Section I: Initiating Request

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

≡ ме	enu			Q	create service 🛞
	Saved Categories	~	î i		Create Internal Service Delivery Task
	People	0	ç	ሕ	DPA: Creative Services (Laurie A. Donahue (Z00007054)) Supervisory Organization
	Tasks and Reports	0	Т	ሕ	TAG000901 Concession - Marketing & Creative Services SmartTag
:=	More Categories	~		ሐ	DPA: Communications / Marketing & Creative Services (Scott H. Silveraten (Z23236646)) Supervisory Organization
	Recruiting	0		ሐ	OPS - DPA: Communications / Marketing & Creative Services (Scott H. Silversten (Z23236646)) Supervisory Organization
	Staffing	10			VIEW MORE
	Projects	0		-	

2. Window should display as follows:

Create Internal Service Delivery					
Summary Total Extended Amount 0					
Internal Service Delivery (empty) Status	(empty) Document Number (empty)				
Document Information		Revenue Information			
Company *	:=	SmartTag *	:=		
Internal Service Provider *	:=	Program *	:=		
Currency *	:=	Fund *	:=		
Document Date * 07/18/2024 🖻		Cost Center *	:=		
Delivery Date 07/18/2024		Business Unit *	:=		
Memo		Additional Worktags	:=		
Lines Attachments					
Lines 0 items			⇒ ⊡ .°		
+ *Company	*Line Number Item	Description	*Spend Category Rever		
No Data					

- **3.** Instructions to fill in required fields under "Document Information":
 - a- Company = Florida Atlantic University
 - (FAU Foundation option will be rejected)
 - b- Internal Service Provider = Parking Daily ePermits
 - c- Memo = (This is not required; it is optional for anything else you might want to inform P&T)
 - d- Do Not Change the Revenue information

Create Internal Servi	Create Internal Service Delivery					
Internal Service Delivery	(empty) Status (empty) Docum	ent Number (empty)				
Document Information			Revenue Information	n		
Company *	× Florida Atlantic University	:=	SmartTag *	× TAG004368 Traffic and Parking Services (new)	≔	
Internal Service Provider *	× Parking Daily ePermits	=	Program *	× PG7400 Traffic/Parking/Transportation	=	
Currency * Document Date *	× USD … 07/18/2024 ₽	=	Fund *	× FAU_F0286 Traffic and Parking Services	=	
Delivery Date	07/18/2024		Cost Center *	× CC0073 Traffic And Parking Services	=	
Memo			Business Unit 🔶	× BU001 Boca	≔	
		le le	Additional Worktags		:=	

- Instructions to fill in required fields under "Lines" tab:
 - a. Select the plus sign to add a line:

Lines	Attachments					
Lines Oite	ms					100
•	*Company	*Line Number	Item	Description	*Spend Category	Rever
			No Data			

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

Lines	Attachments		
Lines 1 item	1		
+	*Company	*Line Number	Item
Θ	× Florida Atlantic … ∷ University	1	
4			
Lines	Attachments		
Lines 1 ito			
Lines rite			
(+)	*Company	*Line Number	Catalog Items
Θ	× Florida Atlantic :≡ University	1	Search :=
4			
Lines	Attachments		
_			
Lines 1 item	1		
+	*Company	*Line Number	Catalog Items
Θ	× Florida Atlantic ∷≣ University	1	Search 📰
4			



 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.

Lines	Attachments					
Lines	1 item					
	Revenue Category	Quantity	Unit of Measure	Unit Cost	* Extended Amount	
	× Visitor Parking ∷ Ξ	5	× 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.

Lines 1 item	Lines 1 item					
Requester	Delivery Date	Memo	*SmartTag	*Program		
× Teresa Clark … :=	07/18/2024 🛱	Optional	Center Market ···· ·· ·· ·· ·· ·· ·· ·· ·· ·· ·· ··	× PG6000 Food Services i≣		

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

Lines Attachments					
Attachments					
	Dran film have				
	or or				
	Select files				

10.The request is ready to Submit.

Lines	Attachments
Attachme	ents
PDF	2017-2018.pdf ✓ Successfully Uploaded!
	External Comment
Submit	Save for Later Cancel

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



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.

