

Receivables & Payables User Guide
Oracle Banking Cash Management

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Oracle Banking Cash Management User Guide
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Contents

1.	About this Manual	6
1.1	Introduction.....	6
1.2	Audience	6
1.3	Documentation Accessibility	6
1.4	Document Structure	6
1.5	Abbreviations.....	7
1.6	Glossary of Icons	7
2.	Receivables and Payables.....	9
2.1	Overview	9
2.2	Benefits	9
2.3	Functionality	9
2.4	Home: Dashboard	9
3.	Setup Reference Data	12
3.1	Introduction.....	12
3.1.1	Maintaining Core Reference Data.....	12
3.2	Accounting Maintenance.....	12
3.2.1	Accounting Roles	12
3.2.2	Entry Codes.....	14
3.2.3	Accounting Entries	16
3.2.4	External Account Mapping	18
3.2.5	Internal Account Mapping	20
3.3	Maintaining Charges	22
3.3.1	Charge Code	22
3.3.2	Charge Rule Maintenance	25
3.3.3	Charge Decisioning.....	28
3.3.4	Charge Preferential Pricing	32
3.4	Maintaining Dynamic Discount.....	36
3.4.1	Create Dynamic Discount	36
3.4.2	View Dynamic Discount	38
3.5	Maintaining Commodity.....	38
3.5.1	Create Commodity	38
3.5.2	View Commodity	40
3.6	Maintaining Division Code.....	41
3.6.1	Create Division Code	41
3.6.2	View Division Code	42

3.7	Maintaining Reconciliation Rules	43
3.7.1	Reconciliation Rule Definition	43
3.7.2	Reconciliation Rule Decision.....	47
3.8	Maintaining Tolerance	49
3.8.1	Create Tolerance.....	50
3.8.2	View Tolerance.....	51
3.9	Maintaining Payment Terms	52
3.9.1	Create Payment Terms	52
3.9.2	View Payment Terms	53
3.10	Maintaining Relationships	54
3.10.1	Create Relationship.....	54
3.10.2	View Relationship.....	57
3.10.3	View Non Customer	58
3.11	Maintaining Alert Definition	58
3.11.1	Create Alert Definition	58
3.11.2	View Alert Definition	59
3.12	Maintaining Alert Decisioning.....	60
3.12.1	Create Alert Decisioning	60
3.12.2	View Alert Decision	63
4.	Managing Receivables & Payables.....	64
4.1	Create Receivables and Payables	64
4.1.1	Create Invoice	64
4.1.2	Create Debit Note.....	67
4.1.3	Create Purchase Order	70
4.1.4	Create Credit Note	75
4.2	Managing Receivables and Payables	78
4.2.1	Accept	79
4.2.2	Assign.....	80
4.2.3	Cancel	81
4.2.4	Edit	82
4.2.5	Initiate Finance	83
4.2.6	Link Program	84
4.2.7	Raise Dispute	85
4.2.8	Re-Assign.....	86
4.2.9	Resolve Dispute	86
4.2.10	Write off Dispute.....	87
4.2.11	Mark PUA	88

4.2.12	Mark Indirect Payment	88
4.2.13	Accept Early Payment Offer	89
5.	Machine Learning.....	90
5.1	Create Use Case.....	90
5.2	Create Annotated File	91
5.3	Train Model	92
5.4	Manage Model.....	93
5.5	Upload Documents.....	94
5.6	View Transaction Log.....	96
6.	Managing Payments.....	97
6.1	Manually Allocate/De-Allocate Payments	98
7.	Performing Manual Recon.....	102
7.1	Search	102
7.1.1	Invoice to Payments/Credit Notes recon.....	102
7.1.2	Expected Cashflow recon	105
7.2	Reconcile.....	108
7.3	De-Reconcile.....	110
8.	Managing Files	111
8.1	Upload Files	111
8.2	View File Upload Status	111
9.	Inquiries	113
9.1	Accounting Inquiry.....	113
9.2	Charge Inquiry.....	114
9.3	Credit Note Inquiry	115
9.4	Payment Inquiry	116
9.5	Purchase Order Inquiry.....	118
9.6	Receivables Inquiry.....	119
	Index.....	121
	Reference and Feedback.....	122
	References	122
	Feedback and Support	122

1. About this Manual

1.1 Introduction

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

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

1.2 Audience

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

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

1.3 Documentation Accessibility

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

1.4 Document Structure

This manual is organized into the following chapters:














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


1.5 Abbreviations

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

Icon	Function
	View

2. Receivables and Payables

2.1 Overview

In Oracle Banking Cash Management, the Receivables and Payables module enables a financial institution to manage the account receivables and payables. OBCM 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.

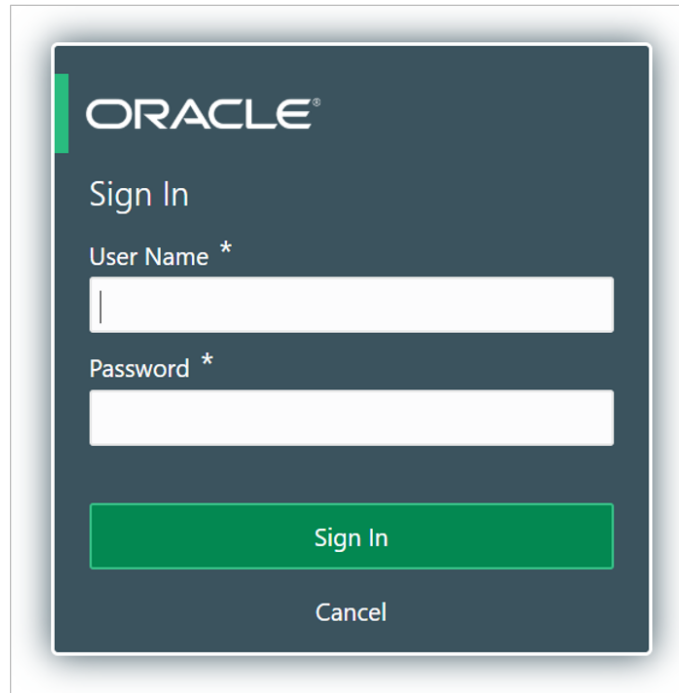
2.3 Functionality

- E-Invoice/Purchase Order
- Reconciliation
- Pricing

2.4 Home: Dashboard

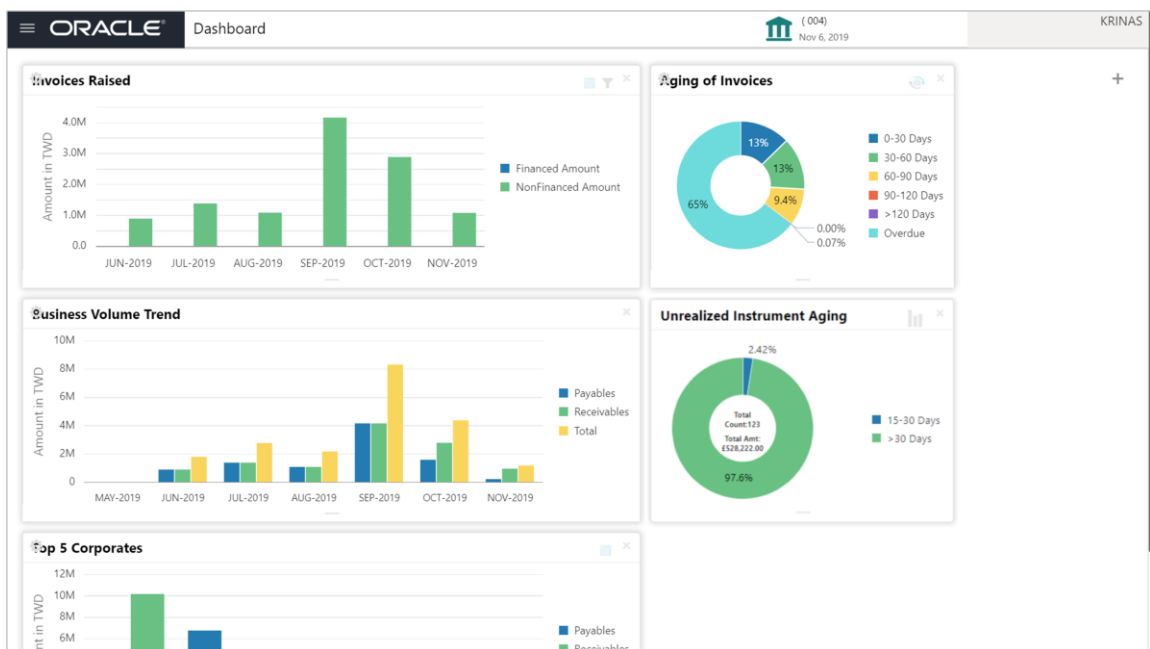
Successfully signing into the OBCM application displays the Dashboard as your home screen. Dashboard displays a gist/summary that is internal to the bank. It is a collection of various portlets that are displayed based on your role and access rights. Dashboard enables you to perform various analytical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

Post landing on Oracle Banking Cash Management application, below login screen is displayed:



The image shows the Oracle Sign In screen. It has a dark blue background with the Oracle logo at the top left. Below the logo, the text "Sign In" is displayed. There are two input fields: "User Name *" and "Password *". Below these fields are two buttons: "Sign In" (green) and "Cancel" (white).

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



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

- **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.
 - **Unrealized Instrument Aging:**
 - **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 Cash Management related functionalities, there is certain amount of reference data that needs to be set up on day zero.

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

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

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

3.1.1 Maintaining Core Reference Data

Certain core reference data is required to be set up for execution of cash management 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

Create

Accounting Role Code *
AcRole1368

Accounting Role Description *
Accounting role for customer number

Save Cancel

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

View

Accounting Role Code: UPCOUNTRY_CHQ_P...	Accounting Role Code: BRN_COLL_ACC	Accounting Role Code: LINEREVACC	Accounting Role Code: CHGINC_ACC	Accounting Role Code: CORRGL_LOC_CHQ...
Accounting Role Description: ...	Accounting Role Description: ...	Accounting Role Description: ...	Accounting Role Description: ...	Accounting Role Description: ...
Authorized Open	Authorized Open	Authorized Open	Authorized Open	Authorized Open
Accounting Role Code: REMOTEUC_CHQ_PUR	Accounting Role Code: LOC_CHQ_PUR	Accounting Role Code: ATD_CR_ROLE	Accounting Role Code: TRF_CHQ_POOL	Accounting Role Code: CUST_ACC
Accounting Role Description: ...	Accounting Role Description: ...	Accounting Role Description: ...	Accounting Role Description: ...	Accounting Role Description: ...
Authorized Open	Authorized Open	Authorized Open	Authorized Open	Authorized Open

Page 1 of 3 (1 - 10 of 21 items) | < 1 2 3 >

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.
 - Optional: Click **View** to view the record details.
 - Select the record to authorize and then click **Approve**.
- **Delete/Close** – To remove the record.
 - Optional: On the confirmation pop-up window, enter the remark for deletion.
 - 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.
Role Details	
Debit Role	Select the role of a debit party.
Debit Party	Select the party type for debit.

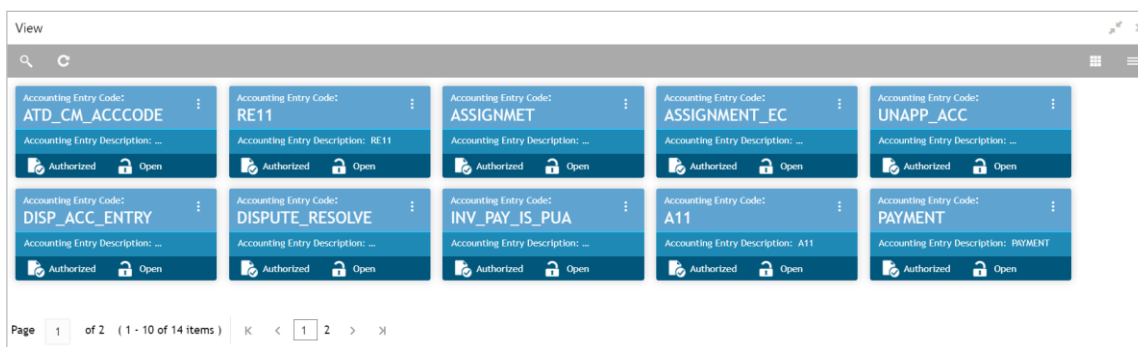
Field Name	Description
Debit Amount Type	Select the amount type for debit.
Debit Settlement Method	Select the method to be used for debit settlement.
Credit Role	Select the role of a credit party.
Credit Party	Select the party type for credit.
Credit Amount Type	Select the amount type for credit.
Credit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

- 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.
- 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.
 - Optional: Click **View** to view the record details.
 - Select the record to authorize and then click **Approve**.
- **Delete/Close** – To remove the record.
 - Optional: On the confirmation pop-up window, enter the remark for deletion.
 - 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: <ul style="list-style-type: none"> Account Credit Cheque 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'

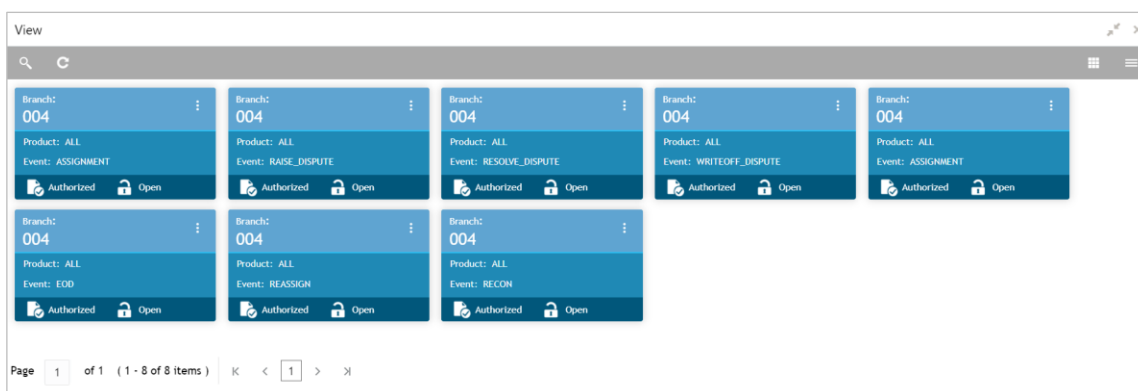
Field Name	Description
PUA	Switch the toggle ON, if the accounting has to be set up for those instruments whose payment is under approval process. This field is displayed only if filter criteria includes 'PUA'.
Payment Party	Select the payment party if the accounting entry set up is separate for a specific 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.

- 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.
- 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*

The screenshot shows a 'Create' window for external account mapping. It features a grid of input fields. The first column includes 'Branch' (dropdown), 'Currency' (dropdown), 'Default Account' (checkbox), and 'IFSC Code' (text). The second column includes 'Product' (dropdown), 'Party Id' (text with a search icon), 'Account' (text), and 'Bank Name' (text). The third column includes 'Event' (dropdown), 'Filter Criteria' (dropdown), 'Payment Mode' (dropdown), and 'Branch Name' (text). 'Save' and 'Cancel' buttons are located at the bottom right.

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.

Field Name	Description
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.


- 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.
- 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.
 - Optional: Click **View** to view the record details.
 - Select the record to authorize and then click **Approve**.
- **Delete/Close** – To remove the record.
 - 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.
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: <ul style="list-style-type: none"> • Event, Program and Party Based (<i>Only for OBSCF</i>) • Party and Division Code Based

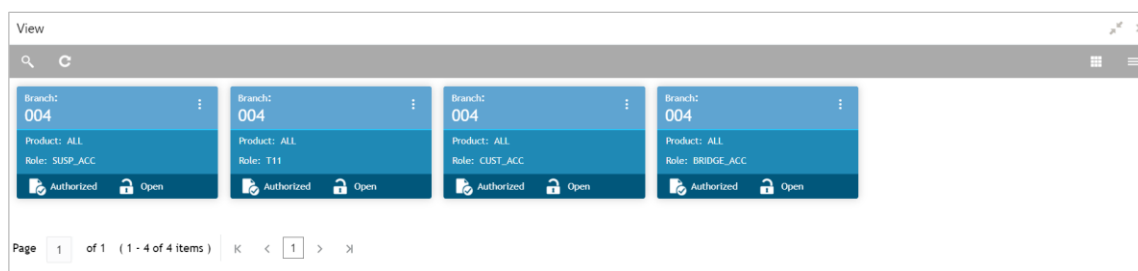
Field Name	Description
	<ul style="list-style-type: none"> • Event and Party Based • Party Based • Event Based • Charge Code Based • Default
Party *	Click the Search icon and select the party of the account. This field is displayed only when filter criteria includes 'Party'.
Division Code *	Click the 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: <ul style="list-style-type: none"> • 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

Charge Code: 003 Charge Description: ... Application Code: OBSCFCM Authorized Open	Charge Code: QQ Charge Description: QQ1 Application Code: OBSCFCM Unauthorized Open	Charge Code: A01 Charge Description: A01 Application Code: OBSCFCM Authorized Open	Charge Code: 998 Charge Description: SCFCM 998 Application Code: OBSCFCM Authorized Open	Charge Code: P01 Charge Description: Charge P01 Application Code: OBSCFCM Authorized Open
Charge Code: A11 Charge Description: A11 Application Code: OBSCFCM Unauthorized Open	Charge Code: E01 Charge Description: Charge E01 Application Code: OBSCFCM Authorized Open	Charge Code: A11 Charge Description: Charge A11 Application Code: OBSCFCM Unauthorized Open	Charge Code: AQ1 Charge Description: Aq1 Application Code: OBSCFCM Authorized Open	Charge Code: 008 Charge Description: ... Application Code: OBSCFCM Authorized Open

Page 1 of 2 (1 - 10 of 13 items) | < 1 2 >

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.
 - Optional: Click **View** to view the record details.
 - Select the record to authorize and then click **Confirm**.
- **Delete/Close** – To remove the record.
 - Optional: On the confirmation pop-up window, click **View** to view the record details.
 - 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.

