Fundriver Training

For

Development and Stewardship Staff

Fundriver Training

<u>For Development and Stewardship Staff</u>

I N D E X

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."

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

Tip: You can bookmark this page.

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

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.

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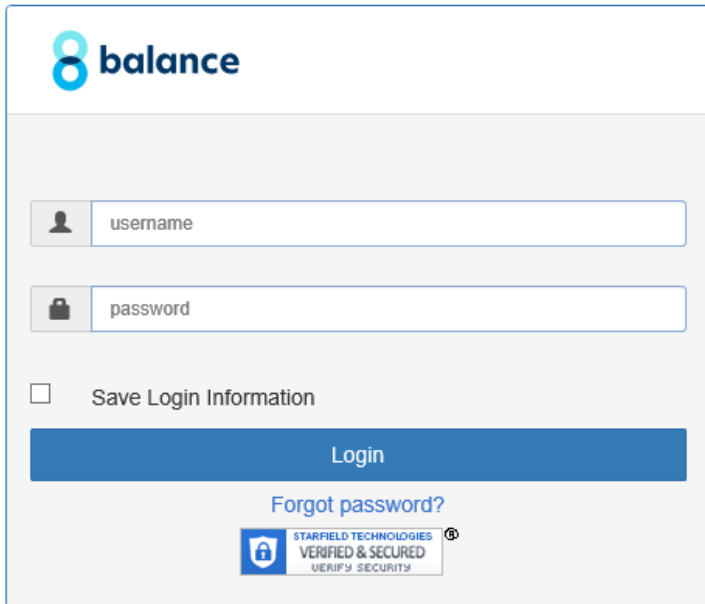
*If you enter your Dartmouth credentials into the **Fundriver Username and Password** screen more than 3 times, the system will lock you out.*

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

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.**

Session Timeout

Your Fundriver session has expired, you will need to log in to continue. Any data that has not been saved may need to be re-entered after logging back into the application.

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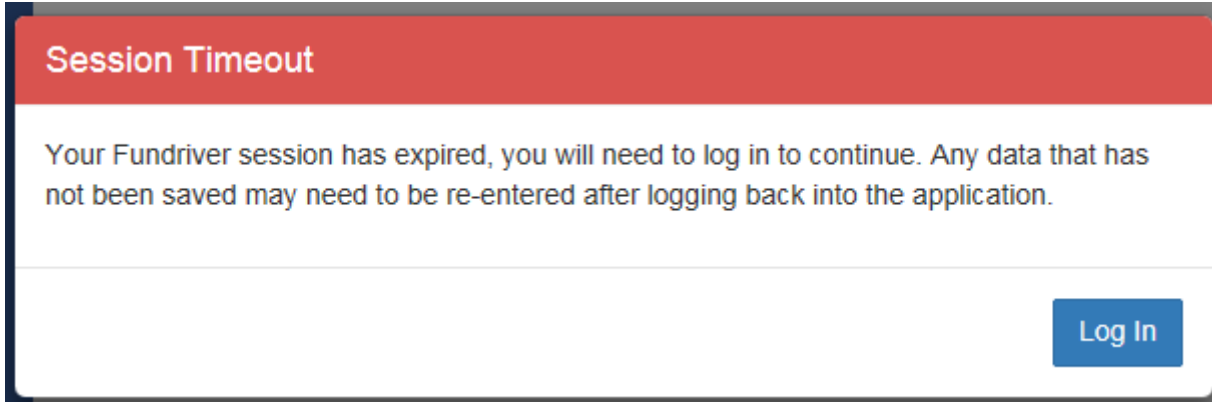
In order to return to Funkdriver after the system has "Timed out," *please* **Close the program,** *then* **enter as instructed above using your Dartmouth credential***s.*

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

~ ~

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

8 balance

Home	**HOME**
Organize ▼	
Report ▼	**Links**
Support / Settings ▼	- Checklist for posting transaction and investment activity
	- Common Tasks
	- Fundriver Support
	- Register for Fundriver® Basic Training
	- New Features Released as of 1/19/2015
	Have questions or need a tutorial? Contact us.

