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: [redacted]

		Fund 4 - Expendable					Fund 5 - Endowed			
PROJECT ID	Project Description	A Balance Forward	B Revenue	C Expense	D Encum-brance	A+B-C-D Funds Available / (Overspent)	A Balance Forward	B Revenue	C Expense	A+B-C Balance
Faculty/Departmental										
71S310	[redacted]	4,953.52	1,604.74	500.00	-	6,058.26	44,873.29	3,833.81	-	48,707.10
71S830		5,621.55	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	[redacted]	1,366.41	485.44	250.00	-	1,601.85	13,607.63	1,162.59	-	14,770.22
77S300		9,207.13	4,130.36	2,900.00	-	10,437.49	115,903.01	9,902.36	-	125,805.37
77T090		20,834.25	12,616.30	5,000.00	-	28,450.55	354,982.66	30,328.50	-	385,311.16
870015		1,644.93	5.76	700.00	-	950.69	20,714.35	2,881.85	-	23,596.20
870184		2,417.81	8.30	1,100.00	-	1,326.11	34,826.85	4,351.69	-	39,178.54
870251		5,410.82	25.45	-	-	5,436.27	25,063.41	3,131.72	-	28,195.13
890110		7,734.42	25.35	5,600.00	-	2,159.77	153,571.25	48,449.33	-	202,020.58
Total - Student Aid		48,615.77	17,296.96	15,550.00	0.00	50,362.73	718,669.16	100,208.04	0.00	818,877.20
Departmental Total for	[redacted]	59,190.84	21,814.65	19,489.18	0.00	61,516.31	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	-	-	-	-	-	(56,903.01)	-	(56,903.01)
533100	Rev. - Invest. Income (993)	(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 ID	Date	Source	Operator Id	Line Description	Journal Reference	PO/ Voucher / Invoice Number	Vendor / Customer Name	Account	Amount
0002	4/30/2015	INT	LROSS	UWO Interest Allocations	INTEREST			533100	(3.26)
0002	4/6/2015	SF	PSOPER					630000	1,400.00
									1,396.74

Fund 4 journal entries for the month.

Endowed Fund Current Month Activity

Journal ID	Date	Source	Operator Id	Line Description	Journal Reference	PO/ Voucher / Invoice Number	Vendor / Customer Name	Account	Amount
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.

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: [redacted]

PROJECT ID	A Balance Forward	B Revenue	C Expense	D Encumbrance	A+B-C-D Funds Available / (Overspent)
Continuing Education					
490117 [redacted]	27,325.73	(3,095.43)	10,567.21	9,572.00	4,091.09
490164	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 [redacted]	10,208.52	5.11	13,064.18		(2,850.55)
61N007	5,034.42	6.00	-		5,040.42
61O002	-	10,005.54	-		10,005.54
63N002	10,068.86	10.53	5,260.53		4,818.86
71N050	3,408.11	208.10	-		3,616.21
73H280	18,165.02	1,987.04	-		20,152.06
73S170	4,460.88	1,530.96	-		5,991.84
73T050	15,476.05	10,226.20	15,596.47		10,105.78
830026	19,608.32	3,447.43	-		23,055.75
83M010	3,453.95	4.11	-		3,458.06
83P030	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 [redacted]	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 [redacted]	1,770.01	338.45	-	-	2,108.46
870160	40,169.65	7,498.23	-	-	47,667.88
870299	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.

