On-line Access to Foundation Account Statements

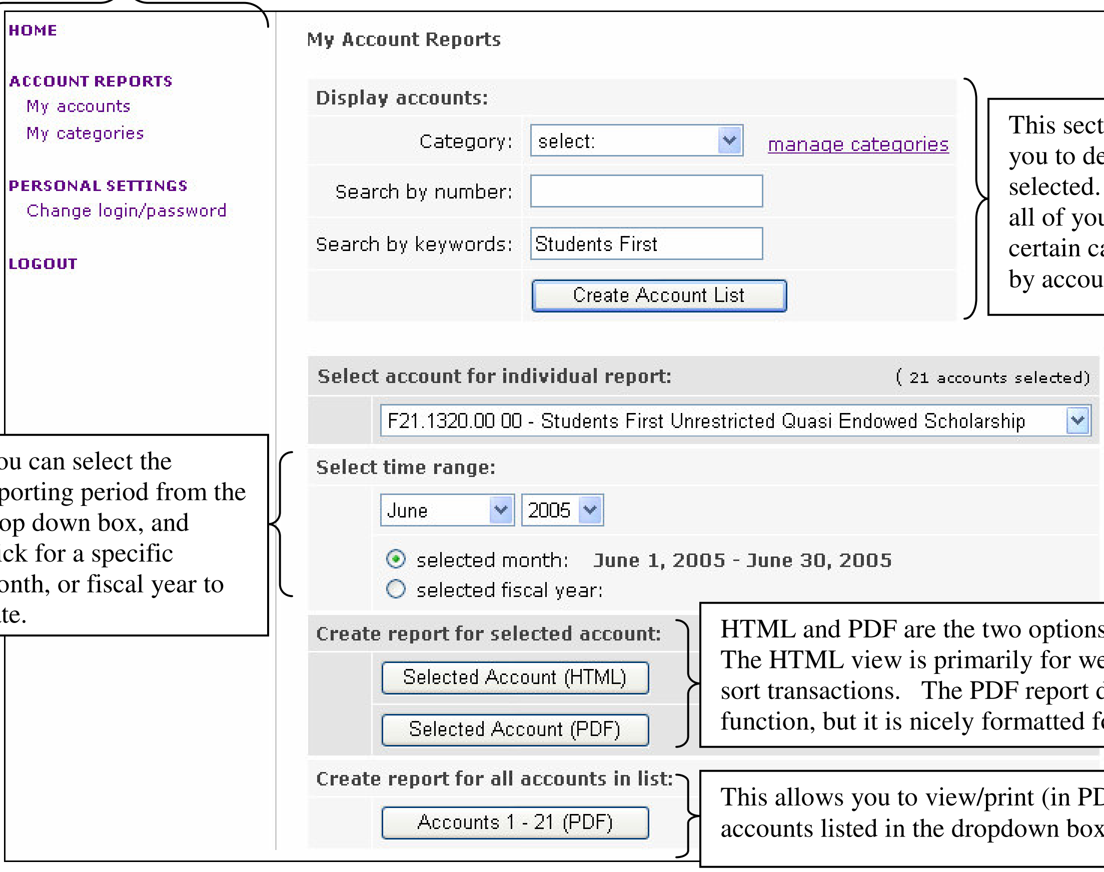
USER INSTRUCTIONS

Table of Contents

General Information

Overview of My Accounts Main Page

The menu on the left-hand side of the screen allows you to move between screens at all times.



This section of the Main Page allows you to determine which accounts are selected. You have the ability to display all of your authorized accounts or only certain categories. You can also search by account number and/or keywords.

This dropdown box is populated by the "Create Account List" button from the section above. You can select a specific account, or run reports for all accounts within the dropdown box.

