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FUND VIEW

Fund View collects donor-supported fund information from different data sources including **The Advancement System (TAS)**, Office of Financial Services, Office of Student Financial Aid and the University's General Ledger.

A completed and signed copy of The Ohio State University Foundation Advancement System Fund View Permission Request form must be received by the Donor Relations & Stewardship department in The Ohio State University Foundation before access to The Advancement System will be granted.

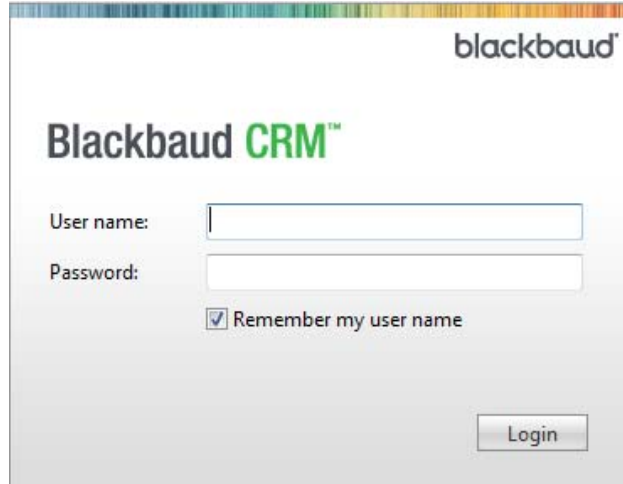
Lesson Objectives

After you complete this lesson, you will be able to:

- Log in to The Advancement System
- Search for a fund
- Display Student Financial Aid information for a fund
- Submit a request to add a new fund
- Determine what gifts are the in 180-day hold for a fund
- Complete Fund View Edits
- Access the Gift Memo Support Report
- View the General Ledger Transfer Report
- Export the Multiple Fund CSV Report

Log In

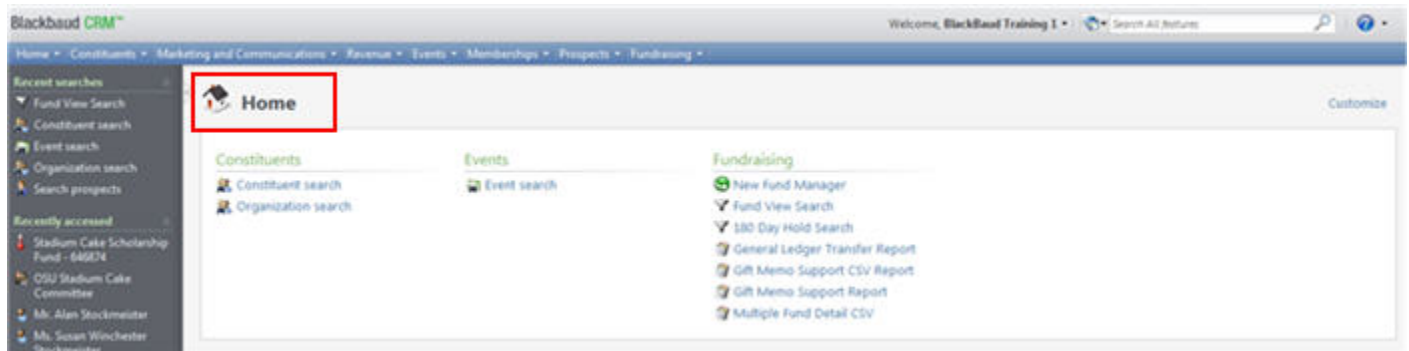
Go to <http://tas.osu.edu>. To log in to TAS, you must enter your user name and password and then click OK.



The login form is titled "Blackbaud CRM™" and features the Blackbaud logo in the top right corner. It contains two input fields: "User name:" and "Password:". Below the password field is a checkbox labeled "Remember my user name" which is checked. A "Login" button is located at the bottom right of the form.

Home Page

The Home page is the first page that displays when you log in to TAS.



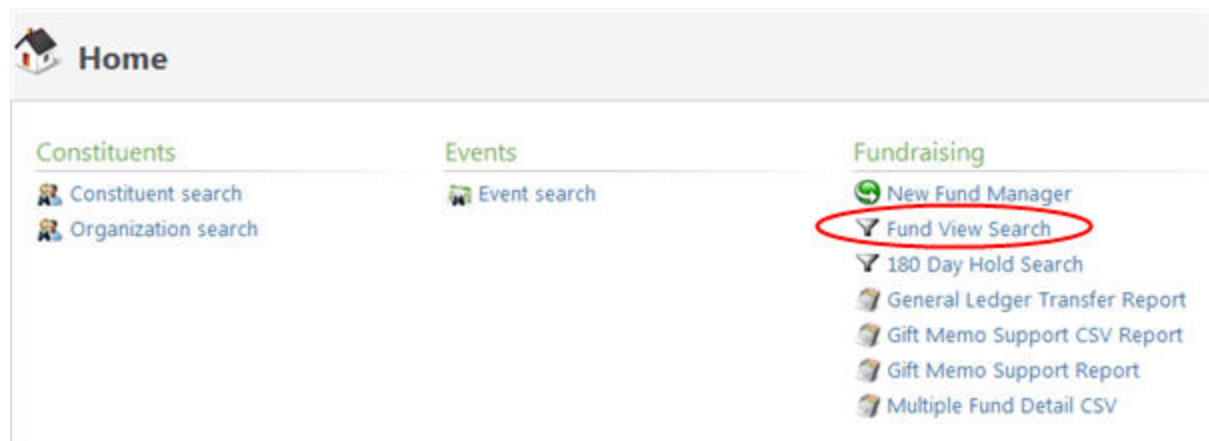
Fund View Search

To Search for a Fund:

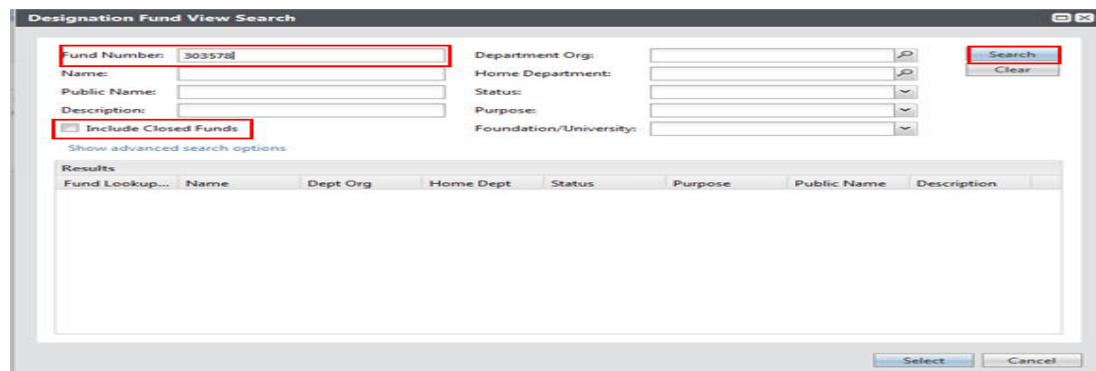
1. Click on Fund View Search
2. Type the fund number into Fund Number field on Designation Fund View Search window
3. Check box if your search is for a closed fund
4. Click on Search
5. Select the fund in the Results list
6. Click on Select or click on the fund to display the fund page

Click on Fund View Search to open the Designation Fund View Search window.

NOTE: Fund View Search is also available from the Fundraising page.



Enter the six digit fund number in the Fund Number field on the Designation Fund View Search window. Click on Search to locate the fund.



The screenshot shows the 'Designation Fund View Search' window. The 'Fund Number' field is highlighted with a red box and contains the value '903578'. The 'Include Closed Funds' checkbox is also highlighted with a red box. The 'Search' button is highlighted with a red box. The window includes fields for Name, Public Name, Description, Department Org, Home Department, Status, Purpose, and Foundation/University. A 'Results' table is visible at the bottom with columns: Fund Lookup..., Name, Dept Org, Home Dept, Status, Purpose, Public Name, and Description.

