

Introduction

Description

Execute this report to view Principal and Spendable information for Endowment Accounts in one report. This will include:

- Principal Balance
- # of Shares
- Spendable Balance
- Spendable Revenue & Expense

Prerequisites

None

Menu Path

BUworks Central portal → Reporting → Accounting (FI) → Funds Management (Distributed) → FM Endowment Principal and Spendable (Refresh Monthly)

Tips and Tricks

- Warning! The Period/Fiscal Year input on the Variable Entry screen is prepopulated to default to the two fiscal periods before the Current Period. This is by design. Due to the intricacy of adding (or reducing shares), the fiscal period for the Principal Endowment accounts ends after the calendar month ends. If you change the default Period/Fiscal Year input on the Variable Entry screen to a more recent fiscal period, you will be risking obtaining inaccurate information.
- The Reporting Funded Program field is the Spendable Endowment Funded Program / Internal Order (925xxxxxxx)
- This report may look simple, but it is actually incredibly complex because of the number of data sources that are being consolidated onto a single row. Due to this complexity, there may be some data or functionality not present on this report that you would expect, most notably GL/Commitment Item or any “Goto” functionality. This is not the report to use for the reconciliation of Spendable Endowment account activity. As stated above, its purpose is to show Principal and Spendable Endowment information side-by-side. For more in-depth review and reconciliation of Spendable Endowment accounts, please use the Designated/Restricted Balance & Activity reports.
- This report can be run for an entire Funds Center, Business Area, or Unit Number. Or if interested in a single Endowment account, the Spendable Endowment Internal Order number (925xxxxxxx) should be entered in the last field on the Variable Entry Screen, titled “Funded Program (Spendable)”.

Procedure

Executing the Report

Enter selection criteria via the displayed **Variable Entry** screen (optional)

General Variables			
	Variable [≡]	Current Selection	Description
*	Period/Fiscal Year	004/2019	<input type="checkbox"/> OCT 2019
	Funds Center		<input type="checkbox"/>
	Business area		<input type="checkbox"/>
	Unit Number		<input type="checkbox"/>
	Funded Program (Spendable)		<input type="checkbox"/>
<input type="button" value="OK"/> <input type="button" value="Check"/>			

NB! As mentioned in the *Tips & Tricks* section, the **Period/ Fiscal Year** field is initially populated with a date two fiscal periods prior to the current fiscal period.

Use the **Funded Program** variable if you want to examine a specific endowment.

Funded Program (Spendable): this term is used exclusively on the Variable Entry screen of the FM Endowment Principal & Spendable report. The Spendable Endowment Funded Program number (925xxxxxx) should be entered in this field if the user wishes to run this report on single endowment account

Sample Output

Funds Center [≡]	Reporting Funded Program [△]	Fund Purpose [△]
		Award/Prizes
		General Purpose/Support
		Scholarship
		General Purpose/Support
		Award/Prizes
		Award/Prizes
		Award/Prizes
		Scholarship
		Library Fund/Books

	FY 2019 Principal Book Value [≡] Beginning Balance	FY 2019 Principal Book Value [≡] (Increase) / Decrease	FY 2019 Principal Book Value [≡] Balance as of Per.04	# of Shares [≡]	FY 2019 Spendable Beginning Balance	FY 2019 Spendable Revenue Per.01-04	FY 2019 Spendable Expense Per.01-04	FY 2019 Spendable Ending Balance as of Per.04
Fund Purpose [△]	\$	\$	\$		\$	\$	\$	\$
Award/Prizes	(58,020.50)	0.00	(58,020.50)	7,181.31911	(14,642.90)	(1,419.52)	2,027.95	(14,034.47)
General Purpose/Support	(104,926.24)	0.00	(104,926.24)	68,239.00000	(153,279.75)	(13,488.56)	3,731.78	(163,036.53)
Scholarship	(151,639.90)	0.00	(151,639.90)	13,259.85632	(5,213.93)	(2,621.04)	3,650.00	(4,184.97)
General Purpose/Support	(4,000.00)	0.00	(4,000.00)	3,424.00000	(12,174.39)	(676.80)	2,750.00	(10,101.19)
Award/Prizes	(11,392.04)	0.00	(11,392.04)	1,919.87850	(5,136.08)	(379.48)	2,000.00	(3,515.56)
Award/Prizes	(11,600.00)	0.00	(11,600.00)	1,192.00000	(4,464.72)	(235.60)		(4,700.32)
Award/Prizes	(47,656.80)	0.00	(47,656.80)	5,197.83168	485.01	(1,027.44)		(542.43)
Scholarship	(75,474.00)	0.00	(75,474.00)	7,338.66987	(5,465.29)	(1,450.60)		(6,915.89)
Library Fund/Books	(5,327.18)	0.00	(5,327.18)	1,496.00000	(5,393.04)	(295.72)		(5,688.76)

Characteristic Definitions¹

Characteristic	Description
Fund Purpose	Represents an attribute of the Fund used to categorize by type of activity. Include but not limited to: Award/Prizes, Fellowship, General Purpose/Support, Lectureship, Library Fund/Books, Loan Funds Professorships/Chair, Research, or Scholarship.
Fund Report Code 1	Represents an attribute of the Fund used to categorize and primarily to facilitate reporting. The Fund Report Code is three digits long matching the first three digits of the Fund number.
Fund Report Code 2	Represents an attribute of the Fund based on the restrictions levels. Options for this attribute include but not limited to: 201-Unrestricted, 202-Medium, and 203-Narrow.
Fund Report Code 3	Represent an attribute of the Fund that includes but not limited to: 301-Other, 302-Century Challenge, 303-Wheelock merger account.
Reporting Funded Program	The Reporting Funded Program is used exclusively on the FM Endowment Principal & Spendable report. It is the key that links the Principal Endowment account and the Spendable Endowment account information in this report. The Reporting Funded Program number is the same as the Spendable Endowment Funded Program (925xxxxxx).

Key Figure Definitions¹

Key Figure	Description
Principal Book Value Beginning Balance	Reflects the funds at the beginning of the fiscal year in the Principal Endowment account, and is equal to funds remaining in the Principal Endowment account at the close of the previous fiscal year.
Principal Book Value (Increase) / Decrease	Reflects the change in Principal Book Value for the period run on the variable screen.
Principal Book Value Balance as of	Reflects the total amount of gifts, board designated endowment funds and reinvested income. Principal Endowment account, equals the Beginning Balance + Principal Book Value (Increase) / Decrease.
# of Shares	Reflects the number of shares owned in the University's pooled endowment fund.
Spendable Beginning Balance	Reflects the funds available at the beginning of the fiscal year in the Spendable Endowment account, and is equal to the funds remaining in the Spendable Endowment account at the close of the previous fiscal year.
Spendable Revenue	Reflects the revenue recorded to the Spendable Endowment account during the year. The monthly income distribution calculated based on the number of shares in the Principal Endowment account multiplied by the distribution rate.
Spendable Expense	Reflects the expenses recorded to the Spendable Endowment account during the fiscal year.

¹ Many of the Characteristics used in this report are defined in the [FM/GM Glossary](#). Only the Characteristics or Key Figures unique to this report are included in this list.

Key Figure	Description
Spendable Expense	Reflects the funds available to be used in the Spendable Endowment account, equals the Beginning Balance + Spendable Revenue – Spendable Expense. If the account is overspent (i.e. a positive number is appearing), corrective action should be taken to move expenses out of the Spendable Endowment account.

Results and Next Steps

None