



Foothill-De Anza Foundation September 2010 Opening Day

Foundation Funds – Who, What, Where and How?

Our Contact Info:

Francis Ramirez – General questions, deposits, gift acknowledgements.
X6230 or ramirezmoyafrancis@fhda.edu

Kathy Nguyen – Accounting related questions – payments, purchase requests, independent contract forms, payroll assignments and timesheet, chargeback's, etc. Access to INB – email Kathy.
X6923 or nguyenkathy@fhda.edu

Robin Lyssenko – Scholarship questions, general inquiry, funding inquiries.
X6233 or Lyssenko@fhda.edu

Jennifer Dirking – De Anza related funding questions.
X6231 or x5397 or dirkingjennifer@fhda.edu
(Note – Jennifer's De Anza office is located in the Marketing Department)

Laura Woodworth – Foothill related funding questions.
X6232 or woodworthlaura@fhda.edu

Our offices: 1st and 2nd floors, Carriage House, across from the District

BOOKMARK THESE PAGES

Foundation Website: www.foundation.fhda.edu (or navigate to us from the main district page)

- Give Now Button – navigates you to our online payment gateway
- Give Now – click on here to find out more ways to give, also shows our scholarship structure.
- Staff and Faculty – payroll deduction form and grants authorization form.

Accounting: <http://business.fhda.edu/accounting/>

From accounting's main page you can access:

- Crosswalk – <http://business.fhda.edu/accounting/crosswalk> - use to look up your new Banner FOAP by using your old Foundation Fund (944-XXX)
- Banner Forms – <http://business.fhda.edu/accounting/bannerforms>
 - Download the new Foundation check request – FOUNDATION DIRECT PAY Form
 - Other forms include w-9, I.C., invoice for services rendered etc.

Foundation Center: <http://foundationcenter.org/>

Book Resource: Essential Principles for Fundraising Success: An Answer Manual for the Everyday Challenges of Raising Money [Hardcover]

G. Douglass Alexander & Kristina J. Carlson (Authors)

* New and Used copies available online at Amazon.

General Access to SSB/INB

You must have access to SSB/INB – if you don't contact:

De Anza - Teri Gerard at x8938 or gerardteri@deanza.edu or

Foothill - Lauren Wong at x7363 or wonglaureen@foothill.edu).

Access to Foundation SSB/INB

Email Kathy Nguyen (nguyenkathy@fhda.edu) and indicate the foundation funds you want access and if you are the fund manager or if you are an admin/coordinator for the program, get the fund manager (i.e. the Dean or VP) to send the request to Kathy (don't forget to provide your CWID) so that we know they are okay with your access. Once we get the email, we will process your request – it might take a few days, so please be patient

Banner Tips

USE FIREFOX!

1. FOAP – FUND – ORGANIZATION – ACCOUNT - PROGRAM

All Foundation funds begin with 84XXXX- **"6-digit number"**

Don't have your BANNER FOAP foundation number? Use the accounting's website where you will fund a crosswalk – enter your old 94 account to get your new FOAP.

SSB = Self Service Banner

SSB -> BEST FOR FISCAL YEAR QUERIES:

Transactions such as current deposits and payments.

You can not use SSB to view your fund balance! SSB uses the Budget query form and does not carry forward balances so it will not reflect an accurate fund balance.

Troubleshooting:

What happens if you enter the query and retrieved no records??

- Did you put the right fiscal year?

- Did you enter the right fiscal period? Remember Period 1 starts as of July – period 12 is June.
- Did you check the revenue box at the beginning of the query?
- Did you enter the right organization code?
- Did you enter a program code – don't!

INB = Internet Native Banner

Use INB to view your balance!

Fund Balance Info

Form to use: FGITBSR

Things to know –

- Only need your fund (the first 6 digits)
- Next Block (either thru the icon or Block/Next)
- You can look up prior fiscal years
- Look at the bottom where it says current fund balance, make sure it has a "C" next to it. That means it is positive balance, if there is a "D"– you have a negative fund balance!
- Don't pay attention to the General Ledger information shown in the form (it won't make sense unless you are a trained accounting person)

Transaction Info

Form to use: FGIBDST (compares to FRS Screen 19 & 23)

- Need to know 6-digit fund code
- Next Block (either thru the icon or Block/Next)
- Highlight the account and 'Duplicate' the balances to get more detail (takes you to form FGITRND)
- Pay attention to which fiscal year you are looking for. If you don't see the transaction – could it be in another fiscal year?

Things to Know:

- You can have multiple INB 'sessions' or windows open if you are looking up at multiple fiscal years or fund accounts.
- Refresh (the little arrow scroll back button) will take you back to a new screen.
- Remember, because Foundation funds carryover it is best to use INB when viewing balances!
- For assignments or timesheets pay from a foundation fund, please always forward a copy of the paperwork to Kathy to review the accounting FOP