

GIFTS RECEIVED UNDISTRIBUTED (GRU) REPORT

Revised February 27, 2023

What is a Gift?

Gifts, bequests, and donations are funds given with few or no conditions specified. In general, funds are classified as gifts when the following characteristics exist: 1) disinterested generosity, 2) donor does not impose contractual requirements, and 3) funds are awarded irrevocably. The unique flexibility, or lack of restrictions, makes gifts attractive sources of support.

How to deposit Gift checks?

Go to Campus's "[Depositing a Gift Check](#)" article.

*****This chapter is in reference to Regental gifts only. Only Regental gifts are deposited into the Gifts-Received-Undistributed (GRU) account-fund (4-116030-54805). Do NOT deposit Foundation gift checks. They are forwarded to the Foundation Gift Office for processing.*****

Administrative Fee (new rate effective 07/01/09)

ALL gift checks will be assessed a 6.5% administrative fee. The 6.5% fee will be deducted off the top, and the remaining balance (93.5%) will be released into the PIs gift FAU indicated on the Gift Transmittal Form. PIs no longer have the option to earn the administrative fee. Gifts released from the GRU account are recorded as revenue to Regental funds.

Why review GRU Report?

Gift checks should be released from the GRU account-fund (4-116030-54805) into your Division's gift expense FAU by General Accounting within a couple months of submitting the gift transmittal packet to Gift Services. If you do not see a TOF processed into your gift fund within 3 months of submitting all the required gift paperwork, there is a good chance something fell through the cracks and requires follow up. Otherwise, the gift amount will remain in the GRU and your PI is unable to access these funds.

The GRU report should be run *at least once a quarter* for each Division.

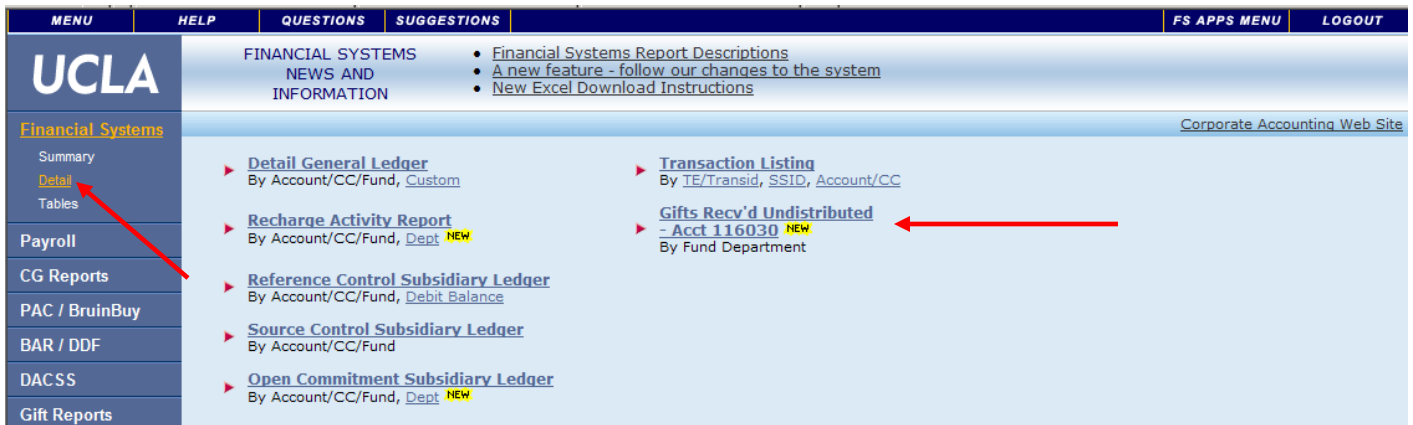
How to review the GRU Report?

1. Go to www.finance.ucla.edu → Click **Online Financial System** → Bookmark [webpage](#)
2. Log into UCLA On-line Financial System using **UCLA Logon ID & password**

3. Click **UCLA Financial Web Reports**



4. Click on **Detail** then **Gifts Recv'd Undistributed – Acct 116030**



5. Enter your **Department Code** & click **Get Report**.

- Change the output type to **“Excel Spreadsheet”** so you can manipulate data & forward spreadsheet to General Accounting or Gift Services in case follow up is required.

Report Parameters for Gifts Received Undistributed - Account 116030

Enter a Department Code

Location Code: 4

Department Code: 1566

Choose a time period

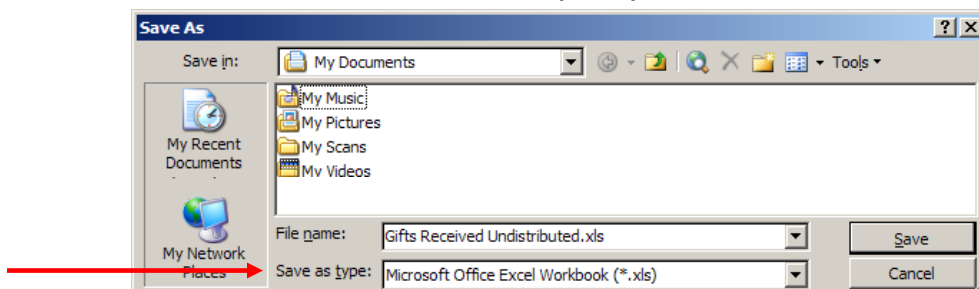
May 2009

Choose an output type

Excel Spreadsheet

Get Report

- In order to be able to manipulate & save data, Save As and choose Save as type **“Microsoft Office Excel Workbook (*.xls)”**