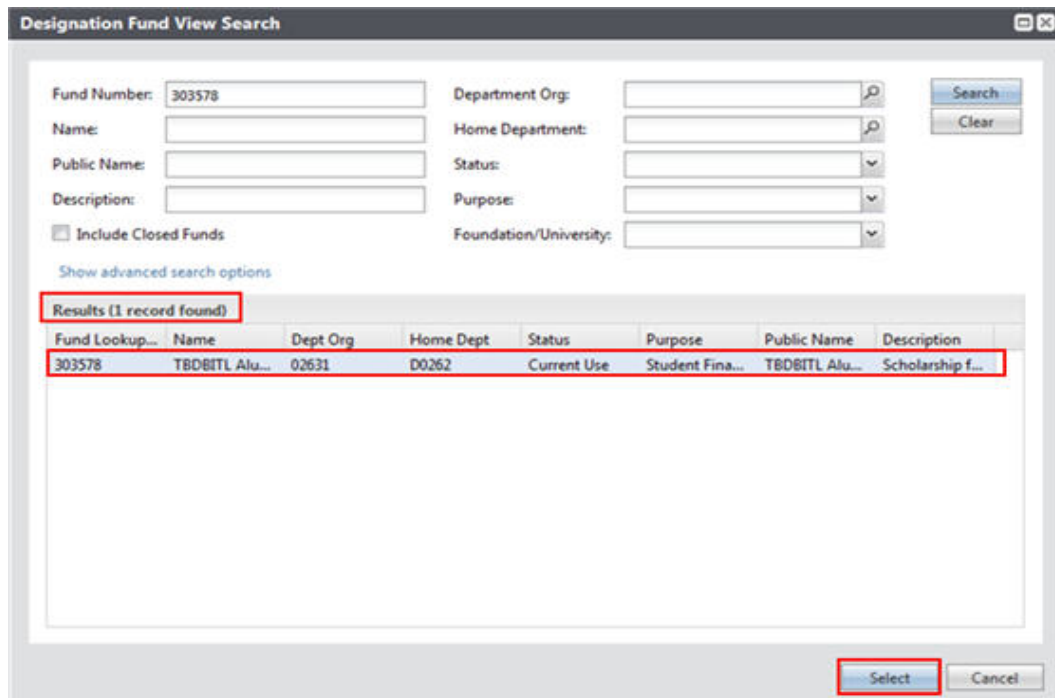
Enter information into any of the other fields on the Designation Fund View Search window to locate a fund if you do not know the fund number.

NOTE: When searching for a closed fund, the box in front of Include Closed Funds must be checked prior to clicking on Search.

The search fields are capable of wild card searching. For example, if you enter only a 6 in the Fund Number field and click Search, all funds beginning with the number 6 are displayed under Results.

TAS limits the results displayed to 100. If the fund number that you are looking for is not displayed you must narrow your search to locate the fund number.

The Results for the fund search are displayed in the Results section of the Designation Fund View Search.



Fund Lookup...	Name	Dept Org	Home Dept	Status	Purpose	Public Name	Description
303578	TBD8ITL Alu...	02631	D0262	Current Use	Student Fina...	TBD8ITL Alu...	Scholarship f...

Click on Select to display the fund information screen or double click on the selected fund to display the screen. However, if the correct fund was not returned in the Results list, click on Clear and change/correct your search criteria before clicking Search.

1 of 1
100%
Find | Next

Fund Number: 303578

Name: TBDBITL Alumni Scholarship - 303578
Description: Scholarship funds for the OSU Marching Band
Public Name: TBDBITL Alumni Club Scholarship Fund
Reporting Description: Scholarship funds for the OSU Marching Band

Fund Profile

Home Department:	School of Music (D0262)	Department Org:	School of Music (02620)
Endow/Current Use:	Current Use	GL Fund Number:	303578
Fund Purpose:	Student Financial Aid	Foundation/University:	University
Hold for 180 Days?:	Yes	Start Date:	
Agreement/Plan:		Fund Closed:	No

Development Activity

Last activity Date: 04/06/2012
Cash: [\\$500.00](#)

Gifts in 180-day hold (not in GL)

Gifts Held 6 Months: [\\$230.00](#)
Gifts Held 5 Months: [\\$30.00](#)
Gifts Held 4 Months: [\\$90.00](#)
Gifts Held 3 Months: [\\$30.00](#)
Gifts Held 2 Months: [\\$80.00](#)
Gifts Held 1 Months: [\\$30.00](#)
Gifts Current Month: [\\$10.00](#)

General Ledger

General Ledger as of: Updated within the past 24 hours

Fund Number:	303578
Beginning Balance:	\$5,012.22
Additions	\$665.00
Deductions	(\$4,500.00)
Liabilities:	\$0.00
Non-Cash Assets:	\$0.00
Cash Balance:	\$1,177.22
Encum/Pre-Encum	\$0.00
Available Balance:	\$1,177.22
% of Inc. Committed:	79.26%

[Student Financial Information](#)

Stewardship

Donor ID	Name	Relationship	Comment	End Date

Administration Contact

Name	Role
Bradley A. Harris	Sr. Fiscal Officer
Megan L. Koester	Sr. Fiscal Officer

Categories & Tags

Category	Tags
Scholarship - College/Unit Based	

Report Date: 4/30/2012 3:42:00 PM

Page 1

Under the heading of Development Activity you can see the gifts that are in the 180-day hold for the current use fund. Each dollar amount is a link that you can use to see the gifts that are being held.

1 of 1 100% Find | Next

Fund Number: 303578

Name: TBOBITL Alumni Scholarship - 303578
 Description: Scholarship funds for the OSU Marching Band
 Public Name: TBOBITL Alumni Club Scholarship Fund
 Reporting Description: Scholarship funds for the OSU Marching Band

Fund Profile

Home Department:	School of Music (D0262)	Department Org:	School of Music (02620)
Endow/Current Use:	Current Use	GL Fund Number:	303578
Fund Purpose:	Student Financial Aid	Foundation/University:	University
Hold for 180 Days?:	Yes	Start Date:	
Agreement/Plan:		Fund Closed:	No

Development Activity

Last activity Date: 04/06/2012
 Cash: [\\$500.00](#)

Gifts in 180-day hold (not in GL)

Gifts Held 6 Months: [\\$230.00](#)
 Gifts Held 5 Months: [\\$30.00](#)
 Gifts Held 4 Months: [\\$90.00](#)
 Gifts Held 3 Months: [\\$30.00](#)
 Gifts Held 2 Months: [\\$80.00](#)
 Gifts Held 1 Months: [\\$30.00](#)
 Gifts Current Months: [\\$10.00](#)

General Ledger

General Ledger as of: Updated within the past 24 hours

Fund Number:	303578
Beginning Balance:	\$5,012.22
Additions:	\$665.00
Deductions:	(\$4,500.00)
Liabilities:	\$0.00
Non-Cash Assets:	\$0.00

Click on the dollar amount that is shown to the right of the heading Gifts Held 3 Months under the Development Activity heading.

Marketing and Communications ▾ Revenue ▾ Events ▾ Memberships ▾ Prospects ▾ Fundraising ▾

TBDBITL Alumni Scholarship - 303578

TBDBITL Alumni Scholarship - 303578

1 of 1 100% Find | Next

Date ▾	Amount ▾	First Name ▾	Middle	Last Name ▾	Lookup ▾	Application ▾	Revenue Type ▾	Transaction Code ▾	Months Held ▾
07/26/2013	\$10.00	Kathleen	Ellen	Couling	00311042	Recurring gift	Gift	Payment	3
07/12/2013	\$10.00	Kathleen	Ellen	Couling	00311042	Recurring gift	Gift	Payment	3
07/31/2013	\$10.00	Ryan	Paul	Hanson	00528210	Recurring gift	Gift	Payment	3
	\$30.00								

The date, amount, name of the constituent, constituent's lookup ID, application and the number of months that the gift has been held is listed along with a total \$ amount for the period.

Click on Fund View under the Tasks heading on the Explorer bar to return to the Fund View screen.