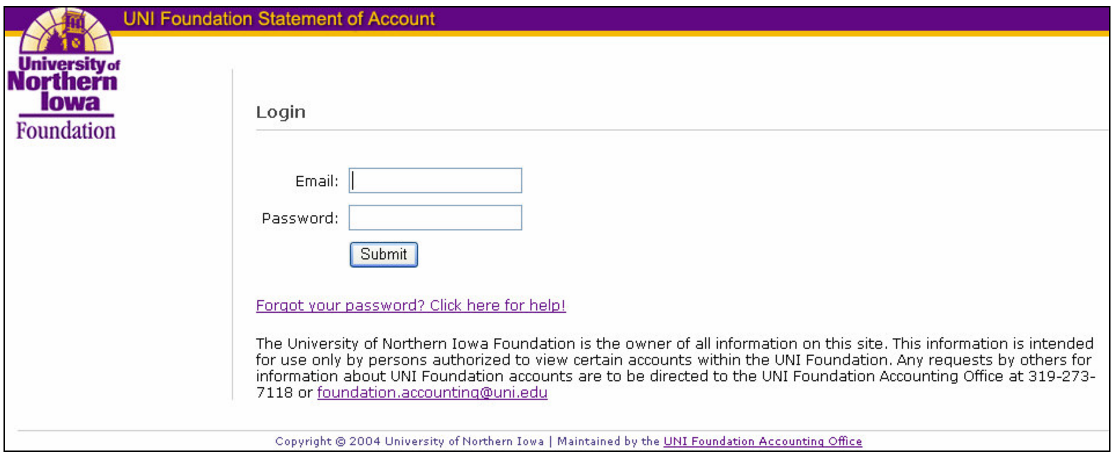
You can select the reporting period from the drop down box, and click for a specific month, or fiscal year to date.

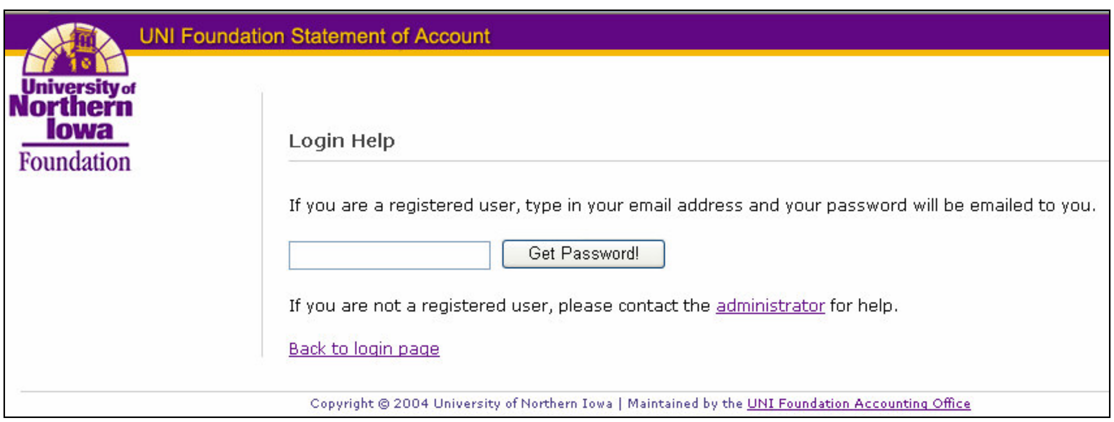
HTML and PDF are the two options to view the account reports. The HTML view is primarily for web-viewing and allows you to sort transactions. The PDF report does not provide a sorting function, but it is nicely formatted for easy printing.

This allows you to view/print (in PDF) format reports for all accounts listed in the dropdown box.

