



Gift Creation

Last Updated: 9/9/22



UNIVERSITY
of VIRGINIA

Introduction | Welcome!

Today we will be using a Training Tenant of Workday to do some activities. Please try to log in now to ensure you have access.

- Close any sessions of Workday you currently have open.
- Click on the UVA13 link, either from Chat or your Activity Guide
- Use NetBadge to log in when prompted.
 - If there is no NetBadge option, do not try logging in more than twice. Let us know if you are having problems.



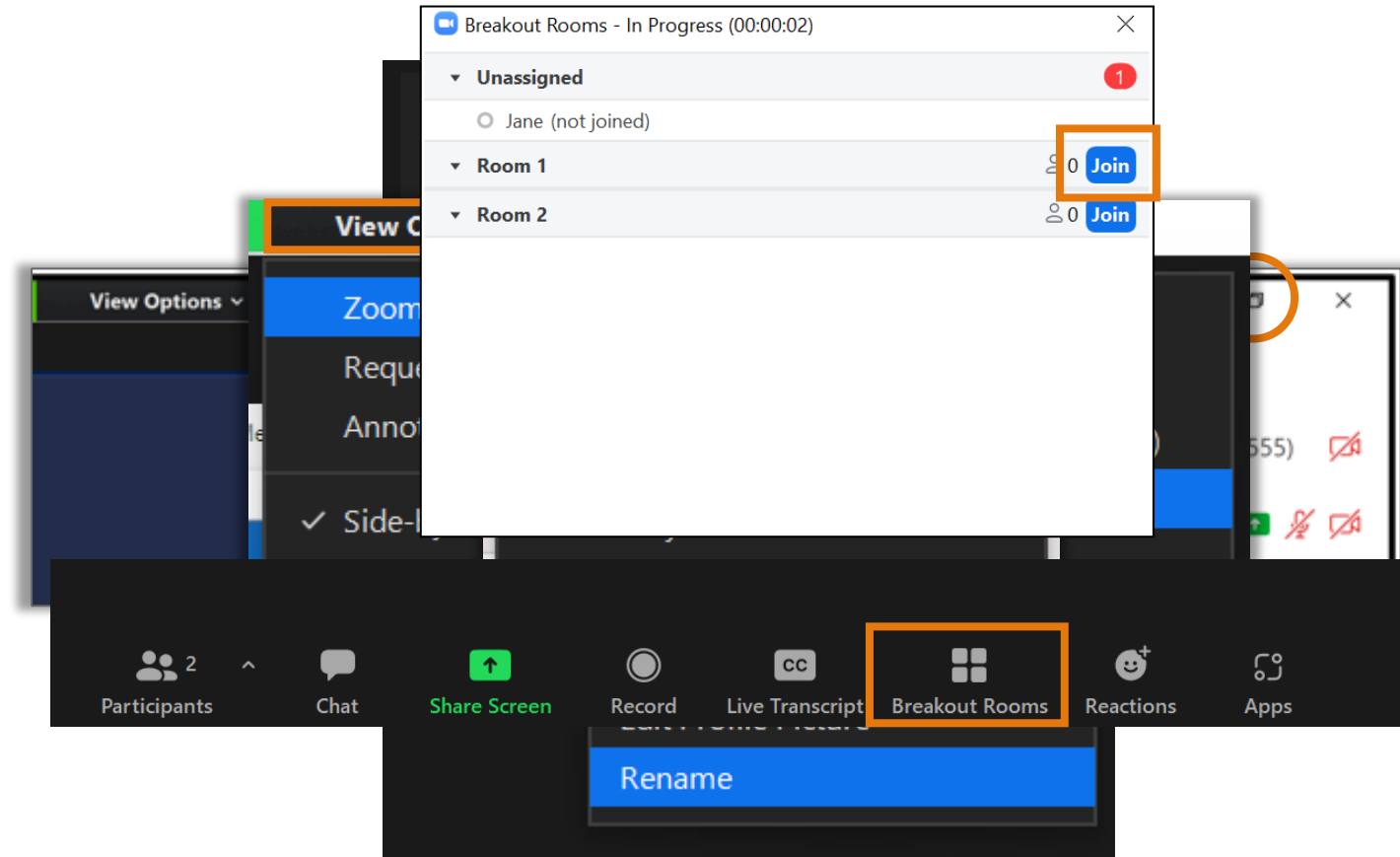
Introduction | Virtual Classroom Guidelines

