

## BAIRS - 008. GL Sum By Chartfields Mod C&G Report: Gift and Endowment Funds Only View

Effective 2/10/2017

### Overview

#### Introduction

This Job Aid describes a new “Gift and Endowment Funds Only” report view in the “008. GL Sum by Chartfields Mod C&G” report that includes gift fund terms and purpose codes directly from the Cal Advancement Data System ([CADS](#)).

#### Goal and Purpose of this Report

This report shows only gifts and endowments as defined in CADS by combining CADS, GL, and Foundation data. The goal is to provide more visibility into the management and reporting of gift and endowment funds in one location. It is designed to help financial managers and analysts plan for the use of restricted funds under their purview and to support the campus’ fundraising infrastructure.

#### Location

The new report view can be accessed from the Financial Reports folder, “008.GL Sum by Chartfields Mod C&G” and by selecting the “Gift and Endowment Funds Only” report view. There is an additional view labelled “CADS Full Fund Terms” that provides a complete list of funds and fund terms.

#### Security Access

Those who have access to the GL Sum by Chartfields Mod C&G report in the 008 Financial Reports folder are able to run report. The “008. GL Sum by Chartfields Mod C&G” report was used because it specifically provides global access to summary ledger data for all Dept IDs regardless of your access. This is helpful for monitoring gifts and endowments that are shared and managed by different units (e.g. Grad Div funds, Hewlett chairs). The report returns results only for the parameters indicated. For example, if the report is run for a specific fund and Dept ID combo, only the balance for that chartstring combination will appear.

Although this report provides global access to summary ledger data for all Dept IDs, Current Year Endowment Payout and Current Foundation Endowment Market Value/Principal/Income are restricted by your level of BAIRS general ledger and Foundation data access (global, certain division nodes, certain department IDs). Access to the ledger data is administered separately from access to the Foundation data. For example, those users who have global access to ledger data but no access to Foundation data will only see the full endowment payout but the report will yield no data for the Foundation market value, principal or income. Click [here](#) to request or change access to general ledger and/or Foundation data in BAIRS.

### Items to Note

- Inconsistencies and errors in the CADS fields need to be addressed within [CADS](#). The report merely reflects what is in the CADS database. If you do not already have a CADS login, you can request it or you can receive assistance on a reporting issue by emailing [cadshelp@berkeley.edu](mailto:cadshelp@berkeley.edu).
- To use the report in Excel, there is a “CADS Gift & Endowment Funds Only Pivot” behind the dashboard with all the fields in this report view that you can copy and paste into Excel.
- There is a glossary defining all of the fields in the report view, a list of known issues in this release, and tips for navigating this report available on Google Drive. Please copy and paste the link below into your browser to open.  
<https://docs.google.com/spreadsheets/d/1U0ajQnqIQI5VfEoCdb7b6129sKvn1cgWjE3iUHmAhmo/edit?usp=sharing>

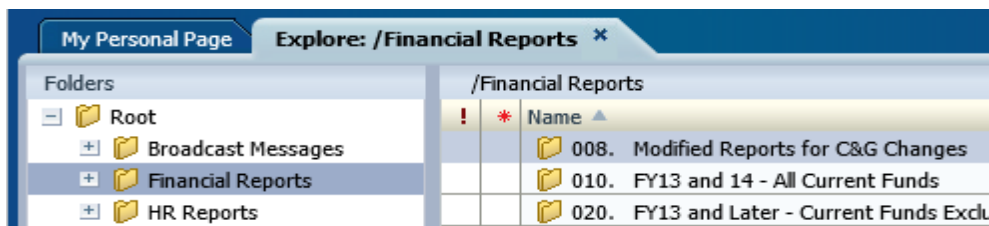
## BAIRS Login

Login to BAIRS (as you normally would) via [Citrix](#).

