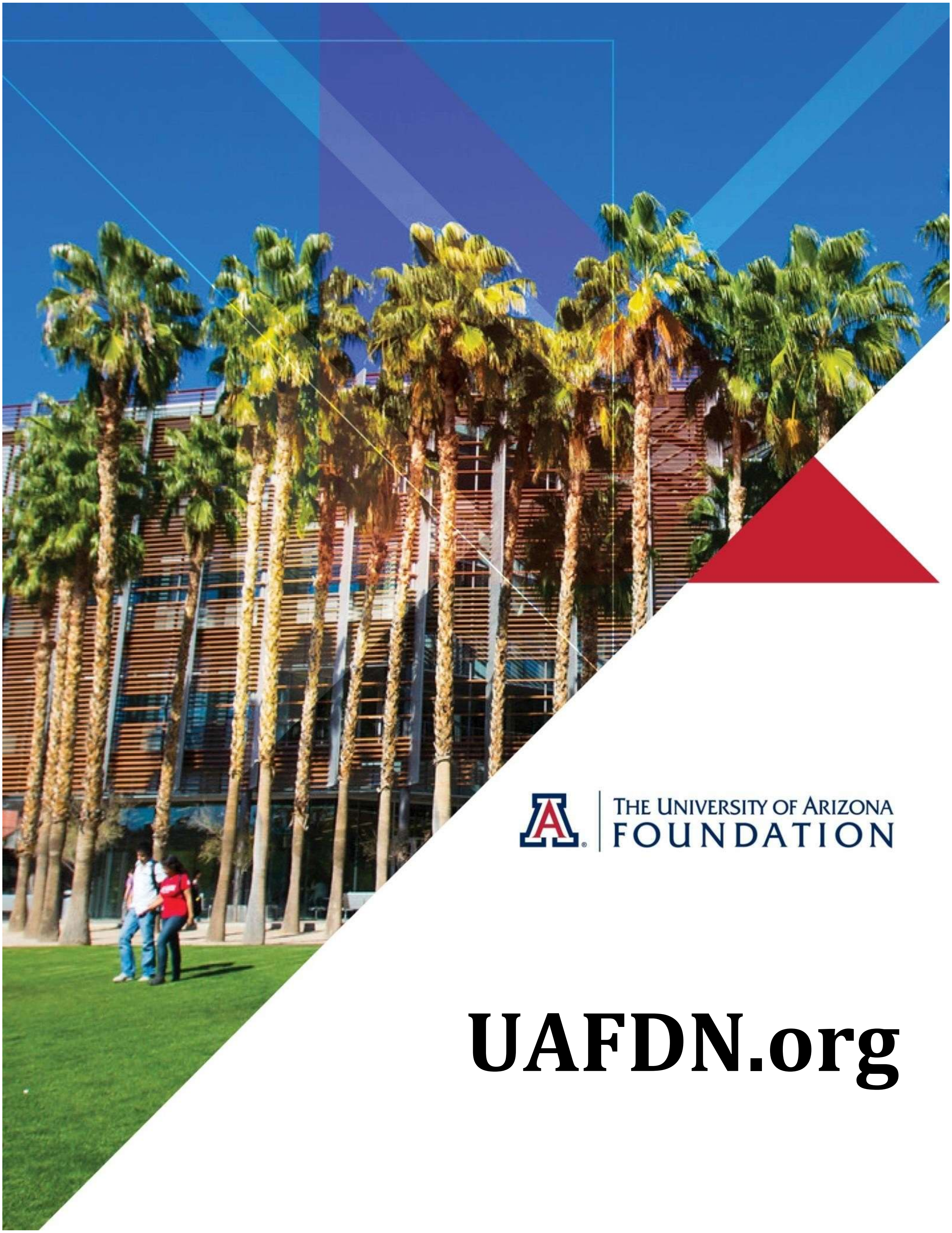


THE UNIVERSITY OF ARIZONA FOUNDATION

UAFDN.org

Table of Contents

Getting Started

About this User Guide

This user guide provides detailed instructions on UAFDN.org, the University of Arizona Foundation's (UAF) web application where campus users can access financial information and policies of the UAF Financial Services Department. Any questions regarding what is covered in this manual can be directed to fssupport@uafoundation.org.

Training and Assistance

Training videos are available for the Gift Transmittal Forms, Gift Disbursement Forms, My Activity and the Project Overview and Project Activity reports through the UAFDN home page.

If additional training on the UAFDN.org web application is needed, email fssupport@uafoundation.org.

Logging In

Sign in to UAFDN.org

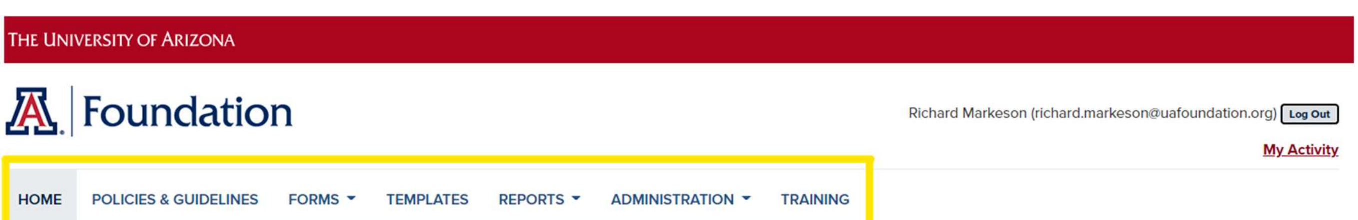
All UA and UAF employees can access UAFDN.org using their credentials (i.e., UA NetID and password). UAF employees may continue to login using their UAF credentials but will also need an active NetID record in the system. UAFDN.org authorizes access using the UA NetID. Campus users may still need to continue to use UAF credentials to access other Foundation resources such as Lynx.

1. From your web browser, navigate to: *https://uafdn.uafoundation.org/*
2. Click the *SIGN IN* button.

3. Enter your *UA NetID* and *password*.
4. Follow prompts to authenticate using the DUO authentication app, text message or phone call.

Site Navigation

You can navigate to different sections and subsections of the site using the primary navigation:



The website includes the following sections and subsections

Section	Subsections	Description
Home		Latest UAF Financial Services news
Policies & Guidelines		Financial Services policies and guidelines
Forms	*Forms & Downloads*	Financial Services PDF forms
	Access Request Forms	User Access Request Forms including: • Project Reporting Request Form • Designee Access Request Form • Signature Authority Access Request Form
	Gift Transmittal	Gift Transmittal Forms including: • Gift Transmittal for the University of Arizona • Gift Transmittal for the University of Arizona Foundation
	Gift Disbursements	Gift Disbursement Forms including: • Gift Disbursements to the University of Arizona • Gift Disbursements for Scholarships to the University of Arizona • Gift Disbursements
Templates		Gift and scholarship documentation and templates
Reports	*Reporting Overview*	• Project Overview & Activity • Project Overview • Project Activity
Administration	*Designee User Access Management*	Tool for managing user access - this page is only available to Division Designees
Training		Videos related to UAFDN and UAFoundation policies, updates, and training

The site footer displays links to UAF's Privacy Policy, Terms of Use, Contact Us and this User Guide.

Privacy Policy | Terms of Use | Contact Us | User Guide

Policies & Guidelines

This section includes documentation about Financial Services' policies and guidelines, including but not limited to the following:

Policies & Guidelines	
Foundation Policies	The UAF Financial Services policy manual contains information related to the establishment of UAF projects, deposits to UAF projects, disbursements from UAF projects, the administration and disbursement of scholarship funds and the assessment of project support and service fees, among other information.
Approved Bartenders	The bartenders that have been preapproved for serving alcohol at off-campus events that will be paid for using funds from a UAF project.
PCI Compliance	The UAF's policy for the protection of credit card information.

Policies & Guidelines	
Endowment Projections Policy	An explanation of the projected payout on endowment funds invested at the UAF. This also contains the payout rate approved by the UAF Board of Directors.
Indemnification, Hold Harmless and Insurance Provisions in Contracts and Agreements Policy	An explanation of the UAF's policy related to indemnification and hold harmless clauses and insurance provisions in contracts and agreements.
Liquor Policy	The UAF policy regarding the serving of liquor at events.
Project/Account Structure Cheat Sheet	Guide to understanding project numbers
UAF to UA Transfers Schedule	This contains the transfer request closing date and the date of transfer to the University for the fiscal year that should be followed when submitting a request for Gift Disbursement to the UA.

Forms

Forms & Downloads

This section includes Financial Services PDF forms, including but not limited to the following:

Forms	
Advance Purchase Request Form	Complete this form when requesting purchase of any item(s) that will be distributed at a later date with a value more than $25.
Auction Bid Sheet	Completed form should be placed next to each item offered for sale at a silent auction. This form should be retained and attached as documentation for the related UAF deposit.
Auction Purchase Receipt	Summarizes the purchase price and fair value for each item purchased at a silent auction and indicates method of payment. This form should be given to the purchaser as their receipt.

Forms	
Auction Purchase Record	Summarizes the purchase price and fair value for each item purchased at an auction and provides payment information. This form should be retained and attached as documentation for the related UAF deposit.
Bursar Endorsement Request	This form is required to be completed and attached, along with the Raiser's Edge Batch Report or Non-Gift Deposit Transmittal form, to all checks requiring Bursar endorsement.
Charitable Event Authorization	This form is required when requesting payment to a 501(c)(3) organization (must be direct payment to the organization).
Check Request - Unrestricted Fund	This form is required to request a disbursement from a UAF budget account (limited to specified University personnel).
Electronic Funds Transfer Authorization Form	This form is required for approval of Electronic Funds Transfer (EFT) payment to vendors or individuals.
Funds Transfer Request	This form is required to transfer funds from one UAF project to another UAF project.
Independent Contractor Agreement	This form must accompany any request for payment to individuals or unincorporated businesses for services rendered. This form is also required to reimburse moving/relocation expenses and for payment to lawyers.
New Project Request Form	This form is required to establish a new project with the UAF.
New Vendor-Payee Request	This form is required prior to submitting a gift disbursement request for a new payee/vendor.
Non-Gift Deposit Transmittal	This form is required for non-gift deposits into UAF projects and credit card refunds from UAF projects.
Project Closure Form	This form is required to close an existing UAF project.
Raffle Prize Form	This form is required when raffle prizes will be offered at a fundraiser.
Renovation Expense and Equipment or Supplies over $1K Form	This form is required for any renovation expense, regardless of amount, and all requests for purchase of equipment, books, furniture, supplies, etc., if cumulative total value is $1,000 or more.
UA/UAF President Event Request Form	This form is required when requesting the presence of the UA or UAF President(s) at development-related events.
UAF President Event Request Form	This form is required when requesting the presence of the UAF President at development-related events.

Access Requests

View Access Request Forms

1. From the **Home** page, click on *Forms* and select *Access Request Forms.*

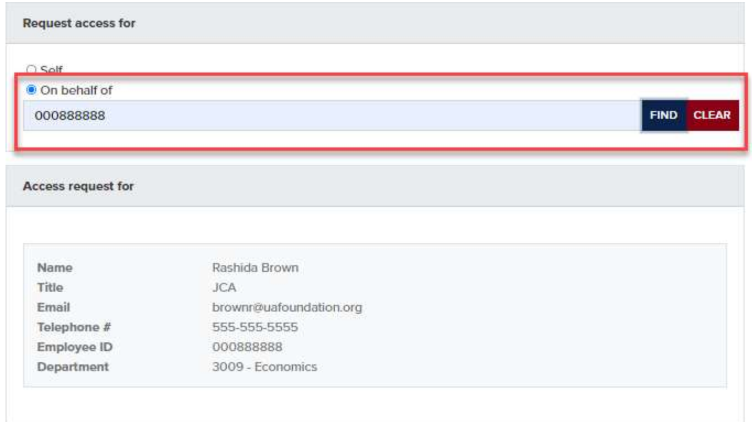
Submit a Project Reporting Request

Project reporting access is granted by Department or Division and allows users to view Project information and activity under the Reports section on UAFDN.org. You can also request to limit reporting access to scholarship projects only. To make a request to add or remove project reporting for a user, complete the Project Reporting Request Form. Upon submission, the form will electronically route to the Division Designee for review. Once approved, access will automatically be granted to the employee.

1. From the **Access Request Forms** page, click on *Project Reporting Request Form.*

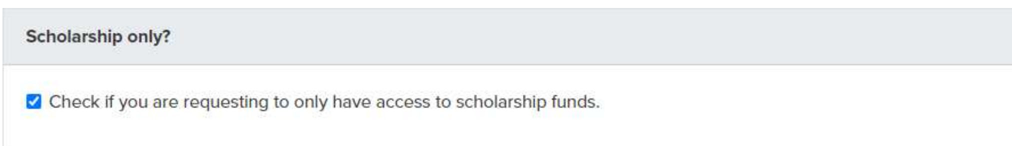
2. In the **Request access for** section, indicate if you are requesting access for yourself or on behalf of another employee.
    a. If you are requesting access for yourself, leave the field defaulted to *Self*.

    b. To request access on behalf of another employee:
        i. Click the *On Behalf of* button.
        ii. Enter *Employee ID* or *UA Email* for the employee.
        iii. Click *Find*. The **Access request for** section will populate with employee information based on your entry. If you need to enter different search terms or to select another employee, click *Clear*.



c. Review employee information to ensure you have selected the correct user for your request.

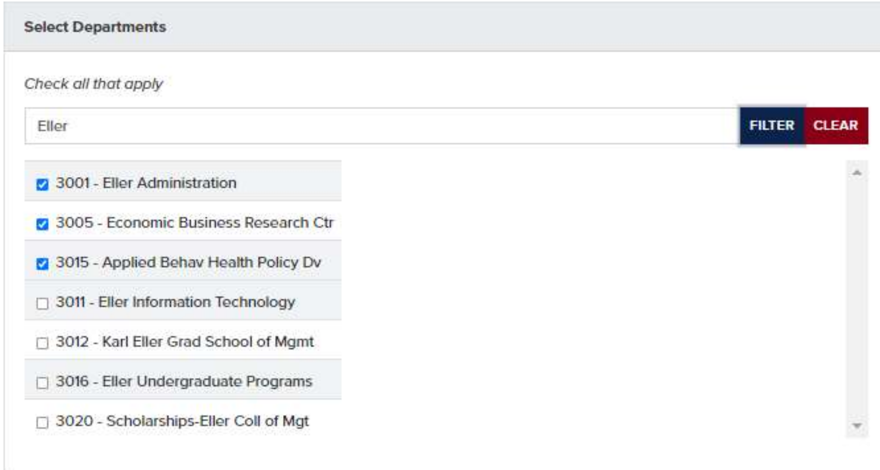
3. To request access to scholarship projects only, in the **Scholarship only?** section, select the *Check if you are requesting to only have access to scholarship funds* checkbox. Otherwise, leave the checkbox blank.



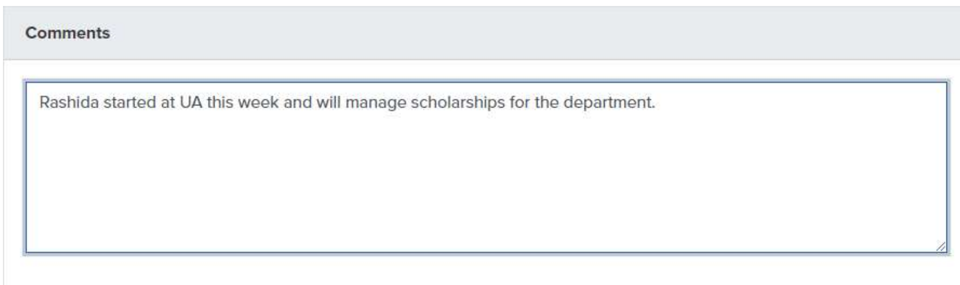
4. To request to add reporting access at the Division-level:
   a. Select the *Division* in the drop-down menu. By default, the Division displays your Division based on your Home Department.
   b. Once you have entered the Division, select the *Check if you are requesting access at the division level. This will grant access to all departments under the selected division* checkbox. Continue to step 6.

5. To request to add or remove reporting access at the Department-level:
   a. If the selected user has existing access to project reporting at the Department-level, a populated checkbox will appear next to the Department name(s).
   b. To search for a specific Department, enter the Department code or a keyword and select *Filter*. Click *Clear* to clear your results.
   c. To request to add new reporting access, *select* the checkbox for one or more Departments.

d. To request to remove existing reporting access, *unselect* the checkbox for one or more Departments.



6. Enter *Comments* if you want to communicate any additional details to the Division Designee.

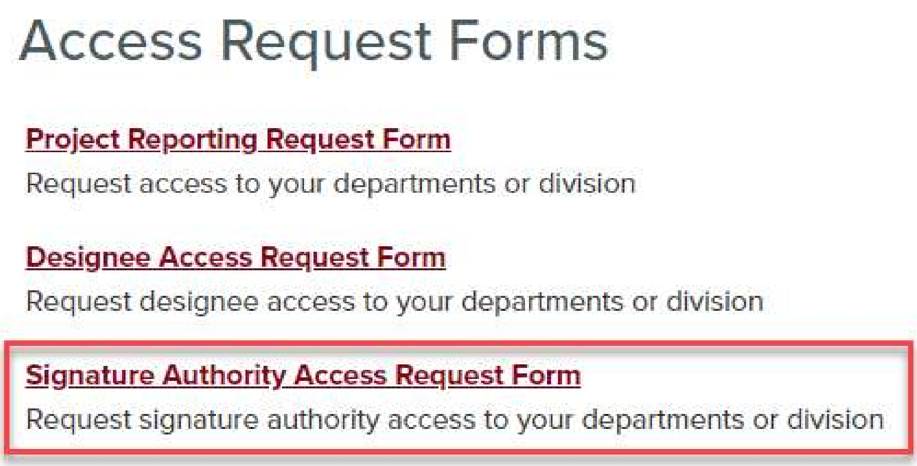


7. Click *Submit*. The Division Designee will be notified of the request via email.

Submit a Signature Authority Access Request

The Signature Authority role is granted at the Department-level and includes project reporting access for the selected department. There can be a maximum of four Signature Authorities per department. A Signature Authority can approve disbursement requests for all projects within a Department. To make a request to add a new Signature Authority, complete the Signature Authority Request Form. Upon submission, the form will electronically route to the Division Designee for review. Once approved, the role plus reporting access for the department will automatically be granted to the employee.

1. From the **Access Request Forms** page, click on *Signature Authority Access Request Form*.



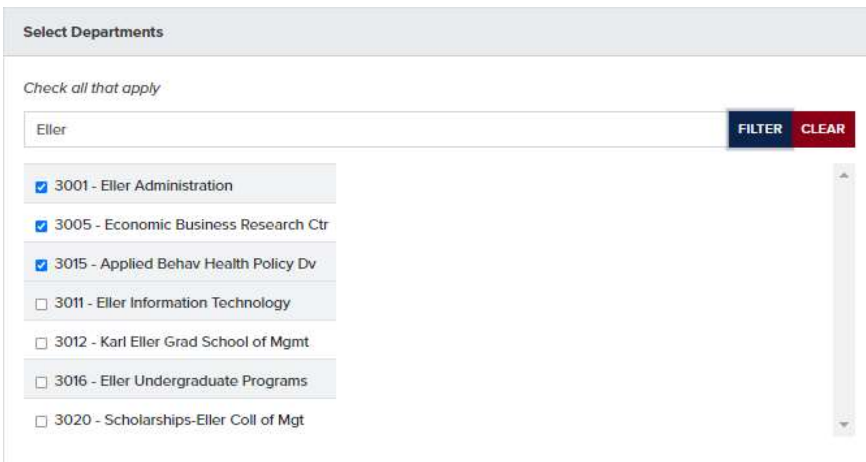
2. In the **Request access for** section, indicate if you are requesting access for yourself or on behalf of another employee.
   a. If you are requesting access for yourself, leave the field defaulted to *Self*.

   b. To request access on behalf of another employee:
      i. Click the *On Behalf of* button.
      ii. Enter *Employee ID* or *UA Email* for the employee.
      iii. Click *Find*. The **Access request for** section will populate with employee information based on your entry. If you need to enter different search terms or to select another employee, click *Clear*.

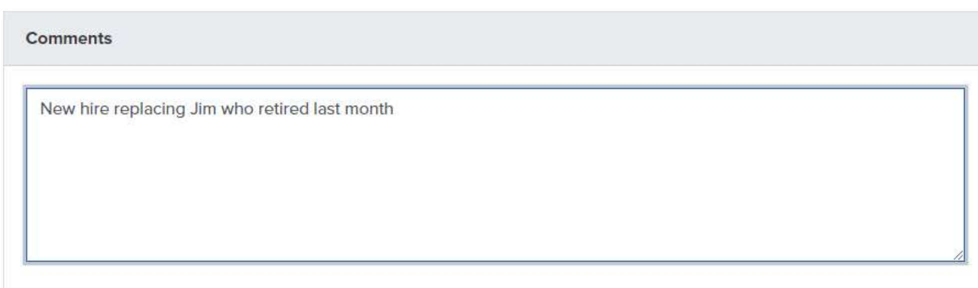
   c. Review employee information to ensure you have selected the correct user for your request.

3. Select the *Division* for your request from the drop-down menu. By default, the Division displays your Division based on Home Department.

4. Under **Select Departments**, a list of departments will display based on the selected Division:
   a. If the selected user is an existing Signature Authority for a Department within the Division, a populated checkbox will appear next to the Department name(s).
   b. To search for a specific Department, enter Department code or a keyword and select *Filter*. Click *Clear* to clear your results.
   c. To request to add a new Signature Authority, *select* the checkbox for one or more Departments.
   d. To request to remove an existing Signature Authority, *unselect* the checkbox for one or more Departments.