- Display your name, not computing ID
- Mute microphone to eliminate background noise
- Stay until the end to get course credit



Introduction | Virtual Classroom Tips

- Rename yourself, if needed.
- Dual monitor set-up versus single monitor set-up
- View Options
 - Zoom ratio



Introduction | Course Objectives

After completing this course, you will be able to:

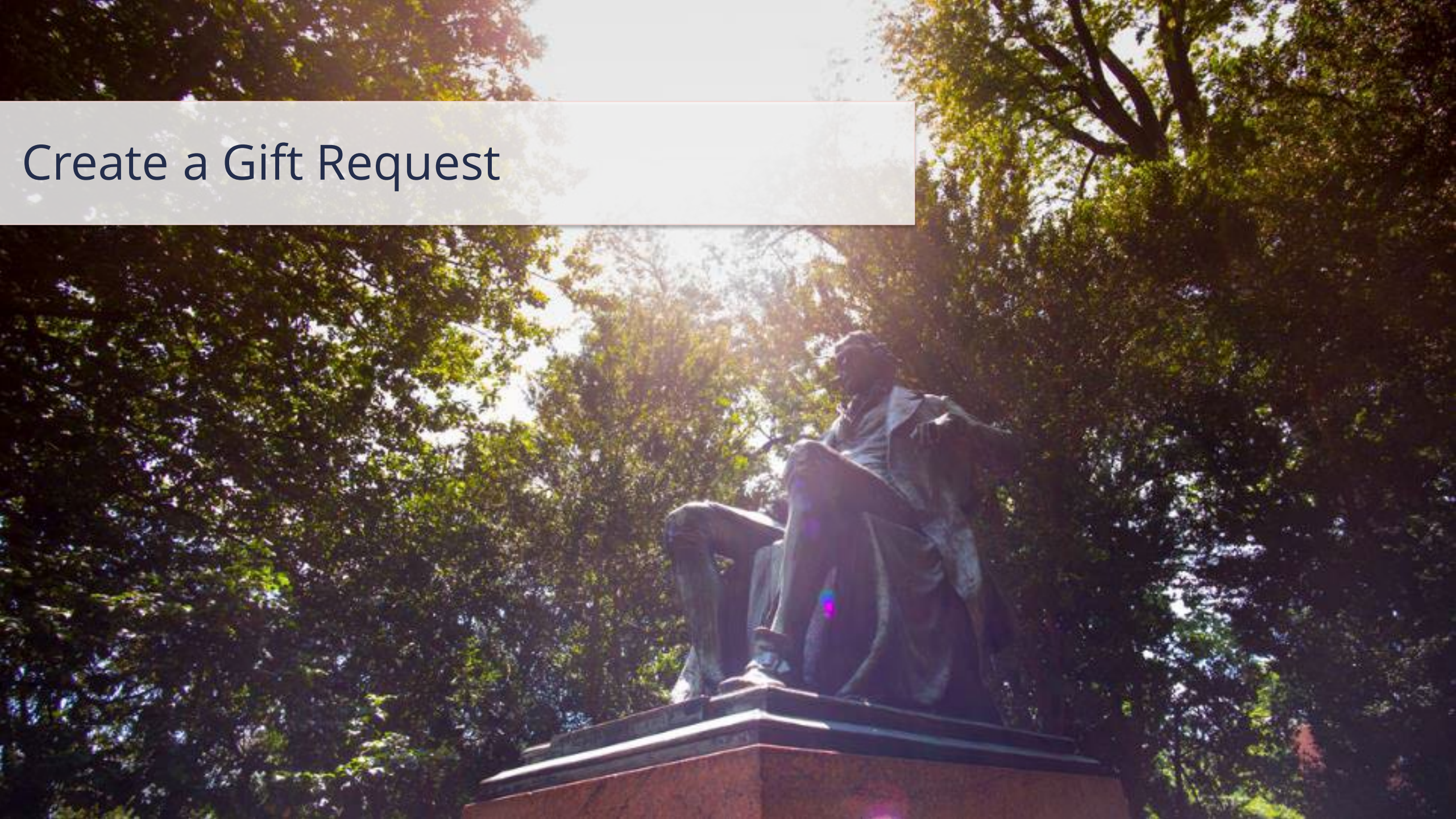
- Create and submit a new Gift request for it to be created in Workday
- Look up information available for Gifts in Workday



