Quick Reference Card – PRD

Payment Request – Display Tab

**Process:** To review a PRD that is no longer available on the PRD Approver tab.

**PROCEDURES**

Sign into myUK and click on the Payment Request-Display Tab

Under Detailed Navigation, click on Payment Request

To search for a PRD, click on Show Quick Criteria Maintenance.
Quick Reference Card – PRD

Payment Request – Display Tab

Enter the PRD number in the Number field

Make certain that the Role field is blank if reviewing a PRD that was approved/rejected by another approver in your area.

Click Apply.

The search results will appear below the search criteria.

NOTE: It is very important to have some criteria in these fields. Otherwise, the system will attempt to pull up all PRDs and your session will be timed out. Once the session times out, SRMHelp must reset your search queries to correct the issue.
Click on the PRD number to open the PRD for review.

To determine why a PRD was rejected, click on the Notes and Attachment tab. There will be a brief reason for rejection displayed in the text preview.

Click on Internal Note to open the Text Preview. Accounts Payable will add a more in-depth explanation of the rejection below the creator's original note.
To determine where the PRD is in the approval process, click on the Approver tab.

Under Header Approval Status, the approval levels, names of the approvers, and the dates and times of approvals will be listed.

The Status column will contain the decision made by the approver (Approved or Rejected) or indicate Open (No Decision Made) if the PRD is still pending in the approval box.

The Processor field will contain the individuals that can take action on the PRD or the person that did take action on the PRD.

The Received On fields contain the dates and times the individuals received the PRD in the approval boxes.

The Processed On fields contain the dates and times the individuals took action on the PRD.

If the Processed On field is blank, an action has not been taken by the designated approver.

To determine the SAP document number click on the Tracking tab.

The fiscal year and SAP document number of a PRD with a status of Posted in the Backend can be located in the Backend Document Number field.