Home ▾ Constituents ▾ Marketing and Communications ▾ Revenue ▾ Events ▾ Memberships ▾ Prospects ▾ Fu

Tasks

- Fund View Edits
- Fund View Search
- Fund View**

Recent searches

TBDBITL Alumni Scholarship - 303578

TBDBITL Alumni Scholarship - 303578

1 of 1 100%

Date ▾	Amount ▾	First Name ▾	Middle	Last Name ▾
--------	----------	--------------	--------	-------------

Click on Student Financial Information link on the Fund View page to display Student Financial Aid information for the fund.

General Ledger

General Ledger as of: Updated within the past 24 hours

Fund Number: 303578

Beginning Balance: \$5,012.22

Additions: \$665.00

Deductions: (\$4,500.00)

Liabilities: \$0.00

Non-Cash Assets: \$0.00

Cash Balance: \$1,177.22

Encum/Pre-Encum: \$0.00

Available Balance: \$1,177.22

% of Inc. Committed: 79.26%

Student Financial Information

Stewardship

Donor ID	Name	Relationship	Comment	End Date
----------	------	--------------	---------	----------

Administration Contact

Name	Role
Bradley A. Harris	Sr. Fiscal Officer
Meagan L. Koester	Sr. Fiscal Officer

Categories & Tags

Category: Scholarship - College/Unit Based

Tags:

1 of 1
100%
Find | Next

Fund Number: 303578

Name: TBDBITL Alumni Scholarship - 303578

Income Fund Number: 303578

Description: Scholarship funds for the OSU Marching Band

Public Name: TBDBITL Alumni Club Scholarship Fund

Reporting Description: Scholarship funds for the OSU Marching Band

Student Financial Aid

Aid ID: 930030357801 **Updated:** 4/7/2012 12:00:00 AM

Fiscal Year: 2012 **Offered:** \$1,000.00

Name: **Accepted:** \$1,000.00

Hometown: Marysville, OH **Paid:** \$1,000.00

FERPA: N

Quarter	Offered	Paid	Campus	College	Major	Rank
Summer	\$0.00	\$0.00	Columbus	Music	MUEDPR-BME	4
Autumn	\$1,000.00	\$1,000.00	Columbus	Music	MUEDPR-BME	4
Winter	\$0.00	\$0.00	Columbus	Music	MUEDPR-BME	4
Spring	\$0.00	\$0.00	Columbus	Music	MUEDPR-BME	4

Aid ID: 930030357801 **Updated:** 4/7/2012 12:00:00 AM

Fiscal Year: 2012 **Offered:** \$1,000.00

Name: 1 **Accepted:** \$1,000.00

Hometown: Dublin, OH **Paid:** \$1,000.00

FERPA: N

Quarter	Offered	Paid	Campus	College	Major	Rank
Summer	\$0.00	\$0.00				
Autumn	\$1,000.00	\$1,000.00	Columbus	Arts and Sciences	INTSTD-BA	4
Winter	\$0.00	\$0.00	Columbus	Undergraduate Non-Degree	PREUGRD-ND	4
Spring	\$0.00	\$0.00	Columbus	Undergraduate Non-Degree	PREUGRD-ND	4

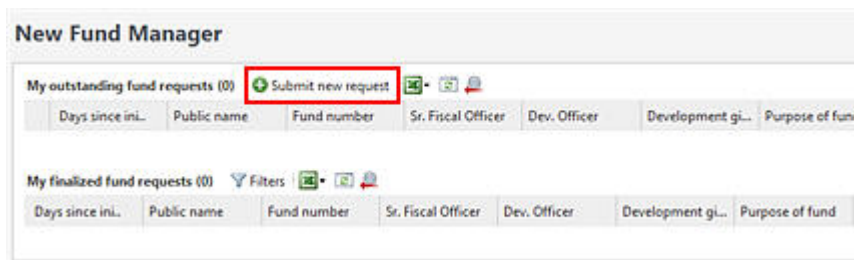
Add a new fund

When you need to request a new fund, you must complete the Add a new fund form in **TAS** and submit it for approval.

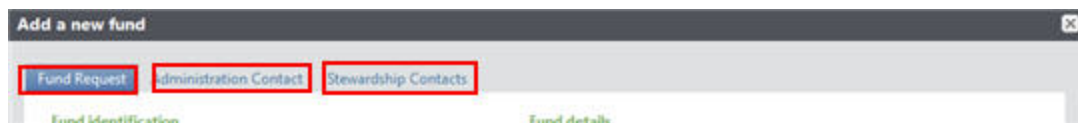
To Add a new fund:

1. Click on New Fund Manager
2. Click on Submit new request
3. Complete information required on Fund Request tab
4. Click on Administration Contact tab
5. Select constituent records for Administration contacts
6. Click on Stewardship Contacts tab
7. Select constituent records for Stewardship contacts
8. Click Save

Click on the link for New Fund Manager. **NOTE:** New Fund Manager is also available from the Fundraising page.



Click on **Submit new request** to open the Add a new fund window. There are three tabs on the Add a new fund window. Information must be entered on all three tabs **before** you click the Save button.



On the Fund Request tab, fields in yellow on the Add a new fund form are required and must be completed before submitting the request.

Add a new fund

Fund Request Administration Contact Stewardship Contacts

Fund identification

Public name: **a**

Name: **b**

Description: **c**

Reporting Description: **d**

Department Org: **e**

SDR Reporting Level: **f**

Allow node level sharing with other organizations in unit/college? ☐

Dept. Level on Org Tree:

College Level on Org Tree:

Endowment details

Fund source:

Target date for endowment:

Fund details

Use code: **g**

Development gift fund: **h**

Purpose of fund: **i**

☐ Subject to expenditure restrictions?

Expenditure restrictions:

☐ Show on IGIVE?

☐ Is HR activity permitted?

Med Center Component 1:

Med Center Component 2:


Funding details

Is ongoing fund? ☐

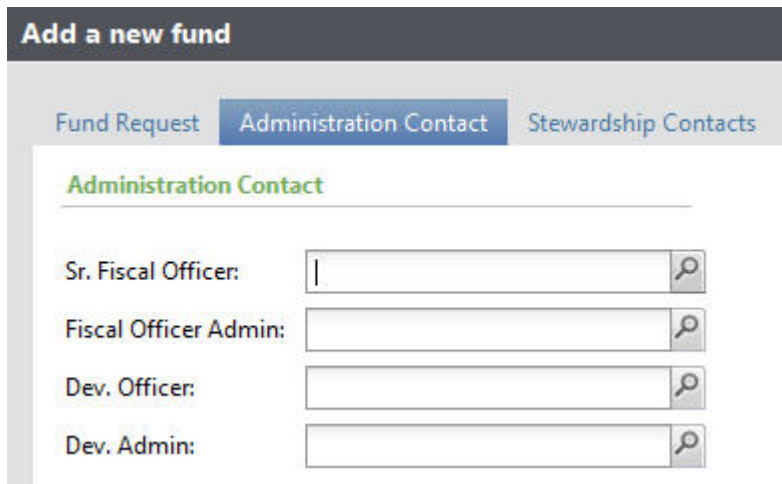
Fund depletion date:

Help Save

- a. **Public name** – type the formal name of the fund. This is the name that will appear on gift receipts, acknowledgments, pledge reminders and reports
- b. **Name** – enter the short name that will display on TAS screens and the General Ledger (restricted to 30 characters)
- c. **Description** – type the explanation of how the fund will be used (restricted to 240 characters) You must edit the description to fit this 240 character field
- d. **Reporting Description** – enter the full description when description had to be edited to fit the Description field.
- e. **Department Org** – key the department organization that is fiscally responsible for the fund
- f. **SDR Reporting Level** – select the unit's higher level where the fund resides
- g. **Use code** – select University for current use fund or Foundation for pending endowment fund
- h. **Development gift fund** – select Current Use or Pending Endowment (when Pending Endowment is selected, the Target date for endowment becomes a required field) Never select Endowment - it is used by central staff only
- i. **Purpose of fund** – select the option that best describes the purpose of the fund

If you have questions on what information should be entered in one of the optional fields on the Add a new fund form click on the  icon and read the help document.

