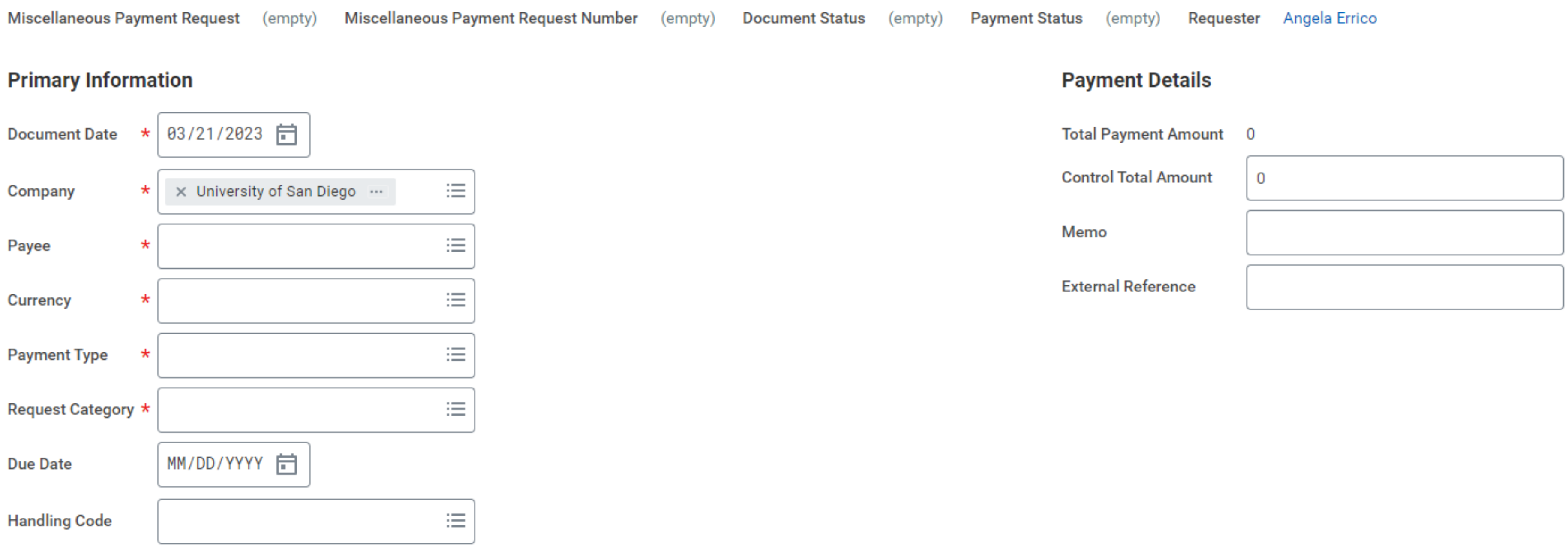
# Create Miscellaneous Payment Request (MPR)

**IMPORTANT NOTE:** If the Payee is not available in the Payee Dropdown, please follow the Create Supplier Request QRG. Choose "MISC PAYEE" as the Supplier Category. Once added, you will be notified and be able to move forward with this Create Miscellaneous Payment Request QRG.

