

Creating Payment Requests Entering Payment Requests

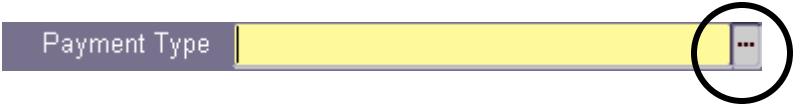
The Payment Request process is used to issue a payment (check or wire) directly to a supplier without issuing a purchase order.

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

- 1. After selecting Payment Request, the **PAYMENT REQUEST** form will appear, as shown below.

The screenshot shows a web application window titled "Payment Request". The form contains several input fields and buttons. The "Payment Type" field is highlighted in yellow and has a dropdown arrow icon. The "Status" field is labeled "INCOMPLETE". Below the form are buttons for "Submit", "Copy", "Cancel", "Add Documentation", "Barcode", "Reassign", and "Log". A table with columns "Invoice Line Number", "Invoice Number", "Invoice Date", "Invoice Amount", and "Distribution Total" is present, with a "Distribution" button and "View All Distributions" button to its right. An "Apply Distribution to all invoices" button is at the bottom of the table.

- 2. Enter the desired payment type **or** choose the desired payment type from the LOV in the **PAYMENT TYPE** field.



Creating Payment Requests Entering Payment Requests

3. Enter the supplier information. If the supplier number is entered, the **SUPPLIER NAME** and **SUPPLIER SITE** fields will be populated by the system. If the supplier name is entered, the **SUPPLIER NUMBER** and **SUPPLIER SITE** fields will be populated by the system.
4. Click in the **CALL EXTENSION** field and enter your extension **only if** you want to pick the check up to mail to the supplier yourself. The call extension can be 5 or 7 digits without a hyphen. If you do not want to pick up the check but have it mailed directly to the supplier, leave this field blank and proceed to the next step.
5. Click on the **SAVE** (gold diskette) icon on the toolbar to save your information.



6. Once the information has been saved, the **PAYMENT REQUEST NUMBER** and **REQUESTOR** fields will be populated with the system-assigned payment request number and the name of the person who is creating the payment request, as shown below.

A screenshot of a 'Payment Request' form. The 'Payment Request Number' field is populated with '5000211' and the 'Requestor' field is populated with 'Head, Laneitria D'. Both fields are circled in black. Other fields include 'Payment Type' (MEMBERSHIP_FEES), 'Supplier Number' (152415), 'Supplier Name' (AMER SOC OF CIVIL ENGINEERING), 'Supplier Site' (A-BALTIMORE), 'Status' (INCOMPLETE), 'Submit Date', 'Wire Payment', 'Documentation', and 'Total Amount'. Below the form is a toolbar with buttons: Submit, Copy, Cancel, Add Documentation, Barcode, Reassign, and Log. At the bottom is a table with columns: Invoice Line Number, Invoice Number, Invoice Date, Invoice Amount, and Distribution Total. The table is currently empty. To the right of the table are buttons for 'Distribution' and 'View All Distributions'. At the bottom center is a button labeled 'Apply Distribution to all invoices'.

Creating Payment Requests Entering Payment Requests

7. Go to the Invoice Region of the form and click in the **INVOICE LINE NUMBER** field. This field is maintained by the system and should not be changed.
8. Press **TAB** to advance to the **INVOICE NUMBER** field and enter a **unique** invoice number. This should always be the number on the invoice that was received from the supplier.

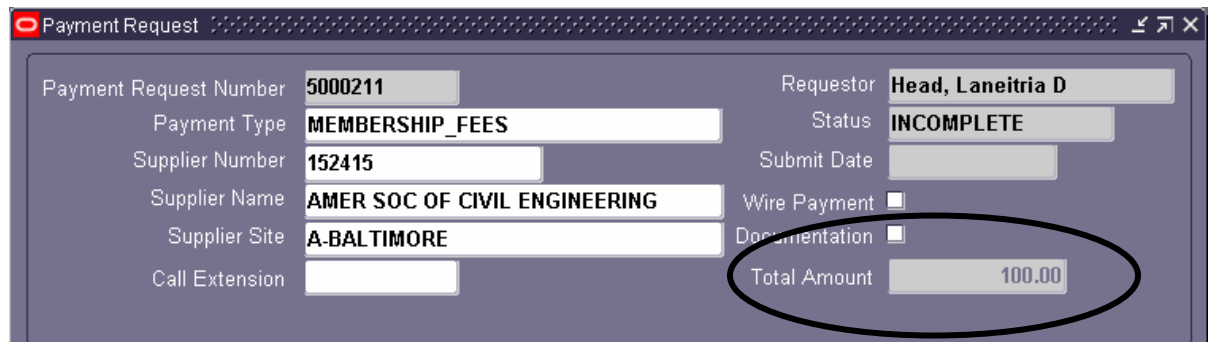
Important!

