



## Gift Accounting for Departments

### Key Terminology: Gifts in Workday

**Gift** - A Gift is a philanthropic funding bucket specifically identified within the medical center. This can include spendable gifts that may or may not have donor restrictions as well as endowments.

**Donor** - An individual, sometimes an institution, who makes a contribution to the Gift.

**BAME** - Business Days after Month End

**Gift ID** - A Gift ID is a unique ID that acts as the reference ID for integrations and other transactions originating with Workday. A Gift ID is used to discretely track a Gift and the related contribution and spending activities.

**Gift Type** - Gift Type defines the donor's intent for the contribution. There are two types of Gifts that are accounted for under Generally Accepted Accounting Principles (GAAP):

- Gifts with Donor Restrictions
  - Gifts for a specific purpose (e.g. cancer research, endowment, capital project)
  - Revenue is recognized when the restricted purpose of the Gift is met
- Gifts without Restriction
  - Gifts without any restriction for use
  - Revenue is recognized when the Gift is received

**Gift Hierarchy** - Gift Hierarchies group related Gifts together for viewing in financial statements and other reports. VUMC will primarily use three Gift hierarchies:

1. **All Gifts by Gift Type**: considered the primary hierarchy for accounting purposes that includes all Gifts, organized by the donor's intent
2. **Gifts by Department CC**: considered the primary hierarchy for departmental users that aligns with the default related cost center
3. **Gifts by F&A (Facilities and Administrative) Rate**: considered the alternate hierarchy that only includes a subset of gifts subject to F&A costs

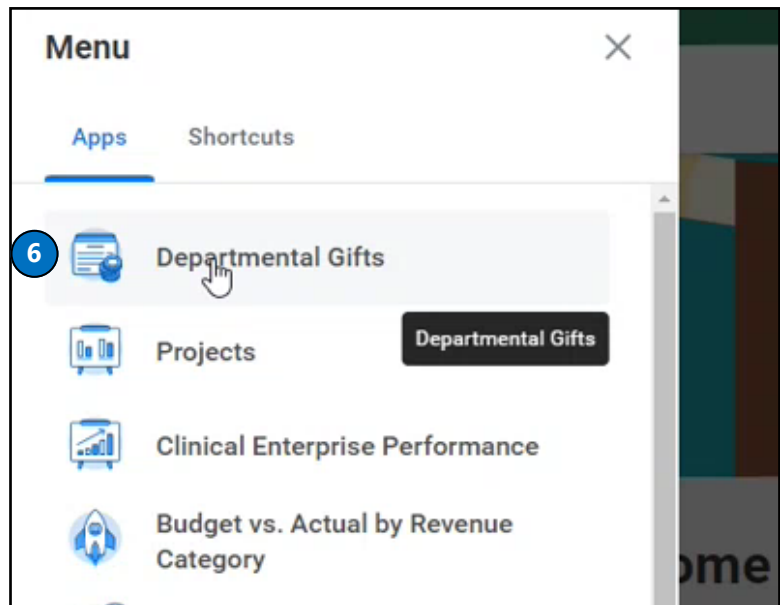
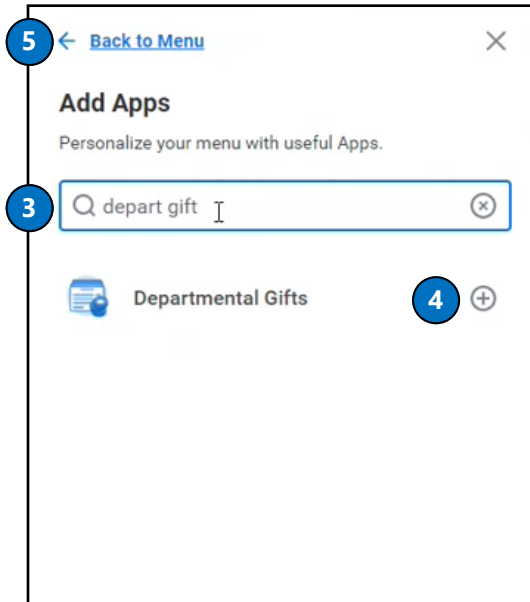
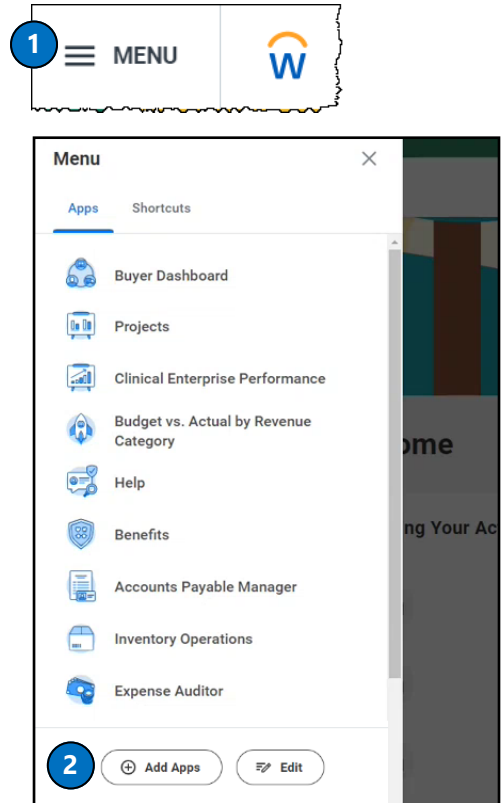


