



KSU Foundation Information Network (FIN)

If you do not already have access to the KSU Foundation Information Network (FIN), please complete the [FIN Access Registration Form](#) and return it to Jeanine Lake at jlake@k-state.com who will either grant or deny access.

The following are written instructions with screenshots to provide guidance for accessing and using FIN. It is highly recommended to browse through the [FIN Training Video](#) for tutorials and other tips.

1. Log In credentials in [“New FIN Access”](#) email
2. First time logging in to FIN - [Set a password](#)
3. [How To Access FIN](#) > Campus-Reports > Accounting Reports
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4. [Accounting Reports](#):
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 - b. [Principal Cash & Pooled Fund Activity](#)
 - c. [Fund Balance Summary with Cash](#)
 - d. [Balance Sheet](#)
 - e. [Income Statement](#)
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5. [KSUF Contact](#) for any questions
6. [Frequently Asked Questions](#)
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First time you log in to FIN

A “New FIN Access” email was sent to you with your log in credentials and quick instructions.

New FIN Access

Lilian Pua
To: lpua@ksu.edu
Retention Policy: 3 Year Delete - Exchange Mailboxes (3 years) Expires: 10/17/2027
This message was sent with High importance.

Thu 10/17/2024 4:29 PM

Hello!

Welcome to the KSU Foundation Information Network (FIN)! Your access request has been processed and you are ready to get started.

FIN should be accessible through all major internet browsers.

Please watch the [FIN Training Video](#) for detailed log in instructions, how to troubleshoot, and explanations of the available reports. You may also browse through the [FIN Campus Users Guide](#) for more information.

To log into the FIN portal, please use the following:

- **User ID:** lpua@found.ksu.edu

First time you log in:

You will need to add a password the first time you log in. Please click on the link here: <https://passwordreset.microsoftonline.com/passwordreset#!/> and add a password. You will also use this link if you forgot your password or need to update it.

Once you have a password, you will be able to go to the URL here: <https://ksufound.sharepoint.com/FIN/> to log into your account. As an alternative, you may go to our webpage, www.ksufoundation.org, and access FIN under “For staff” at the bottom of the website:

/ For staff

- FIN access
- Accounting forms and policies
- Fact sheets

If you are interested in forms and/or policies, you can also go directly to <https://ksufoundation.org/accounting-forms/> even if you are not logged in. You may also access this information from the website as shown above.

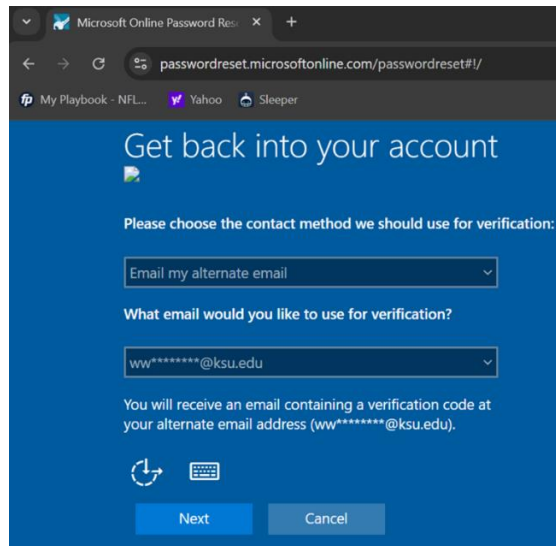
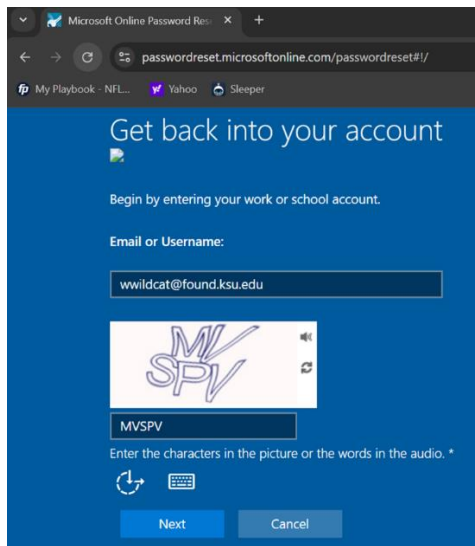


Set A Password

You will need to add a password the first time you log in. Please click on the link here: <https://passwordreset.microsoftonline.com/passwordreset#!/> and add a password.

