

Submitting & Tracking Payment Requests Reassigning Payment Requests

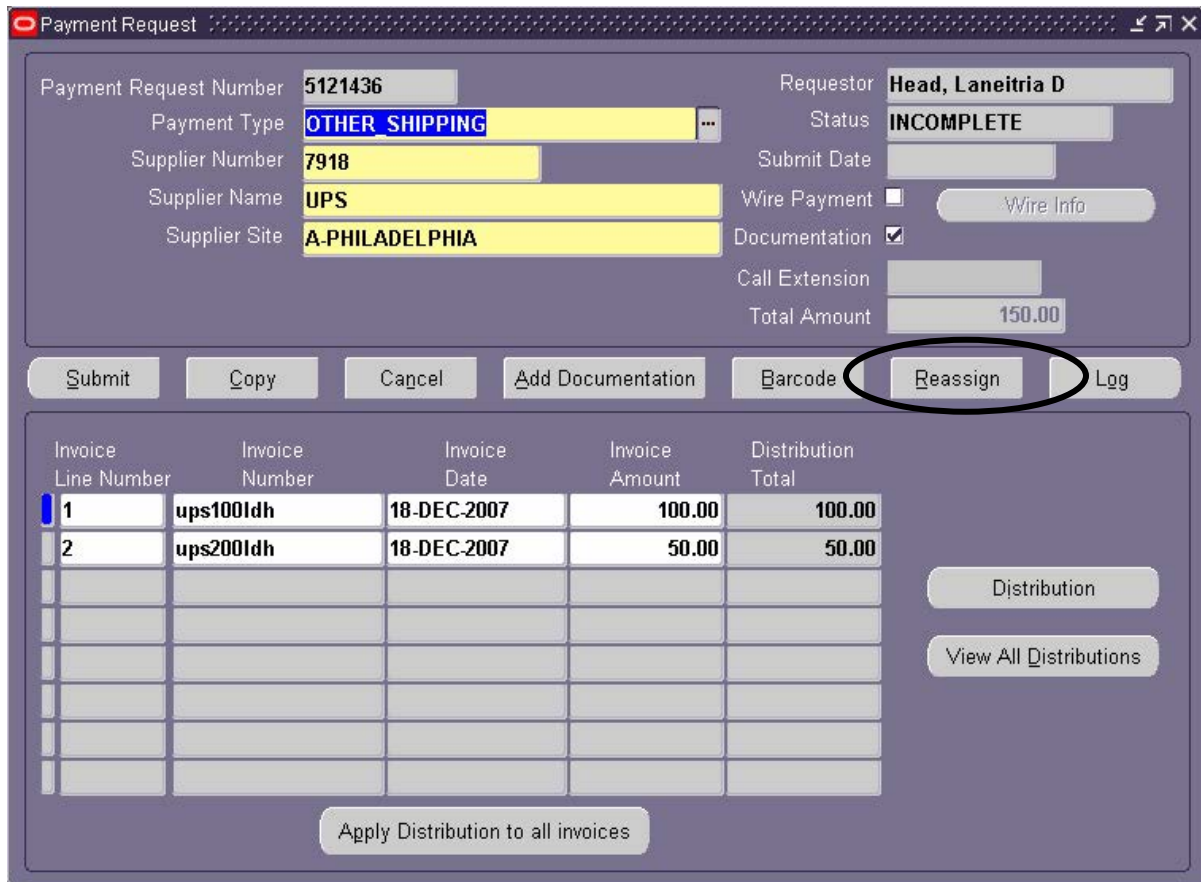
Reassigning payment requests involve transferring ownership of a payment request to a user-specified recipient. This feature can be used when there are staff who may go on leave (medical, vacation, etc), as well as those who will either leave UAB or transfer to another department. The procedures listed below can be used to perform the reassign feature.

UAB FN Document Entry/Approval → Payment Request

UAB Requisition Input → Payment Request

Note: A payment request can be reassigned to anyone; it is not restricted to those within your organization or department. Once the payment request has been reassigned, the requestor will no longer have access to the document. The payment request will also no longer appear in the requestor's list of created payment requests.

