Workday Grant Functions Quick Reference Guide

How do I find Miscellaneous Payment Requests?

The **Find Miscellaneous Payment Requests- OSU** report is a summary view of a grant's budget, expenditures, encumbrances, and balances for each Sponsor, Cost Share Expenses, and Third-Party Expenses in the current period or prior period.

This report can be run from the Grants Administration Dashboard or by searching for the report by itself in Workday. If it is timing out in the dashboard, try searching for it on its own and running it that way.
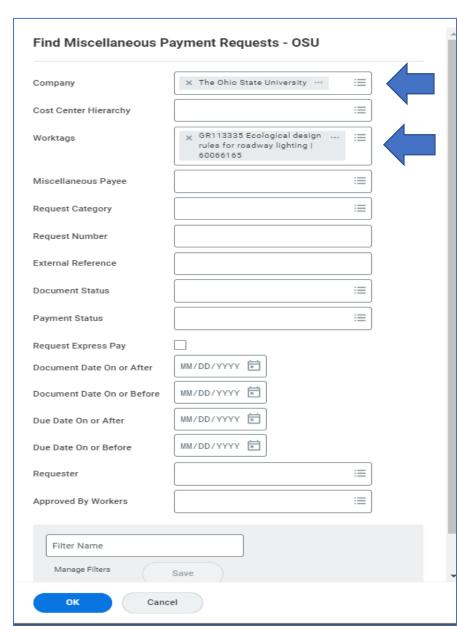
NOTE: For transactions to appear on this report, the transaction must be settled for it to show as an actual". Prior to settlement, the transaction will appear as an "encumbrance".

Search Parameters:

- **Grant**: Select the grant you want to review.
- **Company**, **Period**, and **Plan Structure** parameters all default, but can be changed if appropriate.
- Most common periods to select in the **Period** field are the current period (the current month) or prior period (the previous month).
- Do not change the defaults for Company or the Plan Structure.
- **Period**: Can adjust the period based on a particular month within a Fiscal Year. In selecting a month, the results will return expenditures as of that month. If selecting a month in the past, the expenditures would return based on expenditures through that month. In running separate reports in separate windows for comparing data across months. Encumbrance data may not update if looking at different months. Look at Budget minus expenditures to calculate the Balance for that period.

Search Results:

- Review each supplier invoice by selecting the invoice hyperlink in the **Supplier Invoice Document** column.

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- If Payment Status is not used as a search parameter, consider filtering the Payment Status column to locate "Unpaid" and/or "Partially Paid" fields.
- View the **Document Status** to see if it was approved or if there is something in progress to possibly follow-up on.