

Campus Organizations Accounting- Tracking Foundation Deposits

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	Q	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	Q	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:

View Cash Sale

Cash Sale Status Approved Cash Sale Number CS-00

Cash Sale Information

Company: Iowa State University
 Currency: USD
 Remit-From Customer: Departmental Deposit
 Cash Sale Date: 03/20/2020
 Memo: transfer request of support received for and funds should be deposited into PGI

Payment Information

Tax Code: (empty)
 Payment Type: EFT
 Reference:
 Origin: Manual Entry
 Total Payment Amount: 250.00
 Tax Amount: 0.00

Invoice Lines
Attachments
Deposit Detail
Business Process

Invoice Lines: 1 Item

Line	Company	Sales Item	Revenue Category	Line Item Description	Quantity	Unit of Measure	Quantity 2	Unit of Measure 2	Unit Price	Extended Amount	Transaction Date	From Date	To Date	Defer Reversal
Q	Iowa State University		RC10033 Other Gifts	transfer request of support received for Student ...more	0		0		0.00	250.00				

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.

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The screenshot displays the 'View Cash Sale' interface. At the top, there is a search bar for 'Cash Sale' with a magnifying glass icon, and a status indicator 'Approved' next to 'Cash Sale Number CS-00'. Below this, the interface is divided into two main sections: 'Cash Sale Information' and 'Payment Information'. The 'Cash Sale Information' section includes fields for Company (Iowa State University), Currency (USD), Remit-From Customer (Departmental Deposit), Cash Sale Date (03/20/2020), and Memo (transfer request of support received for and funds should be deposited into PG1). The 'Payment Information' section includes Tax Code (empty), Payment Type (EFT), Reference, Origin (Manual Entry), Total Payment Amount (250.00), and Tax Amount (0.00). Below these sections, there are four tabs: 'Invoice Lines', 'Attachments', 'Deposit Detail', and 'Business Process'. The 'Attachments' tab is selected and highlighted with a blue border. Underneath, it shows 'Attachments 1 item' and a table with one row: 'Attachment' with the file name 'Capture.PNG'. A red arrow points to the 'Capture.PNG' file name.

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.