Campus Organizations Accounting - Create Miscellaneous Payment Request in Workday

Treasurers can use Create Miscellaneous Payment Request in Workday when a check is needed to pay a person or business. The payment request comes after the payee has been found or created in Workday. Please see Finding and Creating Payees in Workday for more information.

To begin, type Create Miscellaneous Payment Request in Workday:

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

Payee: Type in the name or payee ID of the payee you have previously found or created

Currency: Auto-populates. Do not change this field.

Payment Type: Type and select “Check.” Do not select any other types, this is the only payment type available to Campus Organizations.

Request Type: Select “Campus Org”

Memo: Type in the invoice number, event description, other short description of the payment, or “ubill reimbursement”

Do not enter any information in any other fields at the top of the request.

The “Lines” and “Attachments” will also need to be completed. You’ll find the tabs for those in the middle of the form.
The only fields to be completed in “Lines” are listed below. Do not change or enter information in any other field. Some fields will auto-populate, do not change or delete those fields. Do not create additional lines. You will need to scroll to access all fields.

**Spend Category:** Use SC10863 Campus Org Review

**Extended Dollar Amount:** Total dollar amount of payment

**Program:** Enter your PG# (PGXXXXXX)

Do not change or enter information in any other field. Some fields will auto-populate, do not change or delete those fields. Do not create additional lines. You will need to scroll to access all fields.

Use “Attachments” to attach your documentation for this payment (Invoice, itemized receipts, etc.)

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

**Approval Routing and Processing**

Once submitted, the request routes through several approvals before the request is sent to be entered, processed, and the check printed and mailed.

1. The treasurer will fill out and submit the request in Workday
2. The request will be sent to the organization advisor to review and approve the request
3. The COA Student Accountants will review the request for accuracy and completeness, as well as verify the status of your organization and that the Treasurer has completed the current school
year’s Treasurer Training in Canvas, and that the organization account has sufficient funds to process the request.

4. The COA manager will review and approve the request. At that time the request will close.

5. The payment will be queued to be printed with the next batch of University checks. Checks print once per business day. Checks are mailed within a day of being printed.

Check out this guide if you need to see whether the check has been written or cashed!