

# ENDOWMENT SYSTEM



The AccuFund Endowment System was developed specifically for endowments and foundations. As a result of increased and changing demands, endowments require a system that automates processes and ensures accuracy. Built on a robust accounting platform, the AccuFund Endowment System ensures reliable data with a strong audit trail. The AccuFund Endowment System is able to handle the demands of the smallest to the largest endowments.

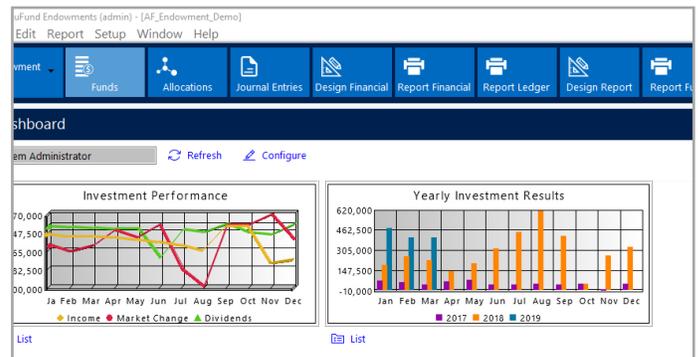
More than just an accounting system, the AccuFund Endowment System can help staff efficiently, actively manage funds by providing tools that can help monitor deadlines, distribute reports, provide dashboards, and manage documents.

Should your system need to do the day-to-day accounting for your endowment, or even other departments of your college/university/nonprofit, simply pick and choose from AccuFund's regular accounting modules, such as accounts payable, purchase orders, accounts receivable, and many more.

## BEST PRACTICES BUILT IN

The AccuFund Endowment System automates unitizing of funds and investment pools. The system makes compliance with UPMIFA easier, because spending rules are setup to preserve endowment capital. While default spending rules are provided, they can be customized as required.

Similarly, the allocation of investment earnings, both earned and unearned, can be allocated using default options provided by the system, or can be customized to match the specific needs of your organization.



## FUND/ENDOWMENT DETAIL

The screenshot shows the 'Update Fund' window in the AccuFund system. On the left is a navigation pane with options: ADDRESS, PHONE NUMBERS, CONTACTS, IMAGES, GENERAL (selected), FUNDINFO, and HISTORY. The main area is titled 'Fund Specifics' and 'Images'. It contains several fields: 'Start Date' (7/01/2005), 'Purpose' (Women's athletic programs), 'Department' (Athletics), 'Perpetual' (Yes), 'Initial Amount' (10,000.00), 'Investment Pool' (Investment Pool 3), 'Pool GL Account', and 'Spend Rate' (5% 4 Quarters). There is also a 'Spend Threshold' field at the bottom.

Detailed information on every Fund/Endowment can be documented and edited in the Update Fund window.

Keep track of key items such as restrictions, purpose, inception date, and other key information. Standard fields are provided, however, users can easily add an unlimited quantity of fields to track and report on information.

Quickly see endowment balances and run queries on endowment history with drill down to source transactions.

## INVESTMENT POOL TRACKING

Some Endowments need to track investment pools, and AccuFund provides an optional module that tracks investment pool information, and provides the accounting tools needed to track investment pool performance.

Users can also check investment pool performance and run reports and queries on investment pool history. This module integrates with the Dashboard, providing at-a-glance view of pool information.

This module tracks information such as Investment Type, Investor Name, Target Percentages, and Initial Investment Amount. Other fields can be added as desired, with an unlimited ability to add fields.

## THE ACCUFUND ADVANTAGE

Because AccuFund is a full-fledged accounting system, it gives end-users more power and more features than competing systems.

For endowments that do accounting for other departments, or are embedded in a larger organization that needs an accounting system, AccuFund is a perfect fit.

Examples of this would be University Endowments, Museum Endowments, Research Organizations, and others.

Just add the modules your organization needs to get a fully functioning fund accounting systems.

## ON-PREMISE OR CLOUD

AccuFund Endowment System is delivered as either an on-premise solution or as a cloud subscription solution.

Our on-premise solution uses a client/server architecture to support as many users as needed.

AccuFund's cloud-based system provides access from any workstation on the Internet.

