

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

Price* 0.00

Quantity* 0

Amount 0.00

Project

Project Phase

Project Task

Sales Opportunity

UOM* Each

Paid

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.

Revision #5

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