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.

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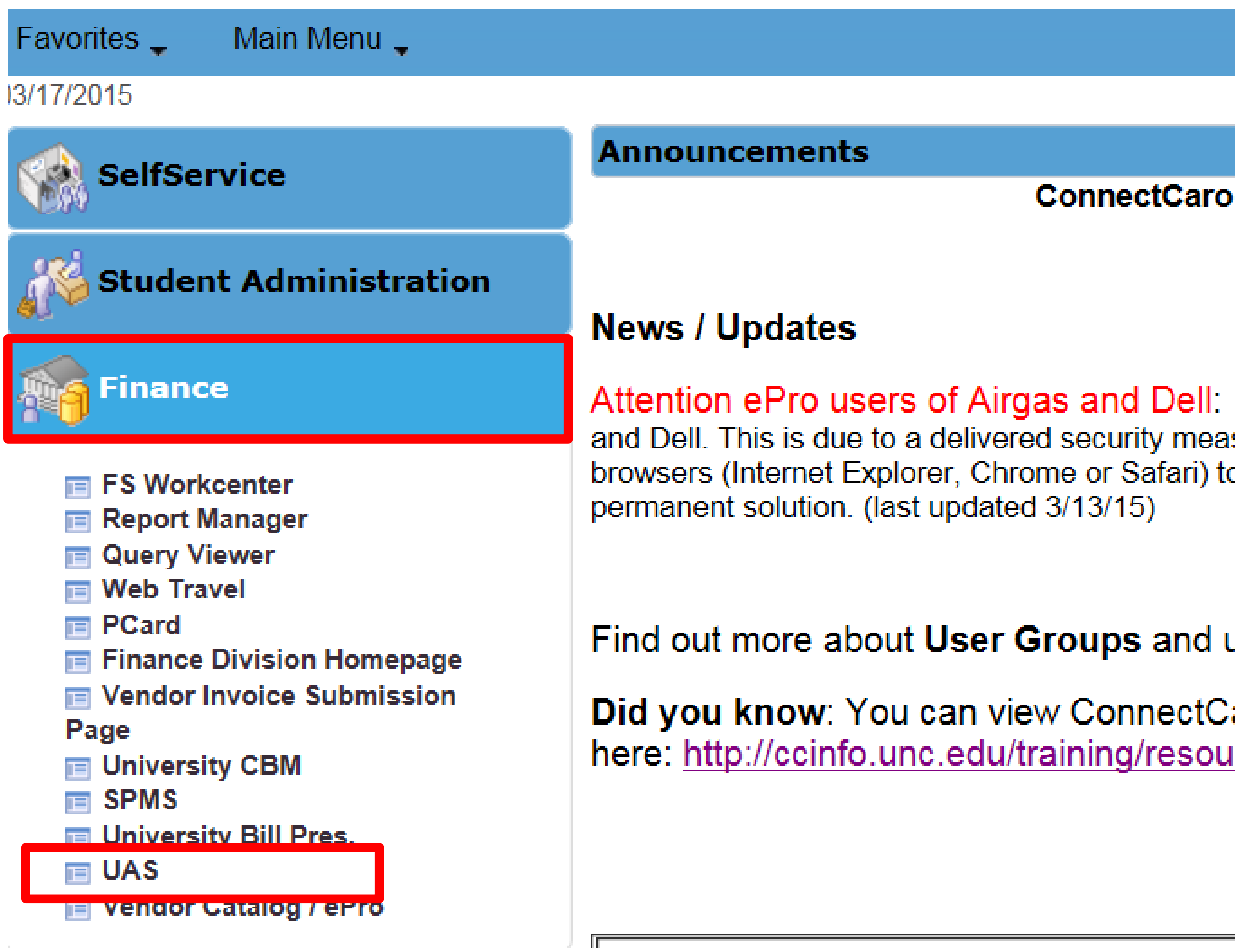
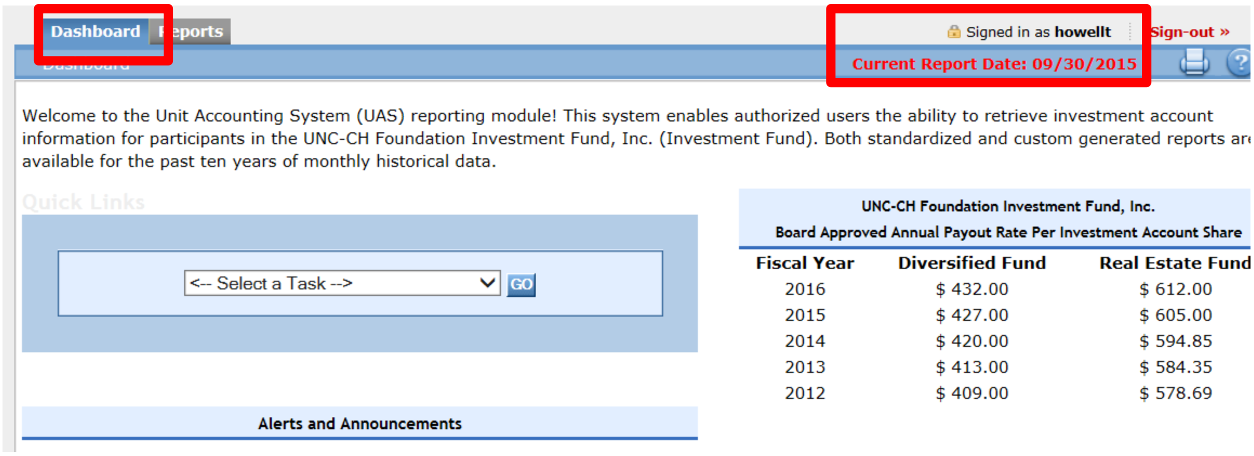
Signing In

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.