Whichever access method is right for your organization, AccuFund is ready to deliver its benefits to you.



**AccuFund Endowment Sample  
Endowment Roll Forward Report  
As of December 31, 2018**

	Balance 12/31/17	Contributions	Realized Gains/Losses	Unrealized Gains/Losses	Distributions	Balance 12/31/18	Projected Distribution
Foundation Unrestricted Fund	840,924.83	0.00	235,714.12	(30,739.62)	0.00	1,045,899.33	0.00
Arthur P. and Lynda Jones Fund	278,995.28	48,115.00	83,943.30	(12,399.15)	(6,500.00)	392,154.43	(71,612.94)
James Frankie Memorial Scholarship Fund	18,724.23	550.00	4,636.08	(0.03)	(5,000.00)	18,910.28	(4,610.05)
Tommy Thompson Scholarship Fund	23,568.46	0.00	6,606.19	(861.38)	0.00	29,313.27	(5,953.37)
Foundation Scholarship Fund	10,406.88	0.00	2,916.95	(380.68)	0.00	12,943.15	0.00
Breeler Scholarship Fund	32,947.75	0.00	9,251.12	(1,206.31)	0.00	40,992.56	(8,337.12)
D. Kokotat Fund	16,170.20	15,000.00	4,032.44	(591.07)	0.00	34,611.57	(1,992.12)
Raymund Boder Fund	25,100.46	0.00	7,035.47	(917.46)	0.00	31,218.47	(3,865.62)
Susan Percy Scholarship Fund	42,037.92	0.00	11,783.10	(1,536.52)	0.00	52,284.50	(6,473.72)
Prof. Melahn P. Hahn Scholarship for the Advancement of Music	31,919.72	0.00	8,918.76	(1,163.30)	0.00	39,575.18	(3,920.12)
George Smith Memorial Scholarship Fund	32,430.28	0.00	9,005.63	(1,174.30)	0.00	40,261.61	(3,958.30)
Alumni & Friends Tuition Assistance Fund	37,787.32	0.00	10,680.42	(1,393.03)	0.00	47,074.71	(4,694.46)
Victor Donor Advised Fund	138,282.65	0.00	38,743.42	(5,052.44)	0.00	171,973.63	(17,029.14)
Bruce Donor Advised Fund	14,473.71	0.00	4,057.07	(529.13)	0.00	18,001.65	(1,783.14)
Robin Donor Advised Fund	13,308.39	0.00	3,780.38	(493.01)	0.00	16,795.76	(1,661.58)
Mueller Donor Advised Fund	11,353.29	0.00	3,179.34	(414.43)	0.00	14,118.20	(5.94)
Foundation Athletics Fund	2,698.06	0.00	756.31	(98.88)	0.00	3,355.49	(415.50)
Foundation Fine Arts Fund	263.33	0.00	73.73	(9.51)	0.00	327.55	(40.55)
<b>Total</b>	<b>\$1,571,492.76</b>	<b>\$ 63,665.00</b>	<b>\$ 445,113.83</b>	<b>\$ (58,960.25)</b>	<b>\$ (11,500.00)</b>	<b>\$2,009,811.34</b>	<b>\$ (136,353.67)</b>

## ENDOWMENT CORE SYSTEM

The following components are a part of the AccuFund Endowment System core system:

- Fund Management
- Investment Pool Management (optional component)
- Allocations of Interest, Dividends, Change in Market
- Disbursement/Spend Down per Fund Rules
- General Ledger

- Financial Report Writer
- Dashboard
- Forms Designer/Data Export
- Data Import
- System Security
- Document & Image Scanning

## POPULAR ACCUFUND ADD-ON MODULES

Not every endowment has the same financial software requirements. Any of the following modules may be added as needed. AccuFund Endowment System fully integrates with these popular add-on modules:

- Salesforce for pledge management and online donations
- Accounts Payable
- Accounts Receivable with Inventory
- Fixed Assets
- Payroll (Human Resources, Employee Portal, Employee Timesheet Entry, Time Clocks)
- Requisitions Management

- Purchasing with Inventory
- Grants Management
- Budget Development
- Position Control
- Travel Management
- Loan Tracking
- Client Accounting
- Client Invoicing
- Representative Payee

