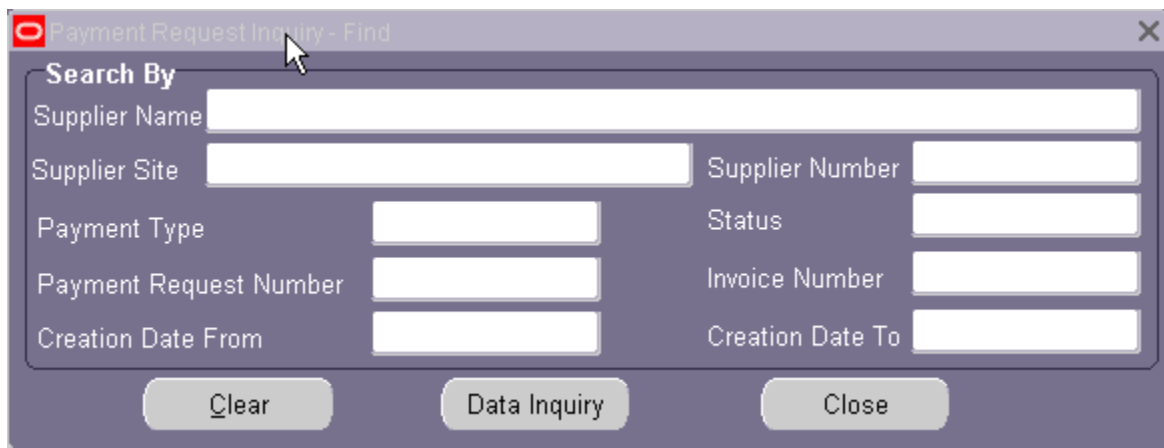


UAB FN Document Entry/Approval Payment Request Inquiry

The Payment Request Inquiry function is designed to enable users to view a complete listing of the payment requests they have created, regardless of the status. This function is inquiry-only and the search results are limited to **only the payment requests that the user (requestor) has entered**. In addition, this function is not used to reopen requests.

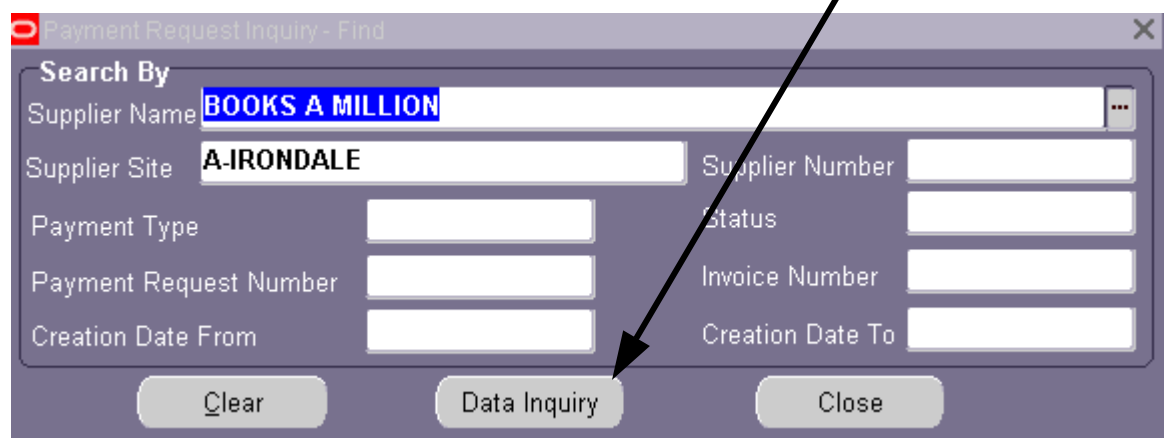
UAB FN Document Entry/Approval → Payment Request Inquiry

1. After selecting Payment Request Inquiry, the **PAYMENT REQUEST INQUIRY – FIND** window will appear.



The screenshot shows the 'Payment Request Inquiry - Find' window. It features a 'Search By' section with several input fields: 'Supplier Name', 'Supplier Site', 'Supplier Number', 'Payment Type', 'Status', 'Payment Request Number', 'Invoice Number', 'Creation Date From', and 'Creation Date To'. Below the search fields are three buttons: 'Clear', 'Data Inquiry', and 'Close'.

2. The find window will present the user with several fields in which to search upon, including supplier, payment type and payment request number.
3. After entering the desired search criteria (this example is searching for entered payment request by a specific supplier name), click on the **DATA INQUIRY** button.



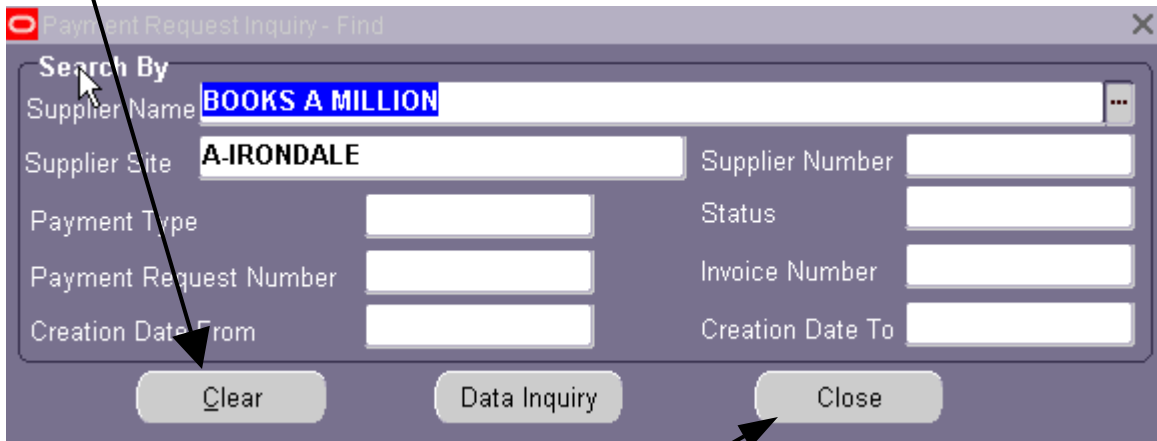
The screenshot shows the 'Payment Request Inquiry - Find' window with search criteria entered. The 'Supplier Name' field contains 'BOOKS A MILLION', the 'Supplier Site' field contains 'A-IRONDALE', and the 'Data Inquiry' button is highlighted with a black arrow.

UAB FN Document Entry/Approval
Payment Request Inquiry

8. View your distribution information. The fields **ACCOUNT**, **SUBACCOUNT**, **BALANCE**, **ORGANIZATION** and **FUTURE** refer to GL account information. Use the scroll bar, if necessary, to view the GA account information.
9. To return to the search results, click on the **BACK** button. **Do not close this window**. Closing the distribution information window will take you back to the navigator screen rather than the search results.
10. To initiate a new search, click on the flashlight on your toolbar.



11. The search window will appear with the information from the previous search. Click on the **CLEAR** button to clear the find window.



12. Enter new search criteria and repeat steps 1-10 (if necessary). To exit the Payment Request Inquiry function, click on the **CLOSE** button.

[Return to Top](#)