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/mysasu/

2. Click on Service link on top banner:
3. Click on **Service Catalog** link:
4. Click on **Financial Management System** link under Categories on left side bar:
5. Click on FMS Support:

The request screen will appear:

FMS Support

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

7. Enter the following information in the Description field:

   *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*