

Endowment and Restricted Funds

Sample Reports and How to Run Them from Your Desktop

The Endowment and Restricted Fund reports provide a quick snapshot of projects within a faculty or department and can be tailored to provide a high level summary of projects or detailed account information and journal entries for each project.

Your PeopleSoft Financial access will determine which projects you are authorized to view. If there are projects on your report that you are unfamiliar with, contact Kim Groves or Mai Nguyen for additional information.

Endowment Report - Summary

Below is an example of the high level summary report for a department.

The Expendable portion (Fund 4) of the report provides the balance forward (column A) which represents the ending balance from April 30th of the previous year that is brought forward to the current year. The revenue and expense columns (B and C) represent current year activity. The encumbrance column (D) shows the balance of purchase orders or salaries and benefits to be paid in the future. The final column represents the funds available (A+B-C-D). Any deficits are shown with brackets. The Endowed portion (Fund 5) of the report indicates the value of the endowment that provides funds for spending. Revenue includes contributions and investment returns. There are rarely any expenditures in an endowment.

The reports categorize projects by type. Project types include Continuing Education, Faculty/Departmental, Chairs/Professorships/Fellowships, Research, Miscellaneous and Student Aid.

The University of Western Ontario
 Endowed Funds - Funds 4 & 5
 As of April 30, 2015 (Period 12, Fiscal 2015)
 Reporting Period Status is FINAL

Reports ran mid-month will indicate that the Reporting Period status is 'IN PROGRESS' instead of 'FINAL'.

| Department: <input type="text"/> | | Fund 4 - Expendable | | | | | Fund 5 - Endowed | | | |
|--|----------------------|---------------------|------------------|------------------|---------------|---------------------------------------|-------------------|-------------------|-------------|-------------------|
| PROJECT ID | Project Description | A Balance Forward | B Revenue | C Expense | D Encumbrance | A+B-C-D Funds Available / (Overspent) | A Balance Forward | B Revenue | C Expense | A+B-C Balance |
| Faculty/Departmental | | | | | | | | | | |
| 71S310 | <input type="text"/> | 4,953.52 | 1,604.74 | 500.00 | - | 6,058.26 | 44,873.29 | 3,833.81 | - | 48,707.10 |
| 71S830 | <input type="text"/> | 5,821.55 | 2,912.95 | 3,439.18 | - | 5,095.32 | 82,065.64 | 7,011.40 | - | 89,077.04 |
| Total - Faculty/Departmental | | 10,575.07 | 4,517.69 | 3,939.18 | 0.00 | 11,153.58 | 126,938.93 | 10,845.21 | 0.00 | 137,784.14 |
| Student Aid | | | | | | | | | | |
| 77L010 | <input type="text"/> | 1,366.41 | 485.44 | 250.00 | - | 1,601.85 | 13,807.63 | 1,162.59 | - | 14,770.22 |
| 77S300 | <input type="text"/> | 9,207.13 | 4,130.36 | 2,900.00 | - | 10,437.49 | 115,903.01 | 9,902.36 | - | 125,805.37 |
| 77T090 | <input type="text"/> | 20,834.25 | 12,616.30 | 5,000.00 | - | 28,450.55 | 354,982.66 | 30,328.50 | - | 385,311.16 |
| 870015 | <input type="text"/> | 1,644.93 | 5.76 | 700.00 | - | 950.69 | 20,714.35 | 2,881.85 | - | 23,596.20 |
| 870184 | <input type="text"/> | 2,417.81 | 8.30 | 1,100.00 | - | 1,326.11 | 34,826.85 | 4,351.69 | - | 39,178.54 |
| 870251 | <input type="text"/> | 5,410.82 | 25.45 | - | - | 5,436.27 | 25,063.41 | 3,131.72 | - | 28,195.13 |
| 890110 | <input type="text"/> | 7,734.42 | 25.35 | 5,800.00 | - | 2,159.77 | 153,571.25 | 48,449.33 | - | 202,020.58 |
| Total - Student Aid | | 48,615.77 | 17,296.66 | 15,550.00 | 0.00 | 50,362.73 | 718,669.16 | 100,208.04 | 0.00 | 818,877.20 |
| Departmental Total for <input type="text"/> | | 59,190.84 | 21,814.65 | 19,489.18 | 0.00 | 61,518.31 | 845,608.09 | 111,053.25 | 0.00 | 956,661.34 |

These funds are available for spending.