5. Enter *Comments* if you want to communicate any additional details to the Division Designee.

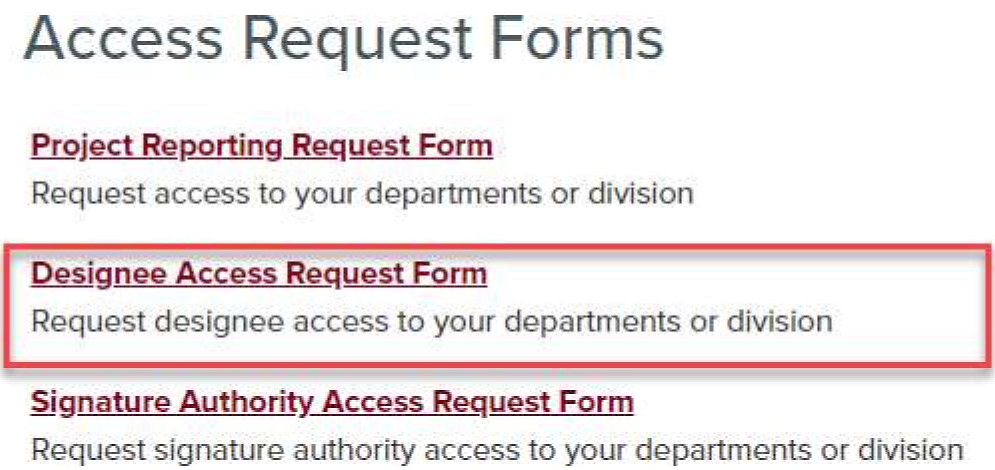


6. Click *Submit*. The Division Designee will be notified of the request via email.

Submit a Designee Access Request

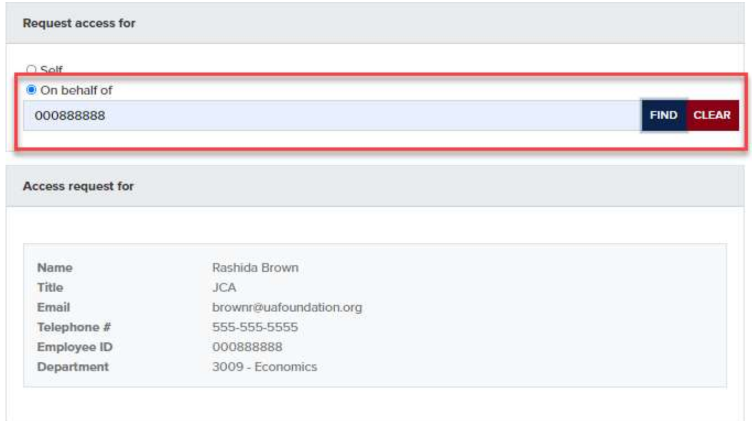
The Division Designee role is granted at the Division-level. There can be a maximum of two Division Designees per Division. The Division Designee is responsible for managing user access for the Division including adding/removing project reporting and approving/removing the Signature Authority role. The Division Designee can also approve disbursement requests. To make a request to add a new Division Designee, complete the Designee Access Request Form. Upon submission, the form will electronically route to the Division Dean for review. Once approved, the role will automatically be granted to the employee.

1. From the **Access Request Forms** page, click on *Designee Access Request Form*.



2. In the **Request access for** section, indicate if you are requesting access for yourself or on behalf of another employee.
    a. If you are requesting access for yourself, leave the field defaulted to *Self*.

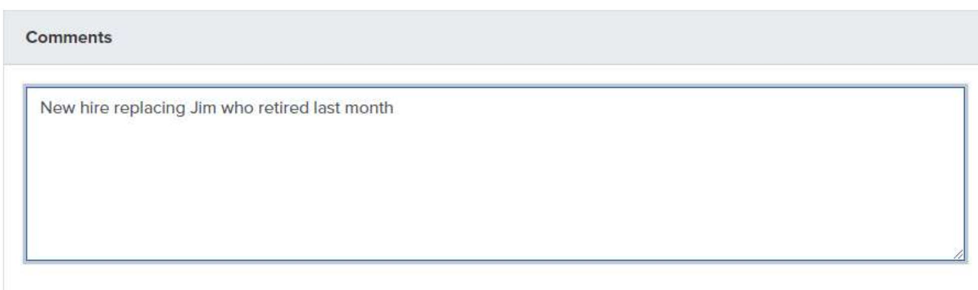
    b. To request access on behalf of another employee:
        i. Click the *On Behalf of* button.
        ii. Enter *Employee ID* or *UA Email* for the employee.
        Click *Find*. The **Access request for** section will populate with employee information based on your entry. If you need to enter different search terms or to select another employee, click *Clear*.



c. Review employee information to ensure you have selected the correct user for your request.

3. Select the *Division* from the drop-down menu. By default, the Division displays your Division based on Home Department.

4. Enter *Comments* if you want to communicate any additional details to the Division Dean.



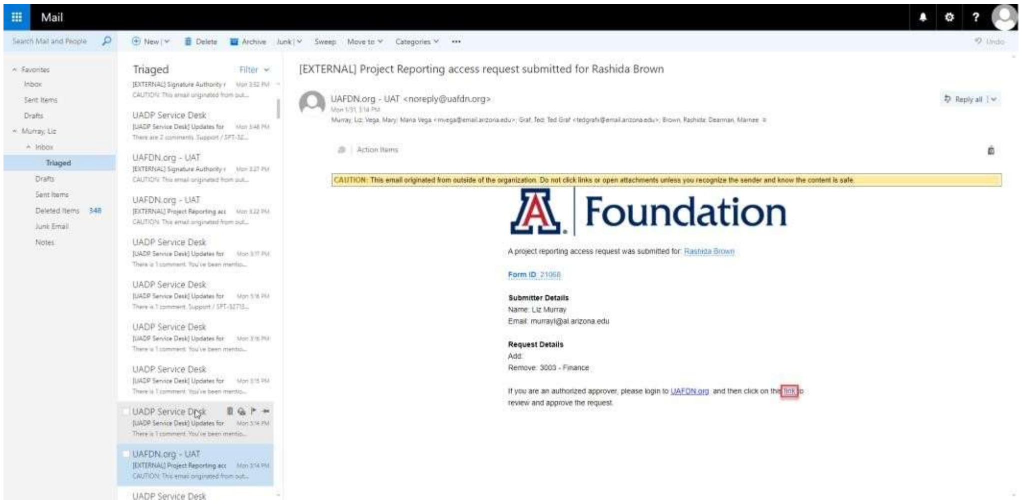
5. Click *Submit*. The Division Dean will be notified of the request via email.

Approve a Project Reporting Request

Both Division Designees will receive an email when a new request is submitted for your Division. Each Division is responsible for creating an internal process for managing requests. Only one Designee approval is required per request. Once approved, access will automatically be granted to the employee.

1. You will receive an email notification when a request is submitted to your Division.

2. From the email, click the *link* to navigate to the request. The link will only work for the Division Designees of the Division. Once the request has been approved, the link will no longer be valid.



3. Review requester and employee information.

Requested by

Liz Murray (3001 - Eller Administration)

Access request for:

Name	Liz Murray
Title	JCA
Email	murrayl@al.arizona.edu
Telephone #	555-555-5555
Employee ID	000999999
Department	3001 - Eller Administration

4. Review reporting request details.

Requested scholarship only access

Requested Division or Department Access

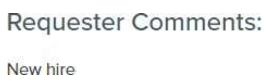
Removing

3005 - Economic Business Research Ctr

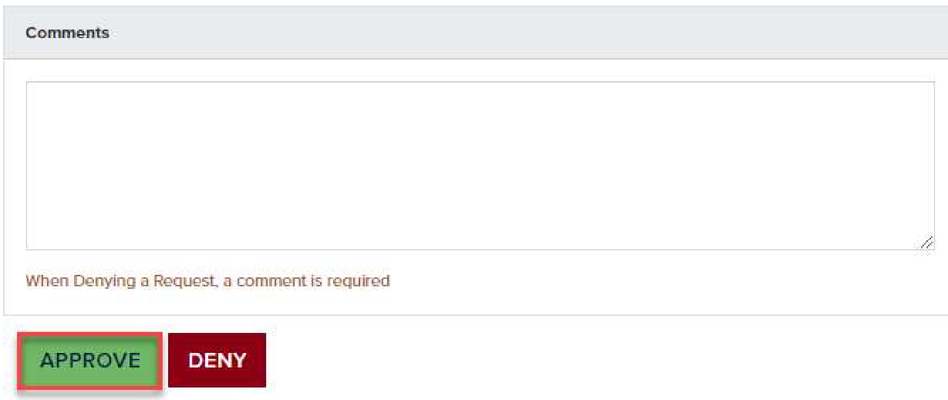
Adding

3006 - Marketing

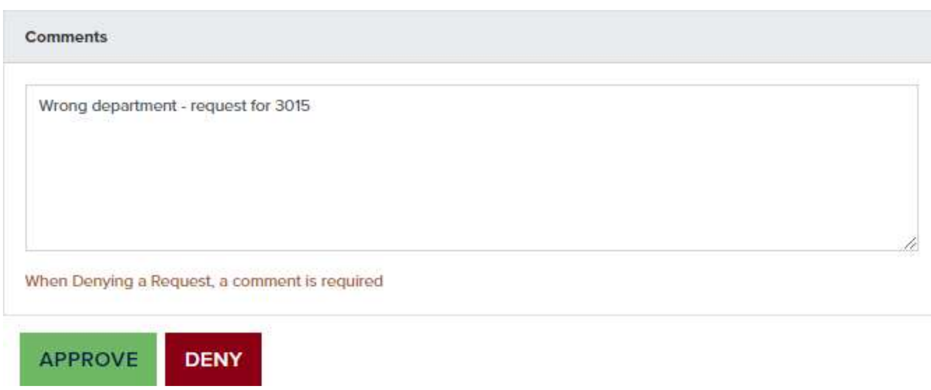
5. Review comments (if applicable).



6. To approve the request, select *APPROVE*.



7. To deny request, add a comment and select *DENY*. You cannot deny a request without adding a comment.



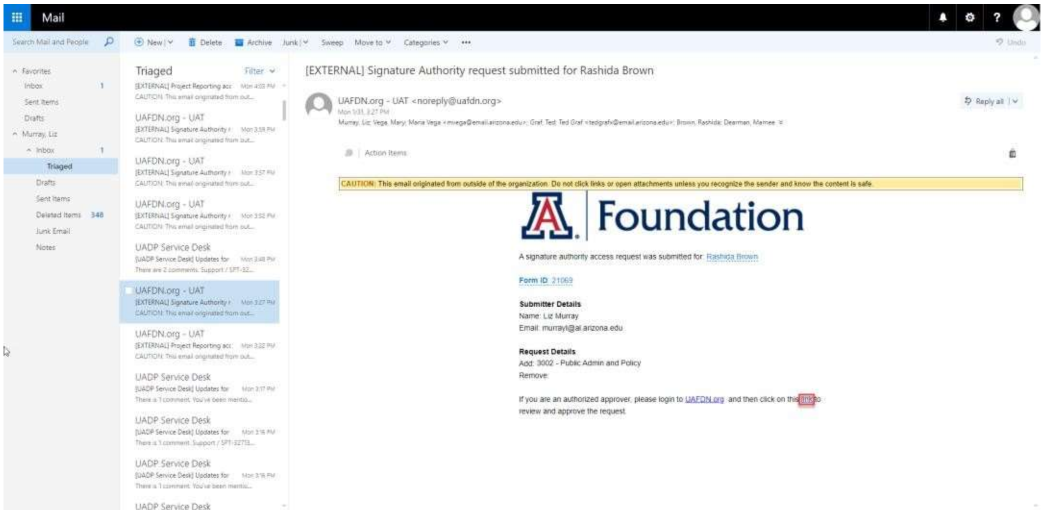
8. A confirmation email will be sent to the requester, employee (if different than the requester), and Division Designees.

Approve a Signature Authority Access Request

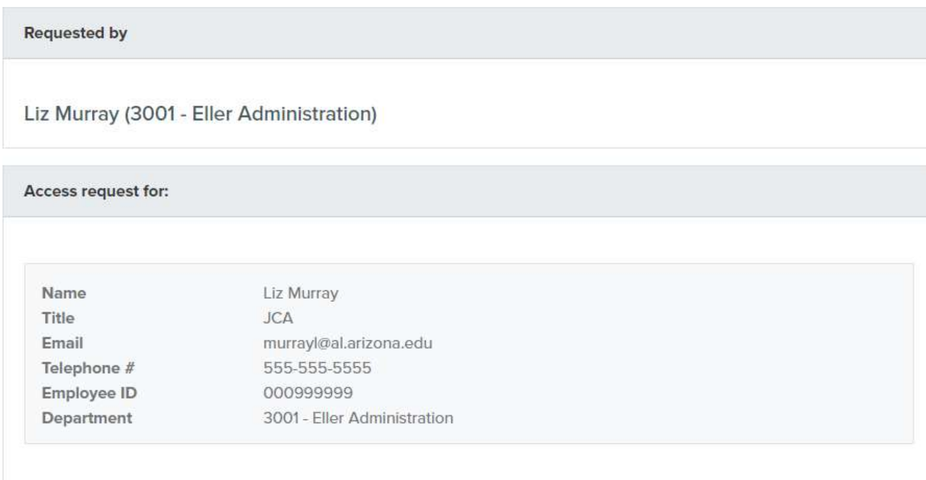
Both Division Designees will receive an email when a new request is submitted for your Division. Each Division is responsible for creating an internal process for managing requests. Only one Designee approval is required per request. Once approved, access will automatically be granted to the employee.

1. You will receive an email notification when a request is submitted to your Division.

2. From the email, click the *link* to navigate to the request. The link will only work for the Division Designees of the Division. Once the request has been approved, the link will no longer be valid.

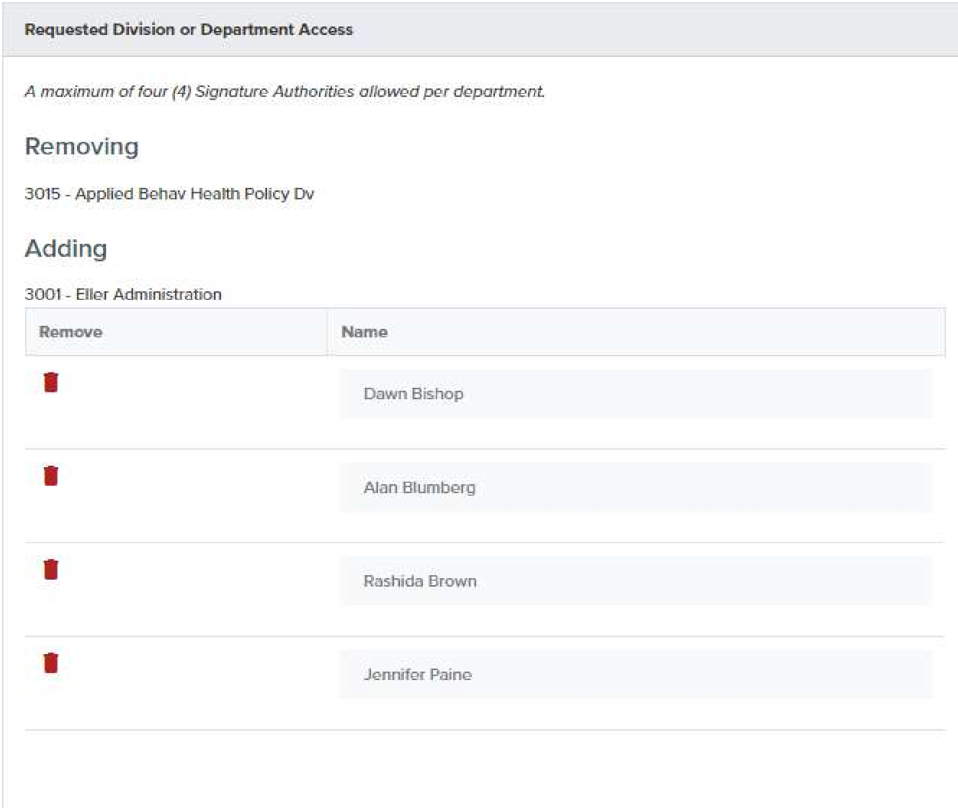


3. Review requester and employee information.

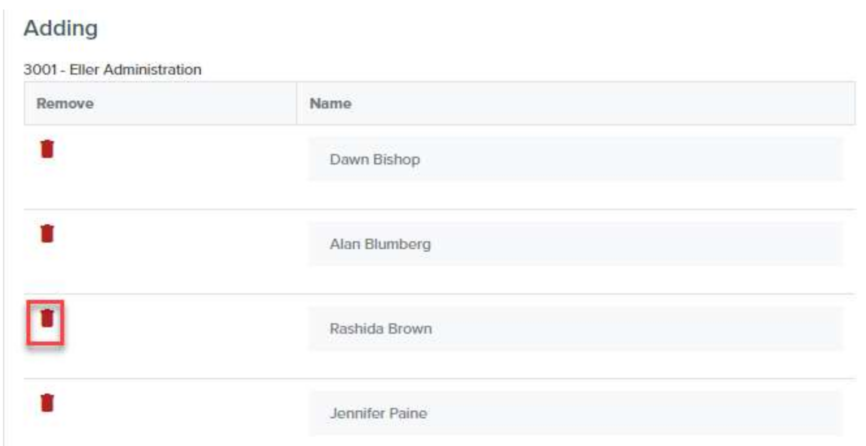


4. Review request details. For requests to add a new Signature Authority, in the **Adding** section, the requested Department(s) displays with a list of current Signature Authorities below. For requests to

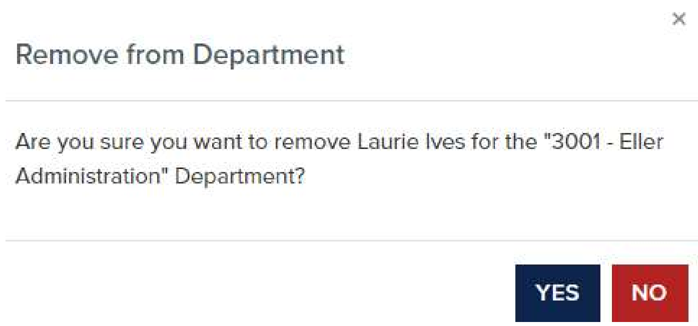
remove, the Department name will be listed in the **Removing** section.



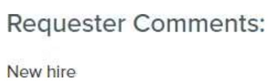
5. You cannot have more than 4 Signature Authorities per Department. To remove an existing Signature Authority:
    a. Click the *icon* next to the user name.



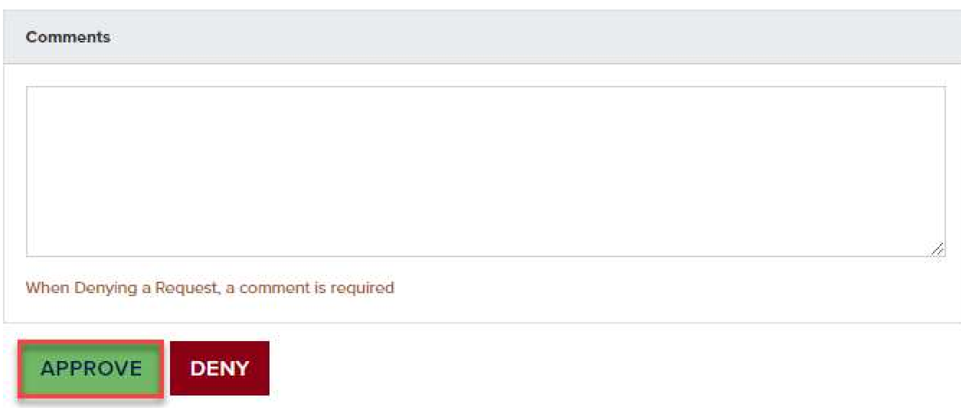
b. In the pop-up window, verify your removal by selecting *YES.* To cancel your request, select *NO*.



6. Review comments (if applicable).



7. To approve the request, select *APPROVE*. You cannot approve a request if 4 Signature Authorities already exist for the Department. Go to step 5 to remove an existing user.



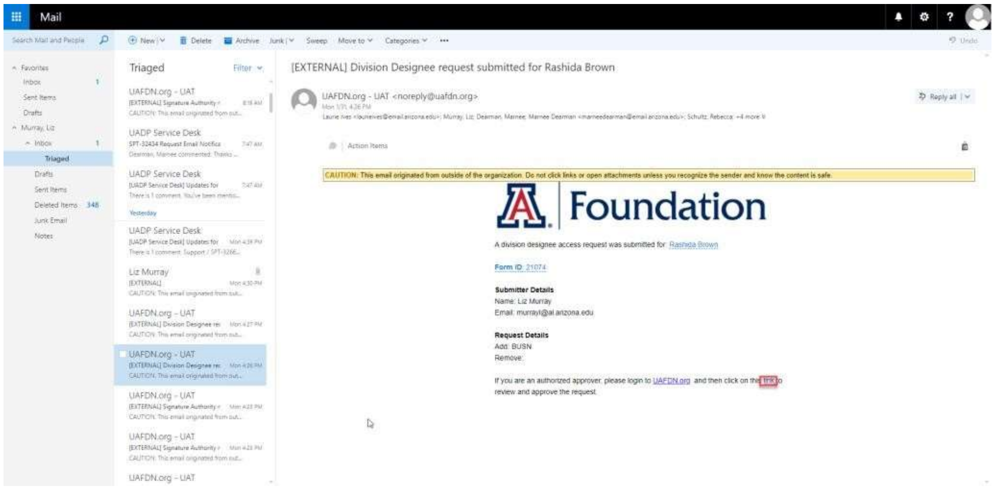
8. To deny request, add a comment and select *DENY*. You cannot deny a request without adding a comment.

9. A confirmation email will be sent to the requester, employee (if different than the requester), and Division Designees.

Approve a Designee Access Request

The Division Dean will receive an email when a new request is submitted for your Division. Once approved, access will automatically be granted to the employee.