***** You will use this same link if you forgot your password or need to reset it. *****

Enter your UserID@found.ksu.edu in the first box. *Please note that this is different from your campus login.* After entering the characters from the picture in the second box, click Next. Enter your KSU email in the second box and click Next (see 2nd screenshot). A verification code will be sent to your ksu.edu email and will allow you to add/reset your password.



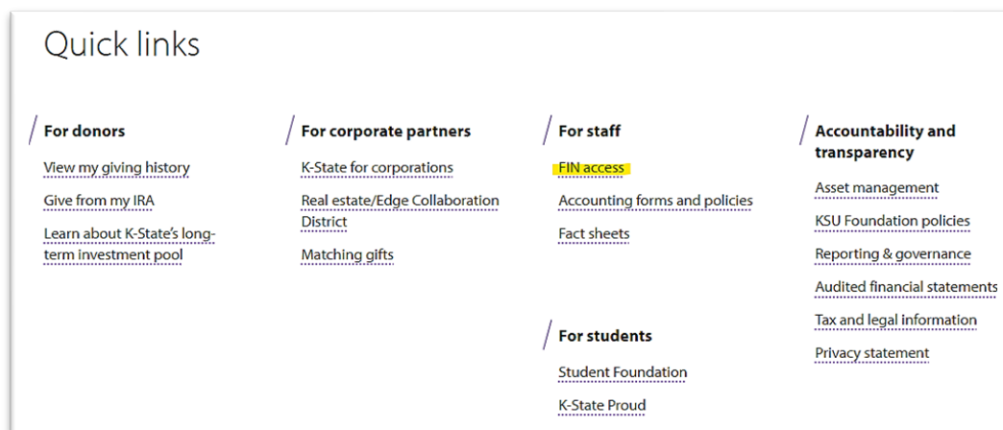
To Access the Foundation Information System (FIN)

FIN should be accessible through all major internet browsers. *It is highly recommended to access FIN using an incognito window or private tab.*

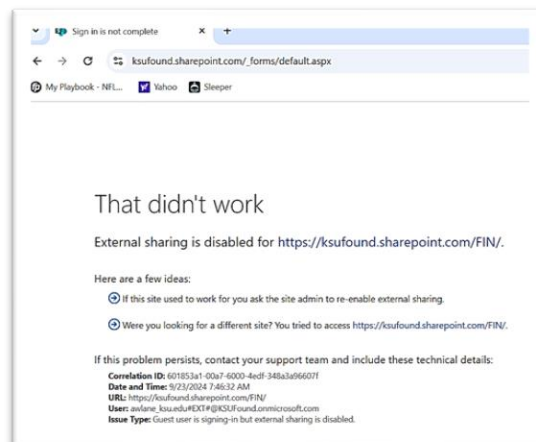
Before you proceed: Make sure you are connected to the university VPN.

There are two ways to access the FIN website.

