

Receivables Management User Manual
Oracle Banking Digital Experience
Release 21.1.0.0.0

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Receivables Management User Manual

May 2021

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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 Release 21.1.0.0.0, 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 14.4.0.2.0	Oracle Banking Cash Management System 14.4.0.2.0
1	Associated Party Management		
	On-board Associated Party	✓	✓
	View Associated Parties	✓	✓
2	Invoice Management		
	Create Invoice – online entry	✓	✓
	Create Invoice – bulk file upload	✓	✓
	Create Invoice – invoice image upload	✓	✓
	View Invoice	✓	✓
	Edit Invoice	✓	✓
	Accept Invoice	✓	✓
	Reject Invoice	✓	✓
	Cancel Invoice	✓	✓
	Save Invoice as Template	NH	NH
	Delete Template	NH	NH
3	Purchase Order Management		
	Create Purchase Order	✓	✓
	View Purchase Order	✓	✓

Sr No	Transaction / Function Name	Oracle Banking Supply Chain Finance 14.4.0.2.0	Oracle Banking Cash Management System 14.4.0.2.0
	Edit Purchase Order	✓	✓
	Accept/Reject Purchase Order	✓	✓
	Cancel Purchase Order	✓	✓
	Save Purchase Order as Template	NH	NH
	Delete Template	NH	NH
4	Reconciliation		
	Create Reconciliation Rule	✓	✓
	Manual Reconciliation	✓	✓
	Invoice – Payment Reconciliation	✓	✓
	Cash Flow – Payment Reconciliation	NH	✓
5	De-Reconciliation		
	Invoice – Payment De-reconciliation	✓	✓
	Cash Flow – Payment De-reconciliation	NH	✓
6	Allocation		
	Create Allocation Rule	✓	✓
	Manual Allocation	✓	✓

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3. Receivables Management

Receivables Management includes the following features:

- **Associated Party Management** - Onboarding, Viewing, KYC document uploading.
- **Invoice Management** - Creation, Viewing, Editing, Accepting/Rejecting.
- **Purchase Order Management** - Creation, Viewing, Editing, Accepting/Rejecting.
- **Reconciliation** - Using Rules and Manually.
- **De-Reconciliation**
- **Allocation of Payments to Virtual Accounts** - Using Rules and Manually.

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4. Associated Party Management

4.1 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** and on **Landscape** mode of **Tablet** devices.

4.2 Onboard Associated Party

Onboarding 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 onboard 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 onboarded 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 Management > Associated Party Management > Onboard Associated Party

OR

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

OR

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

To onboard 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.

Field Name	Description
Supplier Code	Enter the supplier code. This field is displayed, only if the Supplier option is selected in the Role of Associated Party field.
Party Name	Enter the name of the associated party to be onboarded.
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

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

Onboard Associated Party- Communication Details

The screenshot displays the 'Onboard Associated Party' interface for 'ABZ Solutions | ***462'. It features a progress indicator with two steps: 'Associated Party Details' (completed) and 'Communication Details' (current step). The form contains the following fields and options:

- Landline Number:** 02298765432
- Fax:** 0228999999 (with an 'Add Fax' link and a trash icon for deletion)
- Mobile Number:** 91 7899877899
- Email ID:** abc@ABCI.com
- Preferred Communication Mode:** Radio buttons for 'Email' (selected) and 'Mobile'
- Registered Address:**
 - Address Line 1: XYZ Lane
 - Address Line 2: (empty)
 - Country: India
 - State: (dropdown)
 - City: Mumbai
 - PIN Code: 400001
- Communication Address:** Same as Registered Address

Buttons at the bottom include 'Submit', 'Cancel', and 'Back'. A sidebar on the right contains an 'Onboarding Associated Party' message explaining that associated parties are commercial trade partners who are not bank customers and require KYC onboarding.

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 .

Field Name	Description
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.
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

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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

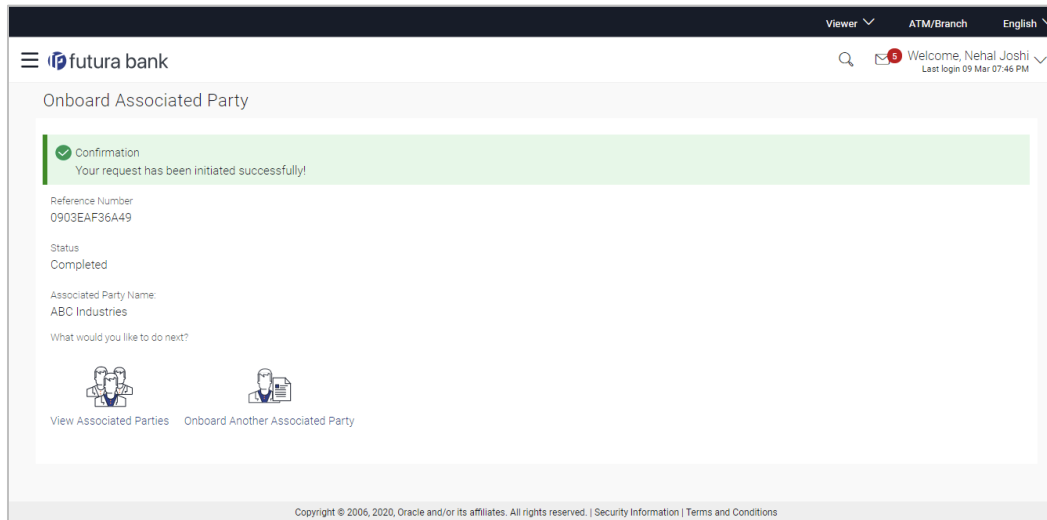
Landline Number 02298765432	Fax 0228999999
Mobile Number +91-7899877899	Email ID abc@ABCI.com
Preferred Communication Mode Email	Registered Address XYZ Lane, , Mumbai, Others, India, Pin 400001
Communication Address XYZ Lane, , Mumbai, Others, India, Pin 400001	

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

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3. In the Review screen, verify the details, and click **Confirm**. A confirmation message of request initiation for onboarding 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



4. 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 onboard a new associated party.

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 onboarded to the system.

3. If the Associated Party is an existing customer of the Bank, will the onboarding of this party create a new party ID for them?

When the associated party is onboarded 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 'OBX Channel access to Associated Parties (Non Customer)' section of this document.

4.3 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 onboarding 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 onboarding).
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	Corporate Address Proof
<ul style="list-style-type: none"> • Pan Card in the name of the company • Certificate of Incorporation 	<ul style="list-style-type: none"> • Registered Lease 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

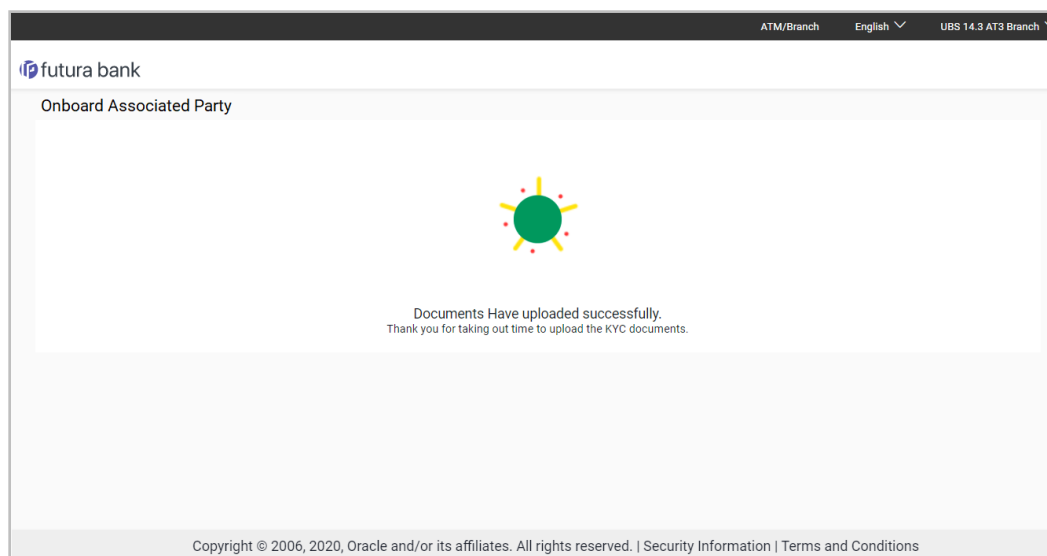
Field Name	Description
Onboarded Associated Party	<p>Drop Files here or click to upload</p> <p>Click  to browse and upload the ID proof or address proof documents or drag-and-drop the files to be uploaded.</p> <p>Note: File size should not be more than 2MB. Supported file types: .PNG, DOC, PDF, JPG,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



4.4 OBDX Channel access to Associated Parties (Non Customer)

The onboarded 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;

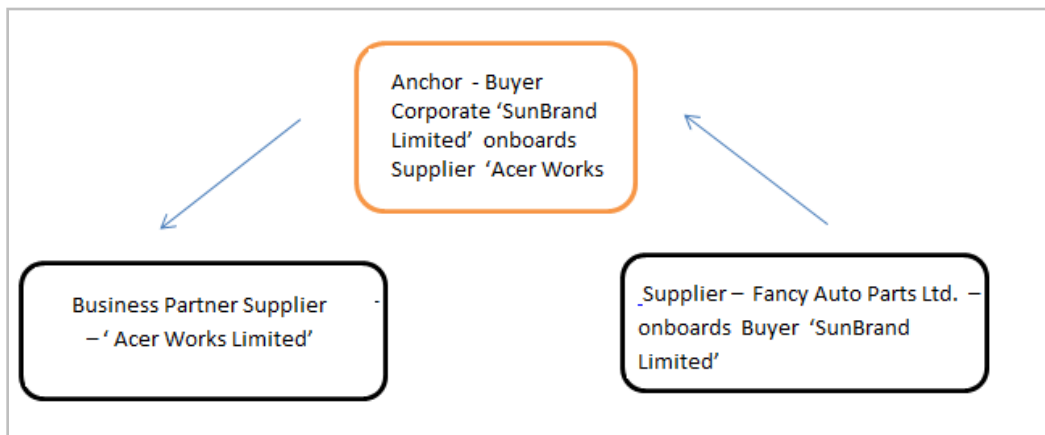
- Supply Chain Finance, Invoice Management, Associated Party Management, Purchase Order Management, Cash Management – All Transactions.
- Customer Servicing – Aggregator, Limits, User Limits.
- Essentials – Mails
- Widgets – Inside Corporate, Dashboard quick links, Finance Maturing, Invoice Time line, 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 Onboard Associated Party are NOT given in the RTM if these functionalities are not supported by the host.

4.5 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 Management > Associated Party Management > View Associated Parties

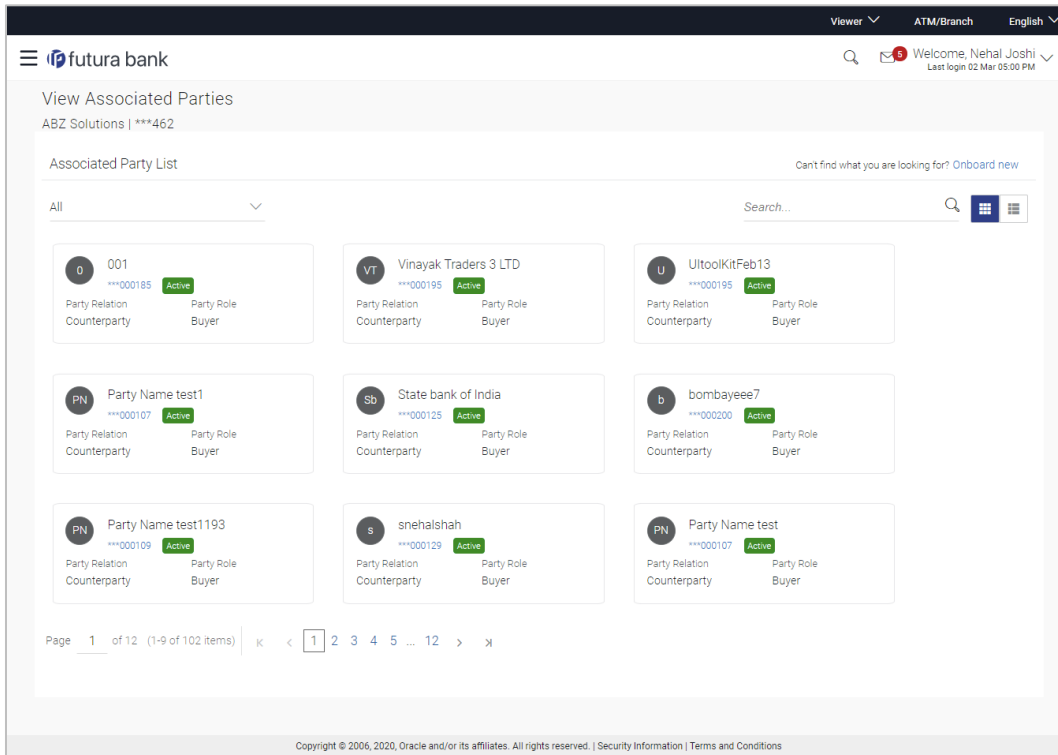
OR

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 onboarded party tiles appears. You can narrow down the set by using the filter options and the **Search** field.



View Associated Parties - Search Result



Field Description

Field Name	Description
View Associated Parties	
Party Name & ID	Displays the name and ID of the logged-in corporate party.
Associated Party List	
Can't find what you are looking for? <u>Onboard new</u>	Click the Onboard New link to onboard 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
Search	Enter the corporate's name or ID to search for that party.

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

- 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.

4.5.1 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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Field Description

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

View Associated Parties

Field Name	Description
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 onboarded.
Status	Displays the status of the associated party, whether Active or Inactive.
Counterparty Details	
Buyer Code	Displays the buyer code. This field is displayed only if Role of Counterparty is Buyer .
Supplier Code	Displays the supplier code. This field is displayed only if Role of Counterparty is Supplier .
Short Name	Displays the short name of the associated party.
Category of Corporate	Displays the category that the associated party falls under.
Corporate Registration Number	Displays the corporate registration number of the associated party.
Global Intermediary Identification Number	Displays the GIIN assigned by the IRS to the associated party.
Tax Registration Number	Displays the tax registration number of the associated party.
Auto Accept Invoice	Displays Yes if the invoices are set to be auto accepted for the associated party, and No otherwise.
Number of days for auto acceptance	Displays the number of days after which the 'raised' invoices are deemed as 'accepted'. This field is displayed only if Auto Accept Invoice is set as Yes .
KYC Status	Displays the KYC status of the associated party.

Field Name	Description
Outstanding Invoices	Displays the total outstanding invoice amounts in the respective currencies along with the numbers. Click the 'numbers' link to visit the View Invoice screen. For more information, refer the View Invoice 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.
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.

Field Name	Description
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 Invoice screen. For more information, refer the View Invoice 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.

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

[Home](#)

5. Invoice Management

5.1 Introduction

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, reject, cancel, or request finance, directly from the portal.

Pre-requisites

User must have valid corporate login credentials.

The features built for the corporate user in Invoice Management are as follows:

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

Note: The Invoice Management Transactions are only supported on **Desktops** and on **Landscape** mode of **Tablet** devices.

5.2 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

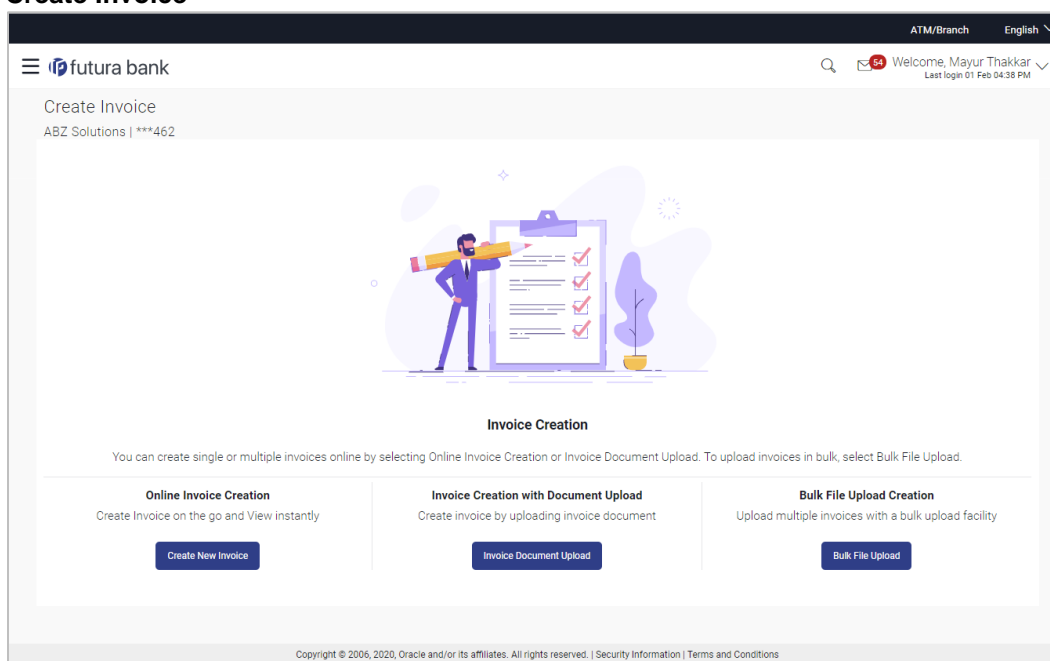
the transaction. In case of rejection, the approver can send the transaction back to the corporate user (maker) to make the required modifications and re-submit it for approval.

How to reach here:

Dashboard > Toggle menu > Receivables Management > Invoice Management > Create Invoice
OR

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

Create Invoice



Field Description

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

5.2.1 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 Invoice** screen, click **Create New Invoice** to create invoice records manually. The Create Invoice screen appears starting with the **New Invoice** tab.

Create Invoice - New Invoice

Field Description

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

Field Name	Description
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. 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.
Purchase Order Date	Click the calendar icon and select the date of creation of the purchase order.

Field Name	Description
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 .
Gross 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.

- 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 displays the 'Add Commodity Details' overlay window. The main interface in the background shows the following details:

- Purchase Order No: P0998
- Invoice Date: 04 Feb 2021
- Shipment Date: 14 Feb 2021
- Payment Terms: payment by transfer
- Gross Invoice Amount: INR ₹510,000.00



The 'Add Commodity Details' overlay window contains the following data:

Name	Code	Quantity	Cost per unit	Gross Amount	Discount	Tax
Com990	Safflower Seeds	400	INR900.00	INR360,000.00	INR3,600.00	INR7,128.00
Com991	Mushrooms	500	INR300.00	INR150,000.00	INR3,000.00	INR5,880.00
Gross Invoice Amount				INR510,000.00		
Discount Value				3	₹15,300.00	
Tax Amount				5	₹29,682.00	

Summary values in the overlay window:

- Gross Amount: ₹150,000.00
- Discount: 3 (₹4,500.00)
- Tax: 5 (₹7,275.00)
- Net Amount: INR152,775.00

Field Description

Field Name	Description
Add Commodity Details	
Name	Enter the name of the commodity.
Code	Enter 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 invoice 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.
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 enter further commodities by clicking **Add**, and filling out the required details.

Create Invoice - Commodity Details Section Updated

Customer Invoice No: InvRef980
 Name of Program: LINKPROGRAM
 Auto Accept.No: Auto Finance.No
 Purchase Order No: PO980
 Invoice Date: 19 Feb 2021
 Shipment Date: 21 Feb 2021
 Payment Terms

Associated Party: PARTYINV1
 Role: Buyer
 Pre-acceptance: No
 Purchase Order Date: 01 Feb 2021
 Invoice Due Date: 28 Feb 2021
 Gross Invoice Amount: INR 17,000.00

Name	Code	Quantity	Cost per unit	Gross Amount	Discount	Tax	Net Amount	Actions
Prod1	Safflower Seeds	100	INR90.00	INR9,000.00	INR90.00 @1%	INR178.20 @2%	INR9,088.20	
Prod2	Poppy Straw	100	INR80.00	INR8,000.00	INR80.00 @1%	INR158.40 @2%	INR8,078.40	
Gross Invoice Amount							INR17,000.00	
					Discount	2 %	INR170.00	
					Tax	4 %	INR336.60	
Net Invoice Amount							INR17,166.60	

Buttons: Save, Duplicate Invoice, Add Invoice, Submit, Cancel, Back

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


Code	Displays the code of the commodity.
-------------	-------------------------------------

Field Name	Description
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 being offered on the commodity.
Tax	Displays the tax 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/>
Net Invoice Amount	<p>Displays the overall invoice amount to be paid by the buyer.</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	Indicates an option to add another invoice with the same details.
Add Invoice	<p>Indicates an option to add another blank invoice.</p> <p>You can create multiple invoices using this link.</p>

5. Modify the amount in the **Gross Invoice Amount** field above the Commodity Details section, to match the **Gross Invoice Amount** below the section.
6. Click **Save** to save the invoice.
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 invoice in the transaction, with the same details as the current one, click the **Duplicate Invoice** link. The current invoice is automatically saved and a duplicate one is added.
 - a. Click  beside invoices to edit, copy, or delete them, as per requirement.
8. To create another new invoice in the transaction, click the **Add Invoice** link.
 - a. Add required details as mentioned in the steps above.

9. 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 Invoice - Review Screen

ATM/Branch English

futura bank Welcome, Mayur Thakkar Last login 05 Feb 10:02 PM

Create Invoice

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

Expand All Collapse All Preview Invoice

Customer Invoice No: InvRef998
Associated Party Name: SQL Corporation
Role: Buyer
Name of Program: POProg25122
Pre-Accepted: Yes
Auto Finance: No Auto Accept: Yes

Purchase Order No: Po998
Purchase Order Date: 01 Feb 2021
Invoice Date: 04 Feb 2021
Invoice Due Date: 28 Feb 2021
Shipment Date: 14 Feb 2021
Payment Terms: payment by transfer

Commodity details

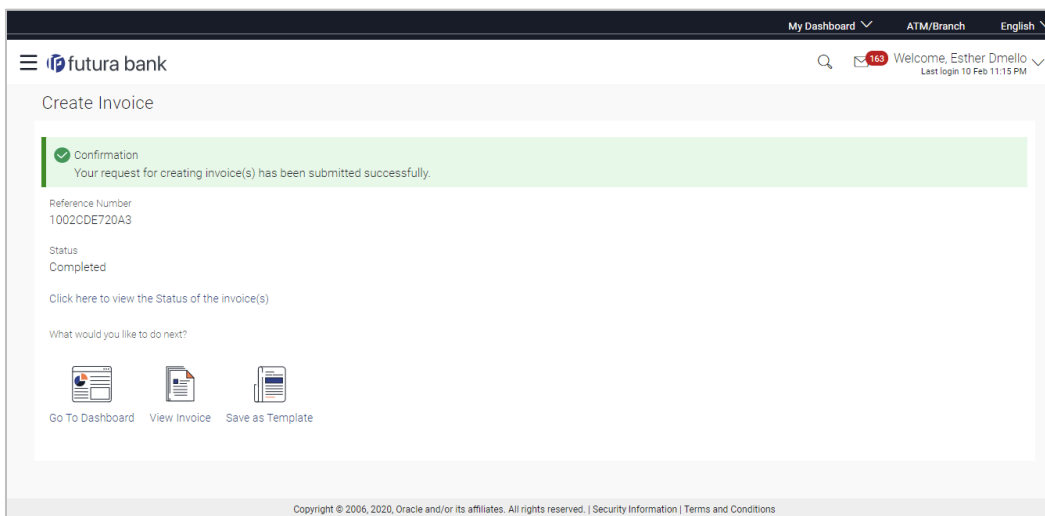
Name	Code	Quantity	Cost per unit	Gross Amount	Discount	Tax	Net Amount
Com990	Safflower Seeds	400	INR900.00	INR360,000.00	INR3,600.00	INR7,128.00	INR363,528.00
Com991	Mushrooms	500	INR300.00	INR150,000.00	INR3,000.00	INR5,880.00	INR152,880.00
Gross Invoice Amount						INR510,000.00	
Total Discount Value						INR6,600.00	
Total Tax Value						INR13,008.00	
Net Invoice Amount						INR516,408.00	

Confirm Cancel Back

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10. 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 **Preview Invoice** to view the details of the invoice being created. The Invoice Details overlay window appears. For more details on the fields in this window, refer the **View Invoice Details** section in this document.
OR
Click **Back** to navigate back to the previous screen.
OR
Click **Cancel** to cancel the transaction.

Create Invoice - Confirmation



11. Click the **Save as Template** link to save the details of the created invoice as a template.
OR
Click the **View Invoice** link to view the details of existing invoices. The **View Invoice** screen appears.
OR
Click the **Go to Dashboard** link to go to the main dashboard.

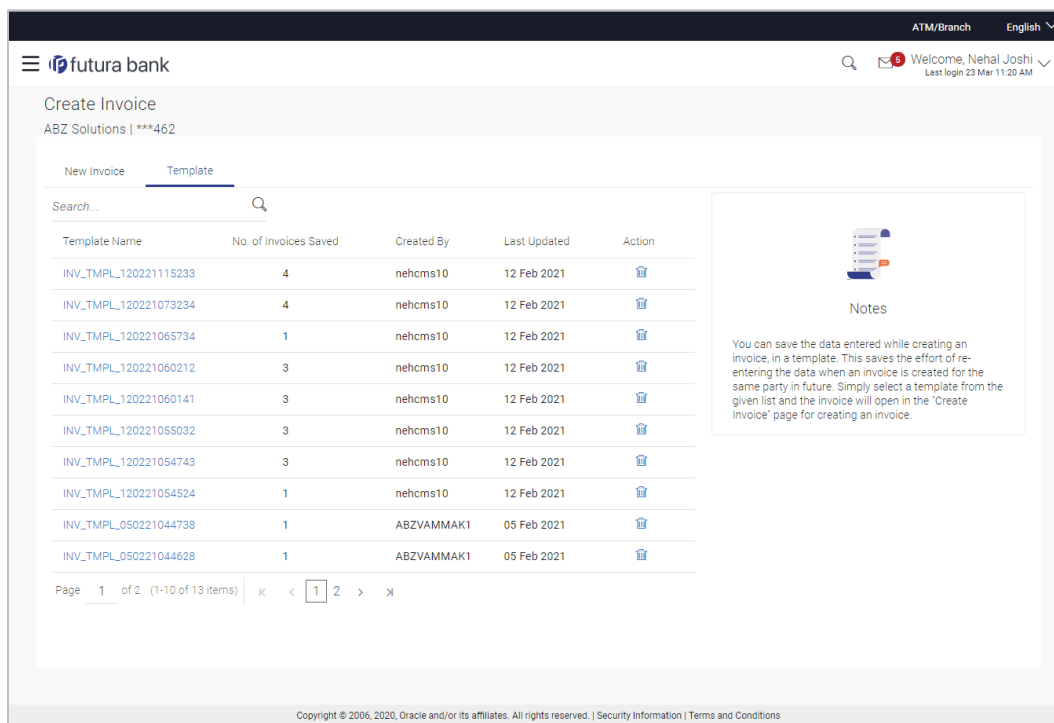
5.2.2 Create Invoice using Templates

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.

To view and use templates for creation of invoices:

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




Create Invoice- Template



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.

2. Navigate through the pages to the required template, or use the **Search** field to find a specific template.
3. Click the desired **Template Name** link. The template details are populated in the **Create Invoice – New Invoice** screen.
OR

- Click  against the template to delete the existing invoice template. A popup message appears to confirm the deletion.
- a. Click **Yes** to delete the invoice template.
OR
Click **No** to cancel the deletion of the invoice template.
4. Add or modify the required details.
 5. Click **Save** to save the invoice.
OR
Click the **Duplicate Invoice** link 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 delete it.
OR
Click  at the top right corner of an invoice, to clear the existing data.
 6. Click **Submit** to create the invoice. The Review screen appears.
OR
Click **Cancel** to cancel the transaction.
OR
Click **Back** to navigate back to the previous screen.
 7. 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.

