

Recording a Gift in Advance – Creating a Transmittal Number (TN)

When gifts are received, a transmittal number (TN) should be created in Advance so the gift can be processed and tracked.

1. From the Home page tree, under CUF Transmittals, click **My Gift/Pledge Trans.**
2. From the My Gift/Pledge Transmittals form, click **New** or press **F6**.
3. From the **Type** list, select the appropriate type of gift (cash, check, credit card, etc.)
4. Leave the **Status** as **Research** while creating the TN. You will change it to Approved when completed. You can also change it to Inactive if you will not be using the TN; however changing it to Inactive won't take unless it is done by someone in Processing.
5. In the **Entity ID** box, type to EID of the primary donor. The primary donor is whoever signs a non-business check with more than one person's name on it, or if from a company, the company is the primary donor. If the donor does not have an EID, you can still create the TN. Type the donor's name in the Entity Name box and enter comments for this TN to request that Processing create the EID.
6. In the **Gift Amt** box, type the amount of the total gift or pledge. If the gift is being split between multiple funds, enter the first portion of the gift amount for the first allocation. There are fields for additional allocations further down the form.
7. In the **Alloc #** box, type the seven-digit allocation number of the intended fund. Be sure to include the zero at the beginning of the allocation number. If you are not sure of the intended fund for the gift, you can click in the Alloc # field and press F2 to perform an allocation lookup. If you are still unsure, you may allocate the gift to the appropriate campus suspense allocation. Refer to the Suspense Note Template for instructions about what to enter for a gift being placed in suspense. Once the donor provides the allocation, you will submit a Rev/Mod to Processing to update this gift.
8. Click **Save** from the form menu (or press F8). Advance populates the Entity Name, address, and other information for you. Advance also assigns a TN and displays it in the **Transmittal #** field:

Required Fields	
Transmittal # 181782	Created 02/18/2014
Creator: Laura Anne Siedzick (Foundation / Foundation)	
Type*	Check
Status*	Research
<i>Note: Enter either an existing entity id or a new entity name.</i>	
Entity ID	700808 Michael Andrew Siedzick (3BU09. 3BU14)
Entity Name	Michael Andrew Siedzick
Gift Amt*	500.00
Non-Gift Amt	0.00
Non-Gift Type	
Alloc #*	0154474 Bolen Scholarship Athletics
<i>Enter additional allocations/amounts in the appropriate section below.</i>	
<i>Note: If the gift is being put into a Suspense allocation, you must explain why in the Comments section below.</i>	

Reminder: Be sure to write the transmittal number on the top of the check and the top of all documentation. Also write the primary EID on the top of a check.



9. Enter additional information for this TN:

- **Address/Contact Information:** If the donor has an EID in Advance, the system provides much of this information when you save the TN. If the gift is from a new donor, complete as much information as possible. Gift Contact and Contact Title are used only for business checks when needed.
- **Recognition:** If additional donors should receive soft credit for this gift, type their EIDs in these fields. However, spouses should not be added here.
- **In Memory of and In Honor of:** Type the EID (or name) of a deceased individual for whom a gift is memorializing, or the EID (or name) for an individual for whom a gift is honoring.
- **Appeal:** If the gift came with an appeal form, type the appeal code. Usually four numeric digits, sometimes with a letter, such as B2107, located on the bottom right or top left corner, of the form.
- **Pledge:** If there are active pledges for the primary donor, the system will populate them in the drop-down for you to select when creating a TN for a pledge payment. If you are creating a TN for a new pledge, select the type of pledge from the Type list at the top of the TN, enter the pledge details further down the form, type any comments for the pledge, and save the TN. Separate TNs must be created for each payment.
- **No Receipt:** Select this box if the primary donor should not get a tax receipt. This is the case when another entity issues the tax receipt, or by donor request. For example, Fidelity Charitable Giving often issues tax receipts and specifies on documentation that no receipt is necessary. Be sure to read through related documentation.
- **Pull Receipt:** Select this box if you want the receipt sent with special instructions. Include the instructions in the Other Comments box.
- **Anonymous:** Select this box if the donor has specified that this gift is anonymous. If the donor wants all giving to be anonymous, contact Processing to update the entity record.
- **Documentation Included:** Select this box if there is any accompanying documentation, such as a check stub, envelope, letter, or note. The documents will be scanned into Advance for reference.

10. Scroll down the form and enter transmittal-type specific details where indicated, such as:

- Check number, date, whether a check is payable to a non-CUF entity and if so who it is payable to in the check comments box.
- Credit card type, number, and expiration date.
- Pledge details and whether the donor wants to receive pledge reminders.

11. In the **Other Comments** box, include any information that needs to be noted or that Processing needs to be aware of.

12. Update the **Status** to **Approved** and click **Save** from the form header.

Questions: Advancement.Processing@cu.edu