KU Endowment Association
Account Reporting System

IFAS

www.kuendowment.org/ifas

User Manual

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KU Endowment
Account Reporting System

IFAS
www.kuendowment.org/ifas
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This information was accurate as of December 2010. Changes to the version of the program and variations to the reports over time are inevitable. This document is available on-line at www.kuendowment.org.

Help with technical issues (logins, passwords, etc.) is available through the KU Endowment Information Systems Help Desk at 785-832-7388. Help with operational issues (reporting issues, etc.) is available through KU Endowment Account Services 785-832-7400.

If you wish to make a comment, or if you find an error in the text, please send an email to: kdouglas@kuendowment.org.

April 2011

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KU Endowment
Account Reporting System

IFAS
www.kuendowment.org/ifas
Navigation Guide

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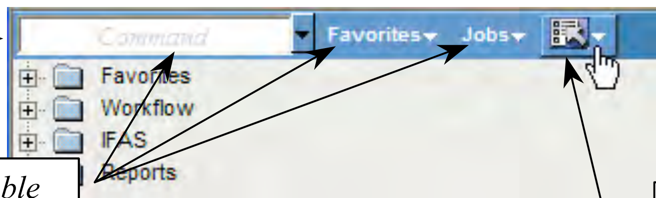
Using Screen Menus – Main Screen

The on-screen menus have several functions that are available to campus users.

Navigation Bar and Options Menu:

Navigation bar

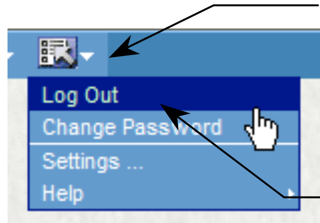


Not applicable to campus users

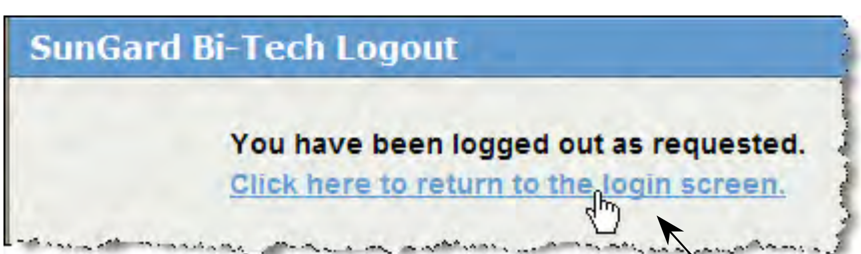
Main Screen Options Menu

To Log Out from your current IFAS session:

Click for the Options menu



Click **Log Out**

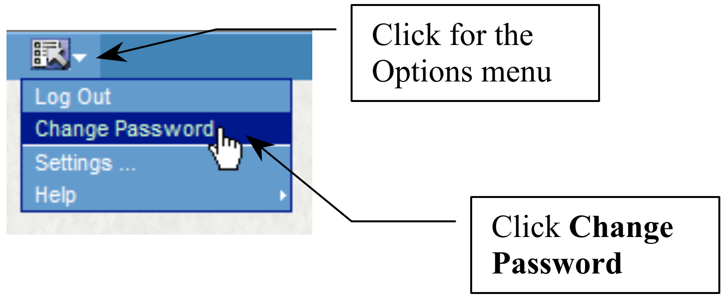


At this point, you can close Internet Explorer.

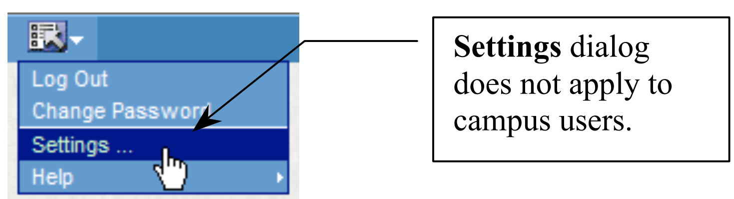
However, if you wish to return to IFAS and log back in, click here.

On some browser installations, logging out returns to the IFAS menu instead of the login screen. If this happens, *you are not logged in and the system will not work.* Close all open Internet Explorer windows, and reconnect for a new session.

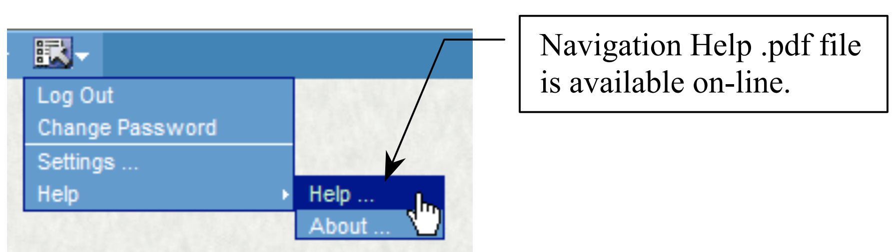
To change your IFAS password:



Settings…



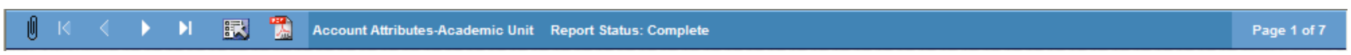
On-line Help



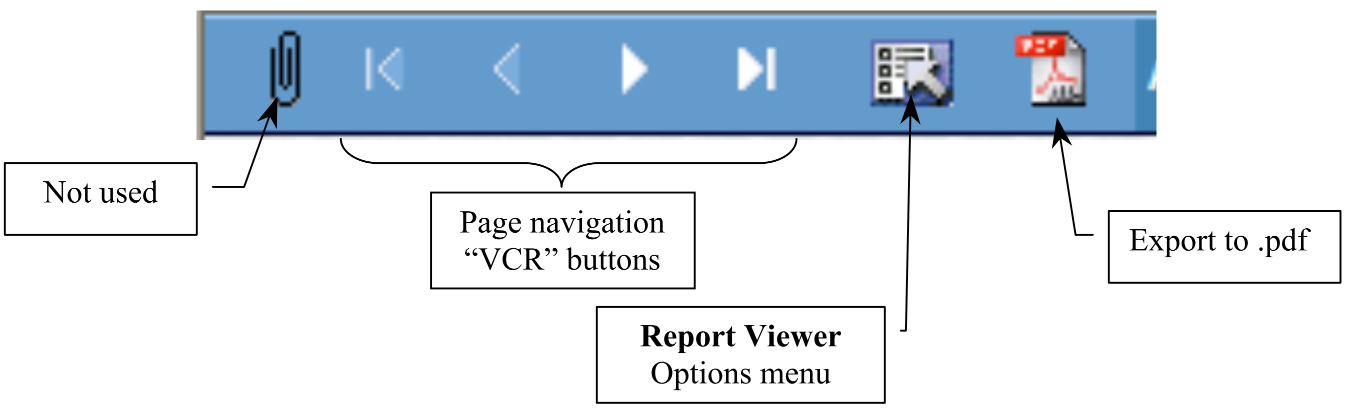
Using Screen Menus – Report Viewer Screen

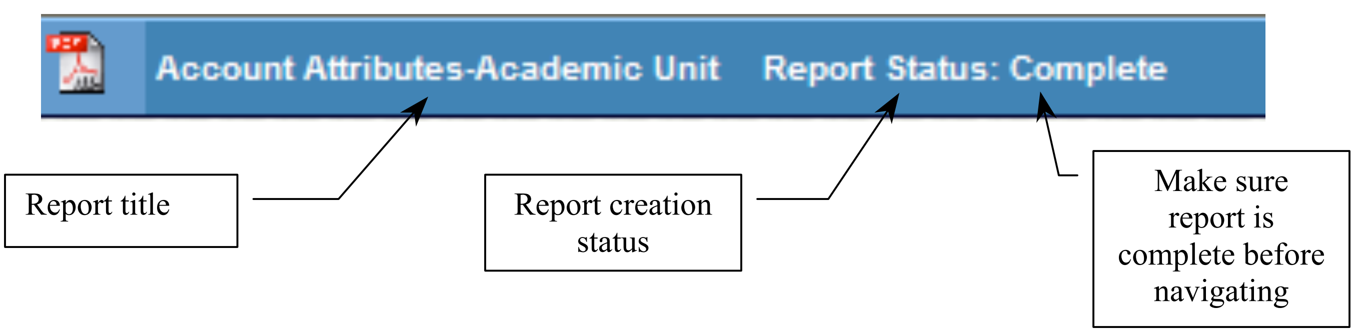
The report viewer screen menu allows navigation through the report, as well as printing and export.

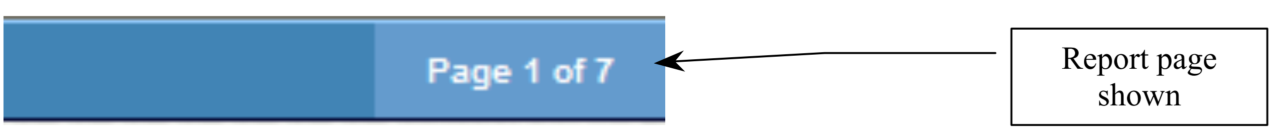
Report Viewer Navigation bar:



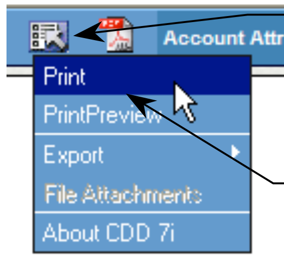
Navigation:







Printing a report:

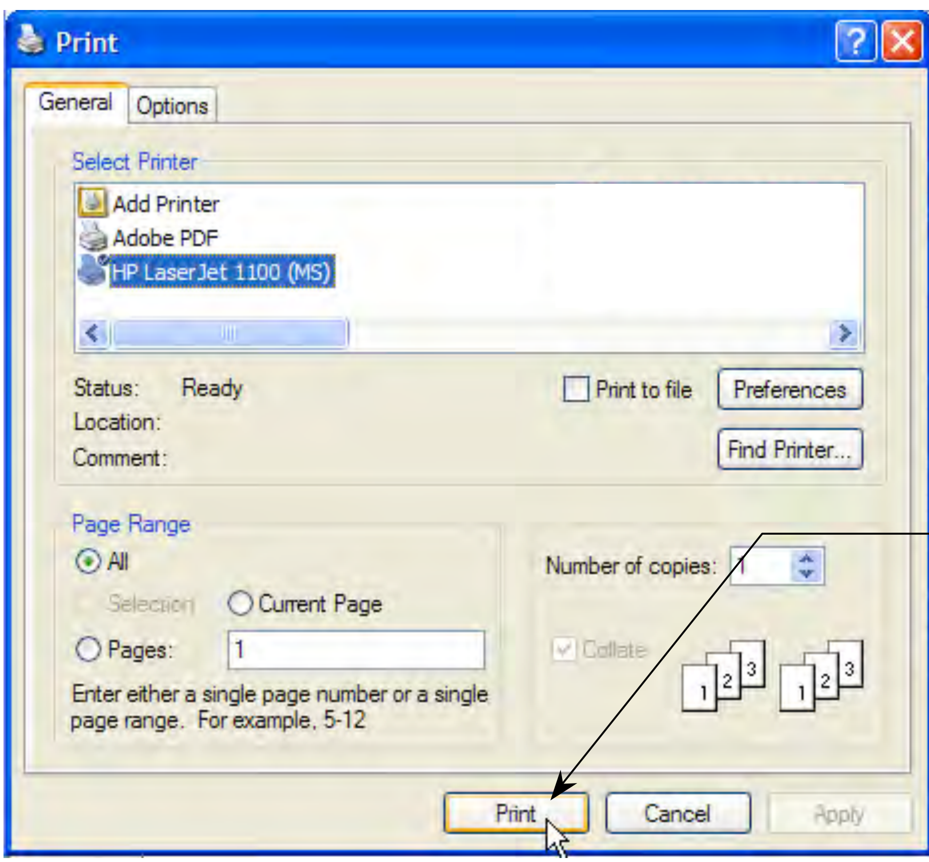


Click on **Options**

Click on **Print**

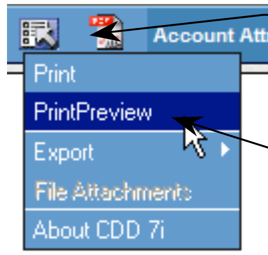
Do not print from this IE icon

The Internet Explorer **Print** dialog box opens.



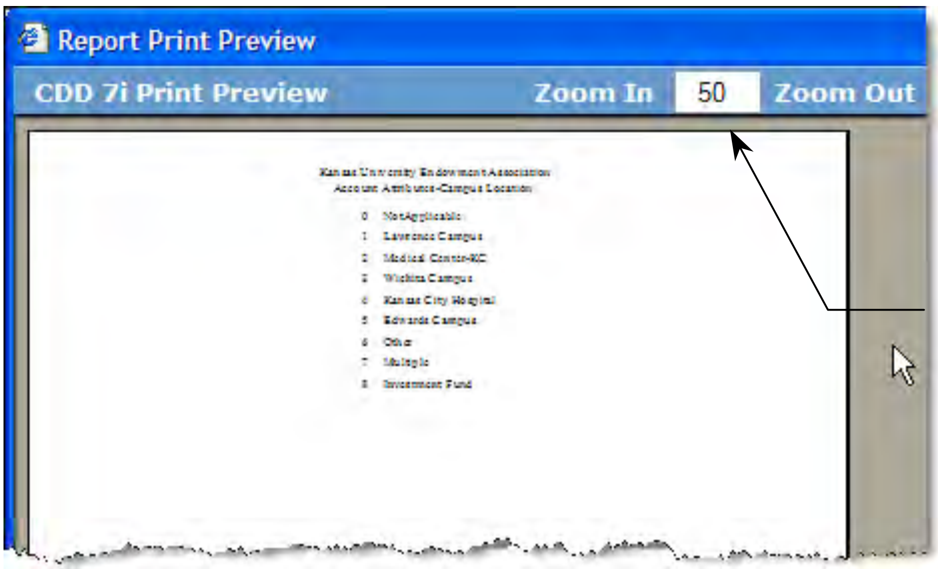
Choose the appropriate options, then click **Print.**

Print Preview:



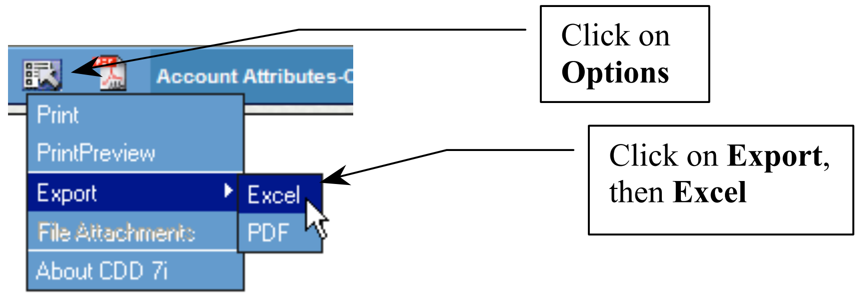
Click on **Options**

Click on **Print Preview**



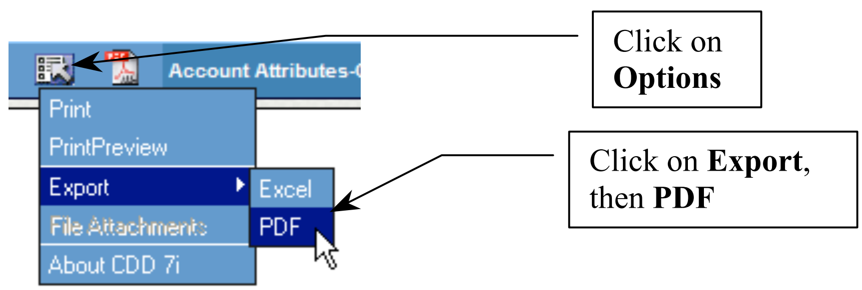
Click on **Zoom In** or **Zoom Out** to change the magnification. Or you may type a number in the box and press enter.

Exporting a report to Excel:

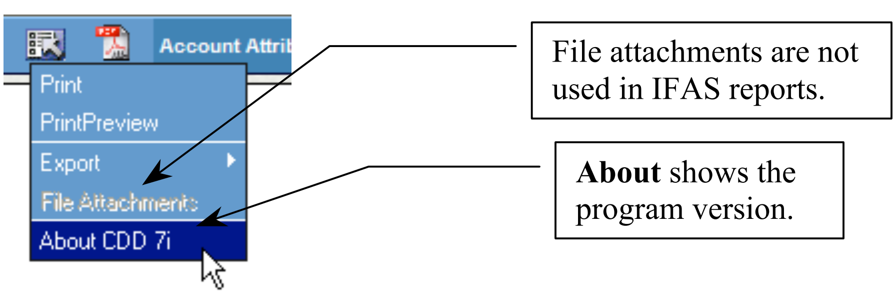


See next page for more details on exporting to Excel.

Exporting a report to Adobe .pdf format:



Other options:



Exporting to an Excel Spreadsheet

Reports can be exported to an Excel spreadsheet for ease in manipulation. This page describes the basic procedure for exporting IFAS reports to Excel. **However, some reports that have numerous column headings have a special procedure, described on page 62 of this Manual, that will yield a more organized result.**

Step ❶: Run the appropriate report and move to end of report before downloading.

Step ❷: Click on the **Options** dropdown.

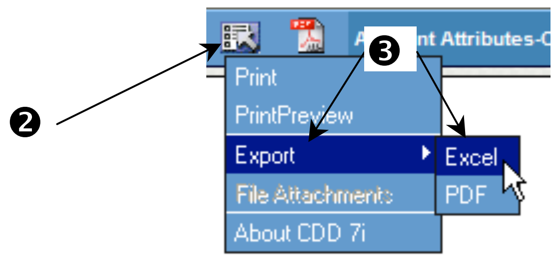
Step ❸: Click **Export**, then **Excel**

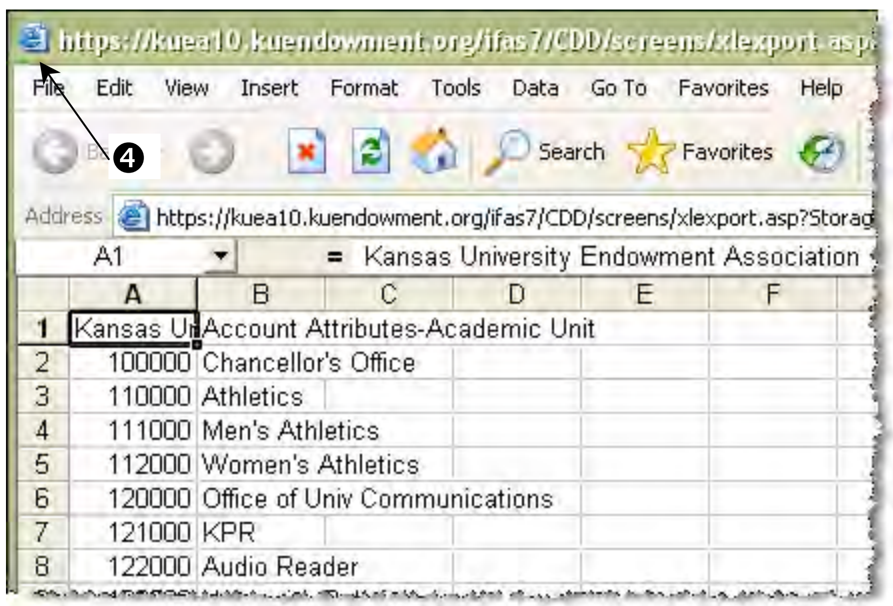
Step ❹: Note that the spreadsheet is displayed within Internet Explorer. To manipulate the spreadsheet (like sorting):

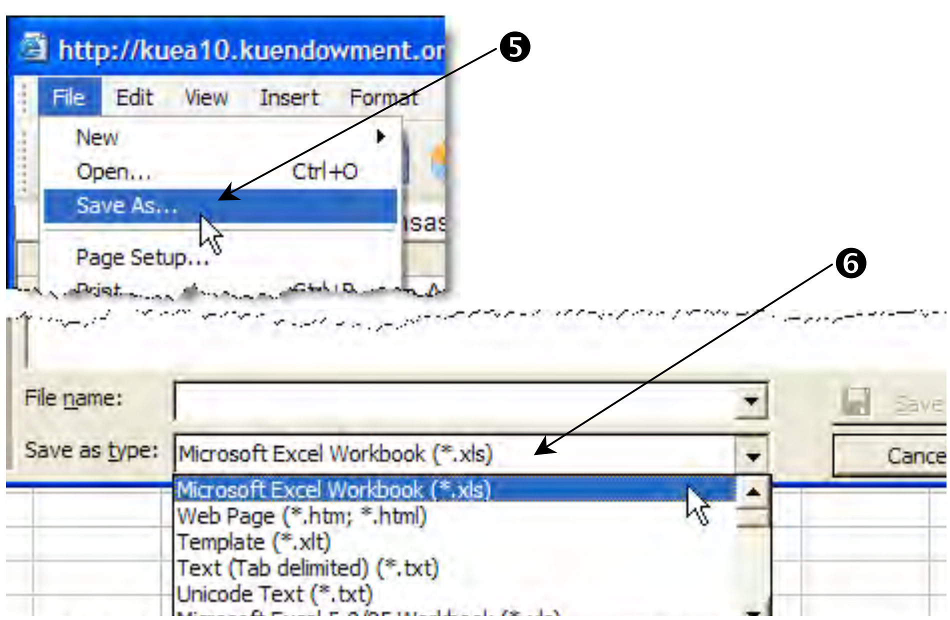
Step ❺: Click **File > Save As…**

Step ❻: Under **Save as type:**, choose **Microsoft Excel Workbook**. Choose the destination folder and filename (as you would in saving any Excel file), then click **Save.**

Once this has been saved as an Excel spreadsheet, it can be opened in Excel for manipulation and use.

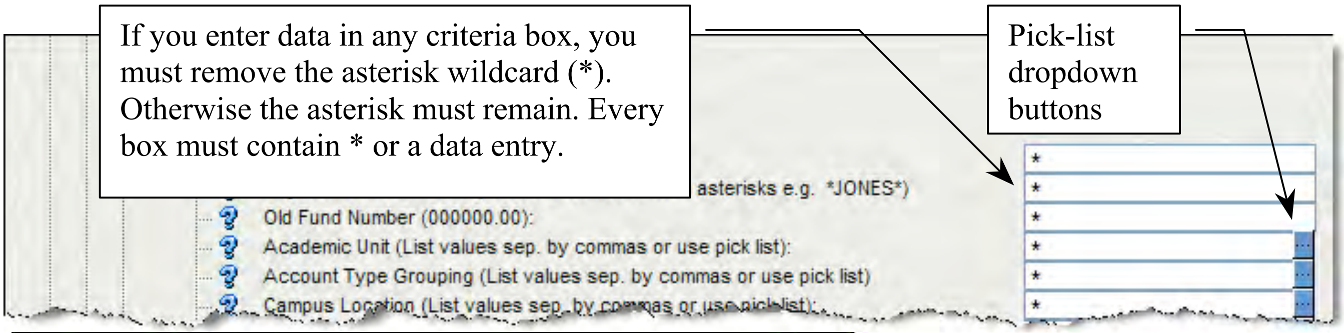


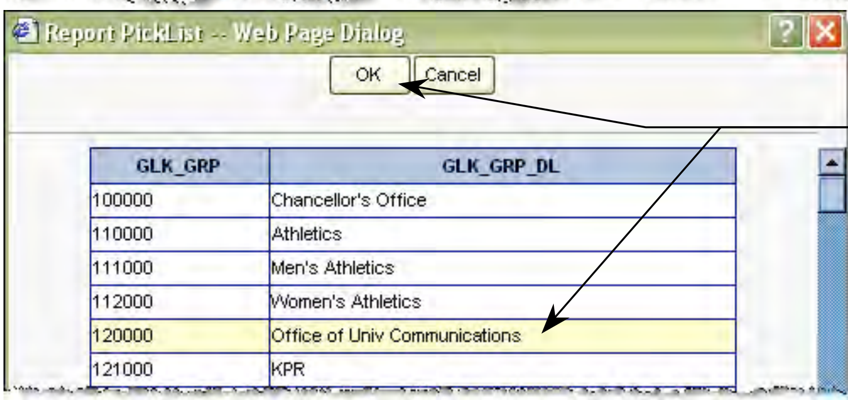




Entering Search Criteria

Many reports will require that you enter some sort of criteria to narrow your account selection. Here is a typical example:

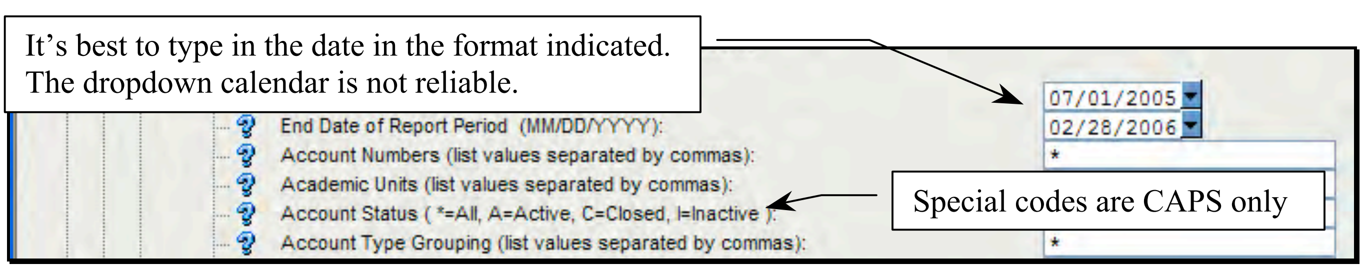




Account number: IFAS account number. More than one account number may be included, separated by commas.
Key word in fund name: must be entered as all CAPS, surrounded by asterisks. In our example for the Flowers Memorial Trust, we would enter `*FLOWERS*` .

> ***Hint:*** In entering two words, separators can create logical filters.
> - `*SUE* *SUMMERS*` (with a space between the words) returns items with **both** SUE **and** SUMMERS in the name.
> - `*SUE*,*SUMMERS*` (with a comma between the words) returns items with **either** SUE **or** SUMMERS in the fund name (including TIS**SUE**).

Academic Unit, Account Type Grouping, Campus Location, FAR Title, Purpose: The code number(s) may be typed in, separating multiple numbers with commas, or values may be chosen from the drop-down pick list. See the appropriate Account Attribute report for valid codes.



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KU ENDOWMENT
The University of Kansas

KU Endowment
Account Reporting System

IFAS
www.kuendowment.org/ifas
Reporting

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Account Background

The Account Background section contains reports of Account Attributes for entering search criteria, information about specific accounts, and listings of accounts.

Each KU Endowment fund account is assigned certain attributes based on its purpose (such as scholarships), the unit/academic area which it supports (such as the College of Liberal Arts and Sciences), the campus that it is intended to benefit (such as the Edwards Campus), and other criteria that are helpful to organize the accounts into similar groupings.

Several of the financial reports that are provided in the IFAS system contain dropdown menus that allow you to sort the accounts in your area by these attributes; however, some of the reports do not have the handy dropdown menu capability.

The Account attribute reports in this section of the system provide you with a description of all of KU Endowment's attribute code numbers that can be used to aid in searching for the funds in your area.

Please note that your user ID and password allows you to view data only for the fund accounts that relate to your specific unit/academic area.

Account Attributes – Academic Unit

This report is a listing of valid codes that can be used to fill in the selection criteria "Academic Unit" on other reports. The codes are grouped by department within each School or Unit. This list can be downloaded to an Excel file for sorting. The Account Type Grouping criteria is also available as a dropdown "pick list" on some reports (see **Account Information** report).

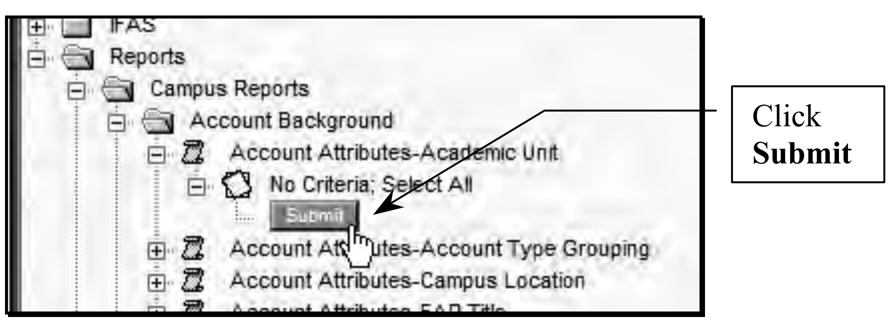
Sample report:

Account Attributes-Academic Unit   Report Status: Complete

Kansas University Endowment Association
Account Attributes-Academic Unit

100000	Chancellor's Office
110000	Athletics
111000	Men's Athletics
112000	Women's Athletics
120000	Office of Univ Communications
121000	KPR
122000	Audio Reader
123000	University Relations
130000	Dole Institute of Politics
150000	Public Safety
200000	Medical Center Administration
200100	Ctr for Environ & Occup Health
200200	Information Resources KUMC
200210	Medical Library
200300	Office of Compliance
201000	Facilities Management KUMC
203000	Human Resources Medical Center
210000	Allied Health
210100	Biometry
210200	Clinical Laboratory Science

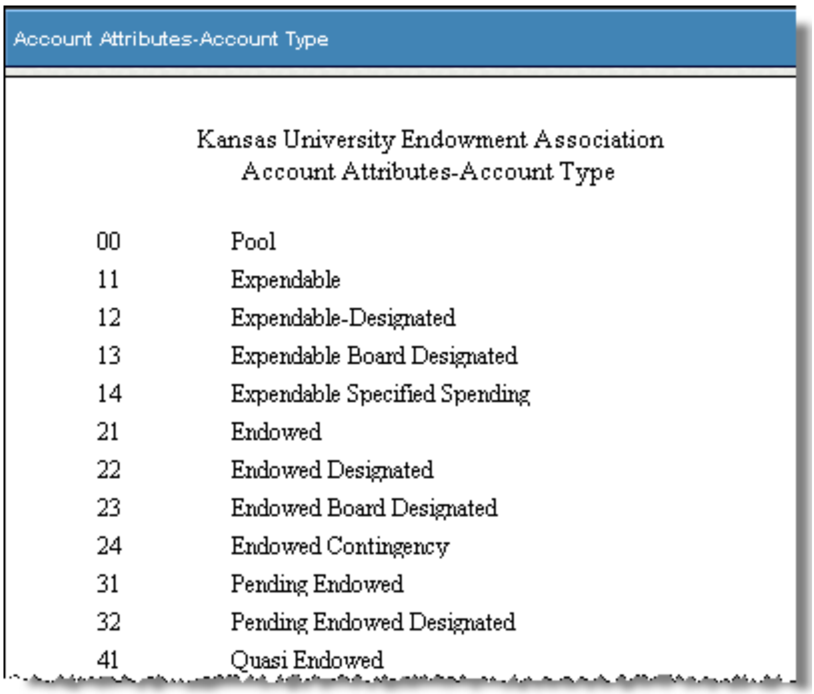
How to get this report:



Account Attributes – Account Type

This report is a listing of valid codes that can be used to fill in the selection criteria "Account Type" on other reports. For instance, selecting account type 31, 32 would return only pending endowed fund accounts in the selected report. The Account Type criteria is available only on certain reports, such as the Account Listing/Lookup report.

Sample Report:

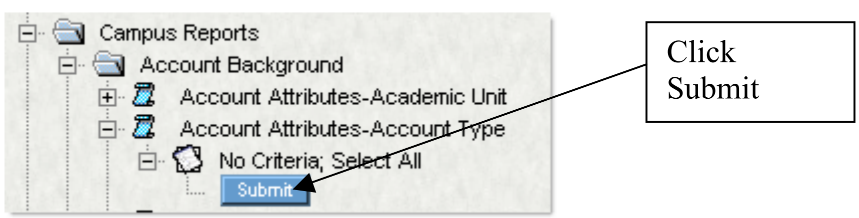


Account Attributes-Account Type

Kansas University Endowment Association
Account Attributes-Account Type

00	Pool
11	Expendable
12	Expendable-Designated
13	Expendable Board Designated
14	Expendable Specified Spending
21	Endowed
22	Endowed Designated
23	Endowed Board Designated
24	Endowed Contingency
31	Pending Endowed
32	Pending Endowed Designated
41	Quasi Endowed

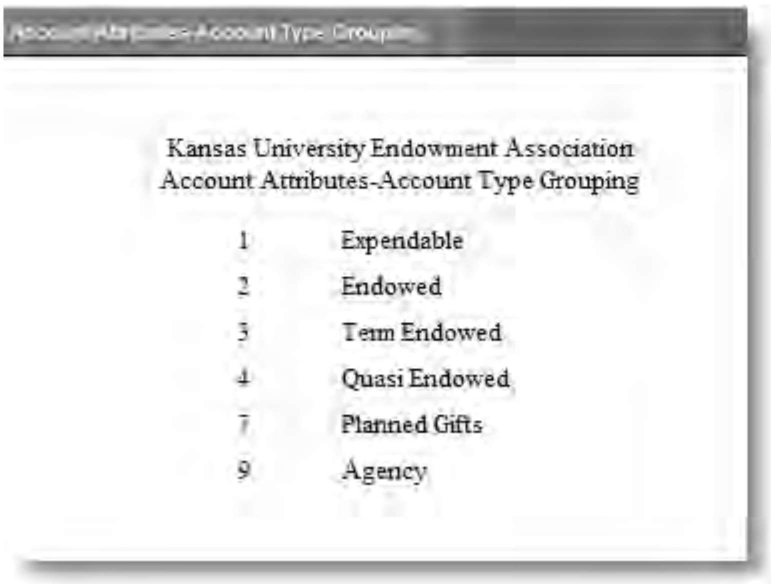
How to get this report:



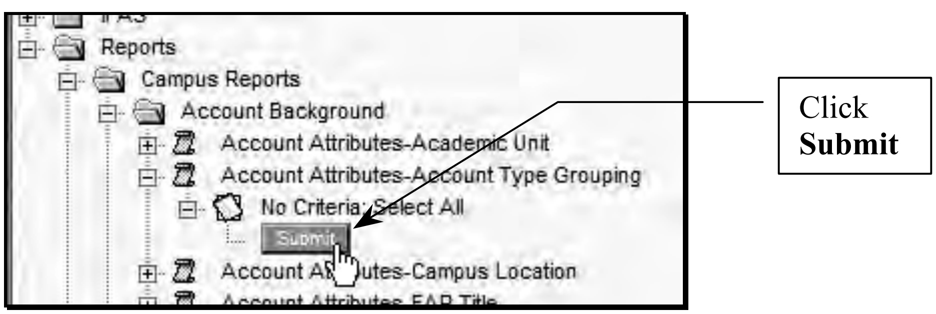
Account Attributes – Account Type Grouping

This report is a listing of valid codes that can be used to fill in the selection criteria “Account Type Grouping” on other reports. For instance, account type 2 would return only endowed fund accounts in the selected report. The Account Type Grouping criteria is also available as a dropdown “pick list” on some reports (see **Account Information** report).

Sample report:



How to get this report:

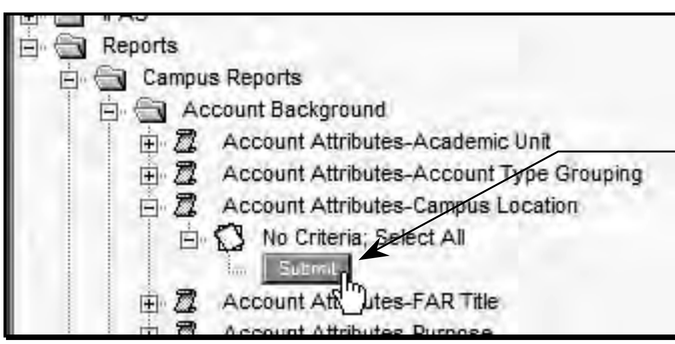


Account Attributes – Campus Location

This report is a listing of valid codes that can be used to fill in the selection criteria "Campus Location" on other reports. For instance, account type 5 would return only accounts for the Edwards Campus location. The Campus Location criteria is also available as a dropdown "pick list" on some reports (see **Account Information** report).

