Pulling an Endowment Status Report (ESR)

Endowment Status Reports (ESRs) are sent out annually after the close of the fiscal year numbers to donors who have established endowments. Money contributed to an endowment is invested. As the investment earns interest, the endowment grows. Annual reports keep donors informed about fund performance.

To Pull an ESR in Advance:

1. From the main menu, click the Reports icon.
2. From the Report List, click the ellipsis button next to the report named CUF Allocation ESRs. The Report Detail page appears:

   ![Report Detail Page](image)

3. Select a **Status Report Date**:
   - The default date is the fiscal year-end date of 06/30/20xx.
   - If you enter today's date, the results will be pulled as of the last closed month. For example, if you enter 02/25/2013, the report results will be as of January 31, 2013.

4. Enter the **Allocation #**:
   - Do not include any spaces or dashes.
   - You must use the principal endowment number (e.g.: 0x5xxxx).

   **Note:** If you do not know the allocation number, you can perform an Allocation lookup as described in the procedure on the following page.

5. If selected, clear the **Active Allocations Only** check box.
6. If selected, clear the **Active Stewarddee Only** check box.
7. Click **Run Report**.

Advance displays the results of the report in a new window.

**Note:** The graphs at the bottom of the page that display Growth in Endowment Assets and Endowment Asset Allocation are only updated once a year after the close of the fiscal numbers.
To Look Up an Allocation:

1. From the Home page tree, click Allocation under CUF Lookups.
2. In the Long Name box, type search criteria for the name of the fund. Using Long Name yields the most information. If needed, include a percent sign (%) in front of the name as a wildcard. For example, if you are working with donor Bob Smith and he indicated that his father has an endowment, you can enter %Smith in the Long Name box, and Advance will pull any funds that contain the word Smith.
3. To include closed and bequest funds, clear the Active Allocations Only check box.
4. Click Run Report. Advance displays the results or your search in the Report Viewer page:

5. Click the Allocation link in the first column to see more information about that allocation. The Allocation Overview page appears:

6. Use the following links on the page tree to:
   - Assignments: View the ESR Manager.
   - Documents: View fund agreements, amendments, biographies, and other relevant documentation.
   - Notes: View any notes pertaining to the fund.
   - Stewardees: View signers of an agreement, or other entities who receive the ESR (such as a spouse or other family members). Active Stewardees receive an annual Endowment Status Report for the fund. If you need to add a steward to a fund, email GAD (gift.administration@cufund.org) with the allocation name, allocation number, new Stewardee name, and the entity number.