

DOCUMENT

This document is intended to address the frequently asked questions about running reports using the Advancement Intelligence (AI) platform in Cognos to obtain financial information about your current or endowment funds managed at the University of Colorado Foundation.

SUBMITTING A QUESTION/REQUEST REGARDING AI REPORTING

If you have questions that are not answered in this FAQ, please contact accounting@cufund.org. Please include with your request the allocation/fund number, fund title, and any details/background that would help us answer your question.

QUESTIONS AND ANSWERS

Q: How do I access Foundation AI reports?

A: To access Foundation AI reports please follow this link [AI Landing Page](#) and navigate to the CU Foundation menu item on the left of your screen. For the Fund Managers without full Advancement Intelligence access, you can find the Foundation reports under CU Foundation folder. You can find this folder in Team Content, Advancement Intelligence, and then CU Foundation.

You will need to be on the VPN to access CU Data from any non-CU internet. You must be logged into the VPN to access the AI landing page. You do not need a special password to access the AI reports. If you are having trouble with your VPN please contact IRMhelp@cu.edu.

Q: Are there recordings posted of previous Foundation AI Report trainings?

A: Yes, recorded transcripts of all past trainings are posted to the [Fund Manager Intranet](#) and the release notes are posted on [Advancement AI](#).

Q: How do I look up a fund in the AI reports by department?

A: The Campus, School, Department, and Division prompts are cascading prompts. This means you cannot select from one list until the one before it has been completed. For example, you cannot select the Law School without first selecting Boulder as a Campus. Make your selection, then click Apply Changes to refresh the page and show the next group of options.

Q: Who do we reach out to if an allocation/fund is in the wrong Department or School?

A: Please reach out to compliance@cufund.org and they will assist you.

Q: What is the Advancement Fee?

A: This is the annual assessment to fund CU Advancement operations and it is 1.5% of the market value of each endowment. The fee is calculated as of December 31 and paid on the following July 1 of each year.

Q: What is the Endowment Distribution?

A: This is the annual distribution to a CU program from an endowment and is paid on the first day of each fiscal year (July 1) in an amount equal to 4% of the endowment's trailing 36-month market value as of the prior December 31.

Q: In the Allocation Financial Dashboard what is the “Other Activity” in the table at the bottom of the screen?

A: This refers to advancement fee described above.

Q: How do I change the Fund Manager in an Allocation/Fund?

A: Finance Program Principals and Fund Manager's are determined by the People Soft Financial System. The list of program principals and fund managers are periodically integrated with the Foundation's Financial System. If a program principal or fund manager is incorrect in an AI report, please reach out to FinProHelp@cu.edu.

Q: How do I protect donor data in the AI Reports?

A: Staff who have access to AI reports must follow the [Advance-Advancement Intelligence Access Policy](#). This includes information on FERPA and HIPAA regulations that all AI users must adhere to when accessing donor or student data.

Q: Is Financial Edge going away?

A: The Foundation's Financial Edge System is not going away. But, the Financial Edge quick link on the Advancement website that takes you to the database warehouse where Accounting Reports currently reside is being replaced by the Advancement Intelligence Cognos reports. You will no longer need a Financial Edge password to run Foundation Accounting reports. The Financial Edge quick link on the Advancement website will be removed by October 31, 2020.

Q: What are commonly used reports to access my fund information?

A: CASE Totals

Allocation Financial Detail

- High level overview of gift activity and spending

Gift Fund Statement (GFS)

- Links to Fund purpose report

GFS Transaction Detail – itemized list of gift activity

Allocation Fundraising Dashboard

- Trends and list of fundraising activity
- Clickable link to entity brief bio (AI)

Fund Purpose Report

Custom Compilation

- To find a list of funds in a given area/ restricted for a specific purpose
- Very detailed report, shows fund manager, purpose description, balance info and some financial history
- Useful for fund reviews and identifying funds that can be used for a specific purpose (i.e. scholarships in a given department)

To find:

List of gifts/ transactions to a fund:

- Allocation Fundraising Dashboard
- GFS Transaction Detail (click on gift revenue “account code” on GFS)
- Gifts to a fund or area during a specific period
- Funds in a given area

Other Relevant Information about Allocation Codes:

CUF allocation campus codes

01= Boulder

02= Anschutz

03= Denver

04= UCCS



08= CU system fund

0X2XXXX – CURRENT USE

0X3XXXX – Endowment DISTRIBUTION FUND

0X5XXXX – Endowment PRINCIPAL FUND

0X7XXXX – BEQUEST ACCOUNT – not yet funded or in use, but a placeholder, usually when there is a testamentary gift agreement to establish a fund once the planned gift is realized.

University (controller's) side

CU calls funds “speedtypes”, and each speedtype has account codes for allocating expenses

634xxxxx, also known as a “Fund 34”, is a speedtype associated with a gift fund. Speedtypes (ST) are linked to a CUF fund and found on reports including AI allocation financial dashboard and gift fund statement. It's helpful to always provide campus partners with both the CUF fund number and the ST.