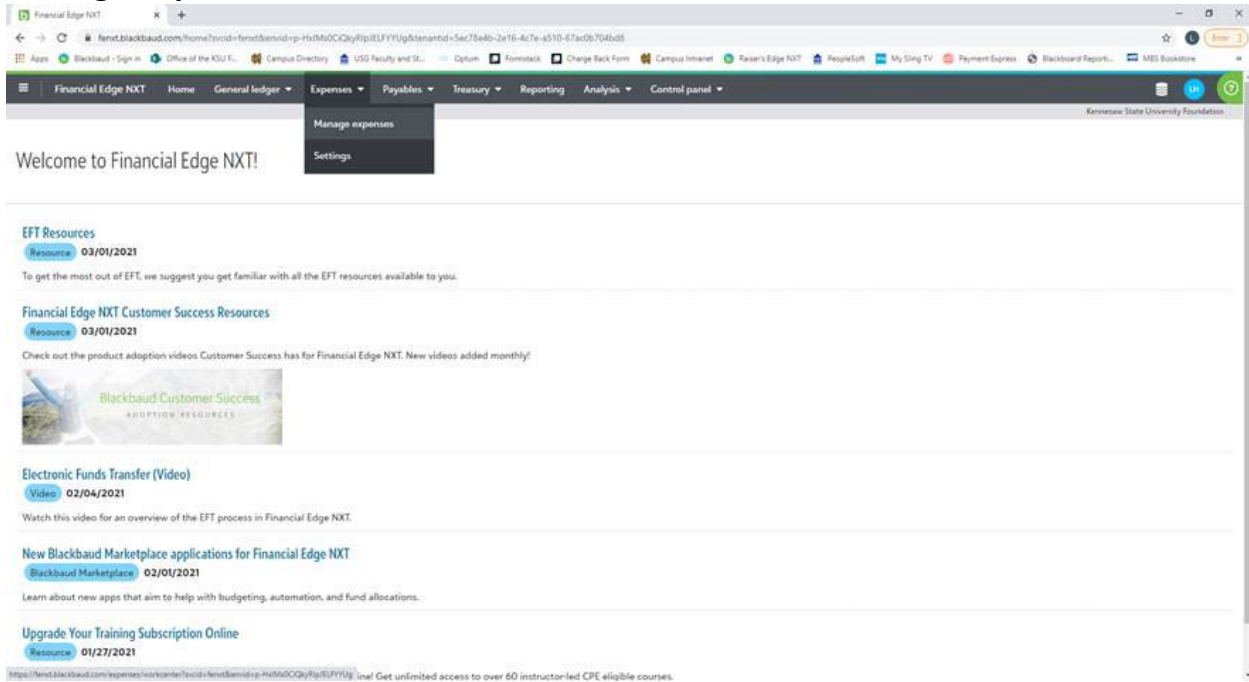
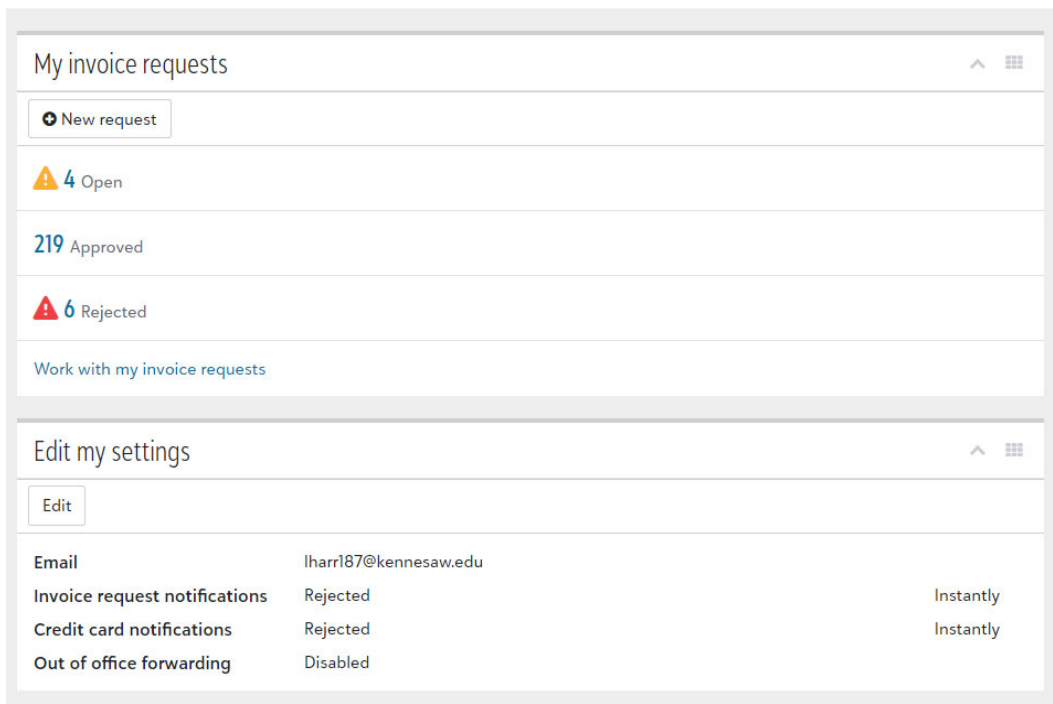


