



# **Fundriver Reporting**

## **For Departments and Schools**

# **Fundriver Reporting For Departments and Schools**

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# Fundriver Reporting

## Accessing Fundriver

The Fundriver reporting website\* is at <http://access.fundriver.com/Northwestern>.

Enter your user name and password. Then click the Login button to access the site.

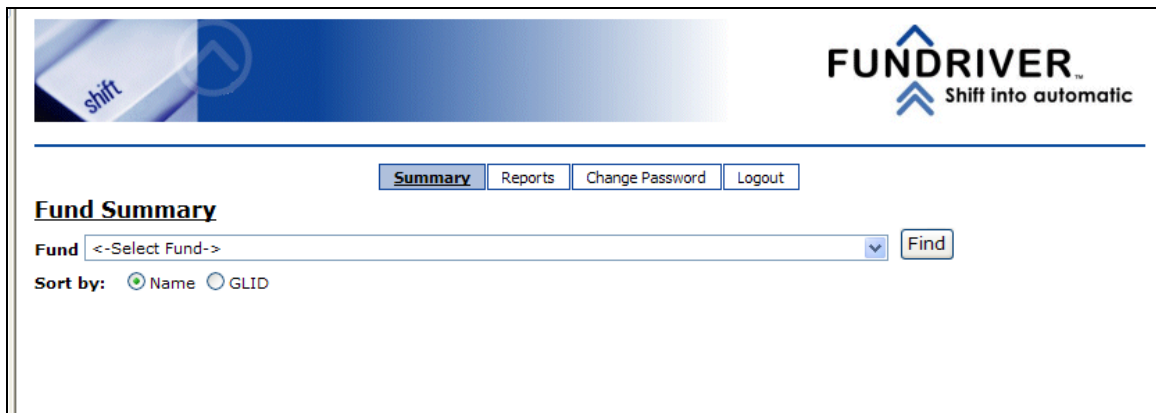


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Username   
Password   
  Save Login Information?

## Fund Summary Screen

The site will open to the Fund Summary screen. Here you can see overview data for any fund to which you have been granted access.



**Fund Summary**

Fund <-Select Fund->

Sort by:  Name  GLID

## Selecting a Fund

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

- The fund drop down list and
- The Find button.

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\* The log in page at <http://www.fundriver.com> will only work for Financial Operations accounts. All other users need to log in at the URL listed above.

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## Fund Drop Down List

Use the fund drop down list by clicking the arrow in on the right end of the box labeled <select fund>. Scroll down to the fund you want either by clicking and holding on the arrows on the navigation bar to the right of the list or by dragging the cursor box inside the navigation bar.

When you see the fund you want, click on it. When you release the mouse the screen will populate for that fund.

The order of the funds in the drop down list can be changed by clicking Sort by option underneath the <select fund> box. Select to sort by the name of the fund or by the GLID (project number).

