

This guide illustrates deleting previously entered wire payment information from a Payment Request.

Note that once this information has been deleted, it cannot be retrieved.

Step 1

[Locate the Payment Request](#) you want to delete wire payment information from.

Step 2

Uncheck the Wire Payment field.

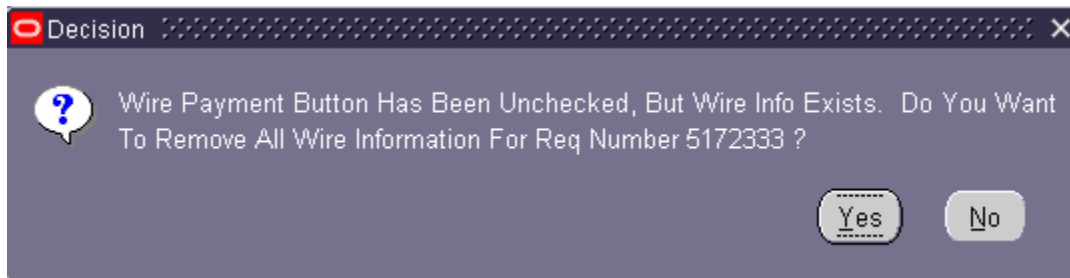


The screenshot shows a 'Payment Request' window with the following fields: Payment Request Number (5172333), Requestor (redacted), Payment Type (DISB REQ OTHER), Status (INCOMPLETE), Supplier Number (421428), Submit Date (redacted), Supplier Name (UNIV OF COPENHAGEN), Wire Payment (checked), Wire Info (button), Supplier Site (A-DENMARK), Documentation (checked), Call Extension (redacted), and Total Amount (13000.00). The 'Wire Payment' checkbox is highlighted with a yellow box.

Step 3

A Decision form will appear.

- Choose Yes to remove the previously entered wire information.
- A confirmation Note will appear notifying you of successful deletion.
 - Click OK.

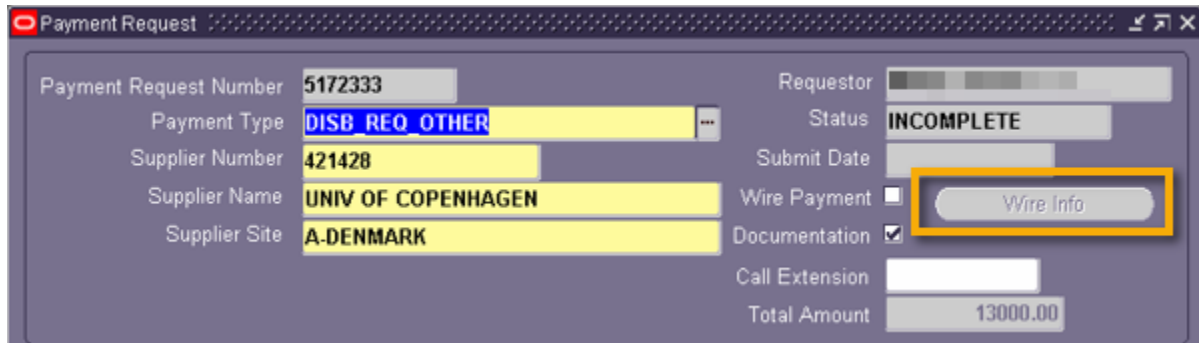


The screenshot shows a 'Decision' dialog box with the message: 'Wire Payment Button Has Been Unchecked, But Wire Info Exists. Do You Want To Remove All Wire Information For Req Number 5172333 ?'. There are 'Yes' and 'No' buttons at the bottom.

Step 4

Verify that the wire information has been deleted.

- The Wire Info button should now be greyed out and inactive.



The screenshot shows a 'Payment Request' window with the following fields and values:

Field	Value
Payment Request Number	5172333
Payment Type	DISB REQ OTHER
Supplier Number	421428
Supplier Name	UNIV OF COPENHAGEN
Supplier Site	A-DENMARK
Requestor	[Redacted]
Status	INCOMPLETE
Submit Date	[Redacted]
Wire Payment	☐
Documentation	☒
Call Extension	[Redacted]
Total Amount	13000.00

The 'Wire Info' button, located next to the 'Wire Payment' checkbox, is highlighted with a yellow box and is greyed out, indicating it is inactive.