


ENTERING A DUMMY GRANT ACCOUNT SET UP REQUEST IN SERVICE NOW:

1. Log in to **My ASU** from the ASU home page: <https://webapp4.asu.edu/myasu/>
2. Click on **Service** link on top banner:



My ASU

Home Resources **Service** Teaching Profile

Announcements | Security | News | Sports | Arts | State Press





- ASU Gammage tests new accessibility and translation app for theatergoers
- Emerge conference brings discussion of big technology ideas to ASU IT professionals

ASU Events | **Academic Calendar** | Holidays | Payroll Calendar

- Jul 03:** Summer 18 Tuition & Fees 100% Refund Deadline - Session B
- Jul 04:** Summer 18 Independence Day Observed - No Classes/University Closed
- Jul 10:** Summer 18 Classes End - Session C
- Jul 10:** Summer 18 Complete Session Withdrawal Deadline - Session C
- Jul 12:** Summer 18 Final Grades Due - Session C

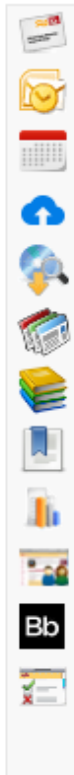
[View Full Calendar](#)

Teaching & Student Support Tools

★ Digital Portfolios 	Blackboard Course Request
Refer a Student	Book Adoption & Syllabi Management
Clickers @ ASU	Curriculum ChangeMaker 
Grading Policies and Info	Graduate Admissions File Review
Roster Contacts	Academic Catalog
Eval & Educational Effectiveness	Class Search
Course Evaluations	CRM (Salesforce) 
Academic Personnel	iGrad 

3. Click on **Service Catalog** link:

My ASU



IT Services

Request Services
Get assistance with your IT needs from an ASU representative.

[Live Chat](#) [New Ticket](#) [My Service Portal](#)

You can also call us at (480) 965-6500 or 1-855-278-5080.

Service Catalog
Search all of our services for what you need.

Access Requests
Initiate or manage user access to various services.

ServiceNow Training
Become a ServiceNow expert.

[Report an Outage](#) [System Health](#)

Facility Services

Request Services
Get on-site maintenance, repairs, keys, transfers, and custodial services.

[New Request](#) [My Requests](#)

For urgent requests, call us 24/7 at 480-965-3633.

Additional Services
Request help with updating or maintaining ASU work space.

4. Click on **Financial Management System** link under Categories on left side bar:

[Home](#) > [Service Catalog](#)

The screenshot displays a service catalog interface. On the left, there is a sidebar with two main sections: 'Recently Used Catalog Items' and 'Categories'. The 'Categories' section lists various service categories with their respective counts in red circles. The 'Financial Management System' category is highlighted in yellow. On the right, there is a main content area with an 'A-Z Index' and a 'Popular' section. The 'Popular' section features three items: 'UTO Desk', 'BFIT Desk', and 'Phone Se', each with a 'View Details' button below it. The 'UTO Desk' item shows 'Request UT...', 'BFIT Desk' shows 'Request Des' and 'Business an', and 'Phone Se' shows 'Request Phc' and 'Change'. The 'Network' item is partially visible at the bottom.

Recently Used Catalog Items

- [FMS Support](#)
- [Voicemail Services](#)

Categories

- Access Requests **17**
- Administration & Management **13**
- Barrett, the Honors College (BHC) **5**
- Business and Finance Communication Projects **1**
- Business and Finance IT (BFIT) **4**
- College of Health Solutions (CHS) **2**
- College of Nursing and Health Innovation (CONHI) **1**
- Educational Technology Services **6**
- Enterprise Infrastructure and Services **16**
- Financial Management System** **3**
- Fulton Schools of Engineering (FSE) **7**

A-Z Index

Popular

- UTO Desk**
Request UT
[View Details](#)
- BFIT Desk**
Request Des
Business an
[View Details](#)
- Phone Se**
Request Phc
Change
[View Details](#)
- Network**

5. Click on **FMS Support**:

Home > Service Catalog > Financial Management System

Search our Knowledge Articles and Service Catalog

Categories

- Access Requests **17**
- Administration & Management **13**
- Barrett, the Honors College (BHC) **5**
- Business and Finance **1**
- Communication Projects **4**
- Business and Finance IT (BFIT) **4**

Financial Management System

Offers support for Financial Management System

- FMS Support**
FMS Help/Support Catalog Item
[View Details](#)
- [Revoke Role Request - FMS](#)
Revoke Role Request - FMS
[View Details](#)
- [Workday Role Requests](#) ✓
FMS Role Request Landing Page
[View Details](#)

The request screen will appear:

ASU Arizona State University

Home > Service Catalog > Financial Management System > FMS Support

FMS Support

FMS Help/Support Catalog Item

What is this Service Offering?

- Use this form to request any type of assistance with Workday, including requests for help with roles and using the application.
- If you need to request roles in Workday, then please [use this link to go to the Role Provisioning page](#).
- Use this form to submit a Workday enhancement request.
- Use this form to submit an issue with Workday.
- Use this form to submit a question about Workday.

Why would I need this Service Offering?

- To request assistance with Workday.
- To submit a Workday enhancement request.
- To submit an issue with Workday.
- To submit a question about Workday.

Who can get this Service Offering?

- All ASU faculty and staff can order this catalog item.

How do I order/request this Service Offering?

- Submit a request using this Service Catalog item.
- For future reference, you can also find it by going to [Service Catalog > Financial Management System > FMS Support](#).

Does this Service Offering have a cost?

- There is no cost to ASU faculty and staff.

*Requested for

6. Select **Grants** in the Request Type field:

*Request Type

Grants

7. Enter the following information in the Description field:

*Description

Please set up a GRT dummy grant account for use with a departmental grant p-card in order to use allocation functionality in PaymentNet. Please use the following data elements:

1. Grant Name
2. Grant Hierarchy
3. Activity – use Activity worktag A1101 General Department Research/IIA/RID
4. Campus
5. Fund – use FD3003 Sponsored PCard Clearing
6. Cost Center
7. RID program