Purchase Requisitioning: Create an Internal Service Delivery Request - Master Gardner

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: <u>An attachment is required in support of each ISD transaction.</u> 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.



The following screen displays.

Create Internal Service Delivery								
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Internal Service Delivery (empty) Status	(empty) Docume	t Number (empty)						
Document Information			Reven	ue Information				
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Document Date * 10/22/2020 🖬								
Delivery Date 10/22/2020 1								
Memo								
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			No Data					

2. Select **Company** (Division of Agriculture of the University of Arkansas).



UADA | CES | Master Gardner (General) | ISP (DS03630) UADA | CES | Master Gardner (Program) | ISP (DS03629) UADA | CES | Master Gardner (Publications) | ISP (DS03504)



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.

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The box will expand and display the following line items

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9.	Enter Iten a) Click m	n: enu	icon 📃	-		_		
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Complete the item line(s).

10. Enter the Quantity

- 11. Enter the **Unit Cost**, 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 attachements.



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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.