5.3 Invoice Creation with Document Upload

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

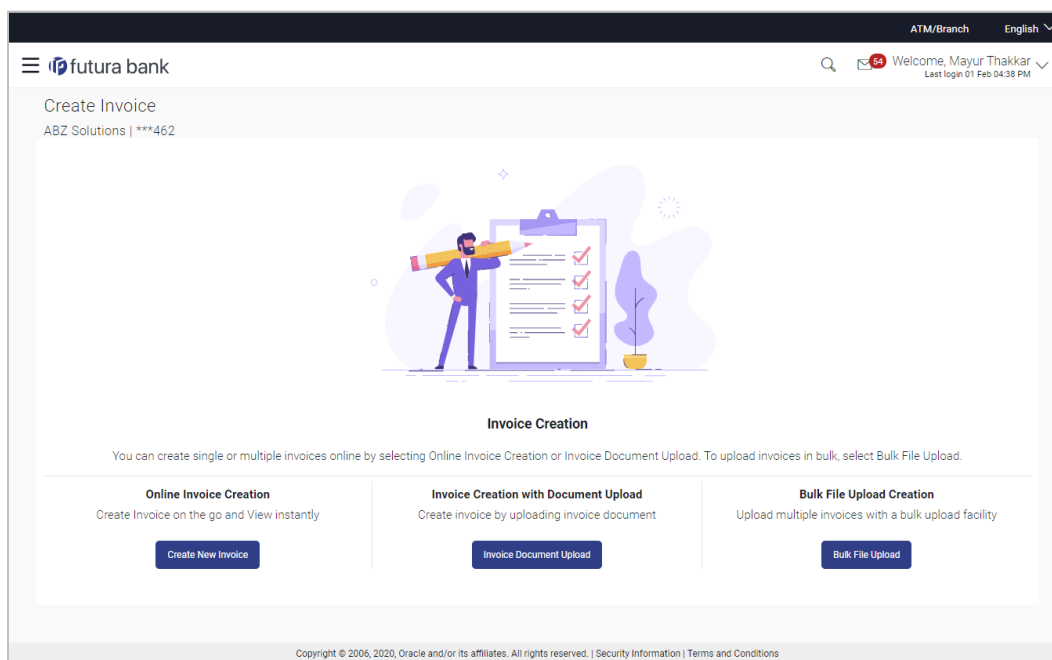
How to reach here:

Dashboard > Toggle menu > Receivables Management > Invoice Management > Create Invoice
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 Invoice

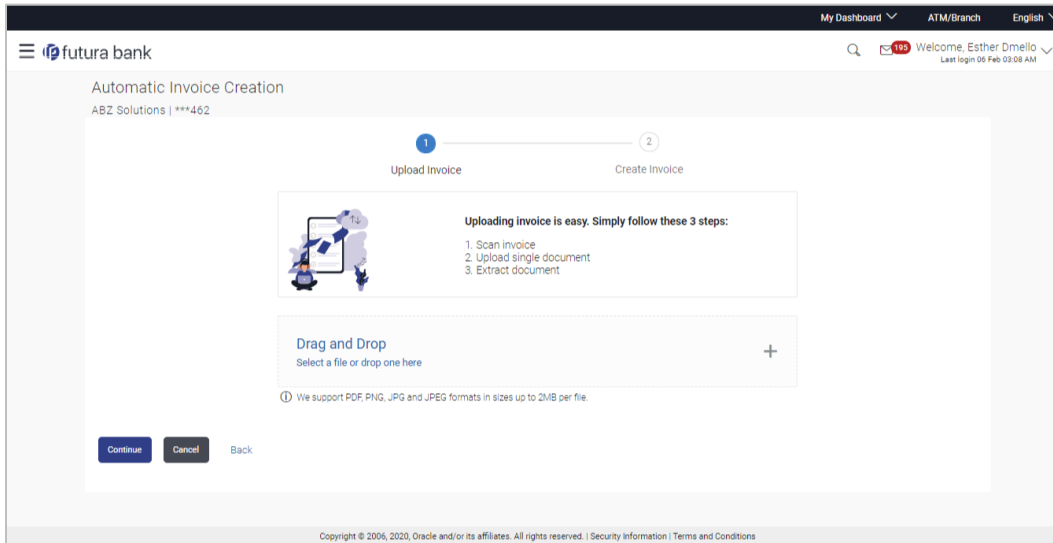


Field Description

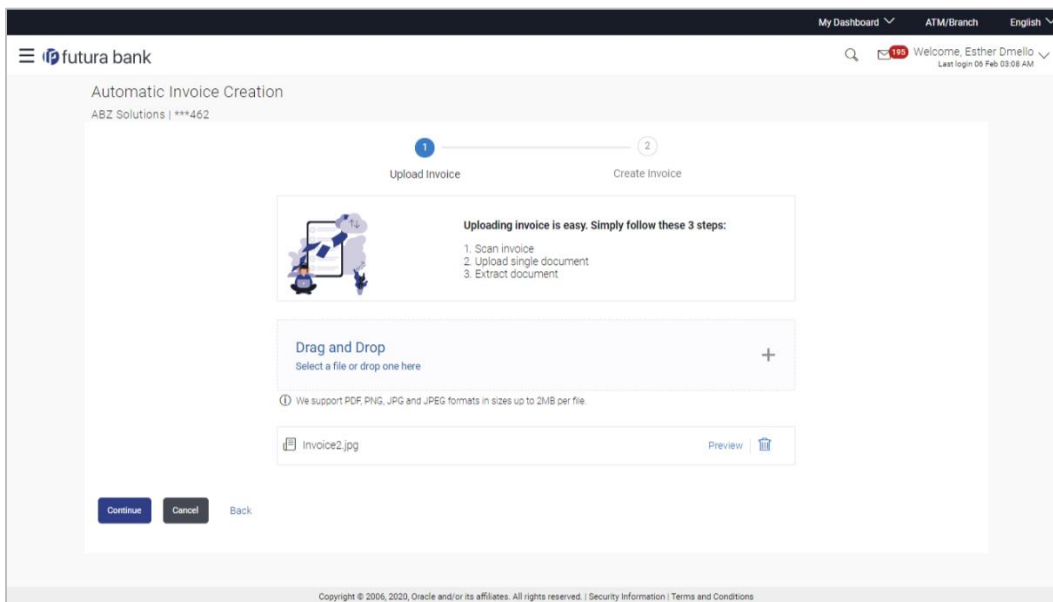
Field Name	Description
Create Invoice	
Party Name & ID	Displays the name and ID of the logged-in corporate party.
Online Invoice Creation	Indicates the option to create invoice records by manual entry of invoice details.
Invoice Creation with Document Upload	Indicates the option to create an invoice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


2. In the **Create Invoice** screen, click the **Invoice Document Upload** button. The **Automatic Invoice Creation** screen appears starting with the **Upload Invoice** step.

Automatic Invoice Creation



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 Invoice

futura bank
Welcome, Nehal Joshi
Last login 11 Feb 12:05 AM

Automatic Invoice Creation

AugSupp | ***715

1
Upload Invoice

2
Create Invoice

Customer Invoice No
99PL8317

Associated Party
AugBuyer

Role: Buyer

Program Name
Refinprogrname

Auto Acceptance
 Yes
 No

Auto Finance No
 Yes
 No

Purchase Order No
BKL78023

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 \$1,900.00

Soylent Ltd.

5 Theatre Street,
Allentown, PA 18101 Phone:
(610) 791-9080 Email:
herfu@soylent.com

BILL TO

Buyer - 18302
Musars Corp Ltd
4065 Teton Ct,
Stroudsburg, PA 18360
Phone-428-3214795
Email- hmband@ms.com

Invoice No.# - 99PL8317
Invoice Date - 09-02-2020
PO No.# - 66278033
PO Date - 01-02-2020
Due Date - 09-03-2020

SHIP TO

Amy Taylor
4065 Teton Ct,
Stroudsburg, PA 18360
hmband@ms.com
428-3214795
Tax-21-4272951

ITEM	DESCRIPTION	PRODUCT ID	UNIT COST	QUANTITY	AMOUNT
1.	Inkjet Printer	752KCP13	200.00	2	400.00
2.	PVC Cards	81210T12	3.00	500	1500.00
Sub Total					1900.00
Discount @ 10.00%					190.00
Corporation Tax (NAT @ 10.00%)					171.00
TOTAL					\$1881.00

Thank you for your business!

Commodity Details [Click 'Add' for commodity details](#) Add

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

Submit
Cancel
Back

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Field Description

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

Automatic Invoice Creation

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

Field Name	Description
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.
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.
Description	Enter a description 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. $\text{Gross Amount} = \text{Cost Per Unit} * \text{Quantity}$
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.

Field Name	Description
Tax Value	Displays the total tax amount.
Net Invoice Amount	Displays the overall invoice amount to be paid by the buyer.

Note: The **Net Invoice Amount** gets automatically calculated as follows:
 $\text{Net Invoice Amount} = \text{Total (Invoice) Amount} - \text{Discount Value} + \text{Tax Value}$

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

Create Invoice – Post Adding Commodity Details

The screenshot displays the 'Automatic Invoice Creation' interface for Futura Bank. It includes a 'Preview' of an invoice from Soylent Ltd. and a 'Commodity Details' section.

Invoice Preview:

SOYLENT LTD.
 6 Theatre Street,
 Albano, PA 18801 Phone:
 (610) 791-0080 Email:
 herlog1@soylent.com

Invoice # No.# 99PL8317
Invoice Date 09-02-2020
PO No.# 8KL78023
PO Date 01-02-2020
Due Date 09-03-2020

BILL TO:
 Buyer - 18302
 Myers Corp Ltd
 4000 Tenth Ct,
 Stroudsburg, PA 18360
 Phone: 610-333-6545
 Email: hmb@myers.com

SHIP TO:
 Amy Taylor
 4005 Tenth Ct,
 Stroudsburg, PA 18360
 hmb@myers.com
 610-333-6545
 Tax: 12-6273901

ITEM	DESCRIPTION	PRODUCT ID	UNIT COST	QUANTITY	AMOUNT
1.	Inkjet Printer	752K7P13	200.00	2	400.00
2.	PVC Cards	R1250T12	5.00	300	1500.00
Sub Total					1900.00
Discount @ 10.00 %					190.00
Corporation Tax @ 10.00 %					171.00
TOTAL					\$1881.00

Commodity Details:

Name	Description	Quantity	Cost Per Unit	Gross Amount	Actions
Prod1	product 11	200	2	400	[Edit] [Delete]
Prod2	product22	3	500	1500	[Edit] [Delete]
Total Amount				USD1,900.00	
Discount Percentage: 10.00				Discount Value (Percent %)	USD190.00
Tax Percentage: 10.00				Tax Value (Percent %)	USD171.00
Net Invoice Amount				USD1,881.00	

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.

Automatic Invoice Creation - Review Screen

The screenshot shows the 'Automatic Invoice Creation' review screen. At the top, there's a navigation bar with 'Maker', 'ATM/Branch', and 'English' options. The user is identified as 'Welcome, Nehal Joshi' with a last login time of '26 Feb 04:50 PM'. The main heading is 'Automatic Invoice Creation' with a sub-heading 'AugSupp | ***715'. A yellow banner with an information icon and the text 'Review' states: 'You initiated a request for invoice creation. Please review details before you confirm!'. Below this, there are two columns of details:

Customer Invoice No 99PL8317	Associated Party Name ProgCpName Role: Buyer	Preview Invoice
Name of Program OBDX Programnamelengthcheckneh19082020Suppanchorb Auto Accept: No Auto Finance: No	Pre-Accepted Yes	
Purchase Order No 8KL78023	Purchase Order Date 01 Feb 2020	
Invoice Date 09 Feb 2020	Invoice Due Date 09 Mar 2020	
Shipment Date 16 Feb 2020	Payment Terms pymt terms	
Invoice Amount USD1,900.00		

Below the details is a 'Commodity Details' table:

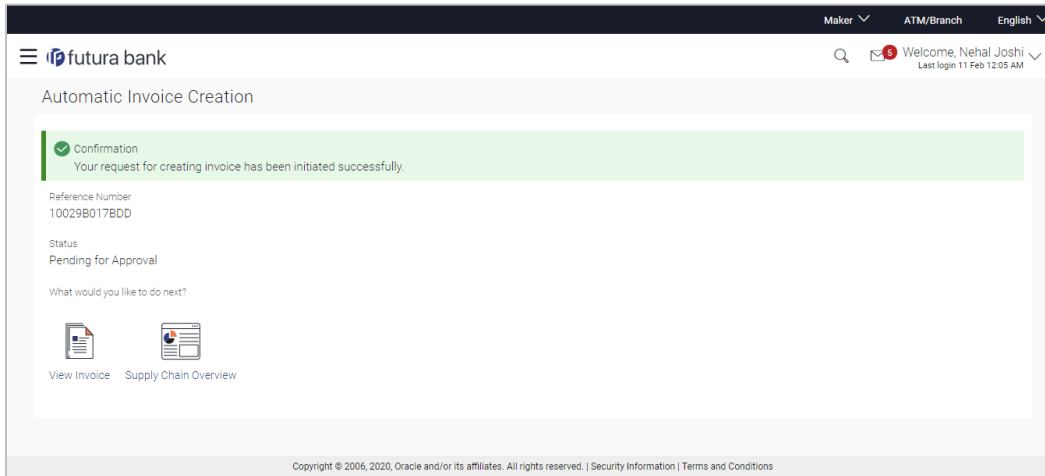
Name	Description	Quantity	Cost per unit	Amount
Prod1	product 11	200	USD2.00	USD400.00
Prod2	product22	3	USD500.00	USD1,500.00
Total Invoice Amount				USD1,900.00
Discount Percentage 10.00				USD190.00
Tax Percentage 10.00				USD171.00
Net Invoice Amount				USD1,881.00

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

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.

Note: In the Review screen, click the **Preview Invoice** link to preview the invoice. An overlay window appears with the invoice details.

Automatic Invoice Creation – Confirmation



8. Click **View Invoice** link to view a list of existing invoices.
OR
Click the **Supply Chain Dashboard** link to go to the supply chain dashboard.

5.4 Bulk File Upload Creation

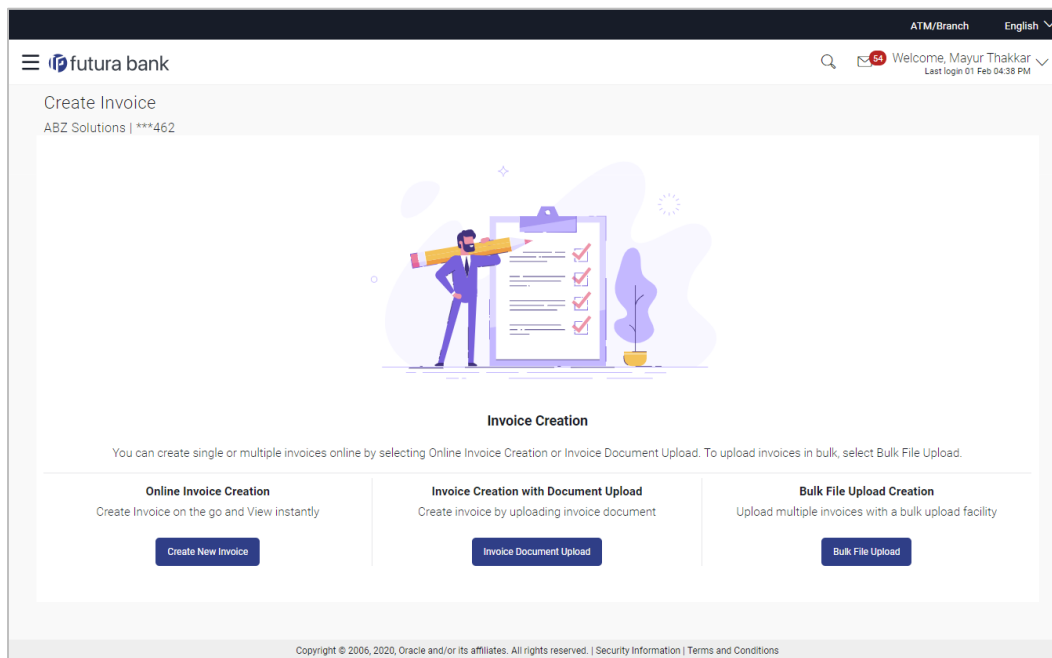
Using this option, corporates can create invoices in bulk by uploading a file. The file must contain the invoice details and its commodity records in a specific format and sequence.

How to reach here:

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

To create invoices in bulk:

Create Invoice



Field Description

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


Field Name	Description
Bulk File Upload Creation	Indicates the option to create bulk invoice records through file upload.

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

Bulk File Upload

Field Description


Field Name	Description
File Upload	
File Identifier	Select the unique code/ name assigned to the corporate party for handling of files. Once you select an identifier, the Transaction Type, File Format Type, and Approval Type fields appear.
Transaction Type	Displays the transaction type associated with the file.
File Format Type	Displays the acceptable file formats for the upload. The formats are .CSV, .XLS, .TXT, and .XLSX.

Field Name	Description
Approval Type	<p>Displays the approver-user type to approve / reject the uploaded file.</p> <p>It could be:</p> <ul style="list-style-type: none"> • File Type • Record Type <p>In a File type Approval, the approver accepts or rejects the entire file, and all records are either processed or rejected. While in a Record type approval, the approver could approve some records, and reject others. Only the approved records are processed further.</p>
File Name	<p>Click  to browse and select the file for uploading. Refer the Bulk Invoice File Template section below for further details about the template.</p>

2. Once you browse and select the required file, click **Upload**. A confirmation screen appears with the reference number and status of the transaction.
OR
Click **Cancel** to cancel the transaction.

5.4.1 **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.

Note: Refer this file for the sequence: 

Field Description

Field Name	Description
<p>The following fields are specific to the invoice as a whole. This row must be present for each invoice being added.</p>	
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.
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.

Field Name	Description
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

5.5 View / Edit Invoice

Pre-requisites

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

5.5.1 View Invoice

Using this option, you can view a list of invoices based on the corporate party's role as a buyer or supplier. Accordingly, invoices are displayed in terms of receivables or payables.

On selection of Buyer view, you can view all the invoices as of current date where the corporate party's role is that of a buyer in the program, whereas on selection of Supplier view, you can view all the invoices 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 Management > Invoice Management > View/Edit Invoice

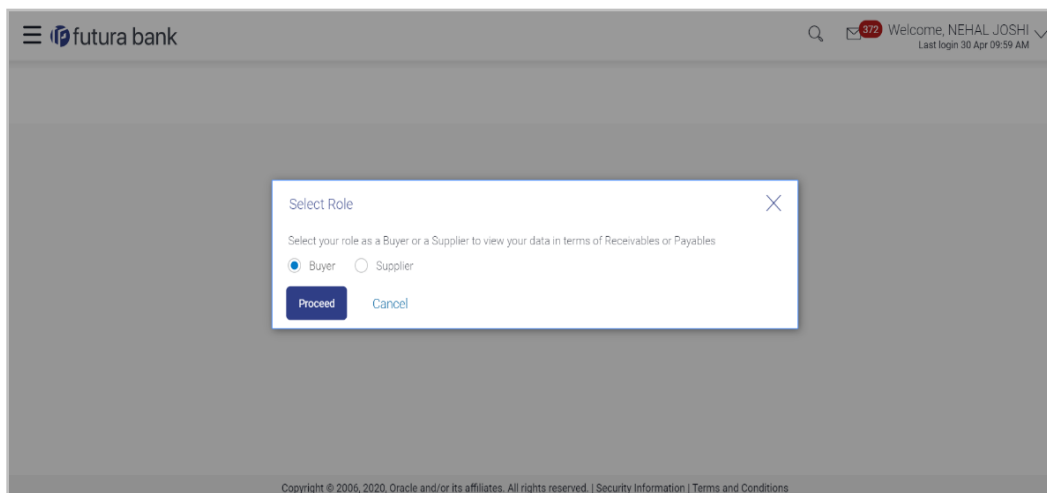
OR

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

To view invoices:

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.

View Invoice - 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** to view the existing invoices. The **View Invoice** screen appears.
OR
Click **Cancel** to cancel the transaction.

View Invoice Search Result- Buyer Role

futura bank
Maker ATM/Branch English

OBDSupp Paints | ***481
Welcome, Nehal Joshi
Last login 12 Aug 11:04 AM

View Invoice

Switch View

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

Buyer Supplier

Search

Create New Invoice on the go and View instantly

Invoice No.

Invoice Status Select

Invoice Due Date From

To

Payment Status Select

Less Search Options ^

Search Clear

Associated Party Name Select

Program Name Select

Invoice Amount Range From

To

List of Invoices Download

Associated Party	Invoice No	Invoice Due Date	Invoice Amount	Invoice Status	Amount Payable	Payment Status
NehCpsupname	INVCHKACPTDE3	31 May 2020	\$280.00	Accepted	\$280.00	Unpaid
NehCpsupname	INVCHKACPTDE46	31 May 2020	\$280.00	Accepted	\$280.00	Unpaid
NehCpsupname	INVCHKACPTDE26	31 May 2020	\$280.00	Accepted	\$280.00	Unpaid
NehCpsupname	INVCHKACPTDE16	31 May 2020	\$280.00	Accepted	\$280.00	Unpaid
NehCpsupname	INVCHKACPTDE36	31 May 2020	\$280.00	Accepted	\$280.00	Unpaid
OBDXBuyer Motors	InvTest02	29 Jul 2020	£1,250.00	Accepted	£1,250.00	Unpaid
NehCpsupname	ACCEPTCHECKINV444	31 May 2020	£400.00	Accepted	£400.00	Unpaid
NehCpsupname	ACCEPTCHECKINV333	31 May 2020	£300.00	Accepted	£300.00	Unpaid
NehCpsupname	ACCEPTCHECKINV666	30 May 2020	£430.00	Accepted	£430.00	Unpaid
NehCpsupname	ACCEPTCHECKINV555	30 May 2020	£430.00	Accepted	£430.00	Unpaid

Page 1 of 4 (1-10 of 37 items) | 1 2 3 4 >

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View Invoice Search Result- Supplier Role

The screenshot displays the 'View Invoice' interface for a Supplier role. It includes search filters for Invoice No., Invoice Status, Invoice Due Date, Payment Status, Associated Party Name, Program Name, and Invoice Amount Range. Below the filters is a table listing 10 invoices with their respective details and statuses.

Associated Party	Invoice No	Invoice Due Date	Invoice Amount	Invoice Status	Amount Receivable	Payment Status
nehregCName	ACCEPTCHECK666	29 May 2020	£369.00	Accepted	£369.00	Unpaid
nehregCName	ACCEPTCHECK777	29 May 2020	£469.00	Accepted	£469.00	Unpaid
nehregCName	ACCEPTCHECKINV999	31 May 2020	£601.00	Accepted	£601.00	Unpaid
nehregCName	ACCEPTCHECKDINV44	31 May 2020	£401.00	Accepted	£401.00	Unpaid
nehregCName	ACCEPTCHECKINV888	31 May 2020	£501.00	Accepted	£501.00	Unpaid
nehregCName	ACCEPTCHECKDINV33	31 May 2020	£301.00	Accepted	£301.00	Unpaid
nehregCName	ACCEPTCHECKDINV11	31 May 2020	£101.00	Accepted	£101.00	Unpaid
nehregCName	INVACPTCHK2030	31 May 2020	£234.00	Accepted	£234.00	Unpaid
nehregCName	INVACPTCHK2029	31 May 2020	£234.00	Accepted	£234.00	Unpaid
nehregCName	INVCHKACC3	31 May 2020	£280.00	Accepted	£280.00	Unpaid

Field Description

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

View Invoice

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

Field Name	Description
Switch View	<p>Indicates the option to view the invoices based on the corporate party's role.</p> <p>The options are:</p> <ul style="list-style-type: none"> • Buyer • Supplier
Search	
Create New Invoice on the go and View instantly	Click the <u>Create New Invoice</u> link to create and view a new invoice.
Invoice No.	Indicates an option to search for invoice(s) using the customer's own reference number.
Associated Party Name	Indicates an option to search for invoice(s) based on the counter party associated with the invoice(s).
Invoice Status	<p>Indicates an option to search for invoices based on their status.</p> <p>The options are:</p> <ul style="list-style-type: none"> • Raised • Cancelled • Accepted • Partially Accepted • Financed • Partially Financed • Disputed
Program Name	Indicates an option to retrieve invoices associated with a particular program.
Invoice Due Date From/To	Indicates the option to retrieve invoices that are due in a specific time frame.
Invoice Amount Range	Indicates the option to search for invoices of a particular currency, within a specific amount range.
Currency From/To	

Field Name	Description
Payment Status	<p>Indicates an option to retrieve invoices with payments in a particular status.</p> <p>The options are:</p> <ul style="list-style-type: none"> • Paid • Unpaid • Partially Paid • Overdue
Search Result - List of Invoices	
Displays a list of invoices based on the entered search criteria.	
Associated Party	Displays the counter party name as fetched from the Host.
Invoice No	<p>Displays the customer's invoice number as fetched from the Host. This is a hyperlink which when clicked displays the details of the invoice. For more information, refer the View Invoice Details section in this document.</p>
Invoice Due Date	Displays the due date of the invoice as fetched from the Host.
Invoice Amount	Displays the invoice amount along with the currency as fetched from the Host.
Invoice Status	<p>Displays the status of the invoice as fetched from the Host.</p> <p>It could be:</p> <ul style="list-style-type: none"> • Raised • Cancelled • Accepted • Partially Accepted • Financed • Partially Financed • Disputed
Amount Payable / Receivable	Displays the amount payable / receivable depending on the role selected. If the role is of a buyer, then it is the payable amount, else it is the receivable amount.

Field Name	Description
Payment Status	<p>Displays the payment status of the invoice.</p> <p>It could be:</p> <ul style="list-style-type: none"> • Paid • Unpaid • Partially Paid • Overdue

3. Enter the search criteria, and click **Search**. The invoices list appears based on the entered search criteria.
OR
Click **Clear** to reset the search parameters.
OR
Click the **Create New Invoice** link to create an invoice on the go and view it instantly.
4. You can do the following, if required:
 - a. Click **Download** to download the list of invoices in .csv format.
 - b. Click the **Invoice No** link of a specific invoice, to view its details.

5.5.1.1 **View Invoice (details)**

This screen appears if you click the **Invoice No** link of a particular invoice in the **View Invoice** 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 or reject the invoice, or request finance from this screen.

View Invoice

The screenshot displays the 'View Invoice' interface. At the top, it shows the Futura Bank logo and user information: 'Welcome, Mayur Thakkar' with a last login time of '21 Nov 12:24 PM'. The main content area is titled 'View Invoice' for 'ABZ Solutions | ***462'. It lists various invoice details in a grid format:

- Invoice Ref No.:** INV73439 (Status: Named)
- Invoice Creation Date:** 04 Oct 2019
- Payment Status:** Paid
- Customer Invoice No.:** INVS21104
- Payment Terms:** test
- Invoice Due Date:** 16 Oct 2020
- Purchase Order No.:** -
- Purchase Order Date:** -
- Shipment Date:** -
- Product Code:** YY00
- Program Name:** fewfwfwf
- Pre Accepted:** No
- Comments:** NA

Below this is the 'Buyer Details' section:

- Buyer Name:** SQL Corporation
- Buyer Id:** ***000091
- Buyer Address:** Malad, Mumbai, IN, 400053

A 'Less Information' link is provided. At the bottom, there are two tabs: 'Amount Details' (selected) and 'Reconciliation Details'. The 'Amount Details' table is as follows:

Particulars	Amount
Invoice Amount	£2,000.00
Discount Amount	0
Tax Amount	0
Final Invoice Amount	£2,000.00
Acceptance Amount	0
Outstanding Amount	£0.00

Buttons for 'Cancel' and 'Back' are located at the bottom left of the table. A copyright notice at the very bottom reads: 'Copyright © 2006, 2020, Oracle and/or its affiliates. All rights reserved. | Security Information | Terms and Conditions'.

Field Description

Field Name	Description
View Invoice	
Party Name & ID	Displays the name and ID of the logged-in corporate party.
Invoice Ref No.	Displays the unique reference number of the invoice with respect to the Supply Chain Finance application.
Invoice Status	Displays the status of the invoice.
Invoice Creation Date	Displays the date on which the invoice has been created.
Payment Status	Displays the status of payment of the invoice.

