Submitting & Tracking Payment Requests
Using the Find Feature

The Find feature gives users the ability to retrieve previously entered payment requests that have been generated in the new form. Users will also utilize this feature in order to copy, cancel or reassign a payment request that was previously entered. The procedures listed below will illustrate using the Find feature. Please note that users may only retrieve information about payment requests that they have submitted.

UAB FN Document Entry/Approval → Payment Request
UAB Requisition Input → Payment Request

Accessing the Find Feature:

1. To access the **FIND** feature, click on the **FIND** icon (flashlight) on the toolbar.

2. The **PAYMENT REQUEST FIND** form will appear. This form will allow you to retrieve individual payment requests by payment request number, as well as retrieving a subset listing of payment requests that you as the requestor has entered based on selected search criteria.

![Payment Request Find Form](image)
Using the Find Feature to View a Complete Listing of Created Payment Requests/Retrieving Payment Requests to Copy, Cancel or Reassign:

1. Click on the **PAYMENT REQUEST NUMBER LOV** to view a listing of your previously entered payment requests in the new form.

2. After clicking on the **PAYMENT REQUEST NUMBER LOV**, the system will provide a **FIND** form. Information about your payment requests (Payment Request Number, Vendor Name, Payment Type, Creation Date & Status) is listed.
3. If you would like to either copy, cancel or reassign a payment request, highlight the desired payment request and click on **OK**.

4. The system lists the selected payment request number. Click on the **Find** button to retrieve the payment request.

5. The payment request that is to be copied, cancelled or reassigned will appear as shown below.
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Retrieving a Subset Listing of Payment Requests Based Upon User-Specified Search Criteria:

1. Enter the desired search criteria into the **PAYMENT REQUEST FIND** form, as shown below. Please note that these fields (**CREATION DATE FROM, TO, SUPPLIER NUMBER, SUPPLIER NAME, PAYMENT TYPE and STATUS**) may be used in conjunction with one another. For example, if you would like to see a subset listing of the payment requests that you have created to UPS during the month of December 2006, enter the supplier information by either the supplier number or name, and enter the date range in the **CREATION DATE FROM AND TO** fields, as shown below.

2. Click on the **FIND** button.

3. After clicking on the **FIND** button, the **FIND RESULTS** form will appear, as shown on the following page. At this point, users may scroll through the list to view their search results. To retrieve a payment request for viewing information, copying, cancelling or reassigning, select the desired payment request by clicking next in the **PAYMENT REQUEST NUMBER** field and click on the **OPEN** button.
4. The system has now retrieved the selected payment request. You may now view, copy, cancel or reassign the payment request.
5. To go back to your search results, do the following:

   a. Click on the **FIND** icon (flashlight) on the toolbar.

   b. The **PAYMENT REQUEST FIND** form should still have your previous search criteria listed. Click on the **FIND** button.

   c. Your previous listing is now shown. You may now select another payment request from this list, if desired.
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<th>Payment Request Number</th>
<th>Payment Type</th>
<th>Creation Date</th>
<th>Supplier Number</th>
<th>Supplier Name</th>
<th>Status</th>
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