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

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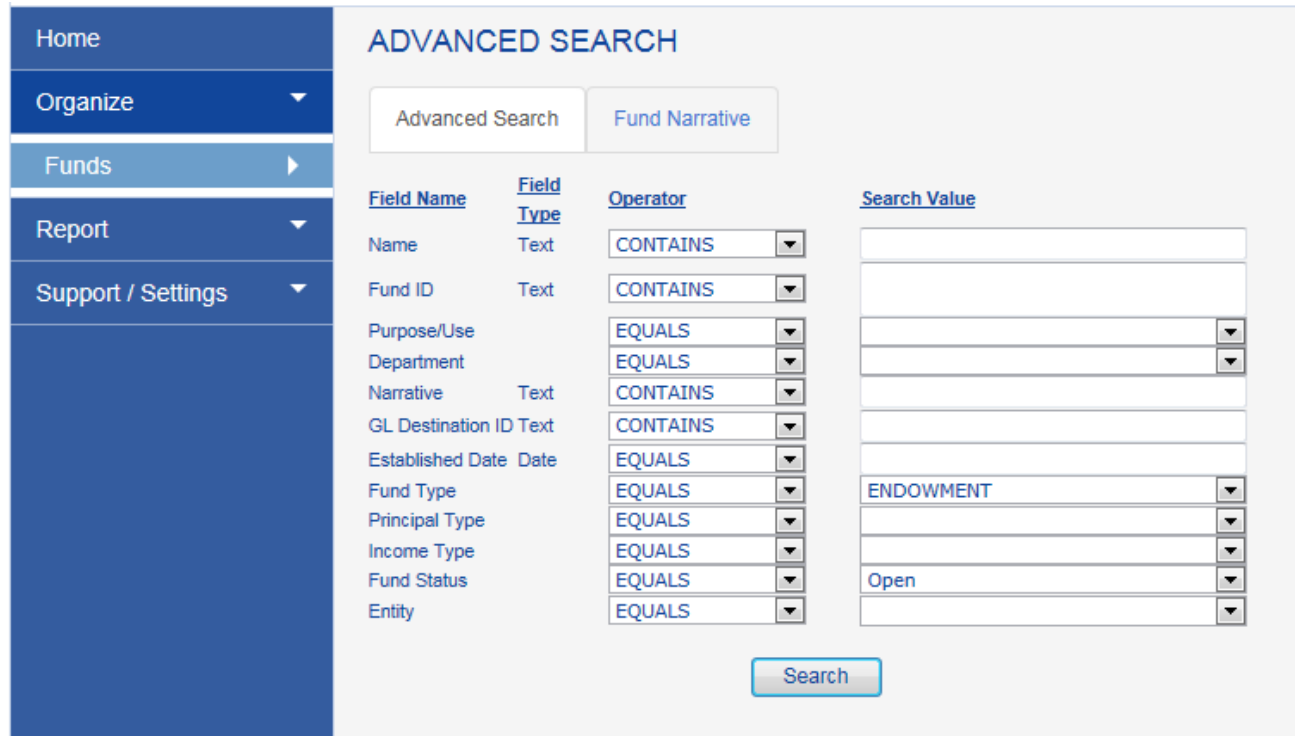
ADVANCED SEARCH

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:

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.]

You may enter <u>multiple "Fund ID" numbers</u> in the <u>Search Value</u> box. Please <u>separate</u> each Fund ID number in a series <u>with a comma only</u>. 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 <u>"Enter"</u> button on your keyboard <u>will not produce any results</u>.) The message "Loading" will appear at the bottom of your screen with a spinning icon while the data is being retrieved. Your <u>results will appear at the bottom of your screen.</u>

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.

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

Download options:
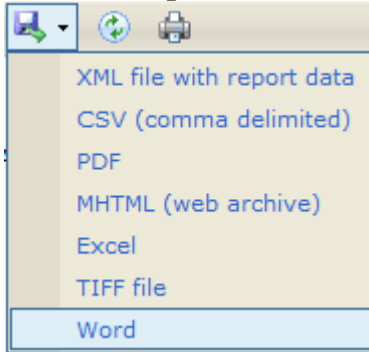
Print:

*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 Ass Classifi
	56170	Profile		A71000 ASSOCIATED ENDOWMENT POOL #1	FORMULA RATE	8/1/1789	201	PERMAN RESTRIC

Fund Profile page:

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

Entity	Org L1	Org L2	Org	Purpose Category
COLLEGE	DEAN OF FACULTY	HUMANITIES	431-Humanities General	201 Professorship - Arts & Sciences

Internal Destination	RFM Level	RFM Review Date	Fungible	IncomeType
	3	10/28/2010	Y	RESTRICTED

Additional Fields

Alt. Use Clause :	Exc Income Provision :	RTP Excess Income :	FASB Review Date :	Narrative Review Date :
6	N	N	10/28/2010	10/28/2010

Digitized :	Fund Status :	Terminated Date :
	Open	

The "Profile" page may be PRINTED or DOWNLOADED using the icons on the tool bar at the top of the page.