Sample report:

How to get this report:

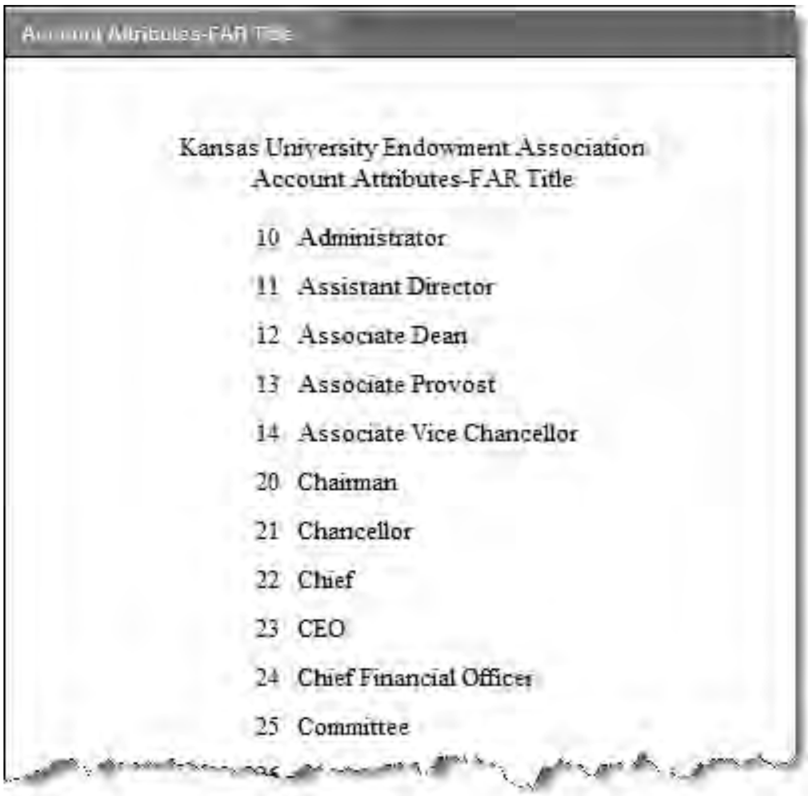


Click
Submit

Account Attributes – FAR Title

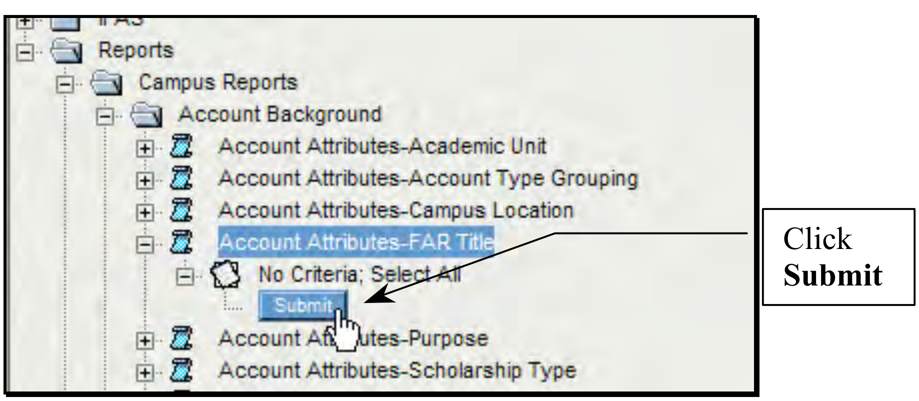
This report is a listing of valid codes that can be used to fill in the selection criteria "FAR Title" on other reports. The FAR Title criteria is also available as a dropdown "pick list" on some reports (see **Account Information** report).

Sample report:


Kansas University Endowment Association
Account Attributes-FAR Title

10	Administrator
11	Assistant Director
12	Associate Dean
13	Associate Provost
14	Associate Vice Chancellor
20	Chairman
21	Chancellor
22	Chief
23	CEO
24	Chief Financial Officer
25	Committee

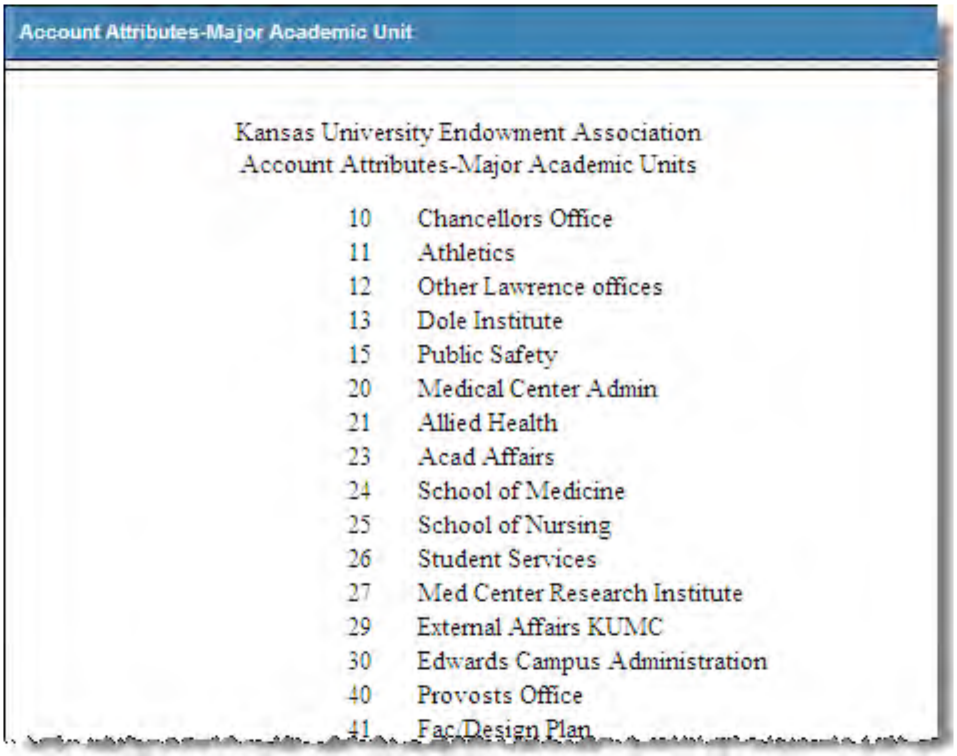
How to get this report:



Account Attributes – Major Academic Unit

This report is a list of valid codes that can be used to fill in the selection criteria "Major Academic Units" if you have responsibility over more than one department. For example, if you need to run reports for the School of Medicine and include all the departments under the school, you would select code 24 for major academic unit rather than selecting all the individual Academic codes.

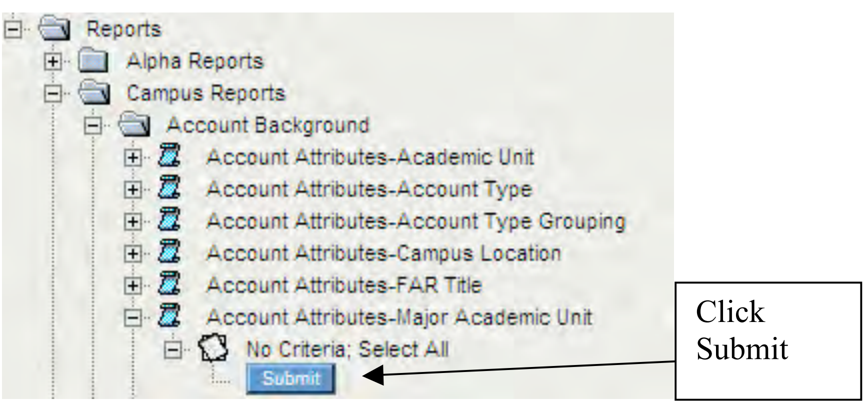
Sample report:


Account Attributes-Major Academic Unit

Kansas University Endowment Association
Account Attributes-Major Academic Units

10	Chancellors Office
11	Athletics
12	Other Lawrence offices
13	Dole Institute
15	Public Safety
20	Medical Center Admin
21	Allied Health
23	Acad Affairs
24	School of Medicine
25	School of Nursing
26	Student Services
27	Med Center Research Institute
29	External Affairs KUMC
30	Edwards Campus Administration
40	Provosts Office
41	Fac/Design Plan

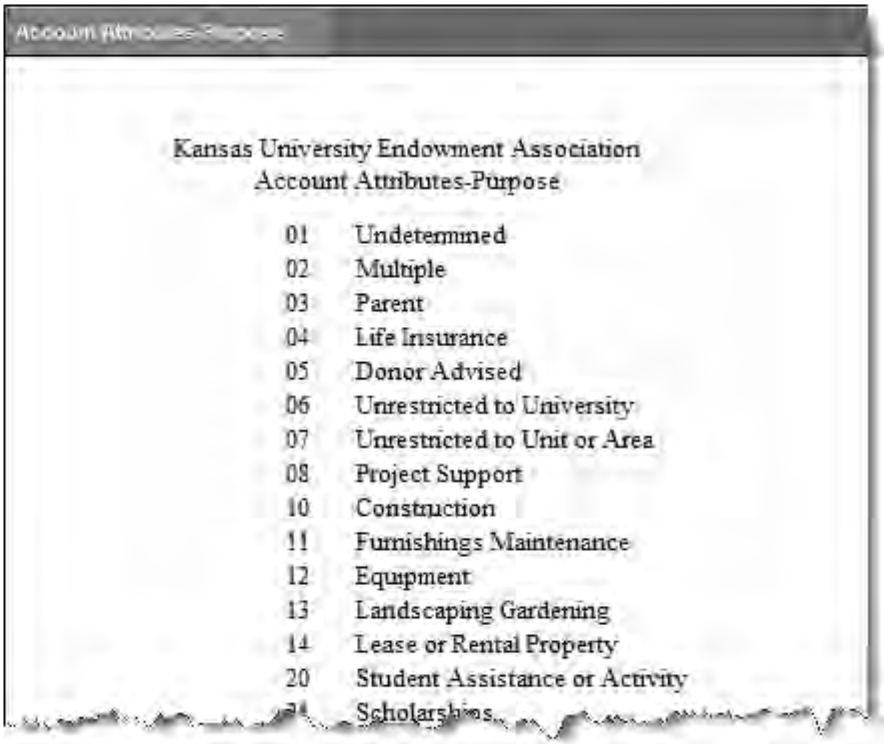
How to get this report:



Account Attributes – Purpose

This report is a listing of valid codes that can be used to fill in the selection criteria "Purpose" on other reports. For example, Purpose Code 07 returns only accounts with no restrictions on its use other than to benefit the area specified as the account's **Academic Unit**. The Purpose criteria is also available as a dropdown "pick list" on some reports (see **Account Information** report).

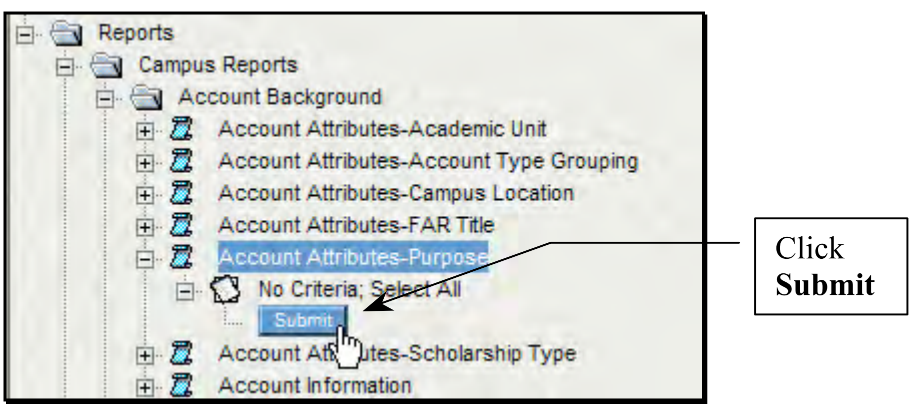
Sample report:


Account Attributes-Purpose

Kansas University Endowment Association
Account Attributes-Purpose

01	Undetermined
02	Multiple
03	Parent
04	Life Insurance
05	Donor Advised
06	Unrestricted to University
07	Unrestricted to Unit or Area
08	Project Support
10	Construction
11	Furnishings Maintenance
12	Equipment
13	Landscaping Gardening
14	Lease or Rental Property
20	Student Assistance or Activity
21	Scholarships

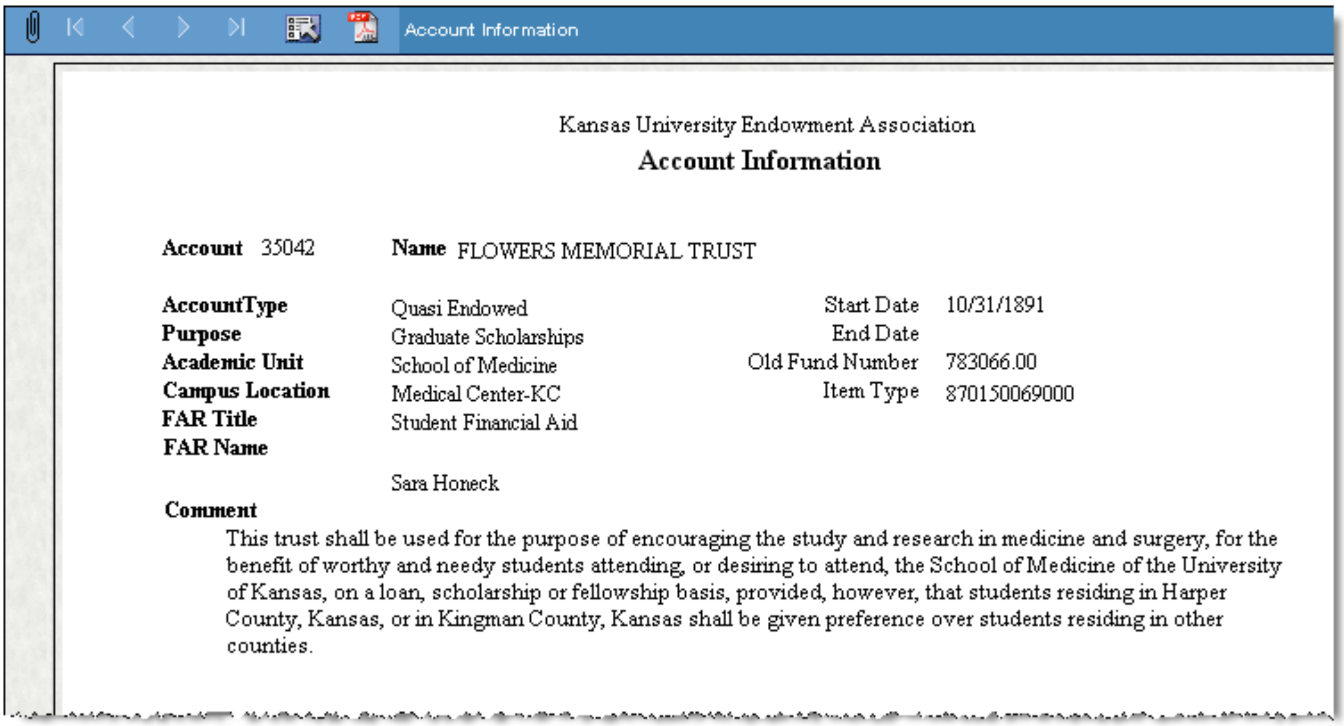
How to get this report:



Account Information

The Account Information report lists the various attributes that have been assigned for a specific fund account.

Sample report:


Account Information

Kansas University Endowment Association

Account Information

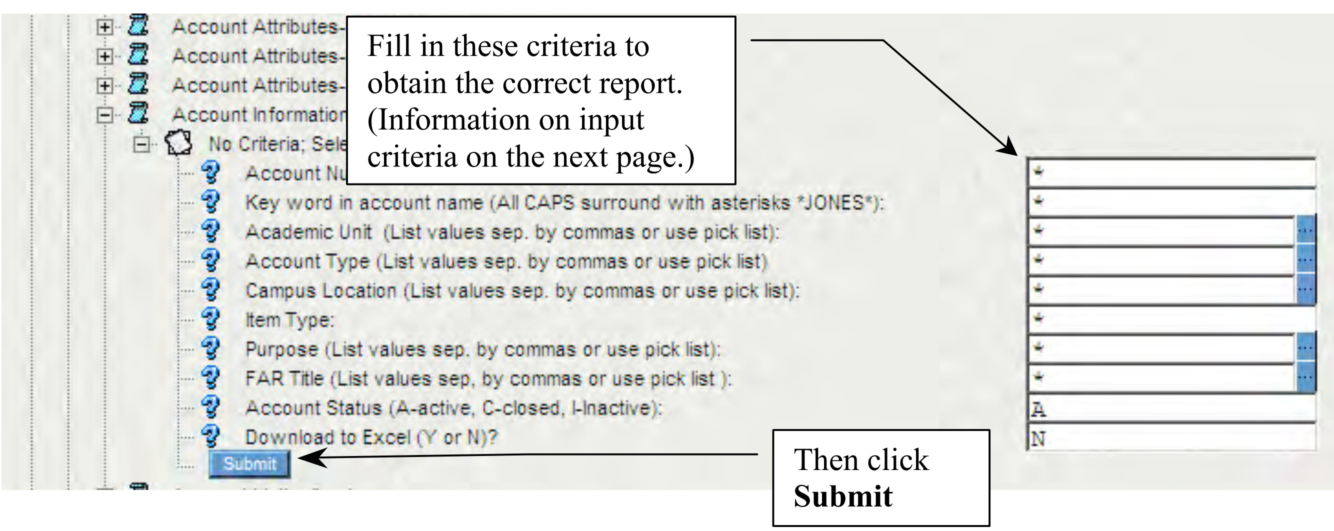
Account 35042 **Name** FLOWERS MEMORIAL TRUST

AccountType	Quasi Endowed	Start Date	10/31/1891
Purpose	Graduate Scholarships	End Date	
Academic Unit	School of Medicine	Old Fund Number	783066.00
Campus Location	Medical Center-KC	Item Type	870150069000
FAR Title	Student Financial Aid		
FAR Name			
	Sara Honeck		

Comment

This trust shall be used for the purpose of encouraging the study and research in medicine and surgery, for the benefit of worthy and needy students attending, or desiring to attend, the School of Medicine of the University of Kansas, on a loan, scholarship or fellowship basis, provided, however, that students residing in Harper County, Kansas, or in Kingman County, Kansas shall be given preference over students residing in other counties.

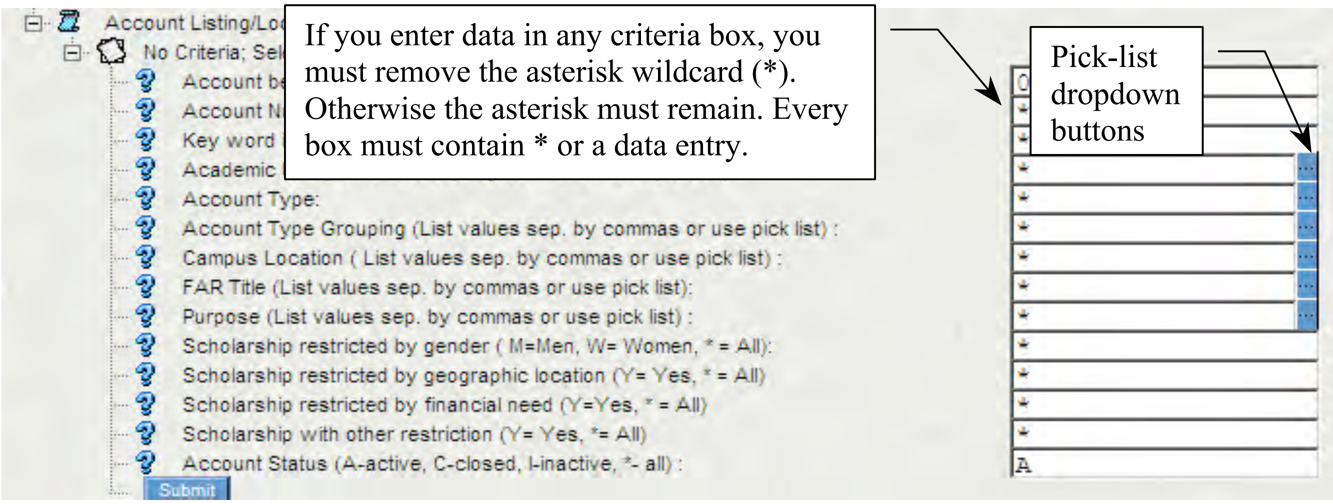
How to get this report:



Account Information criteria

Certain criteria must be filled in to obtain the correct report. Remember that only reports within your security profile can be run.

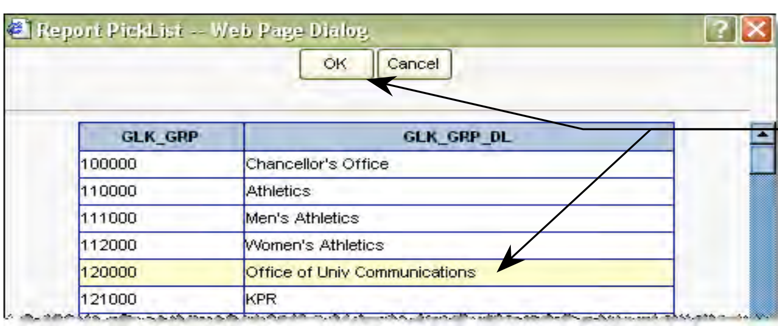
Here's how to set up the reporting criteria:



Account number: IFAS account number. More than one account number may be included, separated by commas.
Key word in fund name: must be entered as all CAPS, surrounded by asterisks. In our example for the Flowers Memorial Trust, we would enter `*FLOWERS*`.

> ***Hint:*** In entering two words, separators can create logical filters.
> - `*SUE* *SUMMERS*` (with a space between the words) returns items with **both** SUE **and** SUMMERS in the name.
> - `*SUE*,*SUMMERS*` (with a comma between the words) returns items with **either** SUE **or** SUMMERS in the fund name (including TIS**SUE**).

Account Status: This option allows you to select only active accounts (A) or all accounts whether open or closed (*)
Item Type: For scholarship accounts, the item type number from PeopleSoft that identifies the scholarship.
Academic Unit, Account Type, Account Type Grouping, Campus Location, FAR Title, Purpose: The code number(s) may be typed in, separating multiple numbers with commas, or values may be chosen from the drop-down pick list. See the appropriate Account Attribute report for valid codes.



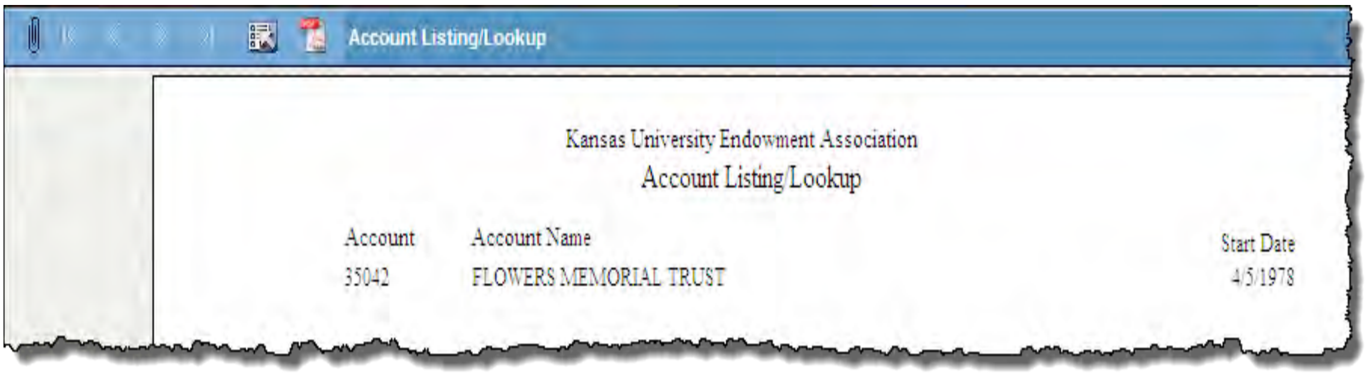
Using the pick list: Click on the items to choose them, then click **OK** to insert the data in the criteria box.

If you are selecting more than one code, hold the Ctrl key and click on the codes that you wish to select.

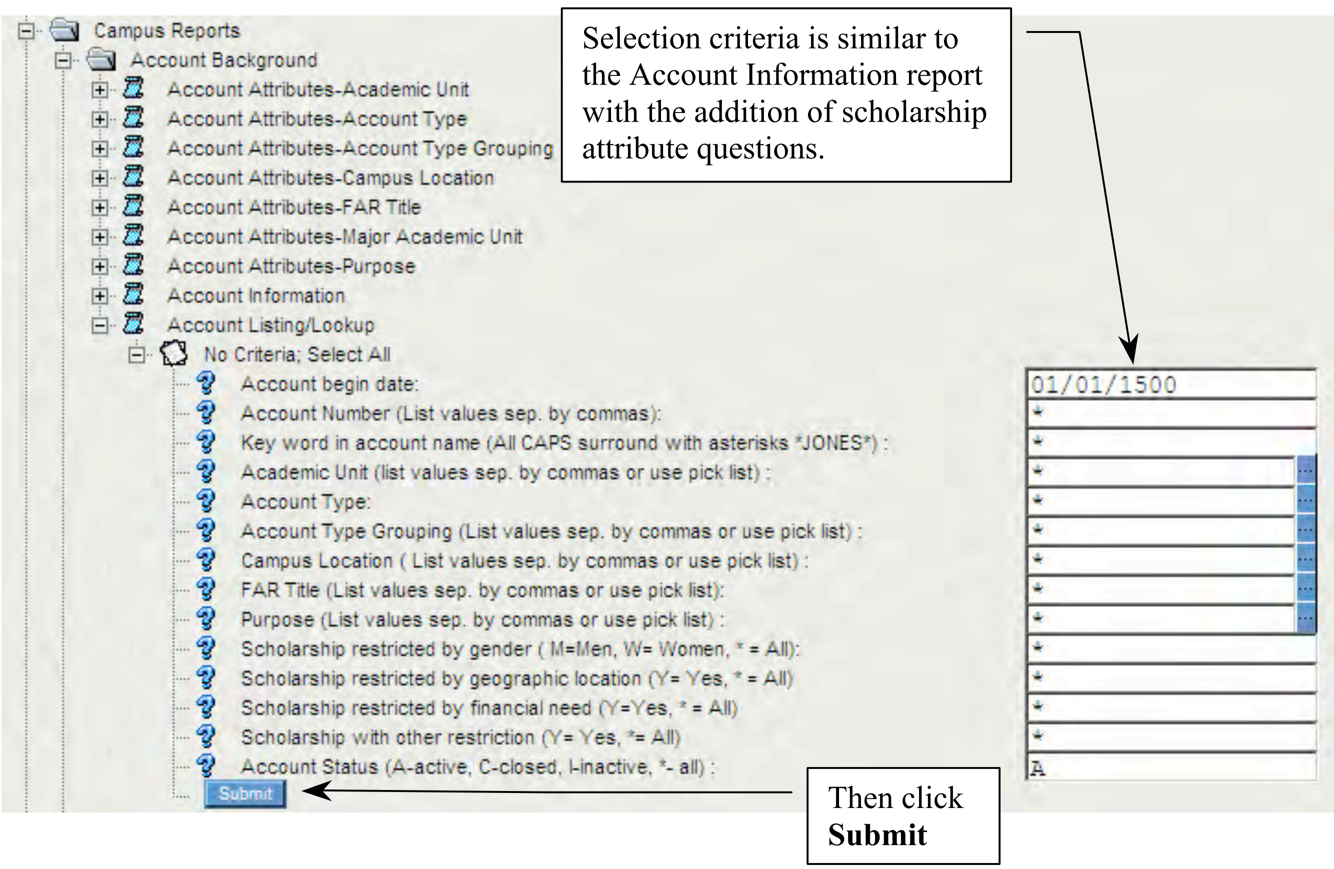
Account Listing/Lookup

This report provides a synopsis of a group of accounts listing the IFAS account number and name, the account's open/close date, and the old system account number. The report also provides a search for new funds by entering a date in the Accounts opened after this date field.

Sample report:



How to get this report:



Accounts Payable

The Accounts Payable section contains reports to find vendor information, paid invoices, check numbers and other information relating to check requests. If you utilize the automated Workflow procedure to initiate your payment request, the Accounts Payable folder contains reports to check on the status of your Workflow check request procedure to initiate your payment request (or transfer request).

The Vendor Lookup report provides the Vendor number to use in looking up payments or for use in identifying a vendor to use in Workflow.

The Vendor Payment Summary Campus and the Vendor Payments report provide more detail about a group of payments or a single payment to a Vendor using various selection criteria including account number, amount, and invoice number.

The Workflow Check Request Status contains information relevant to an electronic check request and where the request is in the process of being paid.

The Workflow Transfer Status provides similar information to the Workflow Check Request in regards to a transfer request to move funds from one IFAS account to another IFAS account.

Note: Please contact the KU Endowment Account Services staff if your unit wants to initiate the Workflow electronic transaction process.

Vendor Lookup

This report provides a listing of Vendors by select search criteria, including name, address and Employer Identification Number (EIN). The report provides you with the vendor number, name and different mailing addresses (note address code) if applicable. Also please note that only the last four digits of an individual's social security number will be displayed.

Sample Report:

V00001 KU MEMORIAL UNIONS

EIN 486033927 SSN

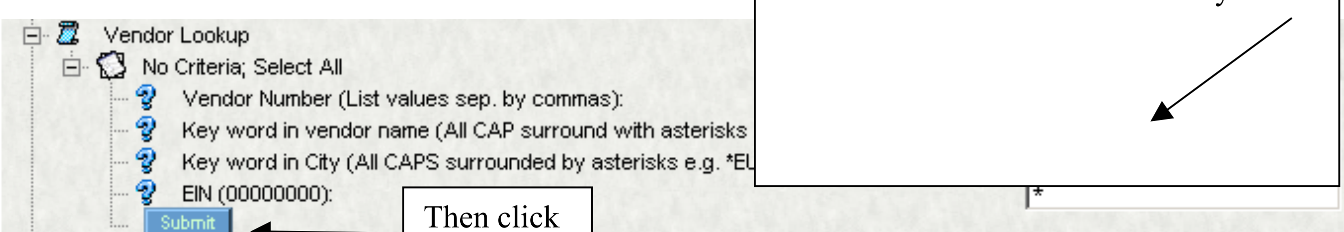
A0 UNIVERSITY OF KANSAS
CAMPUS

A2 IMPROMPTU CAFE
CAMPUS

A3 UNION PROGRAMS
1301 JAYHAWK BLVD ROOM 472
CAMPUS

How to get this report:

Use Capital letters without punctuation, enter a key word in the vendor name. Place the wildcard* character before and after the key word in order to return all vendor names with the selected key word.



Then click Submit

Vendor Payments

This report details payments made to vendors. It includes amount of the payment, KU Endowment check number, and date paid for the range specified. It also contains drills to cross reference to other details about the payment.

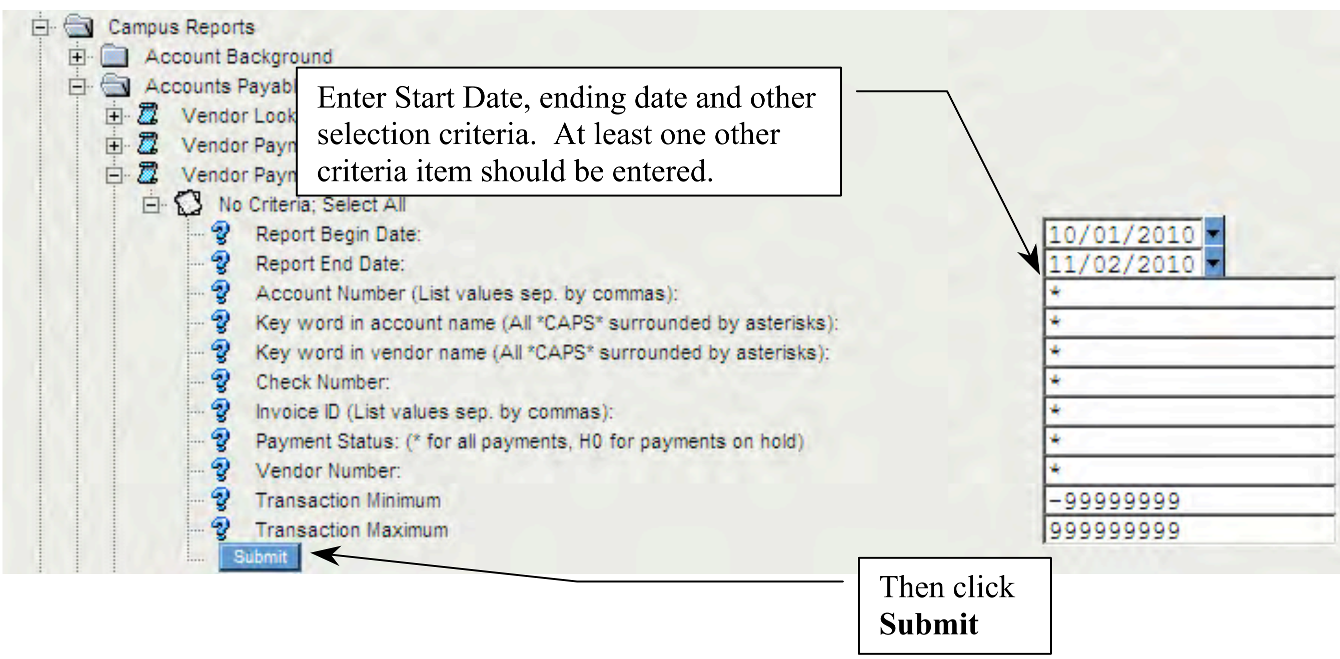
Sample Report:

Kansas University Endowment Association
Vendor Payments
07/01/2006 To 07/31/2006

V01706 UKMC OFFICE OF STUDENT ACCOUNTING

Invoice Date:	7/13/2006	Check Number:	00271845
Invoice ID:	SCD00289	Payment Date:	7/14/2006
Account Number:	35042	Object Code	41010
Account Name	FLOWERS MEMORIAL TRUST	Amount:	100.00
Description	Scholarships Fall 06	Addr Code	A0

How to get this report:



Vendor Payment Summary

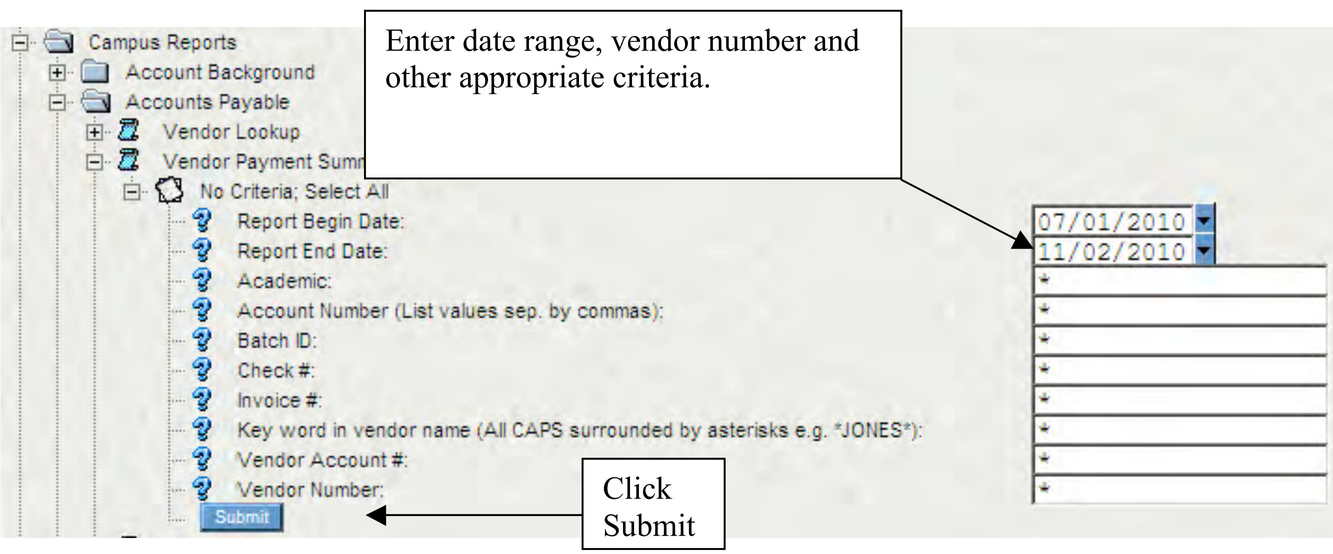
The Vendor Payment Summary report provides a simple report by date of all payments made to selected vendors from all accounts for the user's security profile.