These funds are invested and cannot be spent.

Every May an allocation for spending moves money from Fund 5 to Fund 4 for spending.

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Endowment Report - Detail

Below is an example of the detailed account information and current month journal entries for a project. This report provides the information available in GL Inquiry with all of the journal entries done during the month making it easier to analyze activity without having to do a GL Inquiry on each account. This report can be run by individual project which can then be emailed to the individual responsible for managing the project for review.

The University of Western Ontario
 Endowed Funds - Funds 4 & 5
 As of April 30, 2015 (Period 12, Fiscal 2015)
 Reporting Period Status is FINAL

| 77S300 - | | Fund 4 - Expendable | | | | | Fund 5 - Endowed | | |
|----------|------------------------------|------------------------|------------------------|-----------------------|----------------------------|-------------------------------|------------------------|------------------------|-----------------------|
| | | Previous Month Balance | Current Month Activity | Current Month Balance | Current Month Encumbrances | Funds (Available) / Overspent | Previous Month Balance | Current Month Activity | Current Month Balance |
| 340000 | Balance Forward | (9,207.13) | - | (9,207.13) | - | (9,207.13) | (59,000.00) | - | (59,000.00) |
| 340100 | Bal. Fwd - Investment | - | - | - | - | - | (58,903.01) | - | (58,903.01) |
| 533100 | Rev. - Invest. Income (093) | (55.85) | (3.26) | (59.11) | - | (59.11) | - | - | - |
| 533200 | Rev. - Invest. Returns (093) | (4,071.25) | - | (4,071.25) | - | (4,071.25) | 4,071.25 | (13,973.61) | (9,902.36) |
| 630000 | Student Awards | 1,500.00 | 1,400.00 | 2,900.00 | - | 2,900.00 | - | - | - |
| | | (11,834.23) | 1,396.74 | (10,437.49) | 0.00 | (10,437.49) | (111,831.76) | (13,973.61) | (125,805.37) |

| Expendable Fund Current Month Activity | | | | Journal Reference | PO/ Voucher / Invoice Number | Vendor / Customer Name | Account | Amount |
|--|-----------|--------|-------------|--------------------------|------------------------------|------------------------|---------|-----------------|
| Journal ID | Date | Source | Operator Id | Line Description | | | | |
| 0002 | 4/30/2015 | INT | LROSS | UWO Interest Allocations | INTEREST | | 533100 | (3.26) |
| 0002 | 4/8/2015 | SF | PSOPER | | | | 630000 | 1,400.00 |
| | | | | | | | | 1,396.74 |

Fund 4 journal entries for the month.

| Endowed Fund Current Month Activity | | | | Journal Reference | PO/ Voucher / Invoice Number | Vendor / Customer Name | Account | Amount |
|-------------------------------------|-----------|--------|-------------|----------------------------|------------------------------|------------------------|---------|--------------------|
| Journal ID | Date | Source | Operator Id | Line Description | | | | |
| 0002 | 4/30/2015 | ONL | DSTECHLY | returns on opening balance | FISCAL 201 | | 533200 | (13,973.61) |
| | | | | | | | | (13,973.61) |

Fund 5 journal entries for the month.

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Expendable Report – Summary

The expendable report indicates all Fund 4 projects (including the expendable portion of endowments), any carryforward from previous years, current year activities and encumbrances and funds available for spending. The columns on the summary report are the same as the columns on the Fund 4 portion of the Endowed Report Summary. This summary is useful to run to have an overview of the Fund 4 projects in your area and quickly determine projects that need immediate attention either because they are in a deficit or they have considerable surplus balances.

