Select P2P Inquiry DSS then Select Awards



Click on Distributions



Select the drop down for Add Another then Select Award



Enter the Award # (same as the PR#) then enter Go



If the Reimbursement has been paid you will see it in the Amount Billed column



To see payment date:

Select the drop down on Select Distribution and select View Payment then Select Go



You will see the Employees Name, the Payment Date, the Amount, and How the Payment was made (Method: Electronic)

