Receivables User Guide

Oracle Banking Supply Chain Finance

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Oracle Banking Supply Chain Finance User Guide
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1. About this Manual

1.1 Introduction

This manual is designed to help acquaint you with the Oracle Banking Cash Management (OBCM).

It provides an overview of the system and guides you, through the various steps involved in setting up and providing the cash management services for the customers of your bank.

1.2 Audience

This manual is intended for the following User/User Roles:

Role	Function
Back office executive	Input functions for transactions
Back office managers/officers	Authorization functions
Product Managers	Product definition and authorization

1.3 Documentation Accessibility

For information about Oracle's commitment to accessibility, visit the Oracle Accessibility Program website at http://www.oracle.com/us/corporate/accessibility/index.html.

1.4 Document Structure

This manual is organized into the following chapters:

Chapter	Description
Chapter 1	About this manual: This chapter gives information on the intended audience, abbreviations, icons, and summary of chapters covered in this user manual.
Chapter 2	Receivables (OBCM) - an overview: This chapter lists the benefits and functionalities provided by the receivables module.
Chapter 3	Setting up reference data for the system.
Chapter 4	Invoice Management
Chapter 5	Purchase Order Management
Chapter 6	Machine Learning
Chapter 7	Payment Management
Chapter 8	Manual Reconciliation
Chapter 9	File Management
Chapter 10	Performing inquiries

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1.5   Abbreviations

Abbreviation	Detailed Description
OBCM	Oracle Banking Cash Management
OBSCF	Oracle Banking Supply Chain Finance
VAM	Virtual Account Management
FIFO	First In First Out
LIFO	Last In First Out
CIF	Customer Information File
CMS	Cash Management System
PDC	Post Dated Cheque
CDC	Current Dated Cheque

1.6   Glossary of Icons

This User Manual may refer to all or some of the following icons:

Icon	Function
	Close
+	Add a row
-	Remove a row
	Delete a row
	Search (Fetch)
	Refresh
	Collapse
	Expand
	Flip
	Options
	Authorize
	Unlock
	Copy
	View

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2. Receivables

2.1 Overview

In Oracle Banking Cash Management, the Receivables module enables a financial institution to manage the account receivables. OBCM provides a technology platform capable of capturing account receivables of corporates across disparate accounts and locations.

2.2 Benefits

- Cost Reduction – Increased visibility of transactions and provides easy reconciliation thus helping corporates manage and control their cash flow and reduce costs.

- Integrated Payables & Receivables – Facilitate efficient working capital management whilst enhancing straight-through processing speed.

- Early Credit – Arrangement credit feature enables user to provide cheque collection credit to corporate before realization of the cheque.

- Accurate Forecasting – Manage accurate forecasting by consolidating forecast collection inputs through seamless integration with internal systems.

- Regulatory Environment – Leverage flexible configuration to launch quickly, respond to regulatory changes and expand into new geographies.

2.3 Functionality

- E-Invoicing

- Reconciliation

- Pricing

2.4 Home: Dashboard

Successfully signing into the OBCM application displays the Dashboard as your home screen. Dashboard displays a gist/summary that is internal to the bank. It is a collection of various portlets that are displayed based on your role and access rights. Dashboard enables you to perform various analytical functions. You can drag and move different portlets, resize, auto adjust the size, and expand/collapse the portlet.

On starting the Oracle Banking Cash Management system, below login screen is displayed:

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1. Enter your **User Name** and **Password** to access the application.

2. Click **Sign In** to log into application and display the **Dashboard** screen.
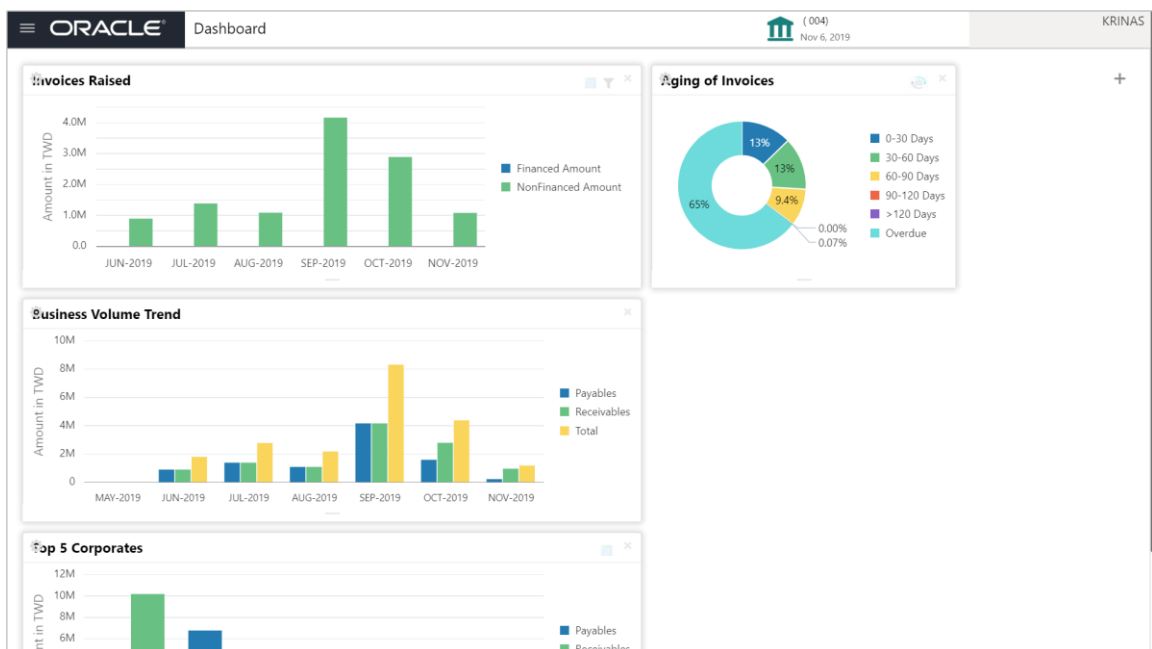
OBCM Dashboard currently consist of the below mentioned portlet for receivable management.

   o **Financed/Non-financed:** This portlet displays the data for monthly financed and non-financed Invoices as a bar graph. On clicking the table icon on the top-right corner, same data is displayed in tabular format with monthly buckets divided with financed/non-financed.

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On clicking the bar graph, the screen will open with corporate name and amount detail and further clicking on the '+' (expand) icon beside corporate name launches the Invoice Inquiry screen with pre-filled data of supplier name; 'To Date' and 'From Date' are auto-populated as per the selected date.

o **Invoice Aging**: Aging graph displays the doughnut graph with amounts. There are two doughnut graphs which can be viewed by flipping the portlet from right/left side. At the top-right corner, click to change the graph from doughnut (default) to bar chart. Landing page display the amount split as per aging buckets which are configurable at the time of implementation i.e. 0-30 days; 30-60 days etc. Ranges can be defined by the bank with maximum of 6 ranges. On clicking the Time/Amount bucket, system displays the list of corporates whose invoices are due for that time bucket. Clicking on the '+' (expand) icon against each corporate; launches details through the Invoice Inquiry screen. The invoice inquiry screen is pre-filled with details such as supplier name, 'Invoice Due Date From', 'Invoice Due Date To'.

o **Top Ten Corporates**: This portlet displays information for the top ten customers; w.r.t total business with the bank i.e. Receivables + Payables. On clicking the table icon at the top-right views the data in tabular format with top ten customer's business volume in numbers for Payable and Receivable.

o **Combo Chart**: This chart displays the business trends of previous six months including current month based on historic data. The trend line is plotted based on the highs/peak.

3. You can perform following actions on the dashboard screen:

o To add more portlets, click the Add (+) icon located at the top-right corner of the Dashboard.

o To remove a portlet, click the Remove (x) icon located at the portlet's top-right corner.

o To configure the portlet, click the Configure Tile ( ) located at the portlet's top-left corner.

o To flip the portlet view, click the Flip Forward (<) or Flip Back (>) icon.

o To change the portlet's position, click and hold the 'Drag to reorder' (.....) icon at the portlet's bottom-center and then move portlet to the desired position.

o To apply filter on the portlet's data, click the Filter ( ) icon to view the pop-up select filter values.

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3. Setup Reference Data

3.1 Introduction

To enable the Cash Management related functionalities, there is certain amount of reference data that needs to be set up on day zero.

In the context of cash management, for instance, you need to set up reference data like relationship master, locations, product types, product mappings etc. This is the first step for initiating any transaction in up OBCM.

You may also need to identify administrators among the officers of your bank to whom you could assign the administration of cash management system.

This section explains the maintenance of such reference information for the modules used for cash management.

3.1.1 Maintaining Core Reference Data

Your bank needs to set up certain core reference data for the cash management system to work such as list of country, currency, customer category, list of holidays, list of banks, branch, FX rates etc.

Refer to the 'Oracle Banking Common Core User Guide' for setting up core reference data.

3.2 Managing Accounting

One of the important part of setting reference data for Supply Chain Finance system is maintaining parameters for accounting such as account mapping, entry codes, roles, and accounting entries.

3.2.1 Accounting Roles

3.2.1.1 Create Accounting Role

This screen is used to create Account Roles.

Navigation Path: *Receivables > Maintenance > Accounting > Role > Create*

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1. Refer the following table for specifying details in the above screen:

Note: Fields marked with '*' are mandatory.

Field Name	Description
Accounting Role Code *	Enter the unique code for role to create.
Accounting Role Description *	Enter the description to associate with the role.

2. Click **Save** to save the data and send for authorization (if applicable).

3.2.1.2   View Accounting Role

By using this screen, you can view, modify, delete, or authorize the accounting role.

Navigation Path: *Receivables > Maintenance > Accounting > Role > View*

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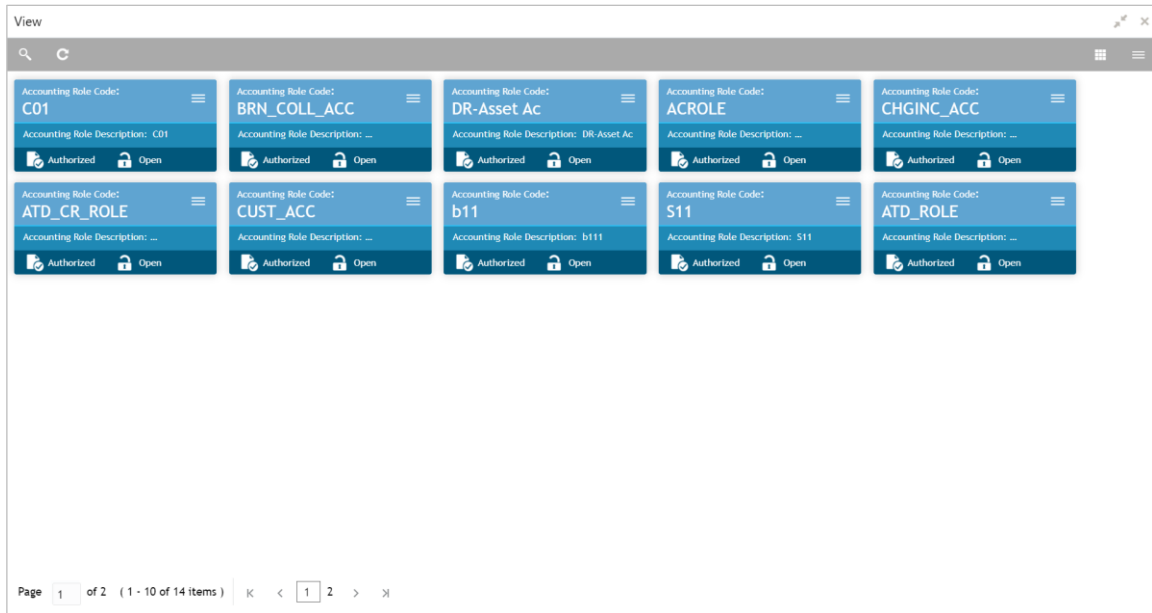
Perform the following steps to take actions on the accounting role. Click on the record to take any of the following action:

- **Unlock** – To modify the record details. Refer the **Create Accounting Role** section for field level details.

- **Authorize** – To authorize the record. Authorizing requires necessary access rights.

  a.   Optional: Click **View** to view the record details.

  b.   Select the record to authorize and then click **Approve**.

- **Delete/Close** – To remove the record.

  a.   Optional: On the confirmation pop-up window, enter the remark for deletion.

  b.   Click **Confirm** to delete the record.

- **Copy** – To create a new accounting role by using similar details.

- **View** – To view accounting role details.

3.2.2   Entry Codes

3.2.2.1   Create Entry Codes

This screen is used to create entry codes.

Navigation Path: *Receivables > Maintenance > Accounting > Entry Codes > Create*

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1. Refer the following table for specifying details in the above screen:

Note: Fields marked with '' are mandatory.*

Field Name	Description
Accounting Entry Code *	Unique identification code for an account entry.
Accounting Entry Description *	Description of the account entry code.
Role Details	
Debit Role	Select the role of a debit party.
Debit Party	Select the party type for debit.
Debit Amount Type	Select the amount type for debit.
Debit Settlement Method	Select the method to be used for debit settlement.
Credit Role	Select the role of a credit party.
Credit Party	Select the party type for credit.
Credit Amount Type	Select the amount type for credit.
Credit Settlement Method	Select the method to be used for credit settlement.

2. Click **Add/ Edit** to add details in the grid or modify the selected records from the grid. If required, click **Reset** to clear the selected values.

3. Click **Save** to save the data and send for authorization (if applicable).

3.2.2.2   View Entry Code

By using this screen, you can view, modify, delete, or authorize entry code.

Navigation Path: *Receivables > Maintenance > Accounting > Entry Codes > View*

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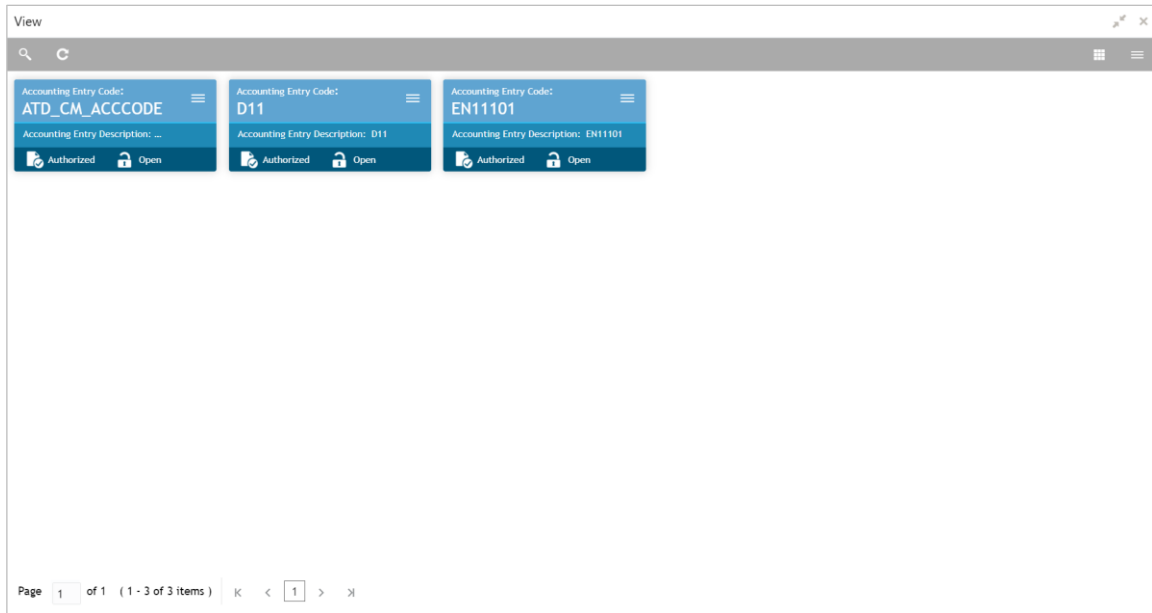
Perform the following steps to take actions on the entry codes. Click on the record to take any of the following action:

- **Unlock** – To modify the record details. Refer the **Create Entry Codes** section for field level details.

- **Authorize** – To authorize the record. Authorizing requires necessary access rights.

   a.   Optional: Click **View** to view the record details.

   b.   Select the record to authorize and then click **Approve**.

- **Delete/Close** – To remove the record.

   a.   Optional: On the confirmation pop-up window, enter the remark for deletion.

   b.   Click **Confirm** to delete the record.

- **Copy** – To create a new accounting entry code by using similar details.

- **View** – To view accounting entry code details.

3.2.3 Accounting Entries

3.2.3.1   Create Accounting Entries

This screen is used to create accounting entries.

Navigation Path: *Receivables > Maintenance > Accounting > Accounting Entries > Create*

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1. Refer the following table for specifying details in the above screen:

Note: Fields marked with '' are mandatory.*

| Field Name	Description
Branch *	Select the Branch to add an accounting entry for. Values in this field are listed basis on your access rights.
Product *	Select the product to add the entry code for. You can select 'ALL' to create the entry code for all the products.
Event *	Select the event name of an accounting entry.
Filter Criteria *	Select the filter criteria to be available.
Payment Mode *	Select any one of the below payment modes: • Account Credit • Cheque • Account Debit • EFT This field is displayed only for 'Payment Mode Based' filter criteria.
Charge Type *	Select the charge type as credit or debit. This field is displayed only for 'Charge Type Based' filter criteria.
Is Financed	Switch the toggle ON, if the instrument is already financed. This field is displayed only for 'Is Instrument Financed' filter criteria.
Accounting Entries	
Accounting Entry Code *	Click the Search icon and select an accounting entry code.
Accounting Entry Description *	The description is auto-populated based on selected entry code.

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Field Name	Description
Sequence *	Enter the sequence number of the selected entry code.

2. Click **Add/ Edit** to add details in the grid or modify the selected records from the grid. If required, click **Reset** to clear the selected values.

3. Click **Save** to save the data and send for authorization (if applicable).

3.2.3.2 View Accounting Entries

By using this screen, you can view, modify, delete, or authorize accounting entries.

