



USING TRANSACTION TYPES IN FUNDRIVER

February 14, 2018

PRESENTERS



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Compiling Questions for Today's Webinar is

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TODAY'S AGENDA



- Webinar will be approx. 60 minutes—45 min. presentation and 15 min. Q & A (attendees in “listen only” mode)
- You will learn about transaction types in Fundriver, and their impact on Historical Gift and Market Values.
- This webinar will not cover customized transaction types. If you need assistance with a customized transaction type that was created specifically for your Organization, please contact Fundriver Support after the webinar.
- Opportunity to ask questions at the end of the session using the “QUESTIONS” feature of GoToWebinar
- Survey will launch after session completes

ENTERING TRANSACTION TYPES



All transaction types in this presentation would be entered in Fundriver through **ACTIVITY > TRANSACTION ENTRY** tab, using one of the following methods:

- Transaction Entry (Manual)
- Copy from Excel
- GL Import

The screenshot displays the 'TRANSACTION ENTRY' interface. On the left is a sidebar menu with the following items: Home, Organize, Activity, Transaction Entry (highlighted), Edit Transactions, Distribute, Assess Fees, Investment Activity, GL Export, Reopen Period, Utilities, Awards / Recipients, Report, and Support / Settings. The main content area is titled 'TRANSACTION ENTRY' and contains three buttons: 'Transaction Entry', 'Copy From Excel', and 'GL Import'. Below these is the 'Add Transaction' section, which has two tabs: 'Main' and 'Additional Data'. The 'Main' tab is active and contains the following fields: 'Transaction Type*' (dropdown menu with '<-Select Trans Type->'), 'Post Date' (calendar icon with '3/31/2018'), 'Fund*' (search dropdown with 'Q' icon), 'Transfer To' (search dropdown with 'Q' icon), 'Destination' (text input), 'Journal Date' (text input), 'Amount \$*' (text input), and 'Note' (text input). To the right of the 'Fund*' and 'Transfer To' fields are 'Sort By' options: 'Name' (radio button) and 'GLID' (radio button, selected). At the bottom right of the form are 'Clear' and 'Save' buttons.

TRANSACTION TYPE : CASH HISTORICAL GIFT TRANSFER



This transaction type is used to record an adjustment to the Historical Gift balance of a Fund.

- It will impact Historical Gift
- It will impact Market Value
- It will impact Cash & Investment Activity Reconciliation
- It will impact units or unit price

Notes : Enter as a positive (+) value if adding to Fund balance;

 Enter as a negative (-) value if decreasing Fund balance.

TRANSACTION TYPE : DISTRIBUTION



This transaction type is used to record a distribution taken from a Fund for spending

- It will *not* impact Historical Gift
- It will decrease Market Value
- It will impact Cash & Investment Activity Reconciliation
- It will impact Units or Unit Price (depending on your settings)

Notes : Enter as a positive (+) value. Fundriver will automatically subtract the amount from the Funds Market Value.

TRANSACTION TYPE : DUE TO / DUE FROM TRANSFER



This transaction type is used to record an adjustment to your Due To Due From Fund balance. It is used to track an amount owed to/from your Investment Manager(s)

- It will *not* impact Historical Gift
- It will impact Market Value
- It will impact Cash & Investment Activity Reconciliation
- It will *not* impact Units or Unit Price

Notes : Enter as a positive (+) value if money is owed to your Investment Manager.

Enter as a negative (-) value if money is due to you from your Investment Manager.

Only use this transaction type with your Due To Due From Funds. Other transaction types should not be utilized with DTDF

Funds. If your Organization has the Manager Module, use a Due To Due From Manager.

TRANSACTION TYPE : EXPENSE



This transaction type is used to record any internal or external expense charged to a Fund.

- It will *not* have an impact on Historical Gift
- It will decrease Market Value
- It will impact Cash & Investment Activity Reconciliation
- It will impact Units or Unit Price (depending on your settings)

Notes : Enter as a positive (+) value. Fundriver will automatically subtract the amount from the Funds Market Value.

This transaction type can be created (ORGANIZE > Fee Schedule) ,calculated, and entered (ACTIVITY > Assess Fees) automatically in Fundriver.

