

Receivables & Payables User Guide  
**Oracle Banking Supply Chain Finance**

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Oracle Banking Supply Chain Finance User Guide – Receivables and Payables  
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# 1. About this Manual

## 1.1 Introduction

This manual is designed to help acquaint you with Receivables and Payables within Oracle Banking Supply Chain Finance (Oracle Banking Supply Chain Finance).

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

## 1.2 Audience

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

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

## 1.3 Documentation Accessibility

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

## 1.4 Document Structure

This manual is organized into the following chapters:

Chapter	Description
Chapter 1	About this manual: This chapter gives information on the intended audience, abbreviations, icons, and summary of chapters covered in this user manual.
Chapter 2	Receivables and Payables - an overview: This chapter lists the benefits and functionalities provided by the receivables and payables module.
Chapter 3	Setting up reference data for the system.
Chapter 4	Creating Receivables and Payables
Chapter 5	Receivables and Payables Management
Chapter 6	Dynamic Discount Management
Chapter 7	Payment Management
Chapter 8	Manual Allocation
Chapter 9	Manual Reconciliation
Chapter 10	Performing inquiries
Chapter 11	File Management
Chapter 12	Machine Learning
Chapter 13	List of Batch Jobs

Chapter	Description
Chapter 14	List of Process Codes




## 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

Icon	Function
	Unlock
	Copy
	View

---

## 2. Receivables and Payables

### 2.1 Overview

In Oracle Banking Supply Chain Finance, the Receivables and Payables module enables a financial institution to create and manage account receivables and payables of corporate customers. Data from disparate accounts and locations can be managed. Receivables and payables refer to instruments such as invoices, or purchase orders, based on which finances can be availed and settled. An instrument is referred to as a 'receivable' if a corporate customer is expecting to receive a payment for it. For example, invoices are receivables for customers who are suppliers. Similarly, if a corporate customer is expected to make a payment, towards an instrument, then it is referred to as 'payable'. In the above example, invoices are payables for corporate customers who are buyers.

### 2.2 Benefits

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

### 2.3 Functionality

- E-Invoices and Purchase Orders
- Debit Notes and Credit Notes
- Reconciliation
- Allocation of Payments
- Pricing

### 2.4 Home: Dashboard

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

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



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



The Oracle Banking Supply Chain Finance Dashboard currently consists of the below mentioned portlets for receivable management.

- o **Facility Utilization:** The Facility Utilization widget classifies all facilities into three categories i.e., nearing breach, breached, and under-utilized. The drilldown allows the user

to view these details at an entity level. There is an option to search and filter the details for a specific entity also.

- **Nearing Breach:** When utilized amount is more than 85% of the sanctioned amount.
- **Breached:** When utilized amount equals to the sanctioned amount.
- **Under Utilized:** When utilized amount is less than 20% of the sanctioned amount.
- **Facilities Expiring:** The Facility Expiring widget lists all facilities nearing expiry or expired and offers a drilldown at each entity level.
- **Facilities Expiring (Count):** This portlet lists the number of facilities expiring at a granular level i.e. anchor, product, program and spoke within a defined timeframe of one month from current business day. This timeframe can be changed using the filter option, if required.
- **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 5 customers in tabular format.
- **Aging of Invoices:** Aging graph displays invoice aging information in form of doughnut. There are two views of the graph, 2<sup>nd</sup> 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 with a maximum of 6 ranges. 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'.
- **Finance Maturing:** The Finances Maturing widget plots a trend line of all finances which are maturing each week. While the default view is for the upcoming month, this timeframe to can be changed to view further details. On flipping the widget a detailed list of finances maturing is shown.
- **Top Borrowers:** The Top Borrowers widget is a bar graph which shows the top 5 borrowers for the previous year and current year. Clicking the bar-chart for any borrower offers a drilldown list of finances for the borrower.
- **Top Defaulters:** Top defaulters widget shows list of top defaulters for the previous and current months.
- **Transaction Status Details:** Transactions are grouped product-wise into groups disbursed, partially settled or fully settled for a specific date range, which is editable. The user can select on any product to view further details of transaction for the product.
- **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.



- **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.
  - **Reconciliation Details:** Reconciliation Details widget provides a snapshot of reconciliation details of payments against the entity selected, i.e. invoice, cashflow, finance or allocation. There is an option to view these details as a donut or in a line-graph. The filter option allows the user to select a specific customer and/or modify the date range.
  - **Customer wise utilization trend:** This widget gives a bird's eye view of the utilization for each program plotted for each month. The limit type and date range can be selected from the filter option.
  - **Facility Wise Sanctioned Limit trend:** A facility-wise sanctioned limit trend-line is plotted over the preceding the six months. The filter option allows the user to select a specific entity and limit type along with timeframe to plot this line.
  -
3. You can perform the 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 functioning of Receivables and Payables within the Supply Chain Finance module, certain reference data needs to be set up on day zero. You need to set up reference data like relationship master, reconciliation rules, charges, accounting, tolerance, payment terms, and so on. You may also need to identify administrators among the officers of your financial institution to whom you could assign the administration of the application.

Once the initial set-up is complete, this user manual can be used to create and manage receivables and payables for corporate customers.

### 3.2 Maintaining Core Reference Data

Certain core reference data is required to be set up for execution of Supply Chain Finance system transactions such as list of country, currency, customer category, list of holidays, list of financial institutions/banks, branch, FX rates etc.

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

### 3.3 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.

#### 3.3.1 Accounting Roles

##### 3.3.1.1 Create Accounting Role

This screen is used to create Account Roles.

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

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

**Note:** Fields marked with '\*' are mandatory.

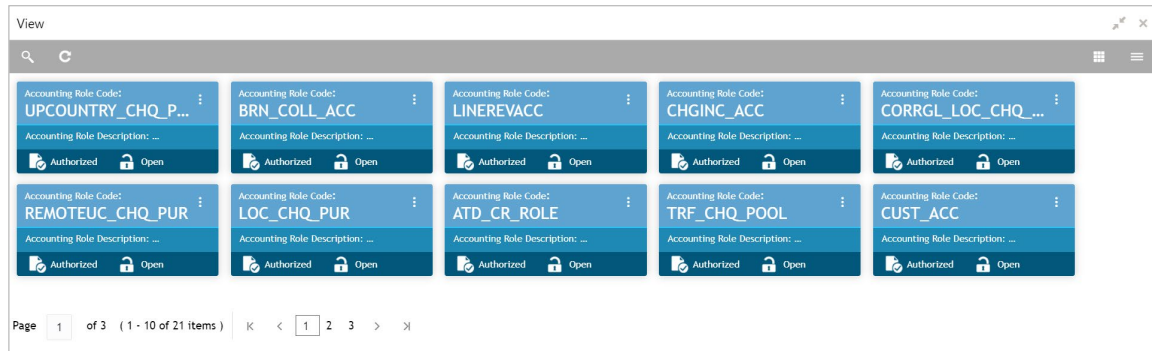
Field Name	Description
Accounting Role Code *	Enter a unique code for the accounting role being created.
Accounting Role Description *	Enter a description to associate with the role.


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

### 3.3.1.2 View Accounting Role

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

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



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

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

### 3.3.2 Entry Codes

#### 3.3.2.1 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 *	Enter a unique identification code for the accounting entry.
Accounting Entry Description *	Enter a description for the accounting entry.
Role Details	
Debit Role	Select the role of the debit party.
Debit Party	Select the party type to debit.
Debit Amount Type	Select the amount type to debit.
Debit Settlement Method	Select the method to be used for debit settlement.
Credit Role	Select the role of the credit party.
Credit Party	Select the party to credit.
Credit Amount Type	Select the amount type to credit.
Credit Settlement Method	Select the method to be used for credit settlement.

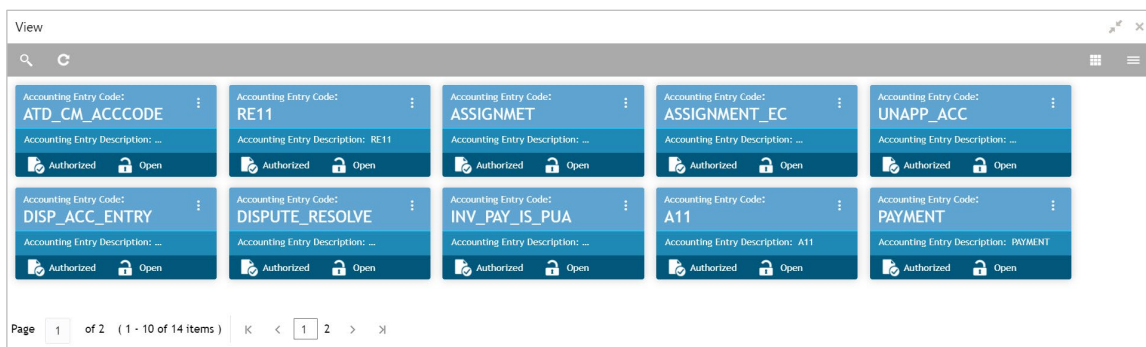
2. If required, click **Reset** to clear the selected values.

3. Click **Add/ Edit** to add details in the grid.  
OR  
Perform the following steps to take action on the records in the grid:
  - a. Select the record in the grid and then click Options (⋮) icon under 'Action' column.
  - b. To modify the details, click **Edit** and repeat the step 1, 2, and 3.  
OR  
To remove the record, click **Delete**.
4. Click **Save** to save the data and send for authorization (if applicable).

### 3.3.2.2 View Entry Code

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

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



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

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

## 3.3.3 Accounting Entries

### 3.3.3.1 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"> <li>• Account Transfer</li> <li>• Cheque</li> <li>• EFT</li> </ul> This field is displayed only if filter criteria includes 'Payment Mode'.
Approved	Switch the toggle ON, if accounting has to be set up for those instruments whose status is approved. This field is displayed only if filter criteria selected is 'Approved Based'
PUA	Switch the toggle ON, if the accounting has to be set up for those instruments whose payment is under approval process. This field is displayed only if filter criteria includes 'PUA'.

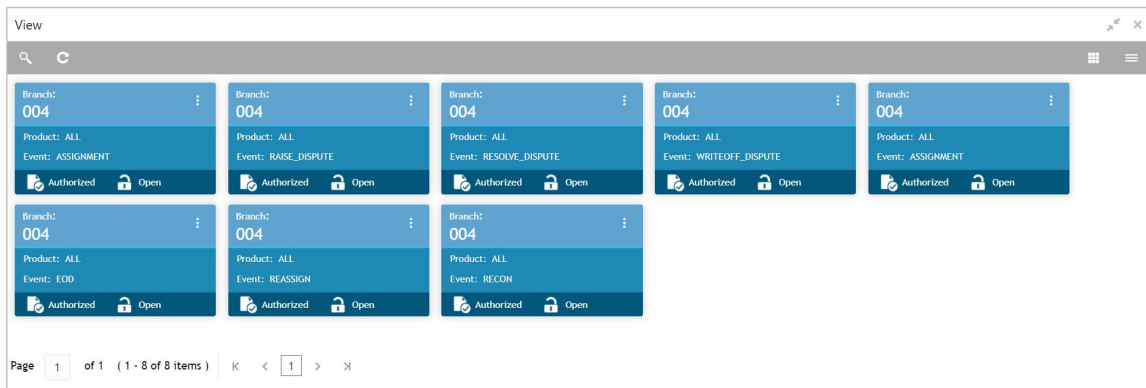
Field Name	Description
Payment Party	Select the payment party if the accounting entry set up is separate for a specific payment party. This field is displayed only if filter criteria includes 'Payment Party'.
Is Financed	Switch the toggle ON, if accounting entry is to be set up separately for financed and non-financed instruments. This field is displayed only if filter criteria includes 'Is Instrument Financed'.
<b>Accounting Entries</b>	
Accounting Entry Code *	Click the search icon and select an accounting entry code.
Accounting Entry Description *	The description is auto-populated based on selected entry code.
Sequence *	Enter the sequence number of the selected entry code.

2. If required, click **Reset** to clear the selected values.
3. Click **Add/ Edit** to add details in the grid.  
OR  
Perform the following steps to take action on the records in the grid:
  - a. Select the record in the grid and then click Options (⋮) icon under 'Action' column.
  - b. To modify the details, click **Edit** and repeat the step 1, 2, and 3.
 OR  
To remove the record, click **Delete**.
4. Click **Save** to save the data and send for authorization (if applicable).

### 3.3.3.2 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.

### 3.3.4 External Account Mapping

#### 3.3.4.1 Create External Account Mapping

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

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

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

**Note:** Fields marked with "\*" are mandatory.

Field Name	Description
Branch *	Select the branch to be mapped to customer's external account



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


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

### 3.3.4.2 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.

- 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.

### 3.3.5 Internal Account Mapping

#### 3.3.5.1 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.

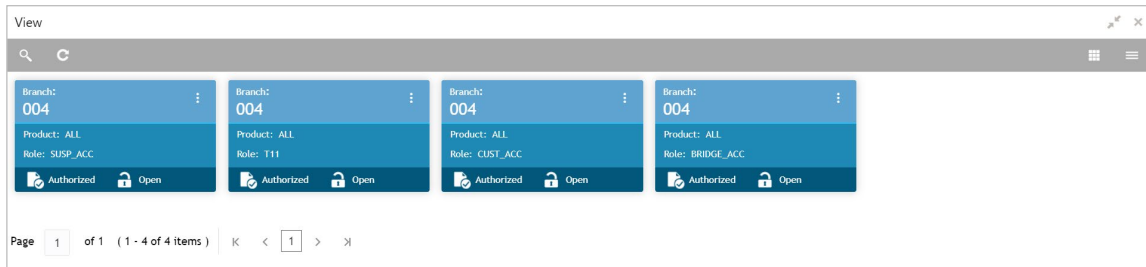
Field Name	Description
Account in Transaction Currency	Use this toggle button to specify whether the default account should be picked up or from the mapped account as per transaction currency.
Filter Criteria	Select the appropriate filter criteria from below for specific application of accounting entries: <ul style="list-style-type: none"> <li>• Event, Program and Party Based (Only for Oracle Banking Supply Chain Finance)</li> <li>• Party and Division Code Based</li> <li>• Event and Party Based</li> <li>• Party Based</li> <li>• Event Based</li> <li>• Charge Code Based</li> <li>• Default</li> </ul>
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 only to the Oracle Banking Supply Chain Finance 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 *	Click the search icon and select the real/virtual account number.
Default Account	Switch the toggle ON to consider the account as default one.


2. If required, click **Reset** to clear the selected values.
3. Click **Add/ Edit** to add details in the grid.  
OR  
Perform the following steps to take action on the records in the grid:
  - a. Select the record in the grid and then click Options (⋮) icon under 'Action' column.
  - b. To modify the details, click **Edit** and repeat the step 1, 2, and 3.  
OR  
To remove the record, click **Delete**.
4. Click **Save** to save the data and send for authorization (if applicable).

### 3.3.5.2 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.

### 3.4 Maintaining Charges

Financial Institutions 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.

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

#### 3.4.1 Charge Code

##### 3.4.1.1 Create Charge Code

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

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

*Note: Fields marked with '\*' are mandatory.*

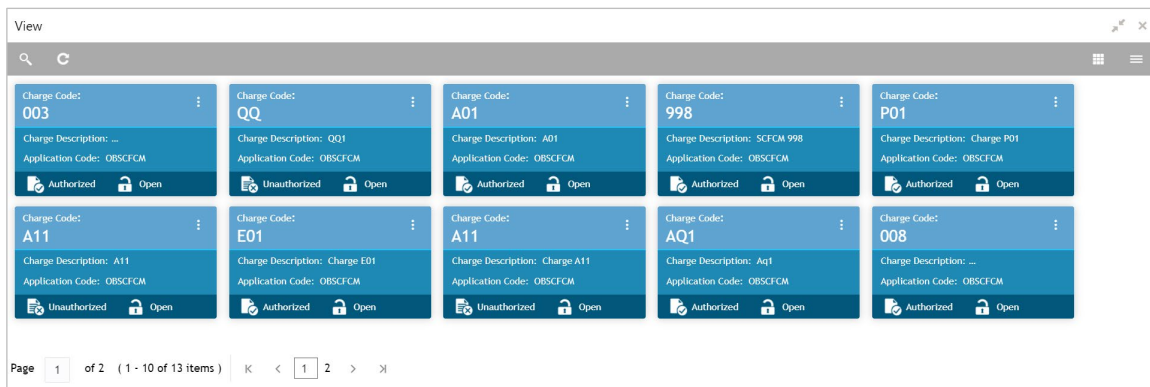
Field Name	Description
Charge Code *	Enter the unique charge code to be created.
Charge Description *	Enter the description of the charge.
Charge Group *	Select the group to which this charge code belongs. This field is purely for the purpose of maintaining information in the Management Information System (MIS). The available options are: <ul style="list-style-type: none"> <li>• Rebates</li> </ul>

Field Name	Description
	<ul style="list-style-type: none"> <li>• Tax</li> <li>• Commission</li> <li>• Fee</li> </ul>
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.

### 3.4.1.2 View Charge Code

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



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

- **Unlock** – To modify the record details. Refer 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.

### 3.4.2 Charge Rule Maintenance

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

#### 3.4.2.1 Create Charge Rule Maintenance

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

1. Refer the following table for specifying details in 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.

Field Name	Description
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. 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. If required, click **Reset** to clear the selected values.
3. Click **Add** to add charge details in the grid.

From	To	Amount	Percent	Action
0	2	100		⋮
2	5		5	⋮
5	10		10	⋮

Page 1 of 1 (1-3 of 3 items) [Navigation icons]

[Save] [Cancel]

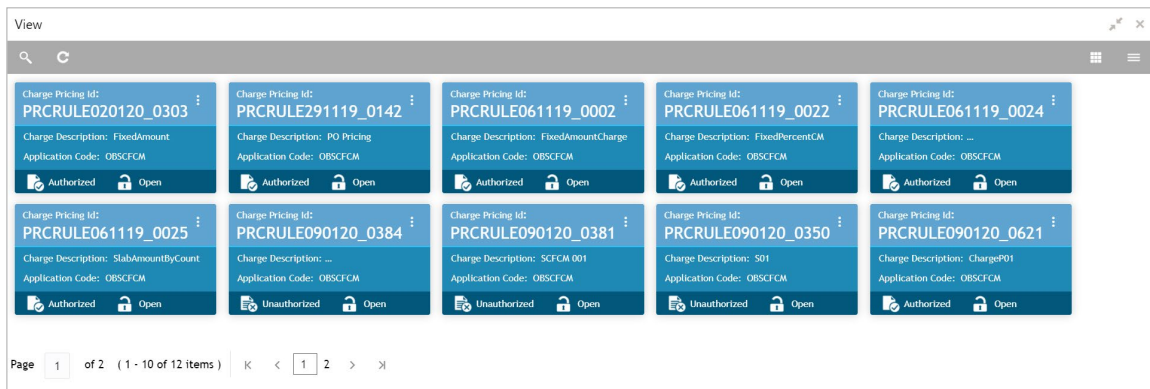


Perform the following steps to take action on the records in the grid:

- a. Select the record in the grid and then click Options (⋮) icon under 'Action' column.
  - b. To modify the details, click **Edit** and repeat the step 1, 2, and 3.  
OR  
To remove the record, click **Delete**.
4. Click **Save** to save the record and send for authorization.

### 3.4.2.2 View Charge Rule Maintenance

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



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

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

### 3.4.3 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.

#### 3.4.3.1 Create Charge Decisioning

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

1. Refer the following table for specifying details in 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 charges. 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.

Field Name	Description									
Charge Code *	Select the charge code for which decisioning is to be configured.									
Charge Sharing	Switch the toggle On if charge sharing is applicable.									
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="553 451 1409 970" style="border: 1px solid #ccc; padding: 10px;"> <p>Charge Sharing Allocation <span style="float: right;">✕</span></p> <p>Party To Charge * <span style="margin-left: 100px;">Sharing Percentage *</span></p> <p><span>Select</span> <span style="margin-left: 100px;">[ ]</span> <span style="margin-left: 10px;">▼</span> <span style="margin-left: 10px;">▲</span> <span style="margin-left: 10px;">Add</span></p> <table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th style="width: 30%;">Charge Sharing</th> <th style="width: 40%;">Sharing Percentage Allocation</th> <th style="width: 30%;">Action</th> </tr> </thead> <tbody> <tr> <td>BUY</td> <td>50</td> <td style="text-align: center;">⋮</td> </tr> <tr> <td>SUPP</td> <td>50</td> <td style="text-align: center;">⋮</td> </tr> </tbody> </table> <p>Page 1 of 1 (1-2 of 2 items) <span style="margin-left: 10px;">⏪</span> <span style="margin-left: 5px;">&lt;</span> <span style="margin-left: 5px;">1</span> <span style="margin-left: 5px;">&gt;</span> <span style="margin-left: 5px;">⏩</span></p> <p style="text-align: right;"><span>OK</span></p> </div> <ol style="list-style-type: none"> <li>i. In the <b>Party to Charge</b>, select the party to be charged.</li> <li>ii. In the <b>Sharing Percentage</b>, enter number of percentage to be shared by the selected party.</li> <li>iii. Click <b>Add</b> to add details in the grid.</li> <li>iv. Repeat steps 'i' to 'iii' to add more parties to be charged.</li> </ol> <p style="margin-left: 40px;">Note: Sum of sharing percentage of added parties should be 100.</p> <ol style="list-style-type: none"> <li>v. If required, click Options (⋮) icon under the 'Action' column in the grid and then click <b>Edit</b> to modify details or click <b>Delete</b> to remove the record.</li> <li>vi. Click <b>OK</b> to save the charge sharing details.</li> </ol>	Charge Sharing	Sharing Percentage Allocation	Action	BUY	50	⋮	SUPP	50	⋮
Charge Sharing	Sharing Percentage Allocation	Action								
BUY	50	⋮								
SUPP	50	⋮								
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 *	Click the search icon to select the charge pricing rule to be applied.									
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"> <li>• Count of POs</li> <li>• Parent Charge Code</li> <li>• Count of Invoices</li> <li>• Invoice Amount</li> <li>• PO Amount</li> </ul>									

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

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

**Add/Override Charges**

Charge Sharing	Charge Code	Charge Pricing Rule	Charge Criteria	Effective Date	Expiry Date	Action
N	006	PRCRULE160120_0000003017	PARENT_CHARGE_CODE	2020-01-16	2020-01-16	⋮
N	003	PRCRULE061119_0022	INVOICE_AMOUNT	2019-10-31	2022-11-21	⋮

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

---

**Default Charges**

Party To Charge	Charge Code	Charge Pricing Rule	Charge Criteria	Effective Date	Expiry Date
No data to display.					

