

GIFT & ENDOWMENT REPORT

TABLE OF CONTENTS

Overview	2
PeopleSoft Endowment & Gift Report	3
Running the Report.....	3
Summary Output	6
Detail Output	7
Glossary of Terms	8
Resources/Help.....	9
Help/Footprints.....	9
Resources.....	9
Training	10
Relevant UVM Departments.....	10
Suggestions? Updates?	10

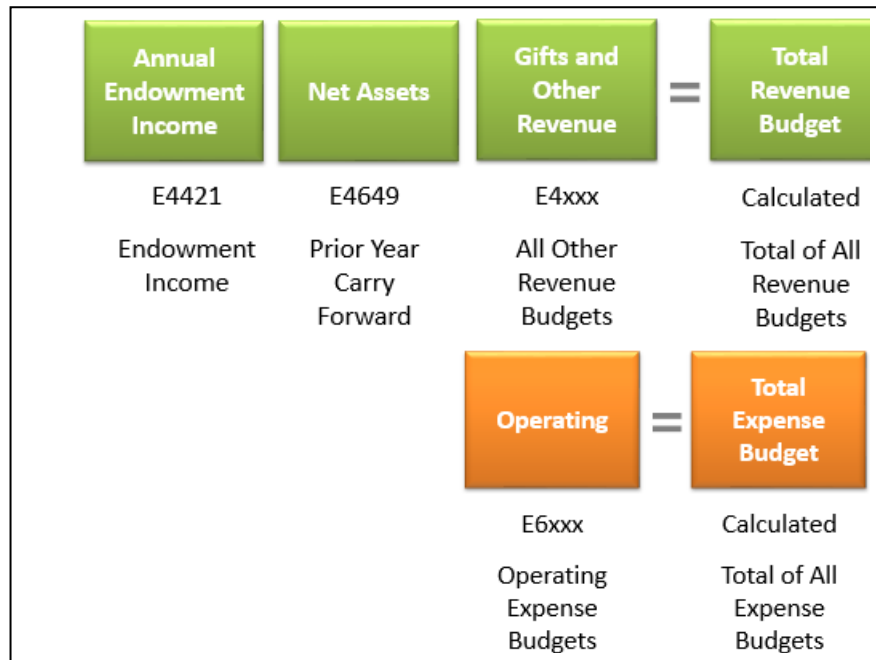
Overview

UVM uses six funds to account for gifts and endowments. The fund used depends on the purpose of the gift/endowment and whether it was received by UVM or by the Foundation, as shown in the table below:

	University of Vermont	UVM Foundation
Gift	310	311
Endowment	320	321
Restricted Plant Gift	370	371

Annual gift and endowment budgets are established within PeopleSoft based on annual income (for endowments), any carryover of net assets from the prior year, and new gift or other revenue received during the year, as shown in the figure below. This process for endowment and gift budgeting was put in place in FY2014 to provide consistency across all endowment and gift funds held by the University of Vermont and the UVM Foundation.

Figure 1: Gift & Endowment Budgets



Revenue and expense budgets for gifts and endowments are loaded into PeopleSoft centrally (no additional tasks for Deans' offices). Program and purpose budgeting of gifts and endowments is done by the department and Dean's office. There is no requirement to budget at an expense account level other than E6000.

