



Fundraiser Training

For

Development and Stewardship Staff

Fundriver Training

For Development and Stewardship Staff

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What Is Fundriver?

Fundriver is a web-based endowment management software program that allows the College to manage its endowment funds. Fundriver is the system that replaced Funkhouser.

Accessing Fundriver

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

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

Open Internet Explorer. Go to Dartmouth Controller's Office home page.

<http://www.dartmouth.edu/~control/> Click on the "Quick Link" for "Financial System Access and Tools."

File Edit View History Bookmarks Tools Help

Welcome to the Controller'... x +

www.dartmouth.edu/~control/ Search

ABOUT US >> Controller's Office

ASK A QUESTION

ACCOUNTING & REPORTING

PAYROLL

PURCHASING & PAYMENTS

STUDENT BILLING

RECEIVABLES

QUICK LINKS

CAPITAL PROJECTS

CHART OF ACCOUNTS

DARTMOUTH STUDENT BILLING & PAYMENT SYSTEM (D-PAY)

EQUIPMENT (FIXED ASSETS)

FINANCIAL STATEMENTS & OTHER PUBLICATIONS

FINANCIAL SYSTEM ACCESS & TOOLS

CONTROLLER'S OFFICE NEWS

- [2014 Financial Statements](#) have been published.
- The College has adopted the IRS updated standard mileage rates for 2015. For more information, see [Controller's Office news bulletin](#).
- [Summary of Changes](#) to the Business Expense Policy and the Signature Authority Policy.
- How to process payments to Students. [Click here](#) for guidelines.
- The [GL Monthly Close schedule](#) is now available.
- Changes are coming to D-Pay and student account refunds. [Learn more!](#)
- Please let us know if you have any comments/suggestions via e-mail to Controllers.Office@Dartmouth.edu.


The Controller's Office consists of several departments providing core accounting services, financial reporting, finance training and oversight services for the Dartmouth Community. Those departments are:

- **Accounts Receivable** is responsible for billing and collection of most non-student College receivables.
- **Cashier's Office** is responsible for processing

Fundriver Training

When the Financial Systems page comes up, Click on the Link for "**Financial Systems.**"

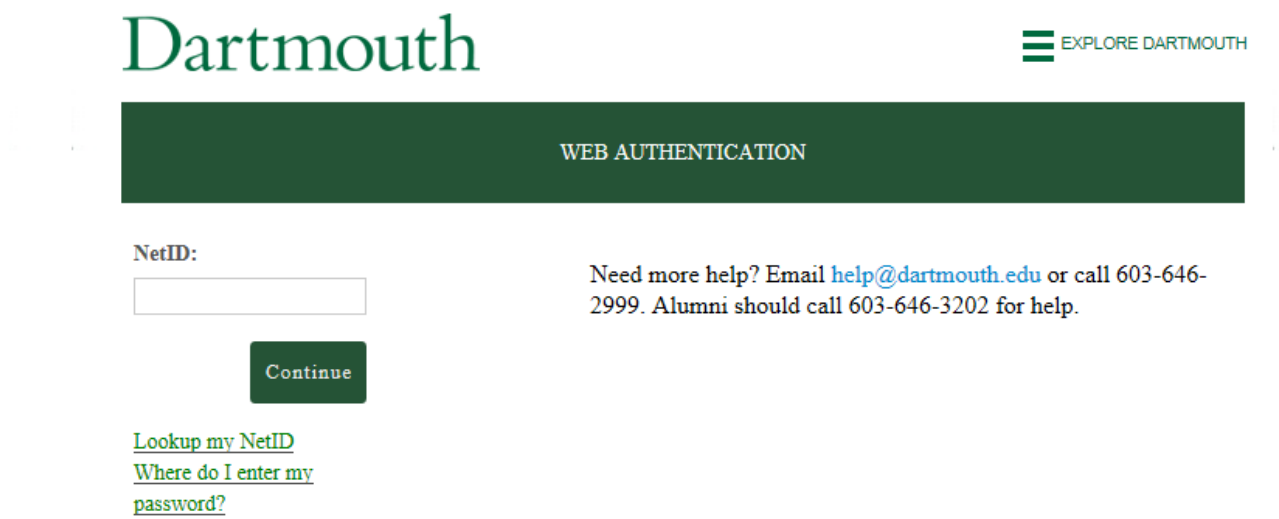
Tip: You can bookmark this page.



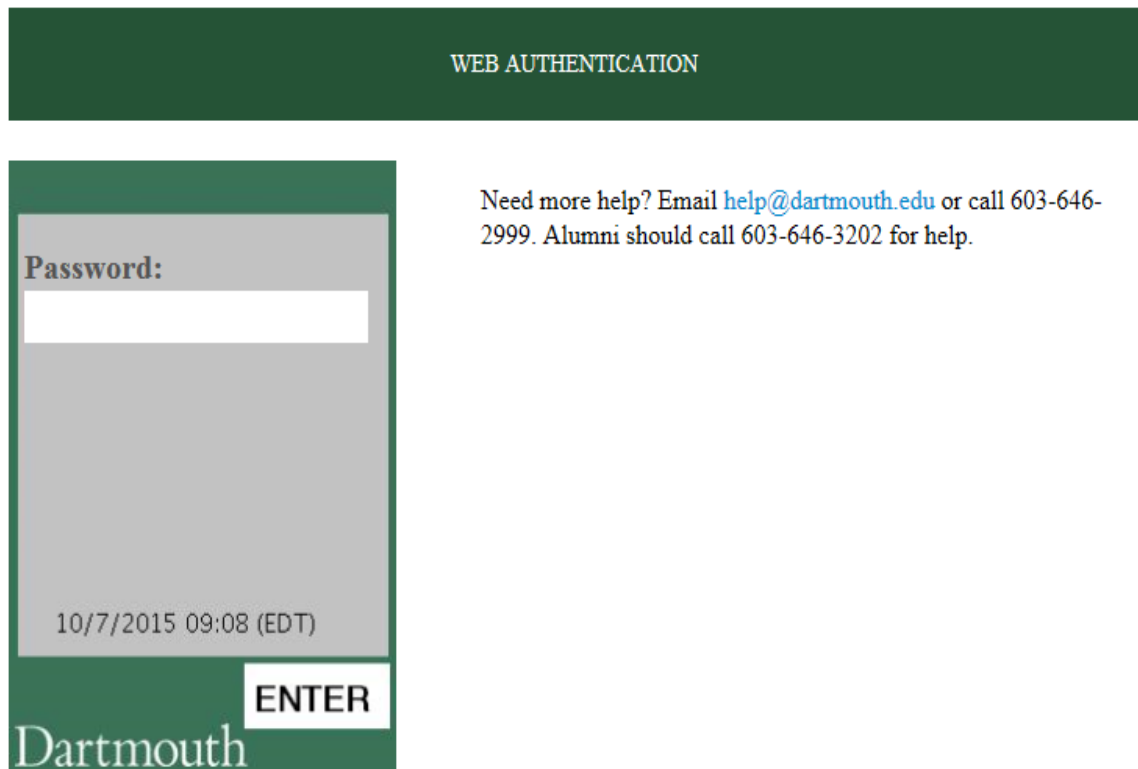
The screenshot shows a web browser window with the URL www.dartmouth.edu/~control/systemaccess-tools/. The page features the Dartmouth logo and a green banner for the Controller's Office. A navigation menu on the left includes links such as ABOUT US, ASK A QUESTION, ACCOUNTING & REPORTING, PAYROLL, PURCHASING & PAYMENTS, STUDENT BILLING, RECEIVABLES, QUICK LINKS, CAPITAL PROJECTS, and CHART OF ACCOUNTS. The main content area is titled "Financial Systems Access & Tools" and includes a "LIST OF FINANCIAL SYSTEMS" with a link to "Financial Systems". Below this, there is a section titled "STEPS TO GAIN ACCESS TO THE FINANCIAL SYSTEMS" which states that the following steps are required to gain access to the Financial System: "Submit a Security Access Form". It further notes that the supervisor must fill out a "Security Access Form".

