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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:
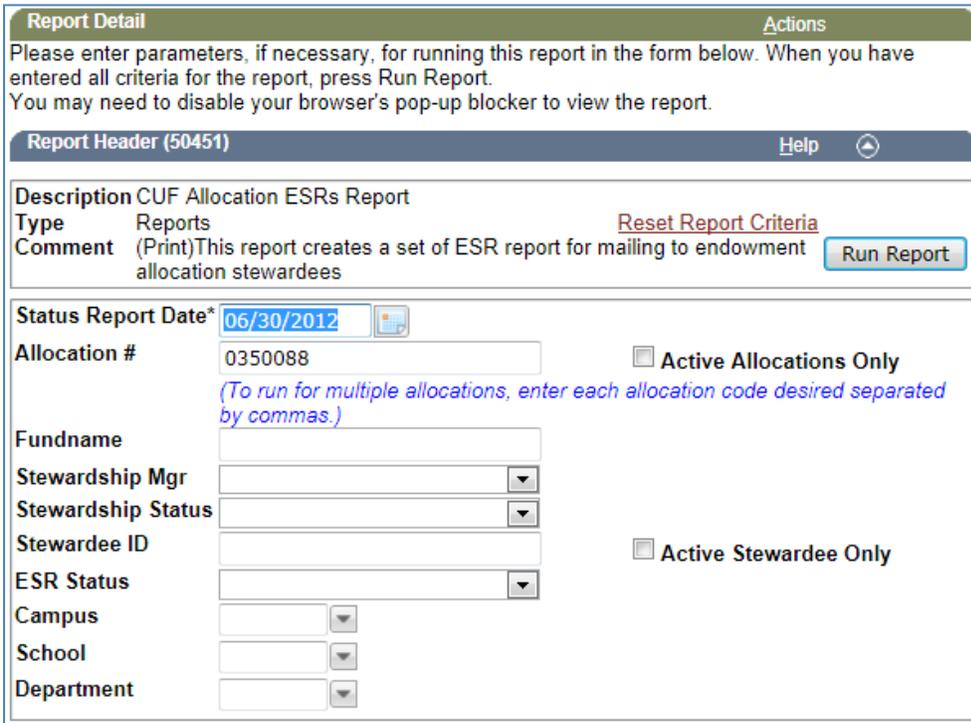
Report Detail	Actions
Please enter parameters, if necessary, for running this report in the form below. When you have entered all criteria for the report, press Run Report. You may need to disable your browser's pop-up blocker to view the report.	

Report Header (50451)   Help

Description	CUF Allocation ESRs Report
Type	Reports
Comment	(Print)This report creates a set of ESR report for mailing to endowment allocation stewardees

Reset Report Criteria   Run Report

Status Report Date*	06/30/2012	
Allocation #	0350088	☐ Active Allocations Only
	(To run for multiple allocations, enter each allocation code desired separated by commas.)	
Fundname		
Stewardship Mgr	▼	
Stewardship Status	▼	
Stewardee ID		☐ Active Stewardee Only
ESR Status	▼	
Campus	▼	
School	▼	
Department	▼	

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 Stewardee 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.

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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:

Report Viewer			Actions	
CUF Lookups-Allocation Report (100234) (1)			Actions Help ⊙	
Allocation	**Allocation Name**	**Allocation Status**	**Restriction**	**Allocation Description**
0350088	Hemphill Library Scholarship	Active	Financial Aid	To provide scholarships to stu

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

Allocation	Overview			Actions Print
	Hemphill Library Scholarship (0350088)			(Annual)
Overview	Account	0350088	**Agency**	
Detail	School	Library	**Campus**	CU Denver
Assignments 6	Department			

Allocation Overview (70074) — Actions Help ⊙

Beneficiaries	**Long Name**	Bill and Jean Hemphill Library Scholarship Endowment
Documents 1	**Fund Manager**	Farner Marical (marical.farner@ucdenver.edu)
Financials 87	**Fiscal Year**	
Notes 4	**Description**	To provide scholarships to students at the University of Colorado Denver.
Stewardees 1	**Restriction**	Financial Aid
Tasks	**Start Date**	05/09/2005
	Stop Date	

Allocation Financials (50137) (87) — Actions Help ⊙

Valuation Date	Principal Market Value	Totals Gifts/Adds	Est. Annual Dist.	Accum. Earnings
03/31/2013	$148,166.49	$134,507.95	$5,926.66	$11,427.88
02/28/2013	$146,625.93	$134,507.95	$5,865.04	$10,939.13
01/31/2013	$146,459.42	$134,507.95	$5,858.38	$10,450.93
12/31/2012	$144,421.02	$134,507.95	$5,776.84	$9,969.53
11/30/2012	$143,543.33	$134,507.95	$5,741.73	$9,482.07
10/31/2012	$142,729.14	$134,507.95	$5,709.17	$8,994.90
09/30/2012	$142,699.51	$134,507.95	$5,707.98	$8,508.58

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 stewardee to a fund, email GAD (gift.administration@cufund.org) with the allocation name, allocation number, new Stewardee name, and the entity number.