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.
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.
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.