ORACLE
Financial Services

Receivables & Payables User Guide

Oracle Banking Supply Chain Finance

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

1.1 Introduction

This manual is designed to help acquaint you with the Oracle Banking Supply Chain Finance (OBSCF).

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

1.2 Audience

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

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

1.3 Documentation Accessibility

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

1.4 Document Structure

This manual is organized into the following chapters:

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

1.5 Abbreviations

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

1.6 Glossary of Icons

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

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

2. Receivables and Payables

2.1 Overview

In Oracle Banking Supply Chain Finance, the Receivables and Payables module enables a financial institution to manage the account receivables and payables. OBSCF provides a technology platform capable of capturing account receivables and payables of corporates across disparate accounts and locations.

2.2 Benefits

- Cost Reduction – Increased visibility of transactions and easy reconciliation helps corporates manage and control their cash flow and reduce costs.
- Integrated Payables & Receivables – Facilitate efficient receivable and payable management through enhanced automation and straight-through processing of key processes
- Regulatory Environment – Leverage flexible configuration to launch quickly, respond to regulatory changes and expand into new geographies.

2.3 Functionality

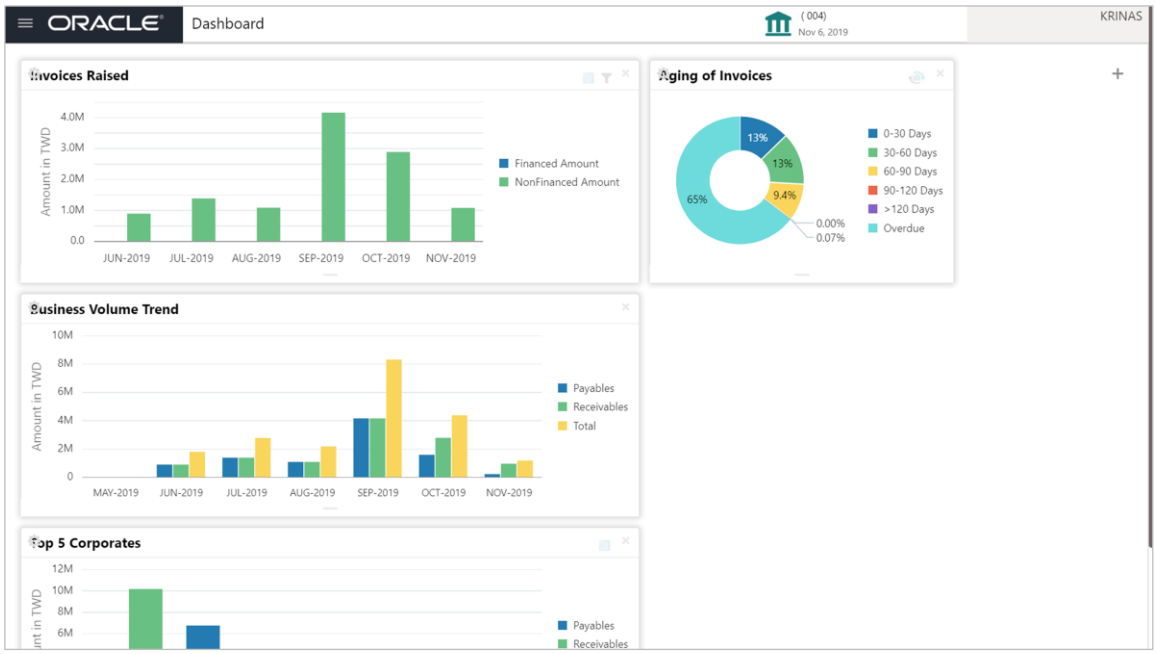
- E-Invoice/Purchase Order
- Reconciliation
- Pricing

2.4 Home: Dashboard

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

Post landing on Oracle Banking Supply Chain Finance application, below login screen is displayed:

1. Enter your **User Name** and **Password** to access the application.
2. Click **Sign In** to log into application and display the **Dashboard** screen.



OBSCF Dashboard currently consist of the below mentioned portlet for receivable management.

- **Invoices Raised:** This portlet displays the data for financed and non-financed Invoices on monthly basis as a bar graph. On clicking the table icon on the top-right corner, same data is displayed in tabular format with financed/non-financed invoices grouped into monthly buckets. On clicking the bar graph, the screen will pop-up with corporate name and aggregated invoice amount and further clicking on the '+' (expand) icon beside corporate

name launches the Invoice Inquiry screen with data of supplier name; 'To Date' and 'From Date' as per the selected date.

- **Aging of Invoices**: Aging graph displays invoice aging information in form of doughnut. There are two views of the graph, 2nd view can be navigated to by flipping the portlet, click the graph on the top-right corner to change the view from doughnut (default) to bar chart. Front view of the graph display the invoice amount volume split as per aging buckets which are configurable at the time of implementation i.e. 0-30 days; 30-60 days etc. Range criteria can be defined by the bank with maximum of 6 ranges allowed. On clicking any of the range bucket, graph displays the list of corporates whose invoices are due for that ageing bucket. Clicking on the '+' (expand) icon against each corporate; launches invoice details pertaining to information of that specific corporate such as supplier name, 'Invoice Due Date From', 'Invoice Due Date To'.
- **Business Volume Trends**: This chart displays the business trends of previous six months including current month based on historic data. The trend line is plotted based on the highs/peak.
- **Top 5 Corporates**: This portlet displays information of the top five customers; w.r.t. their total Receivables and Payables. On clicking the table icon at the top-right, the graph populates the business volume data of the same top 10 customers in tabular format

3. User can perform following actions on the dashboard screen:
   - To add more portlets, click the Add (+) icon located at the top-right corner of the Dashboard.
   - To remove a portlet, click the Remove (x) icon located at the portlet's top-right corner.
   - To configure the portlet, click the Configure Tile ( ) located at the portlet's top-left corner.
   - To flip the portlet view, click the Flip Forward (<) or Flip Back (>) icon.
   - To change the portlet's position, click and hold the 'Drag to reorder' (…..) icon at the portlet's bottom-center and then move portlet to the desired position.
   - To apply filter on the portlet's data, click the Filter ( ) icon to view the pop-up select filter values.

3. Setup Reference Data

3.1 Introduction

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

In the context of supply chain finance, for instance, you need to set up reference data like relationship master, recon rules, charges, accounting, tolerance, payment terms, etc. This is the first step for initiating any transaction in up OBSCF.

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

This section explains the maintenance of such reference information for the modules used for supply chain finance.

3.1.1 Maintaining Core Reference Data

Certain core reference data is required to be set up for execution of supply chain finance system transactions such as list of country, currency, customer category, list of holidays, list of banks, branch, FX rates etc.

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

3.2 Accounting Maintenance

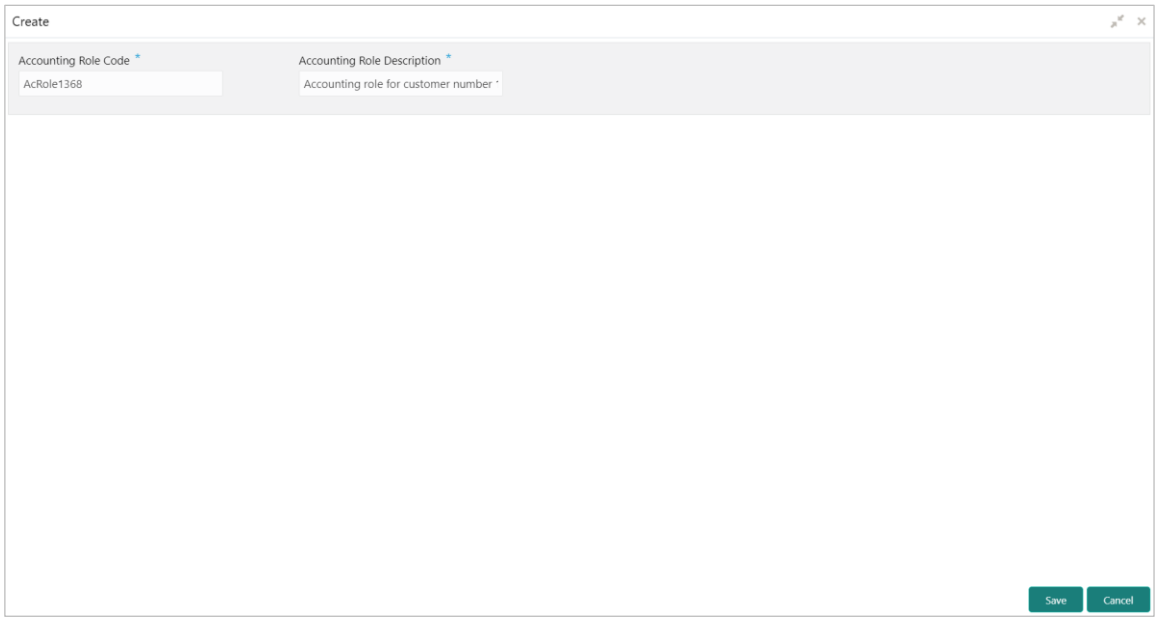
One of the important part of setting reference data for system is maintaining parameters for accounting such as account mapping, entry codes, roles, and accounting entries.

3.2.1 Accounting Roles

3.2.1.1 Create Accounting Role

This screen is used to create Account Roles.

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



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

Note: Fields marked with '' are mandatory.*

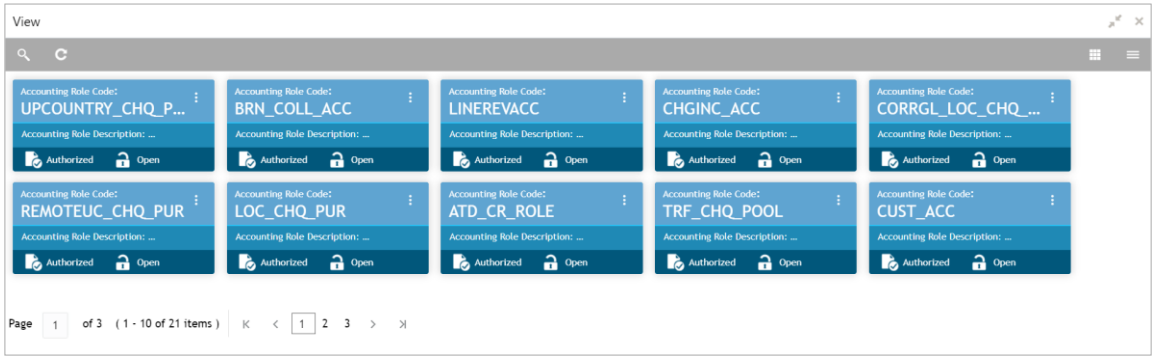
Field Name	Description
Accounting Role Code *	Enter the unique code for role to create.
Accounting Role Description *	Enter the description to associate with the role.

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

3.2.1.2 View Accounting Role

Through this screen, user can view, modify, delete, or authorize the accounting role.

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



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

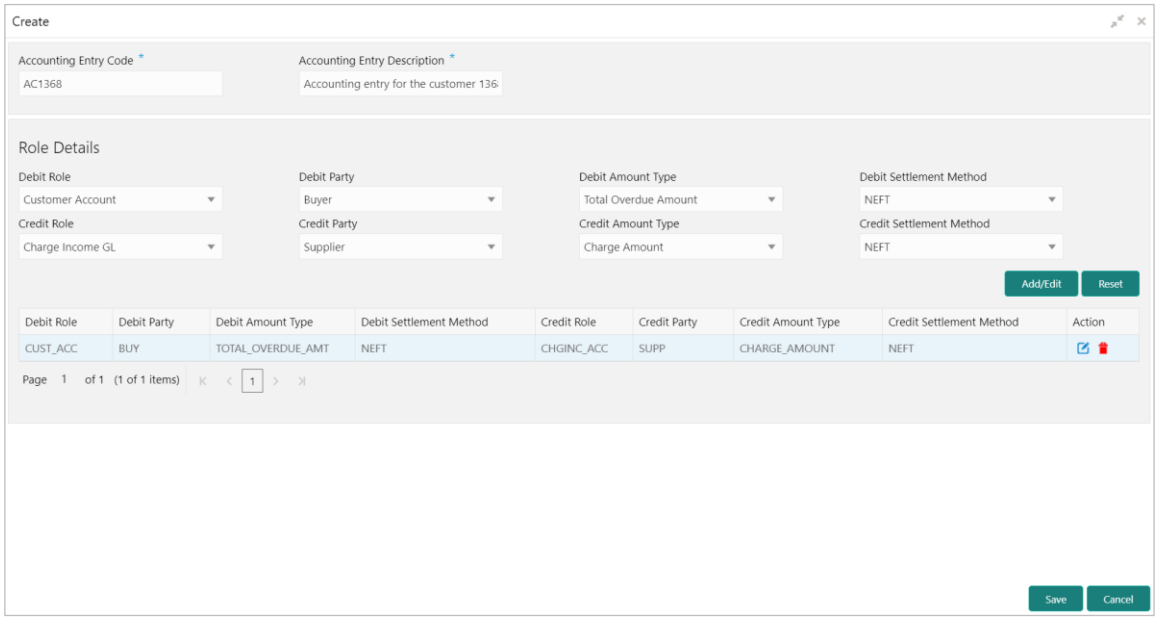
- **Unlock** – To modify the record details. Refer the **Create Accounting Role** section for field level details.
- **Authorize** – To authorize the record. Authorizing requires necessary access rights.
  a. Optional: Click **View** to view the record details.
  b. Select the record to authorize and then click **Approve**.
- **Delete/Close** – To remove the record.
  a. Optional: On the confirmation pop-up window, enter the remark for deletion.
  b. Click **Confirm** to delete the record.
- **Copy** – To create a new accounting role by using similar details.
- **View** – To view accounting role details.

3.2.2 Entry Codes

3.2.2.1 Create Entry Codes

This screen is used to create entry codes.

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



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

Note: Fields marked with '' are mandatory.*

Field Name	Description
Accounting Entry Code *	Unique identification code for an account entry.
Accounting Entry Description *	Description of the account entry code.

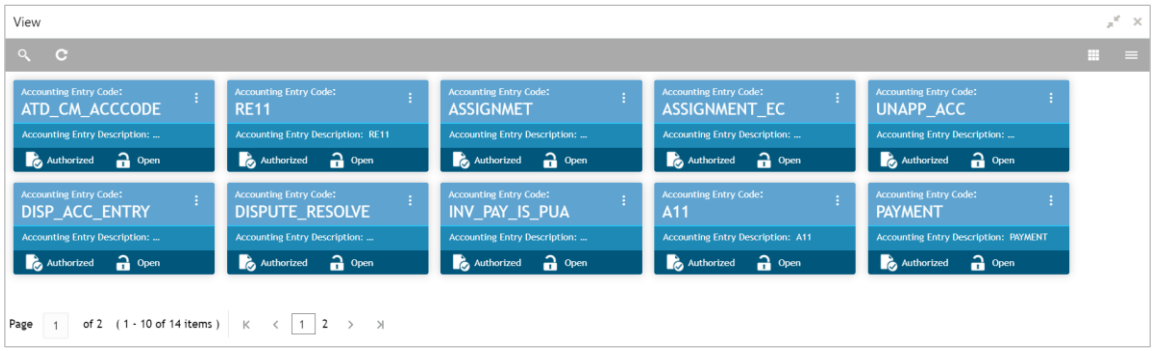
Field Name	Description
Role Details	
Debit Role	Select the role of a debit party.
Debit Party	Select the party type for debit.
Debit Amount Type	Select the amount type for debit.
Debit Settlement Method	Select the method to be used for debit settlement.
Credit Role	Select the role of a credit party.
Credit Party	Select the party type for credit.
Credit Amount Type	Select the amount type for credit.
Credit Settlement Method	Select the method to be used for credit settlement.

2. Click **Add/ Edit** to add details in the grid or modify the selected records from the grid. If required, click **Reset** to clear the selected values.
3. Click **Save** to save the data and send for authorization (if applicable).

3.2.2.2 View Entry Code

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

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



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

- **Unlock** – To modify the record details. Refer the **Create Entry Codes** section for field level details.
- **Authorize** – To authorize the record. Authorizing requires necessary access rights.
  a. Optional: Click **View** to view the record details.
  b. Select the record to authorize and then click **Approve**.
- **Delete/Close** – To remove the record.
  a. Optional: On the confirmation pop-up window, enter the remark for deletion.
  b. Click **Confirm** to delete the record.

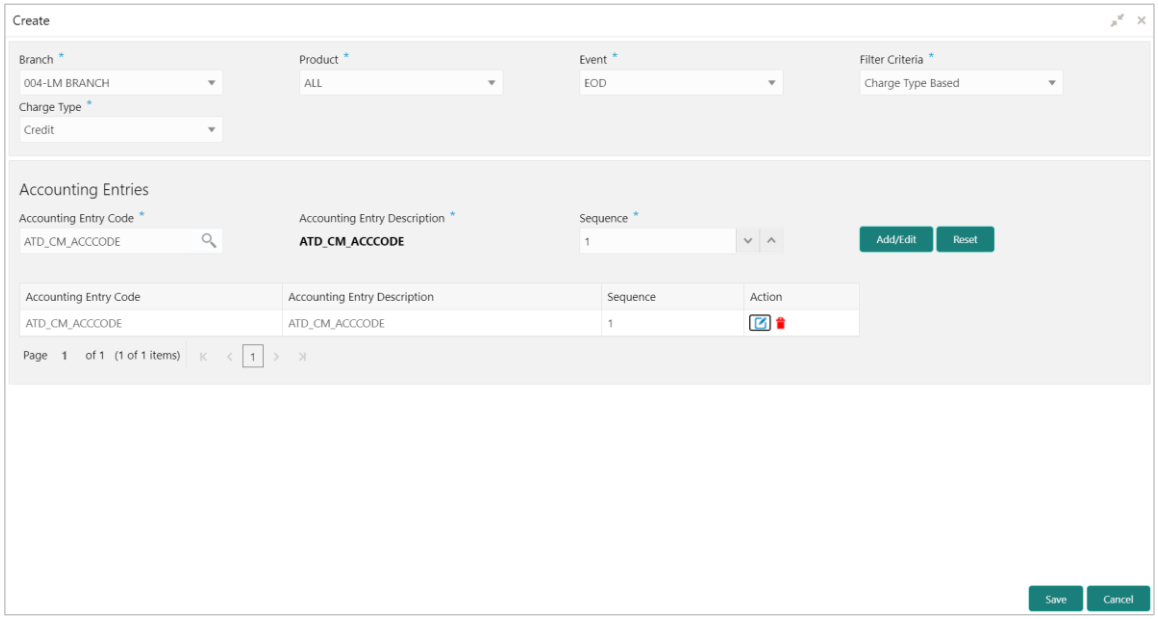
- **Copy** – To create a new accounting entry code by using similar details.
- **View** – To view accounting entry code details.

3.2.3 Accounting Entries

3.2.3.1 Create Accounting Entries

This screen is used to create accounting entries.

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



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

Note: Fields marked with '' are mandatory.*

Field Name	Description
Branch *	Select the Branch to add an accounting entry for. Values in this field are listed basis on your access rights.
Product *	Select the product to add the entry code for. User can select 'ALL' to create the entry code for all the products.
Event *	Select the event name of an accounting entry.
Filter Criteria *	Select the appropriate filter criteria for specific application of accounting entries.
Charge Type *	Select the charge type as credit or debit. This field is displayed only if filter criteria includes 'Charge Type'.
Payment Mode *	Select any one of the below payment modes: • Account Credit • Cheque

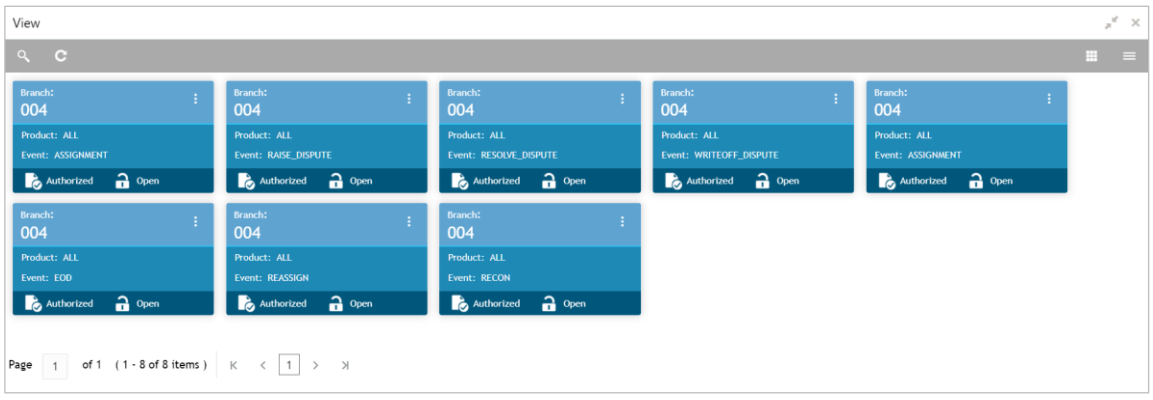
Field Name	Description
	• Account Debit • EFT This field is displayed only if filter criteria includes 'Payment Mode'.
Approved	Switch the toggle ON, if accounting has to be set up for those instruments whose status is approved. This field is displayed only if filter criteria selected is 'Approved Based'
PUA	Switch the toggle ON, if the accounting has to be set up for those instruments whose payment is under approval process. This field is displayed only if filter criteria includes 'PUA'.
Payment Party	Select the payment party if the accounting entry set up is separate for a specific payment party. This field is displayed only if filter criteria includes 'Payment Party'.
Is Financed	Switch the toggle ON, if accounting entry is to be set up separately for financed and non-financed instruments. This field is displayed only if filter criteria includes 'Is Instrument Financed'.
Accounting Entries	
Accounting Entry Code *	Click the Search icon and select an accounting entry code.
Accounting Entry Description *	The description is auto-populated based on selected entry code.
Sequence *	Enter the sequence number of the selected entry code.

2. Click **Add/ Edit** to add details in the grid or modify the selected records from the grid. If required, click **Reset** to clear the selected values.
3. Click **Save** to save the data and send for authorization (if applicable).

3.2.3.2 View Accounting Entries

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

Navigation Path: *Receivables & Payables > Maintenance > Accounting > Accounting Entries > View*



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

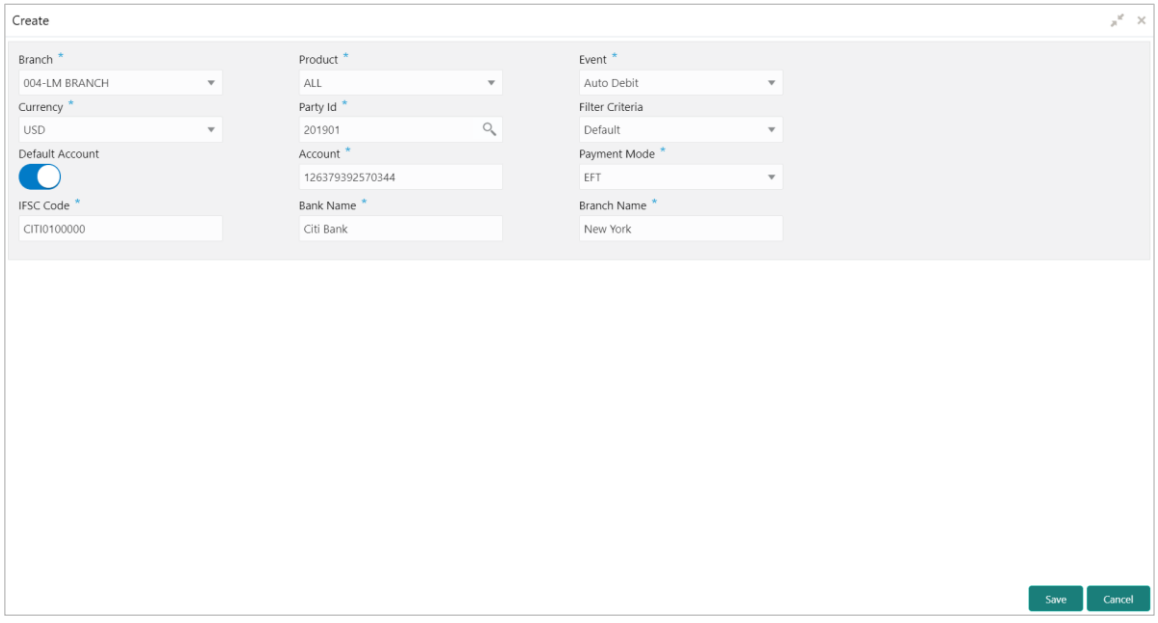
- **Unlock** – To modify the record details. Refer the **Create Accounting Entries** section for field level details.
- **Authorize** – To authorize the record. Authorizing requires necessary access rights.
  a. Optional: Click **View** to view the record details.
  b. Select the record to authorize and then click **Approve**.
- **Delete/Close** – To remove the record.
  a. Optional: On the confirmation pop-up window, enter the remark for deletion.
  b. Click **Confirm** to delete the record.
- **Copy** – To create a new accounting entry by using similar details.
- **View** – To view accounting entry details.

3.2.4 External Account Mapping

3.2.4.1 Create External Account Mapping

This screen is used to create external account mapping. i.e. mapping of a customer external account to a specific product, event, etc.

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



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

Note: Fields marked with '' are mandatory.*

Field Name	Description
Branch *	Select the branch to be mapped to customer's external account
Product *	Select the product to be mapped with the account. You can select ALL if the account is to be used for all the products.
Event *	Specify whether the account event.
Currency *	Select the currency of the external account.
Party Id *	Click on the Search icon to select the party for whom account mapping needs to be done.
Filter Criteria	Select the appropriate filter criteria for specific application of accounting entries.
Default Account	Switch the toggle ON to consider the account as default one.
Account *	Enter the account number.
Payment Mode *	Select the payment mode for appropriate mapping to the account.
IFSC Code *	Enter the IFSC code of the bank's branch of the entered account number.
Bank Name *	Enter name of the bank.
Branch Name *	Enter name of the bank's branch associated with the entered IFSC code.

2. Click **Add/ Edit** to add details in the grid or modify the selected records from the grid. If required, click **Reset** to clear the selected values.
3. Click **Save** to save the data and send for authorization (if applicable).

3.2.4.2 View External Account Mapping

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

Navigation Path: *Receivables & Payables > Maintenance > Accounting > External Account Mapping > View*

Perform the following steps to take actions on the external account mappings. Click the Options ( ) icon and then click any of the below option:

- **Unlock** – To modify the record details. Refer the **Create Accounting Entries** section for field level details.
- **Authorize** – To authorize the record. Authorizing requires necessary access rights.
  a. Optional: Click **View** to view the record details.

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

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

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

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

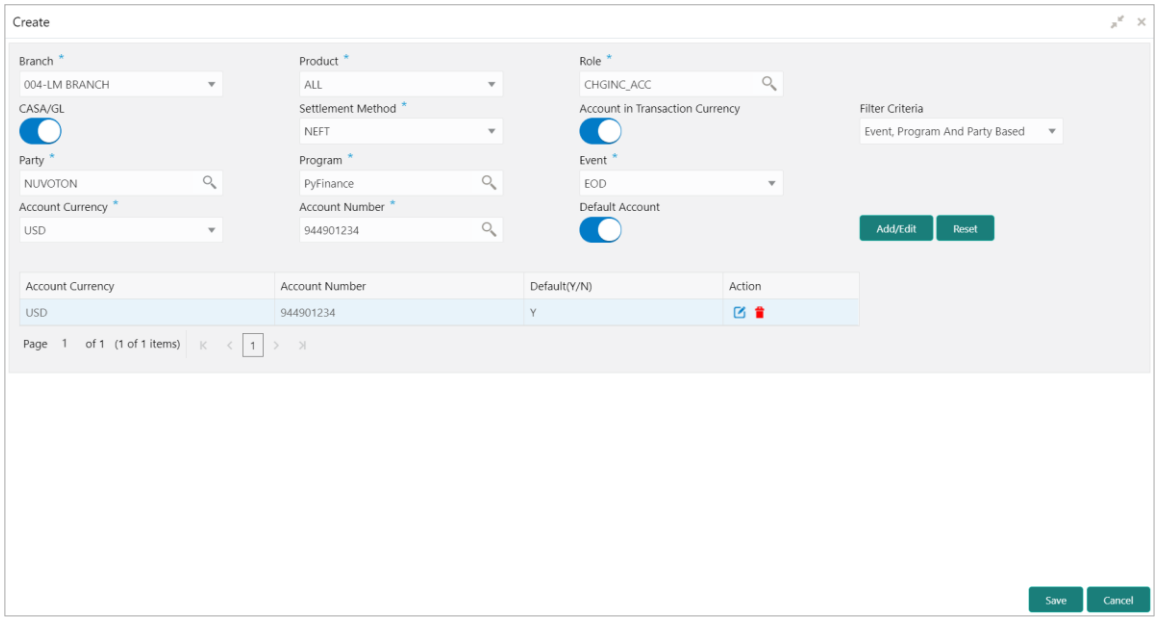
- **Copy** – To create a new accounting entry by using similar details.
- **View** – To view accounting entry details.

3.2.5 Internal Account Mapping

3.2.5.1 Create Internal Account Mapping

This screen is used to create internal account mapping with specific accounting roles.

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



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

Note: Fields marked with '' are mandatory.*

Field Name	Description
Branch *	Select the branch to which account is to be mapped.
Product *	Select the product to be mapped with the account. You can select ALL if the account is to be mapped to all the products.
Role *	Click on the Search icon to select the role for whom account mapping needs to be done.
CASA/GL	Use this toggle button to specify whether CASA/GL ratio needs to be considered for this mapping or not.

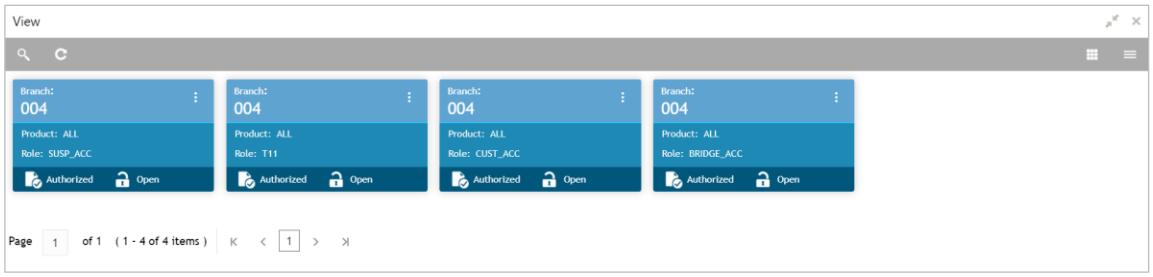
Field Name	Description
Settlement Method *	Select the settlement method corresponding to the account type.
Account in Transaction Currency	Use this toggle button to specify whether the default account should be picked up or from the mapped account as per transaction currency.
Filter Criteria	Select the appropriate filter criteria from below for specific application of accounting entries: • Event, Program and Party Based • Party and Division Code Based • Event and Party Based • Party Based • Event Based • Charge Code Based • Default
Party *	Click the Search icon and select the party of the account. This field is displayed only when filter criteria includes 'Party'.
Division Code *	Click the Search icon and select the applicable division code. This field is displayed only when filter criteria includes 'Division Code'.
Program *	Click the Search icon and select the applicable program for account mapping. This field is displayed only when filter criteria includes 'Program'. This field is applicable to only OBSCF system.
Event *	Select an event for account mapping. This field is displayed only when filter criteria includes 'Event'.
Charge Code *	Select the charge code to map the account with. This field is displayed only when filter criteria includes 'Charge Code'.
Account Currency *	Select the currency of account.
Account Number *	Enter the account number.
Default Account	Switch the toggle ON to consider the account as default one.

2. Click **Add/ Edit** to add details in the grid or modify the selected records from the grid. If required, click **Reset** to clear the selected values.
3. Click **Save** to save the data and send for authorization (if applicable).

3.2.5.2 View Internal Account Mapping

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

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



Perform the following steps to take actions on the internal account mappings. Click the Options ( ) icon and then click any of the below option:

- **Unlock** – To modify the record details. Refer the **Create Accounting Entries** section for field level details.
- **Authorize** – To authorize the record. Authorizing requires necessary access rights.
  a. Optional: Click **View** to view the record details.
  b. Select the record to authorize and then click **Approve**.
- **Delete/Close** – To remove the record.
  a. Optional: On the confirmation pop-up window, enter the remark for deletion.
  b. Click **Confirm** to delete the record.
- **Copy** – To create a new internal account mapping by using similar details.
- **View** – To view inter account mapping details.

3.3 Maintaining Charges

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

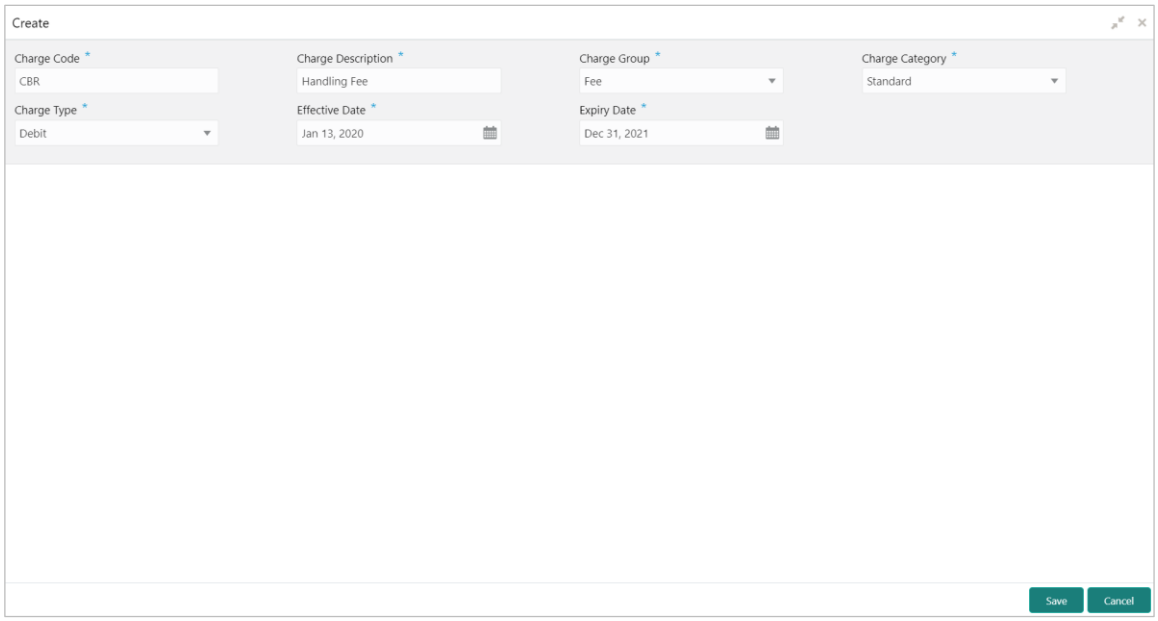
Charge pricing is determined by configuring various pricing methods such as fixed amount, fixed percentage, slab based pricing, count based pricing and so on. The frequency of calculation and collection, such as, daily/weekly/monthly/yearly, can also be defined for a charge.

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

3.3.1 Charge Code

3.3.1.1 Create Charge Code

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



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

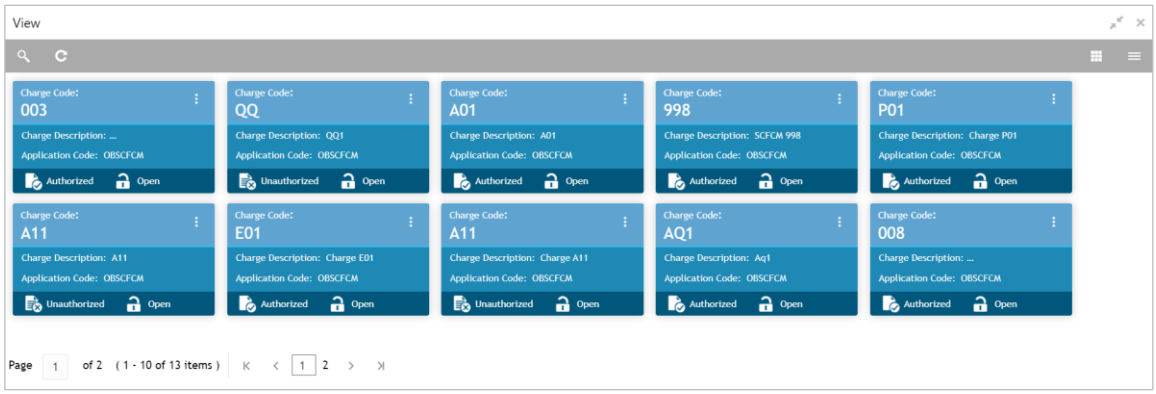
Note: Fields marked with '' are mandatory.*

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

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

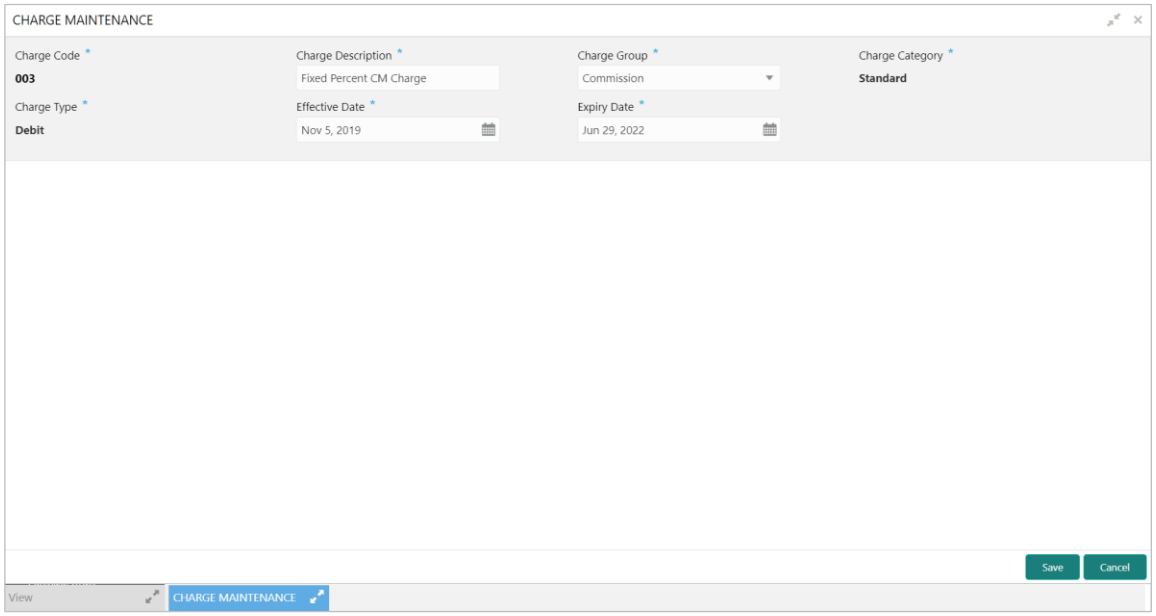
3.3.1.2 View Charge Code

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



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

- **Unlock** – To modify the record details. Refer to the **Create Charge Code** section for field level details.
- **Authorize** – To authorize the code. Authorizing requires necessary access rights.
  a. Optional: Click **View** to view the record details.
  b. Select the record to authorize and then click **Confirm**.
- **Delete/Close** – To remove the record.
  a. Optional: On the confirmation pop-up window, click **View** to view the record details.
  b. Click **Proceed** to delete the record.
- **Copy** – To create a new Charge code with same details for a new corporate.
- **View** – To view the Charge code details.

