NU FOUNDATION FUNDS ONLINE
NUFFO User Manual for
My Fund Portfolio and Summary Reports

This manual is a guide that contains information about using NU Foundation Funds Online, or NUFFO's areas including **My Fund Portfolio** and **Summary Reports**. For a quick reference version, see NUFFO Essentials. For support using **Student Fund Finder** or accessing any other training and support references, visit the Ali Community website at https://alicommunity.nufoundation.org/.

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University of Nebraska Foundation – Confidential and Proprietary.
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Top Feature Highlights

The top six NUFFO features include providing the ability to:

1. Manage the funds you have authority over with **My Fund Portfolio**. This includes initiating requests for spending and adding notes about plans for spending specific funds.
2. Find the best fund to use for an expense. Use most restrictive funds before general funds. Review the Fund Summary Memorandum on the fund record for spending criteria.
3. Check the spendable balance. This does not include expenditure requests that are in process for approval. Expenditure requests go through the university and foundation approval processes.
4. Identify and develop plans for spending underutilized funds.
5. Thank donors and request donor lists for publications and awards.
6. Review revenue, expense and transfer activity for all your funds with **Summary Reports**.

How to Access Ali CRM and NUFFO

Ali CRM is the advancement constituent relationship management (CRM) system for the University of Nebraska, University of Nebraska Foundation and the various university alumni associations. It is named after Aletheia, the Greek goddess of truth. Ali CRM is the single source of truth for advancement activities involving supporters of the University of Nebraska. The system captures details about fundraising, alumni relations and marketing and communications with the university's alumni, donors and friends. NU Foundation Funds Online (NUFFO) is part of Ali CRM. The NUFFO portal provides fund and private gift information to authorized university users.
The purpose of NUFFO is to expedite the university's use of donor funds and to encourage academic units to thank donors for their gifts.

Since 1936, the University of Nebraska Foundation (UNF) has existed to accomplish one goal: to advance the University of Nebraska. While independent from the university, it is intrinsically linked to it, connecting the dreams and passions of donors to the mission of the university and stewarding donor generosity across its four campuses.

1. To access Ali CRM (Ali), go to https://nufoundation.org/ali. Ali is a web-based application accessible via any internet connection. Google Chrome is the preferred browser for Ali.

2. When directed to the screen pictured opposite during the login process, click on **Blackbaud CRM** to navigate to Ali.

Navigate **My Fund Portfolio**

Once logged in, the Ali **home** page will be viewable. Located in the blue navigation bar at the top is NUFFO.

There are two areas within NUFFO: **My Fund Portfolio** and **Summary Reports**.
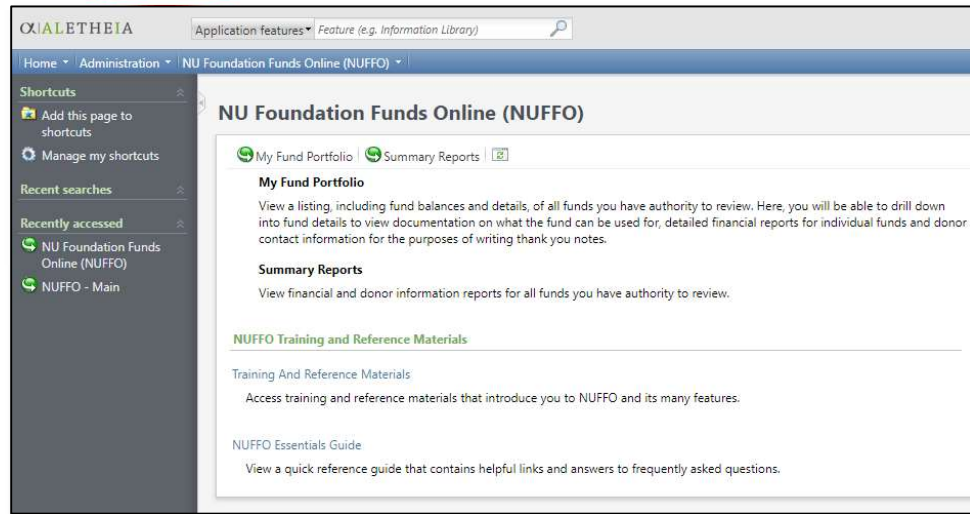
- My Fund Portfolio is a list of all the funds that you have authority to view. You can click on a fund from this list to view that fund's detail record.

