

# Procurement: Miscellaneous Payment Requests

## CREATE MISCELLANEOUS PAYMENT REQUEST

### Reason to use Miscellaneous Payment Request:

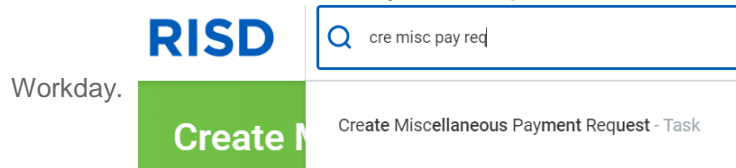
When you need to give a one-time payment to a non RISD employee, or create a reimbursement or nonservice payment to a RISD student. This task is used for non-taxable payments.

### 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

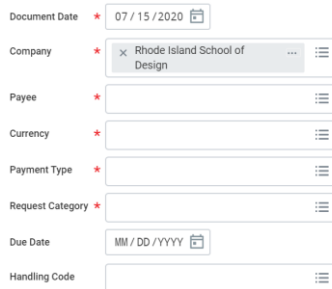
1. Enter "Create Miscellaneous Payment Request" at the Search field in



The screenshot shows the Workday search interface. The search bar contains the text "cre misc pay req". Below the search bar, a dropdown menu is open, displaying "Create Miscellaneous Payment Request - Task" as a result.

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

#### Primary Information



The screenshot shows the "Primary Information" section of the form. Fields include: Document Date (07/15/2020), Company (Rhode Island School of Design), Payee (empty), Currency (empty), Payment Type (empty), Request Category (empty), Due Date (MM/DD/YYYY), and Handling Code (empty).

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.

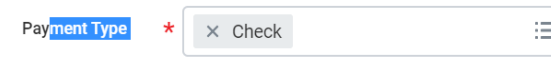


The screenshot shows the "Payee", "Currency", and "Payment Type" fields. The "Payee" field contains the value "1234567". The "Currency" field is empty. The "Payment Type" field is empty. A dropdown menu is open for the "Payment Type" field, showing options: "Active Miscellaneous Payees by Category" and "Create Miscellaneous Payee".

*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.

WF-



The screenshot shows the "Payment Type" field with a dropdown menu open, displaying "Check" as the selected option.

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

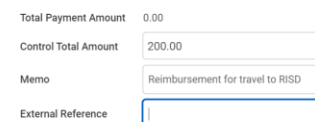


The screenshot shows the "Request Category" field with a dropdown menu open, displaying the following options: AWARD/PRIZE, INT0074 SFS REFUNDS, NON EMPLOYEE REIMBURSEMENT, OTHER, and REFUND.

Please note: Do not use INT0074 entry.

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

#### Payment Details



The screenshot shows the "Payment Details" section of the form. Fields include: Total Payment Amount (0.00), Control Total Amount (200.00), Memo (Reimbursement for travel to RISD), and External Reference (empty).

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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

- 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.

Lines 2 items

	Item Description	*Spend Category	Quantity	Unit Cost	*Extended Amount	Memo
	Parking	52803 Parking Fees	1	25.00	25.00	Parking in Providence
	Mileage	52808 Mileage Reimbursement	40	0.575	23.00	Trip from Boston

Attachments

ram	RISD Activity Code	RISD Activity Location	*Additional Worktags
			Function: Instruction Fund: FD10 Operating
			Function: Instruction Fund: FD10 Operating

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

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

Lines Miscellaneous Fields Attachments

**Attachments**

PDF  
Mileage for Trip.pdf  
Comment

PDF  
Parking.pdf  
Comment

Upload

- 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.

# Procurement: Miscellaneous Payment Requests

## 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.

Miscellaneous Payment Request	Request Number	Company	Payee	Request Category	Document Date	Document Status	Payment Status	External Reference
	MPR-000097	Rhode Island School of Design	Joel Spencer	FELLOWSHIPS	12/31/2020	Approved	Paid	
	MPR-000106	Rhode Island School of Design	Spencer Joel	NON EMPLOYEE REIMBURSEMENT	08/04/2020	In Progress	Unpaid	
	MPR-000107	Rhode Island School of Design	Trish Chronley	NON EMPLOYEE REIMBURSEMENT	08/04/2020	In Progress	Unpaid	
	MPR-000108	Rhode Island School of Design	Spencer Test3	PRIZES	08/04/2020	In Progress	Unpaid	

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.

