



**Dartmouth College**



# **Fundriver Training**

**For**

**Departmental Financial Officers**

**Access and Reporting**

# **Fundriver Access and Reporting**

## **For Departmental Financial Officers**

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# Fundriver Reporting

## What Is Fundriver?

Fundriver is a web-based endowment management software program that allows Dartmouth to more effectively and efficiently manage the endowment. The Fundriver Departmental Module allows departments access to their endowment funds.

Fundriver is the system that is replacing Funkhouser.

## Accessing Fundriver

It is recommended that you use Internet Explorer as your browser.

Access Fundriver through the List of Financial Systems located on the Controller's Office website:

<http://www.dartmouth.edu/~control/systemaccess-tools/restrictedaccess/index.html>

You will initially come to the Web Authentication screen where you will be prompted for your Net ID and password.

Once entered, scroll down and select the Department Access option:

Name of System	Link to Financial System	Who to Contact With Issues?
Fundriver Department Access (Endowment system)	<a href="#">Fundriver Department</a>	<a href="mailto:Endowment.Fund.System@dartmouth.edu">Endowment.Fund.System@dartmouth.edu</a>

An email address for the team to contact with any issues is provided next to the link to the program. This address will be regularly monitored and inquiries will be responded to as promptly as possible.

### Important Note:

User accounts will be automatically logged out if they are idle in the system for 60 minutes. This will bring up a Fundriver log in screen that should not be used. If you are logged out by the system, navigate back to the List of Financial Systems on the Controller's Office website and enter through Dartmouth's link.

If the Fundriver log in screen is used the user will not be able to successfully log in and their account will be disabled after 3 tries.

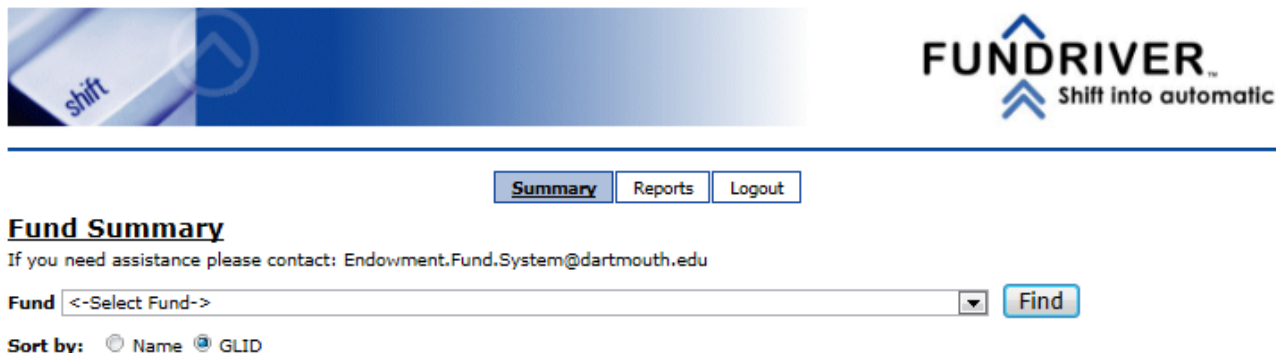
Please contact [Endowment.Fund.System@dartmouth.edu](mailto:Endowment.Fund.System@dartmouth.edu) if you get locked out of the system.

# Fundriver Reporting

## Fund Summary Screen

The site will open to the Fund Summary screen.

Here you can see overview data for any fund to which you have been granted access.



The screenshot shows the Fund Summary screen. At the top, there is a blue header bar with a 'shift' button on the left and the 'FUND DRIVER' logo on the right, with the tagline 'Shift into automatic'. Below the header, there are three buttons: 'Summary' (highlighted), 'Reports', and 'Logout'. The main content area is titled 'Fund Summary' and includes a contact email: 'If you need assistance please contact: Endowment.Fund.System@dartmouth.edu'. Below this is a 'Fund' dropdown menu with the text '<-Select Fund->' and a 'Find' button. At the bottom, there is a 'Sort by:' section with two radio buttons: 'Name' (selected) and 'GLID'.

