

# HOW TO USE IB PAYMENT TRACKER

## PRF Submission, Approval, Liquidation & Notification Process

### 1. System Overview

The **Financial API System** manages the full financial workflow:

**PRF Submission → Finance Review → CEO Approval → Payment Release → Liquidation → Complete**

### 2. Key System Behavior



#### Automatic Notifications

If liquidation is **NOT** completed:

- **On Due Date of Liquidation**
  - Email is sent to:
    - Requestor
    - Accounting Department
- **2 Days After Due Date**
  - Follow-up email reminder is sent again
  - Escalation visibility increases

This ensures:

- Timely compliance
- Avoid delays in financial closing
- Accountability of requestor and accounting

### 3. PRF FORM FIELD GUIDE (WITH TOOLTIPS)

#### General PRF Fields

| Field Name                         | Description                                                |
|------------------------------------|------------------------------------------------------------|
| PRF No                             | Unique automated reference number for the payment request. |
| Payment Category                   | Category of the payment being requested.                   |
| Date of Request                    | Date the payment request was submitted.                    |
| Project / Program / Activity (PPA) | Project or activity related to the payment.                |

|                        |                                             |
|------------------------|---------------------------------------------|
| Type of Transaction    | Nature of the payment transaction.          |
| Due Date               | Target date for payment processing.         |
| Total Amount Requested | Total amount requested for payment.         |
| Total Liquidation      | Amount already liquidated or accounted for. |

### Finance Review Section

| Field Name          | Description                                 |
|---------------------|---------------------------------------------|
| Verification Status | Current Notes or comments from              |
| Finance Remarks     | Finance verification status by Finance.     |
| Forward to CEO?     | Option to send request to CEO for approval. |
| Requestor Update    | Requestor response or additional details.   |

### CEO Approval Section

| Field Name      | Description                                |
|-----------------|--------------------------------------------|
| Approval Date   | Date the request was approved.             |
| Approval Status | CEO decision on the request.               |
| Revert Back     | Return request for correction or revision. |
| CEO Remarks     | Comments or instructions from the CEO.     |

### 4. PRF DETAILS SECTION (ITEM LEVEL)

| Field Name           | Description                                                  |
|----------------------|--------------------------------------------------------------|
| Item Details         | Name or title of the expense item.                           |
| Item Description     | Brief description of the expense.                            |
| Quantity             | Number of units requested.                                   |
| Unit Cost            | Cost per item or unit.                                       |
| Total Request        | Total amount for the item.                                   |
| End Date of PPA      | End date of the related project/activity.                    |
| Due Date Liquidation | Deadline for submitting liquidation (15 days after request). |
| Mode of Payment      | Payment method (bank transfer, cash, etc.).                  |
| Support Attachment   | Upload related supporting documents.                         |