Dashboard

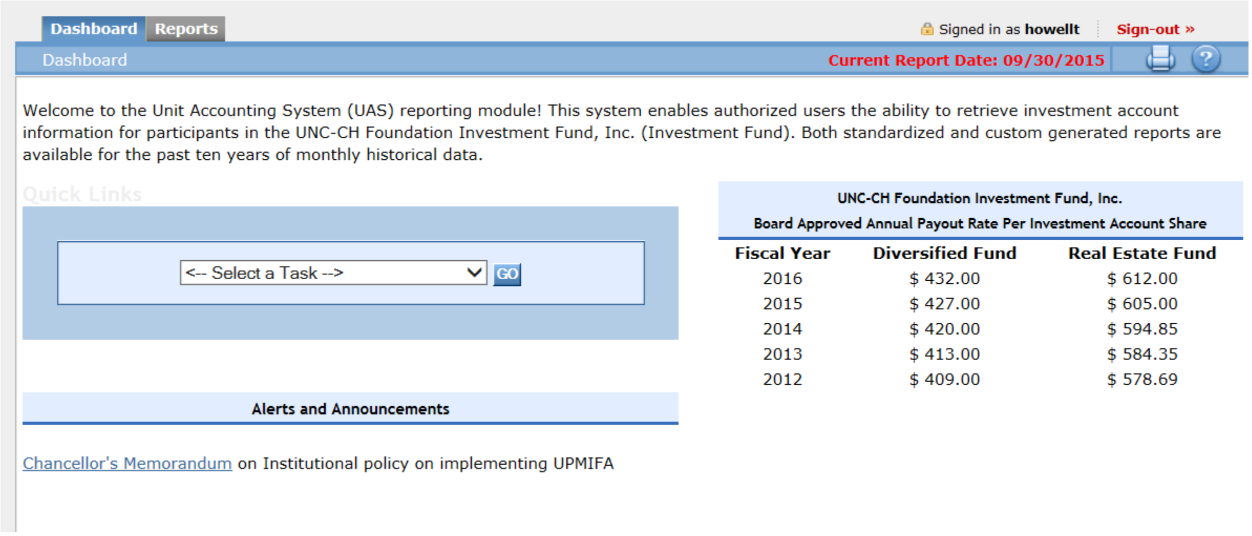


Verify that your ONYEN is displayed in the top right hand corner. You will see the Report Date below your ONYEN. This date is one month behind the most recent accounting end of month close.

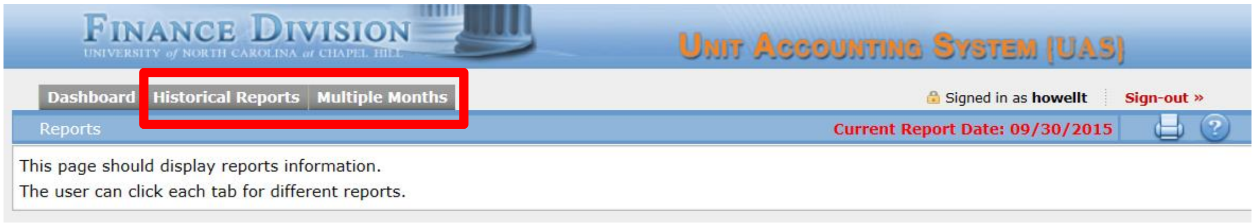
Reports are available for the past 10 years of monthly historical data. Click on the reports tab to view a report. You can also select a report in the drop down menu under Quick Links.

Reports

Click on the Reports tab.

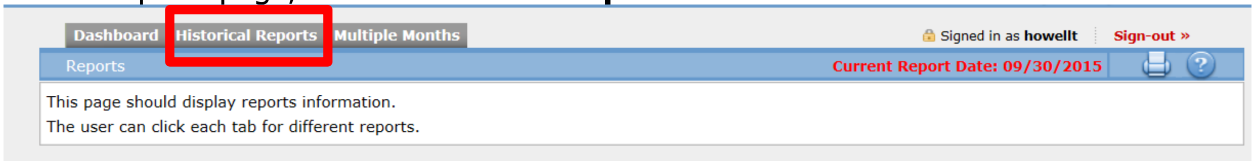


On the reports page you may choose between Historical Reports and Multiple Months reports.