Fundriver Training

The Dartmouth web authentication page will come up. **Please sign in with your Dartmouth ID and password.**



The screenshot shows the Dartmouth web authentication page. At the top left is the Dartmouth logo, and at the top right is the "EXPLORE DARTMOUTH" link. A dark green banner across the top contains the text "WEB AUTHENTICATION". Below the banner, the text "NetID:" is followed by a white input field. To the right of the input field is the text: "Need more help? Email help@dartmouth.edu or call 603-646-2999. Alumni should call 603-646-3202 for help." Below the input field is a dark green button with the text "Continue". At the bottom left of the form area are two links: "[Lookup my NetID](#)" and "[Where do I enter my password?](#)".



The screenshot shows the Dartmouth web authentication page. A dark green banner across the top contains the text "WEB AUTHENTICATION". Below the banner, the text "Password:" is followed by a white input field. To the right of the input field is the text: "Need more help? Email help@dartmouth.edu or call 603-646-2999. Alumni should call 603-646-3202 for help." Below the input field is a dark green button with the text "ENTER". At the bottom left of the form area is the Dartmouth logo and the date and time "10/7/2015 09:08 (EDT)".

Once you have entered your Dartmouth Name and Password and press "ENTER" a **list of Financial Systems** will display in a table format.

Fundriver Training

There are two (2) Fundriver links shown in the List of Financial System.

Development and Stewardship Staff access is through the "Fundriver Main" link.

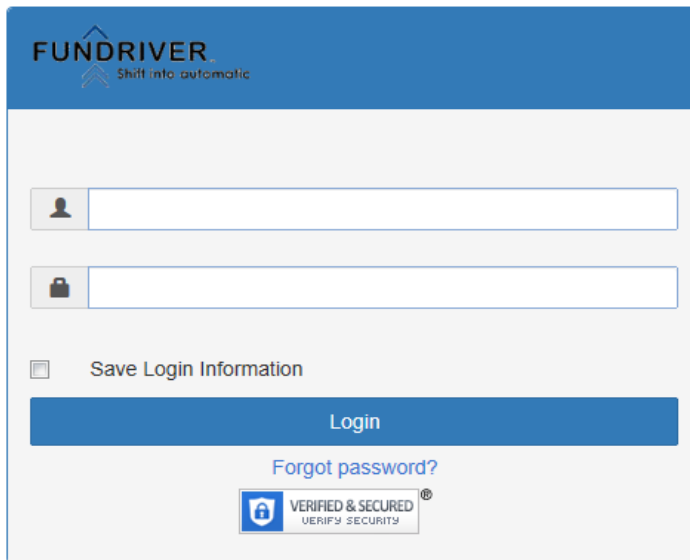
Name of System	Link to Financial System	Who to Contact With Issues?
Fundriver Main Application (Endowment system)	Fundriver Main	Endowment.Fund.System@dartmouth.edu