Field Name	Description
Preview and Download Invoice	Click the link to download the invoice 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.

The following fields appear if you click the **More Information** link. You can hide the fields by clicking the **Less Information** link.

Customer Invoice No	Displays the invoice number present on the invoice, as fetched from the Host.
Payment Terms	Displays the terms agreed for payment of the invoice.
Invoice Due Date	Displays the date on which the payment for the invoice is due.
Purchase Order No	Displays the number of the purchase order for which the invoice has been raised.
Purchase Order Date	Displays the date of the purchase order.
Shipment Date	Displays the date on which the goods were/will be shipped.
Product Code	Displays the code of the product being purchased.
Product Name	Displays the name of the product being purchased.
Pre Accepted	Displays whether the invoice has been pre accepted by the buyer or not. Value displayed is either 'Y' or 'N'.
Acceptance Date	Displays the date on which the invoice is accepted.
Comments	Displays the added comments or remarks regarding a particular invoice.

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.

View Invoice – Amount Details tab

The screenshot shows the 'View Invoice' interface for Futura Bank. The page is titled 'View Invoice' and shows details for invoice ABZ Solutions | ***462. The invoice reference number is INV73439, and it is marked as 'Paid'. The creation date is 04 Oct 2019. The payment status is 'Paid'. Other details include Customer Invoice No (INVS21104), Invoice Due Date (16 Oct 2020), and Buyer Name (SQL Corporation). The 'Amount Details' tab is active, showing a table with the following data:

Particulars	Amount
Invoice Amount	£2,000.00
Discount Amount Percent	0
Tax Amount Percent	0
Final Invoice Amount	£2,000.00
Acceptance Amount	0
Outstanding Amount	£0.00

Field Description

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

Amount Details tab

The itemized categories appear under **Particulars** and the respective amounts appear under **Amount**.

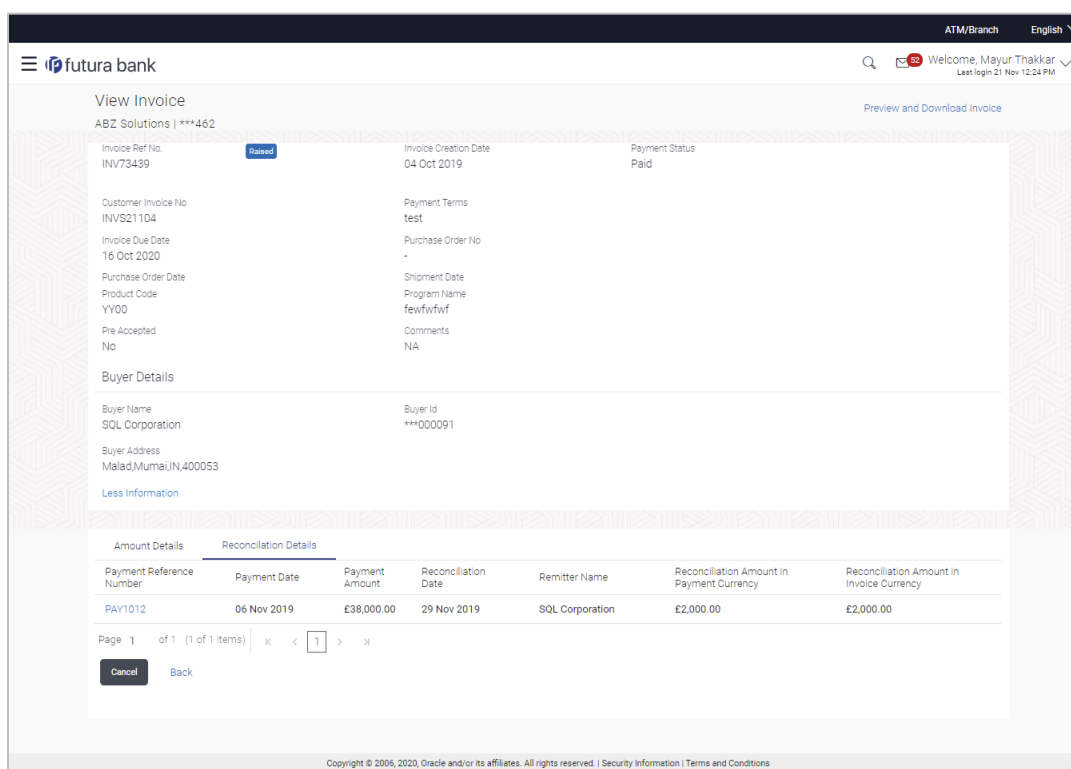
Invoice Amount	Displays the invoice amount along with the currency.
-----------------------	--

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 Net Invoice gets auto calculated as follows: Net Invoice Amount = Invoice Amount - Discount Value + Tax Value.
Acceptance Amount	Displays the acceptance invoice amount.
Outstanding Amount	Displays the value of invoices outstanding for the counter party under this program.

View Invoice – Reconciliation Details tab



Field Description

Field Name	Description
Reconciliation Details tab	This tab appears if the invoice is reconciled against payments. Multiple payments may have been reconciled against an invoice.

Field Name	Description
Payment Reference Number	Displays the reference number of the payment that has been reconciled with the invoice 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 Invoice Currency	Displays the reconciliation amount in the currency of the invoice.

View Invoice – Commodity Details

The screenshot shows the 'View Invoice' interface for Futura Bank. At the top, there is a navigation bar with 'My Dashboard', 'ATM/Branch', and 'English'. Below this, the user is identified as 'Welcome, Esther Dmello' with a last login time of '12 Feb 10:10 PM'. The main content area is titled 'View Invoice' and shows details for 'ABZ Solutions | ***462'. The invoice reference number is 'INV78615', the status is 'Accepted', the creation date is '01 Jan 2020', and the payment status is 'Unpaid'. There are tabs for 'Amount Details' and 'Commodity Details', with the latter being active. A table lists two commodity items: 'Roses' and 'orchids'. The table includes columns for Name, Code, Quantity, Cost/Unit, Gross Amount, Discount, Tax, and Net Amount. At the bottom of the table, there is a pagination control showing 'Page 1 of 1 (1-2 of 2 items)' and a 'Request Finance' button.

Name	Code	Quantity	Cost/Unit	Gross Amount	Discount	Tax	Net Amount
Roses	FRESH_ROSE	100	GBP140.00	GBP14,000.00	GBP700.00 (@5%)	GBP1,596.00 (@12%)	GBP14,896.00
orchids	FRESH_ORCHIDS	100	GBP150.00	GBP15,000.00	GBP900.00 (@6%)	GBP2,115.00 (@15%)	GBP16,215.00

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	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.

View Invoice – Finances tab

The screenshot displays the 'View Invoice - Finances' tab in the Futura Bank system. At the top, there is a navigation bar with 'Viewer', 'ATM/Branch', and 'English' options. The user is logged in as 'Welcome, nehal Joshi' with a last login time of 11 Mar 04:03 PM. The main content area shows the following details:

- View Invoice:** AugBuyer | ***716
- Invoice Ref No.:** INV76706 (Partially Financed)
- Invoice Creation Date:** 19 Dec 2019
- Payment Status:** Unpaid
- Customer Invoice No.:** invinst04
- Payment Terms:**
- Invoice Due Date:** 22 Jan 2020
- Purchase Order No.:** -
- Purchase Order Date:**

Below the details, there is a table with the following data:

Finance Reference No.	Finance Date	Maturity Date	Interest Rate	Financed Amount	Outstanding Amount	Status
004191219GPPD300	19 Dec 2019	22 Jan 2020	4	USD7,000.00		

The page also includes a pagination control showing 'Page 1 of 1 (1 of 1 items)' and a 'Cancel' button. The footer contains the text: 'Copyright © 2006, 2020, Oracle and/or its affiliates. All rights reserved. | Security Information | Terms and Conditions'.

Field Description

Field Name	Description
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.

- When an invoice is raised by the Supplier, its status becomes RAISED. This invoice can be accepted, partially accepted, or rejected by the Buyer from the View Invoice (details) screen. The status of the invoice then becomes ACCEPTED, PARTIALLY ACCEPTED or REJECTED, respectively.
- The Supplier can cancel an invoice, prior to the Buyer accepting or rejecting it. The status of the invoice then becomes CANCELLED.
- When an invoice is raised by the Buyer, it is automatically treated as accepted.
- 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.
- If a Buyer disputes an invoice that has been raised, then the status of the invoice becomes DISPUTED.

5.5.1.1.1 Preview and Download Invoice

To preview and download the invoice:

View Invoice (details)

The screenshot shows the 'View Invoice (details)' page. At the top, there's a navigation bar with the Futura Bank logo and user information: 'Welcome, Mayur Thakkar' and 'Last login: 18 Jan 04:46 PM'. Below this, the page title is 'View Invoice' with a sub-header 'ABZ Solutions | ***462'. A 'Preview and Download Invoice' link is visible in the top right. The main content area displays invoice details: Invoice Ref No. INV77254 (marked as 'Accepted'), Invoice Creation Date 04 Dec 2019, and Payment Status Unpaid. A 'More Information' link is present. Below this is a section titled 'Amount Details' containing a table:

Particulars	Amount
Invoice Amount	£2,000.00
Discount Amount Percent	£200.00 (@10%)
Tax Amount Percent	£180.00 (@10%)
Final Invoice Amount	£1,980.00
Acceptance Amount	£1,980.00
Outstanding Amount	£1,980.00

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

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

Invoice Details

The 'Invoice Details' overlay window shows the following information:

- Invoice No. 88PL8256 (with a 'Download Invoice' link)
- Supplier: CS ChSKings
- Invoice Date: 04 Dec 2019
- External Invoice Ref No. INV77254
- Program Name: DevIPrasadPig
- To: ABZ Solutions, 1001, 303 St. Johns Wood Road, London, GB, NW53QN
- Purchase Order No. 645443
- Purchase Order Date: 02 Dec 2019
- Balance Due: £1,980.00
- Due Date: 26 Dec 2019

The 'Commodity Details' section includes a table with columns: Name, Description, Quantity, Cost per unit, and Amount. It shows a summary of the invoice amounts:

	Invoice Amount	£2,000.00
Discount Percentage 10 %	Discount Value	£200.00
Tax Percentage 10 %	Tax Value	£180.00
	Net Invoice Amount	£1,980.00

At the bottom, there is a 'Payment Terms' section with the text 'test'.

2. Click **Download Invoice** to download the invoice details in .pdf format.

OR

Click  to close the window.

Field Description

Field Name	Description
Invoice Details overlay window	
Invoice No	Displays the invoice reference number.
Download Invoice	Click to download the invoice.
Party name & address	Displays the name and address of the supplier.
External Invoice Ref No.	Displays the customer's own invoice reference number.
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.
Commodity Details	
Name	Displays the name of the commodity.
Description	Displays a brief description of the commodity.
Quantity	Displays the quantity of the commodity being purchased.
Cost per unit	Displays the cost per unit of the commodity.
Amount	Displays the amount along with the currency, it is product of entered quantity and Cost per unit. Amount = Quantity * Cost per unit
Invoice Amount	Displays the total amount of all the commodities being purchased (gross amount).

Field Name	Description
Discount Percentage	Displays the discount percentage applicable on the invoice.
Discount Value	Displays the discount amount calculated based on the discount percentage entered.
Tax Percentage	Displays the tax percentage applicable on the invoice.
Tax Value	Displays the tax amount calculated based on the tax percentage entered.
Net Invoice Amount	<p>Displays the calculated value on basis of discount and tax values entered.</p> <p>Net Invoice Amount= Total Amount (Invoice Amount) - Discount value + Tax value</p> <hr/> <p>Note: The Net Invoice Amount gets auto calculated as follows: Net Invoice Amount = Invoice Amount - Discount Value + Tax Value</p> <hr/>
Payment Terms	Displays the terms agreed for the payment of the invoice.

5.5.2 Edit Invoice

Using this option, the supplier can make the required changes to the invoice raised.

Note: Following are the condition where the supplier can edit the Invoice:
 If the status of the invoice is **Raised** or **Initiated** i.e. before the invoice is accepted by the Buyer.

How to reach here:

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

OR

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

To edit the invoice details:

1. In the **Select Role** popup window, select the **Supplier** option to view your data in terms of Receivables.
2. Click **Proceed**. The **View Invoice** screen appears.
OR
Click **Cancel** to cancel the transaction.
3. Enter the search criteria and click **Search**. A list of invoices appears based on the entered search criteria.
OR

- Click **Clear** to reset the search parameters.
 OR
 Click **Cancel** to cancel the transaction.
4. Click the **Invoice No** link of the invoice to be modified. The details of the specific invoice appear in the **View Invoice** screen.

The screenshot displays the 'View Invoice' interface for Futura Bank. At the top, there's a navigation bar with 'Maker', 'ATM/Branch', and 'English' dropdowns. The user is logged in as 'Welcome, Nehal Joshi' with a last login time of '26 Feb 06:20 PM'. The main header shows 'View Invoice' for 'ABZ Solutions | ***462' with a 'Preview and Download Invoice' link. Below this, a summary card shows 'Invoice Ref No. INV78480' (with a 'Raised' status), 'Invoice Creation Date: 28 Apr 2019', and 'Payment Status: Unpaid'. A 'More Information' link is also present. The main content area is divided into 'Amount Details' and 'Commodity Details' tabs. The 'Amount Details' tab is active, showing a table with the following data:

Particulars	Amount
Invoice Amount	GBP100.00
Discount Amount	GBP0.00
Percent	-
Tax Amount	GBP0.00
Percent	-
Final Invoice Amount	GBP100.00
Acceptance Amount	GBP100.00
Outstanding Amount	GBP100.00

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

5. Click **Edit** to modify the invoice details. The **Edit Invoice** screen appears. This is applicable only for RAISED invoices which are UNPAID.
 OR
 Click **Cancel Invoice** to cancel the raised invoice to stop the invoice from being accepted or rejected by the buyer. Only a single invoice can be cancelled by using this button.
 OR
 Click **Cancel** to cancel the transaction.
 OR
 Click **Back** to navigate back to the previous screen.

Edit Invoice

Edit Invoice
ABZ Solutions | ***462

Customer Invoice No: INVNEHJOSHI1
 Associated Party: NehNovCust1
 Role: Buyer
 Pre-acceptance: No
 Invoice Date: 28 Apr 2019
 Invoice Due Date: 20 Mar 2020
 Invoice Amount: GBP100.00

Name	Code	Quantity	Cost/Unit	Gross Amount	Discount	Tax	Net Amount
Orchids	Fresh Orchids	10		GBP100.00	-	-	GBP100.00
Gross Invoice Amount							GBP100.00
Discount						<input type="text"/>	GBP0.00
Tax						<input type="text"/>	GBP0.00
Net Invoice Amount							GBP100.00

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Field Description

Field Name	Description
Edit Invoice	
Party Name & ID	Displays the name and ID of the logged-in corporate party.
Invoice No.	Displays the invoice number as fetched from the Host.
Status	Displays the invoice status.
Customer Invoice No.	Displays the customer invoice number as fetched from the Host.
Associated Party	Displays the associated party to whom the invoice is linked.
Role	Displays the role of the associated party. In this case, it is Buyer.

Field Name	Description
Name of Program	Displays the program to which the invoice is linked.
Auto Accept	Displays whether the invoice is auto accepted or not. This parameter is defined during creation of the program. 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 is auto financed or not. This parameter is defined during creation of the program. For more information, refer the Create Program section in User Manual Oracle Banking Digital Experience Corporate Supply Chain Finance .
Pre-acceptance	Displays Yes if pre-acceptance of invoice is applicable, and No , otherwise.
Purchase Order No	Displays the reference number of the purchase order placed by the buyer.
Purchase Order Date	Displays the date of creation of the purchase order.
Invoice Date	Displays the date of creation of the invoice.
Invoice Due Date	Indicates the date when the invoice payment is due. This field is editable.
Shipment Date	Displays the date of shipment.
Payment Terms	Displays the terms agreed for the payment of the invoice.
Invoice Amount	Displays the invoice amount along with the currency. This field is displayed only if commodity details have not been entered.
Commodity Details	
This section is displayed if commodity details have already been added. The fields in this section are not editable.	
Currency	Displays the invoice amount currency.
Name	Displays the name of the commodity.
Description	Displays a brief description of the commodity.
Quantity	Displays the quantity of the commodity.
Cost per unit	Displays the cost per unit of the commodity.

Field Name	Description
Amount	Displays the total amount of the commodity. It is the product of the entered quantity and cost per unit. Amount = Cost per unit * Quantity
Total Amount	Displays the total amount of the commodities added.
Discount Percentage	Displays the discount percentage if applicable.
Tax Percentage	Displays the tax percentage if applicable.
Discount Value	Displays the discount amount based on the discount percentage entered.
Tax Value	Displays the tax amount based on the tax percentage entered.
Net Invoice Amount	Displays the overall invoice amount to be paid by the buyer.

6. Modify the date in the **Invoice Due Date** field, if required.
7. Click **Submit** to submit the changes. 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 modification appears along with the reference number.
OR
Click **Cancel** to cancel the transaction.
OR
Click **Back** to navigate back to the previous screen.

5.5.3 Cancel Invoice

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

Note: A buyer can only create invoices, but cannot cancel them once created.

How to reach here:

Dashboard > Toggle menu > Receivables Management > Invoice Management > View/Edit Invoice
OR
Dashboard > Toggle menu > Supply Chain Finance > Overview > Quick Links > View Invoice

To cancel an invoice:

1. In the **Select Role** pop-up window that appears, select the **Supplier** option.

2. Click **Proceed**. The **View Invoice** screen appears.
OR
Click **Cancel** to cancel the transaction.
3. Enter the search criteria and click **Search**. The invoices list appears based on the entered search criteria.
OR
Click **Clear** to reset the search parameters.
4. Click the **Invoice No** link of the invoice record (in RAISED and UNPAID status) to be cancelled. The details of the specific invoice appear in the **View Invoice** screen.

View Invoice details – for Supplier role

View Invoice
ABZ Solutions | ***462

Invoice Ref No. INV79265 Raised Invoice Creation Date 09 Jan 2020 Payment Status Unpaid

More Information [Preview and Download Invoice](#)

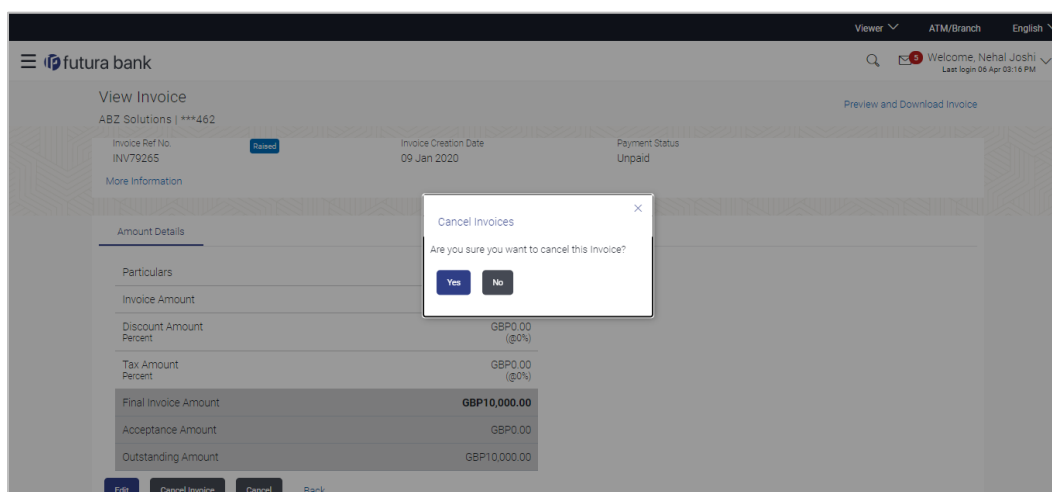
Amount Details	
Particulars	Amount
Invoice Amount	GBP10,000.00
Discount Amount Percent	GBP0.00 (@0%)
Tax Amount Percent	GBP0.00 (@0%)
Final Invoice Amount	GBP10,000.00
Acceptance Amount	GBP0.00
Outstanding Amount	GBP10,000.00

[Edit](#) [Cancel Invoice](#) [Cancel](#) [Back](#)

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5. Click **Cancel Invoice** to cancel the invoice and stop it from being accepted by the buyer. The **Cancel Invoices** pop-up window appears.
OR
Click **Preview and Download Invoice**, to view the invoice details and download a copy.
OR
Click **Edit** to modify the invoice. The **Edit Invoice** screen appears.
OR
Click **Cancel** to cancel the transaction.
OR
Click **Back** to navigate back to the previous screen.

Cancel Invoices



6. Click **Yes** to cancel the invoice. A Confirmation message appears with the reference number and status of the transaction.

OR

Click **No** to stay on the **View Invoice** details screen.

5.6 Accept/ Reject Invoice

Using this option, you as a Buyer can accept or reject invoices to convey the agreement or disagreement to pay the invoices. You can partially accept the invoice by entering a part of the amount that you wish to accept from the invoice amount. This resets the invoice amount to the new value after partial acceptance.

Note:

1) Only the corporate party with the role of **Buyer**, can accept or reject invoices. Also, only those invoices with invoice status as **Raised**, and payment status as **Unpaid**, can be accepted or rejected.

2) In the circumstance where an invoice must be rejected, it has to be completely rejected. It cannot be partially rejected.

Pre-requisites

User must have valid corporate login credentials.

How to reach here:

Dashboard > Toggle menu > Receivables Management > Invoice Management > Accept / Reject Invoice

OR

Dashboard > Toggle menu > Receivables Management > Invoice Management > View/Edit Invoice > Invoice No. link of RAISED invoice

To accept / reject invoice(s):

1. In the **Accept/Reject Invoice** screen, enter the full or partial supplier name / party name / program name / invoice number in the **Search** field, to search for specific invoices. Based on

the search criteria a list of invoices with status as '**Raised**' where the logged-in corporate user is the **Buyer**, appears.

Accept / Reject Invoice

Accept/Reject Invoice

OBDXSupp Paints
Party ID: ***481

Search...

Invoice List

<input type="checkbox"/>	Associated Party Name	Invoice Number	Due Date	Invoice Amount	Accepted Invoice Amount	Status	Comments
<input type="checkbox"/>	ITRRegSuppName	SellerInv1118	30 May 2020	£1,200.00	£1,200.00	Raised	Type Comments
<input checked="" type="checkbox"/>	ITRRegSuppName	SellerLimit288	30 May 2020	£4,000.00	4,000.00	Raised	insufficient fund

Page 1 of 1 (1.2 of 2 items) | < 1 >

Accept Reject

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Field Description

Field Name

Description

Accept/Reject Invoice

Party Name & ID

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

Search

Indicates an option to search for specific invoices by entering the partial or full supplier name, party name, program name, or invoice number.

Invoice List

Check box

Select the check box(es) beside one or more invoices to be accepted or rejected.

Associated Party Name

Displays the name of the associated party.

Invoice Number

Displays the invoice number.



Click on the link to view the generated invoice. Once the generated invoice is displayed, you can click the **Download Invoice** link to download the invoice.

Due Date

Displays the due date of the invoice.

Invoice Amount

Displays the amount of the invoice.

Field Name	Description
Accepted Invoice Amount	<p>Indicates the invoice amount that is acceptable to the buyer. By default, the total invoice amount is displayed in this field.</p> <hr/> <p>Note: The invoice can be partially accepted, as follows:</p> <ol style="list-style-type: none"> 1) Select the check box beside the invoice to be partially accepted. 2) Click  and enter the amount that you wish to accept. 3) Click  to save the entered amount. <p>This field should not be edited in case the invoice is being rejected.</p> <hr/>
Status	Displays the status of the invoice.
Comments	<p>Enter the remarks if any while accepting / rejecting the invoice.</p> <hr/> <p>Note: Remarks are mandatory in case of partially accepting or rejecting the invoice.</p> <hr/>

2. Once you select the required invoice(s) and update the **Accepted Invoice Amount** (if required), enter relevant comments in the **Comments** field.
3. Click **Accept** to accept the selected invoice(s). The Review screen appears.
OR
Click **Reject** to reject the selected invoice(s). The Review screen appears.
OR
Click **Back** to go to the previous screen.

Note: If while rejecting an invoice, the **Accepted Invoice Amount** is edited, and the **Reject** button is clicked, then a warning message stating "Invoice cannot be partially rejected, kindly accept the invoice partially or reject completely." appears.

4. Verify the details, and click **Confirm**. A confirmation message of request initiation of acceptance/ rejection of invoice(s) appears along with the reference number.
OR
Click **Back** to navigate back to the previous screen.
OR
Click **Cancel** to cancel the transaction.
5. Click the **Click here to view the Status of Accept/Reject request** link to view a list of created invoices with their status.
OR
Click the **View Invoices** link to view the details of existing invoice. The **View Invoices** screen appears.
OR
Click the **Go to Dashboard** link to go to the main dashboard.

5.7 Request Finance against Invoices

A corporate party can request finance against their invoices. The corporate party requesting the finance can be either the buyer or the supplier, but, the party has to be the borrower as per the product selected in the associated program.

Pre-requisites

- The invoice must be in ACCEPTED / PARTIALLY ACCEPTED status and the payment status must be UNPAID / PARTIALLY PAID.
- The corporate user must have valid credentials.
- The party requesting the finance must be set as the borrower in the program associated with the invoice.

How to reach here:

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

To request finance against invoices:

1. In the **Select Role** pop-up window, select the role of the corporate party, whether **Buyer** or **Supplier**.
2. Click **Proceed**. The **View Invoice** screen appears.
OR
Click **Cancel** to cancel the transaction.

View Invoice

The screenshot displays the 'View Invoice' interface for Futura Bank. At the top, there's a navigation bar with 'Maker', 'ATM/Branch', and 'English' options. The user is logged in as 'Nehal Joshi' with the last login time '12 Aug 11:04 AM'. The main heading is 'View Invoice' with a sub-heading 'OBDSupp Paints | ***481'. Below this, there's a 'Switch View' section with 'Buyer' and 'Supplier' buttons. A search section follows, with a 'Create New Invoice on the go and view instantly' link. The search filters include: Invoice No., Invoice Status, Invoice Due Date (From/To), Payment Status, Associated Party Name, Program Name, and Invoice Amount Range (From/To). There are 'Search' and 'Clear' buttons. Below the search filters is a 'List of Invoices' table with a 'Download' link. The table has columns for Associated Party, Invoice No., Invoice Due Date, Invoice Amount, Invoice Status, Amount Payable, and Payment Status. The table contains 10 rows of invoice data. At the bottom, there's a pagination control showing 'Page 1 of 4 (1-10 of 37 items)' and a footer with copyright information.

Associated Party	Invoice No	Invoice Due Date	Invoice Amount	Invoice Status	Amount Payable	Payment Status
NehCpsuppname	INVCHKACPTDE3	31 May 2020	£280.00	Accepted	£280.00	Unpaid
NehCpsuppname	INVCHKACPTDE46	31 May 2020	\$280.00	Accepted	\$280.00	Unpaid
NehCpsuppname	INVCHKACPTDE26	31 May 2020	\$280.00	Accepted	\$280.00	Unpaid
NehCpsuppname	INVCHKACPTDE16	31 May 2020	\$280.00	Accepted	\$280.00	Unpaid
NehCpsuppname	INVCHKACPTDE36	31 May 2020	\$280.00	Accepted	\$280.00	Unpaid
OBDXBuyer Motors	InvTest02	29 Jul 2020	£1,250.00	Accepted	£1,250.00	Unpaid
NehCpsuppname	ACCEPTCHECKINV444	31 May 2020	£400.00	Accepted	£400.00	Unpaid
NehCpsuppname	ACCEPTCHECKINV333	31 May 2020	£300.00	Accepted	£300.00	Unpaid
NehCpsuppname	ACCEPTCHECKINV666	30 May 2020	£430.00	Accepted	£430.00	Unpaid
NehCpsuppname	ACCEPTCHECKINV555	30 May 2020	£430.00	Accepted	£430.00	Unpaid

Note: For details on the fields in this screen, refer the **View Invoice** section in this document.

