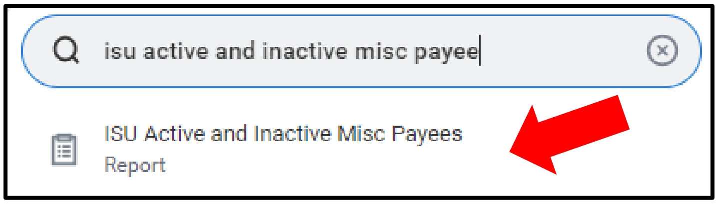
Campus Organizations Accounting- Finding or Creating a Payee in Workday

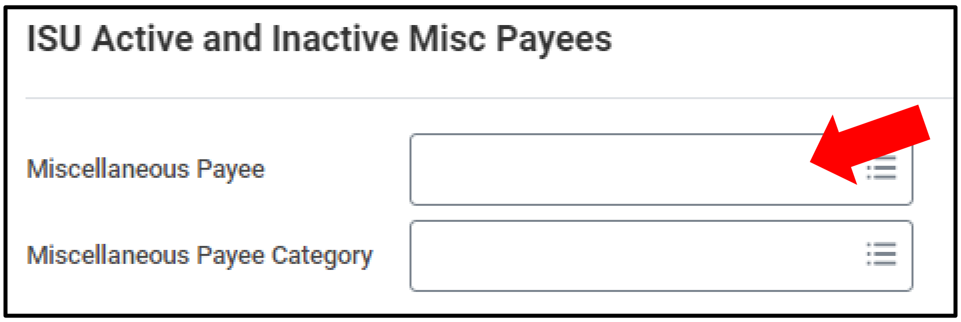
For campus organizations, the miscellaneous payee is a record stored in Workday that combines the payee's name, address, and tax information in a record that is used when the university writes and sends a check. That payee file is used as part of the Miscellaneous Payment Request (MPR) process. **Part One** below covers how to search existing payees, **Part Two** explains how to request a new payee or change an existing payee file.

Part One: Find a Payee

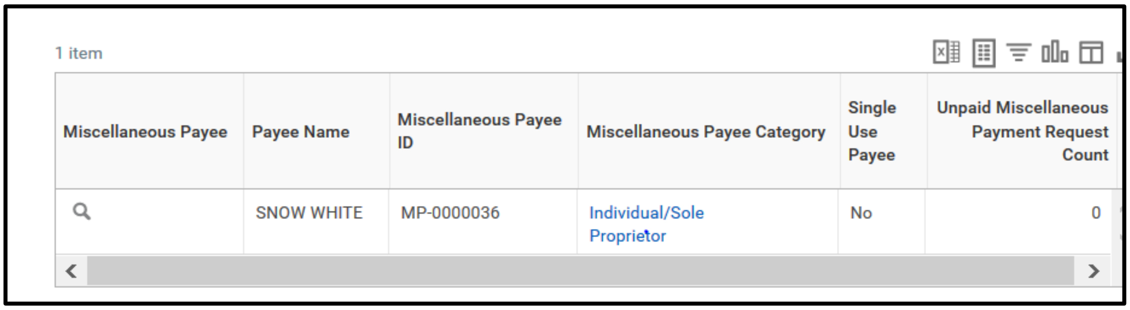
Log on to Workday, and type *ISU Active and Inactive Misc Payees* in the search bar:



Once on the search prompt screen, search for the person, company, etc. you need to pay by name or partial name. You can also run the report without any prompts to return a full list of payees.

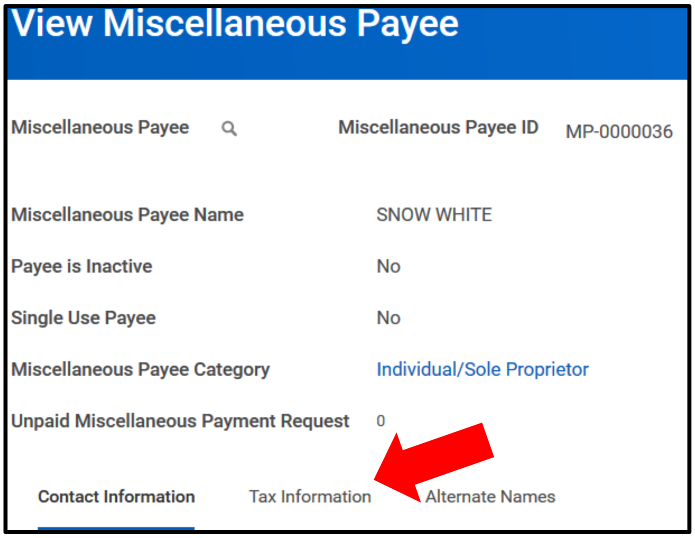


Press "OK" at the bottom of the screen to return results:



Should your search return multiple values use the magnifying glass on the results page to review the information on each result.

Switch between information using the ribbon within the *View Miscellaneous Payee* page to view Contact Information (mailing address) and Tax Information:



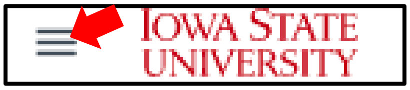
If the information found matches the information you have collected about your payee, make note of the name and Miscellaneous Payee ID, and move on to the Miscellaneous Payment Request. If either the information found does not match or is not found at all, proceed to step two below.

Part Two: Creating or Changing a Payee in Workday

If no payee exists, or if a change to a payee needs to be made, use *Create Request* to set up or edit the name/address/tax information that will be used as part of the request to have a check sent (*Create Miscellaneous Payment Request).*

Please first collect information about your payee. This will include the legal name, address, and a W-9 if needed. W-9s are needed any time your payee is providing a taxable service including but not limited to lodging, registrations, and rentals. The treasurer will:

1. Access *Create Request* though either the Requests application icon on the Global Navigation menu (red arrow below), or by typing "create request" in the search bar.



2. Select *Create/Change Miscellaneous Payee* in the list of requests, or type "miscellaneous payee" in the *Request Type* box before selecting "OK". The form will populate.

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Describe the Request: Include a short description with your club name, what the payee will be receiving payment for (Ubill reimbursement, photography services, equipment rental, speaker for your symposium, etc.) or why a change is being requested.

New or Change Request: Please indicate whether your request is to create a new payee file, or to make an update to an existing file

Miscellaneous Payee Name: Enter the Payee Name (This will be who the check is made out to)

Permanent Tax Address: Enter the permanent tax address for the payee, including any apartment numbers. This is where any tax documents will be sent.

This payee needs a "Remit to" address: Select yes or no. If "No" is selected, the check will be mailed to the Permanent Tax Address. Selecting "Yes" will result in a text box appearing, where you will enter in the remit to address. A remit to address would be used if a person or business wanted to receive the payment at a location other than the permanent tax address. If "Yes" is selected, this is where the check will be mailed to. If "Yes" is selected, please also attach documentation to support that a remit to address is needed.

Are you paying for a service: Select yes or no. Selecting yes will also require you to attach your university contract for the service. Examples of services include, but are not limited to, payments for speakers, performers, entertainers, photographers and rentals.

Attachments: If a W-9 is required for the payment that will be requested for this payee, attach that document to this request in the "Attachments" area, along with any additional information or documentation, such as an invoice or registration documents.

Once all information is entered, select "Submit" at the bottom of the page.

Approval Routing and Processing

Once submitted, the request routes through several approvals before the payee is created and the request is closed.

1. The treasurer will fill out and submit the request in Workday
2. 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.
3. The COA manager will review and approve the request. At that time the request will close, which means that the requested payee is available for use in an MPR.

Notes for Creating or Changing Payees

- Double check all spelling before submitting a request- the name line will also be the "Pay to the order of" line on the check
- If the check will be sent to an address, office number, room number, in care of, etc., which information will need to be included on the address line. It is a lengthy process to get a check

cancelled and re-written if the postal service cannot deliver the check, so please be sure to submit accurate information.

- If the payee will receive a prize, please list the value of the prize in the description box, and also attach a W-9 if needed.
- If your vendor accepts payment by credit card, do not create a payee. When a vendor accepts payment by credit card, payment will be made by Campus Org p-card.
- If your payee name or address does not match the W-9 attached, please explain why in the description or comments, or attach an invoice, referee agreement or other document to show that the payee has requested the mailing address entered.