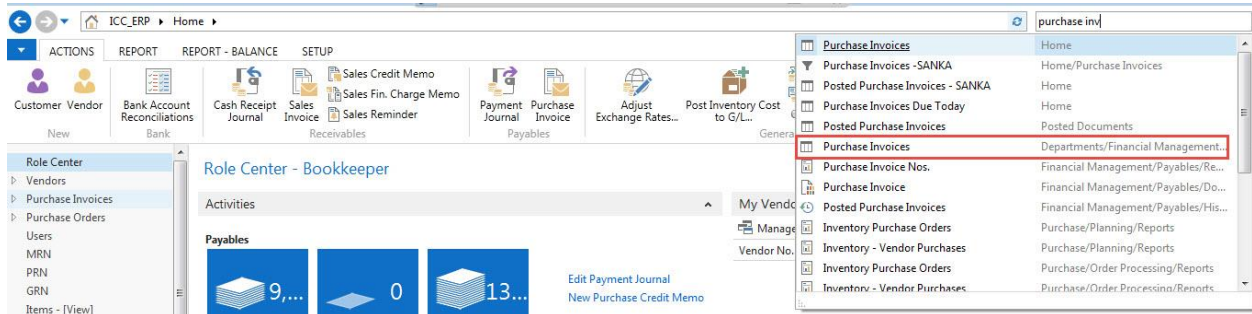
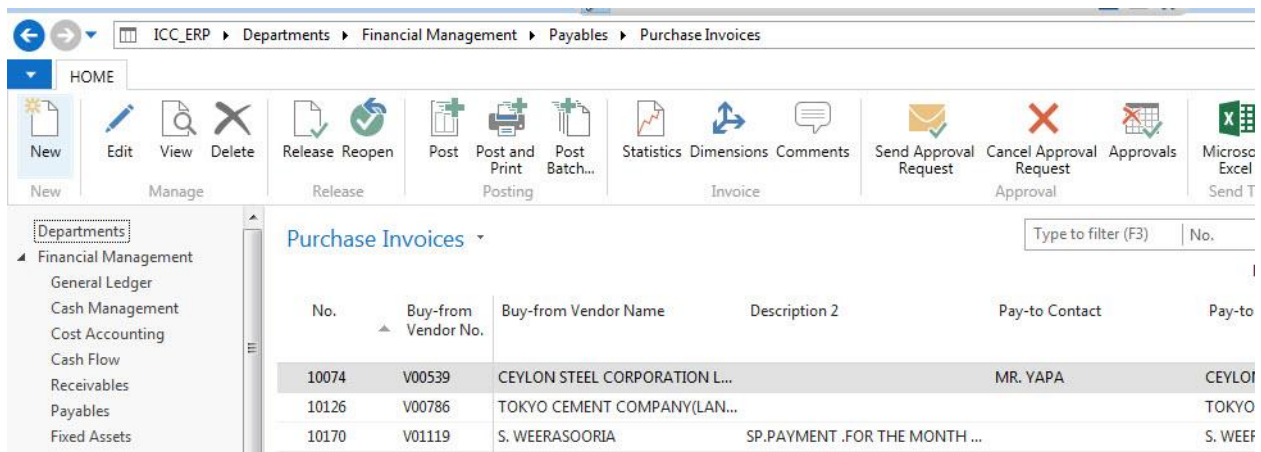


# PAYMENT REQUISITION PROCESS

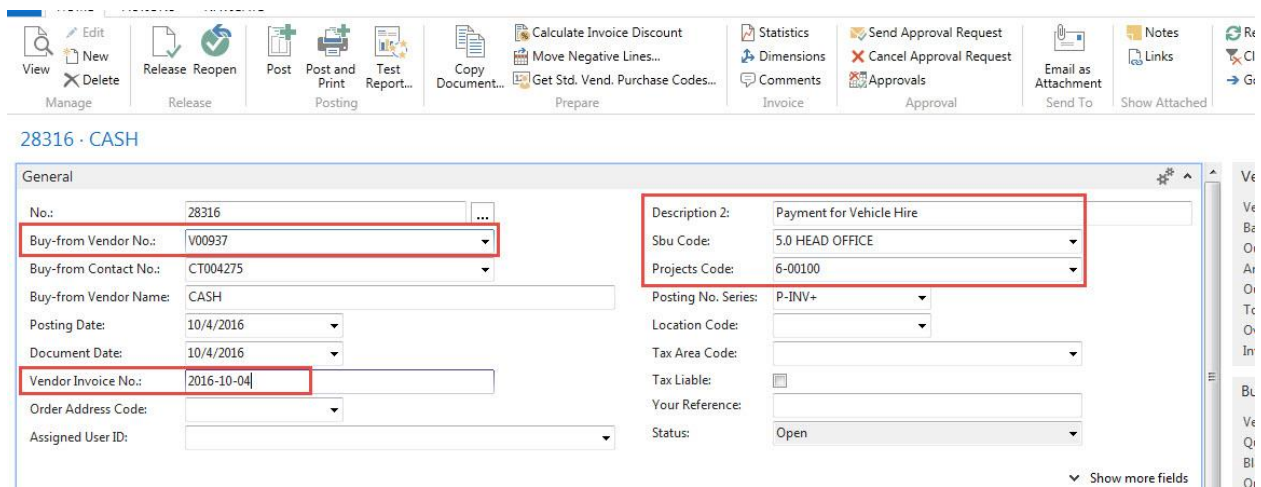
## Step 1 : Path to Purchase Invoice.