- In the **View Invoice** screen, search for invoices that are accepted or partially accepted, with payment status as Unpaid or Partially Paid.
- Click **Search**. The relevant invoices appear in the **List of Invoices** section.
OR
Click **Clear** to clear the search criteria.
- Click the **Invoice No** link of the invoice to be financed. The **View Invoice (details)** screen appears.

View Invoice (details)

View Invoice
ABZ Solutions | ***462

Invoice Ref No. INV78615 Accepted Invoice Creation Date 01 Jan 2020 Payment Status Unpaid

More Information [Preview and Download Invoice](#)

Particulars	Amount
Invoice Amount	GBP29,000.00
Discount Amount Percent	GBP1,600.00 (@11%)
Tax Amount Percent	GBP3,711.00 (@27%)
Final Invoice Amount	GBP31,111.00
Acceptance Amount	GBP31,111.00
Outstanding Amount	GBP31,111.00

[Request Finance](#) [Cancel](#) [Back](#)

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Note: For details on the fields in this screen, refer the **View Invoice (details)** section in this document.

- Click **Request Finance**. The Review screen appears.
OR
Click **Cancel** to cancel the transaction.
OR
Click **Back** to go to the previous screen.

Request Finance - Review screen

Request Finance

Review
You initiated a request for finance. Please review details before you confirm!

Finance for Invoice LinkedProg Associated Party Name AugBuyer
Currency in which the finance to be disbursed GBP

Selected Invoices

Invoice Number	Due Date	Invoice Amount	Accepted Invoice Amount	Outstanding Amount	Max Finance Amount	Amount in Disbursement Currency
inv1464545	28 Feb 2021	GBP31,111.00	GBP31,111.00	GBP31,111.00	GBP31,111.00	GBP31,111.00 at exchange rate 1

Page 1 of 1 (1 of 1 items) [1](#)

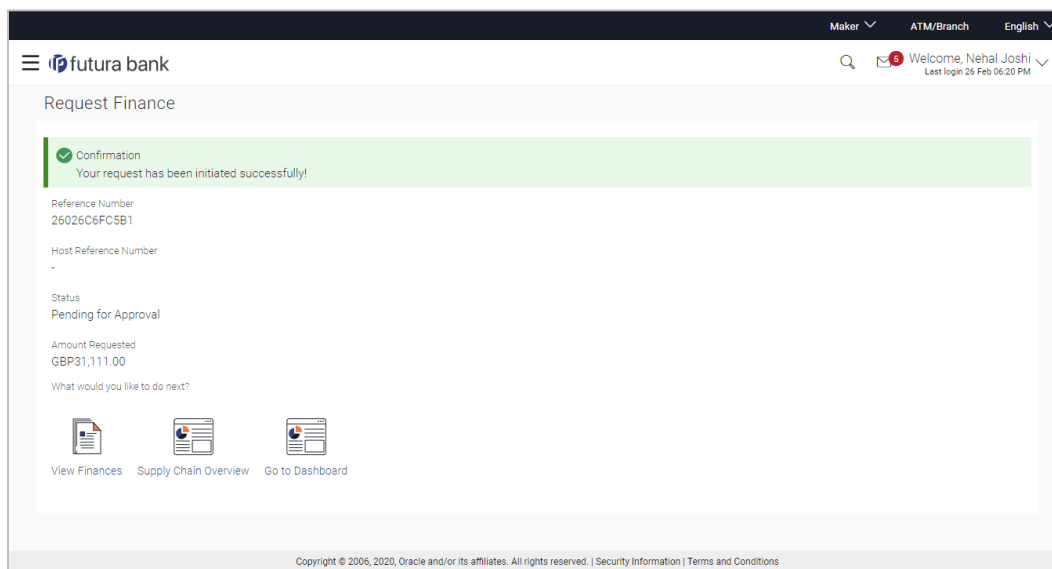
Amount Requested for Finance GBP31,111.00

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

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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.

Request Finance – Confirmation screen



8. Click the **View Finances** link to view a list of finances.
OR
Click the **Supply Chain Overview** link to view the Supply Chain dashboard.
OR
Click the **Go to Dashboard** link to go to the main dashboard.

Note: Finance against invoices can also be requested from the Supply Chain Finance menu. For more details, refer the **Request Finance** section in **User Manual Oracle Banking Digital Experience Corporate Supply Chain Finance**.

FAQ

1. Who can create an Invoice?

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

2. Can I create multiple invoices for different buyers?

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

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

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

4. How many templates can I save in total?

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

[Home](#)

6. 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 or reject it, directly from the portal. The buyer can edit and modify the purchase order prior to it being accepted/rejected 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)

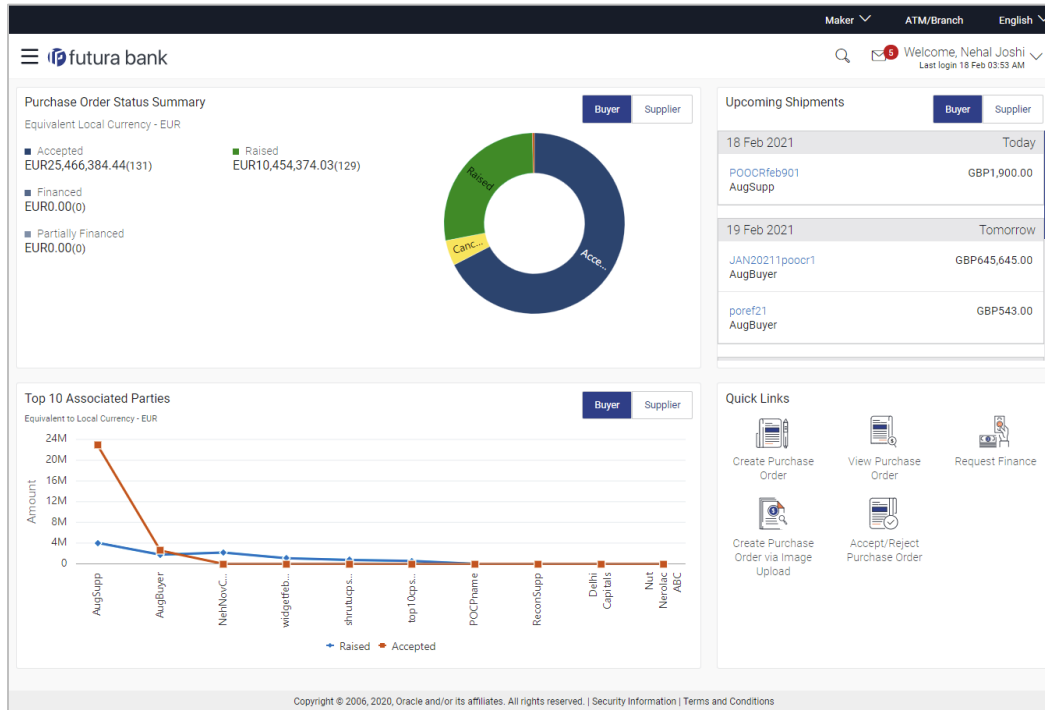
Note: The Purchase Order Management Transactions are only supported on **Desktops** and on **Landscape** mode of **Tablet** devices.

6.1 Overview

The Purchase Order Overview screen consists of the following widgets:

- Purchase Order Status Summary
- Upcoming Shipments
- Top 10 Associated Parties
- Quick Links

Dashboard



Purchase Order Status Summary – This widget lists the total amount associated with purchase orders in each status. The amounts are specified in the equivalent local currency. A graphical representation of this data is presented by the doughnut graph. The percentage equivalents of the amounts can be seen by clicking or hovering the cursor over the respective sections in the graph. The data is available for both roles of the corporate party – Buyer and Supplier.

Upcoming Shipments – This widget displays details of the upcoming shipments of the corporate party. Separate views are available for the corporate party's role as Buyer and Supplier. The following details are displayed for each shipment: the purchase order reference number, the counter party name, and the purchase order amount. On clicking the purchase order reference number link, the View Purchase Order (details) screen appears. For more information on this screen, refer the View Purchase Order Details section in this document.

Top 10 Associated Parties – This widget displays a graphical representation of the top 10 counter parties linked with the logged-in corporate party, for each of their roles – Buyer and Supplier. This widget provides a quick view of the top 10 associated parties of the corporate based on the value of purchase orders in Raised and Accepted status.

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

- Create Purchase Order
- View Purchase Order
- Request Finance
- Create Purchase Order via Image Upload
- Accept/Reject Purchase Order

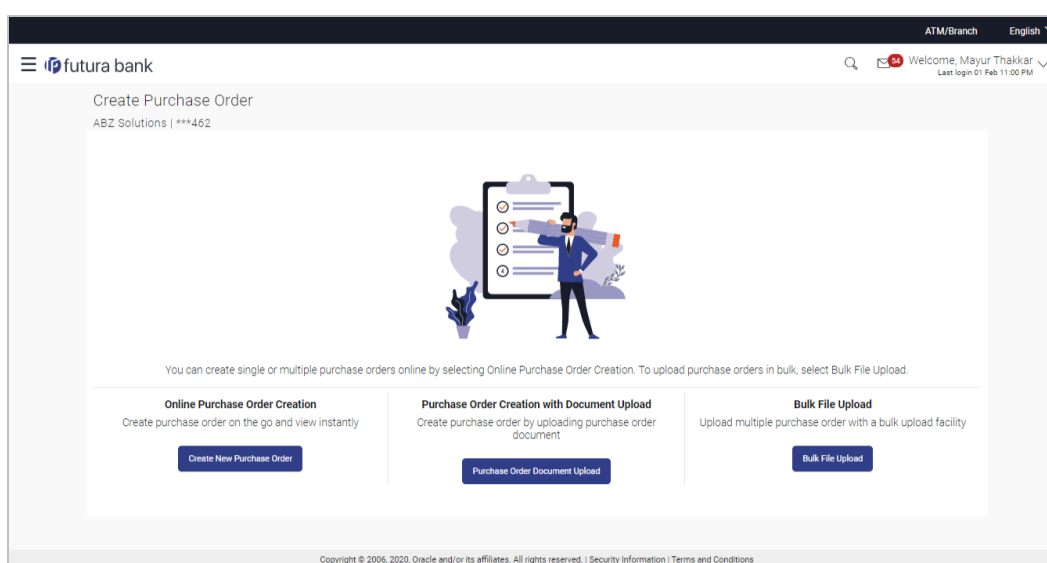
6.2 Online Purchase Order Creation

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 Management > Purchase Order Management > Purchase Order Creation

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.

6.2.1 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

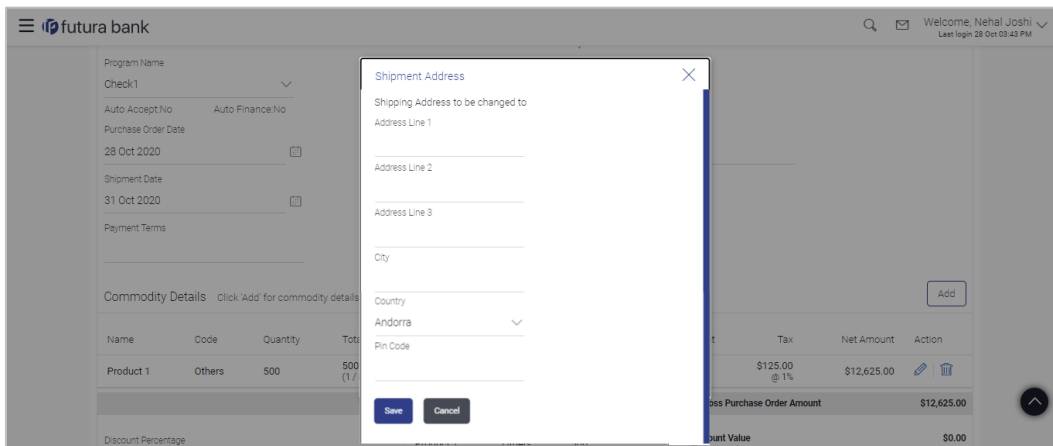
Field Description

Field Name	Description
Create Purchase Order	


Field Name	Description
Party Name & ID	Displays the name and ID of the logged-in corporate party.
New Purchase Order	
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.

Field Name	Description
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



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.

Field Name	Description
Discount	<p>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.</p> <p>Click  to reset the values.</p>
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> <hr/> <p>Note: The Net Amount gets auto calculated as follows: $\text{Net Amount} = \text{Gross Amount} - \text{Discount amount} + \text{Tax amount}$</p>
Create Copy	<p>Select this check box, to make a copy of the commodity details entered.</p>

- 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 165 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 INR250,000.00

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.

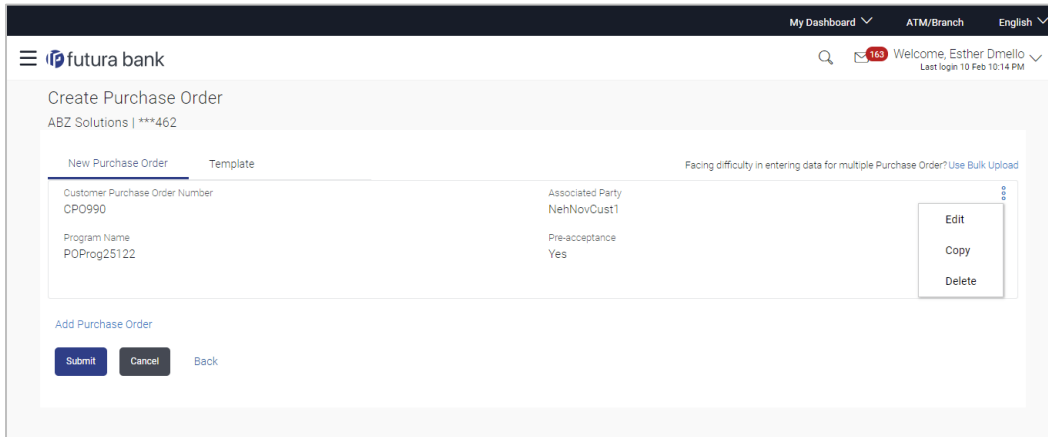
Field Name	Description
Cost/Unit	Displays the cost per unit of the commodity.
Gross Amount	Displays the gross amount of the commodity.
Discount	Displays the discount amount applicable, along with the discount percentage.
Tax	Displays the tax amount applicable, along with the tax percentage.
Net Amount	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>
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>


Field Name	Description
	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



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.
 - a. 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.
 - a. 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

Program Name
ABZDeFinProg

Purchase Order Date
23 Nov 2020

Shipment Date
29 Nov 2020

Payment Terms
dhdJ

Associated Party
Avion Co Ltd

Role: Buyer

Pre-acceptance
Yes

Purchase Order Amount
\$1,000.00

Shipment Address
-

Preview Purchase Order

Name	Code	Quantity	Total Weight	Cost/Unit	Gross Amount	Discount	Tax	Net Amount
CD333	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.

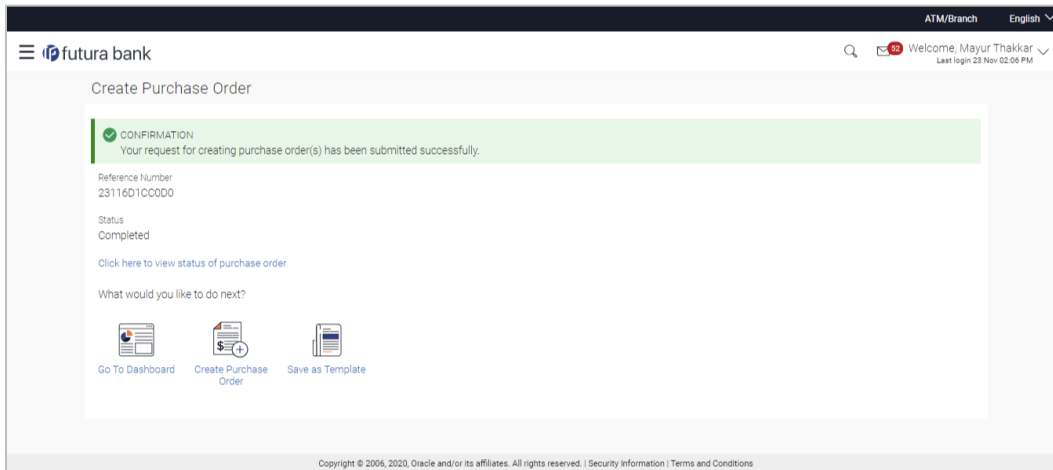
OR

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

OR

Click the **Preview Purchase Order** link to view the purchase order details again.

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.

6.2.2 **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 are navigation options for 'Viewer', 'ATM/Branch', 'English', and 'UBS OBPM 14.4 HEL Branch'. The user is logged in as 'Welcome, Nehal Joshi' with a last login time of '28 Oct 02:43 PM'. The page title is 'Create Purchase Order' with a sub-header 'ABZ Solutions | ***462'. Below the title, there are tabs for 'New Purchase Order' and 'Template'. A search bar is present above a table of templates. The table has the following data:


Template Name	No of Purchase Order Saved	Created By	Last Updated	Action
nehemplate13	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	
nehemplate	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)' and navigation arrows. A callout box titled 'Purchase Order' contains the following text: '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.

4. 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.

6.3 **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.

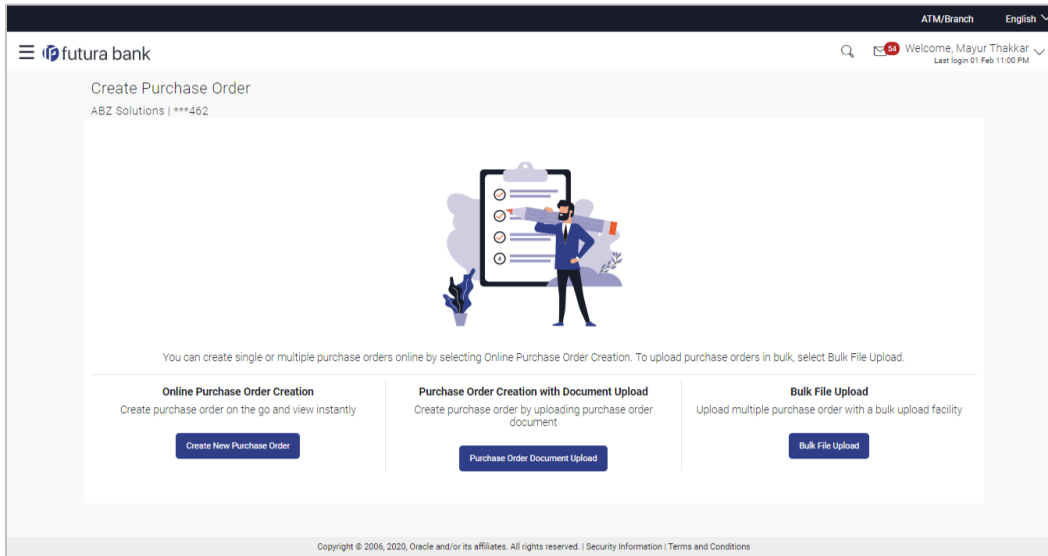
How to reach here:

Dashboard > Toggle menu > Receivables Management > Purchase Order Management > Purchase Order Creation

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.

- 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

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

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.

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

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.

futura bank

My Dashboard ATM/Branch English

Automatic Purchase Order Creation

ABZ Solutions | ***462

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

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,
Albion, PA 16001 Phone:
(814) 751-2900 Email:
herbs@i@vanc

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

BILL TO

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

SHIP TO

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

ITEM	DESCRIPTION	PRODUCT ID	UNIT COST	QUANTITY	AMOUNT
1.	Inkjet Printer	752KCP13	200.00	2	400.00
2.	PVC Cards	81250712	3.00	500	1500.00
Sub Total					1900.00
Discount @ 10.00%					190.00
Corporation Tax (VAT @ 10.00%)					171.00
TOTAL					\$ 1881.00

Thank you for your business!

Commodity Details Click 'Add' for commodity details Add



Name	Code	Quantity	Total Weight	Cost/Unit	Gross Amount	Discount	Tax	Net Amount	Action
Inkjet Printer	Others	2		USD200.00	USD400.00	USD40.00 @ 10%	USD36.00 @ 10%	USD396.00	
PVC Cards	Others	500		USD3.00	USD1,500.00	USD150.00 @ 10%	USD135.00 @ 10%	USD1,485.00	
Gross Purchase Order Amount								USD1,900.00	
Discount Value (@10% - Average of commodity discount)								USD190.00	
Tax Value (@10% - Average of commodity tax)								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.

Field Name	Description
Shipment Date	Indicates the date when the shipment is expected to take place. The Shipment Date should be greater than the Purchase Order Date .
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.

Field Name	Description
Create Copy	Indicates whether a copy of the commodity details entered, must be made.
<p>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.</p>	
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	Displays the total discount amount of all the commodities added. The average discount percentage of all added commodities is also displayed.
Tax Value	Displays the total tax amount of all the commodities added. The average tax percentage of all added commodities is also displayed.
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.

6.4 Bulk File Upload Creation

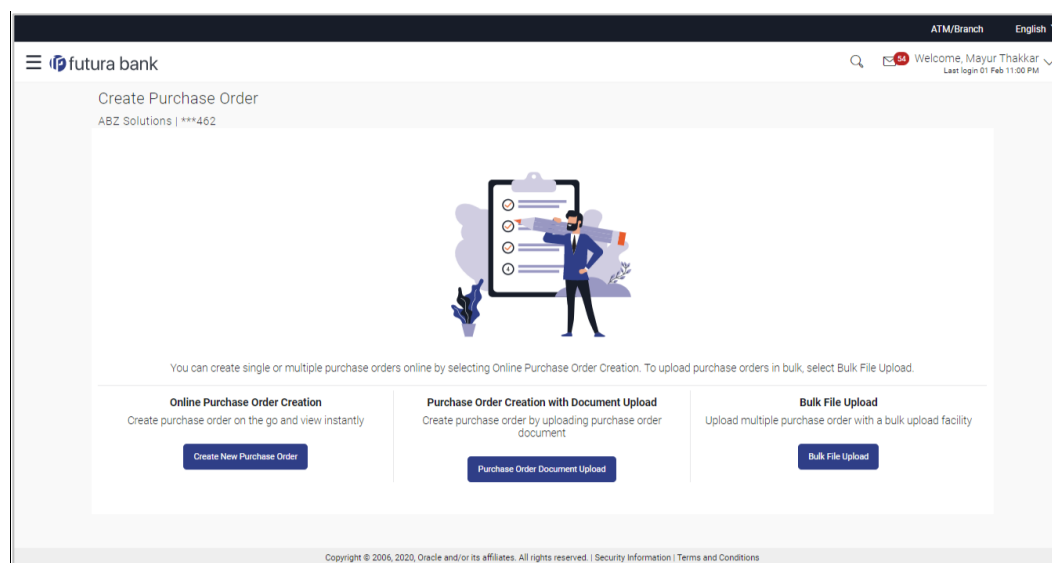
Using this option, corporates can create purchase orders in bulk by uploading a file. The file must contain the purchase order details in a specific format and sequence.

How to reach here:

Dashboard > Toggle menu > Receivables Management > Purchase Order Management > Purchase Order Creation

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.

Bulk File Upload


Field Description

Field Name	Description
File Identifier	Select the unique code/ name assigned to the corporate party for handling of files.
Transaction Type	Displays the transaction type associated with the file.
File Format Type	Displays the acceptable file formats for the upload. The formats are .CSV, .XLS, .TXT, and .XLSX.
Approval Type	Displays the approver-user type to approve / reject the uploaded file. It could be: <ul style="list-style-type: none"> • File Type • Record Type <p>In a File type Approval, the approver accepts or rejects the entire file, and all records are either processed or rejected. While in a Record type approval, the approver could approve some records, and reject others. Only the approved records are processed further.</p>
File Name	Click  to browse and select the file for uploading. Refer the Bulk Purchase Order File Template section below for further details about the template.

2. Once you browse and select the required file, click **Upload**. A confirmation screen appears with the reference number and status of the transaction.
OR
Click **Cancel** to cancel the transaction.

6.4.1 **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.

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.

Field Name	Description
Net Purchase Order Amount	Enter the net purchase order amount. Net PO Amount = Gross Purchase Order Amount – Discount Amount + Tax Amount
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.

Field Name	Description
Net Amount	Enter the net amount of the commodity. Net Amount = Gross Amount – Discount Amount + Tax Amount

6.5 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.

6.5.1 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.

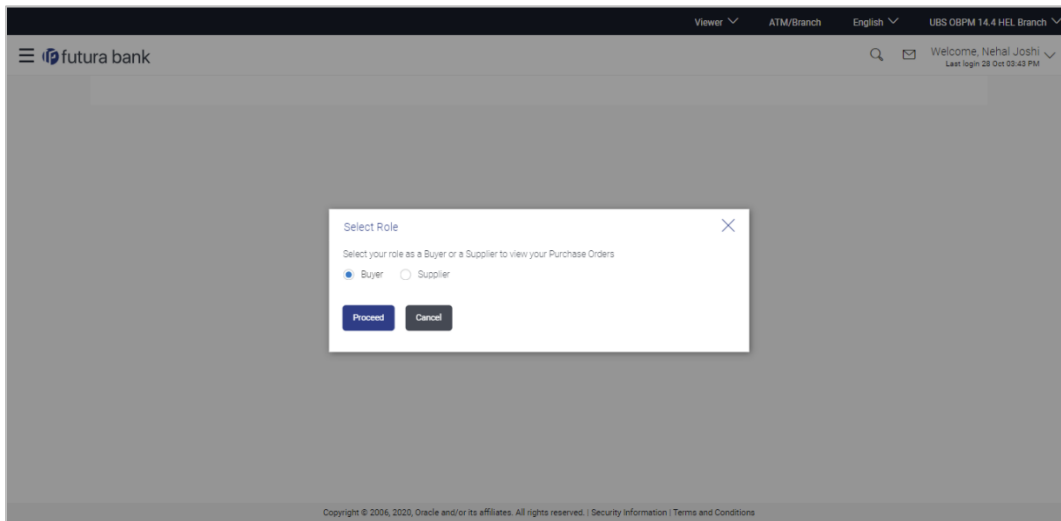
How to reach here:

Dashboard > Toggle menu > Receivables Management > Purchase Order Management > View 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

2. 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

Viewer ▼ ATM/Branch English ▼ UBS OBPM 14.4 HEL Branch ▼

🔍 📧 Welcome, Nehal Joshi ▼
Last login 28 Oct 03:43 PM

View Purchase Order

ABZ Solutions | ***462

Switch View

Select your role as a Buyer or a Supplier to view your Purchase Orders

Buyer
Supplier

Search Create New Purchase Order on the go and View instantly

Customer Purchase Order Number

Purchase Order Status Select ▼

Purchase Order Date From To

Shipment Date From To

Less Search Options ^

Search
Clear

Associated Party Name Select ▼

Purchase Order Amount Range Select ▼ From To

Program Name Select ▼

List of Purchase Order Download

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](#)

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View Purchase Order Search Result- Supplier Role

The screenshot shows the 'View Purchase Order' page for 'futura bank'. The user is logged in as 'Nehal Joshi' and is viewing purchase orders for 'ABZ Solutions | ***462'. The interface includes 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, Purchase Order Status, Purchase Order Date, Shipment Date, Associated Party Name, Purchase Order Amount Range, and Program Name. A 'Search' button and a 'Clear' button are present. The results are displayed in a table titled 'List of Purchase Order' with columns for Customer Purchase Order Number, Purchase Order Date, Associated Party, Shipment Date, Purchase Order Amount, and Status. The table contains 10 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:

- Buyer
- Supplier

Field Name	Description
Search	
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.

Field Name	Description
Purchase Order Amount	Displays the purchase order amount, as fetched from the Host.
Status	Displays the current status of the purchase order, as fetched from the Host.

- 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.
- Click **Download** to download the list of purchase orders in .csv format, if required.
- Click the **Customer Purchase Order Number** link of a specific purchase order, to view its details.