- Summary Reports are reports on all funds you have authority to review.

- Training and reference materials are also on the main NUFFO page.

Go to My Fund Portfolio. There are three sections here: Explorer Bar, System Notes and Results.
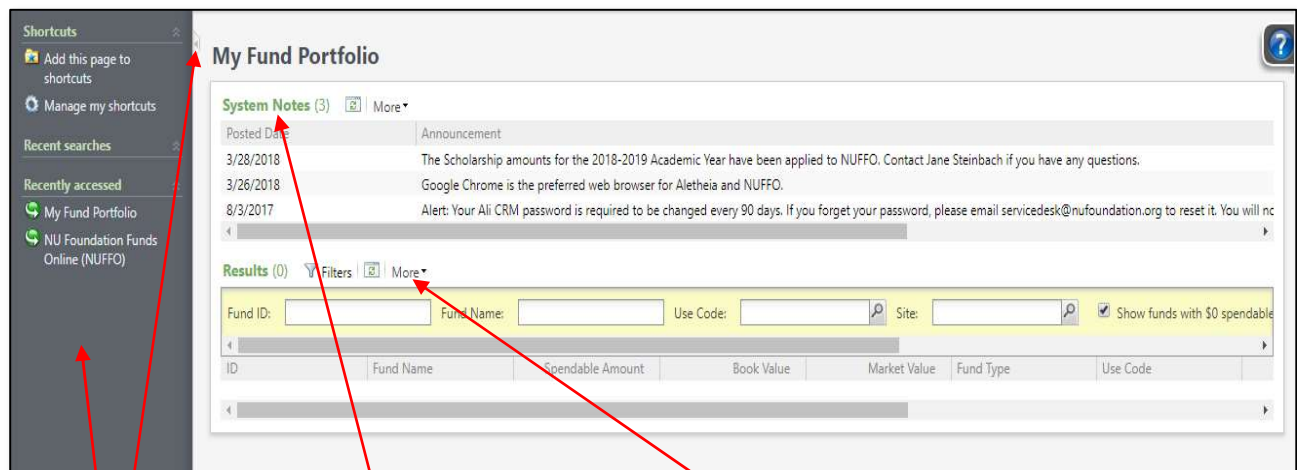
A. Explorer Bar   B. System Notes   C. Results

A. Explorer Bar is the dark grey section on the left side of the screen that provides the ability to navigate throughout NUFFO.
- The **Recently Accessed** list displays your 10 most recently viewed funds or features.
- **Shortcuts** can be added for pages frequently used.
- Collapse or expand the **Explorer Bar** to maximize screen width using the toggle button.

B. **System Notes** displays the last three informational notes from the foundation regarding funds and accounting activities.

C. **Results** is a filterable list of all funds that the user is authorized to view.
- Click the **Filters** button to display the available criteria. The yellow band will display only after this button has been clicked.
- Note the grey scroll bar and arrows that indicate additional content on the right.
- To access details for a specific fund, click the **Fund ID** number, hyperlinked in blue.

Tips: Adjust column width by resting the mouse pointer over the right edge of any column header, then click and drag to resize. Efficiently sort on-screen contents (even across a series of multiple pages or screens) by clicking the column title in the top gray header row of any column in Ali. A black triangle will appear, indicating the column by which the contents are sorted. Clicking the same column heading a second time acts as a toggle to reverse the order of the contents.

