

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

The screenshot shows a web application interface for a 'Payment Request'. The browser tab is titled 'Payment Request: 1000004'. The page has a navigation bar with 'Home (52)' and 'Summary' tabs. Below the navigation bar is a toolbar with various icons. The main content area is titled 'Payment Request' and contains several input fields and buttons. The fields are organized into two columns. The left column contains: 'Client' (Konnect Demo), 'Document No' (1000004), 'Document Type' (Payment Request), 'Description' (empty), 'Business Partner' (Prasanth), 'User/Contact' (Sowmiya S), 'Department' (empty), 'Request Type' (Vendor Payment(Invoice)), 'Amount' (1,000.00), and 'Document Status' (Drafted). The right column contains: 'Organization' (Food Industry), 'Account Date' (11/07/2023), 'DateRequest' (11/07/2023), and several checkboxes: 'Processed', 'Paid', 'Closed Status', 'Approved', 'Approved Level 1', and 'Approved Level 2'. Below these fields are two buttons: 'Document Action' and 'Not Posted'. At the bottom, there is a 'Reference' section with four dropdown menus: 'Sales Opportunity', 'Campaign', 'Project', and 'Project Phase'. The 'Not Posted' button has a red warning icon next to it.

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

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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

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

BankAccount ICICI bank-KD_ICICI bank-KD_-1

Account Date 15/09/2023

Run as Job

Saved Parameters

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

The screenshot shows the SAP Payment Selection form. At the top, there are navigation tabs: 'Home (60)', 'Summary', 'Payment Selection' (highlighted), and 'Payment Selection: 15/09/20...'. Below the tabs, the form is titled 'Payment Selection'. It contains several input fields and checkboxes:

- Organization:** A dropdown menu with 'Manufacturing Discrete' selected.
- BankAccount:** A dropdown menu with 'IOB3434789_Indian Overseas Bank _1' selected.
- Trx Organization:** An empty text field with a vertical ellipsis icon on the right.
- Business Partner Group:** An empty dropdown menu.
- Business Partner:** An empty text field with a person icon on the right.
- Days due:** An empty text field with a calendar icon on the right.
- Invoice with PO
- Invoice without PO
- Bank:** A dropdown menu with 'Indian Overseas Bank _1' selected.
- Run as Job

At the bottom of the form, there is a 'Saved Parameters' section with a dropdown menu, a save icon, and a trash icon. On the right side, there are two buttons: 'Start' (with a green checkmark) and 'Cancel' (with a red X).

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 browser window with a tab titled 'Cancel Payment Request'. The page content includes a question 'Do you want to start the Process?' followed by a dropdown menu labeled 'Payment Request' and a checkbox labeled 'Run as Job'.

Home Cancel Payment Request x

Do you want to start the Process?

Payment Request [dropdown menu]

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