TRANSACTION TYPE : EXTERNAL TRANSFER IN / OUT



This transaction type is used to record a transfer to or from a Fund, to or from an external source (outside of Fundriver) or to/from a separate pool in your database.

- It will impact Market Value
- It will impact Cash & Investment Activity Reconciliation
- It will impact Units or Unit Price (depending on your settings)

Notes : Both types are entered as a positive (+) value. Fundriver will automatically subtract the amount from the Funds Market Value for External Transfers Out.

If closing a Fund, use the Deactivate Fund feature found in the Fund Profile section. Fundriver will automatically create all necessary transactions to close/transfer the balance of a Fund.

TRANSACTION TYPE : GIFT



This transaction type is used to record a gift to a Fund.

- It will increase Historic Gift
- It will increase Market Value
- It will impact Cash & Investment Activity Reconciliation
- It will impact Units or Unit Price (depending on your settings)

Notes : Entered as a positive (+) value.

TRANSACTION TYPE : INCOME



This transaction type is used to record Income (interest & dividends) to a specific Fund.

- It will *not* impact Historical Gift
- It will impact Market Value
- It will impact Cash & Investment Activity Reconciliation
- It will impact Units or Unit Price (depending on your settings)

Notes : Enter as a positive (+) value if adding to a Fund.

 Enter as a negative (-) value if subtracting from a Fund.

Interest & Dividends that are to be spread across the entire pool should be entered in the Investment Activity screen.

TRANSACTION TYPE : INCOME TO PRINCIPAL



This transaction type is used to record a reinvestment of a distribution to a Fund's Historical Gift balance.

- It will increase Historic Gift balance
- It will increase Market Value
- It will impact Cash & Investment Activity Reconciliation
- It will impact Units or Unit Price (depending on your settings)

Notes : Entered as a positive (+) value.

TRANSACTION TYPE : INTERNAL TRANSFER



This transaction type is used to record a transfers between Funds within the same Pool

- It will *not* impact Historical Gift
- It will impact Market Value
- It will *not* impact Cash & Investment Activity Reconciliation
- It will impact Units or Unit Price (depending on your settings)

Notes : Both types are entered as a positive (+) value. Fundriver will automatically subtract the amount from the Transfer From Fund and add it to the Transfer To Funds Market Value.

If you are using the Copy From Excel or GL Import feature with this transaction type, you would need to enter the amount for the Fund that is decreasing as a negative (-) value.

If closing a Fund, use the Merge Tab feature found along the top of the Fund Profile section. Fundriver will automatically create all necessary transactions to close/transfer the balance of a Fund.

TRANSACTION TYPE : INVESTMENT FEES



This transaction type is used to record Investment Manager Fees to a specific Fund

- It will *not* impact Historical Gift
- It will impact Market Value
- It will impact Cash & Investment Activity Reconciliation
- It will impact Units or Unit Price (depending on your settings)

Notes : Entered as a positive (+) value. Fundriver will automatically subtract the amount from the Funds Market Value.

Investment Fees that are to be spread across the entire Pool should be entered as a negative (-) value in the Investment Activity screen.

TRANSACTION TYPE : NON CASH HISTORICAL GIFT TRANSFER



This transaction type is used to record an adjustment to the Historical Gift balance of a specific Fund

- It will impact Historical Gift
- It will *not* impact on Market Value
- It will *not* impact Cash or Investment Reconciliation
- It will *not* impact Units or Unit Price

Notes : Entered as a positive (+) value if increasing the Historical Gift balance.

 Entered as a negative (-) value if decreasing the Historical Gift balance.

TRANSACTION TYPE : NON POOLED TRANSFER



This transaction type is used to record an adjustment to a Non Pooled Fund ONLY

- It will *not* impact Historical Gift
- It will *not* impact on Market Value
- It will *not* impact Cash or Investment Reconciliation
- It will *not* impact Units or Unit Price

Notes : Entered as a positive (+) value if increasing the Non Pooled Fund balance.

 Entered as a negative (-) value if decreasing the Non Pooled Fund balance.

