WISCONSIN
UNIVERSITY OF WISCONSIN–MADISON

Accounting Services

Reference Manual
for the Use of Gift Projects
and the Project Lite System

Madison Campus

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Draft 11/23/09

What are the Criteria for Gifts?

Distinguish Fund 233 Gifts from Fund 233 Private Grants

Fund 233 Gifts Criteria

- Gifts must provide support for broadly defined activities, such as professorships, scholarships, building projects, fellowships, research and instructional programs. The donor may restrict the use of funds to a specific program area or purpose.

- No detailed technical or fiscal reports are required as a condition of the gift. The unit or faculty member involved may provide the donor with a brief summary of the results of supported activities and a statement that expenditures were made in accord with the intent to the gift. If detailed fiscal or technical reports are required, the gift becomes a research contract and must be awarded to the Board of Regents of the University of Wisconsin System, rather than to the UW Foundation.

- All patents, copyrights and other intellectual property rights that result from activities supported by the gift are not claimed by the donor.

- The gift contains no restrictive provisions, such as delays or advance notice concerning publication or dissemination of data and information derived from activities supported by the gift.

- The gift is irrevocable by the donor.

- Funding is not provided by any type of governmental, state, county or city municipality

- Funding is not provided by any type of higher education institution

- All research compliance questions must be answered on the Gift Routing Form

Fund 233 Private Grants

- When funding is received from any type of governmental, state, county, or city municipality the project must be classified as a Private Grants

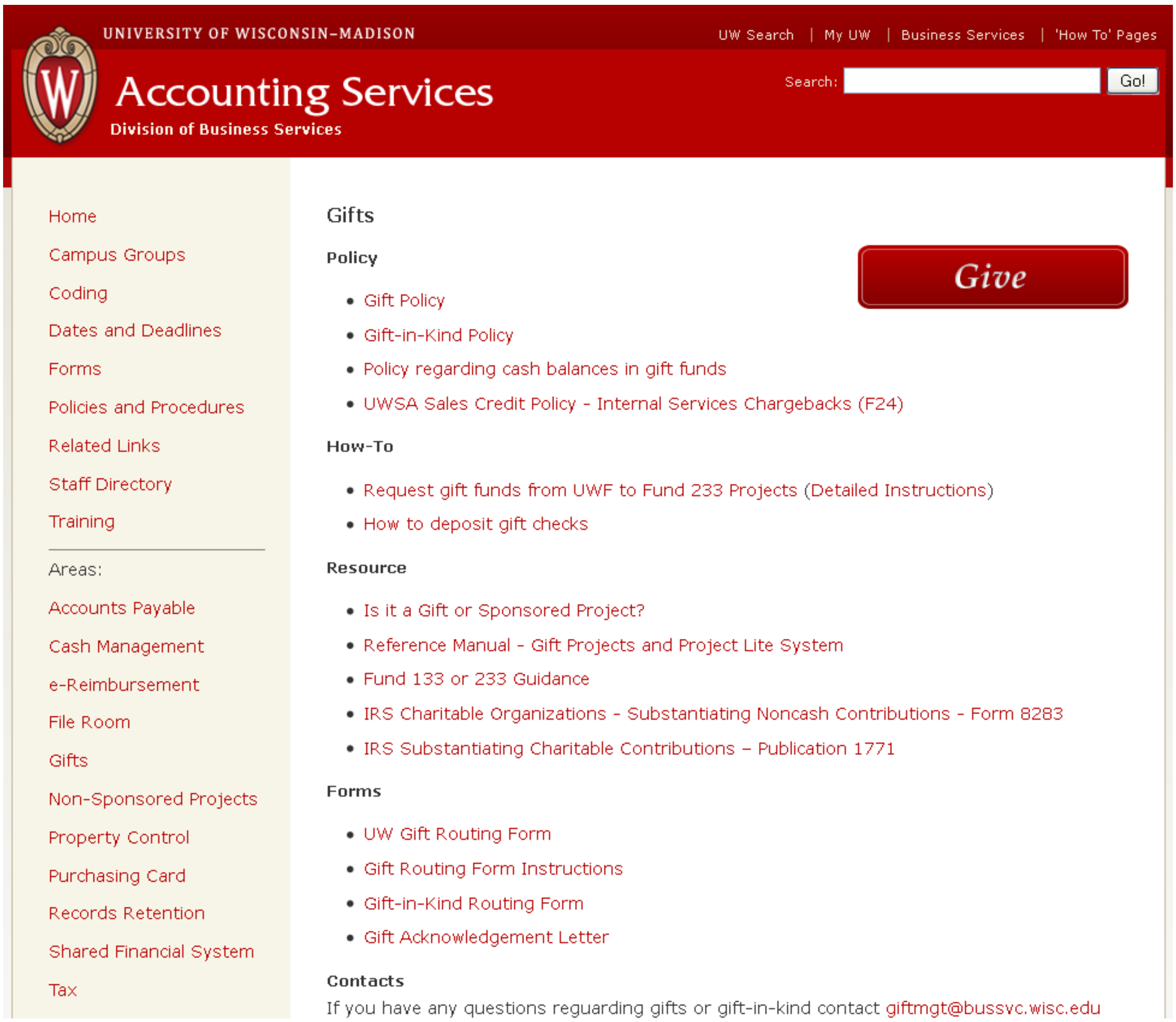
- If the sponsor is an educational institution, either private or public, a hospital, and other non-profit organizations such as UWMF, the project must be classified as a Private Grant

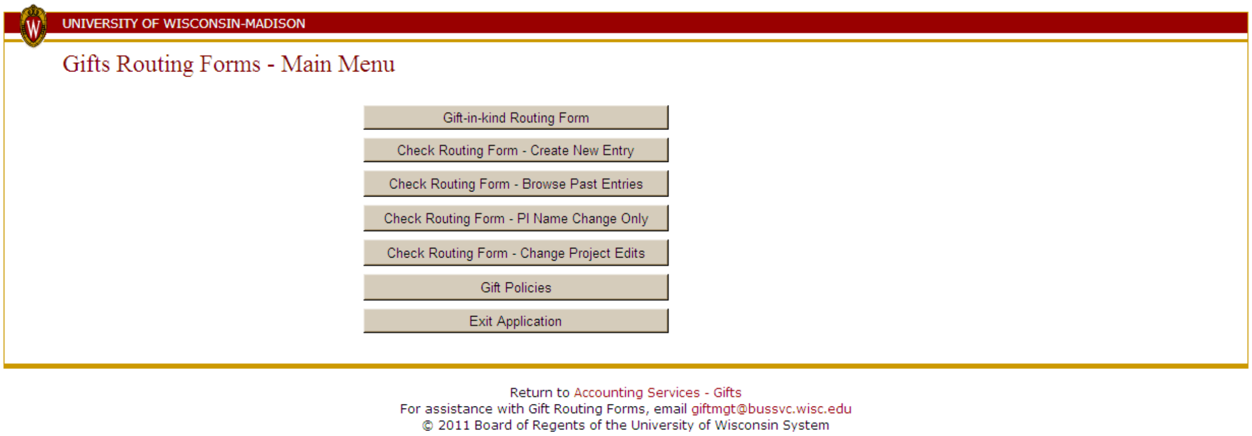
- Under GASB (Governmental Accounting Standards Board) and LAB (Legislative Audit Bureau), governmental and state agencies, along with higher education institutions, etc. are not chartered to make unrestricted gifts to other organizations such as the University of Wisconsin – Madison. However, on occasion, these entities may provide funds in the form of an unrestricted grant and must be classified as a Private Grant.