## Gift Accounting for Departments

The **Departmental Gifts Dashboard** provides a snapshot of the remaining gift balances by gift type for each department's portfolio of gifts. Results are automatically filtered by Gift Hierarchy role assignments (e.g. Gift Manager and Gift Financial Analyst). The first chart on the dashboard displays spendable gifts (current use gifts), and the second chart displays endowments, including market value and budgeted distributions. Follow the steps below to add this dashboard to your Menu and run the dashboard.

### Adding the Dashboard to your Menu

1. Open the **Menu** from your homepage.
  2. Click the **Add Apps** button to add the **Departmental Gifts Dashboard** worklet.
  3. Type **Departmental Gifts** in the search bar.
- The app will display in the search results.
4. Click the **Plus** icon next to the **Departmental Gifts Dashboard** app. The app will be added.
  5. Click the **Back to Menu** button. The menu will display.
  6. Select the **Departmental Gifts Dashboard** app to open the Dashboard.





## Gift Accounting for Departments

The Departmental Gifts Dashboard gives a snapshot view of all gifts for which a user has a gift role (e.g., Gift Manager, Gift Financial Analyst, etc.), based on the GFH CC departmental gift hierarchy. It will default to the current period, and all gifts where the user has a role. The top portion of the Dashboard displays Spendable Gifts.

Period FY25 - Nov Organization <span style="float: right;">M </span>										
CR Fin Spendable Gifts										
Gift	PI	Prior Year Net Assets	Revenue and Contributions	Expenses less Depreciation	Transfers & Other	Capital Purchases	Remaining Balance	Commitments	Obligations	Remaining Balance After Encumbrances
▶ Gift with Temporary Donor Restrictions		57,020,936	6,641,087	6,643,818	179,573	1,988,360	54,850,271	24	5,826,307	49,023,940
▶ Gift Without Donor Restrictions		7,050,939	2,336,442	8,633,931	7,550	215,311	530,589	0	9,506,512	(8,975,923)
▶ Gift Restricted for Capital Purposes		26,800,464	1,719,104	0	(7,010)	19,253	28,507,325	0	30,598	28,476,727
<b>Total</b>		<b>90,872,339</b>	<b>10,696,633</b>	<b>15,277,749</b>	<b>180,113</b>	<b>2,222,925</b>	<b>83,888,185</b>	<b>24</b>	<b>15,363,417</b>	<b>68,524,744</b>