6.5.1.1 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 displays the 'View Purchase Order' interface for a user named Mayur Thakkar. The page title is 'View Purchase Order' and it includes navigation links for 'Edit', 'Cancel Purchase Order', and 'Preview & Download Purchase Order'. The main content area shows the following details:

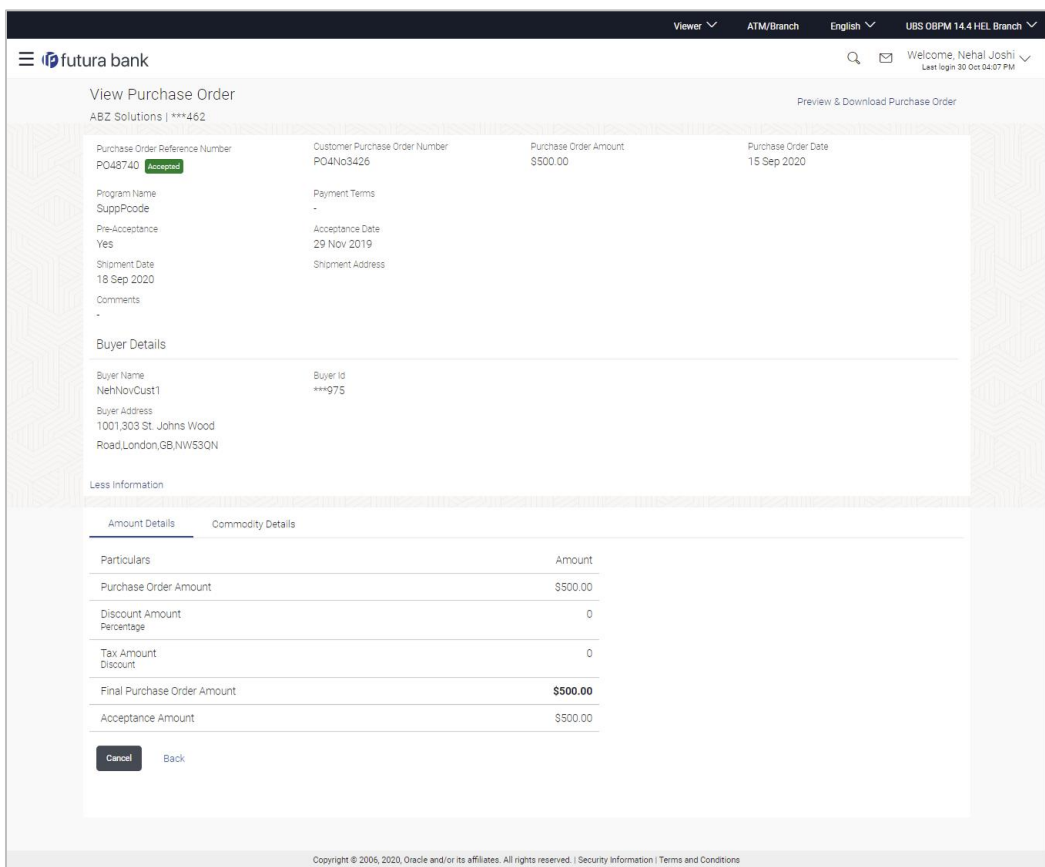
Purchase Order Reference Number	Customer Purchase Order Number	Purchase Order Amount	Purchase Order Date
PO48427 Raised	PO28092024	\$500.00	15 Sep 2020
Program Name LinkdProg22	Payment Terms -		
Pre-Acceptance No	Acceptance Date -		
Shipment Date 18 Sep 2020	Shipment Address Thakur Village,Mumbai,India,400101		
Comments -			
Supplier Details			
Supplier Name AugBuyer	Supplier Id ***716		
Supplier Address 81,Church Road,Berkshire,GB,NWS8AD			

Below the details, there is a 'Less Information' link and two tabs: 'Amount Details' (selected) and 'Commodity Details'. The 'Amount Details' table shows:

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

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

View Purchase Order Details – for Supplier role



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.

Field Name	Description
Program Name	Displays the name of the program associated with the purchase order.
Payment Terms	Displays the payment terms that have been agreed.
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.

Field Name	Description
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.
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.

6.5.1.1.1 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.

6.5.1.1.2 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.

6.5.1.1.3 Preview & Download Purchase Order

To preview and download the purchase order:

The screenshot shows the 'View Purchase Order' interface for 'ABZ Solutions | ***462'. It includes a search bar, user profile (Welcome, Mayur Thakkar), and navigation links (Edit, Cancel Purchase Order, Preview & Download Purchase Order). The main content area displays purchase order details:

Purchase Order Reference Number	Customer Purchase Order Number	Purchase Order Amount	Purchase Order Date
PO48441 Raised	PO280920218	\$500.00	15 Sep 2020

Below this, there are tabs for 'Amount Details' and 'Commodity Details'. The 'Amount Details' tab is active, showing a table of financial breakdowns:

Particulars	Amount
	\$500.00
Discount Amount	0
Percentage	
Tax Amount	0
Discount	
Final Purchase Order Amount	\$500.00
Acceptance Amount	\$0.00

At the bottom, there are 'Cancel' and 'Back' buttons.

1. 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.

The screenshot shows the 'Purchase Order' overlay window. It displays detailed information for a purchase order with reference number PO48649 and amount USD500.00. The window includes a 'Download' button and a table for commodity details.

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

Purchase Order Date
11 Jun 2019

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

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						-		

2. 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

Field Name	Description
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.
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:- $\text{Net Purchase Order Amount} = \text{Gross Purchase Order Amount} - \text{Total Discount Value} + \text{Total Tax Value}$

6.5.2 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 Management > Purchase Order Management > View 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.

- Click the **Customer Purchase Order Number** of the purchase order record to be modified. The details of the specific purchase order appear in the **View Purchase Order** screen.

View Purchase Order Details – for Buyer role

The screenshot shows the 'View Purchase Order' interface for a buyer. The header includes the Futura Bank logo and user information: 'Welcome Mayur Thakkar, Last login: 18 Nov 10:51 PM'. The main content area is titled 'View Purchase Order' and shows details for a purchase order with reference number PQ48427 (status: RAISED) and customer purchase order number PO28092024. The purchase order amount is \$500.00 and the purchase order date is 15 Sep 2020. The program name is LinkdProg22. The pre-acceptance status is 'No'. The shipment date is 18 Sep 2020. The shipment address is Thakur Village, Mumbai, India, 400101. The supplier details include the name AugBuyer, supplier ID ***716, and address 81 Church Road, Berkshire, GB, NW58AD. Below this, there are tabs for 'Amount Details' and 'Commodity Details'. The 'Amount Details' table shows the purchase order amount of \$500.00, with no discounts or taxes. The final purchase order amount is \$500.00. At the bottom, there are 'Cancel' and 'Back' buttons. The footer contains copyright information: 'Copyright © 2006, 2020, Oracle and/or its affiliates. All rights reserved. | Security Information | Terms and Conditions'.

- 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,



- 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.

Field Name	Description
Role	Displays the role of the associated party. In this case, the role is always SELLER/SUPPLIER.
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.

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 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. 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>

Field Name	Description
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.
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. <hr/> Note: The Net Amount gets auto calculated as follows: Net Amount = Gross Amount - Discount amount + Tax amount <hr/>

Field Name	Description
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.

6.5.3 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 Management > Purchase Order Management > View 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 displays the 'View Purchase Order' interface for a buyer. The page header includes the Futura Bank logo and user information: 'Welcome, Mayur Thakkar' with a last login time of 19 Nov 10:51 PM. 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,NW58AD	

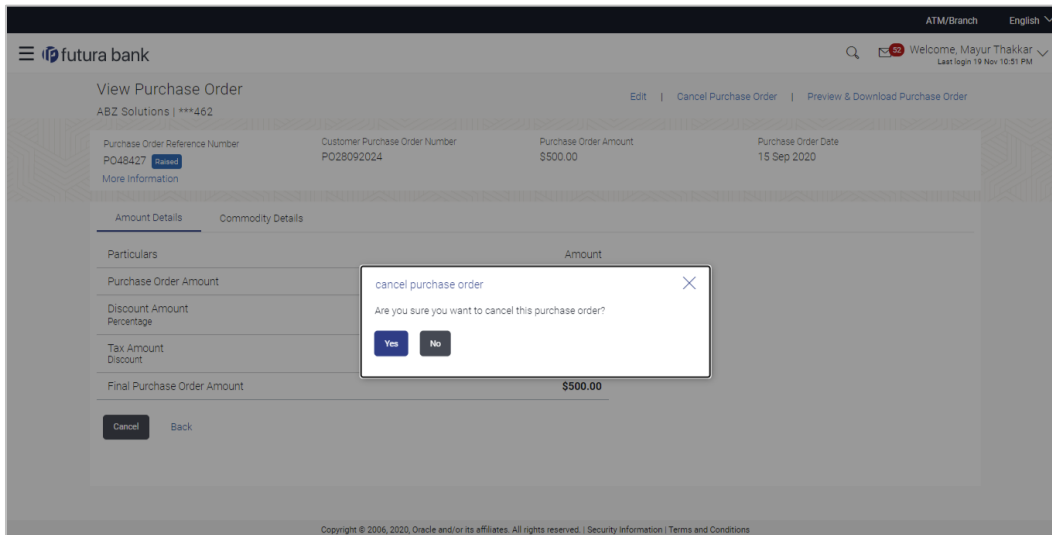
Amount Details

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

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

- 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.

6.6 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

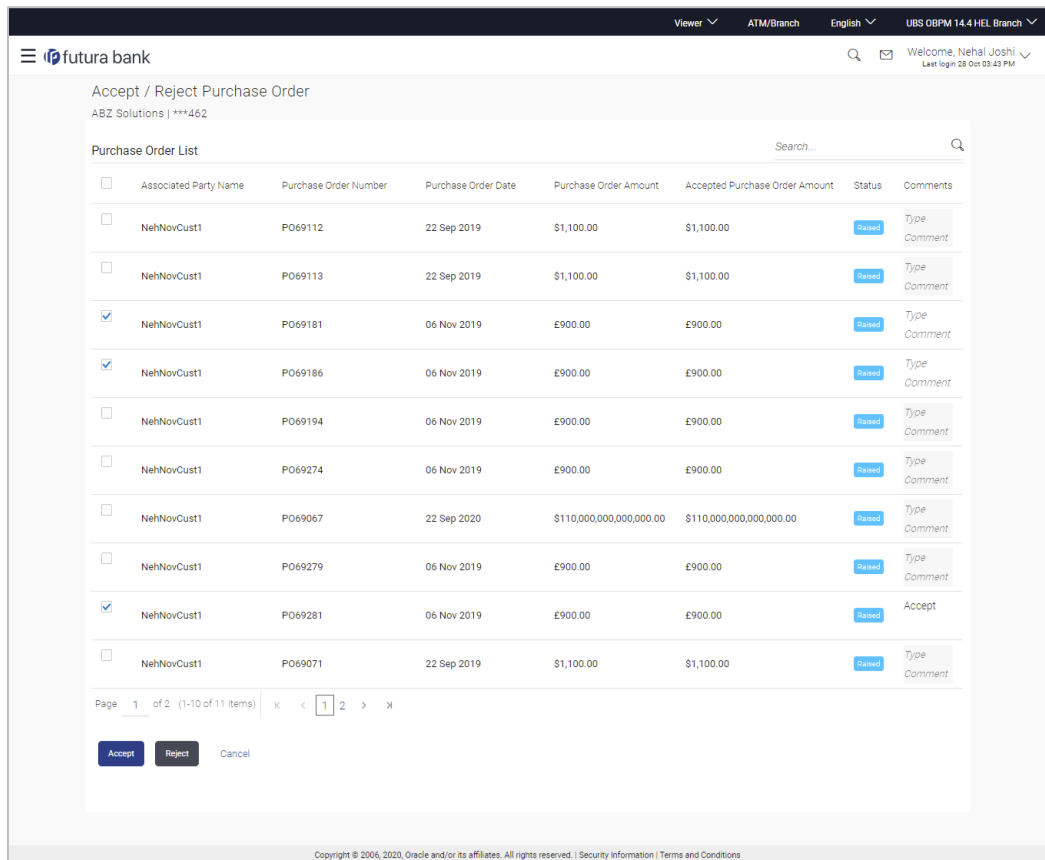
User must have valid corporate login credentials.

How to reach here:

Dashboard > Toggle menu > Receivables Management > 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.
 - a. 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.
 - b. Click . The relevant purchase orders appear.

Accept / Reject Purchase Order


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

Page 1 of 2 (1-10 of 11 items) | < 1 2 > X


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

Field Name	Description
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.

7. 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.

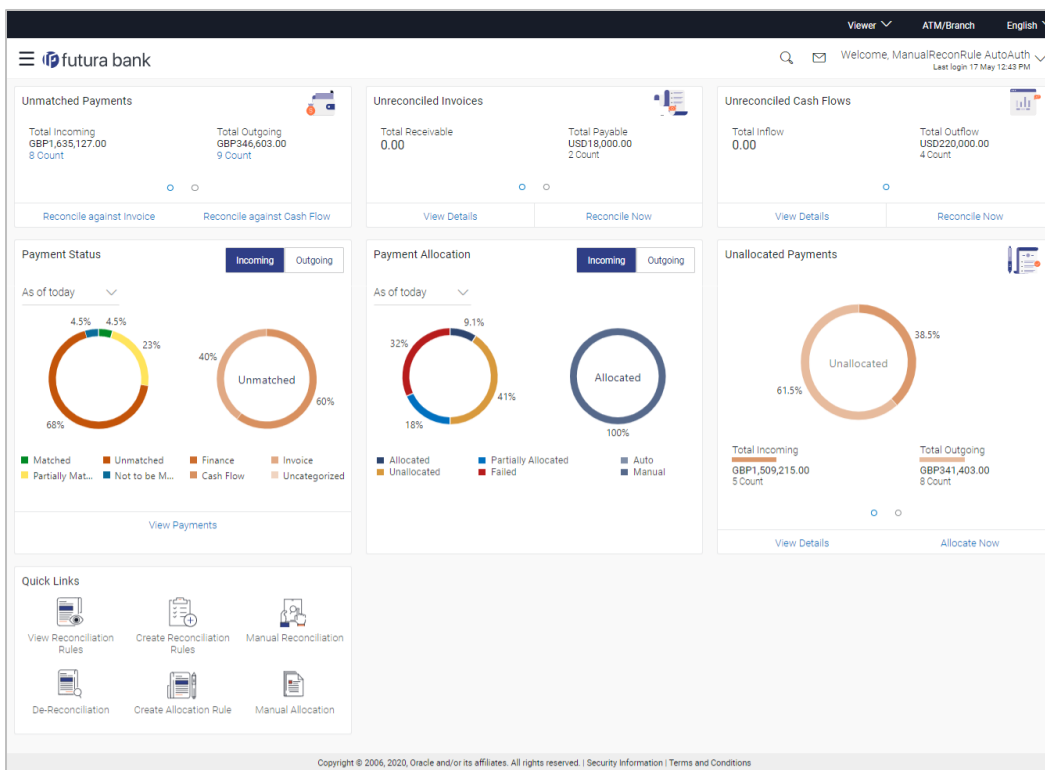
7.1 **Overview**

How to reach here:

Dashboard > Toggle menu > Receivables Management > Reconciliation > Overview

The Reconciliation Overview screen consists of the following widgets:

- Unmatched Payments
- Unreconciled Invoices
- 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 **Invoice against Payment** 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 Invoices – This widget gives the total receivable and payable unreconciled invoice amounts. The number of invoices for each type (receivables and payables) is also displayed. Swipe across the widget to view the data for other supported currencies. On clicking the **View Details** link, the **View Invoices** screen appears. For more information on this screen, refer the **View Invoice** section in this document. On clicking the **Reconcile Now** link, the **Manual Reconciliation** screen appears where the unreconciled invoices can be reconciled. For more information on this screen, refer the **Invoice against Payment** section under **Manual Reconciliation**, in this document.

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

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

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

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

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

- View Reconciliation Rules
- Create Reconciliation Rules
- Manual Reconciliation
- De-Reconciliation
- Create Allocation Rule
- Manual Allocation

7.2 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 Management > Reconciliation > Create Reconciliation Rule

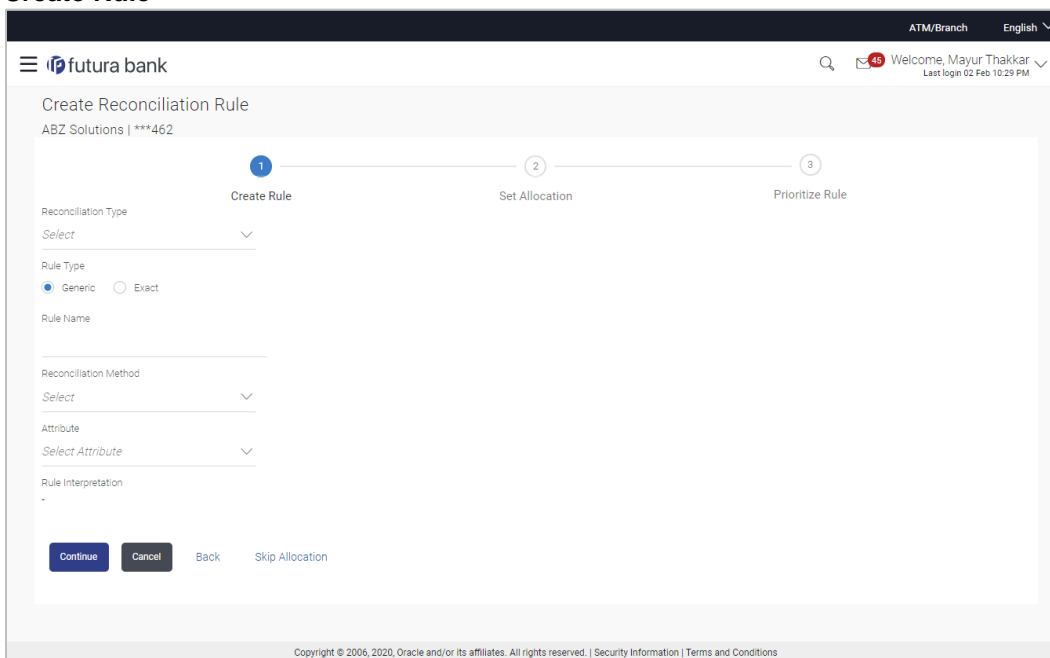
OR

Dashboard > Toggle menu > Receivables Management > Reconciliation > Overview > Quick Links > Create Reconciliation Rules

To create a reconciliation rule:

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

Create Rule



Field Description

Field Name	Description
Create Reconciliation Rule	
Party Name & ID	Displays the name and ID of the logged-in corporate party.
Create Rule	
Reconciliation Type	Select whether the reconciliation is for invoices and payments, or expected cash-flows and payments.

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

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

7.2.1 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 the account ID 'ABZ Solutions | ***462'. A progress bar indicates three steps: 1. Create Rule, 2. Set Allocation, and 3. Prioritize Rule. The 'Create Rule' step is currently active. Below the progress bar, there are several form fields: 'Reconciliation Type' is set to 'Invoice Payment Recon'; 'Rule Type' has 'Generic' selected; 'Rule Name' is 'RG122'; 'Reconciliation Method' is 'FIFO - Oldest invoice to be reconcil...'; 'Attribute' is 'Invoice Due Date'; and 'Rule Interpretation' is 'Invoice with oldest invoice date will be reconciled first'. At the bottom, there are buttons for 'Continue', 'Cancel', 'Back', and 'Skip Allocation'. A copyright notice is visible at the very bottom: '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.

Field Name	Description
Reconciliation Method	<p>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:</p> <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	<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 **Create Rule** step again.
OR
Click **Skip Allocation** to go to the **Prioritize Rule** step.

7.2.2 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.
<p>Single-Sided Condition</p> <p>You can create single-sided conditions by selecting a specific entity (Invoice/ Cash-Flow or Payment) and then comparing an attribute of this entity with a specific value. A single sided condition should always be created along with atleast one double sided condition. The following fields appear for a single sided condition.</p>	
Select Entity	<p>Select the required entity for building the condition. The following options are available:</p> <p>For Invoice-Payment reconciliation:</p> <ul style="list-style-type: none"> • Invoice • Payment • Invoice and Payment <p>For Cash Flow-Payment reconciliation:</p> <ul style="list-style-type: none"> • Cash Flow • Payment • Cash Flow and Payment
Select Attribute	Select the attribute of the entity to be compared.
Select Pattern	<p>Select the relational operator or pattern to be used for comparison. The options available are:</p> <ul style="list-style-type: none"> • = • < • > • Starts with • Ends with
Value	Enter the value that the attribute is to be compared with.
<p>Double-Sided Condition</p> <p>You can create double-sided conditions by comparing an attribute of one entity with a relevant attribute of the other entity. For example, for the Invoice and Payment double-sided condition, the Net Invoice Amount can be compared with the Payment Amount. The following fields appear for a double-sided condition.</p>	

Field Name	Description
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. 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.

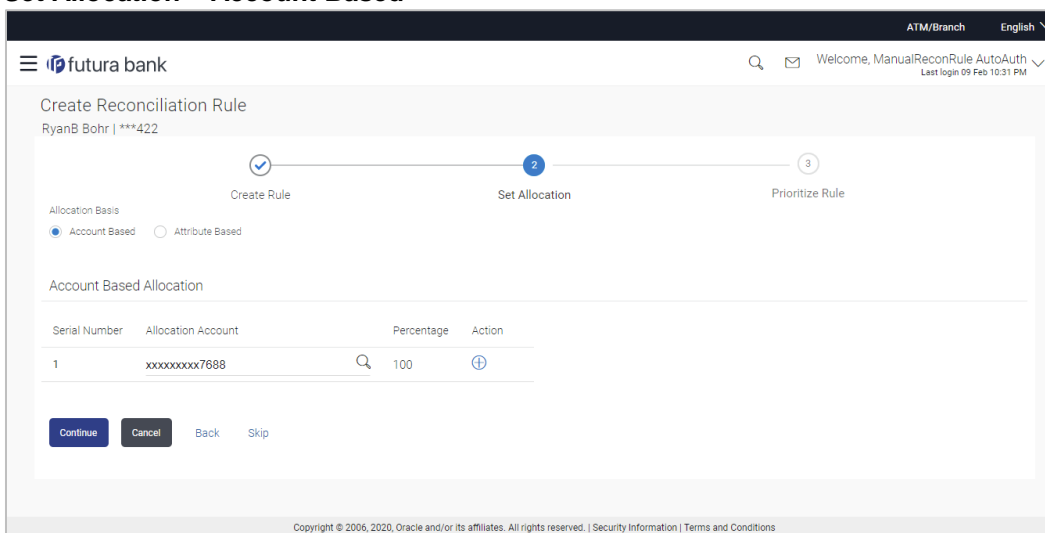
5. If you select the **Exact** option in the **Rule Type** field, then in the **Reconciliation Rule** section, build condition(s) as per requirement, as follows:
 - a. You can define either two or more single-sided condition or one more double-sided condition, or both. You can also define a group of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

Progress: Create Rule (1) Set Allocation (2) Prioritize Rule (3)

Allocation Basis
 Account Based Attribute Based

Account Based Allocation

Serial Number	Allocation Account	Percentage	Action
1	xxxxxxx7688	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.

Field Name	Description
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 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

Maker ATM/Branch English

futura bank

Welcome, Nehal Joshi
Last login: 26 Feb 06:20 PM

Create Reconciliation Rule
ABZ Solutions | ***462

Reconciliation Rules

Rule Id	Rule Type	Rule Name	Priority	
-	Current	Exact	RID878	34
RR00000945	Exact	Template123Exact Editing 1233	1	
RR00000975	Generic	GenericInvoicePayRecon OBDX31638	2	
RR00000943	Exact	InvoiceExactAccAllocation123	3	
RR00000611	Exact	asd	4	
RR00000942	Exact	InvoiceExactAccAllocation	5	
RR00000949	Modified	Exact	SonallPR1702Edited	6
RR00000648	Exact	sdf	10	
RR00000803	Exact	dJUMMYrULE	12	
RR00000968	Exact	TestEditINV	13	

Page 1 of 3 (1-10 of 21 items)

Submit Cancel Back

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

Field Name	Description
Rule Name	Displays the name assigned to the rule.
Priority	Indicates the priority assigned to the rule. <div style="border: 1px solid black; padding: 5px;"> <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> </div>

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

Create Reconciliation Rule - Review Screen (Exact)

The screenshot displays the 'Review' screen for creating a reconciliation rule. At the top, there is a navigation bar with 'futura bank' and user information. Below the header, a yellow banner indicates that a request has been initiated and needs review. The main content area shows the rule details: Rule Type is 'Exact' and Rule Name is 'R9909'. The reconciliation rule is defined as 'Exact Attribute of Invoice No of Invoice = Exact Attribute of Payment Reference No of Payment'. Below this, the 'Allocation Details - Attribute Based' table shows two entries: one for 'Invoice - Supplier Name, Buyer Name' at 60% and another for 'Payments - Remitter Account no, Payment Party Id' at 40%. The 'Prioritize Rules' table lists existing rules, including the current rule 'R9909' with a priority of 6 and another rule 'SUSInvoiceExactRule Edit 56780120192' with a priority of 8. At the bottom, there are 'Confirm', 'Cancel', and 'Back' buttons.

Create Reconciliation Rule - Review Screen (Generic)

ATM/Branch English

futura bank

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

Create Reconciliation Rule

ABZ Solutions | ****462

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

ATM/Branch English

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

Create Reconciliation Rule

CONFIRMATION
Your request for Create Reconciliation Rule has been submitted successfully.

Reference Number
02024C3862C0

Host Reference Number
RR0000581

Status
Completed

What would you like to do next?

[View Reconciliation Rules](#) [Create Reconciliation Rule](#)

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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.

7.3 View/Edit Reconciliation Rules

How to reach here:

Dashboard > Toggle menu > Receivables Management > Reconciliation > View/Edit Reconciliation Rule

View Reconciliation Rules

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

Field Description

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

View Reconciliation Rules

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

Search	Indicates an option to search for specific reconciliation rule(s). As the partial or full name/ID/rule type/reconciliation type is entered, the relevant rules are displayed.
---------------	---



	Indicates a set of options to filter the reconciliation rule records. For more details, refer to the fields in Search (overlay window) below.
--	--

Download	Indicates an option to download the reconciliation rules list in .csv format.
-----------------	---

Field Name	Description
	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.
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: <ul style="list-style-type: none"> • Invoice 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: <ul style="list-style-type: none"> • 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.

- 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.

7.3.1 View Reconciliation Rule (details)

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

View Reconciliation Rule - Exact

The screenshot displays the 'View Reconciliation Rule' interface for a specific rule. The header includes the Futura Bank logo, user information (RyanB Bohr | ***422), and navigation options (Viewer, ATM/Branch, English). The main content is divided into several sections:

- Basic Details:**
 - Rule Id: RR00000983
 - Reconciliation Type: Allocation of Payment to Virtual Accounts
 - Rule Type: Exact
 - Rule Name: Allocation Rule 01
 - Priority: 5
- Reconciliation Rule:**
 - And:
 - Payment Reference No of Payment equals to 1000
 - Debit-Credit Indicator of Payment equals to D
 - Or:
 - Remitter Account no of Payment starts with REM
 - Instrument Date of Payment is greater than 31/03/2020
- Allocation Details - Attribute Based:**

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

A 'Back' button is located at the bottom left of the main content area. The footer contains copyright information: Copyright © 2006, 2020, Oracle and/or its affiliates. All rights reserved. | Security Information | Terms and Conditions

View Reconciliation Rule – Generic

Viewer ATM/Branch English

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

View Reconciliation Rule RyanB Bohr | ***422 [Edit](#)

Basic Details

Rule Id RR00000982	Reconciliation Type Expected Cashflow to Payment Recon
Rule Type Generic	Rule Name Rule002
Priority 5	

Reconciliation Rule

Reconciliation Method FIFO-Oldest Cash Flow to be reconciled first	Attribute Expected Date
Rule Interpretation Cash flow with oldest cash flow date will be reconciled first	

Allocation Details - Attribute Based

Serial Number	Allocation Entity and Attributes	Percentage
1	Payments - Payment Party Id Cash Flow - Counterparty Name	30%
2	Payments - Counterparty Id,Virtual Account Flag	40%
3	Cash Flow - Corporate Id	30%

[Back](#)

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

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

Field Name	Description
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.

