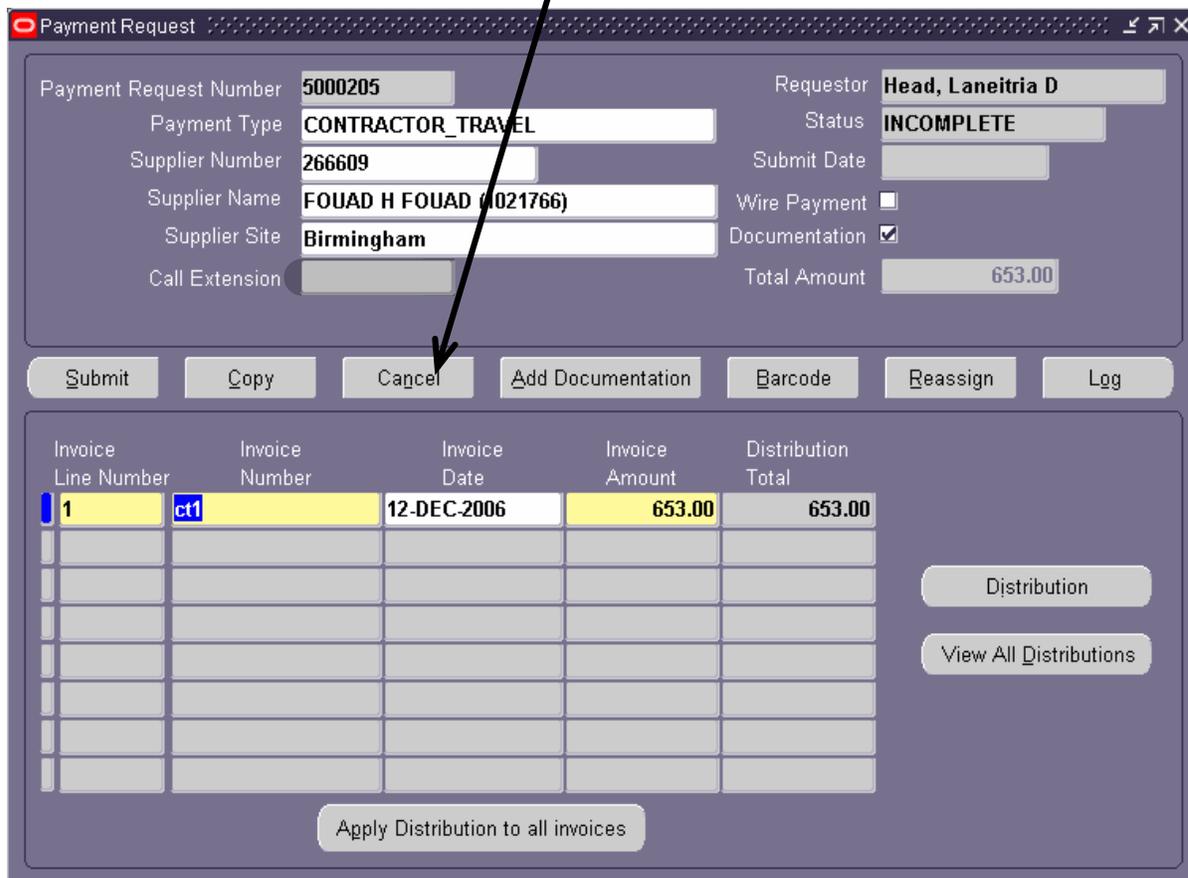# Editing Payment Requests
Cancelling Payment Requests

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.

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

3. A **NOTE** form will appear to alert the requestor that the payment request has been cancelled. Click **OK**.
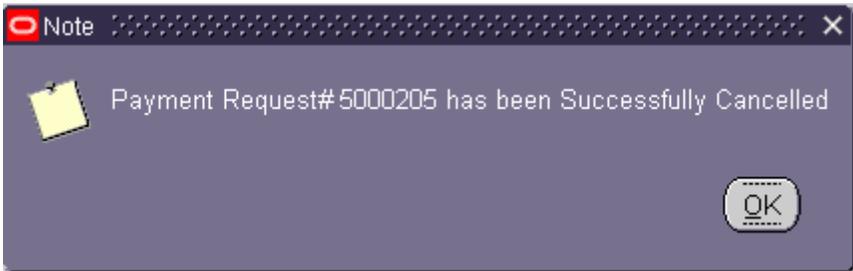
4. The Payment Request should have the status of **CANCELLED**, as shown below.
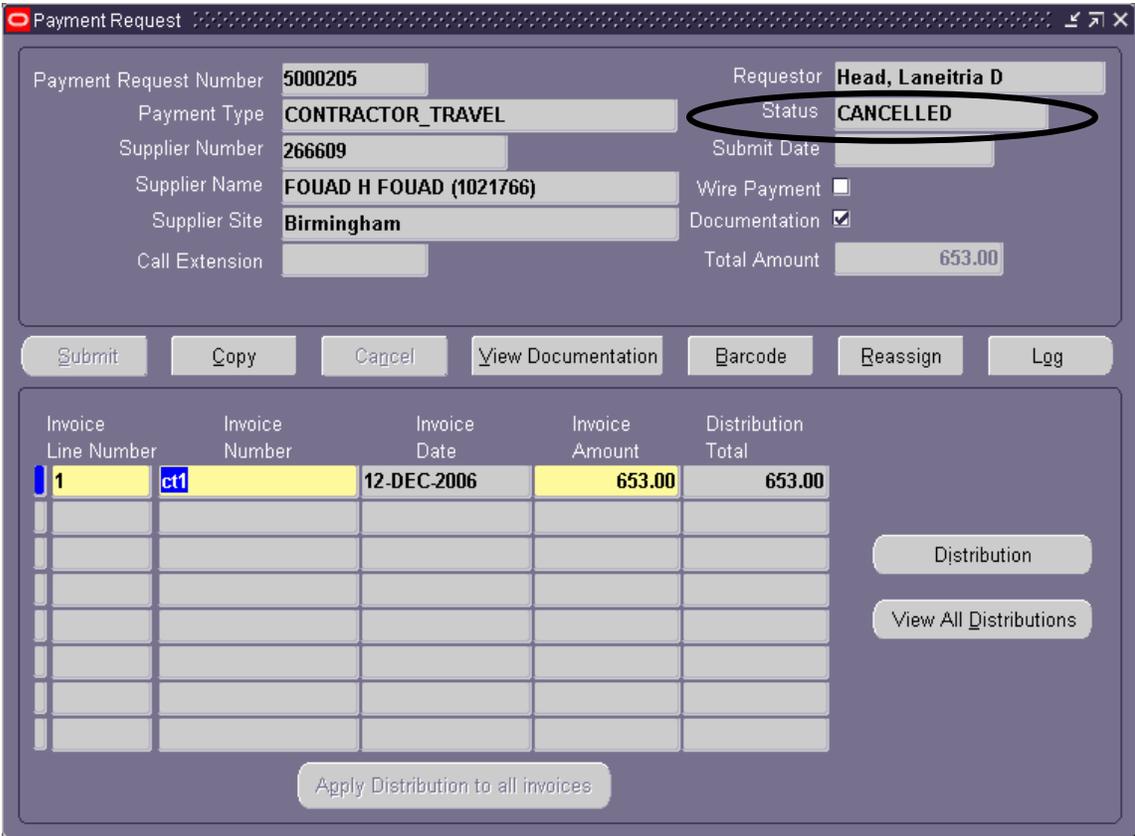
Editing Payment Requests
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[Return to Top](#)