



## Unit Accounting System (UAS)

**Purpose:** The Unit Accounting System (UAS) tracks and maintains investment account information (e.g., market value, contribution value, estimated payout) for University endowments and funds of associated entities that invest through the UNC-Chapel Hill Foundation Investment Fund, Inc. Monthly historic data for the prior ten years is available in both standardized and customized reports.

**Security Access Requirement:** To request access to the system, contact your department's Access Request Coordinator.

**Prerequisites:** None.

**Find Help:** Call 919-962-HELP and the issue will be routed appropriately.



## Unit Accounting System (UAS)

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## Unit Accounting System (UAS)

### Signing In

1. Sign in to connectcarolina.unc.edu using your ONYEN and password.
2. Click on the UAS link that is located under the Finance Menu on the left hand side of the page.

The screenshot displays the UNC Finance Division homepage. At the top, there are links for 'Favorites' and 'Main Menu'. Below this, the date '03/17/2015' is shown. The main navigation area on the left includes three large blue buttons: 'SelfService', 'Student Administration', and 'Finance'. The 'Finance' button is highlighted with a red border. Below the 'Finance' button is a list of links, including 'FS Workcenter', 'Report Manager', 'Query Viewer', 'Web Travel', 'PCard', 'Finance Division Homepage', 'Vendor Invoice Submission Page', 'University CBM', 'SPMS', 'University Bill Pres', 'UAS', and 'Vendor Catalog / ePro'. The 'UAS' link is also highlighted with a red border. On the right side of the page, there is an 'Announcements' section with the text 'ConnectCaro' and a 'News / Updates' section with a red headline 'Attention ePro users of Airgas and Dell:' followed by a paragraph about a security measure. Below this, there is a link to 'User Groups' and a 'Did you know' section with a link to 'http://ccinfo.unc.edu/training/resou'.



## Unit Accounting System (UAS)

### Dashboard

Dashboard | Reports

Signed in as **howellt** | Sign-out »

Current Report Date: 09/30/2015

Welcome to the Unit Accounting System (UAS) reporting module! This system enables authorized users the ability to retrieve investment account information for participants in the UNC-CH Foundation Investment Fund, Inc. (Investment Fund). Both standardized and custom generated reports are available for the past ten years of monthly historical data.

Quick Links

<-- Select a Task --> GO

Alerts and Announcements

UNC-CH Foundation Investment Fund, Inc. Board Approved Annual Payout Rate Per Investment Account Share		
Fiscal Year	Diversified Fund	Real Estate Fund
2016	\$ 432.00	\$ 612.00
2015	\$ 427.00	\$ 605.00
2014	\$ 420.00	\$ 594.85
2013	\$ 413.00	\$ 584.35
2012	\$ 409.00	\$ 578.69

Verify that your ONYEN is displayed in the top right hand corner. You will see the Report Date below your ONYEN. This date is one month behind the most recent accounting end of month close.

Reports are available for the past 10 years of monthly historical data. Click on the reports tab to view a report. You can also select a report in the drop down menu under Quick Links.



## Unit Accounting System (UAS)

### Reports

Click on the Reports tab.

Dashboard Reports Signed in as howellt Sign-out »

Dashboard Current Report Date: 09/30/2015

Welcome to the Unit Accounting System (UAS) reporting module! This system enables authorized users the ability to retrieve investment account information for participants in the UNC-CH Foundation Investment Fund, Inc. (Investment Fund). Both standardized and custom generated reports are available for the past ten years of monthly historical data.

Quick Links

<-- Select a Task --> GO

Alerts and Announcements

[Chancellor's Memorandum](#) on Institutional policy on implementing UPMIFA

UNC-CH Foundation Investment Fund, Inc. Board Approved Annual Payout Rate Per Investment Account Share		
Fiscal Year	Diversified Fund	Real Estate Fund
2016	\$ 432.00	\$ 612.00
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2013	\$ 413.00	\$ 584.35
2012	\$ 409.00	\$ 578.69

On the reports page you may choose between Historical Reports and Multiple Months reports.

