Finding Payments
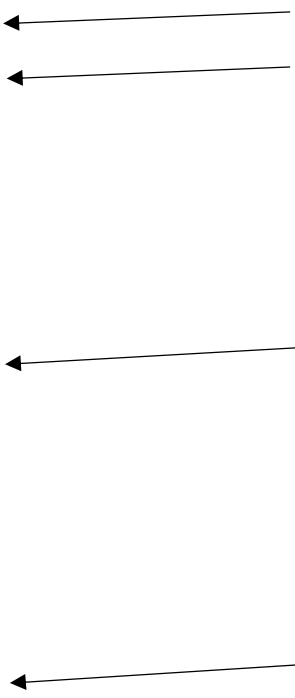
Use the Workday task "Find Payments" or "ISU Find Payments" to find all types of payments.

Find Payments

Company	
Bank Accounts	
Payment Categories	
Payee / Payor	
Payee Hierarchy	
Payment Types	
Payment Statuses	
Customer / Supplier Status	
Currency	
Payment Date On or After	MM/DD/YYYY
Payment Date On or Before	MM/DD/YYYY
Transaction Reference	
Settlement Run Number	
Settlement Run Name	
Created by Worker	
Payment Amount Equal To	0
Payment Amount Greater Than	0
Payment Amount Less Than	0
Expense Payee Type	
Is Intercompany	☐
Is Direct Intercompany	☐
Companies Receiving Payment	
Periods	
Pay Run Groups and/or Pay Group Details	
Reconciliation Status	

Use any combination of the available filters to narrow the search and most efficiently provide results.

Common fields are Payee/Payor, Payment Category, Payment Amount and Payment Date.

Note: Transaction Reference is the check number for checks. For electronic payments, it's an internal reference number.

Payee/Payor - You may want to enter a portion of the name to allow wider range of results. If there are several suppliers under the same name, choose them all for more efficient searching. For multiple selection, click the first square beside the supplier name, then press SHIFT while clicking the square beside the last one, and all will be selected.

Payment Amount- Please note that multiple supplier invoices can be combined into one payment, therefore, the payment amount may not match a single invoice amount.

Payment Dates- This is the date on the payment.

Searching by a person's name with no other filters will yield all payment categories, such as Payroll and Expense in this example:

🔍	Payroll On-Cycle Payment	Iowa State University	Complete	▬▬▬	09/30/2019	ISU - Depository 30	Direct Deposit	8,250.80	0000081028	Reconciled
🔍	Expense Payment	Iowa State University	Complete	▬▬▬	10/28/2019	ISU - Depository 30	Direct Deposit	457.22	0000100923	Reconciled

Payment Categories (most common):

Payroll- Payroll payments to employees.

Expense- Reimbursements to employees and non-employees for expenses.

Supplier Payment- Payments from supplier invoices.

Customer Refund- Payments processed by Sponsored Programs Accounting to refund money to sponsors.

Ad Hoc- Typically one-time, non-tax-reportable payments, and Accounts Receivable refunds to students.

Miscellaneous Payment- Currently only used by Campus Organizations to make payments.

Customer Payment – A payment made TO Iowa State University.

Sample screen after choosing all Univ of Iowa suppliers:

Payment	Payment Category	Status	Payee / Payor	Transaction Date	Bank Account	Payment Type	Settlement Run	Payment Group	Transaction Reference	Payment Amount	Reconciliation Status
🔍	Supplier Payment	Complete	UNIV OF IOWA GRANT ACCT OFFICE	05/24/2021	ISU - Depository 30	EFT	ST-0521219	Supplier Payment(EFT) for ISU - Depository 30	0000665786	1,503.74	Reconciled
🔍	Supplier Payment	Complete	UNIV OF IOWA COLL OF MEDICINE	05/26/2021	ISU - Controlled Disbursement 31	Check	ST-05262110	Supplier Payment(Check) for ISU - Controlled Disbursement 31	1096381	527.25	Reconciled
🔍	Supplier Payment	Complete	UNIV OF IOWA	06/07/2021	ISU - Depository 30	EFT	ST-0604213	Supplier Payment(EFT) for ISU - Depository 30	0000682780	30,625.00	Reconciled

Transaction Reference is the check number (if paid via check) or an internal number for electronic payments.

Click the magnifying glass (if you have access) or use the related actions to "see in new tab".

The far right column is Reconciliation Status. "Reconciled" means the check has cleared our bank. "Unreconciled" means it has not cleared our bank and it can be cancelled and reissued.

ISU - Depository 30	Direct Deposit	0.00	▬▬▬	Reconciled
ISU - Controlled Disbursement 31	Check	0.00	▬▬▬	Unreconciled

Alternate ways to search for payment status if you know the payment category:

Expense Reports – "Find Expense Report" or "ISU Find Expense Report"

Complete filters as desired based on the information you have. "Company" is required and is Iowa State University. "Pay To" is most common.

