

# NUFFO Essentials

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

## How do I access NUFFO and get help?

[ali.nufoundation.org](http://ali.nufoundation.org)

Log in directly to Ali CRM, home of the NUFFO portal. If prompted, click **Blackbaud CRM** to continue. Google Chrome is the preferred web browser.

<https://alicommunity.nufoundation.org/>

Ali Community website: Community resource page for Ali and NUFFO users, including forms, contacts, and FAQs.

<https://alicommunity.nufoundation.org/password-reset/>

Passwords expire every 90 days. Email reminders will be automatically sent to users beginning two weeks prior to expiration and will be sent more frequently as the expiration date nears (if the password has not yet been successfully reset). Another option: Preregister for the reset service *before* your password expires and you become locked out. Once registered, you may use the self-serve password reset service if you forget to reset within the 90-day window. If you become locked out of your account, email the foundation service desk.

[servicedesk@nufoundation.org](mailto:servicedesk@nufoundation.org)

Report an issue, get help, or get info outside NUFFO's date-range reporting window.

## NUFFO Home Screen

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 my shortcuts** link.

**Tip:** Open multiple browser windows to work in multiple screens at the same time.

**NUFFO Home Screen**

Application features: Feature (e.g. Information Library)

Welcome, Campus Business Manager

Home Administration **NU Foundation Funds Online (NUFFO)** ← Access NUFFO

Change password  
Log out  
About Blackbaud CRM

### NU Foundation Funds Online (NUFFO)

There are four main areas of NUFFO as highlighted in yellow.

- My Fund Portfolio**  
View a listing, including fund balances and details, of all funds you have authority to review. Here, you will be able to drill down into fund details to view documentation on what the fund can be used for, detailed financial reports for individual funds and donor contact information for the purposes of writing thank you notes.
- Summary Reports**  
View financial and donor information reports for all funds you have authority to review.
- NUFFO Training and Reference Materials**
  - NUFFO eLearning Course** ★ Critical to your understanding and use of NUFFO.  
This on-demand web-based training can be run start-to-finish or pick and choose which topic you need to know at the moment.
  - NUFFO Essentials** ★  
View a quick reference guide that contains helpful links and answers to frequently asked questions.
  - NUFFO Glossary**  
A glossary of terms found in NUFFO. This information is also found in the NUFFO Manual.
  - Fund Usage Guidelines** ★  
A non-exclusive list of allowable expenses for which funds may be used unless otherwise limited by restrictions in the fund governing document. The purpose of this list is to ensure consistent application and use of funds in conformance with donor intent.
  - NUFFO Manual**  
NUFFO User Manual with screenshots, descriptions, a glossary, and instructions for use.
- Forms**
  - Request or Modify Access - Fund Authority Form
  - Transfer Request Form
  - Payment Request Form
  - Reinvestment Request Form

## My Fund Portfolio

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

| D        | Fund Name  | Spendable Amount | Book Value  | Market Value | Fund Type           | Use Code        | Est Annual Inco... | Fund Established | Last Expenditure | Notes | Spending Authority   |
|----------|--|------------------|-------------|--------------|---------------------|-----------------|--------------------|------------------|------------------|-------|----------------------|
| 01999990 | <i>Fund for Dental Faculty Excellence</i>              | \$19,581.80      | \$0.00      | \$0.00       | Expendable Funds    | General Support |                    | 4/15/2016        |                  |       | Carolyn A. Barber    |
| 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        |                  |       | Sergio H. Ruiz Ph.D. |
| 01999992 | N Fund - Chancellor's Greatest Needs                   | \$660,950.24     | \$0.00      | \$0.00       | Expendable Funds    | General Support |                    | 10/29/1996       | 8/9/2017         |       | Sergio H. Ruiz Ph.D. |
| 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        |                  |       | Scholarship Commit   |
| 01999994 | University Library Fund                                | \$2,222,365.84   | \$0.00      | \$0.00       | Expendable Funds    | General Support |                    | 12/3/2013        | 6/21/2017        |       |                      |
| 01999995 | <i>UNL Support Fund</i>                                | \$20,520.00      | \$0.00      | \$0.00       | Expendable Funds    | General Support |                    | 3/18/1994        |                  |       |                      |

Red italics = underutilized fund (see below for explanation)

- 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 regenerate 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**.
- 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**. Data updates in real time, so any data downloaded may be outdated.
- 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. You may filter for funds earmarked to support a specific site.
- Hyperlinks in Blue:** In this case, fund numbers drill down to the fund detail record.