There are two ways to select a fund to view on the Fund Summary screen:

- The fund drop down list
- The find button

## Fund Drop Down List

The order of the funds in the drop down list can be chosen by clicking Sort by option underneath the <select fund> box, enabling you to sort by the name of the fund or by the GLID (Fund ID).

Use the fund drop down list by clicking the arrow in on the right end of the box labeled <select fund>. You can begin typing the fund number or name (depending on how it is sorted), or scroll down to the fund you want.

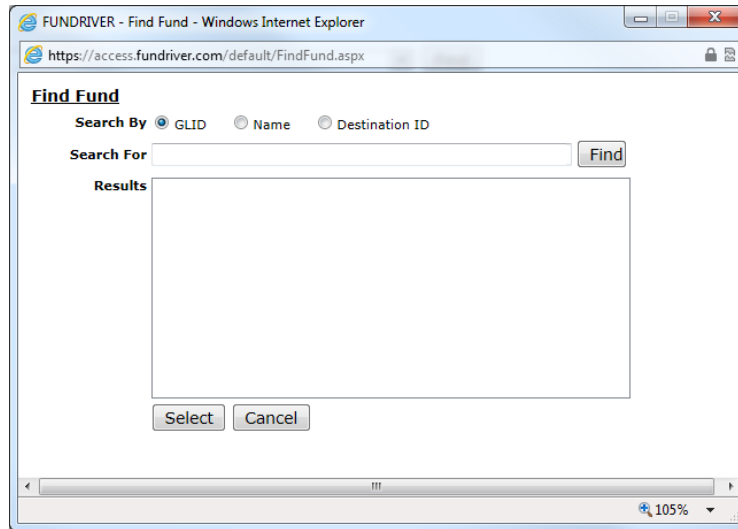
Once the desired fund is located and highlighted, either use the Tab button on the keyboard or click on the fund name. Either method will populate information for that fund on the screen.

# Fundriver Reporting

## Find Button

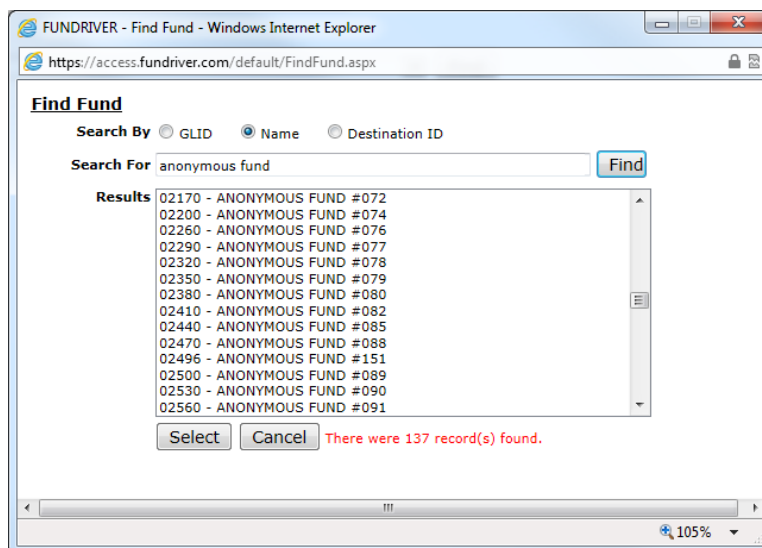
To search for a fund rather than selecting it from the drop down list, click the Find button. The Find Fund pop up screen will appear.

You may be prompted to allow pop-ups on the site, if so select the option to Always Allow.



Select the field you wish to search by: GLID (Fund ID), Name, or Destination ID (GL string). Enter all or part of what you are looking for into the Search For box, then click the Find button.

Note: If searching by Destination ID (GL string) you can put in any part of the GL string to search.



