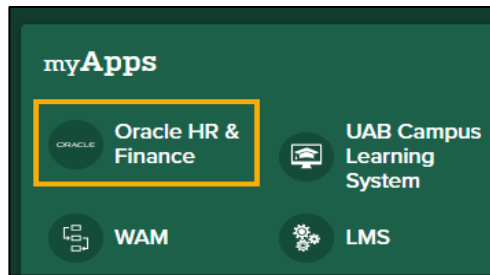


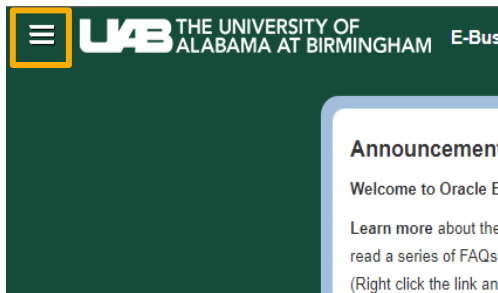
Log in to **Oracle HR & Finance**:

- Navigate to my.uab.edu.
- Locate and click **Oracle HR & Finance**.



Open the **Oracle Navigator**:

- Click the 3-lined “hamburger” icon in the top left corner.

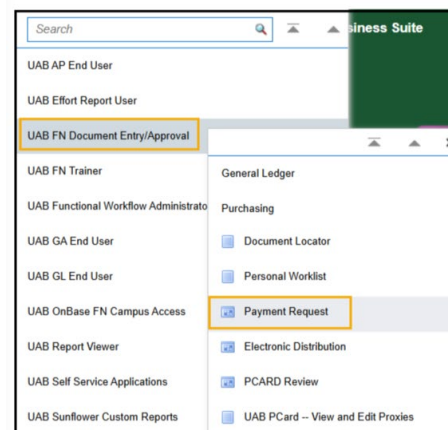


Navigate to **Payment Request**:

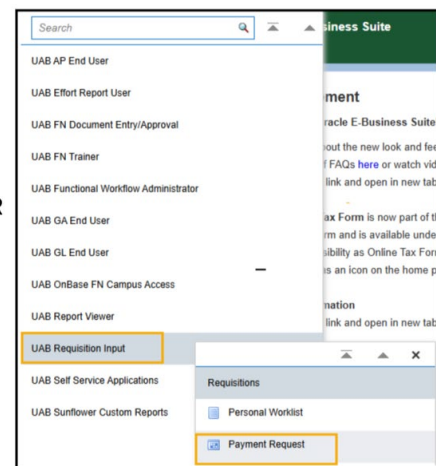
- Click **UAB FN Document Entry/Approval**.
—Select **Payment Request**.

OR


- Click **UAB Requisition Input**.
- Select **Payment Request**.

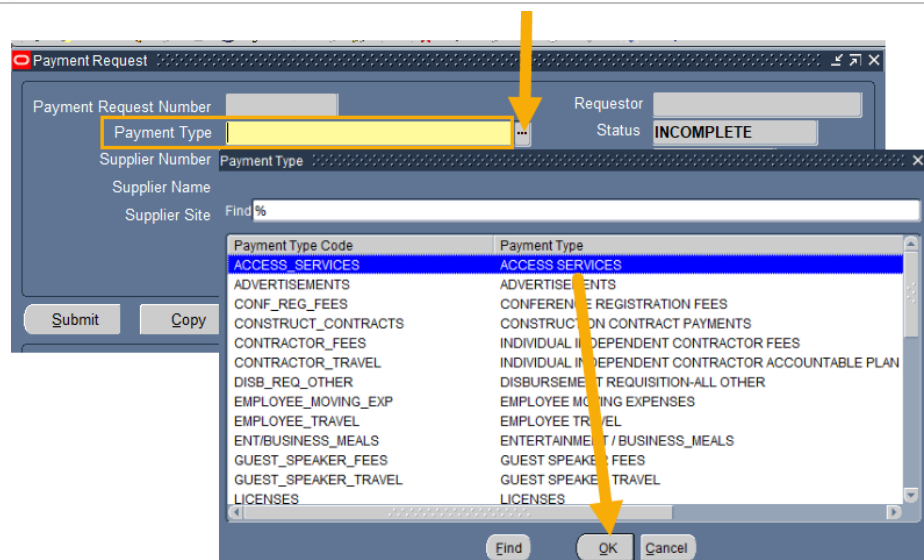


OR



Complete the required (yellow) field, **Payment Type**:

- Click the  LOV button.
- Select a **Payment Type**.
- Click **OK**.