Page 1 (0 of 0 items) ⏪ < 1 > ⏩


Perform the following steps to take action on the records in the grid:

- a. Select the record in the grid and then click Options (⋮) icon under 'Action' column.
  - b. To modify the details, click **Edit** and repeat the step 1, 2, and 3.  
OR  
To remove the record, click **Delete**.
4. Click **Save** to save the data and send for authorization.

### 3.4.3.2 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 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.

### 3.4.4 Charge Preferential Pricing

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

#### 3.4.4.1 Create Charge Preferential Pricing

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

The screenshot shows a 'Create' form for Charge Preferential Pricing. The form is organized into several sections:

- Filter Criteria:** A dropdown menu set to 'Party Id Based'.
- Party Id:** A search field containing 'Sun Group Limited 001626'.
- Charge Code:** A search field containing '003'.
- Charge Criteria:** A dropdown menu set to 'Count of Invoices'.
- Charge Pricing Rule:** A search field containing 'PRCRULE061119\_0024'.
- Reference Tenor Start Date:** A dropdown menu set to 'Invoice Date'.
- Reference Tenor End Date:** A dropdown menu set to 'Invoice Due Date'.
- Effective Date:** A date field set to '16-01-2020'.
- Expiry Date:** A date field set to '16-01-2020'.
- Charge Application:** A toggle switch that is turned on.
- Allow Waive:** A toggle switch that is turned off.
- Allow Override:** A toggle switch that is turned off.
- Allow Pricing Modification:** A toggle switch that is turned off.
- Collection Parameters:**
  - Collection Type:** A dropdown menu set to 'Batch'.
  - Frequency:** A dropdown menu set to 'Monthly'.
  - Reference Period:** A dropdown menu set to 'EOP'.
  - Units:** A field with up and down arrows.
- Calculation Parameters:**
  - Calculation Type:** A dropdown menu set to 'Batch'.
  - Frequency:** A dropdown menu set to 'Monthly'.
  - Reference Period:** A dropdown menu set to 'EOP'.
  - Units:** A field with up and down arrows.

At the bottom right of the form, there are 'Add' and 'Reset' buttons.

1. Refer 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 charges. 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.

Field Name	Description
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.
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.
<b>Collection Parameters</b>	
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.
<b>Calculation Parameters</b>	
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.

- If required, click **Reset** to clear the selected values.



### 3. Click **Add** to add details in the grid.

Charge Code	Charge Pricing Rule	Charge Criteria	Effective Date	Expiry Date	Action
006	PRCRULE061119_0002	PARENT_CHARGE_CODE	2020-01-13	2020-01-13	i

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

Save Cancel

Perform the following steps to take action on the records in the grid:

- Select the record in the grid and then click Options (⋮) icon under 'Action' column.
- To modify the details, click **Edit** and repeat the step 1, 2, and 3.  
OR  
To remove the record, click **Delete**.

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

#### 3.4.4.2 View Charge Preferential Pricing

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

Application Code:	Filter Criteria:	Status	Action
OBCM	...	Unauthorized	Open
OBCM	...	Unauthorized	Open
OBCM	PARTY_BASED	Unauthorized	Open
OBCM	PARTY_BASED	Unauthorized	Open
OBCM	PARTY_BASED	Authorized	Open
OBCM	PARTY_BASED	Unauthorized	Open
OBCM	PARTY_BASED	Unauthorized	Open
OBCM	PARTY_BASED	Unauthorized	Open
OBCM	PARTY_BASED	Unauthorized	Open

Page 1 of 1 (1 - 9 of 9 items) K < 1 > X

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 the **Create Charge Preferential Pricing** 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 preferential pricing with same details for a new corporate.
- View** – To view the charge preferential pricing 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/PO record. Newly created record takes effect once authorized and cannot be modified thereafter.

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

The screenshot shows the 'Create Commodity' interface. At the top, there's a search bar for 'Supplier Id' with 'PEGATRON 201901' entered. Below are input fields for 'Commodity Code' (CMD8998), 'Commodity Name' (Tyres), 'Description' (19 inch Tyres), 'Tax(%)' (1.0000), 'Discount(%)' (2.0000), 'Country of Origin' (United States), and 'Year'. There are 'Add/Edit' and 'Reset' buttons. A table below shows the created commodity record with columns for Commodity Code, Commodity Name, Description, Tax(%), Discount(%), Country of Origin, Year, Unit Details, and Action. The table has one row: CMD8998, Tyres, 19 inch Tyres, 1, 2, USA, and an 'Add/Edit' link. The page footer shows 'Page 1 of 1 (1 of 1 items)' and 'Save' and 'Cancel' buttons.

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

**Note:** Fields marked with '\*' are mandatory.

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

2. If required, click **Reset** to clear the selected values.

3. Click **Add/ Edit** to add details in the grid.

Commodity Code	Commodity Name	Description	Tax(%)	Discount(%)	Country of Origin	Year	Unit Details	Action
CMD4568275	Tyres	19 Inch Tyres	2	1	USA	2021	Add/Edit	⋮

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

Save Cancel

Perform the following steps to take action on the records in the grid:

- a. Select the record in the grid and then click Options (⋮) icon under 'Action' column.
- b. To modify the details, click **Edit** and repeat the step 1, 2, and 3.  
OR  
To remove the record, click **Delete**.
- c. In the 'Unit Details' column of the grid, click **Add/Edit** link to update the unit details.

Unit Details ✕

Unit	Minimum Unit	Maximum Unit	Unit Price
Kilogram	10	100	250

Add/Edit
Reset

Unit	Minimum Unit	Maximum Unit	Unit Price	Action
KILOGRAM	10	100	250	⋮

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

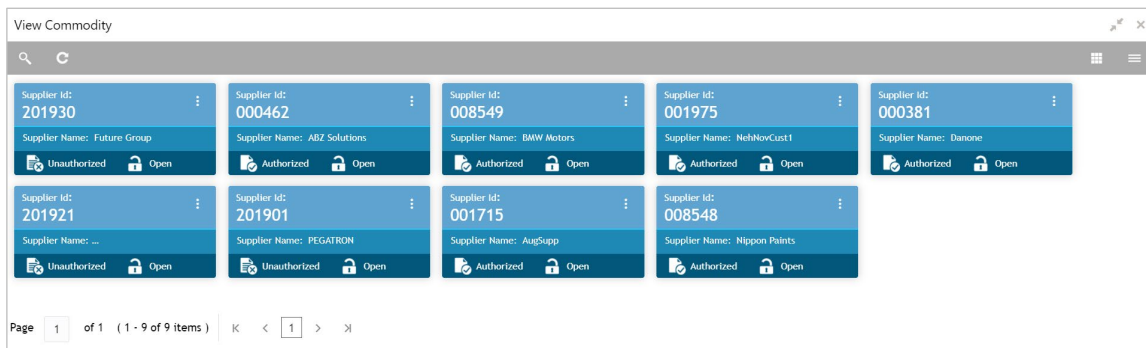
OK


- i. In the **Unit** field, enter the measuring unit for the commodity.
  - ii. In the **Minimum Unit** field, enter the minimum units required for the commodity.
  - iii. In the **Maximum Unit** field, enter the maximum units allowed for the commodity.
  - iv. In the **Unit Price** field, enter the price per single unit of a commodity.
  - v. If required, click **Reset** to clear the selected values.  
OR  
Click **Add/Edit** to add records in the grid or modify the selected records.
  - vi. Click **OK** to go the parent page.
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 the **Create Commodity** 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 commodity code details for creating a new record.
- **View** – To view the commodity code details.

## 3.6 Maintaining Division Code

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

### 3.6.1 Create Division Code

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

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

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

**Note:** Fields marked with '\*' are mandatory.

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

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

Division Code	Division Name	Division Address Line1	Division Address Line2	Division Address Line3	Division Address Line4	Country	Action
DIV18413578	North East Div1	V13, Street 14	Block 5D	New York	NU - 10013	United States	⋮

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Save Cancel

Perform the following steps to take action on the records in the grid:

- a. Select the record in the grid and then click Options (⋮) icon under 'Action' column.
  - b. To modify the details, click **Edit** and repeat the step 1, 2, and 3.  
OR  
To remove the record, click **Delete**.
4. 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*

View Division Code				
Party Id: 201927 Party Name: TRUE Unauthorized In Progress	Party Id: 008551 Party Name: Mercedes motors Unauthorized Open	Party Id: 201930 Party Name: Future Group Authorized Open	Party Id: 201910 Party Name: GENLIGHT INTERNATIONAL Authorized Open	Party Id: 000285 Party Name: NUVOTON Authorized Open
Party Id: 201928 Party Name: USI Authorized Open	Party Id: NC00000551 Party Name: BMW13Jul1751 Unauthorized Open	Party Id: 001083 Party Name: SCFCUSTOMERONE Unauthorized Open	Party Id: 201929 Party Name: TELENOR Authorized Open	Party Id: 009002 Party Name: POSupplier1 Authorized Open

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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 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 the Oracle Banking Supply Chain Finance application that can be performed for invoices/debit notes with payments/credit notes.

Any outstanding invoices/debit notes due from buyer are reconciled against payments/credit notes initiated by the supplier/buyer as per the reconciliation rules configured in the application.

#### 3.7.1 Reconciliation Rule Definition

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

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

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

##### 3.7.1.1 Create Exact Reconciliation Rule Definition

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

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

1. Refer the following table for specifying details in 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.

Field Name	Description
	<ul style="list-style-type: none"> <li>• Invoice to Credit Notes Recon</li> <li>• Invoice to Payment Recon</li> <li>• Finance Payment Recon</li> <li>• Allocation of Payment to Virtual Accounts</li> </ul>
Recon Type *	Select <b>Exact</b> as the category of the Recon definition.
Allocation Details	If allocation required, then select the appropriate value to specify whether the allocation should be done based on the account or attribute of entity like payment/invoice.

The screenshot shows the 'Exact Recon' configuration window. At the top, there are 'AND' and 'OR' radio buttons and 'Add Condition' and 'Add Group' buttons. Below, there are two condition rows. The first row has 'Invoice Attribute' set to 'Invoice Due Date', 'Operator' set to '=', and 'Payment Attribute' set to 'Payment Date'. The second row has 'Text between' set to '1' and '8', 'of' set to 'Invoice No', 'Operator' set to '=', and 'Fixed Value' set to '785'. A 'Validate and Preview' button is at the bottom left. A summary line at the bottom reads: '(Invoice Due Date = Payment Date)and(Text between 1 and 8 of Invoice No = 785)'. There are red trash icons next to each condition row.

2. In the 'Exact Recon' section, perform the following steps to create conditions or group of conditions:
  - a. Click **Add Condition** to add a single line of condition.  
OR  
Click **Add Group** to add a group of conditions.
  - b. Click inside the added container to view buttons for adding condition details.
  - c. Click **Text between** to define the range of text to be validated.
  - d. Click **Invoice/Finance Attributes** to define condition for invoice/fi details.  
OR  
Click **Payment Attributes** to define condition for payment details.

Below are all the attributes available for Invoice, Credit Note, Finance, and Payment:

- Invoice:

Base Amount	Invoice	Buyer Name	Net Invoice Amt.	Supplier Division Code
Bank	Invoice CCY	Payment Due Date	Supplier ID	
Branch	Filler (4 attributes)	PO No.	Supplier Name	
Buyer Code	Invoice Date	Repayment Account No.	Program Code	
Buyer Division Code	Invoice Due Date	BIC/Routing Code	Program Name	
Buyer ID	Invoice No.	Supplier Code		



- Credit Note:

Credit Number	Note	Buyer Id	Buyer Code	Division	Remarks
Credit Note Date		Supplier Id	Supplier Code	Division	Program ID
Credit Note Expiry Date		Currency	Buyer Name		
Buyer Code		Credit Note Base Amount	Supplier Name		
Supplier Code		Net Credit Note Amount	Filler (10 Attributes)		

- Finance:

Finance Amount	Buyer ID	Supplier Name	Finance Status
Program Code	Buyer Name	Finance Start Date	Borrower
Product Code	Supplier ID	Finance Date	Maturity Date
			Finance Reference No

- Payment:


Payment Date	Credit Account no.	Bank	Relationship Code
Virtual Account Owner	Entity Ref No.	Branch	Filler (10 Attributes)
Payment Mode	Payment Party Id	Instrument Date	Virtual Account Flag
Payment Party Code	Counterparty Id	Remarks	Payment Reference No
Counterparty Code	Beneficiary Id	Payment Currency	Program Code
Debit-Credit Indicator	Remitter Account No	Payment Amount	

- Click **Operator** to specify how to compare defined values.
- Click **Fixed Value, Text between, Invoice/Payment Attributes, Payment Attributes, or Finance/Payment Attributes** (depending on the selected recon category) to specify values with which previously defined values should be compared.
- If required, repeat the steps "a" to "f" to add more conditions and or group of conditions.  
OR  
To remove condition, click the Delete icon (🗑️) located at the right-bottom of the condition container.

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

3. In the 'Allocation Basis Grid' section, perform the following steps to define percentage of account/attribute allocation:
  - a. Click **Add** to add a new row.
  - b. Double click the row to add/edit attribute and percentage.
  - c. Repeat the step "a" and "b" to add more attributes.

OR

If required, click the Delete icon (  ) under 'Action' column to remove the allocation row.
4. Click **Save** to save the data and send for authorization.

### 3.7.1.2 Create Generic Reconciliation Rule Definition

This screen is used for setting up 'Generic' recon rule.

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

1. Refer the following table for specifying details in 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"> <li>• Invoice Payment Recon</li> <li>• Allocation of Payment to Virtual Accounts</li> </ul>
Recon Type *	Select <b>Generic</b> as the category of the Recon definition.
Allocation Basis	If required, select the value to specify whether the allocation should be done based on account or attribute.

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

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

- a. In the **Generic Criteria** list, select the generic rule to be defined, viz. FIFO – First In First Out, LIFO – Last In First Out, HAFO – Highest Amount First Out and LAFO – Least Amount First Out.
- b. In the **Based On Attribute** list, select the entity (invoice) attribute on which the rule would be based. The available attributes are based on the combination of selected recon category and generic criteria.

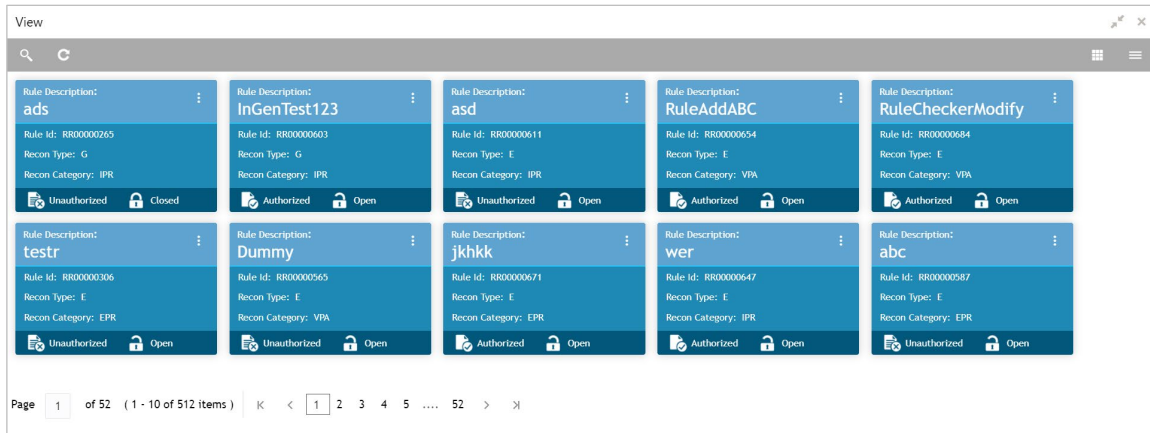
Allocation Attribute	Percentage	Action
Buyer ID	50	
Supplier ID	50	


3. In the 'Allocation Basis Grid' section, perform the following steps to define account/attribute allocation basis which the allocation would be done and percentage
  - a. Click **Add** to add a new row.
  - b. Double click the row to add/edit attribute/account and appropriate percentage.
  - c. Repeat the step “a” and “b” to add more attributes.  
OR  
If required, click the Delete icon () under 'Action' column to remove the allocation row.
4. Click **Save** to save the data and send for authorization.

### 3.7.1.3 View Reconciliation Rule Definition

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

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



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

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

## 3.7.2 Reconciliation Rule Decision

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

### 3.7.2.1 Create Reconciliation Rule Decision

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

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

1. Refer 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 reconciliation rule decisioning. 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"> <li>• Program and Counterparty Based (Only for Oracle Banking Supply Chain Finance)</li> <li>• Program Based (Only for Oracle Banking Supply Chain Finance)</li> <li>• Corporate Based</li> <li>• CounterParty Based</li> <li>• Relationship and CounterParty Based</li> <li>• Relationship Based</li> <li>• Default</li> </ul>
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 only to the Oracle Banking Supply Chain Finance 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.

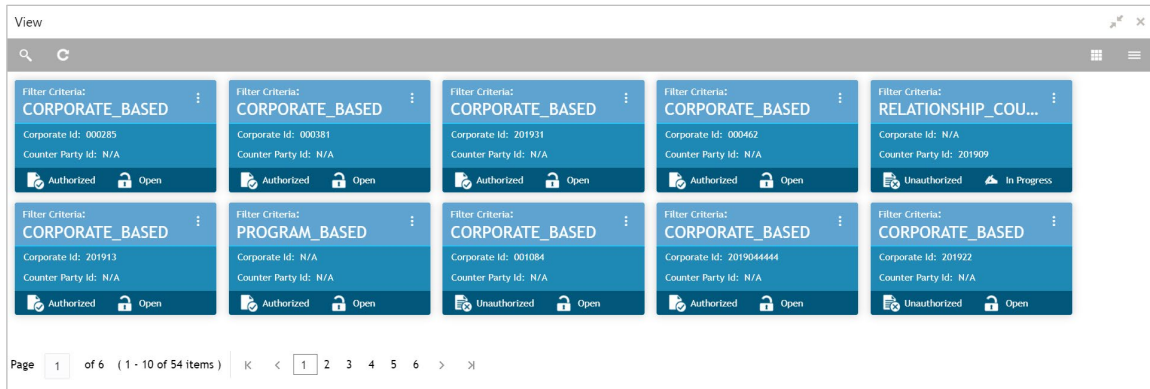
Field Name	Description
Relationship Code *	Click the search icon and select the relationship to setup the recon rule for. This field is displayed only if 'Filter Criteria' includes relationship.
Priority *	The rules would get applied based on the ascending order of priority maintained here.
Recon Category *	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. This is enabled only if 'Recon Type' is 'Exact'.


2. If required, click **Reset** to clear the selected values.
3. Click **Add/ Edit** to add details in the grid.  
OR  
Perform the following steps to take action on the records in the grid:
  - a. Select the record in the grid and then click Options (⋮) icon under 'Action' column.
  - b. To modify the details, click **Edit** and repeat the step 1, 2, and 3.  
OR  
To remove the record, click **Delete**.
4. Click **Save** to save the data and send for authorization.

### 3.7.2.2 View Reconciliation Rule Decision

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

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

### 3.8 Maintaining Tolerance

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

#### 3.8.1 Create Tolerance

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

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




1. Refer 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 Oracle Banking Supply Chain Finance 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 Oracle Banking Supply Chain Finance system. Click the search icon and select the spoke of the selected program.



Field Name	Description
	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 the grid, perform the following steps:
  - o Click Delete icon () to remove that specific row.  
OR  
Click Edit icon () and refer the following table for specifying details in the grid:

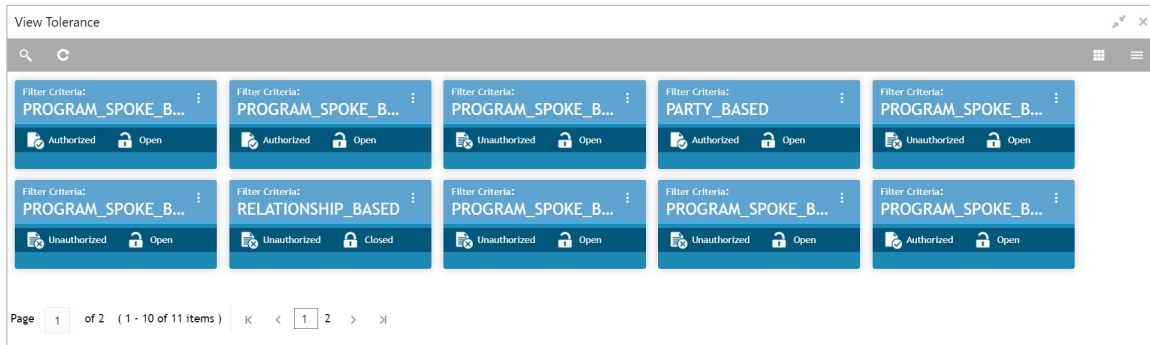
Field Name	Description
Recon Category	Select the recon category to add the tolerance for.
Cash Flow Category	The cash flow category is auto-populated based on selected recon category. This field is applicable only if Receivables and Payables module is integrated with Oracle Banking Cash Management.
Match 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 the **Create Tolerance** section for field level details.
- **Authorize** – To authorize the record. Authorizing requires necessary access rights.
  - a. Optional: Click **View** to view the record details.
  - b. Select the record to authorize and then click **Confirm**.
- **Delete/Close** – To remove the record.
  - a. Optional: On the confirmation pop-up window, click **View** to view the record details.
  - b. Click **Proceed** to delete the record.
- **Copy** – To copy the tolerance details for creating a new record.
- **View** – To view the tolerance details.

### 3.9 Maintaining Payment Terms

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

#### 3.9.1 Create Payment Terms




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

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

1. Refer 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 payment terms.
Program *	This field is only applicable for Oracle Banking Supply Chain Finance 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 Oracle Banking Supply Chain Finance 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.

