

Receivables/Payables Management User Manual
Oracle Banking Digital Experience
Patchset Release 21.1.3.0.0

Part No. F40800-01

November 2021

ORACLE®

Receivables/Payables Management User Manual

November 2021

Oracle Financial Services Software Limited

Oracle Park

Off Western Express Highway

Goregaon (East)

Mumbai, Maharashtra 400 063

India

Worldwide Inquiries:

Phone: +91 22 6718 3000

Fax:+91 22 6718 3001

www.oracle.com/financialservices/

Copyright © 2006, 2021, Oracle and/or its affiliates. All rights reserved.

Oracle and Java are registered trademarks of Oracle and/or its affiliates. Other names may be trademarks of their respective owners.

U.S. GOVERNMENT END USERS: Oracle programs, including any operating system, integrated software, any programs installed on the hardware, and/or documentation, delivered to U.S. Government end users are “commercial computer software” pursuant to the applicable Federal Acquisition Regulation and agency-specific supplemental regulations. As such, use, duplication, disclosure, modification, and adaptation of the programs, including any operating system, integrated software, any programs installed on the hardware, and/or documentation, shall be subject to license terms and license restrictions applicable to the programs. No other rights are granted to the U.S. Government.

This software or hardware is developed for general use in a variety of information management applications. It is not developed or intended for use in any inherently dangerous applications, including applications that may create a risk of personal injury. If you use this software or hardware in dangerous applications, then you shall be responsible to take all appropriate failsafe, backup, redundancy, and other measures to ensure its safe use. Oracle Corporation and its affiliates disclaim any liability for any damages caused by use of this software or hardware in dangerous applications.

This software and related documentation are provided under a license agreement containing restrictions on use and disclosure and are protected by intellectual property laws. Except as expressly permitted in your license agreement or allowed by law, you may not use, copy, reproduce, translate, broadcast, modify, license, transmit, distribute, exhibit, perform, publish or display any part, in any form, or by any means. Reverse engineering, disassembly, or decompilation of this software, unless required by law for interoperability, is prohibited.

The information contained herein is subject to change without notice and is not warranted to be error-free. If you find any errors, please report them to us in writing.

This software or hardware and documentation may provide access to or information on content, products and services from third parties. Oracle Corporation and its affiliates are not responsible for and expressly disclaim all warranties of any kind with respect to third-party content, products, and services. Oracle Corporation and its affiliates will not be responsible for any loss, costs, or damages incurred due to your access to or use of third-party content, products, or services.

Table of Contents

1. Preface	1-1
1.1 Intended Audience	1-1
1.2 Documentation Accessibility	1-1
1.3 Access to Oracle Support	1-1
1.4 Structure	1-1
1.5 Related Information Sources	1-1
2. Transaction Host Integration Matrix	2-1
3. Receivables/Payables Management	3-1
4. Create Receivables/Payables	4-1
4.1 Invoices	4-1
4.2 Debit Notes	4-24
5. View/Edit Receivables/Payables	5-1
5.1 View Invoice Details	5-7
5.2 View Debit Note Details	5-18
6. Manage Invoices	6-1
6.1 Accept Invoice	6-2
6.2 Edit Invoice	6-6
6.3 Cancel Invoice	6-9
6.4 Raise Dispute	6-12
6.5 Resolve Dispute	6-16
6.6 Assignment of Invoice	6-19
7. Credit Notes	7-1
7.1 Create Credit Note	7-1
7.2 View Credit Note	7-17
8. Associated Party Management	8-1
8.1 Introduction	8-1
8.2 Onboard Associated Party	8-1
8.3 KYC Documents Upload	8-8
8.4 OBDX Channel access to Associated Parties (Non Customer)	8-9
8.5 View Associated Parties	8-11
9. Reconciliation	9-1

9.1	Overview	9-1
9.2	Create Reconciliation Rules	9-3
9.3	Create Allocation Rule	9-18
9.4	View/Edit Reconciliation/Allocation Rule	9-24
9.5	Manual Reconciliation.....	9-54
9.6	Manual Allocation	9-87
9.7	De-Reconciliation.....	9-94
9.8	View Payments	9-100
9.9	Payment File Upload – File Template	9-107
10.	Purchase Order Management	10-1
10.1	Overview	10-1
10.2	Online Purchase Order Creation	10-3
10.3	Purchase Order Creation with Document Upload	10-14
10.4	Bulk Purchase Order Creation.....	10-21
10.5	View / Edit Purchase Order	10-24
10.6	Accept / Reject Purchase Order	10-41

1. Preface

1.1 Intended Audience

This document is intended for the following audience:

- Customers
- Partners

1.2 Documentation Accessibility

For information about Oracle's commitment to accessibility, visit the Oracle Accessibility Program website at <http://www.oracle.com/pls/topic/lookup?ctx=acc&id=docacc>.

1.3 Access to Oracle Support

Oracle customers have access to electronic support through My Oracle Support. For information, visit

<http://www.oracle.com/pls/topic/lookup?ctx=acc&id=info> or visit

<http://www.oracle.com/pls/topic/lookup?ctx=acc&id=trs> if you are hearing impaired.

1.4 Structure

This manual is organized into the following categories:

Preface gives information on the intended audience. It also describes the overall structure of the User Manual.

Introduction provides brief information on the overall functionality covered in the User Manual.

The subsequent chapters provide information on transactions covered in the User Manual.

Each transaction is explained in the following manner:

- Introduction to the transaction
- Screenshots of the transaction
- The images of screens used in this user manual are for illustrative purpose only, to provide improved understanding of the functionality; actual screens that appear in the application may vary based on selected browser, theme, and mobile devices.
- Procedure containing steps to complete the transaction- The mandatory and conditional fields of the transaction are explained in the procedure. If a transaction contains multiple procedures, each procedure is explained. If some functionality is present in many transactions, this functionality is explained separately.

1.5 Related Information Sources

For more information on Oracle Banking Digital Experience Patchset Release 21.1.3.0.0, refer to the following documents:

- Oracle Banking Digital Experience Licensing Guide
- Oracle Banking Digital Experience Installation Manuals

2. Transaction Host Integration Matrix

Legends

NH	No Host Interface Required.
✓	Pre integrated Host interface available.
×	Pre integrated Host interface not available.

Sr No	Transaction / Function Name	Oracle Banking Supply Chain Finance 14.5.3.0.0	Oracle Banking Cash Management System 14.5.3.0.0
1	Associated Party Management		
	On-board Associated Party	✓	✓
	View Associated Parties	✓	✓
2	Receivables/Payables Management		
	Invoices		
	Create Invoice – online entry	✓	✓
	Create Invoice – bulk file upload	✓	✓
	Create Invoice – invoice image upload	✓	✓
	View Invoice	✓	✓
	Manage Invoice – Accept, Edit, Cancel, Raise Dispute, Resolve Dispute, Assignment	✓	✓
	Save Invoice as Template	NH	NH
	Delete Invoice Template	NH	NH
	Debit Notes		
	Create Debit Note – online entry	✓	✓
	Create Debit Note – bulk file upload	✓	✓
	View Debit Note	✓	✓
	Save Debit Note as Template	NH	NH
	Delete Debit Note Template	NH	NH
	Credit Notes		
	Create Credit Note – online entry	✓	✓

Sr No	Transaction / Function Name	Oracle Banking Supply Chain Finance 14.5.3.0.0	Oracle Banking Cash Management System 14.5.3.0.0
	Create Credit Note – bulk file upload	✓	✓
	View Credit Note	✓	✓
	Save Credit Note as Template	NH	NH
	Delete Credit Note Template	NH	NH
3	Purchase Order Management		
	Create Purchase Order – online entry	✓	✓
	Create Purchase Order – bulk file upload	✓	✓
	Create Purchase Order – purchase order image upload	✓	✓
	View Purchase Order	✓	✓
	Edit Purchase Order	✓	✓
	Accept/Reject Purchase Order	✓	✓
	Cancel Purchase Order	✓	✓
	Save Purchase Order as Template	NH	NH
	Delete Purchase Order Template	NH	NH
4	Reconciliation		
	Create Reconciliation Rule	✓	✓
	View/Edit Reconciliation Rule	✓	✓
	Manual Reconciliation	✓	✓
	Invoice with Payments Reconciliation	✓	✓
	Invoice with Credit Notes Reconciliation	✓	✓
	Debit Note with Payments Reconciliation	✓	✓
	Debit Note with Credit Notes Reconciliation	✓	✓
	Cash Flow – Payment Reconciliation	NH	✓
	View Payments	✓	✓
	Bulk Upload of Payments	✓	✓
5	De-Reconciliation		

Sr No	Transaction / Function Name	Oracle Banking Supply Chain Finance 14.5.3.0.0	Oracle Banking Cash Management System 14.5.3.0.0
	Invoice – Payment De-reconciliation	✓	✓
	Cash Flow – Payment De-reconciliation	NH	✓
6	Allocation		
	Create Allocation Rule	✓	✓
	View/Edit Allocation Rule	✓	✓
	Manual Allocation	✓	✓

[Home](#)

3. Receivables/Payables Management

Receivables/Payables Management includes the following features:

- **Associated Party Management** - On-boarding, Viewing, KYC document uploading.
- **Receivables/Payables Management**
 - Invoices – Creation, Viewing, Editing, Accepting, Raising Dispute, Resolving Dispute, Assignment.
 - Debit Notes – Creation, Viewing.
 - Credit Notes – Creation, Viewing.
- **Purchase Order Management** - Creation, Viewing, Editing, Accepting.
- **Payments Management** – Viewing of payments.
- **Reconciliation** - Rule creation, edit and inquiry of the reconciliation and allocation rules. Manual reconciliation, manual allocation, and de-reconciliation.

[Home](#)

4. Create Receivables/Payables

Financial instruments such as invoices and debit notes are categorized as Receivables or Payables. They are referred to as, 'Receivables' when the logged-in corporate party is the Supplier; and 'Payables' when the logged-in corporate party is the Buyer.

Note: The 'Receivables' transactions are only supported on **Desktops/Laptops** and on **Landscape** mode of **Tablet** devices.

4.1 Invoices

An invoice is a bill sent from the seller to the buyer, documenting what has been purchased and what payment is owed. It is also known as a bill or contract of sale. An invoice allows the business owner or freelancer, to keep track of business transactions and make sure that they get paid.

An invoice is an important underlying instrument used in trade and Supply Chain and Cash Management. A commercial invoice is universally used in trade between a buyer and supplier. Financing of Supply Chain also takes place against such Invoices. In OBDX, we have built in the functionality to handle invoices as receivables and payables.

A corporate user (either buyer or supplier) can raise an invoice directly from the portal. Invoices can be created by manually entering the invoice details online, or using an existing template, or uploading the scanned copy of a physical invoice, or through file upload for bulk invoices creation. Based on the status of an invoice, a corporate user can edit, accept, partially accept, cancel, or request finance, directly from the portal.

Pre-requisites

User must have valid corporate login credentials.

The features built for the corporate user for managing invoices are as follows:

- Online Invoice Creation
- Invoice Creation with Document Upload
- Bulk File Upload Invoice Creation
- Edit Invoice
- Accept Invoice
- View Invoices
- Cancel Invoice – (prior to it being accepted)
- Save Invoice as Template
- Delete Invoice Template

4.1.1 Online Invoice Creation

Creation of invoices is an important transaction provided on the Portal. Using this option, corporate users can create single or multiple invoices online for the buyer in the Supply Chain Finance program. Post submission of the invoice, an option is provided to save the content as a Template. The template can be reused for creating invoices for the same corporate party.

Once the user creates invoices, they must be approved by an approver (if the approval flow has been set). The designated corporate approver is notified. The approver can either approve or reject the transaction. In case of rejection, the approver can send the transaction back to the corporate user (maker) to make the required modifications and re-submit it for approval.

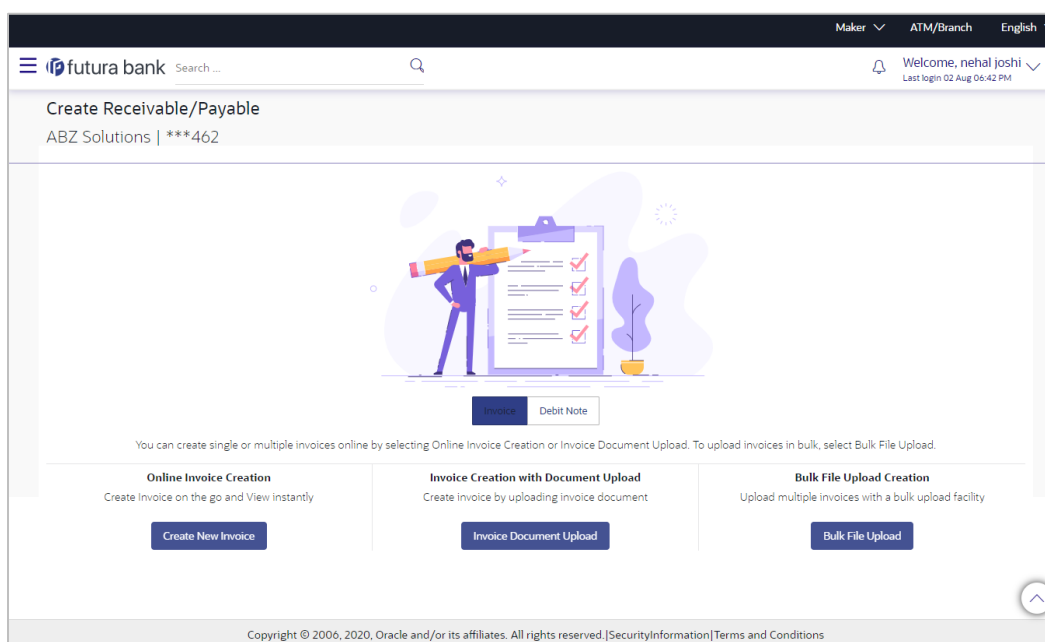
How to reach here:

Dashboard > Toggle menu > Receivables/Payables > Receivables/Payables Management > Create Receivables/Payables

OR

Dashboard > Toggle menu > Supply Chain Finance > Overview > Quick Links > Create Invoice

Create Receivable/Payable



Field Description

Field Name	Description
Create Receivable/Payable	
Party Name & ID	Displays the name and ID of the logged-in corporate party.
Invoice/Debit Note	Select the Invoice option.
Online Invoice Creation	Indicates the option to create invoice records by manual entry of invoice details.

Field Name	Description
Invoice Creation with Document Upload	Indicates the option to create an invoice record by uploading the actual invoice document image.
Bulk File Upload Creation	Indicates the option to create bulk invoice records through file upload.

4.1.1.1 Online Invoice Creation (manual entry)

A corporate user, based on their role, can create one or more invoices in one single transaction.

To create invoice(s):

1. In the **Create Receivable/Payable** screen, select the **Invoice** option and then click the **Create New Invoice** button, to create invoice records manually.
The Create Receivables/Payables screen appears starting with the **New Invoice** tab.

Create Receivables/Payables - New Invoice

The screenshot displays the 'Create Receivables/Payables - New Invoice' interface. At the top, the user is logged in as 'Welcome, nehal joshi'. The main heading is 'Create Receivables/Payables' with the user name 'Gloria Rodrigues | ***715'. There are two tabs: 'New Invoice' (selected) and 'Template'. Below the tabs is the section 'Multiple Online Invoice Creation' with a link for 'Bulk Upload'. The form contains several input fields: 'Customer Invoice No', 'Name of Program' (dropdown), 'Purchase Order No', 'Invoice Date', 'Shipment Date', 'Payment Terms', 'Associated Party' (dropdown), 'Pre-acceptance' (checkbox, checked 'Yes'), 'Purchase Order Date', 'Invoice Due Date', 'Invoice Amount' (dropdown set to 'LAK'), and 'Funding Request Date'. Below the form is a 'Commodity Details' section with a table. The table has columns: Name, Code, Quantity, Cost/Unit, Gross Amount, Discount, Tax, Net Amount, and Actions. The table is currently empty, showing 'No data to display'. Below the table are summary rows: 'Gross Invoice Amount' (LAK0.00), 'Discount' (0 % 0.00), 'Tax' (0 % 0.00), and 'Miscellaneous Charges 1' (0.00). At the bottom of the form are 'Save' and 'Save and Copy' buttons. Below the form is the 'Add Invoice' section with 'Submit', 'Cancel', and 'Back' buttons. The footer contains the copyright notice: 'Copyright © 2006, 2020, Oracle and/or its affiliates. All rights reserved. | Security Information | Terms and Conditions'.

Field Description

Field Name	Description
Create Receivables/Payables	
Party Name & ID	Displays the name and ID of the logged-in corporate party.
New Invoice	
Multiple Online Invoice Creation	
Facing difficulty in entering data for multiple invoices? Use Bulk Upload	Click the Bulk Upload link to navigate to the File Upload screen for creating invoices in bulk.
Customer Invoice No	Enter the customer's own reference number of the invoice.
Associated Party	Select the associated party to link the invoice to. A list of all on-boarded associated parties is available for selection. On selecting an associated party, the role of the party as Buyer or Supplier , appears below this field.
Name of Program	Select the program to which the invoice should be linked. Programs linked to the selected associated party are listed.
Auto Accept	Displays whether the invoice will be auto accepted or not. If the invoice will be auto-accepted, then the number of days post creation to auto-acceptance, is displayed. This field appears on selecting a program. It is populated based on the auto acceptance setting in the program definition. For more information on programs, refer the Create Program section in User Manual Oracle Banking Digital Experience Corporate Supply Chain Finance .
Auto Finance	Displays whether the invoice will be auto financed or not. This field appears on selecting a program. It is populated based on the auto finance setting in the program definition. For more information on programs, refer the Create Program section in User Manual Oracle Banking Digital Experience Corporate Supply Chain Finance .
Pre-acceptance	Enable this toggle if the invoice should be deemed as accepted by the buyer, on being raised. Note: If the logged-in party is the buyer and associated party is the supplier, then by default the Pre-acceptance toggle is switched to YES and is read-only. If the logged-in party is the supplier and the associated party is the buyer, then by default the Pre-acceptance toggle is switched to NO and is selective, i.e. the user can select either YES/NO.
Purchase Order No	Enter the reference number of the purchase order placed by the buyer.



Field Name	Description
Purchase Order Date	Click the calendar icon and select the date of creation of the purchase order.
Invoice Date	Click the calendar icon and select the date of creation of the invoice. The Invoice Date should be greater than the Purchase Order Date . You cannot enter a future date.
Invoice Due Date	Click the calendar icon and select the date on which the invoice payment is due. The Invoice Due Date should be greater than or equal to the Invoice Date .
Shipment Date	Click the calendar icon and select the date when the shipment is expected to take place. The Shipment Date should be greater than the Purchase Order Date and greater than or equal to the Invoice Date .
Invoice Amount	Enter the gross invoice amount. This amount is before tax and discount. It should be the gross amount of the commodities.
Payment Terms	Enter the terms agreed for the payment of the invoice.
Funding Request Date	Enter the date when the invoice should be funded.

2. Once you enter the above details, you can optionally add the commodity details.
3. To add a commodity, click **Add** in the **Commodity Details** section. The **Add Commodity Details** overlay window appears.

Add Commodity Details

This overlay window appears when you click **Add** in the **Commodity Details** section.

Field Description

Field Name	Description
Add Commodity Details	
Name	Enter the name of the commodity.
Code	Select the code of the commodity. This value should be selected from the commodity code list.
Quantity	Enter the quantity of the commodity being purchased.
Cost/Unit	Specify the cost per unit of the commodity.
Gross Amount	Enter the gross commodity amount. It also gets auto calculated if quantity and cost per unit are entered. It is the product of the entered quantity and cost per unit. Gross Amount = Cost/Unit * Quantity
Discount	Enter any discount being offered on the commodity. You can either enter the percentage of discount (in the first field) or the actual discount amount (in the second field). When you enter any one of these values, the other value is automatically calculated and displayed. Click  to reset the values.
Tax	Enter any tax being charged on the commodity. You can either enter the percentage of tax (in the first field) or the actual tax amount (in the second field). When you enter any one of these values, the other value is automatically calculated and displayed. Click  to reset the values.
Net Amount	Displays the net commodity amount. This is automatically calculated as follows: Net Amount = Gross Amount – Discount + Tax
Create Copy	Select this check box to create a copy of the commodity details entered.

On clicking the **Add** button, a commodity record is created in the **Commodity Details** section.

4. You can further add commodities by clicking **Add**, and filling out the required details.

Create Receivables/Payables - Commodity Details Section Updated

Customer Invoice No: CInv9003

Name of Program: program1

Purchase Order No: PO9003

Invoice Date: 16 Aug 2019

Shipment Date: 29 Sep 2019

Payment Terms: Online Transfer

Associated Party: AugSupp

Role: Seller

Pre-acceptance: Yes

Purchase Order Date: 01 Aug 2019

Invoice Due Date: 30 Sep 2019

Invoice Amount: USD 15,000.00

Funding Request Date: 01 Sep 2019

Name	Code	Quantity	Cost/Unit	Gross Amount	Discount	Tax	Net Amount	Actions
Fruits	Apples	300	USD20.00	USD6,000.00	USD300.00 @3%	USD57.00 @1%	USD5,757.00	
Flowers	Sunflower	300	USD30.00	USD9,000.00	USD270.00 @3%	USD174.60 @2%	USD8,904.60	
Gross Invoice Amount							USD15,000.00	
					Discount	3.8 %	USD570.00	
					Tax	1.0 %	USD231.60	
Packaging							USD200.00	
Net Invoice Amount							USD14,861.60	




Field Description





Field Name	Description
------------	-------------


Commodity Details


This section displays the commodity detail records, once you add them. Multiple commodities can be added.

Name	Displays the name of the commodity.
-------------	-------------------------------------

Field Name	Description
Code	Displays the code of the commodity.
Quantity	Displays the quantity of the commodity being purchased.
Cost per unit	Displays the cost per unit of the commodity.
Gross Amount	Displays the total gross amount of the commodity being purchased. It is the product of the entered quantity and cost per unit. Gross Amount = Cost per unit * Quantity
Discount	Displays the discount amount and percentage being offered on the commodity.
Tax	Displays the tax amount and percentage being charged on the commodity.
Net Amount	Displays the net amount of the commodity being purchased. It is automatically calculated as follows: Net Amount = Gross Amount – Discount + Tax
Actions	Indicates the actions that can be performed on the commodity record. <ul style="list-style-type: none"> • Click  to edit the record. • Click  to remove the record.
<p>The following fields are present below the Commodity Details section, and are applicable at the invoice-level.</p>	
Gross Invoice Amount	Displays the total gross amount of all the added commodities.
Discount	Displays the total discount amount of all the commodities added. The average discount percentage of all added commodities is also displayed. Click  to reset the values. Total Discount % = (Total discount amount / Total invoice amount) *100
<p>Note: When commodity records are added, the discount value of each commodity is aggregated and populated here. This value cannot then be modified. However, if commodity records are not added, then this field is editable and the discount value or percentage can be entered here.</p>	

Field Name	Description
Tax	<p>Displays the total tax amount of all the commodities added. The average tax percentage of all added commodities is also displayed.</p> <p>Click  to reset the values.</p> <p>Total Tax % = (Total tax amount / Total invoice amount) *100</p> <hr/> <p>Note: When commodity records are added, the tax value of each commodity is aggregated and populated here. This value cannot then be modified. However, if commodity records are not added, then this field is editable and the tax value or percentage can be entered here.</p>
Miscellaneous Charges	<p>Add the name and amount of any other miscellaneous charge applicable.</p> <p>Use  to add another charge. A maximum of 2 miscellaneous charges can be added.</p> <p>Click  to reset the values.</p>
Net Invoice Amount	<p>Displays the total invoice amount that the buyer must pay, after deducting the discount and then applying the tax.</p> <hr/> <p>Note: The Net Invoice Amount gets automatically calculated as follows: Net Invoice Amount = Gross Invoice Amount - Discount Value + Tax Amount</p>
	<p>Indicates an option to reset the fields. This icon is present on the top right corner of the screen.</p>
Duplicate Invoice	<p>Indicates an option to add another invoice with the same details.</p>
Add Invoice	<p>Indicates an option to add another blank invoice. You can create multiple invoices using this link.</p>

5. Modify the amount in the **Invoice Amount** field above the Commodity Details section, to match the **Gross Invoice Amount** of all commodities.
6. Click **Save** to save the invoice.
OR
Click **Save and Copy** to save the invoice details and create a copy.
OR
To clear the fields, click the  icon in the top right side of the screen.

Note: On clicking the **Save** button, the invoice being created appears in a panel with  in the top right corner. Click this icon to edit the invoice.

7. To create another new invoice in the transaction, click the **Add Invoice** link.
 - a. Add required details as mentioned in the steps above.
8. Click **Submit** to submit the transaction, once all required invoices have been added. The Review screen appears.

OR

Click **Cancel** to cancel the transaction.

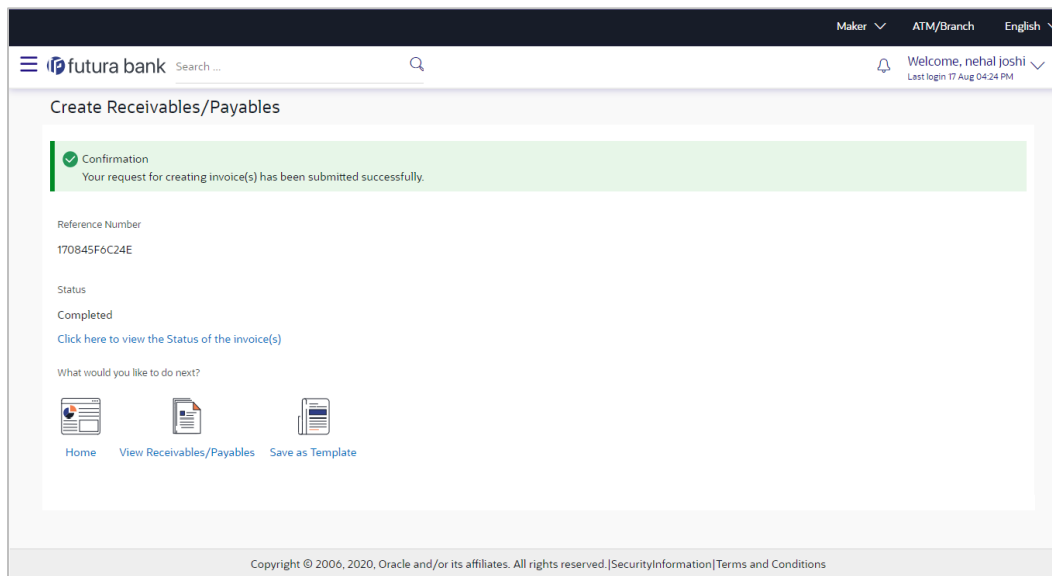
OR

Click **Back** to navigate back to the previous screen.

Create Receivables/Payables - Review Screen

9. In the Review screen, verify the details and click **Confirm**. A confirmation message of request initiation for the invoice(s) creation appears along with the reference number.
 OR
 Click **Back** to navigate back to the previous screen.
 OR
 Click **Cancel** to cancel the transaction.

Create Receivables/Payables - Confirmation



10. Click the **Save as Template** link to save the details of the created invoice as a template.
 OR
 Click the **View Receivables/Payables** link to view the details of existing invoices. The **View Invoice** screen appears.
 OR
 Click the **Home** link to go to the main dashboard.

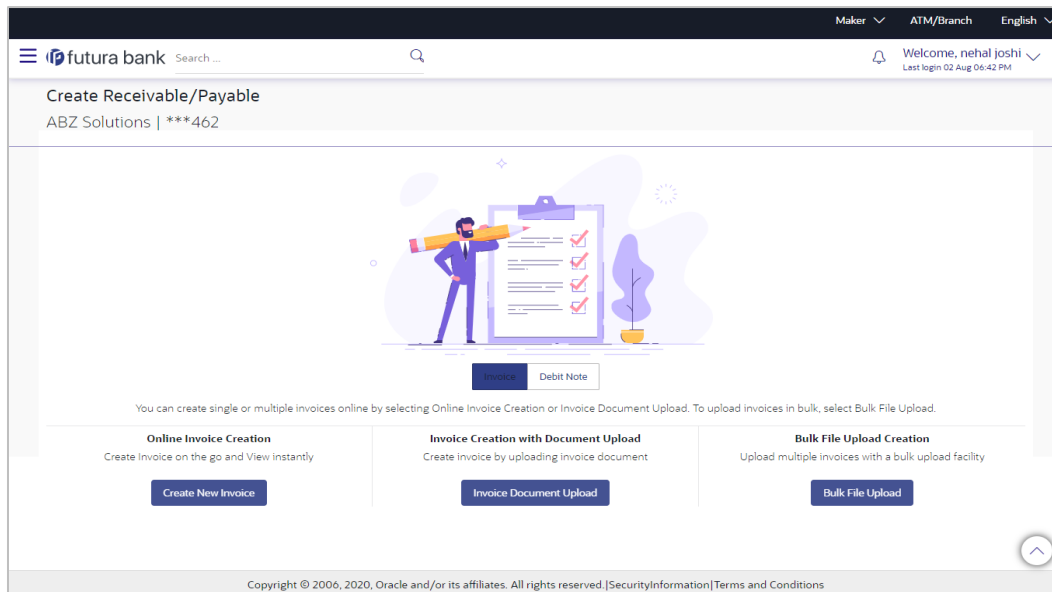
4.1.1.2 Create Invoice using Templates

You can save the data entered during invoice creation, as a template. This option is available upon successful creation of an invoice. You can use this template in the future to create invoices for the same party. This saves the efforts of re-entering the data.

How to reach here:

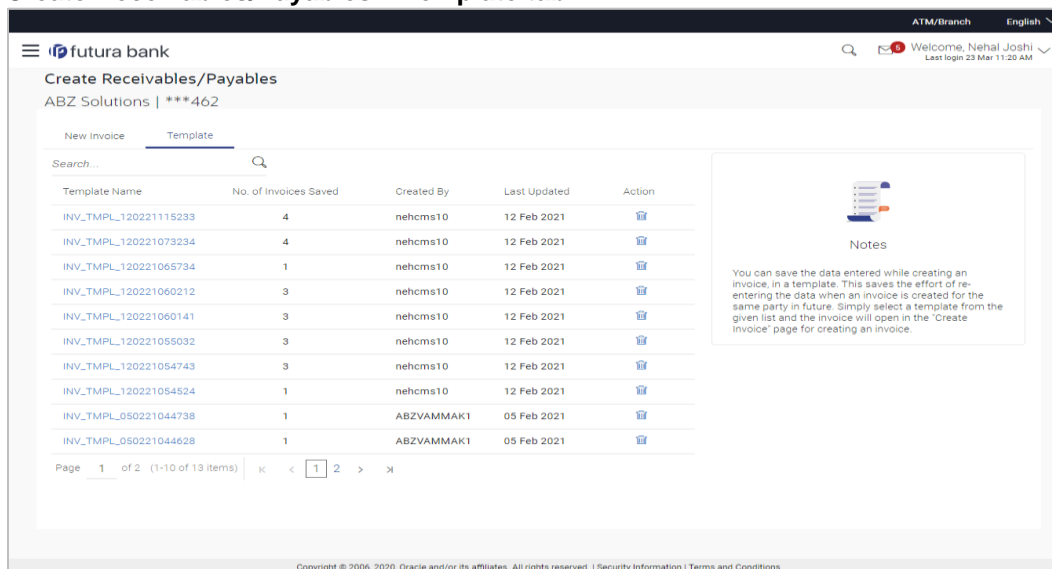
Dashboard > Toggle menu > Receivables/Payables > Receivables/Payables Management > Create Receivables/Payables

To view and use templates for creation of invoices:






1. On navigating to the **Create Receivable/Payable** screen, select the **Invoice** option, and then click the **Create New Invoice** button.
2. Click the **Template** tab. A list of existing templates appears.

Create Receivables/Payables – Template tab



Field Description

Field Name	Description
Search	Enter the partial or full name of the template to search for specific templates. As you type the name, the relevant templates appear in the list.
Template Name	Displays the name of the invoice template, as a hyperlink. Click this hyperlink to open the New Invoice screen, with the template details populated in the respective fields.
No. of Invoices Saved	Displays the number of invoices saved under the template.
Created By	Displays the name of the corporate user who created the template.
Last Updated	Displays the last updated date of the invoice template.
Action	Click  to delete the invoice template.

3. Navigate through the pages to the required template, or use the **Search** field to find a specific template.
4. Click the desired **Template Name** link. The template details are populated in the **Create Receivables/Payables – New Invoice** screen.
OR
Click  against the template to delete the existing invoice template. A popup message appears to confirm the deletion.
 - a. Click **Yes** to delete the invoice template.
OR
Click **No** to cancel the deletion of the invoice template.
5. Add or modify the required details.
6. Click **Save** to save the invoice.
OR
Click the **Save and Copy** to add a new invoice with same details entered in the current invoice.
OR
Click the **Add Invoice** link at the bottom of the screen, to add another invoice.
OR
Click  at the top right corner of an invoice, to clear the existing data.
7. Click **Submit** to submit the transaction. The Review screen appears.
OR
Click **Cancel** to cancel the transaction.
OR
Click **Back** to navigate back to the previous screen.
8. In the Review screen, verify the details, and click **Confirm**. A confirmation message of request initiation for invoice(s) creation appears along with the reference number.
OR
Click **Back** to navigate back to the previous screen.
OR
Click **Cancel** to cancel the transaction.

4.1.2 Invoice Creation with Document Upload

Using this option, corporate users can create invoices online by uploading scanned copies of the physical invoice document.

How to reach here:

Dashboard > Toggle menu > Receivables/Payables > Receivables/Payables Management > Create Receivables/Payables

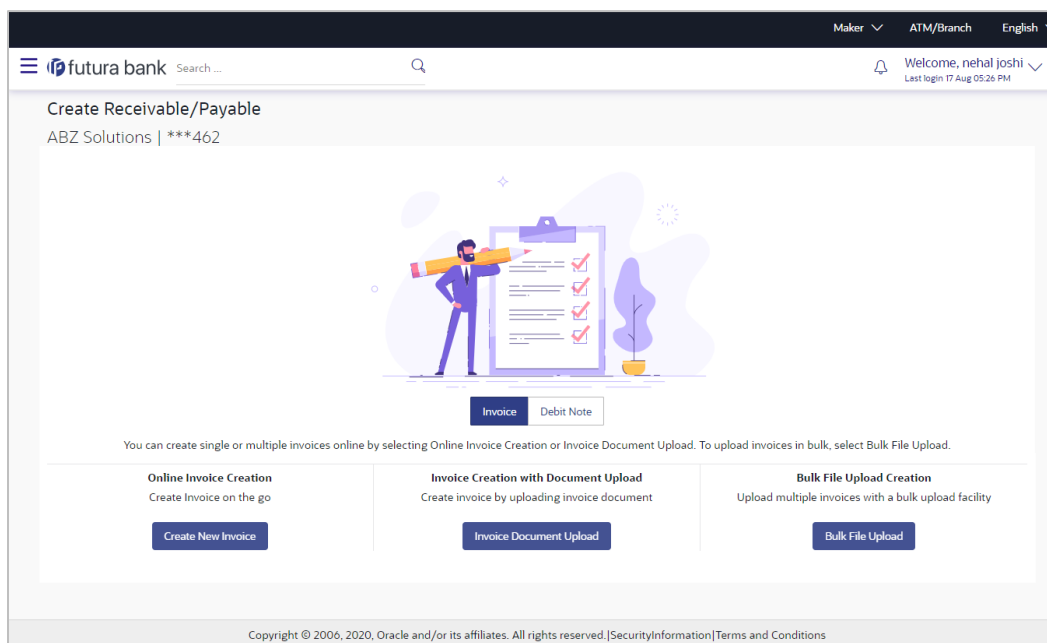
OR

Dashboard > Toggle menu > Supply Chain Finance > Overview > Quick Links > Create Invoice

To create an invoice through document upload:

1. Scan the physical invoice and save it in one of the following formats: PDF, PNG, JPG, JPEG. Ensure that the file size does not exceed 2MB.

Create Receivable/Payable



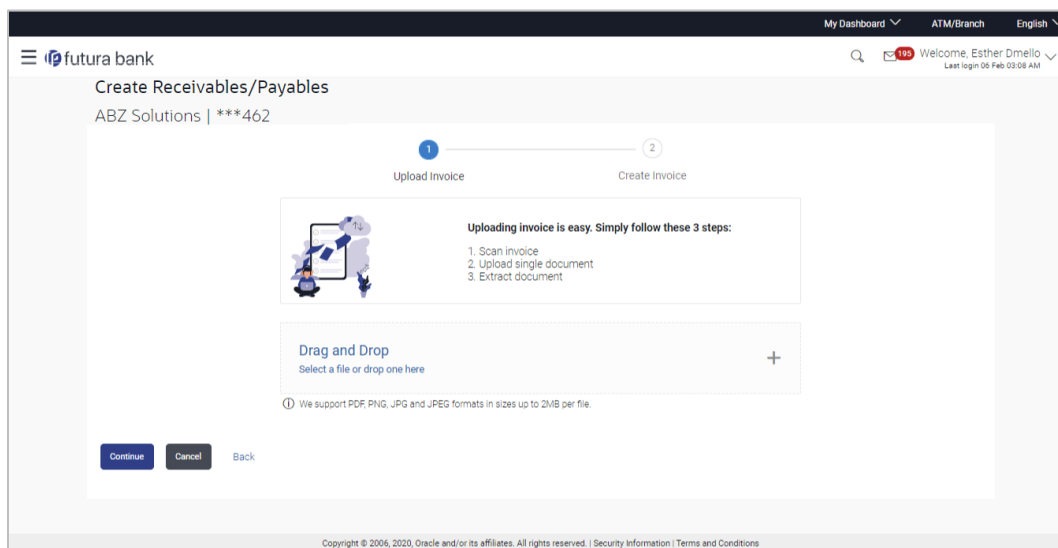
Field Description

Field Name	Description
Create Receivable/Payable	
Party Name & ID	Displays the name and ID of the logged-in corporate party.
Invoice/Debit Note	Select the Invoice option.

Field Name	Description
Online Invoice Creation	Indicates the option to create invoice records by manual entry of invoice details.
Invoice Creation with Document Upload	Indicates the option to create an invoice record by uploading the actual invoice document image.
Bulk File Upload Creation	Indicates the option to create bulk invoice records through file upload.

- In the **Create Receivable/Payable** screen, select the **Invoice** option and then click the **Invoice Document Upload** button. The **Create Receivables/Payables** screen appears starting with the **Upload Invoice** step.

Create Receivables/Payables – Upload Invoice



- In the **Upload Invoice** step, either click **+** to browse and select the required file, or, drag and drop the file in the space provided. An entry for the uploaded file appears in the section below.

futura bank Search ... Welcome, nehal joshi
 Last login 17 Aug 07:10 PM

Create Receivables/Payables
 ABZ Solutions | ***462

1 Upload Invoice 2 Create Invoice

Uploading invoice is easy. Simply follow these 3 steps:
 1. Scan invoice
 2. Upload single document at once
 3. Create invoice


Drag and Drop
 Select a file or drop one here.

We support PDF, PNG, JPG and JPEG formats in sizes up to 2MB per file.

Invoice2.jpg Preview

Continue Cancel Back

Copyright © 2006, 2020, Oracle and/or its affiliates. All rights reserved. | Security Information | Terms and Conditions

Note: To preview an uploaded file, click the **Preview** link beside it. To remove an uploaded file, click .

4. Click **Continue** to go to the **Create Invoice** step.
 OR
 Click **Cancel** to cancel the transaction.
 OR
 Click **Back** to go to the previous screen.

Create Receivables/Payables - Create Invoice

Maker
ATM/Branch
English

futura bank
Search ...
Q
Welcome, nehal joshi
Last login 17 Aug 07:10 PM

Create Receivables/Payables

ABZ Solutions | ***462

1
 Upload Invoice

2
 Create Invoice

Customer Invoice No
99PL8317

Associated Party
P3AugT1

Role: Buyer

Program Name

Refinprogrname

Auto Accept No Auto Finance No

Pre-acceptance
 Yes

Purchase Order No
8KL78023

Purchase Order Date
01 Feb 2020

Invoice Date
09 Feb 2020

Invoice Due Date
09 Mar 2020

Shipment Date
29 Feb 2020

Payment Terms
transfer

Invoice Amount
USD 1900

Funding Request Date

Preview

Soylent Ltd.

6 Theatre Street,
Albena, PA 18601 Phone:
(610) 791-0980 Email:
henk.gil@msn.com

BILL TO

Buyer - 18302
Musarc Corp Ltd.
4065 Teton Ct,
Stroudsburg, PA 18360
Phone: 610-325-0765
Email: hmbrand@msn.com

Invoice No.# - 99PL8317
Invoice Date - 09-02-2020
PO No.# - 80278023
PO Date - 01-02-2020
Due Date - 09-09-2020

SHIP TO

Amy Taylor
4065 Teton Ct,
Stroudsburg, PA 18360
hmbrand@msn.com
424-325-0765
Tax: 12-4272901

ITEM	DESCRIPTION	PRODUCT ID	UNIT COST	QUANTITY	AMOUNT
1.	Inkjet Printer	752K7P13	200.00	2	400.00
2.	PVC Cards	81230T12	3.00	500	1500.00
Sub Total					1900.00
Discount @ 10.00 %					190.00
Corporate Tax @ 10.00 %					171.00
TOTAL					\$ 1881.00

Thank you for your business!

Commodity Details Add



Name	Code	Quantity	Cost Per Unit	Gross Amount	Actions
No data to display.					
				Total Amount	USD1,900.00
Discount Percentage				Discount Value (Percent %)	USD190.00
10.00					
Tax Percentage				Tax Value (Percent %)	USD171.00
10.00					
				Net Invoice Amount	USD1,881.00

Submit
Cancel
Back

Copyright © 2006, 2020, Oracle and/or its affiliates. All rights reserved. | Security Information | Terms and Conditions

Field Description

Field Name	Description
Create Receivables/Payables	
Party Name & ID	Displays the name and ID of the logged-in corporate party.
Create Invoice step	
The values that have been extracted from the invoice image (except for commodity details) are automatically populated in the respective fields. You can edit these values, if required.	
Customer Invoice No	Indicates the customer's own reference number of the invoice.
Associated Party	Indicates the associated party with whom the invoice is to be linked. A list of all on-boarded associated parties is available for selection. On selecting an associated party, the role of the party as Buyer or Supplier , appears below this field.
Program Name	Indicates the program to which the invoice needs to be linked. Programs linked to the selected associated party are listed.
Auto Accept	Displays whether the invoice will be auto accepted or not. It is populated based on the auto acceptance setting in the program definition and is non-editable. For more information, refer the Create Program section in User Manual Oracle Banking Digital Experience Corporate Supply Chain Finance .
Auto Finance	Displays whether the invoice will be auto financed or not. It is populated based on the auto finance setting in the program definition and is non-editable. For more information, refer the Create Program section in User Manual Oracle Banking Digital Experience Corporate Supply Chain Finance .
Pre-acceptance	Enable this toggle if the invoice should be deemed as accepted by the buyer, on being raised. Note: If the logged-in party is the buyer and associated party is the supplier, then by default the Pre-acceptance toggle is switched to YES and is read-only. If the logged-in party is the supplier and the associated party is the buyer, then by default the Pre-acceptance toggle is switched to NO and is selective, i.e. the user can select either YES/NO.
Purchase Order No	Indicates the reference number of the purchase order placed by the buyer.
Purchase Order Date	Indicates the date of creation of the purchase order.
Invoice Date	Indicates the date of creation of the invoice. The Invoice Date should be greater than the Purchase Order Date .

Field Name	Description
Invoice Due Date	Indicates the date on which the invoice payment is due. The Invoice Due Date should be greater than or equal to the Invoice Date .
Shipment Date	Indicates the date when the shipment is expected to take place. The Shipment Date should be greater than the Purchase Order Date and greater than or equal to the Invoice Date .
Payment Terms	Indicates the terms agreed for the payment of the invoice.
Invoice Amount	Indicates the total invoice amount of all commodities being purchased, along with the currency.
Funding Request Date	Enter the date when the invoice should be funded.
Commodity Details	
Commodity details are not automatically extracted by the application. Click Add to add details of commodities being purchased.	
Name	Enter the name of the commodity.
Code	Select the code for the commodity.
Quantity	Specify the quantity of the commodity being purchased.
Cost Per Unit	Enter the cost per unit of the commodity.
Gross Amount	Displays the total amount of the commodity being purchased. It is the product of the entered quantity and cost per unit. Gross Amount = Cost Per Unit * Quantity
Actions	Indicates the actions that can be performed on the commodity record. <ul style="list-style-type: none"> Click  to make a duplicate record entry. Click  to remove the record.
Total Amount	Displays the total gross amount of the commodities being purchased.
Discount Percentage	Indicates the discount percentage being offered on the invoice.
Tax Percentage	Indicates the tax percentage being charged on the invoice.
Discount Value	Displays the total discount amount.
Tax Value	Displays the total tax amount.

Field Name	Description
Net Invoice Amount	Displays the overall invoice amount to be paid by the buyer. Note: The Net Invoice Amount gets automatically calculated as follows: Net Invoice Amount = Total (Invoice) Amount - Discount Value + Tax Value

5. Check all the extracted details and add or modify any value, if required.

Create Invoice – Post Adding Commodity Details

Create Receivables/Payables
ABZ Solutions | ***462

Customer Invoice No: 99PL8317
 Associated Party: P3AugT1
 Role: Buyer
 Program Name: [dropdown]
 Refinprogrname: [dropdown]
 Auto: [checkbox] Finance No: [checkbox]
 Pre-acceptance: Yes
 Purchase Order No: BKL78023
 Invoice Date: 09 Feb 2020
 Invoice Due Date: 09 Mar 2020
 Shipment Date: 29 Feb 2020
 Payment Terms: transfer
 Invoice Amount: USD 1900
 Funding Request Date: 01 Mar 2020

Preview

Soylent Ltd.
 6 Theatre Street,
 Altona, PA 15001 Phone:
 (412) 751-1000 Email:
 herlogit@wanc.com

BILL TO
 Buyer - 18302
 Musari Corp Ltd,
 4065 Teton Ct,
 Stroudsburg, PA 18360
 Phone: 624-321-0765
 Email: hmbbrand@mus.com

SHIP TO
 Amy Taylor
 4065 Teton Ct,
 Stroudsburg, PA 18360
 hmbbrand@mus.com
 414-321-0765
 Tax: 12-4272961

ITEM#	DESCRIPTION	PRODUCT ID	UNIT COST	QUANTITY	AMOUNT
1.	Inkjet Printer	752K7F13	200.00	2	400.00
2.	PVC Cards	81250712	3.00	500	1500.00
Sub Total					1900.00
Discount @ 10.00 %					190.00
Corporation Tax (VAT @ 10.00 %)					171.00
TOTAL					\$ 1881.00

Commodity Details Click 'Add' for commodity details

Name	Code	Quantity	Cost Per Unit	Gross Amount	Actions
Prod1	Product1	200	2	400	[edit] [delete]
Prod2	Product2	3	500	1500	[edit] [delete]
Total Amount				USD1,900.00	
Discount Percentage 10.00			Discount Value (Percent %)	USD190.00	
Tax Percentage 10.00			Tax Value (Percent %)	USD171.00	
Net Invoice Amount				USD1,881.00	

Submit Cancel Back

Copyright © 2006, 2020, Oracle and/or its affiliates. All rights reserved. [SecurityInformation]Terms and Conditions

6. Click **Submit** to submit the invoice. The Review screen appears.
OR
Click **Cancel** to cancel the transaction.
OR
Click **Back** to go to the previous screen.
7. In the Review screen, verify the details and click **Confirm**. A confirmation message appears, with the reference number and status of the transaction.
OR
Click **Cancel** to cancel the transaction.
OR
Click **Back** to go to the previous screen.
8. Click **View Invoice** link to view a list of existing invoices.
OR
Click the **Supply Chain Overview** link to go to the supply chain dashboard.

4.1.3 **Bulk Invoice Creation**

Using this option, corporates can create invoices in bulk by uploading a file. The file must contain the invoice details and its commodity records in a specific format and sequence.

How to reach here:

Dashboard > Toggle menu > Receivables/Payables > Receivables/Payables Management > Create Receivables/Payables

OR

Dashboard > Toggle menu > Supply Chain Finance > Overview > Quick Links > Create Invoice

To create invoices in bulk:

Create Receivable/Payable

The screenshot displays the 'Create Receivable/Payable' page on the Futura Bank portal. At the top, there's a navigation bar with 'futura bank' logo, a search bar, and user information: 'Welcome, nehal joshi' and 'Last login 17 Aug 05:26 PM'. Below the header, the page title is 'Create Receivable/Payable' with a sub-header 'ABZ Solutions | ***462'. The main content area features an illustration of a man in a suit holding a large pencil, standing next to a checklist. Below the illustration are two tabs: 'Invoice' (selected) and 'Debit Note'. A text block states: 'You can create single or multiple invoices online by selecting Online Invoice Creation or Invoice Document Upload. To upload invoices in bulk, select Bulk File Upload.' There are three main options, each with a blue button: 'Online Invoice Creation' (button: 'Create New Invoice'), 'Invoice Creation with Document Upload' (button: 'Invoice Document Upload'), and 'Bulk File Upload Creation' (button: 'Bulk File Upload'). The footer contains copyright information: 'Copyright © 2006, 2020, Oracle and/or its affiliates. All rights reserved. | Security Information | Terms and Conditions'.

Field Description

Field Name	Description
Create Receivable/Payable	
Party Name & ID	Displays the name and ID of the logged-in corporate party.
Invoice/Debit Note	Select the Invoice option.
Online Invoice Creation	Indicates the option to create invoice records by manual entry of invoice details.
Invoice Creation with Document Upload	Indicates the option to create an invoice record by uploading the actual invoice document image.
Bulk File Upload Creation	Indicates the option to create bulk invoice records through file upload.

1. In the **Create Receivable/Payable** screen, select the Invoice option and then click the **Bulk File Upload** button. The **File Upload** screen appears.
2. For more information on the procedure of uploading the file, refer **User Manual Oracle Banking Digital Experience Corporate Bulk File Upload – Supply Chain Finance**. Use the file template detailed below for upload.

4.1.3.1 Bulk Invoice File Template

The file to be uploaded should have data in a specific sequence. For each invoice, there must be a top row with indicator 'I', which specifies invoice-level parameters. For each commodity under the invoice, there must be a row with indicator 'C', which specifies the commodity-level parameters.



Bulk-Invoices-Uplo
d-Template.csv

Note: Refer this file for the sequence:

Field Description

Field Name	Description
The following fields are specific to the invoice as a whole. This row must be present for each invoice being added.	
Indicator	Specify the indicator. Enter 'I' for an invoice row.
Customer Invoice Number	Enter the customer's own invoice number.
Invoice Date	Enter the date of creation of the invoice. This should not be a future date.

Field Name	Description
Invoice Due Date	Enter the date when the invoice payment is due. This should be greater than the invoice date.
Currency	Enter the currency of the invoice amount.
Gross Invoice Amount	Enter the total invoice amount.
Buyer Id	Enter the ID associated with the buyer.
Supplier Id	Enter the ID associated with the supplier.
Buyer Name	Enter the name of the buyer.
Supplier Name	Enter the name of the supplier.
Program Code	Enter the program code associated with the invoice.
Discount Amount	Enter the total discount amount applicable for all commodities being purchased.
Tax Amount	Enter the total tax amount applicable, on all commodities being purchased.
Net Invoice Amount	Enter the net invoice amount. Net Invoice Amount = Gross Invoice Amount – Discount Amount + Tax Amount
Acceptance Amount	Enter the invoice amount that has been accepted.
Purchase Order Number	Enter the reference number of the purchase order corresponding to the invoice.
Pre-accepted	Enter Y if the invoice should be pre-accepted, and N , otherwise.
Funding Request Date	Enter the date when the invoice should be funded.
The following fields are specific to a commodity. You must add a row for each commodity being purchased, under the respective invoice row.	
Indicator	Specify the indicator. Enter C for a row at the commodity level.
Customer Invoice Number	Enter the customer's own invoice number.
Commodity Code	Enter the code associated with the commodity.
Commodity Name	Enter the name of the commodity.
Quantity	Enter the quantity of the commodity.
Cost Per Unit	Enter the cost per unit of the commodity.

Field Name	Description
Gross Amount	Enter the total cost of the commodity. Gross Amount = Cost Per Unit * Quantity
Discount Amount	Enter the discount amount applicable to the commodity.
Tax Amount	Enter the tax amount applicable to the commodity.
Net Amount	Enter the net amount of the commodity. Net Amount = Gross Amount – Discount Amount + Tax Amount

4.2 Debit Notes

A Debit Note can be interpreted as a request to increase the value agreed upon in the invoice. Debit notes may be raised under the following circumstances: the supplier has delivered goods in excess of those stated in the invoice, or an error in pricing.

A corporate user (either buyer or supplier) can raise a debit note directly from the portal. Debit notes can be created by manually entering the details online, or using an existing template, or through file upload for bulk debit notes creation.

Pre-requisites

User must have valid corporate login credentials.

Note: The Debit Notes Transactions are only supported on **Desktops/Laptops** and on **Landscape** mode of **Tablet** devices.

4.2.1 Online Debit Note Creation

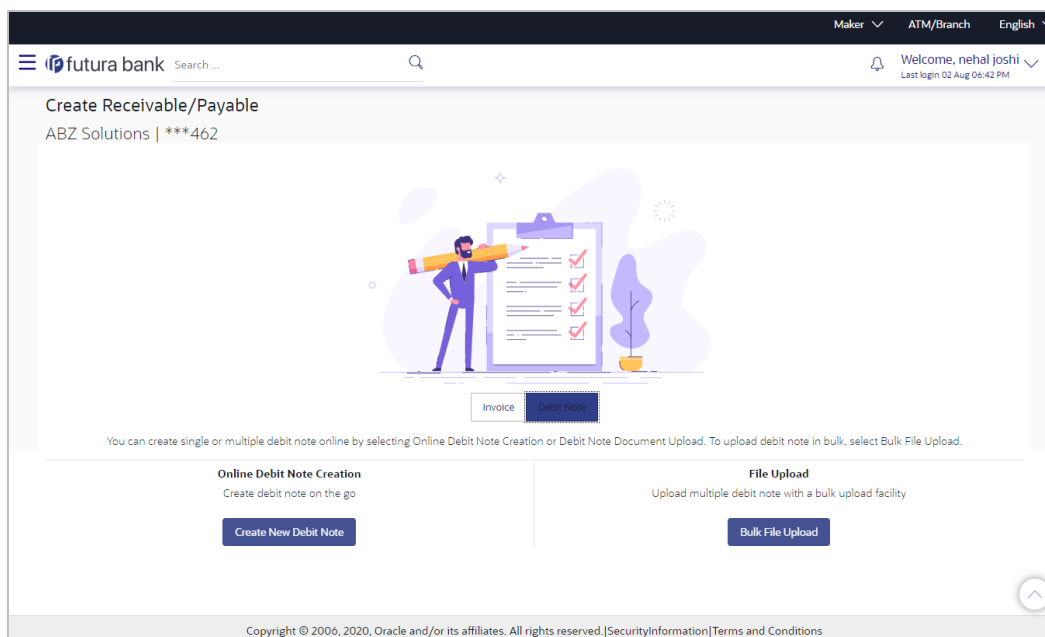
Using this option, corporate users can create single or multiple debit notes online for the buyer in the Supply Chain Finance program. Post submission of the debit note, an option is provided to save the content as a Template. The template can be reused for creating debit notes for the same program and associated corporate party.

Once the user creates debit notes, they must be approved by an approver (if the approval flow has been set). The designated corporate approver is notified. The approver can either approve or reject the transaction. In case of rejection, the approver can send the transaction back to the corporate user (maker) to make the required modifications and re-submit it for approval.

How to reach here:

Dashboard > Toggle menu > Receivables/Payables > Receivables/Payables Management > Create Receivables/Payables

Create Receivable/Payable



Field Description

Field Name	Description
Create Receivable/Payable	
Party Name & ID	Displays the name and ID of the logged-in corporate party.
Invoice/Debit Note	Select the Debit Note option.
Online Debit Note Creation	Indicates the option to create debit note records by manual entry of the details.
File Upload	Indicates the option to create bulk debit note records through file upload.

4.2.1.1 Online Debit Note Creation (manual entry)

A corporate user, based on their role, can create one or more debit notes in one single transaction.

To create debit note(s):

1. In the **Create Receivable/Payable** screen, select the **Debit Note** option.
2. Click the **Create New Debit Note** button to create debit note records manually. The **New Debit Note** tab appears.

New Debit Note



Field Description

Field Name	Description
Create Receivables/Payables	
Party Name & ID	Displays the name and ID of the logged-in corporate party.
New Debit Note	
Multiple Online Debit Note Creation	
Facing difficulty in entering data for multiple Debit Note? Use Bulk Upload	Click the Bulk Upload link to navigate to the File Upload screen for creating debit notes in bulk.
Customer Debit Note Number	Enter the customer's own reference number for the debit note.

Field Name	Description
Associated Party	<p>Select the associated party to link the debit note to. A list of all on-boarded associated parties is available for selection.</p> <p>On selecting an associated party, the role of the party as Buyer or Supplier, appears below this field.</p>
Program Name	Select the program to which the debit note should be linked. Programs linked to the selected associated party are listed.
Auto Accept	Displays the number of days post creation when the debit note will be deemed as accepted. This field appears on selecting a program. It is displayed only if auto-acceptance is enabled at the program-level. For more information on programs, refer the Create Program section in User Manual Oracle Banking Digital Experience Corporate Supply Chain Finance .
Auto Finance	Displays whether the debit note will be auto financed or not. This field appears on selecting a program. It is populated based on the auto finance setting in the program definition. For more information on programs, refer the Create Program section in User Manual Oracle Banking Digital Experience Corporate Supply Chain Finance .
Pre-acceptance	<p>Enable this toggle if the debit note should be deemed as accepted by the buyer, on being raised.</p> <hr/> <p>Note: If the logged-in party is the buyer and associated party is the supplier, then by default the Pre-acceptance toggle is switched to YES and is read-only. If the logged-in party is the supplier and the associated party is the buyer, then by default the Pre-acceptance toggle is switched to NO and is selective, i.e. the user can select either YES/NO.</p> <hr/>
Debit Note Date	Click the calendar icon and select the date of creation of the debit note. The selected date should be less than or equal to the current date. By default the current date is displayed.
Due Date	<p>Click the calendar icon and select the date on which the debit note payment is due.</p> <p>The Due Date should be greater than or equal to the Debit Note Date.</p>
Debit Note Amount	Select the debit note currency and enter the gross debit note amount (not including tax or discount).
Payment Terms	Enter the terms agreed for the payment of the debit note.

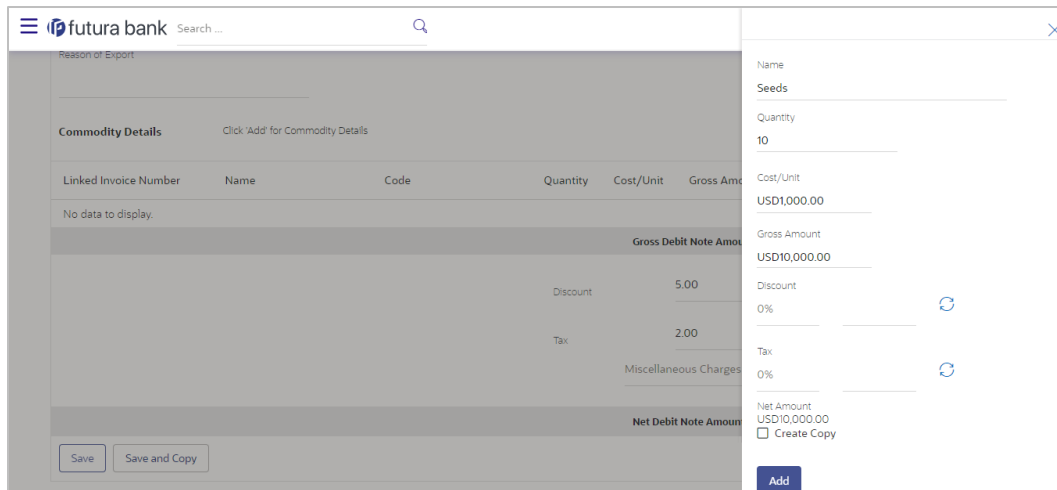
Field Name	Description
Terms of Sale	Enter the applicable 3-digit Incoterms code. The available values are: <ul style="list-style-type: none"> • EXW Ex Works • FAS Free Alongside Ship • FCA Free Carrier • FOB Free On Board • CPT Carriage Paid To • CFR Cost and Freight • CIP Carriage and Insurance Paid To • CIF Cost Insurance and Freight • DAP Delivered at Place • DPU Delivered at Place Unloaded • DDP Delivered Duty Paid
Linked Invoice Number	Select the invoice that should be linked to the debit note. Once you link invoice(s), the Populate Commodity Details from Invoice toggle is enabled, and the commodities from the invoice(s) appear in the Commodity Details grid of the debit note.
Adjustment Reason	Select the reason for adjusting the invoice amount.
Funding Request Date	Enter the date when the debit note should be funded.
Shipment Details	
Shipment Date	Click the calendar icon and select the date when the shipment is taking place.
Shipment Number	Enter the shipment number.
Shipment Address 1 - 3	Enter the shipment address in the fields provided.
Shipment City	Enter the city to ship the goods to.
Shipment Country	Select the country to ship the goods to.
Pin Code	Enter the pin code to ship the goods to.
Reason of Export	Enter the relevant reason of export.
Populate Commodity Details from Invoice	This toggle is automatically enabled when you link invoices to the debit note in the Linked Invoice Number field. The Commodity Details section gets populated with the commodities from the linked invoice(s), when this toggle is enabled. Switch this toggle off in case you want to remove the commodities from the debit note.

3. Once you enter the above details, you can optionally add/modify the commodity details.


- To add a commodity record, click **Add**. An overlay window appears, where you can add the commodity details.
- To modify an existing commodity record, click .
- To delete a commodity record, click .


Add Commodity Details

An overlay window appears when you click **Add** in the **Commodity Details** section.



Field Description

Field Name	Description
Name	Enter the name of the commodity for which the debit note is being raised.
Code	Enter the code of the commodity.
Quantity	Enter the quantity of the commodity for which the debit note is being raised.
Cost/Unit	Specify the cost per unit of the commodity.
Gross Amount	Enter the gross commodity amount. It also gets auto calculated if quantity and cost per unit are entered. It is the product of the entered quantity and cost per unit. Gross Amount = Cost/Unit * Quantity
Discount	Enter any discount being offered on the commodity. You can either enter the percentage of discount (in the first field) or the actual discount amount (in the second field). When you enter any one of these values, the other value is automatically calculated and displayed. Click  to reset the values.

Field Name	Description
Tax	Enter any tax being charged on the commodity. You can either enter the percentage of tax (in the first field) or the actual tax amount (in the second field). When you enter any one of these values, the other value is automatically calculated and displayed. Click  to reset the values.
Create Copy	Select this check box to create a copy of the commodity details entered.




On clicking the **Add** button, a commodity record is created in the **Commodity Details** section.

- You can further add commodities by clicking **Add**, and filling out the required details.

New Debit Note - Commodity Details Section Updated

Populate Commodity Details from Invoice Yes

Commodity Details Click 'Add' for Commodity Details




Linked Invoice Number	Name	Code	Quantity	Cost/Unit	Gross Amount	Discount	Tax	Net Amount	Action
OBDXINV05FebRD	COMM1	SAFFLOWER_SEEDS	10	USD100.00	USD1,000.00	-	-	USD1,000.00	 
Gross Debit Note Amount								USD1,000.00	
					Discount	0		USD0.00	
					Tax	0		USD0.00	
								Miscellaneous Charges	USD0.00 
Net Debit Note Amount								USD1,000.00	





Add Debit Note [Back](#)


Copyright © 2006, 2020, Oracle and/or its affiliates. All rights reserved. | [SecurityInformation](#) | [Terms and Conditions](#)

Field Description

Field Name	Description
Commodity Details	This section displays the commodity detail records, once you add them. Multiple commodities can be added.
Linked Invoice Number	Displays the invoice number that the commodity belongs to.

Field Name	Description
Name	Displays the name of the commodity.
Code	Displays the code of the commodity.
Quantity	Displays the quantity of the commodity.
Cost/Unit	Displays the cost per unit of the commodity.
Gross Amount	Displays the total gross amount of the commodity. It is the product of the entered quantity and cost per unit. Gross Amount = Cost per unit * Quantity
Discount	Displays the discount amount and percentage being offered on the commodity.
Tax	Displays the tax amount and percentage being charged on the commodity.
Net Amount	Displays the net amount of the commodity. It is automatically calculated as follows: Net Amount = Gross Amount – Discount + Tax
Actions	Indicates the actions that can be performed on the commodity record. <ul style="list-style-type: none"> Click  to edit the record. Click  to remove the record.
<p>The following fields are present below the Commodity Details section, and are applicable at the invoice-level.</p>	
Gross Debit Note Amount	Displays the total gross amount of all the added commodities.
Discount	Displays the total discount amount of all the commodities added. The average discount percentage of all added commodities is also displayed. Click  to reset the values. Total Discount % = (Total discount amount / Total debit note amount) *100
<p>Note: When commodity records are added, the discount value of each commodity is aggregated and populated here. This value cannot then be modified. However, if commodity records are not added, then this field is editable and the discount value or percentage can be entered here.</p>	

Field Name	Description
Tax	<p>Displays the total tax amount of all the commodities added. The average tax percentage of all added commodities is also displayed.</p> <p>Click  to reset the values.</p> <p>Total Tax % = (Total tax amount / Total debit note amount) *100</p> <p>Note: When commodity records are added, the tax value of each commodity is aggregated and populated here. This value cannot then be modified. However, if commodity records are not added, then this field is editable and the tax value or percentage can be entered here.</p>
Miscellaneous Charges	<p>Add the name and amount of any other miscellaneous charge applicable.</p> <p>Use  to add another charge. A maximum of 2 miscellaneous charges can be added.</p> <p>Click  to reset the values.</p>
Net Debit Note Amount	<p>Displays the overall debit note amount to be paid by the buyer.</p> <p>Note: The Net Debit Note Amount gets automatically calculated as follows: $\text{Net Debit Note Amount} = \text{Gross Debit Note Amount} - \text{Discount Value} + \text{Tax Amount}$</p>
	<p>Indicates an option to reset the fields. This icon is present on the top right corner of the screen.</p>

5. Modify the amount in the **Debit Note Amount** field above the Commodity Details section, to match the **Gross Debit Note Amount**, of all commodities.
6. Click **Save** to save the debit note.
OR
Click **Save and Copy** to save the debit note and to create an editable copy.
OR
To clear the fields, click the  icon in the top right side of the screen.

Maker ATM/Branch English

futura bank Search ... Welcome, nehal joshi Last login 18 Aug 11:27 AM

Create Receivables/Payables
ABZ Solutions | ***462

New Debit Note Template

Multiple Online Debit Note Creation Facing difficulty in entering data for multiple Debit Note? Use Bulk Upload

Customer Debit Note Number Cdeb9004

Associated Party AugBuyer

Program Name LnkedProg


Auto Accept:No Auto Finance:No

Pre-acceptance No

Add Debit Note

Submit Cancel Back

Copyright © 2006, 2020, Oracle and/or its affiliates. All rights reserved. | Security Information | Terms and Conditions

Note: On clicking the **Save** button, the debit note being created appears in a panel with  in the top right corner. Click this icon to edit the debit note, if required.

7. To create another new debit note in the transaction, click the **Add Debit Note** link.
 - Add required details as mentioned in the steps above.
8. Click **Submit** to submit the transaction, once all required debit notes have been added. The Review screen appears.
OR
Click **Cancel** to cancel the transaction.
OR
Click **Back** to navigate back to the previous screen.

Create Debit Note – Review Screen

Maker ATM/Branch English

futura bank Search ... Welcome, nehal joshi Last login 18 Aug 11:27 AM

Create Receivables/Payables

REVIEW
You initiated a request for Debit Note creation. Please review details before you confirm!

Expand All Collapse All

>

Customer Debit Note Number Cdeb9004

Associated Party Name AugBuyer

Name Of Program LnkedProg

Pre-Accepted Yes

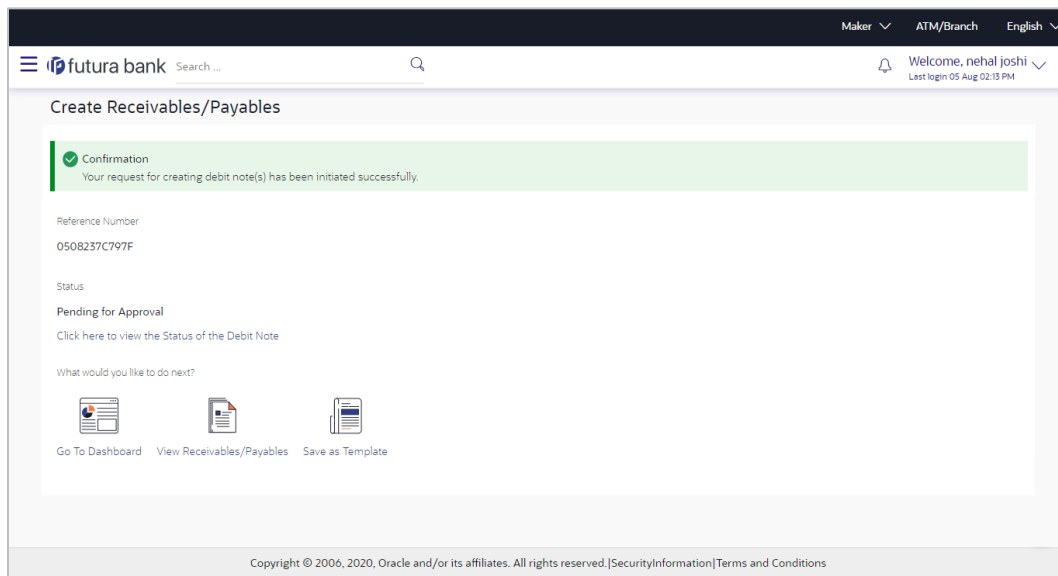
Auto Finance:No
Auto Accept:No

Confirm Cancel Back

Copyright © 2006, 2020, Oracle and/or its affiliates. All rights reserved. | Security Information | Terms and Conditions

9. In the Review screen, verify the details and click **Confirm**. A confirmation message appears with the reference number and status of the transaction.
OR
Click **Cancel** to cancel the transaction.
OR
Click **Back** to navigate back to the previous screen.