Filtering Fund Results in **My Fund Portfolio**

1. The fund results list can be narrowed down to specific funds or a group of funds that meet certain criteria. Filtering can be done using one or multiple criteria, as described below:

Filter Name	Filter Description
Fund ID	Search for a specific fund using the **fund ID**. You can search using the full fund ID or a portion of the ID.
Fund Name	Search for a specific fund using the **fund name**. You can search using the full fund name or a portion of the name.
Use Code	Search for funds that are coded for a specific use, such as faculty support, student support or research.
Site	**Sites** identify the campus and area of campus a fund supports. For example, if you want to view all funds for UNL A&S Department of English, in the name field search for *English* and it will pull up all sites with "English" in the site name. **It is important to select the correct site!** For example: • **UNO Arts and Sciences** is the upper tier and truly includes *all* departments, whereas • **UNO AS All Departments** limits the search to funds intended to benefit *all* departments and is not the all-inclusive upper tier.
Funds with $0 Spendable Balance	When checked, funds with a $0 spendable balance appear in the results. Unchecked will remove any funds with a $0 spendable balance.

Filter Name	Filter Description
Spendable Funds Only	When checked, only funds in which the user holds spending authority appear. Unchecked will display funds for which the user has both spending *and* viewing authority.
Underutilized Funds Only	When checked, only funds considered underutilized appear. Unchecked will display all funds for the user.

2. Click on **Apply** to narrow results using the filters.

3. Click on **Reset** to remove all filters.

Tip: 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. Scrolling to the far right may be required to view all the filter parameters as well as the **Reset** button.

View Fund Records

From **My Fund Portfolio,** you can access the fund record to view detailed information about a specific fund by clicking on the **Fund ID** number hyperlinked in blue in the first column of the **Results** list.

The fund record page provides detailed information for the fund the user is viewing.

Hover over the 🔵 blue question mark symbol next to each field name to see definitions.

Notice the top portion of each fund record in NUFFO displays summary information identified in separate **sections**, while the bottom of the screen contains a row of **tabs** and **sub-tabs** from which additional information may be viewed and downloaded.

The fund record's sections, tabs and sub-tabs are described here:

Section Name	Section Description
Details	Information about the fund type, the amount available for spending and the estimated annual income for endowed funds.
Fund Value Info	A detailed listing of financial information related to a specific fund.
Criteria/Restrictions	Information about what the fund may be used for and what area of campus it supports. Detailed information is obtained by clicking on the blue hyperlink to view the **Fund Summary Memorandum**.
Last Expenditure	Information about the last expenditure recorded to the fund.
Fund Info	Contact information for foundation representatives able to answer questions about the fund.
Form Requests	Links to **Transfer, Payment and Reinvestment Request** forms.

Tab Name	Tab Description
Financial Details	Reports related to the financial details of the fund, including revenue, expense, transfer, all activity and donor information. Filters can be applied to these reports to look for information between specific date ranges and/or dollar amounts. Additionally, this information is downloadable as an Excel or CSV file. **Tip:** *Financial* information is only available for the prior two years, and *donor* information for gifts is only available for the prior 12 months.
Notes	Any fund utilization notes will appear on this tab. Additional notes can be added by clicking on the **Add** button.
Fund Report Contacts	The donors receiving fund reports for this fund; his or her contact information is obtained by clicking on the **Full Name** button.
Authorized Personnel	Lists all individuals who hold spending or viewing authority on a fund.

Availability of Information

All transactions processed by the foundation's accounting department are reflected on NUFFO the following day. Expenditures remain online for two years; donor information provided for the purpose of thanking donors remains online for one year. For questions regarding older gifts or transactions, contact the foundation's Service Desk at servicedesk@nufoundation.org.

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 > **Revenue** sub-tab. Specific date ranges and amounts can be used to filter results.

An estimate for annual income is also available on the main **My Fund Portfolio** screen and the fund record. Remember, this is only an estimate.

Estimates for scholarship 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.

Navigate **Summary Reports**

Users can view and download summary reports for all funds that they have authority to review in the **Summary Reports** area. There are three sections: **System Notes**, **Report Descriptions** and **Reports**.

Go to .

To generate reports, click on the report desired and enter the criteria for the report, such as start date, start amount and end amount.

