

Payment Request – Display Tab

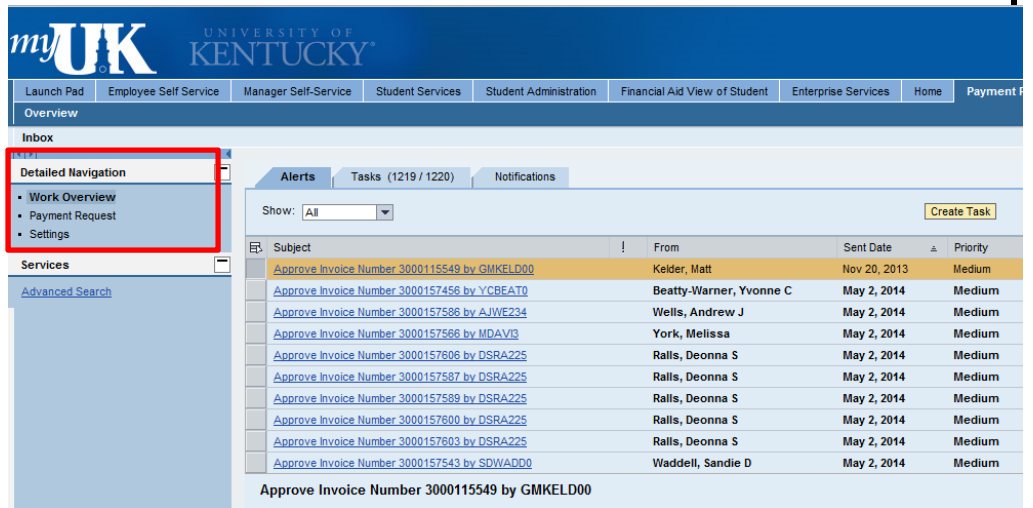
Process: To review a PRD that is no longer available on the PRD Approver tab.

PROCEDURES

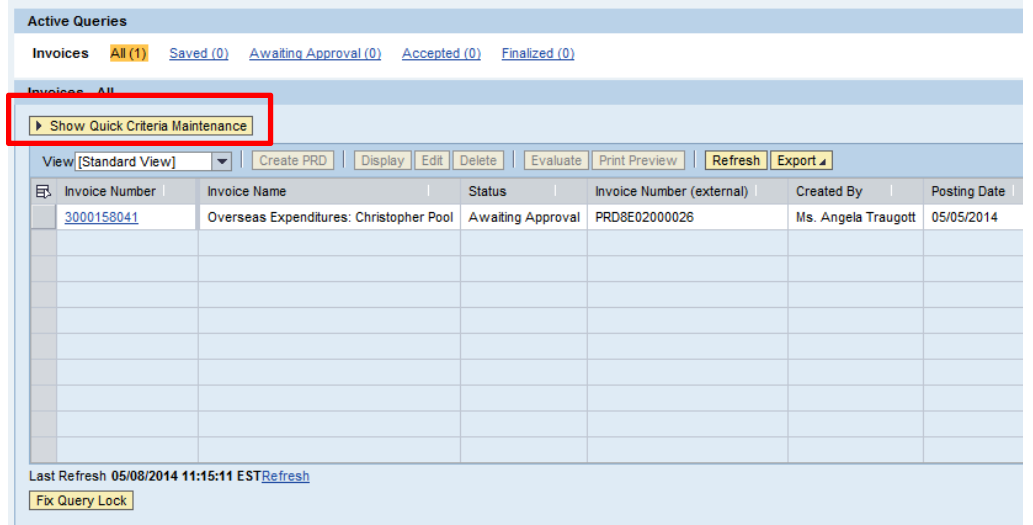
Sign into myUK and click on the Payment Request-Display Tab



Under Detailed Navigation, click on Payment Request



To search for a PRD, click on Show Quick Criteria Maintenance.



Payment Request – Display Tab

Enter the PRD number in the Number field

Make certain that the Role field is blank if reviewing a PRD that was approved/rejected by another approver in your area.

Click Apply.

The search results will appear below the search criteria.

NOTE: It is very important to have some criteria in these fields. Otherwise, the system will attempt to pull up all PRDs and your session will be timed out. Once the session times out, SRMHelp must reset your search queries to correct the issue.

Invoices - All

▼ Hide Quick Criteria Maintenance

Number: To

Invoice Name:

Purchase Order Number:

Status:

Timeframe:

Created On: To

Item Description:

Supplier Product Number:

Product:

Product Category:

Requestor:

Location:

Goods Recipient:

Account Assignment Category:

Account Assignment Value:

Invoice Recipient:

Invoice Number (External):

Invoice Gross Amount:

Currency:

Invoice Date: To

Invoicing Party:

