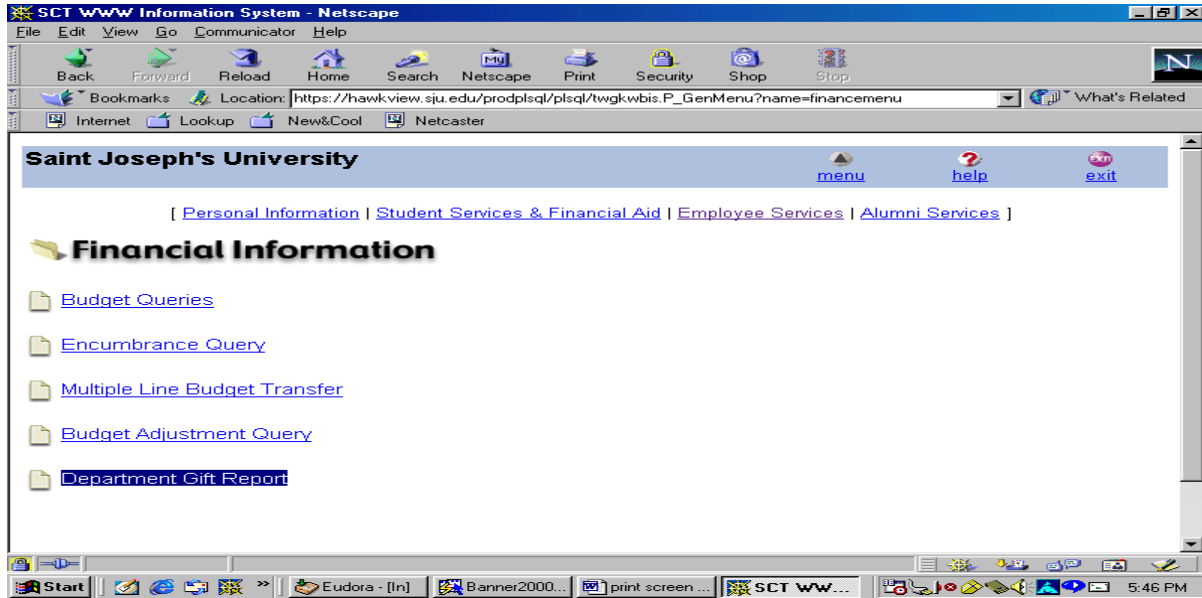
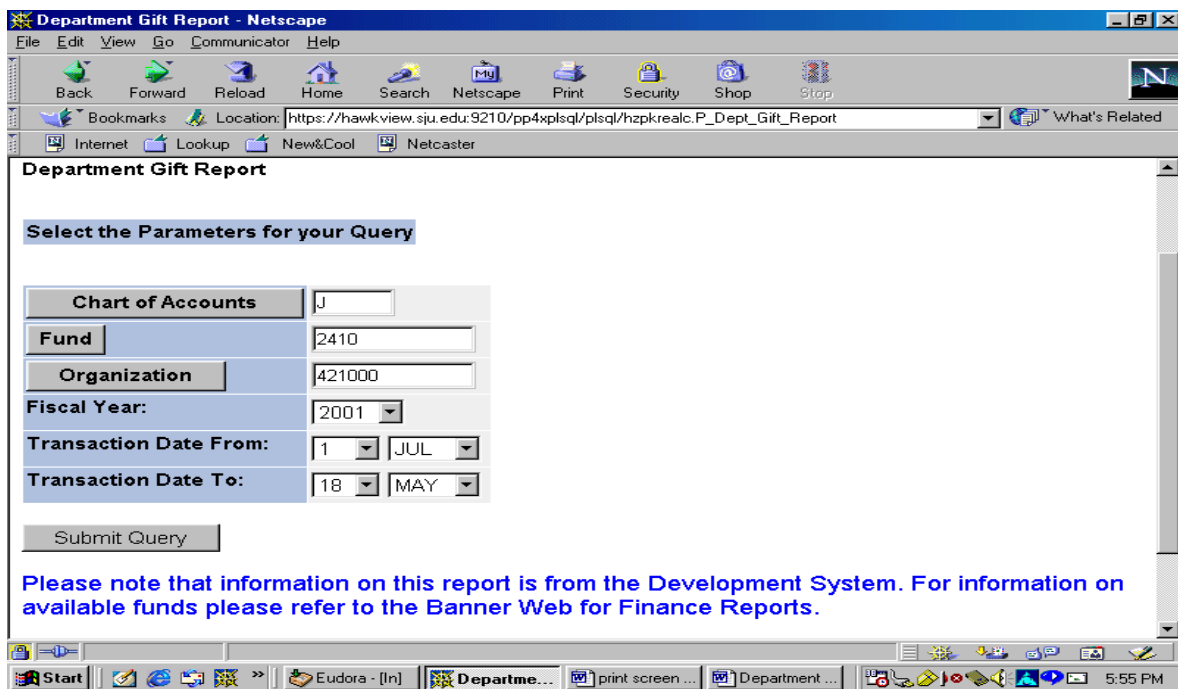


Department Gift Report

The following report will allow you to view donations received by your department. Please note this information is based on the Alumni/Development module of Banner. There may be timing delays between the Financial Budget Query Screen and the Department Gift Report.



