



Fundriver Training

For

Departmental Financial Officers

Access and Reporting

Fundriver Access and Reporting

For Departmental Financial Officers

INDEX

What is Fundriver	1
Accessing Fundriver	1
Fund Summary Screen	2
Selecting a Fund	2
Fund Summary Data	3
Fund Summary.....	4
Current Values As of Post Date	4
Automated Distributions	5
Additional Fields	6
Reports	7
Report Parameters and Running the Report.....	8
Report Options	9
Available Reports.....	10
Logout	10

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.

Accessing Fundriver

Access Fundriver through the List of Financial Systems located on the Controller's Office website:
https://www.dartmouth.edu/finance/forms-policies-systems/financial_systems/index.php

Scroll down and select the Department Access option in which you will then come to the Duo Web Authentication screen where you will be prompted for your Net ID and password:

ENDOWMENT

[Endowment Security Gifts \(ESG\)](#), Contact: Institutional.Accounting@Dartmouth.edu

[Fundriver Department Access \(Endowment system\)](#), Contact: Endowment.Fund.System@dartmouth.edu

[Fundriver Main Application \(Endowment system\)](#), Contact: Endowment.Fund.System@dartmouth.edu

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 Finance 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 if you get locked out of the system.

Fundraiser Reporting

Home Page

The site will open to the home page, from where you can select from the tabs on the left to either view fund information or run reports.

Fund Summary Screen

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

The screenshot displays the Fund Summary Screen for Dartmouth College. The page features a navigation menu on the left with 'Home', 'Funds', and 'Reports' options. The main content area is titled 'Funds' and includes a search bar with the text '03397' and a search icon. A tooltip above the search bar reads: 'Enter at least 3 characters of GLID or Fund name to start search.' Below the search bar is a table with the following data:

GLID	Name	Net Asset Classification
03397	ANONYMOUS SCHOLARSHIP #2	PERMANENTLY RESTRICTED

Below the table, it indicates 'Showing 1 to 1 of 1 entries (filtered from 9,582 total entries)'. At the bottom left, there is a 'Show 10 entries' dropdown menu, and at the bottom right, there are 'Previous', '1', and 'Next' navigation buttons.

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

- Fund number
- Fund name

Once the desired fund is located, click in either the GLID number or the Name field to populate information for that fund on the screen.

Fundriver Reporting

Fund Summary Data

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

FUNDRIVER
Shift into automatic

Dartmouth College

Craig.W Switzer ▾

Home
Funds
Reports

Fund Summary
[Return to Funds list](#)
[Print Summary](#)

Fund : 03397 - ANONYMOUS SCHOLARSHIP #2
Long Name : ANONYMOUS SCHOLARSHIP FUND #2

Investment Pool : A71000 ASSOCIATED ENDOWMENT POOL #1
Inception Date : 8/11/2008

Spending Rule : FORMULA RATE
Donor Class : NONE

Fund ID : 03397
Department : 640-Financial Aid Awards

Net Asset Classification : PERMANENTLY RESTRICTED
Purpose / Use : 520 Financial Aid

Fund Type : ENDOWMENT
Principal Type : TRUE

Summary of Terms : 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.

Fund Narrative :

Current Values As of Post Date : 9/30/2019

Total Market Value : \$700,626.34
Book Value : \$500,000.00

Estimated Annual DPC : \$33,866.60
Estimated Annual APC : \$0.00

Automated Distributions

Activity Type	Calc Type	Amount /%	Destination ID	APC
Distribute	All	100.00	20.640.721110.415502.0000.4302	Exempt
Entity	Org L1	Org L2	Org	Purpose Category
COLLEGE	OFFICE OF THE PROVOST	FINANCIAL AID OFFICE	640-Financial Aid Awards	520 Financial Aid
Internal Destination	RFM Level	RFM Review Date	Fungible	IncomeType
	2	8/12/2008	Y	RESTRICTED

Additional Fields

Alt. Use Clause :	Exc Income Provision :	RTP Excess Income :	FASB Review Date :	Narrative Review Date :
2	Y	N	8/12/2008	8/12/2008
Digitized :	Fund Status :	Terminated Date :	Stewardship Report:	
Y	Open		Yes	

- 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: Formula Rate: Distribution formula determined by Trustees annually. Income Only: Only income generated, no earnings, is distributed. No Distribution: No distribution is calculated.
Fund ID	A five digit, unique number assigned to the fund.
Net Asset Classification	The FASB Classification for the principal of the Fund: Unrestricted: Principal of fund is unrestricted. Temporarily Restricted: Principal of the fund is temporarily restricted. Permanently Restricted: Principal of the fund is permanently restricted. All Permanently Restricted: Principal and income of the fund are both permanently restricted. Uncommon; only a few funds with this coding.
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: True: Principal to be held intact. Quasi: Principal may be spent. Term: 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
Book Value (Historical Gift)	The value of the total gifts contributed and any required additions to principal. Does not reflect market value fluxuations.
Estimated Annual DPC	The estimated annual DPC distribution
Estimated Annual APC	The estimated APC amount charged to the fund. This will only be applicable to funds that are classified nonexempt.