Navigation Path: *Receivables > Maintenance > Accounting > Accounting Entries > View*
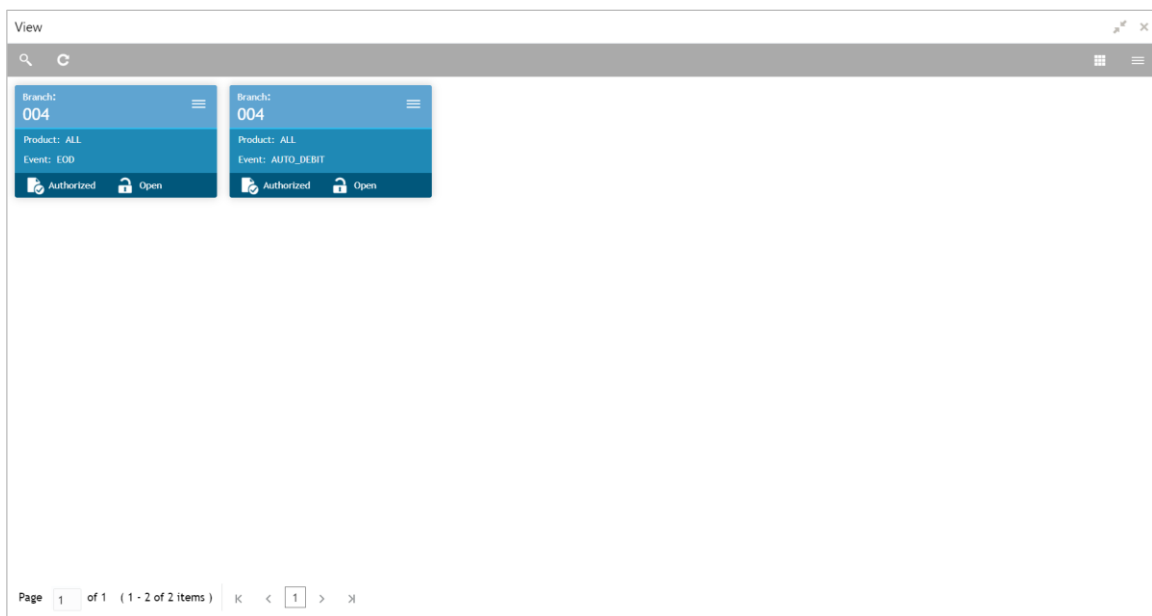
Perform the following steps to take actions on the accounting entries. Click on the record to take any of the following action:

- **Unlock** – To modify the record details. Refer the **Create Accounting Entries** section for field level details.

- **Authorize** – To authorize the record. Authorizing requires necessary access rights.

    a.   Optional: Click **View** to view the record details.

    b.   Select the record to authorize and then click **Approve**.

- **Delete/Close** – To remove the record.

    a.   Optional: On the confirmation pop-up window, enter the remark for deletion.

    b.   Click **Confirm** to delete the record.

- **Copy** – To create a new accounting entry by using similar details.

- **View** – To view accounting entry details.

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3.2.4 External Account Mapping

3.2.4.1 Create External Account Mapping

This screen is used to create external account mapping.

Navigation Path: *Receivables > Maintenance > Accounting > External Account Mapping > Create*

1. Refer the following table for specifying details in the above screen:

Note: Fields marked with '' are mandatory.*

Field Name	Description
Branch *	Select the branch in which account is maintained.
Product *	Select the product to be associated with the account. You can select ALL if the account is to be used for all the products.
Event *	Specify whether the account event is EOD or Auto Debit.
Currency *	Select the currency to be considered for the account.
Party Id *	Click on the Search icon to select the party for whom account mapping needs to be done.
Filter Criteria	Select any one of the following filter criteria: • **Default**
Default Account	Switch the toggle ON to consider the account as default one.
Account *	Enter the account number.
Payment Mode *	Select the mode of payment for the account.
IFSC Code *	Enter the IFSC code of the bank's branch of the entered account number.
Bank Name *	Enter name of the bank.

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Field Name	Description
Branch Name *	Enter name of the bank's branch associated with the entered IFSC code.

2. Click **Add/ Edit** to add details in the grid or modify the selected records from the grid. If required, click **Reset** to clear the selected values.

3. Click **Save** to save the data and send for authorization (if applicable).

3.2.4.2 View External Account Mapping

By using this screen, you can view, modify, delete, or authorize external account mapping.

Navigation Path: *Receivables > Maintenance > Accounting > External Account Mapping > View*
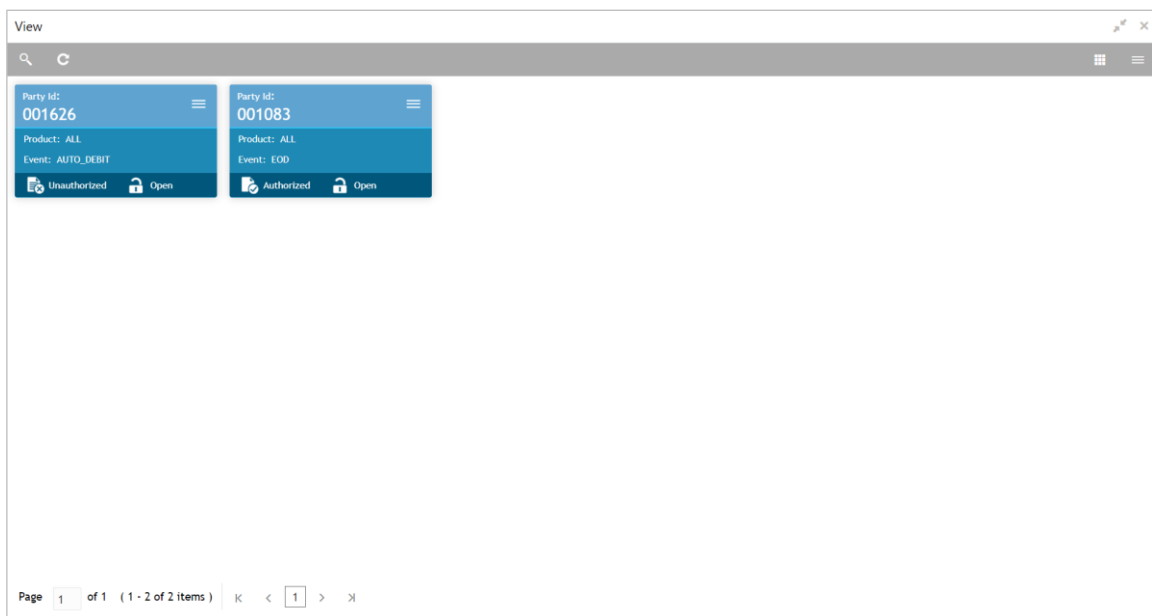
Perform the following steps to take actions on the external account mappings. Click on the record to take any of the following action:

- **Unlock** – To modify the record details. Refer the **Create Accounting Entries** section for field level details.

- **Authorize** – To authorize the record. Authorizing requires necessary access rights.

  a. Optional: Click **View** to view the record details.

  b. Select the record to authorize and then click **Approve**.

- **Delete/Close** – To remove the record.

  a. Optional: On the confirmation pop-up window, enter the remark for deletion.

  b. Click **Confirm** to delete the record.

- **Copy** – To create a new accounting entry by using similar details.

- **View** – To view accounting entry details.

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3.2.5 Internal Account Mapping

3.2.5.1 Create Internal Account Mapping

This screen is used to create internal account mapping.

Navigation Path: *Receivables > Maintenance > Accounting > Internal Account Mapping > Create*

1. Refer the following table for specifying details in the above screen:

Note: Fields marked with '' are mandatory.*

Field Name	Description
Branch *	Select the branch in which account is maintained.
Product *	Select the product to be associated with the account. You can select ALL if the account is to be used for all the products.
Role *	Click on the Search icon to select the role for whom account mapping needs to be done.
CASA/GL	Use this toggle button to specify whether CASA/GL ratio needs to be considered for this mapping or not.
Settlement Method *	Select the settlement method corresponding to the account type.
Account in Transaction Currency	Use this toggle button to specify whether the accounting should be done in transaction currency or not.
Filter Criteria	Select any one of the following criteria: • Event, Program and Party Based • Party and Division Code Based • Event and Party Based • Party Based • Event Based

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Field Name	Description
	• Charge Code Based • Default
Party *	Click the Search icon and select the party of the account. This field is displayed only when filter criteria includes 'Party'.
Division Code *	Click the Search icon and select the applicable division code. This field is displayed only when filter criteria includes 'Division Code'.
Program *	Click the Search icon and select the applicable program for account mapping. This field is displayed only when filter criteria includes 'Program'.
Event *	Select an event for account mapping. This field is displayed only when filter criteria includes 'Event'.
Charge Code *	Select the charge code to map the account with. This field is displayed only when filter criteria includes 'Charge Code'.
Account Currency *	Select the currency for account.
Account Number *	Enter the account number.
Default Account	Switch the toggle ON to consider the account as default one.

2. Click **Add/ Edit** to add details in the grid or modify the selected records from the grid. If required, click **Reset** to clear the selected values.

3. Click **Save** to save the data and send for authorization (if applicable).

3.2.5.2   View Internal Account Mapping

By using this screen, you can view, modify, delete, or authorize the internal account mapping.

Navigation Path: *Receivables > Maintenance > Accounting >* Internal *Account Mapping > View*

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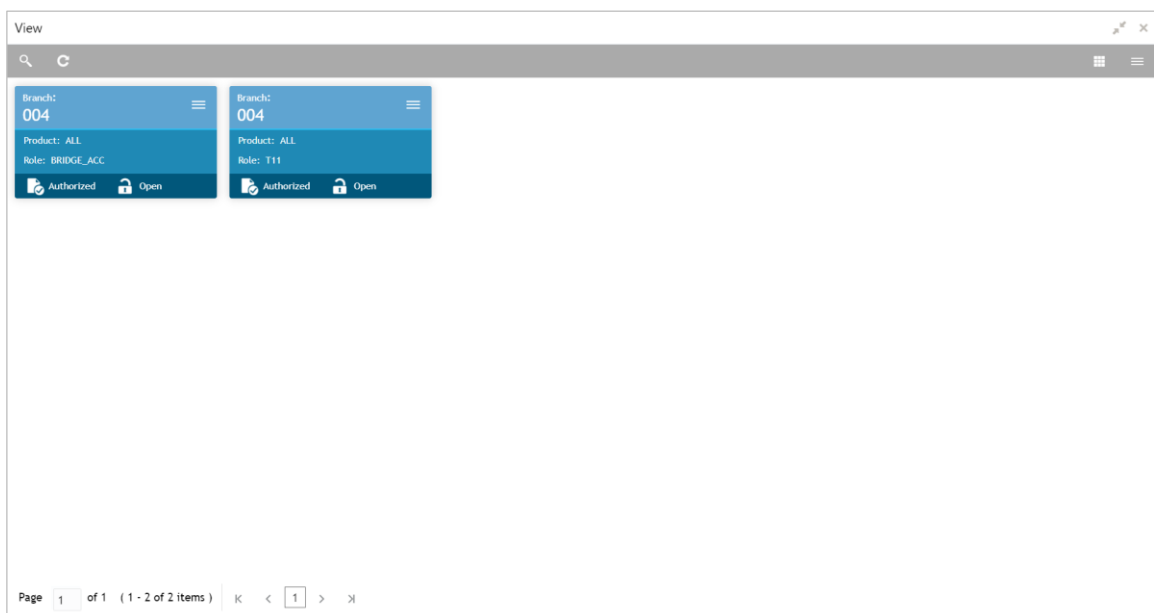
Perform the following steps to take actions on the internal account mappings. Click on the record to take any of the following action:

- **Unlock** – To modify the record details. Refer the **Create Accounting Entries** section for field level details.

- **Authorize** – To authorize the record. Authorizing requires necessary access rights.

  a. Optional: Click **View** to view the record details.

  b. Select the record to authorize and then click **Approve**.

- **Delete/Close** – To remove the record.

  a. Optional: On the confirmation pop-up window, enter the remark for deletion.

  b. Click **Confirm** to delete the record.

- **Copy** – To create a new internal account mapping by using similar details.

- **View** – To view inter account mapping details.

3.3 Maintaining Charges

Banks can levy charges on services extended to corporates with respect to managing and financing receivables and payables, like documentation charges, handling charges and so on. These charges can be configured at default/global level for specific products or parties. The levying of the charges can be triggered by specific events such as pooling, EOD, cheque upload etc. Once configured, the charges would get levied for manual as well as auto processing mode for transactions.

Charge pricing is determined by configuring various pricing methods such as fixed amount, fixed percentage, slab based pricing, count based pricing and so on. The frequency of calculation and collection, such as, daily/weekly/monthly/yearly, can also be defined for a charge.

Banks are also empowered to configure flexible and preferential pricing as per corporate risk profile and assessment.

3.3.1 Charge Code

3.3.1.1   Create Charge Code

Navigation Path: *Receivables > Maintenance > Charges > Charge Code > Create*

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1. Refer to the following table for specifying details on the above screen:

Note: Fields marked with '' are mandatory.*

Field Name	Description
Charge Code *	Enter the unique charge code to be created.
Charge Description *	Enter the description of the charge.
Charge Group *	Select the group to which this charge code belongs. This field is purely for the purpose of maintaining information in the Management Information System (MIS). The available options are: • Rebates • Tax • Commission • Fee
Charge Category *	Select the value to specify whether charge is of tax or standard category.
Charge Type *	Specify if this charge code is of debit or credit type.
Effective Date *	Click the Calendar icon to select the start date of the charge code validity.
Expiry Date *	Click the Calendar icon to select the end date of the charge code validity.

2. Click **Save** to save the record and send for authorization.

3.3.1.2   View Charge Code

Navigation Path: *Receivables > Maintenance > Charges > Charge Code > View*

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Perform the following steps to take actions on the charge codes. Click the Options (▤) icon and then click any of the below option:

- **Unlock** – To modify the record details. Refer to the **Create Charge Code** section for field level details.

- **Authorize** – To authorize the code.

    a. Optional: Click **View** to view the record details.

    b. Select the record to authorize and then click **Confirm**.

- **Delete/Close** – To remove the record.

    a. Optional: On the confirmation pop-up window, click **View** to view the record details.

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     b. Click **Proceed** to delete the record.

- **Copy** – To create a new Charge code with same details for a new corporate.

- **View** – To view the Charge code details.

3.3.2 Charge Rule Maintenance

The bank user can define rules for charge pricing/charge calculation, based on the bank's requirements, using this screen.

3.3.2.1 Create Charge Rule Maintenance

Navigation Path: *Receivables > Maintenance > Charges > Charge Rule Maintenance > Create*

1. Refer to the following table for specifying details on the above screen:

Note: Fields marked with '' are mandatory.*

Field Name	Description
Charge Pricing Description *	Enter the charge pricing or rule description.
Annum Basis *	Select the number of days to be considered in a year for tenor-based calculations.
Pricing Category *	Select the pricing category. Based on the selected category, pricing methods will be available.
Pricing Method *	Select the method to configure the charge pricing.
Pricing Currency *	Select the currency in which pricing is to be done.
Charge in Txn Currency	Switch the toggle ON if the charge should be levied in transaction currency otherwise charge will get levied in pricing currency.

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Field Name	Description
Min/Max Validation Criteria	Specify whether the charge should be validated based on an amount range or a percentage range.
Min Charge Amount/Percent	Enter the minimum charge amount/percentage to be considered for validation. This field is displayed based on the value selected in the Min/Max Validation Criteria field.
Max Charge Amount/Percent	Enter the maximum charge amount/percentage to be considered for validation. This field is displayed based on the value selected in the Min/Max Validation Criteria field.
Fixed Amount **	Enter the charge amount. This field is displayed only when the pricing category is Fixed Amount.
Flat Charge	Switch the toggle On if flat charge should be applied. Tenor is not taken into account for calculation if the flat charge switch is enabled. This field is displayed only when the pricing category is Fixed Percent or Tier Based Percent.
Fixed Percent **	Enter the charge percentage. This field is displayed only when the pricing category is Fixed Percent.
From	Enter the start value of the amount/tenor/count range. This field is displayed only for a tier based pricing category.
To	Enter the final value of the amount/tenor/count range. This field is displayed only for a tier based pricing category.
Amount	Enter the charge amount. This field is displayed only when the pricing category is selected as Tier Based Amount or Tier Based Mixed. The pricing currency is considered.
Units	Enter the number of charge units. This field is displayed only when the pricing method is selected as Variable/Slab Amount by Number of Count.
Percent	Enter the charge percentage. This field is displayed only when the pricing category is selected as Tier Based Percent or Tier Based Mixed.

2. Click **Add** to add charge details in the grid. If required, click **Reset** to clear the selected values.

   OR

   Click Edit in the Action column of the grid to modify the charge details from the grid.

3. Click **Save** to save the record and send for authorization.

3.3.2.2 View Charge Rule Maintenance

Navigation Path: *Receivables > Maintenance > Charges > Charge Rule Maintenance > View*

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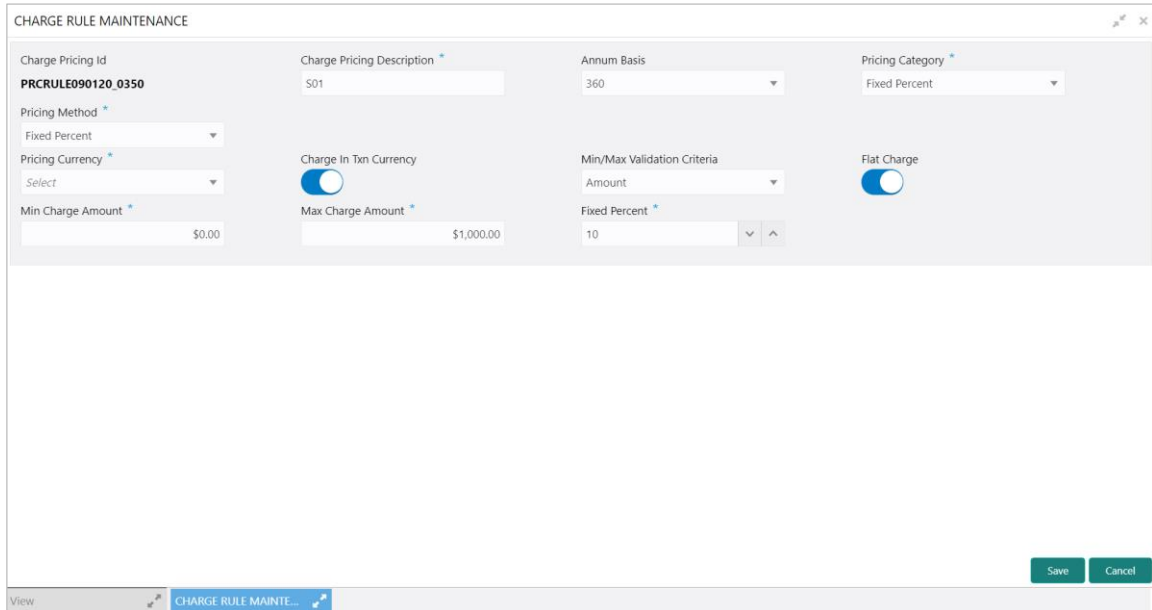
Perform the following steps to take actions on the Charge Rule Maintenance. Click the Options (
) icon and then click any of the below option:

- **Unlock** – To modify the record details. Refer to the **Create Charge Rule Maintenance** section for field level details.

