

## Creating Payment Requests

### Example: Deleting Previously Entered Wire Payment Information

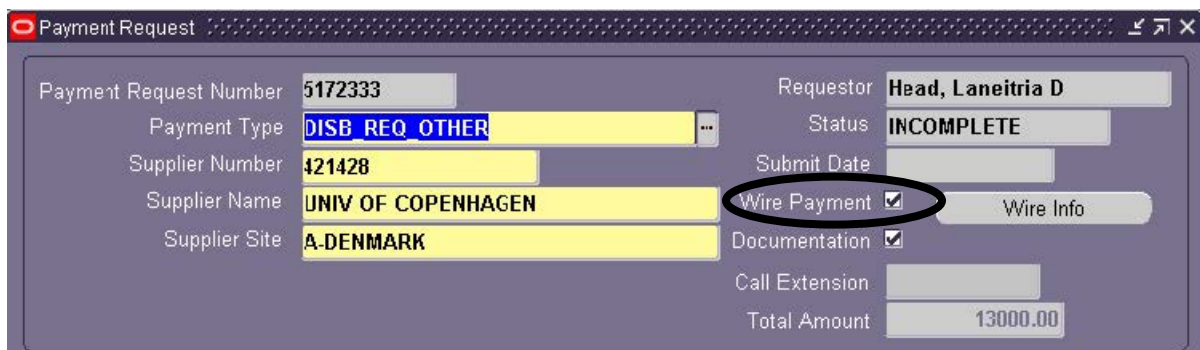
This example illustrates deleting previously entered wire payment information. Please be cautioned that once this information has been deleted, it **cannot** be retrieved.

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

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1. Uncheck the **WIRE PAYMENT** field.

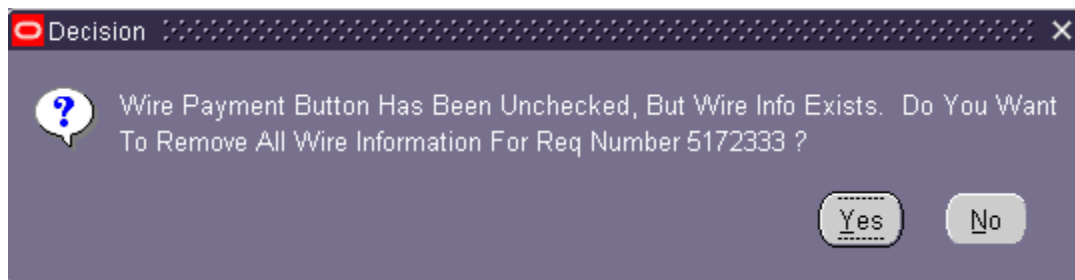


The screenshot shows a 'Payment Request' window with the following fields:

Payment Request Number	5172333	Requestor	Head, Laneitria D
Payment Type	DISB REQ_OTHER	Status	INCOMPLETE
Supplier Number	421428	Submit Date	
Supplier Name	UNIV OF COPENHAGEN	Wire Payment	<input checked="" type="checkbox"/>
Supplier Site	A-DENMARK	Documentation	<input checked="" type="checkbox"/>
		Call Extension	
		Total Amount	13000.00

The 'Wire Payment' checkbox is circled in black.

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



The screenshot shows a 'Decision' dialog box with the following text:

Wire Payment Button Has Been Unchecked, But Wire Info Exists. Do You Want To Remove All Wire Information For Req Number 5172333 ?

Buttons: Yes, No

3. The **NOTE** form will appear that will validate the deletion action. Click **OK**.



The screenshot shows a 'Note' dialog box with the following text:

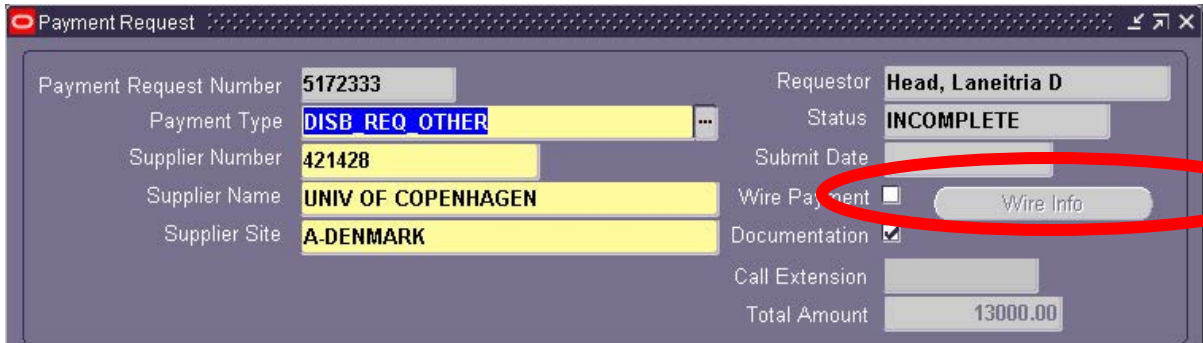
The Record Has Been Successfully Deleted.

Button: OK

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4. Notice that after the previously entered wire information has been deleted, the **WIFE INFO** button has now become deactivated, as shown below.



The screenshot shows a 'Payment Request' form with the following fields and values:

Payment Request Number	5172333	Requestor	Head, Laneitria D
Payment Type	DISB REQ OTHER	Status	INCOMPLETE
Supplier Number	421428	Submit Date	
Supplier Name	UNIV OF COPENHAGEN	Wire Payment	<input type="checkbox"/> <b>Wire Info</b>
Supplier Site	A-DENMARK	Documentation	<input checked="" type="checkbox"/>
		Call Extension	
		Total Amount	13000.00

The 'Wire Info' button is circled in red, indicating it is deactivated.

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