Sample report:

Confidential Report of the Kansas University Endowment Association
Vendor Payment- Summary
07/01/2010 to 11/02/2010

Vendor ID	Vendor Name	Invoice Number	Invoice Amt	Invoice Date	Check Date	Requesting Department
V00001	KU MEMORIAL UNIONS					

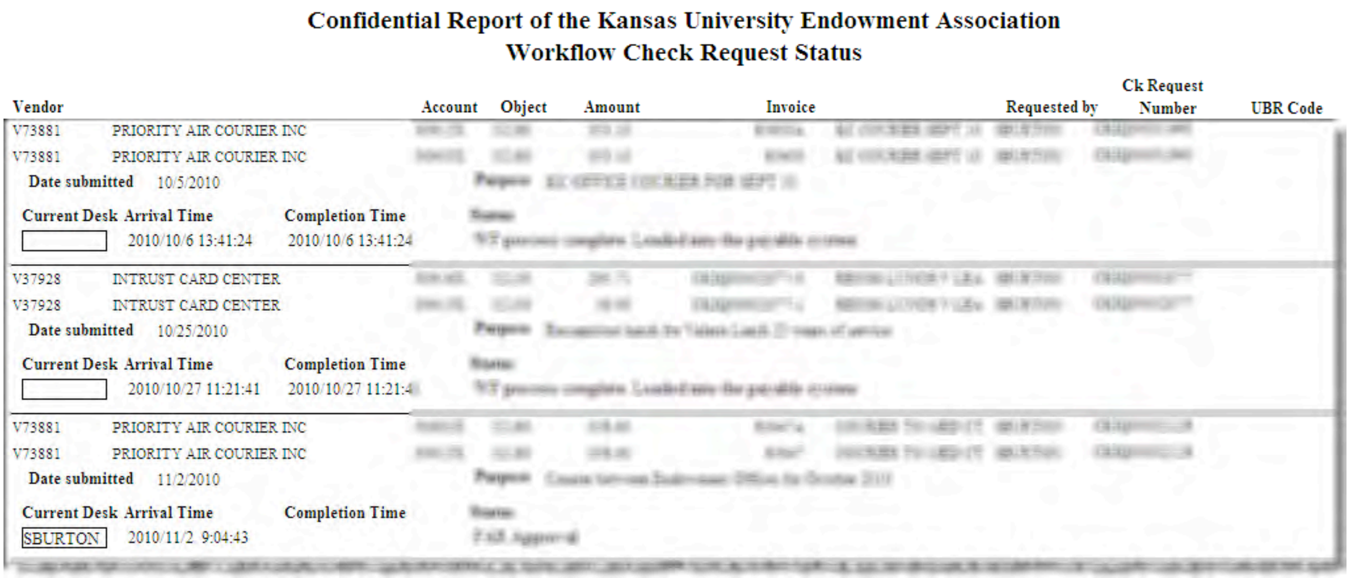
To get this report:



Workflow Check Request Status

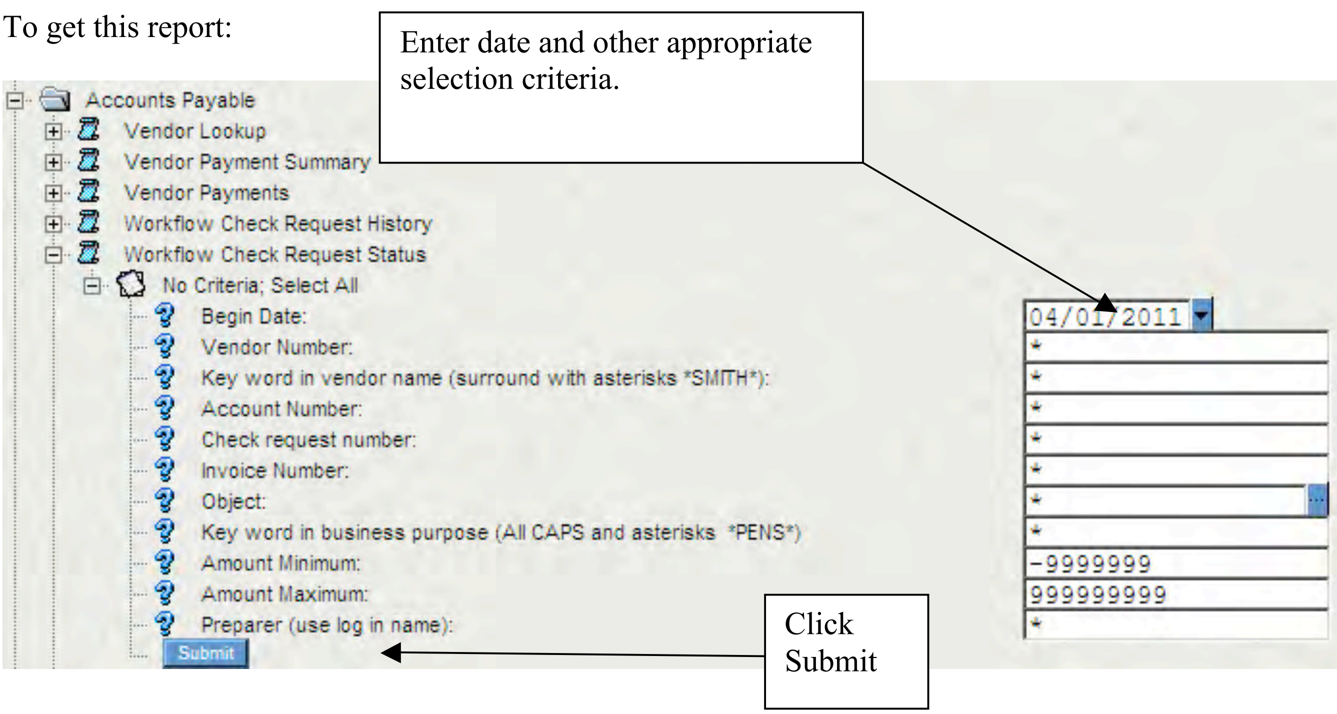
The Workflow Check Request Report provides information on the status of a request for payment processed through the automated Workflow process. Using the appropriate selection criteria, you can find the person who is currently approving or processing the request by looking at the Current Desk Box. If the check has been created, the Current Desk Box is empty and the date and Time will be marked under Completion Time.

Sample report:


Confidential Report of the Kansas University Endowment Association
Workflow Check Request Status

Vendor		Account	Object	Amount	Invoice	Requested by	Ck Request Number	UBR Code
V73881	PRIORITY AIR COURIER INC	[illegible]	[illegible]	[illegible]	[illegible]	[illegible]	[illegible]	
V73881	PRIORITY AIR COURIER INC	[illegible]	[illegible]	[illegible]	[illegible]	[illegible]	[illegible]	
Date submitted	10/5/2010	Purpose	[illegible]					
Current Desk	Arrival Time	Completion Time	Status					
	2010/10/6 13:41:24	2010/10/6 13:41:24	[illegible]					
V37928	INTRUST CARD CENTER	[illegible]	[illegible]	[illegible]	[illegible]	[illegible]	[illegible]	
V37928	INTRUST CARD CENTER	[illegible]	[illegible]	[illegible]	[illegible]	[illegible]	[illegible]	
Date submitted	10/25/2010	Purpose	[illegible]					
Current Desk	Arrival Time	Completion Time	Status					
	2010/10/27 11:21:41	2010/10/27 11:21:4	[illegible]					
V73881	PRIORITY AIR COURIER INC	[illegible]	[illegible]	[illegible]	[illegible]	[illegible]	[illegible]	
V73881	PRIORITY AIR COURIER INC	[illegible]	[illegible]	[illegible]	[illegible]	[illegible]	[illegible]	
Date submitted	11/2/2010	Purpose	[illegible]					
Current Desk	Arrival Time	Completion Time	Status					
SBURTON	2010/11/2 9:04:43		[illegible]					

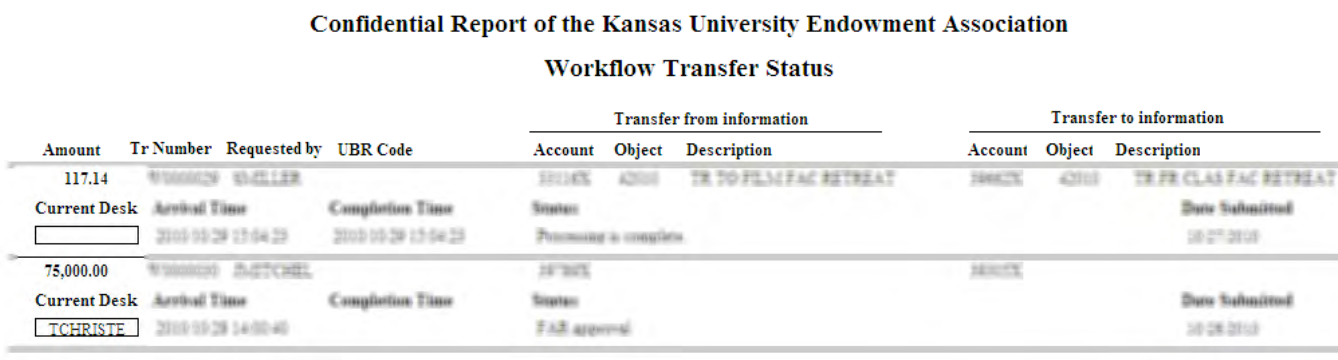
To get this report:



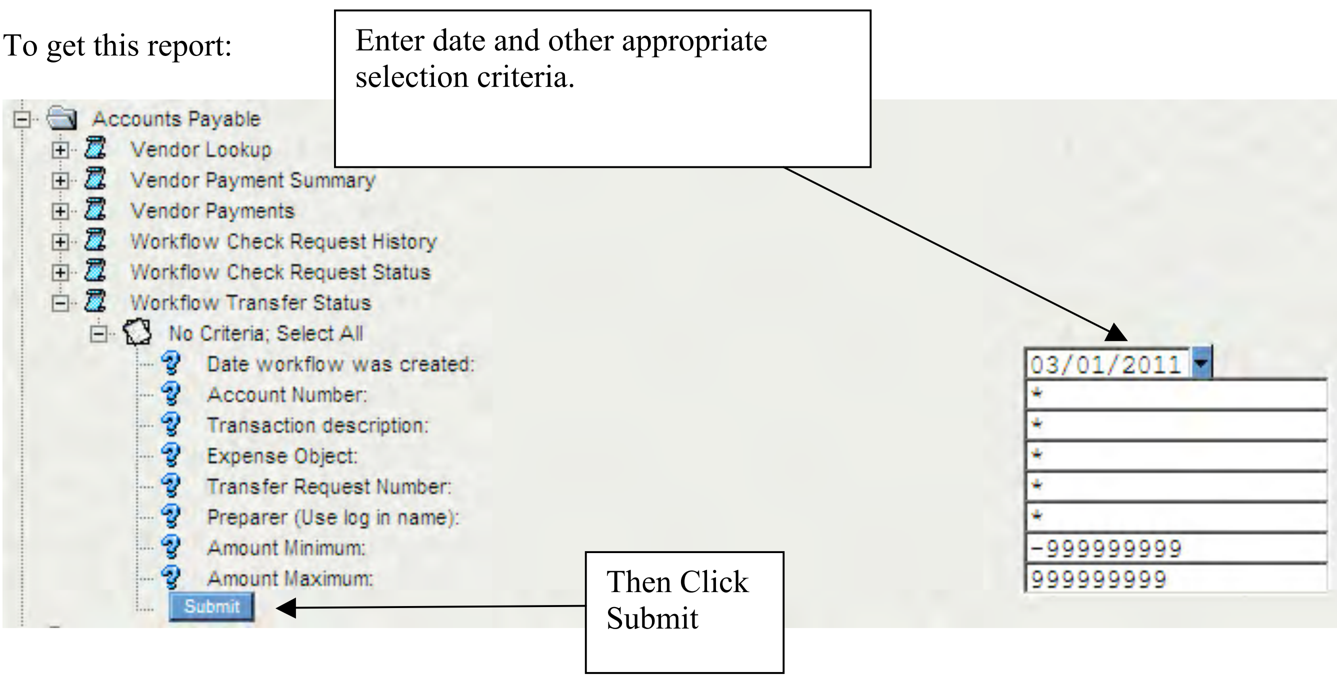
Workflow Transfer Request

The Workflow Transfer Request contains information about the status of a transfer between IFAS funds that is requested through the automated Workflow process. The report shows whose desk the transfer request is on under the Current Desk box. If the transfer is complete, the date and time appear under the Completion Time field.

Sample report:



To get this report:



Financial Statements

The Financial Statements have variations on two basic reports: a balance sheet and an income statement.

The **Balance Sheet** reports assets held in the account, liabilities that it may owe, and the fund balance, all as of the date selected. The report also shows the amount that is expendable and the invested balance that is not available for expenditure.

Balance Sheet "A":	Report for a single account. Also provides the donor contribution amounts on endowed accounts (required to comply with Kansas UPMIFA law).
Balance Sheet "B":	A composite summary for multiple accounts
Balance Sheet "C":	A report on a per account basis for a group of funds with common attributes, such as academic area or purpose.

The **Income Statement** provides summarized information on revenue and expense transactions for a period of time (like a monthly statement).

Income Statement "A":	Report for a single account
Income Statement "B":	A composite summary for multiple accounts
Income Statement "C":	A report on a per account basis for a group of funds with common attributes, such as academic area or purpose

Any of the above reports can easily be downloaded to Excel in a relatively similar format as the on-screen report. Please see the FAQ (next) section of this manual.

Financial Statements – Balance Sheet "A"

The Balance Sheet "A" reports assets held in a single account, liabilities that the account may owe, and the account's fund balance, all as of the date selected. The report also shows for these amounts the portion of the account that is expendable in a column separate from the invested balances that are not available for expenditure.

Sample report:

Confidential Report of the Kansas University Endowment Association
Fund Balance Sheet at Market Value as of 11/02/2010

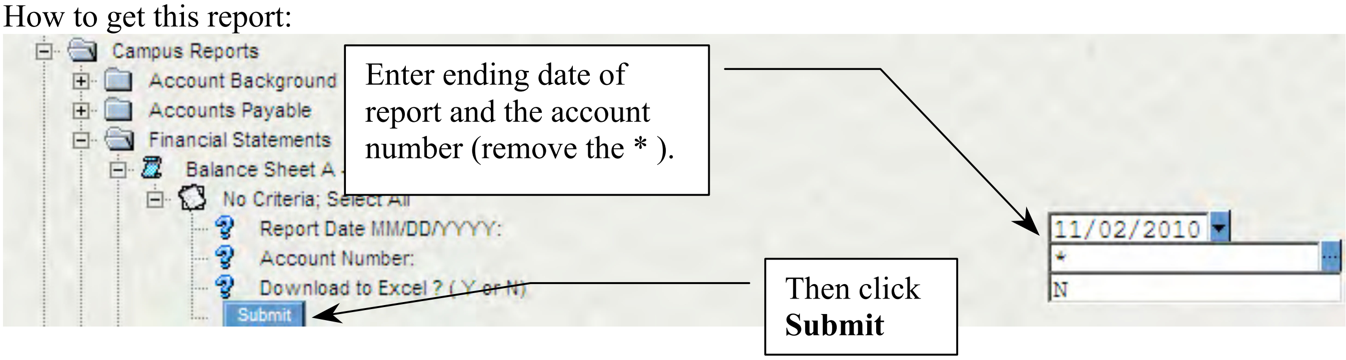
Flowers Memorial Trust

Account Number: 35042
Account Type: Quasi Endowed
Purpose: Graduate Scholarships
Academic Unit: School of Medicine
FAR Title: Financial Aid and Scholarships

	Spendable Balance	Investment Balance	Total
Cash	130,669.66	0.00	130,669.66
Long-Term Investments	0.00	1,979,178.12	1,979,178.12
Real Estate	0.00	1,260,265.00	1,260,265.00
Total Assets	**130,669.66**	**3,239,443.12**	**3,370,112.78**
Liabilities	0.00	0.00	0.00
Fund Balance	130,669.66	3,239,443.12	3,370,112.78
Total	**130,669.66**	**3,239,443.12**	**3,370,112.78**

Investment value is based on market prices posted: 9/30/2010
Real Estate and certain other assets are recorded at book value in accordance with Financial Accounting Standards

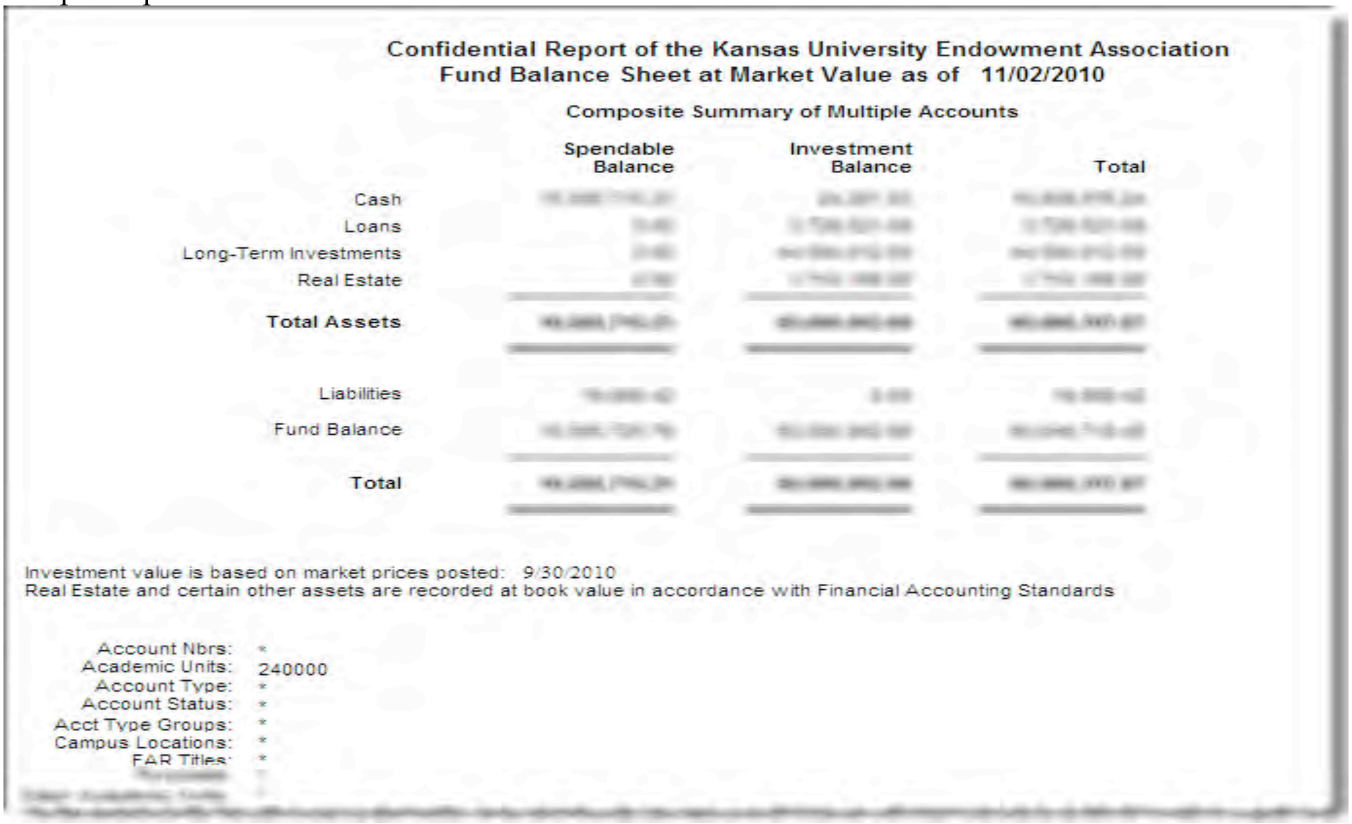
How to get this report:



Financial Statements – Balance Sheet "B"

The Balance Sheet "B" is a composite single-page summary of multiple accounts that share the same selection criteria. It looks identical to Balance Sheet "A", but the totals are for multiple accounts. For your reference, the search criteria are printed at the end of the report.

Sample Report:



Confidential Report of the Kansas University Endowment Association
Fund Balance Sheet at Market Value as of 11/02/2010

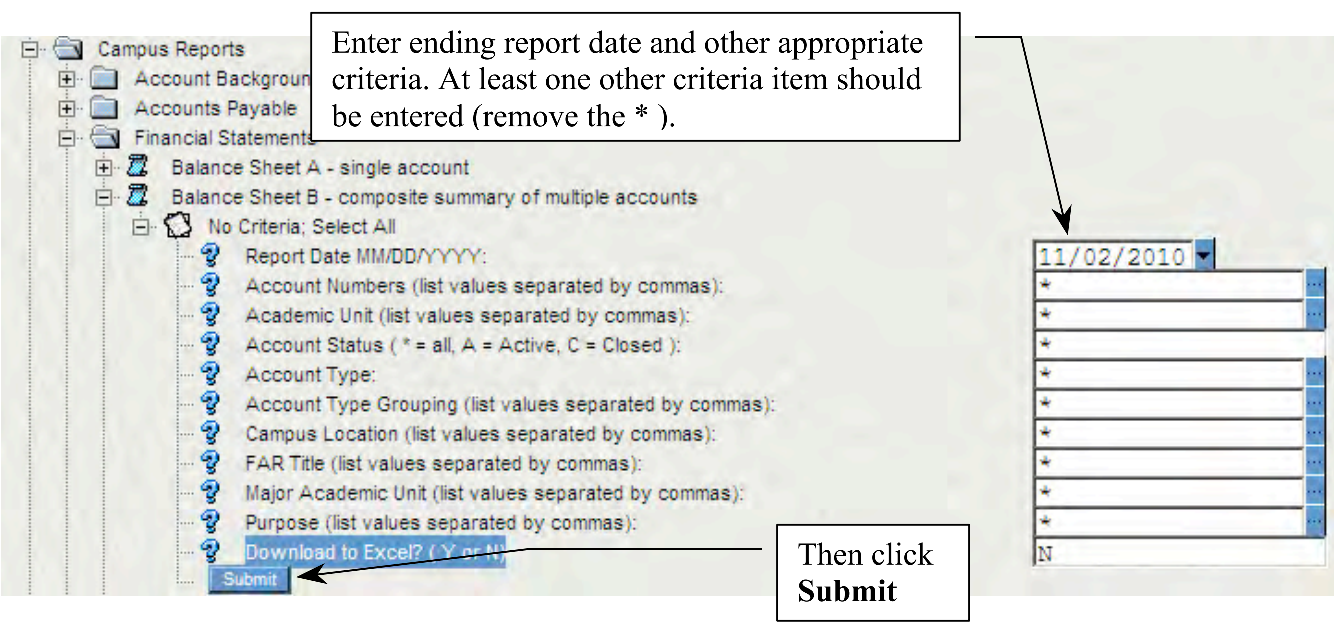
Composite Summary of Multiple Accounts

	Spendable Balance	Investment Balance	Total
Cash	[illegible]	[illegible]	[illegible]
Loans	[illegible]	[illegible]	[illegible]
Long-Term Investments	[illegible]	[illegible]	[illegible]
Real Estate	[illegible]	[illegible]	[illegible]
Total Assets	[illegible]	[illegible]	[illegible]
Liabilities	[illegible]	[illegible]	[illegible]
Fund Balance	[illegible]	[illegible]	[illegible]
Total	[illegible]	[illegible]	[illegible]

Investment value is based on market prices posted: 9/30/2010
Real Estate and certain other assets are recorded at book value in accordance with Financial Accounting Standards

Account Nbrs: *
Academic Units: 240000
Account Type: *
Account Status: *
Acct Type Groups: *
Campus Locations: *
FAR Titles: *

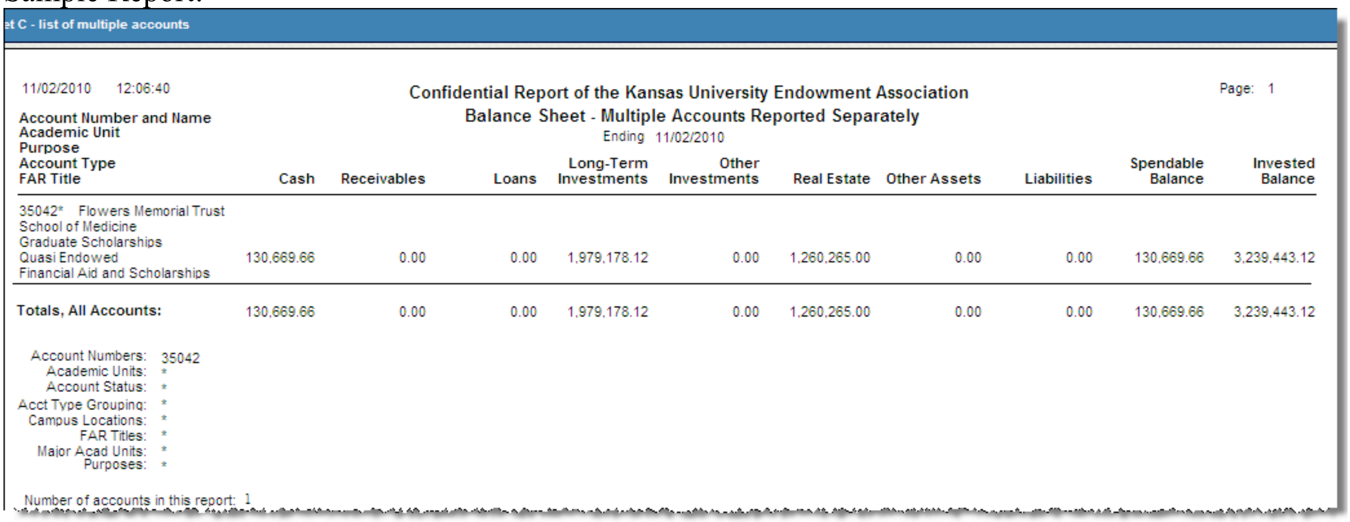
How to get this report:



Financial Statements – Balance Sheet "C"

The Balance Sheet "C" report provides assets liabilities and fund balances on a per account basis for a group of funds with common attributes, such as academic area or purpose. For your reference, the search criteria are printed at the end of the report. This may be a multi-page report, depending on the number of accounts selected. You may sort this report alphabetically or numerically.

Sample Report:



et C - list of multiple accounts

11/02/2010 12:06:40 Page: 1

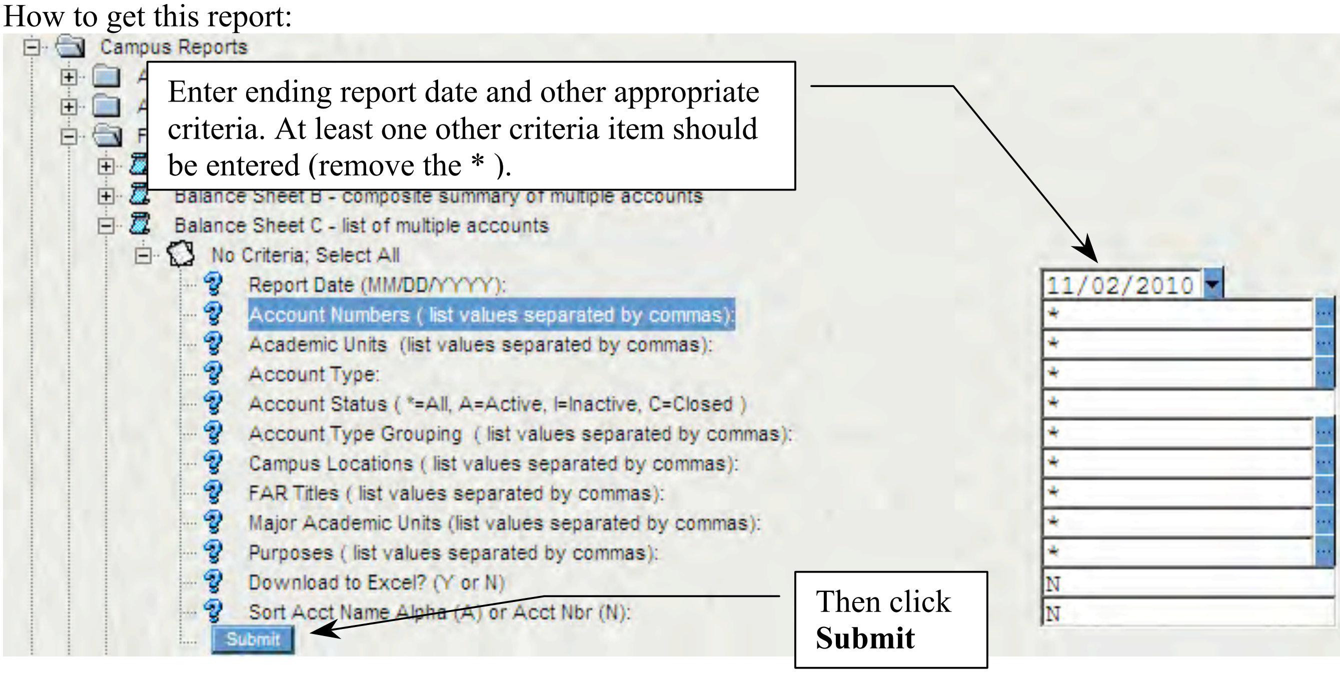
Confidential Report of the Kansas University Endowment Association
Balance Sheet - Multiple Accounts Reported Separately
Ending 11/02/2010

Account Number and Name / Academic Unit / Purpose / Account Type / FAR Title	Cash	Receivables	Loans	Long-Term Investments	Other Investments	Real Estate	Other Assets	Liabilities	Spendable Balance	Invested Balance
35042* Flowers Memorial Trust School of Medicine Graduate Scholarships Quasi Endowed Financial Aid and Scholarships	130,669.66	0.00	0.00	1,979,178.12	0.00	1,260,265.00	0.00	0.00	130,669.66	3,239,443.12
Totals, All Accounts:	130,669.66	0.00	0.00	1,979,178.12	0.00	1,260,265.00	0.00	0.00	130,669.66	3,239,443.12

Account Numbers: 35042
Academic Units: *
Account Status: *
Acct Type Grouping: *
Campus Locations: *
FAR Titles: *
Major Acad Units: *
Purposes: *

Number of accounts in this report: 1

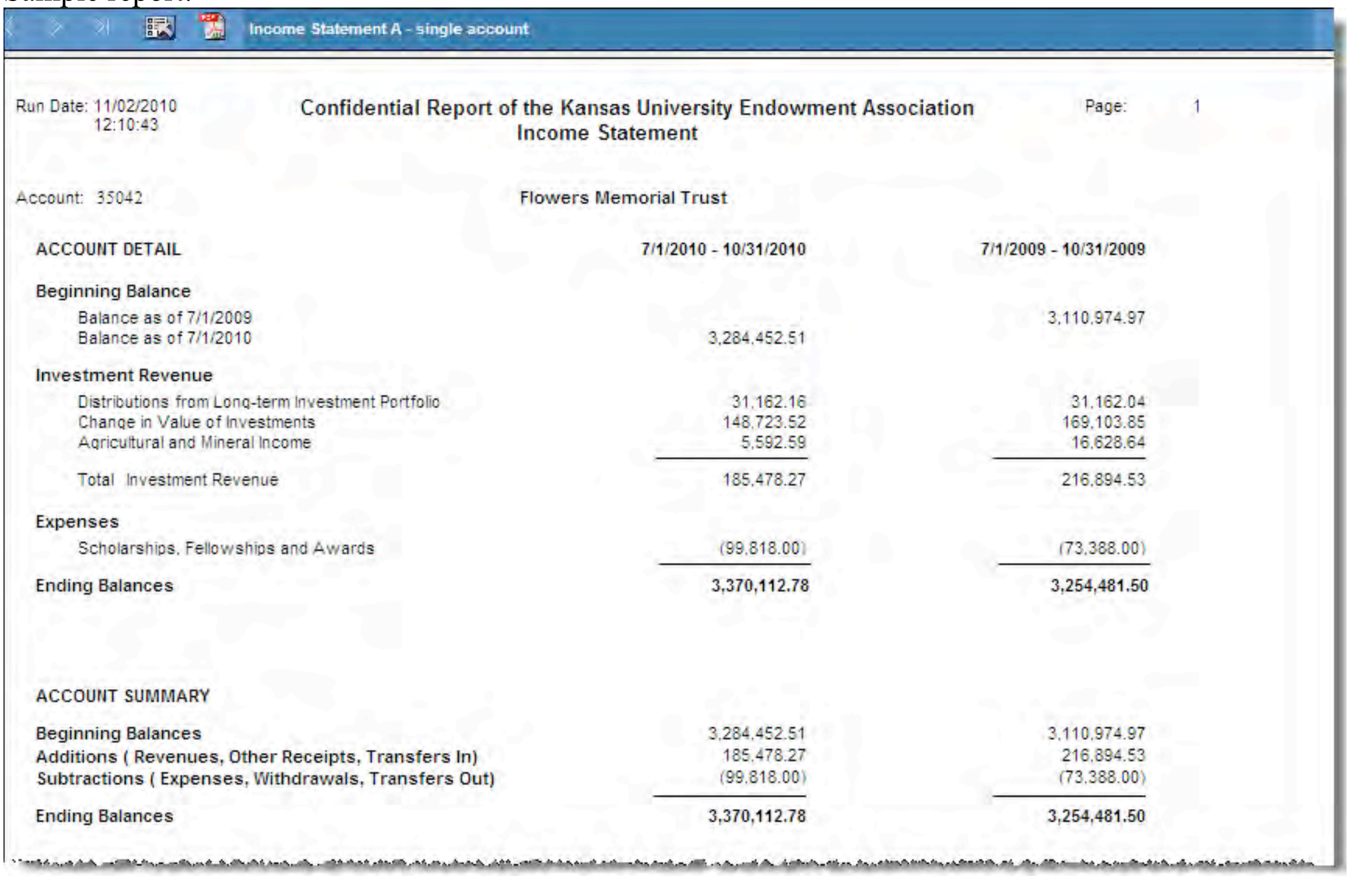
How to get this report:



Financial Statements – Income Statement "A"

This report shows income and expenses for a single account for a given period of time. The second column shows comparison information for the account for the same period of the previous year. Total revenue and expenses for the selected reporting period are included in the Account Summary at the bottom of the report.

Sample report:


Income Statement A - single account

Run Date: 11/02/2010 12:10:43

Confidential Report of the Kansas University Endowment Association
Income Statement

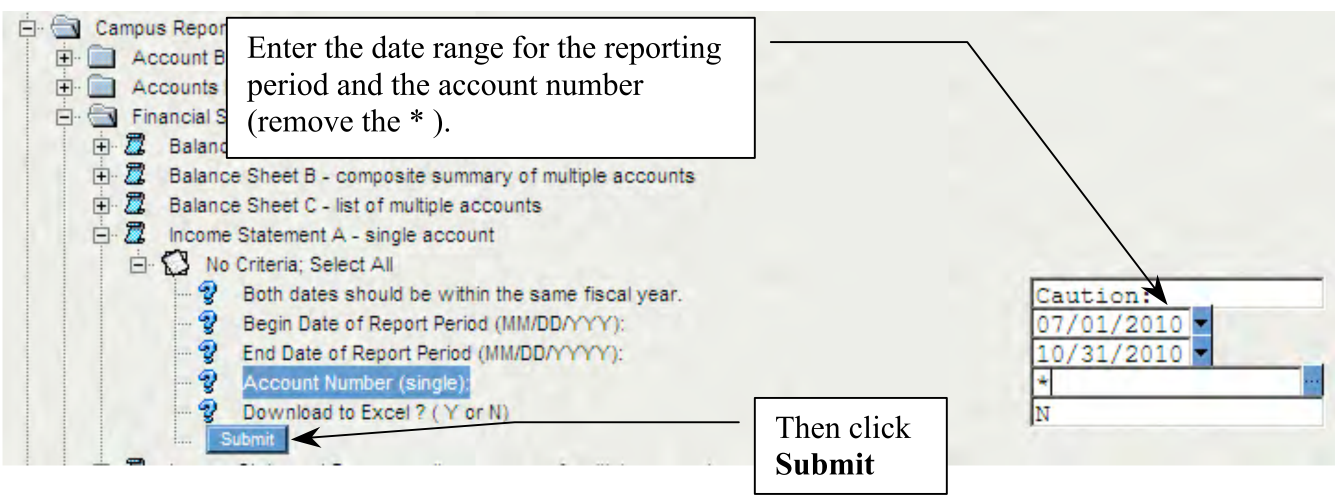
Page: 1

Account: 35042 Flowers Memorial Trust

ACCOUNT DETAIL	7/1/2010 - 10/31/2010	7/1/2009 - 10/31/2009
Beginning Balance		
Balance as of 7/1/2009		3,110,974.97
Balance as of 7/1/2010	3,284,452.51	
Investment Revenue		
Distributions from Long-term Investment Portfolio	31,162.16	31,162.04
Change in Value of Investments	148,723.52	169,103.85
Agricultural and Mineral Income	5,592.59	16,628.64
Total Investment Revenue	185,478.27	216,894.53
Expenses		
Scholarships, Fellowships and Awards	(99,818.00)	(73,388.00)
Ending Balances	**3,370,112.78**	**3,254,481.50**

ACCOUNT SUMMARY		
Beginning Balances	3,284,452.51	3,110,974.97
Additions (Revenues, Other Receipts, Transfers In)	185,478.27	216,894.53
Subtractions (Expenses, Withdrawals, Transfers Out)	(99,818.00)	(73,388.00)
Ending Balances	**3,370,112.78**	**3,254,481.50**

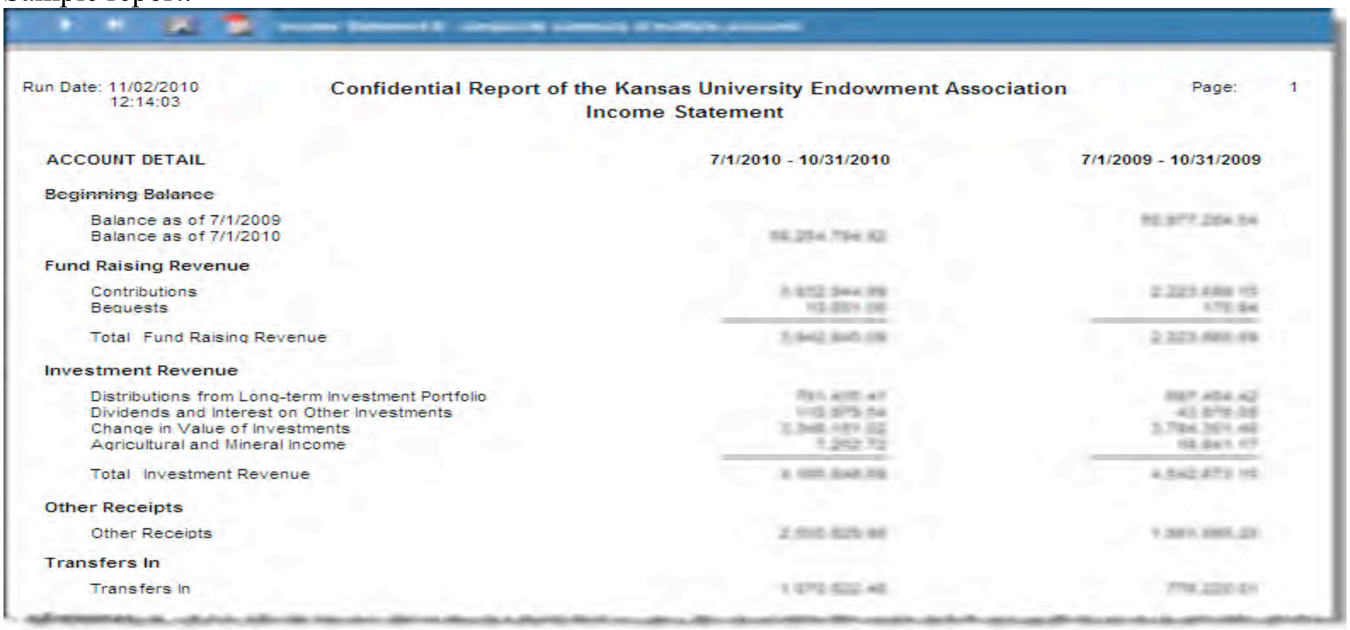
How to get this report:



Financial Statements – Income Statement "B"

This is a single-page composite summary for multiple accounts that share the same selection criteria for a given period of time. It is identical to Income Statement "A", but the amounts reported are for multiple accounts. For your reference, the search criteria are printed at the end of the report.

