

# Proposal Manager Manual

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# *How to Manage PROPOSALS*

Ver. 1.3  
13 March 2018

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### List of Acronyms

DO	Development Officer
GSM	Gift Services Manager
DOD	Director of Development
SM	SOLICITATION Manager
CS	Co-SOLICITATION Manager
ROC	Report of Contact
GA	Gift Agreement
PM	Prospect Manager
CFR	Corporate and Foundation Relations

### Proposal Tracking and Reporting

#### **General Task List:**

1. DO's report PROPOSALS to GSM using:
  - a. LOG FORM (See Log Form Detail)
  - b. Copy of presented PROPOSAL (if there is one)
2. GSM creates a record of the PROPOSAL in Advance
3. GSM forwards copy of LOG FORM and documentation to [imaging@uark.edu](mailto:imaging@uark.edu) and cc's Development Leadership and DO.
4. Repeat procedure as logged PROPOSALS are funded or declined (unless they are logged as funded or declined initially).
5. GSM runs a daily GIFT REPORT of incoming GIFTS of \$5000+.
6. Quality Control review. Compare GIFT REPORT to Advance.
7. Obtain necessary PROPOSAL information (if not previously supplied).

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8. Copy Development leadership on all PROPOSAL correspondence.

### **Documentation Required with Completed LOG FORM:**

- Any WRITTEN MATERIAL given to DONOR as part of SOLICITATION PACKAGE.
- ROC entered in Advance detailing:
  - Specifics of SOLICITATION
  - Purpose of the funds
  - SOLICITATION amount.
  - SOLICITATION date. (Should closely match LOG FORM.)

### **Proposal Standards**

#### **Proposal Levels:**

<b>Level 1</b> (Major Gift)	\$25,000 or more
<b>Level 2</b>	\$5,000 to \$24,999.99

#### **Proposal Attributes:**

PROPOSALS always include:

- Statement of specific purpose or purposes for FUNDING
- Specific FUNDING amounts associated with each proposed purpose.

PROPOSALS can be:

- WHITE PAPERS with COVER LETTER attached
- PROPOSAL letter
- PROPOSAL email
- Verbal request
- Invoice
- Other COMMITMENT renewal reminder

PROPOSALS categorized by:

- SOLICITATION amount

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- **NOT** FUNDING level



Record PROPOSALS for date SOLICITATION made.

PROPOSAL *solicited* in one fiscal year, *remains* assigned to that year, regardless of whether or not it was funded in that year.

### Proposal Logging and Credit:

PROPOSAL Amount	Credit/Tracking
\$25,000+	<b>DOD</b>  <b>Senior</b>  <b>Associate</b>  <b>Assistant</b> <b>Unit</b>
\$10,000+	<b>DOD</b>  <b>Senior (Pre-Identified)</b>  <b>Associate (Pre-Identified)</b>  <b>Assistant</b> <b>Unit</b>
\$5,000+	<b>DOD</b>  <b>Assistant</b>
\$5,000+	<b>DODs may receive co-SOLICITATION credit</b>

### Determination of Development Officer Credit:

-  There are various determinations of credit for a DO depending on whether a prospective DONOR initiates CONTACT with DO, and whether CONTACT occurred *prior* to GIFT COMMITMENT. The Vice Chancellor of Development will decide how or whether such a PROPOSAL will be recorded.
-  A PROPOSAL may also be deemed to have occurred as a result of a *timely stewardship report* resulting in a written or verbal contract in which the DONOR mentions a report in an effort to enhance or renew a GIFT COMMITMENT. An example of this may be a Planned Giving DO providing information, or helping with GIFT AGREEMENTS in such a case.

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- ✚ A PROPOSAL may be logged in connection with a DONOR-initiated testamentary provision benefitting the university (provided that a Development professional secures a record of estate intention or other documentation. A PROPOSAL may also be logged for DONOR-initiated planned giving. An example of this may be a Planned Giving DO providing information, or helping with GIFT AGREEMENTS before the GIFT is given.
- ✚ A PROPOSAL may be reported for SOLICITATIONS within a unit of the university (those initiated by faculty members, research, or outreach-oriented centers or institutes) that were not specifically initiated by a DO. Credit can be given to DO if they can prove their integral assistance with the PROPOSAL via CONTACT reports or PROPOSAL submission.
- ✚ Shared PROPOSAL credit can be awarded between Development professionals.
- ✚ Proposal credit is not awarded when DO is assessing DONOR interest in program or project (i.e. where a specific GIFT amount is not mentioned in the discussion with the DONOR).
- ✚ Final determinations of credit rest with Associate VC for Development.

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### Managing PROPOSALS




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#### Required Documentation of SOLICITATION:

**DO NOT**

Look for:

- + ROC for the SOLICITATION, or
- + Letter to the DONOR, or 
- + Copy of an online grant application, or
- + Copy of a GIFT AGREEMENT sent to DONOR, or
- + Other forms of paperwork that indicate a request for a GIFT.

#### Documents storage in PREP DOCS folder:

- + Emails concerning SOLICITATION should be:
  - 1) Copy and pasted to Microsoft Word
  - 2) Save Word doc as .pdf in PREP DOCS folder
  - 3) Merge .pdf's and PROPOSAL LOG FORM into single file. Make PROPOSAL LOG FORM 1<sup>st</sup> page.
- + If supporting documentation is missing request from DO:
  - 1) LOG FORM (See Log Form Detail)
  - 2) Copy of presented PROPOSAL (see [Documentation of Solicitation](#))
- + DO can:
  - o Complete ROC and notify you, or
  - o Email/hand-deliver missing documentation.

# Instructions for Advance

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### Creating a Proposal in Advance

#### Find Entity that PROPOSAL applies to:

 Use Lookup Tool in Advance.

Lookups

Actions

1. Choose a template (optional)

Bio - Entity

2. Select results format\*

Entity Lookup List

3. Select output type\*

Display results

4. Select additional criteria from page tree (optional)

5. Enter criteria below and click Search

View Criteria

Clear

Search

ID Lookup

Help

ID

Equal

Alt ID

Equal

Entity Lookup

Help

☐ 'Sounds Like'

Last/Org Name

Begins with

white

First

Begins with

john

Middle

Begins with

a

Name Type

Equal

(All)

Record Status

Equal

(All)

Primary Record Type

Equal

(All)

School

Equal

(All)

Class

Equal

Solicit Cntrl

Equal

(All)

Lookup

Equal

(All)

Affiliation Code

Equal

(All)

Affiliation Status

Equal

(All)

Deleted

Equal

Not Deleted

VIP

Equal

(All)

Person or Org

Equal

(All)

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- ✚ From Entity Overview ensure that Entity has Prospect ID. (Look under **Prospect Summary**)

**Entity Overview** Actions Print

**Dr. [redacted] 2831** \*\*\*VIP\*\*\*

**Rec Type** Alumni (1962 Engineering), Faculty, [More...](#) 12/05/1939 (78)

**Degree** BSIE 1962 Engineering [More...](#)

**PM Manager** [redacted]

**AAA** Life A+ Northwest Arkansas Chapter Towers Old Main Accepted (Gold)

Married to: Mr. [redacted] 60 (FR)

**Contact Information** Actions Help

**Home (Preferred)**  
11 South Sechrest Circle  
Rogers, AR 72758-1405  
(479) 464-7183 (Home, Pref)

**Business**  
Distinguished Professor  
University of Arkansas  
Industrial Engineering  
ENGR 308  
Fayetteville, AR 72707-1201  
(479) 575-2773 (Business)