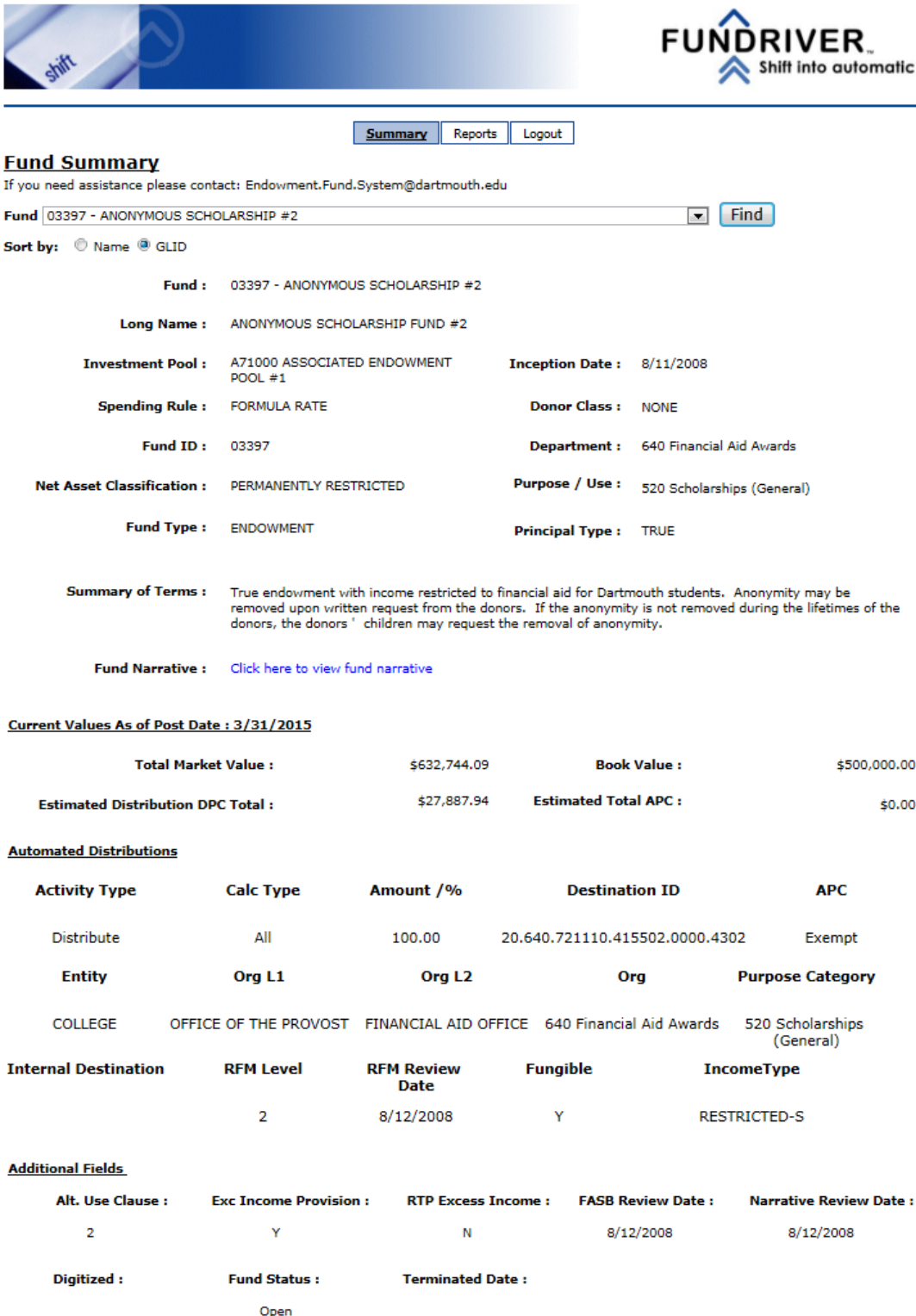
Click on the fund you want and click the Select button to populate the Fund Summary screen for that fund.

Click cancel to leave the Find Fund Screen.

# Fundriver Reporting

## Fund Summary Data

Once you have selected a fund, the summary data for that fund will populate the screen.



