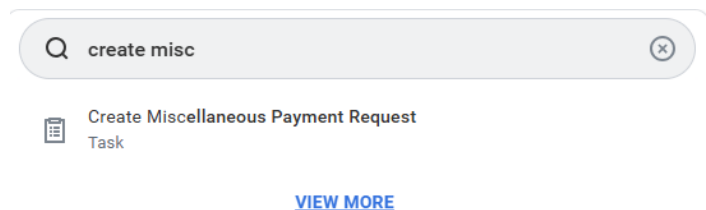


Create Miscellaneous Payment Request: FAU Foundation Scholarship Payments

Create Miscellaneous Payment Request

1. Access the **Create Miscellaneous Payment Request** Task

From Home Page in Workday Search for "Create Misc"



A screenshot of the Workday search interface. The search bar contains the text "create misc". Below the search bar, a result is displayed: "Create Miscellaneous Payment Request Task" with a document icon. A "VIEW MORE" link is visible below the result.

Note: All Red Asterisks (*) need to be completed.

2. Under **Create Miscellaneous Payment Request**, Enter and review details in the Primary Information and Payment Details Section:

- a. **Document Date:** auto-populates as today's date
- b. **Company:** auto-populates to Florida Atlantic University Company.
 - i. Manually switch company to: **FAU Foundation**
 - ii. **Error Message will appear but will be corrected in Step #3**
- c. **Payee:** Foundation > Florida Atlantic University
- d. **Currency:** auto-populates to USD
- e. **Payment Type:** ACH

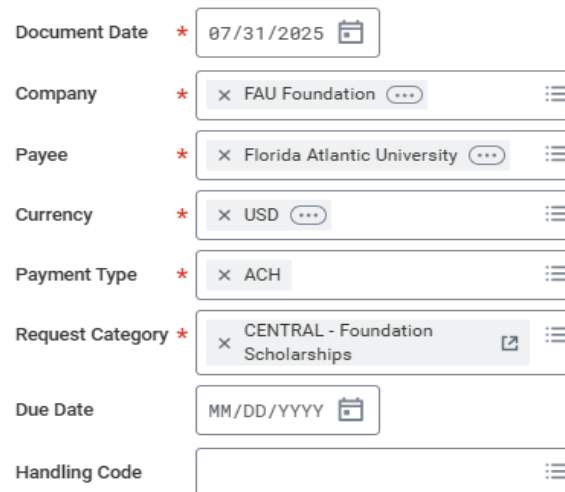
f. **Request Category:** Select the type of scholarship to be issued for financial aid routing. **Select 'International' if the student is International. International submissions are limited to one student per submission.**

- i. **Central or International Central**
- ii. **Honors or International Honors**
- iii. **Medical or International Medical**
- iv. **Athletics or International Athletics**

g. **Due Date:** Must be left blank

h. **Handling Code:** Can be left blank

Primary Information



A screenshot of the "Primary Information" section of the "Create Miscellaneous Payment Request" form. The fields are as follows:

- Document Date:** 07/31/2025 (with a calendar icon)
- Company:** FAU Foundation (with a dropdown arrow)
- Payee:** Florida Atlantic University (with a dropdown arrow)
- Currency:** USD (with a dropdown arrow)
- Payment Type:** ACH (with a dropdown arrow)
- Request Category:** CENTRAL - Foundation Scholarships (with a dropdown arrow and a plus icon)
- Due Date:** MM/DD/YYYY (with a calendar icon)
- Handling Code:** (empty field with a dropdown arrow)

Create Miscellaneous Payment Request: FAU Foundation Scholarship Payments

- i. **Control Total Amount:** Enter the total amount of all the scholarships to be paid out of the foundation gift request.
- j. **Memo:** Banner Code
- k. **External Reference:** Financial Aid SmartTag (see Pg. 6 for additional guidance)

Payment Details

Total Payment Amount	0.00
Control Total Amount	0.00
Memo	(Insert Banner Code)
External Reference	(Insert Financial Aid SmartTag)

3. Under the Lines Section:

Errors and Alerts Found										
Lines 1 item										
Order	*Company	Item	Item Description	*Spend Category	Quantity	Unit Cost	Extended Amount	Memo	SmartTag	
+	Florida Atlantic University Company				0	0.00	0.00			

- a. **Correct the Company Error on the lines** – Switch to FAU Foundation

Lines Miscellaneous Fields Attachments

Lines 1 item

+	Order	Intercompany Affiliate Companies	Item
+	-	Intercompany Affiliate Companies by Hierarchies	
		Search	
		FAU Foundation	

- b. **Item:** ← **All Items** Choose Financial Need or Merit based on the Gift restrictions

← All Items

☒ Financial-Need

☐ Merit

☐ Reimbursements to FAU (FAUF)

☐ University Initiatives (FAUF)

Search

Item Description

Create Miscellaneous Payment Request: FAU Foundation Scholarship Payments

c. **Item Description:** Student Z # and Student Name

i. Z#12345678 John Smith

d. **Spend Category:** Defaults to "Scholarship and Grants"
based on Item selection