1. You will receive an email notification when a request is submitted to your Division.
2. From the email, click the *link* to navigate to the request. The link will only work for the Division Designees of the Division. Once the request has been approved, the link will no longer be valid.



3. Review requester and employee information.

Requested by

Liz Murray (3001 - Eller Administration)

Access request for:

Name	Liz Murray
Title	JCA
Email	murrayl@al.arizona.edu
Telephone #	555-555-5555
Employee ID	000999999
Department	3001 - Eller Administration

4. Review request details.

Requested Division or Department Access

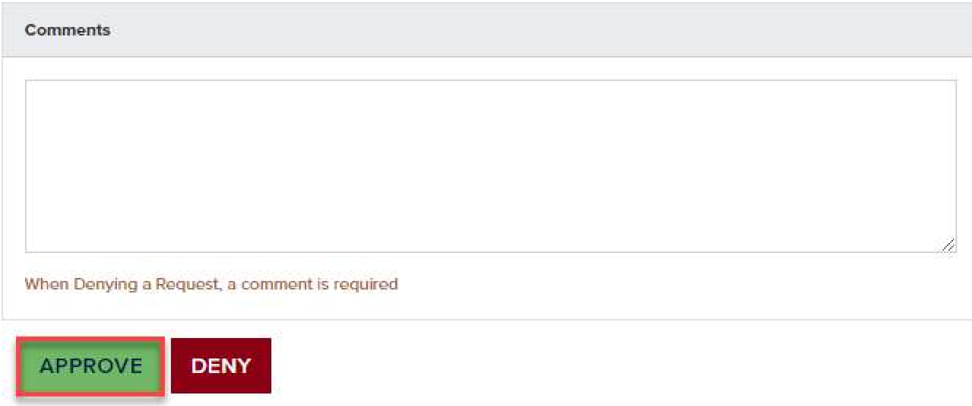
BUSN - Eller College of Management

5. Review comments (if applicable).

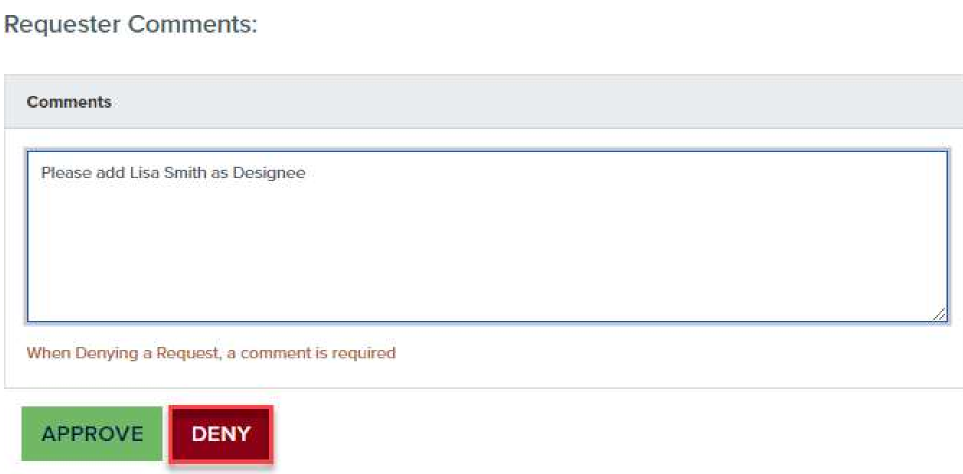
Requester Comments:

New hire

6. To approve the request, select *APPROVE*.



7. To deny request, add a comment and select *DENY*. You cannot deny a request without adding a comment.



8. A confirmation email will be sent to the requester, employee (if different than the requester), and the Division Dean.

Gift Transmittal

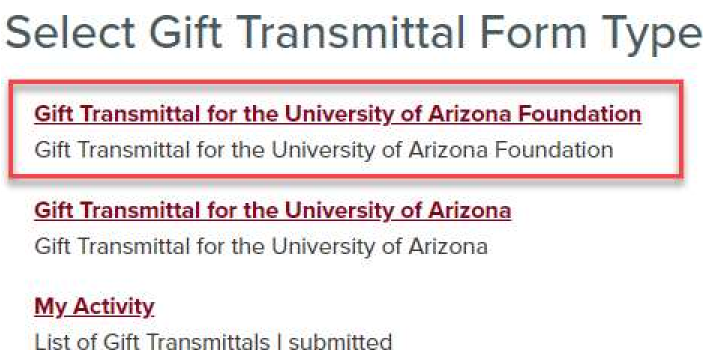
Submit a Gift Transmittal for the University of Arizona Foundation

Complete the Gift Transmittal for the University of Arizona Foundation to deposit and record a gift to a University of Arizona Foundation project in Lynx. The Gift Transmittal is an informational form designed to facilitate efficient and accurate processing of gift transactions to University of Arizona designations. If a transaction has a charitable component, a tax receipt will be provided to the constituent. Users are required to sign in to UAFDN to access the UAF Gift Transmittal form. Your name and contact information are automatically associated with the form based on your login.

1. From **Home**, select *Forms.*

2. From **Forms**, select *Gift Transmittal.*

3. Select *Gift Transmittal for the University of Arizona Foundation*.



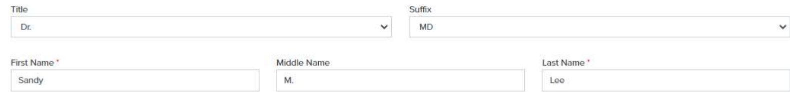
   a. There are five sections to complete: *Constituent*, *Transaction, Designations, Supporting Documents,* and *Optional*. Each menu is expanded by selecting the down arrow on the right side of the page.

4. In the **Constituent** section:
   a. Enter the *Constituent Lookup ID* in Lynx if known.

   b. Select whether the constituent is an *Individual* or *Organization*.

   c. For **Individuals**:
      i. Select *Title* from the drop-down menu.
      ii. Select *Suffix* from the drop-down menu, as needed.
      iii. Enter *First Name.*
      iv. Enter *Middle Name* if known (this could also be an initial).

v. Enter *Last Name.*



d. For **Organizations**:

i. Enter the *Organization Name*.

ii. Enter an organization contact if known:

i. Select *Title* from the drop-down menu.

ii. Select *Suffix* from the drop-down menu, as needed.

iii. Enter *First Name.*

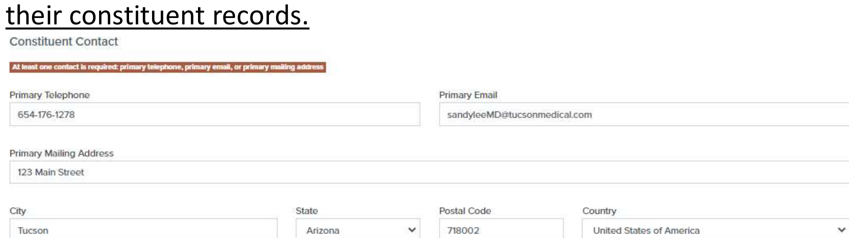
iv. Enter *Middle Name* if known (this could also be an initial).

v. Enter *Last Name.*

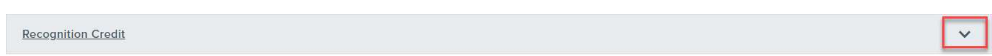
e. Under **Constituent Contact**:

i. At least one contact is required*: primary telephone, primary email,* or *primary mailing address.*

ii. Enter one or more of these contact types. <u>Providing full address information will ensure the donor receives a timely tax receipt and will help UAF effectively manage their constituent records.</u>



5. If applicable, enter Recognition Credit information by clicking the drop-down arrow to expand the *Recognition Credit* fields.



a. Enter the *Constituent Lookup ID* in Lynx if known.

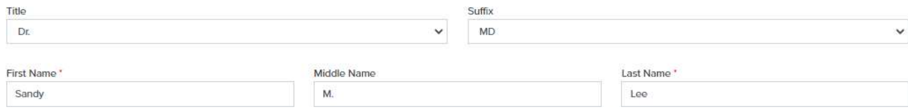
b. Select *Title* from the drop-down menu.

c. Select *Suffix* from the drop-down menu, as needed.

d. Enter *First Name.*

e. Enter *Middle Name* if known (this could also be an initial).

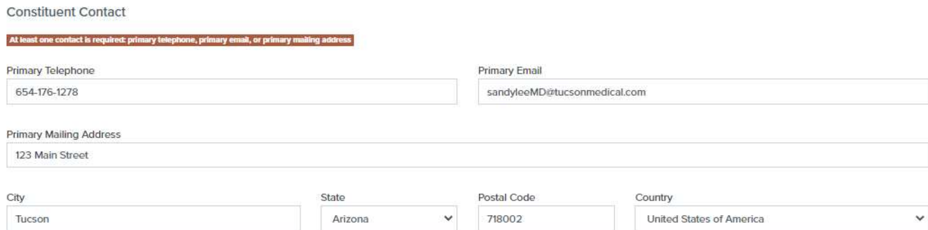
f. Enter *Last Name.*



g. Under **Constituent Contact**:

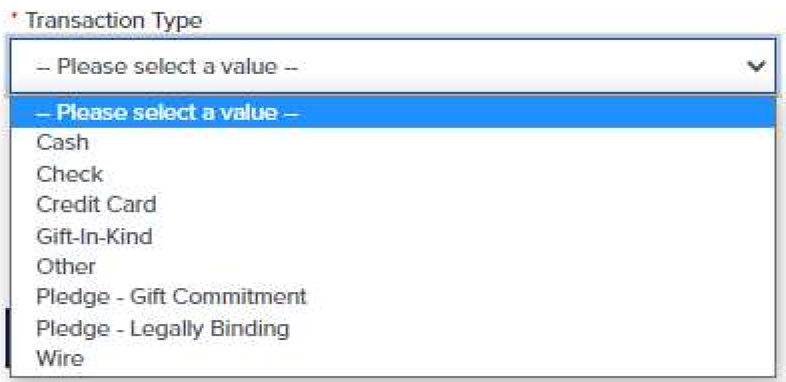
h. At least one contact is required*: primary telephone, primary email,* or *primary mailing address.*

ii. Enter one or more of these contact types.



6. In the **Transaction** section:

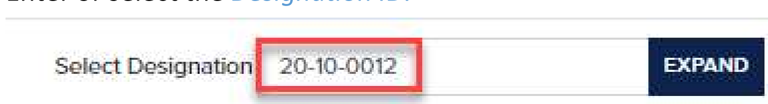
a. Select the *Transaction Type*.



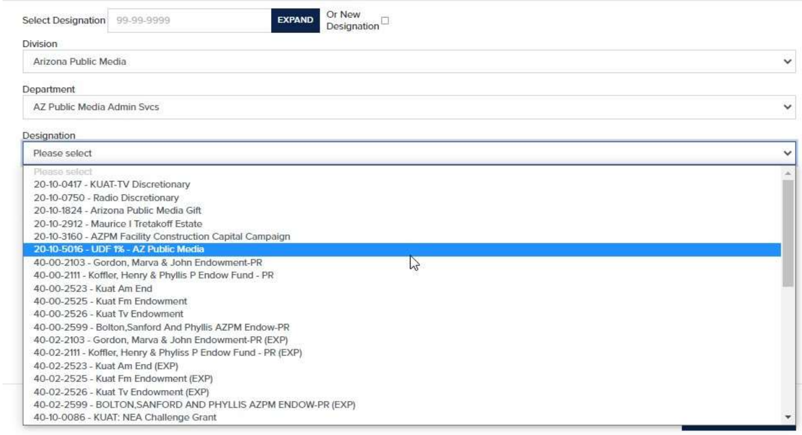
b. Enter *Comments* as needed, such as special processing information or additional gift or constituent information.

7. In the **Designations** section:

a. Enter or select the *Designation ID.*

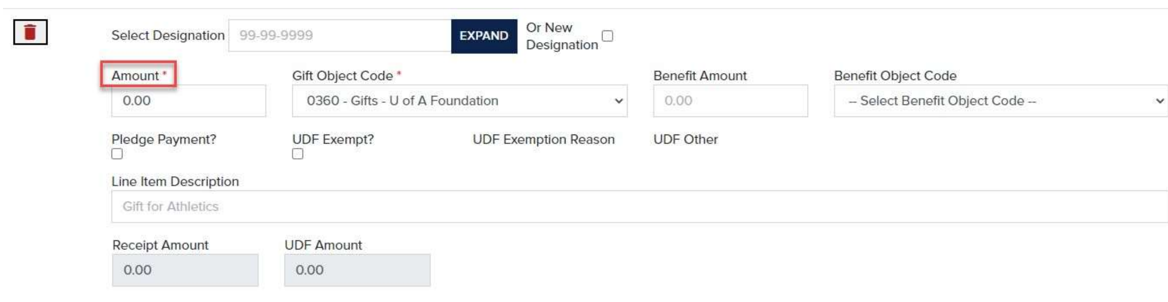


i. To search for a Designation, select *EXPAND* to reveal the filters. Select Division and Department to filter the designation list. Select a Designation from the Designation list. Click *SELECT.* The designation field populates with your selection.

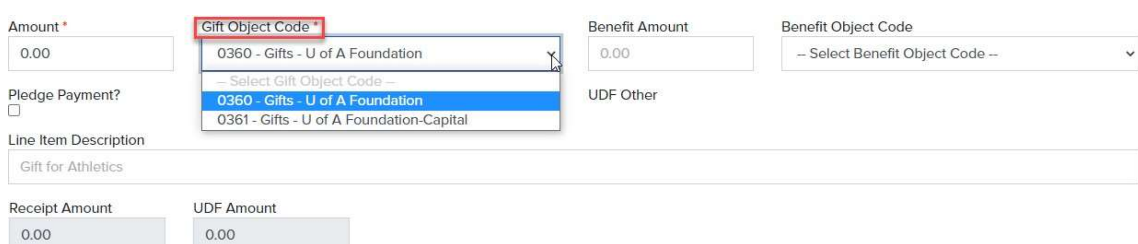


ii. For new designations, select the *New designation* checkbox. A dummy designation will be generated on the Gift Transmittal Request form. Complete the New Project Request Form PDF and attached to the Gift Transmittal form as a supporting document.

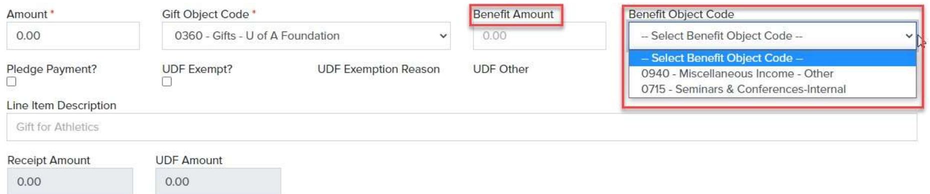
b. Enter *Amount*. The UDF Amount automatically populates based on your entry for amounts greater than or equal to $1000.



c. By default, the *Gift Object Code* will display "0360 – Gifts – U of A Foundation". If applicable, you can update the Gift Object Code to "0361 – Gifts – U of A Foundation – Capital". All transactions require an object code. The object code will appear on the Project Overview and Activity Report. This field is designed to help you better manage and reconcile your projects.



d. If there is a non-charitable component to the gift, enter it as the *Benefit Amount*. The Receipt Amount field populates based on Amount – Benefit. The UDF Amount will also adjust based on the benefit where applicable. By default, the Benefit Object Code will display “0940 – Miscellaneous Income – Other”. If applicable, you can update the Benefit Object Code to “0715 –Seminars & Conferences-Internal”. The Benefit Object Code will appear on the Project Activity for reporting.



e. For pledge payments, select the *Pledge Payment?* checkbox.

f. If the amount is UDF exempt, select the *UDF Exempt?* checkbox. The UDF Amount is removed. Enter the *UDF Exemption Reason*. If the reason is not listed, enter the reason in the *UDF Other* textbox.

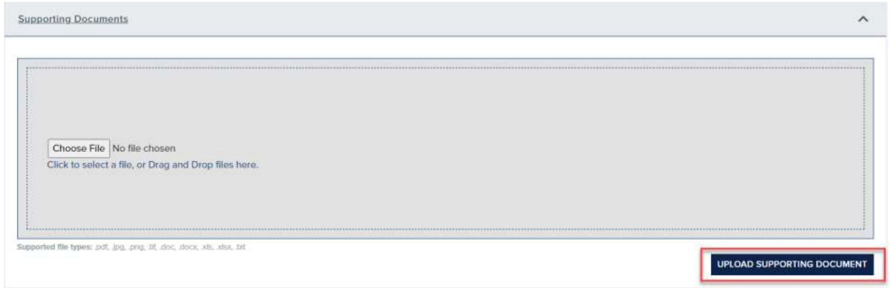
g. Enter the *Line Item Description*, which is a free text field to add comments about the transaction. The line item description will appear on Project Activity for reporting purposes.

h. For split gifts to multiple designations:
    i. Select *Split Distribution*.

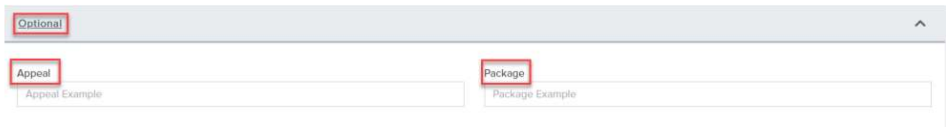
    ii. Repeat steps 7a to 7g for the new line-item row created by the Split Distribution button.

8. In the **Supporting Documents** section, attach the supporting documentation related to the payment or pledge. For check payments, include a copy of the check.
    a. Select *Choose file* to attach a document from your computer OR *Drag and Drop* a file from your File Explorer. Supported file types are: .pdf, .jpg, .png, .tif, .doc, .docx, .xls, .xlsx, and .txt.

b. Select *Upload Supporting Document* and repeat as needed.

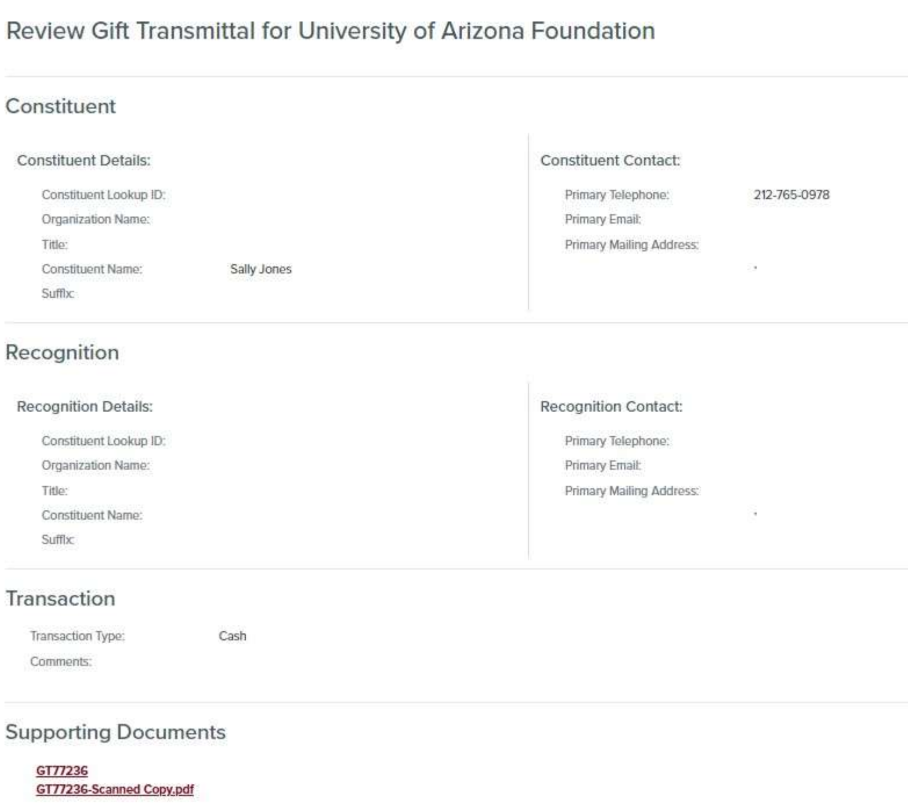


9. In the **Optional** section:
   a. Enter the *Appeal* if known
   b. Enter the *Package* if known.



10. After completing all the form sections, click *Next*.

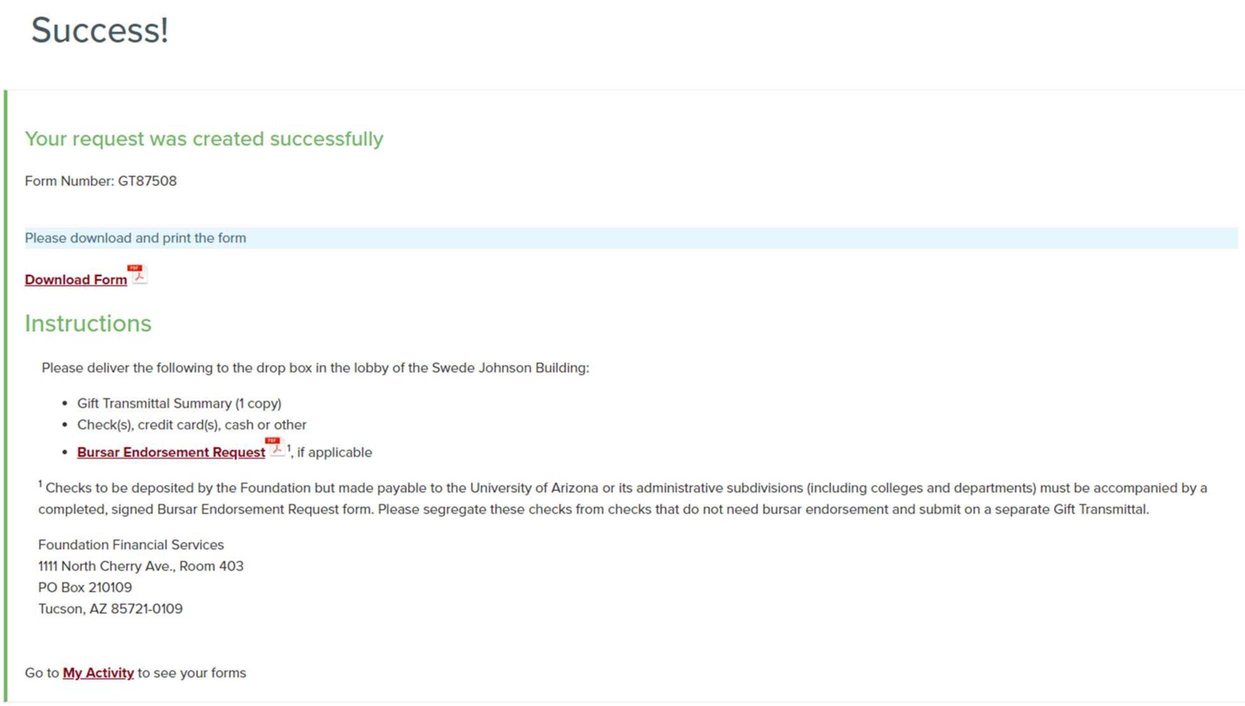
11. Review your request details on the *Review Gift Transmittal for University of Arizona Foundation* page. Review *Supporting Documentation* by clicking the **document link.** The document will download to your computer.