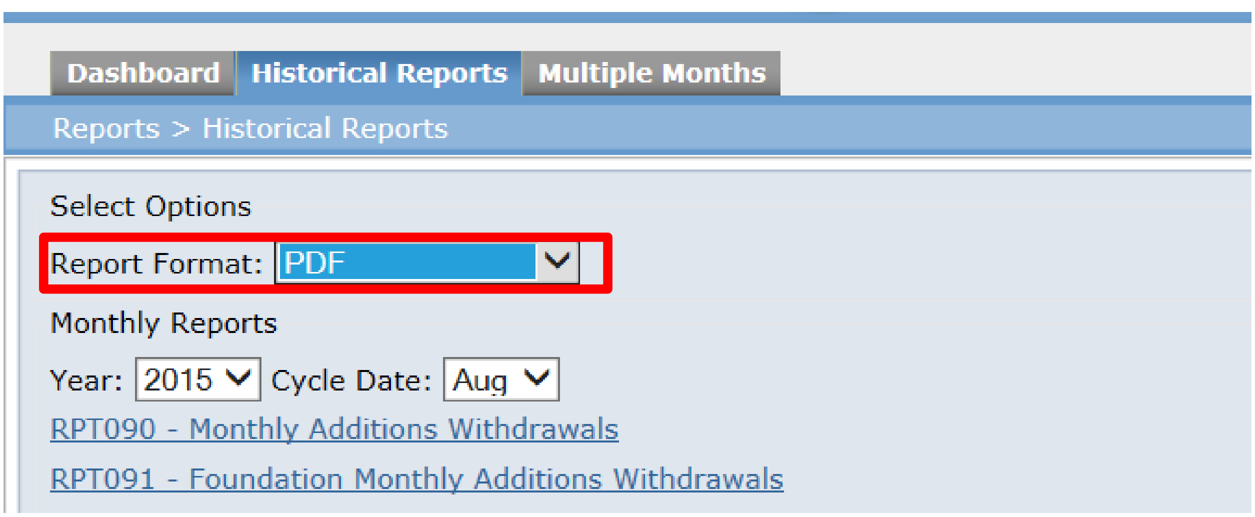
Historical Reports

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



Result: The system displays the list of historical reports.

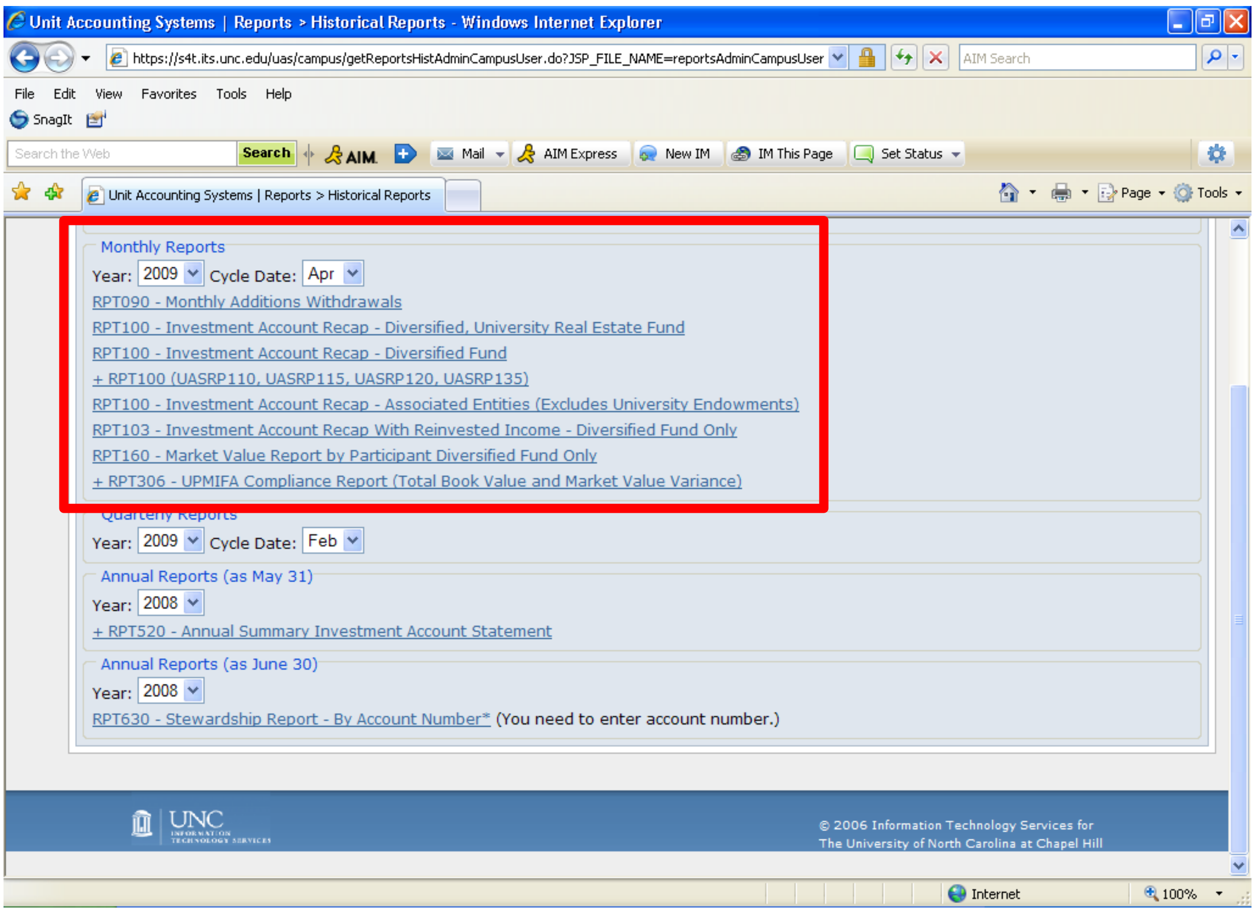
Report Format: Click on the drop down arrow and select from the following five options: Excel Download, Excel 2000, Excel 97, HTML, or PDF.



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

Choose the year and month.

Click on the report.

