

## Editing Payment Requests Copying Payment Requests

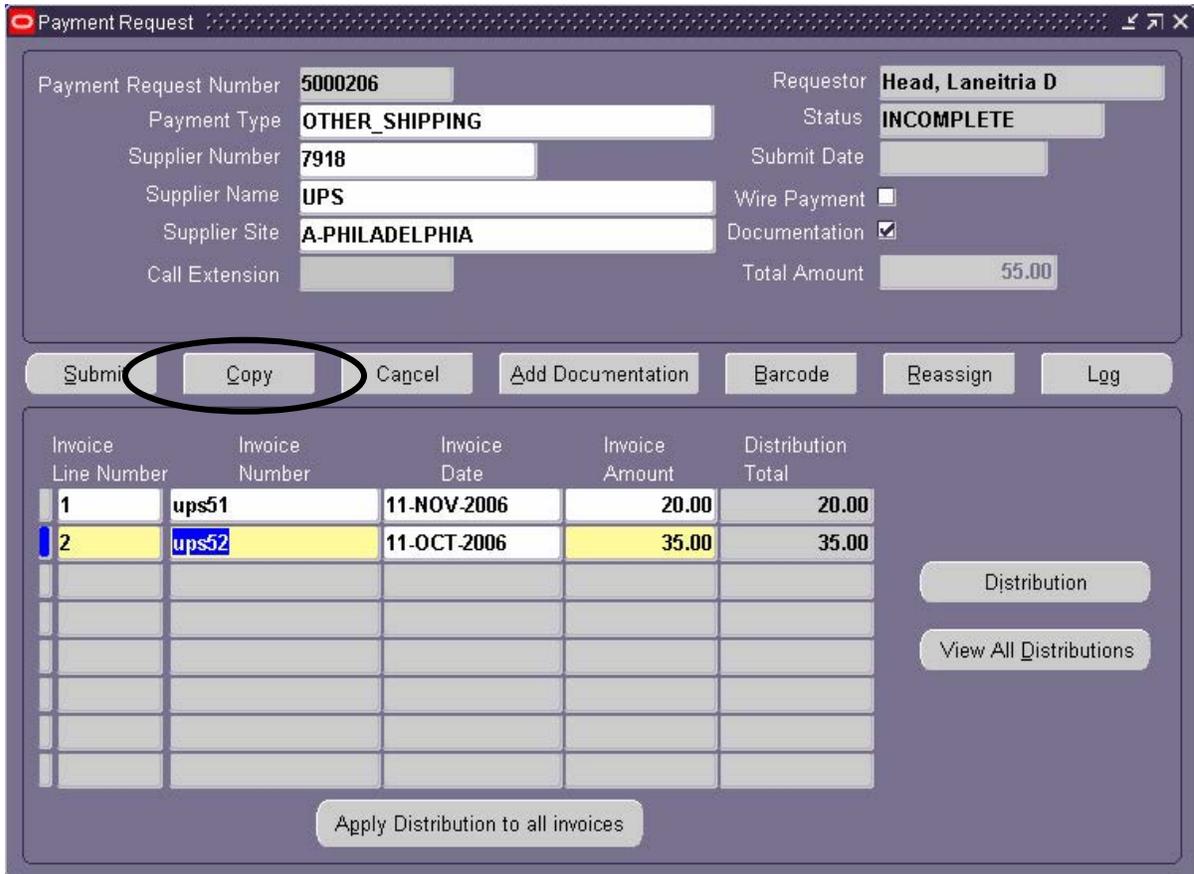
There may be instances where users need to copy a Payment Request. Users can either copy a payment request that they are currently working on, or they can copy a payment request that was entered previously **in the new form**. The procedures listed below can be used to perform the copy actions under each condition.

**UAB FN Document Entry/Approval** → Payment Request

**UAB Requisition Input** → Payment Request

### Copying a Payment Request that is Currently Being Entered:

1. To copy a payment request that is currently being entered by the requestor, click on the **COPY** button.



The screenshot shows a web application window titled "Payment Request". The form contains the following fields:

Payment Request Number	5000206	Requestor	Head, Laneitria D
Payment Type	OTHER_SHIPPING	Status	INCOMPLETE
Supplier Number	7918	Submit Date	
Supplier Name	UPS	Wire Payment	<input type="checkbox"/>
Supplier Site	A-PHILADELPHIA	Documentation	<input checked="" type="checkbox"/>
Call Extension		Total Amount	55.00

Below the form are several buttons: Submit, Copy (circled in red), Cancel, Add Documentation, Barcode, Reassign, and Log.