Sample report:



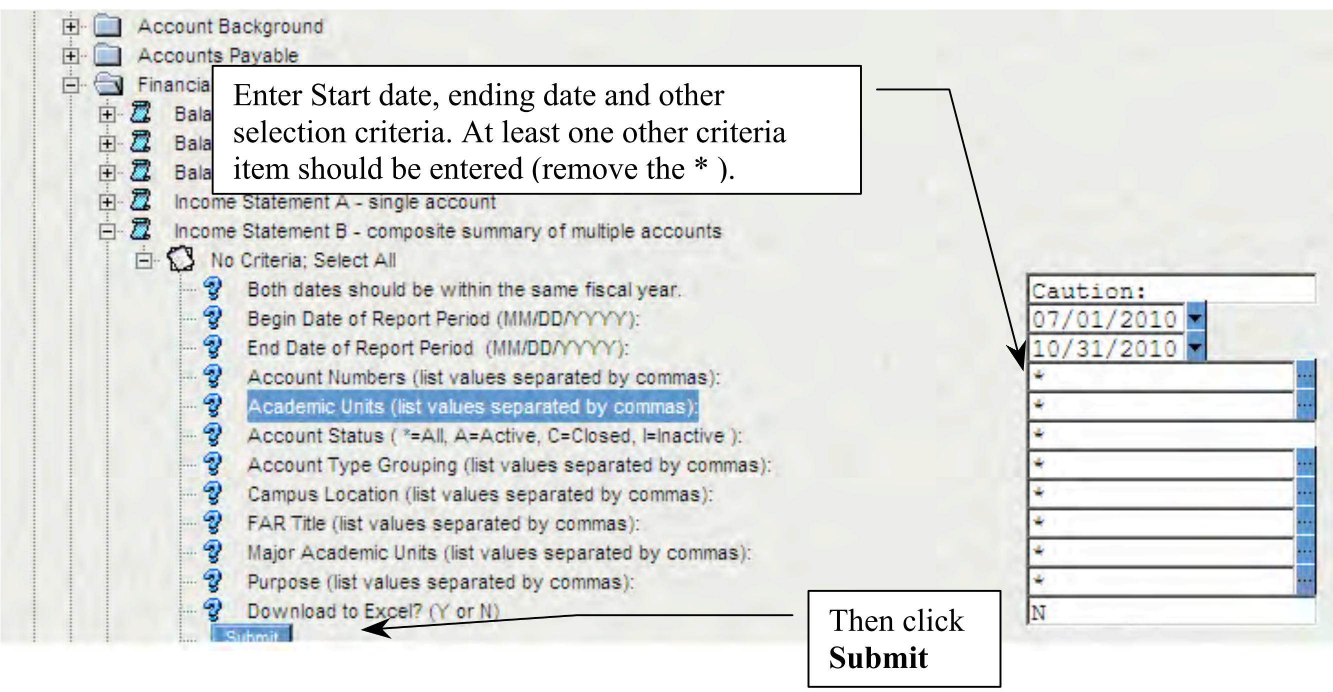
Run Date: 11/02/2010 12:14:03

Confidential Report of the Kansas University Endowment Association
Income Statement

Page: 1

ACCOUNT DETAIL	7/1/2010 - 10/31/2010	7/1/2009 - 10/31/2009
Beginning Balance		
Balance as of 7/1/2009		[illegible]
Balance as of 7/1/2010	[illegible]	
Fund Raising Revenue		
Contributions	[illegible]	[illegible]
Bequests	[illegible]	[illegible]
Total Fund Raising Revenue	[illegible]	[illegible]
Investment Revenue		
Distributions from Long-term Investment Portfolio	[illegible]	[illegible]
Dividends and Interest on Other Investments	[illegible]	[illegible]
Change in Value of Investments	[illegible]	[illegible]
Agricultural and Mineral Income	[illegible]	[illegible]
Total Investment Revenue	[illegible]	[illegible]
Other Receipts		
Other Receipts	[illegible]	[illegible]
Transfers In		
Transfers In	[illegible]	[illegible]

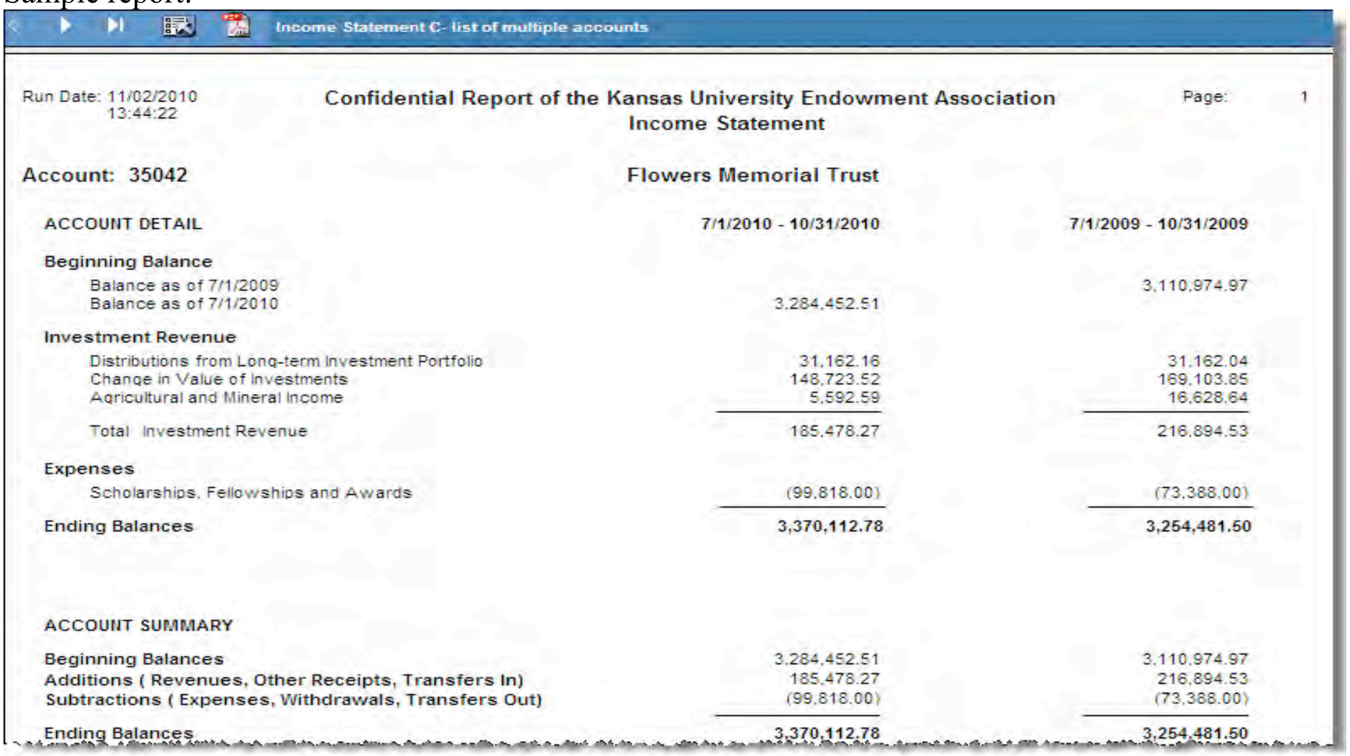
How to get this report:



Financial Statements – Income Statement "C"

This is a multi-page report that shows income and expenses for multiple accounts (each one its own page) that share the same selection criteria for a given period of time. The format of each account page is the same as Income Statement "A". For your reference, the search criteria are printed at the end of the report.

Sample report:



Income Statement C- list of multiple accounts

Run Date: 11/02/2010 13:44:22

Confidential Report of the Kansas University Endowment Association

Income Statement

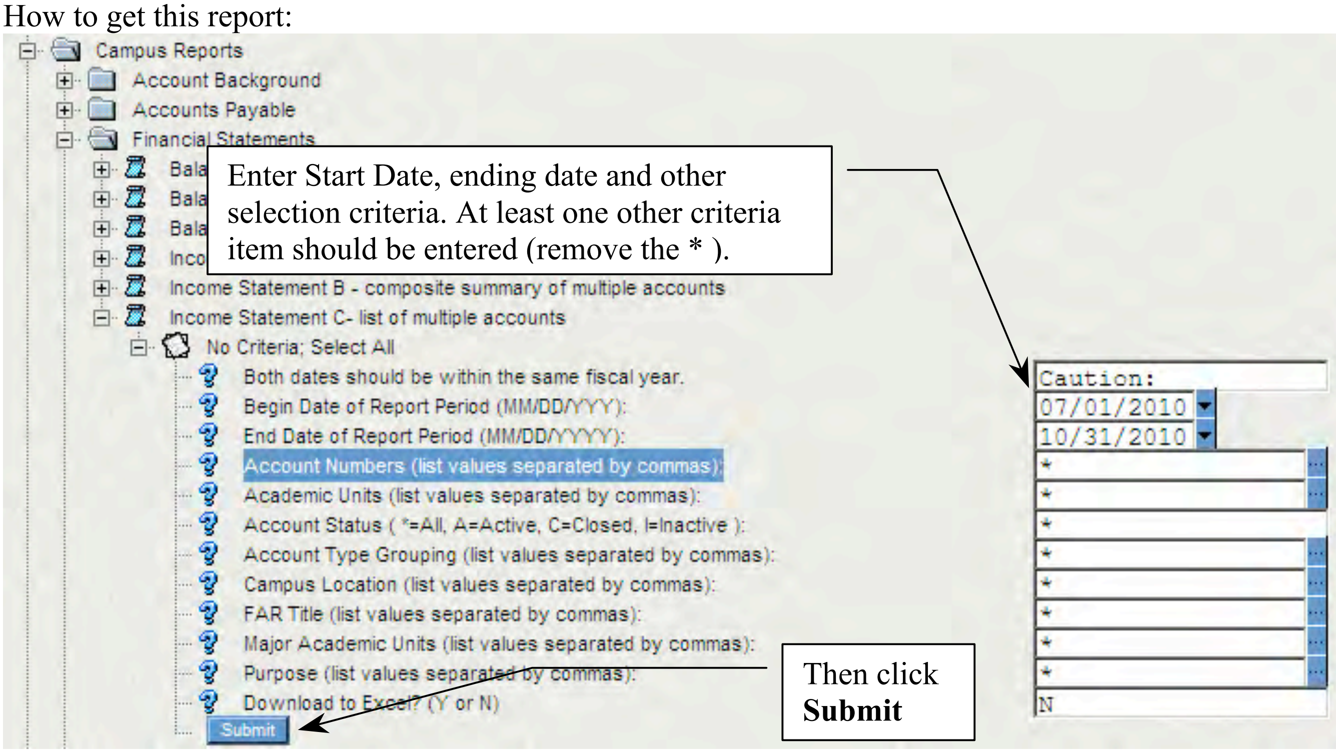
Page: 1

Account: 35042 Flowers Memorial Trust

ACCOUNT DETAIL	7/1/2010 - 10/31/2010	7/1/2009 - 10/31/2009
Beginning Balance		
Balance as of 7/1/2009		3,110,974.97
Balance as of 7/1/2010	3,284,452.51	
Investment Revenue		
Distributions from Long-term Investment Portfolio	31,162.16	31,162.04
Change in Value of Investments	148,723.52	169,103.85
Agricultural and Mineral Income	5,592.59	16,628.64
Total Investment Revenue	185,478.27	216,894.53
Expenses		
Scholarships, Fellowships and Awards	(99,818.00)	(73,388.00)
Ending Balances	**3,370,112.78**	**3,254,481.50**

ACCOUNT SUMMARY		
Beginning Balances	3,284,452.51	3,110,974.97
Additions (Revenues, Other Receipts, Transfers In)	185,478.27	216,894.53
Subtractions (Expenses, Withdrawals, Transfers Out)	(99,818.00)	(73,388.00)
Ending Balances	3,370,112.78	3,254,481.50

How to get this report:



G/L Transactions

The G/L (General Ledger) Transaction folder contains reports to identify some or all of the entries recorded in an account. A brief description of the transaction will be found along with dates and dollar amounts.

Entries that affect spendable cash balances may be found in the Cash (Spendable) Transaction Statement. This report may be used as a check register to track spendable cash receipts and disbursements for an account.

All entries to an account, including cash and non-cash transactions, may be found in the Transaction Statement. The report identifies the transaction as a debit or a credit and places the entry into either the Spendable or Invested sections to track changes in both cash and investment balances. A summary entry at the end of the month shows net changes in market value for the report period if the account holds assets in the Long Term Investment Pool.

Information about payments from the account may be found in the Vendor Payments report and provides you with an easy way to access information for a particular payment without looking at all transactions.

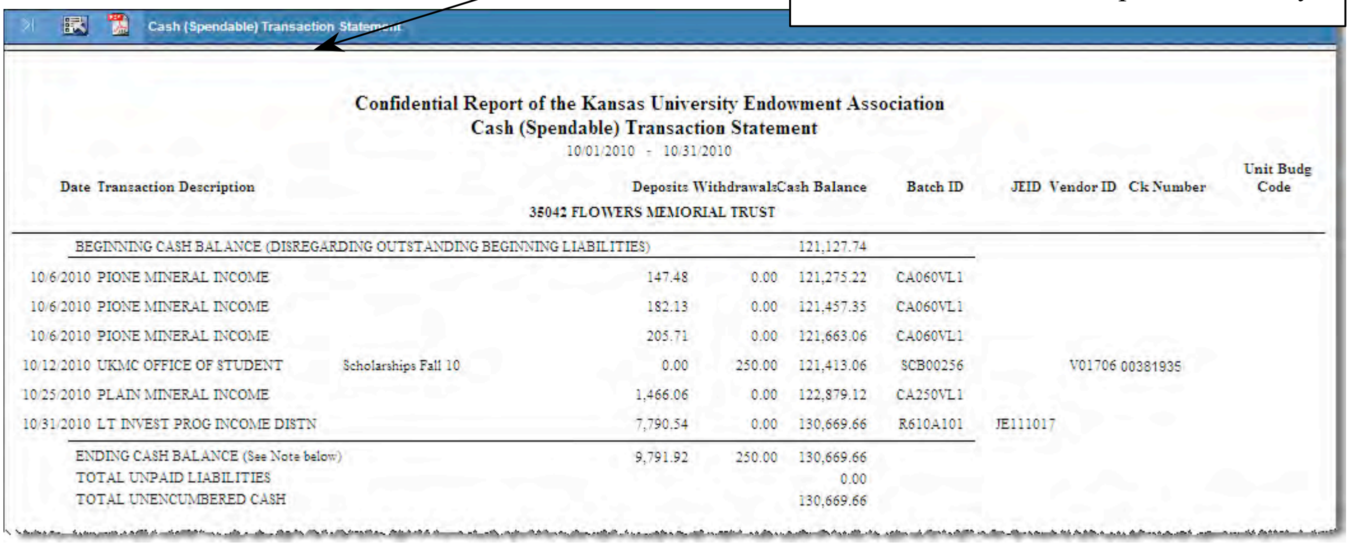
The sub-folder entitled Download to Excel of G/L Transactions contains one additional report: the Transaction Summary by Account and Expense Object. It was developed for departments with large numbers of accounts to monitor expenses for all accounts by KU Endowment expense object code.

Cash (Spendable) Transaction Statement

This report shows transactions that affect the account’s cash balance during the selected date range. The summary at the end of the report shows the changes made to the cash balance and how much is available to spend at the end of the report period.

Sample report:

Do not download this report. Print only.


Cash (Spendable) Transaction Statement

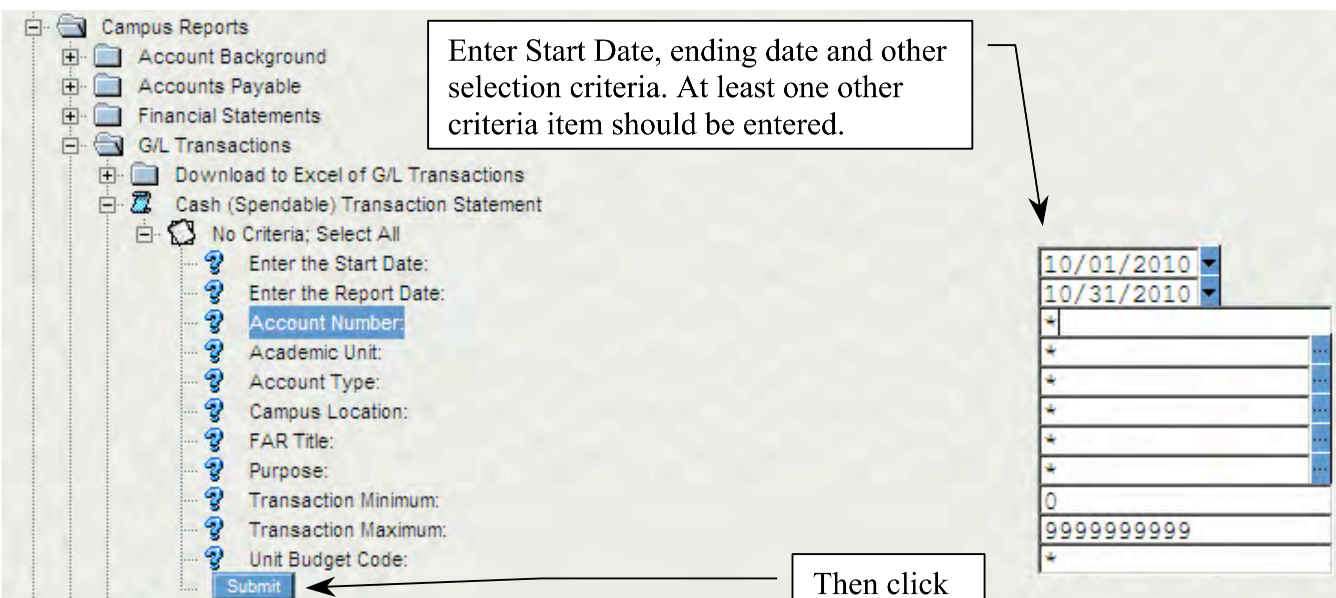
Confidential Report of the Kansas University Endowment Association
Cash (Spendable) Transaction Statement
10/01/2010 - 10/31/2010

35042 FLOWERS MEMORIAL TRUST

Date	Transaction Description		Deposits	Withdrawals	Cash Balance	Batch ID	JEID	Vendor ID	Ck Number	Unit Budg Code
	BEGINNING CASH BALANCE (DISREGARDING OUTSTANDING BEGINNING LIABILITIES)				121,127.74					
10/6/2010	PIONE MINERAL INCOME		147.48	0.00	121,275.22	CA060VL1				
10/6/2010	PIONE MINERAL INCOME		182.13	0.00	121,457.35	CA060VL1				
10/6/2010	PIONE MINERAL INCOME		205.71	0.00	121,663.06	CA060VL1				
10/12/2010	UKMC OFFICE OF STUDENT	Scholarships Fall 10	0.00	250.00	121,413.06	SCB00256		V01706	00381935	
10/25/2010	PLAIN MINERAL INCOME		1,466.06	0.00	122,879.12	CA250VL1				
10/31/2010	LT INVEST PROG INCOME DISTN		7,790.54	0.00	130,669.66	R610A101	JE111017			
	ENDING CASH BALANCE (See Note below)		9,791.92	250.00	130,669.66					
	TOTAL UNPAID LIABILITIES				0.00					
	TOTAL UNENCUMBERED CASH				130,669.66					

How to get this report:

Enter Start Date, ending date and other selection criteria. At least one other criteria item should be entered.



Then click **Submit**

Transaction Statement

This report provides details about all of the entries recorded against the selected account for the date range specified. It is recommended that you select dates that are the beginning and end of the month. The report may be run in date order (D) or by financial statement description order (S). Changes in market value of the account's assets in the Long Term Investment pool that have been recorded for the period selected are shown as a summary entry at the end of the report.

Sample report:

Do not download this report. Print only.

Transaction Statement — Page 1 of 1

Confidential Report of the Kansas University Endowment Association
Account Transaction Statement
10/01/2010 - 10/31/2010

35042 FLOWERS MEMORIAL TRUST

Spendable Component Transaction Activity

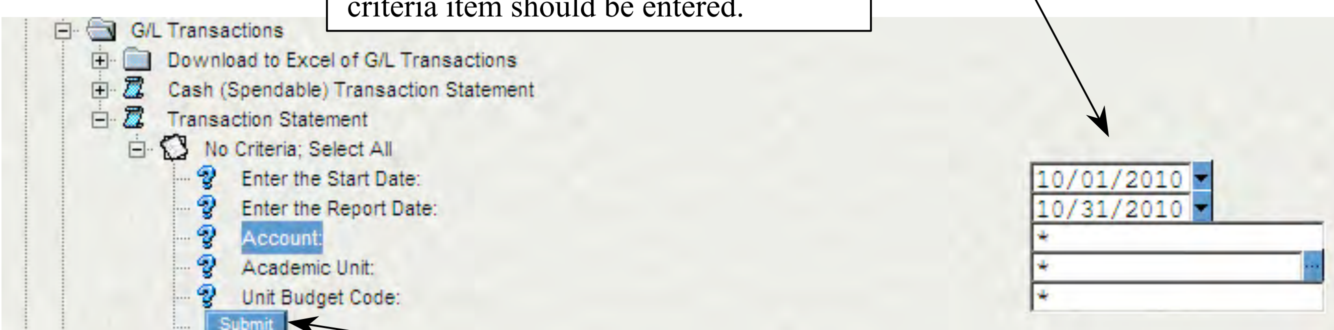
Date	Transaction Description		Debit	Credit	Object Description	Batch ID	Vendor ID	Obj	Budget Code
		Begin Cash Balance		121,127.74					
10/6/2010	PIONE MINERAL INCOME		0.00	147.48	Mineral Interest Income	CA060VL1		35090	
10/6/2010	PIONE MINERAL INCOME		0.00	182.13	Mineral Interest Income	CA060VL1		35090	
10/6/2010	PIONE MINERAL INCOME		0.00	205.71	Mineral Interest Income	CA060VL1		35090	
10/6/2010	PIONE MINERAL INCOME		147.48	0.00	Claim on Cash	CA060VL1		11000	
10/6/2010	PIONE MINERAL INCOME		182.13	0.00	Claim on Cash	CA060VL1		11000	
10/6/2010	PIONE MINERAL INCOME		205.71	0.00	Claim on Cash	CA060VL1		11000	
10/12/2010	UKMC OFFICE OF STUDENT	Scholarships Fall 10	0.00	250.00	Claim on Cash	SCB00256	V01706	11000	
10/12/2010	UKMC OFFICE OF STUDENT	Scholarships Fall 10	250.00	0.00	Student Scholarships	SCB00256	V01706	41010	
10/25/2010	PLAIN MINERAL INCOME		0.00	1,466.06	Mineral Interest Income	CA250VL1		35090	
10/25/2010	PLAIN MINERAL INCOME		1,466.06	0.00	Claim on Cash	CA250VL1		11000	
10/31/2010	LT INVEST PROG INCOME DISTN		0.00	7,790.54	Transfers In	R610A101		60100	
10/31/2010	LT INVEST PROG INCOME DISTN		7,790.54	0.00	Claim on Cash	R610A101		11000	
		Ending Cash Balance		130,669.66					
		Unpaid Liabilities		0.00					
		Ending Spendable Cash		130,669.66					

Invested Component Transaction Activity

Date	Transaction Description		Debit	Credit	Object Description	Batch ID	Vendor ID	Obj
		Change in Value of Investments		-7,790.54				
		Total Investments Market Value		3,239,443.12				

How to get this report:

Enter Start Date, ending date and other selection criteria. At least one other criteria item should be entered.



Then click **Submit**

Management Reports

These reports are intended to help persons who are responsible for University units by providing various analytical reports, about the accounts within the Unit, such as an overview of cash balances used over a period of time.

The first folder, **General Accounts** contains two versions of an Account Usage report, one on a per-account basis and the other with accounts summarized by Department. The Account Usage Summary by Account report can be run for any time period, for a single account or group of accounts. The Account Usage Summary by Dept. can also be run for any time period for a single department or a group of departments and will return a summary of activity by department.

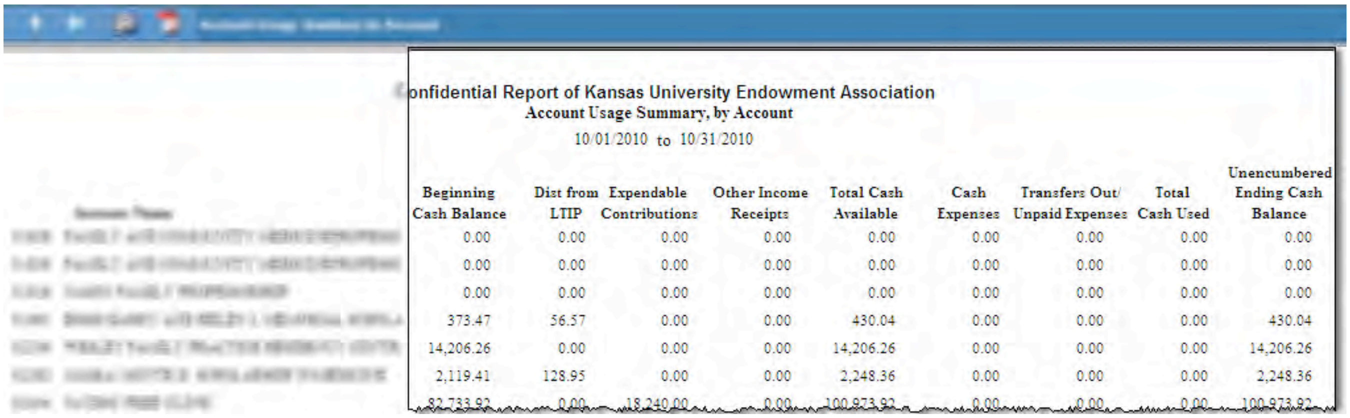
This folder also has a report that provides information about endowed accounts that have a current investment value that is less than the account donor's original contribution. These "underwater" accounts should be monitored in accordance with the Kansas Uniform Prudent Management of Institutional Funds Act (UPMIFA).

The second folder is restricted to **Scholarship Accounts** only and is intended to provide Account Usage Summary information in the same form as described for the General Accounts, above, but the data is based on the scholarship spending year – 02/28/XX through 02/27/XX.

Account Usage Summary by Account

This report provides for each account, a summary of cash additions by major category to an account and a summary of cash uses by major category for the time selected.

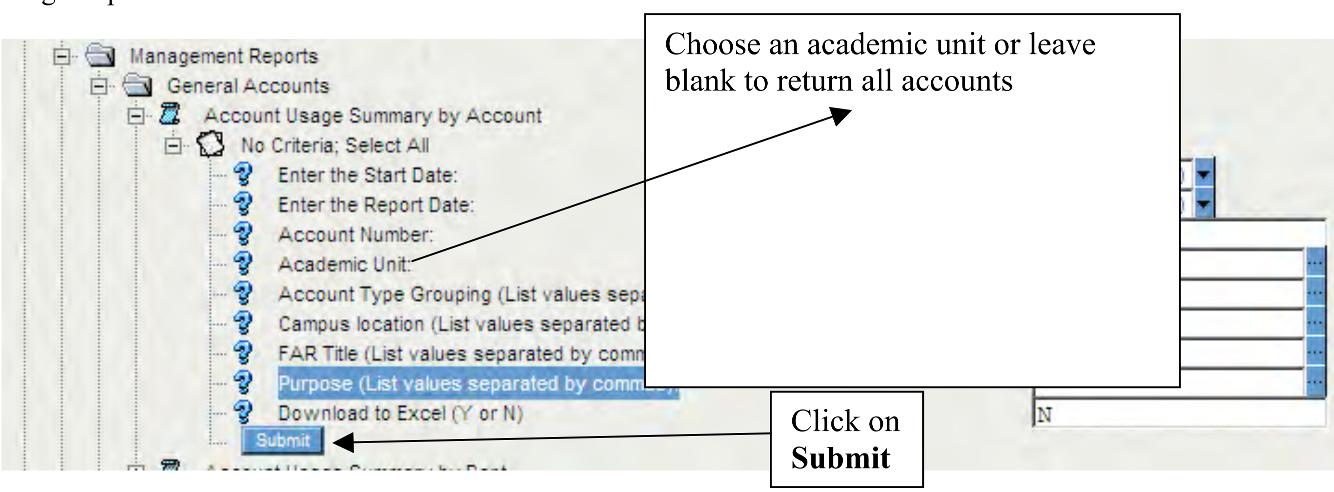
Sample Report:



onfidential Report of Kansas University Endowment Association
Account Usage Summary, by Account
10/01/2010 to 10/31/2010

Beginning Cash Balance	Dist from LTIP	Expendable Contributions	Other Income Receipts	Total Cash Available	Cash Expenses	Transfers Out/ Unpaid Expenses	Total Cash Used	Unencumbered Ending Cash Balance
0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
373.47	56.57	0.00	0.00	430.04	0.00	0.00	0.00	430.04
14,206.26	0.00	0.00	0.00	14,206.26	0.00	0.00	0.00	14,206.26
2,119.41	128.95	0.00	0.00	2,248.36	0.00	0.00	0.00	2,248.36
82,733.92	0.00	18,240.00	0.00	100,973.92	0.00	0.00	0.00	100,973.92

To get report:



Account Usage Summary by Dept

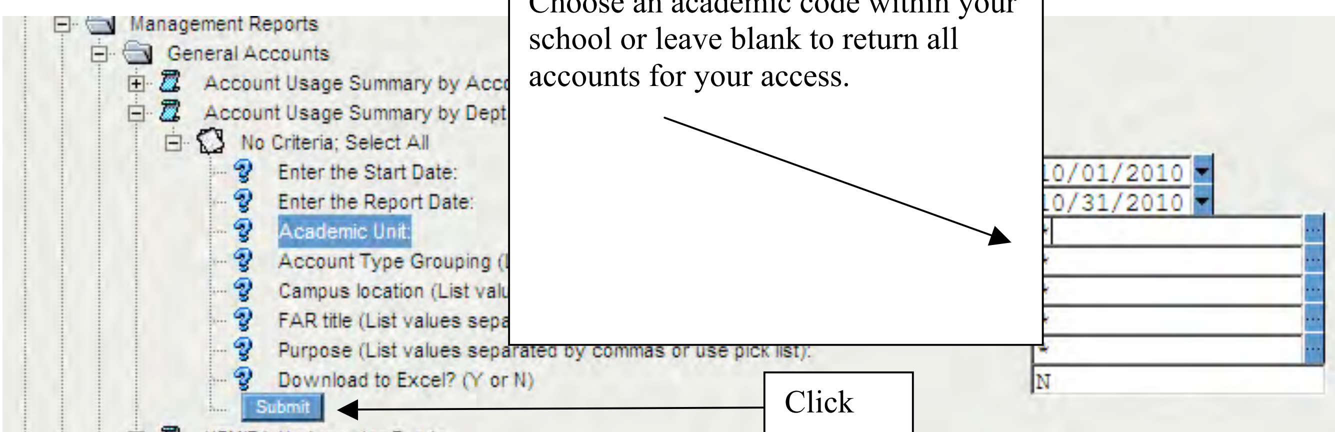
This report provides for each department, a summary of cash additions by major category to an account and a summary of cash uses by major category for the time selected.

Sample report:

Confidential Report of Kansas University Endowment Association
Account Usage Summary, by Department
10/01/2010 to 10/31/2010

	Beginning Cash Balance	Dist from LTIP	Expendable Contributions	Other Income Receipts	Total Cash Available	Cash Expenses	Transfers Out/ Unpaid Expenses	Total Cash Used	Unencumbered Ending Cash Balance
[illegible]	9,816,960.72	174,797.50	994,268.38	1,760,504.65	12,746,531.25	735,340.67	1,383,390.71	2,118,731.38	10,627,799.87
[illegible]	381,738.29	73.95	0.00	20,535.58	402,347.82	17,042.13	200.00	17,242.13	385,105.69
[illegible]	409,606.08	6,677.73	100.00	14,804.72	431,188.53	10,592.37	0.00	10,592.37	420,596.16
[illegible]	339,111.01	49.03	0.00	25,519.18	364,679.22	13,358.72	0.00	13,358.72	351,320.50
[illegible]	1,390,386.47	26,553.52	375.00	20,657.00	1,437,971.99	37,804.49	4,626.00	42,430.49	1,395,541.50
[illegible]	68,461.16	0.00	0.00	6,796.00	75,257.16	3,380.10	0.00	3,380.10	71,877.06
[illegible]	159,187.94	5,218.71	0.00	277.41	164,684.06	13,390.65	0.00	13,390.65	151,293.41

To get report:



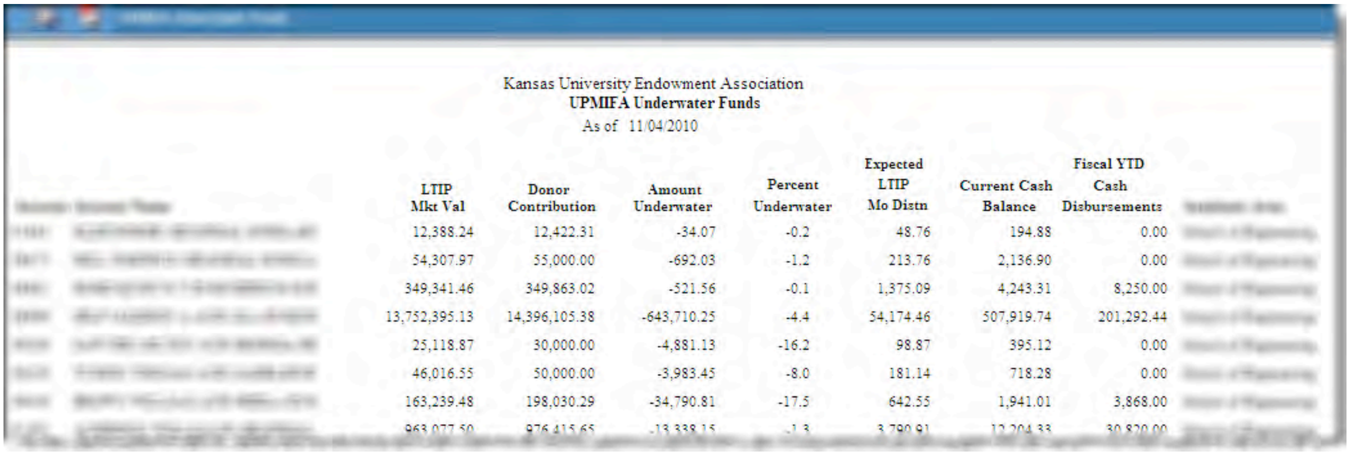
Choose an academic code within your school or leave blank to return all accounts for your access.