### Fund Detail Record (top portion of a fund record)

**Details**

Type:  Expendable

Spendable Balance:  \$32,988.89

Estimated Annual Income:  \$0.00

**Fund Value info**

Book Value:  \$0.00

Cash to be Invested:  \$0.00

Outstanding Pledges:  \$10,369.52

**Criteria/Restrictions**

Fund Summary Memorandum See page 5.

Use Code:  General Support

Site:  UNO AS Religion

Field definitions are available by hovering the mouse pointer over the blue question mark adjacent to the term.

Cash + investments (book value) (if applicable) + pledges outstanding (if applicable)

### Underutilized Funds

Utilization of donor-established funds is an important step in the donor-stewardship process. Donor gifts are made under the assumption that the university will utilize those dollars in a timely manner and for the purposes outlined in the fund governing document. No donor makes a gift intending for it to sit in a fund unspent.

To facilitate proper fund stewardship and utilization, underutilized funds are displayed in **red italics**. For a fund to be considered underutilized it must be one of the following:

- A **permanent endowed** or **quasi-endowed** fund in which the spendable balance is at least 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 reaches underutilized status, this can be addressed by submitting a payment or transfer request or by reinvesting a portion of an endowed or quasi-endowed fund's spendable income back into the principal.

If plans are in place to utilize the fund over a period of time or if there is an explanation for why the fund is underutilized, please post a note on the **Notes** tab of an individual fund record.

## 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.

The screenshot shows the 'Financial Details' tab selected. Below it are sub-tabs: Revenue, Expense, Fund to Fund Transfers, All Activity, Donor Information, and sub-tabs. The 'View Report' button is circled in red. Below the form fields is a table:

| ACTIVITY TYPE of: |            | ENDOWED FUNDS and QUASI-ENDOWED FUNDS | EXPENDABLE FUNDS                        |
|-------------------|------------|---------------------------------------|---|
| EXPENDABLE        | will show: | income generated by the endowment     | all gifts and any miscellaneous revenue |
| ENDOWED           | will show: | market value adjustments and gifts    | (nothing will ever be displayed)        |

Need additional details about **Entry description** or **Entry type**? Please refer to the Navigate Summary Reports section of the NUFFO User Manual.

**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. The information can be filtered by gift amount to show donors with specific giving ranges. Downloaded information will *not* include gift amounts in order to protect donor privacy. If exported, please choose file type Excel to preserve the data.

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

The screenshot shows the 'Fund Report Contacts' tab with a list of contacts. Below the list, the details for Mrs. Sharon A. Smith are displayed:

Salutation Name: Mrs. and Mr. Smith  
 Addressee Name: Mrs. and Mr. Sharon A. Smith  
 12345 Abbey Road  
 Brighton, Colorado 80217  
 United States

**Authorized Personnel:** The **Authorized Personnel** tab identifies who has authority to view or spend from the fund. The spending authority must sign a 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 24 months.

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

The screenshot shows the 'Add a NUFFO fund note' dialog box. The 'Note Category' dropdown is open, showing the following options:

- Allowing Fund to Grow
- Have Plan to Spend
- On-Hold
- Other
- Request to Reinvest Endowment Earnings
- Saving Funds Until Needed
- Seeking Fund Use Clarification
- Unable to be Utilized

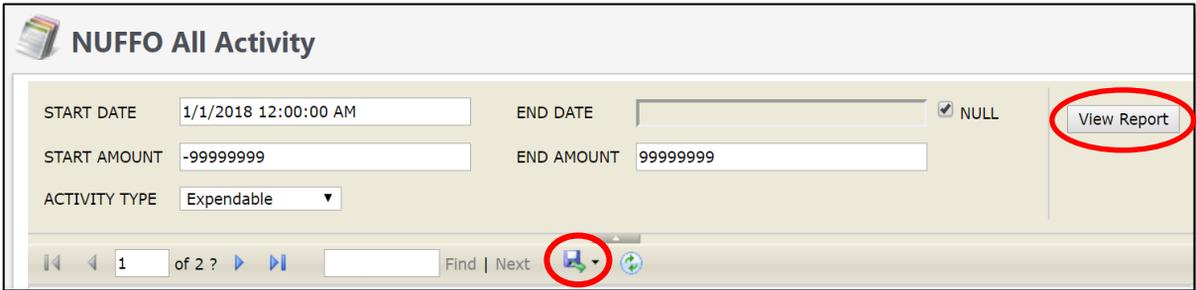
**Tip:** View additional [frequently asked questions](#) and answers on the Ali Community home page.