Login

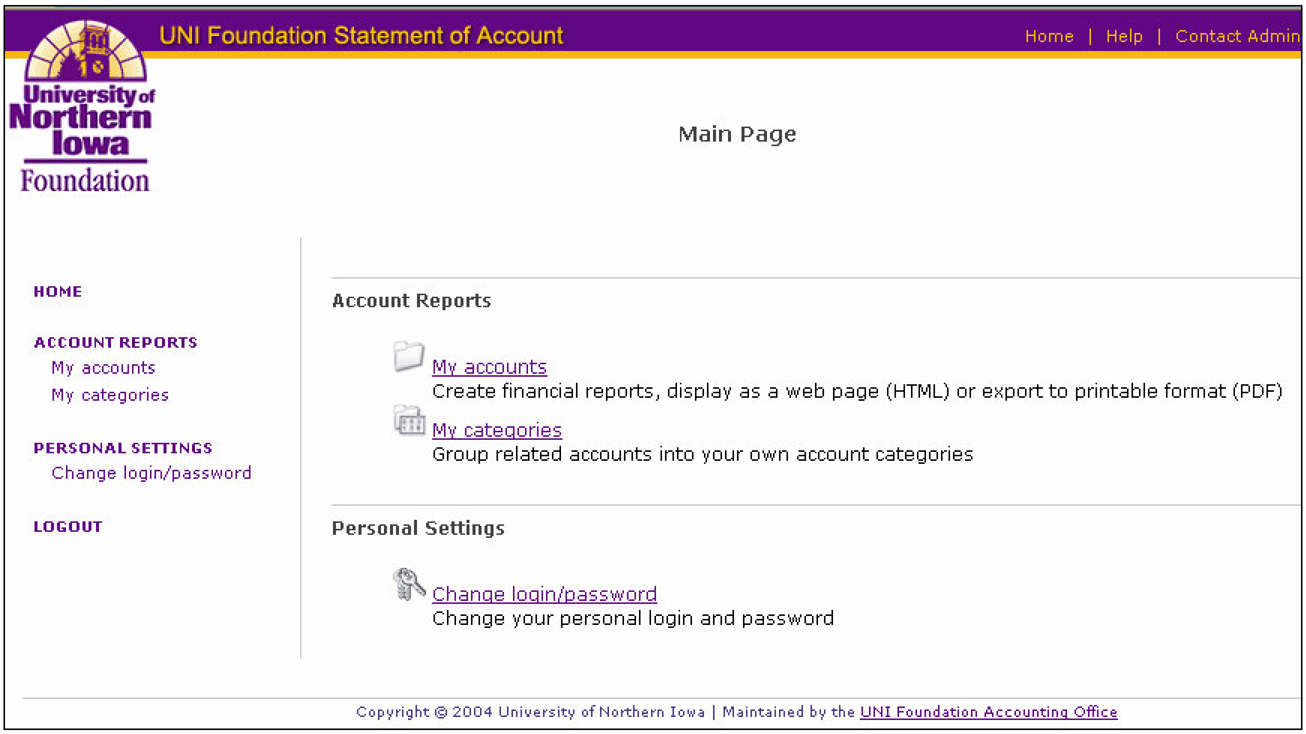
1. Follow the web-link in the e-mail http://far.adv.uni.edu
2. From the web-browser's standard toolbar, choose "**Favorites**", "**Add to Favorites**", "**OK**".
3. Click on the link: "**Forgot your password? Click here for help!**"
4. Enter your e-mail address.
5. Click on "**Get Password!**" Your initial password will be e-mailed to you. Use this for your initial login, and then update your information to a password of your choice.
6. Click on "**Back to login page**"
7. Once you have received your initial password via e-mail, enter your e-mail address and password on the Login page and click "**Submit**".

