

EGATS – Running Endowment Fund Reports

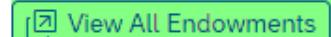
Process: Basic reports can be run based on information in the Endowment and Gift Account Tracking System (EGATS). Please note that any financial reports should still be run in SAP or Tableau.

Procedures

On the EGATS dashboard

- Click on View All Endowments:

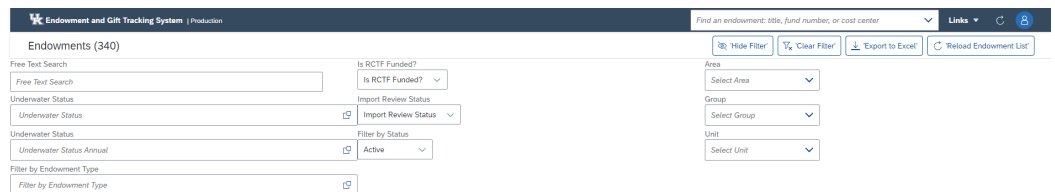
Endowments



Search by entering title, fund number, or cost center.

Title, fund number, or cost center

- A report of all funds for which the user has access will appear.



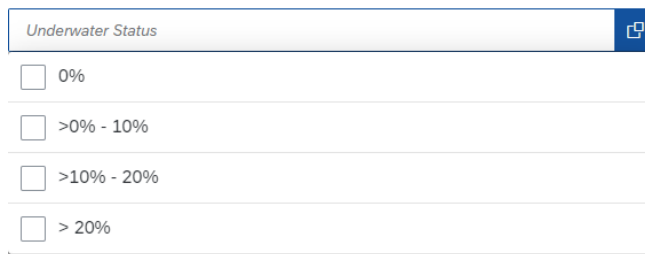
The screenshot shows the 'Endowments (340)' dashboard in the EGATS system. It includes a search bar at the top with the placeholder text 'Title, fund number, or cost center'. Below the search bar, there are several filter sections: 'Free Text Search', 'Underwater Status' (with a dropdown for 'Is RCTF Funded?'), 'Filter by Status' (with a dropdown for 'Active'), and 'Filter by Endowment Type'. On the right side, there are additional filters for 'Area', 'Group', and 'Unit', each with a 'Select' dropdown menu. At the top right, there are buttons for 'Hide Filter', 'Clear Filter', 'Export to Excel', and 'Reload Endowment List'.

At the top of the screen, filters are available to further delimit the report if desired

- Choose the filters for the report (if any):
 - Free Text Search – used for key words in titles or other report elements.

Free Text Search

- Underwater Status – used to see only the endowment funds that are underwater (market value less than contributed value) by the percentage chosen as of the current date.



The screenshot shows the 'Underwater Status' filter dropdown menu. It has a title bar 'Underwater Status' with a close button. Below the title bar, there are four radio button options: '0%', '>0% - 10%', '>10% - 20%', and '> 20%'. The '0%' option is currently selected.

- **Note:** You will only see the percentages that are applicable to your funds. If you have no underwater funds, you will only see 0%.

Underwater Status

0%

- Filter by Underwater Status Annual – used to see those endowment funds that were underwater during the annual review of endowments when the annual spending distribution estimates are prepared for the next fiscal year (after period 7 closes). This is the point in time when the endowment should have been evaluated for underwater issues and the unit may need to make decisions according to the Endowment Investment Policy on whether to continue distributions during the following fiscal year.

Underwater Status

Underwater Status Annual

- Filter by Endowment Type – used to see only specific endowment types.

Filter by Endowment Type

Chair

Professorship

Lectureship

Fellowship

Scholarship

Enrichment

Other

- Is RCTF Funded? – used to see RCTF or non-RCTF funds.

Is RCTF Funded?

Is RCTF Funded? ▾

No

Yes

- Active – used to see active, inactive, or both types of funds.

Active ▾

Active

Inactive

- Import Review Status – the user can see funds for which the import is complete, the import was from the old Endowment Tracking Database, or the fund is Pending Review of the new endowment fund.