The screenshot shows the Funddriver Reporting interface. At the top, there is a header with a 'shift' button and the Funddriver logo. Below the header, there are tabs for 'Summary', 'Reports', and 'Logout'. The 'Summary' tab is selected. The page title is 'Fund Summary'. Below the title, there is a message: 'If you need assistance please contact: Endowment.Fund.System@dartmouth.edu'. A dropdown menu shows 'Fund 03397 - ANONYMOUS SCHOLARSHIP #2' and a 'Find' button. Below the dropdown, there is a 'Sort by' section with radio buttons for 'Name' and 'GLID'. The main content area displays fund details in a table format. The table has two columns for labels and values. The labels are: Fund, Long Name, Investment Pool, Spending Rule, Fund ID, Net Asset Classification, Fund Type, Summary of Terms, Fund Narrative, Current Values As of Post Date, Total Market Value, Book Value, Estimated Distribution DPC Total, Estimated Total APC, Automated Distributions, Activity Type, Calc Type, Amount /%, Destination ID, APC, Entity, Org L1, Org L2, Org, Purpose Category, Internal Destination, RFM Level, RFM Review Date, Fungible, IncomeType, Additional Fields, Alt. Use Clause, Exc Income Provision, RTP Excess Income, FASB Review Date, Narrative Review Date, Digitized, Fund Status, and Terminated Date. The values are: 03397 - ANONYMOUS SCHOLARSHIP #2, ANONYMOUS SCHOLARSHIP FUND #2, A71000 ASSOCIATED ENDOWMENT POOL #1, FORMULA RATE, 03397, PERMANENTLY RESTRICTED, ENDOWMENT, True endowment with income restricted to financial aid for Dartmouth students. Anonymity may be removed upon written request from the donors. If the anonymity is not removed during the lifetimes of the donors, the donors' children may request the removal of anonymity., Click here to view fund narrative, 3/31/2015, \$632,744.09, \$500,000.00, \$27,887.94, \$0.00, Automated Distributions table, Internal Destination table, and Additional Fields table.

<b>Fund :</b>	03397 - ANONYMOUS SCHOLARSHIP #2			
<b>Long Name :</b>	ANONYMOUS SCHOLARSHIP FUND #2			
<b>Investment Pool :</b>	A71000 ASSOCIATED ENDOWMENT POOL #1	<b>Inception Date :</b>	8/11/2008	
<b>Spending Rule :</b>	FORMULA RATE	<b>Donor Class :</b>	NONE	
<b>Fund ID :</b>	03397	<b>Department :</b>	640 Financial Aid Awards	
<b>Net Asset Classification :</b>	PERMANENTLY RESTRICTED	<b>Purpose / Use :</b>	520 Scholarships (General)	
<b>Fund Type :</b>	ENDOWMENT	<b>Principal Type :</b>	TRUE	
<b>Summary of Terms :</b>	True endowment with income restricted to financial aid for Dartmouth students. Anonymity may be removed upon written request from the donors. If the anonymity is not removed during the lifetimes of the donors, the donors' children may request the removal of anonymity.			
<b>Fund Narrative :</b>	<a href="#">Click here to view fund narrative</a>			
<b>Current Values As of Post Date :</b>	3/31/2015			
<b>Total Market Value :</b>	\$632,744.09	<b>Book Value :</b>	\$500,000.00	
<b>Estimated Distribution DPC Total :</b>	\$27,887.94	<b>Estimated Total APC :</b>	\$0.00	
<b>Automated Distributions</b>				
<b>Activity Type</b>	<b>Calc Type</b>	<b>Amount /%</b>	<b>Destination ID</b>	<b>APC</b>
Distribute	All	100.00	20.640.721110.415502.0000.4302	Exempt
<b>Entity</b>	<b>Org L1</b>	<b>Org L2</b>	<b>Org</b>	<b>Purpose Category</b>
COLLEGE	OFFICE OF THE PROVOST	FINANCIAL AID OFFICE	640 Financial Aid Awards	520 Scholarships (General)
<b>Internal Destination</b>	<b>RFM Level</b>	<b>RFM Review Date</b>	<b>Fungible</b>	<b>IncomeType</b>
	2	8/12/2008	Y	RESTRICTED-S
<b>Additional Fields</b>				
<b>Alt. Use Clause :</b>	<b>Exc Income Provision :</b>	<b>RTP Excess Income :</b>	<b>FASB Review Date :</b>	<b>Narrative Review Date :</b>
2	Y	N	8/12/2008	8/12/2008
<b>Digitized :</b>	<b>Fund Status :</b>	<b>Terminated Date :</b>		
	Open			

- Each component of the above screenshot will be detailed in the following pages.