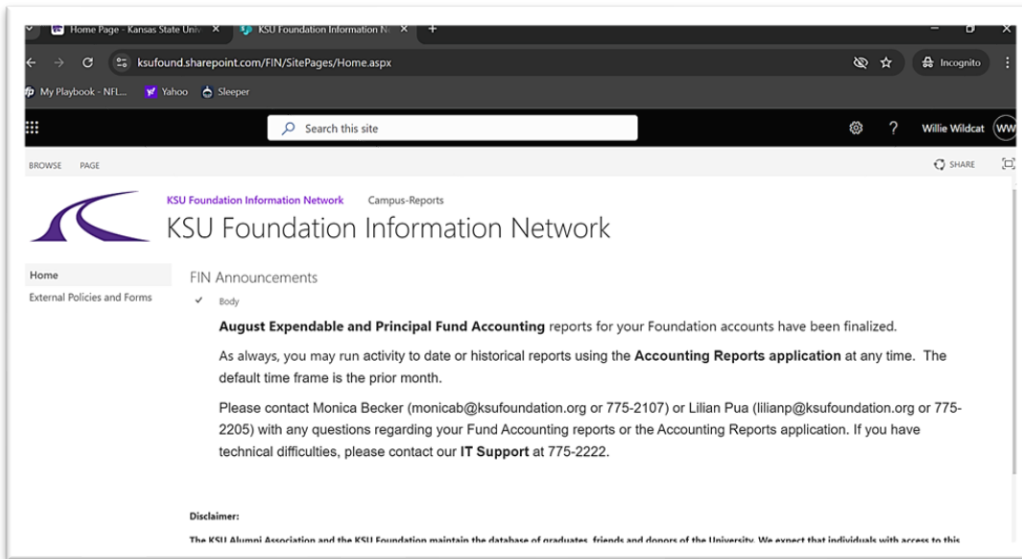
1. FIN Direct Link: <https://ksufound.sharepoint.com/FIN/>
2. You may also access the FIN website by going to <https://ksufoundation.org>. Scroll down to **Quick Links**. Under “For staff,” click on **FIN access** (highlighted link below):



If you come across the error seen in the screenshot below, go to the [Troubleshooting](#) section in this Guide for further instructions.

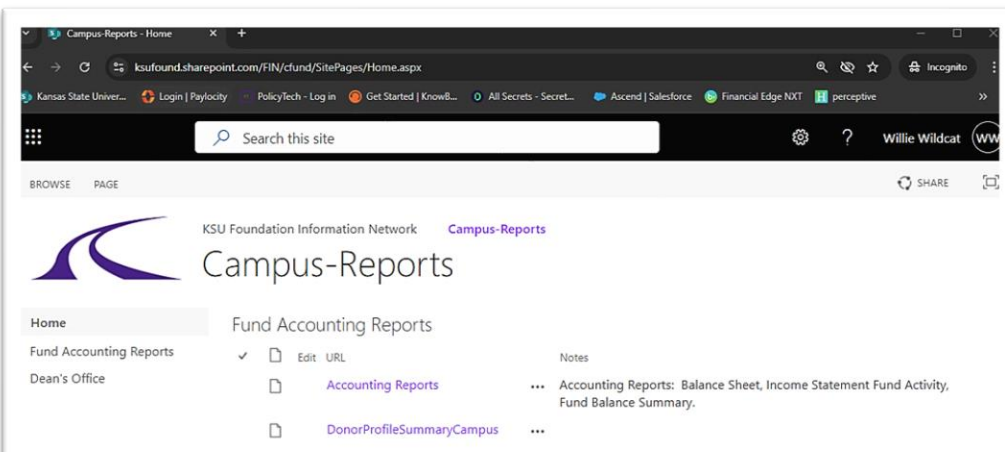


Sign in with your User ID and password. Once you are logged in, you will see the **FIN Announcements** on the home page.



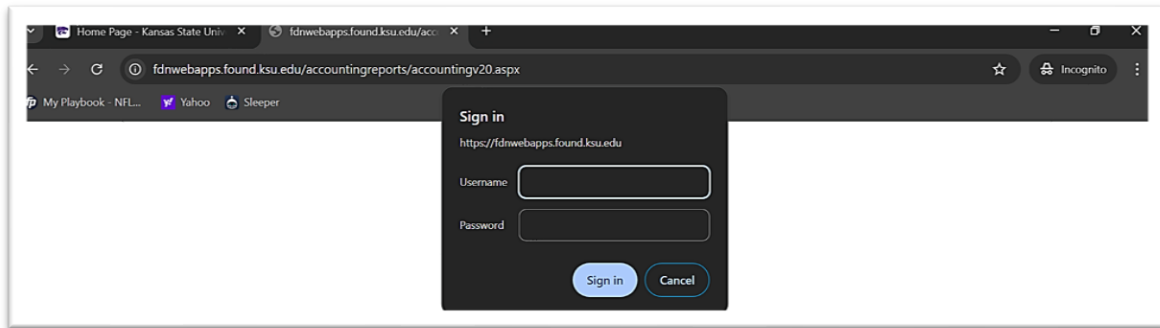
The **Announcements** will include which Fund Accounting reports are finalized. Generally, reports are finalized mid-month. For example, August reports are finalized by September 17. Note at the end of the quarter, the expendable reports are completed before the principal reports due to the principal revaluation and may be finalized at the end of month. Reports are always current as of the previous day.