### CR Spendable Gifts

- A Gift** - Spendable Gifts separated into Gifts with Temporary Donor Restrictions (gifts for a specific purpose designated by the donor, such as cancer research) and Gifts without Donor Restrictions (unrestricted gifts without any restriction for use). Note: Gifts Restricted for Capital Purposes are managed by central finance.
- B** Totals can be expanded into detail gift amount lines by clicking the arrow symbol on the left.
- C PI** – Principal Investigator for a gift, if applicable.
- D Prior Year Net Assets** – net assets and the end of the prior year, and beginning amount of the current fiscal year. If capital assets have been purchased with a gift, those net assets are included, but no longer spendable. The capital assets are shown in a separate column in the report, and treated as a deduction of remaining available spend amount.
- E Revenue and Contributions** - new gifts received in the current year (YTD).
- F Expenses less Depreciation** - total actual spend in the current year (YTD), excluding depreciation expense.
- G Transfers & Other** – net asset transfers of fund balance, typically between gifts. Note: these transactions will normally be initiated by either the Development office, or central finance.
- H Capital Purchases** – capital assets purchased with gift funds since inception (HTD). Since these net assets are included in the beginning balance, they are shown here as a deduction, in order to properly report the remaining spendable gift balance. Note: this amount will decrease over time, as depreciation is applied.
- I Remaining Balance** – calculated balance that is a net of items A-H above. It represents how much of a gift balance is available to spend. Negative amounts (in parentheses) indicate an overspending deficit, which must be cleared.
- J Commitments** - approved total purchase requisitions against Gift IDs (not used for payroll); relieved by PO.
- K Obligations** - commitments to pay third parties based on a business contract (e.g., approved POs, Faculty or Staff salaries committed to a gift). Obligations are relieved (and will show in **Expenses F**) as invoices are paid on Purchase Orders, closing of Purchase Orders, and when payroll is processed.
- L Remaining Balance After Encumbrances** – calculated balance net of items I-K above. This indicates a projected balance after all planned expenditures are incurred.
- M** Select the pencil icon to change the fiscal period and/or organization, using a specific GFH gift hierarchy.



## Gift Accounting for Departments

The bottom of the dashboard will show a view of Endowments.

Gift <b>A</b>	PI <b>B</b>	Market Value <b>C</b>	Budget Endowment Distributions <b>D</b>	Actual Spend (excluding Transfers) <b>E</b>	Remaining Balance <b>F</b>	Commitments <b>G</b>	Obligations <b>H</b>	Remaining Balance After Encumbrances <b>I</b>
> Donor Endowments		145,554,134	4,305,625	815,091	3,490,535	0	1,049,443	2,441,091
> Internally Funded Endowments		220,875,342	6,856,134	1,762,722	5,093,412	0	1,719,935	3,373,478
<b>Total</b>		<b>366,429,477</b>	<b>11,161,759</b>	<b>2,577,812</b>	<b>8,583,947</b>	<b>0</b>	<b>2,769,378</b>	<b>5,814,569</b>

**J** View More ...

### CR Fin Endowment Gifts

- A Gift** – Endowment Gifts are separated into Donor Endowments (distributions/expenses are restricted for a specific purpose designated by the donor) and Internally Funded Endowments (created by VUMC departments with unrestricted internal funds).
- B PI** - Principal Investigator for a gift, or name of current directorship holder, if applicable.
- C Market Value** – primarily for informational purposes; current market value of endowment, which includes original corpus amount, and accumulated investment earnings, net of historical spend. The value is also reduced for any capital purchases over the life of the endowment.
- D Budget Endowment Distributions** – annual spend budget for current fiscal year; this is updated in July each year by central finance, although estimates are provided earlier during the budget process.
- E Actual Spend (excluding transfers)** - total actual spend in the current year (YTD), including any current year capital purchases, excluding depreciation.
- F Remaining Balance** – calculated balance of item D minus item E above; this is the remaining spend budget as of the end of the current fiscal period. Negative amounts (in parentheses) indicate a budget overspend, which must be cleared.
- G Commitments** - approved total purchase requisitions against Gift IDs (not used for payroll); relieved by PO.
- H Obligations** - commitments to pay third parties based on a business contract (e.g., approved POs, Faculty or Staff salaries committed to an endowment budget). Obligations are relieved (and will show in **Spend E**) as invoices are paid on Purchase Orders, closing of Purchase Orders, and when payroll is processed.
- I Remaining Balance After Encumbrances** – calculated balance net of items F-H above. This indicates a projected budget spend balance after all planned expenditures are incurred.
- J** Clicking the **'View More'** icon (at the bottom of either report) will create a new pop-up input box for running either report in a standalone mode, which may be easier for navigation of expansion lines. Also, either report can be run on its own by typing 'CR Fin Spendable Gifts' or 'CR Fin Endowment Gifts' in the main search bar.