CHARGE MAINTENANCE			
Charge Code *	Charge Description *	Charge Group *	Charge Category *
003	Fixed Percent CM Charge	Commission	Standard
Charge Type *	Effective Date *	Expiry Date *	
Debit	Nov 5, 2019	Jun 29, 2022	
<div> <div>View</div> <div>CHARGE MAINTENANCE</div> </div> <div>Save Cancel</div>			

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

From	To	Amount	Action
0	1000	10	▼
1000	5000	20	▼
5000	10000	30	▼
10000	50000	50	▼

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. 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.

Field Name	Description
	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 to modify the details or Delete 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

Charge Pricing Id: PRCRULE020120_0303 Charge Description: FixedAmount Application Code: OBSCFCM Authorized Open	Charge Pricing Id: PRCRULE291119_0142 Charge Description: PO Pricing Application Code: OBSCFCM Authorized Open	Charge Pricing Id: PRCRULE061119_0002 Charge Description: FixedAmountCharge Application Code: OBSCFCM Authorized Open	Charge Pricing Id: PRCRULE061119_0022 Charge Description: FixedPercentCM Application Code: OBSCFCM Authorized Open	Charge Pricing Id: PRCRULE061119_0024 Charge Description: ... Application Code: OBSCFCM Authorized Open
Charge Pricing Id: PRCRULE061119_0025 Charge Description: SlabAmountlyCount Application Code: OBSCFCM Authorized Open	Charge Pricing Id: PRCRULE090120_0384 Charge Description: ... Application Code: OBSCFCM Unauthorized Open	Charge Pricing Id: PRCRULE090120_0381 Charge Description: SCFCM 001 Application Code: OBSCFCM Unauthorized Open	Charge Pricing Id: PRCRULE090120_0350 Charge Description: 501 Application Code: OBSCFCM Unauthorized Open	Charge Pricing Id: PRCRULE090120_0621 Charge Description: ChargeP01 Application Code: OBSCFCM Authorized Open

Page 1 of 2 (1 - 10 of 12 items)

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.
 - Optional: Click **View** to view the record details.
 - Select the record to authorize and then click **Confirm**.
- **Delete/Close** – To remove the record.
 - Optional: On the confirmation pop-up window, click **View** to view the record details.
 - 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.

CHARGE RULE MAINTENANCE			
Charge Pricing Id PRCRULE291119_0142	Charge Pricing Description * PO Pricing	Annun Basis 360	Pricing Category * Fixed Percent
Pricing Method * Fixed Percent			
Pricing Currency * USD	Charge In Txn Currency <input checked="" type="checkbox"/>	Min/Max Validation Criteria Amount	Flat Charge <input checked="" type="checkbox"/>
Min Charge Amount * \$0.00	Max Charge Amount * \$1,000,000.00	Fixed Percent * 0	
<div>   </div>			

Save Cancel

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.

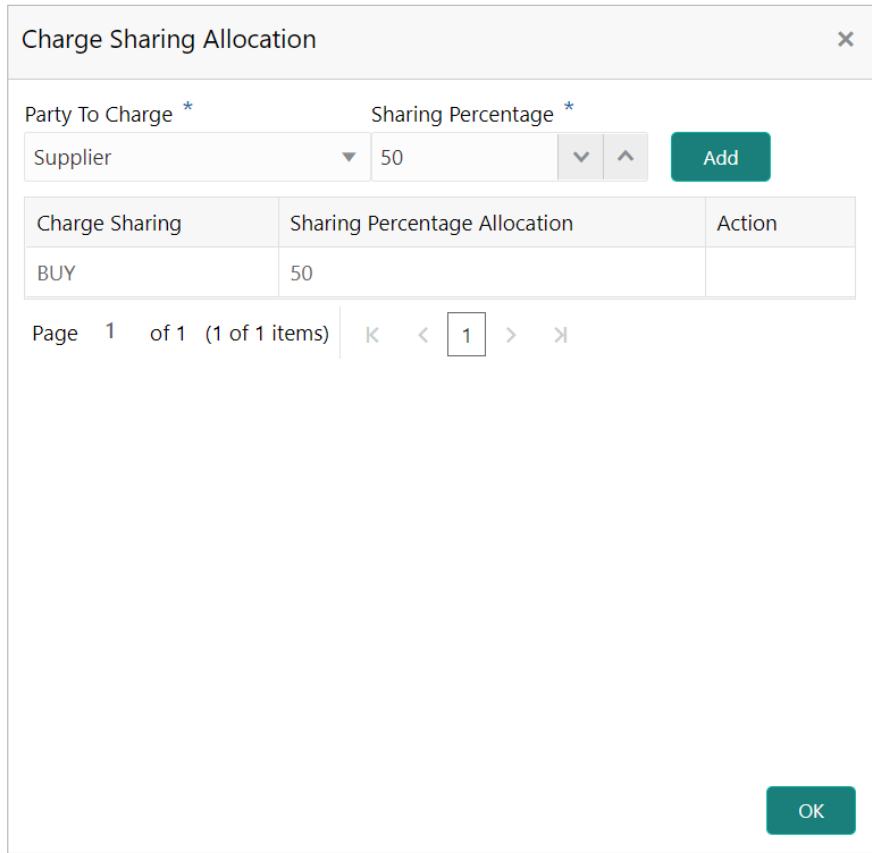
3.3.3.1 Create Charge Decisioning

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 *	<p>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.</p> <div data-bbox="548 352 1414 1199">  </div> <ol style="list-style-type: none"> In the Party to Charge, select the party to be charged. In the Sharing Percentage, enter number of percentage to be shared by the selected party. Click Add to add details in the grid. Repeat steps 'i' to 'iii' to add more parties to be charged. <i>Note: Sum of sharing percentage of added parties should be 100.</i> Click OK to save the charge sharing details.
Party To Charge *	<p>Select the party to be charged. This field appears only if Charge Sharing toggle is switched off.</p>
Charge Pricing Rule *	<p>Click the search icon to select the charge pricing rule to be applied.</p>
Charge Criteria *	<p>Select the criteria to be considered based on which the charge should be calculated. The available options are:</p> <ul style="list-style-type: none"> Count of POs Parent Charge Code Count of Invoices Invoice Amount

Field Name	Description
	<ul style="list-style-type: none"> PO Amount
Parent Charge Code *	<p>Select the parent charge code.</p> <p>This field is displayed only when you select parent charge code in Charge Criteria field.</p>
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	<p>Switch the toggle On to enable automatic charge waiving at the time of transaction processing.</p> <p>This field is displayed only if filter criteria is selected as 'Instrument Type Status Based'.</p>
Allow Waive	<p>Switch the toggle On to enable manual charge waiving at the time of transaction processing.</p> <p>If Auto Waive toggle is switched on, then this toggle is switched off and disabled by default.</p>
Allow Pricing Modification	<p>Switch the toggle On to allow pricing rule modification at the time of transaction processing.</p> <p>If Auto Waive toggle is switched on, then this toggle is switched off and disabled by default.</p>
Allow Override	<p>Switch the toggle On to enable overriding of charge amount at the time of transaction processing.</p> <p>If Auto Waive toggle is switched on, then this toggle is switched off and disabled by default.</p>
Collection Parameters	
Collection Type *	Specify how the charge should be collected.
Frequency	<p>Specify the frequency for charge collection.</p> <p>This field is displayed only when the collection type is batch.</p>
Reference Period	<p>Specify when the collection should take place for the selected frequency.</p> <p>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).</p> <p>For weekly frequency, the collection can happen on a specific day of the week,</p> <p>This field is displayed only when the collection type is batch.</p>
Units	<p>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.</p> <p>This field is displayed only when the collection type is batch.</p>
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.

The screenshot shows two data grids. The top grid, titled 'Add/Override Charges', has columns: Charge Sharing, Charge Code, Charge Pricing Rule, Charge Criteria, Effective Date, Expiry Date, and Action. It contains one row with values: N, C33, PRCRULE291119_0000001506, PARENT_CHARGE_CODE, 2020-08-21, 2025-08-31, and a dropdown arrow. Below the grid is a pagination bar showing 'Page 1 of 1 (1 of 1 items)'. The bottom grid, titled 'Default Charges', has columns: Party To Charge, Charge Code, Charge Pricing Rule, Charge Criteria, Effective Date, and Expiry Date. It contains one row with values: SUPP, p1, PRCRULE291119_0000001505, PO_AMOUNT, 2019-11-29, and 2020-11-29. Below this grid is a pagination bar showing 'Page 1 of 1 (1 of 1 items)'. At the bottom right of the form are 'Save' and 'Cancel' buttons.


3. If required, in the 'Action' column, click Edit to modify the details or Delete 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*

Create

Filter Criteria *

Party Id Instrument Type Status ...

Party Id *
Coe Importers
200113

Instrument Type *
PO

Instrument Status *
Raised

Charge Code *
C33

Charge Criteria *
Count of POs

Charge Pricing Rule *
PRCRULE291119_0000001506

Reference Tenor Start Date *
Business Date

Reference Tenor End Date *
Business Date

Effective Date *
21-08-2020

Expiry Date *
31-08-2030

Charge Application
☒

Allow Waive
☒

Allow Override
☒

Allow Pricing Modification
☒

Collection Parameters
Collection Type *
Batch

Frequency *
Monthly

Reference Period *
EOP

Units *
1

Calculation Parameters
Calculation Type *
Batch

Frequency *
Monthly

Reference Period *
EOP

Units *
1

Add **Reset**

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.
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.

Field Name	Description
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.

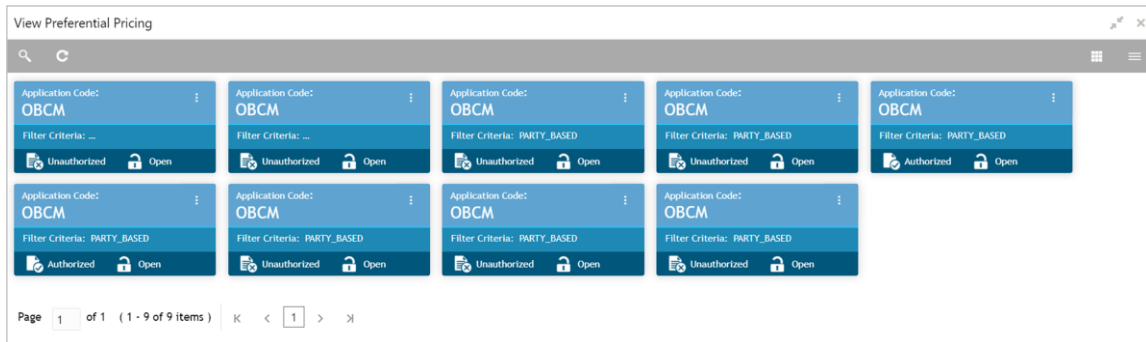
Charge Code	Charge Pricing Rule	Charge Criteria	Effective Date	Expiry Date	Action
C33	PRCRULE291119_0000001506	COUNT_OF_PO	2020-08-21	2030-08-31	▼
Page 1 of 1 (1 of 1 items) < 1 >					
					Save Cancel


3. If required, in the 'Action' column, click Edit to modify the details or Delete 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*

Create Commodity

Supplier Id *
Route
000383

Commodity Code *
COMM987

Commodity Name *
Stones

Description
Raw Material

Tax(%)
3.0000

Discount(%)
1.0000

Country of Origin
United States

Year
2020

Add/Edit Reset

Commodity Code	Commodity Name	Description	Tax(%)	Discount(%)	Country of Origin	Year	Unit Details	Action
COMM987	Stones	Raw Material	3	1	USA	2020	Add/Edit	

Page 1 of 1 (1 of 1 items)

Save Cancel

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

Note: Fields marked with '*' are mandatory.

Field Name	Description
Supplier Id *	Click the Search icon and select the supplier's Id. This field cannot be modified once authorized.
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.

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

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

Unit Details

Unit
Kilogram

Minimum Unit
1

Maximum Unit
100

Unit Price
50

Add/Edit Reset

Unit	Minimum Unit	Maximum Unit	Unit Price	Action
KILOGRAM	1	100	50	

Page 1 of 1 (1 of 1 items)

OK

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

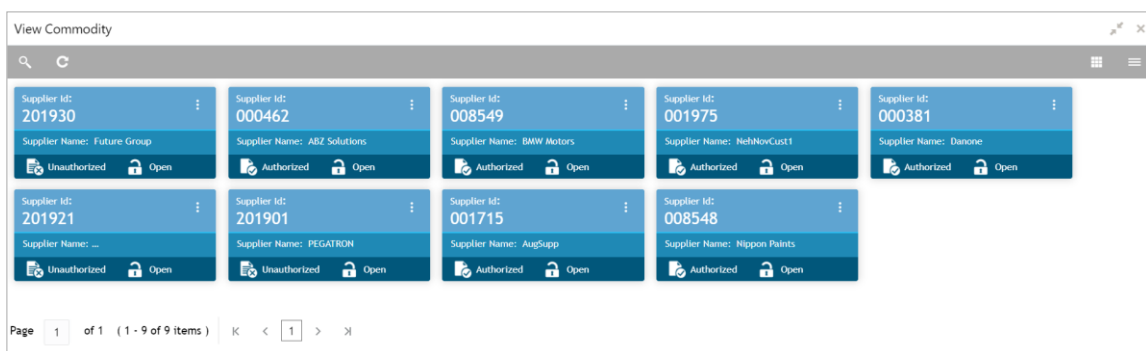
b. In the **Minimum Unit** field, enter the minimum units required for the commodity.

- 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 **OK** to add the unit details.
4. 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.





Commodity

Supplier Id * **201930** Supplier Name * **Future Group**



Commodity Code * Flower
Commodity Name * Fresh Roses
Description Fresh Roses
Tax(%) 3.0000
Discount(%) 6.0000
Country of Origin India
Year

Add/Edit **Reset**

Commodity Code	Commodity Name	Description	Tax(%)	Discount(%)	Country of Origin	Year	Unit Details	Action
Flower	Fresh Roses	Fresh Roses	3	6	IN		Add/Edit	 

Page 1 of 1 (1 of 1 items)   1  

Save **Cancel**

View Commodity  **Commodity** 

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

Create Division Code



Party Details





Party Id *
Coe Importers
200113

Division Details

Division Code * DC980
Division Name * North East Division
Email div@coeimporters.com
Tel No 002213847899
Division Address Line1 No 70
Division Address Line2 Sector 30
Division Address Line3 New York
Division Address Line4 NY 10013
Country United States

Add/Edit **Reset**

Division Code	Division Name	Division Address Line1	Division Address Line2	Division Address Line3	Division Address Line4	Country	Action
DC980	North East Division	No 70	Sector 30	New York	NY 10013	United States	 

Page 1 of 1 (1 of 1 items)   1  

Save **Cancel**

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.

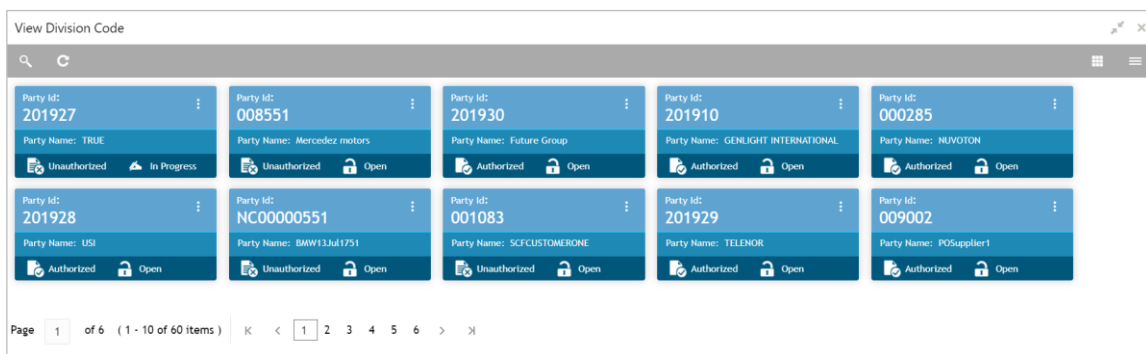
Field Name	Description
Division Code *	Enter unique division code to be created. This field cannot be modified once authorized.
Division Name *	Name of the division to create.
Email	An email id of the division.
Tel No	Telephone contact number.
Division Address Line 1	Enter an address of the division.
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 OBCM application which can be performed for two categories namely 'Invoice payment' and 'Cash flow payment'.

- **Invoice payment:** Any outstanding invoices due from buyer are reconciled against the payment initiated by the supplier/buyer as per the reconciliation rules configured in the application.
- **Cashflow payment:** Any outstanding expected cash flows raised by a corporate in the application, are reconciled against payments as per the reconciliation rules configured for this category in the application.

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 Expected Cashflow recon category, one can choose 'Expected Date' or 'Revised Expected Date'. Similarly, in 'FIFO' for Invoice Payment recon category, one can choose 'Invoice Date' or 'Invoice Due Date'.

3.7.1.1 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

The screenshot shows a 'Create' window with the following fields:

- Rule Description ***: RULE1014EV
- Recon Category ***: Finance Payment Recon
- Recon Type ***: Exact (selected), Generic
- Allocation Details**: Account Based

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

Note: Fields marked with '*' are mandatory.

Field Name	Description
Rule Description *	Description of recon rule.

Field Name	Description
Recon Category *	Select any one of the below category of recon for which rule is defined. <ul style="list-style-type: none"> • Invoice Payment Recon • Expected Cashflow To 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 cashflow/payment/invoice.

Exact Recon

AND OR

Text between Finance Attributes Payment Attributes Add Condition Add Group

Text between < and > of Product Code = 27

Validate and Preview

(Text between < and > of Product Code = 27)and(Payment Party Code starts with PP44)

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/Expected Cashflow Attributes** to define condition for invoice/cashflow details.

Or

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

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

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

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

Or

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

- h. Click **AND / OR** to define how many conditions or combination of conditions should be matched in order to execute the recon rule.
- i. Click **Validate and Preview** to check if the added conditions are valid or not.

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

- a. Click **Add** icon (+) 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. <ul style="list-style-type: none"> • Invoice Payment Recon • Expected Cashflow To 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.