Click on **Campus-Reports** at the top to access the FIN Reports. Generally, the following reports will be available. Click on **Accounting Reports**.

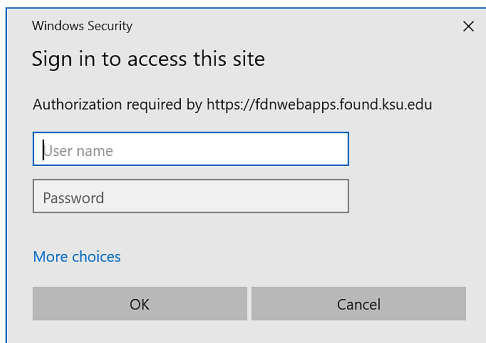


The first time that you access the reports, you will be required to enter your credentials a second time (also when using an incognito window). Enter your Username UserID@found.ksu.edu in the top box followed by your password in the second box.

Chrome:



Edge:





Accounting Reports

A variety of Accounting Reports will be displayed as seen. A brief description of each report is available by hovering the mouse over the name of the report in the Report Type section.

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 (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**

August 2024						
Sun	Mon	Tue	Wed	Thu	Fri	Sat
28	29	30	31	1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	31
1	2	3	4	5	6	7

September 2024						
Sun	Mon	Tue	Wed	Thu	Fri	Sat
25	26	27	28	29	30	31
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	1	2	3	4	5

College Funds Multiple Curriculum Funds

College

Department

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

 lillianu

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 last month that has been finalized. The date range can be defined over any period as far back as 7/1/1997 to the current month end. In all cases, the user must make at least one selection from the College/Department/Fund list.

When running any of the reports, the output will provide several key pieces of information at the bottom:

The most recent pooled fund valuation: 6/30/2024
The most recently closed date for principal reports: 8/31/2024
The most recently closed date for expendable reports: 8/31/2024
Run date: 9/20/2024 4:18:22 PM
Page 1 of 2

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 Cash 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.



KSUF Contact

If you have further questions regarding any transactions or have any issues with accessing FIN, please contact Lilian Pua (lilianp@ksufoundation.org or 775-2205) or Monica Becker (monicab@ksufoundation.org or 775-2107).

When emailing, please provide screenshots of your issue or error message. For reporting questions, please provide the fund number, date, and amount of the transaction. Screenshots with the name of the report and the date range used are very useful in helping to research and the response time.

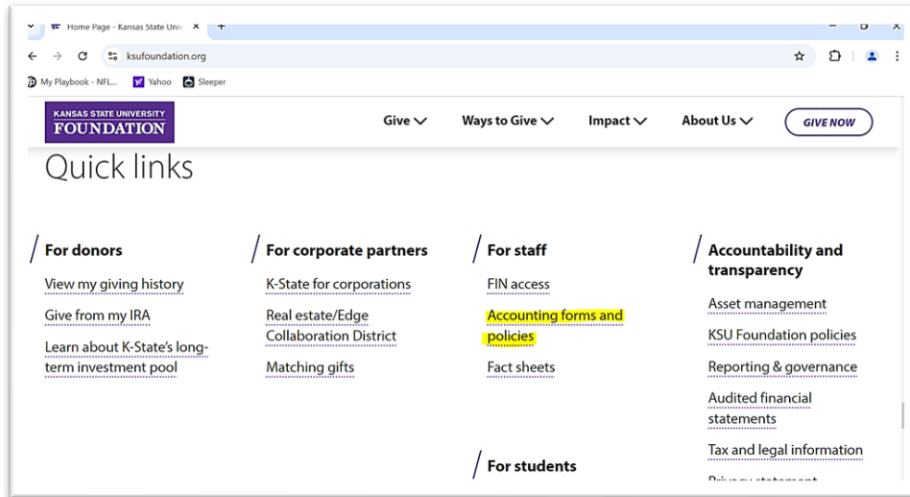
Frequently Asked Questions (FAQs)

Question:

Where can I find the **FIN Access Registration Form**?

