

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.


Invoice Line Number	Invoice Number	Invoice Date	Invoice Amount	Distribution Total
1				

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.

Invoice Line Number	Invoice Number	Invoice Date	Invoice Amount	Distribution Total
1	MEMBER1589756			

Enter the **Invoice Date**:

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

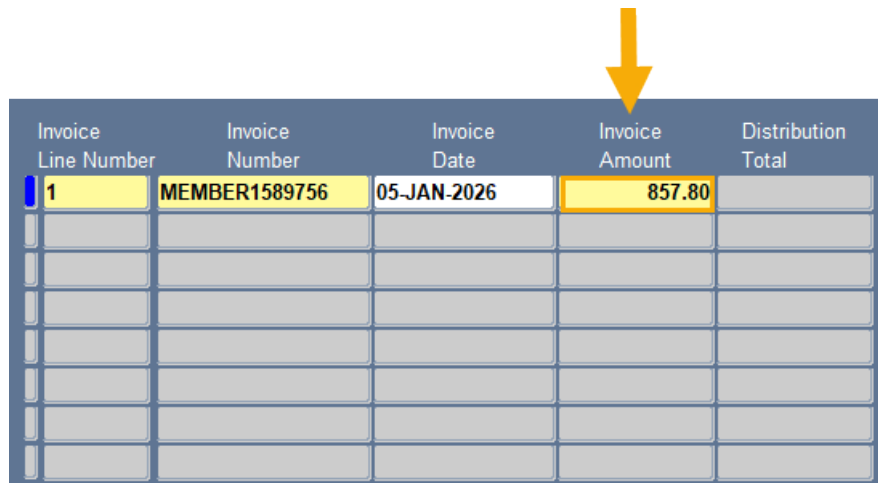
OR

- 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		

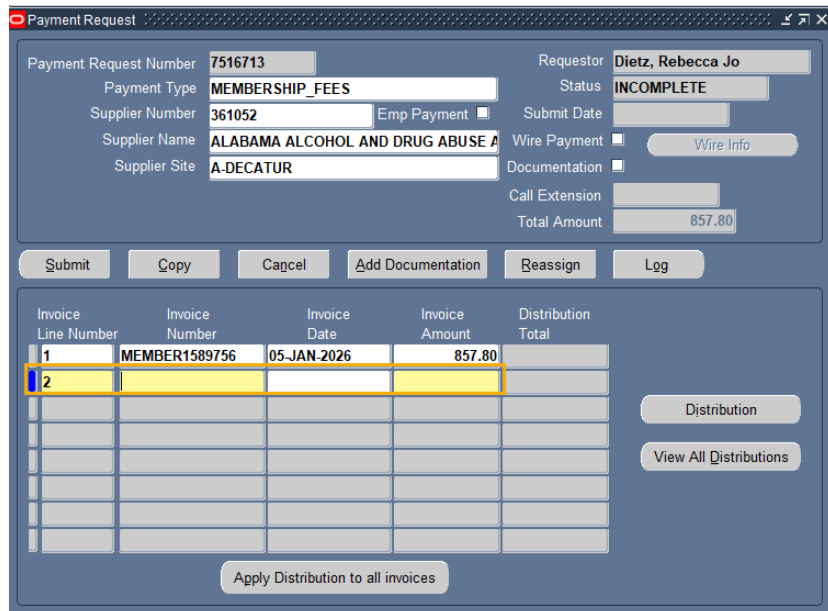
Enter the **Invoice Amount**:

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



Invoice Line Number	Invoice Number	Invoice Date	Invoice Amount	Distribution Total
1	MEMBER1589756	05-JAN-2026	857.80	

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



Payment Request Number: 7516713
 Payment Type: MEMBERSHIP_FEES
 Supplier Number: 361052
 Supplier Name: ALABAMA ALCOHOL AND DRUG ABUSE A
 Supplier Site: A-DECATUR

Requestor: Dietz, Rebecca Jo
 Status: INCOMPLETE
 Submit Date:
 Wire Payment: ☐ Wire Info
 Documentation: ☐
 Call Extension:
 Total Amount: 857.80

Buttons: Submit, Copy, Cancel, Add Documentation, Reassign, Log

Invoice Line Number	Invoice Number	Invoice Date	Invoice Amount	Distribution Total
1	MEMBER1589756	05-JAN-2026	857.80	
2				

Buttons: Distribution, View All Distributions, Apply Distribution to all invoices

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