



Foundations Accounting & Investments

Foundation Campus Report Instructions

Go to the following website:

http://go.ncsu.edu/fdn_rpt_ext

Login using your Unity ID

The following screen will appear:

North Carolina State University		Foundations Accounting & Investments Financial Reports	
Step 1: Select Report	<input type="radio"/> Foundations Fund Report (Per 1-998) <input type="radio"/> General Fund Budget Report <input type="radio"/> Fund List (Active, Inactive and Pending) <input type="radio"/> Funds Building to Endowment <input type="radio"/> Deficit Balances <input type="radio"/> Contributions to Endowment Income Projects <input type="radio"/> Details of Restricted Funds <input type="radio"/> Expenditures to Endowment Projects <input type="radio"/> Foundation Audit Tax Variance <input type="radio"/> Budget Report by Multiple for LLC (Per 1-998) <input type="radio"/> Monthly Budget Report by Multiple for LLC (Per 1-998)	<input type="radio"/> EF-Univ Endow Fund Report <input type="radio"/> EF-Contributions to Endowment Income Projects <input type="radio"/> EF-Fund List (Active, Inactive, Pending)	
Step 2: Enter Variables	Project: <input type="text"/>		
Step 3: Select a Period	<input type="text" value="As of today"/>		
Step 4: View Report	<input type="button" value="View Report"/>		

Step 1: Select Report

Click on the radio button beside the report. Refer to Attachment A for a brief description of the purpose of each report.

Step 2: Enter Variables

Enter the project reference for the foundation you want in the box next to Project. See below:

<u>Project Reference</u>	<u>Foundation</u>
059001	Agricultural Foundation
059003	Textile Foundation
059004	Engineering Foundation
059008	NCSU Foundation
059009	Tobacco Foundation
059010	NC State Natural Resources Foundation
059011	Veterinary Medical Foundation
059012	LINC
059013	College of Sciences Foundation
059020	Lonnie Poole Golf Course
059021	NC State Executive Education LLC
059022	Alumni Association
059023	Wolfpack Investor Network (WIN)

Note: For the General Fund Budget Report, you must first select the “entity”. For any of the Foundations, use the default selection of “Foundation General Fund”, and then enter the appropriate project reference in the Project box. You can select Alumni, 4-H, and Dairy from the dropdown box, and no project reference is needed.

Step 3: Select a Period

Leave this box set at “As of today” to run the report for the year-to-date period as of the current day, otherwise click the arrow on the dropdown box and choose the desired as of Period.

Step 4: View the report

Click on the View Report button to run the report.

Drill Down

The cell will change colors when hovering on it indicating that you can drill down to get journal detail.

Download to Excel

All of these reports and drilldowns can be downloaded to Excel by clicking “Download to Excel” once the report has run.

A description of various attributes (field names) used on these reports is included in Attachment B.

Attachment A

Foundation Campus Reports

Report Name

Purpose of Report

Foundations Fund Report (Per 1-998)

Provides the beginning balance, revenue, expense, ending balance, encumbrances and balance after encumbrances for all funds that have had transactions for the fiscal year within a Foundation or across Foundations. This report is grouped and sub-totaled by FAI Fund Type. Can be run by 6-digit Dept ID (OUC) and/or by FAI Fund Type. Also includes LOBO Designation, Food & Entertainment (exempt or non-exempt from food cost) and Purpose Category.

General Fund Budget Report

Provides the operating budget for the entity selected. This report shows the budgeted amount, encumbrances and actual year to date amount as of the run date. It is grouped and subtotaled by FAI Fund Type.

Fund List (Active, Inactive, and Pending)

Lists all active, inactive and pending segments in a particular foundation, in alpha order. Provides the various attributes associated with each segment including the LOBO attributes housed within the Financials system and the attributes specifically designed only for use on Foundation and University Endowment Fund segments.

Funds Building to Endowment

Lists all active funds that are building to endowment (FAI Fund Type of G0) in a particular foundation, grouped by type of fund (Undergraduate Support, Graduate Support, Faculty Support & Professorship and Other). Includes fund balance as of the run date, full endowment amount, the setup date (Start Date), the date designating the end of the building period (End Date), if being funded by a planned gift (Planned Gift), current use fund (Project Link) associated with the BTE where applicable, and LOBO Designation. Also includes the Report Code for use by the Ag Foundation.

Deficit Balances

Lists the segments with deficit balances for a particular foundation, in Dept ID (OUC) order. Can be run by 6-digit Dept ID (OUC). For the Ag Foundation can be run by Report Code to generate list of sub-units within the Foundation.

Contributions to Endowment Income Projects

Shows gifts made to endowment income segments. Intended as a tool to verify that gifts were correctly deposited into the income segment rather than the endowment principal segment. For the Ag Foundation can be run by Report Code to generate list of sub-units within the Foundation.

Details of Restricted Funds

Shows FYTD activity for all restricted funds, grouped by type of fund (Undergraduate Support, Graduate Support, Faculty Support & Professorship and Other). Also includes LOBO Designation.

Expenditures to Endowment Projects

Shows expenditures made to endowment principal segments. Intended as a tool to monitor incorrectly processed expenditures. Can be run by Report Code to segregate for sub-units within the Ag Foundation.

Foundation Audit Tax Variance

Use only if directed by FAI for Audit / Tax preparation processes.