After clicking on the “[Fundriver Main](#)” Link, the Fundriver Home page will display.

~~~~~

*Note: The “[Fundriver Department](#)” Link is for Departmental Financial Staff. If you click on the “[Fundriver Department](#)” link in error and attempt to log in, you may be locked out of the system.*

**To avoid being locked out of the Fundriver, do not sign in using Fundriver’s Log In screen.**

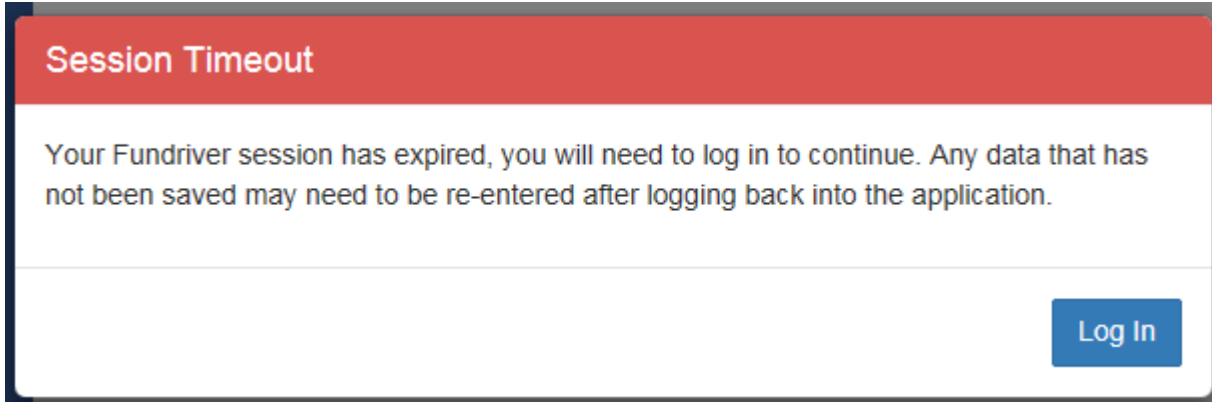


*If you enter your Dartmouth credentials into the Fundriver Username and Password screen more than 3 times, the system will lock you out.*

*If you are locked out of Fundriver, You will need to e-mail [Endowment.Fund.System@Dartmouth.edu](mailto:Endowment.Fund.System@Dartmouth.edu) to **have your Access reset.***

# Fundriver Training

*If the time allotted for inactivity runs out (in other words, Fundriver is open, but you are not using it), Fundriver's "Session Timeout" screen will appear when you try to access the system again. If you receive the Session Times Out message, please **Close the Program**. Do not enter your Dartmouth credentials via the Fundriver Log In button here.*



*In order to return to Fundriver after the system has "Timed out," please **Close the program**, then enter as instructed above using your Dartmouth credentials.*

*If you are locked out of Fundriver, You will need to e-mail [Endowment.Fund.System@Dartmouth.edu](mailto:Endowment.Fund.System@Dartmouth.edu) to **have your Access reset**.*

~ ~ ~ ~ ~

After clicking on the "Fundriver Main" Link, the Fundriver Home page will display.

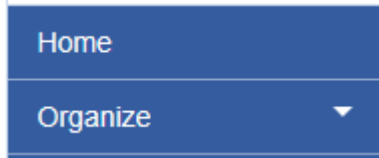


|                      |                                                                                                                                                                                                                                                                                                                                                                                                        |
|----------------------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| Home                 | HOME                                                                                                                                                                                                                                                                                                                                                                                                   |
| Organize ▼           | <b>Links</b> <hr/> <ul style="list-style-type: none"><li>- Checklist for posting transaction and investment activity</li><li>- Common Tasks</li><li>- Fundriver Support</li><li>- Register for Fundriver® Basic Training</li></ul> <hr/> <ul style="list-style-type: none"><li>- New Features Released as of 1/19/2015</li></ul> <p>Have questions or need a tutorial? <a href="#">Contact us.</a></p> |
| Report ▼             |                                                                                                                                                                                                                                                                                                                                                                                                        |
| Support / Settings ▼ |                                                                                                                                                                                                                                                                                                                                                                                                        |
|                      |                                                                                                                                                                                                                                                                                                                                                                                                        |

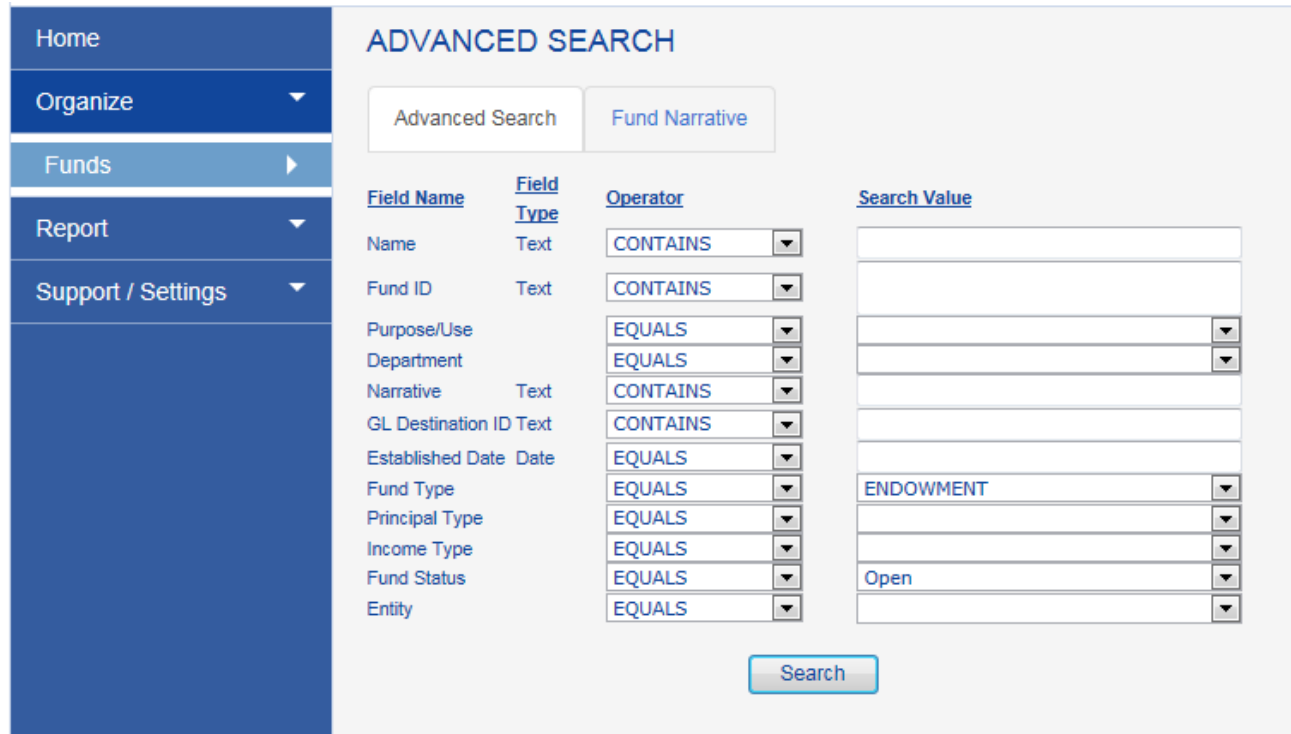


# Fundriver Training

Click on the 'Organize' tab on the left-hand side of the screen.



The "FUNDS" tab will display the Advanced Search page.

A screenshot of the 'ADVANCED SEARCH' page. On the left is a navigation menu with 'Home', 'Organize', 'Funds', 'Report', and 'Support / Settings'. The 'Funds' tab is selected. The main area is titled 'ADVANCED SEARCH' and contains two tabs: 'Advanced Search' (selected) and 'Fund Narrative'. Below the tabs is a table with columns for 'Field Name', 'Field Type', 'Operator', and 'Search Value'. The table lists various fields like Name, Fund ID, Purpose/Use, Department, Narrative, GL Destination ID Text, Established Date, Fund Type, Principal Type, Income Type, Fund Status, and Entity. Each field has a corresponding operator dropdown menu. To the right of the table are several empty search value input fields, with one containing the text 'ENDOWMENT' and another containing 'Open'. A 'Search' button is located at the bottom right of the search area.

## ADVANCED SEARCH

### Fund Search

You may Search for Funds by inserting information into any one of the **Search Value** Fields. Qualify your search by using the "Operator" drop down lists. Examples:

A close-up screenshot of the search criteria table. It shows two rows: 'Purpose/Use' and 'Department'. Both rows have the 'Operator' dropdown menu set to 'EQUALS'. To the right of each row is an empty search value input field.

You may enter data into more than one Search Value field **when not using a Fund ID number**.  
[See Field Name definitions at the end of this document.]

# Fundriver Training

You may enter multiple "Fund ID" numbers in the Search Value box. Please separate each Fund ID number in a series with a comma only. You may also cut and paste a column of fund numbers from Excel into and the Fund ID Search Value box.

When you paste a column of Fund numbers into the box, they will align on the left side and will not require a comma to separate them. After you enter your search criteria, **CLICK** the "SEARCH" button at the bottom of the screen. (Pressing the "Enter" button on your keyboard will not produce any results.) The message "Loading" will appear at the bottom of your screen with a spinning icon while the data is being retrieved. Your results will appear at the bottom of your screen.