Field Name	Description
Allocation Entity and Attributes	Displays the entity and their respective attributes that have been selected for allocation.
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**.

7.3.2 **Edit Reconciliation Rule**

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

How to reach here:

Dashboard > Toggle menu > Receivables Management > Reconciliation > View/Edit Reconciliation Rule

To edit a reconciliation rule:

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

View Reconciliation Rules

The screenshot displays the 'View Reconciliation Rules' page for 'futura bank'. The user is logged in as 'Welcome, Mayur Thakkar' with the last login on 02 Feb 04:33 PM. The page title is 'View Reconciliation Rules' and the user's role is 'ABZ Solutions | ***462'. The table below lists various 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

At the bottom of the table area, there is a 'Cancel' button. The page footer contains the text: 'Copyright © 2006, 2020, Oracle and/or its affiliates. All rights reserved. | Security Information | Terms and Conditions'.

2. Click the **Rule Id** link of the rule to be edited. The **View Reconciliation Rule** (details) screen appears.
OR
Click **Cancel** to cancel the transaction.

View Reconciliation Rule (details)

View Reconciliation Rule

RyanB Bohr | ***422 Edit

Basic Details

Rule Id RR00000983	Reconciliation Type Allocation of Payment to Virtual Accounts
Rule Type Exact	Rule Name Allocation Rule 01
Priority 5	

Reconciliation Rule

And

- Payment Reference No of Payment equals to 1000
- Debit-Credit Indicator of Payment equals to D

Or

- Remitter Account no of Payment starts with REM
- Instrument Date of Payment is greater than 31/03/2020

Allocation Details - Attribute Based

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

[Back](#)

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- Click the **Edit** link to edit the reconciliation rule. The **Edit Reconciliation Rule** screen appears.
OR
Click **Back** to go to the previous screen.

Edit Reconciliation Rule – Generic Rule

Viewer ATM/Branch English

futura bank

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

Edit Reconciliation Rule

RyanB Bohr | ***422

1 Rule Details 2 Set Allocation 3 Prioritize Rule

Rule Id
RR00000982

Reconciliation Type
Expected Cashflow to Payment Recon

Rule Type
 Generic Exact

Rule Name
Rule002

Reconciliation Method
FIFO - Oldest Cash Flow to be reco...

Attribute
Expected Date

Rule Interpretation
Cash flow with oldest cash flow date will be reconciled first

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

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Edit Reconciliation Rule – Exact Rule

Viewer ATM/Branch English

futura bank

Welcome, Nehal Joshi
Last login: 24 Mar 10:49 AM

Edit Reconciliation Rule

ABZ Solutions | ****462

1 Rule Details 2 Set Allocation 3 Prioritize Rule

Rule Id
RR00000945

Reconciliation Type
Invoice Payment Recon

Rule Type
 Generic Exact

Rule Name
Recon Rule for Inv Pymt

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

Exact Attribute of Invoice CCY of Invoice = Exact Attribute of Payment Currency of Payment

And Or Add Group Add Condition

Program Code of Invoice starts with 123

Remitter Account no of Payment ends with 8799

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.
Create Rule	
Reconciliation Type	Displays whether the reconciliation is for invoices and payments, or expected cash-flows and payments.
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.

Field Name	Description
Reconciliation Method	<p>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:</p> <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	<p>Indicates the attribute used for applying the reconciliation method. This field is displayed only for Generic rule type. It is editable.</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 is displayed only for Generic rule type.</p>
Reconciliation Rule	<p>This section appears only for Exact rule type.</p>
Add Condition	<p>Indicates an option to add a condition for Exact reconciliation.</p>
Add Group	<p>Indicates an option to add a group of conditions that are clubbed together by logical operators 'AND' or 'OR'.</p>
AND / OR	<p>Indicates the logical operator to be used for clubbing the conditions for creating the Exact reconciliation rule.</p>
Single-Sided Condition	<p>You can create single-sided conditions by selecting a specific entity (Invoice/Cash-Flow or Payment) and then comparing an attribute of this entity with a specific value. The following fields appear for a single sided condition.</p>
Select Entity	<p>Select the required entity for building the condition.</p>

Field Name	Description
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.
<p>Double-Sided Condition</p> <p>You can create double-sided conditions by comparing an attribute of one entity with a relevant attribute of the other entity. For example, for the Invoice and Payment double-sided condition, the Net Invoice Amount can be compared with the Payment Amount.</p> <p>The following fields appear for a double-sided condition.</p>	
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.
Save all and Preview	Click this link to save and preview all added conditions.

4. Modify the required details in the **Create Rule** step.
5. Click **Continue** to go to the **Set Allocation** step.
OR
Click **Cancel** to cancel the transaction.

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

Edit Reconciliation Rule – Set Allocation step – Attribute Based

Allocation Basis

Account Based Attribute Based

Attribute Based Allocation

Serial Number	Allocation Entity	Allocation Attributes	Percentage	Action
1	Cash Flow <input type="text"/> Payment <input type="text"/>	Counterparty Name <input type="text"/> Payment Party Id <input type="text"/>	30	<input type="button" value="+"/> <input type="button" value="🗑"/>
2	Payment <input type="text"/>	Counterparty Id <input type="text"/> Virtual Account Flag <input type="text"/>	40	<input type="button" value="+"/> <input type="button" value="🗑"/>
3	Cash Flow <input type="text"/>	Corporate Id <input type="text"/>	30	<input type="button" value="+"/> <input type="button" value="🗑"/>

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Edit Reconciliation Rule – Set Allocation step – Account Based

Allocation Basis

Account Based Attribute Based





Account Based Allocation

Serial Number	Allocation Account	Percentage	Action
1	xxxxxxxx7688 <input type="text"/>	100	<input type="button" value="+"/>

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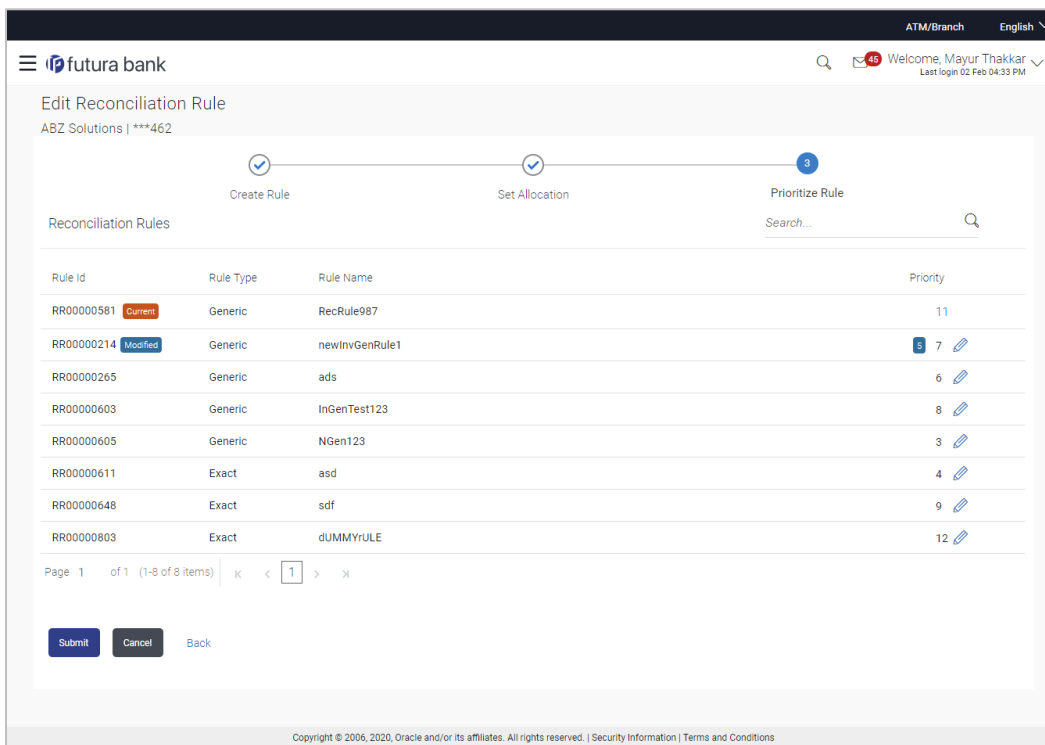
Field Description

Field Name	Description
Edit Reconciliation Rule	

Field Name	Description
Party Name & ID	Displays the name and ID of the logged-in corporate party.
Set Allocation	
Allocation Basis	<p>Select whether the allocation should be virtual accounts-based or attributes-based.</p> <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.
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.


6. Modify the allocation details if required.
7. 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.

Edit Reconciliation Rule – Prioritize Rule step



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.

Field Name	Description
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 enter the required priority. For other existing rules, click  to edit and modify the priority, if required.

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

7.4 Manual Reconciliation

Payments can be manually reconciled with invoices or cash-flows.

Pre-requisites:

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

7.4.1 Invoice against Payment

How to reach here:

Toggle menu > Receivables Management > Reconciliation > Manual Reconciliation > Invoice against Payment

To manually reconcile invoice against payment:

Field Description

Field Name	Description
Manual Reconciliation	
Party Name & ID	Displays the name and ID of the logged-in corporate party.
Invoice Type	<p>Select the type of the invoices, whether receivables or payables, 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 Multiple Payments: If you select this option, the application lets you select the required invoice in the 1st step, and reconcile with payments in the 2nd step. For more information, refer the Single Invoice Multiple Payments section in this user manual. • Single Payment Multiple Invoices: If you select this option, the application lets you select the required payment in the 1st step, and reconcile with invoices in the 2nd step. For more details, refer the Single Payment Multiple Invoices section in this user manual.

1. In the **Manual Reconciliation** screen, select the appropriate option from the **Invoice Type** field.
2. From the **Reconciliation Type** field, select either the **Single Invoice Multiple Payments** option or the **Single Payment Multiple Invoices** option.

7.4.1.1 Single Invoice Multiple Payments

If you select this option, then a list of invoices appears. These invoices are unreconciled or partially reconciled. You can select an invoice and one or more payments to reconcile. Upon selection, you can save these details, and add another invoice-payments record to be reconciled in the same transaction.

Select Invoice

The screenshot shows the Futura Bank reconciliation interface. At the top, there is a navigation bar with 'Viewer', 'ATM/Branch', 'English', and 'UBS OBPM 14.4 HEL Branch'. Below this, the user is logged in as 'Welcome, Nehal Joshi' with a last login time of '27 Oct 03:23 PM'. The main content area is titled 'ABZ Solutions | ***462' and shows the 'Invoice Type' as 'Receivables'. The 'Reconciliation Type' is set to 'Single Invoice Multiple Payments'. A progress bar indicates the current step is 'Select Invoice'. Below this, there is a table of invoices with the following data:

Invoice (2)	Date	Reference Number	Associated Party Name	Due Date	Amount	Unreconciled Amount
<input checked="" type="radio"/>	16 Oct 2019	CUSTCHK28NIH1	CMB24Sep	24 Oct 2020	£7,800.00	£7,800.00
<input type="radio"/>	20 Nov 2019	29047	NehNovCust1	31 Dec 2020	£6,270.00	£101.00

At the bottom of the table, there is a pagination control showing 'Page 1 of 1 (1-2 of 2 items)' and navigation buttons. Below the table are buttons for 'Continue', 'Cancel', 'Back', and 'Skip'. On the right side, there is a 'Reconciliation Details' panel showing 'Invoice to be reconciled £7,800.00', 'Reconciled Amount £0.00', and 'Pending for Reconciliation £0.00'. There is also a 'Reconciled Records' panel with a 'View Details' link. 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
------------	-------------

Select Invoice

This step appears if you select the **Single Invoice Multiple Payments** option from the **Reconciliation Type** field. A list of unreconciled / partially-reconciled invoices is displayed. You can select one invoice from the list.

Invoice (number)	Displays the total number of invoices available in the list.
-------------------------	--

Search	Indicates an option to search for specific invoices.
---------------	--



Click this icon to filter the invoices based on certain criteria. The **Invoice Search** overlay window appears. For more information on the fields in this window, refer the **Invoice Search** section below.

Field Name	Description
Date Reference Number	Displays the date of the invoice and its reference number as a hyperlink. You can click this link to view the invoice details in an overlay window. For more information on the fields displayed, refer the Invoice Details overlay window section below.
Associated Party Name	Displays the name of the associated or counter party.
Due Date	Displays the due date of the invoice.
Amount	Displays the total invoice amount.
Unreconciled Amount	Displays the unreconciled invoice amount.
Invoice Details overlay window	
This window appears when you click the invoice reference number hyperlink.	
Customer Invoice Reference Number	Displays the customer's reference number of the invoice.
Host Invoice Reference Number	Displays the reference number of the invoice assigned by the host.
Invoice Creation Date	Displays the date when the invoice has been created.
Invoice Due Date	Displays the date by when the invoice must be fully paid.
Status	Displays the status of the invoice.
Purchase Order Date	Displays the date of creation of purchase order.
Payment Status	Displays the status of the payment.
Product Code	Displays the product code.
Payment Terms	Displays the terms of the payment.
Pre-Accepted	Displays whether the invoice is pre-accepted or not.
Purchase Order Number	Displays the purchase order reference number.
Comments	Displays any comments entered during creation of the invoice.
Shipment Date	Displays the date of shipment of the commodities purchased.

Field Name	Description
Acceptance Date	Displays the date of acceptance.
Program Name	Displays the name of the program linked to the invoice.




- If you select the **Single Invoice Multiple Payments** option, then in the **Select Invoice** step, select the required invoice 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 selecting the **Reconciliation Type**.
OR
Click **Skip** to skip this step and move to the next.


Reconcile with Payments



The screenshot shows the Futura Bank reconciliation interface. At the top, there's a navigation bar with 'Viewer', 'ATM/Branch', 'English', and 'UBS OBPM 14.4 HEL Branch'. The user is logged in as 'Welcome, Nehal Joshi' with a last login of '27 Oct 03:23 PM'. The main area is titled 'ABZ Solutions | ****462' and shows 'Invoice Type' with 'Receivables' selected. The 'Reconciliation Type' is set to 'Single Invoice Multiple Payments'. A progress bar indicates the current step is 'Reconcile with Payments'. Below this is a table of payments with columns for Date, Reference Number, Real Account, Virtual Account, Amount, Unreconciled Amount, and Amount To Be Reconciled. The table lists five payments from 10 Nov 2019 to 06 Nov 2019. The first two are checked. To the right, 'Reconciliation Details' shows 'Invoice to be reconciled: £7,800.00' and 'Reconciled Amount: £7,800.00'. At the bottom, there are 'Submit', 'Cancel', and 'Back' buttons.


Date	Reference Number	Real Account	Virtual Account	Amount	Unreconciled Amount	Amount To Be Reconciled
10 Nov 2019	PAY1141	-	-	£4,000.00	£4,000.00	£2,819.50
06 Nov 2019	PAY0752	xxxxxxxxxxxx0046	-	£5,200.00	£4,980.50	£4,980.50
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

Field Description

Field Name	Description
Reconcile with Payments	
This step appears when you select an invoice and click Continue . You can select multiple payments for reconciliation.	
Payments (number)	Displays the total number of payment records available in the list.
Search	Indicates an option to search for specific payments.
	Click this icon to filter the payments based on certain criteria. The Payment Search overlay window appears. For more information on the fields in this window, refer the Payment Search section below.
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	
This section is updated with the reconciliation details based on the selected invoice and payments.	
Invoice to be reconciled	Displays the invoice amount to be reconciled.
Reconciled Amount	Displays the invoice amount that will be reconciled based on the payments selected.
Pending for Reconciliation	Displays the invoice amount pending to be reconciled. This is the difference between the above amounts.
Selected Record	
This overlay window appears when you click the <u>View Selected Records</u> link. It displays the details of the selected invoice and payments to be reconciled.	

Field Name	Description
Reconciled Records	
<p>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 invoice-payments records, which appear in an overlay window. If a saved record must be removed, click  beside it.</p>	
Payment Details overlay window	
<p>This window appears when you click the payment reference number hyperlink.</p>	
Payment Reference Number	Displays the payment reference number assigned by the host.
External Reference Number	Displays the external payment reference number.
Payment Date	Displays the date of the payment.
Type	Displays the type of payment, whether incoming or outgoing.
Status	Displays the status of the payment.
Remitter Account Number / Beneficiary Account Number	Displays the remitter account number in case of an incoming payment, and beneficiary account number in case of an outgoing payment.
Amount	Displays the payment amount.
Unreconciled Amount	Displays the amount that is not yet reconciled.
Real Account	Displays the real account number involved in the payment.
Virtual Account	Displays the virtual account number involved in the payment.
Remark	Displays remarks, if any.

- In the **Reconcile with Payments** step, select the required payments to reconcile.
- In the **Amount To Be Reconciled** field, click  to edit the amount and then click  to save the changes, if required.
- Click **Save and Add Another** to save the details and select another invoice to reconcile against payments.

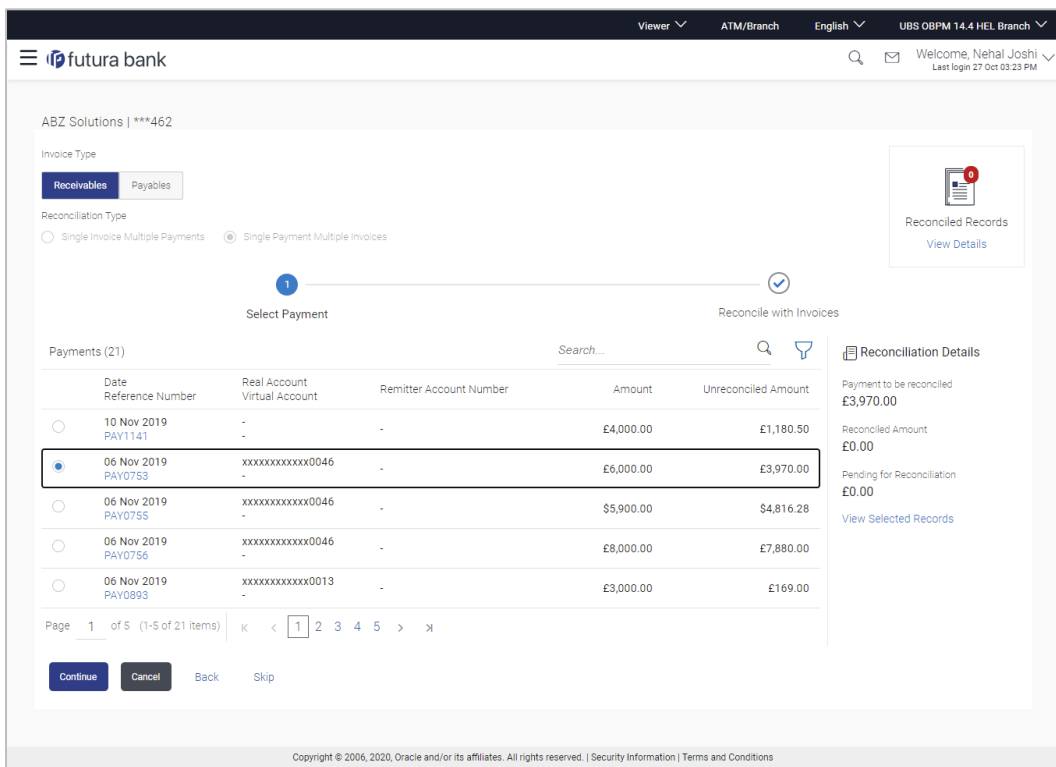
- To view a list of records that you have already saved, click the **View Details** link in the **Reconciled Records** section, on the top right side of the Manual Reconciliation screen. An overlay window appears with the saved invoice-payments records. To delete a record, click  .
8. Click **Submit** 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.


7.4.1.2 Single Payment Multiple Invoices

If you select this option, then a list of unreconciled and partially-reconciled payments appears. You can select a payment and one or more invoices to reconcile. Upon selection, you can save these details, and add another payment-invoices record to be reconciled in the same transaction.

Select Payment



Field Description

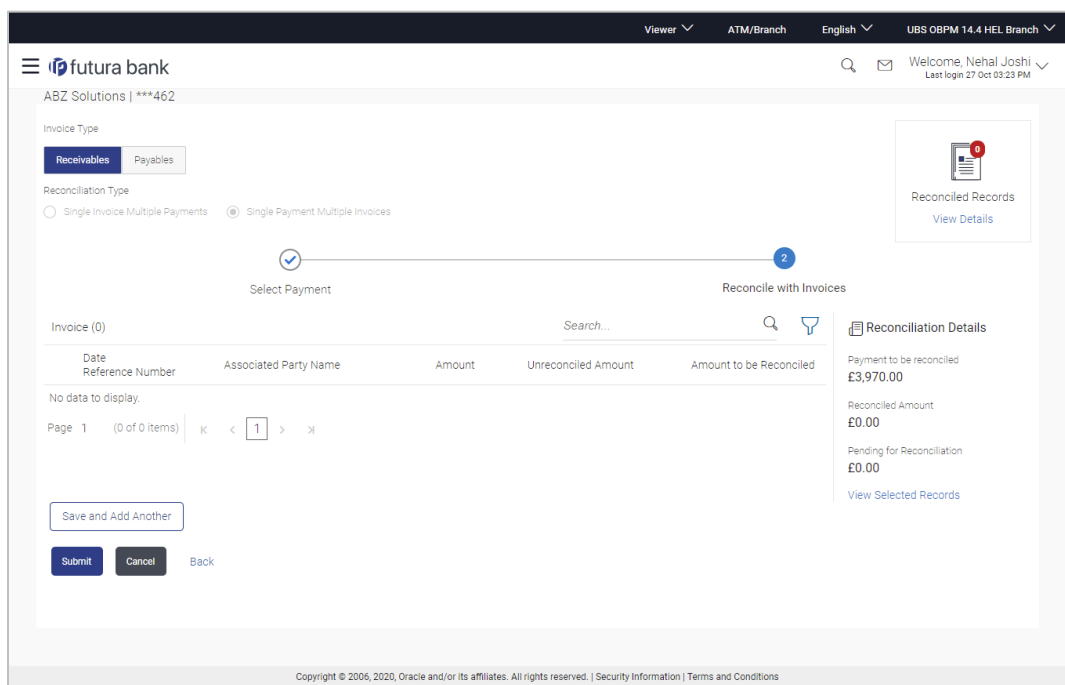
Field Name	Description
Select Payment	This step appears if you select the Single Payment Multiple Invoices option from the Reconciliation Type field. A list of unreconciled / partially-reconciled payments is displayed. You can select one payment from the list.
Payments (number)	Displays the total number 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 below.
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.

Field Name	Description
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.
Payment Details overlay window	
This window appears when you click the payment reference number hyperlink.	
Payment Reference Number	Displays the payment reference number assigned by the host.
External Reference Number	Displays the external payment reference number.
Payment Date	Displays the date of the payment.
Type	Displays the type of payment, whether incoming or outgoing.
Status	Displays the status of the payment.
Remitter Account Number / Beneficiary Account Number	Displays the remitter account number in case of an incoming payment, and beneficiary account number in case of an outgoing payment.
Amount	Displays the payment amount.
Unreconciled Amount	Displays the amount that is not yet reconciled.
Real Account	Displays the real account number involved in the payment.
Virtual Account	Displays the virtual account number involved in the payment.
Remark	Displays remarks, if any.

10. If you select the **Single Payment Multiple Invoices** option, then in the **Select Payment** step, select the required payment to reconcile.

11. Click **Continue** to proceed to the **Reconcile with Invoices** 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 Invoices



Field Description

Field Name	Description
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Reconcile with Invoices




This step appears when you select a payment and click **Continue**. You can select multiple invoices for reconciliation.

Invoice (number) Displays the total number of invoices available in the list.




Search Indicates an option to search for specific invoices.



Click this icon to filter the invoices based on certain criteria. The **Invoice Search** overlay window appears. For more information on the fields in this window, refer the **Invoice Search** section below.

Field Name	Description
Date Reference Number	Displays the date of the invoice and its reference number as a hyperlink. You can click this link to view the invoice details in an overlay window. For more information on the fields displayed, refer the Invoice Details overlay window section below.
Associated Party Name	Displays the name of the associated or counter party.
Amount	Displays the total invoice amount.
Unreconciled Amount	Displays the unreconciled invoice amount.
Amount to be Reconciled	Indicates the invoice amount to be reconciled. You can click  to edit and modify the amount if required, and then click  to save it.
Reconciliation Details	
This section is updated with the reconciliation details based on the selected payment and invoices.	
Payment to be reconciled	Displays the payment amount to be reconciled.
Reconciled Amount	Displays the payment amount that will be reconciled based on the invoices selected.
Pending for Reconciliation	Displays the payment amount pending to be reconciled. This is the difference between the above amounts.
Selected Record	
This overlay window appears when you click the View Selected Records link. It displays the details of the selected payment and invoices 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-invoices records, which appear in an overlay window. If a saved record must be removed, click  beside it.	
Invoice Details overlay window	
This window appears when you click the invoice reference number hyperlink.	
Customer Invoice Reference Number	Displays the customer's reference number of the invoice.

Field Name	Description
Host Invoice Reference Number	Displays the reference number of the invoice assigned by the host.
Invoice Creation Date	Displays the date when the invoice has been created.
Invoice Due Date	Displays the date by when the invoice must be fully paid.
Status	Displays the status of the invoice.
Purchase Order Date	Displays the date of creation of purchase order.
Payment Status	Displays the status of the payment.
Product Code	Displays the product code.
Payment Terms	Displays the terms of the payment.
Pre-Accepted	Displays whether the invoice is pre-accepted or not.
Purchase Order Number	Displays the purchase order reference number.
Comments	Displays any comments entered during creation of the invoice.
Shipment Date	Displays the date of shipment of the commodities purchased.
Acceptance Date	Displays the date of acceptance.
Program Name	Displays the name of the program linked to the invoice.

12. In the **Reconcile with Invoices** step, select the required invoices 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 invoices.
 - 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-invoices records. To delete a record, click .

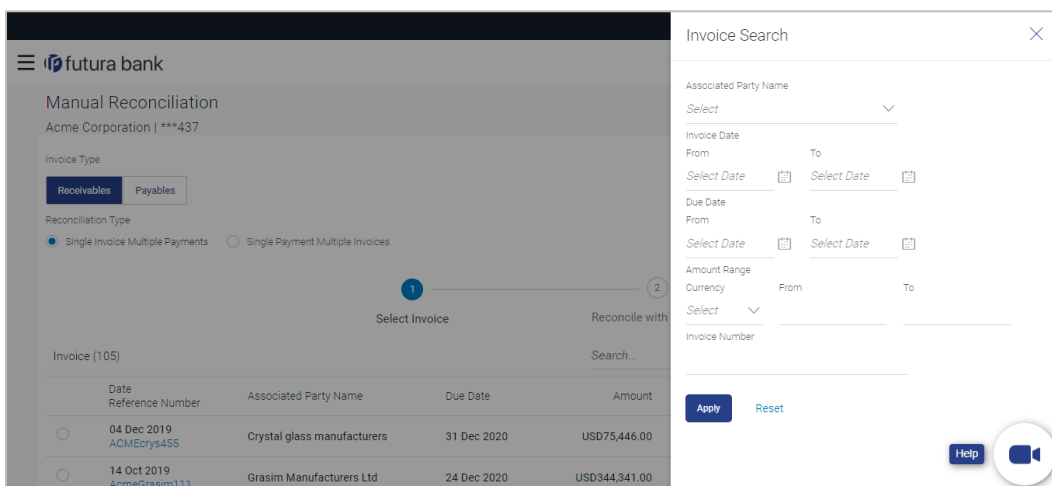
15. Click **Submit** to submit the transaction. The Review screen appears.
 OR
 Click **Cancel** to cancel the transaction.
 OR
 Click **Back** to go to the previous screen.

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 Search (overlay window)

This overlay window appears when you click the  icon to search for specific invoices.



Field Description

Field Name	Description
Invoice Search	
Associated Party Name	Select the name of the associated party whose invoices need to be filtered.
Invoice Date From/To	Enter the date range of invoice creation, for filtering the required invoice records.

