The PUF Endowment Report provides both University and Foundation market values, available balances and quarterly income distribution information for PUF endowments.

Navigate to the Reporting Center through the MyU portal, Key Links. The PUF Endowment Report is located in the Finance folder under Endowments. Click on the report name to open the report window, then complete the report criteria prompts in the following way:

1. Enter the From transaction date (mm/dd/yyyy) and click <Submit>.
2. Enter the To transaction date (mm/dd/yyyy) and click <Submit>.
3. Select Enter Multiple Parameters or Select by VP, RRC, ZDeptID, DeptID. Selecting Enter Multiple Parameters (see Diagram 1 below) allows entry of specific known values for each ChartField value directly (without having to prompt on the value or look it up elsewhere). If Select by VP, RRC, ZDeptID, DeptID is chosen (see Diagram 2 below), a series of additional prompt screens with drop-down menus appear.
4. Click <Submit> and the report will be processed and created in .pdf format that can be viewed online, downloaded to Excel, printed and/or saved.

Diagram 1

Diagram 2
PUF Endowment Report (cont.)

Once the report has been run online and output has been generated, the Group report by prompts become available for selection in the subheader. The main advantage of utilizing the group by functionality is that it allows users to determine groups and subtotals within the body of data returned for the report.

Below is an example of the PUF Endowment Report grouped by DeptID

Additional information regarding report columns:

- Participant ID: Endowment ID
- Seq #: Sequence number. Seq 1 is the True endowment. Seq 2 is the Quasi endowment.
- Foundation Principal Balance: Market value of endowment at the foundation.
- Foundation Available: Amount that can be withdrawn from the foundation.
- Foundation Qtrly Dist Spendable: Amount of the foundation quarterly distribution.
- Foundation WD/Dist to UM: Amount withdrawn from the foundation.
- UM Principal Value: Market value of True endowment held by the University.
- UM Available: Market value of the Quasi endowment held by the University.
- UM Distribution: Amount of quarterly income distribution for the University portion of the PUF endowment.
- UM Reinvestment: Amount of quarterly income distribution that was reinvested in the endowment. Reinvestment occurs the day after quarter end.