Find Expense Reports

Field	
Company	*
Pay To	
Payee Type	
Report Date On or After	MM/DD/YYYY
Report Date On or Before	MM/DD/YYYY
Supplier for Contingent Worker	
Corporate Credit Card Accounts for Expense Report	
Document Number	
Expense Report Status	
Expense Report Worker Payment Status	
Expense Report Credit Card Payment Status	
Expense Report Created by Worker	
Created On or After	MM/DD/YYYY
Created On or Before	MM/DD/YYYY
Approved On or After	MM/DD/YYYY
Approved On or Before	MM/DD/YYYY

With the resulting list of expense reports, click on the desired expense report (if you have access). This will bring up "View Expense Report".

Expense Report	Expense Report Number	Company	Expense Report Status	Pay To	Payee Type	Expense Report Date	Memo	Total Amount	Currency	Expense Payee Paid	Credit Card Paid
Expense Report: EXP-104...	EXP-104...	Iowa State University	Approved	Employee	Employee	11/18/2020	Daily Per Diem, Livestock Judging Team Trip to the National Contest in Louisville, KY We left Ames at 11 a.m. Wednesday November 11th and returned to Ames Tuesday, November 17th at 9 pm	38...	USD	Yes	

At the top, payment status shows "Paid". The Expense Payment tab indicates the payment date, payment type (direct deposit, check) and the Transaction Reference, which is the check number (if check). Reconciliation Status states reconciled if check has cleared or unreconciled if the payment has not cleared the bank.

View Expense Report

EXP-1042316 Daily Per Diem, Livestock Judging Team Trip to the National Contest in Loui... (Actions)

	Pay To	Status	Personal	Company Paid	Prior Balance Applied	Cash Advance Applied	Reimbursement	Total
	████████	Paid	0.00 USD	0.00 USD	0.00 USD	0.00 USD	380.80 USD	380.80 USD

Header | Attachments | **Expense Payment** | Business Process | Expense Lines

˅ Payee

Expense Payment	🔍
Status	Complete
Reconciliation Status	Reconciled
Company	Iowa State University
Pay To	████████
Type	Employee
Payment Date	11/20/2020
Currency	USD

˅ Payment Information

Part of Settlement Run	ST-1119208
Part of Group	Expense Payment(Direct Deposit) for ISU - Depository 30
Payment Batch	11/20/2020: 3,086.52 DR Ref #: 12261 Expense Payment Direct Deposit Reconciliation Group
Payment Amount	380.80
Bank Account	ISU - Depository 30
Payment Type	Direct Deposit
Transaction Reference	0000505121

Expense Reports 1 item

Expense Report	Expense Report Number	Company	Expense Report Status	Pay To	Type	Expense Report Date	Memo	Total Amount	Expense Payee Paid	Credit Card Paid
🔍	EXP-1042316	Iowa State University	Approved	████████	Employee	11/18/2020	Daily Per Diem, ...more	380.80	Yes	

Supplier Invoice – "Find Supplier Invoices" or "ISU Find Supplier Invoices"

Due to several invoices combined into one payment for suppliers, we recommend using ISU Find Supplier Invoices report.

There are many filters available for your search.

ISU Find Supplier Invoices

Field	Value
Business Unit	
Cost Center	
Payment Status	
Payment Date on or After	MM/DD/YYYY
Payment Date on or Before	MM/DD/YYYY
External PO Number	
Created by Worker	
Invoice Number	
Invoice Status	
Supplier	
Supplier Hierarchy	
Adjustment Reasons	
Supplier's Invoice Number	
Supplier Status	
Invoice Due Date On or After	MM/DD/YYYY
Invoice Date On or After	MM/DD/YYYY
Invoice Date On or Before	MM/DD/YYYY
Invoice Due Date On or Before	MM/DD/YYYY
Invoice On Hold	☐
Purchase Order	
Starting Invoice Amount	0
Ending Invoice Amount	0
Supplier Contract Number	
Payment Terms	
Default Payment Type	
Approved by Worker	
Reconciliation Status	

On the resulting screen, you can then click on the magnifying glass to view the supplier invoice (if you have access) or use the related actions by the magnifying glass to see in new tab.

🔍	INV-1168263		Approved	AMES MUNICIPAL UTILITIES	23311-25770 - 07-29-21	08/02/2021	2500 AIRPORT DR	08/02/2021	240.31
🔍	INV-1168182		Approved	AMES MUNICIPAL UTILITIES	289883-74640 7/19/21	08/02/2021		08/02/2021	532.20
🔍	INV-1168180		Approved	AMES MUNICIPAL UTILITIES	197507-40872 7/29/21	08/02/2021		08/02/2021	878.87
🔍	INV-1168179		In Progress	AMES MUNICIPAL UTILITIES	289883-202 7/19/21	08/02/2021		08/02/2021	599.41

If the payment status is "Paid", scroll down to the line section and select the Activity tab.