Introduction | Course Agenda

Agenda	
1	Create a Gift Request
	<ul style="list-style-type: none">• Overview• Demo
	<ul style="list-style-type: none">• Activity
2	Gift Reports
	<ul style="list-style-type: none">• Overview• Demo
3	Course Wrap-Up

Create a Gift Request



Create a Gift Request | Introduction

Gifts are **pledges, outright contributions** received from private sources, or **activities supported by an external party** (i.e., donor).

Workday Term	Definition
Gift Type*	Separates Gifts into categories that can be used for reporting purposes such as, True Endowments, Quasi Endowments, and Unrestricted Gifts. Gift Type is chosen on the Create Custom Gift Workday form and determines approval routing.
Gift Origination*	Allows you to separate Gifts into various sources that are useful in reporting. Examples include Donor and Foundation Transfers.
Default Worktag	When a Default worktag is configured on the Gift, this value will populate upon data entry of the Gift worktag. (Default Function* is required)
Allowed Worktag	If Allowed worktags are configured, this provides you with the valid values permitted to be used with a Gift when processing transactions. If a Default worktag is populated, you can override the Default value populated with one of the Allowed values.
Gift Purpose*	Allows reporting by two Purposes on a Gift (Primary and Alternate).
Responsible Organization*	Responsible Organization translates to the Default Cost Center Worktag on the Gift. This association drives business process routing and organizational reporting. This enables you to view, approve, and report on Gifts that you own.

Create a Gift Request | Introduction

The new **sight logic/naming convention** of Gifts will be structured as follows:

Example of Gift Names:

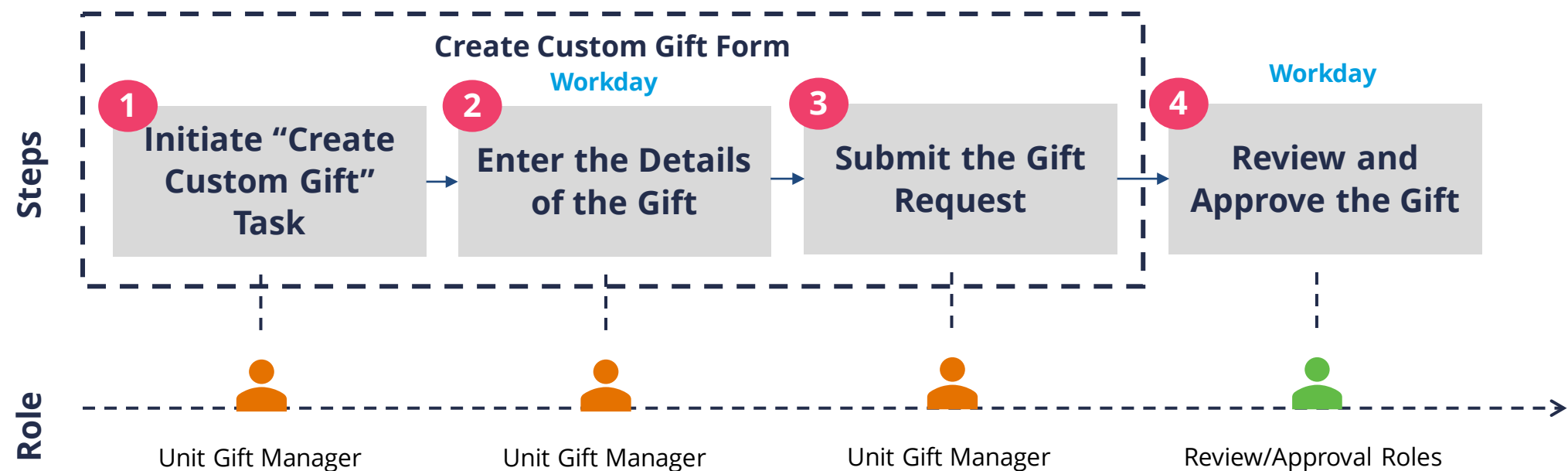
GF000626 TE-AS-DEAN Burger Prof CHEM

- GF = Gift
- GF000626 = Gift ID (A unique alphanumeric number that helps to identify a Gift)
- TE = Workday Gift Type (True Endowment)
- AS = Major Business Unit (MBU) (Arts and Sciences)
- DEAN Burger Prof CHEM = The remaining characters are the unit-defined short name