Paying a UAB Employee

Move on to the [next section](#) if you are NOT paying a UAB employee

IF paying a UAB employee:

- Check the **Emp Payment** box.

Payment Request Number: [] Requestor: []
 Payment Type: **MEMBERSHIP_FEES** Status: **INCOMPLETE**
 Employee Number: [] Emp Payment: ☒ Submit Date: []
 Employee Name: [] Wire Payment: ☐ Wire Info: []
 Supplier Number: [] Documentation: ☐
 Call Extension: []
 Total Amount: []

Paying a UAB Employee

Enter UAB Employee information:

- In the **Employee Number** box:
 —Enter the employee's ID.
 —Press Tab on the keyboard.

Payment Request Number: [] Requestor: []
 Payment Type: [] Status: **INCOMPLETE**
 Employee Number: **5555555** Emp Payment: ☒ Submit Date: []
 Employee Name: [] Wire Payment: ☐ Wire Info: []
 Supplier Number: [] Documentation: ☐
 Call Extension: []
 Total Amount: []

OR

- In the **Employee Name** box:
 —Enter the employee's Last Name, First Name.
 —Press Tab on the keyboard.

Payment Request Number: [] Requestor: []
 Payment Type: [] Status: **INCOMPLETE**
 Employee Number: [] Emp Payment: ☒ Submit Date: []
 Employee Name: **Last Name, First Name** Wire Payment: ☐ Wire Info: []
 Supplier Number: [] Documentation: ☐
 Call Extension: []
 Total Amount: []

OR

- In the **Employee Name** box:
 —Click the LOV button to search for an employee.

Payment Request Number: [] Requestor: []
 Payment Type: **MEMBERSHIP_FEES** Status: **INCOMPLETE**
 Employee Number: [] Emp Payment: ☒ Submit Date: []
 Employee Name: [] Wire Payment: ☐ Wire Info: []
 Supplier Number: [] Documentation: ☐
 Call Extension: []
 Total Amount: []

Save your progress:

- In the toolbar at the top of the window, click the gold **Save** icon.



The document is now saved with a seven-digit **Payment Request Number** and the name of the **Requestor** as shown.

Payment Request Number: **7516448** Requestor: **Dietz, Rebecca Jo**
 Payment Type: **MEMBERSHIP_FEES** Status: **INCOMPLETE**
 Employee Number: [] Emp Payment: ☒ Submit Date: []
 Employee Name: [] Wire Payment: ☐ Wire Info: []
 Supplier Number: [] Documentation: ☐
 Call Extension: []

Paying a Non-Employee of UAB

See the [previous section](#) if you are paying a UAB employee.

If paying a non-employee of UAB:

- Do not check the **Emp Payment** box.

The screenshot shows the Oracle Payment Request form. The 'Payment Type' is set to 'MEMBERSHIP_FEES'. The 'Emp Payment' checkbox is unchecked. A yellow callout box with an arrow pointing to the 'Emp Payment' checkbox contains the text: 'Paying a Non-Employee of UAB: Do Not Check Box'. Other fields include 'Payment Request Number', 'Requestor', 'Status' (INCOMPLETE), 'Submit Date', 'Wire Payment', 'Wire Info', 'Supplier Number', 'Supplier Name', and 'Supplier Site'. At the bottom are buttons for 'Submit', 'Conv', 'Cancel', 'Add Documentation', 'Reassign', and 'Log'.


Enter supplier information as follows.

- In the **Supplier Number** box:
 - Enter the supplier's number.
 - Press Tab on the keyboard.

OR

- In the **Supplier Name** box:
 - Enter the supplier's name.
 - Press Tab on the keyboard.

OR

- In the **Supplier Name** box:
 - Click the  LOV button to search for a supplier.