Attachment A

Report Name

Purpose of Report

Budget Report by Multiple for LLC (Per 1-998)

Similar to General Fund Report above, to be used for the LLCs and the Lonnie Poole Golf Course, a subset of funds within the NCSU Partnership Corporation. This report is based on the multiple range.

Monthly Budget Report by Multiple for LLC (Per 1-998)

Provides the operating budget with monthly totals for entity. Used for the LLCs and the Lonnie Poole Golf Course a subset of funds within the NCSU Partnership Corporation. This report shows the budgeted amount, the actual amount on a monthly basis and the actual year to date amount as of the run date. It is grouped and subtotaled by FAI Fund Type. This report is based on multiple range.

EF-Univ Endow Fund Report

Provides the beginning balance, revenue, expense, ending balance, encumbrances and balance after encumbrances for all funds that have had transactions in the University Endowment Fund (ledger 7). This report is grouped and sub-totaled by FAI Fund Type. Can be run by 6-digit Dept ID (OUC) and/or by FAI Fund Type. Also includes LOBO Designation, Food & Entertainment (exempt or non-exempt from food cost) and Purpose Category.

EF-Contributions to Endowment Income Projects

Shows gifts made to endowment income segments in the University Endowment Fund (ledger 7). Intended as a tool to verify that gifts were correctly deposited into the income segment rather than the endowment principal segment.

EF-Fund List (Active, Inactive, and Pending)

Lists all active, inactive and pending segments in the University Endowment Fund (ledger 7), in alpha order. Provides the various attributes associated with each segment including the LOBO attributes housed in the Financials system and the attributes specifically designed only for use on Foundation and University Endowment Fund segments.

Attachment B

CODES USED IN FOUNDATION CAMPUS REPORTS

In order to identify certain characteristics of projects, various attributes are used within the Financials System. A listing of attributes used, and their meaning are listed below:

<u>FAI Fund Type</u>	<u>Description – Indicates the “type” of fund</u>
00	Pooled and Clearing Funds
10 thru 40	General Fund revenue categories
50 thru A0	General Fund expense categories
B0 thru C0	General Fund administrative expense categories
D0	General Fund beginning balance
E0	Restricted Funds (regular)
E1	Restricted Funds – holding non-cash assets (land, etc.)
E2	Restricted Funds Gift Assessment Fee receipt/spending projects
E3	Restricted Funds – Foundation/Entity specific purpose
E5	Restricted Funds – Life Insurance Policies (non-cash assets)
F0	Restricted Endowment income accounts
G0	Restricted BTE funds
G1	Restricted BTE funds – holding non-cash assets (land, life insurance, etc.)
N0	Endowments - Cash
N1	Endowments – holding non-cash assets (land, etc.)
N2	Endowments – Cash invested outside long term pool
N5	Endowment – Life Insurance Policies (non-cash assets)
R0	Charitable Remainder Unitrust (CRUT) - Standard
S0	CRUT - Net Income Only
T0	Gift Annuities
T1	Gift Annuities Reserve
U0	Deferred Gift Annuities
V0	CRAT's
W0	Flip Trusts
Z0	Agency accounts

Attachment B

Description – Indicates financial statement presentation

Class

61/6190	Unrestricted (General Fund projects)
62/6290	Temporarily restricted (Restricted funds, including endowment income funds)
63	Permanently restricted (Endowments, CRT's, CRUT's, gift annuities, etc.)
64	Agency Funds

Multiple begins:

Description – Indicates “purpose” of fund

21	Undergraduate Support-Restricted & Endowment Income
22	Graduate Support-Restricted & Endowment Income
23	Faculty Support & Professorship-Restricted & Endowment Income
29	Other-Restricted & Endowment Income
31	Undergraduate Support-Endowment
32	Graduate Support-Endowment
33	Faculty Support & Professorship-Endowment
39	Other-Endowment
4	Agency

I&D Code

Description – This attribute is used for the income allocation process

A	General Funds
B	Regular Restricted Funds
C	Endowments
E	Exempt-Restricted Funds holding non-cash assets
G	Charitable trusts
H	Exempt-Restricted Funds other exemption
K	Ag Departmental Enhancement Funds

Attachment B

For the Gift Assessment fee projects (FAI Fund Type E2), the Report Code determines the type of fund (receipt or spending) and the entity in which it belongs.

Report Code 1st digit

Y	Receipt project
Z	Spending project

Type of project

Report Code 2nd digit

A	DASA
B	Education
C	CALS
D	Design
E	Engineering
F	Sciences
G	Textiles
H	CHASS
J	University Advancement & Alumni Assoc
K	Veterinary Medical
L	Library
M	COM
N	Natural Resources
O	University Club
P	Athletics
Q	Kenan Institute
S	Provost UIP & IEI
Z	Clearing Account

Entity

Attachment B

For Agricultural Foundation only:

<u>Report Code</u>	<u>Description</u>
1	NC Extension and Community Association
2	Sweet Potato
A	CALS
B	Cooperative Extension Service
C	Dairy Foundation
D	JCRA (Arboretum)
E	Family and Consumer Sciences
F	4-H Development Fund
G	Future Farmers of America
H	Golden Leaf
I	Research Foundation
J	Rural Center
K	SOS Grants
L	Tobacco Trust Fund