



## **amendment\_nbr\_inquiry**



# Table of Contents



<b>Amendment Nbr</b>	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). <b>Note:</b> 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.
<b>Amendment Number Description</b>	Type a description for the amendment. The description can be a maximum of 30 characters.
<b>Amendment Status</b>	Click ▼ to select an amendment status.
<b>From Date</b>	Type the beginning pay date in the MMDDYYYY format for which the inquiry is being conducted.
<b>To Date</b>	Type the ending pay date in the MMDDYYYY format for which the inquiry is being conducted.

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



## Back Cover