Endowment Reporting Guide

Endowment Report (Long Term Pool Participant Balances & Projected Distribution)

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 Endowment Report link to select that report.

   Note: The Endowment Report provides 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.

On the Endowment Reports 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).
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. **Number of Remaining Qtrs (Input: 0-3):** enter values of 0, 1, 2, or 3 – required to project distributions based on the current activity to date.

11. **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 office (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).

12. **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 unit market value available for that quarter end date.

   **Note:** Market valuation dates are based on the end of each quarter and 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 unit market value, the system uses the latest available unit market value. The market valuation date displays on the report.
13. **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).

14. **CODUKEORG Hierarchy node**: 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).

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

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

**On the resulting Endowment report:**

17. 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).

18. Review the **three sections (trays)** of the screen as outlined below:
   - **Query Options**: Allows you to export or print the report, 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).
   - **Endowment Report**: Provides the data for the actual report (see next steps).
19. Review the report columns showing details for each customer as outlined below:

- **EIA Customer Entity** – the customer name.
- **Cost Object** – the *SAP cost object* 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 Long Term Pool as of the fiscal period and year selected.
- **Market Value** – the market value of current units using the UMV as of the valuation date.
- **Book Value** – the book value of the units in the Long Term Pool through the fiscal period and fiscal year selected.
- **YTD to Participant** – the year-to-date distribution based on the spending rate to the customer through the fiscal period and fiscal year selected.
Endowment Reporting Guide

Endowment Report (cont.)

- **IPC/INFR** – the Indirect Program Costs and infrastructure tax assessed on the distribution to the participant.
- **Reinvestments** – the distribution to the participant that is to be or was reinvested.
- **YTD Recipient Distributions (Actual)** – the distributions to the recipients.
- **YTD Recipient Distributions (Calculated)** – the distributions to the recipients that are either earmarked to be distributed at fiscal year end or actual quarterly distributions (actual and calculated will be the same if all distributions to recipients have been made through the reporting period).
- **Projected Remaining Distributions to Participant** – the computation of the current LTP units multiplied by the spending rate for the remaining quarters selected.
- **Projected Remaining Distributions (Recipient)** – the computation of the current LTP units multiplied by the spending rate for the remaining quarters selected multiplied by the ratio of recipient distribution to participant distribution.
- **Projected Fiscal Yr Distribution to Recipient** – the summation of the YTD recipient distribution and projected distribution.

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

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.