Create Debit Note - Confirmation



Note: You can view the details of the debit note just created, by clicking the '**Click here to view the Status of the Debit Note**' link.

10. Click the **Save as Template** link to save the details of the created debit note as a template.
OR
Click the **View Receivables/Payables** link to view the existing invoices and debit notes.
OR
Click the **Go To Dashboard** link to go to the main dashboard.

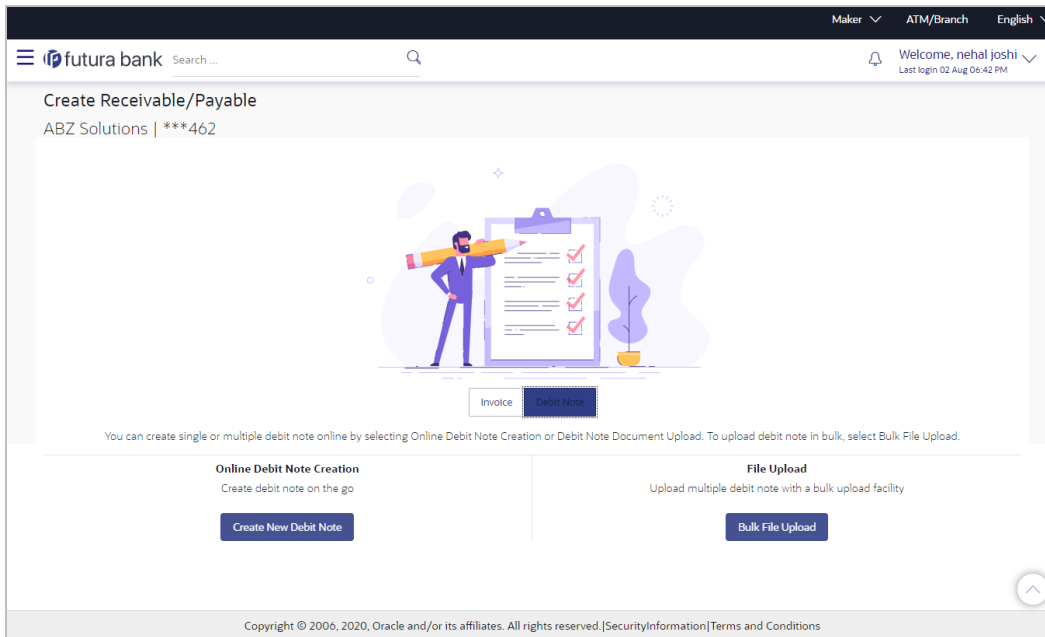
4.2.1.2 Create Debit Notes using Templates

You can save the data entered during debit note creation, as a template. This option is available upon successful creation of a debit note. You can use this template in the future to create debit notes for the same program and associated party. This saves the efforts of re-entering the data.

How to reach here:

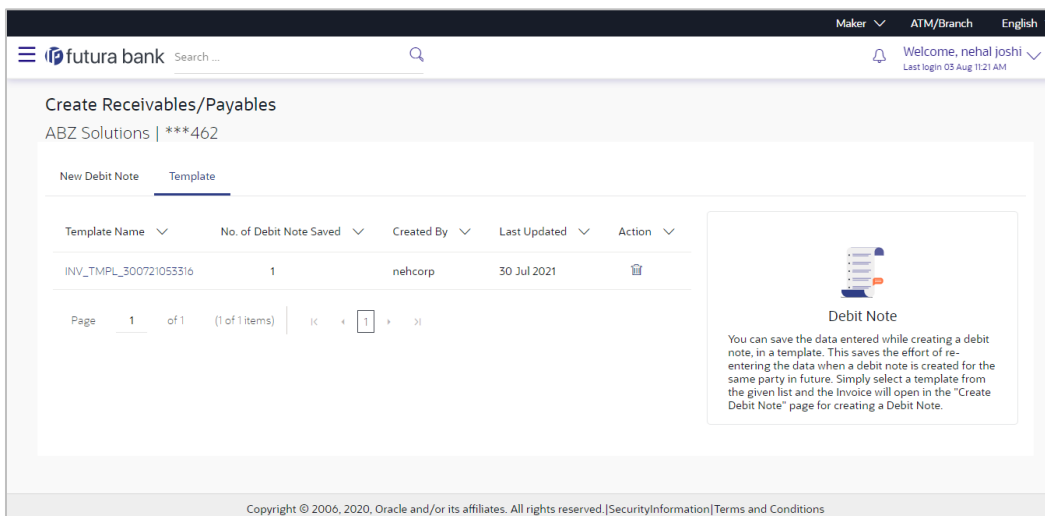
Dashboard > Toggle menu > Receivables/Payables > Receivables/Payables Management > Create Receivables/Payables

To view and use templates for creation of debit notes:







9. On navigating to the **Create Receivable/Payable** screen, select the **Debit Note** option and then click the **Create New Debit Note** button.
10. Click the **Template** tab. A list of existing templates appears.

Create Receivables/Payables – Template tab



Field Description

Field Name	Description
Search	Enter the partial or full name of the template to search for specific templates. As you type the name, the relevant templates appear in the list.
Template Name	Displays the name of the debit note template, as a hyperlink. Click this hyperlink to open the New Debit Note screen, with the template details populated in the respective fields.
No. of Debit Note Saved	Displays the number of debit notes saved under the template.
Created By	Displays the name of the corporate user who created the template.
Last Updated	Displays the last updated date of the debit note template.
Action	Click  to delete the debit note template.

11. Navigate through the pages to the required template, or use the **Search** field to find a specific template.
12. Click the desired **Template Name** link. The template details are populated in the **New Debit Note** tab.
OR
To delete an existing debit note template, click . A popup message appears to confirm the deletion.
 - b. Click **Yes** to delete the debit note template.
OR
Click **No** to cancel the deletion of the debit note template.
13. Add or modify the required details.
14. Click **Save** to save the debit note.
OR
Click the **Save and Copy** link to create a copy of the debit note in editable mode.
OR
Click the **Add Debit Note** link at the bottom of the screen, to add another debit note.
OR
Click  at the top right corner of a debit note, to delete it.
OR
Click  at the top right corner of a debit note, to clear the existing data.
15. Click **Submit** to submit the transaction. The Review screen appears.
OR
Click **Cancel** to cancel the transaction.
OR
Click **Back** to navigate back to the previous screen.
16. In the Review screen, verify the details, and click **Confirm**. A confirmation message appears with the reference ID and status of the transaction.
OR
Click **Back** to navigate back to the previous screen.

OR
Click **Cancel** to cancel the transaction.

4.2.2 Bulk Debit Note Creation

Debit note records can be created in bulk through file upload.

How to reach here:

Dashboard > Toggle Menu > File Upload > File Upload

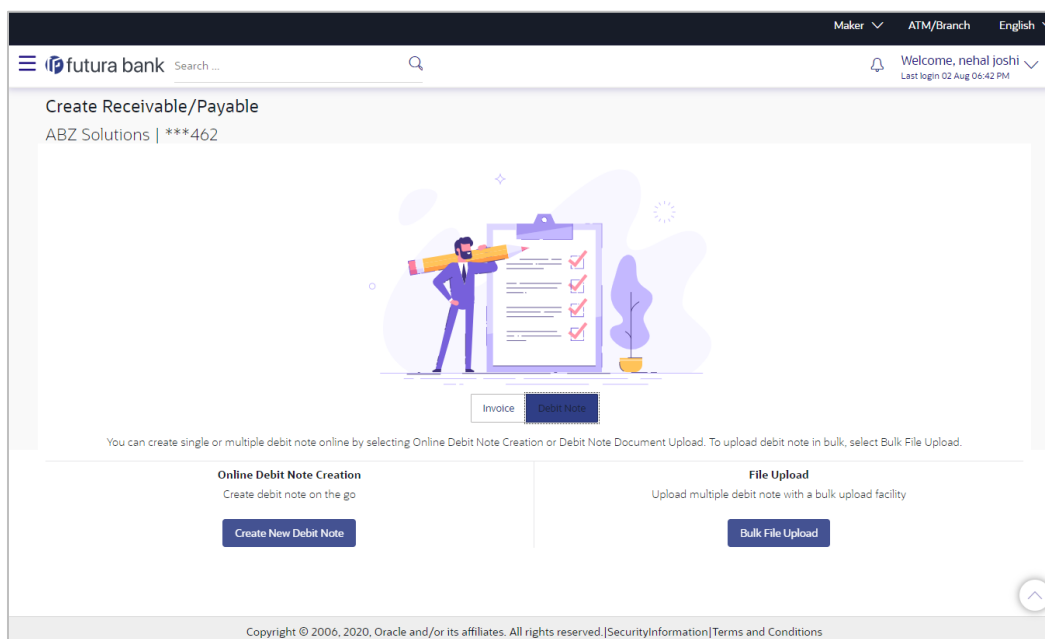
OR

Dashboard > Quick Links > File Upload

OR

Dashboard > Toggle menu > Receivables/Payables > Receivables/Payables Management > Create Receivables/Payables > Debit Note

To create debit notes in bulk:



Field Description

Field Name	Description
Create Receivable/Payable	
Party Name & ID	Displays the name and ID of the logged-in corporate party.
Invoice/Debit Note	Select the Debit Note option.
Online Debit Note Creation	Indicates the option to create debit note records by manual entry of the details.
File Upload	Indicates the option to create bulk debit note records through file upload.

1. In the **Create Receivable/Payable** screen, select the **Debit Note** option and then click the **Bulk File Upload** button. The **File Upload** screen appears.
2. For more information on the procedure of uploading the file, refer **User Manual Oracle Banking Digital Experience Corporate Bulk File Upload – Supply Chain Finance**. Use the file template detailed below for upload.

4.2.2.1 **Bulk Debit Note File Template**

The file to be uploaded should have data in a specific sequence. For each debit note, there must be a top row with indicator 'DN', which specifies debit-note-level parameters. For each commodity under the debit note, there must be a row with indicator 'C', which specifies the commodity-level parameters.



Bulk-Debit-Notes-Upload-Template.csv

Note: Refer this file for the upload file format:

Field Description

Field Name	Description
The following fields are specific to a debit note. You must add a row for each debit note record.	
Indicator	Enter DN in this field. This is a mandatory field.
Dr. Note Reference Number	Enter the customer's reference number for the debit note. This is a mandatory field.
Link Invoice Number	Enter the invoice reference numbers to be associated with the debit note. You can provide multiple invoice numbers using the pipe separator. Note: The invoice numbers provided here should belong to the same party ID for which the debit note is being uploaded. The invoice numbers provided here should also belong to the same buyer-supplier combination, as that of the debit note. The invoices specified in this field should not have been cancelled. Debit notes cannot be raised against cancelled invoices.
Dr Note Date	Enter the date of creation of the debit note. This date should not be greater than the current business date. It should also not be less than the invoice date. This is a mandatory field.
Dr Note Due Date	Enter the due date of the debit note.
Buyer Code**	Enter the code associated with the buyer.
Supplier Code**	Enter the code associated with the supplier.

Field Name	Description
Currency*	Enter the debit note currency. A 3-digit currency code as per ISO standards is acceptable. This is a mandatory field.
Base Dr Note Amount*	Enter the gross debit note amount.
Discount Amount	Enter the discount amount applicable on the base debit note amount.
Tax Amount	Enter the applicable tax amount.
Net Dr Note Amount*	Enter the net debit note amount, post application of discount and tax. This is a mandatory field. Net Dr Note Amount = Base Dr Note Amount – Discount Amount + Tax Amount
Buyer Division Code	Enter the division code of the buyer.
Supplier Division Code	Enter the division code of the supplier.
Disputed	Enter Y if the debit note is disputed by the buyer, and N , otherwise.
Buyer ID*	Enter the party ID of the buyer.
Supplier ID*	Enter the party ID of the supplier.
Buyer Name	Enter the name of the buyer.
Supplier Name	Enter the name of the supplier.
PreAccepted	Enter Y if the debit note should be deemed as accepted on upload of file, and N , otherwise.
Acceptance Amount	Enter the debit note amount that is accepted by the buyer. This amount should be less than or equal to the Net Dr Note Amount .
Program ID	Enter the ID of the program associated with the debit note. This ID should be the same as the program ID associated with the linked invoices.
Virtual A/c Flag*	Enter Y if the repayment is to be made to a virtual account number, and N if the repayment is to be made to a physical account number.
Repayment Account Number**	Enter the account number to which the repayment is to be made. This field is mandatory if the Virtual A/c Flag is set to Y .
Bank**	Enter the name of the bank linked to the repayment account.
Branch**	Enter the name of the branch linked to the repayment account.
BIC/Routing Code**	Enter the BIC/Routing code of the repayment account.
Funding Request Date	Enter the date when the debit note should be funded.

Field Name	Description
Funding Request Amount	Enter the amount for which funding is requested. This should be less than or equal to the Acceptance Amount .
Adjustment Reason	Enter the reason for adjustment. The available values are: <ul style="list-style-type: none"> • Pricing Error • Allowance/Charge Error • Extension Error • Quantity Contested • Pallet/Container Charge Error • Freight Deducted • Tax Deducted • Items not received
Remarks	Enter any remarks, if applicable.
Shipment Number	Enter the unique reference number of the shipment.
Shipment Date	Enter the date of the shipment.
Shipment Address	Enter the destination address of the shipment.
Shipment Country	Enter the destination country of the shipment.
Reason for Export	Enter the reason for export.
Terms of Sale(Incoterms)	Enter the applicable 3-digit Incoterms code. The available values are: <ul style="list-style-type: none"> • EXW Ex Works • FAS Free Alongside Ship • FCA Free Carrier • FOB Free On Board • CPT Carriage Paid To • CFR Cost and Freight • CIP Carriage and Insurance Paid To • CIF Cost Insurance and Freight • DAP Delivered at Place • DPU Delivered at Place Unloaded • DDP Delivered Duty Paid
Payment Terms	Enter the agreed payment terms.
Country of Origin	Enter the name of the country from where the shipment originated.

The following fields are specific to a commodity. You must add a row for each commodity in the debit note.

Field Name	Description
Indicator**	Enter C for a commodity row.
Debit Note reference number	Enter the reference number of the debit note. This is a mandatory field.
Invoice Number**	Enter the invoice reference number of the commodity. This number should also be listed in the Linked Invoice Number field of the Debit Note. Note: Only one invoice number is allowed in this field. If the commodity is linked with multiple invoices, then a commodity row should be added for each invoice.
Commodity Code**	Enter the unique code of the commodity. This code should be the same as that present in the linked invoice in the debit note.
Commodity Name	Enter the name of the commodity. This name should be the same as that present in the linked invoice in the debit note.
Quantity**	Enter the quantity of the commodity.
Unit Cost	Enter the cost per unit of the commodity.
Gross Total of Commodity	Enter the total cost of the commodity. Gross Amount = Unit Cost * Quantity
Discount Amount	Enter the discount amount applicable to the commodity.
Tax Amount	Enter the tax amount applicable to the commodity.
Net Amount**	Enter the net amount of the commodity. Net Amount = Gross Total of Commodity – Discount Amount + Tax Amount

[Home](#)

5. View/Edit Receivables/Payables

Using this option, you can view a list of receivables/payables (invoices and debit notes) based on the corporate party's role as a buyer or supplier.

On selection of Buyer view, you can view all the payables as of current date where the corporate party's role is that of a buyer in the program, and on selection of Supplier view, you can view all the receivables as of current date where the party's role is that of a supplier in the program.

Pre-requisites

- For viewing invoices/debit notes - User must have valid corporate login credentials.
- For editing invoices/debit notes - User must have valid corporate login credentials for creation of invoices/debit notes.

How to reach here:

Dashboard > Toggle menu > Receivables/Payables > Receivables/Payables Management > View/Edit Receivables/Payables

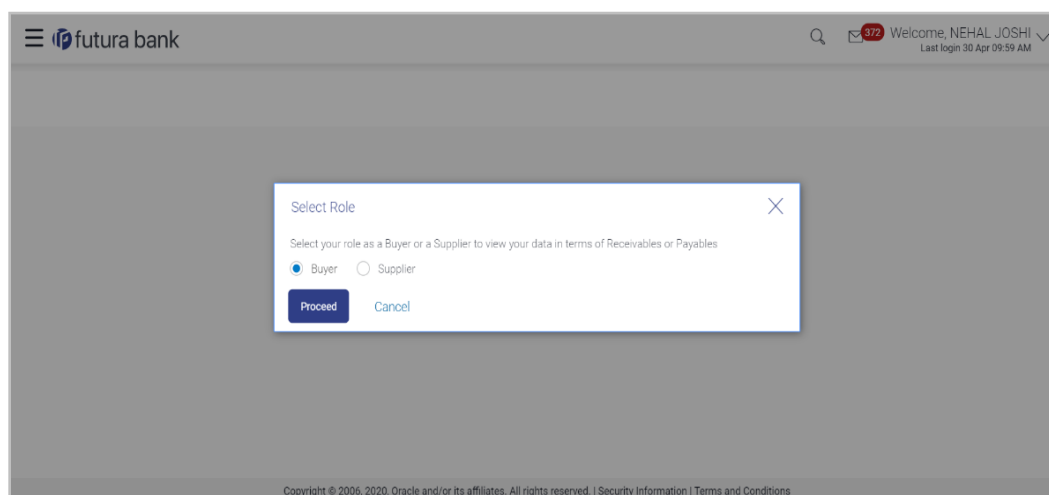
OR

Dashboard > Toggle menu > Supply Chain Finance > Overview > Quick Links > View Invoice

To view receivables/payables:

17. In the **Select Role** pop-up window, select either the **Buyer** or the **Supplier** option to view your data in terms of Receivables or Payables.

Select Role pop-up



Field Description

Field Name	Description
Select Role	<p>Select the role of the corporate party to view data in terms of Receivables or Payables.</p> <p>The options are:</p> <ul style="list-style-type: none"> • Buyer • Supplier

18. Click **Proceed**. The **View Receivables/Payables** screen appears.
OR
Click **Cancel** to cancel the transaction.

View Receivables/Payables screen

The screenshot shows the 'View Receivables/Payables' screen in the Futura Bank system. The page title is 'View Receivables/Payables' and the user is logged in as 'nehal joshi'. The screen displays a search interface for 'AugSupp | ***715'. It includes a 'Switch View' section with 'Buyer' and 'Supplier' buttons, a 'Search' section with 'Invoice', 'Debit Note', and 'Both' buttons, and various filters for Reference Number, Associated Party Name, Status, Program Name, Due Date, Amount Range, Payment Status, and Funding Request Date. A 'Search' button and a 'Clear' button are at the bottom.

Field Description

Field Name	Description
View Receivables/Payables	
Party Name & ID	Displays the name and ID of the logged-in corporate party.

Field Name	Description
Switch View	<p>Indicates the option to view the receivables/payables based on the corporate party's role.</p> <p>The options are:</p> <ul style="list-style-type: none"> • Buyer • Supplier
Search	
Create Receivables/Payables on the go and View instantly	Click the Create Receivables/Payables link to create and view new receivables/payables.
Select Receivable/Payable	<p>Select the required receivable/payable for viewing. The options are:</p> <ul style="list-style-type: none"> • Invoice • Debit Note • Both <p>The Both option is selected by default.</p>
Reference Number	Indicates an option to search for the receivables/payables using the customer's own reference number.
Associated Party Name	Indicates an option to search for the receivables/payables based on the counter party associated.
Status	<p>Indicates an option to search for the receivables/payables based on their status.</p> <p>The options are:</p> <ul style="list-style-type: none"> • Overdue • Financed • Partially Financed • Disputed • Cancelled • Raised • Accepted • Rejected • Approved • Assigned
Program Name	Indicates an option to retrieve the receivables/payables associated with a particular program.
Due Date From/To	Indicates the option to retrieve the receivables/payables that are due in a specific time range.

Field Name	Description
Amount Range Currency From/To	Indicates the option to search for the receivables/payables of a particular currency, within a specific amount range.
Payment Status	Indicates an option to retrieve the receivables/payables with payments in a particular status. The options are: <ul style="list-style-type: none"> • Paid • Unpaid • Partially Paid
Funding Request Date From/To	Indicates the option to retrieve the receivables/payables with funding request dates in a specific time range.

19. In the **Select Receivable/Payable** field, select the required option:

- To view only invoices, select the **Invoice** option.
- To view only debit notes, select the **Debit Note** option.
- To view both invoices and debit notes, select the **Both** option.

20. Enter the other search criteria, and click **Search**. The receivables/payables list appears based on the entered search criteria.

OR

Click **Clear** to reset the search parameters.

OR

Click the **Create Receivables/Payables** link to create invoices or debit notes on the go and view them instantly.

List of Payables – Search Result for Both Invoices and Debit Notes – for Buyer Role

View Receivables/Payables
ABZ Solutions | ***462

Switch View
Select your role as a Buyer or a Supplier to view your data in terms of Receivables or Payables
Buyer Supplier

Search [Create Receivables/Payables on the go and View Instantly](#)

Select Receivable/Payable
Invoice Debit Note **Both**

Reference Number
Associated Party Name
Status
Program Name
More Search Options
Search Clear

List of Payables [Download](#)

	Customer Reference Number	Associated Party	Due Date	Amount	Status	Payable Amount	Payment Status
D	DNNutan080901	NehNovCust3	06 Feb 2020	GBP200.00	Accepted	GBP200.00	Unpaid
I	invTemplate112	AugBuyer	14 Feb 2020	GBP1,200.00	Assigned	GBP1,200.00	Unpaid
I	NutanInvFinSep0901	NehNovCust3	16 Mar 2020	USD100.00	Accepted	USD100.00	Unpaid
I	NutanInvFinSep0902	NehNovCust3	16 Mar 2020	USD200.00	Accepted	USD200.00	Unpaid
I	NEHBULK3201	NehNovCust3	20 Mar 2020	GBP2,100.00	Accepted	GBP2,100.00	Unpaid
I	INV19042103	AugSupp	04 Apr 2020	GBP1,300.00	Assigned	GBP1,300.00	Unpaid
I	InvProgValidation1	AugSupp	06 Apr 2020	GBP100.00	Accepted	GBP100.00	Unpaid
I	InvValidProg221003	AugSupp	06 Apr 2020	GBP100.00	Accepted	GBP100.00	Unpaid
D	DNBhush080901	AugSupp	10 May 2020	GBP200.00	Accepted	GBP200.00	Unpaid
D	DNBhush080902	AugSupp	10 May 2020	GBP200.00	Accepted	GBP200.00	Unpaid

Page 15 of 49 (141-150 of 482 items) [11](#) [12](#) [13](#) [14](#) **15** [16](#) [17](#) [18](#) [19](#) [20](#)

Copyright © 2006, 2020, Oracle and/or its affiliates. All rights reserved. [SecurityInformation] Terms and Conditions [Help](#)

List of Receivables – Search Result for Both Invoices and Debit Notes – for Supplier Role

View Receivables/Payables
ABZ Solutions | ***462

Switch View
Select your role as a Buyer or a Supplier to view your data in terms of Receivables or Payables

Search [Create Receivables/Payables on the go and View Instantly](#)

Select Receivable/Payable

Reference Number
Associated Party Name
Status
Program Name
[More Search Options](#)

List of Receivable [Download](#)

Customer Reference Number	Associated Party	Due Date	Amount	Status	Receivable Amount	Payment Status
D MutipleDebitMultipleCur03	NehNovCust1	30 Jan 2020	USD5,800.00	Assigned	USD5,800.00	Unpaid
D SendtoModifyDR001	NehNovCust1	30 Jan 2020	USD410.00	Assigned	USD410.00	Unpaid
D MutipleDebitMultipleCur02	NehNovCust1	30 Jan 2020	GBP4,480,000.00	Assigned	GBP4,479,979.00	Partially Paid
D MutipleDebitMultipleCur	NehNovCust1	30 Jan 2020	USD9,756.00	Assigned	USD8,156.00	Partially Paid
D OBDX37629Retest	NehNovCust1	15 Feb 2020	USD140.00	Assigned	USD0.00	Paid
I in122000011	SQL Corporation	21 Feb 2020	GBP1,110,000.00	Assigned	GBP1,110,000.00	Unpaid
I INVJAN2915	NehNovCust1	28 Feb 2020	USD1,200.00	Accepted	USD698.00	Partially Paid
I INVJAN2907	NehNovCust1	06 Mar 2020	USD1,300.00	Accepted	USD0.00	Paid
I ReconRasiedINV1	NehNovCust1	06 Mar 2020	USD5,000.00	Accepted	USD5,000.00	Unpaid
I InvoiceReconRule5	NehNovCust1	06 Mar 2020	USD250,000.00	Accepted	USD250,000.00	Unpaid

Page 36 of 82 (351-360 of 811 items)

Copyright © 2006, 2020, Oracle and/or its affiliates. All rights reserved. [SecurityInformation](#) [Terms and Conditions](#)


Field Description

Field Name	Description
------------	-------------

List of Receivables / List of Payables

A list of receivables/payables is displayed in this section, based on the entered search criteria. If the 'Buyer' role is selected, then this section displays a list of payables. And if the 'Supplier' role is selected, then a list of receivables is displayed.

Indicator	Description
'I'	Displays 'I' for an invoice and 'D' for a debit note.

Field Name	Description
Customer Reference Number 	<p>Indicates the unique reference number of the receivable/payable. This is a hyperlink which when clicked displays the details of the receivable/payable. Refer the View Invoice Details and the View Debit Note Details sections for more information.</p> <p>Click the calendar icon to view the Funding Request Date. This icon is present only if the Funding Request Date has been captured during receivable/payable creation.</p>
Associated Party	Displays the name of the counter party linked with the receivable/payable.
Due Date	Displays when the receivable/payable is due.
Amount	Displays the total receivable/payable amount.
Status	Displays the status of the receivable/payable.
Receivable/Payable Amount	Displays the amount that is yet to be received/paid.
Payment Status	Displays the status of payment of the receivable/payable.
Download	Indicates an option to download the list of receivables/payables as a CSV file.

21. Click the Customer Reference Number link to view the details of the receivable/payable. For an invoice, the **View Invoice Details** screen appears. For a debit note, the **View Debit Note Details** screen appears.

5.1 View Invoice Details

This screen appears if you click the **Customer Reference Number** link of a particular invoice in the **View Receivables/Payables** screen. It displays the detailed information of the invoice. You can view the following details:

- Itemized amount details
- Commodity details, if they have been added during creation.
- Reconciliation details, if the invoice has been partially or fully reconciled with payment(s).
- Finances details, if finance has been availed against the invoice.

The party that has raised the invoice can edit, delete or cancel the invoice, from this screen, based on the status of the invoice. The party that is liable to make the payment can accept the invoice, or request finance from this screen.

View Invoice Details

The screenshot shows the 'View Invoice Details' page for an invoice from ABZ Solutions. The invoice is marked as 'Accepted'. The main details are as follows:

Host Reference Number	Payment Status	Creation Date
INV85459 Accepted	Unpaid	14 Jan 2020

Below this, there are two tabs: 'Amount Details' (selected) and 'Finances'. The 'Amount Details' table is as follows:

Particulars	Amount
Invoice Amount	USD100.00
Discount Amount	USD0.00
Percent	-
Tax Amount	USD0.00
Percent	-
Final Invoice Amount	USD100.00
Acceptance Amount	USD100.00
Outstanding Amount	USD100.00

At the bottom of the page, there are buttons for 'Cancel' and 'Back', and a link for 'Raise Dispute|Assign|Preview and Download'. A 'Help' button is also visible in the bottom right corner.

On Clicking 'More Information'

The screenshot shows the 'View Invoice Details' page for an invoice from ABZ Solutions, now marked as 'Disputed'. The main details are as follows:

Host Reference Number	Payment Status	Creation Date
INV84055 Disputed	Unpaid	16 Jan 2020

Additional details include:

- Customer Invoice No: INV84055
- Invoice Due Date: 30 Oct 2020
- Pre Accepted: No
- Disputed: -
- Funding Request Date: -
- Comments: raise dispute

Documents: 18-09-20211631980676.pdf scan0007 (1).pdf

Buyer Details

Buyer Name	Buyer Id
NehNovCust1	***975

Buyer Address: 1001,305 SL Johns Wood Road,London,GB,NW53QN

At the top right of the page, there are links for 'Edit|Cancel|Raise Dispute|Resolve Dispute|Assign|Preview and Download'. A 'Help' button is also visible in the bottom right corner.

Field Description

Field Name	Description
View Invoice Details	
Party Name & ID	Displays the name and ID of the logged-in corporate party.
Host Reference Number Status	Displays the reference number of the invoice as fetched from the host. The status of the invoice is also displayed.
Payment Status	Displays the status of the payment of the invoice.
Creation Date	Displays the date of creation of the invoice.
Customer Invoice No	Displays the reference number assigned to the invoice by the corporate party.
Payment Terms	Displays any payment terms captured during the creation of the invoice.
Invoice Due Date	Displays the date when the invoice must be fully paid off.
Purchase Order No	Displays the associated purchase order number.
Purchase Order Date	Displays the date of creation of the purchase order.
Shipment Date	Displays when the purchased goods are to be shipped to the destination.
Product Code	Displays the product associated with the program.
Program Name	Displays the program associated with the invoice.
Pre Accepted	Displays 'Yes' if the invoice is pre-accepted, else, displays 'No'.
Acceptance Date	Displays the date of acceptance.
Disputed	Displays whether any dispute has been raised against the invoice.
Assignment	Displays whether the invoice has been assigned for further processing.
Funding Request Date	Displays the date when funding has been requested.
Funding Request Amount	Displays the funding amount that has been requested. This field is displayed only if a funding request date has been captured during creation of the invoice.
Comments	Displays any associated comments.
Supplier Details/Buyer Details	
Supplier Name / Buyer Name	Displays the name of the associated party.

Field Name	Description
Supplier Id / Buyer Id	Displays the ID of the associated party.
Supplier Address / Buyer Address	Displays the address of the associated party.

The following tabs are present in the **View Invoice Details** screen:

- Amount Details
- Reconciliation Details
- Commodity Details
- Finances

View Invoice – Amount Details tab

The screenshot displays the 'View Invoice Details' interface for 'ABZ Solutions | ***462'. It includes a header with navigation options and a search bar. Below the header, there are fields for 'Host Reference Number' (INV77618), 'Payment Status' (Unpaid), and 'Creation Date' (01 Jan 2019). The main content area is divided into two tabs: 'Amount Details' (selected) and 'Commodity Details'. The 'Amount Details' tab shows a table with the following data:

Particulars	Amount
Invoice Amount	GBP20.00
Discount Amount Percent	GBP0.00 (@0%)
Tax Amount Percent	GBP2.00 (@10%)
Final Invoice Amount	GBP22.00
Acceptance Amount	GBP0.00
Outstanding Amount	GBP22.00

At the bottom of the table, there are 'Cancel' and 'Back' buttons. The footer contains copyright information: 'Copyright © 2006, 2020, Oracle and/or its affiliates. All rights reserved. [SecurityInformation]Terms and Conditions'.

Field Description

Field Name	Description
Amount Details tab	The itemized categories appear under Particulars and the respective amounts appear under Amount .
Invoice Amount	Displays the invoice amount along with the currency.

Field Name	Description
Discount Amount Percentage	Displays the discount amount based on the discount percentage, along with the percentage value.
Tax Amount Percentage	Displays the tax amount based on the tax percentage, along with the percentage value.
Final Invoice Amount	Displays the net calculated value on the basis of discount and tax values that are entered. Note: The Final Invoice Amount gets auto calculated as follows: Final Invoice Amount = Invoice Amount - Discount Amount + Tax Amount.
Acceptance Amount	Displays the invoice amount that has been accepted.
Outstanding Amount	Displays the invoice amount that is outstanding.

View Invoice – Reconciliation Details tab

View Invoice Details
Tata Motors | 87261990 Accept | Edit | Cancel | Raise Dispute | Resolve Dispute | Assign

Host Reference Number: INV5291202223334 Raised Payment Status: Unpaid Creation Date: 12 Dec 2018
[More Information](#)

Amount Details	Commodity Details	Finances	Reconciliation Details				
Reference Number	Date Due Date	Amount	Reconciliation Date	Associated Party Beneficiary Name	Reconciliation Amount in Payment/Credit Note Currency	Reconciliation Amount in Invoice Currency	
P PYMT0099888	15 Sep 2021	USD125,000.00	01 May 2021	- KonPart Impex Germany	USD120,000,000.00	USD10,000,000.00	
C PYMT0100987	18 Dec 2021	USD125,000.00	10 May 2021	- KonPart Impex Germany	USD189,130,000.00	USD19,130,000.00	
P PYMT0099888	18 Sep 2021	USD1,569.00	15 May 2021	- MRF Tyres	USD120,000,000.00	USD10,000,000.00	
C PYMT0099888	18 Dec 2021	USD990,990.00	15 May 2021	- KonPart Impex Germany	USD120,000,000.00	USD12,000,000.00	
C PYMT0099888	20 Dec 2021	USD88,090,000.00	16 May 2021	- Wasan Motors	USD120,000,000.00	USD10,000,000.00	

Page 1 of 6 (1-10 of 58 Items) K < 1 2 3 4 5 6 > X

Field Description

Field Name	Description
Reconciliation Details tab	This tab appears if the invoice is reconciled against payments/credit notes. Multiple payments/credit notes may have been reconciled against an invoice.
Indicator	Displays 'P' if the invoice has been reconciled with a payment and 'C' if it has been reconciled with a credit note.

Field Name	Description
Reference Number	Displays the reference number of the payment/credit note that has been reconciled with the invoice record. This is a hyperlink, which when clicked displays the payment/credit note details. For more information, refer the View Payments (details) section / View Credit Note Details section in this user manual.
Date Due Date	Displays the date of payment / due date of credit note.
Amount	Displays the payment/credit note amount.
Reconciliation Date	Displays the date when the reconciliation has been performed.
Associated Party / Beneficiary Name	Displays the name of the associated party, in case of an inflow payment. Displays the name of the beneficiary, in case of an outflow payment.
Reconciliation Amount in Payment/Credit Note Currency	Displays the reconciliation amount in the currency of the payment/credit note.
Reconciliation Amount in Invoice Currency	Displays the reconciliation amount in the currency of the invoice.

View Invoice – Commodity Details

The screenshot displays the 'View Invoice Details' interface for 'ABZ Solutions | ***462'. It features a summary section with fields for Host Reference Number (INV82417, Accepted), Payment Status (Unpaid), and Creation Date (30 Mar 2018). Below this is a tabbed interface with 'Commodity Details' selected, showing a table with columns: Name, Code, Quantity, Cost/Unit, Gross Amount, Discount Amount, Tax Amount, and Net Amount. The table contains one row: COMM1, POPPY-STRAW, 10, USD100.00, USD1,000.00, and USD1,000.00. The page also includes a pagination control (Page 1 of 1) and a footer with copyright information: Copyright © 2006, 2020, Oracle and/or its affiliates. All rights reserved.

Field Description

Field Name	Description
Commodity Details tab	This tab appears only if the commodity details have been entered during creation of invoice.

Field Name	Description
Name	Displays the name of the purchased commodity.
Code	Displays the code of the commodity.
Quantity	Displays the quantity of commodity purchased.
Cost/Unit	Displays the cost per unit of the commodity.
Gross Amount	Displays the total amount of the commodity. This is the product of quantity and cost per unit.
Discount Amount	Displays the discount amount and percentage offered on the commodity.
Tax Amount	Displays the tax amount and percentage charged on the commodity.
Net Amount	Displays the net amount for the commodity. Net Amount = Gross Amount – Discount + Tax.

View Invoice – Finances tab

The screenshot displays the 'View Invoice Details' page for 'ABZ Solutions | ***462'. The 'Finances' tab is active, showing a table with the following data:

Finance Reference No.	Finance Date	Maturity Date	Interest Rate	Financed Amount	Outstanding Amount	Status
004160120GPPD289	16 Jan 2020	08 Apr 2018		GBP790.00	GBP790.00	In Process

Field Description

Field Name	Description
Finances tab	This tab appears if finances have been availed against the invoice. Multiple finances can be availed for an invoice.

Field Name	Description
Finance Reference No.	Displays the reference number of the availed finance. This is a hyperlink, which when clicked opens the View Finance details screen. For more information, refer the View Finance Details section in User Manual Oracle Banking Digital Experience Corporate Supply Chain Finance .
Finance Date	Displays the date when the finance amount was disbursed.
Maturity Date	Displays the date when the finance must be fully repaid.
Interest Rate	Displays the rate of interest charged on the finance.
Financed Amount	Displays the amount that was financed.
Outstanding Amount	Displays the outstanding amount to be paid.
Status	Displays the status of the finance.

The actions that can be performed from the **View Invoice Details** screen, depends on the status of the invoice and payment, and the role of the logged-in corporate party.

- **Accept** – Refer the [Accept Invoice](#) section under Manage Invoices in this document.
- **Edit** - Refer the [Edit Invoice](#) section under Manage Invoices in this document.
- **Cancel** - Refer the [Cancel Invoice](#) section under Manage Invoices in this document.
- **Raise Dispute** - Refer the [Raise Dispute](#) section under Manage Invoices in this document.
- **Resolve Dispute** - Refer the [Resolve Dispute](#) section under Manage Invoices in this document.
- **Assign** - Refer the [Assignment of Invoice](#) section under Manage Invoices in this document.
- **Request Finance** - From the View Invoice Details screen, the borrowing party can request for finance against an invoice that is ACCEPTED or PARTIALLY ACCEPTED, and with payment status being UNPAID or PARTIALLY PAID. The borrowing party can be either buyer or supplier, based on the attributes of the Program linking these parties. An invoice can be fully or partially financed based on the configuration set by the bank, and the configured borrowing limits of the corporate party. Based on whether the invoice is fully or partially financed, the status of the invoice changes to FINANCED or PARTIALLY FINANCED.

5.1.1 Preview and Download Invoice

To preview and download the invoice:

View Invoice Details

The screenshot displays the 'View Invoice Details' interface. At the top, there's a navigation bar with 'futura bank' logo, a search bar, and user information 'Welcome, nehal joshi' with a last login time of '04 Aug 07:49 PM'. Below this, the page title is 'View Invoice Details' with a sub-header 'ABZ Solutions | ***462'. Action links include 'Accept', 'Raise Dispute', 'Resolve Dispute', 'Assign', and 'Preview and Download'. The main content area is divided into sections: 'Host Reference Number' (INV79734), 'Payment Status' (Unpaid), and 'Creation Date' (09 Jan 2020). A 'More Information' link is also present. The 'Amount Details' section contains a table with the following data:

Particulars	Amount
Invoice Amount	GBP9,000.00
Discount Amount Percent	GBP0.00 (@0%)
Tax Amount Percent	GBP0.00 (@0%)
Final Invoice Amount	GBP9,000.00
Acceptance Amount	GBP0.00
Outstanding Amount	GBP9,000.00

At the bottom left of the table, there are 'Cancel' and 'Back' buttons. The footer contains the copyright notice: 'Copyright © 2006, 2020, Oracle and/or its affiliates. All rights reserved. [SecurityInformation] Terms and Conditions'.

22. In the **View Invoice Details** screen, click **Preview and Download**. The **Invoice Details** overlay window appears. The invoice fields displayed here are the ones entered during the creation of the invoice.

Invoice Details

Invoice Details

View Invoice Details
ABZ Solutions | ***462

Host Reference Number
INV79734 Raised

More Information

Amount Details

Particulars

Invoice Amount

Discount Amount
Percent

Tax Amount
Percent

Final Invoice Amount

Acceptance Amount

Outstanding Amount

Cancel Back

AugSupp
202, Preston
Road, London, GB, 2009

Invoice Date
09 Jan 2020

External Invoice Ref No.
INV79734 Download

To
ABZ Solutions
1001, 305 St. Johns Wood
Road, London, GB, NW55QN

Purchase Order No
-

Balance Due
GBP9,000.00

Purchase Order Date
-

Due Date
31 Mar 2023

Payment Terms

Commodity Details

Name	Code	Quantity	Cost/Unit	Gross Amount	Discount	Tax	Net Amount
No data to display.							
Gross Invoice Amount							GBP9,000.00
Total Discount Value (@ 0 %)							GBP0.00
Total Tax Value (@ 0 %)							
Net Invoice Amount							GBP9,000.00

23. Click **Download** to download the invoice details in PDF format.

OR

Click  to close the window.

Field Description

Field Name	Description
Invoice Details overlay window	
External Invoice Ref No.	Displays the customer's own invoice reference number.
Download	Click to download the invoice in PDF format.
Party name & address	Displays the name and address of the supplier.
Invoice Date	Displays the date on which the invoice has been raised.
Program Name	Displays the program to which the invoice is linked.
To	Displays the name and address of the buyer.
Purchase Order No	Displays the customer's purchase order number.
Purchase Order Date	Displays the date on which the purchase order has been raised.
Balance Due	Displays the invoice due amount along with the currency.
Due Date	Displays the invoice due date.

Field Name	Description
Payment Terms	Displays the agreed terms for payment of the invoice.
Commodity Details	
Name	Displays the name of the commodity.
Code	Displays the code of the commodity.
Quantity	Displays the quantity of the commodity being purchased.
Cost/Unit	Displays the cost per unit of the commodity.
Gross Amount	Displays the gross amount of the commodity along with the currency. It is the product of the entered quantity and cost per unit. Gross Amount = Quantity * Cost/Unit
Discount	Displays the discount applicable to the commodity.
Tax	Displays the tax applicable to the commodity.
Net Amount	Displays the net amount of the commodity. Net Amount = Gross Amount – Discount + Tax
Gross Invoice Amount	Displays the total amount of all the commodities being purchased (gross amount).
Total Discount Value	Displays the total discount amount of all the commodities added. The average discount percentage of all added commodities is also displayed. Total Discount % = (Sum of discount amount of all commodities / Sum of gross amount of all commodities) *100
Total Tax Value	Displays the total tax amount of all the commodities added. The average tax percentage of all added commodities is also displayed. Total Tax % = [Sum of tax amount of all commodities / (Sum of gross amount of all commodities - Sum of discount amount of all commodities)] *100
Net Invoice Amount	Displays the calculated value on basis of discount and tax values entered. Note: The Net Invoice Amount gets auto calculated as follows: Net Invoice Amount = Gross Invoice Amount - Total Discount Value + Total Tax Value

5.2 View Debit Note Details

This screen appears if you click the **Customer Reference Number** link of a particular debit note in the **View Receivables/Payables** screen. It displays the detailed information of the debit note. You can view the following details:

- Itemized amount details
- Commodity details, if they have been added during creation.
- Linked invoices
- Reconciliation details, if reconciled.
- Finances details, if finance has been availed against the debit note.

View Debit Note Details

The screenshot displays the 'View Debit Note Details' interface for a debit note issued to ABZ Solutions. The header includes the Futura Bank logo, a search bar, and user information for 'Welcome, nehal joshi'. The main content area shows the following details:

Host Reference Number	Date	Payment Status	Pre Accepted
910450840909000001 Accepted	05 Jan 2020	Unpaid	No

Below this, there are tabs for 'Amount Details' and 'Finances'. The 'Amount Details' tab is active, showing a table of itemized amounts:

Particulars	Amount
Debit Note Amount	GBP200.00
Discount Amount	GBP20.00
Percent	-
Tax Amount	GBP20.00
Percent	-
Final Net Debit Note Amount	GBP200.00
Acceptance Amount	GBP200.00
Outstanding Amount	GBP200.00

At the bottom of the screen, there are 'Cancel' and 'Back' buttons, a 'Help' button, and a footer with copyright information: 'Copyright © 2006, 2020, Oracle and/or its affiliates. All rights reserved. [SecurityInformation]Terms and Conditions'.

On Clicking 'More Information'

View Debit Note Details
ABZ Solutions | ***462

Preview and Download

Host Reference Number 910430840909000001 Accepted	Date 05 Jan 2020	Payment Status Unpaid	Pre Accepted No
Customer Reference Number DNNutan080901	Payment Terms 10 Days	Disputed No	
Due Date 06 Feb 2020	Funding Request Date 01 Feb 2020	Funding Request Amount 200	
Program Name SUPFProgram01	Adjustment Reason Pallet/Container Charge Error		
Comments debit note 2			
Shipments Details			
Shipment Date 03 Jan 2020	Shipment Address ABC BLDG	Country of Origin of Shipment IND	
Shipment Number 44243451212	Reason for Export Business	Terms of Sale(incoterms) FAS	
Payment Terms 10 Days			
Supplier Details			
Supplier Name NehNovCust5	Supplier Id ***977	Supplier Code S001	
Supplier Address 1001,303 St. Johns Wood Road,London,GB,NW53QN			

[Less Information](#)

Field Description

Field Name	Description
View Debit Note Details	
Party Name & ID	Displays the name and ID of the logged-in corporate party.
Host Reference Number Status	Displays the reference number of the debit note as fetched from the host. The status of the debit note is also displayed.
Date	Displays the date of creation of the debit note.
Payment Status	Displays the status of the payment of the debit note.
Pre Accepted	Displays 'Yes' if the debit note is pre-accepted, else, displays 'No'.
Customer Reference Number	Displays the reference number assigned to the debit note by the corporate party.

Field Name	Description
Payment Terms	Displays any payment terms captured during the creation of the debit note.
Due Date	Displays the date when the debit note must be fully paid off.
Disputed	Displays whether any dispute has been raised against the debit note.
Funding Request Date	Displays the date when funding has been requested.
Funding Request Amount	Displays the funding amount that has been requested. This field is displayed only if a funding request date has been captured during creation of the debit note.
Program Name	Displays the program associated with the debit note.
Adjustment Reason	Displays the reason for raising the debit note.
Comments	Displays any associated comments.
Shipment Details	
Shipment Date	Displays the date of shipment of the purchased commodities.
Shipment Address	Displays the address of shipment of the purchased commodities.
Shipment Number	Displays the unique reference number of the shipment.
Country of Origin of Shipment	Displays the name of the country from where the shipment originates.
Reason for Export	Displays the reason for export for an overseas shipment.
Terms of Sale(Incoterms)	Displays the Incoterms code.
Payment Terms	Displays any payment terms captured during debit note creation.
Supplier Details/Buyer Details	
Supplier Name / Buyer Name	Displays the name of the associated party.
Supplier Id / Buyer Id	Displays the ID of the associated party.
Supplier Address / Buyer Address	Displays the address of the associated party.
Supplier Code / Buyer Code	Displays the code linked to the associated party.

The following tabs are present in the **View Debit Note Details** screen:

- Amount Details
- Reconciliation Details
- Commodity Details
- Finances
- Linked Invoices

View Debit Note Details – Amount Details tab

The screenshot shows the 'View Debit Note Details' screen for 'ABZ Solutions | ***462'. The top navigation bar includes 'futura bank', a search bar, and user information: 'Welcome, nehal.joshi', 'Last login 17 Nov 11:50 AM'. The main content area displays a summary table with the following data:

Host Reference Number	Date	Payment Status	Pre Accepted
263969831405000001	05 Jan 2020	Unpaid	No

Below the summary table, there are three tabs: 'Amount Details' (selected), 'Commodity Details', and 'Linked Invoices'. The 'Amount Details' tab displays a table with the following data:

Particulars	Amount
Debit Note Amount	GBP200.00
Discount Amount Percent	GBP20.00 -
Tax Amount Percent	GBP20.00 -
Final Net Debit Note Amount	GBP200.00
Acceptance Amount	GBP200.00
Outstanding Amount	GBP200.00

At the bottom of the screen, there are 'Cancel' and 'Back' buttons, and a 'Help' button. The footer contains the copyright information: 'Copyright © 2006, 2020, Oracle and/or its affiliates. All rights reserved. [SecurityInformation]Terms and Conditions'.

Field Description

Field Name	Description
Amount Details tab	The itemized categories appear under Particulars and the respective amounts appear under Amount .
Debit Note Amount	Displays the debit note amount along with the currency.
Discount Amount Percentage	Displays the discount amount based on the discount percentage, along with the percentage value.
Tax Amount Percentage	Displays the tax amount based on the tax percentage, along with the percentage value.

Field Name	Description
Net Debit Note Amount	Displays the net calculated value on the basis of discount and tax values that are entered. Note: The Net Debit Note Amount gets auto calculated as follows: Net Debit Note Amount = Debit Note Amount - Discount Amount + Tax Amount.
Acceptance Amount	Displays the debit note amount that has been accepted.
Outstanding Amount	Displays the debit note amount that is outstanding.

View Debit Note Details – Reconciliation Details tab

View Debit Note Details [Preview and Download](#)

ABZ Solutions | ***462

Host Reference Number	Date	Payment Status	Pre Accepted
INV82594 Refresh	14 Jan 2020	Unpaid	No

[More Information](#)

Amount Details		Commodity Details		Finances		Reconciliation Details	
Reference Number	Date Due Date	Amount	Reconciliation Date	Associated Party Beneficiary Name	Reconciliation Amount in Payment/Credit Note Currency	Reconciliation Amount in Debit Note Currency	
P PYMT0099888	15 Sep 2021	USD125,000.00	01 May 2021	- KonPart Impex Germany	USD120,000,000.00	USD10,000,000.00	
C PYMT0100987	18 Dec 2021	USD125,000.00	10 May 2021	- KonPart Impex Germany	USD189,130,000.00	USD19,130,000.00	
P PYMT0099888	18 Sep 2021	USD1,569.00	15 May 2021	MRF Tyres	USD120,000,000.00	USD10,000,000.00	
C PYMT0099888	18 Dec 2021	USD990,990.00	15 May 2021	- KonPart Impex Germany	USD120,000,000.00	USD12,000,000.00	
C PYMT0099888	20 Dec 2021	USD88,090,000.00	16 May 2021	Wasan Motors	USD120,000,000.00	USD10,000,000.00	

Page 1 of 6 (1-10 of 58 Items) [K](#) [<](#) [1](#) [2](#) [3](#) [4](#) [5](#) [6](#) [>](#) [X](#)

Field Description

Field Name	Description
Reconciliation Details tab	This tab appears if the debit note is reconciled against payments. Multiple payments may have been reconciled against a debit note.
Indicator	Displays 'P' if the debit note has been reconciled with a payment and 'C' if it has been reconciled with a credit note.
Reference Number	Displays the reference number of the payment/credit note that has been reconciled with the debit note record. This is a hyperlink, which when clicked displays the payment/credit note details. For more information, refer the View Payments (details) section / View Credit Note Details section in this user manual.

Field Name	Description
Date Due Date	Displays the date of payment / due date of credit note.
Amount	Displays the payment/credit note amount.
Reconciliation Date	Displays the date when the reconciliation has been performed.
Associated Party / Beneficiary Name	Displays the name of the associated party, in case of an inflow payment. Displays the name of the beneficiary, in case of an outflow payment.
Reconciliation Amount in Payment/Credit Note Currency	Displays the reconciliation amount in the currency of the payment/credit note.
Reconciliation Amount in Debit Note Currency	Displays the reconciliation amount in the currency of the debit note.

View Debit Note Details – Commodity Details

The screenshot displays the 'View Debit Note Details' interface for 'ABZ Solutions | ***462'. Key details include:

- Host Reference Number:** 263969831405000001
- Date:** 05 Jan 2020
- Payment Status:** Unpaid
- Pre Accepted:** No

The 'Commodity Details' tab is active, showing the following table:

Name	Code	Quantity	Cost/Unit	Gross Amount	Discount Amount	Tax Amount	Net Amount	Linked Invoices
1	POPPY-STRAW	10	GBP10.00	GBP100.00	GBP10.00 (@10%)	GBP10.00 (@10%)	GBP100.00	INV19042101
1	POPPY-STRAW	10	GBP10.00	GBP100.00	GBP10.00 (@10%)	GBP10.00 (@10%)	GBP100.00	INV19042101

Page 1 of 1 (1-2 of 2 items)

Copyright © 2006, 2020, Oracle and/or its affiliates. All rights reserved. [SecurityInformation] Terms and Conditions

Field Description

Field Name	Description
Commodity Details tab	
	This tab appears only if the commodity details have been entered during creation of debit note.
Name	Displays the name of the commodity.
Code	Displays the code of the commodity.

Field Name	Description
Quantity	Displays the quantity of commodity.
Cost/Unit	Displays the cost per unit of the commodity.
Gross Amount	Displays the total amount of the commodity. This is the product of quantity and cost per unit.
Discount Amount	Displays the discount amount and percentage offered on the commodity.
Tax Amount	Displays the tax amount and percentage charged on the commodity.
Net Amount	Displays the net amount for the commodity. Net Amount = Gross Amount – Discount + Tax.
Linked Invoices	Displays the reference number of the linked invoice.

View Debit Note Details – Finances tab

Finance Reference No.	Finance Date	Maturity Date	Interest Rate	Financed Amount	Outstanding Amount	Status
004140120FPRD182	14 Jan 2020	30 Jan 2020		USD1,000.00		

Field Description

Field Name	Description
Finances tab	This tab appears if finances have been availed against the debit note. Multiple finances can be availed for a debit note.
Finance Reference No.	Displays the reference number of the availed finance. This is a hyperlink, which when clicked opens the View Finance details screen. For more information, refer the View Finance Details section in User Manual Oracle Banking Digital Experience Corporate Supply Chain Finance .
Finance Date	Displays the date when the finance amount was disbursed.
Maturity Date	Displays the date when the finance must be fully repaid.

Field Name	Description
Interest Rate	Displays the rate of interest charged on the finance.
Financed Amount	Displays the amount that was financed.
Outstanding Amount	Displays the outstanding amount to be paid.
Status	Displays the status of the finance.

View Debit Note Details – Linked Invoices tab

Field Description

Field Name	Description
Linked Invoices tab	
	This tab appears if the debit note has been linked with invoices.
Invoice Reference No.	Displays the reference number of the invoice. This is a hyperlink which when clicked displays the details of the invoice.
Customer Invoice No.	Displays the customer's reference number of the invoice.
Due Date	Displays the due date of the invoice.
Invoice Amount	Displays the invoice amount.
Financed Amount	Displays the invoice amount that has been financed.
Invoice Status	Displays the status of the invoice.

From the **View Debit Note Details** screen, you can preview and download the debit note.

5.2.1 Preview and Download Debit Note

To preview and download the debit note:

View Debit Note Details

View Debit Note Details
ABZ Solutions | ***462

Host Reference Number: 423026863004000001 (Raised) | Date: 05 Jan 2020 | Payment Status: Unpaid | Pre Accepted: No

Particulars	Amount
Debit Note Amount	GBP200.00
Discount Amount Percent	GBP20.00
Tax Amount Percent	GBP20.00
Net Debit Note Amount	GBP200.00
Acceptance Amount	GBP200.00
Outstanding Amount	GBP200.00

Buttons: Cancel, Back

Copyright © 2006, 2020, Oracle and/or its affiliates. All rights reserved. [SecurityInformation] Terms and Conditions

24. In the **View Debit Note Details** screen, click **Preview and Download**. The debit note details overlay window appears. The debit note fields displayed here are the ones entered during the creation of the debit note.

Debit Note Details

Debit Note Details

AS ABZ Solutions

External Invoice Ref No. DEB85037

Debit Note Date: 16 Jan 2020

Program Name: POProg

To: NehNovCust1, 1001,303 St. Johns Wood Road, NEHNOVCUST1,GB,NW53QN

Linked Invoice Number: OBDXInvoiceUSD01

Balance Due: USD9,756.00

Due Date: 30 Jan 2020


Payment Terms: CASH

Download

Linked Invoice Number	Name	Code	Quantity	Cost/Unit	Gross Amount	Discount	Tax	Net Amount
MultipleDebitMultipleCur	Poopyy01	POPPY-STRAW	100	USD56.00	USD5,600.00	USD280.00 @5%	USD106.40 @2%	USD5,426.40
MultipleDebitMultipleCur	Apples01	Apples	65	USD65.00	USD4,225.00	USD254.00 @6.01%	USD318.00 @8.01%	USD4,289.00
Gross Debit Note Amount								USD9,825.00
Total Discount Value (@5.44 %)								USD534.00
Total Tax Value (@4.57 %)								USD424.40
Net Debit Note Amount								USD9,756.00

25. Click **Download** to download the debit note details in PDF format.

OR

Click  to close the window.

Field Description

Field Name	Description
Debit Note Details overlay window	
External Invoice Ref No.	Displays the customer's own reference number.
Download	Click to download the debit note in PDF format.
Party name & address	Displays the name and address of the supplier.
Debit Note Date	Displays the date on which the debit note has been raised.
Program Name	Displays the program linked to the debit note.
To	Displays the name and address of the buyer.
Linked Invoice Number	Displays the reference numbers of the invoices linked to the debit note.
Balance Due	Displays the balance debit note amount to be paid.
Adjustment Reason	Displays the reason for adjusting the initial invoice amount.
Due Date	Displays the due date of the debit note.
Payment Terms	Displays the agreed terms of payment.
Terms of Sale	Displays the 3-digit Incoterms code.
Shipment Date	Displays the date of the shipment.
Shipment Country	Displays the destination country of the shipment.

Field Name	Description
Commodity Details	
Linked Invoice Number	Displays the reference number of the invoice linked to the specific commodity.
Name	Displays the name of the commodity.
Code	Displays the code of the commodity.
Quantity	Displays the quantity of the commodity.
Cost/Unit	Displays the cost per unit of the commodity.
Gross Amount	Displays the gross amount of the commodity along with the currency. It is the product of the entered quantity and the cost per unit. Gross Amount = Quantity * Cost/Unit
Discount	Displays the discount applicable to the commodity.
Tax	Displays the tax applicable to the commodity.
Net Amount	Displays the net amount of the commodity. Net Amount = Gross Amount – Discount + Tax
Gross Debit Note Amount	Displays the total amount of all the commodities (gross amount).
Total Discount Value	Displays the total discount amount of all the commodities added. The average discount percentage of all added commodities is also displayed. Total Discount % = (Sum of discount amount of all commodities / Sum of gross amount of all commodities) *100
Total Tax Value	Displays the total tax amount of all the commodities added. The average tax percentage of all added commodities is also displayed. Total Tax % = [Sum of tax amount of all commodities / (Sum of gross amount of all commodities - Sum of discount amount of all commodities)] *100
Net Debit Note Amount	Displays the calculated value on basis of discount and tax values entered. Note: The Net Invoice Amount gets auto calculated as follows: Net Invoice Amount = Gross Invoice Amount - Total Discount Value + Total Tax Value

[Home](#)

6. Manage Invoices

Using this screen, a corporate user can manage all the invoices associated with the corporate party. The portal provides a single screen to the corporate party, for all possible actions that can be taken on invoices. At present, the following actions can be effected on relevant:

- Accept Invoice
- Edit Invoice
- Cancel Invoice
- Raise Dispute
- Resolve Dispute
- Assignment of Invoices

Pre-requisites

User must have valid corporate login credentials.

How to reach here:

Dashboard > Toggle menu > Receivables/Payables > Receivables/Payables Management > Manage Invoices

Manage Invoices


The screenshot displays the 'Manage Invoices' interface for Futura Bank. The user is logged in as 'Welcome, nehal joshi' with a last login on 09 Nov 03:38 PM. The page title is 'Manage Invoices' for 'AugSupp | ***715'. A search bar is present. Below the search bar, there are four action buttons: 'Raise Dispute', 'Resolve Dispute', 'Assignment of Invoice', and 'Edit Invoice' (with a sub-label '239 Invoices').

The main section is titled 'List of Invoices (0 selected)'. It contains a table with the following columns: Associated Party, Invoice Number, Due Date, Invoice Amount, Comments, and Status. The table lists 7 invoices, all of which are marked as 'Accepted'.

Associated Party	Invoice Number	Due Date	Invoice Amount	Comments	Status
AugBuyer	AcceptInv08074	30 Aug 2042	GBP8,700.00	Type Comment	Accepted
AugBuyer	InvFinNov621	30 Nov 2030	USD12,000.00	Type Comment	Accepted
ABZ Solutions	InvNov822	30 Nov 2030	GBP10,000.00	Type Comment	Accepted
AugBuyer	InvAcceptNov721	30 Nov 2030	GBP15,000.00	Type Comment	Accepted
AugBuyer	InvOct192	06 Nov 2030	GBP12,000.00	Type Comment	Accepted
ABZ Solutions	InvOct821	31 Oct 2030	GBP10,094.00	Type Comment	Accepted

At the bottom of the table, there is a pagination control showing 'Page 1 of 40' and a 'Submit' button. The footer contains the copyright notice: 'Copyright © 2006, 2020, Oracle and/or its affiliates. All rights reserved. [SecurityInformation] Terms and Conditions'.

Field Description

Field Name	Description
Manage Invoices	
Party Name & ID	Displays the name and ID of the logged-in corporate party.
	Displays an instruction to select the required action to be effected on the invoice.
Action Links	<p>Select the required action link to be effected on the relevant invoice(s). The options available are:</p> <ul style="list-style-type: none"> • Accept Invoice - For more information, refer the Accept Invoice section below. • Edit Invoice - For more information, refer the Edit Invoice section below. • Cancel Invoice - For more information, refer the Cancel Invoice section below. • Raise Dispute – For more information, refer the Raise Dispute section below. • Resolve Dispute – For more information, refer the Resolve Dispute section below. • Assignment of Invoice – For more information, refer the Assignment of Invoice section below.
Action Tiles	<p>The actions are also presented as tiles. You can either select the link or the tile to perform the required action.</p> <p>On selecting an action link/tile, the number of invoices that can be effected by that action, appears in the respective tile. The List of Invoices section is also updated with the relevant invoice records.</p>

6.1 Accept Invoice

Using this option, the corporate party with the role of 'Buyer' can accept invoices to convey the agreement to pay the invoice amounts. You can partially accept the invoice by entering a part of the total invoice amount that you wish to accept. This resets the invoice amount to the remaining value after partial acceptance.

Note: Only the corporate party with the role of **Buyer**, can accept invoices. Also, only those invoices with invoice status as **Raised**, and payment status as **Unpaid**, can be accepted.

How to reach here:

Dashboard > Toggle menu > Receivables/Payables > Receivables/Payables Management > Manage Invoices

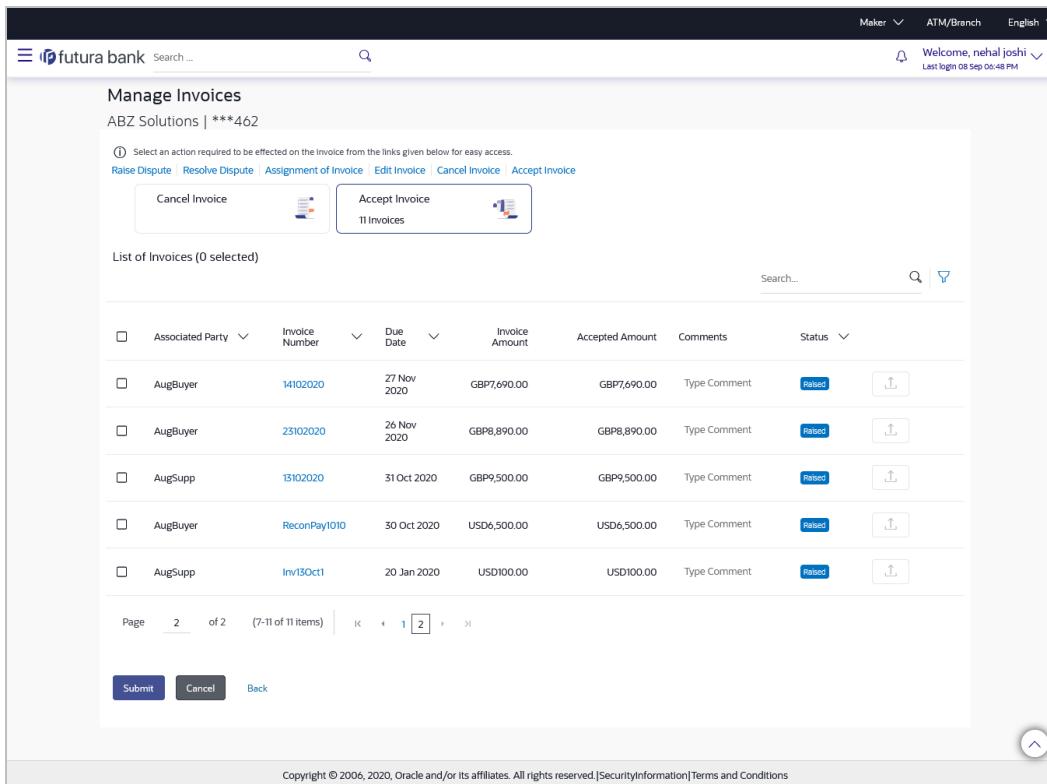
OR

Dashboard > Toggle menu > Receivables/Payables > Receivables/Payables Management > View/Edit Receivables/Payables > Customer Reference Number link of RAISED invoice


To accept invoice(s):




26. In the **Manage Invoices** screen, either click the **Accept Invoice** link or the **Accept Invoice** tile. A list of invoices that are in the Raised status, appears.



Manage Invoices – Accept Invoice action selected

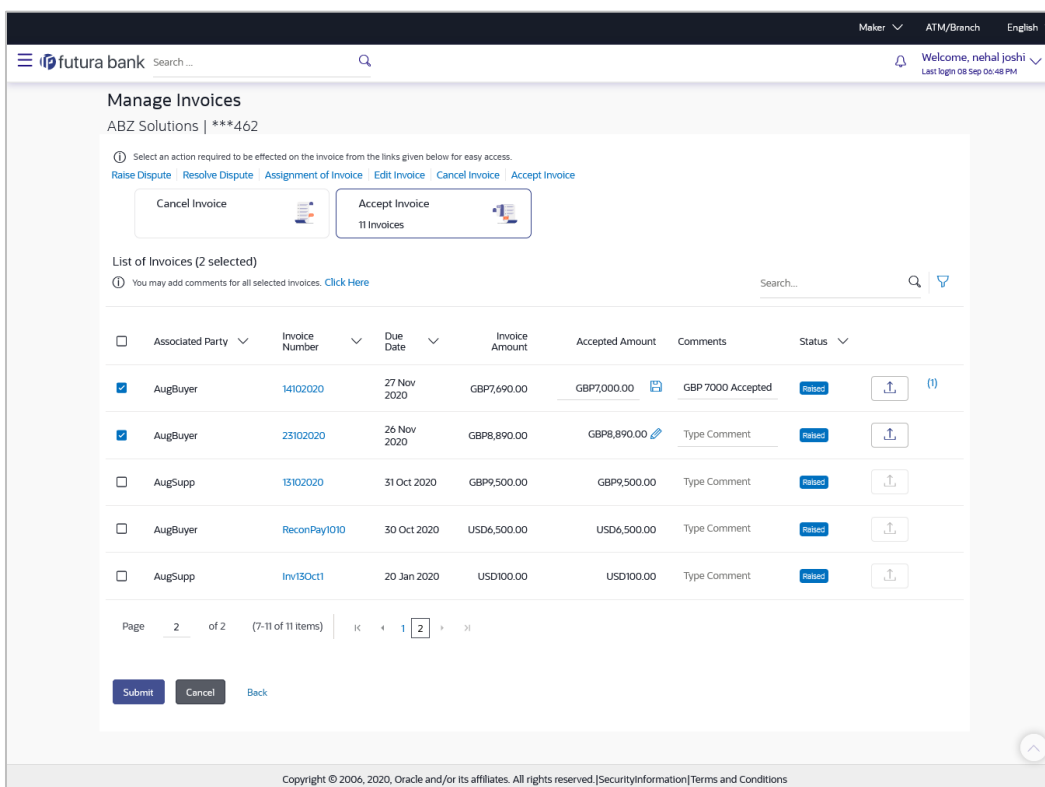


Field Description

Field Name	Description
Manage Invoices – Accept Invoice	
List of Invoices (number selected)	This section displays a list of invoices against which 'Accept Invoice' action can be effected. Once you select one or more invoices to accept, the number of invoices selected appears in the brackets.
Search	Enter the partial or full invoice reference number / associated party name / status to search for specific invoices. The results appear as and when you enter the data.
	Click this icon to filter the invoices, based on certain criteria. For more information, refer the Invoice Search (overlay window) section below.

Field Name	Description
Check Box	<p>To select all the invoices in the list, select the main check box. To select specific invoices, select the check boxes beside those invoices. If you select more than one invoice, the following message appears:</p> <p> You may add comments for all selected invoices. Click Here.</p> <hr/> <p>Note: To add comments for all selected invoices:</p> <ol style="list-style-type: none"> 1) Click the Click Here link. A pop-up window appears. 2) Add relevant comments. 3) Click Apply to apply the same. OR Click Cancel to cancel adding the comments.
Associated Party	Displays the name of the associated party linked with the invoice.
Invoice Number	Displays the unique reference number of the invoice. The reference number is a hyperlink, which when clicked, displays the invoice details in an overlay window.
Due Date	Displays the date on which the invoice must be fully paid.
Invoice Amount	Displays the total invoice amount.
Accepted Amount	<p>Indicates the invoice amount that is acceptable to the buyer. By default, the total invoice amount is displayed in this field. Once you select an invoice, this field becomes editable.</p> <hr/> <p>Note: The invoice can be fully or partially accepted. To partially accept an invoice:</p> <ol style="list-style-type: none"> 1) Select the check box beside the invoice to be partially accepted. 2) Click  and enter the amount that you wish to accept. 3) Click  to save the entered amount.
Comments	<p>Enter remarks if any, while accepting the invoice. Once you select an invoice, this field becomes editable.</p> <hr/> <p>Note: Remarks are mandatory in case of partially accepting the invoice.</p>
Status	Displays the status of the invoice.

Field Name	Description
	<p>Indicates an option to upload relevant documents. Once you select an invoice, this icon becomes clickable.</p> <p>The following document formats are supported: JPEG, JPG, PNG, and PDF. A maximum of 5 documents can be uploaded.</p> <p>Once you upload documents, the number of documents uploaded appears as a hyperlink in brackets, beside this icon. On clicking this hyperlink, a pop-up window appears with the names of the documents uploaded. To delete an uploaded document, click  beside the document in the pop-up window.</p>



The screenshot displays the 'Manage Invoices' page for 'ABZ Solutions | ***462'. It features a navigation bar with 'Maker', 'ATM/Branch', and 'English' options. The main content area includes a 'List of Invoices (2 selected)' table with the following data:

Associated Party	Invoice Number	Due Date	Invoice Amount	Accepted Amount	Comments	Status
AugBuyer	14102020	27 Nov 2020	GBP7,690.00	GBP7,000.00	GBP 7000 Accepted	Released
AugBuyer	23102020	26 Nov 2020	GBP8,890.00	GBP8,890.00	Type Comment	Released
AugSupp	13102020	31 Oct 2020	GBP9,500.00	GBP9,500.00	Type Comment	Released
AugBuyer	ReconPay1010	30 Oct 2020	USD6,500.00	USD6,500.00	Type Comment	Released
AugSupp	Inv13Oct1	20 Jan 2020	USD100.00	USD100.00	Type Comment	Released

The interface also includes a 'Submit' button, a 'Cancel' button, and a 'Back' button. The footer contains the copyright notice: 'Copyright © 2006, 2020, Oracle and/or its affiliates. All rights reserved. [SecurityInformation]Terms and Conditions'.

