Gift Transmittals are used to document a donor’s gift, pledge, or pledge payment, including the transaction type, payment method, amount, chart of accounts designation, and other key information for the accurate acceptance and processing of private support to UC Irvine. A Gift Transmittal should be created when assets have been transferred to UCI (ex. a check or credit card number is received from a donor, securities have been transferred, money has been wired, a gift agreement has been signed by all parties, or a pledge form has been signed by the donor). This document aims to provide a guide for users on how to complete and submit a Gift Transmittal.

Note: You do not need to complete a Gift Transmittal for contributions that donors have given online.

Contents

- Quick Guide
- ZotForce Basics
- Finding Gift Transmittals
- If You Do Not See “Gift Transmittals” in Your Navigation Bar
- Sample Blank Gift Transmittal
- Creating a Gift Transmittal
**Quick Guide:**

**Step 1:** After clicking the “NEW” button to create a new Gift Transmittal, enter your gift/pledge/pledge payment information and click "Save" to create your gift transmittal (this will not Submit the transmittal, it will create the Gift Transmittal record that you can review, edit, and add to.

**Step 2:** After you Save, you can Submit, Print, Clone, Edit, Delete.

**Step 3:** If applicable, add additional Associated Items (In Honor/In Memory, In Support of Faculty Member Research, Soft Credit, Tangible Benefit/Quid Pro Quo Contribution).

**Step 4:** Upload your supporting gift documents under Files section; you MUST redact Credit Card and Checking Account numbers. Note: DO NOT password protect files.

**Step 5:** Submit your gift transmittal only after adding all necessary information and supporting documents. Once submitted, the gift transmittal cannot be edited.

**Step 6:** Your gift transmittal can be printed (hard copy or PDF) to share for any school/unit approvals.

**Step 7:** Print only the first page of your gift transmittal to use as a cover page to submit any hard-copy documentation needed for processing (checks, credit card information, etc.).

<table>
<thead>
<tr>
<th>TERM</th>
<th>REQUIRED?</th>
<th>DEFINITION</th>
</tr>
</thead>
<tbody>
<tr>
<td>Transaction Type</td>
<td>Required</td>
<td>Choose One: Gift, Pledge Payment, Pledge without Payment, Pledge with Payment, Planned Gift. Note: You will be prompted for additional information for Pledges (without and with Payment) and Planned Gifts</td>
</tr>
<tr>
<td>Payment Method</td>
<td>Required</td>
<td>Choose One: Cash, Check, Credit Card, Personal Property (gifts-in-kind), Securities, Wire. Note: You will be prompted for additional information for Personal Property and Securities</td>
</tr>
<tr>
<td>Total Amount</td>
<td>Required</td>
<td>Amount of the gift, pledge, or pledge payment</td>
</tr>
<tr>
<td>Donor's ZotForce Account</td>
<td>Required if able to identify the Donor's ZotForce Account</td>
<td>Legal donor of the gift/pledge payment/pledge. If the Donor already has an Account record in ZotForce, enter it here only if you can accurately identify the correct ZotForce Account. If not, enter information in “Primary Donor Information” (do not rely on the backup attachments).</td>
</tr>
<tr>
<td>Campaign Appeal (Code)</td>
<td></td>
<td>The Campaign Appeal (Code) associated with the transaction. If unknown, leave blank. For those with ZotForce access limited to Gift Transmittals, the field is called “Campaign Appeal Code” and the exact code must be entered.</td>
</tr>
<tr>
<td>Link to Opportunity (Name)</td>
<td></td>
<td>If the gift/pledge is connected to an Opportunity (proposal) record in ZotForce, enter here. If unknown, leave blank. For those with ZotForce access limited to Gift Transmittals, the field is called “Opportunity Name” and the exact name of the Opportunity must be entered.</td>
</tr>
<tr>
<td>Anonymity Level</td>
<td></td>
<td>Totally Anonymous; Show Amount, No Name; Show Name, No Amount</td>
</tr>
<tr>
<td>Deposit Entity (required)</td>
<td>Required</td>
<td>Foundation, Regents, UCIAA (Alumni Association)</td>
</tr>
<tr>
<td>--------------------------</td>
<td>----------</td>
<td>-------------------------------------------------</td>
</tr>
<tr>
<td>Chart of Accounts (Allocation)</td>
<td>Enter the name or fund/account number (no letters) to search and fill in the Chart of Accounts field.</td>
<td></td>
</tr>
<tr>
<td>Regents Accounts Selection</td>
<td>Required if “Regents” is the Deposit Entity</td>
<td></td>
</tr>
<tr>
<td>Pledge (with/without) Payment Details</td>
<td>Required for Pledges, indicates the payment schedule</td>
<td></td>
</tr>
<tr>
<td>Primary Donor Information</td>
<td>Required if “Donor’s ZotForce Account” is blank OR If there are bio updates; If the Donor does not yet have an Account record in ZotForce or if you cannot identify the correct record, enter the donor information here. OR if the Donor is already in ZotForce and there are biographical updates for them, enter those here. <strong>You must</strong> enter the information here, do not rely on the backup attachments.</td>
<td></td>
</tr>
<tr>
<td>Donor’s Spouse Information</td>
<td>If the Donor does not yet have an Account record in ZotForce, enter their spouse’s information here (if known). OR if there are biographical updates for their spouse’s existing record.</td>
<td></td>
</tr>
<tr>
<td>Donor’s Company Matching Gift (optional)</td>
<td>If you know the Donor works for a matching gift company, enter the Donor’s place of employment here.</td>
<td></td>
</tr>
<tr>
<td>Gift Transmittal Submitter Details</td>
<td>Submitter email and phone. Notification email (only one; will be sent after gift transmittal is submitted). Submitter Comments – any information pertinent to the gift/pledge payment/pledge that did not fit into any of the other fields.</td>
<td></td>
</tr>
<tr>
<td>Gift Transmittal Approval Signatures</td>
<td>Only required if needed by your school/unit business processes</td>
<td></td>
</tr>
<tr>
<td>Associated Items</td>
<td>After you “SAVE,” add Soft Credit, In Memory, In Honor, In Support of Faculty Member Research, and Tangible Benefit/Quid Pro Quo Contribution</td>
<td></td>
</tr>
</tbody>
</table>
| Files | Required | Scan and attach gift/pledge/pledge payment back up:  
  - Check - you **MUST** redact (hide) the account number with a Post-It  
  - Credit Card information – you **MUST** redact (hide) credit card number with a Post-It to comply with PCI data security standards. Credit card numbers cannot be submitted electronically.  
  - Donor documentation including signed gift/pledge agreement, donor letter, email correspondence, solicitation piece, etc.  
  - Signed gift agreement or pledge form (not draft)  
  - Copies of any applications submitted for funding  
  - 700U/SEI Form  
  - All other donor documentation received |
**ZotForce Basics:**
ZotForce is UCI’s integrated online fundraising and constituent management system; it features customized page layouts and real-time reports.