Import Review Status ▾

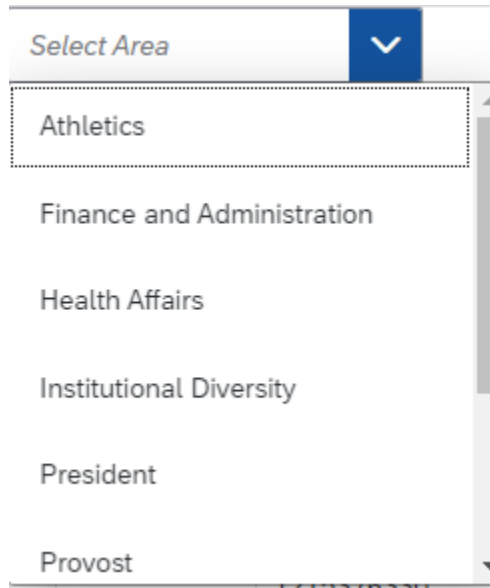
Completed Review

History from ETDB

Pending Review

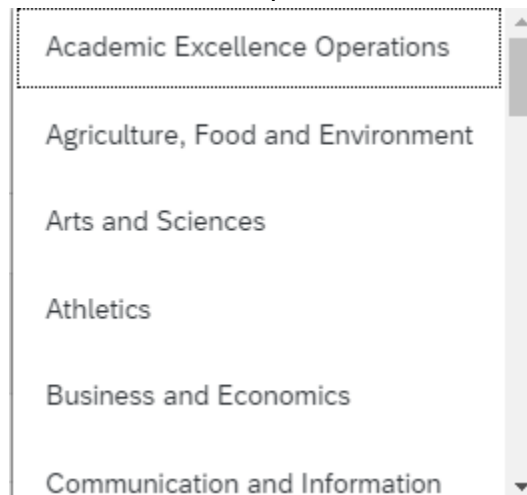
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- Select Area – if the user has access to multiple areas in EGATS, they can choose a reporting area filter.



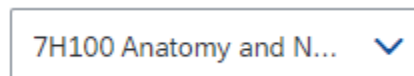
A screenshot of a web application's 'Select Area' dropdown menu. The menu is open, showing a list of options: Athletics, Finance and Administration, Health Affairs, Institutional Diversity, President, and Provost. The 'Athletics' option is currently selected and highlighted with a dotted border. The dropdown is styled with a light gray background and a blue arrow pointing down on the right side of the header.

- Select Group – used to filter by major campus groups such as colleges. If the user has access to multiple groups, they can choose a Group filter.



A screenshot of a web application's 'Select Group' dropdown menu. The menu is open, showing a list of options: Academic Excellence Operations, Agriculture, Food and Environment, Arts and Sciences, Athletics, Business and Economics, and Communication and Information. The 'Academic Excellence Operations' option is currently selected and highlighted with a dotted border. The dropdown is styled with a light gray background and a blue arrow pointing down on the right side of the header.

- Select Unit – used to filter by a specific department number. The department number can be typed in the field or found in the drop-down list by clicking on the down arrow to the right of the field.



A screenshot of a web application's 'Select Unit' dropdown menu. The menu is open, showing a list of options: 7H100 Anatomy and N... The dropdown is styled with a light gray background and a blue arrow pointing down on the right side of the header.

Additional report functionality

- Use the icons on the report to sort or filter the information as necessary. Examples of icons that can be used in the report are below:

ID	Validation Flag	Underwater Status	Fund	Endowment Title	Endowment Type
102	N		0705133200	Nadine James Alzheimer's Disea	Enrichment
105	N		0705118900	Sanders-Brown Center on Aging	Enrichment
57	N		0705121000	R.C. Durr Chair in Alzheimer's Di	Chair

- If the user clicks on a down arrow to the left of the ID number, the endowment fund detail information will appear. Once the review of the endowment fund detail information is complete, click on the back arrow at the top of the database screen to return to the report.

ID	Validation Flag
102	N
105	N
57	N


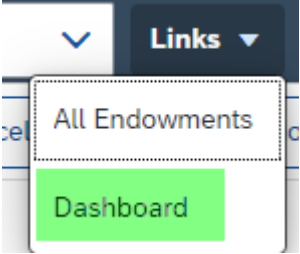
- The number of items shown on each page can be changed to meet the user's needs:

Showing 1-10 of 328 < 1 2 3 ... 33 > Items per Page:10

Supported Purpose List	No. of Supported Purposes
1215376330	1
1215376850	1
1215375530	1
1215374080	1

Items per Page dropdown menu options: 5, 10, 25, 50, 100

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	<ul style="list-style-type: none">• Across the top of the filter section are four menu choices: <ul style="list-style-type: none">○ Hide Filter – hides the filter so more of the report can be seen on the screen.○ Clear Filter – clears the current filters○ Export to Excel – allows the user to send the report to Excel○ Reload Endowment List – reloads the endowment list without the changes made to filters and sorting.
Navigating back to the dashboard	<ul style="list-style-type: none">• To return to the main EGATS dashboard, click on the down arrow next to Links at the top of the screen and choose Dashboard. 
Questions	<ul style="list-style-type: none">• For questions please contact the following: Email – endowment@uky.edu