Editing Payment Requests
Clearing and Deleting Invoices

There may be instances where users need to remove an invoice from a Payment Request. There are two possible actions that can be performed on an invoice that appears on a Payment Request: Clearing and Deleting. The procedures listed below can be used to perform each of these actions under the appropriate conditions.

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

Clearing an Invoice:

Note: Clearing an invoice on a payment request can <u>only</u> be done if the invoice has been entered, but not saved. If the invoice information has already been saved, this action will not work. It will appear that the invoice has been cleared, but the information will still be saved by the Oracle Administrative System.

1. Highlight the line of the invoice that is to be cleared from the payment request. (The invoice line is highlighted when the blue square appears next to the line).

2. On the toolbar, click on the **CLEAR RECORD** (the pencil with the eraser) icon.

File   Edit   View   Folder   Tools   Window   Help

3. The system will clear the invoice, as shown below.

Payment Request

Payment Request Number	5000207	Requestor	Head, Laneitria D
Payment Type	OTHER_SHIPPING	Status	INCOMPLETE
Supplier Number	7918	Submit Date	
Supplier Name	UPS	Wire Payment	☐
Supplier Site	A-PHILADELPHIA	Documentation	☑
Call Extension		Total Amount	.00

Submit   Copy   Cancel   Add Documentation   Barcode   Reassign   Log

| Invoice Line Number | Invoice Number | Invoice Date | Invoice Amount | Distribution Total |
| 1 | | | | |

Distribution

View All Distributions

Apply Distribution to all invoices

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Deleting an Invoice:

**Note: Deleting an invoice on a payment request can <u>only</u> be done if the invoice has been saved.**

1. Highlight the line of the invoice that is to be deleted from the payment request (The line is highlighted when the blue square appears next to the line). In this example, invoice line number 3 is highlighted, as shown below.
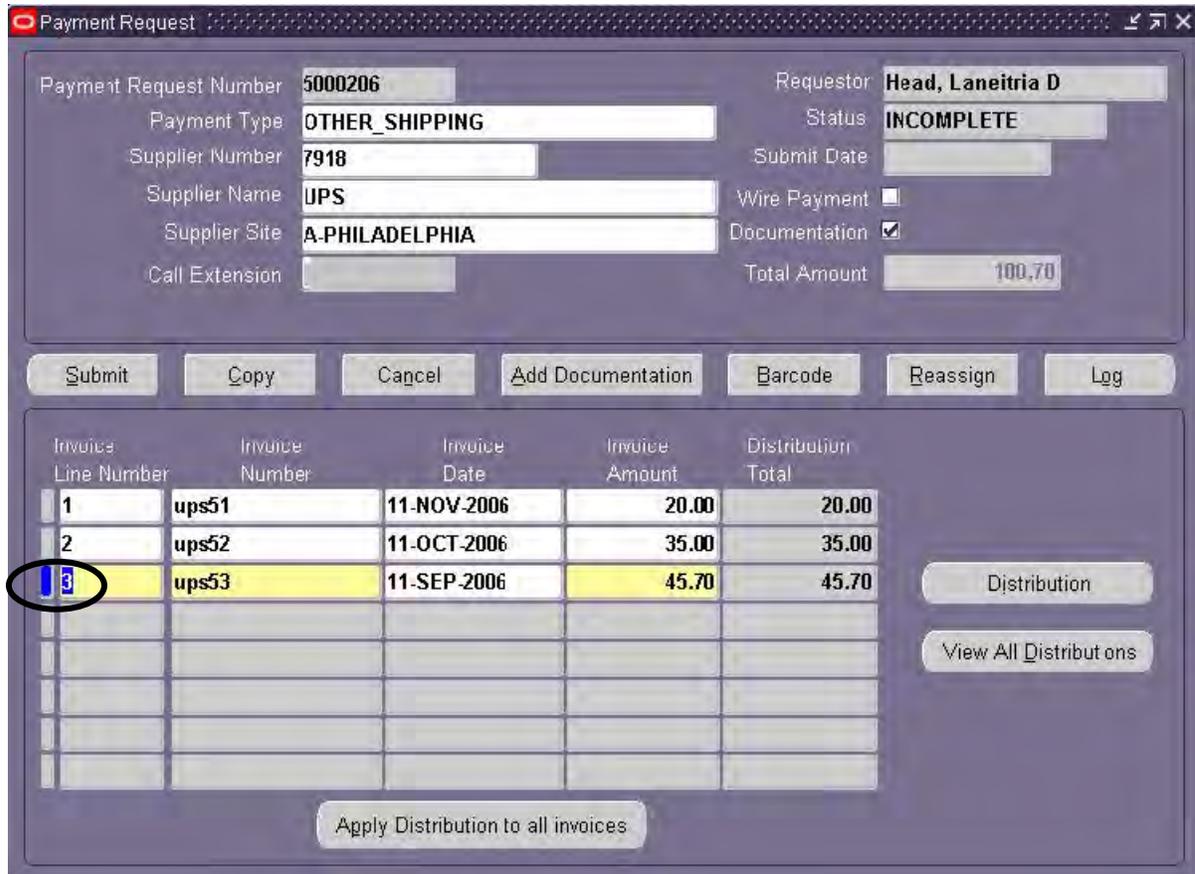
2. On the toolbar, click on the **DELETE** (the red 'X') icon.

3. A **DECISION** form will appear. Click **YES.**

Decision — Distribution lines exists for this invoice line..Do you want to delete?

Yes   No
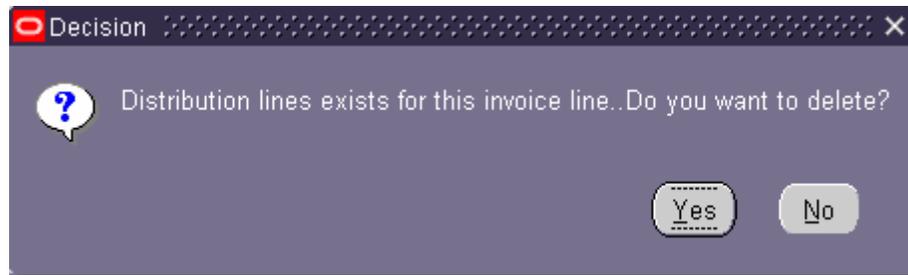
4. The system will delete the invoice (in this example, invoice line number 3) from the payment request, as shown below.

Payment Request

Payment Request Number	5000206
Payment Type	OTHER_SHIPPING
Supplier Number	7918
Supplier Name	UPS
Supplier Site	A-PHILADELPHIA
Call Extension	

Requestor	Head, Laneitria D
Status	INCOMPLETE
Submit Date	
Wire Payment	☐
Documentation	☑
Total Amount	55.00

Submit   Copy   Cancel   Add Documentation   Barcode   Reassign   Log

Invoice Line Number	Invoice Number	Invoice Date	Invoice Amount	Distribution Total
1	ups51	11-NOV-2006	20.00	20.00
2	ups52	11-OCT-2006	35.00	35.00

Distribution

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