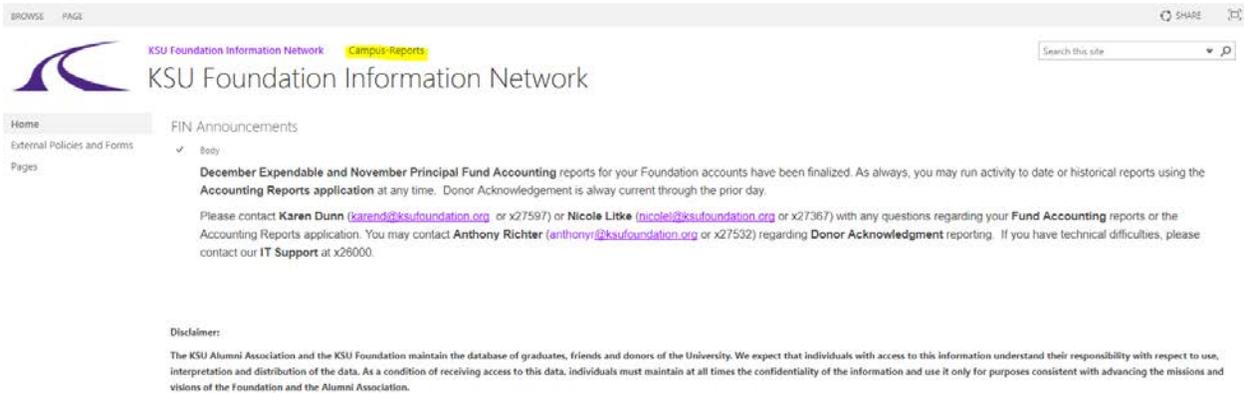
The following reports, depending on your access, will be available.
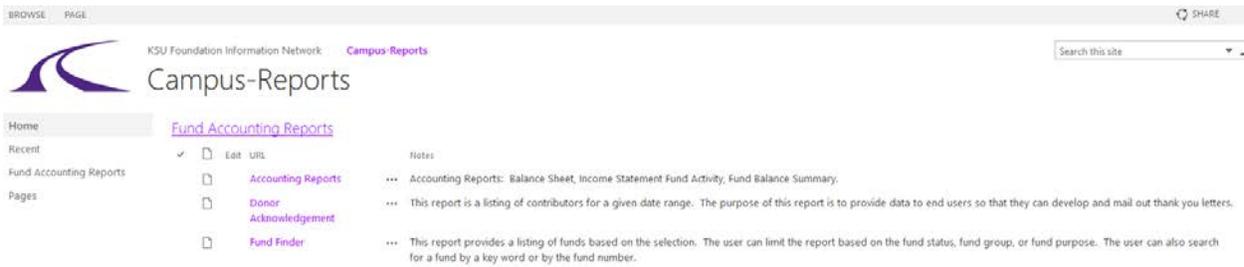
The first time that you access the reports, you will be required to enter your credentials a second time. Enter your userID@found.ksu.edu in the top box followed by your password in the second box:
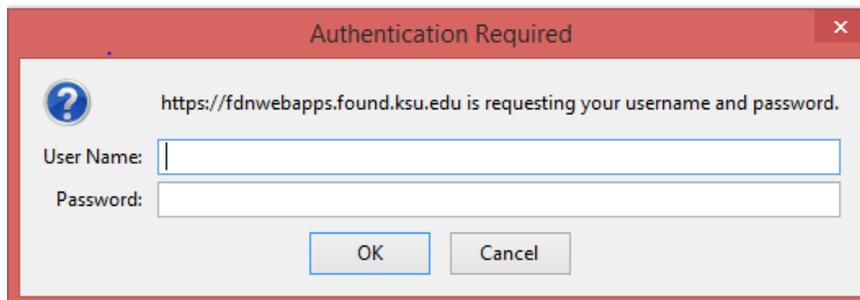
Accounting Reports

For the Accounting reports, the following screen will be displayed.

Accounting Reports

Report Type (Mouse over report name for description)

- ● Expendable Cash Transactions Register (By College/Department/Fund)
- ○ Principal Cash and Pooled Fund Activity (By College/Department/Fund)
- ○ Fund Balance Summary with Cash (By College/Department/Fund)
- ○ Balance Sheet (By College/Department/Fund)
- ○ Income Statement (By College/Department/Fund)
- ○ Contributions Report (By College/Department/Fund)

Report Output

- ○ Excel   ● PDF

Type the desired date in the box below or select from the calendar.

Start Date   **As Of Date**

`12/1/2017`   `12/31/2017`

≤	December 2017					≥	≤	January 2018					≥
Sun	Mon	Tue	Wed	Thu	Fri	Sat	Sun	Mon	Tue	Wed	Thu	Fri	Sat
26	27	28	29	30	1	2	31	1	2	3	4	5	6
3	4	5	6	7	8	9	7	8	9	10	11	12	13
10	11	12	13	14	15	16	14	15	16	17	18	19	20
17	18	19	20	21	22	23	21	22	23	24	25	26	27
24	25	26	27	28	29	30	28	29	30	31	1	2	3
31	1	2	3	4	5	6	4	5	6	7	8	9	10

● College Funds ○ Multiple Curriculum Funds

College

`All Colleges Listed Below` ▼

Department

`All Departments Listed Below` ▼

Funds to Select From (Changing the date will change the list of open funds.)

