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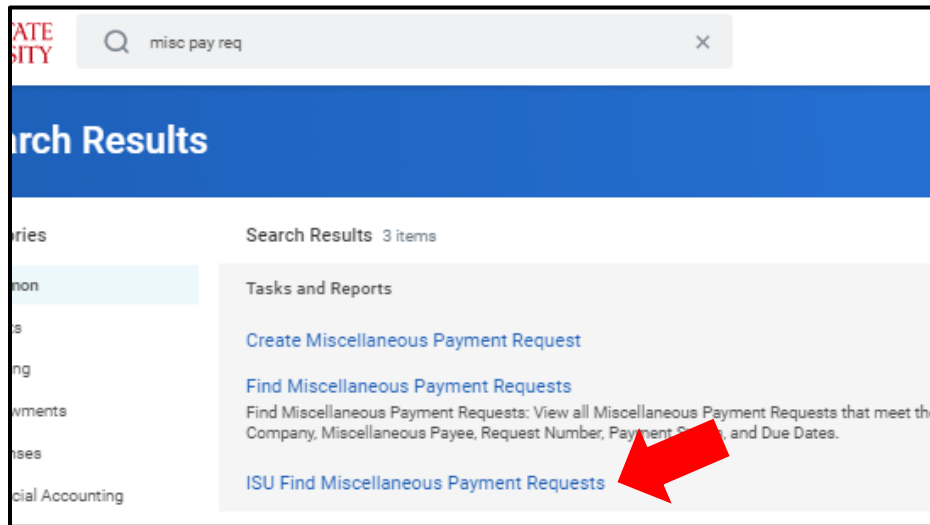
As in *ISU Transaction Detail* and *ISU Summary Balance Restricted Funds,* Organization is required, and if the field will return your organizations if you select from the Cost Centers listed under My Organizations. Select any or all organizations. You may utilize the other search criteria if needed:
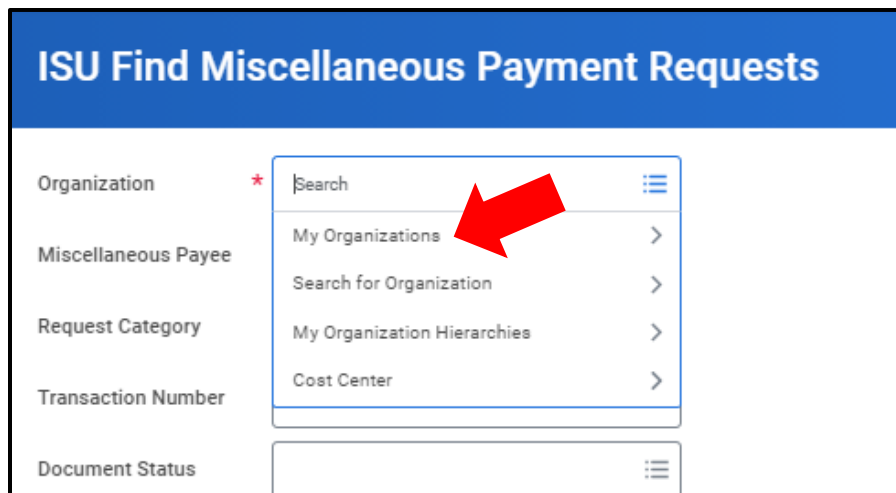

After selecting "OK" at the bottom, a list of miscellaneous payment requests will populate. From this list, you will see the payee name, the transaction date, payment amount, the status of the payment request, and the payment status.

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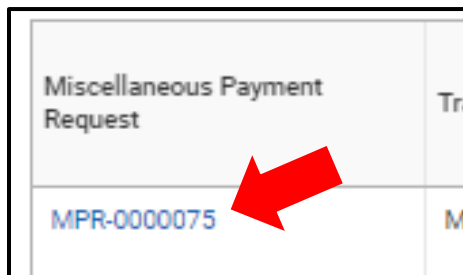
This takes you to more information about the payment request. You will be able to see the attachments, activity (check information) and Business Process (helpful to see where the request is if it is still in progress) via the tabs in the center of the screen.

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
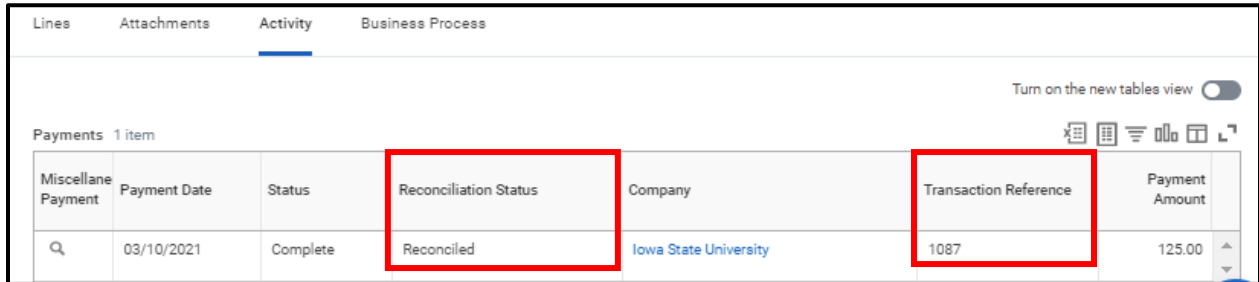
Lines   Attachments   Activity   Business Process

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