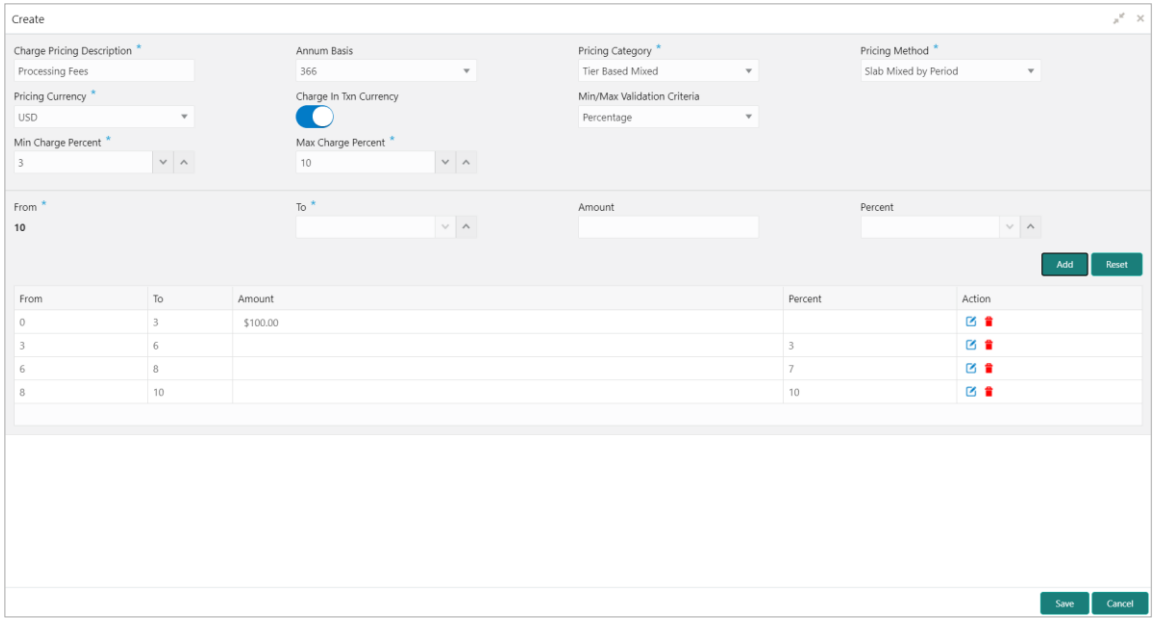


3.3.2 Charge Rule Maintenance

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

3.3.2.1 Create Charge Rule Maintenance

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



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

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

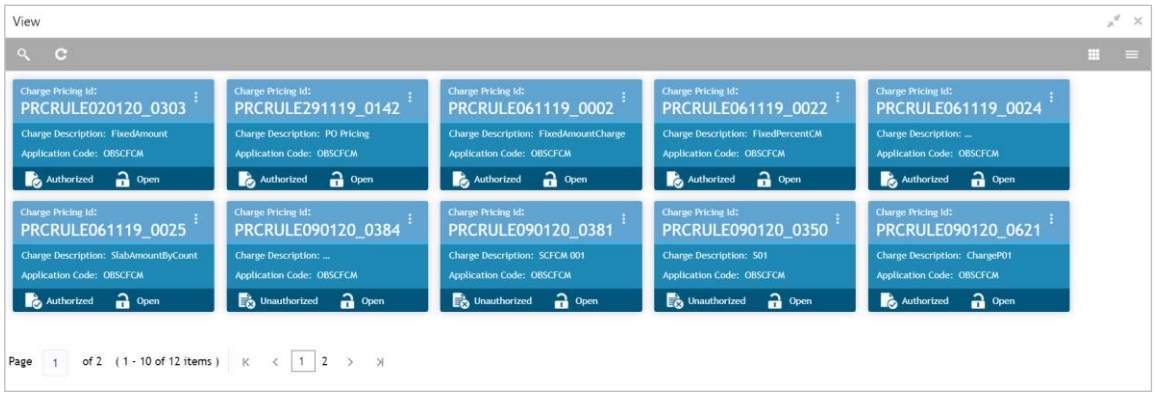
Field Name	Description
Charge Pricing Description *	Enter the charge pricing or rule description.
Annum Basis *	Select the number of days to be considered in a year for tenor-based calculations.
Pricing Category *	Select the pricing category. Based on the selected category, pricing methods will be available.
Pricing Method *	Select the method to configure the charge pricing.
Pricing Currency *	Select the currency in which pricing is to be done.
Charge in Txn Currency	Switch the toggle ON if the charge should be levied in transaction currency otherwise charge will get levied in pricing currency.
Min/Max Validation Criteria	Specify whether the charge should be validated based on an amount range or a percentage range.
Min Charge Amount/Percent	Enter the minimum charge amount/percentage to be considered for validation.

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

2. Click **Add** to add charge details in the grid. If required, click **Reset** to clear the selected values.
3. If required, in the 'Action' column, click Edit icon ( ) to modify the details or Delete icon ( ) to remove the record from the grid.
4. Click **Save** to save the record and send for authorization.

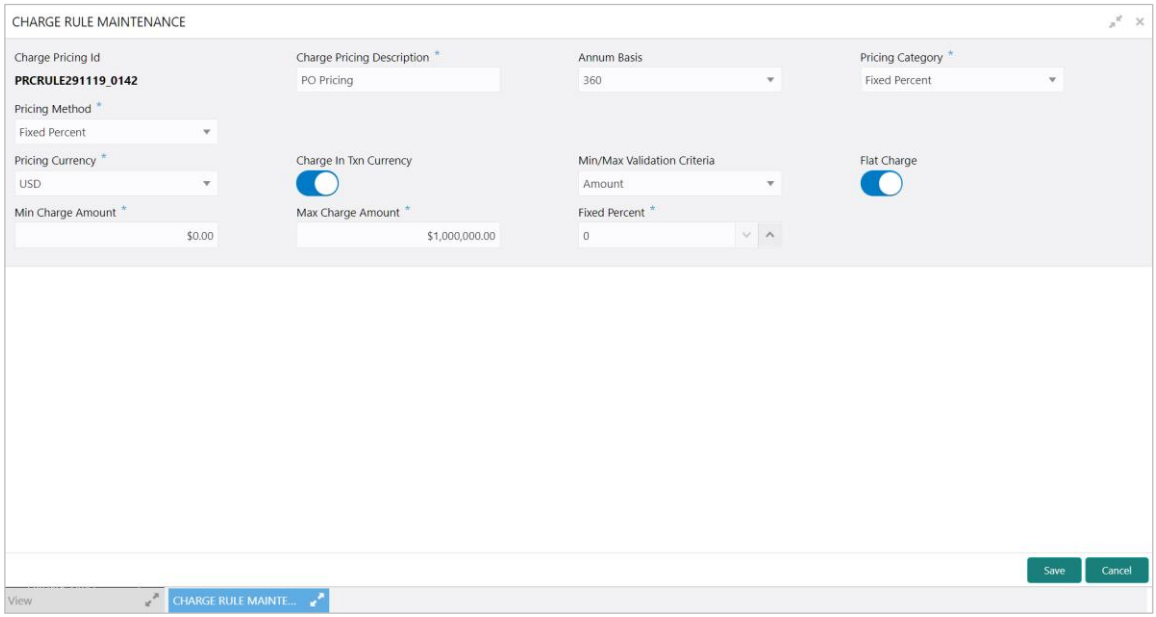
3.3.2.2 View Charge Rule Maintenance

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



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

- **Unlock** – To modify the record details. Refer to the **Create Charge Rule Maintenance** section for field level details.
- **Authorize** – To authorize the code. Authorizing requires necessary access rights.
  a. Optional: Click **View** to view the record details.
  b. Select the record to authorize and then click **Confirm**.
- **Delete/Close** – To remove the record.
  a. Optional: On the confirmation pop-up window, click **View** to view the record details.
  b. Click **Proceed** to delete the record.
- **Copy** – To create a new charge rule maintenance with same details for a new corporate.
- **View** – To view the charge rule maintenance details.

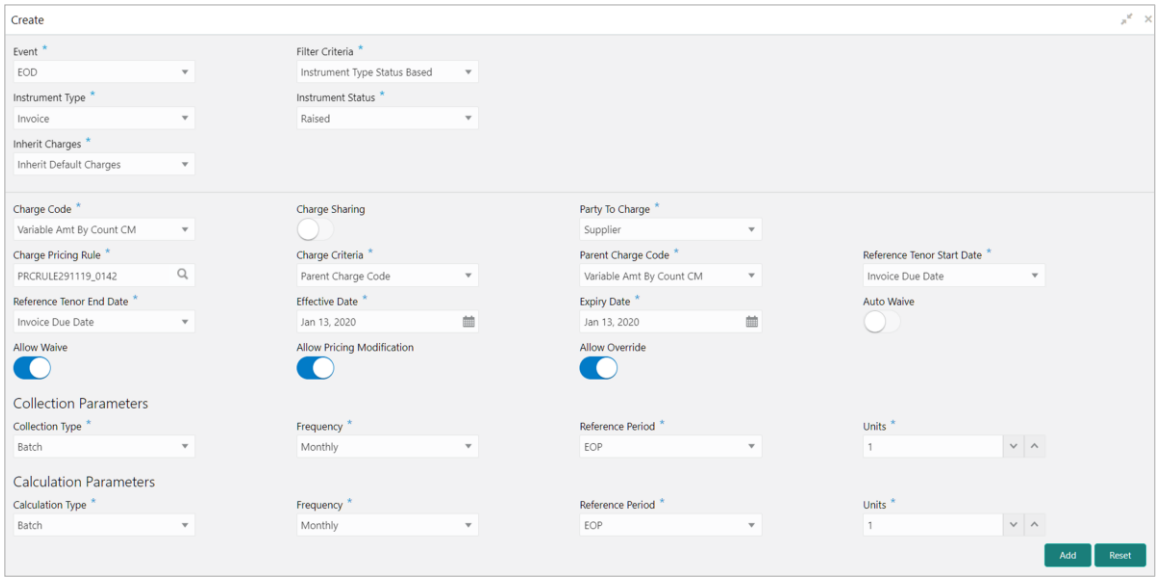


3.3.3 Charge Decisioning

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

3.3.3.1 Create Charge Decisioning

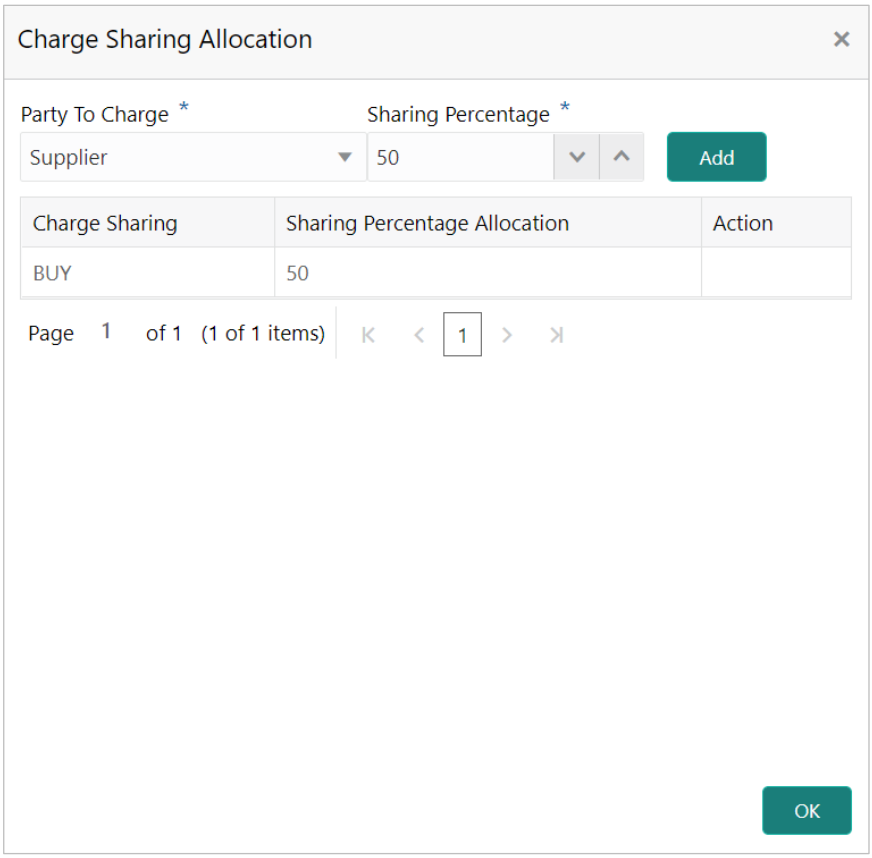
Navigation Path: *Receivables & Payables > Maintenance > Charges > Charge Decisioning > Create*



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

Note: Fields marked with '' are mandatory.*

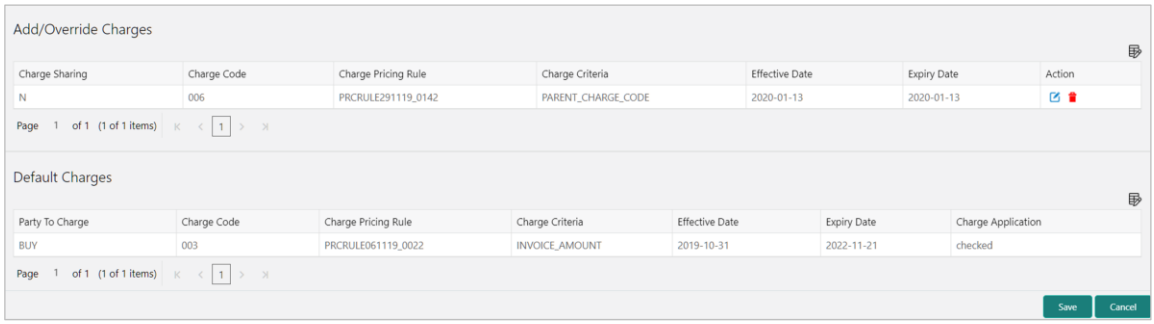
Field Name	Description
Event *	Select the event on the occurrence of which, the charge should be applied.
Filter Criteria *	Select the appropriate filter criteria for specific application of accounting entries. This can be Default, Product Based, or Instrument Type Status Based.
Instrument Type *	Select the instrument type for which the charge are to be mapped. The options are: PO, Invoice, and Cheque. This field appears if the filter criteria selected is Instrument Type Status Based.
Instrument Status *	Select the relevant status of the instrument based on which the charge would get levied. Different charges and pricing can be configured for combination of instruments and their status.
Inherit Charges *	Specify if default charges should be inherited as set up for default filter criteria or should be overridden as well.
Charge Code *	Select the charge code for which decisioning is to be configured.
Charge Sharing	Switch the toggle On if charge sharing is applicable.

Field Name	Description
Sharing Percentage Allocation *	Click the link to open the pop-up window for specifying sharing percentage for each party. This link is displayed only if you enable charge sharing.  i. In the **Party to Charge**, select the party to be charged. ii. In the **Sharing Percentage**, enter number of percentage to be shared by the selected party. iii. Click **Add** to add details in the grid. iv. Repeat steps 'i' to 'iii' to add more parties to be charged. *Note: Sum of sharing percentage of added parties should be 100.* v. Click **OK** to save the charge sharing details.
Party To Charge *	Select the party to be charged. This field appears only if Charge Sharing toggle is switched off.
Charge Pricing Rule *	Click the search icon to select the charge pricing rule to be applied.
Charge Criteria *	Select the criteria to be considered based on which the charge should be calculated. The available options are: • Count of POs • Parent Charge Code • Count of Invoices • Invoice Amount

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

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

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



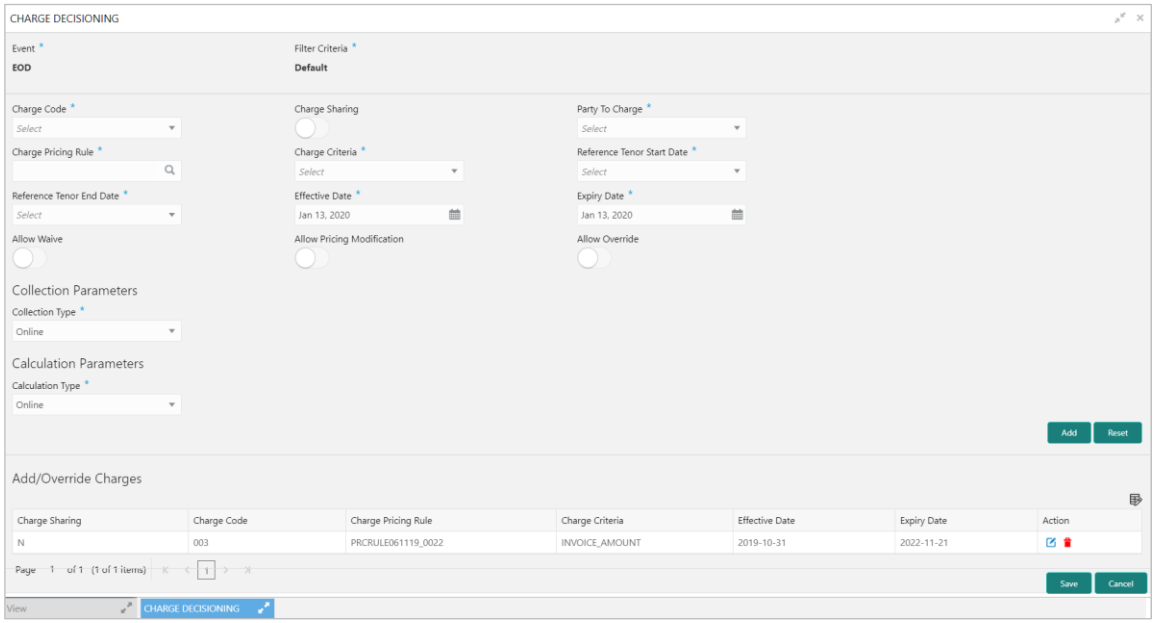
3. If required, in the 'Action' column, click Edit icon ( ) to modify the details or Delete icon ( ) to remove the record from the grid.
4. Click **Save** to save the data and send for authorization.

3.3.3.2 View Charge Decisioning

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

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

- **Unlock** – To modify the record details. Refer to the **Create Charge Decisioning** section for field level details.
- **Authorize** – To authorize the code. Authorizing requires necessary access rights.
  a. Optional: Click **View** to view the record details.
  b. Select the record to authorize and then click **Confirm**.
- **Delete/Close** – To remove the record.
  a. Optional: On the confirmation pop-up window, click **View** to view the record details.
  b. Click **Proceed** to delete the record.
- **Copy** – To create a new charge decisioning with same details for a new corporate.
- **View** – To view the charge decisioning details.

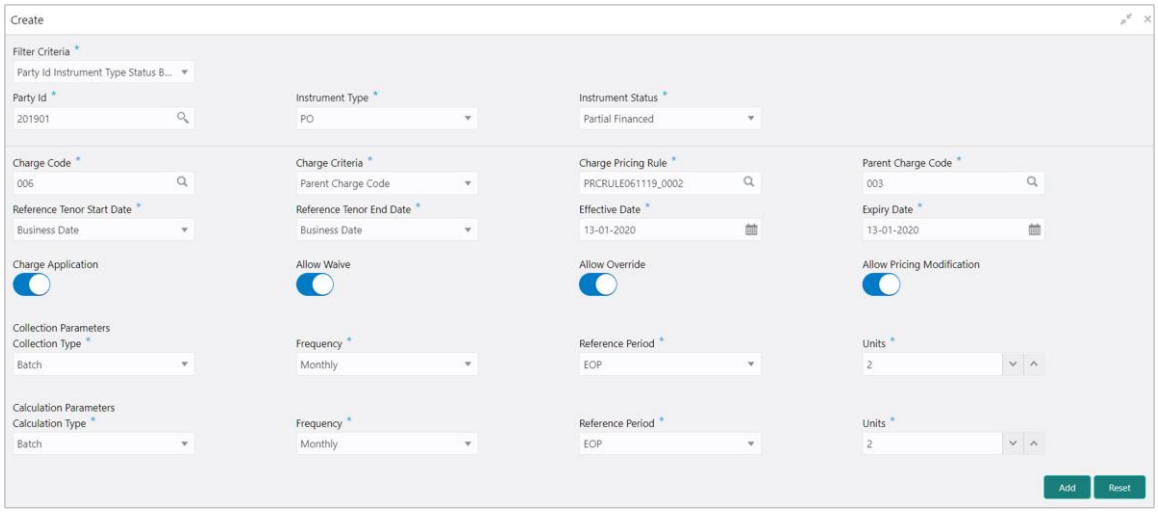


3.3.4 Charge Preferential Pricing

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

3.3.4.1 Create Charge Preferential Pricing

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



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

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

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

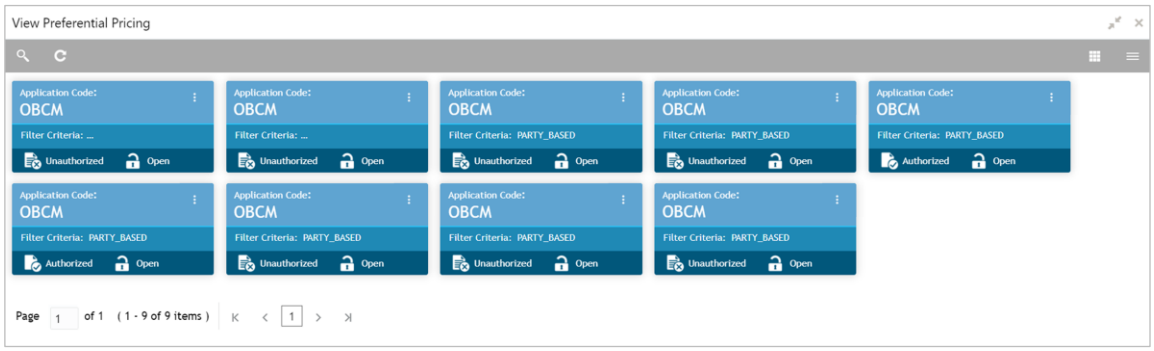
Field Name	Description
Reference Tenor End Date *	Specify which date should be considered to calculate the end of tenor duration.
Effective Date *	Click the Calendar icon to select the start date of the preferential pricing validity.
Expiry Date *	Click the Calendar icon to select the end date of the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

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

3. If required, in the 'Action' column, click Edit icon ( ) to modify the details or Delete icon ( ) to remove the record from the grid.
4. Click **Save** to save the record and send for authorization.

3.3.4.2 View Charge Preferential Pricing

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



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

- **Unlock** – To modify the record details. Refer to the **Create Charge Preferential Pricing** section for field level details.
- **Authorize** – To authorize the code. Authorizing requires necessary access rights.
  a. Optional: Click **View** to view the record details.
  b. Select the record to authorize and then click **Confirm**.
- **Delete/Close** – To remove the record.
  a. Optional: On the confirmation pop-up window, click **View** to view the record details.
  b. Click **Proceed** to delete the record.
- **Copy** – To create a new charge preferential pricing with same details for a new corporate.
- **View** – To view the charge preferential pricing details.

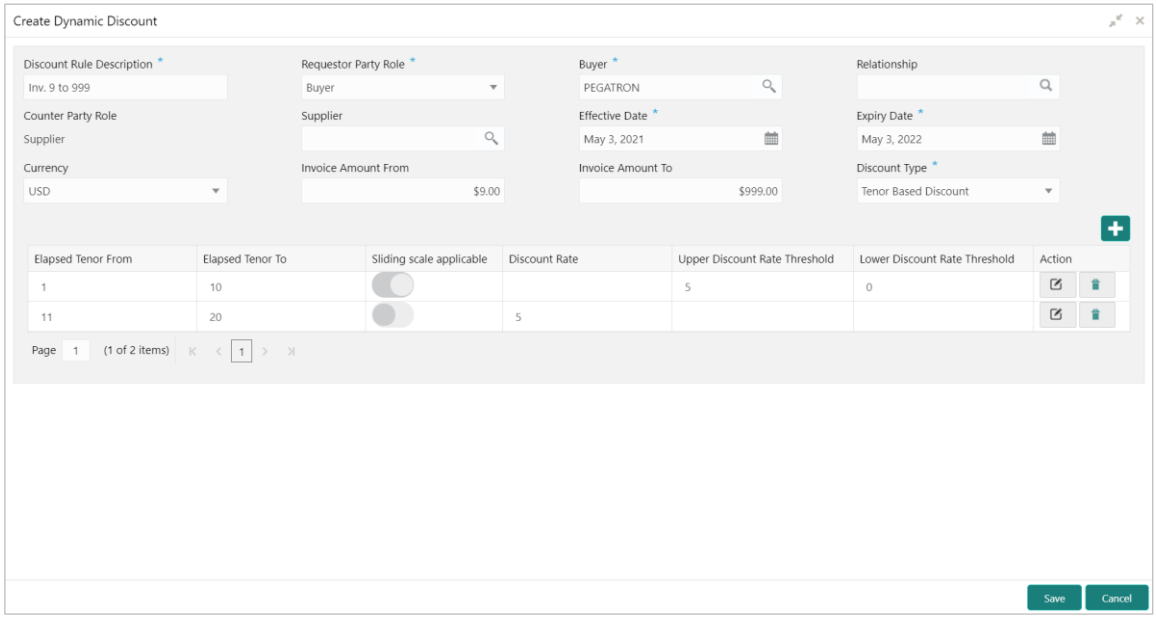
3.4 Maintaining Dynamic Discount

By using 'Dynamic Discount' screens, user can create and maintain the discount rate templates. Bank user can create discount pricing templates on behalf of buyer/supplier corporate.

3.4.1 Create Dynamic Discount

This screen is used to create a dynamic discount record. Newly created record takes effect once authorized.

Navigation Path: *Receivables & Payables > Maintenance > Dynamic Discount > Create Dynamic Discount*



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

Note: Fields marked with '' are mandatory.*

Field Name	Description
Discount Rule Description *	Enter name describing the discount rule. This field cannot be modified once authorized.
Requestor Party Role *	Select role of the requestor party as buyer or supplier.
Supplier/Buyer *	Click the Search icon and select the requestor party (supplier/buyer).
Relationship	Click the Search icon and select the relationship code of a requestor party.
Counter Party Role	Counterparty is auto-populated based on selected requestor party role.
Buyer/Supplier	Click the Search icon and select the counterparty.
Effective Date *	Click the Calendar icon and select the date from when the discount template takes effect.

Field Name	Description
Expiry Date *	Click the Calendar icon and select the date till when the discount template can be used.
Currency	Select the currency of invoice amount range for which discount template is to be configured.
Invoice Amount From	Enter the starting invoice amount of the range. The discount rate would be applied on those invoices wherein invoice amount is greater than or equal to the specified amount.
Invoice Amount To	Enter the ending invoice amount of the range. The discount rate would be applied on those invoices wherein invoice amount is less than or equal to specified amount.
Discount Type *	Select the type to specify whether the discount is fixed or tenor based.
Discount Rate *	Enter the rate of discount. This field is displayed only when 'Fixed Discount' is selected as discount type.

2. If selected 'Tenor Based Discount' as discount type, perform the following steps:

   a. Click the Add icon ( ) to add rows in the grid.

   b. In the 'Action' column of grid, perform the following steps:

   - Click Delete icon ( ) to remove that specific row.

   OR

   - Click Edit icon ( ) and refer to the following table for specifying details in the grid:

Field Name	Description
Elapsed Tenor From	Enter the number of days to specify the starting range of the elapsed tenor period from invoice date
Elapsed Tenor To	Enter the number of days to specify the end range of the elapsed tenor period from invoice date.
Sliding scale applicable	Switch the toggle ON to enable the sliding scale for discounting. If this is enabled, the 'Discount Rate' cannot be defined.
Discount Rate	Enter the discount rate between '1' to '99'. User can define discount rate only when sliding scale is disabled.
Upper Discount Rate Threshold	Enter the maximum discount rate in case of sliding rate.
Lower Discount Rate Threshold	Enter the minimum discount rate in case of sliding rate.

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

3.4.2 View Dynamic Discount

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

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

Perform the following steps to take actions on the dynamic discount records. Click the Options ( ) icon and then click any of the below option:

- **Unlock** – To modify the record details. Refer to the **Create Dynamic Discount** section for field level details.
- **Authorize** – To authorize the record. Authorizing requires necessary access rights.
  a. Optional: Click **View** to view the record details.
  b. Select the record to authorize and then click **Confirm**.
- **Delete/Close** – To remove the record.
  a. Optional: On the confirmation pop-up window, click **View** to view the record details.
  b. Click **Proceed** to delete the record.
- **Copy** – To copy the dynamic discount details for creating a new record.
- **View** – To view the dynamic discount details.

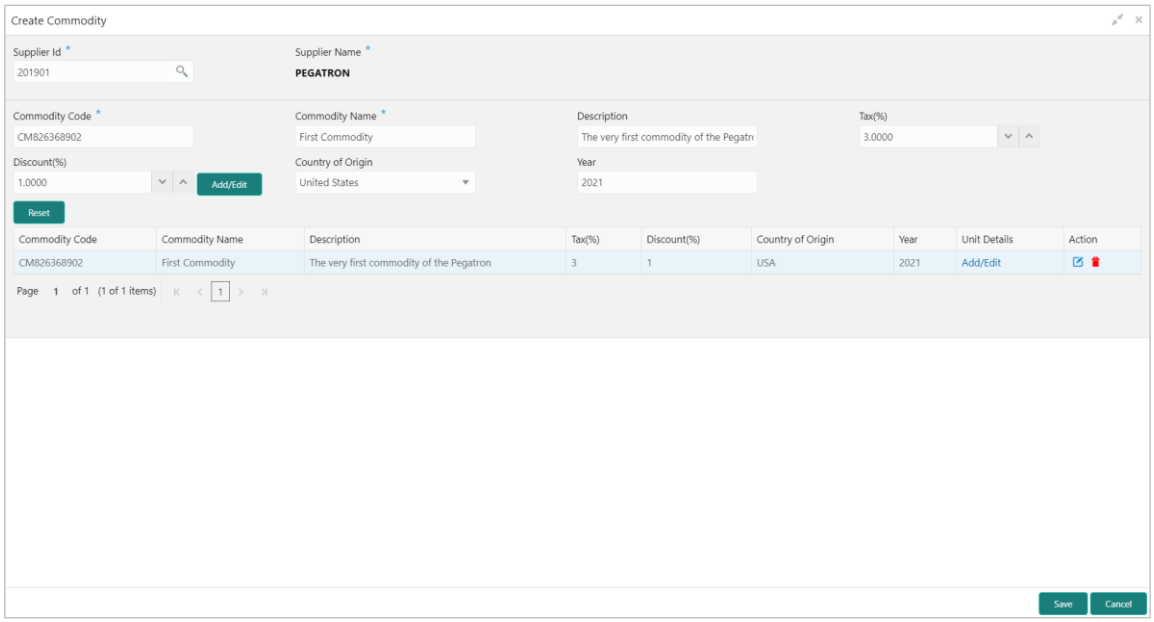
3.5 Maintaining Commodity

By using ‘Commodity’ screens, back office user can maintain the commodity details specific to supplier required for creation of invoice data either through UI or upload.

3.5.1 Create Commodity

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

Navigation Path: *Receivables & Payables > Maintenance > Commodity > Create Commodity*



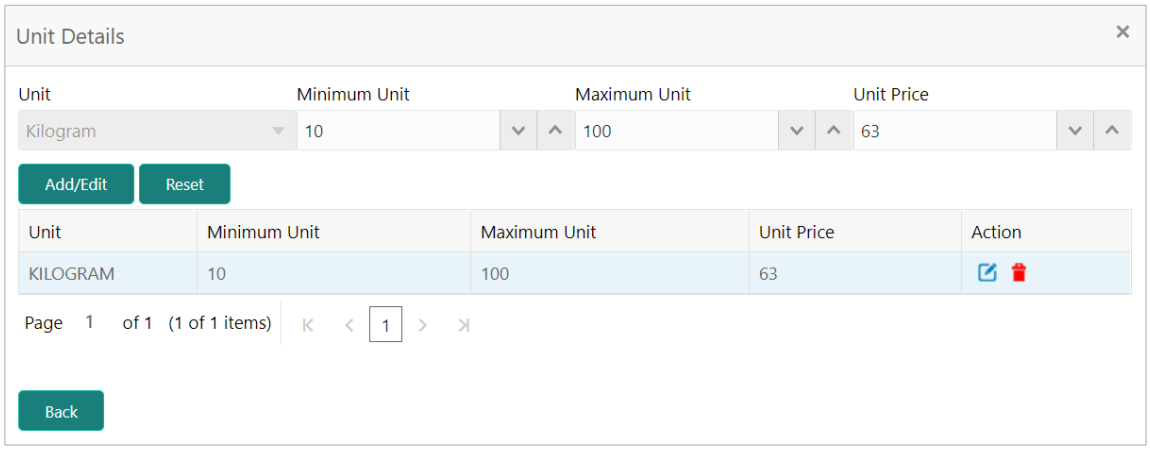
4. Refer to the following table for specifying details on the above screen:

Note: Fields marked with '' are mandatory.*

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

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

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



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

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

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

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

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

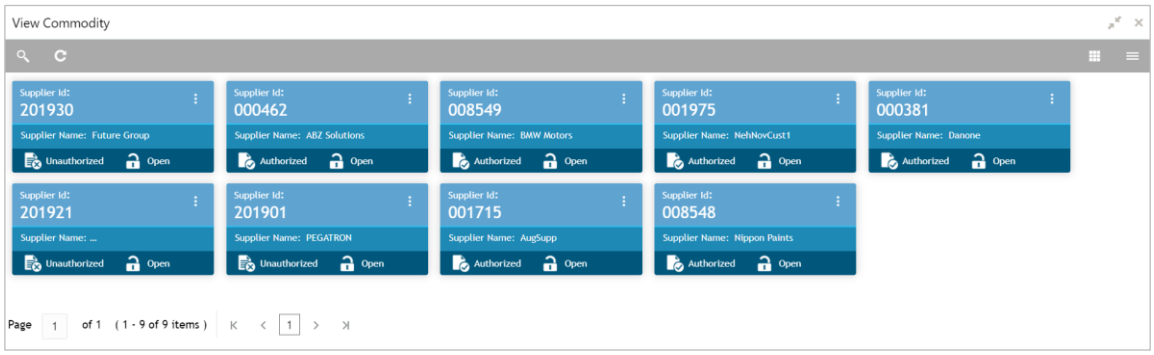
f. Click **Back** to go the parent page.

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

3.5.2 View Commodity

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

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



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

- **Unlock** – To modify the record details. Refer to the **Create Commodity** section for field level details.
- **Authorize** – To authorize the record. Authorizing requires necessary access rights.

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

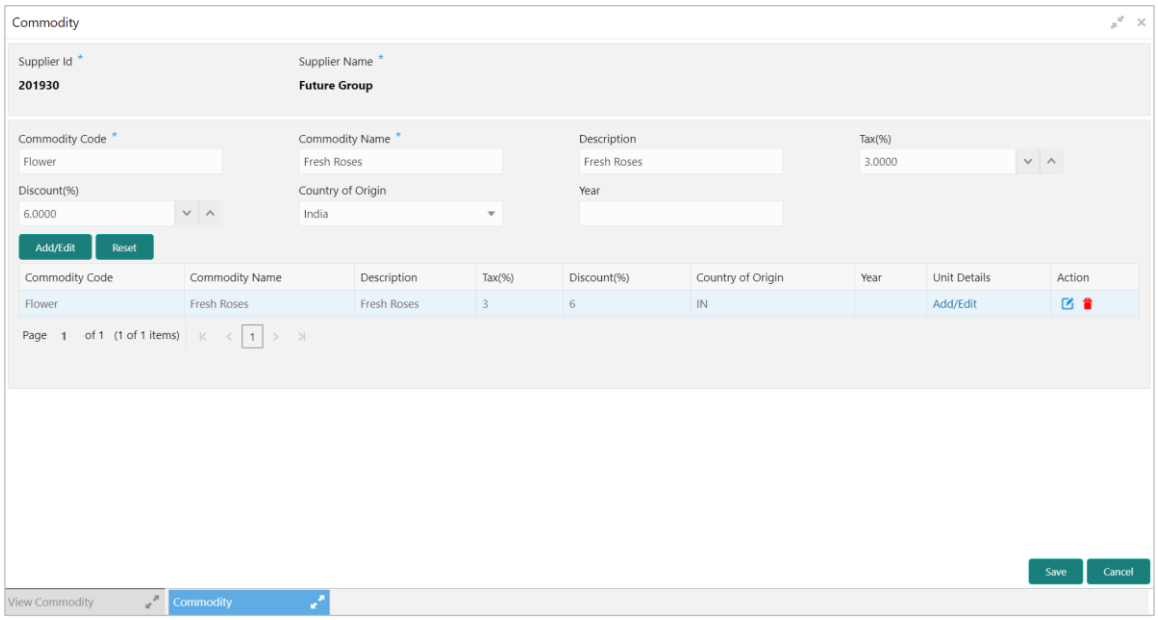
h. Select the record to authorize and then click **Confirm**.