## Step 2 : Create new Purchase Invoice.



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



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

Adjustment

Advance

Lines

Functions Line Find Filter Clear Filter

Explode BOM

Insert Ext. Texts

Get Receipt Lines...

PE/GRN-001160:

| Item             | Description 2    | No.    | Location Code | Quantity | Unit of Measure Code | Direct Unit Cost Excl. VAT |
|------------------|------------------|--------|---------------|----------|----------------------|----------------------------|
| DAG TYRE-1000X20 | DAG TYRE-1000X20 | M01522 | PE-STORES     | 4        | NOS                  | 9,279.28                   |

Need to select relevant GRN and press OK button.

Get Receipt Lines

HOME NAVIGATE

ICCNew - iccerp.erpiccsrv.com

Show as List Show as Chart Notes Links Refresh Clear Filter Find

View Show Attached Page

Get Receipt Lines

Type to filter (F3) Document No. Filter: V00439 • V00439 • <>0 • "

| Document No.  | Buy-from Vendor No. | Type | No.    | Description                  | Unit of Measure Code | Quantity | Quantity Invoiced | Qty. Rcd. Not Invoiced | Order N |
|---------------|---------------------|------|--------|------------------------------|----------------------|----------|-------------------|------------------------|---------|
| PE/GRN-001638 | V00439              | Item | M04446 | HYDRAULIC COOLING FAN SEN... | NO                   | 1        | 0                 | 1                      | 112465  |
| PE/GRN-001641 | V00439              | Item | M04414 | TEMPARATURE SWITCH-SAMPLE    | NO                   | 1        | 0                 | 1                      | 111703  |

OK Cancel

After that you will see purchase invoice lines as below:

Vendor Invoice No.: 2066323

Order Address Code:

Assigned User ID:

Tax Liabile:

Your Reference:

Status: Open

Adjustment

Advance

Lines

Functions Line Find Filter Clear Filter

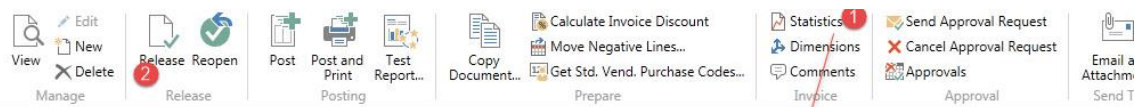
| Type                        | Description         | Description 2 | No.   | Location Code | Quantity | Unit of Measure Code | Direct Unit Cost Excl. VAT | Line Amount Excl. VAT | Line Discount % | Depr. Acq... Cost | Ta Co |
|-----------------------------|---------------------|---------------|-------|---------------|----------|----------------------|----------------------------|-----------------------|-----------------|-------------------|-------|
| Receipt No. MSM/GRN-004297: |                     |               |       |               |          |                      |                            |                       |                 |                   |       |
| Item                        | PVC PIPE-90MM-T/600 |               | 71010 | 6-00600       | 5        | NO                   | 2,408.10                   | 12,040.50             |                 |                   | VA    |

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

28316 · CASH

| Type        | No.     | Description                       | Location Code | Sbu Code        | Projects Code | Quantity | Direct Unit Cost Excl. VAT | Unit of Measure Code | Line Amount Excl. VAT |
|-------------|---------|-----------------------------------|---------------|-----------------|---------------|----------|----------------------------|----------------------|-----------------------|
| G/L Account | 7-60390 | PASSENGER VEHICLE HIRE - EXTERNAL |               | 5.0 HEAD OFFICE | 6-00100       | 1        | 200.00                     |                      | 200.00                |

