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Payment Tracker Guidelines
Liquidation Process

PURPOSE

This SOP provides step-by-step guidance for:

- **Requestors (Users)** – submitting and updating liquidation
- **Accounting Team** – verifying and completing transactions
- Handling **payment categories with and without liquidation**

SECTION 1: PAYMENT CATEGORY LOGIC (VERY IMPORTANT)

Payment Mode Behavior

Mode of Payment	Liquidation Required	Workflow Behavior
Cash Advance	No	Goes directly to Accounting
Reimbursement	Yes	Requires liquidation update
Direct Payment	No	Goes directly to Accounting
Final Pay	Yes	Requires liquidation update
MatBen	No	Goes directly to Accounting
Others	Optional	Will be based if Support Attachments is = YES

PAYMENT CATEGORY RULE

✔ **WITH Liquidation**

- Reimbursement
- Final Pay

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👉 User must submit:

- Supporting documents
- Liquidation details

✔ **WITHOUT Liquidation**

- Cash Advance
- Direct Payment
- MatBen

👉 Process Flow skips liquidation and goes directly to:

- Accounting Verification Process

SECTION 2: REQUESTOR (USER) PROCESS

Step 1: Submit Payment Request (PRF)

User fills Item Details:

- Item Description
- Quantity
- Unit Cost
- Total Request
- Payees | Supplier Account Name
- Payees | Supplier Account No
- End Date of PPA
- Due Date of Liquidation
- Mode of Payment
- Support Attachment
- Requestor Certification
- Requestor Notes (Optional)

Auto Fill Fields

•Due Date of Liquidation (15 days from the PPA End Date)
• Total Request (Automatically computed based on Quantity and Unit Cost)
• Requestor Certification is required for all categories except Cash Advance (use Cash Advance Certification instead).

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Step 2: Select Supporting Attachment

Field: **Support Attachment**

Option	Result
Yes	Liquidation process is triggered
No	Skips liquidation

Step 3: Liquidation Update (ONLY IF REQUIRED)
Applies to:

- Reimbursement
- Final Pay

User must complete:

- Total Liquidation
- Refund / Reimburse
- Tax Withheld (if applicable)
- Net Amount
- Date Liquidated
- Upload Supporting Documents
- Type of Documents
- Amount for Each Item
- Liquidation Notes

Please ensure all information provided is complete and accurate before submitting.

Note: If the number of uploaded items exceeds 25, you may create a second part of the PRF request using a separate form.

- You may add additional documents as supporting files.
- The Total Request is based on the total amount in **Section 1 – Item Request**.
- The Net Amount is based on the total **Liquidation Amount**.

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Step 4: Deadline Compliance

- User must submit liquidation **before Due Date**
- If not submitted:

Notifications

User will receive:

- Reminder: Due Today
- Reminder: Overdue (2 days)
- Possible escalation

SECTION 3: ACCOUNTING TEAM PROCESS

Step 1: Payment Verification Section

Accounting reviews:

- Payment Account Name
- Payment Account Number
- Total Request
- Verification Status
- Payment Source
- Date Paid
- Type of Proof of Payments
- Amount
- Upload Proof of Payment Release
- Payment Verification Notes

Step 2: Update Verification Fields

Accounting completes:

- Verification Status → Verified / Pending
- Date Paid
- Payment Source
- Upload Proof of Payment Release
- Payment Notes

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Note: Once the liquidation process is completed and all fields are validated, Accounting should update the Liquidation Status (Acctg-Verification) to “Complete.”

SECTION 3: PROCESS SUMMARY

WITH Liquidation

User Submit PRF

⟶ Step 1: User Liquidation Update
⟶ (If missed deadline)
  ⟶ Step 2: Reminder will be sent to the requestor and accounting team
⟶ Step 3: Accounting Review
⟶ Step 4: Completion

WITHOUT Liquidation

User Submit PRF
⟶ Skip Liquidation
⟶ Step 3: Accounting Verification
⟶ Step 4: Completion