

Workday Payments: Quick Reference Guide

What Am I Paying?	Where Do I Begin?
Advances (initiated and settled in Workday)	<p>Use the <i>Create Expense</i> business process in Workday to initiate the advance; type <i>Create Expense</i> in the search box.</p> <p>Notes: Review the screencast on how to request a travel advance. Attach the <i>Advance Request Form</i> to the request.</p>
Advances (originally initiated in FRS)	<p>All travel expenses with an associated advance initiated in FRS before July 1, 2013 must be reported on the paper <i>Travel Expense Report</i>.</p> <p>Note: Contact the Travel Office (x39442 or x31777) for a blank travel report on which you can report these expenses and the associated advance.</p>
Fellowship (enrolled Brown University student, U.S. Resident)	<p>Graduate student fellowships are initiated by the Graduate School and processed through Workday HCM/Payroll.</p> <p>UTRAs are processed by the Provost Service Center.</p> <p>For all other fellowships, use the <i>Supplier Invoice</i> business process in Workday to initiate payment; type <i>Create Supplier Invoice</i> in search box.</p> <p>Notes: Ensure student is listed in the supplier database before processing. Complete the Student Prize Payee Registration Form if necessary. Attach a <i>Student Fellowship, Prize and Award Payment Request</i>.</p>

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Fellowship (outside Brown, U.S. Resident)	<p>Use the <i>Supplier Invoice</i> business process in Workday to initiate payment; type <i>Create Supplier Invoice</i> in the search box.</p> <p>Notes: Ensure individual is listed in the supplier database before requesting payment. Attach the award letter or description of the fellowship.</p>
<p>Foreign National</p> <ol style="list-style-type: none"> 1. Visitor travel (no payment for services) 2. Student Fellowships/Prizes/Awards 3. Fellowships for individual not affiliated with Brown (not student, faculty, or staff) 4. Independent contractor/guest speaker 	<p>All payments to foreign nationals are initiated with a <u>paper form</u>. Send the form and supporting documentation to Accounts Payable, Box J:</p> <ol style="list-style-type: none"> 1. Complete the <i>Visitor Travel Reimbursement Form</i> (no supplier registration form necessary) 2. Complete <i>Student Fellowship, Prize and Award Payment Request</i> 3. Complete the <i>Foreign National Fellowship Payment Request</i> 4. Complete the <i>Professional Services Agreement **or Guest Speaker Payment Form</i>. <p>Notes: Include the Foreign National Data Collection Form and associated documents along with the required paper payment request. Accounts Payable will review the payment request for required tax withholding and then enter the payment request into Workday. Ensure individual is listed in the supplier database before requesting payment (Exception: visitor travel when no payment for services) **On a separate sheet of paper attached to the Professional Services Agreement package, include worktags to be used.</p>

