

# My Payment Request

We can request a payment through the Payment request window, It is for Employee advance, Employee claim, Employee reimbursement, Vendor payment request like that. Here it is breifed in detail.

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# Introduction

# Introduction

## **Introduction:**

1. The My Payment Request window is used to request the payment or advance amount from the HR Team.
2. It contains Employee Details and Payment Request types with the Amount details.

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Tab

# Payment Request

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

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

## 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.

Tab

# Request Line

Home (162626) \*Payment Request: 70118 ✕

Payment Request > Request Line +\*1/1

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

Project Phase

Project Task

Price \* 0.00

Quantity \* 0

Amount 0.00

Project

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.

# Document Actions



# Validation

## **Save**

1.System will check the all mandatory fields

## **Delete**

1.System will delete the Document and its history details

## **Document action prepare**

1.System will check the period details and master data's checking

## **Document action complete**

1.Once document action is complete ,all fields are update in read only

## **Document action void/reverse correct actual**

1.Void- system will reverse all the transaction data's and change the document status to Void

## **Document action close**

1.system will check whether all the activity for the document is completed and change the Document status to close.

# Video

# Process

# Cancel Payment Request

Home Cancel Payment Request x

Do you want to start the Process?

Payment Request 1000000\_Harish Demo

☐ Run as Job

Saved Parameters

Start Cancel

## Selection Field :

1. Payment Request : Used to select the payment request document from the payment request window.

## Process Use :

1. This Process Is Used to cancel the Payment Request document from the transaction window.