

SECTION 9: FINANCIAL EDGE SEARCH

University of Illinois Foundation Financial Edge Accounting System Web Site Query Options and Definitions

Last revised 11/16/15

- This system contains **only Foundation** General Ledger Gift Accounts.
- There are three search options – Fund Search, Balance Search and Transaction Search.
- Any of the following criteria options are searchable.
- All those items checked by default or are not preceded by a check box will be displayed in your output unless otherwise selected; to include these other fields, merely check the box; uncheck those boxes you do not wish to include the criteria in your query result.
- Any criteria option with more than one field visible offers multi-select options; by holding down the ‘Ctrl’ key, you may use the mouse to select multiple criteria for searching.
- Note: the balance and transaction queries cannot be searched simultaneously, however account data can be queried in conjunction with either balance queries or transaction queries.

Search Page – Default Options:

Report Title: Blank text field allowing the user to define a report title to appear as the header to the output.

Group: Field to allow users to choose a specific group of funds. Multiple selections are allowed. Groups include:

“No restriction” - includes all types

0-Not Defined - includes all accounts with no group defined

1-Cash - includes only UIF cash clearing accounts; *is not available outside UIF*

2-Unrestricted - includes only UIF unrestricted accounts; *is not available outside UIF*

3-Current Use - includes all current gift funds

- 4-Endowment Income – includes all endowment income accounts
- 5-DIA/Non-Gifts – includes all Athletics gift funds and non-gift accounts
- 6-Annuity and Life Income – includes any deferred gifts; *is not available outside UIF*
- 7-Endowment – includes all endowment accounts
- 8-Plant – includes accounts for property held for UI; *is not available outside UIF*
- 9-Agency – includes accounts held for others; *is not available outside UIF*

Fund: Allows the user to enter a specific fund; the search field will accept the 6-digit group and fund, or just the 5-digit fund only. If a group is not selected, the results may produce more than one account (for example, if an endowment is chosen, and the group is not defined, both the endowment and income account will appear in the output.)

Include Closed: This checkbox, when selected, will include closed accounts that meet any of the other search criteria chosen. By default, the closed accounts will not be included in output (the box is not checked by default.)

Create Download: When selected this option will create a link (on the search results page) of all query results.

Fund Search - Options Available:

Short Title: Short title in Financial Edge; Can search by text criteria (contains, begins with, ends with, equal to =.)

Long Title: Full title of account as found in Financial Edge and typically derived directly from the fund's governing document; Can search by text criteria (contains, begins with, ends with, equal to =.)

Date Established: Date the account was created in the Foundation Accounting System; may choose a date range by entering the dates to be included. If this option is checked, the date established will be part of the output file. Entered format should be mm/dd/yyyy.

Related Banner: University spending account. Contains CFOP. Can search by text criteria (contains, begins with, ends with, equal to=.)

Current Use Acnt: All possible related UIF accounts. Can search by text criteria (contains, begins with, ends with, equal to =.)

Permanent Endow:
Quasi Endow:
Income Account:
Trust Account
NonGift Account:

CCD: Campus, College, Department Code; choices limited by access (for example, if access is for entire college, can search by college or specific department. If access is limited to one department, search cannot exceed that department.) Use drop down menu bar to select criteria; can choose one specific code or all codes (equal to =, less than <, greater than >, less than or equal to <=, greater than or equal to >=.)

Note: UIF has not converted to Banner org code structure

Fund Class Code: Describes the type of fund; Use drop down menu bar to select criteria; can choose one specific code or all codes (equal to =, less than <, greater than >, less than or equal to <=, greater than or equal to >=.) Options include:

10 UIF Unrestricted
11 Current Use
1C Endowment Income Account
1D Unrestricted Property Operations
1E Designated
1F DIA/Student Aid
1G Non-Gifts
1H Student Loan Funds
12 Endowment Pool-Permanent
13 Endowment Pool-Term
14 Endowment Pool-Quasi Restricted
15 Endowment Pool-Quasi Unrestricted
16 Endowment-Separately Invested Permanent
17 Endowment-Separately Invested Term
18 Endowment-Separately Invested Quasi Restricted
19 Endowment-Separately Invested Quasi Unrestricted
20 General and System Accounts
2A-2R Annuity and Life Income Accounts
2S Beneficial Interests Held by Others (Endowments)
2T-2V Annuity and Life Income Accounts
2W Memorandum item
1A UIF Plant
1B Agency
00 Not Defined

