Procurement: Miscellaneous Payment Requests

CREATE MISCELLANOUS PAYMENT REQUEST

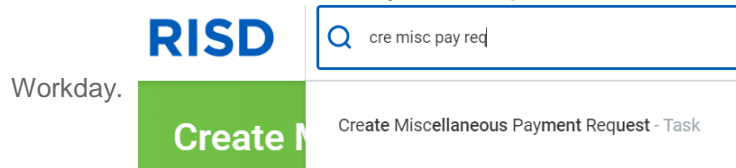### Reason to use Miscellaneous Payment Request:

When you need to give a one-time payment to a non RISD employee, or create a reimbursement or nonservice payment to a RISD student. This task is used for non-taxable payments.

Do not use Miscellaneous Payment Request:

Do not use for honorariums, payment for services or any payment that is taxable. You will need to use the Supplier Invoice Request for these payments.
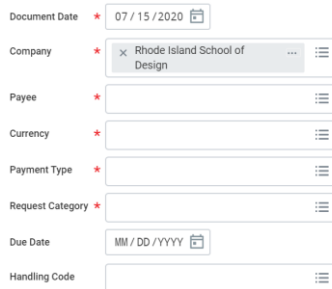
Steps to Create a Miscellaneous Payment Request

1. Enter "Create Miscellaneous Payment Request" at the Search field in

Workday.

2. Fill in the Payee and Miscellaneous Payment Request information.

At the **Payee** field, search for a Miscellaneous Payee. Enter the name of the Miscellaneous Payee. If it is a student, you can enter the student's RISD 7 digits ID so it will automatically bring you to the student.
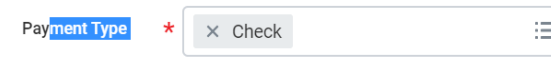
Note: If you do not find the Miscellaneous Payee, you can create a Miscellaneous Payee. Please see the last section on how to Create a Miscellaneous Payee.

At the **Payment Type** field, select one of the following: Check, Check, Direct Deposit AP or Wire.

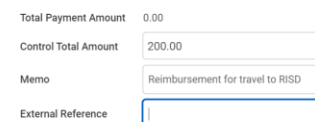At the **Request Category** field, select the reason for this Miscellaneous Payment. Ex: Non-Employee Reimbursement

Miscellaneous Payment Request Category Name
AWARD/PRIZE
INT0074 SFS REFUNDS
NON EMPLOYEE REIMBURSEMENT
OTHER
REFUND

Please note: Do not use INT0074 entry.

Fill in any Payment information such as **Control Total Amount** and **Memo**.

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Control Total Amount- Enter total amount for the entire Miscellaneous Payment request. All line item totals should match this amount.

Memo- prints on the check

3. On the **Lines** tab, enter the item description, spend category, quantity, amount, memo (for internal use only), cost center and any additional financial Worktags.

4.

Note: If you have more than one item to reimburse, select the ⊕ to add another line for an additional item.

5. Select the **Attachments** tab and upload any supporting documentation for each item.

6. Select **Submit** and the Miscellaneous Payment Request will be routed through the approval process.

*Note: If you select, **Save for Later** button, use the **My Miscellaneous Payment** report to find your request to edit and then submit.*

Reports

My Miscellaneous Payment Requests Report

Shows all of the Miscellaneous Payment requests that you entered only. You can view, edit or cancel one of your miscellaneous requests.

1. Search for **My Miscellaneous Payment Requests** report.

   *Note: If you want to **edit** or **cancel** a request, select the ••• next to the magnifying glass on the line of the Miscellaneous Payment Request you want to edit.*

My Miscellaneous Payee

Shows all of the Miscellaneous Payee that you entered. You can view or edit a Miscellaneous Payee you created.

1. Search for **My Miscellaneous Payee** report.

Note: If you want to edit, select the ••• and chose edit.

Find Miscellaneous Payment Requests Report

Shows all of the Miscellaneous Payment requests that have been entered only. You can view, edit or cancel one of your miscellaneous requests.