27. Once you select the required invoice(s), update the **Accepted Amount** field if required, and add relevant comments.

- You can also click  and upload relevant documents, if required.

28. Click **Submit**. The Review screen appears.

OR

Click **Cancel** to cancel the transaction.

OR

Click **Back** to go to the previous screen.

29. Review the details and click **Confirm**. A confirmation message appears with the reference number and status of the transaction.

OR

Click **Cancel** to cancel the transaction.

OR
Click **Back** to go to the previous screen.

6.2 Edit Invoice

Using this option, the supplier can modify the due date of an invoice.

How to reach here:

Dashboard > Toggle menu > Receivables/Payables > Receivables/Payables Management > Manage Invoices

OR

Dashboard > Toggle menu > Receivables/Payables > Receivables/Payables Management > View/Edit Receivables/Payables > Customer Reference Number link of RAISED invoice

To edit invoice(s):

30. In the **Manage Invoices** screen, either click the **Edit Invoice** link or the **Edit Invoice** tile. A list of relevant invoices appears.

Manage Invoices – Edit Invoice action selected

Manage Invoices
AugSupp | ***715

Select an action required to be effected on the invoice from the links given below for easy access.
[Raise Dispute](#) | [Resolve Dispute](#) | [Assignment of Invoice](#) | [Edit Invoice](#) | [Cancel Invoice](#) | [Accept Invoice](#)

Raise Dispute | Resolve Dispute | Assignment of Invoice | **Edit Invoice** (239 Invoices)

List of Invoices (0 selected)



<input type="checkbox"/>	Associated Party	Invoice Number	Due Date	Invoice Amount	Comments	Status
<input type="checkbox"/>	AugBuyer	AcceptInv08074	30 Aug 2042	GBP8,700.00	Type Comment	Accepted
<input type="checkbox"/>	AugBuyer	InvFinNov621	30 Nov 2030	USD12,000.00	Type Comment	Accepted
<input type="checkbox"/>	ABZ Solutions	InvNov822	30 Nov 2030	GBP10,000.00	Type Comment	Accepted
<input type="checkbox"/>	AugBuyer	InvAcceptNov721	30 Nov 2030	GBP15,000.00	Type Comment	Accepted
<input type="checkbox"/>	AugBuyer	InvOct192	06 Nov 2030	GBP12,000.00	Type Comment	Accepted
<input type="checkbox"/>	ABZ Solutions	InvOct821	31 Oct 2030	GBP10,094.00	Type Comment	Accepted

Page 1 of 40 (1-6 of 239 items) | 1 2 3 4 5 ... 40

Submit Cancel Back

Copyright © 2006, 2020, Oracle and/or its affiliates. All rights reserved. [SecurityInformation] Terms and Conditions

Field Description

Field Name	Description
Manage Invoices – Edit Invoice	
List of Invoices (number selected)	
This section displays a list of invoices against which 'Edit Invoice' action can be effected. Once you select one or more invoices to edit, the number of invoices selected appears in the brackets.	
Search	Enter the partial or full invoice reference number / associated party name / status to search for specific invoices. The results appear as and when you enter the data.
	Click this icon to filter the invoices, based on certain criteria. For more information, refer the Invoice Search (overlay window) section below.
Check Box	To select all the invoices in the list, select the main check box. To select specific invoices, select the check boxes beside those invoices. If you select more than one invoice, the following message appears:  You may add comments for all selected invoices. Click Here .
	<p>Note: To add comments for all selected invoices:</p> <ol style="list-style-type: none"> 1) Click the Click Here link. A pop-up window appears. 2) Add relevant comments. 3) Click Apply to apply the same. OR Click Cancel to cancel adding the comments.
Associated Party	Displays the name of the associated party linked with the invoice.
Invoice Number	Displays the unique reference number of the invoice. The reference number is a hyperlink, which when clicked, displays the invoice details in an overlay window.
Due Date	Displays the date on which the invoice must be fully paid. Once you select an invoice, this field becomes editable. You can click the calendar icon to alter the invoice due date.
Invoice Amount	Displays the total invoice amount.
Comments	Enter relevant comments. Once you select an invoice, this field becomes editable.
Status	Displays the status of the invoice.


Field Name

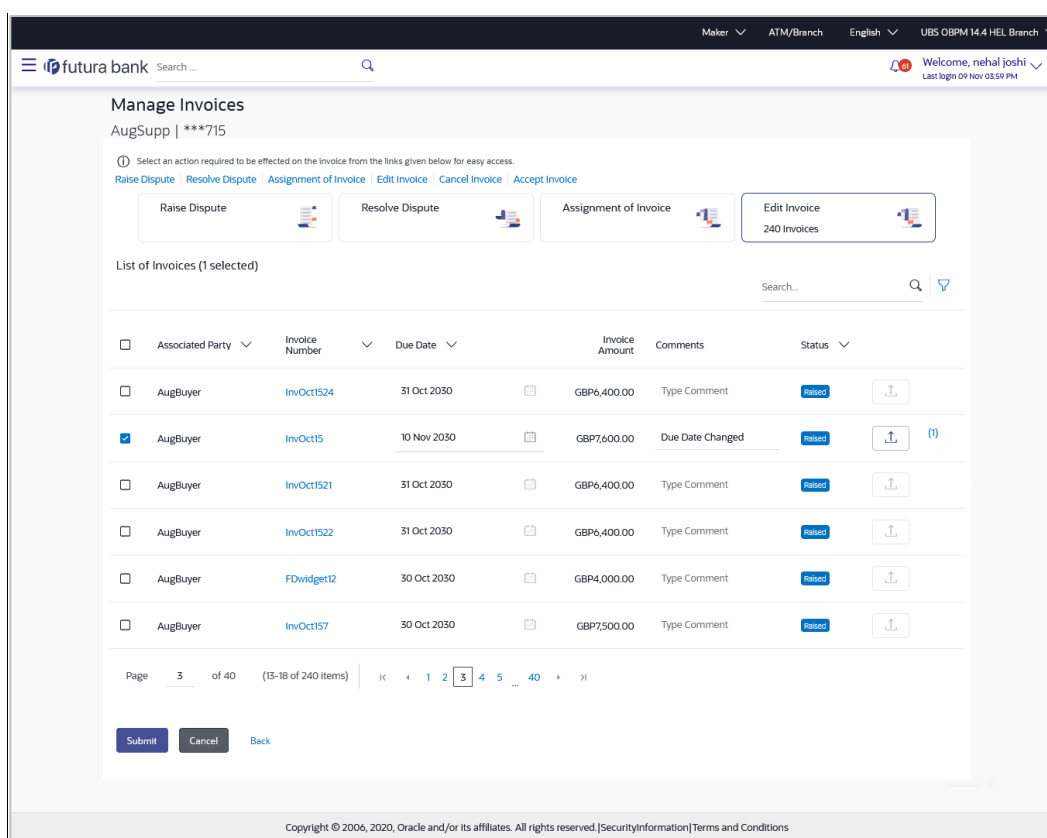
Description



Indicates an option to upload relevant documents. Once you select an invoice, this icon becomes clickable.

The following document formats are supported: JPEG, JPG, PNG, and PDF. A maximum of 5 documents can be uploaded.

Once you upload documents, the number of documents uploaded appears as a hyperlink in brackets, beside this icon. On clicking this hyperlink, a pop-up window appears with the names of the documents uploaded. To delete an uploaded document, click  beside the document in the pop-up window.



31. Once you select the required invoice(s), update the **Due Date** field(s), and enter relevant comments.

- You can also click  and upload relevant documents, if required.

32. Click **Submit**. The Review screen appears.

OR

Click **Cancel** to cancel the transaction.

OR

Click **Back** to go to the previous screen.

33. Review the details and click **Confirm**. A confirmation message appears with the reference number and status of the transaction.

OR

Click **Cancel** to cancel the transaction.

OR
Click **Back** to go to the previous screen.

6.3 Cancel Invoice

Using this option, the supplier can cancel an invoice. This action can only be performed on invoices in the RAISED and UNPAID status.

How to reach here:

Dashboard > Toggle menu > Receivables/Payables > Receivables/Payables Management > Manage Invoices

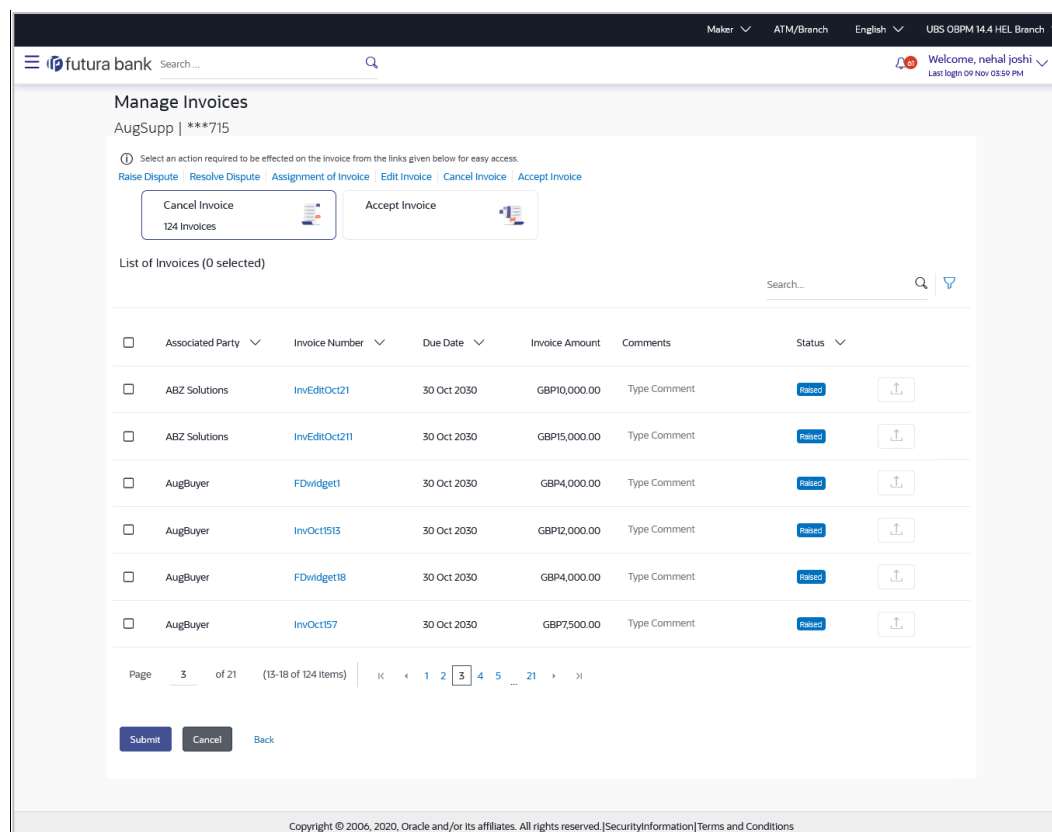
OR

Dashboard > Toggle menu > Receivables/Payables > Receivables/Payables Management > View/Edit Receivables/Payables > Customer Reference Number link of RAISED invoice

To cancel invoice(s):

34. In the **Manage Invoices** screen, either click the **Cancel Invoice** link or the **Cancel Invoice** tile. A list of invoices that are in the Raised and Unpaid status, appears.



Manage Invoices – Cancel Invoice action selected





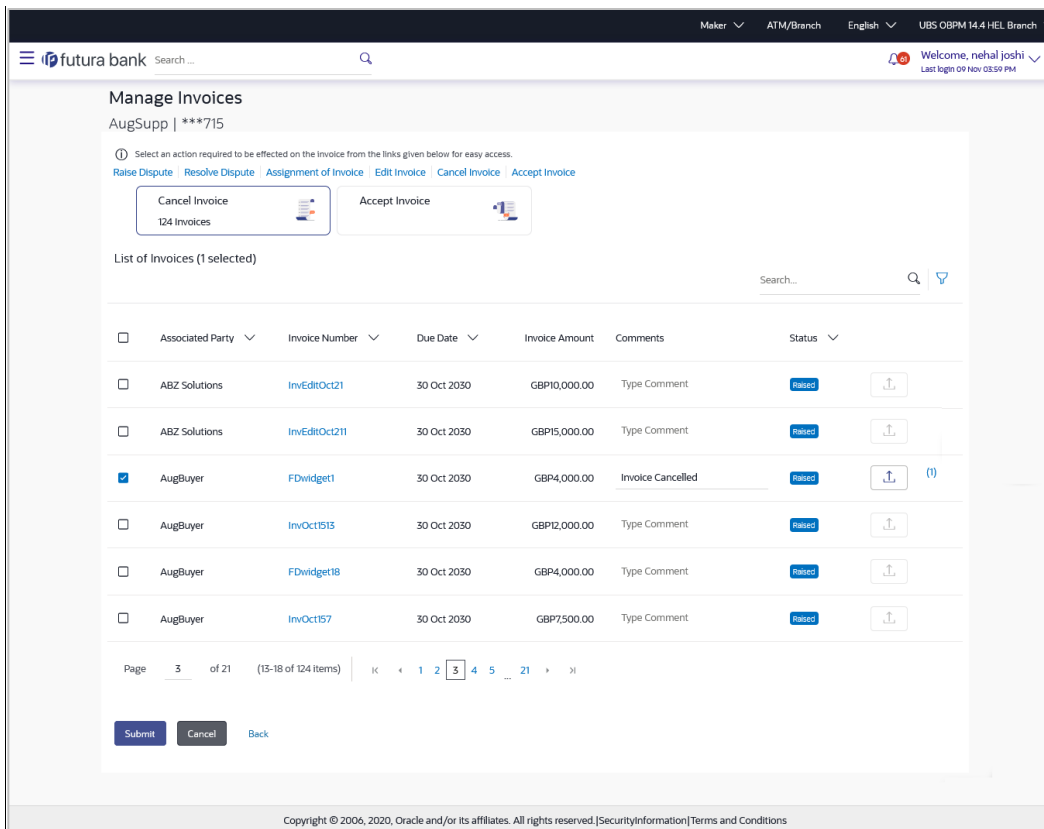
The screenshot shows the 'Manage Invoices' interface for 'AugSupp | ***715'. It features a navigation bar at the top with 'futura bank' and a search bar. Below the header, there are two main action buttons: 'Cancel Invoice' (with a minus icon) and 'Accept Invoice' (with a plus icon). The 'Cancel Invoice' button is highlighted, indicating it is the selected action. Below these buttons, there is a section titled 'List of Invoices (0 selected)' with a search bar and a table of invoices. The table has columns for 'Associated Party', 'Invoice Number', 'Due Date', 'Invoice Amount', 'Comments', and 'Status'. The status column shows 'RAISED' for all invoices. At the bottom of the screen, there are 'Submit', 'Cancel', and 'Back' buttons.

Associated Party	Invoice Number	Due Date	Invoice Amount	Comments	Status
ABZ Solutions	InvEditOct21	30 Oct 2030	GBP10,000.00	Type Comment	RAISED
ABZ Solutions	InvEditOct21	30 Oct 2030	GBP15,000.00	Type Comment	RAISED
AugBuyer	FDwidget1	30 Oct 2030	GBP4,000.00	Type Comment	RAISED
AugBuyer	InvOct1513	30 Oct 2030	GBP12,000.00	Type Comment	RAISED
AugBuyer	FDwidget18	30 Oct 2030	GBP4,000.00	Type Comment	RAISED
AugBuyer	InvOct157	30 Oct 2030	GBP7,500.00	Type Comment	RAISED

Field Description

Field Name	Description
Manage Invoices – Cancel Invoice	
List of Invoices (number selected)	
This section displays a list of invoices against which 'Cancel Invoice' action can be effected. Once you select one or more invoices to cancel, the number of invoices selected appears in the brackets.	
Search	Enter the partial or full invoice reference number / associated party name / status to search for specific invoices. The results appear as and when you enter the data.
	Click this icon to filter the invoices, based on certain criteria. For more information, refer the Invoice Search (overlay window) section below.
Check Box	To select all the invoices in the list, select the main check box. To select specific invoices, select the check boxes beside those invoices. If you select more than one invoice, the following message appears:  You may add comments for all selected invoices. Click Here . <hr/> Note: To add comments for all selected invoices: 1) Click the Click Here link. A pop-up window appears. 2) Add relevant comments. 3) Click Apply to apply the same. OR Click Cancel to cancel adding the comments. <hr/>
Associated Party	Displays the name of the associated party linked with the invoice.
Invoice Number	Displays the unique reference number of the invoice. The reference number is a hyperlink, which when clicked, displays the invoice details in an overlay window.
Due Date	Displays the date on which the invoice must be fully paid.
Invoice Amount	Displays the total invoice amount.
Comments	Enter relevant comments. Once you select an invoice, this field becomes editable.
Status	Displays the status of the invoice.

Field Name	Description
	<p>Indicates an option to upload relevant documents. Once you select an invoice, this icon becomes clickable.</p> <p>The following document formats are supported: JPEG, JPG, PNG, and PDF. A maximum of 5 documents can be uploaded.</p> <p>Once you upload documents, the number of documents uploaded appears as a hyperlink in brackets, beside this icon. On clicking this hyperlink, a pop-up window appears with the names of the documents uploaded. To delete an uploaded document, click  beside the document in the pop-up window.</p>



The screenshot displays the 'Manage Invoices' page for 'AugSupp | ***715'. It features a navigation bar with 'futura bank' and a search bar. Below the header, there are buttons for 'Cancel Invoice' (124 Invoices) and 'Accept Invoice'. A 'List of Invoices (1 selected)' table is shown with the following data:

Associated Party	Invoice Number	Due Date	Invoice Amount	Comments	Status
ABZ Solutions	InvEditOct21	30 Oct 2030	GBP10,000.00	Type Comment	Cancel
ABZ Solutions	InvEditOct211	30 Oct 2030	GBP15,000.00	Type Comment	Cancel
AugBuyer	FDwidget1	30 Oct 2030	GBP4,000.00	Invoice Cancelled	Cancel (1)
AugBuyer	InvOct1515	30 Oct 2030	GBP12,000.00	Type Comment	Cancel
AugBuyer	FDwidget18	30 Oct 2030	GBP4,000.00	Type Comment	Cancel
AugBuyer	InvOct157	30 Oct 2030	GBP7,500.00	Type Comment	Cancel

The page also includes a pagination bar showing 'Page 3 of 21 (15-18 of 124 items)' and buttons for 'Submit', 'Cancel', and 'Back'.

35. Once you select the required invoice(s) to cancel, enter relevant comments.

- You can also click  and upload relevant documents, if required.

36. Click **Submit**. The Review screen appears.

OR

Click **Cancel** to cancel the transaction.

OR

Click **Back** to go to the previous screen.

37. Review the details and click **Confirm**. A confirmation message appears with the reference number and status of the transaction.

OR

Click **Cancel** to cancel the transaction.

OR
Click **Back** to go to the previous screen.

6.4 Raise Dispute

If a corporate party (either Buyer or Supplier) does not agree with the details of an invoice, they can raise a dispute against the invoice.

How to reach here:

Dashboard > Toggle menu > Receivables/Payables > Receivables/Payables Management > Manage Invoices

OR

Dashboard > Toggle menu > Receivables/Payables > Receivables/Payables Management > View/Edit Receivables/Payables > Customer Reference Number link of invoice

To raise dispute against an invoice:



1. In the **Manage Invoices** screen that appears, either click the **Raise Dispute** link or the **Raise Dispute** tile. A list of invoices on which dispute can be raised, appears.





Manage Invoices – Raise Dispute action selected

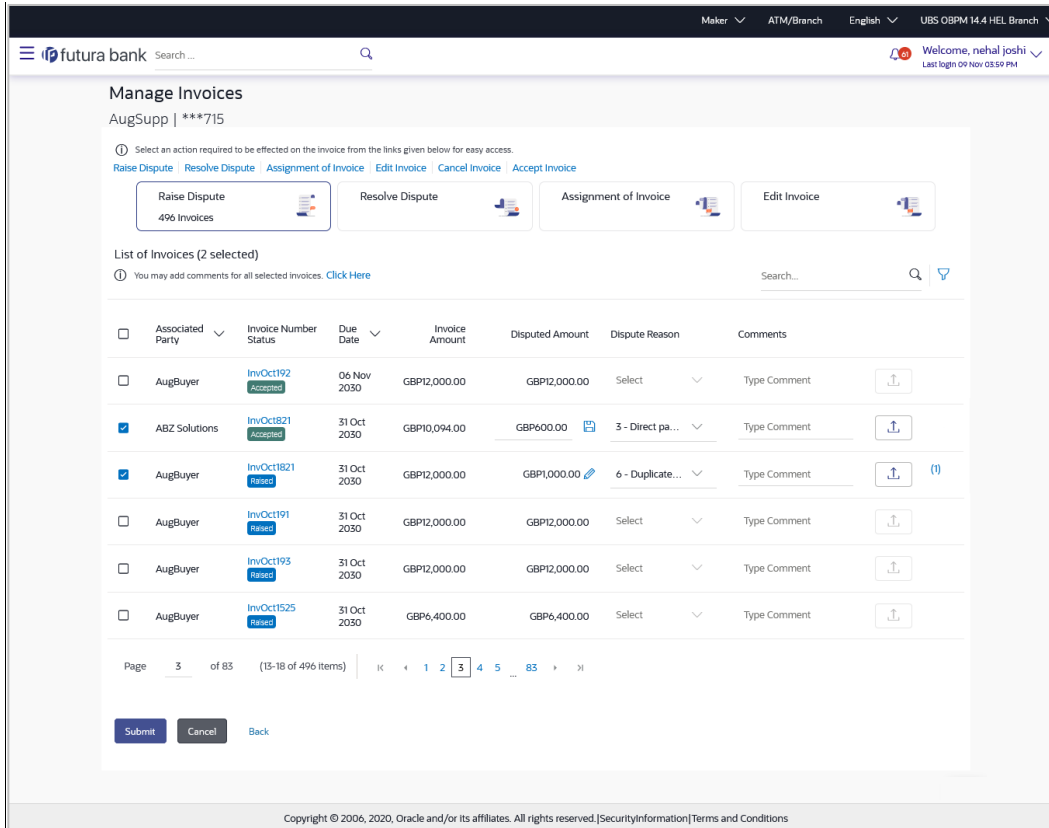
The screenshot shows the 'Manage Invoices' screen for 'AugSupp | ***715'. It features a navigation bar with 'futura bank' and user information. Below the navigation, there are action tiles for 'Raise Dispute' (496 Invoices), 'Resolve Dispute', 'Assignment of Invoice', and 'Edit Invoice'. The 'Raise Dispute' tile is selected. Below the tiles is a search bar and a table of invoices. The table has columns: Associated Party, Invoice Number, Due Date, Invoice Amount, Disputed Amount, Dispute Reason, and Comments. The table lists several invoices, all with a 'Raised' status. At the bottom, there are 'Submit', 'Cancel', and 'Back' buttons.


Associated Party	Invoice Number	Due Date	Invoice Amount	Disputed Amount	Dispute Reason	Comments
AugBuyer	Inv-Oct192 Accepted	06 Nov 2030	GBP12,000.00	GBP12,000.00	Select	Type Comment
ABZ Solutions	Inv-Oct221 Accepted	31 Oct 2030	GBP10,094.00	GBP10,094.00	Select	Type Comment
AugBuyer	Inv-Oct1821 Raised	31 Oct 2030	GBP12,000.00	GBP12,000.00	Select	Type Comment
AugBuyer	Inv-Oct191 Raised	31 Oct 2030	GBP12,000.00	GBP12,000.00	Select	Type Comment
AugBuyer	Inv-Oct195 Raised	31 Oct 2030	GBP12,000.00	GBP12,000.00	Select	Type Comment
AugBuyer	Inv-Oct1525 Raised	31 Oct 2030	GBP6,400.00	GBP6,400.00	Select	Type Comment

Field Description

Field Name	Description
Manage Invoices – Raise Dispute	
List of Invoices (number selected)	
This section displays a list of invoices against which 'Raise Dispute' action can be effected. Once you select one or more invoices to raise dispute against, the number of invoices selected appears in the brackets.	
Search	Enter the partial or full invoice reference number / associated party name / status to search for specific invoices. The results appear as and when you enter the data.
	Click this icon to filter the invoices, based on certain criteria. For more information, refer the Invoice Search (overlay window) section below.
Check Box	To select all the invoices in the list, select the main check box. To select specific invoices, select the check boxes beside those invoices. If you select more than one invoice, the following message appears:
	 You may add comments for all selected invoices. Click Here .
	<hr/> Note: To add comments for all selected invoices: <ol style="list-style-type: none"> 1) Click the Click Here link. A pop-up window appears. 2) Add relevant comments. 3) Click Apply to apply the same. OR Click Cancel to cancel adding the comments. <hr/>
Associated Party	Displays the name of the associated party linked with the invoice.
Invoice Number Status	Displays the unique reference number of the invoice along with its status. The reference number is a hyperlink, which when clicked, displays the invoice details in an overlay window.
Due Date	Displays the date on which the invoice must be fully paid.
Invoice Amount	Displays the total invoice amount.

Field Name	Description
Disputed Amount	<p>Indicates the amount that is being disputed. By default, the total invoice amount is displayed in this field. Once you select an invoice, this field becomes editable.</p> <hr/> <p>Note: You can edit this field as follows:</p> <ol style="list-style-type: none"> 1) Select the check box beside the invoice to be disputed. 2) Click  and enter the amount to be disputed. 3) Click  to save the entered amount. <hr/>
Dispute Reason	<p>Select the reason for the dispute from this list. Once you select an invoice, this field becomes editable.</p>
Comments	<p>Enter any relevant comments. Once you select an invoice, this field becomes editable.</p> <p></p> <p>Indicates an option to upload relevant documents. Once you select an invoice, this icon becomes clickable.</p> <p>The following document formats are supported: JPEG, JPG, PNG, and PDF. A maximum of 5 documents can be uploaded.</p> <p>Once you upload documents, the number of documents uploaded appears as a hyperlink in brackets, beside this icon. On clicking this hyperlink, a pop-up window appears with the names of the documents uploaded. To delete an uploaded document, click  beside the document in the pop-up window.</p> <hr/>



2. Once you select the required invoice(s), update the **Disputed Amount** field, select the reason for dispute, and enter relevant comments.
 - You can also click  and upload relevant documents, if required.
3. Click **Submit**. The Review screen appears.
OR
Click **Cancel** to cancel the transaction.
OR
Click **Back** to go to the previous screen.
4. Review the details and click **Confirm**. A confirmation message appears with the reference number and status of the transaction.
OR
Click **Cancel** to cancel the transaction.
OR
Click **Back** to go to the previous screen.

6.5 Resolve Dispute

A corporate user can use this option to resolve disputes that have been raised against invoices.

Note: The **Resolve Dispute** action can be effected only on those invoices that have disputes raised against them.

How to reach here:

Dashboard > Toggle menu > Receivables/Payables > Receivables/Payables Management > Manage Invoices

OR

Dashboard > Toggle menu > Receivables/Payables > Receivables/Payables Management > View/Edit Receivables/Payables > Customer Reference Number link of invoice



To resolve a dispute raised against an invoice:

1. In the **Manage Invoices** screen that appears, either click the **Resolve Dispute** link or the **Resolve Dispute** tile. A list of disputed invoices, appears.

Manage Invoices – Resolve Dispute action selected

The screenshot shows the Oracle Manage Invoices interface. At the top, there is a navigation bar with 'futura bank' logo, a search bar, and user information: 'Welcome, nehal joshi' and 'Last login 09 Nov 03:39 PM'. Below the navigation bar, the page title is 'Manage Invoices' and the user ID is 'AugSupp | ***715'. A message states: 'Select an action required to be effected on the invoice from the links given below for easy access.' Below this message are several action links: 'Raise Dispute', 'Resolve Dispute', 'Assignment of Invoice', 'Edit Invoice', and 'Accept Invoice'. The 'Resolve Dispute' link is highlighted, and a corresponding tile below it shows 'Resolve Dispute' with '39 Invoices'. Below the tiles, there is a section titled 'List of Invoices (0 selected)' with a search bar. A table of invoices is displayed with the following columns: Associated Party, Invoice Number Status, Due Date, Invoice Amount, Disputed Amount, Dispute Reason, and Comments. The table contains 7 rows of data, all with 'Disputed' status. The first row shows 'AugBuyer' with invoice 'ManagInvJuly8' due on '31 Jul 2026' for 'GBP10,000.00', with a dispute reason of 'DDISCR - Date Discrepancy Resolved'. The second row shows 'AugBuyer' with invoice 'InvAcceptJune1' due on '26 Jun 2026' for 'GBP3,000.00', with a dispute reason of 'DDISCR - Date Discrepancy Resolved'. The third row shows 'AugBuyer' with invoice 'InvJune12022' due on '19 Jun 2026' for 'GBP30,360.00', with a dispute reason of 'CDISR - Cost Discrepancy Resolved'. The fourth row shows 'AugBuyer' with invoice 'InvJune12021' due on '19 Jun 2026' for 'GBP30,360.00', with a dispute reason of 'DDISCR - Date Discrepancy Resolved'. The fifth row shows 'AugBuyer' with invoice '35033' due on '12 Jun 2026' for 'GBP10,120.00', with a dispute reason of 'CDISR - Cost Discrepancy Resolved'. The sixth row shows 'AugBuyer' with invoice '35034' due on '12 Jun 2026' for 'GBP10,120.00', with a dispute reason of 'CDISR - Cost Discrepancy Resolved'. At the bottom of the table, there is a pagination control showing 'Page 3 of 7 (15-18 of 39 items)' and a 'Submit' button. The footer contains the copyright notice: 'Copyright © 2006, 2020, Oracle and/or its affiliates. All rights reserved. [SecurityInformation]Terms and Conditions'.

Field Description

Field Name	Description
Manage Invoices – Resolve Dispute	
List of Invoices (number selected)	
This section displays a list of invoices against which 'Resolve Dispute' action can be effected. Once you select one or more invoices to resolve dispute against, the number of invoices selected appears in the brackets.	
Search	Enter the partial or full invoice reference number / associated party name / status to search for specific invoices. The results appear as and when you enter the data.
	Click this icon to filter the invoices, based on certain criteria. For more information, refer the Invoice Search (overlay window) section below.
Check Box	To select all the invoices in the list, select the main check box. To select specific invoices, select the check boxes beside those invoices. If you select more than one invoice, the following message appears:
	 You may add comments for all selected invoices. Click Here .
	<hr/> Note: To add comments for all selected invoices: <ol style="list-style-type: none"> 1) Click the Click Here link. A pop-up window appears. 2) Add relevant comments. 3) Click Apply to apply the same. OR Click Cancel to cancel adding the comments. <hr/>
Associated Party	Displays the name of the associated party linked with the invoice.
Invoice Number Status	Displays the unique reference number of the invoice along with its status. The reference number is a hyperlink, which when clicked, displays the invoice details in an overlay window.
Due Date	Displays the date on which the invoice must be fully paid.
Invoice Amount	Displays the total invoice amount.
Disputed Amount	Displays the amount that is being disputed.
Dispute Reason	Displays the reason for the dispute.
Comments	Enter any relevant comments. Once you select an invoice, this field becomes editable.


Field Name


Description



Indicates an option to upload relevant documents. Once you select an invoice, this icon becomes clickable.

The following document formats are supported: JPEG, JPG, PNG, and PDF. A maximum of 5 documents can be uploaded.

Once you upload documents, the number of documents uploaded appears as a hyperlink in brackets, beside this icon. On clicking this hyperlink, a pop-up window appears with the names of the documents uploaded. To delete an uploaded document, click  beside the document in the pop-up window.

2. Once you select the required invoice(s), enter relevant comments.
 - a. You can also click  and upload relevant documents, if required.
3. Click **Submit**. The Review screen appears.

OR

Click **Cancel** to cancel the transaction.

OR

Click **Back** to go to the previous screen.

- Review the details and click **Confirm**. A confirmation message appears with the reference number and status of the transaction.
OR
Click **Cancel** to cancel the transaction.
OR
Click **Back** to go to the previous screen.

6.6 Assignment of Invoice

A corporate party can assign the responsibility of handling their invoices to the factor. This process is referred to as assignment of invoices. The responsibilities can include collecting, distributing, financing, repayment, and so on.

Note: Invoices that are either in the RAISED or ACCEPTED status can be assigned.

How to reach here:

Dashboard > Toggle menu > Receivables/Payables > Receivables/Payables Management > Manage Invoices

OR

Dashboard > Toggle menu > Receivables/Payables > Receivables/Payables Management > View/Edit Receivables/Payables > Customer Reference Number link of invoice

To perform invoice assignment:



- In the **Manage Invoices** screen that appears, either click the **Assignment of Invoice** link or the **Assignment of Invoice** tile. A list of invoices on which the assignment action can be effected, appears.

Manage Invoices – Assignment of Invoice action selected

The screenshot displays the 'Manage Invoices' interface for AugSupp | ***715. It features a navigation bar with 'futura bank' and user details. Below the header, there are action buttons: 'Raise Dispute', 'Resolve Dispute', 'Assignment of Invoice' (highlighted), and 'Edit Invoice'. A table lists invoices with columns for Associated Party, Invoice Number, Invoice Date, Due Date, Invoice Amount, Comments, and Status. The table contains six rows of invoice data. At the bottom, there are pagination controls showing 'Page 3 of 22' and a 'Submit' button.

Associated Party	Invoice Number	Invoice Date	Due Date	Invoice Amount	Comments	Status
AugBuyer	InvOct1524	01 Jan 2020	31 Oct 2030	GBP6,400.00	Type Comment	Raised
AugBuyer	InvOct1525	01 Jan 2020	31 Oct 2030	GBP6,400.00	Type Comment	Raised
AugBuyer	InvOct1523	01 Jan 2020	31 Oct 2030	GBP6,400.00	Type Comment	Raised
BuyerOct15	InvOct1921asp	01 Jan 2020	30 Oct 2030	GBP12,000.00	Type Comment	Accepted
AugBuyer	InvOct151	01 Jan 2020	30 Oct 2030	GBP8,000.00	Type Comment	Raised
AugBuyer	InvOct1541	01 Jan 2020	30 Oct 2030	GBP7,500.00	Type Comment	Raised

Field Description

Field Name	Description
Manage Invoices – Assignment of Invoice	
List of Invoices (number selected)	
This section displays a list of invoices against which 'Assignment of Invoice' action can be effected. Once you select one or more invoices to assign, the number of invoices selected appears in the brackets.	
Search	Enter the partial or full invoice reference number / associated party name / status to search for specific invoices. The results appear as and when you enter the data.
	Click this icon to filter the invoices, based on certain criteria. For more information, refer the Invoice Search (overlay window) section below.
Check Box	To select all the invoices in the list, select the main check box. To select specific invoices, select the check boxes beside those invoices. If you select more than one invoice, the following message appears:
	 You may add comments for all selected invoices. Click Here .
	<hr/> Note: To add comments for all selected invoices: <ol style="list-style-type: none"> 1) Click the Click Here link. A pop-up window appears. 2) Add relevant comments. 3) Click Apply to apply the same. OR Click Cancel to cancel adding the comments.
Associated Party	Displays the name of the associated party linked with the invoice.
Invoice Number	Displays the unique reference number of the invoice. This is a hyperlink, which when clicked, displays the invoice details in an overlay window.
Invoice Date	Displays the date of creation of the invoice.
Due Date	Displays the date on which the invoice must be fully paid.
Invoice Amount	Displays the total invoice amount.
Comments	Enter any relevant comments. Once you select an invoice, this field becomes editable.
Status	Displays the status of the invoice.


Field Name


Description



Indicates an option to upload relevant documents. Once you select an invoice, this icon becomes clickable.

The following document formats are supported: JPEG, JPG, PNG, and PDF. A maximum of 5 documents can be uploaded.

Once you upload documents, the number of documents uploaded appears as a hyperlink in brackets, beside this icon. On clicking this hyperlink, a pop-up window appears with the names of the documents uploaded. To delete an uploaded document, click  beside the document in the pop-up window.

2. Once you select the required invoice(s), enter relevant comments.
 - a. You can also click  and upload relevant documents, if required.
3. Click **Submit**. The Review screen appears.

OR


Click **Cancel** to cancel the transaction.

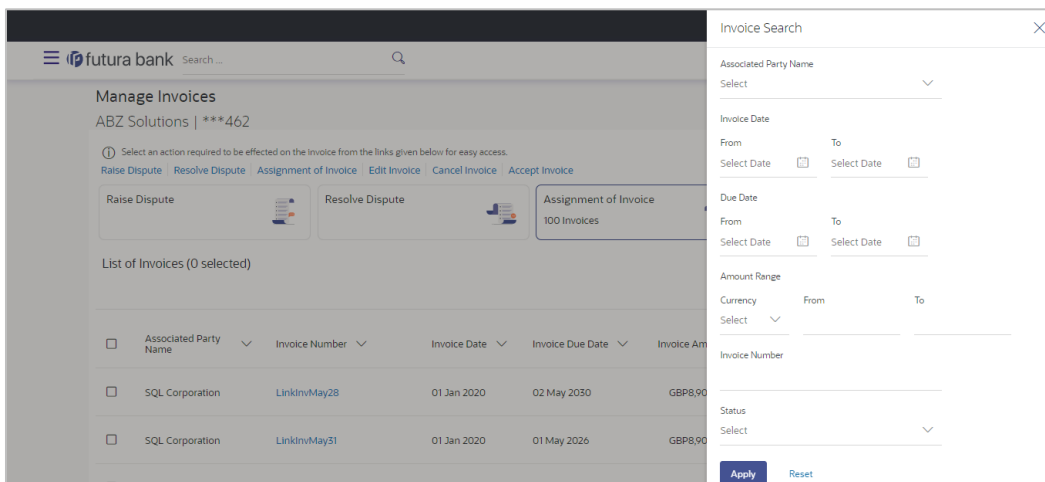
OR

Click **Back** to go to the previous screen.

4. Review the details and click **Confirm**. A confirmation message appears with the reference number and status of the transaction.
 OR
 Click **Cancel** to cancel the transaction.
 OR
 Click **Back** to go to the previous screen.

Invoice Search (overlay window)

This overlay window appears when you click the  icon in the **Manage Invoices** screen.



Field Description

Field Name	Description
Invoice Search (overlay window)	
Associated Party Name	Indicates an option to search for invoices based on the associated party linked with the invoices.
Invoice Date From - To	Indicates an option to search for invoices created within a specific date range. Click the calendar icon and select the From and To dates. These fields do not appear when filtering invoices for Raise Dispute , or Resolve Dispute .
Due Date From - To	Indicates an option to search for invoices that are due in a specific date range. Click the calendar icon and select the From and To dates.
Amount Range Currency From/To	Indicates an option to search for invoices based on an amount range. Select the required currency from the Currency list, and enter the From and To amounts.
Invoice Number	Indicates an option to search for invoices based on the reference number.

Field Name	Description
Status	<p>Indicates an option to search for invoices based on their status.</p> <ul style="list-style-type: none"> The status is set to Disputed by default, when filtering invoices for Resolve Dispute. The status cannot be edited in this case. The status is set to Raised, by default, when filtering invoices for Cancel Invoice, or Accept Invoice. The status cannot be edited in these cases.

FAQ

1. Who can create an Invoice?

An invoice can be created into the banks system by a supplier or a buyer, with valid login credentials. If the invoice is being created by a buyer then the pre-acceptance flag gets defaulted as 'Yes' as it is implied that the buyer is accepting the invoice. If the invoice is being raised by a supplier, then the pre-acceptance flag can be set to yes or no based on the user's requirement.

2. Can I create multiple invoices for different buyers?

Yes, a corporate can create multiple invoices online for different buyers.

3. How many invoices can I create at a time?

There is no upper limit for creation of multiple invoices at one time. User can create as many invoices as required.

4. How many templates can I save in total?

There is no limit set for maximum number of templates that can be created.

[Home](#)

7. Credit Notes

In general, a Credit Note can be interpreted as a receipt or an invoice given by a shop to a customer who has returned goods. This can then be offset against future purchases. It is essentially an instruction to debit the supplier and credit the buyer. Credit notes may be raised under the following circumstances:

- The supplier fails to deliver goods of the same value as the buyer's payment, assuming that the buyer has made an advance payment.
- The rate charged on an earlier invoice is higher than the actual rate.
- The buyer pays prior to the due date leading the supplier to provide a discount by way of a credit note.
- Items (commodities) raised in the invoice are returned by the buyer.

Pre-requisites

User must have valid corporate login credentials.

Note: The Credit Notes Transactions are only supported on **Desktops/Laptops** and on **Landscape** mode of **Tablet** devices.

7.1 Create Credit Note

Credit note records can be created by direct online entry or in bulk through file upload.

7.1.1 Online Credit Note Creation

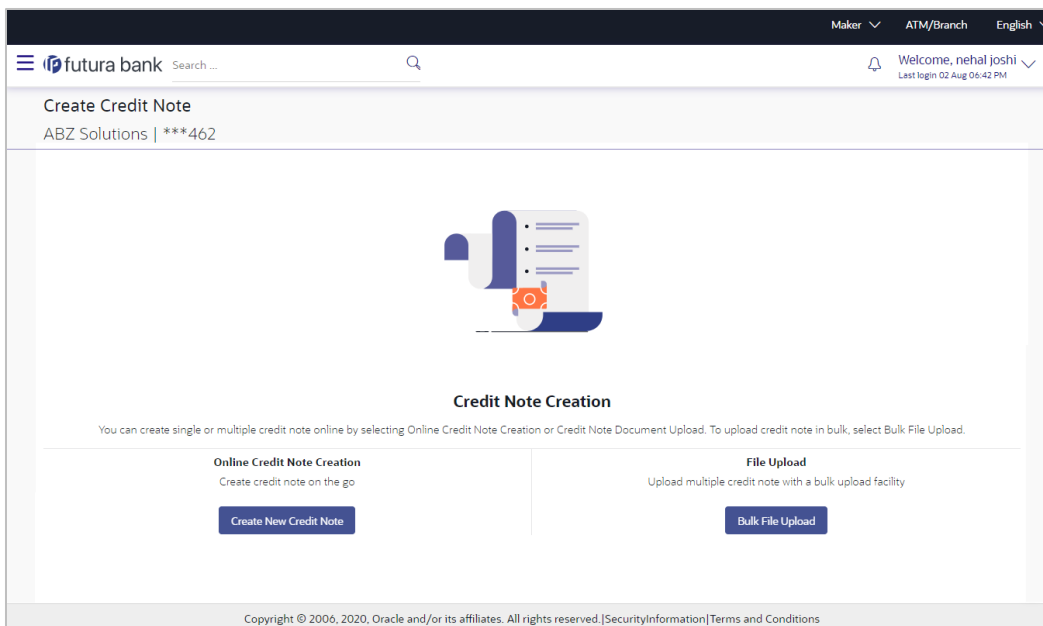
Using this option, corporate users can create single or multiple credit notes online. Post submission of the credit note, an option is provided to save the content as a Template. The template can be reused for creating credit notes for the same program and associated corporate party.

Once the user creates credit notes, they must be approved by an approver (if the approval flow has been set). The designated corporate approver is notified. The approver can either approve or reject the transaction. In case of rejection, the approver can send the transaction back to the corporate user (maker) to make the required modifications and re-submit it for approval.

How to reach here:

Dashboard > Toggle menu > Receivables/Payables > Receivables/Payables Management > Create Credit Note

Create Credit Note



Field Description

Field Name	Description
Create Credit Note	
Party Name & ID	Displays the name and ID of the logged-in corporate party.
Online Credit Note Creation	Indicates the option to create credit note records by manual entry of the details.
File Upload	Indicates the option to create bulk credit note records through file upload.

7.1.1.1 Online Credit Note Creation (manual entry)

A corporate user, based on their role, can create one or more credit notes in one single transaction.

To create credit note(s):



1. In the **Create Credit Note** screen, click **Create New Credit Note** to create credit note records manually. The **New Credit Note** tab appears.

New Credit Note

Field Description

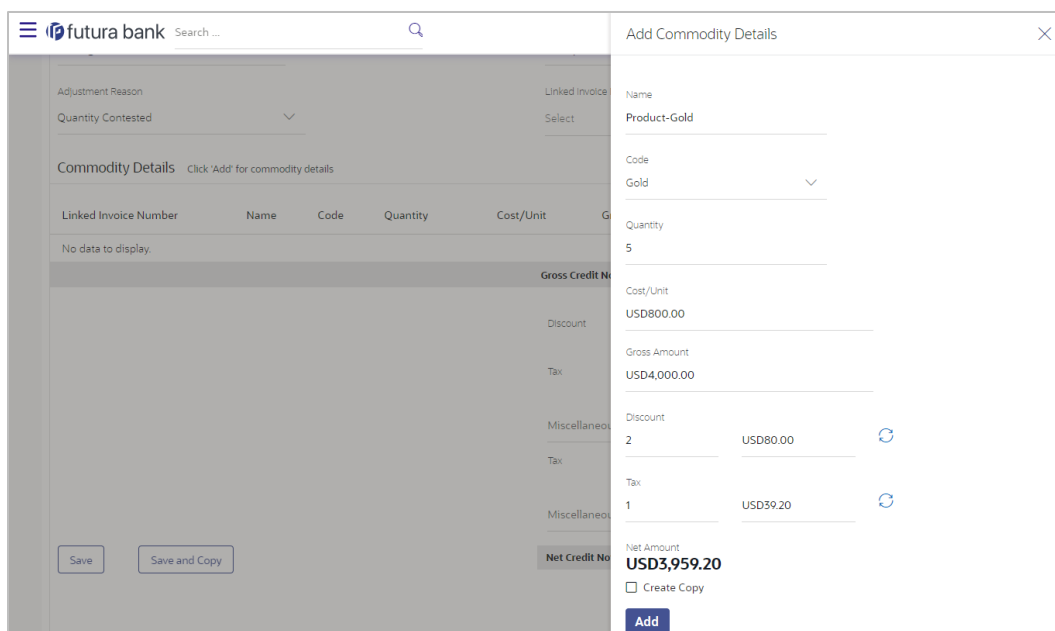
Field Name	Description
Create Credit Note	
Party Name & ID	Displays the name and ID of the logged-in corporate party.
New Credit Note	
Facing difficulty in entering data for multiple Credit Note? Use Bulk Upload	Click the Use Bulk Upload link to navigate to the File Upload screen for creating credit notes in bulk.
Customer Credit Note Number	Enter the customer’s own reference number for the credit note.
Associated Party	Select the associated party to link the credit note to. A list of all on-boarded associated parties is available for selection. On selecting an associated party, the role of the party as Buyer or Supplier , appears below this field.
Program Name	Select the program to which the credit note should be linked. Programs linked to the selected associated party are listed.
Auto Accept	Displays the number of days post creation when the credit note will be deemed as accepted. This field appears on selecting a program. It is displayed only if auto-acceptance is enabled at the program-level. For more information on programs, refer the Create Program section in User Manual Oracle Banking Digital Experience Corporate Supply Chain Finance .

Field Name	Description
Auto Finance	Displays whether the credit note will be auto financed or not. This field appears on selecting a program. It is populated based on the auto finance setting in the program definition. For more information on programs, refer the Create Program section in User Manual Oracle Banking Digital Experience Corporate Supply Chain Finance .
Credit Note Amount	Select the credit note currency and enter the gross credit note amount (not including tax or discount).
Credit Note Date	Click the calendar icon and select the date of creation of the credit note.
Expiry Date	Click the calendar icon and select the date on which the credit note expires. The Expiry Date should be greater than or equal to the Credit Note Date .
Adjustment Reason	Select the reason for adjusting the invoice amount.
Linked Invoice Number	Select the invoice that should be linked to the credit note. Once you link invoice(s), the Populate Commodity Details from Invoice toggle is enabled, and the commodities from the invoice(s) appear in the Commodity Details grid of the credit note.
Populate Commodity Details from Invoice	This toggle is automatically enabled when you link invoices to the credit note in the Linked Invoice Number field. The Commodity Details section gets populated with the commodities from the linked invoice(s), when this toggle is enabled. Switch this toggle off in case you want to remove the commodities from the credit note.


2. Once you enter the above details, you can optionally add/modify the commodity details.
 - a. To add a commodity record, click **Add**. An overlay window appears, where you can capture the commodity details.
 - b. To modify an existing commodity record, click .
 - c. To delete a commodity record, click .


Add Commodity Details

The **Add Commodity Details** overlay window appears when you click **Add** in the **Commodity Details** section.



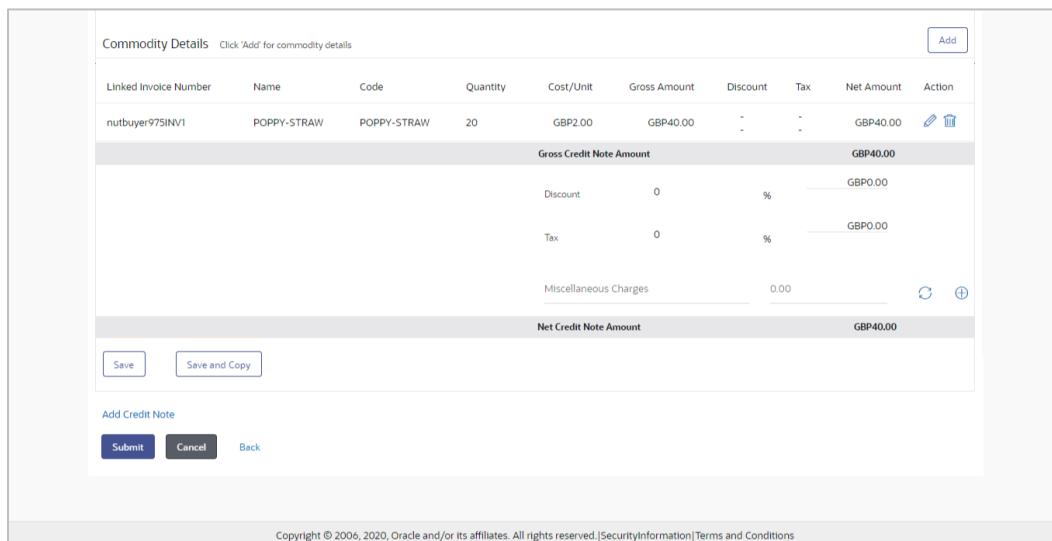
Field Description

Field Name	Description
Add Commodity Details	
Name	Enter the name of the commodity for which the credit note is being raised.
Code	Enter the code of the commodity.
Quantity	Enter the quantity of the commodity for which the credit note is being raised.
Cost/Unit	Specify the cost per unit of the commodity.
Gross Amount	Enter the gross commodity amount. It also gets auto calculated if quantity and cost per unit are entered. It is the product of the entered quantity and cost per unit. Gross Amount = Cost/Unit * Quantity
Discount	Enter any discount offered on the commodity. You can either enter the percentage of discount (in the first field) or the actual discount amount (in the second field). When you enter any one of these values, the other value is automatically calculated and displayed. Click  to reset the values.

Field Name	Description
Tax	Enter any tax charged on the commodity. You can either enter the percentage of tax (in the first field) or the actual tax amount (in the second field). When you enter any one of these values, the other value is automatically calculated and displayed. Click  to reset the values.
Net Amount	Displays the net amount of the commodity. It is automatically calculated as follows: Net Amount = Gross Amount – Discount + Tax
Create Copy	Select this check box to create a copy of the commodity details entered.



On clicking the **Add** button, a commodity record is created in the **Commodity Details** section.

3. You can further add commodities by clicking **Add**, and filling out the required details.








Field Description


Field Name	Description
Commodity Details	This section displays the commodity detail records, once you add them. Multiple commodities can be added.
Linked Invoice Number	Displays the invoice number of the commodity.
Name	Displays the name of the commodity.
Code	Displays the code of the commodity.


Field Name	Description
Quantity	Displays the quantity of the commodity.
Cost/Unit	Displays the cost per unit of the commodity.
Gross Amount	Displays the total gross amount of the commodity. It is the product of the entered quantity and cost per unit. Gross Amount = Cost per unit * Quantity
Discount	Displays the discount amount and percentage offered on the commodity.
Tax	Displays the tax amount and percentage charged on the commodity.
Net Amount	Displays the net amount of the commodity. It is automatically calculated as follows: Net Amount = Gross Amount – Discount + Tax
Actions	Indicates the actions that can be performed on the commodity record. <ul style="list-style-type: none"> • Click  to edit the record. • Click  to remove the record.

The following fields are present below the Commodity Details section, and are applicable at the invoice-level.

Gross Credit Note Amount	Displays the total gross amount of all the added commodities.
Discount	Displays the total discount amount of all the commodities added. The average discount percentage of all added commodities is also displayed. Click  to reset the values. Total Discount % = (Total discount amount / Total debit note amount) *100 Note: When commodity records are added, the discount value of each commodity is aggregated and populated here. This value cannot then be modified. However, if commodity records are not added, then this field is editable and the discount value or percentage can be entered here.

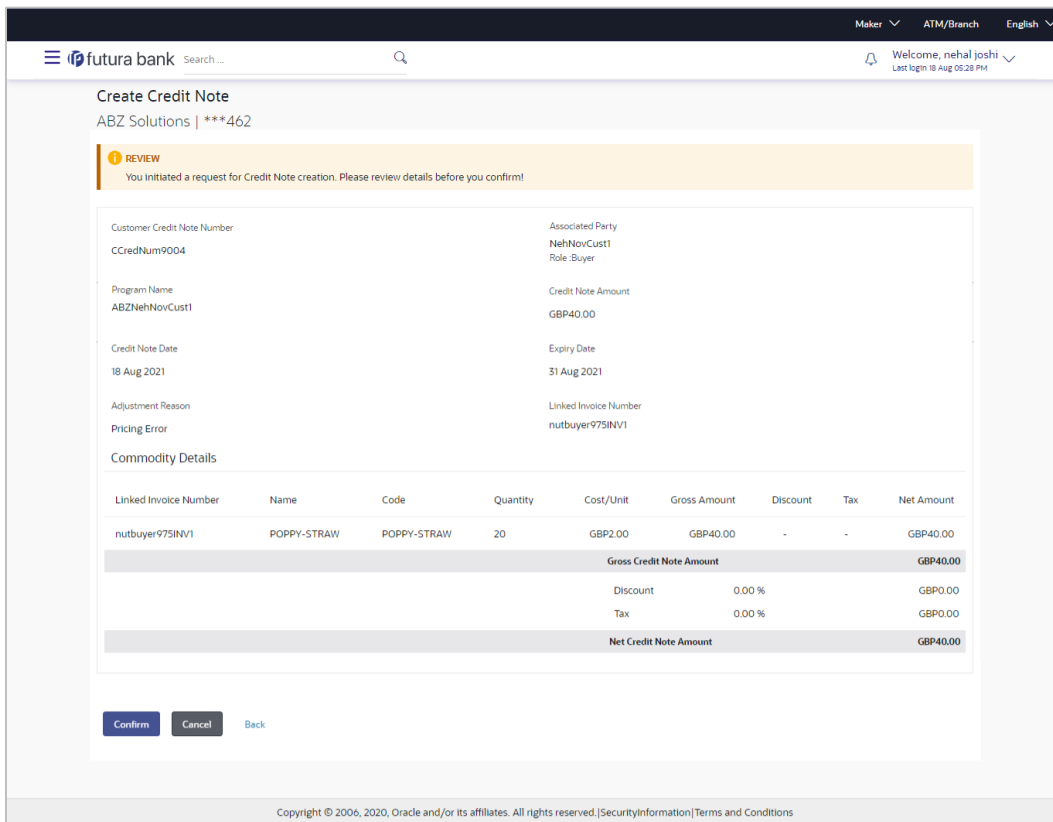
Field Name	Description
Tax	<p>Displays the total tax amount of all the commodities added. The average tax percentage of all added commodities is also displayed.</p> <p>Click  to reset the values.</p> <p>Total Tax % = (Total tax amount / Total debit note amount) *100</p> <p>Note: When commodity records are added, the tax value of each commodity is aggregated and populated here. This value cannot then be modified. However, if commodity records are not added, then this field is editable and the tax value or percentage can be entered here.</p>
Miscellaneous Charges	<p>Add the name and amount of any other miscellaneous charge applicable.</p> <p>Use  to add another charges. A maximum of 2 miscellaneous charges can be added.</p> <p>Click  to reset the values.</p>
Net Credit Note Amount	<p>Displays the overall credit note amount that is owed to the buyer.</p> <p>Note: The Net Credit Note Amount gets automatically calculated as follows: Net Credit Note Amount = Gross Credit Note Amount - Discount Value + Tax Amount</p>
	<p>Indicates an option to reset the fields. This icon is present on the top right corner of the screen.</p>

4. Modify the amount in the **Credit Note Amount** field above the Commodity Details section, to match the **Gross Credit Note Amount**, of all commodities.
5. Click **Save** to save the debit note.
OR
Click **Save and Copy** to save the credit note and to create an editable copy.
OR
To clear the fields, click the  icon in the top right side of the screen.

Note: On clicking the **Save** button, the credit note being created appears in a panel with  in the top right corner. Click this icon to edit / copy / delete the credit note, if required.

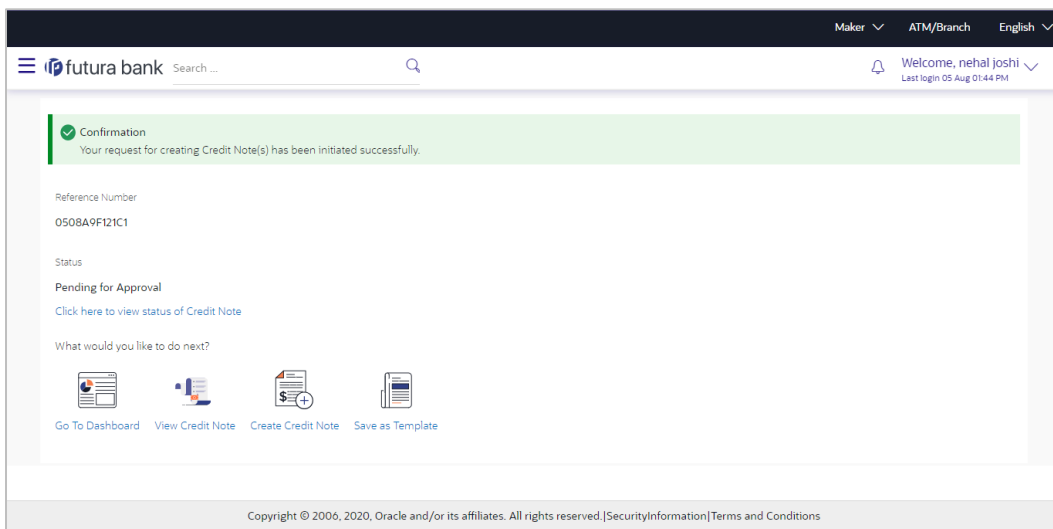
6. To create another new credit note in the transaction, click the **Add Credit Note** link.
 - a. Add required details as mentioned in the steps above.
7. Click **Submit** to submit the transaction, once all required credit notes have been added. The Review screen appears.
OR
Click **Cancel** to cancel the transaction.
OR
Click **Back** to navigate back to the previous screen.

Create Credit Note – Review Screen



8. In the Review screen, verify the details and click **Confirm**. A confirmation message appears with the reference number and status of the transaction.
 OR
 Click **Cancel** to cancel the transaction.
 OR
 Click **Back** to navigate back to the previous screen.

Create Credit Note – Confirmation Screen



Note: You can view the details of the credit note just created, by clicking the '[Click here to view status of Credit Note](#)' link.

9. Click the **Save as Template** link to save the details of the created credit note as a template.
OR
Click the **View Credit Note** link to view the details of existing credit notes. The **View Credit Note** screen appears.
OR
Click the **Create Credit Note** link to create another credit note.
OR
Click the **Go To Dashboard** link to go to the main dashboard.

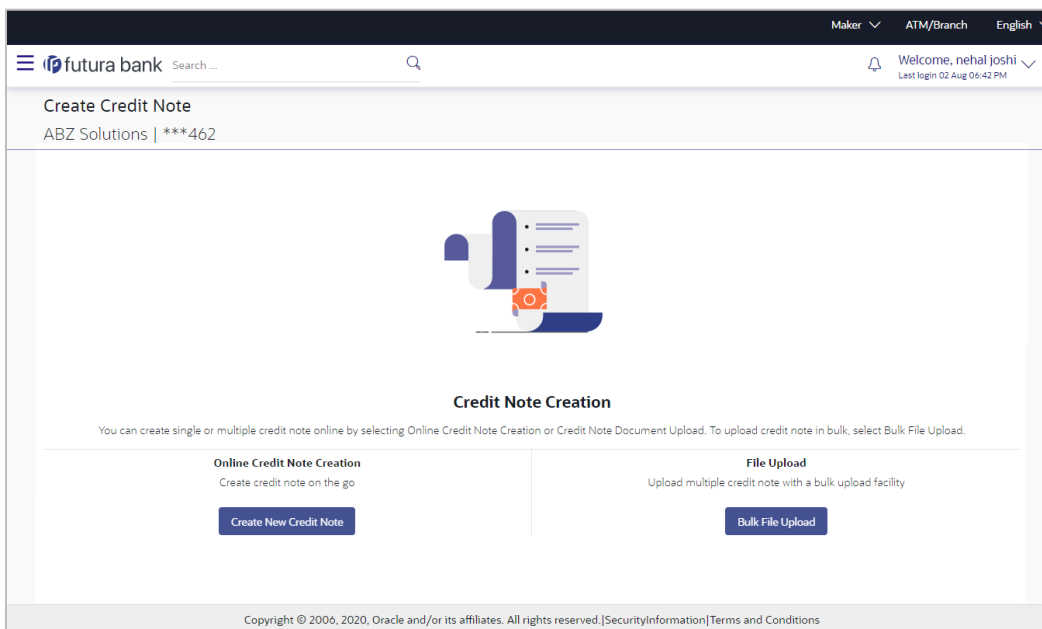
7.1.1.2 **Create Credit Notes using Templates**

You can save the data entered during credit note creation, as a template. This option is available upon successful creation of a credit note. You can use this template in the future to create credit notes for the same program and associated party. This saves the efforts of re-entering the data.

How to reach here:

Dashboard > Toggle menu > Receivables/Payables > Receivables/Payables Management > Create Credit Note

To view and use templates for creation of credit notes:




38. On navigating to the **Create Credit Note** screen, click **Create New Credit Note**. The **Create Credit Note** screen appears.
39. Click the **Template** tab. A list of existing templates appear.

Create Credit Note – Template tab

The screenshot shows the 'Create Credit Note' page in the Futura Bank system. The page is titled 'Create Credit Note' and shows 'ABZ Solutions | ***462'. There are two tabs: 'New Credit Note' and 'Template'. The 'Template' tab is active, displaying a table of templates. The table has columns for 'Template Name', 'No of Credit Note Saved', 'created By', 'last Updated', and 'Action'. One template is listed with the name 'CRN_TMPL_030821013110', 1 saved note, created by 'authninstaller2', and last updated on '03 Aug 2021'. A 'Search...' field is located above the table. To the right of the table is a 'Credit Note' information box with a title and explanatory text. The footer contains copyright information: 'Copyright © 2006, 2020, Oracle and/or its affiliates. All rights reserved. [SecurityInformation]Terms and Conditions'.


Field Description

Field Name	Description
Search	Enter the partial or full name of the template to search for specific templates. As you type the name, the relevant templates appear in the list.
Template Name	Displays the name of the credit note template, as a hyperlink. Click this hyperlink to open the New Credit Note screen, with the template details populated in the respective fields.
No. of Credit Note Saved	Displays the number of credit notes saved under the template.
Created By	Displays the name of the corporate user who created the template.
Last Updated	Displays the last updated date of the credit note template.
Action	Click  to delete the credit note template.

40. Navigate through the pages to the required template, or use the **Search** field to find a specific template.

41. Click the desired **Template Name** link. The template details are populated in the **New Credit Note** tab.

OR



Click  against the template to delete the existing credit note template. A popup message appears to confirm the deletion.

c. Click **Yes** to delete the credit note template.

OR

Click **No** to cancel the deletion of the credit note template.

42. Add or modify the required details.

43. Click **Save** to save the credit note.
OR
Click the **Save and Copy** link to create a copy of the credit note in editable mode.
OR
Click the **Add Credit Note** link at the bottom of the screen, to add another credit note.
OR
Click  at the top right corner of a credit note, to delete it.
OR
Click  at the top right corner of a credit note, to clear the existing data.
44. Click **Submit** to submit the transaction. The Review screen appears.
OR
Click **Cancel** to cancel the transaction.
OR
Click **Back** to navigate back to the previous screen.
45. In the Review screen, verify the details, and click **Confirm**. A confirmation message appears with the reference ID and status of the transaction.
OR
Click **Cancel** to cancel the transaction.
OR
Click **Back** to navigate back to the previous screen.

7.1.2 **Bulk Credit Note Creation**

Credit note records can be created in bulk through file upload.

How to reach here:

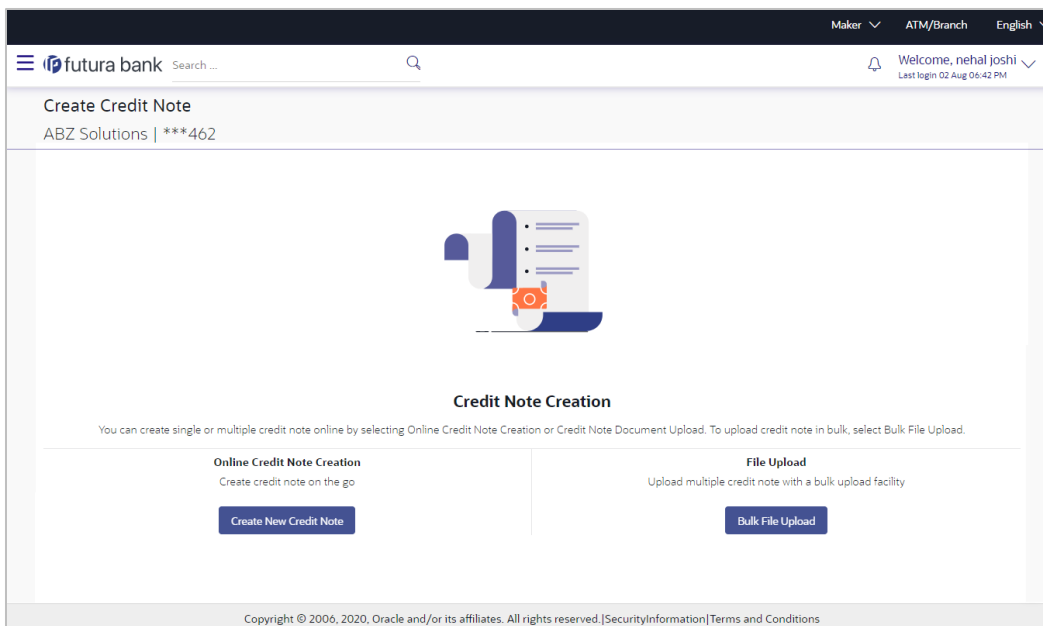
Dashboard > Toggle Menu > File Upload > File Upload

OR

Dashboard > Quick Links > File Upload

OR

Dashboard > Toggle menu > Receivables/Payables > Receivables/Payables Management > Create Credit Note

To create credit notes in bulk:**Field Description**

Field Name	Description
Create Credit Note	
Party Name & ID	Displays the name and ID of the logged-in corporate party.
Online Debit Note Creation	Indicates the option to create credit note records by manual entry of the details.
File Upload	Indicates the option to create bulk credit note records through file upload.

1. In the **Create Credit Note** screen, click **Bulk File Upload**. The **File Upload** screen appears.
2. For more information on the procedure of uploading the file, refer **User Manual Oracle Banking Digital Experience Corporate Bulk File Upload – Supply Chain Finance**. Use the file template detailed below for upload.

7.1.2.1 Bulk Credit Note File Template

The file to be uploaded should have data in a specific sequence. For each credit note, there must be a top row with indicator 'CN', which specifies credit-note-level parameters. For each commodity under the credit note, there must be a row with indicator 'C', which specifies the commodity-level parameters.



BulkCreditNoteUploadTemplate.csv

Note: Refer this file for the upload file format:

Field Description

Field Name	Description
	The following fields are specific to a credit note. You must add a row for each credit note record.
Indicator	Enter CN in this field. This is a mandatory field.
Cr. Note Reference Number	Enter the customer's reference number for the credit note. This is a mandatory field.
Link Invoice Number	Enter the invoice reference numbers to be associated with the credit note. You can provide multiple invoice numbers using the pipe separator. Note: The invoice numbers provided here should belong to the same party ID for which the credit note is being uploaded. The invoice numbers provided here should also belong to the same buyer-supplier combination, as that of the credit note. The invoices specified in this field should not have been cancelled. Credit notes cannot be raised against cancelled invoices.
Cr Note Date	Enter the date of creation of the credit note. This date should not be greater than the current business date. It should also not be less than the invoice date. This is a mandatory field.
Cr Note Expiry Date	Enter the expiry date of the credit note.
Buyer Code**	Enter the code associated with the buyer.
Supplier Code**	Enter the code associated with the supplier.
Currency*	Enter the credit note currency. A 3-digit currency code as per ISO standards is acceptable. This is a mandatory field.
Base Cr Note Amount*	Enter the gross credit note amount.
Discount Amount	Enter the discount amount applicable on the base credit note amount.
Tax Amount	Enter the applicable tax amount.

Field Name	Description
Net Cr Note Amount*	Enter the net credit note amount, post application of discount and tax. This is a mandatory field. Net Cr Note Amount = Base Cr Note Amount – Discount Amount + Tax Amount
Buyer Division Code	Enter the division code of the buyer.
Supplier Division Code	Enter the division code of the supplier.
Buyer ID*	Enter the party ID of the buyer.
Supplier ID*	Enter the party ID of the supplier.
Buyer Name	Enter the name of the buyer.
Supplier Name	Enter the name of the supplier.
Program ID	Enter the ID of the program associated with the credit note. This ID should be the same as the program ID associated with the linked invoices.
Adjustment Reason	Enter the reason for adjustment. The available values are: <ul style="list-style-type: none"> • Pricing Error • Allowance/Charge Error • Extension Error • Quantity Contested • Pallet/Container Charge Error • Freight Deducted • Tax Deducted • Items not received
Remarks	Enter any remarks, if applicable.
The following fields are specific to a commodity. You must add a row for each commodity in the credit note.	
Indicator**	Enter C for a commodity row.
Credit Note reference number	Enter the reference number of the credit note. This is a mandatory field.
Invoice Number**	Enter the invoice reference number of the commodity. This number should also be listed in the Linked Invoice Number field of the credit note. Note: Only one invoice number is allowed in this field. If the commodity is linked with multiple invoices, then a commodity row should be added for each invoice.
Commodity Code**	Enter the unique code of the commodity. This code should be the same as that present in the linked invoice in the credit note.