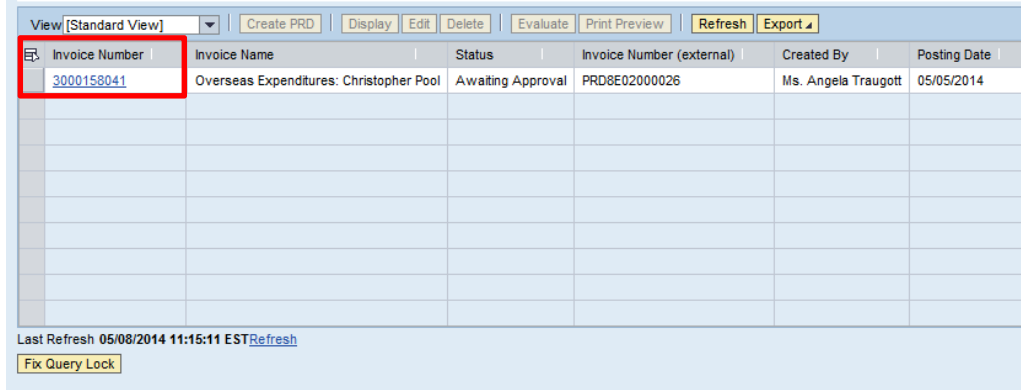
Role:

View [Standard View]

Invoice Created by Me
Approved by Me
Rejected by Me

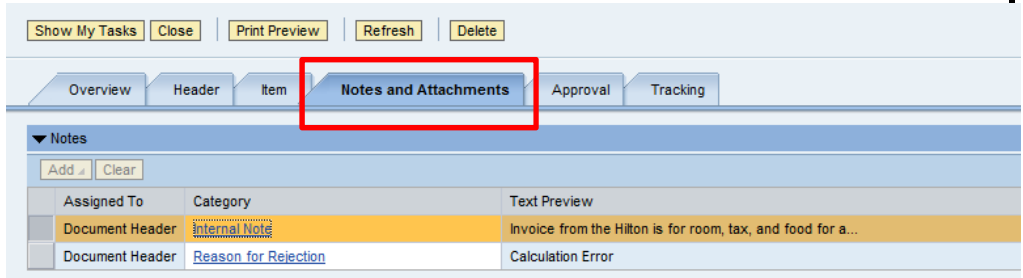
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Click on the PRD number to open the PRD for review.



Invoice Number	Invoice Name	Status	Invoice Number (external)	Created By	Posting Date
3000158041	Overseas Expenditures: Christopher Pool	Awaiting Approval	PRD8E02000026	Ms. Angela Traugott	05/05/2014

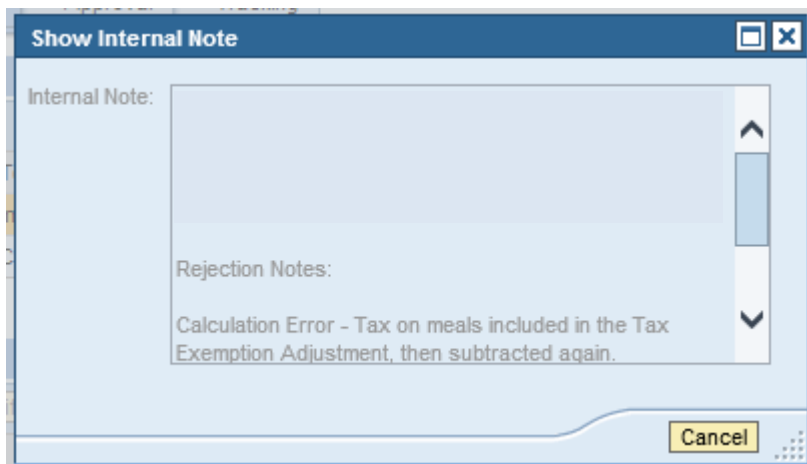
To determine why a PRD was rejected, click on the Notes and Attachment tab.



Assigned To	Category	Text Preview
Document Header	Internal Note	Invoice from the Hilton is for room, tax, and food for a...
Document Header	Reason for Rejection	Calculation Error

There will be a brief reason for rejection displayed in the text preview.

Click on Internal Note to open the Text Preview. Accounts Payable will add a more in depth explanation of the rejection below the creator's original note.



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To determine where the PRD is in the approval process, click on the Approver tab.

Under Header Approval Status, the approval levels, names of the approvers, and the dates and times of approvals will be listed.

Process Step	Level Status	Status	Processor Determination	Processor	Received On	Processed On
SRM Invoice Approval	Completed (Level was Processed)	Approved	PRD - Level L1 Approver	Joseph Faulstich	05/07/2014 09:13:49	05/08/2014 10:12:37
SRM Invoice Approval	Completed (Level was Processed)	Approved	PRD - Level L2 Approver	Kristin Smith	05/08/2014 10:12:40	05/08/2014 11:09:48
SRM Invoice Approval	Active (Assigned Process is Running)	Open (No Decision Made)	PRD - Final AP Approvers	Alana Bakley, Cara Helton, Carole Ballard, Debra Gorman, Karen Couch, Laura Peyton	05/08/2014 11:09:53	

The Status column will contain the decision made by the approver (Approved or Rejected) or indicate Open (No Decision Made) if the PRD is still pending in the approval box.

The Processor field will contain the individuals that can take action on the PRD or the person that did take action on the PRD.

The Received On fields contain the dates and times the individuals received the PRD in the approval boxes.

The Processed On fields contain the dates and times the individuals took action on the PRD.

If the Processed On field is blank, an action has not been taken by the designated approver.

To determine the SAP document number click on the Tracking tab.

The fiscal year and SAP document number of a PRD with a status of Posted in the Backend can be located in the Backend Document Number field.

Document	Name	Document Number	Backend Document Number	Status
Invoice	*Overseas Expenditures: Christopher Pool	3000158041	2014/1901085118	Posted in the Backend