# **PAYMENT REQUISITION PROCESS**

## Step 1 : Path to Purchase Invoice.

5 C) - A I	ICC_ERP + Hom	e 🕨						6	purchase inv
ACTIONS	REPORT REP	ORT - BALANCE	SETUP					Purchase Invoices	Home
Lustomer Vendor New	Bank Account Reconciliations Bank	Cash Receipt Journal	Sales Credit Memo Sales Fin. Charge Memo Sales Invoice Sales Reminder Receivables	Payment Purch Journal Invo Payables	ase Adjust ice Exchange Rates	Post Inventory Cost to G/L Gen		<ul> <li>Purchase Invoices - SANKA</li> <li>Posted Purchase Invoices - SANKA</li> <li>Purchase Invoices Due Today</li> <li>Posted Purchase Invoices</li> </ul>	Home/Purchase Invoices Home Home Posted Documents
Role Center Vendors	Î	Role Cente	er - Bookkeeper					Purchase Invoices Purchase Invoice Nos. Purchase Invoice	Departments/Financial Management Financial Management/Payables/Re Financial Management/Payables/Do
Purchase Invoices Purchase Orders		Activities				<ul> <li>My Ver</li> </ul>	idc 🕡	) Posted Purchase Invoices	Financial Management/Payables/His
Users MRN PRN GRN	W	Payables	), 0	13	Edit Payment Journal New Purchase Credit Me	Vendor I	age 🖬	Inventory Purchase Orders Inventory - Vendor Purchases Inventory Purchase Orders Inventory - Vendor Purchases	Purchase/Planning/Reports Purchase/Planning/Reports Purchase/Order Processing/Reports Purchase/Order Processing/Reports

## **Step 2** : Create new Purchase Invoice.

		CC_ERF	Depa	artments 🕨 Fina	ncıal Manager	nent 🕨 Payables	<ul> <li>Purchase Investigation</li> </ul>	nces				
New New	/ Edit	Q View lanage	X Delete	Release Reoper	Post Po	ost and Print Batch	Statistics Dimen	sions Comments	Send Approval Request	Cancel Approval Request Approval	Approvals	Microso Excel Send T
Depart Financ Gene	ments ial Manage eral Ledger	ment		Purchase I	nvoices 🔹					Type to fi	lter (F3)	No.
Cash Cost	Managem Accounting	ent g	н	No.	Buy-from Vendor No.	Buy-from Vend	or Name	Description 2		Pay-to Contact		Pay-to
Rece	ivables			10074	V00539	CEYLON STEEL	CORPORATION L.			MR. YAPA		CEYLO
Paya	bles			10126	V00786	TOKYO CEMEN	T COMPANY(LAN					токуо
Fixed	Assets			10170	V01119	S. WEERASOORI	A	SP.PAYMENT .F	OR THE MONTH			S. WEEF

## **Step 3** : Filling Purchase Invoice Header Required Details.

View Delete Manage	ease Reopen Release	Post	Post and Print Report Posting	Copy Document	Calculate Invoice Move Negative Li Get Std. Vend. Pu Prepare	Discount ines ırchase Codes	Statistics	Send Approval Request Cancel Approval Request Approvals Approval	Email as Attachment Send To	Rotes
28316 · CASH										
General										* ^ ^
No.:	28316					Description 2:	Payme	nt for Vehicle Hire		
Buy-from Vendor No.:	V00937			-		Sbu Code:	5.0 HEA	D OFFICE	-	
Buy-from Contact No.:	CT004275			+		Projects Code	6-00100	l.	-	
Buy-from Vendor Nam	e: CASH					Posting No. Se	eries: P-INV+	. •		
Posting Date:	10/4/2016		-			Location Code	e (	•		
Document Date:	10/4/2016		- · ·			Tax Area Code			•	
Vendor Invoice No.:	2016-10-04					Tax Liable:				E
Order Address Code:			10			Your Reference	e:			
Assigned User ID:					•	Status:	Open		•	
									Ƴ Sh	ow more fields

**Step 4 :** For GRN based payment you need to select Lines -> Get Receipt Lines -> select relevant GRN's.

Adjustment						
Advance						
11						
Lines						
Functions - Line - M	Find Filter 茨 Clear Filter					
Functions Time Line The American Americ	Find Filter 🔀 Clear Filter Description 2	No.	Location Code	Quantity U M C	Init of Aeasure Code	Direct Unit Cost Excl. VAT
Functions     Image: Line     #       Explode BOM     Insert Ext. Texts     #       Get Receipt Lines     2	Find Filter 🔀 Clear Filter Description 2 (GRN-001160: 3)	No.	Location Code	Quantity U M C	Init of Aeasure Code	Direct Unit Cost Excl. VAT

