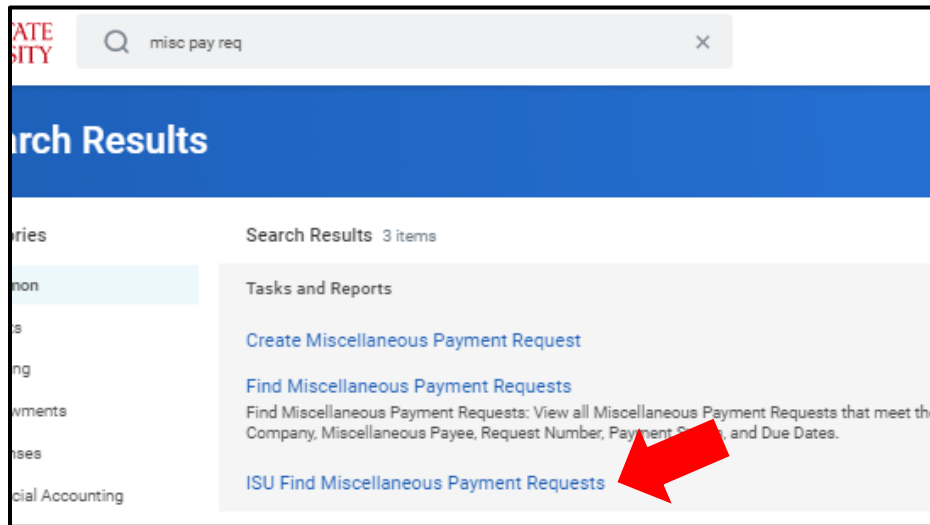


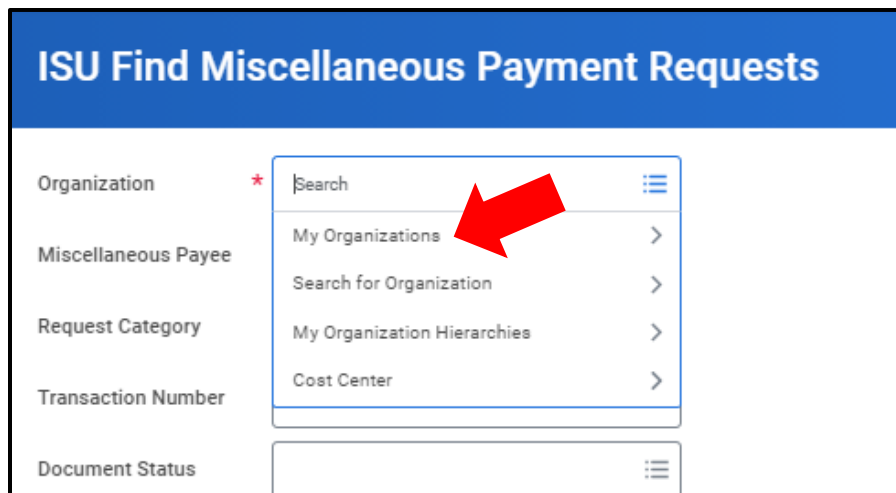
Campus Organizations Accounting- Reviewing Miscellaneous Payment Requests in Workday

The payments created through *Create Miscellaneous Payment* in Workday will result in a transaction that will post in *ISU Transaction Detail*. However, there may be times when you wish to review the status of an in-progress request, or to review MPR information separately from other transactions. For these functions, treasurers can use *ISU Find Miscellaneous Payment Request* in Workday.

To begin, type *ISU Find Miscellaneous Payment Requests* in Workday to search for and then select the report:



As in *ISU Transaction Detail* and *ISU Summary Balance Restricted Funds*, Organization is required, and if the field will return your organizations if you select from the Cost Centers listed under My Organizations. Select any or all organizations. You may utilize the other search criteria if needed:



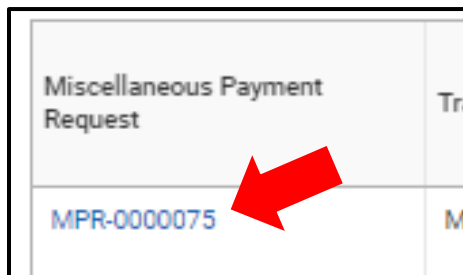
After selecting "OK" at the bottom, a list of miscellaneous payment requests will populate. From this list, you will see the payee name, the transaction date, payment amount, the status of the payment request, and the payment status.

