Endowment Reporting Guide

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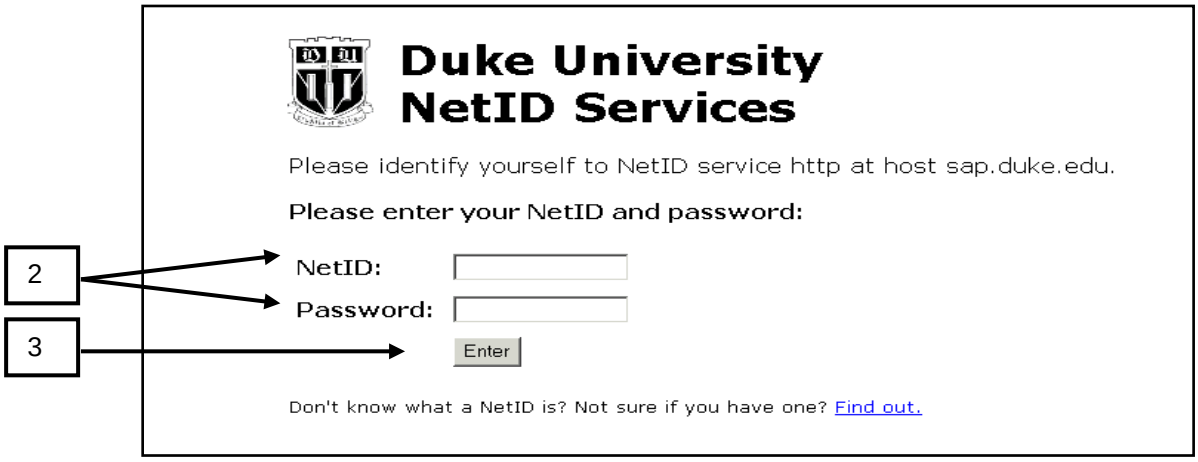
Accessing the Endowment Reports

To Access the Endowment Reports:

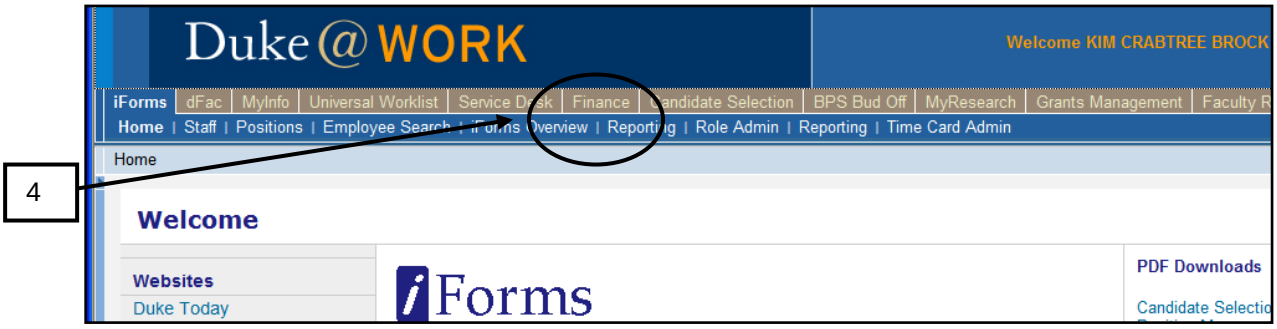
1. Open the web browser (all common web browsers are supported) and enter the URL of http://work.duke.edu to go to the Duke@WORK web site.



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**.*

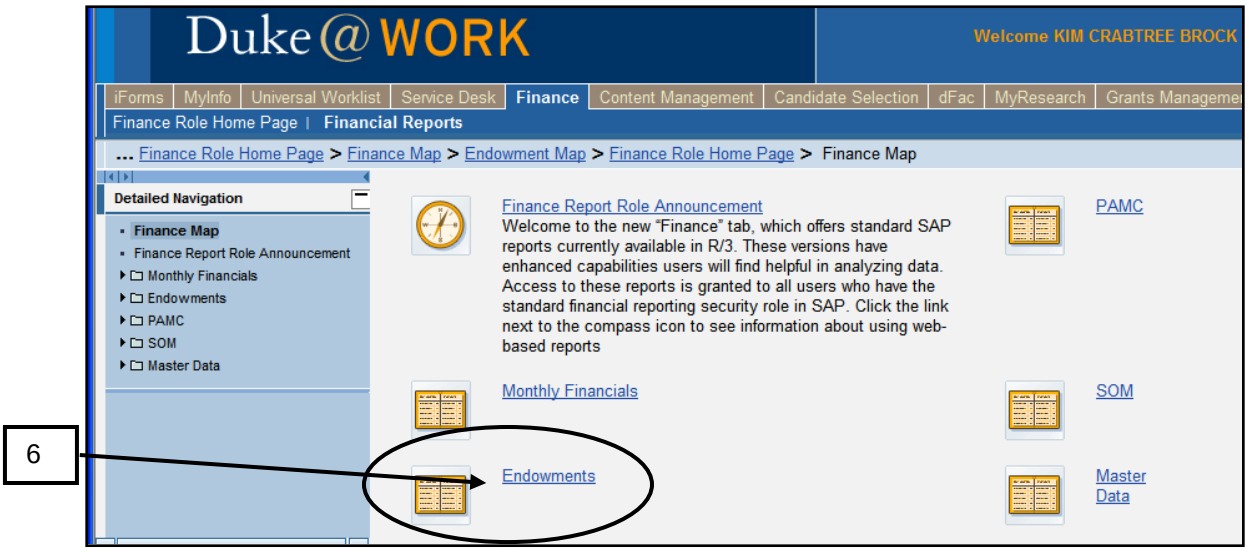


4. On the *Duke@WORK* screen, click on and select the **Finance** tab.

Accessing the Endowment Reports (cont.)

Under the Finance tab:

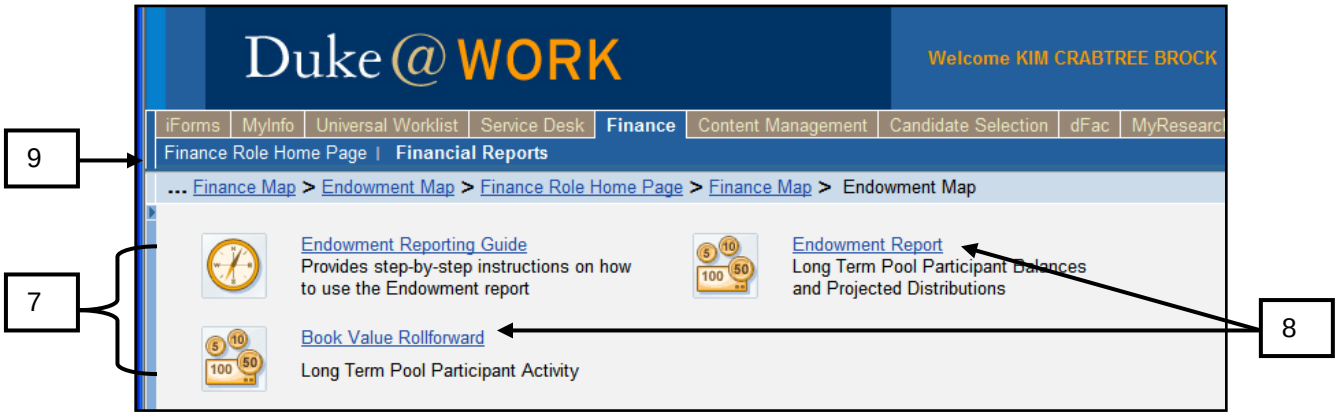
5. Click on the **Financial Reports** link.



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**.

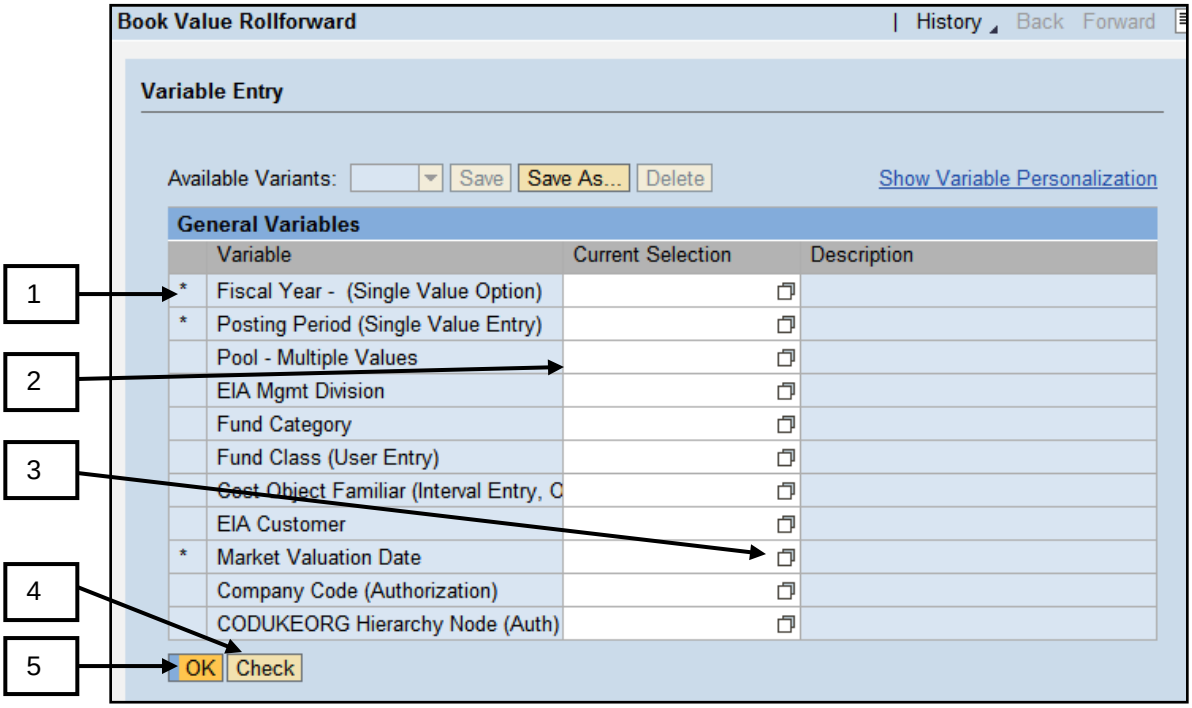
9. Notice that the path taken to reach the report is listed at the top of the screen below the tabs and the links may be used to navigate to previous screens.

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

Tips for Selecting Criteria for the Endowment Reports

On the selection screens for each Endowment related report, please review the tips below for selecting values for some common fields that are required to generate the reports.

To select values for fields on these types of reports:



1. Note that an ***** (asterisk) indicates the **field is required**.

2. To **select all values** available for a field, **leave the field blank** (do not enter a value in the field).

3. Use the  **Drop-down** icon on the right side of a field to search for the acceptable values as needed (see next steps).

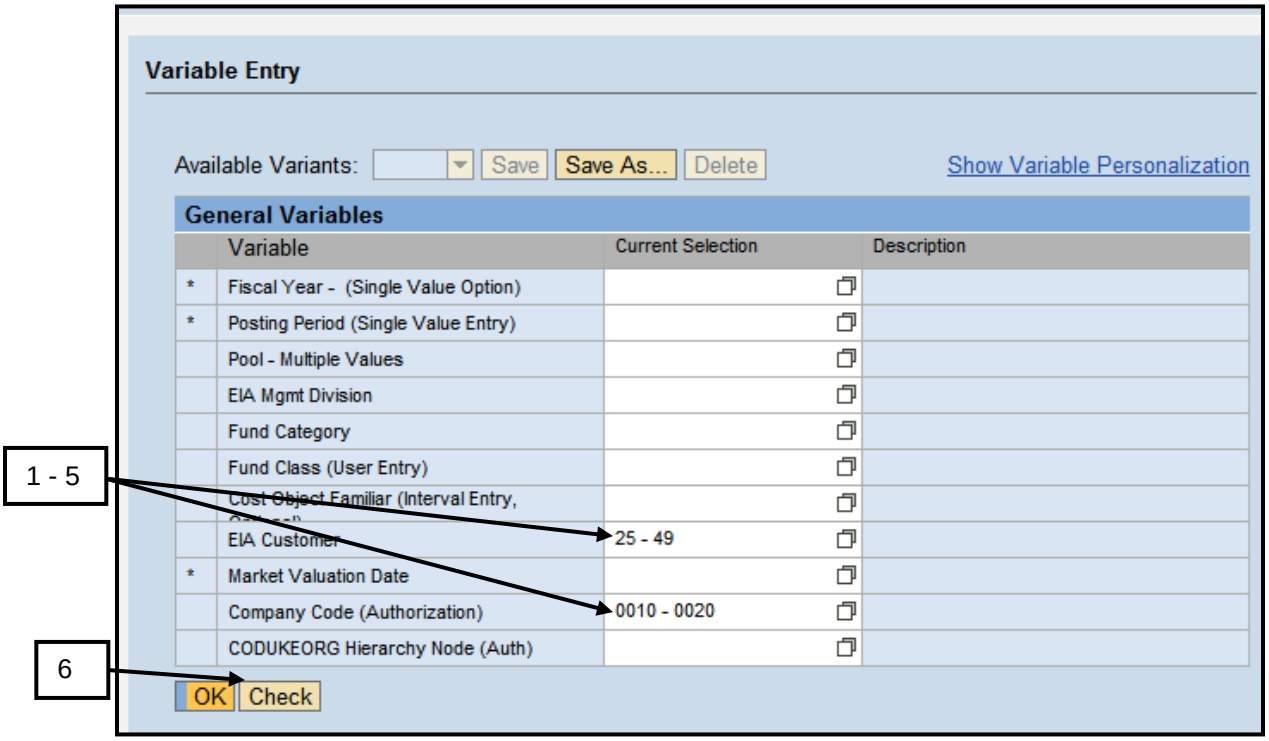
4. Click on the **Check** button to verify all the fields entered contain acceptable values.

5. Click on the **OK** button to generate the report.

Note: ***Each report is outlined in this Guide****, including the selection fields available and* ***more details about selecting data for the specific fields.***

Tips for Selecting Criteria (cont.)