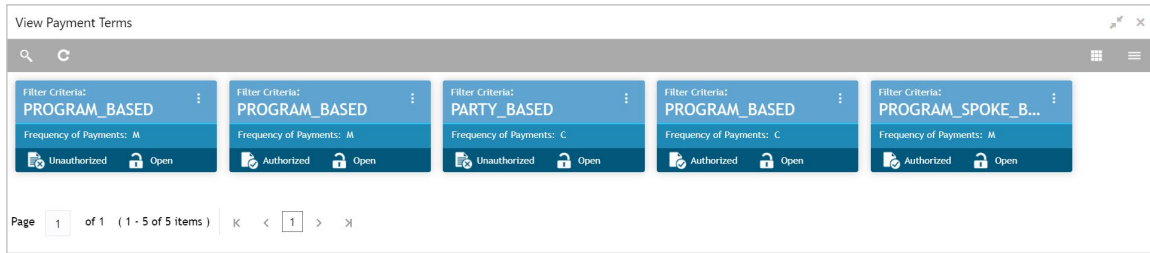
Field Name	Description
	This field is only displayed when filter criteria includes 'Relationship'.
Counterparty Id *	Click the search icon and select the counterparty id. This field is only displayed when filter criteria includes 'Counterparty'.
Party *	Click the search icon and select the party. This 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: <ol style="list-style-type: none"> <li>a. Click the Add icon () to add a row of schedule.</li> <li>b. In the 'Action' column of the grid, click the Delete icon () to remove that specific row.</li> </ol> <p>OR</p> <p>Click the Edit icon () and perform following steps for specifying details in the grid:</p> <ol style="list-style-type: none"> <li>i. In the <b>From Day</b> field, select the start date of the duration as per selected entity for 'Payment Date Calculation Basis' field.</li> <li>ii. In the <b>To Day</b> field, select the end date of the duration as per selected entity for 'Payment Date Calculation Basis' field.</li> <li>iii. In the <b>Payment Day</b> field, select the specific day of the month for payment against the specified 'From' and 'To' days.</li> </ol>
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"> <li>• Invoice Date + Minimum Tenor</li> <li>• Invoice Due Date</li> <li>• Invoice Due Date + Minimum Tenor</li> </ul>
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 the **Create Payment Terms** section for field level details.
- **Authorize** – To authorize the record. Authorizing requires necessary access rights.
  - a. Optional: Click **View** to view the record details.
  - b. Select the record to authorize and then click **Confirm**.
- **Delete/Close** – To remove the record.
  - a. Optional: On the confirmation pop-up window, click **View** to view the record details.
  - b. Click **Proceed** to delete the record.
- **Copy** – To copy the payment terms details for creating a new record.
- **View** – To view the payment terms details.

### 3.10 Maintaining Relationships

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

#### 3.10.1 Create Relationship

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

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

1. Refer the following table for specifying details in 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 Id *	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.

Field Name	Description
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 Name and select the buyer/supplier.
  - b. Click the Add icon (+) to add 'Non Customer' details.

**Note:** Relationship cannot be created between non-customers, i.e. non-customers cannot be added if the selected Corporate Id is a non-customer.

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

Non Customer

Basic Info      Address Information      Tax Information

**Address Information**

Address Type \*      Country \*      Address Line 1 \*      Address Line 2

Select      [Search]      [Text]      [Text]

Address Line 3      Address Line 4      PIN \*

[Text]      [Text]      [Text]

[Add]

Address Type	Country	Address Line 1	Address Line 2	Address Line 3	Address Line 4	PIN	Action
REGISTERED	CANADA	Block 4 Street 13	Cross Road 6			457001	⋮

**Contact Info**

Preferred Communication Mode \*      Country Code      Mobile \*      Landline Number

Mobile      1      7346823557      [Text]

Fax #      Email

[Text]      [Text]

[Save]      [Cancel]

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

Non Customer

Basic Info      Address Information      Tax Information

Tax Reference Number 1      Tax Reference Number 2      GIIN

CESS      SERVICE      FNLIJ20321094Q23563

[Save]      [Cancel]

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

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

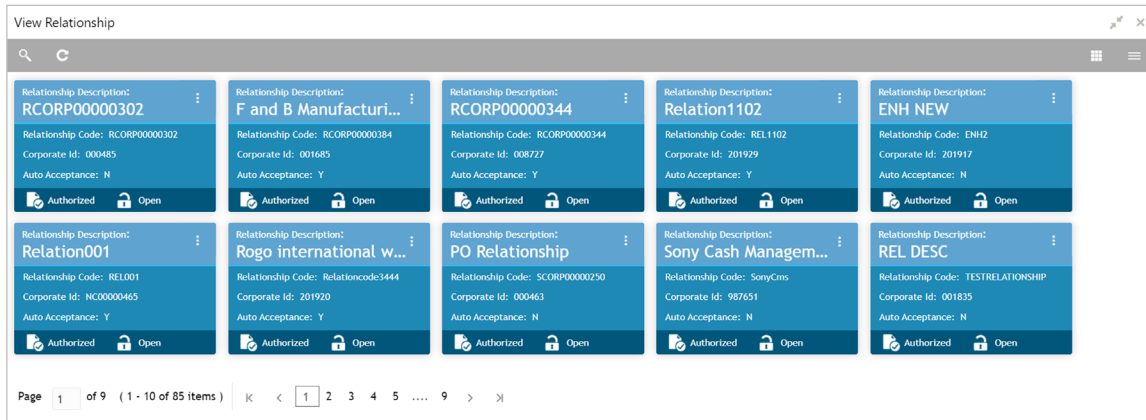
4. Click **Save** to save the record and send for authorization.

### 3.10.2 View Relationship

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

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





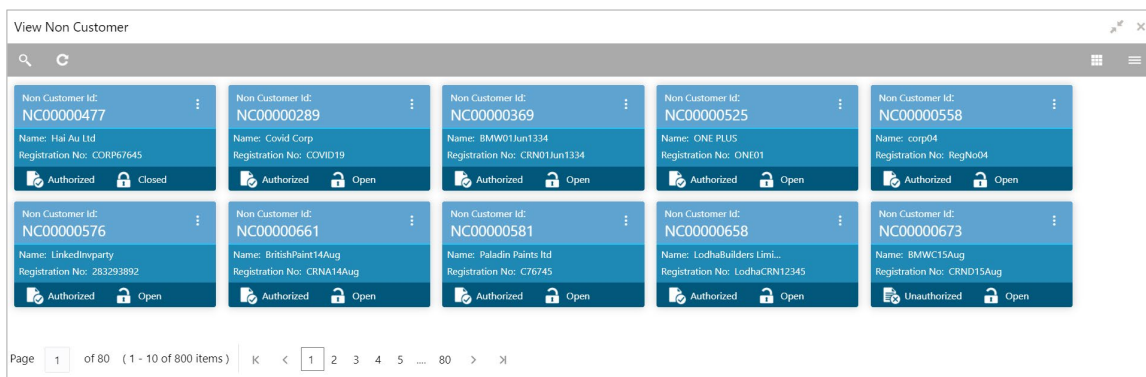
Perform the following steps to take actions on the relationship codes. Click the Options (⋮) icon and then click any of the below option:


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

### 3.10.3 View Non Customer

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

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



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

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

## 3.11 Maintaining Alerts

### 3.11.1 Maintaining Alert Contact Details

The contact details of the party can be maintained for alert codes. User can maintain contact details for multiple alerts for a selected party.

#### 3.11.1.1 Create Alert Contact Details

This screen is used to create a record of party contact details for alerts. Newly created contact details takes effect once authorized and cannot be modified thereafter.

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

The screenshot shows a web interface for creating alert contact details. At the top, there's a 'Create' header and an 'Errors & Overrides' button. Below that is a 'Party' field with a search icon and a dropdown menu showing 'Sun Group Limited' and '001626'. Below this is a table with columns: Alert Code, Telephone Number, Email, and Action. The table contains one row: ACCIDEC, 919957684265, acc1@dec.com. The Action column has edit and delete icons. At the bottom right are 'Save' and 'Cancel' buttons.

1. In the **Party** field, click the Search icon and select the party to add the alert contact details for.
2. Click the Add icon ( ) to add a row for an alert code.
3. Refer the following table for specifying details in the grid:

Field Name	Description
Alert Code *	Click the Search icon and select the alert code to enter the contact details for.
Telephone Number	Enter the telephone number to be considered for selected alert.
Email	Enter the email ID to be considered for the alert.

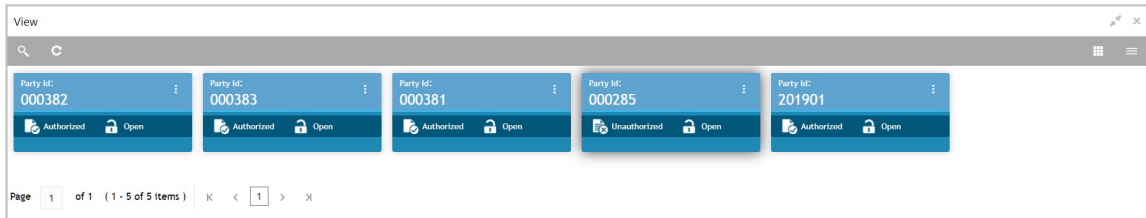
4. Optional: You can perform any of the below action on the grid record(s):
  - Click the Edit icon ( ) to edit the contact details.
  - Click the Delete icon ( ) to remove the row.

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

### 3.11.1.2 View Alert Contact Details

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

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



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

- **Unlock** – To modify the record details. Refer the **Create Alerts Contact Details** 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 contact details.

## 3.11.2 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.

### 3.11.2.1 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

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

*Note: Fields marked with '\*' are mandatory.*

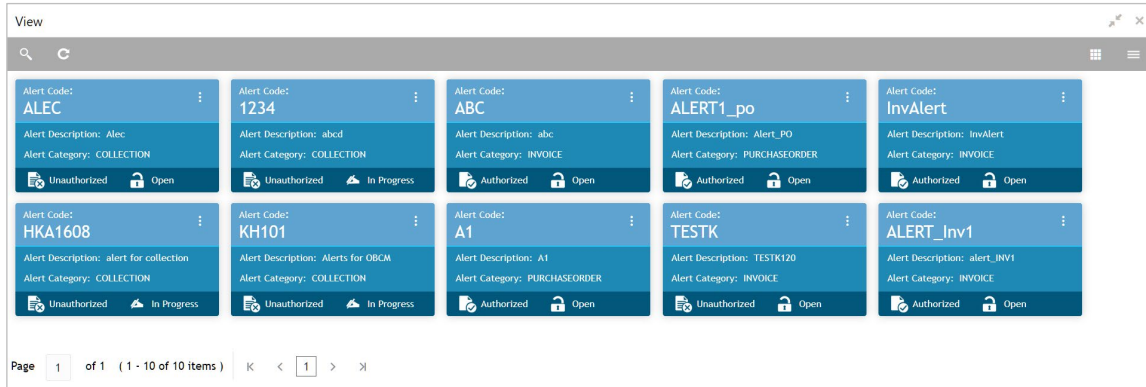
Field Name	Description
Alert Code *	Enter the unique alert code to be maintained in the system.
Alert Description *	Enter the description of the alert.
Alert Category *	Select the category of the alert.
Event *	Select event for which the alert should be used.
Effective Date *	Click the Calendar icon 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.

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

### 3.11.2.2 View Alert Definition

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

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



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

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

### 3.11.3 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.

#### 3.11.3.1 Create Alert Decisioning



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

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

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

**Note:** Fields marked with '\*' are mandatory.

Field Name	Description
Category *	Select the category of the event for which the alert needs to be set.
Filter Criteria *	Select the criteria to which the alert should be linked.
Relationship Code **	Click the search icon and select the relationship to set the alert for. This field appears if you select the <b>Relationship Based</b> option from the <b>Filter Criteria</b> .
Alert Decision Details	
Event *	Select the event for which the alert needs to be set.
Alert Code *	Click the search icon and select the required alert code. The listed alert codes depend on the selected combination of category and event.
Description	Displays the description of the selected alert code.

Field Name	Description						
Recipient *	Select the recipient of the alert.						
Frequency *	Select the frequency to send the alerts as follows: <ul style="list-style-type: none"> <li>Select <b>Online</b> if the alert should be sent only when the event is generated.</li> <li>Select <b>Scheduled</b> if the alert should be sent one or more times prior to the generation of the event.</li> </ul>						
	<p>Click this icon to set the alert schedule. This icon appears only if you select the <b>Scheduled</b> option from the <b>Frequency</b> list. Click this icon (  ) and perform the following steps:</p> <div data-bbox="597 596 1396 869" style="border: 1px solid #ccc; padding: 5px; margin: 10px 0;"> <p>Alert Schedule</p> <table border="0" style="width: 100%;"> <tr> <td style="width: 50%;">Number of Alerts 2</td> <td style="width: 50%;">Interval Days </td> </tr> <tr> <td>Text Template 1 Template For PO Raise Alert 2</td> <td>Attachment Template 1 Attachment For PO Raise Alert 1</td> </tr> <tr> <td>Text Template 2 Template For PO Raise Alert 2</td> <td>Attachment Template 2 Attachment For PO Raise Alert 2</td> </tr> </table> <p style="text-align: right;"><span>Add</span> <span>Reset</span></p> </div> <ol style="list-style-type: none"> <li>In the <b>Number of Alerts</b> field, enter the total alerts to be sent.</li> <li>In the <b>Interval Days</b> field, enter the interval in days between each alert.</li> <li>In the <b>Text Template</b> field of each alert, click the search icon and select the text template for the alert.</li> <li>In case the selected delivery mode is <b>Email</b>, click the search icon and select the required template for the attachment in the <b>Attachment Template</b> field.</li> <li>Click <b>Add</b> to add the selected templates. Or, to clear the fields, click <b>Reset</b>.</li> </ol>	Number of Alerts 2	Interval Days 	Text Template 1 Template For PO Raise Alert 2	Attachment Template 1 Attachment For PO Raise Alert 1	Text Template 2 Template For PO Raise Alert 2	Attachment Template 2 Attachment For PO Raise Alert 2
Number of Alerts 2	Interval Days 						
Text Template 1 Template For PO Raise Alert 2	Attachment Template 1 Attachment For PO Raise Alert 1						
Text Template 2 Template For PO Raise Alert 2	Attachment Template 2 Attachment For PO Raise Alert 2						
Delivery Mode *	Select the mode through which the alert should be sent to the recipient.						
Generate days before *	Enter the number of days prior to the event when the alert should be sent to the recipient. This field is displayed for the <b>Scheduled</b> option in the <b>Frequency</b> field.						
Additional Phone	Enter the additional phone number to send the alerts on. This field is displayed only for <b>WhatsApp</b> , and <b>SMS</b> modes of delivery.						
Additional Email	Enter the additional email address to send the alerts to. This field is displayed only for <b>Email</b> delivery mode.						
Text Template for EMAIL **	Click the search icon and select the text template for the email alert. This field is displayed only if the delivery mode is <b>Email</b> , and the frequency is <b>Online</b> .						
Attachment Template for EMAIL **	Click the search icon and select the attachment template for the email alert. This field is displayed only if the delivery mode is <b>Email</b> , and the frequency is <b>Online</b> .						
Text Template for WHATSAPP **	Click the search icon and select the text template for the WhatsApp alert. This field is displayed only if the delivery mode is <b>Whatsapp</b> , and the frequency is <b>Online</b> .						



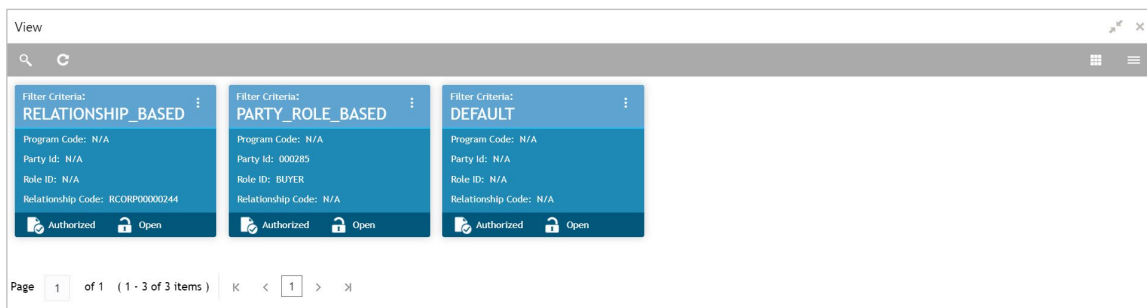
Field Name	Description
Text Template for SMS **	Click the search icon and select the text template for the SMS alert. This field is displayed only if the delivery mode is <b>SMS</b> , and the frequency is <b>Online</b> .
Text Template for DASHBOARD **	Click the search icon and select the text template for the <b>Dashboard</b> alert. This field is displayed only if the delivery mode is <b>Dashboard</b> , and the frequency is <b>Online</b> .

2. Click **Add/ Edit** to add details in the grid.  
OR  
Perform the following steps to take action on the records in the grid:
  - a. Select the record in the grid and then click Options (⋮) icon under 'Action' column.
  - b. To modify the details, click **Edit** and repeat the step 1, 2, and 3.  
OR  
To remove the record, click **Delete**.
3. Click **Save** to save the record and send for authorization.

### 3.11.3.2 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 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. Create Receivables and Payables

The 'Receivables and Payables' menu enables you to create invoices, purchase orders, debit notes, and credit notes.

By using this menu, user can create below instruments:

- [Invoice](#)
- [Purchase Order](#)
- [Debit Note](#)
- [Credit Note](#)

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

Create Receivables and Payables

Instrument Type \*  
Select

Record Status \*  
New In Progress

Branch \*  
004-LM BRANCH

Processing Date  
Jan 13, 2020

Proceed

### 4.1.1 Create Invoice

Perform the following steps on the 'Create Receivables and Payables' screen to create an invoice:

1. From 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 invoice that has been saved.
3. From the **Branch** list, select the branch at which the invoice should be created. By default, the branch of the logged-in user is selected.
4. Click **Proceed** to view the screen for populating the invoice details.

Invoice

Basic Information

Invoice Number \*  
14256

Invoice Date \*  
Jan 16, 2020

Invoice Due Date \*  
Aug 13, 2021

Supplier \*  
000381

Relationship \*  
REL701

Buyer \*  
Carrefour

Supplier Division Code  
Division000381

Buyer Division Code  
Division000380

Funding Request Date  
Aug 9, 2021

Currency \*  
USD

Program  
BOSE Program

Pre-Accepted

Remarks  
-

Screen ( 1 / 4 )

Back Next Save & Close Cancel

## 5. Specify the invoice details in the 'Basic Information' screen.

*Note: Fields marked with '\*' are mandatory.*

Field Name	Description
Invoice Number *	Enter a unique reference number for the invoice to be created. OR Click the search icon to select an existing invoice number. This field cannot be modified once authorized.
Invoice Date *	Click the calendar icon and select the date of invoice creation. By default, the system's current date is set.
Invoice Due Date *	Click the calendar icon and select the date by when the invoice is due.
Supplier *	Click the search icon and select the supplier of the goods/commodity. This field cannot be modified once authorized.
Relationship *	Click the search icon and select the relationship of the selected supplier under which this invoice should be created. This field cannot be modified once authorized.
Program	Click the search icon and select the required program under which the invoice should be created.
Buyer *	Click the search icon and select the buyer to create the invoice for. This field cannot be modified once authorized.
Supplier Division Code	Click the search icon and select the division code of the supplier.
Buyer Division Code	Click the search icon and select the division code of the buyer.
Currency *	Select the currency of the invoice.
Pre-Accepted	Switch the toggle ON if the invoice is pre-accepted by the buyer.
Funding Request Date	Click the calendar icon and select the date on which funding for the invoice is requested.
Remarks	Enter the comments regarding the invoice, if any.

6. Click **Next** to go to the 'Commodity and Pricing' screen.

OR

Click **Save & Close** to save the invoice details.



OR

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

7. In the Commodity and Pricing section, enter the required details, as indicated in the table below.

*Note: Fields marked with ‘\*’ are mandatory.*

Field Name	Description
Invoice Number	Displays the reference number of the invoice.
Buyer	Displays the name of the buyer.
Supplier	Displays the name of the supplier.
Invoice Due Date	Displays the date when the invoice is due.
Add Commodities	Switch this toggle ON to add the commodities being purchased.
<b>Commodity Details</b>	
This section appears if the ‘Add Commodities’ toggle is switched ON.	
	Click this icon to add a commodity record.
Commodity Name	Click the search icon to select the required commodity.
Unit	Select the unit of measurement.
Quantity	Click the ‘Add Quantity’ link to specify the quantity and unit cost details.
Unit Cost	Displays the unit cost entered.
Discount %	Enter the discount percentage offered. On entering this value the discount amount is automatically updated.
Discount Amount	Enter the discount amount offered. On entering this value the discount percentage is automatically updated.
Tax %	Enter the tax percentage. On entering this value the tax amount is automatically updated.

Field Name	Description
Tax Amount	Enter the tax amount. On entering this value the tax percentage is automatically updated.
Net Cost	Displays the total amount of the commodity after discount, and inclusion of tax.
Action	Indicates the options to edit or delete the commodity record. <ul style="list-style-type: none"> <li>Click  to edit the record.</li> <li>Click  to delete the record.</li> </ul>

8. In the Pricing Details section, enter the required details, as indicated in the table below.

*Note: Fields marked with '\*' are mandatory.*

Field Name	Description
Pricing Details	
Currency	Displays the selected currency.
Base Invoice Amount *	Displays the total gross amount of all commodities that have been added. This field is editable, and allows you to add the base amount manually as well.
Discount Percentage	Displays the overall discount percentage received on the base amount. This field is editable, and allows you to add the percentage manually as well.
Discount Amount	Displays the overall discount amount received. This field is editable, and allows you to add the amount manually as well.
Tax(%)	Displays the overall tax percentage. This field is editable, and allows you to add the percentage manually as well.
Tax Amount	Displays the overall tax amount. This field is editable, and allows you to add the amount manually as well.
Total Invoice Amount	Displays the total invoice amount after application of discount and tax.
Misc Charge 1 Desc	Enter the description of any miscellaneous charge.
Misc Charge 1 Amount	Enter the miscellaneous charge amount.
Misc Charge 2 Desc	Enter the description of any miscellaneous charge.
Misc Charge 2 Amount	Enter the miscellaneous charge amount.
Net Invoice Amount	Displays the net invoice amount after adding of the miscellaneous charges.

9. Click **Next** to go to the 'Shipment Information' screen.  
OR  
Click **Save & Close** to save the invoice details.  
OR  
Click **Back** to go to the 'Basic Information' screen.