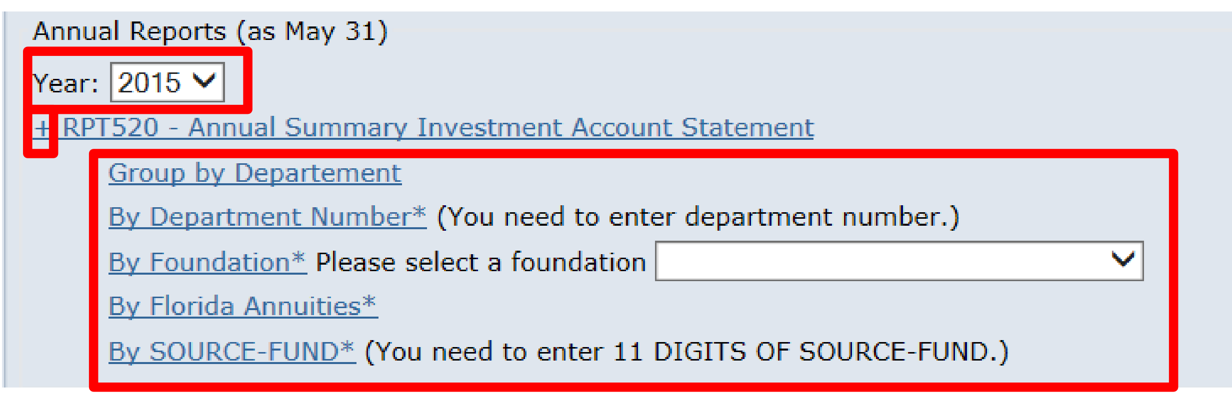


Note: A "+" sign in front of a report name indicates additional report options are available. Click on the report title to load these options.

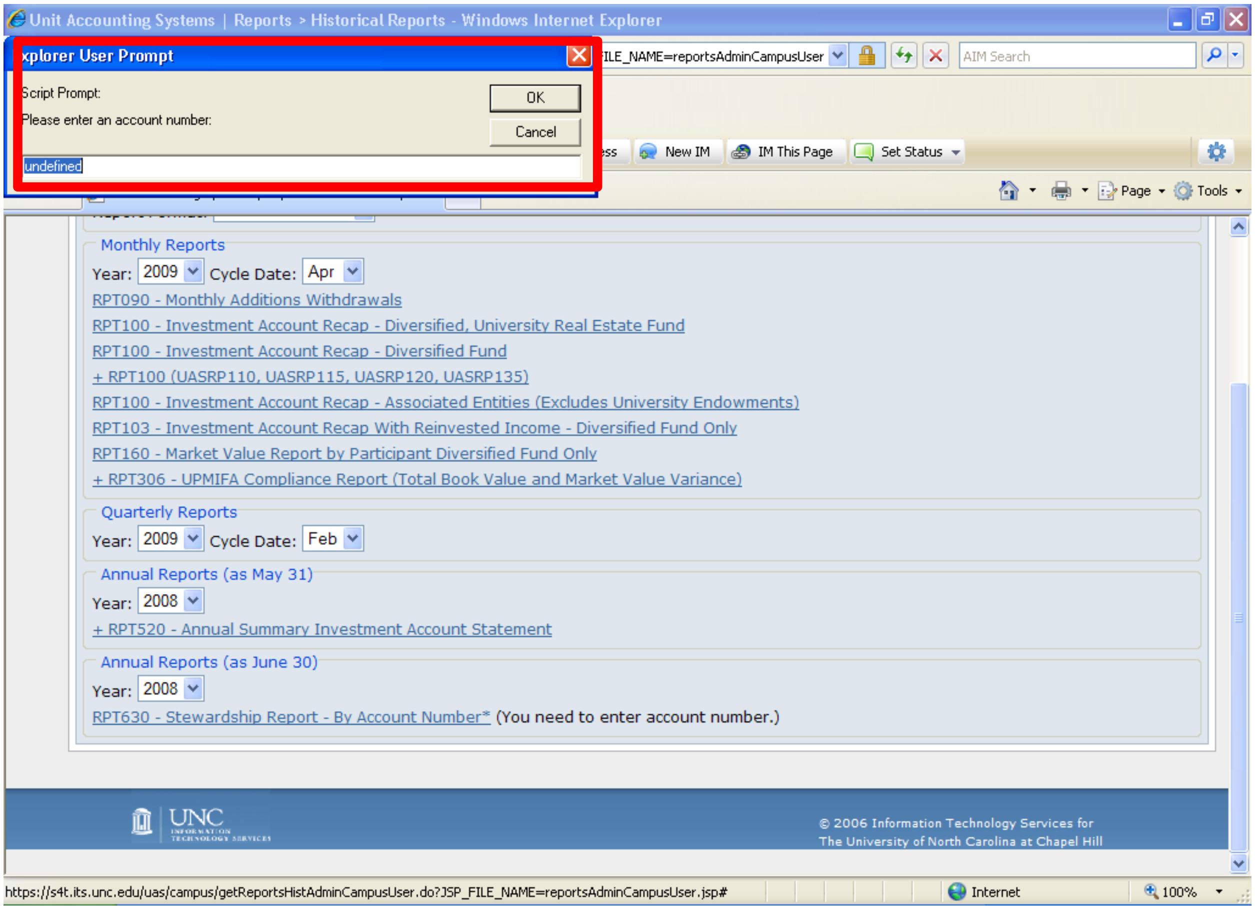
Quarterly Reports: Reports on a quarterly basis. This feature is currently not available.

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.

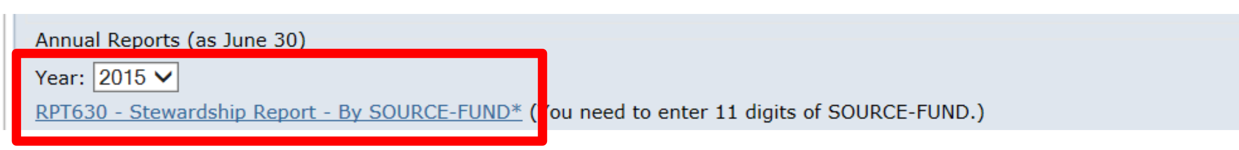


If you choose to group by SOURCE-FUND, the system opens a prompt for you to enter the appropriate number.