- **Authorize** – To authorize the code.

    a. Optional: Click **View** to view the record details.

    b. Select the record to authorize and then click **Confirm**.

- **Delete** – To remove the record.

    a. Optional: On the confirmation pop-up window, click **View** to view the record details.

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b. Click **Proceed** to delete the record.

- **Copy** – To create a new Charge Rule Maintenance with same details for a new corporate.

- **View** – To view the Charge Rule Maintenance details.

- **Close** – To close the record.

3.3.3 Charge Decisioning

Using this screen, the charge rule and charge code created in the earlier screens, can be mapped to a specific product. The charge party (buyer/supplier/insurance company) can also be defined. The calculation and collection frequencies for the charge can be defined as well.

3.3.3.1   Create Charge Decisioning

Navigation Path: *Receivables > Maintenance > Charges > Charge Decisioning > Create*

1. Refer to the following table for specifying details on the above screen:

Note: Fields marked with '' are mandatory.*

Field Name	Description
Event *	Select the event on the occurrence of which, the charge should be applied.
Filter Criteria *	Global or Preferential criteria for charge application and pricing. This can be Default, Product Based, or Instrument Type Status Based.
Instrument Type *	Select the instrument type for which the charge are to be mapped. The options are: PO, Invoice, and Cheque. This field appears if the filter criteria selected is Instrument Type Status Based.
Instrument Status *	Select the relevant status of the instrument based on which the charge would get levied. Different charges and pricing can be configured for combination of instruments and their status.
Inherit Charges *	Specify if default charges should be inherited or should be overridden as well.

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Field Name	Description
Charge Code *	Select the charge code for which decisioning is to be configured.
Charge Sharing	Switch the toggle On if charge sharing is applicable.
Sharing Percentage Allocation *	Click the link to open the pop-up window for specifying sharing percentage for each party. This link is displayed only if you enable charge sharing. **Charge Sharing Allocation** ✕ Party To Charge * Sharing Percentage * Supplier ▼ 50 ∨ ∧ Add | Charge Sharing	Sharing Percentage Allocation	Action
BUY	50		 Page 1 of 1 (1 of 1 items) ⏮ ‹ 1 › ⏭ OK i. In the **Party to Charge**, select the party to be charged. ii. In the **Sharing Percentage**, enter number of percentage to be shared by the selected party. iii. Click **Add** to add details in the grid. iv. Repeat steps 'i' to 'iii' to add more parties to be charged. *Note: Sum of sharing percentage of added parties should be 100.* v. Click **OK** to save the charge sharing details.
Party To Charge *	Select the party to be charged. This field appears only if Charge Sharing toggle is switched off.
Charge Pricing Rule *	Click the search icon to select the charge pricing rule to be applied.
Charge Criteria *	Select the criteria to be considered based on which the charge should be calculated. The available options are:

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Field Name	Description
	• Count of POs • Parent Charge Code • Count of Invoices • Invoice Amount • PO Amount
Parent Charge Code *	Select the parent charge code. This field is displayed only when you select parent charge code in Charge Criteria field.
Reference Tenor Start Date *	Specify which date should be considered to calculate the start of charge tenor duration.
Reference Tenor End Date *	Specify which date should be considered to calculate the end of charge tenor duration.
Effective Date *	Click the Calendar icon to select the start date of the charge decisioning validity.
Expiry Date *	Click the Calendar icon to select the end date of the charge decisioning validity.
Allow Waive	Switch the toggle On to enable charge waiving at the time of transaction processing. If Auto Waive toggle is switched on, then this toggle is switched off and disabled by default.
Allow Pricing Modification	Switch the toggle On to allow pricing rule modification at the time of transaction processing. If Auto Waive toggle is switched on, then this toggle is switched off and disabled by default.
Allow Override	Switch the toggle On to enable overriding of charge amount at the time of transaction processing. If Auto Waive toggle is switched on, then this toggle is switched off and disabled by default.
Collection Type *	Specify how the charge should be collected.
Frequency	Specify the frequency for charge collection. This field is displayed only when the collection type is batch.
Reference Period	Specify when the collection should take place for the selected frequency. For monthly or half-yearly frequency, the collection can take place either at the beginning of the period (BOP) or end of the period (EOP). For weekly frequency, the collection can happen on a specific day of the week, This field is displayed only when the collection type is batch.
Units	This field specifies whether the charge collection should take place post no of units of that specified frequency. If monthly frequency is specified and no of units is 2, then the charge would be collected once in two months. This field is displayed only when the collection type is batch.

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| Field Name	Description
Calculation Type *	Specify how the charge should be calculated.
Frequency	Specify the frequency for charge calculation. This field is displayed only when the calculation type is batch.
Reference Period	Specify when the calculation should take place for the selected frequency. For monthly or half-yearly frequency, the calculation can take place either at the beginning of the period (BOP) or end of the period (EOP). For weekly frequency, the calculation can happen on a specific day of the week. This field is displayed only when the calculation type is batch.
Units	This field specifies whether the charge collection should take place post no of units of that specified frequency. If monthly frequency is specified and no of units is 2, then the charge would be collected once in two months. This field is displayed only when the collection type is batch.
Add/Override Charges grid	The details of new charges added, appears in this grid.
Default Charges grid	The default charges configured for the selected event, appear in this grid, if you select the Inherit Default Charges option from the Inherit Charges list. These charges cannot be modified.

2. Click **Add** to add details in the grid. If required, click **Reset** to clear the selected values.

Add/Override Charges														
Charge Sharing	Sharing Percentage Allocation	Party To Charge	Charge Code	Charge Pricing Rule	Charge Criteria	Effective Date	Expiry Date	Auto Waive	Allow Waive	Allow Override	Allow Pricing Modification	Collection Type	Calculation Type	Action
N	Percentage Allocation	SUPP	006	PRCRULE291119_0142	PARENT_CHARGE_CODE	2019-12-30	2021-12-30	N	Y	Y	Y	Collection Parameters	Calculation Parameters	⬚

Page 1 of 1 (1 of 1 items) ⟸ ‹ 1 › ⟹

Default Charges									
Charge Sharing	Sharing Percentage Allocation	Party To Charge	Charge Code	Charge Pricing Rule	Charge Criteria	Effective Date	Expiry Date	Allow Waive	Allow Override
No data to display.									

Page 1 (0 of 0 items) ⟸ ‹ 1 › ⟹

Save   Cancel

3. Click **Save** to save the data and send for authorization.

3.3.3.2   View Charge Decisioning

Navigation Path: *Receivables > Maintenance > Charges > Charge Decisioning > View*

ORACLE
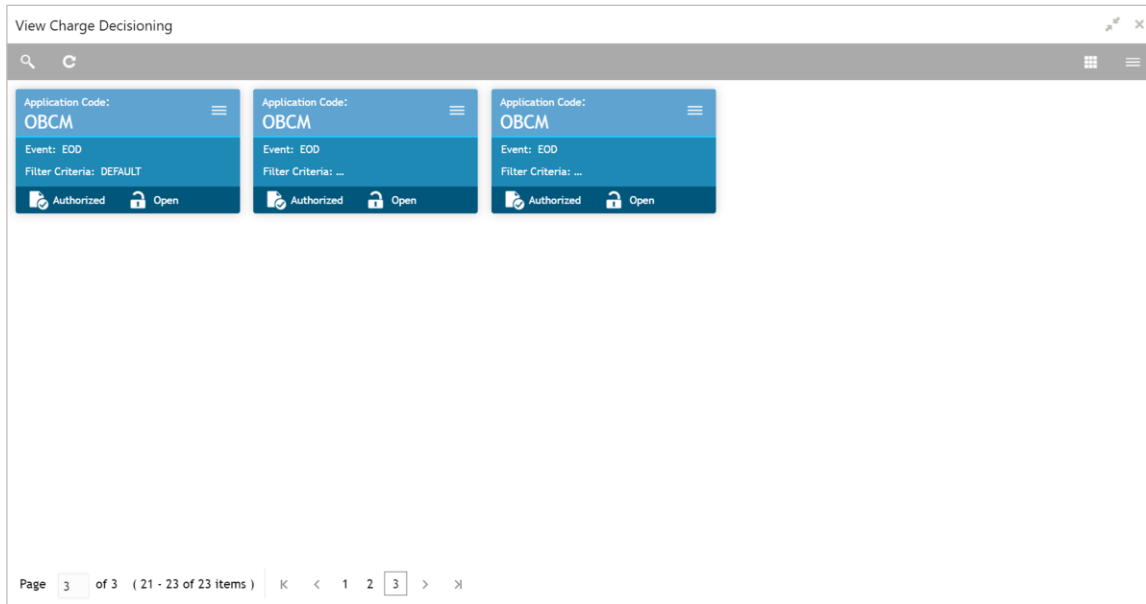
Perform the following steps to take actions on the Charge Decisioning. Click the Options (☰) icon and then click any of the below option:

- **Unlock** – To modify the record details. Refer to the **Create Charge Decisioning** section for field level details.

- **Authorize** – To authorize the code.

    a. Optional: Click **View** to view the record details.

    b. Select the record to authorize and then click **Confirm**.

- **Delete/Close** – To remove the record.

    a. Optional: On the confirmation pop-up window, click **View** to view the record details.

    b. Click **Proceed** to delete the record.

- **Copy** – To create a new Charge Decisioning with same details for a new corporate.

- **View** – To view the Charge Decisioning details.

3.3.4 Charge Preferential Pricing

Preferential pricing can be maintained for charges for specific products or parties.

3.3.4.1 Create Charge Preferential Pricing

Navigation Path: *Receivables > Maintenance > Charges > Charge Preferential Pricing > Create*

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1. Refer to the following table for specifying details on the above screen:

*Note: Fields marked with '*' are mandatory.*

Field Name	Description
Filter Criteria *	Select the filter criteria. Based on the selected criteria, the Party ID, Instrument Type, and Instrument Status fields are displayed.
Party Id *	Click the Search icon to select the party ID.
Instrument Type *	Select the type of instrument. Instrument statuses are available bases on selected instrument type. This field is displayed only if 'Instrument Type' is included in the filter criteria.
Instrument Status *	Select the status of the instrument. This field is displayed only if 'Instrument Type' is included in the filter criteria.
Charge Code *	Click the Search icon to select charge code for pricing configuration.
Charge Criteria *	Select the criteria to be considered based on which charge should be calculated.
Charge Pricing Rule *	Click the Search icon to select the pricing rule.
Parent Charge Code *	Select the parent charge code. This field is displayed only when you select parent charge code in Charge Criteria field.
Reference Tenor Start Date *	Specify which date should be considered to calculate the start of tenor duration.

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Field Name	Description
Reference Tenor End Date *	Specify which date should be considered to calculate the end of tenor duration.
Effective Date *	Click the Calendar icon to select the start date of the preferential pricing validity.
Expiry Date *	Click the Calendar icon to select the end date of the preferential pricing validity.
Charge Application	Switch the toggle On to enable the charge application.
Allow Waive	Switch the toggle On to enable the charge waiving.
Allow Override	Switch the toggle On to enable the overriding of charges.
Allow Pricing Modification	Switch the toggle On to allow pricing modification.
Collection Parameters	
Collection Type *	Specify how the pricing should be collected.
Frequency **	Specify the frequency for charge collection. This field is displayed only when collection type is batch.
Reference Period **	Specify when the collection should take place for the selected frequency. This field is displayed only when the collection type is batch.
Unit **	Specify the number of units to be collected in a batch. This field is displayed only when the collection type is batch.
Calculation Parameters	
Calculation Type *	Specify how the pricing should be calculated.
Frequency **	Specify the frequency for charge calculation. This field is displayed only when the calculation type is batch.
Reference Period **	Specify when the calculation should take place for the selected frequency. This field is displayed only when the calculation type is batch.
Unit **	Specify the number of units to be calculated in a batch. This field is displayed only when the calculation type is batch.
Charges grid	The details of any preferential pricing added in this screen appear as an entry in this grid.

2. Click **Save** to save the record and send for authorization.

3.3.4.2   View Charge Preferential Pricing

Navigation Path: *Receivables > Maintenance > Charges > Charge Preferential Pricing > View*

ORACLE
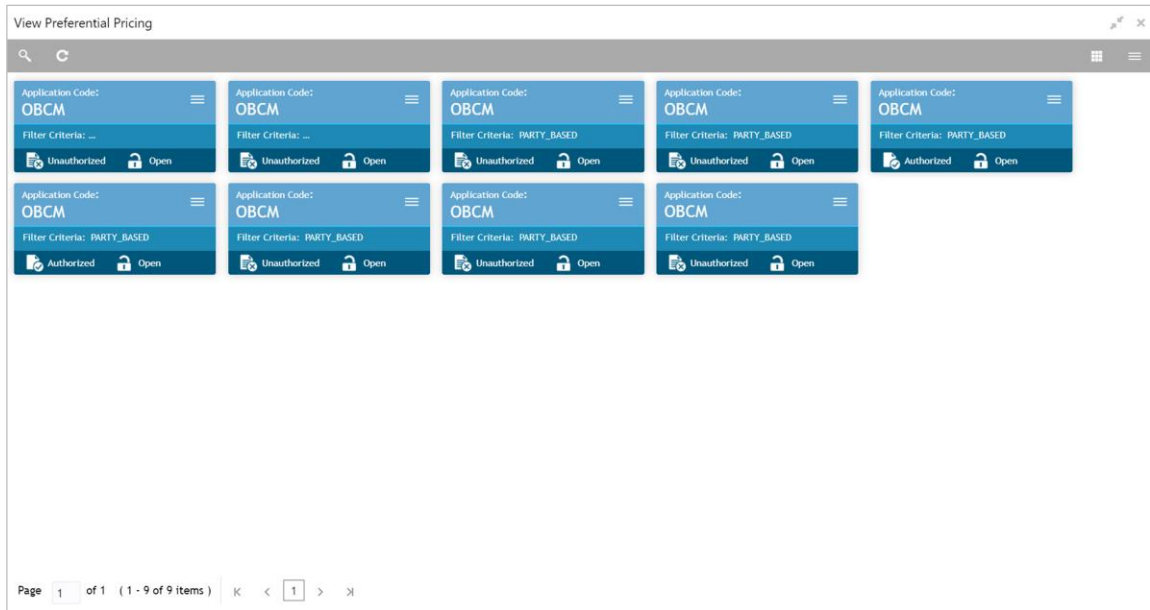
Perform the following steps to take actions on the Charge Preferential Pricing. Click the Options (
) icon and then click any of the below option:

- **Unlock** – To modify the record details. Refer to the **Create Charge Preferential Pricing** section for field level details.

- **Authorize** – To authorize the code.

    a. Optional: Click **View** to view the record details.

    b. Select the record to authorize and then click **Confirm**.

- **Delete/Close** – To remove the record.

    a. Optional: On the confirmation pop-up window, click **View** to view the record details.

    b. Click **Proceed** to delete the record.

- **Copy** – To create a new Charge Preferential Pricing with same details for a new corporate.

- **View** – To view the Charge Preferential Pricing details.

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3.4 Maintaining Commodity

By using 'Commodity' screens, back office user can maintain the commodity details required for creation of invoice data either through UI or upload

3.4.1 Create Commodity

This screen is used to create a commodity record required for creation of invoice record. Newly created record takes effect once authorized and cannot be modified thereafter.

Navigation Path: Receivables > Maintenance > Commodity > Create Commodity

1. Refer to the following table for specifying details on the above screen:

Note: Fields marked with '' are mandatory.*

Field Name	Description
Supplier Id *	Click the Search icon and select the supplier's Id. This field cannot be modified once authorized.
Supplier Name *	Supplier name is auto-populated based on selected supplier id.
Commodity Code *	Enter unique commodity code to be created.
Commodity Name *	Name of the commodity to create.
Description	Enter description of the commodity.
Tax(%)	Enter the percentage of tax to be levied on commodity.
Discount(%)	Enter the percentage of discount applicable on commodity.
Country of Origin	Select the country where the commodity is originated from.
Year	Enter the year of origination.

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2. Click **Add/Edit** to add more records in the grid or modify the selected records. If required, click **Reset** to clear the selected values.

3. In the 'Unit Details' column of the grid, click **Add/Edit** link to update the unit details.

a. In the **Unit** field, enter the measuring unit for the commodity.

b. In the **Minimum Unit** field, enter the minimum units required for the commodity.

c. In the **Maximum Unit** field, enter the maximum units allowed for the commodity.

d. In the **Unit Price** field, enter the price per single unit of a commodity.

e. Click **Add/Edit** to add more records in the grid or modify the selected records. If required, click **Reset** to clear the selected values.

f. Click **Back** to go the parent page.

4. Click **Save** to save the record and send for authorization.

3.4.2 View Commodity

By using this screen, you can view, modify, delete, or authorize commodity code details.

Navigation Path: *Receivables > Maintenance > Commodity Code > View Commodity Code*

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Perform the following steps to take actions on the commodity codes. Click the Options (▤) icon and then click any of the below option:

- **Unlock** – To modify the record details. Refer to the **Create Commodity** section for field level details.

- **Authorize** – To authorize the record. Authorizing requires necessary access rights.

  a. Optional: Click **View** to view the record details.

  b. Select the record to authorize and then click **Confirm**.

- **Delete/Close** – To remove the record.

  a. Optional: On the confirmation pop-up window, click **View** to view the record details.

b. Click **Proceed** to delete the record.

- **Copy** – To copy the commodity code details for creating a new record.

- **View** – To view the commodity code details.

3.5   Maintaining Division Code

By using 'Division Code' screens, you can maintain the division codes for parties.

3.5.1   Create Division Code

This screen is used to create a division code for a party. Newly created code takes effect once authorized and cannot be modified thereafter.

Navigation Path: *Receivables > Maintenance > Division Code > Create Division Code*

1. Refer to the following table for specifying details on the above screen:

Note: Fields marked with '*' are mandatory.

