Introduction
This guide explains how to

A. Check the status of your submitted payment requests
B. Check payment has been made

Audience
Staff in schools and departments that are responsible for requesting non-invoiced payments.

A. Check the status of your submitted payment requests

<table>
<thead>
<tr>
<th>Step</th>
<th>Instructions</th>
</tr>
</thead>
<tbody>
<tr>
<td>1.</td>
<td>From the main menu select Reports then Procurement&gt;Supplier/PO Invoices &amp; Payments&gt;Invoice &amp; Payment Request Workflow Enquiry</td>
</tr>
<tr>
<td>2.</td>
<td>Click Search to retrieve all requests, or use the filter boxes at the top of the table to search for your transaction (e.g. by Transaction Date or Transaction No).</td>
</tr>
</tbody>
</table>
| 3.   | Use the Workflow status (T) and Current Step columns to find out the current workflow status of your request and who is currently actioned to process it.
B. Check payment has been made

**Step** | **Instructions**
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1. | From the main menu select Reports then Procurement>Supplier/PO Invoices & Payments>Payment Request Detail

![](image1)

2. | Click Search to retrieve all requests, or use the filter boxes at the top of the table to search for your transaction (e.g. by Transaction No).

![Results table]

3. | Scroll to the right to view the Amount Paid (£) and Date Paid columns. Transactions with an amount in the Amount Paid (£) column, and a date in the Date Paid column have been paid.

![Amount Paid and Date Paid table]

You can also work out the payment status of your request from the letter in the ‘T’ column at step 2 above: A—in workflow, B—ready for payment, C—paid

Where to go for help?
Contact the Payments Team on 020 7380 3140 or email payments@bbk.ac.uk

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