

Create Sponsor

QUICK TAKE: A sponsor is whatever agency or institution is funding the project

CREATE SPONSOR – General Sponsor Info

1. From the **Workday Home Page**, enter **Create Sponsor** in the search field.

Sponsor Name	*	<input type="text"/>
Create Sponsor from Business Entity		<input type="text"/> ⋮
Tax ID		<input type="text"/>
Sponsor Type	*	<input type="text"/> ⋮
Payment Terms		<input type="text"/> ⋮
	*	<input type="radio"/> Accept All Currencies <input type="radio"/> Accept These Currencies <input type="text"/> ⋮
Default Currency		<input type="text"/> ⋮

2. From the *Create Sponsor* screen, enter the following information:

- **Sponsor Name:** The sponsor's name plus the acronym they use. For example, **NATIONAL SCIENCE FOUNDATION (NSF)**
- **Sponsor Type:** Will depend on whether the sponsor is Government, Corporate, or a Private Institution.
- **Accept All Currencies vs Accept these Currencies:** Select one of the two options. If **Accept These Currencies** is selected, and example would be **USD**

Create Sponsor

QUICK TAKE: A sponsor is whatever agency or institution is funding the project

CREATE SPONSOR – Additional Information

1. The **Sponsor Name** will be auto populated from the previous screen
2. **Status:** Should be set to **Active**
3. **Sponsor Type:** will be auto populated from the previous screen.
4. The type of currencies accepted will be auto populated from the previous screen
5. Additional information may be entered. As much additional information should be entered, but is not required.

Sponsor (empty) Sponsor Name *

Sponsor Status

Status *

Reason

Reason Description

▼ **Sponsor Details**

Tax ID

Sponsor Type *

* Accept All Currencies
 Accept These Currencies

Related Worktags Contact Information

Phone

Add

Address

Add

Email

Add