To enter ranges of values into applicable fields for these types of reports:

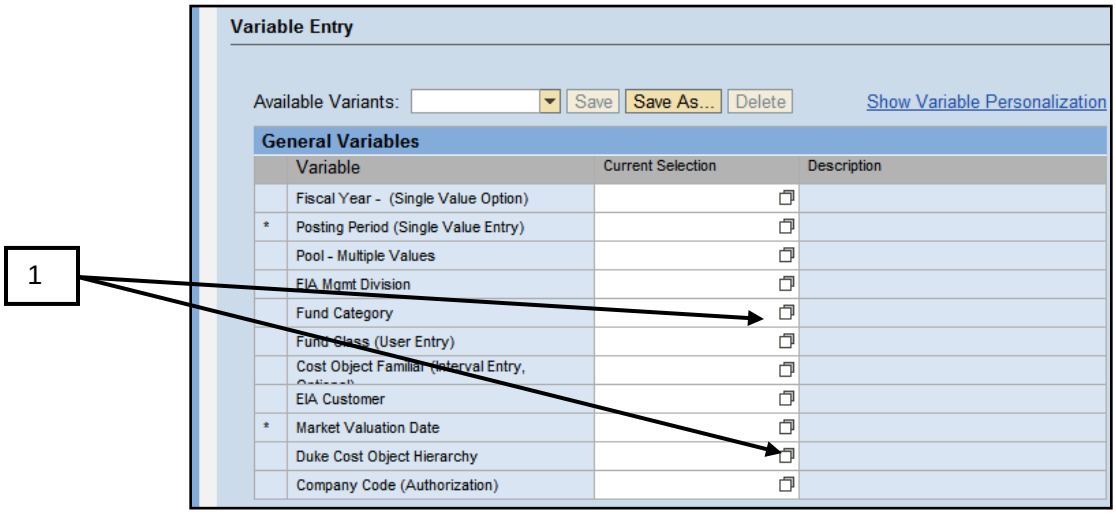


Note: *See examples above of ranges entered in the EIA Customer field and Company Code field.* ***Unless indicated, any field will accept ranges****. For instance, Fiscal Year and Posting Period indicate that only single values are an option.*

1. Enter the **first value** of the desired range.
2. Enter a **space** (Enter key).
3. Enter a **–** (Dash mark).
4. Enter another **space** (Enter key).
5. Enter the **last value** of the desired range (finished entry example: 25 – 49 or 0010 – 0020).
6. Remember to use the **Check** button to verify all fields contain acceptable values in the correct format.

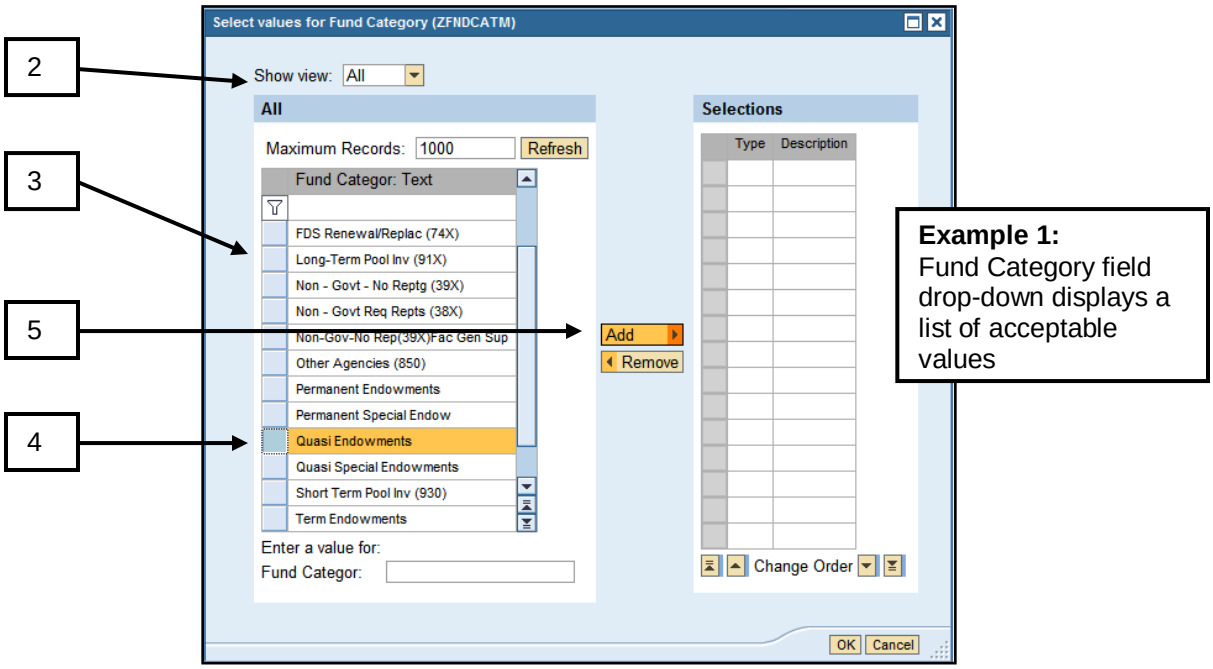
Tips for Selecting Criteria (cont.)

To choose values for a field via the Drop-down icon:



1. Click on the  **Drop-down** icon in the **right side of the field** – see next steps for two typical examples - **1) Fund Category** and **2) Duke Cost Object Hierarchy**.

Example 1 – *Select Values for Fund Category* (or other fields that have a list of acceptable values and a search feature):



2. Ensure the value of **All** is displayed in the **Show view:** field (or drop-down and choose **Search** if desired, then use the resulting search box to find a value).

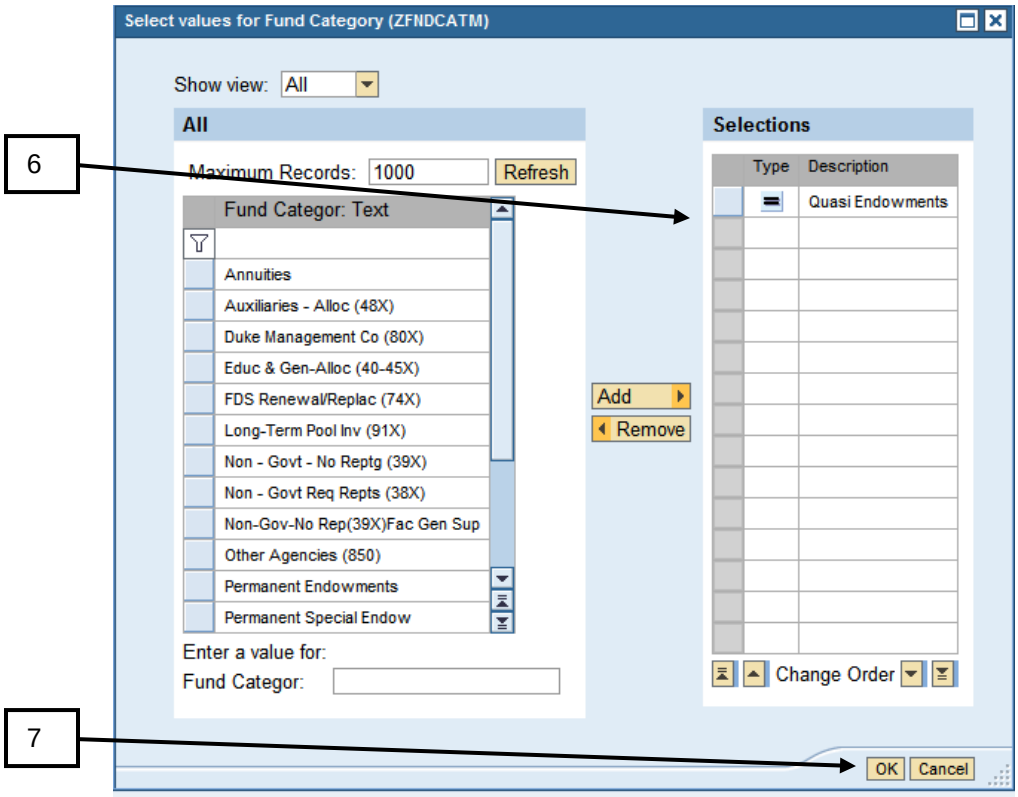
Tips for Selecting Criteria (cont.)

3. In the *All* section on the left side of the screen, **review the list of values** and **scroll down to find the Endowment related values**.

4. Identify the value(s) to be selected and click on the **box(es) to the left of the desired row** to select.

   Note: *To **select more than one value** on the left side, simply click on the boxes desired. To select a range, use the **Shift** key to select a beginning and ending range.*

5. Click on the Add **Add** button to display the selected value(s) in the *Selections* section on the right side of the screen.

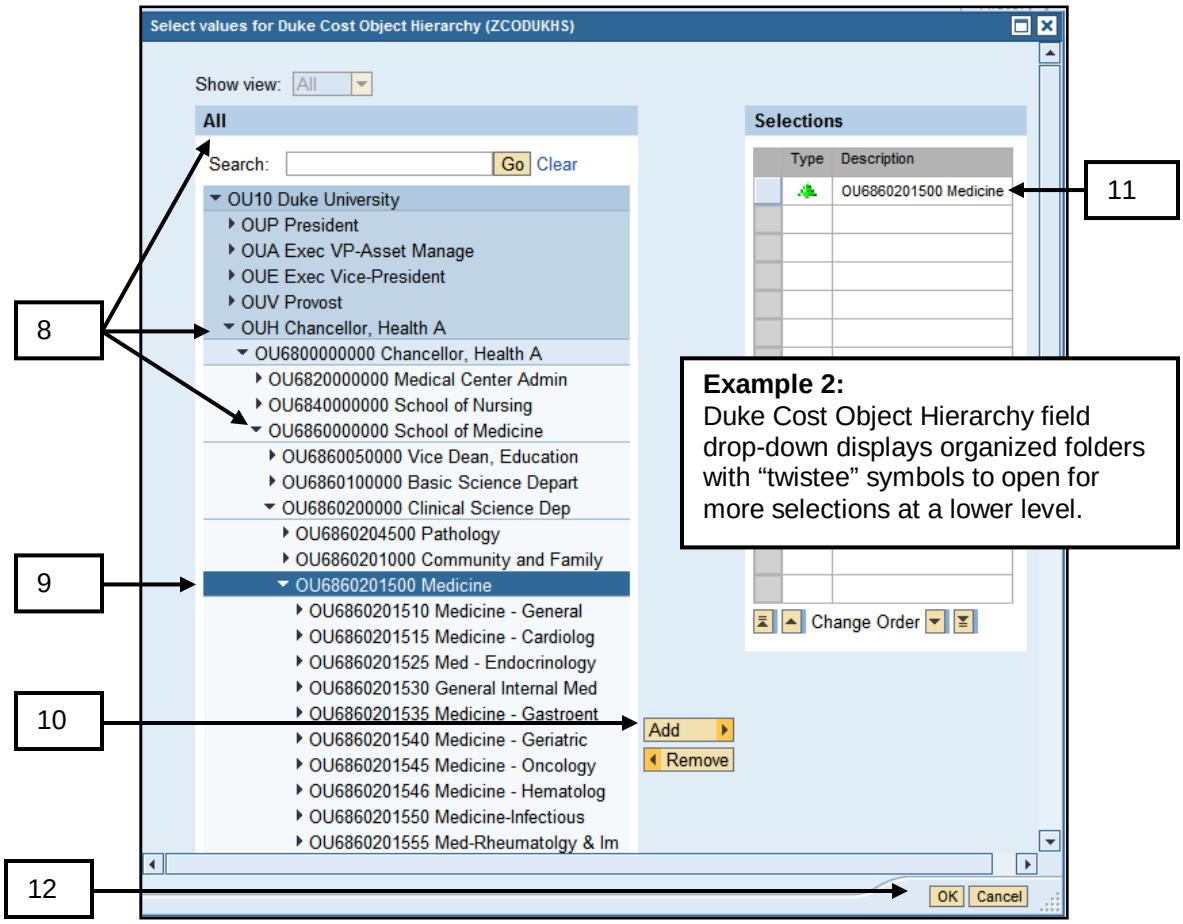


6. Ensure that the **desired value(s) are now displayed on the right side** of the screen under the *Selections* section.

7. Click the **OK** button to close this window and populate the value(s) chosen into the field on the previous selection screen.

Tips for Selecting Criteria (cont.)

Example 2 – *Select Values for Duke Cost Object Hierarchy* (or other fields that have folders of organized values):



8. In the *All* section on the left side of the screen, click on the **Twistee arrow** icons to open folders and find the **level of the organization to be selected** (**folders listed depend on your security rights to view that organization**).
9. Identify the value(s) to be selected and click on the **actual row** to select.

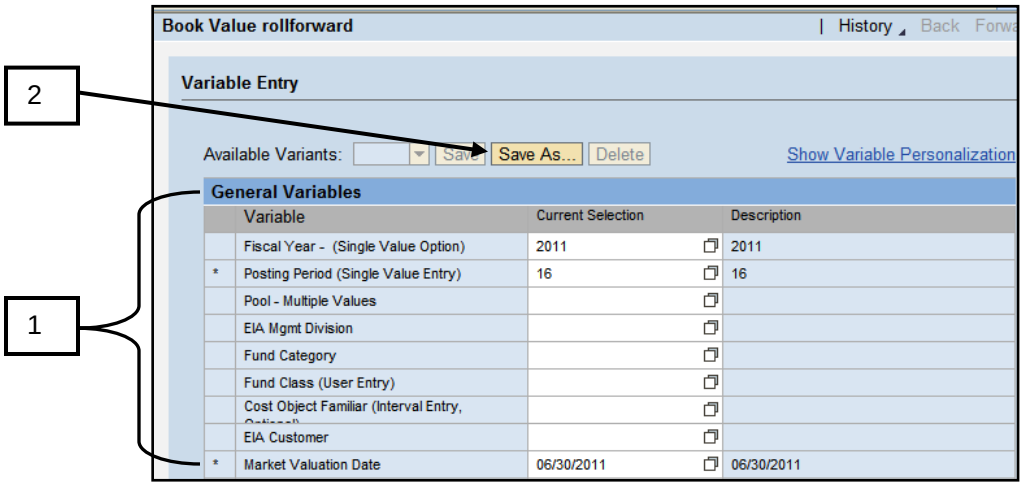
   Note: *To **select more than one value** on the left side, simply click on the rows desired.*

10. Click on the Add **Add** button to display the selected value(s) in the *Selections* section on the right side of the screen.
11. Ensure that the **desired value(s) are now displayed on the right side** of the screen under the *Selections* section.
12. Click the **OK** button to close this window and populate the value(s) chosen into the field on the previous selection screen.

Tips for Selecting Criteria (cont.)