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

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

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

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

- Click **Add** icon () to add a new row.
- Double click the row to add/edit attribute/account and appropriate percentage.
- 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

View				
Rule Description: ads Rule Id: RR00000265 Unauthorized Closed	Rule Description: InGenTest123 Rule Id: RR00000603 Authorized Open	Rule Description: asd Rule Id: RR00000611 Unauthorized Open	Rule Description: RuleAddABC Rule Id: RR00000654 Authorized Open	Rule Description: RuleCheckerModify Rule Id: RR00000684 Authorized Open
Rule Description: testr Rule Id: RR00000306 Unauthorized Open	Rule Description: Dummy Rule Id: RR00000565 Unauthorized Open	Rule Description: jkhkk Rule Id: RR00000671 Authorized Open	Rule Description: wer Rule Id: RR00000672 Authorized Open	Rule Description: abc Rule Id: RR00000587 Unauthorized Open

Page 1 of 36 (1 - 10 of 360 items) | < 1 2 3 4 5 ... 36 > X

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.
 - Optional: Click **View** to view the record details.
 - Select the record to authorize and then click **Approve**.
- **Delete/Close** – To remove the record.
 - Optional: On the confirmation pop-up window, enter the remark for deletion.
 - 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

The screenshot shows the 'Create' screen for Reconciliation Rule Decision. It includes the following fields and controls:

- Filter Criteria ***: A dropdown menu showing 'Relationship and CounterParty B...'.
- Counterparty Id ***: A text field with 'Electricity Board 004025' and a search icon.
- Relationship Code ***: A text field with 'WasanCms' and a search icon.
- Priority ***: A text field with '1'.
- Recon Category ***: A text field with 'Invoice to Credit Notes Recon'.
- Recon Type ***: A text field with 'Exact'.
- Rule Id ***: A text field with 'RR00000561' and a search icon.
- Rule Id Description**: A text field with 'rulesept'.
- Execute Generic Rule**: A toggle switch currently set to 'On'.
- Buttons**: 'Add/Edit' and 'Reset' buttons are located below the 'Recon Type' field.
- Table**: A table with 7 columns: Priority, Recon Category, Recon Type, Rule Id, Rule Id Description, Execute Generic Rule, and Action. It contains one row with the following data:

Priority	Recon Category	Recon Type	Rule Id	Rule Id Description	Execute Generic Rule	Action
1	Invoice to Credit Notes Recon	Exact	RR00000561	rulesept	Y	▼
- Page Info**: 'Page 1 of 1 (1 of 1 items)' with navigation arrows.
- Bottom Buttons**: 'Save' and 'Cancel' buttons.

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: <ul style="list-style-type: none"> • Program and Counterparty Based (Only for OBSCF) • Program Based (Only for OBSCF)

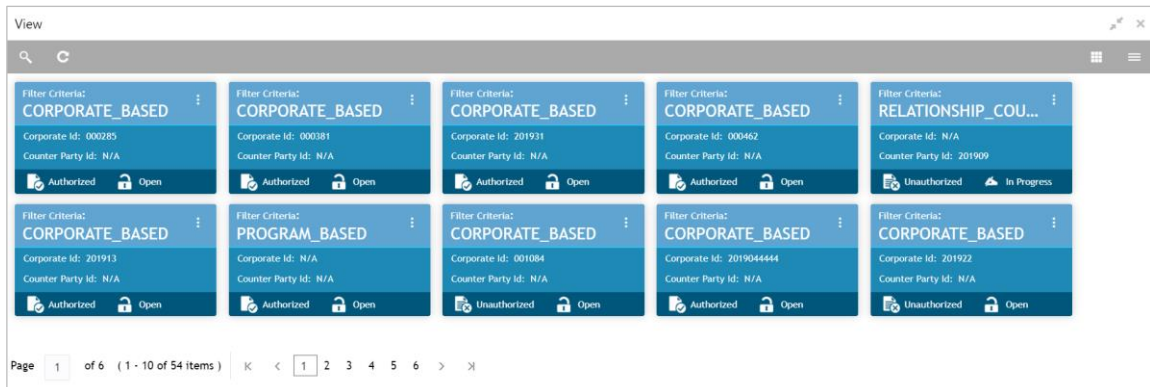
Field Name	Description
	<ul style="list-style-type: none"> • Corporate Based • CounterParty Based • Relationship and CounterParty Based • Relationship Based • Default
Program *	Click the Search icon and select the program to setup the recon rule for. This field is displayed only if 'Filter Criteria' includes program. This field is applicable to only OBSCF system.
Counterparty Id *	Click the Search icon and select the counterparty to setup the recon rule for. This field is displayed only if 'Filter Criteria' includes counterparty.
Corporate *	Click the Search icon and select the corporate to setup the recon rule for. This field is displayed only if 'Filter Criteria' includes corporate.
Relationship Code *	Click the Search icon and select the relationship to setup the recon rule for. This field is displayed only if 'Filter Criteria' includes relationship.
Priority *	The rules would get applied based on the ascending order of priority maintained here.
Recon Category *	Category of recon rule being mapped. For example: 'Expected Debit/Credit to Payment Recon', or 'Invoice 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 or cashflow. This is enabled only if 'Recon Type' is 'Exact'.

- 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.
- If required, in the **Action** column of the grid:
 - Click the Edit to modify the added record and repeat the steps from 1.
 - Click the Delete to remove the record from the grid.
- 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.
 - Optional: Click **View** to view the record details.
 - Select the record to authorize and then click **Approve**.
- **Delete/Close** – To remove the record.
 - Optional: On the confirmation pop-up window, enter the remark for deletion.
 - 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/cashflows 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/cashflow outstanding amount and payment amount to enable automatic matching of invoices/cashflow with the respective payment records. Tolerances allow outstanding payments and invoice/ cashflow 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*

Recon Category	CashFlow Category	Match Basis	Currency	Absolute Lower Threshold	Absolute Upper Threshold	Percentage Lower Threshold	Percentage Upper Threshold	Action
Invoice Pay...	N/A	AMOUNT	USD	\$1,000.00	\$5,000.00	5	10	[Icon]
Expected Ca...	Invoice	AMOUNT	Invoice	\$100.00	\$999.00	1	5	[Icon]


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:

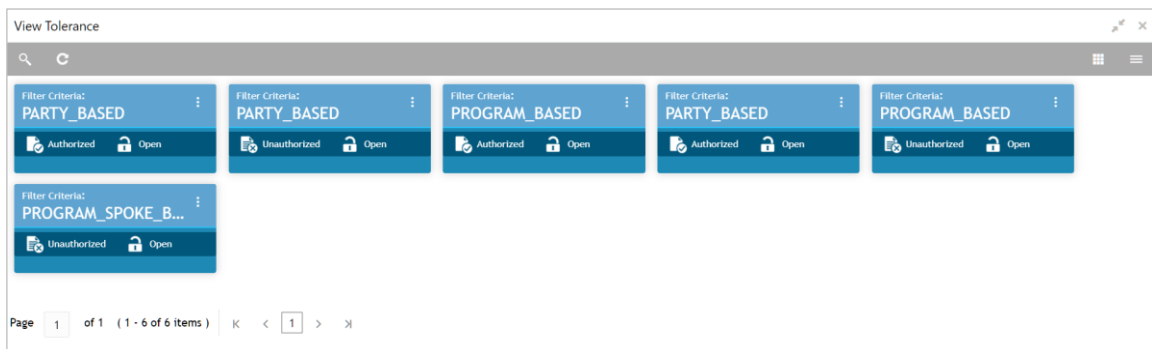
Field Name	Description
Recon Category	Select the recon category to add the tolerance for.
CashFlow Category	The cashflow category is auto-populated based on selected recon category.
Match Basis	Select the value to be matched from the reconciliation record. For example: AMOUNT.
Currency	Select the currency 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.
 - Optional: Click **View** to view the record details.
 - Select the record to authorize and then click **Confirm**.
- **Delete/Close** – To remove the record.
 - Optional: On the confirmation pop-up window, click **View** to view the record details.
 - 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.

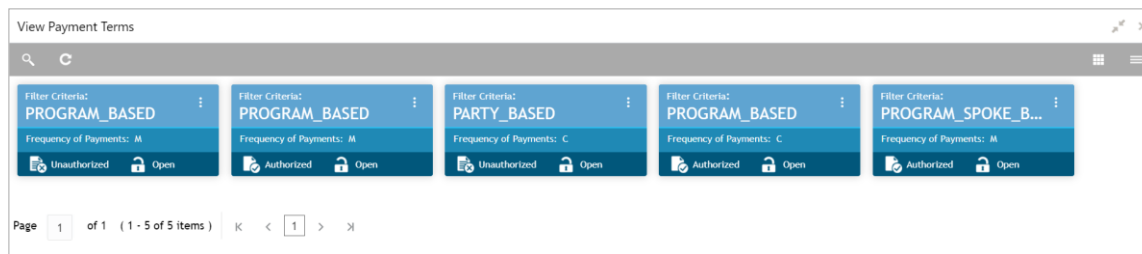
Field Name	Description
	This field is only displayed when filter criteria includes 'Program'.
Spoke *	This field is only applicable for OBSCF system. Click the Search icon and select the spoke of the selected program. This field is only displayed when filter criteria includes 'Spoke'.
Relationship Code *	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.
Payment Schedule grid *	This field is displayed only for 'Custom' frequency of payment. Perform the following steps to add customer frequency of payment: <ul style="list-style-type: none"> a. Click Add icon (+) 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. <ul style="list-style-type: none"> • 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*

Create Relationship

Relationship Code *
Rel9899

Relationship Description *
Relationship Buyer-Supplier

Corporate Id *
Power 202105

Product Category *
☒ Receivable & Collections
 ☒ Payables

Effective From *
Aug 21, 2020

Valid Till *
Oct 31, 2031

Auto-Debit Applicable
☒

Holiday Treatment *
Next Business Date

No. of Days
1

Buyer Id	Valid Till	Auto-Debit	Holiday Treatment	Status	Auto Acceptance	No. of Days	External Code	Action
200112	Oct 31, 2031	Yes	Next Business ...	Active	Yes	1	External Code	

Page 1 of 1 (1 of 1 items)

Supplier Id	Valid Till	Auto-Debit	Holiday Treatment	Status	Auto Acceptance	No. of Days	External Code	Action
000383	Oct 31, 2031	Yes	Next Business ...	Active	Yes	1	External Code	

Page 1 of 1 (1 of 1 items)

Save Cancel

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. Click the search icon in the Buyer/Supplier Id column and select the required party.

OR

Click the Add icon () in the Buyer/Supplier Id column to add Non Customer details.

Non Customer


Basic Info Address Information Tax Information

Non Customer Id: NC00002003 Name: Pegatron Short Name: Pega1 Category: Private Limited Company

Registration No: U23557685Pega Industry: AUTOMOBILES

Document Upload

Document Status: All



Save Cancel

- b. 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.

Non Customer

Basic Info Address Information Tax Information

Address Information

Address Type: Communication Country: United States Address Line 1: No 98 Address Line 2: Archibald Lane

Address Line 3: New York Address Line 4: USA PIN: 11311

Add

Address Type	Country	Address Line 1	Address Line 2	Address Line 3	Address Line 4	PIN	Action
COMMUNICATION	United States	No 98	Archibald Lane	New York	USA	11311	▼

Contact Info

Preferred Communication Mode: Mobile Country Code: 1 Mobile: 9998887776 Landline Number:

Fax #: Email:

Save Cancel

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

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

- e. 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:

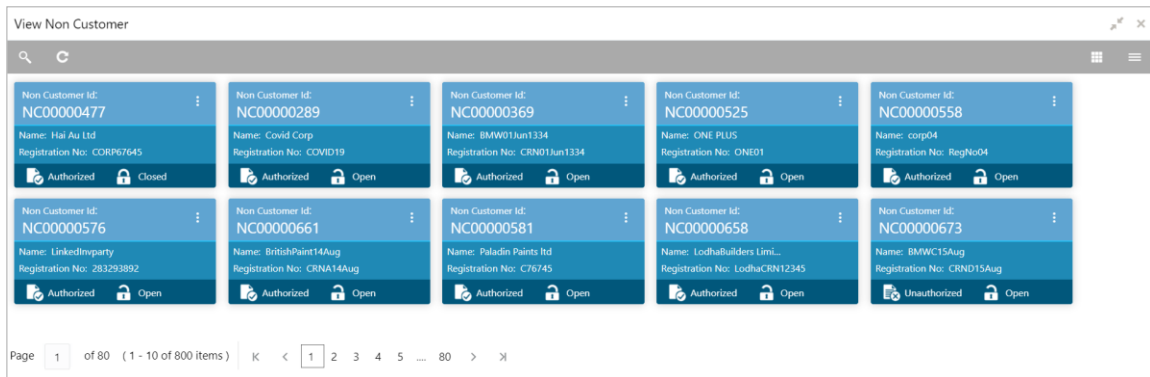
- **Unlock** – To modify the record details. Refer to the **Create Relationship** section for field level details.
- **Authorize** – To authorize the record. Authorizing requires necessary access rights.
 - a. Optional: Click **View** to view the record details.
 - b. Select the record to authorize and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



Non Customer Id:	Non Customer Id:	Non Customer Id:	Non Customer Id:	Non Customer Id:
NC00000477	NC00000289	NC00000369	NC00000525	NC00000558
Name: Hai Au Ltd	Name: Covid Corp	Name: BMW01Jun1334	Name: ONE PLUS	Name: corp04
Registration No: CORP67645	Registration No: COVID19	Registration No: CRN01Jun1334	Registration No: ONE01	Registration No: RegNo04
Authorized Closed	Authorized Open	Authorized Open	Authorized Open	Authorized Open
Non Customer Id: NC00000576	Non Customer Id: NC00000661	Non Customer Id: NC00000581	Non Customer Id: NC00000658	Non Customer Id: NC00000673
Name: LinkedInvparty	Name: BritishPaint14Aug	Name: Paladin Paints Ltd	Name: LodhaBuilders Limi...	Name: BMWC15Aug
Registration No: 283293892	Registration No: CRN14Aug	Registration No: C76745	Registration No: LodhaCRN12345	Registration No: CRND15Aug
Authorized Open	Authorized Open	Authorized Open	Authorized Open	Unauthorized Open

Page 1 of 80 (1 - 10 of 800 items) | K < 1 2 3 4 5 ... 80 > X

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.
 - Optional: Click **View** to view the record details.
 - Select the record to authorize and then click **Confirm**.
- **Delete/Close** – To remove the record.
 - Optional: On the confirmation pop-up window, enter the remark for deletion.
 - 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*

1. 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.

2. 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

Alert Code: ALEC	Alert Code: 1234	Alert Code: ABC	Alert Code: ALERT1_po	Alert Code: InvAlert
Alert Description: Alec Alert Category: COLLECTION	Alert Description: abcd Alert Category: COLLECTION	Alert Description: abc Alert Category: INVOICE	Alert Description: Alert_PO Alert Category: PURCHASEORDER	Alert Description: InvAlert Alert Category: INVOICE
Unauthorized Open	Unauthorized In Progress	Authorized Open	Authorized Open	Authorized Open
Alert Code: HKA1608	Alert Code: KH101	Alert Code: A1	Alert Code: TESTK	Alert Code: ALERT_Inv1
Alert Description: alert for collection Alert Category: COLLECTION	Alert Description: Alerts for OBCM Alert Category: COLLECTION	Alert Description: A1 Alert Category: PURCHASEORDER	Alert Description: TESTK120 Alert Category: INVOICE	Alert Description: alert_INV1 Alert Category: INVOICE
Unauthorized In Progress	Unauthorized In Progress	Authorized Open	Unauthorized Open	Authorized Open

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

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.
 - Optional: Click **View** to view the record details.
 - Select the record to authorize and then click **Confirm**.
- **Delete/Close** – To remove the record.
 - Optional: On the confirmation pop-up window, click **View** to view the record details.
 - 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

Create

Filter Criteria

Filter Criteria *

Default

Alert Decision Details

Category *

Invoice

Event *

Invoice Raise

Alert Code *

MAUTO_ALERT_001

Description

AlertInvoice1

Recipient *

Buyer

Frequency *

Online

Delivery Mode *

Dashboard

Text Template for DASHBOARD *

Dear Customer, Invoice with Ref N

Add/Edit

Reset

Category	Event	Alert Code	Description	Delivery Mode	Additional Details	Recipient	Generate days before	Frequency	Action
Invoice	Invoice Raise	MAUTO_ALERT_001	AlertInvoice1	Dashboard		Buyer		Online	

Page 1 of 1 (1 of 1 items)

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1

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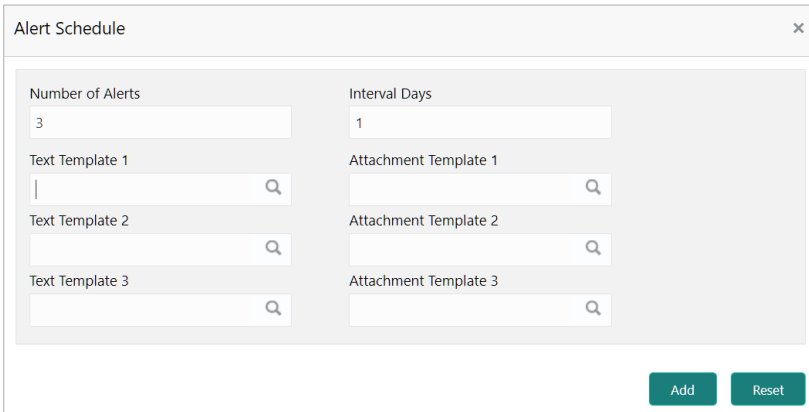
Save

Cancel

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.
Frequency	Select the value to specify whether the alert is to be sent once or multiple times.

