

On-line Access to Foundation Account Statements

USER INSTRUCTIONS

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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.

HOME

ACCOUNT REPORTS

My accounts

My categories

PERSONAL SETTINGS

Change login/password

LOGOUT

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

My Account Reports

Display accounts:

Category: [manage categories](#)

Search by number:

Search by keywords:

Create Account List

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.

Select account for individual report: (21 accounts selected)

Select time range:

☒ selected month: June 1, 2005 - June 30, 2005

☐ selected fiscal year:

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.

Create report for selected account:

Selected Account (HTML)

Selected Account (PDF)

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.

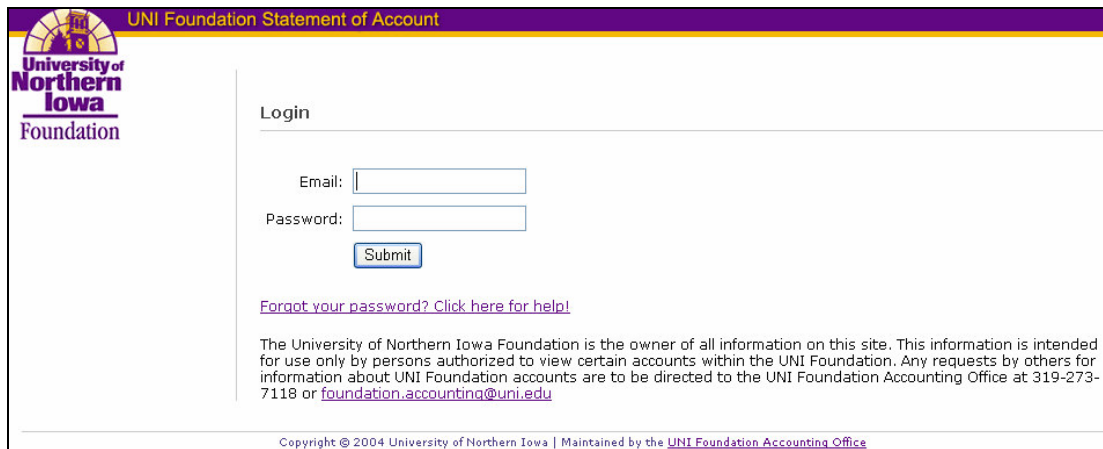
Create report for all accounts in list:

Accounts 1 - 21 (PDF)

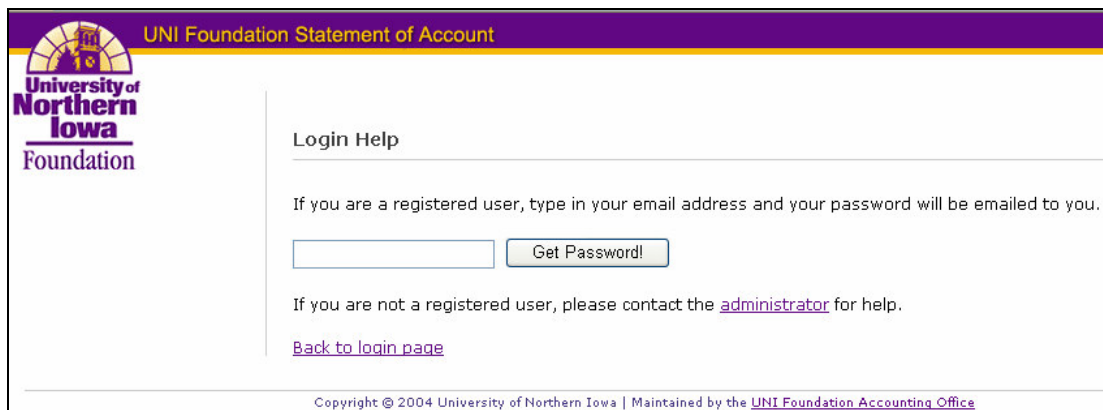
This allows you to view/print (in PDF) format reports for all accounts listed in the dropdown box.

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**".



The screenshot shows the 'UNI Foundation Statement of Account' page. On the left is the University of Northern Iowa Foundation logo. The main content area is titled 'Login' and contains an 'Email:' text box, a 'Password:' text box, and a 'Submit' button. Below the form is a link: 'Forgot your password? Click here for help!'. At the bottom, a disclaimer states: 'The University of Northern Iowa Foundation is the owner of all information on this site. This information is intended for use only by persons authorized to view certain accounts within the UNI Foundation. Any requests by others for information about UNI Foundation accounts are to be directed to the UNI Foundation Accounting Office at 319-273-7118 or foundation.accounting@uni.edu'. The footer reads: 'Copyright © 2004 University of Northern Iowa | Maintained by the [UNI Foundation Accounting Office](#)'.