Click on **Submit**

UPMIFA – Underwater Funds

This report provides information on funds that are subject to the Uniform Prudent Management of Institutional Funds Act (UPMIFA). The report will identify endowed accounts whose Long-Term Investments Pool (LTIP) market value is less than the historical donor contribution amount.

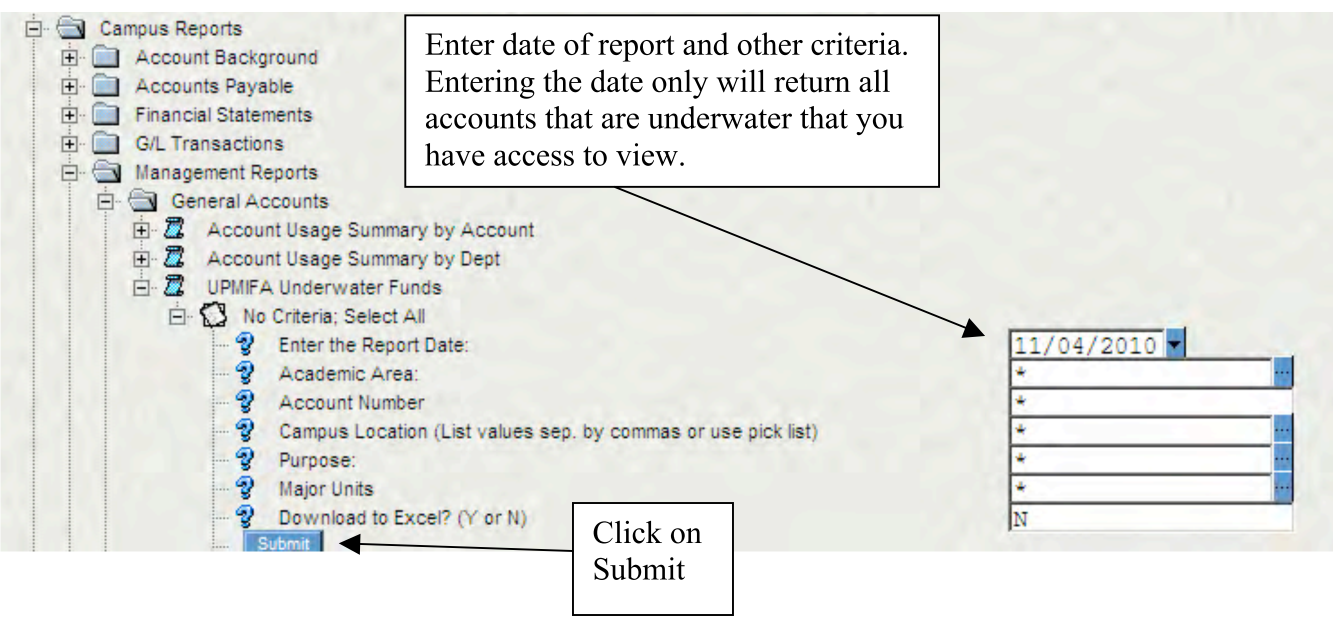
Sample report:



Kansas University Endowment Association
UPMIFA Underwater Funds
As of 11/04/2010

LTIP Mkt Val	Donor Contribution	Amount Underwater	Percent Underwater	Expected LTIP Mo Distn	Current Cash Balance	Fiscal YTD Cash Disbursements
12,388.24	12,422.31	-34.07	-0.2	48.76	194.88	0.00
54,307.97	55,000.00	-692.03	-1.2	213.76	2,136.90	0.00
349,341.46	349,863.02	-521.56	-0.1	1,375.09	4,243.31	8,250.00
13,752,395.13	14,396,105.38	-643,710.25	-4.4	54,174.46	507,919.74	201,292.44
25,118.87	30,000.00	-4,881.13	-16.2	98.87	395.12	0.00
46,016.55	50,000.00	-3,983.45	-8.0	181.14	718.28	0.00
163,239.48	198,030.29	-34,790.81	-17.5	642.55	1,941.01	3,868.00
963,077.50	976,415.65	-13,338.15	-1.3	3,790.91	12,204.33	30,820.00

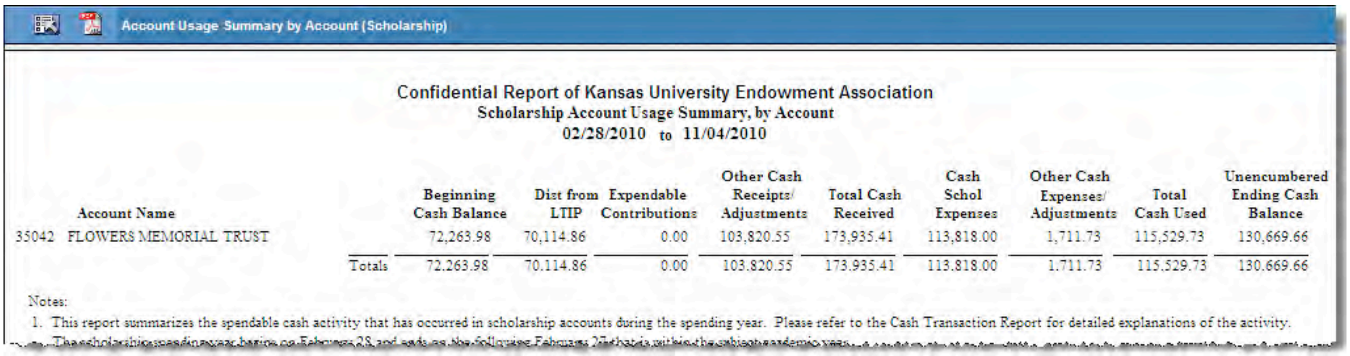
To get report:



Account Usage Summary by Account (Scholarship)

This report provides the summary cash additions to a scholarship account and the summary uses for each scholarship for the time selected. Because the scholarship spending year is 02/27/XX, the report will begin at the scholarship year 02/28/XX prior to the Expense End Date selected.

Sample report:

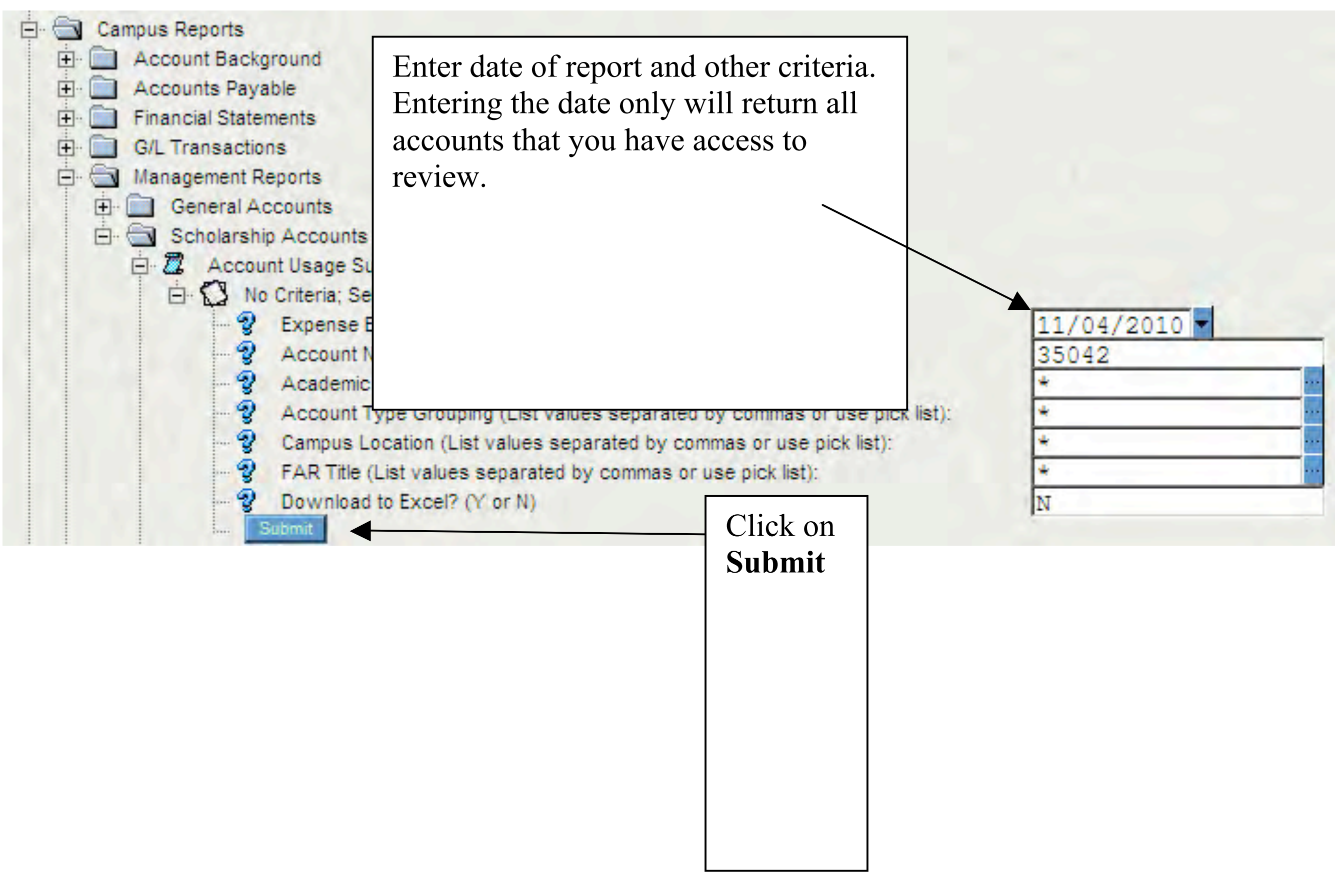

Account Usage Summary by Account (Scholarship)

Confidential Report of Kansas University Endowment Association
Scholarship Account Usage Summary, by Account
02/28/2010 to 11/04/2010

Account Name		Beginning Cash Balance	Dist from LTIP	Expendable Contributions	Other Cash Receipts/ Adjustments	Total Cash Received	Cash Schol Expenses	Other Cash Expenses/ Adjustments	Total Cash Used	Unencumbered Ending Cash Balance
35042 FLOWERS MEMORIAL TRUST		72,263.98	70,114.86	0.00	103,820.55	173,935.41	113,818.00	1,711.73	115,529.73	130,669.66
	Totals	72.263.98	70.114.86	0.00	103.820.55	173.935.41	113.818.00	1.711.73	115.529.73	130.669.66

Notes:
1. This report summarizes the spendable cash activity that has occurred in scholarship accounts during the spending year. Please refer to the Cash Transaction Report for detailed explanations of the activity.

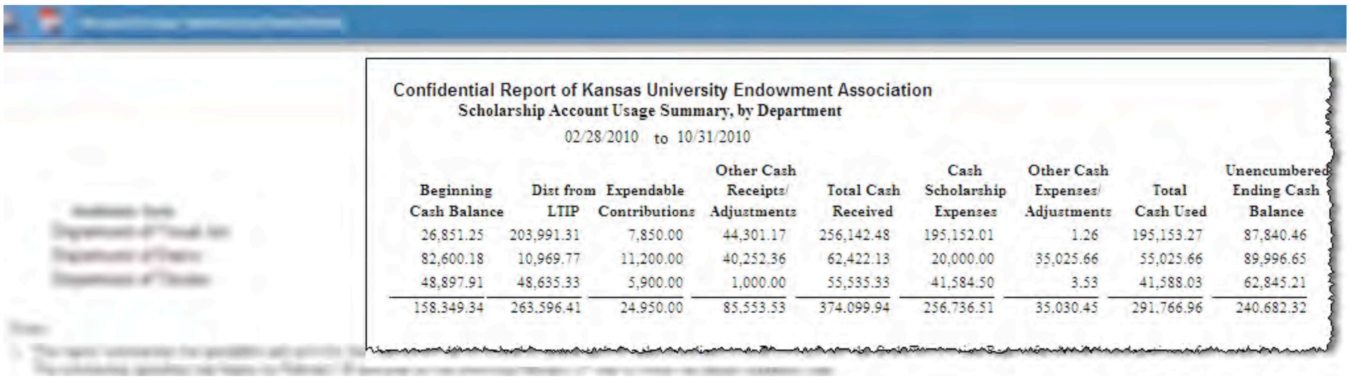
To get report:



Account Usage Summary by Department—(Scholarship)

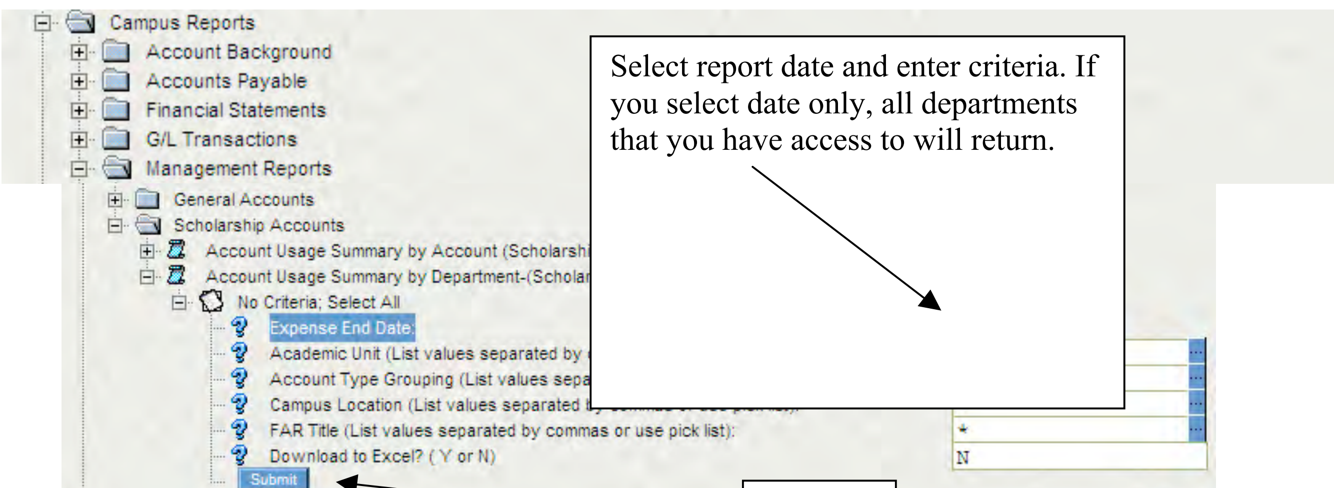
This report provides an aggregate summary of cash additions and uses for each department's group of scholarship accounts for the time selected. Because the scholarship spending year is 02/28/XX, the report will begin at the scholarship year 02/28/XX prior to the Expense End Date selected.

Sample report:


Confidential Report of Kansas University Endowment Association
Scholarship Account Usage Summary, by Department
02/28/2010 to 10/31/2010

Beginning Cash Balance	Dist from LTIP	Expendable Contributions	Other Cash Receipts/ Adjustments	Total Cash Received	Cash Scholarship Expenses	Other Cash Expenses/ Adjustments	Total Cash Used	Unencumbered Ending Cash Balance
26,851.25	203,991.31	7,850.00	44,301.17	256,142.48	195,152.01	1.26	195,153.27	87,840.46
82,600.18	10,969.77	11,200.00	40,252.36	62,422.13	20,000.00	35,025.66	55,025.66	89,996.65
48,897.91	48,635.33	5,900.00	1,000.00	55,535.33	41,584.50	3.53	41,588.03	62,845.21
158,349.34	263,596.41	24,950.00	85,553.53	374,099.94	256,736.51	35,030.45	291,766.96	240,682.32

To get report:



Select report date and enter criteria. If you select date only, all departments that you have access to will return.

Click on **Submit**

Projected Income

These reports estimate future income for any account that has assets in KU Endowment's Long Term Investment Pool, and projected income that will be available from accounts dedicated for scholarship purposes.

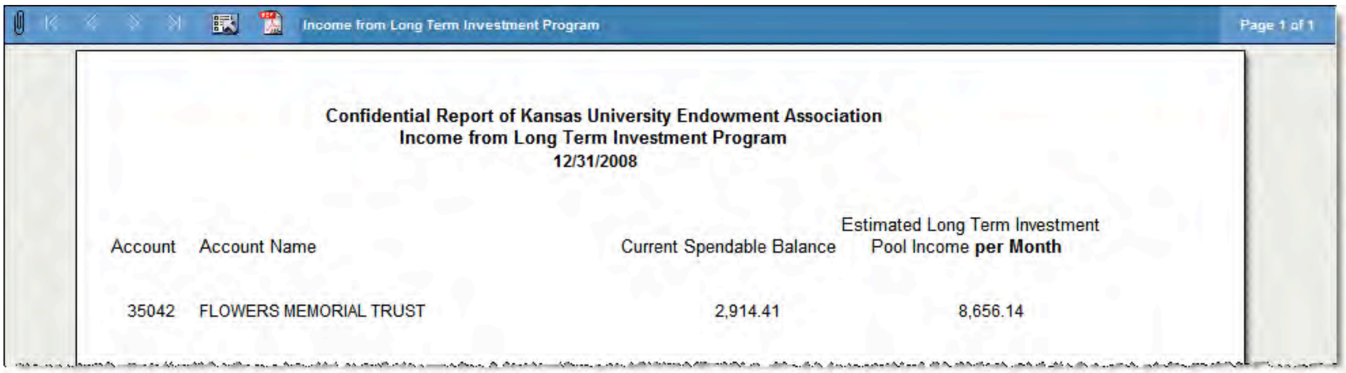
The first of the three reports in this section is applicable to any account that has assets invested in KU Endowment's Long-Term Investment Program. It reports the specified account's most recent monthly income distributions from its Long-Term Investments, which is KU Endowment's best estimate of future investment distributions as well.

The last two reports develop a projection of scholarship resources that may be offered to students for each academic year, and paid scholarships that have been charged against this projection budget.

Income from Long Term Investment Program

This report details how much is available for spending as of the report date, as well as how much investment income the fund is expected to earn from its LTIP balance on a monthly basis. This information can be used as a tool to plan for future spending.

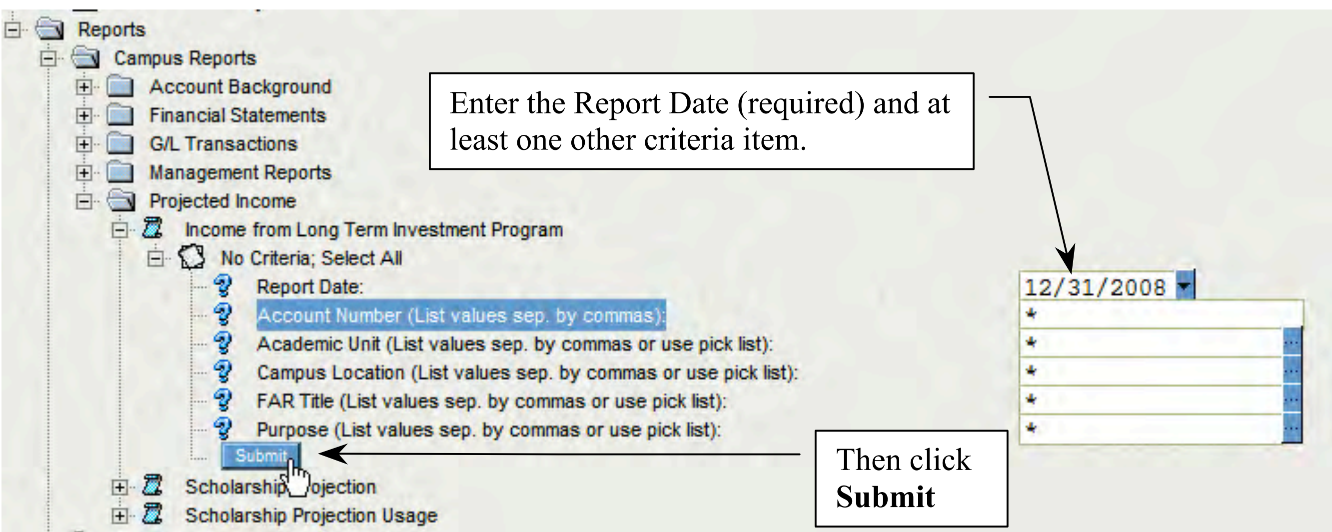
Sample report:


Income from Long Term Investment Program Page 1 of 1

Confidential Report of Kansas University Endowment Association
Income from Long Term Investment Program
12/31/2008

Account	Account Name	Current Spendable Balance	Estimated Long Term Investment Pool Income **per Month**
35042	FLOWERS MEMORIAL TRUST	2,914.41	8,656.14

How to get this report:



Scholarship Projection

This report shows approximately how much will be available to spend from scholarship funds in a given year, and any donor direction about the use of the funds. Preliminary projections are available each year by November 15, and final projection budgets are available by March 10. Please refer to the report footnotes for a detailed explanation of KU Endowment's methodology for projecting scholarship resources.

Sample report:

Confidential Report of Kansas University Endowment Association
Scholarship Projection
Scholarship Projection Academic Year: 2010

Scholarship Number	Scholarship Name	Preliminary Investment Income Projection 2.	Updated Investment Income Projection 3.	Spendable Balance at Beginning of Year	Final Projection
35042	FLOWERS MEMORIAL TRUST	93,381.62	148,486.13	2,244.56	150,730.69

Schol Rest Gender N Item Type: 870150069000
Schol Rest Geograph N Academic: School of Medicine
Schol Rest Need Y
Schol Rest Other N

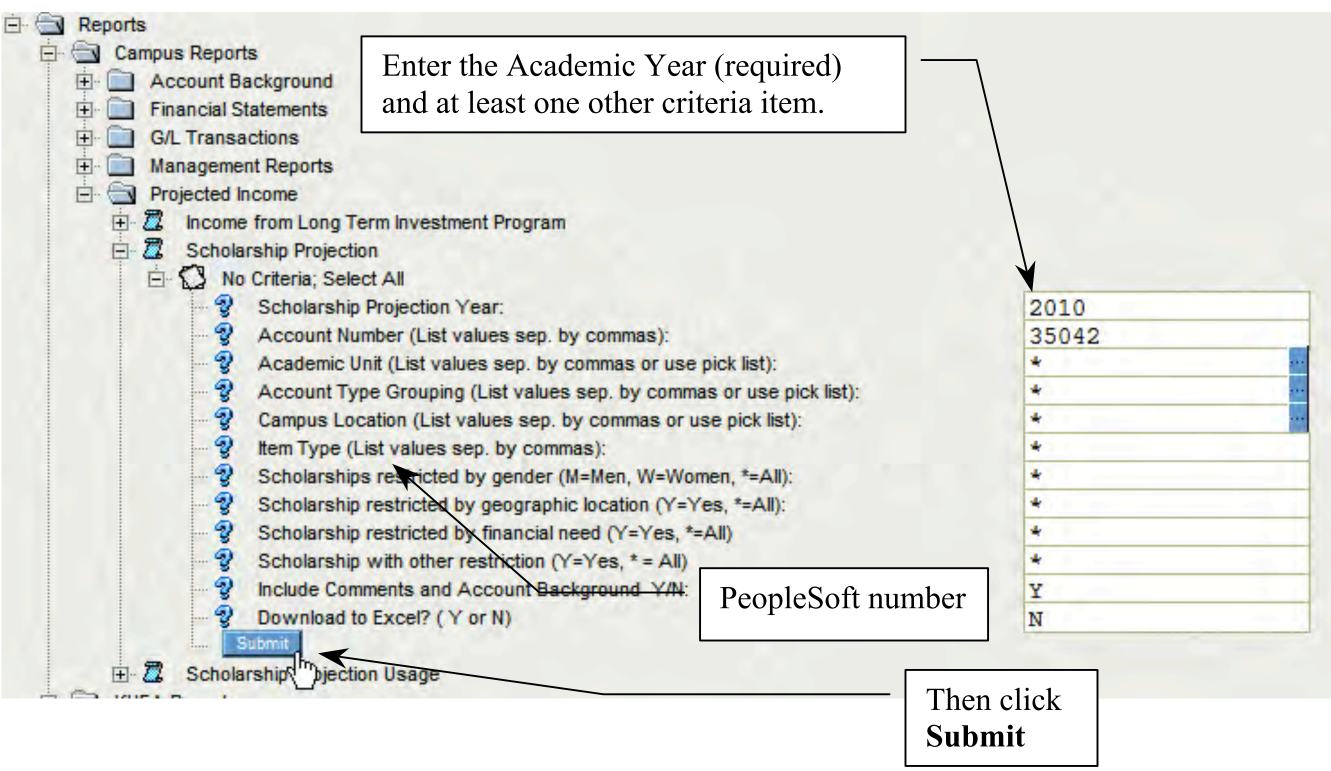
Comments: This trust shall be used for the purpose of encouraging the study and research in medicine and surgery, for the benefit of worthy and needy students attending, or desiring to attend, the School of Medicine of the University of Kansas, on a loan, scholarship or fellowship basis, provided, however, that students residing in Harper County, Kansas or in Kingman County, Kansas shall be given preference over students residing in other counties.

Report Totals		93,381.62	148,486.13	2,244.56	150,730.69

Note:
1. This is a projection of income report. Actual income earned may vary from this projection. Please see the Scholarship Projection Usage Report to obtain the remaining spendable balance of this projection.
2. The preliminary Investment Income represents the anticipated income of the account's share of the Long-term Investments Portfolio for the following February through January period. It is calculated each year after September investment values are available.
3. The Updated Investment Income Projection updates the Preliminary data for any additions or reductions in the account's share of the Long-term Investments Portfolio occuring during October through January (immediately prior to calculating the scholarship projection year).
4. The scholarship spending year begins on February 28.
5. Sum of Updated Investment Income Projection and Spendable Balance at Beginning of Year columns.

03/24/2009 13:41:07 Campus Reports/Projected Income/Scholarship Projection Including Comments

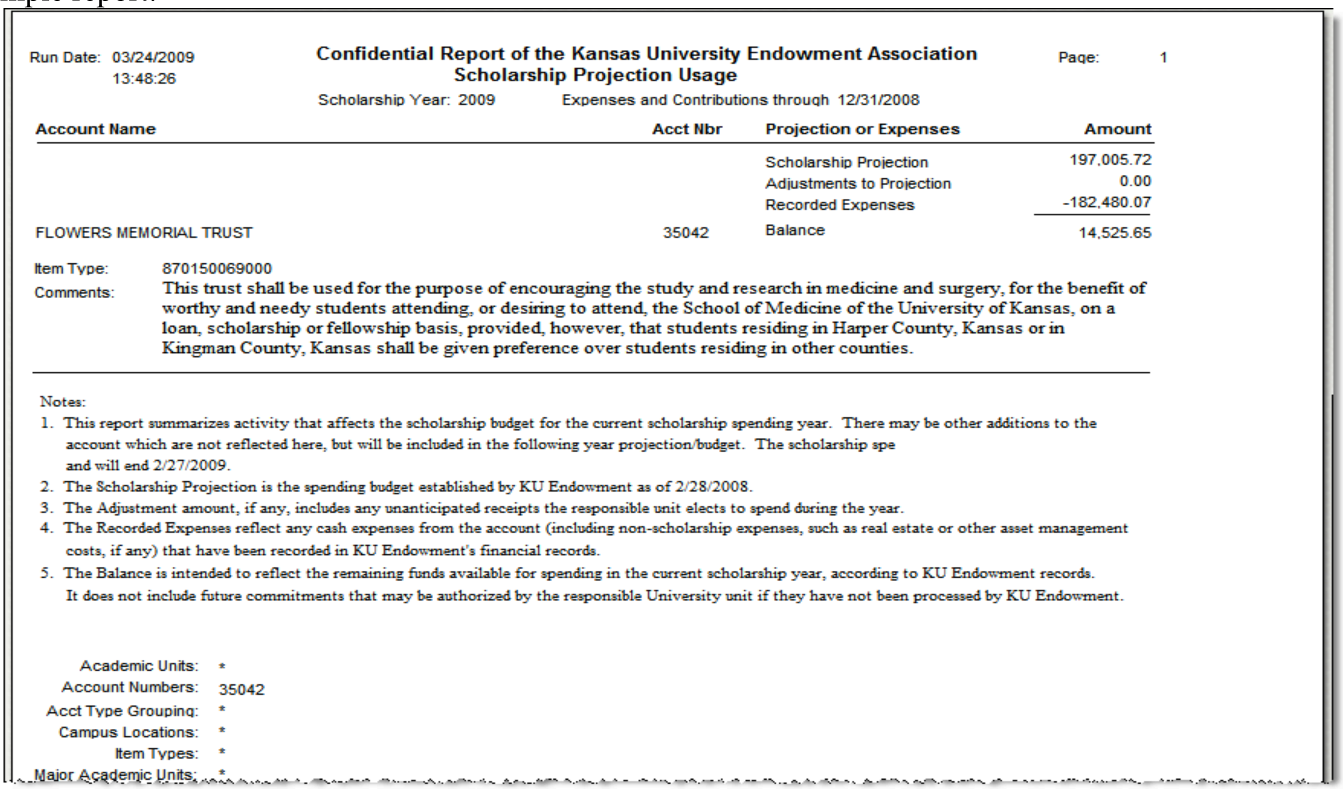
How to get this report:



Scholarship Projection Usage

This report shows the full scholarship projection budget for the current period, how much has been spent, and how much remains of the projection budget as of the date selected. The footnotes of the report provide further information about the data in the report.

Sample report:



Run Date: 03/24/2009 13:48:26

Confidential Report of the Kansas University Endowment Association
Scholarship Projection Usage

Page: 1

Scholarship Year: 2009 Expenses and Contributions through 12/31/2008

Account Name	Acct Nbr	Projection or Expenses	Amount
		Scholarship Projection	197,005.72
		Adjustments to Projection	0.00
		Recorded Expenses	-182,480.07
FLOWERS MEMORIAL TRUST	35042	Balance	14,525.65

Item Type: 870150069000

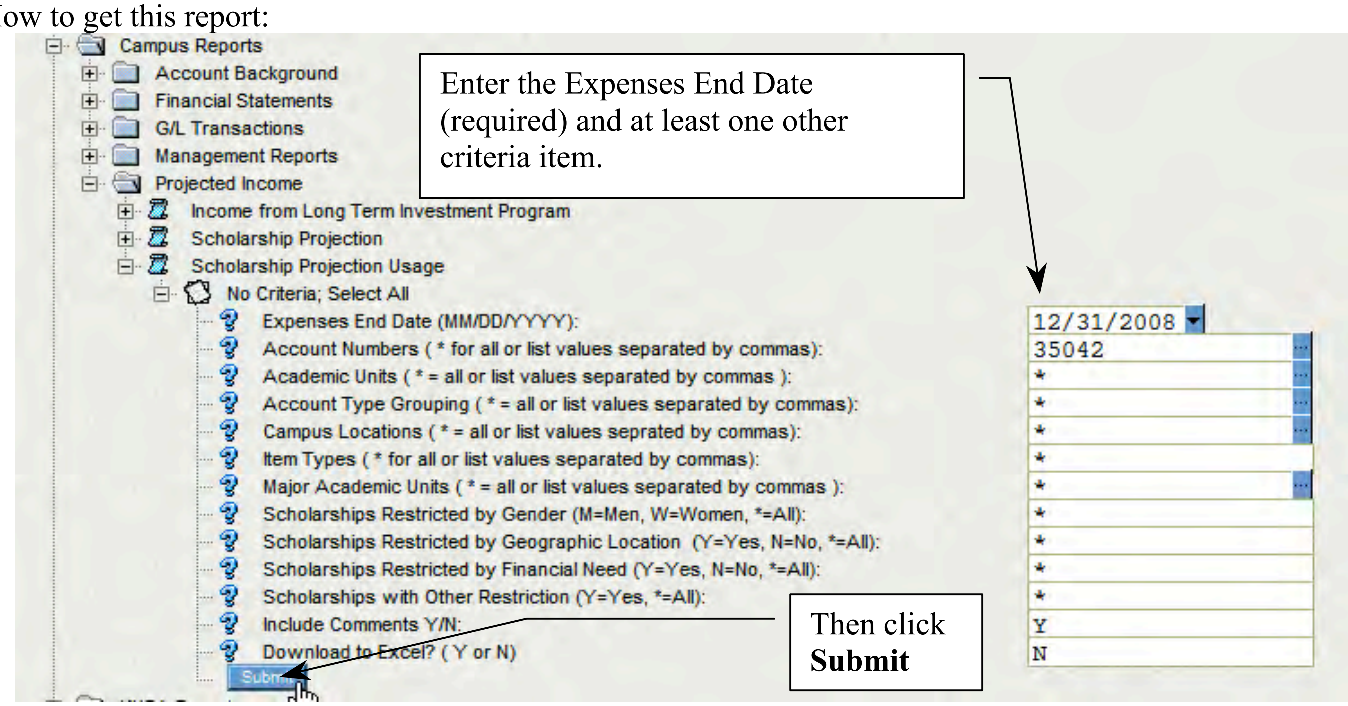
Comments: This trust shall be used for the purpose of encouraging the study and research in medicine and surgery, for the benefit of worthy and needy students attending, or desiring to attend, the School of Medicine of the University of Kansas, on a loan, scholarship or fellowship basis, provided, however, that students residing in Harper County, Kansas or in Kingman County, Kansas shall be given preference over students residing in other counties.

Notes:

1. This report summarizes activity that affects the scholarship budget for the current scholarship spending year. There may be other additions to the account which are not reflected here, but will be included in the following year projection/budget. The scholarship spe and will end 2/27/2009.
2. The Scholarship Projection is the spending budget established by KU Endowment as of 2/28/2008.
3. The Adjustment amount, if any, includes any unanticipated receipts the responsible unit elects to spend during the year.
4. The Recorded Expenses reflect any cash expenses from the account (including non-scholarship expenses, such as real estate or other asset management costs, if any) that have been recorded in KU Endowment's financial records.
5. The Balance is intended to reflect the remaining funds available for spending in the current scholarship year, according to KU Endowment records. It does not include future commitments that may be authorized by the responsible University unit if they have not been processed by KU Endowment.

Academic Units: *
Account Numbers: 35042
Acct Type Grouping: *
Campus Locations: *
Item Types: *
Major Academic Units: *

How to get this report:



KU Endowment
Account Reporting System

IFAS
www.kuendowment.org/ifas
Frequently Asked Questions

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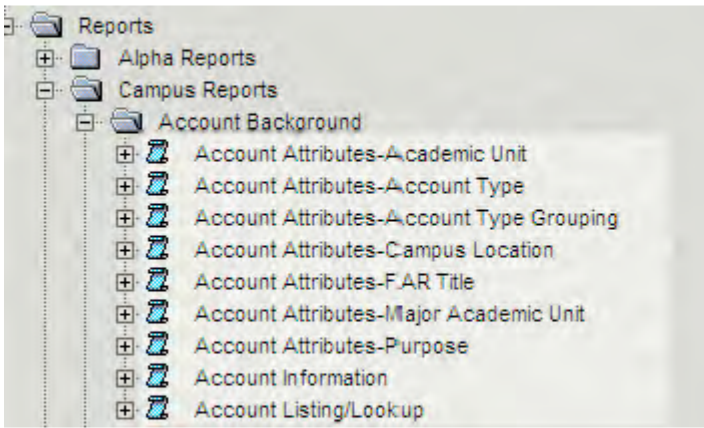
Report Criteria

Where do I find the criteria that many of the reports require as selection options?