On the parameter screen select the chart of accounts (J), fiscal year, fund code, organization code, and the beginning and ending date of the period you wish to view. Click on submit query.



Gift Queries

Department Gift Report

For the period from 01-JUL-2000 to 18-MAY-2001

Chart of Accounts:	J Saint Joseph's University
Fund Code:	2410 Specified Donations
Org Code:	421000 Office of Financial Affairs
Amount Greater Than:	0

Gift Date	Donor ID	Donor Name	Amount
18-MAY-01	00004463	Brigid Isackman	\$750.00
18-MAY-01	00004089	Timothy Joyce	\$1,851.00
18-MAY-01	00004182	Maryanne Wurst	\$255.00
18-MAY-01	00003688	Diane Scutti	\$2,500.00
18-MAY-01	00004170	Karen Pedano	\$777.00
Total of Gifts:			\$6,133.00
Total Gift Reallocation:			\$613.30
Net Available Funds:			\$5,519.70

Your query results will be displayed on the screen.

Definition of the column headings:

- **Gift Date:** The date the gift was entered into the Alumni/Development System. *Note: Because this information is being feed from the Alumni/Development module of Banner to the Finance module this may not be the same date you will see on the Financial Budget Query Screen account 5833.*
- **Donor ID:** The identifying number assigned via the Alumni/Development module of Banner given to the person making the donation.
- **Donor Name:** The name of the person making the donation.
- **Amount:** Dollar amount of the gift.
- **Total of Gifts:** Total of all the gifts listed.
- **Total Gift Reallocation:** Amount of the transaction reallocated to cover University operating expenses. Gifts received after October 1, 2000 are subject to the University Gift Reallocation Policy.
- **Net Available Funds:** The Total of Gifts amount less the Total Gift Reallocation amount. This is the amount you will see on the Financial Budget Query Screen. The Financial Affairs office will distribute the funds into the contingency account (7093), for the department to distribute.
- **Another Query:** Will take you back to the Department Gift parameter screen.

Searching for Criteria

Built into the query parameter selection is the ability to search for fund or organization information. To initiate the search engine, click on the button of the field you wish to search.

The screenshot shows a Netscape browser window titled "Department Gift Report - Netscape". The address bar contains the URL: https://hawkview.sju.edu:9210/pp4xplsqli/plsql/hzpkrealc.P_Dept_Gift_Report. The main content area is titled "Select the Parameters for your Query" and contains the following form fields:

- Chart of Accounts:** A dropdown menu with "J" selected.
- Fund:** An empty text input field.
- Organization:** An empty text input field.
- Fiscal Year:** A dropdown menu with "2001" selected.
- Transaction Date From:** Two dropdown menus with "15" and "MAY" selected.
- Transaction Date To:** Two dropdown menus with "15" and "MAY" selected.
- Document Amount Greater Than:** An empty text input field.

Below the form is a "Submit Query" button. A blue notice reads: "Please note that information on this report is from the Development System. For information on Available funds please refer to the Banner Web for Finance Reports."

When you click on a button (fund or organization) the following search box will appear:

The screenshot shows a Netscape browser window titled "Validation Code Lookup - Netscape". The address bar contains a complex URL: und&fund=%org=&fisc_year=2001&asofday=15&asofmonth=05&asofday2=15&asofmonth2=05&amt=. The main content area is titled "Saint Joseph's University" and includes navigation links for "menu", "help", and "exit". Below these are links for "Personal Information", "Student Services & Financial Aid", "Employee Services", "Alumni Services", and "Financial Information".

The "Code Lookup" section contains the following form fields:

- Chart of Accounts:** A dropdown menu with "J" selected.
- Fund Criteria:** An empty text input field.
- Title Criteria:** An empty text input field.
- Max number of rows to be returned:** A dropdown menu with "10" selected.

Below the form are two buttons: "Execute Query" and "Exit without Value". At the bottom right, it says "Powered by SCT".

- Chart of Accounts: always J
- Fund Criteria: Enter as much as you know. You can use the wildcard (%) to fill in the rest. For example, you are looking for Restricted Operating, but are not sure of the number. You know that the fund begins with a 2. If you enter 2% in the search box, all funds starting with a 2 will be returned. For most departments this will be 2410.
- Organization Criteria: Enter as much as you know. You can use the wildcard (%) to fill in the rest. For example, you are looking for Office of Financial Affairs, but are not sure of the number. You know that the organization begins with a 4. If you enter 4% in the search box, all organizations starting with a 4 will be returned.
- Title Criteria: You can also perform a search based on the title. Again, if you were looking for the Office of Financial Affairs, but were not sure of the number, you could search by title. In the title criteria box, enter %Office%. The search will return all organizations with the string of characters that contain office. Surrounding a string of characters by the wildcard will return all records that match your query sting.
- Execute Query: When you have entered all information, click the execute query button to retrieve results.

If you have any questions please call Brigid Isackman at ext. 1123.