Prefix	Workday Gift Type
TE	True Endowment
QE	Quasi Endowment
TM	Term Endowment
DR	Donor Gift – Restricted
DU	Donor Gift – Unrestricted
FE	Foundation Transfer – Endowment Income
FG	Foundation Transfer – Gift
IG	Internal Transfer from Existing Gift
IE	Internal Transfer from Existing Endowment Income
EF	Internal Transfer - Other
AG	Agency
AL	Annuity and Life Income
CG	Capital Building and Equipment
TH	Trustee Held Endowment
OT	Other

Create a Gift Request | Process Overview

The following represents a high-level look into the **steps** and **roles** involved in creating a Gift. In order to submit a New Gift Request, you must be a **Unit Gift Manager** in Workday



Workday Roles	
	Unit Gift Manager
	Review/ Roles

Create a Gift Request | Unit Gift Manager as the Initiator



Unit Gift Manager

I am a Unit Gift Manager. I perform Gift Requests through Workday Extend and run reports on Gifts assigned.

In today's current state (Oracle), my role is Gift Manager.

Unit Gift Manager submitting the Create Gift Request form can indicate if they want to keep themselves on the Gift as the Unit Gift Manager or assign someone else as the Unit Gift Manager. Thus, the “requestor” of the new Gift does not have to be the “approver” of transactions related to that Gift.

- I can **create**

- **Gift Request (using Workday Extend process).** I can create requests, run reports, and view Gift attributes and Gifts assigned to their Cost Centers including navigation to their hierarchies.

This the focus of today's training!

- I can **approve**

- **Operational Transactions and Manual Journals.** I can approve Workday transactions that use my Gift Worktags on them (does not apply to Gifts that route to the Cost Center Manager role).

The assigned Unit Gift Manager will do these approvals

Create a Gift Request | Who Submits and Approves?

Below is the approval routing process once the initiator submits the **Create Custom Gift** task:

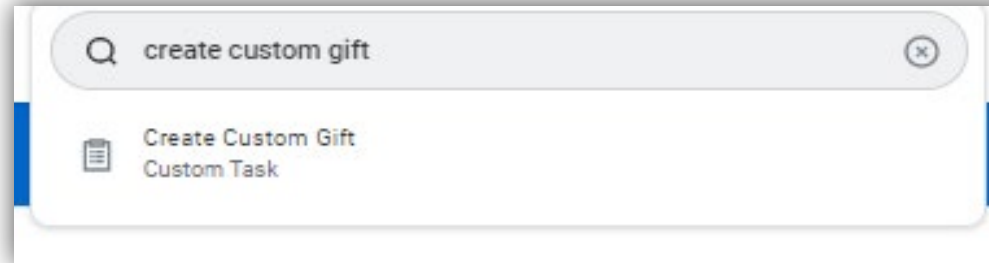


The **Gift Type** indicated on the Create Custom Gift Form determines BP approval routing

The Gift Worktag will be created in Workday once the **Investment Pool Manager** completes the last "Approval" and adds additional attributes on the Create Custom Gift Form through the "Action" step