The Account Background folder contains lists of attributes that define Endowment accounts. There are six attribute lists:

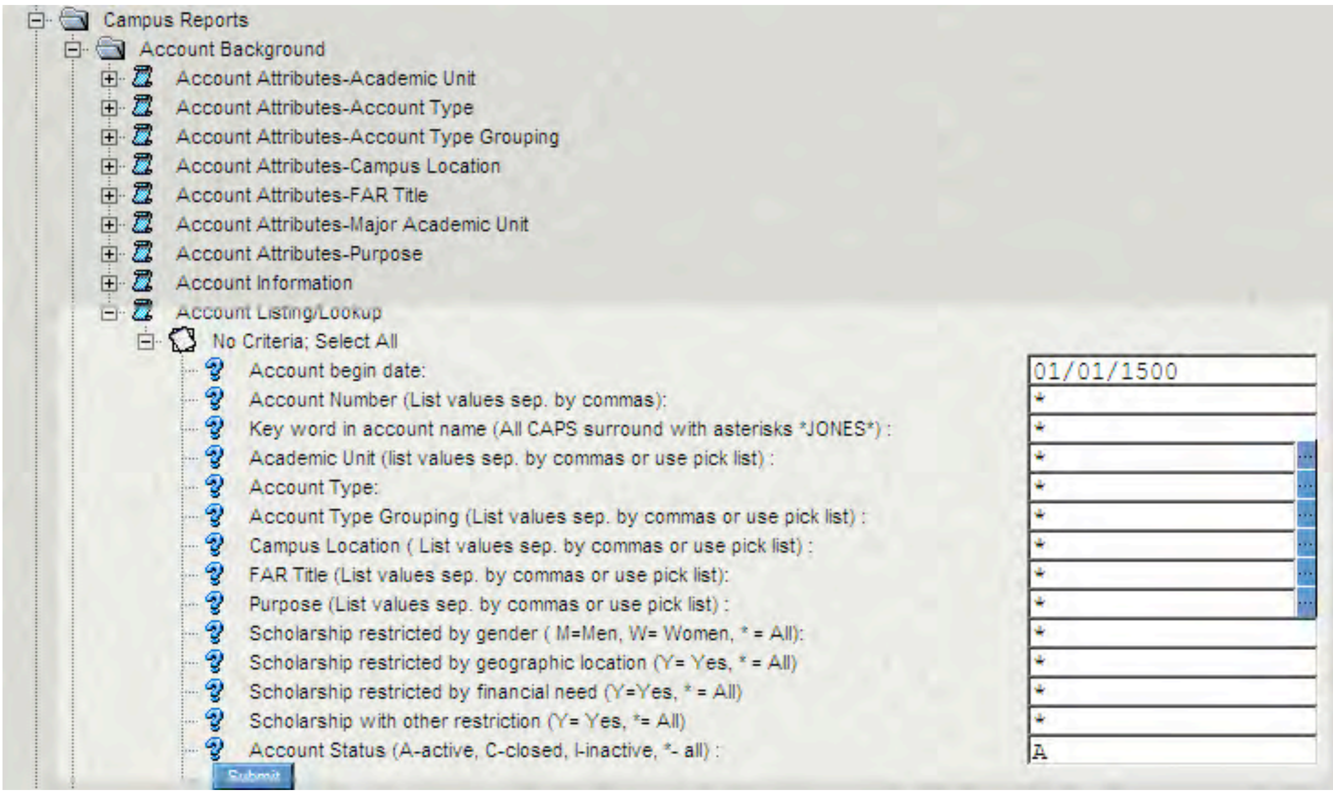


Run these reports to see a list of the attribute codes.

Accounts

How do I find out the names and numbers for accounts benefiting the unit/department/school?

The Account Listing report contains a simple list of accounts for your area. Navigate to Reports > Campus Reports > Account Background > Account Listing/Lookup



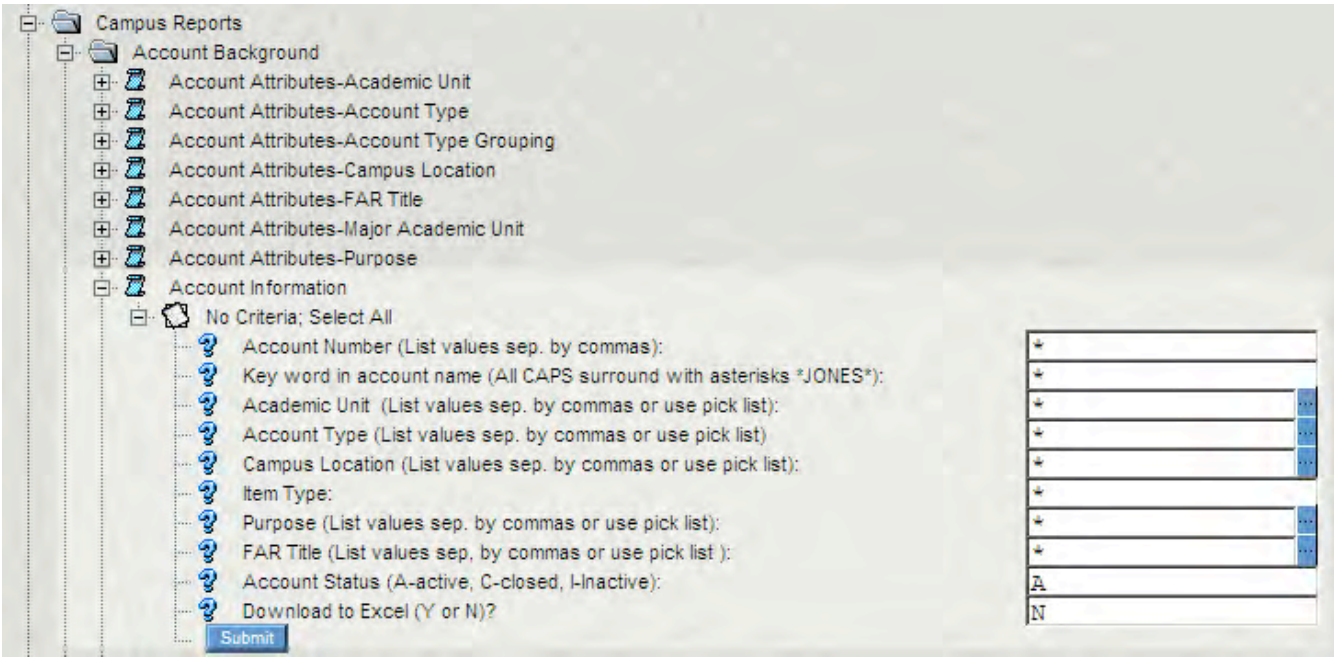
For instance, enter your Academic Unit code (or codes, separated by commas) or choose it from the picklist dropdown. Click **submit** to get a listing of accounts for that code.

Remember that you can only see reports on accounts within your Unit/Department.

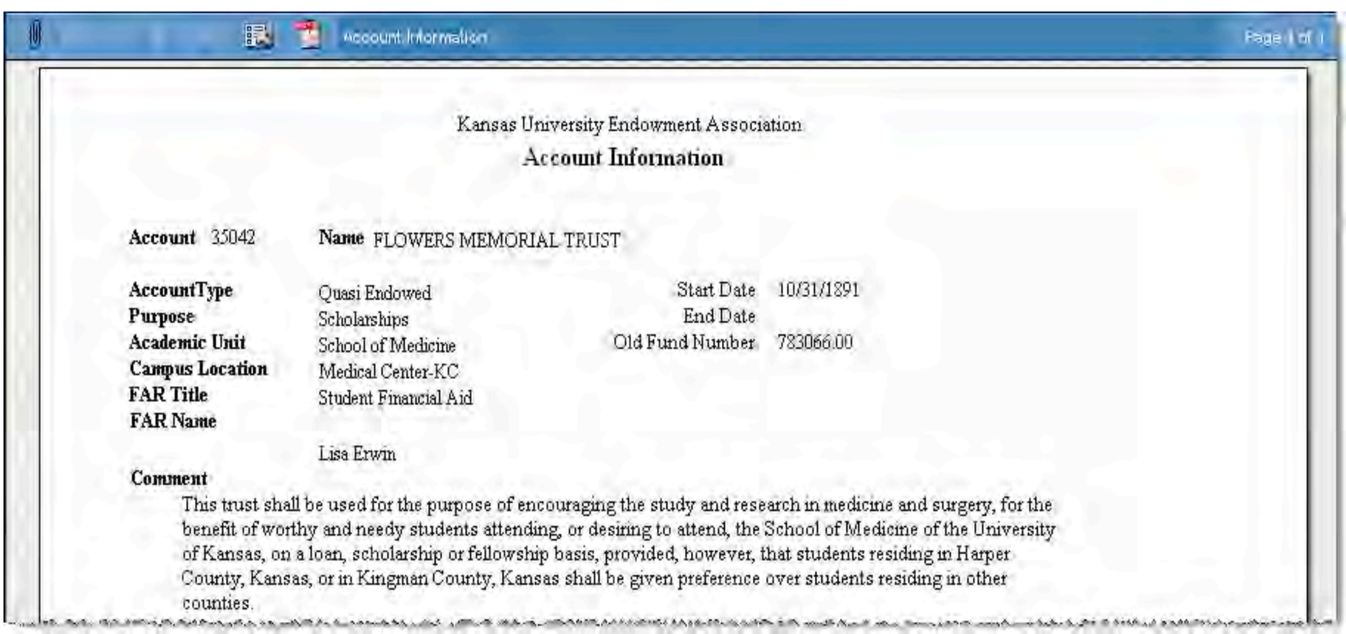
Fund Account Representatives

How do I find out the restrictions on usage on an account, or who the fund account representative is?

The Account Information report contains information on how the fund is used, the type of account, and who the FAR is on the account. Navigate to Reports > Campus Reports > Account Background > Account Information.



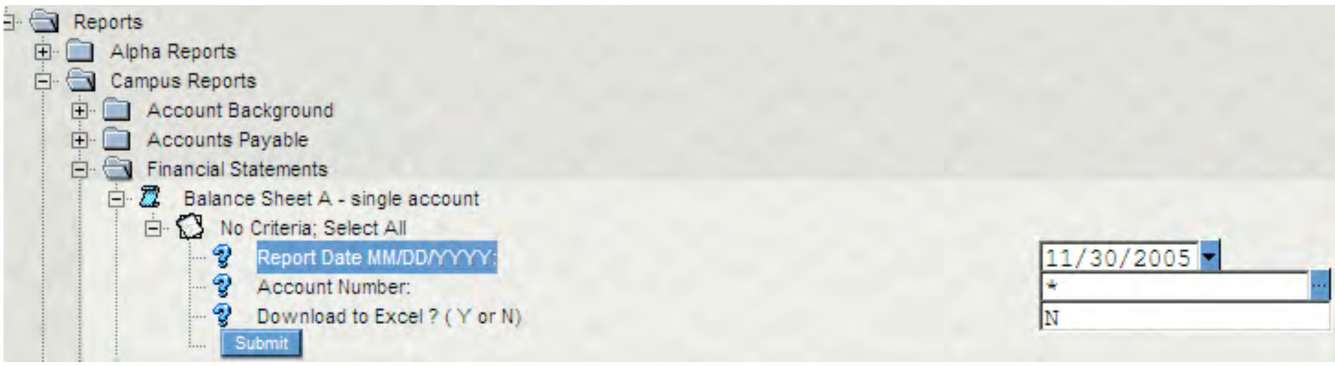
For instance, here is a sample report for the Flowers Memorial Trust:



Account balance

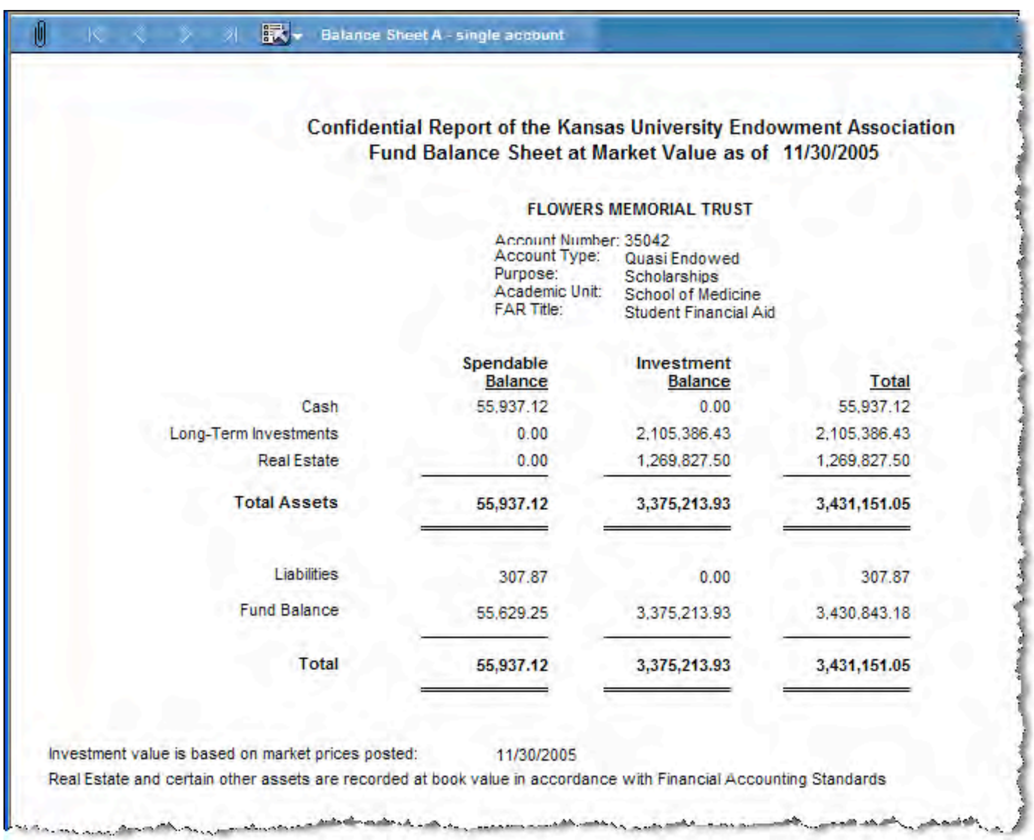
How do I find the fund balance of an account?

Navigate to Reports > Campus Reports > Financial Statements > Balance Sheet A



Enter the date into the Report Date field using the format MM/DD/YYYY. (We recommend that you type in the date and *not* use the dropdown calendar for entering the date.)

Delete the asterisk in the Account Number field, and type in the account number. Then click **Submit**.



Confidential Report of the Kansas University Endowment Association
Fund Balance Sheet at Market Value as of 11/30/2005

FLOWERS MEMORIAL TRUST

Account Number: 35042
Account Type: Quasi Endowed
Purpose: Scholarships
Academic Unit: School of Medicine
FAR Title: Student Financial Aid

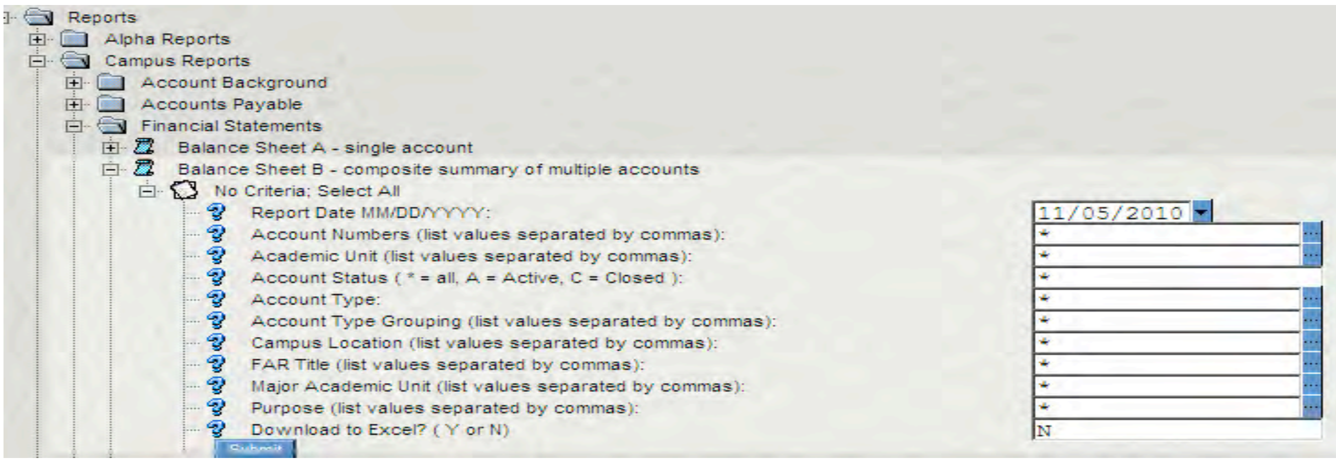
	Spendable Balance	Investment Balance	Total
Cash	55,937.12	0.00	55,937.12
Long-Term Investments	0.00	2,105,386.43	2,105,386.43
Real Estate	0.00	1,269,827.50	1,269,827.50
Total Assets	**55,937.12**	**3,375,213.93**	**3,431,151.05**
Liabilities	307.87	0.00	307.87
Fund Balance	55,629.25	3,375,213.93	3,430,843.18
Total	**55,937.12**	**3,375,213.93**	**3,431,151.05**

Investment value is based on market prices posted: 11/30/2005
Real Estate and certain other assets are recorded at book value in accordance with Financial Accounting Standards

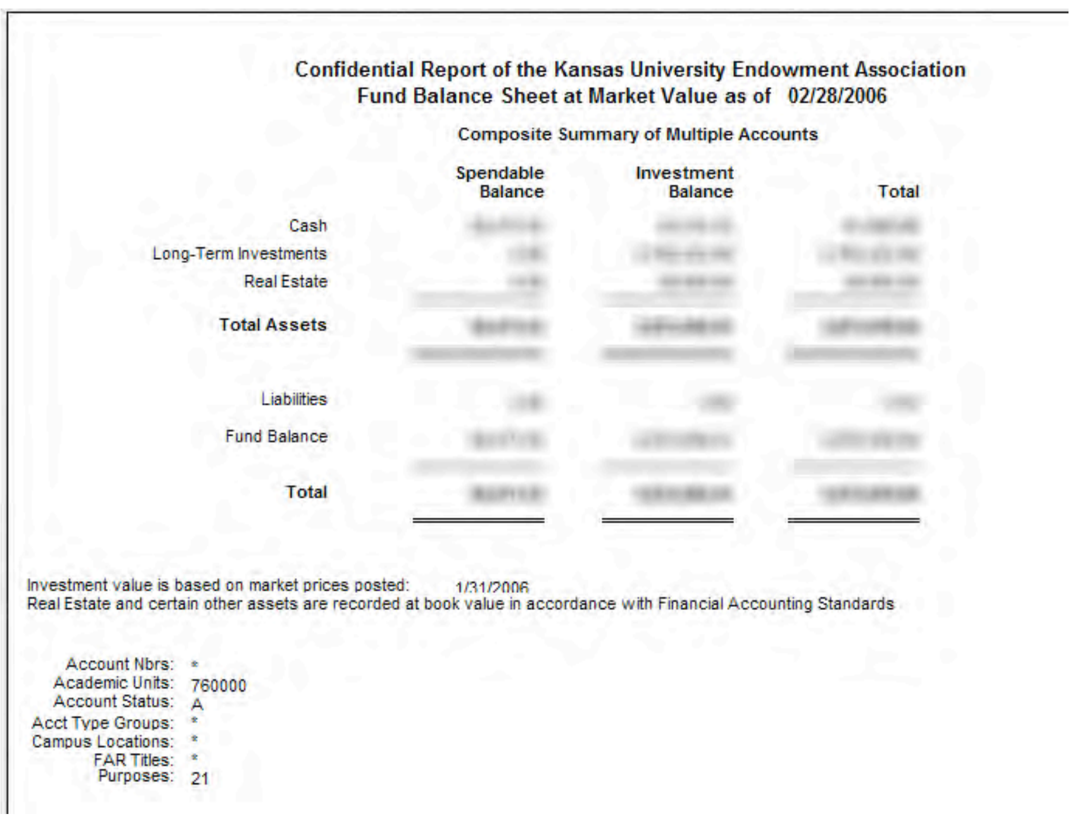
Groups of funds

How do I find a composite balance sheet for a group of funds, for example: the total of all scholarship funds for my area?

Navigate to Reports > Campus Reports > Financial Statements > Balance Sheet B



Enter the Report Date (type it in; we recommend not using the date dropdown). Then enter your selection criteria, and click **Submit**. As an example, we have entered Academic Unit 760000 (Fine Arts) and Purpose 21 (scholarships) for this report:



Confidential Report of the Kansas University Endowment Association
Fund Balance Sheet at Market Value as of 02/28/2006

Composite Summary of Multiple Accounts

	Spendable Balance	Investment Balance	Total
Cash	[illegible]	[illegible]	[illegible]
Long-Term Investments	[illegible]	[illegible]	[illegible]
Real Estate	[illegible]	[illegible]	[illegible]
Total Assets	[illegible]	[illegible]	[illegible]
Liabilities	[illegible]	[illegible]	[illegible]
Fund Balance	[illegible]	[illegible]	[illegible]
Total	[illegible]	[illegible]	[illegible]

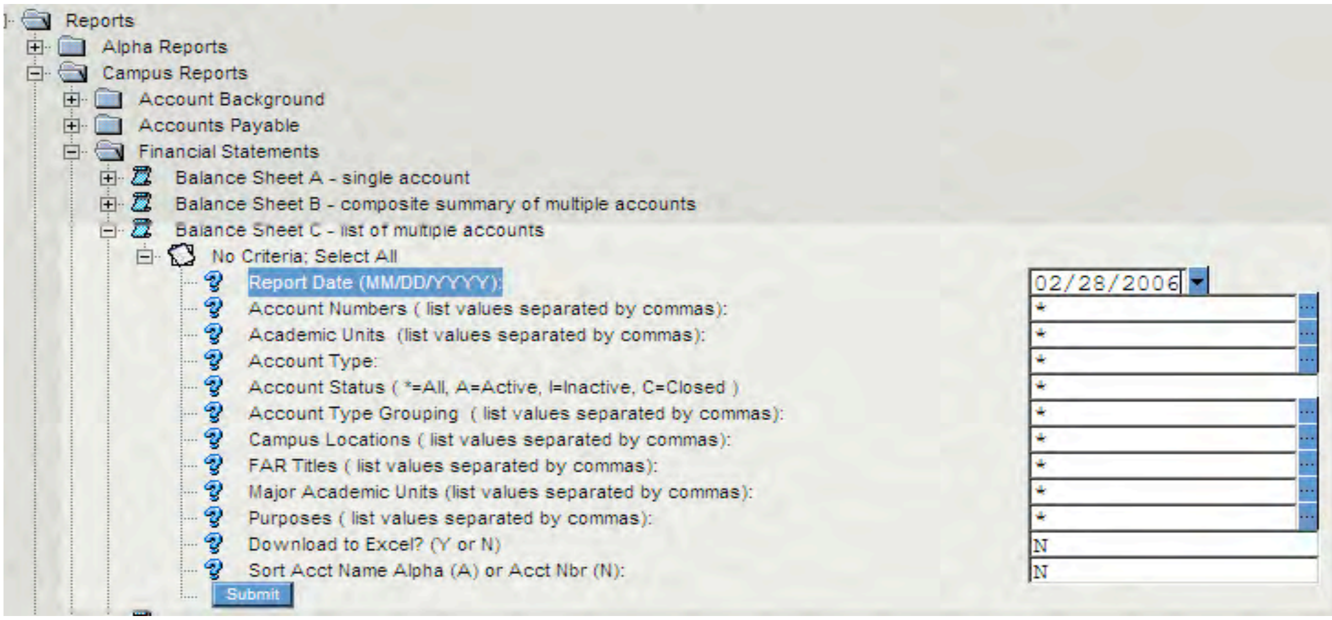
Investment value is based on market prices posted: 1/31/2006
Real Estate and certain other assets are recorded at book value in accordance with Financial Accounting Standards

Account Nbrs: *
Academic Units: 760000
Account Status: A
Acct Type Groups: *
Campus Locations: *
FAR Titles: *
Purposes: 21

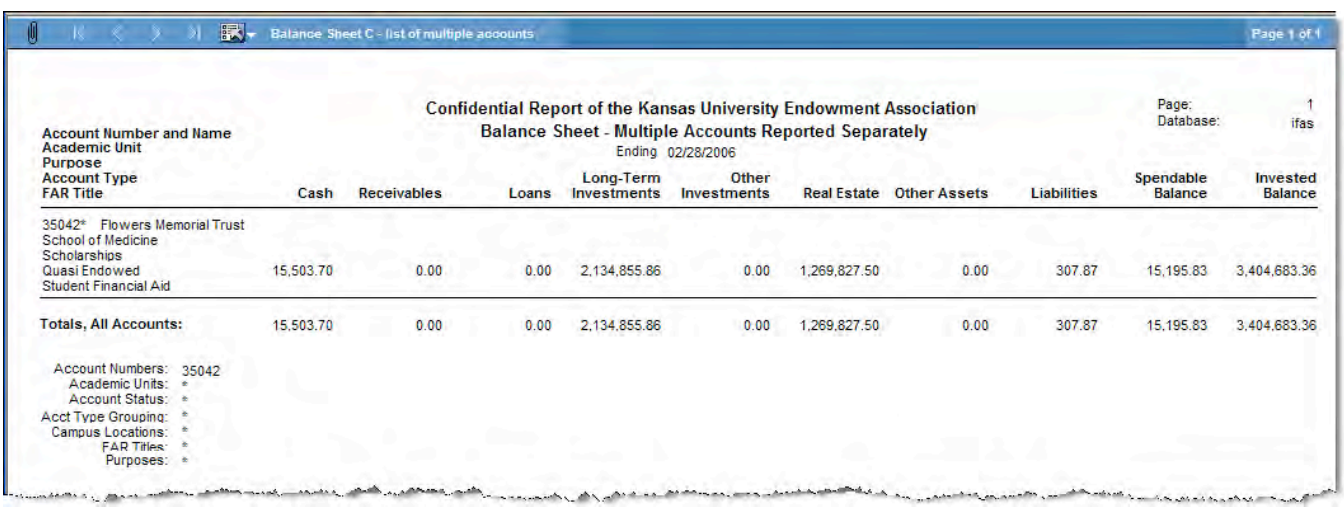
Multiple account balance sheets

How do I find the balance sheet for multiple accounts without running separate reports?

Navigate to Reports > Campus Reports > Financial Statements > Balance Sheet C



Enter Report date and other selection criteria. Then click **Submit**.


Balance Sheet C - list of multiple accounts

Page 1 of 1

Confidential Report of the Kansas University Endowment Association

Balance Sheet - Multiple Accounts Reported Separately

Ending 02/28/2006

Page: 1
Database: ifas

Account Number and Name / Academic Unit / Purpose / Account Type / FAR Title	Cash	Receivables	Loans	Long-Term Investments	Other Investments	Real Estate	Other Assets	Liabilities	Spendable Balance	Invested Balance
35042* Flowers Memorial Trust School of Medicine Scholarships Quasi Endowed Student Financial Aid	15,503.70	0.00	0.00	2,134,855.86	0.00	1,269,827.50	0.00	307.87	15,195.83	3,404,683.36
Totals, All Accounts:	15,503.70	0.00	0.00	2,134,855.86	0.00	1,269,827.50	0.00	307.87	15,195.83	3,404,683.36

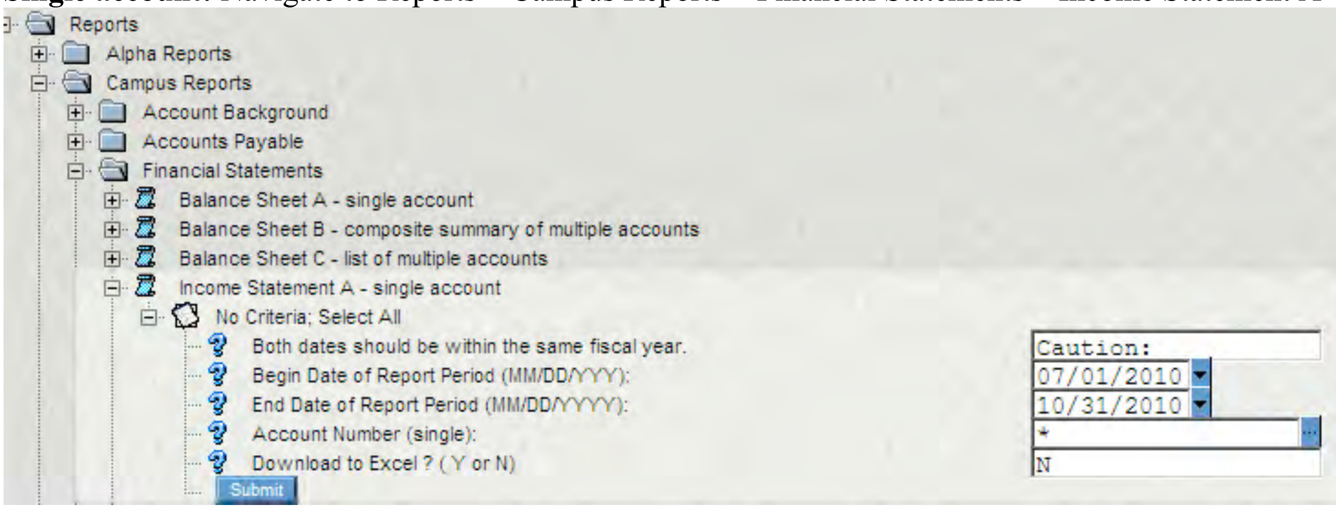
Account Numbers: 35042
Academic Units: *
Account Status: *
Acct Type Grouping: *
Campus Locations: *
FAR Titles: *
Purposes: *

Income statements

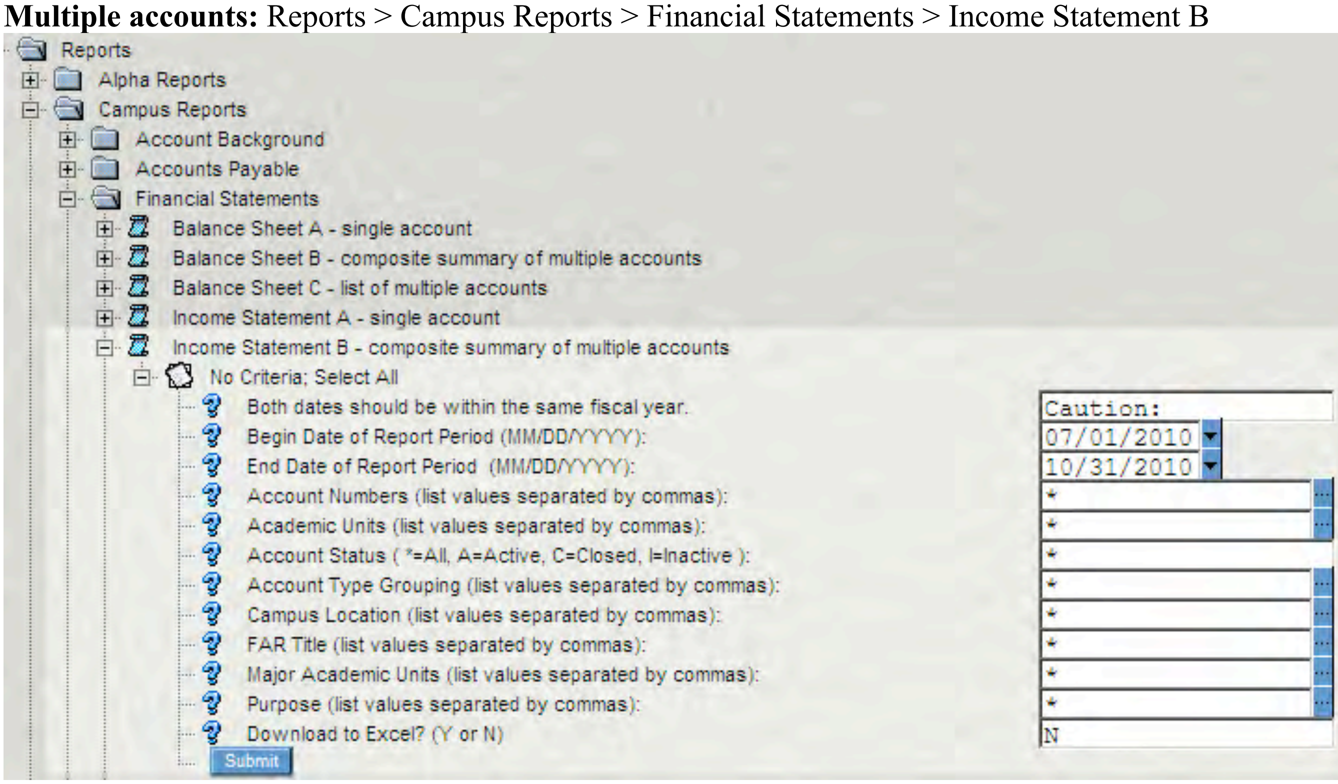
How do I find a statement summarizing expenses and income year to date or month to date for a single account?

How about a summary for a group of accounts in one report?

Single account: Navigate to Reports > Campus Reports > Financial Statements > Income Statement A



Multiple accounts: Reports > Campus Reports > Financial Statements > Income Statement B



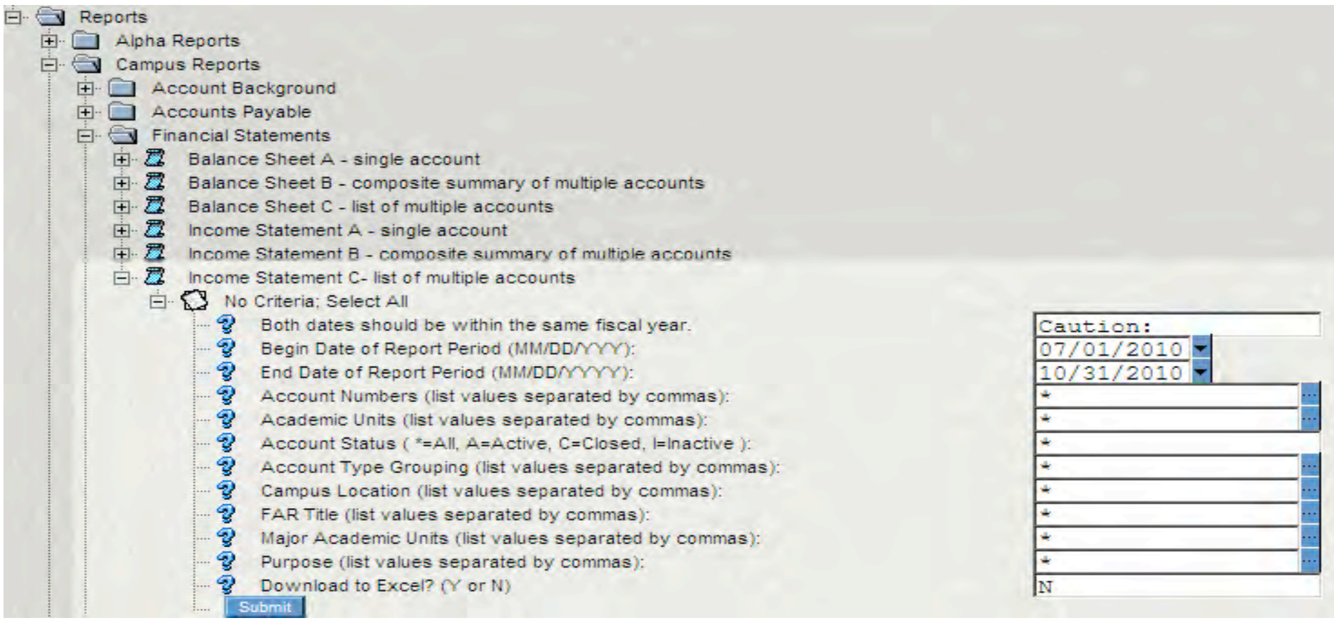
Enter beginning and ending dates by typing in the data. Then select other appropriate criteria, and click **Submit**.

Remember that you can only see reports on accounts within your Unit/Department.