12. Select **Finalize and Print** to finalize your submission. Once submitted, you will no longer be able to make any edits to your form. For payments via cash and check, print the PDF form and submit to UAF FinancialServices with the payment.
    a. If changes are required, select **Edit**.

    b. Once you have validated your request, select **Finalize and Print**.

    c. For payments via cash and check, please select **Download Form** and drop off at the drop box in the lobby of the Swede Johnson Building along with the cash or check. Payment must be submitted within 14 days of submitting your form.



Submit a Gift Transmittal for the University of Arizona

Complete the Gift Transmittal for the University of Arizona to record a gift to a University of Arizona project in Lynx. If charitable, the constituent will receive a tax receipt. Users are required to sign in to UAFDN to access the UA Gift Transmittal form. Your name and contact information are automatically associated with the form based on your login.

1. From **Home**, select *Forms.*

2. From **Forms**, select *Gift Transmittal.*

3. Select *Gift Transmittal for the University of Arizona*.

   a. There are five sections to complete: *Constituent*, *Transaction, Designation, Supporting Documents,* and *Optional*. Each menu is expanded by selecting the down arrow on the right side of the page.

4. In the **Constituent** section:
   a. Enter the *Constituent Lookup ID* in Lynx if known.

   b. Select whether the constituent is an *Individual* or *Organization*.

   c. For **Individuals**:
      i. Select *Title* from the drop-down menu.
      ii. Select *Suffix* from the drop-down menu, as needed.
      iii. Enter *First Name.*
      iv. Enter *Middle Name* if known (this could also be an initial).

v. Enter *Last Name.*

d. For **Organizations**:

i. Enter the *Organization Name*.

ii. Enter an organization contact if known:

i. Select *Title* from the drop-down menu.

ii. Select *Suffix* from the drop-down menu, as needed.

iii. Enter *First Name.*

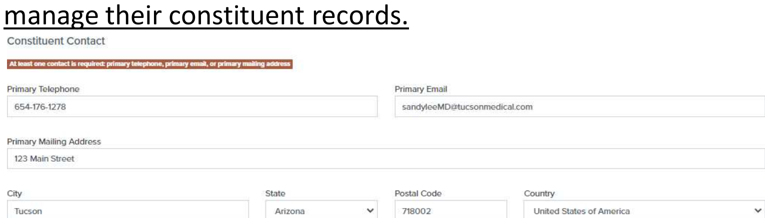
iv. Enter *Middle Name* if known (this could also be an initial).

v. Enter *Last Name.*

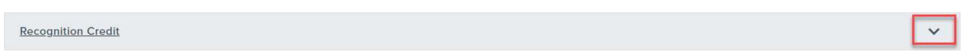
e. Under **Constituent Contact**:

i. At least one contact is required: *primary telephone, primary email,* or *primary mailing address.*

ii. Enter one or more of these contact types. Providing full address information will ensure the donor receives a timely tax receipt and will help UAF effectively manage their constituent records.



5. If applicable, enter Recognition Credit information by clicking the drop-down arrow to expand the *Recognition Credit* fields.



a. Within the Recognition Credit box, select the Include *Recognition Credit checkbox.*

b. Enter the *Constituent Lookup ID* in Lynx if known.

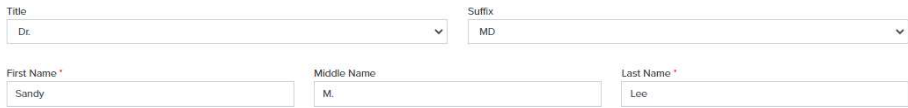
c. Select *Title* from the drop-down menu.

d. Select *Suffix* from the drop-down menu, as needed.

e. Enter *First Name.*

f. Enter *Middle Name* if known (this could also be an initial).

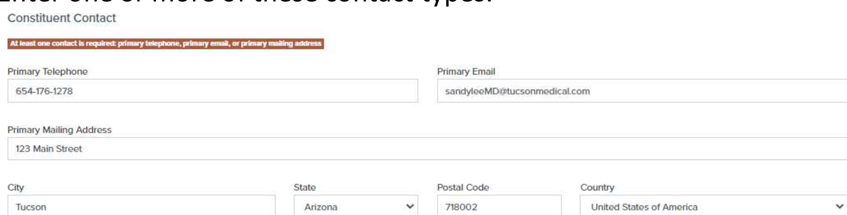
g. Enter *Last Name.*



h. Under **Constituent Contact**:

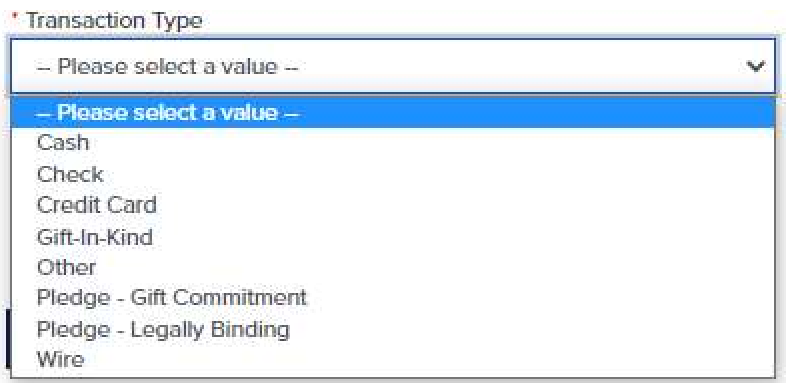
i. At least one contact is required: *primary telephone, primary email,* or *primary mailing address.*

ii. Enter one or more of these contact types.



6. In the **Transaction** section:

a. Select the *Transaction Type*.

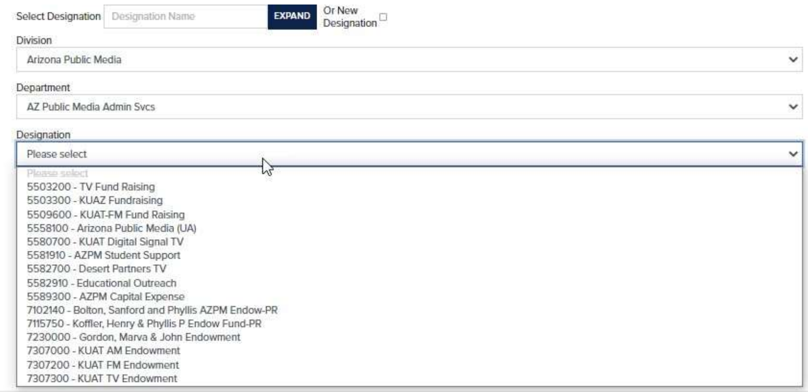


b. Enter *Comments* as needed, such as special processing information or additional gift or constituent information.

7. In the **Designations** section:

a. Enter or select the *Designation ID.*

i. To search for a Designation, select *EXPAND* to reveal the filters. Select Division and Department to filter the designation list. Select a Designation from the Designation list. Click *SELECT.* The designation field populates with your selection.



ii. For new designations, select the *New designation* checkbox. A dummy designation will be generated on the Gift Transmittal Request form. Contact UA Financials to request a new UA account.

b. Enter *Amount*.

c. If there is a non-charitable component to the gift, enter it as the *Benefit Amount*. The Receipt Amount field populates based on Amount – Benefit.

d. If the amount is UDF exempt, select the *UDF Exempt?* checkbox. The UDF Amount is removed. Enter the *UDF Exemption Reason*. If the reason is not listed, enter the reason in the *UDF Other* textbox.

e. For pledge payments, select the *Pledge Payment?* checkbox.

f. Enter an optional *Line Item Description*, which is a free text field to add comments about the transaction. .

g. For split gifts to multiple designations:

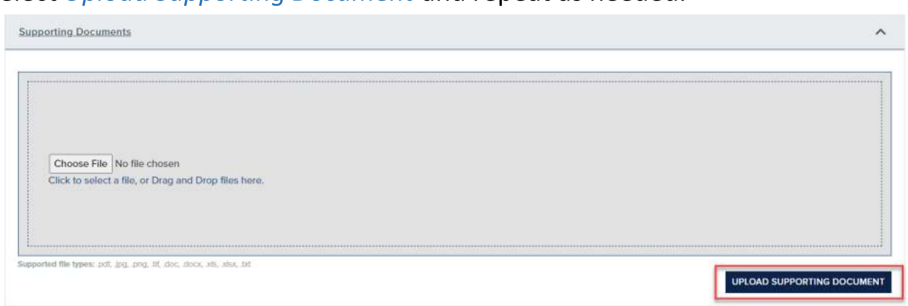
   i. Select *Split Distribution*.

   ii. Repeat steps 7a to 7f for the new line-item row created by the Split Distribution button.

8. In the **Supporting Documents** section, attach supporting documentation related to the payment or pledge. For check payments, include a copy of the check.

   a. Select *Choose file* to attach a document from your computer OR *Drag and Drop* a file from your File Explorer. Supported file types are: .pdf, .jpg, .png, .tif, .doc, .docx, .xls, .xlsx, and .txt.

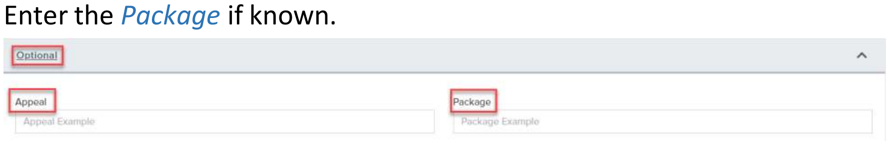
   b. Select *Upload Supporting Document* and repeat as needed.



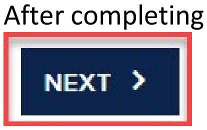
9. In the **Optional** section:

   a. Enter the *Appeal* if known

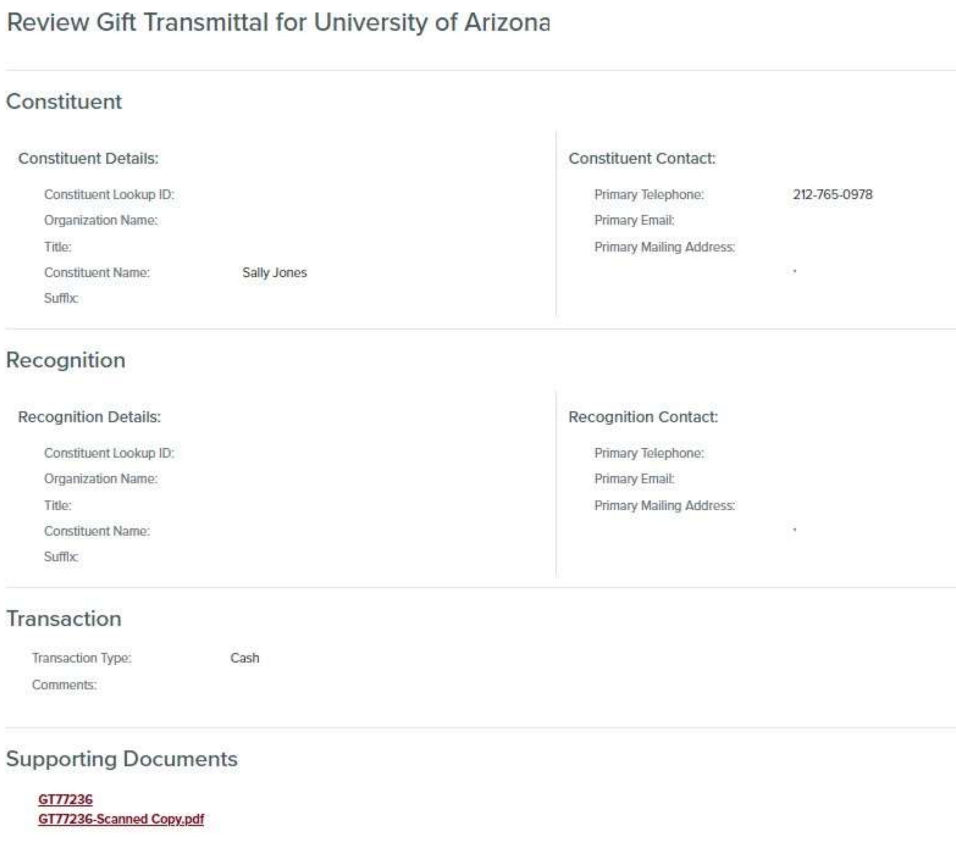
   b. Enter the *Package* if known.



10. After completing all the form sections, click *Next*.



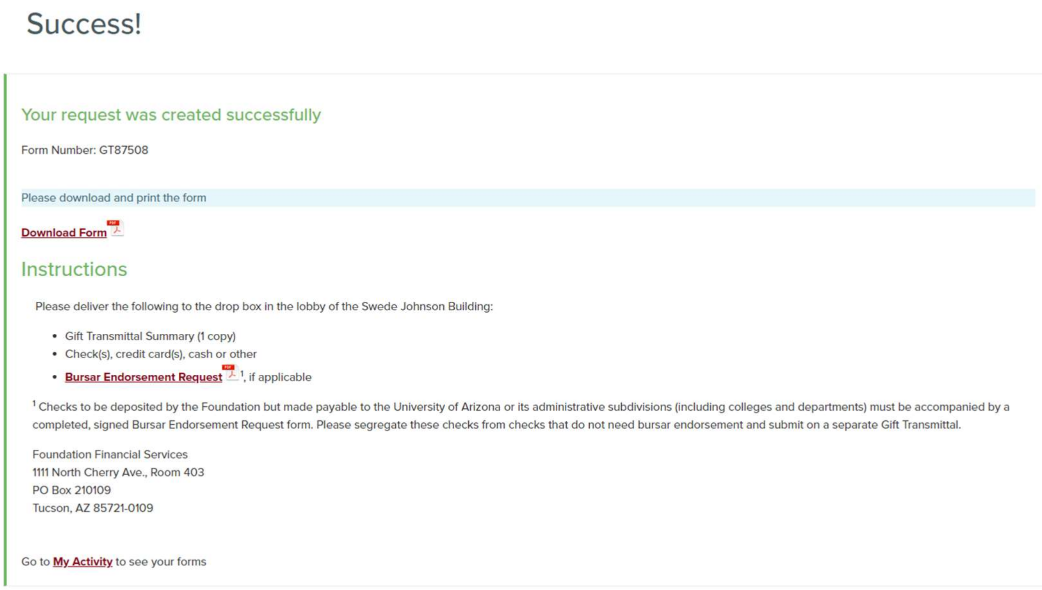
11. Review your request details on the *Review Gift Transmittal to the University of Arizonal* page. Review *Supporting Documentation* by clicking the **document link.** The document will download to your computer.



a. If changes are required, select **Edit**.

b. Once you have validated your request, select **Finalize and Print**.

c. For payments via cash and check, please select **Download Form** and drop off at the drop box in the lobby of the Swede Johnson Building along with the cash or check. Payment must be submitted within 14 days of submitting your form.



Gift Disbursements

Submit a Gift Disbursement Request

Complete the Gift Disbursement form to make a request to the University of Arizona Foundation to pay a vendor or other payee on your unit's behalf, or to provide reimbursement from a University of Arizona Foundation project. All gift disbursement requests require approval by a Signature Authority or a Division Designee. Additionally, your unit may have further internal approval requirements that need to be met. The UA Foundation may also require additional approvals (i.e., Provost). The request must meet the requirements stated in the project purpose.

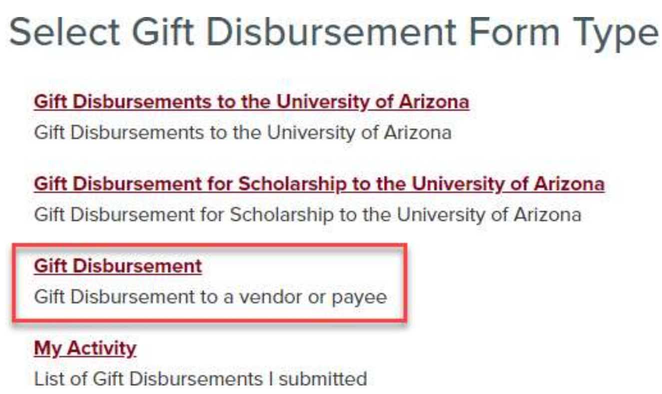
Once the requester completes the form, the approver will receive an email notification. If there are multiple approvers selected, the Signature Authority will receive the request to approve prior to the Division Designee. Once approved by campus, the request is routed to UAF Financial Services for processing. You can check the status of your request in My Activity. A post date will appear in My Activity for the request on the day the transaction is or will be posted by UAF Financial Services. Please note that this is the post date of the transaction in the Foundation records, not the day that the payment is received by the vendor. You can also check the approval status of the request through My Activity.

1. From the UAFDN **Home** page, click on *Forms* in the top menu.

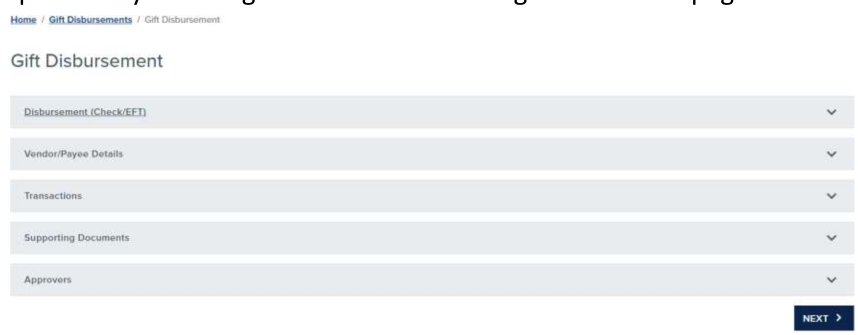
2. In the forms drop-down menu, select *Gift Disbursements.*


FORMS
TEMPLATES
Forms & Downloads
Access Request Forms
Gift Transmittal
Gift Disbursements

3. Select *Gift Disbursement* to create a new form.

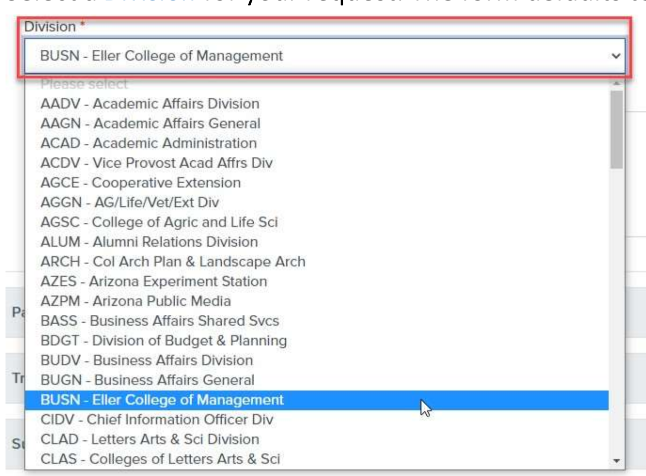


   a. The new form will open, with five sections to complete: *Disbursement (Check/EFT), Vendor/Payee Details, Transactions, Supporting Documents,* and *Approvers*. Each menu is expanded by selecting the **chevron** on the right side of the page.

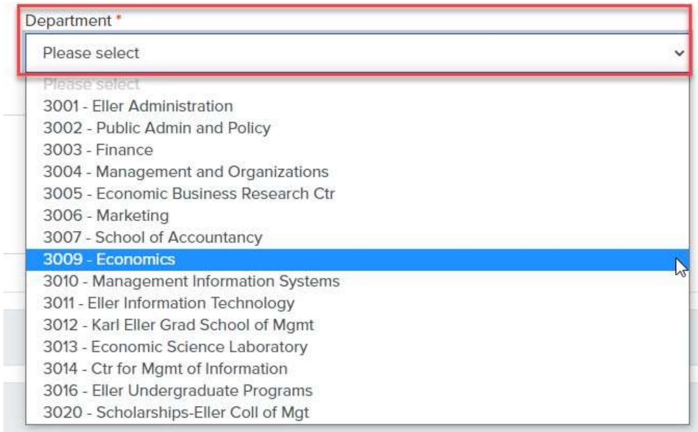


4. In the **Disbursement (Check/EFT)** section:

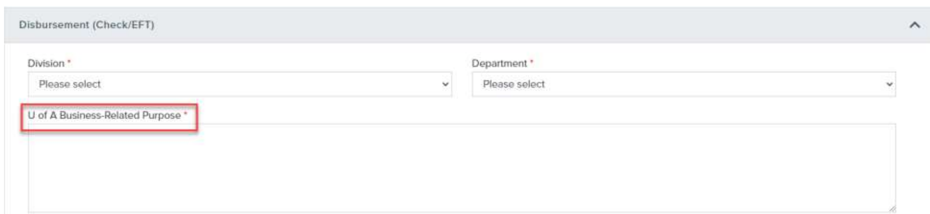
   a. Select a *Division* for your request. The form defaults to your home division.



   b. Select a *Department* (the list will populate based on your division selection).



c. Enter a summary of the business purpose for the request in *U of A Business-Related Purpose* field.