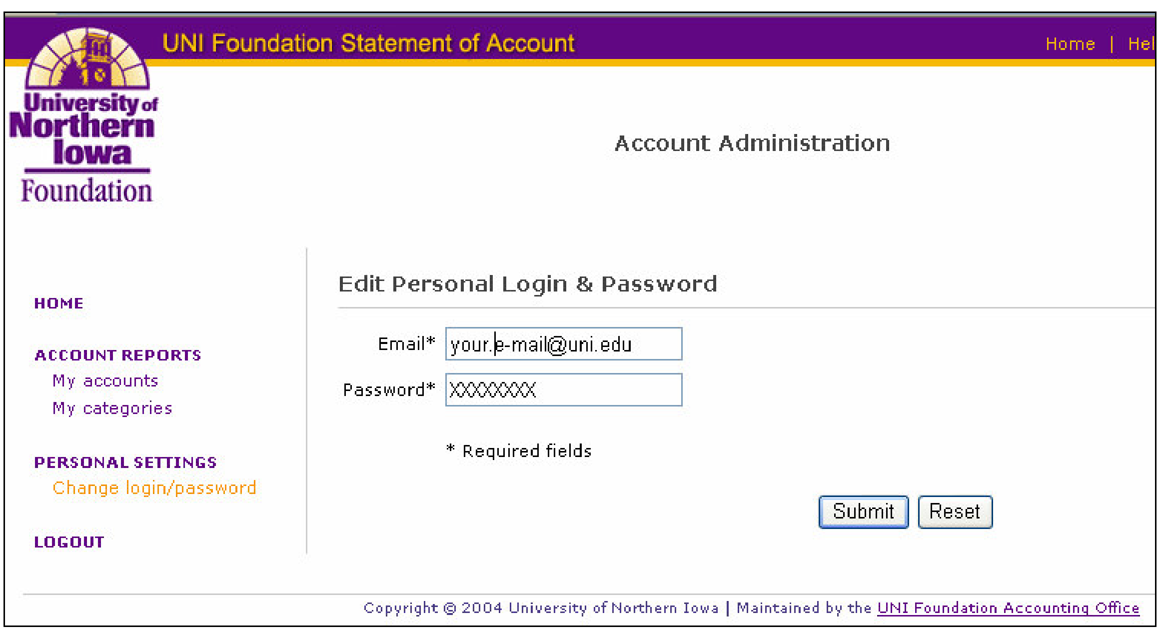




Change/Update Your Password

1. Under Personal Settings, click on “**Change login/password**”
2. Enter your e-mail address and your new password.
3. Click “**Submit**”
4. For future logins, use your new password. Should you forget your password, click on “**Forgot your password? Click here for help!**” link on the main login page and your password will be e-mailed to you.

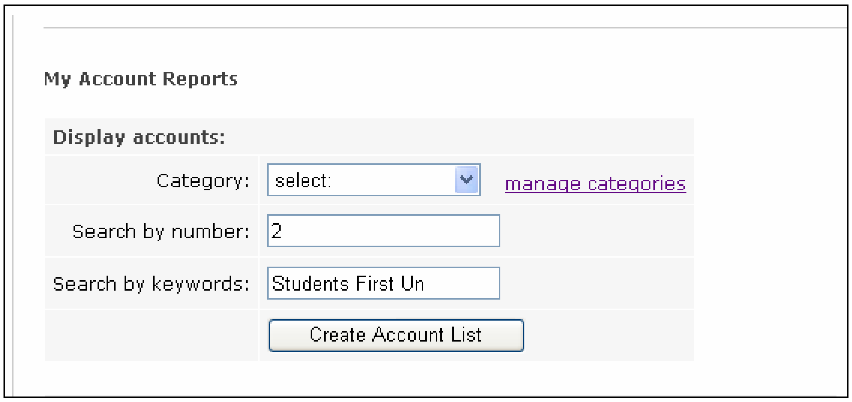




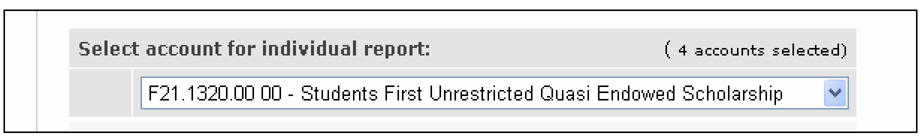
Account Reports

Click on "**My accounts**" from the Main Page of the Menu on the left-hand side of the screen. This menu allows you to select and view accounts to which you have access.

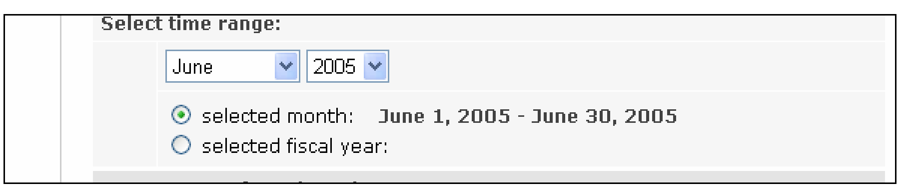
1. **Display accounts:**
   Category – select a previously defined category or "**display all accounts**" from the dropdown box, then click on "**Create Account List**."
   Search by number – if the account number is known, type in the account number, then click on "**Create Account List**."
   Search by keywords – if the account number is not known, type in a keyword (i.e. the last name of a named scholarship account), then click on "**Create Account List**."



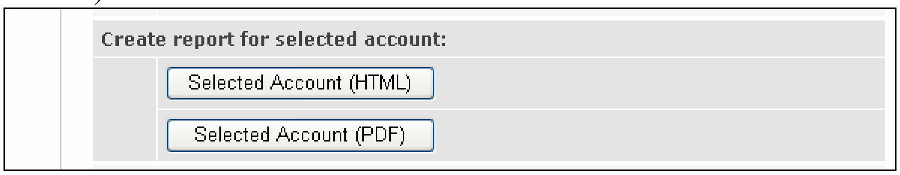
2. **Select account for individual report:**
   The dropdown box will be populated with accounts from the previous search. Select the specific account you wish to view, or use the batch function detailed on page 9 to create a report for all accounts within the dropdown box.



