Fundriver Reporting

For Departments and Schools

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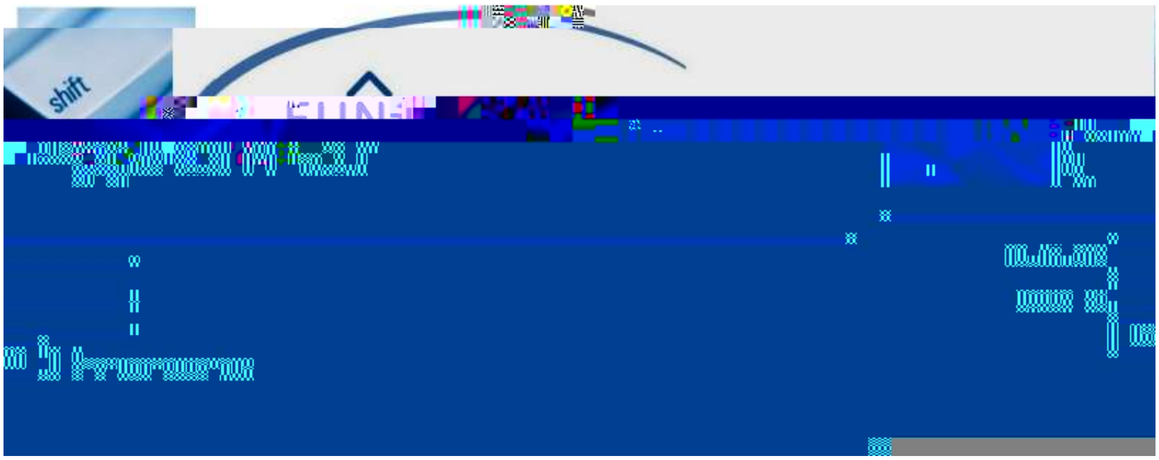
Accessing Fundriver

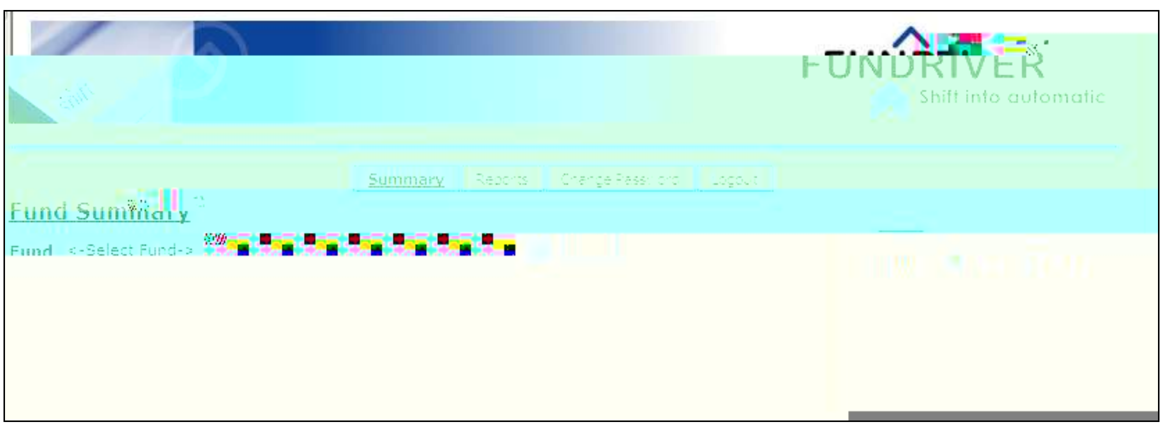
The Fundriver reporting website[*] is at http://access.fundriver.com/Northwestern.