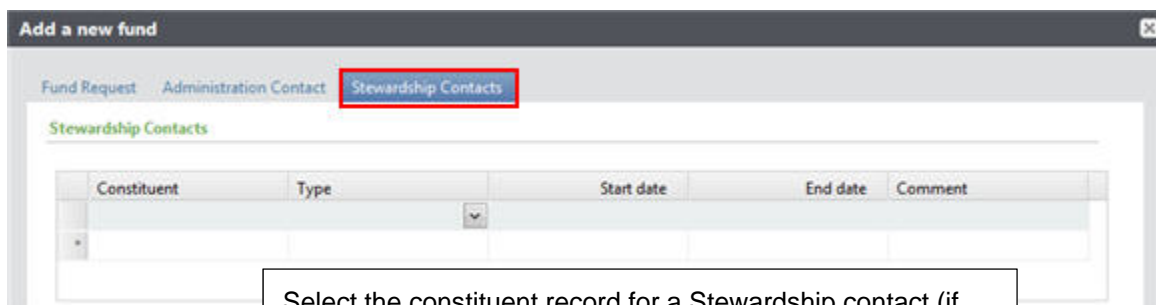
Click on the **Administration Contact** tab.



The screenshot shows the 'Add a new fund' form with three tabs: 'Fund Request', 'Administration Contact' (selected), and 'Stewardship Contacts'. Under the 'Administration Contact' tab, there are four input fields with search icons: 'Sr. Fiscal Officer:', 'Fiscal Officer Admin:', 'Dev. Officer:', and 'Dev. Admin:'.

Select the constituent record for both a fiscal and development contact. Questions about the fund will be directed to these individuals. The names will be listed as the administrators of the fund in Fund View.

Click on the **Stewardship Contacts** tab.



The screenshot shows the 'Add a new fund' form with the 'Stewardship Contacts' tab selected. The tab is highlighted with a red box. Below the tab, there is a table with the following columns: 'Constituent', 'Type', 'Start date', 'End date', and 'Comment'. The 'Type' column has a dropdown arrow.

Select the constituent record for a Stewardship contact (if known). The name of the Stewardship contact will be listed on the fund page in Fund View.

Once all information is entered, click Save to submit the new fund request.

As the submitter of the Add a new fund form, you will receive an auto generated email letting you know the status of the request.

180 Day Hold Search

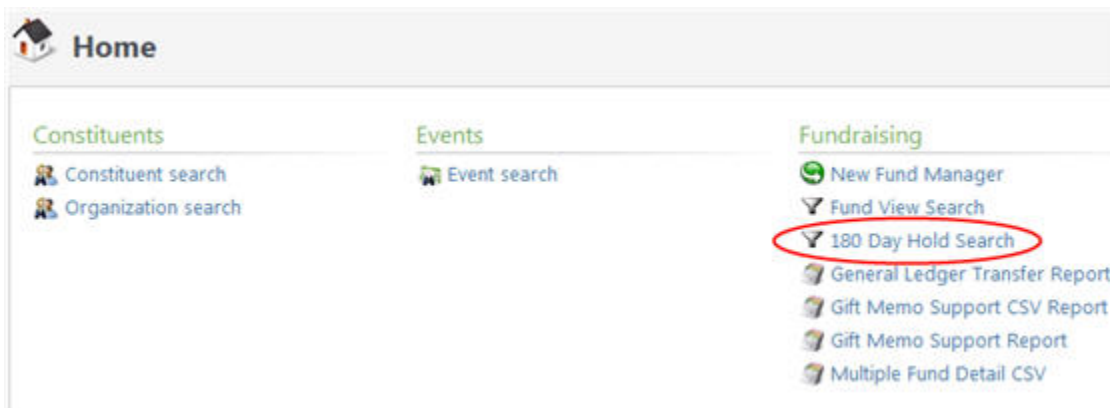
The 180 Day Hold Search shows gifts to current use funds that are being held and have not been posted to the General Ledger.

To Display the Gifts in 180-day hold:

1. From your Home Page, click on 180 Day Hold Search.
 2. Enter the information for the desired fund(s).
 - Fund Number **or**
 - Name **or**
 - Department Org **or**
 - Home Department
 3. Click on Apply.
-

Click on 180 Day Hold Search to open the Designation Fund View Search window.

NOTE: 180 Day Hold Search is also available from the Fundraising page.



Type the six digit Fund number, or type the fund name, or enter the Department Org or Home Department for the fund. Enter information in only one of these fields.

Gifts in 180-day hold (not in GL)

Gifts in 180-day hold

Fund Number:

Name:

Department Org: Home Department:

Apply Reset

Select a filter and click "Apply" or click here to load the list

Total monies being held for the current use fund are displayed with monthly amounts indicated for the current month, one month, two months, etc. The monies displayed are being held and have not been transferred to the General Ledger.

Gifts in 180-day hold (not in GL)

Gifts in 180-day hold (7)

Fund Number:


Name:




Department Org: Home Department:

Apply Reset



Fund	Name	Dept Org.	Home Dept.	6 Month	5 Month	4 Month	3 Month	2 Month	1 Month
312229	Surgery Critical...	25962	D2595	\$10.00	\$15.00	\$10.00	\$10.00	\$10.00	\$10.00
308130	Trauma Suppo...	25962	D2595	\$2.00	\$2.00	\$2.00	\$2.00	\$2.00	\$2.00
306582	Hyperalimenta...	25962	D2595	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
311383	Trauma Injury...	25962	D2595	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
311879	Burn Special Ini...	25962	D2595	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
312230	Burn Treatmen...	25962	D2595	\$95.00	\$101.00	\$95.00	\$23,095.00	\$595.00	\$99.00
307778	Trauma Resear...	25962	D2595	\$265.00	\$265.00	\$265.00	\$265.00	\$265.00	\$265.00



You can drill down and see the details of the fund for any fund number that is displayed. Click on the icon to the left of the fund number and then click on Fund View.








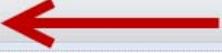

 **Gifts in 180-day hold (not in GL)**

Gifts in 180-day hold (7)   


Fund Number:

Name:  Apply  Reset

Department Org:  Home Department: 

	Fund	Name	Dept Org.	Home Dept.	6 Month	5 Month	4 Month	3 Month
	312229	Surgery Critical...	25962	D2595	\$10.00	\$15.00	\$10.00	\$10.00
	308130	Trauma Suppo...	25962	D2595	\$2.00	\$2.00	\$2.00	\$2.00
	306582	Hyperalimenta...	25962	D2595	\$0.00	\$0.00	\$0.00	\$0.00
	311383	Trauma Injury...	25962	D2595	\$0.00	\$0.00	\$0.00	\$0.00
	311879	Burn Special Ini...	25962	D2595	\$0.00	\$0.00	\$0.00	\$0.00
	312230	Burn Treatmen...	25962	D2595	\$95.00	\$101.00	\$95.00	\$23,095.00
 Fund View 								
	307778	Trauma Resear...	25962	D2595	\$265.00	\$265.00	\$265.00	\$265.00

The Fund View page for the selected fund number is displayed.


Burn Treatment Support Surgery - 312230

1 of 1
100%
Find | Next

Fund Number: 312230

Name: Burn Treatment Support Surgery - 312230
Description: Supports Activities/Programs in Burn Center on Patient Care, Research, Education/ Training or unrestricted as approved by Medical Director of Burn Center and Division Head
Public Name: Burn Treatment Support Fund in Surgery
Reporting Description: Supports Activities/Programs in Burn Center on Patient Care, Research, Education/ Training or unrestricted as approved by Medical Director of Burn Center and Division Head

Fund Profile

Home Department:	Surgery (D2595)	Department Org:	Critical Care, Trauma & Burn (25962)
Endow/Current Use:	Current Use	GL Fund Number:	312230
Fund Purpose:	Program Support	Foundation/University:	University
Hold for 180 Days?:	Yes	Start Date:	7/25/2006
Agreement/Plan:		Fund Closed:	No

Development Activity

Last activity Date: 04/05/2013
 Cash: [\\$24,086.00](#)

Gifts in 180-day hold (not in GL)

Gifts Held 6 Months: [\\$95.00](#)
 Gifts Held 5 Months: [\\$101.00](#)
 Gifts Held 4 Months: [\\$95.00](#)
 Gifts Held 3 Months: [\\$23,095.00](#)
 Gifts Held 2 Months: [\\$595.00](#)
 Gifts Held 1 Months: [\\$99.00](#)
 Gifts Current Month: [\\$6.00](#)

Fund View Edits

In addition to searching for a Fund by typing the fund number, you can also search for a fund using the Public Name. Type the name of the fund in the Public Name field and click Search.