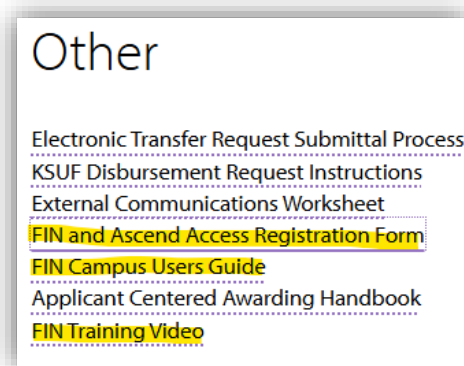
Answer: There are two ways to access the form.

1. Direct Link → <https://ksufoundation.org/wp-content/uploads/2024/10/Access-FIN-ASCEND-Oct2024-with-portal-box.pdf>
2. Another way to find the form is on the Accounting Forms page.
Direct Link → <https://ksufoundation.org/accounting-forms/>
3. Go to the KSUF Home Page at <https://ksufoundation.org>, scroll down to **Quick Links**. Under “For staff,” click on **Accounting forms and policies**.



Feel free to browse through the various KSUF Accounting Forms that are available.

For FIN related items, scroll down to the bottom under **Other**.



Whether you are new to FIN or would like to add another fund or department to your current access, please complete the form, obtain approval signature at the bottom, and send to jlake@k-state.com for processing. A ticket will be submitted to KSUF IT who will create/add access for the user.

The user's email on the form will be added to the FIN Contacts address book to receive FIN email notifications.

- A [New FIN Access](#) welcome email will be sent to new users with their login credentials and quick instructions.



- A *FIN Additional Access* email will be sent once additional access has been granted.

Please note that Foundation account fund numbers are alpha numeric with one letter followed by 5 digits.

Example: **N12695** AR – R&S DIGITAL SERV INC SCH

Foundation department codes are only 4 digits. You may write out the department name if you do not know the code.

Example: **5006** The Office of Student Financial Assistance

**Kansas State University Foundation/Alumni Association
Access Registration Form**

Please read the following and return completed form with approval signature and date to:

Jeanine Lake
Senior Director of Info Services
KSU Alumni Association
jlake@k-state.com

**** Office Use Only ****

Username: _____

New FIN User

Additional Access

I am aware that the KSU Foundation/Alumni Association reserves the right and will exercise the right to monitor all data distributed on the Foundation's Portal and the alumni database.

I understand that security dictates I do not allow any other person to know or use my password and that, should it become known and used without my knowledge, I will change my password. I understand should I allow another person to use my user ID and password, I will be discontinued as a registered user.

Further, I understand all information I access is confidential and is only intended to be used for University-sponsored development or alumni events and will not be disclosed to any other person(s). Failure to comply with this policy may result in denial of future access to donor and alumni information and other disciplinary action in accordance with the law.

I certify that I have read and that I understand the above acknowledgement:

Print User's Full Name	College	Department	Office Phone
_____	_____	_____	_____

User's Signature	Job Title	E-Mail Address
_____	_____	_____

FUND ACCOUNTING REPORTS: (check only one level of access)
Monthly reports that contain financial information related to fund accounts. Information includes contributions, other deposits, expenditures and transfers. Reports include monthly project activity reports and special requests. Interim reports will be available weekly until each month is closed.

Dean's Level Access

Department Level Access (please list Department(s) below): _____

Fund Account(s) Level Access (please list Fund Account(s) below): _____

ONLINE DATABASE:

Database that contains biographical information on all graduates, friends and donors of the University.

Accounting Forms Portal:

Digital portal that contains the electronic disbursement and transfer request portals for payments and transfers from KSU Foundation accounts.

DONOR INFORMATION: (check only one)

Gifts by College

Gifts by Department: _____
List Department here: _____

PLEASE NOTE: College Dean must approve the level of security appropriate for the user listed above.
(If not affiliated with a College, approval should come from an Associate VP, Assistant VP, VP or Department Head)

Please Print Full Name of Approver	Approver's Signature	Date
_____	_____	_____

B-10-18-001-0001



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 Ascend 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.