When using the pencil icon to update the dashboard reports, it is important to use Gift Hierarchy, 'GFH,' in the 'Organization' field, and not just CC. These reports are based on gift roles for the user, so selecting a hierarchy is not necessary.



## Gift Accounting for Departments

### Gifts Overview

Many useful details can be found on the Gift page for an individual Gift ID including the hierarchies the gift is included in, the related worktags assigned to the Gift ID, applicable restrictions, and assigned roles. Automatically displayed will be the Overview and the Summary.

1. You can review the **Gift Name** and **Gift ID** at the top.
2. If a gift is available to be spent on, it will be in an approved status. Once a gift is fully spent, the status for inactive will be changed to yes so that future spend cannot be incurred.
3. The **Summary** tab will display relevant gift details/information such as **Company, Gift Type (Donor Restriction, Temporary Donor Restrictions, Endowment)**, and various hierarchies the Gift ID is 'Included In'. Note that one of the hierarchies will match the Gift Type assigned, and one of the hierarchies will match the related default Cost Center (GFH CC02877 Medicine - Internal Medicine Div - CD Acad Grants Gifts in this example).
4. Scroll down from the **Summary Tab under Overview** to view the **Default Related Worktags** and view the **Default Cost Center**.

GF00754 GIFT - PALLATIVE CARE (4063669662) (4043669662) Gift

Gift Classification: Spendable **1** Gift Status: Approved **2**  
 Gift ID: GF00754 Inactive No  
 Include Gift ID in Name: Yes

Overview Contributions Staffing Process History

**3** Summary Restrictions Assigned Roles Attachments Secured Attachments

Alternate Name: (empty)  
 Company: Vanderbilt University Medical Center  
 Responsible Organization: (empty)  
 Currency: USD  
 Type: Gifts Without donor Restrictions  
 Included In: 15% F&A Hierarchy  
 GFH CC02877 Medicine - Internal Medicine Div - CD Acad Grants Gifts  
 Gifts Without Donor Restrictions  
 Approval Level: (empty)  
 Origination: (empty)  
 Date Gift Established: (empty)  
 Administrative Fee Applies: No

**Related Worktags**

5 items

Worktag Type	Allowed Worktags	Default Required	Default Worktag	Required on Transaction
Cost Center		<b>4</b>	CC02877 Medicine - Internal Medicine Div - CD Acad Grants Gifts	
Fund	FD001 General Fund	Yes	FD001 General Fund	Yes
Operating Entity		Yes	DEAcad_GG Academic Grants and Gifts	Yes
Function Code			FC18018 Instruction and Departmental Research	
CARTS			CTRUG Research - Unrestricted - Gift	



## Gift Accounting for Departments

### Gifts Overview

1. Select the **Restrictions** tab under **Overview** to view the **Primary** and **Alternate Purpose**, if applicable, of the gift.
2. The intent of the gift will be displayed in the **Restriction Description** field. This field will contain an excerpt from the Gift Agreement describing the intent of the gift.

Note: these details may not be present for all legacy gifts given limitations in our legacy systems of record, but this will be populated for all new gifts created 4/1/2023 and after.

The screenshot shows the 'Overview' section of a gift record in Workday. The 'Restrictions' tab is selected, indicated by a blue circle with the number '1'. The 'Restriction Description' field is highlighted with a blue circle and the number '2'. The 'Restriction Description' contains the text: 'To support the Palliative Care Program at the Vanderbilt School of Medicine.'

