

Foundation Accounting System (FAS)

General Information

The University of Florida Foundation, Inc (Foundation) provides financial information for Foundation funds on-line via the Foundation Accounting System (FAS). The goal of this site is to make information more accessible to fund administrators and other users. Users of the system are able to view on-line balances, revenues/expenses and transaction level detail related to their Foundation funds.

Information obtained from FAS is considered confidential and not for public use.

Each fund administrator may access the information relating to his/her fund(s). An operator ID and password will be assigned for all fund administrators. A fund administrator who wishes to provide access to their fund information through FAS to another staff member may share their operator ID and password with that staff member. The confidentiality requirements extend to anyone that you choose to allow access to this information. Any donor information reflected in FAS is not to be extracted and used for any other purpose.

To access the information on the FAS web site, you must use a computer with a web browser and a connection to the Internet. This web browser must be either Microsoft Internet Explorer (version 5.5 or higher) or Netscape (version 6.0 or higher).

FAS Financial Information

Information on the FAS web site is available as of the prior business day and FAS contains financial information for the past five fiscal years. The Foundation operates on a fiscal year beginning July 1 and ending June 30 (the same as the University).

The purpose of each fund and its restrictions are displayed on each financial report and are provided to insure the proper use of each fund. Please review the restrictions prior to requesting expenditures from a fund.

Please be aware that information contained in this system is accounting information. As such, debit balances in accounts will be displayed as positive numbers and credit balances in accounts will be displayed as negative (leading “-“) numbers. This is the case with all screens with the exception of the Income Statement (first level), where revenues are shown as positive numbers. The following accounts will normally contain credit balances:

<u>Description</u>	<u>Account Number(s)</u>
Liability Accounts	60000 through 69999
Revenue Accounts	81000 through 89999
Fund Balance	99900
Accumulated Depreciation	30110; 30120; 30210; 30310

Foundation Accounting System (FAS)

The following information is available on FAS. You will only see information on funds for which you are authorized.

Fund Listing: Displays a listing of your funds.

Available Balance: Displays the total dollars that can currently be expended by a fund.

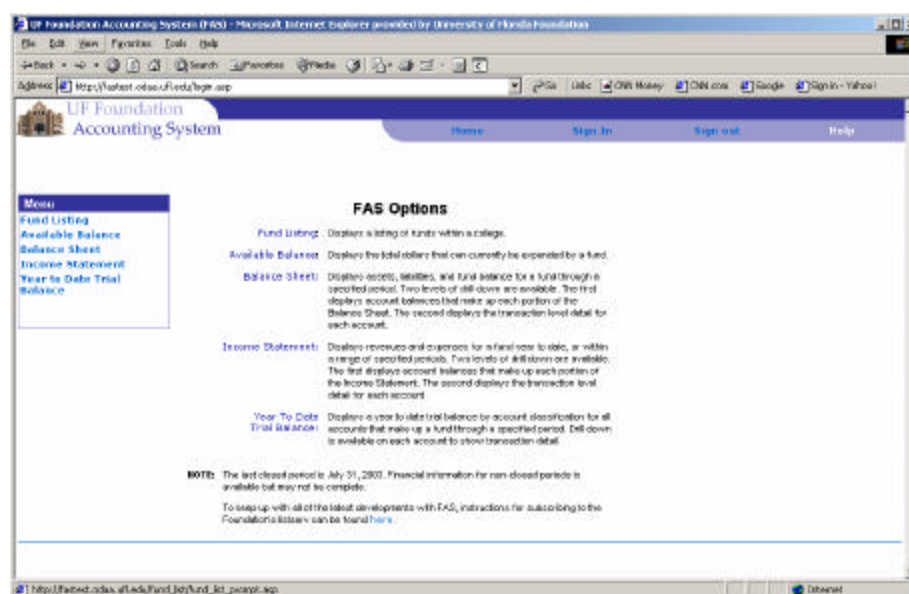
Balance Sheet: Displays assets, liabilities, and fund balance for a fund through a specified period. Two levels of drill down are available. The first displays account balances that make up each line of the Balance Sheet. The second displays the transaction level detail for each account.

