

The College Foundation/Workday Training



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Access to Workday <https://workday.asuep.org/>

Your login for Workday is your asurite login credentials, which is asurite@asu.edu.

To request access to Workday:

- Complete the Database User Agreement, found [here](#).
- Send signed agreement to workday@asuep.org and rebecca.magana@asu.edu requesting the Gift Financial Analyst Role.
 - Gift Financial Analyst Role – Can view accounts and enter transactions. This is the only role that will be approved at a School level.

The foundation business process does not allow for a separation of Gift Approver (level 1) and Gift Manager (level 2) approval. Because of this, all former level 1 approvers now have Gift Financial Analyst access. If you want an internal approval process, this can be done via email or another process within your units.

Approval steps are:

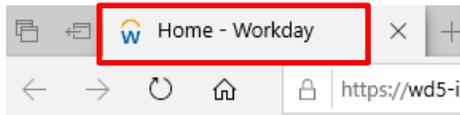
1. Financial Analyst enters transaction. Internal unit approvals are at this point.
2. ASU EP reviews and approves or returns for correction
3. Routes to Gift Manager for review and approval.
4. Routes to ASU EP for processing and payment.

If a document comes to the Dean's Office for approval, we will assume it has been reviewed and approved at the Unit level.

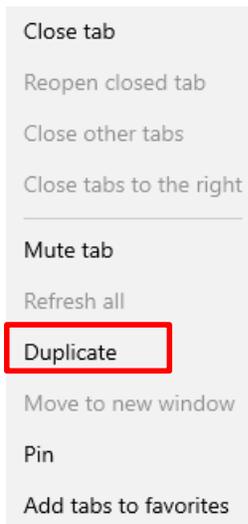
Basic Navigation

• Duplicating a Tab

- Right click on current tab



- Select Duplicate

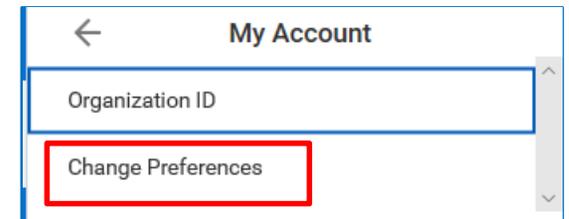


• Changing Preferences

- Click on photo/cloud
 - Select My Account
 - Select Change Preferences

• Locate Search Preferences

- Select dropdown
- Select *All of Workday*
 - Notice Alert
 - Click OK
 - Click Done



Search Preferences

Preferred Search Category  × All of Workday 

Alert:

Sign out and sign back in to Workday to apply your Preferred Search Category selection.

Foundation Fundamentals

Allowable purchases on ASU Foundation accounts

Unless expenses incurred are philanthropic/cultivation in nature, or an exception to ASU policy, the spending needs to occur on the university side (through ASU Workday). This gets audited and will be rejected if not submitted through appropriate finance channels.

There are three categories for purchases:

1. Program – processed through ASU
2. Management – processed directly to ASU Foundation account
3. Fund Raising – processed directly to ASU Foundation account

UCLUB Memberships

The decision at the dean level is to no longer allow the use of University funds – including Foundation funds – to pay for memberships to the University Club, a private, members-only club, especially given that there are multiple venues and catering options both on- and off-campus for business entertainment purposes. This does not preclude reimbursing or paying for appropriate event/meal-related expenses should a member choose to host on his/her membership through the usual approved channels and fund sources. If your events are donor/development related you can coordinate with your College development officer. They have memberships and could host on their memberships when they are in attendance.

Foundation Credit Cards

The College policy does not approve individuals in units to have ASU Foundation credit cards. Foundation credit cards are very limited and approved only for units with a record of significant donor cultivation activities. Generally, that level of spending is specifically written into the donor agreement. We are not approving them for units to process transactions that are routine business. There are processes in place for these routine transactions.

Foundation Workday Account Structure

Foundation gift account numbers are G_____. This is G + the last 5 digits of the IFAS account, i.e. 30002392 is now G02392. New accounts requested in workday will have this structure. The Fund information determines the account use.

IFAS Account Number	Workday Fund
2000	FD200 - Pooled Quasi-Endowments - Temporarily Restricted
240	FD240 - Pooled ASU Quasi-Endowments - Temporarily Restricted
3000	FD300 - Spendable Gifts - Temporarily Restricted
7000	FD320 - ASUF Endowment Payout/Spending
740	FD340 - ASU Endowment Payout/Spending
6000	FD350 - Split Interest Gifts - Temporarily Restricted
4000	FD400 - Pooled ASUF Endowments - Permanently Restricted
440	FD440 - ASU Pooled Endowments - Permanently Restricted
5000	FD500 - Non-Pooled Endowments-Permanently Restricted

In Workday spending and endowment/quasi endowment accounts will have the same account number (e.g. G02323). The **fund** is different. Gift accounts entered in supplier invoice requests should default to the spending account. You can verify this with the fund code. FD320 ASUF Endowment Payout/Spending (old 7000 account) or FD300 Spendable Gifts (old 3000 account). All gifts are subject to a 5% fee. An ASU local restricted gift account is not charged 8.5% ASC.

