

# Sources & Stewardship Quick Reference Guide

We are very excited to make available Sources and Stewardship, an online database of sources and funds in your unit. A version of this has been available to the Foundation and the Dean's Office for several years, but now we are making it more widely available so that units can have more complete information about their funds.

We know that many units may not have copies of their gift agreements on file and they may not know about some of the funds in their unit. This application gives your unit access to those as well as the stewardship reports that the Foundations sends out for your funds.

The application is part of an integrated system that collects information from the Davie donor database and the College Annual Report System.

We hope it will enable you to have a better understanding of the funds available to you and how you can use them to help your unit while also honoring donor intent so that we can all be better stewards of the gifts entrusted to us.

To access the system, login at <https://srcs.oasis.unc.edu> using your onyen and password. (Additional users may be added for viewing this database using the Common Authorization Tool.)

If you don't have permissions to the system, know that permissions are granted via the Common Authorization Tool (CAT) (<https://cat.oasis.unc.edu>). Permissions are part of the CAT Manager Bundle so all current and any new managers have access to the system for their unit.

*Note:* If you are off-campus, you will need to first connect to the campus VPN.

*Note:* The system is read-only. You can filter, view, and download information but you can't update or modify any data.

Once you have logged in, you will be able to filter and sort your Sources as described below.

**Sources & Stewardship**

**SOURCE** Filter or search in one or more fields Select magnifying glass to filter or search

**Filters**

search source  search purpose

[SOURCE]	[DESIG. #]	[SOURCE RESTRICTION]	[OWNING UNIT]	[BUS. UNIT]	[STEWARD]	[DATE CREATED]
71TST	NULL		TEST UNIT	CH-Fdtn	Yes	From: mm/dd/yyyy
72TST				AS-Fdtn	No	To: mm/dd/yyyy
73TST				UNIV		

[0 selected] [name](#) [0 selected] [0 selected] [0 selected] [code](#)

[Note: to clear a filter selection, please click the filter label]

Results per page: 25

You can search a Source by typing in either the Source number or Source name. The system defaults to using Source numbers. If you do not have the source number or prefer to search by name, you can click on the “name” link located under the Source column to display PeopleSoft short names for your Sources.

In the second column, you can also search by Designation Numbers. This is the identifying number utilized in DAVIE, the university’s donor database.

To the right of the “Search Source” field, you can use the “Search Purpose” field to conduct a keyword search of the purpose language in your sources. This can be helpful if you are looking for funds that support a specific area or discipline (i.e. faculty or botany).

Two other fields you might want to search by are:

**Steward:** Is it stewarded? Yes or No. If it is stewarded, then the Arts and Sciences Foundation is regularly reporting to a donor on how the funds are being used.

**Reinvested:** Applicable mostly to newer funds that must be reinvested until they are fully endowed or have an associated expendable fund that is being used in the interim.

**Split:** Is the fund shared among multiple units?

Once you have selected your filters, click on the green magnifying glass in the bottom righthand corner to display results. If you want to start a new search, then click the “Reset” link next to the magnifying glass.

At this point, you can also download the list of filtered items by selecting the “Excel” icon in the upper right of the detail table.

Applied Filters: Source [1]: 71TST Select Excel icon to export list

SOURCE NAME	DESIG. #	OWNING UNIT	DIVISION	SOURCE RESTRICTION	BUDGET CATEGORY	BUSINESS UNIT	SOURCE TYPE	STEWARD	HAS DONOR	SPLIT	SPECIAL	Date Created	Reinvest Until
71TST] A Solution Exists	[10000]	TEST UNIT	FAHM		Faculty - Recruit/Retain		END	Y	Y	Y	N	01/02/2017	

Fund results appear in list form under the “Filters” dialog box. To view details for your selected Source(s), click on the small arrow to the left of the result. After expanding to the detail pane, you will see additional information for the selected fund. See the screenshot below for an example.

