Which Forms / Tasks Should I Use for Accounts Payable transactions in Workday?

Lately, we have received questions on when to use the various forms or tasks in Workday. Below are some examples of questions we have received lately about transactions processed through AP.

Task Department is Trying to Achieve	Workday Form / Task
I need to pay an individual for services they performed.	If the individual is not setup in Workday, you will need to initiate the '**Create Supplier Request**' task and complete the required information. Once the individual is setup or if the individual is already setup from a prior business engagement, you will send the invoice and any other contract, email or supporting documentation to Accounts Payable using '**Create Supplier Invoice Request**'. When using this form, you do not need to obtain manual approvals because there is automated workflow attached to this form. *Note: if you are doing business with an individual and you have not previously done business with the person, you should have an Employee vs Independent Contractor checklist completed by the individual and attached to 'Create Supplier Request'.*
I need to pay a contingent worker for business expenses they incurred on behalf of the University.	Please contact ap@wfu.edu to assist with this transaction. Depending on the facts and circumstances, there are a couple of ways to complete this type of transaction.
I need to pay a student for travel expenses related to their educational experience.	You should complete the paper '**Student Disbursement Form**'. We are working on the revision of this form, so please write in the Workday worktags instead of the FOAPAL information used in Banner. The new form will hopefully be up on our website by March – hopefully before. You will need to obtain manual approvals for student disbursements.