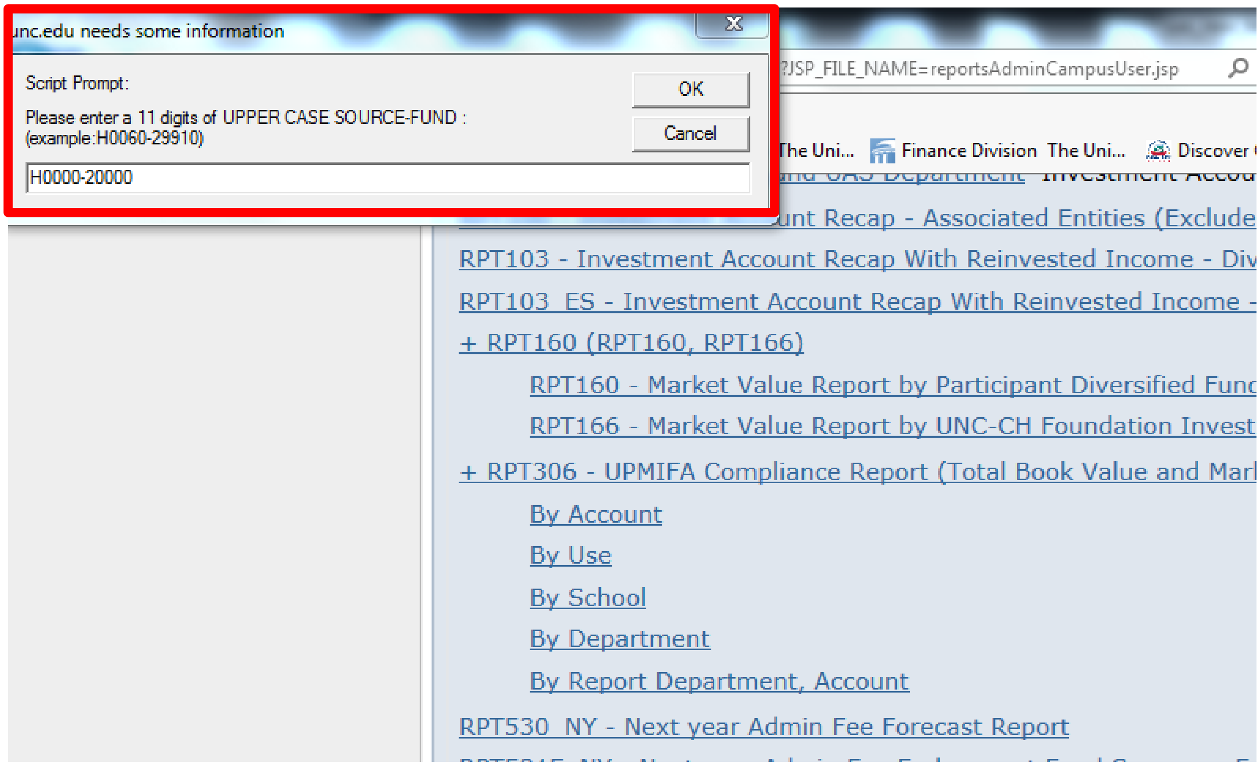
Annual Reports (June): This is the RPT630 - Stewardship Report – By Account Number.

Choose the year and click on the report.

