



The MCV Foundation has implemented Fundriver as our endowment management and fund reporting software. This is a web-based program that allows us to manage and report on the endowment and current use funds efficiently. The department reporting module includes advanced details such as project transaction history, investment activity, endowment payout, available balances, originating documentation, pledge activity and fee details.

To request access the MCV Foundation Reporting website please email [MCVFSupport@mcfound.onmicrosoft.com](mailto:MCVFSupport@mcfound.onmicrosoft.com)  
 If you have an active user account, go to <https://readonlyaccess.fundriver.com/login.aspx?key=21883>



Once you log in, you will find menu items on the left margin.

- **Home:** Once you log in, you will be on the home page; where you will find MCVF Finance Department contact information and monthly closing updates. At the top right of the screen, there is a User dropdown menu where you can change your password or Log Out.
- **Funds:** This tab allows the user to look up any MCVF fund within their school/department. To find a fund, click in the Search box and type at least 3 characters of the fund/project number (“GLID”) or Fund name. Then click on the desired fund name or GLID to select. On the Fund Summary page, there are three sections:
  - The 'General Fund Information' section includes project record data such as department and fund purpose.
  - 'Current Values as of Postdate: xx/xx/xxxx' indicates the most recent endowment unitization date. This section includes the Market Value, Endowment payout balance, Number of units, Unit Price, and Historical gift amount for all endowment funds and the project balance for current funds.
  - The 'Documents for Selected Fund' section will provide a link to any originating documents available for the fund. Click on the file name to open.
- **Reports:** Fundriver has a robust reporting system and has several improved user features such as drill down capability. Click on the various folders to view available reports, hover over the report name and click to select the report to run. Fill in necessary report parameters, such as fund or start/end date. Use the drop down arrows to select the parameters, then click Run Report. The report will open in a pop-up window. At the top of the screen, there is a icon to export the data, use the down arrow to select the format (PDF, Excel or Word).
- **Subscriptions:** Each report has the option to subscribe to receive periodic updates automatically, via email. Fill out your required report parameters, then click the subscribe button to indicate the frequency you wish to receive the report.