ZotForce is designed to run in the Chrome browser, you will not be able navigate or see and use some features in other browsers (like Firefox, Explorer, or Microsoft Edge).

**Finding Gift Transmittals:**
When you first log in to ZotForce, your home screen will look something like the following (your page layout will depend on your job role and user profile):

- **Global Search Bar** – Search for any Account, Contact, Chart of Accounts records, etc.

- **Navigation Bar** – Shortcuts to objects in ZotForce
  - Home
  - Gift Transmittals – view Recently Gift Transmittals, All Gift Transmittals, My Gift Transmittals, My Gift Transmittals-Last 60 Days
  - Chart of Accounts – Formerly known as “Allocations” in Advance
  - Accounts – Accounts are the primary records in ZotForce; they represent household, company, or non-profit prospects, alumni, and other constituents. See Glossary at end of document.
  - Contacts – Contacts are individual people (they make up Household Accounts). See Glossary at end of Document.
If you do not see “Gift Transmittals” in your Navigation Bar, try these steps:

1) Click on the down arrow next to “More” at the right side

2) If you still do not see Gift Transmittals, click the pencil icon

After Clicking on the Pencil Icon...
Click on “Add More Items”

In the “Add Items” window:

1) Choose “All” from the Available Items list

2) Click “Gift Transmittals” (the “+” sign will turn into a green check box) Note: do not choose “Gift Transmittal Create”

3) Then, click “Add 1 Nav Item” in the lower right
In the Navigation Items window…

You rearrange the items on your Navigation Bar by grabbing the three lines to the left of “Gift Transmittals” and dragging it to your preferred order.

Now click “Save” in the lower right corner.

![Edit ZotForce v0.9 App Navigation Items](image)

You should now see “Gift Transmittals” on your Navigation Bar.

![UCI ZotForce with Gift Transmittals highlighted](image)

If you still don’t see it, check under “More”.

