Creating Payment Requests
Example: Deleting Previously Entered Wire Payment Information

This example illustrates deleting previously entered wire payment information. Please be cautioned that once this information has been deleted, it cannot be retrieved.

1. Uncheck the **WIRE PAYMENT** field.

![Payment Request Form]

2. When the **WIRE PAYMENT** field is unchecked the following **DECISION** form will appear. Click **YES** to remove the previously entered wire information.

![Decision Form]

3. The **NOTE** form will appear that will validate the deletion action. Click **OK**.

![Confirmation Note]

**UAB FN Document Entry/Approval** → Payment Request
**UAB Requisition Input** → Payment Request
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4. Notice that after the previously entered wire information has been deleted, the **WIFE INFO** button has now become deactivated, as shown below.

![Payment Request Form]

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