Fund Activity Report

The Fund Activity report shows transaction details in an asset account. This includes the following:

- Spendable Cash
- Spendable Endowment Income
- Cash to be Endowed
- Endowment Book Value
- Cumulative Fund Value Adjustment
- Other asset accounts, if applicable (e.g. stocks held, pledges receivable)

The report may be requested for any date from 1992-present.

Field	Description	Notes
Fund Number	Unique numeric identifier for the fund.	
Fund Name	Full name of the fund.	
Sort Name	Name used to more easily order funds. Often based on donor's last name.	
Unit	The School or College associated with the fund.	*Appears only in the unformatted report.*
Department	The department within the Unit.	*Appears only in the unformatted report.*
Fund Class	Indicates whether the fund is an endowment or callable fund.	*Appears only in the unformatted report.*
Use Description	Identifies what the fund can be used for or how the money can be spent. Descriptions of Use codes is found here.	*Appears only in the unformatted report.*

External Reporting Category	A custom reporting code that allows campus units to view and analyze the report in a way that is more conducive to their business processes.	*Appears only in the unformatted report.*
Account Number	Code used by finance to identify accounts within the fund.	
Account Code Description	The name of the account within the fund.	
Journal Type	A code that describes the type of transaction. A list of Journal Codes is found [here]().	
Pmt# for HA/AP	The check number for e-reimbursement, Board of Regent checks, or checks to outside vendors.	
Transaction Description	A description of what is being paid or reimbursed.	
Payee Name	Who or what is being paid or reimbursed.	
Invoice Description for AP	A description of what is being paid or reimbursed.	
Transaction Date	The date the transaction posted to the accounting system.	
Transaction Amount	The amount of the transaction.	

HOW TO GENERATE THE FUND ACTIVITY REPORT

There are two versions of the Fund Activity Report – *formatted* and *unformatted*.

The formatted report organizes fund activity by account category (e.g. Spendable Cash, Spendable Endowment Income). Each category includes a beginning balance, a list of activity, and an ending balance.

The unformatted report does not summarize account categories. It does provide additional information (see the table above).

To create a report:

1. Log into uwadvancement.org.
2. Navigate to the Fund Reporting > Fund List/Information page.
3. Select the fund or funds for which you'd like information.
4. In the "Select Your Report" box, choose **Fund Activity** or **Fund Activity (Unformatted)** and click **Submit**.

   A new window will open. Enter the report **Begin Date** and **End Date**, then click the **Create Report** button.

   Note: if your report does not open, check whether your browser is blocking popups and disable popup blocking for uwadvancement.org.

If your reporting dates are over a year in length, the report will be emailed to you. Otherwise, your selected funds display in a table at the bottom of the page.

Click **Export All to Excel** to save the report for analysis or printing. All selected funds will be included in the report.

Viewing the Report

If your report timeframe is less than a year in length, you can click the Details link next to a fund at the bottom of the page. This action presents an **Account Category** field for you to select different types of accounting information to display in your browser. You are also presented with an **Export Fund Details to Excel** button that generates a file of all accounting information for the specific fund.