

Receivables/Payables Management User Manual
Oracle Banking Digital Experience
Patchset Release 21.1.4.0.0

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ORACLE®

Receivables/Payables Management User Manual

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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 21.1.4.0.0, 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 14.5.4.0.0	Oracle Banking Cash Management System 14.5.4.0.0
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 14.5.4.0.0	Oracle Banking Cash Management System 14.5.4.0.0
	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 14.5.4.0.0	Oracle Banking Cash Management System 14.5.4.0.0
	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** – Bulk payments file uploading and viewing.
- **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: Certain 'Receivables/Payables' transactions are only supported on **Desktops/Laptops** and on **Landscape** mode of **Tablet** devices.

The features built for the corporate user for managing receivables/payables are as follows:

- Online Creation
- Invoice Creation with Document Upload (applicable only for invoices)
- Creation through Bulk File Upload
- Edit
- Accept
- View
- Cancel – (prior to it being accepted)
- Save as Template
- Delete Template
- Raising Dispute
- Resolving Dispute
- Assignment

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.

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.

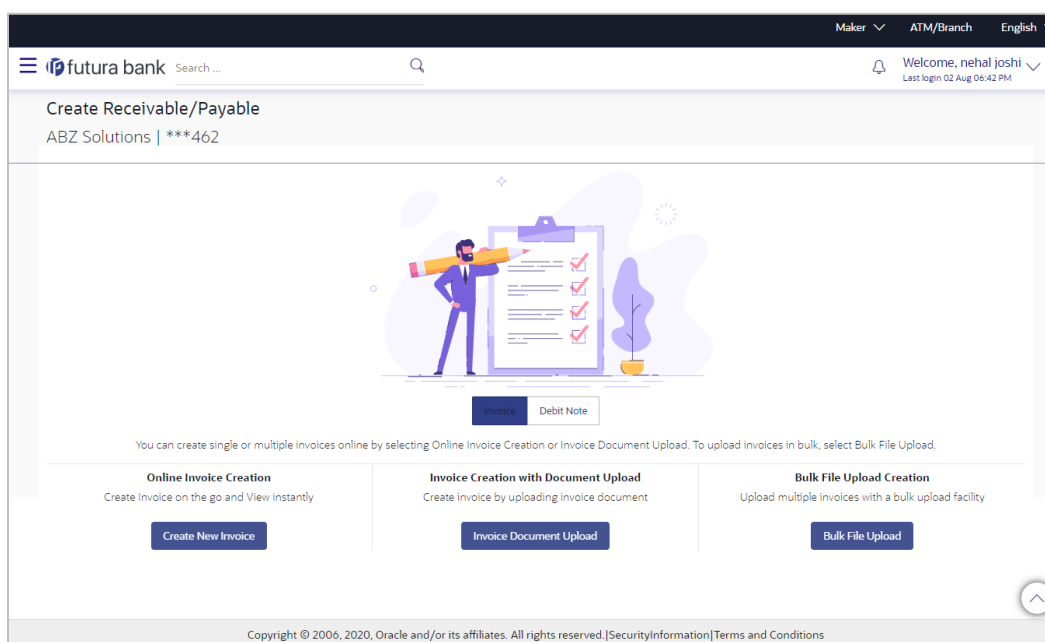
How to reach here:

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' screen in the Oracle system. The user is logged in as 'nehal.joshi'. The page title is 'Create Receivables/Payables' for user 'Gloria Rodrigues | ***715'. There are two tabs: 'New Invoice' (selected) and 'Template'. The main section is titled 'Multiple Online Invoice Creation' with a link for 'Bulk Upload' if the user is having difficulty. 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, currently checked 'Yes'), 'Purchase Order Date', 'Invoice Due Date', 'Invoice Amount' (set to 'LAK'), and 'Funding Request Date'. Below the form is a 'Commodity Details' table with columns: Name, Code, Quantity, Cost/Unit, Gross Amount, Discount, Tax, Net Amount, and Actions. The table currently shows 'No data to display'. To the right of the table is a summary section with 'Gross Invoice Amount' (LAK0.00), 'Discount' (0 % 0.00), 'Tax' (0 % 0.00), and 'Miscellaneous Charges 1' (0.00). At the bottom, there are 'Save' and 'Save and Copy' buttons, and an '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 or financed.

- Once you enter the above details, you can optionally add the commodity details.
- 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.

The screenshot shows the 'Add Commodity Details' overlay window. The background form is titled 'Create Receivables/Payables' for 'ABZ Solutions | ***462'. The overlay window has the following fields and values:

- Name: Fruits
- Code: Apples
- Quantity: 300
- Cost/Unit: USD20.00
- Gross Amount: USD6,000.00
- Discount: 5 USD300.00
- Tax: 1 USD5700
- Net Amount: USD5,757.00
- There is a checkbox for 'Create Copy' which is currently unchecked.
- An 'Add' button is located at the bottom right of the overlay.

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.

- 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

Associated Party: AugSupp

Role: Seller

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> <hr/>
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> <hr/>
	<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.

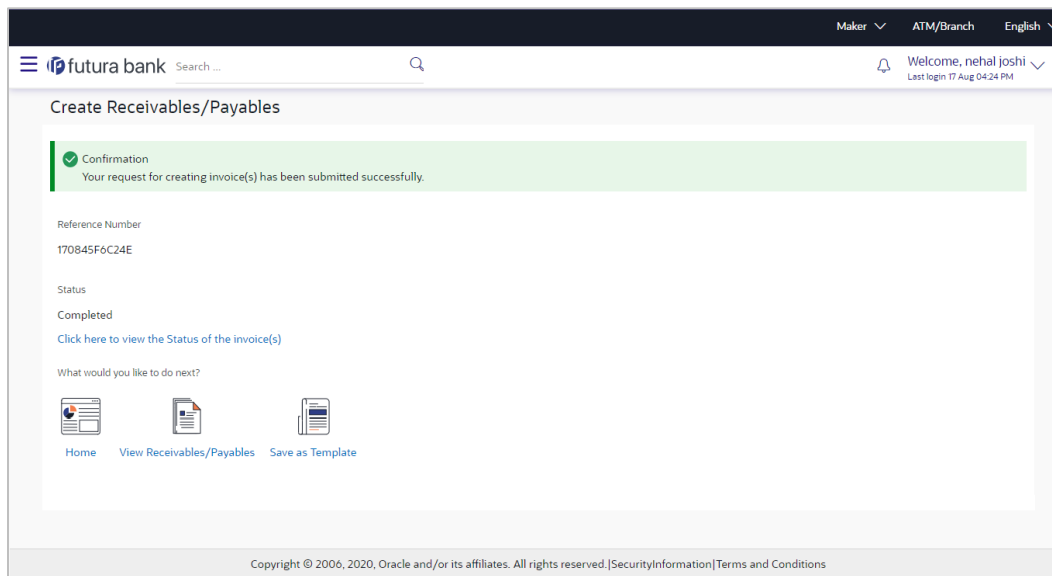
OR

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.

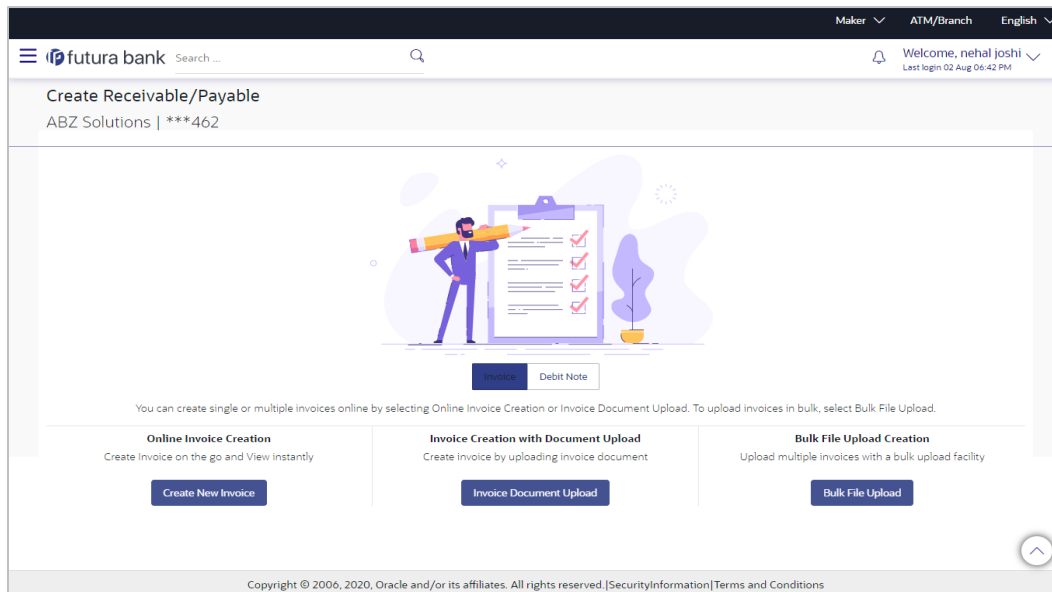
4.1.1.2 Create Invoice using Templates

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

The screenshot shows the Oracle Fura Bank interface for creating receivables/payables. The 'Template' tab is active, displaying a table of invoice templates. The table has the following data:


Template Name	No. of Invoices Saved	Created By	Last Updated	Action
INV_TMPL_120221115233	4	nehcms10	12 Feb 2021	
INV_TMPL_120221073234	4	nehcms10	12 Feb 2021	
INV_TMPL_120221065734	1	nehcms10	12 Feb 2021	
INV_TMPL_120221060212	3	nehcms10	12 Feb 2021	
INV_TMPL_120221060141	3	nehcms10	12 Feb 2021	
INV_TMPL_120221055032	3	nehcms10	12 Feb 2021	
INV_TMPL_120221054743	3	nehcms10	12 Feb 2021	
INV_TMPL_120221054524	1	nehcms10	12 Feb 2021	
INV_TMPL_050221044738	1	ABZVAMMAK1	05 Feb 2021	
INV_TMPL_050221044628	1	ABZVAMMAK1	05 Feb 2021	

The page also includes a search bar, a 'Notes' box explaining that templates save data for future use, and a footer with copyright information.

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.

- Navigate through the pages to the required template, or use the **Search** field to find a specific template.
- 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.
 - Click **Yes** to delete the invoice template.
OR
Click **No** to cancel the deletion of the invoice template.
- 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.

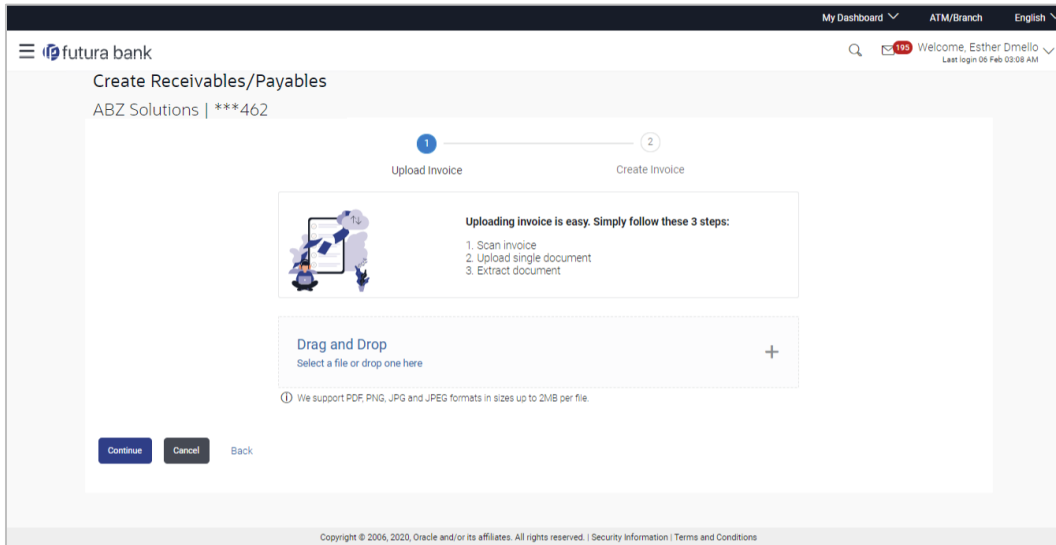
Create Receivable/Payable

Field Description

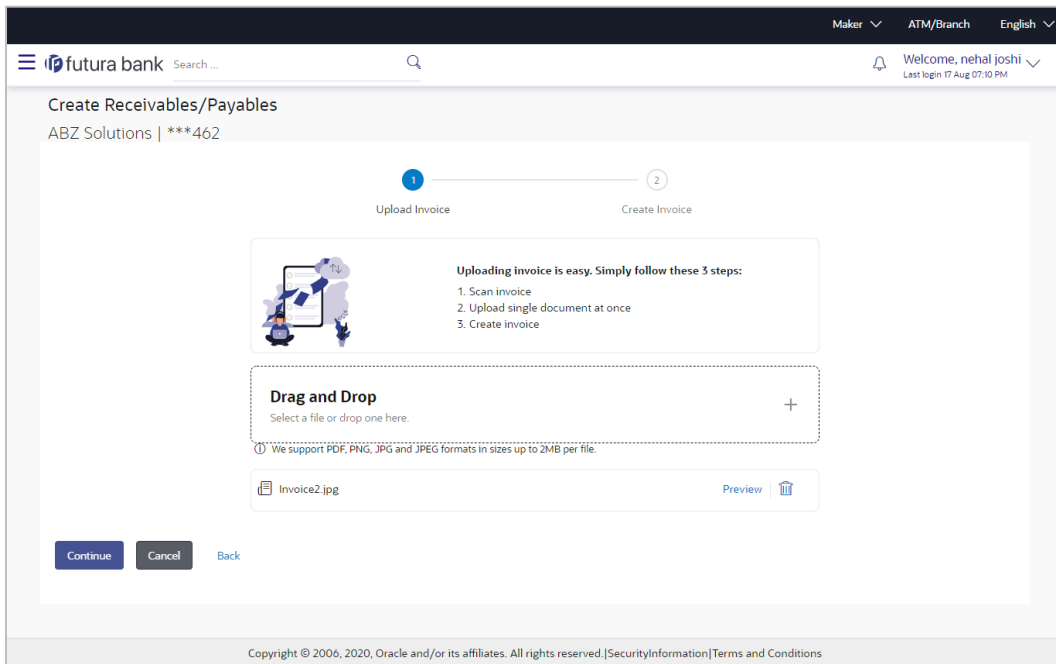
Field Name	Description
Create Receivable/Payable	
Party Name & ID	Displays the name and ID of the logged-in corporate party.
Invoice/Debit Note	Select the Invoice option.
Online Invoice Creation	Indicates the option to create invoice records by manual entry of invoice details.
Invoice Creation with Document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



3. 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.



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

futura bank
Maker ATM/Branch English

Welcome, nehal joshi
Last login 17 Aug 07:10 PM

Create Receivables/Payables
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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

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,
Allentown, PA 18601 Phone-
(610) 791-9080 Email-
heritagel@soylent.com

Invoice No.# 99PL8317
Invoice Date 09-02-2020
PO No.# 0019023
PO Date 01-02-2020
Due Date 09-03-2020

BILL TO

SHIP TO

Buyer - 18302
Musart Corp Ltd.
4065 Teton Ct,
Stroudsburg, PA 18360
Phone-610-324-0765
Email- hmbrand@mus.com

Amy Taylor
4805 Teton Ct,
Stroudsburg, PA 18360
hmbrand@mus.com
610-324-0765
Tax- 12-6272901

ITEM	DESCRIPTION	PRODUCT ID	UNIT COST	QUANTITY	AMOUNT
1.	Inkjet Printer	752K07L3	200.00	2	400.00
2.	PVC Cards	812307I2	3.00	500	1500.00
Sub Total					1900.00
Discount @ 10.00 %					-190.00
Corporate 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	Cost Per Unit	Gross Amount	Actions
No data to display.					
				Total Amount	USD1,900.00
Discount Percentage				Discount Value	USD190.00
10.00				(Percent %)	
Tax Percentage				Tax Value	USD171.00
10.00				(Percent %)	
				Net Invoice Amount	USD1,881.00

Submit
Cancel
Back

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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
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Upload Invoice (1) Create Invoice (2)

Preview

Soylent Ltd.

6 Theatre Street,
Albion, PA 15001 Phone:
(412) 750-1000 Email:
herlogit@wanc.com

BILL TO

Buyer - 18302
Musart 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

Thank you for your business!

Commodity Details Click 'Add' for commodity details

Name	Code	Quantity	Cost Per Unit	Gross Amount	Actions
Prod1	Product1	200	2	400	[Add] [Remove]
Prod2	Product2	500	500	1500	[Add] [Remove]
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

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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 Oracle Futura Bank web interface for creating invoices. 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'. The main heading is 'Create Receivable/Payable' with a sub-heading 'ABZ Solutions | ***462'. Below this is an illustration of a man in a suit holding a large pencil next to a checklist. There 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.' Below this are three main options, each with a button:

- Online Invoice Creation**: Create Invoice on the go. Button: 'Create New Invoice'.
- Invoice Creation with Document Upload**: Create invoice by uploading invoice document. Button: 'Invoice Document Upload'.
- Bulk File Upload Creation**: Upload multiple invoices with a bulk upload facility. Button: 'Bulk File Upload'.

 At the bottom, there is a copyright notice: '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
ad-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

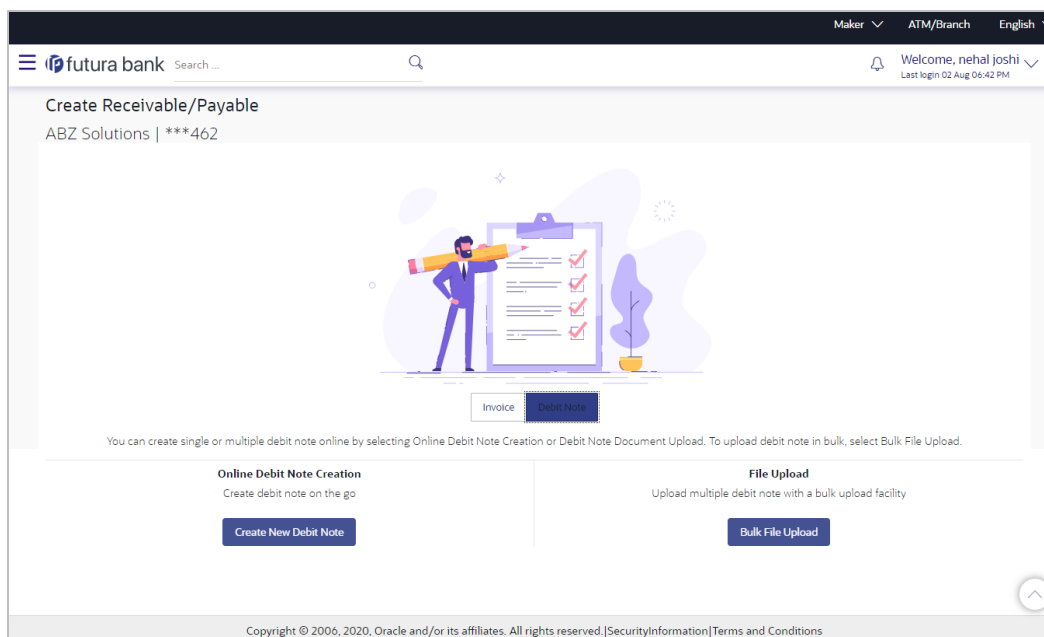
Using this option, corporate users can create single or multiple debit notes online for the buyer in the Supply Chain Finance program. Post submission of the debit note, an option is provided to save the content as a Template. The template can be reused for creating debit notes for the same program and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

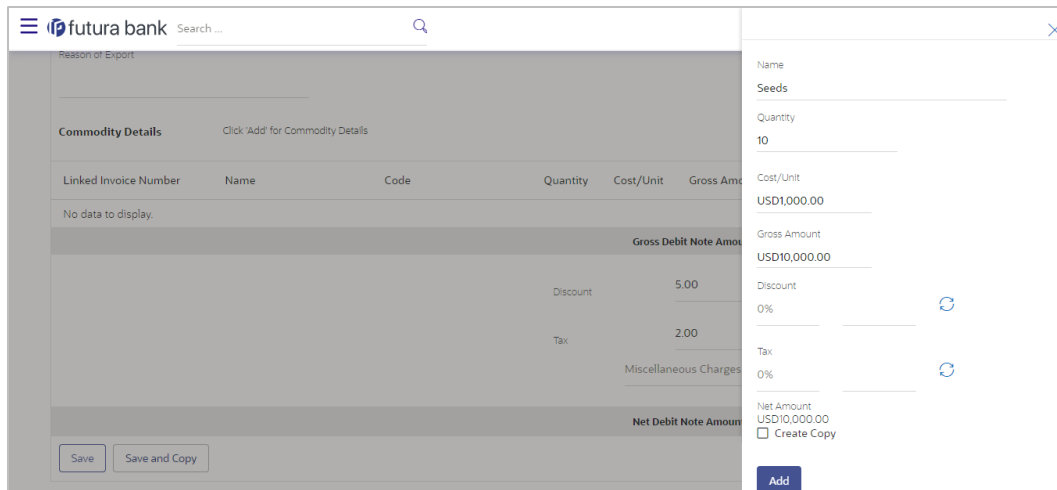
Field Name	Description
Terms of Sale	Enter the applicable 3-digit Incoterms code. The available values are: <ul style="list-style-type: none"> • EXW Ex Works • FAS Free Alongside Ship • FCA Free Carrier • FOB Free On Board • CPT Carriage Paid To • CFR Cost and Freight • CIP Carriage and Insurance Paid 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.




4. 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 Add

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	

Save Save and Copy




Add Debit Note





Submit Cancel Back


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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.

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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.

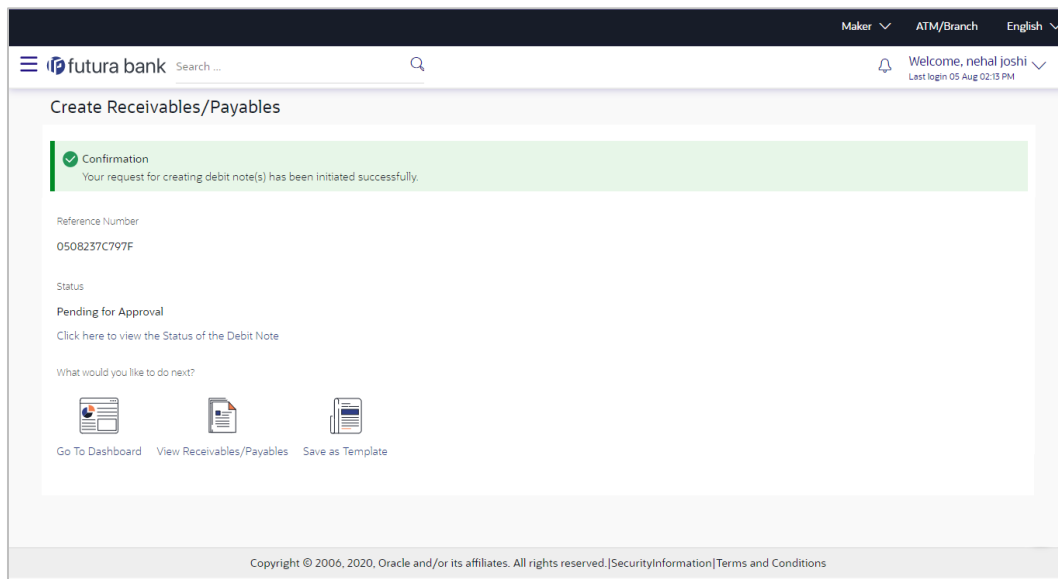
7. To create another new debit note in the transaction, click the **Add Debit Note** link.
 - Add required details as mentioned in the steps above.
8. Click **Submit** to submit the transaction, once all required debit notes have been added. The Review screen appears.
OR
Click **Cancel** to cancel the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

Create Debit Note – Review Screen

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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.

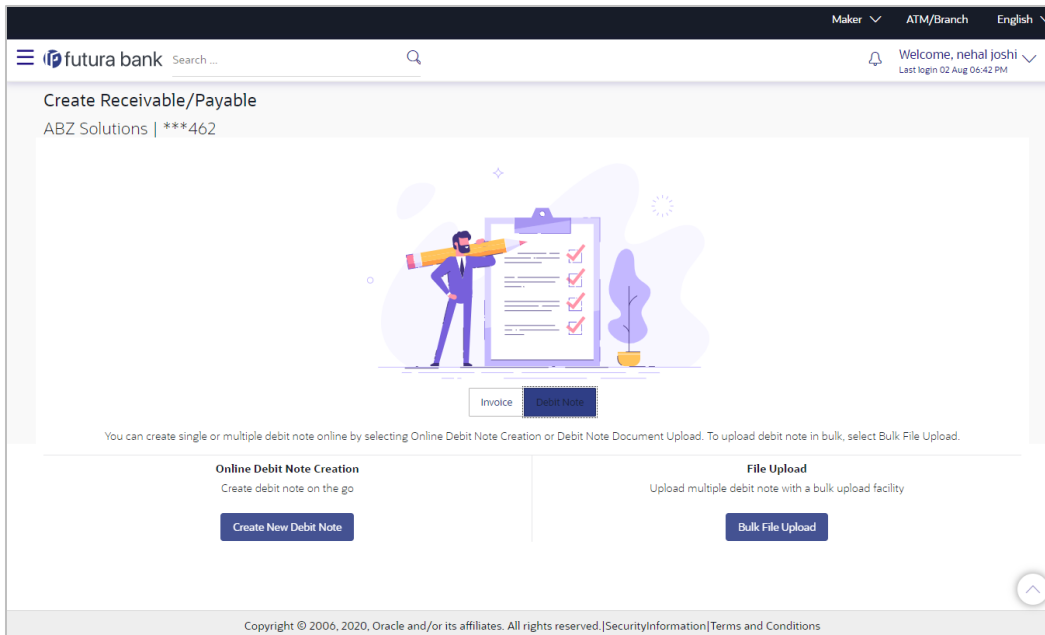
4.2.1.2 Create Debit Notes using Templates

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:

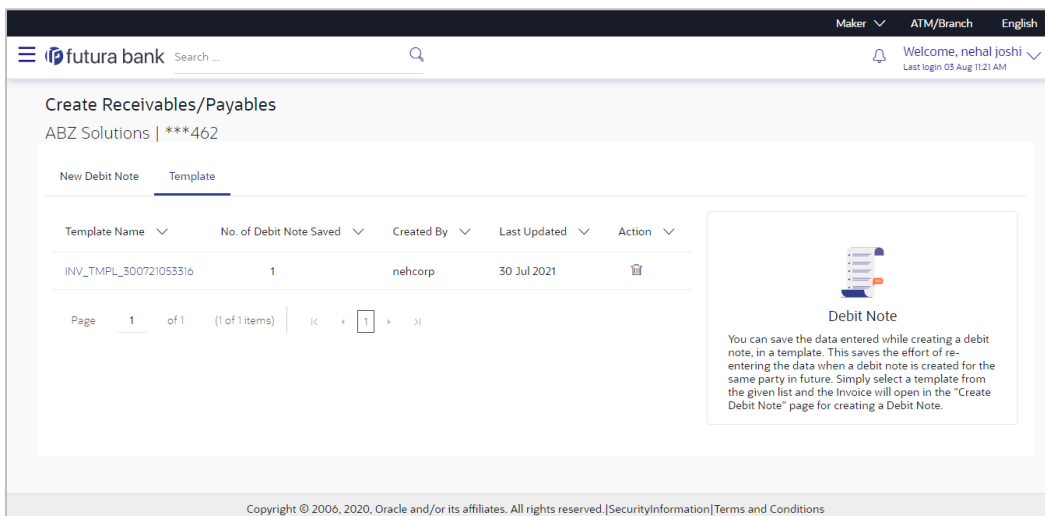
Dashboard > Toggle menu > Receivables/Payables > Receivables/Payables Management > Create Receivables/Payables

To view and use templates for creation of debit notes:







1. On navigating to the **Create Receivable/Payable** screen, select the **Debit Note** option and then click the **Create New Debit Note** 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 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.

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 **New Debit Note** tab.
OR
To delete an existing debit note template, click . A popup message appears to confirm the deletion.
 - a. Click **Yes** to delete the debit note template.
OR
Click **No** to cancel the deletion of the debit note template.
5. Add or modify the required details.
6. 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.
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 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

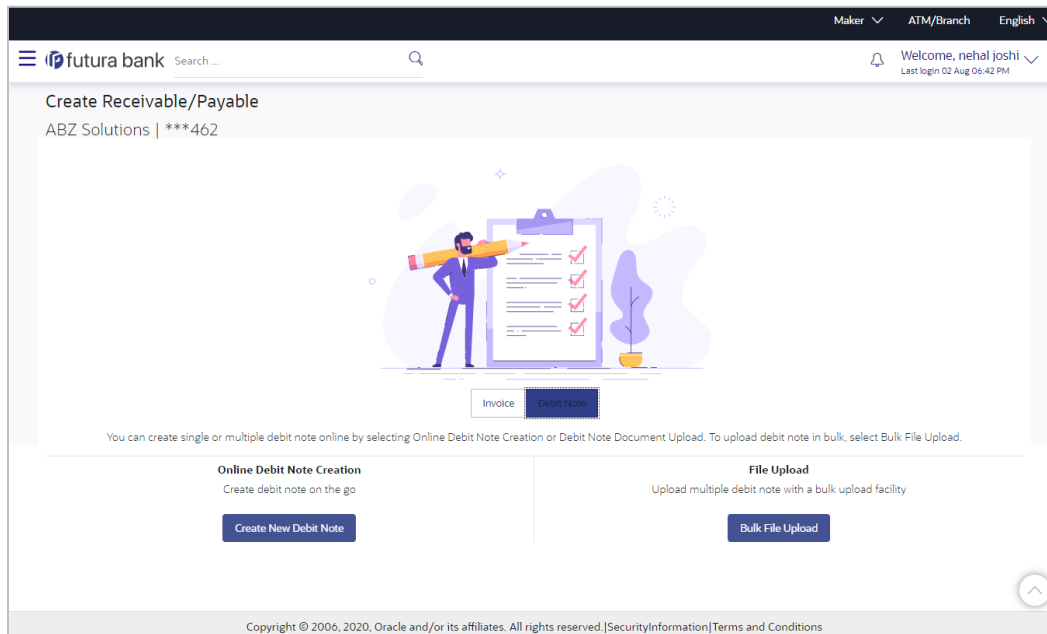
OR

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

FAQ

1. Who can create invoices/debit notes?

Invoices/debit notes can be created into the banks system by a supplier or a buyer, with valid login credentials and access rights. If the invoice/debit note 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/debit note. If the invoice/debit note 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/debit notes for different buyers?

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

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

There is no upper limit for creation of multiple invoices/debit note at one time. The user can create as many invoices/debit note 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](#)

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

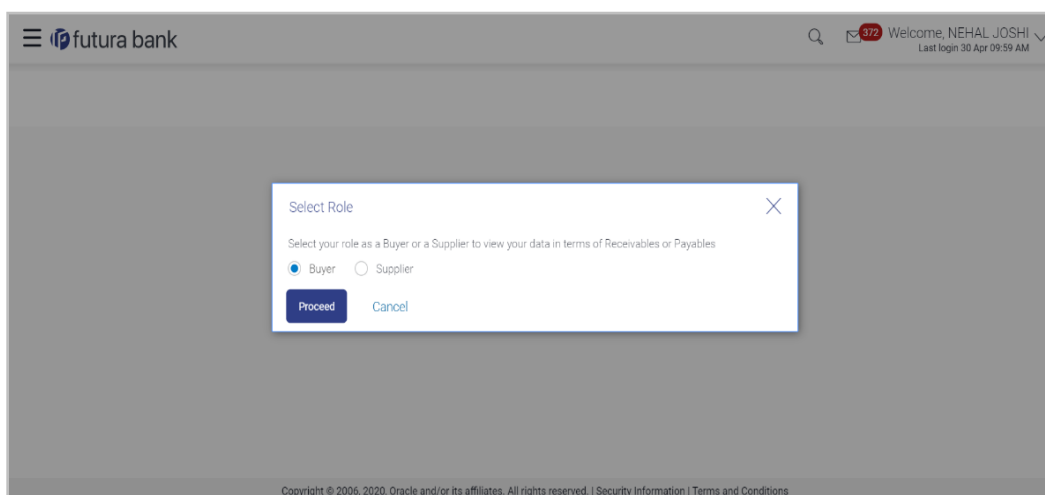
OR

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

To view receivables/payables:

1. 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

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

View Receivables/Payables screen (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

List of Payables

Customer Reference Number	Associated Party	Due Date	Amount	Status	Payable Amount	Finance Status	Payment Status
InvFinTrunkNov23	AugSupp	30 Nov 2030	GBP5,000.00	Accepted	GBP5,000.00	-	Unpaid
InvNov021	AugSupp	30 Nov 2030	GBP12,000.00	Accepted	GBP11,961.00	-	Partially Paid
DNNov2621	AugSupp	30 Nov 2030	USD10,000.00	Accepted	USD10,000.00	-	Unpaid
Inv24122020	AugBuyer	06 Dec 2030	GBP6,500.00	Assigned	GBP6,500.00	-	Unpaid
ReconInvDec221	Linked Cust	26 Dec 2030	GBP1,000.00	Raised	GBP990.00	-	Partially Paid
InvDec221	Linked Cust	26 Dec 2030	GBP1,000.00	Raised	GBP1,000.00	-	Unpaid

Page 58 of 58 (571-576 of 576 items)

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View Receivables/Payables screen (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
Buyer **Supplier**

List of Receivables









Customer Reference Number	Associated Party	Due Date	Amount	Status	Receivable Amount	Finance Status	Payment Status
RaiseInvOct211	NehNovCust1	30 Oct 2030	GBP15,000.00	Raised	GBP15,000.00	-	Unpaid
CancelInvOct211	NehNovCust1	30 Oct 2030	GBP16,000.00	Cancelled	GBP16,000.00	-	Unpaid
InvOct12223	NehNovCust1	31 Oct 2030	USD2,333.00	Cancelled	USD0.00	-	Paid
InvNov2621	aspnov2621	29 Nov 2030	USD10,000.00	Disputed	USD10,000.00	-	Unpaid
InvO1052021	NehNovCust1	01 May 2031	GBP9,000.00	Disputed	GBP9,000.00	-	Unpaid
RaiseInvOct21	NehNovCust2	30 Oct 2031	GBP12,000.00	Disputed	GBP10,420.00	-	Partially Paid
InvOCRAug17	NehNovCust1	30 Aug 2032	GBP1,980.00	Disputed	GBP1,980.00	-	Unpaid

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View Receivables/Payables (on mobile device)

The **View Receivables/Payables** screen can also be viewed on a mobile device. The features and functionality available on the desktop computers, such as hyperlinks, search filters, and the download option, are also available on the mobile device.