Endowment and Restricted Funds

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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	(10,055.61)	(50.17)	(10,105.78)	0.00	(10,105.78)

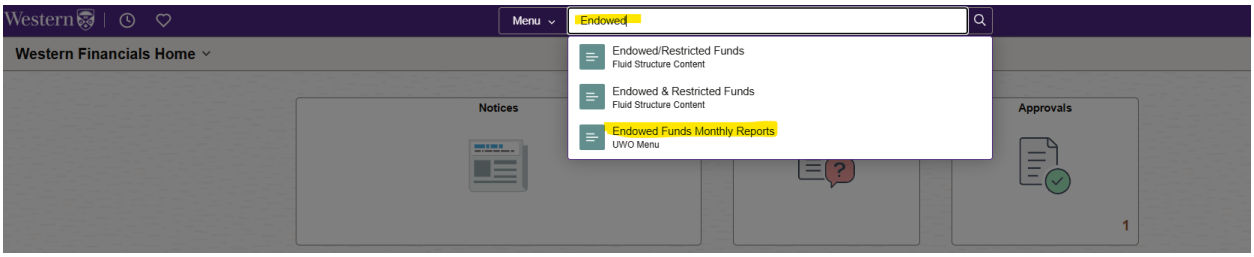
Journal Transactions for the Month

Journal ID	Date	Source	Operator Id	Line Description	Jrnl Ln Reference	PO/ Voucher / Invoice Number	Vendor / Customer Name	Amount
517800	Rev. - Gifts/Don. - Individual							
	3/28/2016	ADV	PSOPER					(50.00)
						Total Account Activity for the Month		(50.00)
533100	Rev. - Invest. Income (993)							
	3/31/2016	INT	LROSS	UWO Interest Allocations	INTEREST			(0.17)
						Total Account Activity for the Month		(0.17)
						Total Project Activity for the Month - 73T050		(50.17)

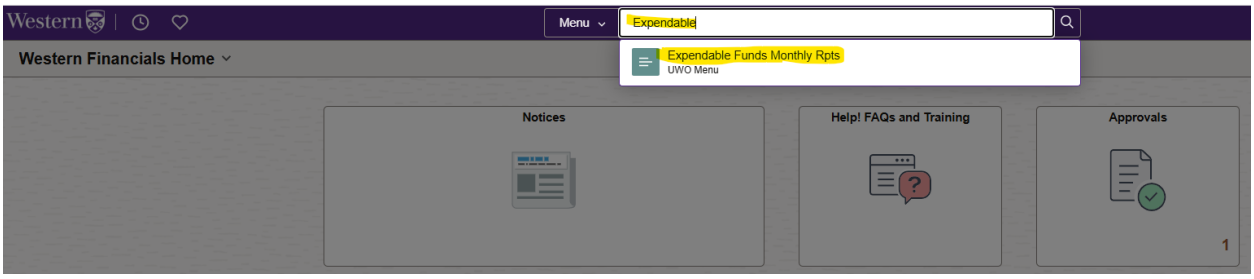
Fund 4 journal entries for the month.

Accessing and Running Reports

From the Menu in PeopleSoft Financials, type Endowed and choose the **Endowed Funds Monthly Reports** to run Endowed reports.