Field Name	Description
Commodity Name	Enter the name of the commodity. This name should be the same as that present in the linked invoice in the credit note.
Quantity**	Enter the quantity of the commodity.
Unit Cost	Enter the cost per unit of the commodity.
Gross Total of Commodity	Enter the total cost of the commodity. Gross Amount = Unit Cost * Quantity
Discount Amount	Enter the discount amount applicable to the commodity.
Tax Amount	Enter the tax amount applicable to the commodity.
Net Amount**	Enter the net amount of the commodity. Net Amount = Gross Total of Commodity – Discount Amount + Tax Amount

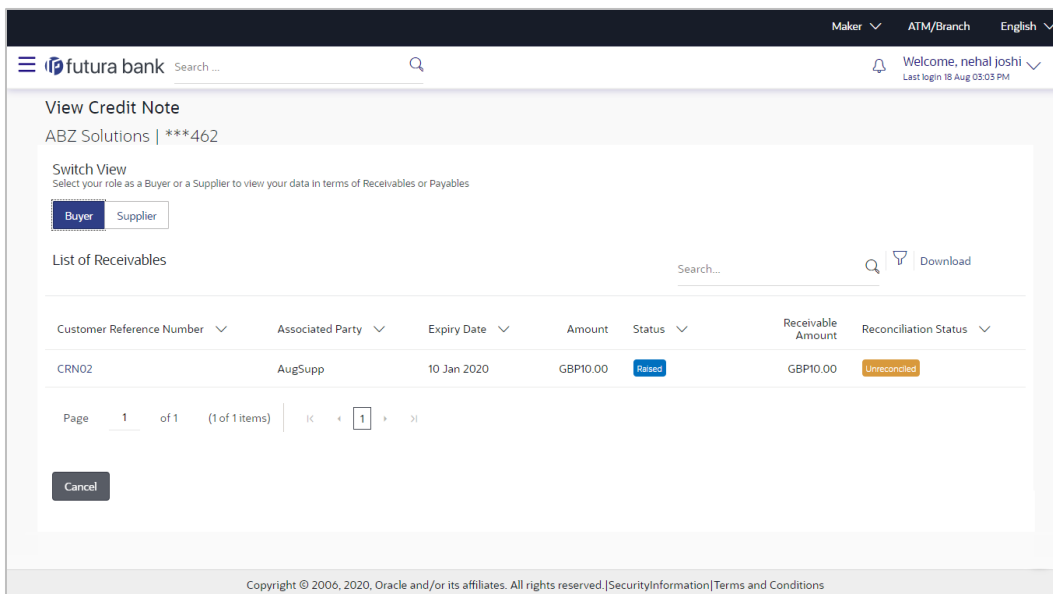
7.2 View Credit Note

Using this option, corporate users can view the credit notes, with respect to the corporate’s role as buyer or supplier.

How to reach here:

Dashboard > Toggle menu > Receivables/Payables > Receivables/Payables Management > View Credit Note

View Credit Note – for Buyer Role



View Credit Note – for Supplier Role

View Credit Note
 ABZ Solutions | ***462

Switch View
 Select your role as a Buyer or a Supplier to view your data in terms of Receivables or Payables

Buyer **Supplier**

List of Payables


Customer Reference Number	Associated Party	Expiry Date	Amount	Status	Payable Amount	Reconciliation Status
CNAPR26042104	NehNovCust1	14 Apr 2021	GBP200.00	Raised	GBP200.00	Unreconciled
CNAPR14052102	NehNovCust1	08 Jan 2020	GBP200.00	Raised	GBP200.00	Unreconciled
CNAPR23042106	NehNovCust1	14 Apr 2021	GBP100.00	Raised	GBP100.00	Unreconciled
1234569		14 Jan 2020	GBP200.00	Raised	GBP200.00	Unreconciled
CNSonal310703	NehNovCust1	20 Jul 2021	GBP0.00	Raised		Unreconciled
TemplateTestingCR001	NehNovCust1	04 Aug 2023	GBP40,400.00	Raised	GBP42,016.00	Unreconciled
CREDIT01NoInvoice	NehNovCust1	12 Jan 2023	USD11,520.00	Raised	USD11,520.00	Unreconciled
123	NehNovCust1	01 Aug 2021	USD3.00	Raised	USD3.00	Unreconciled
OBDX37569RetestEdit0101	NehNovCust1	14 Jan 2023	USD50,000.00	Raised	USD50,250.00	Unreconciled
DiffCurrencyMultiCREDIT02	NehNovCust1	14 Jan 2023	GBP484.00	Raised	GBP503.74	Unreconciled

Page 1 of 11 (1-10 of 108 items) | 1 2 3 4 5 ... 11 |

Cancel

Copyright © 2006, 2020, Oracle and/or its affiliates. All rights reserved. | Security Information | Terms and Conditions

Field Description

Field Name	Description
View Credit Note	
Party Name & ID	Displays the name and ID of the logged-in corporate party.
Switch View	Indicates the option to view the credit notes based on the corporate party's role. The options are: <ul style="list-style-type: none"> • Buyer • Supplier
Search	Indicates an option to search for specific credit notes. As the partial or full reference number is entered, the relevant credit notes are displayed.
	Click this icon to filter the credit notes, based on certain criteria. For more information, refer the Search (overlay window) section below.

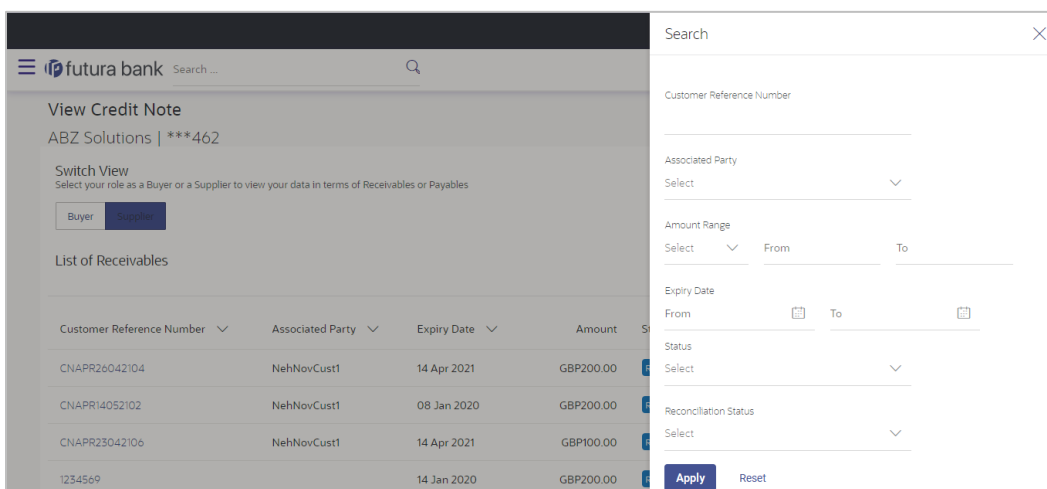
Field Name	Description
List of Receivables/Payables	
Displays a list of credit notes based on the entered search criteria, for the party's role as supplier or buyer. The credit notes are displayed as: <ul style="list-style-type: none"> • Receivables, if the role of the logged-in party is selected as 'Buyer' in the Switch View field. • Payables, if the role of the logged-in party is selected as 'Supplier' in the Switch View field. 	
Customer Reference Number	Displays the customer's reference number for the credit note as fetched from the Host. This is a hyperlink which when clicked displays the details of the credit note. For more information, refer the View Credit Note Details section, in this document.
Associated Party	Displays the counter party name as fetched from the Host.
Expiry Date	Displays the expiry date of the credit note as fetched from the Host.
Amount	Displays the credit note amount along with the currency as fetched from the Host.
Status	Displays the status of the credit note as fetched from the Host.
Payable Amount / Receivable Amount	Displays the amount payable / receivable depending on the role selected. If the role is of a buyer, then it is the receivable amount, else it is the payable amount.
Reconciliation Status	Displays the payment status of the credit note.

You can perform the following actions in the **View Credit Note** screen:

- Click the **Customer Reference Number** link to view the details of the credit note.
- Click **Download** to download the credit notes list in CSV format.
- Click **Cancel** to go to the main dashboard.

Search (overlay window)

This window appears when you click in the View Credit Notes screen.



Field Description

Field Name	Description
Search (overlay window)	
Customer Reference Number	Indicates an option to search for a credit note using the reference number.
Associated Party	Indicates an option to search for credit notes based on the associated party.
Amount Range Currency From-To	Indicates an option to search for credit notes based on a particular currency and amount range.
Expiry Date From-To	Indicates an option to search for credit notes that expire in a specific period.
Status	Indicates an option to search for credit notes based on the status.
Reconciliation Status	Indicates an option to search for credit notes based on the reconciliation status.

On clicking **Apply**, a list of relevant credit notes is displayed. On clicking **Reset**, the data entered in the **Search** overlay window is cleared.

7.2.1 View Credit Note Details

This screen appears if you click the **Customer Reference Number** link of a particular credit note in the **View Credit Note** screen. It displays the detailed information of the credit note. You can view the following details:

- Itemized amount details
- Commodity details, if they have been added during creation.
- Linked invoices
- Reconciliation details, if reconciled.

The screenshot displays the 'View Credit Note Details' interface for a credit note. The header includes the Futura Bank logo, a search bar, and user information for 'nehal joshi'. The main content area is titled 'View Credit Note Details' and shows the following information:

- Host Reference Number:** CN1387 (with a 'Raised' status indicator)
- Date:** 01 Jan 2020
- Program Name:** NIKE Product 1
- Customer Credit Note Number:** CRN02
- Expiry Date:** 10 Jan 2020
- Payment Terms:** -
- Adjustment Reason:** Allowance/Charge Error
- Remark:** -
- Supplier Details:**
 - Supplier Name:** AugSupp
 - Supplier Id:** 001715
 - Supplier Address:** 202, Preston Road, London, GB, 2009
 - Supplier Code:** -

Below the main details is a section for 'Amount Details' with the following table:

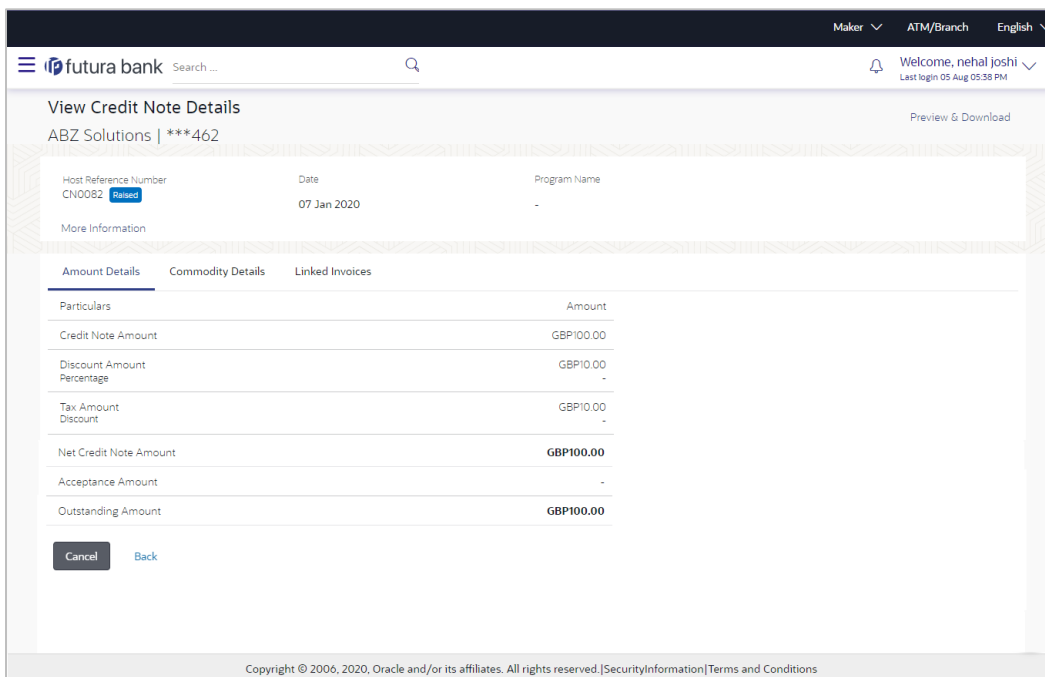
Particulars	Amount
Credit Note Amount	GBP10.00
Discount Amount Percentage	0
Tax Amount Discount	0
Net Credit Note Amount	GBP10.00
Acceptance Amount	-
Outstanding Amount	GBP10.00

At the bottom of the amount details section, there are 'Cancel' and 'Back' buttons. The footer contains the copyright notice: 'Copyright © 2006, 2020, Oracle and/or its affiliates. All rights reserved. | Security Information | Terms and Conditions'.

Field Description

Field Name	Description
View Credit Note Details	
Party Name & ID	Displays the name and ID of the logged-in corporate party.
Preview & Download	Click the link to download the credit note details in PDF format. This file is password protected. The password is a combination of the first four letters of the corporate user name in UPPERCASE followed by the date of birth/establishment in DDMM format.
Host Reference Number Status	Displays the unique reference number of the credit note fetched from the host. The status of the credit note is also displayed.
Date	Displays the date on which the credit note has been created.
Program Name	Displays the name of the program linked with the credit note.
The following fields appear if you click the More Information link. You can hide the fields by clicking the Less Information link.	
Customer Credit Note Number	Displays the customer's credit note reference number.
Expiry Date	Displays the date on which the credit note expires.
Payment Terms	Displays the terms agreed for the payment of the credit note.
Adjustment Reason	Displays the reason for adjustment of the initial invoice amount.
Remark	Displays the entered remarks.
Buyer Details / Supplier Details	
If the associated party is the supplier, then the supplier details are displayed. If the associated party is the buyer, then the buyer details are displayed.	
Buyer Name/ Supplier Name	Displays the name of the associated party.
Buyer Id / Supplier Id	Displays the ID of the associated party.
Buyer Address / Supplier Address	Displays the address of the associated party.
Buyer Code / Supplier Code	Displays the code of the associated party.

View Credit Note Details – Amount Details tab



Field Description

Field Name	Description
Amount Details tab	
	The itemized categories appear under Particulars and the respective amounts appear under Amount .
Credit Note Amount	Displays the credit note amount along with the currency.
Discount Amount Percentage	Displays the discount amount based on the discount percentage, along with the percentage value.
Tax Amount Percentage	Displays the tax amount based on the tax percentage, along with the percentage value.
Net Credit Note Amount	Displays the net calculated value on the basis of discount and tax values that are entered.
	Note: The Net Credit Note Amount gets auto calculated as follows: $\text{Net Credit Note Amount} = \text{Credit Note Amount} - \text{Discount Amount} + \text{Tax Amount}.$
Acceptance Amount	Displays the credit note amount that has been accepted.
Outstanding Amount	Displays the credit note amount that is outstanding.

View Credit Note Details – Commodity Details

View Credit Note Details
ABZ Solutions | ***462

Host Reference Number: CNO082 Raised Date: 07 Jan 2020 Program Name: -

More Information

Amount Details **Commodity Details** Linked Invoices

Name	Code	Quantity	Cost Per Unit	Gross Amount	Discount Amount	Tax Amount	Net Amount	Linked Invoices
Roses	POPPY-STRAW	10	GBP10.00	GBP100.00	GBP10.00 @ 10%	GBP10.00 @ 10%	GBP100.00	INV19042107

Cancel Back

Copyright © 2006, 2020, Oracle and/or its affiliates. All rights reserved. [SecurityInformation]Terms and Conditions

Field Description

Field Name	Description
------------	-------------

Commodity Details tab

This tab appears only if the commodity details have been entered during creation of credit note.

Name	Displays the name of the commodity.
Code	Displays the code of the commodity.
Quantity	Displays the quantity of commodity.
Cost Per Unit	Displays the cost per unit of the commodity.
Gross Amount	Displays the total amount of the commodity. This is the product of quantity and cost per unit.
Discount	Displays the discount amount and percentage offered on the commodity.
Tax	Displays the tax amount and percentage charged on the commodity.
Net Amount	Displays the net amount for the commodity. Net Amount = Gross Amount – Discount + Tax.
Linked Invoice Number	Displays the reference number of the linked invoice.

View Credit Note Details – Linked Invoices tab

View Credit Note Details
ABZ Solutions | ***462

Host Reference Number: CNO082 Raised | Date: 07 Jan 2020 | Program Name: -

More Information

Amount Details | Commodity Details | **Linked Invoices**

Invoice Reference Number	Customer Invoice Number	Due Date	Invoice Amount	Financed Amount	Invoice Status
INV80087	INV19042107	07 Jan 2020	GBP1,300.00	-	Assigned

Cancel Back

Copyright © 2006, 2020, Oracle and/or its affiliates. All rights reserved. [SecurityInformation]Terms and Conditions

Field Description

Field Name	Description
------------	-------------

Linked Invoices tab

This tab appears if the credit note has been linked with invoices.

Invoice Reference Number	Displays the reference number of the invoice. This is a hyperlink which when clicked displays the details of the invoice.
Customer Invoice Number	Displays the customer's reference number of the invoice.
Due Date	Displays the due date of the invoice.
Invoice Amount	Displays the invoice amount.
Financed Amount	Displays the invoice amount that has been financed.
Invoice Status	Displays the status of the invoice.

View Credit Note Details – Reconciliation Details tab

Field Description

Field Name	Description
------------	-------------

Reconciliation Details tab

This tab appears if the credit note is reconciled against payments. Multiple payments may have been reconciled against a credit note.

Field Name	Description
Payment Reference Number	Displays the reference number of the payment that has been reconciled with the credit note record. This is a hyperlink, which when clicked displays the payment details. For more information, refer the View Payments (details) section in this user manual.
Payment Date	Displays the date of payment.
Payment Amount	Displays the amount of the payment.
Reconciliation Date	Displays the date when the reconciliation has been performed.
Remitter Name / Beneficiary Name	Displays the name of the remitter, in case of an inflow payment. Displays the name of the beneficiary, in case of an outflow payment.
Reconciliation Amount in Payment Currency	Displays the reconciliation amount in the currency that the payment has been made in.
Reconciliation Amount in Credit Note Currency	Displays the reconciliation amount in the currency of the credit note.

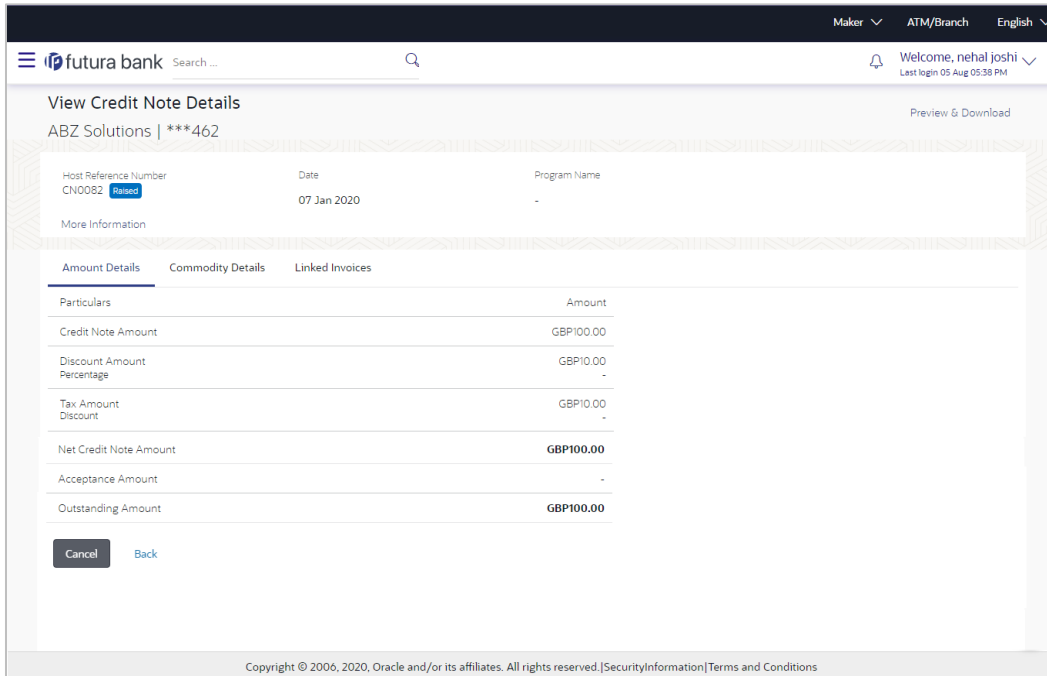
You can perform the following actions from the **View Credit Note Details** screen:

- Click the **Preview & Download** link to preview and download the credit note.
- Click **Cancel** to go to the main dashboard.
- Click **Back** to go to the previous screen.

7.2.1.1 Preview and Download Credit Note

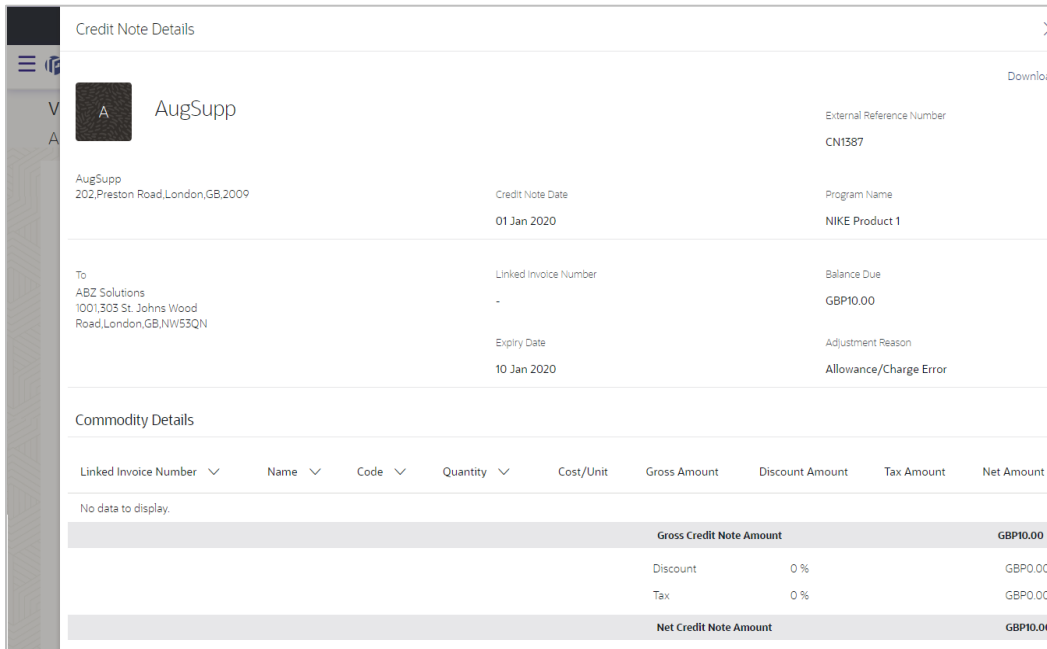
To preview and download the credit note:

View Credit Note Details



46. In the **View Credit Note Details** screen, click **Preview & Download**. The credit note details overlay window appears. The credit note fields displayed here are the ones entered during the creation of the credit note.

Credit Note Details



47. Click **Download** to download the credit note details in PDF format.

OR

Click  to close the window.

Field Description

Field Name	Description
Credit Note Details overlay window	
Download	Click to download the debit note in PDF format.
External Reference Number	Displays the customer's own reference number.
Party name & address	Displays the name and address of the supplier.
Credit Note Date	Displays the date on which the credit note has been raised.
Program Name	Displays the program linked to the credit note.
To	Displays the name and address of the buyer.
Linked Invoice Number	Displays the reference numbers of the invoices linked to the credit note.
Balance Due	Displays the balance credit note amount to be paid.
Expiry Date	Displays the expiry date of the credit note.
Adjustment Reason	Displays the reason for adjusting the initial invoice amount.
Commodity Details	
Linked Invoice Number	Displays the reference number of the invoice linked to the specific commodity.
Name	Displays the name of the commodity.
Code	Displays the code of the commodity.
Quantity	Displays the quantity of the commodity.
Cost/Unit	Displays the cost per unit of the commodity.
Gross Amount	Displays the gross amount of the commodity along with the currency. It is the product of the entered quantity and the cost per unit. Gross Amount = Quantity * Cost/Unit
Discount Amount	Displays the discount applicable to the commodity.
Tax Amount	Displays the tax applicable to the commodity.

Field Name	Description
Net Amount	Displays the net amount of the commodity. Net Amount = Gross Amount – Discount Amount + Tax Amount
Gross Credit Note Amount	Displays the total amount of all the commodities (gross amount).
Discount	Displays the total discount amount of all the commodities added. The average discount percentage of all added commodities is also displayed. Total Discount % = (Sum of discount amount of all commodities / Sum of gross amount of all commodities) *100
Tax	Displays the total tax amount of all the commodities added. The average tax percentage of all added commodities is also displayed. Total Tax % = [Sum of tax amount of all commodities / (Sum of gross amount of all commodities - Sum of discount amount of all commodities)] *100
Net Credit Note Amount	Displays the calculated value on basis of discount and tax values entered. <u>Note: The Net Credit Note Amount gets auto calculated as follows: Net Credit Note Amount = Gross Credit Note Amount - Discount + Tax</u>

[Home](#)

8. Associated Party Management

8.1 Introduction

The features built for the corporate user in Associated Party Management are as follows-

- On-board Associated Party
- View Associated Party

Note: The Associated Party Management module is only supported on **Desktops/Laptops** and on **Landscape** mode of **Tablet** devices.

8.2 Onboard Associated Party

On-boarding an Associated Party refers to introducing your trade partner to the Supply Chain Finance or Cash Management system. This is the first step in supply chain finance or cash management business. The Associated Party is the other party in the trade of the Corporate, who may or may not be a customer of the bank. The associated party could be a buyer or a supplier.

Using this option, you can on-board your associated party so that you can link your party to the program for Supply Chain Finance business or add your receivables or payables through Cash Management module against the Associated Party. The Associated Party that is on-boarded can be a customer of the bank or may not be the customer of the bank. This is identified by Back Office through a de-dupe check run on the party's details.

Pre-requisites

User must have valid corporate login credentials.

How to reach here:

Dashboard > Toggle menu > Receivables/Payables > Associated Party Management > Onboard Associated Party

OR

*Dashboard > Toggle menu > Receivables/Payables > Associated Party Management > View Associated Parties > **Onboard new** link*

OR

Dashboard > Toggle menu > Supply Chain Finance > Overview > Quick Links > Onboard Associated Party

To on-board a new associated party:

Step1- Associated Party Details

48. The Step1 - **Associated Party Details** screen appears.

Onboard Associated Party- Associated Party Details

The screenshot shows the 'Onboard Associated Party' interface for 'ABZ Solutions | ***462'. The 'Associated Party Details' step is active. The form contains the following fields and controls:

- Role of Associated Party:** Radio buttons for 'Buyer' and 'Supplier' (selected).
- Supplier Code:** Text field with value 'S9989'.
- Party Name:** Text field with value 'ABC Industries'.
- Short Name:** Text field with value 'ABCI'.
- Category Of Corporate:** Dropdown menu with value 'Private Limited Company'.
- Corporate Registration Number:** Text field with value 'CRN9989'.
- Tax Registration Number:** Text field with value 'TRN9989'.
- Global Intermediary Identification Number:** Empty text field.
- Auto Accept Invoice:** Toggle switch set to 'Yes'.
- Number of days for auto acceptance:** Text field with value '0'.

Navigation buttons at the bottom include 'Next', 'Cancel', and 'Back'. A callout box titled 'Onboarding Associated Party' states: 'Associated Party is the other party in a commercial trade who need not be the customer of the bank. The Associated Party thus needs to be onboarded into the system so that their KVC is checked and complied by the bank.'

Field Description

Field Name	Description
Onboard Associated Party – Associated Party Details step	
Party Name and ID	Displays the name and ID of the logged-in corporate party.
Role of Associated Party	Specify the role of the associated party. The options are: <ul style="list-style-type: none"> • Buyer • Supplier
Buyer Code	Enter the buyer code. This field is displayed, only if the Buyer option is selected in the Role of Associated Party field.
Supplier Code	Enter the supplier code. This field is displayed, only if the Supplier option is selected in the Role of Associated Party field.

Field Name	Description
Party Name	Enter the name of the associated party to be on-boarded.
Short Name	Enter the short name of the associated party.
Category Of Corporate	Select the category that the associated party falls under. The options are: <ul style="list-style-type: none"> • Others • Partnership firm • Public Limited Company • Private Limited Company
Corporate Registration Number	Enter the registration number of the associated party.
Tax Registration Number	Enter the tax registration number of the associated party.
Global Intermediary Identification Number	Enter the GIIN that has been issued by the IRS, if relevant.
Auto Accept Invoice	Enable this option to set invoices to be auto accepted for the associated party. The options are: <ul style="list-style-type: none"> • Yes • No
Number of days for auto acceptance	Enter the number of days after which the 'raised' invoices are deemed as 'accepted'. This field appears only if the Yes option is selected in the Auto Accept Invoice field.

49. Once you enter the required data in the Associated Party Details step, click **Next**, to proceed to the **Communication Details** step.
OR
Click **Cancel** to cancel the transaction.
OR
Click **Back** to navigate back to the previous screen.

Step2 - Communication Details

50. The Step 2- **Communication Details** screen appears.

Onboard Associated Party- Communication Details

The screenshot shows the 'Onboard Associated Party - Communication Details' form in the Futura Bank system. The form is divided into two main sections: 'Associated Party Details' (marked as completed) and 'Communication Details' (current step). The 'Communication Details' section includes fields for Landline Number, Fax, Mobile Number, Email ID, and Registered Address. A callout box on the right provides information about the Associated Party, stating that it is a commercial trade partner who is not a customer of the bank and must undergo KYC. The form also includes a 'Submit' button and a 'Cancel' button.

Field Description

Field Name	Description
Onboard Associated Party – Communication Details step	
Landline Number	Enter the landline number of the associated party.
Add Fax	Click the Add Fax link to add the fax number of the associated party. To delete the added fax number, click .
Mobile Number	Enter the mobile number of the associated party along with the country code.
Email ID	Enter the email ID of the associated party.

Field Name	Description
Preferred Communication Mode	Select the preferred mode for communication with the associated party. The options are: <ul style="list-style-type: none"> • Email • Mobile
Registered Address	
Address Line 1- 2	Enter lines 1 and 2 of the registered address of the associated party.
Country	Select the country of the associated party.
State	Select the state of the associated party.
City	Enter the city where the associated party is based in.
PIN Code	Enter the pin code of the associated party.
Communication Address	
Same as Registered Address	Select the check box if you wish to use the registered address as the communication address.
Below fields are enabled only if the Same as Registered Address check box is unchecked.	
Address Line 1- 2	Enter lines 1 and 2 of the communication address of the associated party.
Country	Select the country of the associated party.
State	Select the state of the associated party.
City	Enter the city where the associated party is based in.
PIN Code	Enter the pin code of the associated party.

51. Once you enter the required details in the **Communication Details** step, click **Submit** to onboard your associated party. The Review screen appears.
OR
Click **Cancel** to cancel the transaction.
OR
Click **Back** to navigate back to the previous screen.

Onboard Associated Party – Review Screen

Viewer ATM/Branch English

futura bank Welcome, Nehal Joshi
Last login 09 Mar 07:46 PM

Onboard Associated Party

ABZ Solutions | ****462

Review
You initiated a request for onboarding a Associated Party. Please review details before you confirm!

Associated Party Details

Role of Associated Party Supplier	Supplier Code S9989
Short Name ABCI	Party Name ABC Industries
Corporate Registration Number CRN9989	Category Of Corporate Private Limited Company
Tax Registration Number TRN9989	Global Intermediary Identification Number NA
Auto Accept Invoice Yes	Number of days for auto acceptance 0

Communication Details

Landline Number 02298765432	Fax 02289999999
Mobile Number +91 -7899877899	Email ID abc@ABCI.com
Preferred Communication Mode Email	Registered Address XYZ Lane, , Mumbai, Others, India, Pin 400001
Communication Address XYZ Lane, , Mumbai, Others, India, Pin 400001	

[Confirm](#) [Cancel](#) [Back](#)

Copyright © 2006, 2020, Oracle and/or its affiliates. All rights reserved. | Security Information | Terms and Conditions

52. In the Review screen, verify the details, and click **Confirm**. A confirmation message of request initiation for on-boarding the associated party appears, along with the reference number and status of the transaction.

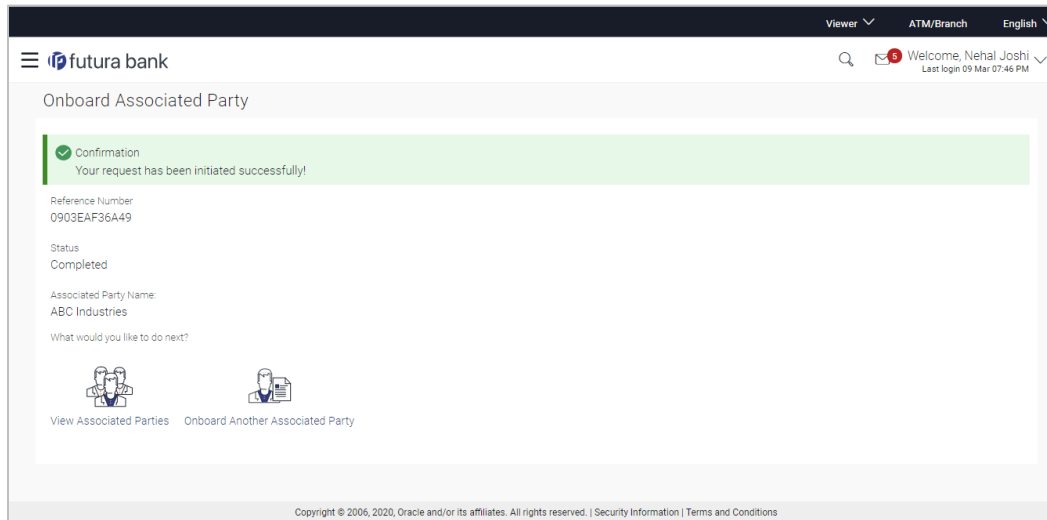
OR

Click **Cancel** to cancel the transaction.

OR

Click **Back** to navigate back to the previous screen.

Onboard Associated Party – Confirmation



53. In the Confirmation screen, click the **View Associated Parties** link to view the details of existing associated parties.

OR

Click the **Onboard Another Associated party** link to on-board a new associated party.

FAQ

5. Who is an Associated Party?

The Corporate party's customer with whom they trade is their associated party. In Supply Chain Finance parlance, the customer added in the Program by an Anchor (logged-in corporate party) is termed as Associated Party. This customer needs to be on-boarded as an associated party before linking to the Program.

6. What if the Associated Party is a customer of the Bank?

The Associated Party may or may not be a customer of the bank. If the Anchor wants to link an associated party to a program, then the associated party must first be on-boarded to the system.

7. If the Associated Party is an existing customer of the Bank, will the on-boarding of this party create a new party ID for them?

When the associated party is on-boarded and the details are submitted to the Bank's Supply Chain Finance system, a de-dupe check is performed. During this de-dupe check, if the Supply Chain Finance system identifies the associated party as an existing customer then the existing party ID itself is assigned, else a new party ID is assigned.

8. Can the Associated Party get portal access for Supply Chain Finance / Cash Management?

Yes, the associated party will get portal access for Supply Chain Finance / Cash Management.

9. How will the associated party get OBDX portal access, if they are not a customer of the Bank?

The associated party who is not a customer of the Bank, has a party ID assigned by the back office. This party ID resides in the Supply Chain Finance or Cash Management back office system. OBDX portal access can be given to a non customer party ID that is residing in the Supply Chain Finance or Cash Management back office system. Details are explained in the 'OBDX Channel access to Associated Parties (Non Customer)' section of this document.

8.3 KYC Documents Upload

This feature allows the associated party corporate who is not a customer of the bank, to upload its KYC documents. The bank then can complete the KYC validity of the corporate using the documents.

The Associated Party who is non-customer, receives a link on its email id. The associated party then needs to access the link which will redirect the corporate to the browser where it will direct or guide the associated party to upload the documents. On submitting the documents, the same are stored in the document management system and the content id is conveyed to the Bank who can then access these documents using the content id.


To upload KYC documents:

54. On successful on-boarding of the associated party (who is not a customer of the Bank), the Bank sends a link to upload KYC documents on the associated party's email ID (which is captured during the on-boarding).
55. Click the link in the email. The screen to upload KYC documents appears.

Onboard Associated Party- Upload KYC Documents


The screenshot shows the 'Onboard Associated Party' page on the Futura Bank portal. At the top, there are navigation options for 'ATM/Branch', 'English', and 'UBS 14.3 AT3 Branch'. The page title is 'Onboard Associated Party'. Below the title is a welcome message: 'Welcome buyer 1234. It gives us immense pleasure to have you on-boarded in our banks family. You have been on-boarded by ABZ Solutions'. The main section is titled 'Kindly Upload KYC documents' and is divided into two columns: 'Corporate Id Proof' and 'Corporate Address Proof'. The 'Corporate Id Proof' column lists 'Pan Card in the name of the company' and 'Certificate of Incorporation'. The 'Corporate Address Proof' column lists 'Registered Leave and License Agreement / Ownership Shop /in the name of Director/s / Company where actual business is carried out should be considered as an address proof.', 'Utility bills such as electricity, water and landline telephone bills in the name of the company', and 'Address mentioned on certificate of registration.'. Below these columns is a dashed box with the text 'Drop Files here or click to upload'. A note below the box states: 'Note: Each document should not be more than 2 MB. Supported file types: PNG, DOC, PDF, JPEG, JPG.'. Two files are listed: 'PAN Card.pdf' and 'ElectricityBill_03May.jpg'. At the bottom of the form is a blue 'Submit' button. The footer contains the text: 'Copyright © 2006, 2020, Oracle and/or its affiliates. All rights reserved. | Security Information | Terms and Conditions'.

Field Description

Field Name	Description
Onboarded Associated Party	
Drop Files here or click to upload	<p>Click  to browse and upload the ID proof or address proof documents or drag-and-drop the files to be uploaded.</p> <p>Note: File size should not be more than 2MB. Supported file types: .PNG, DOC, PDF, JPG, JPEG. Multiple documents can be uploaded at a time.</p>

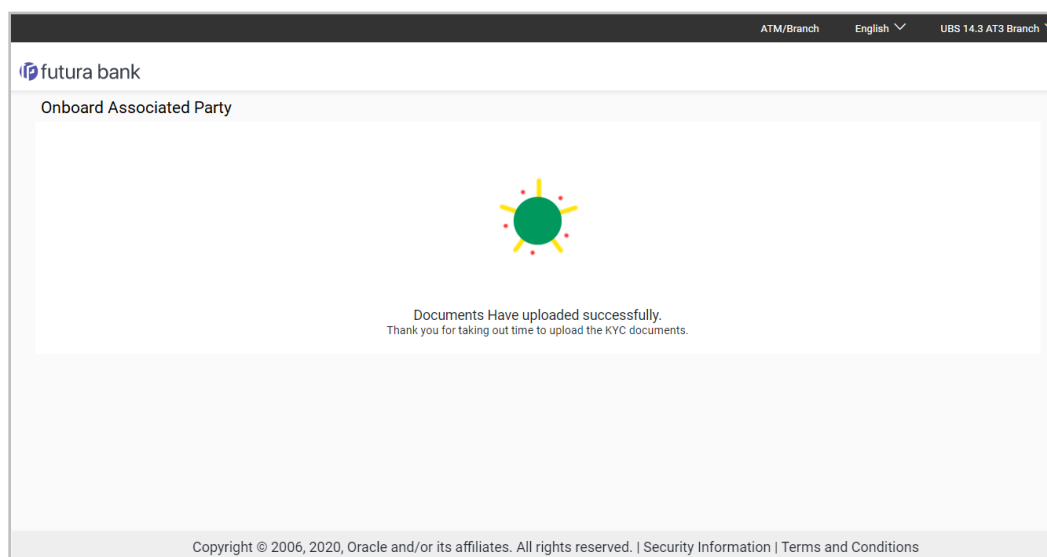
56. Once you upload the document, its name appears as a hyperlink. You can click this hyperlink to open the document.

OR

To delete the uploaded document, click  against it.

57. Click **Submit** to complete the uploading process. A Confirmation message regarding the uploading appears.

Onboard Associated Party- Success screen



8.4 OBDX Channel access to Associated Parties (Non Customer)

The on-boarded associated parties are allowed to transact on the same portal for raising invoices, effecting and accepting payments, availing finances and performing other transactions. The associated parties that are customers of the Bank, are provided with channel access as per BAU and can have access to business transactions.

Parties that are NOT customers of the Bank are also provided channel access. A feature is built-in for the Bank Admin to provide the required access.

The workflow or steps to be followed to provide access to a Non Customer Party ID is the same as that of a Customer of the Bank. All the features of the OBDX framework namely, User Management, Limits and Approvals, corporate admin and Audit Log are applicable to this Party ID too. For more details, refer **User Manual Oracle Banking Digital Experience Core**. Pre-shipped roles such as Non Customer Maker, Non Customer Checker and Non Customer Viewer are available along with relevant dashboards. For more details, refer **User Manual Oracle Banking Digital Experience Corporate Customer Services**.

Mandatory Role Transaction Mapping (RTM) should be done by the admin for the pre-shipped roles.

Access to the following is recommended;

- Supply Chain Finance, Manage Invoices, Associated Party Management, Purchase Order Management, Cash Management – All Transactions.
- Customer Servicing – Aggregator, Limits, User Limits.
- Essentials – Mails
- Widgets – Inside Corporate, Dashboard quick links, Finance Maturing, Invoice Time line, Overdue Finances, Overdue Invoices, Top Programs, Limits Widget.

If access to any other transactions is given to the non-customer user, then those transactions are reflected in the hamburger menu but since the customer does not have an account in the Bank the other screens will not have any data displayed.

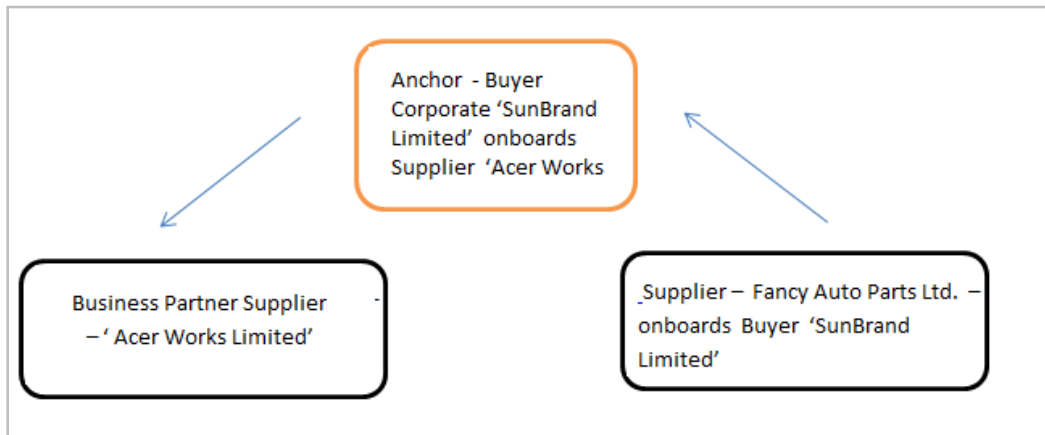
The Bank Admin can define which transactions are to be accessible to a non-customer through RTM. Similarly, bank admin can either enable or disable the corporate admin feature for non-customers. Access of Create Program and On-board Associated Party are NOT given in the RTM if these functionalities are not supported by the host.

8.5 View Associated Parties

Corporate will get a view of all its associated parties through 'View Associated Parties' screen. All its customers on-boarded by the Corporate can be viewed on this screen. Corporate will also be able to view its Anchors here.

Illustration –

Parties Involved:



Explanation:

Corporate SunBrand Limited logs on to the Portal and navigates to 'View Associated Parties, then both the corporates 'Acer Works Limited' who is the associated party of 'SunBrand Limited' and 'Fancy Auto Parts Limited' who has on-boarded 'SunBrand Limited' will be displayed.

The details of each of the associated party are displayed on accessing the respective Party. Details of associated party like his address and contact number along with the associated programs and its invoices are displayed

If the party is a buyer and not a Supplier, then 'Payables' data is displayed on the page for Program widget, vice-versa for if party is Supplier the 'Receivables' data is displayed. If party is buyer as well as Supplier, then 'Receivables' data is displayed default on the screen and the Switcher is set to 'Receivables'.

Pre-requisites

User must be having a valid corporate login credentials.

How to reach here:

Dashboard > Toggle menu > Receivables/Payables > Associated Party Management > View Associated Parties

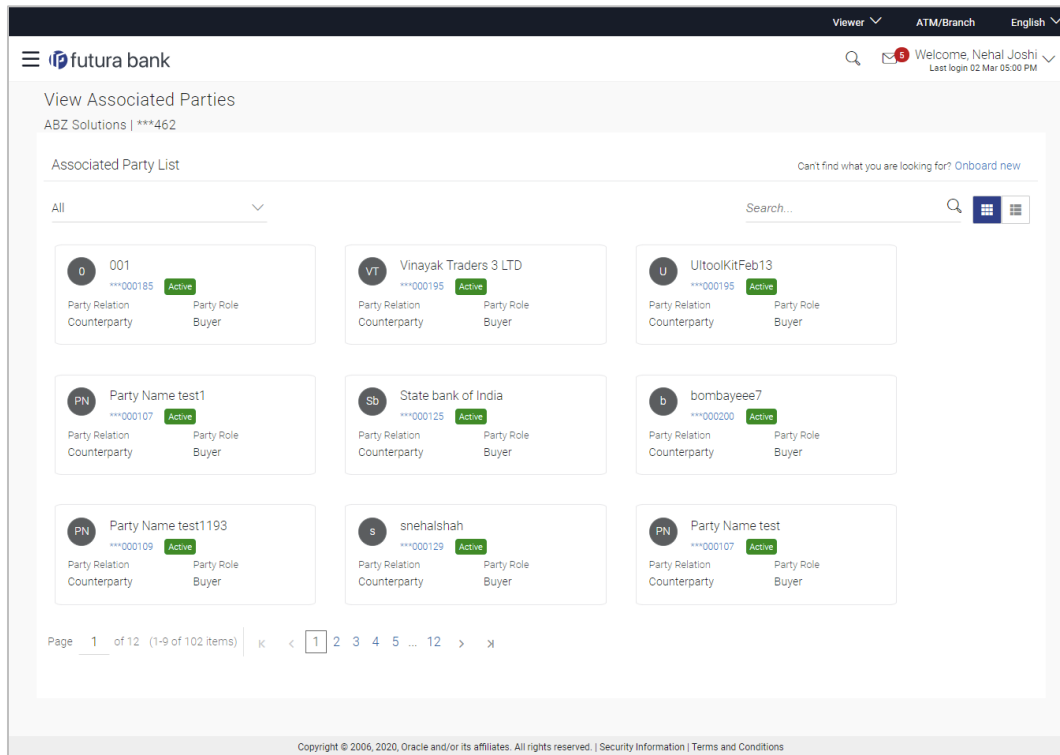
OR

Dashboard > Toggle menu > Supply Chain Finance > Overview > Quick Links > View Associated Parties

To view associated parties:



58. In the **View Associated Parties** screen, a set of on-boarded party tiles appears. You can narrow down the set by using the filter options and the **Search** field.



View Associated Parties - Search Result



Field Description

Field Name	Description
View Associated Parties	
Party Name & ID	Displays the name and ID of the logged-in corporate party.
Associated Party List	
Can't find what you are looking for? <u>Onboard new</u>	Click the Onboard new link to on-board a new associated party.
Filter List	Select the required option to filter the associated parties. The options are: <ul style="list-style-type: none"> • All • Anchor • Counterparty

Field Name	Description
Search	Enter the corporate's name or ID to search for that party.
<p>Note: Click  or  to view details in the card (tile) view or list view.</p>	
<p>Associated Party Tile</p> <p>A tile is displayed for each associated party, with the following fields.</p>	
Associated Party Initials, Name, ID and Status	<p>Displays the associated party's initials, name along with ID. The status of the party (Active / Inactive) is also displayed.</p> <p>Note: To view further details of the party, click the respective party tile / party name link.</p>
Party Relation	Displays the relation of the associated party (Anchor or Counterparty).
Party Role	Displays the role of the associated party (Buyer or Supplier).

59. In the **Associated Party List** section, click on an associated party tile (in case of card or tile view ) or associated party name link (in case of list view ) to view their details.

8.5.1 View Associated Party Details

Associated Party Details

View Associated Parties
ABZ Solutions | ***462

Associated Party Name	Role of Counterparty	Onboarded On	Status
ABC Industries	Supplier	09 Jan 2020	Active

Counterparty Details

Supplier Code	-	Short Name	ABCI
Category of Corporate	Private Limited Company	Corporate Registration Number	CRN9999
Global Intermediary Identification Number	-	Tax Registration Number	TRN9989
Auto Accept Invoice	Yes	Number of days for auto acceptance	0
KYC Status	Complied	Outstanding Invoices	GBP1,555,438.40(31) GBP3,563,938.40(32) USD4,980.00(3) GBP1,555,438.40(31) GBP3,563,938.40(32) USD4,980.00(3)

Contact Details

Landline	02298765432	Mobile	+91 -7899877899
Fax	+91 -0228999999	Email	abc@ABCI.com
Preferred Communication	Mobile	Registered Address	XYZ Lane,Mumbai,IN,400001
Communication Address	XYZ Lane,Mumbai,IN,400001		

Top Associated Programs

In Local Currency Equivalent

€1.65K
Receivables
EUR1,715,699....
€1.71M

■ LnkedProg ■ Rahul Test Program

Associated Programs
Note: Programs which have no invoices raised are not displayed

Program Name & Id	Party Role	Outstanding Invoices (No.)	Outstanding Invoices (Value)	Status
LnkedProg LnkdProg22	Supplier	29	GBP1,553,938.40	Active
LnkedProg LnkdProg22	Supplier	2	USD2,980.00	Active
LnkedProg LnkdProg22	Supplier	7	LAK2,002.00	Active
No Program linked	-	1	USD2,000.00	Active
Rahul Test Program R001	Supplier	2	GBP1,500.00	Active
No Program linked	-	3	GBP2,010,000.00	Active
LnkedProg LnkdProg22	Supplier	1	INR5,000.00	Active

Page 1 of 1 (1-7 of 7 items) | < 1 >

Cancel Back

Copyright © 2006, 2020, Oracle and/or its affiliates. All rights reserved. | Security Information | Terms and Conditions

Field Description

Field Name	Description
------------	-------------

View Associated Parties

Party Name & ID	Displays the name and ID of the logged-in corporate party.
----------------------------	--

Field Name	Description
Associated Party Name	Displays the name of the associated party.
Role of Counterparty	Displays the role of the associated party, whether Buyer or Supplier.
Onboarded On	Displays the date on which the party was on-boarded.
Status	Displays the status of the associated party, whether Active or Inactive.
Counterparty Details	
Buyer Code	Displays the buyer code. This field is displayed only if Role of Counterparty is Buyer .
Supplier Code	Displays the supplier code. This field is displayed only if Role of Counterparty is Supplier .
Short Name	Displays the short name of the associated party.
Category of Corporate	Displays the category that the associated party falls under.
Corporate Registration Number	Displays the corporate registration number of the associated party.
Global Intermediary Identification Number	Displays the GIIN assigned by the IRS to the associated party.
Tax Registration Number	Displays the tax registration number of the associated party.
Auto Accept Invoice	Displays Yes if the invoices are set to be auto accepted for the associated party, and No otherwise.
Number of days for auto acceptance	Displays the number of days after which the 'raised' invoices are deemed as 'accepted'. This field is displayed only if Auto Accept Invoice is set as Yes .
KYC Status	Displays the KYC status of the associated party.
Outstanding Invoices	Displays the total outstanding invoice amounts in the respective currencies along with the numbers. Click the 'numbers' link to visit the View Receivables/Payables screen. For more information, refer the View Receivables/Payables section in this document.
Contact Details	
Landline	Displays the landline number of the associated party.
Mobile	Displays the mobile number of the associated party.
Fax	Displays the fax number of the associated party.

Field Name	Description
Email	Displays the email address of the associated party.
Preferred Communication	Displays the preferred communication mode set for the associated party.
Registered Address	Displays the registered address of the associated party.
Communication Address	Displays the communication address of the associated party.

Top Associated Programs

Displays the total value of receivables or payables with the name of the program in a donut chart. The top 4 performing programs are displayed on the basis of their receivables / payables. The amounts are specified in local currency equivalent and derived from Outstanding Invoices.

Note: This widget will not appear if the associated party is not linked to any program.

Associated Programs

Displays a list of programs linked to the associated party under which invoices have been raised.

Note: A program appears in this table only if one or more invoices have been linked to it.

Program Name & Id	Displays the name and ID of the program. The name of the program is a hyperlink which when clicked displays the View Program screen. For more information, refer the View Programs section in User Manual Oracle Banking Digital Experience Corporate Supply Chain Finance .
Party Role	Displays the role of the associated party, in the program.
Outstanding Invoices (No.)	Displays the count of invoices outstanding between the two parties, under the program. This number is a hyperlink, which when clicked displays the View Receivables/Payables screen. For more information, refer the View Receivables/Payables section in this document.
Outstanding Invoices (Value)	Displays the value of invoices outstanding between the two parties, under the program.
Status	Displays the status of the program.

60. Click **Cancel** to cancel the transaction.
OR
Click **Back** to navigate back to the previous screen.

[Home](#)

9. Reconciliation

Reconciliation is the process where payments are reconciled or matched with invoices/cash flows. Invoice records or cash flow records are generally created in advance. However, the actual payment occurs at a later point of time. Using the Reconciliation feature, you can match the payments with invoices and cash flow records.

Reconciliation can either be automated or performed manually. Reconciliation rules are created for the automation. Rules are essentially conditions that are defined; invoice / cash flow records and payments that meet the specified conditions are matched together.

In case a reconciled record must be unmatched, you can use the De-reconciliation option.

Allocation is the process where payments are allocated to virtual accounts. This process can also be automated through rules, or can be performed manually.

Pre-requisites:

User must have valid corporate login credentials.

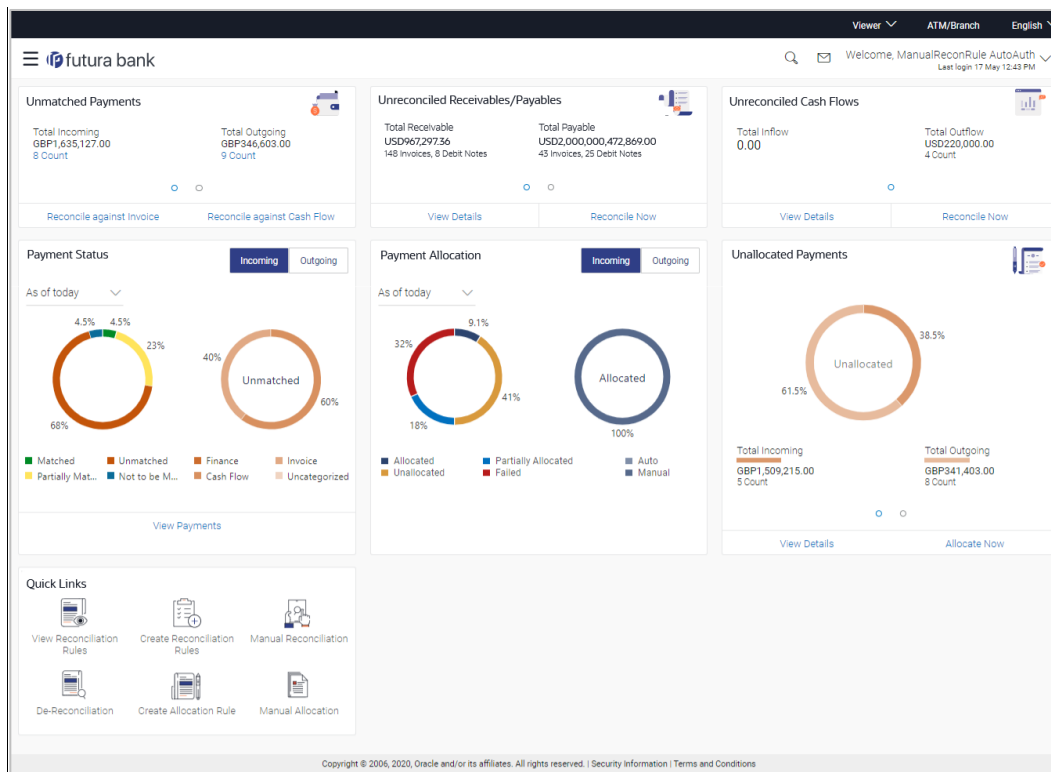
9.1 Overview

How to reach here:

Dashboard > Toggle menu > Receivables/Payables > Reconciliation > Overview

The Reconciliation Overview screen consists of the following widgets:

- Unmatched Payments
- Unreconciled Receivables/Payables
- Unreconciled Cash Flows
- Payment Status
- Payment Allocation
- Unallocated Payments
- Quick Links



Unmatched Payments – This widget gives the total incoming and outgoing payment amounts that have not been matched under a specific currency. Swipe across the widget to view the data for other supported currencies. The count of payments for both incoming and outgoing is also displayed for each currency. The count for each type (incoming and outgoing), is a hyperlink which when clicked, displays the **View Payments** screen with the list of unmatched payments of the respective type. On clicking the **Reconcile against Invoice** link, the **Manual Reconciliation** screen appears where the unreconciled invoices can be reconciled. For more information on this screen, refer the [Invoices/Debit Notes against Payments/Credit Notes](#) section under **Manual Reconciliation**, in this document. On clicking the **Reconcile against Cash Flow** link, the **Manual Reconciliation** screen appears where the unreconciled cash flow records can be reconciled. For more information on this screen, refer the [Cash Flow against Payment](#) section under **Manual Reconciliation**, in this document

Unreconciled Receivables/Payables – This widget gives the unreconciled amount details for receivables and payables. The receivables/payables can include both invoices and debit notes. The counts of invoices and debit notes for each type (receivables and payables) are also displayed. Swipe across the widget to view the data for other supported currencies. On clicking the **View Details** link, the **View Receivables/Payables** screen appears. For more information on this screen, refer the [View Receivables/Payables](#) screen in this document. On clicking the **Reconcile Now** link, the **Manual Reconciliation** screen appears where the unreconciled receivables/payables can be reconciled. For more information on this screen, refer the [Invoices/Debit Notes against Payments/Credit Notes](#) section under **Manual Reconciliation**, in this document.

Unreconciled Cash Flows – This widget gives the total inflow and outflow cash flow amounts that are unreconciled. The number of cash flows for each type (inflow and outflow) is also displayed. Swipe across the widget to view the data for other supported currencies. On clicking the [View Details](#) link, the **View/Edit Expected Cash Flow Details** screen appears. For more information on this screen, refer the respective section in **User Manual Oracle Banking Digital Experience Corporate Cash Management**. On clicking the [Reconcile Now](#) link, the **Manual Reconciliation** screen appears where the unreconciled cash flow records can be reconciled. For more information on this screen, refer the [Cash Flow against Payment](#) section under **Manual Reconciliation**, in this document.

Payment Status – This widget displays a doughnut graph, that depicts the percentage of payments in various status with respect to payments matching. This data can be viewed for both incoming and outgoing payments, as of current date, last month, last quarter, and a custom date range. On clicking the [View Payments](#) link, the **View Payments** screen appears. For more information on this screen, refer the [View Payments](#) section in this document.

Payment Allocation – This widget displays a doughnut graph that depicts the percentage of payments in various status with respect to payments allocation. This data can be viewed for both incoming and outgoing payments, as of current date, last month, last quarter, and a custom date range.

Unallocated Payments – This widget displays a doughnut graph that depicts the percentages of unallocated payments, for incoming and outgoing payments. The total payment amounts and the count of payments that are unallocated are also displayed for the incoming and outgoing payments. Swipe across the widget to view the data for other supported currencies. On clicking the [View Details](#) link, the **View Payments** screen appears with the list of unallocated payments. For more information on this screen, refer the [View Payments](#) section in this document. On clicking the [Allocate Now](#) link, the **Manual Allocation** screen appears. For more information on this screen, refer the [Manual Allocation](#) section in this document.

Quick Links – The most commonly used transactions are provided as quick links for quick access. Following transactions are provided as quick links:

- [View Reconciliation Rules](#)
- [Create Reconciliation Rules](#)
- [Manual Reconciliation](#)
- [De-Reconciliation](#)
- [Create Allocation Rule](#)
- [Manual Allocation](#)

9.2 **Create Reconciliation Rules**

Corporates can create reconciliation or allocation rules from the portal using transactions 'Create Reconciliation Rule' and 'Create Allocation Rule' respectively. These transactions enable them to create rules to reconcile their cash flows/invoices against the payments or to allocate payments to virtual accounts. While defining reconciliation rules, user would also be able to specify allocation parameters required to allocate the matched payment to virtual account. Thus, the OBCM application can perform allocation post successful reconciliation of payment with expected cash flows/invoices or can perform stand-alone allocation on unreconciled payment records, provided the allocation rules are set up. Two types of reconciliation rules can be configured: Exact and Generic.

Generic Rules – These rules are applicable to all invoices/cash flows that are reconcilable. A corporate party can have only one generic rule per reconciliation-type (one rule for invoices and payments reconciliation, and one rule for expected cash flows and payments reconciliation). Generic rules are applied as per generic criteria such as, FIFO, LIFO, HAFO, and LAFO.

- FIFO – (first in, first out) Oldest invoice/cash-flow, will get reconciled first.
- LIFO – (last in, first out) Latest invoice/cash-flow, will get reconciled first.
- HAFO – (highest amount, first out) Invoice/Cash-flow with highest amount, will get reconciled first.
- LAFO – (lowest amount, first out) Invoice/Cash-flow with lowest amount, will get reconciled first.

Exact Rules – An Exact rule is a customized rule defined by the corporate to match cash-flow/invoice attributes and payment attributes for reconciliation. Both single sided and double sided conditions can be configured in an exact rule. A single sided condition includes defining a single attribute of either payment or expected-cash-flow/invoice entity along with the pattern explained below; whereas a double sided condition includes defining both cash-flow/invoice and payment attributes with operator conditions along with the specific patterns on their respective matching attributes.

Below patterns are provided to the corporate in order to define exact rules. They can be used in combination with the available operators:

For double-sided conditions:

- 'Text Between Two Positions' – where the text or string between defined signs/positions will be used for reconciliation.
- Exact Attribute – Where exact value of the attributes selected would be used for reconciliation.

Example of using exact attributes in a double-sided rule: Payment Ref No {operator such as =/</>} Cash Flow Ref No OR Payment Narration = Cash Flow Narration

For single-sided conditions:

- Using operators '<', '>', or '='. For example: Payment Ref No = ABC464664
- Starts with* – Where a value following the entered string will be used for reconciliation. For example, Cash flow narration starts with XYZ
- Ends with* – Where a value preceding the entered string will be used for reconciliation. For example, Cash flow narration ends with XYZ

An exact rule enables the corporate to add rule conditions with AND/OR operators based on attributes of a cash-flow/invoice record and/or a payment record. A facility to create groups of conditions with the AND/OR operators is also available.

The complete rule creation is a three-step process, where in the first step the corporate can create a generic or exact rule. The second step involves defining an allocation rule and the final step involves setting a priority for the rule.

How to reach here:

Dashboard > Toggle menu > Receivables/Payables > Reconciliation > Create Reconciliation Rule
OR

Dashboard > Toggle menu > Receivables/Payables > Reconciliation > Overview > Quick Links > Create Reconciliation Rules

To create a reconciliation rule:

1. In the **Rule Details** step of the **Create Reconciliation Rule** screen, enter the required details.

Rule Details

The screenshot displays the 'Create Reconciliation Rule' interface for 'futura bank'. The user is logged in as 'Mayur Thakkar' and is currently in the 'Rule Details' step of a three-step process. The 'Rule Details' step includes the following fields: 'Reconciliation Type' (dropdown menu), 'Rule Type' (radio buttons for 'Generic' and 'Exact'), 'Rule Name' (text input), 'Reconciliation Method' (dropdown menu), 'Attribute' (dropdown menu), and 'Rule Interpretation' (text input). At the bottom of the form, there are four buttons: 'Continue', 'Cancel', 'Back', and 'Skip Allocation'. The footer of the page contains the copyright notice: 'Copyright © 2006, 2020, Oracle and/or its affiliates. All rights reserved. | Security Information | Terms and Conditions'.

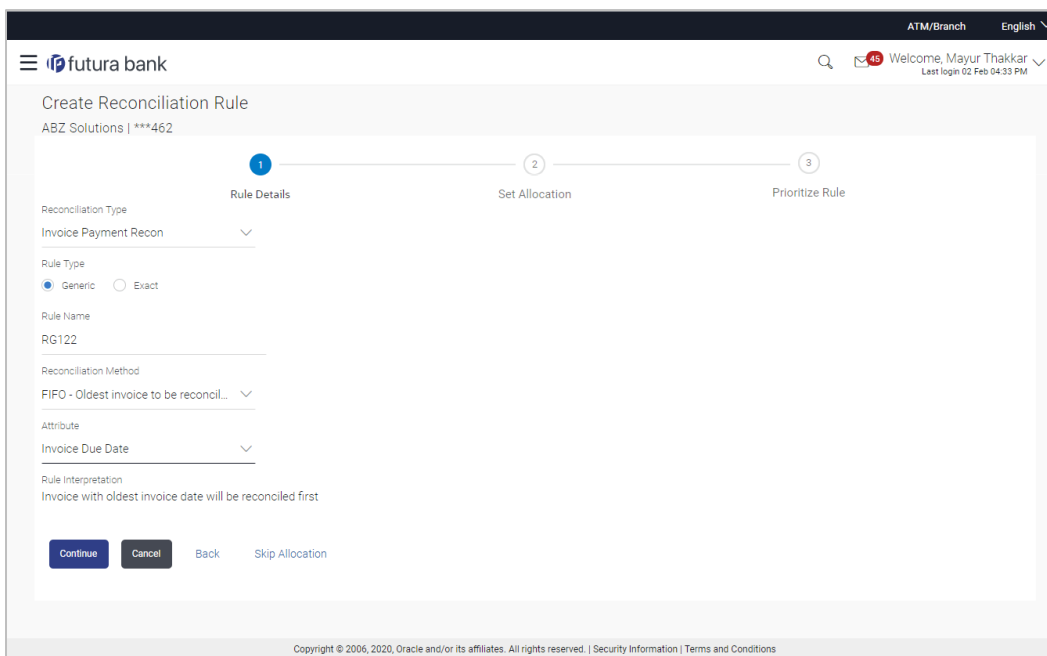
Field Description

Field Name	Description
Create Reconciliation Rule	
Party Name & ID	Displays the name and ID of the logged-in corporate party.
Rule Details	
Reconciliation Type	Select whether the reconciliation is for invoices and payments, or expected cash-flows and payments.
Rule Type	Select whether the rule being created is a generic one or an exact one. The options are: <ul style="list-style-type: none"> • Generic • Exact

Field Name	Description
Rule Name	Enter the name to be assigned to the rule being created.

2. Based on the option you select in the **Rule Type** field (**Generic** or **Exact**), enter further details as follows.

9.2.1 Generic Rule



Field Description

Field Name	Description
------------	-------------

These fields appear if you select the **Generic** option.

Reconciliation Method Select how the rule is applied to the invoice/cash-flow records for reconciliation. This field appears if you select the **Generic** option in the **Rule Type** field. The options are:

- FIFO – Oldest invoice/cash-flow to be reconciled first
- LIFO – Latest invoice/cash-flow to be reconciled first
- HAFO – Invoice/Cash-flow with highest amount to be reconciled first
- LAFO – Invoice/Cash-flow with lowest amount to be reconciled first

Field Name	Description
Attribute	<p>Select the attribute to be used for applying the reconciliation method. This field appears if you select the Generic option in the Rule Type field.</p> <p>For Invoice and Payments reconciliation:</p> <ul style="list-style-type: none"> • For FIFO and LIFO, the options are: Invoice Date; Invoice Due Date. • For HAFO and LAFO, the options are: Invoice Amount; Outstanding Invoice Amount. <p>For Cash Flow and Payments reconciliation:</p> <ul style="list-style-type: none"> • For FIFO and LIFO, the options are: Expected Date; Revised Expected Date. • For HAFO and LAFO, the option is: Amount.
Rule Interpretation	<p>Displays the rule that is set, based on the options you select in the Reconciliation Method and Attribute fields. This field appears if you select the Generic option in the Rule Type field.</p>

3. If you select the **Generic** option under **Rule Type**, enter the details as stated above.
4. Click **Continue** to go to the **Set Allocation** step.
OR
Click **Cancel** to cancel the transaction.
OR
Click **Back** to reset and start with the **Rule Details** step again.
OR
Click **Skip Allocation** to go to the **Prioritize Rule** step.

9.2.2 Exact Rule


For an exact rule, you must add either one double-sided condition involving an invoice / cash flow attribute and a payment attribute or two single sided conditions, one involving an invoice / cash flow attribute and the other involving a payment attribute.

Field Description


Field Name	Description
	These fields appear if you select the Exact option.
Reconciliation Rule	You should add either one double sided condition with invoice/cash flow and payment; or one or more single sided conditions along with a double sided condition, for invoice/cash flow and for payment.
Add Condition	Indicates an option to add a condition for Exact reconciliation.
Add Group	Indicates an option to add a group of conditions that are clubbed together by logical operator 'AND' or 'OR'.