For Buyer Role	For Supplier Role
<p>< View Receivables/Payables</p> <p>Switch View</p> <p>Select your role as a Buyer or a Supplier to view your data in terms of Receivables or Payables</p> <p>Buyer Supplier</p> <p>List of Payables</p> <p>Search...   </p> <p> OBDXINVR631May Accepted</p> <p>Associated Party Due Date BritishPaint31May 08 Apr 2018</p> <p>Amount USD3,300.00</p> <p>Payable Amount USD3,300.00</p> <p>Payment Status Finance Status Unpaid -</p>	<p>< View Receivables/Payables</p> <p>Switch View</p> <p>Select your role as a Buyer or a Supplier to view your data in terms of Receivables or Payables</p> <p>Buyer Supplier</p> <p>List of Receivables</p> <p>Search...   </p> <p> CMSINV01Jun Overdue</p> <p>Associated Party Due Date CMC01Jun 08 Apr 2018</p> <p>Amount USD1,000.00</p> <p>Payable Amount USD1,000.00</p> <p>Payment Status Finance Status Unpaid -</p>

Field Description

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

View Receivables/Payables

This screen displays a list of invoices and debit notes based on the role of the logged-in party.

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



Switch View Indicates the option to view the receivables/payables based on the corporate party's role.

The options are:

- Buyer
- Supplier

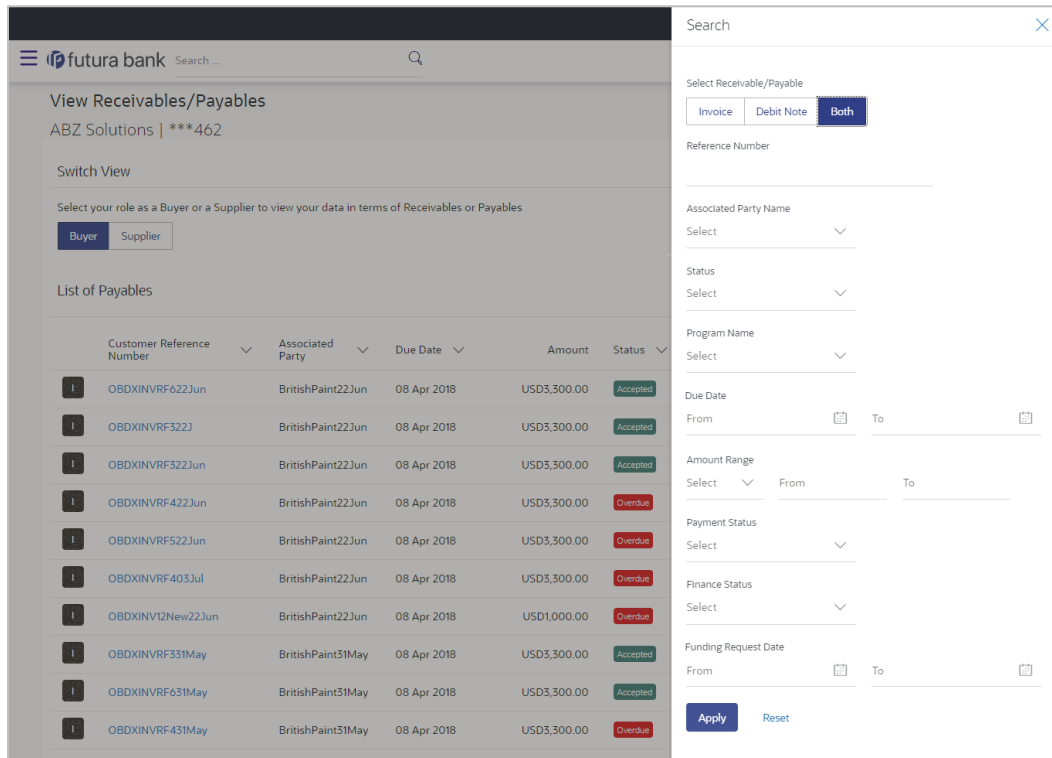
Search Enter a partial or complete search string, such as reference number, or associated party name, or amount, to search for specific instruments.

Download Indicates an option to download the list of receivables/payables as a CSV file.

Field Name	Description
	Click this icon to filter the instruments, based on certain criteria. For more information, refer the Screen overlay window section below.
List of Receivables / List of Payables	
A list of receivables/payables is displayed in this section. 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	Displays 'I' for an invoice and 'D' for a debit note.
Customer Reference Number 	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. 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.
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.
Finance Status	Displays the status of any finance availed against the instrument. This value can be one of the following: <ul style="list-style-type: none"> • Financed • Partially Financed If the instrument has not been financed, or if the finance is in progress, then this field remains blank.
Payment Status	Displays the status of payment of the receivable/payable.

Search (overlay window)

This overlay window appears when you click  in the **View Receivables/Payables** screen.




The screenshot shows the 'View Receivables/Payables' interface for 'ABZ Solutions | ***462'. The main area displays a table of payables with columns for Customer Reference Number, Associated Party, Due Date, Amount, and Status. The search overlay window is open, showing various filters to refine the search results.

Customer Reference Number	Associated Party	Due Date	Amount	Status
OBDXINRF622Jun	BritishPaint22Jun	08 Apr 2018	USD3,300.00	Accepted
OBDXINRF322J	BritishPaint22Jun	08 Apr 2018	USD3,300.00	Accepted
OBDXINRF322Jun	BritishPaint22Jun	08 Apr 2018	USD3,300.00	Accepted
OBDXINRF422Jun	BritishPaint22Jun	08 Apr 2018	USD3,300.00	Overdue
OBDXINRF522Jun	BritishPaint22Jun	08 Apr 2018	USD3,300.00	Overdue
OBDXINRF403Jul	BritishPaint22Jun	08 Apr 2018	USD3,300.00	Overdue
OBDXINRV12New22Jun	BritishPaint22Jun	08 Apr 2018	USD1,000.00	Overdue
OBDXINRF331May	BritishPaint31May	08 Apr 2018	USD3,300.00	Accepted
OBDXINRF631May	BritishPaint31May	08 Apr 2018	USD3,300.00	Accepted
OBDXINRF431May	BritishPaint31May	08 Apr 2018	USD3,300.00	Overdue

Field Description

Field Name	Description
Search	
Select Receivable/Payable	Select the required receivable/payable for viewing. The options are: <ul style="list-style-type: none"> • Invoice • Debit Note • Both The Both option is selected by default.
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.

Field Name	Description
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 • 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.
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	<p>Indicates an option to retrieve the receivables/payables with payments in a particular status.</p> <p>The options are:</p> <ul style="list-style-type: none"> • Paid • Unpaid • Partially Paid
Finance Status	Indicates an option to search for receivables/payables based on their finance status, whether financed, or partially financed.
Funding Request Date From/To	Indicates the option to retrieve the receivables/payables with funding request dates in a specific time range.

- To filter the list of receivables/payables, either use the **Search** field or the Filter () option.
- To view the details of a specific receivable/payable, click the **Customer Reference Number** link. 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 displays the 'View Invoice Details' interface for Futura Bank. At the top, there is a navigation bar with 'Maker', 'ATM & Branch Locator', and 'English' options. The user is identified as 'Welcome, Nehal Joshi' with a last login time of '31 Jan 08:25 PM'. The main heading is 'View Invoice Details' for 'ABZ Solutions | ***462'. Below this, a summary table shows: Host Reference Number (INV83460), Payment Status (Unpaid), Invoice Date (14 Jan 2020), and Finance Status (Financed). A 'More Information' link is provided. The 'Amount Details' section is active, showing a table with columns 'Particulars' and 'Amount'. The table lists: Invoice Amount (USD200.00), Discount Amount Percent (USD0.00), Tax Amount Percent (USD0.00), Final Invoice Amount (USD200.00), Acceptance Amount (USD200.00), and Outstanding Amount (USD200.00). 'Cancel' and 'Back' buttons are at the bottom left. The footer contains copyright text: 'Copyright © 2006, 2020, Oracle and/or its affiliates. All rights reserved.[SecurityInformation]Terms and Conditions'.

Host Reference Number	Payment Status	Invoice Date	Finance Status
INV83460	Unpaid	14 Jan 2020	Financed

Particulars	Amount
Invoice Amount	USD200.00
Discount Amount Percent	USD0.00
Tax Amount Percent	USD0.00
Final Invoice Amount	USD200.00
Acceptance Amount	USD200.00
Outstanding Amount	USD200.00

On Clicking 'More Information'

Navigation: Maker | ATM & Branch Locator | English

Header: futura bank | Search | Welcome, Nehal Joshi | Last login 31 Jan 08:25 PM

View Invoice Details

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[Raise Dispute](#) | [Assign](#) | [Preview and Download](#)

Host Reference Number	Payment Status	Invoice Date	Finance Status
INV83460	Unpaid	14 Jan 2020	Financed
Customer Invoice No	Payment Terms		
NutanInvFinSep0902	-		
Invoice Due Date	Purchase Order No		
16 Mar 2020	PONXXYU11		
Purchase Order Date	Shipment Date		
-	-		
Product Code	Program Name		
SUPF	SUPFProgram01		
Pre Accepted	Acceptance Date		
Yes	16 Jan 2020		
Disputed	Assignment		
-	-		
Funding Request Date	Comments		
	NA		

Documents
18-09-2021631980676.pdf
scan0007 (1).pdf

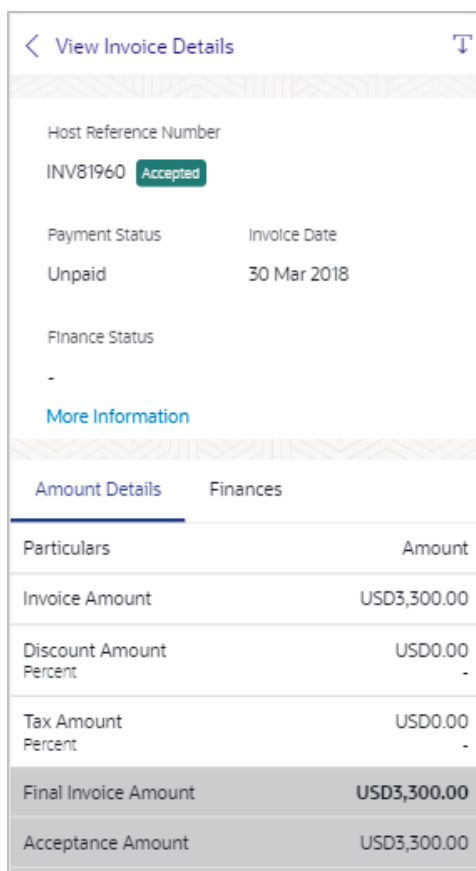
Supplier Details

Supplier Name	Supplier Id
NehNovCust3	***977
Supplier Address	
1001,303 St. Johns Wood Road,London,GB,NW53QN	

[Less Information](#)

View Invoice Details (on mobile device)

The **View Invoice Details** screen can also be viewed on a mobile device. The invoice details present in the desktop version, are also available on the mobile device. However, actions such as accepting invoices, editing, initiating finance, raising dispute, and so on, are only available on desktop computers at present.



Particulars	Amount
Invoice Amount	USD3,300.00
Discount Amount Percent	USD0.00 -
Tax Amount Percent	USD0.00 -
Final Invoice Amount	USD3,300.00
Acceptance Amount	USD3,300.00

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.
Invoice Date	Displays the date of creation of the invoice.
Finance Status	Displays whether the invoice has been financed, not financed, or partially financed.

Field Name	Description
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.
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

Note: These tabs can also be viewed on a mobile device.

View Invoice – Amount Details tab

The screenshot shows the 'View Invoice Details' screen for 'ABZ Solutions | ***462'. The top navigation bar includes 'futura bank', a search bar, and user information: 'Welcome, Nehal Joshi' with a last login of '31 Jan 08:25 PM'. The main content area displays invoice details in a table:

Host Reference Number	Payment Status	Invoice Date	Finance Status
INV82412 Accepted	Unpaid	30 Mar 2018	-

Below the details, there are two tabs: 'Amount Details' (selected) and 'Finances'. The 'Amount Details' tab shows a table with the following data:

Particulars	Amount
Invoice Amount	USD3,300.00
Discount Amount Percent	USD0.00 -
Tax Amount Percent	USD0.00 -
Final Invoice Amount	USD3,300.00
Acceptance Amount	USD3,300.00
Outstanding Amount	USD3,300.00

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. [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.
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
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

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

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 PAY3103	09 Jan 2020	USD5,600.00	14 Jan 2020	APPLE	USD0.00	GBP0.00

Page 1 of 1 (1 of 1 items)

Buttons: Cancel, Back, Preview and Download

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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.
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.

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 Invoice Currency	Displays the reconciliation amount in the currency of the invoice.

View Invoice – Commodity Details

View Invoice Details
ABZ Solutions | ***462

Host Reference Number	Payment Status	Invoice Date	Finance Status
INV77625 Accepted	Unpaid	01 Jan 2019	-

[More Information](#)

Amount Details		Commodity Details		Reconciliation Details			
Name	Code	Quantity	Cost/Unit	Gross Amount	Discount Amount	Tax Amount	Net Amount
commodity2	CRUDE_OIL	1	GBP10.00	GBP10.00	GBP10.00 (@10%)	GBP10.00 (@5%)	GBP10.00
commodity1	CRUDE_OIL	1	GBP10.00	GBP10.00	GBP10.00 (@10%)	GBP10.00 (@5%)	GBP10.00

Page 1 of 1 (1-2 of 2 items) |< < 1 > >|

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

[Preview and Download](#)

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Field Description

Field Name	Description
Commodity Details tab	
This tab appears only if the commodity details have been entered during creation of invoice.	
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 shows the 'View Invoice Details' page for ABZ Solutions. The 'Finances' tab is active, displaying a table with the following data:

Finance Reference No.	Finance Date	Maturity Date	Interest Rate	Financed Amount	Outstanding Amount	Status
004140120GPPD067	14 Jan 2020	24 Jan 2020	4	USD3,300.00	USD3,300.00	In Process

Page 1 of 1 (1 of 1 items)

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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.	
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

View Invoice Details
ABZ Solutions | ***462

Host Reference Number: INV82408 Accepted | Payment Status: Unpaid | Invoice Date: 30 Mar 2018 | Finance Status: -

Amount Details | **Finances**

Finance Reference No.	Finance Date	Maturity Date	Interest Rate	Financed Amount	Outstanding Amount	Status
004140120GPPD067	14 Jan 2020	24 Jan 2020	4	USD5,300.00	USD5,300.00	In Process

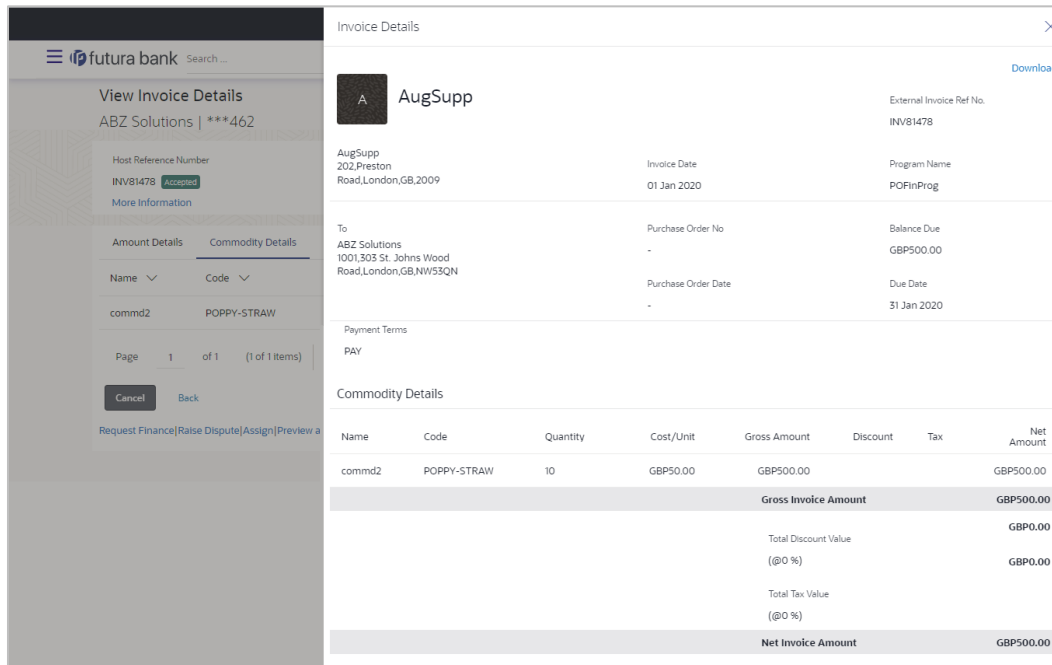
Page 1 of 1 (1 of 1 items) | < 1 >

Cancel Back

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- 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

AugSupp

External Invoice Ref No. INV81478

AugSupp
202,Preston
Road,London,GB,2009

Invoice Date
01 Jan 2020

Program Name
POFinProg

To
ABZ Solutions
1001,303 St. Johns Wood
Road,London,GB,NW53QN

Purchase Order No
-

Balance Due
GBP500.00

Purchase Order Date
-

Due Date
31 Jan 2020

Payment Terms
PAY

Commodity Details

Name	Code	Quantity	Cost/Unit	Gross Amount	Discount	Tax	Net Amount
commd2	POPPY-STRAW	10	GBP50.00	GBP500.00			GBP500.00
Gross Invoice Amount							GBP500.00
Total Discount Value (@0 %)							GBP0.00
Total Tax Value (@0 %)							GBP0.00
Net Invoice Amount							GBP500.00

6. 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.
Payment Terms	Displays the agreed terms for payment of the invoice.

Field Name	Description
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 Futura Bank. At the top, the user is logged in as Nehal Joshi. The main heading is 'View Debit Note Details' for 'ABZ Solutions | ***462'. A summary table provides key information:

Host Reference Number	Debit Note Date	Payment Status	Finance Status
DEB82769 Accepted	14 Jan 2020	Unpaid	-



Below the summary table, there are tabs for 'Amount Details', 'Commodity Details', and 'Linked Invoices'. The 'Amount Details' tab is active, showing a table of particulars:

Particulars	Amount
Debit Note Amount	GBP800.00
Discount Amount	GBP0.00
Percent	(@0%)
Tax Amount	GBP0.00
Percent	(@0%)
Final Net Debit Note Amount	GBP800.00
Acceptance Amount	GBP800.00
Outstanding Amount	GBP800.00

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

On Clicking 'More Information'

Mater ATM & Branch Locator English

futura bank Search ...   Welcome, Nehal Joshi
Last login 01 Feb 12:03 PM

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

ABZ Solutions | ***462

Host Reference Number DEB82769 Accepted	Debit Note Date 14 Jan 2020	Payment Status Unpaid	Finance Status -
Customer Reference Number POABZDEBITMKCHKR	Payment Terms CIF EFT		
Due Date 15 Jan 2023	Disputed No		
Funding Request Date -	Funding Request Amount -		
Program Name POProg	Adjustment Reason Freight Deducted		
Comments edited	Pre Accepted Yes		
Shipments Details			
Shipment Date 02 Aug 2020	Shipment Address SA00001, SA00002, SA00003, SHC00001 - S900001		
Shipment Number SPN0001	Country of Origin of Shipment AR		
Reason for Export ARGENTINA 00001	Terms of Sale(incoterms) CIF		
Payment Terms CIF EFT			
Buyer Details			
Buyer Name NehNovCus11	Buyer Id ***975		
Buyer Address 1001,303 St. Johns Wood Road,London,GB,NW53QN	Buyer Code -		
Less Information			

View Debit Note Details (on mobile device)

The **View Debit Note Details** screen can also be viewed on a mobile device. The debit note details present in the desktop version, are also available on the mobile device.

View Debit Note Details

Host Reference Number
494567182305000001 **Disputed**

Debit Note Date: 05 Jan 2020
Payment Status: Unpaid

Finance Status: -

[More Information](#)

Amount Details

Particulars	Amount
Debit Note Amount	GBP5,000.00
Discount Amount Percent	GBP100.00 -
Tax Amount Percent	GBP200.00 -
Final Net Debit Note Amount	GBP5,100.00
Acceptance Amount	GBP5,100.00

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

Note: These tabs can also be viewed on a mobile device.

View Debit Note Details – Amount Details tab

The screenshot shows the 'View Debit Note Details' interface for 'ABZ Solutions | ***462'. It includes a header with the bank logo, search bar, and user information. The main content area displays a table with the following data:

Host Reference Number	Debit Note Date	Payment Status	Finance Status
DEB82769 Accepted	14 Jan 2020	Unpaid	-

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

Particulars	Amount
Debit Note Amount	GBP800.00
Discount Amount Percent	GBP0.00 (@0%)
Tax Amount Percent	GBP0.00 (@0%)
Final Net Debit Note Amount	GBP800.00
Acceptance Amount	GBP800.00
Outstanding Amount	GBP800.00

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

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.

Field Name	Description
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

The screenshot displays the 'View Debit Note Details' interface for a debit note from ABZ Solutions. The main details shown are:

- Host Reference Number:** DEB82769 (Accepted)
- Debit Note Date:** 14 Jan 2020
- Payment Status:** Unpaid
- Finance Status:** -

The 'Reconciliation Details' tab is active, showing a table with the following data:

Indicator	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	PAY3103	09 Jan 2020	USD3,600.00	14 Jan 2020	APPLE	USD0.00	GBP0.00

Page 1 of 1 (1 of 1 items). Navigation buttons: Cancel, Back, Preview and Download.

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.
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.

Field Name	Description
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 shows the Oracle Fura interface for viewing debit note details. The page title is "View Debit Note Details" for "ABZ Solutions | ***462". Key details include:

- Host Reference Number: DEB82769 (Accepted)
- Debit Note Date: 14 Jan 2020
- Payment Status: Unpaid
- Finance Status: -

The "Commodity Details" tab is active, showing a table with the following data:

Name	Code	Quantity	Cost/Unit	Gross Amount	Discount Amount	Tax Amount	Net Amount	Linked Invoices
Poppystraw01	POPPY-STRAW	1	GBP800.00	GBP800.00	GBP0.00	GBP0.00 (@0%)	GBP800.00	POABZDEBITMKCHKR

Page 1 of 1 (1 of 1 Items). Navigation buttons: Cancel, Back.

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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.
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.

Field Name	Description
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

The screenshot displays the 'View Debit Note Details' page for 'ABZ Solutions | ***462'. The page is divided into two main sections: 'Amount Details' and 'Finances'. The 'Finances' tab is active, showing a table with one row of finance data. The table columns are Finance Reference No., Finance Date, Maturity Date, Interest Rate, Financed Amount, Outstanding Amount, and Status. The row shows Finance Reference No. 004140120GPPD067, Finance Date 14 Jan 2020, Maturity Date 24 Jan 2020, Interest Rate 4, Financed Amount USD3,300.00, Outstanding Amount USD3,300.00, and Status In Process. The page also includes a search bar, user information (Welcome, Nehal Joshi), and a footer with copyright information.

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

The screenshot shows the 'View Debit Note Details' page for 'ABZ Solutions | ***462'. It features a 'Linked Invoices' tab with a table containing one row of invoice data. The table has columns for Invoice Reference Number, Customer Invoice Number, Due Date, Invoice Amount, Financed Amount, and Invoice Status. The first row shows Invoice Reference Number INV82739, Customer Invoice Number POINV000001, Due Date 29 Jul 2021, Invoice Amount GBP4,480,000.00, and Invoice Status RAISED. There are also navigation buttons like 'Cancel' and 'Back' at the bottom left of the table area.

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: DEB82769 (Accepted) | Debit Note Date: 14 Jan 2020 | Payment Status: Unpaid | Finance Status: -

Amount Details | Commodity Details | Linked Invoices

Particulars	Amount
Debit Note Amount	GBP800.00
Discount Amount Percent	GBP0.00 (0%)
Tax Amount Percent	GBP0.00 (0%)
Final Net Debit Note Amount	GBP800.00
Acceptance Amount	GBP800.00
Outstanding Amount	GBP800.00

Buttons: Cancel, Back

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1. 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. DEB82769

ABZ Solutions
1001,303 St. Johns Wood Road,London,GB,NW53QN | Debit Note Date: 14 Jan 2020 | Program Name: POPProg

To: NehNovCust1
1001,303 St. Johns Wood Road,London,GB,NW53QN | Linked Invoice Number: POINV000001 | Balance Due: GBP800.00

Adjustment Reason: Freight Deducted | Due Date: 15 Jan 2023 | Payment Terms: CIF EFT

Terms of Sales: CIF

Shipment Date: 02 Aug 2020 | Shipment Country: AR

Commodity Details

Linked Invoice Number	Name	Code	Quantity	Cost/Unit	Gross Amount	Discount	Tax	Net Amount
POABZDEBITMKCHKR	Poppystraw/01	POPPY-STRAW	1	GBP800.00	GBP800.00	GBP0.00	GBP0.00 (0%)	GBP800.00
Gross Debit Note Amount								GBP800.00
						Discount	0 %	GBP0.00
						Tax	0 %	GBP0.00
Net Debit Note Amount								GBP800.00

Buttons: Cancel, Back, Download

2. 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.
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.

Field Name	Description
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 Receivables/Payables

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

- Accept
- Edit
- Cancel
- Raise Dispute
- Resolve Dispute
- Assignment

Note: These actions are not available on a mobile device at present.

Pre-requisites

User must have valid corporate login credentials.

How to reach here:

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

Manage Receivables/Payables

Manage Receivables/Payables
ABZ Solutions | ***462

Raise Dispute
709 Receivables/Payables

Resolve Dispute

Assignment

Edit

List of Receivables/Payables (0 selected)

<input type="checkbox"/>	Associated Party	Reference Number Status	Due Date	Amount	Disputed Amount	Dispute Reason	Comments	Upload Documents
<input type="checkbox"/>	NehNovCust1	InvOCRAug17 Disputed	30 Aug 2032	GBP1,980.00	GBP1,980.00	Select	Type Comment	
<input type="checkbox"/>	AugBuyer	Inv24122020 Assigned	06 Dec 2030	GBP6,500.00	GBP6,500.00	Select	Type Comment	
<input type="checkbox"/>	RyanB Bohr	DNTTrunkNov16 Accepted	30 Nov 2030	GBP10,000.00	GBP10,000.00	Select	Type Comment	
<input type="checkbox"/>	RyanB Bohr	InvTrunkNov24 Raised	30 Nov 2030	GBP12,000.00	GBP12,000.00	Select	Type Comment	
<input type="checkbox"/>	RyanB Bohr	InvTrunkNov27 Raised	30 Nov 2030	GBP12,000.00	GBP12,000.00	Select	Type Comment	
<input type="checkbox"/>	RyanB Bohr	InvTrunkNov25 Raised	30 Nov 2030	GBP12,000.00	GBP12,000.00	Select	Type Comment	

Page 1 of 119 (1-6 of 709 items)

Submit Cancel Back

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Field Description

Field Name	Description
Manage Receivables/Payables	
Party Name & ID	Displays the name and ID of the logged-in corporate party.
Action Tiles	<p>Select the required action to be effected on the relevant receivables/payables.</p> <p>On selecting an action tile, the number of receivables/payables that can be effected by that action, appears in the respective tile. The List of Receivables/Payables section is also updated with the relevant receivables/payables records.</p> <p>The options available are:</p> <ul style="list-style-type: none"> • Accept - For more information, refer the Accept section below. • Edit - For more information, refer the Edit section below. • Cancel - For more information, refer the Cancel 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 – For more information, refer the Assignment section below.

6.1 Accept

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

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

How to reach here:

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

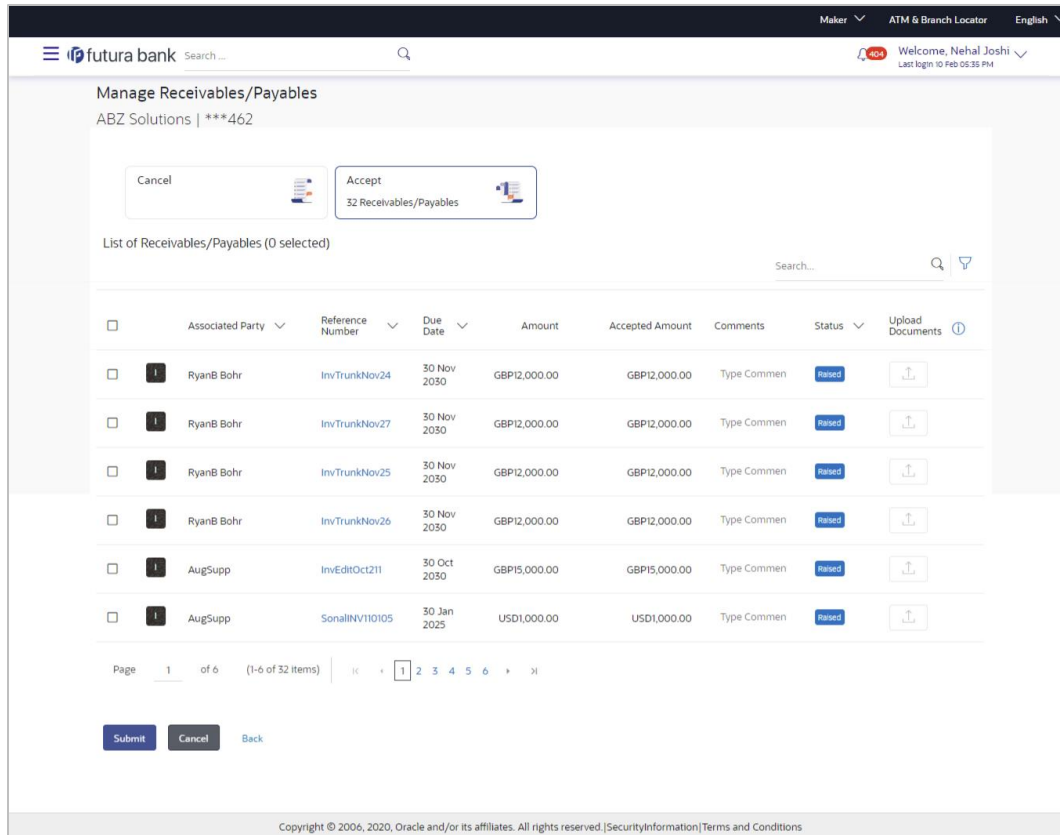
OR

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

To accept receivables/payables:

1. In the **Manage Receivables/Payables** screen, click the **Accept** tile. A list of receivables/payables that are in the Raised status, appears.

Manage Receivables/Payables – Accept action selected



Field Description

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

Manage Receivables/Payables – Accept

List of Receivables/Payables (number selected)




This section displays a list of receivables/payables against which the ‘Accept’ action can be effected. Once you select one or more receivables/payables to accept, the number of receivables/payables selected appears in brackets.

Search

Enter the partial or full receivable/payable reference number / associated party name / status to search for specific receivable/payable. The results appear as and when you enter the data.




Click this icon to filter the receivables/payables, based on certain criteria. For more information, refer the [Search \(overlay window\)](#) section below.


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

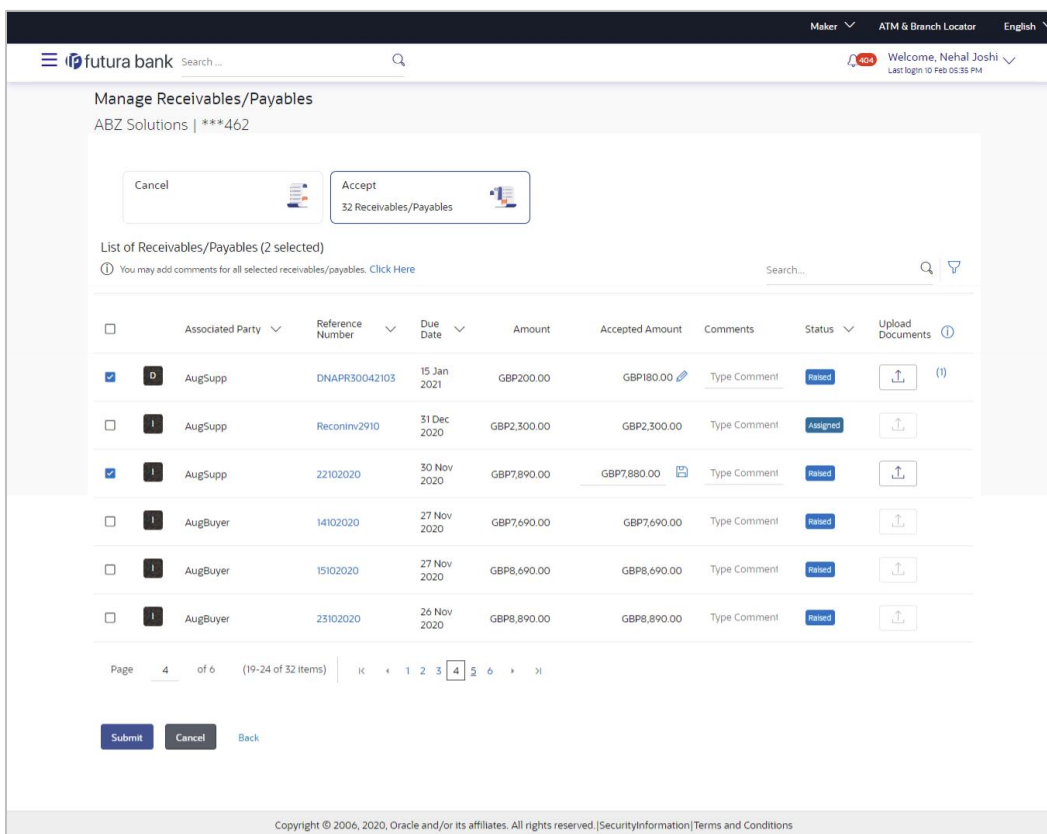
Field Name	Description
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Upload Documents

Click  to upload relevant documents. Once you select a receivable/payable, 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 receivables/payables, update the **Accepted Amount** field if required, and add 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.

6.2 Edit

Using this option, the supplier can modify the due date of a receivable/payable.

How to reach here:

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

OR

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

To edit receivables/payables:

1. In the **Manage Receivables/Payables** screen, click the **Edit** tile. A list of relevant receivables/payables appears.