How Do I Complete a Gift Check Routing Form?

The form can be found at Accounting Services website in the Gift Area:
http://wneta.bussvc.wisc.edu/GiftForms/gift_main_menu.aspx

The web based gift form is available for routing checks for gift projects to your Dean's office. The form can be used when one or more checks need to be deposited into one or more projects, **all which are within the same division** (College of Ag & Life Sciences, School of Nursing, College of Letters & Science, etc.). If checks need to be deposited to accounts in multiple schools or colleges, one form is required for EACH division.



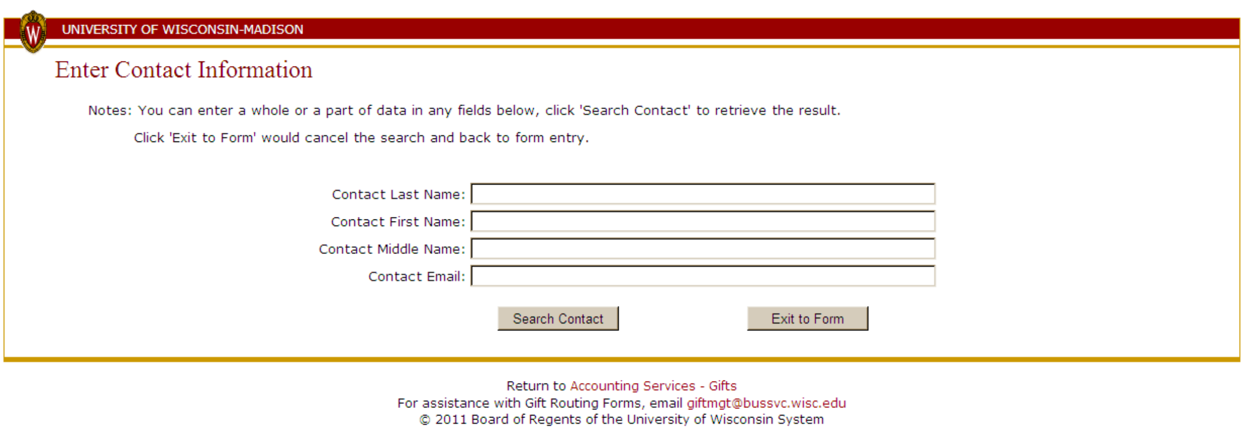


To complete a NEW Gift Routing Form:

A. Click on "Check Routing Form – Create New Entry"

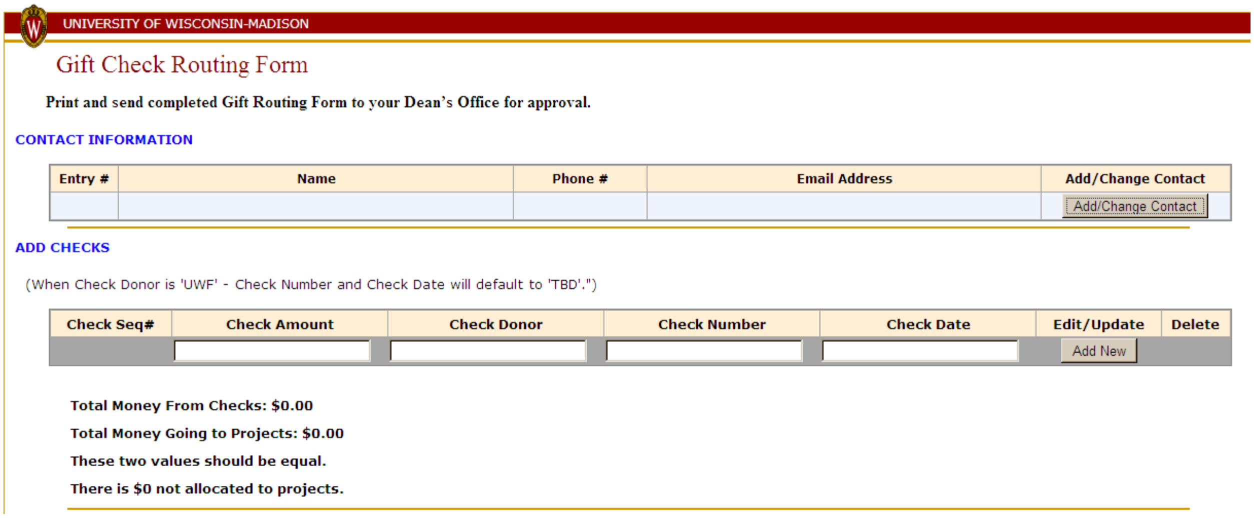
B. Contact Information

- Select the Add/Change Contact button.
- Type last name and first name of the person who is completing the form. Select Search.
- Select the correct person. The program will fill in the appropriate data.



C. Deposit Information

- Enter the information for each check you wish to deposit.
- You can add more checks by selecting the Add New button.
  A new set of blank boxes to enter additional checks will appear after selecting the Add New button.



UNIVERSITY OF WISCONSIN-MADISON

Gift Check Routing Form

Print and send completed Gift Routing Form to your Dean's Office for approval.

CONTACT INFORMATION

Entry #	Name	Phone #	Email Address	Add/Change Contact
				Add/Change Contact

ADD CHECKS

(When Check Donor is 'UWF' - Check Number and Check Date will default to 'TBD'.")

Check Seq#	Check Amount	Check Donor	Check Number	Check Date	Edit/Update	Delete
					Add New	