◄◄ ◄ 1 of 1 ► ►◄	◊	Whole Page ▼		Find | Next	🖫▾ ⟳ 🖶
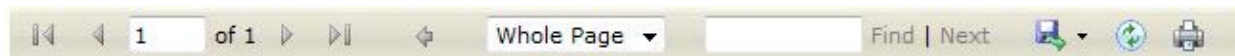
PRINT OR DOWNLOAD a NARRATIVE

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 — 56170 ▮▮▮▮▮▮▮▮▮▮▮▮ 🔍

Sort By: ○ Name ● Fund ID

Review Date — 10/28/2010

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: ▮▮▮▮▮▮▮▮▮▮▮

Save(WF)	Save to me	**Print Narrative**

(2) The "Advance Search" results provide a <u>link</u> to the <u>"Full Narrative."</u> (Scroll to the right of results displayed to find the "Full Narrative"column. Click on the "<u>Full Narrative</u>" <u>Link</u>.
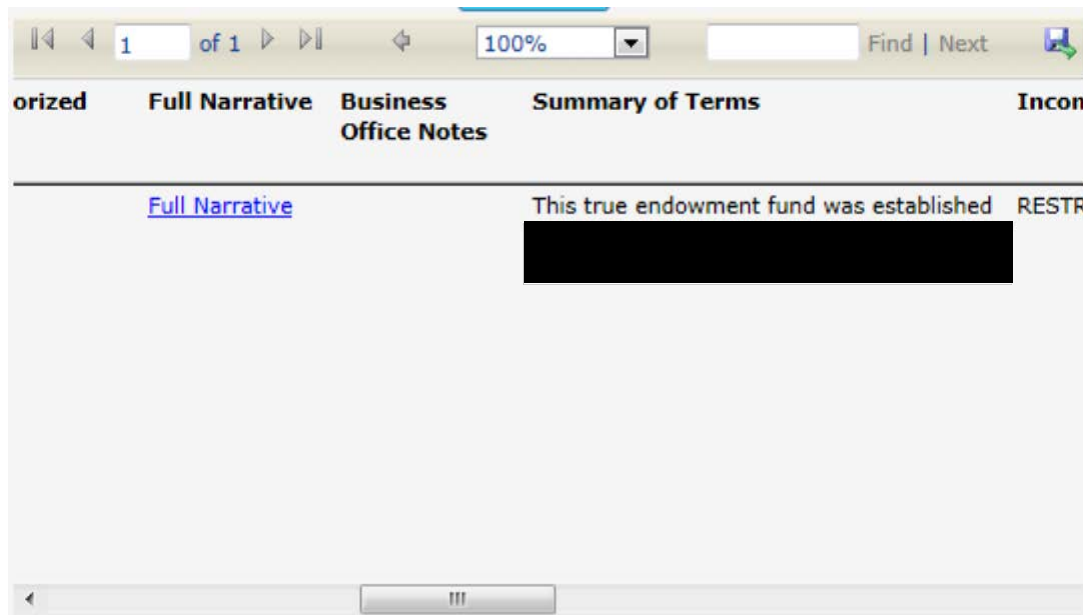
Once the Narrative is displayed, To Print, Select the Print icon [print icon] at the end of the tool bar.

You may Download the Narrative by using the **Icon** with the drop down box [icon] on the right-hand side of the tool bar. Select the pdf format for your output.
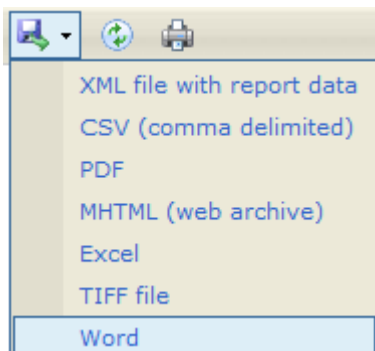
(3) After you have Searched and found your fund via the "Advanced Search" tab, click on "Profile". You may print or download the Fund Narrative from the "Profile" page as shown below by clicking on the link "Click Here To View Fund Narrative".

