

Purchase Requisitioning: Create an Internal Service Delivery Request - Mini-Land Grant Conference Finance

This job aid supports the accounting for goods and services provided internally (intra-company). This type of transaction is processed in WorkDay through an Internal Service Delivery (ISD) request.



Note: An attachment is required in support of each ISD transaction. A good rule of thumb is if the documentation would easily explain and support the purpose of the charge 5 years from now.

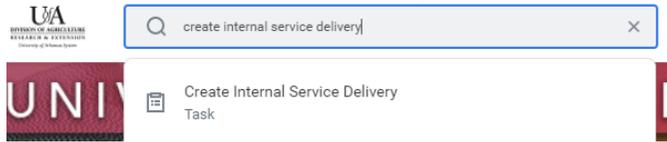


Note: Pre-payments or deposits are not allowed on UADA funds.

CREATE AN INTERNAL SERVICE DELIVERY REQUEST

From the homepage:

1. Search 'Create Internal Service Delivery' in the search bar.



*Company	*Line Number	Item	Description	*Spend Category	Revenue Category	Quantity	Unit of Measure
No Data							

2. Select **Company** (Division of Agriculture of the University of Arkansas).
3. Select **Internal Service Provider**
UADA | DIVISION | Mini-Land Grant Conference | ISP



Note: Once the Internal Service Provider is selected, the associated cost center and revenue categories tied to that provider default on to the request. **Do not change these elements.**

4. **Currency.** (USD), as applicable.
5. Change **Document Date**, as applicable.
6. Change **Delivery Date**, as applicable
7. Enter **Memo**, enter a detailed description meaningful to service center and charge approver
8. Click on the "+" found to the left of the gray box.



The box will expand and display the following line items

*Company	*Line Number	Item	Description	*Spend Category	Revenue Category	Quantity	Unit of Measure
Division of Agriculture of the University of Arkansas	1					0	

Complete the item line(s).



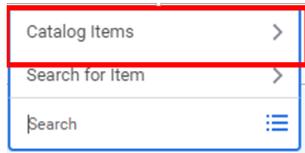
Note: It is best practice to only charge 1 cost center at a time. More than 1 Cost Center in a transaction slows the approval and review process.

*Company	*Line Number	Item	Description	*Spend Category	Revenue Category	Quantity	Unit of Measure
Division of Agriculture of the University of Arkansas	1					0	

9. Enter Item:

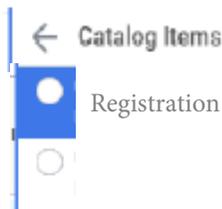
a) Click menu icon

Select Catalog Items:



b) Select Item:

The item amount, spend category and unit of measure will default



10. Enter the Quantity

11. The **Unit Cost** will default or it will need to be entered on the line, this is the cost per each item.

12. Enter **Memo**, enter a detailed description meaningful to service center and charge approver (Ok to copy what was entered in main memo)

13. Enter the **Cost Center** for member

14. Add a **Driver Worktag** – The assigned related worktags will default on to the requisition from the driver worktag chosen.

15. Click on the word "Attachments"



16. Upload any required attachments.



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17. Click the Submit button.

NEXT STEPS

The requester's role is complete in creating the Internal Service Delivery Request.

By clicking **Details and Process**, requisitioners can view the steps that have been completed. Any changes made to the Internal Service Delivery are tracked in the **Process History** table.

An approver receives a Workday Inbox task to either approve, deny or send back the Internally Service Delivery. An approver must provide a reason if sending the Internal Service Delivery request back.