Manage Receivables/Payables – Edit action selected

The screenshot displays the 'Manage Receivables/Payables' interface for 'ABZ Solutions | ***462'. The 'Edit' tile is selected, showing a list of 364 receivables/payables. The table below shows the first few items:



Associated Party	Reference Number	Due Date	Amount	Comments	Status	Upload Documents
NehNovCust1	nutDN0001	15 Jul 2021	GBP365,479.84	Type Comment	Paid	[Download]
NehNovCust1	nutDebitNote2	15 Jul 2021	GBP200,000.00	Type Comment	Paid	[Download]
NehNovCust1	nutDebitNote1	09 Jul 2021	GBP200.00	Type Comment	Paid	[Download]
SQL Corporation	SVInv1	08 Jul 2021	GBP7,000.00	Type Comment	Paid	[Download]
Paper Mart corporation	3456tyulo	26 Mar 2021	GBP100,000.00	Type Comment	Paid	[Download]
Vinayak Traders 1 LTD	xaqr	12 Mar 2021	GBP43.00	Type Comment	Paid	[Download]



Page 11 of 61 (61-66 of 364 Items) [Navigation icons]

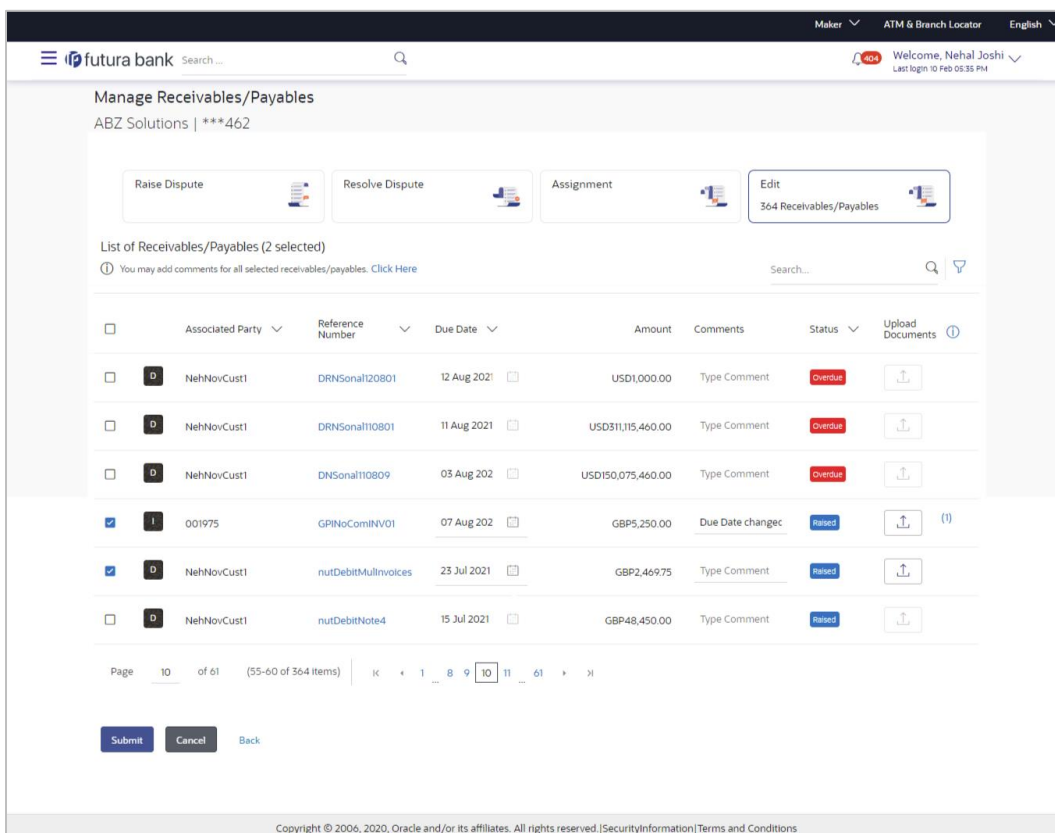
Buttons: Submit, Cancel, Back

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Field Description

Field Name	Description
Manage Receivables/Payables – Edit	
List of Receivables/Payables (number selected)	
This section displays a list of receivables/payables against which the 'Edit' action can be effected. Once you select one or more receivables/payables to edit, the number of receivables/payables selected appears in brackets.	
Search	Enter the partial or full receivable/payable reference number / associated party name / status to search for specific receivables/payables. The results appear as and when you enter the data.
	Click this icon to filter the receivables/payables, based on certain criteria. For more information, refer the Search (overlay window) section below.
Check Box	To select all the receivables/payables in the list, select the main check box. To select specific receivables/payables, select the check boxes beside those receivables/payables. If you select more than one receivable/payable, the following message appears: <p> You may add comments for all selected receivables/payables. Click Here.</p> <hr/> <p>Note: To add comments for all selected receivables/payables:</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. <hr/>
Indicator	Displays 'I' for an invoice and 'D' for a debit note.
Associated Party	Displays the name of the associated party linked with the receivable/payable.
Reference Number	Displays the unique reference number of the receivable/payable. The reference number is a hyperlink, which when clicked, displays the receivable/payable details in an overlay window.
Due Date	Displays the date on which the receivable/payable must be fully paid. Once you select a receivable/payable, this field becomes editable. You can click the calendar icon to alter the receivable/payable due date.

Field Name	Description
Amount	Displays the total receivable/payable amount.
Comments	Enter relevant comments. Once you select a receivable/payable, this field becomes editable.
Status	Displays the status of the receivable/payable.
Upload Documents	<p>Click  to upload relevant documents. Once you select a receivable/payable, 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>



2. Once you select the required receivables/payables, update the **Due Date** field(s), 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.

6.3 Cancel

Using this option, the supplier can cancel a receivable/payable. This action can only be performed on receivables/payables in the RAISED and UNPAID status.

How to reach here:

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

OR

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



To cancel receivables/payables:



1. In the **Manage Receivables/Payables** screen, click the **Cancel** tile. A list of receivables/payables that are in the Raised and Unpaid status, appears.

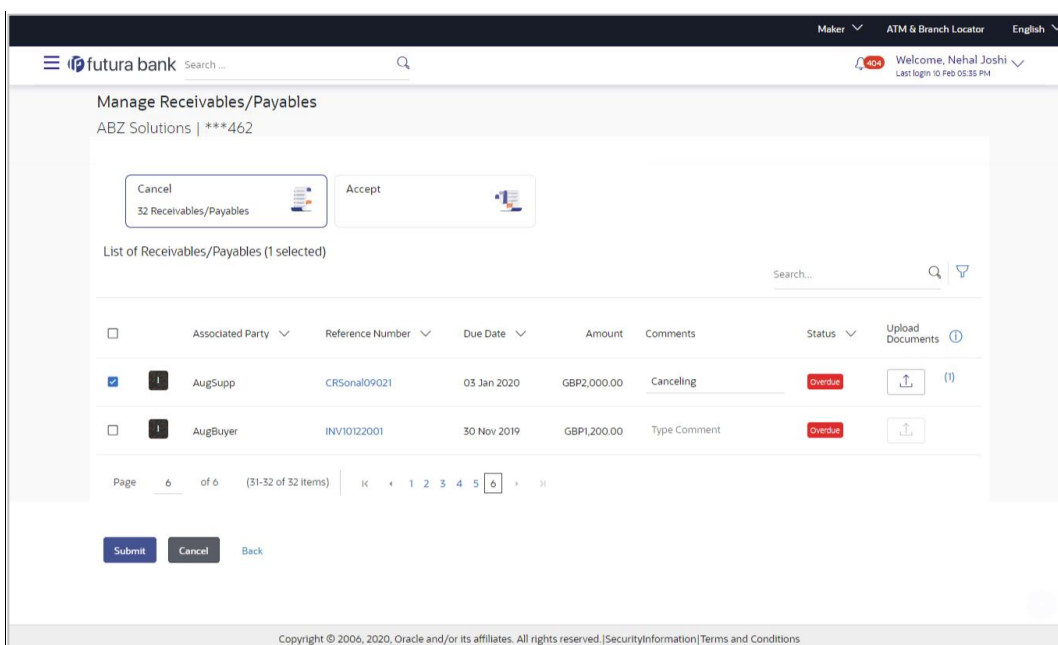
Manage Receivables/Payables – Cancel action selected


The screenshot displays the 'Manage Receivables/Payables' interface for 'ABZ Solutions | ***462'. At the top, there are navigation options for 'Maker', 'ATM & Branch Locator', and 'English'. The user is logged in as 'Welcome, Nehal Joshi' with a last login time of '10 Feb 05:35 PM'. The main content area features two action tiles: 'Cancel' (32 Receivables/Payables) and 'Accept'. Below these is a search bar and a table of receivables/payables. The table has columns for Associated Party, Reference Number, Due Date, Amount, Comments, Status, and Upload Documents. Two items are listed: 'AugSupp' (CRsonal09021, 05 Jan 2020, GBP2,000.00, Type Comment, Overdue) and 'AugBuyer' (INV10122001, 30 Nov 2019, GBP1,200.00, Type Comment, Overdue). The page shows 'Page 6 of 6 (31-32 of 32 Items)' and includes 'Submit', 'Cancel', and 'Back' buttons at the bottom.

Field Description

Field Name	Description
Manage Receivables/Payables – Cancel	
List of Receivables/Payables (number selected)	
This section displays a list of receivables/payables against which 'Cancel' action can be effected. Once you select one or more receivables/payables to cancel, the number of receivables/payables selected appears in brackets.	
Search	Enter the partial or full receivable/payable reference number / associated party name / status to search for specific receivables/payables. The results appear as and when you enter the data.
	Click this icon to filter the receivables/payables, based on certain criteria. For more information, refer the Search (overlay window) section below.
Check Box	To select all the receivables/payables in the list, select the main check box. To select specific receivables/payables, select the check boxes beside those receivables/payables. If you select more than one receivable/payable, the following message appears:  You may add comments for all selected receivables/payables. Click Here .
	<p>Note: To add comments for all selected receivables/payables:</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.
Indicator	Displays 'I' for invoice and 'D' for debit note.
Associated Party	Displays the name of the associated party linked with the receivable/payable.
Reference Number	Displays the unique reference number of the receivable/payable. The reference number is a hyperlink, which when clicked, displays the receivable/payable details in an overlay window.
Due Date	Displays the date on which the receivable/payable must be fully paid.
Amount	Displays the total receivable/payable amount.
Comments	Enter relevant comments. Once you select a receivable/payable, this field becomes editable.

Field Name	Description
Status	Displays the status of the receivable/payable.
Upload Documents	<p>Click  to upload relevant documents. Once you select a receivable/payable, 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>



2. Once you select the required receivable/payable to cancel, 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.

6.4 Raise Dispute

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

How to reach here:

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

OR

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

To raise dispute against a receivable/payable:

1. In the **Manage Receivables/Payables** screen that appears, either click the **Raise Dispute** link or the **Raise Dispute** tile. A list of receivables/payables on which dispute can be raised, appears.

Manage Receivables/Payables – Raise Dispute action selected

The screenshot displays the 'Manage Receivables/Payables' interface for 'ABZ Solutions | ***462'. It features a search bar and a 'Raise Dispute' tile indicating 709 items. Below this is a table of receivables/payables with the following columns: Associated Party, Reference Number Status, Due Date, Amount, Disputed Amount, Dispute Reason, Comments, and Upload Documents. The table lists several items, including 'AugSupp' and 'AugBuyer' entries with various reference numbers and statuses (Overdue, Accepted).



Associated Party	Reference Number Status	Due Date	Amount	Disputed Amount	Dispute Reason	Comments	Upload Documents
AugSupp	Inv121021 Overdue	30 Oct 2030	USD12,000.00	USD12,000.00	Select	Type Comment	Upload Documents
AugSupp	Inv-Jan20223 Accepted	30 Oct 2030	TJS10,000.00	TJS10,000.00	Select	Type Comment	Upload Documents
AugSupp	Inv-Jan20222 Accepted	30 Oct 2030	USD10,000.00	USD10,000.00	Select	Type Comment	Upload Documents
AugSupp	DNOct12621 Accepted	30 Oct 2030	GBP89,000.00	GBP89,000.00	Select	Type Comment	Upload Documents
AugSupp	Inv-Trunk2345 Accepted	30 Oct 2030	GBP10,000.00	GBP10,000.00	Select	Type Comment	Upload Documents
AugBuyer	DNOct1120211 Overdue	30 Oct 2030	GBP12,000.00	GBP12,000.00	Select	Type Comment	Upload Documents





Page 6 of 119 (31-36 of 709 items) | Navigation: < 1 4 5 6 7 ... 119 >

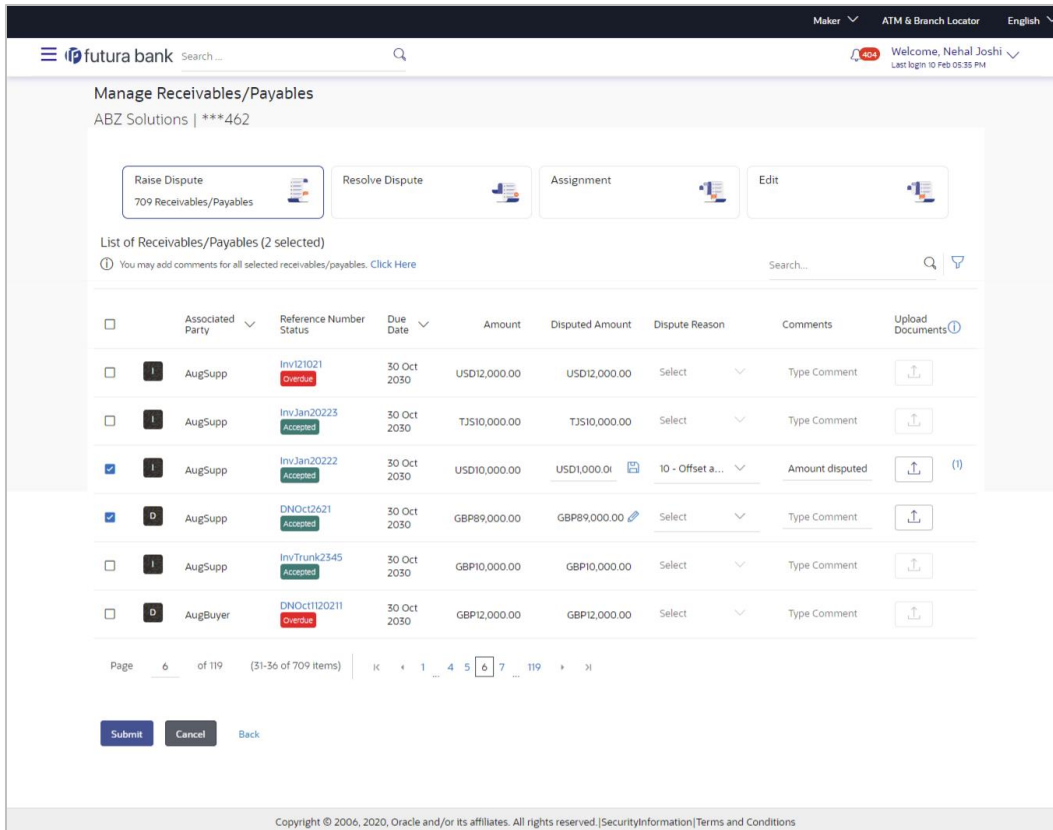
Buttons: Submit, Cancel, Back


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Field Description

Field Name	Description
Manage Receivables/Payables – Raise Dispute	
List of Receivables/Payables (number selected)	
This section displays a list of receivables/payables against which 'Raise Dispute' action can be effected. Once you select one or more receivables/payables to raise dispute against, the number of receivables/payables selected appears in brackets.	
Search	Enter the partial or full receivable/payable reference number / associated party name / status to search for specific receivables/payables. The results appear as and when you enter the data.
	Click this icon to filter the receivables/payables, based on certain criteria. For more information, refer the Search (overlay window) section below.
Check Box	To select all the receivables/payables in the list, select the main check box. To select specific receivables/payables, select the check boxes beside those receivables/payables. If you select more than one receivable/payable, the following message appears:  You may add comments for all selected receivables/payables. Click Here .
	<p>Note: To add comments for all selected receivables/payables:</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.
Indicator	Displays 'I' for an invoice and 'D' for a debit note.
Associated Party	Displays the name of the associated party linked with the receivable/payable.
Reference Number Status	Displays the unique reference number of the receivable/payable along with its status. The reference number is a hyperlink, which when clicked, displays the receivable/payable details in an overlay window.
Due Date	Displays the date on which the receivable/payable must be fully paid.
Amount	Displays the total receivable/payable amount.

Field Name	Description
Disputed Amount	<p>Indicates the amount that is being disputed. By default, the total receivable/payable amount is displayed in this field. Once you select a receivable/payable, 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 receivable/payable 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 a receivable/payable, this field becomes editable.</p>
Comments	<p>Enter any relevant comments. Once you select a receivable/payable, this field becomes editable.</p>
Upload Documents	<p>Click  to upload relevant documents. Once you select a receivable/payable, 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 receivable/payable, 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 receivables/payables.

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

How to reach here:

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

OR

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

To resolve a dispute raised against a receivable/payable:

1. In the **Manage Receivables/Payables** screen that appears, either click the **Resolve Dispute** link or the **Resolve Dispute** tile. A list of disputed receivables/payables, appears.



Manage Receivables/Payables – Resolve Dispute action selected



The screenshot shows the 'Manage Receivables/Payables' interface for 'ABZ Solutions | ***462'. It features a navigation bar with 'Raise Dispute', 'Resolve Dispute' (42 Receivables/Payables), 'Assignment', and 'Edit' buttons. Below is a table listing 7 disputed items with columns for Associated Party, Reference Number Status, Due Date, Amount, Disputed Amount, Dispute Reason, Comments, and Upload Documents.

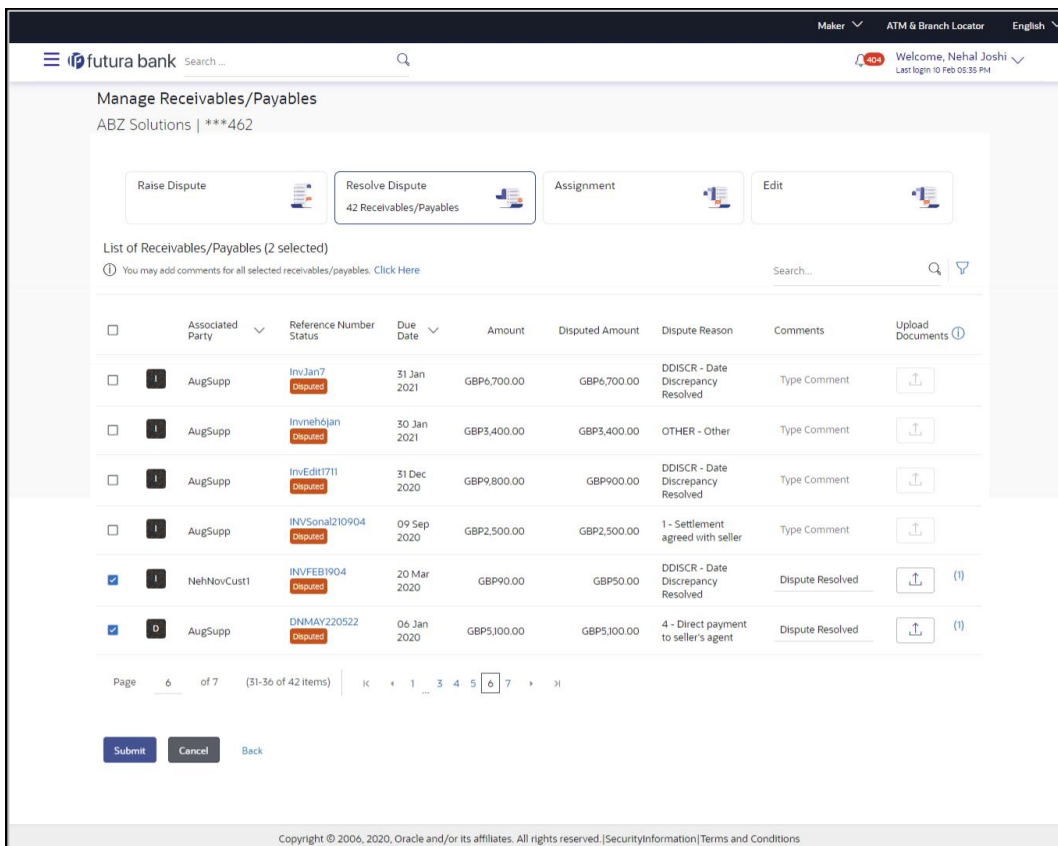
	Associated Party	Reference Number Status	Due Date	Amount	Disputed Amount	Dispute Reason	Comments	Upload Documents
<input type="checkbox"/>	AugSupp	InvJan7 Disputed	31 Jan 2021	GBP6,700.00	GBP6,700.00	DDISCR - Date Discrepancy Resolved	Type Comment	
<input type="checkbox"/>	AugSupp	Invnehajan Disputed	30 Jan 2021	GBP3,400.00	GBP3,400.00	OTHER - Other	Type Comment	
<input type="checkbox"/>	AugSupp	InvEdt1711 Disputed	31 Dec 2020	GBP9,800.00	GBP900.00	DDISCR - Date Discrepancy Resolved	Type Comment	
<input type="checkbox"/>	AugSupp	INV/Sonal210904 Disputed	09 Sep 2020	GBP2,500.00	GBP2,500.00	1 - Settlement agreed with seller	Type Comment	
<input type="checkbox"/>	NehNovCust1	INV/FEB1904 Disputed	20 Mar 2020	GBP90.00	GBP50.00	DDISCR - Date Discrepancy Resolved	Type Comment	
<input type="checkbox"/>	AugSupp	DNMAY220522 Disputed	06 Jan 2020	GBP5,100.00	GBP5,100.00	4 - Direct payment to seller's agent	Type Comment	


Page 6 of 7 (31-36 of 42 items) | Submit Cancel Back

Field Description

Field Name	Description
Manage Receivables/Payables – Resolve Dispute	
List of Receivables/Payables (number selected)	
This section displays a list of receivables/payables against which 'Resolve Dispute' action can be effected. Once you select one or more receivables/payables to resolve dispute against, the number of receivables/payables selected appears in brackets.	
Search	Enter the partial or full receivable/payable reference number / associated party name / status to search for specific receivables/payables. The results appear as and when you enter the data.
	Click this icon to filter the receivables/payables, based on certain criteria. For more information, refer the Search (overlay window) section below.
Check Box	To select all the receivables/payables in the list, select the main check box. To select specific receivables/payables, select the check boxes beside those receivables/payables. If you select more than one receivable/payable, the following message appears:  You may add comments for all selected receivables/payables. Click Here .
	<hr/> <p>Note: To add comments for all selected receivables/payables:</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. <hr/>
Indicator	Displays 'I' for an invoice and 'D' for a debit note.
Associated Party	Displays the name of the associated party linked with the receivable/payable.
Reference Number Status	Displays the unique reference number of the receivable/payable along with its status. The reference number is a hyperlink, which when clicked, displays the receivable/payable details in an overlay window. Also displays the status of the receivable/payable.
Due Date	Displays the date on which the receivable/payable must be fully paid.
Amount	Displays the total receivable/payable amount.
Disputed Amount	Displays the amount that is being disputed.

Field Name	Description
Dispute Reason	Displays the reason for the dispute.
Comments	Enter any relevant comments. Once you select a receivable/payable, this field becomes editable.
Upload Documents	<p>Click  to upload relevant documents. Once you select a receivable/payable, 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>



2. Once you select the required receivable/payable, 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.

6.6 Assignment

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

Note: If the 'Acceptance Applicable' flag is enabled for the program associated with the receivable/payable, then the receivable/payable is available for assignment only after it has been 'Accepted'. Else, the receivable/payable is available for assignment regardless of its status.

How to reach here:

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

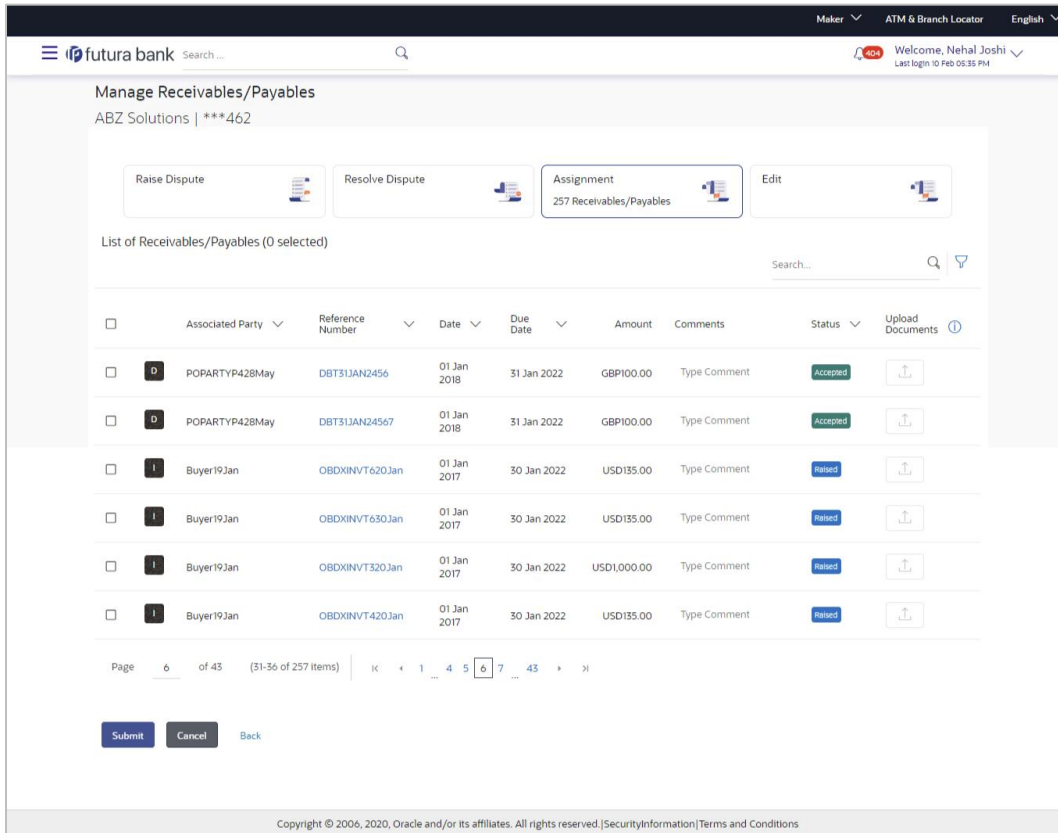
OR

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

To perform assignment of receivables/payables:

1. In the **Manage Receivables/Payables** screen that appears, click the **Assignment** tile. A list of receivables/payables on which the assignment action can be effected, appears.

Manage Receivables/Payables – Assignment action selected



Field Description

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

Manage Receivables/Payables – Assignment

List of Receivables/Payables (number selected)




This section displays a list of receivables/payables against which the ‘Assignment’ action can be effected. Once you select one or more receivables/payables to assign, the number of receivables/payables selected appears in brackets.

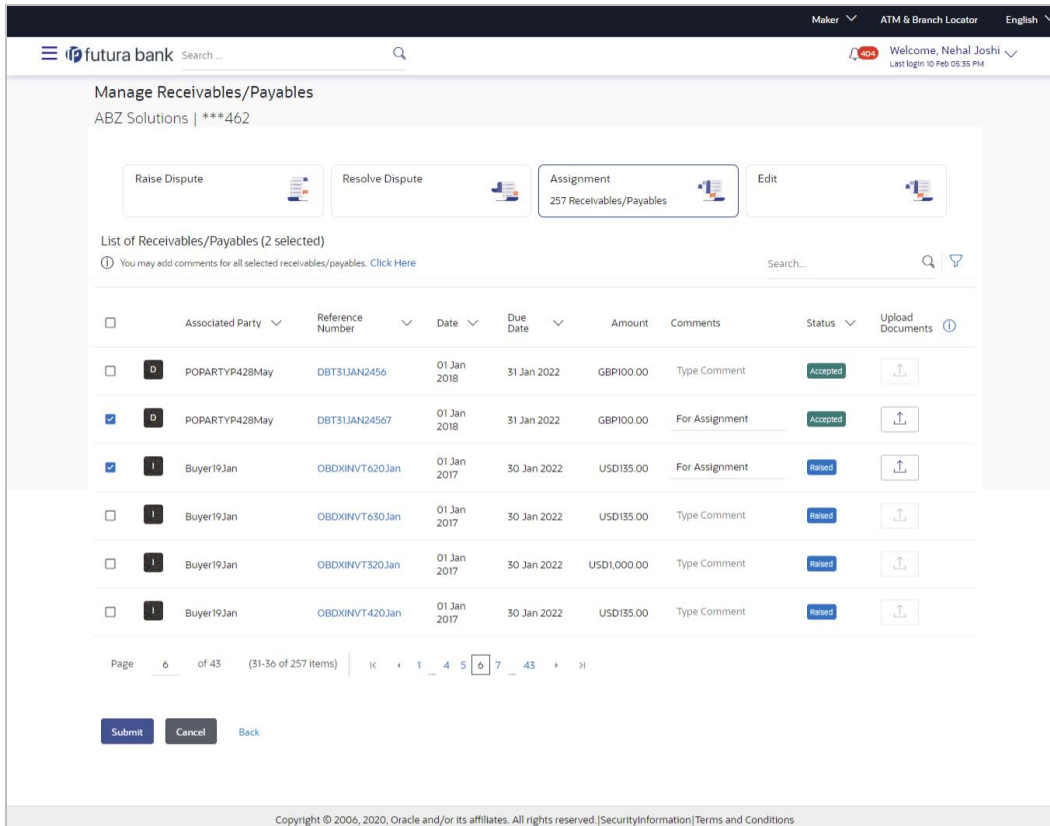
Search


Enter the partial or full receivable/payable reference number / associated party name / status to search for specific receivables/payables. The results appear as and when you enter the data.




Click this icon to filter the receivables/payables, based on certain criteria. For more information, refer the [Search \(overlay window\)](#) section below.

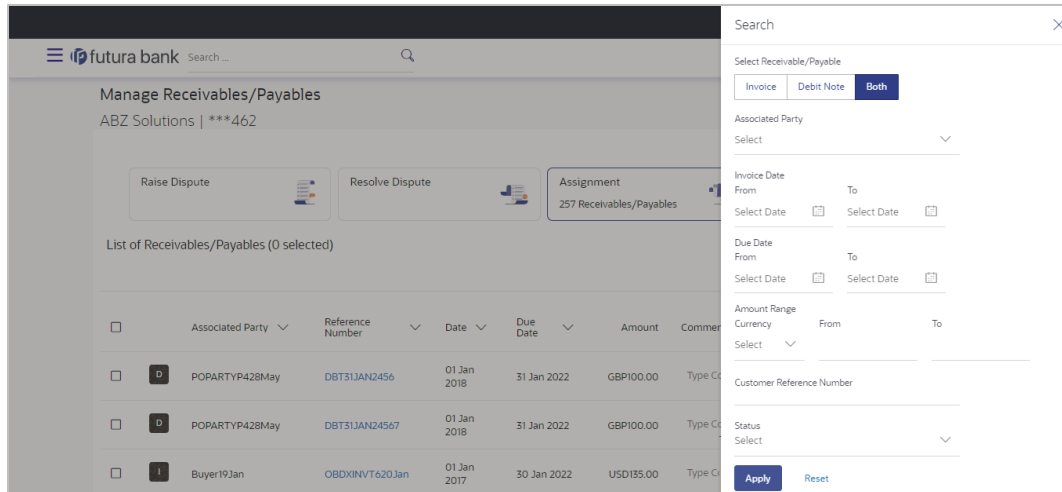
Field Name	Description
Check Box	<p>To select all the receivables/payables in the list, select the main check box. To select specific receivables/payables, select the check boxes beside those receivables/payables. If you select more than one receivable/payable, the following message appears:</p> <p> You may add comments for all selected receivables/payables. Click Here.</p> <hr/> <p>Note: To add comments for all selected receivables/payables:</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. <p>OR</p> <p>Click Cancel to cancel adding the comments.</p> <hr/>
Indicator	Displays 'I' for an invoice and 'D' for a debit note.
Associated Party	Displays the name of the associated party linked with the receivable/payable.
Reference Number	Displays the unique reference number of the receivable/payable. This is a hyperlink, which when clicked, displays the receivable/payable details in an overlay window.
Date	Displays the date of creation of the receivable/payable.
Due Date	Displays the date on which the receivable/payable must be fully paid.
Amount	Displays the total receivable/payable amount.
Comments	Enter any relevant comments. Once you select a receivable/payable, this field becomes editable.
Status	Displays the status of the receivable/payable.
Upload Documents	<p>Click  to upload relevant documents. Once you select a receivable/payable, 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 receivables/payables, 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.

Search (overlay window)

This overlay window appears when you click the  icon in the **Manage Receivables/Payables** screen.



Field Description

Field Name	Description
Select Receivable/Payable	Select the type of receivable/payable to take action on. The options are: <ul style="list-style-type: none"> • Invoice • Debit Note • Both
Associated Party	Indicates an option to search for receivables/payables based on the associated party linked with the receivables/payables.
Date From - To	Indicates an option to search for receivables/payables created within a specific date range. Click the calendar icon and select the From and To dates.
Due Date From - To	Indicates an option to search for receivables/payables 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 receivables/payables based on an amount range. Select the required currency from the Currency list, and enter the From and To amounts.
Customer Reference Number	Indicates an option to search for receivables/payables based on the reference number.

Field Name	Description
Status	<p data-bbox="589 275 1377 331">Indicates an option to search for receivables/payables based on their status.</p> <ul data-bbox="638 348 1377 541" style="list-style-type: none"><li data-bbox="638 348 1377 436">• The status is set to Disputed by default, when filtering receivables/payables for Resolve Dispute. The status cannot be edited in this case.<li data-bbox="638 453 1377 541">• The status is set to Raised, by default, when filtering receivables/payables for Cancel, or Accept. The status cannot be edited in these cases.