Miscellaneous Payee	Payee Name	Miscellaneous Payee ID	Miscellaneous Payee Category	Single Use Payee
	Spencer Test1	MP-002332	OTHER	Yes
	Spencer Test3	MP-002333	OTHER	Yes

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.

Miscellaneous Payment Request	Request Number	Company	Payee	Request Category	Document Date	Document Status	Payment Status
	MPR-000011	Rhode Island School of Design	Ella Smith 1599020	AWARD	09/14/2020	Draft	Unpaid
	MPR-000012	Rhode Island School of Design	Misce Payee Name	NON EMPLOYEE REIMBURSEMENT	09/18/2020	Approved	Paid
	MPR-000013	Rhode Island School of Design	Spencer Test3	NON EMPLOYEE REIMBURSEMENT	09/18/2020	In Progress	Unpaid

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.*

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	Spencer Test1	MP-002332	OTHER	Yes
	Spencer Test3	MP-002333	OTHER	Yes

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

*Note: To edit your Miscellaneous Payee, select the  and chose edit.*

# Procurement: Miscellaneous Payment Requests

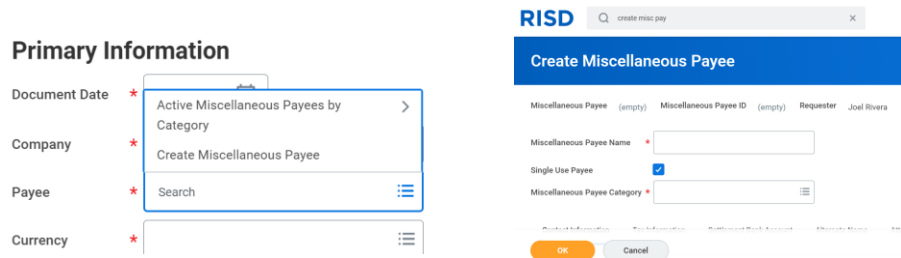
## How to Create Miscellaneous Payee

### When use Create Misc. Payee:

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

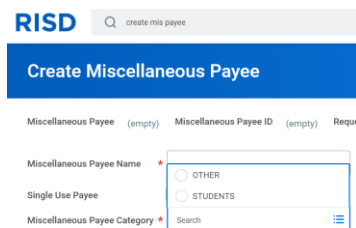
## Steps to Create a Miscellaneous Payee

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

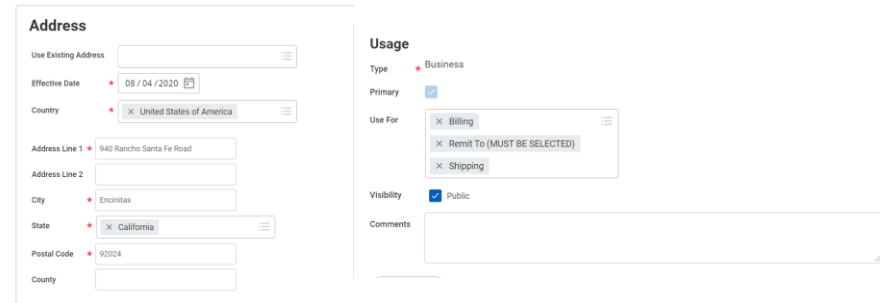


2. At the Miscellaneous **Payee Name**, enter the legal name of the payee. (Name format: First Name Last Name)
3. **Single Use Payee**- Keep this field checked
4. At the **Miscellaneous Payee Category**, select **Other**.

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

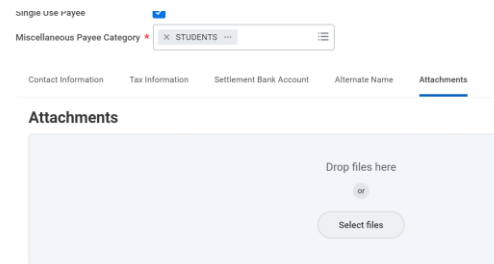


5. Go to the **Contact Information tab** and enter **Address** information, leave the defaulting response to the **Use For** fields, and confirm this address is set as **Primary** address.



*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.