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

10. Specify the shipment details for the invoice in the above screen.

*Note: Fields marked with '\*' are mandatory.*

Field Name	Description
Invoice Number	Displays the reference number of the invoice.
Buyer	Displays the name of the buyer.
Supplier	Displays the name of the supplier.
Invoice Due Date	Displays the date when the invoice is due.
Shipment Date	Click the calendar icon and select the date on which the buyer expects the commodity to get dispatched.
Shipment Number	Enter unique shipment number to track the shipment.
Shipment Address	Enter the complete address where the 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 person who will receive the shipment.
Tax ID	Enter the unique tax ID if shipment charge includes tax amount.
Reason for Export	Enter the reason for exporting the shipment.
Terms of Sale(Incoterms)	Select any of the below terms of sales: <ul style="list-style-type: none"> <li>DAF – Delivered At Frontier</li> </ul>

Field Name	Description
	<ul style="list-style-type: none"> <li>• DES – Delivered Ex Ship</li> <li>• DEQ – Delivered Ex Quay</li> <li>• DDU – Delivered Duty Unpaid</li> <li>• CIP – Carriage and Insurance Paid To (Insert place of destination)</li> <li>• CPT – Carriage Paid To (Insert place of destination)</li> <li>• CIF – Cost, Insurance and Freight</li> <li>• CFR – Cost and Freight</li> <li>• FOB – Free On Board</li> <li>• DDP – Delivered Duty Paid (Insert place of destination).</li> <li>• FCA - Free Carrier (Insert named place of delivery)</li> <li>• EXW – Ex Works (Insert place of delivery)</li> <li>• FAS – Free Alongside Ship (insert name of port of loading)</li> </ul>
Payment Terms	Enter the terms of payments, if any.
Country of Origin	Select the country from where the shipment is being sent.

11. Click **Next** to go to the 'Summary' screen.  
 OR  
 Click **Save & Close** to save the invoice details.  
 OR  
 Click **Back** to go to the 'Commodity and Pricing' screen.  
 OR  
 Click **Cancel** to cancel the creation of the invoice.

12. Review the details 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 Purchase Order

Perform the following steps in the 'Create Receivables and Payables' screen to create a purchase order:

1. From the **Instrument Type** list, select 'Purchase Order'.
2. In the **Record Status** switch, click **New** to create a new purchase order record or click **In Progress** to select a purchase order that has been saved.
3. From the **Branch** list, select the branch at which the purchase order should be created. By default, the branch of the logged-in user is selected.
4. Click **Proceed** to view the screen for populating the purchase order details.

5. Specify the purchase order details in the 'Basic Information' screen.

**Note:** Fields marked with '\*' are mandatory.




Field Name	Description
External PO No *	Enter the external reference number for the purchase order to be created. OR Click the search icon to select the existing purchase order number. 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.

Field Name	Description
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 the comments regarding the purchase order, if any.

- Click **Next** to go to the 'Commodity and Pricing' screen.  
OR  
Click **Save & Close** to save the purchase order details.  
OR  
Click **Cancel** to cancel the creation of the purchase order.

- In the Commodity and Pricing section, enter the required details, as indicated in the table below.

*Note: Fields marked with “\*” are mandatory.*

Field Name	Description
External PO Number	Displays the reference number of the purchase order.
Buyer	Displays the name of the buyer.
Supplier	Displays the name of the supplier.
PO Date	Displays the date of creation of the purchase order.
Add Commodities	Switch this toggle ON to add commodity records.
Commodity Details	
This section appears if the ‘Add Commodities’ toggle is switched ON.	
	Click this icon to add a commodity record.
Commodity Name	Click the search icon to select the required commodity.
Unit	Select the unit of measurement.
Quantity	Click the ‘Add Quantity’ link to specify the quantity and unit cost details.
Unit Cost	Displays the unit cost entered.
Discount %	Enter the discount percentage offered. On entering this value the discount amount is automatically updated.
Discount Amount	Enter the discount amount offered. On entering this value the discount percentage is automatically updated.
Tax %	Enter the tax percentage. On entering this value the tax amount is automatically updated.
Tax Amount	Enter the tax amount. On entering this value the tax percentage is automatically updated.
Net Cost	Displays the total amount of the commodity after discount, and inclusion of tax.
Action	Indicates the options to edit or delete the commodity record. <ul style="list-style-type: none"> <li>Click  to edit the record.</li> <li>Click  to delete the record.</li> </ul>

8. In the ‘Pricing Details’ section, enter the required details, as indicated in the table below.

*Note: Fields marked with “\*” are mandatory.*

Field Name	Description
Pricing Details	
Currency	Displays the selected currency.
Base PO Amount *	Displays the total gross amount of all commodities that have been added. This field is editable, and allows you to add the base amount manually as well.

Field Name	Description
Discount Percentage	Displays the overall discount percentage received on the base amount. This field is editable, and allows you to add the percentage manually as well.
Discount Amount	Displays the overall discount amount received. This field is editable, and allows you to add the amount manually as well.
Tax(%)	Displays the overall tax percentage. This field is editable, and allows you to add the percentage manually as well.
Tax Amount	Displays the overall tax amount. This field is editable, and allows you to add the amount manually as well.
Total Invoice Amount	Displays the total invoice amount after application of discount and tax.
Misc Charge 1 Desc	Enter the description of any miscellaneous charge.
Misc Charge 1 Amount	Enter the miscellaneous charge amount.
Misc Charge 2 Desc	Enter the description of any miscellaneous charge.
Misc Charge 2 Amount	Enter the miscellaneous charge amount.
Net PO Amount	Displays the net purchase order amount after adding of the miscellaneous charges.

- Click **Next** to go to the 'Shipment Information' screen.  
OR  
Click **Save & Close** to save the purchase order details.  
OR  
Click **Back** to go to the 'Basic Information' screen.  
OR  
Click **Cancel** to cancel the creation of the purchase order.

- Specify the shipment details for the purchase order in the above screen.

**Note: Fields marked with "\*\*" are mandatory.**

Field Name	Description
External PO Number	Displays the reference number of the purchase order.
Buyer	Displays the name of the buyer.
Supplier	Displays the name of the supplier.
PO Date	Displays the date of creation of the purchase order.
Requested Shipment Date	Click the calendar icon and select the date on which the buyer expects the commodities to get dispatched.
Ship To	Enter the name of the location to send the shipment to.
Shipment Address	Enter the complete address to send the shipment to.
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 person who will receive the shipment.
Tax ID	Enter the unique tax ID if the shipment charge includes tax amount.
Reason for Export	Enter the reason for exporting the shipment.
Terms of Sale(Incoterms)	<p>Select the relevant terms of sale:</p> <ul style="list-style-type: none"> <li>• DAF – Delivered At Frontier</li> <li>• DES – Delivered Ex Ship</li> <li>• DEQ – Delivered Ex Quay</li> <li>• DDU – Delivered Duty Unpaid</li> <li>• CIP – Carriage and Insurance Paid To (Insert place of destination)</li> <li>• CPT – Carriage Paid To (Insert place of destination)</li> <li>• CIF – Cost, Insurance and Freight</li> <li>• CFR – Cost and Freight</li> <li>• FOB – Free On Board</li> <li>• DDP – Delivered Duty Paid (Insert place of destination).</li> <li>• FCA - Free Carrier (Insert named place of delivery)</li> <li>• EXW – Ex Works (Insert place of delivery)</li> <li>• FAS – Free Alongside Ship (insert name of port of loading)</li> </ul>
Payment Terms	Enter the terms of payments, if any.
Country of Origin	Select the country from where the shipment will originate.
Promised Shipment Date *	Click the calendar icon and select the date agreed by the supplier to send the shipment.

11. Click **Next** to go to the 'Summary' screen.
- OR
- Click **Save & Close** to save the purchase order details.
- OR
- Click **Back** to go to the 'Commodity and Pricing' screen.
- OR
- Click **Cancel** to cancel the creation of the purchase order.

Oracle Create Receivables and Payables (DEFAULTTENITY) LM BRANCH (004) Jan 18, 2020 VIJAYC sunildac@gmail.com

Purchase Order Summary Screen ( 4 / 4)

**Purchase Order Information**  
 External PO No : PUR554872  
 PO Date : 2020-01-13  
 Net PO Amount : \$0.00

**Pricing Details**

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

**Relationship Information**  
 Relationship Name : Mercor  
 Supplier : ABB Ltd  
 Buyer : GENLIGHT INTERNATIONAL  
 Valid Till : -

**Remarks**  
 -

**Shipment Information**

Requested Shipment Date	Promised Shipment Date	Country of Origin
-	-	-

Shipment Address	Reason for Export	Terms of Sales (Incoterms)
-	-	-

Payment Terms  
 -

**Commodity Details**

Commodity Code	Commodity Name	Quantity	Unit Cost	Discount Amount	Tax Amount	Net Cost
No data to display.						

Page 1 (0 of 0 items) < >

Back Next Save & Close Cancel

12. Review the details of the purchase order being created in the 'Summary' screen.
13. Click **Save & Close** to save the purchase order 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 purchase order.

### 4.1.3 Create Debit Note

Perform the following steps in the 'Create Receivables and Payables' screen to create a debit note:

1. From 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 a debit note that has been saved.
3. From the **Branch** list, select the branch at which the debit note should be created. By default, the branch of the logged-in user is selected.
4. Click **Proceed** to view the screen for populating the debit note details.

The screenshot displays the 'Debit Note' screen with the 'Basic Information' tab selected. The interface includes a left-hand navigation menu with options like 'Commodity and Pricing', 'Shipment Information', and 'Summary'. The main area contains several input fields: 'Debit Note Number' (6345821), 'Supplier' (201901), 'Supplier Division Code', 'Funding Request Date' (Aug 16, 2021), 'Link Invoice' (INV-PMT-001), 'Relationship' (RC01), 'Buyer Division Code', 'Remarks', 'Debit Note Date' (Jan 16, 2020), 'Debit Note Due Date' (Aug 31, 2021), 'Program', 'Currency' (USD), 'Buyer' (WINBOND), and 'Adjustment Reason' (Freight Deducted). At the bottom right, there are buttons for 'Back', 'Next', 'Save & Close', and 'Cancel'.

5. Specify the debit note details in the 'Basic Information' screen.

**Note:** Fields marked with '\*' are mandatory.

Field Name	Description
Debit Note Number *	Enter a unique reference number for the debit note to be created. OR Click the search icon to select an existing debit note number. This field cannot be modified once authorized.
Link Invoice	Click the search icon to find the invoice(s) to link the debit note to.
Debit Note Date *	Click the calendar icon and select the date of debit note creation. By default, the system's current date is set.
Debit Note Due Date *	Click the calendar icon and select the date by when the debit note is due.
Supplier *	Click the search icon and select the supplier of the goods/commodity. If invoices have been linked, then this field is automatically updated. This field cannot be modified once authorized.

Field Name	Description
Relationship *	Click the search icon and select the relationship of the selected supplier under which this debit note should be created. If invoices have been linked, then this field is automatically updated. This field cannot be modified once authorized.
Program	Click the search icon and select the required program under which the debit note should be created. If invoices have been linked, then this field is automatically updated. If the linked invoices belong to different programs, then this field remains blank.
Buyer *	Click the search icon and select the buyer to create the debit note for. If invoices have been linked, then this field is automatically updated. This field cannot be modified once authorized.
Supplier Division Code	Click the search icon and select the division code of the supplier.
Buyer Division Code	Click the search icon and select the division code of the buyer.
Currency *	Select the currency of the debit note. If invoices have been linked, then this field is automatically updated.
Adjustment Reason	Select the reason for creation of the debit note.
Funding Request Date	Click the calendar icon and select the date on which funding for the debit note is requested.
Remarks	Enter the comments regarding the debit note, if any.




- 6. Click **Next** to go to the 'Commodity and Pricing' screen.
- OR
- Click **Save & Close** to save the debit note details.
- OR
- Click **Cancel** to cancel the creation of the debit note.

The screenshot displays the 'Debit Note' application interface. On the left is a sidebar with navigation options: 'Basic Information', 'Commodity and Pricing' (selected), 'Shipment Information', and 'Summary'. The main content area is titled 'Commodity and Pricing' and includes a header with 'Debit Note Number: 6345821', 'Buyer: WINBOND', 'Supplier: PEGATRON', and 'Debit Note Due Date: 2021-08-31'. Below the header are two toggle switches: 'Inherit Commodities' (off) and 'Add Commodities' (on). A 'Commodity Details' table is shown with columns: Invoice Number, Commodity Name, Unit, Quantity, Unit Cost, Discount %, Discount Amount, Tax %, Tax Amount, Net Cost, and Action. The table contains one row: INV-PMT..., MRF Tyres, PO..., 500, 150, 6, \$4,500.00, 6, \$4,230.00, \$74,730.00. Below the table is a 'Pricing Details' section with fields for Currency (USD), Base Debit Note Amount (USD75,000.00), Discount Percentage (6.0000), Discount Amount (USD4,500.00), Tax (%) (6.0000), Tax Amount (USD4,230.00), Total Debit Note Amount (USD74,730.00), Misc Charge 1 Desc, Misc Charge 1 Amount (USD100.00), Misc Charge 2 Desc, Misc Charge 2 Amount (USD0.00), and Net Debit Note Amount (USD74,830.00). At the bottom right are buttons for 'Back', 'Next', 'Save & Close', and 'Cancel'.



7. In the Commodity and Pricing section, enter the required details, as indicated in the table below.

*Note: Fields marked with '\*' are mandatory.*

Field Name	Description
Debit Note Number	Displays the reference number of the debit note.
Buyer	Displays the name of the buyer.
Supplier	Displays the name of the supplier.
Debit Note Due Date	Displays the date when the debit note is due.
Inherit Commodities	Switch this toggle ON to inherit commodity details from the linked invoice(s). This toggle is present only if one or more invoices have been linked.
Add Commodities	Switch this toggle ON to add the commodities for which the debit note is being raised.
Commodity Details	
	Click this icon to add a commodity record.
Invoice Number	Select the invoice whose commodity record is to be linked to the debit note.
Commodity Name	Click the search icon to select the required commodity.
Unit	Select the unit of measurement.
Quantity	Click the 'Add Quantity' link to specify the quantity and unit cost details.
Unit Cost	Displays the unit cost entered.
Discount %	Enter the discount percentage offered. On entering this value the discount amount is automatically updated.
Discount Amount	Enter the discount amount offered. On entering this value the discount percentage is automatically updated.
Tax %	Enter the tax percentage. On entering this value the tax amount is automatically updated.
Tax Amount	Enter the tax amount. On entering this value the tax percentage is automatically updated.
Net Cost	Displays the total amount of the commodity after discount, and inclusion of tax.
Action	Indicates the options to edit or delete the commodity record. <ul style="list-style-type: none"> <li>Click  to edit the record.</li> <li>Click  to delete the record.</li> </ul>

8. In the Pricing Details section, enter the required details, as indicated in the table below.

*Note: Fields marked with '\*' are mandatory.*

Field Name	Description
Pricing Details	
Currency	Displays the selected currency.
Base Debit Note Amount *	Displays the total gross amount of all commodities that have been added. This field is editable, and allows you to add the base amount manually as well.
Discount Percentage	Displays the overall discount percentage received on the base amount. This field is editable, and allows you to add the percentage manually as well.
Discount Amount	Displays the overall discount amount received. This field is editable, and allows you to add the amount manually as well.
Tax(%)	Displays the overall tax percentage. This field is editable, and allows you to add the percentage manually as well.
Tax Amount	Displays the overall tax amount. This field is editable, and allows you to add the amount manually as well.
Total Debit Note Amount	Displays the total debit note amount after application of discount and tax.
Misc Charge 1 Desc	Enter the description of any miscellaneous charge.
Misc Charge 1 Amount	Enter the miscellaneous charge amount.
Misc Charge 2 Desc	Enter the description of any miscellaneous charge.
Misc Charge 2 Amount	Enter the miscellaneous charge amount.
Net Debit Note Amount	Displays the net debit note amount after adding of the miscellaneous charges.

9. Click **Next** to go to the 'Shipment Information' screen.  
OR  
Click **Save & Close** to save the debit note details.  
OR  
Click **Back** to go to the 'Basic Information' screen.  
OR  
Click **Cancel** to cancel the creation of the debit note.

10. Specify the shipment details for the debit note in the above screen.

*Note: Fields marked with ‘\*’ are mandatory.*

Field Name	Description
Debit Note Number	Displays the reference number of the debit note.
Buyer	Displays the name of the buyer.
Supplier	Displays the name of the supplier.
Debit Note Due Date	Displays the date when the debit note is due.
Shipment Date	Click the calendar icon and select the date on which the buyer expects the commodity to get dispatched.
Shipment Number	Enter unique shipment number to track the shipment.
Shipment Address	Enter the complete address where the 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 person who will receive the shipment.
Tax ID	Enter the unique tax ID if shipment charge includes tax amount.
Reason for Export	Enter the reason for exporting the shipment.
Terms of Sale(Incoterms)	Select any of the below terms of sales: <ul style="list-style-type: none"> <li>• DAF – Delivered At Frontier</li> <li>• DES – Delivered Ex Ship</li> <li>• DEQ – Delivered Ex Quay</li> <li>• DDU – Delivered Duty Unpaid</li> </ul>

Field Name	Description
	<ul style="list-style-type: none"> <li>• CIP – Carriage and Insurance Paid To (Insert place of destination)</li> <li>• CPT – Carriage Paid To (Insert place of destination)</li> <li>• CIF – Cost, Insurance and Freight</li> <li>• CFR – Cost and Freight</li> <li>• FOB – Free On Board</li> <li>• DDP – Delivered Duty Paid (Insert place of destination).</li> <li>• FCA - Free Carrier (Insert named place of delivery)</li> <li>• EXW – Ex Works (Insert place of delivery)</li> <li>• FAS – Free Alongside Ship (insert name of port of loading)</li> </ul>
Payment Terms	Enter the terms of payments, if any.
Country of Origin	Select the country from where the shipment is being sent.

11. Click **Next** to go to the 'Summary' screen.  
 OR  
 Click **Save & Close** to save the debit note details.  
 OR  
 Click **Back** to go to the 'Commodity and Pricing' screen.  
 OR  
 Click **Cancel** to cancel the creation of the debit note.

Debit Note Screen (4 / 4)

Basic Information  
Commodity and Pricing  
Shipment Information  
**Summary**

**Summary**

Tax Amount : **\$4,230.00**  
Total Debit Note Amount : **\$74,730.00**  
Total Charges : **\$100.00**  
Net Debit Note Amount : **\$74,830.00**

Shipment Number : **F552RDFH7589**  
Shipment Date : **2021-08-19**  
Country of Origin : **IN**  
Shipment Address : **S2/Block A Ring Road 4 Gai**  
Reason for Export : **Stock for Ford Focus**  
Terms of Sales (Incoterms) : **FAS**  
Payment Terms : **-**

**Commodity Details**

Commodity Code	Commodity Name	Quantity	Unit Cost	Discount Amount	Tax Amount	Net Cost
Tyres	MRF Tyres	500	150	\$4,500.00	\$4,230.00	\$74,730.00

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

**Linked Invoice Details**

Invoice Number	Invoice Amount	Invoice Date	Invoice Due Date	Invoice Status	Payment Status
INV-PMT-001	\$1,000.00	2020-01-09	2020-01-15	RAISED	PAID

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

Back Next Save & Close Cancel

12. Review the details 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.

### 4.1.4 Create Credit Note

Perform the following steps in the 'Create Receivables and Payables' screen to create a credit note:

1. From 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 a credit note that has been saved.
3. From the **Branch** list, select the branch at which the credit note should be created. By default, the branch of the logged-in user is selected.
4. Click **Proceed** to view the screen for populating the credit note details.

5. Specify the credit note details in the 'Basic Information' screen.

**Note:** Fields marked with '\*' are mandatory.

Field Name	Description
Credit Note Number *	Enter a unique reference number for the credit note to be created. OR Click the search icon to select an existing credit note number. This field cannot be modified once authorized.
Link Invoice	Click the search icon to find the invoice(s) to link the credit note to.
Credit Note Date *	Click the calendar icon and select the date of debit note creation. By default, the system's current date is set.
Debit Note Expiry Date *	Click the calendar icon and select the date by when the credit note expires.
Supplier *	Click the search icon and select the supplier of the goods/commodity. If invoices have been linked, then this field is automatically updated.

Field Name	Description
	This field cannot be modified once authorized.
Relationship *	Click the search icon and select the relationship of the selected supplier under which this credit note should be created. If invoices have been linked, then this field is automatically updated. This field cannot be modified once authorized.
Program	Click the search icon and select the required program under which the credit note should be created. If invoices have been linked, then this field is automatically updated. If the linked invoices belong to different programs, then this field remains blank.
Buyer *	Click the search icon and select the buyer to create the credit note for. If invoices have been linked, then this field is automatically updated. This field cannot be modified once authorized.
Supplier Division Code	Click the search icon and select the division code of the supplier.
Buyer Division Code	Click the search icon and select the division code of the buyer.
Currency *	Select the currency of the credit note. If invoices have been linked, then this field is automatically updated.
Adjustment Reason	Select the reason for creation of the credit note.
Remarks	Enter the comments regarding the credit note, if any.

- Click **Next** to go to the 'Commodity and Pricing' screen.  
OR  
Click **Save & Close** to save the credit note details.  
OR  
Click **Cancel** to cancel the creation of the credit note.