Fundriver Reporting

Automated Distributions

Field Name	Description
Activity Type	Determines in what manner the distribution is handled. Distribute: Used for funds that will be distributing. Reinvest to Principal: Distribution is added to original gift value. Reinvest to Market Value: Distribution is added to the appreciation
Calc Type	Determines how the calculation of the distribution is to be performed. ALL: Used for full distributions (100%). Percentage: Used with a split distribution based on a percentage amount. Fixed Amount: 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: Non-exempt: APC is charged. Applies to most funds. Exempt: Various reasons – unrestricted, scholarships, student loans, fellowships, facilities, etc. Non-Qualified: Legacy funds that have special circumstances.
Entity	The school that will be receiving the distribution: Dartmouth College, Geisel School of Medicine Thayer School of Engineering, Tuck School of Business, Guarini School of Graduate and Advanced Studies
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. 1: Broadly restricted to Dartmouth College or one of the professional schools. 2: Restricted to a division, department or for the general needs of a large program. 3: Restricted to items, projects or activities that are part of a larger set of projects. 4: 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.

Fundriver Reporting

Income Type	<p>The scope of how the money can be used and the limit of its restriction.</p> <p>Restricted: The distributions can only be used for a specific purpose, as directed by the donor.</p> <p>Unrestricted: The distributions can be used for any purpose.</p> <p>Unrest Prof: The distributions are restricted to a specific professional school, for their unrestricted use.</p> <p>Dir Pending: The endowment has received funds but the donor has not yet instructed how they should be spent.</p>
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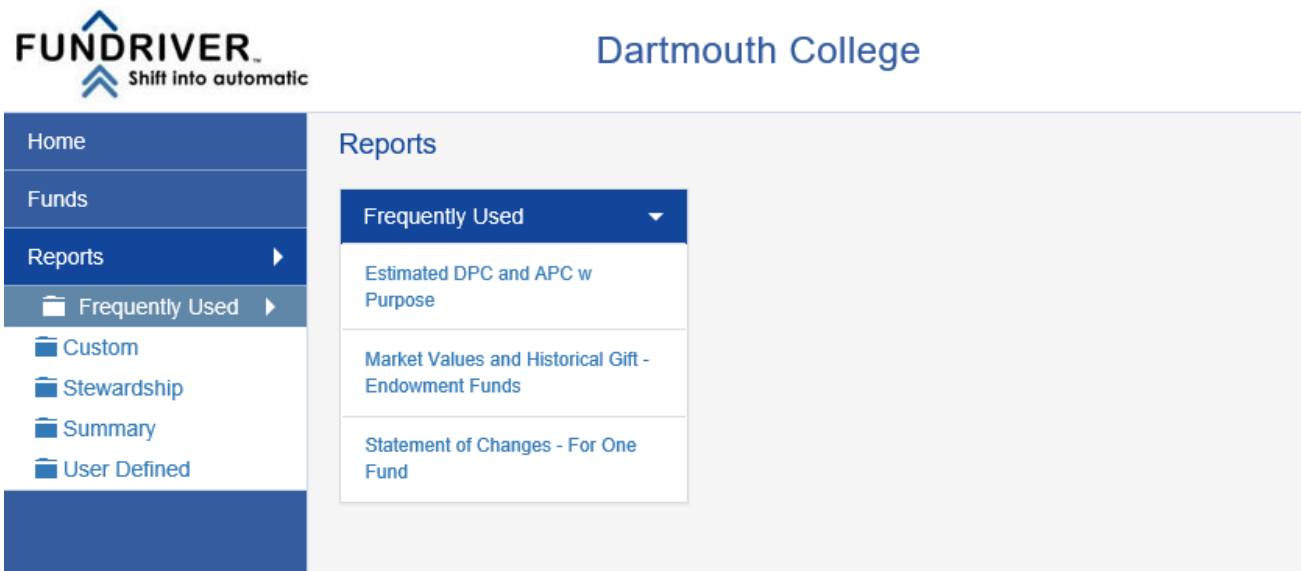
Additional Fields

Field Name	Description
Alt Use Clause	<p>Ranking from 1 – 6 that describes how the fund can be used.</p> <p>1: Purpose ceases to exist</p> <p>2: Some/all income cannot usefully be applied</p> <p>3: Purpose is impracticable of fulfillment</p> <p>4: Must make reasonable efforts to consult with donor</p> <p>5: Non-standard</p> <p>6: Cannot be used for any alternative use</p>
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	<p>Open/Closed</p> <p>A fund will appear as “Pending Closure” once it is terminated, until the month it was terminated in is closed.</p>
Terminated Data	If applicable