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

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

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

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



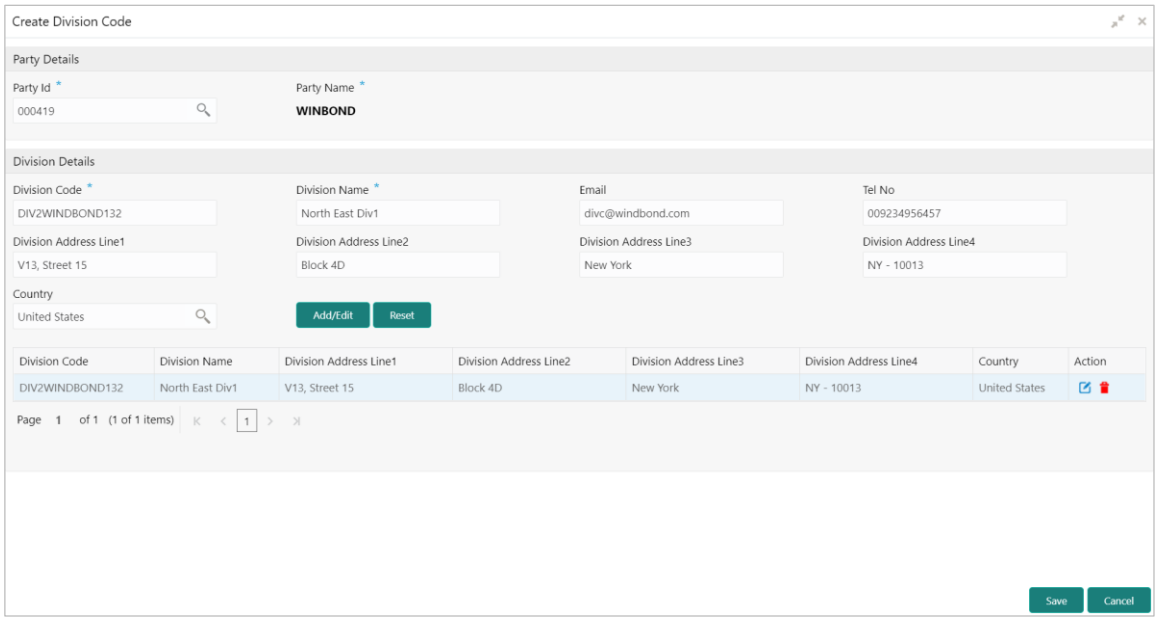
3.6 Maintaining Division Code

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

3.6.1 Create Division Code

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

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



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

Note: Fields marked with '' are mandatory.*

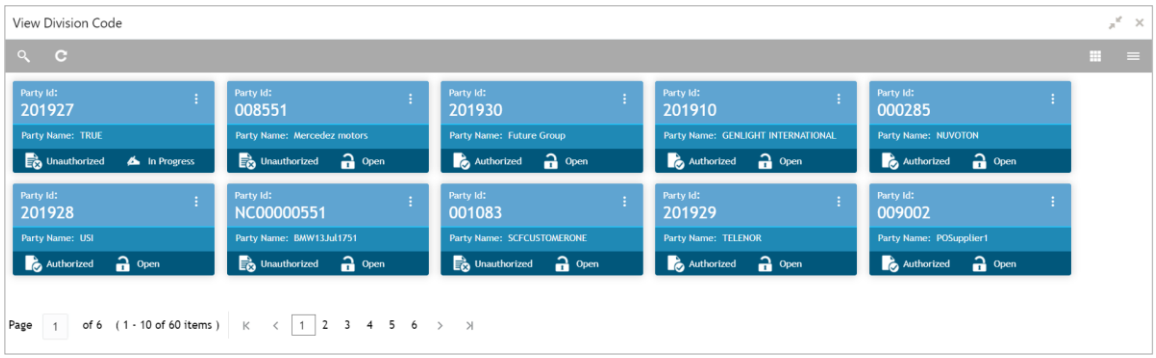
Field Name	Description
Party Id *	Search Party Id.
Party Name *	Party name is auto-populated based on selected party id.
Division Code *	Enter unique division code to be created. This field cannot be modified once authorized.
Division Name *	Name of the division to create.
Email	An email id of the division.
Tel No	Telephone contact number.
Division Address Line 1	Enter an address of the division.
Division Address Line 2	Line 2 of the division address.
Division Address Line 3	Line 3 of the division address.
Division Address Line 4	Line 4 of the division address.
Country	Click on the Search icon to select country.

2. Click **Add/Edit** to add more records in the grid or modify the selected records. If required, click **Reset** to clear the selected values.
3. Click **Save** to save the record and send for authorization.

3.6.2 View Division Code

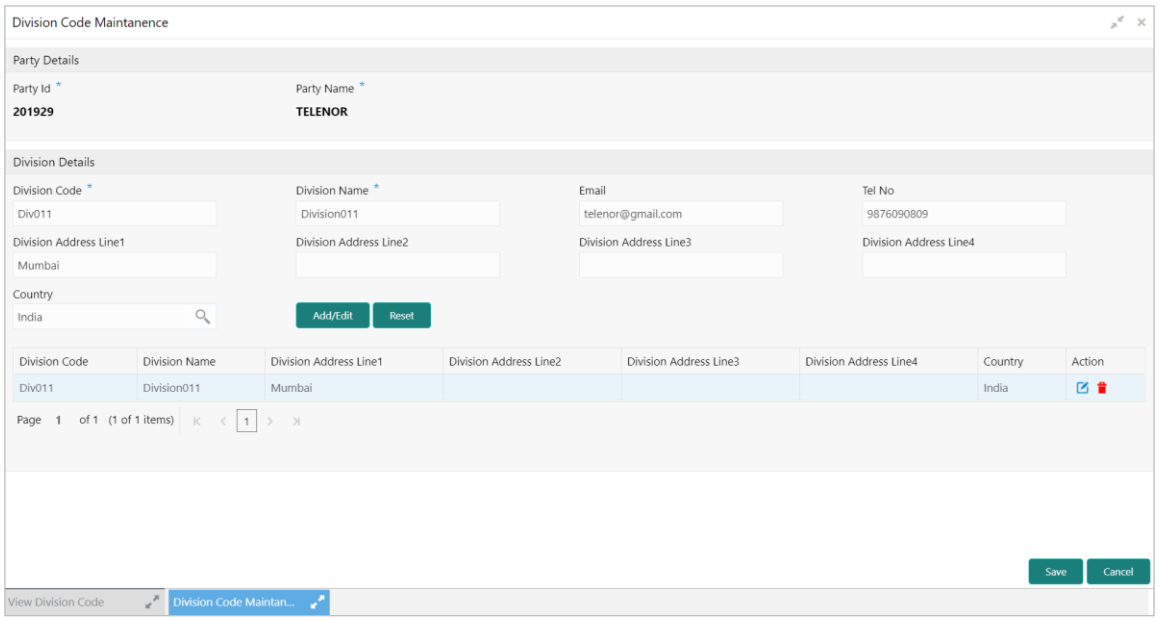
By using this screen, user can view, modify, delete, or authorize division code details.

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



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

- **Unlock** – To modify the record details. Refer to the **Create Division Code** section for field level details.
- **Authorize** – To authorize the record. Authorizing requires necessary access rights.
  a. Optional: Click **View** to view the record details.
  b. Select the record to authorize and then click **Confirm**.
- **Delete/Close** – To remove the record.
  a. Optional: On the confirmation pop-up window, click **View** to view the record details.
  b. Click **Proceed** to delete the record.
- **Copy** – To copy the division code details for creating a new record.
- **View** – To view the division code details.



3.7 Maintaining Reconciliation Rules

Reconciliation is one of the core modules of OBSCF application which can be performed for 'Invoice payment'.

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

3.7.1 Reconciliation Rule Definition

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

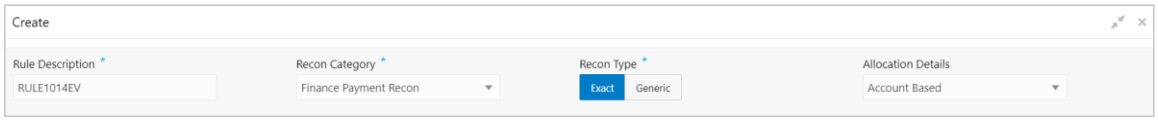
For the 'Exact' type of rule, attributes of one entity are mapped with attributes of another entity, e.g.: for 'Expected Debit/Credit to Payment' recon category attributes of expected debit/credit entity are mapped to attributes of payment entity and similarly for 'Invoice to Payment' recon category,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

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

3.7.1.1 Create Exact Reconciliation Rule Definition

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

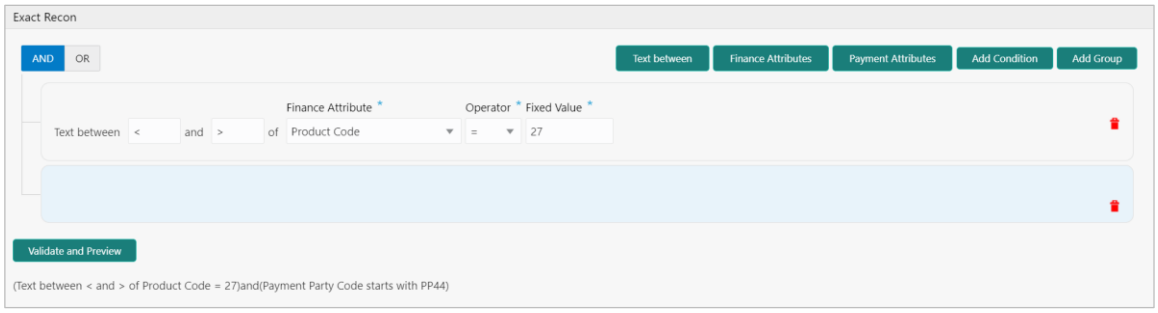
Navigation Path: *Receivables & Payables > Maintenance > Reconciliation > Reconciliation Rule Definition > Create*



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

Note: Fields marked with '' are mandatory.*

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



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

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

      Or

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

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

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

   d. Click **Invoice/Finance Attributes** to define condition for invoice/finance details.

      Or

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

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

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

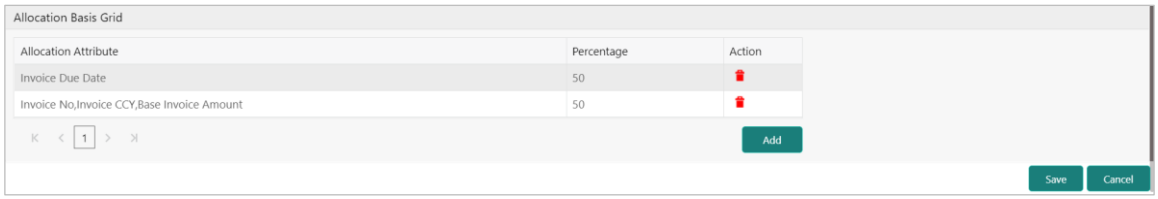
   g. If required, repeat the steps "a" to "f" to add more conditions and or group of conditions.

      Or

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

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

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



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

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

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

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

Or

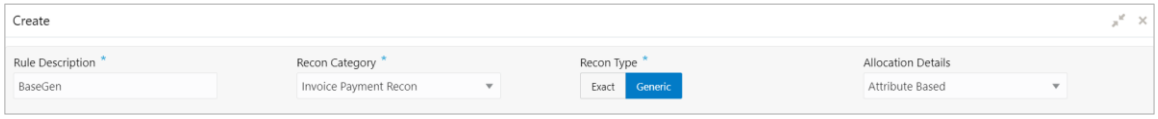
If required, click the Delete icon ( ) under ‘Action’ column to remove the allocation row.

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

3.7.1.2 Create Generic Reconciliation Rule Definition

This screen is used for setting up ‘Generic’ recon rule.

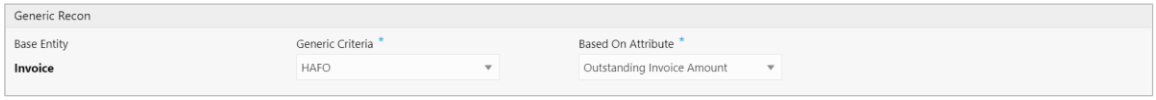
Navigation Path: *Receivables & Payables > Maintenance > Reconciliation > Recon Rule Definition > Create*



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

Note: Fields marked with ‘’ are mandatory.*

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



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

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

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

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

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

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

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

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

Or

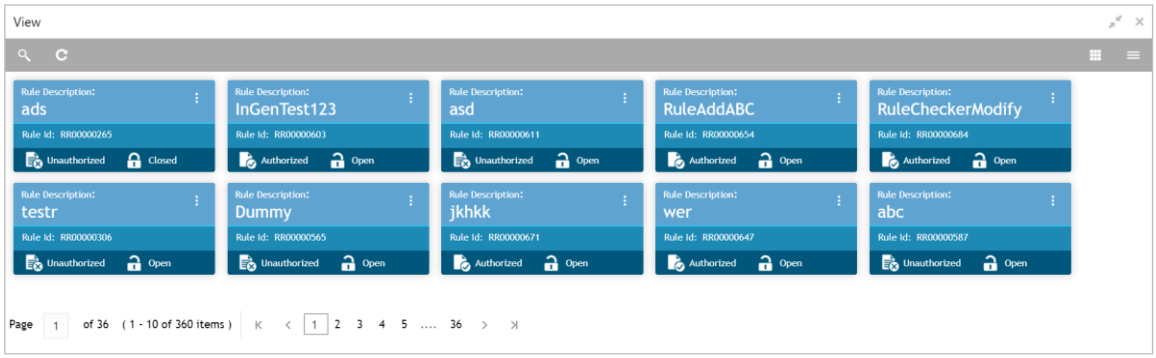
If required, click the Delete icon ( ) under ‘Action’ column to remove the allocation row.

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

3.7.1.3 View Reconciliation Rule Definition

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

Navigation Path: *Receivables & Payables > Maintenance > Reconciliation > Recon Rule Definition > View*



Perform the following steps to take actions on the recon rule definition. Click the Options ( ) icon and then click any of the below option:

- **Unlock** – To modify the record details. Refer to the **Create Exact/Generic Reconciliation Rule Definition** section for field level details.
- **Authorize** – To authorize the record. Authorizing requires necessary access rights.
  a. Optional: Click **View** to view the record details.
  b. Select the record to authorize and then click **Approve**.
- **Delete/Close** – To remove the record.
  a. Optional: On the confirmation pop-up window, enter the remark for deletion.
  b. Click **Confirm** to delete the record.
- **Copy** – To copy the reconciliation rule definition details for creating a new record.
- **View** – To view the reconciliation rule definition details.

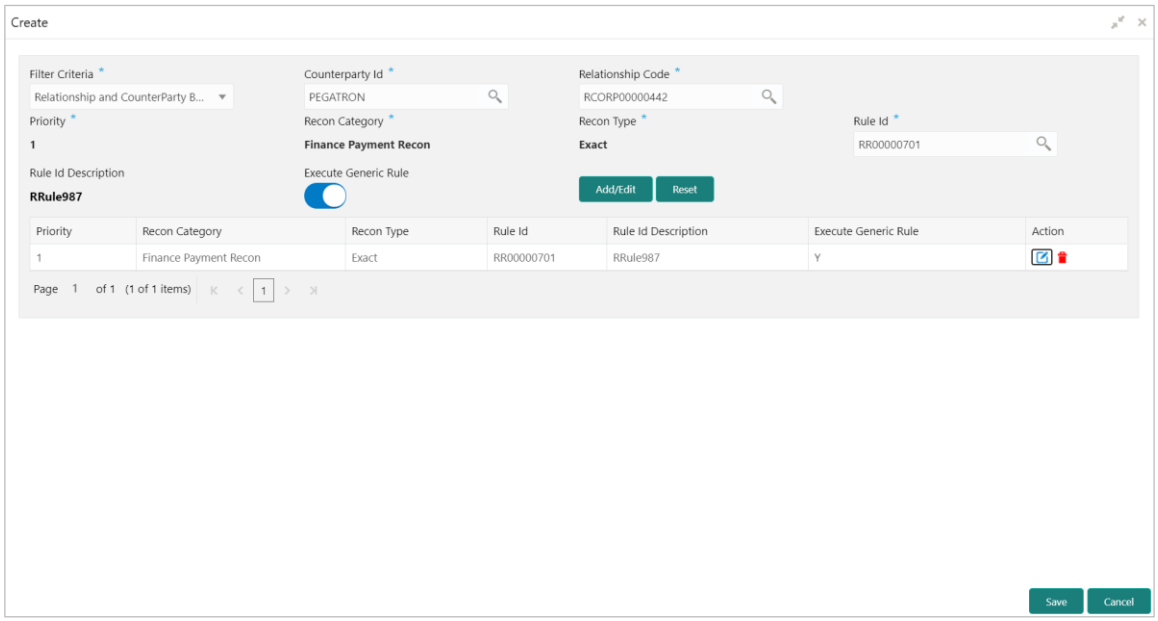
3.7.2 Reconciliation Rule Decision

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

3.7.2.1 Create Reconciliation Rule Decision

This screen is used for mapping recon rule.to a corporate or product or counterparty and assign appropriate priority in case multiple rules are mapped to a specific entity.

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



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

Note: Fields marked with '' are mandatory.*

Field Name	Description
Filter Criteria *	Select the appropriate filter criteria for specific application of accounting entries. This is the level to which the reconciliation rule is mapped. Select any one of the below filter criteria to map the recon rule specifically to it: • Program and Counterparty Based • Program Based • Corporate Based • CounterParty Based • Relationship and CounterParty Based • Relationship Based • Default
Program *	Click the Search icon and select the program to setup the recon rule for. This field is displayed only if 'Filter Criteria' includes program.
Counterparty Id *	Click the Search icon and select the counterparty to setup the recon rule for. This field is displayed only if 'Filter Criteria' includes counterparty.
Corporate *	Click the Search icon and select the corporate to setup the recon rule for.

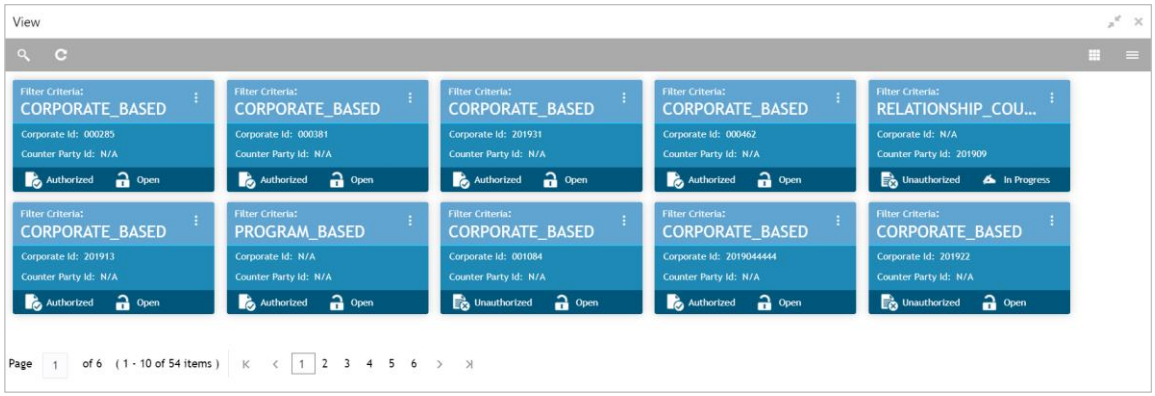
Field Name	Description
	This field is displayed only if 'Filter Criteria' includes corporate.
Relationship Code *	Click the Search icon and select the relationship to setup the recon rule for. This field is displayed only if 'Filter Criteria' includes relationship.
Priority *	The rules would get applied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

2. Click **Add/Edit** to add details in the grid or update the modification done for selected records from the grid. If required, click **Reset** to clear the selected values.
3. If required, in the **Action** column of the grid:
   - Click the Edit icon ( ) to modify the added record and repeat the steps from 1.
   - Click the Delete icon ( ) to remove the record from the grid.
4. Click **Save** to save the data and send for authorization.

3.7.2.2 View Reconciliation Rule Decision

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

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



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

- **Unlock** – To modify the record details. Refer to the **Create Reconciliation Rule Decision** section for field level details.
- **Authorize** – To authorize the record. Authorizing requires necessary access rights.
  a. Optional: Click **View** to view the record details.
  b. Select the record to authorize and then click **Approve**.
- **Delete/Close** – To remove the record.
  a. Optional: On the confirmation pop-up window, enter the remark for deletion.
  b. Click **Confirm** to delete the record.
- **Copy** – To copy the reconciliation rule definition details for creating a new record.
- **View** – To view the reconciliation rule definition details.

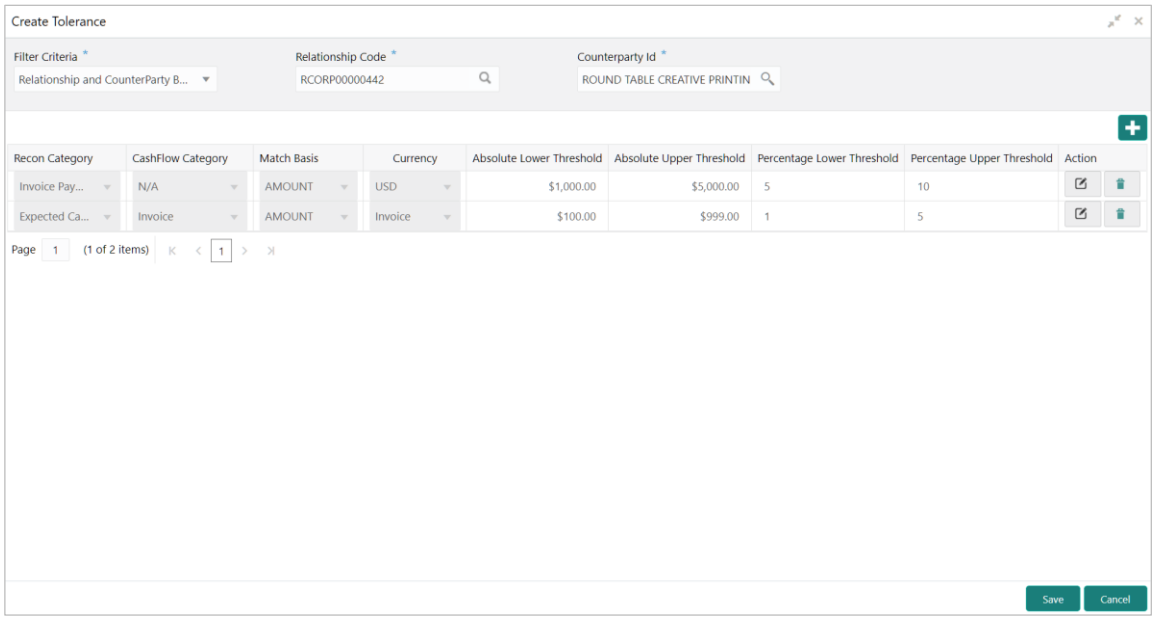
3.8 Maintaining Tolerance

Reconciliation of repayments with invoices are executed basis configured exact and generic reconciliation rules such as FIFO, LIFO etc. Through this functionality, user can configure an acceptable discrepancy between invoice outstanding amount and payment amount to enable automatic matching of invoices with the respective payment records. Tolerances allow outstanding payments and invoice records to match even if the respective amount differ. Without the tolerance configuration, user intervention would be required for matching invoices/cash-flows and payment records that does not have equated amounts.

3.8.1 Create Tolerance

This screen is used to create a tolerance. Newly created tolerance takes effect once authorized and cannot be modified thereafter.

Navigation Path: *Receivables & Payables > Maintenance > Tolerance > Create Tolerance*



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

Note: Fields marked with '' are mandatory.*

Field Name	Description
Filter Criteria *	Select the appropriate filter criteria for specific application of accounting entries.
Program *	This field is only applicable for OBSCF system. Click the Search icon and select the program. This field is only displayed when filter criteria includes 'Program'.
Spoke *	This field is only applicable for OBSCF system. Click the Search icon and select the spoke of the selected program. This field is only displayed when filter criteria includes 'Spoke'.
Relationship Code *	Click the Search icon and select the relationship code This field is only displayed when filter criteria includes 'Relationship'.
Counterparty Id *	Click the Search icon and select the counterparty id This field is only displayed when filter criteria includes 'Counterparty'.
Party *	Click the Search icon and select the party This field is only displayed when filter criteria includes 'Party'.

2. Click the Add icon ( ) to add rows in the grid.
3. In the 'Action' column of grid, perform the following steps:
   - Click Delete icon ( ) to remove that specific row.

     OR
   - Click Edit icon ( ) and refer to the following table for specifying details in the grid:

Field Name	Description
Recon Category	Select the recon category to add the tolerance for.
Match Basis	Select the value to be matched from the reconciliation record. For example: AMOUNT.
Currency	Select the currency to be considered for threshold amount/percentage.
Absolute Lower Threshold	Enter the lower absolute variance of either amount.
Absolute Upper Threshold	Enter the upper absolute variance of either amount.
Percentage Lower Threshold	Enter the lower percentage variance of either amount.
Percentage Upper Threshold	Enter the upper percentage variance of either amount.

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

3.8.2 View Tolerance

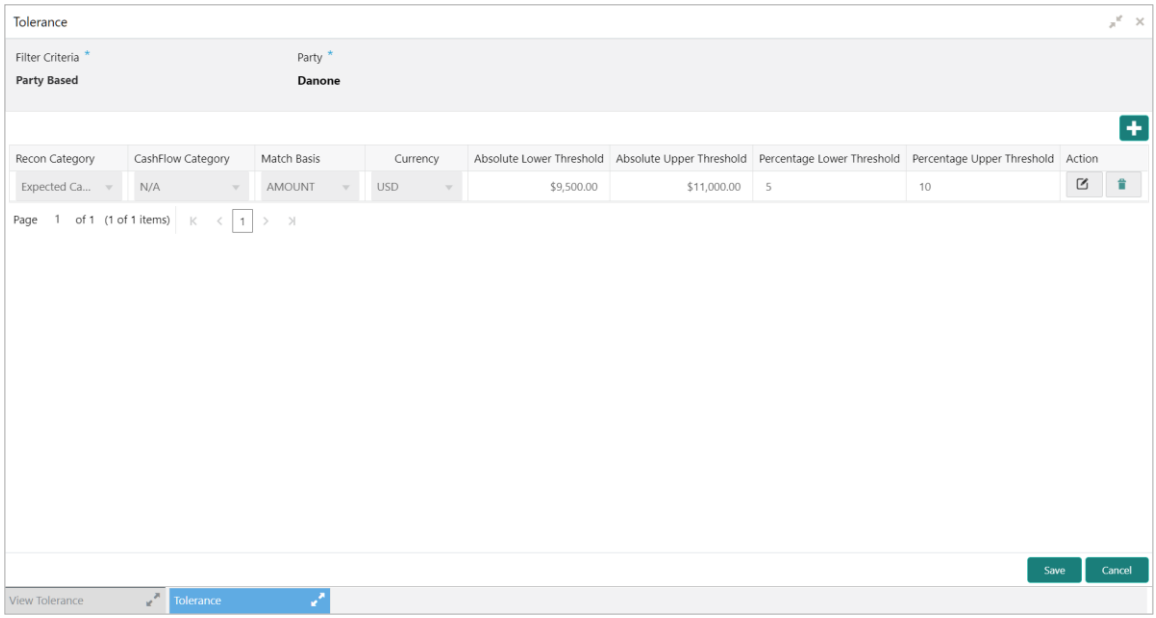
By using this screen, user can view, modify, delete, or authorize tolerance details.

Navigation Path: *Receivables & Payables > Maintenance > Tolerance > View Tolerance*

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

- **Unlock** – To modify the record details. Refer to the **Create Tolerance** section for field level details.
- **Authorize** – To authorize the record. Authorizing requires necessary access rights.
  a. Optional: Click **View** to view the record details.
  b. Select the record to authorize and then click **Confirm**.
- **Delete/Close** – To remove the record.
  a. Optional: On the confirmation pop-up window, click **View** to view the record details.
  b. Click **Proceed** to delete the record.

- **Copy** – To copy the tolerance details for creating a new record.
- **View** – To view the tolerance details.



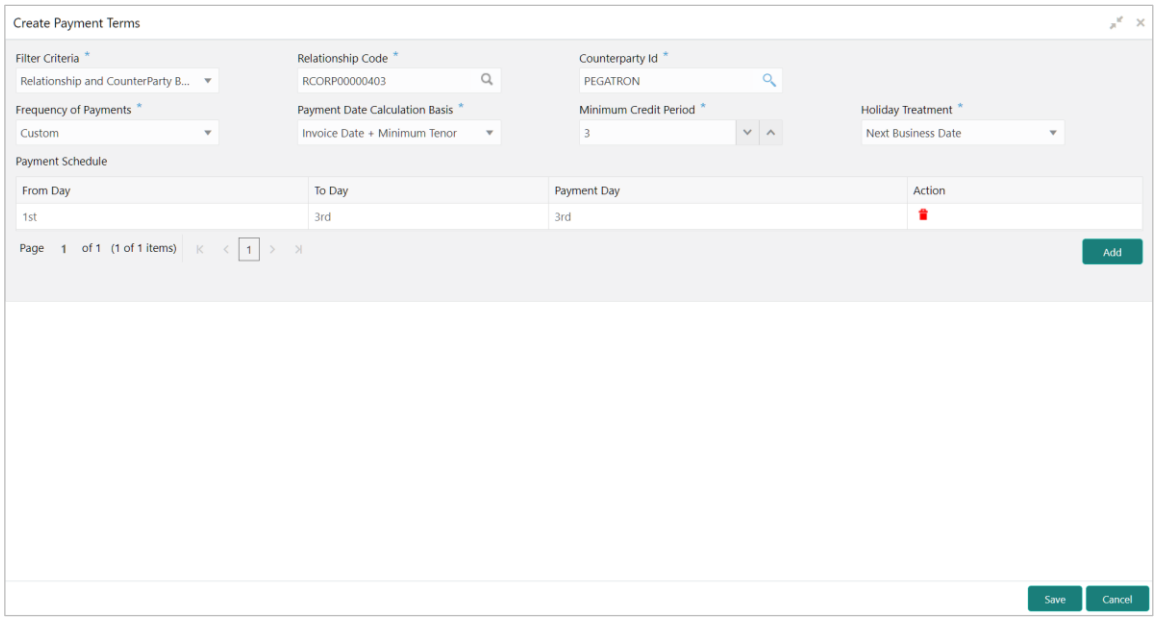
3.9 Maintaining Payment Terms

The 'Payment Terms' maintenance screens allows bank user to maintain specific payment frequencies and dates for buyers making bulk payments on repetitive fixed dates. Payment frequencies such as weekly, monthly etc. can be maintained against each buyer.

3.9.1 Create Payment Terms

This screen is used to create a payment term for a buyer. Newly created payment terms takes effect once authorized and cannot be modified thereafter.

Navigation Path: *Receivables & Payables > Maintenance > Payment Terms > Create Payment Terms*



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

Note: Fields marked with '' are mandatory.*

Field Name	Description
Filter Criteria *	Select the appropriate filter criteria for specific application of accounting entries.
Program *	This field is only applicable for OBSCF system. Click the Search icon and select the program. This field is only displayed when filter criteria includes 'Program'.
Spoke *	This field is only applicable for OBSCF system. Click the Search icon and select the spoke of the selected program. This field is only displayed when filter criteria includes 'Spoke'.
Relationship Code *	Click the Search icon and select the relationship code. This field is only displayed when filter criteria includes 'Relationship'.
Counterparty Id *	Click the Search icon and select the counterparty id. This field is only displayed when filter criteria includes 'Counterparty'.
Party *	Click the Search icon and select the party. This field is only displayed when filter criteria includes 'Party'.
Frequency of Payments *	Select the frequency of the payment as monthly, weekly, or custom.
Days of the Month *	This field is displayed only for 'Monthly' frequency of payment. Select the days of the month on which payment is expected.
Days of the Week *	This field is displayed only for 'Weekly' frequency of payment. Select the days of the week on which payment is expected.

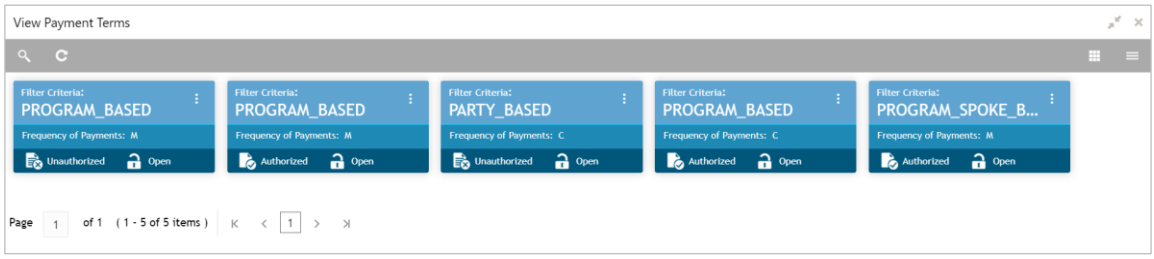
Field Name	Description
Payment Schedule grid *	This field is displayed only for 'Custom' frequency of payment. Perform the following steps to add customer frequency of payment: a. Click **Add** to add a row of schedule. b. Double click on the row edit its details. c. In the **From Day** field, select the start date of the duration as per selected entity for 'Payment Date Calculation Basis' field. d. In the **To Day** field, select the end date of the duration as per selected entity for 'Payment Date Calculation Basis' field. e. In the **Payment Day** field, select the specific day of the month for payment against the specified 'From' and 'To' days.
Payment Date Calculation Basis *	Select the any one of the below to specify how the payment date should be calculated. • Invoice Date + Minimum Tenor • Invoice Due Date • Invoice Due Date + Minimum Tenor
Minimum Credit Period *	Enter the number to define the minimum tenor for the invoice.
Holiday Treatment *	Select the value to specify payment due date should be moved to next/previous day in case it falls on holiday.

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

3.9.2 View Payment Terms

By using this screen, user can view, modify, delete, or authorize payment terms details.

Navigation Path: *Receivables & Payables > Maintenance > Payment Terms > View Payment Terms*



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

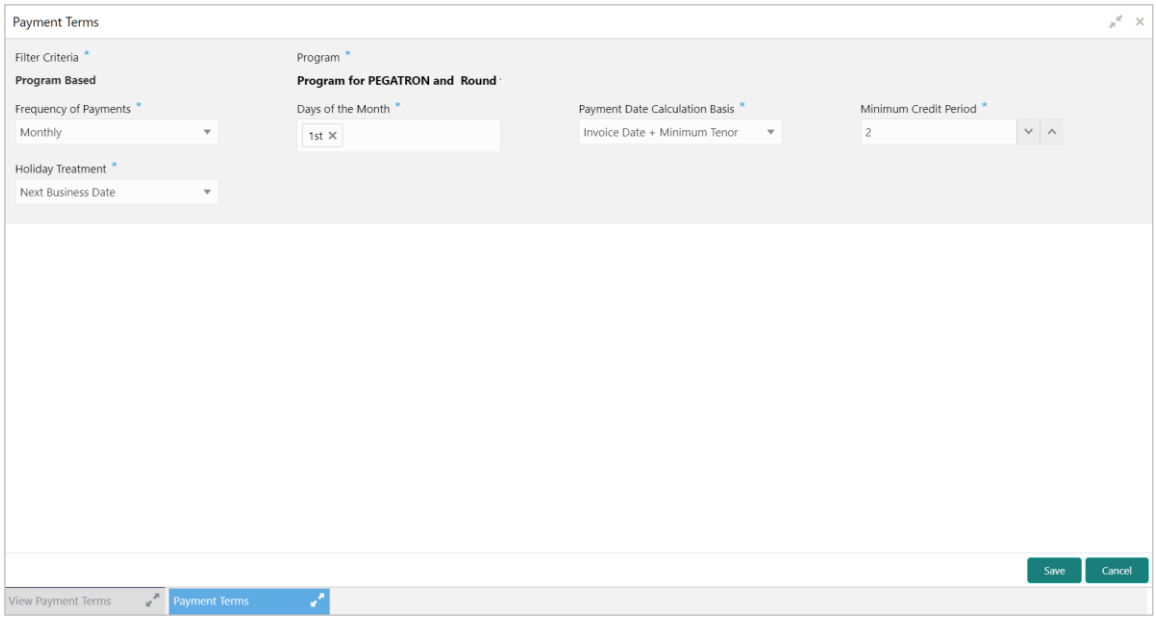
- **Unlock** – To modify the record details. Refer to the **Create Payment Terms** section for field level details.
- **Authorize** – To authorize the record. Authorizing requires necessary access rights.
  a. Optional: Click **View** to view the record details.
  b. Select the record to authorize and then click **Confirm**.

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

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

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

- **Copy** – To copy the payment terms details for creating a new record.
- **View** – To view the payment terms details.



