

The following section is a compilation of commonly asked questions to assist you with accessing reports in IFAS and other questions that have been raised in the past. Contact the Account Services Department at 319-335-3305 if you have any other questions.

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Are there any specific system requirements to use IFAS 7i?

Any current web browser except Microsoft Internet Explorer 8 should work with IFAS 7i. However, direct report printing is not available except when using Internet Explorer. If you are using any other browser, please use the Export to PDF function in the report toolbar, and print the report from your PDF document reader.

Browsers that should work include:

Microsoft Internet Explorer 6 and 7 (Internet Explorer for the Mac is not supported)

Mozilla Firefox

Apple Safari

When I run a report, I'm not getting any data, but I know there should be data out there. What's wrong?

A pop-up blocker may be blocking the report window. Most pop-up blockers can be temporarily disabled per request by holding down the Ctrl key (for Internet Explorer's pop-up blocker, use Ctrl + Alt) while clicking a link or button, and holding it down until the window appears. Also be aware that some browser add-on toolbars also install a pop-up blocker.

When I run a report, a window tells me my job is in the job queue and it gets stuck there, or no report window appears at all. What's wrong?

You may have a pop-up blocker installed for Internet Explorer. Most pop-up blockers can be temporarily disabled per request by holding down the Ctrl key while clicking a link or button, and holding it down until the window appears

I am unable to print reports or I get a message telling me that "Your security settings are preventing you..." when I attempt to print reports. What's wrong?

The SunGard Bi-Tech Print ActiveX Control needs to be installed. Look for either a window that pops up asking if you want to install the software or a yellow bar that will show up under your Internet Explorer toolbar. In either case, make sure the option to "Always trust content from SunGard Bi-Tech" or "Always install software from SunGard Bi-Tech" is enabled before installing the control.

IFAS 7i reports cannot be printed directly from the report window if you are not using Internet Explorer. Please use the Export to PDF function in the report toolbar, and print the report from your PDF document reader.

Having trouble accessing UI Foundation financial reports with Internet Explorer 9 or 10?

From the Tools drop-down menu, select "Compatibility View Settings"

You will see a dialog box. Make sure uifoundation.org is listed under "Website you've added to Compatibility View"

Simply select "Close", then refresh your browser page (click on arrows in toolbar or hit F5)

The page should now be functioning normally.

If this does not work, please contact Natasha Houselog at natasha-houselog@uiowa.edu or Sara Ring at sara-ring@uiowa.edu.

I'm not sure what some of the prompt fields for the reports I run mean or what I'm supposed to enter. How do I find out what these codes mean?

Most of the terms and codes used in report prompts become second nature after you've used the system for a little while. Refer to the drop-down menu for each prompt field for entry options. Or take a look at

the [Account Financial Summary Definitions](http://www.uifoundation.org/finance/wp-content/uploads/sites/51/2013/04/account_financial_summary_definitions.pdf). (http://www.uifoundation.org/finance/wp-content/uploads/sites/51/2013/04/account_financial_summary_definitions.pdf)

If you're still unsure, Please contact Account Services: Natasha Houselog at natasha-houselog@uiowa.edu or Sara Ring at sara-ring@uiowa.edu

What should I do if I forget my password?

Please contact Natasha Houselog at natasha-houselog@uiowa.edu or Sara Ring at sara-ring@uiowa.edu

When completing the Payment Authorization Form when I enter the account number, I receive the error message “Account Number not found”

If the account is a Permanent Endowment, the account number that should be entered is 31 instead of 30. (ex 31401555).

If you continue to have problems, please contact Beth Nicholson at beth-nicholson@uiowa.edu or Jennifer Kuenster jennifer-kuenster@uiowa.edu

How do I find Quarterly Payout Numbers?

Statement of Activities – Account Balances Download

This is a report that is available via the UI Foundation website: <http://www.uifoundation.org/finance/>.

- Select Financial Reports
- Enter your username and password
- Open Financial Reports list (click on +)
- Select Data Downloads list (click on +)
- Select Statement of Activities – Account Balances Download (click on +)
- Enter the College Code (click below for complete list)
http://www.uifoundation.org/finance/wpcontent/uploads/sites/51/2013/04/account_codes_depts.pdf
- Enter the Report Date (ex. 9/30/12)
- Select Submit

Helpful Tips:

- When the report populates, “Interest Inc/Payout” will be located in the fourteenth column next to “Appr/(Depr). As the title of the column indicates, the balance not only will include payout from the LTP but also earnings from the ITP and SMP.
- If you have a question about what the specific payout is on an account, you can further drill down on the account number and will be taken to the account Financial Summary. In the lower half of the Financial Summary on the left, you can further drill down on Interest Income/Payout and select “Drill to interest income transactions”. This screen will show you the breakout between payout and earnings on that specific account.

· The Statement of Activities report can be exported to Excel where you can sum the “Int Income/Payout” column to obtain an overall “Int Income/Payout” total. Select the “Options” icon at the top of the Statement of Activities report window, select Export, and select Excel.

How is Payout calculated?

<http://www.uifoundation.org/finance/wp-content/uploads/sites/51/2013/04/uif-spending-policy.pdf>

What are the benefits to creating an endowment?

Endowments are permanent. They are managed for prudent growth to ensure that earnings exceed inflation and that the donor's purpose is fulfilled in perpetuity. Endowments allow the university to budget the gift's use and count on it forever. Endowments to support faculty positions allow UI leadership to attract renowned experts, or retain our promising junior faculty. Any endowment moves UI forward permanently in the area designated by the donor.

Why is it important for departments to have annual expenditures/spending plan?

Every situation is different, but unless there are cases where donor intent would make a small transfer problematic (example: donor intent requires a minimum expenditure of \$5,000 per year, but they only have \$1,500 available) we encourage annual meaningful spending with no minimum. Most important is that the department has a plan to spend. If they are saving towards something, like a program that is not yet up and running but will be next year, that is OK – that’s something we can communicate to a donor. (We don’t ever want to have a donor upset that their funds didn’t get expended and not have a concrete plan to explain.) Also, annual spending for many donors actually encourages more gifts. It lets the donor know that the department really needs the money and will use it, which often motivates donors to give more – no matter what size

What is the definition of a gift?

The definition of a gift: an irrevocable transfer of money or property to a charitable organization where no consideration or quid pro quo is expected.

The IRS has ruled that in order for a transfer to occur, the donor must “relinquish control” of the money or property, such that the charitable organization has “full control” of the donated funds to use according to their purpose. Further, no funds may be used to “benefit” an individual.

Have a donor that is interested in donating real estate or an item/collection of personal property?

If a donor expresses interest in making any such donations, please coordinate with a planned giving staff member as appropriate and contact Jim Bethea, Director of Investments early in the process. Jim will coordinate with development officers to collect information about the property from the donor using an updated Donor Questionnaire and provide them important information about their obligations and tax implications in a customizable template letter.

What is the process for a Gift In Kind to UI Department?

Whoever is authorized to sign on behalf of the UI should sign the Form 8283. By signing the form, the UI confirms the date of gift and indicates whether the gift property will be used for a related purpose or will be sold. Note if the UI intends to sell the property, there is an obligation to file a Form 8282 which provides the IRS with the value for which the property was sold. If you have any questions, please contact Mary Gilroy at mary-gilroy@uiowa.edu