

How do I get help?

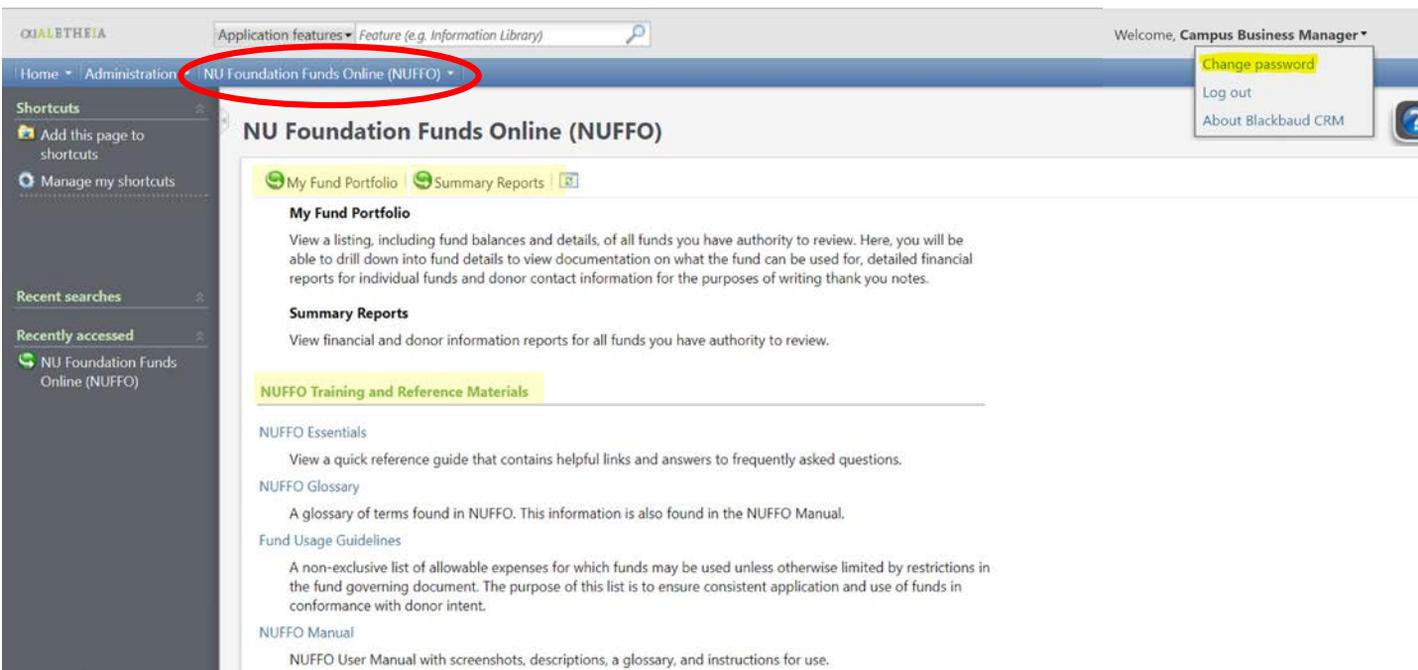
 ali.nufoundation.org	Log in directly to Ali CRM, home of the NUFFO portal. Reminder: Passwords expire every 90 days.
 https://passwordreset.nufoundation.org	Register and use the self-serve password reset service to generate password reset email reminders.
 www.nufoundation.org/ali	Training and reference materials, forms and FAQs
 servicedesk@nufoundation.org	Report an issue, get help or get info outside NUFFO reporting date-range availability.

General NUFFO Overview

NU Foundation Funds Online, also known as NUFFO, is the online portal within Ali CRM where campus partners access information about funds for which they have **spending authority** or **viewing authority**.

Quick Tips

- Google Chrome is the preferred web browser.
- There are three main areas of NUFFO as highlighted below: **My Fund Portfolio** | **Summary Reports** | **Training and Reference Materials**.
- Open multiple browser windows to work in multiple screens at the same time.
- Add a **shortcut** (favorite) to frequently used fund records or to a report's home screen by clicking **Add this page to shortcuts** in the upper left corner. Manage or delete shortcuts using the **Manage Shortcuts** link.
- **Recently accessed** (most recent 10 records) appear down the left side of the screen in the gray **Explorer bar**.
- Data updates in real time, so any data downloaded may be outdated.
- *Financial* information (revenue, expense and transfer activity) is available for the prior 24 months. *Gift* information is available for the prior 12 months.
- Passwords need to be changed every 90 days. Please use the **Change password** feature in the upper right corner before your password expires. At the end of your NUFFO session, please log out and close the browser window to maintain security.