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

Entity	Org L1	Org L2	Org	Purpose Category
COLLEGE	DEAN OF FACULTY	HUMANITIES	431-Humanities General	201 Professorship - Arts & Sciences

Internal Destination	RFM Level	RFM Review Date	Fungible	IncomeType
	3	10/28/2010	Y	RESTRICTED

Additional Fields

Alt. Use Clause :	Exc Income Provision :	RTP Excess Income :	FASB Review Date :	Narrative Review Date :
6	N	N	10/28/2010	10/28/2010

Digitized :	Fund Status :	Terminated Date :
	Open	

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

◀◀ ◀ 1 of 1 ▶ ▶▮ ◈ Whole Page ▾ Find	Next 🔽▾ ⟳ 🖨
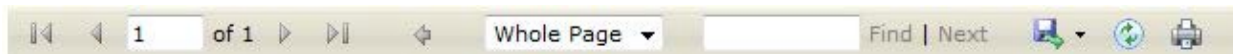
FUNDRIVER - View Report

|◀ ◀ 1 of 1 ▶ ▶| ◇ Whole Page ▾   Find | Next 💾 ▾ ⊕ 🖨

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

Dartmouth College
Fund Narrative Report

Fund Number : 56170

Fund Short Name ███████████████████████

████████████████████████

Narrative Reviewed : 10/28/2010

Narrative :
- -
This true endowment fund was established in ████████████████████████████
██

BACKGROUND AND PURPOSE:

██
██

****** ****** ******
██
██

****** ****** ******
According to the minutes of the Trustees Annual Meeting ████████████████████████
██
██
██
██

****** ****** ******
According to the Minutes of the Trustees Annual Meeting of August, ████████████████
██
██
██
██

****** ****** ******
The minutes of the Trustees Annual Meeting held in August of 1794 state the following, in part: "In consideration of the
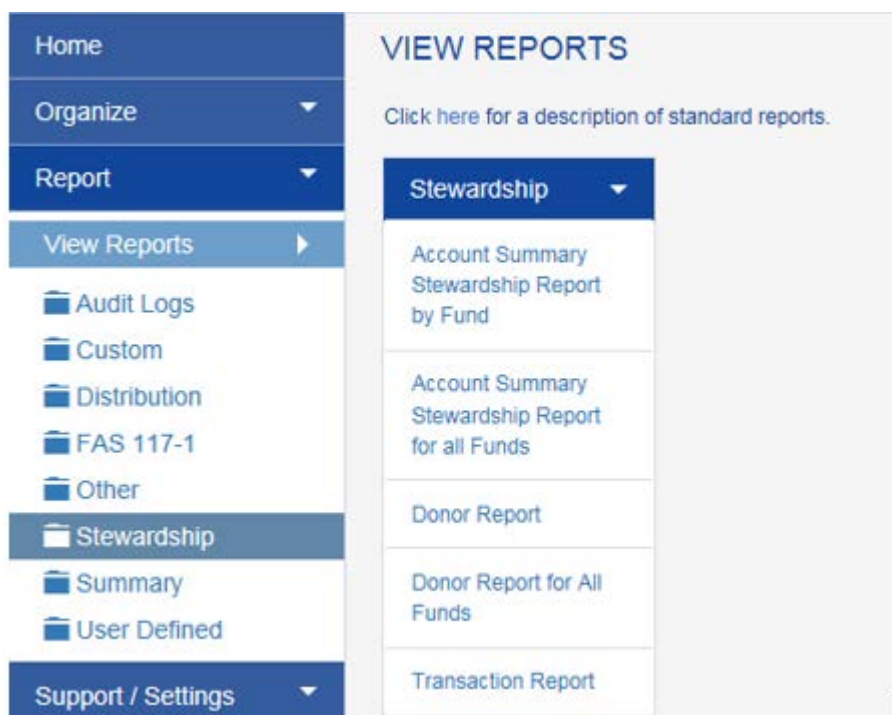██
███████████████████████████████████
██

FUND CLASSIFICATION:

██

<mark>REPORTS</mark>

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

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.

