



◦ Issue 6 | ◦ 2016

FYI from FAI

Foundations Accounting and Investments

The FAI website is located at <http://foundationsaccounting.ofa.ncsu.edu/>

Introducing the Newest FAI Team Members

Tanessa Dunn joined the Operations Team of FAI as an Accounting Technician in May 2016. She brings to the University 15 years of banking experience working with First Citizens Bank. Tanessa received her B.A. in Business Administration from North Carolina Wesleyan College this May. Tanessa is primarily responsible for deposits.

Tresson Patterson joined the Investment Team of FAI as an Investment Reporting Specialist in May, 2016, two days after graduating from NC State University with a BS in Business Administration with a concentration in Finance. Tresson first joined the University as a student intern in May 2012.

Earlica Moore joined Foundations Accounting and Investments as Office Assistant in June 2016. Prior to joining our team, she was the Data Entry Clerk at NCSU Institute for Nonprofits. Earlica is currently pursuing her Associates Degree in Accounting. Her incredible organizational skills will support and improve all of our daily functions in the office, and we are excited that she is part of the FAI family.

Please join us in welcoming Tanessa, Tresson and Earlica!

Next Q & A Session:

Nov. 17th, 2016
Joyner Visitor Center
Room 165
3:00-4:00 p.m.



Contact Us:
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REMINDERS:

- * If a name or allocation changes for an existing fund, and the fund is an option on an online giving site, the online giving site information must also change. Contact Matt Heimbach (mheimba@ncsu.edu), the Advancement Systems Manager, with all changes. These do not update automatically, nor does FAI have the ability to correct them.
- * FAI forms change often to better accommodate our customers. Please always use the most up to date form on our website. <https://foundationsaccounting.ofa.ncsu.edu/forms/>
- * If you (or a new employee) need access to the Chartfield Request System (for foundation and/or endowment fund projects) remember that training is required before access can be granted. Contact Michelle Phillips (mpphilli@ncsu.edu) or Sherry Ferguson (slfergus@ncsu.edu) to schedule training.
- * Chartfield Modifications: All changes to a project should be submitted on the Chartfield Modification Form to FAI. These can be sent by email or attached in the Chartfield System. Requests cannot be processed without the form. The form is needed because changes to certain attributes trigger the need for additional review and other potential coding changes within both Advance and Financials.
- * Funds requested for a time-limited purpose (Class gifts, fundraiser for a specific item, memorials, etc.) should always include documentation of how leftover/remaining funds (if any) will be used. This should also be included on any solicitation material.

Manual Checks

Effective Monday, July 18, 2016, Foundations Accounting and Investments began accepting vendor payment requests electronically via email. What does this mean for you? The request and approval process itself will not change, however, original invoices will no longer be required. A completed [Payment Request Form](#), including signatures, will still be required. When available, please forward the original email string (documenting vendor email address) and attach the invoice, copies of receipts (if applicable) and Payment Request Form. If vendor is new, a completed W-9 will still be required. Cutoff times will also remain unchanged – emails requesting payment must be received by 4pm Tuesday; anything received after 4pm will be processed the following week. Requests should be emailed to: faipaymentrequest@ncsu.edu

Help FAI help You!

We often get questions about projects/funds from campus that require research in order to respond. Depending on the nature of the question, this might require that we look up the project in Financials, or it might require that we look up the allocation in Advance, or it may require that we pull the hardcopy file from our file room. Unfortunately, each of these 'places' are organized differently. In Financials we need a project number. In Advance we need the allocation, and to pull the file we need the name of the fund. In order to help us help you more efficiently we would like to request that when asking questions about a specific fund, in particular if sending the question by email, to please include the Fund name, the Financials Project Number, and the Advance Allocation. This will help us to help you more quickly and efficiently!

DID YOU KNOW...

Advancement Services provides templates for all Gift Agreements, including one for Restricted Funds. Go to <https://advancement-services.ncsu.edu/intranet/gift-agreements/> for the agreements as well as information on how to secure the correct signatures and approvals.

SYSTEM UPDATES

Enhancements to FAI Campus Reports:

The hyperlink functionality on transactions that exists in the WRS reports is now available in the Foundation Reports. There are hyperlinks, highlighted in blue, on the transaction detail drill downs in the Foundation Reports that will take you directly to the entry that created that specific transaction.

There are four new columns that appear on the journal transaction detail drill down. The first is the Vendor Name column which will display the vendor's name on journal transactions when appropriate. The other three; Detail Category, Sub Total Category and Total Category are account category columns. The Detail Category column provides a description of the expenditure account type such as supplies & materials, travel or salaries. The Sub Total Category column provides the broader category of expenditure type such as an operating expenditure or a personnel expenditure. The Total Category column provides the overall account type category such as revenue or expenditure account.

