Vendor Payment Module

Payment request raised without CS → **Product and Vendor details manually entered**

Payment request raised against a CS/PI number (after PO)

Payment Request

- -

Secondary Approval made for request? — No → **Edit / Delete the request if needed**

Yes ↓

Payment made under FMS Module

- -

**Assign PO to payments
Release PO from payments**

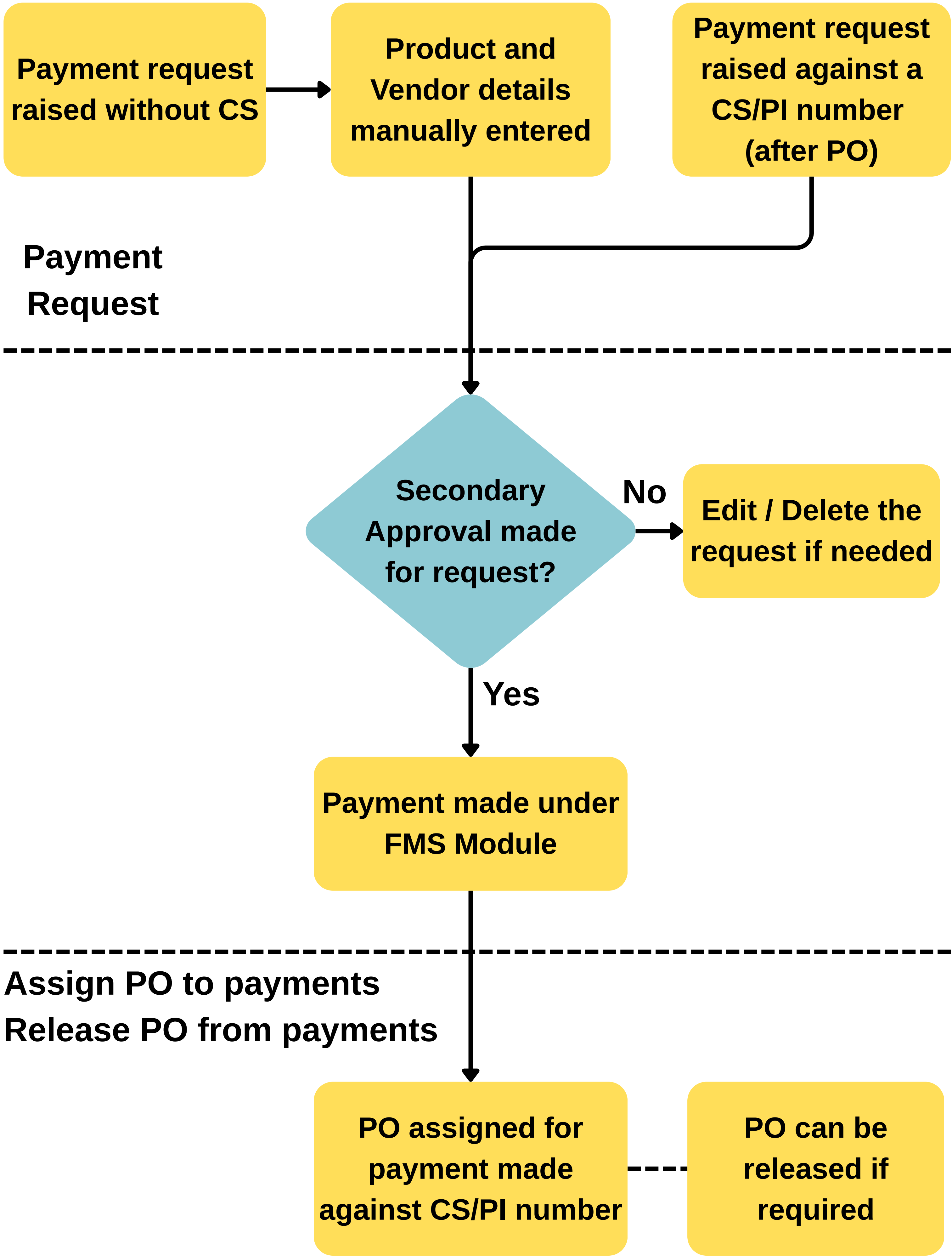**PO assigned for payment made against CS/PI number** - - - - **PO can be released if required**

Vendor wise outstanding

Before assigning PO,
1. CS removed from payment, or
2. PO edited (Amount reduced)

leads to change outstanding value against the vendor.

CS removed from payment - Under 'Purchase -> Remove CS from payments', CS can be removed against a payment, which leads to adding the paid amount against the vendor as outstanding value.

PO edited - If the respective PO value is reduced, followed by Sales Approval -> Primary Approval -> Secondary Approval.

Now, the reduced value gets added to the respective vendor as outstanding, which can later be fulfilled with a new payment against the same vendor.

If amount is increased, new payment needs to be done for the respective CS for the increased value.