PeopleSoft Endowment & Gift Report

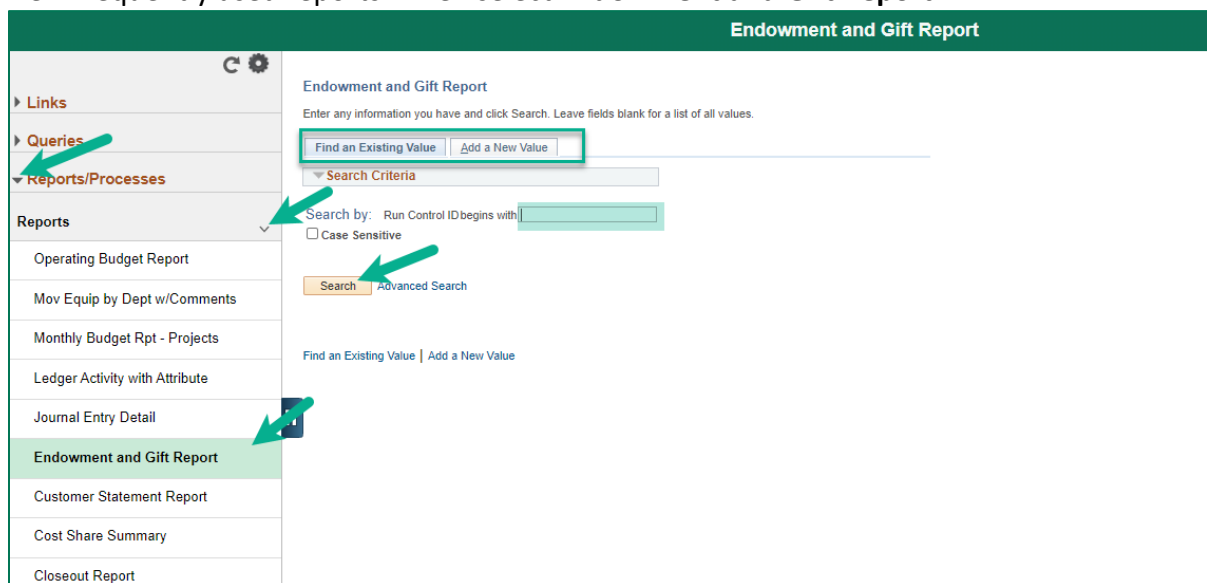
The PeopleSoft Endowment & Gift Report combines gift and endowment funding from both the Foundation and the University and reflects the current balance of any gift or endowment, whether funds are at the University or the Foundation.

Running the Report

1. Log in to [PeopleSoft Financials](#)
2. On the **UVM Employee Homepage** click on the **UVM Business Mgr WorkCenter** tile.

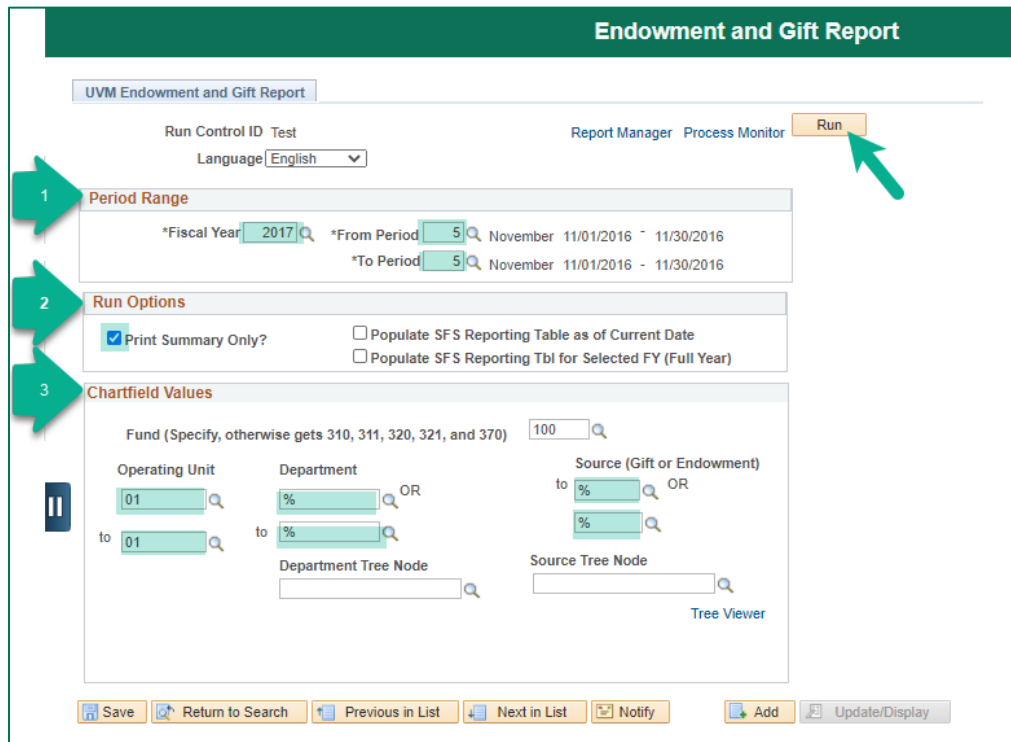


3. Click the **Arrow**  icon to expand the **Reports/Processes** menu and the **Reports** menu to view frequently used reports. Then select **Endowment and Gift Report**.