Always use the supplier's invoice number in the **INVOICE NUMBER** field. If there is no invoice number, look for a contract, a lease, a quote, or an account number on the documentation. Use those numbers in lieu of an invoice number.

If you do not have an invoice number, enter any other type of identifier that will be meaningful to the supplier. You may type in a detailed description in the Invoice Number field. Use the description as an invoice number only when there are no identifying numbers available.

The UAB Administrative Systems require a unique invoice number for each supplier. You will not be allowed to use the same invoice number for the same supplier twice.

9. After entering the **invoice number**, press **TAB** to advance to the **INVOICE DATE** field and enter the invoice date in the international date format (i.e., DD-MON-YEAR). The invoice date can be either the date that appeared on a physical invoice, today's date, or the date that services were rendered.
10. After entering the invoice date, press **TAB** to advance to the **INVOICE AMOUNT** field and enter the amount of the invoice.
11. Notice that after the invoice amount has been entered, the system keeps track of the amount by populating the **TOTAL AMOUNT** field in the Header region, as shown below.



Payment Request Number	5000211	Requestor	Head, Laneitria D
Payment Type	MEMBERSHIP_FEES	Status	INCOMPLETE
Supplier Number	152415	Submit Date	
Supplier Name	AMER SOC OF CIVIL ENGINEERING	Wire Payment	<input type="checkbox"/>
Supplier Site	A-BALTIMORE	Documentation	<input type="checkbox"/>
Call Extension		Total Amount	100.00

Creating Payment Requests Entering Payment Requests

12. The Invoice region should look similar to the one below.

Invoice Line Number	Invoice Number	Invoice Date	Invoice Amount	Distribution Total
1	asce12	12-DEC-2006	100.00	

13. Click on the **SAVE** icon to save your work.

14. Click on the **DISTRIBUTION** button to enter your account information. Click [here](#) for instructions for entering payment request distributions for GL accounts. Click [here](#) for instructions for entering payment request distributions for GA accounts. Click [here](#) for instructions for entering split payment request account distributions.

15. Once the account information has been entered on the **DISTRIBUTIONS** form, please save your information by clicking on the **SAVE** (gold diskette) icon on the toolbar.

16. If there are additional invoices related to this payment request, enter those on the next available lines in the Invoice Region, as shown below. If there is only one invoice for this payment request, proceed to step 21.

Invoice Line Number	Invoice Number	Invoice Date	Invoice Amount	Distribution Total
1	asce12	12-DEC-2006	100.00	100.00
2	asce13	11-DEC-2006	225.50	

17. If additional invoice lines have been added to the payment request and are to be charged to the same account distribution as invoice line 1, click on invoice line number 1

Creating Payment Requests Entering Payment Requests

(the blue square should appear next to the invoice line number) and click on the **APPLY DISTRIBUTION TO ALL INVOICES** button.

Invoice Line Number	Invoice Number	Invoice Date	Invoice Amount	Distribution Total
1	asce12	12-DEC-2006	100.00	100.00
2	asce13	11-DEC-2006	225.50	

Buttons: Distribution, View All Distributions, Apply Distribution to all invoices

18. A **DECISION** form should appear. Click on **YES**.

Decision

Do you want to apply distribution lines to other invoices...?

Yes No

19. A **NOTE** form will appear. Click on **OK**.

Note

Distribution lines Successfully Applied to the remaining Invoices

OK

20. At this point, the system has successfully applied the account distribution on invoice line number 1 to the remaining invoice(s), as shown below. Notice that the amount of the invoice now appears in the **DISTRIBUTION TOTAL** field.