# Payment Request Status Job Aid

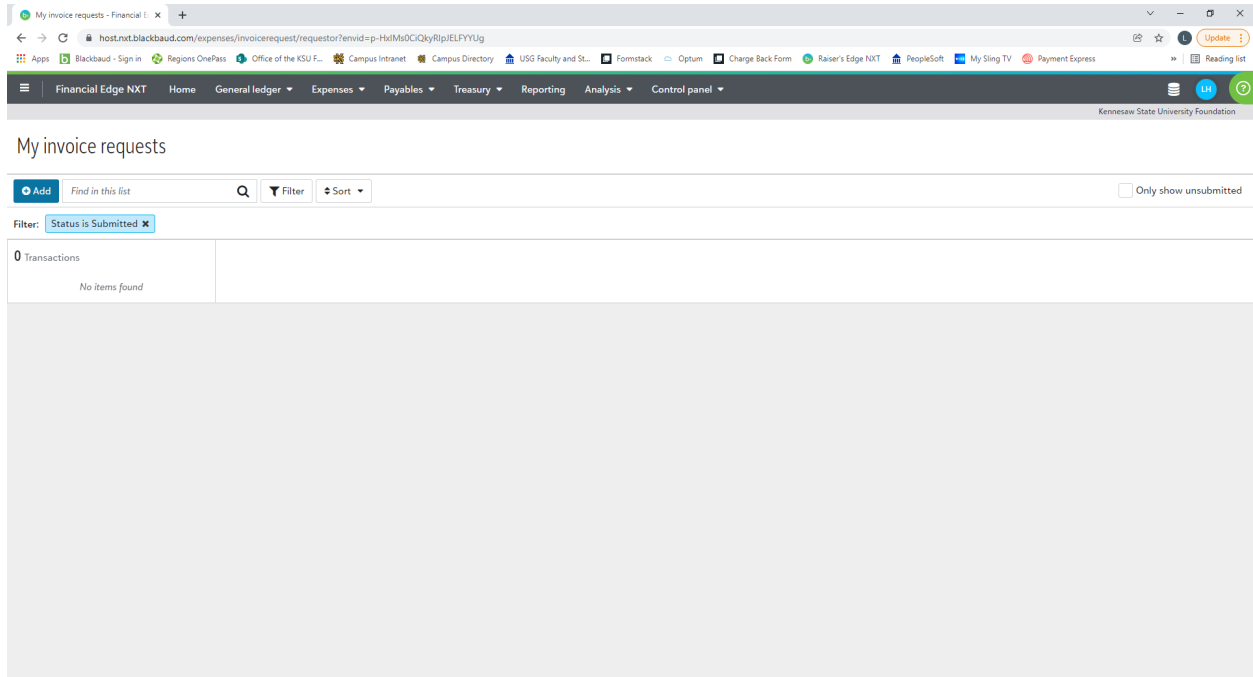
From the Financial Edge NXT home screen, hover over **Expenses** and click on **manage expenses**.



