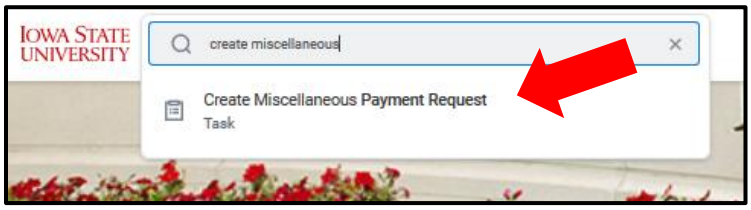
Campus Organizations Accounting- *Create Miscellaneous Payment Request* in Workday

Treasurers can use *Create Miscellaneous Payment Request* in Workday when a check is needed to pay a person or business. The payment can only be initiated after the payee has been found or created in Workday. Please see **Finding and Creating Payees in Workday** on the COA website for more info.

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 "Primary Information" 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

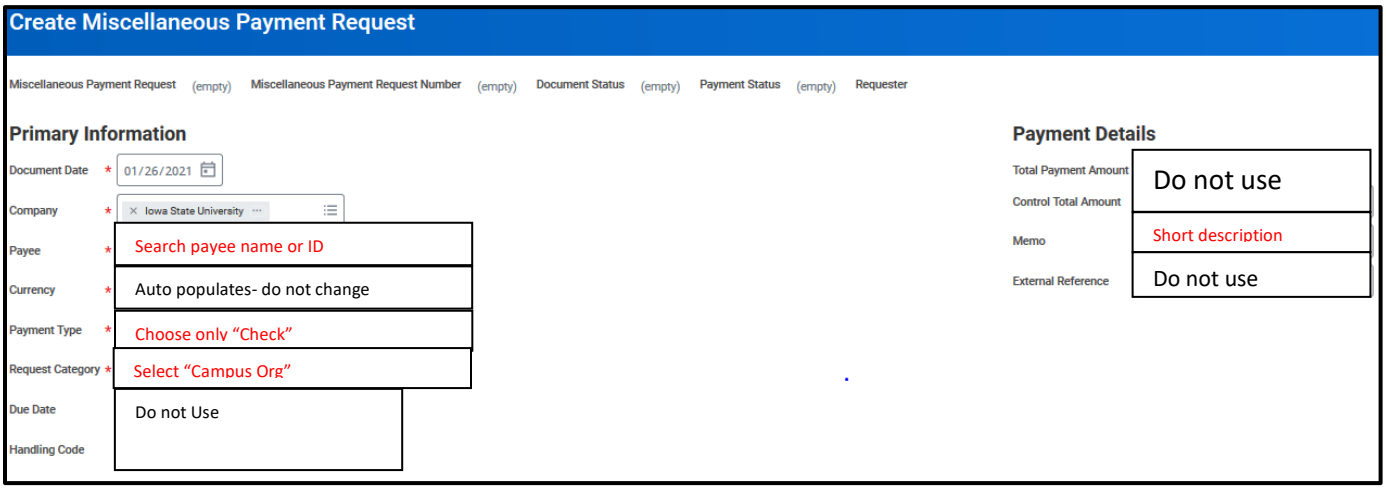
Currency: Auto-populates. Do not change this field.

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"

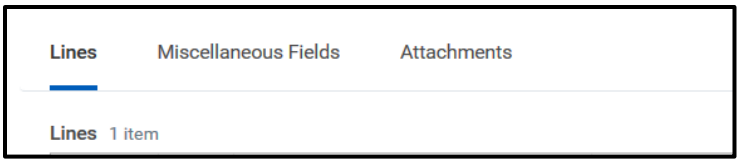
Do not enter any information in any other fields at the top of the request.



The "Lines" and "Attachments" will also need to be completed. You'll find the tabs for those in the middle of the form.

Campus Organizations Accounting
1580J Memorial Union

coa@iastate.edu
(515)294-1633



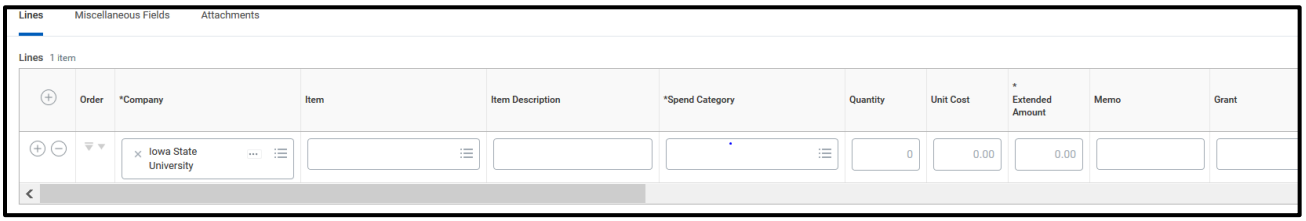
The only fields to be completed in the "Lines" section are listed below. You will need to scroll to access all fields:

Spend Category: Use SC10863 Campus Org Review

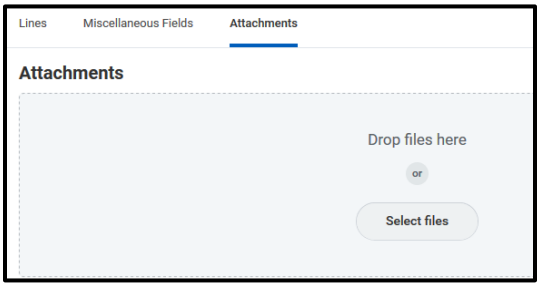
Extended Dollar Amount: Total dollar amount of payment

Program: Enter your PG# (PGXXXXXX)

Do not change or enter information in any other field- all other fields are not required. Some fields will auto-populate, do not change or delete those fields. Do not create additional lines.



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



- An invoice is needed to pay a business for goods that does not accept payment by credit card.
- A contract is needed to pay a service such as a speaker, entertainer, or other person or company hired to perform a service. A contract will have to be created by ISU staff authorized to do so before the event as part of your event authorization- contact Student Engagement for more information.
- Sports clubs paying a referee or umpire will need a game sheet attached
- Prize payouts should include an event flyer or other event notification, and a completed prize form.
- A refund for dues or overpaid fees to a club will need a copy of the deposit slip. A refund of cash received will also require a copy of the receipt given when the cash was originally received.

Please also make note of the cash sale number (CS-XXXXXX) from your transaction detail that corresponds with the deposit slip attachment.

- Mileage for visitors to campus will need a map screenshot showing the number of miles driven, as well as an attachment that shows the calculation for the mileage payment.
- A ubill reimbursement needs the itemized receipts from the original purchase, any other documentation needed for the original transaction (artwork, trademark approval, prize form, etc.) and ubill documentation from when the charge was applied to the ubill, and when the charge was paid off.
- Please check with the COA office if you have any questions about what to attach to a MPR, there are many variations of different types of payments!

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.