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

- **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.

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

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

• 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.

**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
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

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

Create Supplier Invoice Request (SIR) — Replaces IFAS workflow

- 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)

**NOTE:** Special characters are not allowed in the Supplier Invoice Number Field.
Sending Funds to ASU (Continued)

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
Enter memo details as needed

Complete Attachments Tab

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

Copy and paste Header Line information here. Required for reporting detail.
Sending Funds to ASU Scholarship Office

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

- 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)

- 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 - system assigns SIR#
  - Routes request through BP for needed approvals
  - Jot down SIR# for future reference
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
Submitting an Invoice (continued)

• 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
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

Details and Process

- 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

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

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

**NOTE:** Business Routing Process (BP) has changed. SIR now routes to EP Accounts 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 (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

### Cost Center/Gift Inquiry

<table>
<thead>
<tr>
<th>Company</th>
<th>ASU Foundation for a New American University</th>
<th>Year</th>
<th>2019 - 21 Jul</th>
</tr>
</thead>
</table>

<table>
<thead>
<tr>
<th>Cost Center</th>
<th>Gift</th>
<th>Company</th>
<th>College/Organization Level 4</th>
<th>College/Organization Level 5</th>
<th>Fund</th>
<th>CAE Purpose</th>
<th>CAE2 Restriction Description</th>
<th>Gift Approver</th>
<th>Gift Manager</th>
<th>Gift Financial Analyst</th>
<th>Status</th>
<th>Available Cash Balance</th>
<th>Accounts Payable</th>
<th>Available Balance</th>
</tr>
</thead>
<tbody>
<tr>
<td>CC00300</td>
<td>004100</td>
<td>ASU Foundation for a New American University</td>
<td>CAF 1</td>
<td>CAF 2</td>
<td>FD000</td>
<td>Other Restricted Purposes</td>
<td>This account will be used to hold gift deposits until they are processed through Advance (Reimaging 10994100)</td>
<td>Anne Johannes</td>
<td>Tamara Reed</td>
<td>Megan Koshuba</td>
<td>Active</td>
<td>$24,290.56</td>
<td>$(141,576.90)</td>
<td>$98,705.56</td>
</tr>
</tbody>
</table>
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.
Summary Balance Sheet and Income Statement by Gift/Fund

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

<table>
<thead>
<tr>
<th>Run By</th>
<th>Gift</th>
<th>Company</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>Gift</td>
<td>ASU Enterprise Partners Consolidation</td>
</tr>
</tbody>
</table>

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

<table>
<thead>
<tr>
<th>BALANCE SHEET</th>
<th>FD320</th>
<th>FD400</th>
</tr>
</thead>
<tbody>
<tr>
<td>Available Cash</td>
<td>$1,542.02</td>
<td>0.00</td>
</tr>
<tr>
<td>Gift Value or Principal</td>
<td>0.00</td>
<td>$52,142.66</td>
</tr>
<tr>
<td>Other Investment Change</td>
<td>$2,086.95</td>
<td>$2,273.19</td>
</tr>
<tr>
<td>Net Assets (Fund Balance)</td>
<td>$3,628.97</td>
<td>$54,415.85</td>
</tr>
</tbody>
</table>
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

Form continued below
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

- 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)
<table>
<thead>
<tr>
<th>Accounting Date</th>
<th>Company</th>
<th>Fund</th>
<th>Cost Center</th>
<th>Gift</th>
<th>Revenue Category</th>
<th>Line Memo</th>
<th>Ledger Credit Amount</th>
<th>Program</th>
</tr>
</thead>
<tbody>
<tr>
<td>2/28/20</td>
<td>ASUF ASU Foundation for a New American University</td>
<td>FD320 ASUF Endowment Payout/Spending</td>
<td>CC00300 ASUF Gifts</td>
<td>G02251 Richard O Flynn Presed Scho</td>
<td>RCS303 Endowment Pool Earnings Allocation-Payout</td>
<td>FY20 Endowment Payout</td>
<td>1,352.60</td>
<td>00003 Function: Program</td>
</tr>
<tr>
<td>2/28/20</td>
<td>ASUF ASU Foundation for a New American University</td>
<td>FD320 ASUF Endowment Payout/Spending</td>
<td>CC00300 ASUF Gifts</td>
<td>G02340 Philip Gene and Sue Grojean Wilcox Endowment</td>
<td>RCS303 Endowment Pool Earnings Allocation-Payout</td>
<td>FY20 Endowment Payout</td>
<td>20,875.76</td>
<td>00003 Function: Program</td>
</tr>
</tbody>
</table>
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