Field Name	Description
	<p>On selecting Multiple, click the Alert Calendar icon () and perform the following steps:</p> <div data-bbox="600 321 1404 730">  </div> <ol style="list-style-type: none"> In the Number of Alerts field, enter the total alerts to be sent. In the Interval Days field, enter the interval in days between each alert. 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. Click Add to add the selected templates.
Additional Phone/Email	<p>Enter the additional phone number/email address to send the alert on.</p> <p>This field is displayed only for Email, Whatsapp, and SMS mode of delivery.</p>
Text Template for EMAIL	<p>Click the search icon and select the text template for an email alert.</p> <p>This field is displayed only for Email Delivery Mode.</p>
Attachment Template for EMAIL	<p>Click the search icon and select the attachment template for an email alert.</p> <p>This field is displayed only for EMAIL Delivery Mode.</p>
Text Template for WHATSAPP	<p>Click the search icon and select the text template for the Whatsapp alert.</p> <p>This field is displayed only for WHATSAPP Delivery Mode.</p>
Text Template for SMS	<p>Click the search icon and select the text template for an SMS alert.</p> <p>This field is displayed only for SMS Delivery Mode.</p>
Text Template for DASHBOARD	<p>Click the search icon and select the text template for the DASHBOARD alert.</p> <p>This field is displayed only for DASHBOARD Delivery Mode.</p>

- 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 icon in the 'Action' column and select Edit to modify the alert decisioning details.

OR

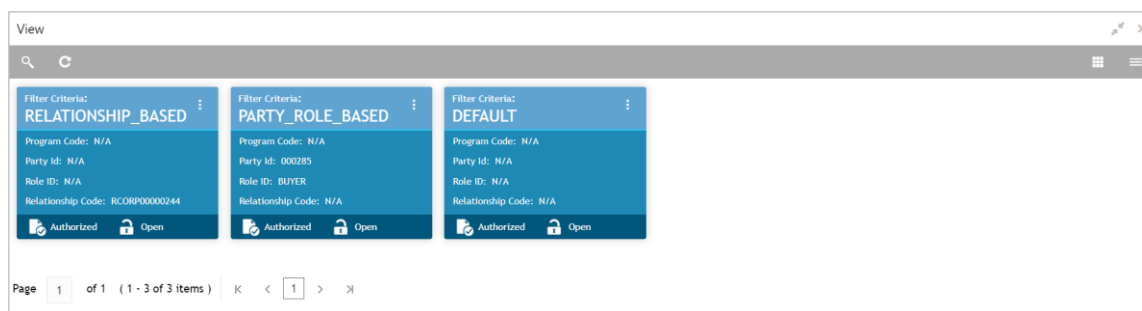
In the grid, click the icon in the 'Action' column and select Delete to remove the alert decisioning record.

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, 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
- Purchase Order
- 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.

Invoice

Basic Information
Commodity and Pricing
Shipment Information
Summary

Commodity and Pricing

Invoice Number: Inv9900
Buyer: Carrefour
Supplier: Danone
Invoice Due Date: 2020-10-31

Add Commodities: ☒

Commodity Details

Commodity Name	Unit	Quantity	Unit Cost	Discount %	Discount Amount	Tax %	Tax Amount	Net Cost	Action
Zinc		Add Quantity	500	0	\$0.00	0	\$0.00	\$5,000.00	

Pricing Details

Currency: USD
Base Invoice Amount: USD5,000.00
Discount Percentage: 0.0000
Discount Amount: USD0.00
Tax(%): 0.0000
Tax Amount: USD0.00
Total Invoice Amount: USD5,000.00
Misc Charge 1 Desc:
Misc Charge 1 Amount: USD0.00
Misc Charge 2 Desc:
Misc Charge 2 Amount: USD0.00
Net Invoice Amount: USD5,000.00

Back Next Save & Close Cancel

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.

Screen (3 / 4)

Invoice Number	Buyer	Supplier	Invoice Due Date
130688	Carrefour	Danone	2021-05-13

Shipment Date	Shipment Number	Shipment Address	Shipment Country
May 5, 2021	I2357927	Block 4 Street 12 Cross Road 3	CAN

City	Zip Code	Phone Number	Tax ID
Montreal	23400	7954567882	37R38CN38624

Reason for Export	Terms of Sales (Incoterms)	Payment Terms	Country of Origin
Sale Order	CIP	50	AUS

Back Next Save & Close Cancel

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.

Invoice

Basic Information
Commodity and Pricing
Shipment Information
Summary

Screen (4 / 4)

Summary

Invoice Information

Invoice Number : **Inv9900**
 Invoice Date : **2020-08-21**
 Invoice Due Date : **2020-10-31**
 Payment Due Date : **2020-11-25**
 Net Invoice Amount : **\$5,000.00**

Pricing Details

Invoice Amount : **\$5,000.00**
 Discount(%) : **0**
 Discount Amount : **\$0.00**
 Tax(%) : **0**
 Tax Amount : **\$0.00**
 Total Invoice Amount : **\$5,000.00**
 Total Charges : **\$0.00**
 Net Invoice Amount : **\$5,000.00**

Relationship Information

Relationship Name : **REL701**
 Supplier : **Danone**
 Buyer : **Carrefour**
 Valid Till : **2065-09-04**

Shipment Information

Shipment Number	Shipment Date	Country of Origin
77678	2020-10-02	AUS

Shipment Address	Reason for Export	Terms of Sales (Incoterms)
No 80	Sale Order	CIP

Payment Terms
Online

Remarks

-

Commodity Details

Commodity Code	Commodity Name	Quantity	Unit Cost	Discount Amount	Tax Amount	Net Cost
Zinc	Zinc	10	500	\$0.00	\$0.00	\$5,000.00

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

Back Next Save & Close Cancel

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.

Debit Note

Basic Information

Debit Note Number * DBN989

Supplier * Danone 000381

Supplier Division Code

Relationship * REL701

Buyer Division Code

Debit Note Date * Aug 21, 2020

Program This is PROGRAM1

Currency * USD

Debit Note Due Date * Oct 30, 2020

Buyer * Carrefour 000380

Adjustment Reason Pricing Error

Remarks

Screen (1 / 4)

Back Next Save & Close Cancel

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.

Debit Note

Commodity and Pricing

Debit Note Number DBN989

Buyer Carrefour

Supplier Danone

Debit Note Due Date 2020-10-30

Add Commodities ☒

Commodity Details

Commodity Name	Unit	Quantity	Unit Cost	Discount %	Discount Amount	Tax %	Tax Amount	Net Cost	Action
Zinc		1	50	0	\$0.00	0	\$0.00	\$50.00	

Pricing Details

Currency USD

Base Debit Note Amount * USD50.00

Discount Percentage 0.0000

Discount Amount USD0.00

Tax(%) 0.0000

Tax Amount USD0.00

Total Debit Note Amount USD50.00

Misc Charge 1 Desc

Misc Charge 1 Amount USD0.00

Misc Charge 2 Desc

Misc Charge 2 Amount USD0.00

Net Debit Note Amount USD50.00


Screen (2 / 4)

Back Next Save & Close Cancel

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.

Debit Note Number 235781		Buyer Carrefour	Supplier Danone	Debit Note Due Date 2021-05-31
Shipment Date May 27, 2021	Shipment Number 130688	Shipment Address Block 4 Street 12 Cross Road 3	Shipment Country CAN	
City Montreal	Zip Code 23400	Phone Number 7436979623	Tax ID 3T5837RG5852	
Reason for Export Sale Order	Terms of Sales (Incoterms) DES	Payment Terms 50	Country of Origin AUS	

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.

Debit Note

Basic Information
Commodity and Pricing
Shipment Information
Summary

Screen (4 / 4)

Summary

Debit Note Information

Debit Note Number : **DBN989**
Debit Note Date : **2020-08-21**
Debit Note Due Date : **2020-10-30**
Payment Due Date : -
Net Debit Note Amount : **\$50.00**

Pricing Details

Base Debit Note Amount : **\$50.00**
Discount(%) : **0**
Discount Amount : **\$0.00**
Tax(%) : **0**
Tax Amount : **\$0.00**
Total Debit Note Amount : **\$50.00**
Total Charges : **\$0.00**
Net Debit Note Amount : **\$50.00**

Relationship Information

Relationship Name : **REL701**
Supplier : **Danone**
Buyer : **Carrefour**
Valid Till : **2065-09-04**

Shipment Information

Shipment Number	Shipment Date	Country of Origin
-	-	-
Shipment Address	Reason for Export	Terms of Sales (Incoterms)
-	-	-
Payment Terms	-	

Remarks

-

Commodity Details

Commodity Code	Commodity Name	Quantity	Unit Cost	Discount Amount	Tax Amount	Net Cost
Zinc	Zinc	1	50	\$0.00	\$0.00	\$50.00

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

Linked Invoice Details

Invoice Number	Invoice Amount	Invoice Date	Invoice Due Date	Invoice Status	Payment Status
No data to display.					

Page 1 (0 of 0 items) < 1 >

Back Next Save & Close Cancel

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 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 > Create Receivables and Payables*

Purchase Order

Basic Information

Screen (1 / 4)

External PO No * Po909

PO Date * Aug 21, 2020

Buyer * Carrefour 000390

Relationship * REL701

Program This is PROGRAM1

Supplier * Danone 000381

Buyer Division Code

Supplier Division Code

Currency * USD

Pre-Accepted ☒

Remarks

Back Next Save & Close Cancel

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

Note: Fields marked with ‘*’ are mandatory.

Field Name	Description
External PO 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.
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.
Currency *	Select the currency of the purchase order.
Pre-Accepted	Switch the toggle ON if the purchase order is pre-accepted by the supplier.
Remarks	Enter any relevant remarks related to the purchase order.

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

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



4. Refer the following table for specifying commodity details of the purchase order on the above screen:

Note: Fields marked with ‘’ are mandatory.*


Field Name	Description
Commodity Details	
Add Commodities	Switch the toggle ON to add commodity records.
Commodity Name	Commodity name gets auto-populated based on the selected commodity code.
Unit	Select the measuring unit for the goods.
Quantity	Click the Add Quantity link to add the quantity details. The Commodity section pop-up window appears.
Unit Cost	Displays the cost of one unit of the commodity based on the value entered in the Commodity section pop-up window.
Discount (%)	Enter the percentage of discount to be applied on the total cost. You can enter either the percentage in this field or the amount in the Discount Amount field. The other field automatically gets updated.
Discount Amount	This field is auto-populated based on the discount percentage. You can enter either the amount in this field or the percentage in the Discount (%) field. The other field automatically gets updated.
Tax (%)	Enter the percentage of tax to be applied on total amount post discounting. You can enter either the percentage in this field or the amount in the Tax Amount field. The other field automatically gets updated.

Field Name	Description
Tax Amount	This is auto-populated based on tax percentage. You can enter either the amount in this field or the percentage in the Tax (%) field. The other field automatically gets updated.
Net Cost	Net costing is auto-populated based on all the previous fields.
Action	Select the required icon to edit or delete a commodity record.

5. Switch the **Add Commodities** toggle ON to view 'Commodity Details' section.

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

6. In the 'Pricing Details' section, specify the 'Misc Charge 1' and 'Misc Charge 2' amount and description details.

Click **Save & Close** to save the purchase order details and submit it for authorization.

OR

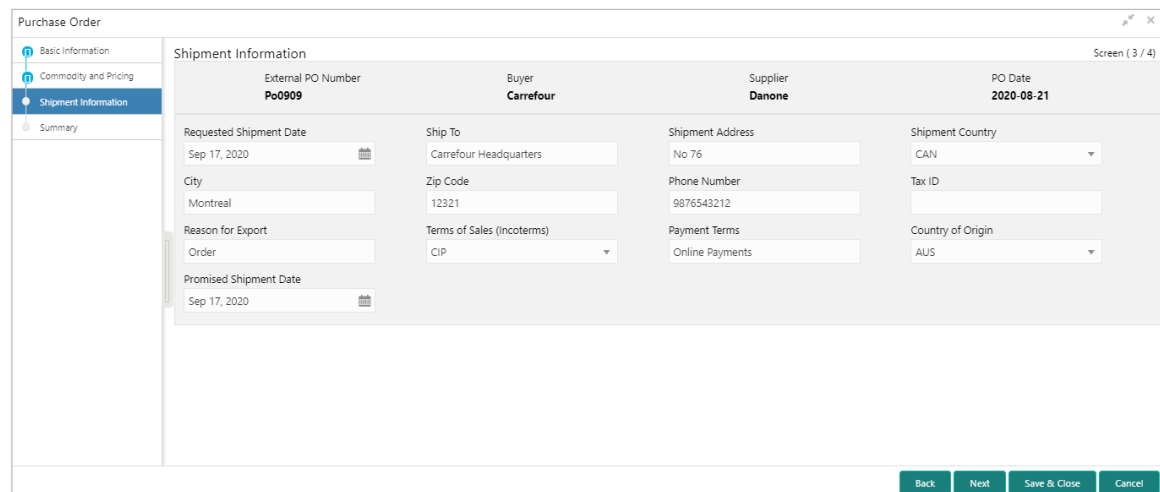
Click **Next** to go to the 'Shipment Information' screen.

OR

Click **Back** to go to the 'Basic Information' screen.

OR

Click **Cancel** to cancel the creation of the purchase order.



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.

Field Name	Description
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.
Phone Number	Enter the contact number of the shipment company.
Tax Id	Enter the unique tax id if shipment charge includes tax amount.
Reason for Export	Enter the reason for export.
Terms of Sale(Incoterms)	Select any of the below terms of sales: <ul style="list-style-type: none"> • 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.

7. Click **Next** to view the Summary of the order.

8. Optional: Click **Save & Close** to save the shipment details and send the purchase order details for authorization.

Purchase Order Summary

Purchase Order Information

External PO No : **Po0909**
 PO Date : **2020-08-21**
 Net PO Amount : **\$750.00**

Pricing Details

Base PO Amount : **750**
 Discount(%) : **0**
 Discount Amount : **\$0.00**
 Tax(%) : **0**
 Tax Amount : **\$0.00**
 Total PO Amount : **\$750.00**
 Total Charges : **\$0.00**
 Net PO Amount : **\$750.00**

Relationship Information

Relationship Name : **Relation701**
 Supplier : **Danone**
 Buyer : **Carrefour**
 Valid Till : -

Shipment Information

Requested Shipment Date	Promised Shipment Date	Country of Origin
2020-09-17	2020-09-17	AUS
Shipment Address	Reason for Export	Terms of Sales (Incoterms)
No 76	Order	CIP
Payment Terms		
Online Payments		

Buttons: **Back** **Next** **Save & Close** **Cancel**

9. Click **Save & Close** to save the commodity details and send the purchase order details for authorization.

OR

Click **Back** to go to the Shipment Information section.

OR

Click **Cancel** to cancel the creation of the purchase order.

4.1.4 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.

The screenshot displays the 'Credit Note' application window with the 'Basic Information' tab selected. The interface includes a sidebar with 'Basic Information', 'Commodity and Pricing', and 'Summary'. The main area contains several input fields and dropdown menus for creating a credit note. The 'Credit Note Number' is set to 'CRN909'. The 'Supplier' is 'Danone' with ID '000381'. The 'Supplier Division Code' is empty. The 'Link Invoice' field is empty. The 'Relationship' is 'REL701'. The 'Buyer Division Code' is empty. The 'Credit Note Date' is 'Aug 21, 2020'. The 'Program' is 'This is PROGRAM1'. The 'Currency' is 'USD'. The 'Credit Note Expiry Date' is 'Oct 1, 2020'. The 'Buyer' is 'Carrefour' with ID '000380'. The 'Adjustment Reason' is 'Quantity Contested'. A 'Remarks' field is at the bottom left. At the bottom right, there are four buttons: 'Back', 'Next', 'Save & Close', and 'Cancel'.

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.

Credit Note Screen (2 / 3)

Basic Information

Commodity and Pricing



Summary

Commodity and Pricing

Credit Note Number: **CRN909** Buyer: **Carrefour** Supplier: **Danone** Credit Note Expiry Date: **2020-10-01**

Add Commodities ☒

Commodity Details

Commodity Name	Unit	Quantity	Unit Cost	Discount %	Discount Amount	Tax %	Tax Amount	Net Cost	Action
Zinc		2	50	0	\$0.00	0	\$0.00	\$100.00	 

Pricing Details

Currency: USD Base Credit Note Amount: USD100.00 Discount Percentage: 0.0000 Discount Amount: USD0.00


Tax(%): 0.0000 Tax Amount: USD0.00 Total Credit Note Amount: USD100.00


Misc Charge 1 Desc: Misc Charge 1 Amount: USD0.00 Misc Charge 2 Desc: Misc Charge 2 Amount: USD0.00

Net Credit Note Amount: USD100.00


Back Next Save & Close Cancel

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

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

Credit Note Screen (3 / 3)

Basic Information

Commodity and Pricing

Summary

Summary

Credit Note Information

Credit Note Number : **CRN909**
Credit Note Date : **2020-08-21**
Credit Note Expiry Date : **2020-10-01**
Net Credit Note Amount : **\$100.00**

Pricing Details

Base Credit Note Amount : **\$100.00**
Discount(%) : **0**
Discount Amount : **\$0.00**
Tax(%) : **0**
Tax Amount : **\$0.00**
Total Credit Note Amount : **\$100.00**
Total Charges : **\$0.00**
Net Credit Note Amount : **\$100.00**

Relationship Information

Relationship Name : **REL701**
Supplier : **Danone**
Buyer : **Carrefour**
Valid Till : -

Remarks

-

Commodity Details

Commodity Code	Commodity Name	Quantity	Unit Cost	Discount Amount	Tax Amount	Net Cost
Zinc	Zinc	2	50	\$0.00	\$0.00	\$100.00

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

Linked Invoice Details

Invoice Number	Invoice Amount	Invoice Date	Invoice Due Date	Invoice Status	Payment Status
No data to display.					

Page 1 (0 of 0 items) < 1 >

Back Next Save & Close Cancel

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.

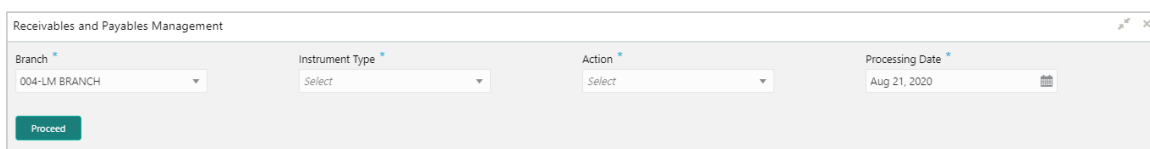
4.2 Managing Receivables and Payables

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 \(Only for SCF\)](#)
- [Cancel](#)
- [Edit](#)
- [Initiate Finance \(Only for OBSCF\)](#)
- [Link Program \(Only for OBSCF\)](#)
- [Raise Dispute](#)
- [Re-assign \(Only for OBSCF\)](#)
- [Resolve Dispute](#)
- [Write off Dispute](#)
- [Mark PUA \(Only for OBSCF\)](#)
- [Mark Indirect Payment \(Only for OBSCF\)](#)
- [Accept Early Payment Offer \(Only for OBSCF\)](#)

Navigation Path: *Receivables & Payables > Receivables and 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.