FINANCE DIVISION UNIVERSITY of NORTH CAROLINA at CHAPEL HILL

UNIT ACCOUNTING SYSTEM (UAS)

Dashboard Historical Reports Multiple Months Signed in as howellt Sign-out »

Reports Current Report Date: 09/30/2015

This page should display reports information.  
The user can click each tab for different reports.

### Historical Reports

On the reports page, select **Historical Reports**.

Dashboard Historical Reports Multiple Months Signed in as howellt Sign-out »

Reports Current Report Date: 09/30/2015

This page should display reports information.  
The user can click each tab for different reports.

Result: The system displays the list of historical reports.



## Unit Accounting System (UAS)

Dashboard Historical Reports Multiple Months

Signed in as howellt Sign-out »

Reports > Historical Reports Current Report Date: 09/30/2015

Select Options

Report Format: PDF

Monthly Reports

Year: 2015 Cycle Date: Aug

[RPT090 - Monthly Additions Withdrawals](#)

[RPT091 - Foundation Monthly Additions Withdrawals](#)

[RPT100 - Investment Account Recap - Diversified, University Real Estate Fund](#)

[RPT100 D - Investment Account Recap - Diversified Fund](#)

[+ RPT100 \(RPT100 E, RPT100 ES, RPT115, RPT120, RPT135\)](#)

[RPT100 - Investment Account Recap - Associated Entities \(Excludes University Endowments\)](#)

[RPT103 - Investment Account Recap With Reinvested Income - Diversified Fund Only](#)

[RPT103 ES - Investment Account Recap With Reinvested Income - Diversified Fund BY School](#)

[+ RPT160 \(RPT160, RPT166\)](#)

[+ RPT306 - UPMIFA Compliance Report \(Total Book Value and Market Value Variance\)](#)

[RPT530 NY - Next year Admin Fee Forecast Report](#)

[RPT531E NY - Next year Admin Fee Endowment Fund Summary Forecast Report](#)

[RPT531F NY - Next year Admin Fee UNC-CH Foundation Summary Forecast Report](#)

Quarterly Reports

Year: 2015 Cycle Date: Aug

Annual Reports (as May 31)

Year: 2015

[+ RPT520 - Annual Summary Investment Account Statement](#)

Annual Reports (as June 30)

Year: 2015

[RPT630 - Stewardship Report - By SOURCE-FUND\\* \(You need to enter 11 digits of SOURCE-FUND.\)](#)

**Report Format:** Click on the drop down arrow and select from the following five options: Excel Download, Excel 2000, Excel 97, HTML, or PDF.

Dashboard Historical Reports Multiple Months

Reports > Historical Reports

Select Options

Report Format: PDF

Monthly Reports

Year: 2015 Cycle Date: Aug

[RPT090 - Monthly Additions Withdrawals](#)

[RPT091 - Foundation Monthly Additions Withdrawals](#)

