

## Editing Payment Requests Clearing and Deleting Invoices

There may be instances where users need to remove an invoice from a Payment Request. There are two possible actions that can be performed on an invoice that appears on a Payment Request: Clearing and [Deleting](#). The procedures listed below can be used to perform each of these actions under the appropriate conditions.

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

### Clearing an Invoice:

**Note:** Clearing an invoice on a payment request can only be done if the invoice has been entered, but not saved. If the invoice information has already been saved, this action will not work. It will appear that the invoice has been cleared, but the information will still be saved by the Oracle Administrative System.

1. Highlight the line of the invoice that is to be cleared from the payment request. (The invoice line is highlighted when the blue square appears next to the line).

The screenshot displays the Oracle Payment Request interface. At the top, the window title is "Payment Request". Below the title bar, there are several input fields for payment request details:

- Payment Request Number: 5000207
- Payment Type: OTHER\_SHIPPING
- Supplier Number: 7918
- Supplier Name: UPS
- Supplier Site: A-PHILADELPHIA
- Call Extension: (empty)
- Requestor: Head, Laneitria D
- Status: INCOMPLETE
- Submit Date: (empty)
- Wire Payment:
- Documentation:
- Total Amount: 100.00

Below the input fields, there are several buttons: Submit, Copy, Cancel, Add Documentation, Barcode, Reassign, and Log.

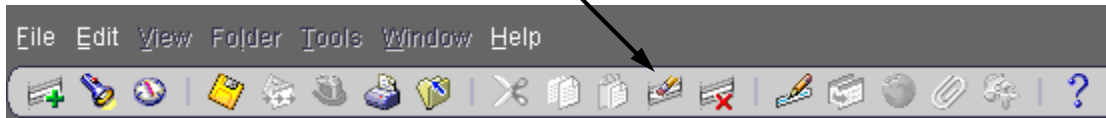
The main area of the interface contains a table with the following columns: Invoice Line Number, Invoice Number, Invoice Date, Invoice Amount, and Distribution Total. The first row of the table is highlighted in yellow, and a blue square is visible next to the "1" in the "Invoice Line Number" column, indicating that this invoice line is selected for clearing.

Invoice Line Number	Invoice Number	Invoice Date	Invoice Amount	Distribution Total
1	ups55	11-DEC-2006	100.00	

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

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2. On the toolbar, click on the **CLEAR RECORD** (the pencil with the eraser) icon.



3. The system will clear the invoice, as shown below.

Payment Request

Payment Request Number	5000207	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	.00

Submit Copy Cancel Add Documentation Barcode Reassign Log

Invoice Line Number	Invoice Number	Invoice Date	Invoice Amount	Distribution Total
1				

