



Create Miscellaneous Payment Request



The Create Miscellaneous Payment Request tip sheet is for all employees.

The steps outlined below are for when a department requests a particular payment without an invoice.

Business Process

Initiation: This may be completed by Employee as Self, Exempt Employee as Self, Non-Exempt Employee as Self, and Miscellaneous Payment Data Entry Specialist

Result: An Accounts Payable Data Entry Specialist will create a Supplier Invoice from the Supplier Invoice Request.

Business Process Approvals

Budget Check: For all schools, the budget manager is asked to check the budget (exclusion: student refunds) at the beginning of the process.

Taggable Gift Transaction: Approval required by Gift and Grants Manager (unless initiated by these individuals).

Cost Center Approval Flow: If there is no gift, grant, or project transaction, all schools will follow the cost center approval process.

Accounts Payable Settlement Specialist: All schools ask the Accounts Payable Settlement Specialist to approve (exclusion: if an accounts payable specialist initiates the request).

Request is larger than \$25,000 (CNM / CNM Ingenuity only): Approval by Finance Executive.

For CCC, NNMC, and SFCC: Approval by Finance Executive required (exclusion: if a Finance Executive initiates).

CNM Post-Audit Approval Process: For CNM, the Accounts Payable Operations Lead must review and approve.

Budget Check: For all schools, the budget manager is asked to check the budget (exclusion: student refunds) at the end of the process.

Create Miscellaneous Payment Request

1. In the Workday Search bar, type “**Create Miscellaneous Payment Request**” and select the task/report.
2. Under **Primary Information** section, enter required information outlined below:
 - **Document Date:** This field will default to today’s date.
 - **Company:** Confirm this field defaults to your college.

- **Payee:** Select the appropriate **Miscellaneous Payee** from the drop-down menu.

NOTE: You may also select **Create Payee**. Instructions on how to complete this process are listed at the bottom of this tip sheet.

- **Currency:** This field should default to USD.
 - **Payment Type:** Select the appropriate payment type (e.g., check).
 - **Request Category:** Select the appropriate Request category (e.g., policy refund).
 - **Due Date:** Enter the date for the payment.
3. Under Payment Details section, enter required information outlined below:
 - **Control Total Amount:** Enter the invoice amount.
 - **Memo:** Provide a comment which will display on the pay stub (remember this information helps the payee know what we're paying them for).
 4. On the **Lines** tab, enter the following information:
 - **Spend Category:** Select the appropriate category for the payment (e.g., advertising costs, miscellaneous expense).
 - **Extended Amount:** Enter an amount which matches the control total amount from the payment details above.
 - **Entity:** Enter your college or company.
 - **Cost Center:** Select the appropriate cost center.
 - **Additional Worktags:** This information auto-populates.
 5. An attachment is required for miscellaneous payment requests. Select the **Attachments** tab and select or drop supporting documentation for payment (i.e. a copy of an invoice)
 6. If you need to leave a comment for Accounts Payable, please enter a comment.
 7. When ready, select **Submit**. You may also save the payment request for later or cancel.

Create Miscellaneous Payee

1. Beginning on the Workday homepage, use the search bar to locate and select the task, **Create Miscellaneous Payee**.
2. Enter the name of the payee in the **Miscellaneous Payee Name** field.
3. Under **Miscellaneous Payee Category**, select the appropriate category.
4. Under **Contact Information** enter payee's information.

5. Under the **Attachments** tab, select or drop supporting documentation for payment.
6. Select **OK**.

Approval Process

Each college requires an Accounts Payable Settlement Specialist to review and approve the payment request (unless an accounts payable settlement specialist initiates the request).

Helpful Reports

To see the status of requests processed by employees, use the following report. Reports may be found using the Search Bar by typing and selecting the name of the report.

My Miscellaneous Payment Requests

Details within this report include miscellaneous payment request, the request number, the company, payee, request category, document date, document status, payment status, request express pay, external reference, memo, due date, amount, currency, and approved by workers.

My Miscellaneous Payees

Details within this report include the miscellaneous payee, payee name, miscellaneous payee ID, miscellaneous payee category, payee alternative names, and single use payee.