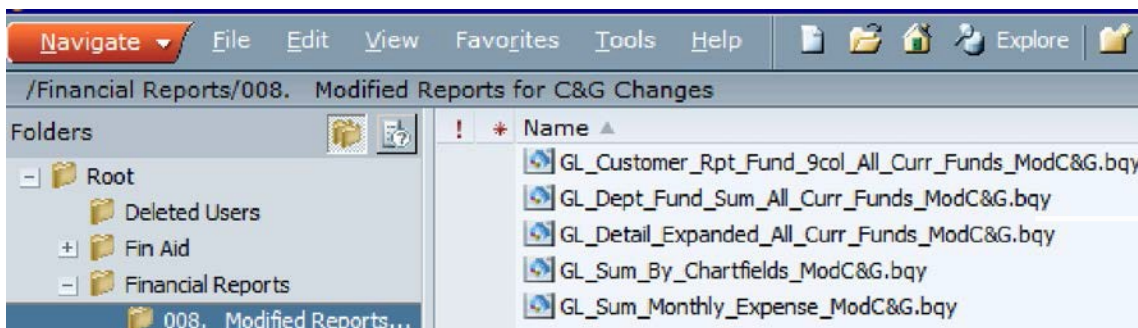
For New Citrix Users: <http://cfo.berkeley.edu/citrix-calplanning-and-bairs>.

## “Gift and Endowment Funds Only” Report View

1. The folder titled, “008. Modified Reports for C&G Changes” contains the new report view.



2. Select “GL\_Sum\_By\_Chartfields\_ModC&G.bqy”.



**GL Sum by Chartfields ModC&G**

Operator Id: BAIRS\_234692

Run Report

**ACCOUNT SELECTION CRITERIA NOTES:**  
 - Dept Rev: Excludes C&G revenue.  
 - Range/Value List: If revenue accounts are included, ending balances are invalid since the Actuals column contains revenue and Authorized

Business Unit: 1 - UC Berkeley

Fiscal Year: 2016-17 Month(s): January

Fund Type:  Ignore

Program Code:  Ignore

Account: Dept Rev, OpTrans, Exp, & FundBal

Fund:  Ignore

Dept ID:  Add-->

Ignore Value List  Remove

Chartfield 1:  Ignore

Chartfield 2:  Ignore

3. Select the "Gift and Endowment Funds Only" report view.

**Gift & Endowment Funds**

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4. (Select the "CADS Full Fund Terms" report view if you want to see only the fund terms.)

Business Unit: 1 -- UC Berkeley  
 Fiscal Year: 2016-17  
 As Of: Undefined Period

GL Sum By Chartfields ModC&G  
 Gift & Endowment Funds Only  
 This report helps plan fund usage by providing fund term and balance information from BFS and CADS

Page 1 of 3  
 Run Date: 02/08/17  
 Run Time: 10:58:43

Selection Criteria: Acct: | Fund: Actual Temp Ledger Detail Fund Code | Dept ID: | Pgm: | Chartfield 1: | Chartfield 2:  
 Org L2 Node: | Org L3 Node: | Org L4 Node: | Org L5 Node: | Org L6 Node: | Acct L2 Node: CGA\_Account\_Tree.Account\_Level2\_Node | Acct L3 Node: Master\_Account\_Tree.Account\_Level3\_Node |  
 Acct L4 Node: D40XX, D44XX, D48XX, D47XX, D48XX, D48XX | Fund Type:

**43237 W7907 TERRILL, MILTON/ELSIEFD (Foundation Fund #: W7907)**

**CADS or BFS Fund Terms:**

n endowment, the payout of which shall be used selectively and at the discretion of the Chancellor at the University of California, Berkeley. The income will contribute to the welfare of that University and to assure insofar as possible its continued excellence by the following suggested use: 1. To recruit and retain outstanding members of the faculty; 2. To provide members of the faculty selected by the Chancellor with funds and opportunity for travel and participation with scholarly colleagues in meetings, conferences and colloquia away from the Berkeley campus; 3. To provide funds to purchase necessary scientific equipment, books and other instructional and research materials needed by the faculty; 4. To provide funds otherwise not available to support and enhance the scholarly work of members of the faculty; 5. And to provide funds otherwise not available to support at the Chancellor's discretion consonant with the above but enumerated here except that income from the Fund shall not be used: a) For salaries otherwise provided by the University budget; b) Non-academic purposes such as athletic programs or administrative travel expenses; and c) scholarship aid and assistance.

