

Receiving Gifts

Most gifts are received directly by Alumni Relations and Development (ARD). If you receive a gift via check at your department, please send to the Gift and Record Services department at ARD via intercampus mail at 1201 Davis Street and include:

1. Check and all physical accompanying documents,
2. Donor identification including name and address, and
3. Project ID to allocate the gift to or the school TBD gift project.

When a gift is embedded within a payment that includes non-gift revenue, please:

1. Create a CRT,
2. Record non-gift revenue as normal,
3. Allocate gift revenue to 320-no Department ID-30000002-01-26301,
4. Provide the CRT, donor identification, Project ID to both [Gift and Record Services](#) and [Accounting Services](#) via email.

Reach out to [Gift and Record Services](#) with questions about gifts received in other formats, such as wires or securities.

Please remember that the posting of revenue into the gift chart string will rely on timely notification to Gift Record Services and Accounting Services. Tax receipts and recognition letters will not be issued until the gift is processed by Gift and Record Services.

Posting to the General Ledger (NUFinancials and Cognos)

Upon receipt of the check, Gift and Record Services will create a Cash Receipt Ticket (CRT), allocating the gift revenue to a clearing account, 320-no Department ID-30000002-01-26301. Simultaneously, they will create a gift record into Northwestern University's donor management system, [CATracks](#), for each individual receipt. Overnight, an automated journal with the prefix "AIMS" will move revenue out of the clearing account and into the designated gift chart string.

All gift receipts are run through a clearing account before being applied to the unique gift chart string in order to ensure accuracy and confirm the receipt of cash. For any exceptions or process questions, please contact both [Gift and Record Services](#) and [Accounting Services](#).

Incorrectly Recorded Revenue

If you receive a gift that was recorded as non-gift revenue or you find non-gift revenue was recorded as a gift, please contact both [Gift and Record Services](#) and [Accounting Services](#). Due to tracking and reporting requirements processed through the CATracks donor management system, please do not attempt to correct the general ledger without the assistance of Gift and Records Services and Accounting Services.

Please include the following details when communicating the error to Gift and Record Services and Accounting Services:

1. All available original deposit information (check image and/or CRT numbers),
2. Donor information, if applicable,
3. And the project ID to allocate the gift or revenue.