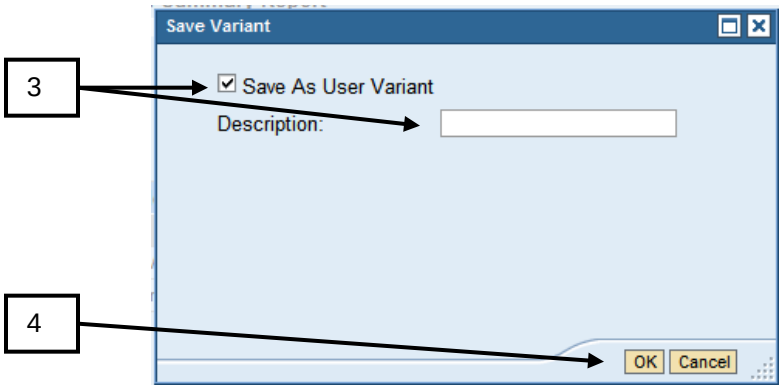
To save a selection screen variant:

Note: *A selection screen variant allows you to populate the selection fields and save that data as a named variant for future use. A variant saves keystrokes by populating the data, and can be changed or deleted as needed.*



1. Enter values in the selection fields as desired (remember to use the **Check** button to ensure values are acceptable).

2. In the **Available Variants:** field, click on the **Save As…** button.

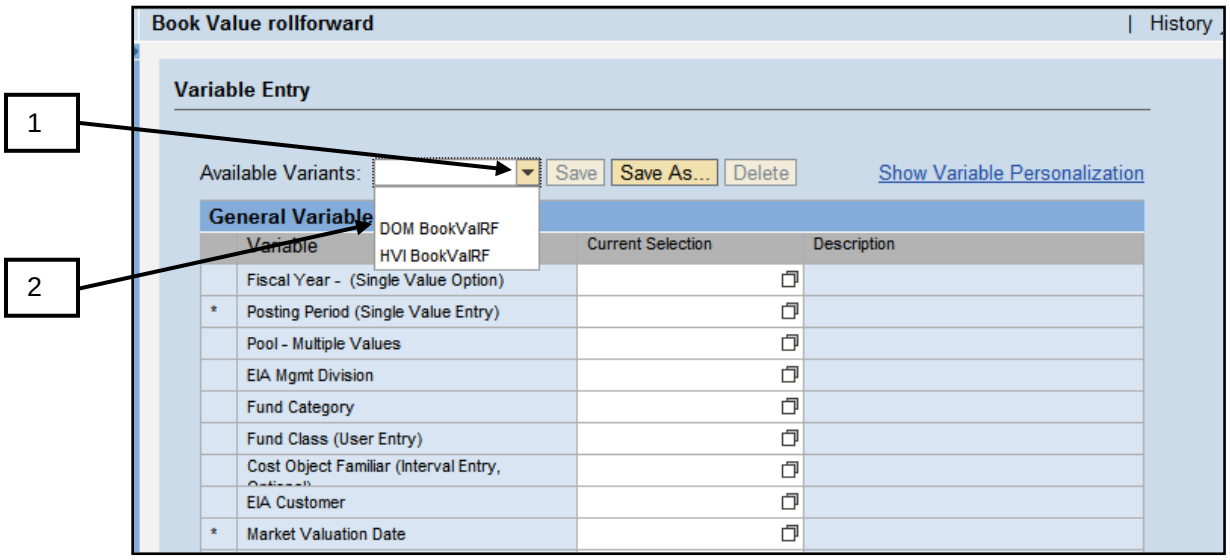


3. In the *Save Variant* window:
   - Ensure a **check mark** is displayed in the the **Save As User Variant** check box.
   - Enter a **name** for the variant in the **Description** field (free text, enter a relevant name to help you identify the variant.

4. Click on the **OK** button to complete the save process.

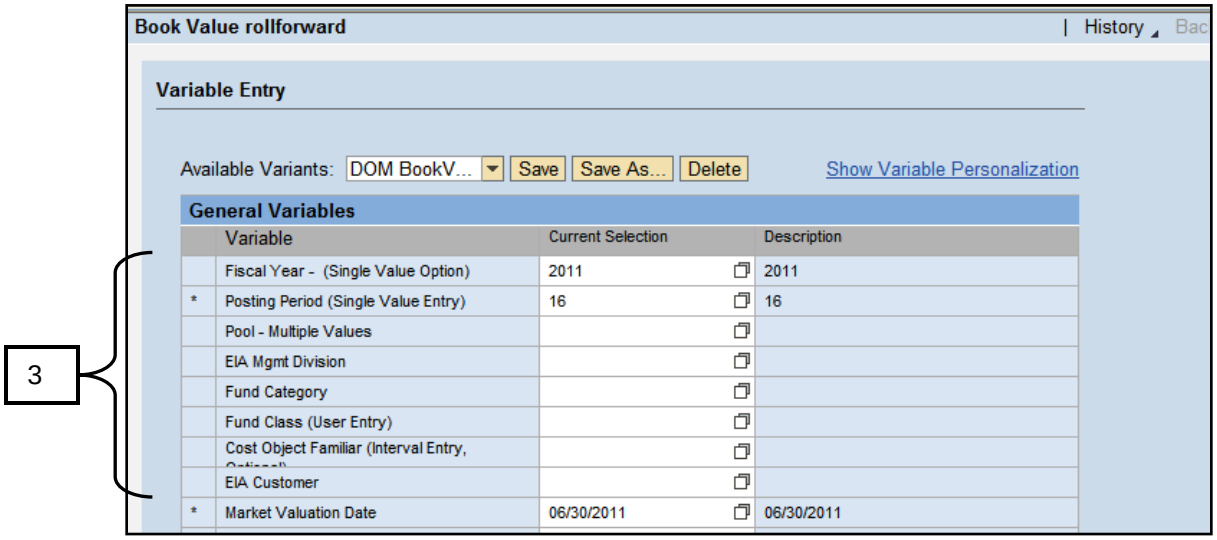
Tips for Selecting Criteria (cont.)

To use a selection screen variant on a selection screen:



1. Click on the **Drop-down** button in the **Available Variants** input field to view the available variants.

2. Click on the **variant name/description** to choose the variant and populate the data in the selection fields below.

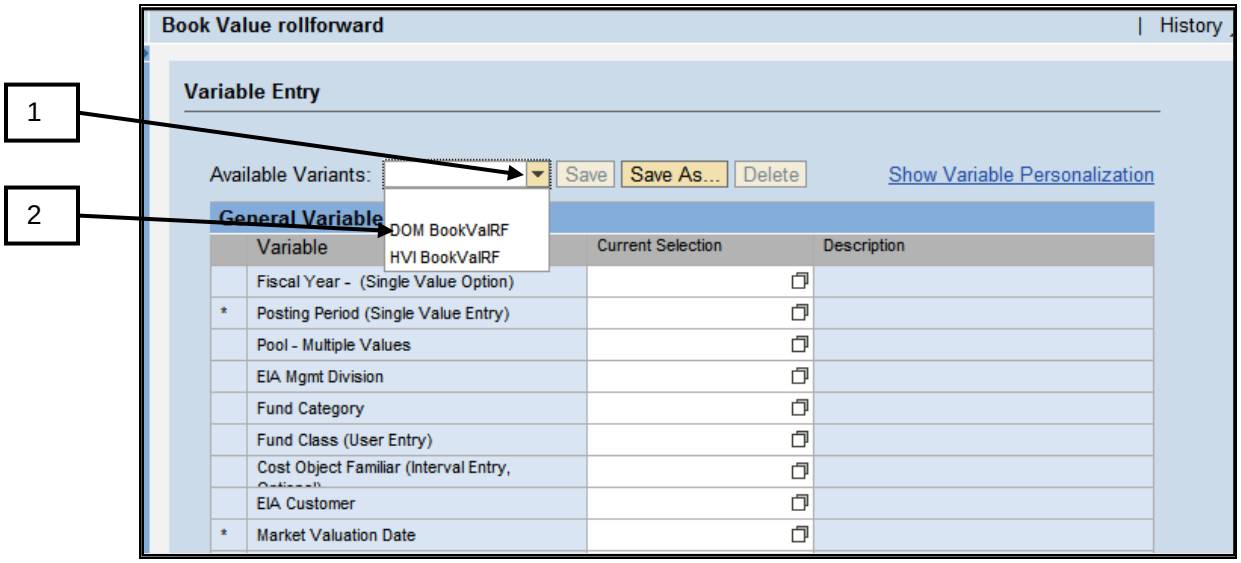


3. Review the populated selection fields and adjust the data as needed.

Tips for Selecting Criteria (cont.)

To change or delete a selection screen variant:

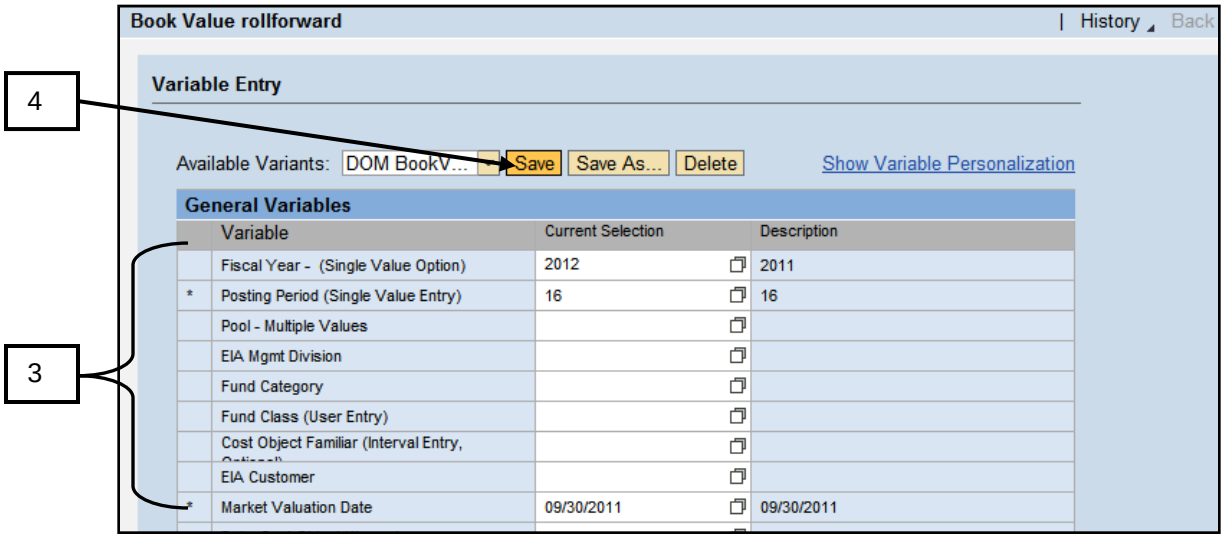
Note: A selection screen variant allows you to populate the selection fields and save that data as a named variant for future use. A variant saves keystrokes by populating the data, and can be changed or deleted as needed.



1. Click on the **Drop-down** button in the **Available Variants** input field to view the available variants.

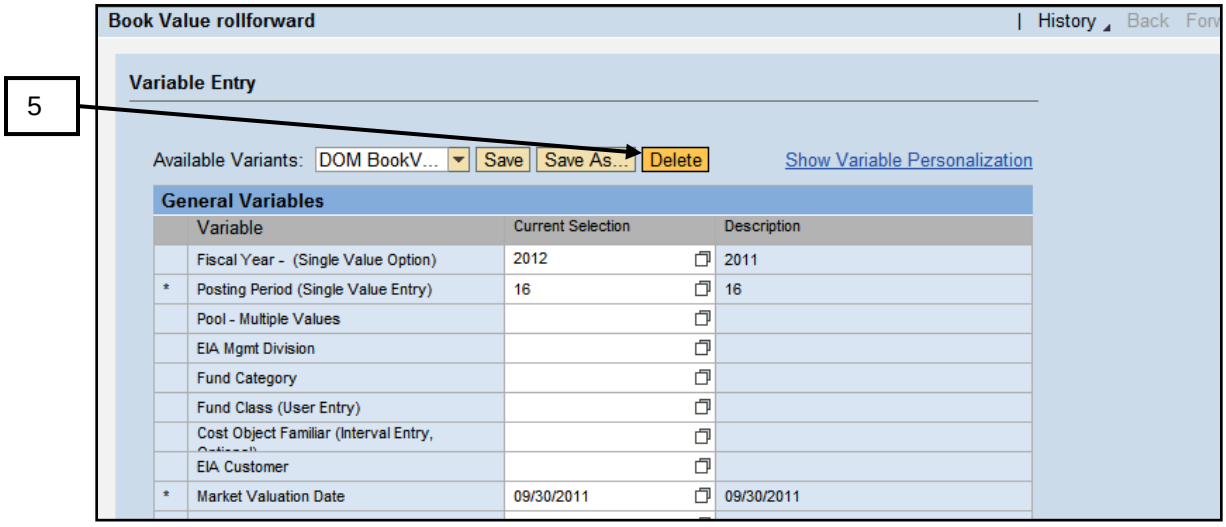
2. Click on the **variant name/description** to choose the variant to be changed or deleted.

Tips for Selecting Criteria (cont.)



3. To <u>change the variant</u>, make any adjustments to the fields that are populated.

4. Click on the **Save** button to update the variant (to create a new variant use the Save **As…** button and provide a new name).



5. To <u>delete the variant</u>, simply ensure the correct variant is displayed and click on the **Delete** button (this option will remove the variant from the Available Variants list) .