NOTE: The search process is not case sensitive. You can use “wildcard” characters to take the place of part of your search phrase:

- Asterisk (*) or percent sign (%) takes the place of one or more characters
- Question mark (?) or underscore (_) takes the place of an individual character

Designation Fund View Search

Fund Number: Department Org:

Name: Home Department:

Public Name: Status:

Description: Purpose:

☐ Include Closed Funds Foundation/University:

[Show advanced search options](#)

Results

Fund Lookup...	Name	Dept Org	Home Dept	Status	Purpose	Public Name	Description
----------------	------	----------	-----------	--------	---------	-------------	-------------

Fund names that match the Public Name search criteria that was entered are displayed.

Designation Fund View Search

Fund Number: Department Org:

Name: Home Department:

Public Name: Status:

Description: Purpose:

☐ Include Closed Funds Foundation/University:

[Show advanced search options](#)

Results (2 records found)

Fund Lookup...	Name	Dept Org	Home Dept	Status	Purpose	Public Name	Description
246874	Stadium Cake Sch...	85870	D8587	Current Use	Student Fina...	The Stadium...	Fund Shall be...
646874	Stadium Cake Sch...	85870	D8587	Endowment	Student Fina...	The Stadium...	Fund Shall be...

Click on the fund in the results section that you want to view or highlight the fund and then click Select.

1 of 1
100%
Find | Next

Fund Number: 646874

Name: Stadium Cake Scholarship Fund - 646874

Description: Fund Shall be used to Award one or more Non-Renewable Need Based Scholarships of Equal Amounts to Currently Enrolled Columbus Campus Students with a 2.8 GPA Or Higher 403010

Public Name: The Stadium Cake Scholarship Fund

Reporting Description: Established November 5, 2004, by the Stadium Cake Crew, friends, family, colleagues, community sponsors, Buckeye football fans and rival fans through The Foundation. Distribution supports non-renewable need-based scholarships of equal amounts to current ly enrolled Columbus campus students with a 2.8 GPA or higher who are not receiving a renewable merit scholarship.

Fund Profile

Home Department:	General Univ - SFA Scholarship (D8587)	Department Org:	Genl Univ/SFA Scholarship (85870)
Endow/Current Use:	Endowment	GL Fund Number:	646874
Fund Purpose:	Student Financial Aid	Foundation/University:	Foundation
Hold for 180 Days?:	No	Start Date:	3/30/2000
Agreement/Plan:		Fund Closed:	No

Development Activity

Last activity Date: 04/30/2012

Cash:

Gifts in 180-day hold (not in GL)

Gifts Held 6 Months: N/A

Gifts Held 5 Months: N/A

Gifts Held 4 Months: N/A

Gifts Held 3 Months: N/A

Gifts Held 2 Months: N/A

Gifts Held 1 Months: N/A

Gifts Current Month: N/A

Endowment Principal

Start Date:	03/30/2000	Endowment Principal as of:	March 31, 2012
Authorization Date:	11/30/2004	Number of Shares:	20.3093
Pending Number:	403010	Market Value:	\$110,584.48
Principal Balance:	\$123,520.21	Auto Income to	No auto transfer. I to P form required
		Principal Transfer:	

Endowment Distribution

Endowment Distribution as of:	March 31, 2012	General Ledger as of:	Updated within the past 24 hours
Distribution Fund Number:	246874	Fund Number:	246874
Distribution Fund Org:	85870 - Genl Univ/SFA Scholarship	Beginning Balance:	\$428.52
Distributed Income:	\$5,157.85	Additions:	\$5,157.85
Projected Distribution:	\$5,237.44	Deductions:	(\$5,400.00)
		Liabilities:	\$0.00
		Non-Cash Assets:	\$0.00
		Cash Balance:	\$186.37
		Encum/Pre-Encum:	\$0.00
		Available Balance:	\$186.37
		% of Dist. Committed:	96.66%

Student Financial Information

Stewardship

Donor ID	Name	Relationship	Comment	End Date
90045084	OSU Stadium Cake Committee	Unknown		

Administration Contact

Name	Role
Donna J. Hobart	Sr. Fiscal Officer

Categories & Tags

Category	Tags
Scholarship - Undergraduate	OAA DEV
Scholarship - Merit Based	
Scholarship - Need Based	

Report Date: 4/30/2012 4:13:41 PM

Page 1

Under the Stewardship heading on the Fund View page, you can click on the Donor ID or the Name to view the constituent's record.

NOTE: If you have not completed the TAS Navigation and Constituent View training session you will not have rights to view the constituent's organization record.



OSU Stadium Cake Committee

Attn E Morra Lee Holzapfel 3835 Elmridge Ln
Dublin, OH 43016

Lookup ID: 90045084

Active constituencies: Organization Donor

Contact Organization Relationships Memberships Constituencies Documentation Names Attributes Smart Fields Tr

Contact information (1) Filters

Contact type	Contact information	Type	Primary
Address	Attn E Morra Lee Holzapfel 3835 Elmridge Ln Dublin, OH 43016	Business (Current)	Yes

You can update the Stewardship donor contacts, Administration contacts, Categories and Tags fields listed for a fund by editing the information listed on the Fund View page.

Click on Fund View Edits on the Explorer bar under the Tasks heading.



Home Constituents Marketing and Communications Revenue Events Memberships Prospects Fund

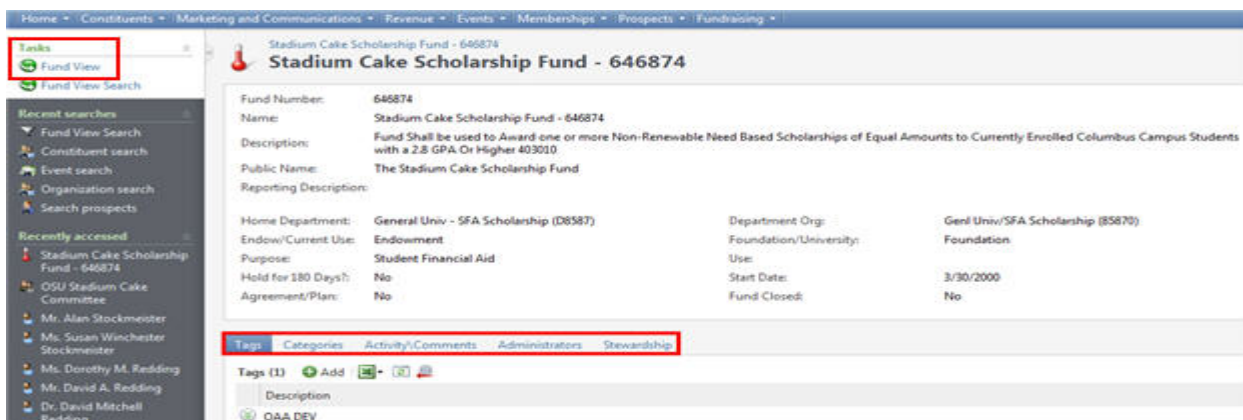
Tasks

- Fund View Edits
- Fund View Search
- Fund View

Stadium Cake Scholarship Fund - 646874

1 of 1 100% Find

Tabs are displayed for each area that may be edited. Click on the tab that you want to edit. Click on Fund View on the Explorer bar to return to the Fund View page.