Income Statement: Displays fund revenues and expenses within a range of specified periods for a fiscal year. Two levels of drill down are available. The first displays account balances that make up each line of the Income Statement. The second displays the transaction level detail for each account.

Year To Date Trial Balance: Displays a year to date trial balance by account for a fund through a specified period. Drill down is available on each account to show transaction detail.

Accessing Fund Financial Information

Once you have successfully completed the login process, you will be presented with a menu listing. Make your selection by clicking on the desired menu item either under the menu located on the left side of the page or by selecting the blue heading located in the main body. Note that all hyperlinks appear in blue (both text and numbers) and clicking on them retrieves additional information in the form of a new page or link to the next level of financial detail.



Foundation Accounting System (FAS)

Fund Listing

The Fund Listing displays a listing of funds based upon your authorization level. Select criteria from the drop down boxes to customize your listing. You may accept the defaults or select any combination of the options.

University of Florida Foundation, Inc.
Fund Listing

College: Student Affairs
Department: Student Financial Affairs
Fund Administrator: Kolt, Donna M.
Purpose Code: Gen Scholarships/Fellowships
Fund Type: ALL
Show Fund Listing

Confidential Records at the UF Foundation. Not for public release
As of: 6/26/2003

Fund #	Fund description	Administrator	Department	Fund type	Purpose code	Status
000991	Damon Scholarship	Kolt, Donna M.	Student Financial Affairs	Endowment General	Gen Scholarships/Fellowships	A
000992	Damon Scholarship	Kolt, Donna M.	Student Financial Affairs	Endowment Income Funds	Gen Scholarships/Fellowships	A
011269	Damon Scholarship II	Kolt, Donna M.	Student Financial Affairs	Endowment General	Gen Scholarships/Fellowships	A
011278	Damon Scholarship II	Kolt, Donna M.	Student Financial Affairs	Endowment Income Funds	Gen Scholarships/Fellowships	A

Export to CSV file

Free Date: 6/26/2003
Run Time: 9:39:45 AM

Hyperlink to fund detail

Export hyperlink

Sort Fields

Once the listing is displayed, you will have the ability to sort the list by fund number, fund description, fund administrator, department, fund type, purpose code or status. Click on the column heading to sort by that field. You will also have the ability to export the list to a CSV file for importing to Excel, Word or other applicable program. Click on the fund number hyperlink and it will display a new page with additional information.

Foundation Accounting System (FAS)

UF Foundation Accounting System (FAS) - Microsoft Internet Explorer provided by...

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public release

**University of Florida
Foundation, Inc.
Fund Detail**

Run Date:
8/26/2003
Run Time:
9:22:58 AM

As Of: 8/26/2003

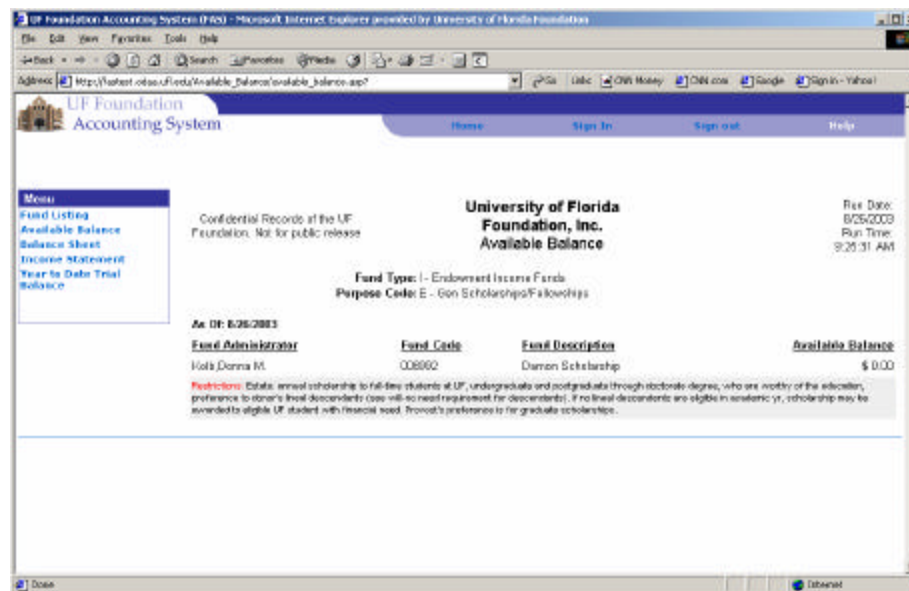
Fund Code: 008992
Fund Description: Damon Scholarship
Fund Administrator: 00000005643
Fund Administrator Name: Kolb, Donna M.
Fund Administrator Organization: 0604
Fund Administrator Organization Description: Student Financial Affairs
Fund Type: I
Fund Type Description: Endowment Income Funds
Purpose Code: E
Purpose Code Description: Gen Scholarships/Fellowships
Organization: 0604
Organization Description: Student Financial Affairs
College: 06
College Description: Student Affairs
Dean/VP:
Start Date:

