



Workday Finance, configured by a Chartered Accountant.

ABHAYJAISWAL.COM

■ WORKDAY FINANCE · STEP BY STEP

Create Sponsor

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■ Purpose

This guide provides step-by-step instructions for creating a Sponsor. The primary role of a Sponsor in Workday is to act as the “Parent” to an award or grant. This ensures that every dollar spent is tracked accurately back to its original funding source for full financial accountability.

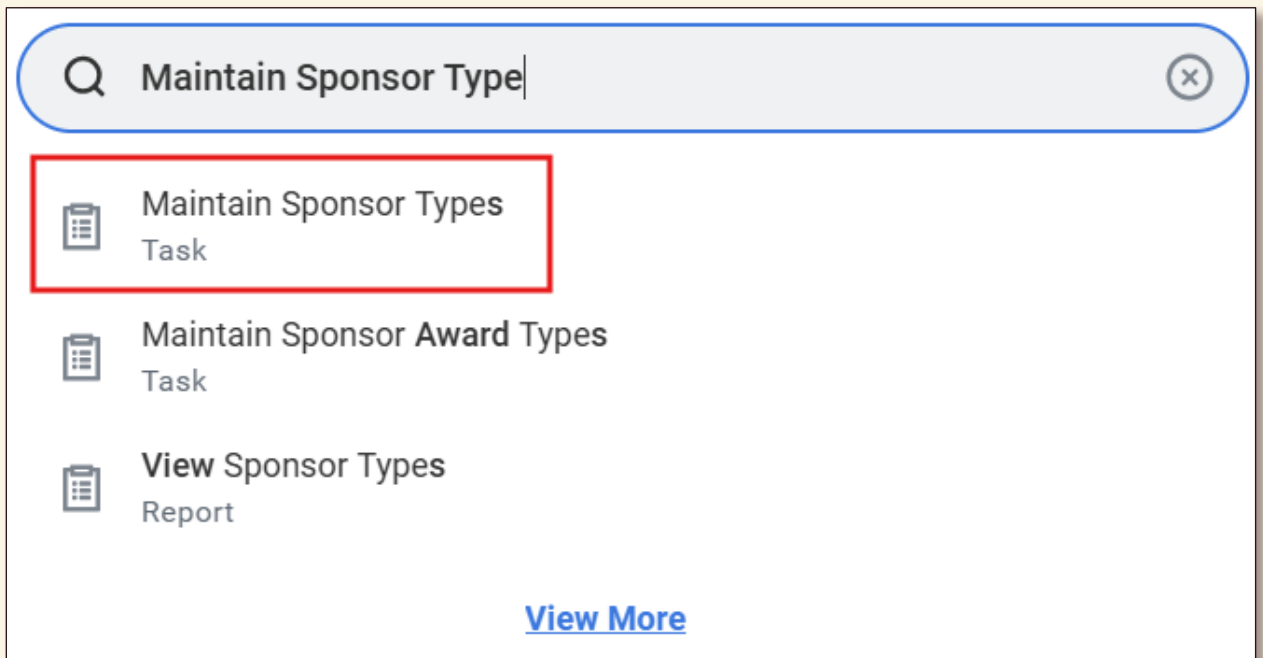
■ Prerequisites

Before creating a Sponsor, ensure the following:

- You have the appropriate Workday Security Role (e.g., Finance Administrator)
- You have required information:
 - Sponsor Name
 - Sponsor Type
 - Payment Terms
 - Accepted Currencies

■ Maintain Sponsor Type

- In the Global Search Bar, navigate to the “Maintain Sponsor Types” task.



■ Maintain Sponsor Type

- Enter the name of the Sponsor Type and click 'Ok'.

