

# Payment Lookup

## Miscellaneous Payment Request (MPR)

1. In the Workday search bar, enter **My Miscellaneous Payment Requests** and select this report.
2. Populate the search fields with information that will expedite the search and click OK at the bottom:

### **My Miscellaneous Payment Requests**

Miscellaneous Payee	<input type="text" value="x David Sanchez Salas ..."/>
Request Category	<input type="text"/>
Request Number	<input type="text"/>
External Reference	<input type="text"/>
Document Status	<input type="text"/>
Payment Status	<input type="text"/>
Request Express Pay	<input type="checkbox"/>
Document Date On or After	<input type="text" value="MM/DD/YYYY"/>
Document Date On or Before	<input type="text" value="MM/DD/YYYY"/>
Due Date On or After	<input type="text" value="MM/DD/YYYY"/>
Due Date On or Before	<input type="text" value="MM/DD/YYYY"/>
Approved By Workers	<input type="text"/>

3. Review the displayed MPRs:

Miscellaneous Payee [David Sanchez Salas](#) Request Express Pay No

2 items

Miscellaneous Payment Request	Request Number	Company	Payee	Request Category	Document Date	Document Status	Payment Status	Request Express Pay	External Reference	Memo	Due Date	Amount
	MPR-1000069	<a href="#">University of San Diego</a>	<a href="#">David Sanchez Salas</a>	Stipend	07/08/2021	Approved	Paid	No		IRES Stipend	07/16/2021	2,000.00
	MPR-1000300	<a href="#">University of San Diego</a>	<a href="#">David Sanchez Salas</a>	Stipend	07/27/2021	Approved	Paid	No		IRES August Payment (3 of 3). Needs to be directly deposited by Aug 20th. The student participant is currently abroad.	08/16/2021	2,000.00

4. Select the one that you would like to lookup by clicking on the magnifying lens on the left:

Miscellaneous Payee [David Sanchez Salas](#) Request Express Pay No

2 items

Miscellaneous Payment Request	Request Number	Company	Payee	Request Category	Document Date	Document Status	Payment Status	Request Express Pay	External Reference	Memo	Due Date	Amount
	MPR-1000069	<a href="#">University of San Diego</a>	<a href="#">David Sanchez Salas</a>	Stipend	07/08/2021	Approved	Paid	No		IRES Stipend	07/16/2021	2,000.00
	MPR-1000300	<a href="#">University of San Diego</a>	<a href="#">David Sanchez Salas</a>	Stipend	07/27/2021	Approved	Paid	No		IRES August Payment (3 of 3). Needs to be directly deposited by Aug 20th. The student participant is currently abroad.	08/16/2021	2,000.00

5. On the **View Miscellaneous Payment Request** click on Activity:

Lines Attachments **Activity** Business Process

Lines 1 item

Request Line	Company	Item	Item Description	Spend Category	Quantity	Unit Cost	Extended Amount	Memo	Gift	Grant
...	University of San Diego		GENGS8515 - Student participant in the NSF IRES: US-Sweden Clinical Bioinformatics Research Training Program. Participants in the program is associated with a total stipend of \$6000 distributed over 3 payments.	Participant Support Costs	1	2,000.00	2,000.00	Student partik...more		A21-0004 IRES Track I: US-Sweden Clinical Bioinformatics Research Training Program

6. The Activity screen will display the payment details:

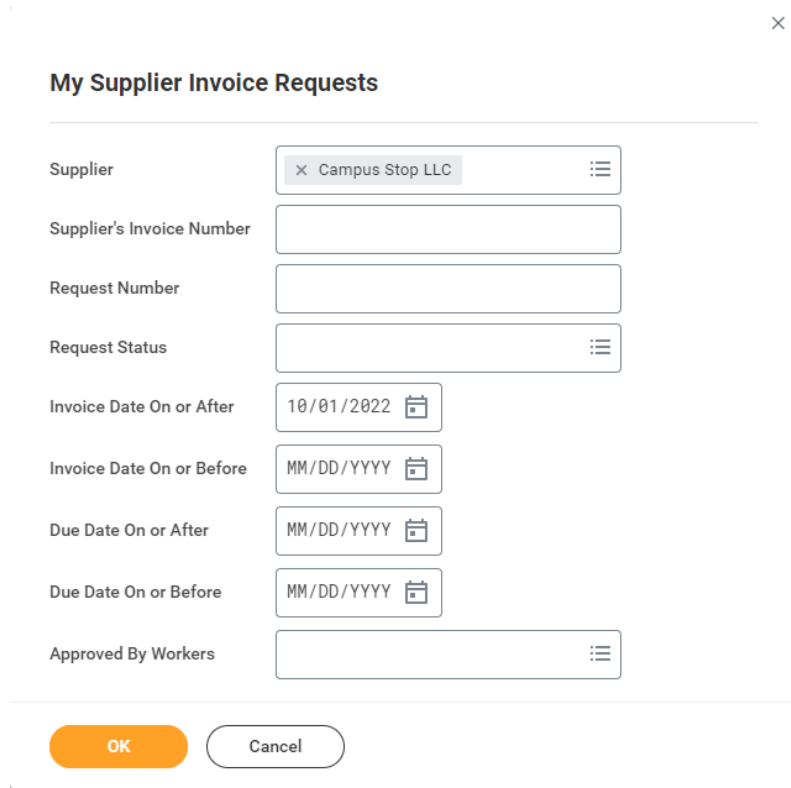
Lines Attachments **Activity** Business Process