[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

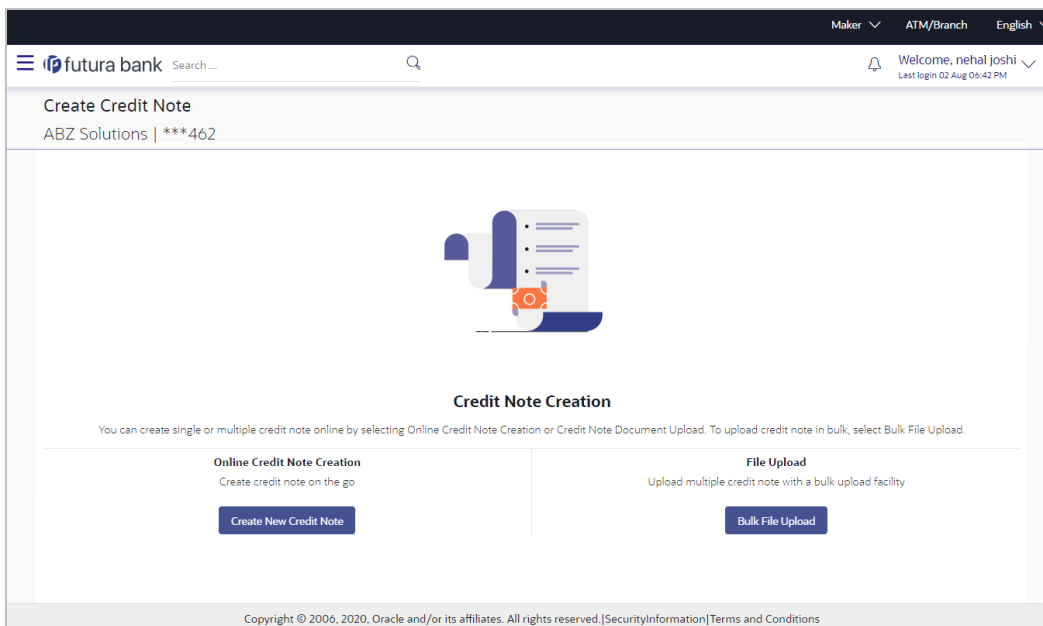
Using this option, corporate users can create single or multiple credit notes online. Post submission of the credit note, an option is provided to save the content as a Template. The template can be reused for creating credit notes for the same program and associated corporate party.

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

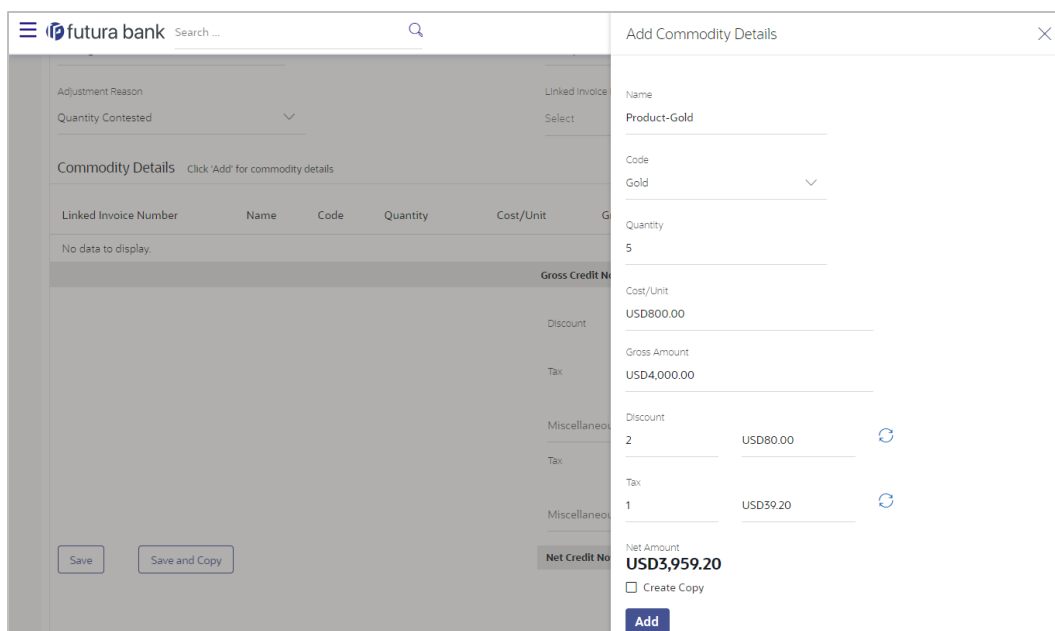
Field Name	Description
Create Credit Note	
Party Name & ID	Displays the name and ID of the logged-in corporate party.
New Credit Note	
Facing difficulty in entering data for multiple Credit Note? Use Bulk Upload	Click the Use Bulk Upload link to navigate to the File Upload screen for creating credit 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.



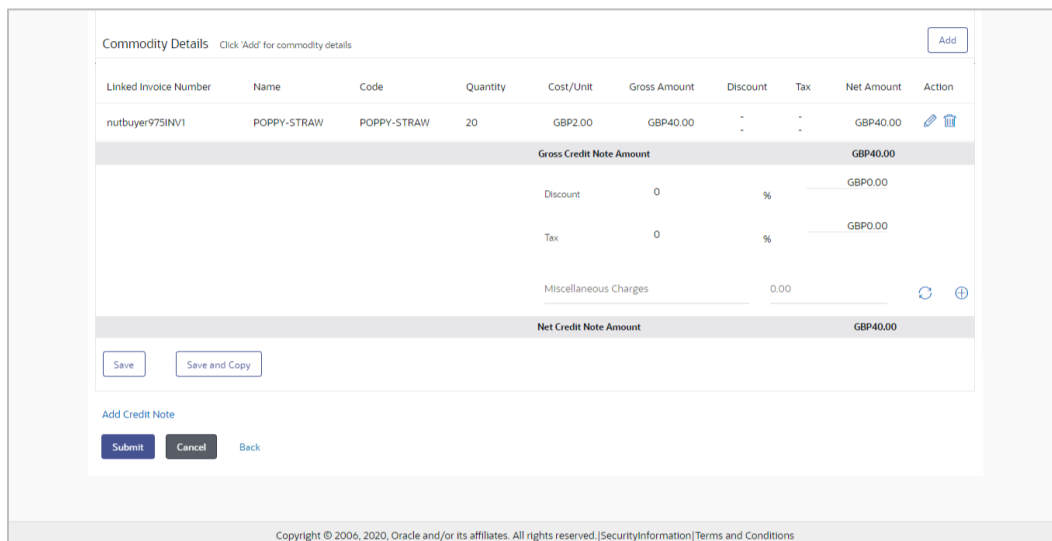
Field Description

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

Create Credit Note
ABZ Solutions | ***462

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

Customer Credit Note Number CCredNum9004	Associated Party NehNovCust1 Role: Buyer
Program Name ABZNehNovCust1	Credit Note Amount GBP40.00
Credit Note Date 18 Aug 2021	Expiry Date 31 Aug 2021
Adjustment Reason Pricing Error	Linked Invoice Number nutbuyer975INV1

Commodity Details

Linked Invoice Number	Name	Code	Quantity	Cost/Unit	Gross Amount	Discount	Tax	Net Amount
nutbuyer975INV1	POPPY-STRAW	POPPY-STRAW	20	GBP2.00	GBP40.00	-	-	GBP40.00
Gross Credit Note Amount								GBP40.00
						Discount	0.00 %	GBP0.00
						Tax	0.00 %	GBP0.00
Net Credit Note Amount								GBP40.00

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

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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

Confirmation
Your request for creating Credit Note(s) has been initiated successfully.

Reference Number
0508A9F121C1

Status
Pending for Approval
[Click here to view status of Credit Note](#)

What would you like to do next?

[Go To Dashboard](#) [View Credit Note](#) [Create Credit Note](#) [Save as Template](#)

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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.

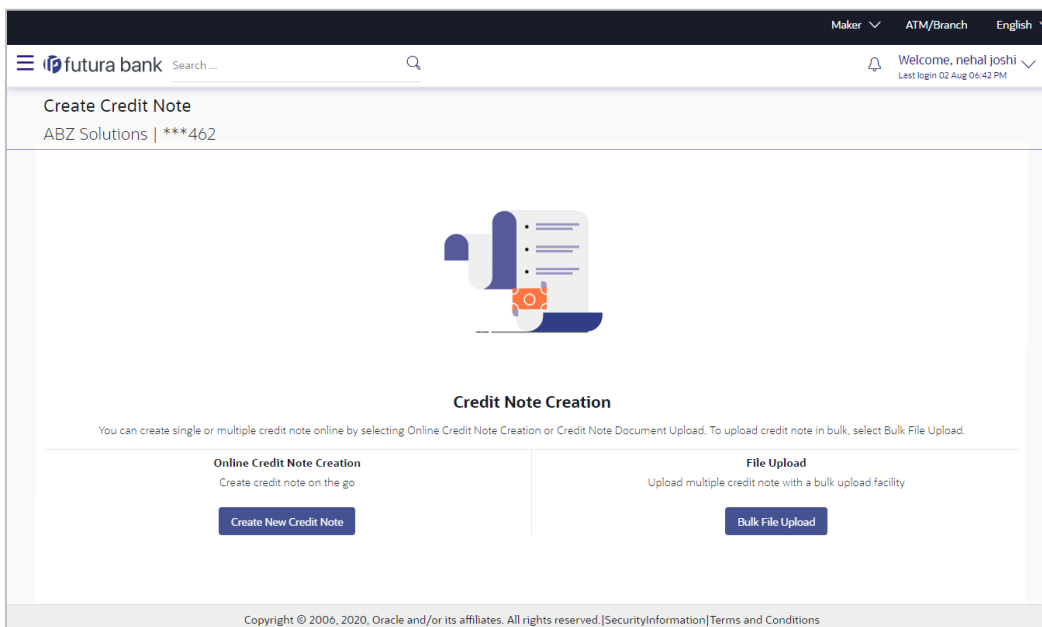
7.1.1.2 **Create Credit Notes using Templates**

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:



1. On navigating to the **Create Credit Note** screen, click **Create New Credit Note**. The **Create Credit Note** screen appears.
2. 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 'Template' tab. At the top, there's a search bar and a table with the following data:

Template Name	No of Credit Note Saved	created By	last Updated	Action
CRN_TMPL_030821013110	1	authninstaller2	03 Aug 2021	



Below the table is a pagination control showing 'Page 1 of 1 (1 of 1 items)'. To the right, a callout box titled 'Credit Note' contains the following text:

Credit Note
 You can save the data entered while creating a Credit Note, in a template.
 This saves the effort of re-entering the data when a Credit Note is created for the same party in future.
 Simply select a template from the given list and the Credit Note will open in the "Create Credit Note" page for creating a Credit Note.

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.

- Navigate through the pages to the required template, or use the **Search** field to find a specific template.
- 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.
 - Click **Yes** to delete the credit note template.
OR
Click **No** to cancel the deletion of the credit note template.
- Add or modify the required details.

6. 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.
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 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.

7.1.1.3 **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

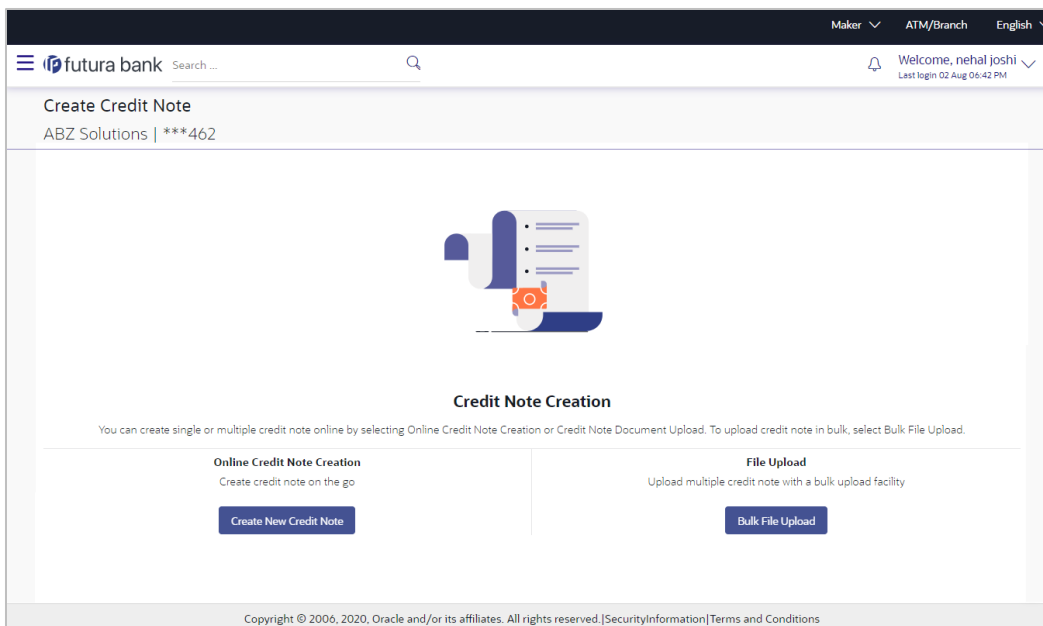
OR

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.

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.
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.

Field Name	Description
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.
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.

Field Name	Description
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

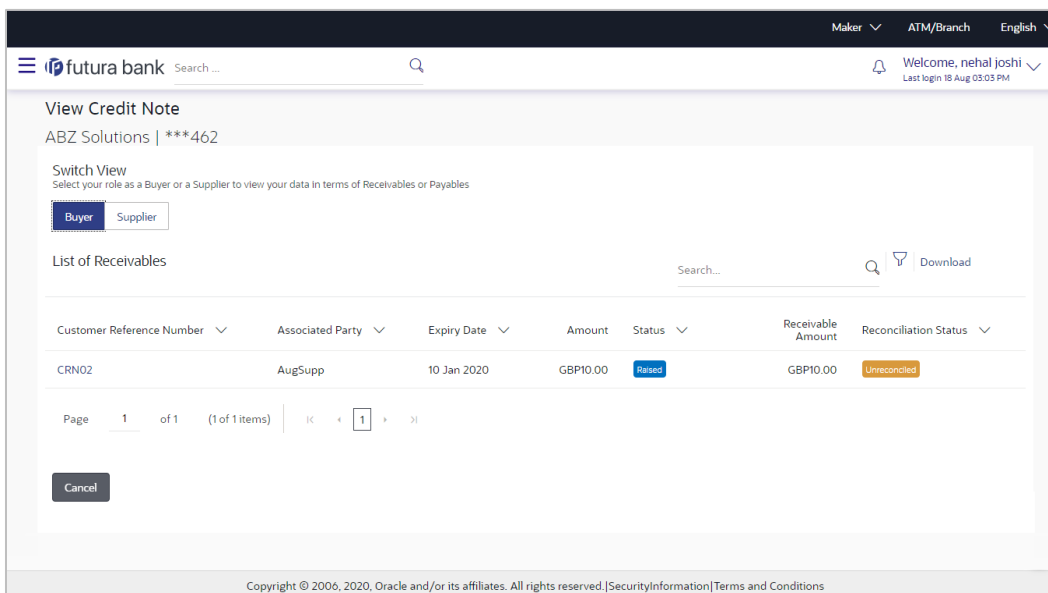
7.2 View Credit Note

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

Maker ▾ ATM/Branch English ▾

Search ...
Welcome, nehal joshi
Last login 18 Aug 03:03 PM

View Credit Note

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

List of Payables Search... Download

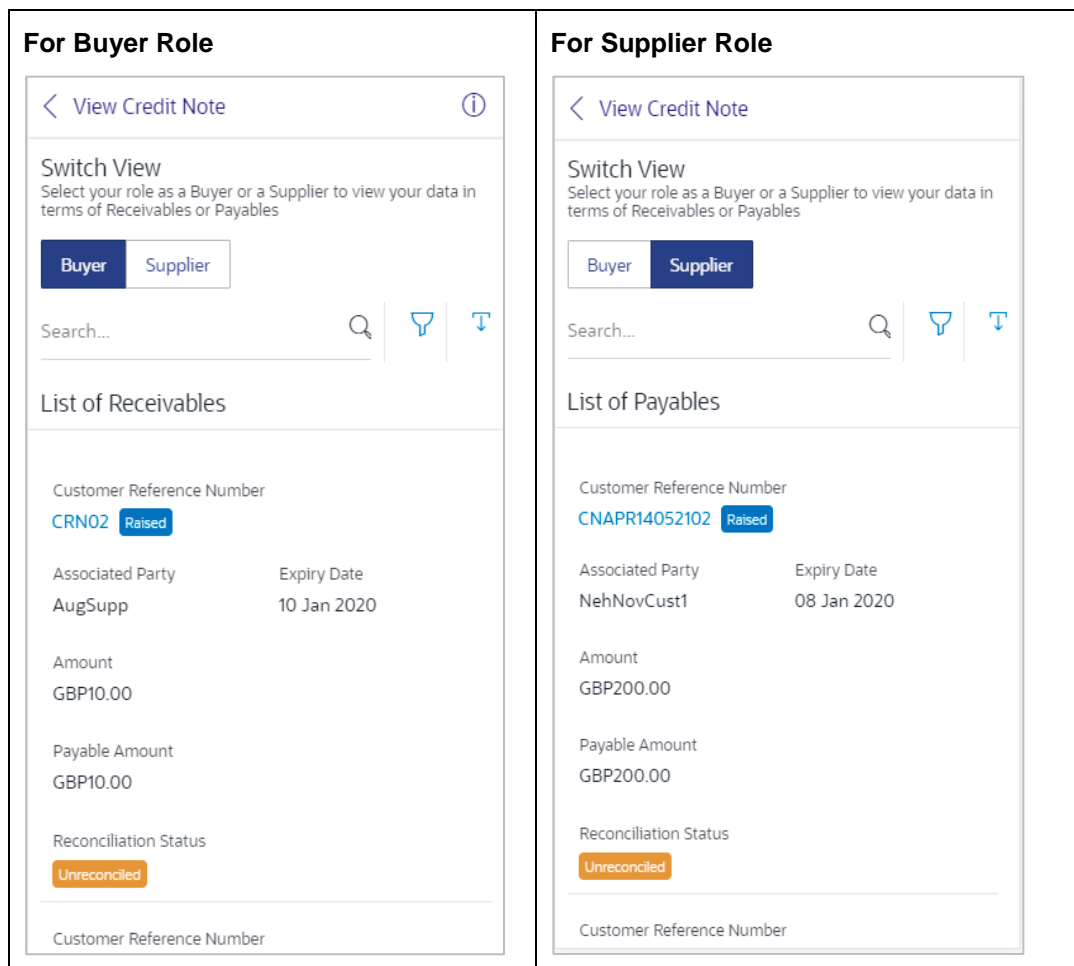
Customer Reference Number ▾	Associated Party ▾	Expiry Date ▾	Amount	Status ▾	Payable Amount	Reconciliation Status ▾
CNAPR26042104	NehNovCust1	14 Apr 2021	GBP200.00	Raised	GBP200.00	Unreconciled
CNAPR14052102	NehNovCust1	08 Jan 2020	GBP200.00	Raised	GBP200.00	Unreconciled
CNAPR23042106	NehNovCust1	14 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 >

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View Credit Note (on mobile device)

Credit notes can also be viewed on a mobile device. The features and functionality available on the desktop computers, such as hyperlinks, search filters, and the download option, are also available on the mobile device.



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

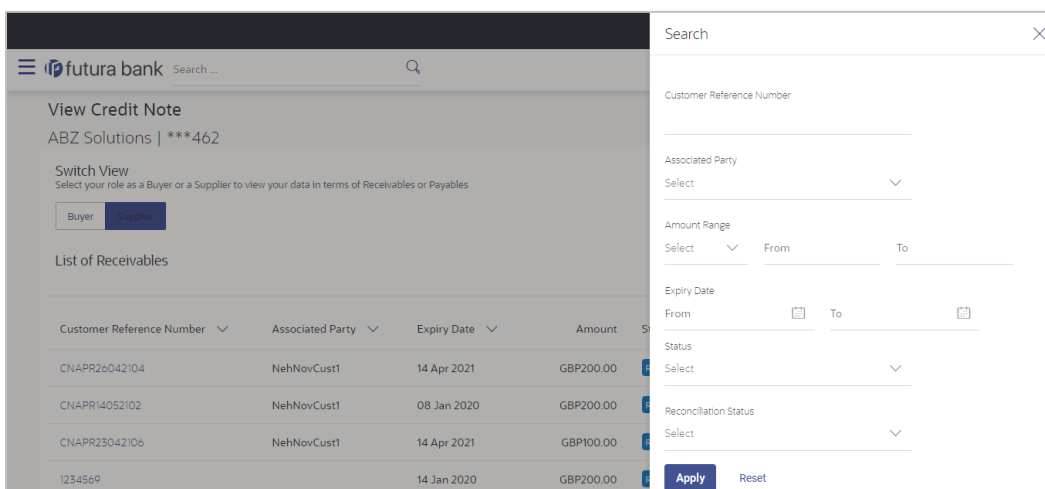
Field Name	Description
Search	Indicates an option to search for specific credit notes. As the partial or full reference number is entered, the relevant credit notes are displayed.
	Click this icon to filter the credit notes, based on certain criteria. For more information, refer the Search (overlay window) section below.
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.
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.

View Credit Note Details
ABZ Solutions | ***462

Host Reference Number: CN1387 raised | 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: -

[Less Information](#)

Amount Details	
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

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View Credit Note Details (on mobile device)

The **View Credit Note Details** screen can also be viewed on a mobile device. The credit note details present in the desktop version, are also available on the mobile device.

< View Credit Note Details

Host Reference Number
CN0362 Raised

Date: 07 Jan 2020 Program Name: POProg

[More Information](#)

Amount Details Commodity Details Link

Particulars	Amount
Credit Note Amount	GBP200.00
Discount Amount Percentage	GBP20.00 -
Tax Amount Discount	GBP20.00 -
Net Credit Note Amount	GBP200.00
Acceptance Amount	-
Outstanding Amount	GBP200.00

Cancel

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.

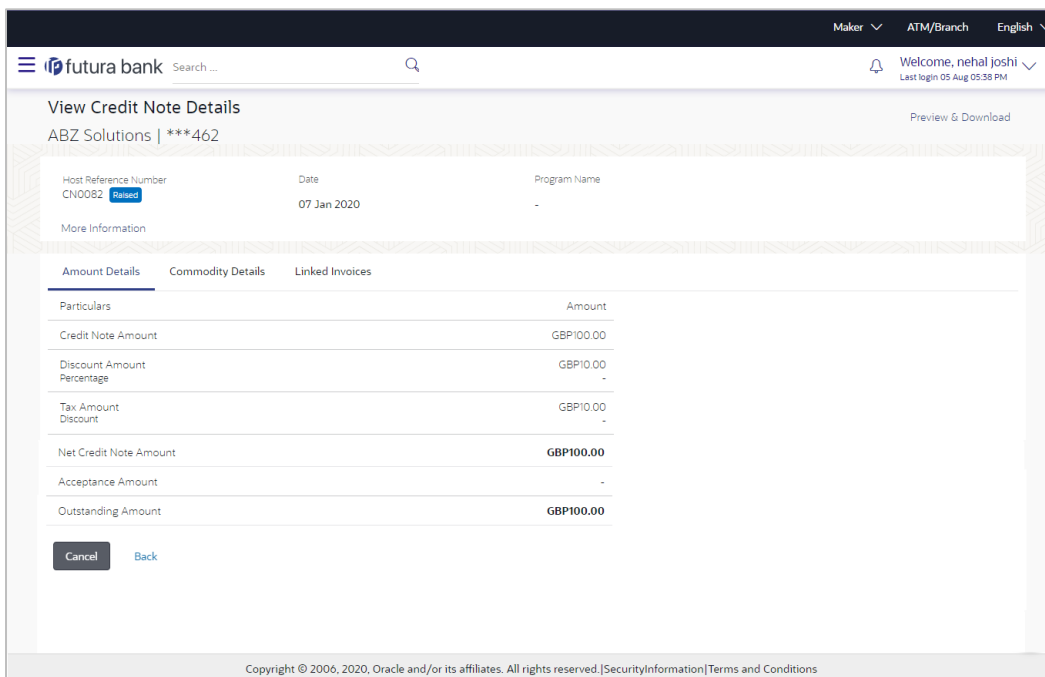
Field Name	Description
Program Name	Displays the name of the program linked with the credit note.
The following fields appear if you click the More Information link. You can hide the fields by clicking the Less Information link.	
Customer Credit Note Number	Displays the customer's credit note reference 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.

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

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

Note: These tabs can also be viewed on a mobile device.

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

The screenshot shows the Oracle Fura web interface for viewing credit note details. The page title is "View Credit Note Details" for credit note "ABZ Solutions | ***462". It displays a summary table with fields: Host Reference Number (CNO082, status: Raised), Date (07 Jan 2020), and Program Name (-). Below this is a "More Information" section with tabs for "Amount Details", "Commodity Details" (selected), and "Linked Invoices". The "Commodity Details" tab shows a table with columns: Name, Code, Quantity, Cost Per Unit, Gross Amount, Discount Amount, Tax Amount, Net Amount, and Linked Invoices. The data row shows: Name: Roses, Code: POPPY-STRAW, Quantity: 10, Cost Per Unit: GBP10.00, Gross Amount: GBP100.00, Discount Amount: GBP10.00 @ 10%, Tax Amount: GBP10.00 @ 10%, Net Amount: GBP100.00, and Linked Invoices: INV19042107. 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. [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

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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.

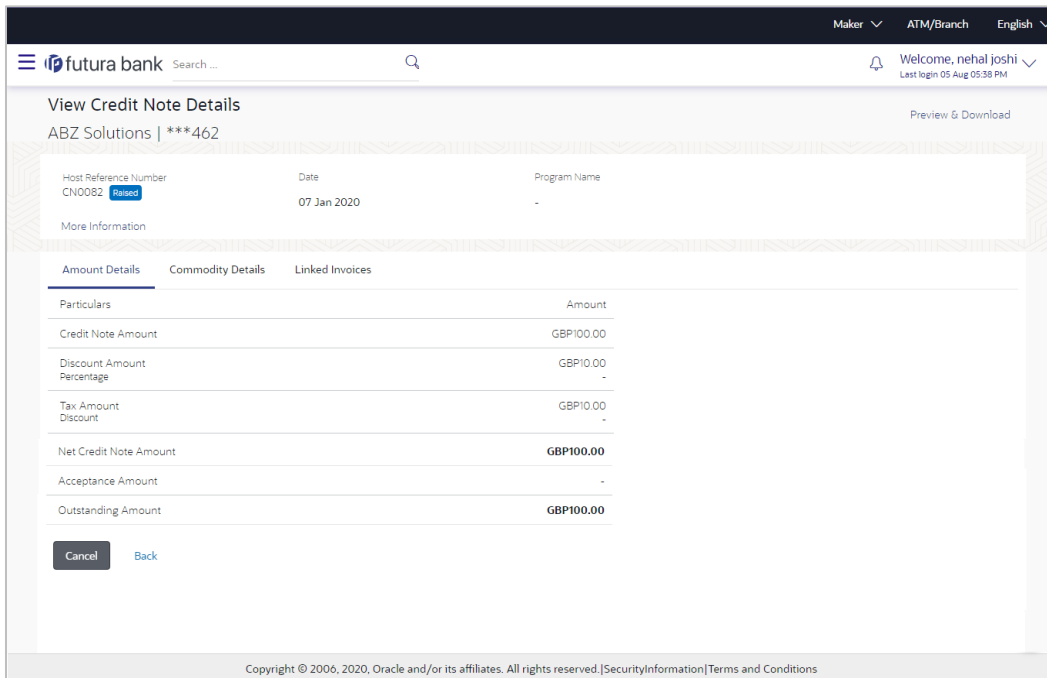
You can perform the following actions from the **View Credit Note Details** screen:

- 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

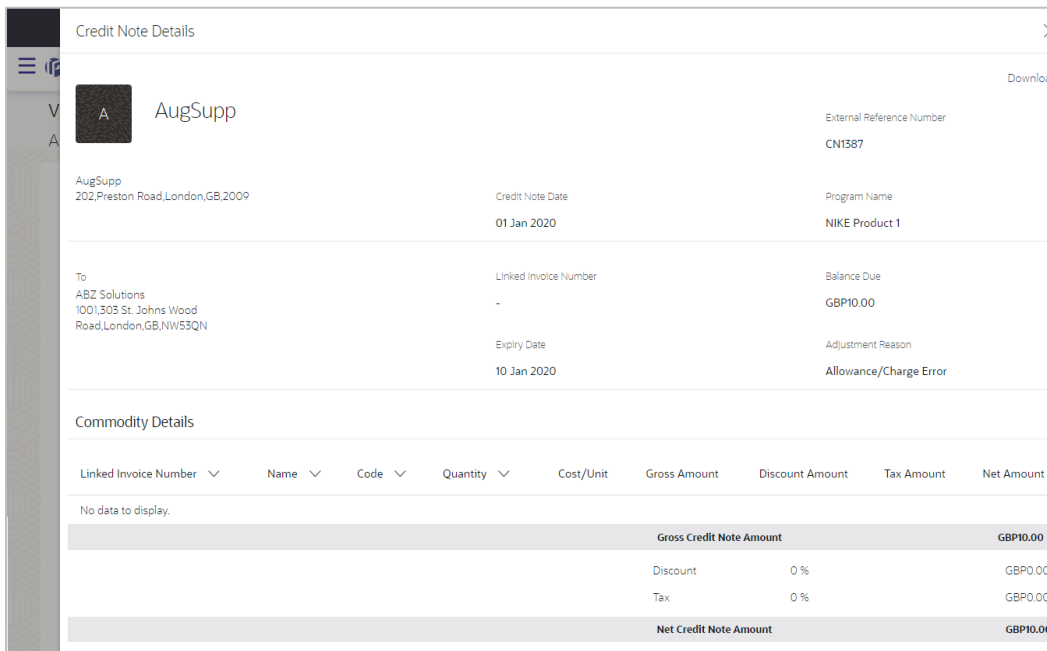
To preview and download the credit note:

View Credit Note Details



1. 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



2. 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

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

Onboard Associated Party- Associated Party Details

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.

- 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

- 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' and 'Communication Details'. The 'Associated Party Details' section includes fields for Landline Number (02298765432), Fax (0228999999), Mobile Number (91 7899877899), Email ID (abc@ABCI.com), and Preferred Communication Mode (Email selected). The 'Communication Details' section includes fields for Registered Address (Address Line 1: XYZ Lane, Address Line 2: , Country: India, State: , City: Mumbai, PIN Code: 400001) and a checkbox for 'Same as Registered Address' which is checked. At the bottom, there are 'Submit', 'Cancel', and 'Back' buttons. A sidebar on the right contains an 'Onboarding Associated Party' message explaining that the associated party needs to be onboarded into the system after KYC checks.

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.

- 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

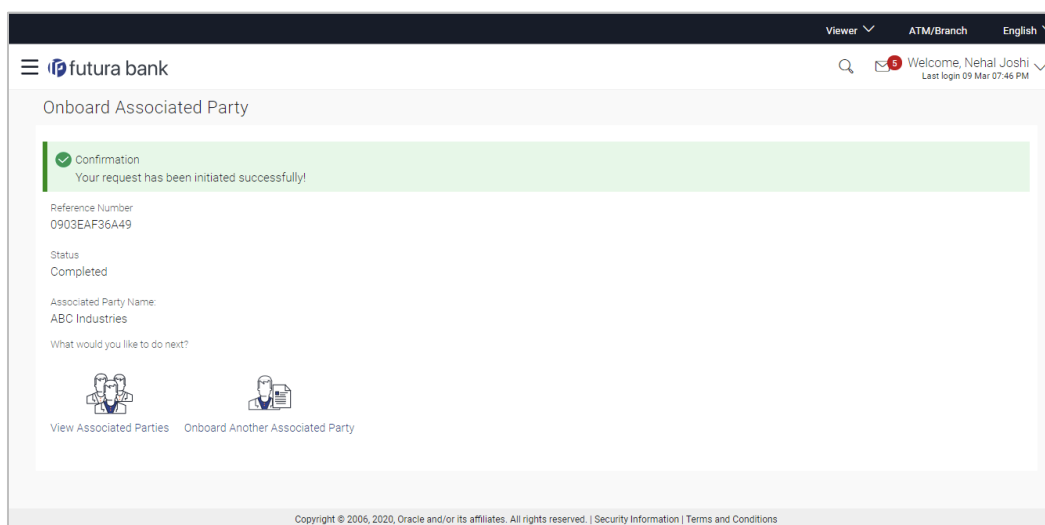
Landline Number 02298765432	Fax 02289999999
Mobile Number +91 -7899877899	Email ID abc@ABCI.com
Preferred Communication Mode Email	Registered Address XYZ Lane, , Mumbai, Others, India, Pin 400001
Communication Address XYZ Lane, , Mumbai, Others, India, Pin 400001	

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

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- 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



6. 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.

Note: Once the **Onboard Associated Party** transaction is submitted by the Corporate Maker, it is sent for approval. It appears in the **Pending for Approval** list of the Corporate Approver. The Approver can approve, or reject, or send the transaction back to the Maker for modifications, with relevant comments. Relevant notifications are sent to the Maker.

The Maker can then view, claim, and edit the transaction. Upon modification, it can be submitted for approval again. The Approver again has the option to approve, reject or send the transaction back for modification. There is no limit to the number of times the transaction can be sent back for modification.

Once approved, the transaction appears in the Approver's **My Approved List**.

FAQ

1. 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.

2. 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.

3. 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.

4. 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.

5. 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:

1. 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).
2. Click the link in the email. The screen to upload KYC documents appears.

Onboard Associated Party- Upload KYC Documents

ATM/Branch English UBS 14.3 AT3 Branch

futura bank

Onboard Associated Party

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

Kindly Upload KYC documents

Corporate Id Proof

- Pan Card in the name of the company
- Certificate of Incorporation

Corporate Address Proof

- 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
- Address mentioned on certificate of registration.

Drop Files here or click to upload

Note: Each document should not be more than 2 MB. Supported file types: PNG, DOC, PDF, JPEG, JPG.


PAN Card.pdf

ElectricityBill_03May.jpg


Submit

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Field Description

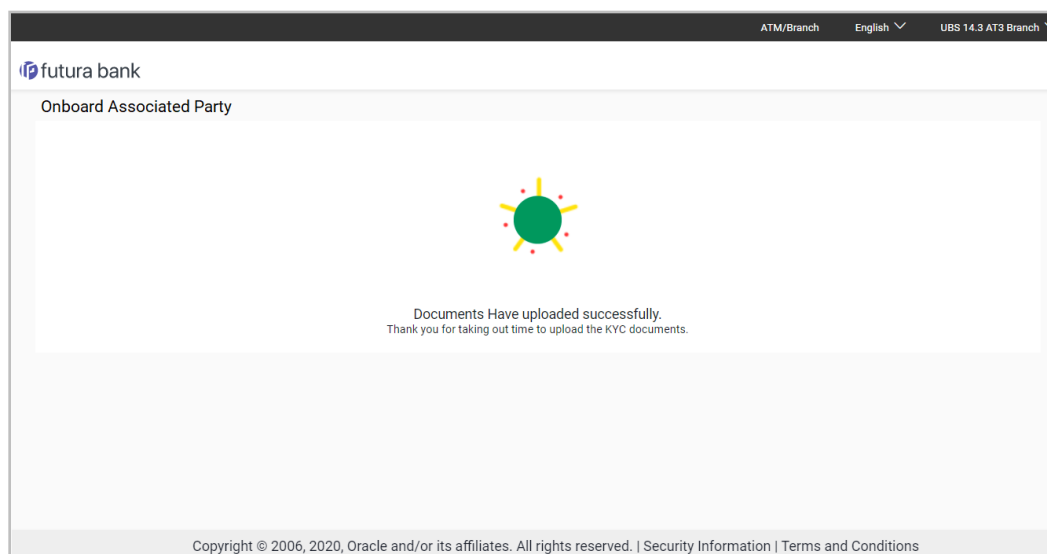
Field Name	Description
Onboarded Associated Party	
Drop Files here or click to upload	<p>Click  to browse and upload the ID proof or address proof documents or drag-and-drop the files to be uploaded.</p> <p>Note: File size should not be more than 2MB. Supported file types: .PNG, DOC, PDF, JPG, JPEG.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

- 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.