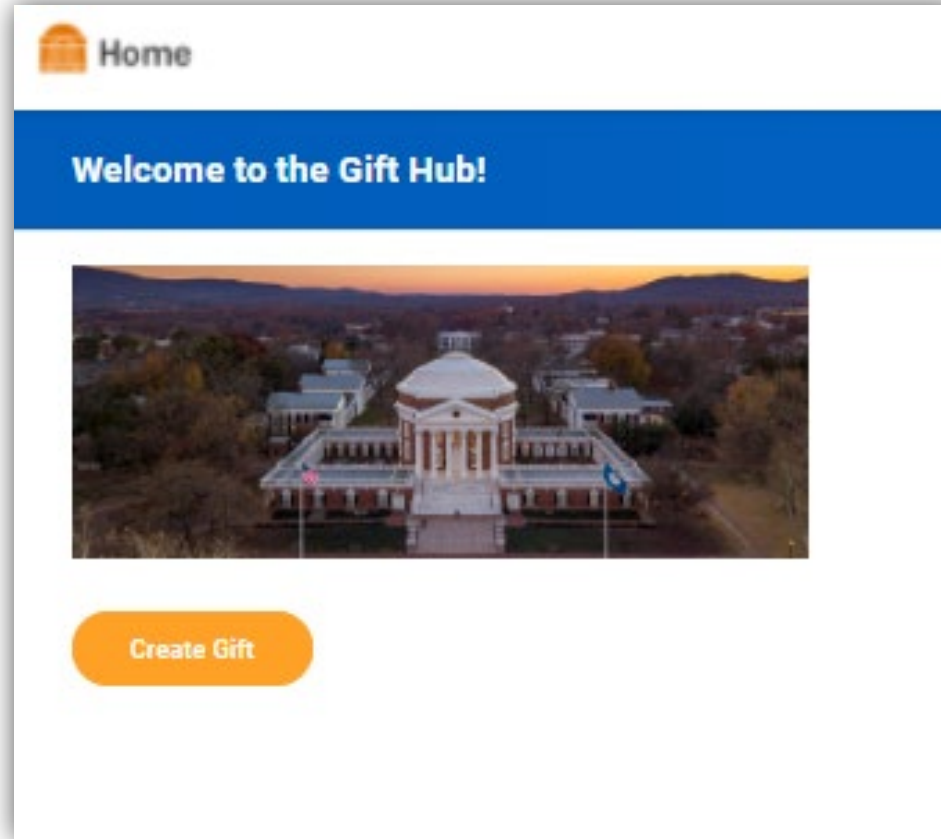
Create a Gift Request | Request Form

To begin the process of submitting a new Gift Request, search for **Create Custom Gift** in Workday.



Create a Gift Request | Request Form

When the Gift Hub opens, click on the **Create Gift** button.



Create a Gift Request | Request Form

Fill out the request form:

- All fields with a red asterisk are required
- Gift Type is the main driver of the approval routing for your request

Create New Gift

[Back to Home](#)

Enter Gift Details

Gift Type *

Gift Name *

Gift Alternate Name *

Amount of Funds *

0

Enter Gift Purpose and Origin

Gift Primary Purpose *

Alternate Purpose

Default Function *

Allowed Function

Origination *

Gift Hierarchy *

Check box if Gift will have University Matching

☐

Date Gift Established *

09/09/2022

Plan of Action for Quasi Endowment

Restriction Description *

Unit Gift Manager *

Responsible Org *

Check box if Gift is SIS Allowed

☐

Check box for Alternate Routing for Approvals

☐

[Accept Terms & Conditions](#)

[Upload Documents](#)