Note: ***Use caution when deleting a variant****. The Delete function removes the variant from the Available Variants list and cannot be undone.*

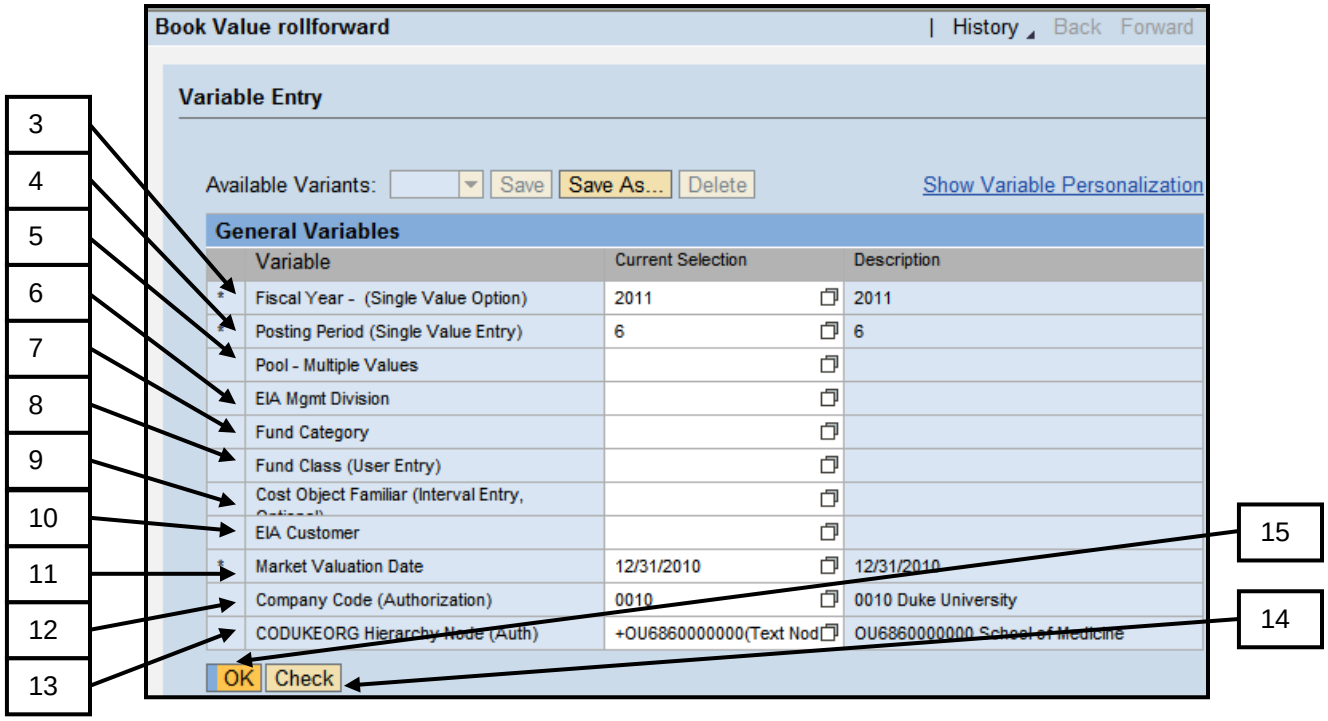
Book Value Rollforward (Long Term Pool Participant Activity)

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 Rollfoward** 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:



   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).*

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).

Book Value Rollforward (cont.)

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.

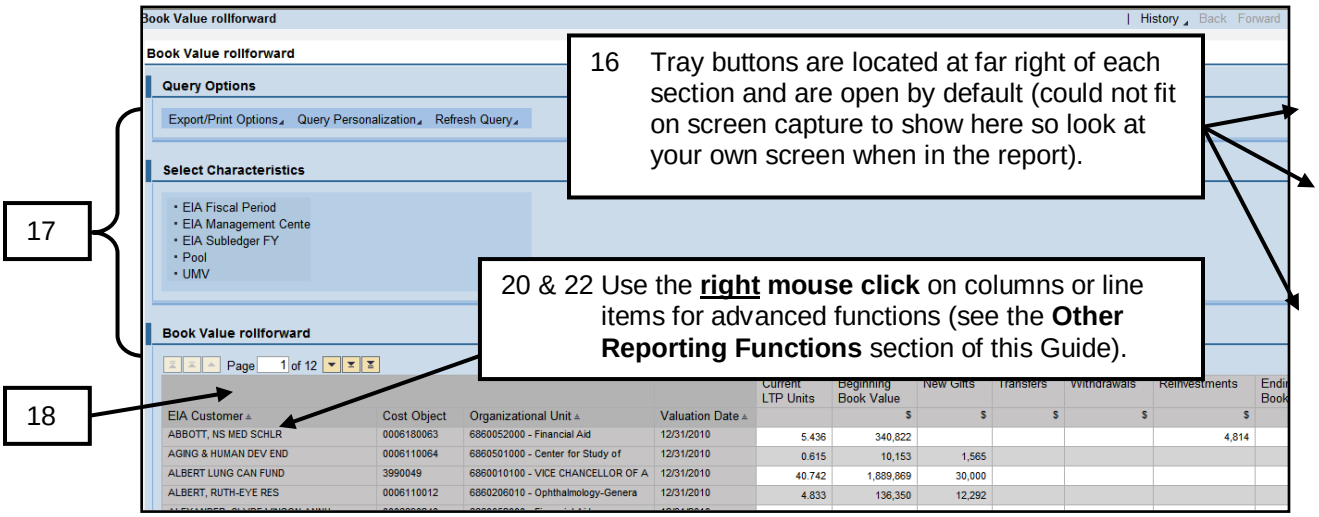
    Note: *Market valuation dates are based on the end of each quarter and are available to the Endowment Investment Accounting office around the* ***third week of the month following the end of a quarter****. If the quarter end market valuation date entered in this field does not yet have a market value,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

Book Value Rollforward (cont.)

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).

Book Value Rollforward (cont.)

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Book Value rollforward

View of first columns

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EIA Customer	Cost Object	Organizational Unit	Valuation Date	Current LTP Units	Beginning Book Value	New Gifts	Transfers
					$	$	$
ABBOTT, NS MED SCHLR	0006180063	6860052000 - Financial Aid	12/31/2010	5.436	340,822		
AGING & HUMAN DEV END	0006110064	6860501000 - Center for Study of	12/31/2010	0.615	10,153	1,565	
ALBERT LUNG CAN FUND	3990049	6860010100 - VICE CHANCELLOR OF A	12/31/2010	40.742	1,889,869	30,000	
ALBERT, RUTH-EYE RES	0006110012	6860206010 - Ophthalmology-Genera	12/31/2010	4.833	136,350	12,292	
ALEXANDER, CLYDE VINSON ANNU	0006890240	6860052000 - Financial Aid	12/31/2010	5.155	157,068		
AMOS, DB FLWSHP	0006110208	6860102500 - Immunology	12/31/2010	4.414	73,623	11,222	
AMOS, DB FLWSHP QUASI END	0006610440	6860102500 - Immunology	12/31/2010	5.013	200,000	11,085	
ANDERSON, AUGUSTA END	0006190210	6860206010 - Ophthalmology-Genera	12/31/2010	5.396	60,819	13,716	
ANDERSON, WB, JR END	0006110105	6860206010 - Ophthalmology-Genera	12/31/2010	16.435	538,637	41,773	
ANDERSON, WB, JR QUASI END	0006610075	6860206010 - Ophthalmology-Genera	12/31/2010	8.818	194,707	19,499	
ANDREWS, RICHARD C & JOAN V ANNU	0006890020	6860205510 - OB/Gyn Chair	12/31/2010	0.339	16,585		

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View of last columns

zational Unit	Valuation Date	Current LTP Units	Beginning Book Value	New Gifts	Transfers	Withdrawals	Reinvestments	Ending Book Value	Ending Market Value
			$	$	$	$	$		
2000 - Financial Aid	12/31/2010	5.436	340,822				4,814	345,635	304,416
1000 - Center for Study of	12/31/2010	0.615	10,153	1,565				11,718	33,825
0100 - VICE CHANCELLOR OF A	12/31/2010	40.742	1,889,869	30,000				1,919,869	2,240,810
6010 - Ophthalmology-Genera	12/31/2010	4.833	136,350	12,292				148,642	265,815
2000 - Financial Aid	12/31/2010	5.155	157,068				8,906	165,975	283,525
2500 - Immunology	12/31/2010	4.414	73,623	11,222				84,844	242,770
2500 - Immunology	12/31/2010	5.013	200,000	11,085				211,085	275,715
6010 - Ophthalmology-Genera	12/31/2010	5.396	60,819	13,716				74,535	296,780
6010 - Ophthalmology-Genera	12/31/2010	16.435	538,637	41,773				580,409	903,925
6010 - Ophthalmology-Genera	12/31/2010	8.818	194,707	19,499				214,206	484,990
5510 - OB/Gyn Chair	12/31/2010	0.339	16,585				587	17,172	18,645

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.

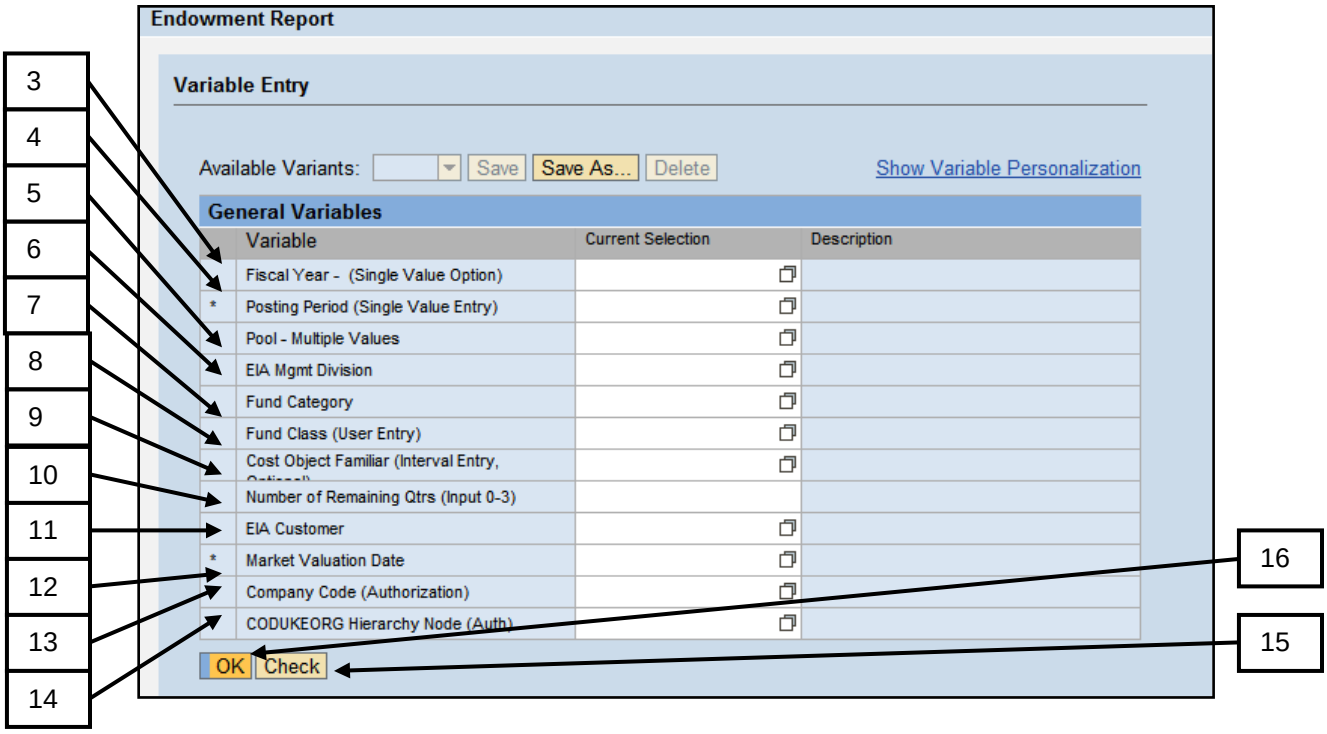
Endowment Report (Long Term Pool Participant Balances & Projected Distribution)

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:



   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).

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).

Endowment Report (cont.)

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****.*

Endowment Report (cont.)

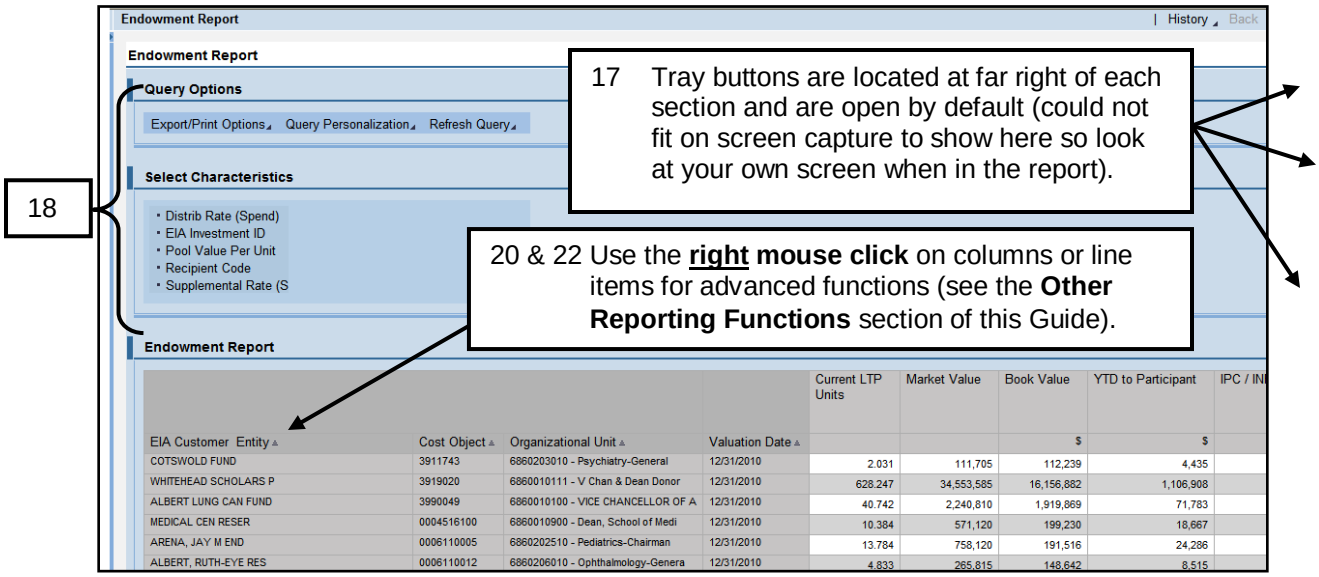
13. **Company Code**: enter the **four digit company code or range of company codes** in the field (see *Tips for Selecting Criteria* for more on entering ranges).

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.