# Fundriver Reporting

## Fund Summary

Field Name	Description
Fund	The fund number and short name of the Fund.
Long Name	The full, legal name of the fund.
Investment Pool	The pool in which the fund is invested.
Spending Rule	How income and earnings are distributed: <b>Formula Rate:</b> Distribution formula determined by Trustees annually. <b>Income Only:</b> Only income generated, no earnings, is distributed. <b>No Distribution:</b> No distribution is calculated.
Fund ID	A five digit, unique number assigned to the fund. Previously the “Fund Number”
Net Asset Classification	The FASB Classification for the principal of the Fund: <b>Unrestricted:</b> Principal of fund is unrestricted. <b>Temporarily Restricted:</b> Principal of the fund is temporarily restricted. <b>Permanently Restricted:</b> Principal of the fund is permanently restricted.
Fund type	Describes the type of fund.
Inception date	The date the fund was established.
Donor Class	If the donor is a graduate of Dartmouth College (undergraduate class).
Department	The benefitting department. The Org part of the GL String.
Purpose/Use	General purpose category
Principal Type	Describes how principal can be handled during investment: <b>True:</b> Principal to be held intact. <b>Quasi:</b> Principal may be spent. <b>Term:</b> Principal to remain intact for a specified term, after which it may be spent.
Summary of Terms	A brief summary of terms/restrictions governing spending of fund.
Fund Narrative	A link to the detailed description of the terms of the fund.

## Current Values as of Post Date

Field Name	Description
Total Market Value	The total market value
Historical Gift	The value of the total gifts contributed and any required additions to principal. Does not reflect market value fluxuations.
Estimated Distribution DPC Total	The estimated annual DPC distribution
Estimated Total APC	The estimated APC amount charged to the fund. This will only be applicable to funds that are classified non-exempt.

# Fundriver Reporting

## Automated Distributions

Field Name	Description
Activity Type	Determines in what manner the distribution is handled. <b>Distribute:</b> Used for funds that will be distributing. <b>Reinvest to Principal:</b> Distribution is added to original gift value. <b>Reinvest to Market Value:</b> Distribution is added to the appreciation
Calc Type	Determines how the calculation of the distribution is to be performed. <b>ALL:</b> Used for full distributions (100%). <b>Percentage:</b> Used with a split distribution based on a percentage amount. <b>Fixed Amount:</b> Used with a split distribution with a set dollar amount
Amount / %	Either fixed amount or applicable % allocation on split funds.
Destination ID	The GL Distribution string of the fund. This field will be blank if the fund is reinvesting
APC	How the fund is classified for Associated Program Cost: <b>Non-exempt:</b> APC is charged. Applies to most funds. <b>Exempt:</b> Various reasons – unrestricted, scholarships, student loans, fellowships, facilities, etc. <b>Non-Qualified:</b> Legacy funds that have special circumstances.
Entity	The school that will be receiving the distribution: <b>Dartmouth College, Geisel School of Medicine</b> <b>Thayer School of Engineering, Tuck School of Business</b>
Org L1	A description of the first level of the org.
Org L2	A description of the second level of the org.
Org	The 3 digit number that is a component of the GL string.
Purpose Category	Describes the general purpose of the fund.
Internal Destination	If the distribution is being reinvested into another fund
RFM Level	Ranking from 1 – 4 that describes how the fund can be used. <b>1:</b> Broadly restricted to Dartmouth College or one of the professional schools. <b>2:</b> Restricted to a division, department or for the general needs of a large program. <b>3:</b> Restricted to items, projects or activities that are part of a larger set of projects. <b>4:</b> Fund is restricted to very specific items, projects or activities.
RFM Review Date	The most recent date the Restriction Level assignment was reviewed.
Fungible	Y/N: This field is used for budgeting purposes, is a reflection of the RFM assignment, and helps to determine subvention funding.
Income Type	The scope of how the money can be used and the limit of its restriction. <b>Restricted:</b> The distributions can only be used for a specific purpose, as directed by the donor. <b>Unrestricted:</b> The distributions can be used for any purpose. <b>Unrest Prof:</b> The distributions are restricted to a specific professional school, for their unrestricted use. <b>Dir Pending:</b> The endowment has received funds but the donor has not yet instructed how they should be spent.