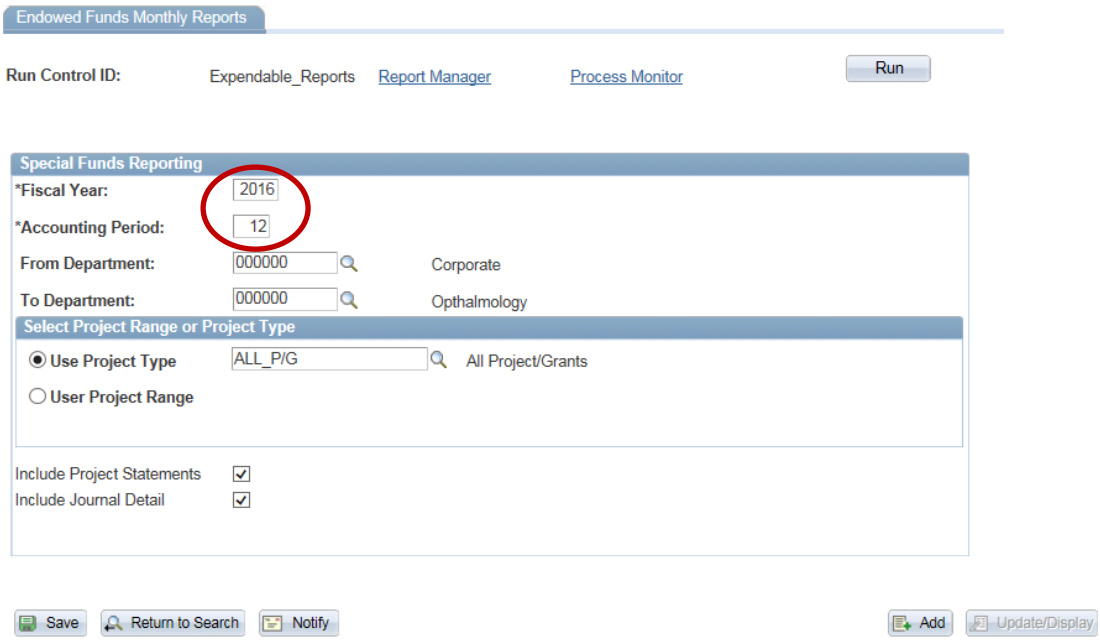


For the Expendble reports, type Expendable and choose the **Expendable Funds Monthly Rpts**.

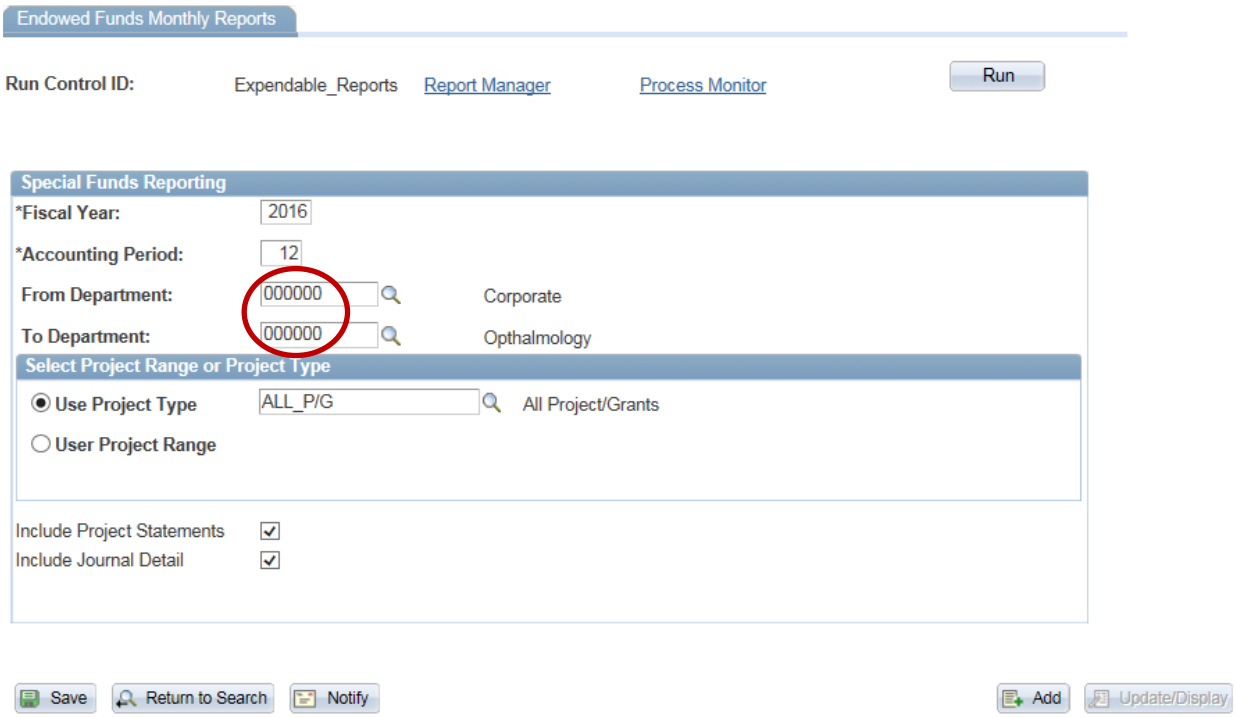


Run controls will need to be set up for each of these reports the first time they are accessed. To set up a run control, click one of the reports and then click on the **Add a New Value** tab. In the text box, type the name you would like to use for the report and then click on Add . Repeat for other report if required.

