



CoE Financial Processors Extra Session – Gifts



College of Engineering Resources

Where can we get information and help?

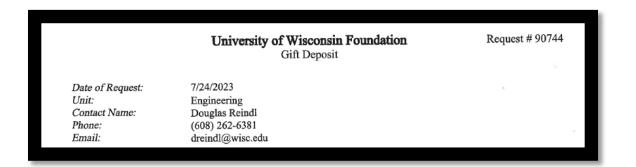
- Dedicated Workday web page <u>CoE Workday Web Page</u>
- Q&A Smartsheet
 - Dean's Office Staff will be managing these questions
 - Options for Finance, HR, Research and Other
- CoE Finance Facilitators (channel for communication up to ATP)



GIFT DEPOSIT (process is not changing)

Check Deposit Directly to Foundation

- * Create a Gift Deposit form from WFAA website
- * Send check and deposit form to the Dean's office
- * Dean's office will send the check and form to WFAA





DISBURSEMENT REQUEST (process IS changing)

Departments/Centers

- 1. One request: email disbursement form to Dean's office
- 2. Multiple requests: Prepare EIB spreadsheet, then email EIB, disbursement request form and supporting documents to the Dean's office

Dean's office

- 1. One request: Create invoice in Workday
- 2. Multiple requests: Upload EIB and supporting documents and submit





SECURITY ROLE

Customer Billing Specialist

* Create Customer Invoice

For this particular process, the Dean's office will utilize the Customer Billing Specialist security role for the purpose of submitting invoices/uploading EIB's to Foundation

KIM | JASON | NOEL

NOTE: The names listed are authorized by Gift Mgt to create invoices/upload EIB's to Foundation



REPORTS

Primary Foundation Gift Billing Report (UW)

This report provides a snapshot view of one ore more gift driver worktag balances

Financials by Organization (UW)

Under the Organization tab, you can select a gift ID



Noteworthy Changes

- UW Foundation: Will create a Customer Invoice in Workday and the UW Foundation Disbursement Request Form will accompany the invoice
- Donor Direct: Will utilize Customer Invoice or Cash Sale process in Workday, depending on situation
- ➤No longer have to record a matching budget journal entry for the gift revenue



Demonstrations

- 1. Create Customer Invoice (so that you can see where information is entered and how it relates to entering info on EIB)
- 2. EIB Spreadsheet
- 3. Foundation Invoice
- 4. Create Customer Invoice (donor direct via ACH to a gift driver worktag; if ACH has arrived or is coming)
- ゟ゙. Reports to run



Extra Financial Processors Meetings

We will be scheduling Mondays in June 9:00-10:30 a.m.

June 2 nd	Payroll Accounting Adjustment (PAA), Accounting Adjustment (AA) and Accounting Journal (AJ) – demo by Mary Rickard, business services accountant
June 9th	Purchasing – Kat, Susie, Kelly
June 16 th	Gifts - Noel
June 18 th	Regular Quarterly Financial Processors meeting 1:30-3:00 p.m. ERB 1307
June 23 rd	Expense Reimbursement – Kat, Kelly, Jason
June 30 th	Reports – Kim