

After Entering Header Information:

- Click the first Invoice Line.
- The **Invoice Line Number** field is pre-populated by the system.
- Do not change this field.

Enter the **Invoice Number:**

- Click the **Invoice Number** field.
- If applicable, enter value from an invoice.
- If there is no printed invoice, enter any combination of letters and/or numbers.
  - Note: If the combination of letters/numbers you enter is not accepted, this is a duplicate invoice number and must be changed.

Enter the **Invoice Date**:

- Click the **Invoice Date** field.
- Click the  LOV button.
  - Select the date from an invoice.

OR

- If there is no invoice, enter today's date.

Invoice Line Number	Invoice Number	Invoice Date	Invoice Amount	Distribution Total
1	MEMBER1589756	05-JAN-2026	...	

Enter the **Invoice Amount:**

- Click the **Invoice Amount** field.
- Enter the amount of the invoice/payment.

Repeat the previous steps to enter any additional invoices for the same vendor/supplier.

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