View Supplier Invoice

Supplier Invoice 🔍   Invoice Number   INV-1168263   Status   Approved   Payment Status   Paid

⌄ Invoice Information

Company	Iowa State University
Supplier	AMES MUNICIPAL UTILITIES
Currency	USD
Invoice Date	08/02/2021
Invoice Received Date	(empty)
Total Invoice Amount	240.31
Amount Due	0.00

⌄ Terms and Taxes

Payment Terms	Immediate
Discount Date	(empty)
Due Date	08/02/2021
Default Payment Type	Check
Default Tax Option	Enter Tax Due to Supplier

⌄ Invoice Reference Information

Ship-To Address	⌖ ISU WILL PICK UP DO NOT States of America
Settlement Runs	ST-0803219
On Hold	No
Supplier Document Received	No
Supplier's Invoice Number	23311-25770 - 07-29-21
External PO Number	(empty)
Referenced Invoices	(empty)
Supplier Contract	(empty)
Total Contract Amount	0.00
Memo	2500 AIRPORT DR

Invoice Lines   Attachments   **Activity**   Work Queue Information   Process History

Invoice Lines   1 item

Invoice Line	Company	Item	Line Item Description	Spend Category	Ship-To Address	Ship-To Contact	Tax	Tax Recoverability	Tax Option
🔍	Iowa State University		UTILITIES	SC10217 Utilities - Electricity	⌖ ISU WILL PICK UP DO NOT SHIP AMES, IA 50011 United States of America		Tax Applicability		

Activity tab shows check #1103578 was paid 8/3/21 and is reconciled (cleared the bank):

Invoice Lines   Attachments   **Activity**   Work Queue Information   Process History

Turn on the new tables view ⬤

Payments   1 item

Supplier Payment	Payment Date	Status	Reconciliation Status	Company	Transaction Reference	Payment Amount	Discount Taken
🔍	08/03/2021	Complete	Reconciled	Iowa State University	1103578	240.31	0.00

If you have the Workday Invoice Number, (INV-XXXXXXX) type it directly into the search bar. This will return that individual invoice. On the Workday Invoice page you can navigate to the Activity tab where the payment status will be displayed.

Ad Hoc Payment – "Find Ad Hoc Payments"

Use any of the available filters, most commonly Payee. Narrow by payment date or other filters.

The report will return all of the items that match the specifications that were marked above.

Payment	Payment	Payee Printed Name	Payment Date	Payment Status	Payment Type	Payment Total Amount in USD	Memo	Worktag: Cost Centers	Reconciliation Status
🔍	Ad Hoc Payment: ▓▓▓ 04/15/2020	▓▓▓▓▓	04/15/2020	Complete	EFT	48.00	Accounts Receivable Refund	CC6855 FINTREAS DVFIN Accounts Receivable	Reconciled
🔍	Ad Hoc Payment: ▓▓▓ 04/08/2021	▓▓▓▓▓	04/08/2021	Complete	EFT	1,600.00	Accounts Receivable Refund	CC6855 FINTREAS DVFIN Accounts Receivable	Reconciled
🔍	Ad Hoc Payment: ▓▓▓ 06/03/2021	▓▓▓ / ▓▓▓	06/03/2021	Complete	EFT	161.75	Accounts Receivable Refund	CC6855 FINTREAS DVFIN Accounts Receivable	Reconciled
🔍	Ad Hoc Payment: ▓▓▓ 06/09/2020 ⋯	▓▓▓▓▓	06/09/2020	Complete	EFT	2,124.55	Accounts Receivable Refund	CC6855 FINTREAS DVFIN Accounts Receivable	Reconciled

Payment status shows Complete if the payment was made. The Reconciliation Status indicates if the payment has cleared our bank account (Reconciled) or not (Unreconciled).

If you have access, clicking on the magnifying glass will go to the full payment information.

View Ad Hoc Payment

Ad Hoc Payment 🔍   Status   Complete

∨ Ad Hoc Payment Information

Company	Iowa State University
Bank Account	ISU - Depository 30
Payee	▓▓▓▓▓
Currency	USD
Eliminate Foreign Exchange Gain or Loss	No
Default Tax Option	Enter Tax Due to Supplier
Default Tax Code	(empty)
Payment Date	04/15/2020
Payment Type	EFT
Ship-To Address	(empty)
Reconciliation Status	Reconciled

∨ Payment Details

Part of Settlement Run	ST-4148
Part of Group	Ad Hoc Payment(EFT) for ISU - Depository 30
Payment Batch	04/15/2020: 148,842.87 DR Ref #: 7061 Ad Ho
Transaction Reference	0000296189
Total Payment Amount	48.00
Memo	Accounts Receivable Refund
Addenda	(empty)
External Reference	112126038-I
Tax Authority Form Type	(empty)
TIN Type	(empty)
Tax ID	(empty)
Tax Payment	No

| Lines | Reconciliation Information | Payee Address | Settlement Bank Account | Alternate Names | Business Process |