University of Rochester

Fundriver Balance

User Guide

Last Edit: 10/15/25

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Fundriver Overview

The University of Rochester utilizes Fundriver, a web-based endowment management platform, to track and manage investment performance for the University's Long-Term Investment Pool. Each user is granted personalized access within the system to funds and reports relevant to their role.

This guide has been prepared by the Endowment Accounting team to assist both central and company-level users in navigating and accessing Fundriver effectively.

Please use the instructions in this guide when navigating Fundriver. Please do not use the "Support" button within Fundriver, as the University's database is highly customized. This user guide has been created specifically for our customized Fundriver environment.

For assistance, contact EndowmentAccounting@rochester.edu

Frequently Asked Questions

Q1: Who should I contact if I have a question about my Fundriver access, navigating the site, or running reports?

A: Please contact the Endowment Accounting team at EndowmentAccounting@rochester.edu.

Q2: How do I reset my password?

A: Please refer to the "Resetting Your Password" section below for step-by-step instructions.

Q3: When will the month be closed in Fundriver so I can run my reports?

A: For most of the year, the Fundriver accounting period is closed on the 12th banking business day of the following month.

The year-end schedule differs slightly for July and August, as these periods cannot be closed until completion of the University's annual financial statement audit. Therefore, July and August periods are closed along with the September reporting period, by the 12th banking business day of October.

A notification email is sent to all users once reports are available.

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Accessing Fundriver

Fundriver Link

To access the new Fundriver login page, navigate to: https://rochester.fundriverbalance.com/

Please bookmark this link for easy access in the future.

Note: the legacy Fundriver platform supported accounting activity through June 30, 2025. All historical data has been migrated to the new platform. Please obtain all reports from the new platform moving forward, as the legacy system is no longer supported and will be retired later this year.

Requesting Login Access

To request access to Fundriver, complete the Fundriver Module Access Form, available on the FR&AO Forms webpage.

1. Download the form
2. Fill out all required fields
3. Email completed form along with the Company Finance Officer's approval to Endowment Accounting at EndowmentAccounting@rochester.edu

Resetting Your Password

If you are unable to sign in:

1. On the login page, select "Forgot Password"
2. Enter your Fundriver Username (email address) and select "Reset password"
3. Next verify your identity, select your preferred authentication method and select "Get code"
4. Once code is received enter it in the Access Code field and select "Submit"
5. Enter your New Password, Confirm Password, and select "Update"

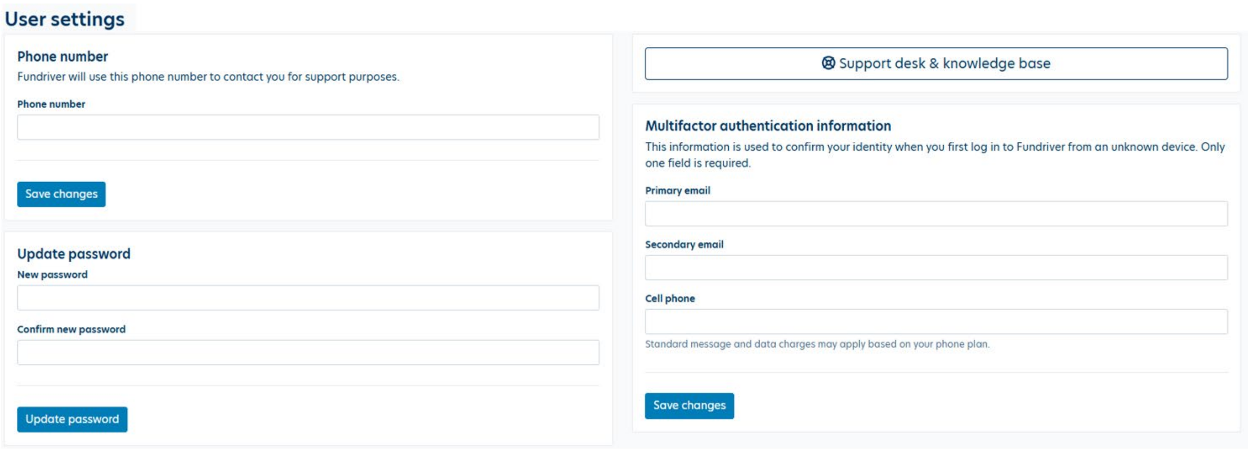
Password requirements:

- At least **1 uppercase** character
- At least **1 lowercase** character
- At least **1 number**
- At least **1 special character** (!?-@#$%^&*)
  - Only one of each special character may be used in your password
- Minimum of **8 characters** in length.

