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).
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.
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.

2. On the toolbar, click on the DELETE (the red ‘X’) icon.

3. A DECISION form will appear. Click YES.
4. The system will delete the invoice (in this example, invoice line number 3) from the payment request, as shown below.