Field Name	Description
AND / OR	Indicates the logical operator to be used for clubbing the conditions for creating the Exact reconciliation rule.
Single-Sided Condition	<p>You can create single-sided conditions by selecting a specific entity (Invoice/ Cash-Flow or Payment) and then comparing an attribute of this entity with a specific value. A single sided condition should always be created along with atleast one double sided condition. The following fields appear for a single sided condition.</p>
Select Entity	<p>Select the required entity for building the condition. The following options are available:</p> <p>For Invoice-Payment reconciliation:</p> <ul style="list-style-type: none"> • Invoice • Payment • Invoice and Payment <p>For Cash Flow-Payment reconciliation:</p> <ul style="list-style-type: none"> • Cash Flow • Payment • Cash Flow and Payment
Select Attribute	Select the attribute of the entity to be compared.
Select Pattern	<p>Select the relational operator or pattern to be used for comparison. The options available are:</p> <ul style="list-style-type: none"> • = • < • > • Starts with • Ends with
Value	Enter the value that the attribute is to be compared with.
Double-Sided Condition	<p>You can create double-sided conditions by comparing an attribute of one entity with a relevant attribute of the other entity. For example, for the Invoice and Payment double-sided condition, the Net Invoice Amount can be compared with the Payment Amount. The following fields appear for a double-sided condition.</p>
Entities	Select the entities combination for creating the double-sided condition.

Field Name	Description
Select Pattern	Select the pattern to be used for the attribute (of the first entity) to be compared. The options available are: <ul style="list-style-type: none"> • Exact Attribute • Text Between Two Positions – On selecting this option, two fields appear where you can enter the position (numerical values). The attribute text between these positions is used for comparison.
Select Attribute	Select the attribute of the first entity to be compared.
Relational Operator	Select the relational operator to be used for comparison. The options available are: <ul style="list-style-type: none"> • AND • OR
Select Pattern	Select the pattern to be used for the attribute (of the second entity) to be compared. The options available are: <ul style="list-style-type: none"> • Exact Attribute • Text Between Two Positions – On selecting this option, two fields appear where you can enter the position (numerical values). The attribute text between these positions is used for comparison.
Select Attribute	Select the attribute of the second entity to be compared.

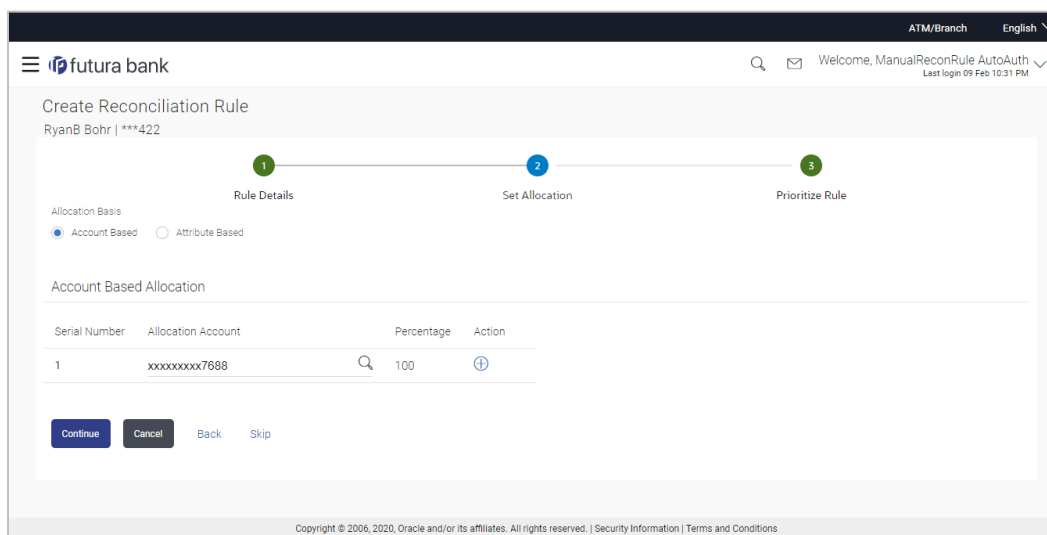
5. If you select the **Exact** option in the **Rule Type** field, then in the **Reconciliation Rule** section, build condition(s) as per requirement, as follows:
 - a. You can define either two or more single-sided condition or one more double-sided condition, or both. You can also define a group of conditions.
 - b. In the single-sided condition, you can select either Invoice/Cash-Flow or Payment.
 - i. Select the attribute to be used for comparing.
 - ii. Select the appropriate relational operator or pattern for comparing.
 - iii. Enter the value that must be used for comparing.
 - c. In the double-sided condition (Invoice/Cash-Flow and Payment), you can select an attribute of the Invoice/Cash-Flow and compare it with an attribute of the Payment.
 - i. Select the required pattern for the attribute of the first entity. If you select 'Text Between Sign' then enter the two signs in the attribute, in the fields that appear. If you select 'Text Between Two Positions' then enter the numerical positions in the attribute, in the fields that appear.
 - ii. Select the attribute of the first entity to be used for comparing.
 - iii. Select the appropriate relational operator.
 - iv. Select the required pattern for the attribute of the second entity.
 - v. Select the attribute of the second entity to be used for comparing.
 - d. Once a condition is defined, click  to save it.

- e. You can define similar individual conditions or a group of conditions by clicking **Add Condition** or **Add Group**, and bind them together using the 'AND' or 'OR' logical operator.
 - f. Once all conditions are defined, click **Save all and Preview** to save and preview all added conditions.
6. Click **Continue** to go to the **Set Allocation** step.
 OR
 Click **Cancel** to cancel the transaction.
 OR
 Click **Back** to reset the fields and start with the **Rule Details** step again.
 OR
 Click **Skip Allocation** to go to the **Prioritize Rule** step.


Note: 1) Once a condition is added and saved, click  to edit it, or click  to delete it.

- 2) If you skip the **Set Allocation** step during rule creation, then the matched and partially matched payments can be allocated to virtual accounts through Allocation Rule or Manual Allocation. For more information, refer the [Create Allocation Rule](#) and [Manual Allocation](#) sections in this document.
-

Set Allocation – Account Based

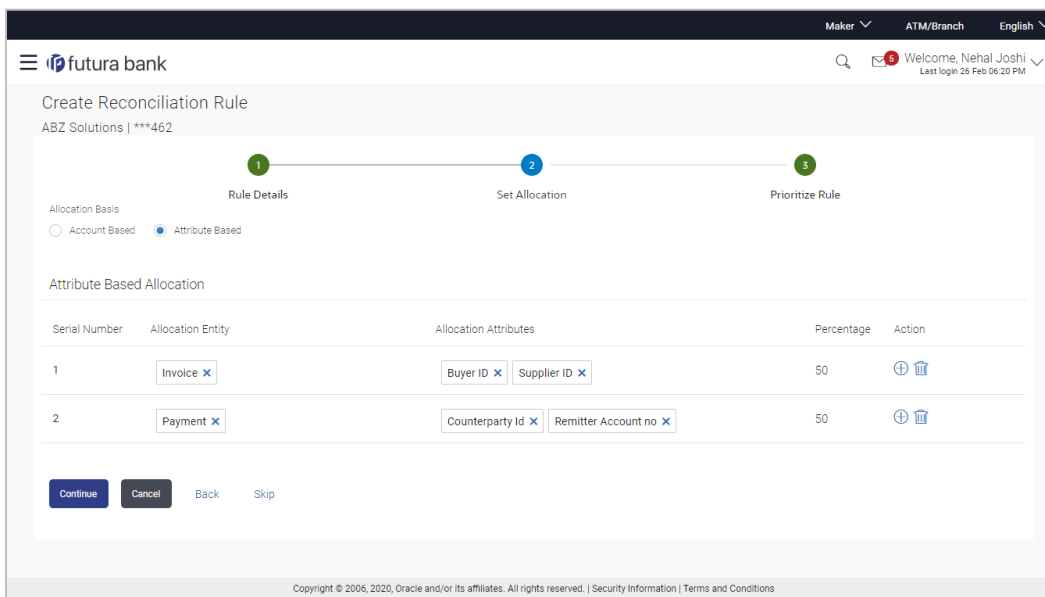


The screenshot shows the 'Create Reconciliation Rule' interface for 'futura bank'. The user is logged in as 'RyanB Bohr | ***422'. The interface is in the 'Set Allocation' step of a three-step process: Rule Details, Set Allocation, and Prioritize Rule. The 'Allocation Basis' is set to 'Account Based'. Under 'Account Based Allocation', there is a table with one entry:

Serial Number	Allocation Account	Percentage	Action
1	xxxxxxxx7688	100	





At the bottom of the form, there are buttons for 'Continue', 'Cancel', 'Back', and 'Skip'. The footer contains the text: 'Copyright © 2006, 2020, Oracle and/or its affiliates. All rights reserved. | Security Information | Terms and Conditions'.

Set Allocation – Attribute Based



Field Description

Field Name	Description
Create Reconciliation Rule	
Party Name & ID	Displays the name and ID of the logged-in corporate party.
Set Allocation	
In this step, you can set the percentages to be allocated to specific virtual accounts. You must ensure that the sum of the allocated percentages should be 100.	
Allocation Basis	Select whether allocation should be virtual accounts-based or attributes-based. <ul style="list-style-type: none"> • If you select the Account Based option, then you can directly set the virtual accounts for allocation. • If you select the Attribute Based option, then you can set attributes for allocation. The virtual accounts that are mapped to these attributes will be used for allocation.
Account Based Allocation	
This section appears if you select the Account Based option in the Allocation Basis field.	
Serial Number	Displays the serial number of the allocation account.
Allocation Account	Select a virtual account to assign an allocation percentage.
Percentage	Enter the percentage of payment to be allocated to the virtual account.

Field Name	Description
Action	Click  to add further virtual accounts. Or click  to delete an added account.
Attribute Based Allocation	
This section appears if you select the Attribute Based option in the Allocation Basis field. This option can be used to allocate specific percentages of the payment towards specific attributes. The amount corresponding to the payment percentage set, is allocated to the virtual accounts mapped to these attributes.	
Serial Number	Displays the serial number of the attribute.
Allocation Entity	Select the entity whose attribute should be considered for setting an allocation percentage.
Allocation Attributes	Select the attribute for which the allocation percentage should be set.
Percentage	Enter the percentage of payment to be allocated to the attribute.
Action	Click  to add further attributes. Or click  to delete an added attribute.

7. Once the allocation details are set, click **Continue** to go to the **Prioritize Rule** step.
OR
Click **Cancel** to cancel the transaction.
OR
Click **Back** to go to the previous screen.
OR
Click **Skip** to skip the **Set Allocation** step.

Prioritize Rule

Copyright © 2006, 2020, Oracle and/or its affiliates. All rights reserved. | Security Information | Terms and Conditions

Field Description

Field Name	Description
------------	-------------

Create Reconciliation Rule

Party Name & ID Displays the name and ID of the logged-in corporate party.

Prioritize Rule

Reconciliation Rules


A list of existing rules is displayed. You can set the priority on the rule being created, and also modify the priority on an existing rule, if required. For the rule being created, the keyword 'Current' is displayed beside it. For a rule whose priority is modified, the keyword 'Modified' is displayed beside it.

Search Indicates an option to search for a specific reconciliation rule.

Rule Id Displays the unique rule ID that has automatically been assigned to the rule.

Rule Type Displays whether the rule is a generic or an exact one.

Rule Name Displays the name assigned to the rule.

Field Name	Description
Priority	<p>Indicates the priority assigned to the rule.</p> <p>Note: For the rule being created, the priority assigned by default is, one incremental to the highest priority assigned to the existing rules (highest priority + 1). You can change this priority, if required.</p> <p>For an existing rule, click  to edit and modify the priority, if required.</p>

8. In the **Prioritize Rule** step, you can modify the priority assigned to the rule being created, under the **Priority** column, if required. You can also modify the priority on an existing rule, if required.
9. Click **Submit** to submit the transaction. The Review screen appears.
 - OR
 - Click **Cancel** to cancel the transaction.
 - OR
 - Click **Back** to go to the previous screen.

Create Reconciliation Rule - Review Screen (Exact)

The screenshot displays the 'Review' screen for creating a reconciliation rule. At the top, there is a navigation bar with 'futura bank' and user information. The main content area is titled 'Create Reconciliation Rule' and shows the user 'RyanB Bohr | ***422'. A yellow banner indicates a review step: 'You initiated a request for Create Reconciliation Rule. Please review details before you confirm!'. Below this, the rule details are shown: Rule Type 'Exact' and Rule Name 'R9909'. The reconciliation rule is defined as 'Exact Attribute of Invoice No of Invoice = Exact Attribute of Payment Reference No of Payment'. Allocation details are provided in a table:

Serial Number	Allocation Entity and Attributes	Percentage
1	Invoice - Supplier Name,Buyer Name	60%
2	Payments - Remitter Account no,Payment Party Id	40%

At the bottom, there is a 'Prioritize Rules' section with a table of existing rules:

Rule Id	Rule Type	Rule Name	Priority
-	Exact	R9909	6
RR00000911	Exact	SUSInvoiceExactRule Edit 56780120192	8

At the bottom of the screen, there are three buttons: 'Confirm', 'Cancel', and 'Back'. The footer contains copyright information: 'Copyright © 2006, 2020, Oracle and/or its affiliates. All rights reserved. | Security Information | Terms and Conditions'.

Create Reconciliation Rule - Review Screen (Generic)

ATM/Branch English

futura bank

ABZ Solutions | ****462

Welcome, Mayur Thakkar
Last login 02 Feb 04:33 PM

Review
You initiated a request for Create Reconciliation Rule. Please review details before you confirm!

Rule Type: Generic Rule Name: RG122

Reconciliation Rule

Reconciliation Method: FIFO-Oldest invoice to be reconciled first Attributes: Invoice Due Date

Rule Interpretation: Invoice with oldest invoice date will be reconciled first

Allocation Details - Attribute Based

Serial Number	Allocation Entity and Attributes	Percentage
1	Invoice - Buyer ID	50%
2	Payments - Credit Account no	50%

Prioritize Rules

Rule Id	Rule Type	Rule Name	Priority
-	Generic	RG122	11

Confirm Cancel Back

Copyright © 2006, 2020, Oracle and/or its affiliates. All rights reserved. | Security Information | Terms and Conditions

10. In the Review screen, verify the details and click **Confirm**. A Confirmation message appears, with the reference number and status of the transaction.

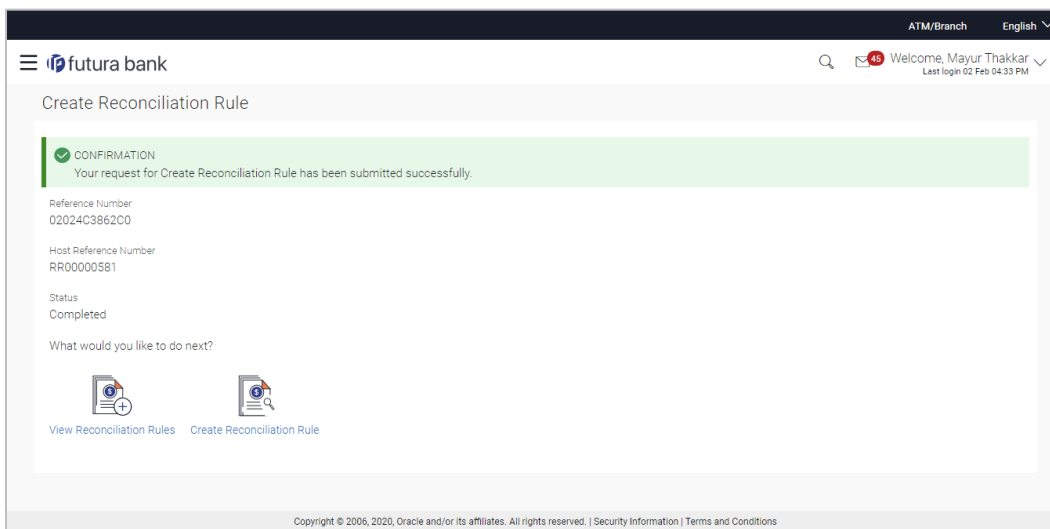
OR

Click **Cancel** to cancel the transaction.

OR

Click **Back** to go to the previous screen.

Create Reconciliation Rule – Confirmation



11. In the Confirmation screen, click the **View Reconciliation Rules** link to view the existing reconciliation rules.
OR
Click the **Create Reconciliation Rule** link to create another rule.

9.3 Create Allocation Rule

Using this screen, the corporate user can create rules for automatic allocation of payments to specific virtual accounts. The allocation can be performed manually as well. For more information, refer the [Manual Allocation](#) section in this document.

How to reach here:

Dashboard > Toggle menu > Receivables/Payables > Reconciliation > Create Allocation Rule

To create an allocation rule:

1. In the **Rule Details** step of the **Create Allocation Rule** screen, enter the required details.


Rule Details



The screenshot displays the 'Create Allocation Rule' interface. At the top, the user is identified as 'RyanB Bohr | ***422'. The progress bar indicates the current step is 'Rule Details'. The 'Rule Name' is set to 'Rule99878'. The 'Reconciliation Rule' section is active, showing a logical rule with three conditions: 'Payment Reference No of Payment equals to 234567', 'Counterparty Code of Payment starts with ABC', and 'Payment Mode of Payment equals to Online Transfer'. The conditions are connected by 'And' operators. At the bottom, there are buttons for 'Save all and Preview', 'Continue', 'Cancel', and 'Back'.

Field Description

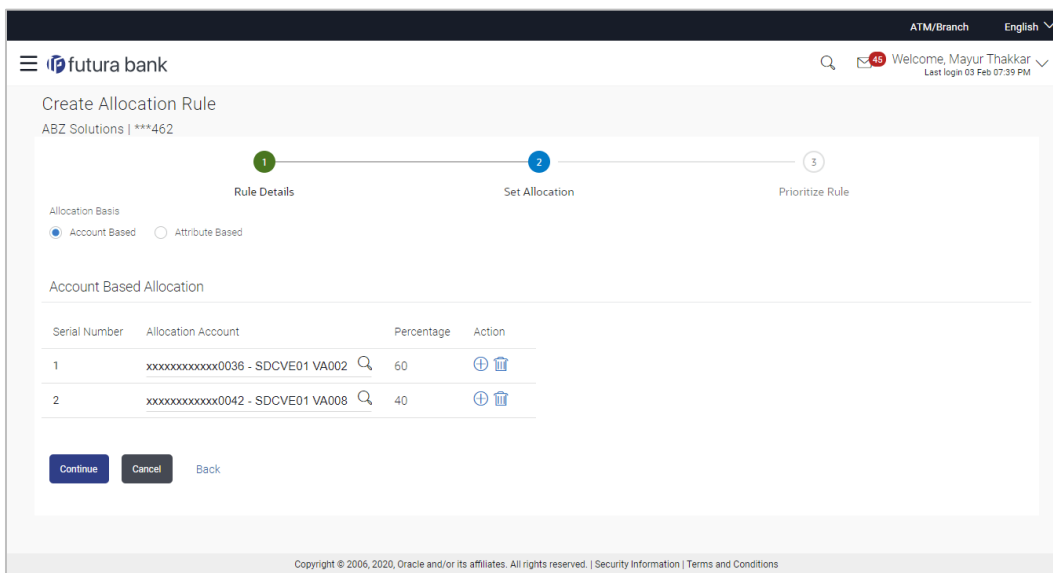
Field Name	Description
Create Allocation Rule	
Party Name & ID	Displays the name and ID of the logged-in corporate party.
Rule Details	

Field Name	Description
Rule Name	Enter the name to be assigned to the rule.
Reconciliation Rule	
Add Condition	Indicates an option to add a condition for allocation.
Add Group	Indicates an option to add a group of conditions that are clubbed together by logical operator 'AND' or 'OR'.
AND / OR	Indicates the logical operator to be used for clubbing the conditions for creating the allocation rule.
Select Attribute	Select the attribute of the payment to be compared.
Match the payment by	Select the relational operator or pattern to be used for matching the payment.
Value	Enter the value that the attribute is to be compared with.
Save all and Preview	Click this link to save and preview all added conditions.

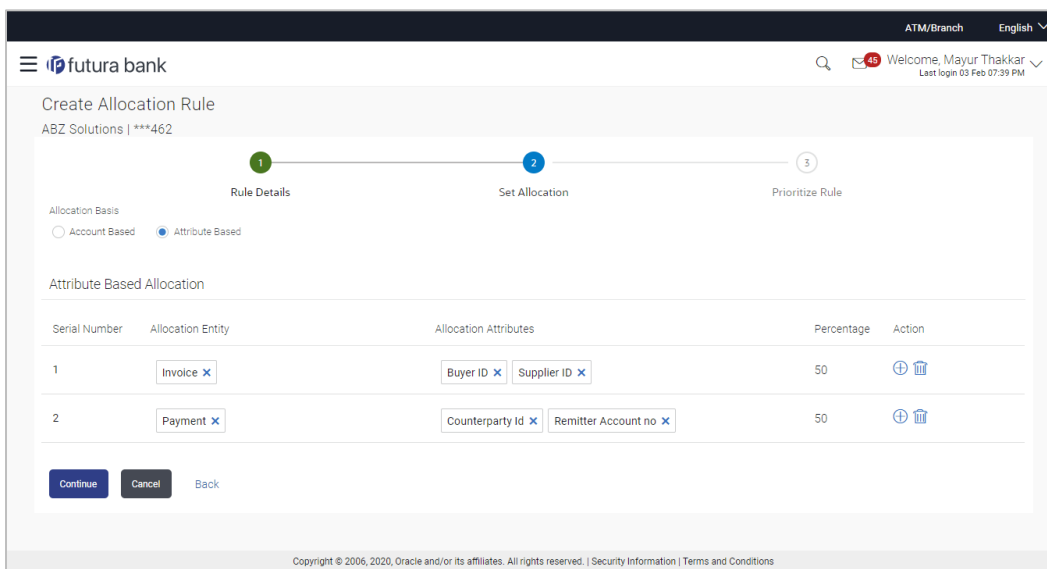
2. In the **Rule Name** field, enter the name to be assigned to the rule.
3. In the **Reconciliation Rule** section, build the condition(s) as per requirement:
 - a. Select the attribute to be used for comparing.
 - b. Select the appropriate relational operator or pattern for comparing, from the **Match the payment by** list.
 - c. Enter the value to compare the attribute value with.
 - d. Once a condition is defined, click  to save it.
 - e. You can define similar individual conditions or a group of conditions by clicking **Add Condition** or **Add Group**, and binding them together using the 'AND' or 'OR' logical operator.
 - f. Once all conditions are defined, click **Save all and Preview** to save and preview all added conditions.
4. Click **Continue** to go to the **Set Allocation** step.
OR
Click **Cancel** to cancel the transaction.
OR
Click **Back** to reset the fields and start with the **Rule Details** step again.

Note: Once a condition is added and saved, click  to edit it, or click  to delete it.

Set Allocation – Account Based







Set Allocation – Attribute Based



Field Description

Field Name	Description
Create Allocation Rule	
Party Name & ID	Displays the name and ID of the logged-in corporate party.

Field Name	Description
Set Allocation	
In this step, you can set the percentages to be allocated either to specific virtual accounts, or towards specific payment attributes. You must ensure that the sum of the allocated percentages should be 100.	
Allocation Basis	Select whether allocation should be virtual accounts-based or attributes-based.
Account Based Allocation	
This section appears if you select the Account Based option in the Allocation Basis field.	
Serial Number	Displays the serial number of the allocation account.
Allocation Account	Select a virtual account to assign an allocation percentage.
Percentage	Enter the percentage of payment to be allocated to the virtual account.
Action	Click  to add further virtual accounts. Or click  to delete an added account.
Attribute Based Allocation	
This section appears if you select the Attribute Based option in the Allocation Basis field. This option can be used to allocate specific percentages of the payment towards specific payment attributes (such as credit account number, remitter account number, payment party ID, and so on), which are mapped to specific virtual accounts.	
Serial Number	Displays the serial number of the attribute.
Allocation Entity	Displays 'Payment' by default.
Allocation Attributes	Select the attribute for which the allocation percentage should be set.
Percentage	Select the percentage of payment to be allocated to the attribute.
Action	Click  to add further attributes. Or click  to delete an added attribute.

- Once the allocation details are set, click **Continue** to go to the **Prioritize Rule** step.
OR
Click **Cancel** to cancel the transaction.
OR
Click **Back** to go to the previous screen.

Prioritize Rule

ATM/Branch English

futura bank

Welcome, Mayur Thakkar
Last login 03 Feb 07:39 PM

Create Allocation Rule
ABZ Solutions | ***462

1 Rule Details 2 Set Allocation 3 Prioritize Rule

Reconciliation Rules Search...

Rule Id	Rule Type	Rule Name	Priority
-	Exact	AllocRul998	43
RR00000563	Exact	aaa	42
RR00000575	Exact	aa	41
RR00000614	Exact	RuleTest1	37
RR00000615	Exact	RuleTest2	3
RR00000617	Exact	ModifyRule1	39
RR00000618	Exact	Modify	12
RR00000912	Exact	sonalalloc0501	4
RR00000643	Exact	TestAlloReject	9
RR00000645	Exact	EditRule1	10

Page 1 of 4 (1-10 of 35 items)

Submit Cancel Back

Copyright © 2006, 2020, Oracle and/or its affiliates. All rights reserved. | Security Information | Terms and Conditions

Field Description

Field Name	Description
------------	-------------

Create Allocation Rule

Party Name & ID Displays the name and ID of the logged-in corporate party.

Prioritize Rule

A list of existing rules for the same set of conditions is displayed. You can set the priority on the rule being created. You can also modify the priority on an existing rule.


Search Indicates an option to search for a specific rule.

Rule Id Displays the unique rule ID that has automatically been assigned to the rule.

For the rule being created, the ID is yet to be generated. The field displays the "Current" keyword in this case.

Rule Type Displays 'Exact' by default.

Rule Name Displays the name assigned to the rule.

Field Name	Description
Priority	<p>Indicates the priority assigned to the rule.</p> <p>Note: For the rule being created, the priority assigned by default is, one incremental to the highest priority assigned to the existing rules (highest priority + 1). You can change this priority, if required.</p> <p>For an existing rule, click  to edit and modify the priority, if required.</p>

- In the **Prioritize Rule** step, enter the priority to be set against the rule being created, under the **Priority** column. You can also modify the priority on an existing rule, if required.
- Click **Submit** to submit the transaction. The Review screen appears.
 - OR
 - Click **Cancel** to cancel the transaction.
 - OR
 - Click **Back** to go to the previous screen.

Create Allocation Rule - Review Screen

The screenshot displays the 'Create Allocation Rule - Review Screen' in the Futura Bank system. At the top, there is a navigation bar with 'futura bank' logo, search, and user information (Welcome, Mayur Thakkar, Last login 03 Feb 07:39 PM). The main content area includes a 'Review' notification: 'You initiated a request for Create Allocation Rule. Please review details before you confirm!'. Below this, the 'Rule Name' is 'AllocRul998'. The 'Reconciliation Rule' section shows an 'AND' condition with two rules: 'Counterparty Id of Payment equals to ABCNF203' and 'Remitter Account no of Payment equals to 1234567'. The 'Allocation Details - Account Based' section contains a table with two rows:

Serial Number	Allocation Account	Percentage
1	xxxxxxxxxxxx0036	60%
2	xxxxxxxxxxxx0042	40%

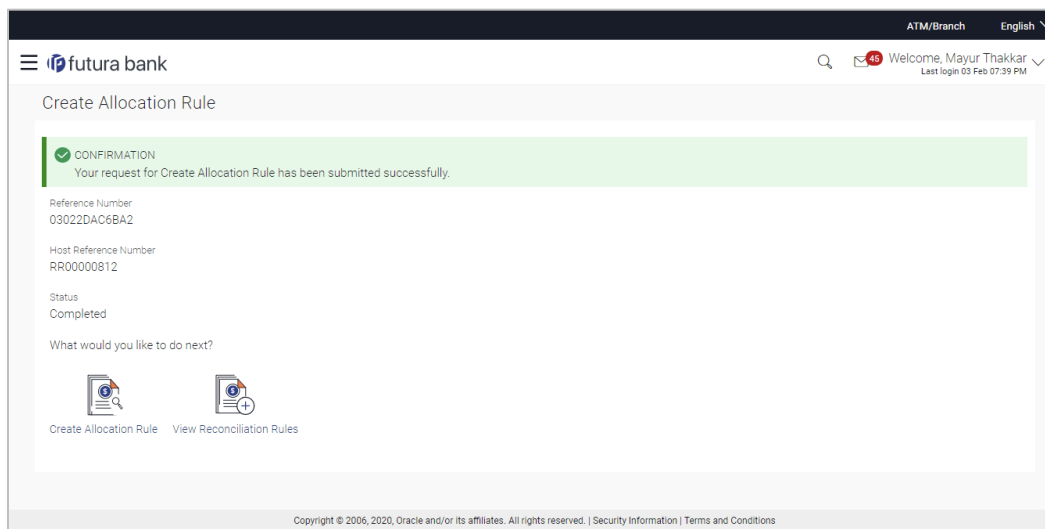
The 'Prioritize Rules' section shows a table with one rule:

Rule Id	Rule Type	Rule Name	Priority
-	Exact	AllocRul998	4

At the bottom, there are three buttons: 'Confirm', 'Cancel', and 'Back'. The footer contains copyright information: 'Copyright © 2006, 2020, Oracle and/or its affiliates. All rights reserved. | Security Information | Terms and Conditions'.

8. In the Review screen, verify the details and click **Confirm**. A confirmation message appears, with the reference number of the transaction and its status.
OR
Click **Cancel** to cancel the transaction.
OR
Click **Back** to go to the previous screen.

Create Allocation Rule – Confirmation



9. In the Confirmation screen, click the **View Reconciliation Rules** link to view the existing reconciliation rules.
OR
Click the **Create Allocation Rule** link to create another allocation rule.

9.4 View/Edit Reconciliation/Allocation Rule

Using this screen, you can view the reconciliation rules and the allocation rules that have been created. You can also edit these rules, if required.

How to reach here:

Dashboard > Toggle menu > Receivables/Payables > Reconciliation > View/Edit Reconciliation/Allocation Rule


View Reconciliation Rules

Rule Id	Reconciliation Type	Rule Type	Rule Name	Priority
RR00000214	Invoice Payment Recon	Generic	newInvGenRule1	5
RR00000265	Invoice Payment Recon	Generic	ads	6
RR00000563	Allocation of Payment to Virtual Accounts	Exact	aaa	38
RR00000575	Allocation of Payment to Virtual Accounts	Exact	aa	41
RR00000577	Expected Cashflow To Payment Recon	Generic	GenCash	11
RR00000581	Invoice Payment Recon	Generic	RecRule987	11
RR00000587	Expected Cashflow To Payment Recon	Exact	abc	7
RR00000603	Invoice Payment Recon	Generic	InGenTest123	8
RR00000605	Invoice Payment Recon	Generic	NGen123	3
RR00000611	Invoice Payment Recon	Exact	asd	4

Field Description

Field Name	Description
------------	-------------

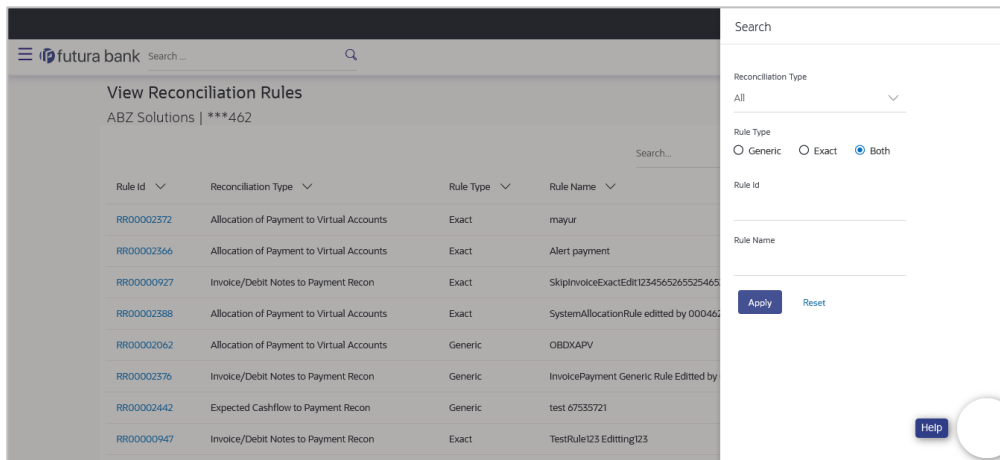
View Reconciliation Rules

Party Name & ID	Displays the name and ID of the logged-in corporate party.
Search	Indicates an option to search for specific reconciliation rule(s). As the partial or full name/ID/rule type/reconciliation type is entered, the relevant rules are displayed.
	Indicates a set of options to filter the reconciliation rule records. For more details, refer to the fields in Search (overlay window) below.
Download	Indicates an option to download the reconciliation rules list in CSV format.
A list of reconciliation rules is displayed (based on search criteria) with the following fields.	
Rule Id	Displays the unique ID of the rule. This is a hyperlink which when clicked displays the details of the reconciliation rule. For more information on the fields, refer the View Reconciliation Rule (details) section in this document.
Reconciliation Type	Displays the type of payment the reconciliation rule has been created for.

Field Name	Description
Rule Type	Displays whether the rule is generic or exact.
Rule Name	Displays the name of the rule.
Priority	Displays the priority of the rule.

Search (overlay window)

This window appears on clicking  in the View Reconciliation Rules screen.



Reconciliation Type Indicates an option to filter the rules by the type of reconciliation. The options are:

- Invoice/Debit Notes Payment Recon
- Finance Payment Recon
- Expected Cashflow to Payment Recon
- Allocation of Payment to Virtual Accounts

Rule Type Indicates an option to filter the rules based on rule type. The options are:

- Exact
- Generic
- Both - To view both exact and generic rules. This option appears selected by default.

Rule Id Indicates an option to filter the rules by ID.

Rule Name Indicates an option to filter the rules by name.

On clicking **Apply**, a list of relevant reconciliation rules is displayed. On clicking **Reset**, the data entered in the **Search** overlay window is cleared.

In the **View Reconciliation Rules** screen, the user can perform the following actions:

- Click **Download** and select the file format to download the reconciliation rules list. At present the CSV format is supported.

- Click the **Rule Id** of a particular rule record, to view its details. The **View Reconciliation Rule** screen appears. For more information, refer the [View Reconciliation Rule \(details\)](#) section below.
- Click **Cancel** to cancel the operation. A warning message appears inquiring whether or not to cancel the operation.
 - d. Click **Yes** to proceed with cancelling the operation. The main dashboard appears.
OR
Click **No** to remain on the **View Reconciliation Rules** screen.

9.4.1 View Reconciliation Rule (details)

This screen appears on clicking the rule ID link of a specific reconciliation rule from the **View Reconciliation Rules** screen. It displays the rule details.

View Reconciliation Rule – Exact

The screenshot displays the 'View Reconciliation Rule' interface for rule ID RR00002379. The page is titled 'View Reconciliation Rule' and includes a search bar and user information (Welcome, nehal joshi). The rule details are as follows:

- Basic Details:**
 - Rule Id: RR00002379
 - Reconciliation Type: Expected Cashflow to Payment Recon
 - Rule Type: Exact
 - Rule Name: System Rule Change from Generic to Exact 462
 - Priority: 5
- Reconciliation Rule:**
 - And
 - External Reference No of Cash Flow starts with CR
 - Exact Attribute of Debit Credit Indicator of Cash Flow = Exact Attribute of Debit-Credit Indicator of Payment
 - And
 - Text between 5 and 12 in Bank Account Number of Cash Flow = Text between 5 and 12 in Bank Account Number of Cash Flow
 - Payment Currency of Payment equals to USD
- Allocation Details - Attribute Based:**

Serial Number	Allocation Entity and Attributes	Percentage
1	Payments - Payment Party Id	66.44%
2	Cash Flow - Corporate Id	33.56%

At the bottom of the page, there is a 'Back' link and a copyright notice: Copyright © 2006, 2020, Oracle and/or its affiliates. All rights reserved. [SecurityInformation]Terms and Conditions

View Reconciliation Rule – Generic

The screenshot shows the 'View Reconciliation Rule' page for a generic rule. The page is titled 'View Reconciliation Rule' and includes a search bar and user information. The main content is divided into three sections: Basic Details, Reconciliation Rule, and Allocation Details.

Basic Details

Rule Id	RR00002376	Reconciliation Type	Invoice Payment Recon
Rule Type	Generic	Rule Name	InvoicePayment Generic Rule Edited by 000462
Priority	5		

Reconciliation Rule

Reconciliation Method	LIFO-Latest invoice to be reconciled first	Attribute	Invoice Due Date
-----------------------	--	-----------	------------------

Rule Interpretation
Invoice with latest invoice due date will be reconciled first

Allocation Details - Attribute Based

Serial Number	Allocation Entity and Attributes	Percentage
1	Invoice - Buyer ID,Supplier Name,Buyer Name,Supplier ID,Repayment Ac No Payments - Credit Account no,Payment Party Id,Counterparty Id,Remitter Account no,Virtual Account Flag	50%
2	Payments - Payment Party Id	50%

Copyright © 2006, 2020, Oracle and/or its affiliates. All rights reserved. [SecurityInformation]Terms and Conditions

Field Description

Field Name	Description
View Reconciliation Rule	
Party Name & ID	Displays the name and ID of the logged-in corporate party.
Basic Details	
Rule Id	Displays the rule ID of the reconciliation rule.
Reconciliation Type	Displays the type of payment the reconciliation rule has been created for.
Rule Type	Displays whether the rule is generic or exact.
Rule Name	Displays the name of the rule.

Field Name	Description
Priority	Displays the priority of the rule. If a payment meets the criteria of more than one rule, then the rule with the higher priority (1 being highest) is applied.
Reconciliation Rule	
For an Exact rule, this section displays the rule that has been defined. The rule can be a combination of single sided conditions or double sided conditions or both. The conditions are clubbed together either by the AND or the OR relational operator. A single sided condition includes a single attribute of either payment or expected-cash-flow/invoice entity compared to a specific value using logical operators; whereas a double sided condition includes both cash-flow/invoice and payment attributes with operator conditions along with the specific patterns on their respective matching attributes.	
Reconciliation Rule	
For a Generic rule, the following fields appear.	
Reconciliation Method	Displays the method employed for reconciliation. The options can be: <ul style="list-style-type: none"> • LIFO – Latest invoice/cash flow to be reconciled first • FIFO – Oldest invoice/cash flow to be reconciled first • LAFO – Lowest amount to be reconciled first • HAFO – Highest amount to be reconciled first
Attributes	Displays the attribute on which the reconciliation method will be applied. <ul style="list-style-type: none"> • If the reconciliation criteria is either LIFO or FIFO, then a date-specific attribute is present in this field. • If the reconciliation criteria is either LAFO or HAFO, then an amount-specific attribute is present in this field.
Rule Interpretation	Displays the interpretation of the reconciliation method applicable.
Allocation Details - Account Based	
This section appears if the Account Based option has been selected for allocation.	
Serial Number	Displays the serial number of the allocation account.
Allocation Account	Displays the virtual account that has been selected for allocation.
Percentage	Displays the percentage of payment allocated.
Allocation Details - Attribute Based	
This section appears if the Attribute Based option has been selected for allocation.	
Serial Number	Displays the serial number of the entity and attribute combination.
Allocation Entity and Attributes	Displays the entity and their respective attributes that have been selected for allocation.

Field Name	Description
Percentage	Displays the percentage of payment allocated.

From the **View Reconciliation Rule** (details) screen, you can do the following:

- Edit the reconciliation rule, by clicking **Edit**.
- Go back to the **View Reconciliation Rules** screen, which displays a list of existing reconciliation rules, by clicking **Back**.

9.4.2 Edit Reconciliation Rule

Using this screen, the corporate user can edit a reconciliation / allocation rule.

How to reach here:

Dashboard > Toggle menu > Receivables/Payables > Reconciliation > View/Edit Reconciliation/Allocation Rule

To edit a reconciliation rule:

1. In the **View Reconciliation Rules** screen, search for the required reconciliation rule, using the Search field or the filter options.

View Reconciliation Rules

The screenshot displays the 'View Reconciliation Rules' interface. At the top, there are navigation options for 'Maker', 'ATM/Branch', and 'English'. The user is logged in as 'nehal joshi' with a last login time of '10 Aug 01:32 PM'. The main content area shows a table of reconciliation rules with the following data:

Rule Id	Reconciliation Type	Rule Type	Rule Name	Priority
RR00000214	Invoice Payment Recon	Generic	newInvGenRule1	5
RR00000265	Invoice Payment Recon	Generic	ads	6
RR00000563	Allocation of Payment to Virtual Accounts	Exact	aaa	38
RR00000575	Allocation of Payment to Virtual Accounts	Exact	aa	41
RR00000577	Expected Cashflow To Payment Recon	Generic	GenCash	11
RR00000581	Invoice Payment Recon	Generic	RecRule987	11
RR00000587	Expected Cashflow To Payment Recon	Exact	abc	7
RR00000603	Invoice Payment Recon	Generic	InGenTest123	8
RR00000605	Invoice Payment Recon	Generic	NGen123	3
RR00000611	Invoice Payment Recon	Exact	asd	4

At the bottom of the table, there is a pagination control: 'Page 1 of 5 (1-10 of 48 items)' and a 'Cancel' button.

2. Click the **Rule Id** link of the rule to be viewed/edited. The **View Reconciliation Rule** (details) screen appears.

OR
Click **Cancel** to cancel the transaction.

View Reconciliation Rule (details)

The screenshot displays the 'View Reconciliation Rule' interface. At the top, there's a navigation bar with 'futura bank' and a search bar. The user is logged in as 'Welcome, nehal joshi' with a last login time of '10 Aug 12:19 PM'. The main heading is 'View Reconciliation Rule' with an 'Edit' link. Below this, the rule name 'ABZ Solutions | ***462' is shown.

Basic Details

Rule Id	RR00002379	Reconciliation Type	Expected Cashflow to Payment Recon
Rule Type	Exact	Rule Name	System Rule Change from Generic to Exact 462
Priority	5		

Reconciliation Rule

And

- External Reference No of Cash Flow starts with CR
- Exact Attribute of Debit Credit Indicator of Cash Flow = Exact Attribute of Debit-Credit Indicator of Payment

And

- Text between 5 and 12 in Bank Account Number of Cash Flow = Text between 5 and 12 in Bank Account Number of Cash Flow
- Payment Currency of Payment equals to USD

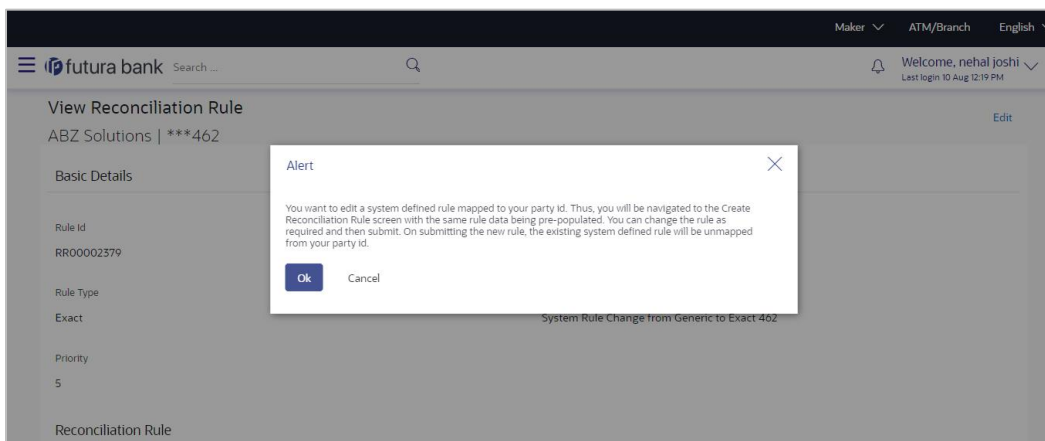
Allocation Details - Attribute Based

Serial Number	Allocation Entity and Attributes	Percentage
1	Payments - Payment Party Id	66.44%
2	Cash Flow - Corporate Id	33.56%

At the bottom left, there is a 'Back' link. The footer contains copyright information: 'Copyright © 2006, 2020, Oracle and/or its affiliates. All rights reserved. |SecurityInformation|Terms and Conditions'.

3. Click the **Edit** link to edit the reconciliation rule. For a system-defined rule, an alert message pops up. For a corporate-defined rule, the **Edit Reconciliation Rule** screen appears.
OR
Click **Back** to go to the previous screen.

On Clicking 'Edit' for a System Defined Rule



Note: For a system-defined rule, an alert message pops up on clicking **Edit**. It states that you are about to edit a system defined rule. Once you modify and submit the rule, it will be unmapped from your party ID. System defined reconciliation rules are applicable to all corporate customers of the bank. If a corporate party wishes to customize a particular system defined rule, they may do so. This unmaps the rule from the party ID. The corporate party can then customize and submit the rule. A new rule with the same rule ID is created which is applicable only to that specific corporate party.

4. Click **Ok**, to accept the warning message. The **Create Reconciliation Rule** screen appears. The fields are populated with the existing values.
OR
Click **Cancel** to cancel the transaction and remain on the **View Reconciliation Rule** (details) screen.

Create Reconciliation Rule (appears when editing a system-defined rule)

Maker ATM/Branch English

futura bank Search ... Welcome, nehal joshi Last login 10 Aug 12:19 PM

Create Reconciliation Rule

ABZ Solutions | ***462

1 Rule Details 2 Set Allocation 3 Prioritize Rule

Rule Id
RR0002379

Reconciliation Type
Expected Cashflow to Payment Recon

Rule Type
 Generic Exact

Rule Name
ExpectedCFPymtReconRule

Reconciliation Rule

1 Define double sided condition to match the invoice with payment by selecting the required pattern on the left side and the right side or Define a single side condition to select the invoices for Reconciliation on the basis of a pattern

And Or Add Group Add Condition

External Reference No of Cash Flow starts with CR

Exact Attribute of Debit Credit Indicator of Cash Flow = Exact Attribute of Debit-Credit Indicator of Payment

And Or Add Group Add Condition

Text between 5 and 12 in Bank Account Number of Cash Flow = Text between 5 and 12 in Bank Account Number of Cash Flow

Payment Currency of Payment equals to USD

Save all and Preview

Continue Cancel Skip Allocation

Copyright © 2006, 2020, Oracle and/or its affiliates. All rights reserved. | Security Information | Terms and Conditions

Edit Reconciliation Rule – Generic Rule (appears when editing a corporate-defined rule)

Edit Reconciliation Rule
ABZ Solutions | ***462

1 Rule Details 2 Set Allocation 3 Prioritize Rule

Rule Id
RR00002376

Reconciliation Type
Invoice Payment Recon

Rule Type
 Generic Exact

Rule Name
InvoicePayment Generic Rule Edited by 000462

Reconciliation Method
LIFO - Latest invoice to be reconciled first

Attribute
Invoice Due Date

Rule Interpretation
Invoice with latest invoice due date will be reconciled first

[Continue](#) [Cancel](#) [Skip Allocation](#)

Copyright © 2006, 2020, Oracle and/or its affiliates. All rights reserved. | [SecurityInformation](#) | [Terms and Conditions](#)

Edit Reconciliation Rule – Exact Rule (appears when editing a corporate-defined rule)

Create Reconciliation Rule
ABZ Solutions | ***462

1 Rule Details 2 Set Allocation 3 Prioritize Rule

Rule Id
RR00002379

Reconciliation Type
Expected Cashflow to Payment Recon

Rule Type
 Generic Exact

Rule Name
ExpectedCFPymtReconRule

Reconciliation Rule

1 Define double sided condition to match the Invoice with payment by selecting the required pattern on the left side and the right side or Define a single side condition to select the Invoices for Reconciliation on the basis of a pattern

And Or Add Group Add Condition

External Reference No of Cash Flow starts with CR

Exact Attribute of Debit Credit Indicator of Cash Flow = Exact Attribute of Debit-Credit Indicator of Payment

And Or Add Group Add Condition

Text between 5 and 12 in Bank Account Number of Cash Flow = Text between 5 and 12 in Bank Account Number of Cash Flow

Payment Currency of Payment equals to USD

[Save all and Preview](#)

[Continue](#) [Cancel](#) [Skip Allocation](#)

Copyright © 2006, 2020, Oracle and/or its affiliates. All rights reserved. | [SecurityInformation](#) | [Terms and Conditions](#)

Field Description

Field Name	Description
Edit Reconciliation Rule	
Party Name & ID	Displays the name and ID of the logged-in corporate party.
Rule Details (train stop)	
Rule Id	Displays the unique ID assigned that is automatically assigned to the rule during creation. This field is not editable.
Reconciliation Type	Displays whether the reconciliation is for invoices and payments, or expected cash-flows and payments. This field is not editable.
Rule Type	Displays whether the rule is a generic or an exact one. This field is not editable.
Rule Name	Indicates the name of the rule. This field is editable.
Reconciliation Method	Indicates how the rule is applied to the invoice/cash-flow records for reconciliation. This field is displayed only for Generic rule type. It is editable. The options are: <ul style="list-style-type: none"> • FIFO – Oldest invoice/cash-flow to be reconciled first • LIFO – Latest invoice/cash-flow to be reconciled first • HAFO – Invoice/Cash-flow with highest amount to be reconciled first • LAFO – Invoice/Cash-flow with lowest amount to be reconciled first
Attribute	Indicates the attribute used for applying the reconciliation method. This field is displayed only for Generic rule type. It is editable. For Invoice and Payments reconciliation: <ul style="list-style-type: none"> • For FIFO and LIFO, the options are: Invoice Date; Invoice Due Date. • For HAFO and LAFO, the options are: Invoice Amount; Outstanding Invoice Amount. For Cash Flow and Payments reconciliation: <ul style="list-style-type: none"> • For FIFO and LIFO, the options are: Expected Date; Revised Expected Date. • For HAFO and LAFO, the option is: Amount.
Rule Interpretation	Displays the rule that is set, based on the options you select in the Reconciliation Method and Attribute fields. This field is displayed only for Generic rule type.
Reconciliation Rule	
This section appears only for Exact rule type. It displays the conditions that have been set during creation. The entire section is editable.	
Add Condition	Indicates an option to add a condition for Exact reconciliation.

Field Name	Description
Add Group	Indicates an option to add a group of conditions that are clubbed together by logical operators 'AND' or 'OR'.
AND / OR	Indicates the logical operator to be used for clubbing the conditions for creating the Exact reconciliation rule.
Single-Sided Condition	
You can create single-sided conditions by selecting a specific entity (Invoice/ Cash-Flow or Payment) and then comparing an attribute of this entity with a specific value. The following fields appear for a single sided condition.	
Select Entity	Select the required entity for building the condition.
Select Attribute	Select the attribute of the entity to be compared.
Select Pattern	Select the relational operator or pattern to be used for comparison.
Value	Enter the value that the attribute is to be compared with.
Double-Sided Condition	
You can create double-sided conditions by comparing an attribute of one entity with a relevant attribute of the other entity. For example, for the Invoice and Payment double-sided condition, the Net Invoice Amount can be compared with the Payment Amount. The following fields appear for a double-sided condition.	
Entities	Select the entities combination for creating the double-sided condition.
Select Pattern	Select the pattern to be used for the attribute (of the first entity) to be compared. The options available are: <ul style="list-style-type: none"> • Exact Attribute • Text Between Two Positions – On selecting this option, two fields appear where you can enter the position (numerical values). The attribute text between these positions is used for comparison.
Select Attribute	Select the attribute of the first entity to be compared.
Relational Operator	Select the relational operator to be used for comparison.
Select Pattern	Select the pattern to be used for the attribute (of the second entity) to be compared. The options available are: <ul style="list-style-type: none"> • Exact Attribute • Text Between Two Positions – On selecting this option, two fields appear where you can enter the position (numerical values). The attribute text between these positions is used for comparison.
Select Attribute	Select the attribute of the second entity to be compared.

Field Name	Description
Save all and Preview	Click this link to save and preview all added conditions.

5. Modify the required details in the **Rule Details** step.
6. Click **Continue** to go to the **Set Allocation** step.
 OR
 Click **Cancel** to cancel the transaction.
 OR
 Click **Skip Allocation** to skip the **Set Allocation** train stop and move to the **Prioritize Rule** train stop.

Edit Reconciliation Rule – Set Allocation step – Attribute Based

Header: futura bank | Viewer | ATM/Branch | English | Welcome, ManualReconRule AutoAuth | Last login 01 Mar 09:49 PM

Page Title: Edit Reconciliation Rule
User: RyanB Bohr | ***422

Progress: 1 Rule Details | 2 Set Allocation | 3 Prioritize Rule

Allocation Basis: Account Based Attribute Based

Attribute Based Allocation

Serial Number	Allocation Entity	Allocation Attributes	Percentage	Action
1	Cash Flow x Payment x	Counterparty Name x Payment Party Id x	30	⊕ 🗑️
2	Payment x	Counterparty Id x Virtual Account Flag x	40	⊕ 🗑️
3	Cash Flow x	Corporate Id x	30	⊕ 🗑️

Buttons: Continue Cancel Back Skip

Footer: Copyright © 2006, 2020, Oracle and/or its affiliates. All rights reserved. | Security Information | Terms and Conditions

Edit Reconciliation Rule – Set Allocation step – Account Based

Viewer ATM/Branch English

futura bank

Welcome, ManualReconRule AutoAuth
Last login 01 Mar 09:49 PM

Edit Allocation Rule
RyanB Bohr | ***422

1 Rule Details 2 Set Allocation 3 Prioritize Rule

Allocation Basis
 Account Based Attribute Based



Account Based Allocation



Serial Number	Allocation Account	Percentage	Action
1	xxxxxxx7688	100	+

Continue Cancel Back Skip

Copyright © 2006, 2020, Oracle and/or its affiliates. All rights reserved. | Security Information | Terms and Conditions

Field Description

Field Name	Description
Edit Reconciliation Rule	
Party Name & ID	Displays the name and ID of the logged-in corporate party.
Set Allocation	
Allocation Basis	Select whether the allocation should be virtual accounts-based or attributes-based. <ul style="list-style-type: none"> If you select the Account Based option, then you can directly set the virtual accounts for allocation. If you select the Attribute Based option, then you can set attributes for allocation. The virtual accounts that are mapped to these attributes will be used for allocation.
Account Based Allocation	This section appears if you select the Account Based option in the Allocation Basis field.
Serial Number	Displays the serial number of the allocation account.
Allocation Account	Select a virtual account to assign an allocation percentage.
Percentage	Enter the percentage of payment to be allocated to the virtual account.
Action	Click  to add further virtual accounts. Or click  to delete an added account.

Field Name	Description
Attribute Based Allocation	
This section appears if you select the Attribute Based option in the Allocation Basis field. This option can be used to allocate specific percentages of the payment towards specific attributes. The amount corresponding to the payment percentage set, is allocated to the virtual accounts mapped to these attributes.	
Serial Number	Displays the serial number of the attribute.
Allocation Entity	Select the entity whose attribute should be considered for setting an allocation percentage.
Allocation Attributes	Select the attribute for which the allocation percentage should be set.
Percentage	Enter the percentage of payment to be allocated to the attribute.
Action	Click  to add further attributes. Or click  to delete an added attribute.


7. Modify the allocation details if required.
8. Click **Continue** to go to the **Prioritize Rule** step.
OR
Click **Cancel** to cancel the transaction.
OR
Click **Back** to go to the previous screen.
OR
Click **Skip** to skip modifying the allocation and to move to the **Prioritize Rule** train stop.

Edit Reconciliation Rule – Prioritize Rule step

The screenshot shows the 'Edit Reconciliation Rule' page in the Futura Bank system. The page title is 'Edit Reconciliation Rule' and the user is logged in as 'Welcome, Mayur Thakkar'. The page is divided into three steps: 1. Rule Details, 2. Set Allocation, and 3. Prioritize Rule. The 'Prioritize Rule' step is currently active. Below the progress bar, there is a search bar and a table of Reconciliation Rules. The table has columns for Rule Id, Rule Type, Rule Name, and Priority. The table lists several rules, including RR00000581 (Current), RR00000214 (Modified), and others. At the bottom of the page, there are 'Submit', 'Cancel', and 'Back' buttons.

Rule Id	Rule Type	Rule Name	Priority
RR00000581	Generic	RecRule987	11
RR00000214	Generic	newInvGenRule1	7
RR00000265	Generic	ads	6
RR00000603	Generic	InGenTest123	8
RR00000605	Generic	NGen123	3
RR00000611	Exact	asd	4
RR00000648	Exact	sdf	9
RR00000803	Exact	dUMMYRULE	12

Field Description

Field Name	Description
Edit Reconciliation Rule	
Party Name & ID	Displays the name and ID of the logged-in corporate party.
Prioritize Rule	
Reconciliation Rules	
Search	Indicates an option to search for a specific reconciliation rule.
Rule Id	Displays the unique rule ID that has automatically been assigned to the rule. For the rule being created, the ID is yet to be generated. The field displays the “Current” keyword in this case.
Rule Type	Displays whether the rule is a generic or an exact one.
Rule Name	Displays the name assigned to the rule.
Priority	Indicates the priority assigned to the rule. Note: For the rule being edited, you can modify the priority. For other existing rules, click  to edit and modify the priority, if required.

9. Modify the priority of the rules, if required.
10. Click **Submit** to submit the transaction. The Review screen appears.
OR
Click **Cancel** to cancel the transaction.
OR
Click **Back** to go to the previous screen.

Review Screen

Create Reconciliation Rule
ABZ Solutions | ***462

Review
You initiated a request for Create Reconciliation Rule. Please review details before you confirm!

Reconciliation Type: Cash Flow - Payment Reconciliation
Rule Type: Exact
Rule Name: ExpectedCFPymtReconRule

Reconciliation Rule

- And
 - External Reference No of Cash Flow starts with CR
 - Exact Attribute of Debit Credit Indicator of Cash Flow = Exact Attribute of Debit-Credit Indicator of Payment
- And
 - Text between 5 and 12 in Bank Account Number of Cash Flow = Text between 5 and 12 in Bank Account Number of Cash Flow
 - Payment Currency of Payment equals to USD

Allocation Details - Attribute Based

Serial Number	Allocation Entity and Attributes	Percentage
1	Payments - Payment Party Id	66.44%
2	Cash Flow - Corporate Id	33.56%

Prioritize Rules

Rule Id	Rule Type	Rule Name	Priority
-	Exact	ExpectedCFPymtReconRule	5

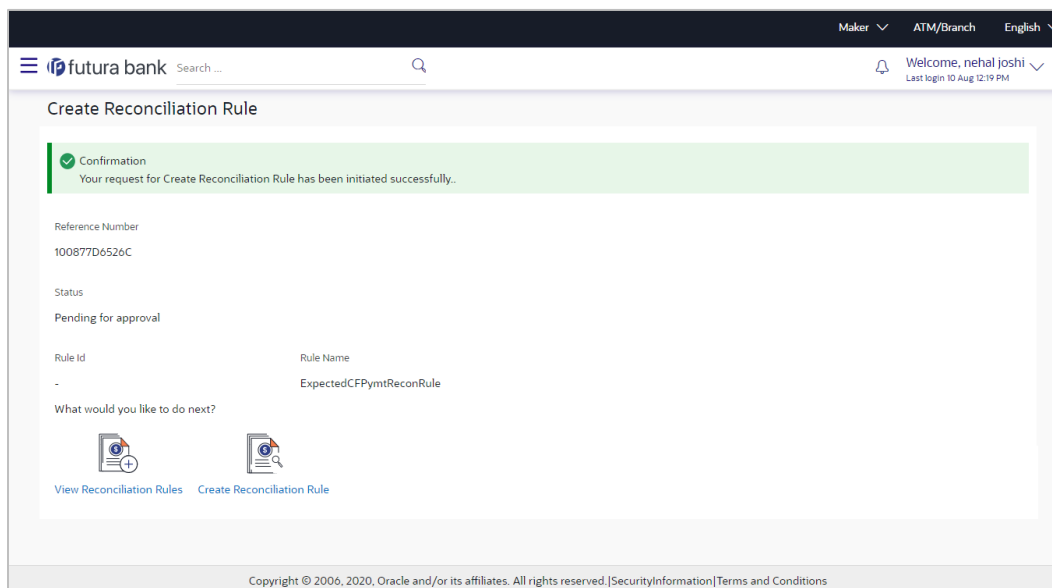
Confirm **Cancel** **Back**

Copyright © 2006, 2020, Oracle and/or its affiliates. All rights reserved. [SecurityInformation] Terms and Conditions

11. In the Review screen, verify the details and click **Confirm**. A confirmation message appears with the reference number and status of the transaction.
OR
Click **Cancel** to cancel the transaction.

OR
Click **Back** to go to the previous screen.

Confirmation Screen



12. In the confirmation screen, click the **View Reconciliation Rules** link to view the existing rules.
OR
Click the **Create Reconciliation Rule** link to create a new rule.

9.4.3 View/Edit Allocation Rule

Allocation rules can be viewed and edited from the **View/Edit Reconciliation Rule** screen itself.

How to reach here:

Dashboard > Toggle menu > Receivables/Payables > Reconciliation > View/Edit Reconciliation/Allocation Rule

To view/edit an allocation rule:

1. In the **View Reconciliation Rules** screen, search for the required rule to view/edit.

View Reconciliation Rule

View Reconciliation Rules
ABZ Solutions | ***462

Rule Id	Reconciliation Type	Rule Type	Rule Name	Priority
RR00000214	Invoice Payment Recon	Generic	newInvGenRule1	5
RR00000265	Invoice Payment Recon	Generic	ads	6
RR00000563	Allocation of Payment to Virtual Accounts	Exact	aaa	38
RR00000575	Allocation of Payment to Virtual Accounts	Exact	aa	41
RR00000577	Expected Cashflow To Payment Recon	Generic	GenCash	11
RR00000581	Invoice Payment Recon	Generic	RecRule987	11
RR00000587	Expected Cashflow To Payment Recon	Exact	abc	7
RR00000603	Invoice Payment Recon	Generic	InGenTest123	8
RR00000605	Invoice Payment Recon	Generic	NGen123	3
RR00000611	Invoice Payment Recon	Exact	asd	4

Page 1 of 5 (1-10 of 48 items) | < 1 2 3 4 5 > ✕

Cancel

Copyright © 2006, 2020, Oracle and/or its affiliates. All rights reserved. [SecurityInformation] Terms and Conditions

2. Click the **Rule Id** of the required allocation rule. The **View Reconciliation Rule** screen appears.

View Reconciliation Rule

The screenshot displays the 'View Reconciliation Rule' interface. At the top, the Futura Bank logo and user information 'Welcome, nehal joshi' are visible. The main content area is titled 'View Reconciliation Rule' and shows the rule name 'ABZ Solutions | ***462' with an 'Edit' link.

Basic Details

Rule Id	RR00002388	Reconciliation Type	Allocation of Payment to Virtual Accounts
Rule Type	Exact	Rule Name	SystemAllocationRule edited by 000462
Priority	4		

Reconciliation Rule

And

- Payment Mode of Payment equals to 12
- Debit-Credit Indicator of Payment equals to D

Or

- Payment Mode of Payment equals to EFT
- Payment Mode of Payment equals to CASH

Allocation Details - Attribute Based

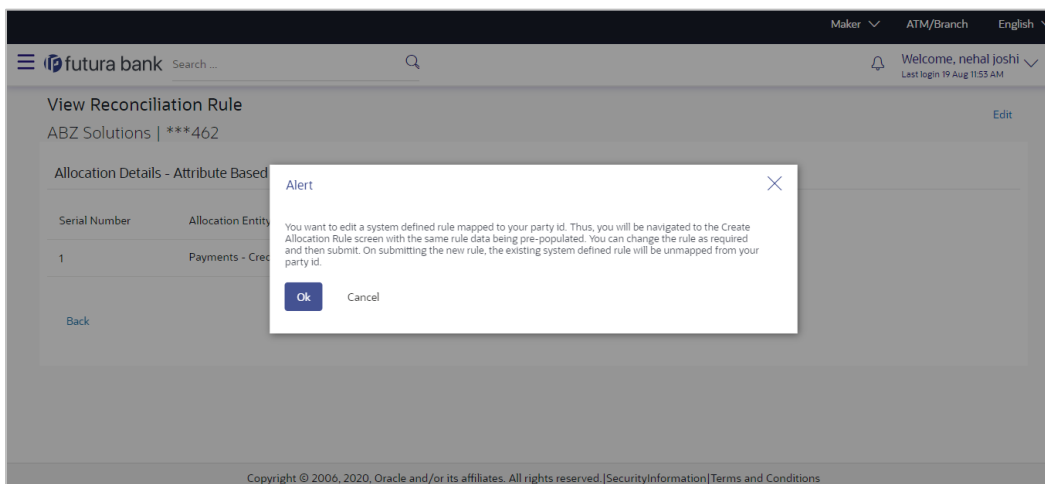
Serial Number	Allocation Entity and Attributes	Percentage
1	Payments - Credit Account no,Payment Party Id,Counterparty Id,Remitter Account no,Virtual Account Flag	50%
2	Payments - Credit Account no,Payment Party Id,Counterparty Id,Remitter Account no	50%

Back

Copyright © 2006, 2020, Oracle and/or its affiliates. All rights reserved. | Security Information | Terms and Conditions

- Click **Edit**. For a system-defined rule, an alert message pops up. For a corporate-defined rule, the **Edit Allocation Rule** screen appears.
OR
Click **Back** to go to the previous screen.

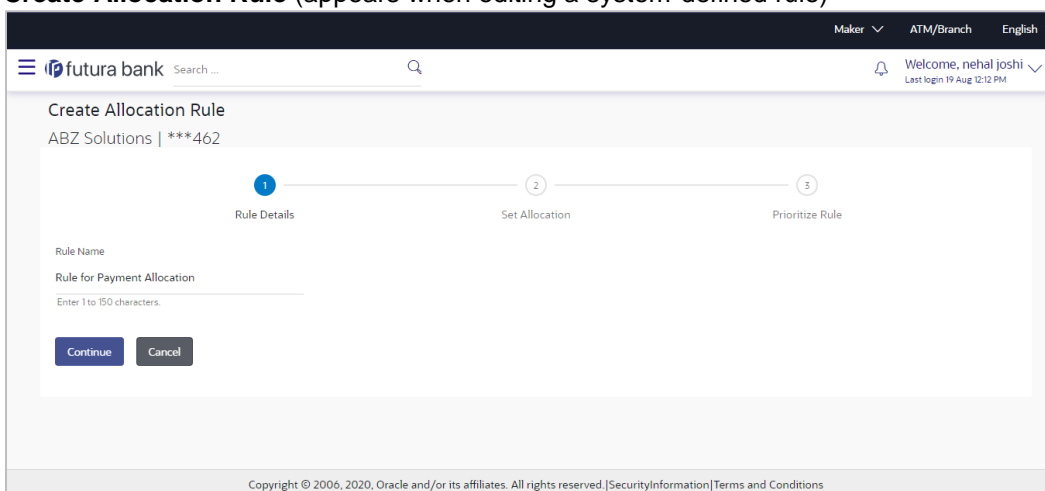
On Clicking 'Edit' for a System Defined Rule



Note: For a system-defined rule, an alert message pops up on clicking **Edit**. It states that you are about to edit a system defined rule. Once you modify and submit the rule, it will be unmapped from your party ID. System defined reconciliation rules are applicable to all corporate customers of the bank. If a corporate party wishes to customize a particular system defined rule, they may do so. This unmaps the rule from the party ID. The corporate party can then customize and submit the rule. A new rule with the same rule ID is created which is applicable only to that specific corporate party.

4. Click **Ok**, to accept the warning message. The **Create Allocation Rule** screen appears. The fields are populated with the existing values.
OR
Click **Cancel** to cancel the transaction and remain on the **View Reconciliation Rule** (details) screen.

Create Allocation Rule (appears when editing a system-defined rule)




Edit Allocation Rule (appears when editing a corporate-defined rule)

Field Description

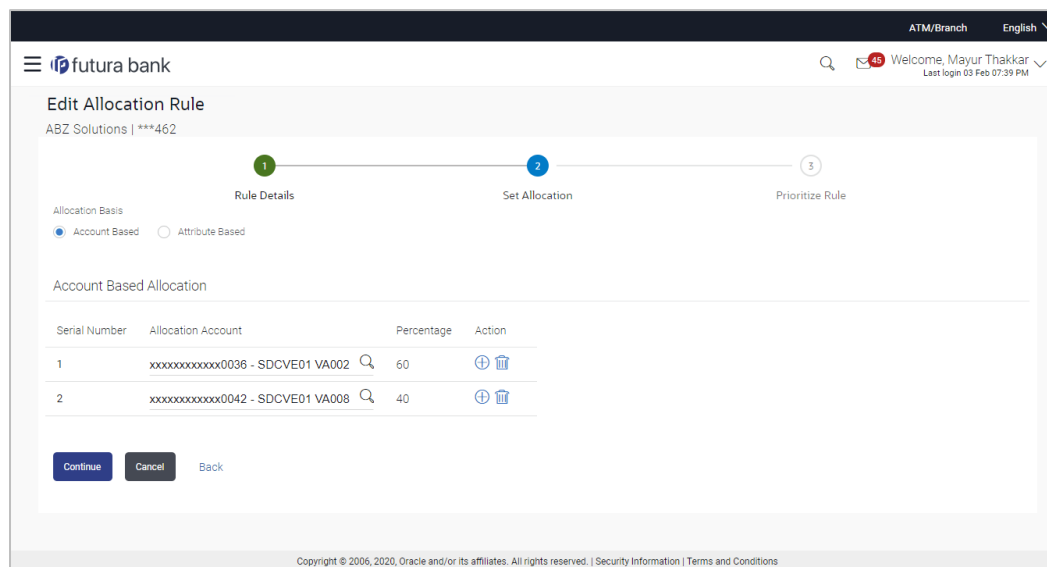
Field Name	Description
Edit Allocation Rule	
Party Name & ID	Displays the name and ID of the logged-in corporate party.
Rule Details	
Rule Id	Displays the unique ID assigned to the rule during creation. This field is not editable.
Rule Name	Indicates the name assigned to the rule. This field is editable.
Reconciliation Rule	
	This section displays the conditions that have been set during creation. It is fully editable.
Add Condition	Indicates an option to add a condition for allocation.
Add Group	Indicates an option to add a group of conditions that are clubbed together by logical operator 'AND' or 'OR'.
AND / OR	Indicates the logical operator to be used for clubbing the conditions for creating the allocation rule.
Select Attribute	Select the attribute of the payment to be compared.

Field Name	Description
Match the payment by	Select the relational operator or pattern to be used for matching the payment.
Value	Enter the value that the attribute is to be compared with.
Save all and Preview	Click this link to save and preview all added conditions.