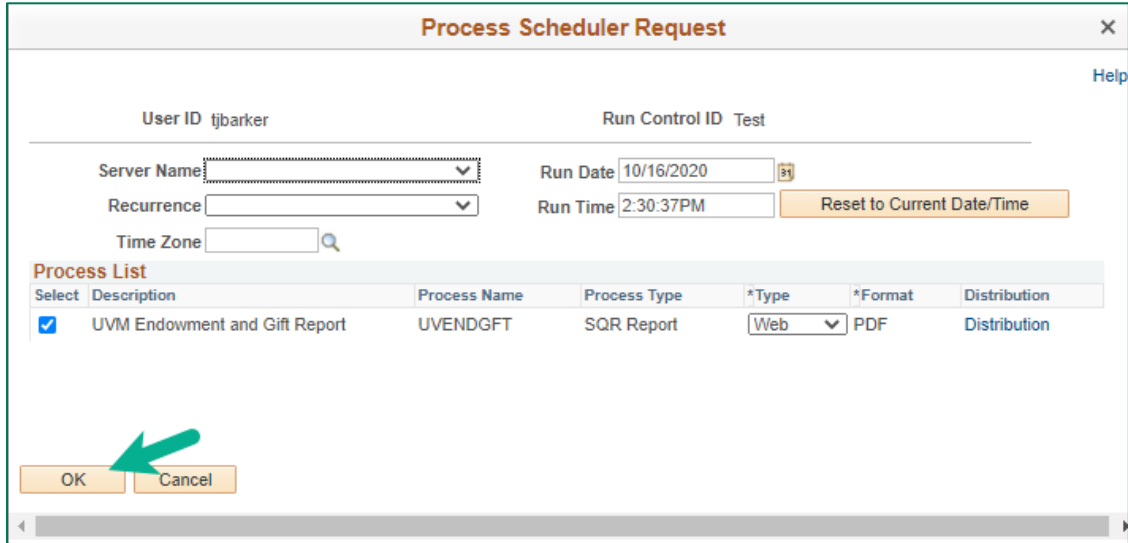


4. A run control ID is needed to run this report. Click the **Search** button on the **Find an Existing Value** tab and choose a **Run Control ID**, or create a Run Control ID by selecting the **Add a New Value** tab. Type a name for the Run Control ID (spaces are not accepted), then click **Add**.
5. After selecting or creating a run control ID, the report parameters page will open. The report can be run by three major parameters:

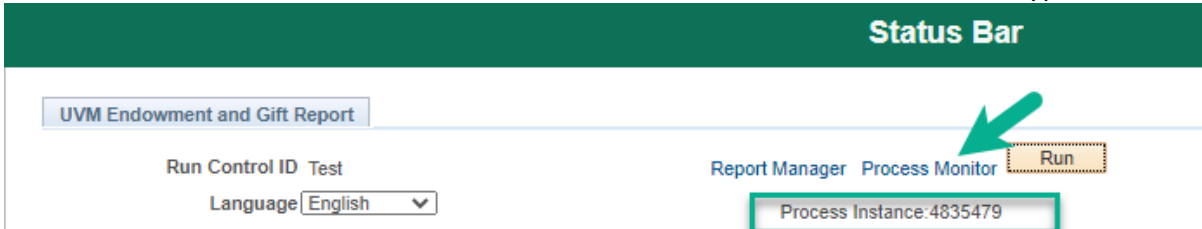
1. **Date range:** the report can be run by fiscal year, and by a period of time within the fiscal year.
2. **Summary or Detail:** Check the **Print Summary Only** checkbox to produce a summary report. Leave the box unchecked to produce the following detail information in CVS (download to Excel) and PDF formats:
 - Actuals Detail (actual expenses in source order)
 - Endowment/Gift Financial Detail (Budget, Actual Expense, Encumbrance, Balance, rolled up to E budget levels)
 - Endowment/Gift Summary by department, by source, including net asset, budget, encumbrance, changes between fiscal years
 - PO Summary – open POs based on selected criteria
 - Salary – lists chartstrings, including employee name, fringe rate, salary, wage, and fringe benefit expense, and salary, wage, and fringe benefit encumbrances.
3. **Chartfield values:** The following chartfield values can be selected:
 - Operating unit (for example 11 College of Agriculture and Life Sciences) – single value or a range
 - Department (for example 51020 Animal Science) – single value or a range
 - Source (a gift or endowment 300283 Morgan Horse Farm Endowment) – single value or a range
 - Department Tree Node
 - Source Tree Node