![More menu with Gift Transmittals selected](image)

If you are unable to locate/add “Gift Transmittals,” open a Case (found in the upper right of your screen) and ask for “Gift Transmittals” to be added to your Navigation Bar.
Creating a Gift Transmittal:

Click the down carat next to “Gift Transmittals” on your Navigation Bar, then click the “New Gift Transmittal” option.

Or if your Home page opens to “My Gift Transmittals – Last 60 Days” click the “New” button.

Note: If a new tab does not open with a blank Gift Transmittal form, your Chrome browser may be set to block pop-ups. If that is the case, you will see a small icon with a red x in the Chrome address bar; follow these directions:

1. Click on the Blocked Pop-Up icon
2. Choose “Always allow pop-ups and redirects…”
3. Click “Done”

Now when you click “New Gift Transmittal” (or “New”), ZotForce will open a new tab and you will see the start of a blank Gift Transmittal form.
Filling Out a Gift Transmittal Form

Transaction Type (choose one):
- Gift – Outright transfer of funds to UCI
- Pledge Payment – Payment on a previously recorded pledge
- Pledge without Payment – New Pledge without a payment right now
- Pledge with Payment – New Pledge with the first payment submitted right now
- Planned Gift – A commitment of assets usually through a donor’s estate, will, or other financial instrument

Note: You will be prompted for additional information for Pledges (without and with Payment). There are additional details required for Planned Gifts – please consult with the Office of Planned Giving.

Payment Method (choose one):
- Cash
- Check
- Credit Card
- Pledge without Payment (only available for Transaction Type of “Planned Gift”)
- Pledge with Payment (only available for Transaction Type of “Planned Gift”)
- Personal Property
- Securities
- Wire

Note: If you choose “Pledge Payment” or “Pledge without Payment” in Transaction Type, you will not be able to enter a Payment Type, since there is no payment now.

If you choose "Pledge with Payment" an additional section will open up below:
- **Schedule Type**: Choose the most appropriate: Single Payment; Schedule Payments; or Fixed Total Amount, Fixed Number of Payments (recommended)
- **Type**: Unless the pledge is conditional (usually as stated in a gift agreement), leave this field as “Unconditional”
- **Payment Every**: Choose the appropriate period: Month(s), Quarter(s), Year(s)
Payment Method (cont.):

- **Interval Payment Frequency:** Choose the appropriate frequency. Ex. If the payment frequency chose is “1” and the “Payment Every” selection is “Month(s),” a pledge reminder will generate once each month.
- **Number of Payments:** Enter the number of payments the donor will be making (including the Pledge with Payment transaction if appropriate).
- **Initial Pledge Payment Amount:** (only shows if you chose “Pledge with Payment”) Indicate the amount of the donor’s first payment (which should be included with this transmittal either by check or other method).
- **Start Date:** Date the first payment for the pledge is due. If you chose “Pledge with Payment” this date should be the current date.
- **Send Reminder:** Checked by default. Un-check if the donor has indicated they do not wish to receive reminders, or if they have asked that we automatically charge their credit card for their payments.

**Total Amount**

Enter the amount of the gift, pledge payment, or pledge. If the transaction will be split between two or more Chart of Accounts designations/allocations, you must submit a Gift Transmittal for each of the designations (regardless of if the contributions are going to the Foundation or Regents).

Tip: Use the Clone feature, see page 15.

**Donor’s ZotForce Account**

Legal donor of the gift/pledge payment/pledge. If the Donor already has an Account record in ZotForce, enter it here (use search box) only if you can accurately identify the correct ZotForce Account.

Note: If the Donor does not already have a ZotForce Account or if you cannot identify the right Account:

- Leave this field blank and
- **You must** enter the donor information in the “Primary Donor Information” section and, if appropriate, the “Donor’s Spouse Information.” (Do not rely on the backup attachments.)

Click carats to expand sections to enter information if needed.
**Campaign Appeal (Code)**

The Campaign Appeal associated with the transaction. Enter the name of the Campaign or search using the magnifying glass. If unknown, leave blank.

*Note: For users with ZotForce access limited to Gift Transmittals, the field is called “Campaign Appeal Code,” and the exact code must be entered. If unknown, leave blank.*

**Link to Opportunity (Name)**

If the gift/pledge is connected to an Opportunity (proposal) record in ZotForce, enter the name here or search using the magnifying glass. If unknown, leave blank.

Tip: If you do not enter the Opportunity on the Gift Transmittal, you will have to open a Case to request that it be added after the gift is recorded.