[redacted] (Business, Pref)

**Other Active Telephone Info** (0) Actions Help

**Committee Participation** (2) Actions Help

Committee	Status	Role	Start	Stop
Arkansas Academy of Ind. En...	Active		1987	
Arkansas World Trade Center	Active			

**Prospect Summary** (1) New Actions Help

<b>Name</b>	[redacted] (Active), Current Prospect - Active	<b>Start Date</b>	07/07/1999
<b>Type</b>	Couple	<b>Stop Date</b>	
<b>Group</b>	Fayetteville Campus		
<b>Stage</b>	Closing		
<b>Trans GR</b>			
<b>Primary Manager</b>	[redacted]		

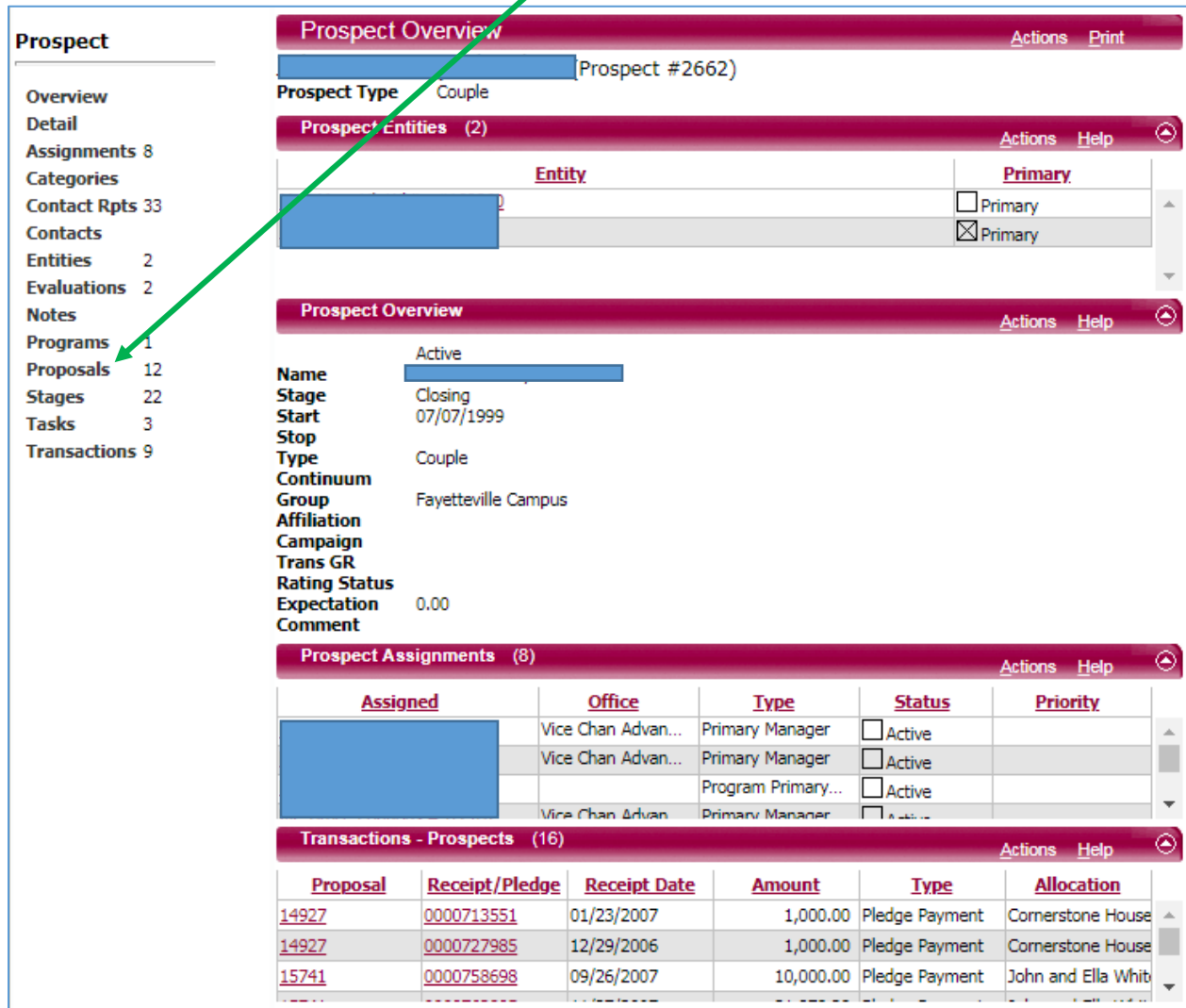
- ✚ If Prospect ID Exists: Click on Prospect ID link.
- ✚ If Prospect ID does NOT exist: email [selle@uark.edu](mailto:selle@uark.edu) and request that an ID be created.

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✚ From Prospect Overview screen click **Proposals** from the Navigation Tree.



**Prospect Overview** Actions Print

Prospect #2662)

**Prospect Type** Couple

**Prospect Entities (2)** Actions Help

Entity	Primary
	<input type="checkbox"/> Primary
	<input checked="" type="checkbox"/> Primary

**Prospect Overview** Actions Help

**Name** Active

**Stage** Closing

**Start** 07/07/1999

**Stop**

**Type** Couple

**Continuum**

**Group** Fayetteville Campus

**Affiliation**

**Campaign**

**Trans GR**

**Rating Status**

**Expectation** 0.00

**Comment**

**Prospect Assignments (8)** Actions Help

Assigned	Office	Type	Status	Priority
	Vice Chan Advan...	Primary Manager	<input type="checkbox"/> Active	
	Vice Chan Advan...	Primary Manager	<input type="checkbox"/> Active	
		Program Primary...	<input type="checkbox"/> Active	
	Vice Chan Advan...	Primary Manager	<input type="checkbox"/> Active	

**Transactions - Prospects (16)** Actions Help

Proposal	Receipt/Pledge	Receipt Date	Amount	Type	Allocation
<a href="#">14927</a>	<a href="#">0000713551</a>	01/23/2007	1,000.00	Pledge Payment	Cornerstone House
<a href="#">14927</a>	<a href="#">0000727985</a>	12/29/2006	1,000.00	Pledge Payment	Cornerstone House
<a href="#">15741</a>	<a href="#">0000758698</a>	09/26/2007	10,000.00	Pledge Payment	John and Ella White

DOD specific Goal Setting Proposals are loaded into Advance by AITS team.

- If the PROPOSAL in question is Goal-Setting it should already exist and you will only need to update it. Skip to [Form Options](#). INSURE FISCAL YEARS MATCH.
  - Do NOT update PROPOSALS with a **Status\*** of "No Action."
  - If PROPOSAL is NOT Goal-Setting continue with creating a NEW PROPOSAL.



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Click **New** from the red bar on the Proposal List for Prospect Screen.

**Proposal List For Prospect** Actions Print

Prospect Type Couple (Prospect #2662)

**Proposals (1/12)** New Actions Help

	Proposal #	Proposal Type	Stage	Prop Status	Start Date	Ask Amount
***	23773	Pledge	Solicited	Active	01/25/2017	10,000.00
***	22890	Outright Gift	Planned	No Action		0.00
***	19408	Outright Gift	Planned	Withdrawn		0.00
***	18331	Outright Gift	Planned	Withdrawn		0.00
***	22572	Outright Gift	Funded	Complete	05/06/2015	30,000.00
***	22328	Outright Gift	Funded	Complete	10/23/2014	10,000.00

This will open the Proposal (New) screen.