- 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.

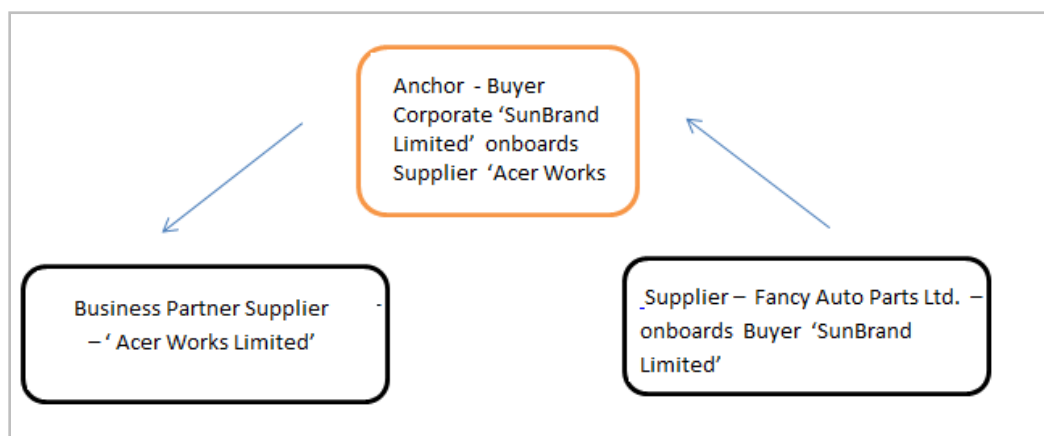
The Bank Admin can define which transactions are to be accessible to a non-customer through RTM. Similarly, bank admin can either enable or disable the corporate admin feature for non-customers. Access of Create Program and On-board Associated Party are NOT given in the RTM if these functionalities are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

1. 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

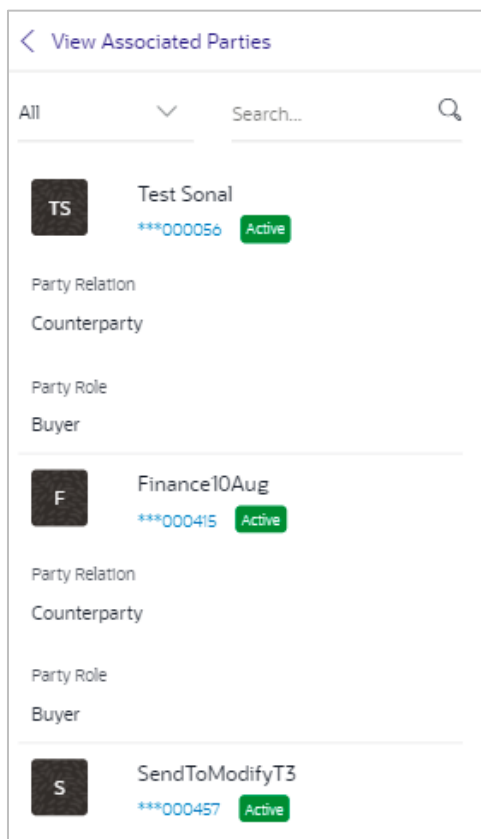
The screenshot displays the 'View Associated Parties' interface for 'ABZ Solutions | ***462'. It features a search bar and a filter dropdown set to 'All'. The main area contains a grid of 9 party tiles, each representing an associated party. Each tile includes a party ID, name, relation, role, and status (Active). The parties listed are:

- 001 (ID: ***000185), Counterparty, Buyer
- Vinayak Traders 3 LTD (ID: ***000195), Counterparty, Buyer
- UltoolKitFeb13 (ID: ***000195), Counterparty, Buyer
- Party Name test1 (ID: ***000107), Counterparty, Buyer
- State bank of India (ID: ***000125), Counterparty, Buyer
- bombayeee7 (ID: ***000200), Counterparty, Buyer
- Party Name test1193 (ID: ***000109), Counterparty, Buyer
- snehalshah (ID: ***000129), Counterparty, Buyer
- Party Name test (ID: ***000107), Counterparty, Buyer

At the bottom, the pagination indicates 'Page 1 of 12 (1-9 of 102 items)'.



View Associated Parties (on mobile device)



The **View Associated Parties** screen can also be viewed on a mobile device. The features and functionality available on the desktop computers, such as hyperlinks, search filters, the dropdown field to select Anchor party or Counterparty, are also available on the mobile device.



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

- 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

Viewer
ATM/Branch
English

futura bank

 Welcome, Nehal Joshi
Last login 09 Mar 11:26 PM

View Associated Parties

ABZ Solutions | ***462

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

Top Associated Programs

In Local Currency Equivalent

Receivables
EUR1,715,699...

€1.65K

€1.71M

■ LnkedProg ■ Rahul Test Program

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	

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 LnkedProg22	Supplier	29	GBP1,553,938.40	Active
LnkedProg LnkedProg22	Supplier	2	USD2,980.00	Active
LnkedProg LnkedProg22	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 LnkedProg22	Supplier	1	INR5,000.00	Active

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

Cancel Back

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View Associated Parties (on mobile device)

The **View Associated Parties** screen can also be viewed on a mobile device. All details present in the desktop version, such as hyperlinks, graphs, invoice list, and so on, are also available on the mobile device.

Field Description

Field Name	Description
View Associated Parties	
Party Name & ID	Displays the name and ID of the logged-in corporate party.
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	

Field Name	Description
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.
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.

Field Name	Description
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.

- 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.

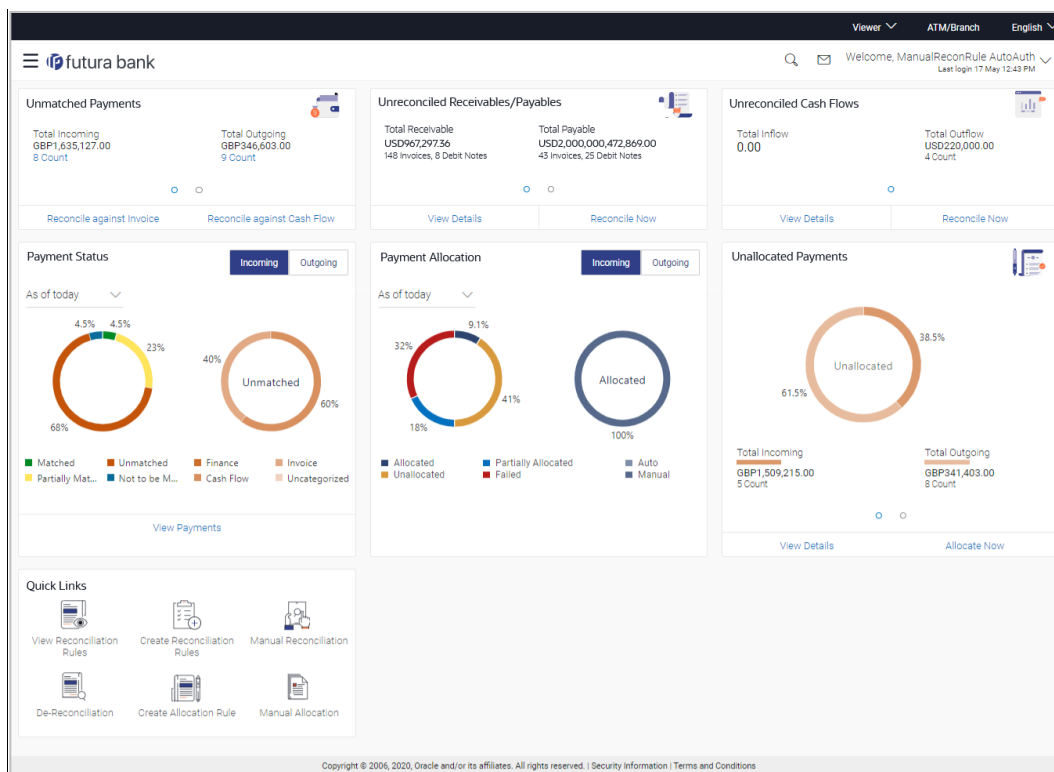
9.1 Overview

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 donut 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 donut 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 donut 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 'ABZ Solutions | ***462'. It features a progress bar with three steps: 'Rule Details' (1), 'Set Allocation' (2), and 'Prioritize Rule' (3). The 'Rule Details' step is currently active. The form includes the following fields and options:

- Reconciliation Type:** A dropdown menu with 'Select' as the placeholder.
- Rule Type:** Radio buttons for 'Generic' (selected) and 'Exact'.
- Rule Name:** A text input field.
- Reconciliation Method:** A dropdown menu with 'Select' as the placeholder.
- Attribute:** A dropdown menu with 'Select Attribute' as the placeholder.
- Rule Interpretation:** A text input field.

At the bottom of the form, there are four buttons: 'Continue' (highlighted in blue), 'Cancel', 'Back', and 'Skip Allocation'. 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 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.
Apply Generic Rule	This switch appears if you select the Exact option from the Rule Type field. Enable this switch to apply the corresponding generic rule on the remaining unreconciled records, post execution of the exact rule.

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

9.2.1 Generic Rule

The screenshot shows the 'Create Reconciliation Rule' interface. At the top, it says 'futura bank' and 'Welcome, Mayur Thakkar'. The main heading is 'Create Reconciliation Rule' with a sub-heading 'ABZ Solutions | ***462'. A progress bar indicates three steps: 1. Rule Details, 2. Set Allocation, and 3. Prioritize Rule. The 'Rule Details' step is currently active. The form contains the following fields and options:

- Reconciliation Type:** Invoice Payment Recon
- Rule Type:** Generic, Exact
- Rule Name:** RG122
- Reconciliation Method:** FIFO - Oldest invoice to be reconcil...
- Attribute:** Invoice Due Date
- Rule Interpretation:** Invoice with oldest invoice date will be reconciled first

At the bottom, there are four buttons: Continue (highlighted), Cancel, Back, and Skip Allocation. 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
	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: <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

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.
----------------------	--

Field Name	Description
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 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. A single sided condition should always be created along with atleast one double sided condition. The following fields appear for a single sided condition.	
Select Entity	Select the required entity for building the condition. The following options are available: For Invoice-Payment reconciliation: <ul style="list-style-type: none"> • Invoice • Payment • Invoice and Payment For Cash Flow-Payment reconciliation: <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	Select the relational operator or pattern to be used for comparison. The options available are: <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	
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.

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.

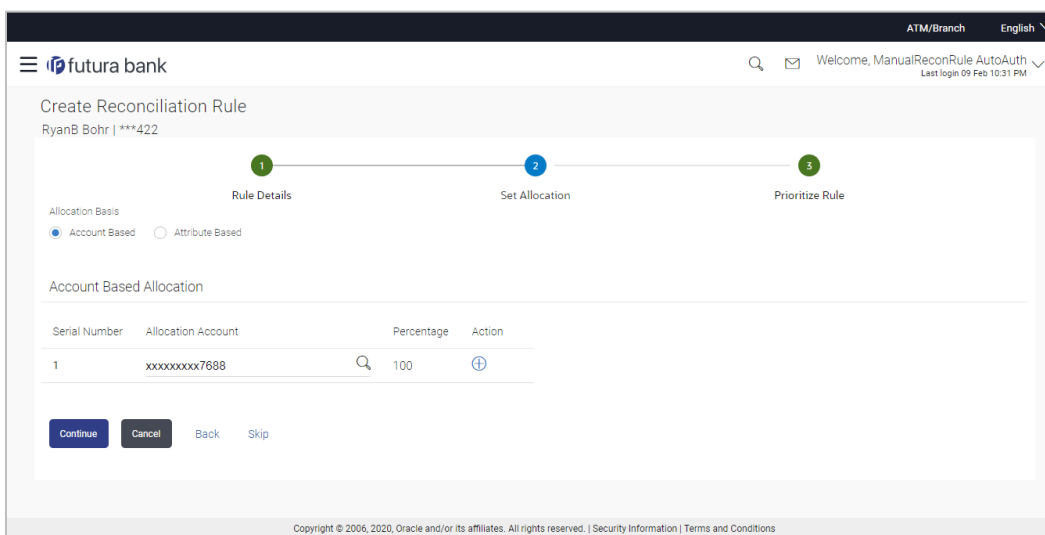
5. If you select the **Exact** option in the **Rule Type** field, then in the **Reconciliation Rule** section, build condition(s) as per requirement, as follows:
 - a. You can define either two or more single-sided condition or one more double-sided condition, or both. You can also define a group of 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



ATM/Branch English


futura bank Welcome, ManualReconRule AutoAuth
Last login 09 Feb 10:31 PM

Create Reconciliation 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	xxxxxxxx7688	100	

Continue Cancel Back Skip





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Set Allocation – Attribute Based

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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

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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>

- 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.
- 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 expression is 'Exact Attribute of Invoice No of Invoice = Exact Attribute of Payment Reference No of Payment'. The allocation details are as follows:

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

The 'Prioritize Rules' section contains a table of existing rules:

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

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'.

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

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

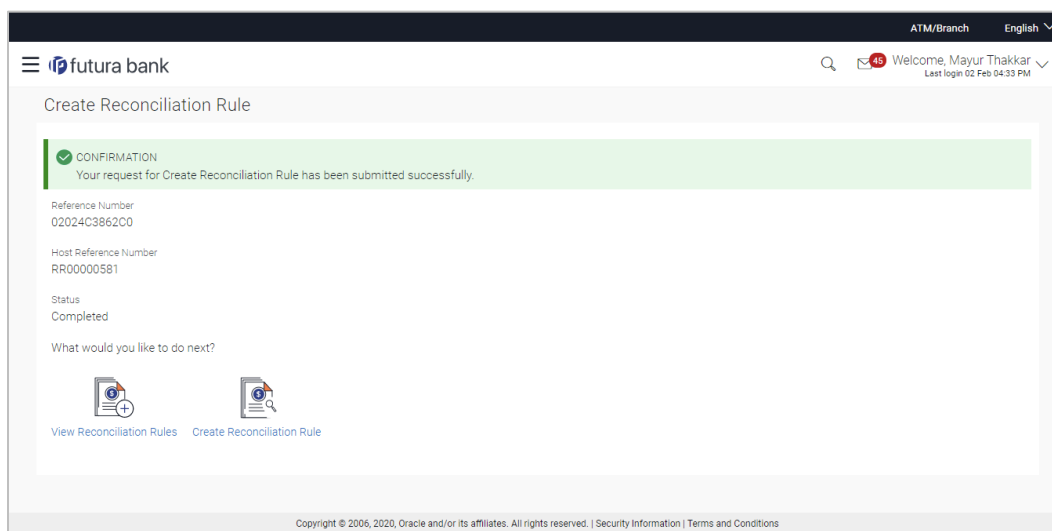
OR

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

Field Description

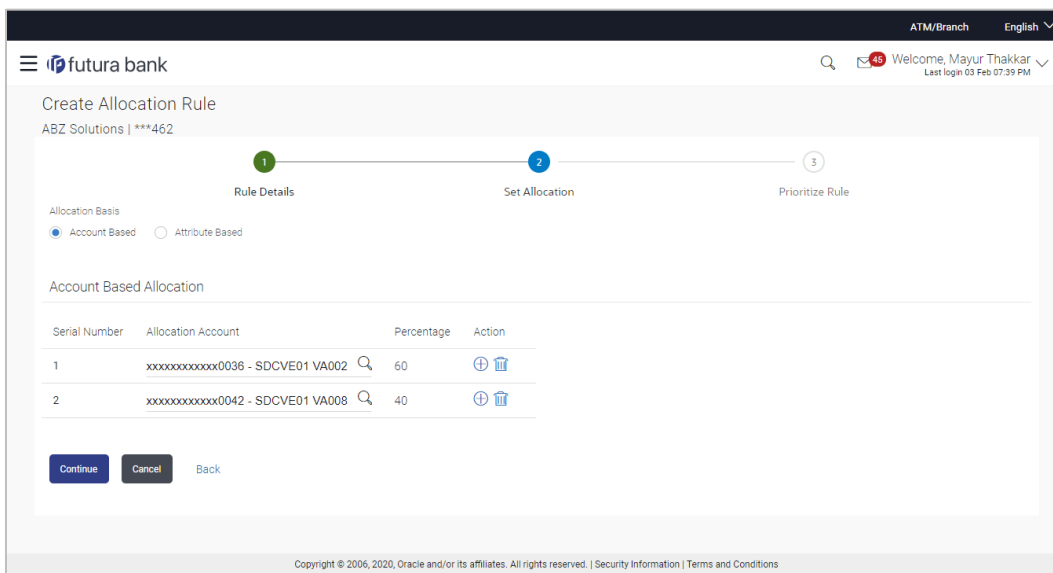
Field Name	Description
Create Allocation Rule	
Party Name & ID	Displays the name and ID of the logged-in corporate party.
Rule Details	

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.

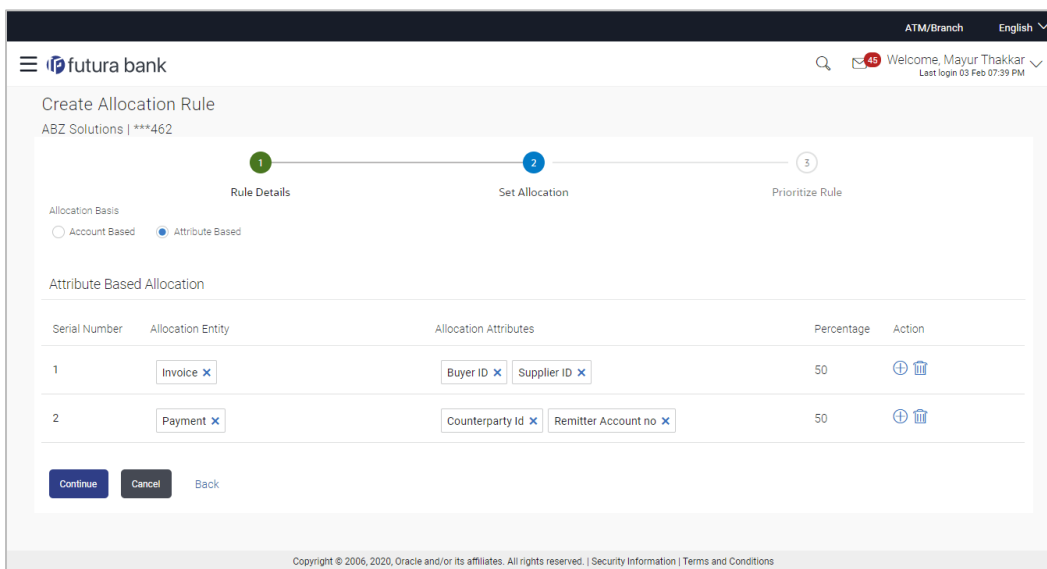
2. In the **Rule Name** field, enter the name to be assigned to the rule.
3. In the **Reconciliation Rule** section, build the condition(s) as per requirement:
 - a. Select the attribute to be used for comparing.
 - b. Select the appropriate relational operator or pattern for comparing, from the **Match 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



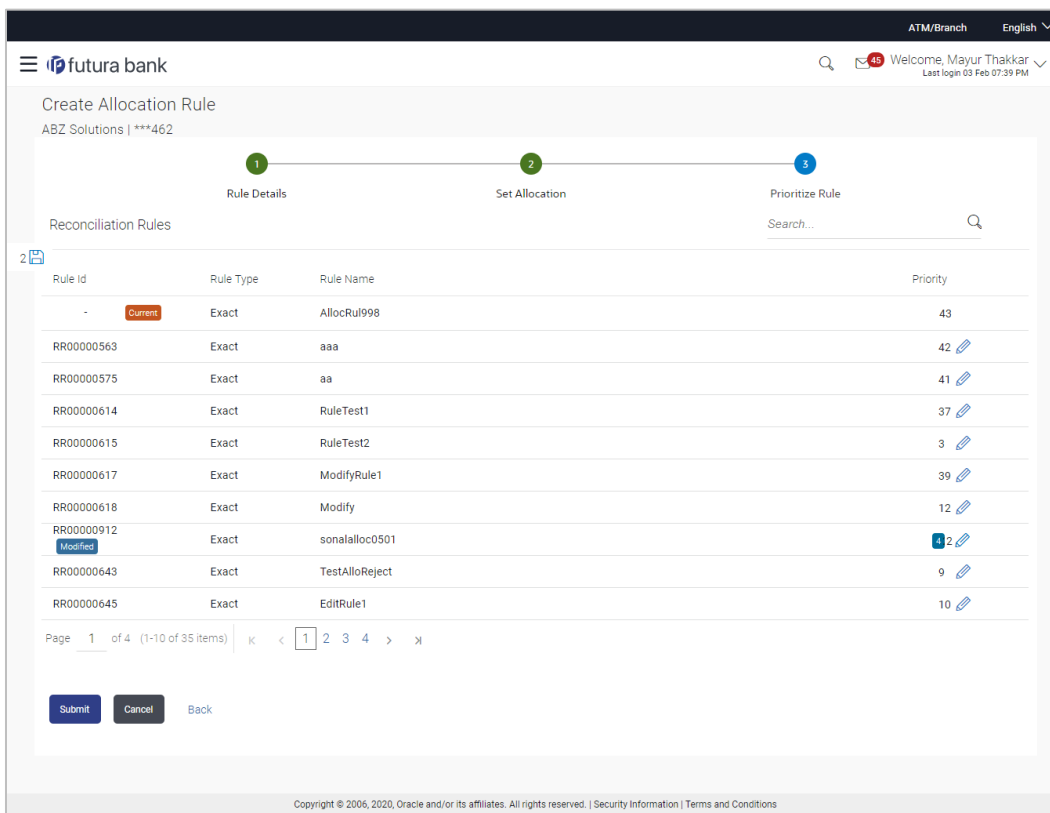
Field Description

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



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	xxxxxxxxxxx0036	60%
2	xxxxxxxxxxx0042	40%

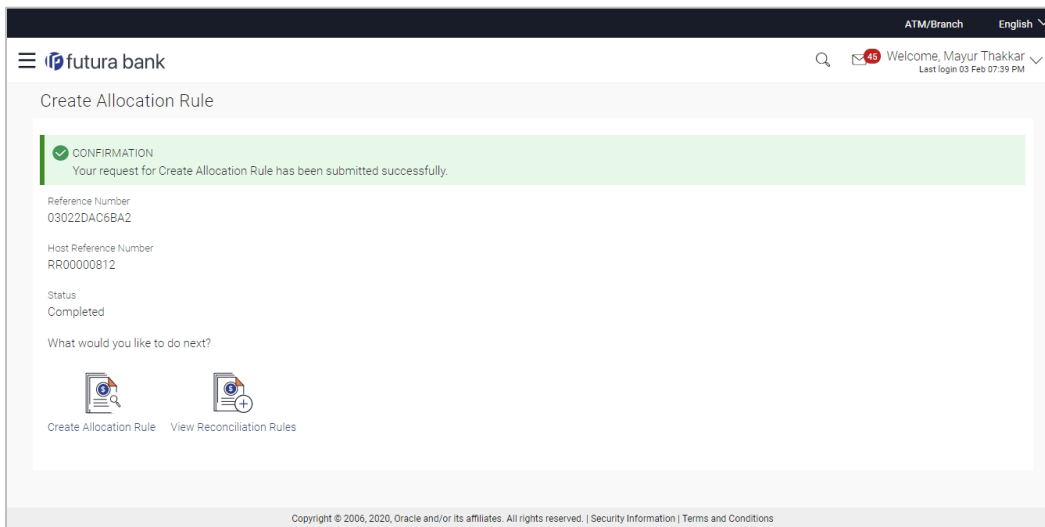
The 'Prioritize Rules' section shows a table with one row:

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

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

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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.

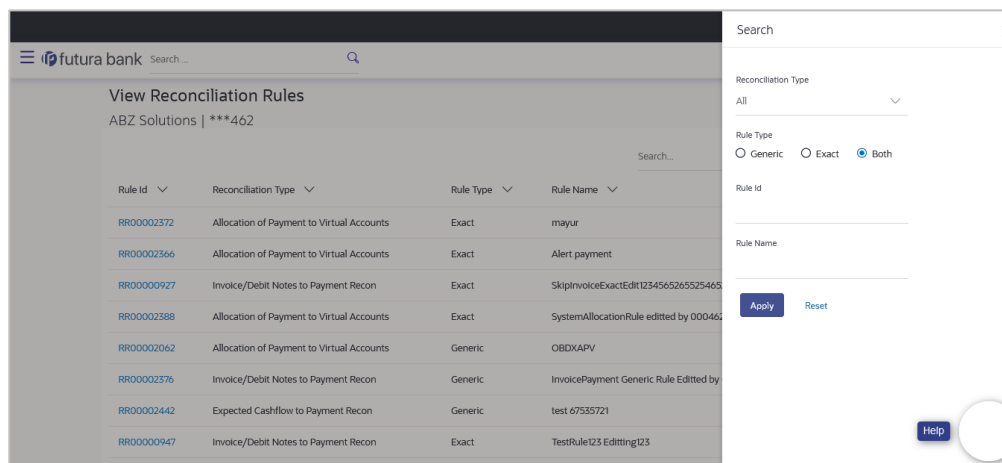
Rule Id Displays the unique ID of the rule. This is a hyperlink which when clicked displays the details of the reconciliation rule. For more information on the fields, refer the [View Reconciliation Rule \(details\)](#) section in this document.

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.
 - a. 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 shows 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 main content is divided into several sections:

- Basic Details:** A table showing rule information.

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:** A list of conditions defining the 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:** A table showing the percentage allocation of the rule.

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

At the bottom, there is a 'Back' link and a copyright notice: Copyright © 2006, 2020, Oracle and/or its affiliates. All rights reserved. | Security Information | Terms and Conditions

View Reconciliation Rule – Generic

The screenshot displays the 'View Reconciliation Rule' interface for a generic rule. The page header includes the Futura Bank logo, a search bar, and user information: 'Welcome, nehal joshi' with a last login time of '10 Aug 12:19 PM'. The rule ID is 'RR00002376' and the name is 'InvoicePayment Generic Rule Edited by 000462'. The rule type is 'Generic' and the priority is '5'. The reconciliation method is 'LIFO-Latest invoice to be reconciled first' with the attribute 'Invoice Due Date'. The rule interpretation states: 'Invoice with latest invoice due date will be reconciled first'. The allocation details are as follows:

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%

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 shows the 'View Reconciliation Rules' interface. At the top, there is a navigation bar with 'Maker', 'ATM/Branch', and 'English' dropdowns. Below that is the 'futura bank' logo and a search bar. The main content area is titled 'View Reconciliation Rules' and includes a sub-header 'ABZ Solutions | ***462'. There is a search bar and a 'Download' button. The table below lists the following 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

At the bottom of the table, there is a pagination control showing 'Page 1 of 5 (1-10 of 48 items)' and a 'Cancel' button. The footer contains the text: 'Copyright © 2006, 2020, Oracle and/or its affiliates. All rights reserved. [SecurityInformation]Terms and Conditions'.

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'. The main content area is titled '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

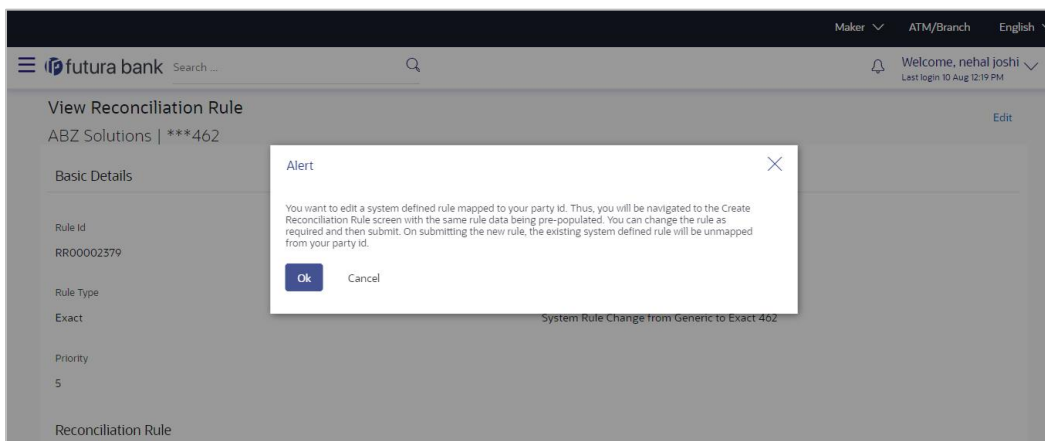
Serial Number	Allocation Entity and Attributes	Percentage
1	Payments - Payment Party Id	66.44%
2	Cash Flow - Corporate Id	33.56%

Back

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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)

futura bank
Search ...
Maker
ATM/Branch
English

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

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
 ✎ ✕

Skip Allocation

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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](#)

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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](#)

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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: Viewer, ATM/Branch, English

Navigation: Search, Mail, 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

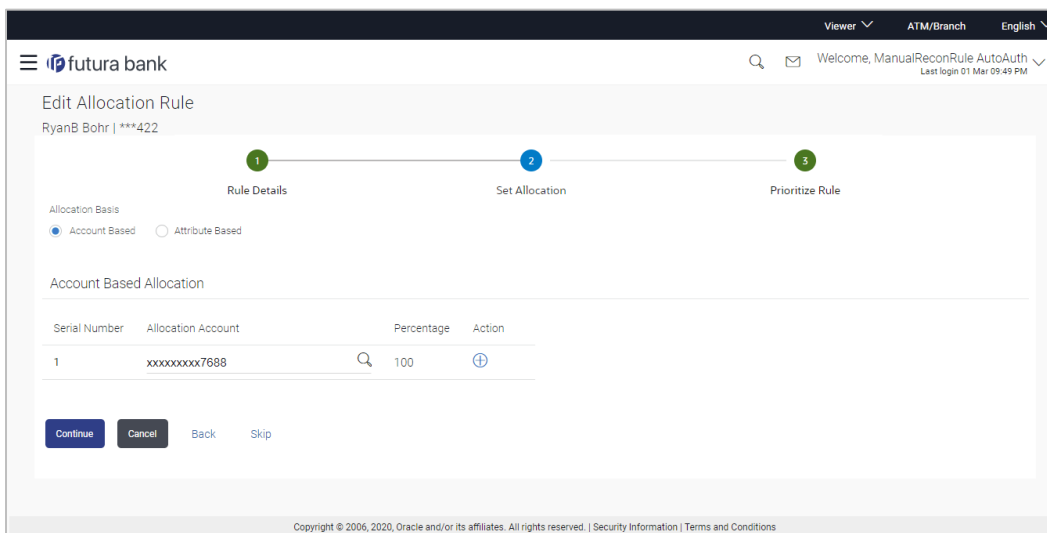
Attribute Based Allocation

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



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Edit Reconciliation Rule – Set Allocation step – Account Based



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

ATM/Branch English

futura bank

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

ABZ Solutions | ***462

1 Rule Details 2 Set Allocation 3 Prioritize Rule

Reconciliation Rules Search...


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

Page 1 of 1 (1-8 of 8 items) < 1 >

Submit Cancel Back

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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

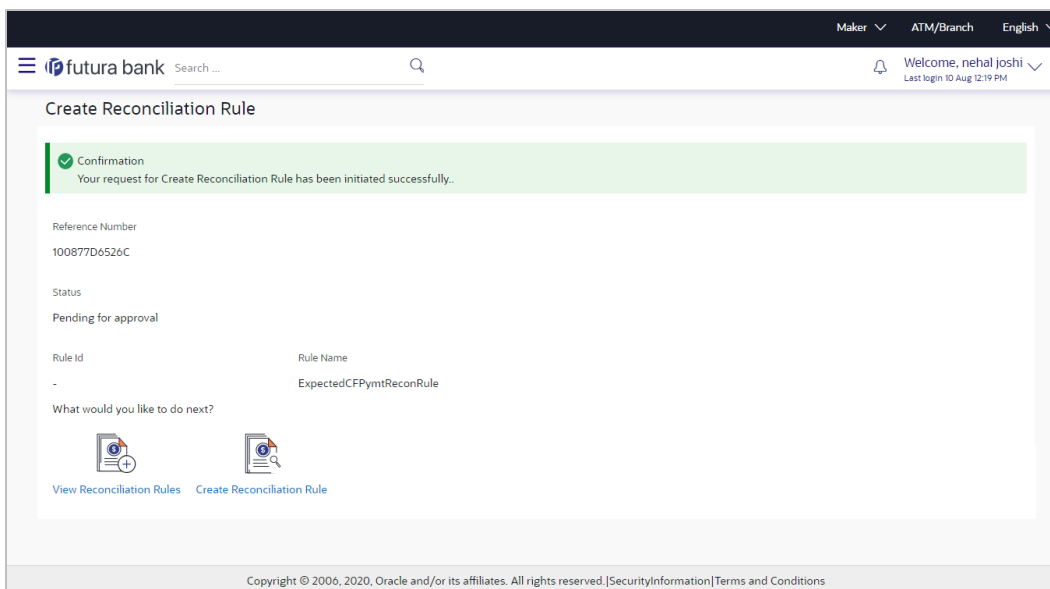
Buttons: Confirm, Cancel, Back

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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

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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 includes an 'Edit' link. Below this, the rule name 'ABZ Solutions | ***462' is shown.

