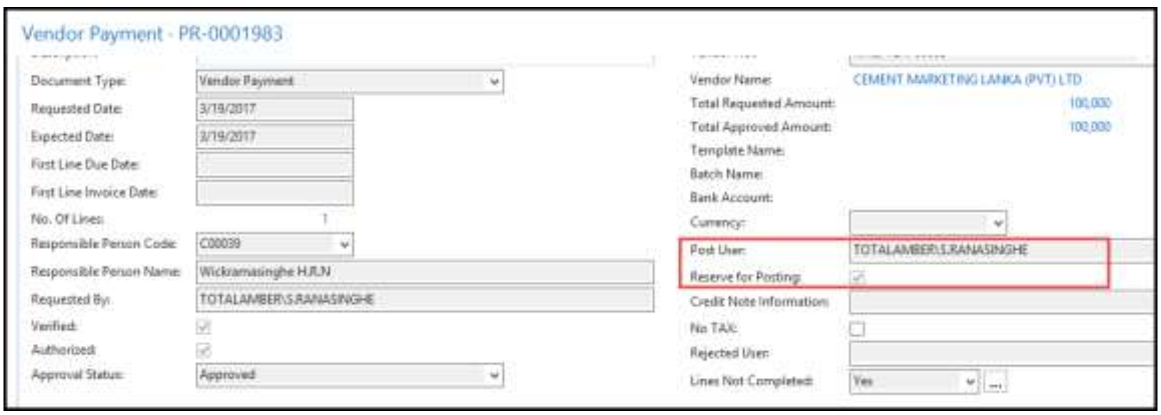
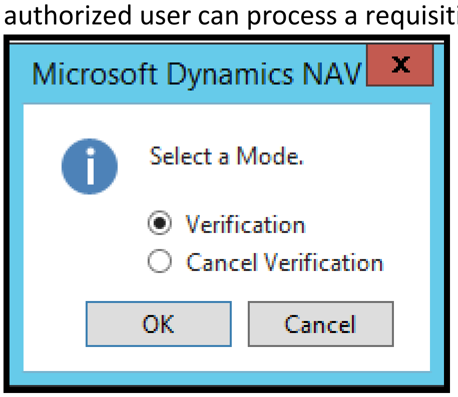
Payment Approval Process

1. Once a payment requisition is submitted to the finance department, a relevant user can reserve the document for posting. (On Payment Requisition page)

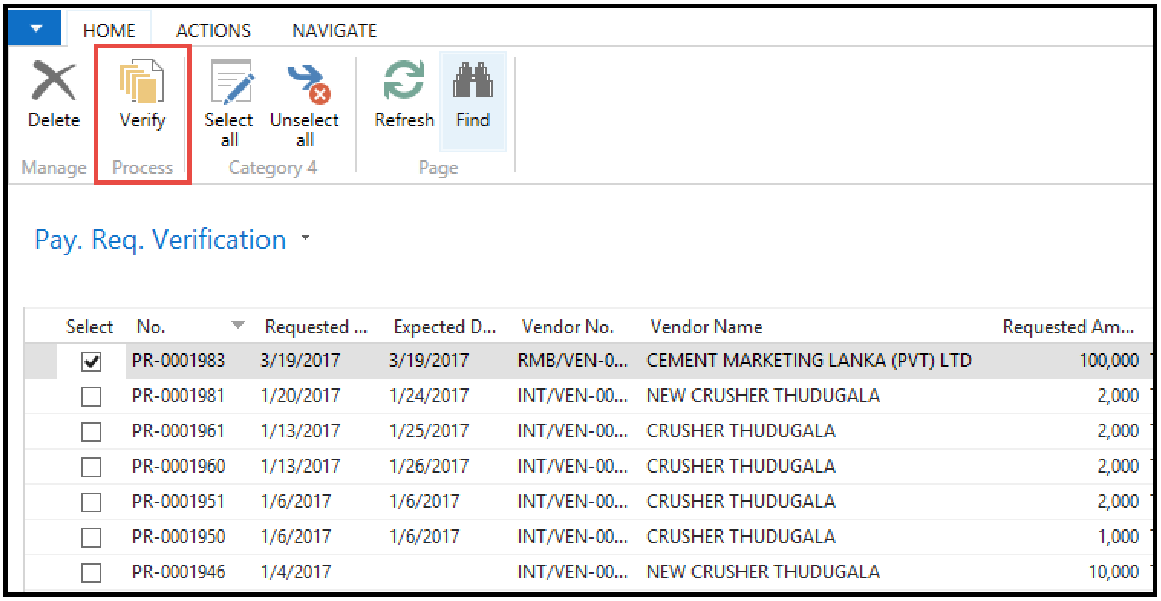
2. Once the requisition is reserved, the reserved user is indicated in the payment requisition. The purpose of this step is to filter the payment requisitions when they are going to be transferred to the payment journal. After reserving the requisition, user can post the invoices attached to it.