If you are signed in:

You can reset your password by navigating to User Settings. Click on the silhouette of a person icon located in the upper righthand corner of the page and select "Settings".

On the User Settings page, you can add or update your contact information and multifactor authentication information. On this page, you can also update your password.



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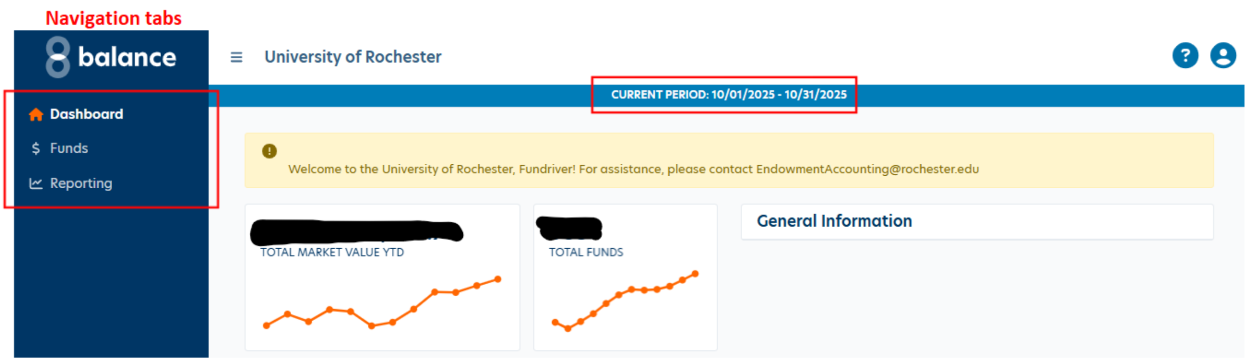
Navigation

Dashboard Tab

When you log into Fundriver, the Dashboard is the first page you will see. It displays:

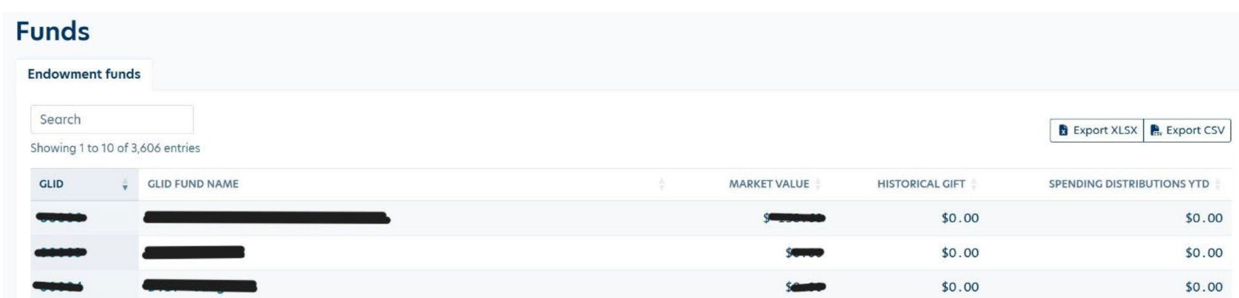
- The navigation tabs on the left side: Dashboard, Funds, Reporting
- The current open accounting period across the top center
- The market value and total number of funds you are authorized to view