The screenshot shows the 'UNI Foundation Statement of Account' page with the title 'Login Help'. On the left is the University of Northern Iowa Foundation logo. The main content area explains: 'If you are a registered user, type in your email address and your password will be emailed to you.' Below this is an email text box and a 'Get Password!' button. It then states: 'If you are not a registered user, please contact the [administrator](#) for help.' and provides a link: 'Back to login page'. The footer is identical to the previous page: 'Copyright © 2004 University of Northern Iowa | Maintained by the [UNI Foundation Accounting Office](#)'.

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.



The screenshot shows the 'Main Page' of the UNI Foundation Statement of Account. The header includes the University of Northern Iowa logo and the text 'UNI Foundation Statement of Account'. A navigation bar at the top right contains links for 'Home', 'Help', and 'Contact Admin'. The left sidebar contains a menu with 'HOME', 'ACCOUNT REPORTS' (with sub-links 'My accounts' and 'My categories'), 'PERSONAL SETTINGS' (with a link 'Change login/password'), and 'LOGOUT'. The main content area is titled 'Main Page' and contains two sections: 'Account Reports' and 'Personal Settings'. The 'Account Reports' section has two links: 'My accounts' (with a folder icon) and 'My categories' (with a calendar icon), each followed by a description. The 'Personal Settings' section has a link 'Change login/password' (with a key icon) followed by a description. The footer contains copyright information: 'Copyright © 2004 University of Northern Iowa | Maintained by the UNI Foundation Accounting Office'.

UNI Foundation Statement of Account

Home | Help | Contact Admin

University of Northern Iowa Foundation

Main Page

HOME

ACCOUNT REPORTS

My accounts


My categories


PERSONAL SETTINGS

Change login/password


LOGOUT

Account Reports

 [My accounts](#)
Create financial reports, display as a web page (HTML) or export to printable format (PDF)

 [My categories](#)
Group related accounts into your own account categories

Personal Settings

 [Change login/password](#)
Change your personal login and password

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The screenshot shows the 'Account Administration' page. The header is the same as the previous page. The left sidebar is identical. The main content area is titled 'Account Administration' and contains a section 'Edit Personal Login & Password'. This section has two input fields: 'Email*' with the value 'your.e-mail@uni.edu' and 'Password*' with the value 'XXXXXXXX'. Below these fields is a note '* Required fields'. At the bottom right of the form are two buttons: 'Submit' and 'Reset'. The footer is the same as the previous page.

UNI Foundation Statement of Account

Home | Hel

University of Northern Iowa Foundation

Account Administration

HOME

ACCOUNT REPORTS

My accounts

My categories

PERSONAL SETTINGS

Change login/password

LOGOUT

Edit Personal Login & Password

Email*

Password*

* Required fields

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Account Reports

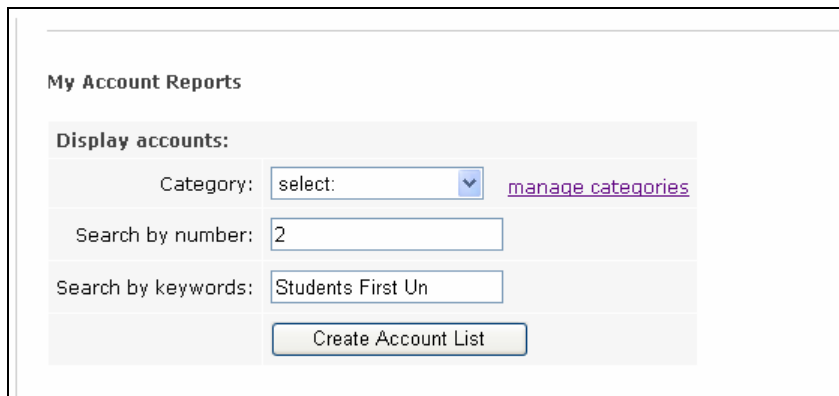
Click on “**My accounts**” from the Main Page of the Menu on the left-hand side of the screen. This menu allows you to select and view accounts to which you have access.

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**.”



The screenshot shows a web form titled "My Account Reports". It contains three input fields: "Category:" with a dropdown menu showing "select:" and a link "manage categories"; "Search by number:" with a text box containing "2"; and "Search by keywords:" with a text box containing "Students First Un". Below these fields is a button labeled "Create Account List".