The disbursement process for ASU Endowment Accounts (440 and 740 in IFAS) remains the same. Those will happen automatically by designated purpose. You will not need to request those disbursements.

The cost center for EVERY ASU Foundation Gift account is CC00300.

Supplier (Vendor) Basics

- Searching for a Supplier

- Search by Supplier name
 - Only two/three characters per word needed
 - If needed add additional characters to search
- Less is more in most cases
- Not case sensitive



Search Results

Categories

Common
Assets
Banking
Expenses

Search Results 2 items

All of Workday

[Olympus Group](#) Supplier
[Olympus Building Services Inc](#) Supplier



Search Results

Categories

Common
Assets
Banking
Expenses
Financial Accounting
Organizations
People

Search Results 5 items

All of Workday

[Bacal & Garrison Law Group](#) Supplier
[ASU Alumni Law Group](#) Supplier
[GTC Law Group PC](#) Supplier
[The Nelson Law Group PLLC](#) Supplier
[Torres Consulting & Law Group LLC](#) Supplier

- Click on link to access details and Supplier Number – see next slide

Supplier Details

- **Supplier Information (SU2087)**
 - This is where you will be able to see payments made to a supplier. Replaces Vendor Activity Detail report in IFAS.

Accounting Principals Inc Actions

Supplier

Supplier ID SU2087

Approval Status Change Request in Process

Address Dept CH 14031
PALATINE, IL 60055-4031
United States of America

Navigate Supplier Hierarchy

[+1 \(904\) 3602684](tel:+19043602684)

Overview Contracts and Purchase Orders **Invoices and Payments** Supplier Connections Tax Information Questionnaire Responses Custom Reports Change History Process History

Summary Contact Information Supplier Contacts **Payment Details** Settlement Bank Accounts Alternate Names Related Worktags Classification Assigned Roles Notes Attachments

NOTE: This does not currently return any information. The Find Journal Lines with Worktag report will allow you to verify a payment has been made. If you need additional, detailed information on payments, send an email to asuep@myworkday.com.

Using Find Suppliers

- You can also search using Find Suppliers
 - Enter Find Suppliers in search bar
 - Enter supplier name
 - Verify supplier details

ASU Foundation
Arizona State University
find supplier

Find Suppliers

Supplier

Supplier Name

Supplier ID

Supplier Status

Supplier Category

Supplier Group

Aramark ✕

Search Results (3)

Aramark Food and Support Services Group, Inc.

Aramark Refreshment Sevices LLC (Inactive)

Aramark Services Inc (ASU Downtown Phoenix Campus)

← Find Suppliers Actions

Supplier [Aramark Food and Support Services Group, Inc.](#) IRS 1099 Supplier No

1 Item

Supplier	Supplier Name	Supplier ID	Supplier Status	Supplier Category	Supplier Group	Customer Account Number	DUNS Number	Alternate Name	Supplier Contacts	Parent Supplier	IRS 1099 Supplier	Remit-To Address	Worktag Only
🔍	Aramark Food and Support Services Group, Inc.	SU002295	Active	Other							No	9500 E Via de Ventura Rd Suite A-100 Scottsdale, AZ 85256 United States of America	

Requesting a new Supplier (Vendor)

- Enter Create Supplier Request in search
- Required Information
 - Supplier Name
 - TIN Type (EIN or SSN/ITIN)
 - Tax ID
 - Justification
- Completing Required Tabs
 - Contact Information
 - Phone
 - Address
 - Email (Required for ACH Suppliers)
 - Attachments
 - Completed W9 (first page only)
 - ACH (must be logged in)
 - The invoice if you have it (not required)
 - ASU Affiliates are set up as supplier only
 - Address, Phone, Email, Last 4 of SSN
 - Completed ACH form. NO W9 REQUIRED.
 - Click OK

Request routes to EP Finance for review/approval
You will receive a notification email when complete

Create Supplier Request

Complete as much information about the supplier as you know. Please include the W-9 and banking information as attachments before submitting.

Worker * Anne Johannes

Supplier Name *

DUNS Number

Restricted to Companies ⋮

Supplier Category ⋮

Parent ⋮

Tax Authority Form Type select one ▼

TIN Type

Tax ID

Justification

NOTE: Supplier Requests received by EP Finance without required supporting documentation will be sent back for completion and resubmission.