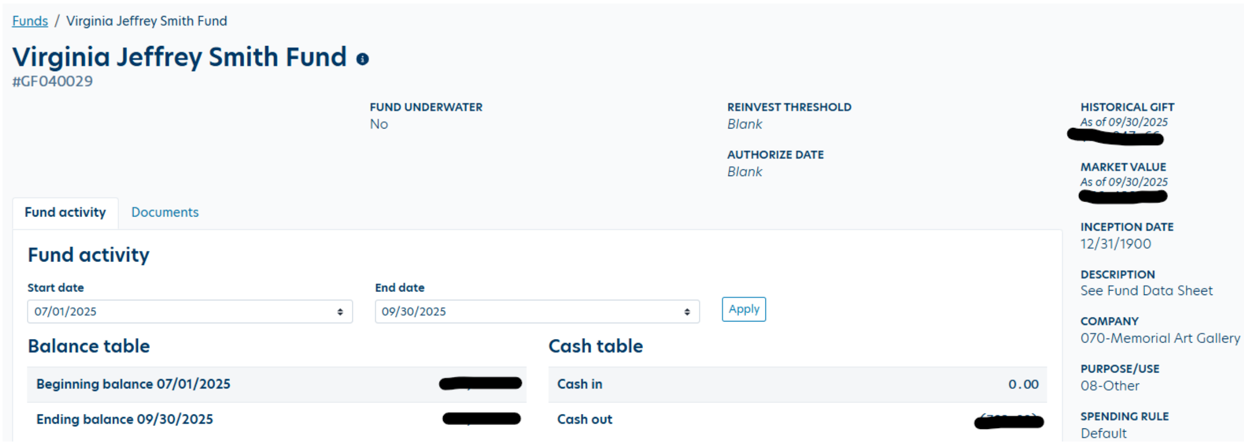
Funds Tab

When you select the navigation Funds tab, a list of all funds you are authorized to view will appear. You can search for specific funds by GLID or Name using the search bar.

To download the displayed data, use either the "Export XLSX" or "Export CSV" button on the righthand side of the screen.



To view details for a specific fund, select the GLID or Fund Name. This will open the Fund Detail page, which includes key information such as fund activity, historical gift value, market value, inception date, department, and other important fund details.



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Reporting Tab

When you select the navigation Reporting tab, a list of all reports you are authorized to run will be displayed. Below is a list of the reports currently available:

Reporting > Summary

Report Name	Report Description
Account Summary Stewardship Report by Fund	A month by month summary report: Beginning MV, Gifts, Transfers, Distributions, Expenses, Total Return, Ending MV, and Historical Gift; for a single fund.
Endowment Funds	A summary report: fund attributes and investment rollforward (Beginning MV, Gifts, Realized & Unrealized Gains, Income, Transfers, Distributions, Ending MV); only includes endowment funds.
Fund Statement	A fund summary report: Fund #, Fund Purpose (as of a point in time), Fund Performance (Beginning MV, Investment Performance, Contributions, Distributions, Transfers, and Ending MV), and Lifetime Contributions; for a single fund or all funds (leave fund field blank).
LTIP Report	A fund summary report: fund attributes and investment rollforward (Beginning MV, Gifts, Realized & Unrealized Gains, Income, Transfers, Distributions, Ending MV), and change in liquidation income and appreciation; includes all funds.
Planned Giving Summary	A summary report: fund attributes, investment rollforward (Beginning MV, Gifts, Income, Realized & Unrealized Gains, Transfers, Distributions, Ending MV), and Historical Gifts; only includes planned giving funds.

When a specific report is selected, the system will prompt you to enter the required reporting parameters (e.g., Start Date, End Date, GLID, and/or Grouping Options). After entering the desired parameters, select “Run Report”.

Note: The Start Date should typically be set to the last day of the prior fiscal year 06/30/xx. Refer to next page to view a sample report prompt screen.

Example: Report prompt screen for pulling the LTIP Report for FY26 Q1:

This action will open your report in a new browser tab. To save the report, select the “Save” button on the top toolbar. You can then choose to download the report in PDF, Excel, or Word format.

For any Fundriver questions, reach out to the **Endowment Accounting** team at **EndowmentAccounting@rochester.edu**.

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