**Proposal** Detail

**Proposal (New)** Actions

John A. & Mary Lib White (Prospect #2662)  
Prospect Type Couple

Use this page to enter a new Proposal, following the guidelines provided below.

- Enter details about this Proposal using the form below. When you have finished entering details press Save.
- Once you have saved the proposal, you can enter other information about the proposal, including Staff Assignments, Contact Reports, and Tasks.
- If the proposal is for a planned gift, you can also enter Bequests, Life Income, Trusts, Insurance, Properties, Securities, and their associated Beneficiaries.

**Proposal** Save Actions Help

Type*	<input type="text"/>	Proposal ID	<input type="text"/>
Stage*	<input type="text"/>	Ask Date	02/23/2018
Status*	<input type="text"/>	Answered Date	<input type="text"/>
Planned Type	<input type="text"/>	Campaign	<input type="text"/>
Ask	<input type="text"/>	Granted	<input type="text"/>
Expected Date	<input type="text"/>	Initial Planned Date	<input type="text"/>
Funding Type	<input type="text"/>	Initial Planned Ask	<input type="text"/>
	<input type="checkbox"/> Other		
Title	<input type="text"/>		
Description	<input type="text"/>		

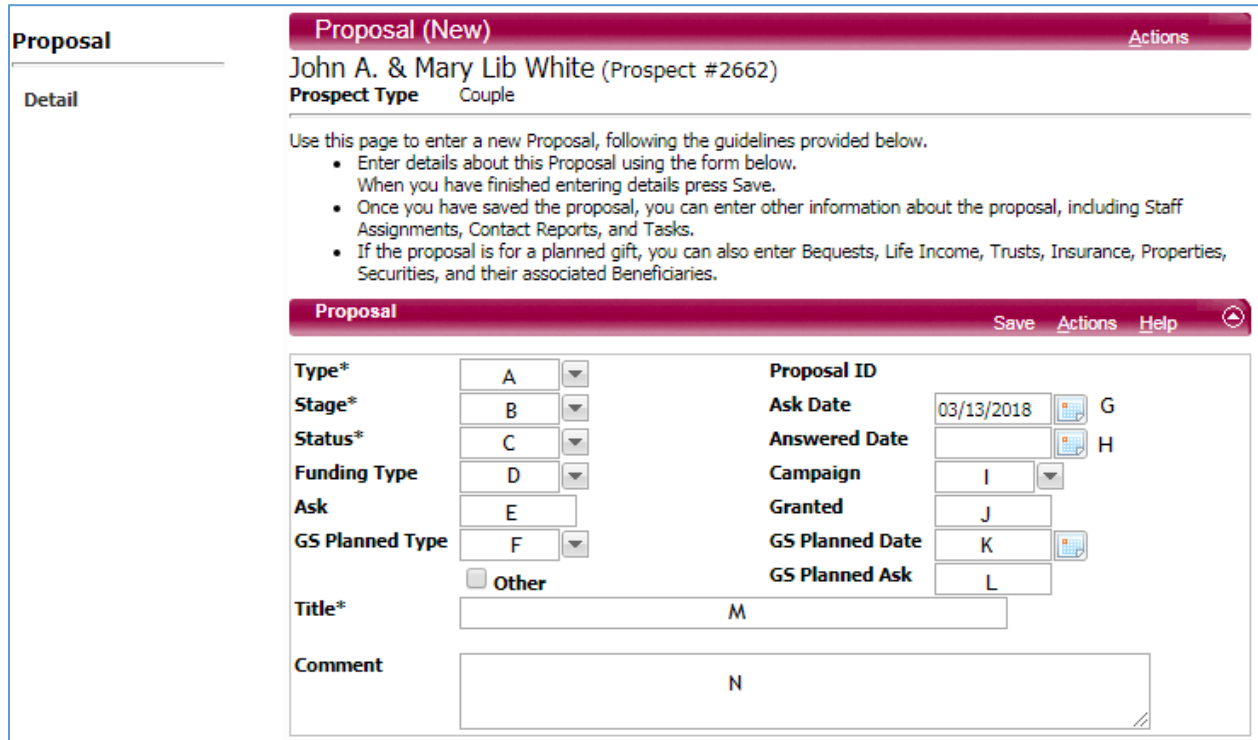
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## Create/Update Proposal:





### Form Options



### A. Type\*:

-  Gift in Kind – Land, Horse, Art Collection, Books, Software, Etc.
-  Outright Gift – Entire GIFT made at once.
-  Planned Gift – Charitable GIFT Annuity; bequest.
-  Pledge – GIFTS received over period of time.

### B. Stage\*:

-  Planned – PROPOSAL related to Goal Setting; change to Solicited when PROPOSAL is presented
-  Solicited – PROPOSAL has been presented
-  Funded – only change to Funded after Gift Services records the GIFT; use Gift Services date
-  Declined – DONOR or Development Leadership has declined the GIFT



Gift Services Report  
shows Planned Gifts as  
PLEDGES.

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C. **Status\*:**

-  Active - PROPOSAL remains active until it is either funded or declined
-  Complete – Change to Complete once PROPOSAL is either funded or declined
-  No Action – PM enters these two status types (DO NOT CHANGE)

D. **Funding Type:**

-  Endowed – Use only if Endowed funding.


E. **Ask:**

-  Enter highest amount solicited (when there is more than one amount/option listed in PROPOSAL)

F. **GS Planned Type:**

-  Corporation
-  Foundation
-  Individual
-  Other Org
-  Planned Gift

G. **Ask Date:**

-  Enter date PROPOSAL was actually presented (change from today's date); if conflicting dates, use date on supporting documentation, or ROC if it appears to be correct


H. **Answered Date:**

-  When the PROPOSAL was funded or declined


I. **Campaign:**

-  DO NOT USE THIS FIELD


J. **Granted:**

-  Total GIFT or pledge amount

K. **GS Planned Date:**

-  DO NOT CHANGE. This is only populated if this is a Goal-Setting PROPOSAL that has been auto-loaded to Advance.

L. **GS Planned Ask:**

-  DO NOT CHANGE. This is only populated if this is a Goal-Setting PROPOSAL that has been auto-loaded to Advance.

M. **Title\*:**

-  Enter Name and Purpose

N. **Description:**

-  Enter Who/What/When/Where/Why

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### A. Completed Proposal New/Update

**Proposal**  
[Redacted] (Prospect #2662)  
**Prospect Type** Couple  
**Proposal Type** Outright Gift (Active)  
**Proposal #** 23800 Dr. White's Gift to the Department of En  
[More...](#)

Use this page to update proposal details. To add related information about this proposal, follow the guidelines provided below.

- You can enter [Assignment](#) details for this proposal.
- You can identify the [Purpose](#) for this proposal.
- You can set up one or more follow-up [Tasks](#) for this proposal.
- You can enter a [Contact Report](#) for this prospect.
- Use [Entity Update](#) to record updated biographic information about the prospect associated with this proposal.