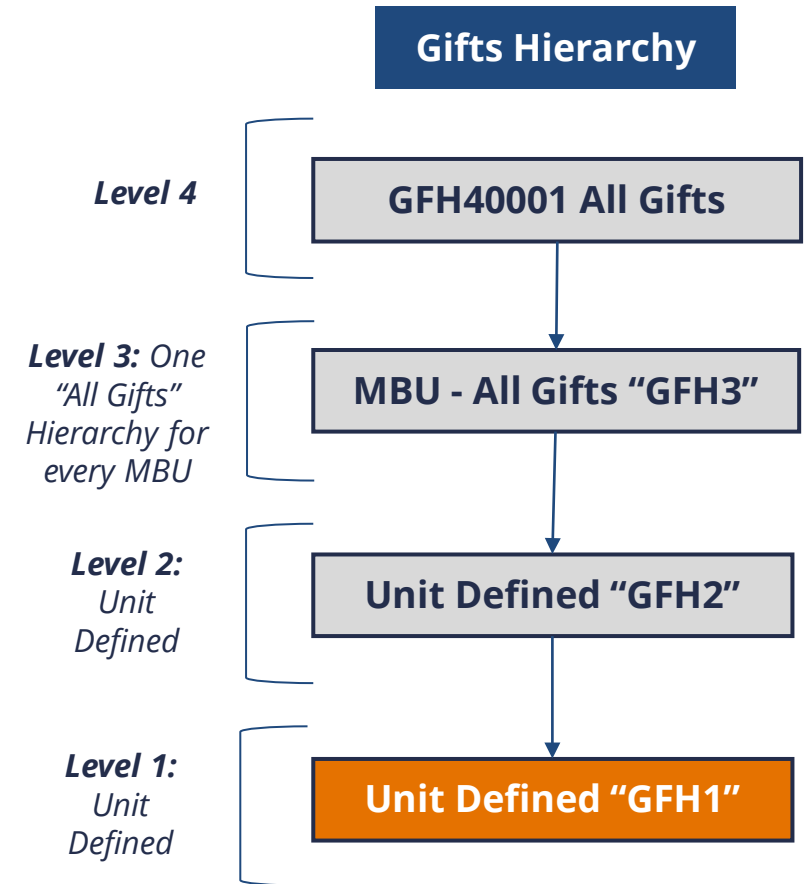
Create a Gift Request | Gift Hierarchies

Like other FDM Worktags, Gifts can be grouped into Hierarchies

- Gift Hierarchies have 4 fixed levels
- Gift Hierarchies include sight logic:
 - Level 1 Hierarchies begin with "GFH1"
 - Level 2 Hierarchies begin with "GFH2"
 - Level 3 Hierarchies begin with "GFH3"
 - Level 4 Hierarchies begin with "GFH4"
- Levels 1 and 2 of the Gift Hierarchies were defined by the MBUs
- On the Create New Gift Request form, you will be **required to indicate a Level 1 Hierarchy** for the Gift

Use the following reports to view Gift Hierarchies in Workday

- **View Gift Hierarchy**: used to view a comprehensive list of Gift Hierarchies
- **FDM Reference – Gift**: used to view Gifts and their associated Hierarchies



Create a Gift Request | Attaching Required Documentation

Under the **Upload Documents** section of the New Gift Request form, you will be prompted to upload supporting donor documentation. The following are required:

Spendable Gift Classifications	Upload proof of Gift and donor restrictions
True Endowment Gift Type	Upload fully executed True Endowment Gift Agreement
Quasi Endowment Gift Type	Upload letter to Augie Maurelli (Associated VP of Fin Ops) and any other related documentation

The **Gift Type** submitted will determine which attachment becomes required. This form only accepts Word and PDF documents. Initiators should only submit one document per **Upload** icon.

Upload Documents

Please attach any Donor Documentation or other related information. At least one form of Donor Documentation is required.

Attachment 1 *

Upload

Attachment 2

Upload

Attachment 3

Upload

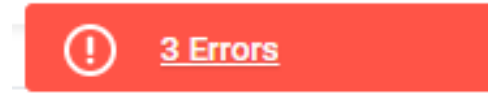
Attachment 4

Upload

For True Endowment Gift Types only, please attach the fully executed True Endowment Donor Agreement.

Upload

Create a Gift Request | Errors/Alerts



Error Messages – These only display if **certain fields/actions** were **not completed** that were required after submitting the request. It is important to **review** and **reconcile** these **errors** in order to officially submit your Gift request.



Alert messages – These will prompt you with **important information** and **considerations** while creating a Gift. Unlike error messages, warning messages/alerts will not prevent you from proceeding. However, take a moment to **review** as it will help you make **appropriate selections/entries** through the process.

Create a Gift Request | Demonstration



- In this demonstration, you will see how to create a New Gift Request in Workday.