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

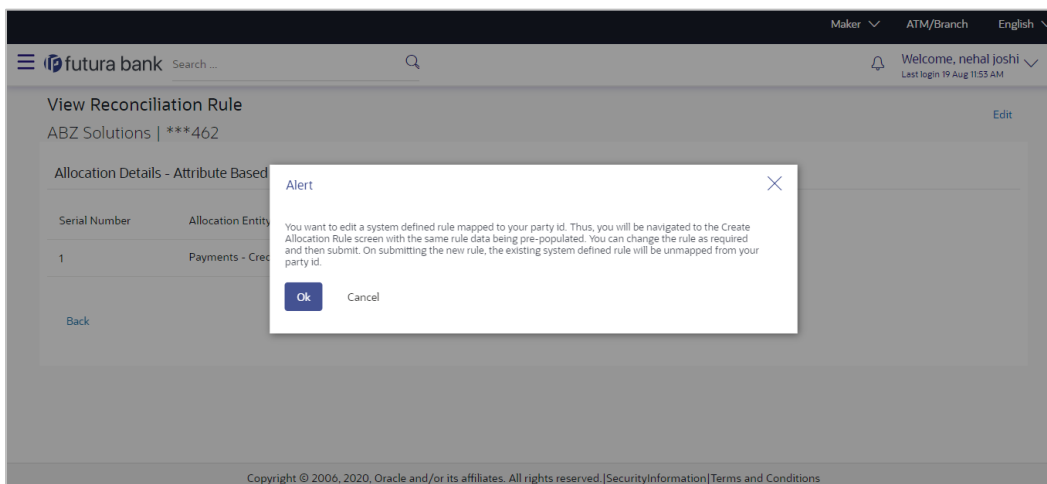
Serial Number	Allocation Entity and Attributes	Percentage
1	Payments - Credit Account no,Payment Party Id,Counterparty Id,Remitter Account no,Virtual Account Flag	50%
2	Payments - Credit Account no,Payment Party Id,Counterparty Id,Remitter Account no	50%

Back

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- 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.

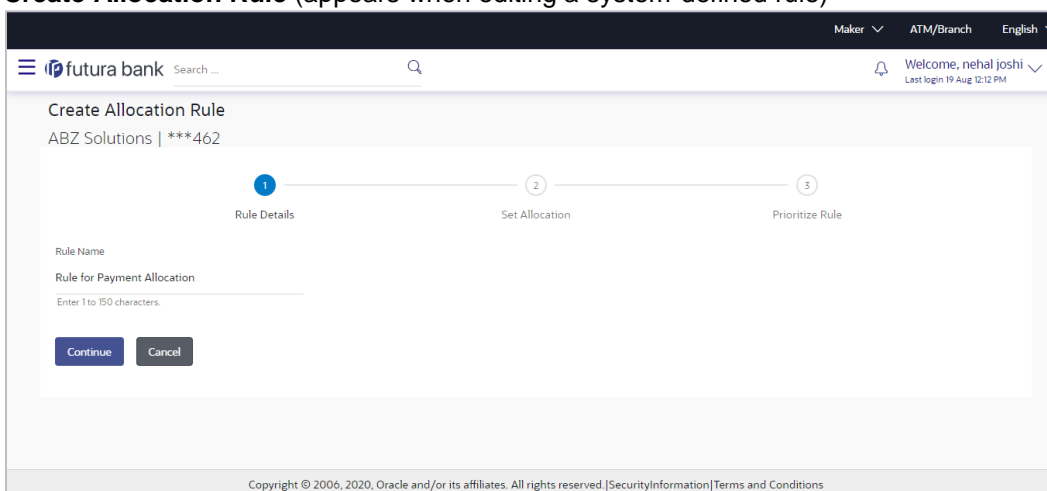
On Clicking 'Edit' for a System Defined Rule



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

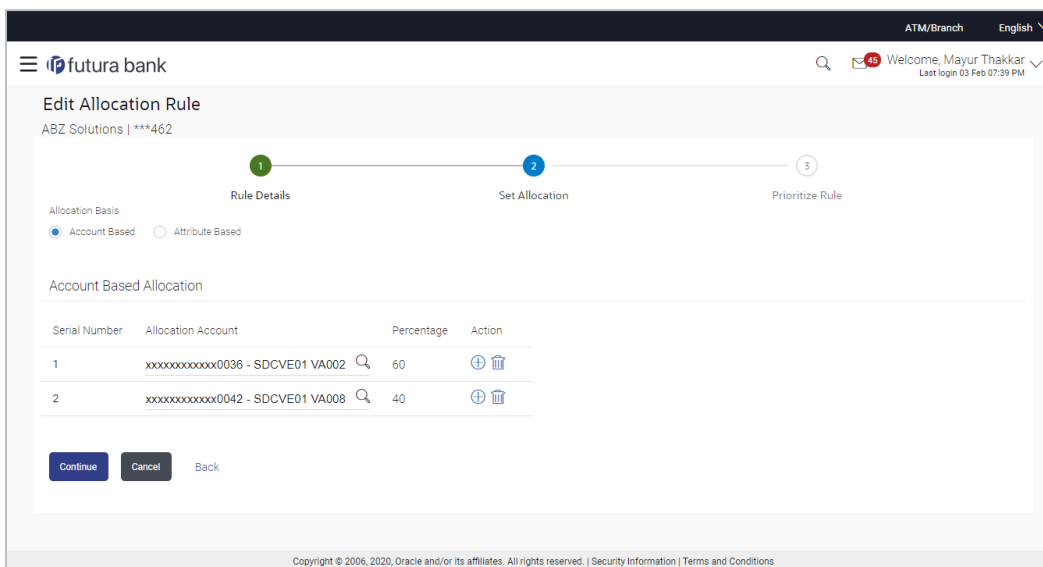
Field Name	Description
Edit Allocation Rule	
Party Name & ID	Displays the name and ID of the logged-in corporate party.
Rule Details	
Rule Id	Displays the unique ID assigned to the rule during creation. This field is not editable.
Rule Name	Indicates the name assigned to the rule. This field is editable.
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	 

[Back](#)

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Set Allocation – Attribute Based



The screenshot shows the 'Edit Allocation Rule' page for 'ABZ Solutions | ***462'. It features a progress indicator with three steps: 1. Rule Details, 2. Set Allocation (active), and 3. Prioritize Rule. The 'Allocation Basis' section has two radio buttons: 'Account Based' and 'Attribute Based' (selected). Below this is the 'Attribute Based Allocation' table with the following data:

Serial Number	Allocation Entity	Allocation Attributes	Percentage	Action
1	Payment	Credit Account no	100	+

At the bottom, there are three buttons: 'Continue', 'Cancel', and 'Back'. A copyright notice is visible at the very bottom of the page.

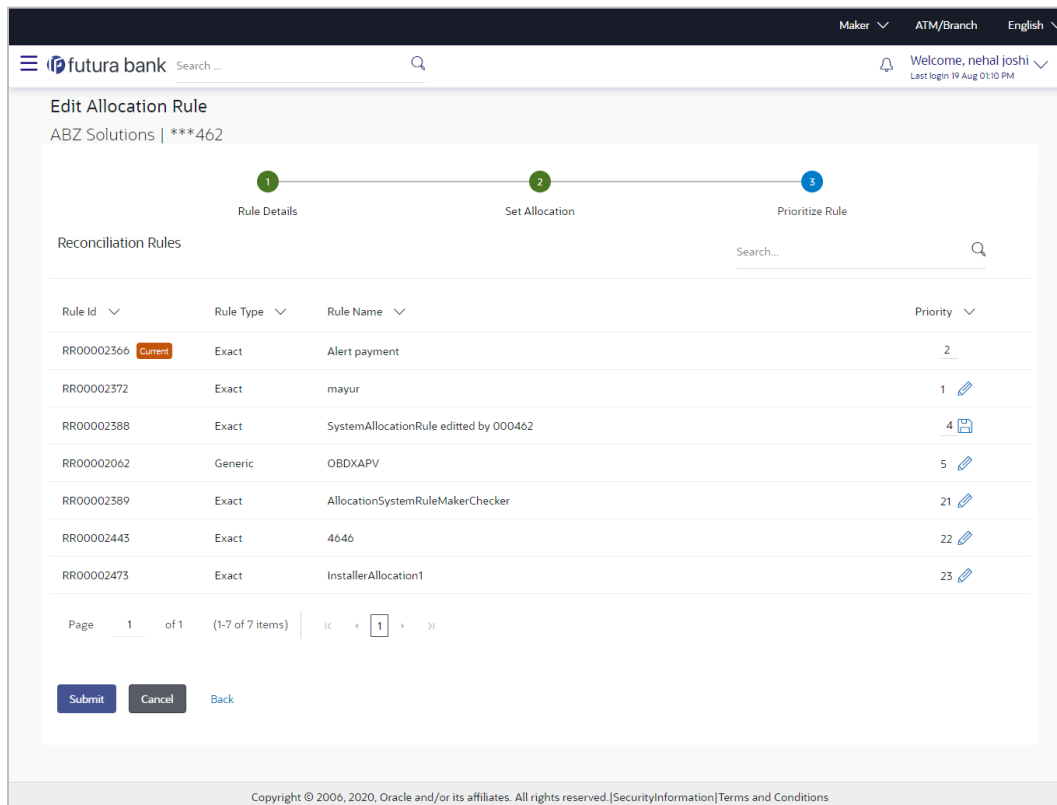
Field Description

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
RR00002445	Exact	4646	22
RR00002473	Exact	InstallerAllocation1	23

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Submit Cancel Back

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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

The screenshot displays the 'Edit Allocation Rule' review screen. At the top, there is a navigation bar with 'futura bank' logo, a search bar, and user information: 'Welcome, nehal joshi' and 'Last login 19 Aug 01:10 PM'. The main content area is titled 'Edit Allocation Rule' and shows 'ABZ Solutions | ***462'. A yellow banner with a 'Review' icon states: 'You initiated a request for Modification of Allocation Rule. Please review details before you confirm!'. Below this, the 'Rule Id' is RR00002366 and the 'Rule Name' is 'Alert payment'. The 'Reconciliation Rule' section shows 'Payment Reference No of Payment equals to 123'. The 'Allocation Details - Attribute Based' section contains a table with one entry: Serial Number 1, Payment Attributes 'Credit Account no', and Percentage 100%. The 'Prioritize Rules' section shows a table with one entry: Rule Id RR00002366, Rule Type 'Exact', Rule Name 'Alert payment', and Priority 2. At the bottom, there are three buttons: 'Confirm', 'Cancel', and 'Back'. A footer contains the copyright notice: '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 of the transaction and its status.

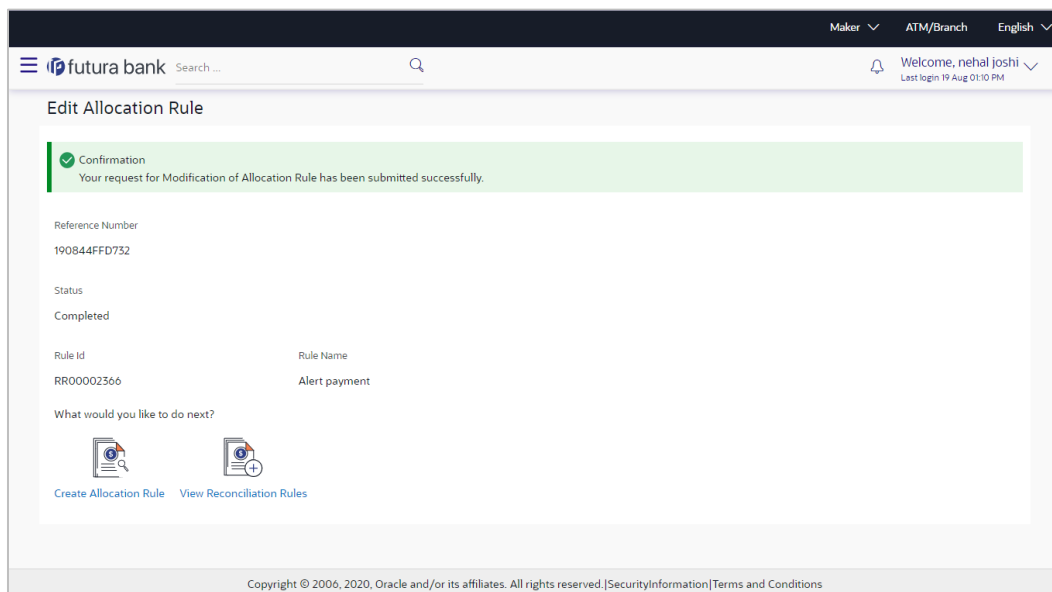
OR

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 with 'futura bank' and user information 'Welcome, nehal joshi'. The main content area includes a 'Reconcilable Type' selector (Receivables/Payables) and a 'Reconciliation Type' selector (Single Invoice/Debit Note to Multiple Payments/Credit Notes). A table titled 'Invoices/Debit Notes (375)' lists items with columns: Date, Reference Number, Associated Party, Due Date, Amount, and Unreconciled Amount. A sidebar on the right shows 'Reconciliation Details' with counts for 'Invoice/Debit Note to be reconciled', 'Reconciled Amount', and 'Pending for Reconciliation'. At the bottom, there are 'Continue', 'Cancel', and 'Back' buttons.

	Date	Reference Number	Associated Party	Due Date	Amount	Unreconciled Amount
<input type="radio"/>	16 Jan 2020	RaiseInvOct211	NehNovCust1	30 Oct 2030	GBP15,000.00	GBP14,210.00
<input type="radio"/>	16 Jan 2020	InvEditOct215	NehNovCust1	27 Oct 2030	GBP14,000.00	GBP10,084.00
<input type="radio"/>	16 Jan 2020	DN230922	NehNovCust1	30 Sep 2021	GBP24,000.00	GBP23,878.00
<input type="radio"/>	16 Jan 2020	CancelInvOct21	NehNovCust1	30 Oct 2030	GBP130,000.00	GBP129,210.00
<input type="radio"/>	16 Jan 2020	DoubleInvoiceUSDDEBIT01	NehNovCust1	30 Jan 2020	USD236,815.00	USD235,895.00

Field Description

Field Name	Description
Manual Reconciliation	
Party Name & ID	Displays the name and ID of the logged-in corporate party.

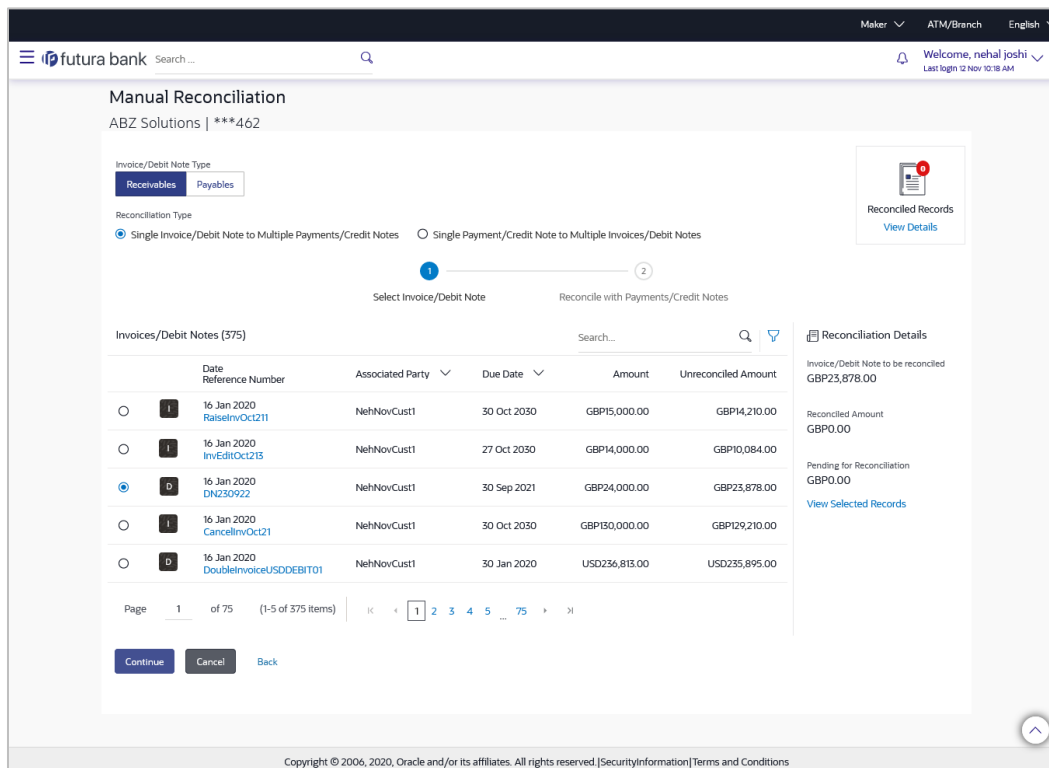
Field Name	Description
Invoice/Debit Note Type	<p>Select either the Receivables option or the Payables option, based on the corporate customer's role.</p> <ul style="list-style-type: none"> • If the corporate is a supplier, then select the Receivables option. • If the corporate is a buyer, then select 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

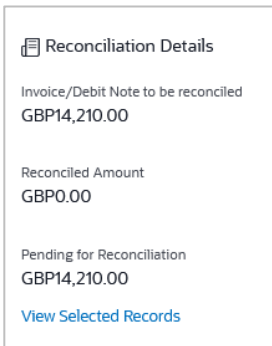
This step appears if you select the **Single Invoice/Debit Note to Multiple Payments/Credit Notes** option from the **Reconciliation Type** field. A list of unreconciled / partially-reconciled invoices and debit notes is displayed. You can select either an invoice or a debit note from the list.

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.

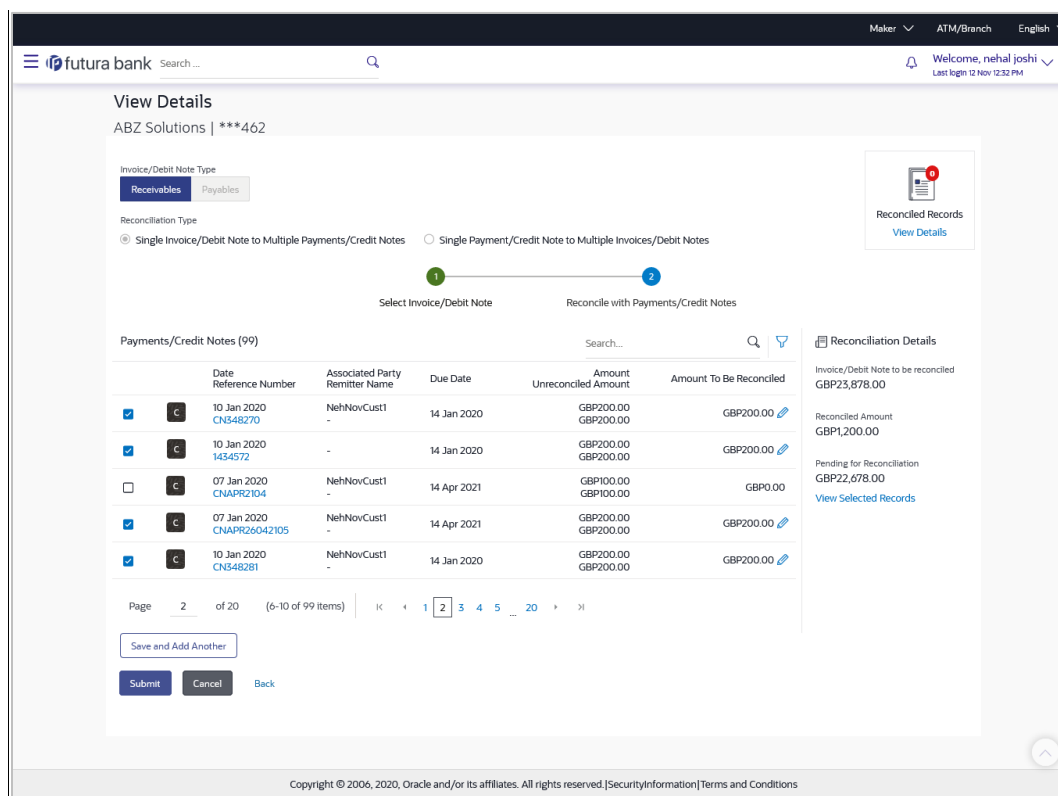
Field Name **Description**

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



View Details
 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 2
 Select Invoice/Debit Note Reconcile with Payments/Credit Notes

	Date Reference Number	Associated Party Remitter Name	Due Date	Amount Unreconciled Amount	Amount To Be Reconciled
<input checked="" type="checkbox"/>	10 Jan 2020 CNS48270	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 CNS48281	NehNovCust1	14 Jan 2020	GBP200.00 GBP200.00	GBP200.00




Page 2 of 20 (6-10 of 99 items) << < 1 2 3 4 5 ... 20 > >>

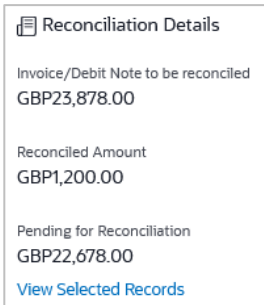
 Back




Reconciliation Details
 Invoice/Debit Note to be reconciled
 GBP23,878.00
 Reconciled Amount
 GBP1,200.00
 Pending for Reconciliation
 GBP22,678.00
[View Selected Records](#)

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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](#)

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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](#)

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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 1 st 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 2 nd step of manual reconciliation.


12. In the **Reconcile with Invoices/Debit Notes** step, select the required invoices and debit notes to reconcile with.

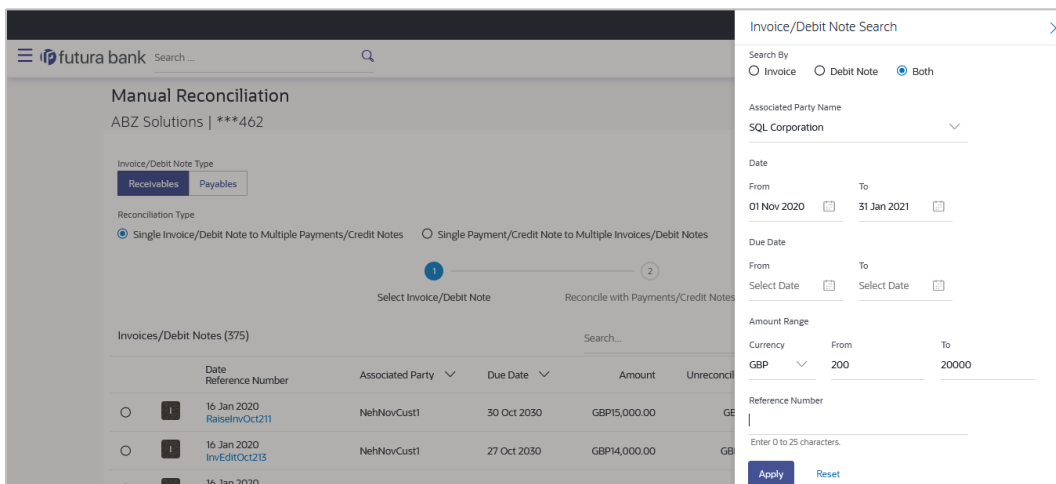
13. In the **Amount to be Reconciled** field, click  to edit the amount and then click  to save the changes, if required.
14. Click **Save and Add Another** to save the details and select another payment/credit note to reconcile against invoices/debit notes.
 - To view a list of records that you have 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.




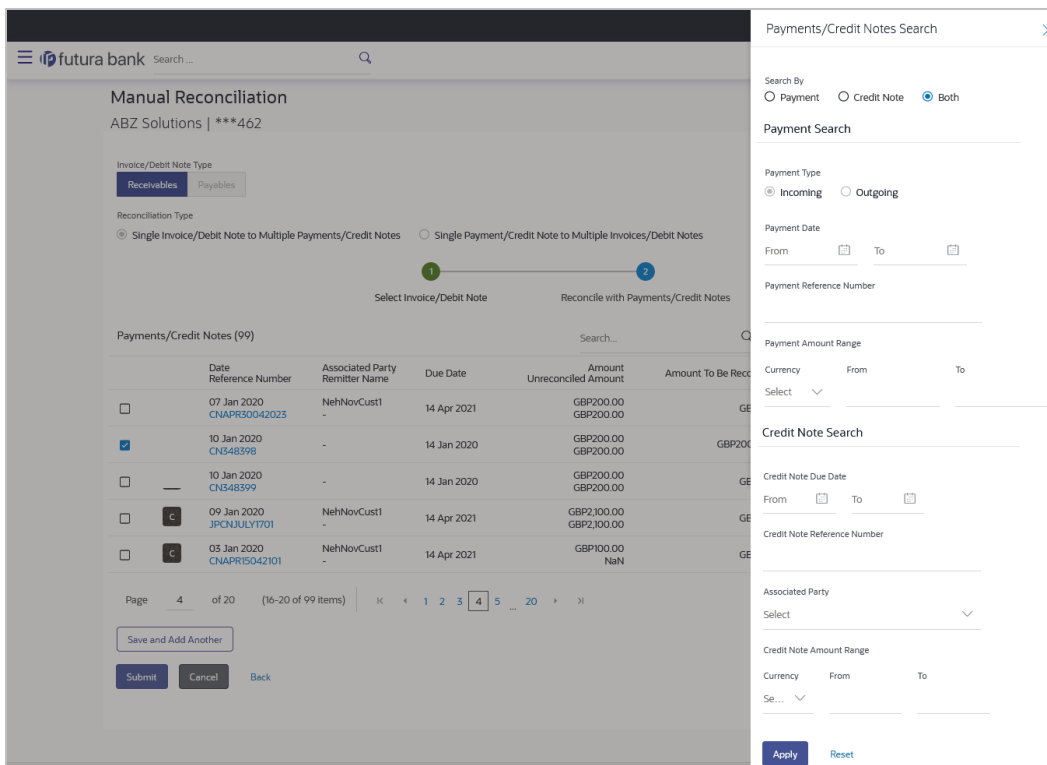
The screenshot shows the Oracle Futura Bank Manual Reconciliation interface. The main screen displays the 'Manual Reconciliation' section for 'ABZ Solutions | ***462'. It includes options for 'Invoice/Debit Note Type' (Receivables, Payables) and 'Reconciliation Type' (Single Invoice/Debit Note to Multiple 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 status. An overlay window titled 'Invoice/Debit Note Search' is open on the right, featuring search filters for 'Search By' (Invoice, Debit Note, Both), 'Associated Party Name' (SQL Corporation), 'Date' (From: 01 Nov 2020, To: 31 Jan 2021), 'Due Date' (From, To), 'Amount Range' (Currency: GBP, From: 200, To: 20000), and 'Reference Number' (Enter 0 to 25 characters). The overlay window has 'Apply' and '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, there are 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 cash flows with 114 items. The table has columns for Date Reference Number, Real Account Virtual Account, Counter Party Name, Amount, and Unreconciled Amount. The data rows are as follows:

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

At the bottom of the table, there is a pagination control showing 'Page 4 of 23 (16-20 of 114 items)' and navigation arrows. Below the table are 'Continue', 'Cancel', and 'Back' buttons. On the right side, there is a 'Reconciliation Details' sidebar with sections for 'Cash Flow to be reconciled' (0), 'Reconciled Amount' (0), and 'Pending for Reconciliation' (0). A 'Reconciled Records' notification box is also visible at the top right.

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

The screenshot displays the 'Manual Reconciliation' interface for 'ABZ Solutions | ***462'. The 'Cash Flow Type' is set to 'Inflow' and 'Reconciliation Type' is 'Single Cash Flow Multiple Payments'. A table of cash flow records is shown with the following data:


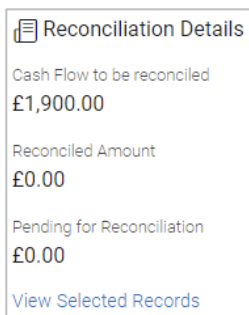
Date	Reference Number	Real Account	Virtual Account	Counter Party Name	Amount	Unreconciled Amount
11 Aug 2020	00000001302	-	-	-	£100.00	£100.00
08 Sep 2020	00000000847	-	-	-	\$605,040.00	\$605,040.00
25 Aug 2020	00000001354	xxxxxxxxxxxx0035	-	-	€2,800.00	€2,800.00
27 Aug 2020	00000001359	-	xxxxxxxxxxxx0024	-	£1,900.00	£1,900.00
26 Aug 2020	00000001360	xxxxxxxxxxxx0013	-	-	£1,900.00	£1,900.00

The 'Reconciliation Details' panel on the right shows:

- Cash Flow to be reconciled: £1,900.00
- Reconciled Amount: £0.00
- Pending for Reconciliation: £0.00

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

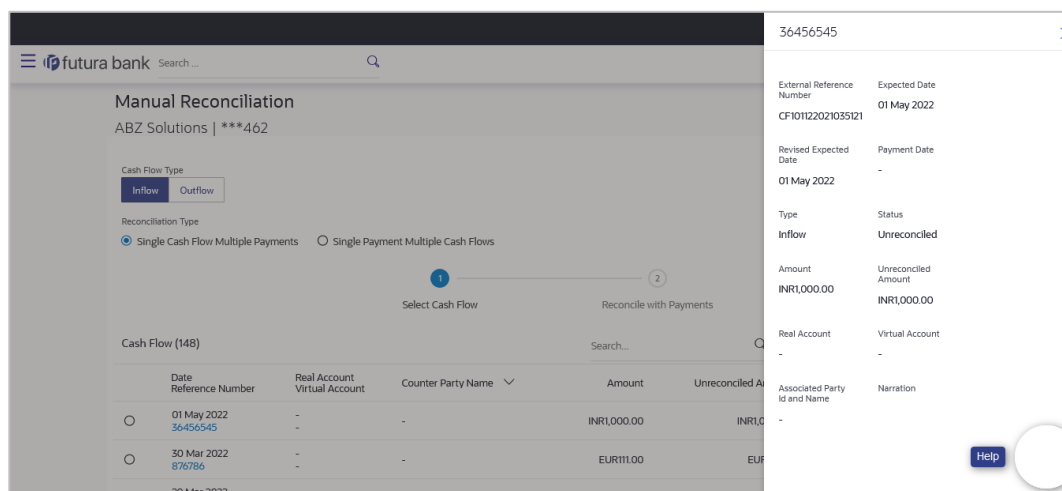
Field Description

Field Name	Description
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.
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 1 st step of manual reconciliation.
Reconciled Amount	Displays the total payments amount. This field is updated once you select the payments in the 2 nd step of manual reconciliation.
Pending for Reconciliation	Displays the difference between the amounts in the fields above.

Field Name	Description
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.



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.

Field Name	Description
Narration	Displays any narration text/comments.

- 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.
- 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 shows the 'Reconcile with Payments' step in the Futura Bank system. The interface includes a navigation bar at the top with 'Viewer', 'ATM/Branch', 'English', and 'UBS OBPM 14.4 HEL Branch'. The main area is divided into several sections:




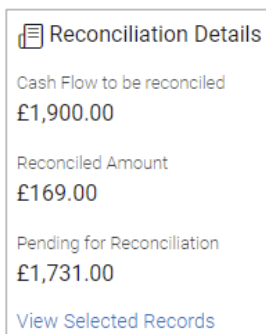
- Cash Flow Type:** 'Inflow' and 'Outflow' buttons.
- Reconciliation Type:** Radio buttons for 'Single Cash Flow Multiple Payments' (selected) and 'Single Payment Multiple Cash Flows'.
- Progress Indicator:** A circular progress bar with '1' and '2' markers, where '2' is highlighted.
- Payments (21):** A table with columns: Date, Reference Number, Real Account, Virtual Account, Amount, Unreconciled Amount, and Amount to be Reconciled. The selected row is:

Date	Reference Number	Real Account	Virtual Account	Amount	Unreconciled Amount	Amount to be Reconciled
10 Nov 2019	PAY1141	-	-	£4,000.00	£1,180.50	£0.00
06 Nov 2019	PAY0753	xxxxxxxxxxxx0046	-	£6,000.00	£3,970.00	£0.00
06 Nov 2019	PAY0755	xxxxxxxxxxxx0046	-	\$5,900.00	\$4,816.28	\$0.00
06 Nov 2019	PAY0756	xxxxxxxxxxxx0046	-	£8,000.00	£7,880.00	£0.00
06 Nov 2019	PAY0893	xxxxxxxxxxxx0013	-	£3,000.00	£169.00	£169.00
- Reconciliation Details:**
 - Cash Flow to be reconciled: £1,900.00
 - Reconciled Amount: £169.00
 - Pending for Reconciliation: £1,731.00
 - View Selected Records

At the bottom, there are 'Save and Add Another', 'Submit', 'Cancel', and 'Back' buttons. A 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
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.


Field Name	Description
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.
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.	
	
Cash Flow to be reconciled	Displays the cash flow amount to be reconciled, once you select a cash flow record in the 1 st step of manual reconciliation.
Reconciled Amount	Displays the total payments amount. This field is updated once you select the payments 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 cash flow records and payments. An overlay window appears with the details of the selected records.

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

Selected Record

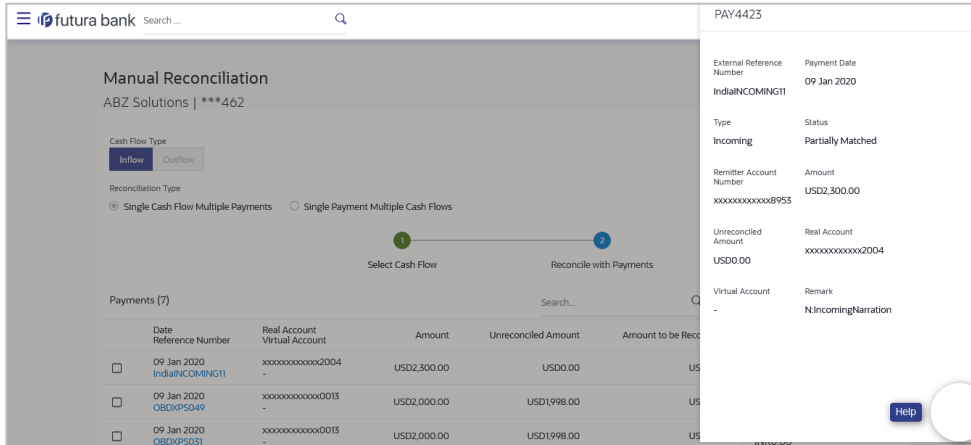
This overlay window appears when you click the **View Selected Records** link. It displays the details of the selected cash flow and payments to be reconciled.

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.

Payment Details overlay window

This window appears when you click the payment reference number hyperlink.






The screenshot shows the 'Manual Reconciliation' screen for 'ABZ Solutions | ***462'. The 'Cash Flow Type' is set to 'Inflow'. The 'Reconciliation Type' is 'Single Cash Flow Multiple Payments'. A progress bar shows 'Select Cash Flow' (1) and 'Reconcile with Payments' (2). A table of payments is visible, with the first row selected. An overlay window titled 'PAY4423' displays the following details:

External Reference Number	Payment Date
IndiaINCOMING11	09 Jan 2020
Type	Status
Incoming	Partially Matched
Remitter Account Number	Amount
xxxxxxxxxxxx8953	USD2,300.00
Unreconciled Amount	Real Account
USD0.00	xxxxxxxxxxxx2004
Virtual Account	Remark
-	N.IncomingNarration

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.