**Step 5 :** Finnalizing Purchase Invoice.



28316 · CASH

General

No.: 28316  
Buy-from Vendor No.: V00937  
Buy-from Contact No.: CT004275  
Buy-from Vendor Name: CASH  
Posting Date: 10/4/2016  
Document Date: 10/4/2016  
Vendor Invoice No.: 2016-10-04  
Order Address Code:  
Assigned User ID:

Description 2: Payment for Vehicle Hire  
Sbu Code: 5.0 HEAD OFFICE  
Projects Code: 6-00100  
Posting No. Series: P-INV+

Adjustment

Advance

Lines

| Functions             | Line   | Find      | Filter |
|-----------------------|--------|-----------|--------|
| Amount Excl. VAT:     | 200.00 | Quantity: | 1      |
| Inv. Discount Amount: | 0.00   | Parcels:  | 0      |

**Edit - Purchase Invoice Statistics - 28316 · CASH**

HOME ERP\_BETA - iccerp.erp.iccsrv.com

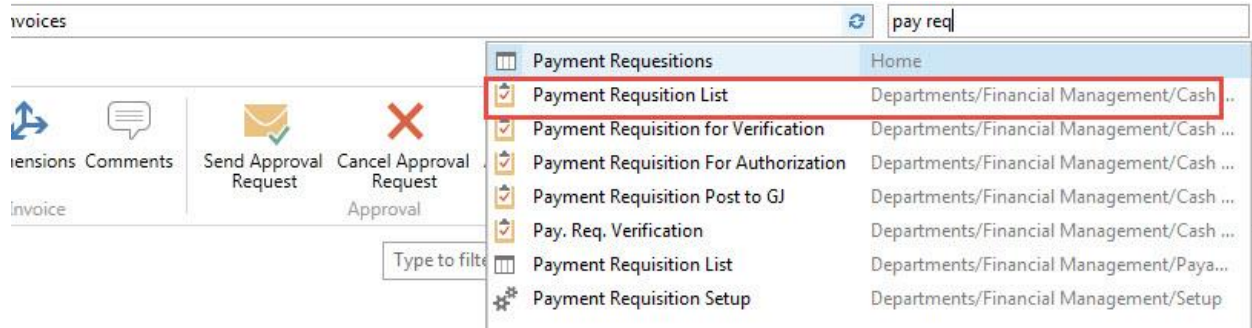
Edit View Refresh Clear Filter Go to Previous Next

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

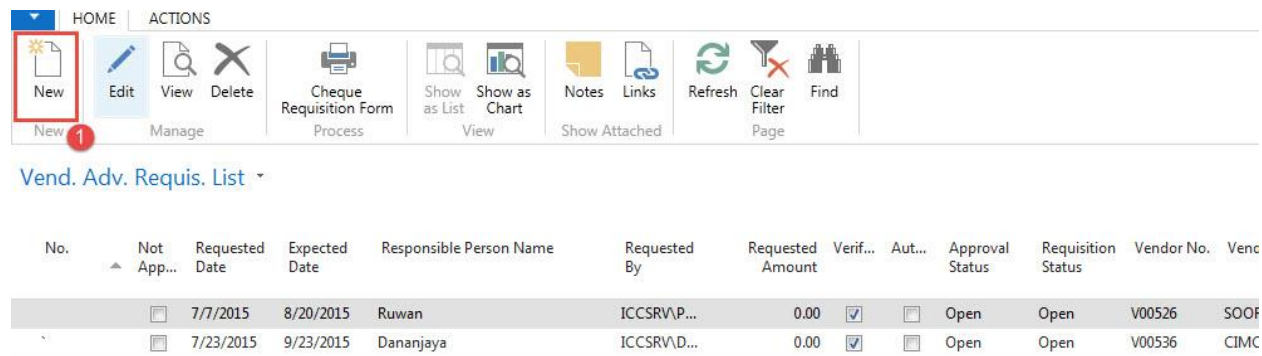
If you need to edit after “Released” button press you need to click on “Reopen” Button.

## Payment Requisition

Step 1 : Path to Payment Requisition.



Step 2 : Create new Payment Requisition.



Step 3 : Filling Header of Payment Requisition.