Home Constituents Marketing and Communications Revenue Events Memberships Prospects Fundraising

Tasks

- Fund View
- Fund View Search

Recent searches

- Fund View Search
- Constituent search
- Event search
- Organization search
- Search prospects

Recently accessed

- Stadium Cake Scholarship Fund - 646874
- OSU Stadium Cake Committee
- Mr. Alan Stockmeister
- Ms. Susan Winchester Stockmeister
- Ms. Dorothy M. Redding
- Mr. David A. Redding
- Dr. David Mitchell Redding

Stadium Cake Scholarship Fund - 646874

Fund Number: 646874

Name: Stadium Cake Scholarship Fund - 646874

Description: Fund Shall be used to Award one or more Non-Renewable Need Based Scholarships of Equal Amounts to Currently Enrolled Columbus Campus Students with a 2.8 GPA Or Higher 403010

Public Name: The Stadium Cake Scholarship Fund

Reporting Description:

Home Department: General Univ - SFA Scholarship (D8587)

Endow/Current Use: Endowment

Purpose: Student Financial Aid

Hold for 180 Days: No

Agreement/Plan: No

Department Org: Genl Univ/SFA Scholarship (85870)

Foundation/University: Foundation

Use: Use

Start Date: 3/30/2000


Fund Closed: No

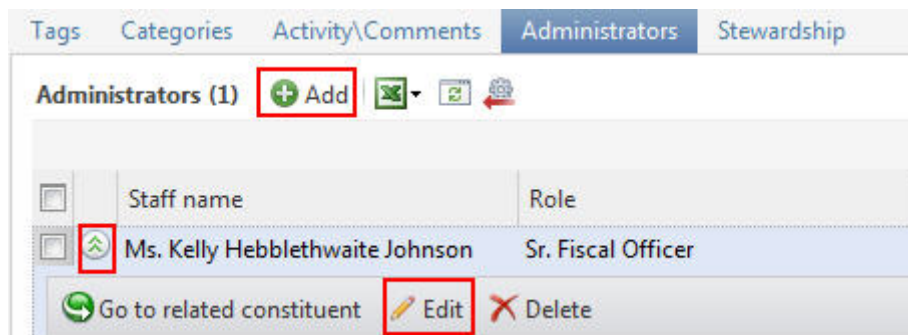
Tags Categories Activity/Comments Administrators Stewardship

Tags (1) Add

Description

OAA DEV

You can Add or Edit the information. Click on the Add button to add information. Click on the  icon to the left of the information to access the Edit button.



You should never Delete information that is listed!

Gift Memo Support Report

The Gift Memo Support Report and the Gift Memo Support CSV Report display gifts to a designation, department org or home department for the dates selected.

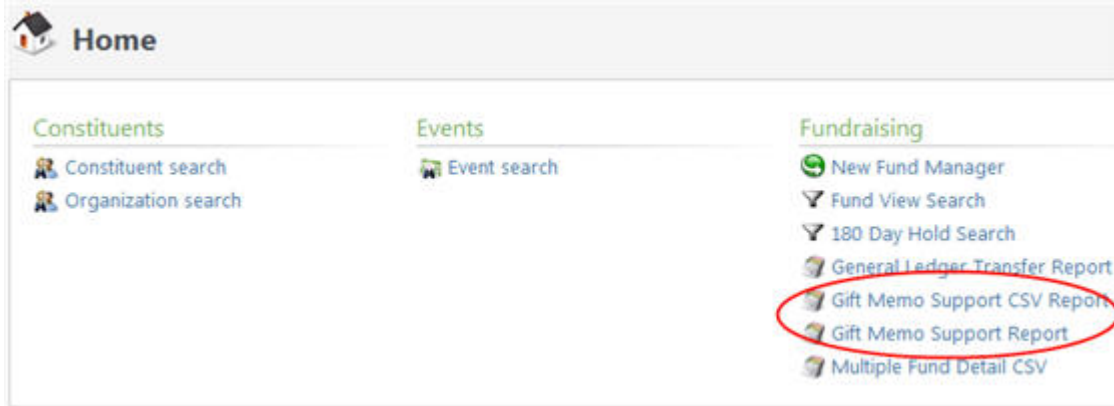
The Gift Memo Support Report and the Gift Memo Support CSV Report will both display the same information. However, the Gift Memo Support Report contains merged cells so if you want to export the data to Excel, be sure that you select the Gift Memo Support CSV Report.

To Display the Gift Memo Support Report:

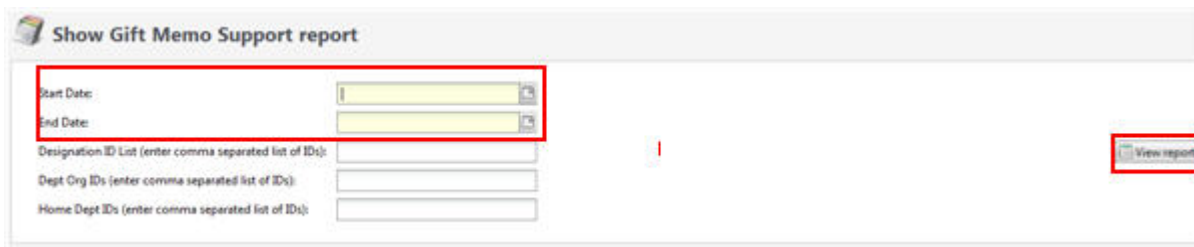
1. From your Home Page, click on Gift Memo Support Report or Gift Memo Support CSV Report.
 2. Enter the information for the desired Report.
 - Select Start Date.
 - Select End Date.
 - Type Designation ID List (six digit fund number) **or** Dept. Org number or Home Dept. number
 3. Click on View Report.
-

Click on the Gift Memo Support Report or the Gift Memo Support CSV Report to open the Show Gift Memo Support report window.

NOTE: Gift Memo Support Report and Gift Memo Support CSV Report are also available from the Fundraising page.



Enter the Start Date and the End Date for the gifts that you want included on the report.



Gift Memo Support reports can be accessed by entering **one** of the following:

- Enter the six-digit fund number in the Designation ID List field. Multiple fund numbers may be entered by using a comma to separate the fund numbers **or**
- Enter the five-digit department org number in the Dept Org IDs field. Multiple Dept Orgs may be entered by using a comma to separate the dept org numbers **or**
- Enter the D#### home department number in the Home Dept IDs field. Multiple Home Dept IDs may be entered by using a comma to separate the home dept numbers

Click on View Report.

Fund View

Gift Memo Support								
Revenue included with a transaction type of 'Payment'				Date: 7/1/2011 - 8/24/2011				
Name	Date	Revenue	Designation	Department Org	Home Dept	Application	Revenue Type	Payment Method
00055471 Thomas Henry Herdt East Lansing, MI	08/22/2011	\$500.00	302404 Veterinary Medicine Advancement Fund	29000 Vet Med Administration	D2900 Vet Med Administration	Donation	Gift	Check
			Description:					
	Total:	\$500.00						
00078537 Jane Noble Clinton Columbus, OH	08/11/2011	\$108.00	306400 Cheerleader Support Fund	54140 Athletics	D5414 Athletics	Donation	Gift	Cash
			Description:					
	08/11/2011	\$108.00	306400 Cheerleader Support Fund	54140 Athletics	D5414 Athletics	Donation	Gift	Cash
			Description:					
	07/20/2011	\$108.00	306400 Cheerleader Support Fund	54140 Athletics	D5414 Athletics	Donation	Gift	Cash
			Description:					
	08/11/2011	\$108.00	306400 Cheerleader Support Fund	54140 Athletics	D5414 Athletics	Donation	Gift	Cash
			Description:					
	Total:	\$432.00						
00130251 Harry L. Newell Charleston, WV	08/03/2011	\$150.00	302404 Veterinary Medicine Advancement Fund	29000 Vet Med Administration	D2900 Vet Med Administration	Donation	Gift	Check
			Description:					
	Total:	\$150.00						
00165439 James Erben Novy Tyler, TX	08/22/2011	\$300.00	302404 Veterinary Medicine Advancement Fund	29000 Vet Med Administration	D2900 Vet Med Administration	Donation	Gift	Check
			Description:					
	Total:	\$300.00						
00208466 DECEASED Catherine Sue Steel New Carlisle, OH	07/20/2011	\$3,200.00	312981 Athletics Administration Building Fund	54140 Athletics	D5414 Athletics	Donation	Gift	Cash
			Description:					
	08/11/2011	\$3,200.00	312981 Athletics Administration Building Fund	54140 Athletics	D5414 Athletics	Donation	Gift	Cash
			Description:					
	07/15/2011	\$3,200.00	312981 Athletics Administration Building Fund	54140 Athletics	D5414 Athletics	Donation	Gift	Cash
			Description:					
	08/11/2011	\$3,200.00	312981 Athletics Administration Building Fund	54140 Athletics	D5414 Athletics	Donation	Gift	Cash
			Description:					
	08/11/2011	\$3,200.00	312981 Athletics Administration Building Fund	54140 Athletics	D5414 Athletics	Donation	Gift	Cash
			Description:					
	07/20/2011	\$3,200.00	312981 Athletics Administration Building Fund	54140 Athletics	D5414 Athletics	Donation	Gift	Cash
			Description:					
	07/06/2011	\$1,200.00	312981 Athletics Administration Building Fund	54140 Athletics	D5414 Athletics	Donation	Gift	Cash
			Description:					
	07/06/2011	\$1,200.00	312981 Athletics Administration Building Fund	54140 Athletics	D5414 Athletics	Donation	Gift	Cash

8/24/2011 at 11:13 AM

Prepared by: ISLAND/ODE-ASA-015

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General Ledger Transfer Report

The General Ledger Transfer Report shows the date when monies from current use funds are posted to the General Ledger. This report is used to reconcile current use fund gifts.