Field Name	Description
Party Id *	Search Party Id.
Party Name *	Party name is auto-populated based on selected party id.
Division Code *	Enter unique division code to be created. This field cannot be modified once authorized.
Division Name *	Name of the division to create.
Email	An email id of the division.
Tel No	Telephone contact number.
Division Address Line 1	Enter an address of the division.

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Field Name	Description
Division Address Line 2	Line 2 of the division address.
Division Address Line 3	Line 3 of the division address.
Division Address Line 4	Line 4 of the division address.
Country	Click on the Search icon to select country.

2. Click **Add/Edit** to add more records in the grid or modify the selected records. If required, click **Reset** to clear the selected values.

3. Click **Save** to save the record and send for authorization.

3.5.2 View Division Code

By using this screen, you can view, modify, delete, or authorize division code details.

Navigation Path: *Receivables > Maintenance > Division Code > View Division Code*

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Perform the following steps to take actions on the division codes. Click the Options (☰) icon and then click any of the below option:

- **Unlock** – To modify the record details. Refer to the **Create Division Code** section for field level details.

- **Authorize** – To authorize the record. Authorizing requires necessary access rights.

   a. Optional: Click **View** to view the record details.

   b. Select the record to authorize and then click **Confirm**.

- **Delete/Close** – To remove the record.

   a. Optional: On the confirmation pop-up window, click **View** to view the record details.

   b. Click **Proceed** to delete the record.

- **Copy** – To copy the division code details for creating a new record.

- **View** – To view the division code details.

3.6 Maintaining Reconciliation Rules

Reconciliation is one of the core modules of OBCM application which can be performed for two categories namely 'Invoice payment' and 'Cash flow payment'.

- Invoice payment: Any outstanding invoices due from buyer are reconciled against the payment initiated by the supplier/buyer as per the reconciliation rules configured in the application.

- Cashflow payment: Any outstanding expected cash flows raised by a corporate in the application, are reconciled against payments as per the reconciliation rules configured for this category in the application.

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3.6.1 Reconciliation Rule Definition

Back office user can configure recon rules for reconciliation category through this module. Two types of rules can be configured; 'Exact' and 'Generic'.

For the 'Exact' type of rule, attributes of one entity are mapped with attributes of another entity, e.g.: for 'Expected Debit/Credit to Payment' recon category attributes of expected debit/credit entity are mapped to attributes of payment entity and similarly for 'Invoice to Payment' recon category, attributes of invoice are mapped to attributed of payment for matching purpose. Also, multiple recon rules can be defined at global level or mapped to the corporate with priority assignment.

For the 'Generic' type of rule, user can configure generic reconciliation methods such as FIFO, LIFO, HAFO, and LAFO. As per selected method; one can choose 'Based on' attribute. For example, in 'FIFO' for Expected Cashflow recon category, one can choose 'Expected Date' or 'Revised Expected Date'. Similarly, in 'FIFO' for Invoice Payment recon category, one can choose 'Invoice Date' or 'Invoice Due Date'.

3.6.1.1 Create Exact Reconciliation Rule Definition

This screen is used for setting up recon rule for 'Exact' reconciliation category.

Navigation Path: *Receivables > Maintenance > Reconciliation > Reconciliation Rule Definition > Create*

1. Refer to the following table for specifying details on the above screen:

Note: Fields marked with '*' are mandatory.

Field Name	Description
Rule Description *	Description of recon rule.
Recon Category *	Select any one of the below category of recon for which rule is defined. • Invoice Payment Recon • Expected Cashflow To Payment Recon • Allocation of Payment to Virtual Accounts
Recon Category Description *	Select **Exact** as the category of the Recon definition.
Allocation Details	If allocation required, then select the appropriate value to specify whether the allocation should be done based on the account or attribute of entity like cashflow/payment/invoice.

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2. In the 'Exact Recon' section, perform the following steps to create conditions or group of conditions:

   a. Click **Add Condition** to add a single line of condition.

      Or

      Click **Add Group** to add a group of conditions.

   b. Click inside the added container to view buttons for adding condition details.

   c. Click **Text between** to define the range of text to be validated.

   d. Click **Invoice/Cashflow Attributes** to define condition for invoice/cashflow details.

      Or

      Click **Payment Attributes** to define condition for payment details.

   e. Click **Operator** to specify how to compare defined values.

   f. Click **Fixed Value**, **Text between**, **Invoice**/**Payment Attributes** or **Cashflow**/**Payment Attributes** (depending on the selected recon category) to specify values with which previously defined values should be compared.

   g. If required, repeat the steps "a" to "f" to add more conditions and or group of conditions.

      Or

      To remove condition, click the Delete icon (🗑) located at the right-bottom of the condition container.

   h. Click **AND** / **OR** to define how many conditions or combination of conditions should be matched in order to execute the recon rule.

   i. Click **Validate and Preview** to check if the added conditions are valid or not.

3. In the 'Allocation Basis Grid' section, perform the following steps to define percentage of account/attribute allocation:

   a. Click **Add** to add a new row.

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b. Double click the row to add/edit attribute and percentage.

c. Repeat the step "a" and "b" to add more attributes.

Or

If required, click the Delete icon (🔴) under 'Action' column to remove the allocation row.

4. Click **Save** to save the data and send for authorization.

3.6.1.2   Create Generic Reconciliation Rule Definition

This screen is used for setting up 'Generic' recon rule.

Navigation Path: *Receivables > Maintenance > Reconciliation > Recon Rule Definition > Create*

Create				⤢ ×
Rule Description *	Recon Category *	Recon Type *	Allocation Details	
BaseGen	Invoice Payment Recon ▼	Exact **Generic**	Attribute Based ▼	

1. Refer to the following table for specifying details on the above screen:

Note: Fields marked with '' are mandatory.*

Field Name	Description
Rule Description *	Description of recon rule.
Recon Category *	Select any one of the below category of recon for which rule is defined. • Invoice Payment Recon • Expected Cashflow To Payment Recon • Allocation of Payment to Virtual Accounts
Recon Category Description *	Select **Generic** as the category of the Recon definition.
Allocation Basis	If required, select the value to specify whether the allocation should be done based on account or attribute.

Generic Recon		
Base Entity	Generic Criteria *	Based On Attribute *
Invoice	HAFO ▼	Outstanding Invoice Amount ▼

2. In the 'Generic Recon' section, perform the following steps:

Note: The 'Base Entity' is auto-populated based on selected 'Recon Category'.

a. In the **Generic Criteria** list, select the generic rule to be defined. viz. FIFO – First In First Out, LIFO – Last In First Out, HAFO – Highest Amount First Out and LAFO – Least Amount First Out.

b. In the **Based On Attribute** list, select the entity (invoice/cashflow) attribute on which the rule would be based. The available attributes are based on the combination of selected recon category and generic criteria.

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3. In the 'Allocation Basis Grid' section, perform the following steps to define account/attribute allocation basis which the allocation would be done and percentage

   a. Click **Add** to add a new row.

   b. Double click the row to add/edit attribute/account and appropriate percentage.

   c. Repeat the step "a" and "b" to add more attributes.

      Or

      If required, click the Delete icon (🗑) under 'Action' column to remove the allocation row.

4. Click **Save** to save the data and send for authorization.

3.6.1.3   View Reconciliation Rule Definition

By using this screen, you can view, modify, delete, or authorize the recon rule.

Navigation Path: *Receivables > Maintenance > Reconciliation > Recon Rule Definition > View*
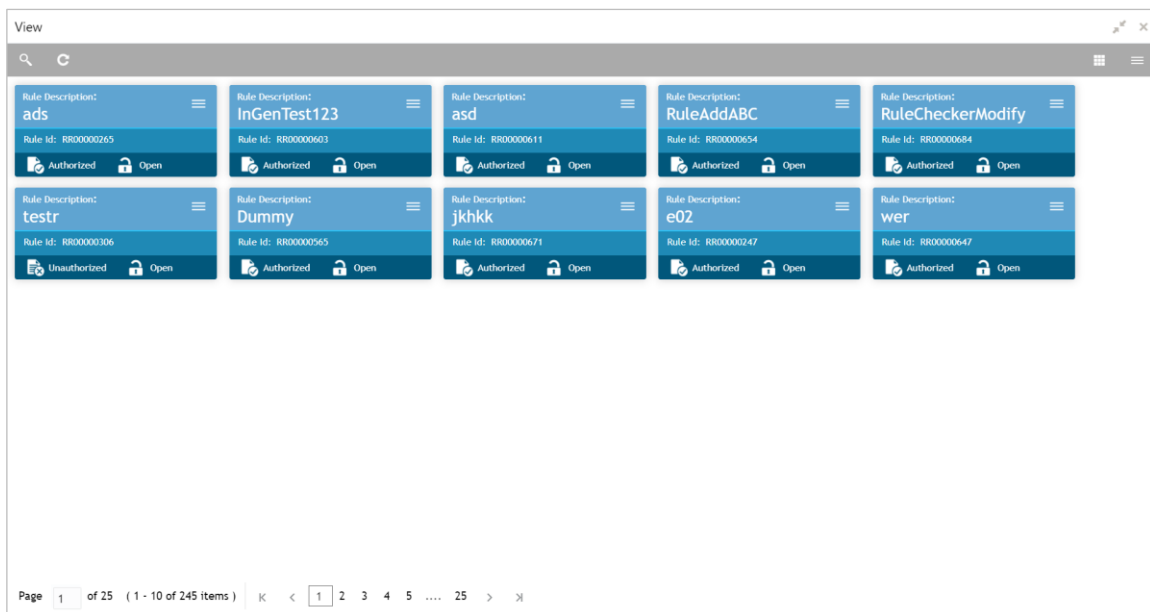
Perform the following steps to take actions on the recon rule definition. Click on the record to take any of the following action:

- **Unlock** – To modify the record details. Refer to the **Create Exact/Generic Reconciliation Rule Definition** section for field level details.

- **Authorize** – To authorize the record. Authorizing requires necessary access rights.

  a. Optional: Click **View** to view the record details.

  b. Select the record to authorize and then click **Approve**.

- **Delete/Close** – To remove the record.

  a. Optional: On the confirmation pop-up window, enter the remark for deletion.

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    b. Click **Confirm** to delete the record.

- **Copy** – To copy the reconciliation rule definition details for creating a new record.

- **View** – To view the reconciliation rule definition details.

3.6.2 Reconciliation Rule Decision

Execution of recon rule is driven as per priority set in the **Recon Rule Decision** screen.

3.6.2.1 Create Reconciliation Rule Decision

This screen is used for setting up recon rule decisions.

Navigation Path: *Receivables > Maintenance > Reconciliation > Recon Rule Decision > Create*

1. Refer to the following table for specifying details on the above screen:

Note: Fields marked with '*' are mandatory.

| Field Name	Description
Filter Criteria *	This is the level to which the reconciliation rule is mapped. Select any one of the below filter criteria to map the recon rule specifically to it: • Program and Counterparty Based • Program Based • Corporate Based • CounterParty Based • Relationship and CounterParty Based • Relationship Based • Default
Program *	Click the Search icon and select the program to setup the recon rule for.

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Field Name	Description
	This field is displayed only if 'Filter Criteria' includes program.
Counterparty Id *	Click the Search icon and select the counterparty to setup the recon rule for.
	This field is displayed only if 'Filter Criteria' includes counterparty.
Corporate *	Click the Search icon and select the corporate to setup the recon rule for.
	This field is displayed only if 'Filter Criteria' includes corporate.
Relationship Code *	Click the Search icon and select the relationship to setup the recon rule for.
	This field is displayed only if 'Filter Criteria' includes relationship.
Priority *	The rules would get applied based on the ascending order of priority maintained here.
Recon Category *	Category of recon rule being mapped.
	For example: 'Expected Debit/Credit to Payment Recon', 'Invoice Payment Recon', or 'Finance Payment Recon'.
Recon Type *	User can selected either 'Generic' or 'Exact' rule.
Rule Id *	Once the recon category and type is selected, then you can search for all the existing rules available for recon category and type.
Rule Id Description	This is automatically populated based on the rule id selected.
Execute Generic Recon	User can select this if generic recon is to be executed if there are more than one matching records post exact reconciliation.
	This is enabled only if 'Recon Type' is 'Exact'.

2. Click **Add/Edit** to add details in the grid or update the modification done for selected records from the grid. If required, click **Reset** to clear the selected values.

3. If required, in the **Action** column of the grid:

   o   Click the Edit icon () to modify the added record and repeat the steps from 1.

   o   Click the Delete icon () to remove the record from the grid.

4. Click **Save** to save the data and send for authorization.

3.6.2.2   View Reconciliation Rule Decision

By using this screen, you can view, modify, delete, or authorize *reconciliation* rule decision.

Navigation Path: *Receivables > Maintenance > Reconciliation > Reconciliation Rule Decision > View*

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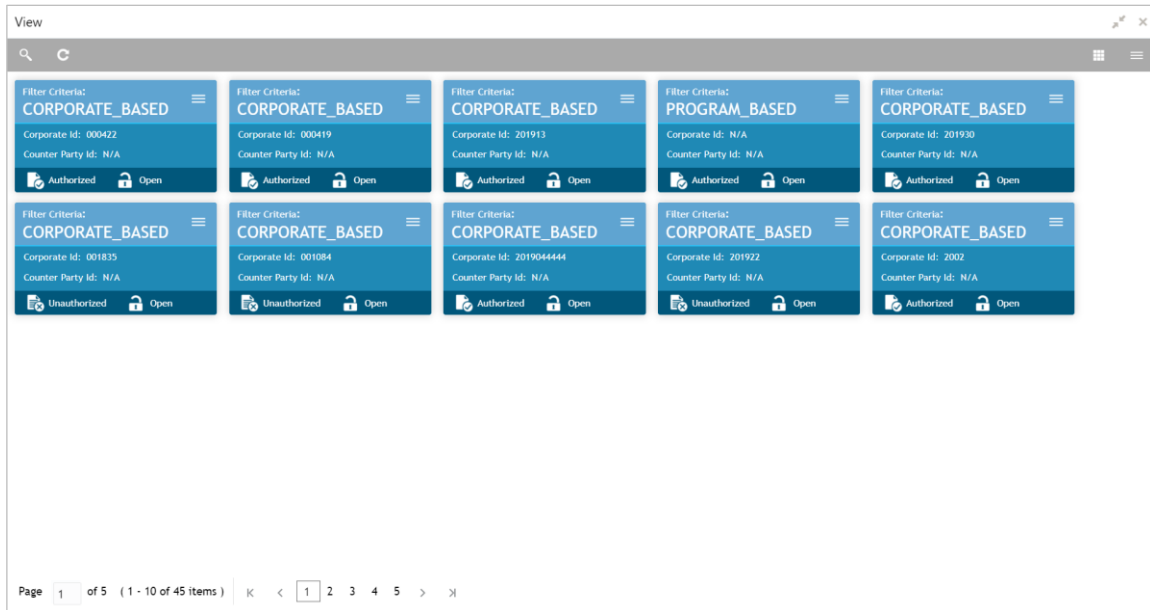
Perform the following steps to take actions on the Recon Rule. Click on the record to take any of the following action:

- **Unlock** – To modify the record details. Refer to the **Create Reconciliation Rule Decision** section for field level details.

- **Authorize** – To authorize the record. Authorizing requires necessary access rights.

  a. Optional: Click **View** to view the record details.

  b. Select the record to authorize and then click **Approve**.

- **Delete** – To remove the record.

  a. Optional: On the confirmation pop-up window, enter the remark for deletion.

  b. Click **Confirm** to delete the record.

- **New** – To create a new recon rule by using similar details.

3.7 Maintaining Relationships

With this functionality, corporates/back office user can create linkage between corporates and counterparty. Corporate/Back office users can link their customers or non-customers as counterparties through this module. In case, if record of non-customer to be linked is not established in the application then the same can be created through this UI.

3.7.1 Create Relationship

Using this UI, create relationship between corporates and buyers, or suppliers counterparties. Newly created relationships take effect once authorized and cannot be modified post authorization. However, the counterparty can be added/modified.

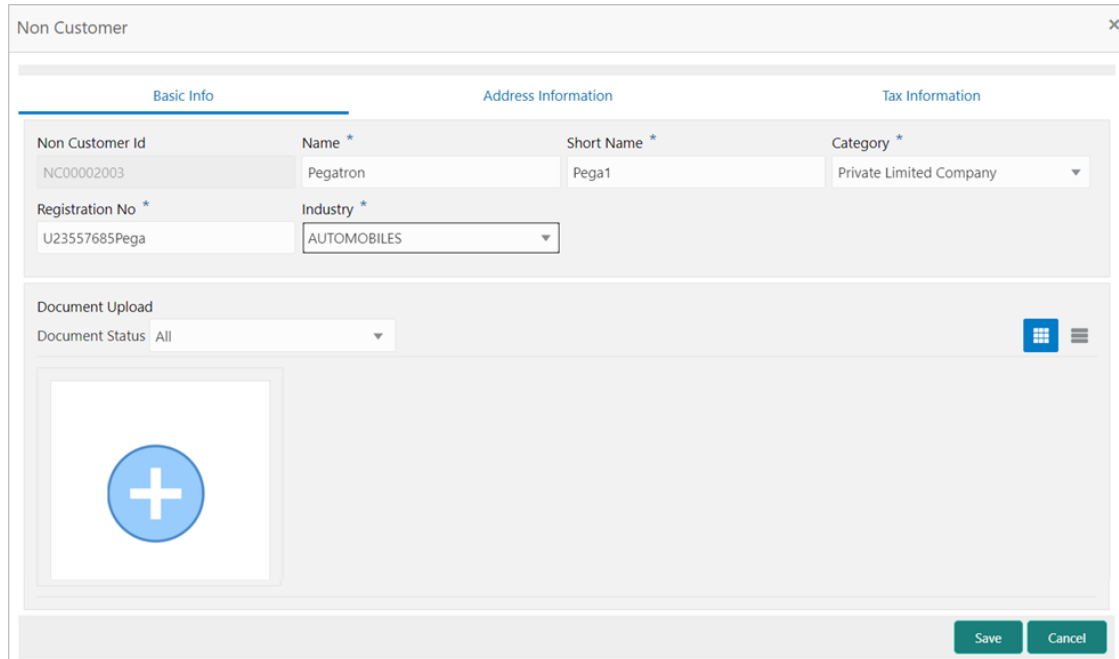***Navigation Path:*** *Receivables > Maintenance > Relationship Management > Create Relationship*

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1. Refer to the following table for specifying details on the above screen:

Note: Fields marked with '' are mandatory.*

Field Name	Description
Relationship Code *	Enter the unique relationship code to be created. This field cannot be modified once authorized.
Relationship Description *	Enter the description of the code.
Corporate Name *	Click the Search icon to select the corporate for whom the linkage is required.
Product Category *	Select the applicable product categories as 'Receivables & Collections' and/or 'Payables'. Data grid for each category is displayed upon selecting the category.
Effective From *	Click the Calendar icon to select the date from which the relationship is active. Blank value for this field considers branch date by default.
Valid Till *	Click the Calendar icon and select the date till which the relationship would be valid.
Auto Debit Applicable	Switch the toggle ON, if automatic debit facility is applicable.
Holiday Treatment *	Select the value to specify how to treat transactions falling on holidays.
Auto Acceptance Applicable	Switch the toggle ON, if auto acceptance should be enabled.
No. of Days	Enter the number of days post which the auto-acceptance is applied.