File Name *	Reference Number *	Buyer *	Supplier *
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
Relationship	Program	Date Reference Basis	Date Range
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
Currency	Amount Reference Basis	Amount From	Amount To
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="button" value="Search"/>	<input type="button" value="Reset"/>		

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:

For Invoice / Debit Note:

Receivables and Payables Management

Branch *
004-LM BRANCH

Instrument Type *
Invoice

Action *
Accept

Processing Date *
Aug 21, 2020

Show Search ▼

Invoice/Dr Note List

	Reference Number	Instrument Type	Buyer	Supplier	Program	Relationsh...	Issue Date	Net Amount	Acceptance Amount	New Acceptance Amount	Remarks
<input type="checkbox"/>	INVOICE003	Invoice	Carrefour	Danone	AUTOPR	REL001	2019-11-29	\$1,234.00	\$1,234.00		
<input type="checkbox"/>	INVNOV071	Invoice	Carrefour	Danone	AUTOPR	REL001	2019-11-29	\$10,000.00	\$10,000.00		
<input type="checkbox"/>	INVNOV072	Invoice	Carrefour	Danone	AUTOPR	REL001	2019-11-29	\$10,000.00	\$10,000.00		
<input type="checkbox"/>	SA110075	Invoice	Carrefour	Danone	AUTOPR	REL001	2019-11-29	\$1,700.00	\$1,700.00		
<input type="checkbox"/>	INVAPR1803	Invoice	Carrefour	Danone	This is PR	REL701	2019-11-29	\$1,000.00	\$0.00		
<input type="checkbox"/>	AAAA0001	Invoice	Carrefour	Danone		REL701	2019-11-29	\$100.00	\$0.00		
<input type="checkbox"/>	SAM0052	Invoice	Carrefour	Danone		REL701	2019-11-29	£4,000.00	£0.00		
<input type="checkbox"/>	MAUTO-INV-001	Invoice	Carrefour	Danone	This is PR	REL701	2018-01-19	\$11,265.00	\$0.00		Editing an I
<input type="checkbox"/>	MAUTO-INV-004	Invoice	Carrefour	Danone	This is PR	REL701	2018-01-10	\$10,000.00	\$0.00		Invoice Cre
<input type="checkbox"/>	MAUTO-INV-005	Invoice	Carrefour	Danone	This is PR	REL701	2018-01-10	\$10,000.00	\$0.00		Invoice Cre

Page 1 of 2 (1-10 of 11 items)

Remarks

Acceptance Amount

Summary

Total Instruments

Total Acceptance Amount

For Purchase Order:

Receivables and Payables Management

Purchase Order List

<input type="checkbox"/>	PO Number	Buyer	Supplier	Program	Relationship	PO Date	Promised Shipment Date	PO Amount	Acceptance Amount	New Acceptance Amount	State Status	Remarks
<input type="checkbox"/>	JULPO03677	Carrefour	Danone	This is PROGI	REL701	2019-11-29		£9.00			No	
<input type="checkbox"/>	GAUTO-PO-903	Carrefour	Danone		REL701	2020-01-16	2021-08-11	\$10,000.00			No	Save the S
<input type="checkbox"/>	GAUTO-PO-904	Carrefour	Danone		REL701	2018-03-30	2018-03-30	£10,000.00			No	Save the S
<input type="checkbox"/>	PO-3421-01	Carrefour	Danone	This is PROGI	REL701	2019-11-07	2019-11-07	\$10,000.00	\$100.00		No	
<input checked="" type="checkbox"/>	MAUTO-PO-904	Carrefour	Danone	This is PROGI	REL701	2018-01-09		\$10,200.00		\$10,000.00	No	
<input type="checkbox"/>	09JUN162101	Carrefour	Danone	This is PROGI	REL701	2019-11-29	2021-06-16	£3,046,000.00			No	Save the sl
<input type="checkbox"/>	PO-3421-02	Carrefour	Danone	This is PROGI	REL701	2019-11-07	2019-11-07	\$10,000.00	\$100.00		No	
<input type="checkbox"/>	PO-3421-03	Carrefour	Danone	This is PROGI	REL701	2019-11-07	2019-11-07	\$10,000.00	\$100.00		No	

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

Remarks Acceptance Amount

Summary

Total Instruments Total Acceptance Amount

1. Optional: In the **Reference Number** column, click on the number to view more details about it.
2. Select the invoice/debit note or purchase order 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:

Receivables and Payables Management

Branch * 004-LM BRANCH Instrument Type * Invoice Action * Assignment Processing Date * Aug 21, 2020

Show Search ▾

Invoice/Dr Note List

<input type="checkbox"/>	Reference Number	Instrument Type	Buyer	Supplier	Program	Relationship	Issue Date	Net Amount	Remarks
<input type="checkbox"/>	Invgrcole121	Invoice	Cole Importers	Green Stone Supp		GC000345	2019-12-01	£76,000.00	

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

Remarks

Summary

Total Instruments Total Amount

1. Optional: In the **Reference Number** column, click the number to view more details about it.
2. Select the invoice to be assigned.

- Optional: In the **Remarks** field, enter the remarks for the accepted amount.
- Click **Apply** to make changes in the grid.
- If required, click **Undo** to revert the applied changes.
- 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:

For Invoice/Debit Note:

Receivables and Payables Management

Branch * 004-LM BRANCH Instrument Type * Invoice Action * Cancel Processing Date * Aug 21, 2020

Proceed

Show Search ▾

Invoice/Dr Note List

<input type="checkbox"/>	Reference Number	Instrument Type	Buyer	Supplier	Program	Relationship	Issue Date	Net Amount	Remarks
<input type="checkbox"/>	SAM0052	Invoice	Carrefour	Danone		REL701	2019-11-29	£4,000.00	
<input type="checkbox"/>	AAAA0001	Invoice	Carrefour	Danone		REL701	2019-11-29	\$100.00	

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

Remarks

Apply Undo

Summary

Total Instruments Total Amount

Submit Cancel

For Purchase Order:

Receivables and Payables Management

<input checked="" type="checkbox"/>	1234567890	Carrefour	Danone	AUTOPRG1	REL001	2019-11-29	2020-12-02	£80.00	
<input type="checkbox"/>	JULPO3677	Carrefour	Danone	This is PROGRAM1	REL701	2019-11-29		£9.00	
<input type="checkbox"/>	GAUTO-PO-902	Carrefour	Danone		REL701	2020-01-16		\$10,000.00	
<input type="checkbox"/>	GAUTO-PO-903	Carrefour	Danone		REL701	2020-01-16	2021-08-11	\$10,000.00	Save the S
<input type="checkbox"/>	MAUTO-PO-902	Carrefour	Danone	This is PROGRAM1	REL701	2018-01-09		\$10,200.00	Creating a
<input type="checkbox"/>	GAUTO-PO-904	Carrefour	Danone		REL701	2018-03-30	2018-03-30	£10,000.00	Save the S
<input checked="" type="checkbox"/>	PO-3421-01	Carrefour	Danone	This is PROGRAM1	REL701	2019-11-07	2019-11-07	\$10,000.00	
<input type="checkbox"/>	vovvd	Carrefour	Danone		REL701	2019-11-29		\$1,000.00	
<input type="checkbox"/>	GAUTO-PO-901	Carrefour	Danone		REL701	2020-01-16	2021-08-26	\$10,000.00	
<input type="checkbox"/>	91234	Carrefour	Danone	AUTOPRG1	REL001	2019-11-29	2020-12-02	£10,000.00	

Page 1 of 2 (1-10 of 15 items) < 1 2 >

Remarks

Apply Undo

Summary

Total Instruments Total Amount

Submit Cancel

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

- Click **Apply** to make changes in the grid.
- If required, click **Undo** to revert the applied changes.
- 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:

For Invoice/Debit Note:

Receivables and Payables Management

Branch * 004-LM BRANCH Instrument Type * Invoice Action * Edit Processing Date * Aug 21, 2020

Proceed

Show Search ▼

Invoice/Dr Note List

<input type="checkbox"/>	Reference Number	Instrument Type	Buyer	Supplier	Program	Relationship	Issue Date	Net Amount	Due Date	New Due Date	Remarks
<input type="checkbox"/>	Invgrcole121	Invoice	Cole Importers	Green Stone Supp		GC000345	2019-12-01	£76,000.00	2021-10-31		
<input type="checkbox"/>	AUG1008006	Invoice	Cole Importers	Green Stone Supp	Green Dealer F	GC000345	2020-01-14	\$88,909.00	2020-03-31		
<input type="checkbox"/>	AUG1008001	Invoice	Cole Importers	Green Stone Supp	Green Dealer F	GC000345	2020-01-14	\$51,000.00	2020-03-31		
<input type="checkbox"/>	AUG1008002	Invoice	Cole Importers	Green Stone Supp	Green Dealer F	GC000345	2020-01-14	\$52,000.00	2020-03-31		
<input type="checkbox"/>	AUG1008003	Invoice	Cole Importers	Green Stone Supp	Green Dealer F	GC000345	2020-01-14	\$33,987.56	2020-03-31		
<input type="checkbox"/>	AUG1008004	Invoice	Cole Importers	Green Stone Supp	Green Dealer F	GC000345	2020-01-14	\$999,654.90	2020-03-31		

Page 1 of 1 (1-6 of 6 items) < 1 >

Remarks New Due Date *

Apply Undo

Summary

Total Instruments Total Amount

Submit Cancel

For Purchase Order:

Receivables and Payables Management

Purchase Order List

<input type="checkbox"/>	PO Number	Buyer	Supplier	Program	Relationship	PO Date	Promised Shipment Date	New Promised Shipment Date	PO Amount	Remarks
<input type="checkbox"/>	1234567890	Carrefour	Danone	AUTOPRG1	REL001	2019-11-29	2020-12-02	2020-08-23	£80.00	
<input type="checkbox"/>	JULPO03677	Carrefour	Danone	This is PROGRAM1	REL701	2019-11-29			£9.00	
<input type="checkbox"/>	GAUTO-PO-902	Carrefour	Danone		REL701	2020-01-16			\$10,000.00	
<input type="checkbox"/>	GAUTO-PO-903	Carrefour	Danone		REL701	2020-01-16	2021-08-11		\$10,000.00	Save the S
<input type="checkbox"/>	MAUTO-PO-902	Carrefour	Danone	This is PROGRAM1	REL701	2018-01-09			\$10,200.00	Creating a
<input type="checkbox"/>	GAUTO-PO-904	Carrefour	Danone		REL701	2018-03-30	2018-03-30		£10,000.00	Save the S
<input type="checkbox"/>	PO-3421-01	Carrefour	Danone	This is PROGRAM1	REL701	2019-11-07	2019-11-07		\$10,000.00	
<input type="checkbox"/>	vckvd	Carrefour	Danone		REL701	2019-11-29			\$1,000.00	
<input type="checkbox"/>	GAUTO-PO-901	Carrefour	Danone		REL701	2020-01-16	2021-08-26		\$10,000.00	
<input type="checkbox"/>	91234	Carrefour	Danone	AUTOPRG1	REL001	2019-11-29	2020-12-02		£10,000.00	

Page 1 of 2 (1-10 of 15 items) < 1 2 >

Remarks New Promised Shipment Date *

Apply Undo

Summary

Total Instruments Total Amount

1 £80.00

Submit Cancel

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

2. Select the invoices/debit notes or purchase orders 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.

For Invoices/Debit Notes:

Receivables and Payables Management

Branch *
004-LM BRANCH
Instrument Type *
Invoice
Action *
Initiate Finance
Processing Date *
Aug 21, 2020

Proceed

Show Search ▾

Invoice/Dr Note List

<input type="checkbox"/>	Reference Number	Instrument Type	Buyer	Supplier	Program	Relationship	Issue Date	Net Amount	Financeable Amount	Financed Amount	New Financed Amount
<input type="checkbox"/>	AUG1008006	Invoice	Cole Importers	Green Stone Supp	Green De	GC000345	2020-01-14	\$88,909.00	\$80,018.10	\$0.00	
<input type="checkbox"/>	AUG1008001	Invoice	Cole Importers	Green Stone Supp	Green De	GC000345	2020-01-14	\$51,000.00	\$45,900.00	\$0.00	
<input type="checkbox"/>	AUG1008002	Invoice	Cole Importers	Green Stone Supp	Green De	GC000345	2020-01-14	\$52,000.00	\$46,800.00	\$0.00	
<input type="checkbox"/>	AUG1008003	Invoice	Cole Importers	Green Stone Supp	Green De	GC000345	2020-01-14	\$33,987.56	\$30,588.80	\$0.00	
<input type="checkbox"/>	AUG1008004	Invoice	Cole Importers	Green Stone Supp	Green De	GC000345	2020-01-14	\$999,654.90	\$899,689.41	\$0.00	

Page 1 of 1 (1-5 of 5 items)

Remarks
Single/Multiple Finance
Finance Amount

Apply
Undo

Summary

Total Instruments	Total Amount	Total Finance Amount

Submit
Cancel

For Purchase Orders:

Receivables and Payables Management

Purchase Order List

<input type="checkbox"/>	PO Number	Buyer	Supplier	Program	Relationship	PO Date	Promised Shipment Date	PO Amount	Financeable Amount	Financed Amount	New Financed Amount	Remarks
<input type="checkbox"/>	1234567890	Carrefour	Danone	AUTOPRG1	REL001	2019-11-29	2020-12-02	£80.00	80	£0.00	£80.00	
<input type="checkbox"/>	MAUTO-PO-902	Carrefour	Danone	This is PRO	REL701	2018-01-09		\$10,200.00	9180	\$0.00		Creating a
<input type="checkbox"/>	91234	Carrefour	Danone	AUTOPRG1	REL001	2019-11-29	2020-12-02	£10,000.00	10000	£0.00		
<input type="checkbox"/>	Shraddha241	Carrefour	Danone	AUTOPRG1	REL001	2019-11-29	2020-12-01	£374.00	374	£0.00		

Page 1 of 1 (1-4 of 4 items) < 1 >

Remarks Single/Multiple Finance ☐ Finance Amount Apply Undo

Summary

Total Instruments	Total Amount	Total Finance Amount
1	£80.00	£80.00

Submit Cancel

- Optional: In the **Reference Number** column, click the number to view more details about it.
- Select the invoice(s)/debit note(s) or purchase order(s) to be financed.
- Optional: In the **Remarks** field, enter the remarks about new finance amount.
- In the **Finance Amount** field, enter the amount to be financed.
- Click **Apply** to make changes in the grid.
- If required, click **Undo** to revert the applied changes.
- 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.

For Invoices/Debit Notes:

Receivables and Payables Management

Branch * 004-LM BRANCH Instrument Type * Invoice Action * Link Program Processing Date * Aug 21, 2020

Proceed

Show Search ▾

Invoice/Dr Note List

<input type="checkbox"/>	Reference Number	Instrument Type	Buyer	Supplier	Program	Relationship	Issue Date	Net Amount	Remarks
<input type="checkbox"/>	Invgrcole121	Invoice	Cole Importers	Green Stone Supp		GC000345	2019-12-01	£76,000.00	

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

Remarks Program Link Program Apply Undo

Summary

Total Instruments	Total Amount

Submit Cancel

For Purchase Orders:

Receivables and Payables Management

Show Search ▼

Purchase Order List

	PO Number	Buyer	Supplier	Program	Relationship	PO Date	Promised Shipment Date	PO Amount	Remarks
<input type="checkbox"/>	GAUTO-PO-902	Carrefour	Danone		REL701	2020-01-16		\$10,000.00	
<input checked="" type="checkbox"/>	GAUTO-PO-903	Carrefour	Danone	TEST Program	REL701	2020-01-16	2021-08-11	\$10,000.00	
<input type="checkbox"/>	void	Carrefour	Danone		REL701	2019-11-29		\$1,000.00	
<input type="checkbox"/>	GAUTO-PO-904	Carrefour	Danone		REL701	2018-03-30	2018-03-30	€10,000.00	Save the S
<input type="checkbox"/>	GAUTO-PO-901	Carrefour	Danone		REL701	2020-01-16	2021-08-26	\$10,000.00	

Page 1 of 1 (1-5 of 5 items) | < 1 >

Remarks [Link Program](#) [Apply](#) [Undo](#)

Summary

Total Instruments 1 Total Amount \$10,000.00

[Submit](#) [Cancel](#)

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

Receivables and Payables Management

Branch 004-LM BRANCH Action Raise Dispute Processing Date Jan 14, 2020 [Proceed](#)

Show Search ▼

Invoice/Dr Note List

	Reference Number	Instrument Type	Buyer	Supplier	Program	Relationship	Issue Date	Net Amount	Dispute Amount	Dispute Code	Remarks
<input checked="" type="checkbox"/>	LSGINV2842	Invoice	Sun Group Limited	BMW Motors	NIH-PAR1441	RELAD02	2018-11-01	£2,350.00	£150.00	OTHER	Extra Delivery Charges
<input type="checkbox"/>	LSGINV2843	Invoice	Sun Group Limited	BMW Motors	NIH-PAR1441	RELAD02	2018-11-01	£2,350.00			

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

Remarks Dispute Amount £150.00 Dispute Code [Apply](#) [Undo](#)

Summary

Total Instruments 1 Total Dispute Amount £150.00

[Submit](#) [Cancel](#)

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:

Receivables and Payables Management

Branch: 004-LM BRANCH | Action: Re-Assignment | Processing Date: Jan 14, 2020 | Proceed

Show Search

Reference Number	Instrument Type	Buyer	Supplier	Program	Relationship	Issue Date	Net Amount	Remarks
<input type="checkbox"/> VRFEUP09	Invoice	Carrefour	Danone	This is PROGRAM1	REL701	2020-01-09	\$1,000.00	Edit2
<input checked="" type="checkbox"/> VRFE07	Invoice	Carrefour	Danone	This is PROGRAM1	REL701	2020-01-09	\$16,700.00	Assignment
<input type="checkbox"/> INVMAY2002	Invoice	Carrefour	Danone		REL701	2020-01-14	\$1,000.00	

Page 1 of 1 (1 of 3 items) | < 1 >

Remarks: Assignment | Apply | Undo

Summary: Total Instruments: 1 | Total Amount: \$14,700.00 | Submit | Cancel

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:

Receivables and Payables Management

Branch * 004-LM BRANCH Action * Resolve Dispute Processing Date * Jan 14, 2020 Proceed

Show Search ▼

Invoice/Dr Note List

<input type="checkbox"/>	Reference Number	Instrument Type	Buyer	Supplier	Program	Relationship	Issue Date	Net Amount	Remarks
<input type="checkbox"/>	Abhi5907	Invoice	Carrefour	Danone	BOSE Program	REL701	2020-01-02	\$15,000.00	
<input type="checkbox"/>	Abhi5908	Invoice	Carrefour	Danone	BOSE Program	REL701	2020-01-02	\$15,000.00	
<input checked="" type="checkbox"/>	INVAPR3001	Invoice	Carrefour	Danone		REL701	2020-01-01	\$1,000.00	Resolved
<input checked="" type="checkbox"/>	Abhi5910	Invoice	Carrefour	Danone		REL707	2020-01-02	\$2,000.00	Resolved

Page 1 of 1 (1 of 4 items) < 1 >

Remarks
Resolved Apply Undo

Summary
Total Instruments
2 Submit Cancel

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:

Receivables and Payables Management

Branch * 004-LM BRANCH Action * Write off dispute Processing Date * Jan 14, 2020 Proceed

Show Search ▼

Invoice/Dr Note List

<input type="checkbox"/>	Reference Number	Instrument Type	Buyer	Supplier	Program	Relationship	Issue Date	Net Amount	Remarks
<input type="checkbox"/>	UNIQ021	Debit Note	Carrefour	Danone		REL701	2020-01-08	\$50,000.00	REMARK
<input checked="" type="checkbox"/>	UNIQ026	Debit Note	Carrefour	Danone		REL701	2020-01-08	\$50,000.00	Written Off on 18Aug20
<input type="checkbox"/>	UNIQ022	Debit Note	Carrefour	Danone		REL701	2020-01-08	\$50,000.00	REMARK

Page 1 of 1 (1 of 3 items) < 1 >

Remarks
Written Off on 18Aug20 Apply Undo

Summary
Total Instruments
1 Submit Cancel

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.