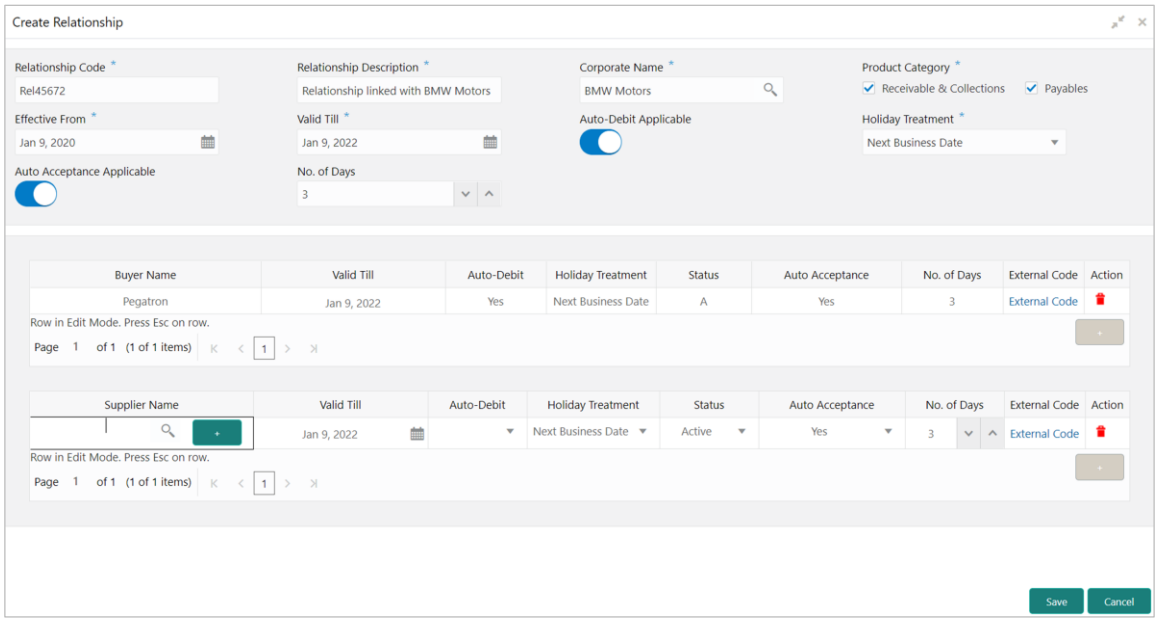
3.10 Maintaining Relationships

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

3.10.1 Create Relationship

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

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

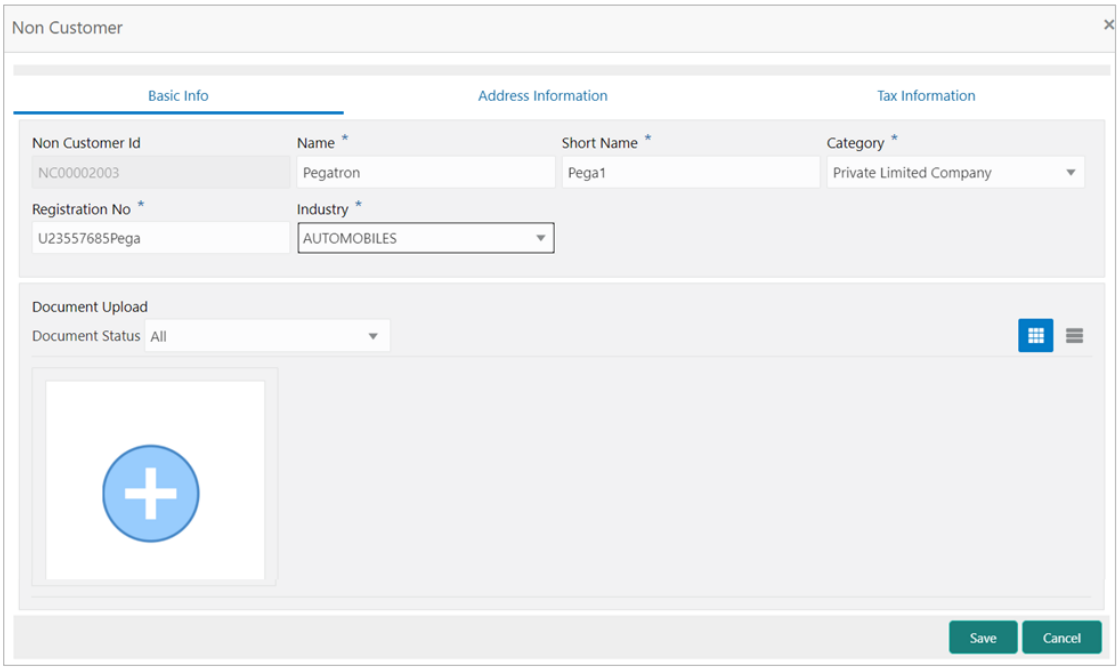


1. Refer to the following table for specifying details on the above screen:

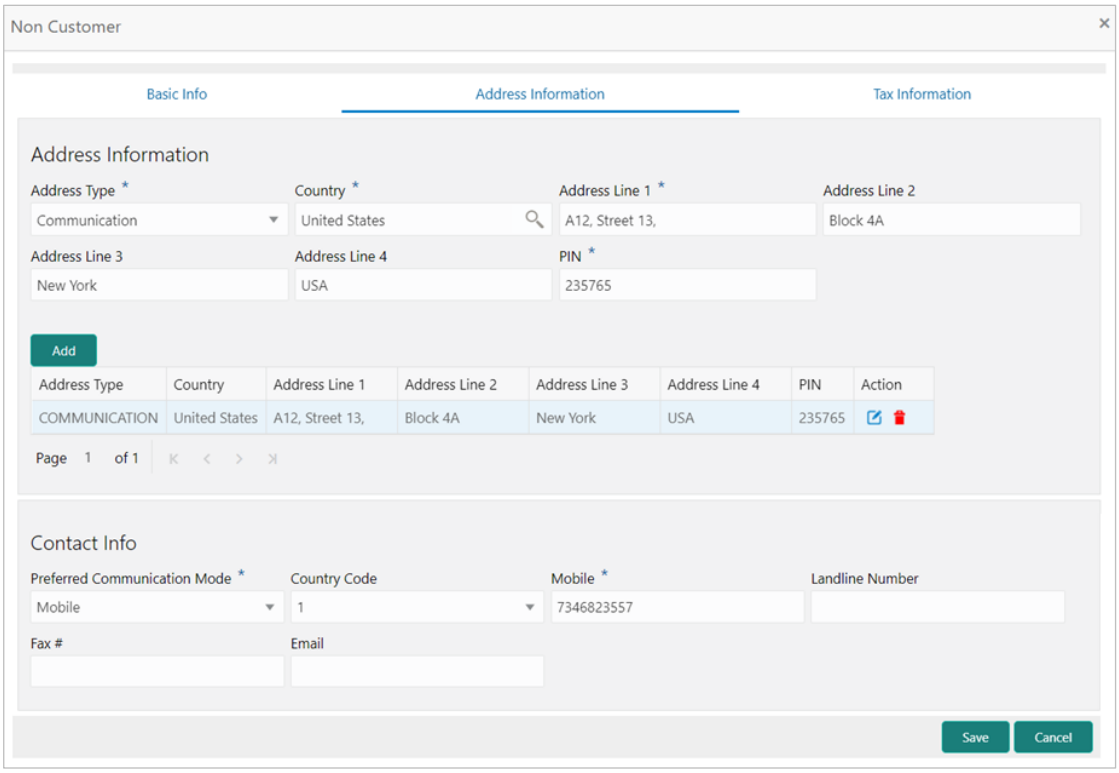
Note: Fields marked with '' are mandatory.*

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

2. In the grid section, click the Add icon (+) to add the selected values in the grid.
3. Perform the following steps in the grid:
   a. Double click on the Buyer/Supplier Name and then click the search icon to select the buyer/supplier.
   b. Click the Add icon (+) to add Non Customer details.



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



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

e. In the **Tax Information** tab, enter the tax reference numbers and GIIN of the non-customer.

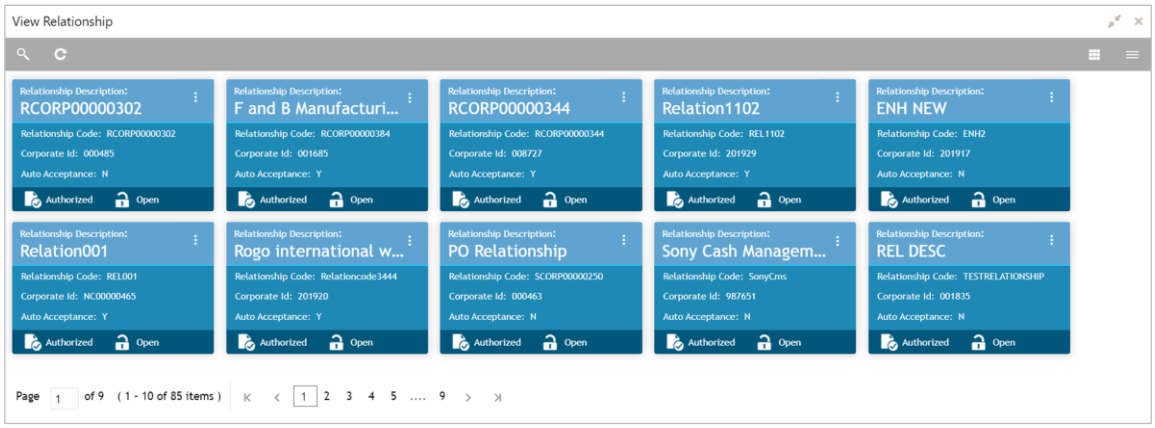
f. Click **Save** to save the non-customer data.

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

3.10.2 View Relationship

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

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



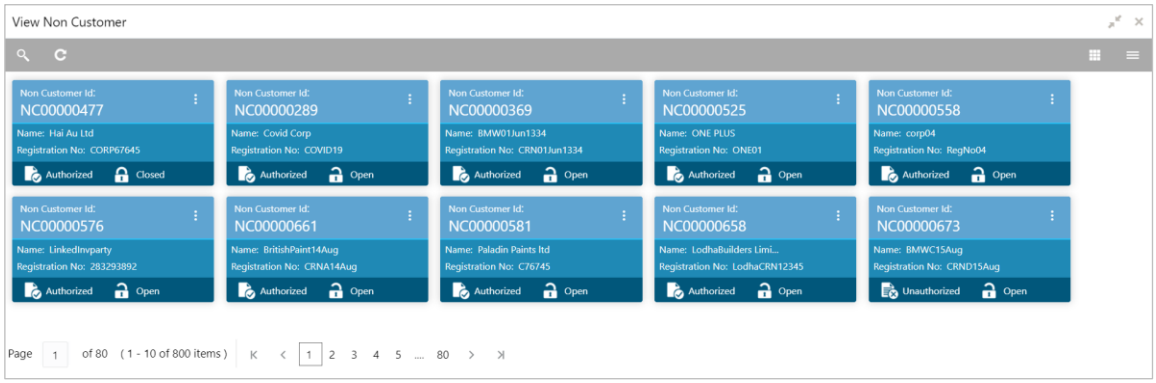
Perform the following steps to take actions on the relationship codes. Click the Options ( ) icon and then click any of the below option:

- **Unlock** – To modify the record details. Refer to the **Create Relationship** section for field level details.
- **Authorize** – To authorize the record. Authorizing requires necessary access rights.
  a. Optional: Click **View** to view the record details.
  b. Select the record to authorize and then click **Confirm**.
- **Delete/Close** – To remove the record.
  a. Optional: On the confirmation pop-up window, click **View** to view the record details.
  b. Click **Proceed** to delete the record.
- **Copy** – To copy the relationship details for creating a new record.
- **View** – To view the relationship details.

3.10.3 View Non Customer

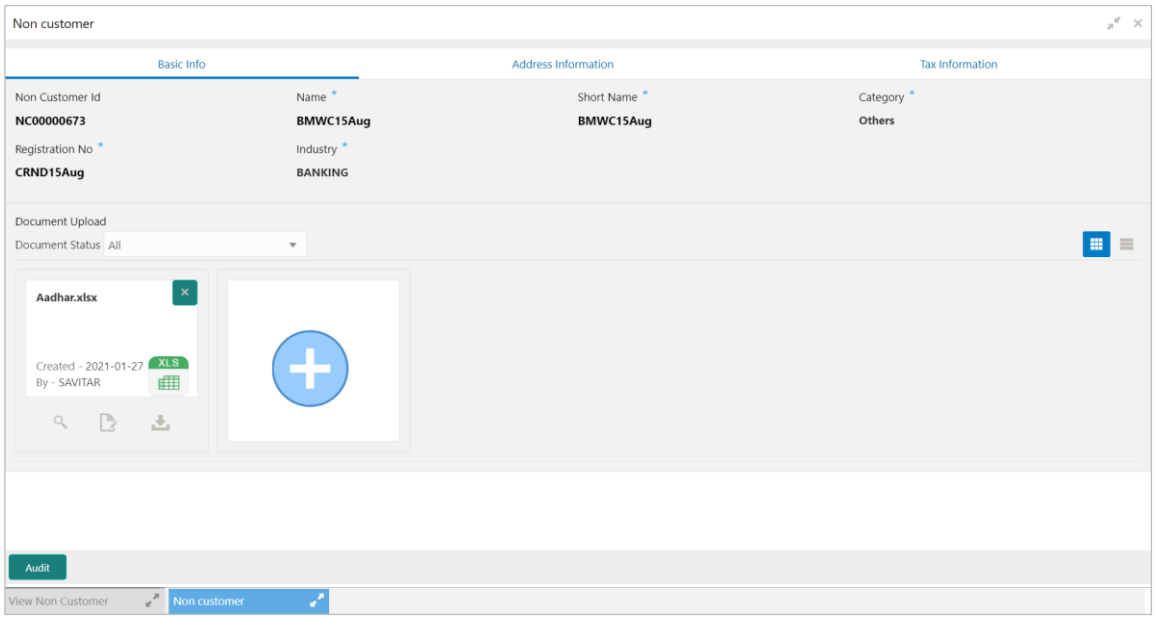
By using this screen, user can view, modify, delete, or authorize relationship details.

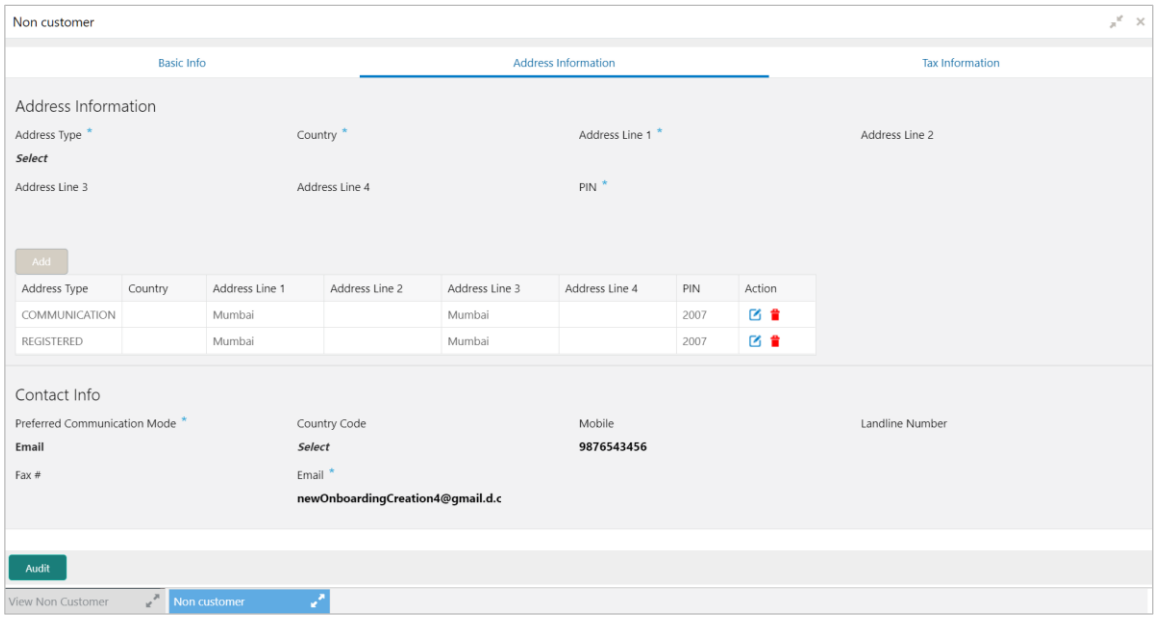
Navigation Path: *Receivables & Payables > Maintenance > Non Customer > View Non Customer*

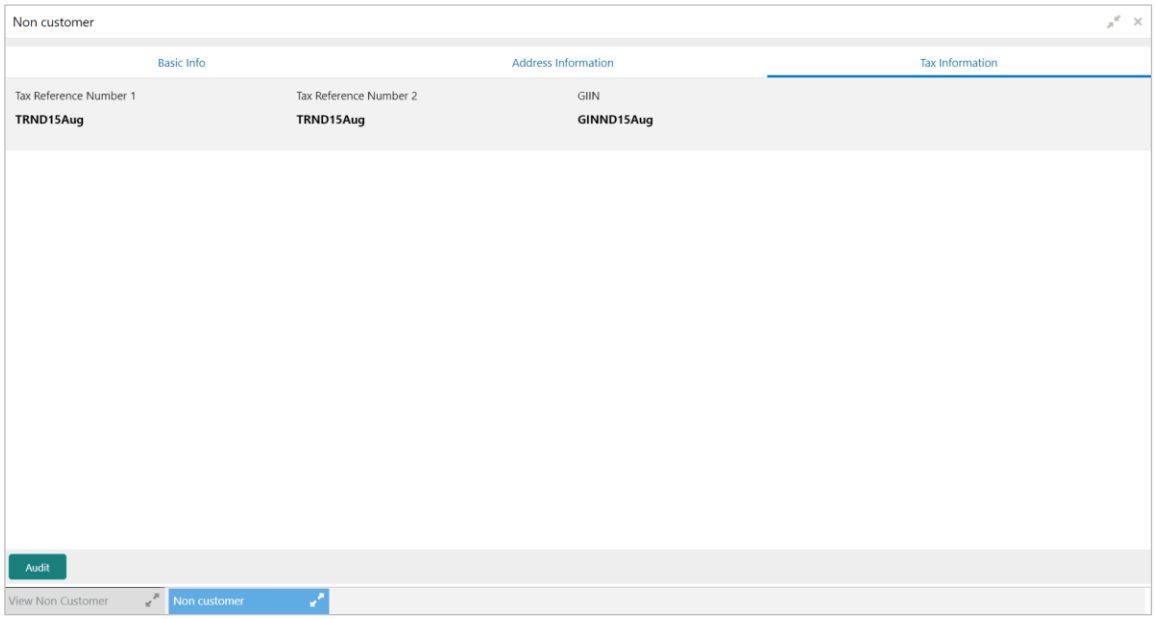


Perform the following steps to take actions on the non-customer id. Click the Options ( ) icon and then click any of the below option:

- **Unlock** – To modify the record details. Refer to the **Create Relationship** section for field level details.
- **Authorize** – To authorize the record. Authorizing requires necessary access rights.
  a. Optional: Click **View** to view the record details.
  b. Select the record to authorize and then click **Confirm**.
- **Delete/Close** – To remove the record.
  a. Optional: On the confirmation pop-up window, enter the remark for deletion.
  b. Click **Proceed** to delete the record.
- **View** – To view the non-customer details.







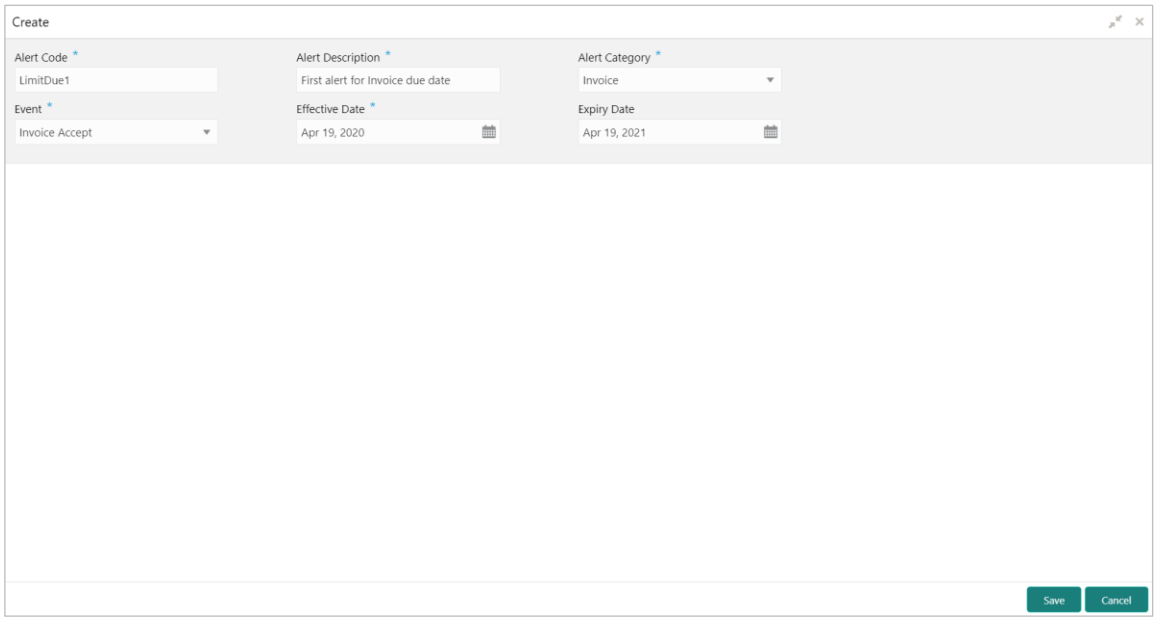
3.11 Maintaining Alert Definition

The ‘Alert Definition’ functionality can be used to configure and manage different types of alerts. User can define alert categories for various events. These defined alerts can be further used in the ‘Alert Decisioning’ screen to set alerts.

3.11.1 Create Alert Definition

This screen is used to create a type of alert. Newly created alert type takes effect once authorized and cannot be modified thereafter.

Navigation Path: *Receivables and Payables > Maintenance > Alerts > Alert Definition > Create*



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

Note: Fields marked with '' are mandatory.*

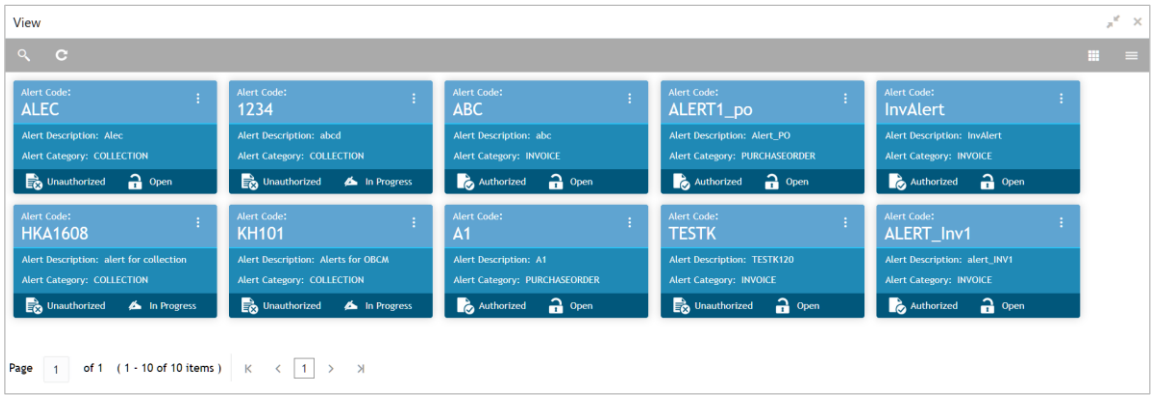
Field Name	Description
Alert Code *	Enter the unique alert code to be maintained in the system.
Alert Description *	Enter the description of the alert.
Alert Category *	Select the category of the alert.
Event *	Select event for which the alert should be used.
Effective Date *	Click the Calendar icon and select the date from which the alert is effective in the system.
Expiry Date	Click the Calendar icon and select the date up to which the alert can be used in the system.

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

3.11.2 View Alert Definition

By using this screen, user can view, modify, or authorize alert details.

Navigation Path: *Receivables and Payables > Maintenance > Alerts > Alert Definition > View*



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

- **Unlock** – To modify the record details. Refer to the **Create Alerts Definition** section for field level details.
- **Authorize** – To authorize the record. Authorizing requires necessary access rights.
  a. Optional: Click **View** to view the record details.
  b. Select the record to authorize and then click **Confirm**.
- **Delete/Close** – To remove the record.
  a. Optional: On the confirmation pop-up window, click **View** to view the record details.
  b. Click **Proceed** to delete the record.
- **Copy** – To copy the alert details for creating a new record.
- **View** – To view the alert details.

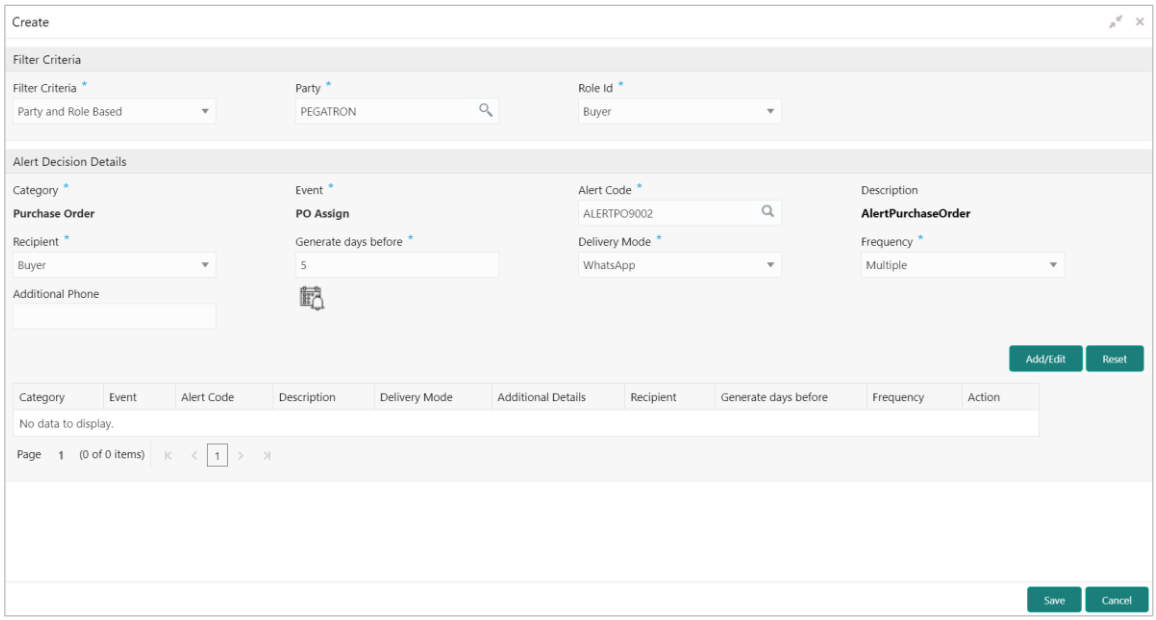
3.12 Maintaining Alert Decisioning

The 'Alert Decisioning' functionality can be used to set and manage the alerts. User can choose from the defined alerts and set the same for a recipient. User can select the delivery mode, frequency etc. of the alert.

3.12.1 Create Alert Decisioning

This screen is used to set an alert for a recipient. Newly set alerts takes effect once authorized and cannot be modified thereafter.

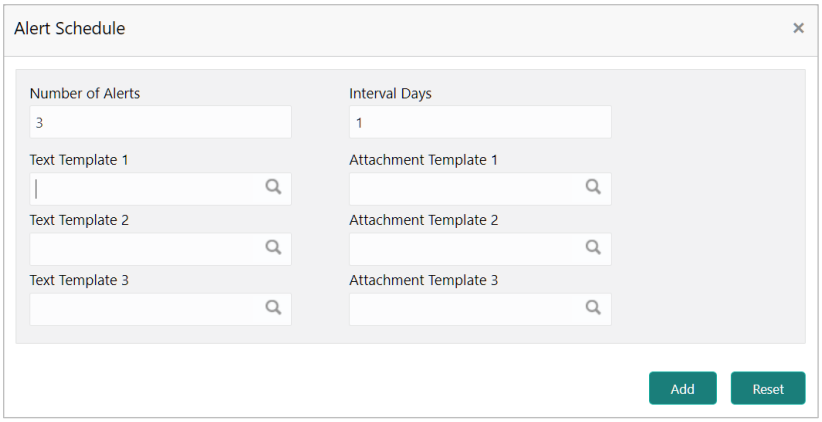
Navigation Path: *Receivables and Payables > Maintenance > Alerts > Alert Decisioning > Create*



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

Note: Fields marked with '' are mandatory.*

Field Name	Description
Filter Criteria	Select the appropriate filter criteria for specific application of accounting entries.
Party **	Click the Search icon and select the party to set an alert for. This is field is displayed only after selecting 'Party and Role Based' in 'Filter Criteria' field.
Role Id **	Select the role of the selected party. This is field is displayed only after selecting 'Party and Role Based' in 'Filter Criteria' field.
Relationship Code **	Click the Search icon and select the relationship code to set an alert for. This is field is displayed only after selecting 'Relationship Based' in 'Filter Criteria' field.
Category	Select the alert category to choose the alert from.
Event	Select the event for which the alert needs to be set.
Alert Code	Click the search icon and select from the available alert. The list of alert codes are displayed as per selected combination of category and event.
Description	Description of the selected alert code is auto-populated here.
Recipient	Select the recipient to whom the alert should be sent.
Generate days before	Enter the number of days before event when the alert should be generated in the system.
Delivery Mode	Select the mode through which the alert should be sent.

Field Name	Description
Frequency	Select the value to specify whether the alert is to be sent once or multiple times. On selecting Multiple, click the Alert Calendar icon ( ) and perform the following steps:  a. In the **Number of Alerts** field, enter the total alerts to be sent. b. In the **Interval Days** field, enter the interval in days between each alert. c. In the **Text Template** field of each alert, click the search icon and select the text template for alert. OR In the **Attachment Template** field of each alert, click the Search icon and select the attachment template for alert. d. Click **Add** to add the selected templates.
Additional Phone/Email	Enter the additional phone number/email address to send the alert on. This field is displayed only for Email, Whatsapp, and SMS mode of delivery.
Text Template for EMAIL	Click the search icon and select the text template for an email alert. This field is displayed only for Email Delivery Mode.
Attachment Template for EMAIL	Click the search icon and select the attachment template for an email alert. This field is displayed only for EMAIL Delivery Mode.
Text Template for WHATSAPP	Click the search icon and select the text template for the Whatsapp alert. This field is displayed only for WHATSAPP Delivery Mode.
Text Template for SMS	Click the search icon and select the text template for an SMS alert. This field is displayed only for SMS Delivery Mode.
Text Template for DASHBOARD	Click the search icon and select the text template for the DASHBOARD alert. This field is displayed only for DASHBOARD Delivery Mode.

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

   OR

   In the grid, click the Edit icon ( ) under the 'Action' column to modify the alert decision details.

   OR

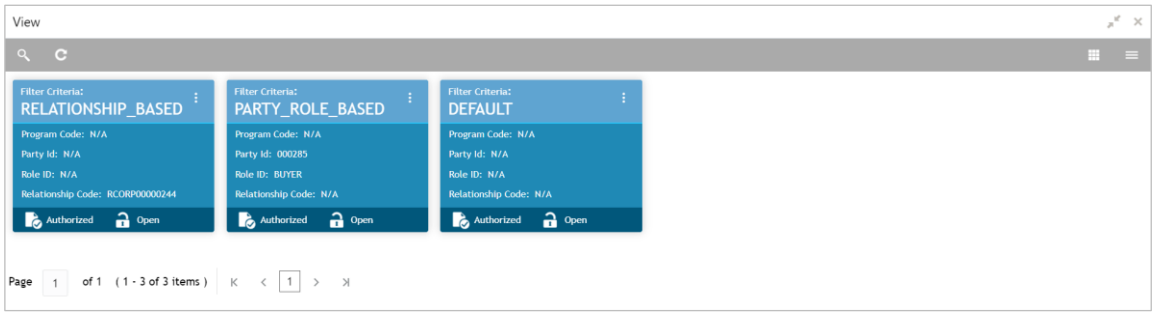
   In the grid, click the Delete icon ( ) under the 'Action' column to remove the alert decision record.

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

3.12.2 View Alert Decision

By using this screen, user can view, modify, or authorize alert decision details.

Navigation Path: *Receivables and Payables > Maintenance > Alerts > Alert Decisioning > View*



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

- **Unlock** – To modify the record details. Refer to the **Create Alerts Decisioning** section for field level details.
- **Authorize** – To authorize the record. Authorizing requires necessary access rights.

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

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

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

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

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

- **Copy** – To copy the alert decision details for creating a new record.
- **View** – To view the alert decision details.

4. Managing Receivables & Payables

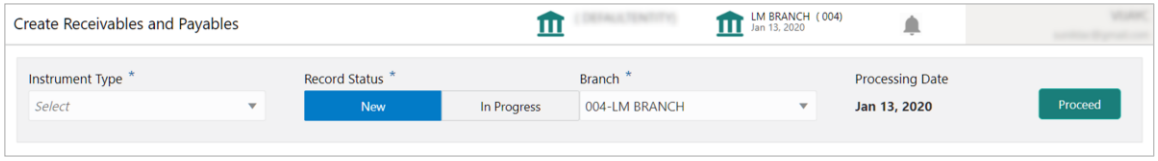
The ‘Receivables and Payables’ menu helps you to create the invoices/debit notes/credit notes. User can search the invoices/debit notes based on the various parameters such as reference number, supplier, buyer, program, date range, and so on and change their processing status.

4.1 Create Receivables and Payables

By using this menu, user can create below instruments:

- Invoice
- Debit Note
- Credit Note

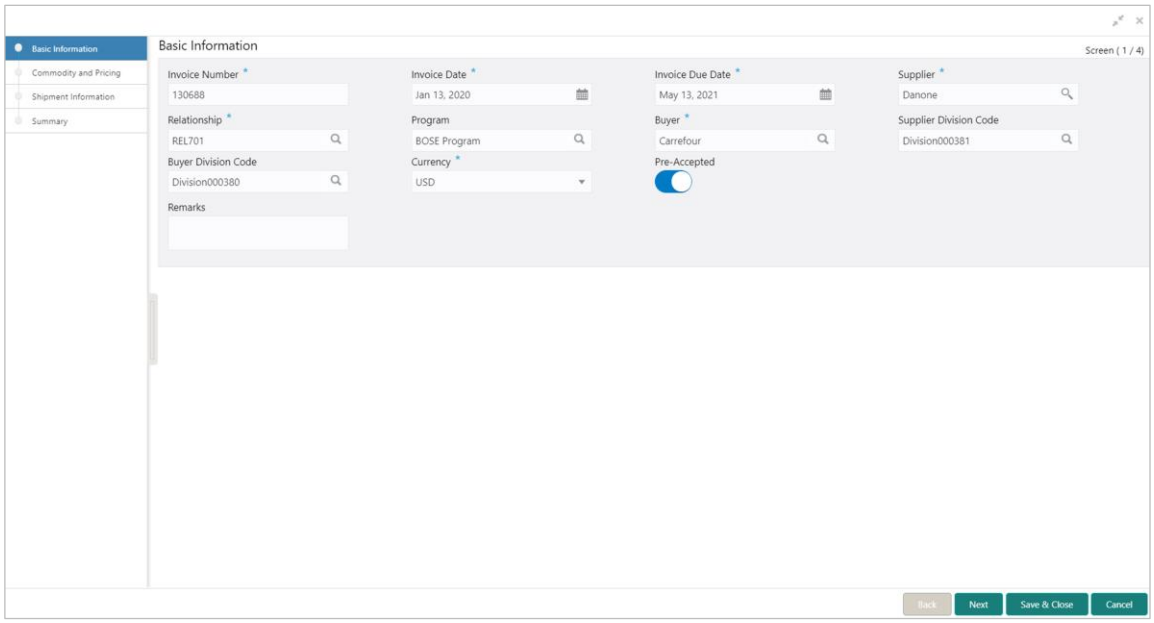
Navigation Path: *Receivables & Payables > Create Receivables and Payables*



4.1.1 Create Invoice

Perform the following steps on the ‘Create Receivables and Payables’ screen to create invoice:

1. In the **Instrument Type** list, select ‘Invoice’.
2. In the **Record Status** switch, click **New** to create a new invoice record or click **In Progress** to select an existing invoice.
3. In the **Branch** list, select your branch. By default, the branch associated with your login is selected.
4. Click **Proceed** to view the screen for populating invoice details.



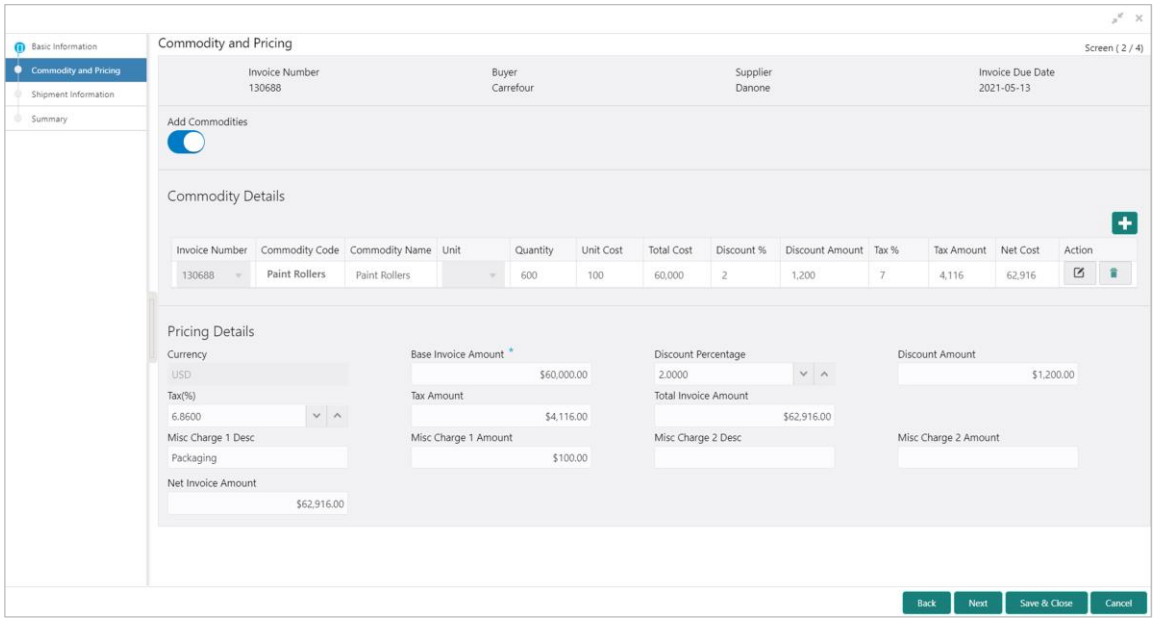
5. Specify the invoice details in the ‘Basic Information’ screen.
6. Click **Save & Close** to save the invoice details and submit it for authorization.

   OR

   Click **Next** to go to the ‘Commodity and Pricing’ screen.

   OR

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



7. Switch the **Add Commodities** toggle ON to view ‘Commodity Details’ section.

   a. Click the Add icon ( ) to add rows in the grid.

b. In the ‘Action’ column of grid, perform the following steps:

- Click Delete icon ( ) to remove that specific row.

OR

- Click Edit icon ( ) and specify the commodity details in the grid:

8. In the ‘Pricing Details’ section, specify the ‘Misc Charge 1’ and ‘Misc Charge 2’ amount and description details.
9. Click **Save & Close** to save the invoice details and submit it for authorization.