**Credit Note** Screen ( 2 / 3 )

Basic Information | **Commodity and Pricing** | Summary

Credit Note Number: 5942156 | Buyer: ABB Ltd | Supplier: GENLIGHT INTERNATIONAL | Credit Note Expiry Date: 2021-09-01

Add Commodities:

Commodity Details

Commodity Name	Unit	Quantity	Unit Cost	Discount %	Discount Amount	Tax %	Tax Amount	Net Cost	Action
Pomegranate	KILOGRAM	1000	60	2	\$1,200.00	1	\$588.00	\$59,388.00	

Pricing Details

Currency: USD | Base Credit Note Amount: USD60,000.00 | Discount Percentage: 2.0000 | Discount Amount: USD1,200.00




Tax(%): 1.0000 | Tax Amount: USD588.00 | Total Credit Note Amount: USD59,388.00

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

Net Credit Note Amount: USD59,388.00

7. In the Commodity and Pricing section, enter the required details, as indicated in the table below.

*Note: Fields marked with '\*' are mandatory.*

Field Name	Description
Credit Note Number	Displays the reference number of the credit note.
Buyer	Displays the name of the buyer.
Supplier	Displays the name of the supplier.
Credit Note Expiry Date	Displays the date when the credit note expires.
Inherit Commodities	Switch this toggle ON to inherit commodity details from the linked invoice(s). This toggle is present only if one or more invoices have been linked.
Add Commodities	Switch this toggle ON to add the commodities for which the credit note is being raised.
Commodity Details	
	Click this icon to add a commodity record.
Invoice Number	Select the invoice whose commodity record is to be linked to the credit note.
Commodity Name	Click the search icon to select the required commodity.
Unit	Select the unit of measurement.
Quantity	Click the 'Add Quantity' link to specify the quantity and unit cost details.
Unit Cost	Displays the unit cost entered.
Discount %	Enter the discount percentage offered. On entering this value the discount amount is automatically updated.
Discount Amount	Enter the discount amount offered. On entering this value the discount percentage is automatically updated.
Tax %	Enter the tax percentage. On entering this value the tax amount is automatically updated.
Tax Amount	Enter the tax amount. On entering this value the tax percentage is automatically updated.
Net Cost	Displays the total amount of the commodity after discount, and inclusion of tax.
Action	Indicates the options to edit or delete the commodity record. <ul style="list-style-type: none"> <li>Click  to edit the record.</li> <li>Click  to delete the record.</li> </ul>

8. In the Pricing Details section, enter the required details, as indicated in the table below.



**Note:** Fields marked with **\*\*** are mandatory.

Field Name	Description
Pricing Details	
Currency	Displays the selected currency.
Base Credit Note Amount *	Displays the total gross amount of all commodities that have been added. This field is editable, and allows you to add the base amount manually as well.
Discount Percentage	Displays the overall discount percentage received on the base amount. This field is editable, and allows you to add the percentage manually as well.
Discount Amount	Displays the overall discount amount received. This field is editable, and allows you to add the amount manually as well.
Tax(%)	Displays the overall tax percentage. This field is editable, and allows you to add the percentage manually as well.
Tax Amount	Displays the overall tax amount. This field is editable, and allows you to add the amount manually as well.
Total Credit Note Amount	Displays the total credit note amount after application of discount and tax.
Misc Charge 1 Desc	Enter the description of any miscellaneous charge.
Misc Charge 1 Amount	Enter the miscellaneous charge amount.
Misc Charge 2 Desc	Enter the description of any miscellaneous charge.
Misc Charge 2 Amount	Enter the miscellaneous charge amount.
Net Credit Note Amount	Displays the net credit note amount after adding of the miscellaneous charges.

9. Click **Next** to go to the 'Summary' screen.  
OR  
Click **Save & Close** to save the credit note details.  
OR  
Click **Back** to go to the 'Basic Information' screen.  
OR  
Click **Cancel** to cancel the creation of the credit note.

**Credit Note Summary**

**Credit Note Information**

Credit Note Number : 5942156  
 Credit Note Date : 2020-01-16  
 Credit Note Expiry Date : 2021-09-01  
 Net Credit Note Amount : \$59,388.00

**Relationship Information**

Relationship Name : RCORP00000742  
 Supplier : GENLIGHT INTERNATIONAL  
 Buyer : ABB Ltd  
 Valid Till : -

**Pricing Details**

Base Credit Note Amount : \$60,000.00  
 Discount(%) : 2  
 Discount Amount : \$1,200.00  
 Tax(%) : 1  
 Tax Amount : \$588.00  
 Total Credit Note Amount : \$59,388.00  
 Total Charges : \$0.00  
 Net Credit Note Amount : \$59,388.00

**Commodity Details**

Commodity Code	Commodity Name	Quantity	Unit Cost	Discount Amount	Tax Amount	Net Cost
Pomegranate	Pomegranate	1000	60	\$1,200.00	\$588.00	\$59,388.00

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Buttons: Back, Next, Save & Close, Cancel

10. Review the details of the credit note being created in the 'Summary' screen.
11. 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.

## 5. Receivables and Payables Management

The 'Receivables and Payables Management' screen helps you to process and take various actions on instruments (Invoices/Purchase Order/Debit Note/Invoice & Dr Note). You can search for the instruments based on various parameters such as file name, reference number, supplier, date range, amount range, and so on.

After creating/searching for an existing instrument, you can take the following actions on the instrument, based on their type and status:

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

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

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

1. From the **Branch** list, select the branch at which the instrument needs to be processed. By default, the branch of the logged-in user is selected.
2. From the **Instrument Type** list, select the instrument to be managed.
3. From the **Action** list, select the action to be taken on the instrument.
4. Click **Proceed** to view the search parameters.
  - For Invoice / Debit Note / Invoice & Dr Note:

A search form for Purchase Order with the following fields: File Name, Reference Number, Buyer, Supplier, Relationship, Program, Date Reference Basis, Date Range, Currency, Amount Reference Basis, Amount From, and Amount To. It includes Search and Reset buttons.

- For Purchase Order:

A search form for Purchase Order with the following fields: File Name, PO Number, Buyer, Supplier, Relationship, Program, Date Reference Basis, Date Range, Currency, Amount From, and Amount To. It includes Search and Reset buttons.

5. Specify the value for at least one mandatory field (marked with ‘\*’) to search for the instrument(s).
6. Click **Search** to view the search results.  
OR  
Click **Reset** to clear the search fields.

### 5.1.1 Accept

Perform the following steps post searching for the invoices/debit notes/purchase orders for the ‘Accept’ action:

For Invoice / Debit Note:

The 'Accept' screen in Receivables and Payables Management. It shows filters for Branch (004-LM BRANCH), Instrument Type (Invoice), Action (Accept), and Processing Date (Jan 16, 2020). A 'Proceed' button is visible. Below is a table with one row for invoice VRINV121.

Reference Number	Instrument Type	Buyer	Supplier	Program	Issue Date	Net Amount	Remarks	Acceptance Amount	New Acceptance Amount	Stale S
<input checked="" type="checkbox"/> VRINV121	Invoice	Carrefour	Danone		2020-01-09	\$1,200.00		\$1,200.00	\$1,200.00	N

Page 1 of 1 (1 of 1 items)

Remarks: [Text Field] Acceptance Amount: [Text Field] [Apply] [Undo]

Summary: Total Instruments: 1, Total Acceptance Amount: \$1,200.00

[Submit] [Cancel]

For PO:

Receivables and Payables Management
✕

Branch \*  
 004-LM BRANCH

Instrument Type \*  
 Purchase Order

Action \*  
 Accept

Processing Date \*  
 Jan 16, 2020

Proceed

Show Search

Purchase Order List

<input type="checkbox"/>	PO Number	Buyer	Supplier	Program	Relationship	PO Date	Promised Shipment Date	PO Amount	Remarks	Acceptance Amount	New Acceptan
<input type="checkbox"/>	abhishhek111	Wasan Motors	Future Group		RCORP00000244	2019-11-06		AED450.00			
<input type="checkbox"/>	SEP01.1_14	Wasan Motors	Future Group		RCORP00000244	2019-11-06	2019-12-03	\$10,000.00		\$100.00	
<input type="checkbox"/>	SJ2	Wasan Motors	Future Group		RCORP00000244	2019-11-06		£100,000.00			
<input checked="" type="checkbox"/>	SEP25API17	Wasan Motors	Future Group		RCORP00000244	2019-11-06	2019-11-06	£900.00		£0.00	£900.00
<input type="checkbox"/>	230991	Wasan Motors	Future Group		RCORP00000244	2019-11-21		£10,000.00			
<input type="checkbox"/>	oct-08-10	Wasan Motors	Future Group		RCORP00000244	2019-11-29		£1,000.00			
<input type="checkbox"/>	23918	Wasan Motors	Future Group		RCORP00000244	2019-11-21		£1,000.00			
<input type="checkbox"/>	SEP21API41	Wasan Motors	Future Group		RCORP00000244	2019-11-06	2019-11-06	£900.00		£0.00	
<input type="checkbox"/>	SEP22API01	Wasan Motors	Future Group		RCORP00000244	2019-11-06	2019-11-06	£900.00		£0.00	
<input type="checkbox"/>	SEP25API1	Wasan Motors	Future Group		RCORP00000244	2019-11-06	2019-11-06	£900.00		£0.00	

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Remarks  Acceptance Amount

Apply Undo

Summary

Total Instruments: 2      Total Acceptance Amount: £1,800.00

Submit Cancel

1. Optional: In the **Reference/PO Number** column, click the link to view the details of the instrument.
2. Select the invoice/debit note/PO 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/PO and send for authorization (if applicable).

## 5.1.2 Assignment

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

*Note: This action is available only if the Receivables and Payables module is integrated with the Oracle Banking Supply Chain Finance system.*

Receivables and Payables Management
✕

Branch \*  
004-LM BRANCH

Instrument Type \*  
Invoice

Action \*  
Assignment

Processing Date \*  
Jan 16, 2020

Show Search ▾

Invoice/Dr Note List

	Reference Number	Instrument Type	Buyer	Supplier	Program	Issue Date	Net Amount	Remarks	Stale Status
<input checked="" type="checkbox"/>	<a href="#">INV1DD1102</a>	Invoice	Carrefour	Danone	This is PROGRAM1	2020-01-16	£5,000.00	Assignmer	N
<input type="checkbox"/>	<a href="#">invsun09</a>	Invoice	Carrefour	Danone	PROGRAM	2019-12-19	£2,900.00		N

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

Remarks

Summary

Total Instruments	Total Amount
1	£5,000.00

1. Optional: In the **Reference Number** column, click the link to view the details of the instrument.
2. Select the invoice/debit note to be assigned.
3. Optional: In the **Remarks** field, enter the remarks for the assignment of 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 submit the assignment and send for authorization (if applicable).

### 5.1.3 Cancel

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

For Invoice / Debit Note:

Receivables and Payables Management
✖

Branch \*  
004-LM BRANCH

Instrument Type \*  
Invoice

Action \*  
Cancel

Processing Date \*  
Jan 16, 2020

Proceed

Show Search ▾

**Invoice/Dr Note List**

	Reference Number	Instrument Type	Buyer	Supplier	Program	Issue Date	Net Amount	Remarks	Stale Status
<input type="checkbox"/>	FutGol003	Invoice	Golden Harvest	Future Group	Future Grp Dealer	2020-07-29	£4,390.00		N
<input type="checkbox"/>	FutGol002	Invoice	Golden Harvest	Future Group	Future Grp Dealer	2020-07-29	\$2,533.00		N
<input checked="" type="checkbox"/>	Inv6002	Invoice	Golden Harvest	Future Group	Future Grp Dealer	2020-07-29	\$4,000.00	Cancellati	N

Page 1 of 1 (1-3 of 3 items) | K < 1 > X

Remarks

Apply
Undo

**Summary**

Total Instruments	Total Amount
1	\$4,000.00

Submit
Cancel

For PO:

Receivables and Payables Management
✖

Branch \*  
004-LM BRANCH

Instrument Type \*  
Purchase Order

Action \*  
Cancel

Processing Date \*  
Jan 16, 2020

Proceed

Show Search ▾

**Purchase Order List**

	PO Number	Buyer	Supplier	Program	Relationship	PO Date	Promised Shipment Date	PO Amount	Remarks	Stale Status
<input type="checkbox"/>	5321	Carrefour	Danone	BOSE Program	REL701	2020-01-09		£1,000.00		N
<input type="checkbox"/>	MAUTO-PO-1103	Carrefour	Danone	BOSE Program	REL701	2020-01-14	2021-06-08	£10,900.00		N
<input checked="" type="checkbox"/>	120821	Carrefour	Danone	BOSE Program	REL701	2020-01-16		\$1,000.00	Cancellatic	N
<input type="checkbox"/>	STALEPO2107	Carrefour	Danone	BOSE Program	REL701	2020-01-14		\$1.00		N

Page 1 of 1 (1-4 of 4 items) | K < 1 > X

Remarks

Apply
Undo

**Summary**

Total Instruments	Total Amount
1	\$1,000.00

Submit
Cancel

1. Optional: In the **Reference/PO Number** column, click the link to view the details of the instrument.
2. Select the invoices/debit notes/Pos to be cancelled.
3. Optional: In the **Remarks** field, enter the remarks about cancellation.
4. Click **Apply** to make changes in the grid.
5. If required, click **Undo** to revert the applied changes.
6. Click **Submit** to cancel the invoices/debit notes/PO and send for authorization (if applicable).

### 5.1.4 Edit

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

For Invoice / Debit Note:

Branch \*  
004-LM BRANCH

Instrument Type \*  
Invoice

Action \*  
Edit

Processing Date \*  
Jan 16, 2020

Proceed

Show Search

Invoice/Dr Note List

<input type="checkbox"/>	Reference Number	Instrument Type	Buyer	Supplier	Program	Issue Date	Net Amount	Remarks	Due Date	New Due Date	Funding Request Date
<input type="checkbox"/>	DEBA341	Invoice	Golden Harvest	Future Group	Future Gr	2019-12-19	£1,000.00		2020-12-08		
<input type="checkbox"/>	DEBA343	Invoice	Golden Harvest	Future Group	Future Gr	2019-12-19	\$1,200.00		2020-12-23		
<input type="checkbox"/>	DEBA344	Invoice	Golden Harvest	Future Group	Future Gr	2019-11-19	\$1,000.00		2020-12-03		
<input type="checkbox"/>	INVDEC1701	Invoice	Golden Harvest	Future Group	PRGBR04	2020-01-02	\$1,000.00		2020-02-26		
<input checked="" type="checkbox"/>	INVSD3	Invoice	Golden Harvest	Future Group	AUTOPRC	2019-11-06	\$1,100.00		2020-09-17	2020-01-16	
<input type="checkbox"/>	INSD2	Invoice	Golden Harvest	Future Group	AUTOPRC	2019-11-06	\$1,200.00		2045-05-21		
<input type="checkbox"/>	INSD6	Invoice	Golden Harvest	Future Group	AUTOPRC	2019-11-06	\$113.00		2054-05-28		
<input type="checkbox"/>	SAVJUL02	Invoice	Golden Harvest	Future Group	Future Gr	2020-01-14	\$3,200.00		2020-01-31		
<input type="checkbox"/>	Abhi01	Invoice	Golden Harvest	Future Group	AUTOPRC	2019-11-01	£1,000.00		2020-05-29		
<input type="checkbox"/>	Inv3003	Invoice	Golden Harvest	Future Group	Future Gr	2020-07-29	\$9,000.00		2020-09-29		

Page 1 of 5 (1-10 of 41 items) | < 1 2 3 4 5 >

Remarks:

New Due Date:

New Funding Request Date:

Apply
Undo

Summary

Total Instruments	Total Amount
1	\$1,100.00

Submit
Cancel



## For PO:

Receivables and Payables Management

Branch \* 004-LM BRANCH Instrument Type \* Purchase Order Action \* Edit Processing Date \* Jan 16, 2020

Proceed

Show Search ▾

Purchase Order List

<input type="checkbox"/>	PO Number	Buyer	Supplier	Program	Relationship	PO Date	Promised Shipment Date	PO Amount	New Promised Shipment Date	Remarks	Stale Status
<input checked="" type="checkbox"/>	<a href="#">FEB921-02-PO</a>	Carrefour	Danone		REL701	2018-03-30	2018-03-30	\$10,000.00	2020-01-16		Y

Page 6 of 6 (51 of 51 items) K < 1 2 3 4 5 6 > X

Remarks  New Promised Shipment Date

Apply Undo

Summary

Total Instruments	Total Amount
1	\$10,000.00

Submit Cancel

1. Optional: In the **Reference/PO Number** column, click the link to view the details of the instrument.
2. Select the invoice/debit notes/PO to be edited.
3. Optional: In the **Remarks** field, enter any relevant remarks.
4. For Invoice / Debit Note:
  - a. In the **New Due Date** field, click the Calendar icon and select the new due date.
  - b. In the **New Funding Request Date** field, click the Calendar icon and select the new funding request date.

## For PO:

- a. In the **New Promised Shipment Date** field, click the Calendar icon and select the new date for shipment delivery.
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/PO and send for authorization (if applicable).

### 5.1.5 Initiate Finance

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

**Note:** This action is available only if Receivables and Payables module is integrated with the Oracle Banking Supply Chain Finance system.

For Invoice / Debit Note:

Receivables and Payables Management
✕

Branch \*

Instrument Type \*

Action \*

Processing Date \*

Show Search ▼

**Invoice/Dr Note List**

<input type="checkbox"/>	Reference Number	Instrument Type	Buyer	Supplier	Program	Issue Date	Net Amount	Remarks	Financeable Amount	Financed Amount	New Fi
<input type="checkbox"/>	INVDEC1701	Invoice	Golden Harvest	Future Group	PRGBR04	2020-01-02	\$1,000.00		\$1,000.00	\$0.00	
<input type="checkbox"/>	SAVJUL02	Invoice	Golden Harvest	Future Group	Future Gr	2020-01-14	\$3,200.00		\$2,560.00	\$0.00	
<input checked="" type="checkbox"/>	INVDEC2901	Invoice	Golden Harvest	Future Group	Future Gr	2020-01-04	\$10,000.00		\$8,000.00	\$0.00	\$8,000.00
<input type="checkbox"/>	DEBA403	Invoice	Golden Harvest	Future Group	Future Gr	2019-12-19	\$1,400.00		\$880.00	\$0.00	
<input type="checkbox"/>	DEBA352	Invoice	Golden Harvest	Future Group	Future Gr	2019-12-19	\$1,200.00		\$960.00	\$0.00	
<input type="checkbox"/>	15321	Invoice	Golden Harvest	Future Group	Future Gr	2020-01-09	£1,000.00		£800.00	£0.00	

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

Remarks

Single/Multiple Finance

Finance Amount

**Summary**

Total Instruments	Total Amount	Total Finance Amount
1	\$10,000.00	\$8,000.00

## For PO:

Receivables and Payables Management

Branch: 004-LM BRANCH Instrument Type: Purchase Order Action: Initiate Finance Processing Date: Jan 16, 2020

Proceed

Show Search

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
<input type="checkbox"/>	PO-DEC-2020-017	Carrefour	Danone	This is PRO	REL701	2019-11-06	2019-12-03	\$10,000.00	90	\$0.00	
<input type="checkbox"/>	94212	Carrefour	Danone	This is PRO	REL701	2020-01-09	2021-04-13	£2,400.00	2160	£0.00	
<input type="checkbox"/>	FEB20-21-02	Carrefour	Danone	This is PRO	REL701	2020-01-09	2020-01-09	\$10,000.00	0.9	\$0.00	
<input type="checkbox"/>	TEST	Carrefour	Danone	This is Prog	REL701	2020-01-13	2021-05-04	\$9,920.00	8928	\$0.00	
<input type="checkbox"/>	PO-DEC-2020-015	Carrefour	Danone	This is PRO	REL701	2019-11-06	2019-12-03	\$10,000.00	90	\$0.00	
<input type="checkbox"/>	STALEPO2107	Carrefour	Danone	BOSE Progr	REL701	2020-01-14		\$1.00	1	\$0.00	
<input checked="" type="checkbox"/>	FEB20-21-03	Carrefour	Danone	This is PRO	REL701	2020-01-09	2021-02-17	£10,000.00	9000	£0.00	£5,000.00
<input type="checkbox"/>	1234519July	Carrefour	Danone	PROGRAM I	REL701	2020-01-14	2021-07-01	£7,000.00	4900	£0.00	
<input type="checkbox"/>	AUTOPO-204	Carrefour	Danone	This is PRO	REL701	2019-11-07	2019-11-18	\$10,000.00	9000	\$0.00	
<input type="checkbox"/>	OCT06-02	Carrefour	Danone	This is PRO	REL701	2020-05-06	2020-05-28	\$10,000.00			

Page 1 of 3 (1-10 of 23 items) < 1 2 3 >

Remarks:  Single/Multiple Finance:  Finance Amount:

Summary

Total Instruments	Total Amount	Total Finance Amount
1	£10,000.00	£5,000.00

- Optional: In the **Reference/PO Number** column, click the link to view the details of the instrument.
- Select the invoice(s)/debit note(s)/PO(s) to be financed.
- Optional: In the **Remarks** field, enter the remarks about new finance amount.
- Switch ON the **Single/Multiple Finance** switch to initiate the finance with available financial amount or with multiple finances of lesser 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 the Oracle Banking Supply Chain Finance user manual.

### 5.1.6 Link Program

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

*Note: This action is available only if Receivables and Payables module is integrated with the Oracle Banking Supply Chain Finance system.*

For Invoice / Debit Note:

Receivables and Payables Management
⌵ ⌵

Branch \*

Instrument Type \*

Action \*

Processing Date \*

Show Search ▼

Invoice/Dr Note List

	Reference Number	Instrument Type	Buyer	Supplier	Program	Issue Date	Net Amount	Remarks	Stale Status
<input checked="" type="checkbox"/>	INVSC002	Invoice	Carrefour	PEGATRON	BOSE Program	2020-01-16	\$7,000.00	Program li	N

Page 1 of 1 (1 of 1 items)

Remarks

Program

Summary

Total Instruments	Total Amount
1	\$7,000.00

## For PO:

Receivables and Payables Management

Branch \* 004-LM BRANCH Instrument Type \* Purchase Order Action \* Link Program Processing Date \* Jan 16, 2020

Proceed

Show Search ▾

Purchase Order List

<input type="checkbox"/>	PO Number	Buyer	Supplier	Program	Relationship	PO Date	Promised Shipment Date	PO Amount	Remarks	Stale Status
<input type="checkbox"/>	G-901	Carrefour	Danone		REL701	2019-11-07	2020-11-03	\$10,000.00	Save the S	Y
<input type="checkbox"/>	543211	Carrefour	Danone		REL701	2020-01-09		£100,280.00		Y
<input type="checkbox"/>	MAUTO-PO-301	Carrefour	Danone		REL701	2018-03-30	2018-03-30	\$10,000.00	Save the S	Y
<input checked="" type="checkbox"/>	S-905	Carrefour	Danone	BOSE Program	REL701	2019-11-07	2019-11-18	\$650.00	Save the S	Y
<input type="checkbox"/>	G-905	Carrefour	Danone		REL701	2019-11-07	2019-11-18	\$650.00	Save the S	Y
<input type="checkbox"/>	20321	Carrefour	Danone		REL701	2020-01-09	2021-03-11	\$2,000.00		Y
<input type="checkbox"/>	110221	Carrefour	Danone		REL701	2020-01-09		£1,000.00		Y
<input type="checkbox"/>	MAUTO-PO-108	Carrefour	Danone		REL701	2018-03-30	2018-03-30	\$10,000.00	Save the S	Y
<input type="checkbox"/>	S-901	Carrefour	Danone		REL701	2019-11-07	2020-11-03	\$10,000.00	Save the S	Y
<input type="checkbox"/>	5421	Carrefour	Danone		REL701	2020-01-09		£10,000.00		Y

Page 1 of 4 (1-10 of 33 items) < 1 2 3 4 >

Remarks

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

Summary

Total Instruments  Total Amount

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

1. Optional: In the **Reference/PO Number** column, click the link to view the details of the instrument.
2. Select the invoice/debit note/PO to link a program to.
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).