Distribution

View All Distributions

Apply Distribution to all invoices

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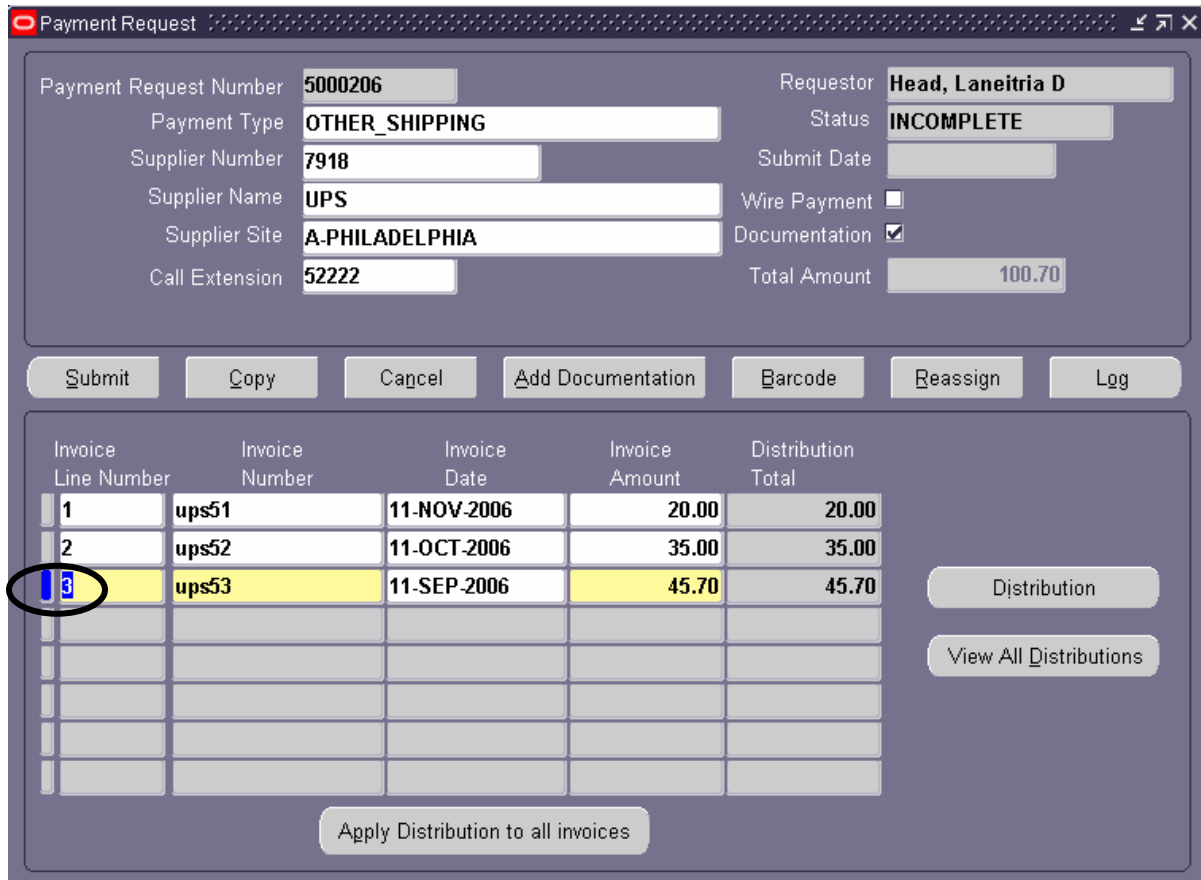
[Advance to 'Deleting an Invoice'](#)

## Editing Payment Requests Clearing and Deleting Invoices

### Deleting an Invoice:

**Note:** Deleting an invoice on a payment request can only be done if the invoice has been saved.

1. Highlight the line of the invoice that is to be deleted from the payment request (The line is highlighted when the blue square appears next to the line). In this example, invoice line number 3 is highlighted, as shown below.



The screenshot shows the 'Payment Request' application window. The top section contains fields for Payment Request Number (5000206), Payment Type (OTHER\_SHIPPING), Supplier Number (7918), Supplier Name (UPS), Supplier Site (A-PHILADELPHIA), Call Extension (52222), Requestor (Head, Laneitria D), Status (INCOMPLETE), Submit Date, Wire Payment (unchecked), Documentation (checked), and Total Amount (100.70). Below these fields is a toolbar with buttons: Submit, Copy, Cancel, Add Documentation, Barcode, Reassign, and Log. The main area contains a table of invoices:

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
3	ups53	11-SEP-2006	45.70	45.70

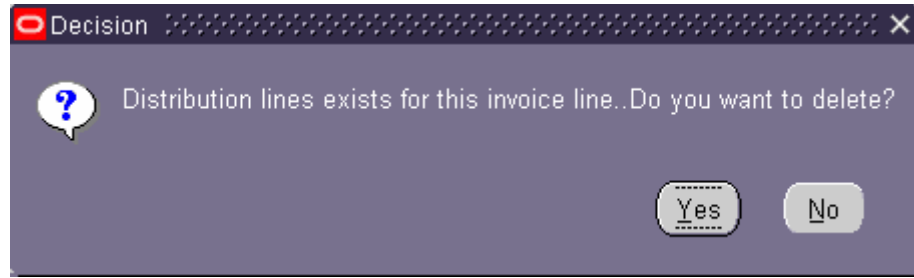
Below the table are buttons for 'Distribution', 'View All Distributions', and 'Apply Distribution to all invoices'.

2. On the toolbar, click on the **DELETE** (the red 'X') icon.



3. A **DECISION** form will appear. Click **YES**.

## Editing Payment Requests Clearing and Deleting Invoices



- The system will delete the invoice (in this example, invoice line number 3) from the payment request, as shown below.

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	52222	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	ups51	11-NOV-2006	20.00	20.00	
2	ups52	11-OCT-2006	35.00	35.00	

Distribution
View All Distributions

Apply Distribution to all invoices
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