## Find Button

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

**Find Fund**

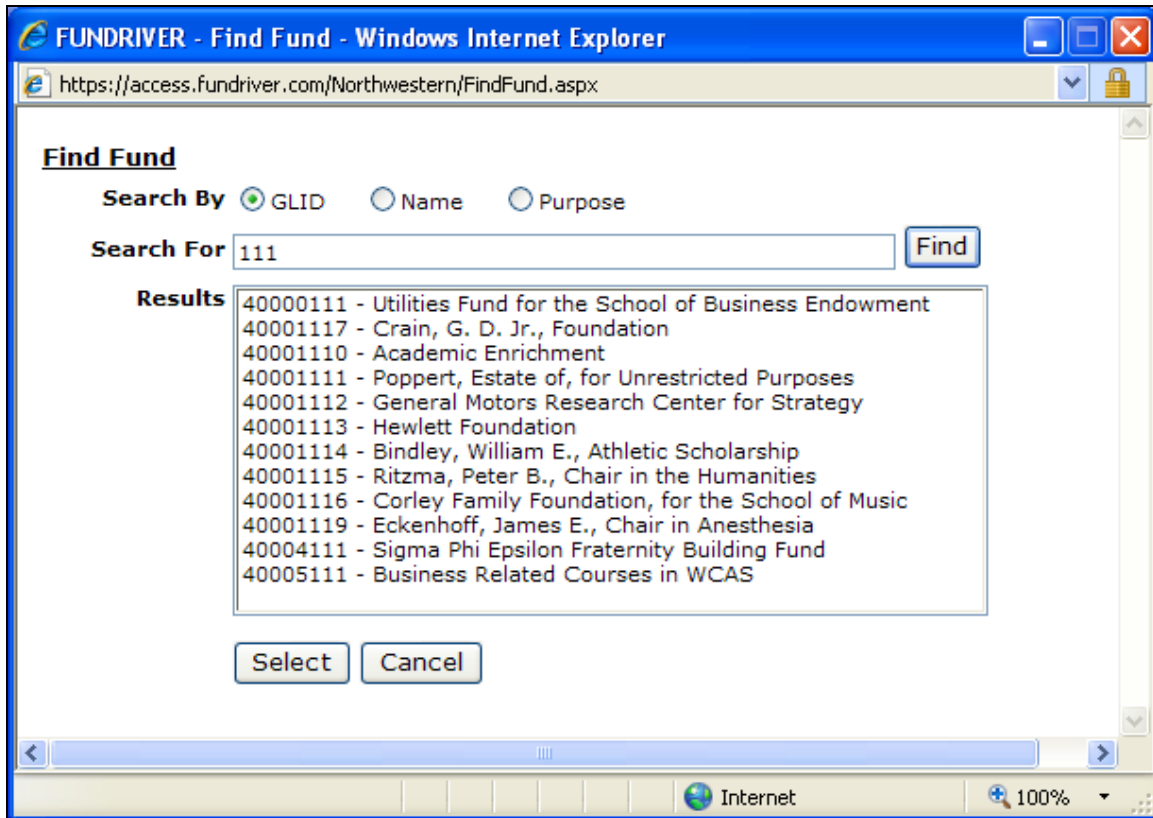
Search By  GLID  Name  Purpose

Search For

Results

Select the field you wish to search by: GLID, Name, or Purpose. Enter all or part of what you are looking for into the Search For box, then click the Find button. A list of funds including that value will appear.

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

Click cancel to leave the Find Fund Screen.

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## Fund Summary Data

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

The screenshot shows the Funddriver web interface. At the top right is the logo 'FUND DRIVER Shift into automatic'. Below the navigation bar (Summary, Reports, Change Password, Logout) is the 'Fund Summary' section. A dropdown menu shows 'Fund 40001094 - Heston, Lilla Scholarship' with a 'Find' button. Below this, 'Sort by:' options are 'Name' (selected) and 'GLID'. The 'GENERAL INFORMATION' section lists: Fund Name: Heston, Lilla Scholarship; GLID: 40001094; Auxiliary ID: 5477; Type: 410 - PERMANENTLY RESTRICTED ENDOWM; Class: 120 - Student Aid; Inception Date: 5/3/1985; Main Dept: SCHOOL OF COMMUNICATION; Category: Scholarships-Fellowships-Grad; Investment Pool: 750; Purpose: Scholarship--Graduate Student--enrolled full-time in Department of Performance in School of Speech.Unexpendable. The 'CURRENT VALUES AS OF POST DATE : 12/31/2008' section shows: Pooled Market Value: \$101,876.56; Total Historical Gift: \$31,542.60; Non-Pooled Market Value: \$0.00; Units: 582.2682; Total Market Value: \$101,976.55; Unit Price: \$174.9650.

## General Information

| Field Name      | Description   |
|-----------------|---|
| Fund Name       | The name of the Fund  |
| GLID            | The NU Financials Project Number <sup>†</sup>   |
| Auxiliary ID    | The CUFS ID for the fund  |
| Type            | The NU Financials fund type   |
| Class           | The NU Financials class type  |
| Inception Date  | When the fund was created   |
| Main Department | A grouping value for reporting purposes. Generally reflects the primary owner of the fund or indicates that a fund is shared. |

<sup>†</sup> Some invested funds do not have Project IDs in PeopleSoft. For these, the PeopleSoft Fund ID is used for GLID.