**i** Stage - The Proposal has another stage of this type.

**i** Save completed successfully

**Proposal** Save New Actions Help

<b>Type*</b>	<input type="text" value="C"/>	Outright Gift	<b>Proposal ID</b>	23800
<b>Stage*</b>	<input type="text" value="P"/>	Planned	<b>Ask Date</b>	03/13/2018
<b>Status*</b>	<input type="text" value="A"/>	Active	<b>Answered Date</b>	
<b>Funding Type</b>	<input type="text"/>		<b>Campaign</b>	
<b>Ask</b>	10,000.00		<b>Granted</b>	0.00
<b>GS Planned Type</b>	<input type="text" value="M"/>	Individual	<b>GS Planned Date</b>	
	<input type="checkbox"/> Other		<b>GS Planned Ask</b>	0.00
<b>Title*</b>	<input type="text" value="Gift to the Department of English"/>			
<b>Comment</b>	<input type="text" value="Requesting [Redacted] provide funds for English mock-up of the Globe theater"/>			

! tip  
Advance will notify you if a PROPOSAL at the same stage exists. This means that there is already a Planned PROPOSAL in existence for Dr. White.

! tip  
Advance has assigned PROPOSAL ID. Record this ID on the LOG FORM.

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### Record the Staff Member(s) who made the Solicitation (Assignments):

Click **Assignments** from the Navigation Tree

**Proposal** Actions Print

**Prospect Type** Couple (Prospect #2662)

**Proposal Type** Outright Gift (Active)

**Proposal #** 23800 Dr. White's Gift to the Department of En [More...](#)

Use this page to update proposal details. To add related information about this proposal, follow the guidelines provided below.

- You can enter [Assignment](#) details for this proposal.
- You can identify the [Purpose](#) for this proposal.
- You can set up one or more follow-up [Tasks](#) for this proposal.
- You can enter a [Contact Report](#) for this prospect.
- Use [Entity Update](#) to record updated biographic information about the prospect associated with this proposal.

**Stage** - The Proposal has another stage of this type.

**Save** completed successfully

**Proposal** Save New Actions Help

<b>Type*</b>	<input type="text" value="Q"/>	Outright Gift	<b>Proposal ID</b>	23800
<b>Stage*</b>	<input type="text" value="P"/>	Planned	<b>Ask Date</b>	03/13/2018
<b>Status*</b>	<input type="text" value="A"/>	Active	<b>Answered Date</b>	
<b>Funding Type</b>	<input type="text"/>		<b>Campaign</b>	
<b>Ask</b>	10,000.00		<b>Granted</b>	0.00
<b>GS Planned Type</b>	<input type="text" value="M"/>	Individual	<b>GS Planned Date</b>	
	<input type="checkbox"/> Other		<b>GS Planned Ask</b>	0.00
<b>Title*</b>	<input type="text" value=" of English"/>			
<b>Comment</b>	<input type="text" value="ds for English mock-up of the Globe theater"/>			

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### Creating Assignment:

Form Options



 Click **New** from the red bar.

If the PROPOSAL is related to Goal Setting, some information will be auto-loaded on this screen.

A. **Staff:**

 Enter the Staff member who actually made this SOLICITATION (change this from the auto-loaded information if necessary)

B. **Type\*:**

 Solicitation Manager – Primary Credit  
 Co-Solicitation Manager – Secondary Credit

C. **Office:**

 This is the Office that the DO works in (even if GIFT is for different area)



Some DOs have more than one ID and more than one office. Find the correct ID on the LOG FORM.

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D. **Start Date:**

 Enter date PROPOSAL was presented to DONOR. UNLESS: AUTO-LOADED FROM GOAL SETTING, THEN LEAVE AS IS.

E. **Stop Date:**

 DO NOT CHANGE. WILL BE UPDATED AUTOMATICALLY WHEN PROPOSAL IS COMPLETED.

F. **Comment:**

 Any relevant information.

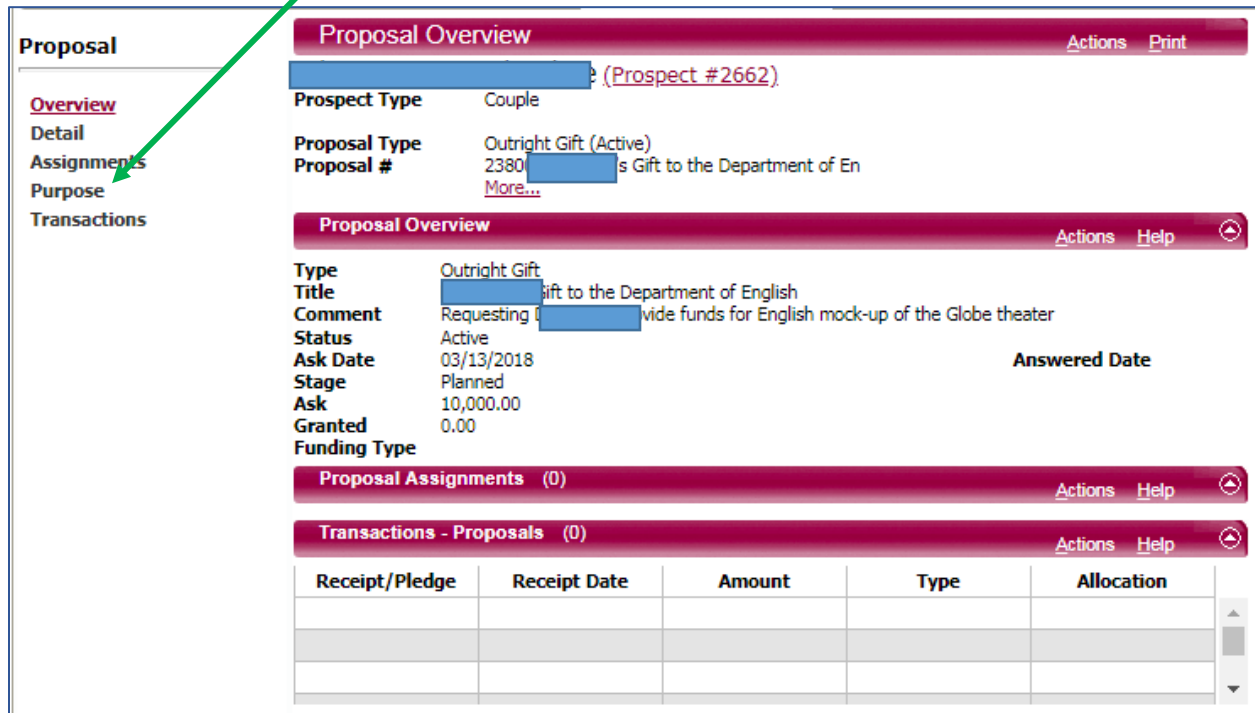
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### Document the Purpose of the Proposal:

Click **Purpose** from the Navigation Tree



**Proposal**

- [Overview](#)
- [Detail](#)
- [Assignments](#)
- [Purpose](#)
- [Transactions](#)

