



# FUNDRIVER

UNC User Guide

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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](mailto:dwtang@unc.edu)

John Carlson, Foundation and Investment Accounting Manager, email: [john\\_carlson@unc.edu](mailto: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](mailto:investments@unc.edu) for Fundriver related questions or needs.

## Getting Started

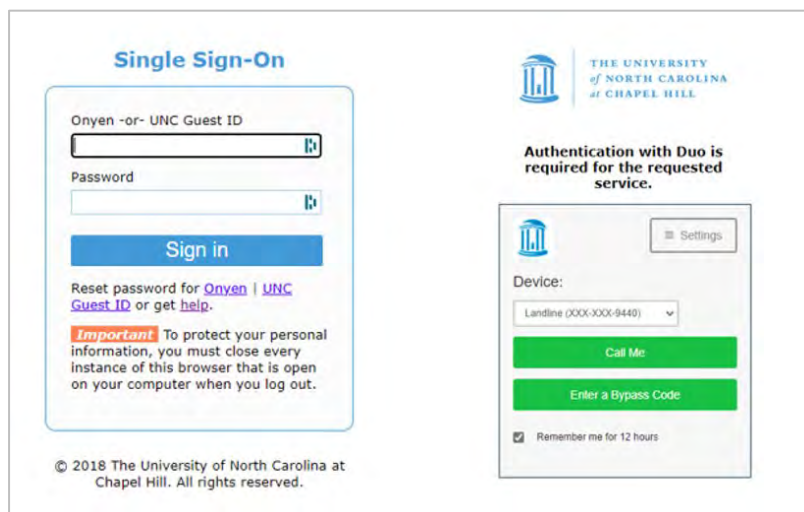
To access Fundriver, complete the following steps:

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You may be prompted to login using Single Sign On and Duo authentication if your session in ConnectCarolina is no longer active.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.

The screenshot displays the web interface for The UNC-Chapel Hill Foundation Investment Fund, Inc. (CHIF). At the top left, the logo for The University of North Carolina at Chapel Hill Foundation is visible, along with the text "Investment Fund inc." in a black box. The main title "The UNC-Chapel Hill Foundation Investment Fund, Inc." is centered at the top. On the top right, there is a "Help" link and the user name "Joshua Ham" with a dropdown arrow. A vertical navigation menu on the left side contains three items: "Home", "Funds", and "Reports". The "Home" item is highlighted with a blue background and a white right-pointing arrow. The main content area, titled "Home", contains a welcome message and several links in blue text: "CHIF Investment Fund Return Summary", "CHIF Historical Per Unit Distribution Amount", and "CHIF FY2020 Annual Report". At the bottom of the main content area, contact information for Dawei Tang and John Carlson is provided.

The University of North Carolina  
at Chapel Hill Foundation

**Investment Fund** inc.

The UNC-Chapel Hill Foundation  
Investment Fund, Inc.

Help  
Joshua Ham ▾

Home ▶

Funds

Reports

Home

Welcome to The UNC-Chapel Hill Foundation Investment Fund, Inc. (CHIF) reporting module! This system enables authorized users the ability to retrieve investment account information for individual endowments and participants invested in CHIF.

Please click on for information on navigating this departmental reporting module.

For information on UNC Investment Fund performance over the last ten fiscal years, please click on [CHIF Investment Fund Return Summary](#)

For information on CHIF's distribution rate, please click on [CHIF Historical Per Unit Distribution Amount](#)

To view CHIF's most recent annual report, please click on [CHIF FY2020 Annual Report](#)

For any additional questions, please contact the Dawei Tang at [dwtang@unc.edu](mailto:dwtang@unc.edu) or John Carlson at [john\\_carlson@unc.edu](mailto:john_carlson@unc.edu) in the Investment Accounting Office.

## 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.



The screenshot shows the website for The UNC-Chapel Hill Foundation Investment Fund, Inc. The navigation menu on the left has the "Funds" tab highlighted. The main content area displays a table of funds with the following data:

GLID	Name	Net Asset Classification
70XXX-RI	Estate Endowment	Unrestricted
73XXX-RI	Estate Endowment	Unrestricted
75XXX-RE	Estate Endowment	Unrestricted
74XXX-RI	Estate Endowment	Unrestricted
77XXX-RI	Estate Endowment	Unrestricted
72XXX-RE	Estate Endowment	Unrestricted

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.



