Treasurers can use *Create Miscellaneous Payment Request* in Workday to make a request to have a check sent to a payee. This process replaces the need for the paper COA voucher process. The uses of the payee request are the same as the voucher. Also like the voucher, the documentation requirements are the same as the paper voucher process.

The payment request comes after the payee has been found or created in Workday. Please see [Find and Create Payees in Workday](#) for more information.

To begin, type *Create Miscellaneous Payment Request* in Workday:

The form will populate, and several fields in the top section will need to be filled. See text in red on screenshot below:

- Search for “Payee” by typing in the name of the payee you have previously found or created, or the Payee ID, if known.
- “Currency” will then populate. Do not change this field.
- In “Payment Type” type and select “Check.” Do not select any other types, this is the only payment type available to Campus Organizations.
- In “Request Type” select “Campus Org”
- **Do not enter any information in any other fields at the top of the request.**
Campus Organizations Accounting - Create Miscellaneous Payment Request in Workday

The “Lines” and “Attachments” will also need to be completed. “Miscellaneous Fields” is not required.

<table>
<thead>
<tr>
<th>Lines</th>
<th>Miscellaneous Fields</th>
<th>Attachments</th>
</tr>
</thead>
<tbody>
<tr>
<td>1 item</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

The only fields to be completed in “Lines” are the Spend Category, Extended Amount, Memo, and Program. Do not change or enter information in any other field. Some fields will auto-populate, do not change or delete these fields. You will need to scroll to access all fields.

- **Spend Category** - Use SC10863 Campus Org Review
- **Extended Dollar Amount** - Total dollar amount of payment
- **Memo** - Enter a description of what the payment is for
- **Program** - Enter your PG# (PGXXXXXX)
- **Do not change or enter information in any other field**

Use “Attachments” to attach your documentation for this payment (Invoice, itemized receipts, etc.). PDFs are preferred, please ensure any documents are complete and do not crop off any information.
If you need to make your advisor or the Campus Organization Accounting Office aware of any additional information, please use the comment area under the “Attachments” area.

Once the form is complete, “Submit” via the button on the bottom of the page.

You request will be sent through your advisor for approval, and then to Campus Organizations Accounting for review. Your request may be sent back for further clarification, additional documentation, or because it is not able to be competed. Once approved by the Campus Org manager, the request will be complete, and the check will be printed and mailed to the address associated with the payee information.

To review in progress or completed payment requests for your organization, please see Reviewing Miscellaneous Payment Requests in Workday.