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

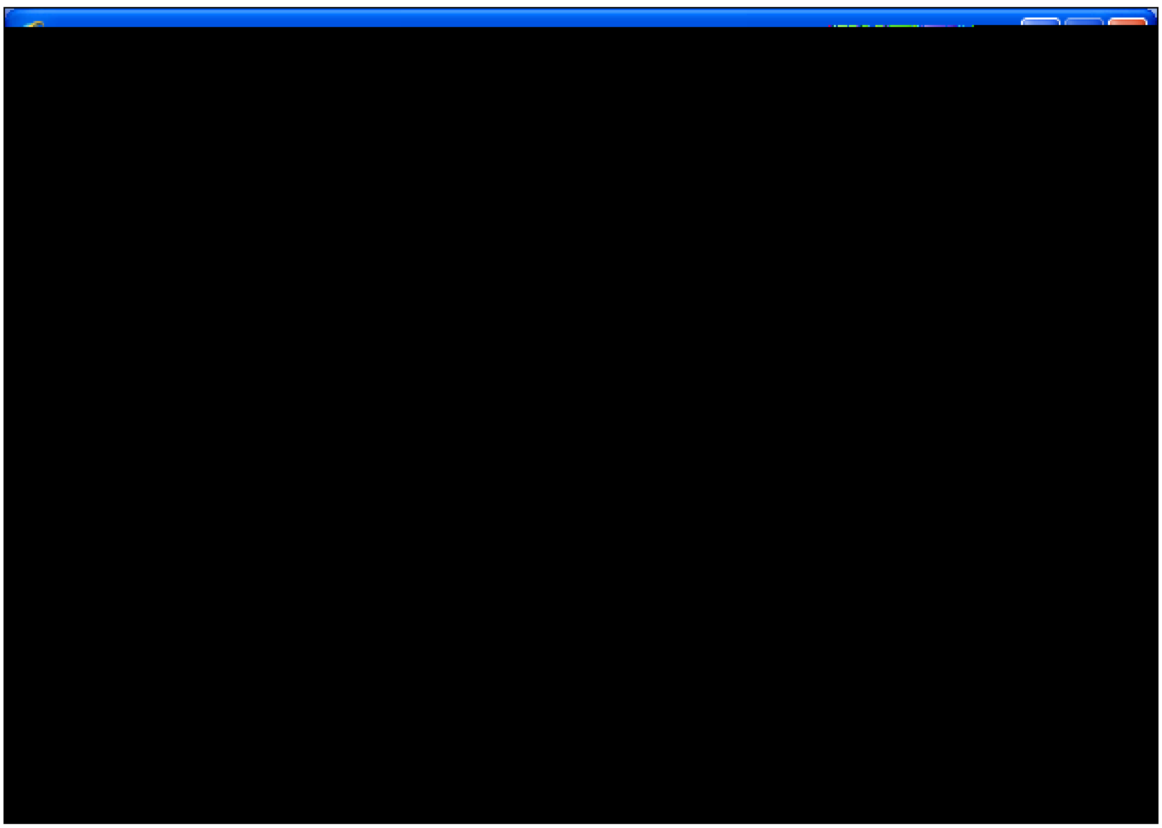
Use the fund drop down list by clicking the arrow in on the right end of the box labeled <select fund>. Scroll down to the fund you want either by clicking and holding on the arrows on the navigation bar to the right of the list or by dragging the cursor box inside the navigation bar.

