Miscellaneous Payment Request Overview

This Quick Reference Guide (QRG) is designed to walk a **Petty Custodian** through a **Miscellaneous Payment Request** to request a replenishment of their petty cash account. After a petty cash account has been established and initially funded for their area by Treasury, it may become necessary to replenish the petty cash account. This is done by the Petty Custodian through a Miscellaneous Payment Request.

NOTE: Follow the same procedure to replenish a petty checking account.

Procedure

On the Workday **Home** screen:

1. Type **Create Miscellaneous Payment Request** in the search field.
2. Select the **Create Miscellaneous Payment Request** task from the Search Results.

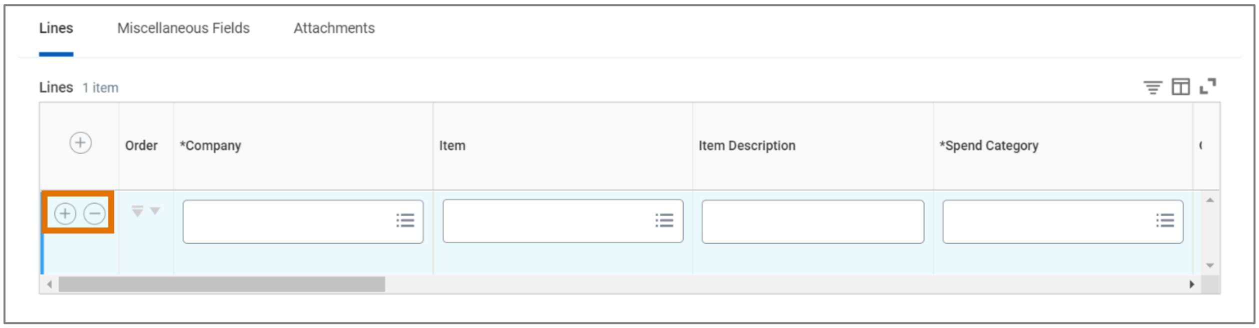
On the **Create Miscellaneous Payment Request** screen:

3. In the Primary Information area, complete the following required fields:
   - **Document Date –** will auto-populate to today's date.
   - **Company –** will auto-populate to "The Rector & Visitors of the University of Virginia". Change as appropriate.
   - **Payee** – choose **Petty Custodian**, and then choose your name from the list of options
   - **Currency –** will auto-populate based on Payee
   - **Payment Type –** choose **Check** from the list of options
   - **Request Category** – choose **Petty Replenish** from the list of options
   - **Handling Code** – choose **PMT_HNDL_HOLD FOR PICKUP** from the list of options

On the **Lines** tab:

4. A separate line needs to be created for each submitted receipt to account for the amount of the petty cash replenishment. Complete the following required fields on each line:
   - **Company** – will auto-populate based on Primary Information fields
   - **Spend Category** – choose the appropriate spend category for each line
   - **Extended Amount** – enter the line amount corresponding to the receipt
   - **Fund**
   - **Cost Center**
   - **Function**

5. Add additional invoice line (if necessary) by selecting the (+) icon. To remove an invoice line, select the (-) icon. For each added invoice line, repeat **Step 4**.



On the **Miscellaneous Fields** tab:

6. In the **Miscellaneous Field 2** section, enter the contact information (name, email address and/or phone number) of the person that will be picking up the check. You will receive an error message if this field is not populated.

On the **Attachments** tab:

7. Complete and attach the Petty Cash Replenishment Form. This attachment is required to process the request. As part of this form, you will also need to attach your receipts.

8. Click **Submit** to submit the request.

	Activity Stream is available on the Miscellaneous Payment Request once it is created. Activity Stream allows you to tag colleagues within your area in comments and see all related business process events and comments. This should NOT be used instead of an AskFinance ticket. Click HERE to learn more about Activity Stream and comments.

You have successfully completed this task. It will now be routed based on the configuration.