

Transaction Type	Description	Impacts Historical Gift/Corpus/Principal	Impacts Market Value	Impacts Cash/Pool Reconciliation	Impacts Units or Unit Price	Enter as a Positive or Negative value in Transaction Entry Screen	Notes
Gift	Used to record gifts to a fund	X	X	X	X	+	
Distribution	Used to record distributions taken from a Fund for spending purposes.		X	X	X	+	Funddriver will automatically subtract the amount from the Fund balance
Expense	Used to record any internal expenses charged to a Fund.		X	X	X	+	Funddriver will automatically subtract the amount from the Fund balance
Internal Transfer	Used to record transfers between Funds within the same Pool. This transaction impacts 2 Funds. **Do not use if closing or merging funds**		X		X	+	Funddriver will automatically subtract the amount from "transfer from" Fund balance, and add it to the "transfer to" fund balance
External Transfer In or Out	Used to record transfers to/from a Fund to/from an external source or to/from another Pool within the database.		X	X	X	+	Use the deactivate fund feature found in the Fund Profile section if you are closing the Fund. Funddriver will automatically create the necessary transactions for you
Cash Historical Gift Transfer	Used to record an adjustment to the Historical Gift balance.	X	X	X	X	+ if adding to Fund; - if subtracting from Fund	
Income	Used to record income to a specific fund.		X	X	Impacts units when input as a transaction. Impacts units price when entered in the Investment Activity screen.	+ if adding to Fund; - if subtracting from Fund	Investment Income (Interest & Dividends) that are to be spread across the entire Pool should be entered in the Investment Activity screen
Income to Principal	Used to record a reinvest of a distribution to the Funds Historical Gift or Corpus balance.	X	X	X	X	+	
Investment Fees	Used to record an investment fee to a specific fund.		X	X	Impacts units when input as a transaction. Impacts units price when entered in the Investment Activity screen.	+	Investment Fees that are to be spread across the entire Pool should be entered in the Investment Activity screen
Non Cash Historical Gift Transfer	Used to record an adjustment to the Historical Gift balance.	X				+ if adding to Fund; - if subtracting from Fund	
Due To Due From Transfer	Used to record an adjustment to a DueTo DueFrom Fund. This transaction type should only be used with a DTDF Fund.		X	X		+ if money has not yet been deposited with the Investments; - if money has not yet been withdrawn from the Investments	ONLY use this transaction type for DTDF Funds. Other transaction types should not be used with a DTDF Fund. To verify that your DTDF Fund is set up properly, refer to the Knowledge Base article on creating a DTDF Fund <i>without</i> the Manager Module.
Non Unitized Asset Transfer <small>*Non Pooled Transfer prior to 5/25/18</small>	Used to record an adjustment to any non endowed portion of a fund.					+ if adding to the nonpooled asset balance; - if subtracting from the nonpooled asset balance.	Use only for Non Pooled Funds or Funds that have a Non Pooled Asset component (Not a usual occurrence)
Pledge	Used to record a pledge made to a Fund					+	Pledge Activity is tracked on the Pledge Balances Report
Pledge Payment	Used to record a payment against an outstanding pledge balance	X	X	X	X	+	
Pledge Write Off	Used to record a write off of an uncollectible pledge.					+	Pledge Activity is tracked on the Pledge Balances Report
Realized Gains	Used to record realized gain/loss to a specific fund.		X	X	Impacts units when input as a transaction. Impacts units price when entered in the Investment Activity screen.	+ if adding to Fund; - if subtracting from Fund	Realized gains/losses that are to be spread across the entire Pool should be entered in the Investment Activity screen
Unrealized Gains	Used to record unrealized gain/loss to a specific fund.		X	X	Impacts units when input as a transaction. Impacts units price when entered in the Investment Activity screen.	+ if adding to Fund; - if subtracting from Fund	Unrealized gains/losses that are to be spread across the entire Pool should be entered in the Investment Activity screen