1 OFFICIAL FINANCIAL REPORT OF THE UNIVERSITY OF CALIFORNIA AT LOS ANGELES
 2 FSWD03C 5/8/2009 2:26:15 PM
 3 **Gifts Received Undistributed - Account 116030**
 4 As of May 7, 2009
 5
 6 Location : 4
 7 Department : 1566 MEDICINE-CIA
 8
 9
 10
 11

Fund	Financial Class	Reference	Source	Project	TE	Effective Date	Trans No	Doc Date	Description	Transaction Amount ()=CREDIT	Reference Balance ()=CREDIT
54805	163000	53698	JAMES	BRIDGE	34	1/31/2000	MC2007	011900	GIFT IN MEMORY/J.BRI	(1,000.00)	
54805	163000	53698	IRVING	KERN	34	3/31/2000	MC3440	030600	IN MEORY OF ROSE	(200.00)	
53698 **											(1,200.00)
54805	163000	G53698			34	1/31/2004	MC9219	010804	BRIGID BROWN	(1,995.00)	
54805	163000	G53698			34	1/31/2004	MC9219	010804	FOOD ALLERGY	(130,200.00)	
54805	163000	G53698			53	1/10/2003	070096	011003	F:130/THE BRIDGES	(1,000.00)	
54805	163000	G53698			53	1/10/2003	070096	011003	F:129/THE BRIDGES	(1,000.00)	
54805	163000	G53698			34	1/31/2003	MC7973	011403	BRIDGES/LARSON VARIO	(1,000.00)	
54805	163000	G53698			53	1/31/2003	071602	020703	F:240000/ FS 041011	(45.00)	
54805	163000	G53698			53	2/29/2004	081630	030504	THE BRID/LAR FND/120	1,000.00	
54805	163000	G53698			53	4/11/2006	100084	041106	FOOD ALLERGY/5515	130,200.00	
54805	163000	G53698			53	4/30/2009	102608	050709	BRIDGES/ LARSON VARI	1,000.00	
54805	163000	G53698			53	4/30/2009	102608	050709	F: 129/ THE BRIDGES	1,000.00	
54805	163000	G53698			53	10/31/1998	041011	103198	VARIOUS DONORS-2	45.00	
54805	163000	G53698			53	10/31/1998	04965	103198	VARIOUS DONORS-5	190.00	
54805	163000	G53698			53	10/31/1998	04146	103198	F: G53896	(190.00)	
G53698 **											(1,995.00)
Total											(3,195.00)

- Sort report by cutting & pasting rows to match **Transaction Amount** credits and debits.
 - Use **Description** field to distinguish similar dollar amounts. Be aware, descriptions are not always exactly identical.
 - Those that match up (separated by bold lines below) have been properly processed and funds have been transferred to the PI's gift FAU. See **rows 16-27** below.
 - Those **highlighted in pink** do not have a corresponding debit, which means the check has been deposited into the GRU, but funds have not been transferred to the PI's gift FAU. See rows 13, 14 & 28 below.

Credit to GRU – aka check deposited

Debit GRU with corresponding credit TOF to your PI's Various Donors account

Fund	Financial Class	Reference	Source	Project	TE	Effective Date	Trans No	Doc Date	Description	Transaction Amount ()=CREDIT	Reference Balance ()=CREDIT	
54805	163000	53698	JAMES	BRIDGE	34	1/31/2000	MC2007	011900	GIFT IN MEMORY/J.BRI	(1,000.00)		F/U
54805	163000	53698	IRVING	KERN	34	3/31/2000	MC3440	030600	IN MEORY OF ROSE	(200.00)		F/U
53698 **											(1,200.00)	
54805	163000	G53698			34	1/31/2004	MC9219	010804	FOOD ALLERGY	(130,200.00)		
54805	163000	G53698			53	4/11/2006	100084	041106	FOOD ALLERGY/5515	130,200.00		
54805	163000	G53698			53	1/10/2003	070096	011003	F:129/THE BRIDGES	(1,000.00)		
54805	163000	G53698			53	4/30/2009	102608	050709	F: 129/ THE BRIDGES	1,000.00		
54805	163000	G53698			53	1/10/2003	070096	011003	F:130/THE BRIDGES	(1,000.00)		
54805	163000	G53698			53	2/29/2004	081630	030504	THE BRID/LAR FND/130	1,000.00		
54805	163000	G53698			34	1/31/2003	MC7973	011403	BRIDGES/LARSON VARIO	(1,000.00)		
54805	163000	G53698			53	4/30/2009	102608	050709	BRIDGES/ LARSON VARI	1,000.00		
54805	163000	G53698			53	10/31/1998	04146	103198	F: G53896	(190.00)		
54805	163000	G53698			53	10/31/1998	04965	103198	VARIOUS DONORS-5	190.00		
54805	163000	G53698			53	1/31/2003	071602	020703	F:240000/ FS 041011	(45.00)		
54805	163000	G53698			53	10/31/1998	041011	103198	VARIOUS DONORS-2	45.00		
54805	163000	G53698			34	1/31/2004	MC9219	010804	BRIGID BROWN	(1,995.00)		F/U
G53698 **											(1,995.00)	
Total											(3,195.00)	

- Check the **Effective Date** on each transaction. If the date is more than 3 months prior, follow up is required.

How to follow up on a GRU report?

A majority of the time, the reason funds have not been released is Gift Services never received the gift paperwork.

Look through Division deposit paperwork to see if a copy of the [Gift Transmittal Form](#) with approval signature was ever received.