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

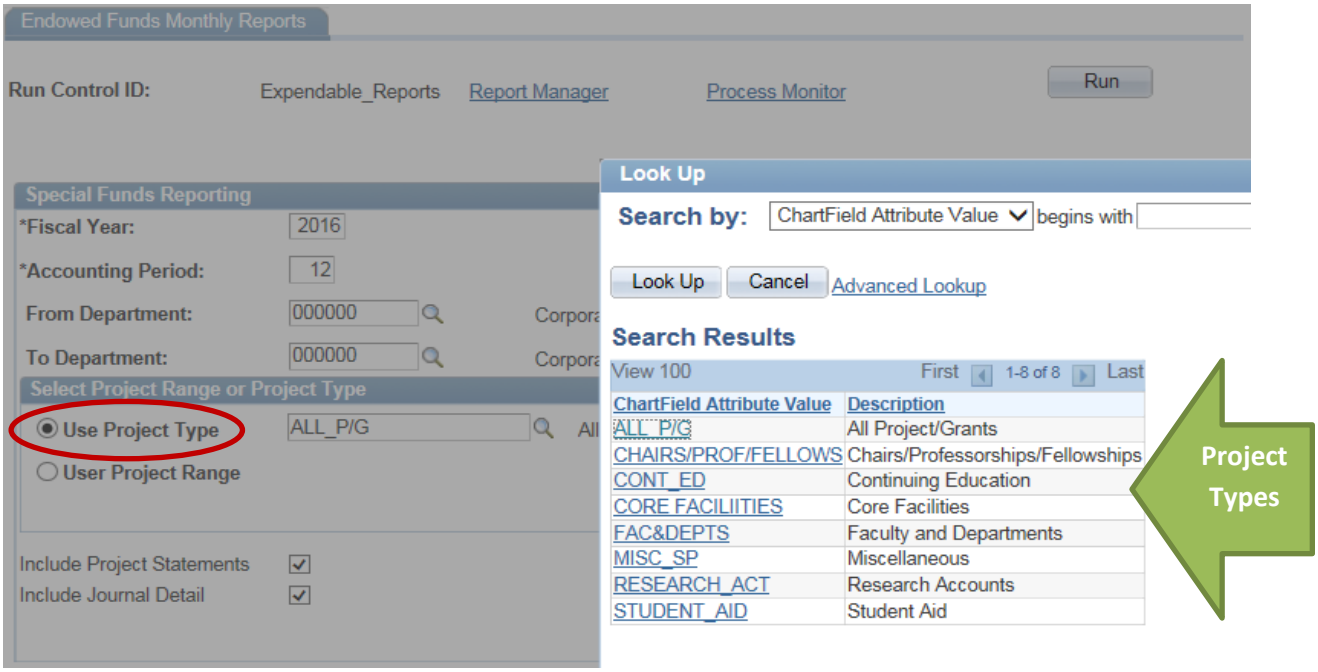


Enter the department that you would like to report on. If you are reporting on one department, use the same department number in the **From Department** and the **To Department** boxes. If you are reporting on a range of departments, enter the smallest department number in the **From Department** box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