**Proposal Overview** [Actions](#) [Print](#)

**Prospect Type** Couple

**Proposal Type** Outright Gift (Active)

**Proposal #** 2380 [redacted] s Gift to the Department of En  
[More...](#)

**Proposal Overview** [Actions](#) [Help](#)

**Type** Outright Gift

**Title** [redacted] gift to the Department of English

**Comment** Requesting [redacted] vide funds for English mock-up of the Globe theater

**Status** Active

**Ask Date** 03/13/2018 **Answered Date**

**Stage** Planned

**Ask** 10,000.00

**Granted** 0.00

**Funding Type**

**Proposal Assignments** (0) [Actions](#) [Help](#)

**Transactions - Proposals** (0) [Actions](#) [Help](#)

Receipt/Pledge	Receipt Date	Amount	Type	Allocation

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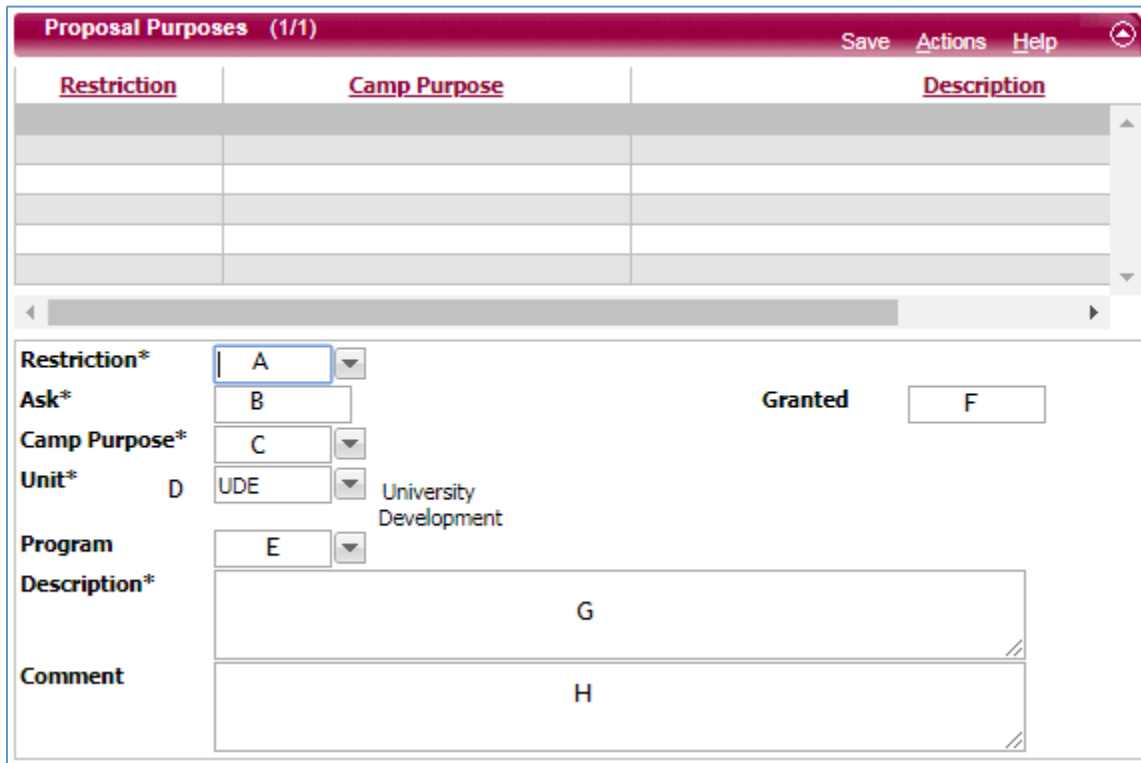


### Creating Purpose:


Form Options

 Click **New** from the red bar.

If there is more than one purpose, then enter multiple by clicking “New” again.



A. **Restriction\***: (Match to purpose of PROPOSAL. Use the Allocation name to help narrow your decision.)

 Multiple options available (You may use any of the drop-down options. Only those that need more definition listed below.):

- Campus Programs: consortium, centers, institutes, diversity
- Fac/Staff Support – includes travel for faculty or staff
- Unrestricted Campus – any area on campus; Chancellor’s Fund
- Unrestricted College/Unit – for specific college or unit; no specific purpose provided
- Etc.

B. **Ask\***:

 Amount requested for this purpose. Each purpose should have its own amount.

C. **Camp Purpose\***: (Use for categorizing GIFTs allocated during campaigns.

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- ✚ Multiple options available (You may use any of the drop-down options. Only those that need more definition listed below.):
  - Scholarship – Use if for NEW endowed scholarship
  - Scholarship Other – Use if adding funds to existing scholarship
  - Institutes, Centers, Departments – Use if creating NEW institute or Center
  - Program Support – Use if adding funds to existing Institute or Center
  - Transformations – Use if a Transformational List Proposal
  - Etc.
- D. **Unit\*:**
  - ✚ Area receiving funds (this may be different from the office DOD is working in)
- E. **Program:**
  - ✚ DO NOT USE.
- F. **Granted:**
  - ✚ The amount the Gift Services records as funded for each purpose/allocation
- G. **Description\*:**
  - ✚ Should match title of PROPOSAL
- H. **Comment:**
  - ✚ Additional comments, descriptions, clarifications may be entered here

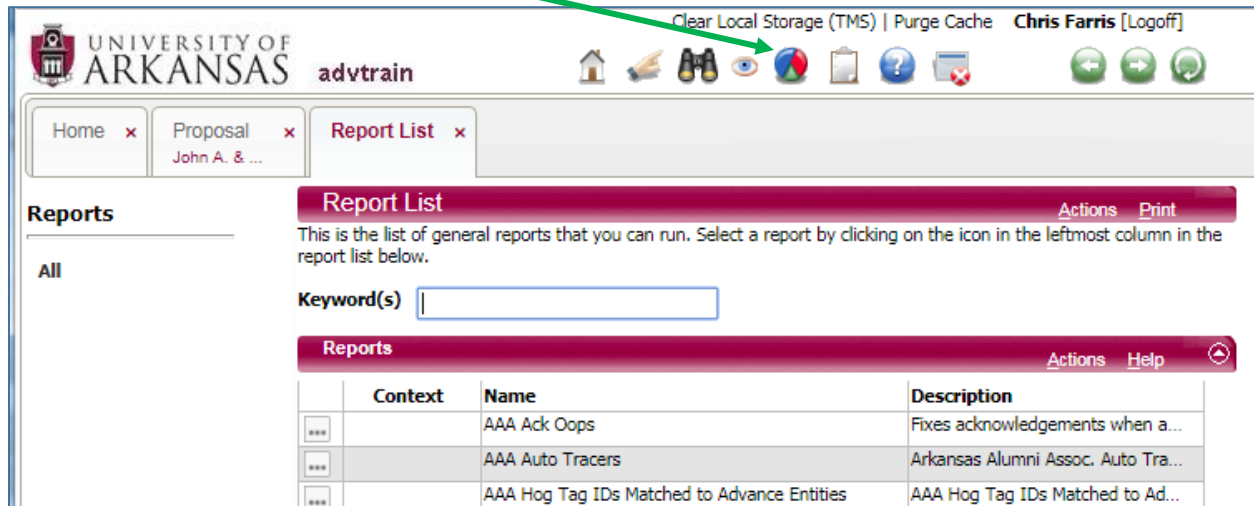
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### Link Money to a Proposal:

Click on Reports icon.



UNIVERSITY OF ARKANSAS advtrain

Clear Local Storage (TMS) | Purge Cache Chris Farris [Logoff]

Home x Proposal x John A. ... Report List x

**Reports**

All

**Report List** Actions Print

This is the list of general reports that you can run. Select a report by clicking on the icon in the leftmost column in the report list below.