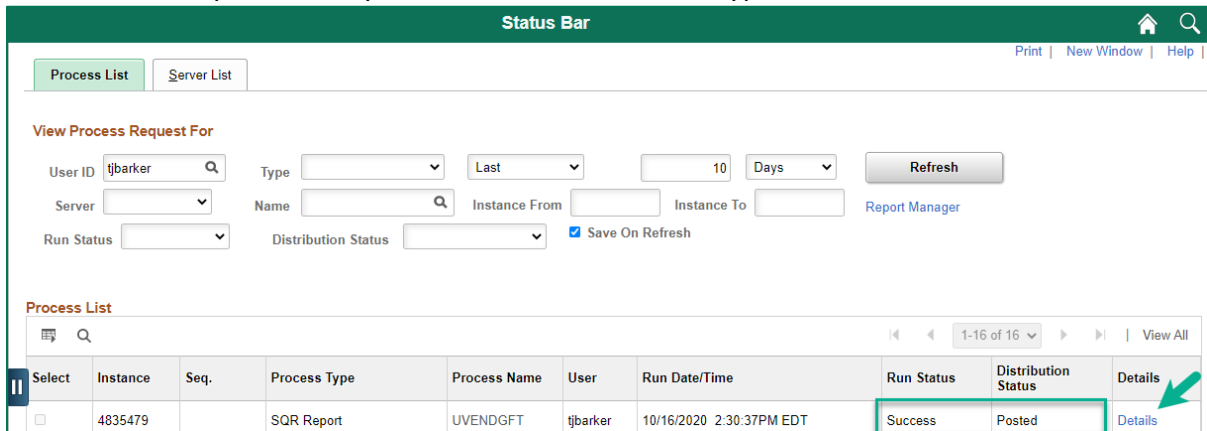
6. After setting the desired selection criteria, click **Run**.
7. The Process Scheduler Request page will appear. Here you can set up **Distribution** by email, if desired (see [Running Reports and Queries User Guide \(PDF\)](#) for additional information). Ensure that the UVM Endowment and Gift Report is selected. Click **OK**.



8. Note that there is a new Process Instance number. Click the **Process Monitor** hyperlink.



9. When the Process Monitor displays a **Run Status** of "Success" and a **Distribution Status** of "Posted," the report is ready to view. Click the **Details** hyperlink.



10. On the Process Detail page, click the **View Log/Trace** hyperlink.

Process Detail x

[Help](#)

Process

Instance	4835479	Type	SQR Report
Name	UVENDGFT	Description	UVM Endowment and Gift Report
Run Status	Success	Distribution Status	Posted

Run

Run Control ID	Test
Location	Server
Server	PSUNX
Recurrence	

Update Process

☐ Hold Request
☐ Queue Request
☐ Cancel Request
☒ Delete Request
☐ Re-send Content

☐ Restart Request

Date/Time

Request Created On	10/16/2020 2:31:15PM EDT
Run Anytime After	10/16/2020 2:30:37PM EDT
Began Process At	10/16/2020 2:31:25PM EDT
Ended Process At	10/16/2020 2:31:52PM EDT

Actions

[Parameters](#)
[Message Log](#)
[Batch Timings](#)
[View Log/Trace](#)

