REINVEST UNSPENT ENDOWMENT EARNINGS

We encourage unit to use endowment distributions per the donor’s intent. However, unspent endowment earnings can also be transferred back to the principal account to grow the corpus of the endowment for larger future distributions.

Unspent endowment earnings can be transferred back to the principal budget through MyFinancial Desktop following the steps below.

- Log into MyFinancial Desktop, go to the TRANSACTIONS dropdown menu, and click on Journal Voucher.
- The data required in order get it processed is included below,
  a) Form Name/Description: Enter a short description of the transfer, like “reinvestment to 99-1234”;
  b) Explanation: Enter in a more detailed explanation here but mostly where the funds are coming from and moving to as well as the reason why (e.g., “reinvestment of unspent endowment earnings from [OPERATING BUDGET #] to [PRINCIPAL BUDGET #]”);
  c) Approver UWNetID: Administrator or a person who can approve the transfer;
  d) Distribution List: Include the NetIDs of people who should be informed about the transaction (In the College of the Environment, at a minimum this list should include: cfeng, sgerrard, vivianne, robertcb);
  e) Document Attachments: Add backup documentation to this JV (e.g., email from Endowed Fund Administrator (usually the unit chair/director) approving/requesting the transfer);
f) In the JV Transactions Table (see example below), the top row is showing where funds are moved from.
   1) Description: Enter “to 96-9300”
   2) Fund or Budget Number: Enter the operating budget number where the funds will be moved from
   3) Obj Sub Ssub: Enter “948198” which is the revenue code for funds to “transfer out”
   4) Debit: Enter the amount that will be transferred
   5) Credit: leave this blank
   6) Task/Option/Project: only use this if your unit requires the use of these

h) The second row is used for the Endowment Suspense budget (969300) the funds are moved to.
   1) Description: Enter “from (budget number)”
   2) Fund or Budget Number: Enter 969300
   3) Obj Sub Ssub: Enter “948098” which is the revenue code for funds to “transfer in”
   4) Debit: leave this blank
   5) Credit: Enter the amount that will be transferred
   6) Project: Enter the 6 digit allocation code for the endowment you are transferring funds into

To learn more about how to submit a Journal Voucher in MyFinancial Desktop, please go to
https://finance.uw.edu/myfd/eLearning/journalvoucher.

Vivianne Yang (vivianne.yang@uw.edu) should be cc’d on the reinvestment authorization email so that she has the
details of the one-time transfer and can move the appropriate funds from 96-9300 to each specific endowment principal
account. If she was not cc’d on the email authorization, after submit the Journal Voucher online, please email Vivianne
Yang the details.

Transfers will be processed quarterly and will influence payouts at the next distribution date. For example, if
reinvestment is requested and funds transferred prior to 6/30, the amount will be added to 7/1 purchase, and the
payout on 9/30 will reflect the change.

If you have any question, please email Caroline Feng (cfeng@uw.edu).

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