The OLD UAB Payment Request Inquiry form enables users to view payment requests created from October 1, 2004 to February 4, 2007. Please note that the search results are limited to only the payment requests that the individual user (requestor) has entered.

1. After selecting OLD UAB Payment Request Inquiry, the PAYMENT REQUEST INQUIRY – FIND form will appear. This form will present the user with several fields in which to enter search criteria. Please note that if using multiple search criteria at once, all of the criteria must be “true” together in order to receive any results. Enter the desired search criteria.

2. After entering the desired search criteria, click on the DATA INQUIRY button. In this example, the user is searching for payment requests by a specific supplier name.
3. The **PAYMENT REQUEST INQUIRY** form will appear with the results of your search in numerical order. From this view, the **PAYMENT REQUEST NUMBER**, **CREATION DATE**, **STATUS**, **PAY TYPE** and **SUPPLIER NAME** fields are visible. Scroll to the right to view additional information about each payment request.

4. To view the account distribution for any one payment request, highlight the desired payment request and click on the **DISTRIBUTION** button that is located in the lower right-hand corner of the form.

5. The **PAYMENT REQUEST DISTRIBUTIONS** form will appear.
View your distribution information. The fields ACCOUNT, SUBACCOUNT, BALANCE, ORGANIZATION and FUTURE refer to General Ledger (GL) account information. Use the scroll bar, if necessary, to view any Grant Account (GA) information, if applicable.

6. To return to the search results, click on the BACK button that is located in the lower right-hand corner of the form. Do not close the PAYMENT REQUEST DISTRIBUTIONS form. Closing the distributions form will direct you back to the navigator form instead of the search results.

7. To initiate a new search, click on the flashlight icon on your toolbar.

![Flashlight Icon]

8. The search form will appear with the information from the previous search. Click on the CLEAR button to clear the form.

![Search Form]

9. To enter new search criteria, repeat steps 1-8 (if necessary). To exit the Payment Request Inquiry form, click on the CLOSE button.

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