3. Once all the attached invoices are posted, a payment requisition is available in the "Payment Requisitions for Verification" page. This page can be accessed through the path **Departments/Financial Management/Cash Management/Pay. Req. Verification**.
   Once this page is accessed, a user can decide whether to verify the payment requisitions or cancel the verification of a requisition which has already been verified. With this step, an authorized user can process a requisition for the payment process.

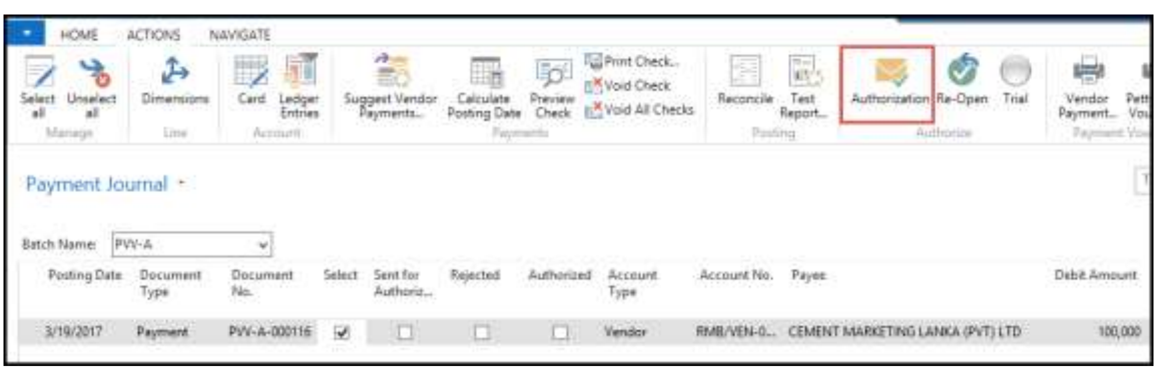


4. Once the page is accessed, user can select a requisition or requisitions and verify them. Once a payment requisition is verified, it is removed from the page and available in the "Payment Requisition Post to GL" page.



5. "Payment Requisition Post to GL" page can be accessed through the path **Departments/Financial Management/Cash Management/ Payment Requisition Post to GL** User can filter the payment requisition and assign a payment journal template, a payment journal batch and a bank account. Then, user can select the lines and create entries in the payment journal. Once the entries are created, the requisition lines are removed from the page.

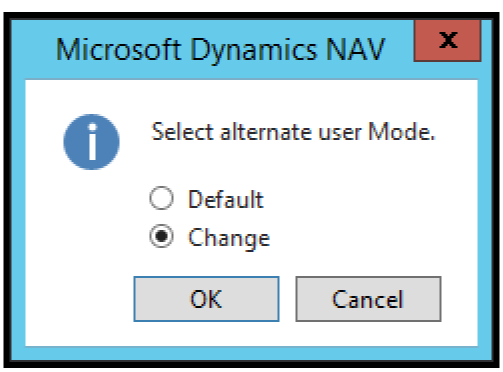
6. User can access the payment journal and select the lines which need to be sent for approval. Then, user can send the payment journal lines for approval by clicking the "Authorization" button.



7. If a payment journal line is sent for approval, it is marked as “Sent for Authorization”.

8. Once the journal lines are sent for approval, associated lines are created in the “User Task” page. A user can access the “User Task” page and view the documents which require his approval. If a document requires an approval from another user, the original approver may decide delegate the document to an alternative approver.

9. When delegating a document, user can decide whether to delegate the document to the default alternative approver which is defined in the system or to change the default alternative approver and delegate it to another approver.



10. If the user decides to change the alternative approver, the “Alternative User Card” opens and the alternative approver can be changed from there. Once a document is delegated, a line is created in the “User Task” page of the Alternative Approver.

11. If delegated, the alternative approver can approve or reject the document from the User Task page.

12. Once a payment journal line is approved, it is available in the “Submitted Payment Journal” page. A user can print a check and post a line from the “Submitted Payment Journal” page.