



SUBJECT: GIFT ENTRY	Reference: GP-007
SECTION: GIFT PROCESSING PROCEDURES	PAGE: 1
DEPARTMENT: ADVANCEMENT SERVICES AND OPERATIONS	OF: 6
	EFFECTIVE: 7/1/2018
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PURPOSE:

The purpose of the Gift Entry Procedure is to guide Gift Processing and Advancement Services staff on the guidelines of depositing and recording gifts and pledges.

GIFT RECEIVING

All mailed gifts are received by University Advancement. Original documentation, including envelopes and corporate matching gift forms that accompany the gift, must be forwarded together. A completed Gift Transmittal Form (GTF) should accompany the gift along with any additional information that was sent from the donor.

- 1) Checks are logged into the check receiving log by non-gift processing staff
 - a) Stamp the back of the checks with the endorsement stamp
 - b) Verify the GTF and the check amounts are correct
 - c) Logged checks are submitted to the Gift Processor
- 2) Cash gifts are logged into the cash receipt book
 - a) Yellow copy is attached to the cash and handed to Gift Processor
- 3) Cash and Checks are kept in Gift Processing Safe, combinations are only know by authorized personnel

GIFT ENTRY

Gifts/Matching Gifts, Pledges, Reversals and Modifications are entered into AdvanceCRM

Entering a New Gift

- 1) Assign the next donation receipt number in sequence from the Donation Log book
 - a) Cash, Checks, Credit Cards, Gift In-Kinds and Pledges must be posted to its own receipt, cannot process together on same receipt
- 2) Look up individuals and/or organizations on Advance to verify all information is current and correct
 - a) Create a new record if one is not in the system (see Advance CRM Manual, Record Entry)
- 3) Click *Go to* and enter *Blist* in the Application field
 - a) Select *New*
 - b) Under Batch Type select *appropriate batch type*
 - c) Enter donation receipt number under *Bursar batch #*
 - d) Select *Defaults* to set any batch defaults
 - i) If positing gifts of same nature
 - e) Hit *Save*
- 4) Gift
 - a) Click *New Gift*
 - b) Enter *Donor ID#*
 - c) Enter *Allocation*
 - d) Enter *Type*
 - e) Enter *Amount*
 - f) Enter *Tender*
 - i) Checks
 - (1) Enter *Check #*
 - ii) Credit Cards
 - (1) Under *Tender Details*
 - (2) Enter *Type*
 - iii) Gift In-Kind
 - (1) Under *Tender Details*
 - (2) Enter *GIK Type*
 - (3) Enter a brief description and location of GIK under *Desc.*
 - g) Enter *Appeal code* and/or *Proposal #*, if applicable

- h) If a pledge payment
 - i) Check *payment box*
 - ii) Select pledge from drop down box
- i) If there are associated donors for a gift
 - i) Save primary donor gift
 - ii) Select *GE Options – Associated donors*
 - iii) Enter ID# of associated donor
 - iv) Select *ASC Type*

5) Matching Gifts

- a) Click *New Matching Gift*
- b) Enter *Organization*
- c) Enter *Matching Gift #*
- d) Enter *Amount*
- e) Enter *Record date*
- f) Enter *Check#*
- g) Enter *Tender Type*
- h) Enter *Receipt date*
- i) Click *Save*
- j) Click *Match Donor Gift*
- k) Enter *Donor ID*
- l) Enter *Receipt#*
- m) Enter *Allocation*
- n) Enter *Seq#* of the original donor gift
- o) Click *Save*

6) New Pledges

- a) Batch Type *Pledge*
- b) Hit *Save*
- c) Select *New Pledge*
 - i) Enter *Donor ID#*
 - ii) Enter *Allocation*
 - iii) Enter *Pledge Type*

- iv) Enter *Amount*
 - v) Enter *Frequency*
 - vi) Hit *Save*
- 7) CampusCall Pledge Uploads
- a) Open Batch
 - b) Under *Status* select *Closed*
 - c) Hit *Save*
- 8) CampusCall Payment Upload
- a) Open Batch
 - b) Assign the next donation receipt number in sequence from the Donation Log book
 - c) Select *Transaction List*
 - d) Click to open gift
 - e) Verify the pledge has been entered into the system prior to the payment
 - f) Select pledge from drop down box
 - g) Hit *Save*
- 9) New Reversal
- a) Enter associated *Receipt#*
 - b) Select *Reason*
 - c) Enter *Reversal Date*
 - d) Select *Gift or Pledge*
 - e) Hit *Save*
 - f) Print *Batch Proof Report* keep for records
- 10) New Modification
- a) Enter associated *Receipt#*
 - b) Select *Reason*
 - c) Enter *Modification Date*
 - d) Select *Gift or Pledge*
 - e) Hit *Save*
 - f) Print *Batch Proof Report* keep for records
- 11) Select *Batch Proof Report* to review data and make sure everything is accurate
- 12) Under *Batch Control*, select *Close* and *Save* to close the batch

Gift Deposits

After database refreshes the batch overnight:

- 1) Select *Reports* icon
- 2) Enter *Gift Income Report* in Keyword(s) box
- 3) *Select Gift Income Report – Summary (SBGI001)*
 - a) Enter *Receipt #*
 - b) Select *Display Detail* check box
 - c) Click *Run Report*
- 4) Cash Deposits
 - a) Print 3 copies of the *Gift Income Report*
 - i) Bursar’s Office
 - ii) Financial Services
 - iii) Copy for back-up
 - b) Place cash and *Gift Income Report* into Bursar’s lock bag
 - c) 2 people must deliver deposits to Bursar’s office
- 5) Check, Web and Credit Card Deposits
 - a) Print 2 copies of *Gift Income Report*
 - i) Financial Services
 - ii) Copy for back-up
 - b) Run a tape for checks and write receipt # on tape
 - c) Place in an envelope with receipt#
 - d) Place Checks, Web and Credit Card slips into lock bag with *Gift Income Report*
 - e) 2 people must deliver deposits to Financial Services
- 6) Gift In-Kind
 - a) Print 3 copies of *Gift Income Report*
 - i) Property Department if value is over \$500
 - ii) Financial Services if gift of land, land improvement or property
- 7) Prepare *Data Extract Files (SBGI015)* for each batch
 - a) Export as *Excel (97-2003) Data-Only*
 - b) *Save file*

- c) *Email* to Financial Services
- 8) Place *Gift Income Report* and back-up documents in the *Gift Income Report* file drawer
- 9) Print gift receipts for mailing to donors
 - a) Under *Reports*, select *Gift Receipts (SBGI004)*
 - b) Enter *Receipt #* and *Run Report*
 - c) Print and put in mail
- 10) Modifications and Reversals
 - a) Complete *ADJ General Ledger* form
 - b) Submit to Auxiliary