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 collect data on the Miscellaneous Payment Requests processed by your organization. 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 can see the payee name, the transaction date, payment amount, the status of the payment request, and the payment status.

<table>
<thead>
<tr>
<th>Miscellaneous Payment Request</th>
<th>Transaction Number</th>
<th>Miscellaneous Payee</th>
<th>Request Category</th>
<th>Transaction Date</th>
<th>Document Status</th>
<th>Payment Status</th>
<th>External Reference</th>
<th>Transaction Memo</th>
<th>Due Date</th>
<th>Total Payment Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>MPR-0000075</td>
<td>MPR-0000075</td>
<td>UNIVERSITY COMMUNITY CHILDCARE</td>
<td>Campus Org</td>
<td>01/21/2021</td>
<td>Approved</td>
<td>Unpaid</td>
<td></td>
<td></td>
<td></td>
<td>$500.00</td>
</tr>
<tr>
<td>MPR-PY21-0000035</td>
<td>MPR-PY21-0000035</td>
<td>Steve Jones</td>
<td>Campus Org</td>
<td>01/11/2021</td>
<td>Approved</td>
<td>Paid</td>
<td></td>
<td></td>
<td></td>
<td>$500.00</td>
</tr>
<tr>
<td>MPR-PY21-0000050</td>
<td>MPR-PY21-0000050</td>
<td>John Smith</td>
<td>Campus Org</td>
<td>01/11/2021</td>
<td>Approved</td>
<td>Paid</td>
<td></td>
<td></td>
<td></td>
<td>$205.00</td>
</tr>
</tbody>
</table>

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

Helpful information from the “View Miscellaneous Payment Request” screen

- In the “Payments” section and the “Reconciliation Status” column, “Unreconciled” tells you the check has not yet been cashed by the payee. If cashed, the status would show “Reconciled.”
• Under the “Transaction Reference” column, the number listed is the check number.
• In “Attachments” you should be able to access the documentation that was provided when the payment was requested.
• “Business Process” will show the history of the payment request, from initial submission to final approval, including any comments or requests for more information that occurred.