*Note: For those with ZotForce access limited to Gift Transmittals, the field is called “Opportunity Name,” and the exact name of the Opportunity must be entered. If unknown, leave blank.*

**Deposit Entity**

Enter the appropriate deposit entity for this transaction:

- Foundation
- Regents
- UCIAA (Alumni Association)

*Note: If Regents is chosen, an additional section will open for you to enter the KFS Account (required) and the Appropriation KFS Account (required), as well as the Org Ref ID, Appropriation Amount, and Project Code if known.*

**For Gifts-In-Kind (GIK):**

1) Choose "Regents" as the deposit entity
2) Enter (or search for) the Chart of Accounts Allocation (if you know it)
3) Use the drop-down arrow on the KFS Account field and scroll down to choose "UC-GIK"
4) Enter "N/A" in the Appropriation KFS Account.
Anonymity Level

Documentation from the donor is required for anonymity to be recorded. Enter the appropriate level:

- Totally Anonymous
- Show Amount, No Name
- Show Name, No Amount

Chart of Accounts (Allocation)

Enter the name or fund/account number to search and fill in the Chart of Accounts.

- Enter the name or fund/account number, or a key word and select the appropriate Chart of Accounts record
- Or click on magnifying glass to use full search function
- For Regents transactions, enter the KFS Account number (number only, no letters, ex. 56011)
- For UCIAA (Alumni Association) Chart of Accounts, search by fund name

Primary Donor Information and Donor’s Spouse Information

Primary Donor Information is required if the donor is not already in ZotForce OR if you have any biographical updates that should be made to the donor’s existing record. Donor’s Spouse Information is optional.

- You must enter the donor information in the “Primary Donor Information” section and, if appropriate, the “Donor’s Spouse Information.”
- Do not rely on the backup attachments.
- Click the carats to expand to enter the information.

Donor’s Company Matching Gift (optional)

If you know that the donor works for a matching gift company, enter it here.
Gift Transmittal Submitter Details

Your name and email address will be automatically populated in the Owner ID and Submitter Email fields; enter your phone number in the “Submitter’s Phone Number” field.

Email Notification: If there is someone who should receive a notification that this gift transmittal has been submitted, enter their email here. Note: the notification will only be sent once the gift transmittal has been Submitted (not just Saved). See next page for information on sending notifications to those without ZotForce access or who need to review the GT before it is submitted.

Submitter Comments: Enter descriptions of personal property (gifts-in-kind) donations, complex pledge schedules, or any other information that is not already included above.

Gift Transmittal Approval Signatures

Optional; only fill out if your internal business process requires a signature line on gift transmittals. Note: Filling in information in this section does not result in any of the individuals being notified of the gift transmittal.

Save

Once you have filled in all the appropriate information on this page, click “Save.”

Note: this does not Submit the gift transmittal and you will be able to edit and/or add several items on the next page of the form (ex. Soft Credit, In Honor of, In Memory of, In Support of Faculty Research, Tangible Benefits (Quid Pro Quo Contribution).
Once you have saved the form, a new page will open...

**Gift Transmittal Draft Created**

At the top, you will see the Gift Transmittal number (ex. GT-0000000069) and some basic information about the transaction.

![Gift Transmittal Draft](image)

You also now have the following option buttons:

- **Submit** – DO NOT SUBMIT until you are ready to send the gift/pledge/pledge payment documentation in for processing. DO NOT SUBMIT until you have reviewed the form and added any Soft Credit, In Honor of, In Memory of, In Support of Faculty Research, or Tangible Benefits (Quid Pro Quo Contribution) and attached the appropriate back up.

- **Print** – You can print a copy of the Gift Transmittal either to a printer or as a PDF.
  - Notification: If someone who does not have access to ZotForce needs to be notified – OR – if they need to review the GT before it’s submitted, use the “Print” button, then print to “PDF.” The saved PDF can be emailed (along with any attachments) to anyone who needs to be notified.
  - Cover Sheet: If you are sending hardcopy gift documentation to University Advancement, print out just the first page of the GT to use as cover sheet for your backup.

- **Clone** – If you are processing more than one gift that has some of the same information as the Gift Transmittal you created, you can clone it and then edit any information that is different. Tip: Use for gifts/pledges that need to be split between multiple Chart of Accounts designations/allocations.

- **Edit** – You can edit any of the fields you previously filled in (or forgot to fill in).
Associated Items are used to document:

- Soft Credit
- In Honor of
- In Memory of
- In Support of Faculty Research
- Tangible Benefits (Quid Pro Quo Contribution)

Along the right side of the screen, you will see a section called “Associated Items.” Click on the down arrow and choose “New.”

