

# Tab

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# Payment Request

The screenshot shows a web application interface for a 'Payment Request' form. The title bar indicates 'Payment Request: 1000004'. The form is divided into several sections:

- Client:** Konnect Demo
- Organization:** Food Industry
- Document No:** 1000004
- Account Date:** 11/07/2023
- Document Type:** Payment Request
- DateRequest:** 11/07/2023
- Description:** (Empty text area)
- Business Partner:** Prasanth
- User/Contact:** Sowmiya S
- Department:** (Empty text area)
- Request Type:** Vendor Payment(Invoice)
- Amount:** 1,000.00
- Currency:** INR
- Document Status:** Drafted
- Position:** (Empty text area)
- Checkboxes:** Processed, Paid, Closed Status, Approved, Approved Level 1, Approved Level 2
- Buttons:** Document Action, Not Posted
- Reference Section:** Sales Opportunity, Campaign, Project, Project Phase

## Critical Fields :

1. User Contact : Used to select the User name
2. Account Date : Used to Maintain the Document Account date
3. Request Date : Used to select the Requesting date
4. Currency : Used to select the currency for this document
5. Request Type : Used to select the request type for this document
  - a)Cash Transfer - Used for cash Request type
  - b)Employee Advance - Used for Employee Advance type
  - c)Employee Claims - Used for Employee Claims
  - d)Expenses(Petty Cash) - Used for Petty Cash

- e)Reimbursement(Immediate) - Used for immediate Claims for Expenses
- f)Reimbursement(Payroll) - Used for Payroll Reimbursement
- g)Travel Advance - Used for Request Travel Advance
- h)Vendor Advance - Used for Request Vendor Advance
- i)Vendor Payment(Invoice) - Used to create request for vendor related payments
- j)Travel Settlement - Used to Settlement the amount against the Payment Request (Travel Advance).

## **Critical & onetime setup fields :**

1. Organization : This Field is used to select the organization
2. Target Document Type : This Field is used to select the type of the document that you are going to process
3. Business partner : This Field is used to select the requested person name from master.

## **Non-Critical Fields :**

1. Description : This Field is used to mention the specific information about the Document

## **Zoom condition's :**

1. Payment Window

# Request Line

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<b>Client</b>	Sandbox	<b>Organization</b>	Manufacturing Discrete
<b>Payment Request</b>	1000011_Santhosh	<input type="checkbox"/> Paid	
<b>Line</b>	10	<b>Rule Type</b>	Reimbursement
<b>Description</b>		<b>Invoice Partner</b>	
<b>Business Partner</b>	Santhosh	<b>User/Contact</b>	Saravanan.K.B
<b>Date</b>	09/10/2023	<b>Project Phase</b>	
<b>Amount</b>	5,000.00	<b>Sales Opportunity</b>	
<b>Project</b>		<b>Project Task</b>	
<b>Schedule Line</b>			
<b>Campaign</b>			

## Critical Fields:

1. Date: Request date should be given
2. Rule Type: Select the rule type which is predefined
3. Invoice Partner: If we want to give any Invoice document of partner select the Invoice No. from Drop down
4. User/Contact: We can give the User name, who is requesting for the Payment
5. Amount: Give the Request Amount

## Critical & onetime setup fields:

1. Organization: This field is used to select the organization

## **Non-Critical Fields:**

1. Description: This field is used to specify the Description for payment request
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## **Serial number/Lot number (ASI):**

## **Zoom condition's**

## **Customization**