### GENERAL LEDGER (Included)

The General Ledger is the repository for all financial information in the AccuFund system. Create any account structure that matches your requirements. Use up to 255 alpha-numeric characters and any number of segments in your account number. The General Ledger component can:

- Keep all funds/grants in balance with automatic due to/from accounting
- Classify/tag accounts for easy assembly of FASB and other financial statements
- Manage all multi-fund, multi-fiscal period activity
- Automate year-end processes
- Track all budget, actual, encumbrance and memo journal entries
- Keep information online indefinitely and enter transactions to any year subject to closed priors

### FINANCIAL REPORT WRITER (Included)

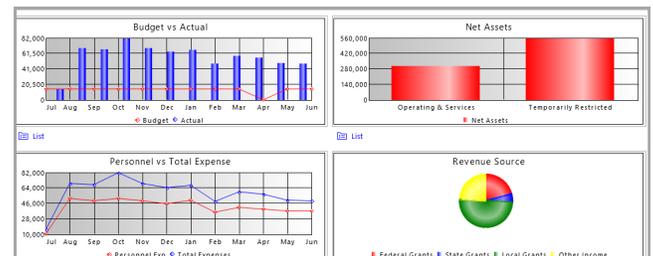
The Financial Report Writer component allows you to produce specialized financial presentations required by your management, board and granting agencies. Other features of this component include:

- “Drill” function with ability to look at source accounts and transactions under any data cell
- Year-to-date, period-to-date, range amounts and inception-to-date balances
- Define custom headings, columns and rows
- Use of Classification system allows accounts to be presented and summarized in different ways on various reports
- Produce UPMIFA compliant and FASB reports directly from the AccuFund system
- Include graphical elements, images, lines, etc. in produced report
- Produced reports can be saved into a spreadsheet for further analysis

### DASHBOARD (Included)

Provide current graphical data on any indices that are imported to financial or department users, including AR aging, cash balances, departmental budget to actual expenses as examples.

Each user can have the information most important to them displayed on their desktop.



### FORMS DESIGNER/DATA EXPORT (Included)

AccuFund gives clients control of the reporting process. The Reports and Forms Designer is integrated with all modules in the AccuFund system. The report writer includes three components: a columnar report writer for quick ad hoc reporting, the standard report writer for production reports, and the forms designer for checks, invoices, labels and other required forms.

The report writer allows users to:

- Copy and change forms to meet your specific needs using standard templates
- Email reports to users
- Use your system’s fonts, and any graphic such as a logo or other image, lines, boxes and shading
- Any report can be used as a basis for exporting data to Excel, CSV, or text files

**DATA IMPORT (Included)**

AccuFund integrates well with other software systems that your organization uses. There are two ways outside data can be brought into AccuFund. One method is through Automated API. AccuFund offers this for specific software packages, such as Salesforce.

In most cases however, AccuFund’s easy-to-use data import wizards will enable you to pull in information from web pages, bank files, credit card transactions, donor management systems, and others. Our best-in-class data import can be automated, and can have advanced calculations that add to, or reformat the data being imported.

**SYSTEM SECURITY (Included)**

The System Security component gives you control over who has access to the various functions within the AccuFund accounting system.

You can designate individual access to Accounts Payable, Accounts Receivable or even a specific function within those components. For data entry screens, the system administrator may define read, write and delete capabilities to each user.

Each user is assigned a unique identifier and password.

ACCUFUND ADD-ON MODULES

**ACCOUNTS PAYABLE (Optional Module)**

The Accounts Payable component tracks and pays all your bills. You enter your invoices and manual checks only once. The system automatically posts the resulting accounting entries to the proper accounts. Included is a custom forms designer so you can produce laser checks which include your logo, MICR check coding and other unique information. Also included:

- Easy-to-use mark bills for payment process, see the invoices you will be paying and their affect on your cash balance
- Separate check functionality
- Specify amount of each invoice to include for 1099 reporting

- Unlimited number of bank accounts
- Manage each bank account on a cash basis even though the accounting is accrual based
- Integrated with the bank reconciliation for all checks that have been produced

