



## **Foothill-De Anza Foundation Foundation Funds – Who, What, Where and How?**

### **Our Contact Info:**

**Francis Varela- Ramirez** – Deposits, gift acknowledgements.  
X6230 or [ramirezmoyafrancis@fhda.edu](mailto: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](mailto:nguyenkathy@fhda.edu)

**Robin Lyssenko** – General inquiry, scholarship questions, funding inquiries.  
X6233 or [Lyssenko@fhda.edu](mailto:Lyssenko@fhda.edu)

**Laura Woodworth** – Foothill related funding questions.  
X6232 or [woodworthlaura@fhda.edu](mailto:woodworthlaura@fhda.edu)

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

### **BOOKMARK THESE PAGES**

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

- Quick Donate – navigates you to our online payment gateway
- How to Give – 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:

- Index Code/iFOAP search - <http://business.fhda.edu/accounting/ifoap>
- Policies - [http://business.fhda.edu/accounting/stories/storyReader\\$13](http://business.fhda.edu/accounting/stories/storyReader$13)
- 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.

### **General Access to SSB**

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

De Anza – Bret Watson at x8857 or [watsonbret@fhda.edu](mailto:watsonbret@fhda.edu) or

Foothill – Red Lucas at x7363 or [lucasred@fhda.edu](mailto:lucasred@fhda.edu).

## **Access to Foundation SSB**

Email Kathy Nguyen ([nguyenkathy@fhda.edu](mailto: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.

2. Argos Report Tab – NEW\* to run

- Foundation Fund Balance
- Financial Summary Report
- Financial Transaction Detail Report

## **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