Gifts and Contributions

The Gifts and Contributions tip sheet is for the Accounting and Finance Team. The information is not applicable to NNMC.

Create a Gift

1. In the Workday Search bar, type “**Create Gift**” and select the task.
2. Type a **Gift Name** starting with the school’s abbreviation followed by a pipe (|) for example, “**SFCC |** ”.
3. Select **Gift Classification**.
4. Type in the appropriate **Gift ID** as follows:
   - CCC: “**GFT4XXXXX**”
   - CNM: “**GFT3XXXXX**”
   - SFCC: “**GFT2XXXXX**”
5. Click to include **Gift ID in Name**.
6. If you selected **Pooled** as the Gift Classification, select the appropriate **Investment Pool**.

NOTE: The **Investment Pool** field is unavailable if the gift is not classified as **Pooled**.

7. Select **Gift Company**. The field auto-populates for **Pooled** gifts.
8. Under the **Related Worktags** tab, select applicable Worktags for **Fund**, **Cost Center**, and **State Exhibit**.

NOTE: Gifts don’t need default or allowed Program worktags.

9. Depending on the gift, add the allowable Worktags and default Worktags. Default worktags indicate what Worktags to charge for this gift.
10. If Pooled gift has been selected, review each section, and fill out applicable information.
    a. Select the **Income Distribution Rules** tab.
       i. Select any applicable reinvestment options.
       ii. Select **(+)** to add a row to either **Income Distribution Flat Amount** or **Income Distribution Percentages**.
       iii. Fill in the **Amount** or **Percent**, **Cost Center**, and **Fund**.
    b. Select the **Restrictions** tab.
       i. If any restrictions apply, select one **Primary Purpose**.

ii. You may select multiple **Alternative Purposes** based on what the Donor has indicated on the gift.

iii. **Allow Underwater Spending Box** is selected by default. If you do not wish to allow Underwater Spending, deselect this box. By checking this, you can still spend the original gift value.

c. Select the **Transaction Worktags** tab.

i. Within the Investment Pool Purchases area, select **Cost Center** and **Fund**.

ii. Within the Investment Pool Reinvestment area, select **Cost Center** and **Fund**.

11. Optional: Select the **Attachments** tab. Endowment agreements can be uploaded if the gift is an Endowment.
12. Select **Submit**.

Edit a Gift

If there is a need to change a gift, you will be able to edit.

1. In the Workday Search bar, type "**Find Gifts**" and select the report.
2. Complete any of the optional gift search criteria.
3. Select **OK**.
4. Hover the cursor over the gift name you wish to edit.
5. Select **Related Actions** > **Gift** > **Change**.
6. Change Gift details as needed.
7. Select **Submit**.

Create a Donor

1. In the Workday Search bar, type "**Create Donor**" and select the task.
2. Type a **Donor Name**.
3. Optional: Select **Add** in the Phone, Address, or Email sections.
4. Click **OK**.

NOTE: CNM and SFCC will continue to utilize their donor management software and donor information will be integrated into Workday.

Record a Contribution to a Gift

1. In the Workday Search bar, type "**Create Donor Contribution**" and select the task.
2. Complete the following fields:
    - **Donor**
    - **Gift**
    - **Date Received**
    - **Amount**
    - **Attachments**
3. Select **Submit**.

NOTE: CNM and SFCC will continue to utilize their donor management software and donor contributions will be integrated into Workday. Creating a donor contribution does not create any accounting entries. The accounting for contributions will be recorded via ad hoc bank transactions.

Change or Cancel Contribution

Please note, once a contribution has been bought into an investment pool it cannot be changed. Contributions not bought into investment pools may be changed at any time.

1. In the Workday Search bar, type "**Find Donor Contributions**" and select the report.
2. Complete any of the optional donor search criteria.
3. Select **OK**.
4. Hover the cursor over the Donor Contribution you wish to edit or cancel.
5. Select **Related Actions** > **Donor Contribution** > **Change or Cancel**.
6. Change details and add attachments as needed.
7. Select **Submit**.

Helpful Gift Report

In the Workday Search bar, type "**Extract Gifts - CR1095 - CHESS**" and select the report. This report displays information about gifts, including names, type, date of establishment, investment pool, fair market value, and fund information.