Field Name	Description
Remark	Displays remarks, if any.

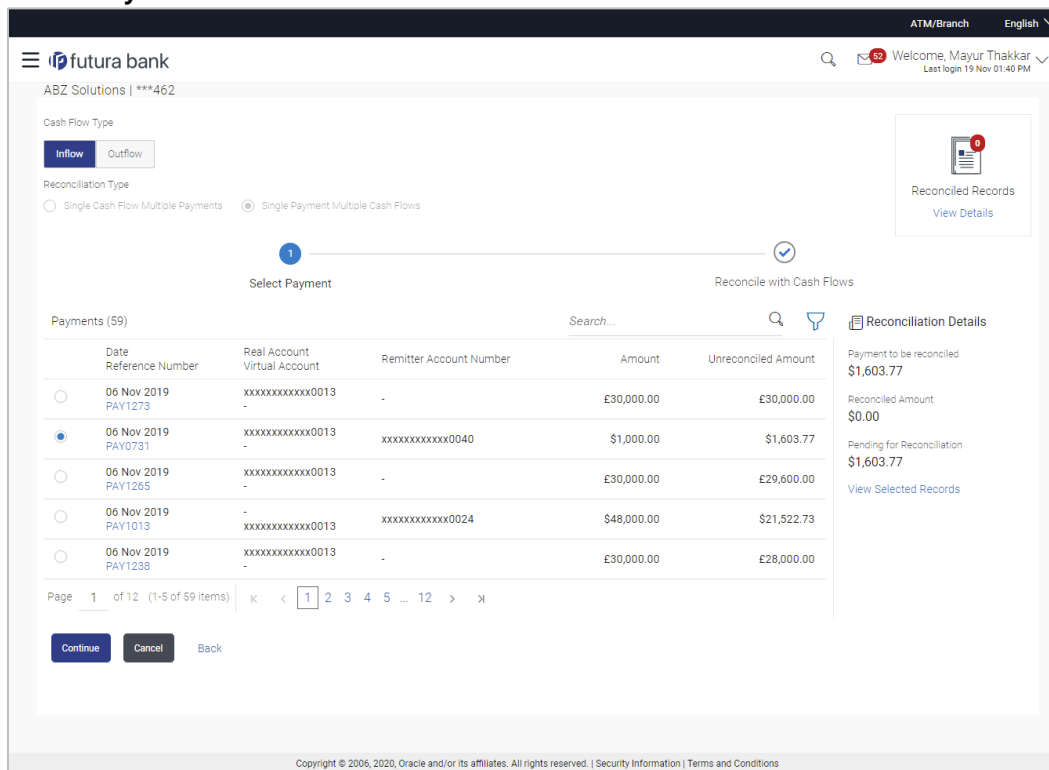
5. In the **Reconcile with Payments** step, select the required payments to reconcile.
6. In the **Amount To Be Reconciled** field, click  to edit the amount and then click  to save the changes, if required.
7. Click **Save and Add Another** to save the details and select another cash flow record to 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
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Select Payment

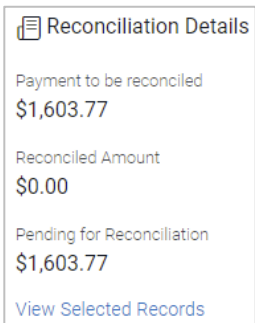
This step appears if you select the **Single Payment Multiple Cash Flows** option from the **Reconciliation Type** field. A list of unreconciled / partially-reconciled payments is displayed. You can select one payment from the list.

Payments (number) Displays the total number of payments available in the list.

Search Indicates an option to search for specific payments.



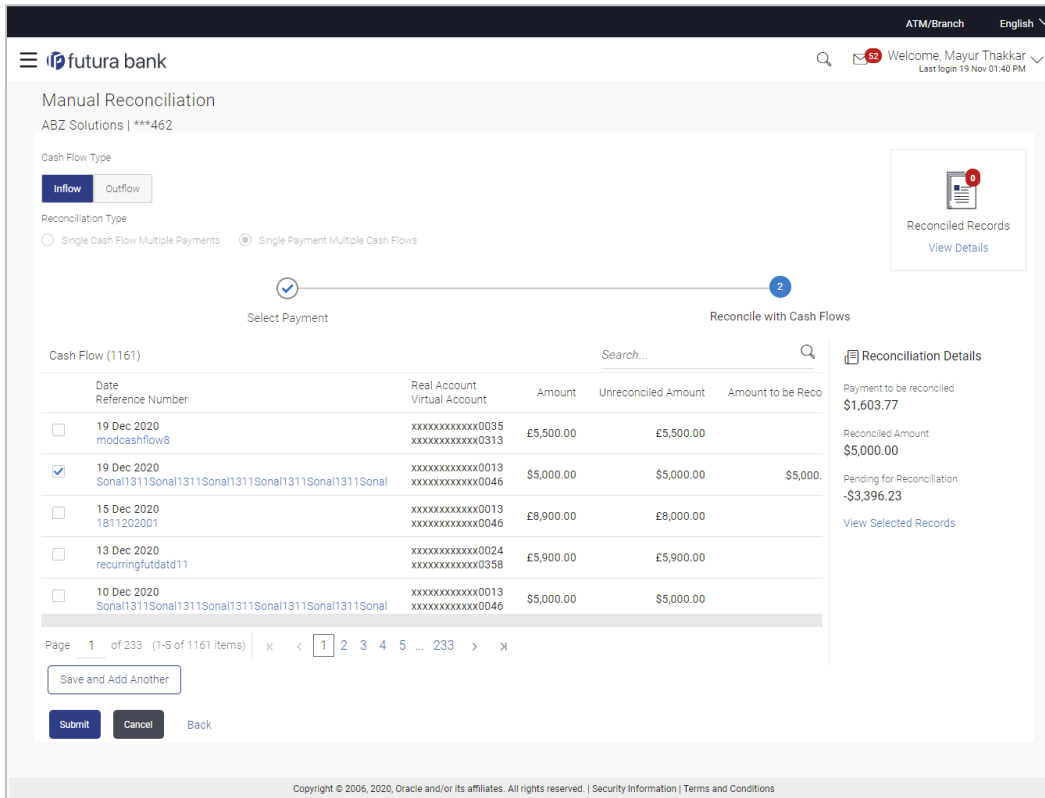
Click this icon to filter the payments based on certain criteria. The **Payment Search** overlay window appears. For more information on the fields in this window, refer the [Payment Search](#) section in this document.

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

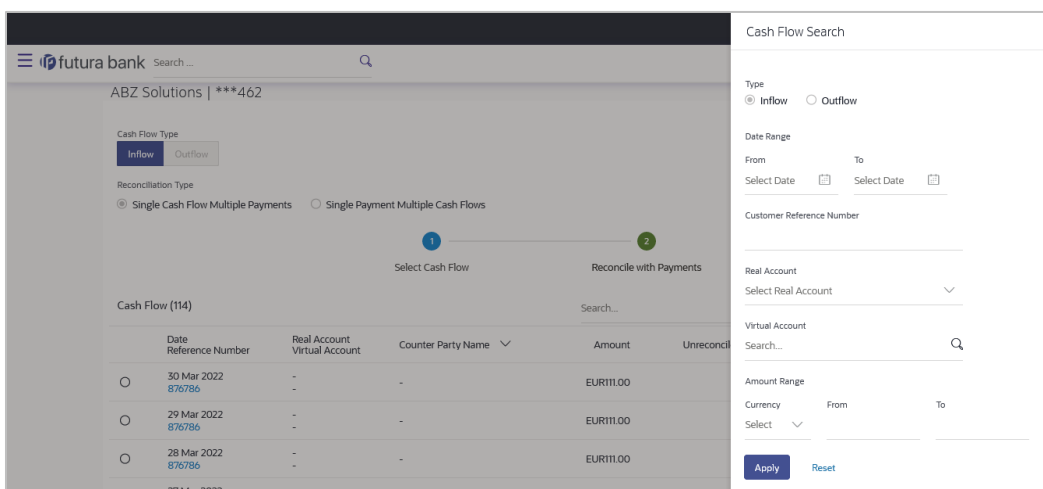
Click **Back** to go to the previous screen.

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

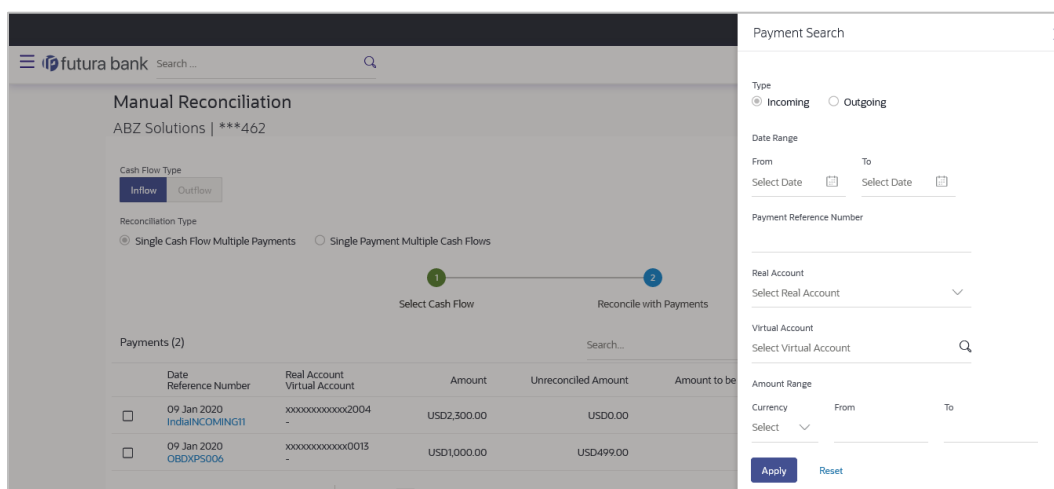
Field Name	Description
Cash Flow Search	
Type	Displays the type of cash flow, whether Inflow or Outflow. This field is not editable.
Date Range From/To	Enter the date range for filtering the required cash flow records.
Customer Reference Number	Enter the customer’s own reference number of the cash flow 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.

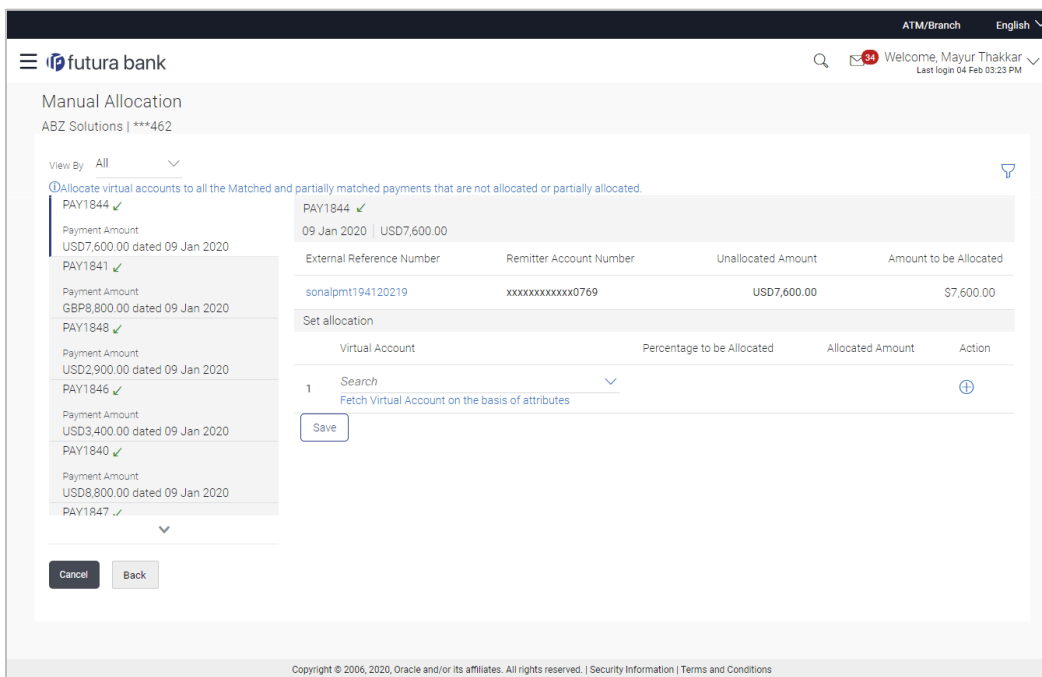
How to reach here:

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

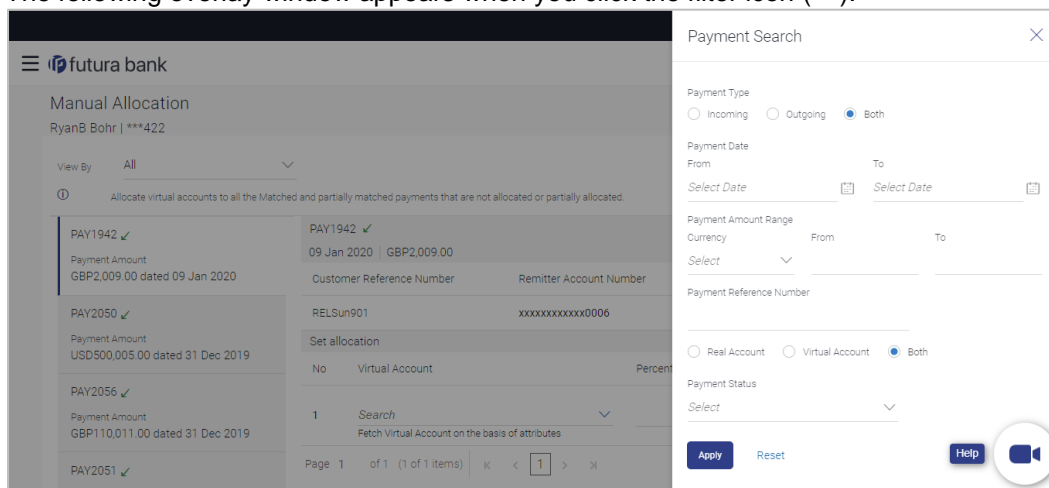
Field Name	Description
Manual Allocation	
Party Name & ID	Displays the name and ID of the logged-in corporate party.
View By	Indicates an option to view the payment records based on the following criteria: <ul style="list-style-type: none"> • Saved for Allocation • Incoming Payments • Outgoing Payments
	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 ()



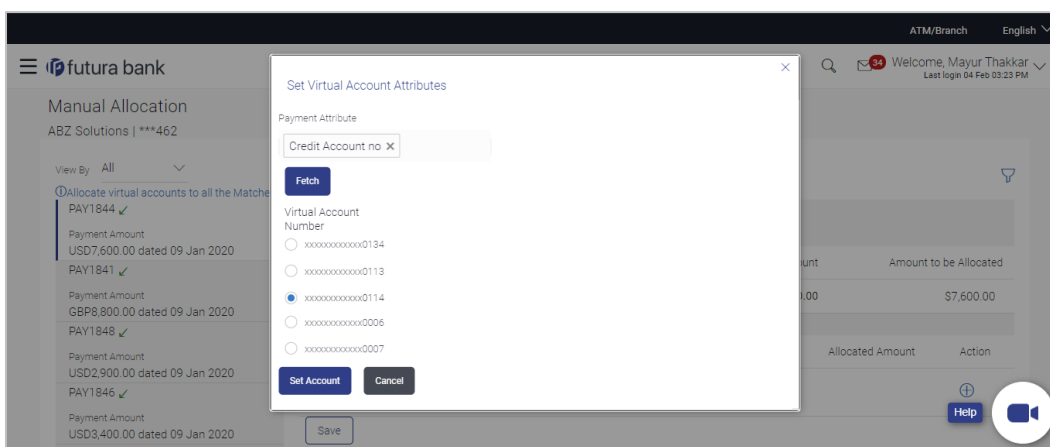
Field Description

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.

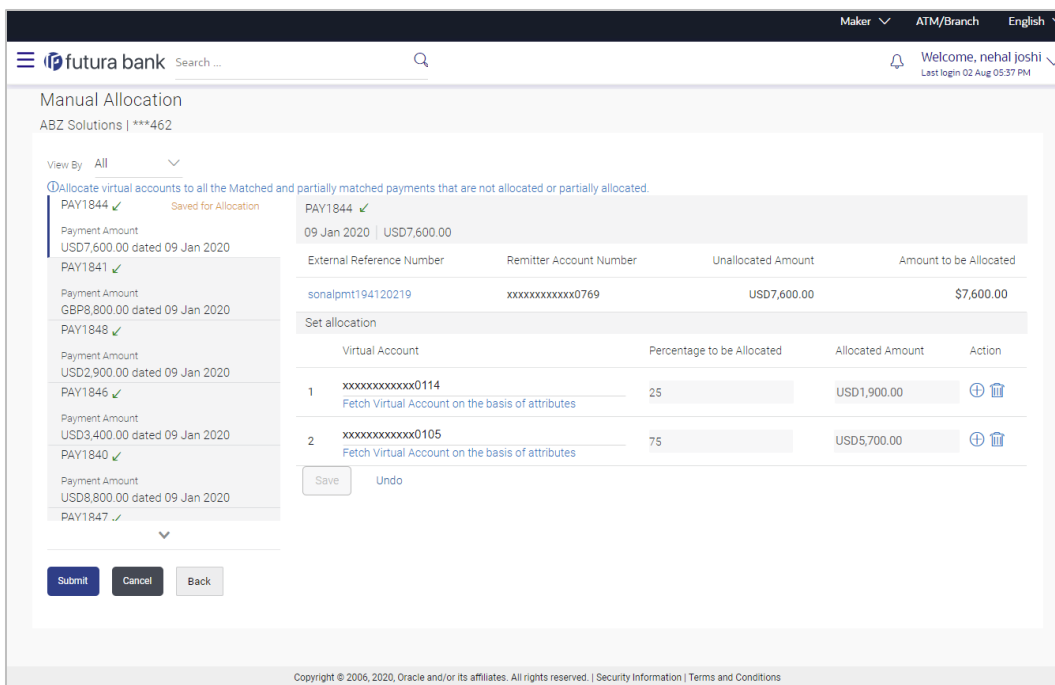
Field Name	Description
Type of account being credited	<p>Indicates an option to filter the payment records based on the type of account being credited - a specific real account, or a specific virtual account, or both. The options are:</p> <ul style="list-style-type: none"> • Real Account – On selecting 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 .

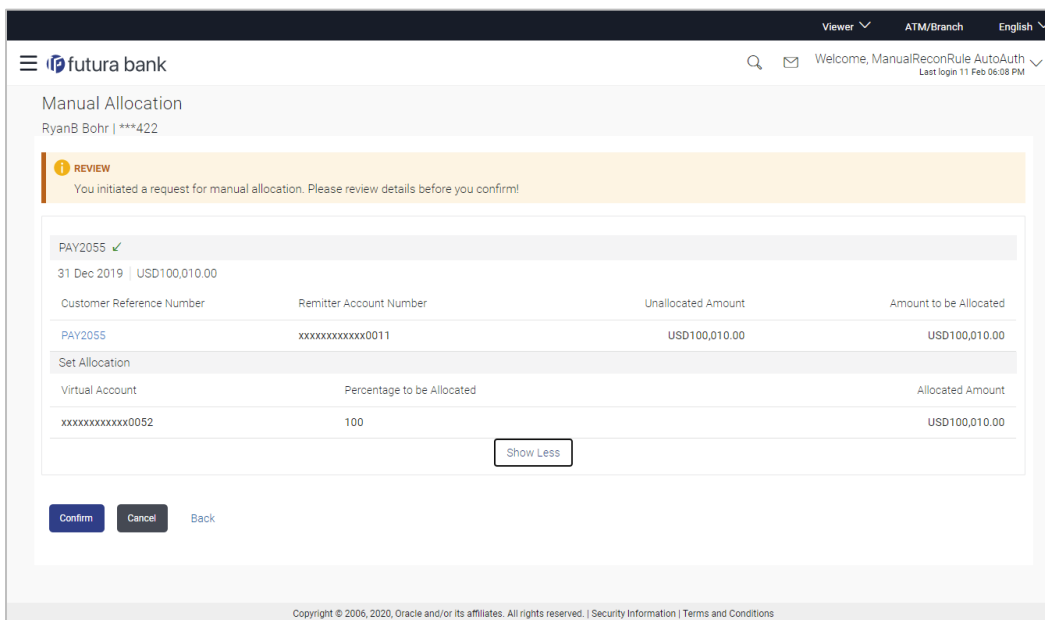
Note: Click  to delete an added account.

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.

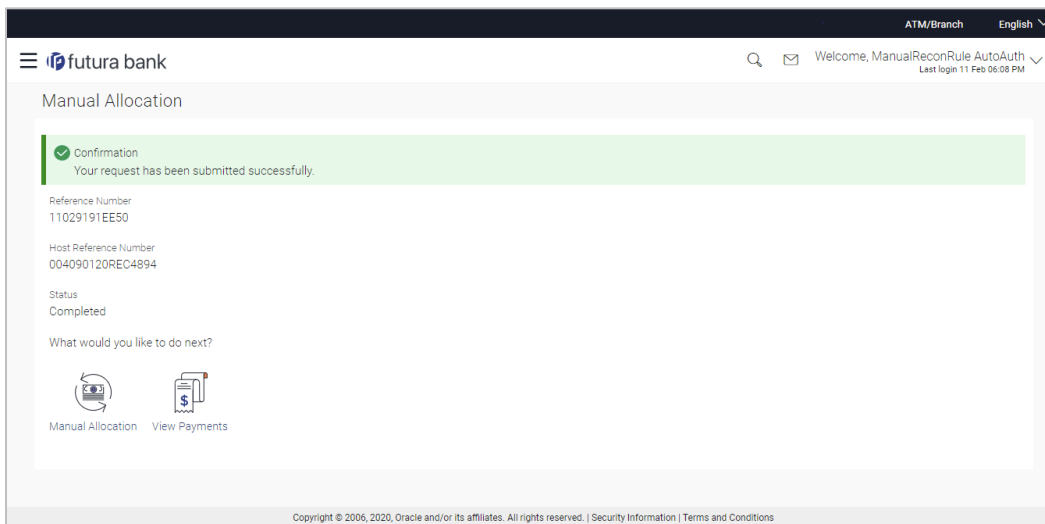
13. Click **Submit** to submit the allocation. The Review screen appears.
OR
Click **Cancel** to cancel the transaction.
OR
Click **Back** to go to the main dashboard.

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' interface for 'ABZ Solutions | ***462'. The 'Invoice Type' is set to 'Receivables'. The 'View By' is set to 'All'. The left sidebar lists several invoices, with 'ReconInv80' highlighted as 'De-reconciled'. The main area shows the details for 'ReconInv80 | NehNovCust1'.


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 'Cash Flow - Payment'. The interface is divided into two main sections: a list of cash flows on the left and a table of payments on the right.

Cash Flow List (Left):

Reference Number	Reconciled Amount	Amount to be De-reconciled
000000035607	£79.00	£79.00
000000035806	£196.00	
000000035425	\$483.00	
000000002609	\$259.00	
000000035804	£400.00	
000000035801		



Payments Table (Right):

Reference Number	Reconciliation Date	Amount	Reconciled Amount	Amount to be De-reconciled in Cash Flow Currency
000000035607	15 Nov 2020	£6,666.00	£79.00	£79.00
PAY0731	06 Nov 2019	\$1,000.00	\$100.00	£79.00 (Equivalent to \$100.00)


The interface also includes a 'View By' dropdown set to 'All', a 'Cash Flow Type' selector set to 'Inflow', and a 'Page 1 of 1 (1 of 1 items)' indicator. Navigation buttons include 'Submit', 'Cancel', 'Back', 'Save', and 'Undo'.

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:

The screenshot displays the 'View Payments' screen for 'ABZ Solutions | ***462'. The table below shows the details of 10 payments, including their reference numbers, amounts, dates, and reconciliation status.

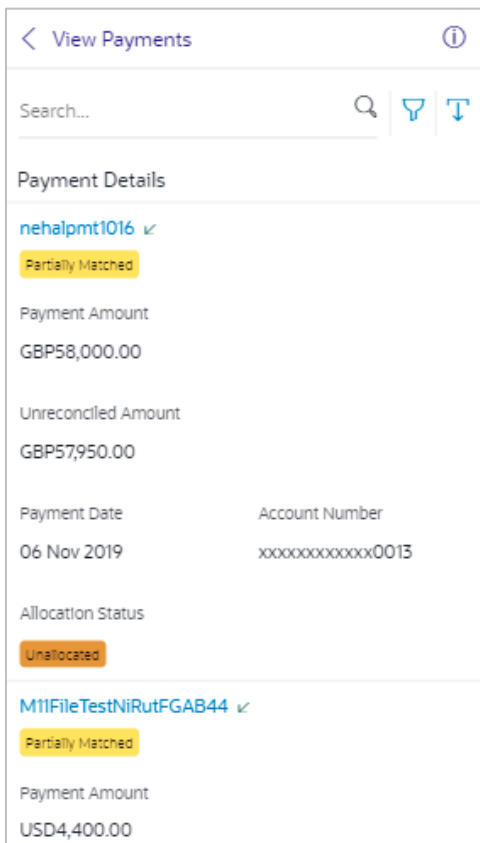
Payment Reference Number	Payment Amount	Payment Date	Unreconciled Amount	Account Number	Status	Allocation Status
nehalpmt1016	GBP58,000.00	06 Nov 2019	GBP57,950.00	xxxxxxxxxxxx0013	Partially matched	Unallocated
M1FileTestNIRutFGAB44	USD4,400.00	09 Jan 2020	USD4,797.00	xxxxxxxxxxxx2004	Partially matched	Unallocated
PYMTUITEST13	USD10,000.00	06 Nov 2019	USD0.00	xxxxxxxxxxxx0046	Matched	Unallocated
OBDXSonal070902	GBP1,000.00	09 Jan 2020	GBP0.00	xxxxxxxxxxxx0013	Matched	Unallocated
nehalpmt041044	GBP30,000.00	06 Nov 2019	GBP0.00	xxxxxxxxxxxx0013	Matched	Unallocated
obdxrecon2310	GBP4,000.00	06 Nov 2019	GBP4,000.00	-	Unmatched	Unallocated
nehalpmt1721104	USD30,000.00	06 Nov 2019	USD30,000.00	xxxxxxxxxxxx0013	Unmatched	Unallocated
nehalpmt04107	GBP30,000.00	06 Nov 2019	GBP29,300.00	xxxxxxxxxxxx0013	Partially matched	Unallocated
nehalpmt04102	GBP30,000.00	06 Nov 2019	GBP29,033.86	xxxxxxxxxxxx0013	Partially matched	Unallocated
nehalpmt041099	GBP30,000.00	06 Nov 2019	GBP29,300.00	xxxxxxxxxxxx0013	Partially matched	Unallocated

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View Payments (on mobile device)

The **View Payments** screen can also be viewed on a mobile device. The features and functionality available on the desktop computers, such as hyperlinks, search filters, and the download option, are also available on the mobile device.




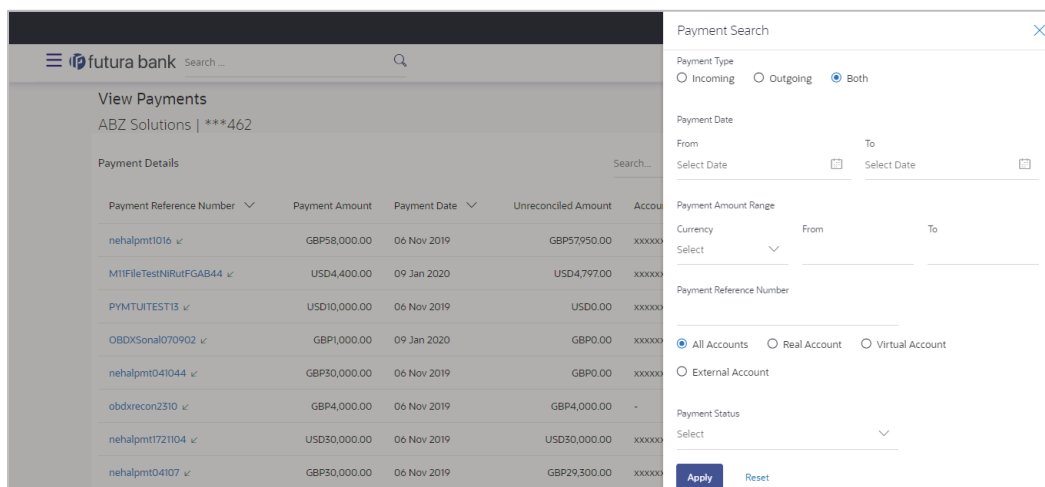
Field Description

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.
Account Number	Displays either the real account number, or the International Bank Account Number (IBAN) based on the configuration set by the bank.
Status	Displays the status of the payment. This can be one of the following: <ul style="list-style-type: none"> • Matched • Unmatched • Partially Matched • Not to be Matched
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.



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 From - To	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 Currency From - To	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 based on the type of account used for payment. The options available are: <ul style="list-style-type: none"> • All Accounts • Real Account • Virtual Account • External Account <hr/> <p>Note: 'IBAN' can be listed instead of 'Real Account' and 'Virtual Account', if the configuration at the bank-level is set to display IBAN.</p> <hr/>
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 • Not to be Matched

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.
 - a. 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** to 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

View Payments
 ABZ Solutions | ***462

Payment Reference Number PAY4462 Partly Reconciled	Payment Amount USD4,400.00	Unreconciled Amount USD4797.00	Account Number xxxxxxxxxxxx2004
Payment Type Incoming	Allocation Status Unreconciled		
Payment Date 09 Jan 2020	Customer Reference Number M11FileTestNIRutFGAB44		
Remitter Account Number xxxxxxxxxxxx@953	Virtual Account -		
Remark N:ABC BCD Less Information			

Reconciliation Details

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

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Cancel **Back**

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View Payments (on mobile device)

The **View Payments** screen can also be viewed on a mobile device. The payment details present in the desktop version, are also available on the mobile device.

View Payments

Payment Reference Number
PAY4462 Partially Matched

Payment Amount
USD4,400.00

Unreconciled Amount
USD4,797.00

Account Number
xxxxxxxxxxxx2004
[More Information](#)

Reconciliation Details

Reference Number
INVJAN001

Amount
USD6,000.00

Associated Party Reconciliation Date

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.
Account Number	Displays the account number involved in the payment. This can be either the real account number or the IBAN, based on the configuration set by the bank.
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.
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. Note: The IBAN can be displayed instead of the real and virtual account numbers, if the configuration at the bank-level is set to display IBAN.
Virtual Account	Displays the remitter's virtual account number involved in the payment. Note: The IBAN can be displayed instead of the real and virtual account numbers, if the configuration at the bank-level is set to display IBAN.
Remark	Displays any remarks entered during the payment.

The **View Payments** screen consists of the following tabs:

- Reconciliation Details
- Allocation Details

Note: These tabs can also be viewed on a mobile device.

View Payments – Reconciliation Details tab

The Reconciliation Details tab appears only if the payment has been reconciled with invoices/debit notes/cash flows.

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	Displays the reference number of the cash flow / invoice /debit note that the payment has been reconciled with. 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.
-------------------------	---

Amount	Displays the total cash flow / invoice / debit note amount.
---------------	---

Associated Party	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.
--	--

Field Name	Description
Reconciliation Amount in Record Currency	Displays the amount that has been reconciled in the cash flow / invoice / debit note currency.

- 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.

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).

The screenshot shows the 'View Payments' page for user RyanB Bohr. The payment reference number is PAY2033, which is partially matched. The payment amount is GBP2,900.00, and the unreconciled amount is GBP2,898.00. The real account is xxxxxxxxxxxx0760. The payment type is Incoming, and the allocation status is Partially Allocated. The payment date is 31 Dec 2019, and the customer reference number is nutanpmt18018. The remitter account number is xxxxxxxxxxxx0057, and the virtual account is -. The remark is TestPay. Below this, the 'Allocation Details' tab is active, showing a table with two rows of allocation data.

Allocation Date	Virtual Account Number	Allocated Amount	Allocation Type
09 Jan 2020	xxxxxxxxxxxx0036	GBP49.00	Manual
09 Jan 2020	xxxxxxxxxxxx0005	GBP49.00	Manual

Page 1 of 1 (1-2 of 2 items) | < 1 >

Buttons: Cancel, Back

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Field Description

Field Name	Description
Allocation Date	Displays the date of payment allocation.

Field Name	Description
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.

5. Click **Back** to go to the previous screen.
OR
Click **Cancel** to go to the dashboard.

FAQ

1. **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 Supply Chain Finance / 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.	

Field Name	Description
Payment Type	<p>Enter O for outgoing and I for incoming payment. This is a mandatory field.</p> <hr/> <p>Note: If the payment type is incoming, then the Beneficiary ID should be that of the logged-in party.</p> <hr/> <p>If the payment type is outgoing, then the Payment Party ID should be that of the logged-in party.</p> <hr/>
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.
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	<p>Specify the mode of payment. This is a mandatory field. The acceptable values are:</p> <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). This can be either the real account number, or the International Bank Account Number (IBAN) based on the configuration set by the bank.

Field Name	Description
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
Remarks	Enter any remarks, if applicable. 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: 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
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). This can be either the real account number, or the International Bank Account Number (IBAN) based on the configuration set by the bank.
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.

