



Find Miscellaneous Payment Requests

Find Miscellaneous Payment Request

The **Find Miscellaneous Payment Requests** report can be used to view miscellaneous payment requests. The **Departments** and **Accounts Payable** teams access the **Find Miscellaneous Payment Requests** report from the Search bar to view report.

1. Type **Find Miscellaneous Payment Requests** in the Search Bar

The report will display in the search results.

2. Select the report.

On the **Find Miscellaneous Payment Requests** page:

3. Enter the appropriate information as required.
4. Click **OK** to view report.

The screenshot illustrates the steps to find a miscellaneous payment request report. It shows a search bar with the text 'Find miscellaneous payment requests' (1). Below the search bar, the search results list 'Find Miscellaneous Payment Requests Report' (2). The report details page is shown with the title 'Find Miscellaneous Payment Requests' (3). The form includes fields for Company, Miscellaneous Payee, Request Category, Request Number, External Reference, Document Status, and Payment Status. There is also a checkbox for 'Request Express Pay' and a date field for 'Document Date On or After' set to 05/03/2022. At the bottom, there are 'OK' and 'Cancel' buttons (4).



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The **Find Miscellaneous Payment Requests** report will display.

5. Click the desired miscellaneous payment request to view miscellaneous payment request.

Note: Click the desired transaction to view the invoice status. You can also zoom into the reason for an unpaid payment status by clicking the desired transaction.

Miscellar Payment Request	Request Number	Company	Payee	Request Category	Document Date	Document Status	Payment Status	Request Express Pay	External Reference	Memo	Due Date	Amount (
Q	MISCPMT-0000000002	Vanderbilt University Medical Center	Test_Patient (inactive)	Patient Refunds	05/05/2022	Approved	Paid	No				500.00
Q	MISCPMT-0000000003	Vanderbilt University Medical Center	Jenna speck	Guest Speaker	05/23/2022	Approved	Paid	No			05/23/2022	50.00
Q	MISCPMT-0000000004	Vanderbilt University Medical Center	Jenna speck	Guest Speaker	05/23/2022	Approved	Paid	No			05/23/2022	25.00
Q	MISCPMT-0000000005	Vanderbilt University Medical Center	Robert Stevens	Guest Speaker	05/23/2022	In Progress	Unpaid	No			05/23/2022	50.00
Q	MISCPMT-0000000006	Vanderbilt University Medical Center	Test Patient Refund - VP (inactive)	Patient Refunds	05/26/2022	Approved	Paid	No				10.00
Q	MISCPMT-0000000007	Vanderbilt University Medical Center	Jenna speck	Honorariums	05/31/2022	In Progress	Unpaid	No				100.00