Below the buttons is a table with the following data:

Invoice Line Number	Invoice Number	Invoice Date	Invoice Amount	Distribution Total
1	ups51	11-NOV-2006	20.00	20.00
2	ups52	11-OCT-2006	35.00	35.00

At the bottom right of the table area are buttons for "Distribution" and "View All Distributions". At the bottom center is a button labeled "Apply Distribution to all invoices".

2. A **DECISION** form will appear asking to verify if you would like to copy the current payment request. Click on **YES**.

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3. A **NOTE** form will appear to alert the requestor that the payment request was successfully copied and a new payment request number has been assigned. Click **OK**.



4. The payment request copy will appear, as shown on the following page. Please note that everything has been copied **except** for the following: **Supplemental Form information, Invoice Number, Invoice Date and any account distributions that would appear on invoice lines other than on invoice line number 1**. All of this information will need to be completed in order for the payment request to be successfully submitted for approval.

# Editing Payment Requests Copying Payment Requests

Payment Request Number	5000208	Requestor	Head, Laneitria D
Payment Type	OTHER SHIPPING	Status	INCOMPLETE
Supplier Number	7918	Submit Date	
Supplier Name	UPS	Wire Payment	<input type="checkbox"/>
Supplier Site	A-PHILADELPHIA	Documentation	<input type="checkbox"/>
Call Extension		Total Amount	55.00

Submit	Copy	Cancel	Add Documentation	Barcode	Reassign	Log
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Invoice Line Number	Invoice Number	Invoice Date	Invoice Amount	Distribution Total	
1	XXXX-1		20.00	20.00	
2	XXXX-2		35.00		

Distribution
View All Distributions

Apply Distribution to all invoices
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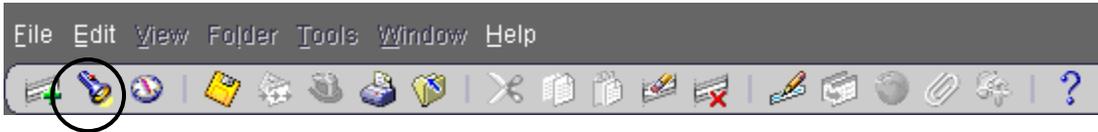
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[Advance to 'Copying a Previous Payment Request'](#)

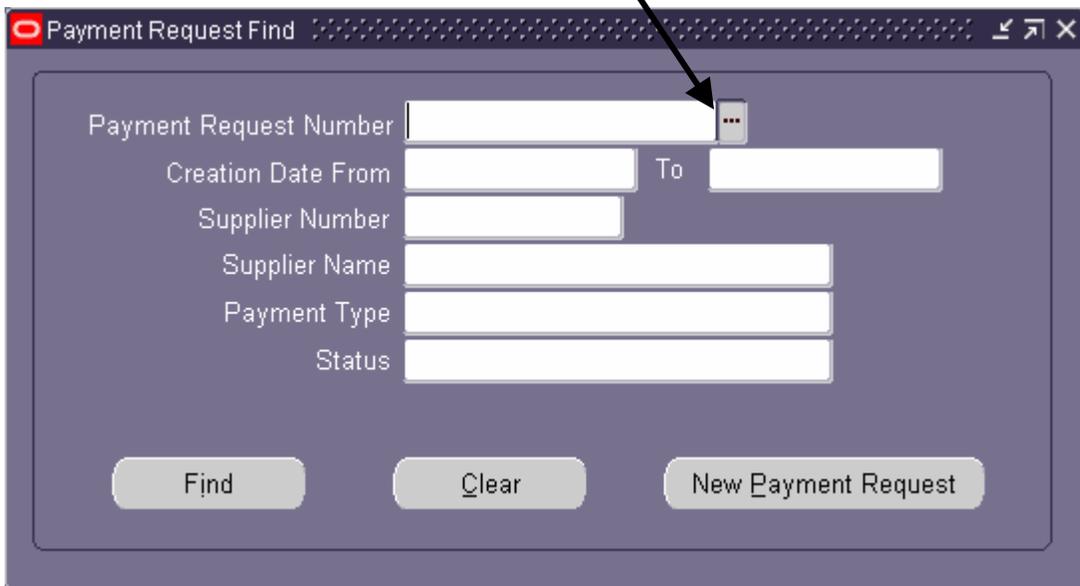
## Editing Payment Requests Copying Payment Requests

### Copying a Previously Entered Payment Request:

1. To copy a payment request that has been entered previously in the new **Payment Request form**, click on the **FIND** (flashlight) icon on the toolbar.



