

Navigating Fund Summary Memos

Two main pieces of information in NUFFO specify how a fund may be utilized. Each fund is assigned at least one Use Code and has a Fund Summary Memorandum, which outlines additional spending criteria.

- **Use Code** options include capital improvement, faculty support, general support, research, and student support. Refer to [Fund Usage Guidelines](#) for more information.
- **Fund Summary Memorandum (FSM)** is a supplemental PDF (of one or multiple pages) that specifies the details about each fund's usage criteria.
- Both should be referred to when considering eligible expenses that may be paid from a fund.

FSMs can be viewed on the fund detail page through the My Fund Portfolio area as well as in the Summary Reports area of NUFFO. In the Summary Reports area, under the **Fund Summary Memos** tab, all your FSMs can be viewed and downloaded en masse or individually by the date they were last modified.

Email notifications. Note that FSMs may be updated from time to time. Spending authorities and viewing authorities will receive a weekly email alert whenever new or updated FSM(s) under their authority are posted. When you receive an email notification, you have the option to save or print the updated documentation from NUFFO. If an authority no longer wishes to receive the weekly email alert, they may opt out.

How to Access Multiple or Recently Updated Fund Summary Memos

Navigate to the **Summary Reports** section of NUFFO. Click the **Fund Summary Memos** tab. This screen offers two sections with reporting options as follows:

All Fund Summary Memos

Download batches of multiple fund summary memos and adjust optional filters to change the results list displayed. Each row represents a batch of up to 100 FSMs to which the user has access, sorted by fund number. Leave filters blank and click **Apply** to generate *all* fund summary memos. Alternately, users may filter based on authority type (spending, viewing or both) and the date the fund summary memo was last modified. Remember to click **Apply** to refresh the results list or **Reset** to restore the filters to default.

View all documents in a batch

- Click the **green double-down arrow** button on the left side of the range you wish to view.
- Click the **Fund Summary Memo(s)** button to open that batch of funds.
 - Note the number range represents the fund numbers within the range, up to 100 documents to which the authority has access.
- Click **Fund Summary Memo(s)** link.
- Log in to the document server (using foundation credentials).
- A virtual “stack” of multiple documents will open in a new PaperSave window.

PaperSave is the software used to deliver on-screen previews of the FSM files. *Careful!* Each batch of documents is made up of multiple FSMs, and each FSM may consist of multiple pages. *This means that the first page you see on-screen is likely only the tip of the iceberg, so you will need to navigate to find additional documents and pages within the file.* Learn more about how to navigate [documents](#) or [pages](#) below.

Download or print from PaperSave

A file of one or multiple FSMs may be downloaded (exported) or printed. The original version of the file is left intact in PaperSave, and a copy is downloaded to your device or network. Depending on the number of funds over which the user has authority, you may need to view and download multiple batches of memos, so *repeat as needed until all batches have been downloaded.*

- To download the top-most FSM, click **Save**.
- To download the entire batch of FSMs, click **Save all**.
 - A .zip file will be created, and you may save a copy of the FSM(s) locally or to your server.
 - Documents remain confidential and proprietary; once your use of this data is completed, **please delete these files from your computer.**
- To print or email one or multiple FSMs:
 - *Download* a copy of them first.
 - Open the downloaded PDF and print from within your PDF software, or attach it to an email.
 - At this time it is *not* possible to print or email directly from PaperSave due to a Chrome extension restriction.

Individual Fund Summary Memos

Search for, view and download individual Fund Summary Memos based on user input filters. Leave filters blank and click **Apply** to generate results for *all* funds. Users can filter based on fund ID, fund name, authority type (spending, viewing or both) and the date the Fund Summary Memo was last modified.

