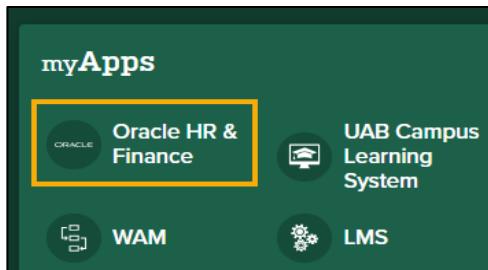


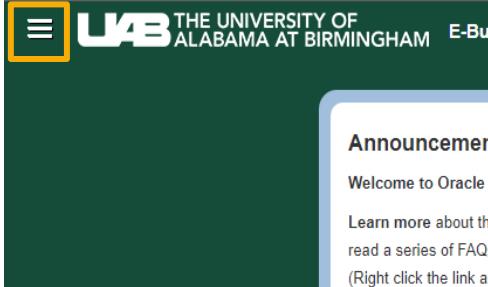
Log in to **Oracle HR & Finance**:

- 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.

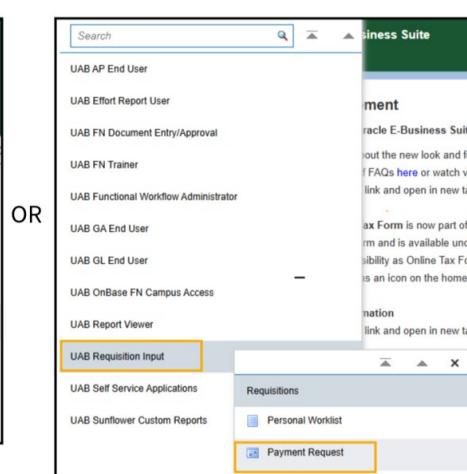
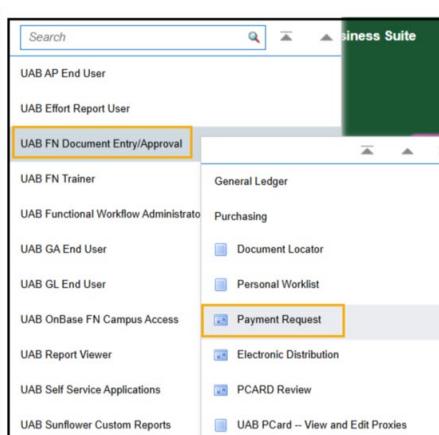


Navigate to Payment Request:

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

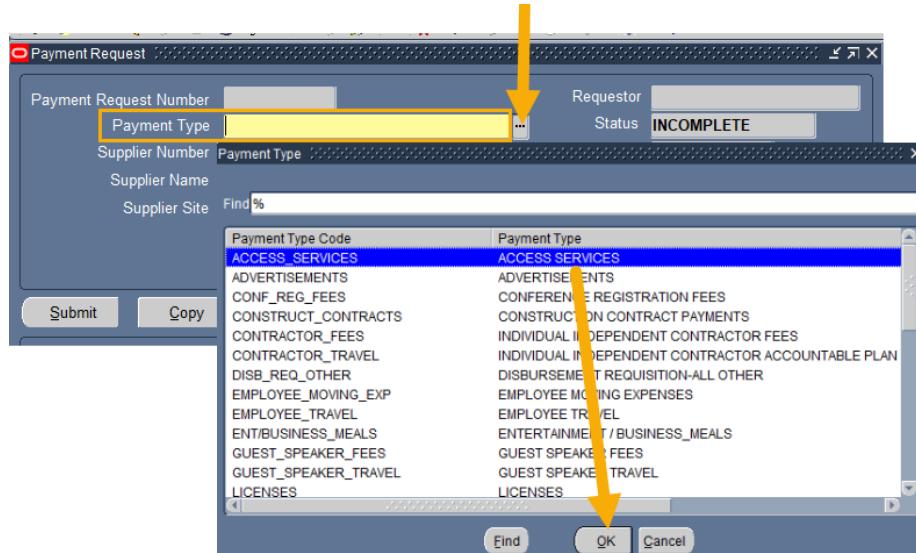
OR

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



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:
 Payment Type: **MEMBERSHIP_FEES**
 Employee Number: Emp Payment
 Employee Name:
 Supplier Number:
Paying a UAB Employee

Requestor: Status: **INCOMPLETE**
 Submit Date:
 Wire Payment: Wire Info:
 Documentation:
 Call Extension:
 Total Amount:

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.