*AccuFund “Browse” windows allow each user to view the data most important to them, and they can customize the view of the data. This is also the starting point for AccuFund “Quick Reports” which provides the same data on a report or export.*

Due Date	Pay From	Department	Hold	EFT	Separate	Invoice#	Type	Lookup	Vendor	Desc
7/05/2014	<any>	<none>				1023	Invoice	ACC001	AccuFund, Inc.	soft
7/05/2014	<any>	<none>				1023	Invoice	ACC001	AccuFund, Inc.	soft
7/08/2014	<any>	<none>				1028	Invoice	ADV001	Advantage Laser Produ	pap
7/08/2014	<any>	<none>				1028	Invoice	ADV001	Advantage Laser Produ	pap
7/12/2014	<any>	<none>				1033	Invoice	MID001	Mideast Lab Supply	supp
7/12/2014	<any>	<none>				1033	Invoice	MID001	Mideast Lab Supply	supp
7/14/2014	<any>	<none>				1038	Invoice	OMAX	Office Max	offic
7/14/2014	<any>	<none>				1038	Invoice	OMAX	Office Max	offic
7/18/2014	<any>	<none>				1043	Invoice	USW001	U.S. West	phor
7/18/2014	<any>	<none>				1043	Invoice	USW001	U.S. West	phor
7/12/2014	<any>	<none>				1048	Invoice	USW001	U.S. West	phor
7/12/2014	<any>	<none>				1048	Invoice	USW001	U.S. West	phor
7/23/2014	<any>	<none>				1053	Invoice	TWE001	Twenty Pines Resources	clear
7/23/2014	<any>	<none>				1053	Invoice	TWE001	Twenty Pines Resources	clear
7/27/2014	<any>	<none>				1058	Invoice	PSC001	Public Service of Colora	elect

## ACCOUNTS RECEIVABLE with INVENTORY (Optional)

The AccuFund Accounts Receivable modules manage all receivable activity, tracking invoices as open items so you can apply payments as they are received. Additional capabilities include:

- Third party billing capability, maintaining clients separately from customers

- Integration with Inventory for stock checking and order processing
- Automatic integration with the General Ledger

## FIXED ASSETS (Optional)

The AccuFund Fixed Assets component is integrated with the Accounts Payable module, allowing detail asset information to be entered as part of the invoice entry

process, or separately through the Fixed Asset system directly.

## PAYROLL SUITE (PAYROLL & OTHER INTEGRATED OPTIONAL COMPONENTS)

AccuFund Payroll Suite is a group of modules providing a complete solution for your organization.

**Payroll** allows you to organize labor distributions, fringe expenses associated with labor, accrual balance checking on-the-fly, multiple rates per employee, and direct deposit to multiple banks. It enables your payroll clerk to enter time and immediately see the calculation results on the screen.

**Human Resources** integrates with Payroll to track unlimited demographic information about your employees. You can define the fields that need to be tracked, including a history of changes and multiple instances. (Can be purchased with or without Payroll)

**Position Control** enables budgeting by FTE or position, and creates optional encumbrances.

**Employee Portal** provides employees with web access to the system including:

- Financial dashboards and reporting
- Entering timesheets
- Approving staff timesheets
- Making requests to HR during open enrollment periods
- Getting the latest employee news and announcements

**Time Entry Options** abound in a variety of formats to help track employee time, including:

- Employee Timesheet Entry
- Time Clocks (Soft Clocks & Web Clocks)

## REQUISITIONS MANAGEMENT (Optional)

Many organizations need to maintain expense control, but struggle to manage the flow of requests for supplies and materials. The Requisition Management component allows you to manage the request process electronically from initial request to purchasing. The requisition component includes the following features:

- Multiple levels of approval

- A requisitioner may be in more than one approval hierarchy
- An approver may approve more than one hierarchy tree
- Approvers may add comments to approved as well as disapproved requisitions
- After final approval, the module may be set to automatically generate Purchase Orders.

## CLIENT ACCOUNTING (Optional)

Used by foster child care and other agencies providing support services to clients, AccuFund Client Accounting provides a central location in the AccuFund Endowment Suite for all information related to an agency's clients (for example foster children or adults). In most cases, Client Accounting removes the need to maintain a separate system for client financial information.