The screenshot displays the 'ADVANCED SEARCH' interface. At the top, there are navigation tabs: 'Funds', 'Fund Profile', 'Advanced Search' (selected), and 'Fund History'. Below these are additional tabs: 'Transaction History', 'Merge Funds', 'Audit History', and 'Fund Narrative'. The search criteria section includes a table with columns for 'Field Name', 'Field Type', 'Operator', and 'Search Value'. The 'Fund ID' field is populated with '56170,00010,00005'. A 'Search' button is located below the criteria table. Below the search button is a status bar showing '1 of 1' results and a 'Find | Next' button. The results table has columns: 'Name', 'Fund ID', 'Fund Profile', 'Long Name', 'Investment Pool', and 'Spending'. One result is shown for Fund ID '56170' with a 'Profile' link and an investment pool of 'A71000 ASSOCIATED ENDOWMENT POOL #1'. A scroll bar is visible at the bottom of the results table.

| Field Name        | Field Type | Operator | Search Value      |
|-------------------|------------|----------|-------------------|
| Name              | Text       | CONTAINS |                   |
| Fund ID           | Text       | CONTAINS | 56170,00010,00005 |
| Purpose/Use       |            | EQUALS   |                   |
| Department        |            | EQUALS   |                   |
| Narrative         | Text       | CONTAINS |                   |
| GL Destination ID | Text       | CONTAINS |                   |
| Established Date  | Date       | EQUALS   |                   |
| Fund Type         |            | EQUALS   | ENDOWMENT         |
| Principal Type    |            | EQUALS   |                   |
| Income Type       |            | EQUALS   |                   |
| Fund Status       |            | EQUALS   | Open              |
| Entity            |            | EQUALS   |                   |

| Name | Fund ID | Fund Profile            | Long Name | Investment Pool                              | Spending |
|------|---------|-------------------------|-----------|----------------------------------------------|----------|
|      | 56170   | <a href="#">Profile</a> |           | A71000<br>ASSOCIATED<br>ENDOWMENT<br>POOL #1 | FORMULA  |

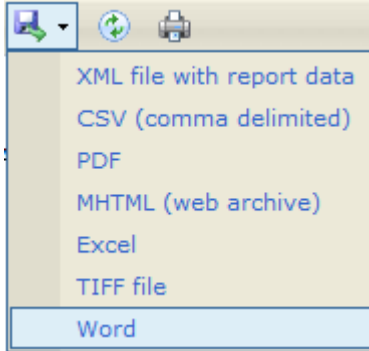
A slide bar is located at the very bottom of the Results screen which you may move to the right to reveal all columns of data provided for a Fund.

# Fundriver Training

The Results above may be PRINTED or DOWNLOADED using the icons on the tool bar.



## Download options:



## Print:



*TIP: If you need to download **into Excel** any funds which were established prior to 1900, you should select the "CSV (comma delimited)" option for your download. **The CSV option will allow the date fields to download in a readable format.** For post - 1900 funds, selecting the "XML File with report data" option will work.*

Click on the "[Profile](#)" link in your Search Results to view details about each Fund.

---

| Name       | Fund ID | Fund Profile            | Long Name  | Investment Pool                              | Spending Rule | Established Date | Purpose Use       | Net Asset Classifi |
|------------|---------|-------------------------|------------|----------------------------------------------|---------------|------------------|-------------------|--------------------|
| [REDACTED] | 56170   | <a href="#">Profile</a> | [REDACTED] | A71000<br>ASSOCIATED<br>ENDOWMENT<br>POOL #1 | FORMULA RATE  | 8/1/1789         | 201<br>[REDACTED] | PERMAN<br>RESTRI   |



# Fundriver Training

## **PRINT OR DOWNLOAD a NARRATIVE**

There are two (3) places to view/print/download a Fund Narrative.

- (1) Under Organize/Funds, Click on the “Fund Narrative” Tab. Enter the Fund Number or Name. Highlight the Fund Number/Name when displayed. Click on the highlighted Fund, your narrative will display. Click on Print Narrative button at bottom to print.

### FUND NARRATIVE

[Advanced Search](#) [Fund Narrative](#)

#### Fund Narrative

Fund

Sort By:  Name  Fund ID

Review Date

Narrative

This true endowment fund was established  The fund should be known as the  Income from the fund is restricted to support the Professorship.

BACKGROUND AND PURPOSE:

According to Board of Trustee records,

\*\*\*\*\*   \*\*\*\*\*   \*\*\*\*\*

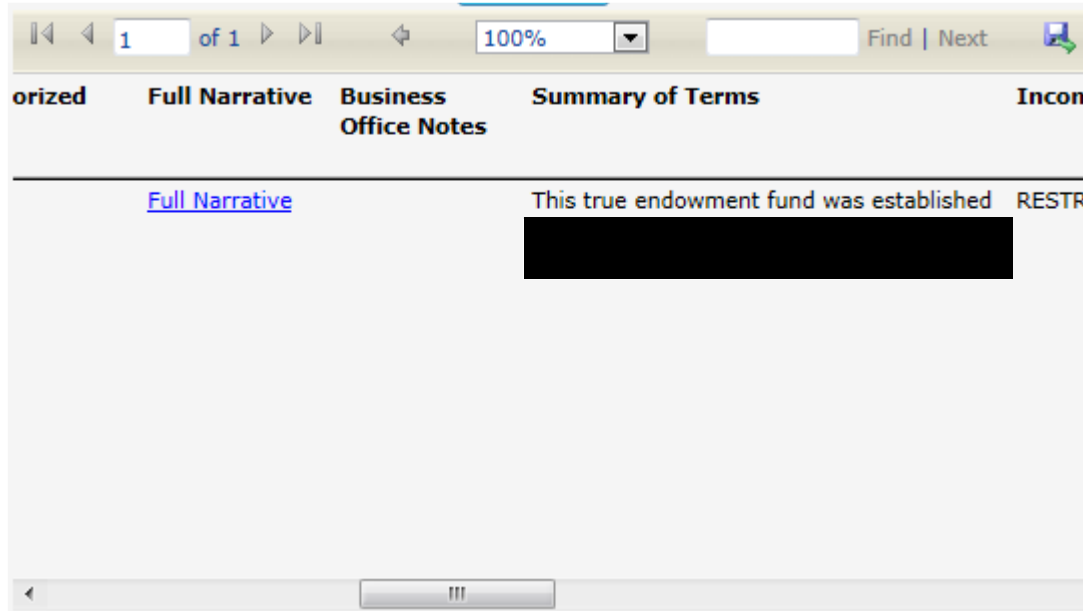
...for the use and benefit and behoof [sic] of said College, and schools connected therewith."

\*\*\*\*\*   \*\*\*\*\*   \*\*\*\*\*


According to the minutes of the Trustees Annual Meeting held in August of 1789, the donor's intent is described as follows:

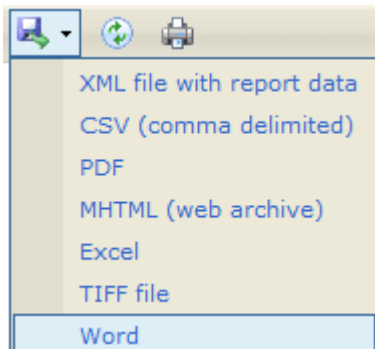
# Fundriver Training

- (2) The “Advance Search” results provide a link to the "Full Narrative." (Scroll to the right of results displayed to find the "Full Narrative"column. Click on the "Full Narrative" Link.



Once the Narrative is displayed, To Print, Select the Print icon  at the end of the tool bar.

**You may Download the Narrative by using the Icon with the drop down box  on the right-hand side of the tool bar. Select the pdf format for your output.**



# Fundriver Training

- (3) After you have Searched and found your fund via the “Advanced Search” tab, click on “Profile”. You may print or download the Fund Narrative from the “Profile” page as shown below by clicking on the link "[Click Here To View Fund Narrative](#)".

**Fund :** ██████████  
**Long Name :** ██████████  
**Investment Pool :** A71000 ASSOCIATED ENDOWMENT POOL #1      **Inception Date :** 8/1/1789  
**Spending Rule :** FORMULA RATE      **Donor Class :** 1777  
**Fund ID :** 56170      **Department :** 431-Humanities General  
**Net Asset Classification :** PERMANENTLY RESTRICTED      **Purpose / Use :** 201 Professorship - Arts & Sciences  
**Fund Type :** ENDOWMENT      **Principal Type :** TRUE  
**Summary of Terms :** This true endowment fund was established ██████████  
 Fund Narrative : [Click here to view fund narrative](#)

**Current Values As of Post Date : 9/30/2015**

**Total Market Value :** ██████████      **Book Value :** ██████████  
**Estimated Distribution DPC Total :** ██████████      **Estimated Total APC :** ██████████

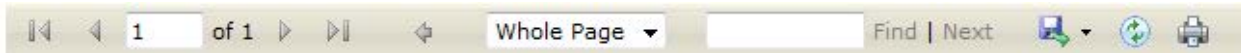
**Automated Distributions**

| Activity Type               | Calc Type        | Amount / %             | Destination ID         | APC                                 |
