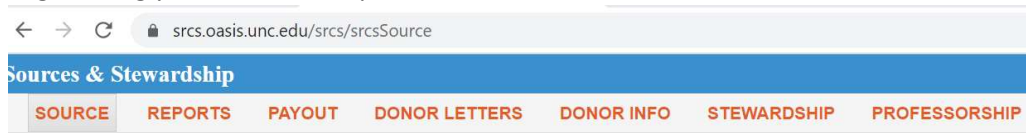
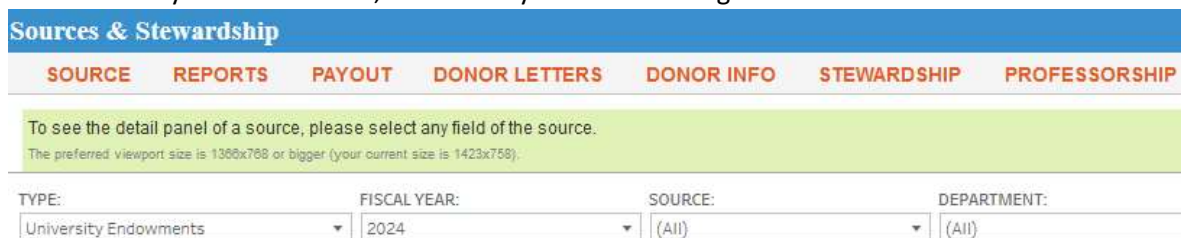


Payout Tool Instructions

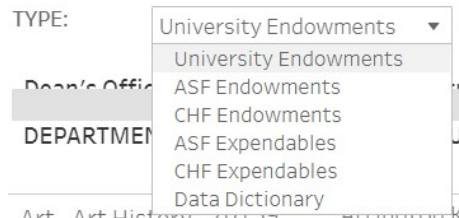
1. Go to srcs.oasis.unc.edu
2. Log in using your ONYEN and password



3. Select the 'Payout' tab
 - a. You will need to log in to the Tableau Interface. Once you do, make sure you return to the Sources database Payout tool.
4. The report will default to your departmental endowments and expendable funds and the current fiscal year. In this case, make sure you are reviewing FY2024.



5. You must select the type of trust fund you plan to review.
**Each unit allots their gifts/payouts using varying methods, so you can only view one trust type at a time.*



Instructions by Fund Type:

University Endowments (7XXXX) – You only need to enter your reinvestment decision. Each fund will provide previous year expenses, previous year ending balance, the June 2023 payout, years of payout available, reinvestment amount (department will select amount), and the Expense Budget with Reinvestment (Previous Year Ending Balance *plus* payout *less* reinvestment decision).

Arts and Sciences Endowments (C0XXX) & Chapel Hill Foundation Endowments (U0XXX) – You can enter the payout decision and the reinvestment amount will auto-calculate (total payout *less* payout to take). Each fund will provide previous year expenses, previous year ending balance, the June 2023 payout, years of payout available, payout to take (department to select), payout to reinvest (auto-calculate) and the Expense Budget with Reinvestment (Previous Year Ending Balance plus payout less reinvestment decision).

**All 'Payout to Take' fields default to 90% payout to take and 10% reinvestment.*

Arts and Sciences Foundation expendables (C5XXX) and Chapel Hill Foundation (U5XXX) – We need the department to acknowledge and sign off on previous year gifts to the Foundation.

For questions, please reach out to Kristen Register or your assigned Budget Analyst.