Contact Information

Classification

Attachments

Supplier Invoice Requests

- When entering lines for supplier invoice requests, enter the gift account **FIRST!** This will auto-fill cost center, fund, and program. All lines in supplier invoice requests must be entered as **service**.
- The gift account is G and the last 5 digits of the foundation account number, i.e. 70006567 becomes G06567. Accounts entered in supplier invoice requests should default to the spending account (old 7000 or 3000). Verify this with the fund code. It will be FD320 ASUF Endowment Payout/Spending for 7000 accounts or FD300 Spendable Gifts-Temporarily Restricted for 3000 accounts.
- For all of the supplier invoice requests, you can enter multiple service lines **IF AND ONLY IF** the information in the header/memo field is the same for each. This can be used to reimburse someone or request funding disbursements from multiple accounts in the same document.
- The more information you include in the memo/attachments, the easier it is for ASUF to assist if you've made a mistake.
- **When you submit, send an email to Rebecca Magaña with the following:**
 - Funds to ASU: SIR# in the subject line, a pdf of the SIR document, and a pdf of the gift inquiry page.
 - Funds to Scholarship Office: SIR# in the subject line or Unit Name Award Year Scholarships, a pdf of the SIR document (named as – SIR#_unit name_scholarship name), a pdf of the gift inquiry page, and a pdf of the Summary Balance Sheet and Income Statement page (if required).
 - Invoice for payment or pre-payment and reimbursements: SIR# in the subject line, a pdf of the SIR document, a pdf of the gift inquiry page, and a copy of the documents you attached.

To Edit a Supplier Invoice Request

If you know you have made a mistake and need to edit a document, you can do so by navigating to your ASU Foundation Workday inbox, click archive, and select the SIR. Once you're in the SIR, you click the ... next to the "for" line and then supplier invoice request-> edit. See below for example.

View Event

Supplier Invoice Request : SIR-001901, ASU on 05/04/2020 for \$6,735

1 day(s) ago - In Progress: Multiple Parties

For [Supplier Invoice Request: SIR-001901](#) ⋮

Overall Process [Supplier Invoice Request : SIR-001901, ASU](#)

Overall Status In Progress

Calendars In Use Consecutive Days (No Calendars Selected)

Details Process

The screenshot shows a 'Supplier Invoice Request' entry in a list. An 'Actions' menu is open over the entry. The menu items are:

- Supplier Invoice Request (highlighted)
- Favorite >
- Edit
- Cancel
- Copy

Sending Funds to ASU

Create Supplier Invoice Request (SIR) — Replaces IFAS workflow

Create Supplier Invoice Request

Supplier Invoice Request (empty) Status (empty) Requester Anne Johannes

Primary Information

Invoice Date * 04 / 22 / 2020

Invoice Received Date MM / DD / YYYY

Company * ASUF ASU Foundation for A
New American University

Supplier * ASU

Remit-To Connection

Currency * USD

Control Total Amount 250,000.00

Supplier's Invoice Number Annual Expenses FY20

Additional Information

Ship-To Address x 300 E University Drive Tempe, AZ
85281 United States of America

Payment Terms x Immediate

Default Due Date 04/22/2020

Reference Type

Handling Code x Rush

Statutory Invoice Type

Freight Amount 0.00

Tax Amount 0.00

Memo GF000000000402 - RC0075

Lines

Attachments

NOTE: Special characters are not allowed in the Supplier Invoice Number field.

- Populating Invoice Template
 - Enter Invoice date if needed
 - If not use default
 - Invoice Received Date (N/A)
 - Not required or needed
 - Company = ASUF
 - Supplier = ASU
 - Currency defaults
 - Control Total = Invoice Amount
 - Enter Supplier's Invoice Number
 - If none, enter description
 - **NO special characters**
 - Add attachments if needed
 - Address defaults
 - Payment Terms defaults
 - Enter Memo Details:
 - Either Cost Center - Program - Revenue Code (RC0075) or Gift account (GF 12 digits) - Revenue Code (RC0075)

Sending Funds to ASU (Continued)

Memo

GF000000000402-RC0075 Annual Expenses
Copy and paste Header Line information here. Required for reporting detail.

Complete Lines Tab

- Select **Services** (must be services, ASUF does not use goods)
- Enter Spend Category – Payments to ASU = SC7000
- Enter Extended Amount (line total must equal control total)
- Enter Gift Number **First** – Use Crosswalk if needed
- If Gift is entered = Cost Center, Fund and Program default
- All spend on ASU Gifts = Program PG0003

Complete Attachments Tab

Enter memo details as needed

Enter attachment(s) to support transaction if required

Click **Submit** - system assigns SIR#

Routes request through BP for needed approvals

Note SIR# for future reference

You have submitted
 Supplier Invoice Request: SIR-001759, ASU on 04/22/2020 for \$250,000.00 (Actions)

Up Next
 Accounts Payable Data Entry Specialist
 Review Supplier Invoice Request
 Due Date 04/23/2020

Do Another
 Create Supplier Invoice Request

Sending Funds to ASU Scholarship Office

- Create Supplier Invoice Request (SIR) — Replaces IFAS workflow

Create Supplier Invoice Request

Supplier Invoice Request (empty) Status (empty) Requester Anne Johannes

Primary Information

Invoice Date * 12 / 13 / 2019

Invoice Received Date MM / DD / YYYY

Company * ASUF ASU Foundation for A New American University

Supplier * ASU Scholarship Office

Remit-To Connection (empty)