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.

Report Parameters and Running the Report

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

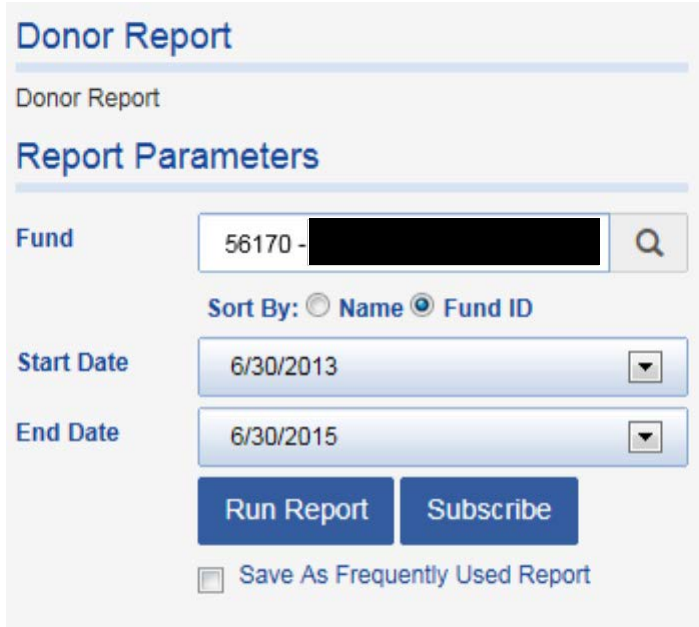| Parameter	Description
Fund	Search for Fund by typing in the Fund Number or Fund Name into the Search Box.
Start Date	The beginning of the date range for the report. Example: Start 6/30/2013 to End 6/30/2014.
End Date	The end of the date range for the report.

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

SAMPLE DONOR REPORT:

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

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.

You may Print or Download your Report by using the icons on the Tool Bar.
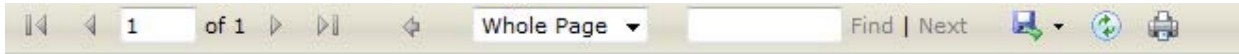
Click on Download/Export icon to **pdf or Excel format**. You may also Print directly from the screen using the Print icon .

SAMPLE TRANSACTION REPORT

Select a Fund, Start Date and End Date.

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

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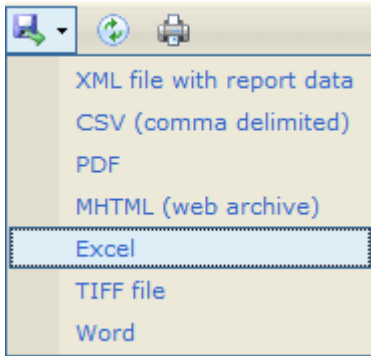
Click on Excel. You will be prompted to open or Save in Excel.

Do you want to open or save **TransRpt_Dartmouth.xlsx** from **go.fundriver.com**?

Open   Save ▼   Cancel
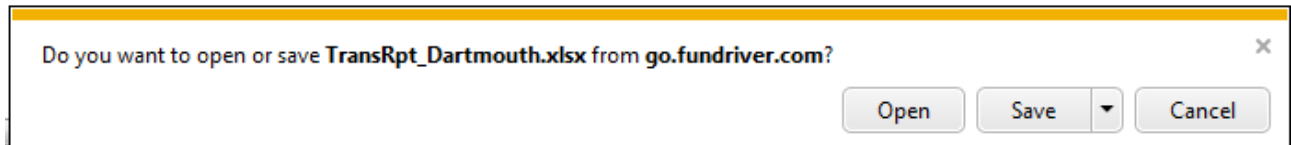
Your Report will display in Excel.

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

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: **Formula Rate:** Distribution formula determined by Trustees annually. **Income Only:** Only yield (interest and dividends) distributed. No appreciation. **No Distribution:** 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: **Unrestricted:** Principal of fund may be expended. **Temporarily Restricted:** Principal of the fund is temporarily restricted. **Permanently Restricted:** Principal of the fund is permanently restricted.
Fund Type	Endowment
Inception date 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. **True:** Principal to be held intact. **Quasi:** Principal may be spent. **Term:** 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.

