

Deposit Transmittal Form

1. To access the Online Deposit Transmittal Application, navigate to <http://dar.uga.edu/deposit/login>.

UNIVERSITY OF GEORGIA
FOUNDATION

Please login

Deposit Transmittal Form - Staff Login

Please use this application to submit gift and non-gift revenue to the UGA Foundation. Anyone with a MyID login will be able to login and create a deposit transmittal. Only those users with access to GAIL will have the ability to search for constituents and opportunities.

UGA MyID *

Password *

Login

Enter your UGA MyID and Password.

2. In the *Add Payment* screen, enter the constituent information in the required fields. Authorized GAIL users can use the Constituent Search window to find a constituent by full name, email address, or Lookup ID.

Add Payment

A gift is defined as a contribution by a donor for which there are no conditions or restrictions on the use of the funds except that they may be used to benefit a general/specific area of endeavor. A gift is donative in nature, and while a limited restriction may exist, there must be a complete renunciation of rights by the donor. Read more about gifts in UGAF's [policies and procedures](#). Gift Accounting will acknowledge and receipt all donors. Gifts of \$10,000 or more will be acknowledged by the President.

Application for US dollars only. For international deposits call Gift Accounting for gift acceptance policy.

Asterisks (*) indicate required fields.

Click here to open the Constituent Search window.

Search

Remember

If you are not an authorized GAIL user, manually enter the required fields indicated by the *.

If you are entering a split payment from the same source(s), select the sticky box to remember those options.

Continue

- In the *Add Payment Detail* Screen, enter the Gift Amount, Designation, Revenue Type, Pledge Payment application, and whether or not the gift is associated with an Opportunity.

Payment > **Payment Detail** > Review & Finish

Have questions about how to properly complete this transmittal? Please contact Gift Accounting at (706) 542-GIFT or gifts@uga.edu.

Add Payment Detail - David Ornelas (Check #1234)

If the donor is giving to multiple designations or the donation consists of different types of revenue (i.e. gift and other income), you will have the opportunity to submit additional payment details after continuing.

Asterisks (*) indicate required fields.

Amount ?

Designation ?

Revenue Type ?

Is this a pledge payment? ?

Is this associated with an opportunity? ?

*

*

*

Y N / Not sure

Y N / Not sure

Remember

Back Continue

Click on the Designation drop down menu to search by name or fund number.

If the gift is associated with an opportunity, click yes and select the opportunity from the drop down menu.

- In the *Payment Details* screen, take a moment to review, edit, or delete your entry.

The payment detail has been saved

Payment > **Payment Detail** > Review & Finish

Have questions about how to properly complete this transmittal? Please contact Gift Accounting at (706) 542-GIFT or gifts@uga.edu.

Payment Details - David Ornelas (Check #1234)

Amount	Revenue Type/Descr.	Benefit Amount	Designation	Pledge Payment	Action
\$100.00	Gift	NA	Georgia Fund: University-wide & Alumni Support - 10000000	N	Edit Delete
\$100.00 (Payment Total)					

Add Another Payment Detail

Back Add Another Payment Continue

Logout | Clear Session | My Transmittals

Add Another Payment Detail:
Choose this option to enter a split gift.

Add Another Payment:
Choose this option to add another gift entry.

5. In The Deposit Transmittal Review Screen, verify that all gift entries are correct.

Deposit Transmittal Review - ID #530

Use this form to review your entire deposit and edit/delete any detail which is not correct. After reviewing and certifying this transmittal you may print out a cover sheet and send your deposit to Gift Accounting. Be sure and follow in GAIL and/or ONESolution to ensure your funds are entered correctly. Once you complete this process, Gift Accounting will be alerted to this transaction and monitor its arrival in our central office. Please send the physical copies as soon as possible.

Payment - David Ornelas (Check #4321)

Date	02/11/2016
GAIL Lookup ID	10727248
Submitter MyID	dornelas
Name	David A. Ornelas
Address	230 Segrest Circle Athens, GA 30602
Inbound Channel / Outbound Channel	Mail / Direct Mail
Payment Type	Check
Check Number	4321

[Edit Payment](#) [Delete Payment](#)

Details

Amount	Designation	Revenue Type/Descr.	Benefit Amount	Pledge Payment	Actions
\$50.00	ATLANTA BULLDOG BREAKFAST - 25128030	Gift	NA	N	Edit Delete
\$50.00	Georgia Fund: University-wide & Alumni Support - 10000000	Gift	NA	N	Edit Delete
\$100.00	(Payment Total)				

[Add Another Detail](#)

[Add Another Payment](#)

A gift is defined as a contribution by a donor for which there are no conditions or restrictions on the use of the funds except that they may be used to benefit a general/specific area of endeavor. A gift is ~~donative~~ in nature, and while a limited restriction may exist, there must be a complete renunciation of rights by the donor. Read more about gifts in UGAP's [policies and procedures](#). Gift Accounting will acknowledge and receipt all donors. Gifts of \$10,000 or more will be acknowledged by the President.

I certify that the funds indicated above as gifts do not represent a reimbursement for services provided, such as testing, consulting, etc.

[Finish & Download](#)

Check the certification box once you've finished adding your gift entries.

After clicking *Finish & Download*, your web browser will notify you of a PDF file available to download. This is the document you will submit to Gift Accounting along with all other deposit materials.

*Click *My Transmittals* at the bottom of your screen to access a log of previous entries available for download.

Your deposit transmittal has been submitted. A cover sheet should begin downloading shortly.

Please send the downloaded cover sheet along with cash, checks, and credit card information to the address below. Once received, credit cards will be charged by Gift Accounting staff in accordance with University policy. Please attach copies of any correspondence or envelopes from donors and letters of appreciation to donor.

Gift Accounting
Milledge Centre
394 South Milledge Ave.
Athens, GA 30602

(These deposits should be sent through a courier service or employee and must be logged in at Milledge Center upon arrival.)

[Download](#)

[Start a New Transmittal](#)

[Logout](#) | [Clear Session](#) | [My Transmittals](#)