Currency * USD

Control Total Amount 3,000.00

Supplier's Invoice Number Winter Scholarship

Additional Information

Ship-To Address 300 E University Drive Tempe, AZ 85281 United States of America

Payment Terms Immediate

Default Due Date 12/13/2019

Reference Type

Handling Code

Statutory Invoice Type

Freight Amount 0.00

Tax Amount 0.00

Memo GF920404099972

Lines Attachments

- Populating Invoice Template
 - Enter Invoice date if needed
 - If not use default
 - Invoice Received Date (N/A)
 - Not required or needed
 - Company = ASUF
 - Supplier = ASU Scholarship Office
 - Currency defaults
 - Control Total = Invoice Amount
 - Enter Invoice Number
 - Scholarship name/term
 - Add attachments if needed
 - Address defaults
 - Payment Term defaults
 - Enter Memo Details
 - ASU Item Type #
 - Must put GF in front

Sending Funds to ASU Scholarship Office (continued)

Lines Attachments

SC7100 Scholarships
3,000.00 USD

Lines

Goods Line
 Service Line

Item

Item Description

Spend Category × SC7100 Scholarships

Quantity 0

Unit Cost 0.00

Extended Amount 3,000.00

*Cost Center × CC00300 ASUF Gifts

*Fund × FD320 ASUF Endowment Payout/Spending

Gift × G05000 Dr. Ronald E. Thomas and Sharon W. Thomas Ira A. Fulton Schools of Engineering Endowed Graduate Fellowship

Program × PG0003 Function: Program

Additional Worktags

• Complete Lines Tab

- Select Services
- Enter Spend Category – (Use Crosswalk – Scholarships = SC7100)
- Enter Extended Amount (needs to equal Control Total on previous slide)
- Enter Gift Number **First** – Use Crosswalk
 - If Gift is entered = Cost Center, Fund and Program default
 - All spend on ASU Gifts = (Program PG0003)
- Enter additional memo or internal memo notes as needed (not required)

• Complete Attachments Tab

- Enter attachment(s) to support transaction if required

• Click Submit [Submit](#) - system assigns SIR#

- Routes request through BP for needed approvals
- Jot down SIR# for future reference

You have submitted
Supplier Invoice Request **SIR-000004**, ASU Scholarship Office on 12/13/2019 for \$3,000.00 [Actions](#)

Up Next
Gift Approver
Gift Manager
Approval by Gift Approver or Gift Manager

Do Another
[Create Supplier Invoice Request](#)

Submitting an Invoice for Payment, Pre-Payment, or Reimbursement

Create Supplier Invoice Request (SIR) – Replaces IFAS workflow

- Enter Invoice Date (required)
- Company = ASUF
- Enter Supplier
- Currency defaults
- Enter Control Total = Invoice amount
- Enter Invoice Number
 - If no number, enter unique criteria
- Ship-To Address defaults
- Payment Term defaults
 - Change as needed
- Enter Memo details as needed

Create Supplier Invoice Request

Supplier Invoice Request (empty) Status (empty) Requester Anne J

Primary Information

Invoice Date *	11 / 01 / 2019
Invoice Received Date	MM / DD / YYYY
Company *	ASUF ASU Foundation for A New American University
Supplier *	Creative Communications Inc.
Remit-To Connection	(empty)
Currency *	USD
Control Total Amount	1,500.00
Supplier's Invoice Number	4058

Additional Information

Ship-To Address	300 E University Drive Tempe, AZ 85281 United States of America
Payment Terms	Immediate
Default Due Date	11/01/2019
Reference Type	
Handling Code	
Statutory Invoice Type	
Freight Amount	0.00
Tax Amount	0.00
Memo	Banner for Donor Dinner

Submitting an Invoice (continued)

Lines Attachments

+ Add

SC8221 Other Professional Services
1,500.00 USD

Lines

Goods Line
 Service Line

Item

Item Description

Spend Category × SC8221 Other Professional Services ...

Quantity 0

Unit Cost 0.00

Extended Amount 1,500.00

*Cost Center × CC00300 ASUF Gifts ...

*Fund × FD320 ASUF Endowment Payout/Spending ...

Gift × G02117 Armstrong Award Operating ...

Program × PG0003 Function: Program ...

Additional Worktags search

• Complete Lines Tab

- Select Services
- Enter Spend Category – (Use Object Cross Reference for coding)
- Enter Extended Amount
- Enter Gift Number **First** – Use Crosswalk
 - If Gift is entered = Cost Center, Fund and Program default
 - All spend on ASU Gifts = (Program PG0003)
- Enter additional memo or internal memo notes as needed (not required)

• Complete Attachments Tab

- Enter attachment(s) to support transaction if required

• Click Submit - system assigns SIR#

- Routes request through BP for needed approvals
- Jot down SIR# for future reference

You have submitted

Supplier Invoice Request **SIR-000023**, Creative Communications Inc. on 11/01/2019 for \$1,500.00 [Actions](#)

Information, attachments, process:

- **Sending Funds to ASU**

- In the memo field, enter the ASU account using the same format used in IFAS. Either Cost Center - Program - Revenue Code (RC0075) or Gift account (GF 12 digits) - Revenue Code (RC0075). No attachments required. When you submit, send an email to **Rebecca Magaña** with the SIR# in the subject line, a pdf of the SIR document, and a pdf of the gift inquiry page.