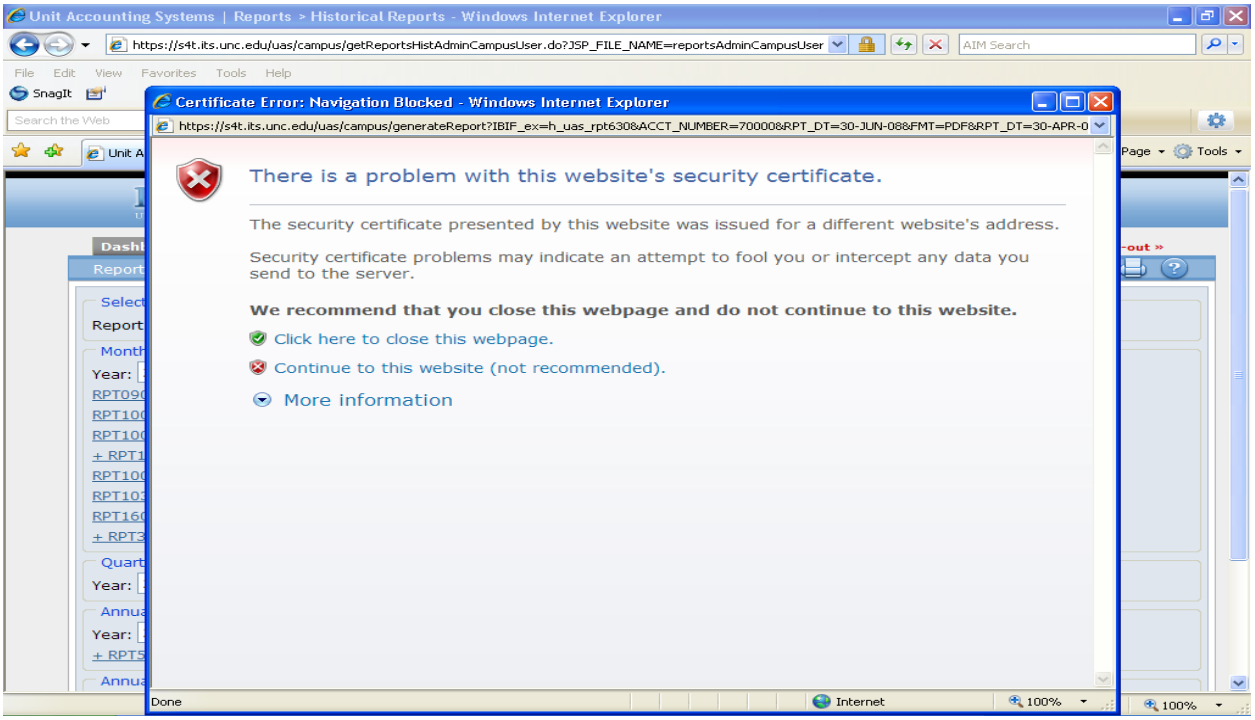


Result: The system prompts you to enter a SOURCE FUND number.

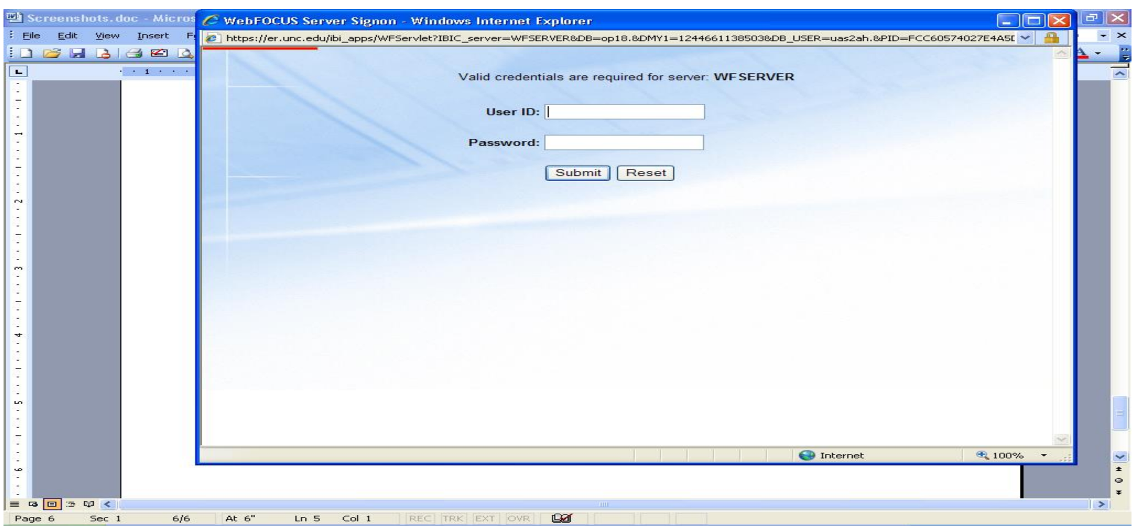
Enter the appropriate number and click OK.



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

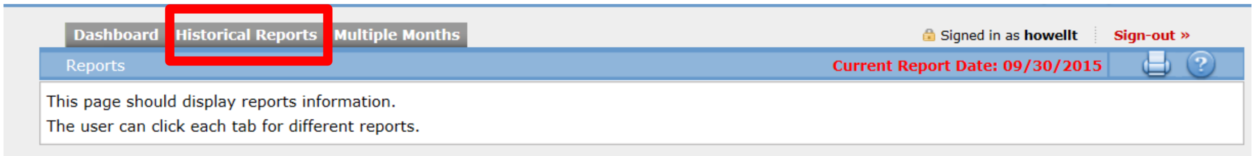


Re-enter your ONYEN and password.

