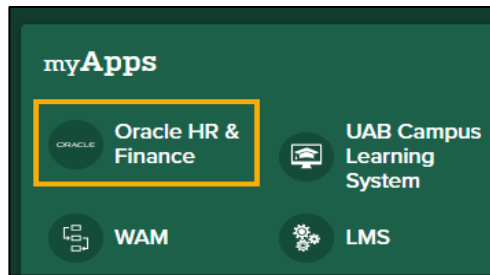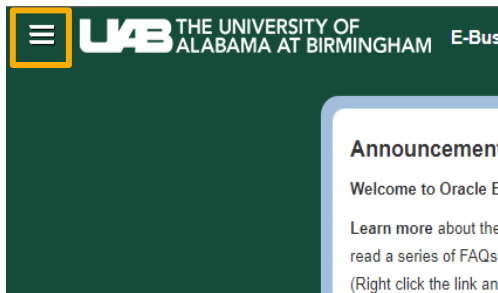Log in to **Oracle HR & Finance:**

- 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.
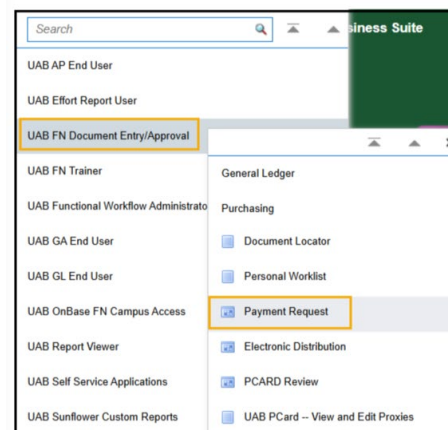

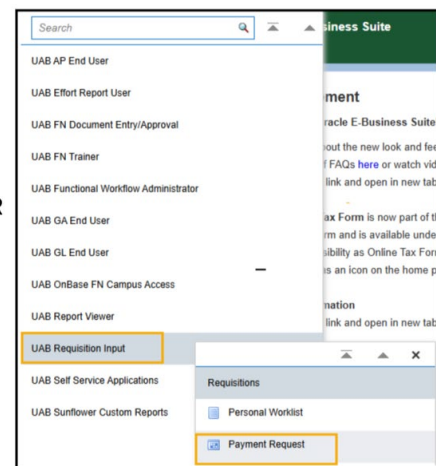Navigate to **Payment Request:**

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

OR

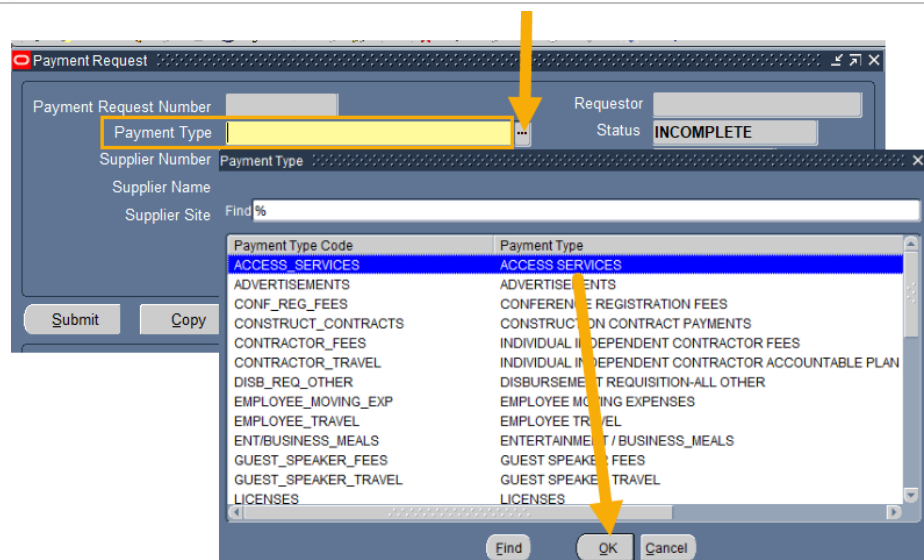- Click **UAB Requisition Input.**
- Select **Payment Request.**

OR

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

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

Financial Affairs

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.	

Enter UAB Employee information:
 	
• In the **Employee Number** box:
  —Enter the employee's ID.
  —Press Tab on the keyboard.
 	
OR
 	
• In the **Employee Name** box:
  —Enter the employee's Last Name, First Name.
  —Press Tab on the keyboard.
 	
OR
 	
• In the **Employee Name** box:
  —Click the ••• LOV button to search for an employee.	

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.	

UAB **The University of Alabama at Birmingham.**

Financial Affairs

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.	Payment Request Number / Payment Type MEMBERSHIP_FEES / Supplier Number ... Emp Payment / Supplier Name / Supplier Site / Requestor / Status INCOMPLETE / Submit Date / Wire Payment — Wire Info **Paying a Non-Employee of UAB: Do Not Check Box** Submit Copy Cancel Add Documentation Reassign 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.	Payment Request Number / Payment Type MEMBERSHIP_FEES / Supplier Number 361052 Emp Payment / Supplier Name / Supplier Site / Requestor / Status INCOMPLETE / Submit Date / Wire Payment — Wire Info / Documentation / Call Extension / Total Amount Payment Request Number / Payment Type MEMBERSHIP_FEES / Supplier Number Emp Payment / Supplier Name Enter Supplier Name / Supplier Site / Requestor / Status INCOMPLETE / Submit Date / Wire Payment — Wire Info / Documentation / Call Extension / Total Amount Payment Request Number / Payment Type MEMBERSHIP_FEES / Supplier Number Emp Payment / Supplier Name ... / Supplier Site / Requestor / Status INCOMPLETE / Submit Date / Wire Payment — Wire Info / Documentation / Call Extension / Total Amount

Financial Affairs

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.

Supplier Site auto-populates:
Proceed with Payment Request Form

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.

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