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.

- Introduction
  - Introduction
- Tab
  - Payement Request
  - Request Line
- Document Actions
  - Validation
- Video
- Process
  - Cancel Payment Request

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.

Tab

Payement Request

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

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
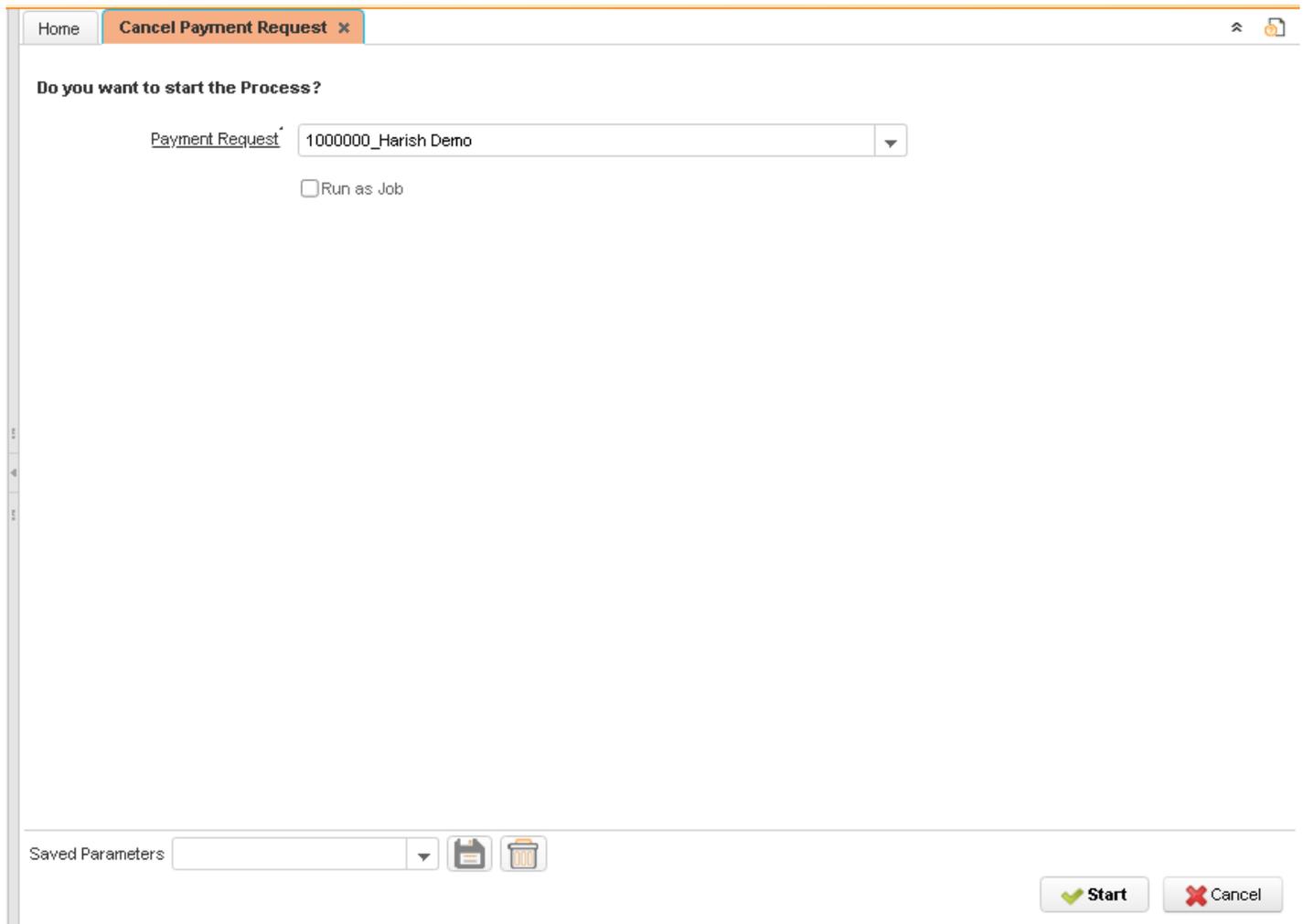
Document action close

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

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.