Fundriver Reporting

For Departments and Schools

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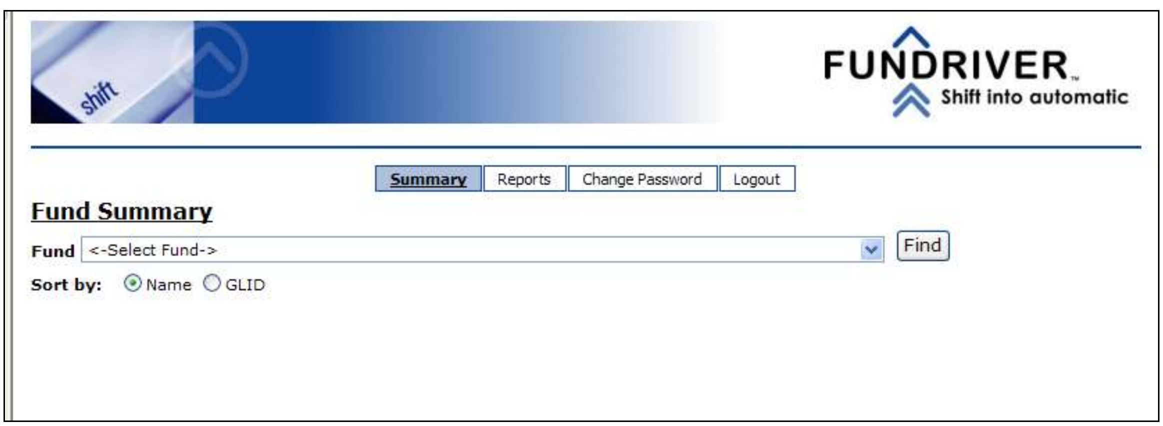
Accessing Fundriver

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.

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.



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.

[*] 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.

Fund Drop Down List

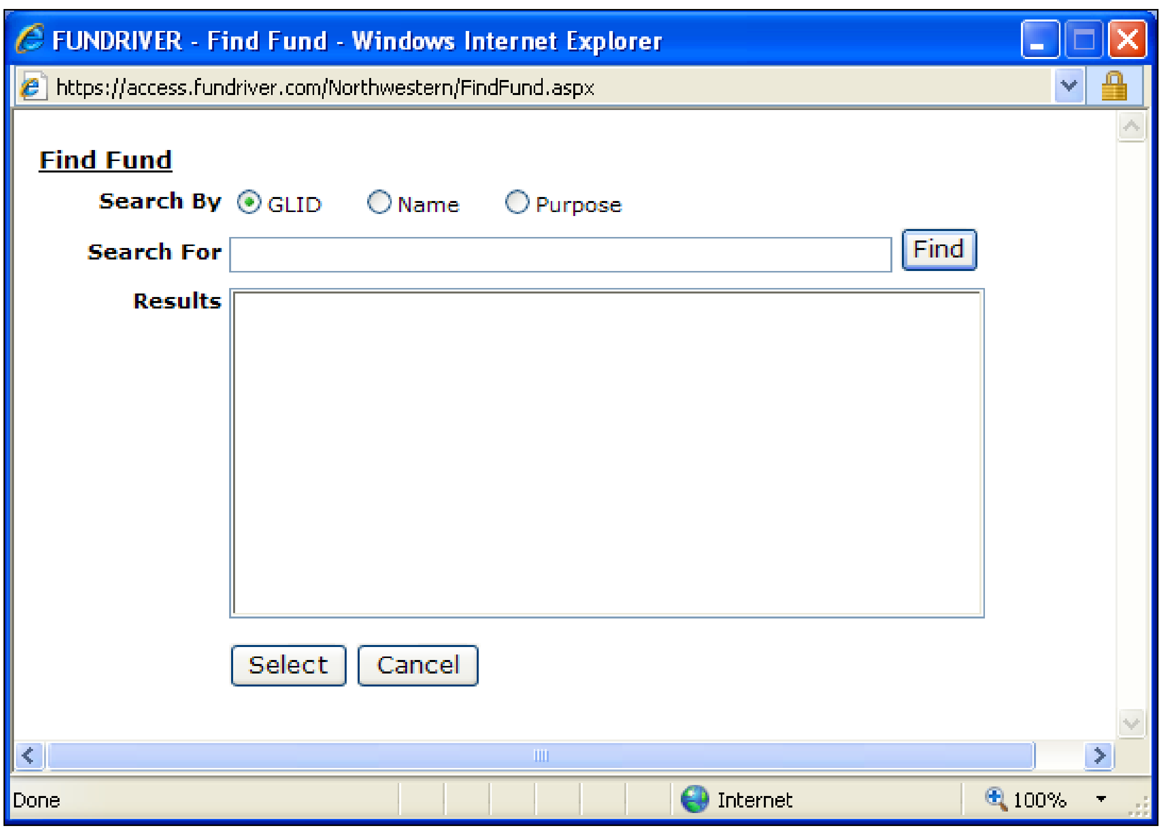
Use the fund drop down list by clicking the arrow in on the right end of the box labeled <select fund>. Scroll down to the fund you want either by clicking and holding on the arrows on the navigation bar to the right of the list or by dragging the cursor box inside the navigation bar.