- Optional: In the **Remarks** field, enter the remarks for writing-off the disputed amount.
- Click **Apply** to make changes in the grid.
- If required, click **Undo** to revert the applied changes.
- 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:

Receivables and Payables Management

Branch * 004-LM BRANCH Action * Mark PUA Processing Date * Jan 14, 2020 Proceed

Show Search ▼

Invoice/Dr Note List

<input type="checkbox"/>	Reference Number	Instrument Type	Buyer	Supplier	Program	Relationship	Issue Date	Net Amount	Payment Date	Remarks
<input type="checkbox"/>	INVTST102	Invoice	Wasan Motors	Future Group	AUTOPRG1	RCORP00000244	2020-01-09	\$1,000.00		
<input type="checkbox"/>	INVS103	Invoice	Wasan Motors	Future Group	AUTOPRG1	RCORP00000244	2020-01-07	\$10,000.00		ASSIGNED
<input type="checkbox"/>	INVS106	Invoice	Wasan Motors	Future Group	AUTOPRG1	RCORP00000244	2020-01-13	\$10,000.00		ASSIGNED
<input checked="" type="checkbox"/>	INVTST101	Invoice	Wasan Motors	Future Group	AUTOPRG1	RCORP00000244	2020-01-09	\$1,000.00		For PUA
<input checked="" type="checkbox"/>	INVAPR270401	Invoice	Wasan Motors	Future Group	AUTOPRG1	RCORP00000244	2020-01-13	\$1,000.00		For PUA

Page 1 of 1 (1 of 5 items) < > 1

Remarks
For PUA Apply Undo

Summary
Total Instruments 2 Total Amount \$2,000.00 Submit Cancel

- Optional: In the **Reference Number** column, click the link to view more details about it.
- Select the invoice/debit note to be marked for PUA.
- Optional: In the **Remarks** field, enter the remarks for marking invoice/debit note as PUA.
- Click **Apply** to make changes in the grid.
- If required, click **Undo** to revert the applied changes.
- 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:

Receivables and Payables Management

Branch: 004-LM BRANCH Action: Mark Indirect Payment Processing Date: Jan 14, 2020 Proceed

Show Search

Invoice/Dr Note List

<input type="checkbox"/>	Reference Number	Instrument Type	Buyer	Supplier	Program	Relationship	Issue Date	Net Amount	Payment Date	Remarks
<input type="checkbox"/>	INVTST102	Invoice	Wasan Motors	Future Group	AUTOPRG1	RCORP00000244	2020-01-09	\$1,000.00		
<input checked="" type="checkbox"/>	INVTST101	Invoice	Wasan Motors	Future Group	AUTOPRG1	RCORP00000244	2020-01-09	\$1,000.00		For Indirect Payment

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

Remarks: For Indirect Payment Apply Undo

Summary

Total Instruments	Total Amount
1	\$1,000.00

Submit Cancel

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:

Receivables and Payables Management

Branch: 004-LM BRANCH Action: Accept Early Payment Offer Processing Date: Jan 14, 2020 Proceed

Show Search

Invoice/Dr Note List

Instrument Type	Buyer	Supplier	Program	Relationship	Issue Date	Net Amount	Outstanding Amount	Discount %	Discount Amount	Early Payment Date	Remarks
Invoice	Carrefour	Danone		REL701	2020-01-01	\$1,000.00	\$1,000.00				

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

Remarks: Discount Offers Discount % Discount Amount

Early Payment Date Apply Undo

Summary

Total Instruments	Total Amount
0	

Submit Cancel

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.

5. 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.

5.1 Create Use Case

This screen is used to create, modify, authorize, and view the use cases to be utilized for machine learning.

Navigation Path: Machine Learning > NLP Tool Kit > Use Case Definition

The screenshot shows the 'Use Case Definition' window. It contains a grid of use case cards. Each card displays the 'Usecase Name', 'Mod No.', and status (Authorized, Unauthorized, Open). The cards are arranged in two rows of five. The first row includes 'Corporate Invoice', 'Corporate PO OBDX', 'Corporate Invoice OBDX', and 'Corporate Purchase Order'. The second row includes 'New Cheque Book Requ...', 'Invoice', 'Loan DrawDown', and 'OBDX corporate invoice'. At the bottom, there is a pagination bar showing 'Page 1 of 1 (1 - 9 of 9 items)'.



Click the Add icon (+) to create a use case.

The screenshot shows the 'Tag Maintenance' window. It has a header section with 'Business Tag Maintenance' and fields for 'Use Case Name' (New Invoice), 'Description' (Tags of Invoice from File Upload), 'Mod No.', and 'Straight Through Processing' (Yes/No). Below this is a table with columns: Tag Display Sequence, Tag Screen Display, Tag Name, Annotation Tag, and Default Value. The table contains two rows of data. At the bottom, there is a pagination bar showing 'Page 1 of 1 (1 of 2 items)' and 'Save' and 'Cancel' buttons.

	Tag Display Sequence	Tag Screen Display	Tag Name	Annotation Tag	Default Value
<input type="checkbox"/>	1	Invoice Number	InvNum	Y	
<input type="checkbox"/>	2	Invoice Amount	InvAmt	Y	

Perform the following steps to add information about the tags:

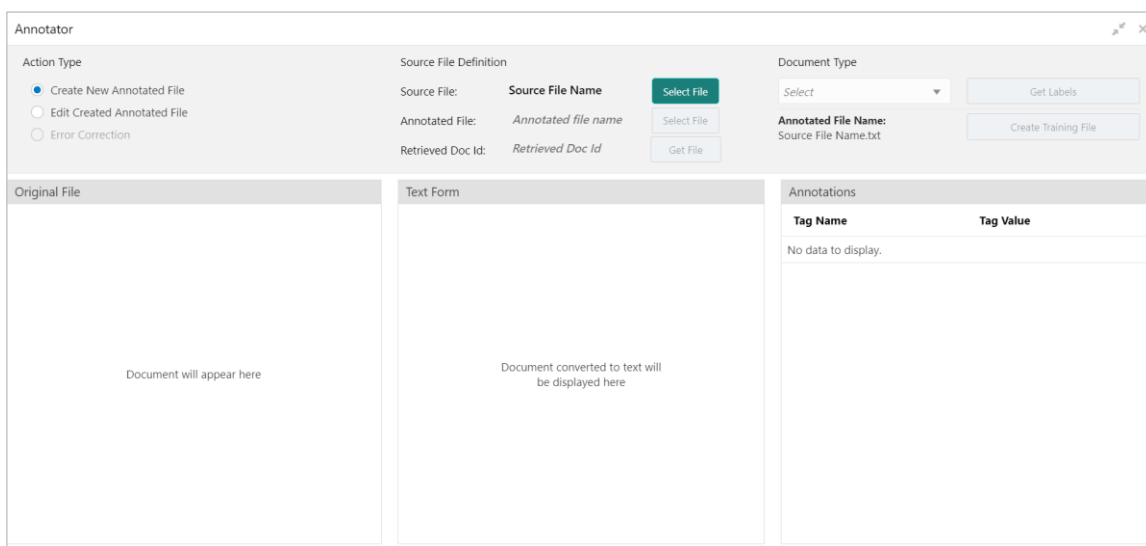
1. In the **Use Case Name** field, enter name of the use case to be defined.
2. In the **Description** field, enter the description of the use case.

3. In the **Straight Through Processing** option, select **Yes** in case if the use case should be auto-processed without user intervention. Else, select **No**.
4. Click the Add icon () to add a row for tag information.
5. Double click on the row in table edit the tag details.
6. To remove a row, select the row and then click the Remove () icon.
7. Click **Save** to create the use case and send for authorization.

5.2 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 the annotated file.

Navigation Path: Machine Learning > NLP Tool Kit > Annotator





Annotator


Action Type

- ☒ Create New Annotated File
- ☐ Edit Created Annotated File
- ☐ Error Correction


Source File Definition


Source File: **Source File Name** 

Annotated File: *Annotated file name* 

Retrieved Doc Id: *Retrieved Doc Id* 

Document Type

Select 

Annotated File Name: Source File Name.txt 

Original File

Document will appear here

Text Form

Document converted to text will be displayed here

Annotations

Tag Name	Tag Value
No data to display.	

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 created use case.
4. Click **Get Labels** to populate the tag names in the 'Annotations' box.

Annotator

Action Type

- ☒ Create New Annotated File
- ☐ Edit Created Annotated File
- ☐ Error Correction

Source File Definition

Source File: **Invoice.jpg** Select File

Annotated File: *Annotated file name* Select File


Retrieved Doc Id: *Retrieved Doc Id* Get File

Document Type

Corporate Invoice Get Labels

Annotated File Name: Invoice.txt Create Training File

Original File



Text Form

Olivia Ltd. 30 Sierra Street,
Lincoln, NE 68506
Phone 3137548492
Email ross.mike@omegar.com
INVOICE 1792011
INVOICEDATE 13092018

Select Annotation Label

- Amount
- Currency
- Discount Percentage
- Discounted Amount
- Invoice Date
- Invoice Due Date
- Invoice No.
- Net Invoice Amount
- Purchase Order No.
- Supplier Name

Annotations

Tag Name	Tag Value
Amount	
Buyer Code	38201
Buyer Name	Vancouver Logistics Ltd.
Currency	
Discount Percentage	
Discounted Amount	
Invoice Date	
Invoice Due Date	
Invoice No.	
Net Invoice Amount	

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.

5.3 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

Model Training

Model Type: ☒ NLP(NER) ☐ Document Classification

Use Case Name: Select Usecase Name

Training Corpus Path

Run Reference

OVER ALL

	Precision	Recall	F1-Score
No data to display.			

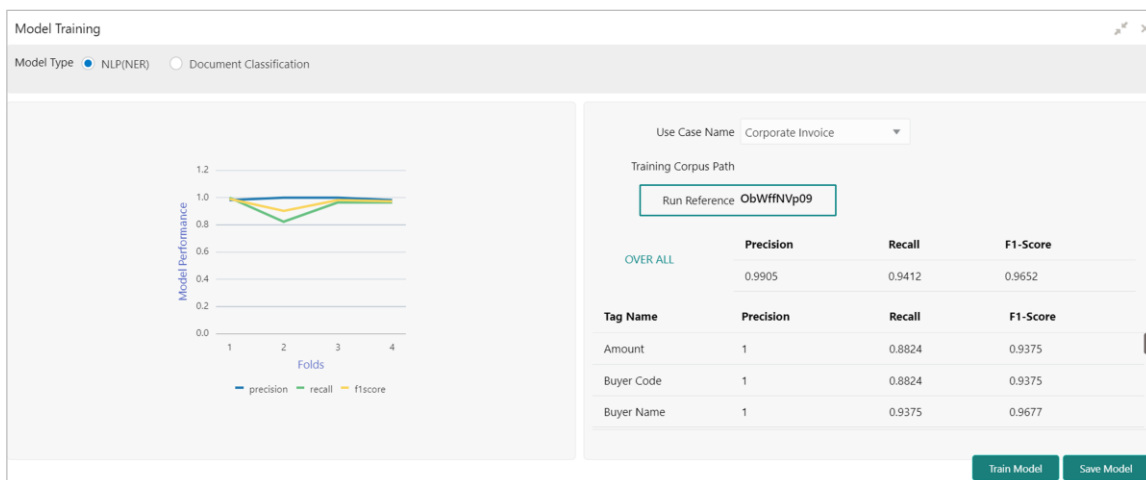
Tag Name

	Precision	Recall	F1-Score
No data to display.			

Train Model Save Model

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

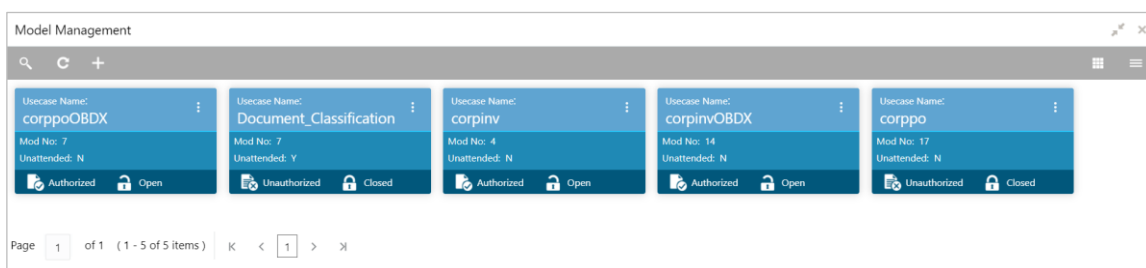


3. Click **Save Model** to save the trained model to be utilized as an active model.

5.4 Manage Model

This screen is used to authorize trained models created from 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



Click the Option icon (⋮) and then perform the following steps to modify, audit, authorize, or remove a use case:

- To authorize closed records, click **Authorize** and then **Confirm**:



OR

To authorize the open records, perform the following steps:

- Click **Unlock** and then select the required row under 'Active' column.

Model Management						
Use Case Name				Model Type		
corpinv				NER		
Run Reference	Training Date	Precision	Recall	F1 score	Active	
EsOrDapb0A	08/01/2021	0.991	0.963	0.977	<input type="checkbox"/>	Tag Parameters
yDpQbomNYL	02/12/2020	0.991	0.977	0.984	<input checked="" type="checkbox"/>	Tag Parameters
zSXSVmw0J	02/03/2021	0.991	0.941	0.965	<input type="checkbox"/>	Tag Parameters
9E8KpkhJx	02/03/2021	0.991	0.941	0.965	<input type="checkbox"/>	Tag Parameters
Page 1 of 1 (1-4 of 4 items) < 1 >						
Audit						
Save Cancel						

- Click **Save** to send the record for authorization.
- To view the model, click **View**. Click the **Tag Parameters** to view the tag parameter details

Tag Parameters Detail			
Model Name corpinv		Model Type NER	
		Run Reference EsOrDapb0A	
Tag Name	Precision	Recall	F1 Score
amount	1	0.938	0.968
buyerCode	1	0.938	0.968
buyerName	1	1	1
currency	1	0.938	0.968
discPct	1	1	1
Close			

- To remove, click **Delete** and then click **Proceed**.

5.5 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

The screenshot shows a web interface titled "Document Upload". At the top right, there is a header bar with a building icon, the text "LM BRANCH (004)", the date "Jan 9, 2020", a bell icon, and a user profile picture. Below the header, the main area is divided into two sections. The first section, "Scan and Upload Document", has a teal header. It contains a "Select File" button with a download icon, a "Document Type" dropdown menu, and an "Upload" button. Below these is a text prompt: "Name of loaded file will appear here!". The second section, "Original Document", also has a teal header and contains a large rectangular area with the text "Document to be processed will be displayed here for reference".

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

Document Upload

LM BRANCH (004)
Jan 9, 2020

Scan and Upload Document


Select File

Document Type
Corporate Invoice

Upload

Invoice.jpg

Original Document



Olivia Ltd.

