Book Value Rollforward (Long Term Pool Participant Activity)

1. Under the **Finance** tab on the **Financial Reports** page, click on **Endowments** (underlined link) to display the reports (see *Accessing the Endowment Reports*).

2. Click on the **Book Value Rollforward** link to select that report.

   Note: The Book Value Rollforward report provides the Long Term Pool (LTP) activity by participant fund from the beginning of the fiscal year to the user-selected period end and 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 selected period.

On the **Book Value rollforward Variable Entry** page:

3. **Fiscal Year**: enter the desired *fiscal year* in the field.

4. **Posting Period (Required)**: enter the desired *fiscal period* in the field (the report will contain year to date activity through the period selected).

**Note:** Enter values in the required fields. Use optional fields as needed per steps below, or use the available variants to populate the fields (see the Tips for Selecting Criteria).
5. **Pool - Multiple Values:** enter a single or multiple pool values in the field (leave blank to select all; enter ranges per *Tips for Selecting Criteria*) as follows:
   - **1 – Non-Financial Aid:** for University and DUHS endowments that are not financial aid and distribution to the recipient is made annually.
   - **2 – Financial Aid:** for University endowments that are for financial aid and distribution to the recipient is made quarterly.
   - **3 – Non-Financial Aid:** for non-endowments and University endowments that require quarterly distribution to the recipient.

6. **EIA Mgmt Division:** enter a value in the field to restrict the selection by an entire Management Center or by individual schools or units within the Management Center.

7. **Fund Category:** enter a value in the field if desired to restrict the selection by the type of endowment (leave blank to select all or use the Drop-down to select - see *Tips for Selecting Criteria*).

8. **Fund Class:** enter a value in the field if desired to restrict the selection by the purpose of the endowment (leave blank to select all or use the Drop-down to select - see *Tips for Selecting Criteria*).

9. **Cost Object Familiar:** enter the Cost Object (fund code) to select by one or multiple cost objects (do not need to enter leading zeros as displayed in the actual report).

10. **EIA Customer:** enter the master data number or range of numbers in the field to select by the numbers assigned and tracked by the Endowment Investment Accounting department (the master data record contains endowment relative information along with the cost object to be used for G/L posting; to enter a range see *Tips for Selecting Criteria*).

11. **Market Valuation Date (Required):** enter a date for the desired quarter end date in the field (e.g., 09/30/20xx, 12/31/20xx, etc.) to select the desired market value available for that quarter end date.

   **Note:** Market valuation dates are based on the end of each quarter and are available to the Endowment Investment Accounting office around the third week of the month following the end of a quarter. If the quarter end market valuation date entered in this field does not yet have a market value, the system uses the latest available market value. The market valuation date displays on the report.

12. **Company Code:** enter the four digit company code or range of company codes in the field (see *Tips for Selecting Criteria* for more on entering ranges).
13. **Duke Cost Object Hierarchy**: enter the 10 digit BFR Code/Org. Unit value or use the Drop-down to find the level of the organization desired in the field (see *Tips for Selecting Criteria* for more on the Drop-down function).

14. If desired, click on the **Check** button to ensure all values are acceptable.

15. After completing the desired selection fields, click on the **OK** button.

**On the resulting Book Value Rollforward report:**

16. Use the **Expand tray / Collapse tray** buttons displayed on the far right of each section to open or close the trays containing various options and the report (trays are already open by default).

17. Review the **three sections (trays)** of the screen as outlined below:
   - **Query Options**: Allows you to export or print the report, personalize the query, and refresh the query when needed (see the *Other Report Functions* section).
   - **Select Characteristics**: Allows you to add columns of data to the report below (see the *Other Report Functions* section).
   - **Book Value rollforward**: Provides the data for the actual report (see next steps).

18. To navigate the multiple screens of data if applicable, use the following features:
   - **Page Up**
   - **Page Down**
   - **Jump to Beginning of Report**
   - **Jump to End of Report**
   - Enter a row number in the input box (the total number of rows is beside the box).
19. Review the report columns showing details for each customer as outlined below:

- **EIA Customer** – the customer name.
- **Cost Object** – the SAP cost object (fund) associated with the customer (usually has the same cost object name as the EIA Customer name – may contain leading zeros).
- **Organizational Unit** – the 10 digit BFR Code (Org. Unit) associated with the Cost Object for the EIA Customer.
- **Valuation Date** – the valuation date of the unit market value (UMV) used to calculate the market value.
- **Current LTP Units** – the units in the Pool as of the fiscal period and year selected.
- **Beginning Book Value** – the book value of the units in the Pool as of the beginning of the fiscal year.
- **New Gifts** – the book value of purchases of Pool units.
- **Transfers** – the book value of units transferred to (+) / from (-) customers within the same Pool.
Book Value Rollforward (cont.)

- **Withdrawals** – the book value of units liquidated from the Pool.
- **Reinvestments** – the book value of units purchased through reinvestment of distributions from the Pool.
- **Ending Book Value** – the book value of units in the Pool through the fiscal period and year selected.
- **Ending Market Value** – the market value of current units using the UMV as of the valuation date.

20. To use the **Query Options** available, like **Print**, **Export**, or to **refresh a query**, refer to the **Other Report Functions** section of this Guide.

21. To use the **Select Characteristics** section and swap the view of the report or add other columns to the report as a drill-down via the drag and drop, refer to the **Other Report Functions** section of this Guide and the recommendations outlined below:

   - **Swap** the EIA Management Center with EIA Customer (in the first column) and then add the EIA Customer characteristic back as a drill-down – this is actually the example used in steps for the Other Report Functions section).
   - Add the drill-down by Fiscal Period to the report (in the EIA Customer original view).

22. To use the **context menu (right mouse click)** functions, such as **Back**, **Filter**, and **Sort**, refer to the **Other Report Functions** section of the Guide.