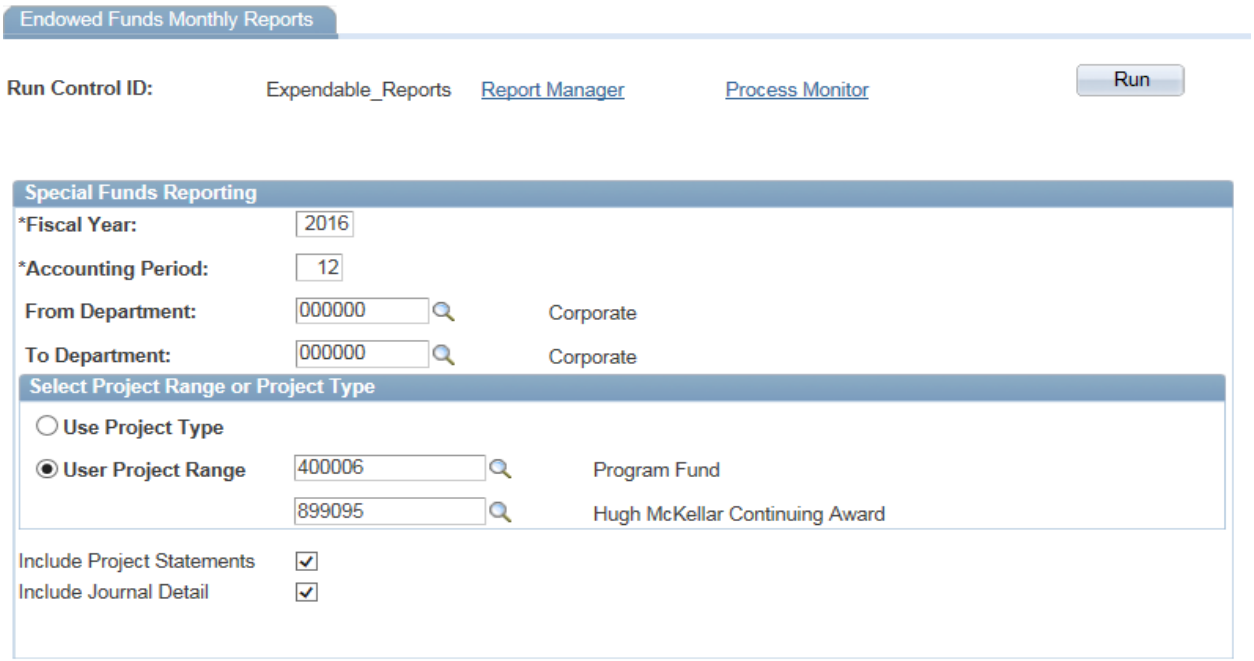
There are two ways to choose which projects you want on the report.

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.