Campus Organizations Accounting- Reviewing Miscellaneous Payment Requests in Workday

Miscellaneous Payment Request	Transaction Number	Miscellaneous Payee	Request Category	Transaction Date	Document Status	Payment Status
MPR-0000075	MPR-0000075	UNIVERSITY COMMUNITY CHILDCARE	Campus Org	01/21/2021	Approved	Unpaid
MPR-FY21-0000055	MPR-FY21-0000055	Steve Jones	Campus Org	01/11/2021	Approved	Paid
MPR-FY21-0000056	MPR-FY21-0000056	John Smith	Campus Org	01/11/2021	Approved	Paid

The column **Payment Status** will tell you whether or not a check has been written. In the example above, the first line shows that while the request has been fully approved (“Approved” in the **Document Status** column, the check is not yet written (“Unpaid” in the **Payment Status** column).

If a check has been written (“Paid” Status), and you need more information about the check, first select the link in the **Miscellaneous Payment Request** column to view more information.



This takes you to more information about the payment request. You will be able to see the attachments, activity (check information) and Business Process (helpful to see where the request is if it is still in progress) via the tabs in the center of the screen.

View Miscellaneous Payment Request

Miscellaneous Payment Request
Miscellaneous Payment Request Number
Document Status Approved
Payment Status Paid

Requester

Primary Information

Document Date 03/09/2021

Company [Iowa State University](#)

Payee [JOYCE JILLIAN](#)

Currency [USD](#)

Payment Type Check

Request Category [Campus Org](#)

Due Date (empty)

Handling Code (empty)

Payment Details

Total Payment Amount 125.00

Control Total Amount 0.00

Memo National PAS Reimbursement

External Reference (empty)

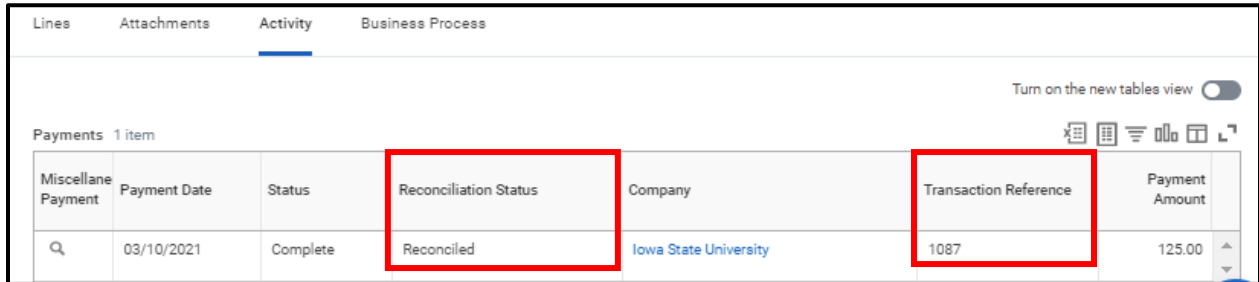
Request Express Pay No

Settlement Run ST-03102112

Lines
Attachments
Activity
Business Process

Campus Organizations Accounting- Reviewing Miscellaneous Payment Requests in Workday

In the **Activity** tab and the **Reconciliation Status** column, “Unreconciled” tells you the check has not yet been cashed by the payee. If cashed, the status would show as “Reconciled.” Occasionally you may be asked to provide the check number. That is listed in the **Transaction Reference** column



The screenshot shows the 'Activity' tab in Workday. At the top, there are tabs for 'Lines', 'Attachments', 'Activity', and 'Business Process'. Below the tabs, there is a toggle for 'Turn on the new tables view'. The main content is a table titled 'Payments 1 item'. The table has the following columns: 'Miscellaneous Payment', 'Payment Date', 'Status', 'Reconciliation Status', 'Company', 'Transaction Reference', and 'Payment Amount'. The 'Reconciliation Status' and 'Transaction Reference' columns are highlighted with red boxes. The data row shows a payment of 125.00 from Iowa State University, dated 03/10/2021, with a status of 'Complete' and a reconciliation status of 'Reconciled'. The transaction reference is '1087'.

Miscellaneous Payment	Payment Date	Status	Reconciliation Status	Company	Transaction Reference	Payment Amount
Q	03/10/2021	Complete	Reconciled	Iowa State University	1087	125.00