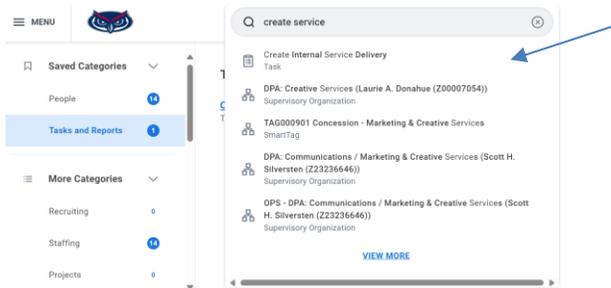
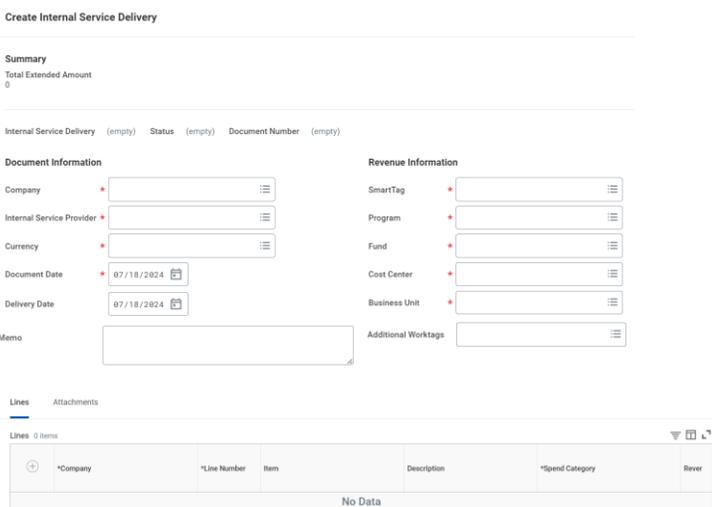


## Section I: Initiating Request

- From the home page, in the search bar, type in "create service". Select the "Internal Service Delivery" task.



- Window should display as follows:



- Instructions to fill in required fields under "Document Information":

- Company = Florida Atlantic University  
**(FAU Foundation option will be rejected)**
- Internal Service Provider = **Parking Daily ePermits**
- Memo = (This is not required; it is optional for anything else you might want to inform P&T)
- Do Not Change the Revenue information**

### Create Internal Service Delivery

Internal Service Delivery (empty) Status (empty) Document Number (empty)

**Document Information**

Company \* Florida Atlantic University ...

Internal Service Provider \* Parking Daily ePermits

Currency \* USD ...

Document Date \* 07/18/2024

Delivery Date 07/18/2024

Memo

**Revenue Information**

SmartTag \* TAG004368 Traffic and Parking Services (new)

Program \* PG7400 Traffic/Parking/Transportation

Fund \* FAULF0286 Traffic and Parking Services

Cost Center \* CC0073 Traffic And Parking Services

Business Unit \* BU001 Boca

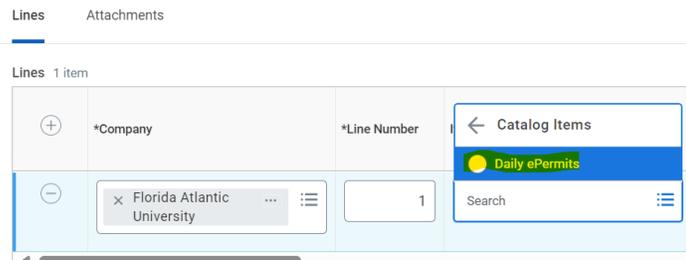
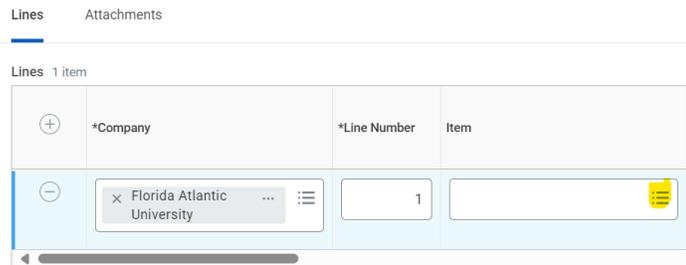
Additional Worktags

- Instructions to fill in required fields under "Lines" tab:

- Select the plus sign to add a line:



- Click the menu icon under "Item" to choose the Catalog Items = Daily ePermits



5. Scroll to the right to "Quantity". Enter the number of visitors for the request. The "Extended Amount" box should show the amount that will be charged to the TAG.

Revenue Category	Quantity	Unit of Measure	Unit Cost	Extended Amount
X Visitor Parking	5	X Day	5.00	25.00

6. Enter the "Requester". This is yourself, or if this request is entered on somebody's behalf.
7. Memo box = (Optional for any notes)
8. Enter the "SmartTag" that will pay for the request.
  - a. **Caution:** The Internal Service Delivery auto populates the SmartTag the requester is under in Workday.
  - b. **Caution:** No SmartTags that start with "FNDXXXXX".
  - c. Click on the X to remove **if** the Tag is not correct for the request.

9. Select the "Attachments" tab. Upload the approved form provided from Parking & Transportation any other documentation.

10. The request is ready to Submit.

11. The Internal Service Delivery will need to be approved by the TAG's cost center manager.

**You have submitted**

Up Next: Richard A Hue (██████████) | Approval by Cost Center Manager (All) | Due Date 07/20/2024

[View Details](#)

## Section II: Cost Center Manager Overview

12. Once the request is submitted, the Cost Center Manager will review for completeness and accuracy.
  - a. If there are errors the Cost Center Manager will send the form back to the requester.

- b. If the form is accurate and complete, the request is Approved.