Long Description: Estate: annual scholarship to full-time students at UF, undergraduate and postgraduate through doctorate degree, who are worthy of the education, preference to donor's lineal descendants (see will-no need requirement for descendants). If no lineal descendants are eligible in academic yr, scholarship may be awarded to eligible UF student with financial need. Provost's preference is for graduate scholarships.

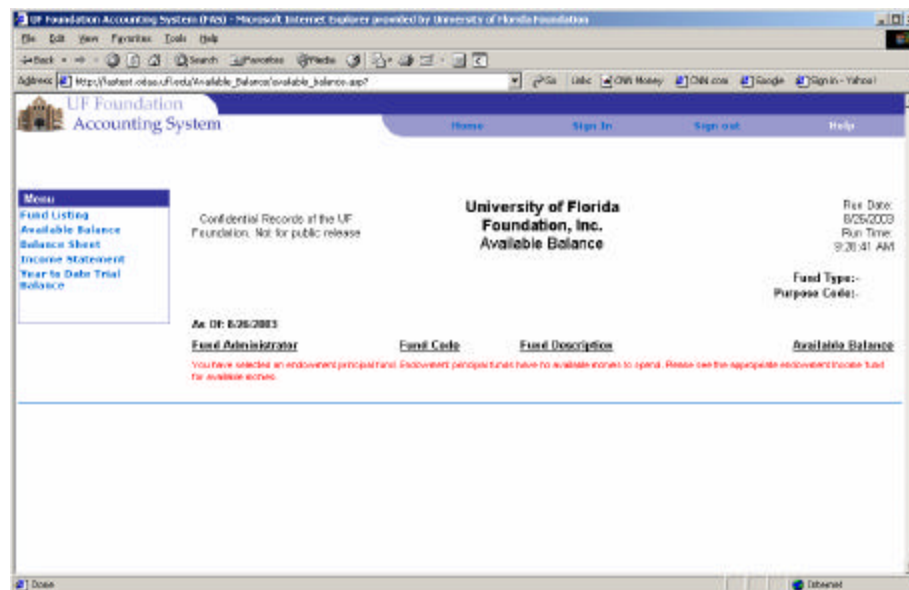
Foundation Accounting System (FAS)

Available Balance

The Available Balance displays the total dollars that can currently be expended by a fund.



Note, endowment principal funds have no available monies to spend. A message to that effect will appear on the Available Balance screen if such a fund is selected.

