

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

[Basic Search](#)

4. Enter the **Check Request Number**.
5. Click .

The Payment Request that you would like to cancel will appear.

Payment Request Cancel



Please read Information and Procedures before completing Payment Request Form

Cancel

Requestor ID: dwr2 **Name:** Robinson, Daryl
Request Number: 0000059149 **Date Requested:** 02/27/2006 **Status:** New - Waiting for Paperwork
Request Type:
Return Check To:

Vendor Information

6. Click .

A confirmation screen will appear.

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

7. Click to confirm. The Payment Request will be canceled.
The Cancel Payment Request search screen will appear.



Click to return to the Cancel Payment Request screen.