## 5.1.7 Raise Dispute

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

The screenshot shows the 'Receivables and Payables Management' window. At the top, there are search filters: Branch (004-LM BRANCH), Instrument Type (Invoice), Action (Raise Dispute), and Processing Date (Jan 16, 2020). Below the filters is a 'Proceed' button. A 'Show Search' dropdown is visible. The main area displays an 'Invoice/Dr Note List' table with the following data:

<input type="checkbox"/>	Reference Number	Instrument Type	Buyer	Supplier	Program	Issue Date	Net Amount	Remarks	Dispute Amount	Dispute Code
<input checked="" type="checkbox"/>	INVSC002	Invoice	Carrefour	PEGATRON		2020-01-16	\$7,000.00	Raising Disp	\$1,000.00	3

Below the table is a pagination control showing 'Page 1 of 1 (1 of 1 items)'. To the right of the table are input fields for 'Remarks', 'Dispute Amount', and 'Dispute Code' (with a 'Select' dropdown). There are 'Apply' and 'Undo' buttons. At the bottom, a 'Summary' section shows 'Total Instruments' as 1 and 'Total Dispute Amount' as \$1,000.00. 'Submit' and 'Cancel' buttons are located at the bottom right.

1. Optional: In the **Reference Number** column, click the link to view the details of the instrument.
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 the dispute for the invoice/debit note and send for authorization (if applicable).

## 5.1.8 Re-Assign

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

*Note: This action is available only if Receivables and Payables module is integrated with the Oracle Banking Supply Chain Finance system.*

Branch <sup>\*</sup>

004-LM BRANCH

Instrument Type <sup>\*</sup>

Invoice

Action <sup>\*</sup>

Re-Assignment

Processing Date <sup>\*</sup>

Jan 16, 2020

Proceed

Show Search <sup>v</sup>

Invoice/Dr Note List

	Reference Number	Instrument Type	Buyer	Supplier	Program	Issue Date	Net Amount	Remarks	Stale Status
<input type="checkbox"/>	<a href="#">TestFinanciableAmt</a>	Invoice	WINBOND	PEGATRON		2020-01-14	\$989.80	Accepted ;	N
<input checked="" type="checkbox"/>	<a href="#">INV2406</a>	Invoice	ABB Ltd	PEGATRON		2019-01-01	£10,000.00	Re-assignr	N

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

Remarks

Summary

Total Instruments	Total Amount
1	£10,000.00

1. Optional: In the **Reference Number** column, click the link to view the details of the instrument.
2. Select the invoice / debit note to be re-assigned.
3. Optional: In the **Remarks** field, enter the remarks for 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).

## 5.1.9 Resolve Dispute

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

Receivables and Payables Management

Branch \* 004-LM BRANCH Instrument Type \* Invoice Action \* Resolve Dispute Processing Date \* Jan 16, 2020

Proceed

Show Search ▾

Invoice/Dr Note List

<input type="checkbox"/>	Reference Number	Instrument Type	Buyer	Supplier	Program	Issue Date	Net Amount	Remarks	Stale Status
<input checked="" type="checkbox"/>	InvN007	Invoice	E MEI PLASTICS CO LTD	PEGATRON	Prog Code 987	2020-01-14	₹8,000.00	Dispute Re	N

Page 1 of 1 (1 of 1 items) ⏪ < 1 > ⏩

Remarks

Apply Undo

Summary

Total Instruments

1

Submit Cancel

1. Optional: In the **Reference Number** column, click the link to view the details of the instrument.
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 the dispute on the invoice/debit note and send for authorization (if applicable).



## 5.1.10 Write off Dispute

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

Receivables and Payables Management

Branch \* 004-LM BRANCH Instrument Type \* Invoice Action \* Write off dispute Processing Date \* Jan 16, 2020

Proceed

Show Search ▾

Invoice/Dr Note List

<input type="checkbox"/>	Reference Number	Instrument Type	Buyer	Supplier	Program	Issue Date	Net Amount	Remarks	Stale Status
<input checked="" type="checkbox"/>	InvN007	Invoice	E MEI PLASTICS CO LTD	PEGATRON	Prog Code 987	2020-01-14	₹8,000.00	Write Off	N

Page 1 of 1 (1 of 1 items) ⏪ < 1 > ⏩

Remarks

Apply Undo

Summary

Total Instruments

1

Submit Cancel

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

## 5.1.11 Mark PUA

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

**Note:** This action is available only if Receivables and Payables module is integrated with the Oracle Banking Supply Chain Finance system.

Branch \*

004-LM BRANCH

Instrument Type \*

Invoice

Action \*

Mark PUA

Processing Date \*

Jan 16, 2020

Proceed

Show Search ▾

Invoice/Dr Note List

<input type="checkbox"/>	Reference Number	Instrument Type	Buyer	Supplier	Program	Issue Date	Net Amount	Remarks	Payment Date	Stale Status
<input type="checkbox"/>	<a href="#">INVTST101</a>	Invoice	Wasan Motors	Future Group	AUTOPRG1	2020-01-09	\$1,000.00			N
<input checked="" type="checkbox"/>	<a href="#">AN106A</a>	Invoice	Wasan Motors	Future Group	AUTOPRG1	2020-01-04	\$2,000.00	Mark PUA	2020-01-16	N
<input type="checkbox"/>	<a href="#">ANPM102</a>	Invoice	Wasan Motors	Future Group	AUTOPRG1	2020-01-04	\$10,001.00			N
<input type="checkbox"/>	<a href="#">AN107A</a>	Invoice	Wasan Motors	Future Group	AUTOPRG1	2020-01-04	\$2,000.00			N
<input type="checkbox"/>	<a href="#">INVJAN2502</a>	Invoice	Wasan Motors	Future Group	AUTOPRG1	2020-01-09	\$1,000.00			N

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

Remarks

Apply
Undo

Summary

Total Instruments	Total Amount	
1		\$2,000.00

Submit
Cancel

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

## 5.1.12 Mark Indirect Payment

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

*Note: This action is available only if Receivables and Payables module is integrated with the Oracle Banking Supply Chain Finance system.*

Receivables and Payables Management
✖

Branch \*  
 004-LM BRANCH

Instrument Type \*  
 Invoice

Action \*  
 Mark Indirect Payment

Processing Date \*  
 Jan 16, 2020

Show Search ▼

Invoice/Dr Note List

	Reference Number	Instrument Type	Buyer	Supplier	Program	Issue Date	Net Amount	Remarks	Payment Date	Stale Status
<input type="checkbox"/>	<a href="#">INVTST101</a>	Invoice	Wasan Motors	Future Group	AUTOPRG1	2020-01-09	\$1,000.00			N
<input type="checkbox"/>	<a href="#">AN106A</a>	Invoice	Wasan Motors	Future Group	AUTOPRG1	2020-01-04	\$2,000.00		2020-01-16	N
<input checked="" type="checkbox"/>	<a href="#">ANPM102</a>	Invoice	Wasan Motors	Future Group	AUTOPRG1	2020-01-04	\$10,001.00	Mark Indir		N
<input type="checkbox"/>	<a href="#">AN107A</a>	Invoice	Wasan Motors	Future Group	AUTOPRG1	2020-01-04	\$2,000.00			N
<input type="checkbox"/>	<a href="#">INVJAN2502</a>	Invoice	Wasan Motors	Future Group	AUTOPRG1	2020-01-09	\$1,000.00			N

Page 1 of 1 (1-5 of 5 items)    < 1 >

Remarks

Summary

Total Instruments	Total Amount
1	\$10,001.00

1. Optional: In the **Reference Number** column, click the link to view the details of the instrument.
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 for indirect payment.
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 for indirect payment and send for authorization (if applicable).

### 5.1.13 Accept Early Payment Offer

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

*Note: This action is available only if Receivables and Payables module is integrated with the Oracle Banking Supply Chain Finance system.*

Receivables and Payables Management

Branch: 004-LM BRANCH | Instrument Type: Invoice | Action: Accept Early Payment Offer | Processing Date: Jan 30, 2020

Proceed

Show Search

Reference Number	Instrument Type	Buyer	Supplier	Program	Issue Date	Net Amount	Remarks	Outstanding Amount	Discount %	Discount Amount	Early Payment Date
NutanDDTenor01	Invoice	Carrefour	Danone		2020-01-03	£3,430,000.00		£3,430,000.00			
<input checked="" type="checkbox"/> dyninv50	Invoice	Carrefour	Danone		2020-01-30	£10,000.00	ok	£10,000.00	5		

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

Remarks: [Text Field] | Discount Offers: [Button] | Discount %: [Text Field] | Discount Amount: [Text Field]

Early Payment Date: [Text Field] | [Apply] [Undo]

Summary: Total Instruments [Text Field] | Total Amount [Text Field]

[Submit] [Cancel]

1. Optional: In the **Reference Number** column, click the link to view the details of the instrument.
2. Select the invoice/debit note to be accepted for early payment offer.
3. Optional: In the **Remarks** field, enter the remarks about early payment.
4. Click **Discount Offers** and select the early payment date, and click **OK**.

Discount Offers

Early Payment Date: Feb 10, 2020

Discount Rule Description	Requestor Party Role	Counter Party	Relationship
sgdhsghdghsd	Carrefour	Danone	REL701
Effective Date	Expiry Date	Discount Type	Auto Applicable
2019-12-03	2021-12-12	FIXED	N
Applicability Basis	Discount Rate	Discount Amount	
-	5	£500.00	

[OK] [Cancel]

*Note: Valid discounts that have been created and linked using Dynamic Discount Management, are displayed under Discount Offers.*

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

7. Click **Submit** to send the selected invoice/debit note for authorization (if applicable).

## 6. Dynamic Discount Management

By using 'Dynamic Discount Management' screen, you can create discount rate rules and link them to instruments such as invoices and debit notes. Newly created records take effect once authorized.


**Note:** The 'Dynamic Discount Management' menu is only available for Oracle Banking Supply Chain Finance system.



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

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

**Note:** Fields marked with '\*' are mandatory.

Field Name	Description
Dynamic Discount	
Discount Rule Description *	Enter a description for 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 the 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.
Discount Type	Select whether the discount should be fixed or tenor-based.
Discount Rate *	Enter the rate of discount. This field is displayed only when 'Fixed Discount' is selected as the discount type.
Currency	Select the currency of the instrument to apply the discount rule to.
Instrument Amount From	Enter the starting amount of the range for the instrument. The discount rate is applied to those instruments whose amounts are greater than or equal to the specified amount.
Instrument Amount To	Enter the ending amount of the range for the instrument. The discount rate is applied to those instruments whose amounts are less than or equal to the specified amount.
Min Tenor	Enter the minimum instrument tenor.
Max Tenor	Enter the maximum instrument tenor.
Auto Applicable	Switch the toggle ON if the discount rule should be applied automatically to eligible instruments, once created and authorized.
Applicability Basis	Select the basis for applicability of the discount rule. The options are: <ul style="list-style-type: none"> <li>• Pay by Date</li> <li>• Fixed Payment Date</li> <li>• Both</li> </ul> This field is editable only if the Auto Applicable toggle is disabled.
Auto Applicable Basis	Select the basis for auto-applicability of the discount rule. The options are: <ul style="list-style-type: none"> <li>• Pay by Date</li> <li>• Fixed Payment Date</li> </ul> This field is editable only if the Auto Applicable toggle is enabled.
Early Payment Date	Click the calendar icon and select the date for early payment. This field is displayed only when value for 'Auto Applicable Basis' is selected as 'Fixed Payment Date'.
Grid	This grid is displayed only if the selected discount type is 'Tenor Based Discount'.
	Click this icon to add the tenors and their respective discounts.
Elapsed Tenor From	Select the number of days from the start of the tenor after which the discount offer should be applicable.
Elapsed Tenor To	Select the number of days from the start of the tenor up to which the discount offer should be applicable.
Sliding scale applicable	Switch this toggle ON, to enable a sliding discount rate. If this toggle is enabled then you should provide the upper and lower discount rate thresholds.

Field Name	Description
Discount Rate	Enter the discount percentage. This column is applicable only if the Sliding scale applicable toggle is disabled.
Upper Discount Rate Threshold	Enter the upper discount percentage applicable for the sliding rate.
Lower Discount Rate Threshold	Enter the lower discount percentage applicable for the sliding scale.
Action	Indicates the options to edit, or delete the tenor record. <ul style="list-style-type: none"> <li>Click  to remove a row.</li> <li>Click  to edit a row.</li> </ul>

- Once you enter the details in the Dynamic Discount step, click **Next** to go to the Invoice Linkage step.  
OR  
Click **Cancel** to cancel the creation of the discounting rule.

Dynamic Discount Management

1 Dynamic Discount
2 Invoice Linkage
3 Summary

Discount Rule Description Discount for Carrefour	Requestor Party Role Carrefour	Counter Party Danone	Relationship REL701
Effective Date 2020-01-01	Expiry Date 2021-12-31	Discount Type TENOR_BASED	Auto Applicable N
Applicability Basis PAY_BY_DATE			

Reference Number <input type="text"/>	Program <input type="text"/>	Payment Status <input type="text" value="Select"/>	
Date Reference Basis <input type="text" value="Select"/>	Date Range <input type="text"/>	Currency <input type="text" value="USD"/>	Amount Reference Basis <input type="text" value="Select"/>
Amount From <input type="text"/>	Amount To <input type="text"/>		

<input type="checkbox"/>	Reference Number	Currency	Invoice Amount	Issue Date	Due Date	Outstanding Amt
<input checked="" type="checkbox"/>	INVFE2401	USD	1,000.00	2020-01-09	2020-02-28	1,000.00
<input checked="" type="checkbox"/>	INVSUNDAN008	USD	5,000.00	2020-01-09	2020-02-28	5,000.00
<input checked="" type="checkbox"/>	INVFE2402	USD	1,000.00	2020-01-09	2020-02-28	1,000.00
<input checked="" type="checkbox"/>	VRINV132	USD	1,200.00	2020-01-09	2020-01-17	1,200.00
<input type="checkbox"/>	INVFE2403	USD	1,000.00	2020-01-09	2020-02-28	1,000.00
<input type="checkbox"/>	MAR021B	USD	1,000.00	2020-01-09	2020-01-15	980.00
<input type="checkbox"/>	INVJAN2301	USD	1,000.00	2020-01-09	2020-01-30	1,000.00
<input type="checkbox"/>	INVSUNDAN007	USD	5,000.00	2020-01-09	2020-02-28	5,000.00
<input type="checkbox"/>	VRINV121	USD	1,200.00	2020-01-09	2020-01-17	1,200.00
<input checked="" type="checkbox"/>	Abhi5905	USD	2,500.00	2020-01-02	2020-03-04	2,500.00

Page 1 of 2 (1-10 of 18 items) < 1 2 >

Summary

Total Instruments	Total Amount
5	\$10,700.00



3. Refer the following table for performing required actions in the Invoice Linkage step:

*Note: Fields marked with '\*' are mandatory.*

Field Name	Description
Invoice Linkage	
This step displays a list of instruments that are eligible for discount rule linking.	
Discount Rule Description	Displays the description of the discount rule being created.
Requestor Party	Displays the name of the requestor party.
Counter Party	Displays the name of the counter party.
Relationship	Displays the relationship code associated with the requestor and counter parties.
Effective Date	Displays the date from when the discount rule is effective.
Expiry Date	Displays the date up to which the discount rule is effective.
Discount Type	Displays the type of the discount, whether fixed or tenor-based.
Auto Applicable	Displays 'Y' if the discount rule is to be applied automatically, and 'N' otherwise.
Applicability Basis	Displays the basis of discount applicability, if Auto Applicable is 'N'.
Auto Applicable Basis	Displays the basis of discount applicability, if Auto Applicable is 'Y'.
Search fields	
This section displays the various fields to search for instruments like invoices and debit notes, to link to the discount rule.	
Reference Number	Indicates an option to search for instruments based on the unique reference number.
Program	Indicates an option to search for instruments belonging to a particular program.
Payment Status	Indicates an option to search for instruments based on their payment status.
Date Reference Basis	Indicates an option to search for instruments based on a specific date, such as date of creation of the instrument, or due date, and so on.
Date Range	Click the calendar icons and select the start and end dates for the date range search.
Currency	Indicates an option to search for instruments of a specific currency.
Amount Reference Basis	Indicates an option to search for instruments based on a specific amount, such as acceptance amount, financeable amount.
Amount From	Enter the lower limit for the amount range search. This field is enabled once you select a currency.
Amount To	Enter the upper limit for the amount range search. This field is enabled once you select a currency.

4. Once you enter the required search criteria, click **Search**.  
OR  
Click **Reset** to reset the search fields.

*Note: Fields marked with '\*\*' are mandatory.*

Field Name	Description
Search results	
Reference Number	Displays the reference number of the instrument. This is a hyperlink which when clicked displays the details of the instrument.
Currency	Displays the currency of the instrument.
Invoice Amount	Displays the instrument amount.
Issue Date	Displays the date of issue of the instrument.
Due Date	Displays the due date of the instrument.
Outstanding Amount	Displays the amount which is yet to be paid.
	Click this icon to add or remove columns in the search results grid.
Summary	
Total Instruments	Displays the total number of instruments selected, for linking the discount rule to.
Total Amount	Displays the total outstanding amount of the selected instruments.

5. Select the instruments to link the discount rule to.
6. Click **Next** to go to the Summary step.  
OR  
Click **Back** to go to the Dynamic Discount step.

The screenshot shows the 'Dynamic Discount Management' interface. It is divided into three sections: 'Dynamic Discount', 'Invoice Linkage', and 'Summary'. The 'Dynamic Discount' section shows 'Discount Rule Description' as 'Discount for Carrefour' with an effective date of '2020-01-01'. The 'Invoice Linkage' section shows 'Requestor Party' as 'Carrefour', 'Counter Party' as 'Danone', and 'Discount Type' as 'TENOR\_BASED'. The 'Summary' section shows 'Relationship' as 'REL701' and 'Auto Applicable' as 'N'. Below these sections is a table of instruments with columns for Reference Number, Relationship, Payment Status, Currency, Invoice Amount, Issue Date, Due Date, and Outstanding Amt. The table contains five rows of instrument data. At the bottom, there is a pagination control showing 'Page 1 of 1 (1-5 of 5 items)' and 'Submit' and 'Back' buttons.

Reference Number	Relationship	Payment Status	Currency	Invoice Amount	Issue Date	Due Date	Outstanding Amt
INVFE2401	REL701	UNPAID	USD	1,000.00	2020-01-09	2020-02-28	1,000.00
INVSUNDAN008	REL701	UNPAID	USD	5,000.00	2020-01-09	2020-02-28	5,000.00
INVFE2402	REL701	UNPAID	USD	1,000.00	2020-01-09	2020-02-28	1,000.00
VRINV132	REL701	UNPAID	USD	1,200.00	2020-01-09	2020-01-17	1,200.00
Abh5905	REL701	UNPAID	USD	2,500.00	2020-01-02	2020-03-04	2,500.00

**Note: Fields marked with “\*” are mandatory.**

Field Name	Description
<b>Summary</b>	
Discount Rule Description	Displays the description of the discount rule being created.
Requestor Party	Displays the name of the requestor party.
Counter Party	Displays the name of the counter party.
Relationship	Displays the relationship code associated with the requestor and counter parties.
Effective Date	Displays the date from when the discount rule is effective.
Expiry Date	Displays the date up to which the discount rule is effective.
Discount Type	Displays the type of the discount, whether fixed or tenor-based.
Auto Applicable	Displays ‘Y’ if the discount rule is to be applied automatically, and ‘N’ otherwise.
Applicability Basis	Displays the basis of discount applicability, if Auto Applicable is ‘N’.
Auto Applicable Basis	Displays the basis of discount applicability, if Auto Applicable is ‘Y’.
<b>Grid</b>	
Reference Number	Displays the reference number of the selected instrument. This is a hyperlink which when clicked displays the details of the instrument.
Relationship	Displays the relationship associated with the parties involved.
Payment Status	Displays the payment status of the instrument.
Currency	Displays the currency of the instrument.
Invoice Amount	Displays the instrument amount.
Issue Date	Displays the date of issue of the instrument.
Due Date	Displays the due date of the instrument.
Outstanding Amount	Displays the amount which is yet to be paid.

7. Click **Submit** to submit the record and send for authorization.  
 OR  
 Click **Back** to go to the Invoice Linkage step.

## 7. Payment Management

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*

The screenshot shows the 'Payment Management' window with the following fields and options:

- Branch:** 004-LM BRANCH
- Action:** Not to be Auto-Recon (dropdown menu is open showing 'Not to be Recon' and 'Not to be Auto-Recon')
- Processing Date:** Jan 13, 2020
- Proceed:** Green button
- Search Section:**
  - Payment Reference Number:** Text input
  - Counter Party:** Searchable text input
  - Payment Towards:** Select dropdown
  - Amount Reference:** Select dropdown
  - Date Reference Basis:** Select dropdown
  - Payment Mode:** Select dropdown
  - Beneficiary:** Searchable text input
  - Recon Status:** Select dropdown
  - Currency:** Select dropdown
  - Date From:** Date picker
  - Debit-Credit Indicator:** Select dropdown
  - Remitter Account Number:** Searchable text input
  - Allocation Status:** Select dropdown
  - Amount From:** Text input
  - Date To:** Date picker
  - Payment Party:** Searchable text input
  - Credit Account Number:** Searchable text input
  - Amount To:** Text input
- Buttons:** Search, Reset

Perform the following steps to manage payments:

1. From the **Branch** list, select the branch at which the payment needs to be managed.
2. From 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 the following table for specifying the search criteria:

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

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.
Remitter Account Number	Click the search icon and select the remitter's account number used for the payment.