Troubleshooting

>>> **Required: Make sure you are connected to the university VPN.** <<<

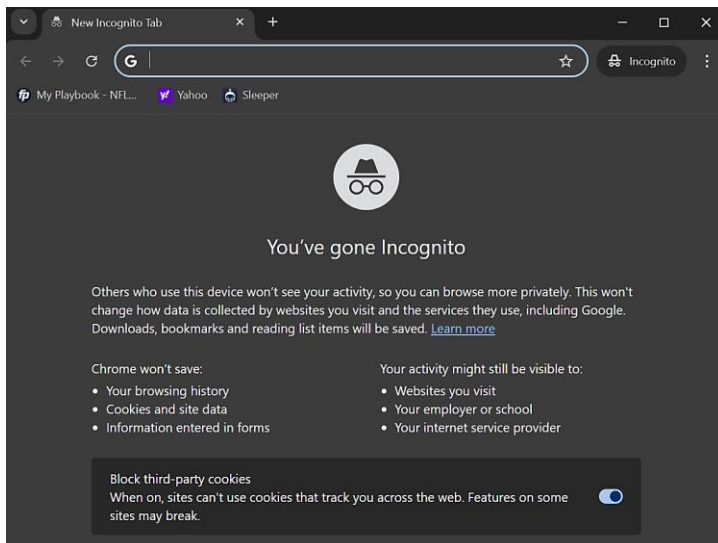
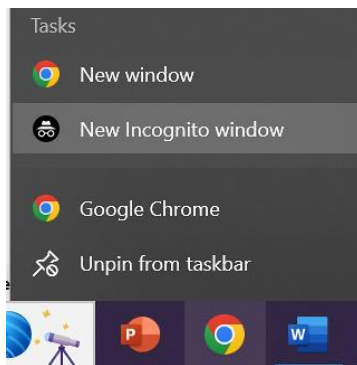
Use an Incognito Window to access FIN

1. It is highly recommended to use an Incognito Window or Private Browser to log in to FIN (black window).

Keyboard shortcut → Open a window of your preferred browser. **Ctrl + Shift + N**

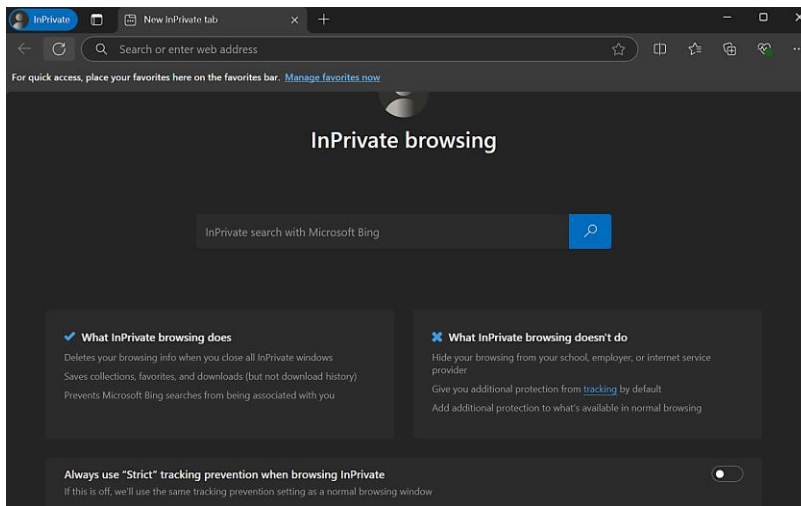
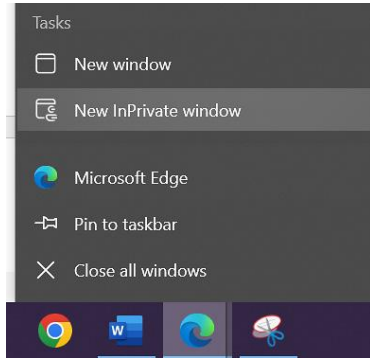
Mouse shortcut → Open a window of your preferred browser. Right click on Chrome or Edge icon on the taskbar at the bottom of the screen and look for either “New Incognito Window” or “New InPrivate window.”