|-----------------------------|------------------|------------------------|------------------------|-------------------------------------|
| Distribute                  | All              | 100.00                 | ██████████             | Non-Exempt                          |
| <b>Entity</b>               | <b>Org L1</b>    | <b>Org L2</b>          | <b>Org</b>             | <b>Purpose Category</b>             |
| COLLEGE                     | DEAN OF FACULTY  | HUMANITIES             | 431-Humanities General | 201 Professorship - Arts & Sciences |
| <b>Internal Destination</b> | <b>RFM Level</b> | <b>RFM Review Date</b> | <b>Fungible</b>        | <b>IncomeType</b>                   |
|                             | 3                | 10/28/2010             | Y                      | RESTRICTED                          |

**Additional Fields**

**Alt. Use Clause :** 6      **Exc Income Provision :** N      **RTP Excess Income :** N      **FASB Review Date :** 10/28/2010      **Narrative Review Date :** 10/28/2010  
**Digitized :**      **Fund Status :** Open      **Terminated Date :**

When the Narrative is displayed, you may print or download it using the tool bar icons.



# Fundriver Training

FUNDRIVER - View Report

Report Date/Time: 04/07/2015 01:52 PM

**Dartmouth College**  
**Fund Narrative Report**

Fund Number : 56170  
Fund Short Name [REDACTED]

Narrative Reviewed : 10/28/2010

**Narrative :**  
-----  
This true endowment fund was established in [REDACTED]

BACKGROUND AND PURPOSE:  
[REDACTED]

\*\*\*\*\*  
[REDACTED]

\*\*\*\*\*

According to the minutes of the Trustees Annual Meeting [REDACTED]

\*\*\*\*\*

According to the Minutes of the Trustees Annual Meeting of August, [REDACTED]

\*\*\*\*\*

The minutes of the Trustees Annual Meeting held in August of 1794 state the following, in part: "In consideration of the [REDACTED]

[REDACTED]

[REDACTED]

FUND CLASSIFICATION:  
[REDACTED]



# Fundriver Training

## REPORTS

Click the Reports Tab on the menu bar at the left-hand side of your screen to View Reports.

FUNDRIVER™  
Shift into automatic

Dartmouth College

Home

Organize

Report

View Reports

Audit Logs

Custom

Distribution

FAS 117-1

Other

Stewardship

Summary

User Defined

Support / Settings

### VIEW REPORTS

[Click here for a description of standard reports.](#)

Stewardship

- Account Summary Stewardship Report by Fund
- Account Summary Stewardship Report for all Funds
- Donor Report
- Donor Report for All Funds
- Transaction Report

Select "Stewardship" from the list of Reports.

### Stewardship Reports:

#### Account Summary Stewardship Report by Fund:

Shows beginning and ending market values as well as transaction activity and total return for a single fund.

#### Account Summary Stewardship Report for all Funds:

Shows beginning and ending market values as well as transaction activity and total return for all funds.

# Fundriver Training

## Donor Report:

Shows fund purpose and performance for a single fund. This report can be customized to include a logo and footnotes.

## Donor Report for All Funds:

Shows fund purpose and performance for all funds. This report can be customized to include a logo and footnotes.

## Transaction Report:

Shows all transactions within date parameters requested.

**NOTE: Distribution transactions for Fiscal Year 2014 and prior are not accurate as this figure represents the draw on accumulated earnings only.**

**Click on the Report title to select.** The Report parameters will display on the right.

### VIEW REPORTS

[Click here for a description of standard reports.](#)

Stewardship ▾

- Account Summary Stewardship Report by Fund
- Account Summary Stewardship Report for all Funds
- Donor Report**
- Donor Report for All Funds
- Transaction Report

#### Donor Report

Donor Report

#### Report Parameters

Fund

Sort By:  Name  Fund ID

Start Date

End Date

Save As Frequently Used Report

# Fundriver Training

## Report Parameters and Running the Report

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

| Parameter  | Description                                                                                   |
|------------|-----------------------------------------------------------------------------------------------|
| Fund       | Search for Fund by typing in the Fund Number or Fund Name into the Search Box.                |
| Start Date | The beginning of the date range for the report.<br>Example: Start 6/30/2013 to End 6/30/2014. |
| End Date   | The end of the date range for the report.                                                     |

Enter the Fund Name or Number. Click on the appropriate Fund when results display below the search box.

### **SAMPLE DONOR REPORT:**

The screenshot shows a web interface for configuring a Donor Report. At the top, the title "Donor Report" is displayed in blue. Below it, the text "Donor Report" appears in a smaller font. The main section is titled "Report Parameters" in blue. Under this heading, there are several input fields and controls: a "Fund" field containing "56170 -" followed by a blacked-out area and a search icon; a "Sort By:" section with radio buttons for "Name" and "Fund ID" (which is selected); "Start Date" and "End Date" fields, both with dropdown arrows; two blue buttons labeled "Run Report" and "Subscribe"; and a checkbox labeled "Save As Frequently Used Report" at the bottom.

# Fundriver Training

ENTER the START DATE and END DATE for you Report by selecting from drop down boxes.

## Donor Report

Donor Report

### Report Parameters

**Fund**

**Sort By:**  Name  Fund ID

**Start Date**

**End Date**

Save As Frequently Used Report

**Click on the "RUN REPORT" Button.** The Report results will display in Browser window.

## Dartmouth College

### Financial Report for the 2015 Fiscal Year For the Period July 01, 2013 - June 30, 2015

**Fund Number: 56170**

#### Financial Summary

|                                 |    |            |
|---------------------------------|----|------------|
| Beginning market value 7/1/2013 | \$ | ██████████ |
| Investment performance          | \$ | ██████████ |
| Distributions                   | \$ | ██████████ |
| Transfers                       | \$ | ██████████ |
| Fund Additions                  | \$ | ██████████ |
| Ending market value 6/30/2015   | \$ | ██████████ |
| Ending book value 6/30/2015     | \$ | ██████████ |