2. Select account for individual report:

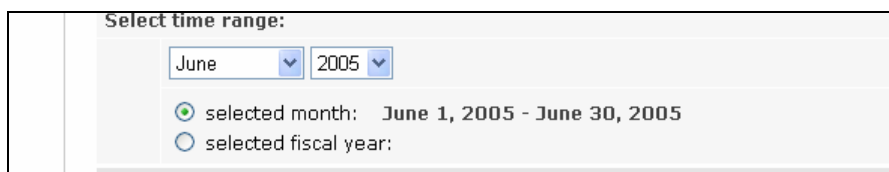
The dropdown box will be populated with accounts from the previous search. Select the specific account you wish to view, or use the batch function detailed on page 9 to create a report for all accounts within the dropdown box.



The screenshot shows a dropdown menu titled "Select account for individual report:" with a count "(4 accounts selected)". The selected item is "F21.1320.00 00 - Students First Unrestricted Quasi Endowed Scholarship".

3. Select reporting period:

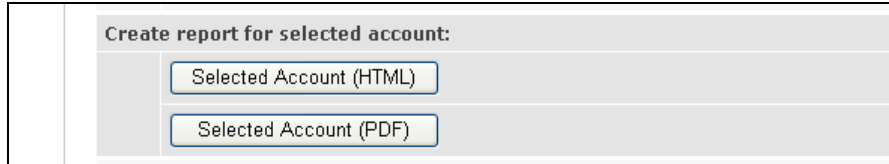
Select the specific reporting period from the drop down boxes (month and year). Then click “**selected month**” or “**selected fiscal year**”. (NOTE: to view a complete fiscal year, the month of June **must** be selected. If any month other than June is selected, the report will be fiscal year-to-date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



The screenshot shows a form titled "Select time range:". It has two dropdown boxes for "June" and "2005". Below these are two radio buttons: "selected month:" (which is selected) and "selected fiscal year:". The text "June 1, 2005 - June 30, 2005" is displayed next to the selected month option.

4. Create report for selected account:

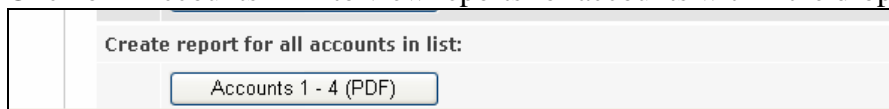
Select the format in which you wish to view your report, **HTML** or **PDF**. HTML is typically used for web-based viewing. HTML also allows you to sort revenue and expense transactions by object code, payee, and/or description. The PDF version does not have a sorting function, but it is formatted for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