Chrome:





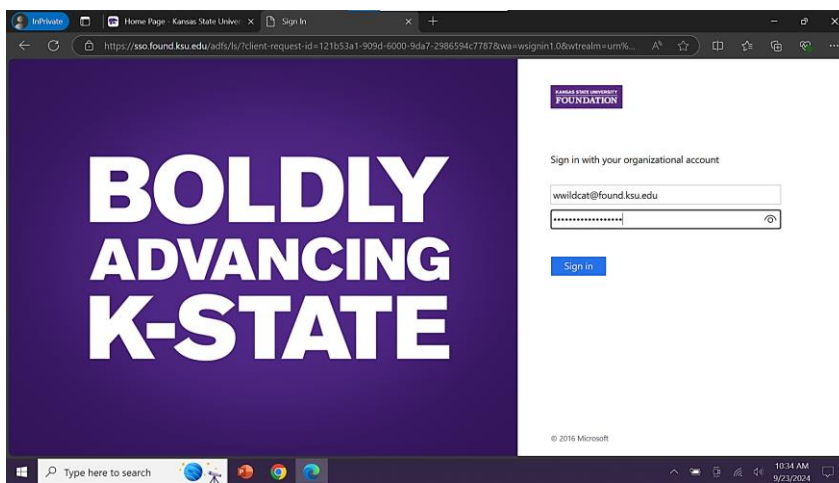
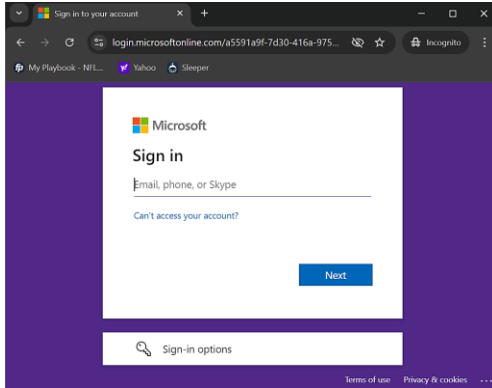
Edge:



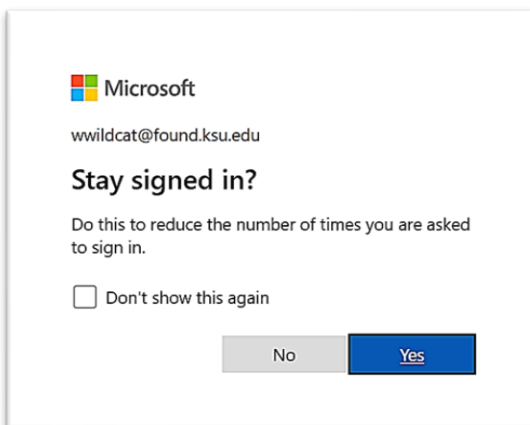
2. Copy and paste the FIN link into the browser →
<https://ksufound.sharepoint.com/FIN/>



3. Enter username and click Next. Enter password and click Sign In.



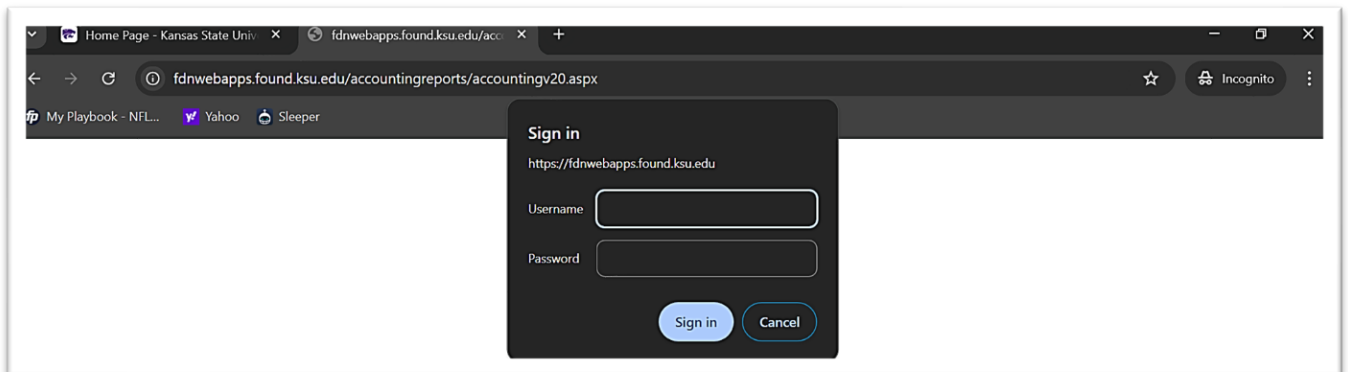
4. Stay signed in? Select No or Yes. This should take you to the [FIN Announcements](#) on the home page.



