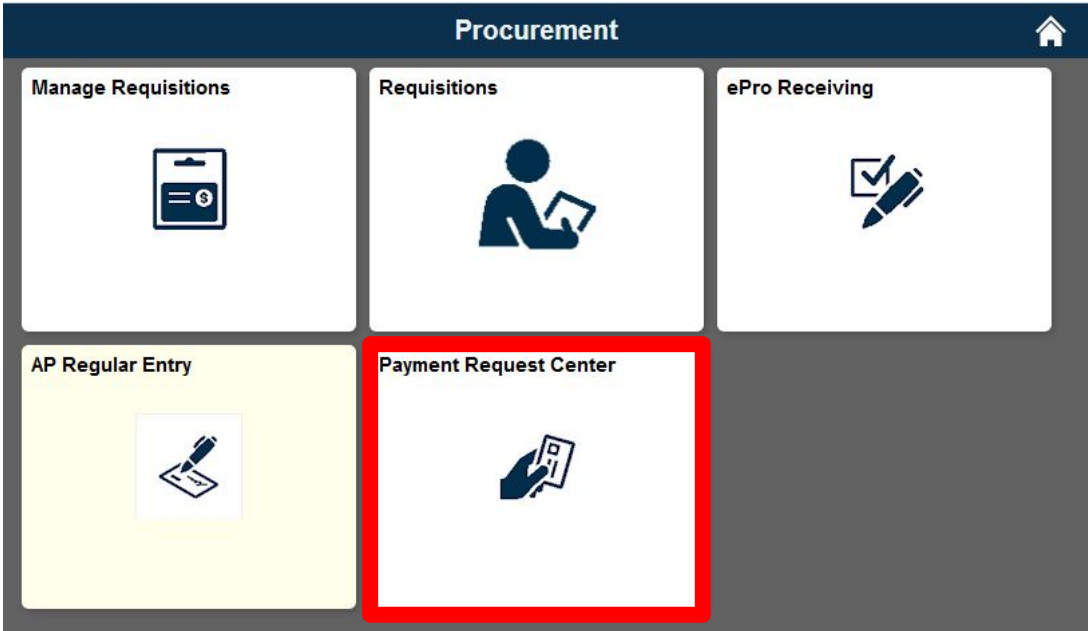
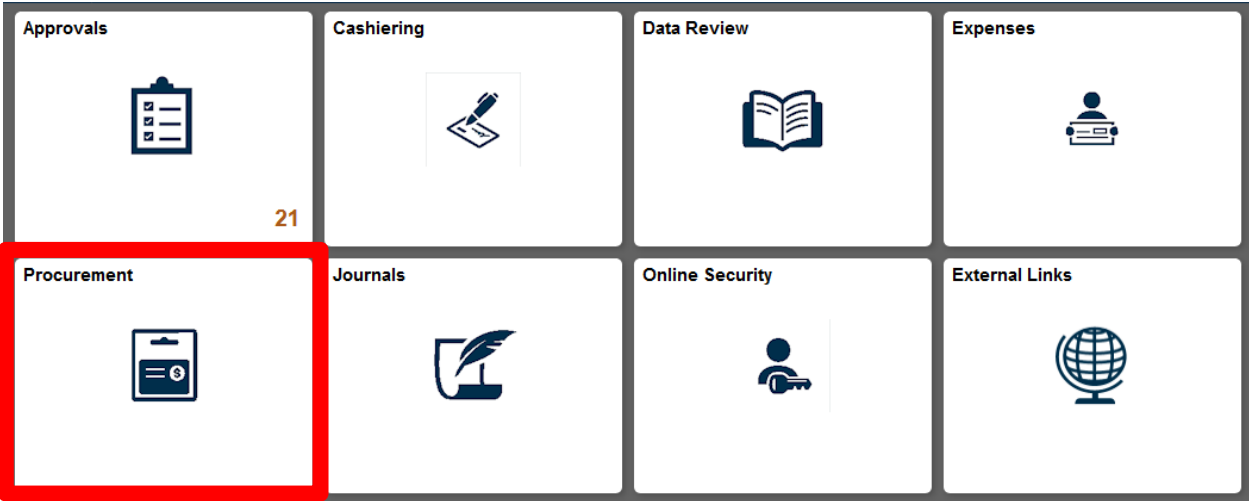


# PeopleSoft – Viewing Approver Comments on a Payment Request

## Procedure

Navigate to the Procurement tile and then the Payment Request Center



Request ID	Entered Datetime	Invoice Number	Supplier ID	Supplier	Total Amount	Currency	Request Status	Scheduled At	Business Unit	Request ID
0000013356	07/21/2020 11:45AM	Returning spring funds	0000156834	Ohio Department of Higher Education	3500.00	USD	Denied		CASE1	
0000012103	06/05/2020 4:38PM	Scholarship Fund	0000014940	Corporation	1000.00	USD	Vouchered	Fail	CASE1	06805125

1. Click on the Payment Request to view

Payment Request Center
Payment Request

**Attachments (1)**

**Summary Information**

Business Unit: CASE1 Case Western Reserve Univ	Entered By: [User]
Invoice Number	Entered Datetime: 07/21/2020 11:45AM
Invoice Date: 07/21/2020	Request ID: 0000013356
Total Amount: 3500.00 USD	Request Status: Denied
Description: Returning spring funds	Request Type: Payment Request
Notes/Comments: returning funds to Ohio Department of Higher Education for Chris Martinez #0000014940 - Summary Entry #0000014940	Return Check To: REGULAR PAYMENTS

**Supplier Information**

Supplier ID: 0000156834  
Supplier: Ohio Department of Higher Education  
25 South Front Street 2nd Floor  
ATTN: Matt Exline  
Columbus, OH 43215

**Invoice Details**

Line	Description	Quantity	Unit	Unit Price	Line Amount	Accounting Details
1	Ohio Dept. of Higher Educ.	1.0000	USD	3500.00000	3500.00	

Cost Sub-Total: 3500.00  
Misc Charge Amount:  
Freight Amount:

Update
Approval History
Cancel

2. Select the Approval History button

### Approval Flow

**Department Approver**

▶ REQUEST\_ID=0000013356 Denied

**Prepay Auditor**

▶ REQUEST\_ID=0000013356 Denied

**Comments**

Approver, Jane at 07/27/20 - 8:36 AM  
Please attach a copy of the check where the funds were paid to us and resubmit

3. Comments are in the Comments section