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|-----------------|--|
| Category        | The NU Financials category             |
| Investment Pool | The pool in which the fund is invested |
| Purpose         | A description of the fund's purpose    |

### Current Values as of Post Date

| Field Name              | Description   |
|-------------------------|---|
| Post Date               | The most recent period for which data has been released in Fundriver. All the data below represents values as of this date. |
| Pooled Market Value     | The value of invested units held by this fund   |
| Non-Pooled Market Value | The value of non-pooled assets held by this fund.<br>(Not currently in use.)  |
| Total Market Value      | The total of pooled and non-pooled market values PLUS any uninvested cash. <sup>‡</sup>                                     |
| Total Historical Gift   | Total cash over the fund's history (does not reflect market value fluxuations)  |
| Units                   | Total units held by the fund  |
| Unit price              | The per unit price as of the post date.   |

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<sup>‡</sup> Cash received in the current period is invested the first day of the next period.

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## Reports

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



Click the plus sign to the left of each report grouping to see the available reports in that category. Click the minus sign to close the group.

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

## ***Report Parameters and Running the Report***

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

| <b>Parameter</b> | <b>Description</b>  |
|------------------|---|
| 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.   |



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|          |   |
|----------|---|
| Group By | How the funds should be grouped in the report. Options include <ul style="list-style-type: none"><li>○ None (Funds will be listed in a default order, usually by GLID)</li><li>○ Main Dept</li><li>○ Class</li><li>○ Fund Type</li><li>○ Investment Pool</li><li>○ Purpose Category</li><li>○ Spending Rule (same as Investment Pool)</li></ul> |
|----------|---|

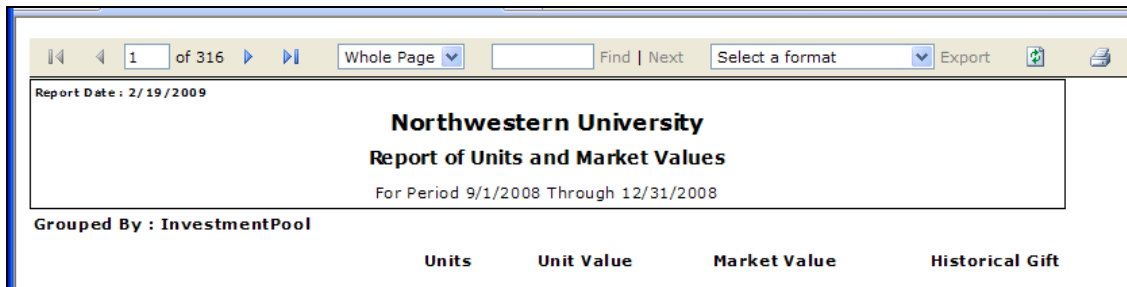
Some reports do not require any parameters.

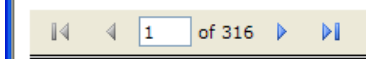
Once the required parameters have been specified, click the run report button. The report will appear in a new browser window.

Note: 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.

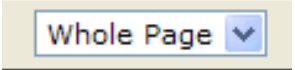
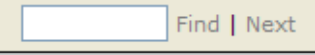
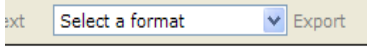
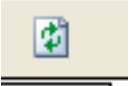

## Report Options

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



|   |   |
|---|---|
| <b>Page Navigation</b><br> | The symbols to the far left are used to navigate between pages <ul style="list-style-type: none"><li>○ Go to first page</li><li>○ Go to previous page</li><li>○ Current page (a new value can be entered to jump to a specific page)</li><li>○ Total page count</li><li>○ Go to next page</li><li>○ Go to last page</li></ul> |
|---|---|

