

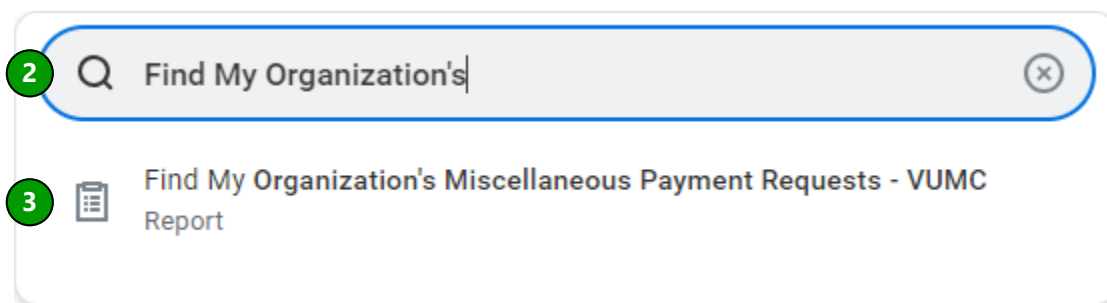


## Find My Organization's Miscellaneous Payment Requests—VUMC Report

The Find My Organization's Miscellaneous Payment Requests—VUMC report allows a Cost Center based role (such as Cost Center Financial Analyst or Cost Center Manager) to track the status of miscellaneous payments that have been made. These requests will typically appear between 3-5 days of being submitted. Examples of miscellaneous payments include, but are not limited to, payments for study participants, patient refunds, honorariums and guest

### NAVIGATE TO INVOICE REPORT

1. From the Home page, click in the **Search Bar**.
2. Type **Find My Organization's Miscellaneous Payment Requests—VUMC** , or part of the name, as it is a dynamic search.
3. Select **Find My Organization's Miscellaneous Payment Requests—VUMC**.





## Find My Organization's Miscellaneous Payment Requests—VUMC Report

### Complete Find My Organization's Miscellaneous Payment Requests Prompts

The Company and Organization prompts must always be completed for the report to return results.

1. **Company** defaults to Consolidated Vanderbilt University Medical Center and should not be changed.
2. **Organization:** Enter Workday **Cost Center** in this prompt. This will return all results for open invoices associated with the specified cost center. For example, entering CC00741 will return results for all miscellaneous payments from Vanderbilt Genetics Institute—AE Acad Research Admin.

The following prompts are optional, but may be used to narrow results returned:

3. **Worktags**
4. **Document Status**
5. **Payee**
6. **Payment Status**
7. **Requester**
8. **Request Category**

### Find My Organization's Miscellaneous Payment Requests - VUMC

1	Companies	<div> <div>×</div> <div>Consolidated Vanderbilt University Medical Center</div> <div>...</div> <div>⋮</div> </div>
2	Organization	<div> <div></div> <div>⋮</div> </div>
3	Worktags	<div> <div></div> <div>⋮</div> </div>
4	Document Status	<div> <div></div> <div>⋮</div> </div>
5	Payee	<div> <div></div> <div>⋮</div> </div>
6	Payment Status	<div> <div></div> <div>⋮</div> </div>
7	Requester	<div> <div></div> <div>⋮</div> </div>
8	Request Category	<div> <div></div> <div>⋮</div> </div>



## Invoice Payment Status for My Organizations Report

### Complete Find My Organization's Miscellaneous Payment Requests Prompts, cont.

9. **Document Date On or After** may be added to filter results by a specific invoice date range.
10. **Document Date On or Before** may be added to filter results by a specific invoice date range.
11. **External Reference Contains** is used by Disbursements to indicate who submitted the request and the date submitted. This field does not appear on the check.
12. **Transaction Number Contains** is referencing the Miscellaneous Payment number.
13. If you create a **Filter** that you would like to use again for this report, you may name it and save it here.
14. Once you have completed your prompts, select **OK**.

9

Document Date On or After

MM/DD/YYYY

10

Document Date On or Before

MM/DD/YYYY

11

External Reference Contains

12

Transaction Number Contains

13

Filter Name

Manage Filters

0 Saved Filters

Save

14

OK

Cancel



## Find My Organization's Miscellaneous Payment Requests—VUMC Report

### Complete Find My Organization's Miscellaneous Payment Requests Results

1. **Miscellaneous Payment Request** is a hyperlink to the Workday request.
2. **Miscellaneous Payment Request Number** is the Workday number assigned to the request.
3. **Payee** is the recipient of the payment.
4. **Company** is VUMC.
5. **Miscellaneous Payment Request Category** is the type of payment.
6. **Document Date** is the date of the payment.
7. **LRV Payment Status** is the status of the payment.
8. **External Reference** is used to indicate who submitted the request and the date submitted. This field does not appear on the check.
9. **Transaction Memo** is used to reference the type of submission (i.e Subject Participant). The information in this field appears on the check.

Find My Organization's Miscellaneous Payment Requests - VUMC								
Companies Consolidated Vanderbilt University Medical Center			Organization Cost Center: CC00741 Vanderbilt Training Institute - AE Acad Research Admin					
1	2	3	4	5	6	7	8	9
Miscellaneous Payment Request	Miscellaneous Payment Request Number	Payee	Company	Miscellaneous Payment Request Category	Document Date	LRV Payment Status	External Reference	Transaction Memo
<a href="#">MISCPMT-0000007296</a>	MISCPMT-0000007296	Jane Doe	Vanderbilt University Medical Center	Honorariums	04/24/2023	Paid		Honorarium



## Find My Organization's Miscellaneous Payment Requests—VUMC Report

### Complete Find My Organization's Miscellaneous Payment Requests Results

10. **Due Date** is the Miscellaneous Payment Request Accounting Date.
11. **Total Invoice Amount with Sign** is the total payment amount to the payee.
12. **Extended Amount** is the amount paid from this Cost Center.
13. **Requester** is the VUMC employee who made the payment request in Workday.
14. **Approved By Workers** are the VUMC employees who approved the payment in Workday.
15. **LRV Check Number** is the check number, but this check number is not populating on the report. It is only giving the status of paid, unpaid, etc. However, the user can drill into a copy of the Misc Payment and find the check number on the Activity tab.
16. **Spend Category** is the spend category worktag associated with this payment.
17. **Program** is the program worktag associated with this payment.
18. **Cost Center** is the cost center associated with this payment.
19. **Fund** is the Fund Type associated with this payment.

10	11	12	13	14	15	16
Due Date	Total Invoice Amount with Sign	Extended Amount	Requester	Approved By Workers	LRV Check Number	Spend Category
04/24/2023	300.00	150.00	Jack Pott (0123323)	Shirley Knott (9876541) Chanda Leer (0124567)		SC390 Visiting Speakers

17	18	19
Program	Cost Center	Fund
PG003204 VGI	Cost Center: CC00741 Vanderbilt Training Institute - AE Acad Research Admin	FD001 General Fund

### QUESTIONS?

Please email [BusinessEducation@vumc.org](mailto:BusinessEducation@vumc.org).