The University of Western Ontario
 Special Funds - Fund 4 Reports
 As of April 30, 2016 (Period 12, Fiscal 2016)
 Reporting Period Status is IN PROGRESS

'IN PROGRESS' indicates the report was run during the month prior to close.

| Department: <input type="text"/> | | | | | |
|-------------------------------------|----------------------|-------------------|------------------|------------------|--|
| PROJECT ID | A Balance Forward | B Revenue | C Expense | D Encumbrance | A+B-C-D Funds Available / (Overspent) |
| Continuing Education | | | | | |
| 490117 <input type="text"/> | 27,325.73 | (3,095.43) | 10,567.21 | 9,572.00 | 4,091.09 |
| 490164 <input type="text"/> | 39,274.34 | 41.12 | 9,454.29 | - | 29,861.17 |
| Total - Continuing Education | 66,600.07 | (3,054.31) | 20,021.50 | 9,572.00 | 33,952.26 |
| Faculty/Departmental | | | | | |
| 61L030 <input type="text"/> | 10,208.52 | 5.11 | 13,064.18 | | (2,850.55) |
| 61N007 <input type="text"/> | 5,034.42 | 6.00 | - | | 5,040.42 |
| 61O002 <input type="text"/> | - | 10,005.54 | - | | 10,005.54 |
| 63N002 <input type="text"/> | 10,068.86 | 10.53 | 5,260.53 | | 4,818.86 |
| 71N050 <input type="text"/> | 3,408.11 | 208.10 | - | | 3,616.21 |
| 73H280 <input type="text"/> | 18,165.02 | 1,987.04 | - | | 20,152.06 |
| 73S170 <input type="text"/> | 4,460.88 | 1,530.96 | - | | 5,991.84 |
| 73T050 <input type="text"/> | 15,476.05 | 10,226.20 | 15,596.47 | | 10,105.78 |
| 830026 <input type="text"/> | 19,608.32 | 3,447.43 | - | | 23,055.75 |
| 83M010 <input type="text"/> | 3,453.95 | 4.11 | - | | 3,458.06 |
| 83P030 <input type="text"/> | 55,269.52 | 65.73 | - | | 55,335.25 |
| Total - Faculty/Departmental | 145,153.65 | 27,496.75 | 33,921.18 | 0.00 | 138,729.22 |
| Research | | | | | |
| 65N001 <input type="text"/> | 28,480.83 | 31.62 | 9,250.00 | - | 19,262.45 |
| Total - Research | 28,480.83 | 31.62 | 9,250.00 | 0.00 | 19,262.45 |
| Student Aid | | | | | |
| 77T950 <input type="text"/> | 1,770.01 | 338.45 | - | - | 2,108.46 |
| 870160 <input type="text"/> | 40,169.65 | 7,498.23 | - | - | 47,667.88 |
| 870299 <input type="text"/> | 14,686.90 | 5,508.51 | - | - | 20,195.41 |
| Total - Student Aid | 56,626.56 | 13,345.19 | 0.00 | 0.00 | 69,971.75 |
| Departmental Totals | 296,861.11 | 37,819.25 | 63,192.68 | 9,572.00 | 261,915.68 |

This deficit needs attention.

This surplus needs attention.

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Expendable Report – Detail

Below is an example of a detailed expendable report. Similar to the detailed endowed report, the GL balances are provided along with journal entries for the month's transactions.

| 73T050 - | | | | | | |
|-----------------------------------|--------------------------------|--------------------------------|--------------------------------|---------------------------------|----------------------------------|---|
| Account | Account Description | A Previous Month Balance | B Current Month Activity | A+B Current Month Balance | C Outstanding Encumbrances | A+B+C Funds (Available) / Overspent |
| 340000 | Balance Forward | (15,476.05) | - | (15,476.05) | - | (15,476.05) |
| 517800 | Rev. - Gifts/Don. - Individual | - | (50.00) | (50.00) | - | (50.00) |
| 533100 | Rev. - Invest. Income (993) | (25.64) | (0.17) | (25.81) | - | (25.81) |
| 533200 | Rev. - Invest. Returns (093) | (10,150.39) | - | (10,150.39) | - | (10,150.39) |
| 601300 | Salaries - Students | 500.00 | - | 500.00 | - | 500.00 |
| 631600 | Receptions & Entertainment | 15,096.47 | - | 15,096.47 | - | 15,096.47 |
| Ending Balance for Project 73T050 | | <u>(10,055.61)</u> | <u>(50.17)</u> | <u>(10,105.78)</u> | <u>0.00</u> | <u>(10,105.78)</u> |