Keyword(s)

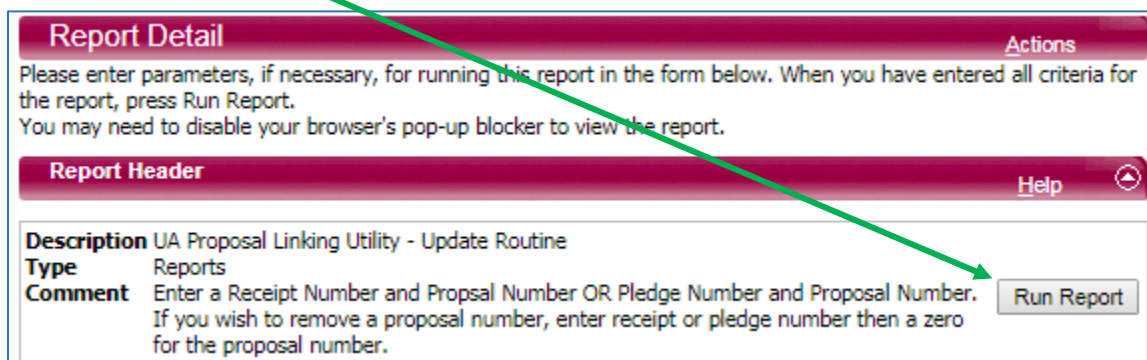
**Reports** Actions Help

	Context	Name	Description
...		AAA Ack Oops	Fixes acknowledgements when a...
...		AAA Auto Tracers	Arkansas Alumni Assoc. Auto Tra...
...		AAA Hog Tag IDs Matched to Advance Entities	AAA Hog Tag IDs Matched to Ad...

Select UA Proposal Linking Utility (the ellipses)

...	UA Production Capacity Report	UA Production Capacity Report
...	UA Production or Receipt Goals by Source Report	UA Production or Receipt Goals b...
...	UA Proposal Linking Utility	UA Proposal Linking Utility - Upd...
...	UA Retro Alumni Load	Generates batches to load retro ...
...	UA Student Load	Generates batches to load Stude...
...	UA VPAG Vol Load	Generates Batches for VPAG Volu...
...	Z UA Non-Degreed Alumni Load	Generates data for dataloader ba...
...	Z UA Non-Degreed Information Lookup	Report pulls original ISIS informa...

Click Run Report



**Report Detail** Actions

Please enter parameters, if necessary, for running this report in the form below. When you have entered all criteria for the report, press Run Report.  
You may need to disable your browser's pop-up blocker to view the report.

**Report Header** Help

**Description** UA Proposal Linking Utility - Update Routine  
**Type** Reports  
**Comment** Enter a Receipt Number and Propsal Number OR Pledge Number and Proposal Number.  
If you wish to remove a proposal number, enter receipt or pledge number then a zero for the proposal number.

Run Report

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I\_RECEIPT\_NUM

A

☐ Set to Null

I\_PLEDGE\_NUM

B

☐ Set to Null

I\_PROPOSAL\_NUM

C

☐ Set to Null

Run report from these results

OK

- A. I\_RECEIPT\_NUM  
✚ Enter receipt number.
- B. I\_PLEDGE\_NUM  
✚ Enter pledge number.
- C. I\_PROPOSAL\_NUM  
✚ Enter PROPOSAL number.

Click **OK**.

### When this is complete:

- You should see a “1” in the Completed column. If not, then it’s not linked and you have to try again. If you have issues, confirm that it’s a valid receipt # or pledge #, and that the number is in the appropriate field.
- To confirm money is linked, check the Gift Overview screen of the specific transaction on the entity record, or check the Transactions screen on the prospect record.



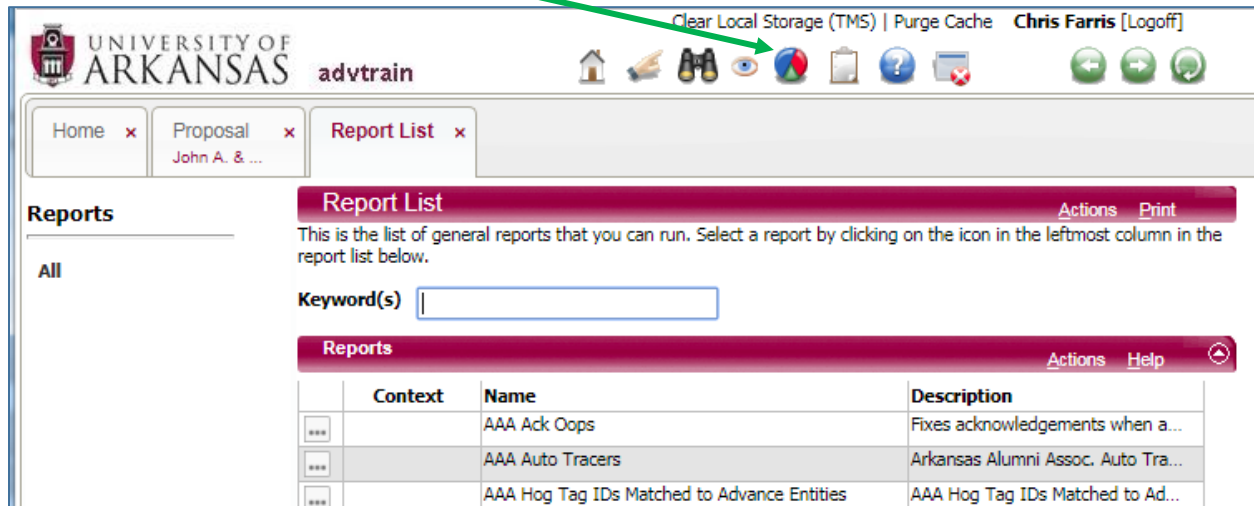
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### Un-Link Money from a Proposal:

Click on Reports icon.



UNIVERSITY OF ARKANSAS advtrain

Clear Local Storage (TMS) | Purge Cache Chris Farris [Logoff]

Home x Proposal x John A. & ... Report List x

**Reports**

All

**Report List** Actions Print

This is the list of general reports that you can run. Select a report by clicking on the icon in the leftmost column in the report list below.

Keyword(s)

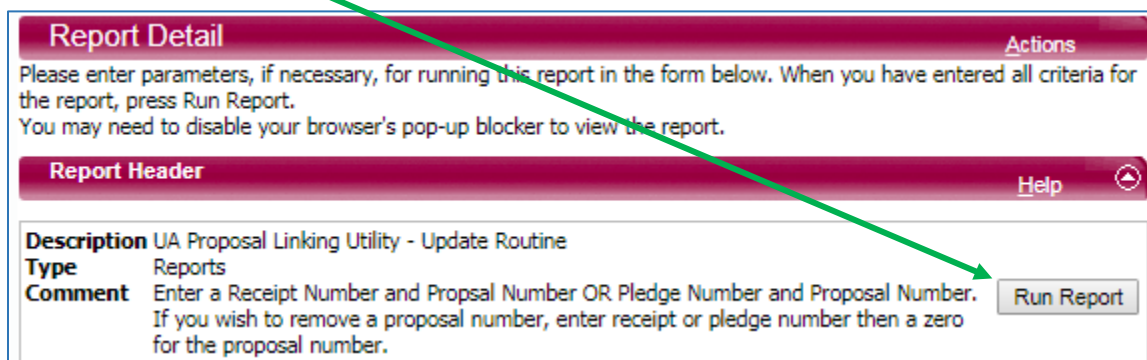
**Reports** Actions Help

	Context	Name	Description
...		AAA Ack Oops	Fixes acknowledgements when a...
...		AAA Auto Tracers	Arkansas Alumni Assoc. Auto Tra...
...		AAA Hog Tag IDs Matched to Advance Entities	AAA Hog Tag IDs Matched to Ad...

Select UA Proposal Linking Utility (the ellipses)

...	UA Production Capacity Report	UA Production Capacity Report
...	UA Production or Receipt Goals by Source Report	UA Production or Receipt Goals b...
...	UA Proposal Linking Utility	UA Proposal Linking Utility - Upd...
...	UA Retro Alumni Load	Generates batches to load retro ...
...	UA Student Load	Generates batches to load Stude...
...	UA VPAG Vol Load	Generates Batches for VPAG Volu...
...	Z UA Non-Degreed Alumni Load	Generates data for dataloader ba...
...	Z UA Non-Degreed Information Lookup	Report pulls original ISIS informa...