- **Sending Funds to Scholarship Office**

- In the memo field, enter the scholarship item type using the same format used in IFAS. This is GF + the item type. Add attachments if needed. When you submit, send an email to **Rebecca Magaña** with the SIR# in the subject line, a pdf of the SIR document (named as – SIR#_unit name_scholarship name), a pdf of the gift inquiry page, and a pdf of the Summary Balance Sheet and Income Statement. All combined into one document per SIR.

- **Submitting an Invoice for Payment**

- In Supplier's Invoice Number, enter the supplier provided invoice number. If the invoice does not provide one, enter unique criteria relating to the payment (i.e. name of company and date). In the Memo field, enter additional information about the business purpose. (i.e. needed for donors, end of year event, etc.). Attach the original invoice. When you submit, send an email to **Rebecca Magaña** with the SIR# in the subject line, a pdf of the SIR document, a pdf of the gift inquiry page, and a copy of the documents you attached.

Information, attachments, process (continued):

- **Submitting an Invoice for Pre-payment**

- In Supplier's Invoice Number, enter the supplier provided invoice or proposal/quote number. If the invoice does not provide one, enter unique criteria relating to the payment (i.e. name of company and date). In the Memo field, you can enter additional information about the business purpose. (i.e. conference event, needed for donors, end of year event, etc.). You will need to attach the original invoice or proposal/quote, completed [business meals form](#), and RSVP list. When you submit, send an email to **Rebecca Magaña** with the SIR# in the subject line, a pdf of the SIR document, a pdf of the gift inquiry page, and a copy of the documents you attached.

- **Submitting a Reimbursement**

- In Supplier's Invoice Number, enter unique criteria relating to the reimbursement (i.e. Last name of Person being reimbursed and date of event). In the Memo field, you should enter information about the event (i.e. Conference Name, Faculty or Director Search, etc.). You will need to attach original itemized receipts, completed [business meals form](#), and list of attendees. When you submit, send an email to **Rebecca Magaña** with the SIR# in the subject line, a pdf of the SIR document, a pdf of the gift inquiry page, and a copy of the documents you attached. If the receipt is not split into alcohol/food, the Dean's Office can provide a meal calculator to determine what should be charged to ASU/ASUF. It will also show the tip %. If the tip amount is over the 20% maximum, you will need to reduce the total being reimbursed.

Supplier (Vendor) Invoice Instance Status

You have submitted
Supplier Invoice Request : SIR-000023, Creative Communications Inc. on 11/01/2019 for \$1,500.00 [Actions](#)

Up Next
Gift Approver
Gift Manager
Approval by Gift Approver or Gift Manager
Due Date 12/13/2019

Do Another
Create Supplier Invoice Request

Details and Process

For Supplier Invoice Request: SIR-000023

Overall Process Supplier Invoice Request : SIR-000023, Creative Communications Inc. on 11/01/2019 for \$1,500.00

Overall Status In Progress

Details **Process**

Process History 5 items

Process	Step	Status	Completed On	Due Date	Person
Supplier Invoice Request Event	Supplier Invoice Request Event	Step Completed	12/11/2019 07:25:48 AM		Anne Johannes
Supplier Invoice Request Event	Approval by Gift Approver or Gift Manager	Awaiting Action		12/13/2019	Andrew Jaynes [C] (Gift Approver) Hal Haanes [C] (Gift Approver) Katherine Howland O'Brien [C] (Gift Manager) Melanie Knerr [C] (Gift Approver)

NOTE: Business Routing Process (BP) has changed. SIR now routes to EPAccounts Payable for first review, then to Gift Approver and Gift Manager

- Reviewing Details of the Process
 - Previously Instance Status
- Before exiting screen
 - Expand Details and Process
 - Select the Process Tab
 - Review Status
 - Locate Awaiting Action
 - System automatically routes task to individual(s) in the next action role
 - Identify individual(s) in the role
 - Follow up if needed
- How do you find the status if you've already exited the screen?
- See next slide

Supplier Invoice Instance Status (continued)

Finding the status if you've exited original entry screen or need to find at a later date.

YOU CAN ONLY SEARCH BY SIR # THAT YOU INITIATED.

- Enter SIR# into search field
- Hit enter

Search Results 1 items

All of Workday

[Supplier Invoice Request: SIR-000023](#) [Supplier Invoice Request](#)

- Click on above link
- Select Process History Tab
 - Review Status
 - Locate Awaiting Action
 - Identify individual(s) in role
 - Follow up as needed



Q SIR-000023

View Supplier Invoice Request

Supplier Invoice Request Request Number SIR-000023 Status In Progress Requester Anne Johannes

Primary Information

Invoice Date 11/01/2019

Invoice Received Date (empty)

Company ASUF ASU Foundation for A New American University

Supplier Creative Communications Inc.