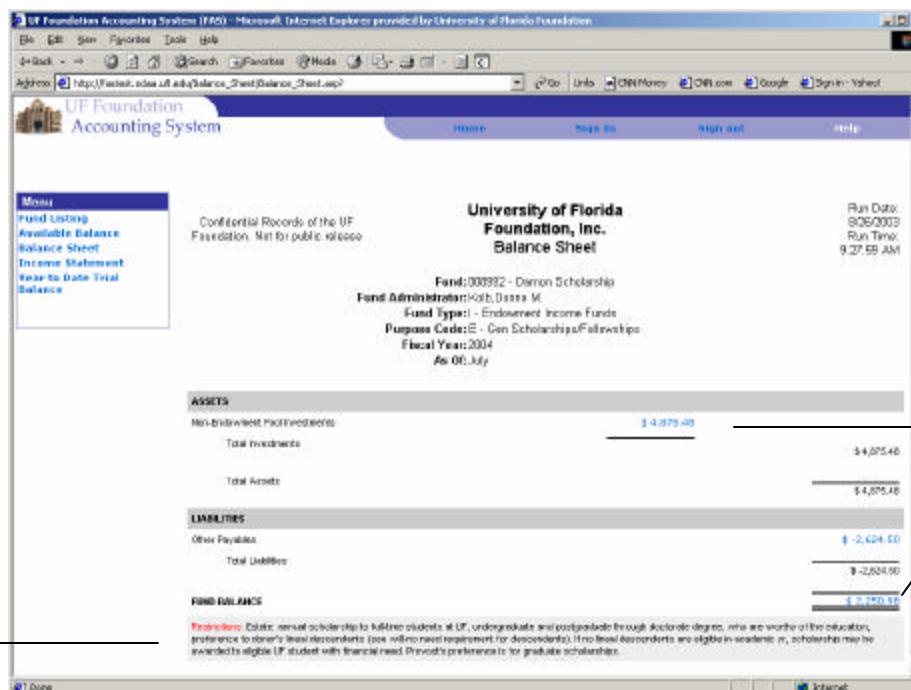
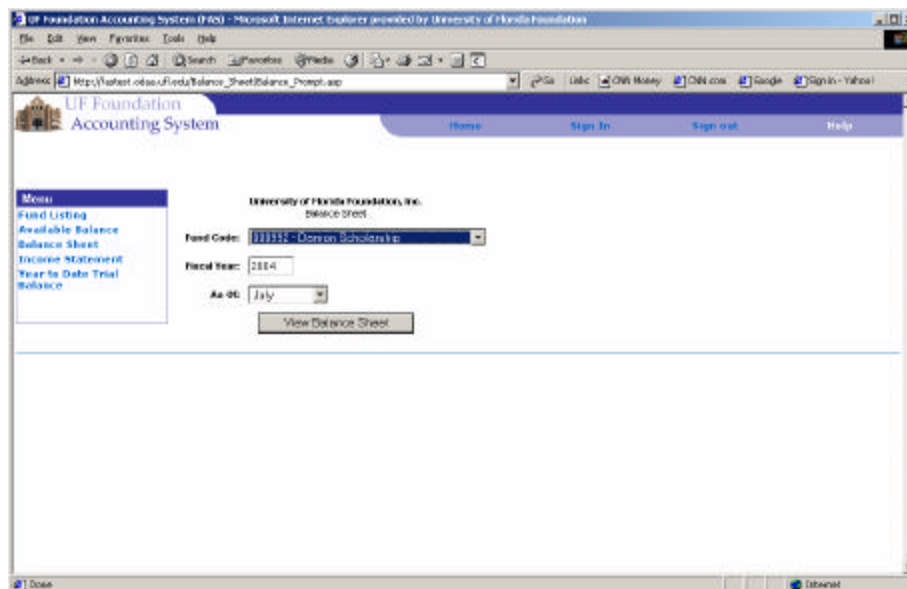


Foundation Accounting System (FAS)

Balance Sheet

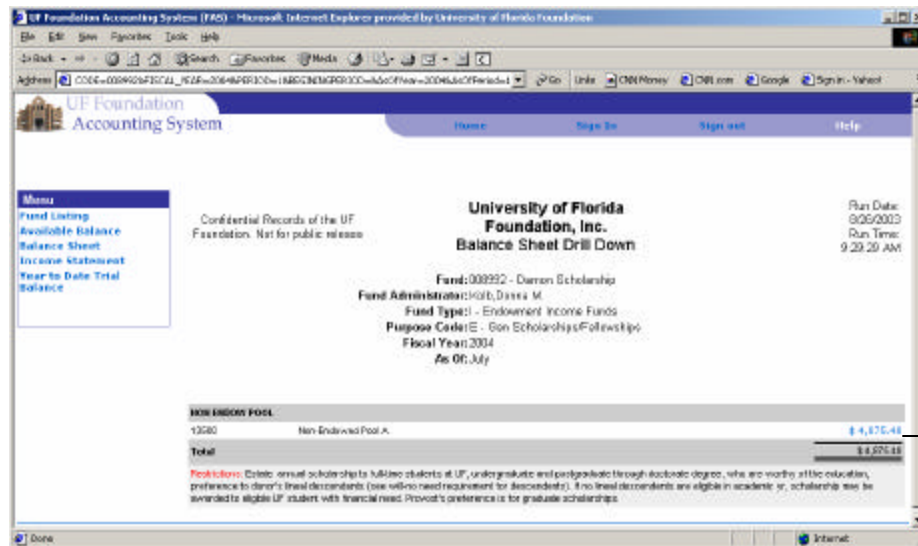
The Balance Sheet displays assets, liabilities and fund balance for a fund through a specified period. Two levels of drill down are available. The first displays account balances that make up each line of the Balance Sheet. The second displays the transaction level detail for each account.