## 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 detailed record. Use these steps to run the report from the **Financial Details** tab.

### Report Descriptions

|                               |   |
|-------------------------------|---|
| <b>All Activity</b>           | Report of all revenue, expense and fund to fund transfers for all funds the user has authority to access.   |
| <b>Expense Report</b>         | Report of all expense activity for all funds the user has authority to access. <b>Expenses are defined</b> as any 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.   |
| <b>Revenue Report</b>         | Report of all revenue activity for all funds the user has authority to access. <b>Revenue includes</b> 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.   |
| <b>Fund to Fund Transfers</b> | Report of all fund to fund transfers for all funds the user has authority to access. <b>Transfers represent</b> 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. |
| <b>Donor Information</b>      | 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>  |
| <b>Monthly Fund Balances</b>  | 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>  |



## Running Reports in NUFFO

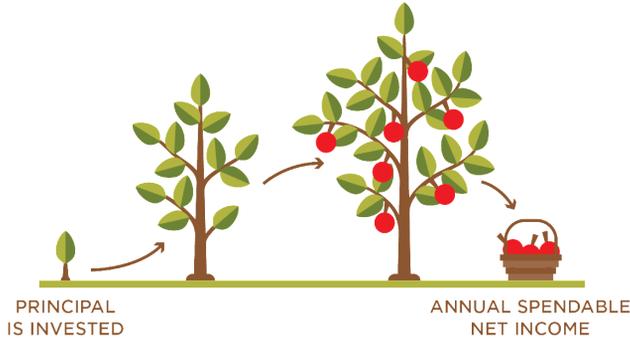
1. Uncheck the **Null** box(es) to enter the start date to create a custom date range for which to run the report. Leaving the **End Date Null** box checked will run the report through the most current entry.
2. Enter a gift amount range in the two amount boxes. Tip: If you wish to send a *form* letter for gifts below a certain amount, and a *handwritten note* for gifts above a certain dollar amount, run the report twice (for the same date range) to determine the donor listing by separate gift amount ranges.
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 downloaded file can be used as a data source to assist you in preparing mail-merged letters. Once your mailing is completed, **please delete these files from your computer.**

## Understanding How To Spend My Funds

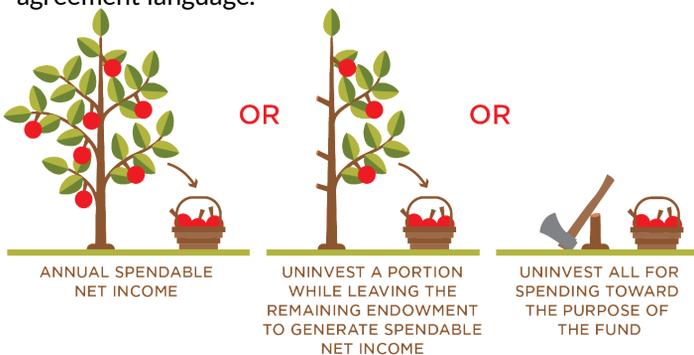
### Fund Types

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

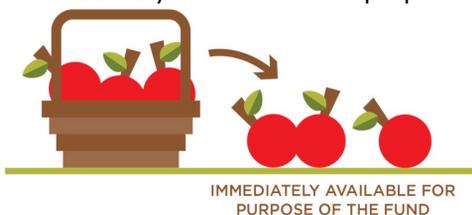
**Permanent Endowment:** The permanently endowed principal of a fund is invested, and only the spendable net income generated by the invested portion is made available for the purpose of the fund.



**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. Detailed fund usage guidelines may be found on the NUFFO home screen in Ali CRM.

### 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 on a NUFFO fund detail record 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 a college or department may have awarded but not yet billed to the foundation.

### Gifts to Funds

- For *expendable funds*, the gift is added to the fund immediately and is available for immediate use.
- For *endowed and quasi-endowed funds*, the gift is received immediately, but it is invested on the first day of the following month.

### 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](#). The foundation cannot share specific gift amounts for donors in Ali CRM. Why? The university is subject to public records laws, and providing access to this information via the Ali CRM database or other paper or electronic records makes gift information subject to disclosure by the university as a public record.

## Forms: Requesting Funds from the Foundation

Two different forms are used to request funds from the foundation. All forms are available for download from within NUFFO, or from the Ali Community web site: [www.nufoundation.org/ali](http://www.nufoundation.org/ali). Detailed instructions and requirements are included with each form.