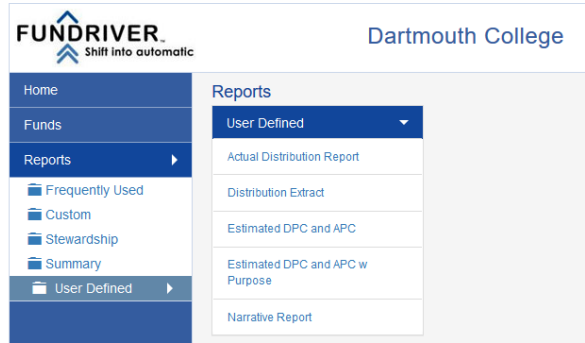
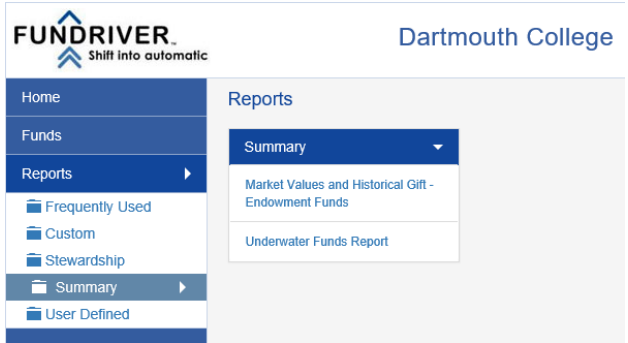
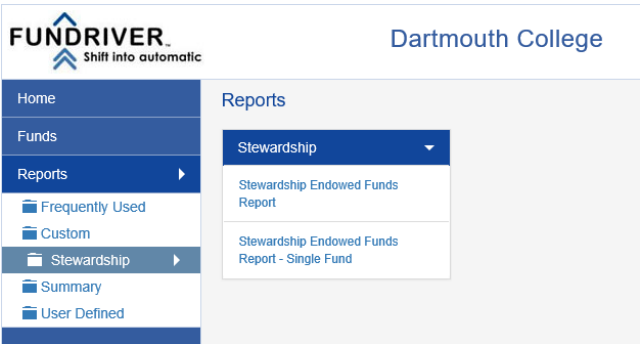
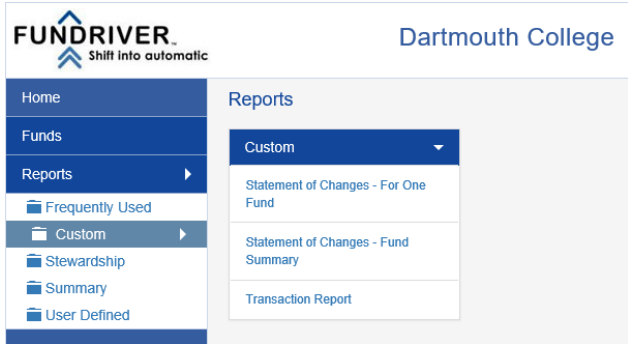
Fundriver Reporting

Reports

Click the Reports tab to access the report selection screen.



Click in the folders of each report grouping to expand the selection and view the available reports in that category.



Fundriver Reporting

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.

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:

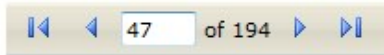
- If you have run a previous Fundriver report and that window is still open, the new report will appear in that same window. If that window is no longer visible (because it is behind another window or has been minimized) you need to reactivate the window in order to see the new report.
- If your report 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

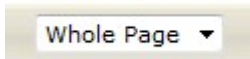
Navigation and export options appear at the top of the report screen.

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.

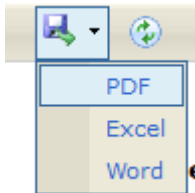
*Whole Page magnification works well with many files that have a large amount of columns as it spaces the data so it is all visible without extracting to Excel

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. 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.

Fundriver Reporting

Available Reports

Group	Report	Description
Custom	Statement of Change – For One Fund	Provides beginning and ending MV, gifts, transfers, distributions and net investment return for a single fund
Custom	Statement of Change – Fund Summary	Provides beginning and ending MV, gifts, transfers, distributions and net investment return for all funds you have permissions to view
Custom	Transaction Report	Summary of all transactions for a specific fund
Stewardship	Stewardship Endowed Fund Report	Provides a Stewardship activity summary for all funds you have permissions to view
Stewardship	Stewardship Endowed Fund Report – Single Fund	Provides a Stewardship activity summary for a single fund
Summary	Market Values and Historical Gift – Endowment Funds	Provides Market Values and Historical Gifts for all funds you have permissions to view
Summary	Underwater Funds Report	Lists all endowment funds that are currently underwater
User Defined	Actual Distribution Report	DPC and APC distribution amounts
User Defined	Distribution Extract	An excel file with all the funds you have access to with all data related to a fund including; fund profile information, narrative, market value, actual and estimated distribution, and budget. NOTE: Please be aware that if a fund has a split distribution it will show up on this report twice so some data including market value is duplicative. Please ask if you have questions.
User Defined	Estimated Annual DPC and APC	Estimated DPC and APC distribution amounts
User Defined	Estimated Annual DPC and APC w purpose	Estimated DPC and APC distribution amounts with the purpose code also provided
User Defined	Narrative Report	An excel file that contains the narratives for all funds you have access to.

Logout

Click the Logout tab at the top right of the window from the drop-down arrow next to your name.