5. In the **Rule Name** field, enter the name to be assigned to the rule.
6. In the **Reconciliation Rule** section, build the condition(s) as per requirement:
 - a. Select the attribute to be used for comparing.
 - b. Select the appropriate relational operator or pattern for comparing, from the **Match the payment by** list.
 - c. Enter the value to compare the attribute value with.
 - d. Once a condition is defined, click  to save it.
 - e. You can define similar individual conditions or a group of conditions by clicking **Add Condition** or **Add Group**, and binding them together using the 'AND' or 'OR' logical operator.
 - f. Once all conditions are defined, click **Save all and Preview** to save and preview all added conditions.
7. Click **Continue** to go to the **Set Allocation** step.
OR
Click **Cancel** to cancel the transaction.

Note: Once a condition is added and saved, click  to edit it, or click  to delete it.

Set Allocation – Account Based



ATM/Branch English

futura bank Welcome, Mayur Thakkar Last login 03 Feb 07:39 PM

Edit Allocation Rule





ABZ Solutions | ***462

1 Rule Details 2 Set Allocation 3 Prioritize Rule

Allocation Basis

Account Based Attribute Based

Account Based Allocation



Serial Number	Allocation Account	Percentage	Action
1	xxxxxxxxxxxx0036 - SDCVE01 VA002	60	 
2	xxxxxxxxxxxx0042 - SDCVE01 VA008	40	 



Copyright © 2006, 2020, Oracle and/or its affiliates. All rights reserved. | Security Information | Terms and Conditions

Set Allocation – Attribute Based

Copyright © 2006, 2020, Oracle and/or its affiliates. All rights reserved. | Security Information | Terms and Conditions

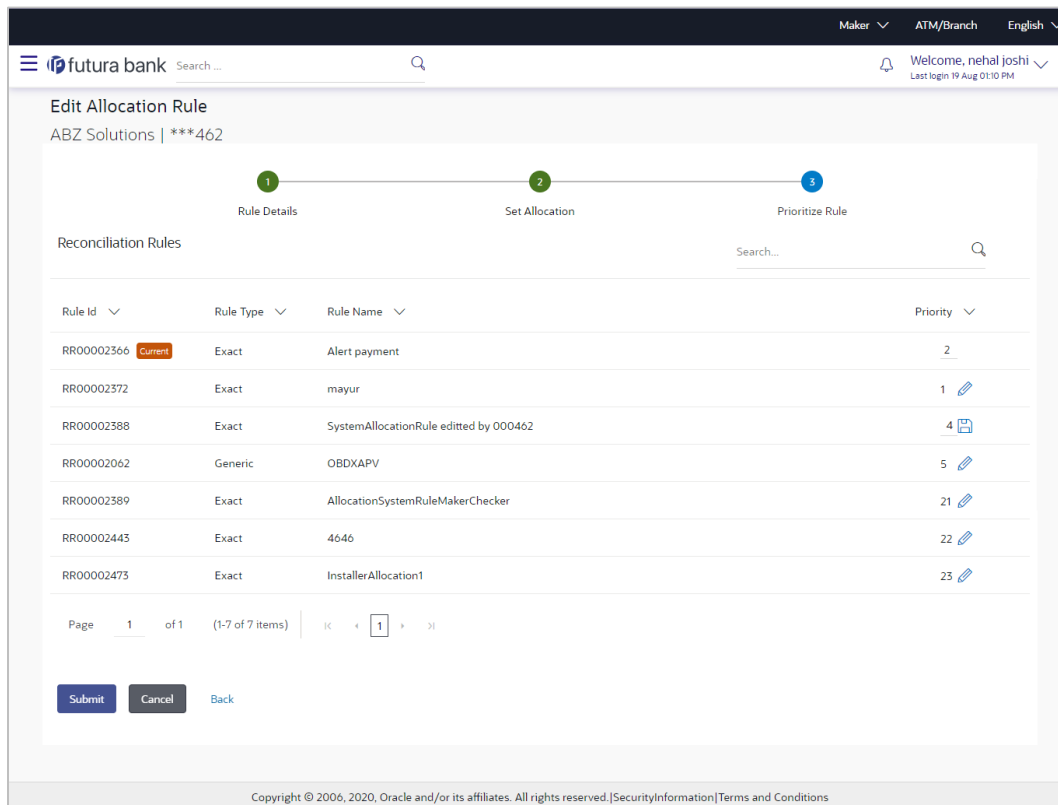
Field Description

Field Name	Description
Edit Allocation Rule	
Party Name & ID	Displays the name and ID of the logged-in corporate party.
Set Allocation	
In this step, you can modify the percentages that have been allocated either to specific virtual accounts, or towards specific payment attributes. You must ensure that the sum of the allocated percentages should be 100. This section is fully editable.	
Allocation Basis	Select whether allocation should be virtual accounts-based or attributes-based.
Account Based Allocation	
This section appears if you select the Account Based option in the Allocation Basis field.	
Serial Number	Displays the serial number of the allocation account.
Allocation Account	Select a virtual account to assign an allocation percentage.
Percentage	Enter the percentage of payment to be allocated to the virtual account.
Action	Click  to add further virtual accounts. Or click  to delete an added account.

Field Name	Description
Attribute Based Allocation	
	This section appears if you select the Attribute Based option in the Allocation Basis field. This option can be used to allocate specific percentages of the payment towards specific payment attributes (such as credit account number, remitter account number, payment party ID, and so on), which are mapped to specific virtual accounts.
Serial Number	Displays the serial number of the attribute.
Allocation Entity	Displays 'Payment' by default.
Allocation Attributes	Select the attribute for which the allocation percentage should be set.
Percentage	Select the percentage of payment to be allocated to the attribute.
Action	Click  to add further attributes. Or click  to delete an added attribute.

- Once the allocation details are set, click **Continue** to go to the **Prioritize Rule** step.
OR
Click **Cancel** to cancel the transaction.
OR
Click **Back** to go to the previous screen.

Prioritize Rule



Maker ATM/Branch English

futura bank Search ... Welcome, nehal joshi Last login 19 Aug 01:10 PM

Edit Allocation Rule
ABZ Solutions | ***462

1 Rule Details 2 Set Allocation 3 Prioritize Rule

Reconciliation Rules Search...


Rule Id	Rule Type	Rule Name	Priority
RR00002366	Exact	Alert payment	2
RR00002372	Exact	mayur	1
RR00002388	Exact	SystemAllocationRule edited by 000462	4
RR00002062	Generic	OBDXAPV	5
RR00002389	Exact	AllocationSystemRuleMakerChecker	21
RR00002443	Exact	4646	22
RR00002473	Exact	InstallerAllocation1	23

Page 1 of 1 (1-7 of 7 items) < 1 >

Submit Cancel Back

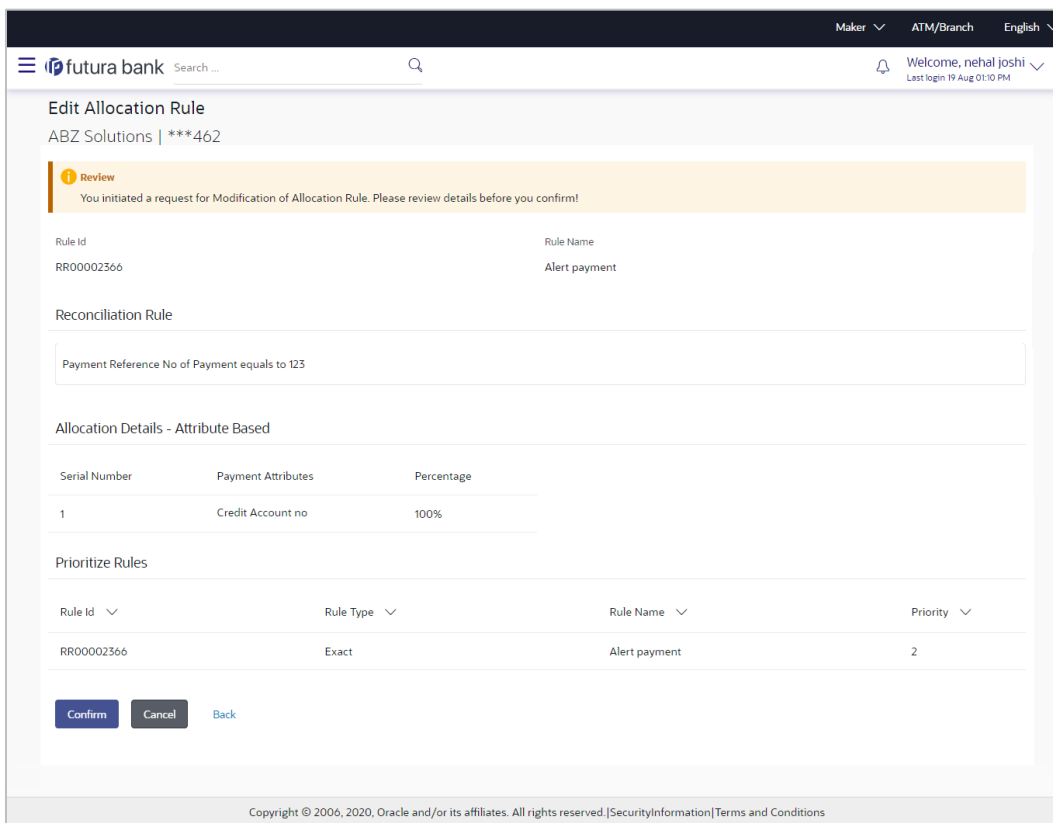
Copyright © 2006, 2020, Oracle and/or its affiliates. All rights reserved. [SecurityInformation]Terms and Conditions

Field Description

Field Name	Description
Edit Allocation Rule	
Party Name & ID	Displays the name and ID of the logged-in corporate party.
Prioritize Rule	
A list of existing rules for the same conditions, is displayed. You can set the priority on the rule being modified. You can also modify the priority of another existing rule.	
Search	Indicates an option to search for a specific rule.
Rule Id	Displays the unique rule ID that has automatically been assigned to the rule. For the rule being created, the ID is yet to be generated. The field displays the "Current" keyword in this case.
Rule Type	Displays 'Exact' by default.
Rule Name	Displays the name assigned to the rule.
Priority	Indicates the priority assigned to the rule. Note: For the rule being edited, you can modify the priority. For other existing rules, click  to edit and modify the priority, if required.

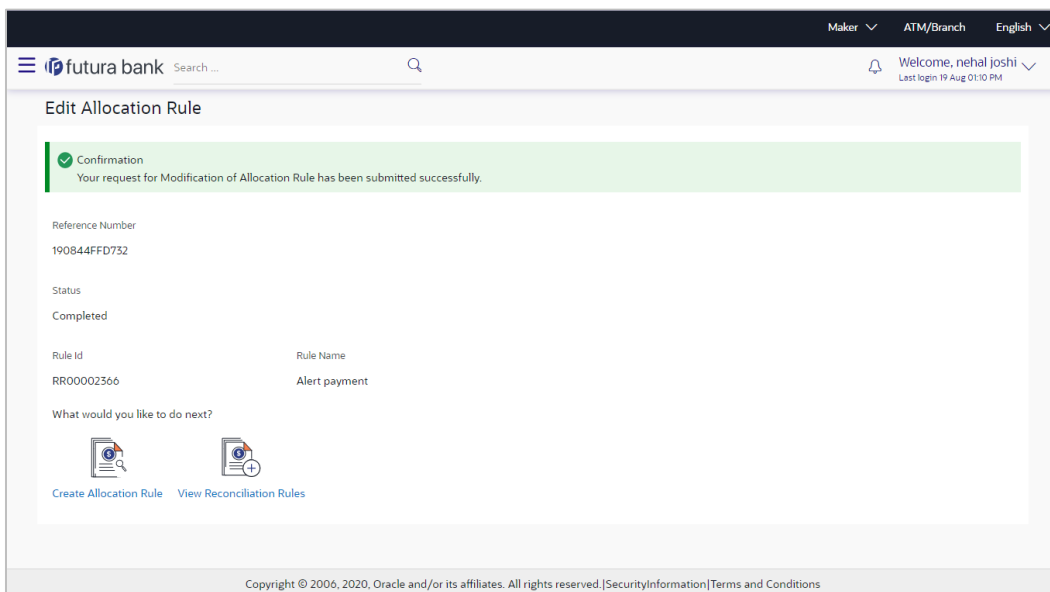
9. In the **Prioritize Rule** step, enter the priority to be set against the rule being modified, under the **Priority** column. You can also modify the priority of other existing rules, if required.
10. Click **Submit** to submit the transaction. The Review screen appears.
 - OR
 - Click **Cancel** to cancel the transaction.
 - OR
 - Click **Back** to go to the previous screen.

Edit Allocation Rule - Review Screen



11. In the Review screen, verify the details and click **Confirm**. A confirmation message appears, with the reference number of the transaction and its status.
 OR
 Click **Cancel** to cancel the transaction.
 OR
 Click **Back** to go to the previous screen.

Edit Allocation Rule – Confirmation



12. In the confirmation screen, click the **View Reconciliation Rules** link to view the existing reconciliation/allocation rules.
OR
Click the **Create Allocation Rule** link to create another allocation rule.

9.5 Manual Reconciliation

Payments and credit notes can be manually reconciled with invoices, debit notes, and cash-flows.

Pre-requisites:

User must have valid corporate login credentials to perform manual reconciliation.

9.5.1 Invoices/Debit Notes against Payments/Credit Notes

How to reach here:

Dashboard > Toggle menu > Receivables/Payables > Reconciliation > Manual Reconciliation > Receivables/Payables against Payment/Credit Note

To manually reconcile invoices or debit notes against payments or credit notes:

The screenshot displays the 'Manual Reconciliation' page for 'ABZ Solutions | ***462'. It features a navigation bar at the top with 'futura bank' and user information. The main content area includes a 'Reconciliation Type' section with radio buttons for 'Single Invoice/Debit Note to Multiple Payments/Credit Notes' (selected) and 'Single Payment/Credit Note to Multiple Invoices/Debit Notes'. Below this is a table of 'Invoices/Debit Notes (375)'. The table has columns for Date, Reference Number, Associated Party, Due Date, Amount, and Unreconciled Amount. The first row shows an invoice dated 16 Jan 2020 with reference number 'RaiseInvOct211' and an amount of GBP15,000.00. The interface also includes a search bar, pagination controls (Page 1 of 75), and a 'Reconciliation Details' sidebar on the right showing 'Invoice/Debit Note to be reconciled' and 'Reconciled Amount' as 0.

Field Description

Field Name	Description
Manual Reconciliation	
Party Name & ID	Displays the name and ID of the logged-in corporate party.

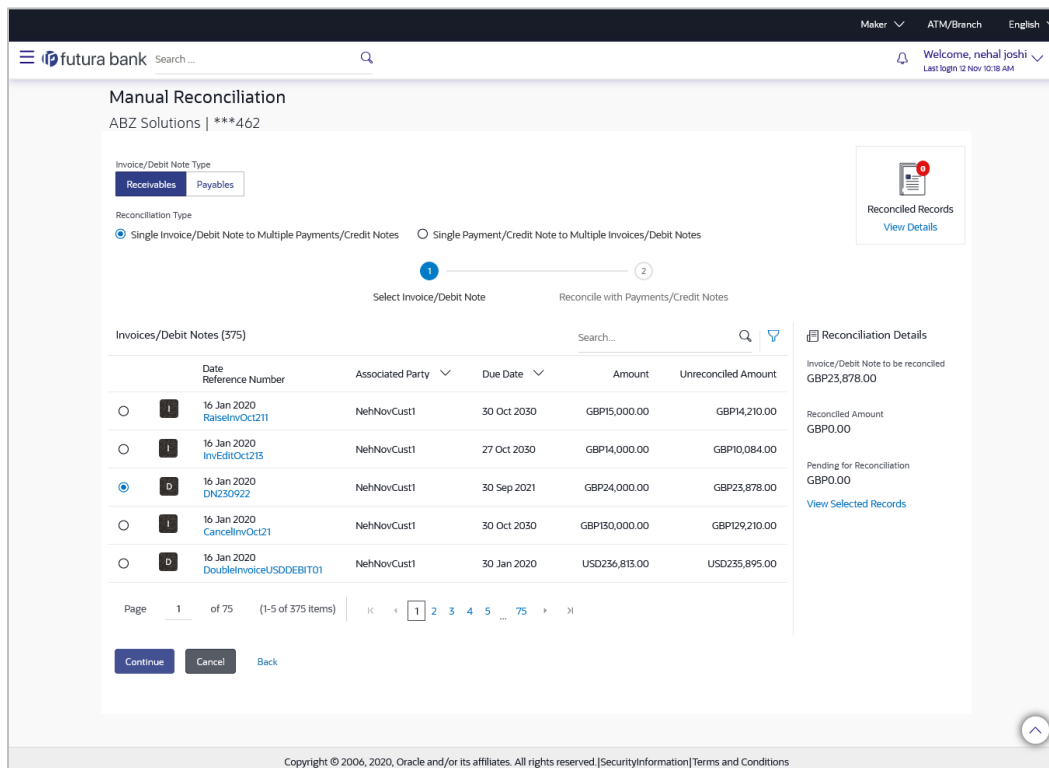
Field Name	Description
Invoice/Debit Note Type	<p>Select either the Receivables option or the Payables option, based on the corporate customer's role.</p> <ul style="list-style-type: none"> • If the corporate is a supplier, then select the Receivables option. • If the corporate is a buyer, then select the Payables option.
Reconciliation Type	<p>Select the type of reconciliation to be performed. The reconciliation procedure steps are populated based on the option you select. The options are:</p> <ul style="list-style-type: none"> • Single Invoice/Debit Note to Multiple Payments/Credit Notes: If you select this option, the application lets you select the required invoice or debit note in the 1st step, and the payments and/or credit notes in the 2nd step. For more information, refer the Single Invoice/Debit Note to Multiple Payments/Credit Notes section in this user manual. • Single Payment/Credit Note to Multiple Invoices/Debit Notes: If you select this option, the application lets you select the required payment or credit note in the 1st step, and the invoices and/or debit notes in the 2nd step. For more details, refer the Single Payment/Credit Note to Multiple Invoices/Debit Notes section in this user manual.

1. In the **Manual Reconciliation** screen, select the appropriate option from the **Invoice/Debit Note Type** field.
2. From the **Reconciliation Type** field, select either the **Single Invoice/Debit Note to Multiple Payments/Credit Notes** option or the **Single Payment/Credit Note to Multiple Invoices/Debit Notes** option.

9.5.1.1 Single Invoice/Debit Note to Multiple Payments/Credit Notes

If you select this option, then a list of invoices and debit notes appears. These invoices and debit notes are unreconciled or partially reconciled. You can select an invoice or a debit note and one or more payments/credit notes to reconcile with. Upon selection, you can save these details, and add another record to be reconciled in the same transaction.

Select Invoice



Field Description

Field Name	Description
------------	-------------

Select Invoice/Debit Note

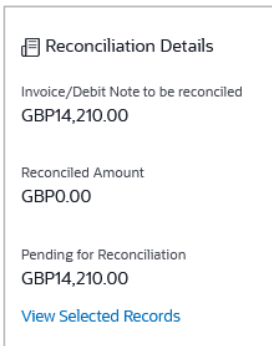
This step appears if you select the **Single Invoice/Debit Note to Multiple Payments/Credit Notes** option from the **Reconciliation Type** field. A list of unreconciled / partially-reconciled invoices and debit notes is displayed. You can select either an invoice or a debit note from the list.

Invoices/Debit Notes (number)	Displays the total number of invoices and debit notes available in the list.
--------------------------------------	--

Search	Indicates an option to search for specific invoices/debit notes.
---------------	--




Click this icon to filter the invoices/debit notes based on certain criteria. The **Invoice/Debit Note Search** overlay window appears. For more information on the fields in this window, refer the [Invoice/Debit Note Search](#) section in this document.

Field Name	Description
The following fields are present in the invoices/debit notes grid.	
Selector	Indicates the option to select the invoice/debit note.
Indicator	Displays 'I' for invoice and 'D' for debit note.
Date Reference Number	Displays the date of the invoice/debit note and its reference number as a hyperlink. You can click this link to view the invoice/debit note details in an overlay window. The fields displayed in the overlay window are the same as those present in the View Invoice Details screen / View Debit Note Details screen in this document.
Associated Party	Displays the name of the associated or counter party.
Due Date	Displays the due date of the invoice/debit note.
Amount	Displays the total invoice/debit note amount.
Unreconciled Amount	Displays the unreconciled invoice/debit note amount.
Reconciliation Details section	
This section, present on the right hand side of the Manual Reconciliation screen, is automatically updated when you select the invoice/debit note and payments/credit notes for reconciliation.	
	
Invoice/Debit Note to be reconciled	Displays the invoice/debit note amount to be reconciled, once you select an invoice/debit note in the 1 st step of manual reconciliation.
Reconciled Amount	Displays the total payments/credit notes amount. This field is updated once you select the payments and/or credit notes in the 2 nd step of manual reconciliation.
Pending for Reconciliation	Displays the difference between the amounts in the fields above.
View Selected Records	Click this link to view the details of the selected invoice/debit note and payments and/or credit notes. An overlay window appears with the details of the selected records.

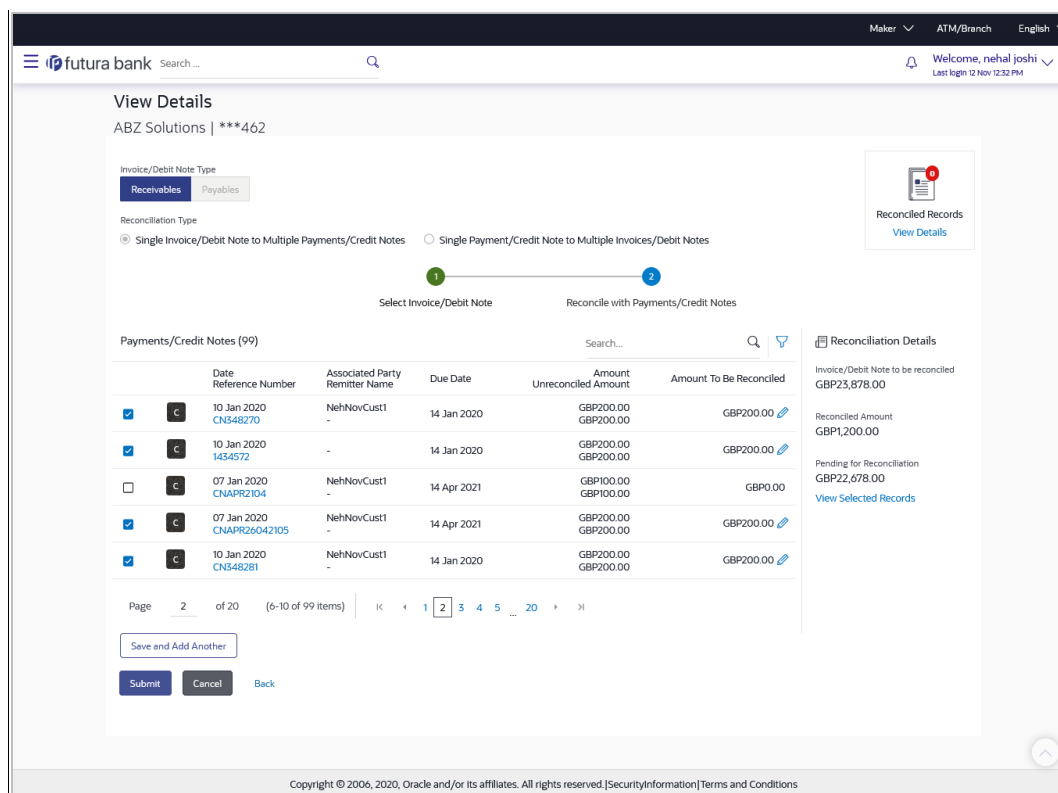
Field Name **Description**

Reconciled Records

This section (present on the top right side of the Manual Reconciliation screen) displays the number of records that you have saved for reconciliation by clicking **Save and Add Another**. You can click the **View Details** link to view the details of these saved records, which appear in an overlay window. To remove a saved record, click  beside it.

3. If you select the **Single Invoice/Debit Note to Multiple Payments/Credit Notes** option, then in the **Select Invoice/Debit Note** step, select the required invoice or debit note to reconcile. You can use the **Search** field and filter options to find the required record.
4. Click **Continue** to proceed to the **Reconcile with Payments/Credit Notes** step.
 OR
 Click **Cancel** to cancel the transaction.
 OR
 Click **Back** to go to the dashboard.




Reconcile with Payments/Credit Notes

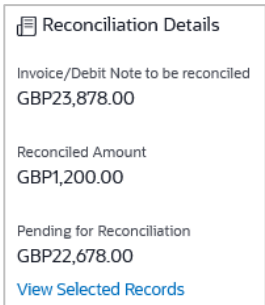





The screenshot shows the 'View Details' screen for 'ABZ Solutions | ***462'. It features a progress bar with two steps: 'Select Invoice/Debit Note' (step 1) and 'Reconcile with Payments/Credit Notes' (step 2, currently active). Below the progress bar is a table of 'Payments/Credit Notes (99)'. The table has columns for 'Date Reference Number', 'Associated Party Remitter Name', 'Due Date', 'Amount Unreconciled Amount', and 'Amount To Be Reconciled'. There are five rows of data, with the first four rows having checkboxes in the left margin. A 'Save and Add Another' button is located below the table. At the bottom, there are 'Submit', 'Cancel', and 'Back' buttons. On the right side, there is a 'Reconciliation Details' panel showing 'Invoice/Debit Note to be reconciled GBP23,878.00', 'Reconciled Amount GBP1,200.00', and 'Pending for Reconciliation GBP22,678.00'. A 'View Selected Records' link is also present.

	Date Reference Number	Associated Party Remitter Name	Due Date	Amount Unreconciled Amount	Amount To Be Reconciled
<input checked="" type="checkbox"/>	10 Jan 2020 CNS48Z70	NehNovCust1	14 Jan 2020	GBP200.00 GBP200.00	GBP200.00
<input checked="" type="checkbox"/>	10 Jan 2020 1434572	-	14 Jan 2020	GBP200.00 GBP200.00	GBP200.00
<input type="checkbox"/>	07 Jan 2020 CNAPR2104	NehNovCust1	14 Apr 2021	GBP100.00 GBP100.00	GBP0.00
<input checked="" type="checkbox"/>	07 Jan 2020 CNAPR26042105	NehNovCust1	14 Apr 2021	GBP200.00 GBP200.00	GBP200.00
<input checked="" type="checkbox"/>	10 Jan 2020 CNS48Z81	NehNovCust1	14 Jan 2020	GBP200.00 GBP200.00	GBP200.00

Field Description

Field Name	Description
Reconcile with Payments/Credit Notes	
This step appears when you select an invoice/debit note and click Continue . You can select multiple payments/credit notes for reconciliation.	
Payments/Credit Notes (number)	Displays the total number of payment and credit note records available in the list.
Search	Indicates an option to search for specific payments/credit notes.
	Click this icon to filter the payments and credit notes based on certain criteria. The Payments/Credit Notes Search overlay window appears. For more information on the fields in this window, refer the Payments/Credit Notes Search section in this document.
The following fields are present in the payments/credit notes grid.	
Check box	Indicates the option to select the payment/credit note record.
Indicator	Displays 'P' for payment and 'C' for credit note.
Date Reference Number	Displays the date of the payment/credit note and its reference number as a hyperlink. You can click this link to view the payment/credit note details in an overlay window. The fields displayed in the overlay window are the same as those present in the View Payment (details) screen / View Credit Note Details screen in this document.
Associated Party Remitter Name	Displays the name of the associated party and the remitter.
Due Date	Displays the expiry date in case of a credit note record. For a payment record, this field is blank.
Amount Unreconciled Amount	Displays the total payment/credit note amount and the unreconciled amount.
Amount To Be Reconciled	Indicates the payment/credit note amount that is yet to be reconciled. Once you select a payment/credit note record, you can edit and modify the amount to be reconciled, if required.
<hr/> <p>Note: To edit this field:</p> <ol style="list-style-type: none"> 1) Select the required payment/credit note record. 2) Click  and modify the amount. 3) Click  to save the amount. <hr/>	

Field Name	Description
Reconciliation Details section	
This section, present on the right hand side of the Manual Reconciliation screen, is automatically updated when you select the invoice/debit note and payments/credit notes for reconciliation.	
	
Invoice/Debit Note to be reconciled	Displays the invoice/debit note amount to be reconciled, once you select an invoice/debit note in the 1 st step of manual reconciliation.
Reconciled Amount	Displays the total payments/credit notes amount. This field is updated once you select the payments and/or credit notes in the 2 nd step of manual reconciliation.
Pending for Reconciliation	Displays the difference between the amounts in the fields above.
View Selected Records	Click this link to view the details of the selected invoice/debit note and payments and/or credit notes. An overlay window appears with the details of the selected records.

5. In the **Reconcile with Payments/Credit Notes** step, select the required payments and/or credit notes to reconcile with.
6. In the **Amount To Be Reconciled** field, click  to edit the amount and then click  to save the changes, if required.
7. Click **Save and Add Another** to save the details and select another invoice/debit note to reconcile against payments/credit notes.
 - To view a list of records that you have already saved, click the **View Details** link in the **Reconciled Records** section, on the top right side of the Manual Reconciliation screen. An overlay window appears with the saved records. To delete a record, click .
8. Click **Submit** to submit the transaction. The Review screen appears.
OR
Click **Cancel** to cancel the transaction.
OR
Click **Back** to go to the previous screen.

9. In the Review screen, verify the selected details and click **Confirm**. A confirmation message appears, with the status and reference number of the transaction.
 OR
 Click **Cancel** to cancel the transaction.
 OR
 Click **Back** to go to the previous screen.

Once the transaction is submitted, the approver is notified. If any modifications are required, the approver can add relevant comments and send the transaction back to the maker, using the **Send to Modify** feature. Once the required modifications are made, the maker can re-submit the transaction.

9.5.1.2 Single Payment/Credit Note to Multiple Invoices/Debit Notes

If you select this option, then a list of unreconciled and partially-reconciled payments and credit notes appears. You can select a payment or a credit note and one or more invoices/debit notes to reconcile. Upon selection, you can save these details, and add another record to be reconciled in the same transaction.

Select Payment/Credit Note

Manual Reconciliation
 ABZ Solutions | ***462

Invoice/Debit Note Type
 Receivables Payables

Reconciliation Type
 Single Invoice/Debit Note to Multiple Payments/Credit Notes Single Payment/Credit Note to Multiple Invoices/Debit Notes

1 Select Payment/Credit Note 2 Reconcile with Invoices/Debit Notes

	Date Reference Number	Associated Party Remitter Name	Due Date	Amount	Unreconciled Amount
<input type="radio"/>	09 Jan 2020 IndiaINCOMINGII	NehNovCust1	-	USD2,300.00	USD0.00
<input type="radio"/>	09 Jan 2020 OBDXPS006	NehNovCust1	-	USD1,000.00	USD500.00
<input checked="" type="radio"/>	10 Jan 2020 CNS48267	NehNovCust1	14 Jan 2020	GBP200.00	GBP200.00
<input type="radio"/>	10 Jan 2020 CNS48269	NehNovCust1	14 Jan 2020	GBP200.00	GBP200.00
<input type="radio"/>	10 Jan 2020 CNS48270	NehNovCust1	14 Jan 2020	GBP200.00	GBP200.00


Page 1 of 19 (1-5 of 94 items) 1 2 3 4 5 ... 19

Continue Cancel Back

Reconciliation Details
 Payment/Credit Note to be reconciled GBP200.00
 Reconciled Amount GBP0.00
 Pending for Reconciliation GBP0.00
[View Selected Records](#)

Copyright © 2006, 2020, Oracle and/or its affiliates. All rights reserved. [SecurityInformation]Terms and Conditions


Field Description

Field Name	Description
Select Payment/Credit Note	
This step appears if you select the Single Payment/Credit Note Multiple Invoices/Debit Notes option from the Reconciliation Type field. A list of unreconciled / partially-reconciled payments and credit notes is displayed. You can select one payment or credit note from the list.	
Payments/Credit Notes (number)	Displays the total number of payments and credit notes available in the list.
Search	Indicates an option to search for specific payments/credit notes.
	Click this icon to filter the payments based on certain criteria. The Payment/Credit Note Search overlay window appears. For more information on the fields in this window, refer the Payment/Credit Note Search section in this document.
The following fields are present in the payments/credit notes grid.	
Selector	Indicates the option to select the payment/credit note.
Indicator	Displays 'P' for payment and 'C' for credit note.
Date Reference Number	Displays the date of the payment/credit note and its reference number as a hyperlink. You can click this link to view the payment/credit note details in an overlay window. For more information on the fields displayed, refer the View Payment Details section or the View Credit Note Details section in this document.
Associated Party Remitter Name	Displays the name of the associated party and the remitter.
Due Date	Displays the expiry date in case of a credit note record. For a payment record, this field is blank.
Amount	Displays the total payment/credit note amount.
Unreconciled Amount	Displays the payment/credit note amount that has not yet been reconciled.

Field Name	Description
------------	-------------

Reconciliation Details section

This section, present on the right hand side of the Manual Reconciliation screen, is automatically updated when you select the payment/credit note and invoices/debit notes for reconciliation.

 Reconciliation Details

Payment/Credit Note to be reconciled
GBP200.00

Reconciled Amount
GBP0.00

Pending for Reconciliation
GBP0.00

[View Selected Records](#)


Payment/Credit Note to be reconciled Displays the payment/credit note amount to be reconciled, once you select a payment/credit note in the 1st step of manual reconciliation.

Reconciled Amount Displays the total invoices/debit notes amount. This field is updated once you select the invoices and/or debit notes in the 2nd step of manual reconciliation.

Pending for Reconciliation Displays the difference between the amounts in the fields above.

View Selected Records Click this link to view the details of the selected payment/credit note and invoices and/or debit notes. An overlay window appears with the details of the selected records.

Reconciled Records

This section (present on the top right side of the Manual Reconciliation screen) displays the number of records that you have saved for reconciliation by clicking **Save and Add Another**. You can click the [View Details](#) link to view the details of these saved records, which appear in an overlay window. To remove a saved record, click  beside it.

10. If you select the **Single Payment/Credit Note to Multiple Invoices/Debit Notes** option, then in the **Select Payment/Credit Note** step, select the required payment or credit note record to reconcile. You can use the **Search** field and filter options to find the required record.
11. Click **Continue** to proceed to the **Reconcile with Invoices/Debit Notes** step.
OR
Click **Cancel** to cancel the transaction.
OR
Click **Back** to go back to the dashboard.

Reconcile with Invoices/Debit Notes

Manual Reconciliation
ABZ Solutions | ***462

Invoice/Debit Note Type
 Receivables Payables

Reconciliation Type
 Single Invoice/Debit Note to Multiple Payments/Credit Notes Single Payment/Credit Note to Multiple Invoices/Debit Notes

1 Select Payment/Credit Note 2 Reconcile with Invoices/Debit Notes

Invoice/Debit Note (375) Search...

	Date Reference Number	Associated Party	Due Date	Unreconciled Amount	Amount to be Reconciled
<input type="checkbox"/>	16 Jan 2020 RaiselInvOct21	NehNovCust1	30 Oct 2030	GBP15,000.00 GBP14,210.00	GBP0.00
<input type="checkbox"/>	16 Jan 2020 InvEditOct215	NehNovCust1	27 Oct 2030	GBP14,000.00 GBP10,084.00	GBP0.00
<input checked="" type="checkbox"/>	16 Jan 2020 DNZ30922	NehNovCust1	30 Sep 2021	GBP24,000.00 GBP23,878.00	GBP100.00
<input checked="" type="checkbox"/>	16 Jan 2020 CancelInvOct21	NehNovCust1	30 Oct 2030	GBP130,000.00 GBP129,210.00	GBP100.00
<input type="checkbox"/>	16 Jan 2020 DoubleInvoiceUSDDEBIT01	NehNovCust1	30 Jan 2020	USD236,813.00 USD235,895.00	USD0.00

Page 1 of 75 (1-5 of 375 items) | 1 2 3 4 5 ... 75

Save and Add Another

Submit Cancel Back

Reconciliation Details
 Payment/Credit Note to be reconciled GBP200.00
 Reconciled Amount GBP200.00
 Pending for Reconciliation GBP0.00
[View Selected Records](#)

Copyright © 2006, 2020, Oracle and/or its affiliates. All rights reserved. | Security | Information | Terms and Conditions

Field Description

Field Name	Description
------------	-------------

Reconcile with Invoices/Debit Notes

This step appears when you select a payment/credit note and click **Continue**. You can select multiple invoices and debit notes for reconciliation.

Invoice/Debit Note (number)	Displays the total number of invoices and debit notes available in the list.
------------------------------------	--

Search	Indicates an option to search for specific invoices or debit notes.
---------------	---



Click this icon to filter the invoices/debit notes based on certain criteria. The **Invoice/Debit Note Search** overlay window appears. For more information on the fields in this window, refer the [Invoice/Debit Note Search](#) section in this document.

The following fields are present in the invoices/debit notes grid.


Check box	Indicates the option to select the invoice/debit note record.
------------------	---


Indicator	Displays 'I' for invoice and 'D' for debit note.
------------------	--

Field Name	Description
Date Reference Number	Displays the date of the invoice/debit note and its reference number as a hyperlink. You can click this link to view the invoice/debit note details in an overlay window. For more information on the fields displayed, refer the View Invoice Details section or the View Debit Note Details section in this document.
Associated Party	Displays the name of the associated or counter party.
Due Date	Displays the due date of the invoice/debit note.
Amount Unreconciled Amount	Displays the total invoice/debit note amount and the unreconciled amount.
Amount to be Reconciled	Indicates the invoice/debit note amount that is yet to be reconciled. Once you select an invoice/debit note record, you can edit and modify the amount to be reconciled, if required.

Note: To edit this field:

1) Select the required invoice/debit note record.

2) Click  and modify the amount.

3) Click  to save the amount.

Reconciliation Details section



This section, present on the right hand side of the Manual Reconciliation screen, is automatically updated when you select the payment/credit note and invoices/debit notes for reconciliation.


Reconciliation Details	
Payment/Credit Note to be reconciled	GBP200.00
Reconciled Amount	GBP200.00
Pending for Reconciliation	GBP0.00
View Selected Records	

Payment/Credit Note to be reconciled Displays the payment/credit note amount to be reconciled, once you select a payment/credit note in the 1st step of manual reconciliation.

Reconciled Amount Displays the total invoices/debit notes amount. This field is updated once you select the invoices and/or debit notes in the 2nd step of manual reconciliation.

12. In the **Reconcile with Invoices/Debit Notes** step, select the required invoices and debit notes to reconcile with.

13. In the **Amount to be Reconciled** field, click  to edit the amount and then click  to save the changes, if required.
14. Click **Save and Add Another** to save the details and select another payment/credit note to reconcile against invoices/debit notes.
 - To view a list of records that you have already saved, click the **View Details** link in the **Reconciled Records** section, on the top right side of the Manual Reconciliation screen.

An overlay window appears with the saved records. To delete a record, click .
15. Click **Submit** to submit the transaction. The Review screen appears.

OR

Click **Cancel** to cancel the transaction.

OR

Click **Back** to go to the previous screen.
16. In the Review screen, verify the selected details and click **Confirm**. A confirmation message appears, with the status and reference number of the transaction.

OR


Click **Cancel** to cancel the transaction.

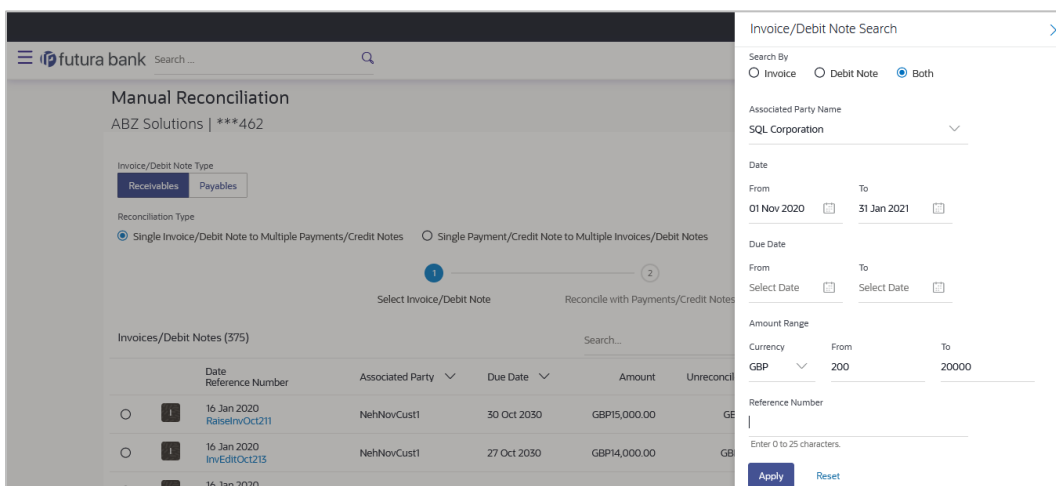
OR

Click **Back** to go to the previous screen.

Once the transaction is submitted, the approver is notified. If any modifications are required, the approver can add relevant comments and send the transaction back to the maker, using the **Send to Modify** feature. Once the required modifications are made, the maker can re-submit the transaction.

Invoice/Debit Note Search (overlay window)

This overlay window appears when you click the  icon to search for specific invoices/debit notes.




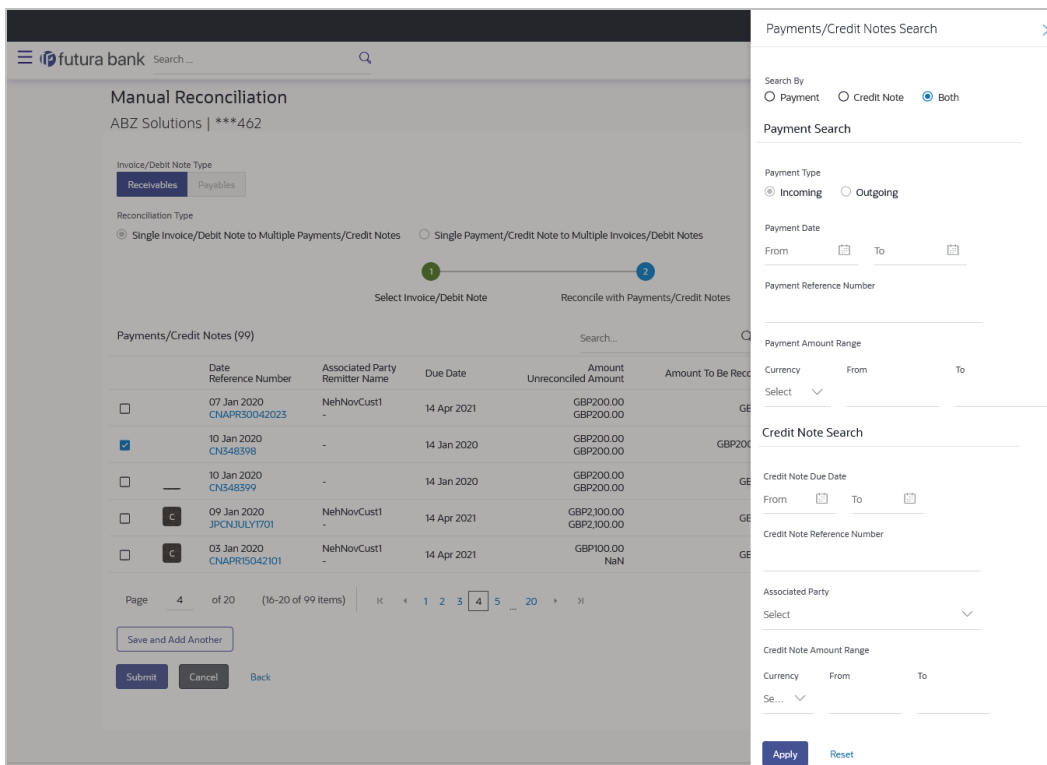
The screenshot shows the Oracle Futura Bank Manual Reconciliation interface. The main window displays the 'Manual Reconciliation' screen for 'ABZ Solutions | ***462'. It includes options for 'Invoice/Debit Note Type' (Receivables, Payables) and 'Reconciliation Type' (Single Invoice/Debit Note to Multiple Payments/Credit Notes, Single Payment/Credit Note to Multiple Invoices/Debit Notes). A table of 'Invoices/Debit Notes (375)' is visible, with columns for Date, Reference Number, Associated Party, Due Date, Amount, and Unreconciled. An overlay window titled 'Invoice/Debit Note Search' is open, showing search criteria: Search By (Invoice, Debit Note, Both), Associated Party Name (SQL Corporation), Date (From 01 Nov 2020 to 31 Jan 2021), Due Date (From Select Date to Select Date), and Amount Range (Currency: GBP, From: 200, To: 20000). The overlay also includes a Reference Number field and Apply/Reset buttons.

Field Description

Field Name	Description
Invoice/Debit Note Search overlay window	
Search By	Indicates an option to filter the records based on invoices only, or debit notes only, or both.
Associated Party Name	Select the name of the associated party whose invoices/debit notes need to be filtered.
Date From/To	Enter the date range of invoices/debit notes creation, for filtering the required records.
Due Date From/To	Enter the date range for when the invoices/debit notes are due, for filtering the required records.
Amount Range Currency From/To	Select the currency and enter the amount range to filter the required invoices/debit notes.
Reference Number	Enter the reference number of the invoice/debit note to search for.
On selecting/entering the required details, click Apply to apply the filter criteria, or, click Reset to reset the entered data.	

Payments/Credit Notes Search (overlay window)

This overlay window appears when you click the  icon to search for specific payments/credit notes records.



Field Description

Field Name	Description
Payments/Credit Notes Search	
Search By	Indicates an option to filter the records based on payments only, or credit notes only, or both.
Payment Search	
Payment Type	Displays the type of payment, whether Incoming or Outgoing. This field is not editable.
Payment Date From/To	Enter the date range for filtering the required payment records.
Payment Reference Number	Enter the reference number of the payment record to be filtered.

Field Name	Description
Payment Amount Range Currency From/To	Select the currency and enter the payment amount range to filter the required payment records.
Credit Note Search	
This section appears when you select the Credit Note option or the Both option in the Search By field.	
Credit Note Due Date From/To	Enter the date range within which the credit notes to search for, will expire.
Credit Note Reference Number	Enter the reference number of the credit note record to be filtered.
Associated Party	Select the name of the associated party whose payments/credit notes are to be filtered.
Credit Note Amount Range Currency From/To	Select the currency and enter the credit note amount range to filter the required records.
On selecting/entering the required details, click Apply to apply the filter criteria, or, click Reset to reset the entered data.	

9.5.2 Cash Flow against Payment

How to reach here:

Dashboard > Toggle menu > Receivables/Payables > Reconciliation > Manual Reconciliation > Cash Flow against Payment

To manually reconcile cash flow against payment:

The screenshot displays the 'Manual Reconciliation' page for 'ABZ Solutions | ***462'. It features a 'Cash Flow Type' selector with 'Inflow' and 'Outflow' options. Below this is a 'Reconciliation Type' section with radio buttons for 'Single Cash Flow Multiple Payments' (selected) and 'Single Payment Multiple Cash Flows'. A progress indicator shows two steps: 'Select Cash Flow' (1) and 'Reconcile with Payments' (2). The main area contains a table of 114 cash flows, with the first five rows visible. The table has columns for 'Date Reference Number', 'Real Account Virtual Account', 'Counter Party Name', 'Amount', and 'Unreconciled Amount'. The first row shows a date of 23 Nov 2021, a virtual account of 4230175193, a counter party of TAT MOTORS, and an amount of GBP444.00. The 'Unreconciled Amount' column shows GBP444.00 for the first two rows, USD111.00 for the third, GBP333.00 for the fourth, and USD111.00 for the fifth. A pagination bar at the bottom indicates 'Page 4 of 23 (16-20 of 114 items)'. On the right, a 'Reconciliation Details' sidebar shows 'Cash Flow to be reconciled: 0', 'Reconciled Amount: 0', and 'Pending for Reconciliation: 0'. There is also a 'Reconciled Records' button with a 'View Details' link.

Date Reference Number	Real Account Virtual Account	Counter Party Name	Amount	Unreconciled Amount
23 Nov 2021 4230175193	xxxxxxxxxxxx0024	TAT MOTORS	GBP444.00	GBP444.00
16 Nov 2021 4230175193	xxxxxxxxxxxx0024	TAT MOTORS	GBP444.00	GBP444.00
12 Nov 2021 4027489827	xxxxxxxxxxxx0024	TAT MOTORS	USD111.00	USD111.00
12 Nov 2021 7149146890	xxxxxxxxxxxx0024	TAT MOTORS	GBP333.00	GBP333.00
11 Nov 2021 4027489827	xxxxxxxxxxxx0024	TAT MOTORS	USD111.00	USD111.00

Field Description

Field Name	Description
Manual Reconciliation	
Party Name & ID	Displays the name and ID of the logged-in corporate party.
Cash Flow Type	Select the type of the cash flow, whether inflow or outflow.

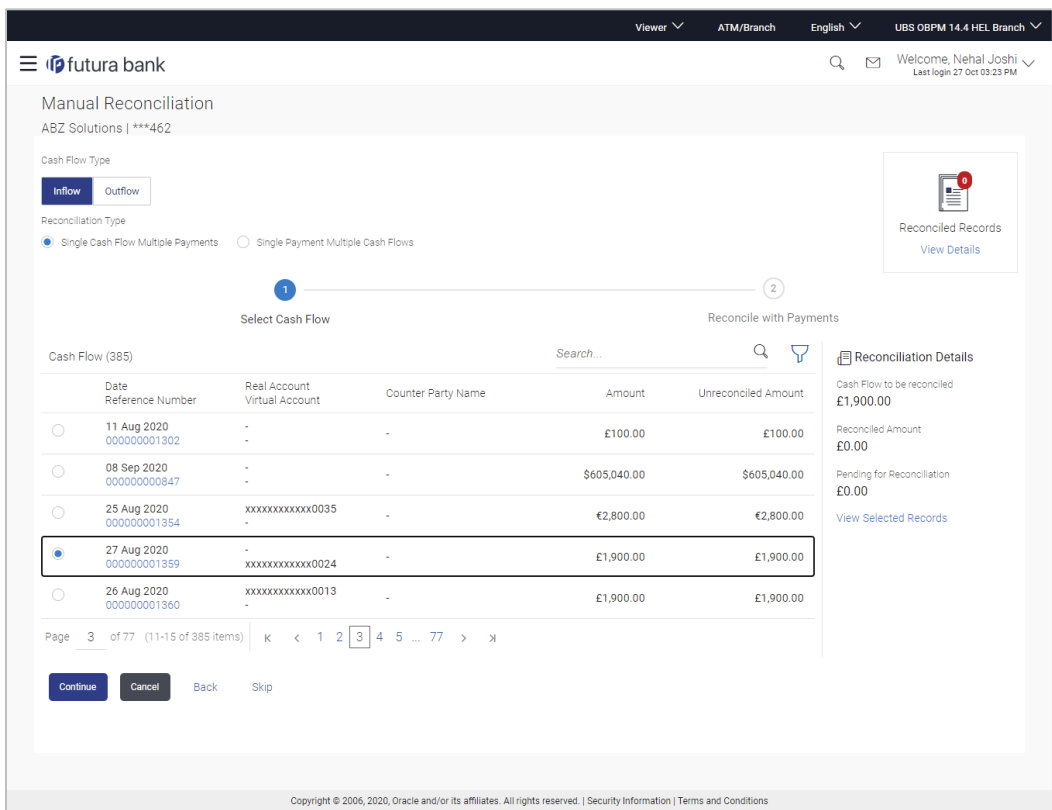
Field Name	Description
Reconciliation Type	<p>Select the type of reconciliation to be performed. The reconciliation procedure steps are populated based on the option you select. The options are:</p> <ul style="list-style-type: none"> • Single Cash Flow Multiple Payments: If you select this option, the application lets you select the required cash flow in the 1st step, and reconcile with payments in the 2nd step. For more information, refer the Single Cash Flow Multiple Payments section in this user manual. • Single Payment Multiple Cash Flows: If you select this option, the application lets you select the required payment in the 1st step, and reconcile with cash flows in the 2nd step. For more details, refer the Single Payment Multiple Cash Flows section in this user manual.

1. In the **Manual Reconciliation** screen, select the appropriate option from the **Cash Flow Type** field.
2. From the **Reconciliation Type** field, select either the **Single Cash Flow Multiple Payments** option or the **Single Payment Multiple Cash Flows** option.

9.5.2.1 Single Cash Flow Multiple Payments

If you select this option, then a list of cash flow records appears. These cash flow records are unreconciled or partially reconciled. You can select a cash flow record and one or more payments to reconcile. Upon selection, you can save these details, and add another cash flow-payments record to be reconciled in the same transaction.

Select Cash Flow



Field Description

Field Name	Description
------------	-------------

Select Cash Flow

This step appears if you select the **Single Cash Flow Multiple Payments** option from the **Reconciliation Type** field. A list of unreconciled / partially-reconciled cash flow records is displayed. You can select one cash flow record from the list.

Cash Flow (number) Displays the total number of cash flow records available in the list.

Search Indicates an option to search for specific cash flow records.



Click this icon to filter the cash flow records based on certain criteria. The **Cash Flow Search** overlay window appears. For more information on the fields in this window, refer the [Cash Flow Search](#) section in this document.

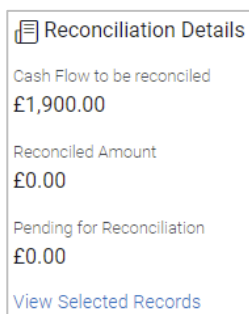
Date
Reference Number Displays the date of the cash flow and its reference number as a hyperlink. You can click this link to view the cash flow details in an overlay window. For more information on the fields displayed, refer the [Cash Flow Details overlay window](#) section below.

Real Account
Virtual Account Displays the real and virtual account numbers (in masked format), from which the cash flow was initiated.

Field Name	Description
Counter Party Name	Displays the name of the associated or counter party.
Amount	Displays the total cash flow amount.
Unreconciled Amount	Displays the unreconciled cash flow amount.

Reconciliation Details section

This section, present on the right hand side of the Manual Reconciliation screen, is automatically updated when you select the cash flow record and payments for reconciliation.



Cash Flow to be reconciled Displays the cash flow amount to be reconciled, once you select a cash flow record in the 1st step of manual reconciliation.

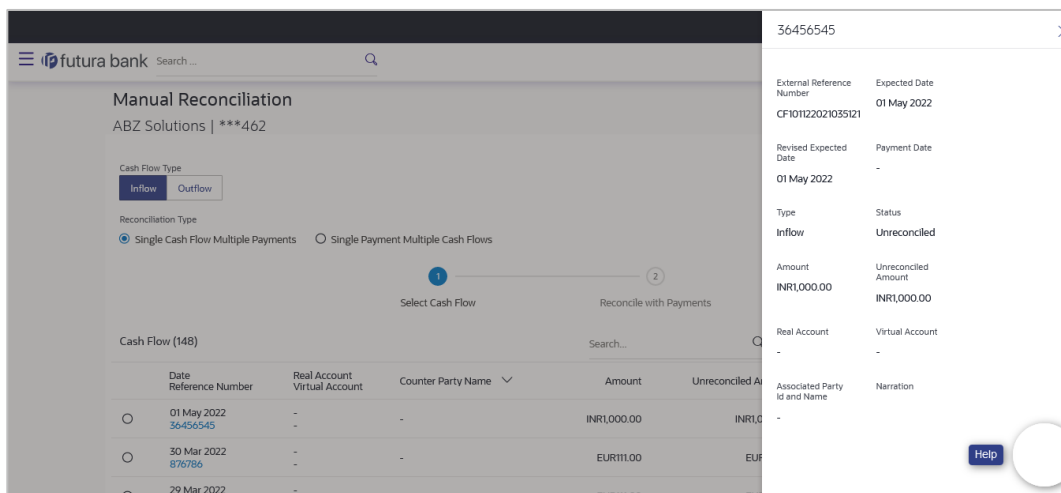
Reconciled Amount Displays the total payments amount. This field is updated once you select the payments in the 2nd step of manual reconciliation.

Pending for Reconciliation Displays the difference between the amounts in the fields above.

View Selected Records Click this link to view the details of the selected cash flow records and payments. An overlay window appears with the details of the selected records.

Cash Flow Details overlay window

This window appears when you click the cash flow reference number hyperlink.



Field Name	Description
Cash Flow Reference Number	Displays the cash flow reference number assigned by the host, as the heading of the overlay window.
External Reference Number	Displays the external cash flow reference number.
Expected Date	Displays the expected date of the cash flow transaction.
Revised Expected Date	Displays the revised expected date of the cash flow transaction.
Payment Date	Displays the date of the payment.
Type	Displays the type of cash flow, whether inflow or outflow.
Status	Displays the status of the cash flow.
Amount	Displays the cash flow amount.
Unreconciled Amount	Displays the amount that is not yet reconciled.
Real Account	Displays the real account number involved in the cash flow transaction.
Virtual Account	Displays the virtual account number involved in the cash flow transaction.
Associated Party Id and Name	Displays the name and ID of the counter party involved in the cash flow transaction.
Narration	Displays any narration text/comments.

3. If you select the **Single Cash Flow Multiple Payments** option, then in the **Select Cash Flow** step, select the required cash flow record to reconcile.
4. Click **Continue** to proceed to the **Reconcile with Payments** step.
OR
Click **Cancel** to cancel the transaction.
OR
Click **Back** to go back to the dashboard.

Reconcile with Payments

The screenshot displays the 'Reconcile with Payments' step in the Futura Bank reconciliation interface. The page header includes 'futura bank' and user information for 'Nehal Joshi'. The main content area shows a progress indicator with '2' in a blue circle, indicating the current step. Below this, there are two radio buttons for 'Reconciliation Type': 'Single Cash Flow Multiple Payments' (selected) and 'Single Payment Multiple Cash Flows'. A progress bar shows 'Select Cash Flow' as the previous step and 'Reconcile with Payments' as the current step. A table titled 'Payments (21)' lists various payment records. The selected payment is highlighted with a blue border and a checkmark in the first column. The table columns are: Date, Reference Number, Real Account, Virtual Account, Amount, Unreconciled Amount, and Amount to be Reconciled. The selected payment has a date of 06 Nov 2019, reference number PAY0893, a real account of xxxxxxxxxxxxxx0013, a virtual account of -, an amount of £3,000.00, an unreconciled amount of £169.00, and an amount to be reconciled of £169.00. To the right of the table, there is a 'Reconciliation Details' sidebar showing 'Cash Flow to be reconciled' as £1,900.00, 'Reconciled Amount' as £169.00, and 'Pending for Reconciliation' as £1,731.00. At the bottom of the table, there is a pagination control showing 'Page 1 of 5 (1-5 of 21 items)' and a 'Save and Add Another' button. Below the table are 'Submit', 'Cancel', and 'Back' buttons. The footer contains copyright information for Oracle.

Field Description

Field Name	Description
------------	-------------

Reconcile with Payments

This step appears when you select a cash flow record and click **Continue**. You can select multiple payments for reconciliation.

Payments (number) Displays the total number of payment records available in the list.

Search Indicates an option to search for specific payments.





Click this icon to filter the payments based on certain criteria. The **Payment Search** overlay window appears. For more information on the fields in this window, refer the [Payment Search](#) section in this document.

Date
Reference Number Displays the date of the payment and its reference number as a hyperlink. You can click this link to view the payment details in an overlay window. For more information on the fields displayed, refer the [Payment Details overlay window](#) section below.

Real Account
Virtual Account Displays the real and virtual account numbers (in masked format), from which the payment was initiated.

Amount Displays the total payment amount.

Unreconciled Amount Displays the payment amount that has not yet been reconciled.

Field Name	Description
Amount to be Reconciled	Indicates the payment amount to be reconciled. You can click  to edit and modify the amount if required, and then click  to save it.

Reconciliation Details section

This section, present on the right hand side of the Manual Reconciliation screen, is automatically updated when you select the cash flow record and payments for reconciliation.

Reconciliation Details	
Cash Flow to be reconciled	£1,900.00
Reconciled Amount	£169.00
Pending for Reconciliation	£1,731.00
View Selected Records	

Cash Flow to be reconciled Displays the cash flow amount to be reconciled, once you select a cash flow record in the 1st step of manual reconciliation.

Reconciled Amount Displays the total payments amount. This field is updated once you select the payments in the 2nd step of manual reconciliation.


Pending for Reconciliation Displays the difference between the amounts in the fields above.

View Selected Records Click this link to view the details of the selected cash flow records and payments. An overlay window appears with the details of the selected records.

Selected Record

This overlay window appears when you click the [View Selected Records](#) link. It displays the details of the selected cash flow and payments to be reconciled.

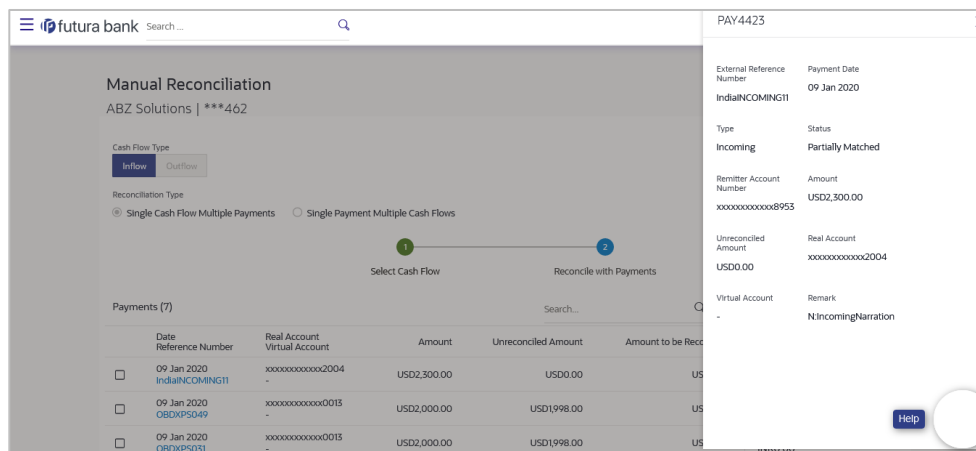
Reconciled Records

This section (present on the top right side of the Manual Reconciliation screen) displays the number of records that you have saved for reconciliation by clicking **Save and Add Another**. You can click the [View Details](#) link to view the details of these saved cash flow-payments records, which appear in an overlay window. To remove a saved record, click  beside it.



Field Name **Description**


Payment Details overlay window

This window appears when you click the payment reference number hyperlink.



Payment Reference Number	Displays the payment reference number assigned by the host.
External Reference Number	Displays the external payment reference number.
Payment Date	Displays the date of the payment.
Type	Displays the type of payment, whether incoming or outgoing.
Status	Displays the status of the payment.
Remitter Account Number / Beneficiary Account Number	Displays the remitter account number in case of an incoming payment, and beneficiary account number in case of an outgoing payment.
Amount	Displays the payment amount.
Unreconciled Amount	Displays the amount that is not yet reconciled.
Real Account	Displays the real account number involved in the payment.
Virtual Account	Displays the virtual account number involved in the payment.
Remark	Displays remarks, if any.

5. In the **Reconcile with Payments** step, select the required payments to reconcile.
6. In the **Amount To Be Reconciled** field, click  to edit the amount and then click  to save the changes, if required.
7. Click **Save and Add Another** to save the details and select another cash flow record to reconcile against payments.

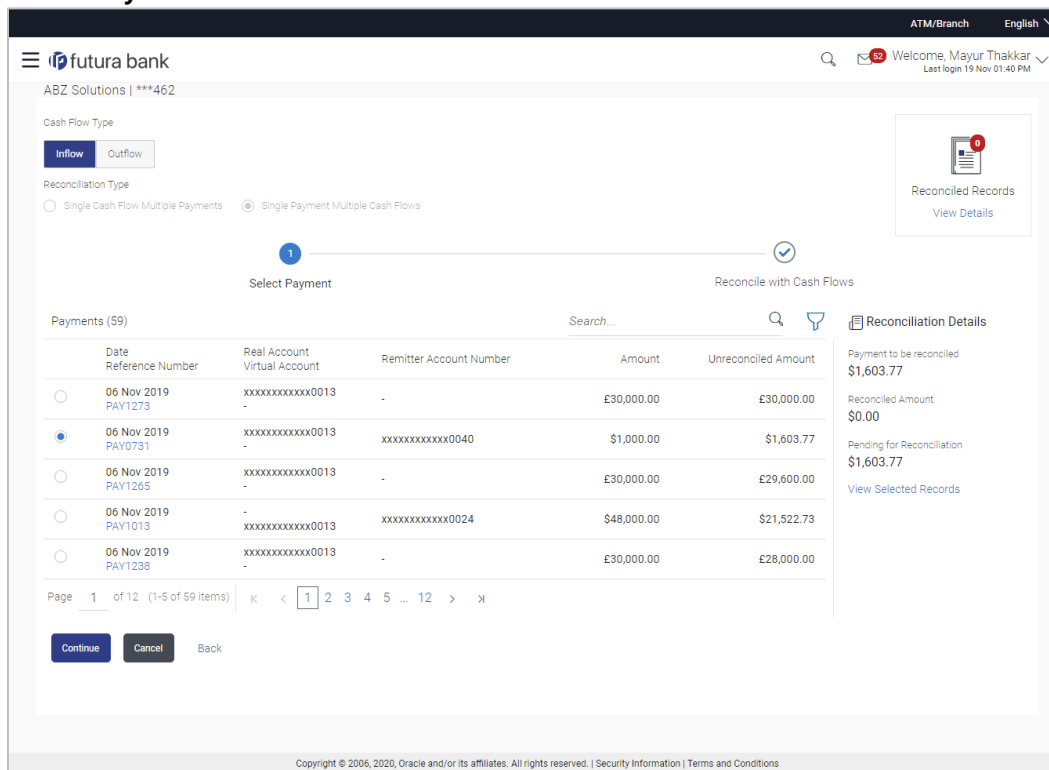
- To view a list of records that you have already saved, click the **View Details** link in the **Reconciled Records** section, on the top right side of the Manual Reconciliation screen. An overlay window appears with the saved cash flow-payments records. To delete a record, click  .
8. Click **Submit** to submit the transaction. The Review screen appears.
OR
Click **Cancel** to cancel the transaction.
OR
Click **Back** to go to the previous screen.
 9. In the Review screen, verify the selected details and click **Confirm**. A confirmation message appears, with the status and reference number of the transaction.
OR
Click **Cancel** to cancel the transaction.
OR
Click **Back** to go to the previous screen.

Once the transaction is submitted, the approver is notified. If any modifications are required, the approver can add relevant comments and send the transaction back to the maker, using the **Send to Modify** feature. Once the required modifications are made, the maker can re-submit the transaction.

9.5.2.2 Single Payment Multiple Cash Flows

If you select this option, then a list of unreconciled and partially-reconciled payments appears. You can select a payment and one or more cash flow records to reconcile. Upon selection, you can save these details, and add another payment-cash flows record to be reconciled in the same transaction.

Select Payment



Field Description

Field Name	Description
------------	-------------

Select Payment

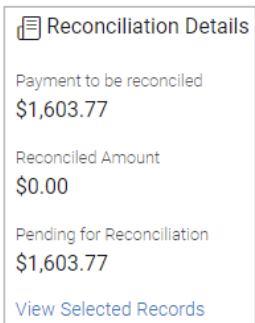
This step appears if you select the **Single Payment Multiple Cash Flows** option from the **Reconciliation Type** field. A list of unreconciled / partially-reconciled payments is displayed. You can select one payment from the list.

Payments (number) Displays the total number of payments available in the list.

Search Indicates an option to search for specific payments.



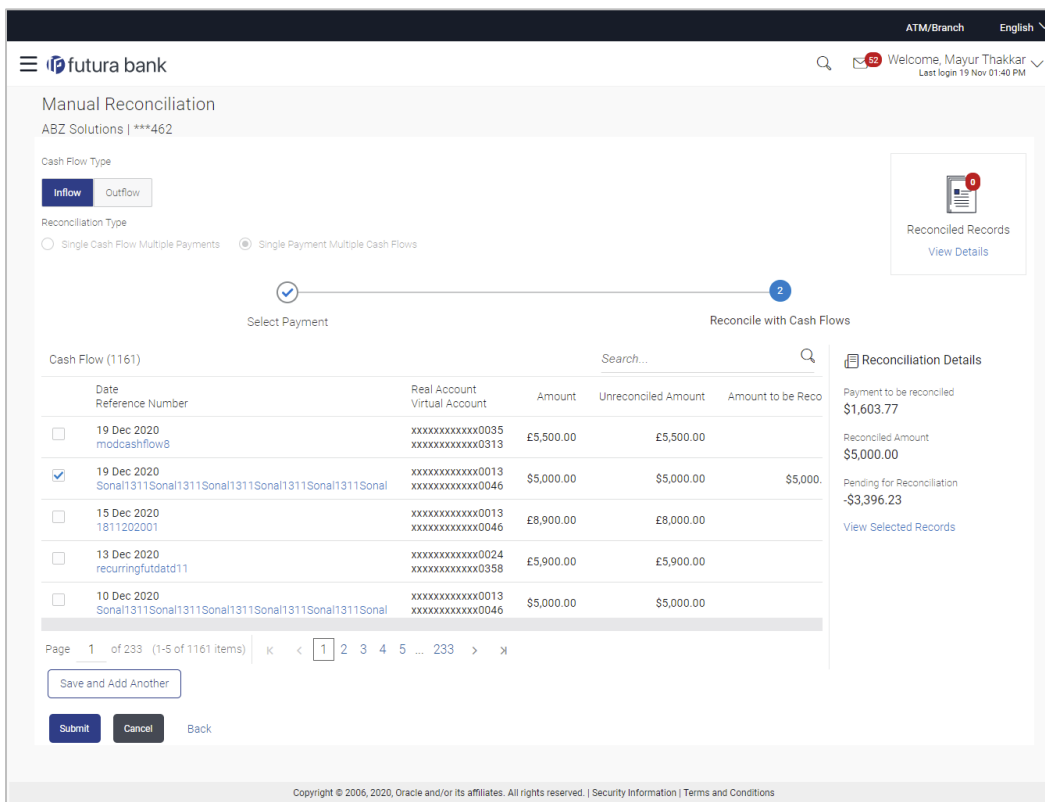
Click this icon to filter the payments based on certain criteria. The **Payment Search** overlay window appears. For more information on the fields in this window, refer the [Payment Search](#) section in this document.

Field Name	Description
Date Reference Number	Displays the date of the payment and its reference number as a hyperlink. You can click this link to view the payment details in an overlay window. For more information on the fields displayed, refer the Payment Details overlay window section below.
Real Account Virtual Account	Displays the real and virtual account numbers (in masked format), from which the payment was initiated.
Remitter Account Number / Beneficiary Account Number	Displays the default account number of the remitter / beneficiary, based on whether the payment is incoming or outgoing
Amount	Displays the total payment amount.
Unreconciled Amount	Displays the payment amount that has not yet been reconciled.
Reconciliation Details section	
This section, present on the right hand side of the Manual Reconciliation screen, is automatically updated when you select the payment and cash flow records for reconciliation.	
	