   OR

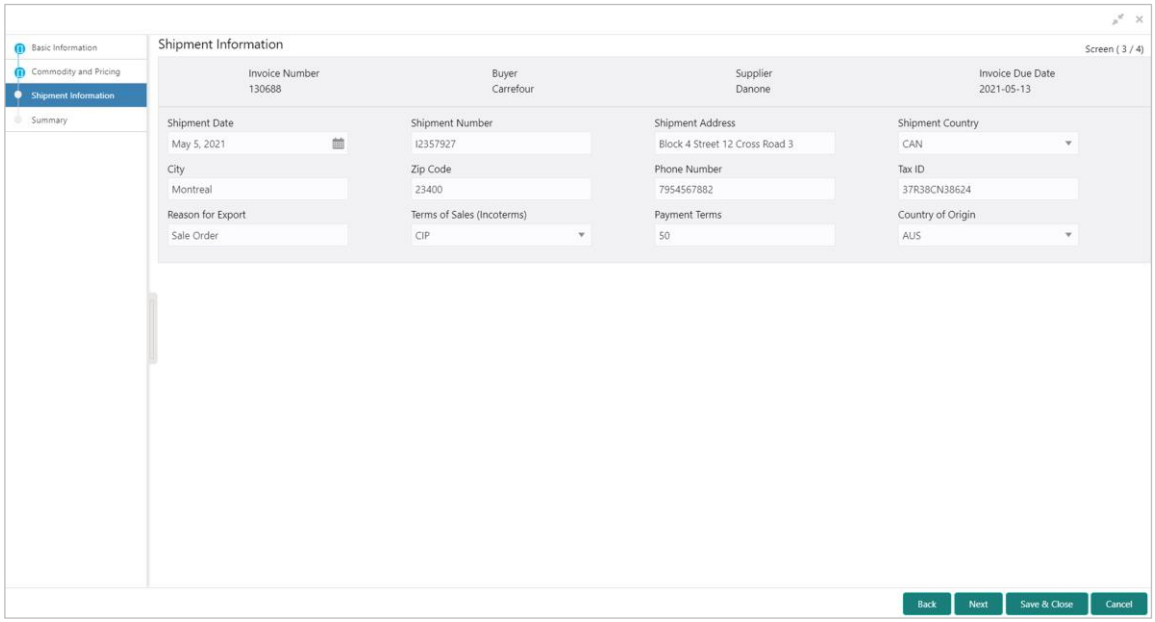
   Click **Next** to go to the ‘Shipment Information’ screen.

   OR

   Click **Back** to go to the ‘Basic Information’ screen.

   OR

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



10. Specify the shipment details for the invoice in the above screen.
11. Click **Save & Close** to save the invoice details and submit it for authorization.

    OR

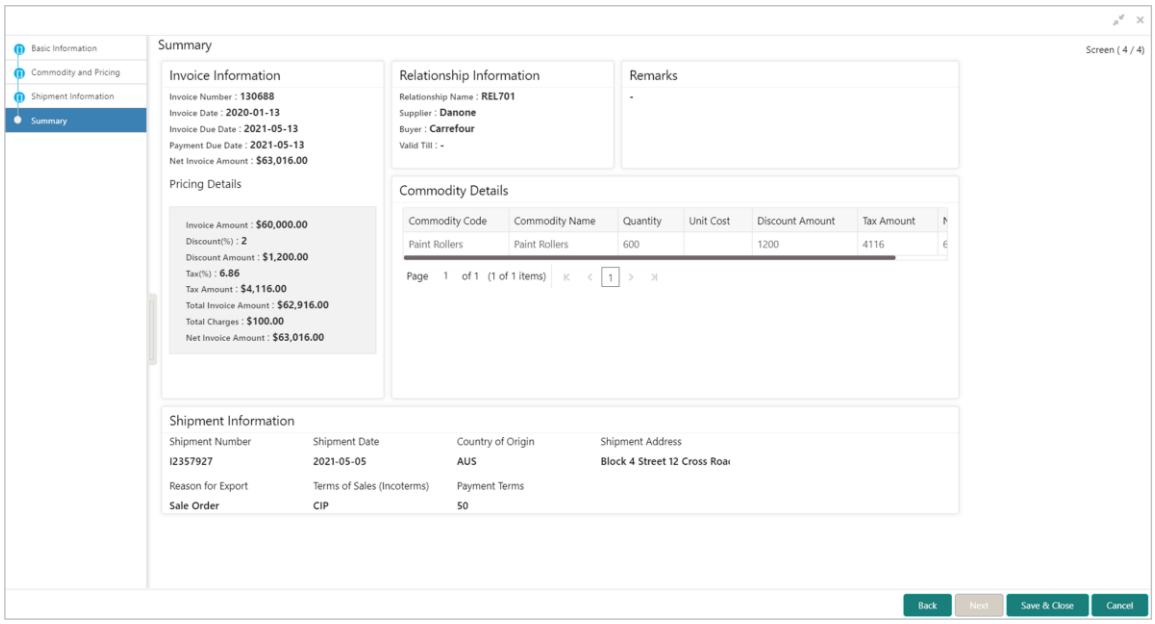
    Click **Next** to go to the ‘Summary’ screen.

    OR

    Click **Back** to go to the ‘Commodity and Pricing’ screen.

    OR

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



12. Review the detail of the invoice being created in the ‘Summary’ screen.
13. Click **Save & Close** to save the invoice details and submit it for authorization.

    OR

    Click **Back** to go to the ‘Shipment Information’ screen.

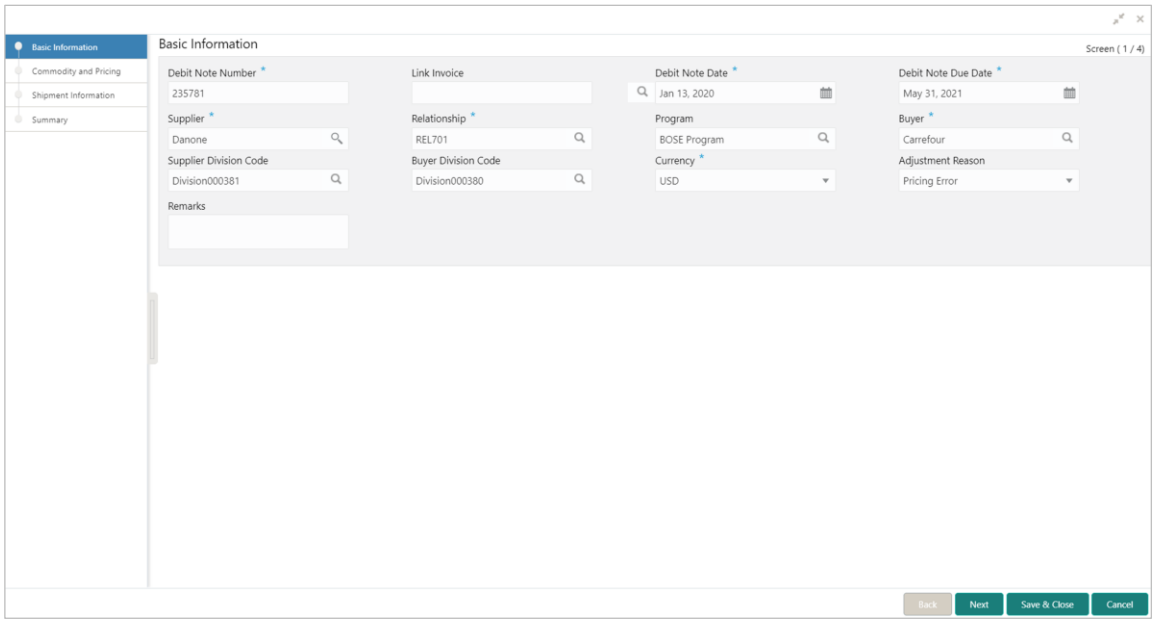
    OR

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

4.1.2 Create Debit Note

Perform the following steps on the ‘Create Receivables and Payables’ screen to create debit note:

1. In the **Instrument Type** list, select ‘Debit Note’.
2. In the **Record Status** switch, click **New** to create a new debit note record or click **In Progress** to select an existing debit note.
3. In the **Branch** list, select your branch. By default, the branch associated with your login is selected.
4. Click **Proceed** to view the screen for populating debit note details.



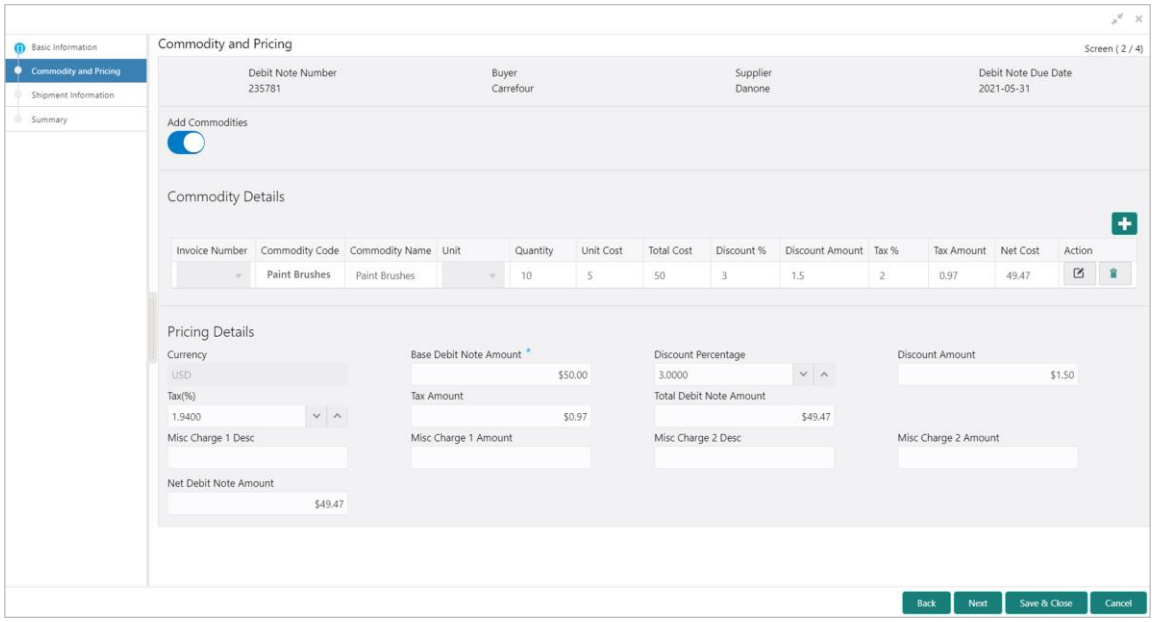
5. Specify the debit note details in the ‘Basic Information’ screen.
6. Click **Save & Close** to save the debit note details and submit it for authorization.

   OR

   Click **Next** to go to the ‘Commodity and Pricing’ screen.

   OR

   Click **Cancel** to cancel the creation of the debit note.



7. Switch the **Add Commodities** toggle ON to view ‘Commodity Details’ section.

   a. Click the Add icon ( ) to add rows in the grid.

b. In the ‘Action’ column of grid, perform the following steps:

- Click Delete icon ( ) to remove that specific row.

OR

- Click Edit icon ( ) and specify the commodity details in the grid:

8. In the ‘Pricing Details’ section, specify the ‘Misc Charge 1’ and ‘Misc Charge 2’ details.
9. Click **Save & Close** to save the debit note details and submit it for authorization.

   OR

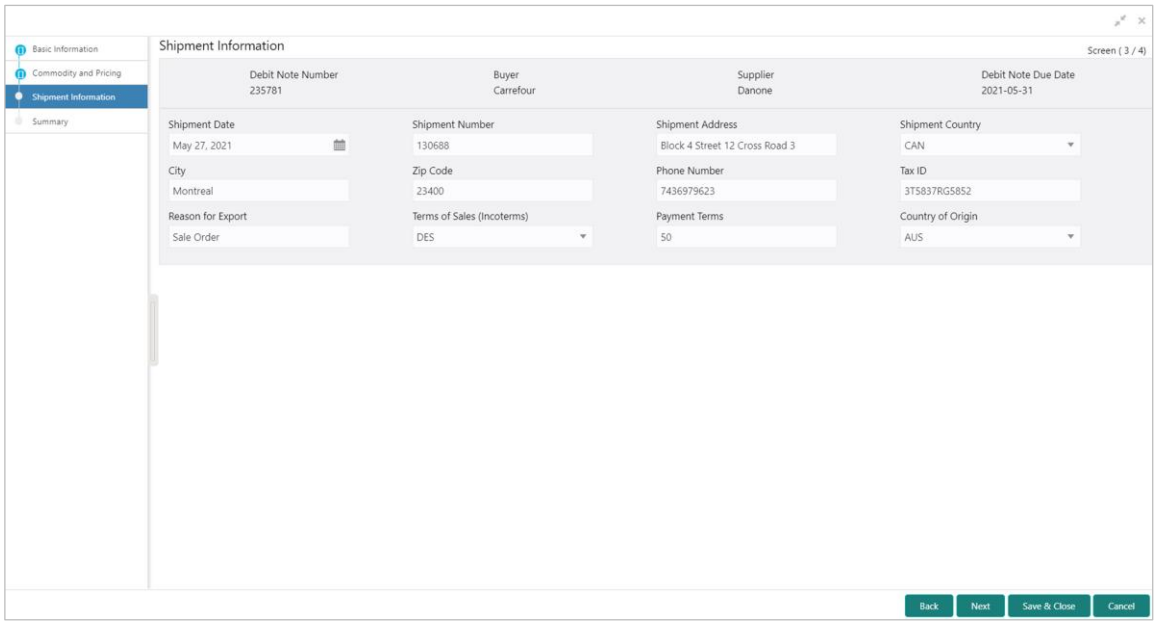
   Click **Next** to go to the ‘Shipment Information’ screen.

   OR

   Click **Back** to go to the ‘Basic Information’ screen.

   OR

   Click **Cancel** to cancel the creation of the debit note.



10. Specify the shipment details for the debit note in the above screen.
11. Click **Save & Close** to save the debit note details and submit it for authorization.

    OR

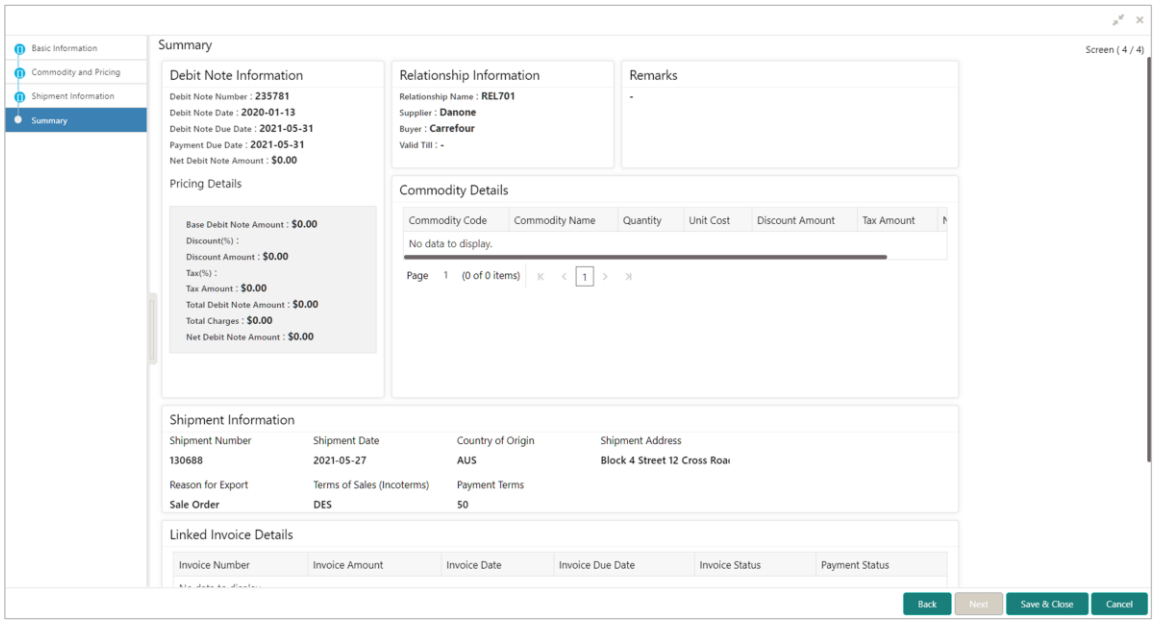
    Click **Next** to go to the ‘Summary’ screen.

    OR

    Click **Back** to go to the ‘Commodity and Pricing’ screen.

    OR

    Click **Cancel** to cancel the creation of the debit note.



12. Review the detail of the debit note being created in the ‘Summary’ screen.
13. Click **Save & Close** to save the debit note details and submit it for authorization.

    OR

    Click **Back** to go to the ‘Shipment Information’ screen.

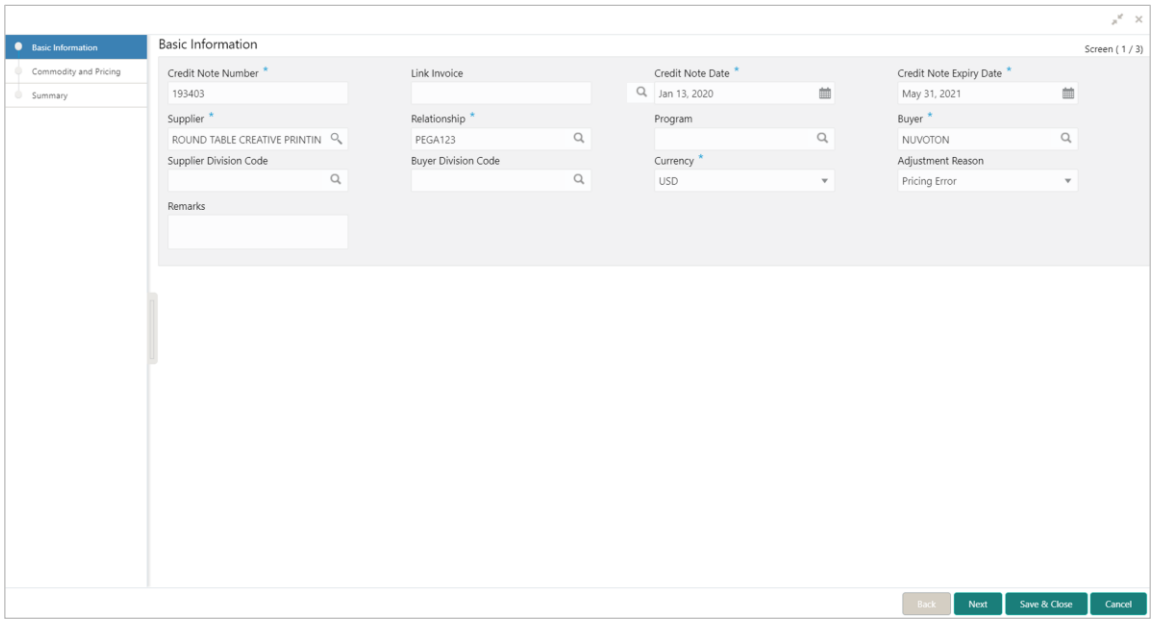
    OR

    Click **Cancel** to cancel the creation of the debit note.

4.1.3 Create Credit Note

Perform the following steps on the ‘Create Receivables and Payables’ screen to create credit note:

1. In the **Instrument Type** list, select ‘Credit Note’.
2. In the **Record Status** switch, click **New** to create a new credit note record or click **In Progress** to select an existing credit note.
3. In the **Branch** list, select your branch. By default, the branch associated with your login is selected.
4. Click **Proceed** to view the screen for populating credit note details.



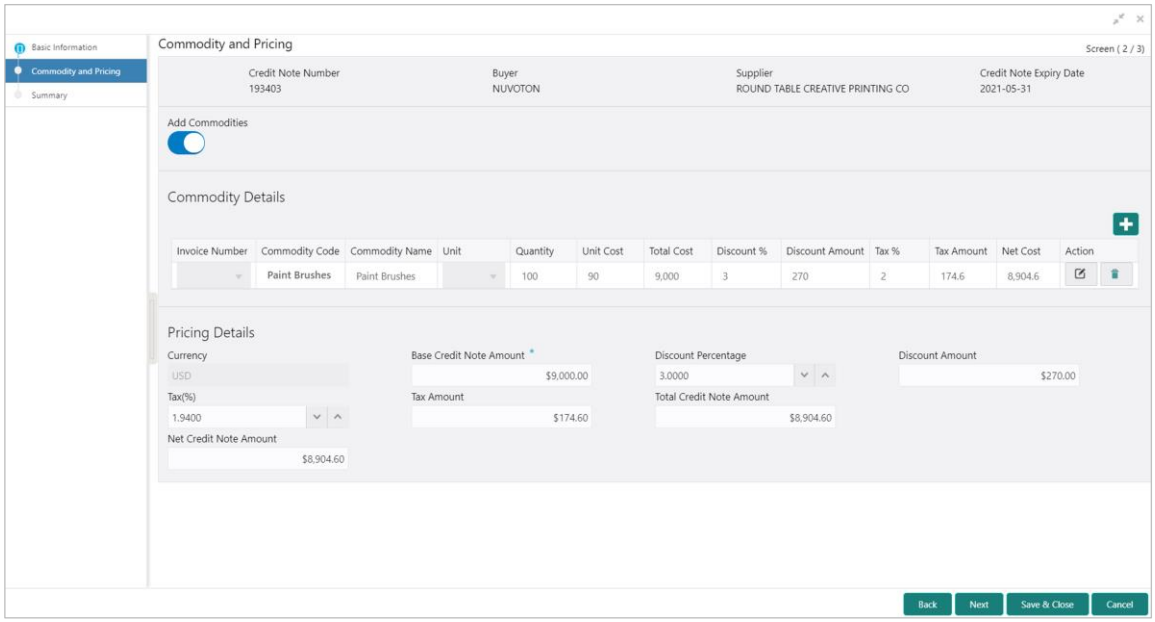
5. Specify the credit note details in the ‘Basic Information’ screen.
6. Click **Save & Close** to save the credit note details and submit it for authorization.

   OR

   Click **Next** to go to the ‘Commodity and Pricing’ screen.

   OR

   Click **Cancel** to cancel the creation of the credit note.



7. Switch the **Add Commodities** toggle ON to view ‘Commodity Details’ section.

   a. Click the Add icon ( ) to add rows in the grid.

b. In the ‘Action’ column of grid, perform the following steps:

- Click Delete icon ( ) to remove that specific row.

OR

- Click Edit icon ( ) and specify the commodity details in the grid:

8. Click **Save & Close** to save the credit note details and submit it for authorization.

OR

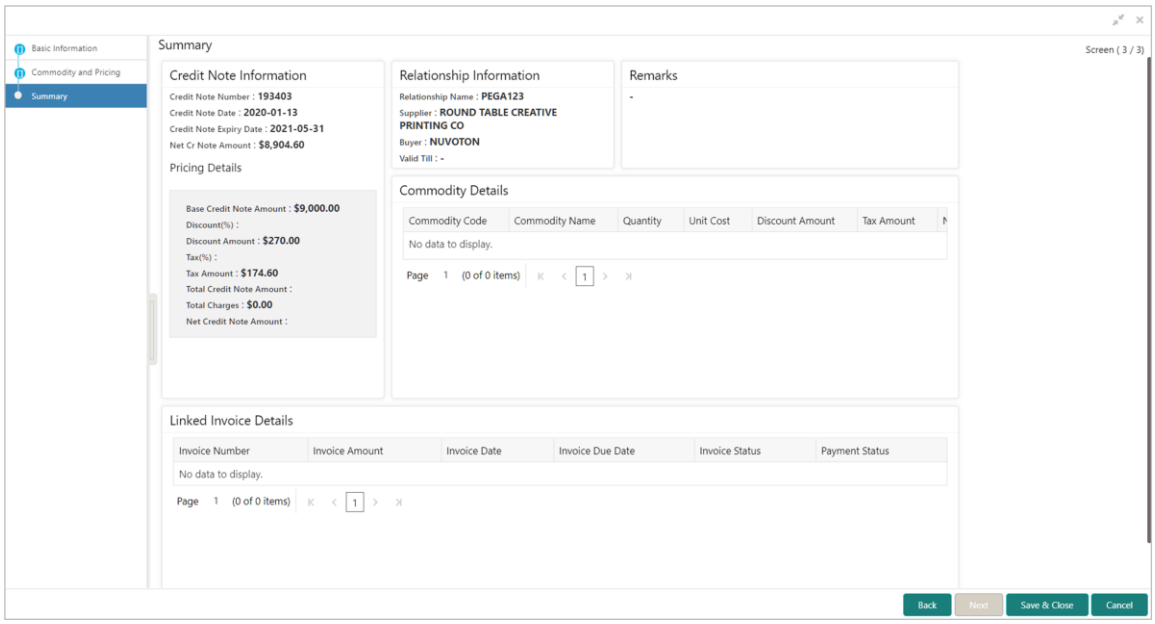
Click Next to go to the ‘Summary’ screen.

OR

Click Back to go to the ‘Basic Information’ screen.

OR

Click **Cancel** to cancel the creation of the credit note.



9. Review the detail of the credit note being created in the ‘Summary’ screen.

10. Click **Save & Close** to save the credit note details and submit it for authorization.

OR

Click Back to go to the ‘Commodity and Pricing’ screen.

OR

Click Cancel to cancel the creation of the credit note.

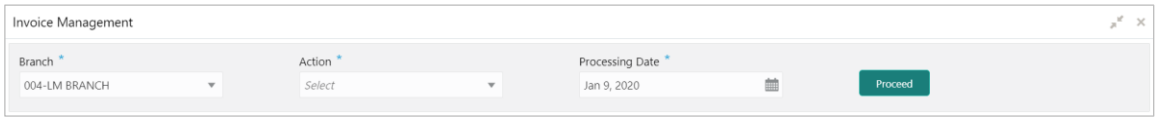
4.2 Managing Receivables and Payables

The ‘Receivable and Payables Management’ screen helps you to process and take various actions on instruments (invoices/debit notes/both). User can search the instruments based on the various parameters such as file name, reference number, supplier, date range, amount range, and so on.

After creating/searching an existing instrument, below is a list of actions user can take to manage them:

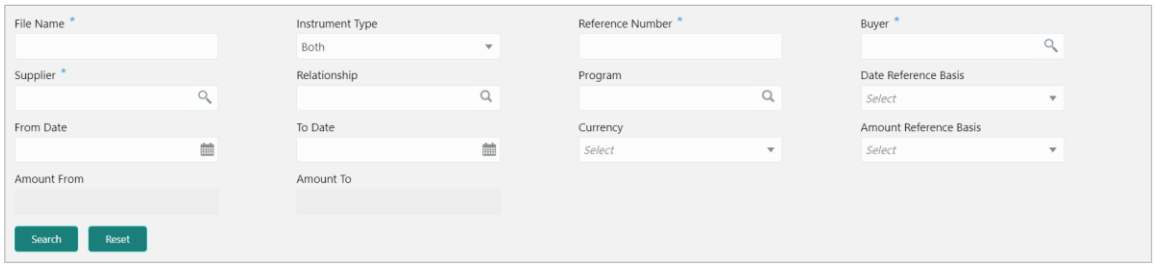
- Accept
- Assign
- Cancel
- Edit
- Initiate Finance
- Link Program
- Raise Dispute
- Re-assign
- Resolve Dispute
- Write off Dispute
- Mark PUA
- Mark Indirect Payment
- Accept Early Payment Offer

Navigation Path: *Receivables & Payables > Receivables & Payables Management*



Perform the following steps to search the invoices/debit notes:

1. In the **Branch** list, select the branch for which the invoice/debit note needs to be processed. By default, the branch of the logged-in user is selected.
2. From the **Action** list, select the action to be taken on the invoice/debit note.
3. Click **Proceed** to view the search parameters.



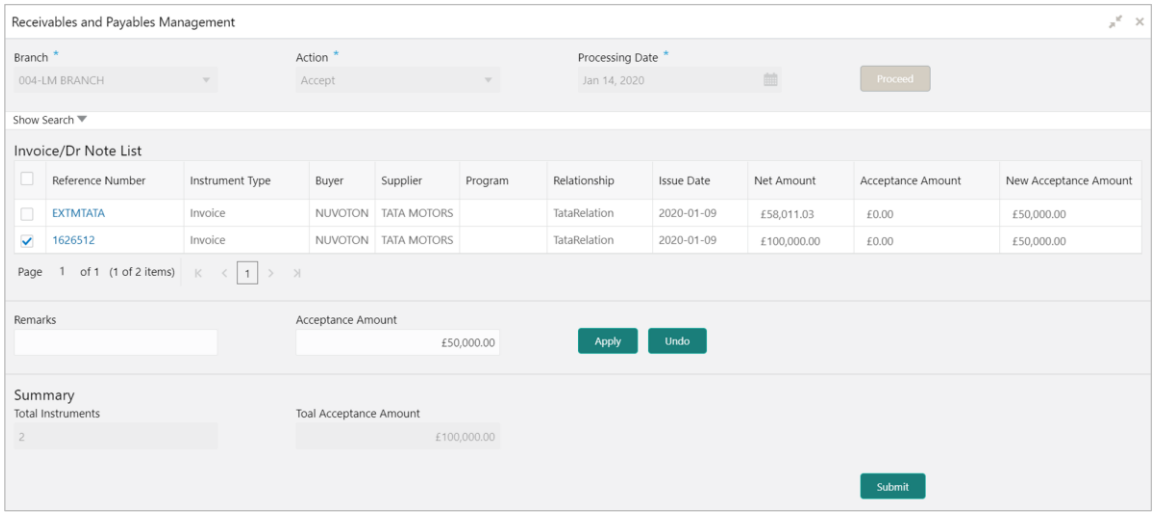
4. Specify the value for at least one mandatory field (marked with '*') to search the Invoice(s).
5. Click **Search** to view the search results in the 'Invoice List' section.

   OR

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

4.2.1 Accept

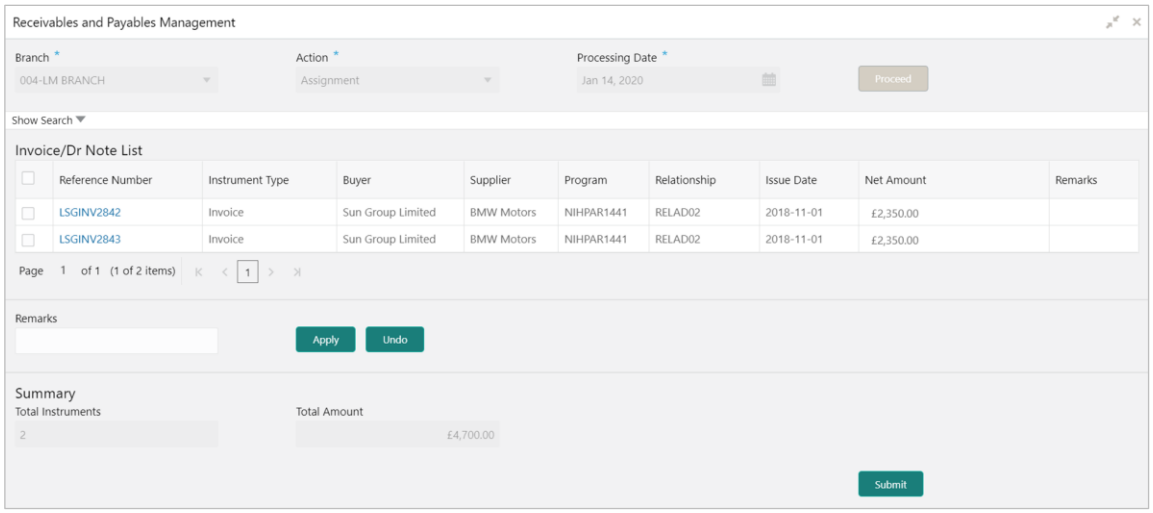
Perform the following steps post searching the invoices/debit notes for 'Accept' action:



1. Optional: In the **Reference Number** column, click on the number to view more details about it.
2. Select the invoice/debit note to be accepted.
3. Optional: In the **Remarks** field, enter the remarks for the new acceptance amount.
4. In the **Acceptance Amount** field, enter the amount to be accepted.
5. Click **Apply** to make changes in the grid.
6. If required, click **Undo** to revert the applied changes.
7. Click **Submit** to accept the invoice/debit note and send for authorization (if applicable).

4.2.2 Assign

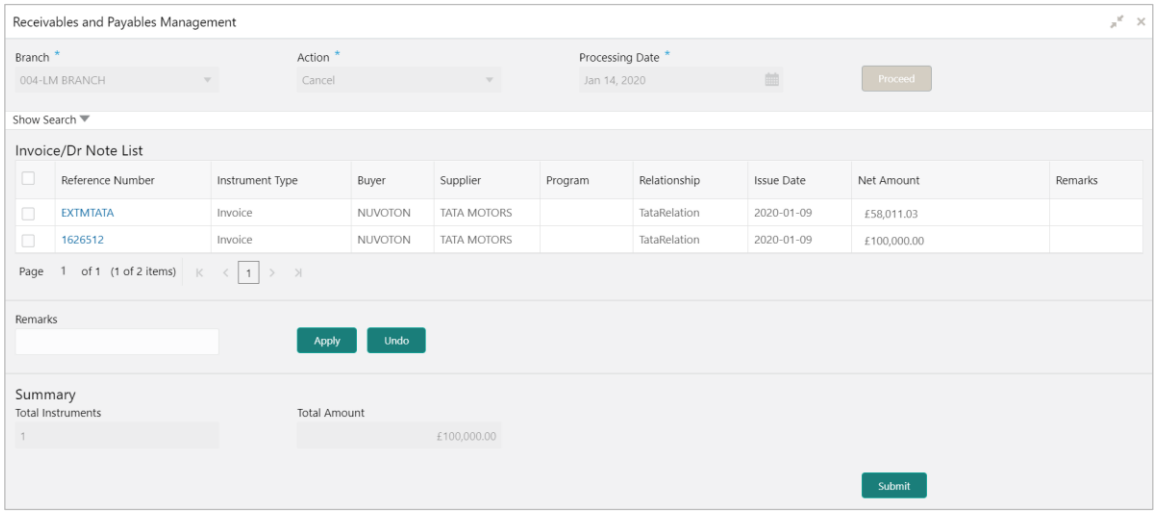
Perform the following steps post searching the invoices/debit notes for 'Assign' action:



1. Optional: In the **Reference Number** column, click the number to view more details about it.
2. Select the invoice to be assigned.
3. Optional: In the **Remarks** field, enter the remarks for the accepted amount.
4. Click **Apply** to make changes in the grid.
5. If required, click **Undo** to revert the applied changes.
6. Click **Submit** to accept the invoice and send for authorization (if applicable).

4.2.3 Cancel

Only an invoice/debit notes that has not yet been accepted, can be cancelled. Perform the following steps post searching the invoices/debit notes for ‘Cancel’ action:

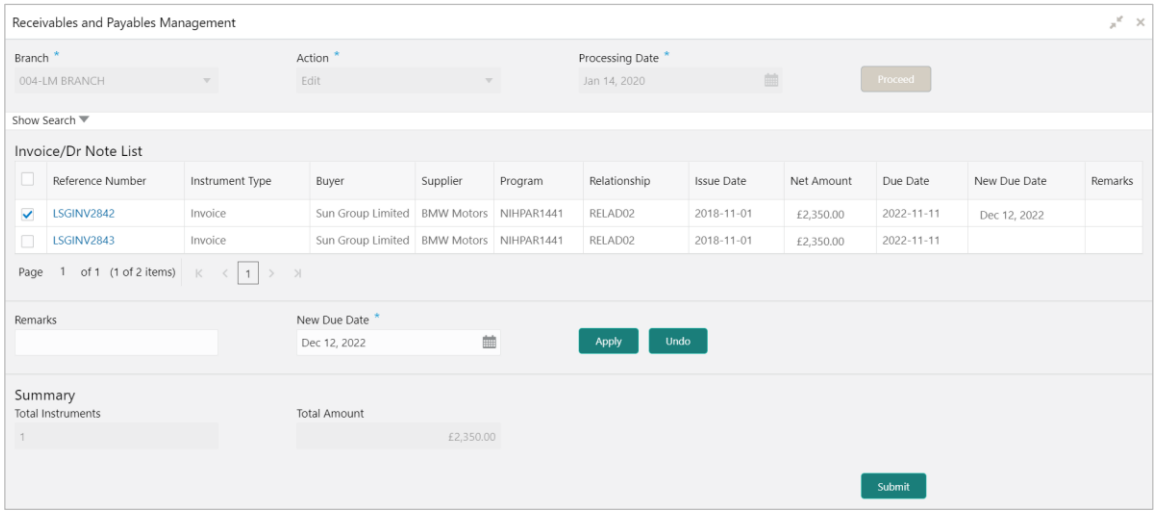


1. Optional: In the **Reference Number** column, click the link to view more details about it.
2. Select the invoices/debit notes to be cancelled.
3. Optional: In the **Remarks** field, enter the remarks about cancellation.

4. Click **Apply** to make changes in the grid.
5. If required, click **Undo** to revert the applied changes.
6. Click **Submit** to cancel the invoices/debit notes and send for authorization (if applicable).

4.2.4 Edit

Perform the following steps post searching the invoices/debit notes for 'Edit' action:

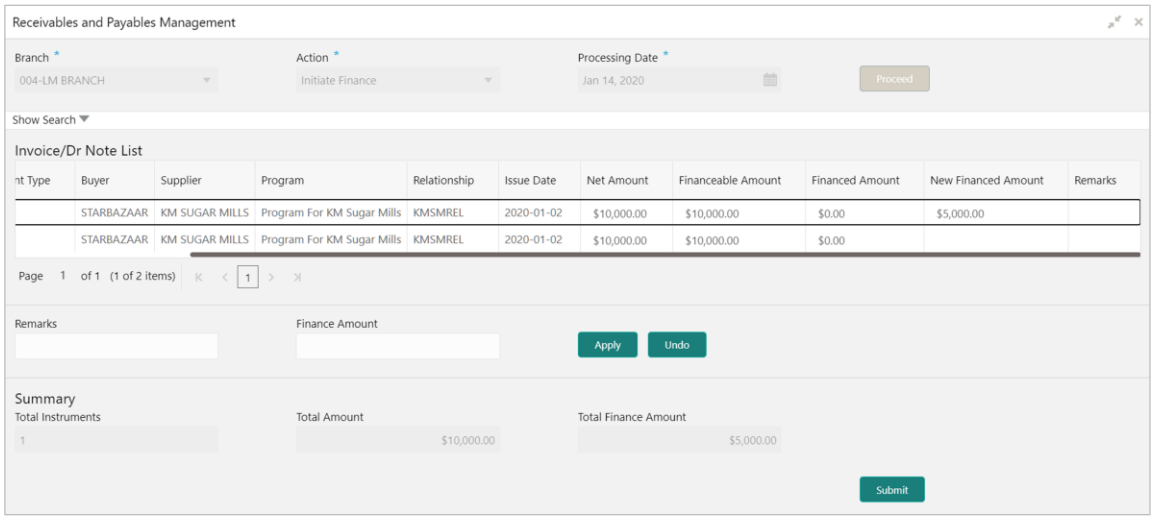


1. Optional: In the **Reference Number** column, click the link to view more details about it.
2. Select the invoice/debit notes to be edited.
3. Optional: In the **Remarks** field, enter the remarks for the updated invoice/debit note due date.
4. In the **New Due Date** field, click the Calendar icon and select the new due date.
5. Click **Apply** to make changes in the grid.
6. If required, click **Undo** to revert the applied changes.
7. Click **Submit** to submit the invoice/debit note and send for authorization (if applicable).