# Fundriver Reporting

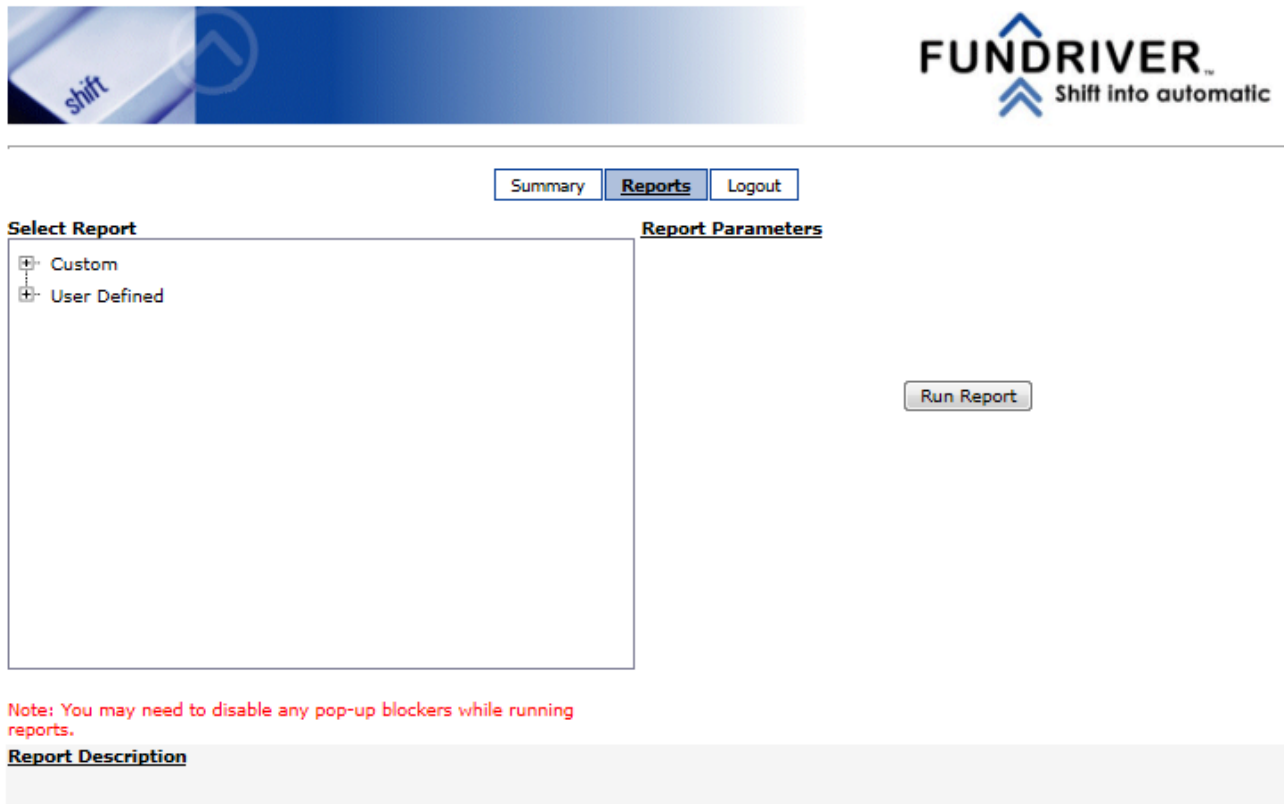
## Additional Fields

Field Name	Description
Alt Use Clause	Ranking from 1 – 6 that describes how the fund can be used. <b>1:</b> Purpose ceases to exist <b>2:</b> Some/all income cannot usefully be applied <b>3:</b> Purpose is impracticable of fulfillment <b>4:</b> Must make reasonable efforts to consult with donor <b>5:</b> Non-standard <b>6:</b> Cannot be used for any alternative use
Exc. Income Provision	Y/N: If the original intent of the donor cannot use the funds, can the excess income be utilized for other purposes?
RTP Excess Income	Y/N: Is there a Donor directive to return excess income to principal?
FASB Review Date	The most recent date the FASB Principal Classification was Reviewed.
Narrative Review Date	The last date the fund terms were reviewed and the narrative was updated. Narratives that have not been reviewed may be unreliable. In these instances, consult with the Office of Endowment Administration to verify the terms.
Digitized	Y/N: Has the fund documentation been scanned and images identified/transferred for digital storage in OnBase?
Fund Status	Open/Closed A fund will appear as “Pending Closure” once it is terminated, until the month it was terminated in is closed.
Terminated Data	If applicable

