

Tab

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Payment Request

The screenshot shows a software interface for creating a 'Payment Request'. The form is titled 'Payment Request' and includes a toolbar with various icons. The form is divided into several sections:

- Client:** XYZ Foundation
- Document No:** (empty field)
- Document Type:** Payment Request (dropdown menu)
- Description:** (empty field)
- Business Partner:** Prasanth (with a person icon)
- User/Contact:** Prasanth (with a person icon)
- Department:** Delivery
- Request Type:** (dropdown menu is open, showing options: Employee Advance, Employee Claims, Expenses(Petty Cash), Reimbursement(Immediate), Reimbursement(Payroll), Travel Advance, Vendor Advance, Vendor Payment(Invoice))
- Amount:** (empty field)
- Document Status:** (empty field)
- Organization:** XYZ Offsite (dropdown menu)
- Account Date:** 13/04/2022 (with a calendar icon)
- DateRequest:** 13/04/2022 (with a calendar icon)
- Processed:** ☐
- Paid:** ☐
- Closed Status:** ☐
- Approved:** ☐
- Approved Level 1:** ☐
- Approved Level 2:** ☐
- Position:** Business Analystist
- Currency:** INR (dropdown menu)

At the bottom, there is a 'Reference' section and a 'Request Line' section.

CRITICAL FIELDS:

1. Document Type: The Document Type determines document sequence and processing rules
2. Account Date: Date of payment request raised
3. Date Required: Date which indicates the required date of payment
4. Business Partner: Employee name who is requesting payment
5. User Contact: It will update automatically based on the login
6. Department: It will update automatically based on the employee
7. Position: It will update automatically based on the employee
8. Request Type: (It is used to select the type of payment request)
 - a) Employee Advance: This type is used to request an Advance or Loan
 - b) Employee Claims: This type is used to request a claim like Petrol allowance/Travel expenses
 - c) Expenses (Petty Cash): This type is used to request an expense petty cash amount
 - d) Reimbursement(Immediate): This type is used to request reimbursement for a project and it is to request immediate payment.
 - e) Reimbursement(Payroll): This type is used to request reimbursement for a project and it can

be paid through payroll

f) Travel Advance: This type is used to request payment in advance for a particular project for travel

g) Vendor Advance: This type is used to request a payment to pay the vendor in advance while selecting the vendor name needs to map in the request line.

h) Vendor payment (Invoice): This type is used to request a payment to pay against a vendor invoice, The invoice document number will be tagged in the request line.

i) Travel Settlement - Used to Settlement the amount against the Payment Request (Travel Advance).

j) Cash Transfer - Used for cash Request type

9. Project/Project

Task/Project phase: It is used to track the payment for the project and phase.

10. Approved: When payment request is raised, it will sent for approval once the request is approved this check box will update automatically

11. Paid: Against the payment request if the payment is done then this will be updated as paid.

Request Line

Home (162626) *Payment Request: 70118 ✕

Payment Request > Request Line

Inserted

Client * XYZ Foundation

Organization * XYZ Offsite

Payment Request 70118_Prasanth

Line 10

Description

Business Partner * Prasanth

Type of Expense *

- DA
- Hotel
- Others
- Travel

Date

Date From

Date To 13/04/2022

Invoice Partner

User/Contact Dinesh pravatha

UOM * Each

Price * 0.00

Quantity * 0

Amount 0.00

Project

Project Phase

Project Task

Sales Opportunity

CRITICAL FIELDS:

1. Type Of Expense: It is show the list of expenses like DA/Hotel/Travel/Others. Based on the type Employee will claim the payment.
2. Date: It refers to the document date
3. Date From and Date To: It refers to the date the claim belongs to.
4. Price : We can enter the amount of the Claim
5. Quantity: We can use to enter the qty.
6. Amount: Once the document saved it will update automatically
7. Project/Project phase/ Project Task: We can select the project phase/Project task to tag for this claim.