Payments 1 item

Miscellaneous Payment	Payment Date	Status	Reconciliation Status	Company	Transaction Reference
...	08/10/2021	Complete	Unreconciled	University of San Diego	9329

## Supplier Invoice Request (SIR)

1. In the Workday search bar, enter **My Supplier Invoice Requests** and select this report.
2. Populate the search fields with information that will expedite the search and click OK at the bottom:



**My Supplier Invoice Requests**

Supplier:

Supplier's Invoice Number:

Request Number:

Request Status:

Invoice Date On or After:

Invoice Date On or Before:

Due Date On or After:

Due Date On or Before:

Approved By Workers:

3. Review the displayed SIRs:

Supplier Campus Stop LLC Invoice Date On or After 10/01/2022

2 items



Supplier Invoice Request	Request Number	Company	Request Status	Supplier	Supplier's Invoice Number	Invoice Date	Memo	Due Date	Request Amount	Currency
Q	SIR-10020619	<a href="#">University of San Diego</a>	Approved	Campus Stop LLC	INV456625	12/20/2022	Alumni Beer Bottle Opener Magnets	01/19/2023	2,306.21	USD
Q	SIR-10023362	<a href="#">University of San Diego</a>	Approved	Campus Stop LLC	INV462356	03/07/2023	Reorder for the Malibu Glasses	03/07/2023	2,519.40	USD

4. Select the one that you would like to lookup by clicking on the magnifying lens on the left:

Supplier Campus Stop LLC Invoice Date On or After 10/01/2022

2 items

Supplier Invoice Request	Request Number	Company	Request Status	Supplier	Supplier's Invoice Number	Invoice Date	Memo
 Q	SIR-10020619	<a href="#">University of San Diego</a>	Approved	Campus Stop LLC	INV456625	12/20/2022	Alumni Beer Bottle Opener Magnets
Q	SIR-10023362	<a href="#">University of San Diego</a>	Approved	Campus Stop LLC	INV462356	03/07/2023	Reorder for the Malibu Glasses

5. On the **View Supplier Invoice Request** scroll down to the Supplier Invoice hyperlink and click on it:

## View Supplier Invoice Request


Total Amount  
2,306.21 USD

Supplier Invoice Request  Request Number SIR-10020619 Status Approved Requester Jocelyn Kuykendall

### Primary Information

Invoice Date 12/20/2022  
Invoice Received Date 12/20/2022  
Company University of San Diego  
Supplier Campus Stop LLC  
Currency USD  
Control Total Amount 2,306.21  
Supplier's Invoice Number INV456625

### Additional Information

Ship-To Address  5998 Alcalá Park San Diego, CA 92110 United States of America  
Payment Terms Net 30  
Due Date 01/19/2023  
Freight Amount 78.72  
Tax Amount 181.35  
Memo Alumni Beer Bottle Opener Magnets  
Supplier Invoice Supplier Invoice: IN-046453

6. On the **View Supplier Invoice Screen** click on Activity:

## View Supplier Invoice

Supplier Invoice	🔍	Invoice Number	IN-046453	Status	Approved	Payment Status	Paid
<b>Invoice Information</b>				<b>Terms and Taxes</b>			
Company		University of San Diego		Payment Terms		Net 30	
Supplier		Campus Stop LLC		Discount Date		(empty)	
Currency		USD		Due Date		01/19/2023	
Invoice Date		12/20/2022		Default Payment Type		ACH	
Invoice Received Date		12/20/2022		Default Tax Option		Enter Tax Due to Supplier	
Total Invoice Amount		2,306.21		Tax Amount		181.35	
Amount Due		0.00					
Freight Amount		78.72					

[Invoice Lines](#)
[Invoice Line Details](#)
[Attachments](#)
Activity
[Process History](#)