### Form Preapproval

The foundation is happy to preapprove 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 for why copy was provided) is not included.
- Sales tax is not included.
- Contact section is incomplete.

UNF Contact: [PreApproval@nufoundation.org](mailto:PreApproval@nufoundation.org).

### Form Tips:

- Forms must *always* include spending authority's **original signature** of approval (no copies or emails).
- Forms *may* require additional signatures:
  - If payment is for *reimbursement* of a university employee, use a Payment Request Form. The employee being reimbursed and the employee's direct supervisor must sign the form. The spending authority must also sign (if his or her signature is not already included on the form).
  - If the payment is *taxable income* to the employee (an award, honoraria or payment for services rendered), a check cannot be issued from the foundation to the employee. Instead, work with university payroll to issue payment to the employee and submit a Transfer Request Form for reimbursement from the foundation fund.

### Request for Payment

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

### 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 (WBS) account is required.

### 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.



**To whom should I submit my form?** Contacts are posted online at: [www.bitly.com/HowToRequestFoundationFunds](http://www.bitly.com/HowToRequestFoundationFunds)

### Spending Tips:

1. **Spend the most restrictive funds first.** Leave more flexible funds available for alternate uses later.
2. Consider **tax-exempt benefits** of having the university pay, then request reimbursement (via Transfer Request form).
3. **Alcoholic beverages** may be allowed using foundation funds (via Payment Request form).
4. **If a fund has more than one spending authority:**
  - Collaborate to ensure funds are *not* overspent.
  - More than one spending authority signature *may* be required (refer to the Fund Summary Memorandum for details).

### Date Ranges of NUFFO Information:



Gift information is available for the prior 12 months.

Financial information (revenue and transfer activity) is available for the prior 24 months.

*If you need information outside NUFFO reporting date ranges, email UNF service desk.*

**Last Expenditure Date** (reported on the **My Fund Portfolio** page and **individual fund record**) is the date of the last expense paid from the fund. If the field is blank, there either has been no expense paid from the fund or the last expense was paid prior to 2005.

**Expense Reports** (generated on the **Summary Reports** page or the **individual fund record**) can be run for the prior two years' of expenses. A user can enter a date outside of the prior two years, but results will only be returned if they fall within the past 24 months.

## NUFFO Quick Links

Click any green icon below to access the information.

### [Ali Community Website](#)

This is a one-stop shop for everything Ali CRM + NUFFO, including system login, forms, training resources, eLearning course and more.

### [Password Help](#)

Passwords expire every 90 days; watch for email reminders and change your password before it expires so you are not locked out of your account. If locked out, email [servicedesk@nufoundation.org](mailto:servicedesk@nufoundation.org).

## How to View My Funds

-  Help me understand endowed, quasi-endowed and expendable funds (*steps 1-4*)
-  How long is data available in NUFFO?
-  How do I filter my funds list so I can search by certain criteria and balances?
-  Who can spend, who can view  this fund?
-  Why are certain funds listed in *red italics?* (underutilized funds)
-  Help me access transaction activity for a specific fund or a group of funds

 Which donor(s) receive fund reports for this fund? (*video, at 55 seconds*)

 What if I can't find my funds?

## How to Spend My Funds

-  What are the spending criteria attached to this fund? (*Steps 1-4 and 10-13*)
  -  What is the specific purpose/criteria of this fund? (Fund Summary Memorandum)
  -  Help me understand general fund usage (spending) guidelines
-  How much can I spend?
-  Help me plan/budget (*steps 5-9*)
-  Who can spend, who can view this fund? (*step 14*)
-  Why isn't the expense/transfer request I submitted reflected in the total balance?
-  What if I can't find my funds?
-  Which form should I use to request money from the foundation?
  - Tips for  spending and  form completion
-  Who needs to sign the form?
-  To whom do I submit my form?

## How to Thank my Donors

-  How to thank my donors
-  How do I get a list to thank all my donors?
-  How to find donors to a specific fund
-  How do gifts come to the foundation?
  - Why does the Donor Information Report list duplicates in blue?
    -  and  (*page 4, step 3*)
-  Why doesn't the foundation provide specific gift amounts for donors in Ali CRM? (*refer to NUFFO paragraph at top*)
-  Why aren't all gifts displayed in NUFFO? (*refer to NUFFO paragraph in italics*)

## How to Add, Change or Remove Access

-  To change or remove access to funds, complete and submit an updated Fund Authority Form.
-  To close an Ali CRM or NUFFO user account, email service desk.