4.2.5 Initiate Finance

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

Note: This action is available only if Receivables and Payables module is integrated with OBSCF system.

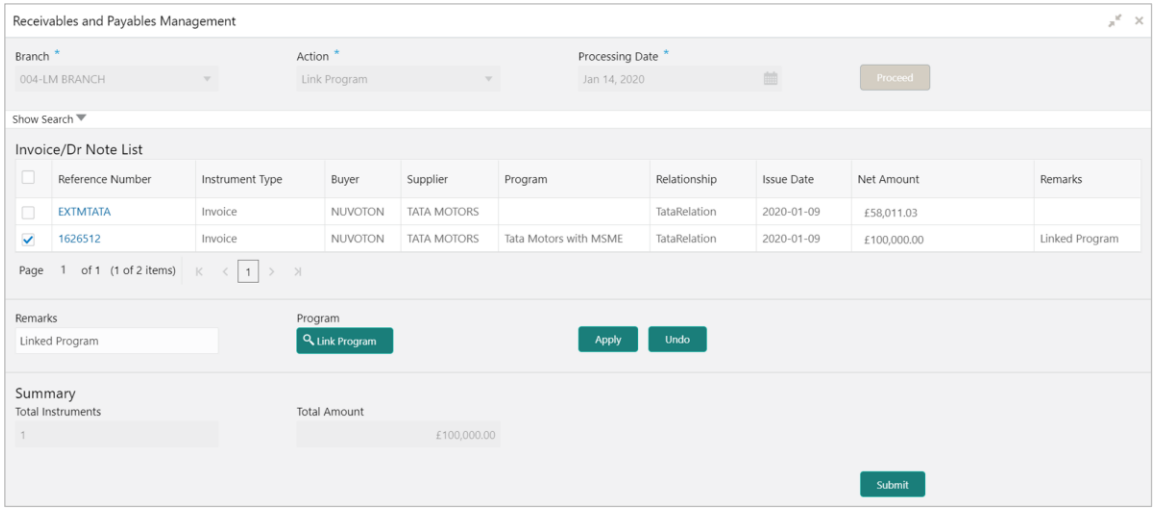


1. Optional: In the **Reference Number** column, click the number to view more details about it.
2. Select the invoice(s)/debit note(s) to be financed.
3. Optional: In the **Remarks** field, enter the remarks about new finance amount.
4. In the **Finance Amount** field, enter the amount to be financed.
5. Click **Apply** to make changes in the grid.
6. If required, click **Undo** to revert the applied changes.
7. Click **Submit** to initiate finance and send for authorization (if applicable). A finance disbursement task is created in the **Free Tasks**, which can be acquired and processed. For more information, refer the Finance Disbursement section in this user manual.

4.2.6 Link Program

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

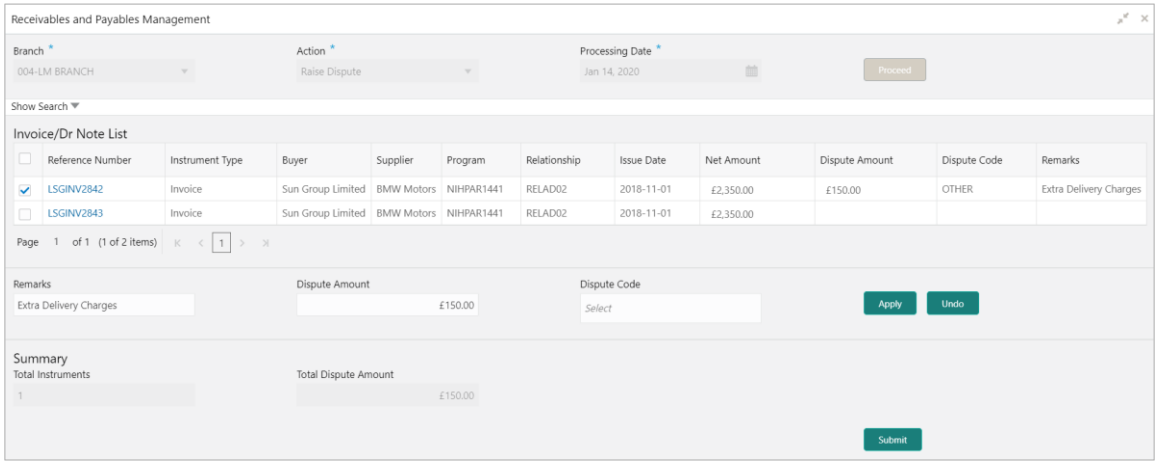
Note: This action is available only if Receivables and Payables module is integrated with OBSCF system.



1. Optional: In the **Reference Number** column, click the link to view more details about it.
2. Select the invoice/debit note to link a program for.
3. Optional: In the **Remarks** field, enter the remarks for the program linking.
4. Click **Link Program**, and select the program to be linked.
5. Click **Apply** to make changes in the grid.
6. If required, click **Undo** to revert the applied changes.
7. Click **Submit** to link the program and send for authorization (if applicable).

4.2.7 Raise Dispute

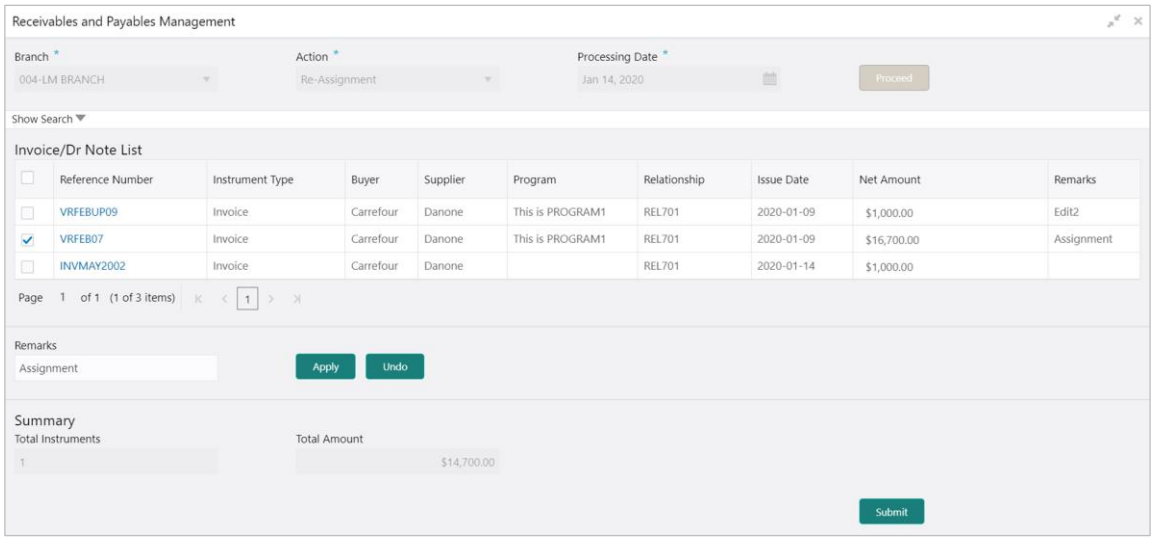
Perform the following steps post searching the invoices/debit notes for 'Raise Dispute' action:



1. Optional: In the **Reference Number** column, click the number to view more details about it.
2. Select the invoice/debit note to raise the dispute for.
3. Optional: In the **Remarks** field, enter the remarks for the disputed amount.
4. In the **Dispute Amount** field, enter the disputed amount.
5. In the **Dispute Code** field, select the code for which the dispute is raised.
6. Click **Apply** to make changes in the grid.
7. If required, click **Undo** to revert the applied changes.
8. Click **Submit** to raise dispute for the invoice/debit note and send for authorization (if applicable).

4.2.8 Re-Assign

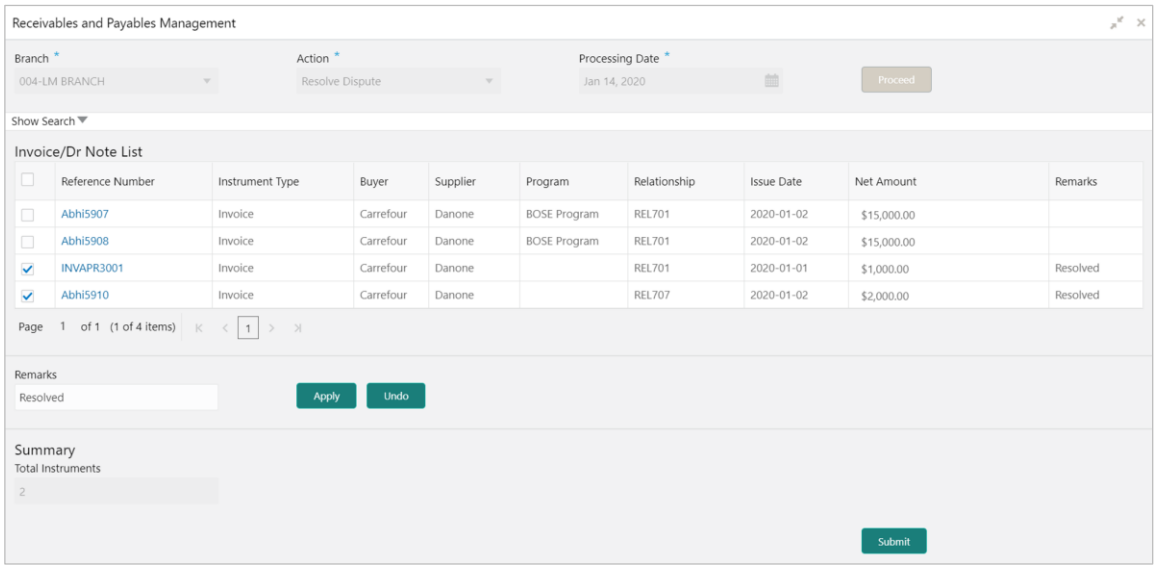
Perform the following steps post searching the invoices/debit notes for 'Re-Assign' action:



1. Optional: In the **Reference Number** column, click the number to view more details about it.
2. Select the invoice to be re-assigned.
3. Optional: In the **Remarks** field, enter the remarks for the re-assigning the invoice/debit note.
4. Click **Apply** to make changes in the grid.
5. If required, click **Undo** to revert the applied changes.
6. Click **Submit** to re-assign the invoice/debit note and send for authorization (if applicable).

4.2.9 Resolve Dispute

Perform the following steps post searching the invoices/debit notes for ‘Resolve Dispute’ action:

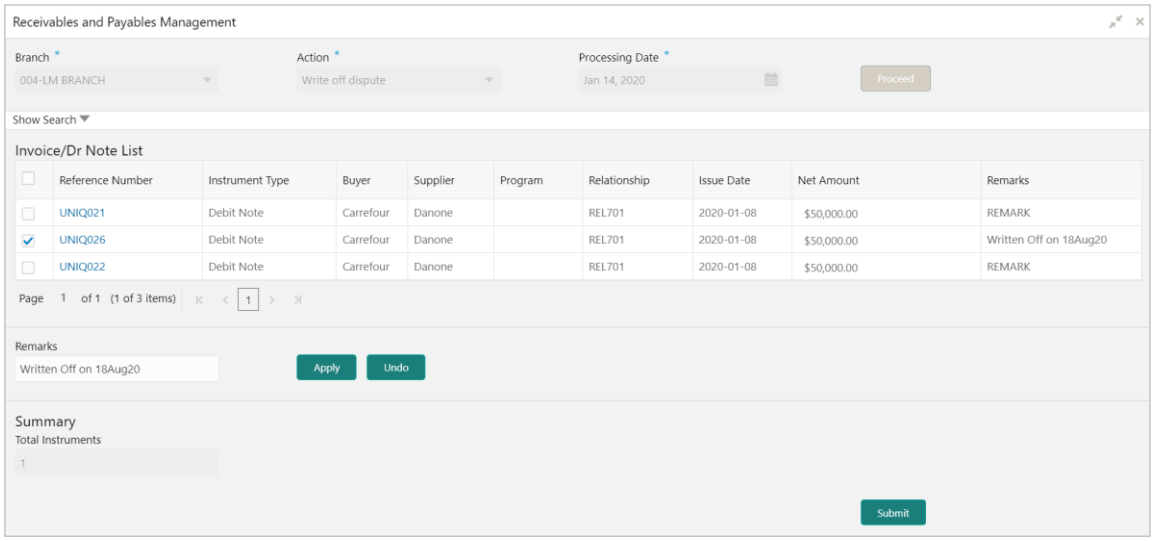


1. Optional: In the **Reference Number** column, click the link to view more details about it.
2. Select the invoice/debit note to resolve the dispute for.

3. Optional: In the **Remarks** field, enter the remarks about the dispute resolution.
4. Click **Apply** to make changes in the grid.
5. If required, click **Undo** to revert the applied changes.
6. Click **Submit** to resolve dispute on the invoice/debit note and send for authorization (if applicable).

4.2.10 Write off Dispute

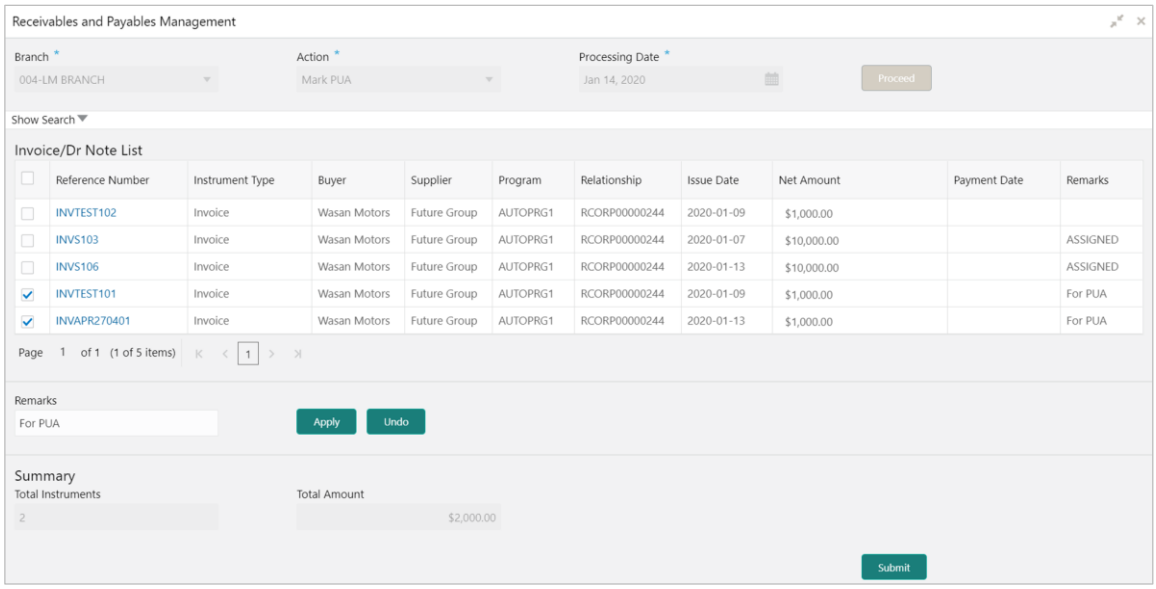
Perform the following steps post searching the invoices/debit notes for 'Write off Dispute' action:



1. Optional: In the **Reference Number** column, click the link to view more details about it.
2. Select the invoice/debit note to write-off the dispute for.
3. Optional: In the **Remarks** field, enter the remarks for writing-off the disputed amount.
4. Click **Apply** to make changes in the grid.
5. If required, click **Undo** to revert the applied changes.
6. Click **Submit** to write-off the disputed invoice/debit note and send for authorization (if applicable).

4.2.11 Mark PUA

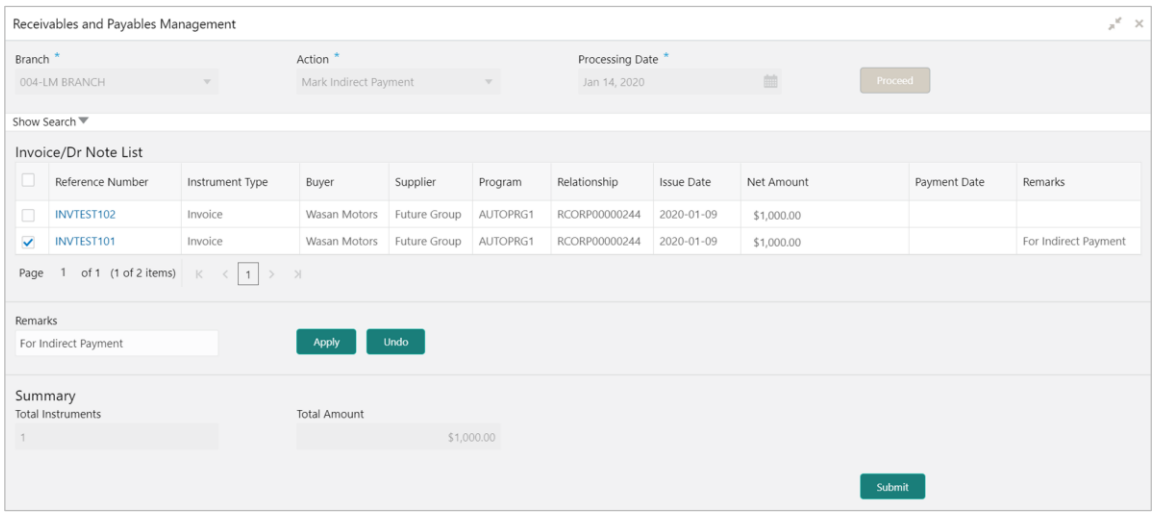
Perform the following steps post searching the invoices/debit notes for 'Mark PUA' action:



1. Optional: In the **Reference Number** column, click the link to view more details about it.
2. Select the invoice/debit note to be marked for PUA.
3. Optional: In the **Remarks** field, enter the remarks for marking invoice/debit note as PUA.
4. Click **Apply** to make changes in the grid.
5. If required, click **Undo** to revert the applied changes.
6. Click **Submit** to mark the invoice/debit note and send for authorization (if applicable).

4.2.12 Mark Indirect Payment

Perform the following steps post searching the invoices/debit notes for ‘Mark PUA’ action:

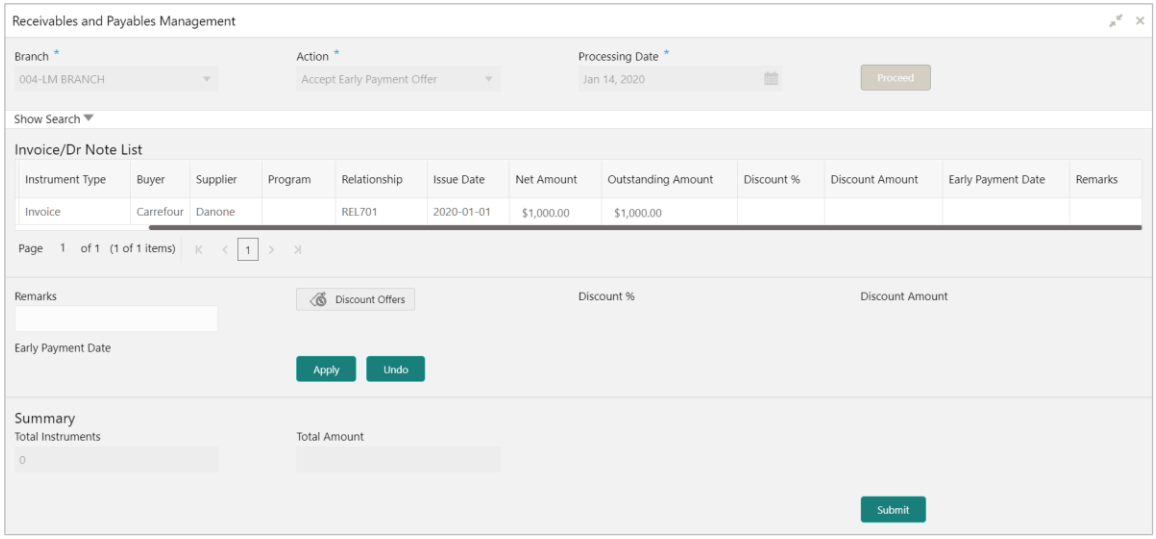


1. Optional: In the **Reference Number** column, click the link to view more details about it.
2. Select the invoice/debit note to be marked for indirect payment.

3. Optional: In the **Remarks** field, enter the remarks for marking the invoice/debit note.
4. Click **Apply** to make changes in the grid.
5. If required, click **Undo** to revert the applied changes.
6. Click **Submit** to mark the invoice/debit note and send for authorization (if applicable).

4.2.13 Accept Early Payment Offer

Perform the following steps post searching the invoices/debit notes for 'Mark PUA' action:



1. Optional: In the **Reference Number** column, click the link to view more details about it.
2. Select the invoice/debit note to be accepted for early payment offer.
3. Optional: In the **Remarks** field, enter the remarks about early payment.
4. Click **Apply** to make changes in the grid.
5. If required, click **Undo** to revert the applied changes.
6. Click **Submit** to send selected invoice/debit notes for authorization (if applicable).

5. Managing Purchase Orders

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

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

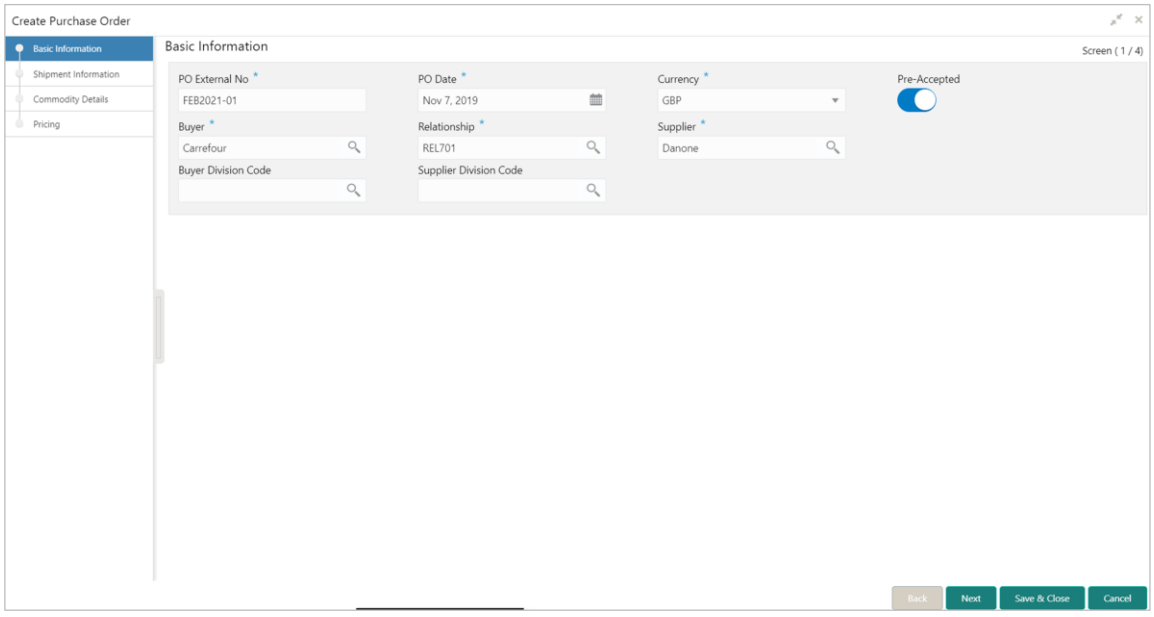
Below is the list of actions user can take to manage the purchase order:

- Edit and Accept Purchase Order
- Initiate Finance
- Cancel Purchase Order
- Reject Purchase Order

5.1 Create Purchase Order

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

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

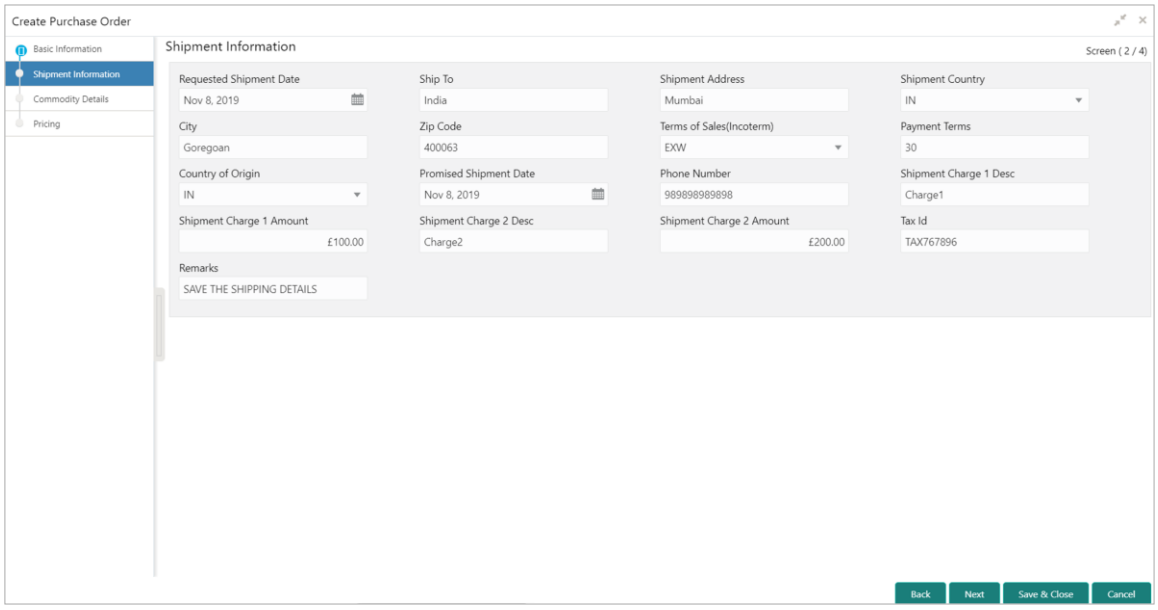


1. Refer the following table for specifying basic details of the PO on the above screen:

Note: Fields marked with '' are mandatory.*

Field Name	Description
PO External No *	Enter the external reference number for purchase order to be created. Only "-" is allowed as a special character. This field cannot be modified once authorized.
PO Date *	Click the Calendar icon and select the date of purchase order creation. By default, the system's current date is set.
Currency *	Select the currency of the purchase order.
Pre-Accepted	Switch the toggle ON if the purchase order is pre-accepted by the supplier.
Buyer	Click the Search icon and select the buyer to create the purchase order for. This field cannot be modified once authorized.
Relationship *	Click the Search icon and select the relationship of the selected buyer under which this purchase order should be created. This field cannot be modified once authorized.
Program	Click the Search icon and select the required program under which the purchase order should be created.
Supplier	Click the Search icon and select the supplier of the goods/commodity. This field cannot be modified once authorized.
Buyer Division Code	Click the Search icon and select the division code of the buyer.
Supplier Division Code	Click the Search icon and select the division code of the supplier.

2. Click **Next** to enter shipment information of the order.
3. Optional: Click **Save & Close** to save the basic information and send the PO details for authorization.

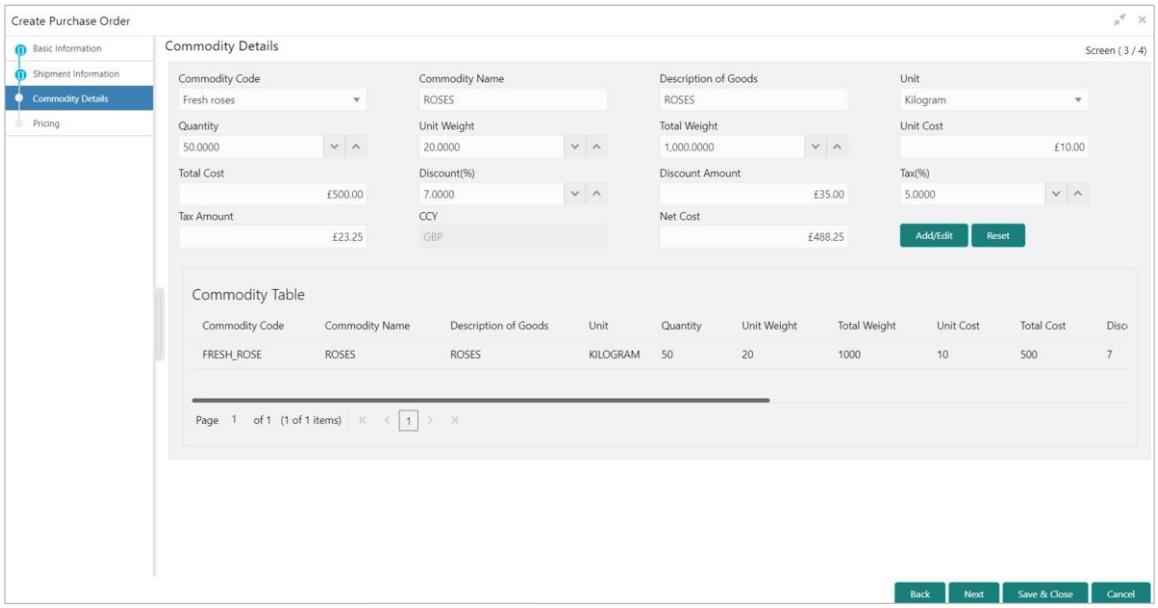


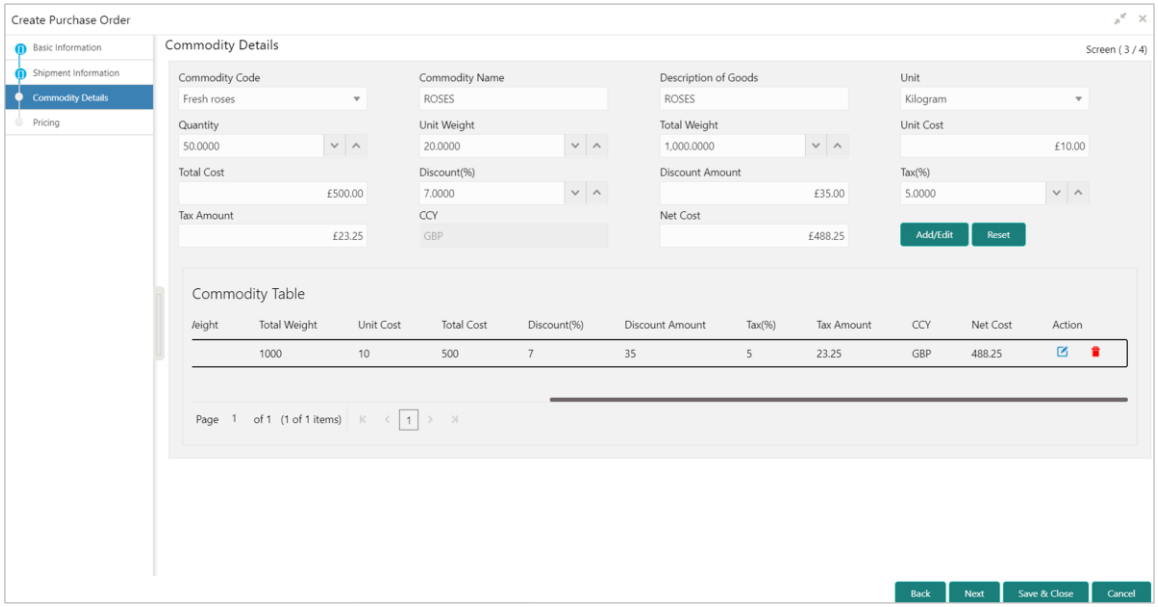
4. Refer the following table for specifying shipment details of the PO on the above screen:

Note: Fields marked with '' are mandatory.*

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

5. Click **Next** to enter commodity details of the order.
6. Optional: Click **Save & Close** to save the shipment details and send the PO details for authorization.





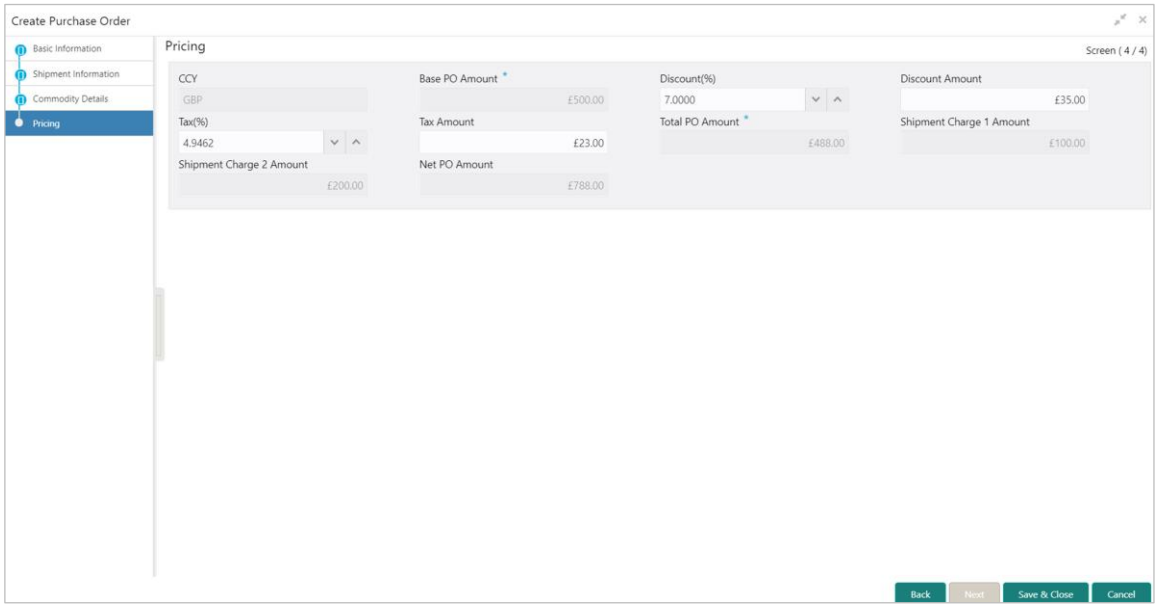
7. Refer the following table for specifying commodity details of the PO on the above screen:

Note: Fields marked with '' are mandatory.*

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

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

8. Click **Add/Edit** to add commodities in the grid or modify the selected records from the grid. If required, click **Reset** to clear the selected values.
9. Click **Next** to enter pricing details of the order.
10. Optional: Click **Save & Close** to save the commodity details and send the PO details for authorization.



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

Note: Fields marked with '' are mandatory.*

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

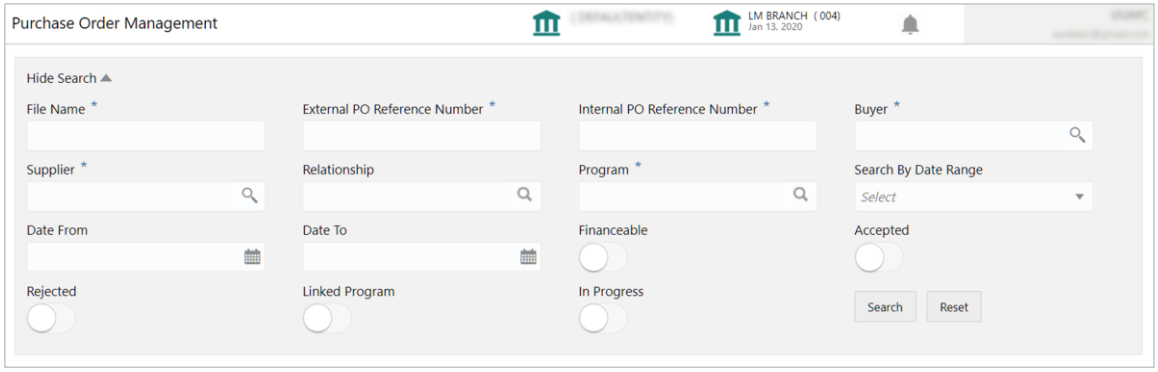
Field Name	Description
Base PO Amount	Enter the base amount of the whole order. The same gets auto-populated to sum of total cost of all commodities in case commodities are added.
Discount (%)	The discount percentage is fetched from the previous screen. If required, modify the percentage of discount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

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

5.2 Manage Purchase Order

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

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



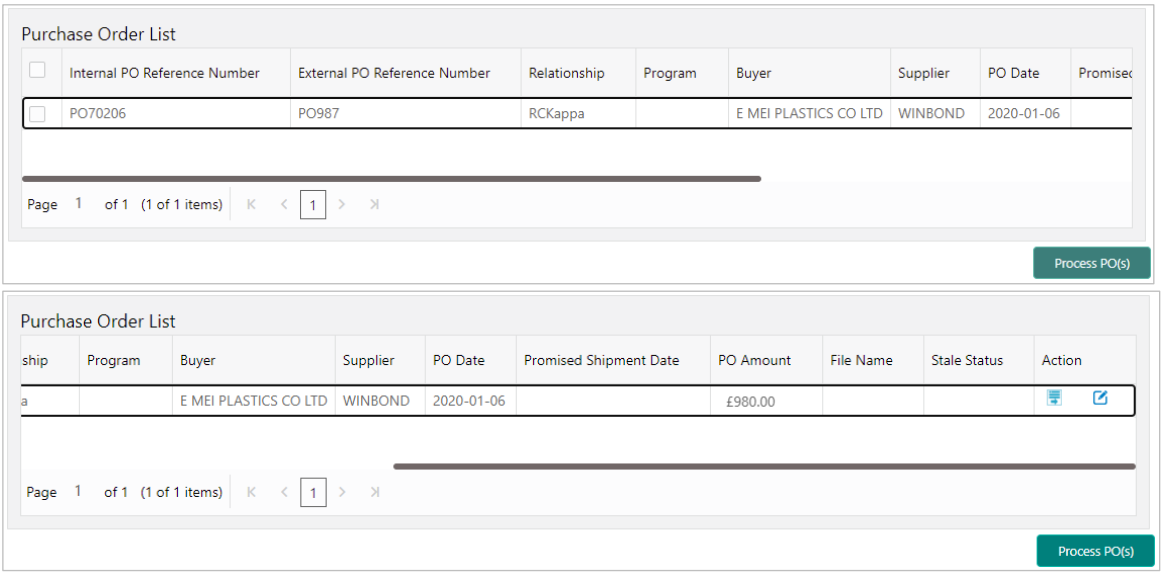
1. Refer the following table for specifying details to search the PO and perform actions by using above screen:

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

Field Name	Description
File Name	Enter the file name containing PO uploaded in the system to perform file based searched on PO records.

