

FUND ADVISOR PORTAL INSTRUCTIONS GUIDE

SETUP YOUR PASSWORD

- You will receive an email from no-reply@fcsuite.com to set up your account and create a password.
- If you did not receive an email or the link has expired then contact Andi at andi@kearneyfoundation.org for assistance.
- The email address where you received the email is your username. Username and password fields are case-sensitive. Please note that iPhone and iPad users may experience an automatic capitalization when entering information that may prevent successful login.
- **Note:** the link in the email will expire after 30 days. The link also expires when the fund advisor logs in and creates a password. DO NOT use the link in the original email to access the system after you have completed the setup. See below for the link to bookmark to log in moving forward.

NAVIGATE TO THE PORTAL AND LOG IN

- Once you have set up your password you can log in. Bookmark this address as the login page for future use:
 - <https://kearneyfoundation.fcsuite.com/erp/fundmanager>

NAVIGATING THE PORTAL

Once you have logged in and are on a fund's home page, you can select the tabs on the left side of the page to review informational areas that are available to you as the Fund Advisor.

Note: If you are a fund adviser for multiple funds, you can toggle between them using the drop-down menu on the top of the Fund Summary page.

FUND SUMMARY	Fund Summary - Shows the date the fund was created, the current balance, any spendable balance (if applicable) and a list of recent grants and contributions.
DONATIONS	Donations - Shows all recent donations/money coming into the fund. You can also click the Export option on the far-right side of the page to export the details into an Excel spreadsheet.
GRANTS	Grants - Shows all grants going out from the fund, if your fund gives grants. The page defaults to Grant Summary, but you can use the tabs at the top to see “Grant History” or “Recurring Grants”. Under Grant History you have the option to export the details into an Excel spreadsheet.
PROGRAM EXPENSES	Program Expenses – This page shows a list of all expenses/bills paid out of the fund. You have the option to export the details into an Excel spreadsheet.
PROGRAM INCOME	Program Income – Program income are contributions to the fund that may not be considered tax deductible. Most fund advisors will not have anything under this tab.
RESOURCES & DOCUMENTS	Resources & Documents – View and download all current fund statements. <u>To find historic financial statements for activity before July 1, 2022, look under the “Files” tab.</u>

FREQUENTLY ASKED QUESTIONS (FAQ):

PROFILE INFORMATION

Q: I want to change my profile information (login, address, email, phone). How can I update it?

A: Click on “Profile” in the upper right area of your fund advisor portal. You can click the “Edit” button to edit your login, address, email or phone and add a note about the changes you are making. Additionally, you can change your fund advisor portal password and enable two-factor authentication when logging in. Click the “Save” button to keep the changes.

GETTING LOCKED OUT

Q: What do I do if I’m locked out of my account?

A: If you are locked out of your account, click “Forgot Password” on the login page. Enter your username and click the “Reset Password” button. If an account with the provided username is found, instructions to reset your password will be sent to the email address for that account. If you’re still having trouble, please contact us at andi@kearneyfoundation.org or (308) 237-3114.

MY FUND BALANCE DOESN’T MATCH MY RECORDS

Q: What if my fund balance is not what I think it should be?

A: Please note that recent fund activity won't reflect in the Fund Advisor Portal until our staff has entered it. Depending on what kind of activity it is (donations, grants, expenses, etc.), it may take a few days for our staff to be able to confirm everything and log it into your account. If you have any financial questions, contact our office at angie@kearneyfoundation.org or (308) 237-3114.

OTHER FAQs

Q: What if I can’t see all of our donations and grants on the “Fund Summary” tab?

A: The Fund Summary” tab shows a recent summary of donations and grants. To see a full history, click on the “Donations” or “Grants” tab respectively. There you will see a full list of donations and grants.

Q: How often can I expect to see our fund statements on the portal?

A: You can expect to see statements posted to the portal monthly, usually by the 15th of the following month. If you require a statement at a different time (or for a different time frame), please contact us.

Q: The URL only worked the first time. How do I return to the portal?

A: The custom URL inside the auto-generated email should only be used to establish your password. Take note of your username and the password you select and then visit our [donor portal](#) to access the system at any time.

Q: How do I spend money out of my fund?

A: Fill out a Distribution Request Form and send it via email to angie@kearneyfoundation.org, mail or drop it off at our office along with an invoice.

Q: How do I deposit money into my fund?

A: Checks can be mailed or dropped off at our office, or you can give online. We also accept appreciated securities, gifts of grain and other property.