The screenshot shows the Oracle Payment Request form with the 'Supplier Number' field populated with '361052'. An orange arrow points to this field. The 'Emp Payment' checkbox is unchecked. Other fields include 'Payment Request Number', 'Requestor', 'Status' (INCOMPLETE), 'Submit Date', 'Wire Payment', 'Wire Info', 'Supplier Name', and 'Supplier Site'. At the bottom are buttons for 'Submit', 'Conv', 'Cancel', 'Add Documentation', 'Reassign', and 'Log'.

The screenshot shows the Oracle Payment Request form with the 'Supplier Name' field populated with 'Enter Supplier Name'. An orange arrow points to this field. The 'Emp Payment' checkbox is unchecked. Other fields include 'Payment Request Number', 'Requestor', 'Status' (INCOMPLETE), 'Submit Date', 'Wire Payment', 'Wire Info', 'Supplier Number', and 'Supplier Site'. At the bottom are buttons for 'Submit', 'Conv', 'Cancel', 'Add Documentation', 'Reassign', and 'Log'.

The screenshot shows the Oracle Payment Request form with the 'Supplier Name' field. An orange arrow points to the LOV button (three small squares) at the end of the 'Supplier Name' field. The 'Emp Payment' checkbox is unchecked. Other fields include 'Payment Request Number', 'Requestor', 'Status' (INCOMPLETE), 'Submit Date', 'Wire Payment', 'Wire Info', 'Supplier Number', and 'Supplier Site'. At the bottom are buttons for 'Submit', 'Conv', 'Cancel', 'Add Documentation', 'Reassign', and 'Log'.

Use the **Supplier Site** box to determine next steps:

- If the **Supplier Site** box **auto-populates** after supplier name or number is entered:
 - Proceed with the next steps to complete the Payment Request form.
- If the **Supplier Site** box **does not auto-populate** after supplier name or number is entered:
 - There is an issue with the supplier, and you cannot proceed.
 - [Click here to access Supplier Inquiry for further information.](#)



Payment Request Number: [blank]
 Payment Type: MEMBERSHIP_FEES
 Supplier Number: 361052
 Supplier Name: ALABAMA ALCOHOL AND DRUG ABUSE
 Supplier Site: A-DECATUR
 Requestor: [blank]
 Status: INCOMPLETE
 Submit Date: [blank]
 Wire Payment: [checkbox]
 Documentation: [checkbox]
 Call Extension: [blank]
 Total Amount: [blank]
 Buttons: Submit, Log

**Supplier Site auto-populates:
Proceed with Payment Request Form**

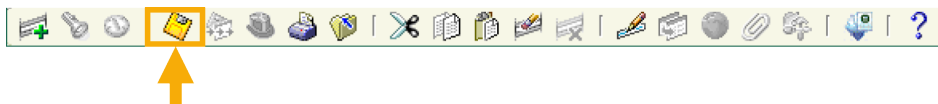


Payment Request Number: [blank]
 Payment Type: MEMBERSHIP_FEES
 Supplier Number: 539855
 Supplier Name: AD WEAR AND SPECIALTY OF TEXAS INC
 Supplier Site: [blank]
 Requestor: [blank]
 Status: INCOMPLETE
 Submit Date: [blank]
 Wire Payment: [checkbox]
 Documentation: [checkbox]
 Call Extension: [blank]
 Total Amount: [blank]
 Buttons: Submit, Log

**Supplier Site does NOT auto-populate:
Use Supplier Inquiry to determine issue with supplier**

Save your progress:

- In the toolbar at the top of the window, click the gold **Save** icon.



The document is now saved with a seven-digit **Payment Request Number** and the name of the **Requestor** as shown.

Payment Request Number: 7516480
 Payment Type: MEMBERSHIP_FEES
 Supplier Number: 361052
 Supplier Name: ALABAMA ALCOHOL AND DRUG ABUSE
 Supplier Site: A-DECATUR
 Requestor: Dietz, Rebecca Jo
 Status: INCOMPLETE
 Submit Date: [blank]
 Wire Payment: [checkbox]
 Documentation: [checkbox]
 Call Extension: [blank]
 Total Amount: [blank]
 Buttons: Submit, Log

For next steps and additional training materials on generating Oracle Payment Requests, visit the [Financial Affairs Training Website](#).