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](image-url)
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- 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