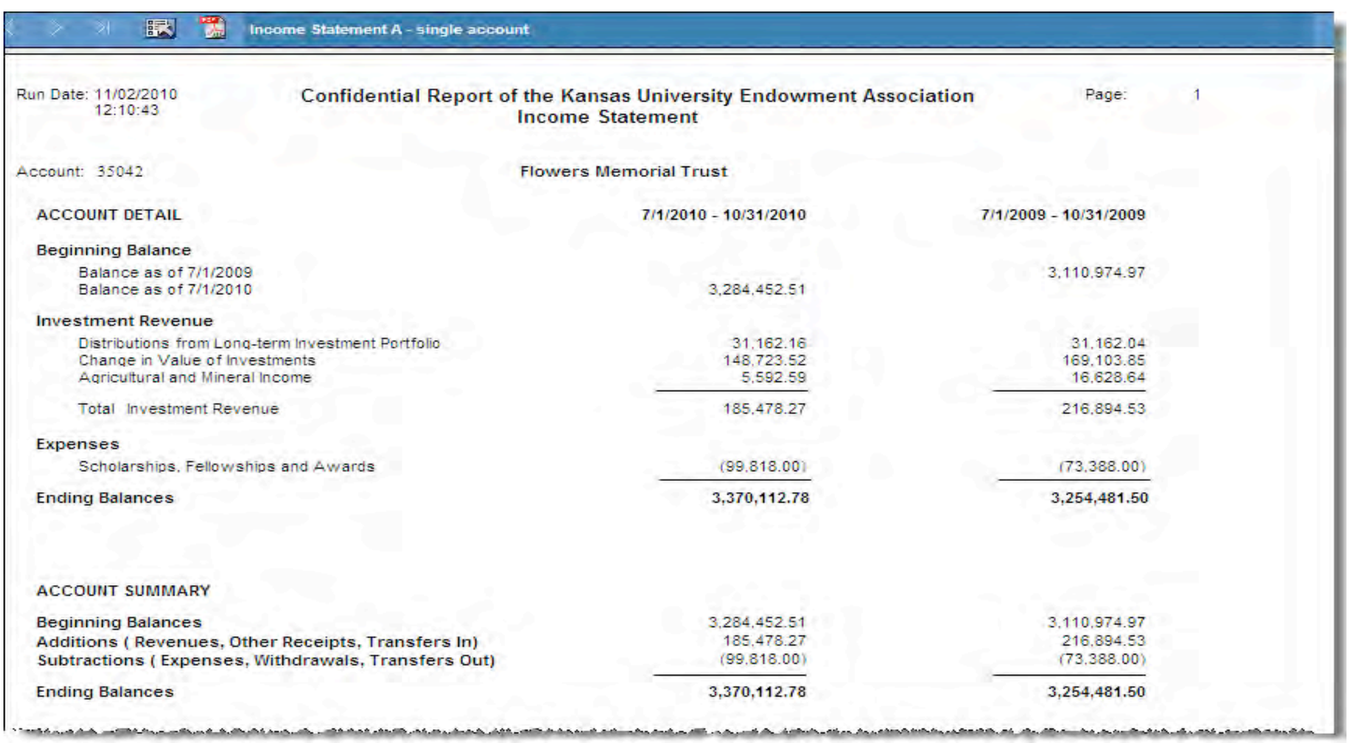
Multiple account income statements

How do I find a statement summarizing expenses and income year to date or month to date for each account without running separate reports?

Navigate to Reports > Campus Reports > Financial Statements > Income Statement C



Enter beginning and ending dates by typing in the data. Then select other appropriate criteria, and click **Submit**. A report for each account that you have selected to view will appear.


Income Statement A - single account

Run Date: 11/02/2010 12:10:43

Confidential Report of the Kansas University Endowment Association
Income Statement

Page: 1

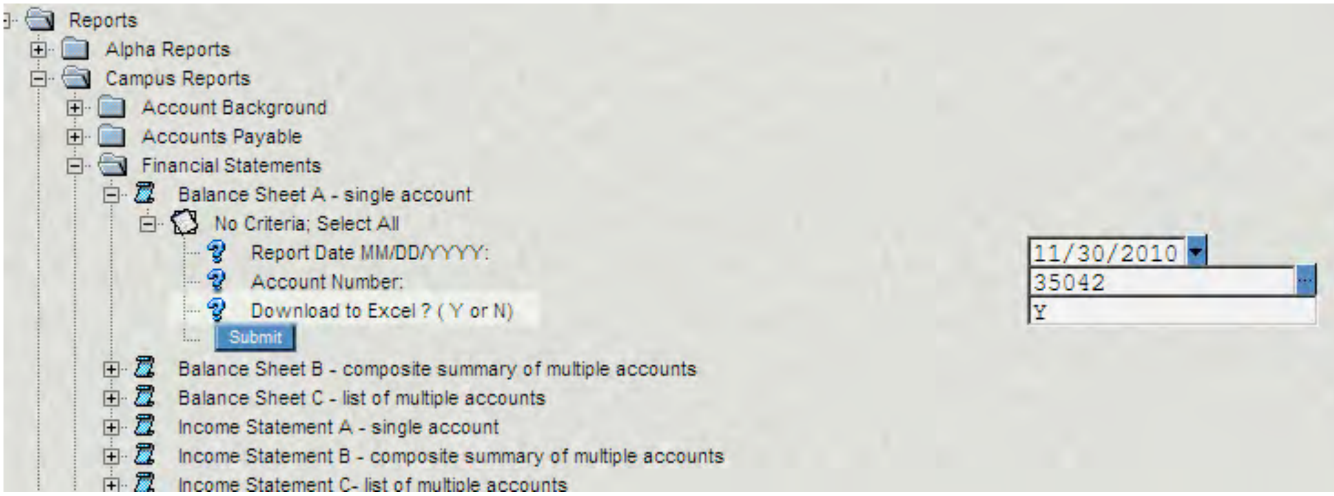
Account: 35042 — Flowers Memorial Trust

ACCOUNT DETAIL	7/1/2010 - 10/31/2010	7/1/2009 - 10/31/2009
Beginning Balance		
Balance as of 7/1/2009		3,110,974.97
Balance as of 7/1/2010	3,284,452.51	
Investment Revenue		
Distributions from Long-term Investment Portfolio	31,162.16	31,162.04
Change in Value of Investments	148,723.52	169,103.85
Agricultural and Mineral Income	5,592.59	16,628.64
Total Investment Revenue	185,478.27	216,894.53
Expenses		
Scholarships, Fellowships and Awards	(99,818.00)	(73,388.00)
Ending Balances	**3,370,112.78**	**3,254,481.50**

ACCOUNT SUMMARY		
Beginning Balances	3,284,452.51	3,110,974.97
Additions (Revenues, Other Receipts, Transfers In)	185,478.27	216,894.53
Subtractions (Expenses, Withdrawals, Transfers Out)	(99,818.00)	(73,388.00)
Ending Balances	**3,370,112.78**	**3,254,481.50**

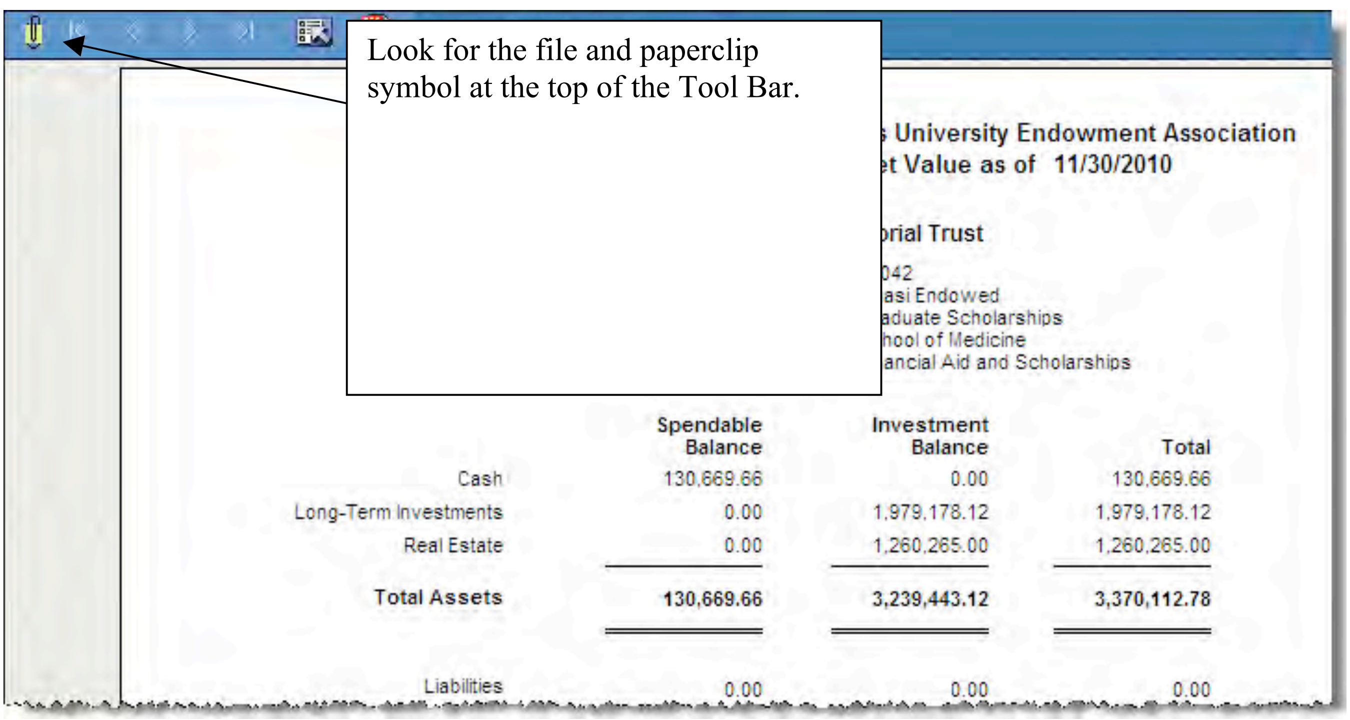
Reports in Excel

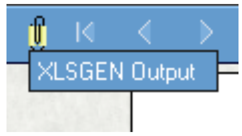
How do I export a balance sheet or Income Statement to an Excel file?



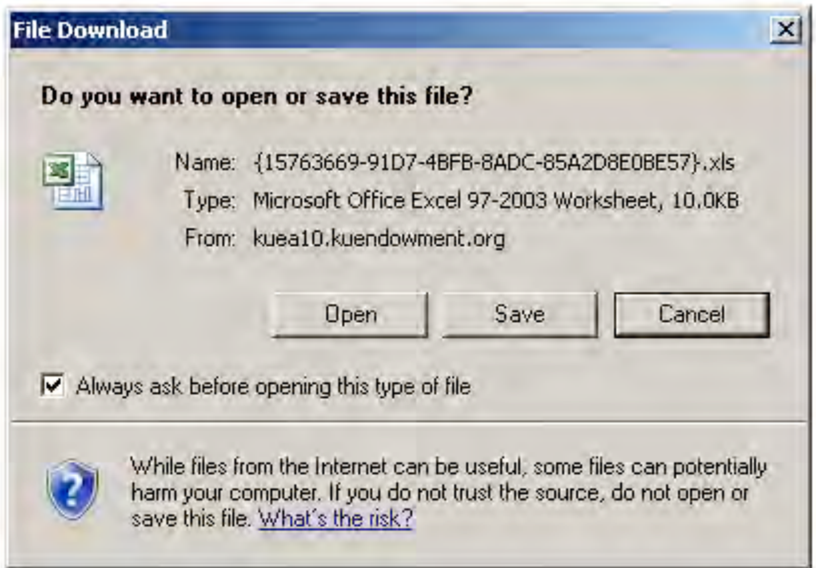
Certain reports have been formatted for Excel. If the report is formatted for downloading into an Excel sign, there will a Selection Criteria "Download to Excel? (Y or N) option.

Select the report that you wish to download enter the appropriate criteria and select Y in the Download option.

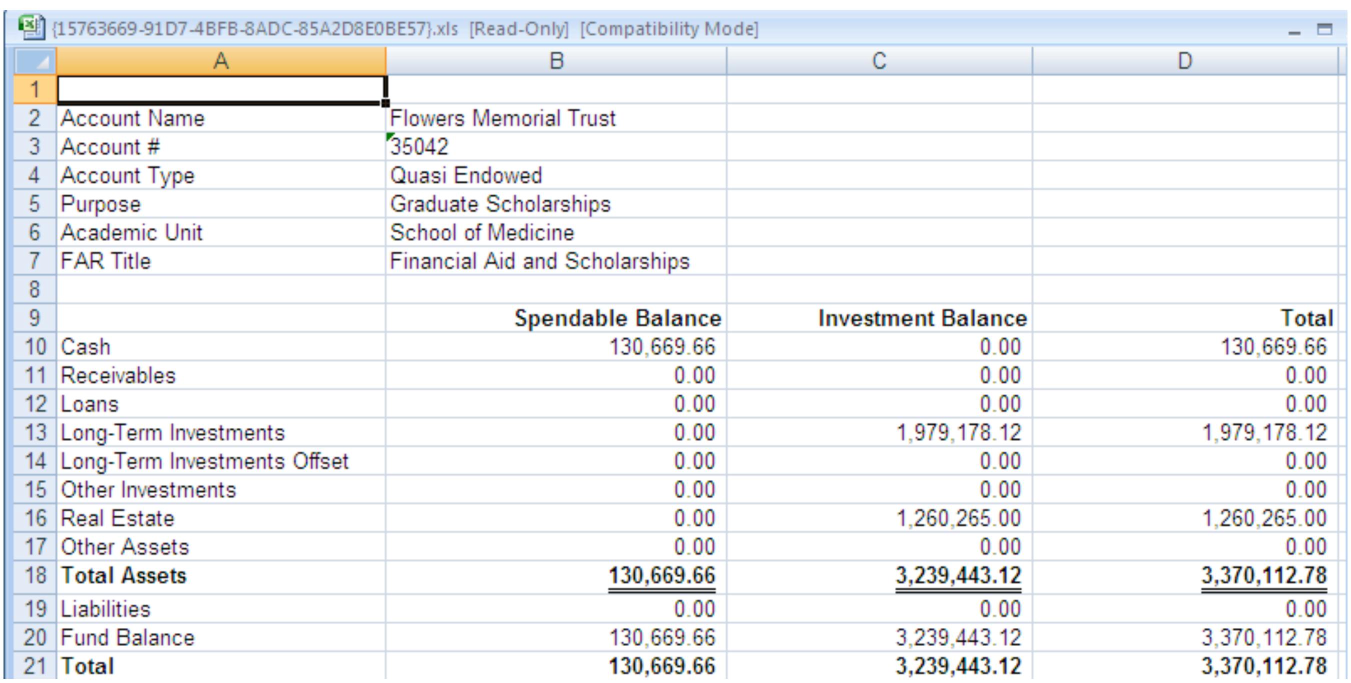


By clicking on the paperclip symbol, 

the XLSGEN Output box appears. You will click on the box and the following dialogue box opens:



Click open and your report will appear in an Excel spreadsheet:



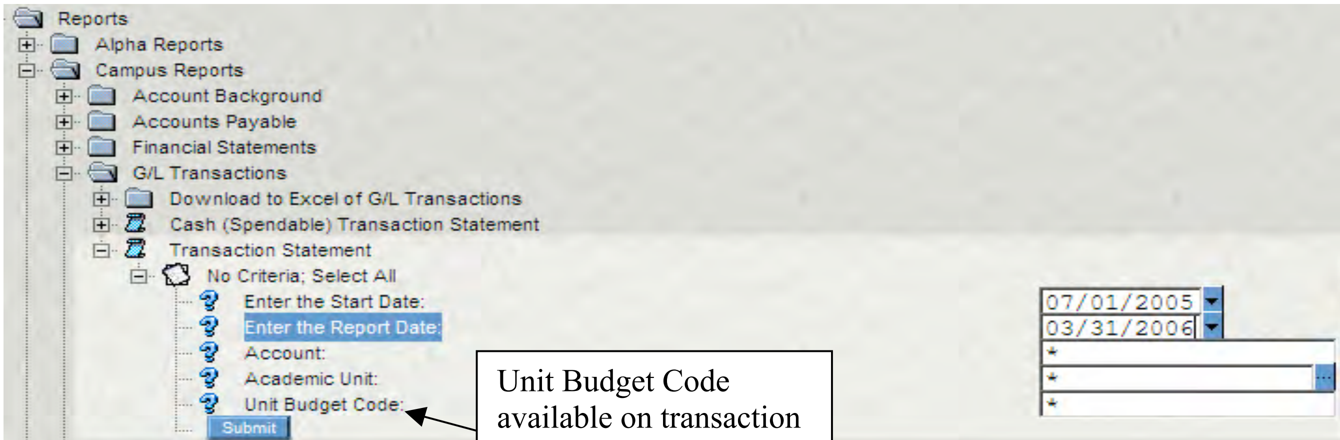
{15763669-91D7-4BFB-8ADC-85A2D8E0BE57}.xls [Read-Only] [Compatibility Mode]

	A	B	C	D
1				
2	Account Name	Flowers Memorial Trust		
3	Account #	35042		
4	Account Type	Quasi Endowed		
5	Purpose	Graduate Scholarships		
6	Academic Unit	School of Medicine		
7	FAR Title	Financial Aid and Scholarships		
8				
9		**Spendable Balance**	**Investment Balance**	**Total**
10	Cash	130,669.66	0.00	130,669.66
11	Receivables	0.00	0.00	0.00
12	Loans	0.00	0.00	0.00
13	Long-Term Investments	0.00	1,979,178.12	1,979,178.12
14	Long-Term Investments Offset	0.00	0.00	0.00
15	Other Investments	0.00	0.00	0.00
16	Real Estate	0.00	1,260,265.00	1,260,265.00
17	Other Assets	0.00	0.00	0.00
18	**Total Assets**	**130,669.66**	**3,239,443.12**	**3,370,112.78**
19	Liabilities	0.00	0.00	0.00
20	Fund Balance	130,669.66	3,239,443.12	3,370,112.78
21	**Total**	**130,669.66**	**3,239,443.12**	**3,370,112.78**

Transactions

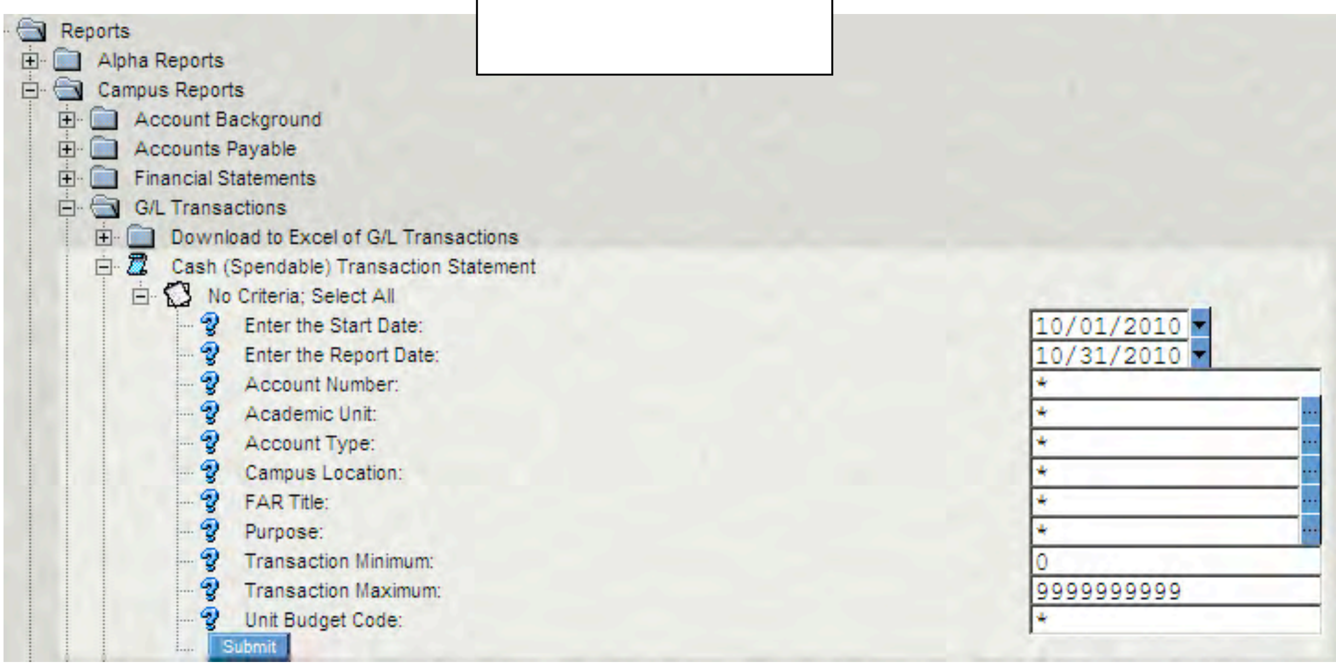
How do I find all the transactions for an account for a certain time period?
How do I find transactions that have only affected cash balances?

All transactions: Reports > Campus Reports > G/L Transactions > Transaction Statement



Unit Budget Code available on transaction through Workflow only

Transactions affecting cash balanc …rts > G/L Transactions > Cash (spendable) Transaction Statement



For both reports: Enter starting and ending dates. Enter other necessary search criteria and click **Submit.**

Transactions

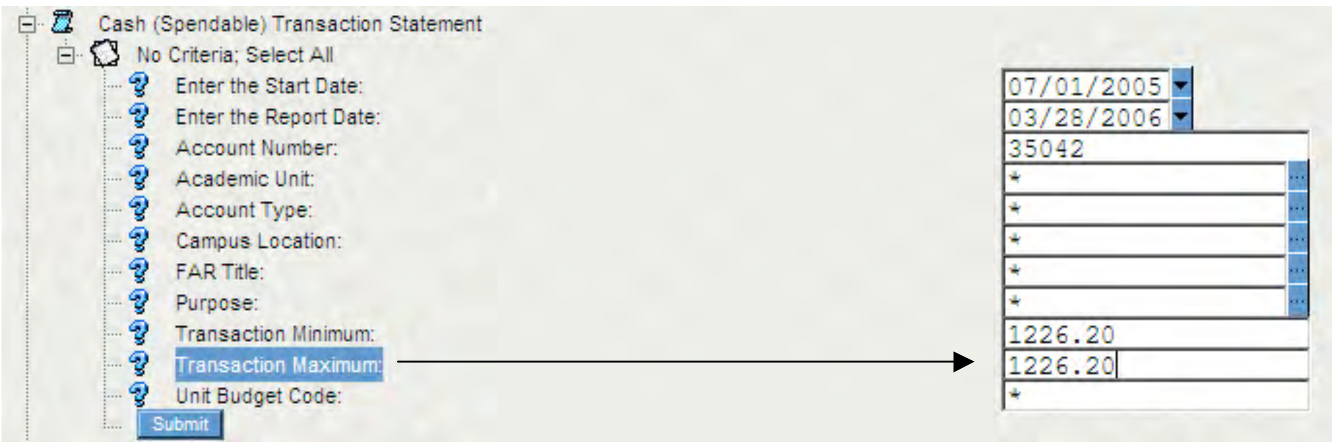
How do I find a *specific* transaction that affects a specified account's cash balance?

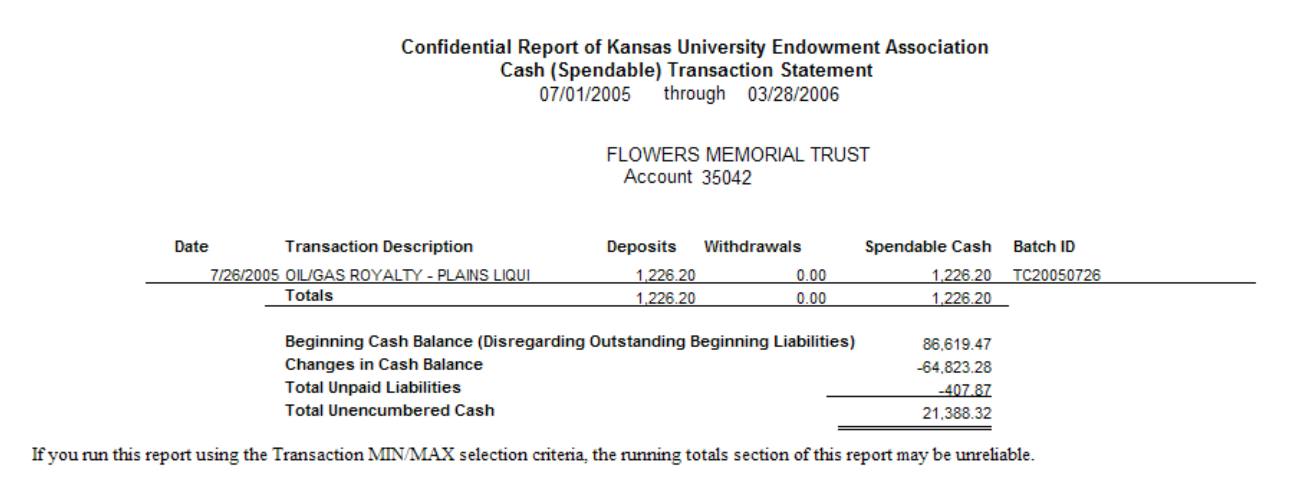
Navigate to Reports > Campus Reports > G/L Transactions > Cash (Spendable) Transaction Statement

Enter starting and ending dates.

Enter the Account number(s).

Enter other criteria to customize your search. If you are looking specifically for a transaction of $1,226.20, enter that number in the Transaction Minimum and Maximum fields.




Confidential Report of Kansas University Endowment Association
Cash (Spendable) Transaction Statement
07/01/2005 through 03/28/2006

FLOWERS MEMORIAL TRUST
Account 35042

Date	Transaction Description	Deposits	Withdrawals	Spendable Cash	Batch ID
7/26/2005	OIL/GAS ROYALTY - PLAINS LIQUI	1,226.20	0.00	1,226.20	TC20050726
	Totals	1,226.20	0.00	1,226.20	

Beginning Cash Balance (Disregarding Outstanding Beginning Liabilities)	86,619.47
Changes in Cash Balance	-64,823.28
Total Unpaid Liabilities	-407.87
Total Unencumbered Cash	21,388.32

If you run this report using the Transaction MIN/MAX selection criteria, the running totals section of this report may be unreliable.

Troubleshooting

If you are experiencing trouble with the IFAS system beyond what is documented in this and the other IFAS documentation, please call the KU Endowment. For technical help, call Information Systems Help Desk at 785-832-7388. For operational issues, please contact Account Services at 785-832-7400.

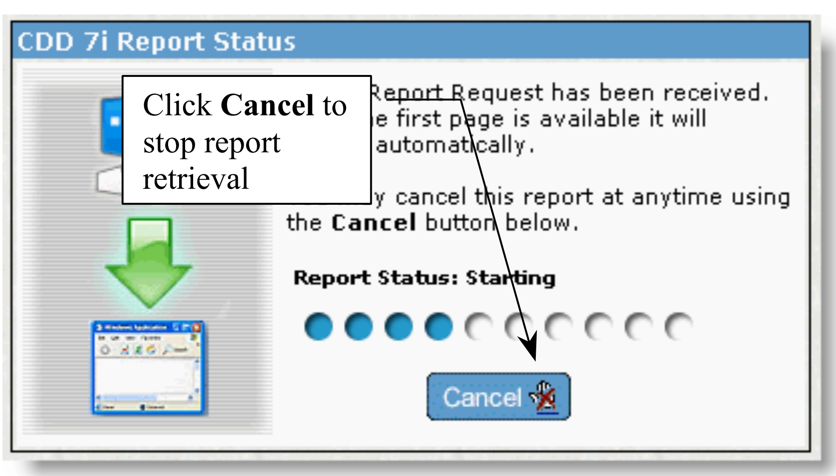
You are not getting the data that you expect or your report returned with no data.

Here are several things to check:

- The date or date format is incorrect. Dates should be entered as MM/DD/YYYY.
- The * (wildcard) sign was cleared out of a selection field without being replaced by a valid value.
- The * (wildcard) sign was included in your selection, e.g. *07/01/2006. The * should always be replaced by valid selection values (except in the case of an account inquiry by key word, as follows).
- You were searching by account name and failed to use all capital letters, e.g. *jones* should be *JONES* .
- When searching by account name, you failed to surround the entry by *s, e.g. *JONES instead of *JONES* .
- Your security does not give you access to the criteria selected.
- The selection value was incorrect, such as a date of 07/01/1916. Complete data is only available beginning 05/01/2006.

It takes many minutes for your report to display.

You may have run a report with no selection criteria or a very broad range of criteria. If you wish to cancel, click the Cancel button on the Report Status dialog box.



You have exported a report to Excel and the information is scrambled on the Excel spreadsheet.

Not all reports have been formatted to download correctly into an Excel spreadsheet. The Financial Statements have a separate folder marked "Download to Excel of Financial Statements" which include formats for Excel spreadsheets. Other reports may or may not download to Excel with the proper formatting depending on the layout of the report.

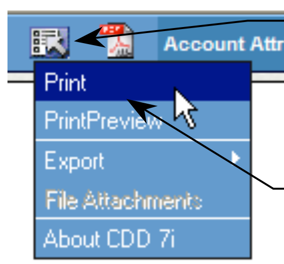
Your on-screen report appears to be incomplete.

Your report may be several pages long and you may have to click on the navigation arrow keys at the top of the report to view the succeeding page(s). Check the right end of the Navigation bar to see how many pages your report contains.

Report page shown

You requested to print an on-screen report from the Internet Explorer shortcut, and the report does not print correctly.

You must print reports via the Options dropdown menu at the top of the Report Viewer screen and select Print.



Click on **Options**

Click on **Print**

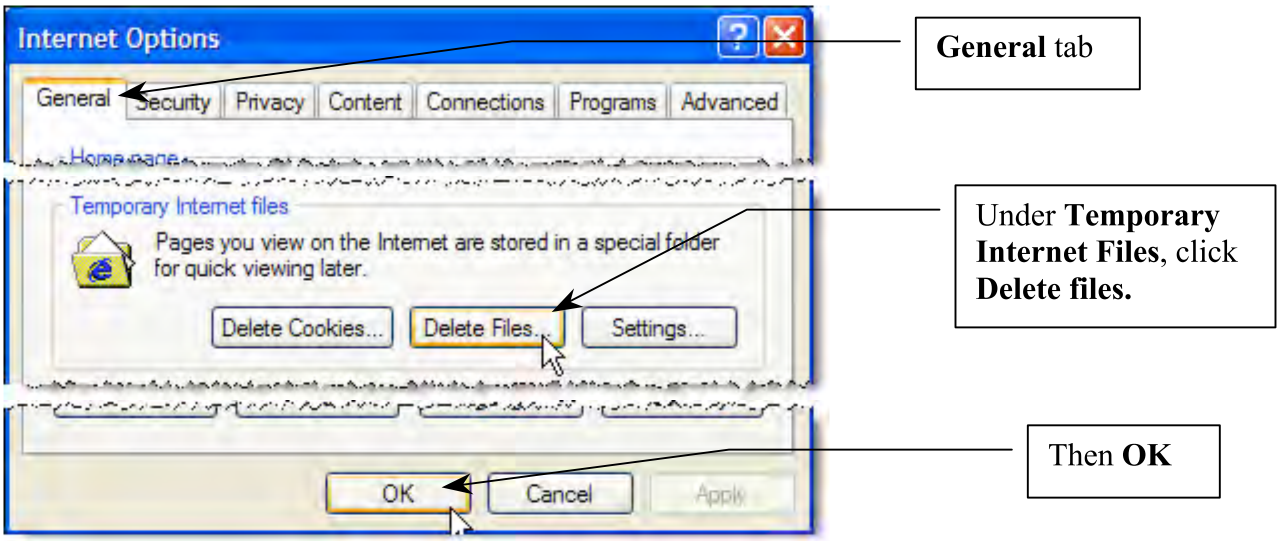
Do not print from this IE icon

You printed a report and the printed version cuts off some of the information.

You may have to change the print format. Select **File > Page Setup > Orientation > Landscape**. Click **OK** and **Print**. You may also need to adjust the print margins

You have connected to IFAS in the past, but are experiencing trouble now.

Clear your Temporary Internet Files: In Internet Explorer, go to Tools > Internet Options



See the Set Up instructions to make sure that all of your Temporary Internet Files are being cleared each time you leave Internet Explorer.

The Reports windows are not appearing

Make sure that your pop-up blockers are **all** turned off. See page 64, or contact your tech support person.

Some printing controls do not work correctly.

Make sure that the ActiveX controls have installed correctly. You may have to have Administrator security privilege on your computer to install the controls. Contact your local tech support person for assistance.

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KU Endowment
Account Reporting System

IFAS

End-user Setup

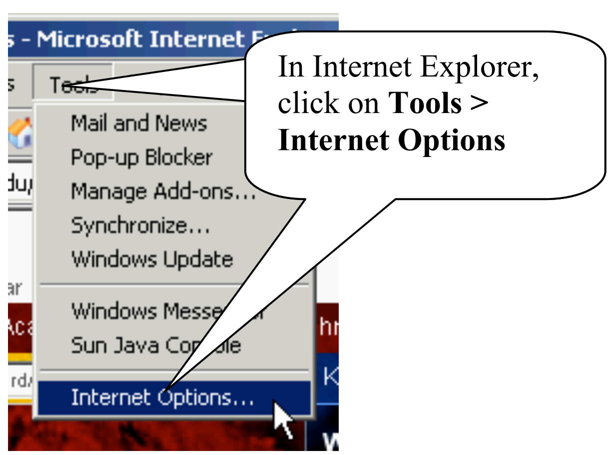
__Note:__ For this setup, please be sure to have your computer technician or other technical resource handy. Some of these steps may require administrative security privilege to be correctly installed.

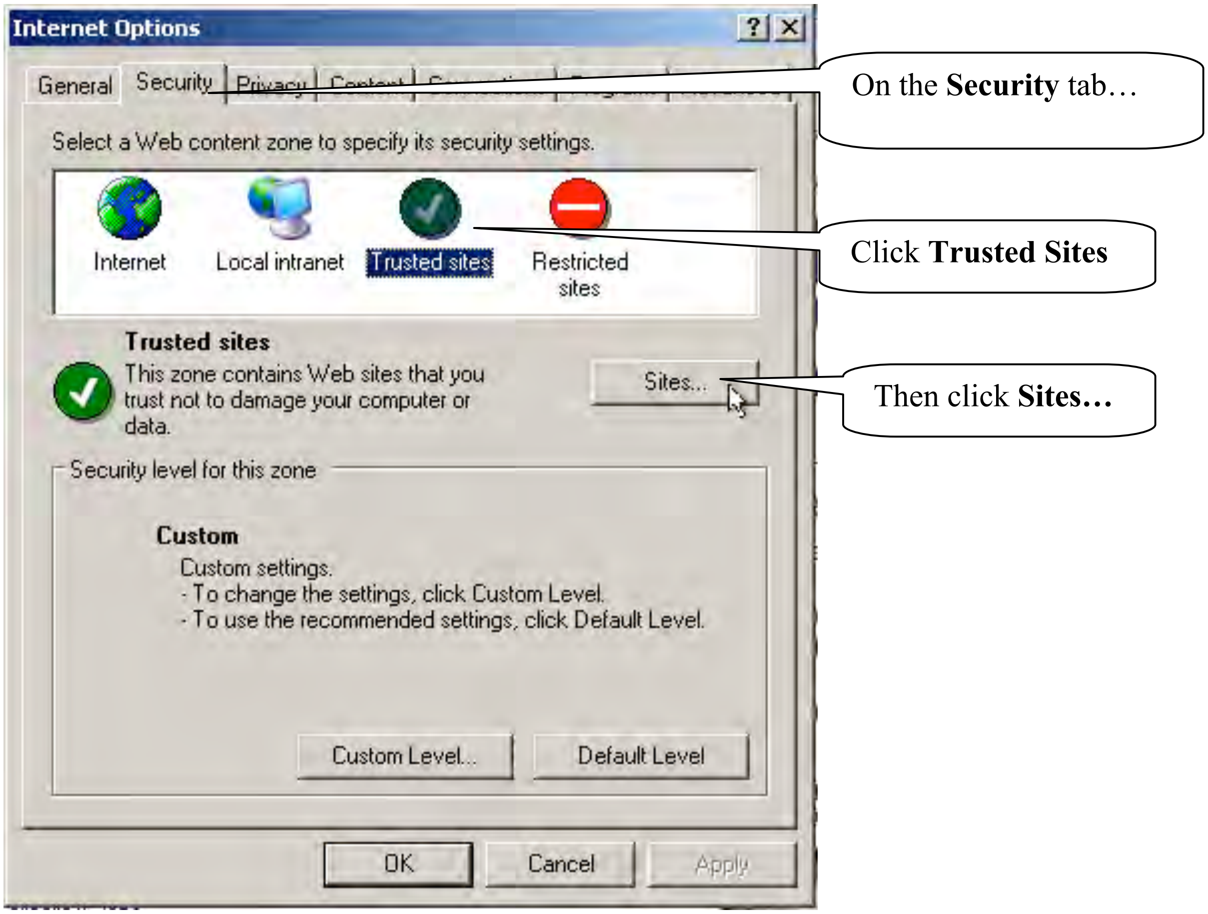
Also, please note that these instructions assume use on a PC and for Internet Explorer version 6 or higher. Some of the features require ActiveX controls that are not available from other browsers or on Macintosh.