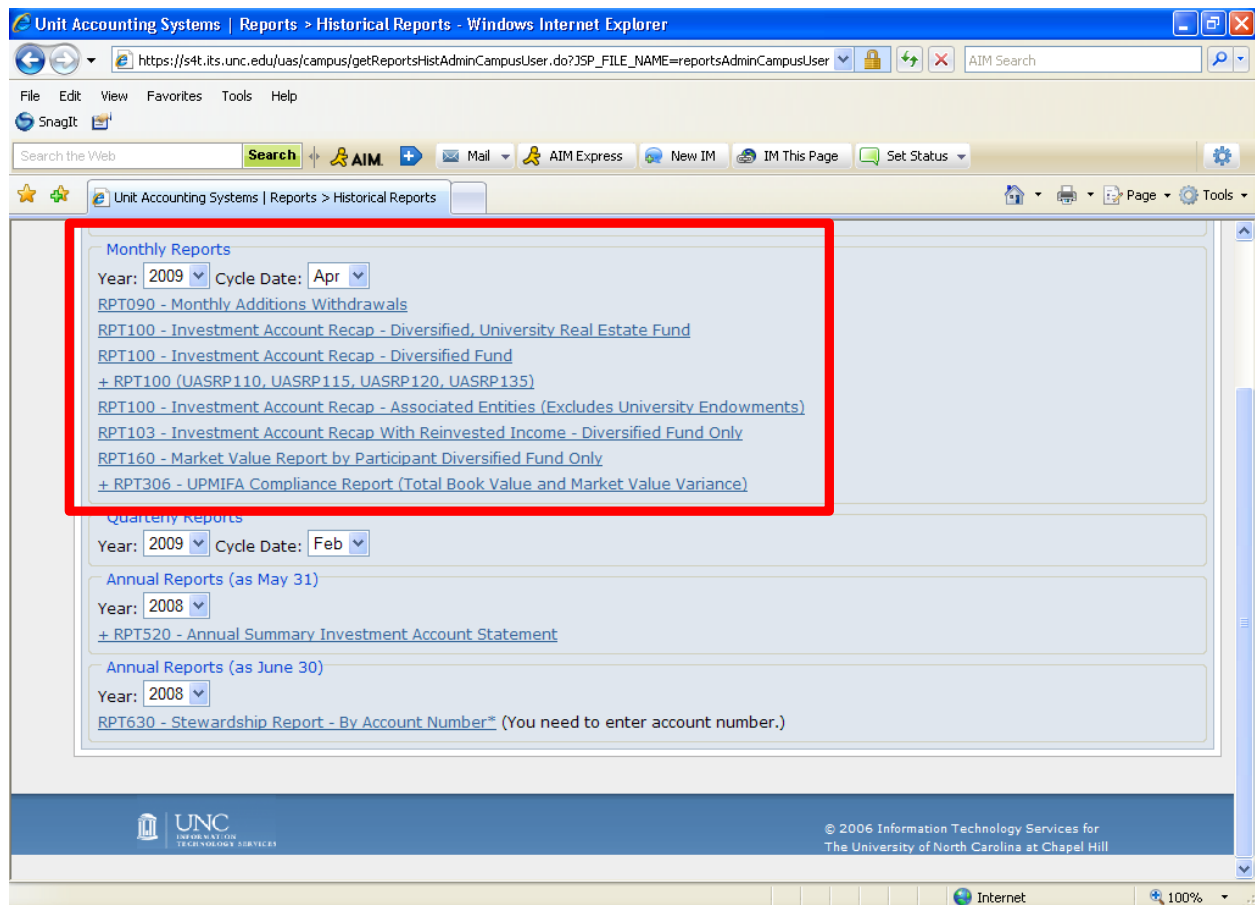


## Unit Accounting System (UAS)

**Monthly Reports:** Allows you to run a report through a specified month.

Choose the year and month.

Click on the report.



Note: A "+" sign in front of a report name indicates additional report options are available. Click on the report title to load these options.



## Unit Accounting System (UAS)

[+ RPT100 \(RPT100 E, RPT100 ES, RPT115, RPT120, RPT135\)](#)  
[RPT100 E - By Account](#) Investment Account Recap - University Endowment Only by Account  
[RPT100 ES - By School](#) Investment Account Recap - University Endowment Only by School  
[RPT115 - By School](#) Investment Account Recap - University Endowment Only by School  
[RPT120 - By UAS Department](#) Investment Account Recap - University Endowment Only by Department  
[RPT135 - By School and UAS Department](#) Investment Account Recap - University Endowment Only by School and Department  
[RPT100 - Investment Account Recap - Associated Entities \(Excludes University Endowments\)](#)  
[RPT103 - Investment Account Recap With Reinvested Income - Diversified Fund Only](#)  
[RPT103 ES - Investment Account Recap With Reinvested Income - Diversified Fund BY School](#)  
[+ RPT160 \(RPT160, RPT166\)](#)  
[RPT160 - Market Value Report by Participant Diversified Fund Only](#) All Foundations  
[RPT166 - Market Value Report by UNC-CH Foundation Investment Fund Inc.](#) Associated Foundations (Excludes University Endowments)  
[+ RPT306 - UPMIFA Compliance Report \(Total Book Value and Market Value Variance\)](#)  
[By Account](#)  
[By Use](#)  
[By School](#)  
[By Department](#)  
[By Report Department, Account](#)

**Quarterly Reports:** Reports on a quarterly basis. This feature is currently not available.

**Annual Reports (May):** This is the RPT 520 - Annual Summary Investment Account Statement report.

Choose the calendar year and click on the + sign. Select how you would like to group the report.

