PRN – Payment Request Document

Header Section

▼ General Information

Document Name : [   ]

Record Date : [   ] 📅

Budget FY : [   ]

Fiscal Year : [   ]

Period : [   ]

Bank Account : [   ] ＞

Replacement : ☐

Document Description : [   ]

Actual Amount :

Retainage Amount (-) :

Discount Amount (-) :

Penalty/Interest Amount (+) :

Withheld Amount (-) :

Intercept Amount (-) :

Use Tax Withheld (-) :

Default Intercept Fee Amount (-) :

Supplementary Intercept Fee Amount(-) :

Payment Amount (=) :

Outstanding Amount :

Closed Amount :

Closed Date :

▼ Extended Description

Extended Description : [   ]

Vendor Section

▼ General Information

Vendor Customer : [   ] ＞

Legal Name :

Alias/DBA :

Address Code : [   ] ＞

Address 1 :

Address 2 :

City :

State :

Zip Code :

Country :

County :

Vendor Contact ID : [   ] ＞

Vendor Contact Name : [   ]

Vendor Contact Phone : [   ]

Vendor Contact Phone Ext. : [   ]

Vendor Contact Email : [   ]

Fax :

Fax Extension :

Web Address http:// :

Taxpayer ID Number :

Taxapayer ID Type :

Merchant ID :

Tax Profile :

Received Service From Date :

Received Service To Date :

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Disbursement Options

Disbursement Type :   Handling Code :

Disbursement Format :   Disbursement Category :

Scheduled Payment Date :

Disbursement Priority :

Single Payment :

On-line Disbursement Rqst :

EFT Status :

Invoice Information

Invoice Doc Code :   Vendor Invoice Number :

Invoice Doc Dept :   Vendor Invoice Date :

Invoice Doc ID :   Tracking Date :

Discount Terms

Days 1 :   Percent 1 :   Discount Always 1 :

Days 2 :   Percent 2 :   Discount Always 2 :

Days 3 :   Percent 3 :   Discount Always 3 :

Days 4 :   Percent 4 :   Discount Always 4 :

Accounting Distribution Section

General Information

Event Type :   Budget FY :

Accounting Template :   Fiscal Year :

Line Description :   Period :

                          Distribution Percentage :

Fund Accounting

Fund :   Object :   OBSA :

Sub Fund :   Sub Object :   Sub OBSA :

Department :   Revenue :   Dept Object :

Unit :   Sub Revenue :   Dept Revenue :

Sub Unit :   BSA :

Appr Unit :   Sub BSA :

Detail Accounting

Location :   Reporting :   Major Program :

Sub Location :   Sub Reporting :   Program :

Activity :   Task :   Phase :

Sub Activity :   Sub Task :   Program Period :

Function :   Task Order :

Sub Function :

Commodity Section

▼ General Information

Commodity :	Received Service From Date :
Stock Item Suffix :	Received Service To Date :
Commodity Description :	Tax Profile :
Description :	
Line Type :	
Quantity :	
Unit of Measure :	
Unit Price :	
Discount Unit Price :	
Contract Amount :	
Item Amount :	
Use Tax Amount :	
Total Tax Amount :	
Total Item Amount :	

▼ Reference

Commodity Ref Code :	Commodity Ref VL :
Commodity Ref Dept :	Commodity Ref CL :
Commodity Ref ID :	Ref Type :

▼ Invoice Information

Invoice Doc Code :	Vendor Invoice Number :
Invoice Doc Dept :	Vendor Invoice Line :
Invoice Doc ID :	Vendor Invoice Date :
Invoice Doc VL :	Tracking Date :
Invoice Doc CL :	

▼ Discount Terms

Days 1 :	Percent 1 :	Discount Always 1 :
Days 2 :	Percent 2 :	Discount Always 2 :
Days 3 :	Percent 3 :	Discount Always 3 :
Days 4 :	Percent 4 :	Discount Always 4 :