Field Name	Description
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)

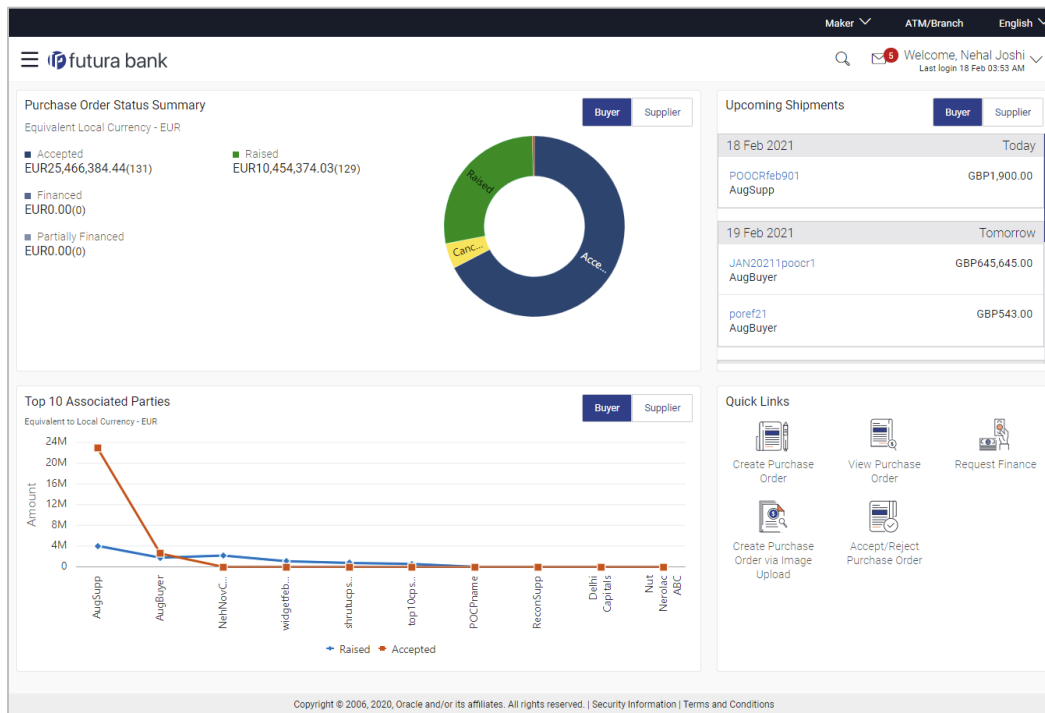
Note: The Purchase Order Management Transactions are only supported on **Desktops/Laptops** and on **Landscape** mode of **Tablet** devices.

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 donut 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

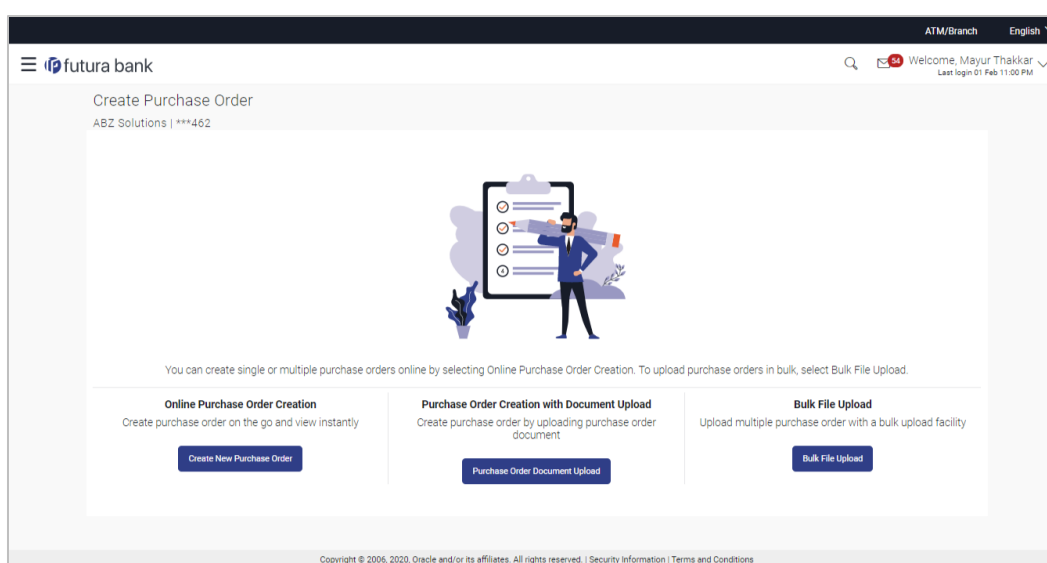
10.2 Online Purchase Order Creation

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):

1. 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

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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 window has a title bar with a close button (X). Inside, it says 'Shipping Address to be changed to' and 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 window are 'Save' and 'Cancel' buttons. The background is dimmed but shows a sidebar with 'Program Name' (Check1), 'Auto Accept/No', 'Auto Finance/No', 'Purchase Order Date' (28 Oct 2020), 'Shipment Date' (31 Oct 2020), 'Payment Terms', and 'Commodity Details'. A table with columns 'Name', 'Code', 'Quantity', and 'Total' is visible, with one row for 'Product 1' (Others, 500, 500). A summary table at the bottom right 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.


- 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.

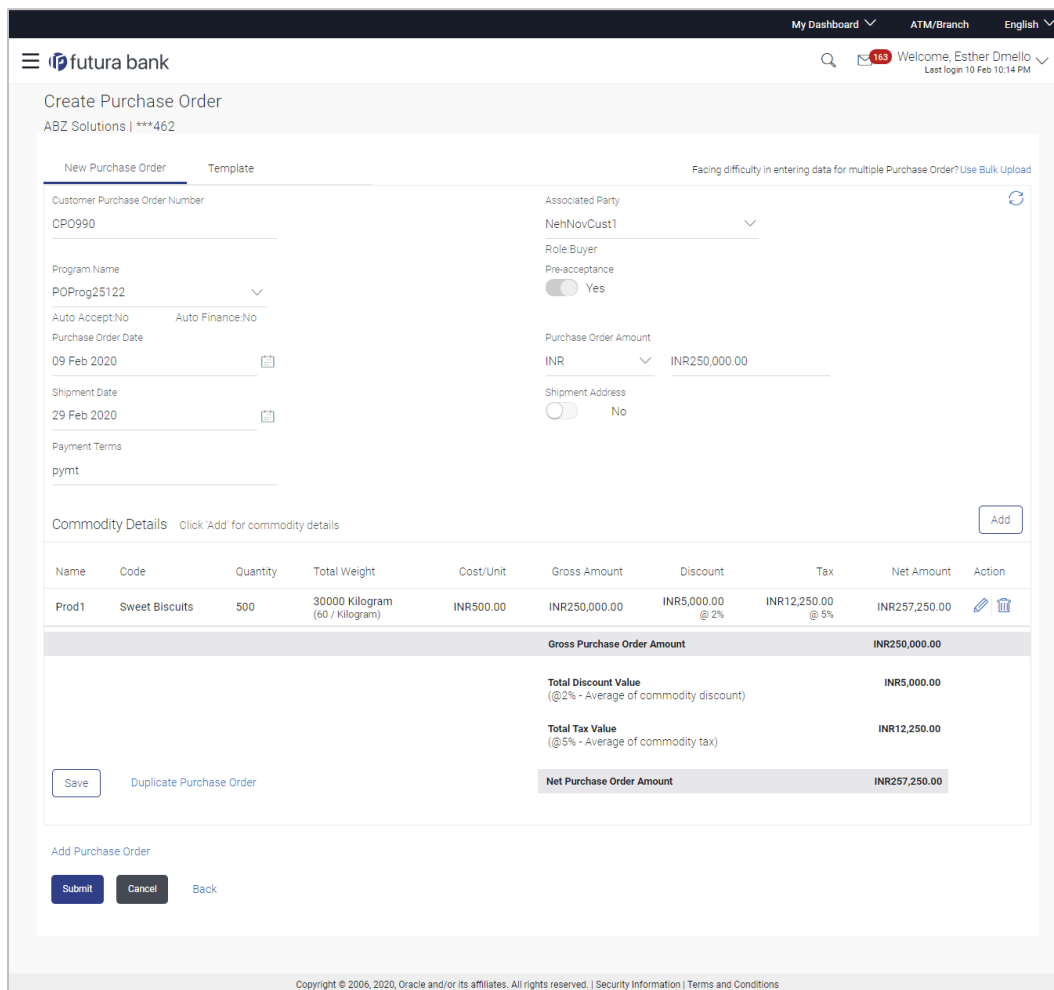
Field Description

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	Select this check box, to make a copy of the commodity details entered.

- 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



My Dashboard ATM/Branch English

Welcome, Esther Dmello
Last login 10 Feb 10:14 PM

futura bank

Create Purchase Order
ABZ Solutions | ***462

New Purchase Order Template Facing difficulty in entering data for multiple Purchase Order? Use Bulk Upload

Customer Purchase Order Number: CPO990

Program Name: POProg25122

Auto Accept: No Auto Finance: No

Purchase Order Date: 09 Feb 2020

Shipment Date: 29 Feb 2020

Payment Terms: pymt

Associated Party: NehNovCust1



Role: Buyer

Pre-acceptance: Yes

Purchase Order Amount: INR 250,000.00

Shipment Address: No

Commodity Details Click 'Add' for commodity details

Name	Code	Quantity	Total Weight	Cost/Unit	Gross Amount	Discount	Tax	Net Amount	Action
Prod1	Sweet Biscuits	500	30000 Kilogram (60 / Kilogram)	INR500.00	INR250,000.00	INR5,000.00 @ 2%	INR12,250.00 @ 5%	INR257,250.00	 
Gross Purchase Order Amount								INR250,000.00	
Total Discount Value (@2% - Average of commodity discount)								INR5,000.00	
Total Tax Value (@5% - Average of commodity tax)								INR12,250.00	
Net Purchase Order Amount								INR257,250.00	



Save Duplicate Purchase Order


Add Purchase Order

Submit Cancel Back

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Field Description

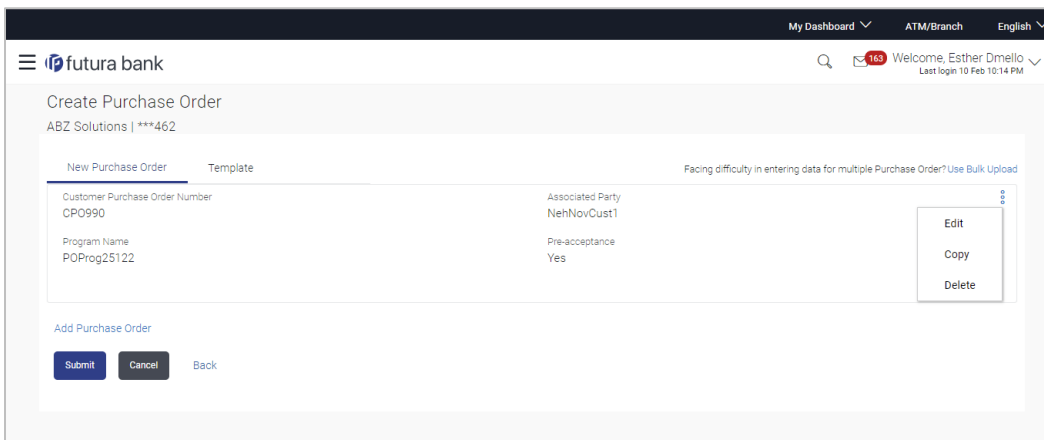
Field Name	Description
Commodity Details	
This section displays the commodity details, once you add them. Multiple commodities can be added.	
Name	Displays the name of the commodity.
Code	Displays the code of the commodity.
Quantity	Displays the required quantity of the commodity.
Total Weight	Displays 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.

4. Ensure that the amount in the **Purchase Order Amount** field is the same as the **Gross Purchase Order Amount**.
5. 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 displays the 'Create Purchase Order' interface in the Futura Bank system. The page header includes 'My Dashboard', 'ATM/Branch', and 'English'. The user is identified as 'Welcome, Esther Dmello' with a last login time of '10 Feb 10:14 PM'. The form is titled 'Create Purchase Order' and shows details for 'ABZ Solutions | ***462'. It features a 'New Purchase Order' tab and a 'Template' option. A message states: 'Facing difficulty in entering data for multiple Purchase Order? Use Bulk Upload'. The form fields include: Customer Purchase Order Number (CPO990), Program Name (POProg25122), Associated Party (NehNovCust1), and Pre-acceptance (Yes). Action buttons for 'Edit', 'Copy', and 'Delete' are visible. At the bottom, there are 'Add Purchase Order', 'Submit', 'Cancel', and 'Back' buttons.

6. 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.

- b. Click  beside a purchase order to edit, copy, or delete it, if required.
7. To create another new purchase order in the transaction, click the **Add Purchase Order** link.
 - c. Add required details as mentioned in the steps above.
8. Click **Submit** to submit the transaction, once all required purchase orders have been added. The Review screen appears.

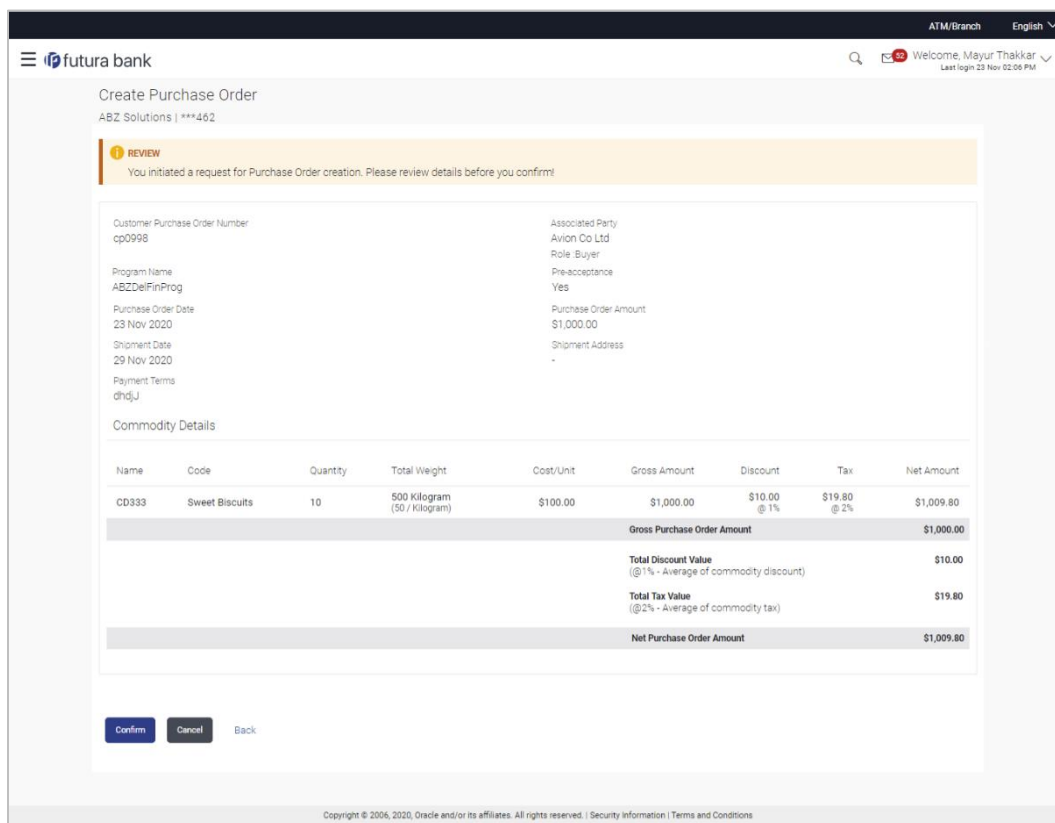
OR

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
dhdj

Commodity Details

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

Confirm Cancel Back

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9. 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.

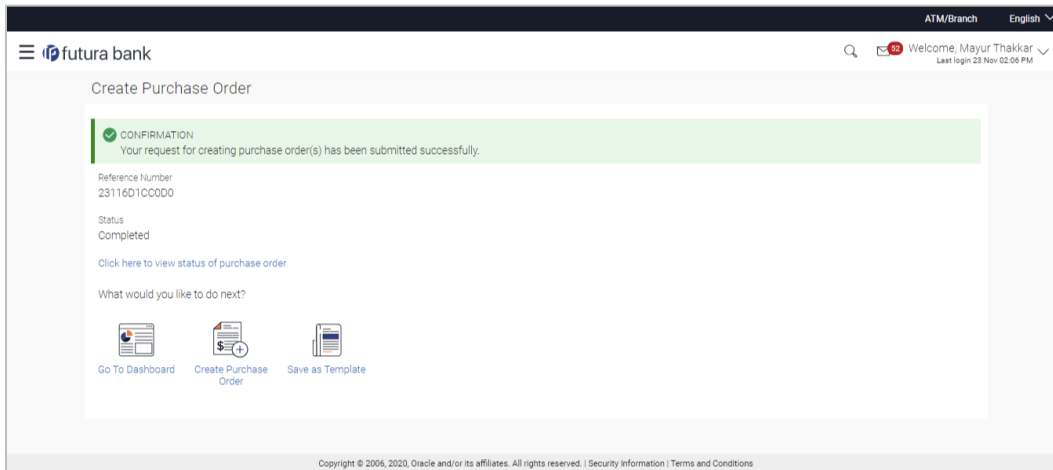
OR

Click **Cancel** to cancel the transaction.

OR

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

Create Purchase Order – Confirmation Screen



10. 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:

1. On navigating to the **Create Purchase Order** screen, click the **Template** tab. A list of existing templates appears.

Create Purchase Order - Template

The screenshot displays the 'Create Purchase Order - Template' interface. At the top, there's a navigation bar with 'futura bank' logo and user information: 'Welcome, Nehal Joshi' and 'Last login 28 Oct 02:43 PM'. Below the header, the page title is 'Create Purchase Order' with a sub-header 'ABZ Solutions | ***462'. The main content area has two tabs: 'New Purchase Order' and 'Template'. The 'Template' tab is active, showing a search bar and a table of templates. The table has the following data:

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	

Below the table is a pagination control showing 'Page 1 of 2 (1-10 of 11 items)'. To the right of the table, there is a callout box titled 'Purchase Order' with a dollar sign icon. The text inside the callout reads: 'You can save the data entered while creating a Purchase Order, in a template. This saves the effort of re-entering the data when a Purchase Order is created for the same party in future. Simply select a template from the given list and the Purchase Order will open in the 'Create Purchase Order' page for creating a Purchase Order.'

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.

- Navigate through the pages to the required template, or use the **Search** field to find a specific template.
- 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.
- Click and select the **Edit** option. The template details are populated in the **New Purchase Order** screen.

5. Add or modify the data as required.
6. Click **Save** to save the purchase order.
7. 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.
8. 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.
9. 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.

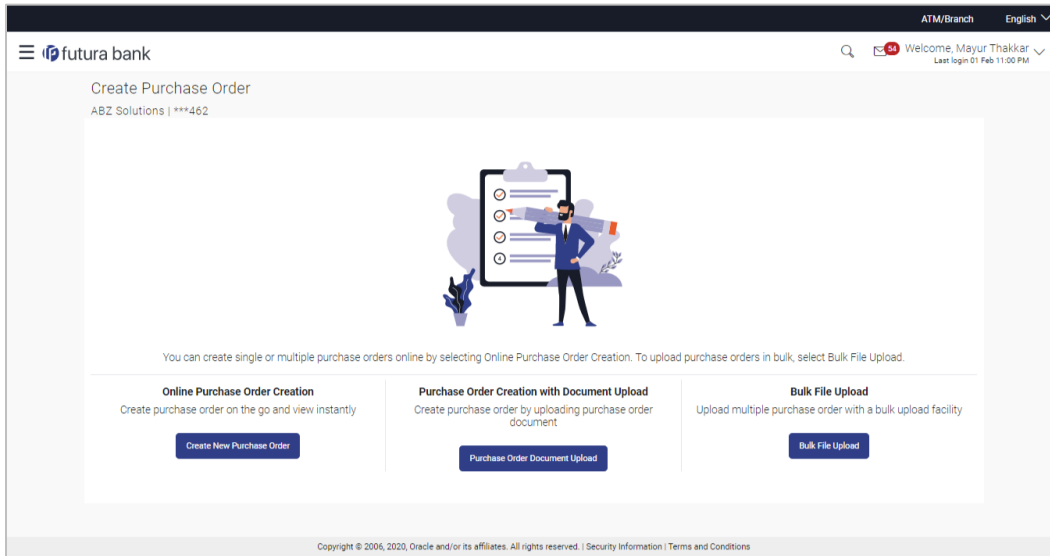
How to reach here:

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

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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

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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.

My Dashboard
ATM/Branch
English

Welcome, Esther Dmello
Last login 08 Feb 07:16 PM

Automatic Purchase Order Creation

ABZ Solutions | ***462

1
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: herby@soylent.com

PO Reference #: 8KL78023
PO Date: 04-03-2021

BILL TO

SHIP TO

Buyer - 18302
Muzart Corp Ltd,
4005 Teton Ct,
Stroubsburg, PA 18360
Phone: 424-321-6765
Email: hmbrend@ms.com

Amy Taylor
4005 Teton Ct,
Stroubsburg, PA 18360
hmbrend@ms.com
424-321-6765
Tax: 12-4272901

ITEM	DESCRIPTION	PRODUCT ID	UNIT COST	QUANTITY	AMOUNT
1.	Inkjet Printer	752KCP13	200.00	2	400.00
2.	PVC Cards	81250T2	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

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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

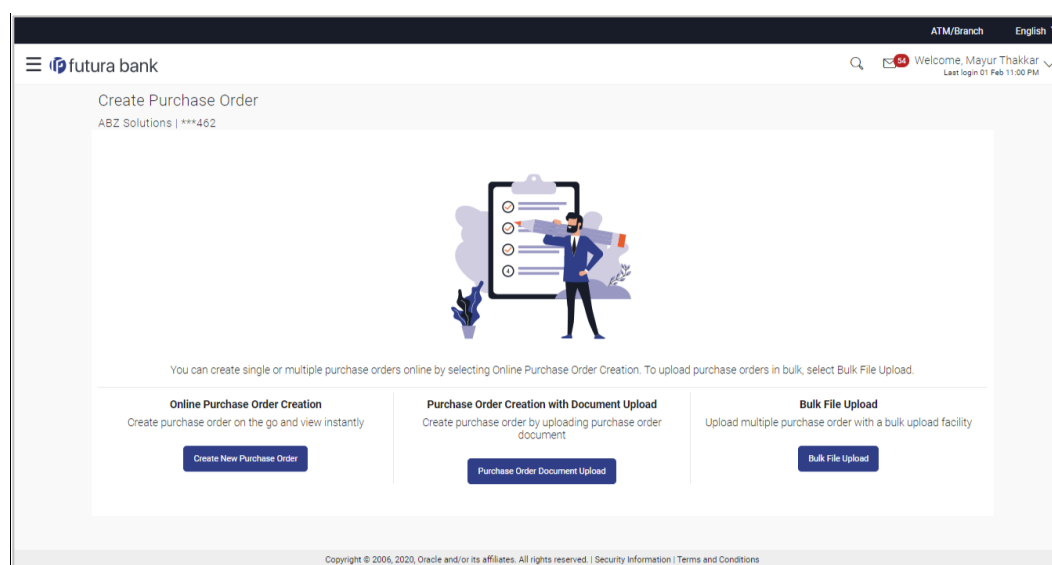
Using this option, corporates can create purchase orders in bulk by uploading a file. The file must contain the purchase order details in a specific format and sequence.

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.

1. In the **Create Purchase Order** screen, click **Bulk File Upload**. The **File Upload** screen appears.

- 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.

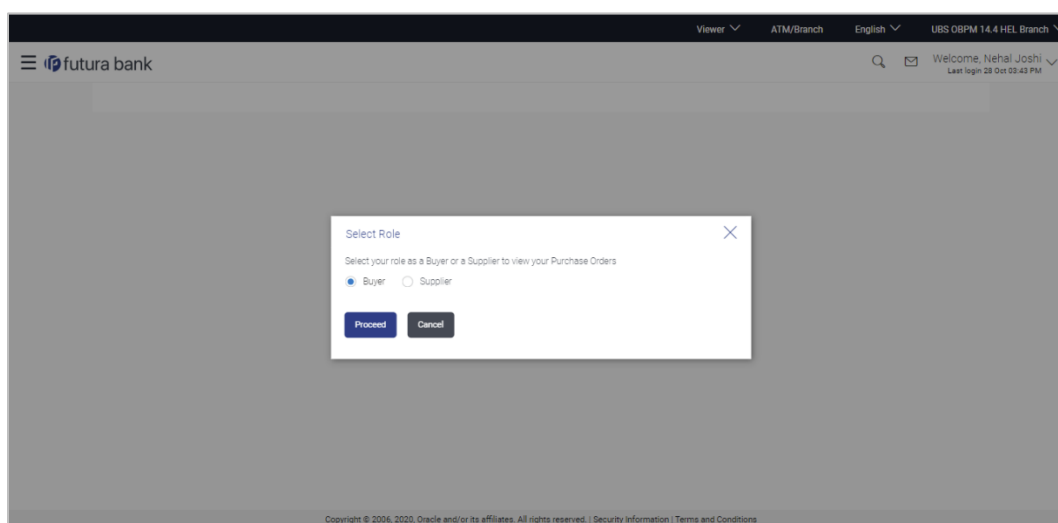
How to reach here:

Dashboard > Toggle menu > Receivables/Payables > Purchase Order Management > View/Edit Purchase Orders

To view purchase orders:

1. 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

- 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 Buyer role. The interface includes a search section with various filters and a table of purchase orders.

Search Filters:

- Customer Purchase Order Number:
- Associated Party Name:
- Purchase Order Status:
- Purchase Order Amount Range: From To
- Purchase Order Date:
- Shipment Date:
- Program Name:

Search Options: Search, Clear

List of Purchase Order:

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

Page 1 of 7 (1-10 of 70 items) | [1](#) [2](#) [3](#) [4](#) [5](#) [7](#) | [Back](#)

View Purchase Order Search Result- Supplier Role

The screenshot displays the 'View Purchase Order' page for 'futura bank'. The user is logged in as 'Nehal Joshi' from the 'UBS OBPM 14.4 HEL Branch'. The page title is 'View Purchase Order' for 'ABZ Solutions | ***462'. There is a 'Switch View' section with 'Buyer' and 'Supplier' buttons, where 'Supplier' is selected. Below is a search filter section with fields for Customer Purchase Order Number, Associated Party Name (dropdown), Purchase Order Status (dropdown), Purchase Order Date (From/To), and Shipment Date (From/To). A 'Search' button and a 'Clear' button are present. The main content is a table titled 'List of Purchase Order' with columns: Customer Purchase Order Number, Purchase Order Date, Associated Party, Shipment Date, Purchase Order Amount, and Status. The table contains 12 rows of data, all with a status of 'Accepted'. A pagination bar at the bottom shows 'Page 1 of 31 (1-10 of 306 items)' and navigation controls.

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

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: <ul style="list-style-type: none"> • 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.

3. 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.

4. Click **Download** to download the list of purchase orders in CSV format, if required.
5. 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 and user information: 'Welcome, Mayur Thakkar' with a last login time of 19 Nov 10:51 PM. The main content area is titled 'View Purchase Order' and includes a sub-header 'ABZ Solutions | ***462'. There are action links for 'Edit', 'Cancel Purchase Order', and 'Preview & Download Purchase Order'. The purchase order details are as follows:

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,NWS8AD	

Less Information

Particulars	Amount
Purchase Order Amount	\$500.00
Discount Amount Percentage	0
Tax Amount Discount	0
Final Purchase Order Amount	\$500.00

Buttons: Cancel, Back

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View Purchase Order Details – for Supplier role

View Purchase Order
ABZ Solutions | ***462

Purchase Order Reference Number: PO48740 **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:

Comments: -

Buyer Details

Buyer Name: NehNovCust1

Buyer ID: ***975

Buyer Address: 1001,303 St. Johns Wood Road,London,GB,NWS3QN

Less Information

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

Cancel Back

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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	POTRY1D29	\$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](#)

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6. 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

Purchase Order Reference Number
PO48649 [Download](#)

To
AugBuyer
81,Church Road,Berkshire,GB,NW58AD

Purchase Order Date
11 Jun 2019

Payment Term
-


Program Name
LnkedProg

Shipment Date
12 Sep 2019

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						-		

7. 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:

1. In the **Select Role** pop-up window that appears, select the **Buyer** option.
2. Click **Proceed**. The **View Purchase Order** screen appears.
OR
Click **Cancel** to cancel the transaction.
3. 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.
4. 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

ATM/Branch English

futura bank Welcome, Mayur Thakkar
Last login: 19 Nov 10:51 PM

View Purchase Order
ABZ Solutions | ***462

Edit | Cancel Purchase Order | Preview & Download Purchase Order

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	

[Less information](#)

Particulars	Amount
Purchase Order Amount	\$500.00
Discount Amount Percentage	0
Tax Amount Discount	0
Final Purchase Order Amount	\$500.00

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

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5. 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



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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.

6. Modify/Add the required details.
7. 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.
8. 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:

1. In the **Select Role** pop-up window that appears, select the **Buyer** option.
2. Click **Proceed**. The **View Purchase Order** screen appears.
OR
Click **Cancel** to cancel the transaction.
3. 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.
4. 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 page title is 'View Purchase Order' and the user is logged in as 'Welcome, Mayur Thakkar'. The purchase order details are as follows:

Purchase Order Reference Number	Customer Purchase Order Number	Purchase Order Amount	Purchase Order Date
PO48427 RAISED	PO28092024	\$500.00	15 Sep 2020

Additional details include Program Name (LinkdProg22), Payment Terms (-), Pre-Acceptance (No), Acceptance Date (-), Shipment Date (18 Sep 2020), and Shipment Address (Thakur Village, Mumbai, India, 400101). Supplier details for 'AugBuyer' are also shown.

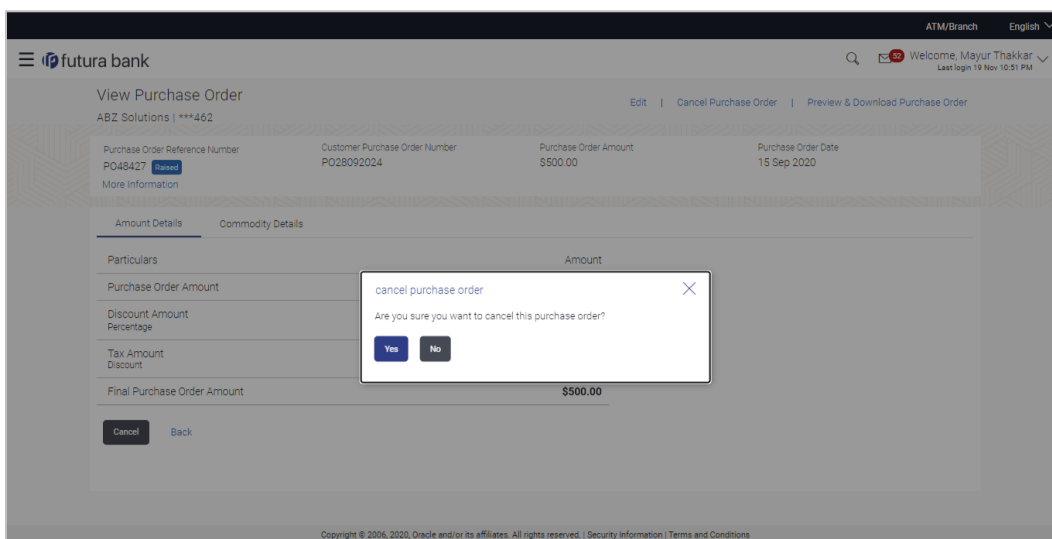
The 'Amount Details' section is summarized below:

Particulars	Amount
Purchase Order Amount	\$500.00
Discount Amount Percentage	0
Tax Amount Discount	0
Final Purchase Order Amount	\$500.00

Buttons for 'Cancel' and 'Back' are visible at the bottom of the details section.

5. 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



6. 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

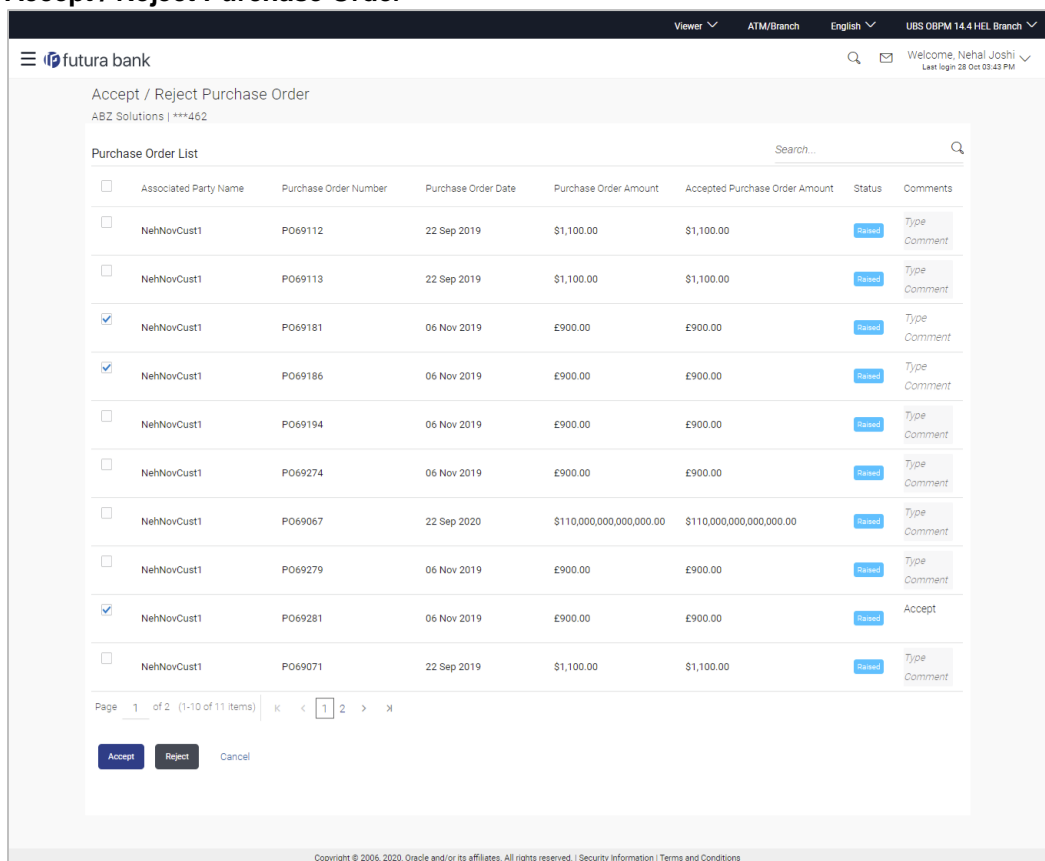
User must have valid corporate login credentials.

How to reach here:

Dashboard > Toggle menu > Receivables/Payables > Purchase Order Management > Accept/Reject Purchase Order

To accept / reject purchase order(s):

1. 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...


<input type="checkbox"/>	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

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Accept Reject Cancel

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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.

2. Select the check box(es) beside the purchase order(s) to be accepted/rejected.
3. In the **Comments** field, enter the remarks if rejecting the purchase order.
4. Click **Accept / Reject** to accept/ reject the selected purchase order(s). The Review screen appears.
OR
Click **Cancel** to cancel the transaction.
5. 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

1. 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.

2. Can I create multiple purchase orders for different suppliers?

Yes, a corporate can create multiple purchase orders online for different suppliers.

3. 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.

4. 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.

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