UAB

FINANCIAL AFFAIRS

The University of Alabama at Birmingham

Entering Payment Requests: Entering the Header Information

1. Log into the Oracle HR & Finance System and then click on either of the responsibilities shown to access the Payment Request Form.	**UAB FN Document Entry/Approval** Document Locator Personal Worklist Payment Request ← **UAB Requisition Input** Personal Worklist Payment Request ←
2. Complete the required (yellow) fields. Start with the **Payment Type**. Click on the List of Values (LOV) button and choose a type from the list. 3. After choosing a value, click on the **OK** button.	Payment Request Payment Request Number Payment Type Supplier Number — Emp Payment ☐ Supplier Name Supplier Site Payment Type Find % Payment Type Code / Payment Type ACCESS_SERVICES / ACCESS SERVICES ADVERTISEMENTS / ADVERTISEMENTS CONF_REG_FEES / CONFERENCE REGISTRATION FEES CONSTRUCT_CONTRACTS / CONSTRUCTION CONTRACT PAYMENTS CONTRACTOR_FEES / INDIVIDUAL INDEPENDENT CONTRACTOR FEES CONTRACTOR_TRAVEL / INDIVIDUAL INDEPENDENT CONTRACTOR ACCOUNTABLE PLAN DISB_REQ_OTHER / DISBURSEMENT REQUISITION-ALL OTHER EMPLOYEE_MOVING_EXP / EMPLOYEE MOVING EXPENSES ENT/BUSINESS_MEALS / ENTERTAINMENT/BUSINESS_MEALS GUEST_SPEAKER_FEES / GUEST SPEAKER FEES GUEST_SPEAKER_TRAVEL / GUEST SPEAKER TRAVEL INTRA_ST_EMPL_TRAVEL / INTRA-STATE EMPLOYEE TRAVEL LICENSES / LICENSES Find OK Cancel
4. If paying a UAB employee, check the **Emp Payment** box. After checking the box, enter either the employee's ID number or the name (last name first) and press the Tab key on your keyboard.	Payment Request Payment Request Number Payment Type MEMBERSHIP_FEES Employee Number 1▓▓▓ Emp Payment ☑ ← Employee Name Head, Katri▓▓ Supplier Number 7▓▓

5.	If paying a non-employee, leave the **Emp payment** box _unchecked_. Enter either the supplier number or name in the applicable fields and press the Tab key on your keyboard.	 Note: You can click on the List of Values (LOV) button in the **Supplier Name** field and search for the desired supplier/vendor. The related **Supplier** fields will populate when entering either the supplier number or name.
6.	Click on the **Save** (gold disk) icon located on your toolbar.	
	The document is now saved with a seven digit **Payment Request Number** and the name of the **Requestor** as shown.	