The screenshot shows the NUFFO web application interface. At the top, there is a navigation bar with 'Home', 'Administration', and 'NU Foundation Funds Online (NUFFO)'. A search bar is visible on the right. In the top right corner, a 'Change password' button is highlighted. The main content area is titled 'NU Foundation Funds Online (NUFFO)' and contains sections for 'My Fund Portfolio', 'Summary Reports', and 'NUFFO Training and Reference Materials'. The 'Training and Reference Materials' section lists 'NUFFO Essentials', 'NUFFO Glossary', 'Fund Usage Guidelines', and 'NUFFO Manual'.

My Fund Portfolio

Data in Ali stretches across multiple screens: Notice you may have many pages of results to consider.

Fund ID	Fund Name	Use Code	Site	Spendable Amount	Book Value	Market Value	Fund Type	Use Code	Est Annual Inco...	Fund Established	Last Expenditure	Notes
01999990	<i>Fund for Dental Faculty Excellence</i>			\$19,581.80	\$0.00	\$0.00	Expendable Funds	General Support		4/15/2016		0
01999991	<i>Josie Jones Fund for Excellence in Periodontics</i>			\$24,089.00	\$75,757.78	\$72,387.11	Permanent Endowment	General Support	\$3,096.42	2/10/2005		0
01999992	N Fund - Chancellor's Greatest Needs			\$660,950.24	\$0.00	\$0.00	Expendable Funds	General Support		10/29/1996	8/9/2017	0
01999993	<i>Our Students Our Future - University-wide</i>			\$27,818.29	\$0.00	\$0.00	Expendable Funds	Student Support	\$0.00	9/22/2015		0
01999994	University Library Fund			\$2,222,365.84	\$0.00	\$0.00	Expendable Funds	General Support		12/3/2013	6/21/2017	0
01999995	<i>UNL Support Fund</i>			\$20,520.00	\$0.00	\$0.00	Expendable Funds	General Support		3/18/1994		0

Red italics = underutilized fund

- Results** By default, users see *all* funds to which they are assigned viewing and spending authority. The **number in parentheses** indicates the quantity of records found that match your search parameters. Sort columns or apply filters to change how data is reported.
- Apply Filters** You may need to click the **Filters** button initially to expand/reveal the yellow filter settings pane. To use:
 - Select filter(s), then click **Apply**. (You must click **Apply** after every change of filter parameter to re-generate the data.)**Note:** Filter settings in Ali are "sticky" and will remain active until the user removes or changes them. To return to a full listing of funds to which the user has access, click on **Reset** to remove all filters.
- Scroll Left and Right** You may need to scroll side to side to view additional filter options and to click **Apply** or **Reset**.
- More** The **More** button offers the ability to download the data list. Exporting as **XLSX** is recommended. Once your use of this data is completed, **please delete these records from your computer**.
- Sort Data** Click any **gray column heading** to sort by its contents (even across multiple screens); a second click toggles to sort in reverse order. *Narrowing column widths brings additional columns into view.*
- Sites** Sites represent a hierarchy of the campuses, colleges and departments. See the *Site Records & Site Hierarchy* guide for additional explanation.
- Hyperlinks in Blue** In this case, fund numbers drill down to the fund detail record.

Fund Detail Record

Details

Type: Expendable
Spendable Balance: \$32,988.89
Estimated Annual Income: \$0.00

Field definitions are available by hovering the mouse pointer over the blue question mark adjacent to the term. More information can be found on page 6.

Fund Value info

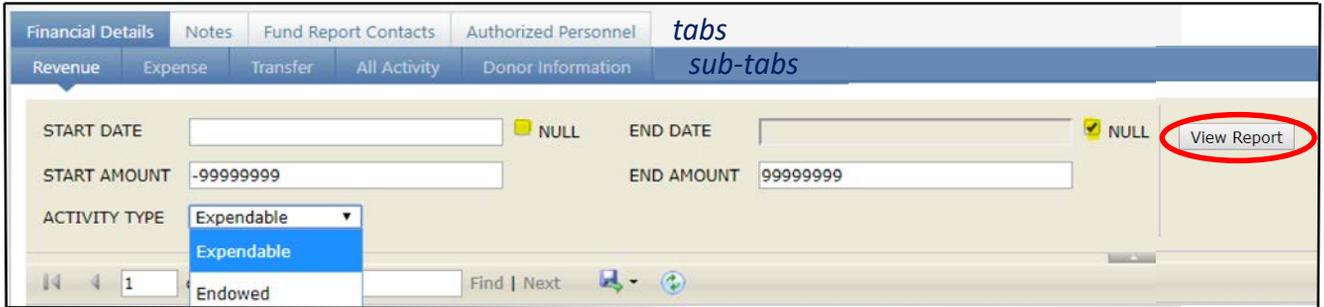
Book Value: \$0.00
Cash to be Invested: \$0.00
Outstanding Pledges: \$10,369.52
Other Cash: \$32,988.89
Total Balance: \$43,358.41
Market Value: \$0.00 as of 2/28/2018