Field Name	Description
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).
Recon Status	Select the current reconciliation status of the payment.
Allocation Status	Select the allocation status of the payment.
Amount Reference	Select the reference for an amount range search.
Currency	Select the currency of the payment.
Amount From	Enter the lower value for the amount-range search.
Amount To	Enter the upper value for the amount-range search.
Date Reference Basis	Select the reference for a date range search.
Date From	Click the Calendar icon and select the start date for the date range search.
Date To	Click the Calendar icon and select the end date for the date range search.

5. Click **Search** to view the relevant 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.

## 8. Manual Allocation

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

**Navigation Path:** *Receivables & Payables > Manual Allocation*

Perform the following steps to manually allocate payments:

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

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

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

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.

Field Name	Description
Payment Towards	Select the entity towards which the payment has been initiated. The options are: None, Finance, Invoice, and Virtual Account.
Recon Status	Select the current reconciliation status of the payment.
Allocation Status	Select the allocation status of the payment.
Amount Reference	Select the reference for an amount range search.
Currency	Select the currency of the payment.
Amount From	Enter the lower value for the amount-range search.
Amount To	Enter the upper value for the amount-range search.
Date Reference Basis	Select the reference for a date range search.
Date From	Click the Calendar icon and select the start date for the date range search.
Date To	Click the Calendar icon and select the end date for the date range search.

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

The screenshot shows the 'List of Payments' section with two tabs: 'Allocation' (active) and 'Summary'. The table contains the following data:

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

Page 1 (1-4 of at least 274 items) | 1 2 3 4 5 6 ... > | Proceed

5. Select the payment record to be allocated.
6. Under the **Allocation Basis** column, select whether the allocation should be 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 allocate the payment to.

**Allocation Details**

Amt to be Allocated <b>\$10,000.00</b>	Allocation Basis <b>Attribute</b>
-------------------------------------------	--------------------------------------

Allocation Attribute	Virtual Account	Amount Allocated	Percentage	Action
VIRTUAL_AC_FLAG	1000166	\$10,000.00	100	

Page 1 of 1 (1 of 1 items)  Add

Save
Close

9. Perform the following steps in the 'Allocation Details' pop-up screen:
  - a. Click **Add** to add a row for a virtual account and double click in each field of the row to add/edit the details.
  - b. In the **Allocation Attribute** field, select the attribute based on which the allocation should be done. This field is displayed only for attribute based allocation selection.
  - c. In the **Virtual Account** field, click the search icon to fetch and select the virtual account to allocate the payment to. This field is displayed only for account based allocation selection.
  - d. In the **Amount Allocated** field, enter the amount to be allocated to the selected virtual account.
  - e. In the **Percentage** field, enter the percentage of the amount to allocate.
  - f. If required, repeat the steps from 'a' to 'e' to add more rows or click the Delete icon () to remove a row.
  - g. Click **Save** to save the allocation details.
10. Click **Proceed** to view the allocation summary.

Allocation
2

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. In the 'Allocation Summary' screen, click the expand icon given for the external payment reference number to view its allocation details.
12. Click **Submit** to send the record(s) for authorization.



## 9. Manual Recon

The 'Manual Recon' screen helps to manually 'Reconcile' or 'De Reconcile' payments or credit notes against invoices or debit notes.

In manual reconciliation, the back office user can search and reconcile records based on invoice/debit note related attributes, or payment/credit note related attributes. From the search results, the user can choose how to reconcile one invoice/debit note to multiple payments/credit notes or multiple invoices/debit notes to one payment/credit note.

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

**Navigation Path:** *Receivables & Payables > Manual Recon*

### 9.1 Search

The parameters to search the transactions for performing the manual reconciliation differs as per the recon category i.e. '[Invoice/Debit Notes to Payment/Credit Notes](#)'.

#### 9.1.1 Invoice/Debit Notes to Payment/Credit Notes recon

Perform the following steps to search for invoices/debit notes and payments/credit notes to reconcile or de-reconcile.

The screenshot displays the 'Manual Recon' application interface. At the top, there is a header bar with the title 'Manual Recon' and a close button. Below the header, there is a search filter bar with the following fields:

- Action:** A dropdown menu with 'Reconcile' selected.
- Recon Category:** A dropdown menu with 'Invoice/Debit Notes to Payment/...' selected.
- Branch:** A dropdown menu with '004-LM BRANCH' selected.
- Processing Date:** A text field with 'Jan 16, 2020' entered.
- Proceed:** A green button.

Below the search filter bar, the main content area is titled 'Manual Recon' and contains three search sections:

- Invoice - Payments/Credit Notes Search:** A section with a title and a search icon.
- Invoices:** A section with search filters for Buyer, Supplier, Invoice Number, and Invoice Currency. Each filter has a search icon or a dropdown menu. There is an 'Advance Search' button below the filters.
- Payments and Credit Notes Search:** A section with search filters for Payments. The filters include Payment Number, Date Reference Basis, Date From, Date To, Payment Party, Beneficiary Id, Payment Towards, and Remarks. Each filter has a search icon or a dropdown menu. There is an 'Advance Search' button below the filters.
- Credit Notes:** A section with search filters for Credit Note Number, Buyer, Supplier, and Remarks. Each filter has a search icon. There is an 'Advance Search' button below the filters.

At the bottom of the main content area, there are two buttons: 'Search' and 'Reset'.

1. In the **Action** field, select the action to be performed, whether 'Reconcile' or 'De Reconcile'.
2. From the **Recon Category** list, select the category 'Invoice/Debit Notes to Payment/Credit Notes'.
3. From the **Branch** list, select the branch where the reconciliation needs to be done. By default, the branch of the logged-in user is selected.
4. Click **Proceed**. The **Invoice - Payments/Credit Notes Search** section appears, where you can enter relevant criteria to search for invoices/debit notes and payments/credit notes.

Refer the following table for specifying details in the above search screen:

Field Name	Description
<b>Invoices</b>	
Buyer	Click the search icon to search for the buyer mentioned in the invoice/debit note.
Supplier	Click the search icon to search for the supplier who generated the invoice/debit note.
Invoice Number	Enter the specific internal invoice/debit note reference number to search for.
Invoice Currency	Enter the currency of the invoice/debit note.
Date Reference Basis	Select the reference for a date range search.
Date From	Click the Calendar icon to specify the start date of the date range.
Date To	Click the Calendar icon to specify the end date of the date range.
Relationship	Click the search icon to select the relationship code associated with the buyer and supplier.
Program	Click the search icon to select the program linked with the invoice/debit note. This field is applicable only to the Oracle Banking Supply Chain Finance system.
Amount Reference Basis	Select the reference for an amount range search.
Amount From	Enter the lower limit of the amount range.
Amount To	Enter the upper limit of the amount range.
Account Number	Click the search icon to select the account number associated with the invoice/debit note payment. This field is enabled only after selecting a supplier.
<b>Payments</b>	
Payment Number	Enter the unique reference number generated while making the payment.
Date Reference Basis	Select the reference for date range search.
Date From	Click the Calendar icon and select the start date of the date-range.
Date To	Click the Calendar icon and select the end date of the date-range.

Field Name	Description
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 recipient of the payment. In case you have selected a supplier in the 'Invoice' search section, then the same gets auto-populated here.
Payment Towards	Select what the payment has been made towards.
Remarks	Enter the remarks added in the transaction.
Counter Party	Click the search icon to select the counterparty.
Payment Mode	Select the mode of payment that has been employed. 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.
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 only to the Oracle Banking Supply Chain Finance system.
<b>Credit Notes</b>	
Credit Note Number	Enter the unique reference number generated for the credit note.
Buyer	Click the search icon to search for the buyer mentioned in the credit note.
Supplier	Click the search icon to search for the supplier who generated the credit note.
Remarks	Enter the remarks added in the transaction.
Currency	Enter the currency selected for the credit note.
Amount From	Select the minimum amount of the credit note amount range.
Amount To	Select the maximum amount of the credit note amount range.
Relationship	Click the search icon to select the relationship code associated with the buyer and supplier.
Date Reference Basis	Select the reference for a date range search.
Date From	Click the Calendar icon and select the start date of the date-range.

Field Name	Description
Date To	Click the Calendar icon and select the end date of the date-range.
Program	Click the search icon to select the linked program. This field is applicable only to the Oracle Banking Supply Chain Finance system.

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

## 9.2 Reconcile

On clicking **Search** for the selected criteria, the resulting unreconciled or partially reconciled invoices/debit notes and payments/credit notes are populated in the grid below.

1  
 Reconciliation

2  
 Allocation

Reconcile By \*

**Invoices**

	Buyer	Supplier	Invoice Number	Outstanding Amt	Inv Due Date	Payment/Credit Note Number	Amt to be Reconciled(Inv Cy)	Amt to be Reconciled(Pay / Cr Note Cy)
<input type="checkbox"/>	NUVOTON	TATA MOTORS	EXTMTATA	£58,011.03	2021-01-09			
<input type="checkbox"/>	NUVOTON	TATA MOTORS	1626512	£100,000.00	2021-01-09			

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

**Payments**

	Payment Number	Payment Party	Unreconciled Amt	Beneficiary	Invoice Number	Amt to be Reconciled(Pay Cy)	Amt to be Reconciled(Inv Cy)	Rule D
<input type="checkbox"/>	PAY5001	RELIANCE	\$8,000.00	NehNovCust1				🔗
<input type="checkbox"/>	PAY5002	RELIANCE	\$8,000.00	NehNovCust1				🔗
<input type="checkbox"/>	RRECCONSEP012	Carrefour	\$1,000.00	Danone				🔗
<input type="checkbox"/>	RRECCONSEP013	Carrefour	\$1,000.00	Danone				🔗

Page 1 (1-4 of at least 300 items) ⏪ < 1 2 3 4 5 6 ... > ⏩

**Credit Notes**

	Credit Note Number	Buyer	Unreconciled Amt	Supplier	Invoice Number	Amt to be Reconciled(Cr Note Cy)	Amt to be Reconciled(Inv Cy)	Rule Details
No data to display.								

Page 1 (0 of 0 items) ⏪ < 1 > ⏩

Proceed

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

1. In the **Reconcile By** field, select one of the following:
  - **One Invoice to Many Payments/Credit Notes** – To reconcile a single invoice with multiple payments/credit notes.
  - **Many Invoices to One Payment/Credit Note** – To reconcile multiple invoices with a single payment/credit note.
2. If you select the ‘One Invoice to Many Payments/Credit Notes’ option:
  - a. In the ‘Invoices’ section, select the invoice / debit note to reconcile.
  - b. In the ‘Payments’ section, do the following:

- i. Select the payment(s) to reconcile.
  - ii. In the **Amt to be Reconciled (Pay Ccy)** column, enter the amount to reconcile in payment currency.
- c. Similarly in the 'Credit Notes' section, do the following:
- i. Select the credit notes to reconcile.
  - ii. In the **Amt to be Reconciled (Cr Note Ccy)** column, enter the amount to reconcile in credit note currency.
3. If you select the 'Many Invoices to One Payment/Credit Note' option:
- a. In the 'Payments' section, select the payment to reconcile, or, in the 'Credit Notes' section select the credit note to reconcile.
  - b. In the 'Invoices' section, do the following:
    - i. Select the invoices / debit notes to reconcile.
    - ii. In the **Amt to be Reconciled (Inv Ccy)** field, enter the amount to reconcile in invoice/debit note currency.

1
2

Reconciliation
Allocation

Reconcile By <sup>\*</sup>

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"/>	NUVOTON	TATA MOTORS	EXTMTATA	£58,011.03	2021-01-09		£38.00	

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

**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 checked="" type="checkbox"/>	PAY5001	RELIANCE	\$8,000.00	NehNovCust1	EXTMTATA	\$20.00	£15.00	
<input checked="" type="checkbox"/>	PAY5002	RELIANCE	\$8,000.00	NehNovCust1	EXTMTATA	\$30.00	£23.00	
<input type="checkbox"/>	RRECCONSEP012	Carrefour	\$1,000.00	Danone				
<input type="checkbox"/>	RRECCONSEP013	Carrefour	\$1,000.00	Danone				

Page 1 (1-4 of at least 300 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
No data to display.								

Page 1 (0 of 0 items) < 1 >

Proceed

4. Click **Proceed**.

Manual Recon
✖

Action \*  
 Reconcile

Recon Category \*  
 Invoice/Debit Notes to Payment/...

Branch \*  
 004-LM BRANCH

Processing Date  
 Jan 16, 2020

Proceed

○ ————— ● 2  
 Reconciliation ————— Allocation

[Expand All](#) [Collapse All](#)

Payment/Credit Note Number	Total Invoice Amount	Payment Party	Invoice Number	Buyer	Supplier	Reconciled Inv Amt	Reconciled Amt	Allocatio
▶ PAY5001	GBP57,998.03	RELIANCE	EXTMTATA	NUVOTON	TATA MOTORS	GBP15.00	USD20.00	<input type="checkbox"/>
▶ PAY5002	GBP57,998.03	RELIANCE	EXTMTATA	NUVOTON	TATA MOTORS	GBP23.00	USD30.00	<input type="checkbox"/>

Submit Back

5. Perform the following steps to allocate payments/credit notes manually:
  - a. In the **Allocation Required** column, enable the toggle to allocate amount / 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 to the respective virtual accounts.
  - d. In the **Percentage** column, enter the percentage of the amount to be allocated.
6. Click **Submit** to confirm the reconciliation and send the record for authorization.

### 9.3 De-Reconcile

User can use this option to de-reconcile invoice(s)/debit note(s) with payments/credit note(s), in case of incorrect reconciliation due to erroneous mapping either automatically or manually.

Manual Recon

Action * De Reconcile	Recon Category * Invoice/Debit Notes to Payment/...	Branch * 004-LM BRANCH	Processing Date Jan 16, 2020	<b>Proceed</b>
--------------------------	--------------------------------------------------------	---------------------------	---------------------------------	----------------

Reconcile Method Manual	Reconciliation Reference No <input type="text"/>	Reconcile Date From <input type="text"/>	Reconcile Date To <input type="text"/>
----------------------------	-----------------------------------------------------	---------------------------------------------	-------------------------------------------

Invoices

Buyer <input type="text"/>	Supplier <input type="text"/>	Invoice Number <input type="text"/>	Invoice Currency Select
-------------------------------	----------------------------------	----------------------------------------	----------------------------

▼ Advance Search

Payments and Credit Notes Search

Payments

Payment Number <input type="text"/>	Date Reference Basis Select	Date From <input type="text"/>	Date To <input type="text"/>
Payment Party <input type="text"/>	Beneficiary Id <input type="text"/>	Remarks <input type="text"/>	

▼ Advance Search

Credit Notes

Credit Note Number <input type="text"/>	Buyer <input type="text"/>	Supplier <input type="text"/>	Remarks <input type="text"/>
--------------------------------------------	-------------------------------	----------------------------------	---------------------------------

▼ Advance Search

**Search** **Reset**

1. Enter the relevant search criteria and click **Search**. The relevant reconciled records are displayed.

Invoice - Payments/Credit Notes Search

Invoices/Payments Expand All Collapse All

<input type="checkbox"/>	Payment/Credit Note Number	Amount to Match	Payment Party	Invoice Number	Buyer	Supplier	Reconciled Inv Amt	Reconciled A
<input type="checkbox"/>	CrN2Jul998	₹5,000.00		Inv2Jul998	E MEI PLASTICS CO LTD	PEGATRON	₹5,000.00	\$5,000.00
<input type="checkbox"/>	CrN5Jul444	₹10,000.00		Inv2Jul995	E MEI PLASTICS CO LTD	PEGATRON	₹12,400.00	\$10,000.00

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

2. Select the records to de-reconcile.
3. Click **Proceed** to send the record for authorization for de-reconciliation.

# 10. Inquiries

## 10.1 Accounting Inquiry

The 'Accounting Inquiry' screen helps you to search for the accounting entries based on the various criteria such as 'File Reference Number', 'Event', 'Product', '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 results. 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.



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

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

## 10.2 Charge Inquiry

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

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

Charge Inquiry ✖

Hide Search ▲

Branch 004-LM BRANCH ▼	Event Select ▼	Party <input type="text"/> 🔍	Party Role Select ▼
Charge Code <input type="text"/> 🔍	Charge Group Select ▼	Trn Ref No. <input type="text"/>	Charge Type Select ▼
Charge Account <input type="text"/> 🔍	Date Reference Basis Select ▼	Date Range <input type="text"/> 📅	Collection Type Select ▼

1. Refer the following table for specifying details in 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.

Field Name	Description
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"> <li>• Calculation Date – To list all relevant charges only on the basis of calculation irrespective of its posting details.</li> <li>• Posting Date – To list all relevant charges only on the basis of posting irrespective of when it was calculated.</li> </ul>
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 results.

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

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

### 10.3 Credit Note Inquiry

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

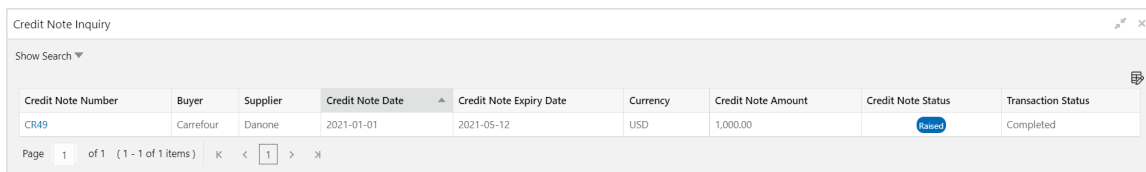
**Navigation Path:** *Receivables & Payables > Inquiry > Credit Note Inquiry*

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

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

Field Name	Description
File Reference Number *	Select the Oracle Banking Supply Chain Finance.
Credit Note Number *	Enter the specific credit note number to search for.
Buyer *	Click the Calendar icon and select the buyer mentioned in the credit note.
Supplier *	Click the Calendar icon and select the supplier mentioned in the credit note.
Relationship *	Click the Calendar icon and select the relationship for which the credit note is created.
Program	Click the search icon and select the program under which the credit note is created. This field is applicable only for Oracle Banking Supply Chain Finance system.
Credit Note Status *	Select the current status of credit note to filter the search results.
Reconciliation Status *	Select the recon status of the credit note to filter the search results.
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 results.



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	Raised	Completed

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

## 10.4 Payment Inquiry

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

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

The screenshot shows the 'Payment Inquiry' window with the following fields and controls:

- File Name**: Text input field.
- Counter Party**: Text input field with a search icon.
- Payment Mode**: Dropdown menu with 'Select'.
- Program**: Text input field with a search icon.
- Remarks**: Text input field.
- Allocation Status**: Dropdown menu with 'Select'.
- Payment Reference Number**: Text input field.
- Beneficiary**: Text input field with a search icon.
- Bank**: Text input field.
- Currency**: Dropdown menu with 'Select'.
- Date Reference Basis**: Dropdown menu with 'Select'.
- Debit-Credit Indicator**: Dropdown menu with 'Select'.
- Credit Account Number**: Text input field.
- Entity Reference Number**: Text input field.
- Payment Amount From**: Text input field.
- Date Range**: Date range selector with calendar icons.
- Payment Party**: Text input field with a search icon.
- Remitter Account Number**: Text input field.
- Relationship**: Text input field with a search icon.
- Payment Amount To**: Text input field.
- Recon Status**: Dropdown menu with 'Select'.

Buttons: Search, Reset.

1. Refer the following table for specifying details in 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.

Field Name	Description
	This field is applicable only for Oracle Banking Supply Chain Finance 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 results.

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

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

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

## 10.5 Purchase Order Inquiry

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

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

The screenshot shows the Purchase Order Inquiry search form with the following fields:

- File Reference Number
- Relationship
- Amount Reference Basis
- Date Range
- PO Number
- Program
- Currency
- Buyer
- PO Status
- PO Amount From
- Supplier
- Finance Status
- PO Amount To

Buttons for Search and Reset are located at the bottom left.

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 results. 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 Oracle Banking Supply Chain Finance system.
PO Status *	Select the required status of the purchase order.
Finance Status	Select the finance status of the PO to filter the search result by. Available options are: <ul style="list-style-type: none"> <li>• Financed</li> <li>• Part Financed</li> <li>• Not Financed</li> </ul>
Amount Reference Basis	Select the reference for an amount range search.
Currency	Select the required amount 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.

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

OR

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

The screenshot shows a web application window titled "Purchase Order Inquiry". Below the title bar is a search bar with a "Show Search" dropdown and a search icon. The main content area is titled "Purchase Order List" and contains a table with the following data:

PO Number	Buyer	Supplier	PO Date	Currency	PO Amount	PO Status
<a href="#">op43</a>	Mumbai Indians	ABZ Solutions	2020-10-01	GBP		ACCEPTED
<a href="#">PO122568</a>	OBDX SCFCMS	OBDXSupp Paints	2020-10-01	USD		ACCEPTED
<a href="#">PO122569</a>	OBDX SCFCMS	OBDXSupp Paints	2020-10-01	USD		ACCEPTED
<a href="#">PO122569567</a>	OBDX SCFCMS	OBDXSupp Paints	2020-10-01	USD		ACCEPTED

At the bottom of the table, there is a pagination control showing "Page 1 of 1 (1 - 4 of 4 Items)" with navigation arrows and a search icon.

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

## 10.6 Receivables Inquiry

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

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

The screenshot shows the 'Receivables Inquiry' window with the following fields and controls:

- File Name:** Text input field with a search icon.
- Supplier:** Text input field with a search icon.
- Payment Status:** Dropdown menu with 'Select'.
- Amount Reference Basis:** Dropdown menu with 'Select'.
- Instrument Type:** Dropdown menu with 'Select'.
- Relationship:** Text input field with a search icon.
- Finance Status:** Dropdown menu with 'Select'.
- Currency:** Dropdown menu with 'Select'.
- Reference Number:** Text input field.
- Program:** Text input field with a search icon.
- Date Reference Basis:** Dropdown menu with 'Select'.
- Amount From:** Text input field.
- Buyer:** Text input field with a search icon.
- Instrument Status:** Dropdown menu with 'Select'.
- Date Range:** Date range selector with calendar icons.
- Amount To:** Text input field.

At the bottom left, there are 'Search' and 'Reset' buttons.