2. The **PAYMENT REQUEST FIND** form will appear. Click on the **PAYMENT REQUEST NUMBER LOV** to view a listing of your previously entered payment requests.

A screenshot of a dialog box titled 'Payment Request Find'. The dialog box has a title bar with a red close button and standard window controls. The main area contains several input fields: 'Payment Request Number' with a dropdown arrow icon to its right, 'Creation Date From' and 'To' date fields, 'Supplier Number', 'Supplier Name', 'Payment Type', and 'Status'. At the bottom, there are three buttons: 'Find', 'Clear', and 'New Payment Request'. An arrow points from the 'Payment Request Number' dropdown icon to the text 'PAYMENT REQUEST NUMBER LOV' in the step description above.

3. Choose the payment request that you would like to copy from the list and click on the **OK** button.

# Editing Payment Requests Copying Payment Requests

Find %

Payment Request Number	Vendor Name	Payment type	Creation Date	Status
5000208	UPS	OTHER_SHIPPING	28-DEC-2006	INCOMPLETE
5000207	UPS	OTHER_SHIPPING	28-DEC-2006	INCOMPLETE
5000206	UPS	OTHER_SHIPPING	28-DEC-2006	INCOMPLETE
5000205	FOUAD H FOUAD (1021766)	CONTRACTOR_TRAVEL	28-DEC-2006	CANCELLED
5000204	UPS	OTHER_SHIPPING	28-DEC-2006	CANCELLED
5000201	AMER SOC OF CIVL ENGINEERS	MEMBERSHIP_FEES	28-DEC-2006	INCOMPLETE
5000192	FORBES DISTRIBUTING CO INC	SUPPLIES	19-DEC-2006	CANCELLED
5000191	UPS	OTHER_SHIPPING	19-DEC-2006	IN-PROCESS
5000190	UPS	OTHER_SHIPPING	19-DEC-2006	IN-PROCESS
5000189	UPS	OTHER_SHIPPING	19-DEC-2006	CANCELLED
5000188	UPS	OTHER_SHIPPING	19-DEC-2006	CANCELLED
5000187	UPS	OTHER_SHIPPING	19-DEC-2006	CANCELLED
5000147	ALLISON L FULTON	SCHOLARSHIPS_FELLOWS	15-DEC-2006	CANCELLED
5000130	UPS	SUPPLIES	13-DEC-2006	CANCELLED
5000128	UPS	OTHER_SHIPPING	13-DEC-2006	IN-PROCESS
5000127	LANEITRIA D HEAD-01	CONTRACTOR_TRAVEL	13-DEC-2006	CANCELLED

Find OK Cancel

4. Click on the **FIND** button.

Payment Request Find

Payment Request Number

Creation Date From  To

Supplier Number

Supplier Name

Payment Type

Status

Find Clear New Payment Request

5. The payment request that is to be copied will appear as shown on the following page.

## Editing Payment Requests Copying Payment Requests

Payment Request

Payment Request Number	5000201	Requestor	Head, Laneitria D
Payment Type	MEMBERSHIP FEES	Status	INCOMPLETE
Supplier Number	153022	Submit Date	
Supplier Name	AMER SOC OF CIVIL ENGINEERS	Wire Payment	<input type="checkbox"/>
Supplier Site	A-BALTIMORE	Documentation	<input checked="" type="checkbox"/>
Call Extension		Total Amount	250.00

Submit Copy Cancel Add Documentation Barcode Reassign Log

Invoice Line Number	Invoice Number	Invoice Date	Invoice Amount	Distribution Total
1	asce5	12-DEC-2006	250.00	250.00

Distribution  
View All Distributions

Apply Distribution to all invoices

- To copy the payment request, follow the steps in the [Copying a Payment Request that is Currently Being Entered](#) section.

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