Summary Reports

Reports **Fund Summary Memos**

Fund Summary Memo List Descriptions

All Fund Summary Memos

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View all documents in a batch



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Individual Fund Summary Memos


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All Fund Summary Memos (1)  | More ▾

Authority Type: Last Modified From: To:  




Fund ID Document Range

 01032750 - 01136590

 Fund Summary Memo(s)

Individual Fund Summary Memos (3)  | More ▾

Fund ID: Fund Name: Authority Type: Last Modified From: To:

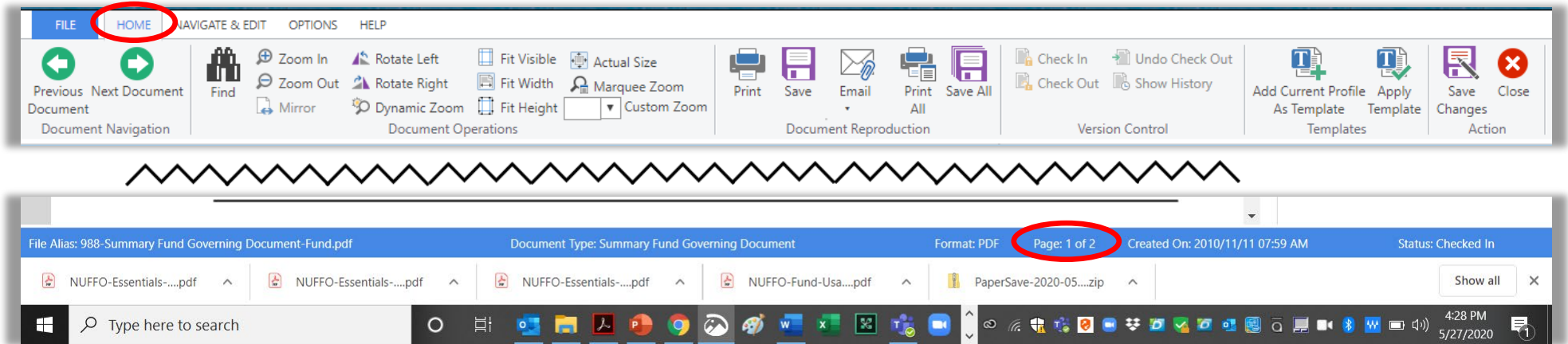
Fund ID	Fund Name	Authority	Last Modified On
 01120500	Nebraska Legends Scholarship an...	Viewing Authority	5/9/2017
 01032750	Northern Californians for Nebrask...	Viewing Authority	5/9/2017
 01136590	Our Students Our Future - Univers...	Viewing Authority	5/9/2017

File Navigation in PaperSave

Top tier tabs in PaperSave

Home
Navigate & Edit

Home tab main features



Navigate between documents (one FSM document at a time)

Use the large green arrows, **Next Document** and **Previous Document**, to move from the first page of one FSM to the first page of the next FSM. Important note: Some FSMs may be more than one page long. If you need to navigate multiple pages *within the same document*, see **Navigate & Edit** below. There is no way to determine how many pages are contained within your batch until you download/export it as a PDF.

Navigate between pages (within the same document)

Refer to the [Navigate & Edit](#) section below.

Change your view on-screen

Zoom in, zoom out and other viewing options, such as **fit width**, allow you adjust your view and get a better look at the document.

Download a document

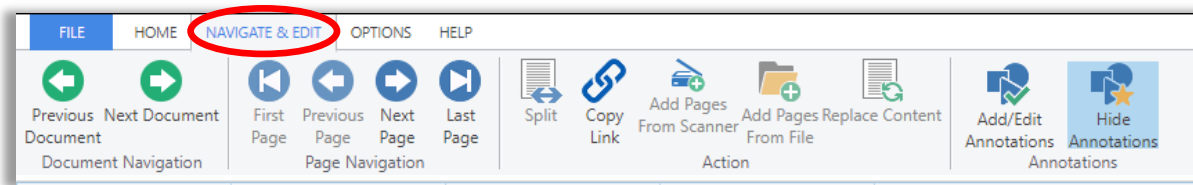
Save the document (using the purple disk icon) and then print one or multiple pages from the downloaded PDF file that is generated. With multiple documents open, you can also use **Save All**. At this time, PaperSave documents do not print from Chrome web browsers.

Print or email a document

Refer to the [Download or Print from PaperSave](#) section above.

Navigate & Edit

Navigate & Edit tab main features



- To view the **pages** within a document, go to the **Navigate & Edit** tab and use the **Page Navigation** features, **Next Page** or **Previous Page**, with the large blue arrows.