

Payment Request

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Introduction

Introduction

Introduction

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

Tab

Tab

Payment Request

Home (52)

Summary

Payment Request: 1000004 x

Payment Request 1/1

Client

Konnect Demo

Document No

1000004

Document Type

Payment Request

Description

Business Partner

Prasanth

User/Contact

Sowmiya S

Department

Request Type

Vendor Payment(Invoice)

Amount

1,000.00

Document Status

Drafted

Document Action

Not Posted

Organization

Food Industry

Account Date

11/07/2023

DateRequest

11/07/2023

☐ Processed

☐ Paid

☐ Closed Status

☐ Approved

☐ Approved Level 1

☐ Approved Level 2

Position

Currency

INR

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

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

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 :

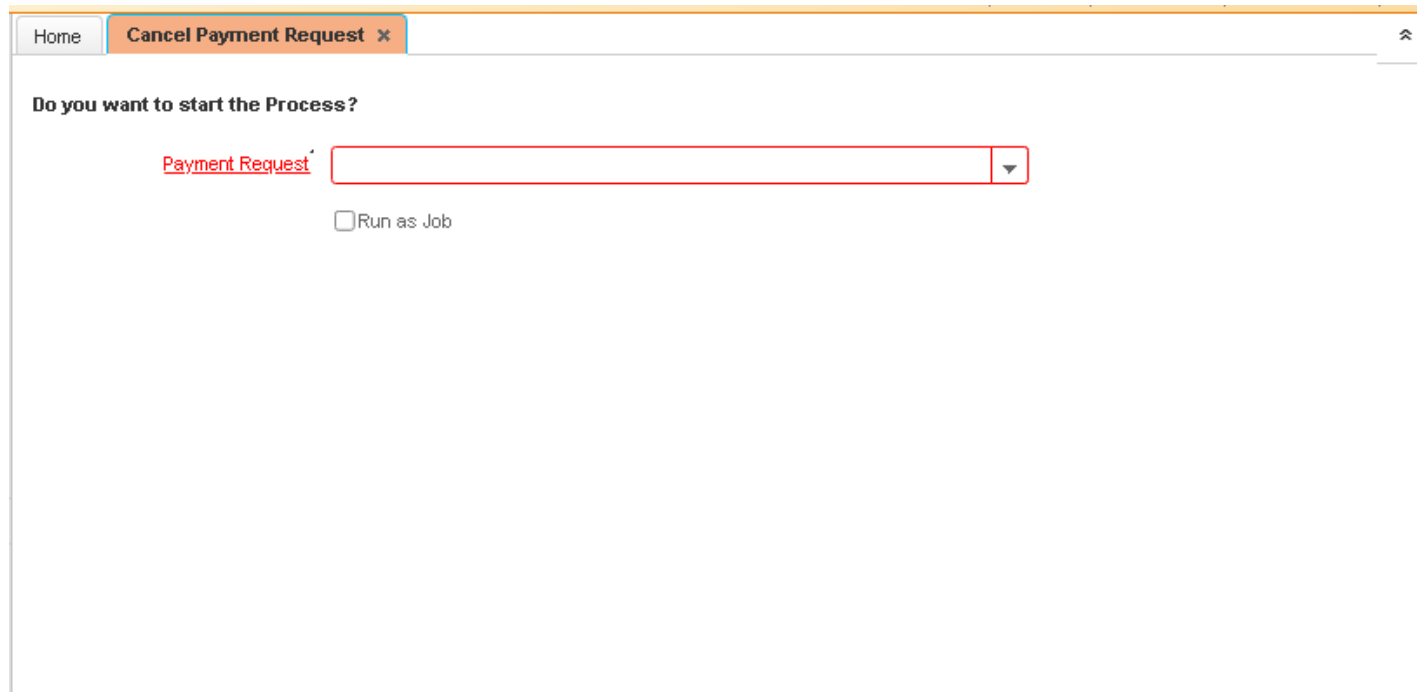
1. This process is used to create the payment selection document against the bank .

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