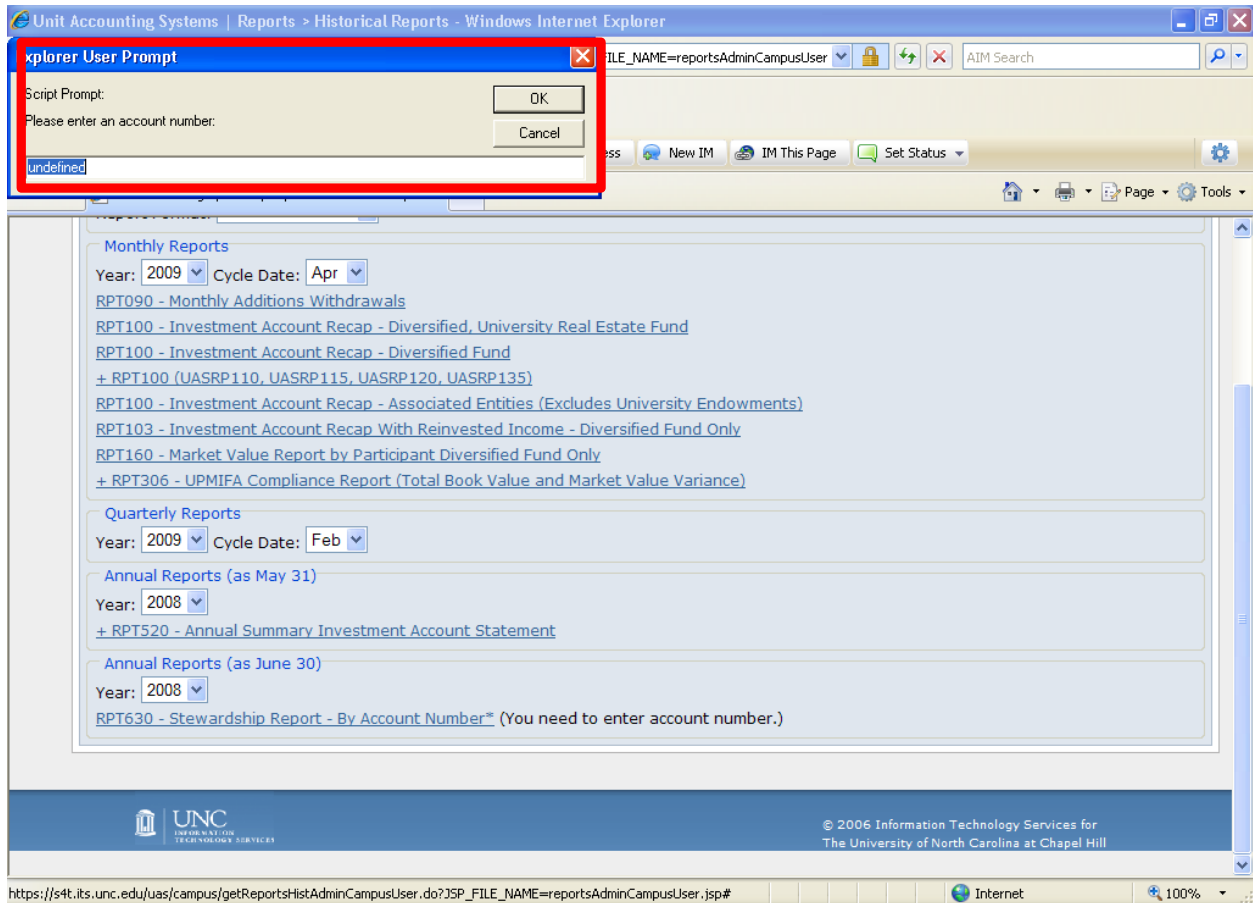
Annual Reports (as May 31)  
Year: **2015** ▼  
[+ RPT520 - Annual Summary Investment Account Statement](#)  
[Group by Department](#)  
[By Department Number\\*](#) (You need to enter department number.)  
[By Foundation\\*](#) Please select a foundation   
[By Florida Annuities\\*](#)  
[By SOURCE-FUND\\*](#) (You need to enter 11 DIGITS OF SOURCE-FUND.)

If you choose to group by SOURCE-FUND, the system opens a prompt for you to enter the appropriate number.