1. Search for **Find Miscellaneous Payment Requests** report.

   *Note: If you want to **edit** or **cancel** your request, select the ••• next to the magnifying glass on the line of the Miscellaneous Payment Request you want to edit.*

Find Miscellaneous Payee

Shows all of the Miscellaneous Payee that have been entered. You can view or edit a Miscellaneous Payee you created.

1. Search for **My Miscellaneous Payee** report.

Note: To edit your Miscellaneous Payee, select the ••• and chose edit.
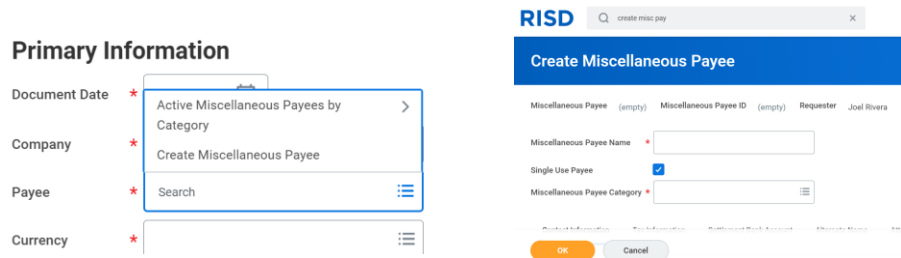
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How to Create Miscellaneous Payee

When use Create Misc. Payee:

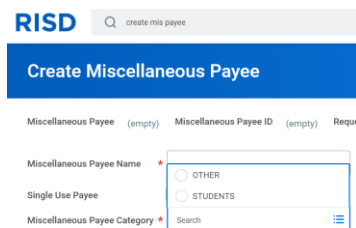When you need to create a miscellaneous payment request for a non RISD employee or RISD student.

Steps to Create a Miscellaneous Payee

1. Search for **Create Miscellaneous Payee** task or select **Create Miscellaneous Payee from the Payee field in Create Miscellaneous Payment Request**
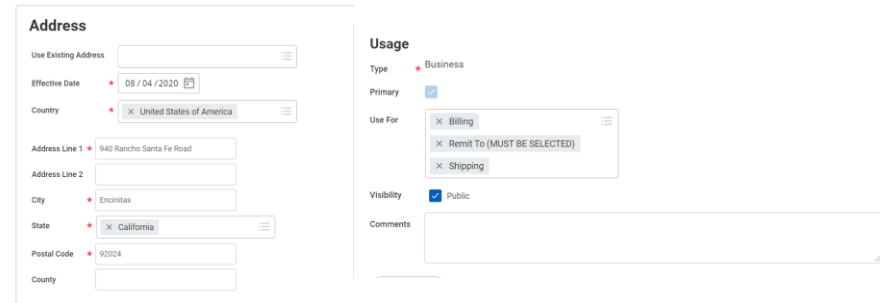

2. At the Miscellaneous **Payee Name**, enter the legal name of the payee. (Name format: First Name Last Name)

3. **Single Use Payee**- Keep this field checked

4. At the **Miscellaneous Payee Category**, select **Other**.

   Note: All students will be uploaded as Miscellaneous Payee, you should not need to create a student as a Miscellaneous Payee
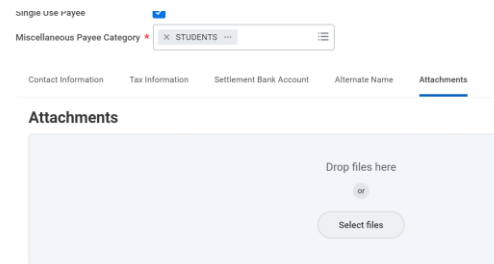

5. Go to the **Contact Information tab** and enter **Address** information, leave the defaulting response to the **Use For** fields, and confirm this address is set as **Primary** address.

Note: Must select Primary and must have Remit to for Use For.

6. Select **Attachment tab** and add attachment if needed.

7. Select **Submit**. Now you can enter a Miscellaneous Payment Request for this Miscellaneous Payee.