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.

**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.

2. A **DECISION** form will appear asking to verify if you would like to copy the current payment request. Click on **YES**.
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: 50002108
Payment Type: OTHER_SHIPPING
Supplier Number: 7910
Supplier Name: UPS
Supplier Site: A-PHILADELPHIA
Call Extension: 52222

Requestor: Head, Lanesoria D
Status: INCOMPLETE
Submit Date:
Wire Payment:
Documentation:
Total Amount: 55.00

Invoice Line Number | Invoice Number | Invoice Date | Invoice Amount | Distribution Total |
---------------------|----------------|--------------|----------------|-------------------|
1                    | XXXX-1         |              | 20.00          | 20.00             |
2                    | XXXX-2         |              | 35.00          |                   |

Apply Distribution to all invoices

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Advance to 'Copying a Previous Payment Request'
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.

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

5. The payment request that is to be copied will appear as shown on the following page.
6. To copy the payment request, follow the steps in the Copying a Payment Request that is Currently Being Entered section.