Fund Detail Record Tabs

(bottom portion of a fund record)

Use the tabs on the bottom portion of a fund detail record to view information about *this one fund*.

Financial Details The **Financial Details** tab offers report options for this one fund: **Revenue | Expense | Transfer | All Activity | Donor Information**. See page 5 for instructions on how to run financial reports.



Activity Type: Expendable or Endowed Financial reports in NUFFO now may be filtered to include only expendable, or only endowed, funds. Enter report criteria, then click **View Report** button.

Revenue and All Activity On the **Revenue** and **All Activity** sub tabs, pledge payments are listed by the date of *payment*, not the pledge date. Pledges are not included in the Revenue Report, only the pledge *payments*. These are displayed in NUFFO for a rolling 24 months.

Donor Information The **Donor Information** sub tab provides a list of donors and their contact information for a specific fund. It can be filtered by gift amount to see donors for specific giving ranges. Downloaded information will *not* include gift amounts in order to protect donor privacy.

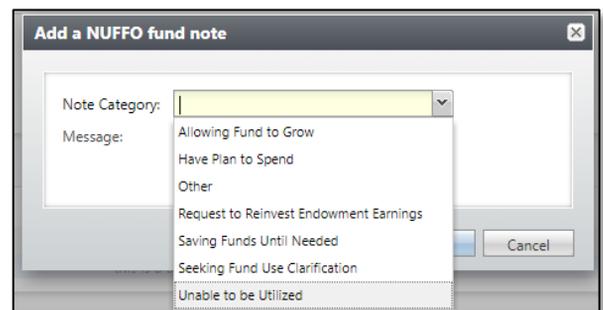
Fund Report Contacts The **Fund Report Contacts** tab provides details about any constituent receiving fund reports for this fund. Click constituent name to access salutation and mailing address.



Authorized Personnel Identify who has authority to view or spend the fund. The Spending Authority must sign the form (for payment or transfer) when requesting funds. **Note:** If payment is being made to the same individual who has spending authority on the fund requested, then the spending authority's supervisor must sign the request.

Notes Use the **Notes** tab to enter information for the foundation regarding this fund. Notes may be added, edited or updated at any time. Notes expire and disappear after 18 months.

Choose the appropriate **Note Category**, then enter an explanation to share important information about this fund with all others users who have spending authority or viewing authority.



Acquiring Donor Listings

To acquire a list of donors for annual recognition purposes, please send a request to [the development officer assigned to your college or unit](#).

Summary Reports

Summary Reports provide financial reporting on *all* funds to which a user has access. If you need a report about a *specific* fund's activity, go to **My Fund Portfolio** and find the individual fund's detail record. Use these steps to run the report from the **Financial Details** tab.

Report Descriptions 	
All Activity	Report of all revenue, expense and transfer activity for all funds the user has authority to access.
Expense Report	Report of all expense activity for all funds the user has authority to access. Expenses are defined as <i>any</i> expenditure made out of the fund. Any payment including requests made by either the Transfer Request or Payment Request form, appear on this report. Occasionally a charge-back may appear on this report. This happens if we decide we didn't need to make a payment after all, if a payment was charged to the incorrect fund and the amount needs to be added back in, or if a check was lost and we had to cut a new one.
Revenue Report	Report of all revenue activity for all funds the user has authority to access. Revenue includes all money that goes into a fund to build up its balance but does not include funds transferred into the fund from another foundation fund. Revenue includes gifts to the fund, plus any earned income.
Transfer Activity	Report of all transfer activity for all funds the user has authority to access. Transfers represent money being moved from one <u>foundation-held</u> fund into another <u>foundation-held</u> fund. Transfers happen only occasionally, such as: when a nominal fund (prior to being inactivated) is transferred to a larger fund to make the money more accessible for spending, when one foundation fund FUNDS another foundation fund (the donating fund would have this provision written into the fund agreement), or if money accidentally got put into one fund but was intended for another and had to be moved to correct an error.
Donor Information	Report of donor and fund information for all gift activity for all funds the user has authority to access. <i>This report is the sole source of donor gift information in NUFFO.</i>
Monthly Fund Balances	Report of all fund balance information for all funds the user has authority to access. <i>Hint: Date must be the first of the month at least one month prior to current month.</i>