Total Money From Checks: $0.00

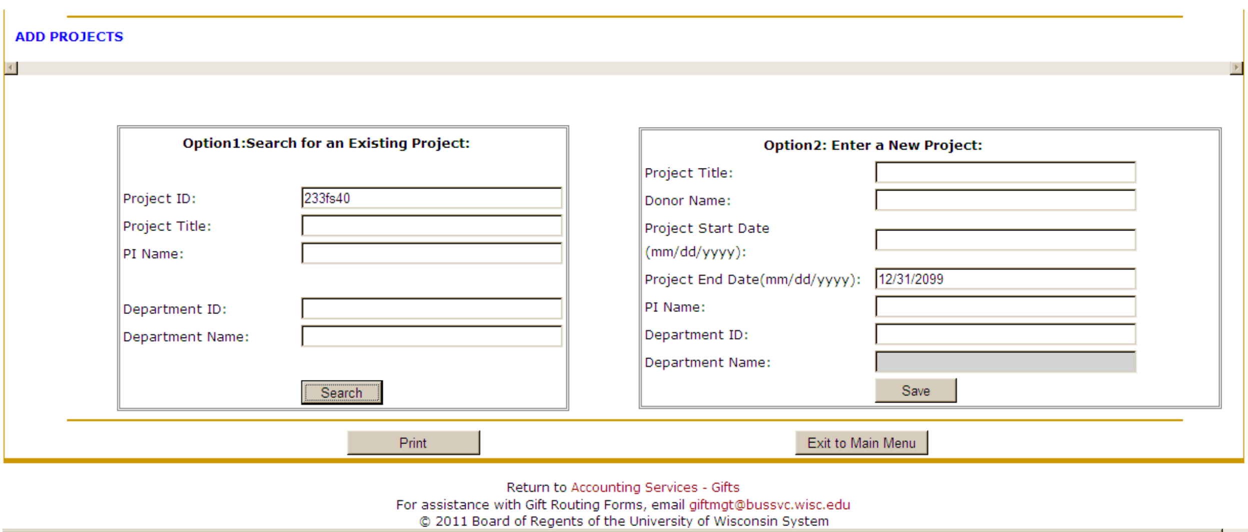
Total Money Going to Projects: $0.00

These two values should be equal.

There is $0 not allocated to projects.

D. Add Projects

- Choose one of two options:
  - Option 1: Type Project ID and Search to search for an existing gift project.
  - Option 2: Type ALL fields with information for a new project and Save.



ADD PROJECTS

Option1:Search for an Existing Project:

Project ID: 233fs40

Project Title:

PI Name:

Department ID:

Department Name:

Search

Option2: Enter a New Project:

Project Title:

Donor Name:

Project Start Date (mm/dd/yyyy):

Project End Date(mm/dd/yyyy): 12/31/2099

PI Name:

Department ID:

Department Name:

Save

Print

Exit to Main Menu

Return to Accounting Services - Gifts

For assistance with Gift Routing Forms, email giftmgt@bussvc.wisc.edu

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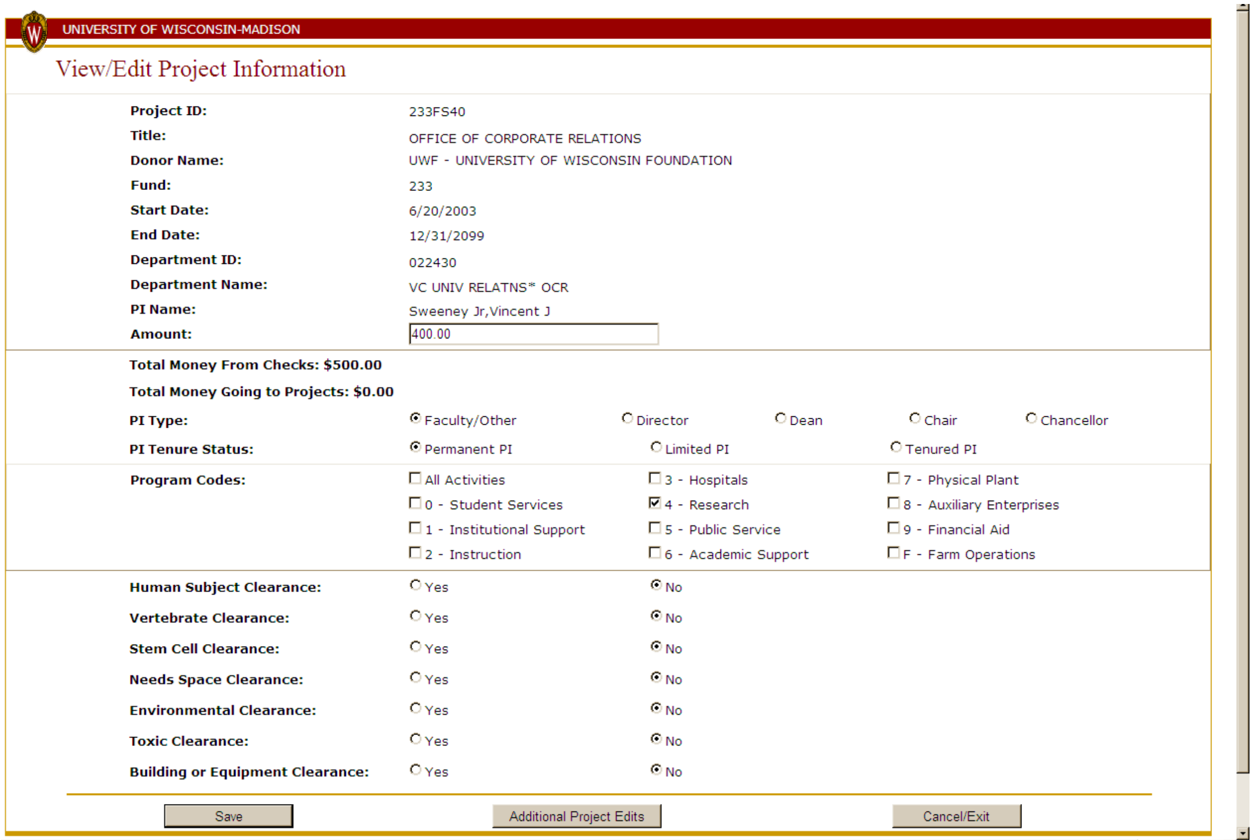
- Complete all required information on View/Edit Project Information page and Save.


UNIVERSITY OF WISCONSIN-MADISON

View/Edit Project Information

Project ID:	233FS40
Title:	OFFICE OF CORPORATE RELATIONS
Donor Name:	UWF - UNIVERSITY OF WISCONSIN FOUNDATION
Fund:	233
Start Date:	6/20/2003
End Date:	12/31/2099
Department ID:	022430
Department Name:	VC UNIV RELATNS* OCR
PI Name:	Sweeney Jr,Vincent J
Amount:	400.00

Total Money From Checks: $500.00

Total Money Going to Projects: $0.00

PI Type:	(●) Faculty/Other	( ) Director	( ) Dean	( ) Chair	( ) Chancellor
PI Tenure Status:	(●) Permanent PI	( ) Limited PI	( ) Tenured PI		

Program Codes:	☐ All Activities	☐ 3 - Hospitals	☐ 7 - Physical Plant
	☐ 0 - Student Services	☑ 4 - Research	☐ 8 - Auxiliary Enterprises
	☐ 1 - Institutional Support	☐ 5 - Public Service	☐ 9 - Financial Aid
	☐ 2 - Instruction	☐ 6 - Academic Support	☐ F - Farm Operations

Human Subject Clearance:	( ) Yes	(●) No
Vertebrate Clearance:	( ) Yes	(●) No
Stem Cell Clearance:	( ) Yes	(●) No
Needs Space Clearance:	( ) Yes	(●) No
Environmental Clearance:	( ) Yes	(●) No
Toxic Clearance:	( ) Yes	(●) No
Building or Equipment Clearance:	( ) Yes	(●) No

Save | Additional Project Edits | Cancel/Exit

- You will return to the main entry screen.
- When all information is complete, select the Print button.
- A PDF version of the form information will be created. Print this form for routing with the check(s).