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

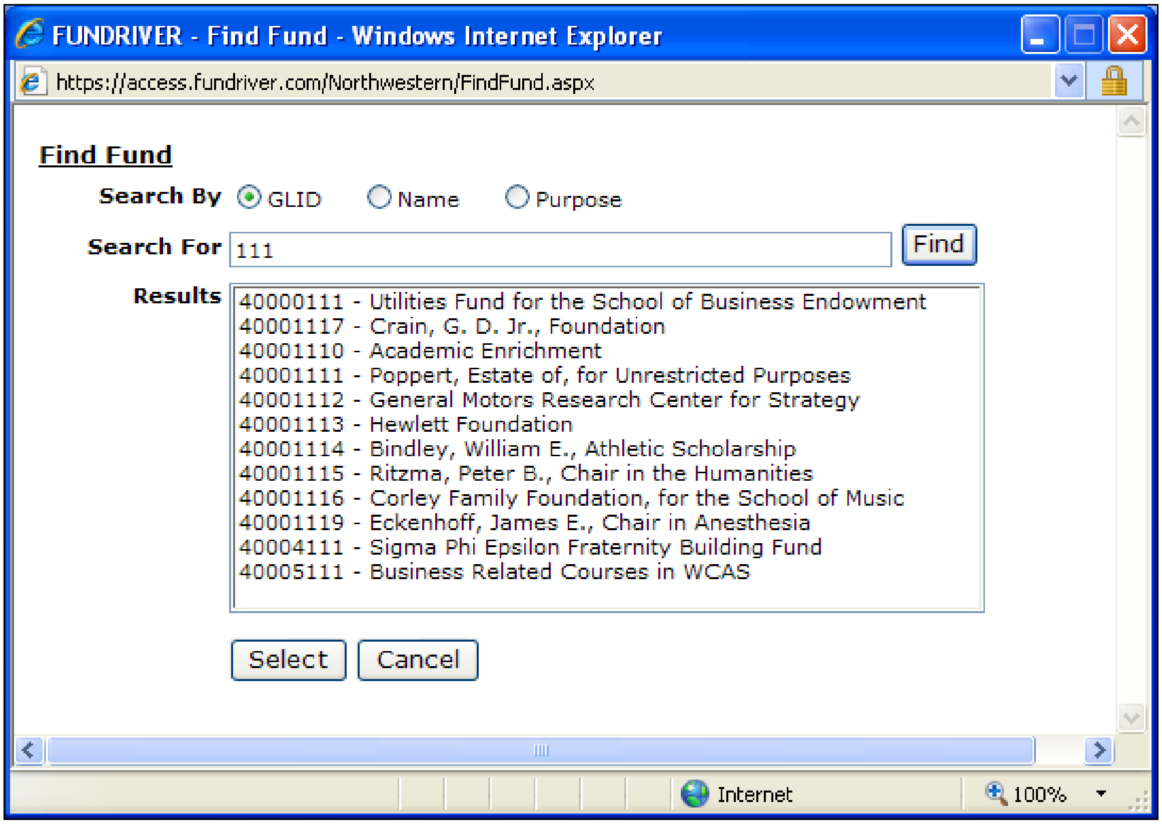
The order of the funds in the drop down list can be changed by clicking Sort by option underneath the <select fund> box. Select to sort by the name of the fund or by the GLID (project number).