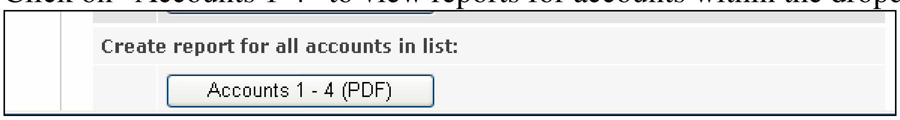
3. **Select reporting period:**
   Select the specific reporting period from the drop down boxes (month and year). Then click "**selected month**" or "**selected fiscal year**". (NOTE: to view a complete fiscal year, the month of June **must** be selected. If any month other than June is selected, the report will be fiscal year-to-date through the selected month).

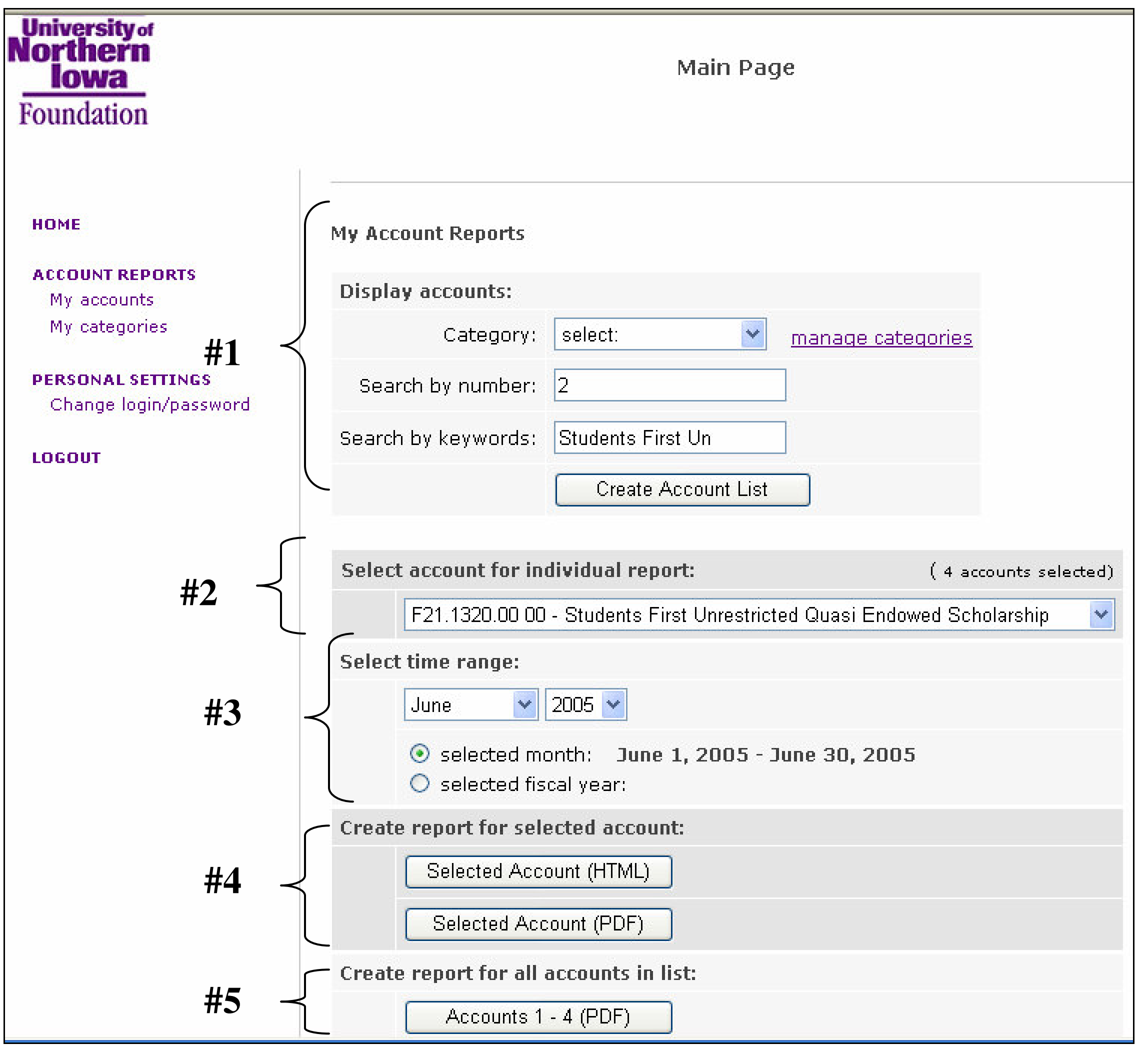


4. **Create report for selected account:**
   Select the format in which you wish to view your report, H**TML** or **PDF**. HTML is typically used for web-based