Currency USD

Control Total Amount 1,500.00

Supplier's Invoice Number 4058

Additional Information

Ship-To Address 300 E University Drive Tempe, AZ 85281 United States of America

Payment Terms Immediate

Due Date 11/01/2019

Memo Banner for Donor Dinner

Request Lines

Process History

Attachments

Process History 5 items

Process	Step	Status	Completed On	Due Date	Person	Comment
Supplier Invoice Request Event	Supplier Invoice Request Event	Step Completed	12/11/2019 07:25:48 AM		Anne Johannes	
Supplier Invoice Request Event	Approval by Gift Approver or Gift Manager	Awaiting Action		12/13/2019	Andrew Jaynes [C] (Gift Approver)	
					Hal Haanes [C] (Gift Approver)	
					Katherine Howland O'Brien [C] (Gift Manager)	
					Melanie Knerr [C] (Gift Approver)	

NOTE: Business Routing Process (BP) has changed. SIR now routes to EPAccounts Payable for first review, then to Gift Approver and Gift Manager

Gift Inquiry

- Gift Inquiry
 - Company default is ASUF
 - Period Selections
 - Current Period = detail through current date
 - Prior Period = last date of previous month
 - Can search by:
 - Gift, i.e. G02392
 - Gift Hierarchy, i.e. B1701
 - Click OK

Gift Inquiry

Company	*	<input type="text" value="ASUF ASU Foundation for A New American University"/>	⋮
Period	*	<input type="text" value="2020 - 08 Feb"/>	⋮
Gift Hierarchies		<input type="text"/>	⋮
Gift		<input type="text"/>	⋮

Gift Inquiry (Continued)

- Report Display
 - Any blue text is a link to additional information
 - Available Balance = funds available to spend
 - Available Cash Balance does not include pending AP transactions

Available Balance

\$98,705.56



Cost Center/Gift Inquiry Actions

Company ASUF ASU Foundation for A New American University Gift G04100 Gift Holding Account

Period 2019 - 01 Jul

1 item

Cost Center	Gift	Company	College/Organization Level 4	College/Organization Level 5	Fund	CAE Purpose	CAE2	Restriction Description	Gift Approver	Gift Manager	Gift Financial Analyst	Status	Available Cash Balance	Accounts Payable	Available Balance
CC00300 ASUF Gifts	G04100 Gift Holding Account	ASUF ASU Foundation for A New American University			FD300 Spendable Gifts-Temporarily Restricted	Other Restricted Purposes		This account will be used to hold gift deposits until they are processed through Advance. (Replacing 10094100.)	Anne Johannes Brett Pesick Chandra Rickard Cheryl O'Toole Elen Milstone Ginny DeSanto Lisa Jacobson Less (2)	Tamara Reed	Megan Kashuba [C]	Active	\$240,280.56	(\$141,575.00)	\$98,705.56

Gift Inquiry (Continued)

- Endowment Account Report Display
 - Available Balance = funds available to spend
 - Available Cash Balance does not include pending AP transactions
 - Gift Value shows total donation. If less than \$25,000, account will not have a payout.

Available Balance	Gift Value
\$44,886.19	\$250,000.00

← Gift Inquiry Actions

Company ASUF ASU Foundation for A New American University Gift G02345 Excellence in Humanities Endowment
 Period 2020 - 08 Feb

1 item

College/Organization Level 6	Gift Type	Status	Investment Pool	CAE Purpose	Alternate Purpose	Purpose	Gift Manager	Gift Approver	Gift Financial Analyst	Available/Investable Cash Balance	Accounts Payable	Available Balance	Gift Value	Market Value
	Pooled Endowment	Active	LTIP - Long Term Investment Pool	Academic Divisions	Beneficiary Discretion-Perm Fully-Executed Agreement Std Silent Under Water PO	Support of the humanities.	Sarah Beth Cushing [C]	Amy Kuhns [C] Mindy Knicely [C] Tricia Quitmeyers [C]	Eve Johnson [C] Michele Daley [C] Tanner Greyn [C] TANYA MARUN [C]	\$44,886.19	0.00	\$44,886.19	\$250,000.00	\$274,318.98



Summary Balance Sheet and Income Statement by Gift/Fund

Summary Balance Sheet and Income Statement by Gift/Fund

Instructions Use prompt that corresponds to Display By value. For example if Display By Gift Hierarchy, then input value into Gift Hierarchy prompt. If Display By

Display By *

Company *

Period *

Gift Hierarchies

Gift

Run By *

Company *

Cost Center

Gift

Summary Balance Sheet & Income Statement

- Select Run By Gift
- Company Defaults
- Select Period
 - Current Period = detail through current date
 - Prior Period = last date of previous month
- Enter Gift or Gift Hierarchy (HR Code)
- Click OK

Report details shown on next slide

Summary Balance Sheet and Income Statement by Gift/Fund (con't.)