Field Name	Description
Due Date From/To	Enter the date range for when the invoices are due, for filtering the required invoice records.
Amount Range Currency From/To	Select the currency and enter the invoice amount range to filter the required invoices.

On selecting/entering the required details, click **Apply** to apply the filter criteria, or, click **Reset** to reset the entered data.

7.4.2 Cash Flow against Payment

How to reach here:

Toggle menu > Receivables Management > Reconciliation > Manual Reconciliation > Cash Flow against Payment

To manually reconcile cash-flow against payment:

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.
Reconciliation Type	Select the type of reconciliation to be performed. The reconciliation procedure steps are populated based on the option you select. The options are: <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.

- From the **Reconciliation Type** field, select either the **Single Cash Flow Multiple Payments** option or the **Single Payment Multiple Cash Flows** option.


7.4.2.1 Single Cash Flow Multiple Payments

If you select this option, then a list of cash flow records appears. These cash flow records are unreconciled or partially reconciled. You can select a cash flow record and one or more payments to reconcile. Upon selection, you can save these details, and add another cash flow-payments record to be reconciled in the same transaction.

Select Cash Flow

Field Description

Field Name	Description
Select Cash Flow	This step appears if you select the Single Cash Flow Multiple Payments option from the Reconciliation Type field. A list of unreconciled / partially-reconciled cash flow records is displayed. You can select one cash flow record from the list.
Cash Flow (number)	Displays the total number of cash flow records available in the list.
Search	Indicates an option to search for specific cash flow records.

Field Name	Description
	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 below.
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.
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.
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.

Field Name	Description
Linked Reference Number	Displays the linked reference number of the cash flow.
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 selecting the **Reconciliation Type**.
OR
Click **Skip** to skip this step and move to the next.

Reconcile with Payments

The screenshot shows the 'Reconcile with Payments' step in the Futura Bank system. The interface includes a navigation bar with 'Viewer', 'ATM/Branch', 'English', and 'UBS OBPM 14.4 HEL Branch'. The user is logged in as 'Welcome, Nehal Joshi' with a last login of '27 Oct 03:23 PM'. The 'Cash Flow Type' is set to 'Inflow' and the 'Reconciliation Type' is 'Single Cash Flow Multiple Payments'. A progress bar shows the current step is 'Reconcile with Payments'.

The 'Payments (21)' table is as follows:

	Date Reference Number	Real Account Virtual Account	Amount	Unreconciled Amount	Amount to be Reconciled
<input type="checkbox"/>	10 Nov 2019 PAY1141	-	£4,000.00	£1,180.50	£0.00
<input type="checkbox"/>	06 Nov 2019 PAY0753	xxxxxxxxxxxx0046	£6,000.00	£3,970.00	£0.00
<input type="checkbox"/>	06 Nov 2019 PAY0755	xxxxxxxxxxxx0046	\$5,900.00	\$4,816.28	\$0.00
<input type="checkbox"/>	06 Nov 2019 PAY0756	xxxxxxxxxxxx0046	£8,000.00	£7,880.00	£0.00
<input checked="" type="checkbox"/>	06 Nov 2019 PAY0893	xxxxxxxxxxxx0013	£3,000.00	£169.00	£169.00




Below the table, there is a pagination control showing 'Page 1 of 5 (1-5 of 21 items)' and a 'Save and Add Another' button. At the bottom, there are 'Submit', 'Cancel', and 'Back' buttons.


On the right side, there is a 'Reconciliation Details' panel showing:



- Cash Flow to be reconciled: £1,900.00
- Reconciled Amount: £169.00
- Pending for Reconciliation: £1,731.00
- View Selected Records


At the bottom of the page, 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
Reconcile with Payments	
This step appears when you select a cash flow record and click Continue . You can select multiple payments for reconciliation.	
Payments (number)	Displays the total number of payment records available in the list.
Search	Indicates an option to search for specific payments.
	Click this icon to filter the payments based on certain criteria. The Payment Search overlay window appears. For more information on the fields in this window, refer the Payment Search section below.
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	
This section gets updated with the reconciliation details based on the selected cash flow record and payments.	
Cash Flow to be reconciled	Displays the cash flow amount to be reconciled.
Reconciled Amount	Displays the cash flow amount that will be reconciled based on the payments selected.
Pending for Reconciliation	Displays the cash flow amount pending to be reconciled. This is the difference between the above amounts.
Selected Record	
This overlay window appears when you click the <u>View Selected Records</u> link. It displays the details of the selected cash flow and payments to be reconciled.	

Field Name	Description
Reconciled Records	
<p>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. If a saved record must be removed, click  beside it.</p>	
Payment Details overlay window	
<p>This window appears when you click the payment reference number hyperlink.</p>	
Payment Reference Number	Displays the payment reference number assigned by the host.
External Reference Number	Displays the external payment reference number.
Payment Date	Displays the date of the payment.
Type	Displays the type of payment, whether incoming or outgoing.
Status	Displays the status of the payment.
Remitter Account Number / Beneficiary Account Number	Displays the remitter account number in case of an incoming payment, and beneficiary account number in case of an outgoing payment.
Amount	Displays the payment amount.
Unreconciled Amount	Displays the amount that is not yet reconciled.
Real Account	Displays the real account number involved in the payment.
Virtual Account	Displays the virtual account number involved in the payment.
Remark	Displays remarks, if any.

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

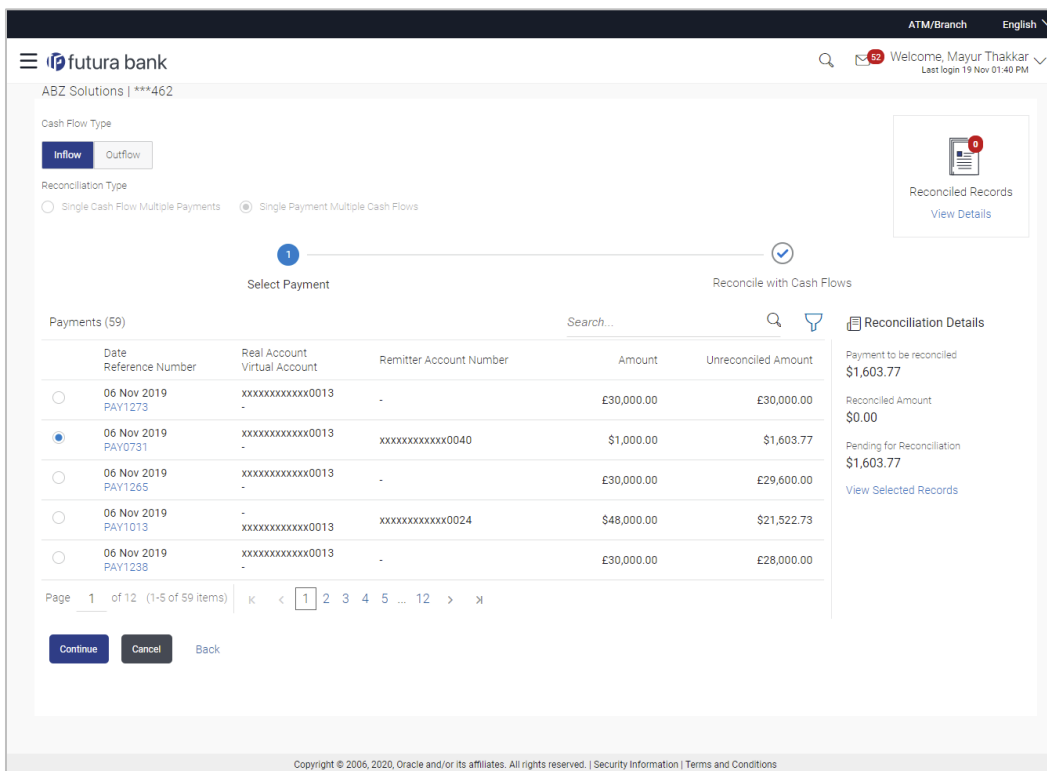
- To view a list of records that you have already saved, click the **View Details** link in the **Reconciled Records** section, on the top right side of the Manual Reconciliation screen. An overlay window appears with the saved cash flow-payments records. To delete a record, click  .
8. Click **Submit** 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.


7.4.2.2 Single Payment Multiple Cash Flows

If you select this option, then a list of unreconciled and partially-reconciled payments appears. You can select a payment and one or more cash flow records to reconcile. Upon selection, you can save these details, and add another payment-cash flows record to be reconciled in the same transaction.

Select Payment



Field Description

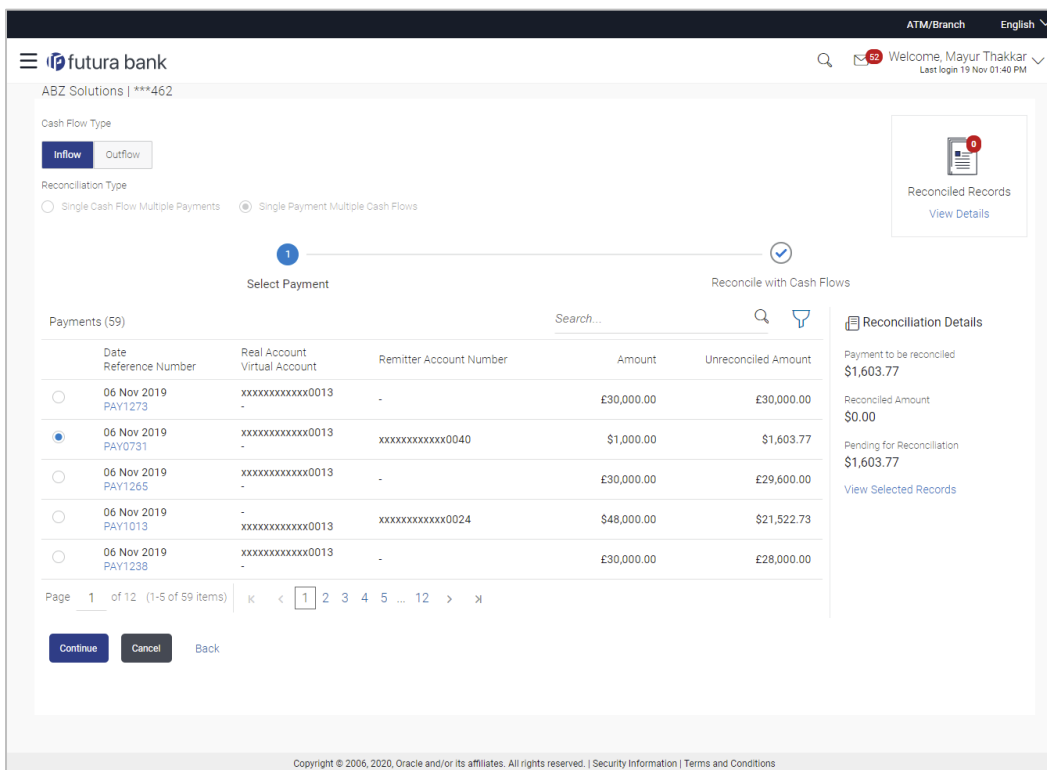
Field Name	Description
Select Payment	This step appears if you select the Single Payment Multiple Cash Flows option from the Reconciliation Type field. A list of unreconciled / partially-reconciled payments is displayed. You can select one payment from the list.
Payments (number)	Displays the total number of payments available in the list.
Search	Indicates an option to search for specific payments.
	Click this icon to filter the payments based on certain criteria. The Payment Search overlay window appears. For more information on the fields in this window, refer the Payment Search section below.
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.

Field Name	Description
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.
Payment Details overlay window	
This window appears when you click the payment reference number hyperlink.	
Payment Reference Number	Displays the payment reference number assigned by the host.
External Reference Number	Displays the external payment reference number.
Payment Date	Displays the date of the payment.
Type	Displays the type of payment, whether incoming or outgoing.
Status	Displays the status of the payment.
Remitter Account Number / Beneficiary Account Number	Displays the remitter account number in case of an incoming payment, and beneficiary account number in case of an outgoing payment.
Amount	Displays the payment amount.
Unreconciled Amount	Displays the amount that is not yet reconciled.
Real Account	Displays the real account number involved in the payment.
Virtual Account	Displays the virtual account number involved in the payment.
Remark	Displays remarks, if any.


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 below.

Field Name	Description
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.
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


This section gets updated with the reconciliation details based on the selected payment and cash flow records.

Payment to be reconciled	Displays the payment amount to be reconciled.
Reconciled Amount	Displays the payment amount that will be reconciled based on the cash flow records selected.
Pending for Reconciliation	Displays the payment amount pending to be reconciled. This is the difference between the above amounts.

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. If a saved record must be removed, 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

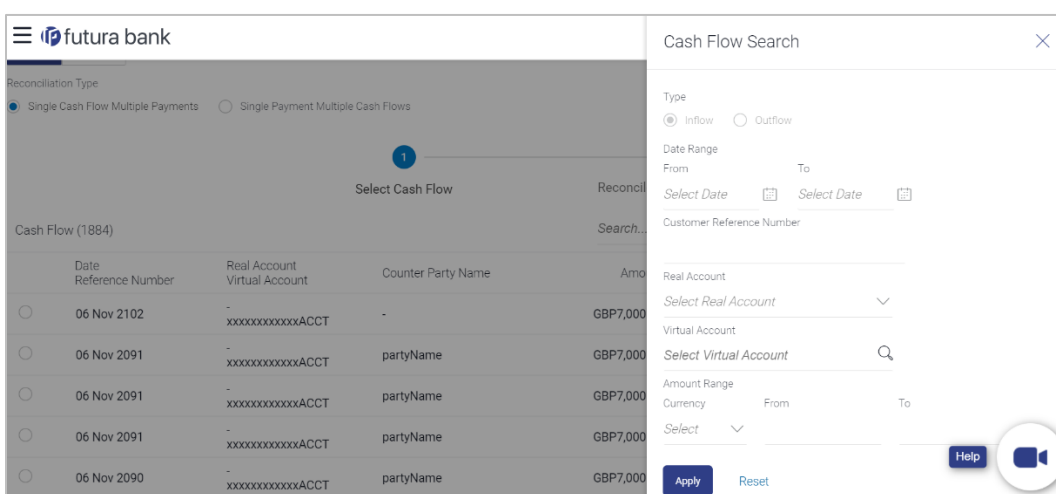
Click **Back** to go to the previous screen.

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

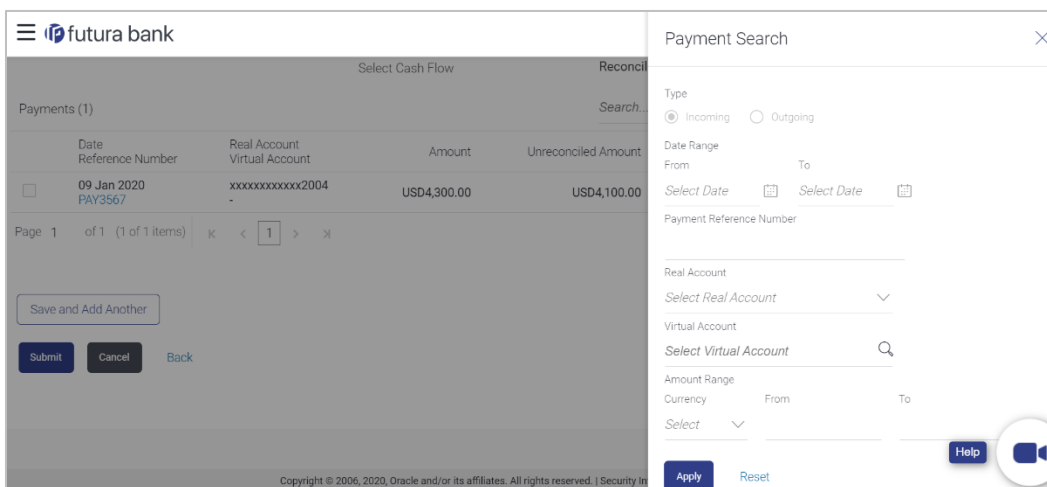
Field Name	Description
Cash Flow Search	
Type	Displays the type of cash flow, whether Inflow or Outflow. This field is not editable.
Date Range From/To	Enter the date range for filtering the required cash flow records.
Customer Reference Number	Enter the customer's own reference number of the cash flow record to be filtered.
Real Account	Enter the real account number associated with the cash flow records to be filtered.

Field Name	Description
Virtual Account	Enter the virtual account number associated with the cash flow records to be filtered.
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 (either while reconciling with invoices or with cash flow 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.

Field Name	Description
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.
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.

7.5 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.

7.5.1 Invoice - Payment

How to reach here:

Toggle menu > Receivables Management > Reconciliation > De-Reconciliation > Invoice - Payment

To de-reconcile invoice and payment:

ATM/Branch English

WELCOME, Mayur Thakkar
Last login 18 Nov 09:22 PM

De-reconciliation
ABZ Solutions | ***462

Invoice Type
Receivables Payables

View By All

ReconInv80 De-reconciled
Reconciled Amount
£8,299.99 for NehNovCust1

ReconInv70
Reconciled Amount
£8,300.00 for NehNovCust1

InvAddress28
Reconciled Amount
£8,196.23 for SQL Corporation

ReconInv60
Reconciled Amount
£8,100.00 for NehNovCust1

Inv09112020
Reconciled Amount
£269.00 for NehNovCust1

InvNeh2710

ReconInv80 | NehNovCust1

Invoice

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

Payments (2)

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) < 1 >

Save Undo

Submit Cancel Back

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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:

- Receivables
- Payables


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.

Field Name	Description
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.	
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.

Field Name	Description
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.

7.5.2 **Cash Flow - Payment**

How to reach here:

Toggle menu > Receivables Management > Reconciliation > De-Reconciliation > Cash Flow - Payment

To de-reconcile cash flow and payment:

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:

- 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.




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.

Field Name	Description
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.
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.

Field Name	Description
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.

1. In the **De-reconciliation** screen, use the **View By** list to view the required reconciled cash flows.
2. Click on the required cash flow in the **View By** pane. You can also use  to filter the records.
3. Select the check box beside the cash flow 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 cash flow in the **View By** pane.
 - a. Click **Undo** to undo the saving, if required.
6. If further cash flow-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. 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.

7.6 Create Allocation Rule

Using this screen, the corporate user can create rules for automatic allocation of payments to specific virtual accounts. Manual allocation can also be performed by the user. For more information, refer the **Manual Allocation** section in this document.

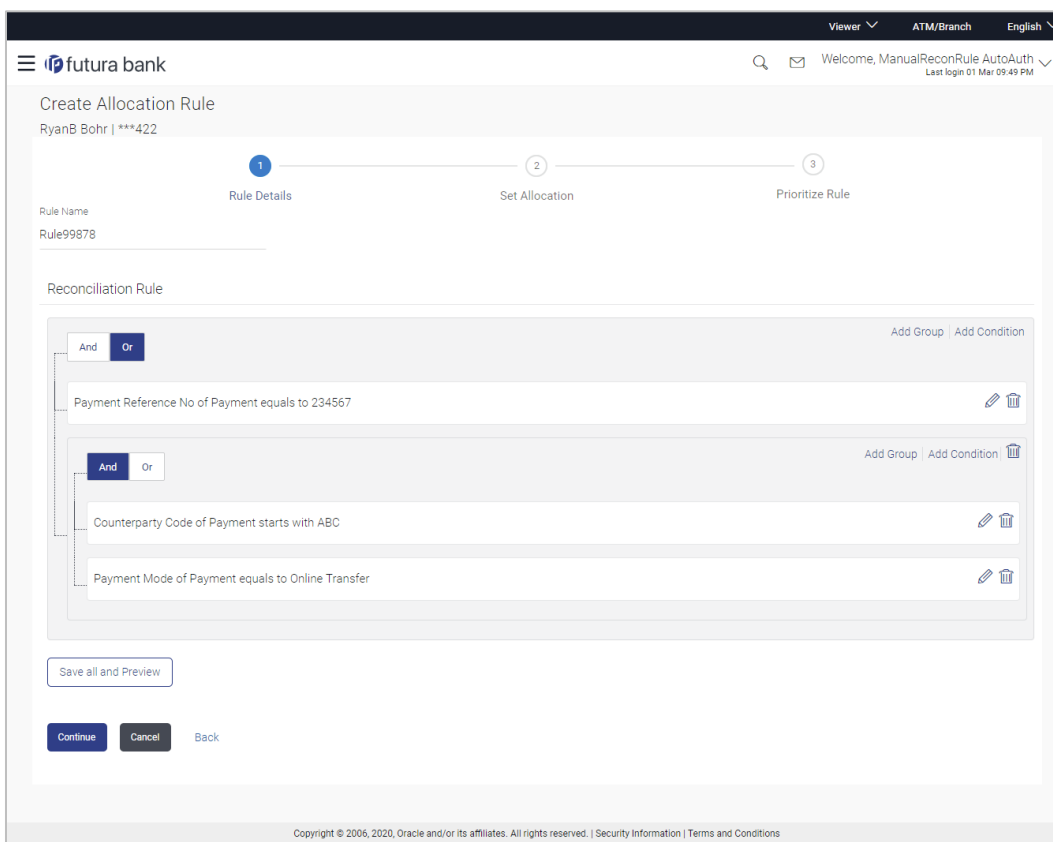
How to reach here:

Dashboard > Toggle menu > Receivables Management > Reconciliation > Create Allocation Rule

To create an allocation rule:

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


Create Rule



Field Description

Field Name	Description
Create Allocation Rule	
Party Name & ID	Displays the name and ID of the logged-in corporate party.
Create Rule	
Rule Name	Enter the name to be assigned to the rule.
Reconciliation Rule	

Field Name	Description
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 **Create Rule** step again.

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

Create Allocation Rule
ABZ Solutions | ***462

Progress: Create Rule (1) | **Set Allocation (2)** | Prioritize Rule (3)

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	+ -

Buttons: Continue, Cancel, Back

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Set Allocation – Attribute Based

ATM/Branch English

futura bank

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

Create Allocation Rule
ABZ Solutions | ***462

Progress: Create Rule (1) | **Set Allocation (2)** | Prioritize Rule (3)

Allocation Basis
 Account Based
 Attribute Based

Attribute Based Allocation

Serial Number	Allocation Entity	Allocation Attributes	Percentage	Action
1	Invoice	Buyer ID, Supplier ID	50	+ -
2	Payment	Counterparty Id, Remitter Account no	50	+ -

Buttons: Continue, Cancel, Back

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Field Description





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

Create Allocation Rule

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

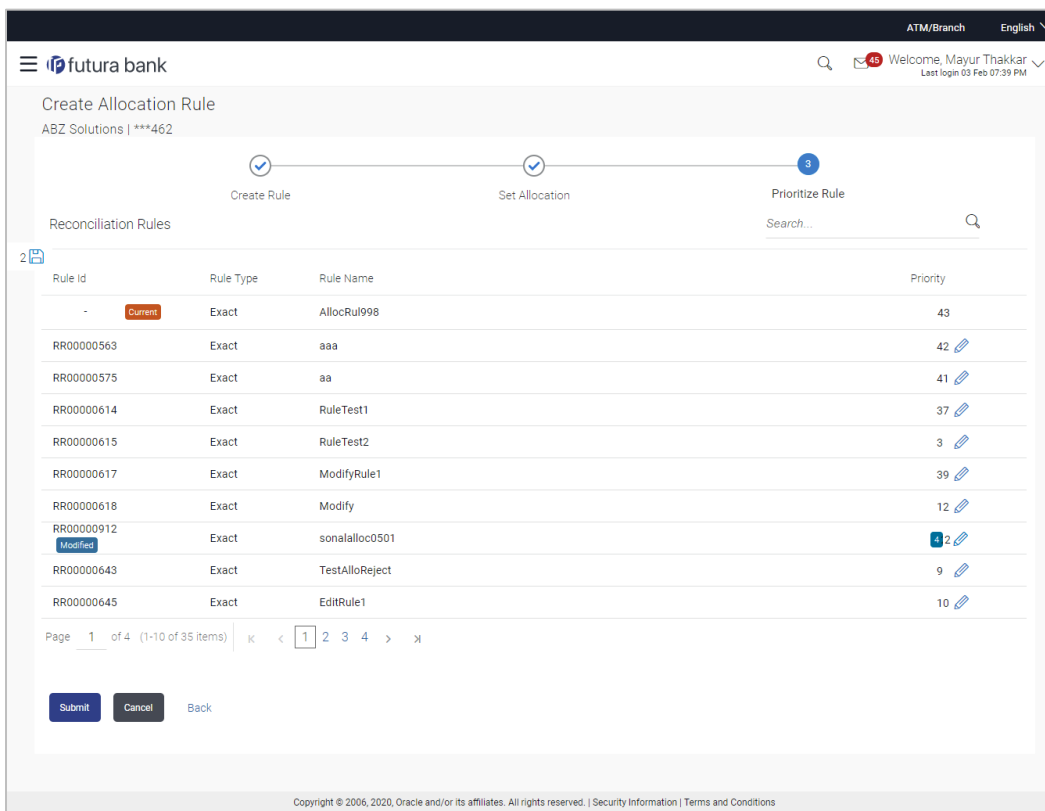
Set Allocation

In this step, you can set the percentages to be allocated either to specific virtual accounts, or towards specific payment attributes. You must ensure that the sum of the allocated percentages should be 100.

Field Name	Description
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



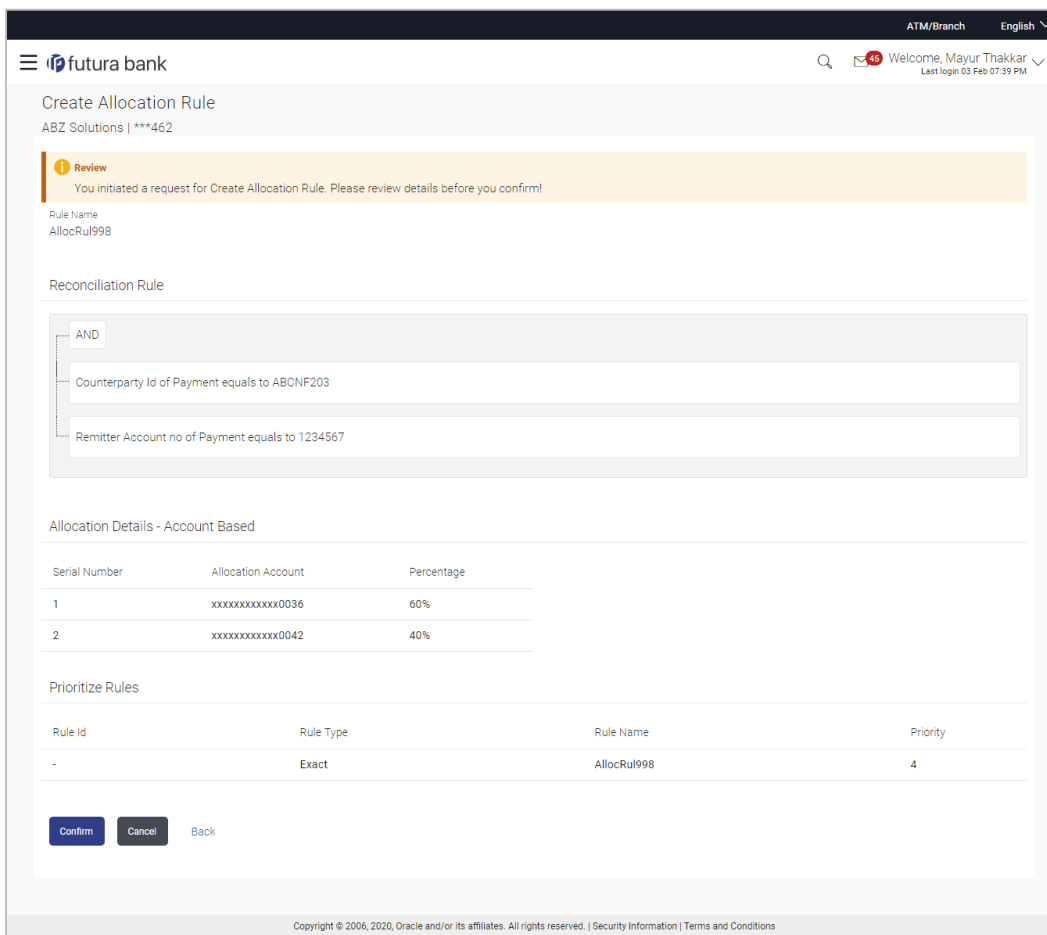
Field Description

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 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.

