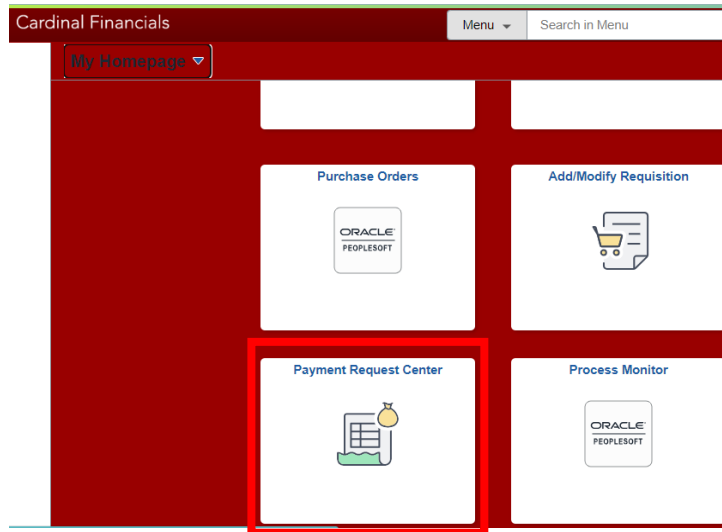


<p>Cardinal Financials:</p>	<p><u>TITLE:</u></p>
	<p>Checking the status of a payment in Payment Request</p>

1. From "My Homepage" in Cardinal Financials, click on the "Payment Request Center" button.



2. Find the Payment Request then note the "Request Status"
- New** – Payment Request has been created but not yet submitted
 - Pending** – Payment Request awaiting Approvals
 - Approved** – Payment Request is approved but not yet converted to a Voucher
 - Vouchered** – Approved Payment Requests converted to a Voucher for scheduled payment
 - Cancelled** – Payment Request not submitted, removed by end user

Request ID	Entered Datetime	Invoice Number	Description	Supplier ID	Supplier	Total Amount	Currency	Request Status	Scheduled to Pay	Business Unit	Voucher ID
0000006841	03/22/2024 9:48AM		Refreshment	0000046721	Carol A. McHale	70.32	USD	Vouchered	Paid	CUA	00486379
0000006743	03/14/2024 2:37PM		Travel reimbursement	0000046721	Carol A. McHale	205.89	USD	Cancelled		CUA	
0000006500	02/29/2024 1:18PM			0000046721	Carol A. McHale	100.00	USD	Cancelled		CUA	

3. "Vouchered" Payment Requests will include the "Scheduled to Pay" date, when the payment will be paid, or it list "Paid" indicating that the payment was made to the Supplier, and it will list the "Voucher ID".
- IF** the Payment Request is not "Paid" and scheduled for payment over seven (7) days ago, send an email to "AskProcurement@cua.edu requesting a payment update with the following information:
 - Request ID**
 - Voucher ID**
 - Total Amount**
 - Scheduled to Pay**

- Click on the specific Payment Request. Scroll to the bottom to find and click on the **“Approval History”** button to view all pending and completed approvals, and associated comments from the Approvers.

Invoice Details							1 row
Line	Description	Quantity	Unit	Unit Price	Line Amount	Accounting Tag	Accounting Details
1	Refreshments	1.0000	EA	70.32000	70.32	CUM	
Cost Sub-Total		70.32					
Misc Charge Amount							
Freight Amount							
Total Amount		70.32 USD					

Approval Flow

X

▼ REQUEST_ID=000006841 Approved

Approved
 Hill,Chulsey L
 Department Manager Approval
 03/22/24 12:51 PM >

Approved
 FN/Eaddy, Lorieann
 Accounts Payable Manager
 03/22/24 1:05 PM >

▼ **Comments**

FN/Eaddy, Lorieann at 03/22/24 - 1:05 PM
 Ok to pay LaE