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

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



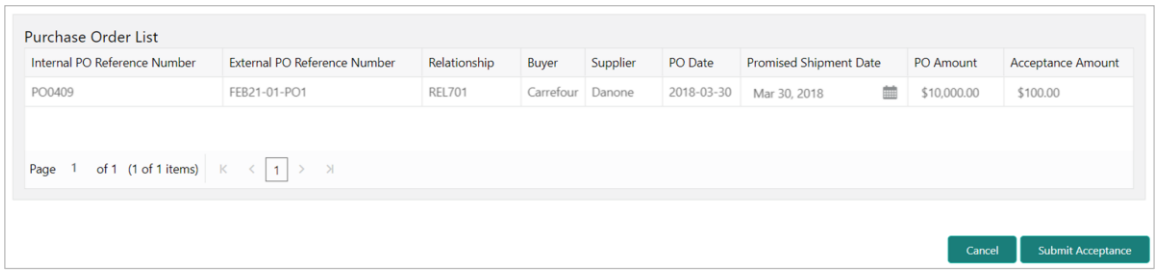
3. In the **Program** column, double click and select the program to link.
4. In the **Action** column, click the edit icon ( ) to modify the purchase order, if required.
5. Select the POs to be processed and then click **Process PO(s)**.

OR

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

5.2.1 Edit and Accept Purchase Order

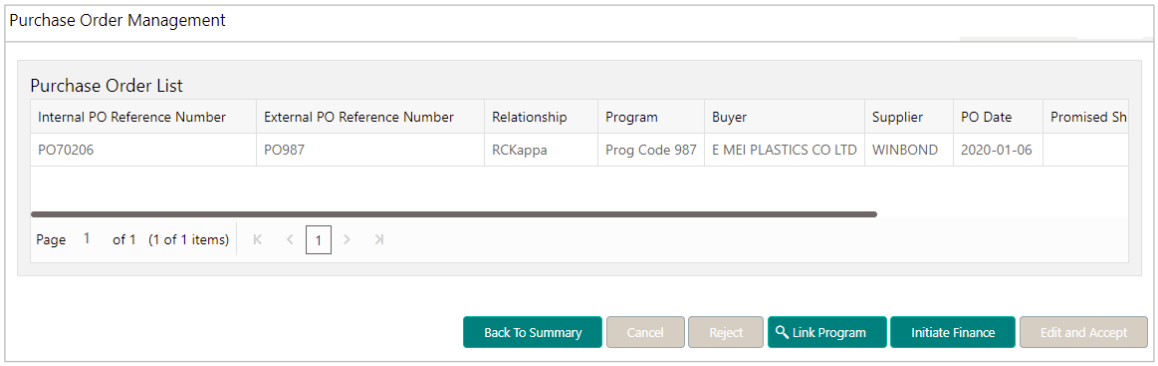
1. Click **Edit and Accept** to edit/accept the purchase order.



2. In the **Promised Shipment Date** column, click the Calendar icon and select a shipment date for the purchase order.
3. Edit the **Acceptance Amount**, if required.
4. Click **Submit Acceptance**. A status message is displayed along with the transaction reference number.

5.2.2 Initiate Finance

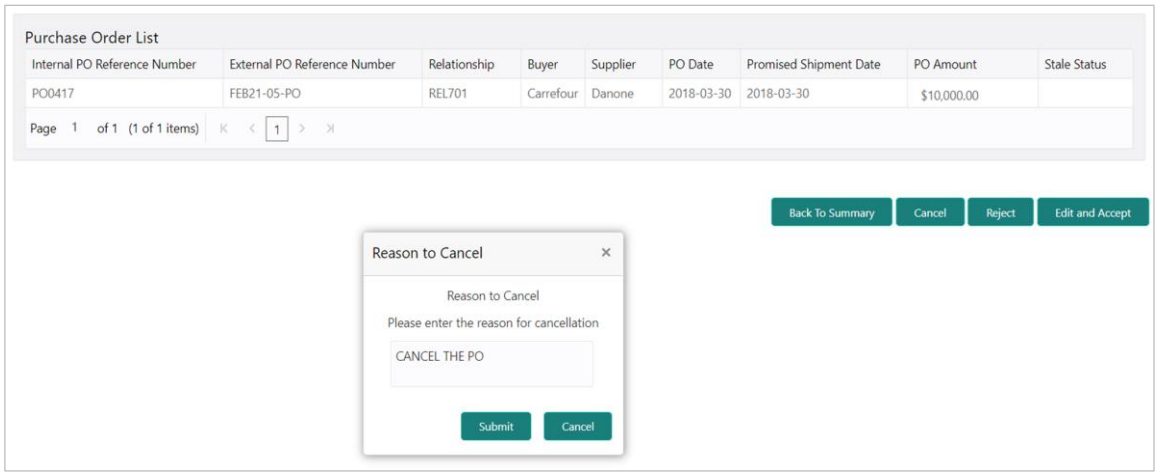
Note: This action is available only if Receivables and Payables module is integrated with OBSCF system.



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

5.2.3 Cancel Purchase Order

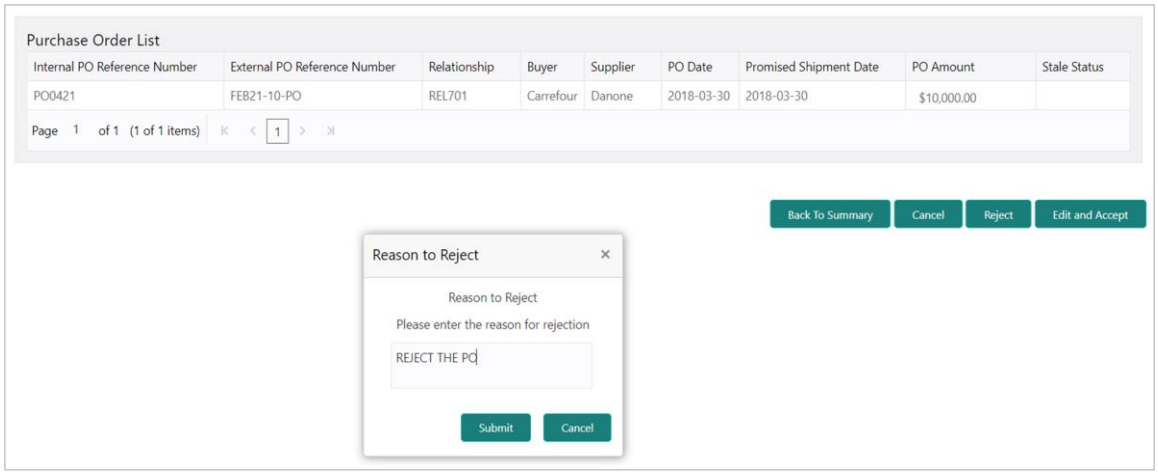
Only a purchase order that has not yet been accepted, can be cancelled.



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

5.2.4 Reject Purchase Order

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



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

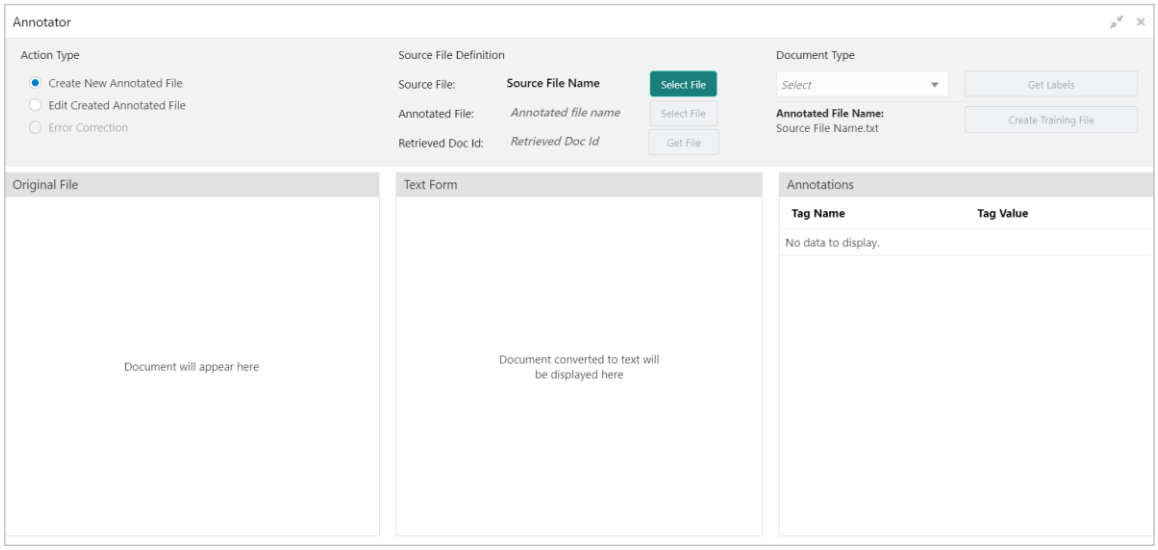
6. Machine Learning

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

6.1 Create Annotated File

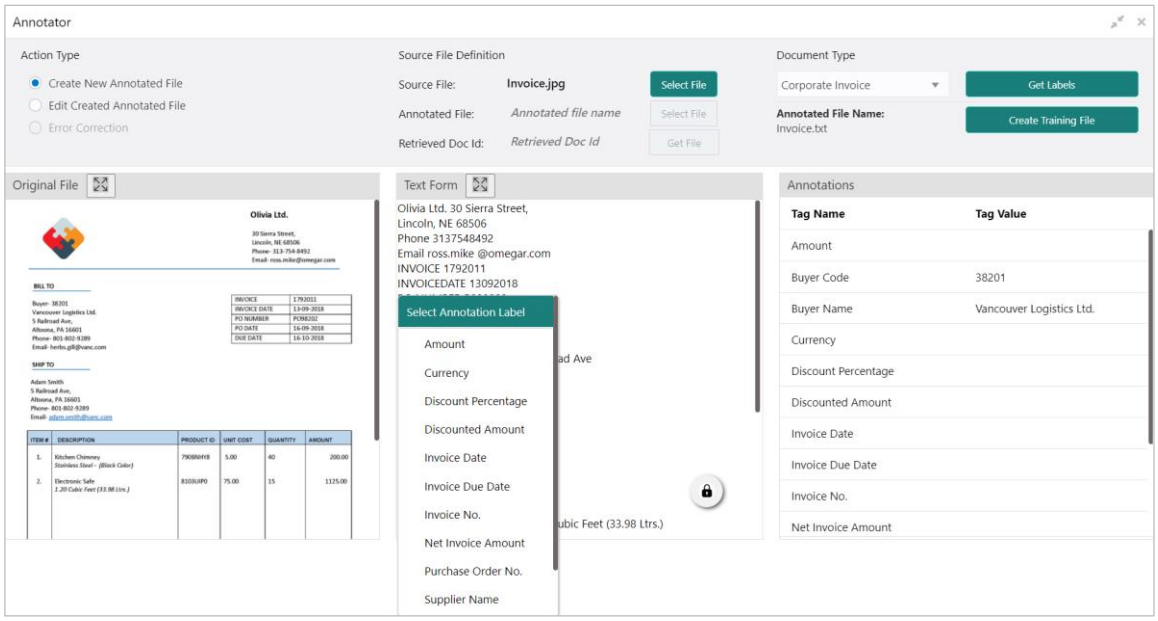
This screen is used to create an annotated file where, a user can insert an invoice/PO image file and tag the labels to extract the values from images. By using this sub-menu, user can create or modify the annotated file.

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



Perform the following steps to create an annotator file:

1. In the **Action Type**, select the **Create New Annotated File** option.
2. In the **Source File**, click **Select File** and then select the invoice/PO image file.
3. In the **Document Type** list, select the value as Corporate Invoice/Purchase Order.
4. Click **Get Labels** to populate the tag names in the ‘Annotations’ box.

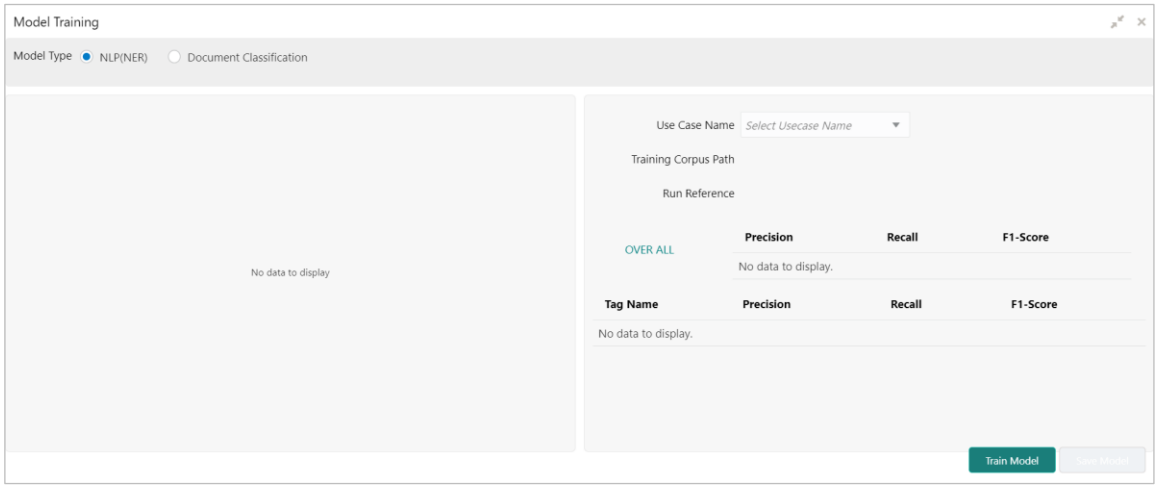


5. In the **Text Form** box, highlight the value and right click to select the annotation label (tag name).
6. Click **Create Training File** to create the annotated file.

6.2 Train Model

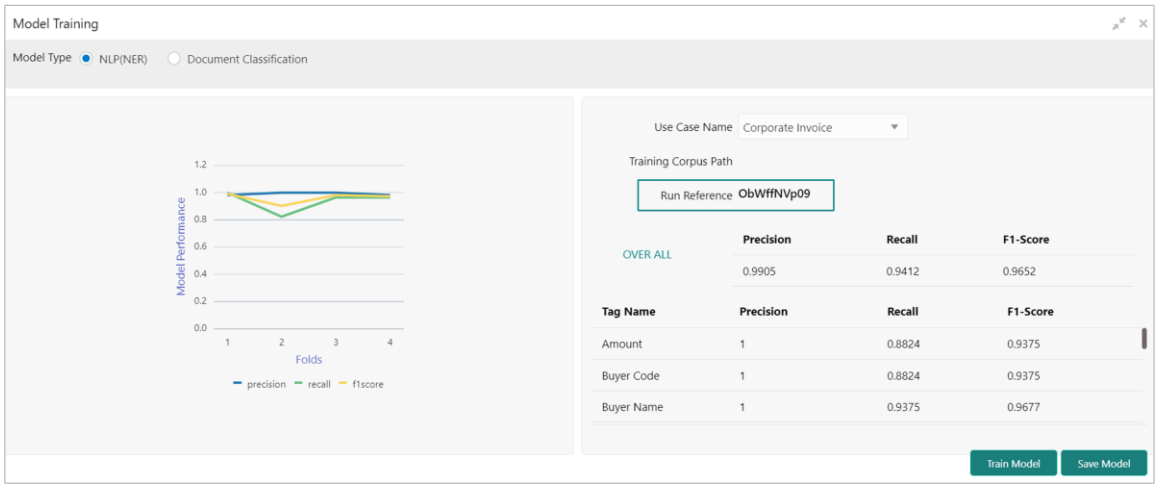
This screen is used to train the model created by using Annotator. User can have only one active trained model at a time.

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



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

1. In the **User Case Name** list, select any one of the below use case to train:
   - Corporate Invoice
   - Corporate Purchase Order
2. Click **Train Model** to generate the reference number of the trained model.

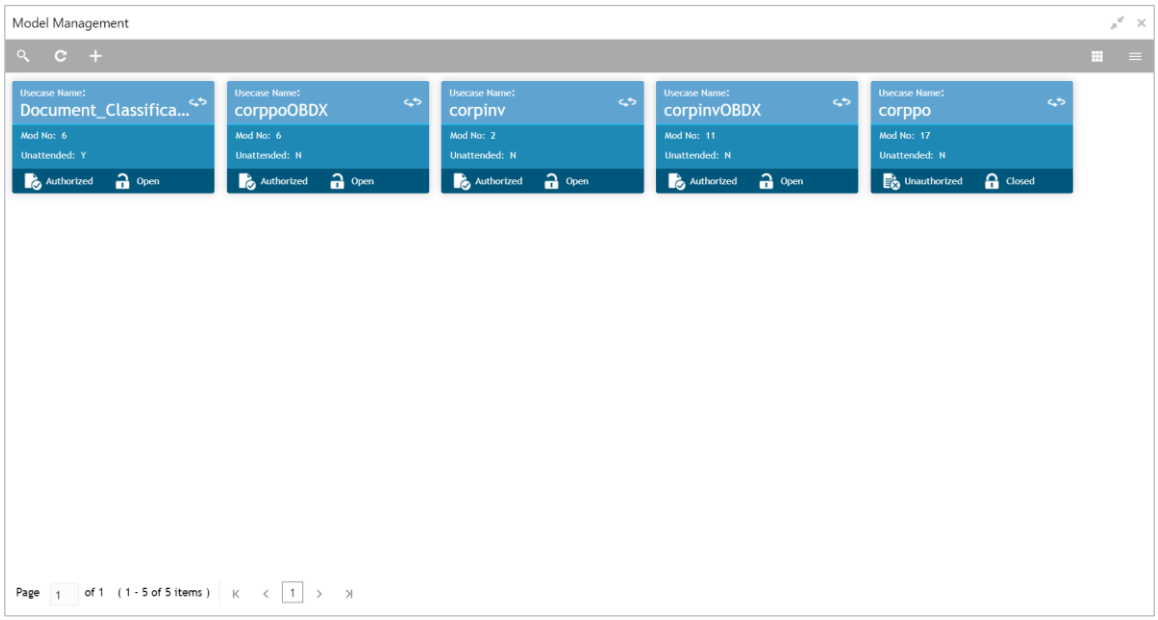


3. Click **Save Model** to save the trained model to be utilized as an active model.

6.3 Manage Model

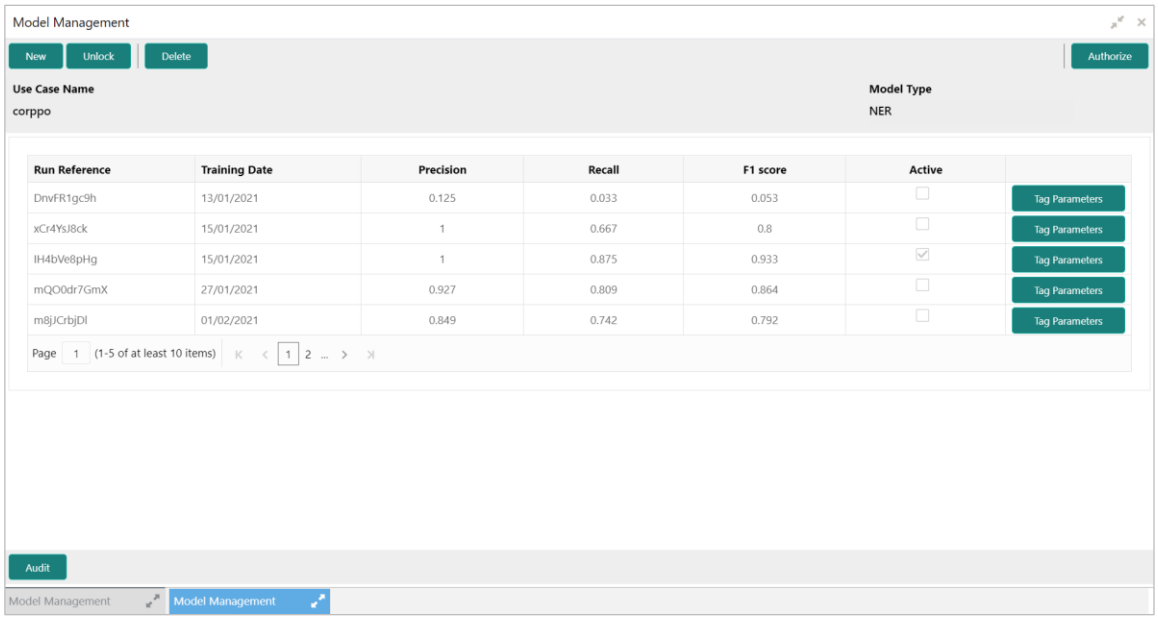
This screen is used to authorize trained models created form the annotated file. By using this screen, user can set an active annotated model to be utilized by machine learning engine.

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



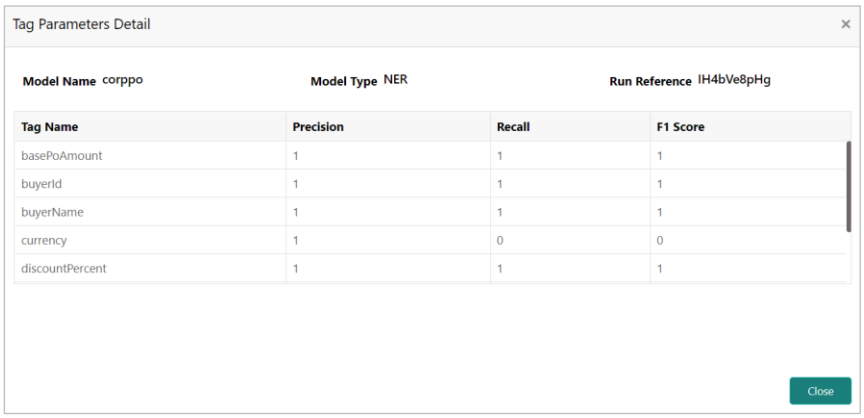
Perform the following steps to modify, audit, authorize, or remove a use case:

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

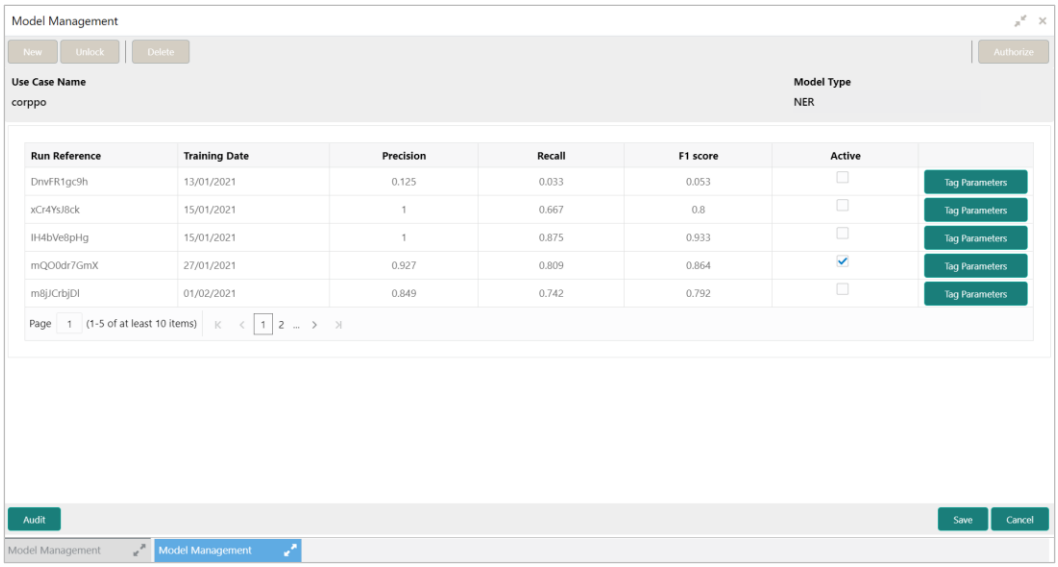


2. Perform any of the following actions on use case:

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



   - Click **Authorize** to authorize and set the selected model of the use case.
   - Optional: Click **Audit** to view the details of the maker and checker details.
   - Click **Delete** to remove the use case.
   - Click **Unlock** to modify the active model:

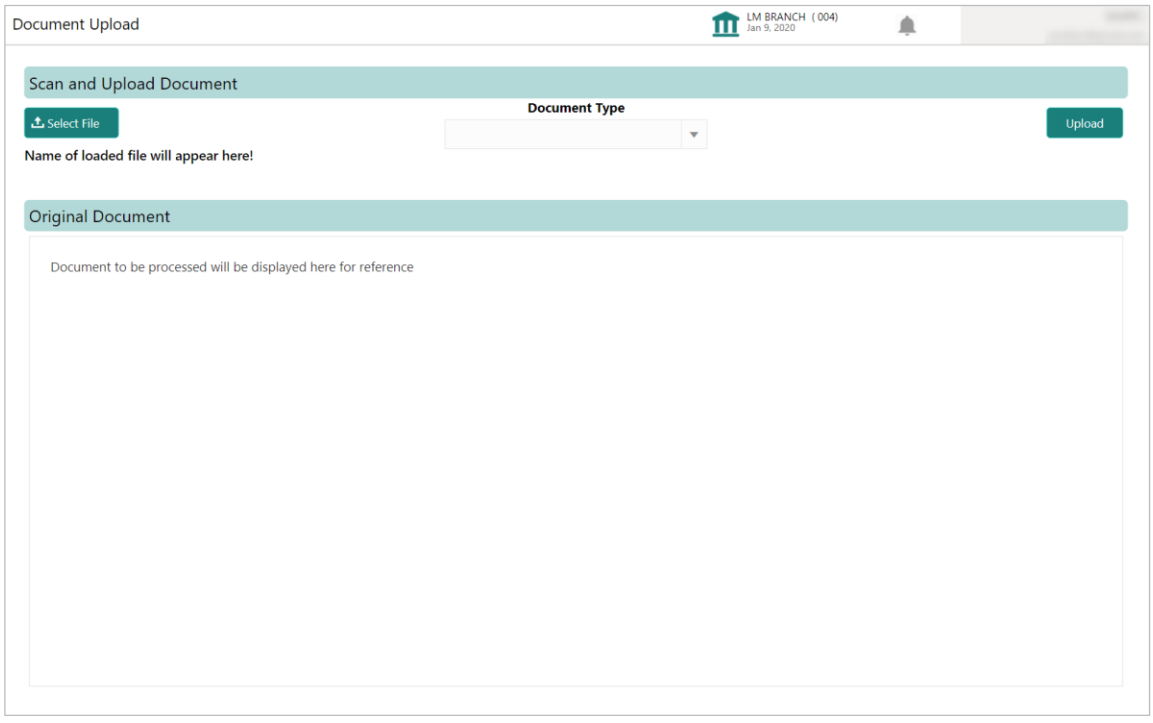


- In the **Active** column, select the training model reference number to be activated.
- Click **Save** to apply changes to the active model.

6.4 Upload Documents

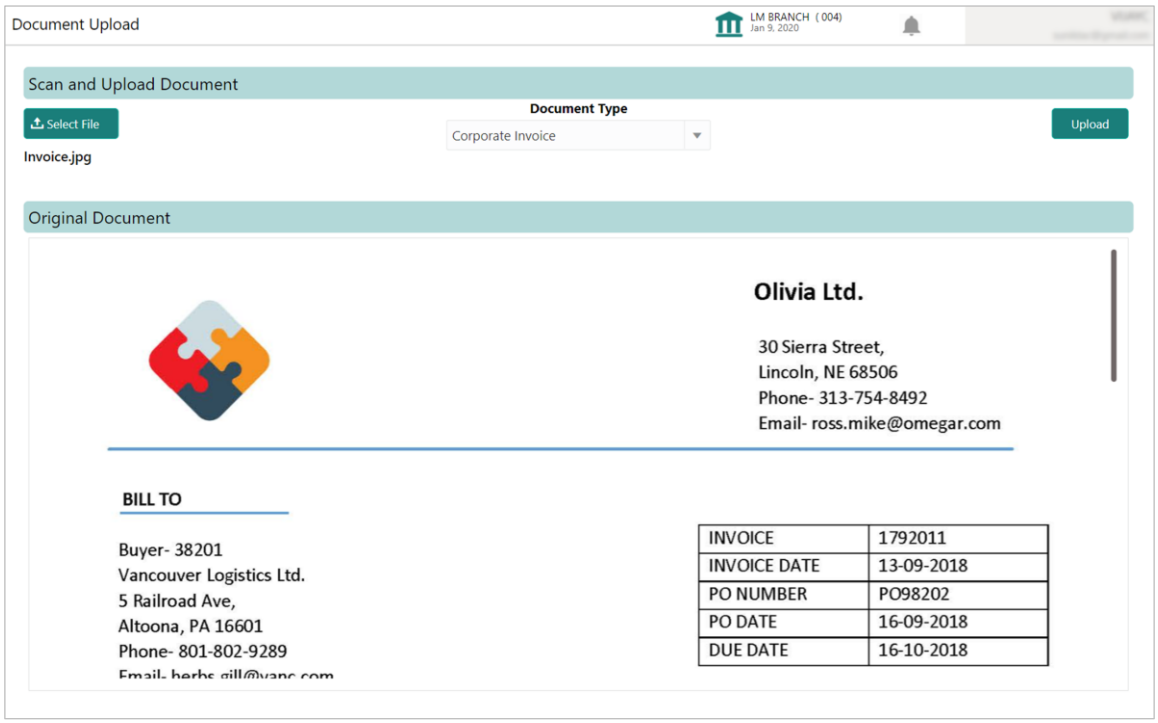
By using this screen user can upload the scanned images of the invoice/PO to be auto-fetched by system and create invoice/po from the same.

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



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

1. Click **Select File** and choose the invoice/PO image to be uploaded.
2. In the **Document Type** list, select any of the following:
   - Corporate Invoice
   - Corporate Purchase Order

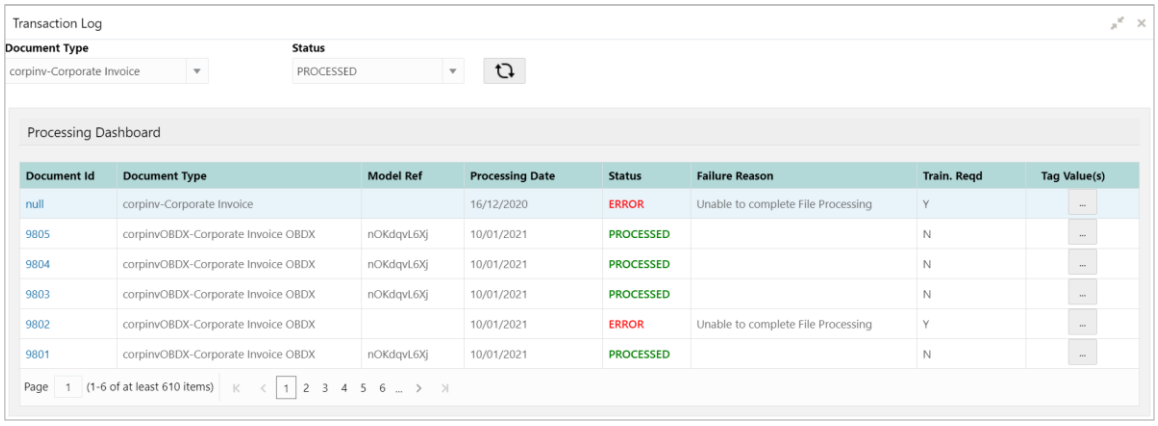


3. Click **Upload** to initiate the invoice/PO data upload in the system as per active model.

6.5 View Transaction Log

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

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



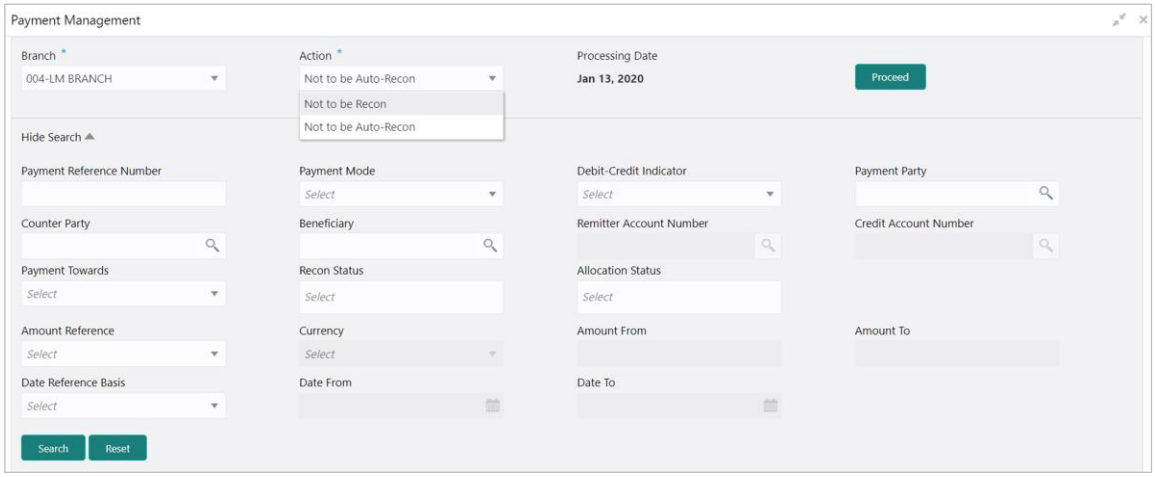
Perform the following steps to filter the processing dashboard table:

4. In the **Document Type** list, select Corporate Invoice/Purchase Order.
5. In the **Status** list, select the current status of the document to filter the data.
6. Click refresh icon ( ) to reload the tabular data.

7. Managing Payments

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

Navigation Path: *Receivables & Payables > Payment Management*



Perform the following steps to manage payment:

1. In the **Branch** list, select the branch for which the payment needs to be managed.
2. In the **Action** list, select any one of the following:
   - Not to be Recon: To stop payment from being manually reconciled.
   - Not to be Auto-Recon: To stop payment from being automatically reconciled.
3. Click **Proceed** to view the search parameters.
4. Refer to the following table for specifying the search criteria:

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

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

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

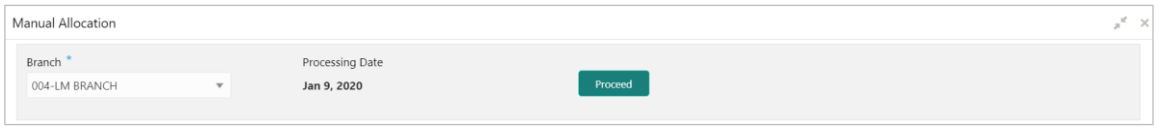
5. Click **Search** to view the payment records in the 'List of Payments' section.

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

7.1 Manually Allocate Payments

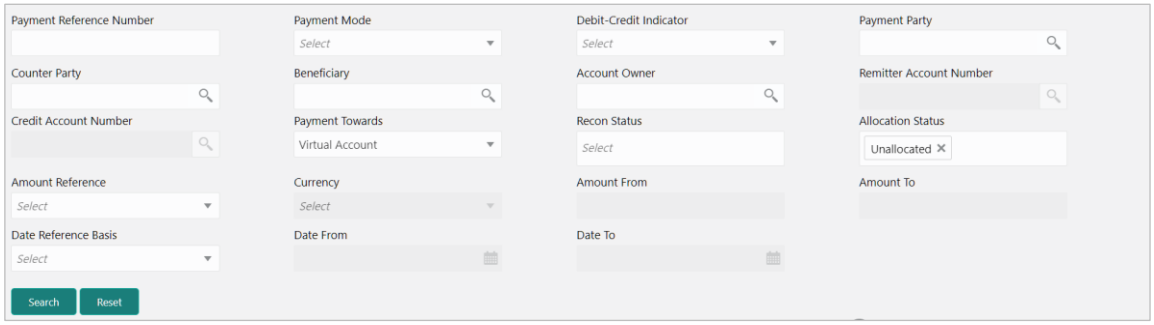
The **Manual Allocation** screen helps you to allocate payments in virtual accounts. Only payments that are unallocated or partially allocated with the 'Allocation Required' flag "Y" in the payment records can be manually allocated from this screen.

Navigation Path: *Receivables & Payables > Manual Allocation*



Perform the following steps to manually allocate payments:

1. In the **Branch** list, select the branch for which payment allocation needs to be done. By default, branch of the logged-in user is selected.
2. Click **Proceed** to view the search parameters to search payment record(s).