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<p>Goods and Services below \$3000 <u>that require a department review or are paid in multiple payments.</u></p>	<p>Use the <i>Create Requisition</i> business process in Workday to create a purchase order for your goods or service provider; type <i>Create Requisition</i> in the search box.</p> <p>Purchases that require review from designated offices will continue to be processed with a purchase order according to the list below. The review will be handled through the Workday approval process or coordinated by Purchasing if it is not set up as an automated approval:</p> <table data-bbox="961 602 1908 1263"> <tr> <th data-bbox="961 602 1402 643">Goods or Service</th><th data-bbox="1413 602 1908 643">Approving Department</th></tr> <tr> <td data-bbox="961 646 1402 678">Animals</td><td data-bbox="1413 646 1908 678">Animal Care Facility</td></tr> <tr> <td data-bbox="961 695 1402 727">Brown logo</td><td data-bbox="1413 695 1908 808">Suppliers be registered through Licensing Resource Group (http://lrgusa.com)</td></tr> <tr> <td data-bbox="961 857 1402 889">Catering</td><td data-bbox="1413 857 1908 889">Dining Services (Brown First)</td></tr> <tr> <td data-bbox="961 914 1402 987">Computer systems and software (software >10K, Hardware>50K)</td><td data-bbox="1413 914 1908 946">CIS</td></tr> <tr> <td data-bbox="961 1011 1402 1044">Facilities-related work</td><td data-bbox="1413 1011 1908 1044">Facilities Management</td></tr> <tr> <td data-bbox="961 1068 1402 1101">Hazardous/radioactive materials</td><td data-bbox="1413 1068 1908 1101">Environmental Health & Safety</td></tr> <tr> <td data-bbox="961 1117 1402 1149">Hotel contracts</td><td data-bbox="1413 1117 1908 1149">Insurance & Purchasing Services</td></tr> <tr> <td data-bbox="961 1166 1402 1198">Leases/housing rentals</td><td data-bbox="1413 1166 1908 1198">Office of the General Counsel</td></tr> <tr> <td data-bbox="961 1214 1402 1247">Printing/Copying</td><td data-bbox="1413 1214 1908 1247">Graphic Services (Brown First)</td></tr> </table> <p>Note: Ensure service provider is listed in the supplier database before requesting payment.</p>	Goods or Service	Approving Department	Animals	Animal Care Facility	Brown logo	Suppliers be registered through Licensing Resource Group (http://lrgusa.com)	Catering	Dining Services (Brown First)	Computer systems and software (software >10K, Hardware>50K)	CIS	Facilities-related work	Facilities Management	Hazardous/radioactive materials	Environmental Health & Safety	Hotel contracts	Insurance & Purchasing Services	Leases/housing rentals	Office of the General Counsel	Printing/Copying	Graphic Services (Brown First)
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Guest speaker/independent contractor (U.S. Resident) fees below \$5000	<p>Use the <i>Supplier Invoice</i> business process in Workday to initiate payment; type <i>Create Supplier Invoice</i> in the search box.</p> <p>Notes: Ensure service provider is listed in the supplier database before requesting payment.</p> <p>Attach the <i>Guest Speaker Payment Form/Professional Services Agreement</i> to your payment request.</p>
Guest speaker/independent contractor (U.S. Resident) fees above \$5000, or if you anticipate multiple payments	<p>Use the <i>Create Requisition</i> business process in Workday to create a purchase order for your service provider.</p> <p>Notes: Ensure service provider is listed in the supplier database before requesting payment.</p> <p>Attach the <i>Professional Services Agreement</i> to the requisition.</p>
PCard	<p>Use the PCard to purchase merchandise – individual card limits determine how much can be purchased using the PCard.</p> <p>Note: Review the PCard instructions on the Controllers’ Office website to familiarize yourself with both permitted and prohibited transactions.</p>
Participant Payments (paid directly to the participant/subject)	<p>Use the <i>Supplier Invoice</i> business process in Workday to initiate payment; type <i>Create Supplier Invoice</i> in the search box.</p> <p>Note: Attach supporting documentation for the payment.</p>

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Participant Payments (made directly to the research associate to distribute to the participant)	<p>Use the <i>Create Expense</i> business process in Workday to initiate the reimbursement; type <i>Create Expense</i> in the search box.</p> <p>Note: Request a reimbursement and choose <i>Participant Payments</i> as the business purpose and the expense item. Attach supporting documentation for the request.</p>
Petty Cash Replenishment	<p>Replenishment of less than \$300 is processed through the Cashier's Office window. Complete the Petty Cash Replenishment Form located on the Controller's Office website.</p> <p>Replenishment exceeding \$300 is processed on a cash request form found on the Cashier's Office website.</p>
Prizes and Awards for students	<p>Use the <i>Supplier Invoice</i> business process in Workday to initiate payment; type <i>Create Supplier Invoice</i> in the search box.</p> <p>Notes: Attach a <i>Student Fellowship, Prize and Award Payment Request</i>. Ensure the student is in the supplier database before processing. Complete the Student Prize Payee Registration Form if necessary</p>
Reimbursements (cash) for domestic travel and supply expenses below \$100	<p>Visit the Cashier's Window- 2nd floor, Brown Office Building. Complete <i>Cashier's Office Business Expense Reimbursement Form</i> or <i>Cashier's Office Travel Expense Reimbursement Form</i>.</p> <p>Notes: Receipts are required for any reimbursement through the Cashier's Office (Exception: mileage). Bring your Brown ID to the Cashier's Office</p>

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<p>Reimbursements (travel, business hospitality, supplies) to Brown employee, graduate student or undergraduate student</p>	<p>Use the <i>Create Expense</i> business process in Workday to initiate the reimbursement; type <i>Create Expense</i> in the search box or click the <i>Expenses</i> Worklet on the All About Me screen.</p> <p>Notes: Faculty and staff may create and submit an expense reimbursement request on their own behalf.</p> <p>Financial Coordinators may create and submit an expense reimbursement request on behalf of an employee, enrolled graduate or undergraduate student, and an applicant for employment who is the selected candidate. Individuals outside of Brown may not be reimbursed through Workday and must follow the procedures outlined for reimbursing visitors/guests below.</p> <p>The default setting for reimbursements is Direct Deposit; if Direct Deposit is not set up, <u>reimbursement checks will be sent to the employee's home address.</u></p> <p>Attach the <i>Business Meals and Hospitality Expenses Form</i> when requesting reimbursement for business hospitality expenditures.</p>
<p>Travel reimbursements to visitor/guest (U.S. Resident) who is not receiving payment for services</p>	<p>All reimbursement requests to visitors/guests are initiated with the paper form, <i>Visitor Travel Reimbursement Form</i>.</p> <p>Note: Send the form and associated receipts to Accounts Payable, Box J, for review.</p>