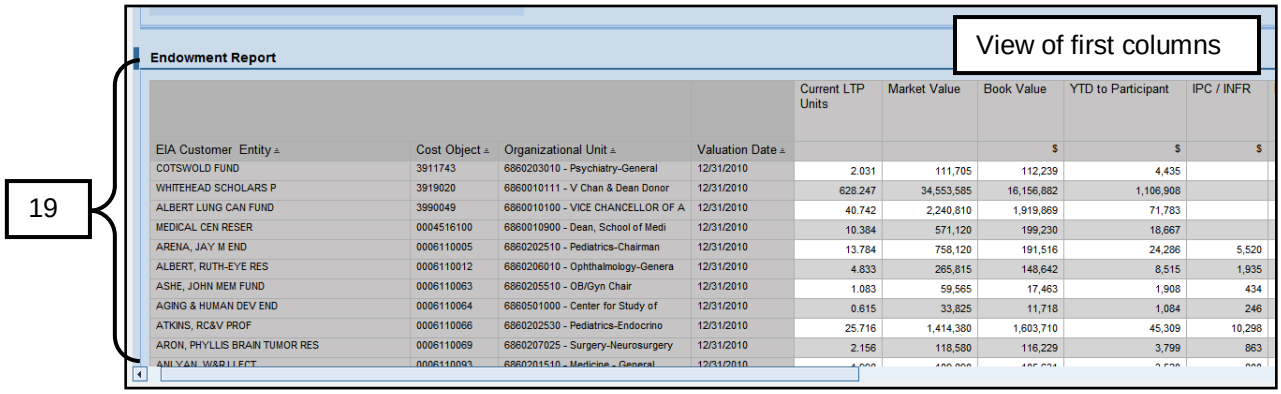
On the resulting *Endowment* report:



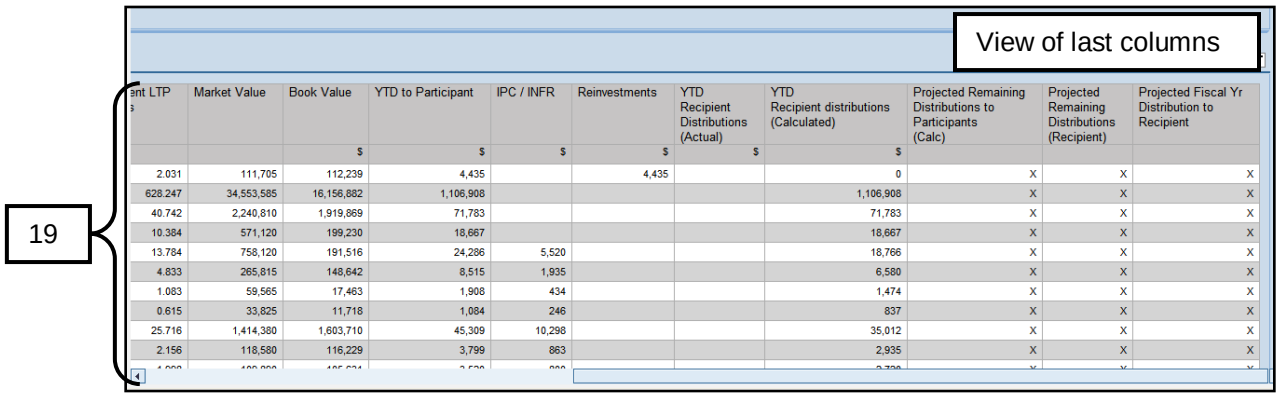
17. Use the / **Expand tray / Collapse tray buttons** displayed on the far right of each section to open or close the trays containing various options and the report (**trays are already open by default**).

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).

Endowment Report (cont.)



EIA Customer Entity	Cost Object	Organizational Unit	Valuation Date	Current LTP Units	Market Value	Book Value	YTD to Participant	IPC / INFR
						$	$	$
COTSWOLD FUND	3911743	6860203010 - Psychiatry-General	12/31/2010	2.031	111,705	112,239	4,435	
WHITEHEAD SCHOLARS P	3919020	6860010111 - V Chan & Dean Donor	12/31/2010	628.247	34,553,585	16,156,882	1,106,908	
ALBERT LUNG CAN FUND	3990049	6860010100 - VICE CHANCELLOR OF A	12/31/2010	40.742	2,240,810	1,919,869	71,783	
MEDICAL CEN RESER	0004516100	6860010900 - Dean, School of Medi	12/31/2010	10.384	571,120	199,230	18,667	
ARENA, JAY M END	0006110005	6860202510 - Pediatrics-Chairman	12/31/2010	13.784	758,120	191,516	24,286	5,520
ALBERT, RUTH-EYE RES	0006110012	6860206010 - Ophthalmology-Genera	12/31/2010	4.833	265,815	148,642	8,515	1,935
ASHE, JOHN MEM FUND	0006110063	6860205510 - OB/Gyn Chair	12/31/2010	1.083	59,565	17,463	1,908	434
AGING & HUMAN DEV END	0006110064	6860501000 - Center for Study of	12/31/2010	0.615	33,825	11,718	1,084	246
ATKINS, RC&V PROF	0006110066	6860202530 - Pediatrics-Endocrino	12/31/2010	25.716	1,414,380	1,603,710	45,309	10,298
ARON, PHYLLIS BRAIN TUMOR RES	0006110069	6860207025 - Surgery-Neurosurgery	12/31/2010	2.156	118,580	116,229	3,799	863
ANLYAN, W&R LLECT	0006110093	6860201510 - Medicine - General	12/31/2010					



ent LTP	Market Value	Book Value	YTD to Participant	IPC / INFR	Reinvestments	YTD Recipient Distributions (Actual)	YTD Recipient distributions (Calculated)	Projected Remaining Distributions to Participants (Calc)	Projected Remaining Distributions (Recipient)	Projected Fiscal Yr Distribution to Recipient
		$	$	$	$	$	$			
2.031	111,705	112,239	4,435		4,435		0	X	X	X
628.247	34,553,585	16,156,882	1,106,908				1,106,908	X	X	X
40.742	2,240,810	1,919,869	71,783				71,783	X	X	X
10.384	571,120	199,230	18,667				18,667	X	X	X
13.784	758,120	191,516	24,286	5,520			18,766	X	X	X
4.833	265,815	148,642	8,515	1,935			6,580	X	X	X
1.083	59,565	17,463	1,908	434			1,474	X	X	X
0.615	33,825	11,718	1,084	246			837	X	X	X
25.716	1,414,380	1,603,710	45,309	10,298			35,012	X	X	X
2.156	118,580	116,229	3,799	863			2,935	X	X	X

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 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.

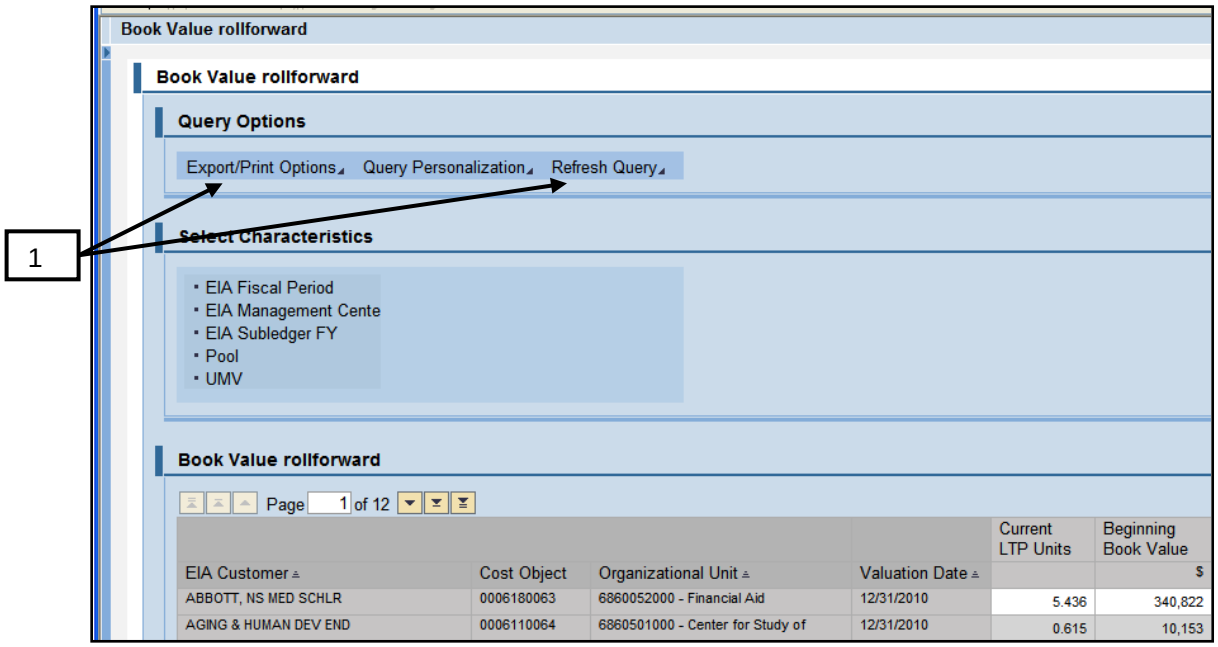
21. To use the **Select Characteristics** section and swap the view of the report or add other columns to the report as a drill-down via the drag and drop, refer to the **Other Report Functions** section of the Guide.

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

Other Report Functions

Note: *Endowment reports have reporting options available at the top under Query Options and Select Characteristics and allow printing, exporting, and the manipulating of the report data to different views of the report. Functions also available include the* ***click, drag, and drop functionality****, as well as the right* ***mouse click functionality****. The right mouse click functionality is similar to the functionality in SAP BW (BEx) for those users that have experience with that tool.*

To use the Query Options available for the reports:



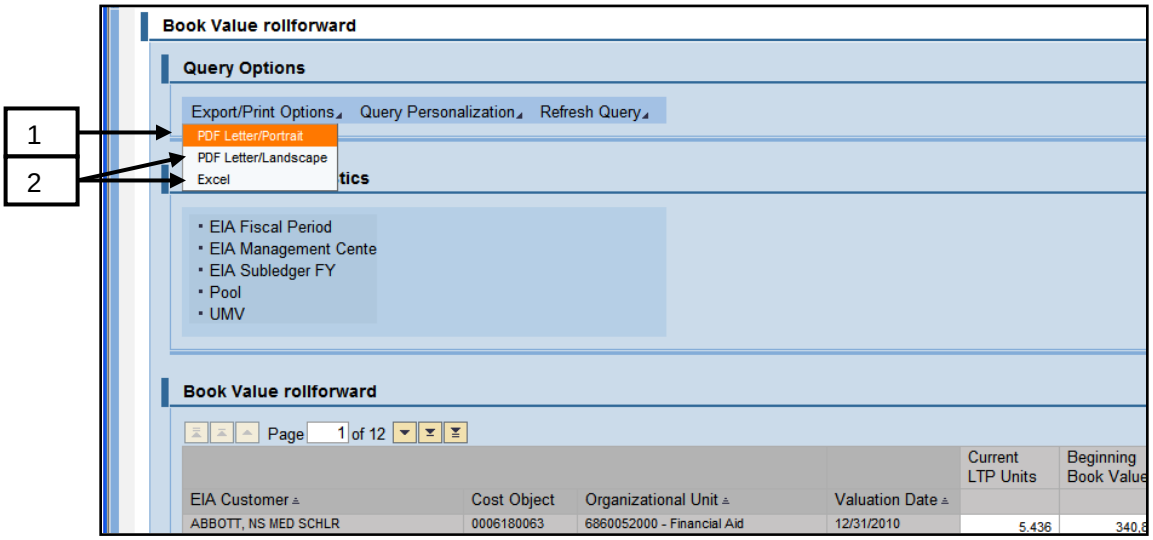
1. Note the **Query Options** available in the top tray that is displayed above the report:

   - **Export/Print Options** = provides PDF printing options for portrait or landscape, as well as the Export function for Excel.
   - **Refresh Query** = opens the Variable Entry selection window which displays the current selected values and allows the user to change the selection values and run a new report.

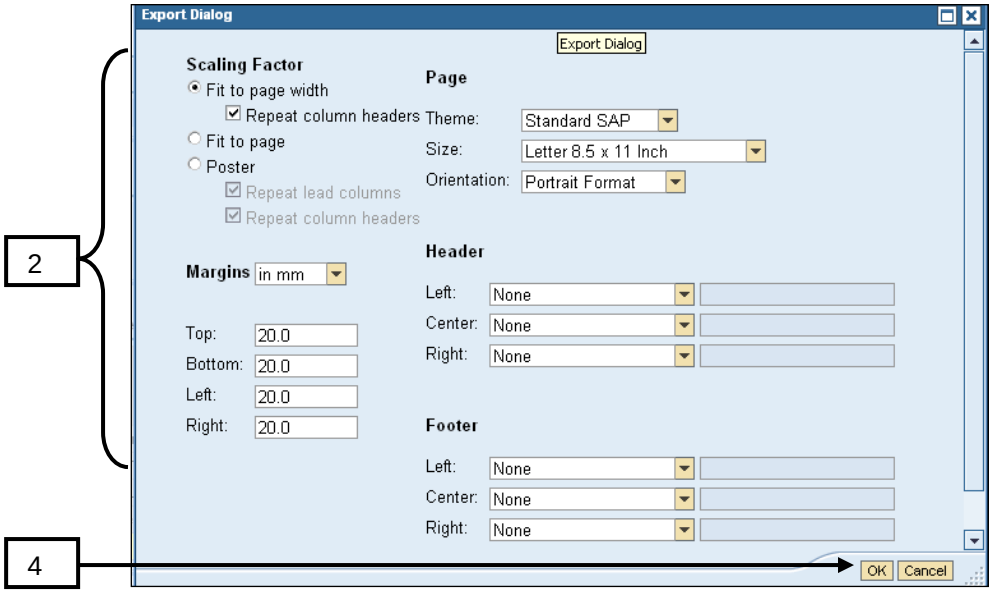
   Note: *Query Personalization is not ready for use at this time.*

Other Report Functions (cont.)