NUFFO All Activity

START DATE	<input type="text" value="1/1/2018 12:00:00 AM"/>	END DATE	<input type="text"/>	<input checked="" type="checkbox"/> NULL	View Report
START AMOUNT	<input type="text" value="-99999999"/>	END AMOUNT	<input type="text" value="99999999"/>		
ACTIVITY TYPE	<input type="text" value="Expendable"/>				

1 of 2 ? Find | Next 

Running Reports in NUFFO

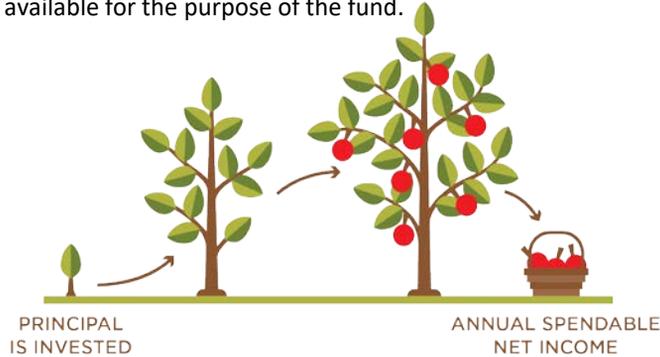
1. Uncheck the **Null** box(es) to enter the start date to create a custom date range for which to run the report. Leaving the **End Date Null** box checked will run the report through today.
2. Enter a gift amount range in the two amount boxes. If you wish to send a *form* letter for gifts below a certain amount, and a *handwritten note* for gifts above a certain dollar amount, run the report twice to determine the donor listing by range.
3. Once parameters have been entered as desired, click **View Report**. Data will preview in the bottom pane and the results may stretch across multiple pages.
 - **IMPORTANT:** *Not all gifts will be displayed in NUFFO.* NUFFO takes into consideration anonymous donors and gifts, deceased donors, donor contact preferences and other important factors. Downloaded information will *not* include gift amounts to protect donor privacy.
 - Certain entries appear in **blue italics**, indicating this is a gift for which soft/recognition credit was issued, such as for a spouse, matching gift or charitable foundation. This is *not* two gifts.
4. If required for business purposes, click the blue disk icon to export the report. Excel (XLSX) file type is recommended.
 - The CSV download can be used as a data source to assist you in preparing mail-merged letters. Once your mailing is completed, **please delete these records from your computer.**

Understanding How To Spend My Funds

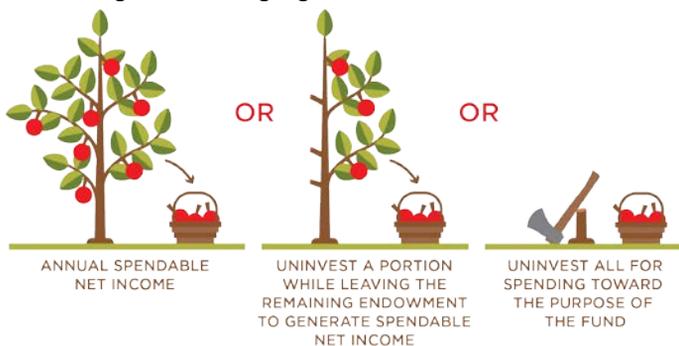
Fund Types

Funds are categorized by the investment code. The three most common types include permanent endowment, quasi endowment and expendable.

Permanent Endowment: The permanently endowed principal of a fund is invested, and only the spendable net income generated by the invested portion is made available for the purpose of the fund.



Quasi Endowment: The principal of a quasi-endowed fund is invested like a permanently endowed fund with only the spendable net income generated by the investment made available for the fund's purpose. However, the principal of a quasi-endowed fund may be un-invested and spent if permitted by the fund agreement, subject to the approval of the spending authority and/or the foundation based on the fund agreement language.



Expendable Fund: The balance of an expendable fund is not invested. Therefore, all gifts made to an expendable fund are immediately available for the purpose of the fund.