`All funds Listed Below` ▼

[Run Report] [Clear Form] nicolel

KSUF Reporting

Please note that the default output is PDF, but the reports can also be exported to Excel for sorting or other manipulation. The reports default to the prior month, but before mid-month that month has not been finalized. The date range can be defined over any period from July, 1997, to the current month end. In all cases the user must make at least one selection from the College/Department/Fund list. A brief description of each report is available by hovering the mouse over the name of the report in the Report Type section.

When running any of the reports, the output will provide several key pieces of information at the bottom: The most recent date that the Foundation's Pooled Fund was valued (always the end of a quarter), the most recently closed date for the principal reports (one should not expect additional principal entries after the closed month), the most recently closed date for expendable reports (the user should not expect additional expendable activity after that month), and the run date. This information is important in interpreting your reports. It will be visible in PDF format but not visible in Excel until the report is ready to print.

Note that College level users have the capability of running either College Funds or Multiple Curriculum funds (those shared with other Colleges). Department and Fund Level users will need to contact their Colleges to access information on Multiple Curriculum funds specific to their business unit.

A more complete description of each of the reports follows.

Expendable Case Transactions Register (By College/Department/Fund): This report lists expendable cash transactions in a format resembling a checkbook register in a given fund or department or college as of a specified date range. This will reflect cash transactions only so gifts in kind will not be reflected and the amount realized by securities gifts may differ from the amount for which the donor was receipted. It will provide a running cumulative cash balance available for expenditure.

Principal Cash and Pooled Fund Activity (By College/Department/Fund): This report lists principal cash transactions and the Pooled Fund investment activity. It does not include other principal assets such as real estate, pledges, etc. It shows any contributions to principal as well as earnings reinvestment and Pooled Fund market revaluation.

Fund Balance Summary with Cash (By College/Department/Fund): This report summarizes expendable and principal balances for all funds in a given department or college as of a specified date. It can also be run for a single specified fund. The first and third columns show only cash and Pooled Fund assets. The second and fourth columns include items such as pledges, life insurance CSVs, Real Estate, etc. When run in Excel format, this report also provides additional information on the attributions of a fund (so would be sortable for scholarships vs. excellence). The total (fifth column) is the total of all assets including the non-cash items.

Balance Sheet: This report provides expendable and principal balances for a given fund as of a specified date or all funds in a given department or college. For funds in which the Fund Balance Summary balances differ, this will show which items account for the difference. In addition, it provides detail regarding the Assets, including Contributed Value, non-Contributed Value, and Unrealized Gain/Loss for the Pooled Fund Investment which can be used to determine the underwater position of an endowment. It will also show expendable cash as well as any principal cash that will be invested in the Pooled Fund as of the next quarterly cycle.

Income Statement: This report summarizes the Revenue and Expense activity over a specified date range by accounting line item for a given fund or all funds in a given department or college, differentiating by Income and Principal. It also shows the resulting ending balance of each segment of the fund. This can be used to track fund utilization over a period of time.

Contributions Report: Provides donor information, as well as additional gift information on all contributions over a specified date range. This can be used to reconcile which gifts make up the summarized contribution entries to the funds on the Expendable Cash Transactions Register and Principal Cash and Pooled Fund Activity reports. It should not be used to contact donors or for Honor Rolls.

FAQs

Question:

I know we received gifts on this certain date. Why am I not seeing these in the Expendable Cash Transaction Register?

Answer:

It could be that the fund is endowed. You should try running the Principal Cash and Pooled Fund Activity Report. Also, Gifts in Kind will not affect your cash balance.

It could also mean that a request was made either by the donor or a staff member to adjust the gift from one fund to another. You might try expanding your date range further into the future.

Adjustments will look like this: CA 5-19-17 SMITH X12345/Y98765. This represents a Contribution Adjustment where the original gift came in on 5-19-17 for a donor by the last name of Smith and was moved from the fund X12345 to fund Y98765. Adjustments are reflected in the financial statements when the adjustment is made but in ONE as of the date of the original gift.

Question:

How do I know what a Non Contribution Deposit is?

Answer:

In most cases, this would have been a result of a KSUF-4 submission. However, in the event that the Foundation directly receives a deposit that has no charitable component, such as a check through the lockbox for an event, it will be necessary to contact us to get additional information.

Question:

Why do I have a UAF fee without a gift?

Answer:

This is likely a Security sale. The UAF is recognized the date that the gift is reported to our database based on the amount for which the donor was receipted (the average stock price that day for the security). The cash is realized when the stock is sold, which could be earlier or later, and also is made for that actual amount of the sale.

Other:

If you have further questions regarding transactions, please contact Karen Dunn karend@ksufoundation.org or Nicole Derr nicoled@ksufoundation.org with the fund number, date and amount of the transaction. Screen shots, the name of the report, and the date range used are very useful in helping the research and response time.

Fund Finder

Fund Finder is available to anyone that has FIN access. It allows the user to gather basic information on funds such as their title, group (expendable/endowed), purpose, fund number, criteria, etc. The purpose of the Fund Finder is to give users the ability to query and/or sort their funds. It is convenient to get an overview of the types of funds available to the business unit. The information can also be used to merge with the other Giving or Accounting reports.

To utilize the Fund Finder there are a number of different options:

- Select the status of the funds, Open, Pending (these are typically funds with deferred commitments that have not yet been realized) or Closed.
- Select the Fund Group and select the Fund Purpose (based on functionality of campus staff the only purpose options are scholarship or non-scholarship).
- If the user is looking for one fund in particular, they can enter the fund number. The user can also enter the fund title; however, it must be exact.
- The user can limit the fund list by department.

Once selections have been made, click on the Run Report button. This will open up a new window and provide the user with an Excel document.