Purpose Org: First level of the purpose code that defines to whom the account is available. Use drop down menu bar to select criteria; can choose one specific code or all codes (equal to =, less than <, greater than >, less than or equal to <=, greater than or equal to >=.) Options include:

31 College	35 Individual
32 Department	36 Campus
33 School	37 University
34 Program	38 Foundation

Purpose Function: Second level of the purpose code that defines the appropriate NACUBO function code for the gift account. Use drop down menu bar to select criteria; can choose one specific code or all codes (equal to =, less than <, greater than >, less than or equal to <=, greater than or equal to >=.) Options include:

41 Instruction	45 Student Services/Support
42 Research	46 Institutional Support
43 Public Service	47 Unrestricted by the Donor
44 Academic Support	

Purpose Objective: Third level of the purpose code that further describes the donor's intent for use of the funds and/or income in/from the gift account. Use drop down menu bar to select criteria; can choose one specific code or all codes (equal to =, less than <, greater than >, less than or equal to <=, greater than or equal to >=.) Options include:

50 No Further Restrictions	5M Performing Arts
51 To Be Determined	5N Lab Support
5A Chairs	5P Library
5B Professorships	5Q Scholarships
5C Faculty Fellowships	5R Student Awards/Prizes
5D Faculty Awards/Prizes	5S General Student Support
5E Lectureships	5T Graduate Student Fellowships
5F Conferences/Seminars/Workshops	5U Facilities
5G Program/Course Development	5V Equipment
5H Loans	5W Statues/Art
5J Specific Programs	5X General Administration
5L Museums/Exhibits	5Y No Further Restrictions to Institution

Purpose Donor Restriction:

Fourth level of the purpose code that identifies whether additional *quantifiable* donor intent information exists that should be reviewed when spending from the account. Use drop down menu bar to select criteria; can choose one specific code or all codes (equal to =, less than <, greater than >, less than or equal to <=, greater than or equal to >=.) Options include:

6Y Indicates Specific Donor Instructions
6N No Further Restrictions/Instructions

For example, if the governing document indicates the scholarship amount should be no greater than \$1,000 per year, the account would be coded '6Y'.

Distribution Sweep: States whether the endowment income account or current fund is coded to automatically sweep to UFAS; Use drop down menu bar to select criteria; can choose one specific code or all codes (equal to =, less than <, greater than >, less than or equal to <=, greater than or equal to >=.) Options include:

7A Automatic Distribution-Urbana Campus
7B Automatic Distribution-Chicago Campus
7C Automatic Distribution-Springfield Campus
7D Do Not Distribute-Needs Resolution
7E UIF Administered
7F Department Request to Hold at UIF
7G Hold at UIF-Reason Intrinsic to Fund
7H Endowment Income Reinvested to Permanent Endowment
7K Endowment Income Reinvested to Quasi Endowment
7J Endowment Income Special Distribution
78 Closed Fund Due To CCD Change
79 Closed Fund Account Number

Balance Search - Options Available:

UIF Online Balance Search Page

Home Services Search Info Center Reports Training Logout

Fund Search Transaction Search Balance Search

Search Reset ? Limit Output records to Show All

Report Title

☐ Check/Uncheck All

☐ Group = (No Restriction) Not Defined Cash Unrestricted Current Use

☒ Fund =

☐ Include Closed Funds

☐ Balance Date = 11/30/2015 10/31/2015 9/30/2015 8/31/2015 7/31/2015

☒ Common Accounts = (No Restriction) 1100-Claim On Cash 1201-Invest To Be Liquidated 1205-Endow Pool Div I 1221-Investment

Other Accounts =

☒ Amount =

☒ Short Title Contains

☐ Long Title Contains

☐ Date Established Begin: End: (mm/dd/yyyy)

☐ Related Banner Fund Contains

☐ Related Current Use Fund Contains

☐ Related Permanent Endow Fund Contains

☐ Related Quasi Endow Fund Contains

☐ Related Income Fund Contains

☐ Related NonGift Fund Contains

Balance Date: The date of the balances displayed (“as of” date); balances available include the most recent six months and all 06/30 fiscal year ends since system implementation (2012); can choose which date using drop down menu bar.

