Accessing the Endowment Reports

To Access the Endowment Reports:

1. Open the web browser (all common web browsers are supported) and enter the URL of http://work.duke.edu to go to the Duke@WORK web site.

2. In the resulting Duke University NetID Services screen, enter your NetID and password.

3. Click on the Enter button to proceed to the Duke@WORK web site (see below).

   Note: Be sure to allow pop-up windows from this website (work.duke.edu) in your web browser. Check with your LAN Administrator / computer support person for steps on how to allow pop-up windows on your internet browser as we use many different browsers across Duke. For example, in Internet Explorer, use the path Tools > Pop-up Blocker > Pop-up Blocker Settings.

4. On the Duke@WORK screen, click on and select the Finance tab.
Accessing the Endowment Reports (cont.)

Under the Finance tab:

5. Click on the Financial Reports link.

6. Click on the Endowments link.
Accessing the Endowment Reports (cont.)

Under the *Endowments* link:

7. Review the options available, as briefly outlined below:

   - **Endowment Reporting Guide** – provides a link directly to the on-line version of the Endowment Reporting Guide as reference while using the web reports.

   - **Book Value Rollforward** – provides a report containing the Long Term Pool activity by participant fund from the beginning of the fiscal year to the user-selected period end; includes new gifts (investments), transfers, withdrawals, and reinvestments plus the participant fund's market value at the most recent quarter end available for the end of the period selected.

   - **Endowment Report** – provides a report containing the units, book value and market value of each fund in the Long Term Pool for a given valuation date; includes distribution information on a year-to-date and projected fiscal year basis; shows YTD distributions to the participant and recipient and amounts reinvested and paid for Indirect Program and Infrastructure costs; combines the former "Long Term Pool Summary" and "FS 188" reports.

8. To select a report, simply **click once on the underlined report title**.

9. Notice that the path taken to reach the report is listed at the top of the screen below the tabs and the links may be used to navigate to previous screens.

   *Note: Each report is outlined in this Guide, including the selections available, data displayed, drill-down options, and other advanced functions available.*