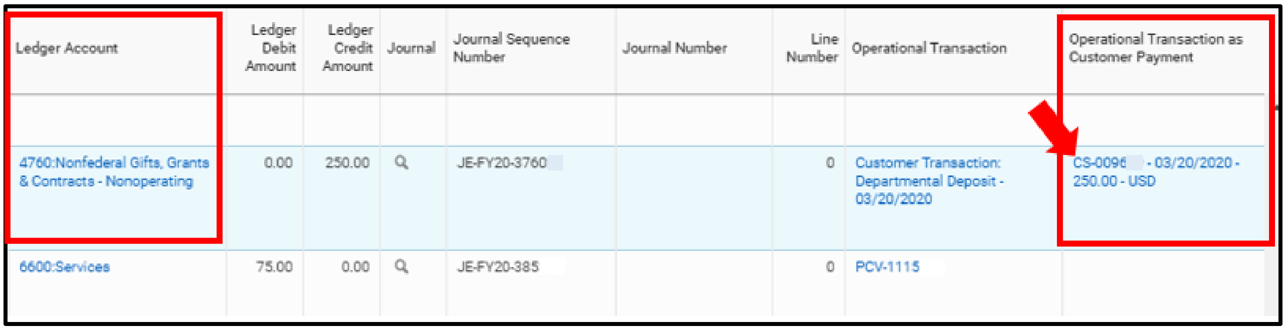
When funds are transferred to a Campus Organization from the ISU Foundation- from donations or departmental transfers from other campus gift accounts, you'll be able to tell where the funds originated, letting your organization better keep track of your donations and gifts at any time. Student Organization Treasurers and Advisors can access information related to incoming deposits from the ISU Foundation.

To start, run the *ISU Transaction Detail* report in Workday and locate the transaction you'd like to know more about.

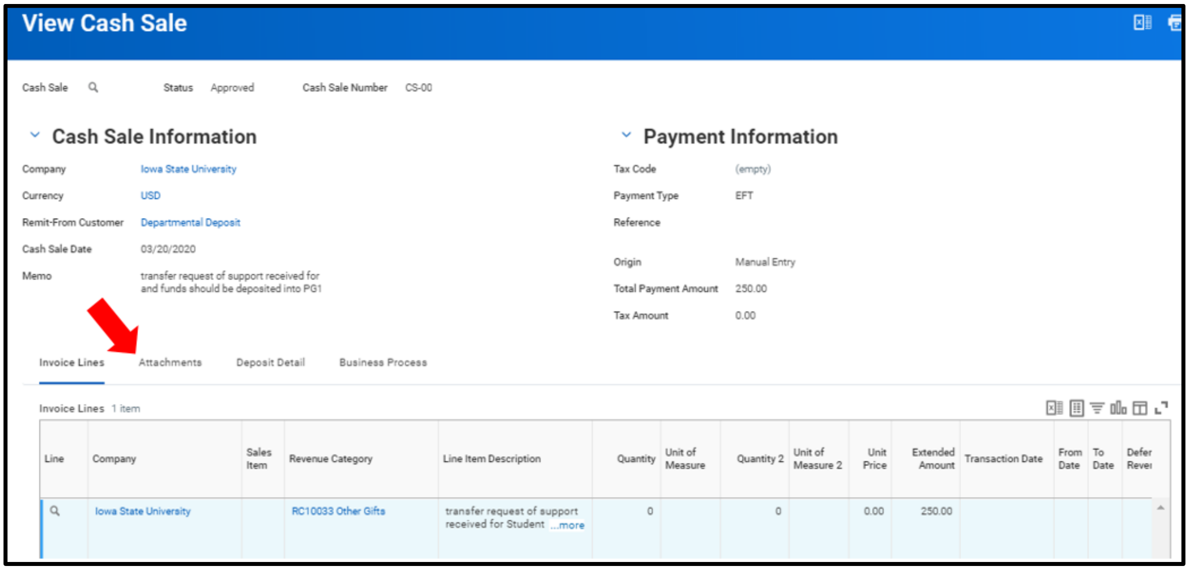
In the example below, you would know this is a deposit from the ISU Foundation because it is deposit specified as "Nonfederal Gifts, Grants &Contracts" in the **Ledger Account** column. A regular deposit made through Beardshear would be identified as "Other Revenues" in the **Leger Account** column.