Maintain Sponsor Types

1 item

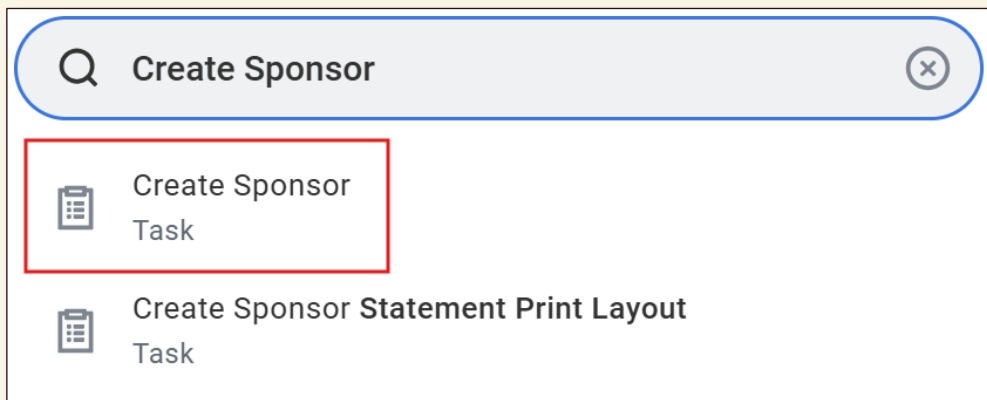
	Sponsor Type	*Name	Description	Inactive	Usage Count
	🔍	Federal Agencies	Test Sponsor Type	☐	1

OK

Cancel

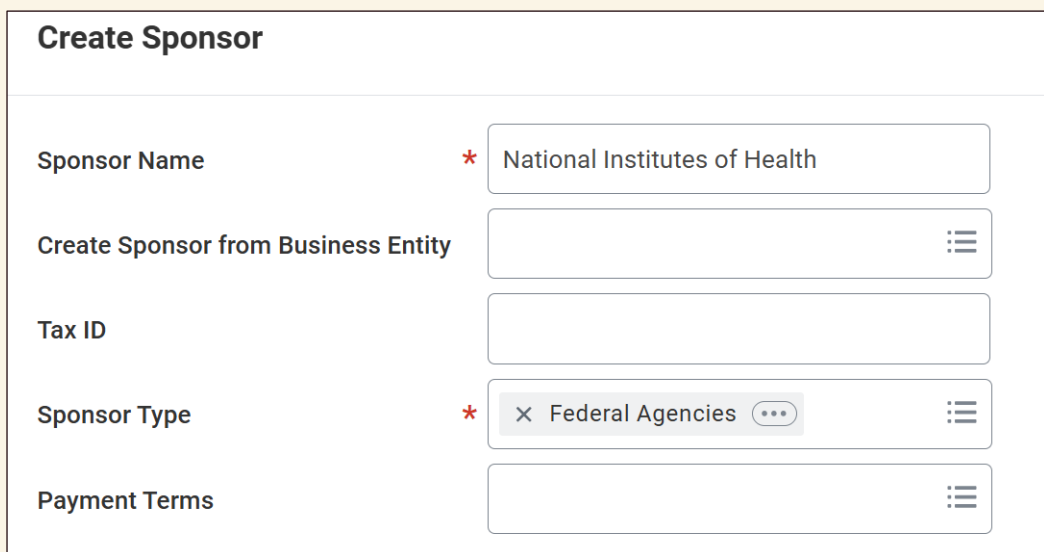
■ Create Sponsor

- In the Global Search Bar, navigate to the “Create Sponsor” task.



Search bar containing the text "Create Sponsor". Below the search bar, a list of tasks is displayed. The first task, "Create Sponsor Task", is highlighted with a red rectangular box. The second task is "Create Sponsor Statement Print Layout Task".

- Enter the name for the Sponsor and select the Sponsor Type.