#### Book Value

The book value is the actual capital invested in Dartmouth's 'Total Return Pool' prior to earning any investment return. This capital consists of the original donation plus any other additions to the fund, including realized trustee matching contributions that were committed during the Will to Excel campaign. Although included in book value, trustee matching funds are not credited toward Named Scholarship threshold levels.



#### Market Value

The market value is the total of the book value plus accumulated net investment earnings (reduced by cumulative distributions for program support) valued as of a certain date. This value is calculated monthly and is based on the total number of shares owned by the fund in the investment pool, multiplied by the most current value per share. Income to support endowed programs is determined by a spending formula approved annually by the College's Board of Trustees. This formula reduces the year-to-year volatility in the amount distributed, creating a smoother spending pattern over a period of years.

# Fundriver Training

You may Print or Download your Report by using the icons on the Tool Bar.



Click on Download/Export icon  to **pdf or Excel format**. You may also Print directly from the screen using the Print icon .

## SAMPLE TRANSACTION REPORT

**VIEW REPORTS**

[Click here for a description of standard reports.](#)

**Stewardship** ▼

- Account Summary Stewardship Report by Fund
- Account Summary Stewardship Report for all Funds
- Donor Report
- Donor Report for All Funds
- Transaction Report**

### Transaction Report

Transaction Report - This report can be run for a single fund or all funds. Fields included on the report are Transaction Type, GLID, Investment Pool, Journal Date, Post Date, Amount, Notes

### Report Parameters

Fund

Sort By:  Name  Fund ID

Start Date

End Date


Save As Frequently Used Report

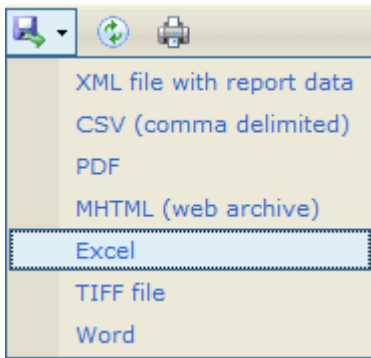
Select a Fund, Start Date and End Date.

**Click on "Run Report."** Results will display in the format shown below.

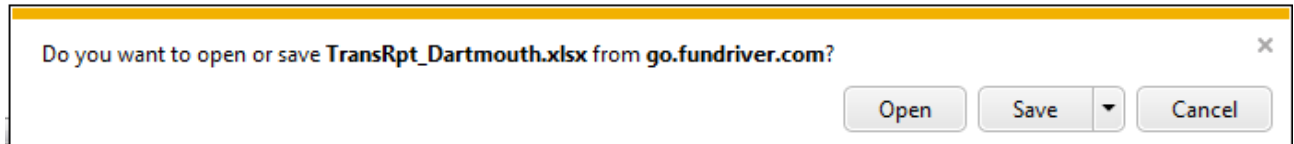
# Fundriver Training

| Trans Type Name | Fund ID | Fund Name  | Fund Type | Pool   | Post Date  | Journal Date | Cash Flow Amount | Note | Destination ID |
|-----------------|---------|------------|-----------|--------|------------|--------------|------------------|------|----------------|
| Distribution    | ████    | ██████████ | ENDOWMENT | A71000 | 7/31/2014  | 2/24/2015    | (1,423.16)       |      | ██████████     |
| Distribution    | ████    | ██████████ | ENDOWMENT | A71000 | 8/31/2014  | 2/26/2015    | (1,423.16)       |      | ██████████     |
| Distribution    | ████    | ██████████ | ENDOWMENT | A71000 | 9/30/2014  | 2/26/2015    | (1,423.18)       |      | ██████████     |
| Distribution    | ████    | ██████████ | ENDOWMENT | A71000 | 10/31/2014 | 2/27/2015    | (1,423.22)       |      | ██████████     |
| Distribution    | ████    | ██████████ | ENDOWMENT | A71000 | 11/30/2014 | 3/2/2015     | (1,423.28)       |      | ██████████     |
| Distribution    | ████    | ██████████ | ENDOWMENT | A71000 | 12/31/2014 | 3/5/2015     | (1,423.36)       |      | ██████████     |
| Distribution    | ████    | ██████████ | ENDOWMENT | A71000 | 1/31/2015  | 3/6/2015     | (1,423.46)       |      | ██████████     |
| Distribution    | ████    | ██████████ | ENDOWMENT | A71000 | 2/28/2015  | 3/9/2015     | (1,423.59)       |      | ██████████     |

To Download Transaction Report to Excel to better view Results, use  icon, select Excel.



Click on Excel. You will be prompted to open or Save in Excel.



Your Report will display in Excel.

**NOTE: Distribution transactions for Fiscal Year 2014 and prior are not accurate as this figure represents the draw on accumulated earnings only.**

# Fundriver Training

## FIELD DEFINITIONS

| Field Name                         | Description                                                                                                                                                                                                                                                                                         |
|------------------------------------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| Fund                               | The short name of the Fund.                                                                                                                                                                                                                                                                         |
| Long Name                          | The full name of the fund.                                                                                                                                                                                                                                                                          |
| Investment Pool                    | The pool in which the fund is invested.                                                                                                                                                                                                                                                             |
| Spending Rule                      | How earnings are distributed:<br><b>Formula Rate:</b> Distribution formula determined by Trustees annually.<br><b>Income Only:</b> Only yield (interest and dividends) distributed. No appreciation.<br><b>No Distribution:</b> No distribution is calculated.                                      |
| Fund ID                            | A five digit, unique number assigned to the fund.                                                                                                                                                                                                                                                   |
| GL Destination ID                  | General Ledger chart string for benefitting area                                                                                                                                                                                                                                                    |
| Net Asset Classification           | The Net Asset (FASB) Classification for the principal of the Fund:<br><b>Unrestricted:</b> Principal of fund may be expended.<br><b>Temporarily Restricted:</b> Principal of the fund is temporarily restricted.<br><b>Permanently Restricted:</b> Principal of the fund is permanently restricted. |
