



**Finance
Strategic
Transformation**

All-Pods Gift Worktag Update

January 10, 2022



**UNIVERSITY
of VIRGINIA**



Agenda

Overview

- Recap of Previous Review
- Calendar Year 2021 Update and Review
- Gift Hierarchies
- Role Assignment
- Contact Info



Recap of Initial Gift Review

A) The Gifts team met with all units that had gift (E* or D*) awards as of 12/30/20 in the summer of 2021 to begin socializing how they will convert into Workday, as well as review the following information:

Gift Attributes Reviewed

- **Gift Name (Short and Long)**
- **Gift Types**
 - True Endowment, Quasi, Donor, Foundation Transfer, etc.
- **Gift Purpose Codes**
 - Professorships, Research, Unrestricted, Capital, etc.
- **Gift Origination**
 - Donor, Alumni Association, Strategic Matching, etc.
- **Restriction Descriptions**

Please Note: The current listing of values that can be assigned to each attribute is provided on both the FDM Community and at the end of this slide deck.

B) The list of individuals from each unit that the team met with is listed below. **If you would like to be included in the distribution of the updated listing, please email Jacob Mair at jm5an@virginia.edu by Wednesday 1/12/22.**

Contact List

School/Unit	Contact
Architecture	Allen Lee
Arts & Sciences	Elissa Morton, Tammy McHale, Lorrie Jean
Athletics	Sarah May
Batten	Charles Rush
CO	Ana Lynch
Continuing Ed	Sue Herod, Randall Scott, Amanda Moon
Darden	Kirby Armentrout, Beth Van Hook
Data Science	Diane Wendelken
Development	Mike May
Diversity	Missy Brads, Justina Duncan
Education	Chris Peper
Engineering	Mary Smith (+Ben Baer)
Facilities	Blake Watson
Health System Library	Kyle Bowman
Law	Troy Dunaway
Library	Barbara Paschke, Donna Tolson, Susan Neal
McIntire	Rob Tharpe
Medicine	Brendon Coll
Miller Cener	Jen Starkey
Nursing	John Teahan
OP	Blake Watson
President	Missy Brads, Justina Duncan
Provost	Eduardo Lorente, Cindy Vaught, Andrea Craig
SFS	Ashley Rogers, Lisa Shuler
Student Affairs	Wayland Bryan, Elisa Holquist, Michael Kozuch
VP Research	Anjula Joseph
Wise	Kristy Robertson

Updates – Gift Attributes

The Gifts team has finished updating the Gift worktag population for all active awards as of 12.19.21, which will be the basis for this next round of review. Updates to the process of reviewing and submitting attribute changes is summarized below.

What is staying the same?

- You will be able edit/overwrite the following attributes for each gift. Each attribute has either been carried over from your original submission or, if it is a required attribute, provided a default value by the Gifts team.
 - Gift Name
 - Gift Type
 - Gift Origination
 - Gift Purposes
 - Restriction Descriptions
 - Responsible Organization

What is different?

- Approved University-wide sight logic has been applied to the Gift Name field as the leading two-digit prefix. These prefixes and their meanings are shown at the end of the slide deck.
- Commas and other special characters have been removed from the Gift Name field. This was a decision by the Reporting team and was applied to all Worktags during the UER build.
- The Responsible Organization attribute now includes a data validation list of all Cost Centers that you have submitted to the FDM team.
- A default function code has been added to the spreadsheet and is based on the function code on the legacy revenue project. If you have questions on how to complete the default function code, please email FDMMapping@virginia.edu. The function code on gifts works in the same manner as it is on Designated worktags.

Updates – Gift Attributes (cont'd)

What is different?

- The Named Professorship attribute has been removed from this exercise. This will be remediated as part of a separate effort by the Gifts team with assistance from the Provost office.
- The SIS Allowed flag and Advance Allocation ID have been added as a custom attributes assigned to each gift. These have been populated by the Gifts team and should only require cursory review.

Updates – Gift Hierarchies

Now that many of you have become more familiar with hierarchies as part of the FDM mapping exercise, we are going to now start taking requests for Gift Hierarchy creation and assignment. Key points for the creation of hierarchies are bulleted below.