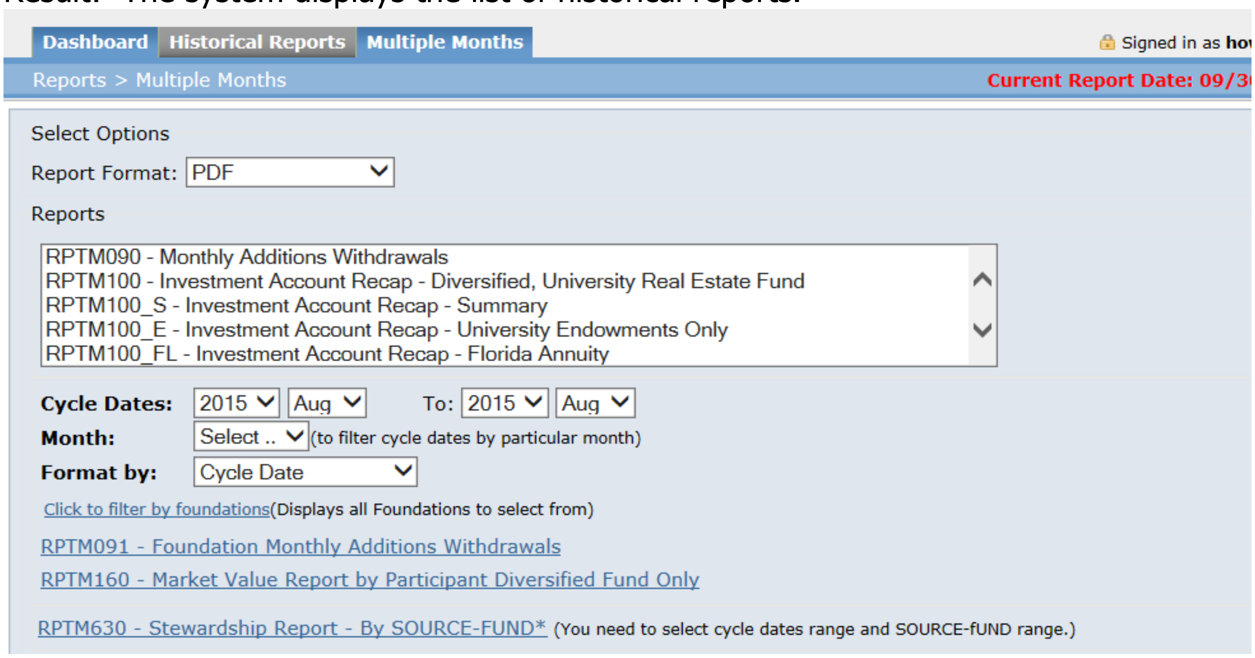


Multiple Months

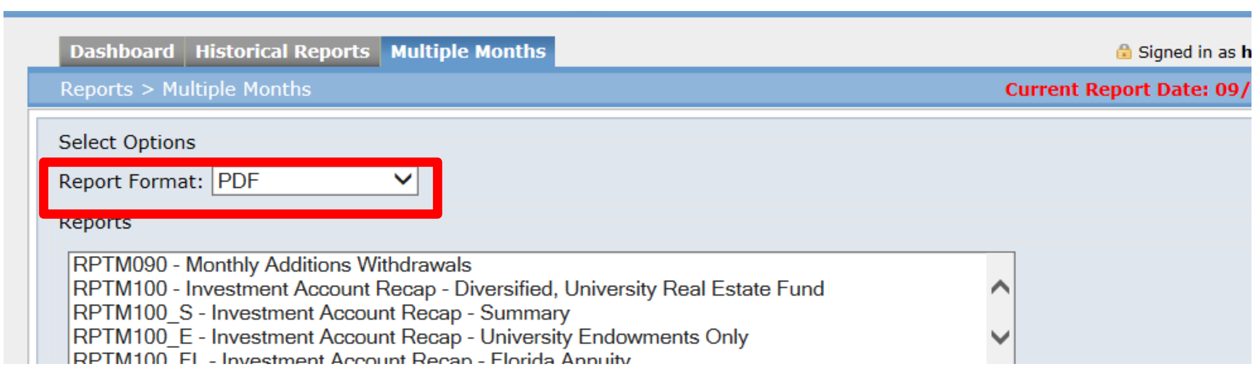
On the reports page, select **Historical Reports**.



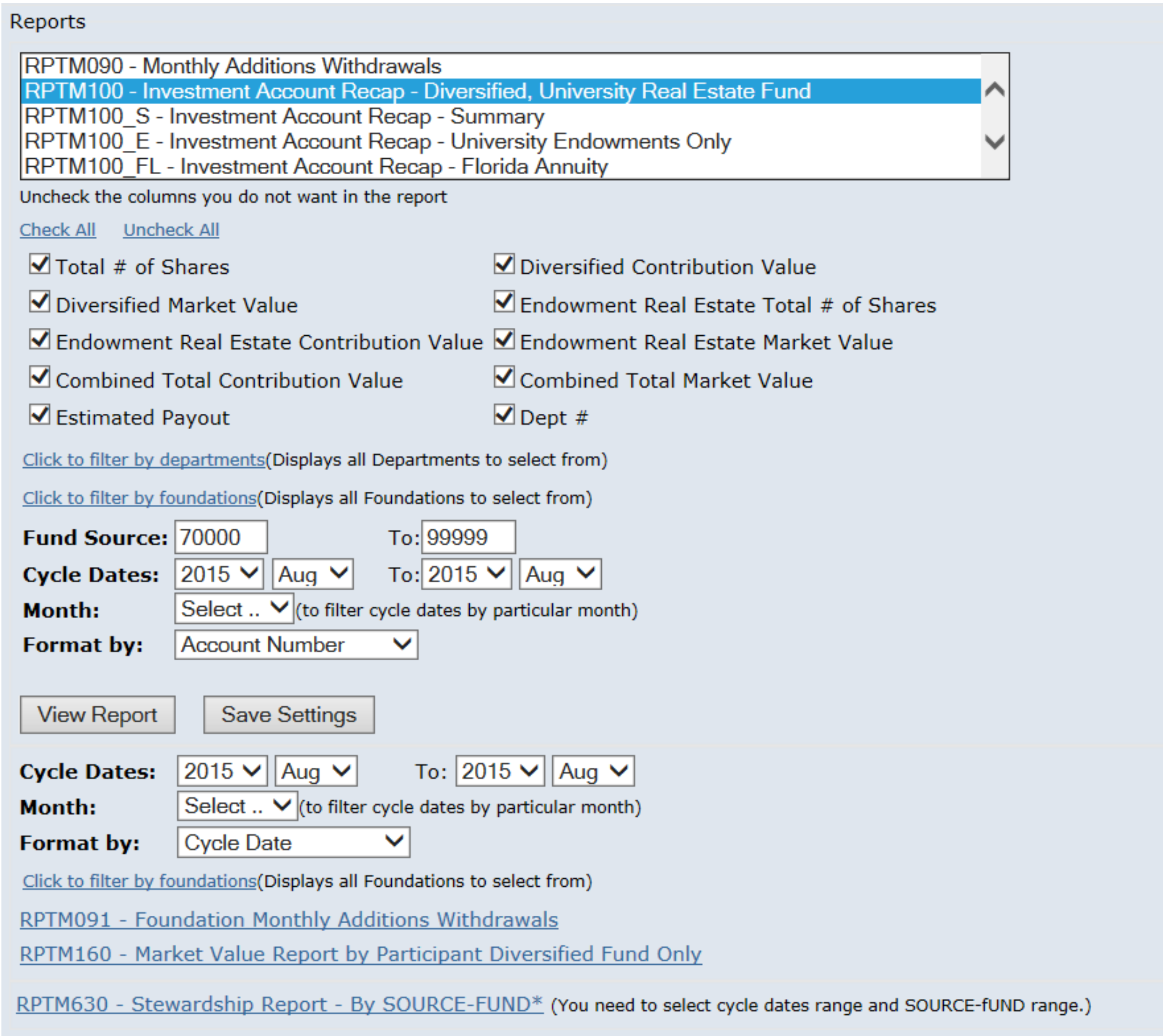
Result: The system displays the list of historical reports.