The signature line is created when you print the Gift Check Routing Form.

- Principal Investigator – For new projects only, as they as not yet created in the system. The PI is not required to sign additions to existing projects.
- Department Chair – Based on your division's requirements. Please check with your school or college's research division for requirements.
- Division – Required in all cases.

How Do I Maintain Documents & Records?

- The new UWS GRS (General Records Schedule) provides retention policy on nearly all types of fiscal records. This includes coverage for general financial administration records, gift and grant administration, payments and receipts, state banking and cash management, general ledger, capital improvement and projects, internal controls, and collection.

- On January 31, 2007, the Public Records Board (PRB) approved the University of Wisconsin System General Records Schedule (UWS GRS) on Fiscal and Accounting Records. See http://www.uwsa.edu/fadmin/records.htm

- **UWSA Policy FISC901 *GIFT AND GRANT FOLDERS: NON-FEDERAL***

  - Records include transmittals, awards, budgets, and all other documentation related to the procurement of non-federal grants, as well as reports and supplemental information for verification of grants and contracts, both individually and in batch form.

  - This schedule applies to grants for which the granting agency requires a 3-year retention.

  - **Retention Time Period**

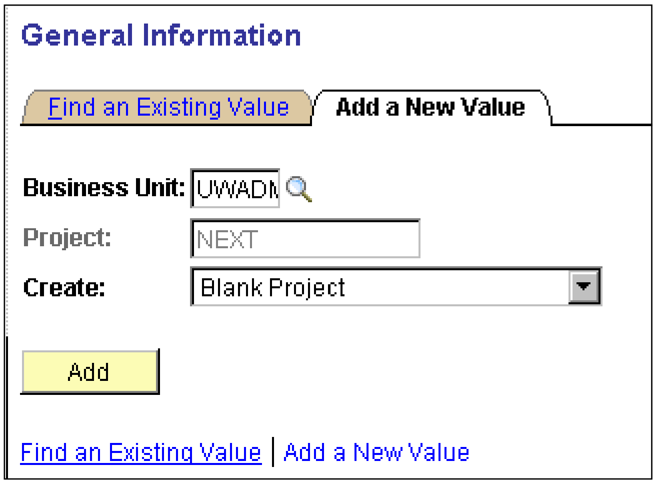
    - Original: Date of close of grant + additional 3 years and thereafter, destroy.

    - Duplicates: Date of close of grant + additional 1 year and thereafter, destroy.

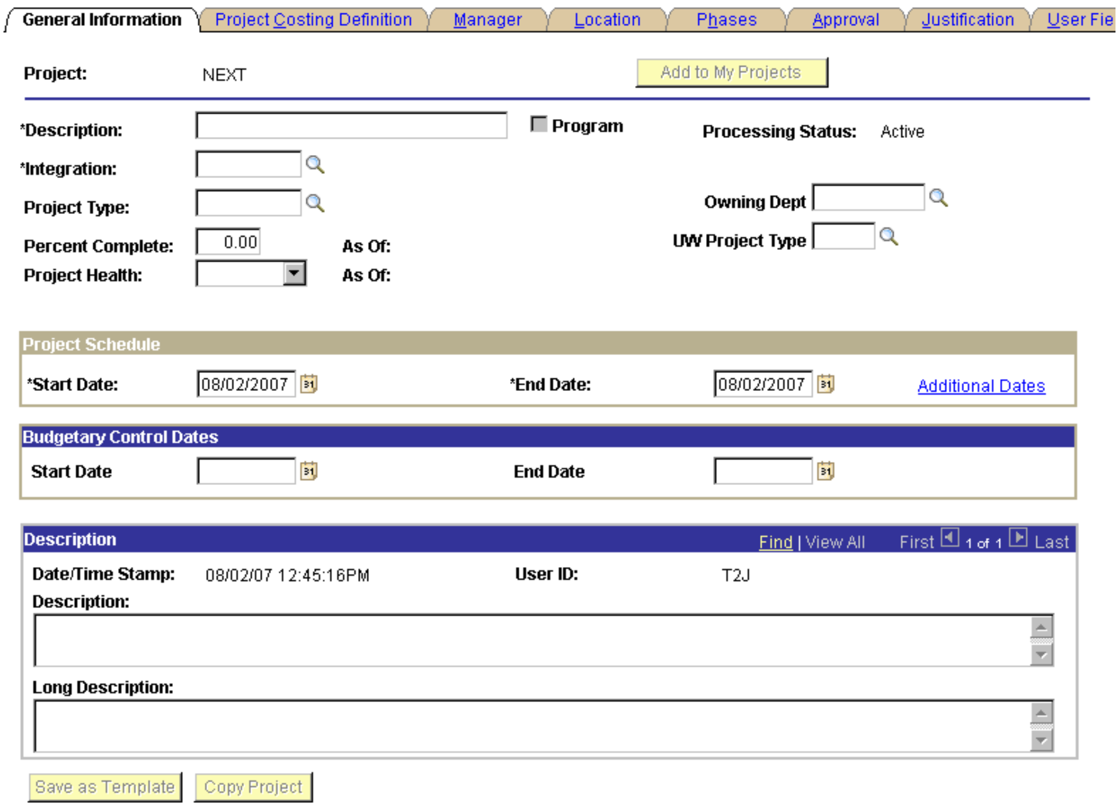
How Do I Set Up a New Gift Project?

Set Up a New Project in Project Lite

1. Navigate to Project Costing>Project Definitions>General Information
2. Select the Add a New Value Tab
   i. Confirm Business Unit UWMSN
   ii. Project: is grayed out so you can't override assigned numbering sequence
3. Create: Defaults to and should remain "Blank Project"
4. Click Add