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. **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 of the fund.
Calc Type	Determines how the calculation of the distribution is to be performed. **ALL:** Used for full distributions (100%). **Percentage:** Used for funds with a split distribution based on a percentage amount. **Fixed Amount:** 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. This field will be blank if the fund is reinvesting
APC Status	How the fund is classified for Associated Program Costs: **Non-exempt:** Distributes a portion for APC. **Exempt:** The College has elected not to distribute for APC. **Non-Qualified**: Funds with restrictions on the use of income for APC.
Entity	The school that will be receiving the distribution: **Dartmouth College** **Geisel School of Medicine** **Thayer School of Engineering** **Tuck School of Business**
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.

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. **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.
Income Type	The scope of how the money can be used and the limit of its restriction. **Restricted:** The distributions can only be used for a specific purpose, as directed by the donor. **Unrestricted:** The distributions can be used for any purpose. **Unrest Prof:** 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 **1:** Purpose ceases to exist **2:** Some/all income cannot usefully be applied **3:** Purpose is impracticable of fulfillment **4:** Must make reasonable efforts to consult with donor **5:** Non-standard **6:** 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

Report Results Navigation:

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

NAVIGATION BAR

| I◀ ◀ 1 of 1 ▷ ▷I ⟲ Whole Page ▾   Find | Next 🖫▾ ⊙ 🖶 |

Page Navigation

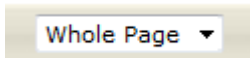| I◀ ◀ 47 of 194 ▷ ▷I |
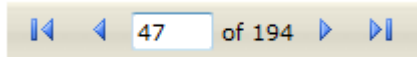
These navigation buttons allow quick access to the first, last, next or previous page.
The number in the white box indicates the page you are currently viewing.
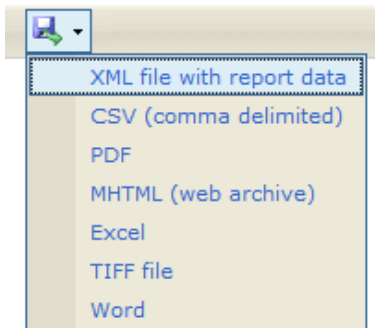A new value can be entered to jump to a specific page.

Magnification

Whole Page ▾

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

Search

[   ] Find | Next

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

🖫▾
- XML file with report data
- CSV (comma delimited)
- PDF
- MHTML (web archive)
- Excel
- TIFF file
- Word

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.

Print

[printer icon]

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 I**nstitutional Accounting** at Endowment.Fund.System@Dartmouth.EDU

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

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.
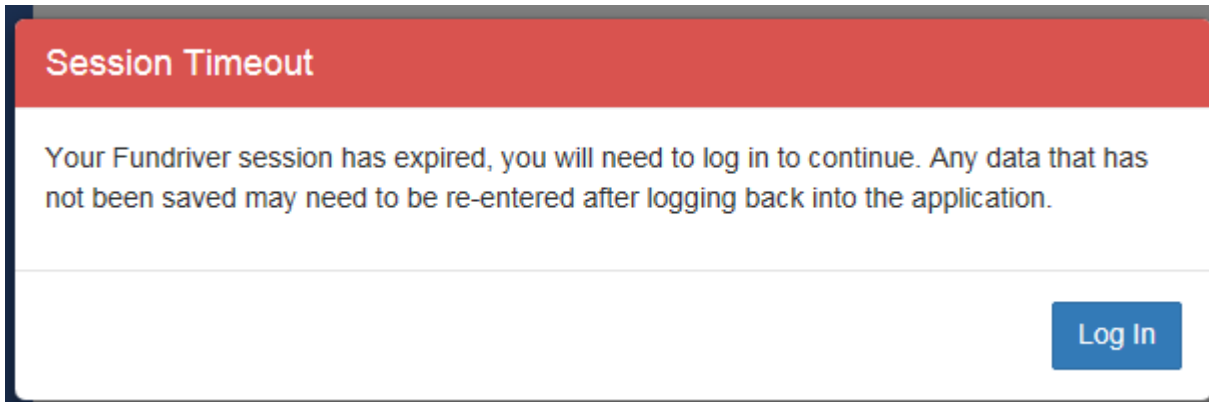
To End your session in Fundriver:

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..