Use Code

A generalized "bucket" categorizing how a fund may be spent. It's important to always refer to the **Fund Summary Memorandum** for details about how the fund may be spent. Refer to the NUFFO guide for detailed **Fund Usage Criteria**.



Tip: Spend the most restrictive funds first, leaving more flexible funds available for alternate uses later.

Fund Summary Memorandum

Each fund has a legal fund governing document known as a *Fund Agreement*. The particulars of the Fund Agreement are summarized in the **Fund Summary Memorandum**, which is available in NUFFO and provides details about *how the fund may be spent*. See page 3 of this guide.

Estimating Spendable Amounts

- If a fund is *endowed*, the spendable income it earns is posted to the fund on a monthly basis and can be viewed on each fund under the **Financial Details** tab under the **Revenue** sub-tab.
- An **estimate for annual income** is also available on the main NUFFO **Authorized Funds** screen or the **Fund Detail** screen.
- Estimates for *scholarship and fellowship funds* are reported in a slightly different manner. The **spendable amount** is based on the fund's available cash balance as of March 1. The amount reported as of that date does not reflect any billings the foundation may have processed since March 1 or any scholarships your college or department may have awarded but not yet billed to the foundation.

Underutilized Funds

A fund highlighted in **red italics** is considered underutilized. A fund is considered underutilized if it meets the following criteria:

- An **endowed** or **quasi-endowed** fund in which the expendable balance is two times greater than the estimated annual income.
- An **expendable** fund in which the fund has had no expense or transfer activity in the past 24 months.

If a fund is underutilized, please post a note on the **Notes** tab explaining why the fund is underutilized or to inquire how to resolve the non-utilization of the fund.

Forms: Requesting Funds From The Foundation

Two different forms are used to request funds from the foundation. All forms are available for download from the Ali community website: www.nufoundation.org/ali. Detailed instructions and requirements are also posted there.

Request for Payment

Use this form to request payment be made to a vendor or to reimburse an employee expense.

UNF Contact: Tina Barnes at 402-458-1123 or tina.barnes@nufoundation.org.

Form Pre-Approval

The foundation is happy to pre-approve your form to ensure it contains all the necessary information. It still eventually needs to be submitted in hard copy form with all necessary signatures and attachments in order to be paid.

Most common errors:

- Purpose/benefit to the university is not clearly stated.
- Tax ID or Social Security number has not been provided.
- Original detailed receipt (or explanation why copy was provided) is not included.
- Sales tax is not included.
- Contact section is incomplete.

UNF Contact: PreApproval@nufoundation.org.

Note:

Please consider the advantage of having NU pay a vendor and then using a transfer form to request UNF reimbursement. This is recommended as NU is tax exempt and UNF is not. In the opposite case, NU is *not* allowed to pay for alcohol, but this payment *may* be allowed through UNF funds.

Request for Transfer

Use this form to request reimbursement of a university expense that has already been paid and for which a transfer of UNF funds to a university account is required.

UNF Contact: Emily Calvert at 402-458-1109 or emily.calvert@nufoundation.org.

Request for Reinvestment

Use this form to request a reinvestment of funds; this should be used in very limited situations. Honoring our donors' preferences for their funds to be spent in accordance with their specified purpose is always preferable to reinvesting and growing a fund. A request for reinvestment in any permanently endowed fund will result in those funds no longer being available as spendable, and they cannot be transferred back to the spendable balance once they have been reinvested.

UNF Contact: Celeste Knapper at 402-458-1242 or celeste.knapper@nufoundation.org.

Campus Payroll Contacts for PAYMENT Requests:

UNK Jill Purdy at 135 WRNH, UNK, Kearney NE 68849

UNL Lana Anderson at 408 ADMS, UNL, Lincoln NE 68588-0439

UNMC Cyndie Poffenbarger at ADC 4008, UNMC, Omaha NE 68198-5100

UNO Drew Nielsen at 209 EAB, UNO, Omaha NE 68182

Campus Contacts for TRANSFER Requests:

UNK Debbie Tvrdy at 136 WRNH, UNK, Kearney NE 68849

UNL Mardi Bonner at 151 WHIT, UNL, Lincoln NE 68583-0861

UNMC Cyndie Poffenbarger at ADC 4008, UNMC, Omaha NE 68198-5100

UNO Deb Wilcox at 208 EAB, UNO, Omaha NE 68182

Last updated 7/17/2018

More helpful tips are on the NUFFO FAQs document at the Ali community page: www.nufoundation.org/ali.