

FOM Funding Instructions for PIs and Financial Assistants

As a financial assistant, you will be copied on monthly test billing emails for your PI, so you will be notified of pending charges from the prior month before internal billing is posted in Workday. Please respond by the suspense date if you need to make any changes to the funding string or if you have any questions regarding the billing amounts.

1. If you would like to move charges to new funding, please go into the PI's FOM Supervisor account and make sure the funding is listed and is active. If not listed, you will need to add a new account number, enter the funding information, and add the user to this account. We will not be able to move charges until this is complete.
2. To add new funding, **select supervisor home**, select the appropriate PI if you are a financial assistant for multiple PIs, then go to group financial accounts.
3. Select Add new Account Number, and this screen will pop up:

Account Number details

Project description name

Cost Center

Fund

Function

Grant/Program/Project/Gift

Limit total expense

Account Status

Update Cancel

- a. Account number will be used to process the billing in Workday, so please make sure all information is correct, update the funding string, or add new funding as required:
 1. Project description name is the name of the project that you want to describe (Research, etc.)
 2. Cost Center is two letters "CC" and six (6) digits (CC001011)
 3. Fund is two letters "FD" and four (4) digits (FD0136, etc.)
 4. Function code is two letters "FN" and four (4) digits (FN0400, etc.)
 5. Grant/Project/Gift is two letters and nine (9) digits. (ex, R000012345/PG000001234/ PJ000000123/ GF000012345).
 6. Enter the expiration date of the funding on which the funding will become inactive.
4. Once new funding has been added and there are users on the account, you can set or change the project's end date. Once the end dates are reached, that user will no longer have access to the lab with that funding. If the user has no other active funding on their account, they will not have access to the lab.
FYI, users listed in blue have that PI as their supervisor; users listed in red have another supervisor listed on their account.

Group Financial Accounts:		Account Number		Account Status	Limit total expense		
ID	Research description name	190300-233-4-AAB9973		Active	0.0000		Update
650				Active	0		Add New
Add new		Department Fund Program Project					
Account Number Assignments		Sort by Account Number		Sort by user name			
Account Number	User Name	Research description name	Account Number Status	Is Default	Expiration Date	Expense Limit	Expense So Far
190300-233-4-AAB9973	Karla Bertsch	233AAB9973-4 190300	Active	Yes	02/22/2020	0.00	14314.40
	Janine Erickson	233AAB9973-4 190300	Active	Yes	02/22/2020	0.00	14314.40
	Gabriel Meric de Bellefon	190300-233-4-AAB9973	Active	Yes	01/01/2109	0.00	14314.40
	Michael Niezgoda	233AAB9973-4 190300	Active	Yes	02/22/2020	0.00	14314.40
	Dan Thoma	190300-233-4-AAB9973	Active	No	01/01/2109	0.00	14314.40
Add new user ...		Add User					

5. If a project has ended and you don't want the users to use the funding anymore, you will have to inactivate them on the project.

6. You can notify me then to move any charges in that current month to the new funding before the test emails come out.

For PI's to remove the FOM notifications: Click on "User Home" on the left panel, select "Go to my profile Page to set favorite resources" near the top of the page on the left. There is a long list of check boxes for the notifications you want to receive