amendment_nbr_inquiry

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Amendment Nbr	Type an amendment number. The field can be a maximum of six characters. Amendment numbers can be alphanumeric. If only numeric values are used, the field is zero-filled to equal six digits when a partial amendment number is entered and you tab out of the field (e.g., you entered 123, the field is zero-filled to 000123). If alphanumeric values are used, the field is not zero-filled to equal six characters (e.g., you entered ABC2, the amendment number remains ABC2). **Note**: Each amendment number entered is validated against existing journal voucher numbers and amendment numbers. If the amendment number entered already exists as either an amendment number or a journal entry number in Finance, the duplicate amendment number cannot be used. Another amendment number can be entered.
Amendment Number Description	Type a description for the amendment. The description can be a maximum of 30 characters.
Amendment Status	Click ⌄ to select an amendment status.
From Date	Type the beginning pay date in the MMDDYYYY format for which the inquiry is being conducted.
To Date	Type the ending pay date in the MMDDYYYY format for which the inquiry is being conducted.

Click **Retrieve**. The amendment information is displayed.