- We intend to initially populate 4 levels of the Gift Hierarchy. Level 4 is reserved for the institutional wide “All Gifts” level, and the Level 3 is reserved for the MBU specific roll up (i.e. “AS-All Gifts”), which leaves Level 2 and Level 1 of the hierarchy open for the units to use.
- There will not be strict restrictions on how these two levels of hierarchies are structured. For example, you will be able to group different gift types (legacy DR and ER awards) into a single hierarchy, which should allow for easier donor driven reporting by the units.
- To populate your hierarchies, you will be using the tab “Hierarchy Requests” in the provided request form. The Gifts team has built validations on the form to determine if you have completed a hierarchy that Workday will accept. Workday requires a one to one **or** a many to one relationship, just as it does for Cost Center/Activity/Program hierarchies.
- Two acceptable example hierarchies are shown on the next tab for reference.

Hierarchy Examples

Example 1: Gifts grouped by Donor and then by type.

Gift's Team Populates		Unit's Complete		Validation Checks
		Primary Gift Hierarchy		
Gift ID	Final Gift Name (includes sight logic)	Gift Hierarchy Level 1	Gift Hierarchy Level 2	Hierarchy Validation
GF001873	TE-FI-Walker Mem Scholarship	FI-Walker	FI-UVA Scholarships	Pass
GF001874	TE-FI-Blackburn Scholarship Fund	FI-Blackburn	FI-UVA Scholarships	Pass
GF001876	QE-FI-Gilbert Merit Schl Q/E	FI-Gilbert	FI-UVA Scholarships	Pass
GF001884	TE-FI-Bocock/Hitz Pub Svc-Batten	FI-Bocok/Hitz	FI-UVA Scholarships	Pass

Example 2: Same gifts, but instead grouped in a different manner. Note that both methods can pass the validation requirements.

Gift's Team Populates		Unit's Complete		Validation Checks
		Primary Gift Hierarchy		
Gift ID	Final Gift Name (includes sight logic)	Gift Hierarchy Level 1	Gift Hierarchy Level 2	Hierarchy Validation
GF001873	TE-FI-Walker Mem Scholarship	FI-Memorial Scholarship	FI-Given Centrally	Pass
GF001874	TE-FI-Blackburn Scholarship Fund	FI-General	FI-Allocation Only	Pass
GF001876	QE-FI-Gilbert Merit Schl Q/E	FI-Memorial Scholarship	FI-Given Centrally	Pass
GF001884	TE-FI-Bocock/Hitz Pub Svc-Batten	FI-Public Service Scholarship	FI-Given Centrally	Pass

Update – Role Assignment

With the recent decision to create a Unit Gift Manager, we will need to begin assigning individuals to this role. Key information on this role is provided below.

- The role will be assigned to each Gift individually (not to a Gift Hierarchy).
- For **most** Business Processes (BPs) that require approval based on the routing logic, this is the role that will serve as the approver for transactions involving the Gift(s) they are assigned to.
- This role is being considered as the role that will act as the approver on the monthly Account Certification Process for transactions involving the Gift(s) they are assigned to.
- You can assign multiple individuals per Gift to be the Unit Gift Manager. On the request form, we have limited this to three (3) individuals. If you are considering adding more than four (4) individuals to this role on a single Gift, please send an email to the Gifts Team to discuss accommodating this request. Contact information will be provided at the end of the slide deck.
- A default Unit Gift Manager has been assigned for each gift based on the Award Manager that the new Gift Worktag crosswalks to in Oracle.
 - Please keep in mind that even if the default assignment is correct, we still ask that you provide positive confirmation of the default assignment by reselecting the individual in the override column. This is to prevent oversight, as there is some inconsistencies in the data (i.e., individual does not work at the University any longer and is still assigned to the award in Oracle).
- Please note that we have included a data validation to only allow you to select a Unit Gift Manager that works in your MBU. For example, if you are completing the assignment for Engineering's Gifts, you cannot assign an Art's and Sciences employee to serve as your Unit Gift Manager on any Engineering Gift.
- Example completion of the Unit Gift Manager assignments is shown on the next tab.

Update – Role Assignment (cont'd)