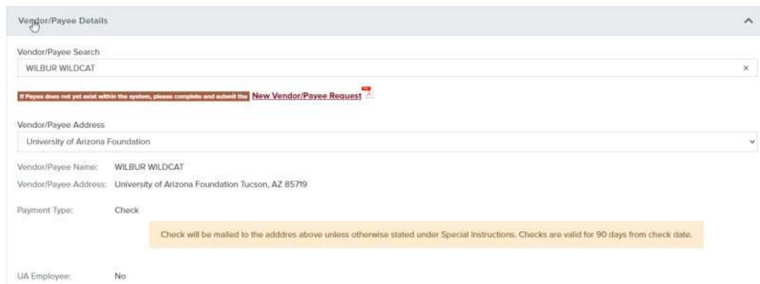
5. In the **Vendor/Payee Details** section:
   a. Type the Vendor or Payee Name into the *Vendor/Payee Search* box. You must include at least 3 characters. If the name is less than 3 characters add spaces after the name. <u>The vendor must be set-up by UAF Financial Services to appear in the search.</u> If the vendor or payee is not found, please submit a **New Vendor/Payee Request Form** (available in the Forms & Downloads section on UAFDN or linked from the form) to FSSupport@uafoundation.org. You will receive notification when the record is set up and it will then appear in the search for you to create your request.

   b. If the vendor is in the system, **select** the *Vendor/Payee Name* from the drop-down list. When selected, the Vendor/Payee Details populate into the form including thefollowing fields*:*

      i. **Vendor/Payee Name** – Name of the vendor or payee.
      ii. **Vendor/Payee Address** – Address for the vendor or payee on file. In most cases, there will only be a single address on record for the vendor or payee. However, in some cases, the vendor/payee may have multiple addresses on file. If there are multiple, you will need to additionally select from the drop-down menu to populate the address field. The primary address, as indicated in Financial Service's records, is noted with "primary" in parenthesis at the end of the address line.
      iii. **Payment Type** – Preferred payment method for the vendor or payee. Payment will be issued based on the preferred payment type for the vendor or payee. If you prefer for payment to be sent via a different method than stated, add your request to the *Special Instructions* field. For EFT, you must additionally submit the **Electronic**

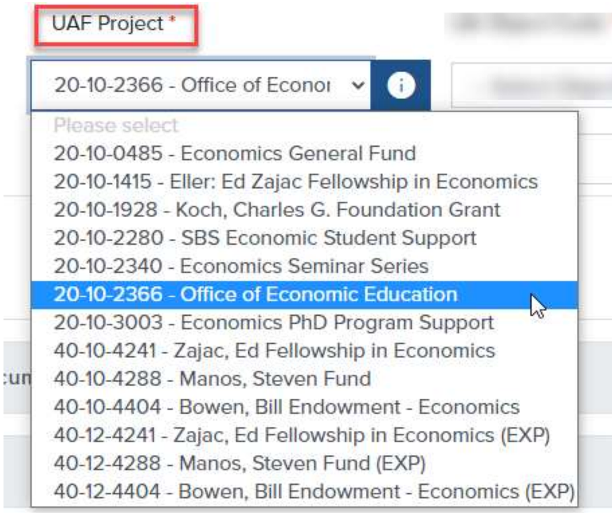
Funds Transfer Authorization Form to set-up a vendor or payee to receive payment via electronic fund transfers. For checks, payment will be sent to the selected address.

iv. **UA Employee** – This field notes whether the vendor is a UA employee. Please note that UAF cannot process compensatory payments to a UA employee related to university operations. For example, a payment to a UA staff for designing an event brochure. All such operational expenses must be processed through the University Payroll system.



c. Enter any *Special Instructions* in the text box, such as:
   i. Payment type exceptions (request a one-off payment type for this request only)
   ii. Wire payments (available on disbursements equal to or greater than $15,000) - Please note that a service fee of $50 will be charged
   iii. Rush check requests – please note that a service fee of $50 will charged

6. In the **Transactions** section:
   a. Select a *UAF Project* from the drop-down menu. The project list will populate based on your division and department selections. Payment will be withdrawn from this project.

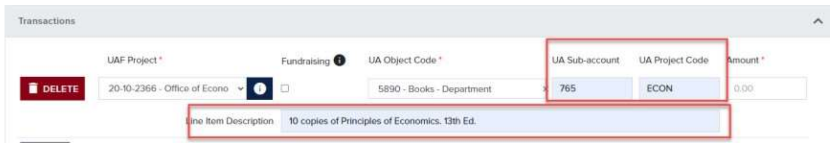


b. Click the information button to view the project balance and purpose. The expense must meet the requirements of the project purpose to be approved.

c. For fundraising expenses only, select the *Fundraising* checkbox. For example, if the expense is related to a donor interaction or event, the checkbox must be selected. This field must be selected for all fundraising-related expenses. The University of Arizona Foundation uses this information to accurately report on cost of fundraising.

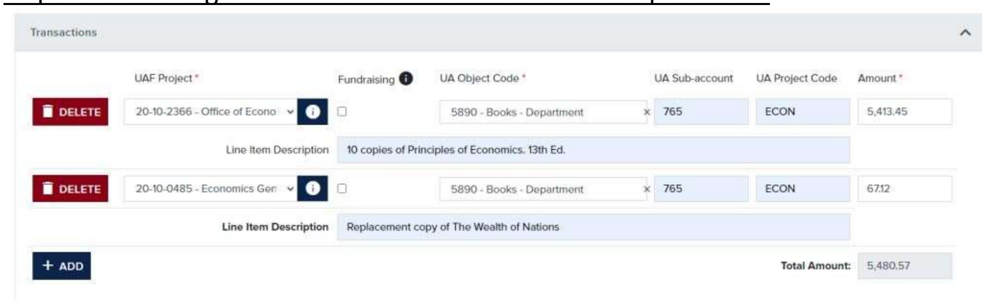
d. Enter the number or description in the *UA Object Code* field. The Object Codes listed here are the same as what you use for expenses in the UA Accounting System. You must enter 2 or more characters to activate the search drop-down menu. All transactions require an object code. The object code will appear on the Project Overview and Activity Report. This field is designed to help you better manage and reconcile your project activity.

e. Enter optional UA reporting codes and Line Item Description, if applicable. The reporting codes and line item description will appear on the Project Activity Report and are there to help you manage and reconcile project activity.
    i. *UA Sub-account* – Optional free text field for you to enter a UA Sub-Account if applicable.
    ii. *UA Project Code* – Optional free text field for you to enter a UA Project Code if applicable.
    iii. *Line Item Description* – Optional free text field for adding a description of the line item.



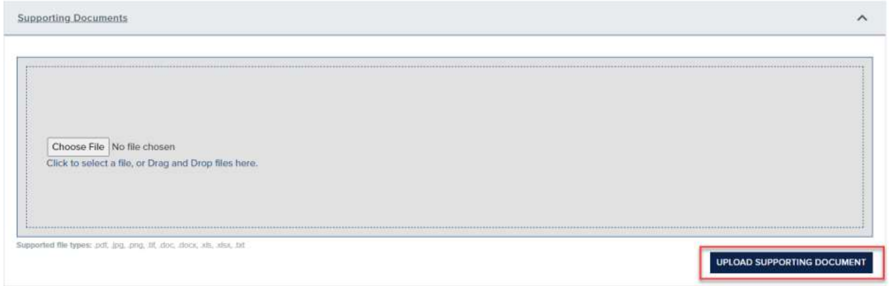
f. Enter the *Amount* for the transaction line item.

7. Click + ADD to enter multiple transaction line items to your request, repeating the above steps. <u>All requests on a single form must fall within the same department.</u>



8. If needed, click DELETE to remove transaction line items.
9. Review the *Total Amount* for the request. The Total Amount sums the Amount of all transaction line items.
10. In the **Supporting Documents** section:
    a. Select *Choose file* to attach a document from your computer OR *Drag and Drop* a file from your File Explorer. Supported file types and size limits are displayed below the document attachment box.

b. *Upload Supporting Document* must be selected for the file to upload. Repeat with additional documents as needed. Supporting documentation is required for all requests.

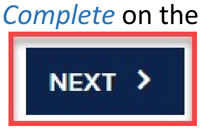


11. In the **Approvers** section, select the required approvals for your request. At least one Signature Authority or Division Designee is required per request to satisfy UAF requirements. Your Division or Department may have additional internal approval requirements depending on the unit. A Division Designee can be added by the Signature Authority before final approval. Along with this you may also select two optional checkboxes that indicate whether this form requires Provost approval, or Senior VP Health Sciences approval, based on UAF policies.
    a. Select *Signature Authority*, if applicable, from the drop-down menu.

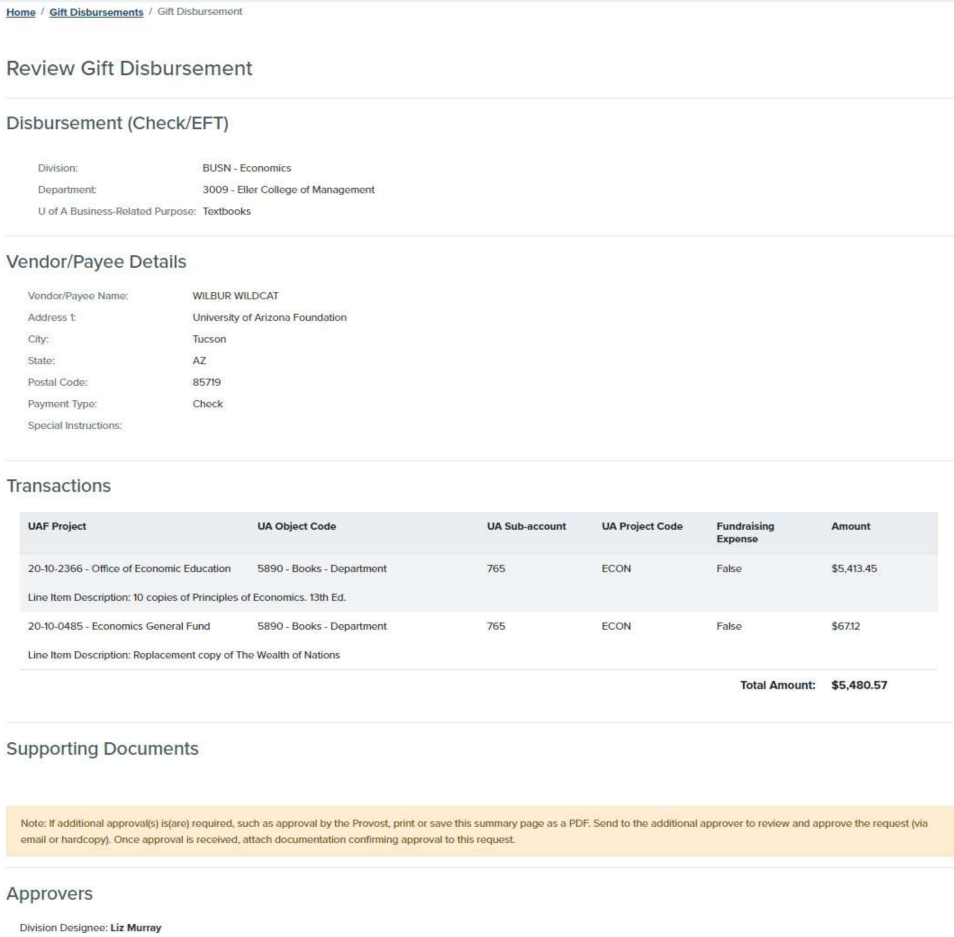
    b. Select *Division Designee*, if applicable, from the drop-down menu.

    c. Select Requires Provost Approval or Requires Senior VP Health Sciences Approval, if applicable. Note that selecting either of these options will route the request to these approvers as well.

12. After completing all the form sections, click *Next*. At this point, your request will be saved and you can view and edit it by going to My Activity. Your request will not be submitted until clicking *Complete* on the next page.



13. Review your request details on the *Review Gift Disbursement* page. Review *Supporting Documentation* by clicking the **document link.** The document will download to your computer.



Home / Gift Disbursements / Gift Disbursement

Review Gift Disbursement

Disbursement (Check/EFT)

Division:	BUSN - Economics
Department:	3009 - Eller College of Management
U of A Business-Related Purpose:	Textbooks

Vendor/Payee Details

Vendor/Payee Name:	WILBUR WILDCAT
Address 1:	University of Arizona Foundation
City:	Tucson
State:	AZ
Postal Code:	85719
Payment Type:	Check
Special Instructions:	

Transactions

UAF Project	UA Object Code	UA Sub-account	UA Project Code	Fundraising Expense	Amount
20-10-2366 - Office of Economic Education	5890 - Books - Department	765	ECON	False	$5,413.45
Line Item Description: 10 copies of Principles of Economics. 13th Ed.					
20-10-0485 - Economics General Fund	5890 - Books - Department	765	ECON	False	$67.12
Line Item Description: Replacement copy of The Wealth of Nations					
				Total Amount:	$5,480.57

Supporting Documents

Note: If additional approval(s) is(are) required, such as approval by the Provost, print or save this summary page as a PDF. Send to the additional approver to review and approve the request (via email or hardcopy). Once approval is received, attach documentation confirming approval to this request.

Approvers

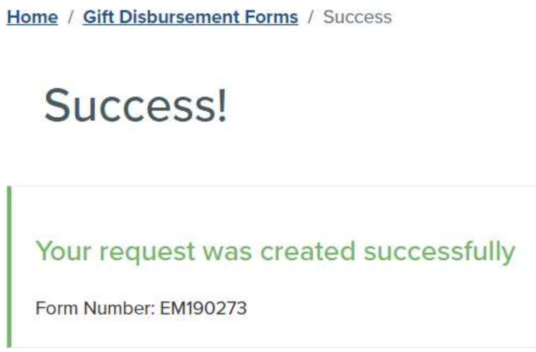
Division Designee: **Liz Murray**

a. If changes are required, select **Cancel or Edit**.

b. Once you have validated your request, select **Submit For Approval** to submit your form for approval.

14. Once completed, you will receive a confirmation screen with the form number confirming your request was created successfully. The approver(s) will receive an email notification to review and approve the request in UAFDN. Upon approval or denial by campus approvers, you will receive an

email notifying you of approval or denial of your request.



15. If edits are needing to be made to the form(s) you submitted OR you would like to check on approval status of your forms, you can go to your My Activity tab. Here you will be able to view all forms you have ever submitted, but you will only be able to make edits until the first approval is received. For more information on "My Activity", please refer to page 60 of this User Guide.

Submit a Gift Disbursement to the University of Arizona Request

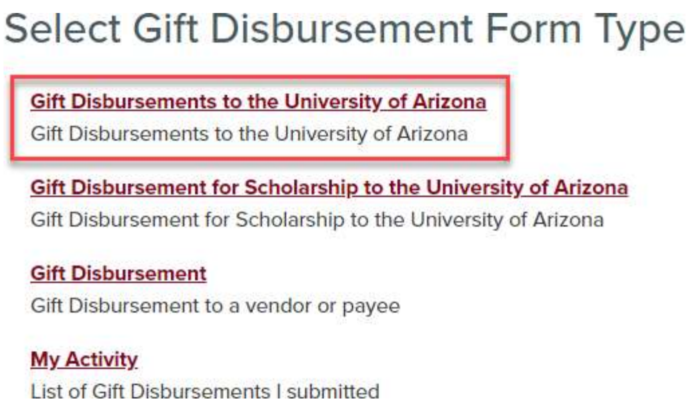
Complete the Gift Disbursement to the University of Arizona form to make a general request (e.g. non-scholarship) to transfer funds from a University of Arizona Foundation project to a University of Arizona account. Gift Disbursement to the University of Arizona requests require approval by a Signature Authority or a Division Designee. Additionally, your unit may have further approval requirements that need to be met. The request must meet the requirements stated in the project purpose.

Once the requester completes the form, the approver(s) will receive an email notification. Once approved by campus, the request is routed to UAF Financial Services for processing. You can check the status of your request in My Activity. A processed date will appear in My Activity for the request on the day the form is processed by UAF Financial Services. You can also check the approval status of the request through My Activity.

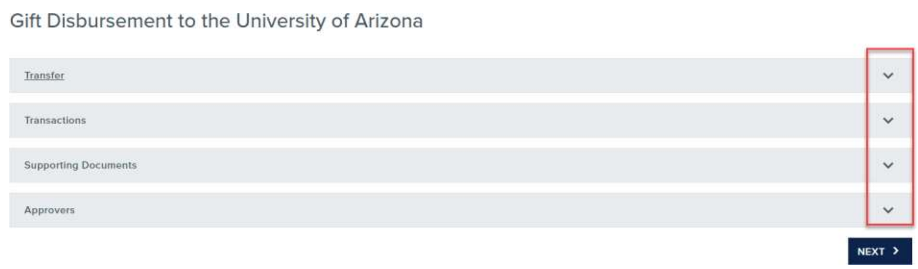
1. From the **Home** page, click on *Forms.*

2. In the forms drop-down menu, select *Gift Disbursements.*

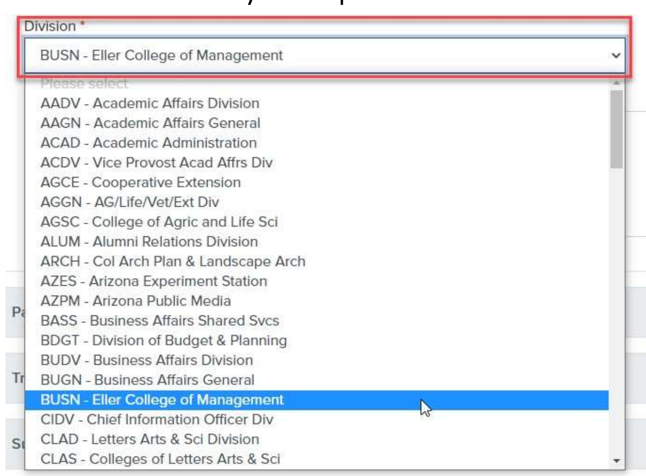
3. Select *Gift Disbursements to the University of Arizona* to create a new form.



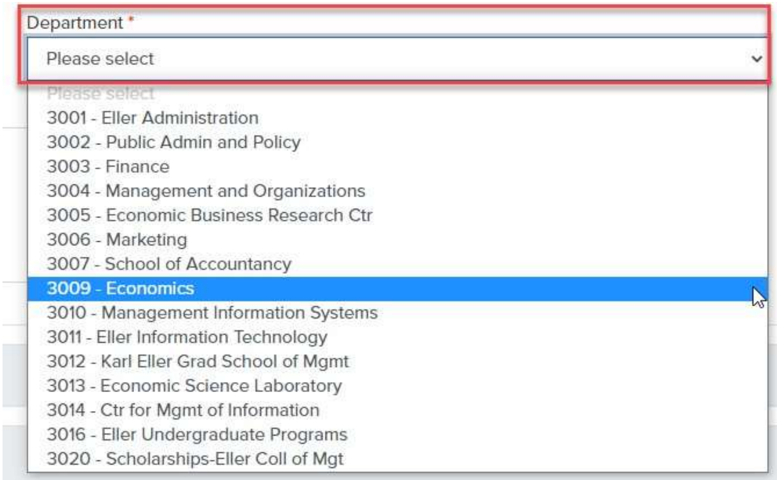
   a. There are four sections to complete: *Transfer, Transactions, Supporting Documents,* and *Approvers*. Each menu is expanded by selecting the down arrow on the right of each bar line.



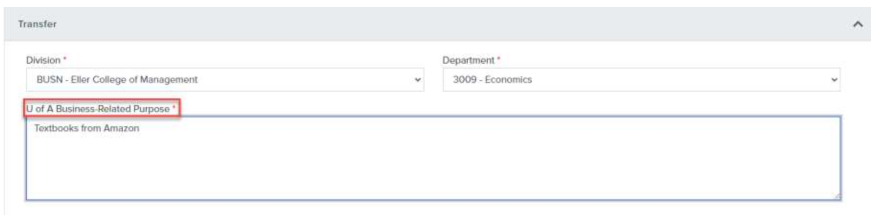
4. In the **Transfers** section:
   a. Select a *Division* for your request.



   b. Select a *Department* (the list will populate based on your division selection).

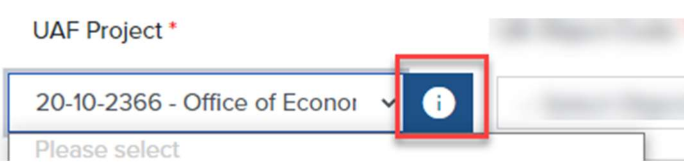


c. Enter a summary of the business purpose for the request in *U of A Business-Related Purpose* field.

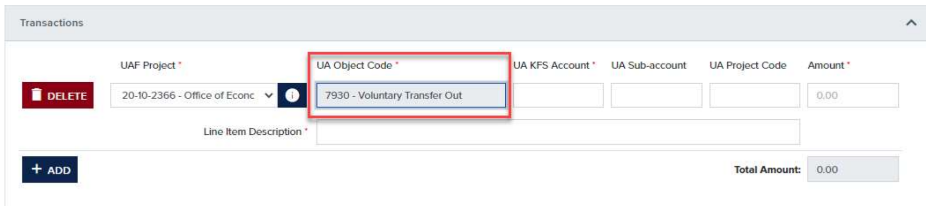


5. In the **Transactions** section:
   a. Select a *UAF Project* from the drop-down menu. Funds will be transferred <u>from</u> this project.