Select the fund from the drop down box and enter a fiscal year and month to view the Balance Sheet. The default is the current fiscal year through the most recently “closed” month.

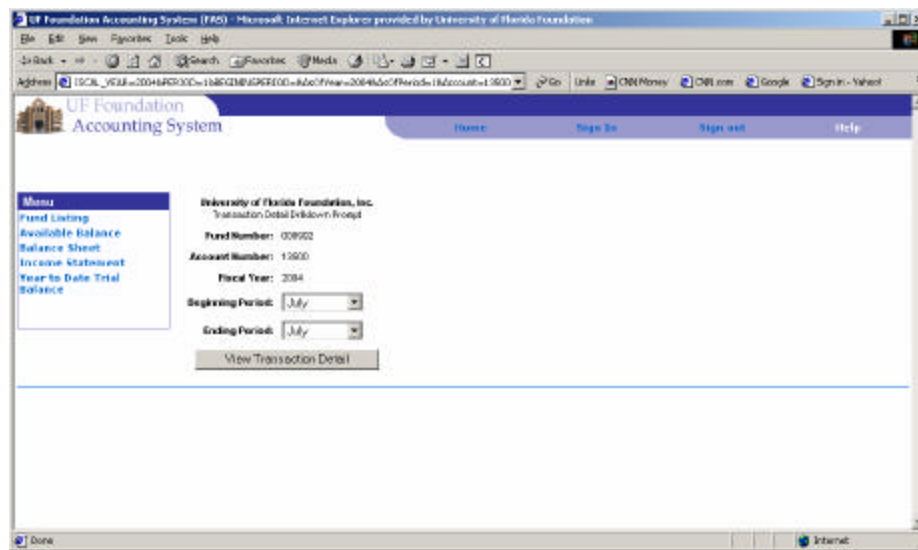


Foundation Accounting System (FAS)

After clicking on a hyperlink, the next level of detail (account level) will be displayed.



Clicking on a hyperlink to transaction level detail will bring up a new page that will prompt you for the beginning and ending periods for the data to be selected. Accept the defaults or select the desired periods from the drop down boxes to view the transaction detail.



Foundation Accounting System (FAS)

University of Florida Foundation, Inc. Transaction Detail

Run Date: 8/26/2003
Run Time: 9:32:02 AM

Fund: 003992 - Damon Scholarship
Fund Administrator: Kolb, Danna M.
Fund Type: Endowment Income Funds
Purpose Code: E - Gen Scholarships/Fellowships
Account: 13900 - Non-Endowed Pool A
Fiscal Year: 2004
Beginning Period: July
Ending Period: July

Description	Journal ID	Date	Line	Debit	Credit	Net Total
Non-Endowed Pool A	JAN7	2004-07-01	2847		\$ 1,590.00	
Transaction Total:						\$ 1,590.00

