Inquiries and Reports

Gift Funds – 310
Inquiries and Reports

• To see all Gift Fund activity (most common), use chartfields that define the Gift Fund

<table>
<thead>
<tr>
<th>ACCT</th>
<th>OU</th>
<th>DEPT</th>
<th>FND</th>
<th>SOURCE</th>
<th>FNC</th>
<th>PROJ</th>
<th>PROG</th>
<th>PURP</th>
<th>PROP</th>
</tr>
</thead>
<tbody>
<tr>
<td>%</td>
<td>XX</td>
<td>XXXX</td>
<td>310</td>
<td>XXXXXX</td>
<td>%</td>
<td>%</td>
<td>%</td>
<td>XXXX</td>
<td>%</td>
</tr>
</tbody>
</table>

• To see Gift Funds as part of all funds

<table>
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</table>

• To analyze Gift Funds tied to a Program

<table>
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<td>%</td>
<td>XXXX</td>
<td>%</td>
</tr>
</tbody>
</table>
Inquiries and Reports

• Commitment Control:

  **Budgets Overview Inquiry**
  – Use Ledger Inquiry Set “OPS”
    • Note, this is a change starting in FY10.
  – Check OPS_CH
    • Shows expense budget, actuals and balance
  – Check OPREV
    • Shows revenue budget, actuals and balance
  – Net Assets: not available on this report
Inquiries and Reports

• Commitment Control:

*Budget Transaction Detail Report*

- Shows every transaction (not just E-level balances)
- OPS_CH: expense budget, actuals and balance
- OPREV: revenue budget, actuals and balance
- Net Assets: not available on this report
Inquiries and Reports

• General Ledger:

  Ledger
  
  – Use ACTUALS ledger
  
  – Option to use Account Chartfield Value Set
    
    • All Expense Accounts
    
    • All Revenue Accounts
    
    • Exp, Revenue and Equity
  
  – Use Account 30000 to see Net Assets
Inquiries and Reports

• UVM Reports:

*Operating Budget Report*

- Shows E-level budgets, actuals and balances for both revenue and expenses
  - Does not show every transaction
  - Option to include Budget Transaction Detail Report
- Option to suppress revenue
- Option to include Net Assets and Net Activity
Specify Fund 310 along with the rest of the chartstring that defines the gift fund:
OU – DEPT – FUND – SOURCE – PROGRAM
Operating Budget Report

Original Expense Budget = last year’s ending balance

Revised Expense Budget = last year’s ending balance + this year’s actual revenue

Each time a gift deposit is made, the expense budget will be revised. In this example, a $118 gift increased the expense budget.

Be sure to “check” Include Net Activity and “uncheck” Suppress Revenue Accounts to see this complete detail.
### Gift Fund Actual Balance

Actual balance does not include encumbrance.

And remember, an Actuals Credit “-” is the same as a Budget Surplus “+”.

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### Net Assets (Equity)

<table>
<thead>
<tr>
<th>Description</th>
<th>Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>Beginning Net Asset</td>
<td>-97,398.28</td>
</tr>
<tr>
<td>Remaining Balance</td>
<td>-70,516.28</td>
</tr>
</tbody>
</table>

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### Revenue Budget

### Actual Revenue

### Expense Budget

### Actual Expenses
Inquiries and Reports

- **Multiple Fiscal Years**
  - Several inquiries and reports can pull data across multiple fiscal years (e.g., FY07-FY09)
  - *Only use multiple fiscal year options to review actual expenses or actual revenue*
  - DO NOT use multiple fiscal year options to see expense budgets. With Gift Funds, the Expense Budget is set to last year’s balance and using a multiple fiscal year option will double or triple count expenses budgets.