1. In the Workday search bar, enter **Create Miscellaneous Payment Request** and select this task.

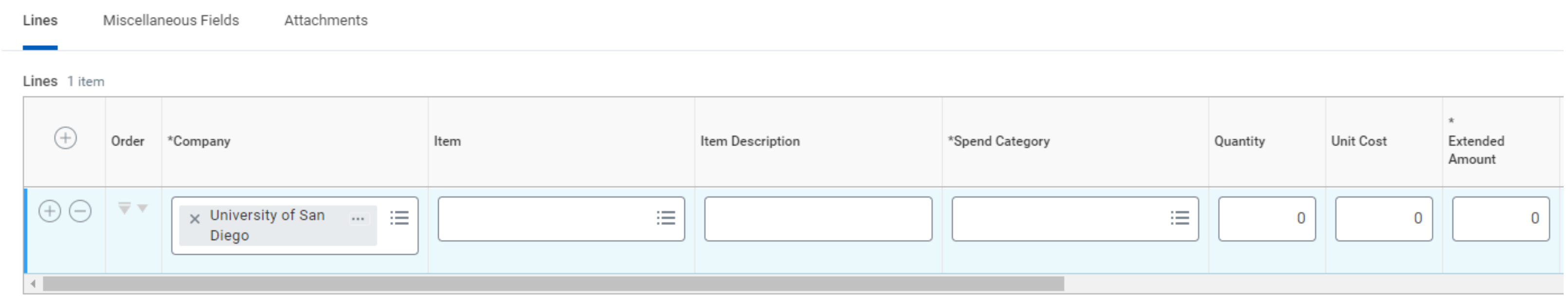



2. Enter the following information into the fields on the **Primary Information** section:

a. **Document Date:** This will default to today's date. You may change it if needed.
b. **Company:** this will default.
c. **Payee:** Click in the field to search by name. (If the payee is not in Workday, please see the **Create Supplier Request** QRG.)
d. **Currency:** This field auto-populates with USD.
e. **Payment Type:** Choose from ACH, Check or Wire. Please note that for ACH and Wire payments, the payee must provide banking information to enable this type of payment. ACH will be used for USA payments and Wire will only be used for international payments.
f. **Request Category:** Choose the appropriate request category. The options are Death Benefit, Honorarium, Reimbursement, and Stipend.
g. **Due Date:** Fill in as needed.
h. **Handling Code:** Leave this blank.

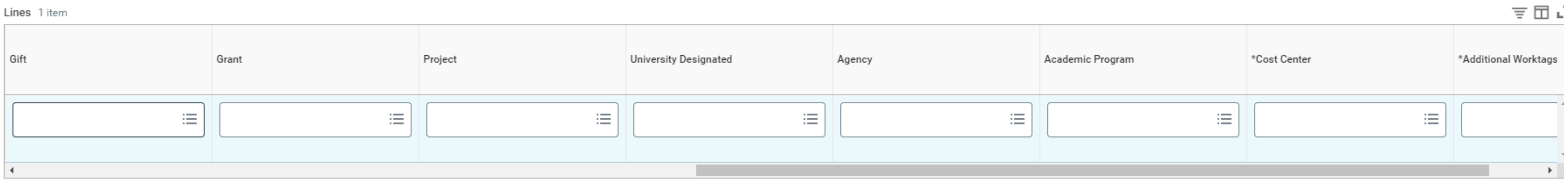
3. Enter the following information, if applicable, into the fields in the **Payment Details** section.
   a. **Control Total Amount:** Enter the total payment amount being requested.
   b. **Memo:** Enter pertinent information that will be provided to the payee in the payment remittance. This is a required field.
   c. **External Reference:** Leave this blank.
   d. **Handling Code:** Leave this blank.
   e. **Statutory Invoice Type:** Leave this blank.
   f. **Freight Amount** and **Tax Amount:** Enter the freight and tax amount as stated on the invoice, if applicable.
   g. **Memo:** Include a short description of the goods/services. This is a required field.

4. Scroll down to the **Lines** section of the screen.



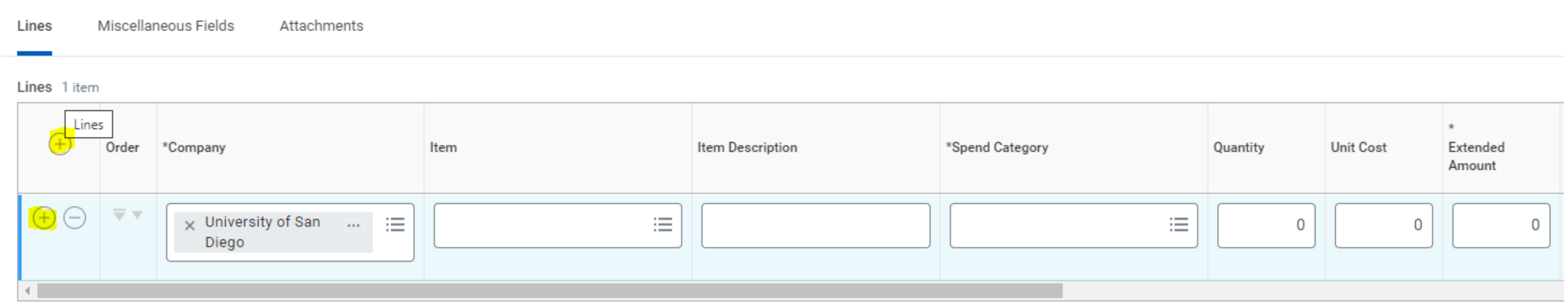
5. Enter the following information into the fields on this screen:
    a. **Company:** this will default.
    b. **Item:** Leave this blank.
    c. **Item Description:** Enter a description for this payment. There is no character limit. This is a required field.
    d. **Spend Category:** Use the prompt in this field to select the appropriate spend category that best describes the payment. This is a required field.
    e. **Quantity:** Enter the quantity. If this is a lump sum payment, enter quantity 1.
    f. **Unit Cost:** If there are multiple lines with a cost per quantity, enter the value here. Otherwise just enter the full amount in the **Extended Amount** field.
    g. **Extended Amount:** The total amount for that line. This is a required field.