To Display the General Ledger Transfer Report:

1. From your Home Page, click on Fundraising on the navigation bar.
 2. Click on General Ledger Transfer Report.
 3. Enter the information for the Report.
 - Select **Year** from drop down list.
 - Select **Month** from drop list.
 - Type Designation ID List (six digit fund number) **or** type Dept Org IDs **or** type Home Dept IDs
 4. Click on View Report.
-

Click on General Ledger Transfer Report from the Fundraising page to open the General Ledger Transfer Report window.



Select the Year and Month for the gifts that you want included on the report. For example, if you want to reconcile gifts that were listed on your Detail Activity Report in eReports for January 2014, select 2014 as the Year and January as the month.

General Ledger Transfer Report

Year:
 Month:
 Designation ID List (enter comma separated list of IDs):
 Dept Org IDs (enter comma separated list of IDs):
 Home Dept IDs (enter comma separated list of IDs):
[View report](#)

General Ledger Transfer Report can be accessed by entering **one** of the following:

- Enter the six-digit fund number in the Designation ID List field. Multiple fund numbers may be entered by using a comma to separate the fund numbers **or**
- Enter the five-digit department org number in the Dept Org IDs field. Multiple Dept Orgs may be entered by using a comma to separate the dept org numbers. Click on View Report

Click on View Report.

General Ledger Transfer Report

Year:
 Month:
 Designation ID List (enter comma separated list of IDs):
 Dept Org IDs (enter comma separated list of IDs):
 Home Dept IDs (enter comma separated list of IDs):

1 of 1 100% Find Next

GL Transfers per Fund for 01/2014

Please Note: This report will only be valid for dates past 8/29/2011.

Designation	Designation ID	Department Org	Home Department	Post Date	Effective Date	Revenue ID	Constituent	Total Revenue Amt	Notes
303578 TBDBITL Alumni Club Scholarship Fund	303578	02631 Music Marching Band	D0262 School of Music	2/4/2014	7/12/2013	rev-17457423	00311042	\$10.00	
	303578	02631 Music Marching Band	D0262 School of Music	2/4/2014	7/26/2013	rev-17476743	00311042	\$10.00	
	303578	02631 Music Marching Band	D0262 School of Music	2/4/2014	7/31/2013	rev-17482724	00528210	\$10.00	
Designation Total:								\$30.00	
Grand Total:								\$30.00	

2/28/2014 at 9:52 AM Prepared by: ISLAND/UDP-ASA-035 Page 1 of 1

The Post Date shown on the GL Transfer Report is 2/4/2014. However, these are the gifts that were transferred to the GL for designation number 303578 at the end of January 2014.

Multiple Fund Detail CSV Report

The Multiple Fund Detail CSV Report compiles a listing of all funds by Home Department or Department Org that you can export to Excel.

To Display the Multiple Fund Detail CSV Report:

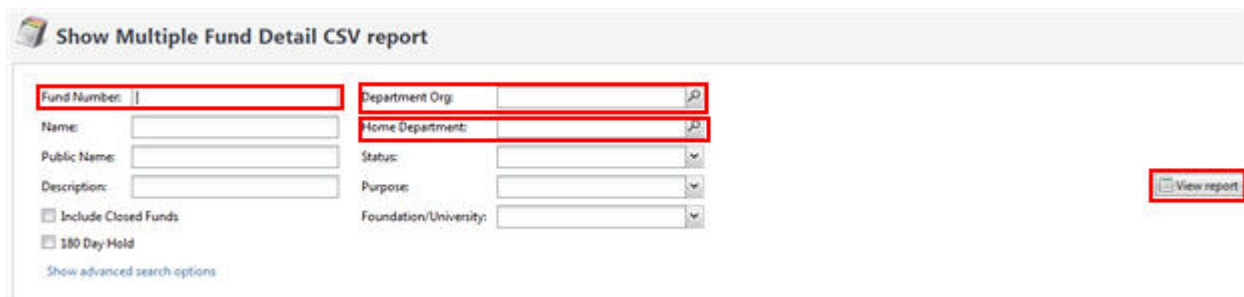
1. From your Home Page, click on Fundraising icon on navigation bar.
2. Click on Multiple Fund Detail CSV.
3. Enter the Fund Number or Public Name or Department Org or Home Department
4. Click on View Report.

Click on Fundraising on the Navigation bar on the Home Page.



Click on Multiple Fund Detail CSV on the Fundraising page to open the Multiple Fund Detail CSV Report window.

Type the fund number, Department Org or Home Department and click View Report. If you want to include Closed Funds in your report, check the box in front of Include Closed Funds.



The Multiple Fund Detail CSV report contains additional information about the funds:

Fund View

- Description
- Purpose
- Start Date
- Endowment Principal Start Date
- Principal Balance
- Number of Shares
- Market Value
- Stewardship Constituents

Fund Number:		Department Org:	
Name:		Home Department:	D5414
Public Name:		Status:	
Description:		Purpose:	
<input type="checkbox"/> Include Closed Funds		Foundation/University:	
<input type="checkbox"/> 180 Day Hold			

[Show advanced search options](#)

1 of 38 100% Find | Next

Multiple Fund Detail CSV

Fund Number	Public Name	Rpt Description	Home Dept	Dept Org	Endowment / Current Use	Purpose	180 Day Hold	Start Date	Endowment Principal Start Date	Auth Date	Principal Balance
504651	The Samuel B. McCulloch Memorial Fund	Established September 2, 1992, by widow Virginia, Charles W. Atkinson, other friends and colleagues. Income provides scholarships or grants-in-aid to varsity swimmers.	D5414	54140	Endowment	Student Financial Aid	False	6/19/1992	6/19/1992	9/2/1992	\$24,538.18
310372	Ohio Stadium Suite Fund	To Account for the Gift Portion for All Ohio Stadium Suites	D5414	54140	Current Use	Program Support	True	1/9/2001			
411387	Dr Bob Murphy Athletic Memorial Fund	Form Pending Hoolier	D5414	54140	Pending Endowment	Program Support	False	9/30/2003	9/30/2003	1/1/1900	\$11,572.50
303985	Ohio Stadium Brick Project	Track Donations and Expenses Related to the Commemorative Brick Program for Ohio Stadium	D5414	54140	Current Use	Opn & Maint Phys Facilities	True				
660390	The Jessica C. Beck Memorial Scholarship Fund	Established July 7, 2005, by her friends and family through The Foundation. Distribution supplements a grant-in-aid for an upper-class intercollegiate student participating in synchronized swimming with preference to an out-of-state student athlete.	D5414	54140	Endowment	Student Financial Aid	False	7/7/2005	10/1/2005	7/7/2005	\$40,588.89
541753	The Robert and Nancy Dix Athletic Endowment Fund	Established February 2, 2007 with a gift from Robert and Nancy Dix, used to supplement the grant-in-aid scholarship costs of an intercollegiate student-athlete who is a member of a varsity athletics team and pursuing an	D5414	54140	Endowment	Student Financial Aid	False	2/2/2007	2/28/2001	2/2/2007	\$120,541.69

The report is designed to export as a CSV report and save or print it from Excel.