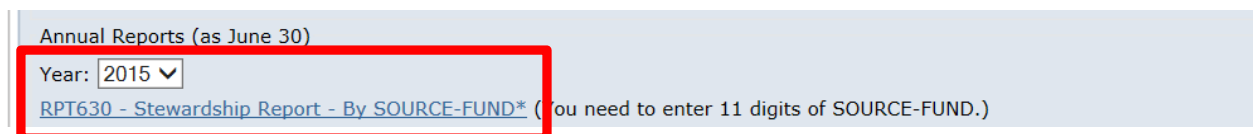


## Unit Accounting System (UAS)



**Annual Reports (June):** This is the RPT630 - Stewardship Report – By Account Number.

Choose the year and click on the report.

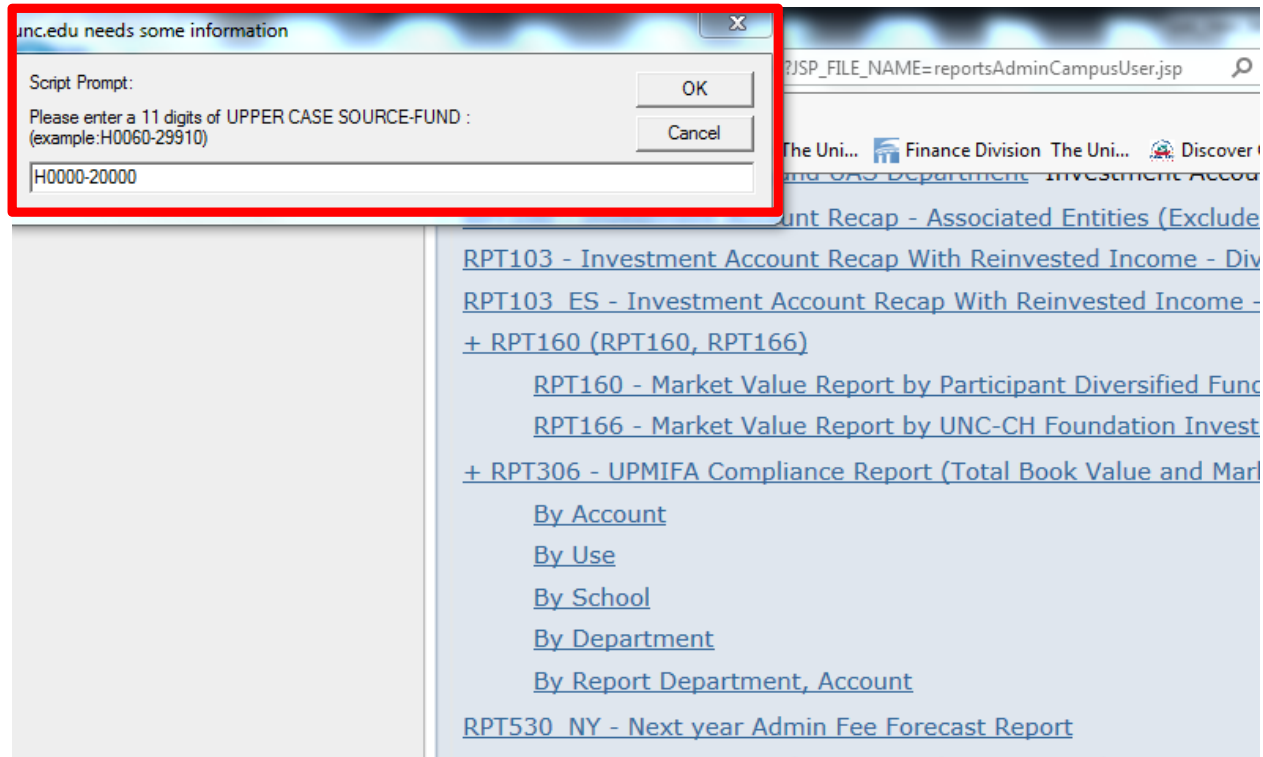


Result: The system prompts you to enter a SOURCE FUND number.