6. Scroll to the right within the line. The next fields are worktag fields. Use these fields to identity the accounting elements for this payment as follows:

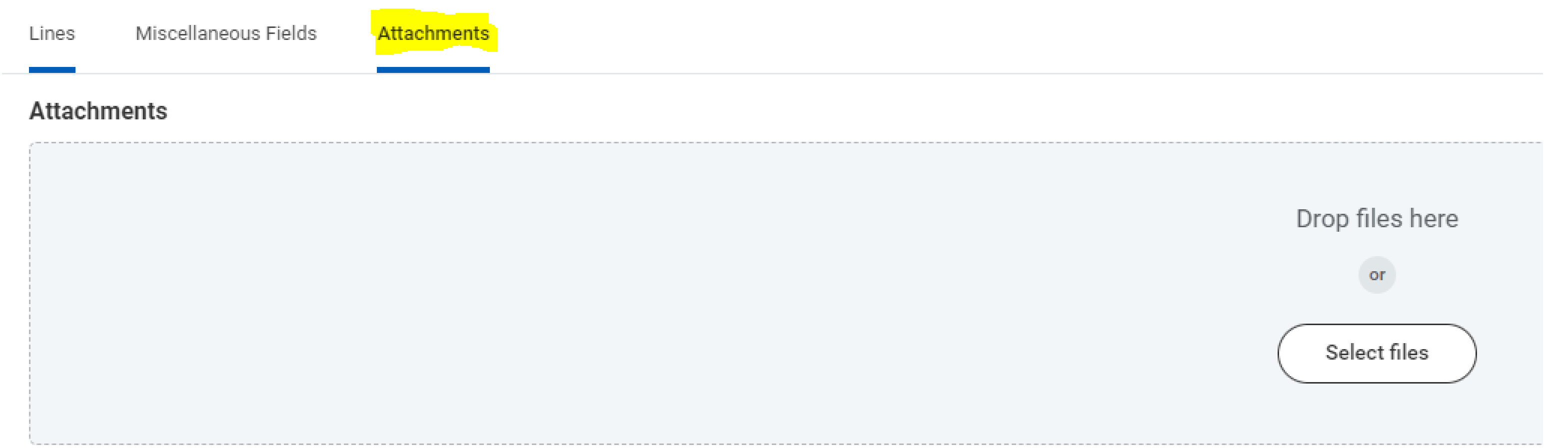



    a. **Gift:** If the supplier invoice is tied to a gift, such as an alumni gift, select it here.
    b. **Grant:** If the supplier invoice is tied to a particular grant, such as an NSF grant, select that specific grant in this field.
    c. **Project:** If the supplier invoice is tied to a particular project, such as renovations, improvements, or additions, select that
    d. project in this field.
    e. **University Designated:** If the supplier invoice is associated with a research or start up fund, select that value here.
    f. **Agency:** If the supplier invoice is associated with a particular agency or group, select it here.
    g. **Academic Program:** If the supplier invoice is associated with an academic program (e.g., Biology, Computer science,
    h. Communication Studies, etc.) select it here.
    i. **Cost Center:** The cost center may default based on your department but can be changed if needed. This is a required field.
    j. **Additional Worktags:** This field is tied to the cost center and will default based on the cost center. If there are additional custom worktags you want to add, you can enter them into this field. This is a required field.