Exporting


Reports or the fund view screen may be exported by clicking on the disk icon at the top of the report/screen and selecting the file type:


- XML file with report data
- **CSV (comma delimited)**
- **PDF**
- MHTML (web archive)
- **Excel**
- TIFF file
- Word

To Export a Report or Fund Information Screen:

1. Click on disk icon on the top of the report or fund information screen.
2. Select the file type.

 **Show Multiple Fund Detail CSV report**

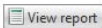
Fund Number: Department Org: 

Name: Home Department: 


Public Name: Status:

Description: Purpose:

☐ Include Closed Funds Foundation/University:

☐ 180 Day Hold 

[Show advanced search options](#)

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Multiple Fund Detail CSV

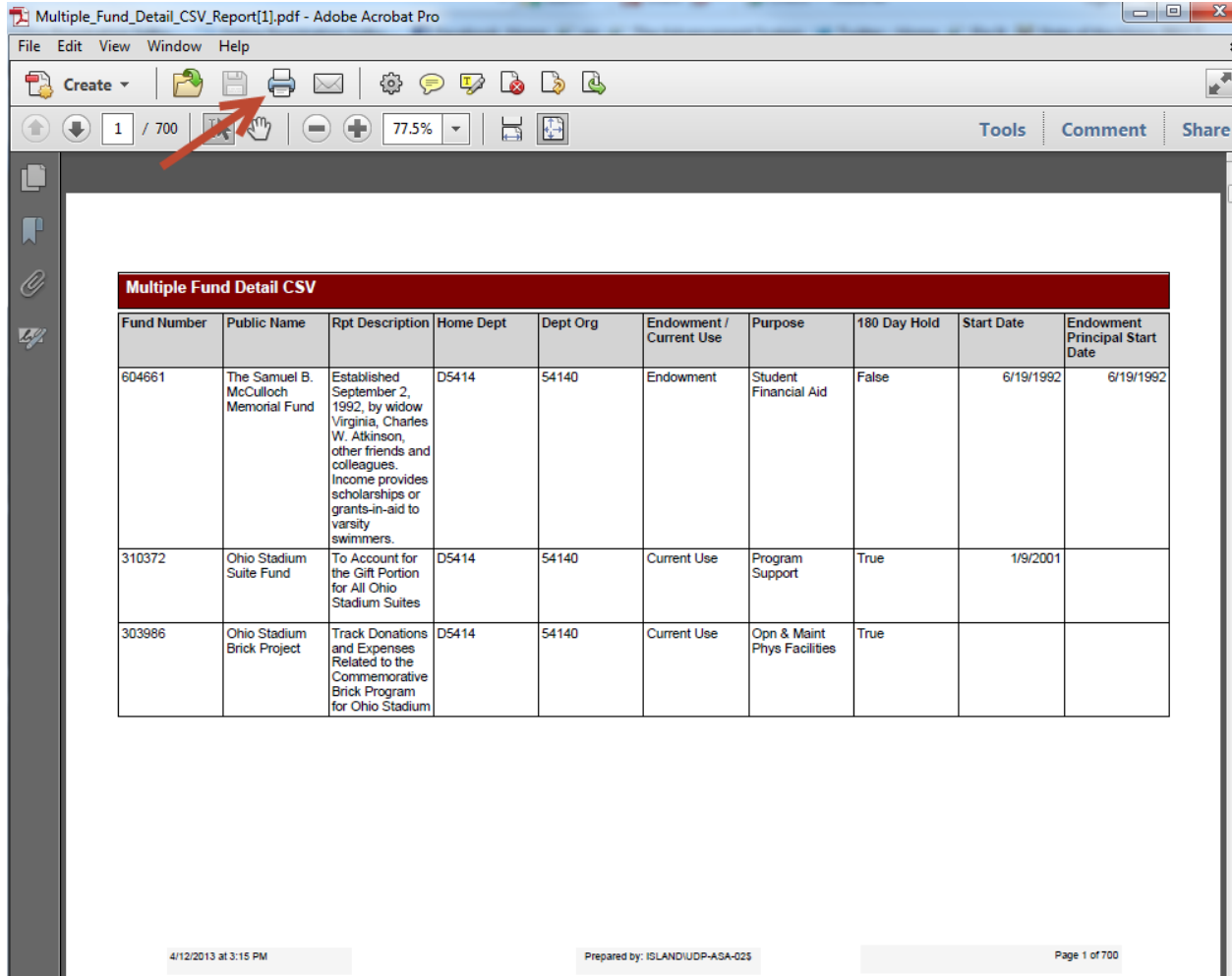
Fund Number	Public Name	Rpt Description	Home Dept	Dept Org	Endo Curr	Day Hold	Start Date	Endowment Principal Start Date	Auth Date
604661	The Samuel B. McCulloch Memorial Fund	Established September 2, 1992, by widow Virginia, Charles W. Atkinson, other friends and colleagues. Income provides scholarships or grants-in-aid to varsity swimmers.	D5414	54140	Endo		6/19/1992	6/19/1992	9/
310372	Ohio Stadium Suite Fund	To Account for the Gift Portion for All Ohio Stadium Suites	D5414	54140	Current Use	Program Support	True	1/9/2001	
303986	Ohio Stadium Brick Project	Track Donations and Expenses Related to the Campus	D5414	54140	Current Use	Opn & Maint Phys Facilities	True		

Export menu options:

- XML file with report data
- CSV (comma delimited)
- PDF
- MHTML (web archive)
- Excel
- TIFF file
- Word

Printing

If you are going to print a Report or Fund View screen, export the report as a PDF or Excel and print from the PDF or Excel toolbar.



Multiple Fund Detail CSV

Fund Number	Public Name	Rpt Description	Home Dept	Dept Org	Endowment / Current Use	Purpose	180 Day Hold	Start Date	Endowment Principal Start Date
604661	The Samuel B. McCulloch Memorial Fund	Established September 2, 1992, by widow Virginia, Charles W. Atkinson, other friends and colleagues. Income provides scholarships or grants-in-aid to varsity swimmers.	D5414	54140	Endowment	Student Financial Aid	False	6/19/1992	6/19/1992
310372	Ohio Stadium Suite Fund	To Account for the Gift Portion for All Ohio Stadium Suites	D5414	54140	Current Use	Program Support	True	1/9/2001	
303986	Ohio Stadium Brick Project	Track Donations and Expenses Related to the Commemorative Brick Program for Ohio Stadium	D5414	54140	Current Use	Opn & Maint Phys Facilities	True		

4/12/2013 at 3:15 PM

Prepared by: ISLAND/UDP-ASA-025

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Help Resources

Please contact the 2Tech Advancement IT Service Desk with any questions or problems you encounter with TAS, Fund View or the Reports available in The Advancement System.

Contact the 2Tech Advancement IT Service Desk at 292-TECH (8324) or via email at 2tech@osu.edu.

Resource	Location
2Tech Advancement IT Service Desk	292-TECH(8324)
2Tech Advancement IT Service Desk	2tech@osu.edu
Blackbaud Help Files	Available within TAS. Press F1 on the keyboard on any screen within the program.
Marie Gibbons	Gibbons.66@osu.edu or 614-292-9899

Appendix – Office of Financial Services

For more information on Endowments, go to:

www.treasurer.ohio-state.edu


The Ohio State University ▸ Business and Finance

Help Buckeye Link Map Find People Webmail Search Ohio State

Office of Financial Services

University Treasurer

[Home](#) [University Bursar](#) [Internal Bank](#) [University Staff](#) [Endowment](#) [Policies](#) [Contact Us ▾](#) [Employee Recognition](#)



Quick Links

- [Disclosure Page for Investors](#)
- [Internal Bank Information](#)
- [BF Webmail](#)
- [Learn About Becoming Green Certified](#)

Mission Statement

The Office of Financial Services is committed to providing high-quality services to the campus community by being excellent stewards of University funds to maximize a student's educational experience.

Vision

The Office of Financial Services will provide current, comprehensive and accurate information about the financial status of the University. To promote the vision and goals of the University, we will create an atmosphere that encourages continuous quality improvement necessary to meet the business and financial needs of the campus community in a pleasant, professional and efficient manner.

Office Overview

Bank Reconciliations

[Business Continuity](#)

Bank Reconciliations

This department is responsible for reconciling University bank statements to