

Logging In & Viewing Fund Balance:

Go directly to: <https://access.fundriver.com/default/login.aspx?key=13277>

This should bring up a log-in page with our logo on it:



Username
Password
 Save Login Information?
[Forgot Your Password?](#)
For assistance please contact: Andrew Gast, gasta@sou.edu

The “home screen” defaults to the Summary tab, and looks like:



Fund Summary

If you need assistance please contact: Andrew Gast, gasta@sou.edu

Reports are not accurate if you include dates for the current month- only through the last posted month. The previous month is usually posted by the 10th of the current month.

Fund <-Select Fund->

Sort by: Name GLID

From this Summary tab, you can select any of your funds by choosing from the dropdown. This will display a Fund Profile for the selected fund. This includes purpose description, hierarchy, and financial information:

[Summary](#)
[Reports](#)
[Manage Subscriptions](#)
[Subscribed Reports](#)
[Change Password](#)
[Logout](#)

Fund Summary

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Fund

Sort by: Name GLID

GENERAL INFORMATION

Fund Name :	Alumni Association Undergraduate Scholarship		
GLID :	0515	Campuses :	Enrollment Services
Net Asset Classification :	Temporarily Restricted	Department :	Financial Aid
Inception Date :	6/27/2007	Investment Pool :	Short Term Pool
Destination ID :		Auxiliary ID :	440385
Purpose/Use :	Scholarship	User Category 2 :	Annual
Secondary Cat. :	Enrollment & Student Affairs		
Purpose Desc:	To provide financial assistance in the form of a scholarship to deserving students at Southern Oregon University.		

CURRENT VALUES 3/31/2019

Pooled Market Value :	\$213.50	Total Historical Gift :	\$1,400.00
Non-Pooled Market Value :	\$0.00	Units :	2.1350
Total Market Value :	\$213.50	Unit Price :	\$100.0000

Here’s what the pertinent information on this screen means to you:

- GLID: This is the fund number.
- Campus: This is the division or comparable unit on campus.
- Auxiliary ID: If the fund has a specific SOU index that it pays into it will be displayed here.
- Secondary Category: The VP-level that this fund is under in the hierarchy.
- Total Market Value: This is the only financial information that is relevant for you. This is the fund value as of the date specified.

Reports:

Click on the Reports tab. This will bring up a screen where you can run various reports:

Summary **Reports** Manage Subscriptions Subscribed Reports Change Password Logout

Select Report

- [-] Award
- [-] Custom
- [-] Other
- [-] Stewardship
- [-] Summary

Report Parameters

Subscribe to this Report

How often to receive report <-Select How Often-> ▼

Reporting Period <-Select Period-> ▼

Select Month <-Select Month-> ▼

Group By <-Select Group By-> ▼

Format <-Select Format-> ▼

Note: You may need to disable any pop-up blockers while running reports.

Report Description

We have preset all accounts with the most commonly used reports. You may want to run a variety to determine the reports that are most beneficial for your needs:

SUMMARY REPORTS

- **Market Values & Historical Gift:** Shows the market value of all your funds as of a specified date.
- **Total Transaction Summary Report:** Shows the sum of all transactions, by category, for a specified date range. This report shows this data for all your funds.
- **Fund History Report:** Shows a summary of value and transaction categories across multiple posting periods, according to the date range you choose. This report shows data for all your funds.

STEWARDSHIP REPORTS

- **Account Summary Stewardship Report by Fund:** Shows a summary of value and transaction categories, according to the date range you choose. This shows only for the specific fund you choose.

OTHER REPORTS

- **Unit and Market Values Worksheet:** Shows the market value of all your funds as of a specified date.

DONOR REPORTS

- **Donor Report with Award Detail for All Funds:** Shows a high level accounting of all activity to a fund, or the specified date range. This will also show some expenses paid to SOU, especially for scholarships paid. This shows data for all your funds.
- **Award Recipient Report:** Shows all scholarships and grants paid to SOU, for all your funds, in the date range specified.

CUSTOM REPORTS

- **Transaction Detail Custom Report:** Provides a listing of all transactions for each fund, sorted by date. This shows data for all your funds.

Here are some examples of how to run reports. Let's start by running the Market Values and Historical Gift report so we can see the fund balances of all the funds as of the last posting date.