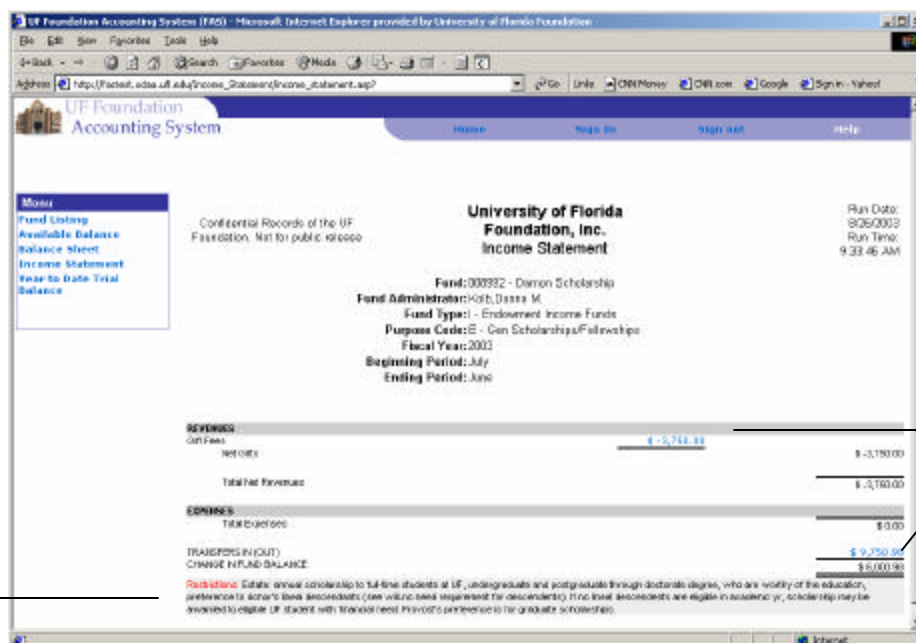
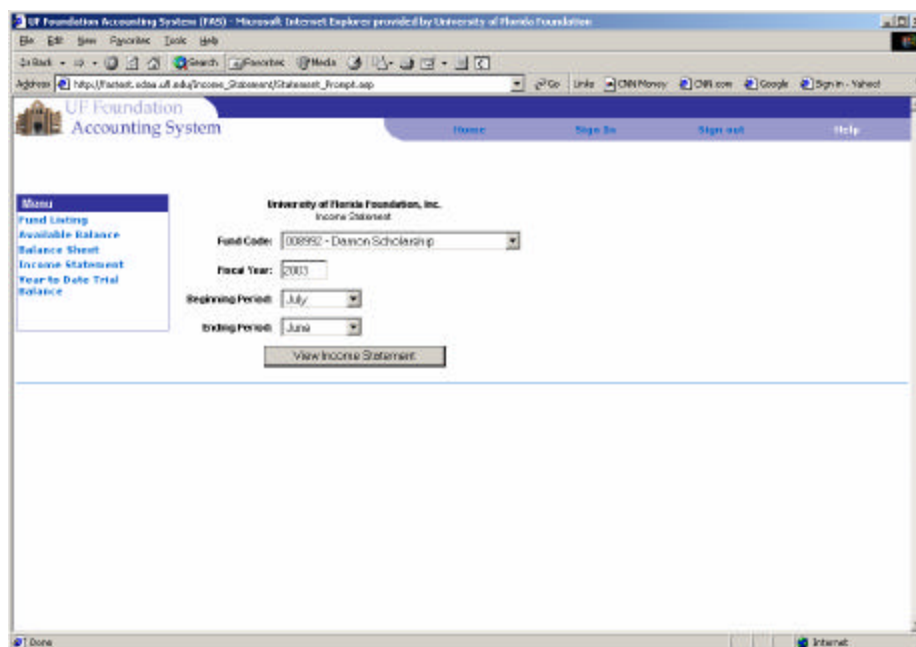
Prohibition: Scholarships awarded at the discretion of the UF Foundation and are not guaranteed through outside agents, who are not the entity of the education, preference for donor's listed descendants (no will or no requirement for descendants). If no listed descendants are eligible in academic yr, scholarship may be awarded to eligible UF student with financial need. Donor's preference is for graduate scholarships.

Foundation Accounting System (FAS)

Income Statement

The Income Statement displays fund revenues and expenses within a range of specified periods for a fiscal year. Two levels of drill down are available. The first displays account balances that make up each line of the Income Statement. The second displays the transaction level detail for each account.

Select the fund from the drop down box and enter a fiscal year and beginning and ending periods to view the Income Statement. The default is the current fiscal year through the most recently “closed” month.