[Transfer](#)

OK

Cancel

Summary Output

Running the report at a summary level produces two output files, one in PDF format, one in .csv/Excel format:

File List		
Name	File Size (bytes)	Datetime Created
END_GIFT_SUMMARY_4835479.csv	585,610	10/16/2020 2:31:52.544347PM EDT
SQR_UVENDGFT_4835479.log	1,839	10/16/2020 2:31:52.544347PM EDT
uvendgft_4835479.PDF	65,675	10/16/2020 2:31:52.544347PM EDT
uvendgft_4835479.out	202	10/16/2020 2:31:52.544347PM EDT

- **Endowment Gift Summary (END_GIFT_SUMMARY)** is the main Endowment & Gift report in .csv format that can be downloaded to Excel. It lists gifts and endowments by fund and by

source and includes annual income, net asset carryforward, new additions, net revenue budget, net expense budget, year-to-date spending, encumbrance, remaining balance, prior year net assets, and changes to net assets.

- **UV Endowment and Gift (uvendgft)** is the main Endowment & Gift report in PDF format. It lists gifts and endowments by fund and by source, and includes annual income, net asset carryforward, new additions, net revenue budget, net expense budget, year-to-date spending, encumbrances (and pre-encumbrances), and remaining balance.

The column headings are as follows, shown with the mathematical logic:

Annual Income	+	Net Asset Carryforward	+	New Additions	=	Net Revenue Budget	=	Net Expense Budget	-	YTD Spending	-	Encumbrances	=	Remaining Balance
E4421		E4649		E4XXX				E6000						
Revenue Budget		Revenue Budget		Revenue Budget				Expense Budget						
Orig and Adj Journals		Adjust Journal		Adjust Journal				Orig and Adj Journals						
Endow Only														

Detail Output

Running the report at a detail level produces 6 output files:

File List		
Name	File Size (bytes)	Datetime Created
ACTUALS_DTL_UVENDGFT_4835481.csv	184,826	10/16/2020 2:37:11.281397PM EDT
END_GIFT_FINDTL_4835481.csv	1,008,751	10/16/2020 2:37:11.281397PM EDT
END_GIFT_SUMMARY_4835481.csv	585,610	10/16/2020 2:37:11.281397PM EDT
SALARY_UVENDGFT_4835481.csv	45,001	10/16/2020 2:37:11.281397PM EDT
SQR_UVENDGFT_4835481.log	1,839	10/16/2020 2:37:11.281397PM EDT
uvendgft_4835481.PDF	1,442,048	10/16/2020 2:37:11.281397PM EDT
uvendgft_4835481.out	232	10/16/2020 2:37:11.281397PM EDT

- **Actuals Detail UV Endowment and Gift (ACTUALS_DTL_UVENDGFT)** lists journal information, document reference information, name, purchasing order, invoice, deposit information, and chartstrings. Download to Excel.
- **Endowment Gift Financial Detail (END_GIFT_FINDTL)** lists chartstrings, base budget, revised budget, year-to-date actual, period actual, pre-encumbrance, encumbrance, and remaining balance. Download to Excel.
- **Endowment Gift Summary (END_GIFT_SUMMARY)** is the main Endowment & Gift report in .csv format that can be downloaded to Excel. It lists gifts and endowments by fund and by source and includes chartstrings, annual income, net asset carryforward, new additions, net revenue budget, net expense budget, year-to-date spending, encumbrance, remaining balance, prior year net assets, and changes to net assets.

- **Purchase Order Summary (PO_SUMMARY)** lists purchase order number, vendor name, PO line description, PO amount, liquidated amount, remaining balance, vouchered amount, and chartstrings. Download to Excel.
- **Salary (SALARY_UVENDGFT)** lists chartstrings, employee ID, employee name, fringe benefit rate, year-to-date salary/wage expense, year-to-date fringe benefit expense, period salary/wage expense, period fringe benefit expense, period salary/wage encumbrance, period fringe benefit encumbrance. Download to Excel.
- **UV Endowment and Gift (uvendgft)** is the main Endowment & Gift report in PDF format. It lists gifts and endowments by fund and by source, and includes annual income, net asset carryforward, new additions, net revenue budget, net expense budget, year-to-date spending, encumbrances (and pre-encumbrances), and remaining balance.