| Journal Transactions for the Month | | | | | | | | |
|------------------------------------|-----------|--------|-------------|--------------------------------|----------------------|---------------------------------|---------------------------|---|
| Journal ID | Date | Source | Operator Id | Line Description | Jrnl Ln Reference | PO/ Voucher / Invoice Number | Vendor / Customer Name | Amount |
| 517800 | 3/28/2016 | ADV | PSOPER | Rev. - Gifts/Don. - Individual | | | | (50.00) |
| | | | | | | | | Total Account Activity for the Month |
| | | | | | | | | <u>(50.00)</u> |
| 533100 | 3/31/2016 | INT | LROSS | UWO Interest Allocations | INTEREST | | | (0.17) |
| | | | | | | | | Total Account Activity for the Month |
| | | | | | | | | <u>(0.17)</u> |
| | | | | | | | | Total Project Activity for the Month - 73T050 |
| | | | | | | | | <u>(50.17)</u> |

Fund 4 journal entries for the month.

Accessing and Running Reports

From the Main Menu in PeopleSoft Financials, choose **UWO Menu**. Under **UWO Special Funds**, you will find the **Endowed Funds Monthly Reports** and the **Expendable Funds Monthly Reports**. Run controls will need to be set up for each of these reports the first time they are accessed. To set up a run control, click one of the reports and then click on the **Add a New Value** tab. In the text box, type the name you would like to use for the report and then click on . Repeat for other report if required.

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Enter the Fiscal Year and Accounting Period that you would like to report on.

Endowed Funds Monthly Reports

Run Control ID: Expendable_Reports [Report Manager](#) [Process Monitor](#) [Run](#)

Special Funds Reporting

*Fiscal Year:

*Accounting Period:

From Department: Corporate

To Department: Ophthalmology

Select Project Range or Project Type

Use Project Type All Project/Grants

User Project Range

Include Project Statements

Include Journal Detail

[Save](#) [Return to Search](#) [Notify](#) [Add](#) [Update/Display](#)

Enter the department that you would like to report on. If you are reporting on one department, use the same department number in the **From Department** and the **To Department** boxes. If you are reporting on a range of departments, enter the smallest department number in the **From Department** box and the largest department number in the **To Department** box.

Endowed Funds Monthly Reports

Run Control ID: Expendable_Reports [Report Manager](#) [Process Monitor](#) [Run](#)

Special Funds Reporting

*Fiscal Year:

*Accounting Period:

From Department: Corporate

To Department: Ophthalmology

Select Project Range or Project Type

Use Project Type All Project/Grants

User Project Range

Include Project Statements

Include Journal Detail

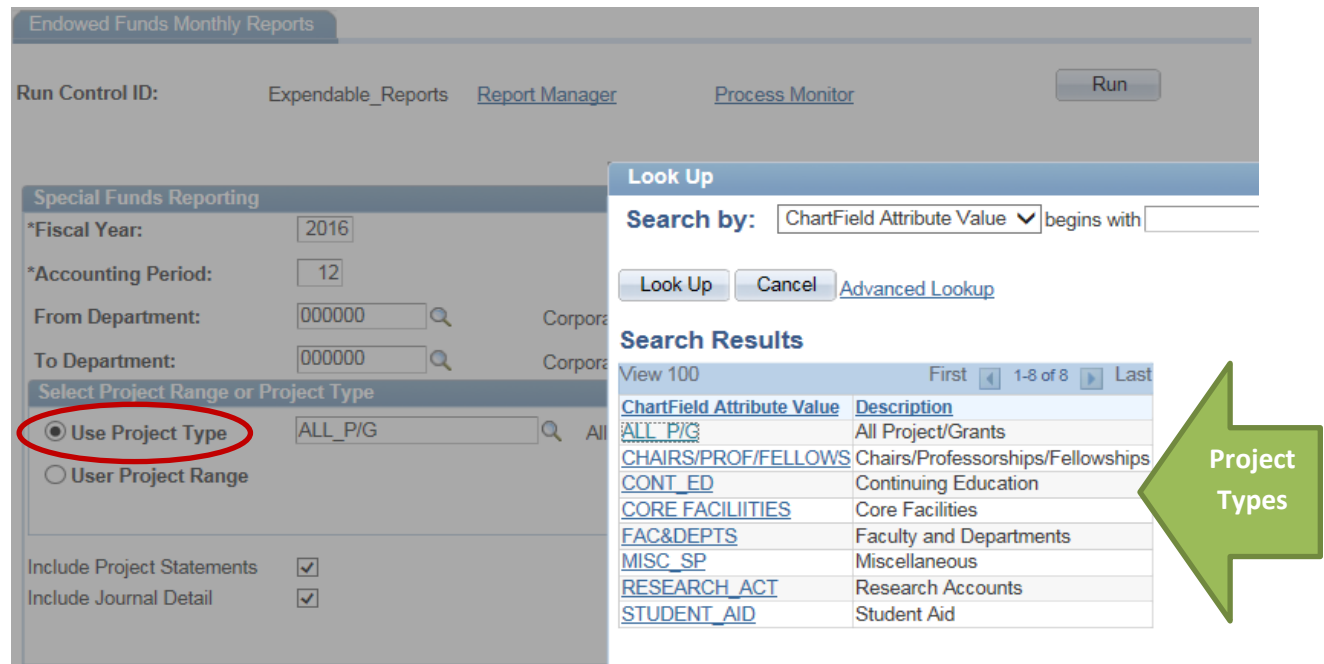
[Save](#) [Return to Search](#) [Notify](#) [Add](#) [Update/Display](#)

There are two ways to choose which projects you want on the report.

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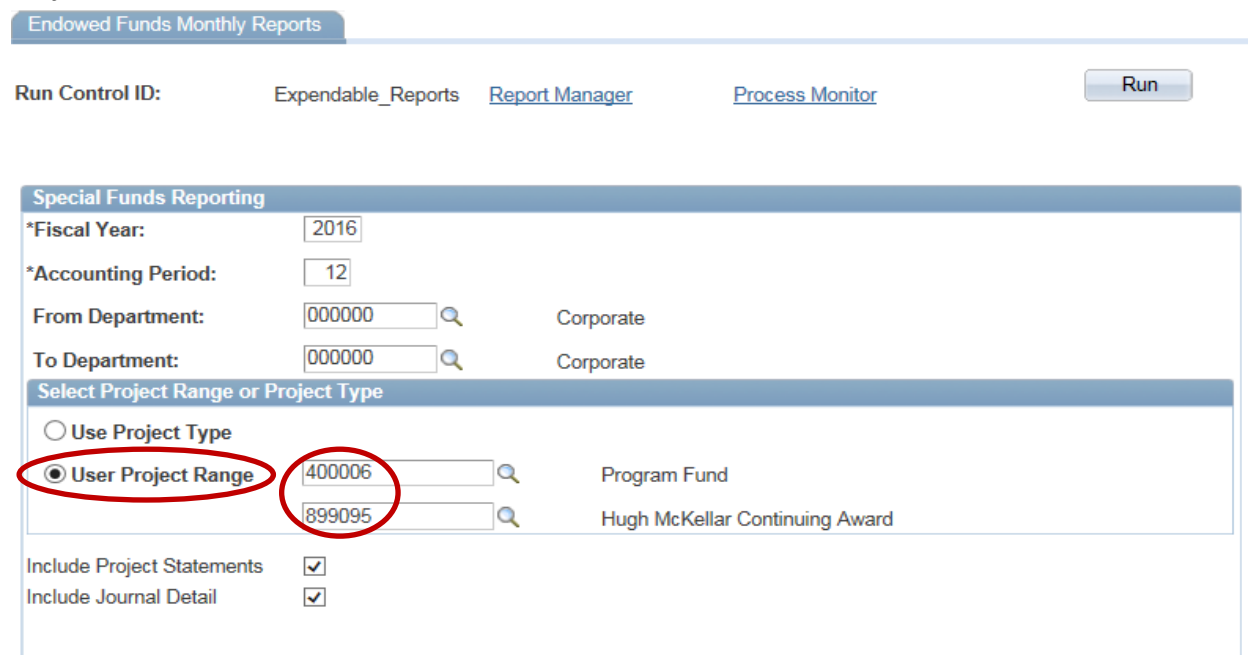
Option 1: Use Project Type – The default will be to report on all projects. When you click on the magnifying class, a list will appear. If you only want to run a report on a specific type of project, you can choose the type from the list provided.



