PeopleSoft 8.43 Quick Reference Guide: Canceling a Payment Request

www.case.edu/erp/fin

You can cancel a payment request ONLY if you have not sent it to Accounts Payable. If it has been sent, please contact Accounts Payable at 368-2560

1. From the menu, select Accounts Payable.
2. Select Payment Request.
3. Select Cancel Payment Request.
   The Cancel Payment Request search page appears.

   Payment Request Cancel
   Enter any information you have and click Search. Leave fields blank for a list of all values.

   Find an Existing Value
   Check Request Number: begins with
   Check Request Type: =
   Requested:
   Requestor Operator ID: begins with
   Short Vendor Name: begins with

   Case Sensitive
   Search  Clear  Basic Search  Save Search Criteria

4. Enter the Check Request Number.
5. Click Search.
   The Payment Request that you would like to cancel will appear.
6. Click [Cancel].

   A confirmation screen will appear.

   Select Yes to confirm cancel of payment request number or select No. (30000,11)

   ![Yes] [No]

7. Click [Yes] to confirm. The Payment Request will be canceled.

   The Cancel Payment Request search screen will appear.

   ![Yes] [No] to return to the Cancel Payment Request screen.