2. In the grid section, click the Add icon (　+　) to add the selected values in the grid.

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3. Perform the following steps in the grid:

    a. Double click on the Buyer/Supplier Name and then click the search icon to select the buyer/supplier.

    b. Click the Add icon ( ) to add Non Customer details.

    c. In the **Basic Info** tab, enter the non-customer basic details such as name, category, registration number, and industry. You can also upload documents of the non-customers.

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d. In the **Address Information** tab, enter the address related information of the non-customer.

e. In the **Tax Information** tab, enter the tax reference numbers and GIIN of the non-customer.
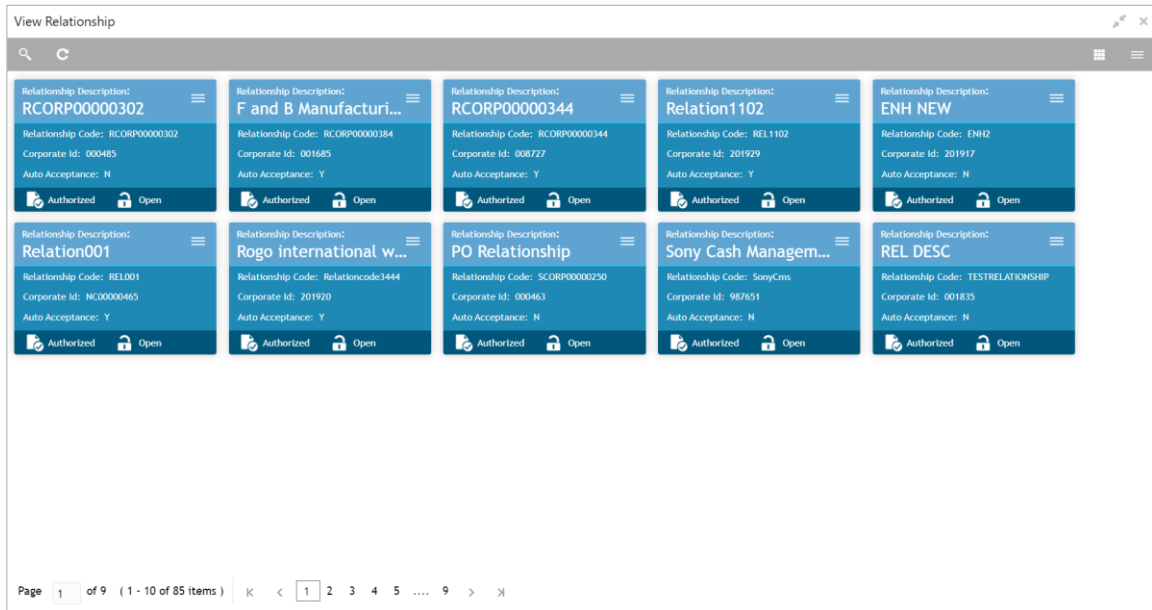
f. Click **Save** to save the non-customer data.

4. Click **Save** to save the record and send for authorization.

3.7.2 View Relationship

By using this screen, you can view, modify, delete, or authorize relationship details.

Navigation Path: *Receivables > Maintenance > Relationship Management > View Relationship*

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Perform the following steps to take actions on the relationship codes. Click the Options (▤) icon and then click any of the below option:

- **Unlock** – To modify the record details. Refer to the **Create Relationship** section for field level details.

- **Authorize** – To authorize the record. Authorizing requires necessary access rights.

  a. Optional: Click **View** to view the record details.

  b. Select the record to authorize and then click **Confirm**.

- **Delete/Close** – To remove the record.

  a. Optional: On the confirmation pop-up window, click **View** to view the record details.

  b. Click **Proceed** to delete the record.

- **Copy** – To copy the relationship details for creating a new record.

- **View** – To view the relationship details.

3.7.3 View Non Customer

By using this screen, you can view, modify, delete, or authorize relationship details.

Navigation Path: *Receivables > Maintenance > Non Customer > View Non Customer*

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View Non Customer

Non Customer Id:	Non Customer Id:	Non Customer Id:	Non Customer Id:	Non Customer Id:
NC00000477	NC00000289	NC00000369	NC00000525	NC00000558
Name: Hai Au Ltd	Name: Covid Corp	Name: BMW01Jun1334	Name: ONE PLUS	Name: corp04
Registration No: CORP67645	Registration No: COVID19	Registration No: CRN01Jun1334	Registration No: ONE01	Registration No: RegNo04
Unauthorized Closed	Authorized Open	Authorized Open	Authorized Open	Authorized Open

Non Customer Id:	Non Customer Id:	Non Customer Id:	Non Customer Id:	Non Customer Id:
NC00000576	NC00000661	NC00000581	NC00000658	NC00000673
Name: LinkedInvparty	Name: BritishPaint14Aug	Name: Paladin Paints ltd	Name: LodhaBuilders Limited	Name: BMWC15Aug
Registration No: 283293892	Registration No: CRNA14Aug	Registration No: C76745	Registration No: LodhaCRN12345	Registration No: CRND15Aug
Authorized Open	Authorized Open	Authorized Open	Authorized Open	Unauthorized Open

Page 1 of 1 (1 - 10 of 10 items) |◁ ◁ 1 ▷ ▷|

Non customer

Unlock Delete   Authorize

Basic Info	Address Information	Tax Information

Non Customer Id	Name *	Short Name *	Category *
NC00000673	BMWC15Aug	BMWC15Aug	Others

Registration No *	Industry *		
CRND15Aug	BANKING		

Document Upload

Document Status All

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Audit

View Non Customer	Non customer

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Perform the following steps to take actions on the relationship codes. Click the Options (▤) icon and then click any of the below option:

- **Unlock** – To modify the record details. Refer to the **Create Relationship** section for field level details.

- **Authorize** – To authorize the record. Authorizing requires necessary access rights.

  a. Optional: Click **View** to view the record details.

  b. Select the record to authorize and then click **Confirm**.

- **Delete** – To remove the record.

  a. Optional: On the confirmation pop-up window, click **View** to view the record details.

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b. Click **Proceed** to delete the record.

- **Copy** – To copy the relationship details for creating a new record.

- **View** – To view the relationship details.

- **Close** – To close the record.

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4. Managing Invoices

The **Invoice Management** screen helps you to create, process, and accept invoices. You can search the Invoices based on the various parameters such as invoice number, supplier, program, date range, and so on.

4.1 Create Invoices

Navigation Path: *Receivables > Invoice > Create Invoice*

Note: Fields marked with '' are mandatory and '**' are conditionally mandatory.*

1. Specify details in the 'Invoice Info' screen.

2. Click **Save & Close** to save the invoice details and submit it for authorization.

    OR

    Click **Next** to go to the Invoice Shipment Info screen.

    OR

    Click **Cancel** to cancel the creation of the invoice.

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3. Specify the shipment details corresponding to the invoice in the 'Invoice Shipment Info' screen.

4. Click **Save & Close** to save the invoice details and submit it for authorization.

   OR

   Click **Next** to go to the Invoice Commodity Info screen.

   OR

   Click **Back** to go to the Invoice Info screen.

   OR

   Click **Cancel** to cancel the creation of the invoice.

5. Specify the commodity details for the invoice in the 'Invoice Commodity Info' screen.

6. Click **Add/ Edit** to add more records in the grid or modify the selected records. If required, click **Reset** to clear the selected values.

7. Click **Save & Close** to save the invoice details and submit it for authorization.

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OR

Click **Next** to go to the Invoice Summary screen.

OR

Click **Back** to go to the Invoice Shipment Info screen.

OR

Click **Cancel** to cancel the creation of the invoice.

8. Review the detail of the invoice being created in the 'Invoice Summary' screen.

9. Click **Save & Close** to save the invoice details and submit it for authorization.

OR

Click **Back** to go to the Invoice Commodity Info screen.

OR

Click **Cancel** to cancel the creation of the invoice.

4.2 Manage Invoices

Navigation Path: Receivables > Invoice > Invoice Management

Perform the following steps to search the invoices:

1. In the **Branch** list, select the branch for which the invoice needs to be processed. By default, the branch of the logged-in user is selected.

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2. From the **Action** list, select the action to be taken on the invoice.

3. Click **Proceed** to view the search parameters.

4. Specify the value for at least one mandatory field (marked with '*') to search the Invoice(s).

5. Click **Search** to view the search results in the 'Invoice List' section.

   OR

   Click **Reset** to clear the search fields.

4.2.1 Accept Invoice

Perform the following steps post searching the invoices for 'Accept Invoice' action:

1. Optional: In the **Customer Reference Number** column, click the link to view more details about it.

2. Select the invoice to be accepted.

3. Optional: In the **Remarks** field, enter the remarks for the accepted amount.

4. In the **Acceptance Amount** field, enter the amount to be accepted.

5. Click **Apply** to make changes in the grid.

6. If required, click **Undo** to revert the applied changes.

7. Click **Submit** to accept the invoice and send for authorization (if applicable).

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4.2.2 Assign Invoice

Perform the following steps post searching the invoices for 'Assign Invoice' action:

1. Optional: In the **Customer Reference Number** column, click the link to view more details about it.

2. Select the invoice to be assigned.

3. Optional: In the **Remarks** field, enter the remarks for the accepted amount.

4. Click **Apply** to make changes in the grid.

5. If required, click **Undo** to revert the applied changes.

6. Click **Submit** to accept the invoice and send for authorization (if applicable).

4.2.3 Cancel Invoice

Only an invoice that has not yet been accepted, can be cancelled. Perform the following steps post searching the invoices for 'Cancel Invoice' action:

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1. Optional: In the **Customer Reference Number** column, click the link to view more details about it.

2. Select the invoice(s) to be cancelled.

3. Optional: In the **Remarks** field, enter the remarks for cancelling the invoice.

4. Click **Apply** to make changes in the grid.

5. If required, click **Undo** to revert the applied changes.

6. Click **Submit** to cancel the invoice(s) and send for authorization (if applicable).

4.2.4 Edit Invoice

Perform the following steps post searching the invoices for 'Edit Invoice' action:

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1. Optional: In the **Customer Reference Number** column, click the link to view more details about it.

2. Select the invoice to be edited.

3. Optional: In the **Remarks** field, enter the remarks for the updated invoice due date.

4. In the **Invoice Due Date** field, click the Calendar icon and select the new due date for the invoice.

5. Click **Apply** to make changes in the grid.

6. If required, click **Undo** to revert the applied changes.

7. Click **Submit** to submit the invoice and send for authorization (if applicable).

4.2.5 Initiate Finance

Finance can be initiated only for those invoices that are linked to a program and have been accepted.

1. Optional: In the **Customer Reference Number** column, click the link to view more details about it.

2. Select the invoice(s) to be financed.

3. Optional: In the **Remarks** field, enter the remarks for cancelling the invoice.

4. In the **Finance Amount** field, enter the amount to be financed.

5. Click **Apply** to make changes in the grid.

6. If required, click **Undo** to revert the applied changes.

7. Click **Submit** to initiate finance and send for authorization (if applicable). A finance disbursement task is created in the **Free Tasks**, which can be acquired and processed. For more information, refer the Finance Disbursement section in this user manual.

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4.2.6 Link Program

Perform the following steps post searching the invoices for 'Link Program' action:

1. Optional: In the **Customer Reference Number** column, click the link to view more details about it.

2. Select the invoice to link a program to.

3. Optional: In the **Remarks** field, enter the remarks for the linked program.

4. Click **Link Program**, and select the program to be linked.

5. Click **Apply** to make changes in the grid.

6. If required, click **Undo** to revert the applied changes.

7. Click **Submit** to link the program and send for authorization (if applicable).

4.2.7 Dispute Invoices

Perform the following steps post searching the invoices for 'Raise Dispute' action:

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1. Optional: In the **Customer Reference Number** column, click the link to view more details about it.

2. Select the invoice to raise the dispute for.

3. Optional: In the **Remarks** field, enter the remarks for the disputed amount.

4. In the **Dispute Amount** field, enter the disputed amount.

5. In the **Dispute Code** field, select the code for which the dispute is raised.

6. Click **Apply** to make changes in the grid.

7. If required, click **Undo** to revert the applied changes.

8. Click **Submit** to raise dispute for the invoice and send for authorization (if applicable).

4.2.8 Re-Assign Invoices

Perform the following steps post searching the invoices for 'Re-Assignment Invoice' action:

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1. Optional: In the **Customer Reference Number** column, click the link to view more details about it.

2. Select the invoice to be re-assigned.

3. In the 'Financeable Amount' field of the grid, enter the amount to be financed.

4. Optional: In the **Remarks** field, enter the remarks for the disputed amount.

5. Click **Apply** to make changes in the grid.

6. If required, click **Undo** to revert the applied changes.

7. Click **Submit** to re-assign the invoice and send for authorization (if applicable).

4.2.9 Resolve Disputed Invoice

Perform the following steps post searching the invoices for 'Resolve Dispute' action:

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	External Invoice Number	Internal Invoice Reference Number	Buyer	Supplier	Relationship	Invoice Date	Invoice Amount	Remarks
☐	INV421	INV1404	Golden Harves	Future Group	RCORP00000249	2019-11-04	$3,200.00	
☐	INV424	INV1407	Golden Harves	Future Group	RCORP00000249	2019-11-02	$4,910.00	
☐	ILD419	INV1414	Golden Harves	Future Group	RCORP00000249	2019-11-02	$4,910.00	
☐	INV411	INV1393	Golden Harves	Future Group	RCORP00000249	2019-11-06	$3,200.00	
☐	INV416	INV1398	Golden Harves	Future Group	RCORP00000249	2019-11-04	$3,200.00	
☐	INV419	INV1401	Golden Harves	Future Group	RCORP00000249	2019-11-02	$4,910.00	
☐	INV406	INV1388	Golden Harves	Future Group	RCORP00000249	2019-11-04	$3,200.00	
☐	INV401	INV1382	Golden Harves	Future Group	RCORP00000249	2019-11-06	$3,200.00	
☐	DEBA401	INV76626	Golden Harvest	Future Group	RCORP00000249	2019-12-19	$1,200.00	RETEST
☐	DEBA402	INV76628	Golden Harvest	Future Group	RCORP00000249	2019-12-19	$1,300.00	

Page 1 of 1 (1 of 10 items) |< < 1 > >|

Remarks

[Apply] [Undo]

Summary

Total Invoices

[Submit]

1. Optional: In the **External Invoice Number** column, click the link to view more details about it.

2. Select the invoice to resolve the dispute for.

3. Optional: In the **Remarks** field, enter the remarks for the dispute resolution.

4. Click **Apply** to make changes in the grid.

5. If required, click **Undo** to revert the applied changes.

6. Click **Submit** to resolve dispute on the invoice and send for authorization (if applicable).

4.2.10 Write off Disputed Invoice

Perform the following steps post searching the invoices for 'Write off Dispute' action:

1. Optional: In the **External Invoice Number** column, click the link to view more details about it.

2. Select the invoice to write-off the dispute for.

3. Optional: In the **Remarks** field, enter the remarks for writing-off the disputed amount.

4. Click **Apply** to make changes in the grid.

5. If required, click **Undo** to revert the applied changes.

6. Click **Submit** to write-off the disputed invoice and send for authorization (if applicable).

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5. Managing Purchase Orders

Purchase order (PO) is a document or dataset generated by the buyer that authorizes a purchase or procurement transaction. When accepted by the seller, it becomes a contract binding on both the parties.

This screen allows you to create/maintain purchase order details along with associated shipment, commodity, and auto-calculated pricing details.

5.1 Create Purchase Order

This screen is used to create a purchase order of a buyer for a supplier with relevant purchase contract related details.

Navigation Path: *Receivables > Purchase Order > Create Purchase Order*

1. Refer the following table for specifying basic details of the PO on the above screen:

Note: Fields marked with '' are mandatory.*

Field Name	Description
PO External No *	Enter the external reference number for purchase order to be created. Only "-" is allowed as a special character. This field cannot be modified once authorized.
PO Date *	Click the Calendar icon and select the date of purchase order creation. By default, the system's current date is set.
Currency *	Select the currency of the purchase order.
Pre-Accepted	Switch the toggle ON if the purchase order is pre-accepted by the supplier.

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Field Name	Description
Buyer	Click the Search icon and select the buyer to create the purchase order for. This field cannot be modified once authorized.
Relationship *	Click the Search icon and select the relationship of the selected buyer under which this purchase order should be created. This field cannot be modified once authorized.
Program	Click the Search icon and select the required program under which the purchase order should be created.
Supplier	Click the Search icon and select the supplier of the goods/commodity. This field cannot be modified once authorized.
Buyer Division Code	Click the Search icon and select the division code of the buyer.
Supplier Division Code	Click the Search icon and select the division code of the supplier.

2. Click **Next** to enter shipment information of the order.

3. Optional: Click **Save & Close** to save the basic information and send the PO details for authorization.

4. Refer the following table for specifying shipment details of the PO on the above screen:

Note: Fields marked with '' are mandatory.*

Field Name	Description
Requested Shipment Date	Click the Calendar icon and select the date on which the buyer expects commodity to get dispatched.
Ship To	Enter the name of the location where shipment should be sent.