University of Florida Foundation, Inc.		Run Date: 9/26/2003
Income Statement		Run Time: 9:33:46 AM
Fund: 008992 - Damon Scholarship		
Fund Administration: Kolb, Diana M.		
Fund Type: Endowment Income Funds		
Purpose Code: E - Gen Scholarships/Fellowships		
Fiscal Year: 2003		
Beginning Period: July		
Ending Period: June		
REVENUES		
Gifts	\$ 3,750.00	
Net Gifts	\$ 3,750.00	
Total Net Revenues	\$ 3,750.00	
EXPENSES		
Travel Expenses	\$ 0.00	
Transfers In/Out	\$ 9,750.00	
Change in Fund Balance	\$ 6,000.00	

Hyperlinks to next level of detail

Fund restrictions

Foundation Accounting System (FAS)

After clicking on a hyperlink, the next level of detail (account level) will be displayed.

The screenshot shows the UF Foundation Accounting System (FAS) interface. The main content area displays the 'Income Statement Drill Down' for Fund 008992 - Damon Scholarship. The fund is administered by the College of Arts & Sciences, and the purpose is for Endowment Income Funds. The fiscal year is 2003, with a beginning period of July and an ending period of June. The total amount is \$3,750.00. A table shows the following data:

GIFT FEES	
76200	Receipt Overhead
	\$ 3,750.00
Total	\$ 3,750.00

Below the table, there is a red note: "Restrictions: Enter annual scholarship to honor students at UF, undergraduate and postgraduate through doctoral degree, who are worthy of the education, preference to donor's firstborns (not necessarily firstborns), and no other restrictions are applied to students or scholars who are awarded to eligible UF student with financial need. Report the preference for graduate scholarships."

Hyperlink to transaction level detail

Clicking on a hyperlink to transaction level detail will bring up a new page that will prompt you for the beginning and ending periods for the data to be selected. Accept the defaults or select the desired periods from the drop down boxes to view the transaction detail.

The screenshot shows the UF Foundation Accounting System (FAS) interface. The main content area displays the 'Transaction Detail Drill Down Prompt' for Fund 008992. The fund is administered by the College of Arts & Sciences, and the purpose is for Endowment Income Funds. The fiscal year is 2003, with a beginning period of July and an ending period of June. The total amount is \$3,750.00. Below the table, there is a red note: "Restrictions: Enter annual scholarship to honor students at UF, undergraduate and postgraduate through doctoral degree, who are worthy of the education, preference to donor's firstborns (not necessarily firstborns), and no other restrictions are applied to students or scholars who are awarded to eligible UF student with financial need. Report the preference for graduate scholarships."

Foundation Accounting System (FAS)

UF Foundation Accounting System (FAS) - Microsoft Internet Explorer provided by University of Florida Foundation

Address: http://factstf.ufw.edu/fas/transaction_detail.asp

UF Foundation Accounting System

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- Available Balance
- Balance Sheet
- Income Statement
- Year to Date Total
- Balance

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University of Florida Foundation, Inc. Transaction Detail

Run Date: 8/26/2003
Run Time: 9:39:00 AM

Fund: 008902 - Damon Scholarship
Fund Administration: Kolt, Diana M.
Fund Type: Endowment Income Funds
Purpose Code: E - Don Scholarships/Fellowships
Account: 75200 - Receipt Overhead
Fiscal Year: 2003
Beginning Period: July
Ending Period: June

DESCRIPTION	ACCOUNT	DATE	LINE	DESCRIPTION	DEBIT	CREDIT	BALANCE
Foundation 418 Overhead	PC1000001	2002-11-20	22		\$ 2,750.00		
XFER \$ FROM OLD TO NEW PURPOSE	NOV000000	2002-10-16	11	XFERPURPOS	\$ 2,750.00		
XFER \$ FROM OLD TO NEW PURPOSE	NOV000000	2002-10-16	18	XFERPURPOS		\$ 2,750.00	
Foundation 418 Overhead	PC1000004	2002-10-20	22		\$ 2,075.00		
Foundation 418 Overhead	PC1000004	2002-11-21	119			\$ 2,075.00	
XFER \$ FROM OLD TO NEW PURPOSE	NOV000001	2002-04-15	14	XFERPURPOS		\$ 3,750.00	
XFER \$ FROM OLD TO NEW PURPOSE	NOV000001	2002-04-15	28	XFERPURPOS	\$ 3,750.00		
Transactions Total:							\$ 3,750.00

Redstone: Estate annual scholarship to full-time students at UF, undergraduate and postgraduate through doctorate degree, who are worthy of the education, preference to donor's blood descendants (see will for need requirement for descendants). If no blood descendants are eligible in academic yr, scholarship may be awarded to eligible UF student with financial need. Donor's preference is for graduate scholarships.

