

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.



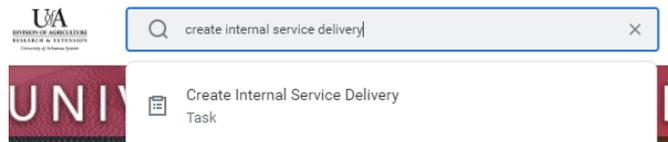
Only Indirect Funds may be used for professional memberships per policy.

A completed professional membership justification must be attached for each individual requesting membership payment. In addition, AACES is requesting that the confirmation of membership or new membership form is attached to each membership payment.

CREATE AN INTERNAL SERVICE DELIVERY REQUEST

From the homepage:

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



The following screen displays.

2. Select **Company** (Division of Agriculture of the University of Arkansas).
3. Select **Internal Service Provider** (AACES).

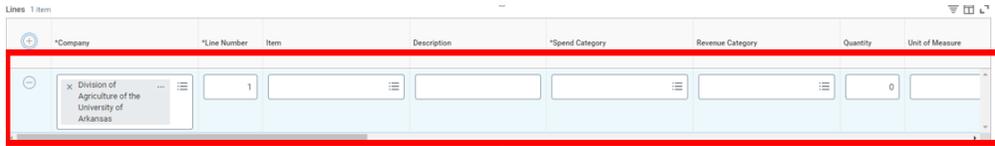


Note: Once the **Internal Service Provider** is selected, the associated cost center and revenue categories tied to that provider default on to the request. Do not change these elements.

4. **Currency.** (USD), as applicable.
5. Change **Document Date**, as applicable.
6. Change **Delivery Date**. as applicable
7. Enter **Memo**, memo MUST contain: member name, County or Deptment and District.
8. Click on the "+" found to the left of the gray box.

The box will expand and display the following line items

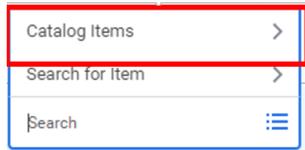
Complete the item line(s).



9. Enter **Item:**

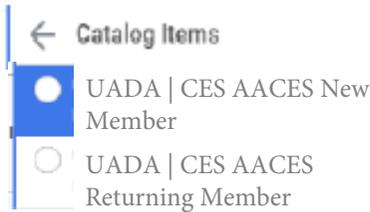
a) Click menu icon

Select Catalog Items:



b) Select Item:

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



10. Enter the **Quantity** (** 1 membership per item line)

11. Enter **Memo**, enter the member name and membership (2021 AACES)

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

13. Add a driver worktag – This should be a Designated worktag for Indirect funds. The assigned related worktags will default on to the requisition from the driver worktag chosen.

14. Click on the word "Attachments"



15. Upload any required attachments.



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In addition, AACES is requesting that the renewal or new membership form is also attached to each membership payment

16. 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.