To print the report:



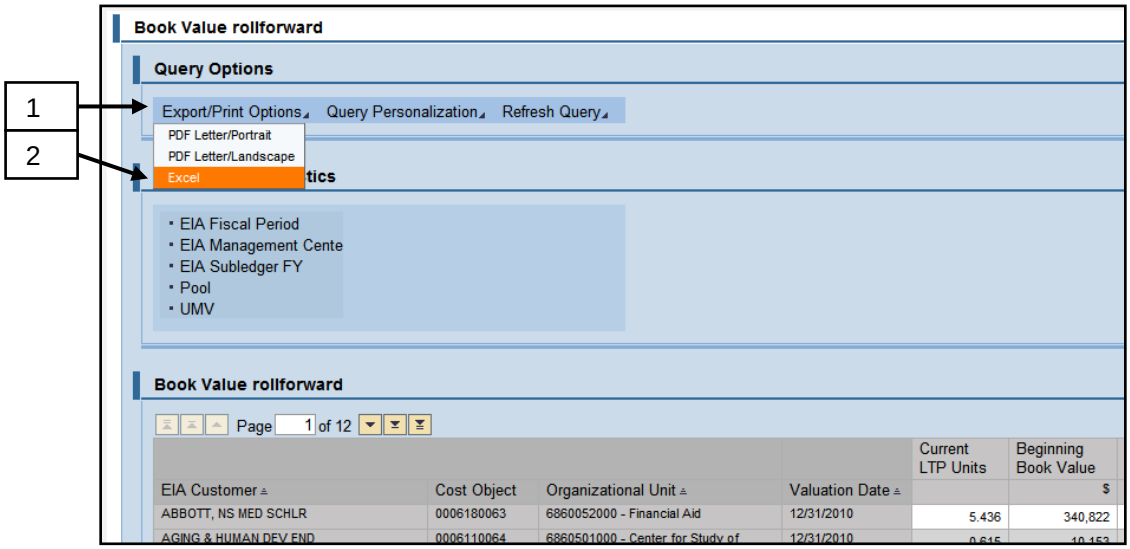
1. Click on the **Export/Print Options** button under **Query Options**.
2. Choose one of the print options as follows:
   - To print the report in a portrait view on letter-size paper, select the **PDF Letter Portrait** option.
   - To print the report in a landscape view on letter-size paper, select the **PDF Letter Landscape** option.



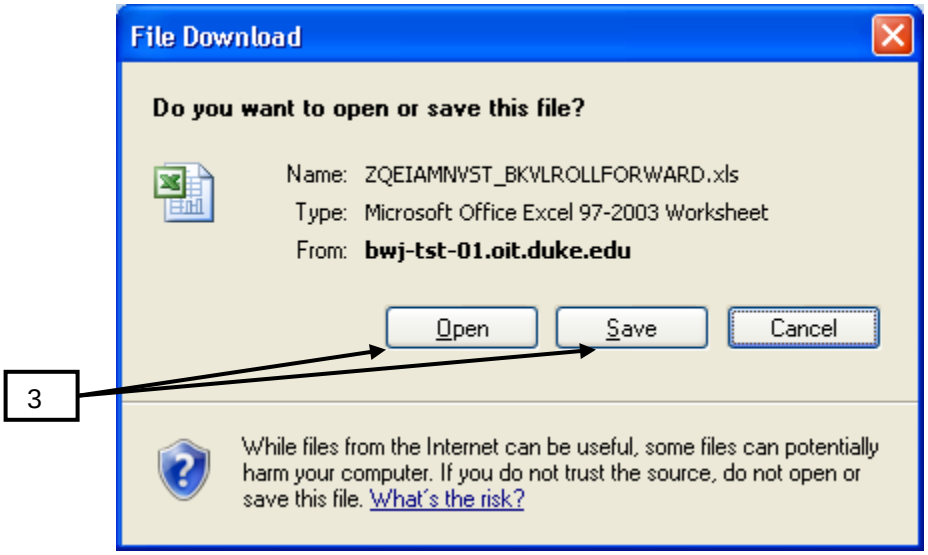
3. In the resulting window, select the desired options.
4. Click **OK** to print (to default printer for the computer).

Other Report Functions (cont.)

To export the report:

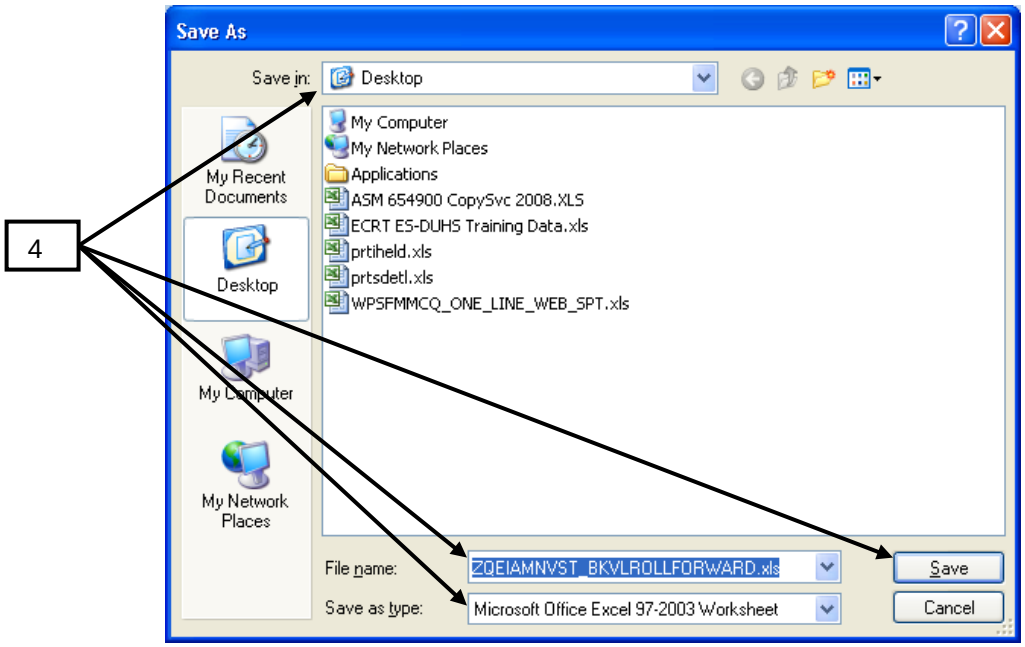


1. Click on the **Export/Print Options** button under **Query Options**.
2. Click on the **Excel** option.



3. In the resulting window, select either the **Open** button (to open the file) or the **Save** button (to save the file and see the next step).

Other Report Functions (cont.)

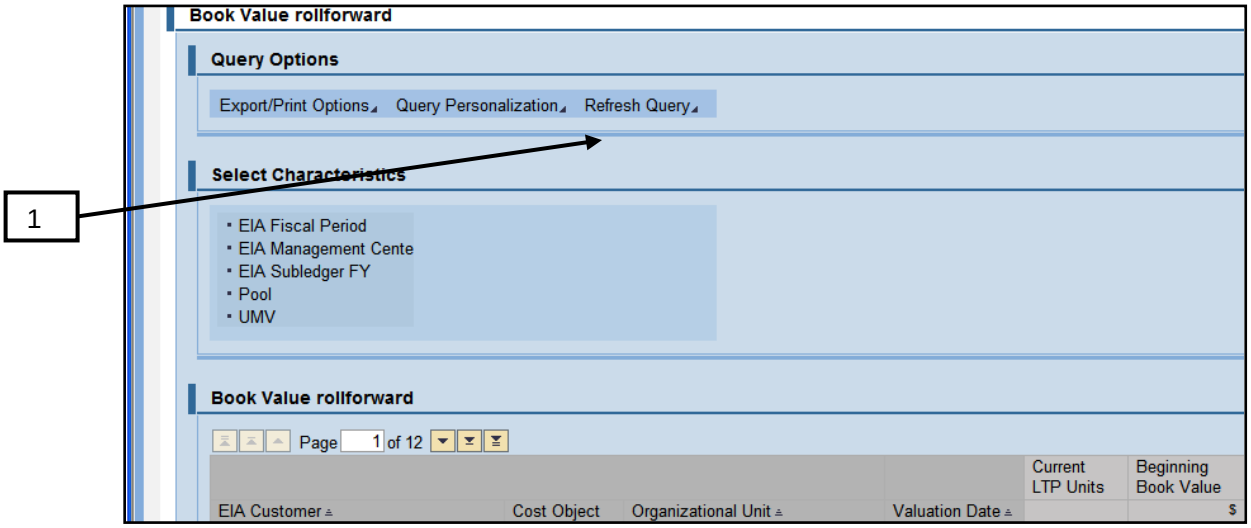


4. **If the Save option is chosen**, select where to save the file in the **Save in** field, enter values in the **File name** and **Save as type** fields, then click on the **Save** button to complete the process.

5. Note that if you experience problems with exporting the file due to a **"download risk - Pop-up Blocker"** message, please add two websites to your safe Intranet sites as follows:
   - For **Internet Explorer**, click on the menu path: **Tools** → **Internet Options** (**check with your LAN Administrator/Computer Support person for instructions on other browsers**).
   - Click on the **Security** tab at the top to select that option.
   - Click on the **Local intranet** option at the top of the next window.
   - Click on the **Sites** button.
   - In the resulting Local intranet window, ensure that there is a check mark in the box beside **Automatically detect intranet network** (i.e., this option is selected).
   - Click on the **Advanced** button.
   - Type the first address of **https://work.duke.edu** in the Add this website to the zone: input field.
   - Click the **Add** button to place that website under the Websites section below.
   - Type the second address of **https://bjp.duke.edu** in the Add this website to the zone: input field.
   - Click the **Add** button to place that website under the Websites section below.
   - Restart the web browser and the download function should work (this will not need to be done again once added the first time).

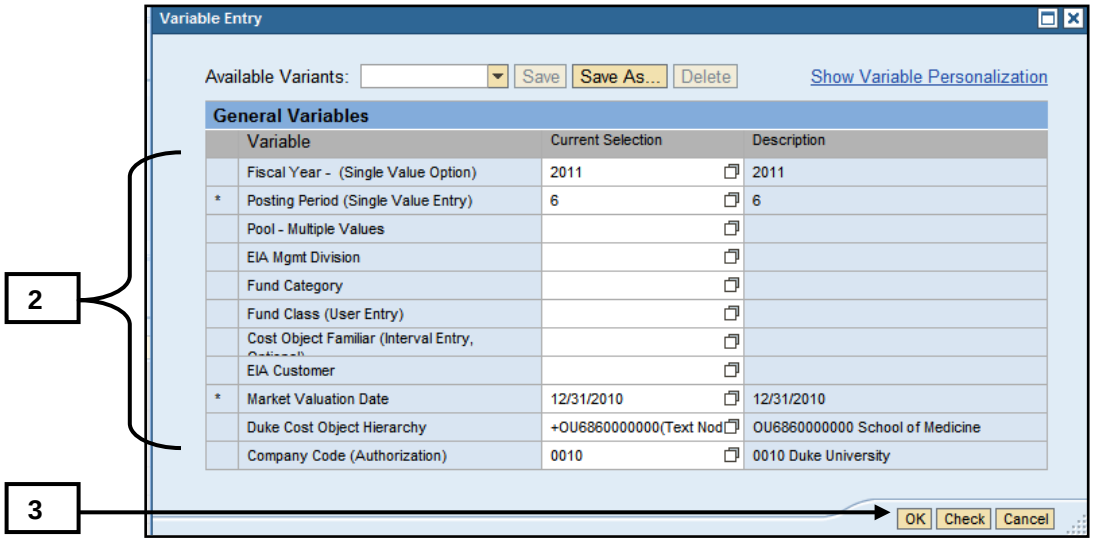
Other Report Functions (cont.)

To refresh a report:



Note: This option allows you to change the selection criteria without having to return to the report map and choose the report again.

1. To refresh the report and change any selection criteria as desired, click on the **Refresh Query** button under **Query Options**.



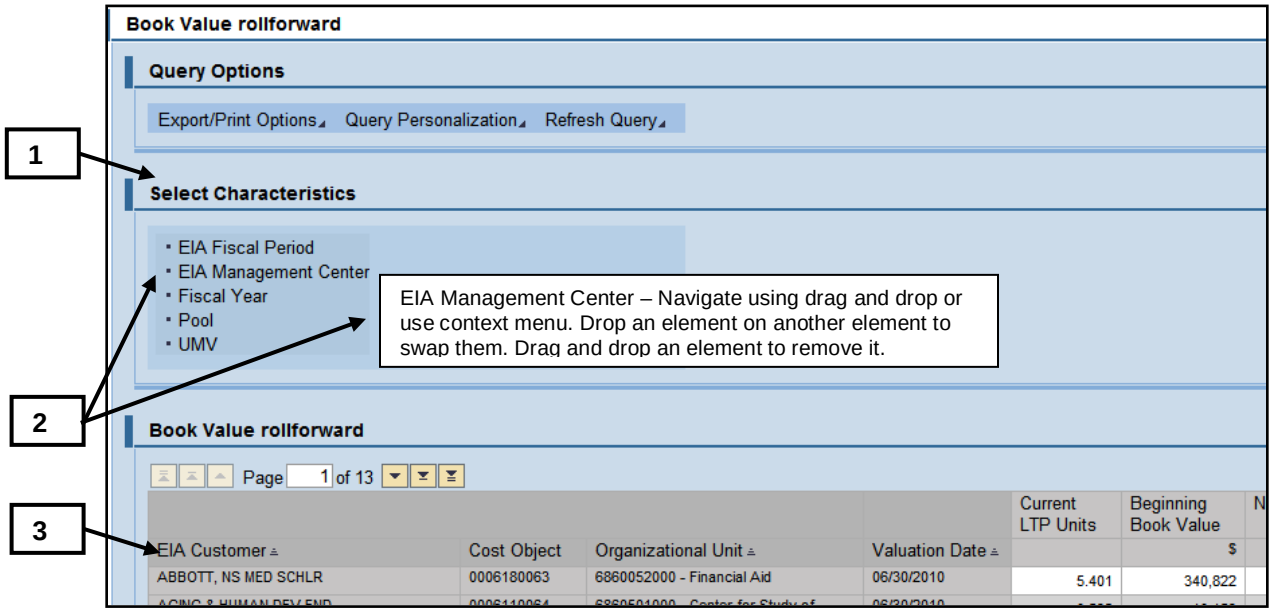
2. In the resulting Variable Entry screen, **change any selection values** in the **Current Selection** column.

3. Click the **OK** button to execute the report again with the new selection criteria.

Other Report Functions (cont.)

To use the Select Characteristics (click, drag, drop) function:

Once a report is executed, the resulting view of the report may be changed by using the **Select Characteristics** tray and the values listed in this tray. These characteristics allow the user to use the drag-and-drop functions to add a drilldown, change the view of the report (such as from an EIA Customer view to an EIA Period or EIA Management Center view).