| Fund Type                          | Endowment                                                                                                                                                                                                                                                                                           |
| Inception date<br>Established 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                        | A description of the fund's purpose.                                                                                                                                                                                                                                                                |
| Principal Type                     | Designation of fund principal.<br><b>True:</b> Principal to be held intact.<br><b>Quasi:</b> Principal may be spent.<br><b>Term:</b> Principal to remain intact for a specified term.                                                                                                               |
| 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.                                                                                                                                                                                                                                        |



# Fundriver Training

## Current Values as of Post Date

| Field Name                   | Description                                                                                                                                                                                                            |
|------------------------------|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| Total Market Value           | The total of pooled and non-pooled market values PLUS any uninvested cash.                                                                                                                                             |
| Estimated Distribution Total | The estimated annual distribution.                                                                                                                                                                                     |
| Book Value                   | The value of the total gifts, income returned to principal, College matches, and other transfers contributed to the fund. Does not include accumulated investment growth or losses that are reflected in Market Value. |
| Estimated Total APC          | The estimated APC amount charged to the fund. This will only be applicable to funds that are classified non-exempt.                                                                                                    |

## Automated Distributions

| Field Name     | Description                                                                                                                                                                                                                                                                                                      |
|----------------|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| Activity Type  | Determines in what manner the distribution is handled.<br><b>Distribute:</b> Used for funds that will be distributing.<br><b>Reinvest to Principal:</b> Distribution is added to original gift value.<br><b>Reinvest to Market Value:</b> Distribution is added to the appreciation of the fund.                 |
| Calc Type      | Determines how the calculation of the distribution is to be performed.<br><b>ALL:</b> Used for full distributions (100%).<br><b>Percentage:</b> Used for funds with a split distribution based on a percentage amount.<br><b>Fixed Amount:</b> Used for funds with a split distribution with a set dollar amount |
| Amount / %     | Either fixed amount or applicable % allocation                                                                                                                                                                                                                                                                   |
| Destination ID | The GL Distribution string of the fund.<br>This field will be blank if the fund is reinvesting                                                                                                                                                                                                                   |
| APC Status     | How the fund is classified for Associated Program Costs:<br><b>Non-exempt:</b> Distributes a portion for APC.<br><b>Exempt:</b> The College has elected not to distribute for APC.<br><b>Non-Qualified:</b> Funds with restrictions on the use of income for APC.                                                |
| Entity         | The school that will be receiving the distribution:<br><b>Dartmouth College</b><br><b>Geisel School of Medicine</b><br><b>Thayer School of Engineering</b><br><b>Tuck School of Business</b>                                                                                                                     |
| Org L1         | A description of the first level of the organization.                                                                                                                                                                                                                                                            |
| Org L2         | A description of the second level of the organization.                                                                                                                                                                                                                                                           |
| Org            | The 3 digit number that is a component of the GL string.                                                                                                                                                                                                                                                         |

