



Finance: Incoming Funds Notification

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Request for Incoming Funds Notification

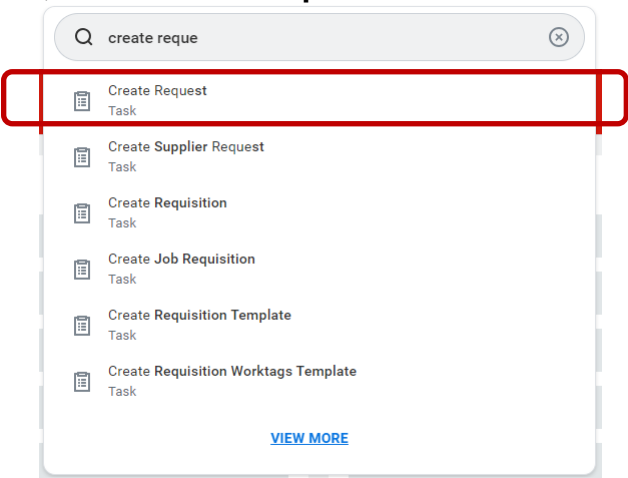
This Request is used to notify the Controller's Office that incoming funds are expected to be received via Electronic Funds Transfer (EFT), Automatic Clearing House (ACH) or Wire.

This Job-Aid provides steps for creating an Incoming Funds Notification Request directly in Workday and lays out the appropriate workflow, i.e. review and/or approvals for this request

Security groups who have access to create this request are Cost Center Finance Specialist, Cost Center Manager and Division Manager.

Create a Request

1) In the *Global Search* field, enter **Create Request**.



OR if you have the task added to your Quick Tasks card on your Home Page: Click on **Create Request**.

Quick Tasks

View Internal Service Delivery

Create Request

Withholding Elections

- 2) Click **All** in the Request Type field and select the radio button next to **Incoming Funds Notification Request**:

The left screenshot shows the 'Create Request' form with the 'Request Type' dropdown menu open. The 'All' option is selected, and the 'Incoming Funds Notification' option is highlighted. The right screenshot shows the 'Create Request' form with the 'Request Type' field set to 'Incoming Funds Notification' and the 'OK' button highlighted.

- 3) Click OK

Complete the Questionnaire.

Complete the questionnaire to provide information related to payments being made to the University.

- Select the company receiving the funds.

Select company receiving funds.
(Required)

- ☐ Montclair State University
- ☐ Bloomfield College of Montclair State University

- Select the worktag associated with the incoming funds.

Select Worktag associated with incoming funds.
(Required)

- ☐ Cost Center
- ☐ Grant
- ☐ Gift
- ☐ Project

- Provide the ID and Name for any of the worktags selected. A text box will open when a worktag is selected - for example Cost Center below:

Select Worktag associated with incoming funds.
(Required)

- ☒ Cost Center
☐ Grant
☐ Gift
☐ Project

Provide Cost Center ID and Cost Center Name
(Required)

CC10013 Institutional Activities

- Provide the revenue category (include the ID and Name) to be used for recording the incoming funds.

Provide Revenue Category ID and Name.
(Required)

- Provide the purpose for the transaction.

Purpose of transaction.
(Required)

Funds from event.....

- Provide the anticipated date for when funds are expected. This may be an approximate date.

Anticipated date of incoming funds.
(Required)

MM/DD/YYYY



- Provide the amount of the incoming funds.

Provide amount of incoming funds.
(Required)

- Provide the company name and contact information (e.g. phone number or email address) of the company sending the funds.

Provide company name and contact information who initiates incoming funds transfer.
(Required)

Workday International
Rodha Blox blox@gmail.com

- Select the method of payment for the incoming funds. If it is for a wire you may enter the country of origin. EFT and ACH require no specification of country.