Creating Payment Requests Entering Payment Requests

Invoice Line Number	Invoice Number	Invoice Date	Invoice Amount	Distribution Total
1	asce12	12-DEC-2006	100.00	100.00
2	asce13	11-DEC-2006	225.50	225.50

21. Click on the **ADD DOCUMENTATION** button to complete the supplemental documentation form, as shown below.

22. After clicking on the **ADD DOCUMENTATION** button, the complimenting **PAYMENT REQUEST DOCUMENTATION** form will appear. Enter the appropriate information in the required fields, as shown below.

Membership Fees

Payment Request Number: <input type="text" value="5000211"/>	Status: <input type="text" value="INCOMPLETE"/>
Supplier Number: <input type="text" value="152415"/>	Payreq Creation Date: <input type="text" value="29-DEC-2006"/>
Supplier Name: <input type="text" value="AMER SOC OF CIVIL ENGINEERING"/>	Payreq Submit Date: <input type="text"/>
Supplier Site: <input type="text" value="A-BALTIMORE"/>	

Organization:

UAB cannot pay for memberships to organizations such as civic clubs, social clubs, country clubs, dinner clubs, political organizations, religious organizations, honor societies, alumni societies, athletic support groups, etc.

Type of Membership

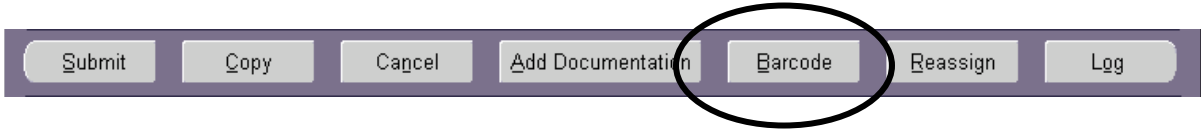
Institutional Individual Employee

Explain the UAB business purpose for this membership. (Warning: this may not be allowable on grants and contracts)