Click **View Report** or hit the enter key to see the reports.

Summary Report Field Descriptions:

Field Name	Description
Entry Description	• A **WBS #** (XX-XXXX...) indicates it is a *transfer* request. • A **vendor name** indicates it is a *payment* request. • **SS** indicates it is for student support.
Entry Type	• **Ali CRM** notes the entry is from a gift. • **Endowment Manager** notes the entry is from income on an endowment or transaction relative to the endowment such as gains/losses on the sale of assets, commission, dividends, etc. • **Accounts Payable** means the entry is from a payment from foundation funds. • **Journal Entry** means the entry is for a transfer from foundation funds to a university account or transfers within funds.

Available Transactions

1. Revenue, expense and transfer activity are available for the previous two-year period.
2. Gift activity is available for the previous one-year period.

Downloading Information

All reports are available to download directly from Ali CRM as an Excel (.xlsx) or CSV file. Click the **More** button to expand the drop-down menu.
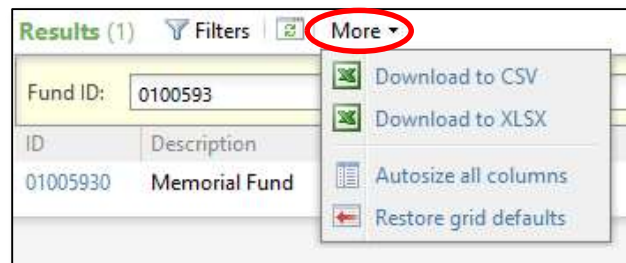
Thank Donors

The foundation believes it is important for donors to know their gifts are being used for the purposes they intended, and your acknowledgements are the best way to do that. Handwritten notes are the most meaningful way to thank a donor. If you would like other ideas on how to thank your donor, contact your development officer at the foundation or the donor relations department at the foundation.

Using the **Donor Information** report, filter for the date range (start date and end date) and the gift amount range (start amount and end amount) that you would like to acknowledge. For example, perhaps you wish to send a handwritten note for gifts over a certain dollar amount and a form letter for gifts below that amount. This report removes any anonymous and deceased donors.

Names, addresses, salutations and other contact information can be downloaded. This download can be transferred into a mail-merge program such as Microsoft Word to assist you in preparing letters for mailing. Downloaded information will not include gift amounts to protect donor privacy. Leaving the end date set at **null** runs the report through today.

Screenshot of the download menu:
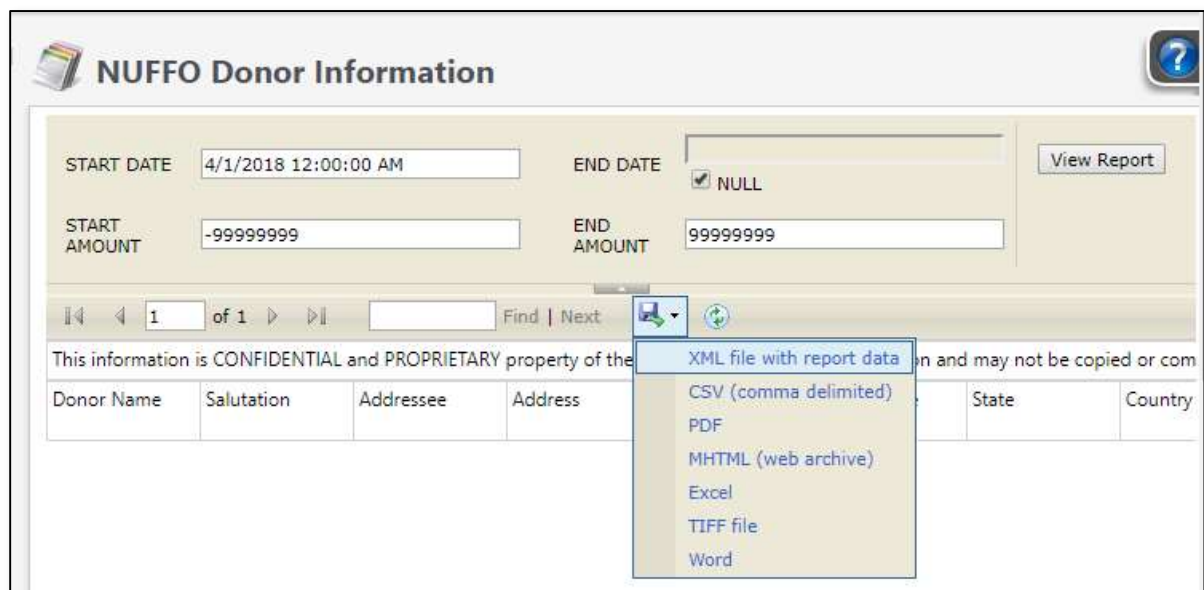
Students Thanking Donors