Invoice Lines 1 item

Invoice Line	Company	Item	Line Item Description	Spend Category	Ship-To Address	Ship-To Contact
🔍	University of San Diego		Alumni Beer Bottle Opener Magnets	Entertainment and Promotion	📍 5998 Alcalá Park San Diego, CA 92110 United States of America	

7. The Activity screen will display the payment details:

[Invoice Lines](#)
[Invoice Line Details](#)
[Attachments](#)
Activity
[Process History](#)

Payments 1 item

Supplier Payment	Payment Date	Status	Reconciliation Status	Company	Transaction Reference	Payment Amount
...	01/17/2023	Complete	Unreconciled	University of San Diego	149134	2,306.21

## Requisition (REQ)

1. In the Workday search bar, enter **My Requisitions** and select this report.
2. Populate the search fields with information that will expedite the search and click OK at the bottom:

### My Requisitions

Company	<input type="text" value="x University of San Diego ..."/>
Requisition	<input type="text"/>
Status	<input type="text"/>
Requisition Type	<input type="text"/>
Requesting Inventory Site	<input type="text"/>
Document Date On or After	<input type="text" value="01/01/2022"/>
Document Date On or Before	<input type="text" value="MM/DD/YYYY"/>
Supplier	<input type="text"/>
Spend Category	<input type="text"/>
Item	<input type="text"/>
Project	<input type="text"/>
Purchase Order	<input type="text"/>
Exclude Canceled	<input type="checkbox"/>
Exclude Closed	<input type="checkbox"/>

3. Review the displayed REQs:

▼ Procurement Requisitions

2 items

Requisition	Requisition Type	Requesting Inventory Site	Document Date	Total Amount	Currency	Suppliers	Purchase Orders	Request Status
<a href="#">REQ-10002633</a>	Unimarket		03/08/2023	94.96	USD	Amazon Capital Services Inc	<a href="#">PO-10002294</a>	Successfully Completed
<a href="#">REQ-10001424</a>	Services		04/27/2022	9,800.00	USD	Karolinska Institutet	<a href="#">PO-10001315</a>	Successfully Completed

4. Select the one that you would like to lookup by clicking on the Purchase Order number hyperlink:

▼ Procurement Requisitions

2 items

Requisition	Requisition Type	Requesting Inventory Site	Document Date	Total Amount	Currency	Suppliers	Purchase Orders	Request Status
<a href="#">REQ-10002633</a>	Unimarket		03/08/2023	94.96	USD	Amazon Capital Services Inc	<a href="#">PO-10002294</a>	Successfully Completed
<a href="#">REQ-10001424</a>	Services		04/27/2022	9,800.00	USD	Karolinska Institutet	<a href="#">PO-10001315</a>	Successfully Completed

5. On the **View Purchase Order Screen** scroll down to the Lines section and scroll to the right to see the **Business Document Lines** and click on the Supplier Invoice that you need to lookup:

Goods Lines    Line Details    Tax    Process History    Integrations    Printing Runs    Balances


Goods Lines 4 items

Prepaid	Deliver-To	Ship-To Address	Ship-To Contact	Memo	Location	Business Document Lines	Gift	Grant	Project	University Designated	Agency	Academic Program	*Cost Center
	<a href="#">University of San Diego &gt; Degheri Alumni Center &gt; Degheri Alumni Center DAC-137</a>	<a href="#">5998 Alcalá Park San Diego, CA 92110 United States of America</a>	Jocelyn Kuykendall			<a href="#">REQ-10002633</a> <a href="#">Supplier Invoice: IN-053406 - 27.56 - Approved</a>							Alumni Relations
	<a href="#">University of San Diego &gt; Degheri Alumni Center &gt; Degheri Alumni Center DAC-137</a>	<a href="#">5998 Alcalá Park San Diego, CA 92110 United States of America</a>	Jocelyn Kuykendall			<a href="#">REQ-10002633</a> <a href="#">Supplier Invoice: IN-053243 - 25.69 - Approved</a>							Alumni Relations

6. On the **View Supplier Invoice Line Screen** click on Activity click on the Supplier Invoice hyperlink:

## View Supplier Invoice Line

### Supplier Invoice Line Information

Supplier Invoice Line	
Supplier Invoice Document	<a href="#">Supplier Invoice: IN-053406</a>
Supplier	Amazon Capital Services Inc
Description	Pack of 3 Navy Sharpie Fine Point Pen Permanent Marker
Item Description	Pack of 3 Navy Sharpie Fine Point Pen Permanent Marker

7. On the **View Supplier Invoice Screen** click on Activity to find payment details