▼ Additional Amounts

Retainage Amount :	Withheld Amount :
Discount Amount :	Intercept Amount :
Penalty/Interest Amount :	Use Tax Withheld :
	Payment Amount :
	Outstanding Amount :
	Closed Amount :

Tax Information

Tax Type 1 :	Tax Type 1 Percentage :	Tax Type 1 Amount :
Tax Type 2 :	Tax Type 2 Percentage :	Tax Type 2 Amount :
Tax Type 3 :	Tax Type 3 Percentage :	Tax Type 3 Amount :
Tax Type 4 :	Tax Type 4 Percentage :	Tax Type 4 Amount :
Tax Type 5 :	Tax Type 5 Percentage :	Tax Type 5 Amount :
Tax Type 6 :	Tax Type 6 Percentage :	Tax Type 6 Amount :
Tax Type 7 :	Tax Type 7 Percentage :	Tax Type 7 Amount :
Tax Type 8 :	Tax Type 8 Percentage :	Tax Type 8 Amount :
Tax Type 9 :	Tax Type 9 Percentage :	Tax Type 9 Amount :
Tax Type 10 :	Tax Type 10 Percentage :	Tax Type 10 Amount :
	Tax Types Total Percentage :	Tax Types Total Amount :

Fixed Asset Information

Shell Generated Date :

Shell Indicator :

Fixed Asset Type :

Accounting Section

General Information

Event Type :	Budget FY :
Accounting Template :	Fiscal Year :
Bank Account :	Period :
Sub Total Line Amount :	Line Description :
Tax Amount :	Check Description :
Use Tax Amount :	Special Instructions Code :
Total Line Amount :	Disbursement Frequency :

Reference

Ref Doc Code :	Ref Vendor Line :
Ref Doc ID :	Ref Commodity Line :
Ref Doc Dept :	Ref Accounting Line :
	RefType :

Fund Accounting

Fund :	Object :	OBSA :
Sub Fund :	Sub Object :	Sub OBSA :
Department :	Revenue :	Dept Object :
Unit :	Sub Revenue :	Dept Revenue :
Sub Unit :	BSA :	
Appr Unit :	Sub BSA :	

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▼ Detail Accounting
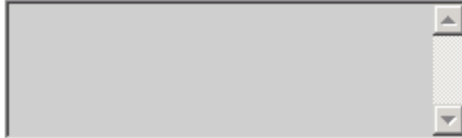
Location :   Reporting :   Major Program :

Sub Location :   Sub Reporting :   Program :

Activity :   Task :   Phase :

Sub Activity :   Sub Task : Program Period :

Function :   Task Order :

Sub Function :

▼ Additional Amounts

Retainage Amount :   Payment Amount :

Discount Amount :   Outstanding Amount :

Penalty/Interest Amount :   Ref Line Amount :

Withheld Amount :   Line Closed Amount :

Intercept Amount :   Line Closed Date :

Use Tax Withheld :

Default Intercept Fee Amount :

Supplementary Intercept Fee Amount :

▼ Extended Description

Extended Description :

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Posting Section

▼ General Information

Run Time/Date :	Budget FY :
Record Date :	Fiscal Year :
Journal Posting :	Period :
Budget Posting :	Post Pair ID :
Bank Account :	Line Amount :
BSA Type Indicator :	Posting Amount :
OBSA Type Indicator :	Closed Amount :

▼ Fund Accounting

Fund :	Cabinet :	BSA :
Sub Fund :	Department :	Sub BSA :
Object :	Unit :	OBSA :
Sub Object :	Sub Unit :	Sub OBSA :
Object Category :	Appr Unit :	Dept Object :
Revenue :	Appr Category :	Dept Revenue :
Sub Revenue :	Internal Fund :	
Revenue Category :	Internal Sub Fund :	
	Internal Dept :	

▼ Detail Accounting

Location :	Reporting :	Major Program :
Sub Location :	Sub Reporting :	Program :
Activity :	Task :	Phase :
Sub Activity :	Sub Task :	Program Period :
Function :	Task Order :	Funding Profile :
Sub Function :		Stage Profile :
		Funding Priority :
		Funding Line :