

Endowments: Target Income Distribution

Income Distribution Setup transactions are used for modifying the current distribution allocation to ChartField (CF) string(s). Examples of modifications include adding/changing CF strings, changing percentage distribution, choosing to reinvest income distribution, or changing percentage of income distribution to be reinvested.

ChartField 1 contains values that correspond with participant IDs (endowments) and/or associated PUF or foundation accounts. It enables departments to tie revenue and expense activity to the University endowment that is supporting the activity. To add a CF1 value to a CF string, the current income distribution for an endowment transaction must be initiated. Use of a CF1 value will aid in the process of reconciling revenue and is required for PUF endowments.

Navigate to: **Cash Management > Investment Pools > UM Participant Transactions**

- ✦ Click <Add a New Value>
- ✦ Pool ID: ECEF
- ✦ Participant ID: 10-digit number identifying the endowment
- ✦ Sequence Number: Identifies endowment sequence to modify
 - e.g., 1 or 2 for True, Quasi-Restricted
- ✦ Transaction Type: Income Distribution Setup
- ✦ Click <Add>

UM Participant Transactions

Find an Existing Value
Add a New Value

Pool ID:

Participant ID:

Sequence Number:

Transaction Type: Income Distribution setup

Transaction Date:

Add

[Find an Existing Value](#) | [Add a New Value](#)

Endowments: Target Income Distribution

- ✦ Description: Justification (5 Ws)
- ✦ Identify targeted CF string for the income distribution
- ✦ Fund is typically 1701 or 1750 indicating Endowment Target
- ✦ Modify CF string values on the income distribution line
- ✦ Select the CF1 value from the look-up
 - Example: END00E0016 (Last four digits of the CF1 value = last four digits of the Participant ID)
 - For a PUF endowment, the first three letters must reference the Foundation value (e.g., UMF or MMF)
- ✦ Transaction will route to Treasury accounting for approval upon saving

UM Participant Transactions

Transaction Information

Business Unit	UMN01	Pool ID	ECEF
Participant ID	0000000016	Description	Merriam Corp Endowment
Seq #	1	Transaction Status	Pending
Transaction Date	05/08/2009	Transaction ID	9999999999
Transaction Type	Income Distribution Setup	Description	Justification goes here!!

Transaction Details

Reinvest	Dist Prior	Dist Pct	Amount	Fund	DeptID	Program	Account	ChartField 1
1 <input type="checkbox"/>	<input type="text" value="1"/>	<input type="text"/>	<input type="text" value="1500.00"/>	<input type="text" value="1750"/>	<input type="text" value="10860"/>	<input type="text" value="20090"/>	<input type="text" value="560201"/>	<input type="text"/>
2 <input type="checkbox"/>	<input type="text" value="2"/>	<input type="text" value="100.00"/>	<input type="text"/>	<input type="text" value="1750"/>	<input type="text" value="10858"/>	<input type="text" value="20090"/>	<input type="text" value="560201"/>	<input type="text" value="END00E0016"/>

Audit Information

Entered by	<input type="text" value="JE001"/>	Entered On	<input type="text" value="05/08/2009 6:03AM"/>
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