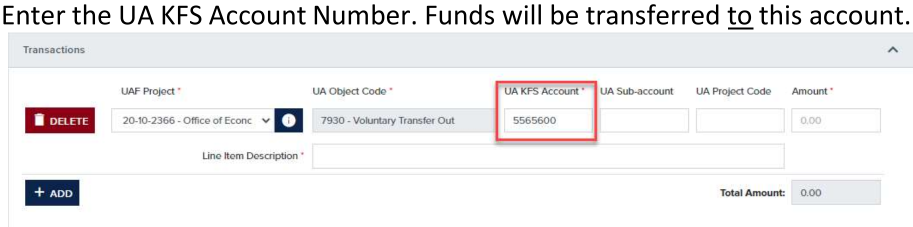
   b. Click the information button to view the project purpose. The expense must fall within the project purpose to be approved.



c. By default, the *UA Object Code* will display "7930 – Voluntary Transfer Out". All transactions require an object code. The object code will appear on the Project Activity for reporting purposes.

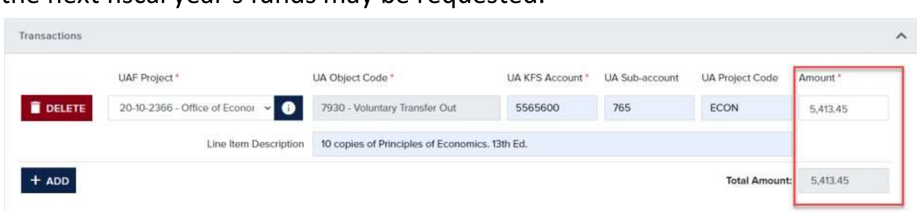


d. Enter the UA KFS Account Number. Funds will be transferred <u>to</u> this account.

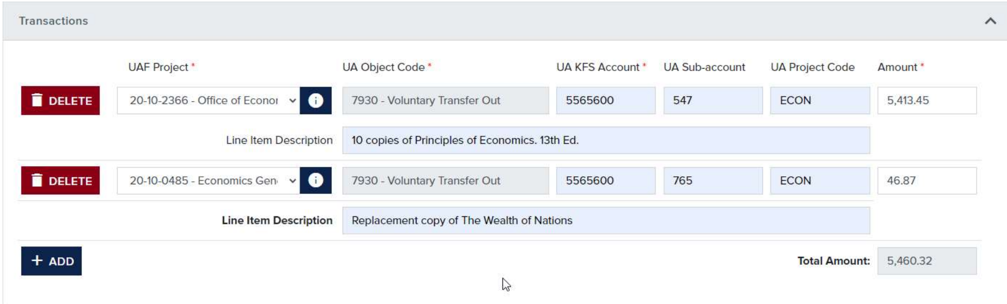


e. Enter optional UA reporting codes if applicable. The reporting codes will appear on the Project Activity for reporting purposes.
   i. *UA Sub-account* – Optional free text field for you to enter a UA Sub-Account if applicable.
   ii. *UA Project Code* – Optional free text field for you to enter a UA Project Code if applicable.
   iii. *Line Item Description* – Optional free text field for adding a description of the line item.

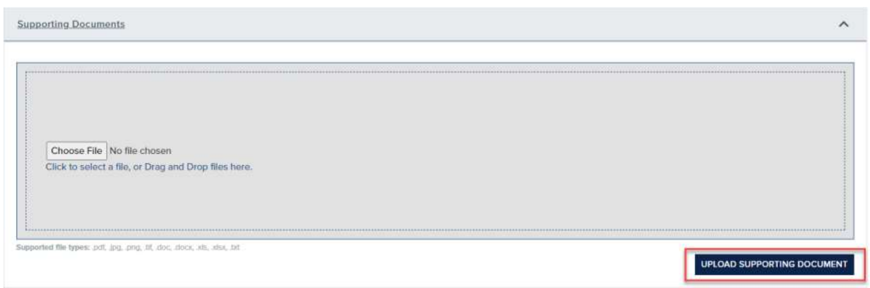
f. Enter the *Amount* for the line item. If your request is (a) to fund salaries or other operational expenses to be incurred in the future, and (b) greater than $20,000, then your request is limited to the amount that will be needed in the upcoming quarterly period (i.e., next three months). The only exception to this policy is for transfers to fund an Eminent Scholars position, for which the next fiscal year's funds may be requested.



6. Click + ADD to enter multiple line items to your request, repeating the above steps. <u>All requests on a single form must fall within the same department.</u>



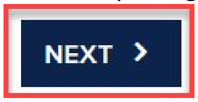
7. If needed, click DELETE to remove line items.
8. Review the *Total Amount* for the request. The Total Amount sums the Amount of all line items.
9. In the **Supporting Documents** (Note: Supporting documentation must be attached for requests greater than $20,000) section:
    a. Select *Choose file* to attach a document from your computer OR *Drag and Drop* a file from your File Explorer. Supported file types and size limits are displayed below the document attachment box..
    b. Select *Upload Supporting Document* and repeat as needed.



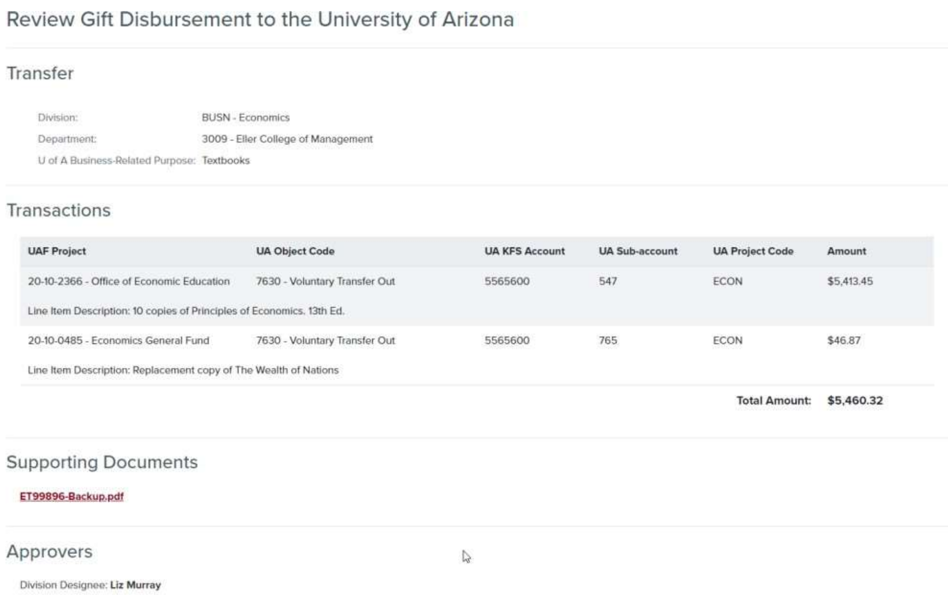
10. In the **Approvers** section:
    a. Select *Signature Authority*, if applicable, from the drop-down menu. At least one Signature Authority or Division Designee is required per request to satisfy UAF requirements. A Division Designee can be added by the Signature Authority before final approval. Your Division or Department may have additional internal approval requirements depending on the unit.

    b. Select *Division Designee*, if applicable, from the drop-down menu. At least one Signature Authority or Division Designee is required per request to satisfy UAF requirements. Your Division or Department may have additional internal approval requirements depending on the unit.

11. After completing all the form sections, click *Next*.



12. Review your request details on the *Review Gift Disbursement to the University of Arizona* page. Review *Supporting Documentation* by clicking the **document link.** The document will download to your computer.



Review Gift Disbursement to the University of Arizona

Transfer

Division:	BUSN - Economics
Department:	3009 - Eller College of Management
U of A Business-Related Purpose:	Textbooks

Transactions

UAF Project	UA Object Code	UA KFS Account	UA Sub-account	UA Project Code	Amount
20-10-2366 - Office of Economic Education	7630 - Voluntary Transfer Out	5565600	547	ECON	$5,413.45
Line Item Description: 10 copies of Principles of Economics. 13th Ed.					
20-10-0485 - Economics General Fund	7630 - Voluntary Transfer Out	5565600	765	ECON	$46.87
Line Item Description: Replacement copy of The Wealth of Nations					
				Total Amount:	$5,460.32

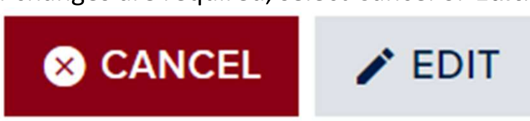
Supporting Documents

ET99896-Backup.pdf

Approvers

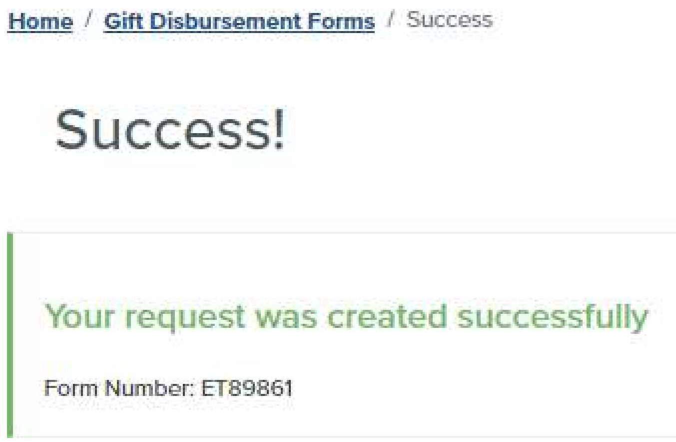
Division Designee: Liz Murray

a. If changes are required, select Cancel or **Edit**.



b. Once you have validated your request, select Submit For Approval to submit your form for approval.

13. Once completed, you will receive a confirmation screen with the form number. The approver(s) will receive an email notification to review and approve the request in UAFDN.



14. If edits are needing to be made to the form(s) you submitted OR you would like to check on the approval status of your forms, you can go to your My Activity tab. Here you will be able to view all forms you have ever submitted, but you will only be able to make edits until the first approval is received. For more information on "My Activity", please refer to page 60 of this User Guide.

Submit a Gift Disbursement for Scholarship to the University of Arizona Request

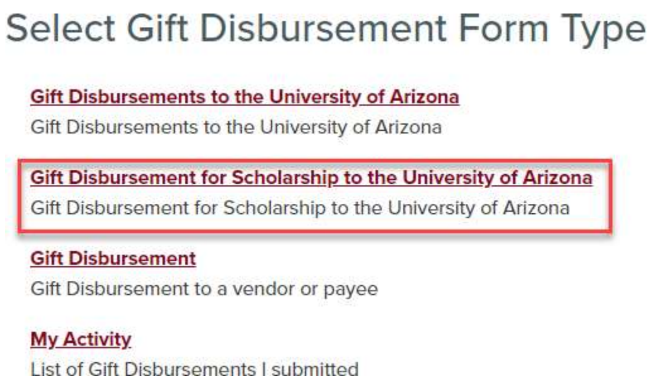
Complete the Gift Disbursement for Scholarship to the University of Arizona form to make a request to transfer funds related to a scholarship from a University of Arizona Foundation project to a University of Arizona account. Gift Disbursement to the University of Arizona requests require approval by a Signature Authority or a Division Designee. Additionally, your unit may have further approval requirements that need to be met. The request must meet the requirements stated in the project purpose.

Once the requester completes the form, the approver(s) will receive an email notification. Once approved by campus, the request is routed to UAF Financial Services for processing. You can check the status of your request in My Activity. A processed date will appear in My Activity for the request on the day the form is posted by UAF Financial Services. Please note that this is the post date of the transaction in the Foundation records – not the day that the payment is received by the University of Arizona. You can also check the approval status of the request through My Activity.

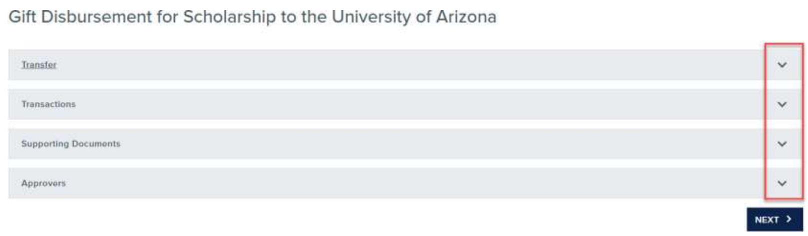
1. From the **Home** page, click on *Forms.*

2. In the forms drop-down menu, select *Gift Disbursements.*

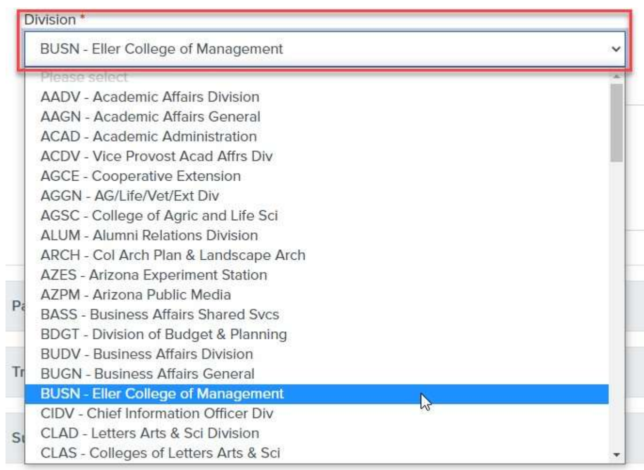
3. Select the *Gift Disbursements for Scholarship to the University of Arizona.*



   a. There are four sections to complete: *Transfer, Transactions, Supporting Documents,* and *Approvers*. Each menu is expanded by selecting the down arrow on the right side of the page.

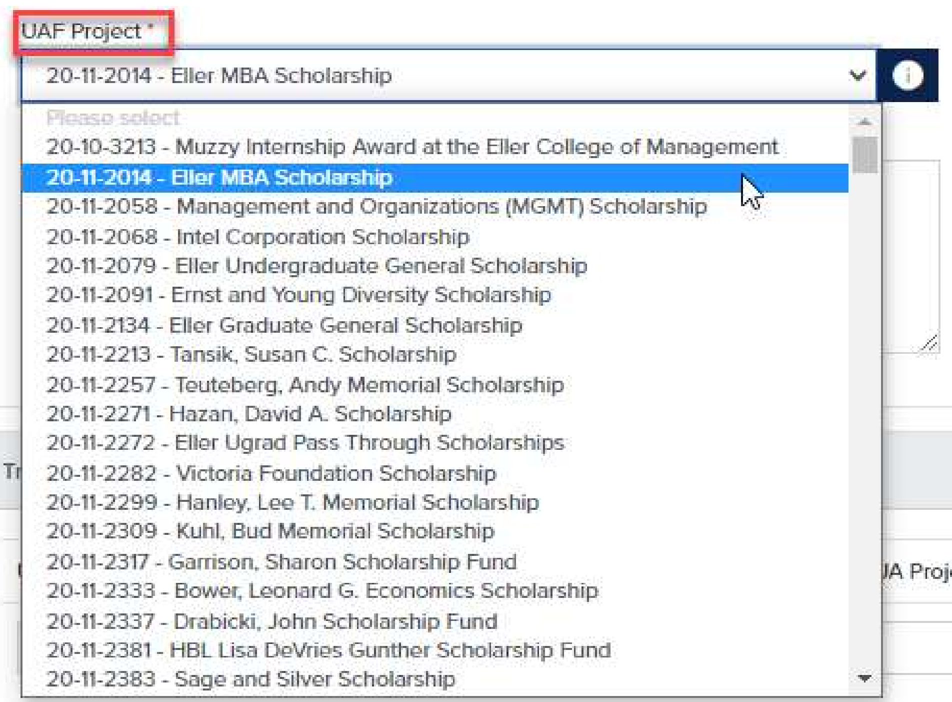


4. In the **Transfer** section:
   a. Select a *Division* for your request.

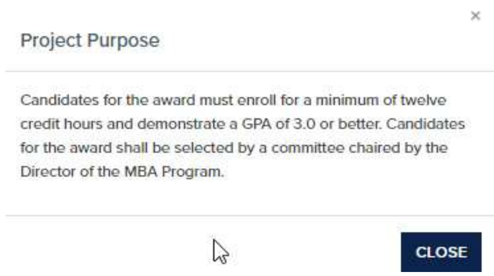


   b. Select a *Department* (the list will populate based on your division selection).

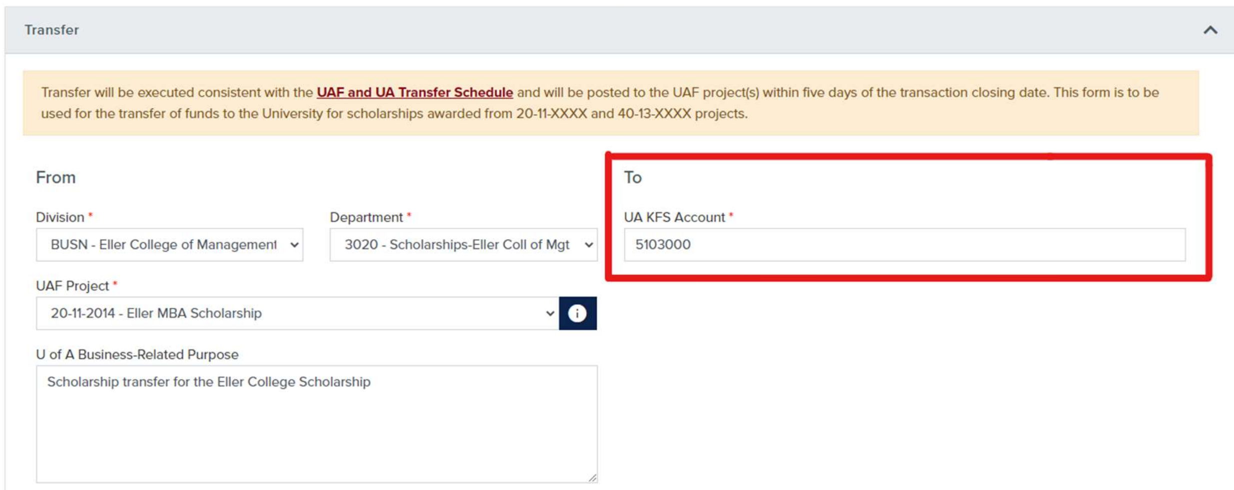
c. Select a *UAF Project* from the drop-down menu. Funds will be transferred from this project to the selected UA account. You can only enter one project and one KFS account per form.



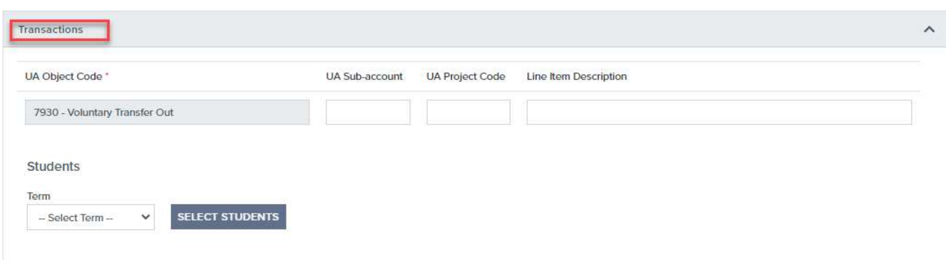
d. Click the information button to view the project purpose. The expense must meet the requirements of the project purpose to be approved.



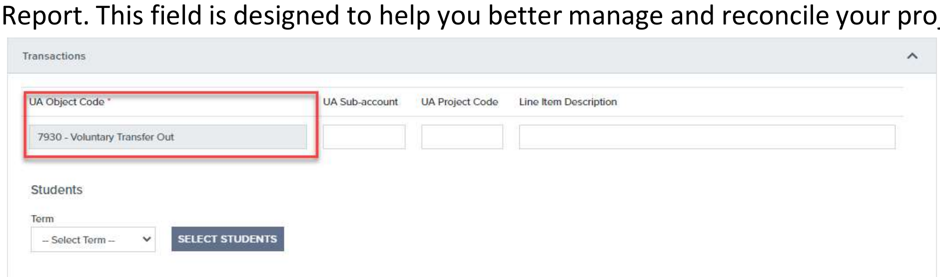
e. By default, the *UA KFS Account* will populate based on your UAF project selection. Edit the field to override the default or if it is blank.



5. In the **Transactions** section:

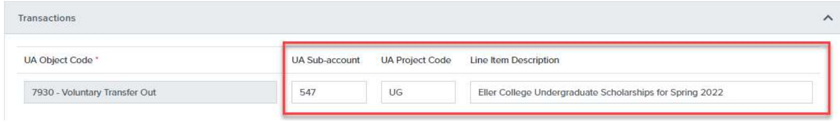


a. By default, the *UA Object Code* will display "7930 – Voluntary Transfer Out". All transactions require an object code. The object code will appear on the Project Overview and Activity Report. This field is designed to help you better manage and reconcile your project activity.

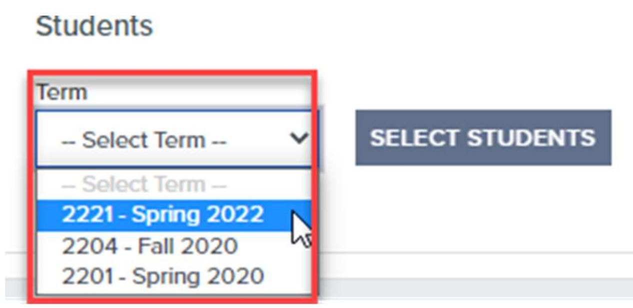


b. Enter optional UA reporting codes if applicable. These reporting codes will appear on the Project Overview and Activity Report and are there to help you manage and reconcile project activity.
   i. *UA Sub-account –* Free text field for UA KFS Sub-Account
   ii. *UA Project Code –* Free text field for UA Project Code

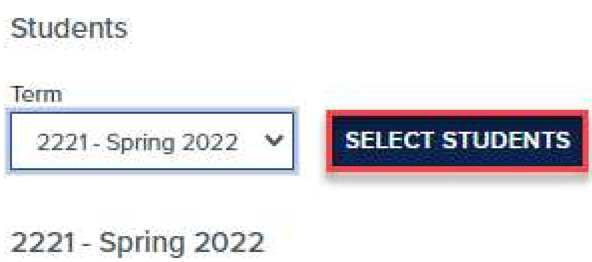
iii. *Line Item Description –* Free text field for adding a description of the line item.



