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Report Overview

The BudgetUVA: Gift & Endowment Activity report can be found in the UBI GL_Details-Current module.

This report shows Gift & Endowment GL Activity that would have previously been installed in Oracle. This should be the amount budgeted using BudgetUVA.

Only object codes associated with gifts, endowments or IIP interest display in this report enabling users to quickly view a project’s gift and endowment activity for a selected period.

Running the Report

<table>
<thead>
<tr>
<th>Step</th>
<th>Action</th>
</tr>
</thead>
</table>
| 1.   | Access UBI:  
|      | a. Go to ubi.virginia.edu.  
|      | b. Click UBI LOGON.  
|      | c. Log on to the UBI AccessPoint via NetBadge.  |
| 2.   | Select the GL_Details-Current.qvw module from the AccessPoint.  
|      | The module opens with the GL Activity tab selected by default.  |
BudgetUVA: Gift & Endowment Activity – User Reference Guide

<table>
<thead>
<tr>
<th>Step</th>
<th>Action</th>
</tr>
</thead>
<tbody>
<tr>
<td>3.</td>
<td>Select the <strong>BudgetUVA – Gift/Endow</strong> tab.</td>
</tr>
</tbody>
</table>

Run the report for a specific *fiscal period* and *project owning org*, do the following:

- Select a value from the **Fiscal Period** field.
- Select your organization from the **Project Own Org Name** field.

The report can be run using any filters that work for your organization (i.e., by MBU Project Own Org Name, Project Fiscal Contact, etc.).

The resulting report displays the applicable project-award combinations for the associated objects codes and corresponding amounts:

Budget the total amount for each project-award combination using BudgetUVA.

**End Demo.**

**Tips & Tricks**

**Viewing Report Totals by Project-Award Combination**

1. **Using the “Collapse All” functionality in UBI will hide the report detail to provide only the total amount that should be budgeted in BudgetUVA.**

Run the report choosing a Fiscal Period or Year and make a selection from any other field.
2. Right click on the button in the **Award Num Name** field.

3. Select the **Collapse all** option from the menu that appears.

The resulting report displays showing only the **total amount** per project-award combination.

In order to drill back into the report detail, right click on the button in the **Award Num Name** field and choose the “Expand all” option from the menu that appears.
Filtering for Only the Awards in which I am listed as the Award Manager

Award Managers who budget for numerous Project Owning Orgs may find it useful to utilize the “Award Mgr” filter selection to limit the report to only their project-award activity for a certain Fiscal Period.

1. Select the desired Fiscal Period.

<table>
<thead>
<tr>
<th>Filter Selections</th>
</tr>
</thead>
<tbody>
<tr>
<td>FY Num</td>
</tr>
<tr>
<td>Fiscal Period</td>
</tr>
</tbody>
</table>

2. Select your name from the Award Mgr field.

The resulting report displays the associated objects codes and corresponding amounts for project-award combinations in which you are listed as the Award Manager across all project owning orgs:

End Demo.

Using the Report as a Straight Table

Inexperienced using pivot tables? Use the “Fast Change” option on the report to turn it into a straight table without losing any report detail or total amounts.

1. Run the report choosing a Fiscal Period or Year and make a selection from any other field.
2. Click the “Fast Change” symbol in the top right-hand corner of the report:

OR

Right click within the report and select the “Fast Change” option from the menu that appears:

The report changes from a pivot table to a straight table, maintaining and displaying the applicable project-award combinations for the associated objects codes and corresponding amounts:

End Demo.

Using either “Fast Change” option referenced above will return the report to the defaulted pivot table.
GL Recon Filters

The BudgetUVA: Gift & Endowment Activity report assists with the monthly General Ledger (GL) Reconciliation process. Reconcilers can filter this report using the same criteria used in the GL_Details-Recon Module.

<table>
<thead>
<tr>
<th>GL Recon Selections</th>
</tr>
</thead>
<tbody>
<tr>
<td>Project Fiscal Contact</td>
</tr>
<tr>
<td>Project Approver</td>
</tr>
<tr>
<td>Project Mgr</td>
</tr>
</tbody>
</table>

Related Resources

- GL Recon Procedure
- GM Training Guide
- FR&O: Investment Accounting
- Processing Gift Funds
- Processing Endowment Funds
- Quick Reference Guide: GL Details – Current Module
- Quick Reference Guide: GL Details Recon Module