Select method of incoming funds transfer.
(Required)

- ☒ Wire
☐ EFT
☐ ACH

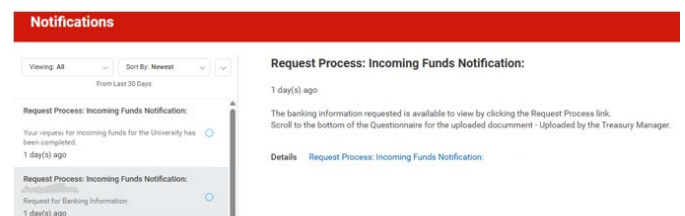
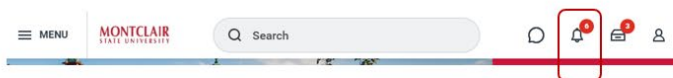
Provide country name if origin location of transfer is not USA.

- Select if you are requiring University banking information.

Are you requiring banking information for the incoming funds transfer.
(Required)

- ☐ Yes
☐ No

If you select 'Yes' the Treasury team will upload a banking document for your reference when they receive this Request. You will be notified on your Workday home page when banking information becomes available (see bell icon below).



- Select if incoming funds are associated with a Customer Invoice recorded in Workday. Provide the invoice number and invoice date.

Are incoming funds associated with Customer Invoice?
(Required)

- ☒ Yes
☐ No

Provide Customer Invoice number (CI-xxxxxxx) and date.
(Required)

- Skip this Step. This question is for the Treasury team; this is where the banking information will be loaded if requested. Do not upload anything here.

For Treasury Manager Use.

Upload the banking information requested for a bank transfer.

Drop files here

or

Select files

- Click **Submit** to route the request for approval. There will be an error message if there are any unanswered *required* questions.

Submit

Save for Later

Cancel

- If **Save for Later** is selected, the request will be located in the Inbox where it may be selected and completed at a future date.

×

Event saved. Awaiting submission

Up Next: Joanne Caruso | Revise Request

[View Details](#)

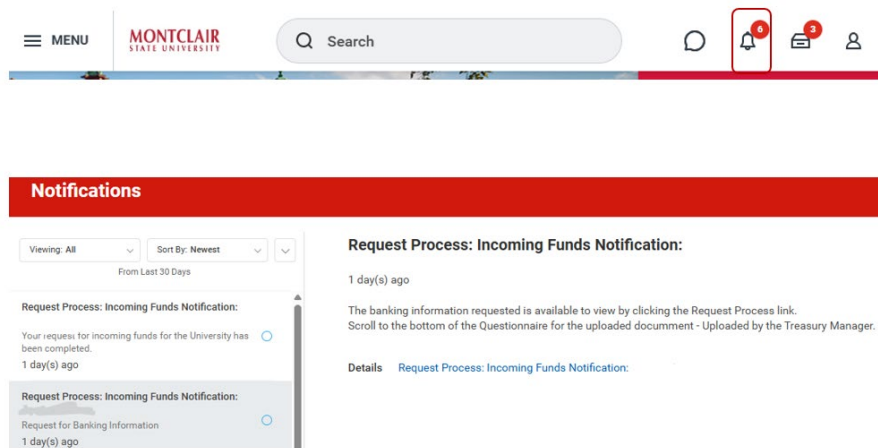
Revise

- If there is a need to **Cancel** the Request. Find the request in your Inbox (Archive) and from the related actions of the Request select Cancel.

Approval Workflow

1) Workflow is as follows:

- If the initiator is a Cost Center Finance Specialist the request will be approved by the Cost Center Manager. If the initiator is a Cost Center Manager then the Request will self-approve and move to the next step.
 - The Request is reviewed by the Treasury Manager if banking information was requested (this is when the banking information is uploaded)
 - The Request is completed by General Accounting (the Accounting Specialist) who will provide WD transaction ID that recorded the incoming funds received in the bank.
- 2) Notification of the banking information upload is sent to the Initiator once the treasury team has completed the step and uploaded the banking document. All notifications can be seen by clicking the bell icon on the right side of the Workday Home page



- 3) When the Request is completed notification is sent to the Initiator with the transaction information, i.e. Ad Hoc Bank Transaction number or Customer Payment number confirming the funds were recorded in Workday.