1. To reassign a payment request, click on the **REASSIGN** button.



The screenshot shows a web application window titled "Payment Request". The form contains the following fields and values:

Payment Request Number	5121436	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	150.00

Buttons: Submit, Copy, Cancel, Add Documentation, Barcode, **Reassign** (circled), Log

Invoice Line Number	Invoice Number	Invoice Date	Invoice Amount	Distribution Total
1	ups100ldh	18-DEC-2007	100.00	100.00
2	ups200ldh	18-DEC-2007	50.00	50.00

Buttons: Distribution, View All Distributions, Apply Distribution to all invoices

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- The **PAYMENT REQUEST REASSIGN** form will appear. Enter the intended recipient of the payment request in the **ASSIGN TO** field. You may also search for the recipient by clicking on the **ASSIGN TO LOV**.



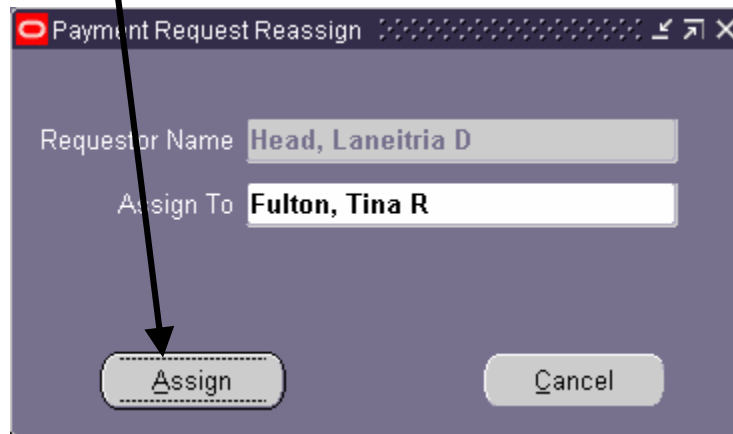
Payment Request Reassign

Requestor Name Head, Laneitria D

Assign To

Assign Cancel

- Click on the **ASSIGN** button.



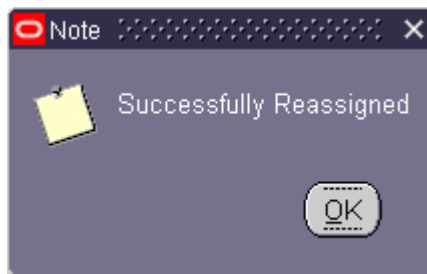
Payment Request Reassign

Requestor Name Head, Laneitria D

Assign To Fulton, Tina R

Assign Cancel

- A **NOTE** form will appear to inform the user that the payment request has been successfully reassigned. Click on the **OK** button.



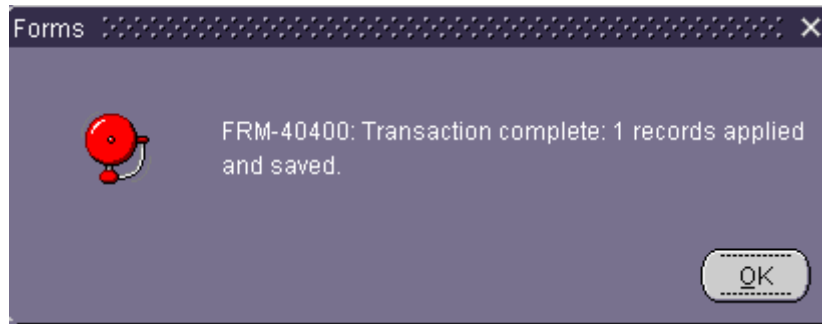
Note

Successfully Reassigned

OK

- A **FORMS** box will appear. Click **OK**.

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6. The payment request has now been reassigned. The recipient should be able to view this payment request in their list by using the **FIND** feature.

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