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Welcome Department User! This guide will help you navigate through your Department Module site within Fundriver. Should you have any questions, please contact the Fundriver Administrators at UNC.

Dawei Tang, Investment Accountant, email: dwtang@unc.edu

John Carlson, Foundation and Investment Accounting Manager, email: john.carlson@unc.edu

UNC has also set up an email to assist with questions users may have about the application. Please use investments@unc.edu for Fundriver related questions or needs.

Getting Started
To access Fundriver, complete the following steps:

1. Login to ConnectCarolina.
2. In the Admin WorkCenter Links, select Fundriver Departmental Reports.

Result: The Fundriver Home screen will display.

Note: You may be promoted to login using Single Sign On and Duo authentication if your session in ConnectCarolina is no longer active.
Home Screen Navigation

Once you have logged into the Department Module, you will land on The UNC-Chapel Hill Foundation Investment Fund, Inc. (CHIF) Fundriver Home page. This page serves as the launch pad for obtaining information on fund profiles, running reports and CHIF performance and annual reports. Links to this user manual as well as CHIF performance are highlighted in blue below. The menu bar to navigate through the module is located on the left side of the screen as shown below.
Using the Funds Tab

To view the funds you have access to, select the Funds menu on the left. If you are searching for a fund and can’t view it, please contact your Fundriver Administrator.

You can also search for a specific fund using the search bar in the top right corner.

You can see details for any fund that you have been granted access to.

To see the details of a fund:

1. Click the GLID or Name of the Fund.

Result: The Fund Summary will load. You can now see the general fund information.
2. From this screen you can either select **Print Summary** to generate a printable report or you can **Return to Funds List** to go back to the previous screen.
Running Reports
To run reports for your funds to get additional details

1. Select the **Reports** tab from the menu on the left.

   ![Diagram of Reports tab]

2. Select the subfolder that contains the report you would like to view.
3. Select the report you would like to view from the list that is displayed within the subfolder.

   ![Diagram of report selection]

   **Note:** In this example, *Departmental* was selected as the subfolder and *Historical Gift and Market Value* was selected as the report.

4. Enter the Start date and End date you would like, and then select the Run Report button. You can also group by certain fields determined by your Fundriver Administrator.

   ![Report parameters and Run Report button]

5. Click **Run Report**.

   **Note:** If there’s an additional report you would like to see, contact your Fundriver Administrator to see if this report is an option for you.
**Result:** The report you selected with the parameters you chose will generate and display in a separate window.

The top menu bar, as seen below on the report, gives you the option to scroll through multiple pages (if the report is large), search for key words, print or export to PDF, Excel, or Word.

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**Resources**

For help and additional resources, please contact the Foundation and Investment Accounting office. [investments@unc.edu](mailto:investments@unc.edu)

Dawei Tang, Investment Accountant, email: [dwtang@unc.edu](mailto:dwtang@unc.edu)
John Carlson, Foundation and Investment Accounting Manager, email: [john.carlson@unc.edu](mailto:john.carlson@unc.edu)

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**Glossary and Fundriver Procedures**

<table>
<thead>
<tr>
<th><strong>Cash Historical Gift Transfer</strong></th>
<th>Principal gift transfer, mostly in withdrawal or gift correction.</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Distributions</strong></td>
<td>The annual payout will be reported as a distribution and reduce the endowment’s number of units and market value.</td>
</tr>
<tr>
<td><strong>Fund Types</strong></td>
<td>Fundriver tracks principal, reinvested income and those university endowments that invest in real estate using a unique GLID.</td>
</tr>
<tr>
<td><strong>Gift</strong></td>
<td>Donor’s contribution or matching fund addition.</td>
</tr>
<tr>
<td><strong>GLID</strong></td>
<td>GLID is Fundriver’s unique identifier and corresponds to the source in Peoplesoft.</td>
</tr>
<tr>
<td><strong>Income to Principal</strong></td>
<td>Endowment income or other non-gift additions.</td>
</tr>
<tr>
<td><strong>Investment Fees</strong></td>
<td>University Development Support Fee.</td>
</tr>
<tr>
<td><strong>Market Value</strong></td>
<td>Fundriver reports the invested market value without setting aside an accrual amount for the annual distribution.</td>
</tr>
<tr>
<td><strong>Principal GLID</strong></td>
<td>Fundriver tracks the principal amount and an endowment’s market value using the Peoplesoft source code.</td>
</tr>
<tr>
<td><strong>Real Estate GLID</strong></td>
<td>Fundriver tracks the real estate investment for university endowments using a GLID that begins with the Peoplesoft source code and adding “-RE”</td>
</tr>
<tr>
<td><strong>Reinvested Income GLID</strong></td>
<td>Fundriver tracks the reinvested income for an endowment using a GLID that begins with the PeopleSoft source code and adding “-RI”.</td>
</tr>
<tr>
<td>---------------------------</td>
<td>-------------------------------------------------------------------------------------------------</td>
</tr>
<tr>
<td><strong>Transfers all</strong></td>
<td>Transfer realized gain during withdrawal or gift correction.</td>
</tr>
<tr>
<td><strong>Unrealized Gains/Loss</strong></td>
<td>Fundriver posts CHIF investment gains as unrealized gains. PeopleSoft account 122104 will be debited for an increase in market value and a credit to 474120 on the PeopleSoft source. Unrealized gains for -RI and -RE GLIDs will also use the PeopleSoft source.</td>
</tr>
</tbody>
</table>