Common Accounts: Allows user to select certain account controls. Allows flexibility as outlined in the criteria below.

Commonly used accounts, displaying balances for the specific types of accounts;
May select multiple criteria; options include:

1100 Claim on Cash
1201 Investments to be Liquidated (security gifts pending sale)
1205 Endowment Pool Investment
1221 Investments (Separately Invested Assets)
1710 Land
1720 Farmland
1730 Buildings
3000 Fund Balance
4050 Auction Receipts
4101 Fee/Ticket/M meal/Conference Revenue
4310 Endowment Income
4740 Cash Gifts
4741 Securities Gifts
4742 Gifts-In-Kind
5637 Telemarking Costs
5795 Weekly Sweep to the University
5796 Banner Endowment Budget Distribution

Other Accounts: Designed to allow additional accounts to be queried, if not in the default list above. May also include a list of accounts, separated by commas.

Amount: Dollar amount for which to display balances; Can choose a specific fund balance amount or range (equal to =, less than <, greater than >, less than or equal to <=, greater than or equal to >=.)

User can also select all criteria described above under fund search (Short Title, Long Title, etc.)

Transaction Search - Options Available:

Note: All of the following criteria, unless otherwise stated, will be part of the output displayed when searching by transaction data.

UMF Online Transaction Search Page

Home Services Search Info Center Reports Training Logout

Fund Search Transaction Search Balance Search

Search Reset ? Limit Output records to Show All

☐ Include 1100 Acct Ctrl

Report Title

☐ Check/Uncheck All

☐ Group = (No Restriction) Not Defined Cash Unrestricted Current Use

☒ Fund =

☐ Include Closed Funds

☒ Common Accounts = (No Restriction) 1100-Claim On Cash 1201-Invest To Be Liquidated 1205-Endow Pool Div I 1221-Investment

Other Accounts =

☒ Description Contains

☒ Document Retrieval # Contains

☐ Donor ID Or Banner XREF Contains

☒ Campus Use Field Contains

☒ Accounting Use Field Contains

☐ Post Date Begin: End: (mm/dd/yyyy)

☒ Transaction Date Begin: End: (mm/dd/yyyy)

☒ Transaction Amount =

☒ Short Title Contains

☐ Long Title Contains

☐ Date Established Begin: End: (mm/dd/yyyy)

☐ Related Banner Fund Contains

Common Accounts: Search by a specific account. Also can check the “include 1100 account control” box if you wish to include the cash transactions.

Description: The transaction description as found on the Financial Edge account statement. Can search by text criteria (contains, begins with, ends with, equal to =.)

- Document Retrieval:** Search by the document retrieval number on the Financial Edge statement; this is usually the receipt number (gifts) or TV or voucher number. Can search by text criteria (contains, begins with, ends with, equal to =.)
- Donor ID/Banner:** Search by the FACTS donor ID or Banner (Chart and Fund only) number cross-referenced on the Financial Edge statement as part of the transaction; Can search by text criteria (contains, begins with, ends with, equal to =.)
- Campus Use Field:** Search by the batch number assigned to the transaction on the gift transmittal (user-defined code that tracks the gift transaction); Can search by text criteria (contains, begins with, ends with, equal to =.)
- Accounting Use:** The internal UIF Accounting criteria assigned to the transaction on the Financial Edge statement; Can search by text criteria (contains, begins with, ends with, equal to =.)
- Post Date:** The date the transaction was posted in Financial Edge. If this option is checked, the date the transaction posted will be part of the output file (this field is ***not*** automatically included in the output.) Entered format should be mm/dd/yyyy. Can choose a specific date or range (equal to =, less than <, greater than >, less than or equal to <=, greater than or equal to >=.)
- Transaction Date:** The date the transaction was “as of” in Financial Edge. Entered format should be mm/dd/yyyy. Can choose a specific date or range (equal to =, less than <, greater than >, less than or equal to <=, greater than or equal to >=.)
- Transaction Amount:** The amount of the transaction(s) in Financial Edge. Can choose a specific amount or range (equal to =, less than <, greater than >, less than or equal to <=, greater than or equal to >=.)