Thank you notes to scholarship donors from students are very meaningful and can be an integral part of the fundraising process. The foundation encourages students to write thank you notes for their specific scholarship fund and send them to the donor or donor representative listed on the **Donor Information** tab of the specific scholarship fund's detail record accessed via **My Fund Portfolio**.

When thank you letters are sent "care of" the foundation, scholarship recipients use the salutation indicated on the **Donor Information** tab.

Letters by students may be sent to the foundation with the envelopes addressed to the complete fund name and c/o the foundation.

For example:
    Phil N. Thropek Scholarship Fund
    c/o University of Nebraska Foundation
    1010 Lincoln Mall, Suite 300
    Lincoln, NE 68508

If colleges and departments prefer to collect letters before sending to the foundation, they may choose to send over batches of thank you letters to the attention of Alicia Haugen, Senior Director of Donor Relations.

Once thank you letters are received, the letters are then reviewed, copied and scanned to the donor's file in the foundation's database, and originals are mailed to donors with a short note from the foundation president.

The foundation suggests scholarship recipients include the following information in any donor correspondence:

- Name, class year, hometown and high school
- **Name of the scholarship** received
- Major and information about classes
- Personal and/or professional activities and hobbies
- Future academic and career plans
- Other information about student's NU experience and the impact it has had on his or her life
- **A thank you to the donor** for their support of the university and an explanation of how this scholarship is helping him or her

If you have questions about scholarship recipient thank you letters and their management at the foundation, please contact Amanda Feser at amanda.feser@nufoundation.org.

Due to the foundation's donor confidentiality agreement, the foundation cannot share exact gift amounts for specific donors. The foundation was established as a private and separate entity to protect donor giving information, as the university is subject to public records laws.

There are separate reports in NUFFO for revenue and donor information. The **Donor Information** report in NUFFO is designed to be used to send acknowledgements to donors. Each NUFFO report takes into consideration donor preferences, deceased donors and anonymous donors, which means *not all gifts* will appear in NUFFO.

Request Donor Lists

To acquire a list of donors for an annual recognition publication or mailing, please send a request to the development officer assigned to your college or unit. Contacting your development officer ensures such a list is scrubbed to honor donors' mailing preferences or requests for anonymity. If you're not sure who your development officer is, refer to the **Fundraising and Advancement** tab of the foundation's Contact page at https://nufoundation.org.

Forms

All of the NUFFO forms are located at www.nufoundation.org/ali. Specific instructions are on the backs of each form. NUFFO forms include:

- Fund Authority Form to request or modify access to funds or access to Ali
- Payment Request Form (also available on the fund record)
- Transfer Request Form (also available on the fund record)
- Reinvestment Request Form (also available on the fund record)

Fund Authority Form — request or modify access to funds

A **spending authority** is the position, committee or entity of the university that is responsible for administering and authorizing expenditures from a fund. A **viewing authority** is the position, committee or entity authorized by the spending authority to view fund information for management purposes. To add or change the authority needed, please fill out the **Fund Authority Form.**

Transfer Request Form

Use the Transfer Request Form when transferring funds from the foundation to the university. Expenses must have already been incurred and charged to a WBS/Cost Center account. Think of the transfer request as a reimbursement to the WBS account from which expenses were paid.