viewing. HTML also allows you to sort revenue and expense transactions by object code, payee, and/or description. The PDF version does not have a sorting function, but it is formatted for printing. (NOTE: if you experience problems opening the PDF reports, you may need to update to the latest version of Adobe Acrobat Reader).



5. **Create report for all accounts in list:**
   Click on "Accounts 1-4" to view reports for accounts within the dropdown box

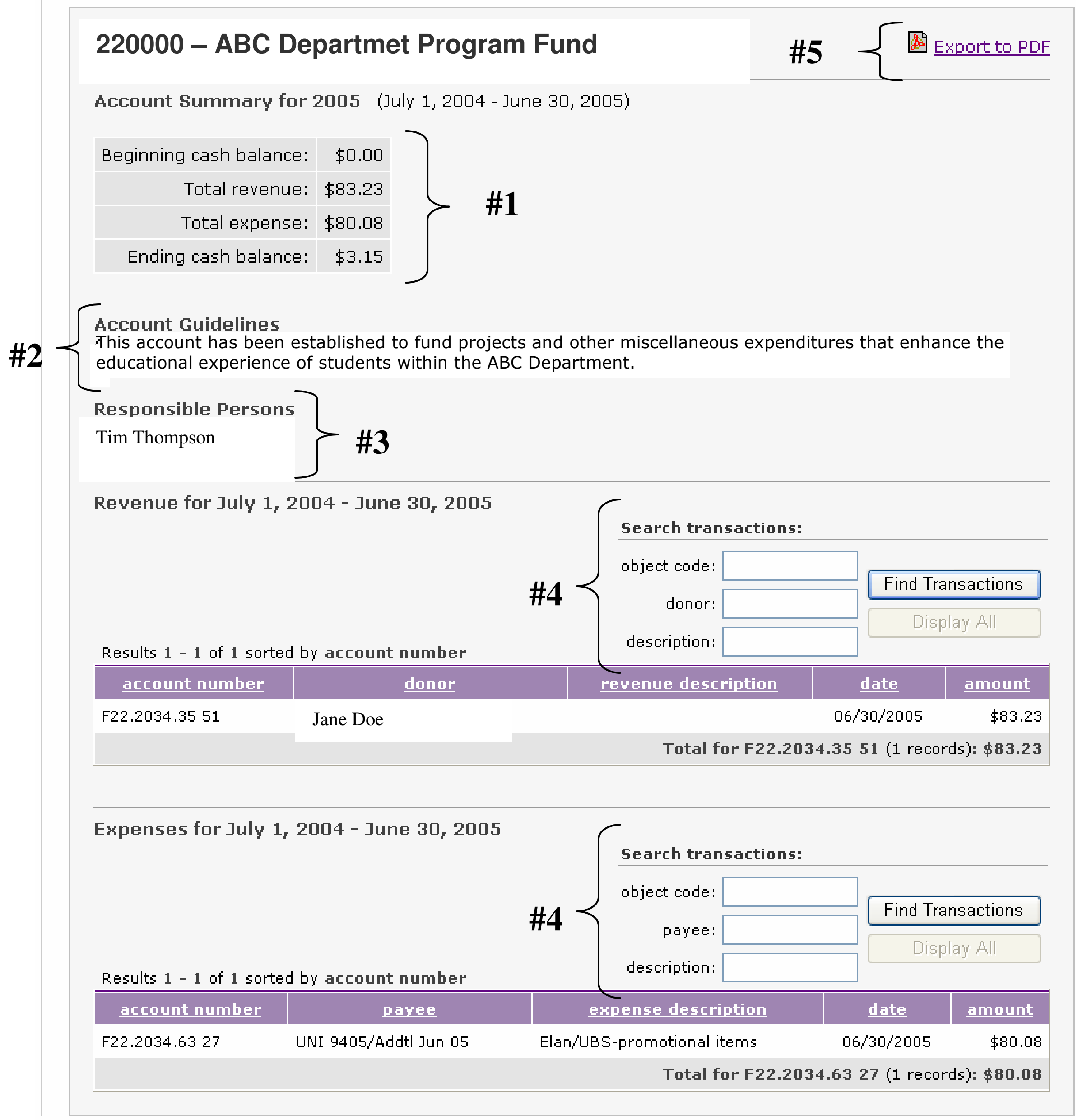




Report Samples

The HTML version provides the following information and has the following functionalities:

1. Provides a year to date summary for the account which includes Beginning cash balance, Total revenue, Total expense, and Ending cash balance for the reporting period.
2. States account guidelines.
3. Lists Responsible Persons.
4. Allows you to sort revenue and expenses by object code, donor/payee and/or description. Also, you can click on each column heading to “order” the entries.
5. Export the report to PDF for a printable version.



220000 – ABC Departmet Program Fund

#5 Export to PDF

Account Summary for 2005 (July 1, 2004 - June 30, 2005)

Beginning cash balance:	$0.00
Total revenue:	$83.23
Total expense:	$80.08
Ending cash balance:	$3.15

#1

#2 Account Guidelines

This account has been established to fund projects and other miscellaneous expenditures that enhance the educational experience of students within the ABC Department.

Responsible Persons #3

Tim Thompson

Revenue for July 1, 2004 - June 30, 2005

#4 Search transactions:

object code: | donor: | description: | Find Transactions | Display All

Results 1 - 1 of 1 sorted by account number

account number	donor	revenue description	date	amount
F22.2034.35 51	Jane Doe		06/30/2005	$83.23
			Total for F22.2034.35 51 (1 records):	$83.23

Expenses for July 1, 2004 - June 30, 2005

#4 Search transactions:

object code: | payee: | description: | Find Transactions | Display All

Results 1 - 1 of 1 sorted by account number

account number	payee	expense description	date	amount
F22.2034.63 27	UNI 9405/Addtl Jun 05	Elan/UBS-promotional items	06/30/2005	$80.08
			Total for F22.2034.63 27 (1 records):	$80.08

Report Samples (continued)

The PDF version provides a format for easy printing.

8/24/2005

220000 – ABC Departmet Program Fund

Guidelines

This account has been established to fund projects and other miscellaneous expenditures that enhance the educational experience of students within the ABC Department.

Responsible Persons

Tim Thompson

Account Summary (July 1,2004 - June 30, 2005)

Beginning cash balance:	$0
Total revenue:	$83.23
Total expense:	$80.08
Ending cash balance:	$3.15

Revenue for July 1, 2004 - June 30, 2005

Account Number	Donor	Revenue Description	Date	Amount
222034 3551	Jane Doe		06/30/2005	$83.23
222034 3551	**Cash Gifts**	(1record)		**$83.23**

Expenses for July 1, 2004 - June 30, 2005

Account Number	Payee	Expense Description	Date	Amount
222034 6327	UNI 9405/Addtl Jun 05	Elan/UBS-promotional items	06/30/2005	$80.08
222034 6327	**Other Hospitality/Fundraising**	(1record)		**$80.08**