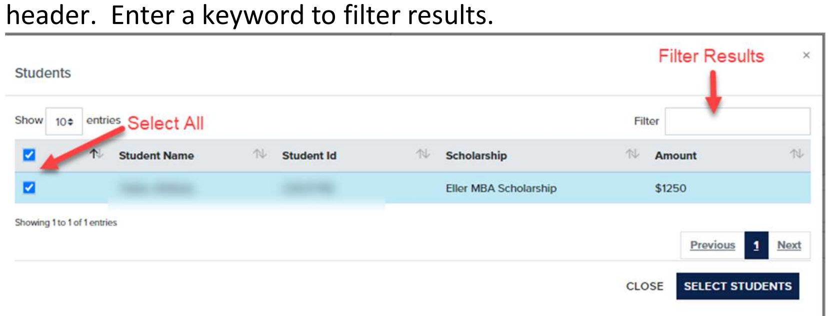
6. In the **Students** section:
    a. Select the *Term.* The scholarship must have been offered to the student to be eligible for payment.



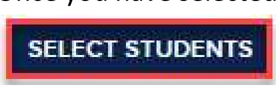
    b. Click *Select Students.* A pop-up window opens with a list of students for the term.



    c. Select the related student(s) to the fund request. To select all, select the checkbox in the header. Enter a keyword to filter results.



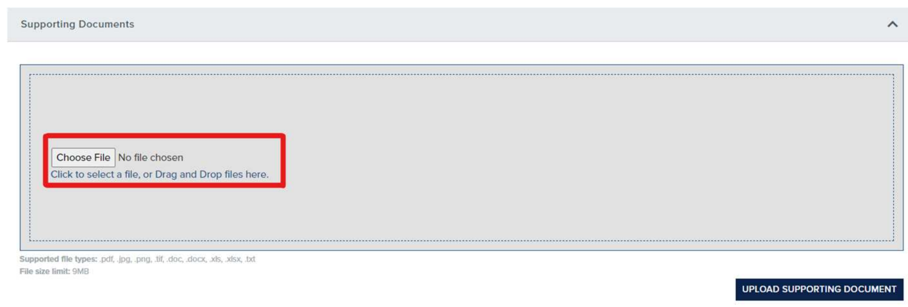
    d. In the Students pop up box, enter a keyword in the Filter field to filter results if necessary.
    e. Once you have selected the student(s) related to the fund request, click *Select Students*.



    f. To change the selection of students, click *Select Students* again and re-select the students.
    g. Your request amount updates based on the total amount awarded to the selected student(s).
        i. You can edit the total amount for the transaction if needed. For example, if you only need partial funding. You cannot request an amount greater than the sum of the

students selected.

7. In the **Supporting Documents** section, you can add supporting documentation to your request. Additional documentation is only required if you were unable to search and select the students related to the award in the Transactions section.
   a. Select *Choose file* to attach a document from your computer OR *Drag and Drop* a file from your File Explorer. Supported file types are: .pdf, .jpg, .png, .tif, .doc, .docx, .xls, .xlsx, and .txt. File Size Limit is 9MB.

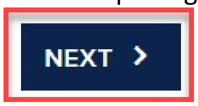


   b. Select *Upload Supporting Document* and repeat as needed.

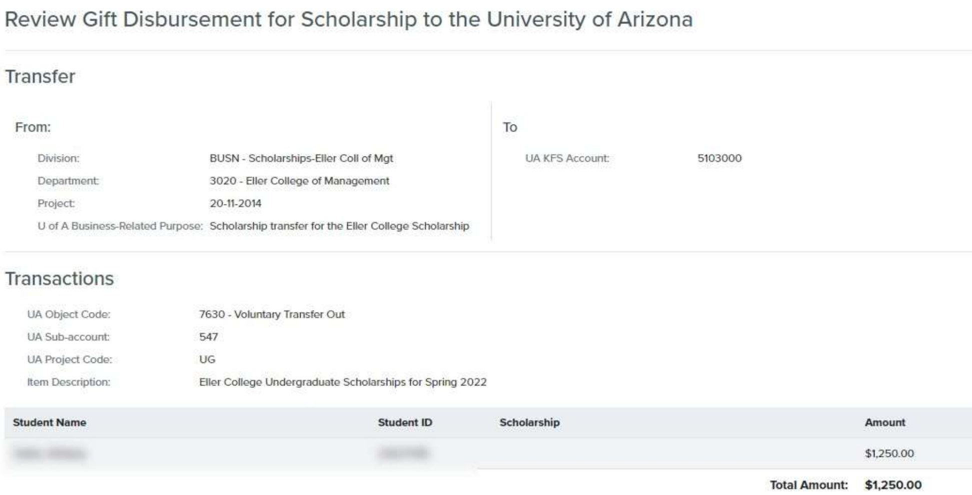
8. In the **Approvers** section:
   a. Select *Signature Authority*, if applicable, from the drop-down menu. At least one Signature Authority or Division Designee is required per request to satisfy UAF requirements. A Division Designee can be added by the Signature Authority before final approval. Your Division or Department may have additional internal approval requirements depending on the unit.

   b. Select *Division Designee*, if applicable, from the drop-down menu. At least one Signature Authority or Division Designee is required per request to satisfy UAF requirements. Your Division or Department may have additional internal approval requirements depending on the unit.

9. After completing all the form sections, click *Next*.



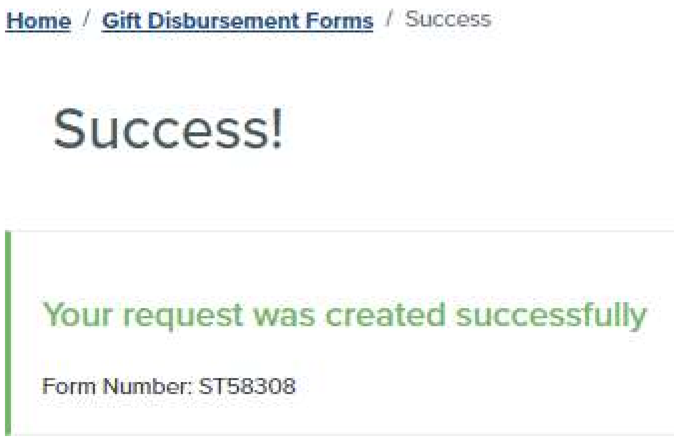
10. Review your request details on the *Review Gift Disbursement for Scholarships to the University of Arizona* page. Review *Supporting Documentation* by clicking the **document link.** The document will download to your computer.



a. If changes are required, select **Cancel or Edit**.

b. Once you have validated your request, select **Submit For Approval** to submit your form for approval.

11. Once completed, you will receive a confirmation screen with the form number. The approver(s) will receive an email notification to review and approve the request in UAFDN.



12. If edits are needing to be made to the form(s) you submitted OR you would like to check on approval status of your forms, you can go to your My Activity tab. Here you will be able to view all forms you have ever submitted, but you will only be able to make edits until the first approval is received. For more information on “My Activity”, please refer to page 60 of this User Guide.

Approve Gift Disbursement, Gift Disbursement to the University of Arizona, and Gift Disbursement for Scholarships to the University of Arizona Requests

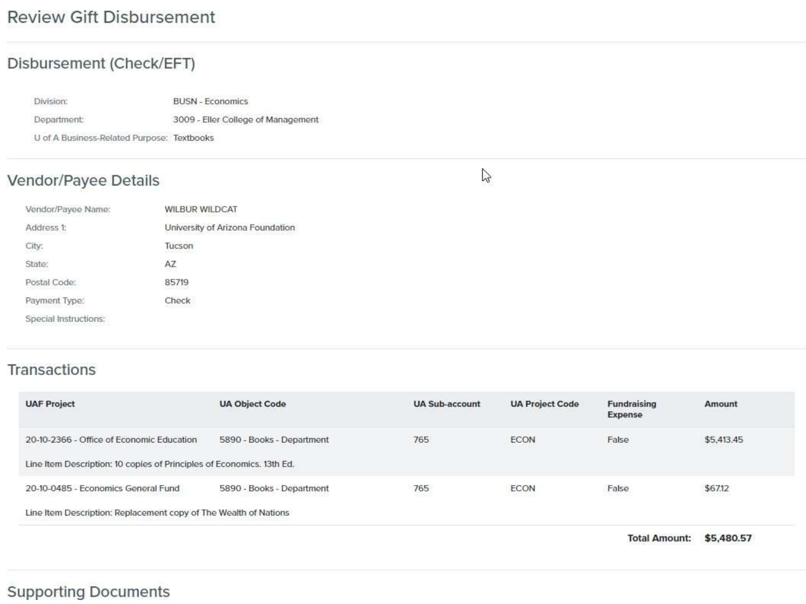
All gift disbursement requests require approval by a Signature Authority or a Division Designee. Additionally, your unit may have further internal approval requirements that need to be met. The UA Foundation may also require additional approvals (i.e., Provost). The request must meet the requirements stated in the project purpose.

1. You will receive an **email notification** when a request is submitted that requires your approval.

   OR

   You can go to UAFDN.org and select your My Activity tab to view all forms that need your approval and approve from there.
2. From the email, click the **link** to navigate to the request. The link will only work for approvers.
3. Login to *UAFDN.org* to view request.
4. Review the *Gift Disbursement* request details.
   a. As an approver, it is your responsibility to:
      i. Validate the requested amount.
      ii. Confirm the business purpose of the transaction is consistent with the donor intent of the project.

iii. Ensure that supporting documentation is complete and accurate.

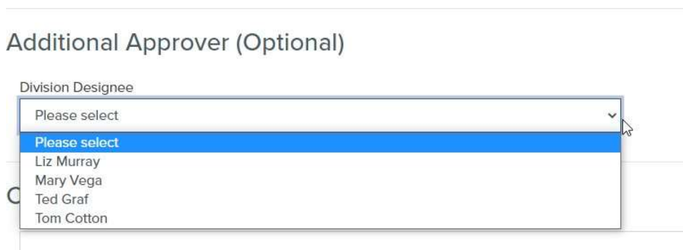


5. Review *Supporting Documentation* by clicking the **document link.** The document will download to your computer.

6. You can add optional supporting documents if needed (e.g. to add an email that includes an additional approval for the request).
    a. Select *Choose file* to attach a document from your computer OR *Drag and Drop* a file from your File Explorer. Supported file types are: .pdf, .jpg, .png, .tif, .doc, .docx, .xls, .xlsx, and .txt. File Size Limit is 9MB.

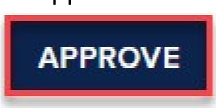
b. Select *Upload Supporting Document*.

7. In the **Approvers** section, you can view the selected approvers for the request.
   a. If you are a Signature Authority approver, you can add an optional Division Designee approver to the request if a Division Designee was not selected in the initial request. Once you approve, the request will additionally be sent to the Division Designee.

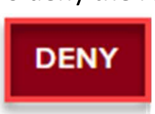


8. Enter *Comments*. Comments are required when denying a request.

9. To approve the request, select *Approve.*



10. To deny the request, select *Deny* and add a comment.



11. Once completed, you will receive a confirmation screen.
    a. If approved, the request will be forwarded to any additional approvers and then sent to University of Arizona Foundation Financial Services for processing.
    b. If denied, the requester will receive an email notification with the comments included from the reviewer and be able to re-submit the request with corrections if needed.

My Activity

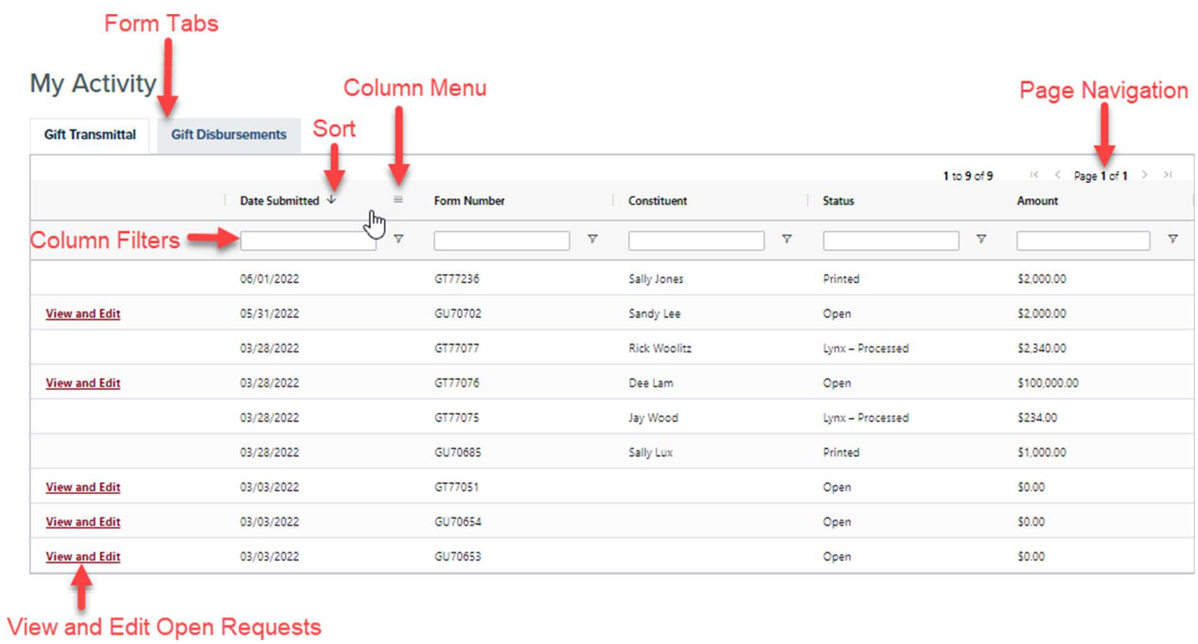
My Activity Overview

Through My Activity, you can:

- **View** a list of your Gift Transmittal and Gift Disbursement requests (you cannot see requests submitted by other users)
- **Track** the status of the request for Gift Transmittals from form creation to when it has been posted in Lynx. For Gift Disbursements, you can view the post date of the form as well as approval status.
- **View** a list of Gift Disbursements that were submitted by other users which require your approval.

My Activity list options include:

- **Form tabs** – View requests by form type on a single tab
- **Sort** – Sort data by column
- **Column menu** – Access a menu of column features (e.g. resize or pin columns, filter data, add/remove columns)
- **Column filters** - Filter data
- **Page navigation** – Navigate across multiple pages
- **View and edit open requests** – View and edit open requests



The following columns appear in the My Activity grid for Gift Transmittal:

Column	Description
Date Submitted	Date the form was created
Form Number	Auto-generated form number • Begins with GT for UAF • Begins with GU for UA
Constituent	Constituent name from form – For historic requests, if multiple constituents are included in the request, multiple rows will appear in the list for the form number

Status	1. "Open" - New form created in UAFDN 2. "Printed" - Form printed 3. "Lynx – Processed" – Transaction processed in Lynx Once processed in Lynx, the gift will be posted to to UAFDN, usually within 1-2 business days.
Amount	Total gift amount for the transaction

The following columns appear in the My Activity grid for Gift Disbursement:

Column	Description
Submitted Date	Date the form was submitted by user
Form Number	Auto-generated form number • Begins with EM for Gift Disbursements • Begins with ET for Gift Disbursements to University of Arizona • Begins with ST for Gift Disbursements for Scholarships to University of Arizona
Department	Related Department for disbursement request
Amount	Total amount requested for disbursement
Signature Authority Status	Approval status of Signature Authority, if a Signature Authority has been selected for approval
Designee Status	Approval status of Designee, if a Designee has been selected for approval
Provost Status	Approval status of Provost, if "Requires Provost Approval" box is checked
VP Health Science	Approval status of VP Health Sciences, if "Requires Senior VP Health Sciences Approval" box is checked
UAF Status	Approval status by UAF Financial Services
Post Date	Post date of the transaction in the Foundation records. Please note this is not the day the payment is received by the vendor/payee/University of Arizona.

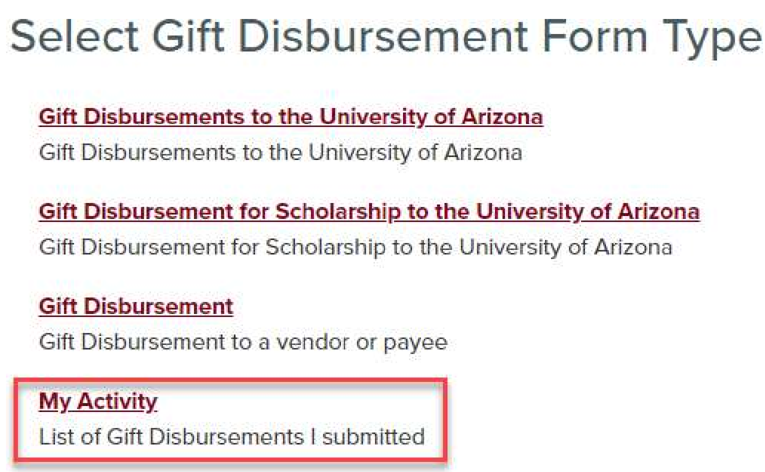
Access My Activity

1. Sign in to **UAFDN.org**.
2. Select **My Activity** located under your user login

3. You can also access My Activity from the Gift Transmittal or Gift Disbursement Forms pages.

a. For Gift Transmittals, navigate to **Forms** > **Gift Transmittals**

b. For Gift Disbursements, navigate to **Forms** > **Gift Disbursements**



View and Edit an Open Request Form

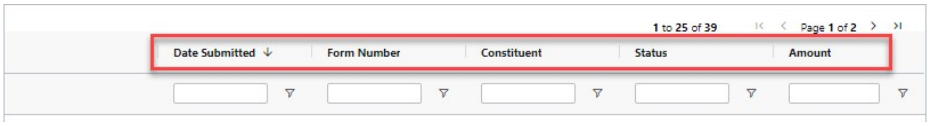
If the request is in the Initialized OR Open status, a link to View and Edit the form will appear in the grid. You can edit Gift Transmittal Requests up until you select ***Finalize and Print****. For Gift Disbursements, you can edit the form until the first approval is received.*

1. Open **My Activity**.
2. Select the appropriate form tab (e.g. Gift Transmittal or Gift Disbursements).
3. Click the *View and Edit* link.

4. You will be directed to the open form page.
5. Edit the page as needed.

Sort My Activity list

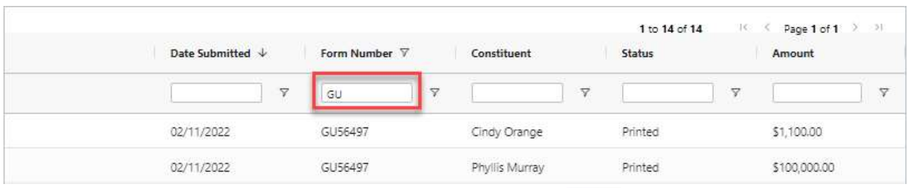
1. Click on the **column** to sort the list (e.g. by Date Submitted, Form Number, Constituent, Status or Amount).

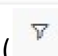


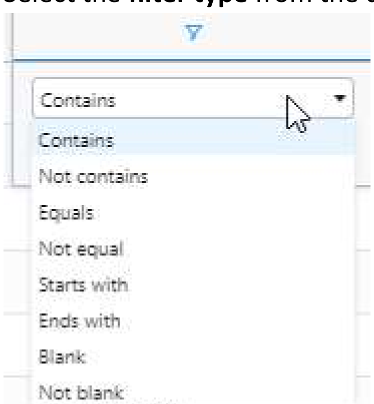
2. Click the **arrow** icon to reverse the sort order.
   a.  = Ascending order
   b.  = Descending order

Filter My Activity by column

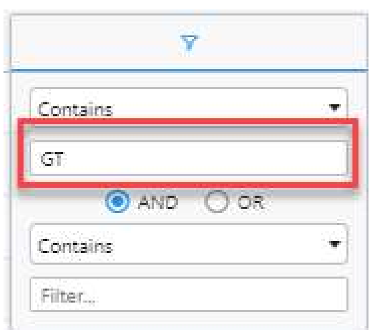
1. Enter **filter criteria** in the text box in the column header and press **enter**. Delete the text and press enter again to clear the filter.



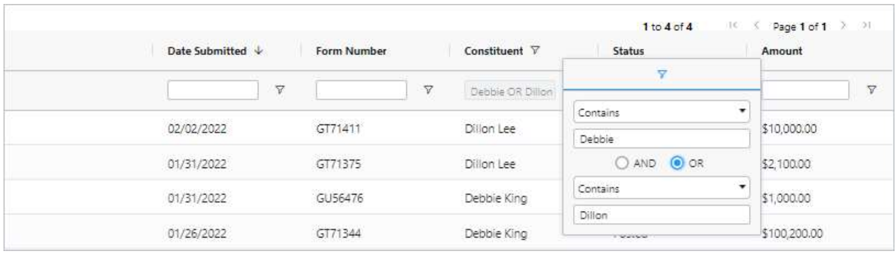
2. For advanced filter settings, click the filter icon ():
   a. Select the **filter type** from the drop-down.