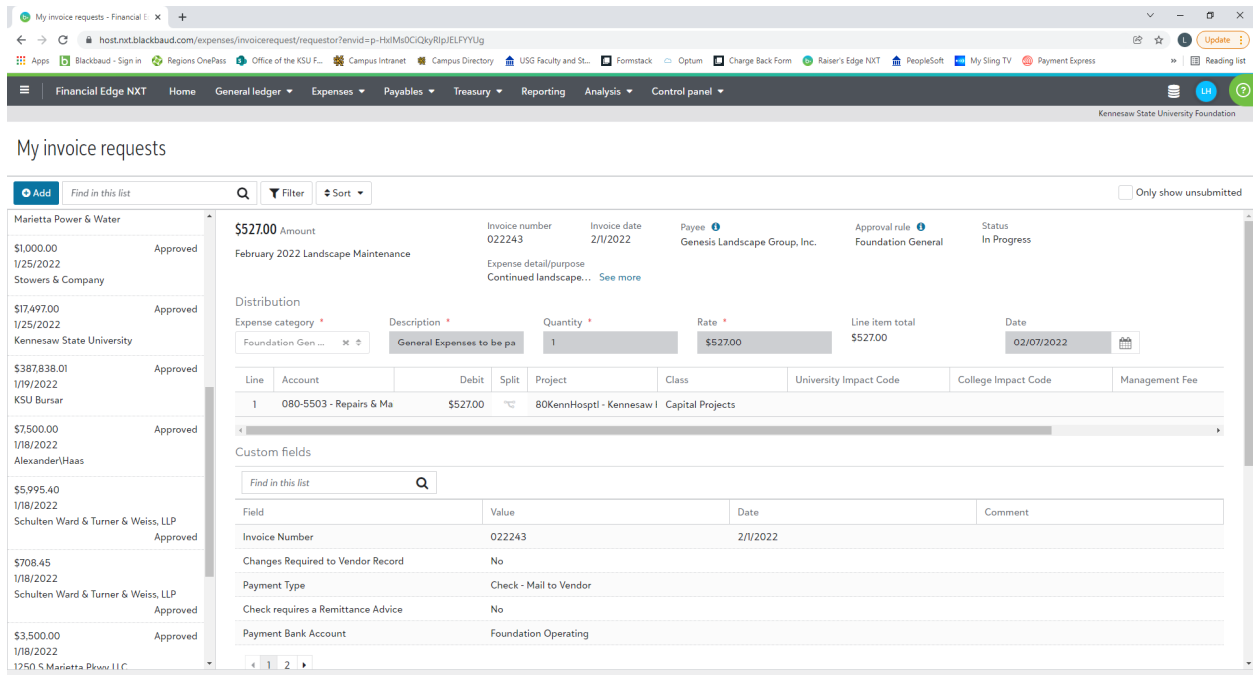
Under **My invoice requests** click **Work with my invoice requests**



Remove any filters that may be applied by clicking the **x** on the blue filter cell



Locate the request by scrolling on the leftside of the screen and click on the request to open



Hover mouse over the **i** next to the **Approval rule** at the top of the request to view the order of approvers

The screenshot shows the 'My invoice requests' interface. A request for \$17,497.00 is selected. The 'Approval rule' field has an information icon (i) which has been hovered over, showing a tooltip with the following details:

- Rule name: Foundation General
- Description: Foundation General Expense
- Path: 1. rsansom1, 2. lharr187, 3. vpatrick

Next, scroll towards the bottom of screen to review the approval timeline. If the timeline only shows you submitted the request, then the first person has not approved yet.

The screenshot shows the 'History of changes' section for the selected request. The table below details the status changes:

| Date      | What changed | New value   | Previous value | Rejection reason | Rejection notes | Changed by |
|-----------|--------------|-------------|----------------|------------------|-----------------|------------|
| 1/26/2022 | Status       | Approved    | In Progress    |                  |                 | vpatrick   |
| 1/26/2022 | Last action  | Approved    | Approved       |                  |                 | vpatrick   |
| 1/26/2022 | Last action  | Approved    | Approved       |                  |                 | lharr187   |
| 1/25/2022 | Status       | In Progress | Submitted      |                  |                 | rsansom1   |
| 1/25/2022 | Last action  | Approved    | Submitted      |                  |                 | rsansom1   |
| 1/25/2022 | Status       | Submitted   | Open           |                  |                 | lharr187   |
| 1/25/2022 | Last action  | Submitted   | <blank>        |                  |                 | lharr187   |