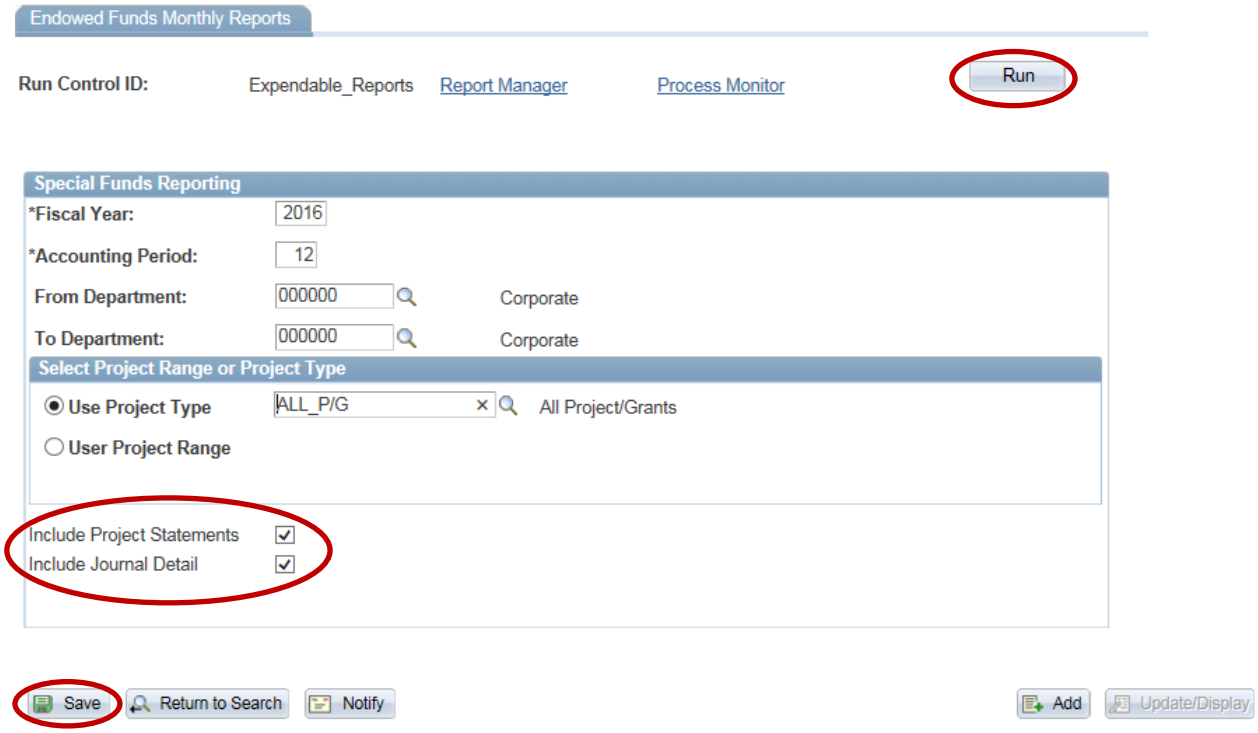


Option 2: Use Project Range - If you are reporting on one project, use the same project number in the **From Project ID** and the **To Project ID** boxes. If you are reporting on a range of projects, enter the

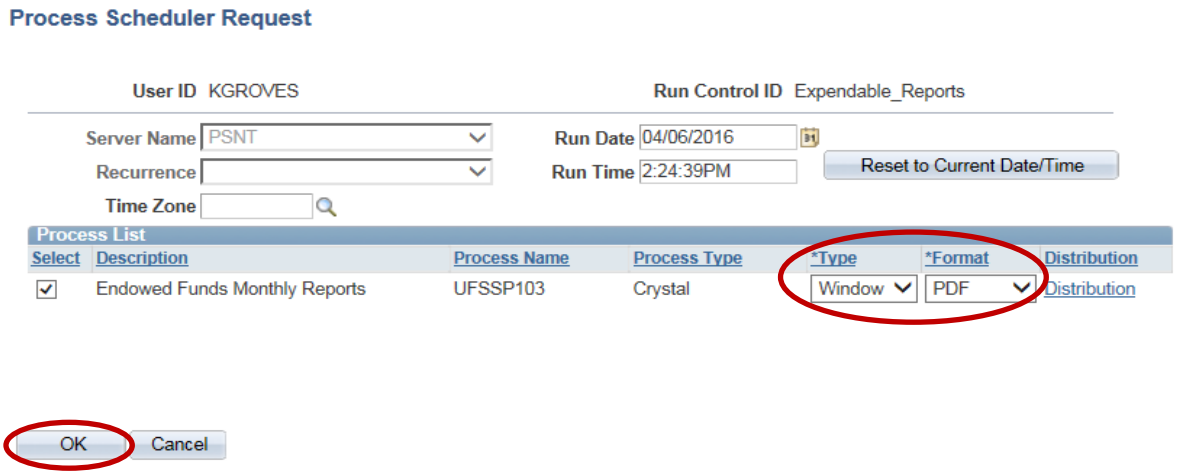
smallest project number in the **From Project ID** box and the largest department number in the **To Project ID** box.



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**.



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.



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.