- Balance Sheet Details
 - blue text is a link to additional information

← Summary Balance Sheet and Income Statement by Gift/Fund or Cost Center

Run By Gift Gift G04857 Robert B. Cialdini Dissertation Project Prizes in Social Psychology and Psychology Endowment
 Company [ASU Enterprise Partners Consolidation](#)

In FD320 column

- Available cash = current funds in account
- Does not include pending AP transactions
- Other investment change = July 1 payout amount
- Those together = amount available to award

SUMMARY BALANCE SHEET/INCOME STATEMENT			
G04857 Robert B. Cialdini Dissertation Project Prizes in Social Psychology and Psychology Endowment			
	FD320	FD400	
BALANCE SHEET			
Available Cash	\$1,542.02	0.00	
Gift Value or Principal	0.00	\$52,142.66	
Other Investment Change	\$2,086.95	\$2,273.19	
Net Assets (Fund Balance)	\$3,628.97	\$54,415.85	

Find Journal Lines with Worktag Columns

- Find Journal Lines
 - Report Defaults
 - Company
 - Amount Type
 - Time Period
 - Select Period
 - Enter Criteria
 - Cost Center
 - Gift
 - Enter worktags as needed

Find Journal Lines with Worktag Columns

Company	<div style="display: flex; align-items: center;"> × ASU Enterprise Partners Consolidation ⋮ </div>
Amount Type	<div style="display: flex; align-items: center;"> × Activity ⋮ </div>
Time Period	<div style="display: flex; align-items: center;"> × Current Period YTD ⋮ </div>
Period	<div style="display: flex; align-items: center;"> × 2020 - 09 Mar ⋮ </div>
Cost Center Hierarchies	<input style="width: 100%; border: none;" type="text"/>
Cost Center	<input style="width: 100%; border: none;" type="text"/>
Fund Hierarchies	<input style="width: 100%; border: none;" type="text"/>
Fund	<input style="width: 100%; border: none;" type="text"/>
Gift Hierarchies	<input style="width: 100%; border: none;" type="text"/>
Gift	<div style="border: 1px solid #ccc; padding: 2px;"> <input style="width: 95%; border: none;" type="text"/> <div style="display: flex; align-items: center; margin-top: 5px;"> × G02392 College of Liberal Arts and Sciences Dean's Investment Fund ⋮ </div> </div>
Program Hierarchies	<input style="width: 100%; border: none;" type="text"/>
Program	<input style="width: 100%; border: none;" type="text"/>
Worktags	<input style="width: 100%; border: none;" type="text"/>

Form continued below

Ledger Accounts and Summaries	
Approved by	
Created by	
Absolute Debit or Credit Amount	0
Starting Absolute Debit or Credit Amount	0
Ending Absolute Debit or Credit Amount	0
Starting Accounting Date	MM / DD / YYYY <input style="width: 15px;" type="text"/>
Ending Accounting Date	MM / DD / YYYY <input style="width: 15px;" type="text"/>
External Reference ID	
Journal Number	
Adjustment Journal	<input type="checkbox"/>
Intercompany Journal	<input type="checkbox"/>
Journal Line Exceeds Threshold	<input type="checkbox"/>
Recurring Journal	<input type="checkbox"/>
Reversed Journal	<input type="checkbox"/>

Manage Filters
0 Saved Filters

Find Journal Lines with Worktag Columns - Payout Inquiry

- Enter Find Journal Lines in search
 - Search by Gift Hierarchy – Unit HR Code
 - Enter RC5303 Endowment Pool Earning Allocation-Payout and RC5304 ASU Endow Payout Allocation in worktags
 - Select OK to run report
 - Select “Export to Excel” in top right corner 

Fund

Gift Hierarchies

Gift

Program Hierarchies

Program

Worktags

Ledger Accounts and Summaries

OK Cancel

B1701 Liberal Arts and Sciences:Dean

Revenue Category: RC5303 Endowment Pool Earnings Allocation-Payout

Revenue Category: RC5304 ASU Endow Payout Allocation

ASU Foundation

find journal

Find Journal Lines with Worktag Columns - End User

Company * ASU Enterprise Partners Consolidation

Amount Type * Activity

Time Period * Current Period YTD

Period * 2020 - 09 Mar

Cost Center Hierarchies

Cost Center

Fund Hierarchies

- Filter by Line Memo: FY20 Endowment Payout
- Payout amount will be under “ledger credit amount”
- You can also search individual gifts
- There are no endowment payouts for accounts below the \$25,000 limit or non-endowed accounts (old 3000 accounts)

