

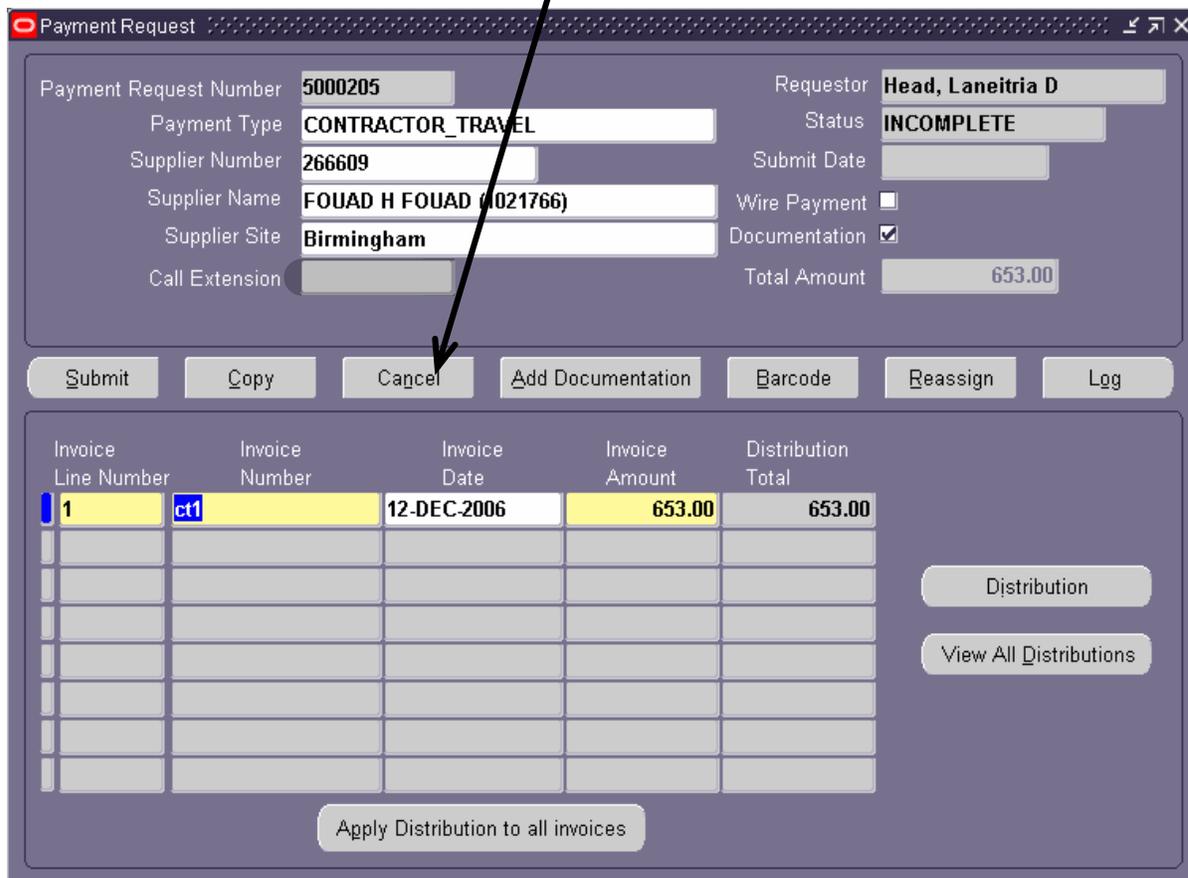
Editing Payment Requests Cancelling Payment Requests

There may be instances where users need to remove a Payment Request from the Oracle Administrative System. The procedures listed below can be used to cancel payment requests.

UAB FN Document Entry/Approval → Payment Request
UAB Requisition Input → Payment Request

Note: The requestor can only cancel a payment request that is in an “Incomplete” status. If the desired payment request has already been submitted for approval, an approver can cancel the request from their worklist notification. In addition, the payment request will need to be retrieved via the Find feature if it does not presently appear.

1. Once the desired payment request has been retrieved, click on the **CANCEL** button.



The screenshot shows the Oracle Payment Request form. The form is titled "Payment Request" and contains the following fields:

Payment Request Number	5000205	Requestor	Head, Laneitria D
Payment Type	CONTRACTOR_TRAVEL	Status	INCOMPLETE
Supplier Number	266609	Submit Date	
Supplier Name	FOUAD H FOUAD (021766)	Wire Payment	<input type="checkbox"/>
Supplier Site	Birmingham	Documentation	<input checked="" type="checkbox"/>
Call Extension		Total Amount	653.00

Below the form are several buttons: Submit, Copy, Cancel, Add Documentation, Barcode, Reassign, and Log. The "Cancel" button is highlighted with a black arrow.