To find more information about the deposit, click on that transaction's Cash Sale Number in the **Operational Transaction as Customer Payment** column as indicated with the red arrow below:

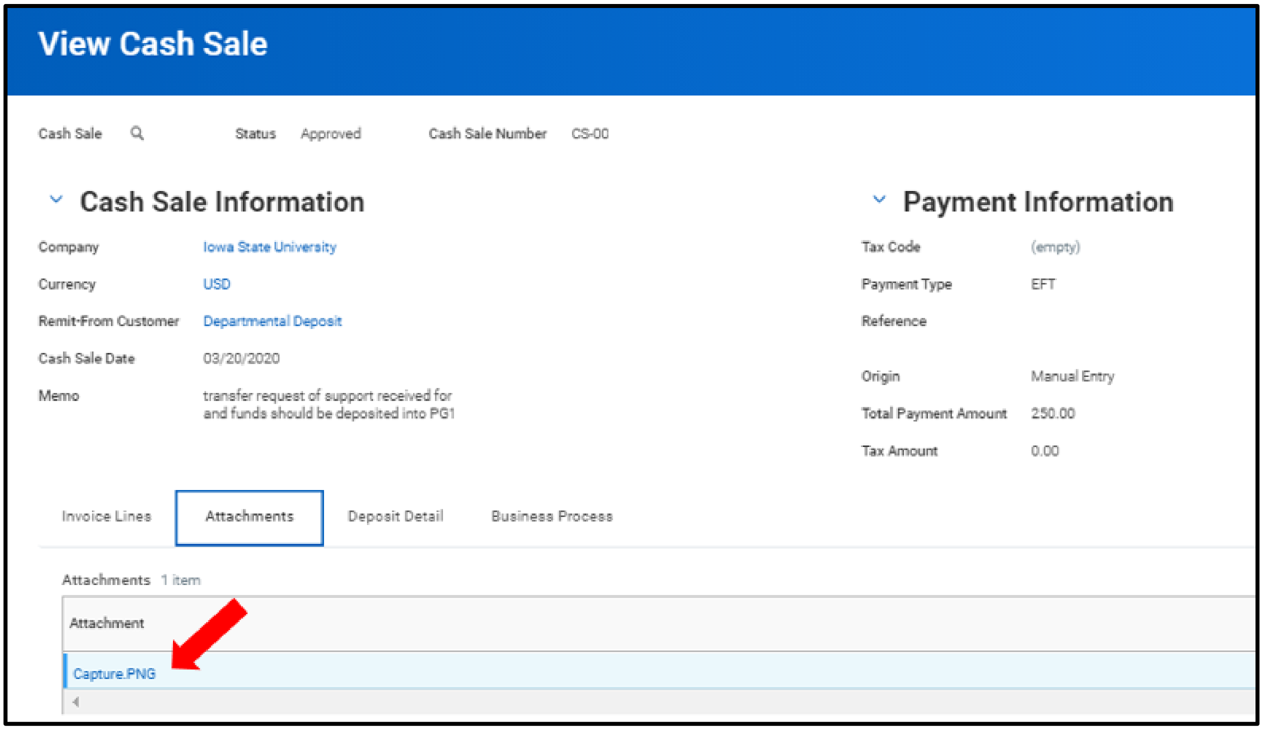


Ledger Account	Ledger Debit Amount	Ledger Credit Amount	Journal	Journal Sequence Number	Journal Number	Line Number	Operational Transaction	Operational Transaction as Customer Payment
4760:Nonfederal Gifts, Grants & Contracts - Nonoperating	0.00	250.00		JE-FY20-3760		0	Customer Transaction: Departmental Deposit - 03/20/2020	CS-0096 - 03/20/2020 - 250.00 - USD
6600:Services	75.00	0.00		JE-FY20-385		0	PCV-1115	

This will lead into a new screen where you'll see some information included in the memo section below, but to see the attachment that was used to create the deposit, you'll need to go to the **Attachments** tab. Click where the red arrow indicated below:



Once in the attachments tab, you'll see a document, which should contain all the information you'll need to keep track of what money was received from which company or department. Click on the document to open the attachment.



Please note that this information would only be available for deposits through the ISU Foundation. For a regular deposit made through Beardshear, please retain your copy of the deposit slip for reference.