Update the Project General Information Page



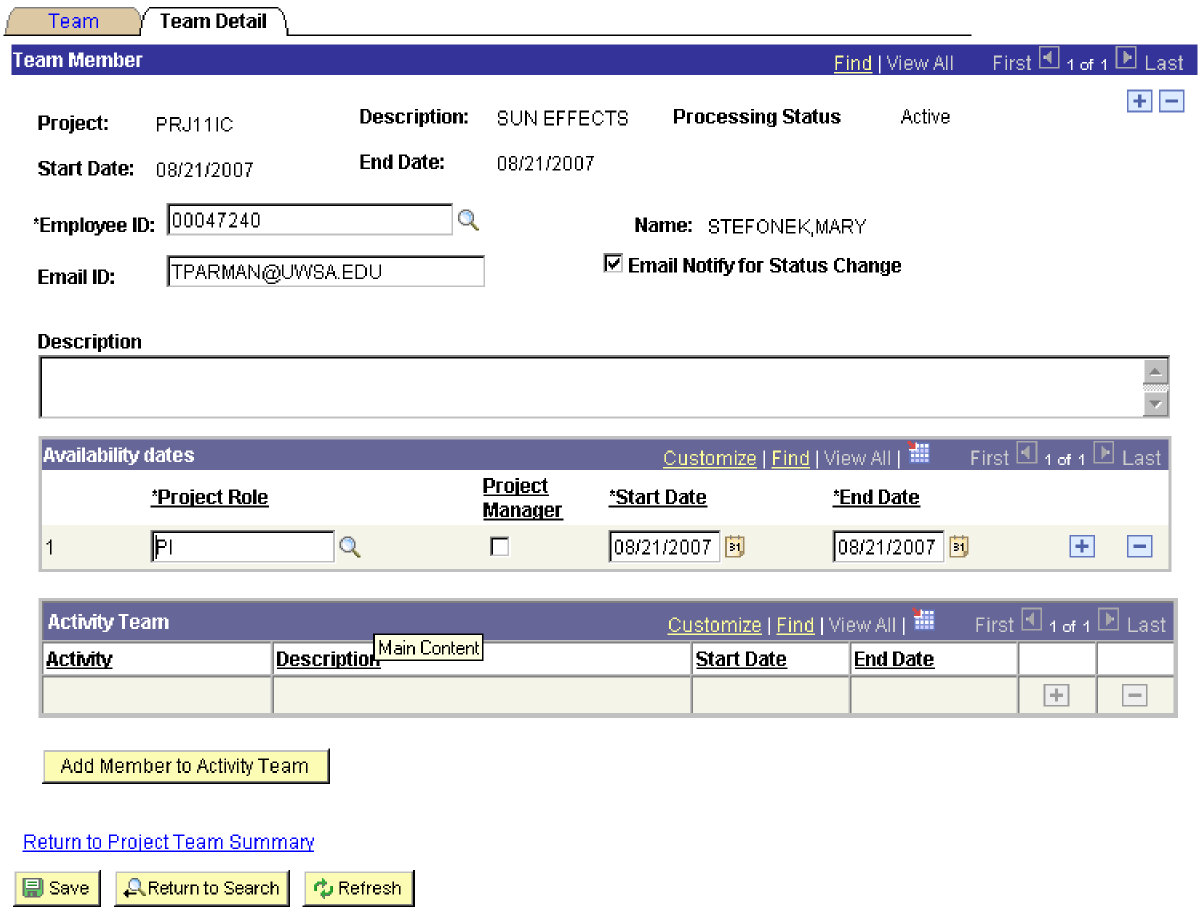
1. **Complete General Information on this page**
   a. Description: Enter project title up to 56 characters
   b. Processing Status: Verify Active
   c. Integration: Select UWMSN
   d. Owning Dept: Leave blank
   e. Project Type: Select GIFT
   f. Percent Complete: Leave at 0.00
   g. UW Project Type: Not Required
   h. Project Health: Leave blank

   Project Schedule
   i. Start Date: per the Gift Routing Form.
   j. End Date: 12/31/2099

   Budgetary Control Dates
   k. Start Date: per the Gift Routing Form.
   l. End Date: 12/31/2099

2. **Click SAVE button to create the Project ID & create additional hyperlinks.**

Update the Project Team



1. Select the Team Detail Tab to add team information.
   a. Employee ID: Click on magnifying glass to search for Principal Investigator (PI).
- NOTE: Use the Employee Name lookup to find the PI.
- NOTE: PI and Dean's office automatically receives Regent notice via email
2. Email ID: Additional email address to receive Regent Notice. (For example, a department's Grants Accountant may want to receive Regent Notice when a change has been made to their project).
3. Description: Leave as is

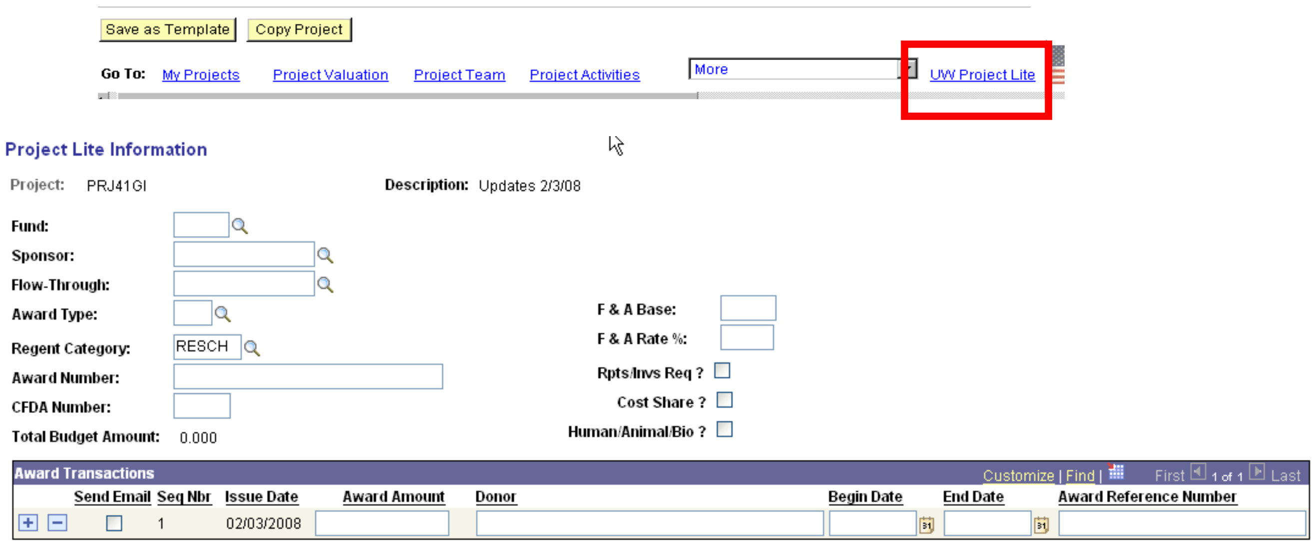
Availability Dates

4. Project Role: Select PI from magnifying glass
5. Project Manager Checkbox: Check this box
6. Start and End Dates automatically fill in

   a. Click + and repeat d. – f. for additional investigators or co-investigators.
   b. Click the Save button
   c. Click on Return to Project Team Summary hyperlink
   d. Click on Return to Project General hyperlink

Step 4. Complete Regent Reporting Information

1. Click on UW Project Lite Hyperlink on the Project General Information Page
2. This takes you to UW Project Lite Information Page



