Appendix: UM Participant Transactions – Income Distribution Setup Page

To make a change to an endowment’s income distribution allocation in the financial system, navigate to the **UM Participant Transactions** page:

**Cash Management > Investment Pools > UM Participant Transactions**

<<Insert IncomeDist01.png: pictured below>>

Because an income distribution allocation change is being initiated, the Add a New Value tab should be selected.

<<insert: IncomeDist02.png, pictured below >>
Input parameters are as follows.

<table>
<thead>
<tr>
<th>Field Name</th>
<th>Field Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>Business Unit</td>
<td>Enter UMN01</td>
</tr>
<tr>
<td>Pool ID</td>
<td>Pool in which the endowment is invested. Select either: ECEF - Consolidated Endowment Fund, EGIP - Group Income Pool</td>
</tr>
<tr>
<td>Participant ID</td>
<td>Enter the endowment ID. Note that True endowments and associated Quasi-restricted endowments have the same Participant ID.</td>
</tr>
<tr>
<td>Sequence Number</td>
<td>Enter the sequence number of the endowment. True endowments will always have a sequence number of “1”. The first associated Quasi-restricted endowment linked to the True will have a sequence number of “2”. The next would have a sequence number of “3,” and so on. Because linked endowments share the same Participant ID, the sequence number is necessary to identify the correct endowment.</td>
</tr>
<tr>
<td>Transaction Type</td>
<td>Select Income Distribution Setup</td>
</tr>
<tr>
<td>Transaction Date</td>
<td>The effective date of the transaction. The default</td>
</tr>
</tbody>
</table>
date for new transactions will be the date the transaction was saved. Otherwise, enter the desired effective date.

Click on the <Add> button to proceed.

The UM Participant Transactions – Income Distribution Setup page displays. The page has three sections:

- **Transaction Information** – primarily a summary of the information previously entered
- **Transaction Details** – the section where detailed information about the requested transaction is entered
- **Audit Information** – Preparer information and time/date information regarding the transaction request is captured

Be sure to enter a description of the deposit in the Description field in the Transaction Information section of the page. More information is better. Consider entering the “5 Ws” of the deposit. Note that the Transaction ID will be “9999999999” until the transaction is saved. At that time, the transaction will receive a unique system-assigned Transaction ID.

The Transaction Details section of the page must be completed with the income distribution allocation information. Input parameters are as follows:

<table>
<thead>
<tr>
<th>Field Name</th>
<th>Field Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>Reinvest box</td>
<td>Check if some or all of the income distribution tied to the ChartField String is to be reinvested into an endowment.</td>
</tr>
</tbody>
</table>

In the example shown, some of the income distribution is being reinvested (top row); therefore, the reinvest box is checked.
**Dist Prior**
Enter the priority of the corresponding ChartField String to which income should be reinvested/distributed. “1” is the highest priority.

**Dist Pct**
The percentage of the endowment distribution that should be reinvested/distributed to the ChartField String. The percentages, if using multiple rows, must always add up to 100%.

In the example shown, 70% of the income distribution is to be reinvested, while 30% is to be paid out to the department’s target account.

**Amount**
A flat dollar amount distribution may be requested instead of a percentage distribution. The flat dollar amount should have the highest priority.

**Fund**
The fund value entered depends on whether the income distribution is being reinvested, or distributed.

If the income distribution is being reinvested, enter the fund value corresponding to the destination endowment type. Selectable options are:
- 6090 – True
- 6030 – Quasi-restricted
- 6200 – Quasi-unrestricted
- 6050 – Term
- 6010 – Life Income

If the income distribution is being distributed to a target account, enter “1750”.

In the example shown, the (top) row indicating a reinvestment has a fund value of 6030. This means that the portion (70%) of the income distribution being reinvested is going to a Quasi-restricted endowment. Funds may be withdrawn from the Quasi-restricted endowment at a later date for the designated endowment purpose.

In the second row, a fund value of 1750 indicates a portion (30%) of the income distribution is being distributed to a target account. Unless the endowment is a Quasi-unrestricted endowment, these funds may only be spent for the designated
<table>
<thead>
<tr>
<th>DeptID</th>
<th>The appropriate DeptID for your unit</th>
</tr>
</thead>
<tbody>
<tr>
<td>Program</td>
<td>The program value entered depends on whether the income distribution is being reinvested or distributed. If the income is being reinvested, enter “E” and the last 4 digits of the endowment Participant ID. If the income distribution is being distributed, enter the destination program for the funds. In the example shown, the Participant ID is P000000012, so the Program value for the (top) row indicating a reinvestment is E0012.</td>
</tr>
<tr>
<td>Account</td>
<td>Select:</td>
</tr>
<tr>
<td></td>
<td>“560201” (Endowment Income – CEF) for CEF endowments</td>
</tr>
<tr>
<td></td>
<td>“560202” (Endowment Income – GIP) for GIP endowments</td>
</tr>
<tr>
<td>CF1</td>
<td>For PUF endowments, indicates the Foundation ID tied to the endowment.</td>
</tr>
</tbody>
</table>

After verifying the accuracy of the information entered, click <Save>. This saves the income distribution setup in the system. The transaction also is assigned a Transaction ID by the system. The Transaction ID is useful locating and reviewing the deposit transaction at a later time.

Upon saving, the transaction is in “Pending” status until Treasury Accounting reviews the transaction and either approves the transaction, suspends the transaction or denies the transaction. If the transaction is “Suspended”, it usually means that there was an error when entering the transaction detail. The error will need to be corrected and resubmitted. If the transaction is “Denied”, it usually means there was a significant data entry error and the transaction will need to be re-entered in its entirety. Treasury Accounting will notify the department preparer in the cases of Suspended or Denied transactions.

The department preparer is responsible for ensuring the income distribution allocation change was approved. This may be done by navigating to the UM Participant Transactions page:

Cash Management > Investment Pools > UM Participant Transactions

<<insert IncomeDist04.png: pictured below>>
Because a previous deposit is being reviewed, the Find and Existing Value tab should be selected. The Advanced Search link displays expanded searchable fields.

<<insert IncomeDist05.png: pictured below>>

UM Participant Transactions
Enter any information you have and click Search. Leave fields blank for a list of all values.

Find an Existing Value  Add a New Value

Search by:
- Business Unit: begins with UMN01
- Pool ID: begins with ECEF
- Participant ID: begins with P000000012
- Sequence Number: = 2
- Transaction Type: = Income Distribution Setup
- Transaction ID: = 0000045699
- Transaction Date: = 11
- Transaction Status: =

Search  Clear  Basic Search  Save Search Criteria

Find an Existing Value  Add a New Value
Entering the Transaction ID is the most efficient means of filtering information. If you do not have the Transaction ID for the deposit transaction, enter as much information as possible to narrow the search. Click the <Search > button to display the transaction detail.

Verify the deposit transaction was approved.

<<Insert IncomeDist06.png: pictured below>>