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.



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.

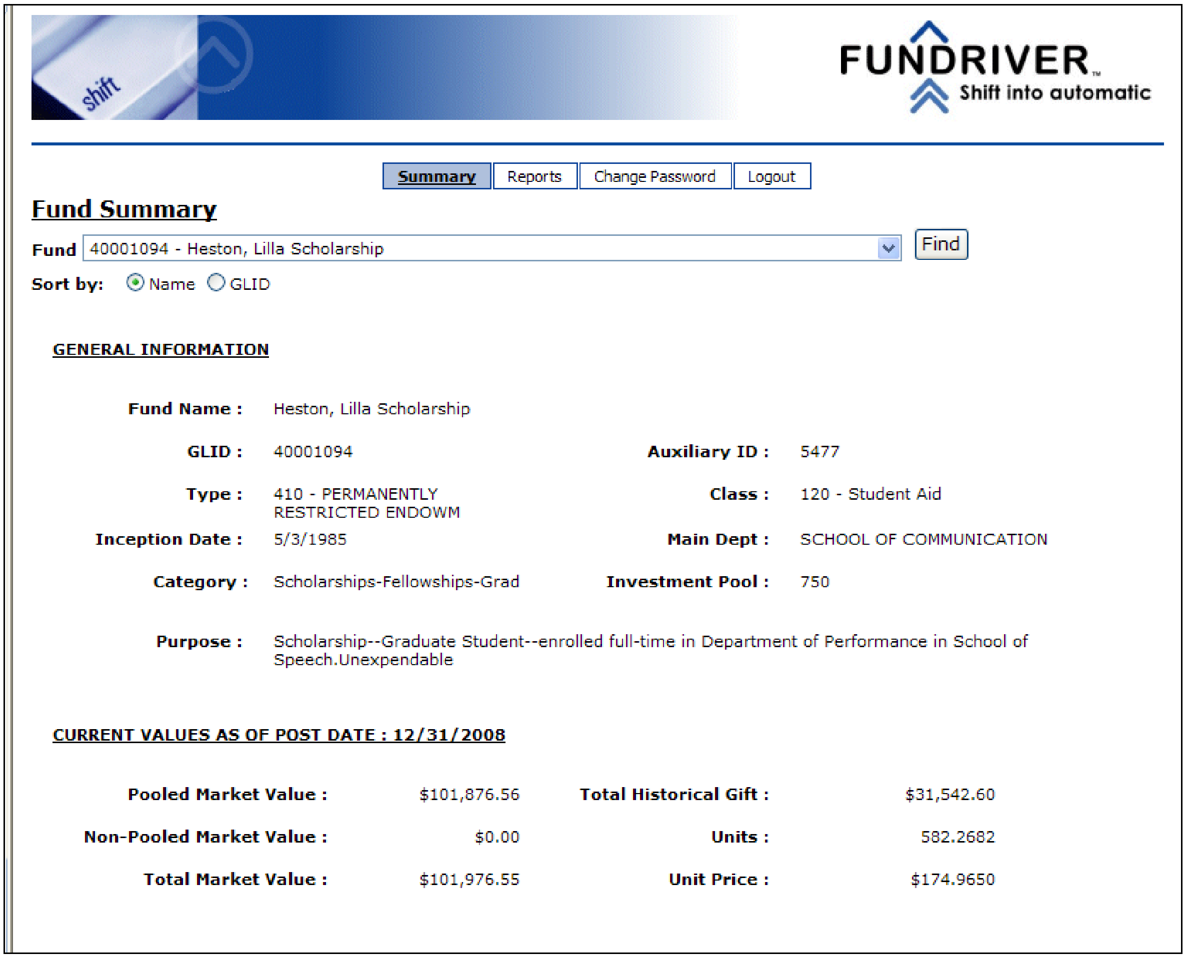


Click on the fund you want and click the Select button to populate the Fund Summary screen for that fund.