Payment Request Number:
 Payment Type: **MEMBERSHIP_FEES**
 Employee Number: **5555555** Emp Payment
 Employee Name: **Last Name, First Name**
 Supplier Number:
Paying a UAB Employee

Requestor: Status: **INCOMPLETE**
 Submit Date:
 Wire Payment: Wire Info:
 Documentation:
 Call Extension:
 Total Amount:

Payment Request Number:
 Payment Type: **MEMBERSHIP_FEES**
 Employee Number: Emp Payment
 Employee Name: **Last Name, First Name**
 Supplier Number:
Paying a UAB Employee

Requestor: Status: **INCOMPLETE**
 Submit Date:
 Wire Payment: Wire Info:
 Documentation:
 Call Extension:
 Total Amount:

Payment Request Number:
 Payment Type: **MEMBERSHIP_FEES**
 Employee Number: Emp Payment
 Employee Name:
 Supplier Number:
Paying a UAB Employee

Requestor: Status: **INCOMPLETE**
 Submit Date:
 Wire Payment: Wire Info:
 Documentation:
 Call Extension:
 Total Amount:

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**
 Employee Number: Emp Payment
 Employee Name:
 Supplier Number:
7516448

Requestor: Status: **INCOMPLETE**
 Submit Date:
 Wire Payment: Wire Info:
 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.

Payment Request Number: [REDACTED] Requestor: [REDACTED]
 Payment Type: **MEMBERSHIP_FEES** Status: **INCOMPLETE**
 Supplier Number: [REDACTED] Emp Payment:
 Supplier Name: [REDACTED] Wire Payment:
 Supplier Site: [REDACTED] Documentation:
 Paying a Non-Employee of UAB:
Do Not Check Box

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: [REDACTED] Requestor: [REDACTED]
 Payment Type: **MEMBERSHIP_FEES** Status: **INCOMPLETE**
 Supplier Number: **361052** Emp Payment:
 Supplier Name: [REDACTED] Wire Payment:
 Supplier Site: [REDACTED] Documentation:
 Call Extension: [REDACTED] Total Amount: [REDACTED]

Payment Request Number: [REDACTED] Requestor: [REDACTED]
 Payment Type: **MEMBERSHIP_FEES** Status: **INCOMPLETE**
 Supplier Number: [REDACTED] Emp Payment:
 Supplier Name: **Enter Supplier Name** Wire Payment:
 Supplier Site: [REDACTED] Documentation:
 Call Extension: [REDACTED] Total Amount: [REDACTED]

Payment Request Number: [REDACTED] Requestor: [REDACTED]
 Payment Type: **MEMBERSHIP_FEES** Status: **INCOMPLETE**
 Supplier Number: [REDACTED] Emp Payment:
 Supplier Name: [REDACTED] Wire Payment:
 Supplier Site: [REDACTED] Documentation:
 Call Extension: [REDACTED] Total Amount: [REDACTED]

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.](#)



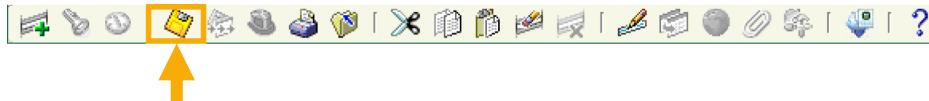
The screenshot shows the 'Payment Request' screen. The 'Supplier Site' field is highlighted with a yellow box and an arrow pointing to it. A callout box with a yellow border contains the text: 'Supplier Site auto-populates: Proceed with Payment Request Form'.



The screenshot shows the 'Payment Request' screen. The 'Supplier Site' field is highlighted with a yellow box and an arrow pointing to it. A callout box with a yellow border contains the text: '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.

The screenshot shows the 'Payment Request' screen with the following data in the header fields:

- Payment Request Number: 7516480
- Requestor: Dietz, Rebecca Jo
- Payment Type: MEMBERSHIP_FEES
- Supplier Number: 361052
- Supplier Name: ALABAMA ALCOHOL AND DRUG ABUSE A
- Supplier Site: A-DECATUR

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