The column headings are as follows, shown with the mathematical logic:

Annual Income	+	Net Asset Carryforward	+	New Additions	=	Net Revenue Budget	=	Net Expense Budget	-	YTD Spending	-	Encumbrances	=	Remaining Balance
E4421		E4649		E4XXX				E6000						
Revenue Budget		Revenue Budget		Revenue Budget				Expense Budget						
Orig and Adj Journals		Adjust Journal		Adjust Journal				Orig and Adj Journals						
Endow Only														

Glossary of Terms

Actual Revenue: While endowment and gift budgets are consistent across all funds, “actual revenue” for gifts and endowments is handled differently from fund to fund:

- 310 & 370 actual revenue when received is used to create the budgets.
- 320 actual revenue is distributed monthly; the budget is total year’s calculated distribution.
- 311 & 371 actual revenue when received is at the Foundation and is used to create the budgets*
- 321 actual revenue is at the Foundation and the budget is the total year’s calculated distribution*

**Peoplesoft only shows actual revenue when the Foundation is billed for actual expenses (it is a cost-reimbursable process).*

Please contact the Foundation for access to detailed reporting to see donor names, gift amounts, etc.

Endowment Funds: funds whose principal is nonexpendable and is invested for the purpose of producing income. (The Endowment and Gift Report only retrieves endowment data from Funds 320 and 321.)

- Unrestricted Endowment Income – Fund 100: Income from an endowment that is not restricted by the donor and can be spent on any institutional need.
- Quasi Endowment – Fund 210 (unrestricted) & 350 (restricted): Funds that are treated like an endowment; i.e., principal is invested and only return on the investments can be spent. The source of these funds can be general funds (unrestricted) or restricted gifts and bequests that

were not designated for an endowment by the donor but the administration decided to treat them like an endowment.

- Restricted Endowment Income – Funds 320 and 321: Income from an endowment that can only be spent for purposes stipulated by the donor.
- Term Endowment – Fund 352 (restricted): Gifts that are treated like an endowment for a specified time. At the end of that time, if the fund reaches its goal, it becomes a true endowment. If it doesn't, it reverts to spendable restricted gifts (fund 310).
- True Endowment – Fund 400: A gift that is invested in perpetuity. Only the return on the investment can be spent.

Gifts Funds 310 and 311: any voluntary contribution of an asset (cash, stocks, property, etc.) to the University or Foundation from donors where no goods or services were provided in exchange for the contribution. Gifts can be either restricted (donor designates the purpose for which expenses can be incurred) or unrestricted (no donor designation).

Net Asset (PeopleSoft account 30000) (aka “reserves” or “last year’s ending balance”): the accumulation of all prior years’ revenue and expenses. The net asset (account 30000) of any combination of chartstrings only updates one time per year, as of July 1, which can be confusing. In PeopleSoft, account 30000 net assets for Foundation funds (311, 321, and 371) should always be \$0 because the actual balance resides at the Foundation, not at UVM.

Plant Gift Funds 370 and 371: funds to be used for the construction, rehabilitation, and acquisition of physical properties for institutional purposes.

Tree: The hierarchical structure in PeopleSoft that delineates the relationship between various individual values (for example projects, departments, account numbers) and determines roll-up hierarchies. Trees are used for summarizing and reporting on data in the General Ledger, and are also used by Commitment Control.

Resources/Help

Help/Footprints

If you have questions about information in this document, or, if after reading it, you cannot find the information you need, please submit a PeopleSoft help desk ticket in [Footprints](#).

Resources

- [General Information on Running Reports and Queries \(PDF\)](#)
- [University Policies and Operating Procedures](#)

Training

- [UFS Roadshow Topics \(PDF\)](#)
- [Professional Development & Training Classes](#)

Relevant UVM Departments

- [Financial Accounting and Reporting Services](#)

Suggestions? Updates?

Send an email to PS9-1Upgrade@uvm.edu.