## Unit Accounting System (UAS)

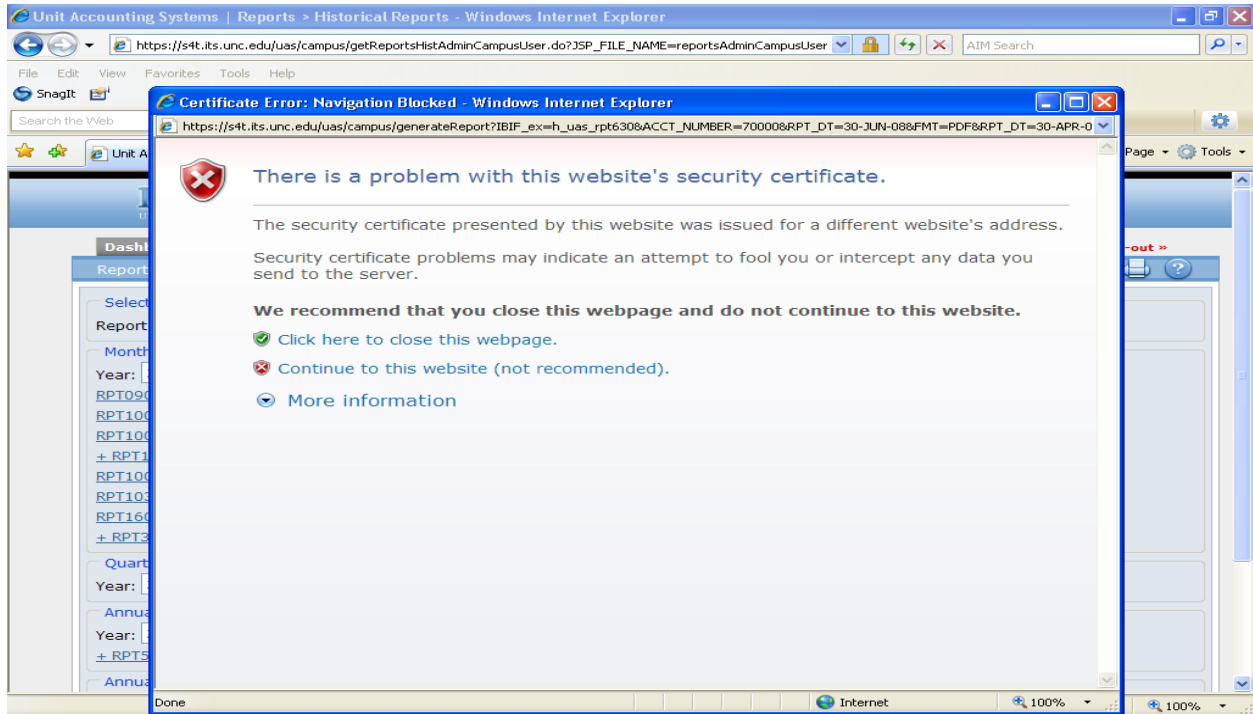
Enter the appropriate number and click OK.



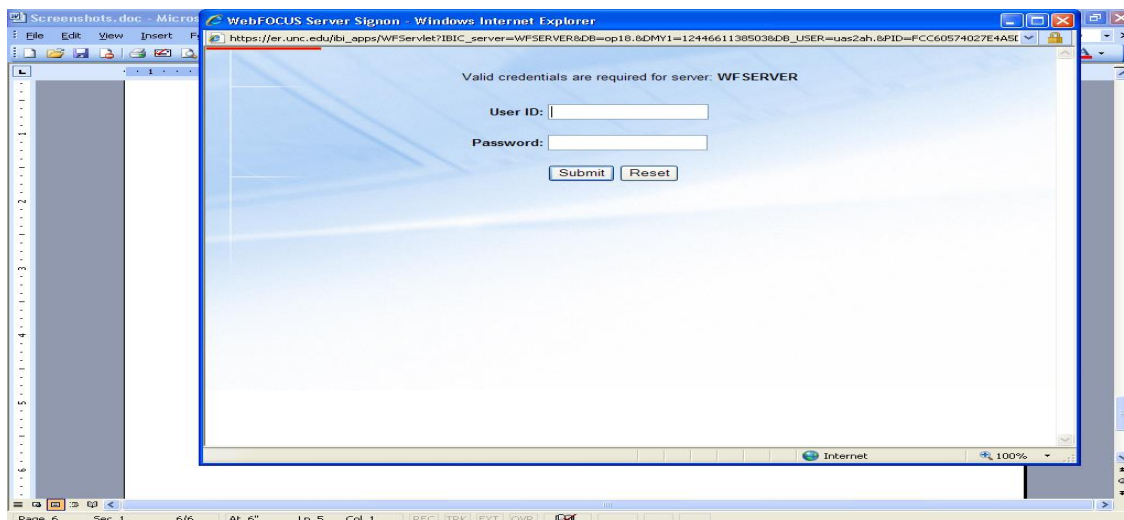
Note: If you receive the message above after selecting your report, click on the link that says "Continue to this website."