Create Sponsor

Sponsor Name * National Institutes of Health

Create Sponsor from Business Entity

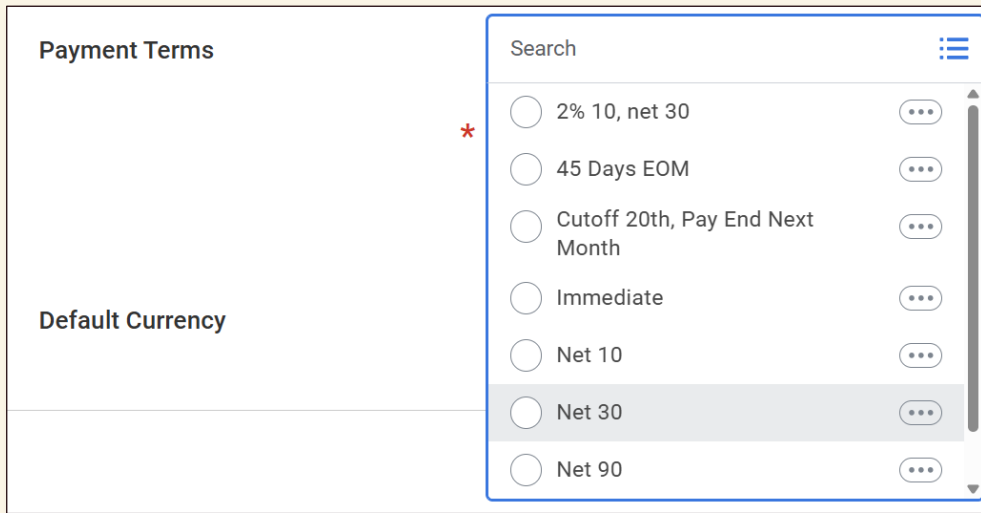
Tax ID

Sponsor Type * x Federal Agencies ...

Payment Terms

■ Create Sponsor

➤ Select the Payment Terms.



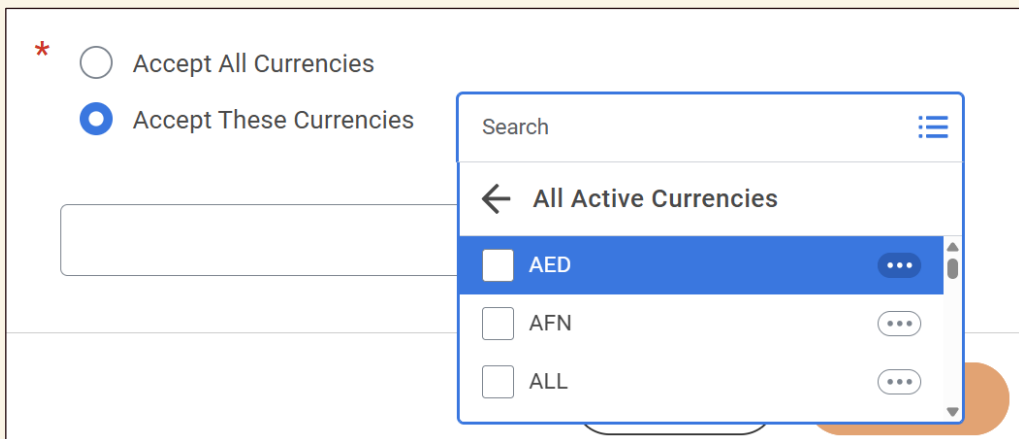
Payment Terms

Default Currency

Search

- ☐ 2% 10, net 30
- ☐ 45 Days EOM
- ☐ Cutoff 20th, Pay End Next Month
- ☐ Immediate
- ☐ Net 10
- ☒ Net 30
- ☐ Net 90

➤ Select either “Accept All Currencies” or “Accept These Currencies”.



*** ☐ Accept All Currencies**

☒ Accept These Currencies

Search

← All Active Currencies

- ☒ AED
- ☐ AFN
- ☐ ALL

■ Create Sponsor

- Review all information and click 'Ok'

Create Sponsor

Sponsor (empty)

Sponsor Name * National Institutes of Health

Sponsor Status

Status * x Active

Reason

Reason Description

Sponsor Details

Tax ID

Sponsor Type * x Federal Agencies

Payment Details

Payment Terms x Net 30

Default Payment Type

Default Currency

Remit-from Sponsor

Accepted Currencies

☐ Accept All Currencies
 ☒ Accept These Currencies

x USD

Separate Payments

Customer Invoices

Customer Refunds

OK

Cancel

■ Common Errors and Resolutions

Issue	Description	Resolution
Missing Sponsor Type	You must have a Sponsor Type to create the Sponsor.	Use the “Maintain Sponsor Types” task to create the Sponsor Type.
Cannot Find Sponsor	Sponsor might not be fully created or “Active”.	Edit the status of the sponsor and check to make sure that it is fully approved.

■ Best Practices

- Use clear and consistent naming conventions.
- Categorize Sponsors with Sponsor Types.
- Perform periodic reviews to mark Sponsors as “Inactive”.



Thank You

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