Item	Item Description	*Spend Category
X Financial-Need ...	Z12345678 John Smith	Scholarships and Grants

e. **Quantity:** remain at default "0"

f. **Unit Cost:** remain at default "0"

g. **Extended Amount:** Dollar amount issued to that student

Quantity	Unit Cost	* Extended Amount
0	0.00	100.00

h. **Memo:** Student Z # Student Name

i. Z12345678 John Smith

i. **SmartTag:** Enter the foundation Gift number or FND
SmartTag that will be used to pay for the scholarship.

j. **Academic Term:** Enter the Academic Term #

i. 202408-1 = Fall – Full Term

ii. **"FAU FIN Term Codes Academic Term
Worktags"** for full report of academic terms

Memo	SmartTag	Academic Term	*Additional Worktags
Z12345678 John Smith, 202408-1	X FND001074 HUM000 - Art and Letters General Fund (Spend) ... Expand	X 2024 Fall - Full Term ...	X Business Unit: BU001 Boca ... X Cost Center: CC0952 Humanities ... X Fund: FND_F0020 Expendable Funds ... X Gift: HUM000 Art and Letters General Fund ... X Program: Not Required

Create Miscellaneous Payment Request: FAU Foundation Scholarship Payments

Note: To add multiple students, please select the “+” icon to add a line.

Lines Miscellaneous Fields Attachments

Lines 2 items

Order	*Company	Item	Item Description	*Spend Category
+ -	X FAU Foundation			
+ -	X FAU Foundation	X Financial-Need	Z12345678 John Smith	Scholarships and Grants

4. Under **Miscellaneous Fields**: These can be left blank or used to include additional information.

Lines Miscellaneous Fields Attachments

Miscellaneous Field 1

Miscellaneous Field 2

Miscellaneous Field 3

Miscellaneous Field 4

Miscellaneous Field 5

Miscellaneous Field 6

5. Under the **Attachment** Section:

- a. Please include the Scholarship Questionnaire and any other support form for the scholarship documentation.

Then Click Submit

Lines Miscellaneous Fields Attachments

Attachments

Drop files here

or

Select files

enter your comment

Cancel Save for Later Submit

Create Miscellaneous Payment Request: FAU Foundation Scholarship Payments

6. Run Report “**FAUF Find Miscellaneous Payment Requests**” to track and find submitted Miscellaneous Payment Requests.

a. Update Company to FAU Foundation

i. Optional filters:

1. Request Category:

- a. Central
- b. Honors
- c. Medical
- d. Athletics
- e. International Central
- f. International Honors
- g. International Medical
- h. International Athletics

2. Payment Status

3. Date parameters

4. Requester (scholarship initiator)

The screenshot shows a configuration window titled "FAUF Find Miscellaneous Payment Requests" with a close button (X) in the top right corner. The window contains several input fields and checkboxes for filtering payment requests:

- Company:** A dropdown menu with "FAU Foundation" selected and a three-dot menu icon.
- Miscellaneous Payee:** An empty text input field with a three-dot menu icon.
- Request Category:** An empty text input field with a three-dot menu icon.
- Request Number:** An empty text input field.
- External Reference:** An empty text input field.
- Document Status:** An empty text input field with a three-dot menu icon.
- Payment Status:** An empty text input field with a three-dot menu icon.
- Request Express Pay:** An unchecked checkbox.
- Document Date On or After:** A date picker showing "07/26/2025".
- Document Date On or Before:** A date picker showing "MM/DD/YYYY".
- Due Date On or After:** A date picker showing "MM/DD/YYYY".
- Due Date On or Before:** A date picker showing "MM/DD/YYYY".
- Requester:** A dropdown menu with "Chrissy Gass (Z80001675)" selected and a three-dot menu icon.
- Approved By Workers:** An empty text input field with a three-dot menu icon.

At the bottom of the window, there is a section for filters:

- Filter Name:** An empty text input field.
- Manage Filters:** A button.
- 0 Saved Filters:** Text indicating no filters are currently saved.
- Save:** A button.

At the very bottom of the window, there are two buttons: "Cancel" and "OK".

Create Miscellaneous Payment Request: FAU Foundation Scholarship Payments

<u>College</u>	<u>Banner Code</u>	<u>Financial Aid SmartTag</u>
College of Design & Soc. Inquiry	DSISCH	TAG003539
College of Arts & Letters	ARTSCH	TAG000862
College of Business	BUSSCH	TAG003367
College of Education	EDUSCH	TAG000863
College of Engineering	ENGSCHE	TAG003676
College of Nursing	NURSCH	TAG000864
College of Science	SCISCH	TAG000865
Honors College	HCFSCH	TAG000866
Flagler Scholarship	FLGSCH	TAG000866
Departmental Other (No College)*	FOUSCH	TAG003536

* Academic Affairs, Student Affairs, Life Long Learning, Broward, Etc.

Please note that the Financial Aid SmartTag is the receiving SmartTag when payment is made.

Contact Financial Aid if you have any questions regarding Banner Codes and SmartTags

Darrion Cowart - Dcowart@fau.edu

Payment Details

Total Payment Amount	0.00
Control Total Amount	0.00
Memo	(Insert Banner Code)
External Reference	(Insert Financial Aid SmartTag)