

Review and Approve Miscellaneous Payment Request (MPR)

1. All submitted supplier invoice requests route for the employee's manager approval. Afterwards, the supplier invoice request will route to the appropriate worktag approver(s).
2. After logging into Workday, click on the **Inbox** icon at the top right corner.



3. Items that need your review and/or approval will appear in your inbox in order of when they were routed to you. Locate the miscellaneous payment request item in your inbox.

Inbox

Actions

Archive

Viewing: All

Sort By: Newest

Requisition: REQ-10002556, Requester: Colin James Barkley, Date: 03/03/2023, Amount: \$391.96

Requires your attention as information has been changed

5 day(s) ago - Due 03/19/2023

Miscellaneous Payment Request: MPR-1004132, Alessia Nicosia on 02/23/2023 for \$95.84

6 day(s) ago - Due 03/18/2023

4. Review the following in the **Primary Information** and **Payment Details** section prior to approving:

Primary Information

Document Date 02/23/2023

Company University of San Diego

Payee Alessia Nicosia

Currency USD

Payment Type Check

Request Category Reimbursement

Due Date (empty)

Handling Code (empty)

Payment Details

Total Payment Amount 95.84

Control Total Amount 95.84

Memo ICLO GBM 2/23

External Reference (empty)

- ☐ **Total Payment Amount** is correct
- ☐ **Memo** field has been populated with the appropriate information

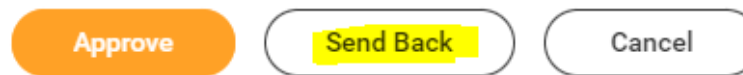
5. Within the **Lines** section, scroll to the right to verify the following:

Lines 1 item

Request Line	Company	Item	Item Description	Spend Category	Quantity	Unit Cost	Extended Amount	Memo	Gift	Grant	Project	University Designated	Agency
	University of San Diego		Dominoe's Pizza	Entertainment and Promotion	0	0.00	95.84						Associated Student Government Budget Commi

- ☐ **Spend Category:** This defines the type of payment
- ☐ **Worktags:** ensure all information is accurate

6. Review the supporting documentation in the **Attachments** section below the lines.
7. If any corrections are needed, use the **Send Back** option at the bottom of the screen. This will allow you to send the invoice request back to the initiator with instructions on what they need to submit.



8. Comments: Are optional to be added at the bottom for internal communication within USD on the approval workflow.
9. If the miscellaneous payment request meets with your approval, click **Approve**.



10. There may be additional approvals before the MPR is sent to accounts payable for final review and payment processing. Workday will instruct you of the next approval in the approval process and the person it is going to. All users can view the process history related to the supplier invoice request.