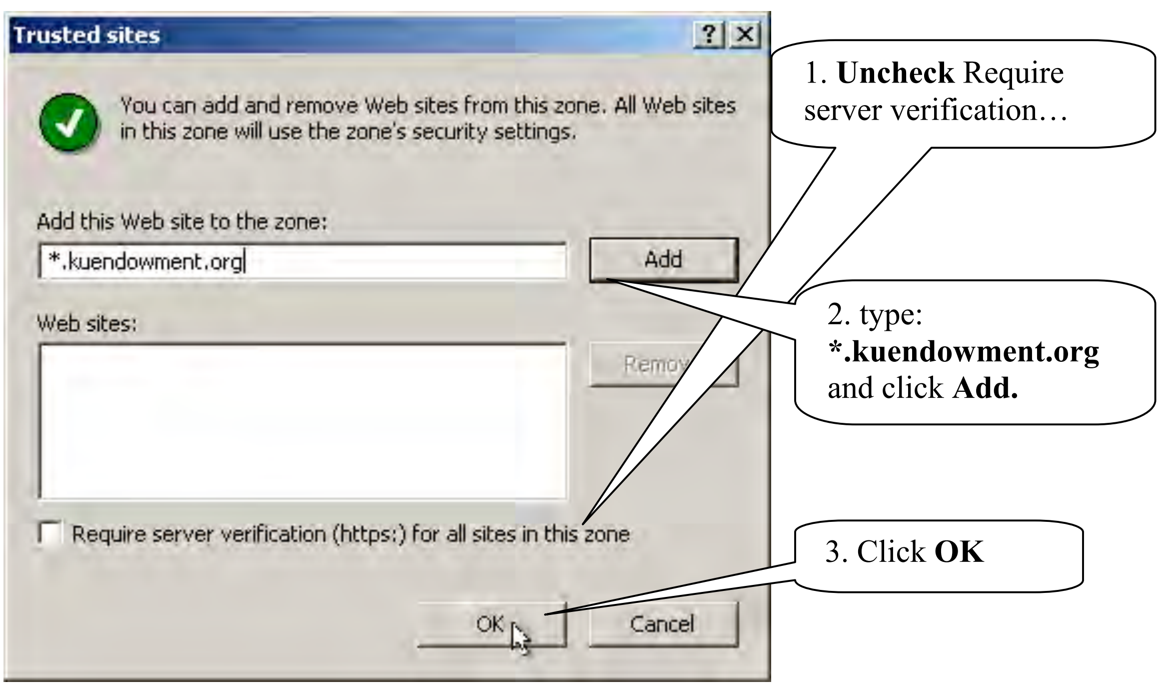
Initial Set up

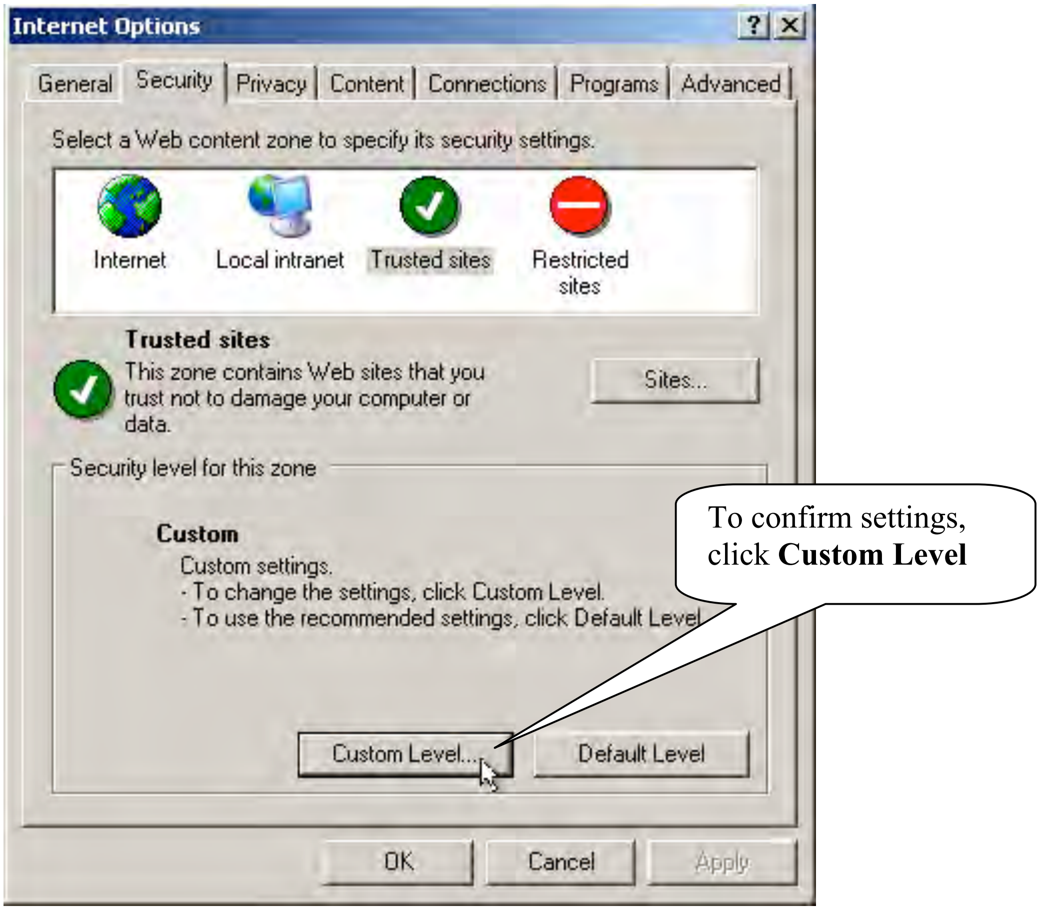
Before you connect to IFAS:

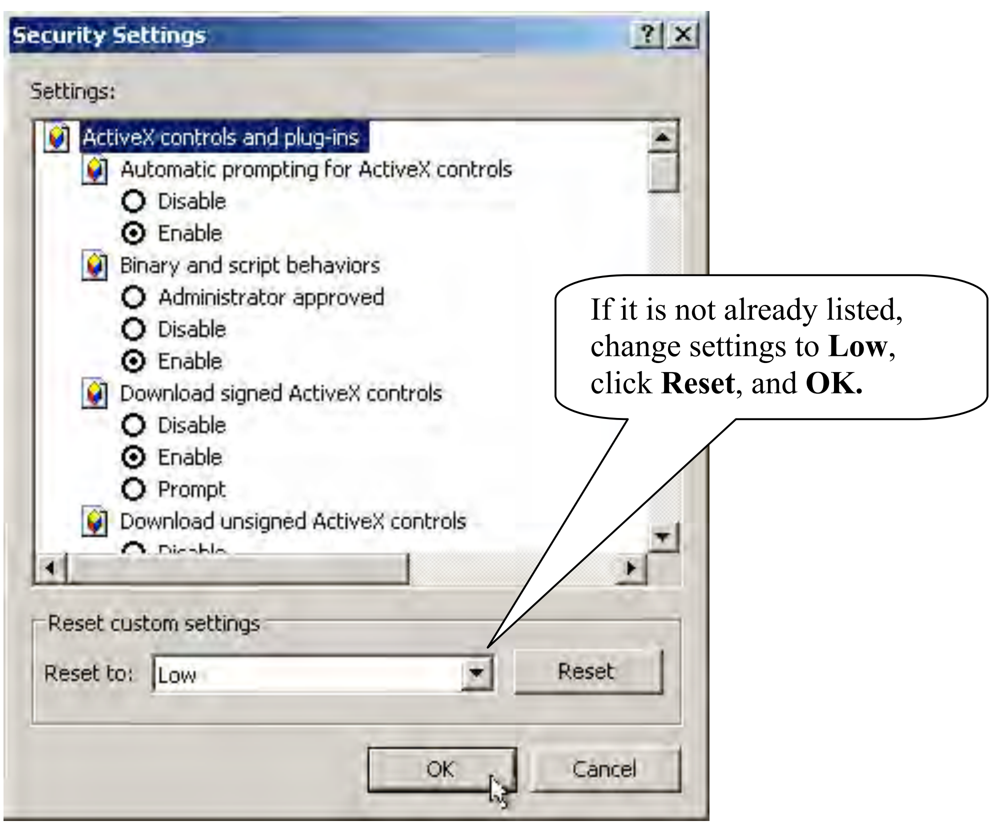
Before you attempt to connect to IFAS, there are a few settings that you will have to change in Internet Explorer.

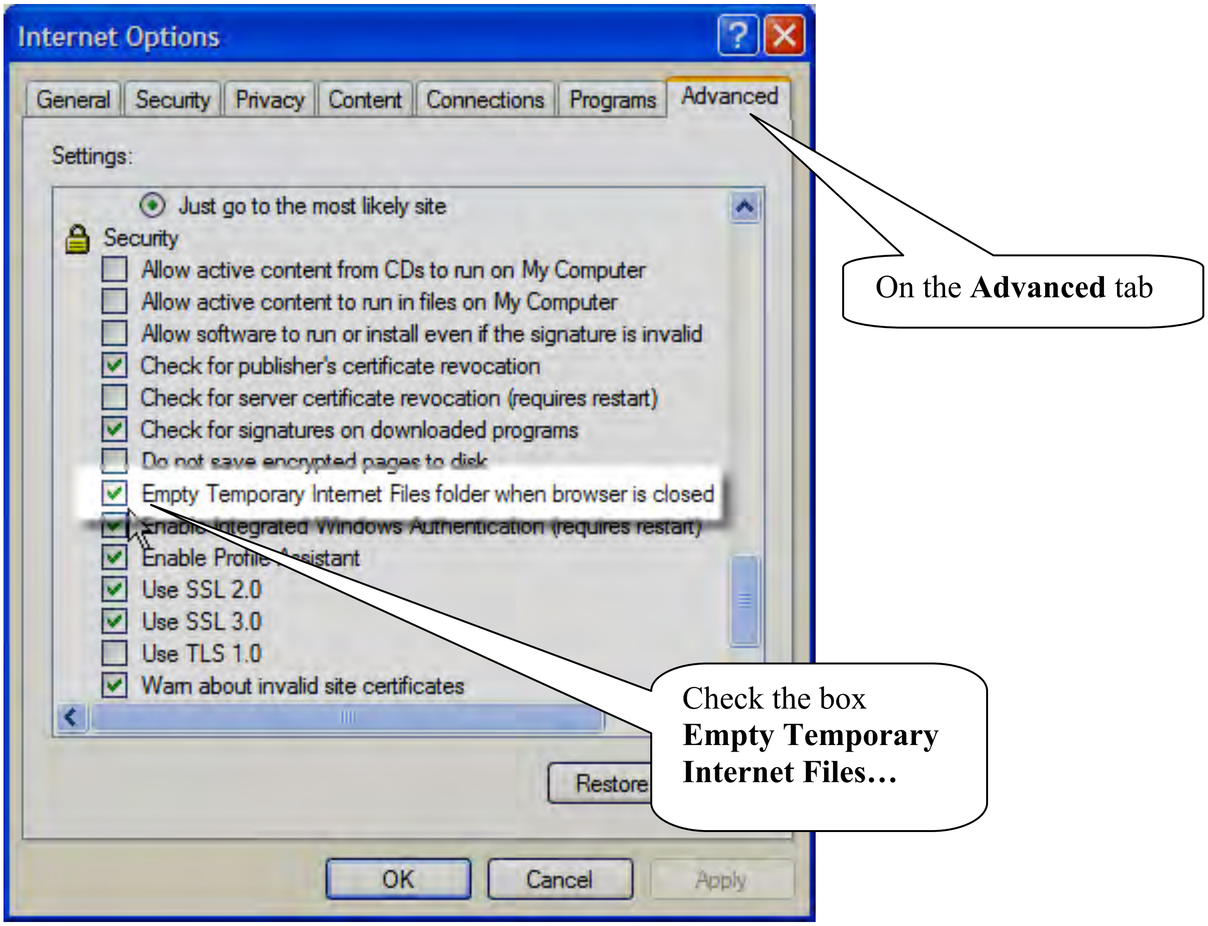


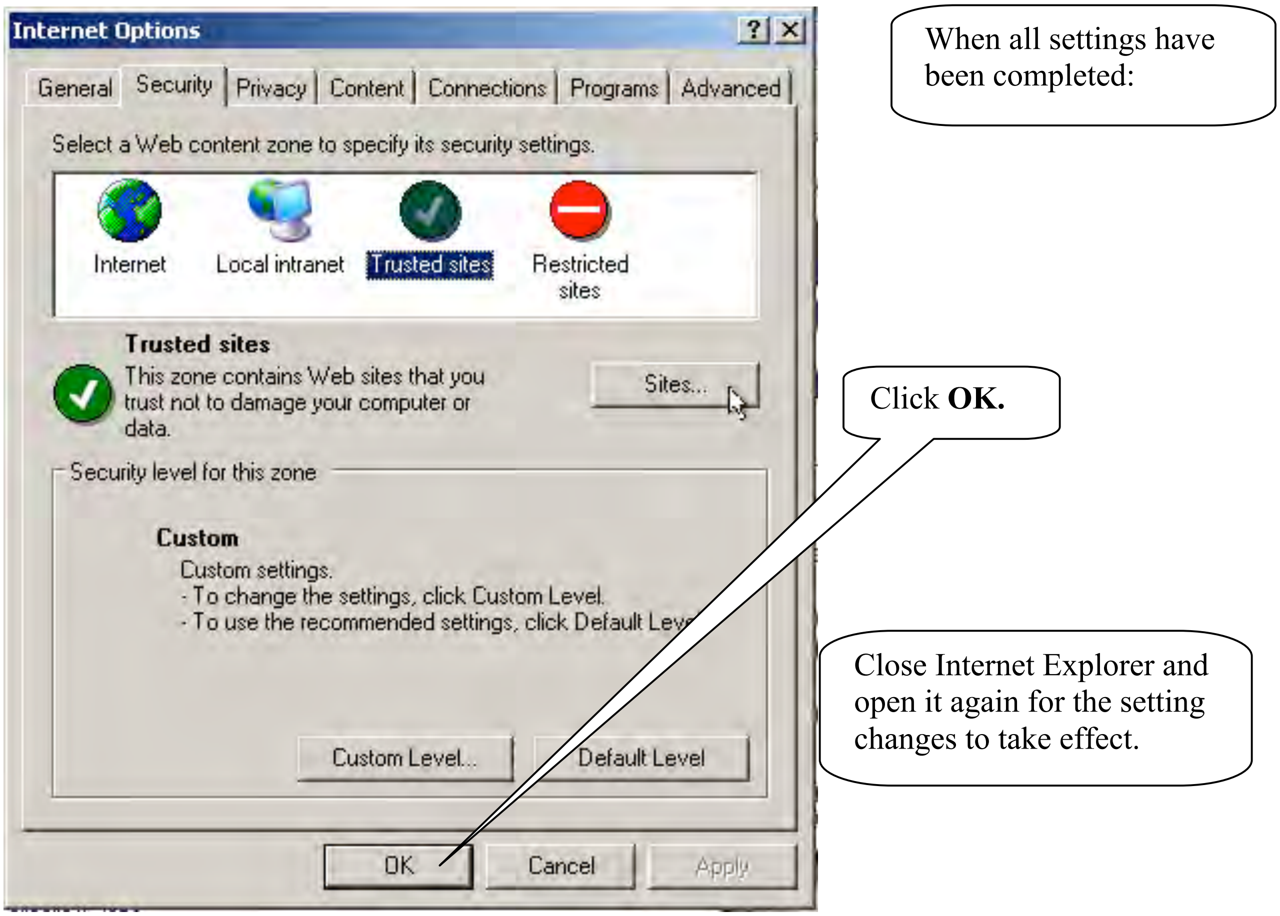

Internet Options
General
Security
Select a Web content zone to specify its security settings.
Internet
Local intranet
Trusted sites
Restricted sites
Trusted sites
This zone contains Web sites that you trust not to damage your computer or data.
Sites...
Security level for this zone
Custom
Custom settings.
- To change the settings, click Custom Level.
- To use the recommended settings, click Default Level.
Custom Level...
Default Level
OK
Cancel
Apply
On the **Security** tab…
Click **Trusted Sites**
Then click **Sites…**


Trusted sites
You can add and remove Web sites from this zone. All Web sites in this zone will use the zone's security settings.
Add this Web site to the zone:
*.kuendowment.org
Add
Web sites:
Require server verification (https:) for all sites in this zone
OK
Cancel
1. **Uncheck** Require server verification…
2. type: ***.kuendowment.org** and click **Add.**
3. Click **OK**


Internet Options
General
Security
Privacy
Content
Connections
Programs
Advanced
Select a Web content zone to specify its security settings.
Internet
Local intranet
Trusted sites
Restricted sites
Trusted sites
This zone contains Web sites that you trust not to damage your computer or data.
Sites...
Security level for this zone
Custom
Custom settings.
- To change the settings, click Custom Level.
- To use the recommended settings, click Default Level.
Custom Level...
Default Level
OK
Cancel
Apply
To confirm settings, click **Custom Level**


Security Settings
Settings:
ActiveX controls and plug-ins
Automatic prompting for ActiveX controls
Disable
Enable
Binary and script behaviors
Administrator approved
Disable
Enable
Download signed ActiveX controls
Disable
Enable
Prompt
Download unsigned ActiveX controls
Reset custom settings
Reset to:
Low
Reset
OK
Cancel
If it is not already listed, change settings to **Low**, click **Reset**, and **OK.**

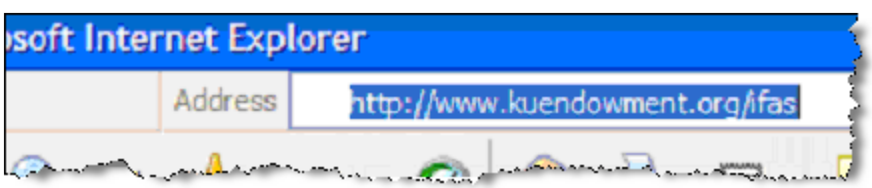

Internet Options
General
Security
Privacy
Content
Connections
Programs
Advanced
Settings:
Just go to the most likely site
Security
Allow active content from CDs to run on My Computer
Allow active content to run in files on My Computer
Allow software to run or install even if the signature is invalid
Check for publisher's certificate revocation
Check for server certificate revocation (requires restart)
Check for signatures on downloaded programs
Do not save encrypted pages to disk
Empty Temporary Internet Files folder when browser is closed
Enable Integrated Windows Authentication (requires restart)
Enable Profile Assistant
Use SSL 2.0
Use SSL 3.0
Use TLS 1.0
Warn about invalid site certificates
Restore
OK
Cancel
Apply
On the **Advanced** tab
Check the box **Empty Temporary Internet Files…**



Testing your set up

The following procedure is for testing your setup only. ***The username and password shown below is only for testing use.*** Log into the IFAS server at this address:

http://www.kuendowment.org/ifas

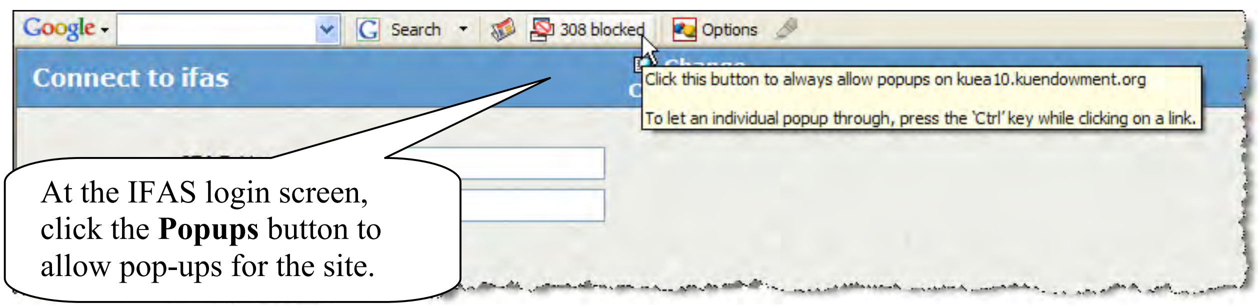


This login and password are for testing purposes only. You will be assigned your permanent login.

At the **Connect to ifas** screen, enter:
User: **campusus**
Password: **campusus1**
click **Login** or press **Enter.**

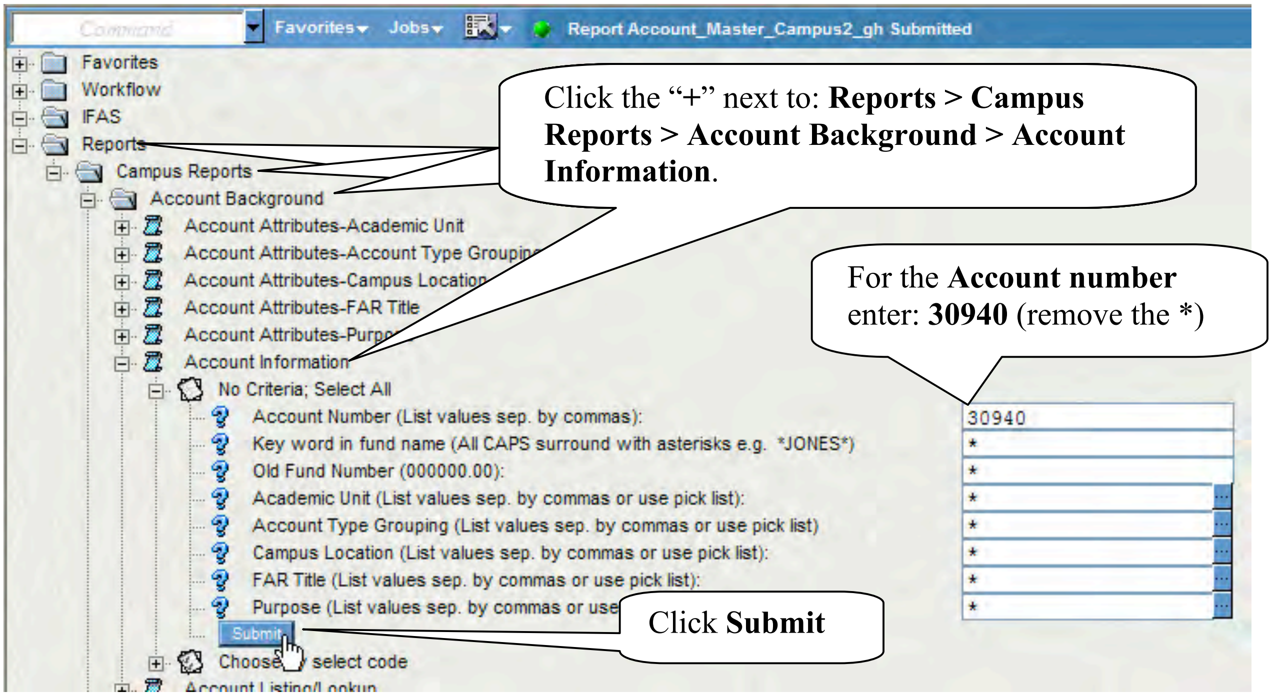
Third-Party Pop-up Blockers

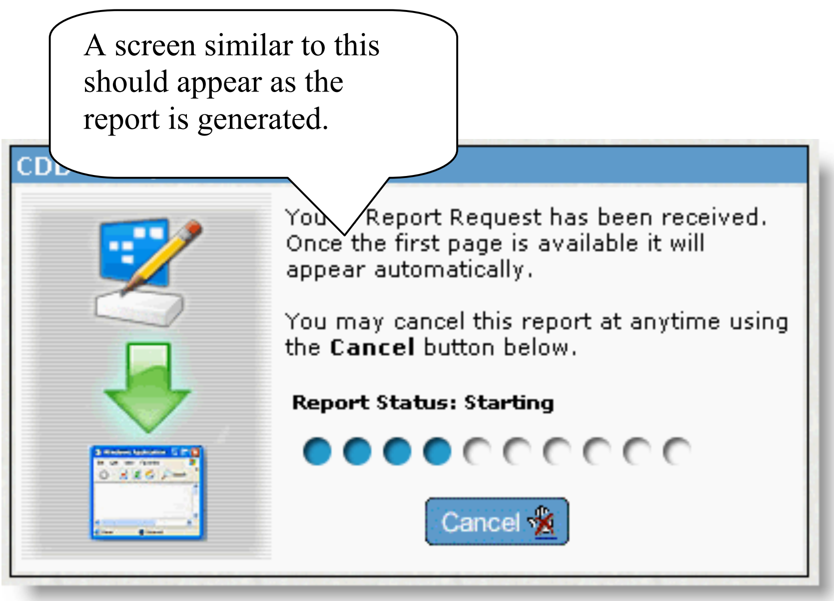
Although the Internet Explorer pop-up blocker has been turned off for this site (through the Trusted Site security settings), some third-party pop-up blockers, like the Google toolbar, do not have an editable "white list" of sites to allow. Here is a tip on how to allow the pop-ups from reports:



At the IFAS login screen, click the **Popups** button to allow pop-ups for the site.

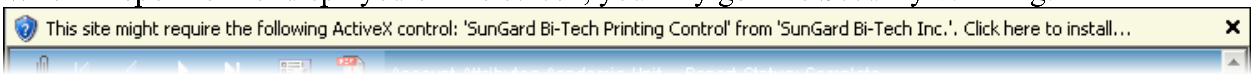
If your third-party pop-up blocker does have an editable white-list, add "*.kuendowment.org" or "kuea10.kuendowment.org" to the allowed domains.


Command
Favorites
Jobs
Report Account_Master_Campus2_gh Submitted
Favorites
Workflow
IFAS
Reports
Campus Reports
Account Background
Account Attributes-Academic Unit
Account Attributes-Account Type Grouping
Account Attributes-Campus Location
Account Attributes-FAR Title
Account Attributes-Purpose
Account Information
No Criteria; Select All
Account Number (List values sep. by commas):
Key word in fund name (All CAPS surround with asterisks e.g. *JONES*)
Old Fund Number (000000.00):
Academic Unit (List values sep. by commas or use pick list):
Account Type Grouping (List values sep. by commas or use pick list)
Campus Location (List values sep. by commas or use pick list):
FAR Title (List values sep. by commas or use pick list):
Submit
select code
30940
Click the "+" next to: **Reports > Campus Reports > Account Background > Account Information**.
For the **Account number** enter: **30940** (remove the *)
Click **Submit**


A screen similar to this should appear as the report is generated.
Report Request has been received. Once the first page is available it will appear automatically.
You may cancel this report at anytime using the **Cancel** button below.
Report Status: Starting
Cancel

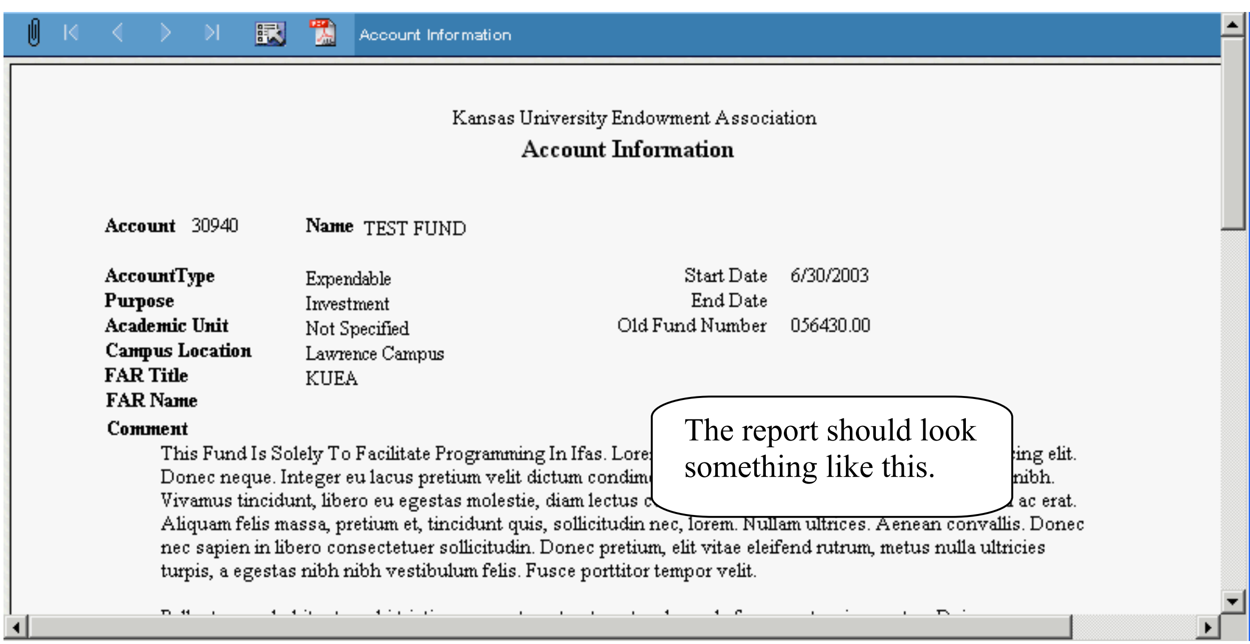
ActiveX Controls

When a report is first displayed on the screen, you may get this Security Warning:



This installs an ActiveX program that controls the buttons on the toolbar on the Report page and printing controls. This is a program by SunGard/Bi-Tech (the authors of IFAS) that you can safely install. Click the **Install** button to continue.

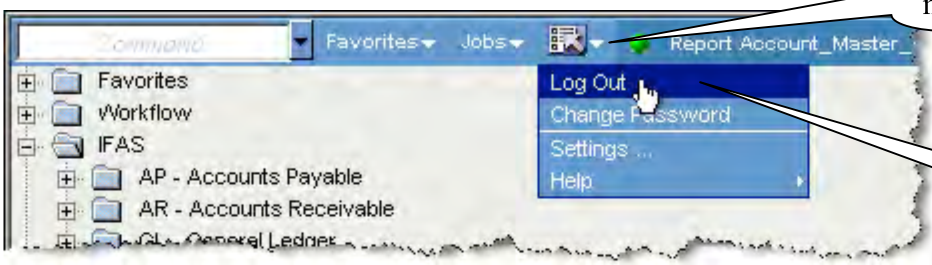
Clicking "Don't Install" will display the page, but portions will not work correctly.



- If the report did not display correctly, or if the reporting window did not appear, you may have a pop-up blocker still turned on.

- If you are having trouble with the installation and if your technician is not able to help you, please contact the KU Endowment Association Help Desk at 785-832-7388.

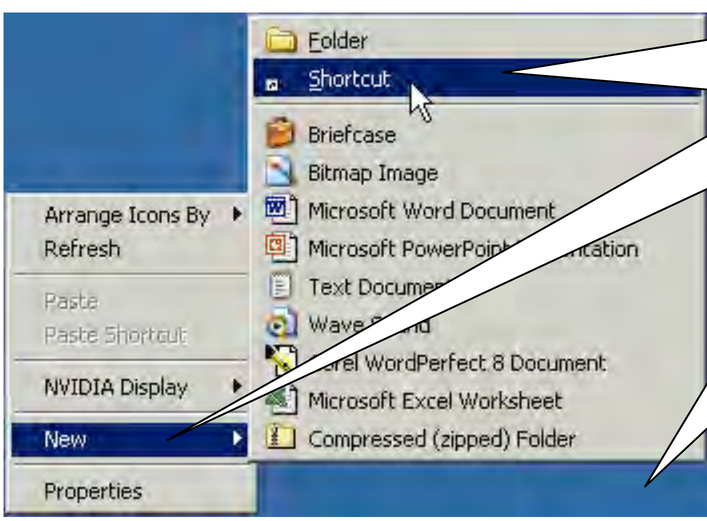
When you are done, close the report window (by clicking on the X in the upper right corner), and on the IFAS home page, logout:

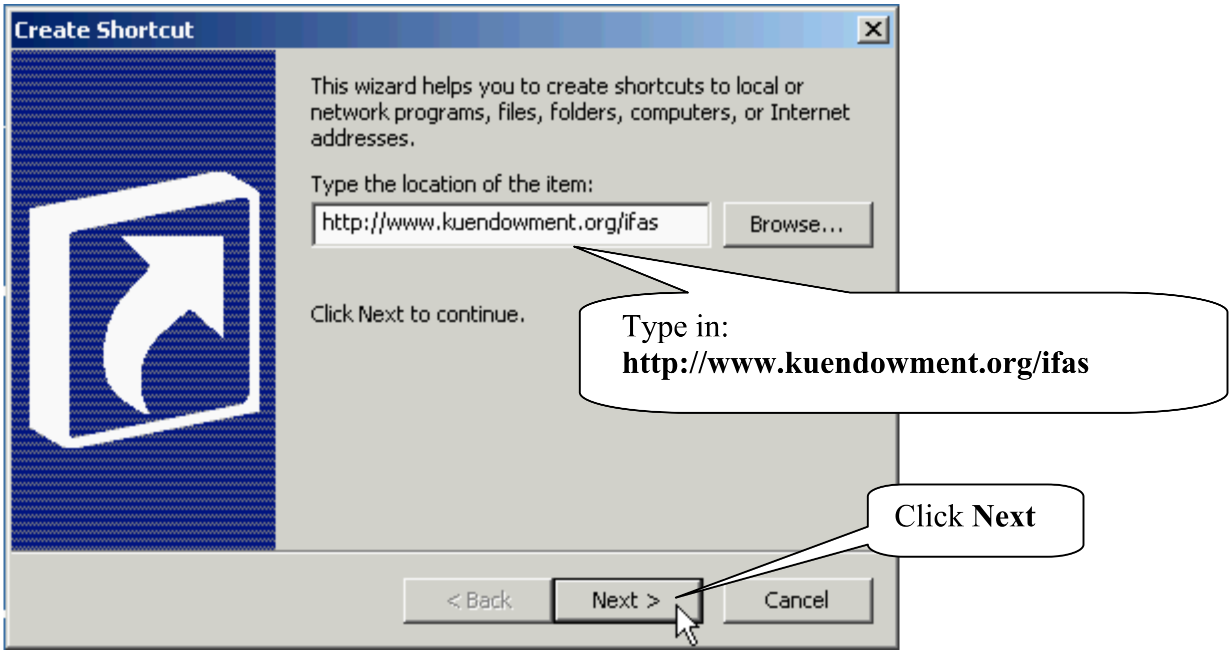


Desktop Icon Setup

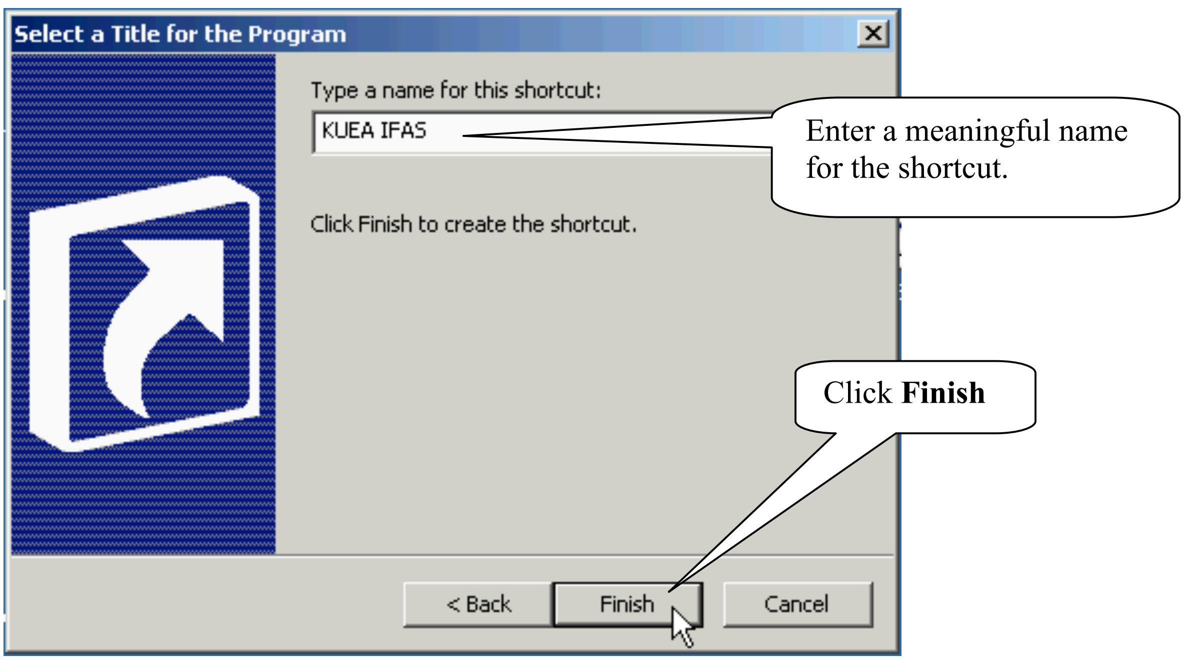
Please note: Creating an icon through Internet Explorer (File > Send > Shortcut to Desktop) or creating a Favorite in Internet Explorer may not work correctly. Access to this system is controlled by server redirection.

To assist you in getting to the IFAS system, you can create a desktop shortcut icon:





Create Shortcut
This wizard helps you to create shortcuts to local or network programs, files, folders, computers, or Internet addresses.
Type the location of the item:
http://www.kuendowment.org/ifas
Browse...
Click Next to continue.
Type in:
http://www.kuendowment.org/ifas
Click **Next**
< Back
Next >
Cancel



Select a Title for the Program
Type a name for this shortcut:
KUEA IFAS
Enter a meaningful name for the shortcut.
Click Finish to create the shortcut.
Click **Finish**
< Back
Finish
Cancel