7. To add additional lines, use the **Add Row** (plus sign) icon to add additional lines as necessary.

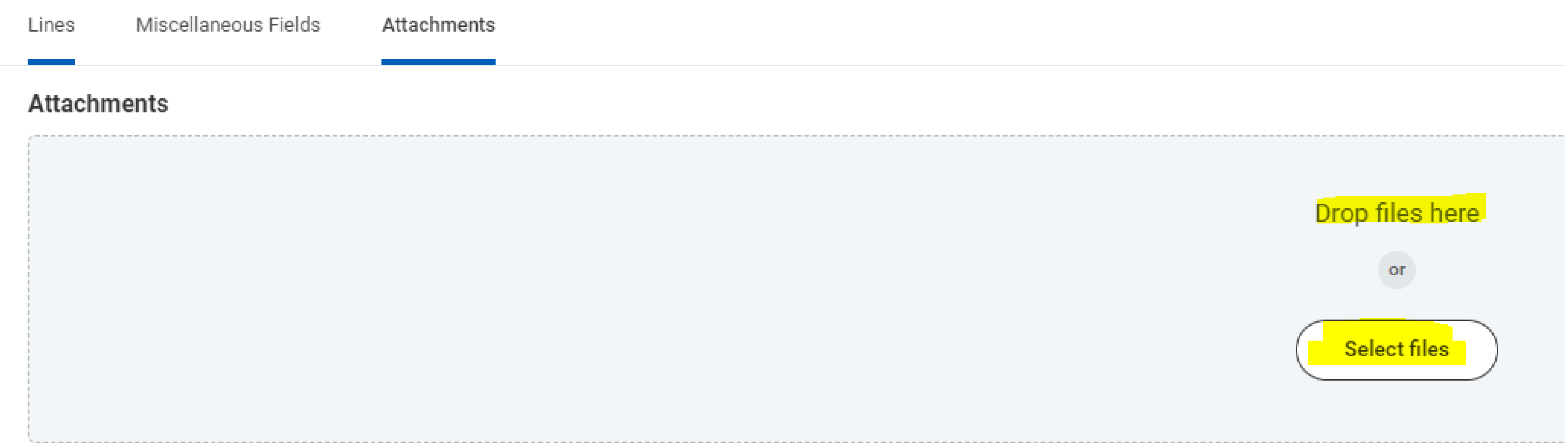



8. After all invoice lines have been entered, click the **Attachments** tab.

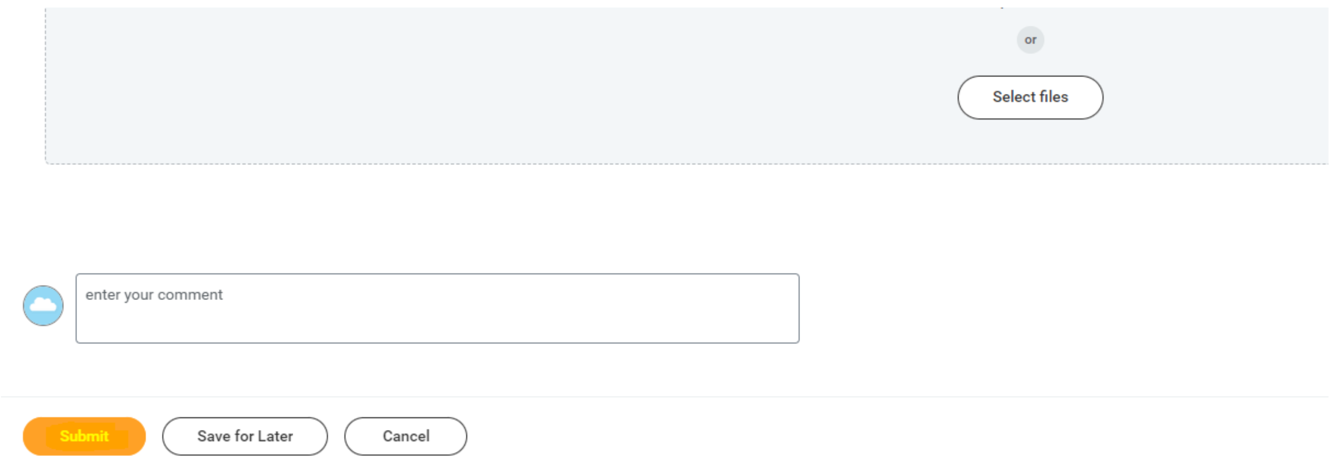



9. Note that you are *required* to upload supporting documentation to this request. Ensure that the file upload has a green check mark to indicated that it was successfully uploaded. There is no limit to the number of attachments or different file types that can be uploaded (ex. Pdf, jpg, excel, word, etc.) This is a required field.

10. You may drag and drop the files you'd like to attach or use the **Select Files** button to locate your files for upload in the **Attachments** grid:




17. Once you are finished, click **Submit.**



The request will now be routed for review and approval. Note that if approvers need more information or need you to correct information, they may send the request back to your Workday inbox for review and/or correction.

**Important:** Workday will perform a budget check for this transaction. An item may appear in your inbox asking you to review and acknowledge the budget check status—you can do this by clicking **Submit** for this item in your inbox. After you have submitted the transaction, make sure to check your inbox for this step. If this step appears in your inbox, you *must* approve it before the process can be approved.

18. To view or monitor the status of your **MPR**, search for the **My Miscellaneous Payment Requests** using the Workday search bar.