Create a Gift Request | Send Back Routing

Details		Process					
Process History		10 items					
Process	Step	Status	Completed On	Due Date	Person (Up to 5)	All Persons	Comment
Create Custom Gift	Create Custom Gift	Step Completed	04/12/2022 09:06:43 AM		Christopher William Peper	1	
Create Custom Gift	Approval by Investment Pool Manager	Sent Back	04/12/2022 09:09:13 AM		Wanda R Breeden (Investment Pool Manager)	1	Send Back Reason from Isabella Joseph on behalf of Wanda R Breeden: SENDING BACK: Chris please fix Gift Hierarchy and Functions before resubmitting
Create Custom Gift	Create Custom Gift	Submitted	04/12/2022 02:10:01 PM		Christopher William Peper	1	
Create Custom Gift	Approval by Investment Pool Manager	Approved	04/12/2022 02:10:19 PM		Wanda R Breeden (Investment Pool Manager)	1	
Create Custom Gift	Approval by Endowment Provost Approver	Not Required				0	
Create Custom Gift	Approval by Controller	Not Required				0	
Create Custom Gift	Approval by Gift Manager Approver	Approved	04/12/2022 02:10:44 PM		Marianne J Harrison (Gift Manager Approver)	1	

Create a Gift Request | Process Successfully Completed

View Event [Create Custom Gift: DU-FI-Sample Gift](#) ...

10 day(s) ago - Successfully Completed

For **DU-FI-Sample Gift**

Overall Process [Create Custom Gift: DU-FI-Sample Gift](#)

Overall Status **Successfully Completed**

Calendars In Use **Consecutive Days (No Calendars Selected)**

Details **Process**

Process History 8 items

Process	Step
Create Custom Gift	Create Custom Gift
Create Custom Gift	Approval by Investm
Create Custom Gift	Approval by Endow
Create Custom Gift	Approval by Control
Create Custom Gift	Approval by Gift Ma
Create Custom Gift	Approval by Investm
Create Custom Gift	Review Gift
Create Custom Gift	Service: Orchestration Service

My Tasks |←

All Items

Filters ▾

Archive

Bulk Approve

Archive 7 items

From Last 90 Days

Create Custom Gift: DR-ED-Test Gift Fund 08/30/2022

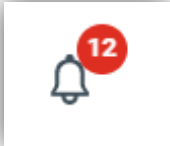
10 day(s) ago - In Progress: Multiple Parties

Create Custom Gift: DU-FI-Sample Gift 08/30/2022

10 day(s) ago - Successfully Completed

	All Persons	Comment
	1	
	1	
	0	
	0	
	1	
(Investment Pool Manager_CFIN)	1	
V [redacted] n (Investment Pool Manager_CFIN)	1	
z [redacted]	1	

Create a Gift Request | Notification Upon Completion



Notifications

Viewing: All

Sort By: Newest

From Last 30 Days

Create Custom Gift: WD Extend Test ESP

[Extend Gift App] - Gift Creation Complete - WD Extend Test ESP - GF123456 WD Extend Test ESP

1 minute(s) ago

Create Custom Gift: WD Extend Test ESP

1 minute(s) ago

A new custom gift has been created.

Gift ID: GF123456 WD Extend Test ESP

Gift Name: WD Extend Test ESP

Cost Center: CC0004 AR-Architecture

Fund: FD002

Company: UVA_207

Details

Create Custom Gift: WD Extend Test ESP

Create a Gift Request | Activity 1

 10 minutes



- In this scenario, you will practice how to create a New Gift Request in Workday.

Gift Reports



Gift Reports | Useful Reports for Unit Gift Managers

To view all available Gifts and Endowments Reports in one area...

Gift and Endowment Spotlight Report – Provides a list of both custom and standard reports that support the Gift and Endowment function.

Examples of key Gift reports...

Workday Report	Description
FDM Reference - Gift	This report allows users to view Gifts and their associated Hierarchies, attributes, assigned roles, and Related worktags.
Find Gifts	This report provides a detailed list of all available Gifts in the system.
View Gift Hierarchy	This report allows users to view and navigate Gift Hierarchies in the system.

