

# FSURF COLD INSTRUCTIONS

The Research Foundation converts our monthly reports to COLD, a resource that offers viewable, searchable, and printable online reports. All reports since July 1999 are online and available for access as you need them. Monthly reports are placed in COLD around the fifth of each month. A designated person in your department will be sent an e-mail each month advising you that the reports are available. Additional people can be added to COLD for this account upon request.

The web site is <http://cold.fsu.edu/>.

Login with your User ID. This must be in CAPS.

You will be informed of your initial password. Remember, your password is case-sensitive.

Once you have done this, select **Run Saved Query** from the main screen.

Use the pull-down screen by your name to select **RESEARCH FDN DEPTS**.

Select **FUNDWARE REPORTS** and click on "**Run**".

A screen appears asking for date and account information. This information can be as inclusive as you want it to be, but must be entered exactly as the format example.

A narrow search will result in a quicker the response.

**ACCT** – enter the Research Foundation account number with no spaces or hyphens/

**BUS DATE** – enter a business date starting with a four digit year.

For Example, enter 2006/01/31.

Entering 200X in the date will give you all reports in the years beginning with 200. (I.e. 2001, 2002, 2003, etc.)

If you also enter a month and a date, the date must be the last business day of the month.

**RPT ID** – enter a report identification. Choose from:

“**PG**” - a life-to-date statement of Revenues and Expenses. The amount noted as “Excess Revenues over Expenditures” as shown in the right-most column is a starting point for calculating your available balance. However, there may be pending indirect cost which needs to further reduce the available balance.

“**CS**” – this report gives a detail of transactions for the month.

Once all information has been entered, click on “**Go**”.

Any of these fields may be left blank – however, response time will be much slower when fields are left empty.

A list of reports will appear with the return of the search.

Above the list are several selections pertaining to the viewing of the reports. Java Viewer will have more options as time goes by, but for now PDF is probably your best option.

This opens up with Adobe Acrobat Reader and from there all the usual options apply.

After selecting the view preference, you can click **VIEW** next to the report that you want.

The "back" button will return you to the selection screen.

Please exit the COLD product when you have finished.