# Fundriver Reporting

|   |  |
|---|--|
| <p><b>Magnification</b></p>  | <p>Change the zoom by selecting whole page or a magnification percentage</p>   |
| <p><b>Search</b></p>         | <p>These are the search options. Type your search value into the box and click Find. Click Next to find the next instance of the value.</p>  |
| <p><b>Export</b></p>         | <p>Select your desired export format from the drop down list. (Acrobat or Excel are most common.) Click Export to export the report to the selected format. A new window will appear with your report shown in the desired format. It can then be saved using the options for that application.</p> <p>NOTE: When exporting a grouped report to Excel, each grouping will appear on a separate worksheet</p> |
| <p><b>Refresh</b></p>        | <p>Click this icon to refresh the screen. (This is not very useful since we only update data about once per month.)</p>  |
| <p><b>Print</b></p>          | <p>Click this icon to print the report<sup>§</sup>. 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.</p>   |

## Available Reports

| Group        | Report                                    | Description  |
|--------------|---|--|
| Attributes   | Attributes                                | Project Number, project name, purpose etc.   |
| Distribution | Annual Distribution Report                | FY YTD income distribution   |
| Other        | Distribution Rule Worksheet               | Current distribution rules for each fund   |
| Other        | New Accounts Report                       | All new funds created within the selected period   |
| Other        | New Cash Receipts                         | All general ledger transactions with a cash effect for the current period  |
| Other        | Underwater Endowments Report              | Funds for which the historical gift value is greater than the market value   |
| Stewardship  | Account Summary Stewardship by Fund       | Gifts, transfers, income, other revenue, appreciation/depreciation and market values by period for a selected fund                         |
| Stewardship  | Account Summary Stewardship for all Funds | Gifts, transfers, income, other revenue, appreciation/depreciation, and market values by period for all funds to which the user has access |

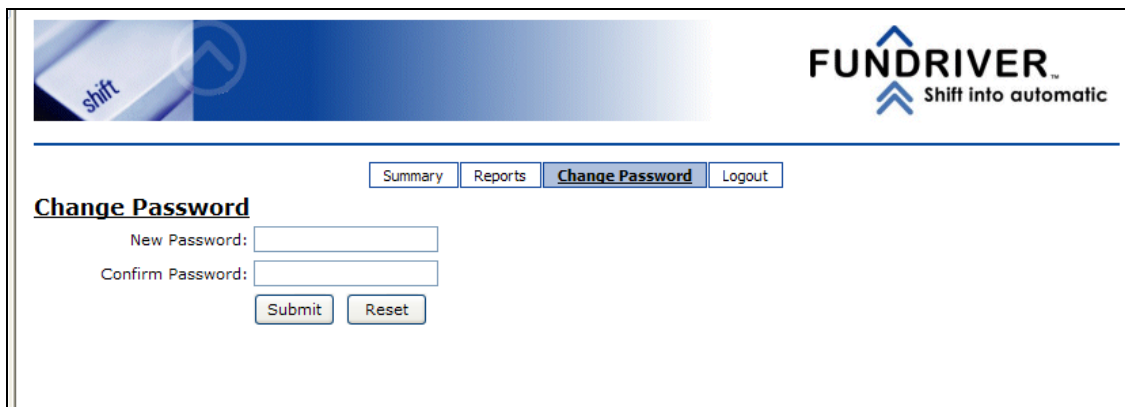
<sup>§</sup> You may need to download an Active X control before printing from Fundriver for the first time.

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|                       |                                  |   |
|-----------------------|----------------------------------|---|
| Stewardship           | Fund Statement                   | Summary activity information for a single fund for a single month or range of dates               |
| Units & Market Values | Unit and Market Values Report    | Unit and market value changes for one or more periods   |
| Units & Market Values | Unit and Market Values Worksheet | Unit and market value changes for a single period, in a format suitable for calculations in Excel |

## Change Password

Click the Change Password tab at the top of the window to access the Change Password screen. Type in your new password twice and click Submit to change.



The screenshot shows the Fundriver web interface. At the top left is a blue header with a 'shift' key icon. To the right is the Fundriver logo with the tagline 'Shift into automatic'. Below the header is a navigation bar with four tabs: 'Summary', 'Reports', 'Change Password', and 'Logout'. The 'Change Password' tab is highlighted. Below the navigation bar, the page title is 'Change Password'. There are two input fields: 'New Password:' and 'Confirm Password:'. Below these fields are two buttons: 'Submit' and 'Reset'.

## Logout

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