30 Sierra Street,
Lincoln, NE 68506
Phone- 313-754-8492
Email- ross.mike@omegar.com

BILL TO

Buyer- 38201
Vancouver Logistics Ltd.
5 Railroad Ave,
Altoona, PA 16601
Phone- 801-802-9289
Email- herbe.gill@vanc.com

INVOICE	1792011
INVOICE DATE	13-09-2018
PO NUMBER	PO98202
PO DATE	16-09-2018
DUE DATE	16-10-2018

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

5.6 View Transaction Log

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

Navigation Path: Machine Learning > Operation > Transaction Log

Transaction Log

Document Type
corpinv-Corporate Invoice

Status
PROCESSED

Processing Dashboard

Document Id	Document Type	Model Ref	Processing Date	Status	Failure Reason	Train. Reqd	Tag Value(s)
null	corpinv-Corporate Invoice		16/12/2020	ERROR	Unable to complete File Processing	Y	...
9805	corpinvOBDX-Corporate Invoice OBDX	nOkdqvL6Xj	10/01/2021	PROCESSED		N	...
9804	corpinvOBDX-Corporate Invoice OBDX	nOkdqvL6Xj	10/01/2021	PROCESSED		N	...
9803	corpinvOBDX-Corporate Invoice OBDX	nOkdqvL6Xj	10/01/2021	PROCESSED		N	...
9802	corpinvOBDX-Corporate Invoice OBDX		10/01/2021	ERROR	Unable to complete File Processing	Y	...
9801	corpinvOBDX-Corporate Invoice OBDX	nOkdqvL6Xj	10/01/2021	PROCESSED		N	...

Page 1 (1-6 of at least 610 items)

Perform the following steps to filter the processing dashboard table:

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

6. 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 i.e. Invoice (I) or Cashflow (E).
Recon Status	Select the current recon status of the payment.
Allocation Status	Select the allocation status of the payment.
Amount Reference	Select the value to specify the reference for amount criteria.
Currency	Select the currency of the amount.
Amount From	Enter start of the amount-range within which the payment needs to be searched.
Amount To	Enter end of the amount-range within which the payment needs to be searched.
Date Reference Basis	Select the value to specify the reference for date criteria.
Date From	Click the Calendar icon and select the starting-range of the payment/value date.
Date To	Click the Calendar icon and select the range-ending of the payment/value date.

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

List of Payments						
<input type="checkbox"/>	Payment Ref No	D-C Indicator	Payment Party	Counter Party	Value Date	Payment Amount
<input type="checkbox"/>	pay103	C	Carrefour		2019-08-08	\$2,590.00
<input type="checkbox"/>	pay102	C	Carrefour		2019-08-08	\$2,590.00
<input type="checkbox"/>	pay101	C	Future Group		2019-08-08	\$2,550.00
<input type="checkbox"/>	amardemopay017	C	Danone	Carrefour	2019-08-09	\$200,001.00

Page: 1 (1-4 of at least 305 items) < 1 2 3 4 5 6 ... >

Submit

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

6.1 Manually Allocate/De-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

Manual Allocation		
Branch *	Action *	Processing Date
004-LM BRANCH	Allocate	Aug 21, 2020
		Process

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. In the **Action** list, select the **Allocate** or **De-Allocate** option.
3. Click **Proceed** to view the search parameters to search payment record(s).

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 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.

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

The screenshot displays the 'List of Payments' section. At the top, there are two tabs: 'Allocation' (active) and 'Summary'. Below the tabs is a table with the following data:

Payment Ref No	Dr/Cr Indicator	Payment Party	Value Date	Unallocated Payment Amt	Amt to be Allocated	Allocation Basis	Allocation Details
refFeb202102	Debit	Wasan Motors	2019-08-08	\$30,000.00		Select	
amardemopay024	Credit	Danone	2019-08-09	\$99,885.49		Select	
amardemopay019	Credit	Danone	2019-08-09	\$200,000.00		Account Based	
amardemopay020	Credit	Danone	2019-08-09	\$200,001.00		Attribute Based	


At the bottom of the table, there is a pagination bar showing 'Page 1 (1-4 of at least 274 items)' and a 'Proceed' button.

6. 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.

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

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

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

- Click **Add** to add a row for a virtual account and double click in each field of the row to add/edit the details.
- In the **Allocation Attribute** field, select the attribute to allocate the virtual account for. This field is displayed only for attribute based allocation selection.
- In the **Virtual Account** field, click the Search icon to fetch and then select the virtual account to be allocated. This field is displayed only for account based allocation selection.
- In the **Amount Allocated** field, enter the amount to be allocated to the selected virtual account.
- In the **Percentage** field, enter the percentage of the amount being allocated.
- If required, repeat the steps from 'a' to 'e' to add more rows or click Delete icon () to remove a row.
- Click **Save** to save the allocation details.

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

Allocation

Summary

Expand All

Collapse All

External Payment Ref No	Payment Party	Counter Party	Beneficiary	Payment Amount	Amt to be Allocated
refFeb202102	Wasan Motors		Wasan Motors	USD30,000.00	USD10,000.00

Allocation Attribute	Virtual Account	Amount Allocated	Percentage
VIRTUAL_AC_FLAG	1000166	USD10,000.00	100

Back

Submit

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

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

7. Performing Manual Recon

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

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

Similarly, 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/Cashflows' and/or 'Payments' row post selection.

Navigation Path: Receivables & Payables > Manual Recon

7.1 Search

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

7.1.1 Invoice to Payments/Credit Notes recon

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

The screenshot displays the 'Manual Recon' interface. At the top, there are four main filter sections: 'Action' (set to 'De Reconcile'), 'Recon Category' (set to 'Invoice to Payment/Credit Notes'), 'Branch' (set to '004-LM BRANCH'), and 'Processing Date' (set to 'Jan 16, 2020'). A 'Proceed' button is located to the right of the 'Processing Date' field. Below these, there are four more filter fields: 'Reconcile Method' (set to 'Manual'), 'Reconciliation Reference No' (with a search icon), 'Reconcile Date From' (with a calendar icon), and 'Reconcile Date To' (with a calendar icon). The main section is titled 'Invoices' and contains a grid of search filters: 'Buyer' (with a search icon), 'Supplier' (with a search icon), 'Invoice Number' (text input), 'Invoice Currency' (dropdown menu), 'Date Reference Basis' (dropdown menu), 'Date From' (with a calendar icon), 'Date To' (with a calendar icon), 'Relationship' (with a search icon), 'Program' (with a search icon), 'Amount Reference Basis' (dropdown menu), 'Amount From' (text input), 'Amount To' (text input), and 'Account Number' (with a search icon). There is also a 'Hide Advance Search' link and a 'Select' dropdown menu.

Payments and Credit Notes Search

Payments

Payment Number	Date Reference Basis Select	Date From	Date To
Payment Party	Beneficiary Id	Remarks	
▲ Hide Advance Search Counter Party	Payment Mode Select	Debit-Credit Indicator Select	Remitter Account Number
Credit Account Number	Payment Currency Select	Amount From	Amount To
Account Owner	Relationship	Program	

Credit Notes

Credit Note Number	Buyer	Supplier	Remarks
▲ Hide Advance Search Currency Select	Amount From	Amount To	Relationship
Date Reference Basis Select	Date From	Date To	Program

Search Reset

1. In the **Action** field, select the action to be performed as reconciliation or de-reconciliation.
2. In the **Recon Category** list, select the category as 'Invoice to Payment/Credit Notes'.
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
Reconcile 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'.
Reconciliation Reference No	Click the Search icon to select the reconciliation reference number. This field is mandatory and displayed for only 'Manual' de-reconciliation method.
Reconcile Date From	Click the Calendar icon to specify start date of range within which record was reconciled. This field is displayed only when 'Action' is selected as 'De Reconcile'.
Reconcile Date To	Click the Calendar icon to specify end date of range within which record was reconciled. This field is displayed only when 'Action' is selected as 'De Reconcile'.
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.
Invoice Number	Enter the specific internal invoice reference number to search.
Invoice Currency	Enter the currency selected for Invoice.

Field Name	Description
Date Reference Basis	Select the value to specify the reference for date criteria.
Date From	Click the Calendar icon to specify the start date of range for selected date reference basis.
Date To	Click the Calendar icon to specify the end date of range for selected date reference basis.
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. This field is applicable to only OBSCF system.
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.
Payments	
Payment 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.
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.
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.

Field Name	Description
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. This field is applicable to only OBSCF system.
Credit Notes	
Credit Note Number	Enter the unique reference number generated for the credit note.
Buyer	Click the Search icon to search buyer mentioned in the credit note.
Supplier	Click the Search icon to search supplier by whom credit note is generated.
Remarks	Enter the remarks added in the transaction.
Currency	Enter the currency selected for credit note.
Amount From	Select the minimum amount of the credit note range.
Amount To	Select the maximum amount of the credit note range.
Relationship	Click the Search icon to select the relationship code used in the 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 the start of the date-range.
Date To	Click the Calendar icon and select the end of the date-range.
Program	Click the Search icon to select the linked program. This field is applicable to only OBSCF system.

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

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

7.1.2 Expected Cashflow recon

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

Manual Recon

Action *
De Reconcile

Recon Category *
Expected Cashflow to Payment

Branch *
004-UM BRANCH

Processing Date
Jan 9, 2020

Proceed

Reconcile Method
Manual

Reconciliation Reference No

Reconcile Date From

Reconcile Date To

Expected Cashflow

Corporate

Cashflow Type

Counter Party

Corporate Reference Number

▲ Hide Advance Search

Expected Date From

Expected Amount From

Expected Date To

Expected Amount To

Account Number

Expected Currency

Payments

Payment Reference Number

Date Reference Basis

Date From

Date To

Payment Party

Debit-Credit Indicator

Account Owner

▲ Hide Advance Search

Remarks

Credit Account Number

Payment Mode

Beneficiary Id

Remitter Account Number

Payment Currency

Amount From

Amount To

Search

Reset

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

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

Note: Fields marked with ‘*’ are mandatory.

Field Name	Description
DeReconcile Method	Specify whether the reconciliation was done by using ‘Auto’ or ‘Manual’ method. This field is displayed only when ‘Action’ is selected as ‘De Reconcile’.
Manual Reconciliation Reference No	Click the Search icon to select the reconciliation reference number. This field is mandatory and displayed for only ‘Manual’ de-reconciliation method.
Reconcile Date From	Click the Calendar icon to specify start date of range within which record was reconciled. This field is displayed only when ‘Action’ is selected as ‘De Reconcile’.
Reconcile Date To	Click the Calendar icon to specify end date of range within which record was reconciled. This field is displayed only when ‘Action’ is selected as ‘De Reconcile’.
For Expected Cashflow	
Corporate *	Click the Search icon to select the corporate from whom the cashflow is expected.
Cashflow Type *	Select the value to specify whether it is inflow or outflow of cash.

Field Name	Description
Counter Party	Click the Search icon to select the counter party involved.
Corporate Reference Number	Enter the corporate reference number to search the cashflow details for.
Expected Date From	Click the Calendar icon and select the date from when the cashflow is expected.
Expected Date To	Click the Calendar icon and select the date till when the cashflow is expected.
Account Number	Click the Search icon to select the account number.
Expected Currency	Enter the currency in which cashflow is expected.
Expected Amount From	Enter the lowest amount of the range.
Expected Amount To	Enter the highest amount of the range.
For Payments	
Payment Reference Number	Enter the unique reference number generated while making a payment.
Date Reference Basis	Select the reference basis of the date range as payment date or value date.
Date From	Click the Calendar icon and select the start of the date-range.
Date To	Click the Calendar icon and select the end of the date-range.
Payment Party	Click the Search icon to select the party who made the payment.
Debit-Credit Indicator	Select the value to specify whether the transaction is of debit or credit type.
Account Owner	Click the Search icon and select the owner of the account.
Payment Towards	Select the value from below to specify towards what the payment is made: <ul style="list-style-type: none"> • None • Invoice • Expected Cashflow • Virtual Account
Remarks	Enter the remarks added in the transaction.
Payment Mode	Select the mode by using which payment was done. For example: Account Transfer, NEFT etc.
Beneficiary Id	Click the Search icon to select the beneficiary id or name who received the payment. In case if supplier is selected in the 'Invoice' search parameter; then the same gets auto-populated here.
Remitter Account Number	Click the Search icon and select the remitter account of the transaction.
Credit Account Number	Click the Search icon and select the account credited with the amount.
Payment Currency	Select the currency in which payment is done.

Field Name	Description
Amount From	Select the minimum amount of the payment range.
Amount To	Select the maximum amount of the payment range.

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

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

7.2 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.

Invoice - Payments/Credit Notes Search

Reconcile By *
Select

Reconciliation Allocation

Invoices

Buyer	Supplier	Invoice Number	Outstanding Amt	Inv Due Date	Payment/Credit Note Number	Amt to be Reconciled(Inv Ccy)	Amt to be Reconciled(Pay / Cr Note Ccy)
<input type="checkbox"/>	Carrefour	Danone	SAJU001	£3,500.00	2019-12-19		
<input type="checkbox"/>	Carrefour	Danone	JUL11	\$10,200.00	2019-11-29		
<input type="checkbox"/>	Carrefour	Danone	DanoneDN005	\$5,000.00	2020-01-28		
<input type="checkbox"/>	Carrefour	Danone	DanoneDN006	\$5,000.00	2020-01-28		

Page 1 (1-4 of at least 42 items) < 1 2 3 4 5 6 ... > »

Payments

Payment Number	Payment Party	Unreconciled Amt	Beneficiary	Invoice Number	Amt to be Reconciled(Pay Ccy)	Amt to be Reconciled(Inv Ccy)	Rule Details
<input type="checkbox"/>	AUTPAY000381_3	Danone	£2,308.50	Carrefour			
<input type="checkbox"/>	AUTPAY000381_1	Danone	£2,187.00	Carrefour			
<input type="checkbox"/>	asunDFRT33	Danone	£2,400.00	Carrefour			
<input type="checkbox"/>	RECONJUL3015	Danone	\$9,000.00	Carrefour			

Page 1 (1-4 of at least 37 items) < 1 2 3 4 5 6 ... > »

Credit Notes

Credit Note Number	Buyer	Unreconciled Amt	Supplier	Invoice Number	Amt to be Reconciled(Cr Note Ccy)	Amt to be Reconciled(Inv Ccy)	Rule Details
<input type="checkbox"/>	CR99	Carrefour	\$9,999,800.00	Danone			
<input type="checkbox"/>	CR98	Carrefour	\$9,893.00	Danone			
<input type="checkbox"/>	MAUTO-CREDIT-001	Carrefour	\$9,900.00	Danone			
<input type="checkbox"/>	MAUTO-CREDIT-002	Carrefour	\$9,900.00	Danone			

Page 1 (1-4 of at least 10 items) < 1 2 3 ... > »

Proceed

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

- In the **Reconciled By** field, select any of the following:
 - One Invoice to Many Payments/Credit Notes** – To reconcile single invoice from multiple payments/credit note.
 - Many Invoices to One Payment/Credit Note** – To reconcile multiple invoices from single payment/credit note.
- In the 'Invoices' section:
 - Select the invoice(s) to reconcile.
 - In the **Payment/Credit Note Number** 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/Cr Note Ccy)** column, enter the amount to be reconciled in payment currency.
3. In the 'Payments' or 'Credit Notes' section:
 - a. Select the payment/credit note to reconcile.
 - b. In the **Invoice Number** column, enter the external reference number of the invoice to make the payment for.
 - c. In the Amount to be reconciled (Pay Ccy) or Amount to be reconciled (Cr Note Ccy) column, enter the amount to be paid.
 - d. In the **Amount to be reconciled (Inv Ccy)** column, enter the amount to be paid in the invoice currency.

Invoice - Payments/Credit Notes Search

Reconciliation Allocation

Reconcile By One Invoice to Many Payments/...

Invoices

	Buyer	Supplier	Invoice Number	Outstanding Amt	Inv Due Date	Payment/Credit Note Number	Amt to be Reconciled(Inv Ccy)	Amt to be Reconciled(Pay / Cr Note Ccy)
<input checked="" type="checkbox"/>	Carrefour	Danone	INVMARCH3003	\$1,000.00	2020-03-01		\$1,000.00	

Page 1 of 1 (1 of 1 items)

Payments

	Payment Number	Payment Party	Unreconciled Amt	Beneficiary	Invoice Number	Amt to be Reconciled(Pay Ccy)	Amt to be Reconciled(Inv Ccy)	Rule Details
<input type="checkbox"/>	AUTPAY000381_3	Danone	₹2,308.50	Carrefour				🔗
<input type="checkbox"/>	AUTPAY000381_1	Danone	₹2,187.00	Carrefour				🔗
<input type="checkbox"/>	asunDFRT33	Danone	₹2,400.00	Carrefour				🔗
<input type="checkbox"/>	RECONJUL3015	Danone	\$9,000.00	Carrefour				🔗

Page 1 (1-4 of at least 37 items)

Credit Notes

	Credit Note Number	Buyer	Unreconciled Amt	Supplier	Invoice Number	Amt to be Reconciled(Cr Note Ccy)	Amt to be Reconciled(Inv Ccy)	Rule Details
<input type="checkbox"/>	CR99	Carrefour	\$9,999,800.00	Danone				🔗
<input type="checkbox"/>	CR98	Carrefour	\$9,893.00	Danone				🔗
<input checked="" type="checkbox"/>	MAUTO-CREDIT-001	Carrefour	\$9,900.00	Danone	INVMARCH3003	\$1,000.00	\$1,000.00	🔗
<input type="checkbox"/>	MAUTO-CREDIT-002	Carrefour	\$9,900.00	Danone				🔗

Page 1 (1-4 of at least 10 items)

Proceed

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

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

Manual Recon

Action Recon Category Branch Processing Date

Reconcile Invoice to Payment/Credit Notes 004-LM BRANCH Aug 21, 2020

Proceed

Reconciliation Allocation

Expand All Collapse All

Payment/Credit Note Number	Total Invoice Amount	Payment Party	Invoice Number	Buyer	Supplier	Reconciled Inv Amt	Reconciled Amt	Allocation Required
MAUTO-CREDIT-001	USD1,000.00		INVMARCH3003	Carrefour	Danone	USD1,000.00	USD1,000.00	<input type="checkbox"/>
No Allocation								

Submit **Back**

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.