Payment to be reconciled	Displays the payment amount to be reconciled, once you select a payment in the 1 st step of manual reconciliation.
Reconciled Amount	Displays the total cash flow amount. This field is updated once you select the cash flow records in the 2 nd step of manual reconciliation.
Pending for Reconciliation	Displays the difference between the amounts in the fields above.
View Selected Records	Click this link to view the details of the selected payment and cash flow records. An overlay window appears with the details of the selected records.
Payment Details overlay window	
This window appears when you click the payment reference number hyperlink.	
Payment Reference Number	Displays the payment reference number assigned by the host.
External Reference Number	Displays the external payment reference number.

Field Name	Description
Payment Date	Displays the date of the payment.
Type	Displays the type of payment, whether incoming or outgoing.
Status	Displays the status of the payment.
Remitter Account Number / Beneficiary Account Number	Displays the remitter account number in case of an incoming payment, and beneficiary account number in case of an outgoing payment.
Amount	Displays the payment amount.
Unreconciled Amount	Displays the amount that is not yet reconciled.
Real Account	Displays the real account number involved in the payment.
Virtual Account	Displays the virtual account number involved in the payment.
Remark	Displays remarks, if any.

10. If you select the **Single Payment Multiple Cash Flows** option, then in the **Select Payment** step, select the required payment to reconcile.
11. Click **Continue** to proceed to the **Reconcile with Cash Flows** step.
OR
Click **Cancel** to cancel the transaction.
OR
Click **Back** to go back to selecting the **Reconciliation Type**.
OR
Click **Skip** to skip this step and move to the next.

Reconcile with Cash Flows



Field Description

Field Name	Description
------------	-------------

Reconcile with Cash Flows

This step appears when you select a payment and click **Continue**. You can select multiple cash flow records for reconciliation.

Cash Flow (number) Displays the total number of cash flow records available in the list.



Search Indicates an option to search for specific cash flow records.



Click this icon to filter the cash flow records based on certain criteria. The **Cash Flow Search** overlay window appears. For more information on the fields in this window, refer the [Cash Flow Search](#) section in this document.

Date Reference Number Displays the date of the cash flow and its reference number as a hyperlink. You can click this link to view the cash flow details in an overlay window. For more information on the fields displayed, refer the [Cash Flow Details overlay window](#) section below.

Associated Party Name Displays the name of the associated or counter party.

Field Name	Description
Amount	Displays the total cash flow amount.
Unreconciled Amount	Displays the unreconciled cash flow amount.
Amount to be Reconciled	Indicates the cash flow amount to be reconciled. You can click  to edit and modify the amount if required, and then click  to save it.

Reconciliation Details section

This section, present on the right hand side of the Manual Reconciliation screen, is automatically updated when you select the payment and cash flow records for reconciliation.


Reconciliation Details	
Payment to be reconciled	\$1,603.77
Reconciled Amount	\$5,000.00
Pending for Reconciliation	-\$3,396.23
View Selected Records	

Payment to be reconciled	Displays the payment amount to be reconciled, once you select a payment in the 1 st step of manual reconciliation.
Reconciled Amount	Displays the total cash flow amount. This field is updated once you select the cash flow records in the 2 nd step of manual reconciliation.
Pending for Reconciliation	Displays the difference between the amounts in the fields above.
View Selected Records	Click this link to view the details of the selected payment and cash flow records. An overlay window appears with the details of the selected records.

Selected Record

This overlay window appears when you click the **View Selected Records** link. It displays the details of the selected payment and cash flow records to be reconciled.




Reconciled Records

This section (present on the top right side of the Manual Reconciliation screen) displays the number of records that you have saved for reconciliation by clicking **Save and Add Another**. You can click the **View Details** link to view the details of these saved payment-cash flows records, which appear in an overlay window. To remove a saved record, click  beside it.

Cash Flow Details overlay window

This window appears when you click the cash flow reference number hyperlink.

Field Name	Description
Cash Flow Reference Number	Displays the cash flow reference number assigned by the host.
External Reference Number	Displays the external cash flow reference number.
Payment Date	Displays the date of the payment.
Type	Displays the type of cash flow, whether inflow or outflow.
Status	Displays the status of the cash flow.
Amount	Displays the cash flow amount.
Unreconciled Amount	Displays the amount that is not yet reconciled.
Real Account	Displays the real account number involved in the cash flow.
Virtual Account	Displays the virtual account number involved in the cash flow.
Associated Party ID and Name	Displays the name and ID of the counter party involved in the cash flow.
Linked Reference Number	Displays the linked reference number of the cash flow.
Narration	Displays any narration text/comments.

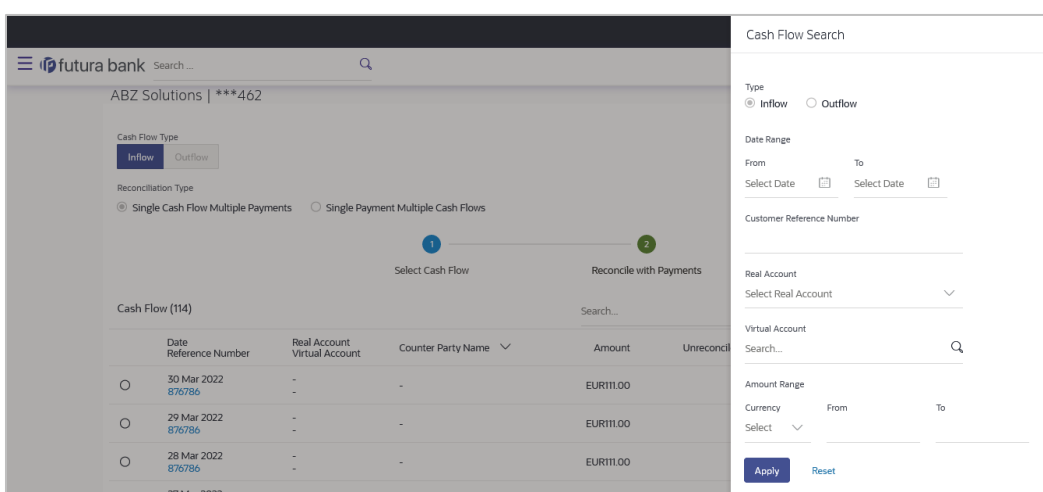
12. In the **Reconcile with Cash Flows** step, select the required cash flow records to reconcile.
13. In the **Amount To Be Reconciled** field, click  to edit the amount and then click  to save the changes, if required.
14. Click **Save and Add Another** to save the details and select another payment to reconcile against cash flow records.
 - To view a list of records that you have already saved, click the **View Details** link in the **Reconciled Records** section, on the top right side of the Manual Reconciliation screen. An overlay window appears with the saved payment-cash flows records. To delete a record, click .
15. Click **Submit** to submit the transaction. The Review screen appears.
OR
Click **Cancel** to cancel the transaction.
OR
Click **Back** to go to the previous screen.

16. In the Review screen, verify the selected details and click **Confirm**. A confirmation message appears, with the status and reference number of the transaction.
 OR
 Click **Cancel** to cancel the transaction.
 OR
 Click **Back** to go to the previous screen.

Once the transaction is submitted, the approver is notified. If any modifications are required, the approver can add relevant comments and send the transaction back to the maker, using the **Send to Modify** feature. Once the required modifications are made, the maker can re-submit the transaction.

Cash Flow Search (overlay window)

This overlay window appears when you click the  icon to search for specific cash flow records.



Field Description

Field Name	Description
Cash Flow Search	
Type	Displays the type of cash flow, whether Inflow or Outflow. This field is not editable.
Date Range From/To	Enter the date range for filtering the required cash flow records.
Customer Reference Number	Enter the customer’s own reference number of the cash flow record to be filtered.
Real Account	Enter the real account number associated with the cash flow records to be filtered.
Virtual Account	Enter the virtual account number associated with the cash flow records to be filtered.

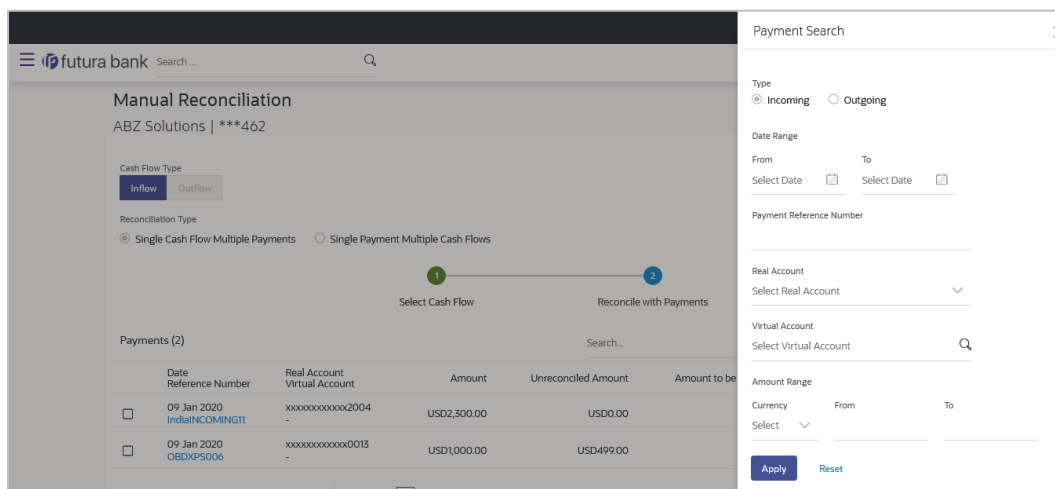
Field Name	Description
------------	-------------

Amount Range Currency From/To	Select the currency and enter the cash flow amount range, to filter the required cash flow records.
--	---

On selecting/entering the required details, click **Apply** to apply the filter criteria, or, click **Reset** to reset the entered data.

Payment Search (overlay window)

This overlay window appears when you click the  icon to search for specific payment records.



Field Description

Field Name	Description
------------	-------------

Payment Search

Type	Displays the type of payment, whether Incoming or Outgoing. This field is not editable.
-------------	---

Date Range From/To	Enter the date range for filtering the required payment records.
-------------------------------	--

Payment Reference Number	Enter the reference number of the payment record to be filtered.
---------------------------------	--

Real Account	Enter the real account number associated with the payment records to be filtered.
---------------------	---

Virtual Account	Enter the virtual account number associated with the payment records to be filtered.
------------------------	--

Field Name	Description
Amount Range Currency From/To	Select the currency and enter the payment amount range to filter the required payment records.

On selecting/entering the required details, click **Apply** to apply the filter criteria, or, click **Reset** to reset the entered data.

9.6 Manual Allocation

Using this screen, the corporate user can manually allocate payments to the required virtual accounts. The manual allocation transaction can be used by corporates to manually allocate payments to accounts, in cases where the execution of the allocation rule has failed or for payments that do not have rules set.

The screen, by default, displays all the matched or partially matched and unallocated or partially allocated payments for manual allocation.

The user can select a single payment and allocate it to a single or multiple virtual accounts and set the corresponding percentage(s) of allocation. The total percentage should always be 100.

Allocation of virtual account can also be based on payment attributes. Payments attributes are listed. The user can select a single or multiple attributes. The values of these attributes are used to make a call to the Virtual Accounts Management system, which in response, returns the associated virtual account. That virtual account is mapped to the payment. Multiple accounts can be mapped by setting the percentage for each. The total percentage should always be 100.

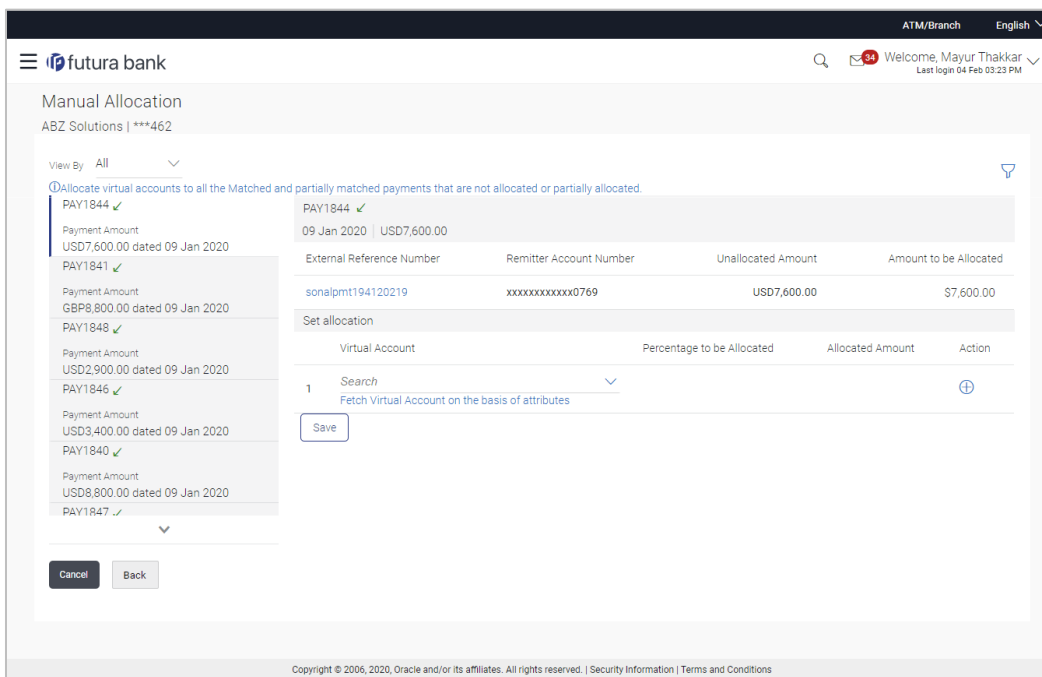
How to reach here:

Dashboard > Toggle menu > Receivables/Payables > Reconciliation > Manual Allocation




To perform manual allocation:



1. In the **Manual Allocation** screen, use the **View By** list and/or the filter options to get a list of required payment records.



Manual Allocation



Field Description

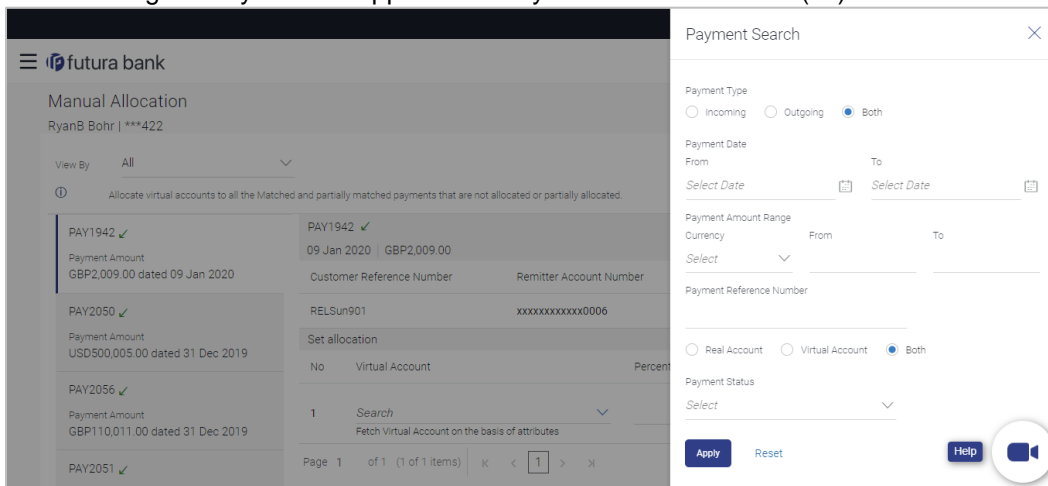
Field Name	Description
Manual Allocation	
Party Name & ID	Displays the name and ID of the logged-in corporate party.
View By	Indicates an option to view the payment records based on the following criteria: <ul style="list-style-type: none"> • Saved for Allocation • Incoming Payments • Outgoing Payments
	Indicates an option to filter the payment records based on selected parameters. Refer the Payments Search overlay window section below, for more details.
Payments Panel	In the Manual Allocation screen, the panel on the left hand side displays a list of matched and partially matched payments that have not been allocated or are partially allocated. You can use the View By field and the filter option to narrow down this list.
Payment Reference Number	Displays the unique reference number of the payment. The  (incoming) or  (outgoing) indicator is also displayed.
Payment Amount	Displays the currency and amount of the payment.
Payment Date	Displays the date on which the payment occurred.

Field Name	Description
Selected Payment	By default, the first payment in the payments panel appears selected. You can select a different record for allocation, as required. The details of the selected payment record are displayed in the main section, with the following fields:
Payment Reference Number	Displays the unique reference number of the payment. The  (incoming) or  (outgoing) indicator is also displayed.
Payment Date	Displays the date on which the payment occurred.
Payment Amount	Displays the currency and amount of the payment.
External Reference Number	Displays the reference number of the payment assigned by the corporate party. This is a hyperlink which when clicked displays the details of the payment. For more information on the payment details, refer the View Payments (details) section in this document.
Remitter Account Number	Displays the account number from which the payment originated.
Unallocated Amount	Displays the amount that is yet to be allocated.
Amount to be Allocated	Enter the payment amount to be allocated in the current transaction. By default, the value in the Unallocated Amount field is displayed.
Set allocation	You can search and set the virtual accounts and their allocation percentages in this section. The sum of percentages of all added accounts should be 100.
Virtual Account	Set the virtual account to which the payment should be allocated. Click the Fetch Virtual Account on the basis of attributes link to search and find the required virtual account. The Set Virtual Account Attributes pop-up window appears. For more information on the fields in this window, refer the Set Virtual Account Attributes section below.
Percentage to be Allocated	Enter the percentage of the payment to be allocated to the selected virtual account. If you enter a percentage in this field, the Allocated Amount field gets updated automatically. Note: The total percentage allocated to all virtual accounts should be less than or equal to 100.
Allocated Amount	Enter the amount to be allocated to the selected virtual account. If you enter an amount in this field, the Percentage to be Allocated field gets updated automatically. Note: The total amount allocated to all the virtual accounts should be less than or equal to the Amount to be Allocated amount.


Field Name	Description
Action	Click  to add further virtual accounts. Or click  to delete an added account.

Payment Search overlay window

The following overlay window appears when you click the filter icon ().



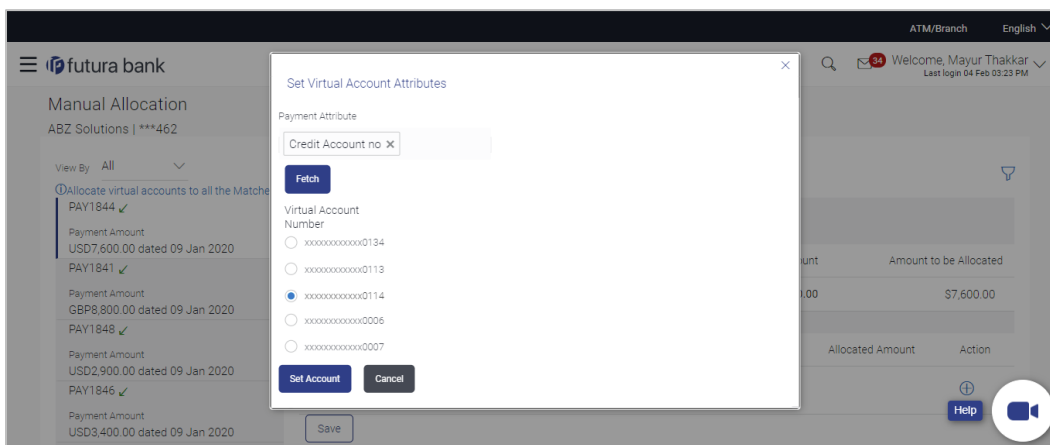
Field Description

Field Name	Description
Payment Search	This overlay window appears when you click  . The following fields are available for filtering.
Payment Type	Indicates an option to filter the payment records based on payment type. The options available are: <ul style="list-style-type: none"> • Incoming • Outgoing • Both
Payment Date From - To	Indicates an option to filter the payment records based on a date range.
Payment Amount Range Currency From-To	Indicates an option to filter the payment records based on an amount range.
Payment Reference Number	Indicates an option to filter the payment records based on reference number.

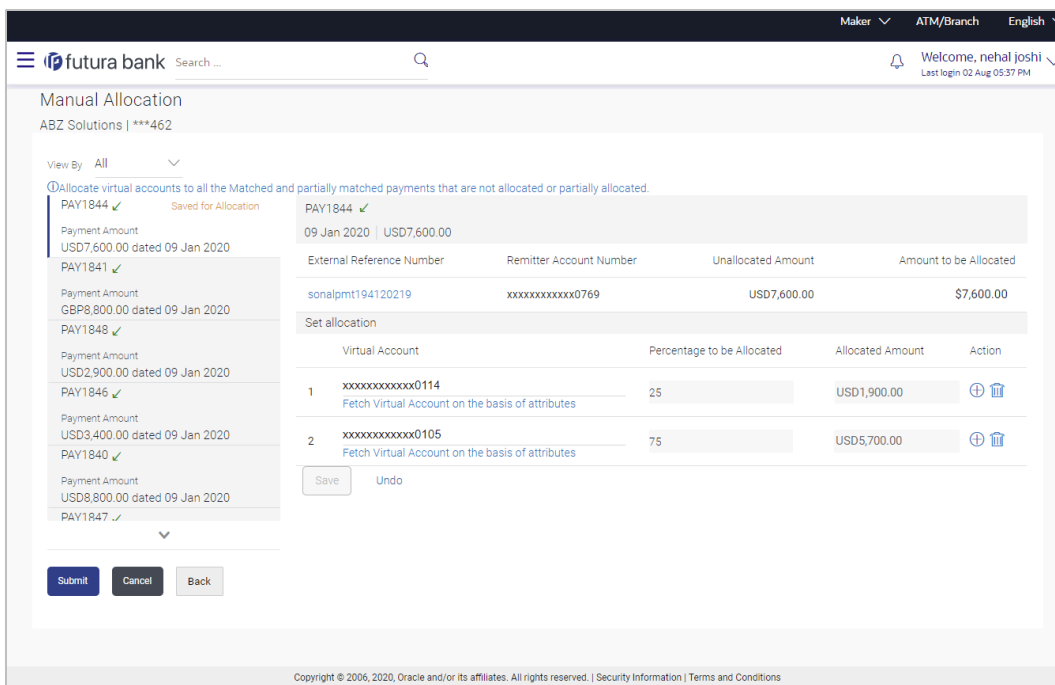
Field Name	Description
Type of account being credited	<p>Indicates an option to filter the payment records based on the type of account being credited - a specific real account, or a specific virtual account, or both. The options are:</p> <ul style="list-style-type: none"> • Real Account – On selecting this option, a list of real account numbers (in masked format) associated with the logged-in party is displayed. The required account can be selected. • Virtual Account – On selecting this option, a list of virtual account numbers (in masked format) associated with the logged-in party is displayed. The required account can be selected. • Both
Payment Status	Indicates an option to filter the payment records based on payment status.


2. In the **Payment Search** overlay window, enter the required search criteria.
3. Click **Apply**. A list of relevant payments appears in the payments panel in the **Manual Allocation** screen.
OR
Click **Reset** to clear the data entered.
4. In the **Manual Allocation** screen, from the payments panel on the left hand side, select the required payment record to be allocated. The selected payment details appear in the main section.
5. In the **Set allocation** section, click the **Fetch Virtual Account on the basis of attributes** link. The **Set Virtual Account Attributes** pop-up window appears.

Set Virtual Account Attributes



6. In the **Set Virtual Account Attributes** window, select the required option from the **Payment Attribute** list.
7. Click **Fetch**. A list of relevant virtual accounts appears.
8. Select the required account.
9. Click **Set Account**. The selected account appears in the **Set allocation** section.
OR
Click **Cancel** to cancel setting the virtual account.



10. Enter the required payment percentage to be allocated to the virtual account in the **Percentage to be Allocated** field. The **Allocated Amount** field gets updated automatically.
OR
Enter the required amount to be allocated to the virtual account in the **Allocated Amount** field. The **Percentage to be Allocated** field gets updated automatically.
11. To add further virtual accounts, click .

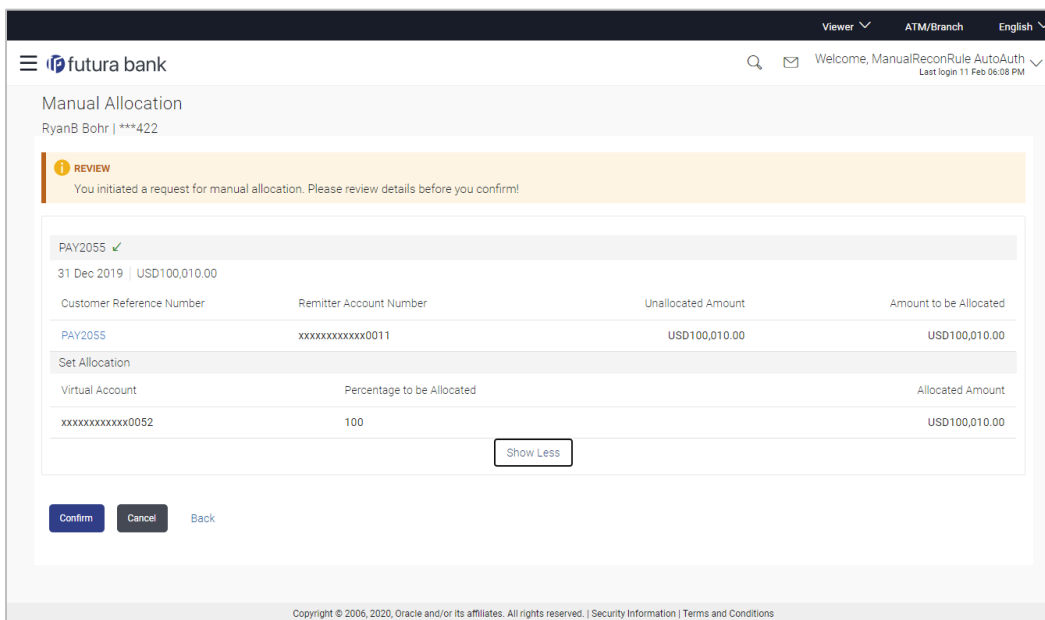
Note: Click  to delete an added account.

12. Click **Save** to save the virtual accounts added. The payment that has been selected for allocation is tagged as 'Saved for Allocation'.

Note: Click **Undo** to remove the added accounts.

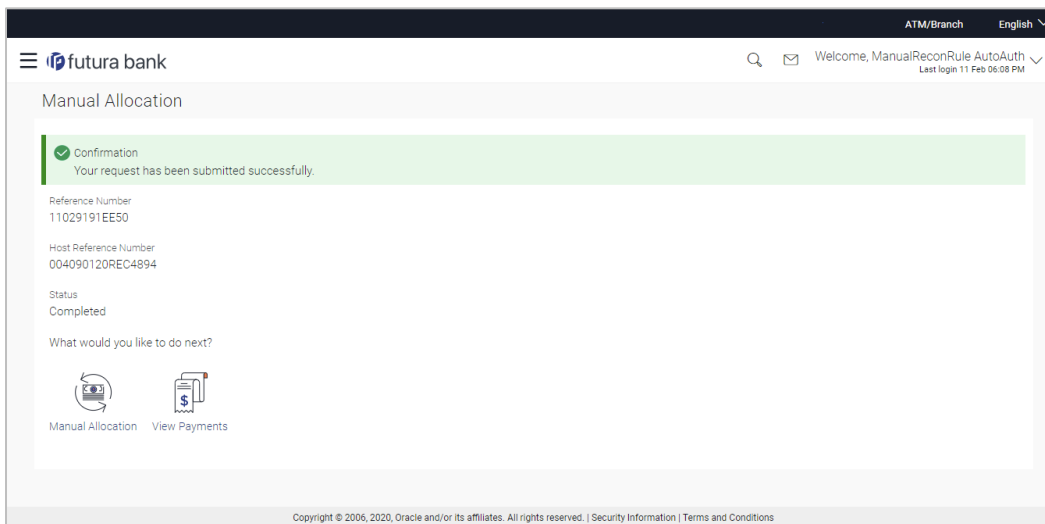
13. Click **Submit** to submit the allocation. The Review screen appears.
OR
Click **Cancel** to cancel the transaction.
OR
Click **Back** to go to the main dashboard.

Manual Allocation - Review Screen



- In the Review screen, verify the details and click **Confirm**. A confirmation message appears with the reference number and status of the transaction.
OR
Click **Cancel** to cancel the transaction.
OR
Click **Back** to go to the previous screen.

Manual Allocation – Confirmation



- Click the **Manual Allocation** link to perform another manual allocation transaction.
OR
Click the **View Payments** link to view a list of payments.

9.7 De-Reconciliation

Payments that have been reconciled against invoices or cash flows can be de-reconciled. One or more records can be de-reconciled in a single transaction.

Pre-requisites

User must have valid corporate login credentials.

9.7.1 Invoice - Payment

How to reach here:

Dashboard > Toggle menu > Receivables/Payables > Reconciliation > De-Reconciliation > Invoice - Payment

To de-reconcile invoice and payment:

The screenshot displays the 'De-reconciliation' page for 'ABZ Solutions | ***462'. The 'Invoice Type' is set to 'Receivables'. The 'View By' is set to 'All'. The 'ReconInv80' invoice is highlighted as 'De-reconciled'. The 'Payments (2)' section shows two payments: PAY0731 and PAY1235. The interface includes a search bar, user information, and navigation buttons.


Customer Reference Number	Invoice Due Date	Amount	Reconciled Amount	Amount to be De-reconciled
<input checked="" type="checkbox"/> ReconInv80	31 Dec 2020	£8,300.00	£8,299.99	£8,299.99

Reference Number	Reconciliation Date	Amount	Reconciled Amount	Amount to be De-reconciled in Invoice Currency
<input checked="" type="checkbox"/> PAY0731	06 Nov 2019	\$1,000.00	\$1,503.77	£1,503.77 (Equivalent to \$1,503.77)
<input checked="" type="checkbox"/> PAY1235	06 Nov 2019	£30,000.00	£6,796.23	£6,796.23

Page 1 of 1 (1-2 of 2 items) | Save | Undo

Field Description

Field Name	Description
De-Reconciliation	
Party Name & ID	Displays the name and ID of the logged-in corporate party.
Invoice Type	Select the type of invoice to be de-reconciled. The options are: <ul style="list-style-type: none"> • Receivables • Payables

Field Name	Description
View By	Indicates the option to view the invoices as de-reconciled / not de-reconciled / all. Based on your selection, a list of invoices appears in a pane, with the invoice reference number, reconciled amount, and the associated party name.
	Indicates the option to filter the reconciled invoice-payment records based on date range and reference numbers. When you click this icon, the Search overlay window appears. For more information on the fields in this window, refer the Search section below.

Invoice Reference Number & Associated Party Name

The reference number and associated party name of the invoice selected from the **View By** pane are displayed.

Invoice

This section displays the details of the invoice selected from the **View By** pane.

Customer Reference Number Displays the reference number present on the invoice. This is a hyperlink which when clicked displays the details of the invoice in an overlay window.

Invoice Due Date Displays the date by when the invoice amount must be fully paid.

Amount Displays the total amount of the invoice.

Reconciled Amount Displays the amount that has been reconciled.

Amount to be De-reconciled Displays the invoice amount that can be de-reconciled.

Payments (number)

This section displays the payments that have been reconciled against the invoice.

Reference Number Displays the reference number of the payment. This is a hyperlink which when clicked displays the details of the payment in an overlay window.


Reconciliation Date Displays the date on which reconciliation has been performed.

Amount Displays the payment amount.


Reconciled Amount Displays the amount that has been reconciled.

Amount to be De-reconciled in Invoice Currency Displays the payment amount in invoice currency that can be de-reconciled.

Search

This overlay window appears when you click the  icon in the De-reconciliation screen.

Field Name	Description
Reconciled Date Range From / To	Indicates an option to filter the invoice-payment records based on a date range within which they have been reconciled.
Customer Invoice Reference Number	Indicates the option to filter the invoice-payment records based on the reference number present on the invoice.
Host Invoice Reference Number	Indicates the option to filter the invoice-payment records based on the reference number assigned by the host to the invoice.
Customer Payment Reference Number	Indicates the option to filter the invoice-payment records based on the customer's reference number of the payment.
Host Payment Reference Number	Indicates the option to filter the invoice-payment records based on the reference number assigned by the host to the payment.

1. In the **De-reconciliation** screen, use the **View By** list to view the required reconciled invoices.
2. Click on the required invoice in the **View By** pane. You can also use  to filter the records.
3. Select the check box beside the invoice to be de-reconciled.
4. Select the check box(es) beside the payment(s) to be de-reconciled.
5. Click **Save**. The keyword 'De-reconciled' appears beside the invoice in the **View By** pane.
 - a. Click **Undo** to undo the saving, if required.
6. If further invoice-payment records must be de-reconciled, then repeat the above steps again.
7. Once all required records have been saved for de-reconciliation, click **Submit**. The Review screen appears.
 - OR
 - Click **Cancel** to cancel the transaction.
 - OR
 - Click **Back** to go to the previous screen.
8. Review the details and click **Confirm**. A confirmation message of the de-reconciliation appears.
 - OR
 - Click **Cancel** to cancel the transaction.
 - OR
 - Click **Back** to go to the previous screen.

Once the transaction is submitted, the approver is notified. If any modifications are required, the approver can add relevant comments and send the transaction back to the maker, using the **Send to Modify** feature. Once the required modifications are made, the maker can re-submit the transaction.

9.7.2 Cash Flow - Payment

How to reach here:



Dashboard > Toggle menu > Receivables/Payables > Reconciliation > De-Reconciliation > Cash Flow - Payment

To de-reconcile cash flow and payment:


The screenshot displays the 'De-reconciliation' interface for 'ABZ Solutions | ***462'. It features a 'Cash Flow Type' selector with 'Inflow' and 'Outflow' options. A 'View By' dropdown is set to 'All'. On the left, a list of cash flows is shown with their respective reconciled amounts. On the right, a table displays the 'Cash Flow' and 'Payments (1)'. The 'Cash Flow' table has columns: Customer Reference Number, Cash Flow Date, Amount, Reconciled Amount, and Amount to be De-reconciled. The 'Payments (1)' table has columns: Reference Number, Reconciliation Date, Amount, Reconciled Amount, and Amount to be De-reconciled in Cash Flow Currency. The interface includes a 'Save' button and a 'Cancel' button. The footer contains copyright information: 'Copyright © 2006, 2020, Oracle and/or its affiliates. All rights reserved. | Security Information | Terms and Conditions'.

Field Description

Field Name	Description
De-Reconciliation	
Party Name & ID	Displays the name and ID of the logged-in corporate party.
Cash Flow Type	Select the type of cash flow to be de-reconciled. The options are: <ul style="list-style-type: none"> • Inflow • Outflow
View By	Indicates the option to view the cash flows as de-reconciled / not de-reconciled / all. Based on your selection, a list of cash flows appears in a pane, with the cash flow reference number, reconciled amount, and the associated party name.

Field Name	Description
	Indicates the option to filter the reconciled cash flow-payment records based on date range and reference numbers. When you click this icon, the Search overlay window appears. For more information on the fields in this window, refer the Search section below.
Cash Flow Reference Number	
The reference number of the cash flow selected from the View By pane is displayed.	
Cash Flow	
This section displays the details of the cash flow selected from the View By pane.	
Customer Reference Number	Displays the reference number of the cash flow. This is a hyperlink which when clicked displays the details of the cash flow in an overlay window.
Cash Flow Date	Displays the date of the cash flow.
Amount	Displays the total amount of the cash flow.
Reconciled Amount	Displays the amount that has been reconciled.
Amount to be De-reconciled	Displays the cash flow amount that can be de-reconciled.
Payments (number)	
This section displays the payments that have been reconciled against the cash flow.	
Reference Number	Displays the reference number of the payment. This is a hyperlink which when clicked displays the details of the payment in an overlay window.
Reconciliation Date	Displays the date on which reconciliation has been performed.
Amount	Displays the payment amount.
Reconciled Amount	Displays the amount that has been reconciled.
Amount to be De-reconciled in Cash Flow Currency	Displays the payment amount in cash flow currency that can be de-reconciled.
Search	
This overlay window appears when you click the  icon in the De-reconciliation screen.	
Reconciled Date Range From / To	Indicates an option to filter the cash flow-payment records based on a date range within which they have been reconciled.
Customer Cash Flow Reference Number	Indicates the option to filter the cash flow-payment records based on the reference number of the cash flow.

Field Name	Description
Host Cash Flow Reference Number	Indicates the option to filter the cash flow-payment records based on the reference number assigned by the host to the cash flow.
Customer Payment Reference Number	Indicates the option to filter the cash flow -payment records based on the customer's reference number of the payment.
Host Payment Reference Number	Indicates the option to filter the cash flow-payment records based on the reference number assigned by the host to the payment.

9. In the **De-reconciliation** screen, use the **View By** list to view the required reconciled cash flows.
10. Click on the required cash flow in the **View By** pane. You can also use  to filter the records.
11. Select the check box beside the cash flow to be de-reconciled.
12. Select the check box(es) beside the payment(s) to be de-reconciled.
13. Click **Save**. The keyword 'De-reconciled' appears beside the cash flow in the **View By** pane.
 - a. Click **Undo** to undo the saving, if required.
14. If further cash flow-payment records must be de-reconciled, then repeat the above steps again.
15. Once all required records have been saved for de-reconciliation, click **Submit**. The Review screen appears.
 - OR
 - Click **Cancel** to cancel the transaction.
 - OR
 - Click **Back** to go to the previous screen.
16. In the Review screen, verify the details and click **Confirm**. A confirmation message of the de-reconciliation appears.
 - OR
 - Click **Cancel** to cancel the transaction.
 - OR
 - Click **Back** to go to the previous screen.

Once the transaction is submitted, the approver is notified. If any modifications are required, the approver can add relevant comments and send the transaction back to the maker, using the **Send to Modify** feature. Once the required modifications are made, the maker can re-submit the transaction.

9.8 View Payments

Using this screen, the corporate user can view the details of payments made.


How to reach here:

Dashboard > Toggle menu > Receivables/Payables > Payments Management > View Payments

To view payment details:


Payment Reference Number	Payment Amount	Payment Date	Unreconciled Amount	Real Account	Status	Allocation Status
PAY1842 ✓	USD7,600.00	09 Jan 2020	USD0.00	xxxxxxxxxxxx0769	Matched	Unallocated
PAY0791 ✓	GBP8,000.00	06 Nov 2019	GBP0.00	-	Matched	Unallocated
PAY0864 ✓	USD1,500.00	06 Nov 2019	USD0.00	-	Matched	Unallocated
PAY0865 ✓	USD1,500.00	06 Nov 2019	USD0.00	-	Matched	Unallocated
PAY1848 ✓	USD2,900.00	09 Jan 2020	USD0.00	xxxxxxxxxxxx0760	Matched	Unallocated
PAY1840 ✓	USD6,800.00	09 Jan 2020	USD6,785.00	xxxxxxxxxxxx0769	Partially Matched	Unallocated
PAY1833 ⚠	GBP3,500.00	09 Jan 2020	GBP3,400.00	xxxxxxxxxxxx0769	Partially Matched	Unallocated
PAY1838 ⚠	GBP7,500.00	09 Jan 2020	GBP7,400.00	xxxxxxxxxxxx0760	Partially Matched	Unallocated
PAY0823 ⚠	GBP3,000.00	06 Nov 2019	GBP0.00	-	Matched	Unallocated
PAY0824 ⚠	USD4,000.00	06 Nov 2019	USD0.00	-	Matched	Unallocated

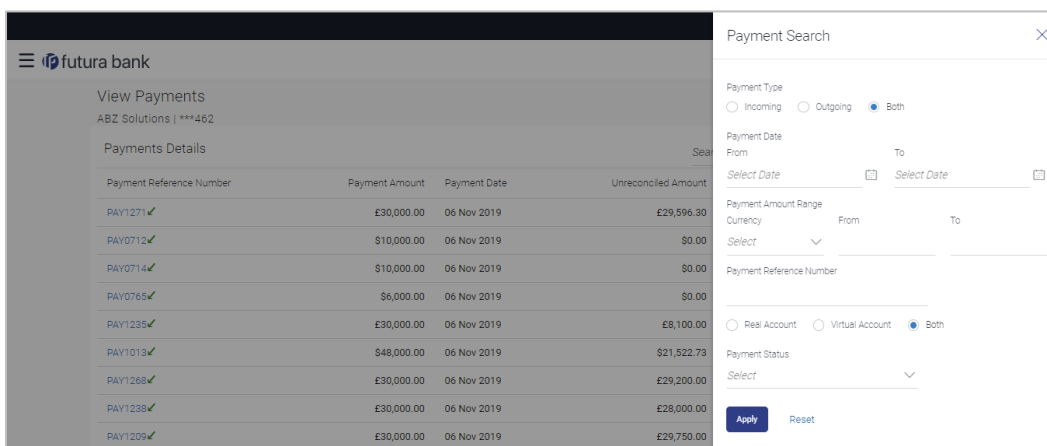
Field Description

Field Name	Description
View Payments	
Party Name & ID	Displays the name and ID of the logged-in corporate party.
Payments Details	
Search	Indicates an option to search for specific payment records.
	Indicates an option to filter the payment records based on payment type, date range, amount range, reference number, and status. For more information, refer the Payment Search section below.
Download	Indicates an option to download the payment records search results.

Field Name	Description
Payment Reference Number	Displays the unique reference number assigned to the payment. This is a hyperlink which when clicked displays the details of the payment. For more information, refer the View Payments (details) section below. The incoming / outgoing icon is also displayed beside the reference number.
Payment Amount	Displays the payment amount.
Payment Date	Displays the date of payment.
Unreconciled Amount	Displays any amount that is not yet reconciled.
Real Account	Displays the real account number from which the payment has been initiated.
Status	Displays the status of the payment.
Allocation Status	Displays the status of allocation of the payment record.

Payment Search

This overlay window appears when you click the  icon in the **View Payments** screen.





The screenshot shows the 'View Payments' interface for 'futura bank' with account 'ABZ Solutions | ****462'. A 'Payment Search' overlay is active, showing the following filters:

- Payment Type:** Incoming, Outgoing, Both
- Payment Date:** From: To: (with 'Select Date' buttons)
- Payment Amount Range:** From: To: (with 'Select' buttons)
- Currency:** (with a dropdown arrow)
- Payment Reference Number:**
- Real Account:** Real Account, Virtual Account, Both
- Payment Status:** (with a dropdown arrow)

Buttons for 'Apply' and 'Reset' are visible at the bottom of the search overlay.

Field Description

Field Name	Description
Payment Search	
Payment Type	Indicates the option to filter payments based on payment type. The payment types available are: <ul style="list-style-type: none"> • Incoming • Outgoing • Both
Payment Date	Indicates the option to filter payments that occurred within a date range. You can select the dates by clicking the  icon in the From and To fields.
Payment Amount Range	Indicates the option to filter payments with amounts in a particular range. You can select the required currency from the Currency list, and enter the amount range in the From and To fields.
Payment Reference Number	Indicates an option to filter payments based on the customer's payment reference number.
Accounts	Indicates the option to filter payments using the real account number or virtual account number. You can select the required account from the list that appears below.
Payment Status	Indicates the option to filter payments based on payment status. The options are: <ul style="list-style-type: none"> • Matched • Partially Matched • Unmatched

1. In the **View Payments** screen, search for the required payments using the **Search** field.
2. To narrow the search results, click the  icon. The **Payment Search** overlay window appears.
 - e. Enter the required details, and click **Apply**.
OR
Click **Reset** to reset the filter fields.

The payment records appear based on the search criteria.
3. To view the details of a specific payment record, click the **Payment Reference Number** link. The payment details screen appears.
OR
Click **Download**, to download the search results.
OR
Click **Cancel**, go back to the main dashboard.

9.8.1 View Payments (details)

This screen appears when you click the Payment Reference Number of a particular payment record in the **View Payments** screen.

How to reach here:

Dashboard > Toggle menu > Receivables/Payables > Payments Management > View Payments > Payment Reference Number link

View Payments

The screenshot displays the 'View Payments' interface for 'futura bank'. At the top, there's a navigation bar with 'My Dashboard', 'ATM/Branch', and 'English'. The user is identified as 'Welcome, Esther Dmello' with a last login time of '12 Feb 06:23 PM'. The main content area is titled 'View Payments' and shows details for payment reference number 'PAY1846' (marked as 'Matched'). Key details include: Payment Amount: USD3,400.00; Unreconciled Amount: -; Real Account: xxxxxxxxxxxx0760; Payment Type: Incoming; Allocation Status: Unallocated; Payment Date: 09 Jan 2020; Customer Reference Number: sonalpmt196120219; Remitter Account Number: xxxxxxxxxxxx0035; Virtual Account: -; Remark: TestPay. Below this is a 'Reconciliation Details' table:

Invoice Reference Number	Invoice Amount	Associated Party Name	Reconciliation Date	Reconciliation Amount in Payment Currency	Reconciliation Amount in Invoice Currency
OBCMS3011	GBP7,500.00	SQL Corporation	09 Jan 2020	USD3,400.00	GBP2,686.00

At the bottom, there are navigation controls: 'Page 1 of 1 (1 of 1 items)', 'Cancel', and 'Back'. A copyright notice at the very bottom reads: 'Copyright © 2006, 2020, Oracle and/or its affiliates. All rights reserved. | Security Information | Terms and Conditions'.

Field Description

Field Name	Description
View Payments	
Party Name & ID	Displays the name and ID of the logged-in corporate party.
Payment Reference Number	Displays the unique reference number of the payment.
Payment Amount	Displays the payment amount.
Unreconciled Amount	Displays any amount that is not yet reconciled.
Real Account	Displays the real account number involved in the payment.
Payment Type	Displays the type of payment, whether incoming or outgoing.

Field Name	Description
Allocation Status	Displays the status of allocation of the payment.
Payment Date	Displays the date of the payment.
Customer Reference Number	Displays the customer's reference number for the payment.
Virtual Account	Displays the virtual account number involved in the payment.
Remitter Account Number / Beneficiary Account Number	Displays the account number of the remitter / beneficiary. If the payment is of incoming type, then this field displays the remitter account number. If the payment is of outgoing type, then this field displays the beneficiary account number.
Remark	Displays any remarks entered during the payment.

View Payments – Reconciliation Details tab

The Reconciliation Details tab appears only if the payment has been reconciled with invoices/debit notes/cash flows.

The screenshot shows the 'View Payments' page for 'ABZ Solutions | ***462'. It displays payment details and a 'Reconciliation Details' table.

Reference Number	Amount	Associated Party	Reconciliation Date	Reconciliation Amount in Payment Currency	Reconciliation Amount in Record Currency
INVJAN001	USD6,000.00	NehNovCust1	14 Jan 2020	USD1.00	USD1.00
AssignInv1806	GBP200.00	ATOZ Solutions	14 Jan 2020	USD1.00	GBP0.00
InvRecoRule01	USD7,000.00	NehNovCust1	14 Jan 2020	USD1.00	USD1.00

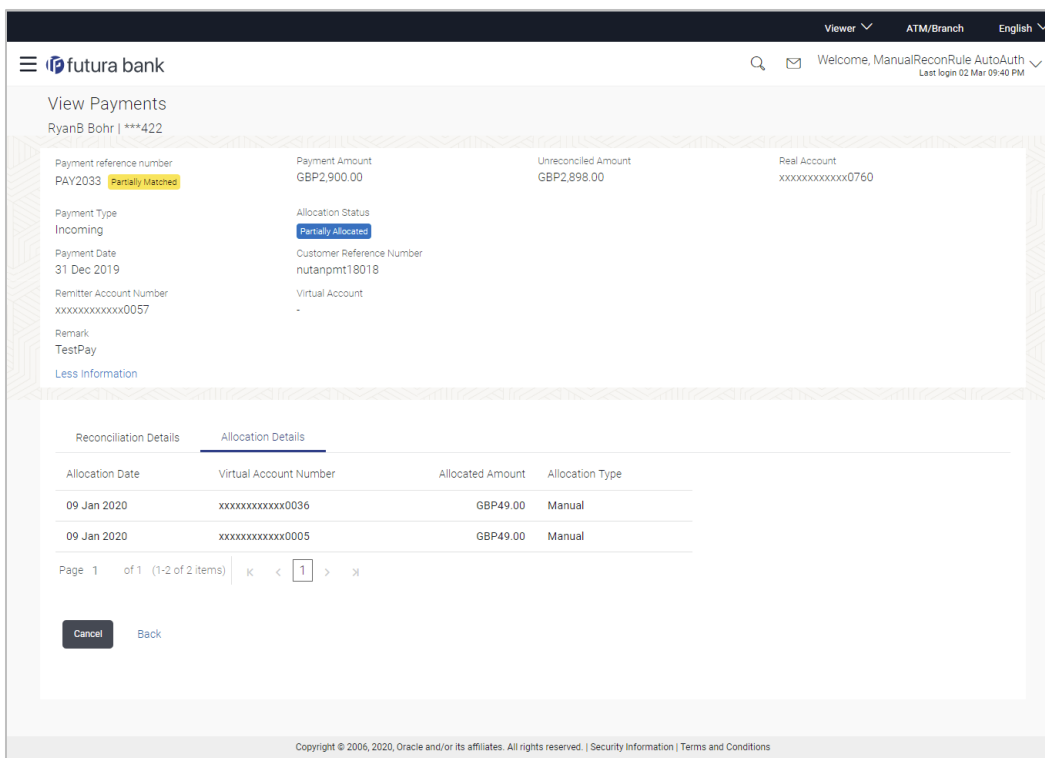
Payment reference number: PAY4462 (Pay3ah/1452ed)
 Payment Amount: USD4,400.00
 Unreconciled Amount: USD4,797.00
 Account Number: xxxxxxxxxxxx2004

Field Description

Field Name	Description
View Payments - Reconciliation Details tab	
The Reconciliation Details tab appears only if the payment has been reconciled with invoices/debit notes/cash flows.	
Indicator	Displays what instrument has been reconciled with the payment. Displays 'I' for invoice, 'D' for debit note, and 'C' for cash flow.
Reference Number	<p>Displays the reference number of the cash flow / invoice /debit note that the payment has been reconciled with.</p> <p>This is a hyperlink which when clicked displays the details of the cash flow / invoice. For more information on the fields in the View Cash Flow Details screen, refer the View Cash Flow Details section in User Manual Oracle Banking Digital Experience Corporate Cash Management. For more information on the fields in the View Invoice screen, refer the View Invoice Details section in this user manual. For more information on the fields in the View Debit Note screen, refer the View Debit Note Details section in this user manual.</p>
Amount	Displays the total cash flow / invoice / debit note amount.
Counterparty Name / Associated Party Name	Displays the name of the associated party of the payment.
Reconciliation Date	Displays the date of reconciliation.
Reconciliation Amount in Payment Currency	Displays the amount that has been reconciled in the currency in which the payment has been made.
Reconciliation Amount in Record Currency	Displays the amount that has been reconciled in the cash flow / invoice / debit note currency.

View Payments – Allocation Details tab

This tab appears only if the payment status is 'Allocated' or 'Partially Allocated', which means that the payment has been either fully or partially allocated to virtual account(s).



Field Description

Field Name	Description
Allocation Date	Displays the date of payment allocation.
Virtual Account Number	Displays the virtual account number to which the payment has been allocated.
Allocated Amount	Displays the amount that has been allocated.
Allocation Type	Displays the type of allocation.

- Click the **Reference Number** link to view the details of the cash flow / invoice / debit note.
OR
Click **Back** to go to the previous screen.
OR
Click **Cancel** to go to the dashboard.

FAQ

10. Does View Payments also display the payments that are domestic, internal and international in nature or any other payment from the party's corporate account?

No, here payment records uploaded by corporate for reconciliation are reflected or those payment records received from the payments engine to the Cash Management system are reflected.

9.9 Payment File Upload – File Template

Payment records can be created in bulk through file upload.

How to reach here:

Dashboard > Toggle Menu > File Upload > File Upload

OR

Dashboard > Quick Links > File Upload



BulkPaymentsUploadTemplate.xlsx

Note: Refer this file for the upload file format:

For more information on the procedure of uploading the file, refer **User Manual Oracle Banking Digital Experience Corporate Bulk File Upload – Supply Chain Finance**.

Field Description

Field Name	Description
	The following fields should be entered in a row for a payment record.
Payment Type	Enter O for outgoing and I for incoming payment. This is a mandatory field. Note: If the payment type is incoming, then the Beneficiary ID should be that of the logged-in party. If the payment type is outgoing, then the Payment Party ID should be that of the logged-in party.
Customer Payment Reference Number	Enter the customer's own unique reference number for the payment. This is a mandatory field.
Payment Currency	Enter the currency in which the payment is made. A 3-digit currency code as per ISO standards is acceptable. This is a mandatory field.
Payment Amount	Enter the amount paid. This is a mandatory field.

Field Name	Description
Finance Repayment Appropriation	Specify the sequence of repayment for principal, interest, and overdue amount. Example: OIP.
Finance Repayment Specific Appropriation	Specify the amounts paid for the repayment appropriation. For example: P:3000.00 I:500.00 O:900.00
Payment Mode	Specify the mode of payment. This is a mandatory field. The acceptable values are: <ul style="list-style-type: none"> • ACT_TRANSFER • NEFT • CASH • CHEQUE • RTGS
Payment Date	Enter the date of payment in the DD-MM-YYYY format. This is a mandatory field.
Payment Party Code	Enter the code of the party making the payment. You can either provide a value in this field, or in the Payment Party ID field.
Counter Party Code	Enter the code of the counter party, in the payment transaction. You can either provide a value in this field, or in the Counter Party ID field. A counter party in this context is generally a third party like a bank or any other medium to the transaction.
Payment to Virtual Account	Specify whether the payment is being made to a virtual account or not. Enter Y if the payment is to a virtual account, and N , otherwise. This is a mandatory field.
Credit Account Number	Enter the account number to which the payment is credited to. This field is mandatory if the Payment Type is incoming (I).
Auto Reconciliation	Specify whether the payment should be auto reconciled, or not. If you enter Y , then the payment is auto reconciled on upload of file. If you enter N , the payment will have to be manually reconciled. This is a mandatory field.
Is Payment for Cashflow OR Invoice OR Finance	Enter E for expected cash flow payment, I for invoice payment, and F for finance payment.
Cash flow OR Invoice OR Finance Reference Number	Enter the reference number of the expected cash flow record / invoice / finance, as applicable. If multiple options are applicable, If the payment is made towards multiple options, then you can enter the reference numbers as follows: Invoice Ref No Finance Ref No Expected Dr/Cr Ref No

Field Name	Description
Remarks	<p>Enter any remarks, if applicable.</p> <p>If specific values are not provided in the respective fields, then they can be provided in the Remarks field. Multiple references can be made using a pipe separator as given below:</p> <p>N:Narration E: Expected Dr/Cr Ref No I: Invoice Ref No F:Finance Ref No P:Program code R: Relationship Code PPC: Payment Party Code CPC: Counterparty Code</p>
Payment Party ID	Enter the ID of the party making the payment. You can either provide a value in this field, or in the Payment Party Code field.
Payment Party Name	Enter the name of the party making the payment.
Counter Party ID	Enter the ID of the counter party. You can either provide a value in this field, or in the Counter Party Code field.
Counter Party Name	Enter the name of the counter party.
Beneficiary ID	Enter the ID of the beneficiary of the payment.
Beneficiary Name	Enter the name of the beneficiary of the payment.
Program Code	Enter the program code applicable for the payment.
Remitter Account Number	Enter the account number from which the payment is initiated. This field is mandatory if the Payment Type is outgoing (O).
Fund Transfer or Cheque Reference Number	Enter the external reference number of the payment, in case of fund transfer or cheque payment.
Mandate Reference Number	Enter the reference number of the mandate.
Credit Note Reference Number	Enter the reference number of the credit note.
Allocation Required	Enter Y if allocation is required, and N , otherwise. This is a mandatory field.

[Home](#)

10. Purchase Order Management

Purchase order is a formal document sent by the buyer to the supplier, for purchasing products/services. It essentially contains details of the commodities that the buyer wishes to purchase, the quantities required, the shipping address, and so on.

In OBDX, purchase orders can be created by a corporate, irrespective of their role as buyer or supplier. If the purchase order is created by the buyer, then the supplier can accept it, directly from the portal. The buyer can edit and modify the purchase order prior to it being accepted by the supplier. If the purchase order is created by the supplier, then it is automatically deemed as accepted. The purchase order cannot be edited, in this case.

Purchase orders with status as 'Accepted', can be financed, either by the buyer or the supplier, based on who is set as borrower in the linked program.

Pre-requisites

User must have valid corporate login credentials.

The features built for the corporate user in Purchase Order Management are as follows:

- Overview
- Online Purchase Order Creation
- Purchase Order Creation with Document Upload
- Bulk File Upload Purchase Order Creation
- Edit Purchase Order
- Accept/ Reject Purchase Order
- View Purchase Orders
- Cancel Purchase Orders
- Save Purchase Order as Template
- Delete Purchase Order Template
- Request Finance against Purchase Orders (through Supply Chain Finance module)

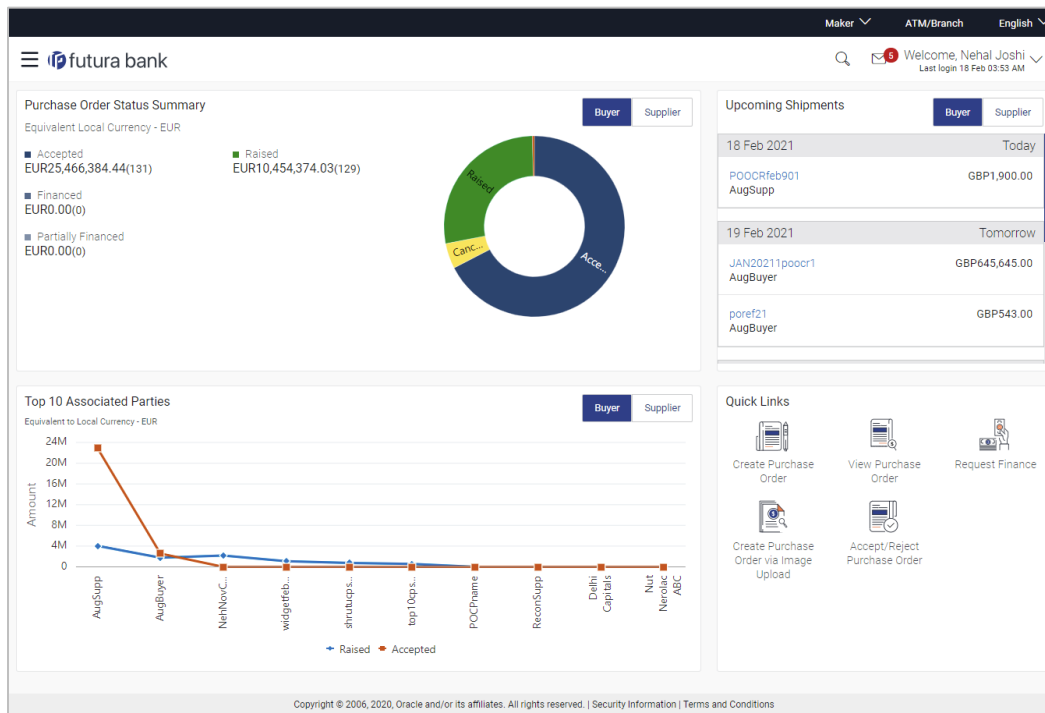
Note: The Purchase Order Management Transactions are only supported on **Desktops/Laptops** and on **Landscape** mode of **Tablet** devices.

10.1 Overview

The Purchase Order Overview screen consists of the following widgets:

- Purchase Order Status Summary
- Upcoming Shipments
- Top 10 Associated Parties
- Quick Links

Dashboard



Purchase Order Status Summary – This widget lists the total amount associated with purchase orders in each status. The amounts are specified in the equivalent local currency. A graphical representation of this data is presented by the doughnut graph. The percentage equivalents of the amounts can be seen by clicking or hovering the cursor over the respective sections in the graph. The data is available for both roles of the corporate party – Buyer and Supplier.

Upcoming Shipments – This widget displays details of the upcoming shipments of the corporate party. Separate views are available for the corporate party's role as Buyer and Supplier. The following details are displayed for each shipment: the purchase order reference number, the counter party name, and the purchase order amount. On clicking the purchase order reference number link, the View Purchase Order (details) screen appears. For more information on this screen, refer the [View Purchase Order Details](#) section in this document.

Top 10 Associated Parties – This widget displays a graphical representation of the top 10 counter parties linked with the logged-in corporate party, for each of their roles – Buyer and Supplier. This widget provides a quick view of the top 10 associated parties of the corporate based on the value of purchase orders in Raised and Accepted status.

Quick Links – The most commonly used transactions are provided as quick links for quick access. Following transactions are provided as quick links:

- Create Purchase Order
- View Purchase Order
- Request Finance
- Create Purchase Order via Image Upload
- Accept/Reject Purchase Order

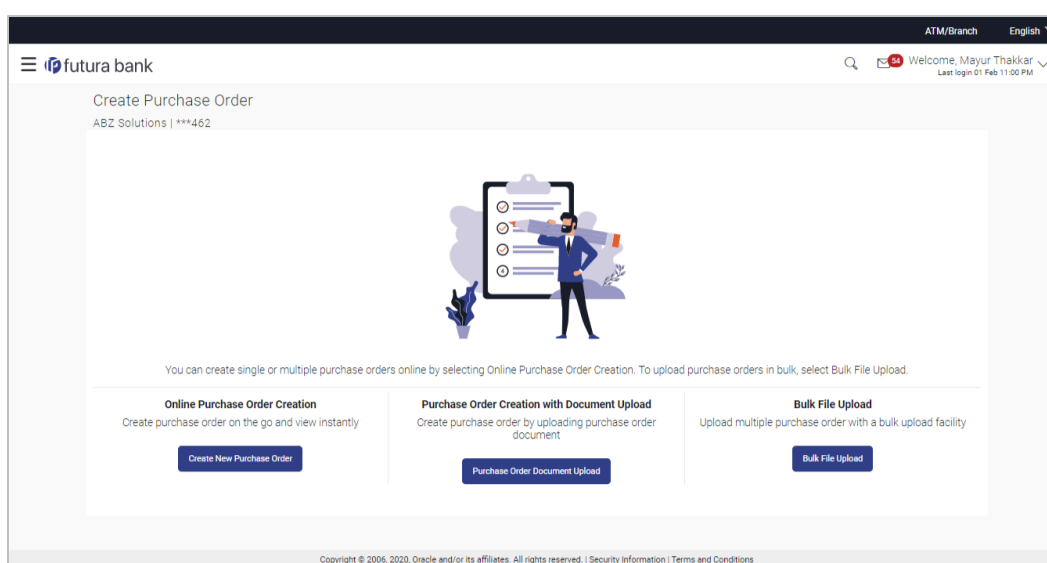
10.2 Online Purchase Order Creation

Purchase orders can be created by manually entering the data, or by uploading a file with the bulk purchase-order entries. The data entered manually can be saved as a template for future use. Once the user creates purchase order(s), they must be approved by an approver (if the approval flow has been set). The designated corporate approver is notified. The approver can either approve or reject the transaction. In case of rejection, the approver can send the transaction back to the corporate user (maker) to make the required modifications and re-submit for approval.

How to reach here:

Dashboard > Toggle menu > Receivables/Payables > Purchase Order Management > Create Purchase Order

Create Purchase Order



Field Description

Field Name	Description
Create Purchase Order	
Party Name & ID	Displays the name and ID of the logged-in corporate party.
Online Purchase Order Creation	Indicates the option to create purchase order records by manual entry of purchase order details.
Purchase Order Creation with Document Upload	Indicates the option to create a purchase order record by uploading the actual purchase order document.
Bulk File Upload	Indicates the option to create purchase order records in bulk, through file upload.

10.2.1 Online Purchase Order Creation (manual entry)

A corporate user, based on their role, can create one or more purchase orders in one single transaction.

To create a purchase order(s):

- In the **Create Purchase Order** screen, click **Create New Purchase Order** to create purchase order records manually. The screen to create a new purchase order appears, starting with the **New Purchase Order** tab.

Create Purchase Order – New Purchase Order

Maker ATM/Branch English

169 Welcome, nehal joshi
Last login 22 Jan 06:59 PM

futura bank

Create Purchase Order
AugSupp | ***715

New Purchase Order Template

Facing difficulty in entering data for multiple Purchase Order? Use Bulk Upload

Customer Purchase Order Number

Program Name
Select

Purchase Order Date

Shipment Date

Payment Terms

Associated Party
Select

Pre-acceptance
 No

Purchase Order Amount
LAK

Shipment Address
 No

Commodity Details Click Add for commodity details

Name	Code	Quantity	Total Weight	Cost/Unit	Gross Amount	Discount	Tax	Net Amount	Action
No data to display.									
Gross Purchase Order Amount								LAK0.00	
Total Discount Value (@0% - Average of commodity discount)								LAK0.00	
Total Tax Value (@0% - Average of commodity tax)								LAK0.00	
Net Purchase Order Amount								LAK0.00	

Save Duplicate Purchase Order

Add Purchase Order

Submit Cancel Back

Copyright © 2006, 2020, Oracle and/or its affiliates. All rights reserved. | Security Information | Terms and Conditions


Field Description

Field Name	Description
------------	-------------

Create Purchase Order

Party Name & ID	Displays the name and ID of the logged-in corporate party.
----------------------------	--

New Purchase Order

Field Name	Description
Facing difficulty in entering data for multiple Purchase Order? Use Bulk Upload	Click the Bulk Upload link to navigate to the File Upload screen for creating purchase orders in bulk.
Customer Purchase Order Number	Enter the corporate's own reference number associated with the purchase order.
Associated Party	Select the counter party in the business transaction. A list of all on-boarded associated parties is available for selection. On selecting an associated party, the role of the party as Buyer or Supplier , appears below this field.
Program Name	Select the program under which the purchase order is to be created. Once you select a program, the Auto Accept and Auto Finance fields appear with the values that have been set in the program.
Pre-acceptance	Enable this toggle if the purchase order should be deemed as accepted by the supplier, on being raised. Note: If the logged-in party is the supplier and the associated party is the buyer, then by default Pre-acceptance toggle is switched to YES (Read only). If logged-in party is the buyer and the associated party is the supplier, then by default Pre-acceptance toggle is switched to NO and it is selective, i.e. user can select either YES/NO.
Purchase Order Date	Click the calendar icon and select the date on which the purchase order is created.
Purchase Order Amount	Select the currency and enter the amount of the purchase order. This purchase order amount should match with the total gross amount of commodity grid.
Shipment Date	Click the calendar icon and select the date of shipment of the products being purchased.
Shipment Address	Indicates an option to record the shipment address. You can switch the toggle on, and enter the address in the Shipment Address pop-up window that appears. Once you save the address, it appears in this field. You can edit it by clicking  . For more information on the fields, refer the Shipment Address section below.
Payment Terms	Enter the agreed terms of the payment.


Shipment Address

The screenshot shows a web application interface for 'futura bank'. A 'Shipment Address' pop-up window is centered on the screen. The pop-up has a title bar with a close button (X). Below the title, it says 'Shipping Address to be changed to'. The form contains the following fields: 'Address Line 1', 'Address Line 2', 'Address Line 3', 'City', 'Country' (with a dropdown menu showing 'Andorra'), and 'Pin Code'. At the bottom of the pop-up are 'Save' and 'Cancel' buttons. In the background, the main interface is dimmed, showing a sidebar with 'Program Name' (Check1), 'Auto Accept/No', 'Auto Finance/No', 'Purchase Order Date' (28 Oct 2020), 'Shipment Date' (31 Oct 2020), and 'Payment Terms'. The main area shows a table with columns for 'Name', 'Code', 'Quantity', and 'Total'. A table below that shows 'Tax' and 'Net Amount' with values like '\$125.00 @ 1%' and '\$12,625.00'. A summary row shows 'Gross Purchase Order Amount' as '\$12,625.00' and 'Total Value' as '\$0.00'.

Field Description

Field Name	Description
------------	-------------

Shipment Address

This pop-up window appears when you switch on the **Shipment Address** toggle, or click the  icon to edit an existing address.

Address Line 1 to 3	Enter lines 1 to 3 of the address for the shipment.
----------------------------	---

City	Enter the city for the shipment.
-------------	----------------------------------

Country	Enter the country for the shipment.
----------------	-------------------------------------


Pin Code	Enter the pin code for the shipment.
-----------------	--------------------------------------


62. Once you enter the above details, click **Add** in the **Commodity Details** section, to add the commodities being purchased. The **Add Commodity Details** overlay window appears.

Add Commodity Details

This overlay window appears when you click **Add** in the **Commodity Details** section.

Field Description



Field Name	Description
Add Commodity Details overlay window	
Name	Enter the name of the commodity being purchased.
Code	Select the code of the commodity.
Quantity	Enter the commodity quantity required.
Weight/Unit	Enter the weight per unit of the commodity. Also select the unit of measurement to be used for weight.
Total Weight	Displays the total weight of the commodity. This value is automatically calculated and displayed. It is the product of the values in the Quantity and Weight/Unit fields.
Cost/Unit	Enter the cost per unit of the commodity.
Gross Amount	Displays the total cost of the commodity. This value is automatically calculated and displayed. It is the product of the values in the Quantity and Cost/Unit fields.
Discount	Enter any discount being offered on the purchase. You can either enter the percentage of discount (in the first field) or the actual discount amount (in the second field). When you enter any one of these values, the other value is automatically calculated and displayed. Click  to reset the values.


Field Name	Description
Tax	<p>Enter any tax being charged on the purchase. You can either enter the percentage of tax (in the first field) or the actual tax amount (in the second field). When you enter any one of these values, the other value is automatically calculated and displayed.</p> <p>Click  to reset the values.</p>
Net Amount	<p>Displays the net amount (after application of discount and tax) of the commodity being purchased.</p> <p>Note: The Net Amount gets auto calculated as follows: $\text{Net Amount} = \text{Gross Amount} - \text{Discount amount} + \text{Tax amount}$</p>
Create Copy	<p>Select this check box, to make a copy of the commodity details entered.</p>

63. Once the commodity details are recorded in the overlay window, click **Add**. A record is created in the **Commodity Details** section.