Gift Reports | Demonstration

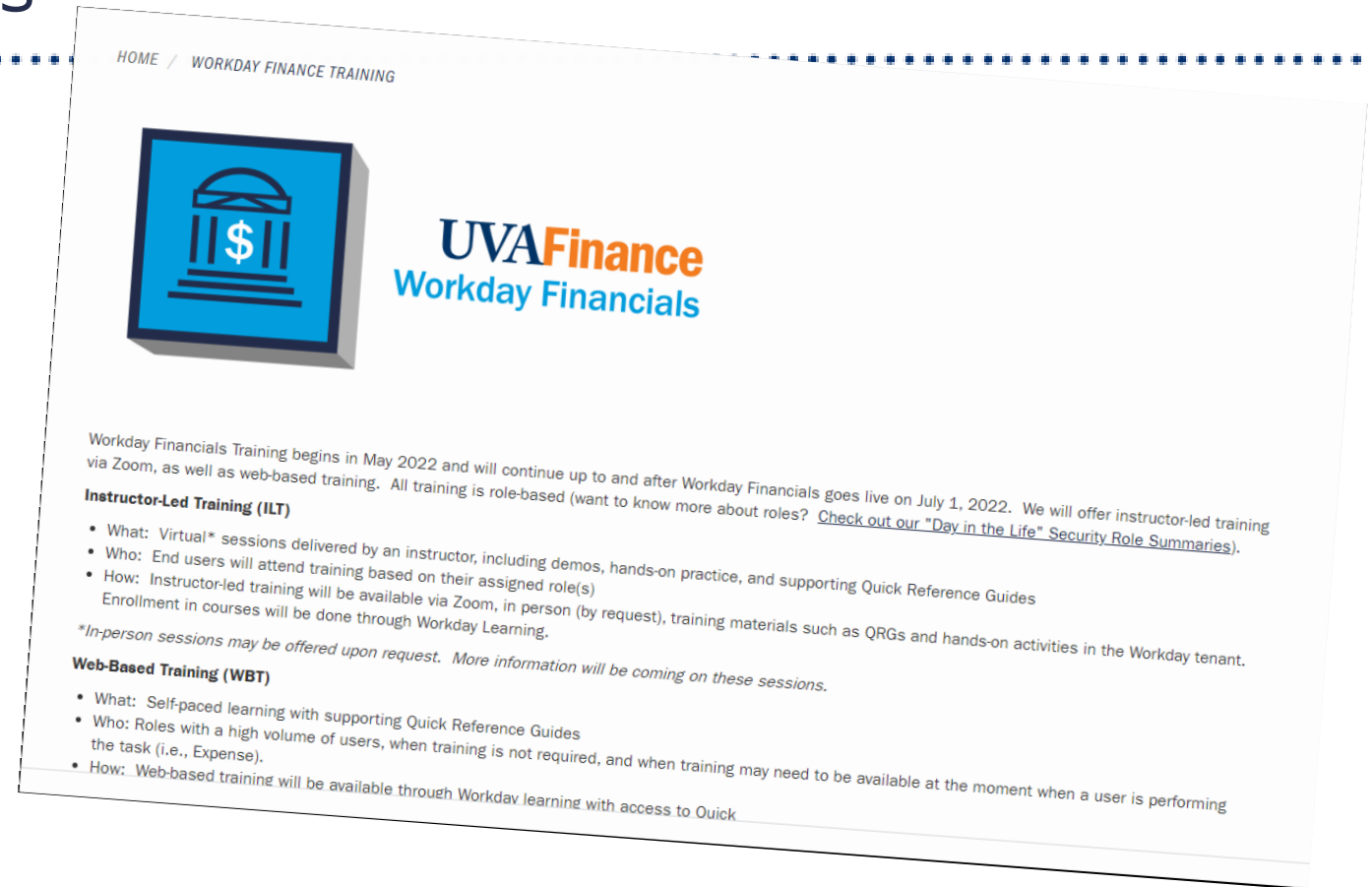


In this demonstration, you will see how to look up Gift information:

- Search the Gift ID in Workday
- FDM Reference – Gift
- Find Gifts/Find Gifts by Organization
- Navigate Gift Hierarchy

Course Wrap-Up | Resources

- [Quick Reference Guides](#)
- [Community Hub](#)
- [UVA Business Terms](#)



Need access to the Community Hub?

- Contact the *UVAFinance Communications Manager* at bv8h@virginia.edu.

Course Wrap-Up | Course Summary

Now that you have completed this course you will be able to:

- Create and submit a new Gift request for it to be created in Workday
- Look up information available for Gifts in Workday



Course Wrap-Up | Course Evaluation

Your feedback is important to us!

Please take a moment to complete a brief survey on today's training session.





Thank you!