7.3 De-Reconcile

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

<input type="checkbox"/>	Payment Reference Number	Payment Party	Cashflow Ref Number	Corporate	Cashflow Type	Expected Amount	Reconciled Payment Amount	Reconciled Cashflow Amount
<input type="checkbox"/>	nehajpmt0710		000000002609	000462	I	\$2,020.00	\$78.74	\$100.00
<input type="checkbox"/>	nehajpmt0710		000000003406	000462	I	\$1,010.00	\$157.48	\$200.00
<input type="checkbox"/>	obdarecon23101		000000002610	000462	I	\$3,030.00	\$236.22	\$300.00
<input type="checkbox"/>	PYMTUITEST24		0000000035608	000462	I	\$5,000.00	\$3,970.00	\$3,970.00
<input type="checkbox"/>	obdarecon23101		0000000035610	000462	I	\$1,500.00	\$61.79	\$48.00
<input type="checkbox"/>	nehajpmt29100		0000000035523	000462	I	\$1,100.00	\$800.00	\$1,016.00
<input type="checkbox"/>	PYMTUITEST27		000000003407	000462	I	\$2,020.00	\$10.00	\$13.00
<input type="checkbox"/>	PYMTUITEST26		000000003407	000462	I	\$2,020.00	\$10.00	\$10.00
<input type="checkbox"/>	obdarecon23101		000000003408	000462	I	\$3,030.00	\$20.00	\$25.00
<input type="checkbox"/>	nehajpmt0710		000000003408	000462	I	\$3,030.00	\$10.00	\$13.00

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

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

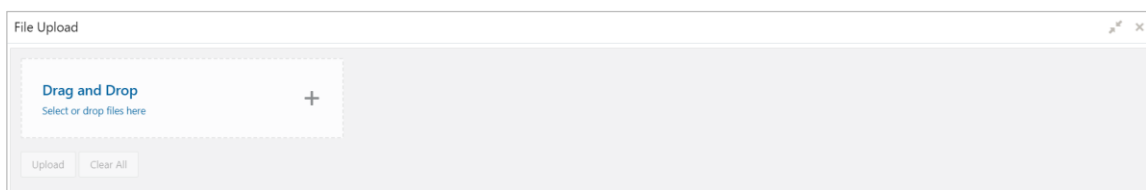
8. Managing Files

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.

8.1 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.

8.2 View File Upload Status

This screen helps you to manage uploaded files.

Navigation Path: File Management > View File Upload Status

View File Upload Status

Refresh

Filter by File name

Filter by Maker ID

Filter by Approver ID

Field		Maker Id	Checker Id	Status	Action	Remarks	Total Records	Successful	Failed	View Details
OBSFCM-INVOICES-BUYER_SCFJUST_SEPT3001.csv		KEERTIM	KEERTIC	P	Processed		1	1	0	Details
OBSFCM-CREDIT-NOTE-SELLER_SAMPLE_FGroup_0067.csv		DEBAM	DEBAC	P	Processed		4	4	0	Details
OBSFCM-CREDIT-NOTE-SELLER_SAMPLE_FGroup_0066.csv		DEBAM	DEBAC	P	Processed		2	2	0	Details
OBSFCM-CREDIT-NOTE-SELLER_SAMPLE_FGroup_006.csv		DEBAM	DEBAC	P	Processed		2	2	0	Details
OBSFCM-DEBIT-NOTE-BUYER_SAMPLE_FGroup_107.csv		DEBAM	DEBAC	P	Processed		8	8	0	Details
OBSFCM-DEBIT-NOTE-BUYER_SAMPLE_FGroup_106.csv		DEBAM		U	Approve		0	0	0	
OBSFCM-DEBIT-NOTE-BUYER_SAMPLE_FGroup_105.csv		DEBAM	DEBAC	P	Processed		8	4	4	Details
OBSFCM-DEBIT-NOTE-BUYER_SAMPLE_FGroup_104.csv		DEBAM	DEBAC	P	Processed		8	0	8	Details
OBSFCM-INVOICES-BUYER_FGroup_0024.csv		DEBAM	DEBAC	P	Processed		8	8	0	Details
OBSFCM-INVOICES-BUYER_FGroup_0023.csv		DEBAM	DEBAC	P	Processed		8	4	4	Details

Page

3

(21-30 of at least 240 items)

K

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1

2

3

4

5


6

>

X

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.

9. Inquiries

9.1 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', '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 Range	Click the Calendar icon and select the start date and 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.

Accounting Inquiry							
Show Search							
Reference Number	Event	Debit/Credit	Account Number	Currency	Amount	Entry Posting Status	Value Date
004011021INV1821	Assignment	Debit	944901235	USD	10,000.00	Processing	2020-08-21
004011021INV1821	Assignment	Credit	944901234	USD	10,000.00	Processing	2020-08-21
004020921INV1623	Raise Dispute	Debit	123457896	USD	10,000.00	Processing	2020-08-21
004020921INV1623	Raise Dispute	Credit	944901235	USD	10,000.00	Processing	2020-08-21
Page 1 of 1 (1 - 4 of 4 items) < 1 >							

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

9.2 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

Charge Inquiry			
Hide Search			
Branch 004-LM BRANCH	Event Select	Party [Search Icon]	Party Role Select
Charge Code [Search Icon]	Charge Group Select	Txn Ref No. [Text Field]	Charge Type Select
Charge Account [Search Icon]	Date Reference Basis Select	Date Range [Calendar Icon] [Text Field]	Collection Type Select
[Search] [Reset]			

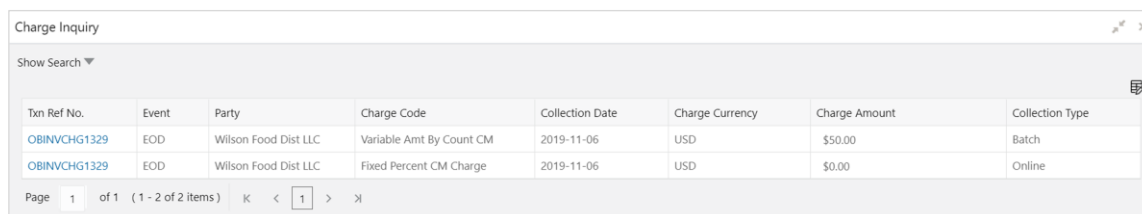
1. Refer to the following table for specifying details on the above screen:

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.
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. <ul style="list-style-type: none"> Calculation Date – To list all relevant charges only on the basis of calculation irrespective of its posting details.

Field Name	Description
	<ul style="list-style-type: none"> Posting Date – To list all relevant charges only on the basis of posting irrespective of when it was calculated.
Date Range	Click the Calendar icon and select the start date and end date 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.



Txn Ref No.	Event	Party	Charge Code	Collection Date	Charge Currency	Charge Amount	Collection Type
OBINVCHG1329	EOD	Wilson Food Dist LLC	Variable Amt By Count CM	2019-11-06	USD	\$50.00	Batch
OBINVCHG1329	EOD	Wilson Food Dist LLC	Fixed Percent CM Charge	2019-11-06	USD	\$0.00	Online

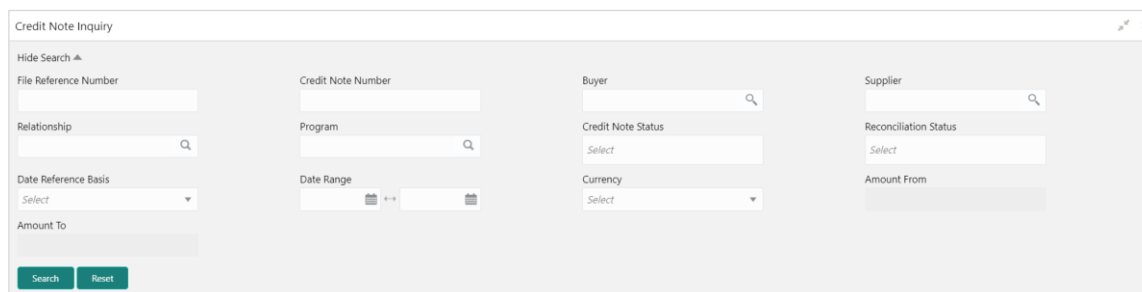
Page 1 of 1 (1 - 2 of 2 items) | < 1 > |

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

9.3 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



Credit Note Inquiry

Hide Search ▲

File Reference Number

Relationship

Date Reference Basis

Amount To

Credit Note Number

Program

Date Range

Buyer

Credit Note Status

Currency

Supplier

Reconciliation Status

Amount From

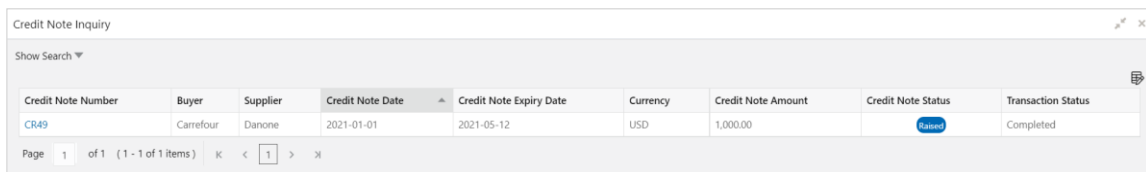
1. Refer to the following table for specifying details on the above screen:

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.

Field Name	Description
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 Range	Click the Calendar icon and select the start date and end date 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.



Credit Note Number	Buyer	Supplier	Credit Note Date	Credit Note Expiry Date	Currency	Credit Note Amount	Credit Note Status	Transaction Status
CR49	Carrefour	Danone	2021-01-01	2021-05-12	USD	1,000.00	Failed	Completed

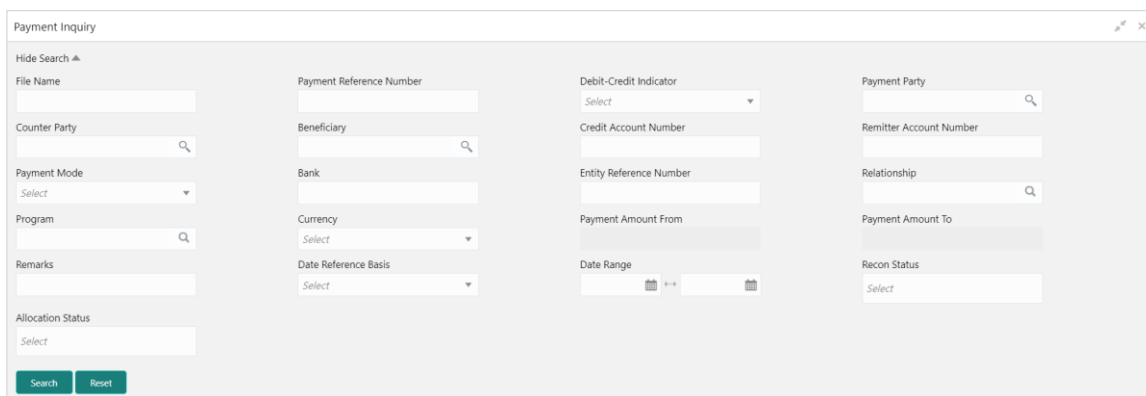
Page 1 of 1 (1 - 1 of 1 items)

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

9.4 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



Payment Inquiry

Hide Search ▲

File Name

Counter Party

Payment Mode

Program

Remarks

Allocation Status

Payment Reference Number

Beneficiary

Bank

Currency

Date Reference Basis

Debit-Credit Indicator

Credit Account Number

Entity Reference Number

Payment Amount From

Date Range

Payment Party

Remitter Account Number

Relationship

Payment Amount To

Recon Status

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.
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 Range	Click the Calendar icon and select start date and end date 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.

Payment Inquiry						
Show Search						
Payment Reference Number	Dr/Cr Indicator	Value Date	Currency	Payment Amount	Recon Status	Allocation Status
RECONMAY2901	Debit	2020-01-09	GBP	100.00	Part-Reconciled	Unallocated
RECONMAY2902	Debit	2020-01-09	GBP	100.00	Part-Reconciled	Unallocated
MA00021	Debit	2019-12-31	USD	15,000.00	Unreconciled	Unallocated
Page 1 of 1 (1 - 3 of 3 items) < 1 >						

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

9.5 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

Purchase Order Inquiry			
Hide Search			
File Reference Number	PO Number	Buyer	Supplier
Relationship	Program	PO Status	Currency
PO Amount From	PO Amount To	Date Range	
<input type="button" value="Search"/> <input type="button" value="Reset"/>			

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.
Date Range	Click the Calendar icon to select the start date and end date of the purchase order date range.

- 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.

Purchase Order Inquiry						
Show Search ▼						
Purchase Order List						
PO Number	Buyer	Supplier	PO Date	Currency	PO Amount	PO Status
op43	Mumbai Indians	ABZ Solutions	2020-10-01	GBP		ACCEPTED
PO122568	OBDX SCFCMS	OBDXSupp Paints	2020-10-01	USD		ACCEPTED
PO122569	OBDX SCFCMS	OBDXSupp Paints	2020-10-01	USD		ACCEPTED
PO122569567	OBDX SCFCMS	OBDXSupp Paints	2020-10-01	USD		ACCEPTED
Page 1 of 1 (1 - 4 of 4 items) < 1 > X						

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

9.6 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

Receivables Inquiry			
Hide Search ▲			
File Reference Number	Instrument Type Select	Reference Number	Buyer
Supplier	Relationship	Program	Instrument Status Select
Payment Status Select	Date Reference Basis Select	Date Range	Currency Select
Amount From	Amount To		
<input type="button" value="Search"/> <input type="button" value="Reset"/>			

- 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.

Field Name	Description
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. This field is applicable to only OBSCF system.
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: <ul style="list-style-type: none"> • Invoice/Debit Note Date • Invoice/Debit Note Due Date • Actual Payment Date • Payment Due Date • Funding Request Date
Date Range	Click the Calendar icon and select start date and end date 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.

Receivables Inquiry									
Show Search									
Reference Number	Instrument Type	Buyer	Supplier	Issue Date	Due Date	Currency	Invoice Amount	Instrument Status	Historical Status
1132020	Invoice	NehNovCust1	ABZ Solutions	2020-10-03	2020-10-30	USD	500.00	Raised	Details
InvMatch18	Invoice	NehNovCust1	ABZ Solutions	2020-09-18	2020-09-30	USD	1,000.00	Raised	Details
INV23451	Invoice	NehNovCust1	ABZ Solutions	2020-10-09	2020-10-22	USD	1,500.00	Raised	Details
INV365	Invoice	Xuangs cars	F AND B MANUUF AND CONSUMPTION CORP	2020-09-03	2020-09-03	USD	1,539.00	Raised	Details
INV16121804	Invoice	NehNovCust1	ABZ Solutions	2020-09-24	2020-09-30	USD	2,000.00	Raised	Details
INVTest01	Invoice	NehNovCust1	ABZ Solutions	2020-09-29	2020-09-30	USD	2,000.00	Raised	Details
INV16121806	Invoice	NehNovCust1	ABZ Solutions	2020-09-24	2020-09-30	USD	3,000.00	Raised	Details
31092020	Invoice	NehNovCust1	ABZ Solutions	2020-09-29	2020-10-30	USD	6,500.00	Raised	Details
24092020	Invoice	NehNovCust1	ABZ Solutions	2020-09-23	2020-09-30	USD	7,500.00	Raised	Details
InvRec25	Invoice	NehNovCust1	ABZ Solutions	2020-09-22	2020-09-30	USD	8,500.00	Raised	Details
InvUSD4	Invoice	NehNovCust1	ABZ Solutions	2020-10-04	2020-10-30	USD	555.00	Raised	Details
inv1101	Invoice	NehNovCust1	ABZ Solutions	2020-10-01	2020-10-30	USD	1,123.00	Raised	Details
INV02092001	Invoice	OBDXBuyer Paints	OBDXSupp Paints	2020-09-02	2020-09-30	USD	1,234.00	Raised	Details
INV02092001	Invoice	OBDXBuyer Paints	OBDXSupp Paints	2020-09-02	2020-09-30	USD	1,234.00	Raised	Details
INV02092003	Invoice	OBDXBuyer Paints	OBDXSupp Paints	2020-09-02	2020-09-30	USD	1,234.00	Raised	Details
INV01020304	Invoice	OBDXBuyer Paints	OBDX SCFCMS	2020-09-03	2020-10-07	USD	1,234.00	Financial	Details
INV55	Invoice	OBDXBuyer Paints	OBDX SCFCMS	2020-09-09	2020-09-09	USD	22.00	Accepted	Details
INV119	Invoice	OBDXBuyer Paints	OBDX SCFCMS	2020-09-11	2020-09-11	USD	23.00	Accepted	Details
INV25	Invoice	OBDXBuyer Paints	OBDX SCFCMS	2020-09-10	2020-09-10	USD	44.00	Accepted	Details
INV512	Invoice	OBDXBuyer Paints	OBDX SCFCMS	2020-09-09	2020-09-09	USD	74.00	Accepted	Details
Page 1 of 2 (1 - 20 of 25 items) K < 1 2 > X									

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

Index

A

About Document	7
Oracle Accessibility Program.....	7
Accounting	
Accounting Entries.....	17
Accounting Roles.....	13
Entry Codes	15
External Account Mapping.....	19
Internal Account Mapping.....	21
Alerts	
Decision	61
Definition.....	59

C

Charges.....	23
Charge Code	23
Charge Decisioning	29
Preferential Pricing	33
Rule maintenance.....	26

D

Division code	37, 39, 42, 50, 53
---------------------	--------------------

F

File Management	112
File Upload	112

I

Inquiries	
Charge inquiry	115
Credit Note inquiry.....	116
Payment inquiry.....	117
Receivables inquiry	120
Inquiry	
Accounting Inquiry	114
Purchase Order Inquiry	119

M

Machine Learning	
Create Annotated File	92
Create Use Case.....	91
Document Upload.....	95
Model Management	94
Model Training.....	93
Transaction Log.....	97

O

OBCM	
Benefits	10
Dashboard	10
Functionality	10

P

Payment Management.....	98
Payment Manual Allocation	99

R

Receivables & Payables Management	
Assign.....	80, 81
Cancel	82
Edit	83
Initiate Finance	84
Link Program	85
Mark PUA	89, 90
Raise Dispute	86
Re-Assign.....	87
Resolve Dispute	87
Write-off Dispute.....	88
Receivables and Payables	10
Reconciliation	
Manual DeRecon.....	103
Manual Recon	103
Rule Decisioning	48
Rule Definition	44
Relationships	55

Reference and Feedback

References

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

- Collection User Guide
- Cashflow Forecasting 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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