Create Purchase Order - Commodity Details Section Updated

Field Description

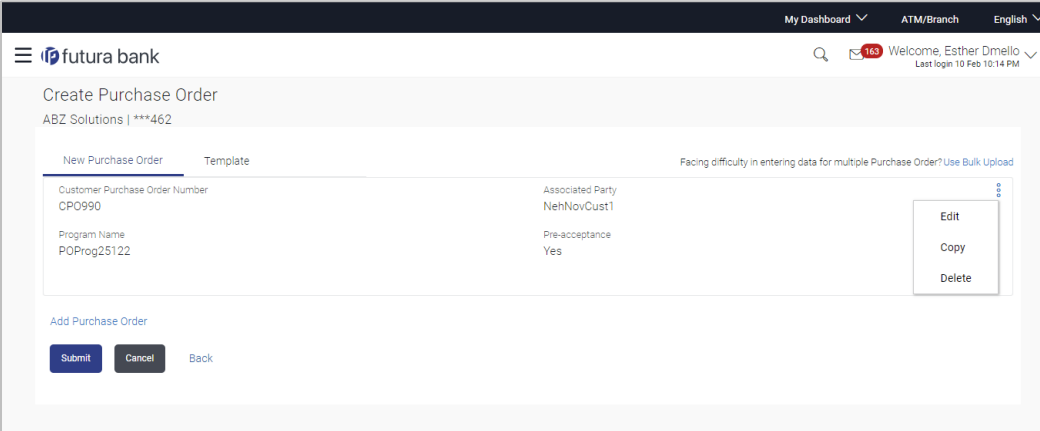
Field Name	Description
Commodity Details	
This section displays the commodity details, once you add them. Multiple commodities can be added.	
Name	Displays the name of the commodity.
Code	Displays the code of the commodity.
Quantity	Displays the required quantity of the commodity.
Total Weight	Displays the total weight of the commodity, along with the weight per unit.
Cost/Unit	Displays the cost per unit of the commodity.
Gross Amount	Displays the gross amount of the commodity.
Discount	Displays the discount amount applicable, along with the discount percentage.
Tax	Displays the tax amount applicable, along with the tax percentage.
Net Amount	Displays the net amount of the commodity, after application of discount and tax.
Action	<p>Indicates the actions that can be performed on the commodity record.</p> <ul style="list-style-type: none"> : Click this icon to edit the commodity details. : Click this icon to remove the commodity details entered.
Gross Purchase Order Amount	<p>Displays the total gross amount of the purchase order. This is the sum of the gross amounts of all added commodities.</p> <p>This value should be equal to the value in the Purchase Order Amount field. If not, you must adjust the value in the Purchase Order Amount field accordingly.</p>
Total Discount Value	<p>Displays the total discount amount of all the commodities added. The average discount percentage of all added commodities is also displayed.</p> <p>Total Discount % = (Sum of discount amount of all commodities / Sum of gross amount of all commodities) *100</p>

Field Name	Description
Total Tax Value	Displays the total tax amount of all the commodities added. The average tax percentage of all added commodities is also displayed. Total Tax % = [Sum of tax amount of all commodities / (Sum of gross amount of all commodities - Sum of discount amount of all commodities)] *100
Net Purchase Order Amount	Displays the total net amount, after deducting the discount value and then applying the tax value. Net Purchase Order Amount = Gross Purchase Order Amount – Total Discount amount + Total Tax amount
	Click this icon on the top right corner to reset the fields.
Duplicate Purchase Order	Click this link to add another purchase order with the same details.
Add Purchase Order	Click this link to add another blank purchase order. You can create multiple purchase orders using this link.

64. Ensure that the amount in the **Purchase Order Amount** field is the same as the **Gross Purchase Order Amount**.
65. Click **Save** to save the purchase order.
OR

To clear the fields, click the  icon in the top right side of the screen.

Upon Clicking Save




The screenshot shows the 'Create Purchase Order' interface in the Futura Bank system. The user is logged in as Esther Dmello. The form displays the following details:

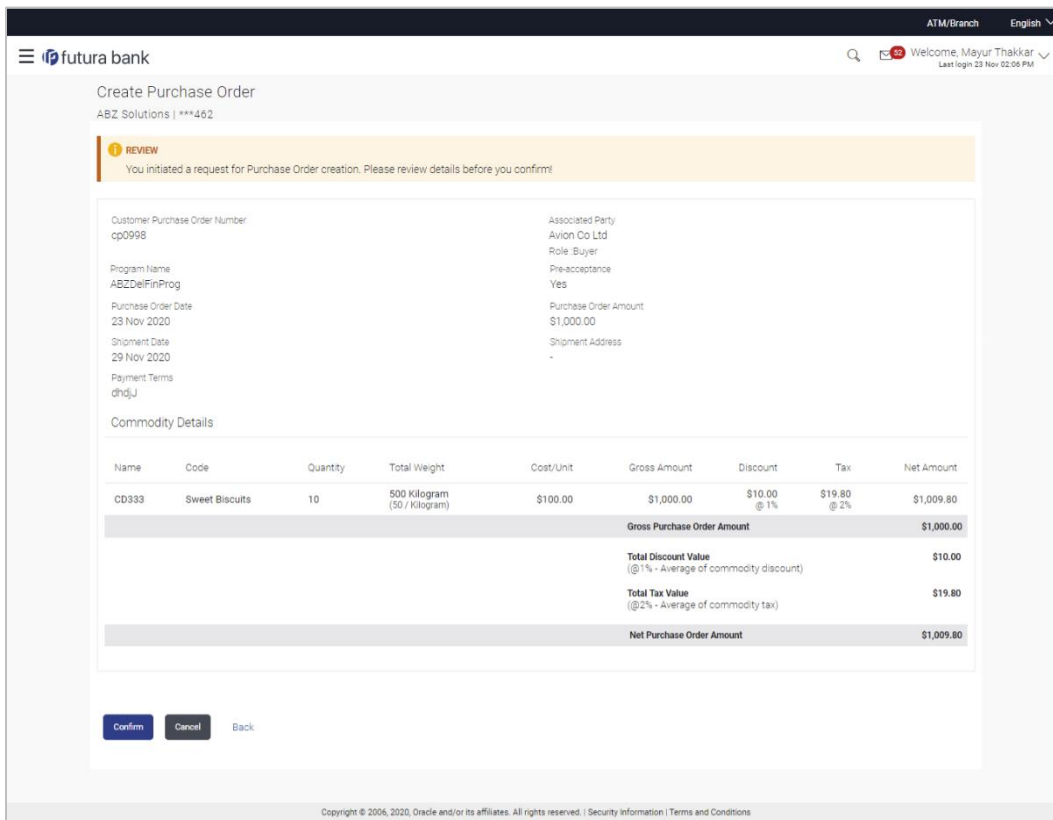
- Customer Purchase Order Number: CPO990
- Program Name: POProg25122
- Associated Party: NehNovCust1
- Pre-acceptance: Yes

At the bottom, there are buttons for 'Submit', 'Cancel', and 'Back'. A message at the top right of the form area says: 'Facing difficulty in entering data for multiple Purchase Order? Use Bulk Upload'.

66. To create another purchase order in the transaction, with the same details as the current one, click the **Duplicate Purchase Order** link. The current purchase order is automatically saved and a duplicate one is added.

- f. Click  beside a purchase order to edit, copy, or delete it, if required.
67. To create another new purchase order in the transaction, click the **Add Purchase Order** link.
- g. Add required details as mentioned in the steps above.
68. Click **Submit** to submit the transaction, once all required purchase orders have been added. The Review screen appears.
OR
Click **Cancel** to cancel the transaction.
OR
Click **Back** to navigate back to the previous screen.

Create Purchase Order – Review Screen



Customer Purchase Order Number: cp0998
Associated Party: Avion Co Ltd
Role: Buyer

Program Name: ABZDeFinProg
Pre-acceptance: Yes

Purchase Order Date: 23 Nov 2020
Purchase Order Amount: \$1,000.00

Shipment Date: 29 Nov 2020
Shipment Address: -

Payment Terms: dhjJ

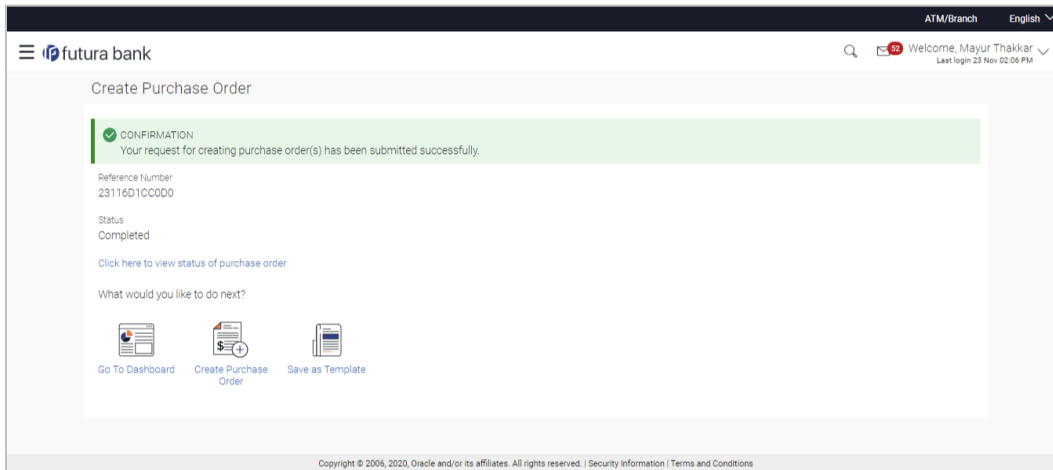
Name	Code	Quantity	Total Weight	Cost/Unit	Gross Amount	Discount	Tax	Net Amount
CB333	Sweet Biscuits	10	500 Kilogram (50 / Kilogram)	\$100.00	\$1,000.00	\$10.00 @ 1%	\$19.80 @ 2%	\$1,009.80
Gross Purchase Order Amount								\$1,000.00
Total Discount Value (@ 1% - Average of commodity discount)								\$10.00
Total Tax Value (@ 2% - Average of commodity tax)								\$19.80
Net Purchase Order Amount								\$1,009.80

Buttons: **Confirm** **Cancel** **Back**

Copyright © 2006, 2020, Oracle and/or its affiliates. All rights reserved. | Security Information | Terms and Conditions

69. In the Review screen that appears, verify the details, and click **Confirm**. A confirmation message of request submission for purchase order creation appears along with the reference number and status.
OR
Click **Cancel** to cancel the transaction.
OR
Click **Back** to navigate back to the previous screen.

Create Purchase Order – Confirmation Screen



70. Click **Save as Template** to save the purchase order details as a template for future use.
 OR
 Click the link provided to view the status of the purchase order along with other details.
 OR
 Click **Go To Dashboard** to go to the dashboard.
 OR
 Click **Create Purchase Order** to create further purchase orders.

10.2.2 Create Purchase Order using Template

You can save the data entered during purchase order creation, as a template. This option is available upon successful creation of a purchase order. You can use this template in the future to create purchase orders for the same party. This saves the efforts of re-entering the data.

To view and use templates for creation of purchase orders:

71. On navigating to the **Create Purchase Order** screen, click the **Template** tab. A list of existing templates appears.

Create Purchase Order - Template

The screenshot shows the 'Create Purchase Order - Template' page in the Oracle Futura Bank system. The page header includes the bank logo, user name 'Welcome, Nehal Joshi', and last login time. The main content area has a 'New Purchase Order' tab and a 'Template' tab. A search bar is located above the table. The table lists various templates with their names, the number of POs saved, the creator, and the last update date. Each row has a trash icon for deletion. A callout box on the right explains that templates save data entered during PO creation, saving effort and ensuring consistency.

Template Name	No of Purchase Order Saved	Created By	Last Updated	Action
nehtemplate13	1	nehauto15	13 Oct 2020	
PO_TMPL_27-10-20 05:25:19	1	cmsmaker	27 Oct 2020	
po template11	1	cmsmaker	09 Oct 2020	
nehtemplate	1	nehauto15	09 Oct 2020	
PO_TMPL_27-10-20 01:40:04	1	nehauto15	27 Oct 2020	
po template81	1	cmsmaker	08 Oct 2020	
PO_TMPL_27-10-20 04:51:36	1	cmsmaker	27 Oct 2020	
Sectest	1	nehauto15	14 Oct 2020	
template 11	1	cmsmaker	08 Oct 2020	
po template 2	2	cmschecker	09 Oct 2020	

Page 1 of 2 (1-10 of 11 items) | < 1 2 >

Field Description

Field Name	Description
Search	Indicates an option to search for specific purchase orders.
Template Name	Displays the name of the purchase order template.
No. of Purchase Orders Saved	Displays the number of purchase orders saved under the template.
Created By	Displays the name of corporate user who created the template.
Last Updated	Displays the last updated date of the purchase order template.
Actions	Click the icon to delete the purchase order template.

72. Navigate through the pages to the required template, or use the **Search** field to find a specific template.

73. Click the desired **Template Name** link. The template details appear.

OR

Click against the template to delete the existing purchase order template. A popup message appears to confirm the deletion.

- Click **Yes** to delete the template.

OR

Click **No** to cancel the deletion.

74. Click and select the **Edit** option. The template details are populated in the **New Purchase Order** screen.

75. Add or modify the data as required.
76. Click **Save** to save the purchase order.
77. Click the **Duplicate Purchase Order** link to add another purchase order with same details entered in the current one.
OR
Click the **Add Purchase Order** link to club another purchase order in the transaction.
78. Click **Submit** to submit the transaction. The Review screen appears.
OR
Click **Cancel** to cancel the transaction.
OR
Click **Back** to navigate back to the previous screen.
79. In the Review screen, verify the details and click **Confirm**. A confirmation message of request initiation for purchase order creation appears along with the reference number and status.
OR
Click **Back** to navigate back to the previous screen.
OR
Click **Cancel** to cancel the transaction.

10.3 **Purchase Order Creation with Document Upload**

Using this option, corporate users can create purchase orders online by uploading scanned copies of the physical purchase order document.

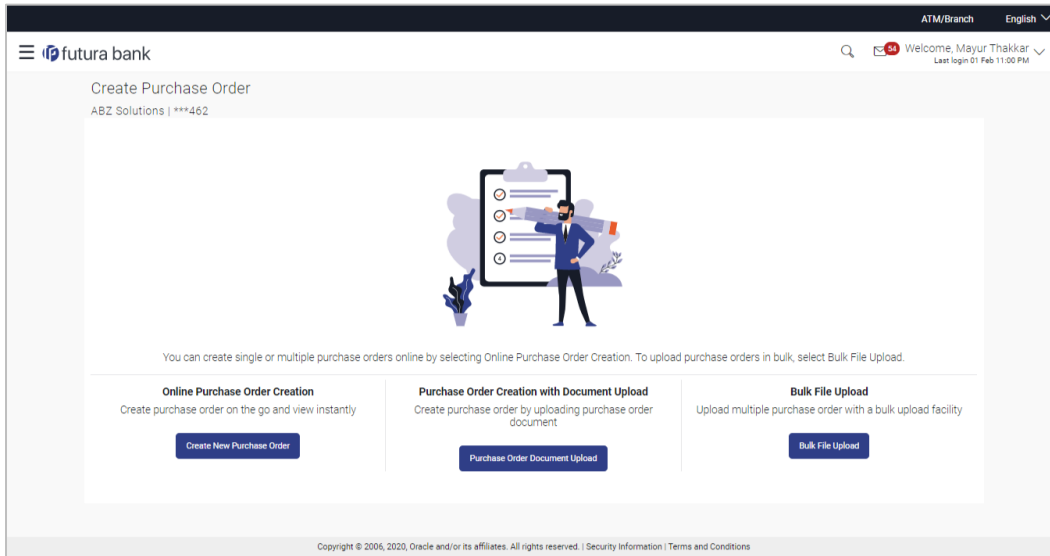
How to reach here:

Dashboard > Toggle menu > Receivables/Payables > Purchase Order Management > Create Purchase Order

To create a purchase order through document upload:

1. Scan the physical purchase order and save it in one of the following formats: PDF, PNG, JPG, JPEG. Ensure that the file size does not exceed 2MB.

Create Purchase Order



Field Description

Field Name	Description
Create Purchase Order	
Party Name & ID	Displays the name and ID of the logged-in corporate party.
Online Purchase Order Creation	Indicates the option to create purchase order records by manual entry of purchase order details.
Purchase Order Creation with Document Upload	Indicates the option to create a purchase order record by uploading the actual purchase order document.
Bulk File Upload	Indicates the option to create purchase order records in bulk, through file upload.

2. In the **Create Purchase Order** screen, click the **Purchase Order Document Upload** button. The **Automatic Purchase Order Creation** screen appears starting with the **Upload Purchase Order** step.

Automatic Purchase Order Creation

My Dashboard ATM/Branch English

futura bank

Automatic Purchase Order Creation

ABZ Solutions | ***462

1 Upload Purchase Order 2 Create Purchase Order

Uploading purchase order is easy. Simply follow these 3 steps:

1. Scan Purchase Order
2. Upload single document at once.
3. Create Purchase Order

Drag and Drop

Select a file or drop one here

① We support PDF, PNG, JPG and JPEG formats in sizes up to 2MB per file.

Continue Cancel Back

Copyright © 2006, 2020, Oracle and/or its affiliates. All rights reserved. | Security Information | Terms and Conditions

3. In the **Upload Purchase Order** step, either click **+** to browse and select the required file, or, drag and drop the file in the space provided. An entry for the uploaded file appears in the section below.

My Dashboard ATM/Branch English

futura bank

Automatic Purchase Order Creation

ABZ Solutions | ***462

1 Upload Purchase Order 2 Create Purchase Order

Uploading purchase order is easy. Simply follow these 3 steps:

1. Scan Purchase Order
2. Upload single document at once.
3. Create Purchase Order

Drag and Drop

Select a file or drop one here

① We support PDF, PNG, JPG and JPEG formats in sizes up to 2MB per file.

PO1.jpg Preview

Continue Cancel Back

Copyright © 2006, 2020, Oracle and/or its affiliates. All rights reserved. | Security Information | Terms and Conditions

Note: To preview an uploaded file, click the **Preview** link beside it. To remove an uploaded file, click .

4. Click **Continue** to go to the **Create Purchase Order** step.
- OR
- Click **Cancel** to cancel the transaction.
- OR
- Click **Back** to go to the previous screen.

futura bank

My Dashboard ATM/Branch English

Welcome, Esther Dmello
Last login 08 Feb 07:16 PM

Automatic Purchase Order Creation

ABZ Solutions | ***462

✓
 Upload Purchase Order

2
 Create Purchase Order

Customer Purchase Order Number
8KL78023

Associated Party
SQL Corporation

Role: Buyer
Program Name
POProg25122

Auto Accept: No Auto Finance: No
Pre-acceptance
 Yes

Purchase Order Date
04 Jan 2021

Purchase Order Amount
USD \$1,900.00

Shipment Date

Shipment Address

Payment Terms
PO payment

Preview

Soylent Ltd.

6 Theatre Street, Altoona, PA 16601 Phone: (814) 751-2000 Email: herby1@soylent.com

PO Reference #: 8KL78023
PO Date: 04-03-2021

BILL TO

Buyer - 18302
Muzart Corp Ltd,
4005 Teton Ct,
Stroudsburg, PA 18360
Phone: 424-321-6765
Email: hmbrend@msn.com

SHIP TO

Amy Taylor
4005 Teton Ct,
Stroudsburg, PA 18360
hmbrend@msn.com
424-321-6765
Tax: 12-4272901

ITEM	DESCRIPTION	PRODUCT ID	UNIT COST	QUANTITY	AMOUNT
1.	Inkjet Printer	752KFP13	200.00	2	400.00
2.	PVC Cards	81250712	3.00	500	1500.00
Sub Total					1900.00
Discount @ 10.00%					190.00
Corporation Tax (VAT @ 10.00%)					171.00
TOTAL					\$ 1881.00

Thank you for your business!

Commodity Details Click 'Add' for commodity details Add





Name	Code	Quantity	Total Weight	Cost/Unit	Gross Amount	Discount	Tax	Net Amount	Action
Inkjet Printer	Others	2		USD200.00	USD400.00	USD40.00 @ 10%	USD36.00 @ 10%	USD396.00	
PVC Cards	Others	500		USD3.00	USD1,500.00	USD150.00 @ 10%	USD135.00 @ 10%	USD1,485.00	
Gross Purchase Order Amount								USD1,900.00	
Discount Value <small>(@10% - Average of commodity discount)</small>								USD190.00	
Tax Value <small>(@10% - Average of commodity tax)</small>								USD171.00	
Net Purchase Order Amount								USD1,881.00	

Submit
Cancel
Back

Copyright © 2006, 2020, Oracle and/or its affiliates. All rights reserved. | Security Information | Terms and Conditions

Field Description

Field Name	Description
Automatic Purchase Order Creation	
Party Name & ID	Displays the name and ID of the logged-in corporate party.
Create Purchase Order step	
The values that have been extracted from the invoice image (except for commodity details) are automatically populated in the respective fields. You can edit these values, if required.	
Customer Purchase Order Number	Indicates the customer's own reference number of the purchase order.
Associated Party	Indicates the associated party with whom the purchase order is to be linked. A list of all on-boarded associated parties is available for selection. On selecting an associated party, the role of the party as Buyer or Supplier , appears below this field.
Program Name	Indicates the program to which the purchase order needs to be linked. Programs linked to the selected associated party are listed.
Auto Accept	Displays whether the purchase order will be auto accepted or not. It is populated based on the auto acceptance setting in the program definition and is non-editable. For more information, refer the Create Program section in User Manual Oracle Banking Digital Experience Corporate Supply Chain Finance .
Auto Finance	Displays whether the purchase order will be auto financed or not. It is populated based on the auto finance setting in the program definition and is non-editable. For more information, refer the Create Program section in User Manual Oracle Banking Digital Experience Corporate Supply Chain Finance .
Pre-acceptance	Indicates whether the purchase order once raised will be deemed as accepted by the supplier. Note: If the logged-in party is the supplier and the associated party is the buyer, then by default Pre-acceptance toggle is switched to YES (Read only). If logged-in party is the buyer and the associated party is the supplier, then by default Pre-acceptance toggle is switched to NO and it is selective, i.e. user can select either YES/NO.
Purchase Order Date	Indicates the date of creation of the purchase order.
Purchase Order Amount	Indicates the total purchase order amount of all commodities being purchased, along with the currency.
Shipment Date	Indicates the date when the shipment is expected to take place. The Shipment Date should be greater than the Purchase Order Date .

Field Name	Description
Shipment Address	Indicates the address where the goods should be shipped to.
Payment Terms	Indicates the terms agreed for the payment of the purchase order.
Commodity Details	
Commodity details are not automatically extracted by the application. Click Add in this section to add these details. The Add Commodity Details overlay window appears, with the following fields.	
Name	Indicates the name of the commodity being purchased.
Code	Indicates the code of the commodity.
Quantity	Indicates the commodity quantity required.
Weight/Unit	Indicates the weight per unit of the commodity. Also indicates the unit of measurement to be used for weight.
Total Weight	Displays the total weight of the commodity. This value is automatically calculated and displayed. It is the product of the values in the Quantity and Weight/Unit fields.
Cost/Unit	Indicates the cost per unit of the commodity.
Gross Amount	Displays the total cost of the commodity. This value is automatically calculated and displayed. It is the product of the values in the Quantity and Cost/Unit fields.
Discount	Indicates any discount being offered on the purchase. You can either enter the percentage of discount (in the first field) or the actual discount amount (in the second field). When you enter any one of these values, the other value is automatically calculated and displayed. Click  to reset the values.
Tax	Indicates any tax being charged on the purchase. You can either enter the percentage of tax (in the first field) or the actual tax amount (in the second field). When you enter any one of these values, the other value is automatically calculated and displayed. Click  to reset the values.
Create Copy	Indicates whether a copy of the commodity details entered, must be made.
On clicking Add in the Add Commodity Details overlay window, an entry of the commodity appears in the Commodity Details section. In the Action column, click  to edit an entry, or  to delete it.	

Field Name	Description
Gross Purchase Order Amount	<p>Displays the total gross amount of the purchase order. This is the sum of the gross amounts of all added commodities.</p> <p>This value should be equal to the value in the Purchase Order Amount field. If not, you must adjust the value in the Purchase Order Amount field accordingly.</p>
Discount Value	<p>Displays the total discount amount of all the commodities added. The average discount percentage of all added commodities is also displayed.</p>
Tax Value	<p>Displays the total tax amount of all the commodities added. The average tax percentage of all added commodities is also displayed.</p>
Net Purchase Order Amount	<p>Displays the total net amount, after considering the discount value and the tax value.</p> <p>Net Purchase Order Amount = Gross Purchase Order Amount – Total Discount amount + Total Tax amount</p>

5. The data from the purchase order is automatically read and populated in the relevant fields. Check the details and add or modify any field, if required.
6. Click **Submit** to submit the purchase order. The Review screen appears.
OR
Click **Cancel** to cancel the transaction.
OR
Click **Back** to go to the previous screen.
7. In the Review screen, verify the details and click **Confirm**. A confirmation message appears, with the reference number and status of the transaction.
OR
Click **Cancel** to cancel the transaction.
OR
Click **Back** to go to the previous screen.

10.4 Bulk Purchase Order Creation

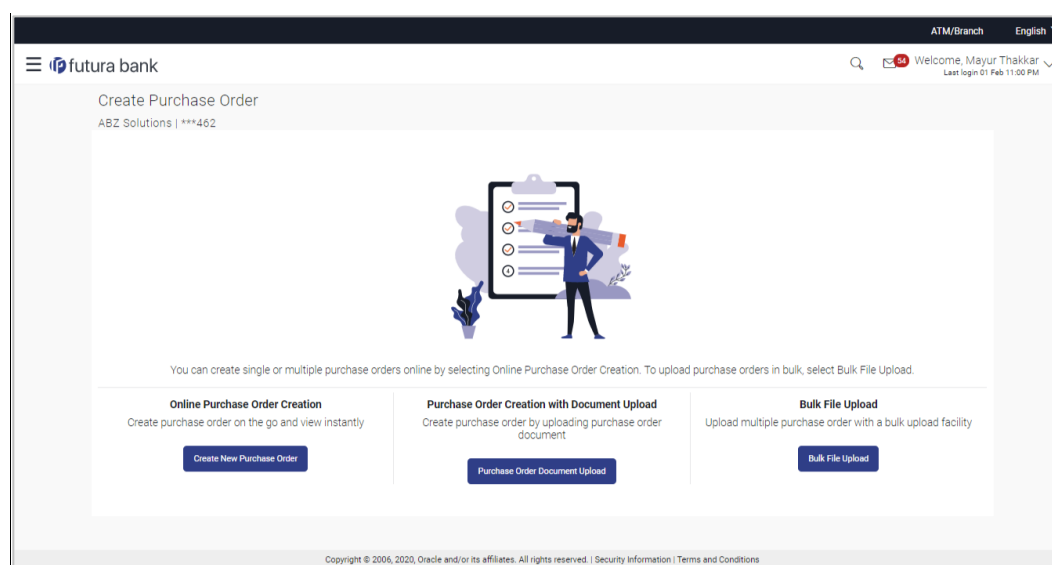
Using this option, corporates can create purchase orders in bulk by uploading a file. The file must contain the purchase order details in a specific format and sequence.

How to reach here:

Dashboard > Toggle menu > Receivables/Payables > Purchase Order Management > Create Purchase Order

To create purchase orders in bulk:

Create Purchase Order



Field Description

Field Name	Description
Create Purchase Order	
Party Name & ID	Displays the name and ID of the logged-in corporate party.
Online Purchase Order Creation	Indicates the option to create purchase order records by manual entry of purchase order details.
Purchase Order Creation with Document Upload	Indicates the option to create a purchase order record by uploading the actual purchase order document.
Bulk File Upload	Indicates the option to create purchase order records in bulk, through file upload.

80. In the **Create Purchase Order** screen, click **Bulk File Upload**. The **File Upload** screen appears.

81. For more information on the procedure of uploading the file, refer **User Manual Oracle Banking Digital Experience Corporate Bulk File Upload – Supply Chain Finance**. Use the file template detailed below for upload.

10.4.1 Bulk Purchase Order File Template

For each purchase order, there must be a top row with indicator 'P' which specifies purchase order level parameters. For each commodity under the purchase order, there must be a row with indicator 'C' which specifies the commodity-level parameters.



BulkPurchaseOrder
UploadTemplate.csv

Note: Refer this file for the sequence:

Field Description

Field Name	Description
The following fields are specific to the purchase order as a whole. This row must be present for each purchase order being added.	
Indicator	Specify the indicator. Enter P for a row at the purchase order level.
Customer Purchase Order Number	Enter the customer's own purchase order number.
Purchase Order Date	Enter the date of creation of the purchase order.
Shipment Date	Enter the date of shipment. This should be greater than PO date.
Currency	Enter the currency of the purchase order amount.
Gross Purchase Order Amount	Enter the total purchase order amount.
Buyer Id	Enter the ID associated with the buyer.
Supplier Id	Enter the ID associated with the supplier.
Buyer Name	Enter the name of the buyer.
Supplier Name	Enter the name of the supplier.
Discount Amount	Enter the total discount amount applicable for all commodities being purchased.
Tax Amount	Enter the total tax amount applicable, on all commodities being purchased.
Net Purchase Order Amount	Enter the net purchase order amount. Net PO Amount = Gross Purchase Order Amount – Discount Amount + Tax Amount

Field Name	Description
Acceptance Amount	Enter the purchase order amount that has been accepted.
Buyer Division Code	Enter the division code associated with the buyer.
Supplier Division Code	Enter the division code associated with the supplier.
Pre-accepted	Enter Y if the purchase order should be pre-accepted, and N , otherwise.
Shipment Address	Enter address lines 1 to 3 of the shipment address.
City	Enter the city of the shipment address.
Country	Enter the country of the shipment address.
Zip	Enter the pin code of the shipment address.
The following fields are specific to a commodity. You must add a row for each commodity being purchased, under the respective purchase order.	
Indicator	Specify the indicator. Enter C for a row at the commodity level.
Customer Purchase Order Number	Enter the customer's own purchase order number.
Commodity Code	Enter the code associated with the commodity.
Commodity Name	Enter the name of the commodity.
Quantity	Enter the quantity of the commodity.
Cost Per Unit	Enter the cost per unit of the commodity.
Gross Amount	Enter the total cost of the commodity. Gross Amount = Cost Per Unit * Quantity
Discount Amount	Enter the discount amount applicable to the commodity.
Tax Amount	Enter the tax amount applicable to the commodity.
Net Amount	Enter the net amount of the commodity. Net Amount = Gross Amount – Discount Amount + Tax Amount

10.5 View / Edit Purchase Order

Pre-requisites

- For viewing purchase orders – User must have valid corporate login credentials.
- For editing purchase orders – User must have valid corporate login credentials and must be the buyer.

10.5.1 View Purchase Order

Using this option, you can view a list of purchase orders based on the corporate party's role as a buyer or supplier.

On selection of Buyer view, you can view all the purchase orders as of current date where the corporate party's role is that of a buyer in the program. On selection of Supplier view, you can view all the purchase orders as of current date where the party's role is that of a supplier in the program.

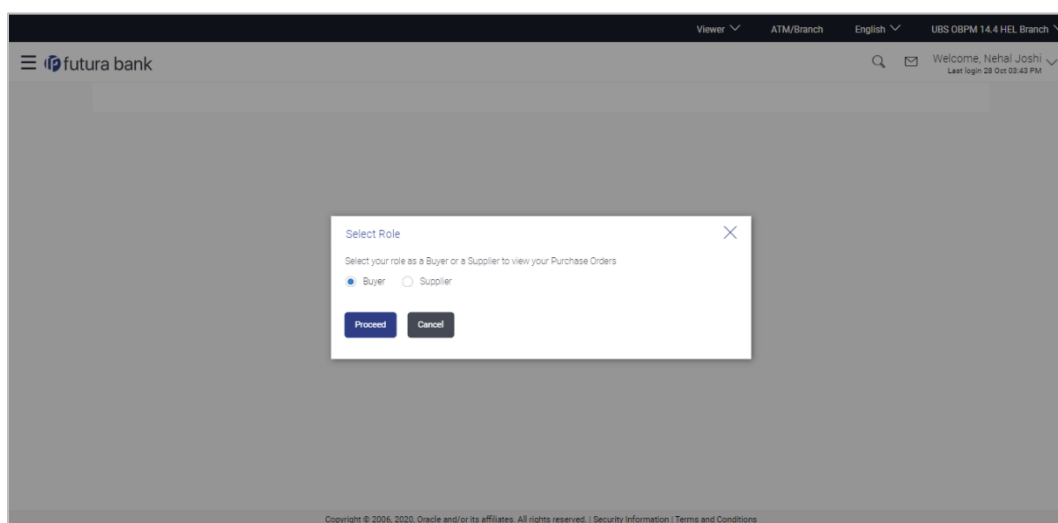
How to reach here:

Dashboard > Toggle menu > Receivables/Payables > Purchase Order Management > View/Edit Purchase Orders

To view purchase orders:

82. In the **Select Role** pop-up window, select either the **Buyer** or the **Supplier** option.

View Purchase Order - Select Role pop-up



Field Description

Field Name	Description
Select Role	Select the role of the corporate party to view the required purchase orders. The options are: <ul style="list-style-type: none"> • Buyer • Supplier

83. Click **Proceed** to view the existing purchase orders. The **View Purchase Order** screen appears.
 OR
 Click **Cancel** to cancel the transaction.

View Purchase Order Search Result- Buyer Role

The screenshot displays the 'View Purchase Order' screen for a user named Nehal Joshi. The interface includes a search section with various filters and a table of results. The search filters include Customer Purchase Order Number, Associated Party Name, Purchase Order Status, Purchase Order Date, Shipment Date, Purchase Order Amount Range, and Program Name. The table below shows a list of purchase orders with their respective dates, associated parties, shipment dates, amounts, and statuses.

Customer Purchase Order Number	Purchase Order Date	Associated Party	Shipment Date	Purchase Order Amount	Status
PO28092024	15 Sep 2020	AugBuyer	18 Sep 2020	\$500.00	Raised
PO12829	15 Sep 2020	AugBuyer	18 Sep 2020	\$500.00	Raised
PO12828	15 Sep 2020	AugBuyer	18 Sep 2020	\$500.00	Raised
PO190920202	15 Sep 2020	AugBuyer	18 Sep 2020	\$500.00	Raised
PO08102001	08 Oct 2020	AugBuyer	08 Oct 2020	\$1,234.00	Raised
PO890	08 Oct 2020	AugBuyer	09 Oct 2020	£340.00	Raised
PO30051988	08 Oct 2020	AugBuyer	09 Oct 2020	£3,500.00	Raised
PO190920203	15 Sep 2020	AugBuyer	18 Sep 2020	\$500.00	Raised
PO14112020	08 Oct 2020	AugBuyer	09 Oct 2020	£7,500.00	Accepted
PO15061955	08 Oct 2020	AugSupp	09 Oct 2020	£5,500.00	Accepted

View Purchase Order Search Result- Supplier Role

View Purchase Order
ABZ Solutions | ***462

Switch View
Select your role as a Buyer or a Supplier to view your Purchase Orders

Buyer **Supplier**

Search [Create New Purchase Order on the go and View Instantly](#)

Customer Purchase Order Number
Purchase Order Status
Purchase Order Date
Shipment Date

Associated Party Name
Purchase Order Amount Range
Program Name

Less Search Options ^

Search Clear

List of Purchase Order [Download](#)

Customer Purchase Order Number	Purchase Order Date	Associated Party	Shipment Date	Purchase Order Amount	Status
PO3No3325	15 Sep 2020	NehNovCust1	18 Sep 2020	\$500.00	Accepted
PO2SAFF25	15 Sep 2020	NehNovCust1	18 Sep 2020	\$500.00	Accepted
PO4No3325	15 Sep 2020	NehNovCust1	18 Sep 2020	\$500.00	Accepted
PO1Crude33	15 Sep 2020	NehNovCust1	18 Sep 2020	\$500.00	Accepted
PO3No3426	15 Sep 2020	NehNovCust1	18 Sep 2020	\$500.00	Accepted
PO2SAFF26	15 Sep 2020	NehNovCust1	18 Sep 2020	\$500.00	Accepted
PO4No3426	15 Sep 2020	NehNovCust1	18 Sep 2020	\$500.00	Accepted
PO1Crude34	15 Sep 2020	NehNovCust1	18 Sep 2020	\$500.00	Accepted
PO2SAFF27	15 Sep 2020	NehNovCust1	18 Sep 2020	\$500.00	Accepted
PO3No3527	15 Sep 2020	NehNovCust1	18 Sep 2020	\$500.00	Accepted

Page 1 of 31 (1-10 of 306 items) | K < 1 2 3 4 5 ... 31 > X

Back

Copyright © 2006, 2020, Oracle and/or its affiliates. All rights reserved. | Security Information | Terms and Conditions

Field Description

Field Name	Description
------------	-------------

View Purchase Order

Party Name and ID	Displays the party name along with ID of the logged-in corporate party.
--------------------------	---

Switch View	Indicates the options to view the purchase orders based on the logged-in corporate party's role.
--------------------	--

The options are:

- Buyer
- Supplier

Search

Field Name	Description
Customer Purchase Order Number	Indicates an option to search for purchase orders using the customer's own reference number.
Associated Party Name	Indicates an option to search for purchase order(s) based on the counter party associated with the purchase order(s).
Purchase Order Status	Indicates an option to search for purchase orders based on their status. The options are: <ul style="list-style-type: none"> • Raised • Cancelled • Accepted • Financed • Partially Financed • Rejected
Purchase Order Amount Range	Indicates the option to search for purchase orders of a particular currency, with amounts in a specific range.
Purchase Order Date	Indicates the option to search for purchase orders that have been raised within a specific date range.
Program Name	Indicates an option to retrieve purchase orders associated with a particular program.
Shipment Date	Indicates the option to search for purchase orders that are shipped within a specific date range.
Search Results - List of Purchase Order	
A list of purchase orders appears on clicking Search , based on the entered search criteria.	
Customer Purchase Order Number	Displays the reference number of the purchase order as fetched from the Host. This is a hyperlink which when clicked displays the details of the purchase order. For more information, refer the View Purchase Order Details section below.
Purchase Order Date	Displays the date of the purchase order as fetched from the Host.
Associated Party	Displays the name of the counter party, as fetched from the Host.
Shipment Date	Displays the shipment date, as fetched from the Host.
Purchase Order Amount	Displays the purchase order amount, as fetched from the Host.
Status	Displays the current status of the purchase order, as fetched from the Host.

84. Enter the search criteria, and click **Search**. The purchase orders list appears based on the entered search criteria.
OR

Click **Clear** to reset the search parameters.

OR

Click the **Create New Purchase Order** link to create a purchase order on the go and view it instantly.

85. Click **Download** to download the list of purchase orders in CSV format, if required.

86. Click the **Customer Purchase Order Number** link of a specific purchase order, to view its details.

10.5.1.1 **View Purchase Order Details**

This screen appears if you click the Customer Purchase Order Number **link** from the View Purchase Order search results. It displays the details of the selected purchase order.

View Purchase Order Details – for Buyer role

The screenshot shows the 'View Purchase Order' interface for a buyer role. The header includes the Futura Bank logo, user name 'Welcome, Mayur Thakkar', and last login time '19 Nov 10:51 PM'. The main content area is titled 'View Purchase Order' and shows details for purchase order reference number PO48427 (marked as 'Raised') and customer purchase order number PO28092024. The purchase order amount is \$500.00 and the date is 15 Sep 2020. The program name is LinkdProg22. The supplier details include the name 'AugBuyer', supplier ID '***716', and address '81, Church Road, Berkshire, GB, NW58AD'. The amount details table shows a purchase order amount of \$500.00, with no discounts or taxes, resulting in a final purchase order amount of \$500.00. Navigation options include 'Cancel' and 'Back'.

Particulars	Amount
Purchase Order Amount	\$500.00
Discount Amount Percentage	0
Tax Amount Discount	0
Final Purchase Order Amount	\$500.00

View Purchase Order Details – for Supplier role

The screenshot displays the 'View Purchase Order' interface for a supplier. The page header includes the Futura Bank logo and user information: 'Welcome, Nehal Joshi' with a last login time of '30 Oct 04:07 PM'. The main content area is titled 'View Purchase Order' and shows details for 'ABZ Solutions | ***462'. Key fields include:

- Purchase Order Reference Number: PO48740 (Status: Accepted)
- Customer Purchase Order Number: PO4No3426
- Purchase Order Amount: \$500.00
- Purchase Order Date: 15 Sep 2020
- Program Name: SuppPodde
- Payment Terms: -
- Pre-Acceptance: Yes
- Acceptance Date: 29 Nov 2019
- Shipment Date: 18 Sep 2020
- Shipment Address: (field present but empty)
- Comments: -
- Buyer Details: Buyer Name (NehNovCust1), Buyer ID (***975), Buyer Address (1001,303 St, Johns Wood Road, London, GB, NWS3QN)

 Below this is a 'Less Information' section with tabs for 'Amount Details' and 'Commodity Details'. The 'Amount Details' table shows:

Particulars	Amount
Purchase Order Amount	\$500.00
Discount Amount Percentage	0
Tax Amount Discount	0
Final Purchase Order Amount	\$500.00
Acceptance Amount	\$500.00

 At the bottom of the table are 'Cancel' and 'Back' buttons. The footer contains copyright information: 'Copyright © 2006, 2020, Oracle and/or its affiliates. All rights reserved. | Security Information | Terms and Conditions'.

Field Description

Field Name	Description
View Purchase Order	
Party Name & ID	Displays the name and ID of the logged-in corporate party.
Purchase Order Reference Number <Status>	Displays the unique reference number of the purchase order with respect to the Supply Chain Finance application. Also displays the current status of the purchase order.
Customer Purchase Order Number	Displays the reference number present on the purchase order document.
Purchase Order Amount	Displays the purchase order amount.
Purchase Order Date	Displays the date on which the purchase order has been created.
Program Name	Displays the name of the program associated with the purchase order.
Payment Terms	Displays the payment terms that have been agreed.

Field Name	Description
Pre-Acceptance	<p>If the logged-in party is a buyer, then this field displays the following:</p> <ul style="list-style-type: none"> • 'Yes' if the purchase order is to be deemed as accepted upon being raised. • 'No' if the purchase order must be explicitly accepted by the supplier. <p>If the logged-in party is a supplier, this field displays 'Yes' by default.</p>
Acceptance Date	Displays the date on which the purchase order has been accepted.
Shipment Date	Displays the date on which the purchased commodity is shipped.
Shipment Address	Displays the shipment address.
Comments	Displays any applicable comments.
Buyer Details / Supplier Details	
This section displays the details of the associated party, whether buyer or supplier.	
Buyer Name / Supplier Name	Displays the name of the associated party.
Buyer Id / Supplier Id	Displays the ID of the associated party.
Buyer Address / Supplier Address	Displays the address of the associated party.
Amount Details	
The particulars are displayed along with the respective amounts.	
Purchase Order Amount	Displays the purchase order amount.
Discount Amount Percentage	Displays the applicable discount amount and percentage.
Tax Amount Percentage	Displays the applicable tax amount and percentage.
Final Purchase Order Amount	Displays the net purchase order amount after application of discount and tax.
Acceptance Amount	Displays the amount that has been accepted by the supplier. This field appears only for purchase orders that have been accepted.
Commodity Details	
This tab appears only if the commodity details have been entered during creation of purchase order.	
Name	Displays the name of the commodity.
Code	Displays the code of the commodity.

Field Name	Description
Quantity	Displays the quantity of the commodity being purchased.
Total Weight	Displays the total weight of the commodity, along with the weight per unit.
Cost/Unit	Displays the cost per unit of the commodity.
Gross Amount	Displays the total gross amount of the commodity.
Discount	Displays any applicable discount, along with the discount rate.
Tax	Displays any applicable tax, along with the tax rate.
Net Amount	Displays the net amount of the commodity, after application of discount and tax.

10.5.1.1.1 View Purchase Order details as Buyer

Actions that you can perform on the **View Purchase Order** details screen as a **Buyer**:

- Preview the purchase order (in an overlay window) and download a copy, by clicking the **Preview & Download Purchase Order** link.
- Edit a purchase order, by clicking the **Edit** link.
- Cancel a purchase order by clicking the **Cancel Purchase Order** link. This is applicable only for purchase orders that are in **RAISED** status.

10.5.1.1.2 View Purchase Order details as Supplier

Actions that you can perform on the **View Purchase Order** details screen as a **Supplier**:

- Preview the purchase order (in an overlay window) and download a copy, by clicking the **Preview & Download Purchase Order** link.
- Accept or reject a raised purchase order, by clicking **Accept** or **Reject**. This is applicable only for purchase orders that are in **RAISED** status.

10.5.1.1.3 Preview & Download Purchase Order

To preview and download the purchase order:

ATM/Branch English

Welcome, Mayur Thakkar
Last login 18 Jan 04:46 PM

View Purchase Order
ABZ Solutions | ***462

Edit | Cancel Purchase Order | **Preview & Download Purchase Order**

Purchase Order Reference Number	Customer Purchase Order Number	Purchase Order Amount	Purchase Order Date
PO48441 raised	P0280920218	\$500.00	15 Sep 2020

[More Information](#)

Amount Details | Commodity Details

Particulars	Amount
	\$500.00
Discount Amount	0
Percentage	
Tax Amount	0
Discount	
Final Purchase Order Amount	\$500.00
Acceptance Amount	\$0.00

[Cancel](#) [Back](#)

Copyright © 2006, 2020, Oracle and/or its affiliates. All rights reserved. | Security Information | Terms and Conditions

87. In the View Purchase Order details screen, click **Preview & Download Purchase Order**. The **Purchase Order** overlay window appears. The fields displayed here are the ones entered during the creation of the purchase order.

Purchase Order

Customer Purchase Order Number - POTRY1D29

ABZ Solutions
1001,303 St. Johns Wood Road,St.
Johns Wood,London,GB,NW53QN

To
AugBuyer
81,Church Road,Berkshire,GB,NW58AD

Payment Term
-

Shipment Date
12 Sep 2019

Purchase Order Reference Number
PO48649 [Download](#)


Purchase Order Date
11 Jun 2019

Program Name
LnkedProg

Shipping Address
-

Commodity Details

Name	Code	Quantity	Total Weight	Cost/unit	Gross Amount	Discount	Tax	Net Amount
No data to display.								
Gross Purchase Order Amount						USD500.00		
Total Discount Value						-		

88. Click **Download** to download the purchase order details in PDF format.
OR
Click  to close the window.

Field Description

Field Name	Description
Purchase Order overlay window	
Party name & address	Displays the name and address of the buyer.
Purchase Order Reference Number	Displays the customer's reference number for the purchase order.
To	Displays the name and address of the supplier.
Purchase Order Date	Displays the date of creation of the purchase order.
Payment Term	Displays any agreed terms of the purchase order.
Program Name	Displays the name of the program linked to the purchase order.
Shipment Date	Displays the date of shipment of the purchased goods.
Shipping Address	Displays the address for the shipment.
Commodity Details	
Name	Displays the name of the commodity.
Code	Displays the code of the commodity.
Quantity	Displays the quantity of the commodity being purchased.
Total Weight	Displays the total weight of the commodity being purchased.
Cost / unit	Displays the cost per unit of the commodity.
Gross Amount	Displays the total amount of the commodity being purchased, along with the currency. This value is automatically calculated as follows:- Gross Amount = Quantity * Cost per unit
Discount	Displays the discount amount applicable on the commodity.
Tax	Displays the tax amount applicable on the commodity.
Net Amount	Displays the amount after considering the discount and tax amounts. This value is automatically calculated as follows:- Net Amount = Gross Amount – Discount + Tax
Gross Purchase Order Amount	Displays the sum of the gross amounts of all the commodities being purchased.
Total Discount Value (@ %-Average of commodity discount)	Displays the sum of the discounts offered on all the commodities being purchased. Also displays the average discount.

Field Name	Description
Total Tax Value (@ %-Average of commodity tax)	Displays the sum of the taxes applicable on all the commodities being purchased. Also displays the average tax.
Net Purchase Order Amount	Displays the sum of the net amounts of all the commodities being purchased. This value is also calculated as follows:- Net Purchase Order Amount = Gross Purchase Order Amount - Total Discount Value + Total Tax Value

10.5.2 Edit Purchase Order

Using this option, the buyer can edit and modify the required details in the purchase order, and submit for approval, if the approval flow has been set. The designated corporate approver is notified, in this case. The approver can either approve or reject the transaction. In case of rejection, the approver can send the transaction back to the corporate user (maker), to make modifications as required, and re-submit for approval.

Note: 1) A supplier can only create purchase orders, but cannot edit them once created.

2) If a purchase order has been accepted by the supplier, then only the Shipment Date can be edited by the buyer.

If a purchase order is in the 'Raised' status, and yet to be accepted by the supplier, then all parameters can be modified, except for Customer Purchase Order Number, Associated Party, and Program.

How to reach here:

Dashboard > Toggle menu > Receivables/Payables > Purchase Order Management > View/Edit Purchase Orders

To edit the purchase order details:

89. In the **Select Role** pop-up window that appears, select the **Buyer** option.
90. Click **Proceed**. The **View Purchase Order** screen appears.
OR
Click **Cancel** to cancel the transaction.
91. Enter the search criteria and click **Search**. The purchase orders list appears based on the entered search criteria.
OR
Click **Clear** to reset the search parameters.
92. Click the **Customer Purchase Order Number** of the purchase order record to be modified. The details of the specific purchase order appear in the **View Purchase Order** screen.

View Purchase Order Details – for Buyer role

The screenshot displays the 'View Purchase Order' interface for a buyer. The page header includes the Futura Bank logo, user name 'Welcome, Mayur Thakkar', and last login time '19 Nov 10:51 PM'. The main content area shows the following details:

Purchase Order Reference Number PO48427 Raised	Customer Purchase Order Number PO28092024	Purchase Order Amount \$500.00	Purchase Order Date 15 Sep 2020
Program Name LinkdProg22	Payment Terms -		
Pre-Acceptance No	Acceptance Date -		
Shipment Date 18 Sep 2020	Shipment Address Thakur Village, Mumbai, India, 400101		
Comments -			

Supplier Details:

Supplier Name AugBuyer	Supplier Id ***716
Supplier Address 81, Church Road, Berkshire, GB, NW58AD	

Amount Details Table:

Particulars	Amount
Purchase Order Amount	\$500.00
Discount Amount	0
Tax Amount	0
Final Purchase Order Amount	\$500.00

Buttons: [Cancel](#) [Back](#)

93. Click **Edit** to modify the purchase order. The **Edit Purchase Order** screen appears.

OR

Click **Cancel Purchase Order** to cancel a raised purchase order and stop it from being accepted by the supplier. This link is present only for purchase order with status as 'RAISED'.

OR

Click **Preview & Download Purchase Order**, to view the purchase order and to download a copy.

OR

Click **Cancel** to cancel the transaction.

OR

Click **Back** to navigate back to the previous screen.

Edit Purchase Order (with status as RAISED)

Viewer ATM/Branch English UBS OBPM 14.4 HEL Branch

futura bank Welcome, nehal.joshi Last login 03 Nov 04:31 PM

Edit Purchase Order
ABZ Solutions | ***462

Customer Purchase Order Number: po456

Program Name: Select

Purchase Order Date: 09 Oct 2020

Shipment Date: 16 Oct 2020

Payment Terms:

Associated Party: AugBuyer

Role: Seller

Pre-acceptance: No

Purchase Order Amount: USD \$1,560.00

Shipment Address: No

Commodity Details [Click 'Add' for commodity details](#) [Add](#)

Name	Code	Quantity	Total Weight	Cost/Unit	Gross Amount	Discount	Tax	Net Amount	Action
No data to display.									
Gross Purchase Order Amount								\$1,560.00	
Discount Percentage						Discount Value (Percent %)		\$0.00	
0									
Tax Percentage						Tax Value (Percent %)		\$0.00	
0									
Net Purchase Order Amount								\$1,560.00	



[Submit](#) [Cancel](#) [Back](#)



Copyright © 2006, 2020, Oracle and/or its affiliates. All rights reserved. | Security Information | Terms and Conditions

Field Description

Field Name	Description
Edit Purchase Order	
Party Name & ID	Displays the name and ID of the logged-in corporate party.
Customer Purchase Order Number	Displays the reference number present on the purchase order document. This field is, <ul style="list-style-type: none"> • Editable in case of a RAISED purchase order. • Non-editable in case of an ACCEPTED purchase order.
Associated Party	Displays the name of the counter party in the business transaction.
Role	Displays the role of the associated party. In this case, the role is always SELLER/SUPPLIER.

Field Name	Description
Program Name	Displays the name of the program under which the purchase order is created.
Auto Accept	Displays Yes if auto acceptance is applicable, and No , otherwise.
Auto Finance	Displays Yes if auto finance is applicable, and No , otherwise.
Pre-acceptance	Displays Yes if pre-acceptance of raised the purchase order is applicable, and No , otherwise.
Purchase Order Date	Displays the date on which the purchase order has been created. This field is not editable.
Purchase Order Amount	Displays the currency and amount of the purchase order. This field is, <ul style="list-style-type: none"> • Editable in case of a RAISED purchase order. • Non-editable in case of an ACCEPTED purchase order.
Shipment Date	Indicates the date of shipment of the products being purchased. This field is editable for both RAISED and ACCEPTED purchase orders.
Shipment Address	Displays the shipment address, if it is already recorded. If not, you can switch the toggle on, and enter the address in the Shipment Address pop-up window that appears. This field is, <ul style="list-style-type: none"> • Editable in case of a RAISED purchase order. • Non-editable in case of an ACCEPTED purchase order.
Payment Terms	Displays the agreed terms of the payment. This field is, <ul style="list-style-type: none"> • Editable in case of a RAISED purchase order. • Non-editable in case of an ACCEPTED purchase order.
Commodity Details	
This section displays the commodity details that have been added. You can add /edit commodities only for RAISED purchase orders. For ACCEPTED purchase orders, you can only view the added details.	
Name	Displays the name of the commodity.
Code	Displays the code of the commodity.
Quantity	Displays the quantity of the commodity being purchased.
Total Weight	Displays the total weight of the commodity, along with the weight per unit.
Cost/Unit	Displays the cost per unit of the commodity.
Gross Amount	Displays the gross amount of the commodity.

Field Name	Description
Discount	Displays the discount amount applicable, along with the discount percentage.
Tax	Displays the tax amount applicable, along with the tax percentage.
Net Amount	Displays the net amount of the commodity, after application of discount and tax.
Action	<p>Indicates the actions that can be performed on the commodity record. This is applicable only for RAISED purchase orders.</p> <ul style="list-style-type: none"> : Click this icon to edit the commodity details. : Click this icon to remove the commodity details entered.
Gross Purchase Order Amount	Displays the total gross amount of the purchase order. This is the sum of the gross amounts of all commodities added.
Total Discount Value	<p>Displays the total discount amount of all the commodities added. The average discount percentage of all added commodities is also displayed.</p> <p>Total Discount % = (Sum of discount amount of all commodities / Sum of gross amount of all commodities) *100</p>
Total Tax Value	<p>Displays the total tax amount of all the commodities added. The average tax percentage of all added commodities is also displayed.</p> <p>Total Tax % = [Sum of tax amount of all commodities / (Sum of gross amount of all commodities - Sum of discount amount of all commodities)] *100</p>
Net Purchase Order Amount	<p>Displays the total net amount, after considering the discount value and the tax value.</p> <p>Net Purchase Order Amount = Gross Purchase Order Amount – Total Discount amount + Total Tax amount</p>
Add Commodity Details	
This overlay window appears when you click Add in the Commodity Details section. This is applicable only for RAISED purchase orders. You cannot add or edit commodities in ACCEPTED purchase orders.	
Name	Enter the name of the commodity being purchased.
Code	Select the code of the commodity.
Quantity	Enter the commodity quantity required.
Weight/Unit	Enter the weight per unit of the commodity. Also indicates the unit of measurement to be used for weight.

Field Name	Description
Total Weight	Displays the total weight of the commodity. This value is automatically calculated and displayed. It is the product of the values in the Quantity and Weight/Unit fields.
Cost/Unit	Enter the cost per unit of the commodity.
Gross Amount	Displays the total cost of the commodity. This value is automatically calculated and displayed. It is the product of the values in the Quantity and Cost/Unit fields.
Discount	Specify any discount being offered on the purchase. You can either enter the percentage of discount (in the first field) or the actual discount amount (in the second field). When you enter any one of these values, the other value is automatically calculated and displayed. Click  to reset the values.
Tax	Specify any tax being charged on the purchase. You can either enter the percentage of tax (in the first field) or the actual tax amount (in the second field). When you enter any one of these values, the other value is automatically calculated and displayed. Click  to reset the values.
Net Amount	Displays the net amount (after application of discount and tax) of the commodity being purchased. Note: The Net Amount gets auto calculated as follows: $\text{Net Amount} = \text{Gross Amount} - \text{Discount amount} + \text{Tax amount}$
Create Copy	Select this check box to make a copy of the commodity details entered.

94. Modify/Add the required details.

95. Click **Submit** to submit the transaction, once all required changes have been made. The Review screen appears.

OR

Click **Cancel** to cancel the transaction.

OR

Click **Back** to navigate back to the previous screen.

96. In the Review screen, verify the details and click **Confirm**. A confirmation message appears along with the reference number and status of the transaction.

OR

Click **Cancel** to cancel the transaction.

OR

Click **Back** to navigate back to the previous screen.

10.5.3 Cancel Purchase Order

Using this option, the buyer can cancel a purchase order. This action can only be performed on purchase orders in the RAISED status.

Note: A supplier can only create purchase orders, but cannot cancel them once created.

How to reach here:

Dashboard > Toggle menu > Receivables/Payables > Purchase Order Management > View/Edit Purchase Orders

To cancel a purchase order:

97. In the **Select Role** pop-up window that appears, select the **Buyer** option.
98. Click **Proceed**. The **View Purchase Order** screen appears.
OR
Click **Cancel** to cancel the transaction.
99. Enter the search criteria and click **Search**. The purchase orders list appears based on the entered search criteria.
OR
Click **Clear** to reset the search parameters.
100. Click the **Customer Purchase Order Number** of the purchase order record (in RAISED status) to be cancelled. The details of the specific purchase order appear in the **View Purchase Order** screen.

View Purchase Order Details – for Buyer role

The screenshot shows the 'View Purchase Order' interface for a Buyer role. The header includes the Futura Bank logo and user information: 'Welcome, Mayur Thakkar' with a last login time of 10:51 PM. The page title is 'View Purchase Order' with a reference number 'ABZ Solutions | ***462'. Navigation options include 'Edit', 'Cancel Purchase Order', and 'Preview & Download Purchase Order'. The main content area is divided into several sections:

- Purchase Order Reference Number:** PO48427 (Status: RAISED)
- Customer Purchase Order Number:** PO28092024
- Purchase Order Amount:** \$500.00
- Purchase Order Date:** 15 Sep 2020
- Program Name:** LinkdProg22
- Payment Terms:** -
- Pre-Acceptance:** No
- Acceptance Date:** -
- Shipment Date:** 18 Sep 2020
- Shipment Address:** Thakur Village, Mumbai, India, 400101
- Comments:** -
- Supplier Details:**
 - Supplier Name:** AugBuyer
 - Supplier Id:** ***716
 - Supplier Address:** 81, Church Road, Berkshire, GB, NNWS8AD

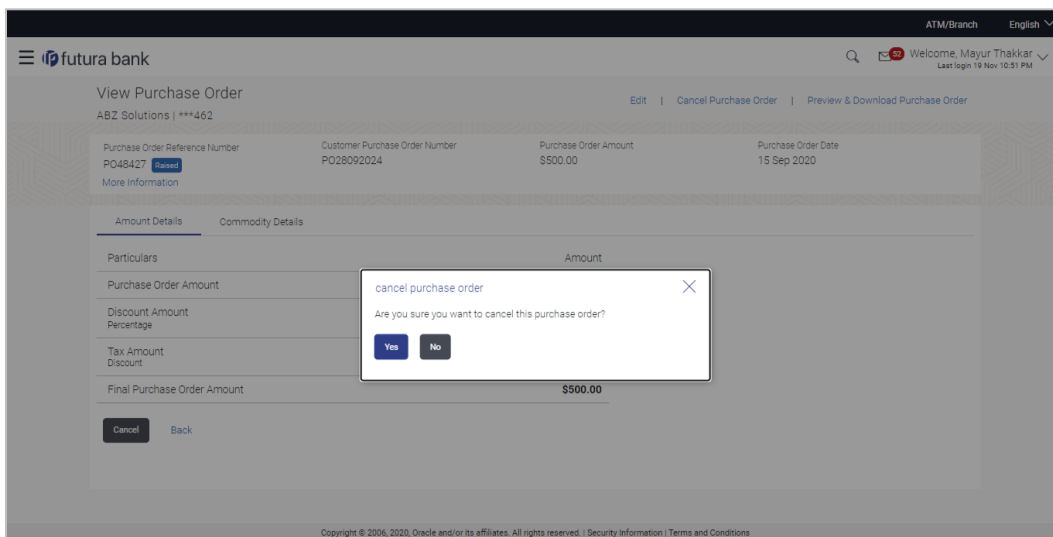
Below these details is a 'Less Information' link. At the bottom, there are two tabs: 'Amount Details' (selected) and 'Commodity Details'. The 'Amount Details' table shows:

Particulars	Amount
Purchase Order Amount	\$500.00
Discount Amount Percentage	0
Tax Amount Discount	0
Final Purchase Order Amount	\$500.00

At the bottom of the screen, there are 'Cancel' and 'Back' buttons. The footer contains the copyright notice: 'Copyright © 2006, 2020, Oracle and/or its affiliates. All rights reserved. | Security Information | Terms and Conditions'.

101. Click **Cancel Purchase Order** to cancel the purchase order and stop it from being accepted by the supplier. The **cancel purchase order** pop-up window appears.
- OR
- Click **Edit** to modify the purchase order. The **Edit Purchase Order** screen appears.
- OR
- Click **Preview & Download Purchase Order**, to view the purchase order details and download a copy.
- OR
- Click **Cancel** to cancel the transaction.
- OR
- Click **Back** to navigate back to the previous screen.

Cancel Purchase Order



102. Click **Yes** to cancel the purchase order. A Confirmation message appears with the reference number and status of the transaction.
- OR
- Click **No** to stay on the **View Purchase Order** details screen.

10.6 Accept / Reject Purchase Order

Using this option, a supplier can accept or reject purchase orders to convey the agreement or disagreement to supply the required commodities. One or more purchase orders can either be accepted or rejected in a single transaction.

Once the transaction is complete, the designated corporate approver is notified, in case an approval flow is set. The approver can either approve or reject the transaction. In case of rejection, the approver can send the transaction back to the corporate user (maker), to make modifications as required, and re-submit for approval.

Note:

- 1) Only that corporate party with the role of **Supplier** can accept or reject purchase orders. In addition, only those purchase orders with status as **Raised** can be accepted or rejected.
- 2) If the supplier is creating the purchase orders, then they are pre-accepted by default, when raised.

Pre-requisites


User must have valid corporate login credentials.

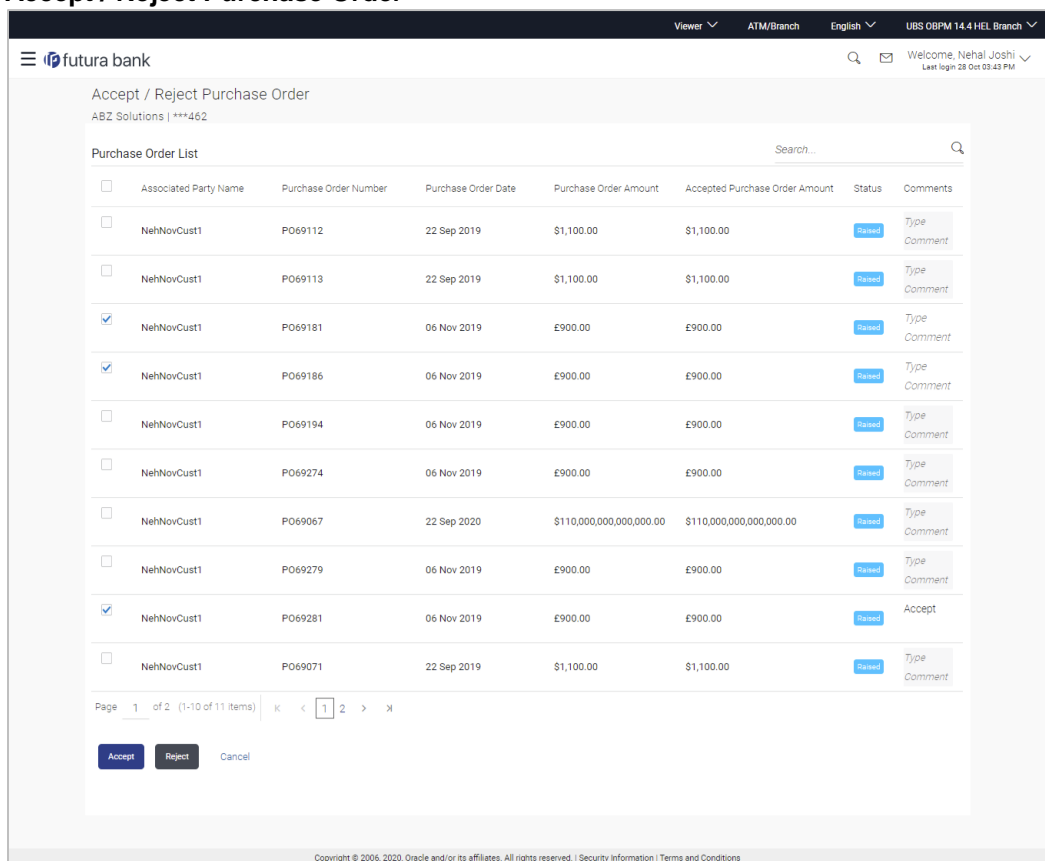
How to reach here:

Dashboard > Toggle menu > Receivables/Payables > Purchase Order Management > Accept/Reject Purchase Order

To accept / reject purchase order(s):

103. In the **Accept/Reject Purchase Order** screen, a list of purchase orders with status as **Raised**, and where the logged-in party is the supplier, appears.

- To search for a specific purchase order, enter either the associate party name, or purchase order number, or purchase order amount, or accepted purchase order amount, in the **Search** field.
- Click . The relevant purchase orders appear.

Accept / Reject Purchase Order


Viewer ATM/Branch English UBS OBPM 14.4 HEL Branch

Welcome, Nehal Joshi
Last login 28 Oct 03:43 PM

Accept / Reject Purchase Order
ABZ Solutions | ***462

Purchase Order List Search...


	Associated Party Name	Purchase Order Number	Purchase Order Date	Purchase Order Amount	Accepted Purchase Order Amount	Status	Comments
<input type="checkbox"/>	NehNovCust1	PO69112	22 Sep 2019	\$1,100.00	\$1,100.00	Raised	Type Comment
<input type="checkbox"/>	NehNovCust1	PO69113	22 Sep 2019	\$1,100.00	\$1,100.00	Raised	Type Comment
<input checked="" type="checkbox"/>	NehNovCust1	PO69181	06 Nov 2019	€900.00	€900.00	Raised	Type Comment
<input checked="" type="checkbox"/>	NehNovCust1	PO69186	06 Nov 2019	€900.00	€900.00	Raised	Type Comment
<input type="checkbox"/>	NehNovCust1	PO69194	06 Nov 2019	€900.00	€900.00	Raised	Type Comment
<input type="checkbox"/>	NehNovCust1	PO69274	06 Nov 2019	€900.00	€900.00	Raised	Type Comment
<input type="checkbox"/>	NehNovCust1	PO69067	22 Sep 2020	\$110,000,000,000,000.00	\$110,000,000,000,000.00	Raised	Type Comment
<input type="checkbox"/>	NehNovCust1	PO69279	06 Nov 2019	€900.00	€900.00	Raised	Type Comment
<input checked="" type="checkbox"/>	NehNovCust1	PO69281	06 Nov 2019	€900.00	€900.00	Raised	Accept
<input type="checkbox"/>	NehNovCust1	PO69071	22 Sep 2019	\$1,100.00	\$1,100.00	Raised	Type Comment

Page 1 of 2 (1-10 of 11 items) | < 1 2 > X

Accept Reject Cancel

Copyright © 2006, 2020, Oracle and/or its affiliates. All rights reserved. | Security Information | Terms and Conditions

Field Description

Field Name	Description
Accept/Reject Purchase Order	
Party Name & ID	Displays the name and ID of the logged-in corporate party.
Search By	Indicates an option to search for specific purchase orders, by entering either the associate party name, or purchase order number, or purchase order amount, and clicking  .
Purchase Order List	
Associated Party Name	Displays the name of the associated party.
Purchase Order Number	Displays the purchase order reference number as a hyperlink. If you click this link, an image of the physical purchase order appears in an overlay window.
Purchase Order Date	Displays the date when the purchase order has been created.
Purchase Order Amount	Displays the amount of the purchase order.
Accepted Purchase Order Amount	Displays the accepted purchase order amount.
Status	Displays the status of the purchase order.
Comments	Enter the remarks if any while accepting / rejecting the purchase order. Note: Remarks are mandatory if rejecting the purchase order.

104. Select the check box(es) beside the purchase order(s) to be accepted/rejected.
105. In the **Comments** field, enter the remarks if rejecting the purchase order.
106. Click **Accept / Reject** to accept/ reject the selected purchase order(s). The Review screen appears.
OR
Click **Cancel** to cancel the transaction.
107. In the Review screen, verify the details and click **Confirm**. A confirmation message of request initiation of acceptance/ rejection of purchase order(s) appears along with the reference number and status.
OR
Click **Back** to navigate back to the previous screen.
OR
Click **Cancel** to cancel the transaction.

FAQ

11. Who can create a purchase order?

A purchase order can be created by a supplier or a buyer, with valid login credentials. If the purchase order is being created by a supplier then the pre-acceptance flag gets defaulted as 'Yes' as it is implied that the supplier is accepting the purchase order. If the purchase order is being raised by a buyer, then the pre-acceptance flag can be set to yes or no based on the user's requirement.

12. Can I create multiple purchase orders for different suppliers?

Yes, a corporate can create multiple purchase orders online for different suppliers.

13. How many purchase orders can I create at a time?

There is no upper limit for creation of purchase orders at one time (in a single transaction). You can create as many purchase orders as required.

14. Can I create 2 purchase orders in one single transaction, such that one is a fresh purchase order and the other is from a template?

Yes. When you create a fresh purchase order, you must first save it. Then you can click on the Templates tab, and select the next purchase order template to be added.

[Home](#)