With Client Accounting, you can see all A/R invoices, A/P bills, purchase orders and requisitions for a client regardless of the associated customer (the state or private organization providing the client's funding).

Reports can be generated for individual clients, incorporating information from all the integrated modules used in the AccuFund Endowment Suite.

Client Accounting also provides the ability to create custom fields to track data and attach documents about a client, then easily create reports and queries on that data.

## CLIENT INVOICING (Optional)

Client Invoicing tracks the number of active participants in each program and provides reporting by program.

The invoicing can be prospective for the upcoming month or retroactive for the month just completed. Adjustments can be made to the service charges any time during the

month and will be included on the next invoice generated for the customer.

At any time the status of billing and services can be viewed from the client's record and as billings from the customer record.

## PROGRAM MANAGEMENT (Optional)

Program Management module allows the tracking of specific program data such as important dates, tasks, documents, personnel, and other program related data.

Additionally, the module is integrated with the financial system so that users can get real time program related financial data at a glance with drill down to source documents.

## CASH RECEIPTS (Optional)

The Cash Receipts component allows you to record cash being received by your organization. Each transaction can be distributed to as many revenue or receivable accounts as necessary.

- Separate receipt and deposit functions

- Integrates with Accounts Receivable, Loan Tracking and Utility Billing
- Ensures deposits are recognized in the Bank Reconciliation
- Use the Forms Designer for creating reports

## BANK RECONCILIATION (Optional)

The Bank Reconciliation component provides full reconciliation of all AccuFund bank accounts. All checks and deposits are combined in a single, simple to use system. Also provided in this component:

- Prior reconciliations may be kept indefinitely for review and reporting

- Record fees or interest earned
- Select numerical check ranges to simplify the reconciliation of large groups of checks
- View status in comparison to bank statement as each check and deposit is marked off

## PURCHASING with INVENTORY (Optional)

AccuFund Purchasing with Inventory manages all your purchasing and in-house inventory needs:

- Track inventory and non-inventory purchasing, inventory levels, and departmental issues
- Use the inventory add-on available through Accounts Receivable if your organization also sells stock items
- Obtain real-time updates from receiving function
- Integrate with Requisition module to consolidate multiple requisitions into a single purchase order
- Save data entry time in AP as information is transferred to the AP bill

The screenshot shows the 'Update organization' window for 'ACC001 - AccuFund, Inc.'. The left sidebar lists categories: ORGANIZATION, ADDRESS (3), PHONE NUMBER (2), CONTACTS (2), NOTES (1), DEMOGRAPHICS (1), IMAGES, A/P EFT, C/R EFT, and HISTORY (with sub-items REQUISITIONS and CHECKS (21)). The main area includes fields for Name (AccuFund, Inc.), Email (peters@accufund.com), and various checkboxes and dropdowns for usage, accounts payable, and accounts receivable settings.

*AccuFund uses one table for all types of organizations with which you do business. At a glance you can look at the history and "drill-down" to the detail.*

## GRANTS MANAGEMENT (Optional)

The Grants Management module tracks all of the non-financial data regarding a grant such as report due dates, contacts, scheduled tasks, etc. It has a direct connection to the General Ledger providing financial

information formatted to match the budget categories of the grant. Integrated with AccuFund's document management, it makes this module the central area for all grant related documentation, approvals, and reports.

## BUDGET DEVELOPMENT (Optional)

Budget Development provides a framework for department managers to enter and develop budgets for fiscal years and grant years. The Budget Manager controls the process while each department manager has access to their own budgets.

An unlimited number of budget revisions is supported per year. Use prior year history to create projections, and apply formulas to specific line items to forecast expected changes.

## TRAVEL MANAGEMENT (Optional)

Manage employee travel requests from the point of approval through reconciliation. At completion of the trip, the module automatically creates Accounts Payable bills and Accounts Receivable invoices as required.

The system allows easy reconciliation with the General Ledger reducing costs at audit time.

## LOAN TRACKING (Optional)

Loan Tracking is a complete loan management system designed for organizations managing a revolving loan fund, providing loans to businesses for economic development

purposes, individuals for housing, micro-loan programs, and others