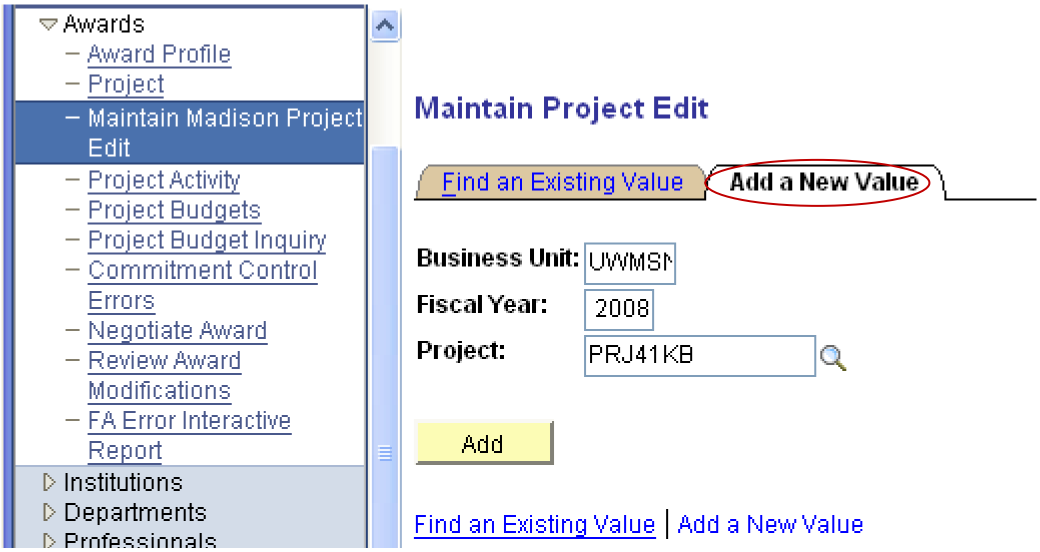
1. General information

a. Fund: Enter 233
b. Sponsor: Select Gift Donor. If the Sponsor/Gift Donor does not exist, contact giftmgt@bussvc.wisc.edu
c. Flow-Through: Leave blank
d. Award Type: Select OTHER
e. F & A Base: Leave blank
f. Regent Category: Select the appropriate category for purpose of award
g. F & A Rate: Leave blank
h. Award Number: Enter the date of the check
i. CFDA Number: Leave blank
j. Rpts/Invs Req: Check if appropriate
k. Cost Share: Check if appropriate
l. Human/Animal/Biosafety: Check if appropriate. Provide additional information as needed.
   i. Certification Code
   ii. Approval Date
   iii. Expiration Date
   iv. Assurance Number

2. **Award Transactions**
   a. Send email: Check box to send the email notification of the project to the PI & email address indicated
   b. Issue Date: Leave as default to current date
   c. Award Amount: Enter amount of gift
   d. Donor: Required only if donation is greater than $5000 and/or Multiple Donor
   e. Award Reference Number: Enter check number
3. **Click Save**

Step 5. Complete Madison Edits

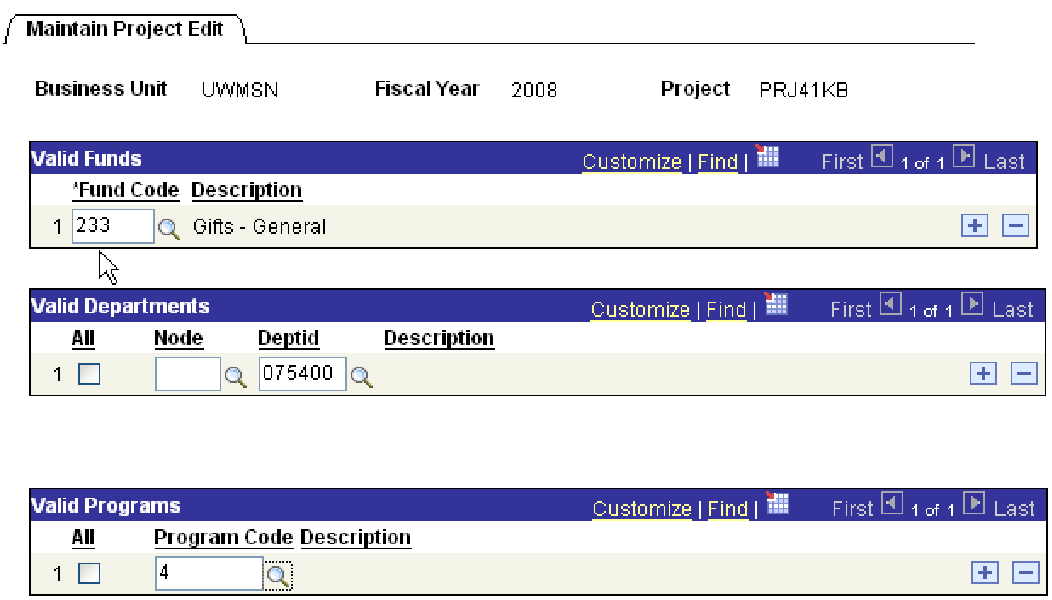
1. Access the Maintain Madison Project Edits Page
   a. Click on Maintain Madison Project Edits menu item
   b. Select the Add a New Value tab
      i. Business Unit: Enter UWMSN
      ii. Fiscal Year: Enter the current Fiscal Year
      iii. Project: Enter your newly created Project ID
   c. Click the Add button



Valid Funds

   d. Fund Code: Enter fund number 233
   e. Department
   f. Program Codes

2. Click Save



Step 6. Complete Budget Information

A. Budgets for Project Lite are not posted based on the information entered in the Project Lite panels but rather need to be posted directly via the General Ledger Journal Entry. Use the Budget JET Tool for this entry.

Step 7. Complete Revenue Entry & Deposit

A. JET Tool Entry: An excel spreadsheet is used to enter all gift payments for a given day and then uploaded into JET.

NSCT												
Deparatment	fund	Program	Project	Activity Id	Account	Class	Amount	Description	Jnl_Ln_Re	Reference	Voucher N	Invoice No
980100	233	R	PRJ31WI		9500		-100,000	UWF		CK#146040		
980100	1xx	R	1000000		9200		100000	Deposit 999910000 10/30/09				

1. The debit entry should be made to a specific revenue pool.
   Description should be the Deposit Slip Number and date. (e.g. DEPOSIT 99999xxxx 10/23/13)
2. The credit entry should be made to the specific project number.
3. The credit entry description field should be the sponsor name and Check #. (e.g. UWF Check #1234)
   - **NOTE: If the project is new, the JET entry will need to be completed the next day to pass edit checking.**
4. Print the journal once it has been uploaded into the JET tool. Make a copy of the journal entry for each project number. The journal entry copy should be filed into entered on the journal. Highlight each line item for the corresponding payment entry. This will be used later to reconcile the budget entry and Award summary page from Project Lite.

