



CoE Financial Processors Extra Session – Gifts



College of Engineering Resources

Where can we get information and help?

- Dedicated Workday web page [CoE Workday Web Page](#)
- [Q&A Smartsheet](#)
 - Dean's Office Staff will be managing these questions
 - Options for Finance, HR, Research and Other
- CoE Finance Facilitators (channel for communication up to ATP)



GIFT DEPOSIT (process is not changing)

Check Deposit Directly to Foundation

- * Create a Gift Deposit form from WFAA website
- * Send check and deposit form to the Dean's office
- * Dean's office will send the check and form to WFAA

University of Wisconsin Foundation		Request # 90744
Gift Deposit		
<i>Date of Request:</i>	7/24/2023	
<i>Unit:</i>	Engineering	
<i>Contact Name:</i>	Douglas Reindl	
<i>Phone:</i>	(608) 262-6381	
<i>Email:</i>	dreindl@wisc.edu	



DISBURSEMENT REQUEST (process IS changing)

Departments/Centers

1. One request: email disbursement form to Dean's office
2. Multiple requests: Prepare EIB spreadsheet, then email EIB, disbursement request form and supporting documents to the Dean's office

Dean's office

1. One request: Create invoice in Workday
2. Multiple requests: Upload EIB and supporting documents and submit

University of Wisconsin Foundation		Request # 107046
Disbursement Request		
Date of Request:	4/16/2025	
Unit:	Engineering	
Department:	Engineering	



SECURITY ROLE

Customer Billing Specialist

- * Create Customer Invoice

For this particular process, the Dean's office will utilize the Customer Billing Specialist security role for the purpose of submitting invoices/uploading EIB's to Foundation

KIM | JASON | NOEL

NOTE: The names listed are authorized by Gift Mgt to create invoices/upload EIB's to Foundation



REPORTS

Primary Foundation Gift Billing Report (UW)

This report provides a snapshot view of one or more gift driver worktag balances

Financials by Organization (UW)

Under the Organization tab, you can select a gift ID



Noteworthy Changes

- UW Foundation: Will create a Customer Invoice in Workday and the UW Foundation Disbursement Request Form will accompany the invoice
- Donor Direct: Will utilize Customer Invoice or Cash Sale process in Workday, depending on situation
- No longer have to record a matching budget journal entry for the gift revenue



Demonstrations

1. Create Customer Invoice (so that you can see where information is entered and how it relates to entering info on EIB)
2. EIB Spreadsheet
3. Foundation Invoice
4. Create Customer Invoice (donor direct via ACH to a gift driver worktag; if ACH has arrived or is coming)
5. Reports to run



Extra Financial Processors Meetings

We will be scheduling Mondays in June 9:00-10:30 a.m.

June 2 nd	Payroll Accounting Adjustment (PAA), Accounting Adjustment (AA) and Accounting Journal (AJ) – demo by Mary Rickard, business services accountant
June 9 th	Purchasing – Kat, Susie, Kelly
June 16 th	Gifts - Noel
June 18 th	Regular Quarterly Financial Processors meeting 1:30-3:00 p.m. ERB 1307
June 23 rd	Expense Reimbursement – Kat, Kelly, Jason
June 30 th	Reports – Kim