Click Run Report



**Report Detail** Actions

Please enter parameters, if necessary, for running this report in the form below. When you have entered all criteria for the report, press Run Report.  
You may need to disable your browser's pop-up blocker to view the report.

**Report Header** Help

**Description** UA Proposal Linking Utility - Update Routine  
**Type** Reports  
**Comment** Enter a Receipt Number and Propsal Number OR Pledge Number and Proposal Number.  
If you wish to remove a proposal number, enter receipt or pledge number then a zero for the proposal number.

Run Report

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The screenshot shows a web form with three main input sections, each with a text box and a 'Set to Null' checkbox. The sections are labeled I\_RECEIPT\_NUM, I\_PLEDGE\_NUM, and I\_PROPOSAL\_NUM. To the right of each text box is a box containing a letter: A, B, and C respectively. A callout box with the text 'Enter One or the Other. Not both.' has arrows pointing to the I\_RECEIPT\_NUM and I\_PLEDGE\_NUM text boxes. At the bottom of the form is a button labeled 'OK' and the text 'Run report from these results'.

I\_RECEIPT\_NUM

A

Enter One or the Other. Not both.

I\_PLEDGE\_NUM

B

I\_PROPOSAL\_NUM

C

OK

Run report from these results

B. I\_RECEIPT\_NUM

✚ Enter receipt number.

D. I\_PLEDGE\_NUM

✚ Enter pledge number.

E. I\_PROPOSAL\_NUM

✚ Enter 0 for the PROPOSAL number.

Click OK.

# Instructions for LOG FORM

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## Managing the Log Form

The LOG FORM should be initially filled out by the DO and delivered with the PROPOSAL request.

### Form and Responsible Parties

Proposal No.:

**UDEV PROPOSAL LOG FORM**

DATE PROPOSAL PRESENTED

TO

Entity/Prospect NAME or ANON

ENTITY #

Use the Entity # from which the funding will come

PROSPECT #

Proposal cannot be logged without one

If needed, get one from Jason, Sharla, or Bonnie (tell them ask amount and whether PM status is desired).

SUBMITTED BY

DOD & Entity #

SHARED CREDIT

DOD(s) & Entity #

ARE YOU PROSPECT'S PM?

Y/N/unassigned

HAVE YOU COORDINATED W/ PM?

PROPOSAL NAME

TYPE

Student, faculty, program, capital, TBD, etc.

UNIT

AMOUNT REQUESTED

Will this gift be Endowed?

Is this a goal-setting prospect for your unit for the current Fiscal Year?

If yes, do you want this logged as the goal-setting proposal?

Send to Gift Services at: [proposal@uark.edu](mailto:proposal@uark.edu)

**For Proposal Manager: Proposal Resolution**

Committed

Declined

Date

Is \$ linked?

Outright

**For Proposal Manager:**

1st Submission Date

2nd Submission Date

**Comments**

DO Responsibility

GSM Responsibility

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### Upon Receipt of a Log Form:

- 1) Insure document filename contains:
  - a. Entity ID
  - b. Entity Name
  - c. Description
- 2) Log PROPOSAL in Advance
- 3) Send LOG FORM to [imaging@uark.edu](mailto:imaging@uark.edu)
  - a. Request that it be scanned to responsible Entity
  - b. If married have it scanned to both parties
- 4) Send LOG FORM to:
  - a. SM
  - b. CS
  - c. Development Leadership
  - d. Primary DOD of unit the GIFT is allocated for (if different than SM or CS)
  - e. Primary DOD of CFR (if PROPOSAL to corporation or foundation)

Be sure to use the name of the entity record rather than the name on the prospect record when naming a document/PROPOSAL.

### Email Format

Subject Line: PROPOSAL (Presented/Funded/Declined) "SM (and CS) Last Name" to "DONOR Last Name"

Text of email: Lathe, A PROPOSAL (presented, funded, or declined) from SM and co SM (first names).

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- 5) Place the PROPOSAL FORM in the appropriate PRESENTED folder (should be in the folder of the fiscal year when it was presented).

# Instructions for Quality Assurance &FAQ

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### Gift Reports

**Purpose:** Run this report each day to review the previous day's GIFTS to see if any PROPOSALS have been funded and to identify possible SOLICITATIONS not reported yet.

#### RUN REPORT

- 1) On Crystal Reports server, select "Gift and Records Folder" in left menu tree
- 2) Select "Details of Gifts and Pledges" report in list on left side, right click on that, then select "Schedule" on the pop-up menu
- 3) When "Schedule" screen appears, select "Prompts" in the left hand menu tree. Click "Edit Values", unselect "set to null", then enter Start Date, 01:00:00, End date, 23:59:59, and click "Schedule."



On Mondays, run the reports for the dates of Friday–Sunday in case GIFTs were entered over the weekend.

#### PREPARE FILE

On Excel spreadsheet:

- 1) Adjust width of columns and rows
- 2) Hide column B
- 3) Hide columns D through P
- 4) Sort by Recognition Amount (column AG) "Largest to Smallest"
- 5) Move Recognition Amount column so that it's next to Entity Name
- 6) Remove all GIFTs under \$1k
- 7) Remove pledge payments
- 8) Remove any that are ADC mail (column AB)
- 9) If column AS says "KUAF Underwriter" then it is an advertisement sales and should be removed

#### DETERMINE WHETHER A GIFT IS RELATED TO A PROPOSAL

- 1) click on the transaction of a GIFT in the Entity Overview screen
- 2) Is the GIFT already linked to a PROPOSAL (linked by Gift Services?) If so, then click on the link to look at Proposal Overview screen.
- 3) Has the funded info already been added? If yes, no action is needed.
- 4) If no, then you need to update PROPOSAL to show it has been funded.

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- 5) If it is a realized bequest, then no action is needed. This indicates a deceased DONOR's previous planned GIFT has been fulfilled and has already been recorded as funded in Advance.
- 6) RSSP (Research Support & Sponsored Programs) – It's okay to log these if one of the DO's helped with soliciting the GIFT. If there is no CONTACT report, then check with the appropriate college/department where the GIFT is allocated to, to see if any of the DO's assisted with SOLICITATION. If yes, then they need to prepare a PROPOSAL LOG FORM and CONTACT report or other supporting docs, such as copy of grant app or letter requesting funds



When reviewing a GIFT transaction in Advance, look at the date of the GIFT (listed in column AJ on GIFT report). If the date is from a while ago, then Gift Services may have needed to make an adjustment or correction in recording the GIFT. No action is needed.

### Gift Agreements

Does the GIFT AGREEMENT **involve a GIFT**? If it is only about an **amendment** to a GA, **no action** is necessary. Often will receive GA's from Karen Stair, via email.

- 1) Check to see if a PROPOSAL is logged yet in Advance. If not, then ask the DO if one needs to be prepared. Save the GIFT AGREEMENT in prep docs for reference as you wait for FUNDING.
- 2) Confirm PROPOSAL has been logged. Make a note to look for FUNDING received on the daily Gift Report, so the PROPOSAL can be updated to funded at that time. Note: you do not have to keep these GA's, just use it to check and make sure PROPOSAL is logged.

### Gifts from Estates

Sometimes GIFTS are received from an **estate** after an entity has passed away.