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



Reports: Click on the report.



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.

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

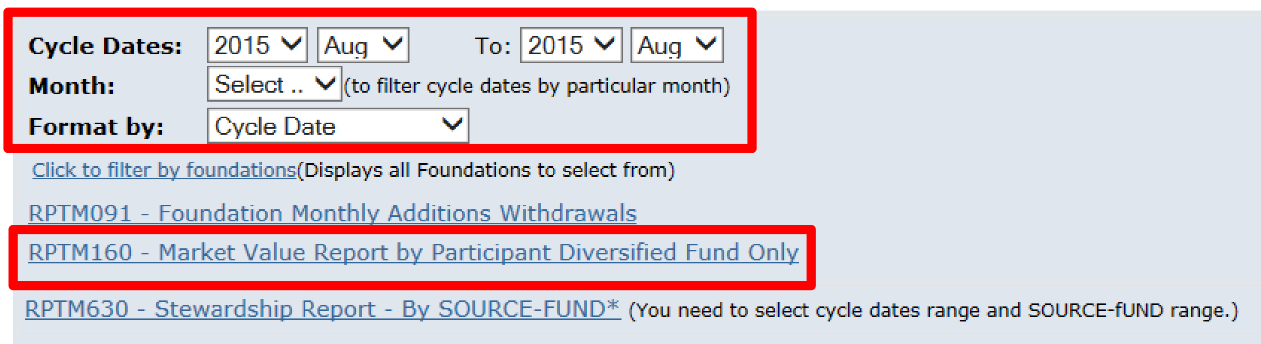
RTM 091 – Foundation Monthly Addition Withdrawals

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.



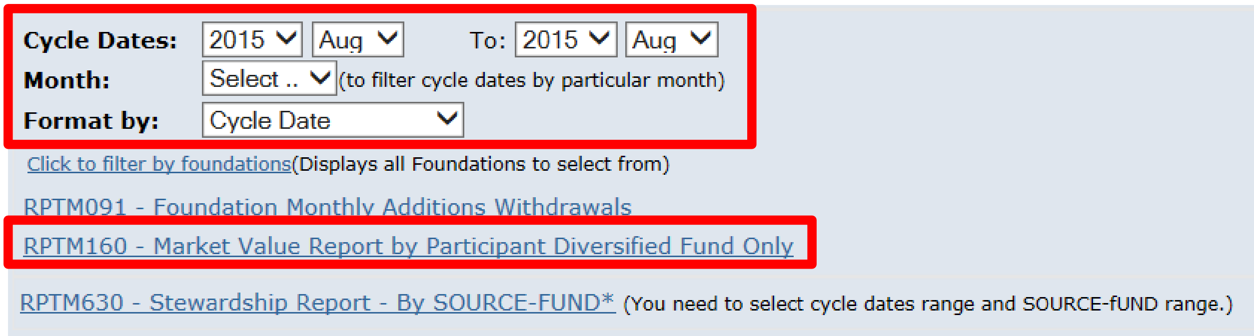
RPTM 160 - Market Value Report by Participant Diversified Fund Only:

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

Month: Select the month.

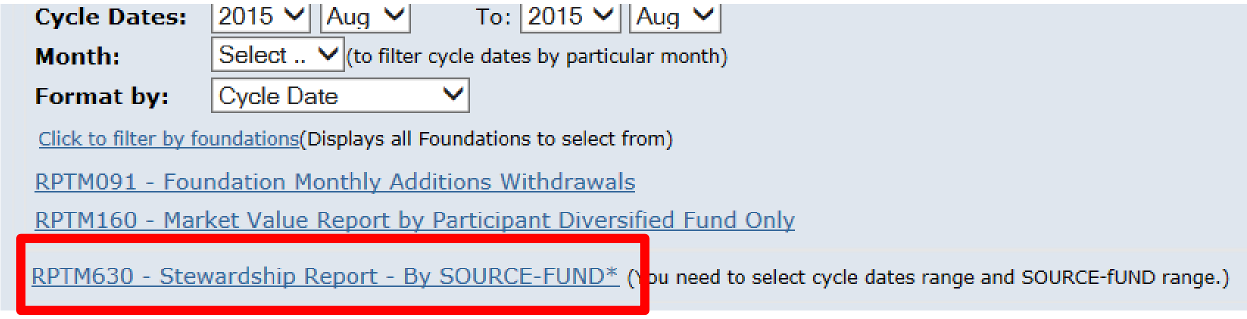
Format By: Select format by cycle date or across cycle dates.

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



RPTM630 – Stewardship Report – By SOURCE-FUND

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



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.