

# Payment Request

- Introduction
  - Introduction
- Tab
  - Payment Request
  - Request Line
- Document Actions
  - Validations
- Videos
- Form And Process
  - Create Payment (Request)
  - Payment Selection
  - Cancel Payment Request

# Introduction

Introduction

# Introduction


Payment Request window is used to create the Amount request with the details.

Tab



Tab

# Payment Request

Home (52)SummaryPayment Request: 1000004 x



Payment Request1/1

Client	Konnect Demo	Organization	Food Industry
Document No	1000004	Account Date	11/07/2023
Document Type	Payment Request	DateRequest	11/07/2023
Description			
Business Partner	Prasanth	<input type="checkbox"/> Processed	<input type="checkbox"/> Paid
User/Contact	Sowmiya S	<input type="checkbox"/> Closed Status	<input type="checkbox"/> Approved
Department		<input type="checkbox"/> Approved Level 1	<input type="checkbox"/> Approved Level 2
Request Type	Vendor Payment(Invoice)	Position	
Amount	1,000.00	Currency	INR
Document Status	Drafted		
 Document Action			
 Not Posted			

▼ Reference

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

Tab

# Request Line

[Payment Request](#) > Request Line

1/1

<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
- 

## Serial number/Lot number (ASI):

## Zoom condition's

## Customization



# Document Actions

# Validations



# Videos

# Form And Process

# Create Payment (Request)

Home (60)

Summary

Create Payment(Request) ✕

Payment: 1000159 ✕

Payment Request: 1000002 ✕

✕

Do you want to start the Process?

Payment Request

1000003\_Discrete User

▼

Bank Account

ICICI bank-KD\_ICICI bank-KD\_-1

▼

Account Date

15/09/2023

☐ Run as Job

Saved Parameters

▼

✓ Start

✕ Cancel

## Process Use :

This Process is used to create a payment document from payment request.

## Parameter :

1. Payment Request : Used to select the Payment request document
2. Bank Account : Used to select the Bank Account Name from the master
3. Account Date : Used to mention the payment document account date

# Payment Selection

Home (60)

Summary

Payment Selection ✕

Payment Selection: 15/09/20... ✕

⬆️📄

Payment Selection

Organization

Manufacturing Discrete

▼

Bank Account

IOB3434789\_Indian Overseas Bank \_-1

▼

Trx Organization

⋮

Business Partner Group

▼

Business Partner

👤

Days due

📅

☐ Invoice with PO

☐ Invoice without PO

Bank

Indian Overseas Bank \_-1

▼

☐ Run as Job

Saved Parameters

▼

💾

🗑️

✔️ Start

❌ Cancel

## Process Use :

1. This process is used to create the payment selection document against the bank .

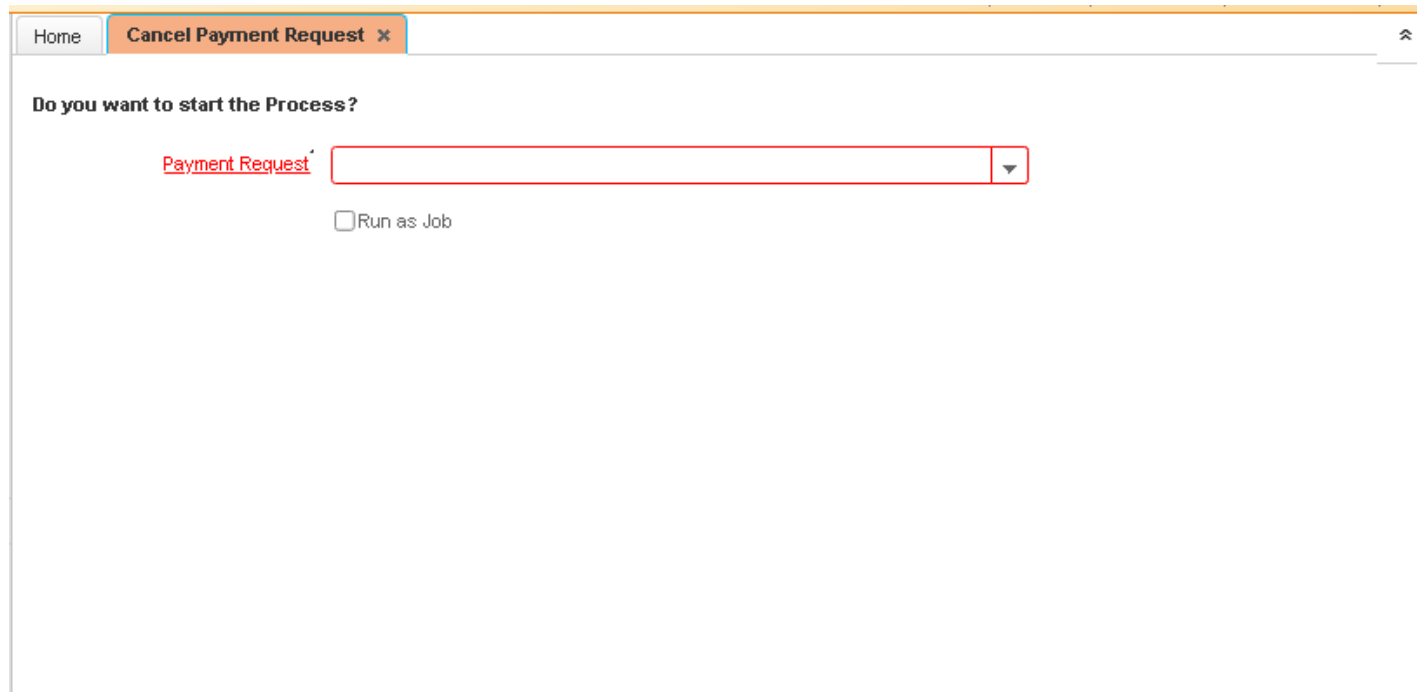
## Parameters :

1. Organization : Used to select the organization name
2. Bank Account : Used to select the bank name from the master
3. Trx Organization : Used to select the transaction org name
4. Business Partner Group : Used to select the Business partner group name
5. Business Partner : Used to select the business partner name

6. Days Due : Used to mention the due date
7. Invoice With PO : If we check this checkbox Document created With PO
8. Invoice Without PO : If we check this checkbox Document created Without PO
9. Bank : Used to select the bank name from the bank master.



# Cancel Payment Request



The screenshot shows a web application interface for a process named 'Cancel Payment Request'. At the top, there is a navigation bar with a 'Home' button and the current process name 'Cancel Payment Request' with a close icon. Below the navigation bar, the main content area starts with the question 'Do you want to start the Process?'. Underneath this question, there is a label 'Payment Request' in red text, followed by a red-bordered input field with a dropdown arrow on the right. Below the input field, there is a checkbox labeled 'Run as Job'.

## Process Use :

1. This process is used to cancel the payment request .

## Parameters :

1. payment request : Used to select the payment request document number