### Need to select relevant GRN and press OK button.

Get Receipt Lines									3
HOME NAVIGAT	E						ICCNew	- iccerp.erp.iccsrv.com	?
Show Show as List Chart View Show A	Links Refres	Clear Filter Page	Find						
Get Receipt Lines •						Type to filter (F3)	Document	No. 👻 🔿	~
							Filter: V0043	9 • V00439 • <>0 • ''	
Document No.	Buy-from Vendor No.	Туре	No.	Description	Unit of Measure Code	Quantity	Quantity Invoiced	Qty. Rcd. Not Orde Invoiced	er N
PE/GRN-001638	V00439	Item	M04446	HYDRAULIC COOLING FAN SEN	NO	1	0	1 11246	55
1 PE/GRN-001641	V00439	Item	M04414	TEMPARATURE SWITCH-SAMPLE	NO	1	0	1 11170	)3
۲				m			2	OK Cancel	•

#### After that you will see purchase invoice lines as below:

Vendor Invoice No.:	2066323	2			l ax Liable: Your Reference:						
Assigned User ID:		8		•	Status:		Open		•		
Adjustment											
Advance											
Lines											_
🗲 Functions 👻 🛄 I	Line - 🎢 Find Filter 🍸	🖔 Clear Filter									
∮ Functions → 🗐 i Type De	Line - 🏦 Find Filter 🐧	Clear Filter Description 2	No.	Location Code	Quantity	Unit of Measure Code	Direct Unit Cost Excl. VAT	Line Amount Excl. VAT	Line Discount %	Depr. Acq Cost	Ta: Co
Functions + De	Line - 🏦 Find Filter 🝸 escription ceipt No. MSM/GRN-004297:	Clear Filter Description 2	No.	Location Code	Quantity	Unit of Measure Code	Eirect Unit Cost Excl. VAT	Line Amount Excl. VAT	Line Discount %	Depr. Acq Cost	Ta: Co

**Step 5**: For non GRN based pamentsneed to fill Lines as G/L accounts.

onoral							28316 V0	10/4/20	16 Onen	
djustment							20510 00	10/4/20	ito   Open	*
dvance										~
2										27.84
nes										*** ^
nes Functions	- 🛄 Line 🔹	🏶 Find Filter 🏹 Clear Filter						1		* ^
nes Functions • Type	• 🛄 Line • No.	Find Filter Clear Filter Description	Location Sbu Code	J Code	Projects Code	Quantity	Direct Unit Cost Excl. VAT	Unit of Measure Code	Line Amount Excl. VAT	k <sup>®</sup> ^

### Step 5 : Finnalyzing Purchase Invoice.

View Delete Manage	e Reopen Post F	Posting	Copy Document Copy Prepare	e Discount Lines urchase Codes	Dimensions Comments Invoice	Send Approval Request Cancel Approval Request Approvals Approval	Email a Attachm Send T
28316 · CASH General							
No.:	28316			Description 2:	Payment f	or Vehicle Hire	
Buy-from Vendor No.:	V00937		▼	Sbu Code:	5.0 HEAD (	DFFICE	•
Buy-from Contact No.:	CT004275			Projects Code	6-00100		•
Buy-from Vendor Name:	CASH			Posting No. Se	ries: P-INV+	•	
Posting Date:	10/4/2016			I			
Document Date:	10/4/2016	Edit - Purchase Inv	oice Statistics - 28316 · CASH				
Vendor Invoice No.:	2016-10-04	HOME				ERP_BETA - iccerp.erp.iccsrv.co	om 🕜
Order Address Code: Assigned User ID:		Edit View	Refresh Clear Filter Page				
Adjustment		28316 · CA	SH				
Advance		General				^	•
Lines Functions *	- 🎢 Find Filter	Amount Excl. V Inv. Discount A	/AT:	200.00 Q	uantity: arcels:	1	

After filling all required fields, you need to click on the "Release" Button.

If you need to edit after "Released" button press you need to click on "Reopen" Button.

# Payment Requisition

## Step 1 : Path to Payment Requisition.

ivoices					Ŕ	🤊 pay req
					Payment Requesitions	Home
•				2	Payment Requsition List	Departments/Financial Management/Cash
3		$\sim$	X	2	Payment Requisition for Verification	Departments/Financial Management/Cash
iensions Co	omments Senc	Approval (	Cancel Approval	2	Payment Requisition For Authorization	Departments/Financial Management/Cash
nvoice	ĸ	equest	Approval	2	Payment Requisition Post to GJ	Departments/Financial Management/Cash
involce			Abbiotor	2	Pay. Req. Verification	Departments/Financial Management/Cash
			Type to filte		Payment Requisition List	Departments/Financial Management/Paya
				*	Payment Requisition Setup	Departments/Financial Management/Setup

## Step 2 : Create new Payment Requisition.

HC	OME	ACTI	DNS											
New	Edi	t Vie	w Delete	Cheque Requisition F	Show Show as	Notes Lin	ks Refresh	Clear Fi	nd					
New 1		Mana	ige	Process	View	Show Attack	ied	Page						
Vend. A	Adv.	Not App	Requested Date	Expected Date	Responsible Person Name	e Re By	quested	Requested Amount	Verif	Aut	Approval Status	Requisition Status	Vendor No.	Venc
			7/7/2015	8/20/2015	Ruwan	ICO	SRV\P	0.00	V		Open	Open	V00526	SOOF

Step 3 : Filling Header of Payment Requisition.