The screenshot shows the 'Endowed Funds Monthly Reports' application. The 'Special Funds Reporting' section has the following fields: *Fiscal Year: 2016, *Accounting Period: 12, From Department: 000000, To Department: 000000. Under 'Select Project Range or Project Type', the 'Use Project Type' radio button is selected and circled in red. A 'Look Up' dialog box is open, showing a search for 'ChartField Attribute Value' and a list of results. A green arrow points to the 'Project Types' column of the results table.

| ChartField Attribute Value | Description |
|----------------------------|-----------------------------------|
| ALL_P/G | All Project/Grants |
| CHAIRS/PROF/FELLOWS | Chairs/Professorships/Fellowships |
| CONT_ED | Continuing Education |
| CORE FACILITIES | Core Facilities |
| FAC&DEPTS | Faculty and Departments |
| MISC_SP | Miscellaneous |
| RESEARCH_ACT | Research Accounts |
| STUDENT_AID | Student Aid |

Option 2: Use Project Range - If you are reporting on one project, use the same project number in the **From Project ID** and the **To Project ID** boxes. If you are reporting on a range of projects, enter the smallest project number in the **From Project ID** box and the largest department number in the **To Project ID** box.



The screenshot shows the 'Endowed Funds Monthly Reports' application. The 'Special Funds Reporting' section has the following fields: *Fiscal Year: 2016, *Accounting Period: 12, From Department: 000000, To Department: 000000. Under 'Select Project Range or Project Type', the 'User Project Range' radio button is selected and circled in red. The 'From Project ID' box contains 400006 and the 'To Project ID' box contains 899095, both circled in red. The 'Include Project Statements' and 'Include Journal Detail' checkboxes are checked.

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If you are only looking for a high level summary of you projects, uncheck the **Include Project Statements** and **Include Journal Detail** boxes. If you are looking for a high level summary plus a detailed report on each project, check the **Include Project Statements** box. If you are looking for a high level summary, detailed report on all projects plus the current month's journal entries, check both the **Include Project Statements** box and the **Journal Detail** boxes.

Endowed Funds Monthly Reports

Run Control ID: Expendable_Reports [Report Manager](#) [Process Monitor](#) **Run**

Special Funds Reporting

*Fiscal Year: 2016

*Accounting Period: 12

From Department: 000000 Corporate

To Department: 000000 Corporate

Select Project Range or Project Type

Use Project Type ALL_P/G All Project/Grants

User Project Range

Include Project Statements

Include Journal Detail

Save Return to Search Notify Add Update/Display

Once you have provided the required information, click on the **Save** button then the **Run** button. You will be directed to the Process Schedule Request screen. Insure that the Type = Window and the Format = PDF. Click on the OK button.

Process Scheduler Request

User ID KGROVES Run Control ID Expendable_Reports

Server Name PSNT Run Date 04/06/2016

Recurrence Run Time 2:24:39PM **Reset to Current Date/Time**

Time Zone

Process List

| Select | Description | Process Name | Process Type | *Type | *Format | Distribution |
|-------------------------------------|-------------------------------|--------------|--------------|--------|---------|--------------|
| <input checked="" type="checkbox"/> | Endowed Funds Monthly Reports | UFSSP103 | Crystal | Window | PDF | Distribution |

OK Cancel

The report will open in a new window on your computer. (In some instances, the first page of the report may be blank, please scroll to the second page for the start of your report.)

Contact Kim Groves ext. 85447 or Mai Nguyen ext. 85451 if you have any questions.