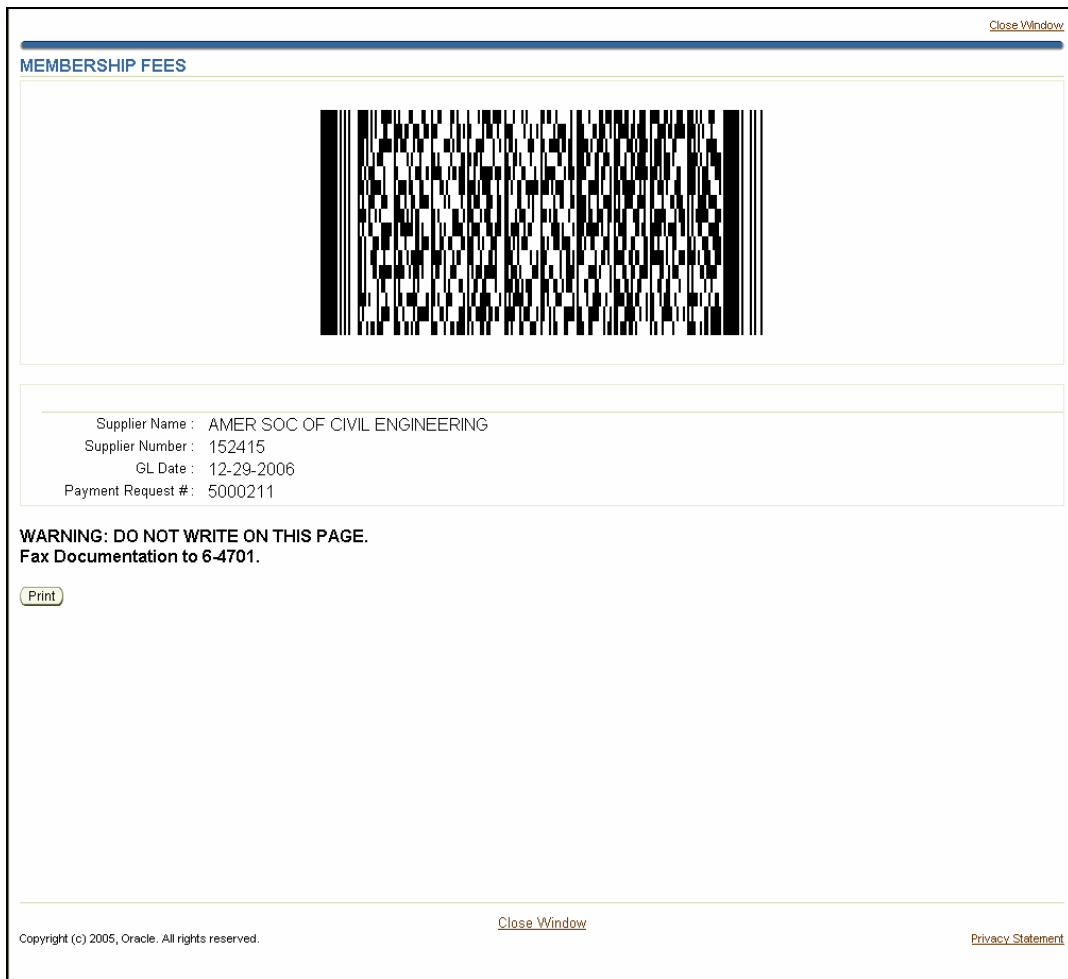
Monthly membership fees

Creating Payment Requests Entering Payment Requests

23. **Save** your information by clicking on the **SAVE** (gold diskette) icon on your toolbar.
24. Close the **PAYMENT REQUEST DOCUMENTATION** form and click on the **BARCODE** button, as shown below.



25. Once the **BARCODE** button is pressed, the system will generate the barcode sheet that is available for printing, as shown below.

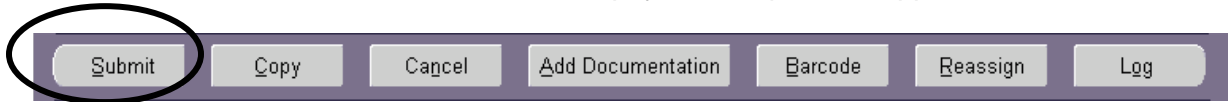
A screenshot of a web browser window titled 'MEMBERSHIP FEES'. The window contains a large barcode in the center. Below the barcode, the following information is displayed:
Supplier Name : AMER SOC OF CIVIL ENGINEERING
Supplier Number : 152415
GL Date : 12-29-2006
Payment Request # : 5000211
Below this information is a warning: **WARNING: DO NOT WRITE ON THIS PAGE.** Fax Documentation to 6-4701.
At the bottom left of the form area is a 'Print' button. The window has a 'Close Window' link in the top right corner and another 'Close Window' link at the bottom center. At the bottom left, it says 'Copyright (c) 2005, Oracle. All rights reserved.' and at the bottom right, there is a 'Privacy Statement' link.

26. Click on the **PRINT** button that is located at the bottom of the form to print the barcode sheet.
27. After the barcode sheet has been printed, close the barcode window by clicking on the **CLOSE WINDOW** link that is located in the upper right-hand corner of the barcode form.

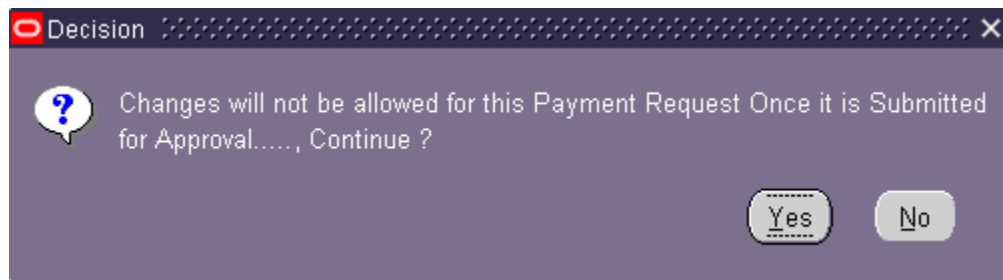
Creating Payment Requests Entering Payment Requests

28. Please be sure to fax any backup documentation (i.e., invoices, memos, bank statements, etc.) with the barcode sheet to 6-4701. The PAYMENT REQUEST DOCUMENTATION form does not need to be printed UNLESS the form requires signatures.

29. Click on the **SUBMIT** button to submit the payment request for approval.



30. After the **SUBMIT** button is pressed, a decision form will appear. Click on **YES** to submit the payment request.



31. The **NOTE** form will appear. Click **OK**.



32. Once the payment request has been submitted for approval, the system will provide a new payment request form.

[Return to Top](#)