Field	Value
Primary Purpose	Program and Operational Support
Alternate Purpose	(empty)
Honorarium Type	(empty)
Release Level	(empty)
Matching Requirement	No
Allow Underwater Spending	No
Yield Only	No
Restricted by	(empty)
Restriction Description	To support the Palliative Care Program at the Vanderbilt School of Medicine.
Nature of Restriction	
Donor Restriction Excerpt	



## Gift Accounting for Departments

### Gifts Overview

- Select the **Attachments** tab under **Overview** to view **Gift Agreements** for gifts that are greater than \$ 25K for any new gifts established after 4/1/2023.
- Select the **Assigned Roles** tab under **Overview** to identify **Gift Financial Analysts** and **Gift Managers** assigned to the Gift ID. Most roles will be inherited from the Gifts by Department CC hierarchy; however, certain Gift IDs may have direct role assignments.

**Note:** The Gift Financial Analysts have gift viewership rights and the Gift Managers can approve gift spend and other transactions on the gift.

Overview Contributions Staffing Process History Additional Data

Summary Restrictions Assigned Roles **Attachments 4** Secured Attachments

Change

Attachments 1 item

Attachment

Test attachment.docx

Overview Contributions Staffing Process History

Summary Restrictions **Assigned Roles 5** Attachments Secured Attachments

Roles 26 items

Assignable Role	Assigned To	Role From
Gift Financial Analyst	Brittiany Adams (0133085)	Inherited
	Brienne Barnett (0160115)	Inherited
	Wanda Bilbrey (0050415)	Inherited
	Joseph Braeuner (0103114)	Inherited
	Donna CampbellCox (0145185)	Inherited
	Meagan Comeaux (0141701)	Inherited
	April Cribbs (0133654)	Inherited
	Brittany Finney (0127519)	Inherited
	Amanda Garcia (0185179)	Inherited
	Gift Manager	Jeffery Black (0039438)



## Gift Accounting for Departments

### Note about Gifts Combined on a Single ID

Related legacy cost centers are now combined on a single Gift ID in Workday. Examples of this include legacy corpus centers (604s) and distribution centers (404s) in the case of endowments, as well as legacy gift income centers (406s) and spending centers (404s).

Departments will now be able to view all pieces of the gift on a single Gift ID. The legacy cost centers have been included in the Gift ID name to assist with the Workday transition.

Find Gifts ☰ 10/10

Gift Type Donor Endowments Turn on the new tables view

169 items 🔍 📄 📊 📑

Gift	Gift Type	Gift Classification	Primary Purpose	Alternate Purpose	Investment Pool	Principal
GF00008 A. B. KLIEFOTH III, MD RSRCH FUND (4044097822) (6044097822)	Donor Endowments	Non-Pooled Investment				0.00
GF00019 ADAMS KIRSHNER COGNITIVE DISORDER RESEARCH FUND (6044007912)	Donor Endowments	Non-Pooled Investment				0.00
GF00041 ALICE AND HENRY HOOKER PHYSICIAN SCIENTIST DISCOVERY FUND (6045807832)	Donor Endowments	Non-Pooled Investment				0.00
GF00058 AMY C. BAKER DISCOV IN BREAST CANCER RSCH (6043797842)	Donor Endowments	Non-Pooled Investment				0.00
GF00062 ANDERSON FAMILY FELLOWSHIP IN PLASTIC SURGERY (6047707812)	Donor Endowments	Non-Pooled Investment				0.00
GF00076 ANN HARDEMAN AND COMBS L. FORT CANCER RESEARCH FUND (6042318472)	Donor Endowments	Non-Pooled Investment				0.00
GF00087 ANONYMOUS PEDIATRIC CARDIAC SURGERY ENDOWMENT (4047257822) (6047257822)	Donor Endowments	Non-Pooled Investment				0.00
GF00100 ARTHUR AND LISA WHEELER CRITICAL CARE RESEARCH FUND (6043837942)	Donor Endowments	Non-Pooled Investment				0.00
GF00103 ARTHUR L. BROOKS RESIDENT FUND (6044758612)	Donor Endowments	Non-Pooled Investment				0.00

### Questions?