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

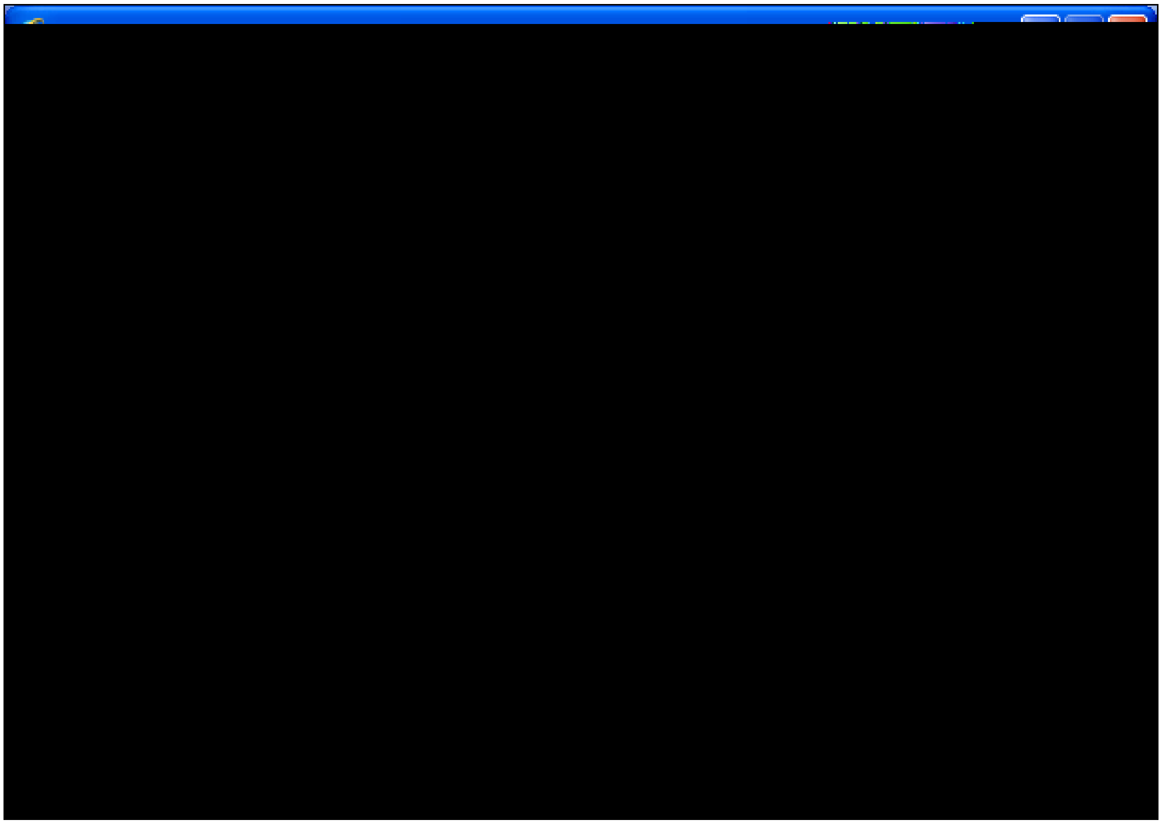
The order of the funds in the drop down list can be changed by clicking Sort by option underneath the <select fund> box. Select to sort by the name of the fund or by the GLID (project number).

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.



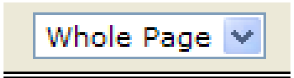
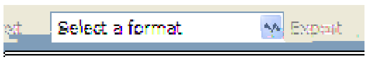
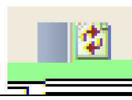
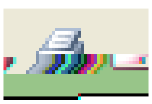
Click on the fund you want and click the Select button to populate the Fund Summary screen for that fund.

Fundriver Reporting

Category	The NU Financials category

Investment Pool

Fundriver Reporting

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.

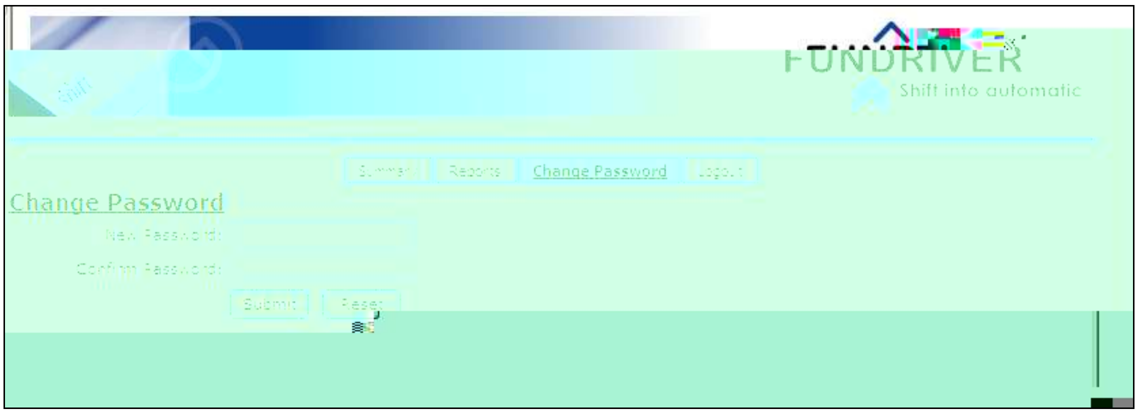
Available Reports

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	

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.