		Unit Gift Manager Assignment			
Gift ID	Final Gift Name (includes sight logic)	Unit Gift Manager 1	Employee ID	Unit Gift Manager 1 OVERRIDE	Unit Gift Manager 2
GF001019	TE-FI-Jefferson Scholars	Breeden, Wanda R	wr4j	709792791 Breeden Wanda R (wr4j)	360156946 Moomaw Andrew Dwight (adm5kn)
GF001020	TE-FI-Hutcheson Scholarship	Breeden, Wanda R	wr4j	709792791 Breeden Wanda R (wr4j)	360156946 Moomaw Andrew Dwight (adm5kn)
GF001021	TE-FI-Pillow-Jefferson Scholars	Breeden, Wanda R	wr4j	709792791 Breeden Wanda R (wr4j)	360156946 Moomaw Andrew Dwight (adm5kn)
GF001022	TE-FI-Alumni Assoc Endow	Breeden, Wanda R	wr4j	709792791 Breeden Wanda R (wr4j)	360156946 Moomaw Andrew Dwight (adm5kn)
GF001023	TE-FI-Sargeant JE Mem	Rittenhouse, Stacey E	set8t	610157857 Rittenhouse Stacey E (set8t)	
GF001024	TE-FI-Seven Society - Taylor	Rittenhouse, Stacey E	set8t	610157857 Rittenhouse Stacey E (set8t)	
GF001028	TH-FI-Langhorne Cd	Breeden, Wanda R	wr4j	709792791 Breeden Wanda R (wr4j)	360156946 Moomaw Andrew Dwight (adm5kn)
GF001098	TE-FI-Wright Jefferson Schlship	Breeden, Wanda R	wr4j	709792791 Breeden Wanda R (wr4j)	360156946 Moomaw Andrew Dwight (adm5kn)
GF001108	TE-FI-Holland Schlship 1	DiVita, Judith M.		287130478 Mair Jacob Andrew (jm5an)	
GF001109	TE-FI-Holland Schlship 2	DiVita, Judith M.		287130478 Mair Jacob Andrew (jm5an)	
GF001515	QE-FI-UREF Loan Gen Op, VNI Bldg	Breeden, Wanda R	wr4j	709792791 Breeden Wanda R (wr4j)	360156946 Moomaw Andrew Dwight (adm5kn)
GF001553	TE-FI-Grant-Jefferson Scholars	Breeden, Wanda R	wr4j	709792791 Breeden Wanda R (wr4j)	360156946 Moomaw Andrew Dwight (adm5kn)

Update – Status Sheet

A completion “Status Sheet” has been added to the request form that will let you know if you have completed everything that is required for your gifts. It will validate that, for each gift:

- All required attributes have been completed
 - These are the Responsible Organization, Gift Type, and Gift Origination
- You have completed the Gift Hierarchy assignment with no “Fail” messages.
- At a minimum, you have provided positive affirmation of your default Unit Gift Manager role assignment
- Your Gift Names are unique. Workday does not allow for duplicate Gift Names.
- Your Gift Alternate Name is unique. Workday does not allow for duplicate Gift Alternate Names.

Please do **not** submit your request form until all boxes have been marked “Yes” on this sheet.

Submission Requirements and Contact Info

- If you have questions or get stuck on anything when completing the Gift Attribute Request form, please send an email to FDMMapping@virginia.edu with the subject line of "Gift Attribute Review". It will be assigned to a member of the Gifts and Endowment team to address.
- Target time to address questions is 1-5 business days, depending on the complexity of the request or question.
- We ask that the Gift Request form be completed and returned by March 4th, 2022. We intend to send it to all contacts (see slide 3) no later than 1/17/22. This will help us populate and review the data before the FDM "frost" period begins on March 18, 2022.
- You may also contact any member of the UVA Gifts team with questions. Emails for the team is below:
 - Jacob Mair jm5an@virginia.edu
 - Wanda Breeden wr4j@virginia.edu
 - Marianne Harrison mjh6un@virginia.edu

Appendix: Gift Attribute Listings

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

Origination Name
Alumni Association of the University of Virginia
Alumni Board of Trustees of the University of Virginia
Batten School Foundation
College at Wise Alumni Association
College at Wise Foundation Inc
College Foundation
Donor
Foundation of the State Arboretum at Brandy Experimental Farm
Internal Sources (Quasi)
Jefferson Scholars Foundation
McIntire School of Commerce Foundation
Medical School Alumni Association
Medical School Foundation
Miller Center Foundation
Osher Lifelong Learning Institute at the University of Virginia
Other
Rare Book School
School of Education Foundation
Strategic Fund Matching
University of Virginia Darden School Foundation
University of Virginia Engineering Foundation
University of Virginia Foundation
University of Virginia Health Foundation
University of Virginia Investment Management Company
University of Virginia Law School Foundation
University of Virginia Patent Foundation
University of Virginia Physicians Group
University of Virginia School of Architecture Foundation
Virginia Athletic Foundation

Gift Purpose Codes
Annuity & Life Income
Capital Projects
Hospital
Journal
Lecture
Operational
Professorship
Research
Unrestricted- Dean
Unrestricted- Department
Fellowship- General
Fellowship- Specific
Loans
Prize and Premium
Scholarship- General
Scholarship- Merit Based
Scholarship- Need Based
Scholarship- Specific