Source Long Name: Funding Solutions since 1999

Steward:  Date Created:  Reinvest Until:  **Estimated Payout:**

**College Comment:**  
Lorem ipsum dolor sit amet, consectetur adipiscing elit, sed do eiusmod tempor incididunt ut labore et dolore magna aliqua. Ut enim ad minim veniam, quis nostrud exercitation ullamco laboris nisi ut aliquip ex ea commodo consequat. Duis aute irure dolor in reprehenderit in voluptate velit esse cillum dolore eu fugiat nulla pariatur. Excepteur sint occaecat cupidatat non proident, sunt in culpa qui officia deserunt mollit anim id est laborum.

**Detailed Restrictions:**  
Lorem ipsum dolor sit amet, consectetur adipiscing elit, sed do eiusmod tempor incididunt ut labore et dolore magna aliqua. Ut enim ad minim veniam, quis nostrud exercitation ullamco laboris nisi ut aliquip ex ea commodo consequat. Duis aute irure dolor in reprehenderit in voluptate velit esse cillum dolore eu fugiat nulla pariatur. Excepteur sint occaecat cupidatat non proident, sunt in culpa qui officia deserunt mollit anim id est laborum.

**Source Purpose:**  
Lorem ipsum dolor sit amet, consectetur adipiscing elit, sed do eiusmod tempor incididunt ut labore et dolore magna aliqua. Ut enim ad minim veniam, quis nostrud exercitation ullamco laboris nisi ut aliquip ex ea commodo consequat. Duis aute irure dolor in reprehenderit in voluptate velit esse cillum dolore eu fugiat nulla pariatur. Excepteur sint occaecat cupidatat non proident, sunt in culpa qui officia deserunt mollit anim id est laborum.

**Special Instructions from CAS:**  
Lorem ipsum dolor sit amet, consectetur adipiscing elit, sed do eiusmod tempor incididunt ut labore et dolore magna aliqua. Ut enim ad minim veniam, quis nostrud exercitation ullamco laboris nisi ut aliquip ex ea commodo consequat. Duis aute irure dolor in reprehenderit in voluptate velit esse cillum dolore eu fugiat nulla pariatur. Excepteur sint occaecat cupidatat non proident, sunt in culpa qui officia deserunt mollit anim id est laborum.

**Donors:**  

- Stamone, Sean (700150540)

**College Documents:**  

- 70097.pdf

**DAVIE Documents:**  

- none

**Stewardship Reports:**  

- none

In the detail view, you have access to the following read-only information:

**Estimated Payout:** This number is for informational purposes only and is meant to give you an approximation of the size and estimated payout for endowment funds in the current academic year. *It does not automatically reflect the amount available to spend.* (Note: this field only pertains to endowment funds. Expendable and departmental accounts will display an estimated payout of \$0.00).

**College Comment/Detailed Restrictions/Source Purpose/Special Instructions:** These fields are used by the Dean’s Office and the Arts and Sciences Foundation to share specific instructions or details relevant to the fund. Information that may be included in these fields could pertain to reinvestment instructions, donor preferences not indicated on the gift agreement, and other special handling instructions. The Source Purpose field should match the language in the fund’s gift agreement.

**Donors:** This area contains a list of all individuals stewarded on the fund by the Arts and Sciences Foundation. This is most often either the donor(s) or family members of the donor(s).

Further down the interface are three document sections which display and allow you to download PDFs:

**College Documents:** This area is designated for any additional fund-related documents that are on file in the Dean’s Office.

**DAVIE Documents:** Links to the official fund documentation found in DAVIE are located here. This includes gift agreements, fund authorities and amendments. If there are multiple versions of fund documentation, you should adhere to the document that was signed most recently. Any new or changed documents related to the source in Davie should generally show up here within 24 hours.

**Stewardship Reports:** PDF copies of previous stewardship reports are available going back several years. In previous years, the donor relations staff emailed these reports to department chairs and managers as they were mailed. Going forward, letters will instead be posted here for your convenience. This will give you access to all letters without the hassle of multiple emails and prevent the need to save them in your departmental files.

If you have any questions about utilizing this new resource, please reach out to your Budget Analyst.