B. Complete the Deposit Slip
1. Prepare the bank deposit slip and send to bank

Step 8. Reconciliation

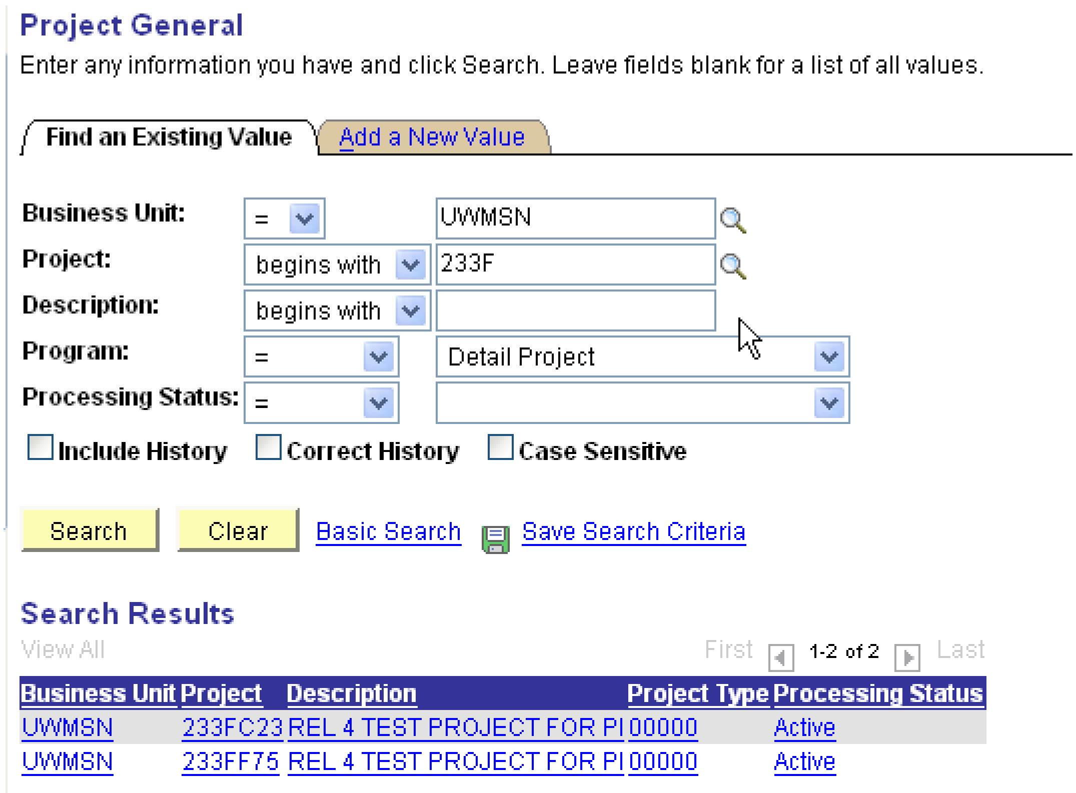
A. In order to maintain accurate records, the Budget, Revenue and Regent Report (Project Lite print out) must be reconciled

B. Check to ensure all entries match

How Do I Add to an Existing Project?

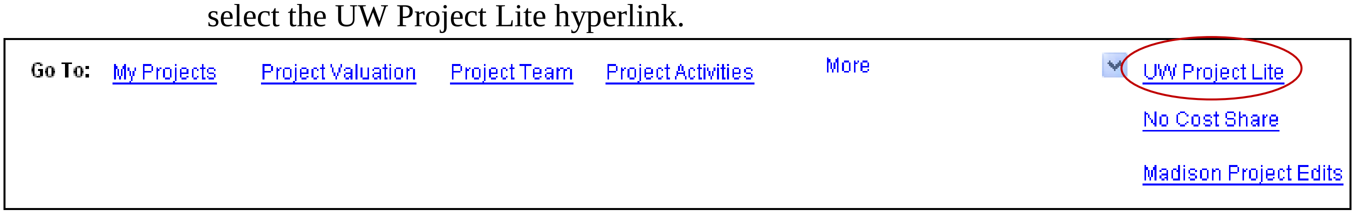
Step 1: Add to an Existing Project

1. Navigate to Project Costing>Project Definitions>General Information
2. Select the Find an Existing Value Tab
3. Business Unit: UWMSND
4. Project: Enter the Project number
    1. Note: If you do not have
5. Click Search
6. Select the hyperlink to the Project requiring updates

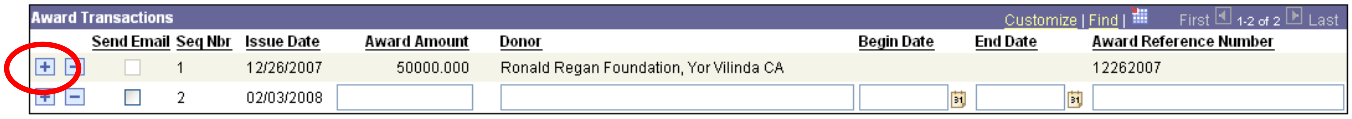


Step 2: Complete Regent Reporting Information

1. From the Project General Page which results when you select the Project Hyperlink, select the UW Project Lite hyperlink.



2. From the Project Lite Page, select the + button under Award Transactions Section to open an additional line to enter an addition to this gift.

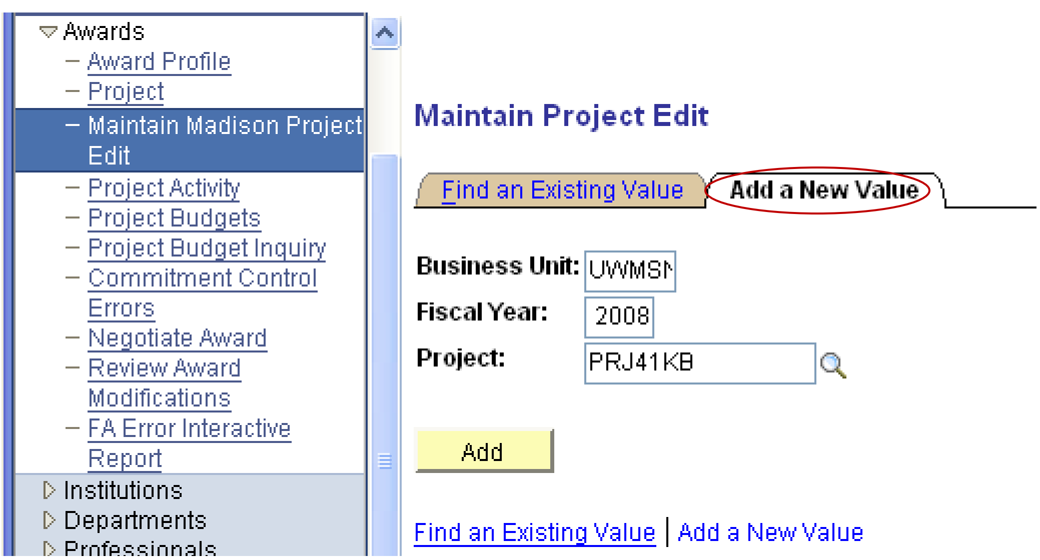


3. Complete the information on the newly created line to account for the additions to the funding.
    a. Send Email: Select this check box to send the email notification of the project to the PI & email address indicated
    b. Issue Date: Leave as default to current date
    c. Award Amount: Enter the dollar amount of the gift payment
    d. Donor: This is a free form text field and should be used only if the Multiple Donor & donation is greater than $5000
    e. Award Reference Number: Enter the check number

Step 3. Add Madison Edits

A. Typically, the edits may remain the same after a project is set up, but on occasion there may be additional departments or program codes that need to be added to a project.