Click cancel to leave the Find Fund Screen.

Fund Summary Data

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



General Information

Field Name	Description
Fund Name	The name of the Fund
GLID	The NU Financials Project Number[†]
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.

[†] Some invested funds do not have Project IDs in PeopleSoft. For these, the PeopleSoft Fund ID is used for GLID.

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

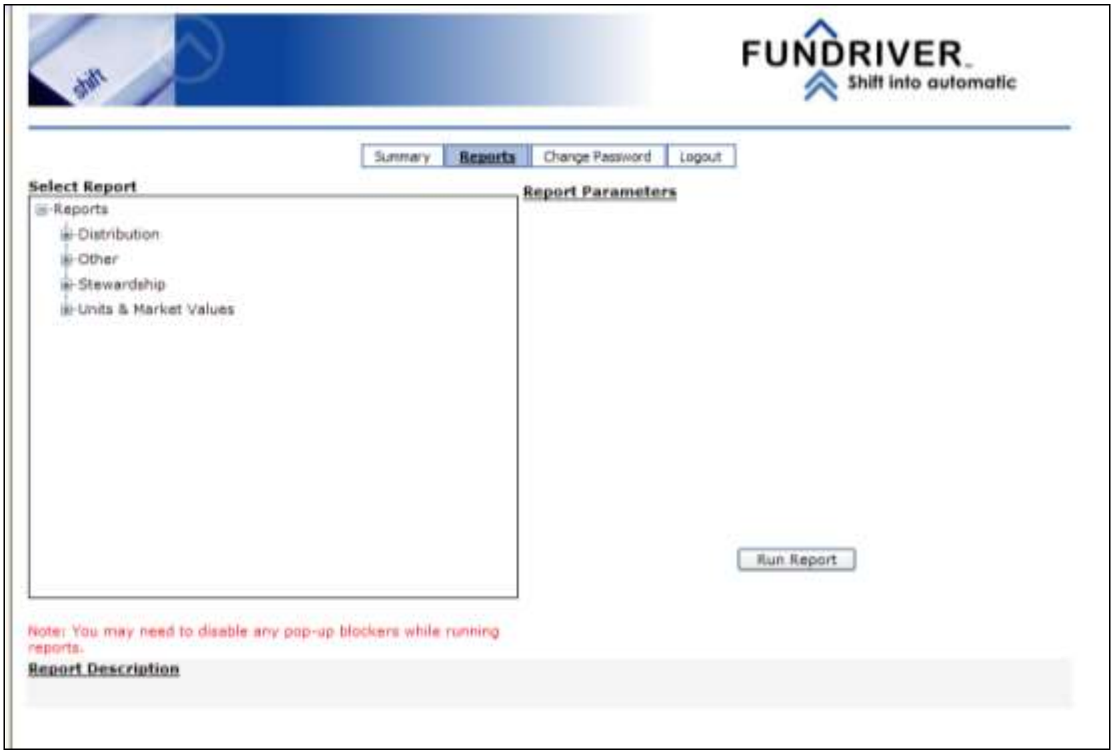
Current Values as of Post Date

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. (Not currently in use.)
Total Market Value	The total of pooled and non-pooled market values PLUS any uninvested cash.[‡]
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.

[‡] Cash received in the current period is invested the first day of the next period.

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.

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 *to which you have been granted access*.
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.

Group By	How the funds should be grouped in the report. Options include ○ None (Funds will be listed in a default order, usually by GLID) ○ Main Dept ○ Class ○ Fund Type ○ Investment Pool ○ Purpose Category ○ Spending Rule (same as Investment Pool)

