GUIDELINES AND CHECKLIST FOR SUBMITTING UAF DEPOSITS

The ability of UAF Financial Services to process and scan deposits more efficiently will be greatly improved by departments correctly entering deposits into Raiser’s Edge and submitting deposits in a consistent, organized manner. To this end, we encourage you to print and refer to this checklist when preparing and submitting your UAF deposits.

PRE-RAISER’S EDGE ENTRY

1) Separate checks-cash-credit cards
2) Matching gift checks should be sent to Information Services for RE entry
3) Estate gift checks should be sent to Planned Giving for RE entry
4) Pay attention to how checks are made payable: separate checks payable to UAF vs not UAF (if you have a question as to how a check is payable/whether it should be submitted separately, please contact Lynn at 621-7944 or Denise at 621-1868)
5) Determine the correct project (If a new project is required, submit an Action in Raiser’s Edge to set up a temporary Fund; you will still need to submit a New Project Request form)
6) Please note: In regard to non-gifts, departments have the option to enter into Raiser’s Edge or submit on the Non-Gift Deposit Transmittal form

RAISER’S EDGE ENTRY

1) Create a new gift batch, choose the correct template and complete data entry:

<table>
<thead>
<tr>
<th>GIFT=</th>
<th>Non-Gift=</th>
</tr>
</thead>
<tbody>
<tr>
<td>UAF cash</td>
<td>UAF cash</td>
</tr>
<tr>
<td>UAF check</td>
<td>UAF check</td>
</tr>
<tr>
<td>UAF credit cards</td>
<td>UAF credit cards</td>
</tr>
<tr>
<td>UAF non-cash (gift-in-kind)</td>
<td></td>
</tr>
<tr>
<td>UAF pledge</td>
<td></td>
</tr>
</tbody>
</table>
*GIFTS with BENEFITS = If a gift is made and benefits are received, so the gift is not completely tax-deductible, you will want to add the benefit information to the gift.

Once you have added the total amount of the gift in the Amount field, you are ready to add benefits. To add benefits, select Gift from the menu bar and choose the Benefits option on the drop-down list.

For each benefit, enter benefit type, count, and unit cost. Tab over and total benefit values will automatically calculate. If several identical benefits are received (e.g. four event tickets), use a single benefit line with the correct quantity noted—not multiple identical benefit lines. Comments on each line are optional and can be used for internal reference.
Based on the total amount of the gift entered in the Amount field and the benefit information entered on this window, Raiser’s Edge will subtract the benefits from the total amount of the gift and update the gift’s receipt amount.

2) Validate: Please note, if your department does not require the validation report, you can set your printer options to view but not print.

3) Commit the batch

PRINTING IN CUSTOM REPORTS

1) Choose the correct custom report: **UAF vs UA**
   - Check vs Cash (Cash Only) vs Credit Card
   - Single Acct vs Multiple Accts
   - Gift-in-Kind (NonCash)
   - Pledge
2) Print report

**REVIEW BATCH REPORT FOR ERRORS**

1) To make corrections, go to the constituent record (not batch record) and open the gift record, make corrections, reprint batch report

Please note: Corrections cannot be made to the constituent or gift date; please do an action in Raiser’s Edge to delete the batch and start over

**SUPPORTING DOCUMENTATION (WHERE APPLICABLE)**
1) **Checks not payable to UAF.** Submit these checks separately, on a Raiser’s Edge Batch report or Non-Gift deposit Transmittal, and attach a completed Bursar Endorsement Request form.

2) **Non-gifts & gifts with benefits.** Attach tax deductibility disclosure information (how payer is notified what portion of the payment, if any, can be considered tax deductible)

3) **Endowment gifts.** Attach donor intent for endowment (If check not payable to endowment or mentioned in check memo section, attach something in writing from the donor)

4) **Endowment Expendable.** Attach donor intent for endowment expendable (If not in check memo section, attach something in writing from the donor)

5) **$200K+ gift.** Attach written donor intent for the gift.

*Please note: It is not necessary to attach copies of the Commit Report or the Validation Report*

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**IMPORTANT**

**DEPOSIT PACKAGE ORDER**
1) Checks, if applicable, grouped together on top
2) Batch report/non-gift deposit transmittal – refer to number of copy requirements at top of form
3) Supporting documentation (preferably in the same order it appears on the batch report form) - refer to number of copy requirements at top of form
4) Copy of each check, if applicable
5) Cash deposits should be submitted on a separate form and hand-delivered to Swede Johnson, room 403. Ask for cash to be counted and get a receipt.

**NO STAPLES**
Please fasten paperwork together with paper clips or binder clips
If you have a security concern, please feel free to submit deposits in an interoffice envelope

**CONTACT INFORMATION**
Please be sure to provide contact phone number & email on batch report/transmittal

Please contact **FSSupport@uafoundation.org** with any questions.