TRANSACTION TYPE : PLEDGE



This transaction type is used to record a Pledge made to a Fund

- It will *not* impact Historical Gift
- It will *not* impact on Market Value
- It will *not* impact Cash or Investment Reconciliation
- It will *not* impact Units or Unit Price

Notes : Entered as a positive (+) value.

Pledge Activity can be tracked on the Pledge Balances Report (REPORTS > SUMMARY > Pledge Balances Report)

TRANSACTION TYPE : PLEDGE PAYMENT



This transaction type is used to record a payment on an outstanding Pledge Balance

- It will impact Historical Gift
- It will impact on Market Value
- It will impact Cash or Investment Reconciliation
- It will impact Units or Unit Price (depending on your settings)

Notes : Entered as a positive (+) value.

Pledge Activity can be tracked on the Pledge Balances Report (REPORTS > SUMMARY > Pledge Balances Report)

TRANSACTION TYPE : PLEDGE WRITE-OFF



This transaction type is used to write-off an uncollectible Pledge made to a Fund

- It will *not* impact Historical Gift
- It will *not* impact on Market Value
- It will *not* impact Cash or Investment Reconciliation
- It will *not* impact Units or Unit Price

Notes : Entered as a positive (+) value.

Pledge Activity can be tracked on the Pledge Balances Report (REPORTS > SUMMARY > Pledge Balances Report)

TRANSACTION TYPE : REALIZED GAIN/LOSS



This transaction type is used to record Realized Gains or Losses to a specific Fund

- It will *not* impact Historical Gift
- It will impact on Market Value
- It will impact Cash or Investment Reconciliation
- It will impact Units or Unit Price

Notes : Entered as a positive (+) value for gains

Entered as a negative (-) value for losses

Gains or Losses that are to be spread across the Pool should be entered with the Investment Activity

TRANSACTION TYPE : UNREALIZED GAIN/LOSS



This transaction type is used to record Unrealized Gains or Losses to a specific Fund

- It will *not* impact Historical Gift
- It will impact on Market Value
- It will impact Cash or Investment Reconciliation
- It will impact Units or Unit Price

Notes : Entered as a positive (+) value for gains

Entered as a negative (-) value for losses

Gains or Losses that are to be spread across the Pool should be entered with the Investment Activity.

TRANSACTION TYPES: ADDITIONAL INFORMATION



Access the Knowledgebase and Forums through Support/Settings > Online Help.
A handout of Transaction Types and a PDF of this webinar will be available in the Handouts section of this Webinar.

A screenshot of the FUND RIVER 'Fundriver University' page. The top left features the FUND RIVER logo and tagline. The top right says 'Fundriver University'. On the left is a vertical navigation menu with items: Home, Organize, Activity, Awards / Recipients, Report, Support / Settings, Online Help, Change Password, and Account Settings. The 'Support / Settings' and 'Online Help' items are highlighted with a red box. The main content area is titled 'ONLINE HELP' and contains four bullet points with links: '- Click here to send an email to the FUND RIVER support team or call at 513-618-8718.', '- Printing Problems? Click here for help.', '- For instructions on disabling the clipboard access pop up window, click here.', and '- For access to the Fundriver Knowledgebase click here.' Below this is a 'Submit a Support Ticket' section with a text input field labeled 'Question*' containing the placeholder text 'Briefly describe your question'. This input field is also highlighted with a red box.

DATABASE SETTINGS: ADDITIONAL INFORMATION



Client Administrators can view your Organizations settings for processing activity at Support/Settings > Account Settings.

Activity Processing			
Transaction Type	Change Hist Gift	Change Market Value	Change Book Value
Gift	Yes	Yes	Yes
Internal Transfer	No	Yes	Yes
Distribution	No	Yes	Yes
Expense	No	Yes	Yes
External Transfer Out	No	Yes	Yes
External Transfer In	No	Yes	Yes
Income	No	Yes	Yes
Realized Gains	No	Yes	Yes
Unrealized Gains	No	Yes	No
Investment Fees	No	Yes	Yes
Non-Cash Historical Gift Transfer	Yes	No	Yes
Non-Pooled Transfer	No	No	Yes
Income to Principal	Yes	Yes	Yes
Pledge	No	No	No

Q & A

Type your questions in using the QUESTIONS feature of GoTo Webinar.

Click SEND when done typing.



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