Student Organization Treasurers and Advisors can now find information related to incoming deposits from the ISU Foundation!

When funds are transferred from the ISU Foundation—either from donations or departmental transfers from other campus gift accounts, you’ll now be able to tell where the funds originated, letting your organization better keep track of your donations and gifts at any time.

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 a Departmental Deposit (seen in the “Operational Transaction” column) which is 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 “Ledger Account” column.

To find more information about the deposit, click on the blue information in the “Operational Transaction as Customer Payment” column as indicated with the red arrow below:

This will lead into a new screen—“View Cash Sale” 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 want 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.