## Vendor Payment

| General                  |                                              |
|--------------------------|----------------------------------------------|
| No.:                     | PR-0017531                                   |
| Description:             | Payment for Hire Charge CXX-1234 for 2016-10 |
| Document Type:           | Vendor Payment                               |
| Requested Date:          | 10/4/2016                                    |
| Expected Date:           | 10/10/2016                                   |
| First Line Due Date:     |                                              |
| No. Of Lines:            | 0                                            |
| Responsible Person Code: | I07794                                       |
| Responsible Person Name: | CHARITH J. PERERA                            |
| Requested By:            | ICCSRVA\SANKA                                |
| Verified:                | <input type="checkbox"/>                     |
| Authorized:              | <input type="checkbox"/>                     |
| Approval Status:         | Open                                         |
| Requisition Status:      | Open                                         |
| Vendor No.:              | V00937                                       |
| Vendor Name:             | CASH                                         |
| Total Requested Amount:  | 0.00                                         |
| Total Approved Amount:   | 0.00                                         |
| Template Name:           |                                              |
| Batch Name:              |                                              |
| Bank Account:            |                                              |
| Currency:                |                                              |
| Credit Note Information: |                                              |
| No TAX:                  | <input type="checkbox"/>                     |
| Rejected User:           |                                              |
| Lines Not Completed:     | No                                           |

Step 4 : Filling Lines of Payment Requisition.

## Vendor Payment

| Vend. Pmt. Requi. Subform                                              |                 |                 |          |         |                        |                     |                     |                    |          |                   |
|------------------------------------------------------------------------|-----------------|-----------------|----------|---------|------------------------|---------------------|---------------------|--------------------|----------|-------------------|
| Home ▾ Process Requisition Lines ▾ Navigate ▾ Find Filter Clear Filter |                 |                 |          |         |                        |                     |                     |                    |          |                   |
| Docum...<br>Type                                                       | Docum...<br>No. | Payment<br>Type | Line No. | Ref No. | Vendor<br>Invoice Date | Invoice<br>Due Date | Requested<br>Amount | Approved<br>Amount | Currency | Vendor<br>Invoice |
| Vendor Adva...                                                         | PR-0017531      | Vendor A...     | 10000    |         |                        |                     | 0.00                | 0.00               |          |                   |

Payment Type dropdown menu options: Vendor Advance, Invoice Payment, Direct Invoice

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 →Navigate → Show Documents

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

## Vendor Payment

The screenshot shows the 'Vendor Payment' window with a 'Vend. Pmt. Requi. Subform' table. A callout 'Select Direct Invoice' points to the 'Direct Invoice' entry. Another callout 'Click here' points to a dropdown arrow in the 'Vendor Invoice No.' column. A third callout 'Select relevant invoice & press OK button' points to a selected row in the 'Purchase Invoices' subform.

| Docum... Type | Docum... No. | Payment Type   | Line No. | Ref No. | Vendor Invoice Date | Invoice Due Date | Requested Amount | Approved Amount | Currency | Vendor Invoice No. |
|---------------|--------------|----------------|----------|---------|---------------------|------------------|------------------|-----------------|----------|--------------------|
| Vendor Adv... | PR-0017531   | Direct Invoice | 10000    |         |                     |                  | 0.00             | 0.00            |          |                    |

| No.   | Buy-from Vendor No. | Docum... Date | Buy-from Vendor Name | Description 2             | Pay-to Co |
|-------|---------------------|---------------|----------------------|---------------------------|-----------|
| 28316 | V00937              | 10/4/2016     | CASH                 | Payment for Vehicle Hire  |           |
| 28279 | V00937              | 9/27/2016     | CASH                 | M.K.S.Sankalpans EPF 8290 |           |

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

The screenshot shows the 'New - Vend. Pmt. Requis. Header - Vendor Payment - PR-0017531' window. Callout 1 points to the 'Vendor Invoice Date' field in the subform table, which contains '9/27/2016'. Callout 2 points to the 'Refresh' button in the ribbon. Callout 3 points to the 'Cheque Requisition Form' button in the ribbon.

| Docum... Type | Docum... No. | Payment Type   | Line No. | Ref No. | Vendor Invoice Date | Invoice Due Date | Requested Amount | Approved Amount | Currency | Vendor Invoice No. |
|---------------|--------------|----------------|----------|---------|---------------------|------------------|------------------|-----------------|----------|--------------------|
| Vendor Adv... | PR-0017531   | Direct Invoice | 10000    | 28316   | 9/27/2016           |                  | 200.00           | 200.00          |          |                    |

Step 7 : Payment Requisition Approval process.

New - Vend. Pmt. Requis. Header - Vendor Payment - PR-0017531

ERP\_BETA - iccerp.erp.it

HOME NAVIGATE

View Edit New Delete Manage Approve Authorized Verified Ledger Entries Cheque Requisition Form Notes Links Refresh Clear Filter Page Go to Previous Next

3 2 1 4

Vendor Payment PR-0017531

Verifying users head will authorized & approve

Responsible person should Verify

Finally need to print

|                         |        |
|-------------------------|--------|
| Requisition Status:     | Open   |
| Vendor No.:             | V00937 |
| Vendor Name:            | CASH   |
| Total Requested Amount: | 200.00 |