**Manager Data Load Template Instructions Version 3.2**

**Profiles Tab:**

Required fields are color coded (yellow) on the Manager Data Load Template.

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| ***Column*** | ***Description*** |
| MGLID (required) | This must be the unique identifier of the Manager in Fundriver. This can be a random number assigned (alpha/numeric) or it can be the GL Account Number for interfacing GL activity in/out of Fundriver.  |
| Investment Pool Name (required) | Name given to the Investment pool the Manager is participating in. This name should match the Investment Pool name in the Data load Template.  |
| Custody Account Number | The account number on the custody statement. |
| Manager Name (required) | Name of Investment Manager. |
| Custodian Name | Name of custody account.  |
| Market Value (required) | Provide the market value for each Manager as of the start date in Fundriver. The total market value of all Managers should equal the total market value of all funds on the Data Load Template at the investment pool level. |
| Asset Class | In the drop down list select the Asset Class that would apply to the specific Manager. If you don’t see an option that applies write in your own or leave blank. |
| Investment Type | In the drop down list select the Investment Type that would apply to the specific Manager. If you don’t see an option that applies write in your own or leave blank.  |
| Target Weight | Provide the Manager’s target weight in the Investment Pool. |
| Initial Capital Commitment | Provide the initial capital commitment of the Manager.  |
| Capital CommitmentRemaining | Provide the remaining capital commitment of the Manager as of the start date in Fundriver. |
| FASB Level | In the drop down list select Level 1, 2 or 3 for the Manager. Per FASB 157, level 1 assets are the easiest to value accurately based on standard market-based prices and level 3 are the most difficult.  |
| Book Value | Provide Investment manager book value (Cost) as of the start date in Fundriver. |
| Liquidity | In the drop down, select the liquidity of each manager (per the ASU 2016-14 Standards). |

**Notes:** Please make sure that the total Manager market values in column “F” equals (to the penny) the total market value of the Funds in the Data Load Template column “K” in the “Funds” tab for the investment pool(s) that will be tracked at the Manager level.

The Manager Profile information loaded via the Manager Data Load Template can be edited after it’s been loaded. Any changes to the Market values will need to be corrected in the template and sent to Fundriver for uploading.

Make sure the market values provided for each Manager in column “F” are for the same start date as the market values provided for each Fund in the Data Load Template. If you are loading Manager market values for a date other than the start date, then be sure the market values provided for each Manager in column “F” equal the total market value of the investment pool as of that posting date in Fundriver.

If you need to account for a timing issue with cash flow (Due to/from) set up a Manager for this specific purpose and include the due to/from value as of your start date (or posting date)..