

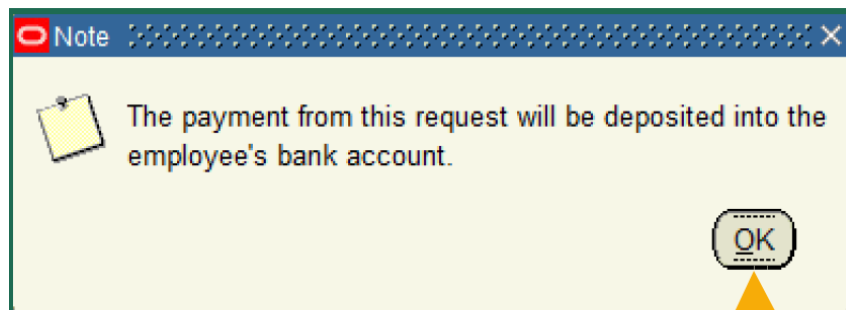
Oracle Payment Requests: Submitting Your Payment Request

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**.

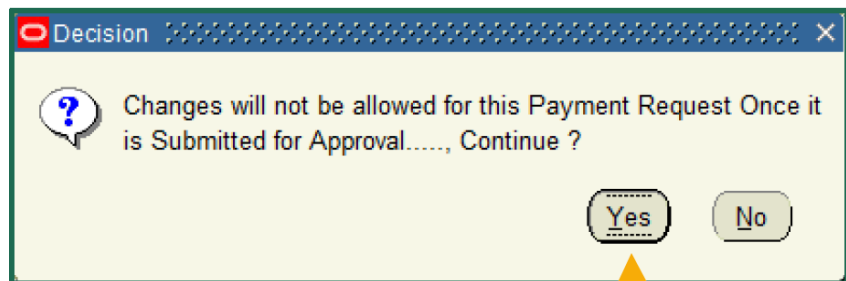
If **paying a UAB employee**:

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



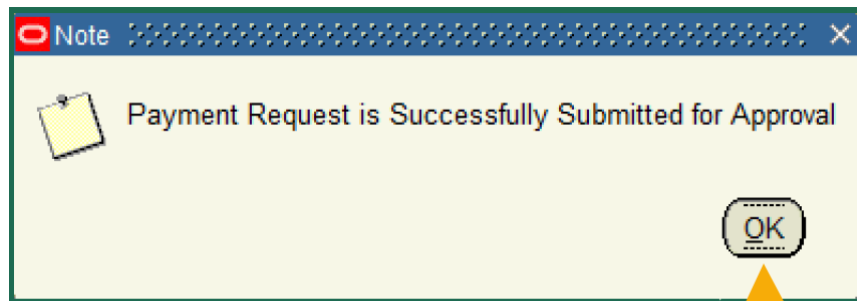
For **all payment requests**:

- 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](#).