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Field Name	Description
Shipment Address	Enter the complete address where shipment should be sent.
Shipment Country	Select the country to send the shipment to.
City	Select the city to send the shipment to.
Zip Code	Enter the postal code to send the shipment to.
Terms of Sale(Incoterms)	Select any of the below terms of sales: • EXW - Ex Works (Insert place of delivery) • FCA - Free Carrier (Insert named place of delivery) • CPT - Carriage Paid to (Insert place of destination) • CIP - Carriage and Insurance Paid To (Insert place of destination) • DAP - Delivered at Place (Insert named place of destination) • DPU - Delivered at Place Unloaded (Insert of place of destination) • DDP - Delivered Duty Paid (Insert place of destination).
Payment Terms	Enter the terms of payments, if any.
Country of Origin	Select the country from where the shipment is being sent.
Promised Shipment Date *	Click the Calendar icon and select the date agreed by the supplier to send the shipment.
Phone Number	Enter the contact number of the shipment company.
Shipment Charge 1 Desc	Enter the description of the shipment charge.
Shipment Charge 1 Amount	Enter the shipment charge amount.
Shipment Charge 2 Desc	Enter the description of any additional charge to be levied with the shipment. For example: Tax or packaging cost.
Shipment Charge 2 Amount	Enter the additional charge amount.
Tax Id	Enter the unique tax id if shipment charge includes tax amount.
Remarks	Enter the comments relevant to the shipment.

5. Click **Next** to enter commodity details of the order.

6. Optional: Click **Save & Close** to save the shipment details and send the PO details for authorization.
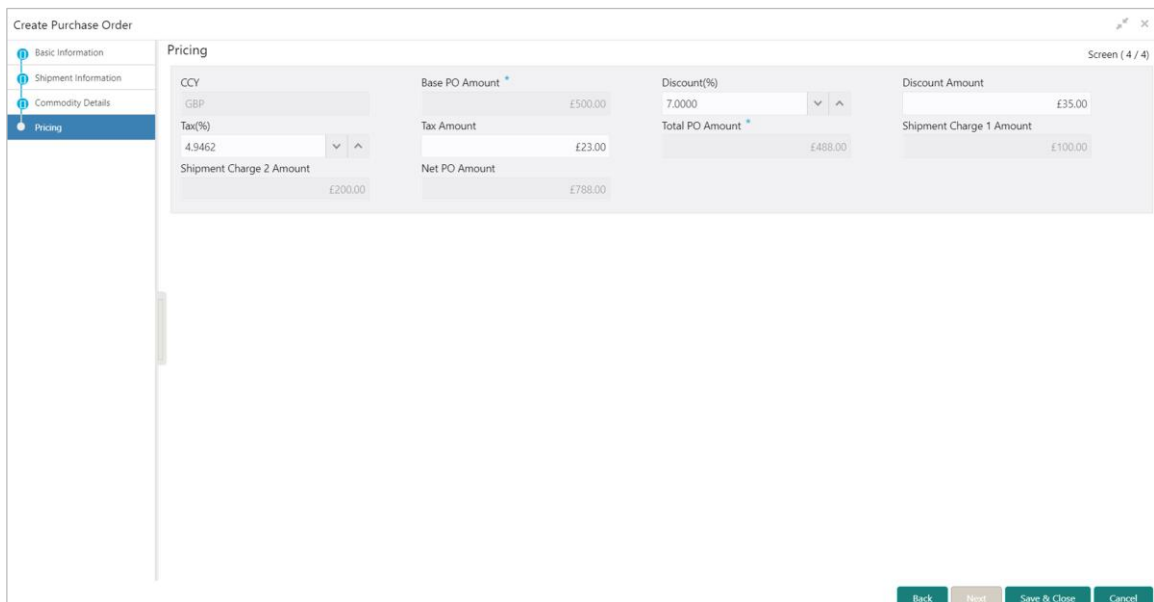
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7. Refer the following table for specifying commodity details of the PO on the above screen:

Note: Fields marked with '' are mandatory.*

Field Name	Description
Commodity Code	Select the commodity code available in the system.
Commodity Name	Commodity name gets auto-populated based on the selected commodity code.
Description of Goods	Description of goods gets auto-populated based on the selected commodity code.
Unit	Select the measuring unit for the goods.
Quantity	Enter the quantity of the goods as per selected measuring unit.

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Field Name	Description
Unit Weight	Enter a single unit's weight.
Total Weight	This is auto-populated based on entered quantity and unit weight.
Unit Cost	Enter a single unit's cost of the goods.
Total Cost	Total cost is auto-populated based on single unit's cost.
Discount (%)	Enter the percentage of discount to be applied on the total cost.
Discount Amount	This field is auto-populated based on the discount percentage.
Tax (%)	Enter the percentage of tax to be applied on total amount post discounting.
Tax Amount	This is auto-populated based on tax percentage.
CCY	The currency is auto-populated as selected in the basic information screen.
Net Cost	Net costing is auto-populated based on all the previous fields.

8. Click **Add/Edit** to add commodities in the grid or modify the selected records from the grid. If required, click **Reset** to clear the selected values.

9. Click **Next** to enter pricing details of the order.

10. Optional: Click **Save & Close** to save the commodity details and send the PO details for authorization.

11. Refer the following table for specifying pricing details of the PO on the above screen:

Note: Fields marked with '' are mandatory.*

Field Name	Description
CCY	This is auto-populated from basic information screen.

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Field Name	Description
Base PO Amount	Enter the base amount of the whole order. The same gets auto-populated to sum of total cost of all commodities in case commodities are added.
Discount (%)	Enter the percentage of discount to be applied on the base amount.
Discount Amount	This is auto-populated based on the entered discount percentage or gets defaulted to cumulative discount amount of commodities in the grid.
Tax (%)	Enter the percentage of tax to be levied on the base amount post discount.
Tax Amount	This is auto-populated based on the entered tax percentage or gets defaulted to cumulative tax amount of commodities in the grid.
Total PO Amount	The total amount of the purchase order is auto-populated based on the previous parameters.
Net PO Amount	The net amount of the purchase order is auto-populated based on the previous parameters.

12. Click **Save & Close** to save the purchase order details and send for authorization (if applicable).

5.2 Manage Purchase Order

By using this screen, you can view, modify, or take actions the PO.

Navigation Path: *Receivables > Purchase Order > Purchase Order Management*

1. Refer the following table for specifying details to search the PO and perform actions by using above screen:

Note: Specify any one mandatory field marked with '' to view the search result.*

Field Name	Description
File Name	Enter the file name containing PO uploaded in the system to perform file based searched on PO records.
External PO Reference Number	Enter the specific external PO number to search for.
Internal PO Reference Number	Enter the specific internal PO number to search for.
Buyer	Click the Search icon and select the buyer of the PO record.

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Field Name	Description
Supplier	Click the Search icon and select the supplier of the PO record.
Relationship	Click the Search icon and select the relationship linked to PO record.
Program	Click the Search icon and select the program linked to PO record.
Search By Date Range	Select the type of date range to be applied for search. For example: PO date.
Date Form	Click the Calendar icon and select the start of the date range.
Date To	Click the Calendar icon and select the end of the date range.
Financeable	Switch the toggle ON to search for financed purchase orders.
Accepted	Switch the toggle ON to search for accepted purchase orders.
Rejected	Switch the toggle ON to search for rejected purchase orders.
Linked Program	Switch the toggle ON to search for purchase orders linked to a program.
In Progress	Switch the toggle ON if PO processing is in progress.

2. Click **Search** to view the result or click **Reset** to clear the populated search criteria.

3. In the **Program** column, double click and select the program to link.

4. In the **Action** column, click the edit icon ( ) to modify the purchase order, if required.

5. Select the POs to be processed and then click **Process PO(s)**.

   OR

   Click the Process Purchase Order icon ( ) to process the same.

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5.2.1 Edit and Accept Purchase Order

1. Click **Edit and Accept** to edit/accept the purchase order.

2. In the **Promised Shipment Date** column, click the Calendar icon and select a shipment date for the purchase order.

3. Edit the **Acceptance Amount**, if required.

4. Click **Submit Acceptance**. A status message is displayed along with the transaction reference number.

5.2.2 Initiate Finance

1. Optional: Click **Link Program** to link a program with the purchased order.

2. Click **Initiate Finance** to initiate finance for the purchase order. A finance disbursement task for the same is created in the **Free Tasks**. This can be acquired and processed. For more information on processing this task, refer the **Finance Disbursement** section in this user manual.
   OR
   Click **Link Program** to link a program to the purchase order.

5.2.3 Cancel Purchase Order

Only a purchase order that has not yet been accepted, can be cancelled.

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Purchase Order List

Internal PO Reference Number	External PO Reference Number	Relationship	Buyer	Supplier	PO Date	Promised Shipment Date	PO Amount	Stale Status
PO0417	FEB21-05-PO	REL701	Carrefour	Danone	2018-03-30	2018-03-30	$10,000.00	

Page   1   of 1 (1 of 1 items)   K   < [1] > >I

Back To Summary   Cancel   Reject   Edit and Accept

Reason to Cancel   ×

Reason to Cancel

Please enter the reason for cancellation

CANCEL THE PO

Submit   Cancel

1. Click **Cancel** to cancel the purchase order.

2. In the 'Reason to Cancel' popped up window, enter the reason to cancel the PO and then click **Submit**.

5.2.4 Reject Purchase Order

Post processing the PO from search screen, perform the following steps to reject the purchase order.

Purchase Order List

Internal PO Reference Number	External PO Reference Number	Relationship	Buyer	Supplier	PO Date	Promised Shipment Date	PO Amount	Stale Status
PO0421	FEB21-10-PO	REL701	Carrefour	Danone	2018-03-30	2018-03-30	$10,000.00	

Page   1   of 1 (1 of 1 items)   K   < [1] > >I

Back To Summary   Cancel   Reject   Edit and Accept

Reason to Reject   ×

Reason to Reject

Please enter the reason for rejection

REJECT THE PO

Submit   Cancel

1. Click **Reject** to reject the purchase order.

2. In the 'Reason to Reject' popped up window, enter the reason to reject the PO and then click **Submit**.

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6. Machine Learning

The **Machine Learning** module helps you to train the system for feeding the invoice/PO details. By using NLP toolkit under Machine Learning, you can train the system to fetch data from images (pdf or jpg format) of invoice/PO. Invoice engine reads the data extracted from images and creates invoices from the same.

6.1 Create Annotated File

This screen is used to create an annotated file where, a user can insert an invoice/PO image file and tag the labels to extract the values from images. By using this sub-menu, you can create or modify the annotated file.

Navigation Path: *Machine Learning > NLP Tool Kit > Annotator*

Perform the following steps to create an annotator file:

1. In the **Action Type**, select the **Create New Annotated File** option.

2. In the **Source File**, click **Select File** and then select the invoice/PO image file.

3. In the **Document Type** list, select the value as Corporate Invoice/Purchase Order.

4. Click **Get Labels** to populate the tag names in the 'Annotations' box.
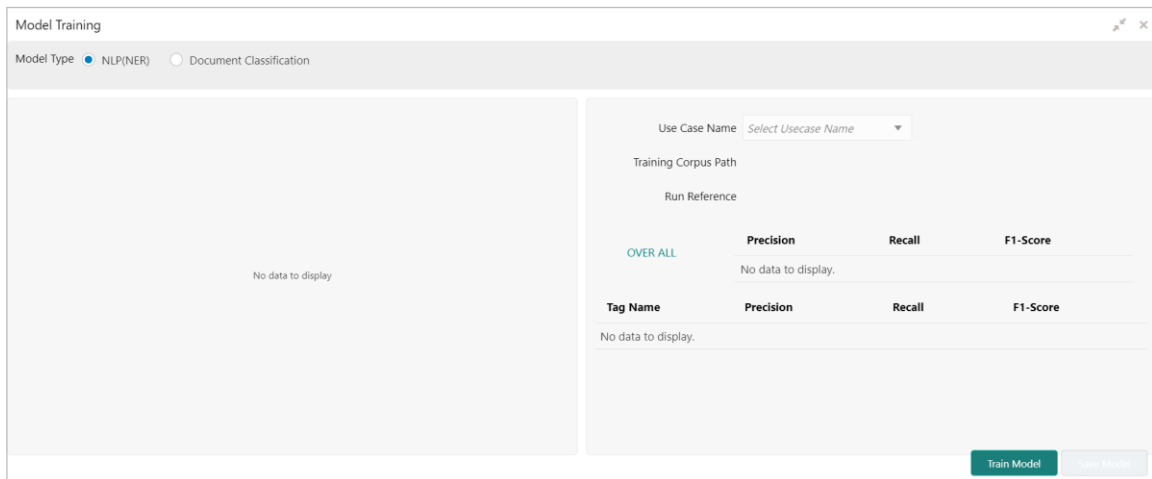
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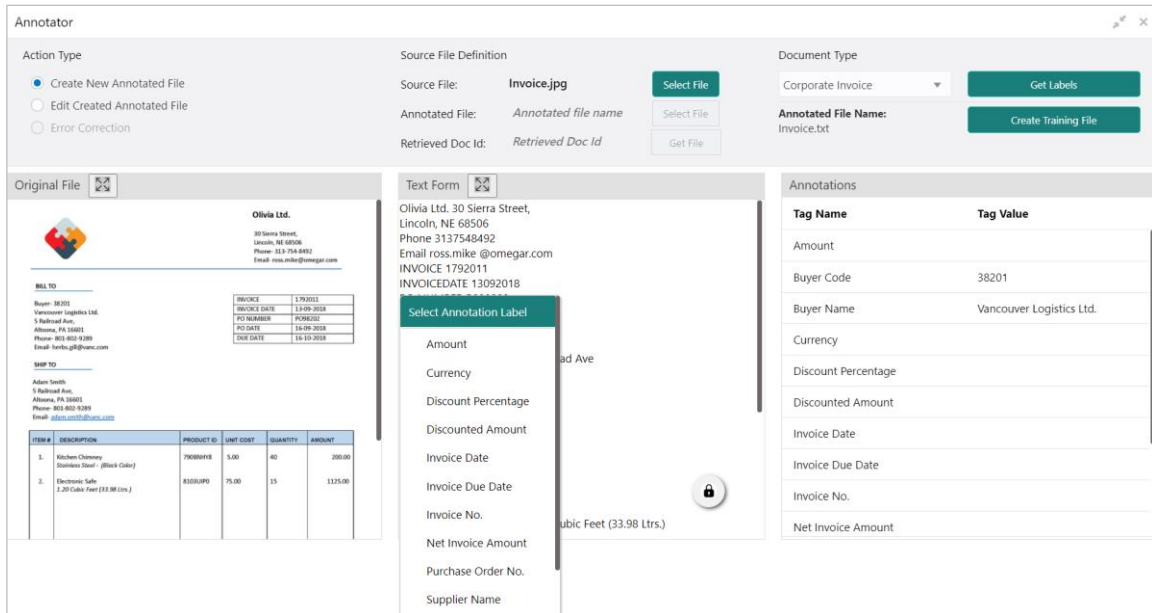
5. In the **Text Form** box, highlight the value and right click to select the annotation label (tag name).

6. Click **Create Training File** to create the annotated file.

6.2 Train Model

This screen is used to train the model created by using Annotator. User can have only one active trained model at a time.

Navigation Path: *Machine Learning > NLP Tool Kit > Model Training*

Perform the following steps to train the model for reading invoice/po details:

1. In the **User Case Name** list, select any one of the below use case to train:

   o   Corporate Invoice

   o   Corporate Purchase Order

2. Click **Train Model** to generate the reference number of the trained model.

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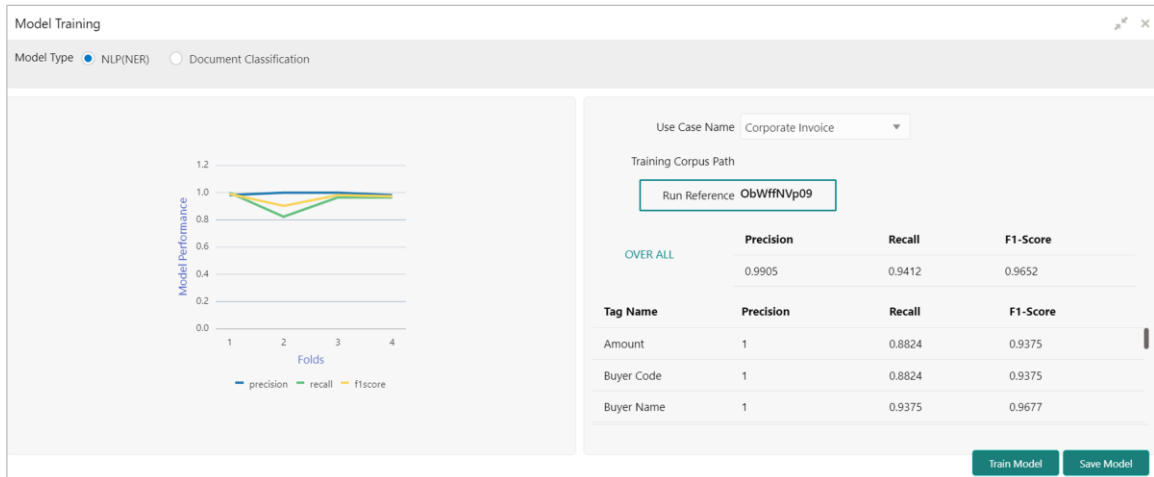
3. Click **Save Model** to save the trained model to be utilized as an active model.

6.3   Manage Model

This screen is used to authorize trained models created form the annotated file. By using this screen, you can set an active annotated model to be utilized by machine learning engine.