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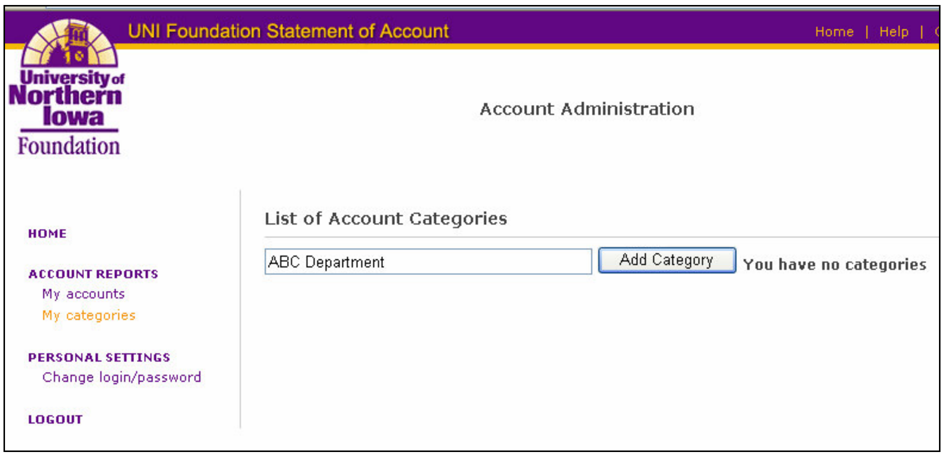
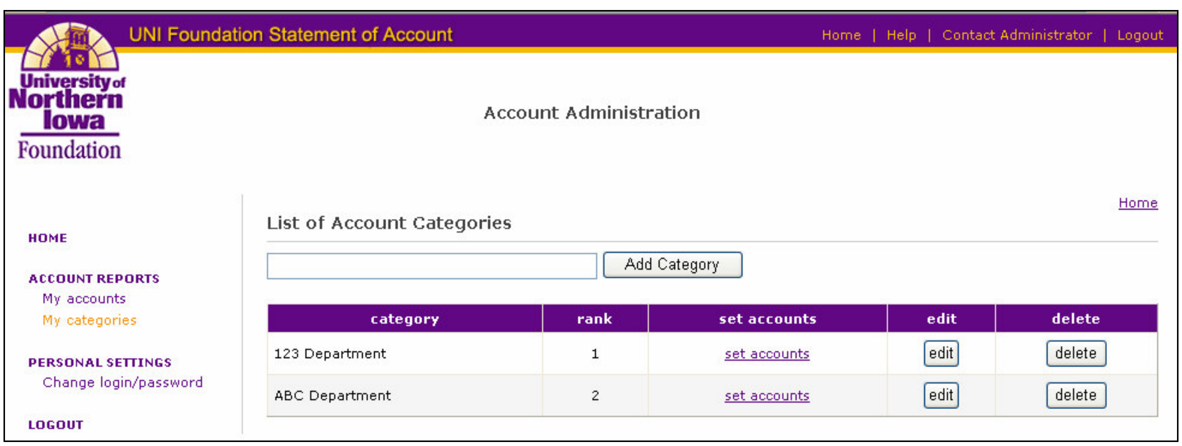
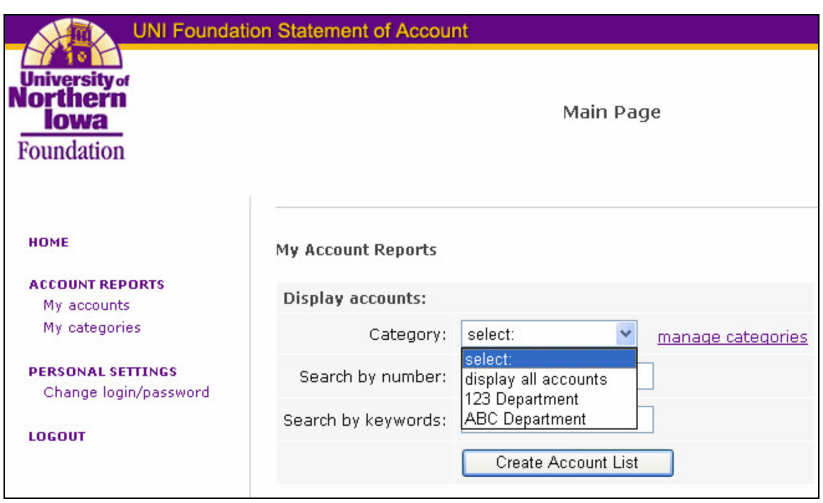
Manage Categories

1. Click on "**My categories**" from the left-hand side menu or "**manage categories**" from the My Accounts main page.
2. Enter the name of your category, and click "**Add Category**".
3. Add the accounts to be included within this particular category. This is done by clicking on "**set accounts**". In order to add accounts, click on the green buttons that are labeled "**add**" (NOTE: there is an option to search by account number or description).
4. When complete, click on "**My categories**" form the left-hand side menu.
5. If you click on "**Edit**", you have the ability to revise the category description and assign a rank order. The rank order dictates the order in the dropdown box on the My Accounts main page.







Logout

1. Click on “Logout” on the left-hand side menu or the “Logout” at the top right side of the page.
2. This will take you back to the main login page.

Help

Any further questions can be directed to the UNI Foundation Accounting Office at 319-273-7118 or foundation.accounting@uni.edu.