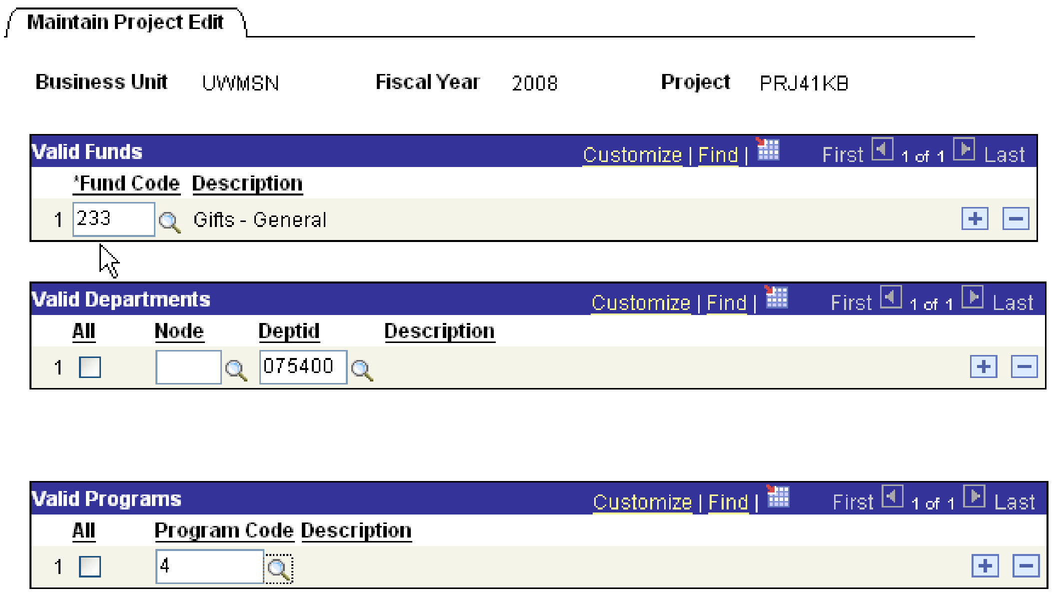
1. Access the Maintain Madison Project Edits Page
    a. Click on Maintain Madison Project Edits menu item
    b. Select the Add a New Value tab
        i. Business Unit: Enter UWMSN
        ii. Fiscal Year: Enter the current Fiscal Year
        iii. Project: Enter your newly created Project ID
    c. Click the Add button



Valid Funds

d. Fund Code: Enter fund number 233
e. Department
f. Program Codes

2. Click Save



Step 4. Complete Budget Information

B. Budgets for Project Lite are not posted based on the information entered in the Project Lite panels but rather need to be posted directly via the General Ledger Journal Entry. Use the Budget JET Tool for this entry.

Step 5. Complete Revenue Entry & Deposit

A. JET Tool Entry: An excel spreadsheet is used to enter all gift payments for a given day and then uploaded into JET.

NSCT												
Deparatment	fund	Program	Project	Activity Id	Account	Class	Amount	Description	Jnl_Ln_Re	Reference	Voucher N	Invoice No
980100	233	R	PRJ31WI		9500		-100,000	UWF		CK#146040		
980100	1xx	R	1000000		9200		100000	Deposit 999910000 10/30/09				

1. The debit entry should be made to a specific revenue pool.
   Description should be the Deposit Slip Number and date. (e.g. DEPOSIT 99999xxxx 10/23/13)
2. The credit entry should be made to the specific project number.
3. The credit entry description field should be the sponsor name and Check #. (e.g. UWF Check #1234)
   - **NOTE: If the project is new, the JET entry will need to be completed the next day to pass edit checking.**
4. Print the journal once it has been uploaded into the JET tool. Make a copy of the journal entry for each project number. The journal entry copy should be filed into entered on the journal. Highlight each line item for the corresponding payment entry. This will be used later to reconcile the budget entry and Award summary page from Project Lite.

B. Complete the Deposit Slip
1. Prepare the bank deposit slip and send to bank

Step 6. Reconciliation

A. In order to maintain accurate records, the Budget, Revenue and Regent Report (Project Lite print out) must be reconciled
B. Check to ensure all entries match

How Do I Make Corrections and Changes?

There are four areas where a correction or change can occur. It is important to remember that a change made to one area does not automatically update the others. For example, if you make a correction to the project budget, a corresponding revenue and Project Lite correction may need to be completed to one or more projects involved in the correction.

A. Budget Correction
    a. Scenario: Budget was applied to the wrong project.
        i. Reduce the budget on the 'wrong' project. (Negative entry)
        ii. Increase the budget on the 'correct' project. (Positive entry)
        iii. Verify Project Lite and revenue entries were entered properly. If they are also incorrect, you will need to reduce the Project Lite and revenue amounts on the 'wrong' project and enter the information (positive entry) on the correct project number.

    b. Scenario: Budget should not have been added to the project
        i. Reduce the budget on the project (Negative entry)
        ii. Reduce the Project Lite entry and revenue entry if necessary (Negative entries)

B. Revenue Correction
    a. Scenario: Revenue was applied to the wrong project.
        i. Reduce the revenue on the 'wrong' project. (Debit entry)
        ii. Increase the revenue on the 'correct' project. (Credit entry)
        iii. Verify that the budget and Project Lite entries were entered properly. If they are also incorrect, you will need to reduce the Project Lite and budget amounts on the 'wrong' project and enter the information (positive entry) on the correct project number.
    b. Scenario: Revenue should not have added to the project
        i. Reduce the revenue on the project (Debit entry to the project and a Credit entry to the pool account.
        ii. Reduce the Project Lite entry and budget entry if necessary (Negative entries)

C. Project Lite Correction
    - Scenario: An amount was entered to the wrong project in Project Lite.
        - Reduce the amount on the 'wrong' project. (Negative entry) Enter "Correction for Check #xxxx. Should be PRJxxxx" in the description field of Project Lite
        - Enter the amount on the 'correct' project in Project Lite. The description should be the sponsor name and check number.
        - Verify that the budget and revenue entries were entered to the correct project. If they are incorrect, make a negative entry for the incorrect budget and revenue to

the ‘wrong’ project. Make a positive entry to the budget and revenue on the correct project number.

D. Edits (Madison Project Edits)
   1. Scenario: A change to the Edit information is needed
   2. Access the Maintain Madison Project Edits Page
   3. Click on Maintain Madison Project Edits menu item
   4. Click on the ‘Find an Existing Value’ Tab
   5. Enter the project number in the ‘Project begins with’ field. This will take you to the Madison Project Edit page
   6. Click the + (Plus) icon to add rows to the Valid Department or Valid Program section
   7. Click the **–** (Negative) icon to delete a row to the Valid Department or Valid Program section
      E. **NOTE:** The policy for setting up a fund on a project is that only one fund is allowed on a project. Projects cannot have multiple funds.