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.

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

1. Uncheck the WIRE PAYMENT field.

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

3. The NOTE form will appear that will validate the deletion action. Click OK.
4. Notice that after the previously entered wire information has been deleted, the WIFE INFO button has now become deactivated, as shown below.