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- ✚ If it is a realized bequest, then these are typically related to an already funded PROPOSAL, but it's good to confirm by checking under scanned documents, in the giving history, etc.
- ✚ If it is a planned GIFT, then first check the entity's record under documents, giving history, etc. to see if any PROPOSAL has been prepared for this GIFT. If not, then proceed to CONTACT the appropriate DO about whether a PROPOSAL should be logged for this GIFT. If yes, then proceed to have a prospect record added (CONTACT Sharla or Jason) for the estate record (the primary DONOR of the planned GIFT). The PROPOSAL would be logged/recorded on that prospect record.
- ✚ If there are **estate GIFTS from a deceased couple**, where they have **separate** estates, then there should be **prospect records added for each** of their estate records. Handle the GIFTS **separately** as far as two **separate PROPOSAL LOG FORMs**.

### Women's Giving Circle

Kellie Knight may submit PROPOSALS to the Women's Giving Circle. These can be logged.

### Two or More Entities Solicited for the Same Initiative

If a PROPOSAL LOG FORM is submitted where GIFTS will be (or were) received from **more than one entity**, then there needs to be **two separate PROPOSALS** logged as two separate entities were solicited.

For example, a GIFT of \$25k from a couple (or individual) and a GIFT of \$25k from his/her corporation, even if both GIFTS are for the same purpose and from the same DOD.

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### To Find All Outstanding (active, solicited stage) PROPOSALS for a Specific College/Unit:

- 1) In Crystal, pull the report in the PROPOSAL reports folder called, "UA PROPOSALS Active SM Assign Date Range Num1.rpt." To find all open PROPOSALS, enter the date range of 07/01/2009 to the current date. Save the report.
- 2) To find all PROPOSALS that have the purpose of FUNDING a specific unit, look at the descriptions (title/purpose) of all PROPOSALS listed under all of the development officers. While many of the titles/descriptions will indicate a specific initiative ("Law School Dean's Circle" or "Stadium Renovation"), there will also be many that are generalized and therefore may apply to the unit you're looking for (scholarship, "Campaign Arkansas Gift", etc.) Be sure to also look closely at those listed under the names of Planned Giving and Corporate and Foundation Relations DO's.
- 3) To determine if a PROPOSAL would apply to a specific unit, look in Advance at the specific PROPOSAL and see what unit is listed on the Proposal – Purpose screen.
- 4) Using an Excel file, make a list of the known outstanding PROPOSALS. Columns could include: Entity ID, Entity Name, Prospect ID, Proposal Number, Title/Purpose, Ask Date, Ask Amount, SOLICITATION Manager, Co-SOLICITATION Manager, Comments (to add information such as "various options presented").
- 5) At the bottom of the spreadsheet, include the grand total amount of all outstanding SOLICITATIONS.

# Checklists for Proposal Updates

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### Declined PROPOSALS

#### LOG FORM:

- ✚ Save email or ROC that indicates PROPOSAL was declined.
- ✚ If the PROPOSAL is not declined by the prospect, but instead by a staff member, this should be noted on the LOG FORM in the comments section.
- ✚ Locate the requisite PDF doc in the "PRESENTED" folder.
- ✚ Insert the supporting documentation of the decline immediately after the LOG FORM (keep SOLICITATION docs intact).
- ✚ Update the LOG FORM
- ✚ Type DECLINED in the top left area of the document.
- ✚ Fill in appropriate info under Proposal Resolution.
- ✚ Add "Yes" for declined and the date it was declined.
- ✚ If it was declined by admin rather than prospect, add "Proposal administratively declined."
- ✚ Enter today's date.
- ✚ Save the updated LOG FORM and adjust the description of doc to include "declined."

#### **Advance (See Advance Directions-Creating a Proposal in Advance):**

- ✚ In Advance, update the PROPOSAL on the prospect record:
- ✚ Go to Proposal – Detail: update stage to Declined, status to Complete, then enter Answered Date.
- ✚ Go to Proposal – Assignments: uncheck Active box.
- ✚ Go to Stages: change the Declined date as needed.

#### Scanning & Folder:

- ✚ Send email to Lathe and copy SM, CS, and Development Leadership (and lead DO if different from solicitor) with updated PROPOSAL attached.
  - If the presented PROPOSAL has already been scanned to Advance, then the text of the email should say: "An update, declined from (SM) or (CS)."
  - Type "administratively declined" when that is the case.
  - "Update" will let Lathe know to replace the doc.
- ✚ Place the PROPOSAL LOG FORM in the appropriate DECLINED folder (fiscal year the PROPOSAL was presented).

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### Funded PROPOSALS

Note: Only update a PROPOSAL as funded when the GIFT has actually been recorded by Gift Services in Advance. This is true even when the prospect has agreed to fund, a new bequest, etc.

#### LOG FORM:

-  Locate the corresponding PDF in the appropriate PRESENTED folder.
-  Attach supporting documentation that indicates FUNDING, if anything. Insert it right after LOG FORM.
-  Type FUNDED in the top left area of form.
-  Fill in appropriate information under Proposal Resolution.
  - Committed: amount of GIFT
  - Date: Date GIFT recorded by Gift Services
  - Indicate "Yes" after money is linked
  - Enter FUNDING type and Receipt # \_\_\_\_\_ or Pledge # \_\_\_\_\_.
-  Enter today's date.
-  Save the updated PROPOSAL LOG FORM with PROPOSAL docs. Change description to "Funded."

#### Advance:

-  In Advance, update the appropriate PROPOSAL on the Prospect record.
-  Go to Proposal – Detail (see [Update Stages](#) for assistance):
  - Update stage to Funded
  - Status to Complete
  - Enter Granted amount
  - Answered Date.
-  Go to Proposal – Assignments
  - Uncheck Active box.
-  Go to Proposal – Purpose
  - Enter Granted amount. Also be sure to check the allocation on the actual GIFT receipt to make sure you update the purpose (restriction, etc.) on the PROPOSAL in Advance.
-  Go to Stages
  - Change the funded date as needed.
-  Look at the PROPOSAL overview screen to make sure all is accurate.
-  Link the money to the PROPOSAL. Confirm on PROPOSAL that it's linked. Indicate "Yes" on LOG FORM.

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### Scanning & Folder:

- ✚ Attach any necessary supporting docs to LOG FORM (insert right after form).
- ✚ Send email to Lathe, copy SM, CS, Development Leadership (and lead DO if different from solicitor) with the updated PROPOSAL attached. If the presented PROPOSAL has already been scanned in Advance, then the email should say, "An update, funded, from (SM) to (CS)."
- ✚ Place the PROPOSAL LOG FORM in the appropriate FUNDED folder (the fiscal year it was presented).

### Partially Funded PROPOSALS

Note: Sometimes a PROPOSAL is partially funded and full FUNDING may not come in for a long time. Updating the PROPOSAL in Advance with the granted amount helps keep track of FUNDING even though the PROPOSAL remains in the solicited stage.

- ✚ Update PROPOSAL LOG FORM with partial FUNDING amount, but **do not** send for scanning
- ✚ Update PROPOSAL in Advance (enter total amount received so far for Granted Amount; on Purpose screen, add in the comment field: "First of two installments has been received on \_\_\_\_\_ for \$\_\_\_\_\_").
- ✚ Link the GIFT to the PROPOSAL.

It is still an active PROPOSAL in the Solicited stage without an Answered date/Date Committed until fully funded. DO NOT send an updated LOG FORM to Lathe at this time.