## Fundriver Training

|                      |                                                                                                                                                                                                                                                                                                                                                                                                                                         |
|----------------------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| Purpose Category     | Describes the 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.<br><b>1:</b> Broadly restricted to Dartmouth College or one of the professional schools.<br><b>2:</b> Restricted to a division, department or for the general needs of a large program.<br><b>3:</b> Restricted to items, projects or activities that are part of a larger set of projects.<br><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.<br><b>Restricted:</b> The distributions can only be used for a specific purpose, as directed by the donor.<br><b>Unrestricted:</b> The distributions can be used for any purpose.<br><b>Unrest Prof:</b> The distributions are restricted to a specific professional school, for their unrestricted use.                                                       |

### Additional Fields

| Field Name            | Description                                                                                                                                                                                                                                                                                                                                                     |
|-----------------------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| Alt Use Clause        | Number from 1 -6 broadly describes type of Alternate Use Clause<br><b>1:</b> Purpose ceases to exist<br><b>2:</b> Some/all income cannot usefully be applied<br><b>3:</b> Purpose is impracticable of fulfillment<br><b>4:</b> Must make reasonable efforts to consult with donor<br><b>5:</b> Non-standard<br><b>6:</b> Cannot be used for any alternative use |
| Exc. Income Provision | Y/N: Is there an excess income provision in the Donor Document?                                                                                                                                                                                                                                                                                                 |
| 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 to digital storage.                                                                                                                                                                                                                                                              |
| Fund Status           | Open/Closed                                                                                                                                                                                                                                                                                                                                                     |
| Terminated Data       | If applicable                                                                                                                                                                                                                                                                                                                                                   |

# Fundriver Training

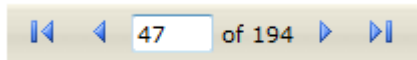
## Report Results Navigation:

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

### NAVIGATION BAR

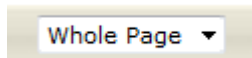


### Page Navigation



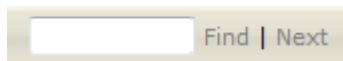
These navigation buttons allow quick access to the first, last, next or previous page. The number in the white box indicates the page you are currently viewing. A new value can be entered to jump to a specific page.

### Magnification



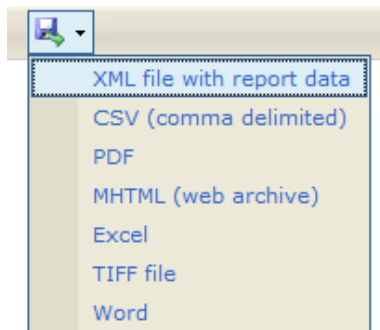
Change the zoom by selecting whole page or a magnification percentage.

### Search



To Search within your Report/Results screen type into the Search box and click Find. Click Next to locate the next instance of the value.

### Download / Export



Select your desired download/export format from the drop down list. (PDF and Excel are the 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 data on your screen.

# Fundriver Training

## 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.

## Purpose Codes

[100 -General Purpose - College](#)  
[101 -General Purpose - A & S](#)  
[107 -General Purpose - Tuck](#)  
[108 -General Purpose - Medical](#)  
[109 -General Purpose - Thayer](#)  
[150 -Alumni Fund Campaign](#)  
[200 -Academics](#)  
[201 -Professorship - Arts & Sciences](#)  
[207 -Professorship - Tuck](#)  
[208 -Professorship - DMS](#)  
[209 -Professorship - Thayer](#)  
[220 -Faculty Clusters](#)  
[250 -Instruction \(Class of 1925\)](#)  
[300 -Libraries](#)  
[350 -Hopkins Center](#)  
[360 -Hood Museum](#)  
[500 -Prizes and Other Awards](#)  
[520 -Scholarships \(General\)](#)  
[540 -Scholarships \(Club and Class\)](#)  
[560 -Student Loans](#)  
[580 -Fellowships](#)  
[600 -Dick Hall's House](#)  
[700 -Tucker Foundation](#)  
[720 -Dartmouth Outing Club](#)  
[730 -Athletics](#)  
[745 -DAE-\("Will to Excel Campaign"\)](#)  
[760 -Student Services](#)  
[800 -General Administration](#)  
[850 -Plant and Plant Operation](#)  
[900 -Multiple Purposes](#)

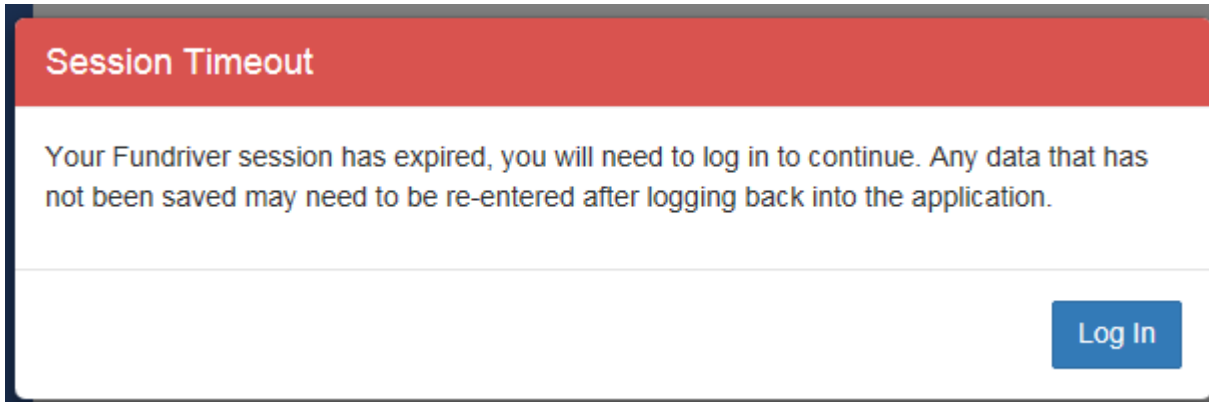
## HELP:

If you need **help signing in** or have Fundriver system questions, please contact **Institutional Accounting** at [Endowment.Fund.System@Dartmouth.EDU](mailto:Endowment.Fund.System@Dartmouth.EDU)

If you have **questions regarding endowment funds**, please contact **Endowment Administration staff**.

# Fundriver Training

If your Fundriver Session has Timed out after a period of inactivity and you wish to continue working in Fundriver, please **Close the Program**, open your Browser, and Enter Fundriver as if you were signing in for the first time. Using the “Log In” button when Timed Out will not allow you to access Fundriver. You need to enter using Dartmouth credentials.



## To End your session in Fundriver:

Click the drop down Arrow next to your Name at the Top Right-Hand Corner of the screen. Highlight “**Logout**” and Click. Close your Browser..