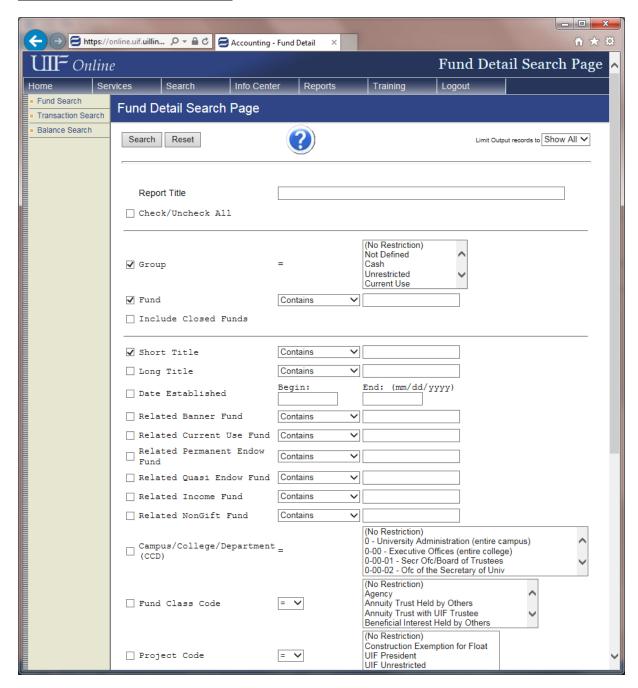
SECTION 9: FINANCIAL EDGE SEARCH

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

Financial Edge

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,

Current Use Acnt: Permanent Endow:

anent Endow: begins with, ends with, equal to =.) **i 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 $\geq =$.)

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-Ouasi 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 College35 Individual32 Department36 Campus33 School37 University34 Program38 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 Instruction45 Student Services/Support42 Research46 Institutional Support43 Public Service47 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 Restrictions5M Performing Arts51 To Be Determined5N Lab Support5A Chairs5P Lilbrary5B Professorships5Q Scholarships

5C Faculty Fellowships5R Student Awards/Prizes5D Faculty Awards/Prizes5S General Student Support5E Lectureships5T Graduate Student Fellowships

5F Conferences/Seminars/Workshps
5G Program/Course Development
5H Loans
5U Facilities
5V Equipment
5W Statues/Art

5J Specific Programs 5X General Adminstration

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 e 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

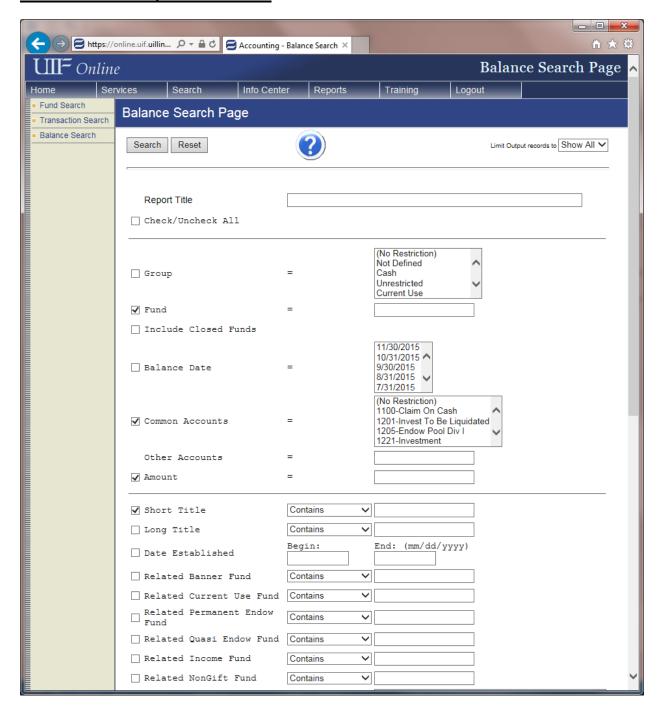
7K Endowment Income Reinvested to Quasi Endowment

7J Endowment Income Special Distribution

78 Closed Fund Due To CCD Change

79 Closed Fund Account Number

Balance Search - Options Available:



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/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

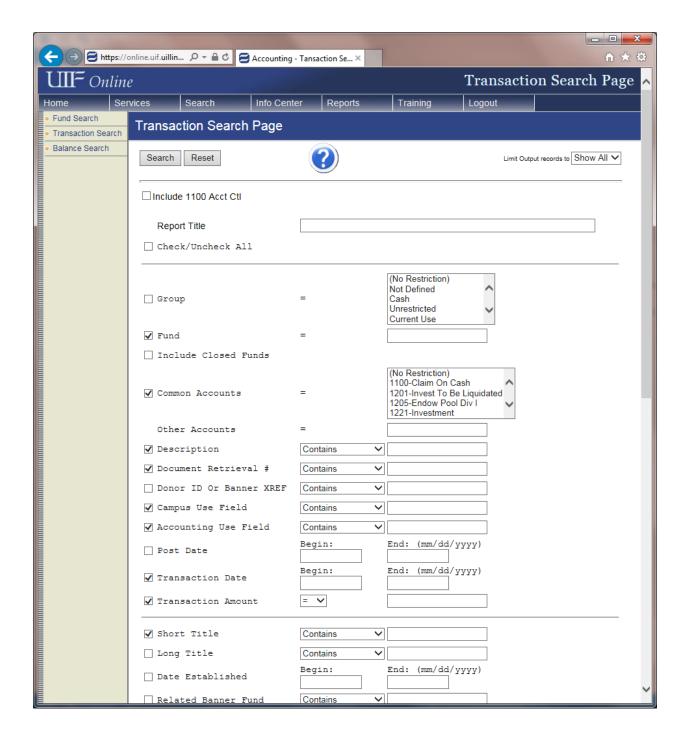
amount or range (equal to =, less than <, greater than >, less than or equal to <=,

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.



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 >=.)