Click on the + next to Summary to expand that section, then click on the report name:

The screenshot shows a navigation bar with buttons for Summary, Reports, Manage Subscriptions, Subscribed Reports, Change Password, and Logout. Below this is a 'Select Report' tree view with categories: Award, Custom, Other, Stewardship, and Summary. Under Summary, there are three reports: Fund History Report, Market Values and Historical Gift (highlighted), and Total Transaction Summary Report. To the right is the 'Report Parameters' section with dropdown menus for Post Date and Group By (set to None), a Run Report button, and a 'Subscribe to this Report' section with dropdowns for How often to receive report, Reporting Period, Select Month, Group By, and Format, along with a Subscribe button.

Note: You may need to disable any pop-up blockers while running reports.

Report Description

Title: Market Values and Historical Gift
Description: Shows market value and historical gift on a per fund basis and in total. This report will also pick up any non-pooled market values associated with a fund.

As you choose different reports, the Report Parameters section will change, as will the Report Description section on the bottom.

To run the Market Values and Historical Gift report, choose the post date from the dropdown. Next choose how to sort your funds in the report. The most common selections are Department, Purpose/Use, or None. Now click "Run Report". The report should now display:

Navigation bar: 1 of 30, Find | Next, Disk icon, Refresh icon

Report Date/Time : 4/25/2019 12:41:26 PM

**Southern Oregon University Foundation
Market Values and Historical Gift Report
For Period Ending : 3/31/2019**

Grouped By : Department

Accounting

GLID	Fund Name	Fund Type	Market Value	Historical Gift
0079	Accounting Department Fund for Excellence	Temporarily Restricted	193.00	50.00
0215	Moss Adams Accounting Scholarship	Temporarily Restricted	3,183.07	4,000.00
0900	Anna L. May Accounting Scholarship [Distributions]	Temporarily Restricted	5,299.90	0.00
0901	Moss Adams Scholarship [Distributions]	Temporarily Restricted	245.56	0.00
0902	Gary L. Prickett Scholarship Award in Accounting & Athletics [Distributions]	Temporarily Restricted	1,232.11	0.00
0908	Arnold D. Wolfe Accounting Scholarship [Distributions]	Temporarily Restricted	240.16	0.00
2600	Anna L. May Accounting Scholarship [Endowment]	Permanently Restricted	137,737.41	116,483.46
2602	Moss Adams Scholarship [Endowment]	Permanently Restricted	26,214.65	23,103.00
2604	Gary L. Prickett Scholarship Award in Accounting & Athletics [Endowment]	Permanently Restricted	43,360.17	35,761.00
2616	Arnold D. Wolfe Scholarship [Endowment]	Permanently Restricted	12,072.35	12,029.29
Accounting Total :			229,778.38	191,426.75

Admissions

GLID	Fund Name	Fund Type	Market Value	Historical Gift
0254	Grant Williams Fund for Native American Student Recruitment & Retention	Temporarily Restricted	23,608.14	24,863.96
0604	SOU Recruitment Fund	Temporarily Restricted	245.00	0.00
Admissions Total :			23,853.14	24,863.96

Alumni Association

GLID	Fund Name	Fund Type	Market Value	Historical Gift
0001	Alumni Association	Temporarily Restricted	-592.93	7,494.00
0002	S O N S	Temporarily Restricted	904.75	0.00
0006	Alumni Relations	Temporarily Restricted	522.25	0.00
1263	Jack Feeny Alumni Endowed Fund for Doing Good Things [Distributions]	Temporarily Restricted	8,390.67	0.00
1264	Alumni Association Endowment (Quasi). [Distributions]	Board Restricted	3,738.50	0.00
3410	Jack Feeny's Alumni Association Fund	Permanently Restricted	306,235.79	268,511.84

To navigate to the following pages, use the navigation bar at the top:

Navigation bar: 1 of 30, Find | Next, Disk icon, Refresh icon

Report Date/Time : 4/25/2019 12:41:26 PM

You can also export the report by clicking on the Disk icon and choosing your file type.

Some reports will only produce 1 page per fund. You can navigate to the other pages by using the navigation bar above. You can search for a specific fund by typing the name or number in the search box and clicking Find.