Payment Request Form

The Payment Request Form is used when requesting payments to individuals or businesses from foundation funds. This could be reimbursement to individuals or businesses that have already paid a vendor or payment to the vendor from the foundation fund. Keep in mind it is recommended the university make the payment to vendors and then submit a Transfer Request Form to the foundation. This allows the university to use its sales tax exemption. However, if a foundation fund is used to pay a vendor, the invoice must include any required sales tax since the foundation is not exempt from paying sales tax. Unless otherwise prohibited by University of Nebraska policy or Nebraska law, the university shall pay its vendors directly and seek reimbursement from the appropriate foundation fund via the Transfer Request Form.

Reinvestment Request Form

Only the spending authority on the fund can authorize reinvestment requests. The purpose is to reinvest the spendable balance of the fund back to the principal of the fund. A request to reinvest for any permanently endowed fund will result in those funds no longer being available as spendable.

Fund Usage Guidelines

The University of Nebraska Foundation has developed a Fund Usage Guide to assist in understanding permissible uses of different types of donor funds. The Fund Usage Guidelines can be found at the Ali Community on the NUFFO Training and References page under Reference Materials here.

Glossary

Term	Definition
Appeals	The foundation uses appeal codes to track the annual giving solicitation from which a gift originated.
Book Value	The original value of the gift(s) and additional gifts or deposits invested.
Cash to be Invested	In **expendable** funds, this will always be zero. In **endowed** funds, this is the cash that will be invested at the beginning of the month following receipt.
Category	General category for how the fund may be spent.
Expense Activity	Expenses charged to the fund during a specific time. Expenses are defined as any expenditure made out of the fund. Any payment, including requests made by either the Transfer Request or Payment Request forms, appear on this report. Occasionally a charge-back may appear on this report. This happens if the foundation decides it 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 the foundation had to cut a new one.
Estimated Annual Income	The amount of estimated income earned in a year.
Foundation Contact	A member of the foundation's staff to contact with questions about the fund.
Fund A	The foundation's main endowment fund is split among dozens of professional managers and governed by the investment policy set by the foundation's Investment Committee. Fund A works like a mutual fund, with each endowed fund owning units of Fund A.
Fund Agreement	A fund agreement governs the use of gifts donated to the foundation, which are deposited into a fund maintained by the foundation. It restricts the use of the gift to a particular department, program or specific purpose (e.g. scholarships, research, etc.). A fund agreement is generally a bilateral contract between the foundation and the donor but may also be a will, trust, letter or other written instrument documenting the donor's intent for the use of the gift.
Fund Established	The date the fund was established.
Fund Purpose No Longer Exists	Some fund agreements provide an alternate use for a fund when the original purpose no longer exists; this provision is generally applicable only if the university eliminates the college, department or program named as the beneficiary of a fund. If the college, department or program is moved to or merged with