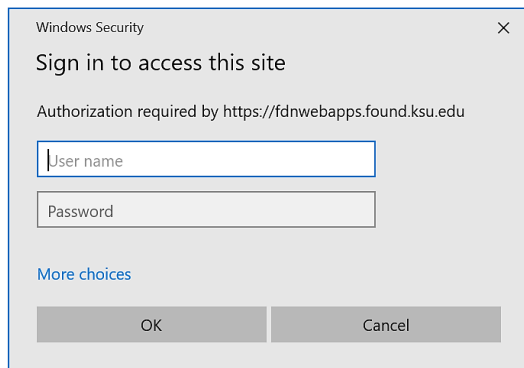


5. Click on *Campus-Reports*, then *Accounting Reports*. Enter your credentials a 2nd time.

Chrome:



Edge:

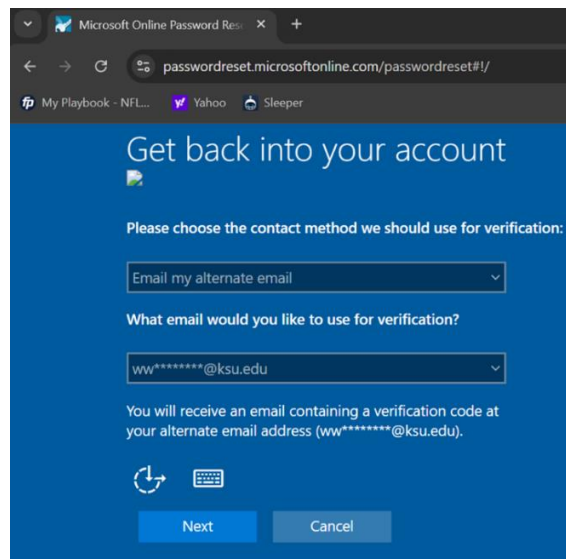
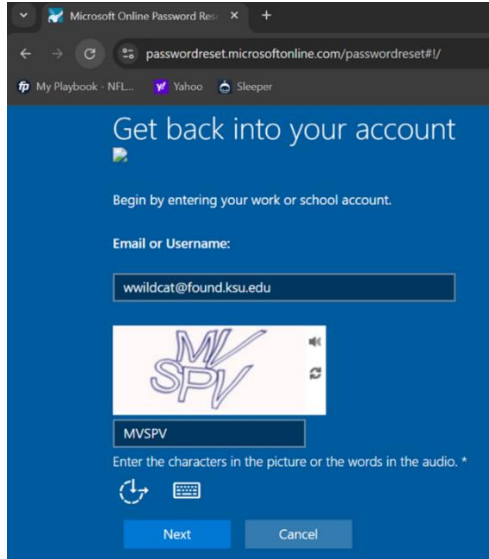


6. This should take you to the [Accounting Reports](#) screen.

Reset Password

If you were unable to access FIN using an incognito window, please reset your password.

Password Reset Link → <https://passwordreset.microsoftonline.com/passwordreset#!/>



Note that your FIN username is **not** the same as your KSU login – it must include **@found.ksu.edu** and would normally be the first initial of their first name and full last name (example: Willie Wildcat is wwildcat@found.ksu.edu). In the 2nd screenshot, enter your KSU email and click Next. Check your campus email for a verification code that will allow you to reset your password.