The screenshot shows the same website as the previous image, but with the first row of the fund table highlighted. The highlighted row is:

GLID	Name	Net Asset Classification
70XXX-RI	Estate Endowment	Unrestricted
73XXX-RI	Estate Endowment	Unrestricted
75XXX-RE	Estate Endowment	Unrestricted
74XXX-RI	Estate Endowment	Unrestricted
77XXX-RI	Estate Endowment	Unrestricted
72XXX-RE	Estate Endowment	Unrestricted

**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.

The screenshot shows the 'Investment Fund' summary page for the 'Tarheel Family Endowment'. The page header includes the University of North Carolina at Chapel Hill Foundation logo and the title 'The UNC-Chapel Hill Foundation Investment Fund, Inc.'. A user profile for Joshua Ham is visible in the top right. A left-hand navigation menu contains 'Home', 'Funds', and 'Reports'. The main content area is titled 'Fund Summary' and features two buttons: 'Return to Funds list' and 'Print Summary'. Below these buttons is a section titled 'GENERAL FUND INFORMATION' containing a table of fund details.

GENERAL FUND INFORMATION			
<b>Source Fund Name :</b>	Family Endowment	<b>Description :</b>	Tarheel Family Endowment
<b>Source :</b>	72XXX-RI	<b>Business Unit Name :</b>	University Endowment
<b>Net Asset Classification :</b>	Unrestricted	<b>Department ID :</b>	284000 UCM-Accounting Services
<b>Inception Date :</b>	12/31/1998	<b>MOU/Foundation :</b>	University Central Management
<b>Designation :</b>		<b>Investment Pool :</b>	UNC-Chapel Hill Foundation Investment Fund
<b>Source Restriction :</b>	02	<b>Department Own :</b>	285000 UCM-Accounting Services
<b>Fee Schedule :</b>	Admin Fee	<b>Spending Rule :</b>	Standard Spending Rule
<b>Secondary Description :</b>	7U		
<b>Purpose Description :</b>	Family Estate Endowment		

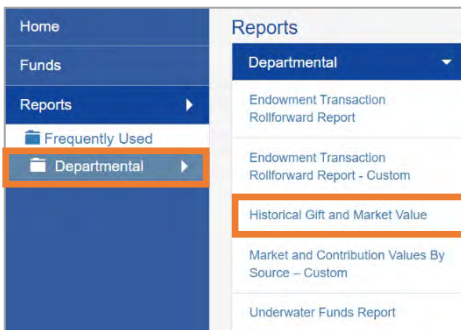
## Running Reports

To run reports for your funds to get additional details

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



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.



**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.

 A screenshot of the 'Historical Gift and Market Value' report configuration page. The page title is 'Historical Gift and Market Value'. Below the title, there is a section for 'Report Parameters' containing two dropdown menus for 'Start Date' and 'End Date', both highlighted with an orange box. Below these fields is a blue 'Run Report' button, also highlighted with an orange box. At the bottom, there is a checkbox labeled 'Save As Frequently Used Report'.

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.



## 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)

## Glossary and Fundriver Procedures

<b>Cash Historical Gift Transfer</b>	Principal gift transfer, mostly in withdrawal or gift correction.
<b>Distributions</b>	The annual payout will be reported as a distribution and reduce the endowment's number of units and market value.
<b>Fund Types</b>	Fundriver tracks principal, reinvested income and those university endowments that invest in real estate using a unique GLID.
<b>Gift</b>	Donor's contribution or matching fund addition.
<b>GLID</b>	GLID is Fundriver's unique identifier and corresponds to the source in Peoplesoft.
<b>Income to Principal</b>	Endowment income or other non-gift additions.
<b>Investment Fees</b>	University Development Support Fee.
<b>Market Value</b>	Fundriver reports the invested market value without setting aside an accrual amount for the annual distribution.
<b>Principal GLID</b>	Fundriver tracks the principal amount and an endowment's market value using the Peoplesoft source code.
<b>Real Estate GLID</b>	Fundriver tracks the real estate investment for university endowments using a GLID that begins with the Peoplesoft source code and adding "-RE".

<b>Reinvested Income GLID</b>	Fundriver tracks the reinvested income for an endowment using a GLID that begins with the PeopleSoft source code and adding “-RI”.
<b>Transfers all</b>	Transfer realized gain during withdrawal or gift correction.
<b>Unrealized Gains/Loss</b>	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.