Term	Definition
	another unit of the university, the fund will continue to maintain its original purpose within the new university unit. If a fund agreement also allows another purpose if the original purpose cannot be reasonably carried out, this is a factual determination that will be made jointly by the foundation and the university depending on the existing circumstances. It should generally be initiated by a written request to the foundation from the university. For example, if a professorship is meant to support a recipient engaged in a specific area of research within a department and the university modifies its academic priorities so it no longer has this research focus area, it may be appropriate to seek a modification of the purpose to a similar research area within the university's academic priorities. Unless the terms of the fund agreement provide otherwise, the process for determining another purpose will generally require the approval of the foundation's board of directors.
Fund Summary Memorandum	A document that summarizes how this fund should be spent.
Hard Credit and Recognition (Soft) Credit	Recognition credits are often used to give a donor credit for a gift he or she did not directly make. Recognition credits are most commonly used in spousal relationships. When a gift is received by the foundation, it is applied to one constituent record (hard credit). The spouse also receives credit for that gift on his or her constituent record (recognition credit). For example, the foundation may receive a $100 gift from married constituents. One of the constituents will receive a $100 hard credit and the spouse will receive a $100 recognition credit. Other common areas that recognition credits may appear are matching gift contributions (the organization making the gift receives the hard credit and the employee who applied for the gift receives the recognition credit) and charitable foundations (the foundation receives the hard credit as the contributing constituent and any family or board members related to that charitable foundation may receive recognition credit).
Spending Policy	The endowment is prudently invested and broadly diversified. The foundation's spending policy stipulates that income distribution for Fund A will be 4.25 percent of a 20-quarter moving average of the fund's market value.
Market Value	The current value of the fund's investment computed monthly based on valuation statements received from each of the foundation's investment managers.
Note	Use the notes section for logging or communicating information back to the foundation contact regarding this fund. Example note: *This fund is underutilized because we are waiting until the spendable amount goes above $____ to buy a piece of equipment.*
Other Cash	Generally, this is cash available to spend and includes payments made for scholarships and fellowships subsequent to the March 1 reporting.
Outstanding Pledges	The remaining balance of the amount the donor(s) committed to giving to a specific fund in a specified time frame.
Recognition Credit	Recognition credit — sometimes known as *soft credit* — is the sharing of the gift value with someone other than the legal donor for recognition purposes. This recognition is to identify someone who was involved in the decision to give.
Revenue Activity	Income earned and new gifts received by a fund during a specific time. Revenue includes all money that goes into a fund to build up its balance but does not

Term	Definition
	include funds transferred into the fund from another foundation fund. Revenue includes gifts to the fund, plus any earned income.
Spendable Amount	The spendable amount is generally the current balance available to be spent from a fund consistent with its fund agreement. However, this amount does not reflect any payments made for scholarships and/or fellowships. Please see Other Cash.
Spending Authority	A spending authority is the position, committee or entity at the university responsible for administering and authorizing expenditures from a fund.
Spendable Net Income	**If a fund is endowed,** and the fund is invested using the foundation's policies, the spendable net income generated is then available for the purpose (reason) of the fund. Spendable net income refers to the permitted annual spending amount for the endowed fund as determined by the foundation's investment and spending policy. A copy of the foundation's current investment and spending policy is available upon request. **For professorships and chairs only:** If the fund agreement *requires* reinvestment of excess spendable net income (applicable to endowed funds only), the foundation will automatically reinvest all remaining spendable net income with the principal of the fund as of July 1 each year. If the university commits all or a portion of the spendable net income remaining in the fund but has not yet submitted a payment request, the university must notify the foundation in writing no later than June 1. The notice must specify the committed amount and provide an estimated timeline for the expenditure of the committed amount so it's not reinvested. If the fund agreement *permits* but does not require reinvestment of excess spendable net income, the dean of the college must notify the foundation in writing no later than June 1 each year, specifying the amount of excess spendable net income to be reinvested as of July 1. If the foundation receives no written notification of reinvestment, excess spendable net income shall remain available for expenditure. **For scholarships and fellowships only:** If the fund agreement *requires* reinvestment of excess spendable net income (applicable to endowed and quasi-endowed funds only), the foundation shall automatically reinvest all remaining spendable net income with the principal of the fund as of February 28 each year. If the fund agreement *permits* but does not require reinvestment of excess spendable net income, the fund's spending authority must notify the foundation in writing specifying the amount of excess spendable net income for reinvestment. If the foundation receives no written notification of reinvestment, excess spendable net income shall remain available for expenditure.
Transfer Activity	Details of the transfers into or out of the fund. Transfers represent money being moved from one foundation-held fund into another foundation-held 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.

Term	Definition
Type	Funds are categorized by the investment code. The three most common are: **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. **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, subject to the approval of the spending authority and/or the foundation based on the fund agreement language.
Underutilized Fund	*A fund displayed in red italics* is considered underutilized. A fund is considered underutilized if it meets the following criteria: • An endowed fund in which the spendable balance is two times or 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.