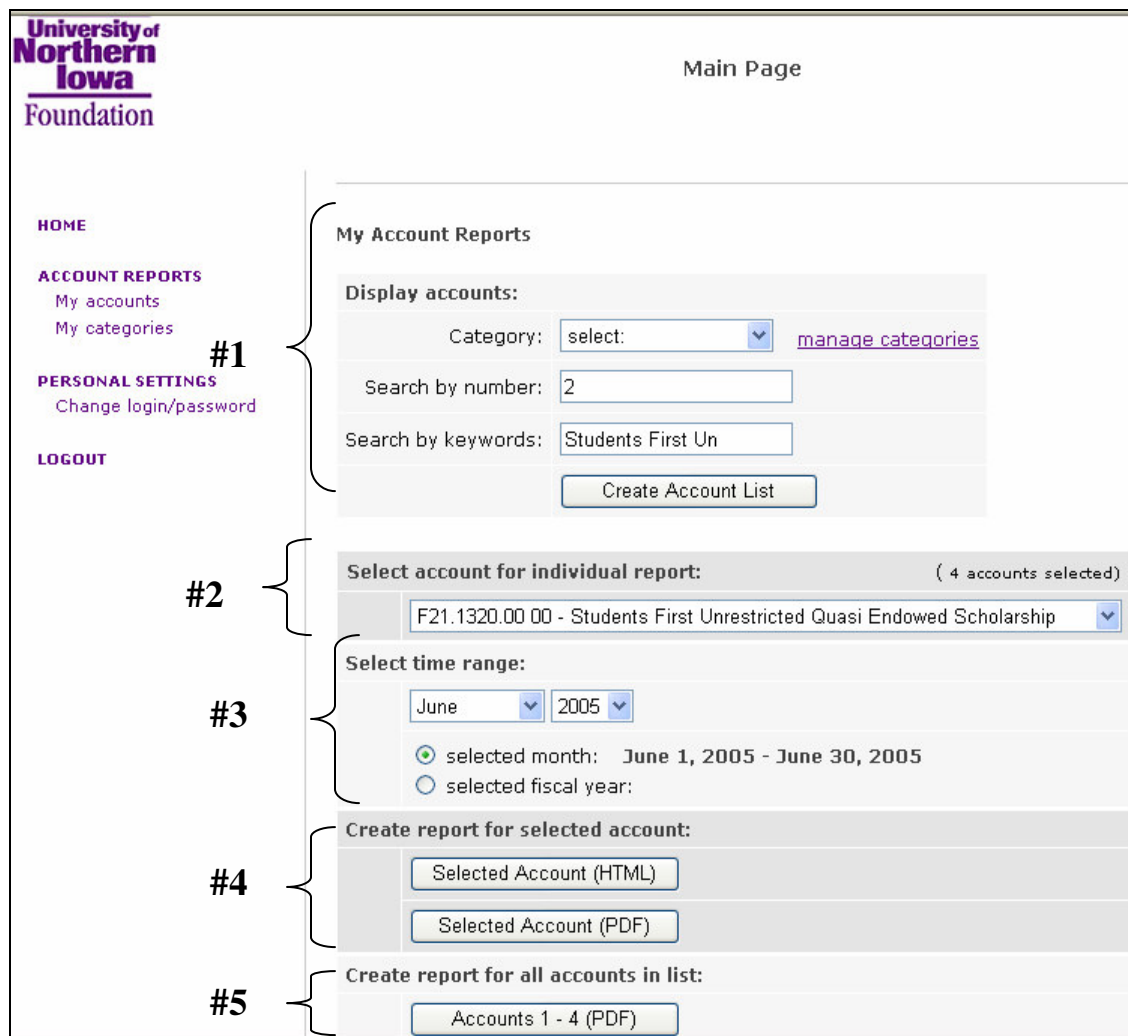
This screenshot shows a web form titled "Create report for selected account:". It contains two buttons: "Selected Account (HTML)" and "Selected Account (PDF)".

5. Create report for all accounts in list:

Click on "Accounts 1-4" to view reports for accounts within the dropdown box



This screenshot shows a web form titled "Create report for all accounts in list:". It contains one button: "Accounts 1 - 4 (PDF)".




This is a screenshot of the "Main Page" of the University of Northern Iowa Foundation website. The page has a purple header with the university's name and logo. On the left is a navigation menu with links: HOME, ACCOUNT REPORTS (with sub-links "My accounts" and "My categories"), PERSONAL SETTINGS (with sub-link "Change login/password"), and LOGOUT. The main content area is titled "My Account Reports" and contains several sections. Section #1 is the "Display accounts:" section, which includes a "Category:" dropdown menu (set to "select:"), a "Search by number:" text box (containing "2"), a "Search by keywords:" text box (containing "Students First Un"), and a "Create Account List" button. Section #2 is the "Select account for individual report:" section, which includes a dropdown menu (set to "F21.1320.00 00 - Students First Unrestricted Quasi Endowed Scholarship") and a "(4 accounts selected)" indicator. Section #3 is the "Select time range:" section, which includes a "June" dropdown menu, a "2005" dropdown menu, and two radio buttons: "selected month: June 1, 2005 - June 30, 2005" (selected) and "selected fiscal year:". Section #4 is the "Create report for selected account:" section, which contains two buttons: "Selected Account (HTML)" and "Selected Account (PDF)". Section #5 is the "Create report for all accounts in list:" section, which contains one button: "Accounts 1 - 4 (PDF)".

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
Tim Thompson#3

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

<u>account number</u>	<u>donor</u>	<u>revenue description</u>	<u>date</u>	<u>amount</u>
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

<u>account number</u>	<u>payee</u>	<u>expense description</u>	<u>date</u>	<u>amount</u>
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 Department 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

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

Expenses for July 1, 2004 - June 30, 2005

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

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.

UNI Foundation Statement of Account

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University of Northern Iowa Foundation

Account Administration

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List of Account Categories

ABC Department

Add Category

You have no categories

UNI Foundation Statement of Account

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List of Account Categories

category	rank	set accounts	edit	delete
123 Department	1	set accounts	edit	delete
ABC Department	2	set accounts	edit	delete

UNI Foundation Statement of Account

University of Northern Iowa Foundation

Main Page

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My Account Reports

Display accounts:

Category: select: [manage categories](#)

Search by number:

Search by keywords:

Create Account List

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.