Below the buttons is a table with the following columns: Invoice Line Number, Invoice Number, Invoice Date, Invoice Amount, and Distribution Total.

Invoice Line Number	Invoice Number	Invoice Date	Invoice Amount	Distribution Total
1	ct1	12-DEC-2006	653.00	653.00

Below the table are two buttons: "Distribution" and "View All Distributions".

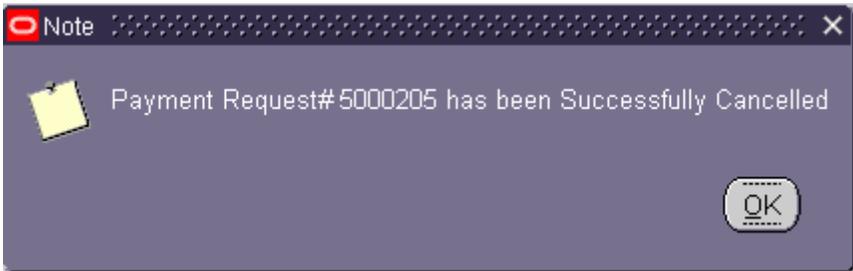
At the bottom of the form is a button: "Apply Distribution to all invoices".

2. A **DECISION** form will appear. Click on **YES**.

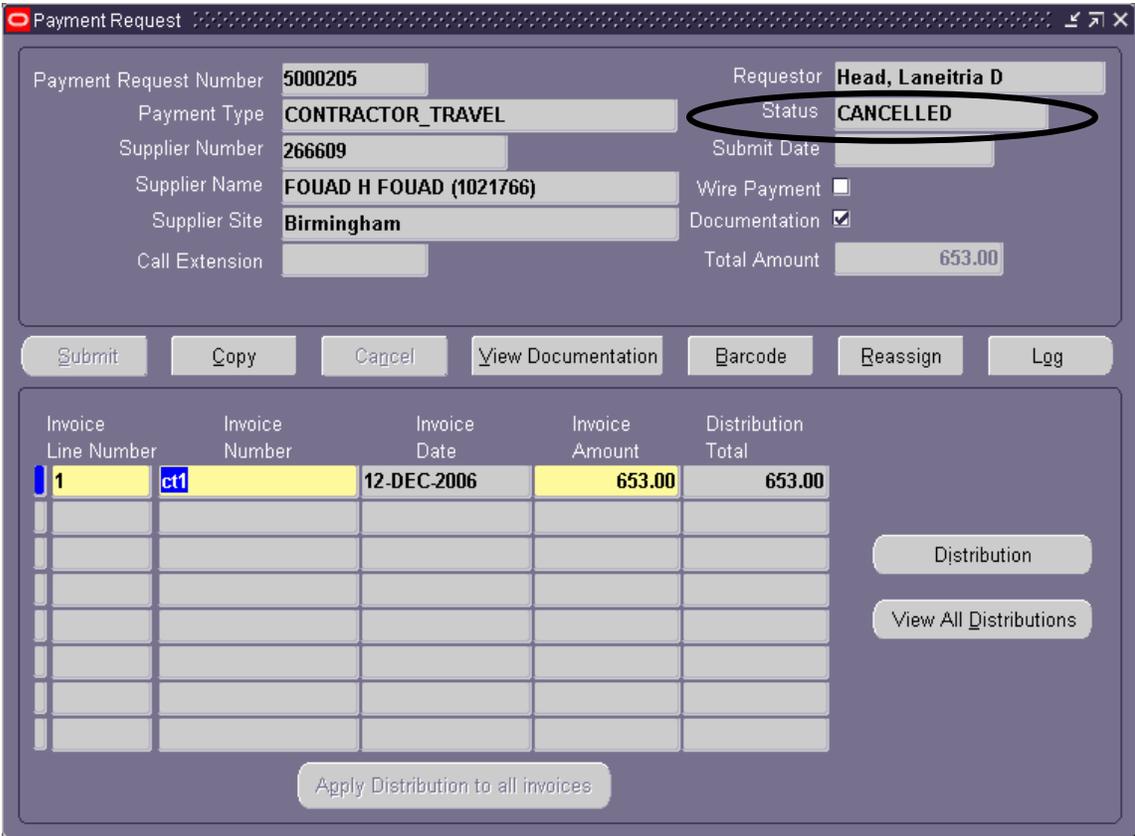
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- 3. A **NOTE** form will appear to alert the requestor that the payment request has been cancelled. Click **OK**.



- 4. The Payment Request should have the status of **CANCELLED**, as shown below.



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