How to View a Supplier Payment

Use the Find Payment report to view and verify payment has been made to a supplier, or vendor. By using this report there is no need for check mail back requests. This Quick Reference Card (QRC) provides guidance for Company Level and Non Company Level users.

**Non Company Level users** To select the required prompts for the following report, follow these steps:

**Find Payment (NCL) URF0963**

1. In the Workday Search bar type Find Payment (NCL), or URF0963
   a. Click prompt icon in **Organization**, and select an organization to which you are assigned
   b. Click prompt icon in **Year**, and select appropriate Fiscal Year
3. Click **OK**

Next, view Supplier Invoice information to view Invoice Status, Payment and Reconciliation Status

**View Supplier Invoice View**

1. Right click on the Supplier Invoice related Action icon to view Supplier Invoice information, in a new window.
2. View Invoice **Status** and **Payment Status** this information tells you if it has been approved in Workday and if it has been paid out to the Supplier
3. Click the **Payments** tab in **Period**, and view the Reconciliation status; either Reconciled or Unreconciled. This information conveys if the check has been cashed, or not. View the payment date for the date cashed.

**Company Level users** To select the required prompts for the following reports, follow these steps:

**Find Payments (Excluding Customers Payments) – with Saved Filters URF0286**

1. In the Workday Search bar type URF0286
   a. Click prompt icon in **Company**, and select a Company to which you are assigned
   b. Click prompt icon in **Transaction Reference**, and type in your check number
3. Click **OK**

**NOTE:** An alternate way to search for check number is to enter the check # in the Workday Search field to search all of Workday

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