Choose the appropriate record type and follow the prompts on the screen. See below for instructions on each type.
In Honor or In Memory
Used to record tributes to individuals when the donor has indicated that they wish to honor or memorialize someone.

Contact: If the person being honored/memorialized has a record in ZotForce, search/enter it here. If unable to find, put their name in the “Name” field.

Type: Choose “In Honor” (individual is living) or “In Memory” (individual is deceased)

Name: If the person being honored/memorialized does not have a ZotForce record, or if you are unable to find them, leave the “Contact” field blank and fill in their name here.

Description: Add any notes here

Enter the Contact to Notify or Their Information: Records anyone who should be notified of the gift (ex. the deceased’s widow or their child)

Contact: If the person that should be notified has a record in ZotForce, enter it here (searchable). If unable to find, put their name in the “Full Name” field

Greeting: Indicate how the person being notified should be greeted (ex. Mrs. Davidson).

Full Name: If the individual being notified does not have a ZotForce record, or if you are unable to find them, leave the “Contact” field blank and fill in their name here

Relation: Choose the appropriate relationship of the person to be notified to the individual being honored/memorialized (ex. Next of Kin)

Comment: Add any information pertinent to the situation

Address Lines 1, 2, and 3; City; State/Province: If the person that should be notified has a record in ZotForce, leave blank. If unable to find, you must enter their contact information, do not rely on the backup attachments.

At the bottom of the window, you can choose:
- Cancel - You do not wish to save your work
- Save & New - You wish to save your work and you have additional Associated Items to add
- Save - You wish to save your work and do not have additional Associated Items to add
In Support of Faculty Member Research
Used if a donor wishes to support a specific faculty member’s work.

Contact: Search for the faculty member’s ZotForce contact record. If unable to find, put their name in the “Name” field.

Type: Pre-populated with “In Support of,” do not change

Name: If unable to find the faculty member’s contact record, leave the “Contact” field blank; you must fill in their information here, do not rely on backup attachments

Description: Add any pertinent notes

Soft Credit
Used if another Account should also get credit for the transaction. Ex: “Anteater Foundation” is the legal donor, and the heads of the foundation (Peter and Mary Anteater) should get soft credit.

Account: Start typing the name to be soft credited in the “Account” field. If the correct Account does not show up, hit “Enter” to open the full search function.

Note: If the Donor does not already have a ZotForce Account or if you cannot find the right Account, leave this field blank. You must fill in the “New Account Info” fields, do not rely on backup attachments.

Reason: Add a short reason this Account is receiving soft credit.

New Account Info - If the Donor does not have a ZotForce Account (or if you cannot find the right Account), leave the “Account” field blank and enter their information in the “New Account Info” fields.
Tangible Benefits (Quid Pro Quo Contribution)

If the donor is receiving a tangible benefit (ex. dinner/lunch/wine at an event, a “goodie bag” of giveaway items), it must be disclosed here.

**Item:** Leave this field BLANK

**Item Description:** Enter the description of the benefit (ex. 2 gala tickets at $50 each; $100 total)

**Value:** Enter the total fair market value of the benefit(s) (ex. $100)

**Accepted?:** Checked by default – leave checked. If the donor is **declining** benefits, note that in the Comments section.

**Comments:** Add any additional pertinent information (i.e. donor declining benefits).

### Files – Attach gift documentation/back up and submit electronically (DO NOT password protect files)

Along the right side of the screen, you will see a section called “Files.” Click the “Upload Files” button and choose the appropriate file(s) to submit with this transaction.

Scan and attach gift/pledge/pledge payment back up:

- **Check** – You **MUST** redact (hide) the account number with a Post-It
- **Credit Card information** – You **MUST** redact (hide) credit card number with a Post-It to comply with PCI data security standards. Credit card numbers cannot be submitted electronically.
- **Donor documentation** including **signed** (not draft) gift/pledge agreement, donor letter, email correspondence, solicitation piece, etc. (no drafts)
- **Signed gift agreement of pledge form (not DRAFT)**
- **Copies of any applications submitted for the funding**
- **700U/SEI Form**
- **All other donor documentation received**

### Submit

DO **NOT** submit a gift transmittal unless you have scanned and attached all back-up files for the transaction and/or are ready to send any hardcopy documents to Foundation Finance for processing.

If you will be sending hardcopy documentation, click “Print” and print **only** the first page of the gift transmittal to use as a cover sheet for the gift/pledge payment/pledge you are sending.

Click “Submit” to electronically send the gift transmittal and attached files for processing.