Field Name	Description
Rule Name	Displays the name assigned to the rule.
Priority	Indicates the priority assigned to the rule. <div style="border: 1px solid black; padding: 5px;"> <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 change this priority, if required.</p> <p>For an existing rule, click  to edit and modify the priority, if required.</p> </div>

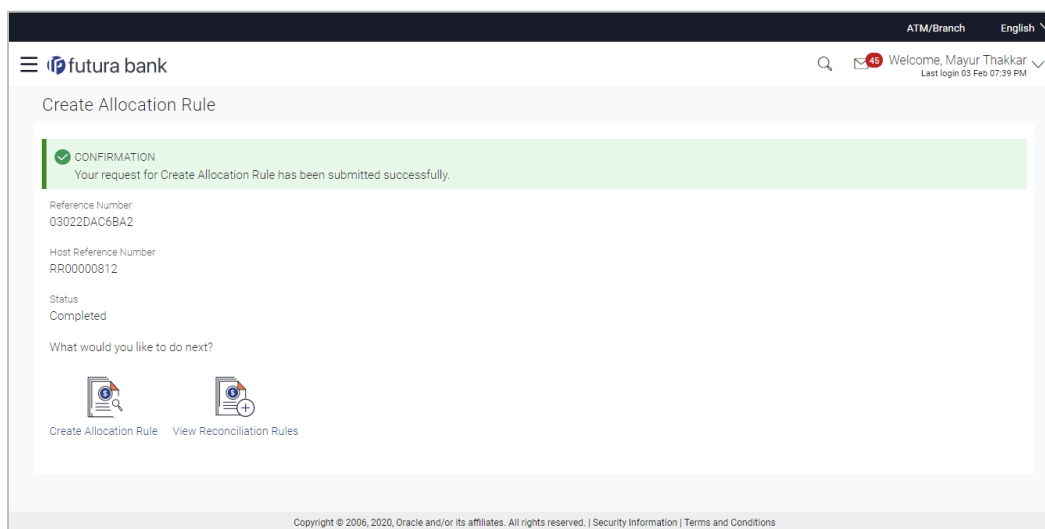
9. In the **Prioritize Rule** step, enter the priority to be set against the rule being created, under the **Priority** column. You can also modify the priority on an existing rule, if required.
10. Click **Submit** to submit the transaction. The Review screen appears.
OR
Click **Cancel** to cancel the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

Create Allocation Rule - Review Screen



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

Create Allocation Rule – Confirmation



12. 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.

7.7 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.

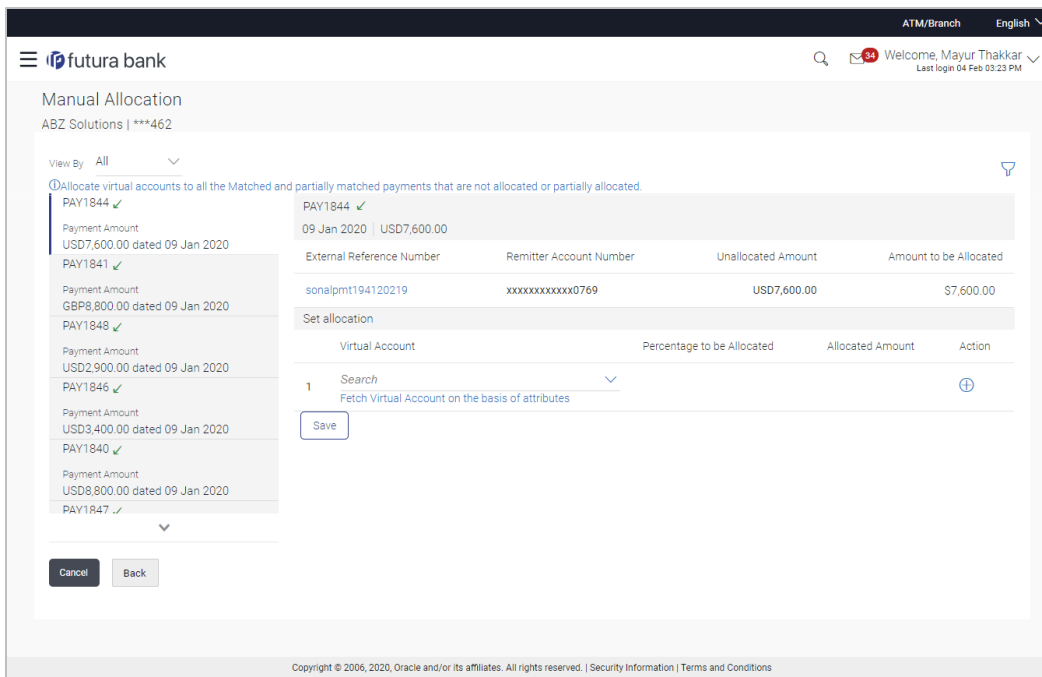
How to reach here:

Dashboard > Toggle menu > Receivables Management > 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

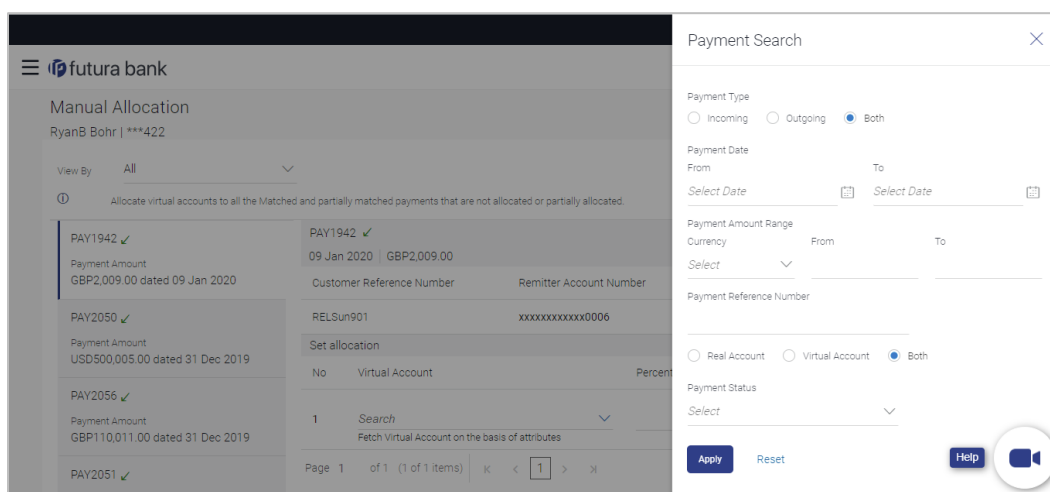
Field Name	Description
Manual Allocation	
Party Name & ID	Displays the name and ID of the logged-in corporate party.
View By	Indicates an option to view the payment records based on the following criteria: <ul style="list-style-type: none"> • Saved for Allocation • Incoming Payments • Outgoing Payments
	Indicates an option to filter the payment records based on selected parameters. Refer the Payments Search overlay window section below, for more details.

Field Name	Description
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.
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.	


Field Name	Description
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.
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 ().



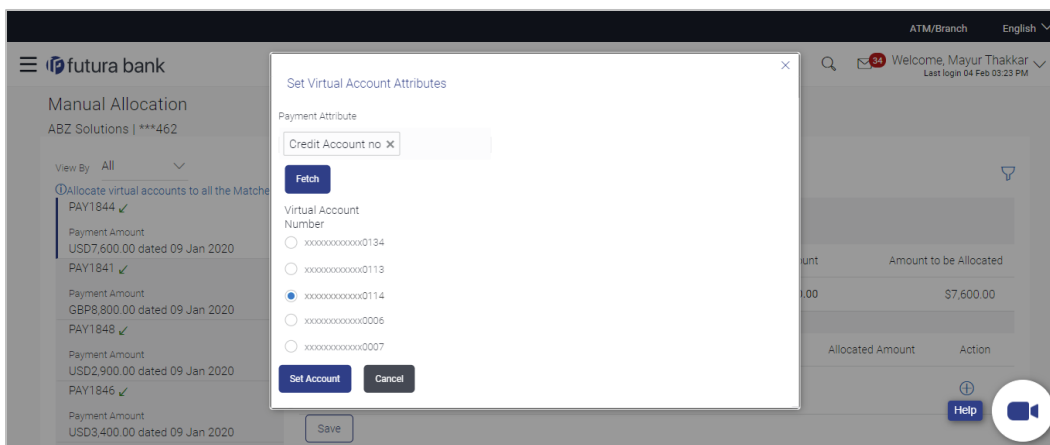
Field Description

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.
Type of account being credited	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: <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.

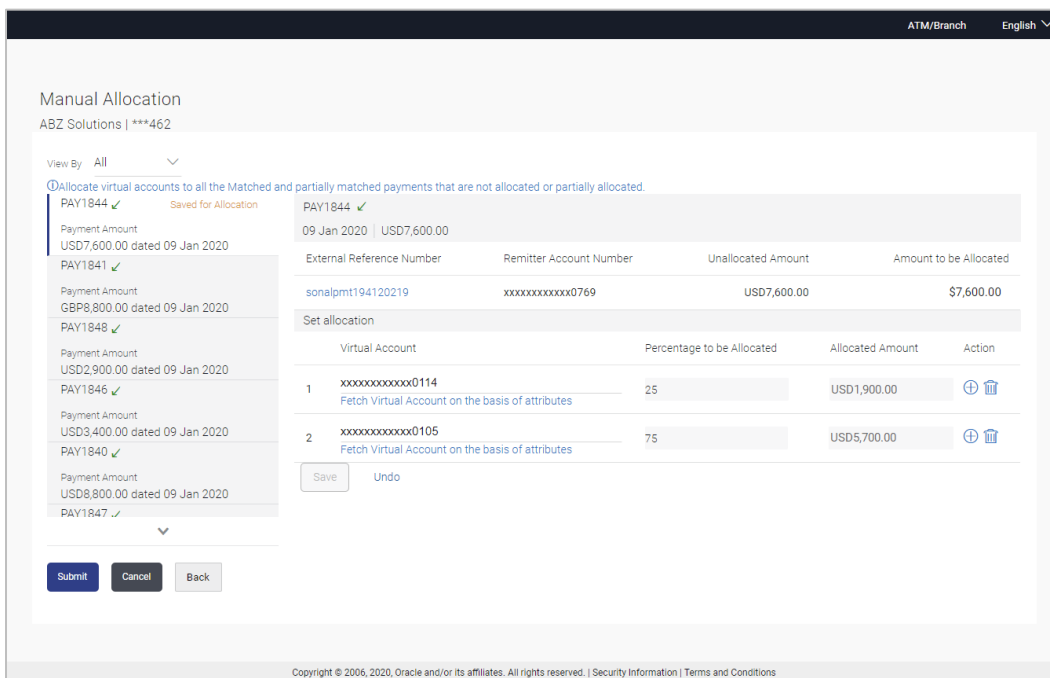
2. In the **Payment Search** overlay window, enter the required search criteria.
3. Click **Apply**. A list of relevant payments appear in the payments panel in the **Manual Allocation** screen.
OR
Click **Reset** to clear the data entered.
4. In the **Manual Allocation** screen, from the payments panel on the left hand side, select the required payment record to be allocated. The selected payment details appear in the main section.


- 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



- In the **Set Virtual Account Attributes** window, select the required option from the **Payment Attribute** list.
- Click **Fetch**. A list of relevant virtual accounts appears.
- Select the required account.
- 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 .

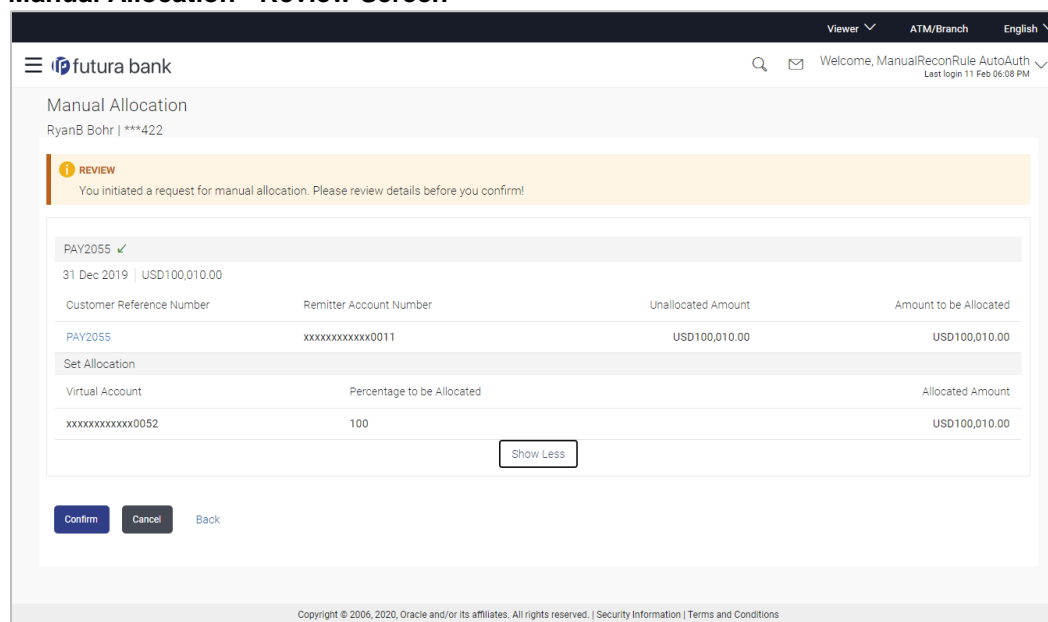
Note: Click  to delete an added account.

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



The screenshot shows the 'Manual Allocation - Review Screen' in the Futura Bank interface. At the top, there is a navigation bar with 'futura bank' logo, search, mail, and user information: 'Welcome, ManualReconRule AutoAuth' and 'Last login 11 Feb 06:08 PM'. Below the navigation bar, the screen title is 'Manual Allocation' with the user 'RyanB Bohr | ***422'. A yellow banner with an information icon and the word 'REVIEW' contains the message: 'You initiated a request for manual allocation. Please review details before you confirm!'. Below this, there is a table with transaction details:

Customer Reference Number	Remitter Account Number	Unallocated Amount	Amount to be Allocated
PAY2055	xxxxxxxxxxx0011	USD100,010.00	USD100,010.00

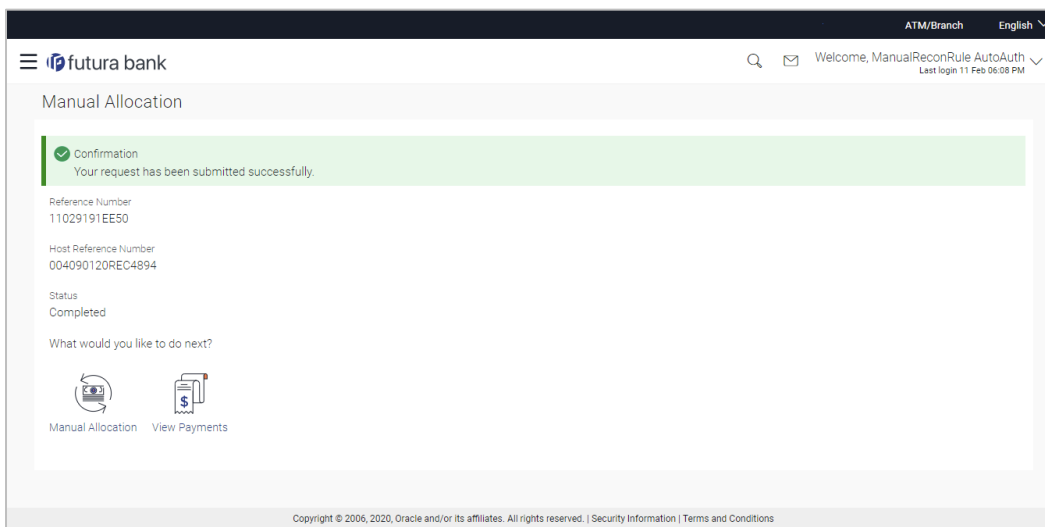
Below the table, there is a section titled 'Set Allocation' with a table:

Virtual Account	Percentage to be Allocated	Allocated Amount
xxxxxxxxxxx0052	100	USD100,010.00

At the bottom of the table, there is a 'Show Less' button. Below the table, there are three buttons: 'Confirm', 'Cancel', and 'Back'. At the very bottom, there is a copyright notice: 'Copyright © 2006, 2020, Oracle and/or its affiliates. All rights reserved. | Security Information | Terms and Conditions'.

14. 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



15. Click the **Manual Allocation** link to perform another manual allocation transaction.
OR
Click the **View Payments** link to view a list of payments.

7.8 View Payments

Using this screen, the corporate user can view the details of payments made.


How to reach here:

Dashboard > Toggle menu > Receivables Management > Reconciliation > View Payments

To view payment details:


Payment Reference Number	Payment Amount	Payment Date	Unreconciled Amount	Real Account	Status	Allocation Status
PAY1842 ✓	USD7,600.00	09 Jan 2020	USD0.00	xxxxxxxxxxxx0769	Matched	Unallocated
PAY0791 ✓	GBP8,000.00	06 Nov 2019	GBP0.00	-	Matched	Unallocated
PAY0864 ✓	USD1,500.00	06 Nov 2019	USD0.00	-	Matched	Unallocated
PAY0865 ✓	USD1,500.00	06 Nov 2019	USD0.00	-	Matched	Unallocated
PAY1848 ✓	USD2,900.00	09 Jan 2020	USD0.00	xxxxxxxxxxxx0760	Matched	Unallocated
PAY1840 ✓	USD6,800.00	09 Jan 2020	USD6,785.00	xxxxxxxxxxxx0769	Partially Matched	Unallocated
PAY1833 ⚠	GBP3,500.00	09 Jan 2020	GBP3,400.00	xxxxxxxxxxxx0769	Partially Matched	Unallocated
PAY1838 ⚠	GBP7,500.00	09 Jan 2020	GBP7,400.00	xxxxxxxxxxxx0760	Partially Matched	Unallocated
PAY0823 ⚠	GBP3,000.00	06 Nov 2019	GBP0.00	-	Matched	Unallocated
PAY0824 ⚠	USD4,000.00	06 Nov 2019	USD0.00	-	Matched	Unallocated

Field Description

Field Name	Description
View Payments	
Party Name & ID	Displays the name and ID of the logged-in corporate party.
Payments Details	
Search	Indicates an option to search for specific payment records.
	Indicates an option to filter the payment records based on payment type, date range, amount range, reference number, and status. For more information, refer the Payment Search section below.
Download	Indicates an option to download the payment records search results.

Field Name	Description
Payment Reference Number	Displays the unique reference number assigned to the payment. This is a hyperlink which when clicked displays the details of the payment. For more information, refer the View Payments (details) section below. The incoming / outgoing icon is also displayed beside the reference number.
Payment Amount	Displays the payment amount.
Payment Date	Displays the date of payment.
Unreconciled Amount	Displays any amount that is not yet reconciled.
Real Account	Displays the real account number from which the payment has been initiated.
Status	Displays the status of the payment.
Allocation Status	Displays the status of allocation of the payment record.

Payment Search

This overlay window appears when you click the  icon in the **View Payments** screen.

Payment Reference Number	Payment Amount	Payment Date	Unreconciled Amount
PAY1271 ✓	£30,000.00	06 Nov 2019	£29,596.30
PAV0712 ✓	\$10,000.00	06 Nov 2019	\$0.00
PAV0714 ✓	\$10,000.00	06 Nov 2019	\$0.00
PAY0765 ✓	\$6,000.00	06 Nov 2019	\$0.00
PAY1235 ✓	£30,000.00	06 Nov 2019	£8,100.00
PAY1013 ✓	\$48,000.00	06 Nov 2019	\$21,522.73
PAY1268 ✓	£30,000.00	06 Nov 2019	£29,200.00
PAY1238 ✓	£30,000.00	06 Nov 2019	£28,000.00
PAY1209 ✓	£30,000.00	06 Nov 2019	£29,750.00

Payment Search

Payment Type
 Incoming Outgoing Both

Payment Date
 From: To:


Payment Amount Range
 Currency: From: To:


Payment Reference Number

Payment Status
 Real Account Virtual Account Both

Field Description

Field Name	Description
Payment Search	

Field Name	Description
Payment Type	Indicates the option to filter payments based on payment type. The payment types available are: <ul style="list-style-type: none"> • Incoming • Outgoing • Both
Payment Date	Indicates the option to filter payments that occurred within a date range. You can select the dates by clicking the  icon in the From and To fields.
Payment Amount Range	Indicates the option to filter payments with amounts in a particular range. You can select the required currency from the Currency list, and enter the amount range in the From and To fields.
Payment Reference Number	Indicates an option to filter payments based on the payment reference number.
Accounts	Indicates the option to filter payments using the real account number or virtual account number. You can select the required account from the list that appears below.
Payment Status	Indicates the option to filter payments based on payment status. The options are: <ul style="list-style-type: none"> • Matched • Partially Matched • Unmatched

1. In the **View Payments** screen, search for the required payments using the **Search** field.
2. To narrow the search results, click the  icon. The **Payment Search** overlay window appears.
 - 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**, go back to the main dashboard.

7.8.1 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 Management > Reconciliation > View Payments > Payment Reference Number link

View Payments

The screenshot shows the 'View Payments' interface for Futura Bank. At the top, there's a navigation bar with 'My Dashboard', 'ATM/Branch', and 'English'. Below that, the user is logged in as 'Welcome, Esther Dmello' with a last login time of '12 Feb 06:23 PM'. The main content area is titled 'View Payments' and shows details for payment reference number 'PAY1846' (marked as 'Matched').

Key details include:

- Payment reference number: PAY1846 (Matched)
- Payment Amount: USD3,400.00
- Unreconciled Amount: -
- Real Account: xxxxxxxxxxxx0760
- Payment Type: Incoming
- Allocation Status: Unallocated
- Payment Date: 09 Jan 2020
- Customer Reference Number: sonalpmt196120219
- Remitter Account Number: xxxxxxxxxxxx0035
- Virtual Account: -
- Remark: TestPay

Below the payment details is a 'Reconciliation Details' section with a table:

Invoice Reference Number	Invoice Amount	Associated Party Name	Reconciliation Date	Reconciliation Amount in Payment Currency	Reconciliation Amount in Invoice Currency
OBCMS3011	GBP7,500.00	SQL Corporation	09 Jan 2020	USD3,400.00	GBP2,686.00

At the bottom of the reconciliation table, there is a pagination control showing 'Page 1 of 1 (1 of 1 items)' and navigation buttons. A 'Cancel' button and a 'Back' link are also present.

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.

Field Name	Description
Real Account	Displays the real account number involved in the payment.
Payment Type	Displays the type of payment, whether incoming or outgoing.
Allocation Status	Displays the status of allocation of the payment.
Payment Date	Displays the date of the payment.
Customer Reference Number	Displays the customer's reference number for the payment.
Virtual Account	Displays the virtual account number involved in the payment.
Remitter Account Number / Beneficiary Account Number	Displays the account number of the remitter / beneficiary. If the payment is of incoming type, then this field displays the remitter account number. If the payment is of outgoing type, then this field displays the beneficiary account number.
Remark	Displays any remarks entered during the payment.

View Payments – Reconciliation Details tab

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

The screenshot shows the 'View Payments' page for 'ABZ Solutions | ***462'. The payment details are as follows:

- Payment reference number: PAY1846 (Matched)
- Payment Amount: USD3,400.00
- Unreconciled Amount: -
- Real Account: xxxxxxxxxxxx0760
- Payment Type: Incoming
- Allocation Status: Unallocated
- Payment Date: 09 Jan 2020
- Customer Reference Number: sonalpmt196120219
- Remitter Account Number: xxxxxxxxxxxx0035
- Virtual Account: -
- Remark: TestPay

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

Invoice Reference Number	Invoice Amount	Associated Party Name	Reconciliation Date	Reconciliation Amount in Payment Currency	Reconciliation Amount in Invoice Currency
OBCMS3011	GBP7,500.00	SQL Corporation	09 Jan 2020	USD3,400.00	GBP2,686.00

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

Buttons: Cancel, Back

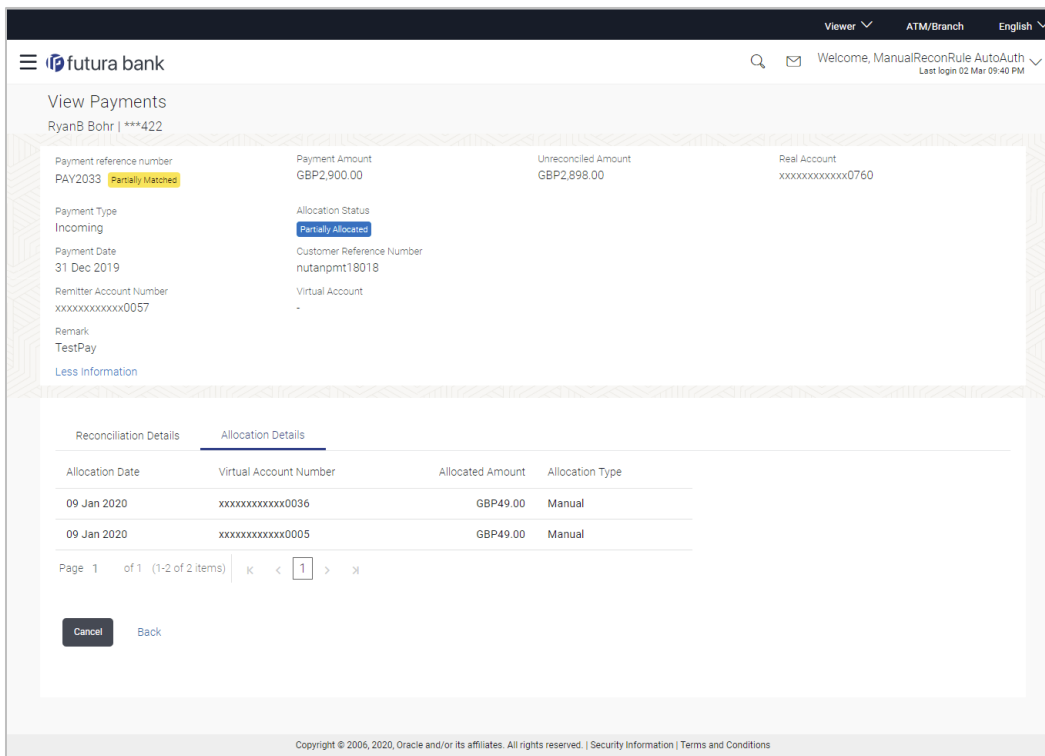
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Field Description

Field Name	Description
View Payments - Reconciled Details tab	
The Reconciliation Details tab appears only if the payment has been reconciled with invoices/cash flows.	
Cash Flow Reference Number / Invoice Reference Number	Displays the reference number of the cash flow / invoice 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.
Cash Flow Amount / Invoice Amount	Displays the total cash flow / invoice amount.
Counterparty Name / Associated Party Name	Displays the name of the associated party of the payment.
Reconciliation Date	Displays the date of reconciliation.
Reconciliation Amount in Payment Currency	Displays the amount that has been reconciled in the currency in which the payment has been made.
Reconciliation Amount in Cash Flow Currency / Reconciliation Amount in Invoice Currency	Displays the amount that has been reconciled in the cash flow / invoice currency.

View Payments – Allocation Details tab

This tab appears only if the payment status is 'Allocated' or 'Partially Allocated', which means that the payment has been either fully or partially allocated to virtual account(s).



Field Description

Field Name	Description
Allocation Date	Displays the date of payment allocation.
Virtual Account Number	Displays the virtual account number to which the payment has been allocated.
Allocated Amount	Displays the amount that has been allocated.
Allocation Type	Displays the type of allocation.

4. Click the **Cash Flow Reference Number** / **Invoice Reference Number** link to view the details of the cash flow / invoice.
OR
Click **Back** to go to the previous screen.
OR
Click **Cancel** to go to the dashboard.

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.

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 Cash Management system are reflected.

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