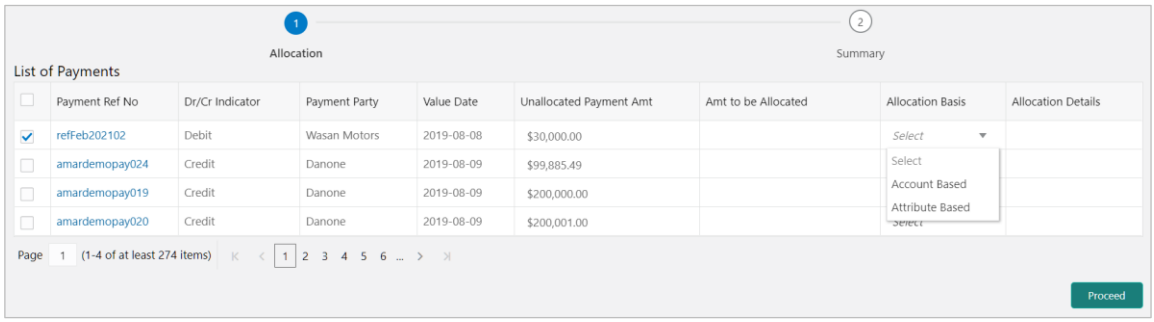
3. Refer to the following table for specifying the search criteria:

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

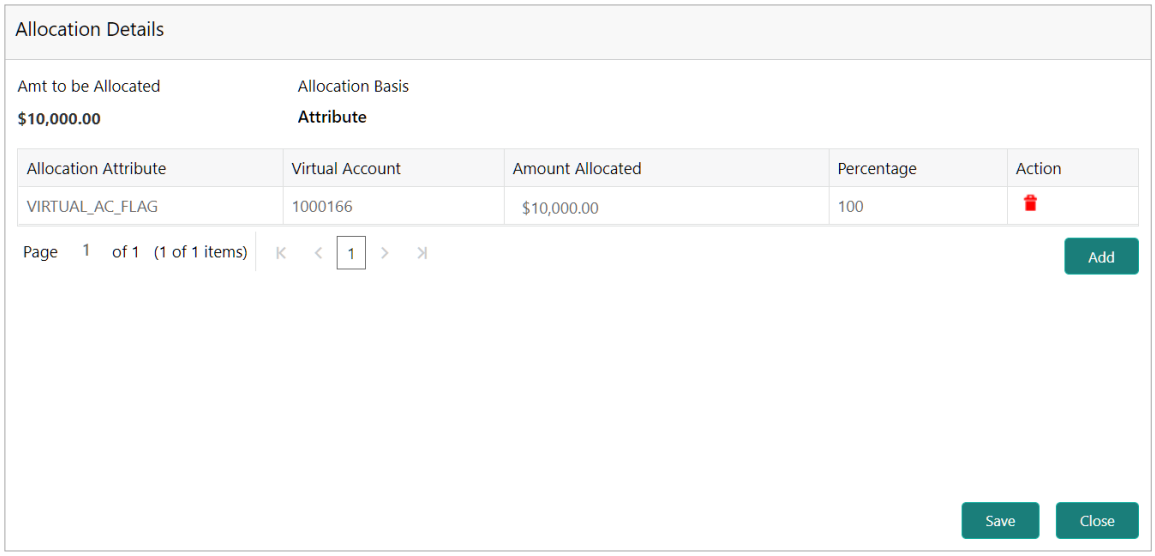
Field Name	Description
Payment Reference Number	Enter the payment reference number to be searched.
Payment Mode	Select the mode of payment to search the payment by.
Debit-Credit Indicator	Select the value to specify whether the payment is for credit or debit.
Payment Party	Click the Search icon and select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

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

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



5. Select the payment record and then under the **Allocation Basis** column, select the value to specify whether the allocation needs to be done based on account or attribute.
6. In the **Amount to be Allocated** column, enter the amount to allocate.
7. Click the Allocation icon ( ) to add the virtual account to be allocated.



8. Perform the following steps in the 'Allocation Details' pop-up screen:
   a. Click **Add** to add a row for a virtual account and double click in each field of the row to add/edit the details.
   b. In the **Allocation Attribute** field, select the attribute to allocate the virtual account for. This field is displayed only for attribute based allocation selection.
   c. In the **Virtual Account** field, click the Search icon to fetch and then select the virtual account to be allocated. This fields is displayed only for account based allocation selection.

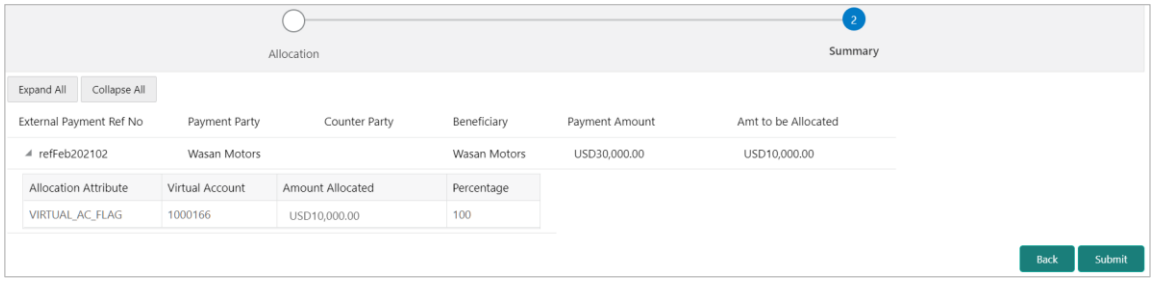
d. In the **Amount Allocated** field, enter the amount to be allocated to the selected virtual account.

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

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

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

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



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

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

8. Performing Manual Recon

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

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

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

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

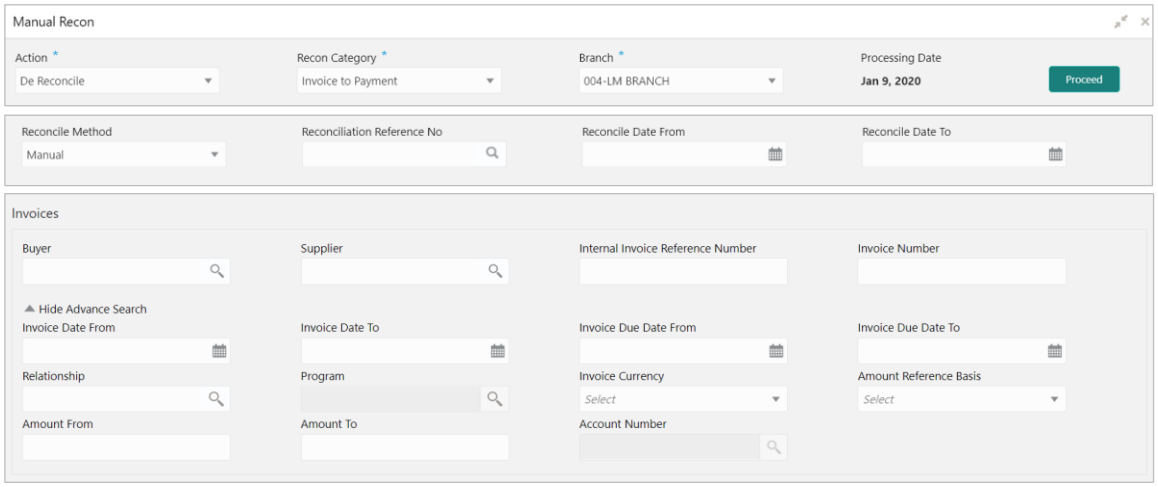
Navigation Path: *Receivables & Payables > Manual Recon*

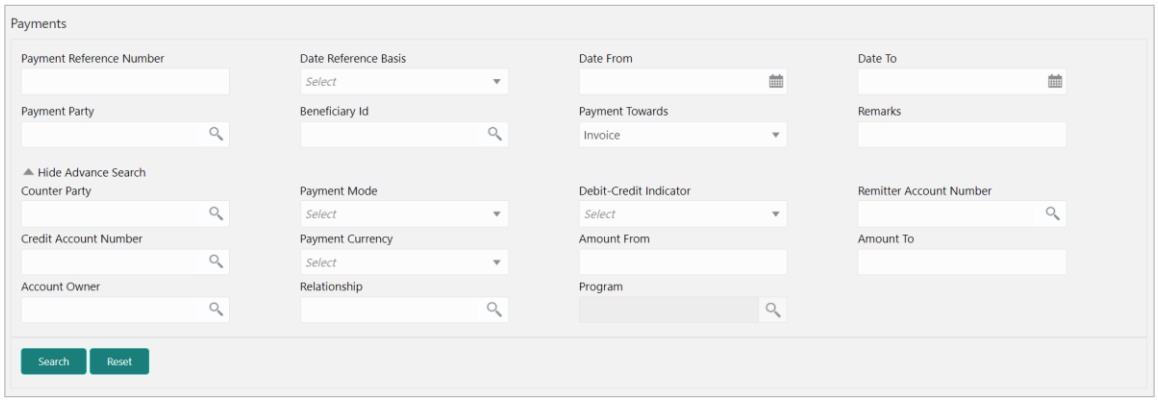
8.1 Search

The parameters to search the transactions for performing the manual reconciliation differs as per the recon category. Mainly there are two categories viz. ‘Invoice to Payment’.

8.1.1 Invoice to Payment recon

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





1. In the **Action** field, select the action to be performed as reconciliation or de-reconciliation.
2. In the **Recon Category** list, select the category to specify whether the recon is for payment.
3. In the **Branch** list, select the branch for which reconciliation needs to be done. By default, branch of the logged-in user is selected.
4. Click **Proceed** to view the search parameters to search transactions.

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

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

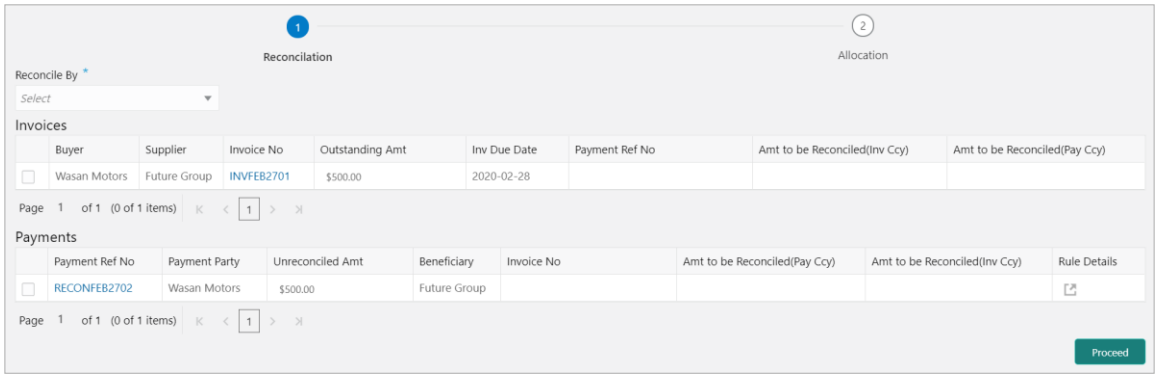
Field Name	Description
Invoice Date To	Click the Calendar icon to specify the end date of range within which invoice is generated.
Invoice Due Date From	Click the Calendar icon to specify the start date of range within which invoice is due.
Invoice Due Date To	Click the Calendar icon to specify the end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

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

5. Optional: Click **Reset** clear the selected values.
6. Click **Search** to view the result.

8.2 Reconcile

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



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

1. In the **Reconciled By** field, select any of the following:
   - **One Invoice to Many Payment** – To reconcile single invoice from multiple payments.
   - **One Payment to Many Invoice** – To reconcile multiple invoices from single payment.
2. In the 'Invoices' section:
   a. Select the invoice(s) to reconcile.
   b. In the **Payment Ref No** column, enter the payment reference number of the selected payment in the 'Payments' section.

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

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

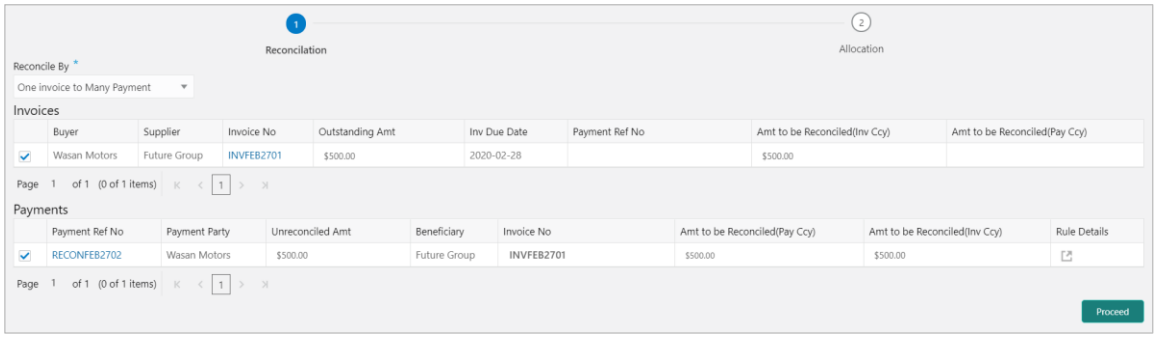
3. In the 'Payments' section:

a. Select the payment to reconcile.

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

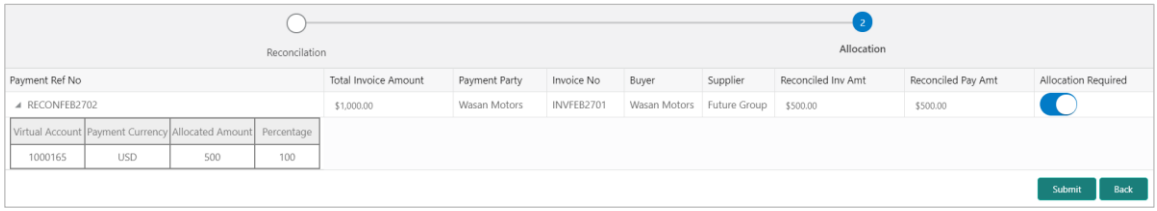
c. In the **Amount to be reconciled (Pay Ccy)** column, enter the amount to be paid in payment currency.

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



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

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



6. Perform the following steps to allocate payment manually:

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

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

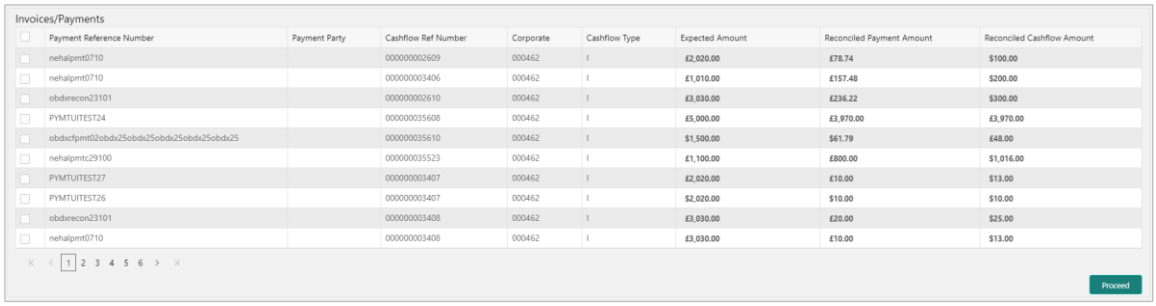
c. In the **Allocated Amount** column, enter the amount to be allocated for the respective virtual account.

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

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

8.3 De-Reconcile

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



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

1. In the **Invoices/Payments** or **Payments** section, select the record to de-reconcile.
2. Click **Proceed** to send the record for authorization of de-reconciliation.

9. Managing Files

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

9.1 Upload Files

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

Navigation Path: *File Management > File Upload*

1. Drag and drop the file to be uploaded in the highlighted box.

   OR

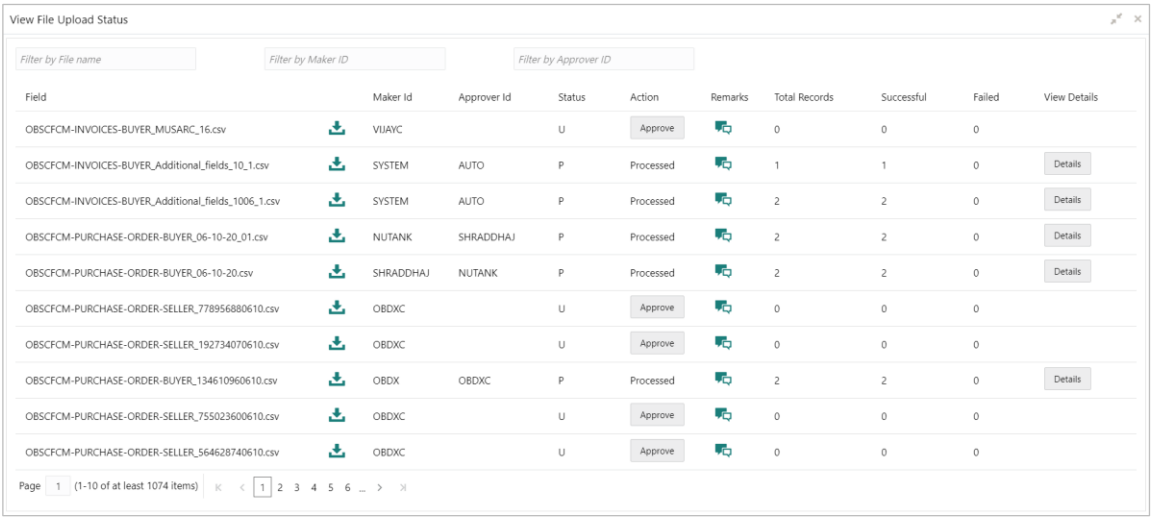
   Click inside the highlighted box to select the file to be uploaded.

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

9.2 View File Upload Status

This screen helps you to manage uploaded files.

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



Perform any of the following actions:

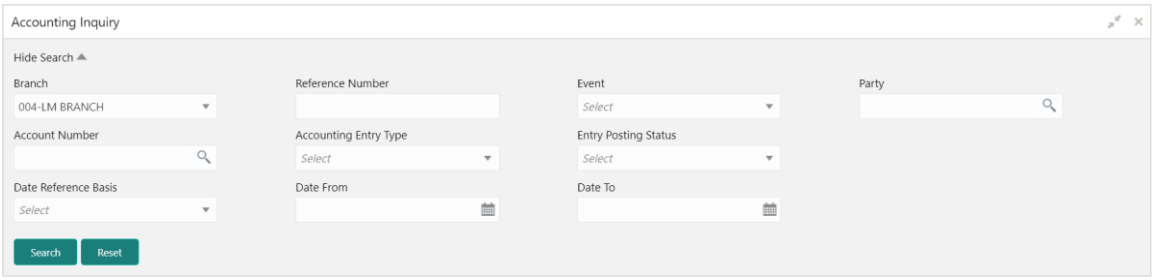
- Click the Download icon ( ) to download the file.
- Click the Remarks icon ( ) to view the comments added while uploading the file.
- Click **Approve** to process the file.
- Click **Details** to view details of the processed file.

10. Inquiries

10.1 Accounting Inquiry

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

***Navigation Path**: Receivables & Payables > Inquiry > Accounting Inquiry*



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

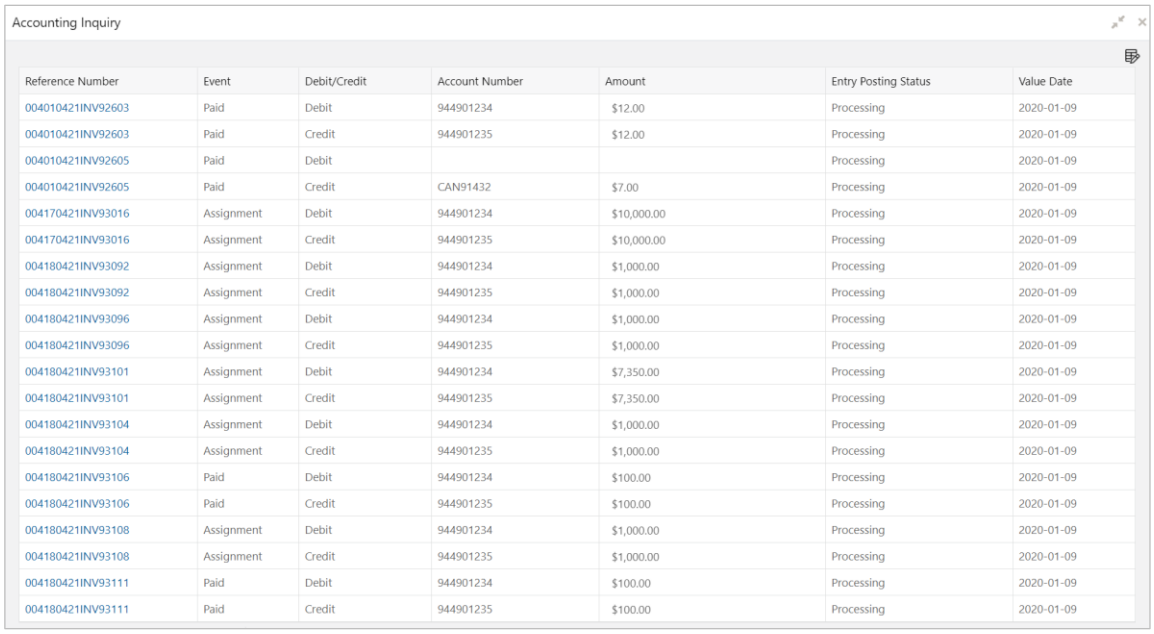
Note: Select the value for at least one mandatory field to generate search result. Fields marked with ‘’ are mandatory.*

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

2. Click **Search** to view the result. The search result screen is displayed below.

   OR

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



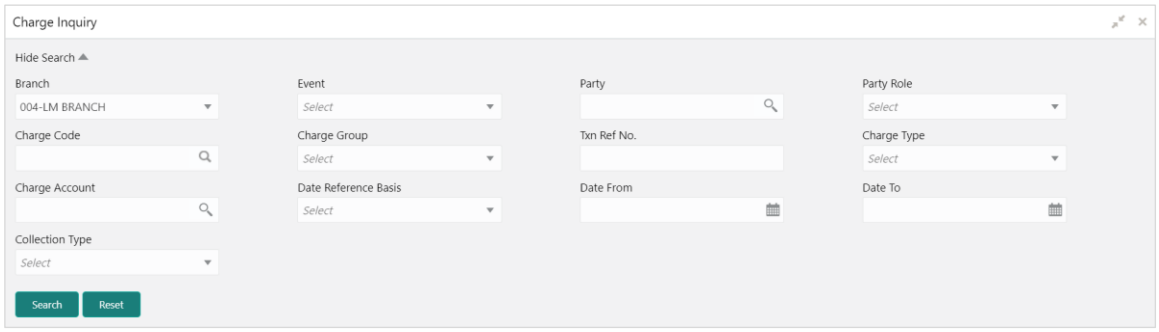
Reference Number	Event	Debit/Credit	Account Number	Amount	Entry Posting Status	Value Date
004010421INV92603	Paid	Debit	944901234	$12.00	Processing	2020-01-09
004010421INV92603	Paid	Credit	944901235	$12.00	Processing	2020-01-09
004010421INV92605	Paid	Debit			Processing	2020-01-09
004010421INV92605	Paid	Credit	CAN91432	$7.00	Processing	2020-01-09
004170421INV93016	Assignment	Debit	944901234	$10,000.00	Processing	2020-01-09
004170421INV93016	Assignment	Credit	944901235	$10,000.00	Processing	2020-01-09
004180421INV93092	Assignment	Debit	944901234	$1,000.00	Processing	2020-01-09
004180421INV93092	Assignment	Credit	944901235	$1,000.00	Processing	2020-01-09
004180421INV93096	Assignment	Debit	944901234	$1,000.00	Processing	2020-01-09
004180421INV93096	Assignment	Credit	944901235	$1,000.00	Processing	2020-01-09
004180421INV93101	Assignment	Debit	944901234	$7,350.00	Processing	2020-01-09
004180421INV93101	Assignment	Credit	944901235	$7,350.00	Processing	2020-01-09
004180421INV93104	Assignment	Debit	944901234	$1,000.00	Processing	2020-01-09
004180421INV93104	Assignment	Credit	944901235	$1,000.00	Processing	2020-01-09
004180421INV93106	Paid	Debit	944901234	$100.00	Processing	2020-01-09
004180421INV93106	Paid	Credit	944901235	$100.00	Processing	2020-01-09
004180421INV93108	Assignment	Debit	944901234	$1,000.00	Processing	2020-01-09
004180421INV93108	Assignment	Credit	944901235	$1,000.00	Processing	2020-01-09
004180421INV93111	Paid	Debit	944901234	$100.00	Processing	2020-01-09
004180421INV93111	Paid	Credit	944901235	$100.00	Processing	2020-01-09

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

10.2 Charge Inquiry

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

Navigation Path: *Inquiry > Charge Inquiry*



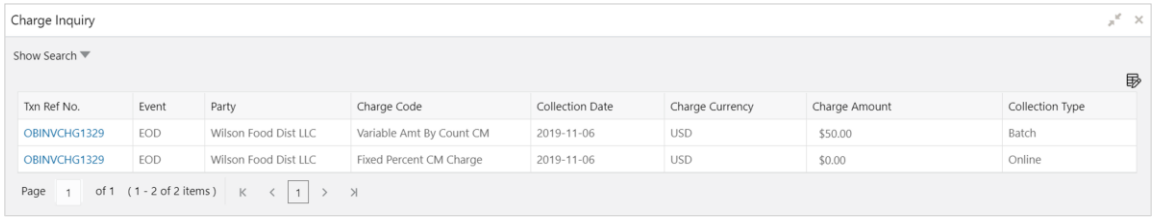
1. Refer to the following table for specifying details on the above screen:

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

Field Name	Description
Branch	Select the branch that levies the charge. This is defaulted to the branch of the user currently logged in.
Event	Select the event to which the charge is applicable.
Party	Click the Search icon and select the party.

Field Name	Description
Party Role	Select role of the party.
Charge Code	Click the Search icon and select the charge code to inquire for.
Charge Group	Select group to which the charge code belongs.
Txn Ref. No.	Enter the reference number or charge reference number to inquire for.
Charge Type	Select the value to specify whether the type of charge is debit or credit.
Charge Account	Click the Search icon and select the account in which charges takes effect.
Date Reference Basis	Select the type of date range to be applied for search. • Calculation Date – To list all relevant charges only on the basis of calculation irrespective of its posting details. Posting Date – To list all relevant charges only on the basis of posting irrespective of when it was calculated.
Date From	Click the Calendar icon and select the start of the date range.
Date To	Click the Calendar icon and select the end of the date range.
Collection Type	Select the mode as 'Online' or 'Batch' to collect the charge.

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

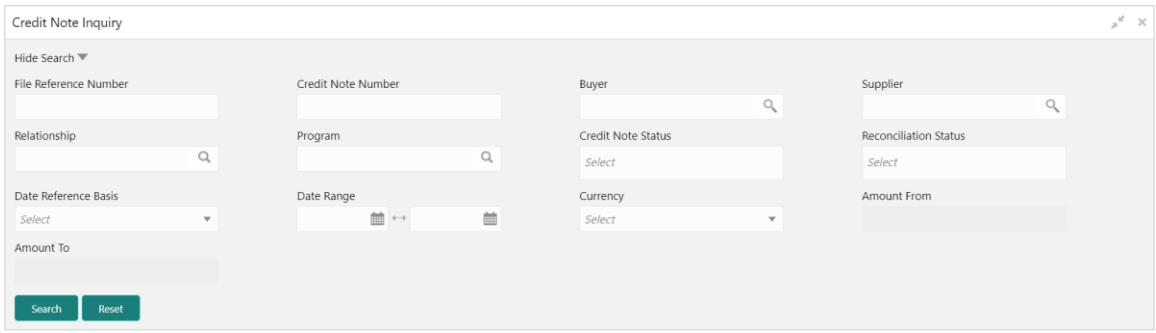


3. Click the reference number link to view its details.

10.3 Credit Note Inquiry

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

Navigation Path: *Inquiry > Credit Note Inquiry*

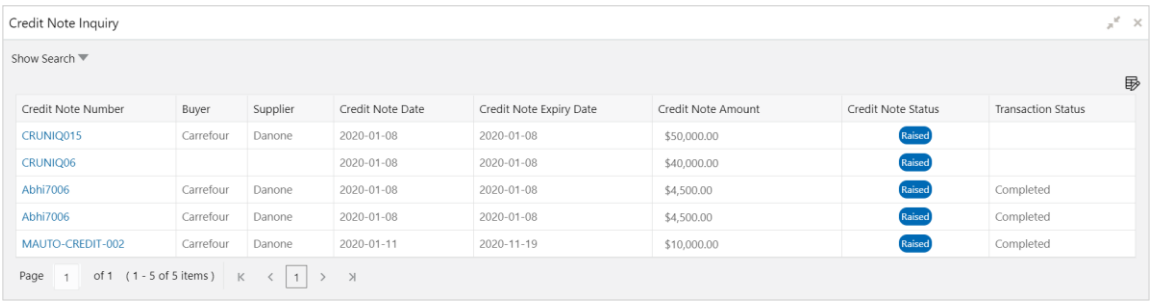


1. Refer to the following table for specifying details on the above screen:

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

Field Name	Description
File Reference Number *	Select the Oracle Banking Supply Chain Finance.
Credit Note Number *	Enter the specific credit note number to search for.
Buyer *	Click the Calendar icon and select the buyer mentioned in the credit note.
Supplier *	Click the Calendar icon and select the supplier mentioned in the credit note.
Relationship *	Click the Calendar icon and select the relationship for which the credit note is created.
Program	Click the search icon and select the program under which the credit note is created. This field is applicable only for OBSCF system.
Credit Note Status *	Select the current status of credit note to filter the search result.
Reconciliation Status *	Select the recon status of the credit note to filter the search result.
Date Reference Basis *	Select the type of date range to be applied for search.
Date From	Click the Calendar icon and select the start of the date range.
Date To	Click the Calendar icon and select the end of the date range.
Currency *	Select the currency of the transaction.
Amount From	Enter the minimum credit note amount to be considered for the search.
Amount To	Enter the maximum credit note amount to be considered for the search.

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

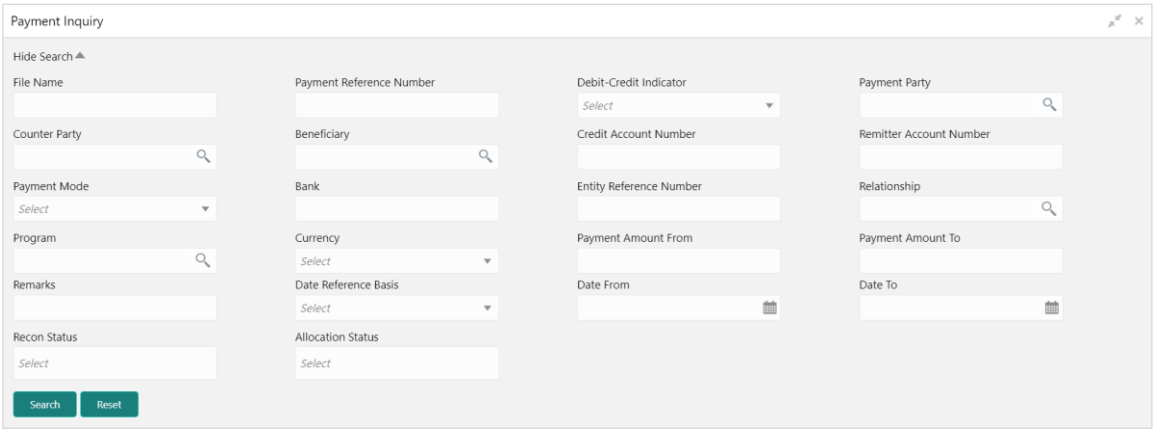


3. Click the reference number link to view its details.

10.4 Payment Inquiry

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

Navigation Path: *Receivables & Payables > Inquiry > Payment Inquiry*



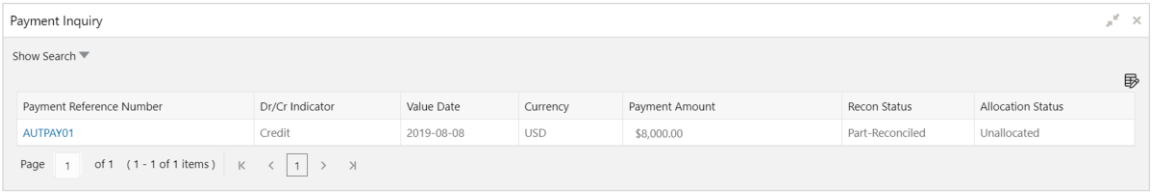
1. Refer to the following table for specifying details on the above screen:

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

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

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

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

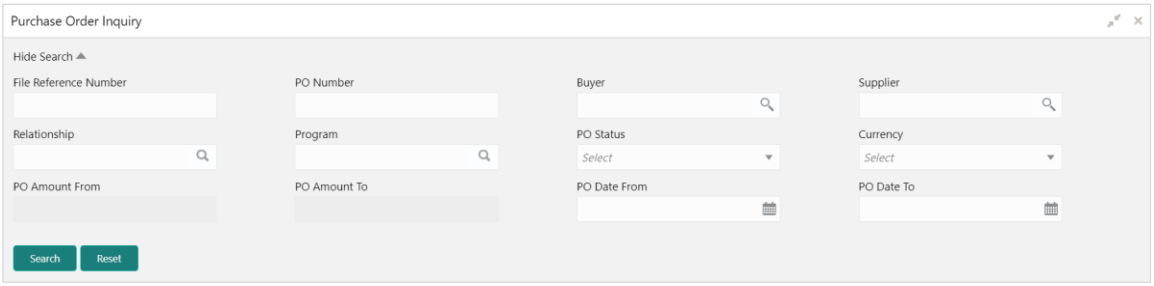


3. Optional: Click the payment reference number to view more details.

10.5 Purchase Order Inquiry

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

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



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

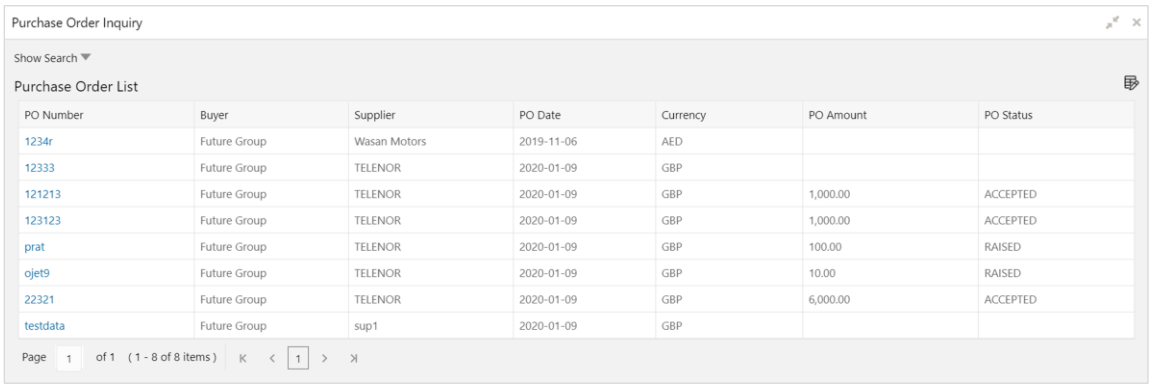
Note: Select the value for at least one mandatory field to generate search result. Fields marked with '' are mandatory.*

Field Name	Description
File Reference Number *	Enter the unique reference number of the file used for uploading purchase orders.
PO Number *	Enter the reference number of the purchase order.
Buyer *	Click the Search icon to find and select the buyer.
Supplier *	Click the Search icon to find and select the supplier.
Relationship *	Click the Search icon to find and select the relationship.
Program *	Click the Search icon to find and select the program. This field is applicable only to OBSCF system.
PO Status *	Select the required status of the purchase order.
Currency	Select the required currency.
PO Amount From	Enter the 'from' amount of the purchase order amount range.
PO Amount To	Enter the 'to' amount of the purchase order amount range.
PO Date From	Click the Calendar icon to select the start date of the purchase order date range.
PO Date To	Click the Calendar icon to select the end date of the purchase order date range.

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

   OR

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

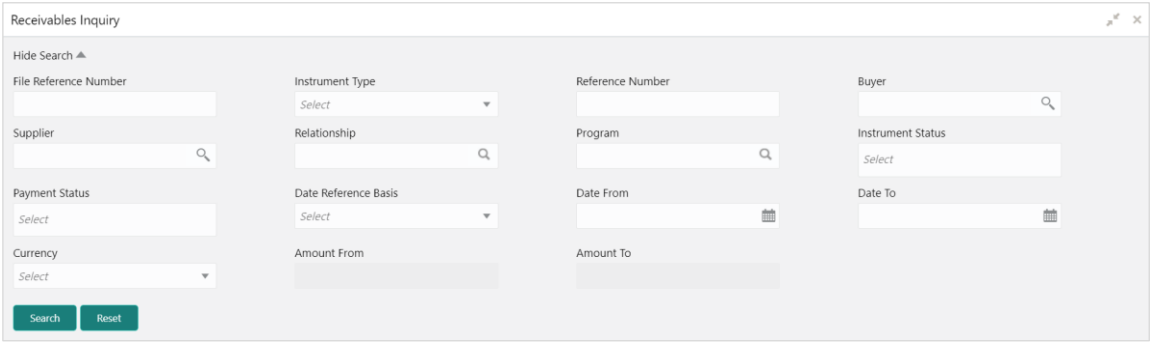


3. Click the hyperlinked number in the **PO Number** column to view the details of the purchase order.

10.6 Receivables Inquiry

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

Navigation Path: *Receivables & Payables > Inquiry > Invoice Inquiry*

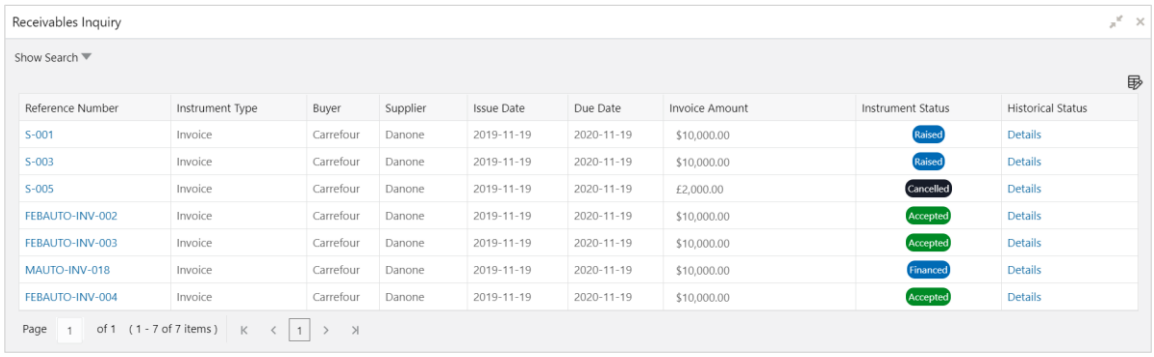


1. Refer to the following table for specifying details on the above screen:

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

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

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



3. Optional: In the **Reference Number** column, click the link to view more details.

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Reference and Feedback

References

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

- Supply Chain Finance User Guide
- Tasks User Guide
- Security Management System User Guide
- Common Core User Guide
- Oracle Banking Getting Started User Guide

Feedback and Support

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