

## How to copy a payment request

**Navigation:** *Accounts Payable> Payment Requests> Payment Request> Add a New Value> Click the Add button*

1. Once on the **Payment Request** screen, either enter the old request number and click **Copy**, or, click the magnifying glass, choose the correct request number and then click **Copy**.

**Request Number:**  

2. Choose a **Request Type**:

If you choose **Advance**, everything but the following will be populated:

**Amount**

**Description**

If you choose **Payment Request**, everything but the following will be populated:

**Amount**

**Vendor**

**Vendor Invoice Number**

If you choose **Petty Cash**, everything but the following will be populated:

**Amount**

If you choose **Travel Reimbursement**, everything but the following will be populated:

**Amount**

3. Continue with the request, making sure all the required fields are completed. Save the request.

\*more information regarding Payment Request procedures can be found here:

<http://www.case.edu/projects/erp/resources.html>