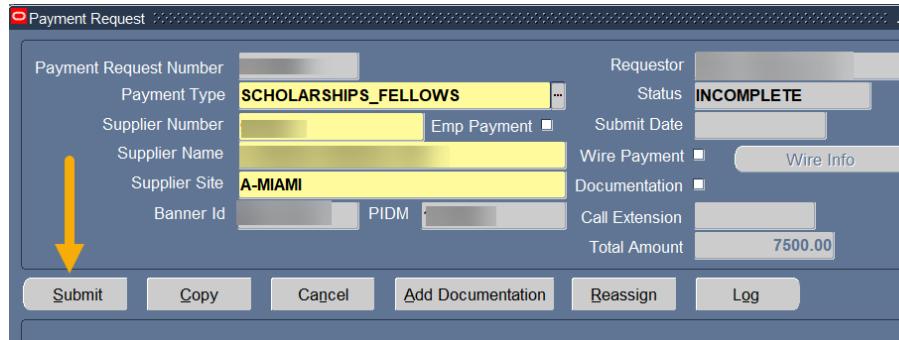


After you have entered the Payment Request [header](#), [invoice](#), and [account distributions](#), and completed the [documentation form](#):

- Review all information to ensure it is complete and accurate.
- Click **Submit**.



Payment Request

Payment Request Number	SCHOLARSHIPS_FELLOWS	Requestor	INCOMPLETE
Payment Type	Emp Payment	Status	
Supplier Number		Submit Date	
Supplier Name		Wire Payment	
Supplier Site	A-MIAMI	Documentation	
Banner Id	PIDM	Call Extension	
		Total Amount	7500.00
<input type="button" value="Submit"/> <input type="button" value="Copy"/> <input type="button" value="Cancel"/> <input type="button" value="Add Documentation"/> <input type="button" value="Reassign"/> <input type="button" value="Log"/>			

If paying a UAB employee:

- A **Note** window will appear stating that the funds will be deposited into the employee's bank account.
- Click **OK**.



For all payment requests:

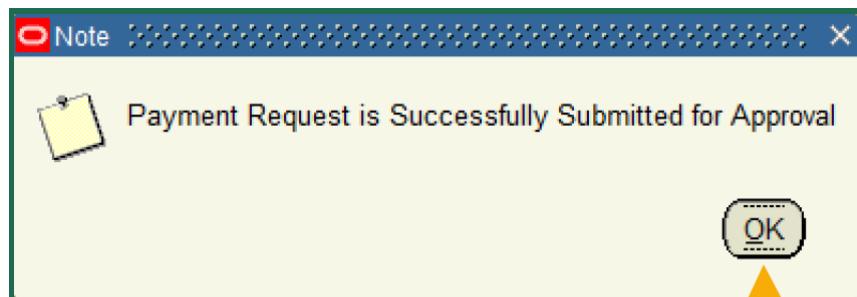
- A **Decision** window will appear stating that you cannot edit the request after submission.
- Click **Yes**.



After successful submission:

- A **Note** window will appear stating that the Payment Request has been submitted for approval.
- Click **OK**.

Use [Document Locator](#) to track the Payment Request approval process.



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