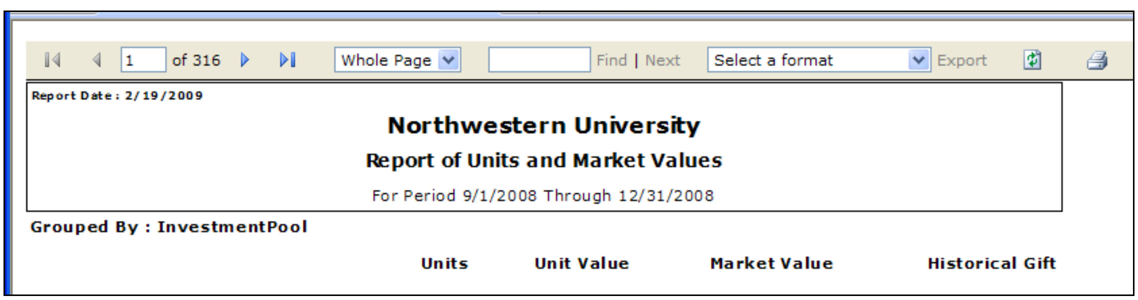
Some reports do not require any parameters.

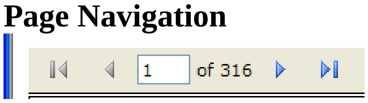
Once the required parameters have been specified, click the run report button. The report will appear in a new browser window.

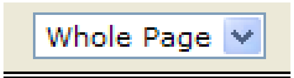
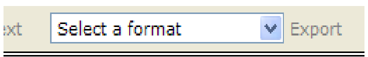
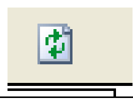
Note: If you have run a previous Fundriver report and that window is still open, the new report will appear in that same window. If that window is no longer visible (because it is behind another window or has been minimized) you need to reactivate the window in order to see the new report.

Report Options

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



Page Navigation 	The symbols to the far left are used to navigate between pages ○ Go to first page ○ Go to previous page ○ Current page (a new value can be entered to jump to a specific page) ○ Total page count ○ Go to next page ○ Go to last page

Magnification 	Change the zoom by selecting whole page or a magnification percentage
Search 	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.
Export 	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. NOTE: When exporting a grouped report to Excel, each grouping will appear on a separate worksheet
Refresh 	Click this icon to refresh the screen. (This is not very useful since we only update data about once per month.)
Print 	Click this icon to print the report[§]. Note that the screen pages listed at the top page are different than the printed number of pages; use the print preview option to know for sure how many pages you are about to print.

Available Reports

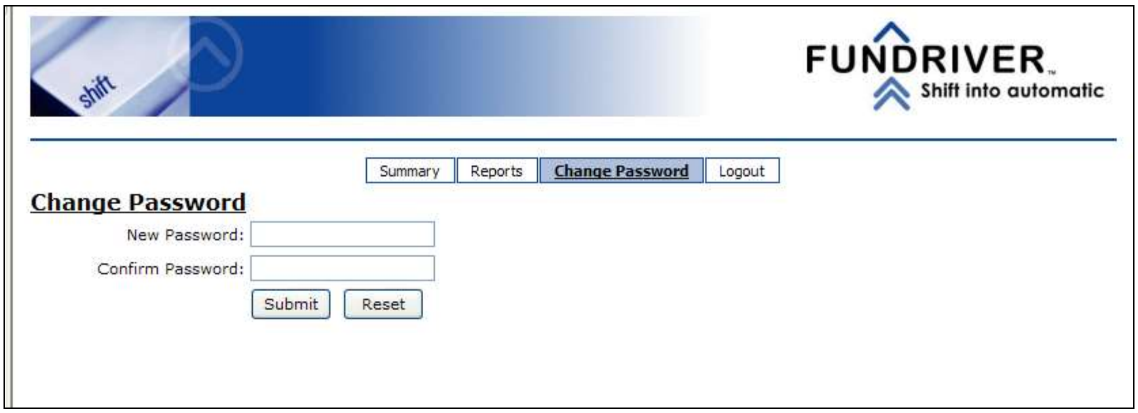
Group	**Report**	**Description**
Attributes	Attributes	Project Number, project name, purpose etc.
Distribution	Annual Distribution Report	FY YTD income distribution
Other	Distribution Rule Worksheet	Current distribution rules for each fund
Other	New Accounts Report	All new funds created within the selected 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

[§] You may need to download an Active X control before printing from Fundriver for the first time.

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.



Logout

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