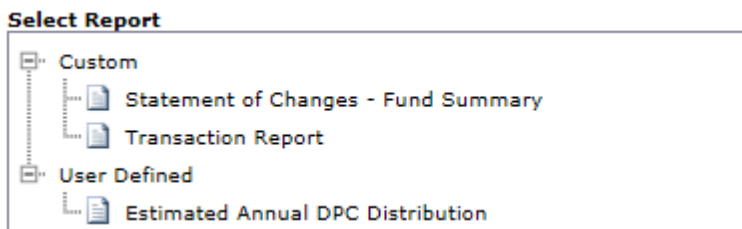
# Fundriver Reporting

## Reports

Click the Reports tab on the menu bar at the top of the window to access the report selection screen.



Click the plus sign to the left of each report grouping to expand the selection and view the available reports in that category. Click the minus sign to close the group.



Click the report title to select the report you would like to run. The applicable report parameters will appear to the right side of the window.

**-Please note that all reports may not be available at the time of training**

# Fundriver Reporting

## Report Parameters and Running the Report

Report parameters allow you to specify the data to be included in the report.

Group By	How the funds should be grouped in the report Options include: -None (funds will be listed in default order, usually Fund ID) -Main Dept -Class -Fund Type -Investment Pool -Purpose Category -Spending Rule
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Parameter	Description
Fund	For single fund reports, this is the fund for which the report will be run. If Fund is not a parameter, the report will show all funds <i>to which you have been granted access</i> .
Start Date	The beginning of the date range for the report. (If there is no parameter for Start Date, the range is fixed either to a single period or year to date based on the End Date.)
End Date	The end of the date range for the report.

Some reports do not require any parameters.

Once the required parameters have been specified, click the run report button. The report will appear in a new browser window.

### Important Notes:

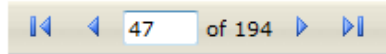
- If you have run a previous Fundriver report and that window is still open, the new report will appear in that same window. If that window is no longer visible (because it is behind another window or has been minimized) you need to reactivate the window in order to see the new report.
- If your report contains funds in your department that receive a portion of a distribution from a split fund, please be aware that the report will also reflect the distributions to the other destinations.

# Fundriver Reporting

## Report Options

Navigation and export options appear at the top of the report screen.

### Page Navigation

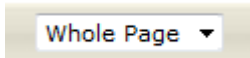


These navigation buttons allow quick access to the first, last, next or previous page.

The number in the white box indicates the page you are currently viewing.

A new value can be entered to jump to a specific page.

### Magnification



Change the zoom by selecting whole page or a magnification percentage.

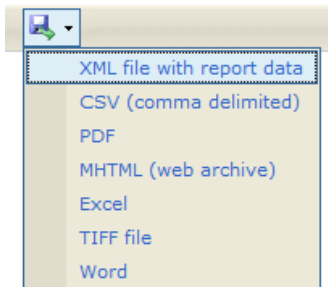
\*Whole Page magnification works well with many files that have a large amount of columns as it spaces the data so it is all visible without extracting to Excel

### Search



These are the search options. Type your search value into the box and click Find. Click Next to locate the next instance of the value.

### Export



Select your desired export format from the drop down list. (PDF or Excel are most common.)

Click Export to export the report to the selected format. A new window will appear with your report shown in the desired format. It can then be saved using the options for that application.

### Refresh

Click this icon to refresh the screen. This likely won't be useful as we only update data about once per month.

### Print



Click this icon to print the report. Note that the screen pages listed at the top page are different than the printed number of pages; use the print preview option to know for sure how many pages you are about to print.

# Fundriver Reporting

## Available Reports

Group	Report	Description
Custom	Statement of Change – Fund Summary	Provides beginning and ending MV, gifts, transfers, distributions and net investment return
Custom	Transaction Report	Summary of all transactions for a specific fund
User Defined	Estimated Annual DPC Distribution	Estimated DPC distribution amount

## Logout

Click the Logout tab at the top of the window to end your Fundriver session.