Fiscal Stewardship: FAQs

- Where can I see Fund Balances?
  BI Portal: Gift Balance Detail by Budget – for a specific fund
  BI Portal: Gift Balance Detail by Spending Restriction and OrgCode – for all Division/Department funds

- How do I find the Operating Budget for funds?
  Advance – Lookup – Change first field (Choose a template) to: Gift – Allocation
  In Long Name field, enter part of the name of the Fund
  Select the correct fund (if there is a list of options)
  Click on Detail on the Allocation record – operating budget is the Account2 field and/or the Comment field

- Where can I review a Fund’s purpose?
  Basic purpose: BI Portal, Gift Balance Detail reports
  Entire agreement: ReportWriter, Web Reports – Endowment Documents Online

- What do I do if there are no qualifying recipients/projects to award a fund to?
  Review the fund agreement for potential expanded spending language, craft an Extended Fund Use plan if saving funds for future use, re-invest for the year to grow the principle (endowments only) or consult with your unit fundraiser on a potential amendment request.

- How do I Re-invest (Endowments) or Merge (Current Use) funds?
  Contact Debbie Olson – CAS Dean’s Office: 206.616.4414 or dsolson@uw.edu

- How do I cancel a Re-investment?
  Contact Vivianne Yang – UW Treasury: 206.221.7239 or vivanne@uw.edu

- We’ve been notified of a newly invested fund, when will the money distribute?
  For current use funds, the money will distribute the next quarter after investment. For endowment funds, the money will distribute 3 quarters (9 months) after investment.

  Investment Dates: January 1, April 1, July 1, October 1
  Distribution Dates: December 31, March 31, June 30, September 30

- How do I change a Fund's name?
  Permanent Document Change: an Amendment is needed (Amendment Request Template)
  Online Change only: Update via the online giving admin portal – Fund Maintenance (at the top of the screen) or Contact CAS Advancement Services – CASadser@uw.edu if you don't have access