## Unit Accounting System (UAS)



Re-enter your ONYEN and password.



### Multiple Months

On the reports page, select **Historical Reports**.



## Unit Accounting System (UAS)

Dashboard **Historical Reports** Multiple Months

Signed in as howellt Sign-out »

Current Report Date: 09/30/2015

Reports

This page should display reports information.  
The user can click each tab for different reports.

**Result:** The system displays the list of historical reports.

Dashboard **Historical Reports** Multiple Months

Signed in as howellt Sign-out »

Current Report Date: 09/30/2015

Reports > Multiple Months

Select Options

Report Format: PDF

Reports

- RPTM090 - Monthly Additions Withdrawals
- RPTM100 - Investment Account Recap - Diversified, University Real Estate Fund
- RPTM100\_S - Investment Account Recap - Summary
- RPTM100\_E - Investment Account Recap - University Endowments Only
- RPTM100\_FL - Investment Account Recap - Florida Annuity

Cycle Dates: 2015 Aug To: 2015 Aug

Month: Select .. (to filter cycle dates by particular month)

Format by: Cycle Date

[Click to filter by foundations](#) (Displays all Foundations to select from)

[RPTM091 - Foundation Monthly Additions Withdrawals](#)

[RPTM160 - Market Value Report by Participant Diversified Fund Only](#)

[RPTM630 - Stewardship Report - By SOURCE-FUND\\*](#) (You need to select cycle dates range and SOURCE-FUND range.)

**Report Format:** Click on the drop down arrow and select from the following five options: Excel Download, Excel 2000, Excel 97, HTML, or PDF.

Dashboard **Historical Reports** Multiple Months

Signed in as howellt Sign-out »

Current Report Date: 09/30/2015

Reports > Multiple Months

Select Options

Report Format: PDF

Reports

- RPTM090 - Monthly Additions Withdrawals
- RPTM100 - Investment Account Recap - Diversified, University Real Estate Fund
- RPTM100\_S - Investment Account Recap - Summary
- RPTM100\_E - Investment Account Recap - University Endowments Only
- RPTM100\_FL - Investment Account Recap - Florida Annuity

**Reports:** Click on the report.



## Unit Accounting System (UAS)

### Reports

- RPTM090 - Monthly Additions Withdrawals
- RPTM100 - Investment Account Recap - Diversified, University Real Estate Fund**
- RPTM100\_S - Investment Account Recap - Summary
- RPTM100\_E - Investment Account Recap - University Endowments Only
- RPTM100\_FL - Investment Account Recap - Florida Annuity

Uncheck the columns you do not want in the report

[Check All](#) [Uncheck All](#)

- |  |   |
|--|---|
| <input checked="" type="checkbox"/> Total # of Shares                        | <input checked="" type="checkbox"/> Diversified Contribution Value          |
| <input checked="" type="checkbox"/> Diversified Market Value                 | <input checked="" type="checkbox"/> Endowment Real Estate Total # of Shares |
| <input checked="" type="checkbox"/> Endowment Real Estate Contribution Value | <input checked="" type="checkbox"/> Endowment Real Estate Market Value      |
| <input checked="" type="checkbox"/> Combined Total Contribution Value        | <input checked="" type="checkbox"/> Combined Total Market Value             |
| <input checked="" type="checkbox"/> Estimated Payout                         | <input checked="" type="checkbox"/> Dept #                                  |

[Click to filter by departments](#)(Displays all Departments to select from)

