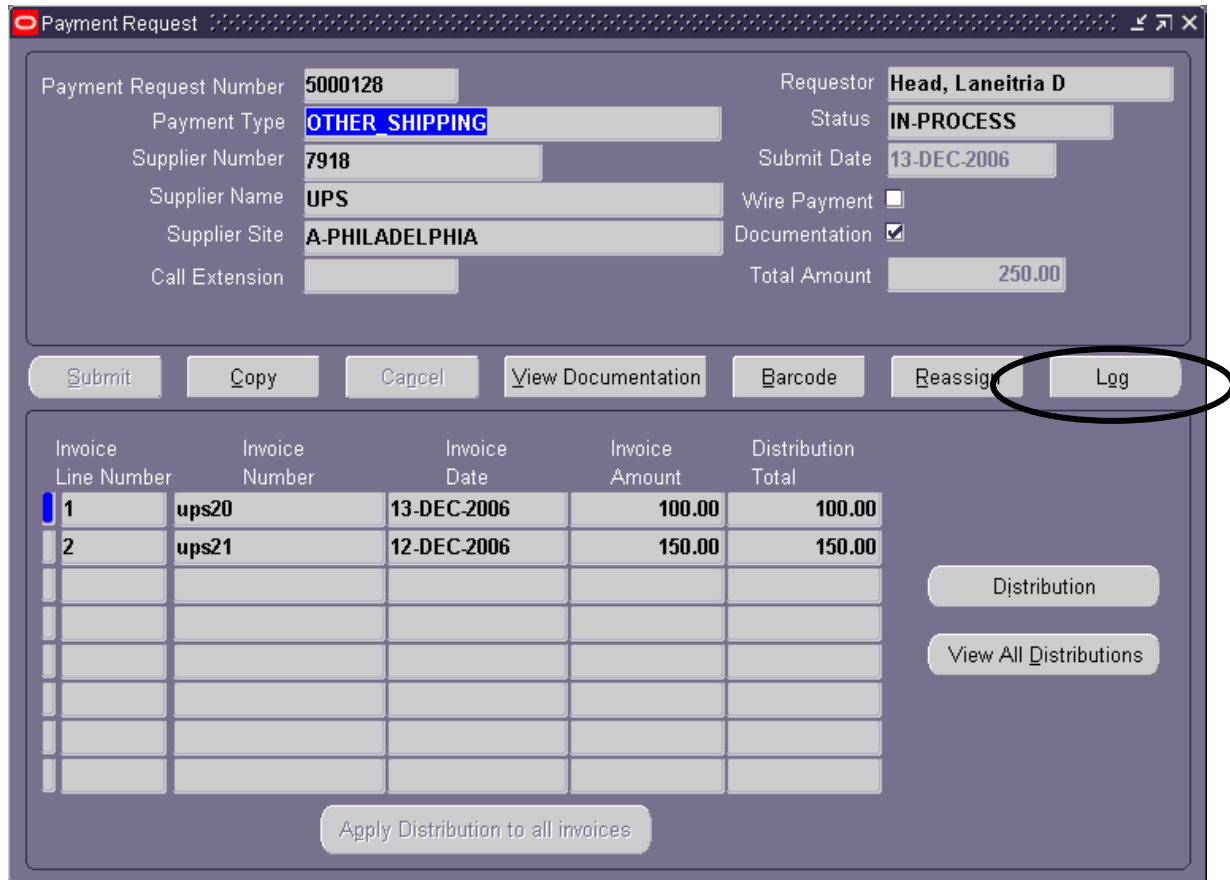


## Submitting & Tracking Payment Requests Using the Log Feature

The Log feature gives users a direct link to the Document Locator form for a specified payment request in the Oracle Administrative System. The procedures listed below can be used to execute the log feature. **Please note that users will only get results from this feature if they have retrieved a payment request that is in an “In-Process” or “Complete” status.**

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

1. After retrieving a previously submitted payment request via the **FIND** feature, click on the **LOG** button.



The screenshot shows the Oracle Payment Request form. The form contains the following fields:

Payment Request Number	5000128	Requestor	Head, Laneitria D
Payment Type	OTHER SHIPPING	Status	IN-PROCESS
Supplier Number	7918	Submit Date	13-DEC-2006
Supplier Name	UPS	Wire Payment	<input type="checkbox"/>
Supplier Site	A-PHILADELPHIA	Documentation	<input checked="" type="checkbox"/>
Call Extension		Total Amount	250.00


Below the fields are several buttons: Submit, Copy, Cancel, View Documentation, Barcode, Reassign, and Log. The Log button is circled in red.

Invoice Line Number	Invoice Number	Invoice Date	Invoice Amount	Distribution Total
1	ups20	13-DEC-2006	100.00	100.00
2	ups21	12-DEC-2006	150.00	150.00

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

2. An Internet Explorer window will appear with the approval status of the payment request as shown on the following page.

## Submitting & Tracking Payment Requests Using the Log Feature

**University of Alabama at Birmingham**

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### UAB Document Locator Results

**Workflow Status:** ACTIVE  
PAYREQ PAYREQ\_1583458.5000128  
**The document is currently in the following people's worklist**

User Name	Email	Full Name	Phone Number	Approver's Primary Organization
JFRANF	workflow@uab.edu	Frank, Jennifer S.	(205) 934-5189	311150000 Dermatology
KBEAVERS	workflow@uab.edu	Beavers, Katrina R.	(205) 975-4917	311150000 Dermatology
RLFARMER	workflow@uab.edu	Farmer, Regina L.	(205) 934-5194	311150000 Dermatology
WCANTREL	workflow@uab.edu	Cantrell, Wendy	(205) 502-9960	311150000 Dermatology

**Payment Request Action History (Document Number )**

Action	Approver UserName	Date/Time	Organization	Notes
SUBMIT	Head, Laneitria D	DEC-13-2006 03:28:15 PM		Started WF approval process
NOTIFIED		DEC-13-2006 03:28:15 PM	311150000 Dermatology	Notification sent to Primary Org 311150000 Dermatology level : 1

[Return to Top](#)