1. Review the characteristic options available in the **Select Characteristics** tray.

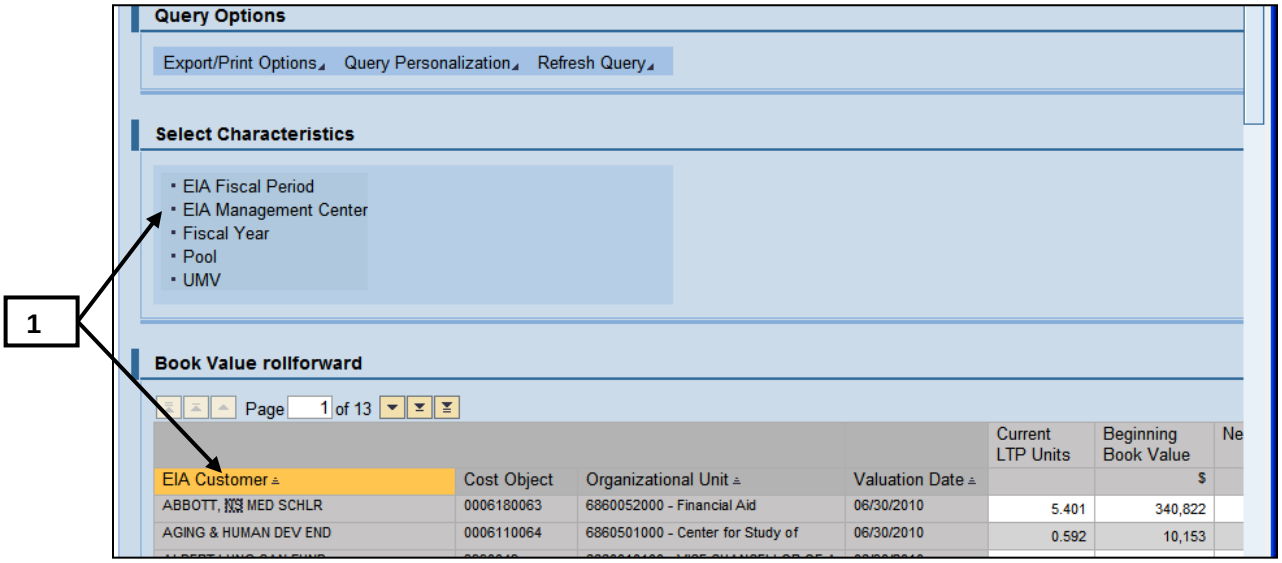
2. Decide which characteristic to use by **placing the cursor / pointer over each option to view a pop-up box with instructions**.

3. Decide how you want to use the characteristic per the next specific steps (like to swap the view of the report or to add or remove a drilldown characteristic).

   Note: *Changing the characteristics is a drag-and-drop function. A characteristic can be dragged and dropped on a column heading to "swap" the way the report is displayed, for example from EIA Customer to EIA Period or EIA Management Center view. A characteristic may also be used to create a drill-down to more details as covered in the next pages.*

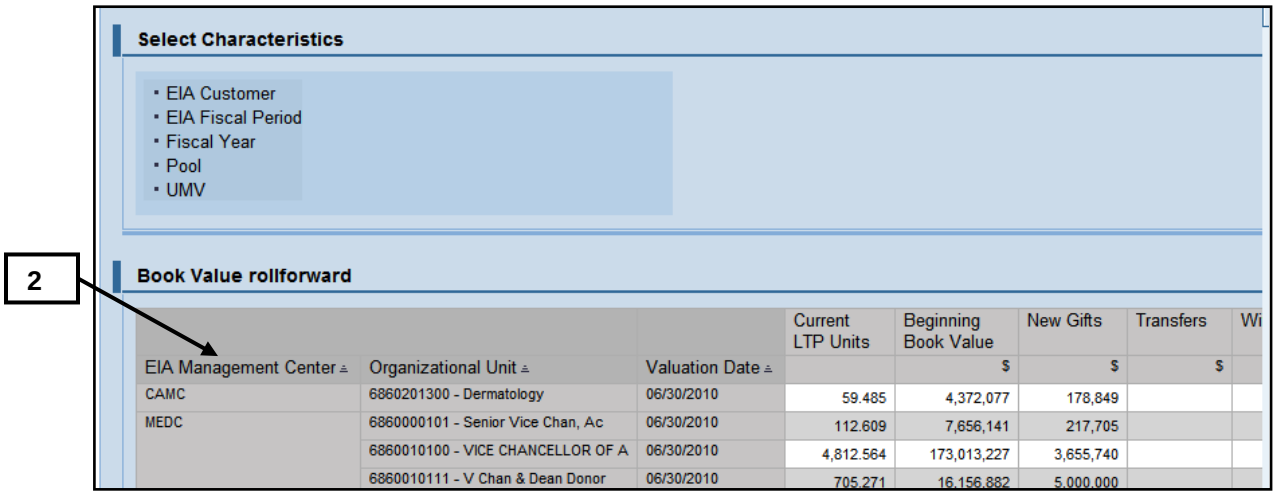
Other Report Functions (cont.)

To "swap" the view of the report using characteristics:



1. Click on the desired characteristic and drag that characteristic **on top of** the desired column heading to display the column heading in an aqua-colored box (in this example, the EIA Management Center is dragged to the EIA Customer column).

   Note: The column heading is displayed in an aqua-colored box as you move the characteristic over that column before the drop is completed.

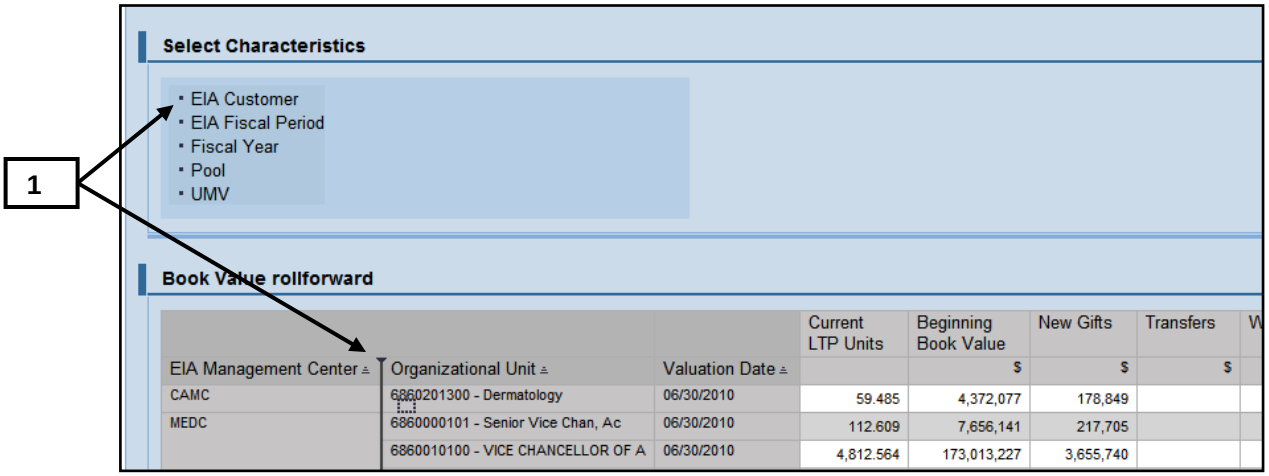


2. **Release the mouse click to drop** the characteristic into this column heading (in this example, the EIA Customer column is now "swapped with" / replaced by the EIA Management Center column to create a different view).

Other Report Functions (cont.)

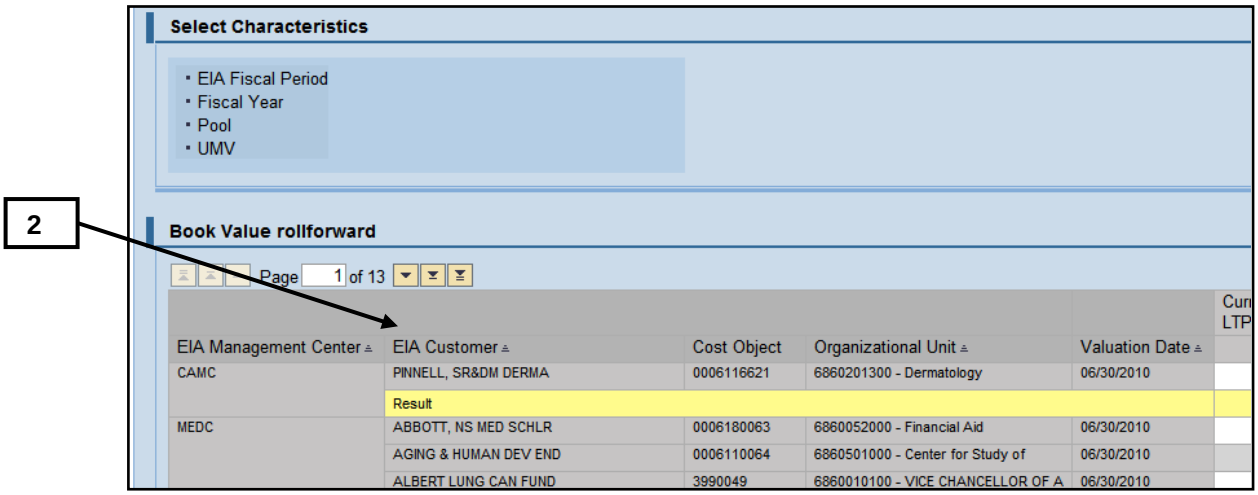
To add the drill-down using characteristics:

Note: Adding or "dragging" multiple characteristics into the report achieves more levels of granularity.



1. Click on the desired characteristic and drag it **beside** the column heading desired to display a **black vertical line** (in this example, the EIA Customer is dragged beside / to the edge of the EIA Management Center column to add a drill-down).

Note: The black vertical line provides a visual indicator that the drill-down column will be placed to the right of that line.

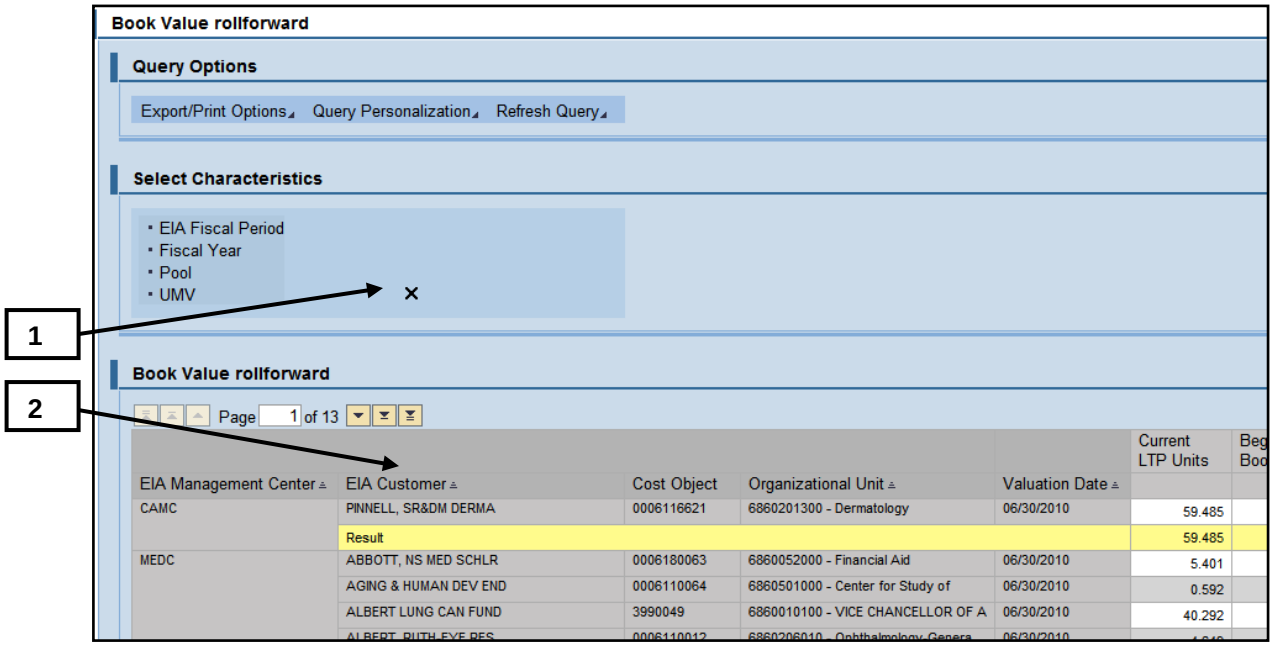


2. **Release the mouse click to drop** the characteristic into a new column to the right of the vertical indicator (in this example, the report now has a drill-down by EIA Customer detail for the each EIA Management Center item).

Note: The report now contains the detail of the new characteristic and that characteristic is no longer listed in the tray above.

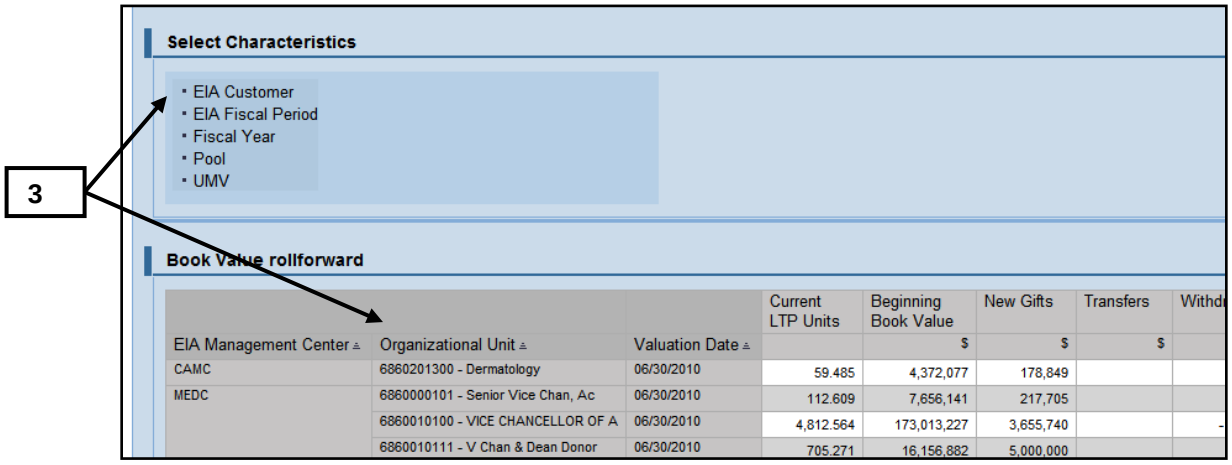
Other Report Functions (cont.)

To remove the drill-down using characteristics:



1. Click on the column heading and **drag the characteristic back to the Characteristics tray** (**be careful not to place mouse over the other Characteristic options** as this will swap the columns versus removing the column).

2. **Release the mouse click to drop** back into this tray (there will be a **X** indicator as a reference that the mouse is in the tray).