Find Journal Lines with Worktag Columns - Payout Inquiry

E	F	G	H	I	J	O	Q	S
Accounting Date	Company	Fund	Cost Center	Gift	Revenue Category	Line Memo	Ledger Credit Amount	Program
2/28/20	ASUF ASU Foundation for A New American University	FD320 ASUF Endowment Payout/Spending	CC00300 ASUF Gifts	G00662 Faire Elizabeth Virgin Sax Scholarship Endowment	RC5303 Endowment Pool Earnings Allocation-Payout	FY20 Endowment Payout	24,556.24	P60003 Function: Program
2/28/20	ASUF ASU Foundation for A New American University	FD320 ASUF Endowment Payout/Spending	CC00300 ASUF Gifts	G02251 Richard O Flynn Premed Scho	RC5303 Endowment Pool Earnings Allocation-Payout	FY20 Endowment Payout	1,352.60	P60003 Function: Program
2/28/20	ASUF ASU Foundation for A New American University	FD320 ASUF Endowment Payout/Spending	CC00300 ASUF Gifts	G02320 Jonathan and Maxine Marshall Distinguished Lecture Series	RC5303 Endowment Pool Earnings Allocation-Payout	FY20 Endowment Payout	23,246.38	P60003 Function: Program
2/28/20	ASUF ASU Foundation for A New American University	FD320 ASUF Endowment Payout/Spending	CC00300 ASUF Gifts	G02323 CLAS Annual Fund Quasi Endowment	RC5303 Endowment Pool Earnings Allocation-Payout	FY20 Endowment Payout	11,254.15	P60003 Function: Program
2/28/20	ASUF ASU Foundation for A New American University	FD320 ASUF Endowment Payout/Spending	CC00300 ASUF Gifts	G02333 A. Wade Smith Memorial Lecture Endowment	RC5303 Endowment Pool Earnings Allocation-Payout	FY20 Endowment Payout	8,043.66	P60003 Function: Program
2/28/20	ASUF ASU Foundation for A New American University	FD320 ASUF Endowment Payout/Spending	CC00300 ASUF Gifts	G02334 Philip Gene and Sue Grosjean Wilcox Endowment	RC5303 Endowment Pool Earnings Allocation-Payout	FY20 Endowment Payout	20,875.76	P60003 Function: Program
2/28/20	ASUF ASU Foundation for A New American University	FD320 ASUF Endowment Payout/Spending	CC00300 ASUF Gifts	G02340 Gary Krahenbuhl Difference Maker Endowment	RC5303 Endowment Pool Earnings Allocation-Payout	FY20 Endowment Payout	731.29	P60003 Function: Program
2/28/20	ASUF ASU Foundation for A New American University	FD320 ASUF Endowment Payout/Spending	CC00300 ASUF Gifts	G02343 Len and Rena Gordon Spunky Award Endowment	RC5303 Endowment Pool Earnings Allocation-Payout	FY20 Endowment Payout	941.33	P60003 Function: Program
2/28/20	ASUF ASU Foundation for A New American University	FD320 ASUF Endowment Payout/Spending	CC00300 ASUF Gifts	G02345 Excellence in Humanities Endowment	RC5303 Endowment Pool Earnings Allocation-Payout	FY20 Endowment Payout	10,956.28	P60003 Function: Program

Depositing Gifts to ASU Foundation and ASU

All gifts, whether to ASU or ASU Foundation, should be sent to ASU Foundation. ASU gifts will be receipted by ASU Foundation and sent to ASU Cashiering Services for deposit. ASUF will process all deposits, record the gift, and issue a gift receipt.

Summary of deposit process for ASUF gifts

- Complete the ASUF request for deposit form, found [here](#), and the deposit bag summary worksheet, found [here](#).
- Place completed deposit form with check in ASU Foundation deposit bag. All gift deposits for ASU and the Foundation, along with all non-gift deposits for the Foundation, must be received by the ASU Foundation cash receipting area in a locked deposit bag.
- Deposit bags may be delivered to the ASU Fulton Center at either the 6th floor reception desk or sent via campus mail to ASUF cash receipting – Mail Code 5005 Attn: ASU Foundation Cash Receipting.
- For questions about procedures or deposits, or if the unit does not have a deposit bag, please contact Foundation Financial Services at 480-965-7825 or ffsmail@asu.edu.

Summary of deposit process for ASU gifts

- Unit receives the check made payable to ASU.
- Unit sends the check and completed deposit form (with the donor info and the ASU account number) to ASUF cash receipting – Mail Code 5005 Attn: ASU Foundation Cash Receipting.
- ASUF records the gift in Salesforce and issues the gift receipt from ASU.
- The check will be sent to the cashier's office via ASUF locked bags, with the gift account included.
- The cashier's office will deposit the check to ASU and the Workday entry will be done at that point.
- Both ASU and ASUF assess a 5% unrestricted support, no matter which entity receives the gift.

Questions?

ASU Foundation Contact Information

The College Liaison: Rebecca Magaña, The College Dean's Office,
rebecca.magana@asu.edu, 480-727-4602

ASU Foundation Email: foundation.financial.services@asu.edu or
ffsmail@asu.edu

ASU Foundation Finance hotline: 480-965-7825 or 480-965-7850

ASU EP Workday Email: asuep@myworkday.com

ASU EP Workday Help Desk: 480-965-7445