General				
No.:	PR-0017531	Requisition Status:	Open	+
Description:	Payment for Hire Charge CXX-1234 for 2016-10	1 Vendor No.:	V00937	
Document Type:	Vendor Payment 👻	Vendor Name:	CASH	
Requested Date:	10/4/2016 👻	Total Requested Amount:		0.00
Expected Date:	10/10/2016 🗸 👩	Total Approved Amount:		0.00
First Line Due Date:		Template Name:		
No. Of Lines:	0	Batch Name:		
Responsible Person Code:	107794 🗸 🕘	Currency:		
Responsible Person Name:	CHARITH J. PERERA	Credit Note Information:		
Requested By:	ICCSRV\SANKA	No TAX:		
Verified:		Rejected User:		
Authorized:		Lines Not Completed:	No 🔻 📖	
Approval Status:	Open 👻			

Step 4 : Filling Lines of Payment Requisition.

Vendor Payment											
General											
Rejected Reason											
Vend. Pmt. Requi. Subform	n										**
Home 🔹 Process Requisitio	n Lines	* Naviga	te 🔻	Find	Filter 🖏	Clear Filter					
Docum Docum Type A No.	Pa ▲ Ty	ayment ype	Line	No.	Ref No.	Vendor Invoice Date	Invoice Due Date	Requested Amount	Approved Amount	Currency	Vendor Invoice
Vendor Adva PR-001753	Ve	endor A 🖣		10000				0.00	0.00		
	V	endor Adva	nce								
	In	nvoice Paym	nent								
		irect Invoic	10								

Lines Tab – Payment Type: Direct Invoice; Ref No: (Invoice No)] Press F5 twice to load invoice value

To View Purchase Invoice: On Payment Requisition lines  $\rightarrow$  Navigate  $\rightarrow$  Show Documents

Step 5 : Filling Lines of Payment Requisition by applying Relevant Invoice.

Vendor Payment							Type to filt	er (F3)   No.	
General Rejected Reason	Select Direct Invoice		Click h	ere		: 1	✓ ✓ <sup>lame</sup>		1
Vend. Pmt. Requi. Subform						\$ <sup>8</sup>	^		
Home * Process Requisition Lines * Nat	vigat 👫 Find Filt	er 🛛 🏹 Clear Filter					ENTERPRISE	S & TIMBE	
Docum Docum Payment Type A No. A Type	Line No. Ref	No. Ven In sice Dat	Invoice e Due Date	Reques	ted Approved Curren unt Amount	cy Vendor Invoice	No	(E	
Vendor Adva PR-0017531 Direct Inv	oice 10000				0.00 0.00		IVATE) LTD		
	Purchase Invoices		1						
	HOME							ERP_BETA	-
	New X Delete	Release Po Reopen Po Po	ost ost and Print ost Batch	<ul> <li>Statistics</li> <li>Dimensions</li> <li>Comments</li> </ul>	Send Approval Request Cancel Approval Request	Microsoft Excel	🖸 Show as List	<mark>स्त</mark> Notes ित्तु Links	1
	New Manage	Release	Posting	Invoice	Approval	Send To	View	Show Attached	
	Purchase Invoic	▼   → ∨ als: "10/03/16	Vendor Deta	ail					
	No. Buy Ven	-from Docum dor No. Date		Pay-to Co	Vendor No.: Name:				
•	28316 V009	37 10/4/2016	CASH	1	Payment for Vehic	le Hire		E-Mail:	
	28279 V009	9/27/2016	CASH		M.K.S.Sankalpana	EPF 8290		Fax No.:	

Step 6 : Apply Relevant Invoice amount to the Payment Requisition line.

HOME N	IAVIGATE				EF	RP_BETA - iccerp.erp.iccsrv.com
View Celete Manage	Approve Authorized V	erified Ledger Entries Requisition For Process	m Notes Links	Refresh Clear Filter Page	io ríous t	
<mark>/endor Payn</mark> General Rejected Reason	nent · PR-001753:	1 After approval print requisition		Click here or Press F5 Key	)	•
	ii. Subform					** ^
Vend. Pmt. Requ			w			
Vend. Pmt. Requ Home 🔹 Proces	s Requisition Lines 🝷 Na	vigate 🔹 🎢 Find 🛛 Filter	5 Clear Filter			
Vend. Pmt. Requ Home + Proces Docum Type A	s Requisition Lines 🝷 Na Docum Payment No. 🌧 Type	avigate 👻 🎢 Find Filter t Line No. Ref No.	Vendor Invoice Date	Invoice Requ Due Date An	ested Approved nount Amount	Currency Vendor Invoice No.

Step 7 : Payment Requisition Approval process.

