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.

![Payment Request Inquiry - Find window](image)

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.

![Payment Request Inquiry - Find window](image)
4. The **PAYMENT REQUEST INQUIRY** window will appear with the results of your search.

![Payment Request Inquiry Window]

5. From this view, the payment request number, creation date, status, pay type and supplier name are visible. Scroll to the right to view additional information about the payment requests.

6. To view the account distribution for a payment request, highlight the desired payment request and click on the **DISTRIBUTION** button.

7. The **PAYMENT REQUEST DISTRIBUTIONS** window will appear.

![Payment Request Distributions Window]
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.