

# Payment Request

The screenshot shows a software interface for creating a Payment Request. The form is titled "Payment Request" and includes the following fields and options:

- Client:** XYZ Foundation
- Organization:** XYZ Offsite
- Document No:** (empty)
- Account Date:** 13/04/2022
- Document Type:** Payment Request
- DateRequest:** 13/04/2022
- Description:** (empty)
- Business Partner:** Prasanth
- User/Contact:** Prasanth
- 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)
- Document Status:** (empty)
- Position:** Business Analystist
- Currency:** INR
- Processed:** ☐
- Paid:** ☐
- Closed Status:** ☐
- Approved:** ☐
- Approved Level 1:** ☐
- Approved Level 2:** ☐

## 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.

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Revision #3

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