Navigation Path: *Machine Learning > NLP Tool Kit > Model Management*
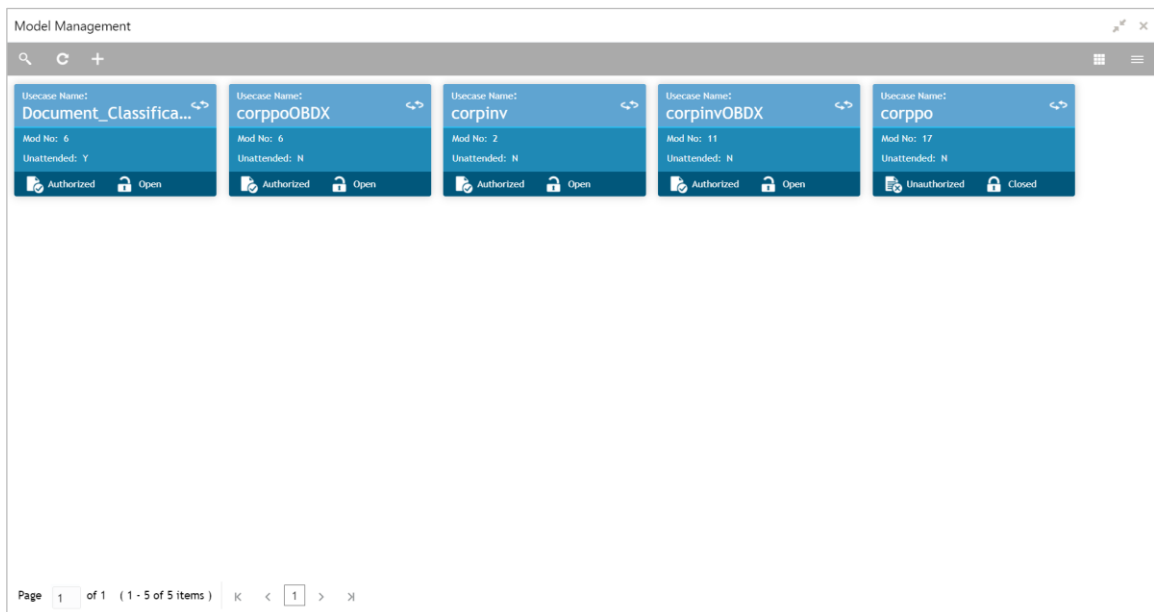
Perform the following steps to modify, audit, authorize, or remove a use case:

1. Click on the use case tile to open it.

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2. Perform any of the following actions on use case:

   o Click **Tag Parameters** to view the parameter details of a specific model with its type and tag names.

   o Click **Authorize** to authorize and set the selected model of the use case.

   o Optional: Click **Audit** to view the details of the maker and checker details.

   o Click **Delete** to remove the use case.

   o Click **Unlock** to modify the active model:

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- In the **Active** column, select the training model reference number to be activated.

- Click **Save** to apply changes to the active model.

6.4   Upload Documents

By using this screen you can upload the scanned images of the invoice/PO to be auto-fetched by system and create invoice/po from the same.

Navigation Path: *Machine Learning > Operation > Document Upload*

Perform the following steps to upload the invoice/PO files:

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1. Click **Select File** and choose the invoice/PO image to be uploaded.

2. In the **Document Type** list, select any of the following:

   o   Corporate Invoice

   o   Corporate Purchase Order
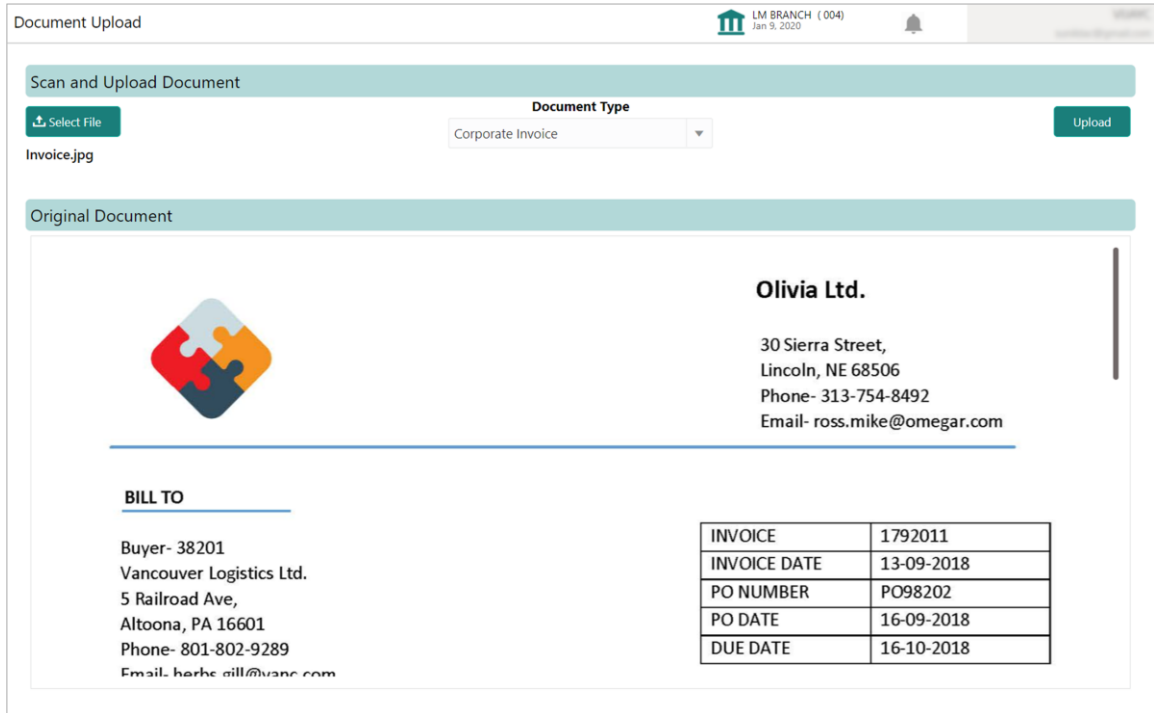
3. Click **Upload** to initiate the invoice/PO data upload in the system as per active model.

6.5   View Transaction Log

You can view status-wise processing details of each uploaded documents.

Navigation Path: *Machine Learning > Operation > Transaction Log*

Perform the following steps to filter the processing dashboard table:

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4. In the **Document Type** list, select Corporate Invoice/Purchase Order.

5. In the **Status** list, select the current status of the document to filter the data.

6. Click refresh icon (↻) to reload the tabular data.

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7. Managing Payments

The **Payment Management** screen helps you to stop the payment from being reconciled automatically or manually. By using this screen, you can mark the payment for 'Not to be Reconciled' or 'Not to be Auto-Reconciled'.

Navigation Path: *Receivables > Payment Management*

Perform the following steps to manage payment:

1. In the **Branch** list, select the branch for which the payment needs to be managed.

2. In the **Action** list, select any one of the following:

   o   Not to be Recon: To stop payment from being manually reconciled.

   o   Not to be Auto-Recon: To stop payment from being automatically reconciled.

3. Click **Proceed** to view the search parameters.

4. Refer to the following table for specifying the search criteria:

Note: At least one criteria should be populated to fetch the search result.

Field Name	Description
Payment Reference Number	Enter the payment reference number to be searched.
Payment Mode	Select the mode of payment to search the payment by.
Debit-Credit Indicator	Select the value to specify whether the payment is of type credit or debit.
Payment Party	Click the Search icon and select the party making the payment.
Counter Party	Click the Search icon and select the counter-party for the payment.
Beneficiary	Click the Search icon and select the beneficiary of the payment.

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Field Name	Description
Remitter Account Number	Click the Search icon and select the remitter's account number used for the payment.
Credit Account Number	Click the Search icon and select the account to be credited with payment.
Recon Category	Select the reconciliation category of the payment.
Recon Status	Select the current recon status of the payment.
Allocation Status	Select the allocation status of the payment.
Amount Reference	Select the value to specify the reference for amount criteria.
Currency	Select the currency of the amount.
Amount From	Enter start of the amount-range within which the payment needs to be searched.
Amount To	Enter end of the amount-range within which the payment needs to be searched.
Date Reference Basis	Select the value to specify the reference for date criteria.
Date From	Click the Calendar icon and select the starting-range of the payment/value date.
Date To	Click the Calendar icon and select the range-ending of the payment/value date.

5. Click **Search** to view the payment records in the 'List of Payments' section.

List of Payments						
☐	Payment Ref No	D-C Indicator	Payment Party	Counter Party	Value Date	Payment Amount
☐	PAY0146	C			2019-11-06	$100,000.00
☐	PAY0222	C	NC00000474	001685	2019-11-06	$10,000.00
☐	PAY0147	C	008555		2019-11-06	$200,000.00
☐	PAY1003	C	201933	007002	2019-11-29	$10,000.00

K < 1 2 3 4 5 6 … > X

Submit

6. Select the payment records to process and then click **Submit** to send the records for authorization.

7.1 **Manually Allocate Payments**

The **Manual Allocation** screen helps you to allocate payments in virtual accounts. Only payments that are unallocated or partially allocated with the 'Allocation Required' flag "Y" in the payment records can be manually allocated from this screen.

Navigation Path: *Receivables > Manual Allocation*

Manual Allocation			
Branch * 004-LM BRANCH ▼	Processing Date Jan 9, 2020	Proceed	

Perform the following steps to manually allocate payments:

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1. In the **Branch** list, select the branch for which payment allocation needs to be done. By default, branch of the logged-in user is selected.

2. Click **Proceed** to view the search parameters to search payment record(s).

3. Refer to the following table for specifying the search criteria:

Note: At least one criteria should be populated to fetch the search result.

Field Name	Description
Payment Reference Number	Enter the payment reference number to be searched.
Payment Mode	Select the mode of payment to search the payment by.
Debit-Credit Indicator	Select the value to specify whether the payment is for credit or debit.
Payment Party	Click the Search icon and select the party making the payment.
Counter Party	Click the Search icon and select the counter-party for the payment.
Beneficiary	Click the Search icon and select the beneficiary of the payment.
Account Owner	Click the Search icon and select the owner of the account.
Remitter Account Number	Click the Search icon and select the remitter's account number used for the payment.
Credit Account Number	Click the Search icon and select the account to be credited with payment.
Recon Category	Select the reconciliation category of the payment.
Recon Status	Select the current recon status of the payment.
Allocation Status	Select the allocation status for reconciliation of the payment.
Amount Reference	Select the value to specify the reference for amount criteria.
Currency	Select the currency of the amount.
Amount From	Enter start of the amount-range within which the payment needs to be searched.
Amount To	Enter end of the amount-range within which the payment needs to be searched.
Date Reference Basis	Select the value to specify the reference for date criteria.

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Field Name	Description
Date From	Click the Calendar icon and select the starting-range of the payment/value date.
Date To	Click the Calendar icon and select the range-ending of the payment/value date.

4. Click **Search** to view the payment records in the 'List of Payments' section.

5. Select the payment record and then under the **Allocation Basis** column, select the value to specify whether the allocation needs to be done based on account or attribute.

6. In the **Amount to be Allocated** column, enter the amount to allocate.

7. Click the Allocation icon (⧉) to add the virtual account to be allocated.

8. Perform the following steps in the 'Allocation Details' pop-up screen:

    a. Click **Add** to add a row for a virtual account and double click in each field of the row to add/edit the details.

    b. In the **Allocation Attribute** field, select the attribute to allocate the virtual account for. This field is displayed only for attribute based allocation selection.

    c. In the **Virtual Account** field, click the Search icon to fetch and then select the virtual account to be allocated. This fields is displayed only for account based allocation selection.

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d. In the **Amount Allocated** field, enter the amount to be allocated to the selected virtual account.

e. In the **Percentage** field, enter the percentage of the amount being allocated.

f. If required, repeat the steps from 'a' to 'e' to add more rows or click Delete icon (🗑) to remove a row.

g. Click **Save** to save the allocation details.

9. Click **Proceed** to view the allocation summary.

External Payment Ref No		Payment Party	Counter Party	Beneficiary	Payment Amount	Amount to be Allocated
☑ MARGIN201					$10,000.00	$10,000.00
Allocation Attribute	Virtual Account	Amount Allocated		Percentage		
PAYMENT_MODE	1000161	$10,000.00		100		

10. On the 'Allocation Summary' screen, click expand icon given for the external payment reference number to view its allocation details.

11. Click **Submit** to send the record(s) for authorization.

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8. Performing Manual Recon

The 'Manual Recon' screen helps to manually 'Reconcile' or 'De Reconcile' the payments against the invoices or cashflows in case of exceptions in auto recon process.

In manual reconciliation, back office user can search and reconcile records basis on invoice related attributes, payment related attribute, or cashflow related attributes depending upon the selected reconciliation category. From the search result, you can choose how to reconcile the data i.e. 'One Invoice to Many Payments' or 'Many Invoice to One Payment' or 'One Cashflow to Many Payment' etc.

Similarly, you can de-reconcile any record that was reconciled manually or automatically. This is useful to correct the reconciliation, incorrectly done manually or by automatic rule engine.

You can select a value from the list for the field 'Reconciled by'. Based on the value selected, the grid below will enable/disable 'Invoices/Cashflows' and/or 'Payments' row post selection.

Navigation Path: *Receivables > Manual Recon*

8.1 Search

The parameters to search the transactions for performing the manual reconciliation differs as per the recon category. Mainly there are two categories viz. 'Invoice to Payment' and 'Expected Cashflow to Payments'.

8.1.1 Invoice to Payment recon

Perform the following steps for searching the invoices/payments to reconcile or de-reconcile.

ORACLE

Payments

Payment Reference Number	Date Reference Basis	Date From	Date To
	Select ▾	📅	📅
Payment Party	Beneficiary Id	Payment Towards	Remarks
🔍	🔍	Invoice ▾	

▲ Hide Advance Search

Counter Party	Payment Mode	Debit-Credit Indicator	Remitter Account Number
🔍	Select ▾	Select ▾	🔍
Credit Account Number	Payment Currency	Amount From	Amount To
🔍	Select ▾		
Account Owner	Relationship	Program	
🔍	🔍	🔍	

[Search] [Reset]

1. In the **Action** field, select the action to be performed as reconciliation or de-reconciliation.

2. In the **Recon Category** list, select the category to specify whether the recon is for payment or expected cashflow.

3. In the **Branch** list, select the branch for which reconciliation needs to be done. By default, branch of the logged-in user is selected.

4. Click **Proceed** to view the search parameters to search transactions.

Refer to the following table for specifying details on the above search screen:

Field Name	Description
DeReconcile Method	Specify whether the reconciliation was done by using 'Auto' or 'Manual' method.
	This field is displayed only when 'Action' is selected as 'De Reconcile'.
Manual Reconcilation Reference No	Click the Search icon to select the reconciliation reference number.
	This field is mandatory and displayed for only 'Manual' de-reconciliation method.
Reconcile Date From	Click the Calendar icon to specify start date of range within which record was reconciled.
	This field is displayed only when 'Action' is selected as 'De Reconcile'.
Reconcile Date To	Click the Calendar icon to specify end date of range within which record was reconciled.
	This field is displayed only when 'Action' is selected as 'De Reconcile'.
For Invoices	
Buyer	Click the Search icon to search buyer mentioned in the invoice.
Supplier	Click the Search icon to search supplier by whom invoice is generated.
Internal Invoice Reference Number	Enter the specific internal invoice reference number to search.
Customer Reference Number	Enter the specific customer reference number that is included in the invoice.
Invoice Date From	Click the Calendar icon to specify the start date of range within which invoice is generated.

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Field Name	Description
Invoice Date To	Click the Calendar icon to specify the end date of range within which invoice is generated.
Invoice Due Date From	Click the Calendar icon to specify the start date of range within which invoice is due.
Invoice Due Date To	Click the Calendar icon to specify the end date of range within which invoice is due.
Relationship	Click the Search icon to select the relationship code used in the transaction.
Program	Click the Search icon to select the program linked with the invoice.
Invoice Currency	Enter the currency selected for Invoice.
Amount Reference Basis	Select the reference basis of the amount range as base invoice amount or net invoice amount.
Amount From	Enter the lowest amount of the range.
Amount To	Enter the highest amount of the range.
Account Number	Click the Search icon to select the account number. This field is enabled only after selecting supplier.
For Payments	
Payment Reference Number	Enter the unique reference number generated while making a payment.
Date Reference Basis	Select the reference basis of the date range as payment date or value date.
Date From	Click the Calendar icon and select the start of the date-range.
Date To	Click the Calendar icon and select the end of the date-range.
Payment Party	Click the Search icon to select the party who made the payment.
Beneficiary Id	Click the Search icon to select the beneficiary id or name who received the payment. In case if supplier is selected in the 'Invoice' search parameter; then the same gets auto-populated here.
Payment Towards	Select the value from below to specify towards what the payment is made: • None • Finance • Invoice • Expected Cashflow • Virtual Account
Remarks	Enter the remarks added in the transaction.
Counter Party	Click the Search icon to select the counterparty.
Payment Mode	Select the mode by using which payment was done. For example: Account Transfer, NEFT etc.
Debit-Credit Indicator	Select the value to specify whether the transaction is of debit or credit type.

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Field Name	Description
Remitter Account Number	Click the Search icon and select the remitter account of the transaction.
Credit Account Number	Click the Search icon and select the account credited with the amount.
Payment Currency	Select the currency in which payment is done.
Amount From	Select the minimum amount of the payment range.
Amount To	Select the maximum amount of the payment range.
Account Owner	Click the Search icon and select the owner of the account.
Relationship	Click the Search icon to select the relationship code used in the transaction.
Program	Click the Search icon to select the linked program.

5. Optional: Click **Reset** clear the selected values.

6. Click **Search** to view the result.

8.1.2 Expected Cashflow recon

Perform the following procedure for searching the invoices/payments to reconcile or de-reconcile.

1. In the **Action** field, select the action to be performed as reconciliation or de-reconciliation.

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2. In the **Recon Category** list, select the category to specify whether the recon is for payment or expected cashflow.

3. In the **Branch** list, select the branch for which reconciliation needs to be done. By default, branch of the logged-in user is selected.

4. Click **Proceed** to view the search parameters to search transactions.

Refer to the following table for specifying details on the above search screen:

Note: Fields marked with '' are mandatory and '**' are conditionally mandatory.*

Field Name	Description
DeReconcile Method	Specify whether the reconciliation was done by using 'Auto' or 'Manual' method. This field is displayed only when 'Action' is selected as 'De Reconcile'.
Manual Reconciliation Reference No	Click the Search icon to select the reconciliation reference number. This field is mandatory and displayed for only 'Manual' de-reconciliation method.
Reconcile Date From	Click the Calendar icon to specify start date of range within which record was reconciled. This field is displayed only when 'Action' is selected as 'De Reconcile'.
Reconcile Date To	Click the Calendar icon to specify end date of range within which record was reconciled. This field is displayed only when 'Action' is selected as 'De Reconcile'.
For Expected Cashflow	
Corporate *	Click the Search icon to select the corporate from whom the cashflow is expected.
Cashflow Type *	Select the value to specify whether it is inflow or outflow of cash.
Counter Party	Click the Search icon to select the counter party involved.
Corporate Reference Number	Enter the corporate reference number to search the cashflow details for.
Expected Date From	Click the Calendar icon and select the date from when the cashflow is expected.
Expected Date To	Click the Calendar icon and select the date till when the cashflow is expected.
Account Number	Click the Search icon to select the account number.
Expected Currency	Enter the currency in which cashflow is expected.
Expected Amount From	Enter the lowest amount of the range.
Expected Amount To	Enter the highest amount of the range.
For Payments	
Payment Reference Number	Enter the unique reference number generated while making a payment.

