The Advancement System (TAS) 
Development Fund Reports

CFAES Business Office, Columbus
http://cfaesfinance.osu.edu

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What is TAS?

A University system that collects donor-supported fund information from different data sources including

- Information entered directly into TAS
- Information from The Office of Financial Services
- Information from The Office of Student Financial Aid
- Information from the University’s General Ledger

Who needs access?

University staff that reconcile University eReports (financials) and have a development fund number 3xxxxx that they are responsible for.

Getting Access

Access Job Aid: [http://cfaesfinance.osu.edu/training](http://cfaesfinance.osu.edu/training)

1. Navigate to [http://tas.osu.edu/](http://tas.osu.edu/)

2. Click on Training

3. Take necessary University Training
   - All employees have to take the Institutional Data Policy Training via Carmen. You probably took this already when you were first hired.
   - Employees that are in Columbus need to take three in person trainings with the Advancement Office  A) TAS navigation B) Fund View C) My reports. These courses are waived for employees outside of Columbus.

4. Complete the access form:
   [https://www.ud.osu.edu/UDweb/Training/downloads/Fund_View_Permission_Request_Form.pdf](https://www.ud.osu.edu/UDweb/Training/downloads/Fund_View_Permission_Request_Form.pdf)

5. Wait for an email from Advancement telling you that you have access.
Navigate to http://tas.osu.edu/

Unique Username and Password

Under Home:
• Fund View Search
• 180 Day Hold Search
• General Ledger Transfer Report
• Gift Memo Support Report

Use the Fund Number or Department Org to find your funds.
Click Search
Highlight the fund you want to see and click Select.

8/5/2014
• Use the Fund Number or Department Org to find your funds.
• Click Apply
• View the amounts in the 180 day hold.
• Click the arrows next to the fund number to go to the Fund View Page
General Ledger Transfer Report
Provides donor information for items posted to the GL.

- 4OS-91 Report for March 2014
- Donations made six months ago
- Run the General Ledger Transfer Report in TAS for details and backup for your eReports.

![Accounting and transaction details]

- Designation ID = Fund Number
- Dept Org IDs = Org Number
- Choose Year and Month
- Click View Report
Gift Memo Support Report
Information about donor money, including those not transferred to the GL.

Show Gift Memo Support report
Start Date: 3/1/2014
End Date: 3/31/2015
Designation ID List (enter comma separated list of IDs): 301789
Dept Org IDs (enter comma separated list of IDs): 
Home Dept IDs (enter comma separated list of IDs): 

Gift Memo Support
Revenue included with a transaction type of 'Payment' Date: 3/1/2014 - 3/31/2015

<table>
<thead>
<tr>
<th>Dept Org</th>
<th>Designation</th>
<th>Date</th>
<th>Revenue</th>
<th>Constituent</th>
<th>Application</th>
<th>Revenue Type</th>
<th>Payment Method</th>
</tr>
</thead>
<tbody>
<tr>
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<td>Washington</td>
<td>04/10/2014</td>
<td>$10.00</td>
<td>00955700 Sample, Donor</td>
<td>Donation</td>
<td>Gift</td>
<td>Credit card</td>
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<td>County</td>
<td>301789</td>
<td></td>
<td></td>
<td>Waterford, OH</td>
<td></td>
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<td>Washington</td>
<td>03/31/2014</td>
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<td>Gift</td>
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<td>County Support Fund</td>
<td></td>
<td></td>
<td>Grove City, OH</td>
<td></td>
<td></td>
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</tr>
</tbody>
</table>

Promote your Fund
1. Credit Card Donations:
   • Find your fund’s unique link: [https://www.giveto.osu.edu/igive/onlinegiving/](https://www.giveto.osu.edu/igive/onlinegiving/)
   • [https://www.giveto.osu.edu/igive/onlinegiving/fund_results.aspx?fund=301789&gs=include](https://www.giveto.osu.edu/igive/onlinegiving/fund_results.aspx?fund=301789&gs=include)
   • Create a shortcut: [https://go.osu.edu/action/links](https://go.osu.edu/action/links)
     Example: [https://go.osu.edu/JeffersonCounty](https://go.osu.edu/JeffersonCounty)

2. Checks:
   • Collect checks in your office and mail them using a Deposit Transmittal Form: [http://cfaesfinance.osu.edu/training](http://cfaesfinance.osu.edu/training)
   • Have people donate directly to your fund by giving them this information:
     • Mail to: 1480 West Lane Avenue, Columbus Ohio 43221 Reference on your check Fund 301789

3. Cash:
   • Collect cash in your office – hand deliver to 1480 West Lane Avenue, Columbus
   • Alternatively – deposit to your Extension checking account and then write a check and send via the check process above with a deposit transmittal form. Be sure to mention the donor’s information and the reason it isn’t being submitted in cash.

For help with marketing see these templates: [http://cfaes.osu.edu/brand/templates](http://cfaes.osu.edu/brand/templates)
Get a new fund

Do not use the New Fund Manager in TAS:

- Complete the Fund Request Form: [http://cfaesfinance.osu.edu/forms](http://cfaesfinance.osu.edu/forms)
- Submit the Form: Fax 614-688-0529 or Email buxton.65@osu.edu
- Allow 2 weeks for establishing a new fund.

Note: If this fund will be posted on Giveto.osu.edu note that you want it to be easily identifiable and searchable, so make sure your Fund Title and Purpose are friendly for the public.

Assistance

- **OSU Carmen** [https://carmen.osu.edu](https://carmen.osu.edu)
  - Institutional Data Policy
  - GL 9 Endowments

- **The Advancement System** [https://tas.osu.edu](https://tas.osu.edu)
  - TAS Training
    - Navigation Training, Fund view Search Training, My Report Training
  - Additional Documents – step by step instructions for running reports.

- **Business Office Policies and Procedures** [http://cfaesfinance.osu.edu/training](http://cfaesfinance.osu.edu/training)
  - TAS Instructions
  - These slides and presentation
  - Development Fund – How To’s
  - Accounting at OSU
  - eReports Training
    - Accessing eReports, Reading eReports, Reconciling eReports

- **Business Office Forms**
  - [http://cfaesfinance.osu.edu/forms](http://cfaesfinance.osu.edu/forms)
    - Fund Request Form

- Business Office Representative: [http://cfaesfinance.osu.edu/aboutus](http://cfaesfinance.osu.edu/aboutus)