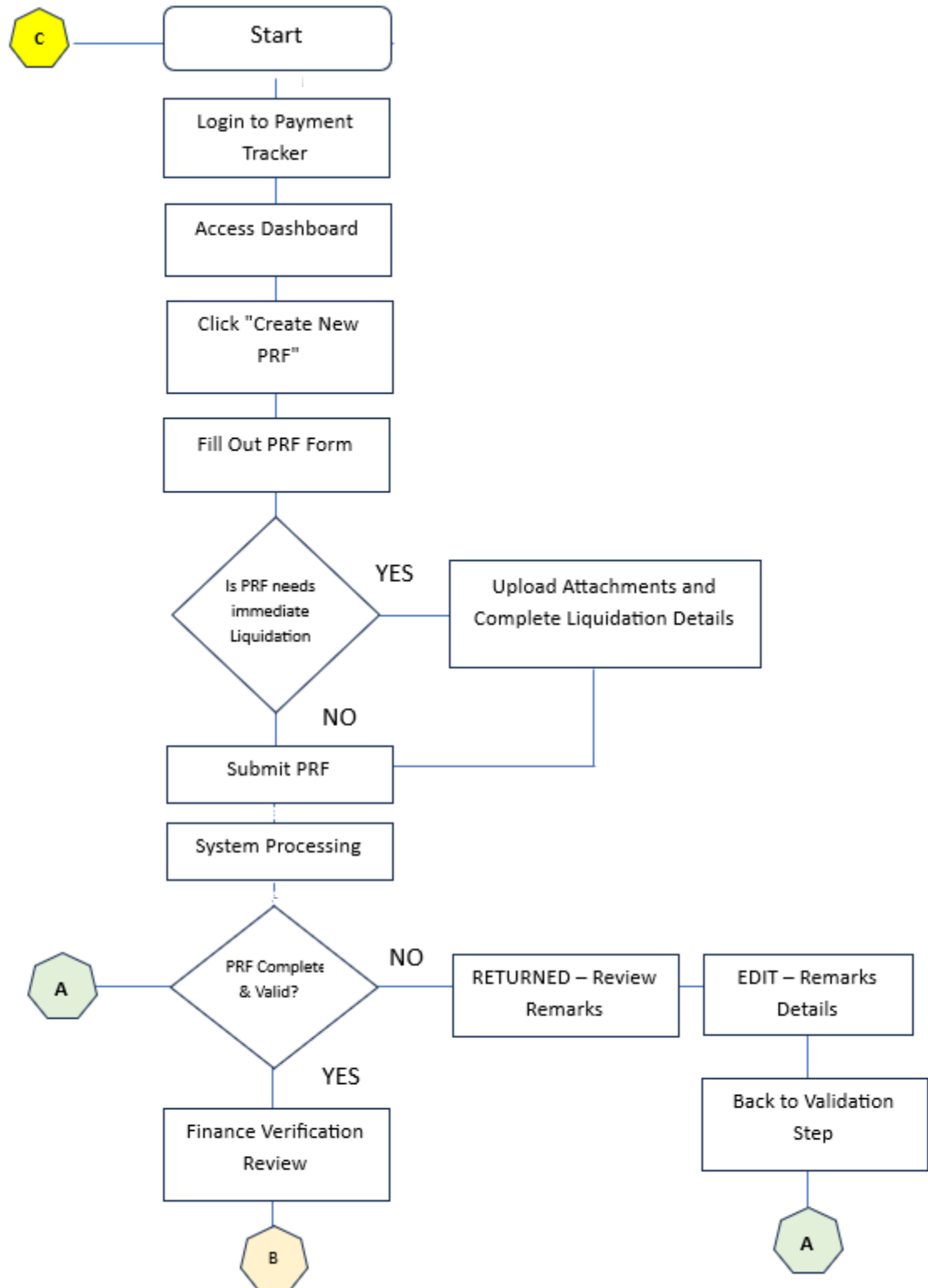
## 5. PAYMENT & VERIFICATION FIELDS

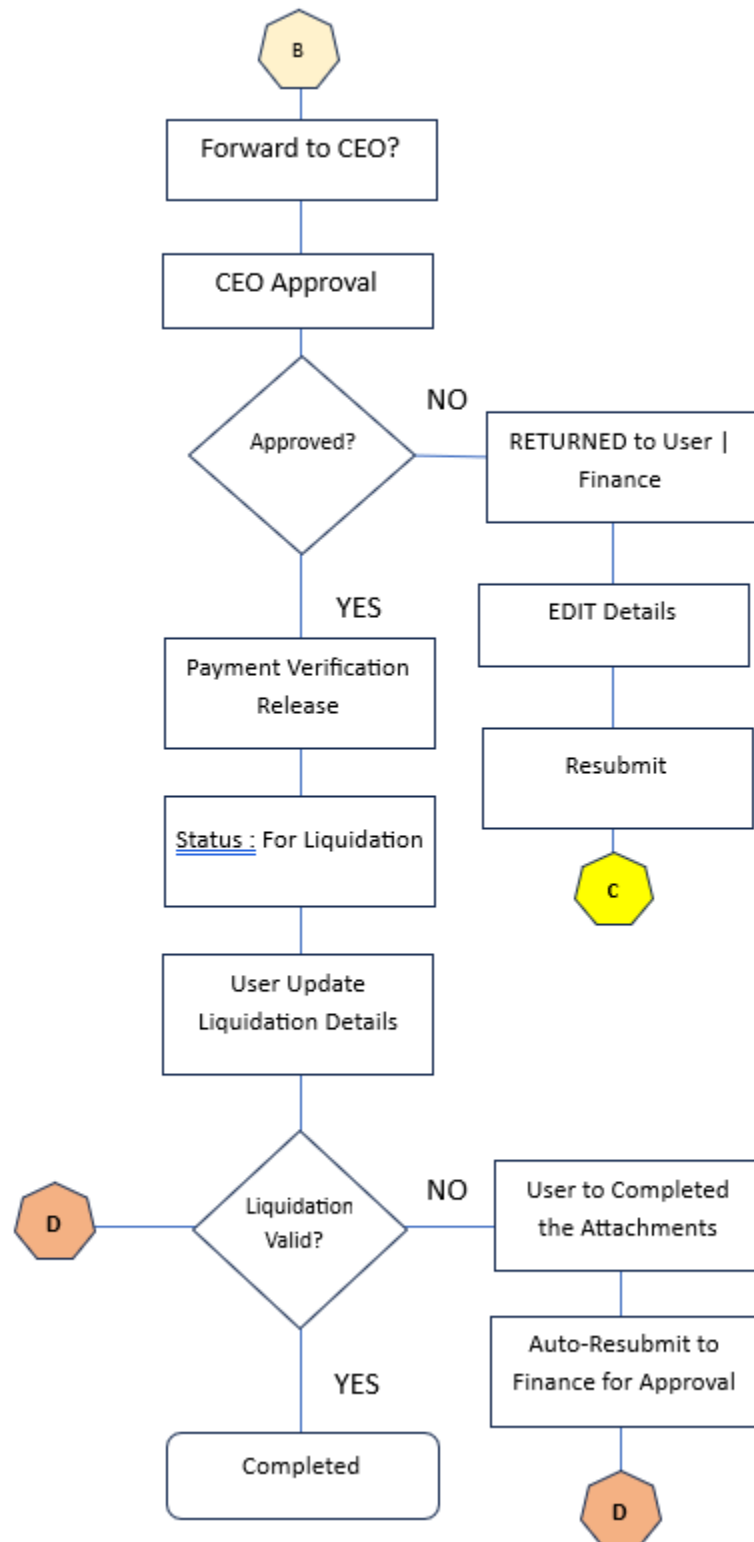
| Field Name                      | Description                             |
|---------------------------------|-----------------------------------------|
| Payment Verification            | Confirms payment details are verified.  |
| Payee's Account Name            | Name on the payee's bank account.       |
| Payee's Account No              | Bank account number of the payee.       |
| Verification Status             | Payment verification progress.          |
| Date Paid                       | Date the payment was released           |
| Payment Source                  | Source of funds used for payment.       |
| Type of Proof of Payments       | Type of payment proof provided.         |
| Upload Proof of Payment Release | Upload proof of payment release.        |
| Payment Verification Notes      | Notes from finance during verification. |

## 6. LIQUIDATION FIELDS

| Field Name                 | Description                              |
|----------------------------|------------------------------------------|
| Total of Liquidation       | Total amount liquidated.                 |
| Refund / Reimburse         | Amount to refund or reimburse.           |
| Total Request              | Original total requested amount.         |
| Tax Withheld               | Tax deducted from the payment.           |
| Net Amount                 | Final amount after deductions.           |
| Date Liquidated            | Date liquidation was completed.          |
| Upload Supporting Document | Upload receipts or liquidation files.    |
| Type of Documents          | Type of liquidation document submitted.  |
| Liquidation Notes          | Additional notes on liquidation details. |

## 7. PRF PROCESS FLOW





## **8. PRF Process Steps**

### **Step 1: Create PRF**

- Fill all required fields
- Upload attachments
- Submit

### **Step 2: Finance Review**

Finance will:

- Verify documents
- Add remarks
- Either:
  - Forward to CEO
  - OR Return to Requestor