Foundation Accounting System (FAS)

Year to Date Trial Balance

The Year to Date Trial Balance displays a year to date trial balance by account for a fund through a specified period. Drill down is available on each account to show transaction detail.

Select the fund from the drop down box and enter a fiscal year and month to view the Year to Date Trial Balance. The default is the current fiscal year through the most recently “closed” month.

The screenshot shows the 'Year to Date Trial Balance' form in the UF Foundation Accounting System. The form includes a menu on the left with links to Fund Listing, Available Balance, Balance Sheet, Income Statement, and Year to Date Trial Balance. The main form area has a dropdown for 'Fund' set to '000992 - Damon Scholarship', a 'Fiscal Year' of '2004', and a 'As Of' date of 'July'. A 'View Year to Date Trial Balance' button is at the bottom.

The screenshot shows the results of the Year to Date Trial Balance query. It includes a header section with the fund name, fiscal year, and month. Below this is a table with columns for Account, Description, and Balance. The table lists assets (Cash, Non-Endowed Pool A) and liabilities (Gift Overhead Payable, Beginning Fund Balance). A 'Fund restrictions' box points to the 'Fund Balance' row. A 'Hyperlinks to transaction level detail' box points to the 'Balance' column. A 'Run Date' and 'Run Time' are also displayed.

Account	Description	Balance
Assets		
10100	Cash	\$ 0.00
13500	Non-Endowed Pool A	\$ 4,875.48
Liabilities		
60520	Gift Overhead Payable	\$ -2,104.58
Fund Balance		
99900	Beginning Fund Balance	\$ -2,280.98

Fund restrictions

Hyperlinks to transaction level detail

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Clicking on a hyperlink to transaction level detail will bring up a new page that will prompt you for the beginning and ending periods for the data to be selected. Accept the defaults or select the desired periods from the drop down boxes to view the transaction detail.

UF Foundation Accounting System (FAS) - Microsoft Internet Explorer provided by University of Florida Foundation

Address: CM_V401-2004/CFR20-14562/UBV2/0100-14/Account-13500

UF Foundation Accounting System

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University of Florida Foundation, Inc.
Transaction Detail Entry Prompt

Fund Number: 00922
Account Number: 13500
Fiscal Year: 2004
Beginning Period: July
Ending Period: July

View Transaction Detail

UF Foundation Accounting System (FAS) - Microsoft Internet Explorer provided by University of Florida Foundation

Address: http://FAS0101-0001/Link/0101/transaction_detail.asp

UF Foundation Accounting System

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University of Florida Foundation, Inc. Transaction Detail

Fund: 009222 - Damen Scholarship
Fund Administration: Kalt, Donna M.
Fund Type: Endowment Income Funds
Purpose Code: 6 - Gen Scholarships/Fellowships
Account: 13500 - Non-Endowed Fund A
Fiscal Year: 2004
Beginning Period: July
Ending Period: July

Run Date: 8/26/2003
Run Time: 9:45:37 AM

DESCRIPTION	DATE	DEBIT	CREDIT	BALANCE	DEBIT	CREDIT	BALANCE
Non-Endowed Fund A	JULY	2003-07-01	2947	0000000000	\$ 1,263.98		
TRANSACTION TOTAL:							\$ 1,550.99

Restrictions: Establish annual scholarship to full-time students at UF, undergraduate and postgraduate through doctoral degree, who are worthy of the education, preference to donor's lineal descendants (see will or need requirement for descendants). If no lineal descendants are eligible in academic yr, scholarship may be awarded to eligible UF student with financial need. Preference to lineal descendants.

Foundation Accounting System (FAS)

Signing out of FAS:

To end your session on FAS, click on the *Sign out* button located in the upper right section of the web page. Signing out is an important step in preventing unauthorized access to FAS.