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Field Name	Description
Date Reference Basis	Select the reference basis of the date range as payment date or value date.
Date From	Click the Calendar icon and select the start of the date-range.
Date To	Click the Calendar icon and select the end of the date-range.
Payment Party	Click the Search icon to select the party who made the payment.
Debit-Credit Indicator	Select the value to specify whether the transaction is of debit or credit type.
Account Owner	Click the Search icon and select the owner of the account.
Payment Towards	Select the value from below to specify towards what the payment is made: • None • Finance • Invoice • Expected Cashflow • Virtual Account
Remarks	Enter the remarks added in the transaction.
Payment Mode	Select the mode by using which payment was done. For example: Account Transfer, NEFT etc.
Beneficiary Id	Click the Search icon to select the beneficiary id or name who received the payment. In case if supplier is selected in the 'Invoice' search parameter; then the same gets auto-populated here.
Remitter Account Number	Click the Search icon and select the remitter account of the transaction.
Credit Account Number	Click the Search icon and select the account credited with the amount.
Payment Currency	Select the currency in which payment is done.
Amount From	Select the minimum amount of the payment range.
Amount To	Select the maximum amount of the payment range.

5. Optional: Click **Reset** to clear the selected values.

6. Click **Search** to view the result.

8.2 Reconcile

On clicking the **Search** for selected criteria, the resulting invoices/cashflows and payments are populated in the grid below. In case, multiple unreconciled invoices/cashflows and/or payments for the searched criteria, all will be populated as show below.

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Perform the following steps on the search result displayed in the grid:

1. In the **Reconciled By** field, select any of the following:

   o **Many Invoice/Cashflow to Many Payment** – To reconcile multiple invoices/cashflows from multiple payments.

   o **One Invoice/Cashflow to Many Payment** – To reconcile single invoice/cashflow from multiple payments.

   o **One Payment to Many Invoice/Cashflow** – To reconcile multiple invoices/cashflow from single payment.

2. In the 'Invoices/Cashflows' section:

   a. Select the invoice(s)/cashflow(s) to reconcile.

   b. In the **Payment Ref No** column, enter the payment reference number of the selected payment in the 'Payments' section.

   c. In the **Amount to be Reconciled (Inv Ccy)** column, enter the amount to be reconciled in the invoice currency.

   d. Similarly, in the **Amount to be reconciled (Pay Ccy)** column, enter the amount to be reconciled in payment currency.

3. In the 'Payments' section:

   a. Select the payment to reconcile.

   b. In the **Invoice/Cashflow No** column, enter the external reference number of the invoice to make the payment for.

   c. In the **Amount to be reconciled (Pay Ccy)** column, enter the amount to be paid in payment currency.

   d. In the **Amount to be reconciled (Inv Ccy)** column, enter the amount to be paid in the invoice currency.

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4. Optional: In the **Rule Details** column of Payments section, click 🔗 to view rule details.

5. Click **Proceed** to move to the 'Allocation' stage.

6. Perform the following steps to allocate payment manually:

    a. In the **Allocation Required** column, enable the toggle to allocate account and percentage.

    b. In the **Virtual Account** column, select the account to be allocated.

    c. In the **Allocated Amount** column, enter the amount to be allocated for the respective virtual account.

    d. In the **Percentage** column, enter the percentage of the amount.

7. Click **Submit** to confirm the reconciliation and send the record for authorization.

8.3   De-Reconcile

You can use this option to de-reconcile invoice/cashflow to payment that are reconciled incorrectly due to some erroneous mapping of payments to an invoice/cashflow either automatically or manually. This screen allows you to select multiple records or single record to de-reconcile.

Perform the following action on the search result displayed in the grid:

1. In the **Invoices/Payments** or **Cashflows/Payments** section, select the record to de-reconcile.

2. Click **Proceed** to send the record for authorization of de-reconciliation.

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9. Managing Files

The **File Management** functionality helps you to upload files in a pre-defined format. These files are auto-processed by the system based on its type and set rules. The process is mainly divided into two screens, i.e. 'File Upload' to feed the data into the system and 'View File Upload Status' to manage the uploaded files.

9.1 Upload Files

This screen is used to upload files for auto-processing the data into system. The uploaded files are not processed until it is approved. The file can contain data records of invoices, purchase orders, payments etc. The file format accepted by the system includes ".csv" files.

Navigation Path: *File Management > File Upload*
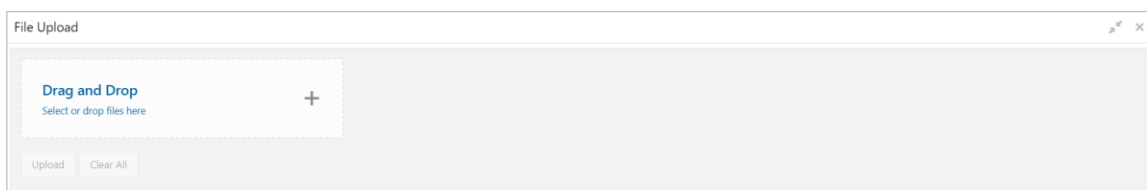
1. Drag and drop the file to be uploaded in the highlighted box.

    OR

    Click inside the highlighted box to select the file to be uploaded.

2. Click **Upload** to upload the records from the file. Once the file is uploaded, it cannot be deleted.

9.2 View File Upload Status

This screen helps you to manage uploaded files.

Navigation Path: *File Management > View File Upload Status*

Perform any of the following actions:

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o   Click the Download icon (⬇) to download the file.

o   Click the Remarks icon (🗨) to view the comments added while uploading the file.

o   Click **Approve** to process the file.

o   Click **Details** to view details of the processed file.

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10. Inquiries

10.1 Accounting Inquiry

The 'Accounting Inquiry' screen helps you to search for the accounting entries based on the various criteria such as 'File Reference Number', 'Event', 'Product', 'Program', 'Party', 'Account Number' and so on.

Navigation Path*: Supply Chain Finance > Inquiry > Accounting Inquiry*

1. Refer the following table for specifying details in the above screen:

Note: Select the value for at least one mandatory field to generate search result. Fields marked with '*' are mandatory.

Field Name	Description
Branch	The branch of an account.
Reference Number	Enter the reference number.
Event	Select the event to search the accounting information for.
Product	Click on the Search icon to select the product.
Program	Click on the Search icon to select the program.
Party	Click on the Search icon to select the party.
Account Number	Click on the Search icon to select the account number.
Accounting Entry Type	Select the account entry type.
Date Reference Basis	Select the basis for a date range search.
Date From	Click the Calendar icon and select the start date for the date range selected in the Date Reference Basis field.
Date To	Click the Calendar icon and select the end date for the date range selected in the Date Reference Basis field.
Entry Posting Status	Specify the status of an accounting entry to inquire for.

2. Click **Search** to view the result. The search result screen is displayed below.
    OR
    Click **Reset** to clear the search criteria.

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Reference Number	Event	Debit/Credit	Account Number	Amount	Entry Posting Status	Value Date
004061119SUPF586	1	D	119836343545456	$1,234.00		
004061119SUPF586	1	C	163139007399	$1,234.00		
004061119SUPF582	1	D	119836343545456	$705.00		
004061119SUPF582	1	C	163139007399	$705.00		
004061119SUPF586	1	D	901000123456	$100.00		
004061119SUPF586	1	C	119836343	$100.00		
004061119DELF579	1	D	163139007416	$11,454.53		
004061119DELF579	1	C	11983634354545	$11,454.53		
004061119DELF595	1	D	119836343	$2,544.70		
004061119DELF595	1	C	163139007416	$2,544.70		

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10.2 Charge Inquiry

The 'Charge Inquiry' screen helps you to inquire charges applied to the customer based on the various criteria such as 'Charge Type', 'Charge Account', 'Transaction Reference Number', 'Date range', etc.

Navigation Path: *Inquiry > Charge Inquiry*

1. Refer to the following table for specifying details on the above screen:

Note: Select the value for at least one mandatory field to search charge details. Fields marked with '' are mandatory.*

Field Name	Description
Application *	Select the Oracle Banking Cash Management.
Branch	Select the branch that levies the charge. This is defaulted to the branch of the user currently logged in.
Event	Select the event to which the charge is applicable.
Party	Click the Search icon and select the party.
Party Role	Select role of the party.
Charge Code	Click the Search icon and select the charge code to inquire for.
Charge Group	Select group to which the charge code belongs.
Reference Number	Enter the reference number or charge reference number to inquire for.
Charge Type	Select the value to specify whether the type of charge is debit or credit.
Charge Account	Click the Search icon and select the account in which charges takes effect.

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Field Name	Description
Collection Type	Select the mode as 'Online' or 'Batch' to collect the charge.
Date Reference Basis	Select the type of date range to be applied for search. • Calculation Date – To list all relevant charges only on the basis of calculation irrespective of its posting details. • Posting Date – To list all relevant charges only on the basis of posting irrespective of when it was calculated.
Date From	Click the Calendar icon and select the start of the date range.
Date To	Click the Calendar icon and select the end of the date range.

2. Click **Search** to view the search result.

Reference Number	Branch	Event	Party	Charge Code	Charge Type	Charge Amount
OBINVCHG1329	004	EOD	Wilson Food Dist LLC	Variable Amt By Count CM	Debit	$50.00
OBINVCHG1428	004	EOD	Van Truong Phat Co Ltd	Slab Amount by Count	Debit	$200.00
OBINVCHG1318	004	EOD	Bau Da liquor ltd	Fixed Percent CM Charge	Debit	$0.00
OBINVCHG1395	004	EOD	Chuan Hong Sheng Food & Beverage Pte Ltd	Fixed Percent CM Charge	Debit	$0.00
OBINVCHG1387	004	EOD	Van Truong Phat Co Ltd	Fixed Percent CM Charge	Debit	$0.00

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3. Click the reference number link to view its details.

10.3 Invoice Inquiry

The 'Invoice Inquiry' screen helps you to search for the invoices based on the various criteria such as 'File Reference Number', 'External Invoice Number', 'Internal Invoice Reference Number', 'Buyer'/'Supplier', 'Status', 'Due Dates' etc.

Navigation Path: *Receivables > Inquiry > Invoice Inquiry*

1. Refer to the following table for specifying details on the above screen:

Note: Select the value for at least one mandatory field to search invoices. Fields marked with '' are mandatory.*

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Field Name	Description
File Reference Number	Enter the unique reference number of the file used for uploading invoice.
Invoice Number	Enter the complete or partial external invoice number to search for.
Internal Invoice Reference Number	Enter the complete or partial internal invoice reference number to search for.
Buyer	Click the Search icon to select the buyer mentioned in the invoice.
Supplier	Click the Search icon to select the supplier mentioned in the invoice.
Relationship	Click the Search icon to select the relationship used for creating the invoice.
Program	Click the Search icon to select the program linked with the invoice.
Invoice Status	Select the current invoice status to filter the search result with.
Payment Status	Select the payment status to filter the search result with.
Date Reference Basis	Select the value to specify the reference for date criteria: • Invoice Date • Invoice Due Date • Actual Payment Date
Date From	Click the Calendar icon and select start of the date range.
Date To	Click the Calendar icon and select end of the date range.
Currency	Select the currency of the invoice.
Invoice Amount From	Enter the starting range of invoice amount to search.
Invoice Amount To	Enter the ending range of invoice amount to search.

2. Click **Search** to view the search result in **Invoice List** section.

3. Optional: In the **Invoice Number** column, click the link to view invoice details.

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Invoice Details ×

Basic Details | Shipment Information | Commodity Section | Pricing | Payment Details

Invoice Number	Invoice Date	Invoice Due Date	Buyer
MUSARCNOV01	**2019-10-29**	**2019-11-25**	**PEGATRON**

Supplier	Base Invoice Amount	Net Invoice Amount	Tax Amount
Musarc	**£120,000.00**	**£120,000.00**	**£0.00**

Discount Amount	PO Number	Buyer Division Code	Supplier Division Code
£0.00	-	-	-

Acceptance Amount	Relationship	Program	Repayment Account Number
£120,000.00	**MUSARC**	-	**0**

Stale Invoice	Payment Date		
-	-		

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10.4 Payment Inquiry

The 'Payment Inquiry' screen helps you to inquire real time status of payment based on the various criteria such as 'Payment Reference Number', 'Payment Party', 'Counterparty', 'Payment Range', 'Date Range' etc.

Navigation Path: *Receivables > Inquiry > Payment Inquiry*

1. Refer to the following table for specifying details on the above screen:

Note: Select the value for at least one mandatory field to search payment details. Fields marked with '' are mandatory and marked with '**' are conditionally mandatory.*

Field Name	Description
File Name	Enter the file name to search the
Payment Reference Number **	Enter the unique payment reference number to search for. It is generated by the remitting bank in case of EFT credit and host bank in case of account transfer or debit.
Debit-Credit Indicator	Select the payment type as debit or credit to search for.
Payment Party **	Click the Search icon and select the party who has made the payment.
Counterparty **	Click the Search icon and select the counterparty.
Beneficiary	Click the Search icon and select the beneficiary of the payment.
Payment Mode	Select the mode through which payment is made.
Credit Account No	Enter the account number into which the payment is credited.
Remitter Account No	Enter the account number from which the payment is debited.
Bank	Enter the bank name included in the payment details.
Branch	Enter the bank's branch name included in the payment details.
Entity Reference No	Enter the entity reference number linked with the payment.
Relationship	Click the Search icon and select the relationship code of the payment party or counterparty.
Currency	Select the currency in which the payment is made.

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Field Name	Description
Payment Amount From **	Enter the lowest payment amount of the range.
Payment Amount To **	Enter the highest payment amount of the range.
Remarks	Enter the remarks added in the payment transaction.
Date Reference Basis *	Select the reference basis of the date range as 'Payment Date' or 'Value Date'.
Date From *	Click the Calendar icon and select start of the date range. Maximum date range can be of 1 year.
Date To *	Click the Calendar icon and select end of the date range. Maximum date range can be of 1 year.
Recon Status	Select the reconciliation status of the payment to search from. You can select multiple recon statuses.

2. Click **Search** to view the search result in the grid.

Payment Inquiry							
Show Search ▾							
Payment Reference Number	Dr/Cr Indicator	Value Date	Currency	Payment Amount	Recon Status	Allocation Status	Transaction Status
PEGATRON1	Credit		USD	$100,001.00	Unreconciled	Unallocated	Completed
PEGATRON2	Credit		USD	$200,001.00	Not to be Reconciled	Unallocated	Completed
PEGATRON3	Credit		USD	$5,000.00	Unreconciled	Unallocated	Completed

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3. Optional: Click the payment reference number to view more details.

Details			
Payment Details	Reconciled Cashflow Details		Allocation Details
Indicator	Flag	Dr/Cr Indicator	Payment Reference Number
E	Expected Cashflow	Credit	PEGATRON1
Payment Date	Payment Currency	Payment Amount	Allocation Reqd
2020-01-09	USD	$100,001.00	Y
Credit Account Number	Unreconciled Payment Amount	Unallocated Payment Amount	Reconciled Amount
-	$100,001.00	$100,001.00	$0.00
Allocated Amount	Recon Status	Allocation Status	Payment Party Code
$0.00	Unreconciled	Unallocated	-
Counter Party Code	Counter Party Id	Beneficiary Id	Payment Party Name
-	000285	000285	PEGATRON
Counter Party Name	Beneficiary Name	File Name	Virtual Account Owner
-	NUVOTON	OBSCFCM-PAYMENT_PEGA_ASI...	000285
Payment Mode	Virtual A/C Flag	Auto Reconcile	Entity Ref No
EFT	N	N	-
Remarks	Program Code	Relationship Code	Instrument Date
PEGATRON	-	-	-
Remitter A/C No	Bank Code	Bank	Branch
987678953	SBI	SBI	Pune
Mandate Reference Number	Credit Note Reference	EFT Ref No	Generic Appropriation
-	CR01	838	-
Specific Appropriation	Filler1	Filler2	Filler3
-	ABC	POR	XYZ

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10.5 Purchase Order Inquiry

The Purchase Order Inquiry screen helps you to search for purchase orders based on various criteria, such as, 'File Reference Number', 'Purchase Order Number', 'Party', 'Purchase Order Status', 'Date Range', 'Currency', and 'Amount Range'.

Navigation Path: *Receivables > Inquiry > Purchase Order Inquiry*

1. Refer the following table for specifying details in the above screen:

Note: Select the value for at least one mandatory field to generate search result. Fields marked with '*' are mandatory.

Field Name	Description
File Reference Number *	Enter the unique reference number of the file used for uploading purchase orders.
External PO No	Enter the external reference number of the purchase order.
Internal PO Reference Number	Enter the system generated reference number of the purchase order.
Buyer	Click the Search icon to find and select the buyer.
Supplier	Click the Search icon to find and select the supplier.
Relationship	Click the Search icon to find and select the relationship.
Program	Click the Search icon to find and select the program.
PO Status	Select the required status of the purchase order.
PO Date From	Click the Calendar icon to select the start date of the purchase order date range.
PO Date To	Click the Calendar icon to select the end date of the purchase order date range.
Currency	Select the required currency.
PO Amount From	Enter the 'from' amount of the purchase order amount range.
PO Amount To	Enter the 'to' amount of the purchase order amount range.

2. Click **Search** to view the search result in the **Purchase Order List** section. The search result screen is displayed below.

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OR
Click **Reset** to clear the search criteria.

Purchase Order List					
External PO No	Buyer	Supplier	PO Date	PO Amount	PO Status
PO987	E MEI PLASTICS CO LTD	WINBOND	2020-01-06	£980.00	ACCEPTED
PO887	E MEI PLASTICS CO LTD	WINBOND	2020-01-06	£880.00	ACCEPTED

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3.   Click the link in the **External PO No** column to view the details of the purchase order.

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Reference and Feedback

References

For more information on any related features, you can refer to the following documents:

- o Supply Chain Finance User Guide

- o Tasks User Guide

- o Security Management System User Guide

- o Common Core User Guide

- o Oracle Banking Getting Started User Guide

Feedback and Support

Oracle welcomes customers' comments and suggestions on the quality and usefulness of the document. Your feedback is important to us. If you have a query that is not covered in this user guide or if you still need assistance, please contact documentation team.

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