### **Step 3: CEO Approval**

CEO will:

- Approve
- OR Return request

### **Step 4: Payment Processing**

- Finance releases payment
- Status: **For Liquidation**

## **9. PRF RETURN PROCESS (USER ACTION REQUIRED)**

### **When PRF is Returned**

**Status: Revert Back**

### **What Happens:**

- Request goes back to Requestor
- Remarks are provided
- Workflow is paused

### **User Steps:**

#### **1. Open Returned Request**

Dashboard → Reroute List (PRN Revision)

#### **2. Review Remarks (Finance | CEO)**

Example:

- Missing document
- Incorrect amount
- Need clarification

#### **3. Update Fields**

- Correct entries
- Upload missing files

#### **4. Resubmit**

- Status → Pending Review again

### **Important Rule:**

Returned ≠ Rejected

→ It is for correction only

## **10. LIQUIDATION PROCESS (OPTIONAL BASE ON REQUEST CATEGORY)**

### **Step 1: Access Liquidation at Pending Liquidation Tracker**

- Open approved Liquidation Items
- Click Liquidation

### **Step 2: Enter and Upload Details**

- Total of Liquidation
- Tax Withheld (optional)
- Refund/reimburse
- Type of Documents
- Liquidation Noted

### **Step 3: Upload Receipts**

- Official receipts
- Sales Invoice
- E-receipt
- Payroll Register
- Remittance Reports
- Payment Receipts

### **Step 4: Submit Liquidation**

## **11. LIQUIDATION RETURN PROCESS**

### **If Liquidation is Returned**

#### **Reasons:**

- Missing receipts
- Incorrect totals
- Blurry attachments

#### **What Happens:**

- Liquidation will not be completed
- Requested PRF is incomplete

#### **User Action:**

1. Open record
2. Fix issues
3. Upload documents
4. Resubmit

## **12. LIQUIDATION DEADLINE & EMAIL NOTIFICATIONS**

### **Due Date Rule**

- Liquidation must be submitted **on or before Due Date Liquidation**

**If NOT Submitted:**

**Email 1 (Due Date)**

- Sent to:
  - Requestor and Accounting

**Message:**

- Reminder that liquidation is due today

**Email 2 (After 2 Days)**

- Sent again to:
  - Requestor Accounting

**Message:**

- Overdue notice
- Escalation reminder

**Impact of Delay**

- May delay financial closing
- May affect future approvals
- May require escalation

**13. USER BEST PRACTICES**

- ✓ Always check remarks
- ✓ Submit complete attachments
- ✓ Monitor dashboard daily
- ✓ Submit liquidation before due date
- ✓ Respond immediately to returned requests

#### 14. PRF-PRN PROCESS VIDEO

- How Requestors Navigate the Dashboard  
[https://drive.google.com/file/d/1W50IGARCPvY\\_0RMPHq2goa8dLalFhYNS/view?usp=sharing](https://drive.google.com/file/d/1W50IGARCPvY_0RMPHq2goa8dLalFhYNS/view?usp=sharing)
- How to Submit PRN and Approve Requests  
[https://drive.google.com/file/d/13uBKxR38ccm0Q8TDKADyoAI\\_\\_j1\\_8Poy/view?usp=sharing](https://drive.google.com/file/d/13uBKxR38ccm0Q8TDKADyoAI__j1_8Poy/view?usp=sharing)
- PRN Return and Revision Process Updating PRN  
<https://drive.google.com/file/d/1laS5tnwSyAHOp2DeDJ1phEoesjCiqTHZ/view?usp=sharing>
- Understanding the History Payment  
[https://drive.google.com/file/d/1ceEQj16m\\_3pGADcbFkuEabuEaIGo8DB2/view?usp=sharing](https://drive.google.com/file/d/1ceEQj16m_3pGADcbFkuEabuEaIGo8DB2/view?usp=sharing)
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- Automated Payment Reminder Notifications  
<https://drive.google.com/file/d/1qUNFt7fodJWXnnd8jaJuhPPno9bBoqRg/view?usp=sharing>