|  |  |
|--|--|
| <b>BFS Fund Primary Dept:</b>                                    | CADS Administering Unit: Chancellor's Office                     |
| <b>CADS Fund Primary Purpose:</b> Unit Restricted                | CADS Area of Giving: Chancellor's Office                         |
| <b>CADS Fund Sub Purpose:</b>                                    | Current Foundation Endowment Principal: -1,669,834.98            |
| <b>CADS Fund Classification:</b> Restricted_Foundation_Endowment | Current Foundation Endowment Income 5,473.45                     |
| <b>Current Year Endowment Payout</b> -67,658.97                  | Current Foundation Endowment Market Value (Total): -1,664,361.53 |

| Fund Dept ID Dept Desc                                       | Chartfield 1 | Chartfield 2 | Beginning Balance  | Changes in Fund Balance | Revenue           | Operating Transfers | Expenses        | Encumbrance | Balance            |
|--|--------------|--------------|--------------------|-------------------------|-------------------|---------------------|-----------------|-------------|--------------------|
| 43237 IQBBB Research   | 3TEFAA       | IQADA        | -33,000.00         | 0.00                    | 0.00              | 0.00                | 0.00            | 0.00        | -33,000.00         |
| 43237 ZABUD Ctrl Res: Other Restr                            |              |              | -8,383.57          | 0.00                    | -67,658.97        | 0.00                | 0.00            | 0.00        | -76,042.54         |
| 43237 ZAPRO EVCP Discretionary                               |              |              | -300,000.00        | 0.00                    | 0.00              | 0.00                | 0.00            | 0.00        | -300,000.00        |
| 43237 ZAPRO EVCP Discretionary                               | 3SKASU       |              | 298,000.00         | 0.00                    | 0.00              | 0.00                | 0.00            | 0.00        | 298,000.00         |
| 43237 EFBI0 BO Faculty Funds                                 | 3S00MC       | EFGEM        | -82,324.89         | 0.00                    | 0.00              | 0.00                | 4,109.98        | 0.00        | -78,214.91         |
| 43237 IBIBI Int Bio Research                                 |              | IBROC        | -1,635.99          | 0.00                    | 0.00              | 0.00                | 0.00            | 0.00        | -1,635.99          |
| 43237 OFMVZ Vert Zoology Misc                                | 3S00MC       | OFNAC        | -134,235.09        | 0.00                    | 0.00              | 0.00                | 0.00            | 0.00        | -134,235.09        |
| <b>Total for Fund 43237 - W7907 TERRILL, MILTON/ELSIEFD:</b> |              |              | <b>-261,579.54</b> | <b>0.00</b>             | <b>-67,658.97</b> | <b>0.00</b>         | <b>4,109.98</b> | <b>0.00</b> | <b>-325,128.53</b> |

Payout and Foundation Endowment figures are restricted to the dept IDs you have access to see.  
 Foundation payout is in Revenue (accounts 44002, 44013). Regents payout is in Operating Transfers (72210).

### Questions

If you have any questions about running the reports, access to BAIRS, or the financial data, please email [bfsbairs@berkeley.edu](mailto:bfsbairs@berkeley.edu). If your questions are specifically related to the data in the fields starting with “CADS” or the concepts and business processes surrounding gifts and endowments, email [fundhelp@berkeley.edu](mailto:fundhelp@berkeley.edu) and visit [eureka.berkeley.edu](http://eureka.berkeley.edu).

Please review the report view glossary of fields, which also includes known issues and tips for navigating the report, to see if it answers your question. To access the glossary, copy and paste the link below into your browser to open.

<https://docs.google.com/spreadsheets/d/1U0ajQnqIQI5VfFoCdb7b6129sKvn1cgWjE3iUHmAhmo/edit?usp=sharing>