[Click to filter by foundations](#)(Displays all Foundations to select from)

**Fund Source:** 70000 To: 99999  
**Cycle Dates:** 2015 Aug To: 2015 Aug  
**Month:** Select .. (to filter cycle dates by particular month)  
**Format by:** Account Number

View Report

Save Settings

**Cycle Dates:** 2015 Aug To: 2015 Aug  
**Month:** Select .. (to filter cycle dates by particular month)  
**Format by:** Cycle Date

[Click to filter by foundations](#)(Displays all Foundations to select from)

[RPTM091 - Foundation Monthly Additions Withdrawals](#)

[RPTM160 - Market Value Report by Participant Diversified Fund Only](#)

[RPTM630 - Stewardship Report - By SOURCE-FUND\\*](#) (You need to select cycle dates range and SOURCE-FUND range.)

All data is checked by default. Uncheck the data you do not want in report. The options will vary based on which report you choose. This feature allows you to build a report with only the data you choose.

**Fund Source:** Select the range for your report.

**Cycle Dates:** Select the beginning and end dates for your report.

**Month:** If you would like the report to only display data from a particular month, choose a month from the dropdown list.



## Unit Accounting System (UAS)

**Format by:** You can format the report by account number, cycle dates, access report dates, or department.

### RTM 091 – Foundation Monthly Addition Withdrawals

**Cycle Dates:** Select the beginning and ending dates, for the report.

**Month:** Select the month.

**Format By:** Select format by cycle date or across cycle dates.

Click on RPTM 091 – Foundation Monthly Addition Withdrawals to run the report.

Cycle Dates: 2015 ▼ Aug ▼ To: 2015 ▼ Aug ▼  
Month: Select .. ▼ (to filter cycle dates by particular month)  
Format by: Cycle Date ▼  
[Click to filter by foundations](#)(Displays all Foundations to select from)  
[RPTM091 - Foundation Monthly Additions Withdrawals](#)  
[RPTM160 - Market Value Report by Participant Diversified Fund Only](#)  
[RPTM630 - Stewardship Report - By SOURCE-FUND\\*](#) (You need to select cycle dates range and SOURCE-fUND range.)

### RPTM 160 - Market Value Report by Participant Diversified Fund Only:

**Cycle Dates:** Select the beginning and ending dates, for the report.

**Month:** Select the month.

**Format By:** Select format by cycle date or across cycle dates.

Click on RPTM 160 – Market Value Report by Participant Diversified Fund Only to run the report.



## Unit Accounting System (UAS)

**Cycle Dates:** 2015 ▼ Aug ▼ To: 2015 ▼ Aug ▼  
**Month:** Select .. ▼ (to filter cycle dates by particular month)  
**Format by:** Cycle Date ▼  
[Click to filter by foundations](#) (Displays all Foundations to select from)  
[RPTM091 - Foundation Monthly Additions Withdrawals](#)  
[RPTM160 - Market Value Report by Participant Diversified Fund Only](#)  
[RPTM630 - Stewardship Report - By SOURCE-FUND\\*](#) (You need to select cycle dates range and SOURCE-fund range.)

### RPTM630 – Stewardship Report – By SOURCE-FUND

Click on RPTM630 – Stewardship Report – By SOURCE-FUND.

**Cycle Dates:** 2015 ▼ Aug ▼ To: 2015 ▼ Aug ▼  
**Month:** Select .. ▼ (to filter cycle dates by particular month)  
**Format by:** Cycle Date ▼  
[Click to filter by foundations](#) (Displays all Foundations to select from)  
[RPTM091 - Foundation Monthly Additions Withdrawals](#)  
[RPTM160 - Market Value Report by Participant Diversified Fund Only](#)  
[RPTM630 - Stewardship Report - By SOURCE-FUND\\*](#) (You need to select cycle dates range and SOURCE-fund range.)

Result: The system displays boxes for Cycle Dates and Accounts.

**Cycle Dates:** Select a range of dates.

**Accounts:** Select a range of accounts, and click Go.

[RPTM630 - Stewardship Report - By SOURCE-FUND\\*](#) (You need to select cycle dates range and SOURCE-fund range.)

Cycle Dates: 2015 ▼ To: 2015 ▼  
Accounts:  To: