



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

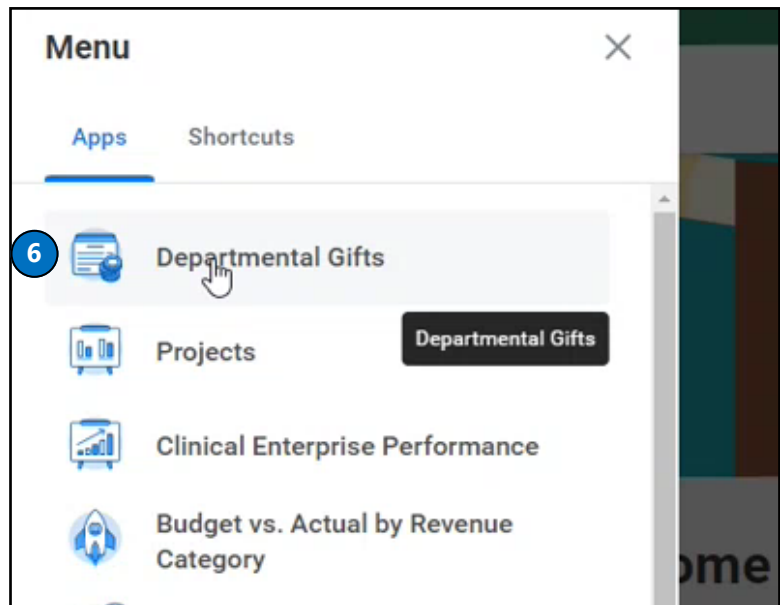
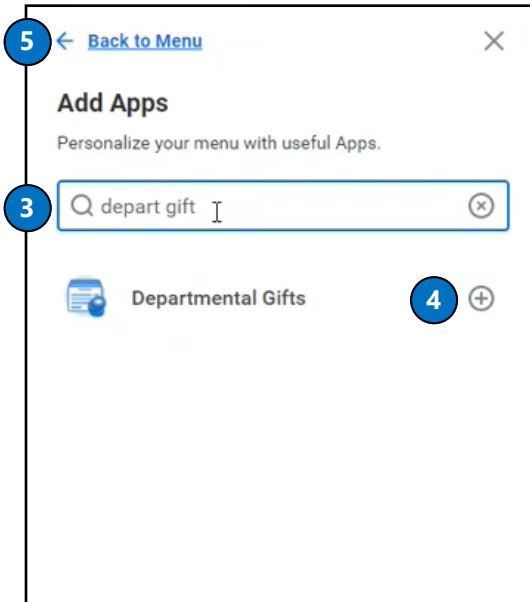
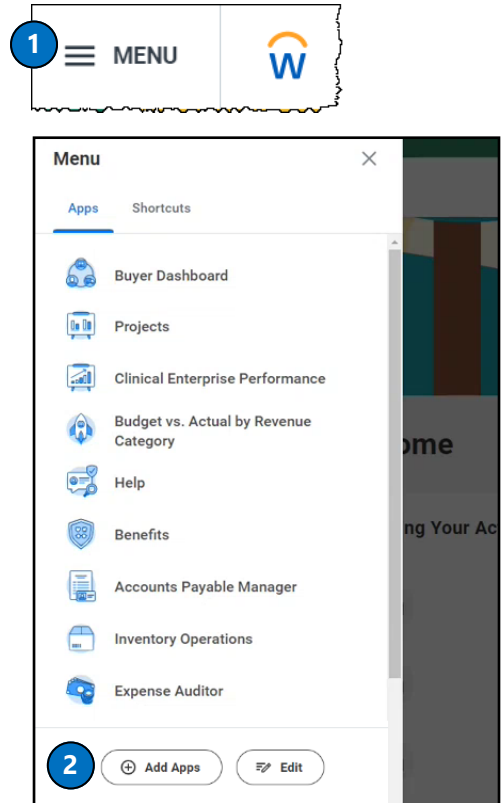


Gift Accounting for Departments

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. This Dashboard is comparable to combined information previously shown in IRIS reports and BOX reports related to gifts and endowments before Workday. Follow the steps below to add this dashboard to your Menu and run the dashboard.

Adding the Dashboard to your Menu

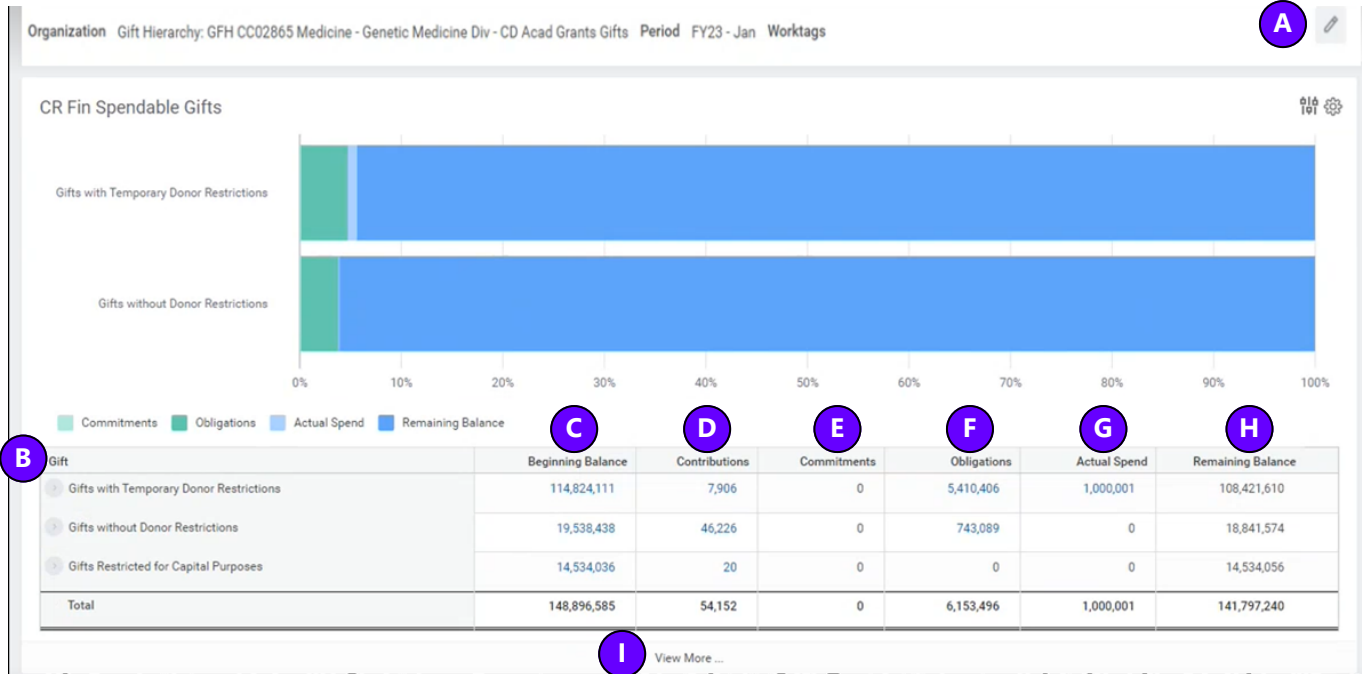
1. Open the **Menu** from your homepage.
 2. Click the **Add Apps** button to add the **Departmental Gifts Dashboard** worklet.
 3. Type **Departmental Gifts** in the search bar.
- The app will display in the search results.
4. Click the **Plus** icon next to the **Departmental Gifts Dashboard** app. 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 users have a gift role on based on the Gifts by Department CC Gift Hierarchy (e.g. Gift Manager). It will default to the current period. Totals can be drilled into by clicking on the number.



CR Spendable Gifts

- A Pencil** - allows you to change the prompts used on the dashboard. Note the default is the current period.
- B Gift** - Spendable Gifts broken into Gifts with Donor Restrictions (gifts for a specific purpose such as cancer research, endowment, capital project) and Gifts without Restriction (gifts without any restriction for use). Note that Gifts Restricted for Capital Purposes are managed by central finance.

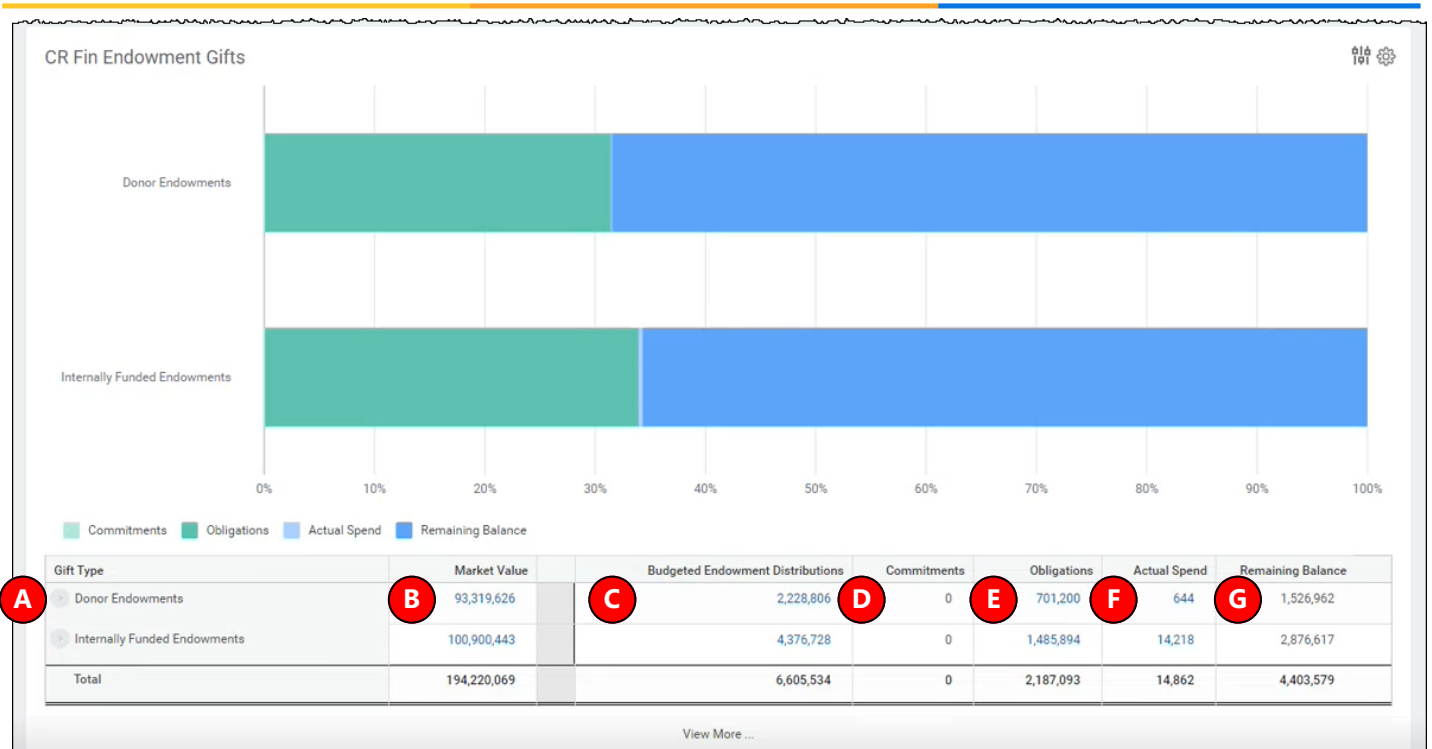
Note: Select the to view individual Gift IDs.
- C Beginning Balance** - carryover balance from previous fiscal year (updated annually).
- D Contributions** - new gifts received in the current year (YTD balance).
- E Commitments** - approved purchase requisition total against Gift IDs (not used for payroll); relieved by PO.
- F Obligations** - commitment to pay a third party based on a business contract (e.g. approved PO's, Faculty or Staff salaries committed to a gift). Obligations are relieved (and will show in **Actual Spend G**) as Invoices are paid on Purchase Orders, by closing the Purchase Orders, and when payroll is processed.
- G Actual Spend** - represents total actual spend on the gift (YTD).
- H Remaining Balance** - amount left to spend on the gift (overspent gifts will show in parentheses).
Remaining balance = beginning balance + contributions - commitments - obligations - actual spend
- I View More** - The dashboard returns the first 100 rows of data. Click **View More** to run the CR Spendable Gifts Report in a separate window in order to view all rows of data when expanding the Gift Types.





Gift Accounting for Departments

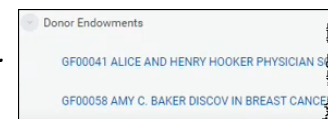
The bottom of the dashboard will show a view of Endowments. Totals can be drilled into to view additional details by clicking on the numbers in blue font.



CR Fin Endowment Gifts

- A Gift Type** - Endowments broken into:
 - Donor Endowments
 - Internally Funded Endowments

Note: Select the to view individual Endowments.



- B Market Value** - market value (for informational purposes), updated monthly.
- C Budgeted Endowment Distributions** - planned distributions for the fiscal year based on market value of endowment as of the end of the fiscal year. Amount that can be spent for the year, updated annually in July.
- D Commitments** - approved purchase requisition total against Gift IDs (not used for payroll); relieved by PO.
- E Obligations** - commitment to pay a third party based on a business contract (e.g. approved PO's, Faculty or Staff salaries committed to a gift). Obligations are relieved (and will show in **Actual Spend F**) as Invoices are paid on Purchase Orders, by closing the Purchase Orders, and when payroll is processed.
- F Actual Spend** - represents total actual spend on the endowment (YTD).
- G Remaining Balance** - amount left to spend for the fiscal year (based on Budgeted Distributions **C**).
 Remaining balance = budgeted distributions - commitments - obligations - actual spend



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		(4)	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 that 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 description reads: 'To support the Palliative Care Program at the Vanderbilt School of Medicine.' Other fields include '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), and 'Restricted by' (empty). The 'Nature of Restriction' and 'Donor Restriction Excerpt' fields are also visible but empty.

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. Note 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?

Please email BusinessEducation@vumc.org