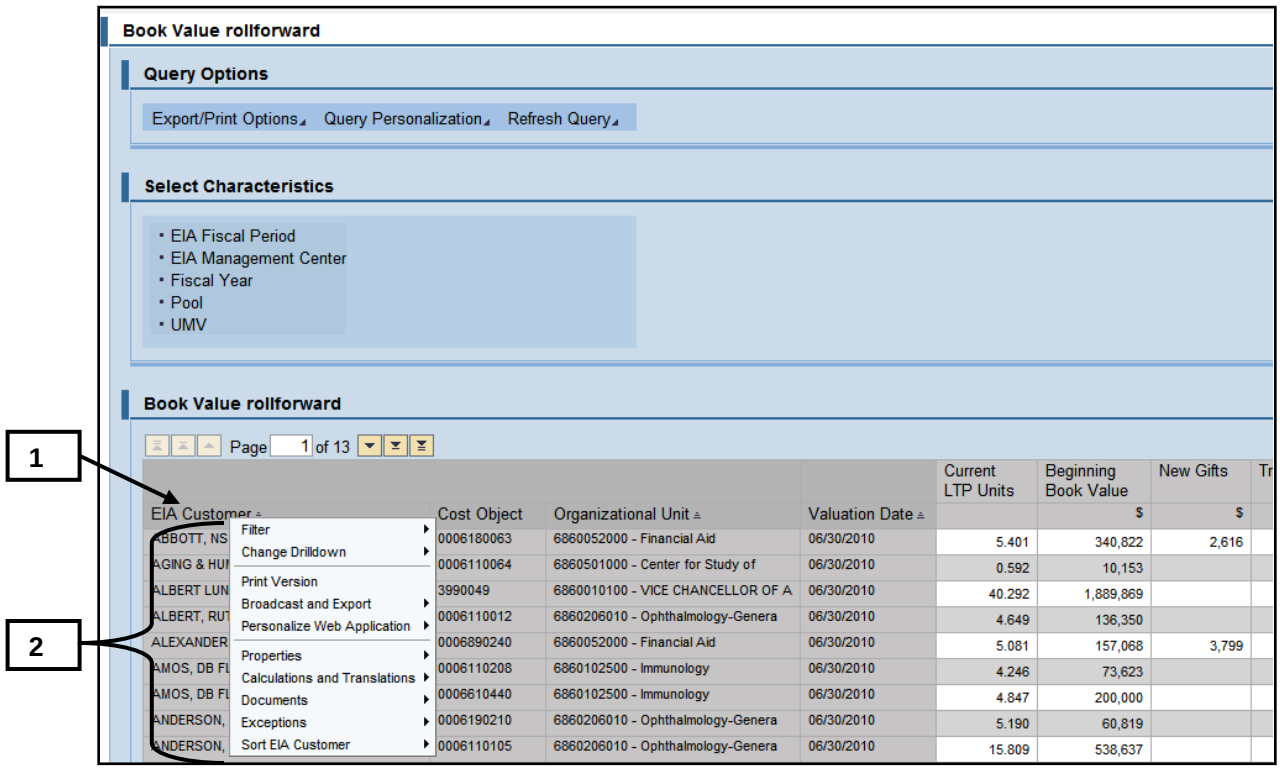


3. Note that the **characteristic is now removed as a drill-down** in the report and is **listed in the tray as an option again**.

Other Report Functions (cont.)

To use the context menu (right mouse click) functions:

Once a report is executed, some of the SAP Business Warehouse context menu (right mouse click) functions are available in the Endowment reports. The Context Menu allows users to right mouse click in the report and to perform various functions. A few functions are outlined in this section.



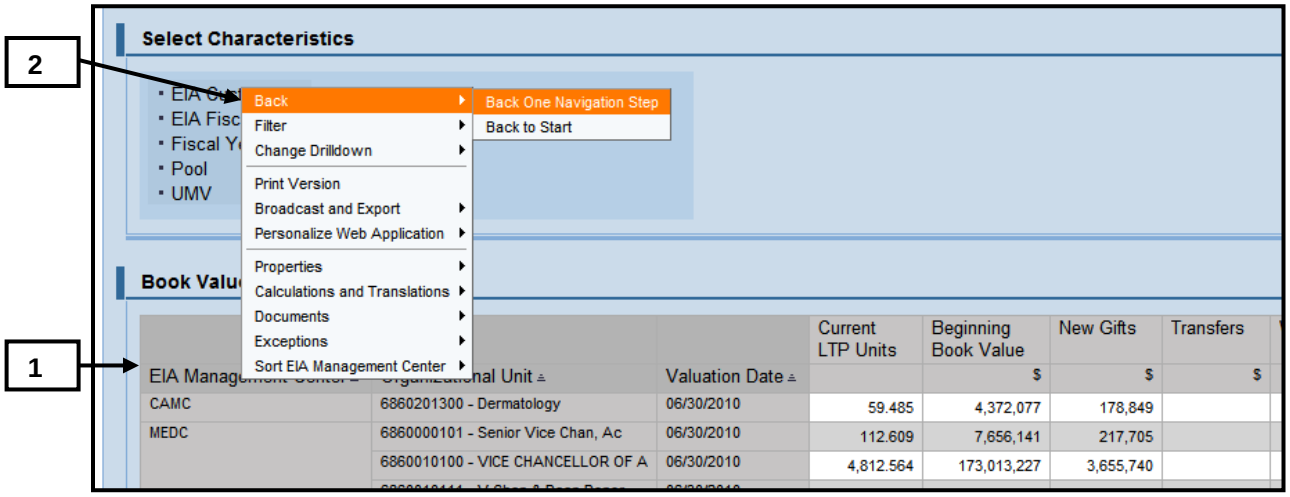
1. To access the functions, **right mouse click** directly on the column heading title desired, such as EIA Customer in the example above (click on the word).

2. In the resulting window, choose one of the options outlined in the next few steps (**options may vary depending on report selected**), such as **Back, Filter, Sort (column name selected),** and **Properties**.

   Note: *The Change Drill-down option contains the "swap with" and "drill-down" functionality already outlined in this Guide as drag-and-drop functionality. This option is just another way to do the same thing, so the steps are not covered again in this section. In addition the context menu contains printing and exporting already covered in this guide as well.*

Other Report Functions (cont.)

To use the Back function:



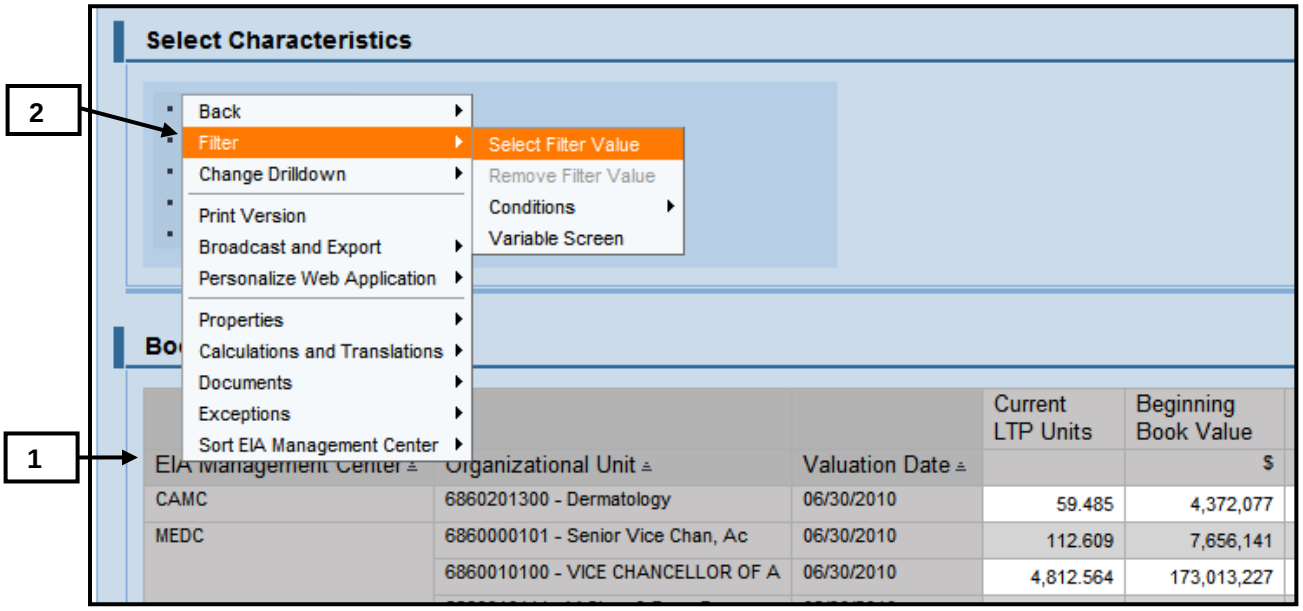
1. **Right mouse click** on a column heading or active field, and in the resulting window, click on the **Back** option.

2. Click on one of the following options:

   - **Back One Navigation Step** – to undo the last function performed or to go back to the previous view of the report.
   - **Back to Start** – to return to the original view of the report when it was first executed.

Other Report Functions (cont.)

To use the Filter function:

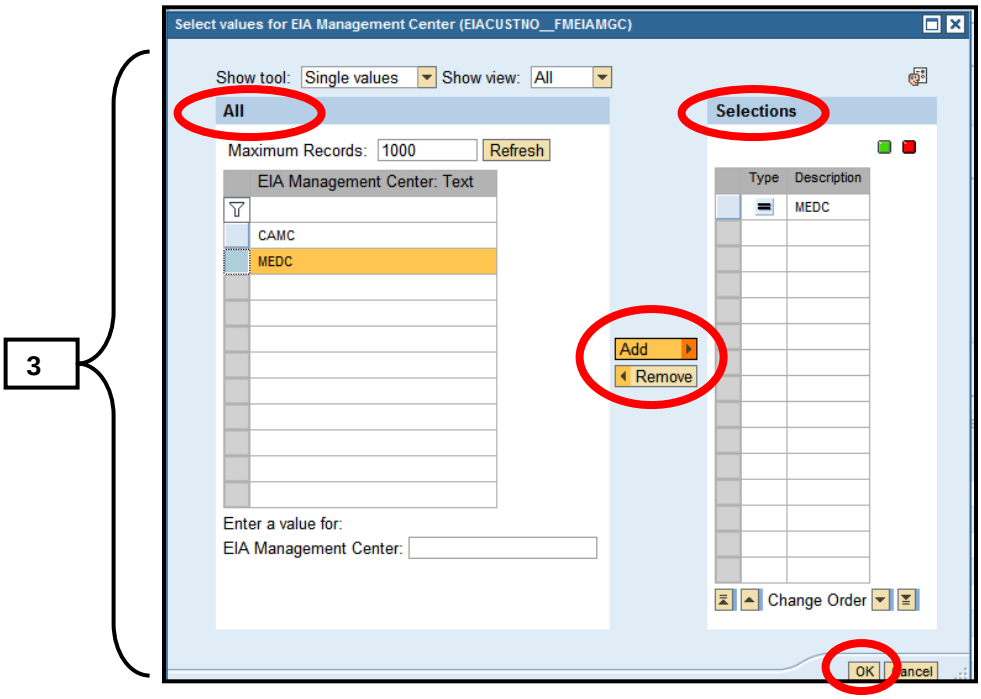


1. **Right mouse click** on a column heading or active field, and in the resulting window, click on the **Filter** option.

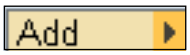
2. Click on the **Select Filter Value** option.

Steps continued on next page.

Other Report Functions (cont.)



3. In the *Select values for*… window (**name varies by column selected for the filter**):

- Click on the **box to the left of a value** under the ***All*** section to select that as the **desired filter value** (more than one may be selected).
- Click on the 

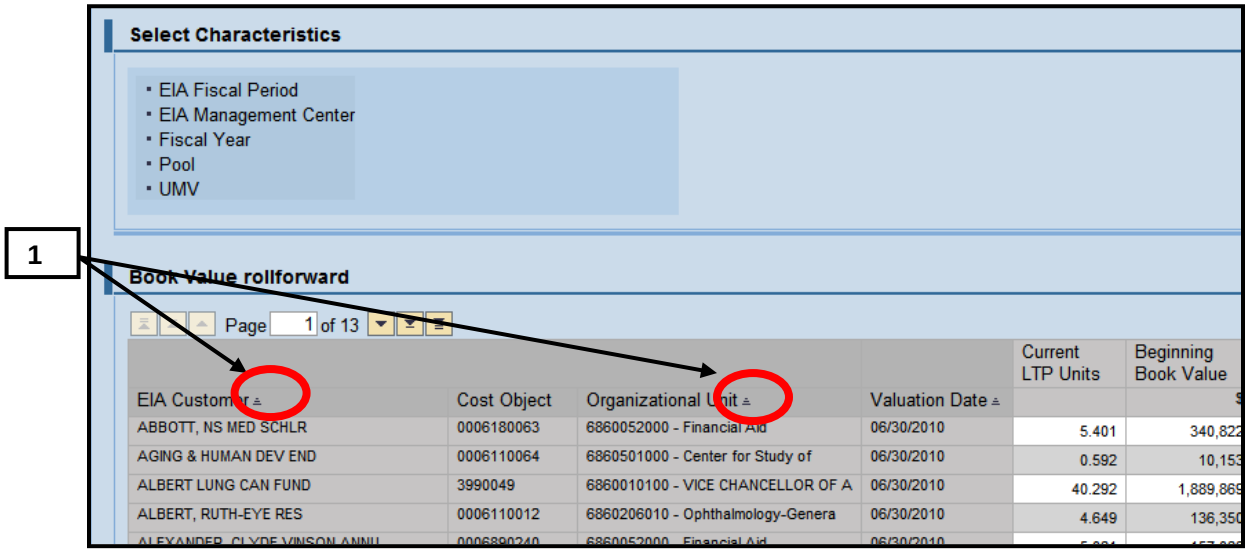
Add button to add the value as a filter selection on the right side of the screen**.**
- To remove a filter, click on the **box to the left of a value** under the ***Selections*** section and click on the 

Remove button.
- When all values for the filter are selected, click on the **OK** button.

*Note: Use the **Back One Navigation Step** or **Back to Start** options to undo the action if desired.*

Other Report Functions (cont.)

To use the Sort function:



1. Simply click on the **triangle icon** beside the **column heading text** to change the sort from the current (example ascending by cost object) to a different option (like descending order).

Note: *The **right mouse click** option on the column heading may also be used. In the resulting box, select **Sort… (name varies by column selected) by** option and then select from the choices.*

Note: *Use the **Back One Navigation Step** or **Back to Start** options to undo the action if desired.*