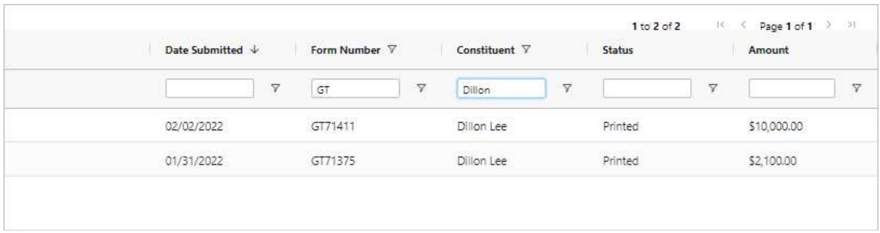
   b. Enter **filter criteria** in the text box.



c. You can add multiple filters for the same column using **AND OR** logic if desired.

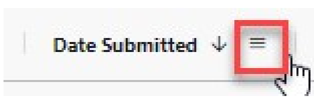


d. You **filter by multiple columns** if desired.

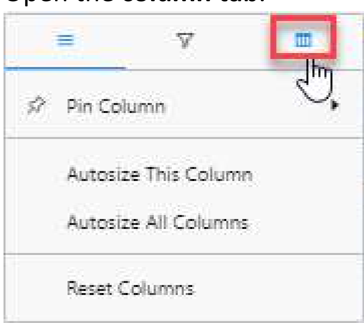


Customize My Activity

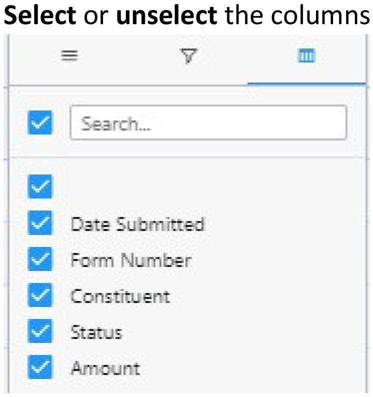
1. To add or remove a column:
   a. Open the **column menu**.



   b. Open the **column tab**.

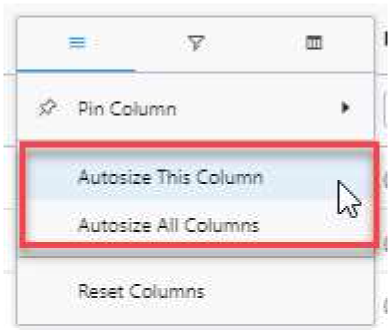


   c. **Select** or **unselect** the columns to modify the grid view.

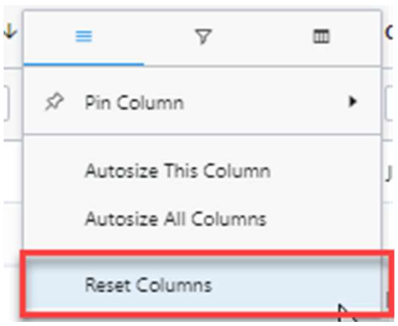


2. To re-arrange columns, click the header to **drag-and-drop** the column to a new location.

3. To resize columns, you can use the **auto-size options** to adjust column width to fit the data. You can auto-size a single column or all columns.



4. To reset columns to default, select **Reset Columns**.



Templates

This section includes gift and scholarship documentation and templates, including but not limited to the following:

	Gift Templates & Resources	
Endowment	**Endowment Gift Agreement Template**	Template for proposed endowment agreements which DOES NOT includes University Development Fund (UDF) Fee language.Please submit completed draft agreement to the UAF Office of General Counsel for review and approval.
	Endowment Gift Agreement Template UDF	Template for proposed endowment agreements which includes University Development Fund (UDF) Fee language. Please submit completed draft agreement to the UAF Office of GeneralCounsel for review and approval.
	Endowment Investment Allocation	Shows how endowment funds are invested by asset class and lists managers of each class. This document is updated monthly and may be shared with donors and prospects.
	Endowment Project Creation Procedures	Step-by-step guide to creating an endowment project.

	Gift Templates & Resources	
Restricted	**Restricted Gift Agreement Template**	Use this template as necessary to document restricted gifts. This Restricted Gift Agreement is required for all restricted gifts equal to or greater than $200,000.
	Restricted Gift Agreement Template UDF	Template for documenting restricted gifts. This agreement is required for all restricted gifts equal to or greater than $200,000. This template includes University Development Fund (UDF) Fee language. Please submit completed draft agreement to the UAF Office of General Counsel for review and approval.
	Restricted Project Creation Procedures	Step-by-step guide to creating a restricted project.
Scholarship	**Financial Aid Links and Contacts**	Useful financial aid links and contacts.
	Scholarship Administrator Manual	Provides details about the guidelines and best practices for creating, disbursing, and awarding scholarships.
	Scholarship Project Creation Procedures	Step-by-step guide to creating a scholarship project.
	Scholarship Criteria Checklist	Guide to creating scholarship specifications.
	Scholarship Specifications Do's And Don'ts	Details information that should and should not be included in scholarship specifications.
	Scholarship Specifications Template	Template for scholarship specifications.
Other	**Gift of Marketable Securities Procedures**	Instructions for receiving donations of marketable securities.
	Gift Commitment Template	Template for documenting a promise to make a gift in which the donor is NOT legally bound. This template DOES NOT include University Development Fund (UDF) Fee language. Please submit completed draft agreement to the UAF Office of General Counsel for review and approval.
	Gift Commitment Template UDF/Gift	Template for documenting a promise to make a gift in which the donor is NOT legally bound.
	Pledge Agreement Template	Template for documenting a promise to fulfill the terms of a pledge in which both parties are legally bound. This template DOES NOT include University Development Fund (UDF) Fee language. Please submit completed draft agreement to the UAF Office of General Counsel for review and approval.
	Pledge Agreement Template UDF	Template for documenting a promise to fulfill the terms of a pledge in which both parties are legally bound.
	Gift Transmittal Instructions	Instructions for entering a gift/gifts onto the Gift Transmittal Web Form. Template for documenting a promise to make a gift in which the donor is NOT legally bound. This template includes University Development Fund (UDF) Fee language. Please submit completed draft agreement to the UAF Office of GeneralCounsel for review and approval.

	Wildcat Journey Templates (various)	Includes various templates with language supporting the Wildcat Journey Initiative.

Reports

Available Reports

You will only see the report section in UAFDN if you have been granted access to project reporting. To request access, submit a Project Reporting Request Form.

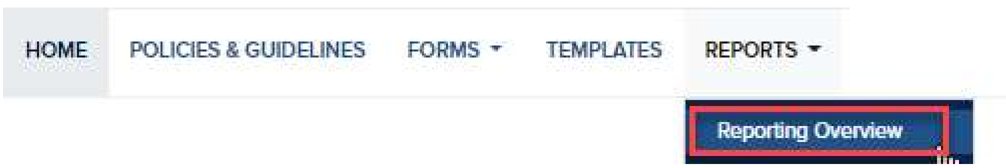
Report	Description
Project Overview and Project Activity (combined report)	This report combines both Project Overview and Project Activity: The **Project Overview** report includes balance information about projects, grouped by the financial hierarchy, and includes FMVs, Projections, and other project related information. The **Project Activity** report includes information about transactions, grouped by project and financial hierarchy, and includes other project related information.

Report	Description
Project Overview (New)	The Project Overview report includes balance information about projects, grouped by the financial hierarchy, and includes FMVs, Projections, and other project related information.
Project Activity (New)	The Project Activity report includes information about transactions, grouped by project and financial hierarchy, and includes other project related information.

Access Project Overview and Activity Report

1. From the Home page, click on Reports.

2. In the Reports drop-down menu, select *Reporting Overview*



3. Select the *Project Overview & Activity* link.

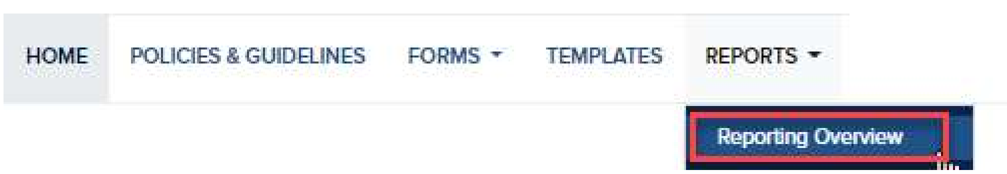
4. The Project Overview & Activity report will open in the browser window. You will only be able to see data for projects for which you have been granted permission to access.

Campus	Division	Department	Project ID	Project Description	Beginning Balance	Income	Expense	Net	Ending Balance
AHSC	HLGN	6801 Senior VP Health Sciences			$22,937.19				$22,937.19
					$14,744.72				$14,744.72
					$26,134.65				$26,134.65
					$1,193.96				$1,193.96
					$4,829.11	$300.00	($9.21)	$290.79	$5,119.90
					$68.00				$68.00
					$298,718.52		($44,337.00)	($44,337.00)	$254,381.52
					$60.00				$60.00
					$714,000.00	$250,000.00	($140,013.57)	$109,986.43	$823,986.43
					$25.00				$25.00
					$990.00				$990.00
					$0.00	$156,040.00	($156,040.00)	$0.00	$0.00
					$115,099.50	$60,988.82	($114.65)	$60,874.17	$175,973.67
					$50,000.00		($50,000.00)	($50,000.00)	$0.00
					$0.00	$160,146.66		$160,146.66	$160,146.66
					$19,718.30				$19,718.30
					$1,177,486.65				$1,177,486.65
					$152,193.88				$152,193.88
					$68,072.33				$68,072.33
					$70,943.36	$8,751.16		$8,751.16	$79,694.52
					$2,456.80	$771.12		$771.12	$3,227.92
					$124,740.79	$44,210.97	($19,000.00)	$25,210.97	$149,951.76
					$18,376.60	$4,372.11		$4,372.11	$22,748.71

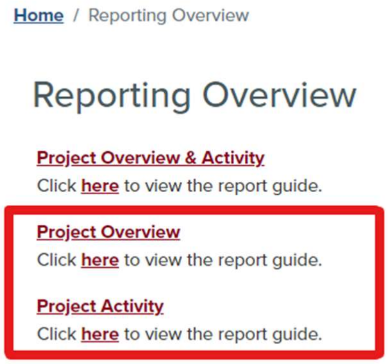
Access Project Overview and Project Activity Reports

1. From the Home page, click on Reports.

2. In the Reports drop-down menu, select *Reporting Overview.*



3. Select the *Project Overview* or *Project Activity* link.



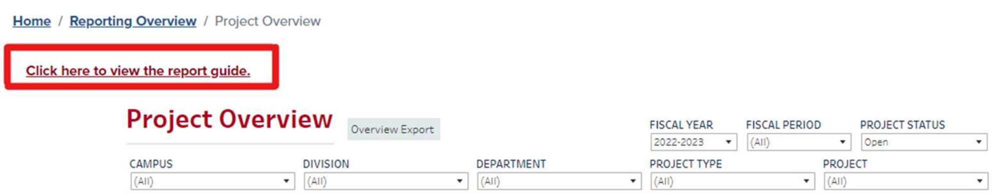
4. The report you chose will open in the browser window. You will only be able to see data for projects for which you have been granted permission to access.

Open Report Guide

The report guide provides detailed documentation for the reports.

1. Select the link to the report guide below the report name.

2. You can also access the report guide directly from the report.



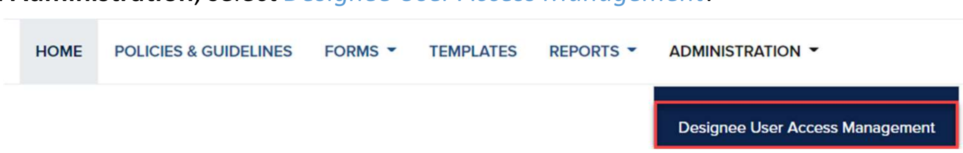
Administration

Designee User Access Management

Access the Designee User Access Management Tool

Division Designees can view a list of users for their Division and manage project reporting access and Signature Authorities for the Department for existing users via the Designee User Access Management Tool.

1. From **Administration**, select *Designee User Access Management*.



Filter the Designee User Access Management Tool by Division

Users who are Division Designees for multiple Divisions can filter by Division within the Division Designee User Access Management Tool.

1. In the **Select Division** section, select the *Division* from the drop-down list.

Filter the Designee User Access Management Tool by Department

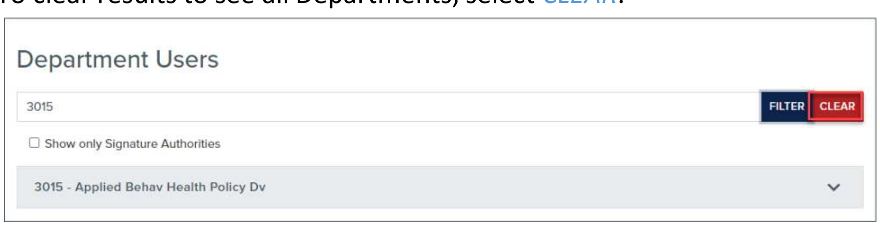
Division Designees can filter by Department to quickly find user data related to a specific Department within the Division Designee User Access Management Tool.

1. Navigate to the *Department Users* section of the Designee User Access Management Tool.

2. In the **Filter by department** field:
   a. To filter by Department code, enter the code and select *FILTER*.

   b. To filter by Department name, enter a keyword and select *FILTER*.

   c. To clear results to see all Departments, select *CLEAR*.

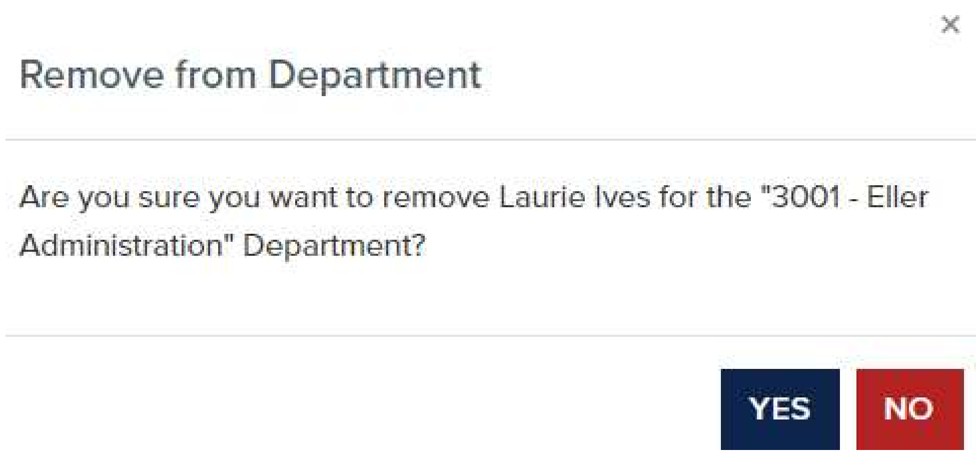


Remove reporting access via the Designee User Access Management Tool

Division Designees can remove project reporting access (at the Division or Department levels) for existing users from the Designee User Access Management Tool. Note: You ***cannot*** *reinstate access for a removed user with this tool. Access must instead be re-requested using the Project Reporting Request Form.*

1. Find the user for whom you wish to remove reporting access in the Division Users or Department Users section.
2. Click the *icon* next to the user name.

3. In the pop-up window, verify your removal by selecting *YES.* To cancel your request, select *NO*.

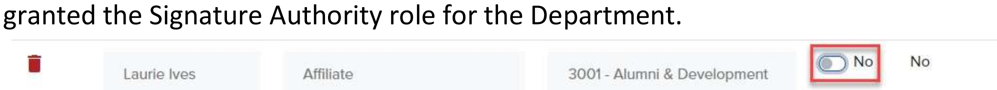


4. Project reporting access is removed for the user. If the reporting access was on the Department-level and the user was additionally a Signature Authority, the Signature Authority role would also be removed at this time.

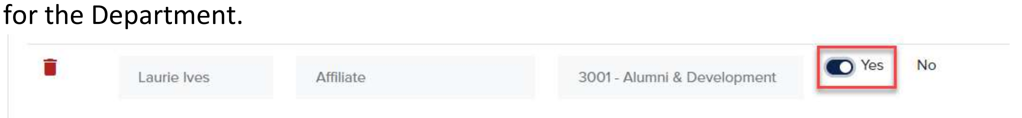
Add/remove Signature Authority via the Designee User Access Management Tool

Divisions Designee can add or remove a Signature Authority role for existing users from the Designee User Access Management Tool.

1. Find the user for whom you wish to edit Signature Authority in the Department Users section.
2. To add Signature Authority, click the *toggle* next to the user name from NO to *YES.* The user is granted the Signature Authority role for the Department.

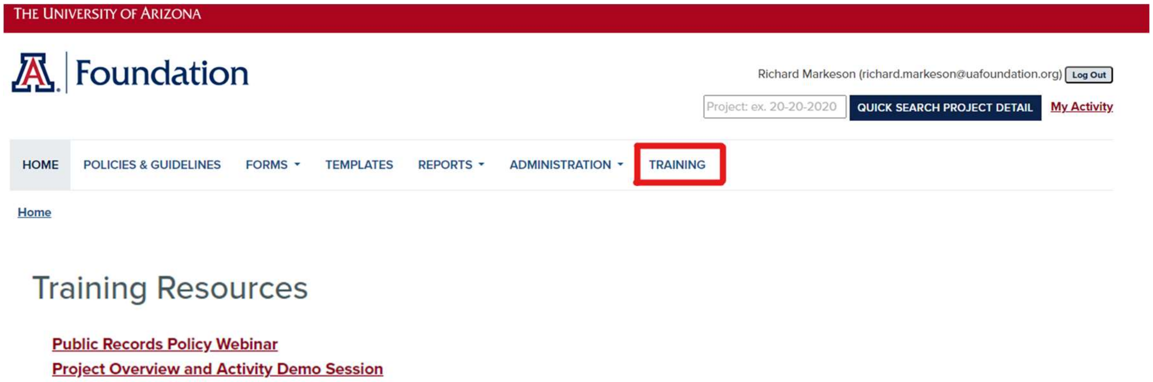


3. To remove Signature Authority, click the *toggle* next to the user name from YES to *NO*. The Signature Authority role is removed for the user. However, note the user will retain reporting access for the Department.



Training

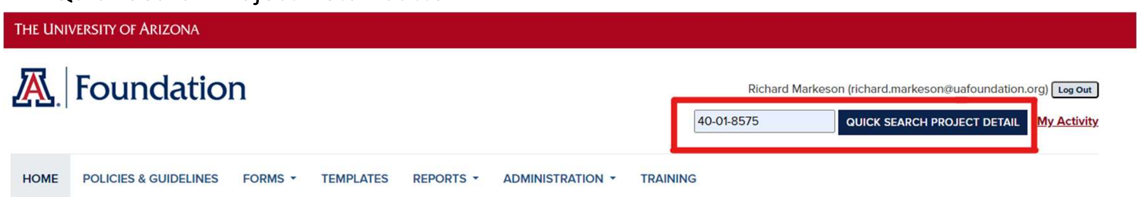
Under the training section you can view demo sessions, webinars, and other training sessions to policies, updates, and functionality related to UA Foundation and UAFDN.org.



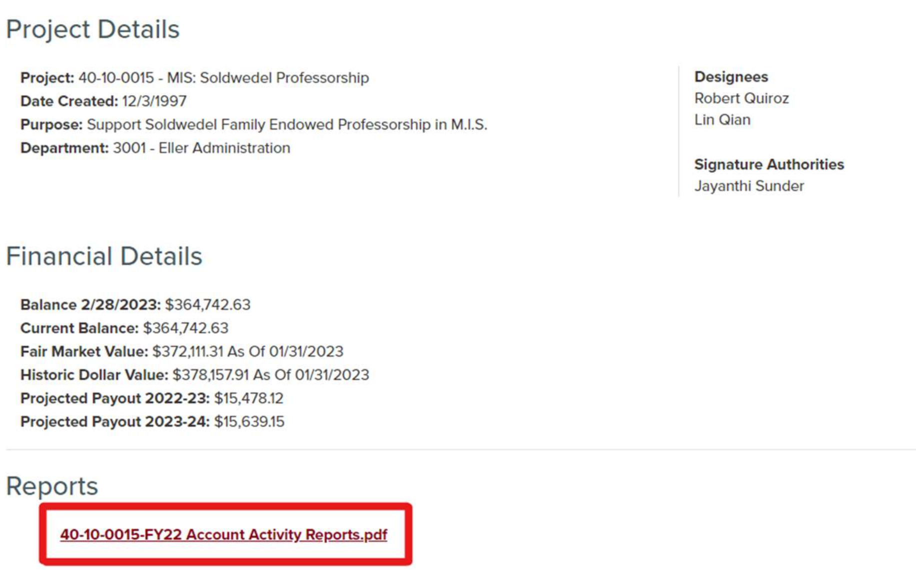
Quick Search Project Detail

Located in the top right corner of every screen in UAFDN, you can use the Quick Search Project Detail to search for any project within your set permission parameters. This tool allows you to quickly access details, including purpose and other financial information related to the selected project.

1. To use this tool, click within the text box and type the full project identification number. Then click the Quick Search Project Detail button.



2. At the bottom of the Project Detail screen, in addition to the project information shown, you can also download and view the attached Account Activity Report, if applicable, associated with the selected project. Note the Account Activity Report is only available on selected endowment projects.



3. On the right side of the Project Detail Screen, you will also be able to identify the assigned Division Designees and Signature Authorities of the project.

Project Details

Project: 40-10-0015 - MIS: Soldwedel Professorship
Date Created: 12/3/1997
Purpose: Support Soldwedel Family Endowed Professorship in M.I.S.
Department: 3001 - Eller Administration

Designees
Robert Quiroz
Lin Qian

Signature Authorities
Jayanthi Sunder

Financial Details

Balance 2/28/2023: $364,742.63
Current Balance: $364,742.63
Fair Market Value: $372,111.31 As Of 01/31/2023
Historic Dollar Value: $378,157.91 As Of 01/31/2023
Projected Payout 2022-23: $15,478.12
Projected Payout 2023-24: $15,639.15

Reports

40-10-0015-FY22 Account Activity Reports.pdf