1. Refer the following table for specifying details in 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 Name *	Enter name of the file used for uploading invoice.
Instrument Type	Select the instrument type to specify whether the inquiry is for invoice or debit note.
Reference Number	Enter the complete or partial reference number of the instrument to search for.
Buyer *	Click the search icon to select the buyer mentioned in the invoice.
Supplier *	Click the search icon to select the supplier mentioned in the invoice.
Relationship *	Click the search icon to select the relationship used for creating the invoice.
Program *	Click the search icon to select the program linked with the invoice. This field is applicable only to the Oracle Banking Supply Chain Finance 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.
Finance Status	Select the finance status of the PO to filter the search result by. Available options are: <ul style="list-style-type: none"> <li>Financed</li> <li>Part Financed</li> <li>Not Financed</li> </ul>
Date Reference Basis *	Select the value to specify the reference for date criteria: <ul style="list-style-type: none"> <li>Invoice/Debit Note Date</li> <li>Invoice/Debit Note Due Date</li> </ul>

Field Name	Description
	<ul style="list-style-type: none"> <li>Actual Payment Date</li> <li>Payment Due Date</li> <li>Funding Request Date</li> </ul>
Date Range	Click the Calendar icon and select start date and end date of the date range.
Amount Reference Basis	Select the reference for an amount range search.
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 results.

Receivables Inquiry

Show Search

Reference Number	Instrument Type	Buyer	Supplier	Issue Date	Due Date	Currency	Invoice Amount	Status - Instrument/Payment/Finance	Historical Status
<a href="#">INVMARCH1702</a>	Invoice	Carrefour	Danone	2020-01-09	2020-12-06	GBP	100.00	<span>Raised</span> / Unpaid / Not Financed	<a href="#">Details</a>
<a href="#">INVIAN1501</a>	Invoice	Carrefour	Danone	2020-01-07	2020-03-30	USD	10,000.00	<span>Accepted</span> / Unpaid / Not Financed	<a href="#">Details</a>
<a href="#">VR023</a>	Invoice	Carrefour	Danone	2018-01-09	2021-01-15	USD	5,000.00	<span>Accepted</span> / Partial Paid / Not Financed	<a href="#">Details</a>
<a href="#">VR026</a>	Invoice	Carrefour	Danone	2018-01-09	2021-01-15	USD	5,000.00	<span>Accepted</span> / Partial Paid / Not Financed	<a href="#">Details</a>
<a href="#">VR123</a>	Invoice	Carrefour	Danone	2018-01-09	2021-01-15	USD	5,000.00	<span>Accepted</span> / Partial Paid / Not Financed	<a href="#">Details</a>
<a href="#">VR127</a>	Invoice	Carrefour	Danone	2018-01-09	2021-01-15	USD	5,000.00	<span>Accepted</span> / Partial Paid / Not Financed	<a href="#">Details</a>
<a href="#">VR130</a>	Invoice	Carrefour	Danone	2018-01-09	2021-01-15	USD	5,000.00	<span>Accepted</span> / Partial Paid / Not Financed	<a href="#">Details</a>
<a href="#">VR132</a>	Invoice	Carrefour	Danone	2018-01-09	2021-01-15	USD	5,000.00	<span>Accepted</span> / Partial Paid / Not Financed	<a href="#">Details</a>
<a href="#">VR135</a>	Invoice	Carrefour	Danone	2018-01-09	2021-01-15	USD	5,000.00	<span>Accepted</span> / Partial Paid / Not Financed	<a href="#">Details</a>
<a href="#">DanoneDa0018</a>	Invoice	Carrefour	Danone	2018-01-09	2021-01-15	USD	5,000.00	<span>Accepted</span> / Partial Paid / Not Financed	<a href="#">Details</a>
<a href="#">DanoneDa0009</a>	Invoice	Carrefour	Danone	2018-01-09	2021-01-15	USD	5,000.00	<span>Accepted</span> / Partial Paid / Not Financed	<a href="#">Details</a>
<a href="#">aaa87</a>	Invoice	Carrefour	Danone	2020-01-15	2021-11-17	USD	1,000.00	<span>Raised</span> / Partial Paid / Not Financed	<a href="#">Details</a>
<a href="#">AUG02</a>	Invoice	Carrefour	Danone	2020-01-15	2021-08-12	USD	10,000.00	<span>Accepted</span> / Unpaid / Not Financed	<a href="#">Details</a>
<a href="#">VR108</a>	Invoice	Carrefour	Danone	2018-01-09	2021-01-15	USD	5,000.00	<span>Accepted</span> / Paid / Not Financed	<a href="#">Details</a>
<a href="#">VR109</a>	Invoice	Carrefour	Danone	2018-01-09	2021-01-15	USD	5,000.00	<span>Accepted</span> / Partial Paid / Not Financed	<a href="#">Details</a>
<a href="#">VR112</a>	Invoice	Carrefour	Danone	2018-01-09	2021-01-15	USD	5,000.00	<span>Accepted</span> / Paid / Not Financed	<a href="#">Details</a>
<a href="#">VR115</a>	Invoice	Carrefour	Danone	2018-01-09	2021-01-15	USD	5,000.00	<span>Accepted</span> / Partial Paid / Not Financed	<a href="#">Details</a>
<a href="#">VR117</a>	Invoice	Carrefour	Danone	2018-01-09	2021-01-15	USD	5,000.00	<span>Accepted</span> / Partial Paid / Not Financed	<a href="#">Details</a>
<a href="#">TESTV</a>	Invoice	Carrefour	Danone	2020-01-15	2021-10-06	USD	10,000.00	<span>Accepted</span> / Partial Paid / Not Financed	<a href="#">Details</a>
<a href="#">Inv9003</a>	Invoice	Carrefour	Danone	2020-01-16	2021-08-31	USD	8,800.00	<span>Accepted</span> / Paid / Financed	<a href="#">Details</a>

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



# 11. 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.

## 11.1 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 at present is “.csv”.

### 11.1.1 Supported files and fields:

- Payment File

Naming convention - OBSCF-PAYMENT\_suffix.csv

The file name should begin with 'OBSCF-PAYMENT'. The suffix can be a string that makes the file name unique.

File template:

• DEBIT_CREDIT_INDICATOR	• VIRTUAL_AC_FLAG	• BENEFICIARY_ID	• FILLER1
• PAYMENT_NO	• CREDIT_ACC_NO	• BENEFICIARY_NAME	• FILLER2
• CURRENCY	• AUTO_RECONCILE	• PROGRAM_CODE	• FILLER3
• AMOUNT	• FLAG	• REMITTER_ACC_NO	• FILLER4
• GEN_APPROPRIATION	• ENTITY_REF_NO	• BANK_CODE	• FILLER5
• SPEC_APPROPRIATION	• REMARKS	• EFT_REF_NO	• FILLER6
• PAYMENT_MODE	• PAYMENT_PARTY_ID	• INSTRUMENT_DATE	• FILLER7
• PAYMENT_DATE	• PAYMENT_PARTY_NAME	• INSTRUMENT_BANK	• FILLER8
• PAYMENT_PARTY_CODE	• COUNTERPARTY_ID	• INSTRUMENT_BRANCH	• FILLER9
• COUNTERPARTY_CODE	• COUNTERPARTY_NAME	• MANDATE_REF_NO	• FILLER10
	• CREDIT_NOTE_REF_NO	• ALLOCATION_REQUIRED	

- Relationship File

Naming convention - OBSCF-RELATIONSHIP-MASTER\_suffix.csv

The file name should begin with 'OBSCF- RELATIONSHIP-MASTER'. The suffix can be a string that makes the file name unique.

**File template:**

- INDICATOR
- CORPORATE\_ID
- EFF\_FROM\_DATE
- EXPIRES\_ON
- AUTO\_DEBIT\_APPLICABLE
- HOLIDAY\_TREATMENT
- AUTO\_ACCEPTANCE
- NO\_OF\_DAYS
- INDICATOR
- CORPORATE\_ID
- COUNTERPARTYID
- REGISTRATION\_NUMBER
- PARTY\_TYPE
- STATUS
- PROGRAM\_CODE
- NAME
- SHORT\_NAME
- INDUSTRY
- CATEGORY
- ADDRESS\_TYPE
- COUNTRY\_CODE
- ADDRESS\_LINE\_1
- ADDRESS\_LINE\_2
- ADDRESS\_LINE\_3
- ADDRESS\_LINE\_4
- PIN
- COUNTRY
- PREFERRED\_COMM\_MODE
- MOBILE\_NUMBER
- PHONE\_NUMBER
- EMAIL
- FAX\_NUMBER
- TAX\_REF\_NO\_1
- TAX\_REF\_NO\_2
- GIIN
- EXPIRES\_ON
- AUTO\_DEBIT\_APPLICABLE
- HOLIDAY\_TREATMENT
- AUTO\_ACCEPTANCE
- NO\_OF\_DAYS
- EXTERNAL\_CODE
- DIVISION\_CODE
- CORPORATE\_DIVISION\_CODE

- **Invoice File**

Naming convention - OBSCF-INVOICE-BUYER\_suffix.csv or OBSCF-INVOICE-SELLER\_suffix.csv

The file name should begin with 'OBSCF-INVOICE-BUYER' or 'OBSCF-INVOICE-SELLER'. The suffix can be a string that makes the file name unique.

**File template:**

- INDICATOR
- INVOICE\_NO
- INVOICE\_DATE
- INVOICE\_DUE\_DATE
- BUYER\_CODE
- SUPPLIER\_CODE
- CURRENCY
- BASE\_INV\_AMOUNT
- NET\_INV\_AMOUNT
- TAX\_AMOUNT
- DISCOUNT
- PO\_NUMBER
- BUYER\_DIV\_CODE
- SUPPLIER\_DIV\_CODE
- DISPUTED
- BUYER\_ID
- SUPPLIER\_ID
- BUYER\_NAME
- SUPPLIER\_NAME
- PREACCEPTED
- ACCEPTANCE\_AMOUNT
- PROGRAM\_ID
- VIRTUAL\_AC\_FLAG
- REPAYMENT\_AC\_NO
- BANK
- BRANCH
- BIC\_ROUTING\_CODE
- FUNDING\_REQ\_AMT
- FILLER1
- FILLER2
- FILLER3
- FILLER4
- INVOICE\_ID
- 

- **Purchase Order File**

Naming convention - OBSCF-PURCHASE-ORDER-BUYER\_suffix.csv or OBSCF-PURCHASE-ORDER-SELLER\_suffix.csv

The file name should begin with 'OBSCF-PURCHASE-ORDER-BUYER' or 'OBSCF-PURCHASE-ORDER-SELLER'. The suffix can be a string that makes the file name unique.

**File template:**

- INDICATOR
- EXTERNAL PO NO.
- PO DATE
- PROMISED SHIPMENT DATE
- SUPPLIER ID
- BUYER NAME
- SUPPLIER NAME
- DISCOUNT AMOUNT
- BUYER DIVISION CODE
- SUPPLIER DIVISION CODE
- PRE ACCEPTED
- FUNDING REQUEST AMOUNT
- CITY
- TAX ID
- FILLER 1
- FILLER 2

- CURRENCY
- BASE PO AMOUNT
- BUYER ID
- 
- TAX AMOUNT
- NET PO AMOUNT
- ACCEPTED AMOUNT
- 
- SHIPMENT ADDRESS
- COUNTRY
- ZIP
- 
- FILLER 3
- FILLER 4
- FILLER 5
- FILLER 6

**COMMODITY LIST**

- INDICATOR
- COST PER UNIT
- COMMODITY CODE
- TOTAL COST
- COMMODITY NAME
- TAX AMOUNT
- QUANTITY
- DISCOUNT AMOUNT
- NET AMOUNT

- **Credit Note – Seller File**

Naming convention - OBSCF-CREDIT-NOTE-BUYER\_suffix.csv or OBSCF-CREDIT-NOTE-SELLER\_suffix.csv

The file name should begin with ‘OBSCF-CREDIT-NOTE-BUYER’ or ‘OBSCF-CREDIT-NOTE-SELLER’. The suffix can be a string that makes the file name unique.

File template:

- CN\_NO
- CN\_ID
- LINK\_INVOICE\_NO
- CN\_DATE
- CN\_EXPIRY\_DATE
- BUYER\_CODE
- SUPPLIER\_CODE
- CURRENCY
- BASE\_CN\_AMOUNT
- NET\_CN\_AMOUNT
- TAX\_AMOUNT
- DISCOUNT
- BUYER\_DIV\_CODE
- SUPPLIER\_DIV\_CODE
- BUYER\_ID
- SUPPLIER\_ID
- BUYER\_NAME
- SUPPLIER\_NAME
- PROGRAM\_ID
- ADJUST\_REASON\_CODE
- REMARKS
- FILLER1
- FILLER2
- FILLER3
- FILLER4
- FILLER5
- FILLER6
- FILLER7
- FILLER8
- FILLER9
- FILLER10
- INVOICE\_NUMBER
- COMMODITY\_CODE
- COMMODITY\_NAME
- QUANTITY
- UNIT\_COST
- TOTAL\_COST
- TAX\_AMOUNT
- DISCOUNT\_AMOUNT
- NET\_COST

- **Debit Note – Buyer File**

Naming convention - OBSCF-DEBIT-NOTE-BUYER\_suffix.csv or OBSCF-DEBIT-NOTE-SELLER\_suffix.csv

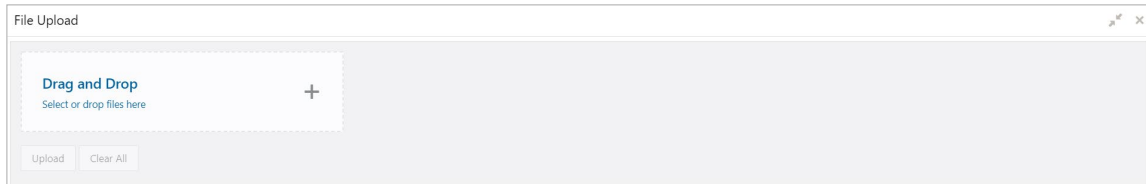
The file name should begin with ‘OBSCF-DEBIT-NOTE-BUYER’ or ‘OBSCF-DEBIT-NOTE-SELLER’. The suffix can be a string that makes the file name unique.

File template:

- DN\_NO
- DN\_ID
- LINK\_INVOICE\_NO
- DN\_DATE
- DN\_DUE\_DATE
- BUYER\_CODE
- SUPPLIER\_CODE
- CURRENCY
- DISPUTED
- BUYER\_ID
- SUPPLIER\_ID
- BUYER\_NAME
- SUPPLIER\_NAME
- PREACCEPTED
- ACCEPTANCE\_AMOUNT
- PROGRAM\_ID
- ADJUST\_REASON\_CODE
- REMARKS
- FILLER1
- FILLER2
- FILLER3
- FILLER4
- FILLER5
- FILLER6
- SHIPMENT\_ADDRESS
- SHIPMENT\_COUNTRY
- EXPORT\_REASON
- SALE\_TERMS
- PAYMENT\_TERMS
- COUNTRY\_OF\_ORIGIN
- INVOICE\_NUMBER
- COMMODITY\_CODE

- BASE\_DN\_AMOUNT
- NET\_DN\_AMOUNT
- TAX\_AMOUNT
- DISCOUNT
- BUYER\_DIV\_CODE
- SUPPLIER\_DIV\_CODE
- VIRTUAL\_AC\_FLAG
- REPAYMENT\_AC\_NO
- BANK
- BRANCH
- BIC\_ROUTING\_CODE
- FUNDING\_REQ\_AMT
- FILLER7
- FILLER8
- FILLER9
- FILLER10
- SHIPMENT\_NO
- SHIPMENT\_DATE
- COMMODITY\_NAME
- QUANTITY
- UNIT\_COST
- TOTAL\_COST
- TAX\_AMOUNT
- DISCOUNT\_AMOUNT
- NET\_COST

**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.




## 11.2 View File Upload Status

This screen helps you to manage uploaded files.

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

File Name	Maker Id	Checker Id	Total Records	Approved	Successful	Failed	Maker Time Stamp	Checker Time Stamp	Status	Action
OBCM-INSTRUMENT-COLLECTIONS_34_4.csv	KRINAS	KRINAM	1	1	1	0	2021-11-23T12:29:08.000+00:00	2021-11-23T12:29:19.000+00:00	Processed	
OBCM-INSTRUMENT-COLLECTIONS_34_3.csv	KRINAS	KRINAM	1	1	0	1	2021-11-23T12:26:34.000+00:00	2021-11-23T12:27:23.000+00:00	Processed	
OBCM-INSTRUMENT-COLLECTIONS_34_2.csv	KRINAM	KRINAS	1	1	0	1	2021-11-23T12:22:22.000+00:00	2021-11-23T12:22:51.000+00:00	Processed	
OBCM-INSTRUMENT-COLLECTIONS_34_1.csv	KRINAS	KRINAM	1	1	1	0	2021-11-22T05:48:42.000+00:00	2021-11-22T06:02:23.000+00:00	Processed	
OBSFCM-PAYMENT_MANUAL_ALLOC_01506.csv	SAVITAR	SWETA	7	7	7	0	2021-11-20T08:55:36.000+00:00	2021-11-20T08:56:10.000+00:00	Processed	
OBSFCM-PAYMENT_AUTO-210520201_219.csv	GANESHM		0	0	0	0	2021-11-19T15:11:38.000+00:00		Unprocessed	
OBSFCM-INVOICES-BUYER_AUTO-210520203_770.csv	GANESHM		0	0	0	0	2021-11-19T15:11:12.000+00:00		Unprocessed	
OBCM-CASHFLOW-TRANSACTION_169Mayur2.csv	OBDX	OBDXC	1	1	0	1	2021-11-19T06:29:41.000+00:00	2021-11-19T06:29:50.000+00:00	Processed	
OBCM-CASHFLOW-TRANSACTION_169Mayur1.csv	OBDX	OBDXC	1	1	0	1	2021-11-19T06:27:53.000+00:00	2021-11-19T06:28:05.000+00:00	Processed	
OBCM-CASHFLOW-TRANSACTION_169Mayur.csv	OBDX	OBDXC	1	1	0	1	2021-11-19T06:26:43.000+00:00	2021-11-19T06:26:55.000+00:00	Processed	

To search for specific files and to take required actions on them:

1. Use one or more of the following criteria to filter the listed file jobs:
  - In the **Filter by File Name** field, type the partial or complete name of the file.
  - In the **Filter by Maker ID** field, type the partial or complete Maker ID used to create the file record.
  - In the **Filter by Checker ID** field, type the partial or complete Checker ID used to authorize the file.
  - From the **Filter by Status** list, select a status option. The available options are: Approved, Failed, Processed, and Unprocessed.
  - In the **Filter by Upload Date: Start Date** field, enter the date when the upload was started.
  - In the **Filter by Upload Date: End Date** field, enter the date when the upload was completed.
2. Once the filter criteria is set, click **Filter** to view the filtered list.  
OR  
Click **Clear Filters** to clear the entered criteria.
3. If required, click **Refresh** to refresh the listed files.
4. If required, click the download icon () to download the file.
5. Click the options icon (⋮) and do one of the following as per requirement:
  - a. Select **View Details** to view further details of the uploaded file.
  - b. Select **View Remarks** to view any comments added during file upload.
  - c. Select **Approve** to approve the file. This option appears only for files which are in the 'Unprocessed' state.
  - d. Select **Reject** to reject the file. This option appears only for files which are in the 'Unprocessed' state.
6. To view rejected files and their details:
  - a. In the View File Upload Status screen, click **Rejected Files**. The **Rejected File Data** pop-up window appears, with a list of rejected files.
  - b. In this window, you can do the following:
    - Filter the records based one file name, maker ID, checker ID, upload start date, and upload end date (as detailed above). Once you enter the filter criteria, click **Filter** to view the filtered records, or, click **Clear Filters** to clear the entered criteria.
    - Click the Download icon () to download the file.
    - Click the Remarks icon () to view any comments added.

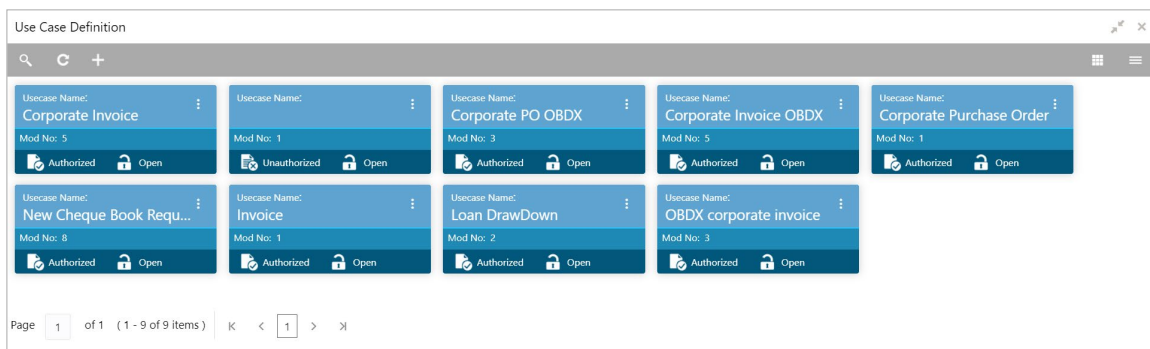
## 12. Machine Learning

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.

### 12.1 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



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

The screenshot shows the 'Tag Maintenance' window. The form fields are:

- Use Case Name: New Invoice
- Description: Tags of Invoice from File Upload.
- Mod No: (empty)
- Straight Through Processing:  Yes  No

The table below shows the tags for the use case:



<input type="checkbox"/>	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	

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Save Cancel

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 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 the table to 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.

## 12.2 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, the user can create the annotated file.

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

Perform the following steps to create an annotator file:

1. In the **Action Type** field, select the **Create New Annotated File** option.
2. In the **Source File** field, click **Select File** and then select the invoice/PO image file.
3. From the **Document Type** list, select the created use case.
4. Click **Get Labels** to populate the tag names in the 'Annotations' box.

The screenshot shows the 'Annotator' application window. It has three main sections: 'Action Type', 'Source File Definition', and 'Document Type'. The 'Action Type' section has three radio buttons: 'Create New Annotated File' (selected), 'Edit Created Annotated File', and 'Error Correction'. The 'Source File Definition' section shows 'Source File: Invoice.jpg', 'Annotated File: Annotated file name', and 'Retrieved Doc Id: Retrieved Doc Id'. The 'Document Type' section shows 'Corporate Invoice' and 'Annotated File Name: Invoice.txt'. Below these are three buttons: 'Select File', 'Get Labels', and 'Create Training File'. The main area is divided into three panes: 'Original File' (showing an invoice image), 'Text Form' (showing the invoice text with a 'Select Annotation Label' dropdown menu open), and 'Annotations' (showing a table of tags and values).

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.

## 12.3 Train Model

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

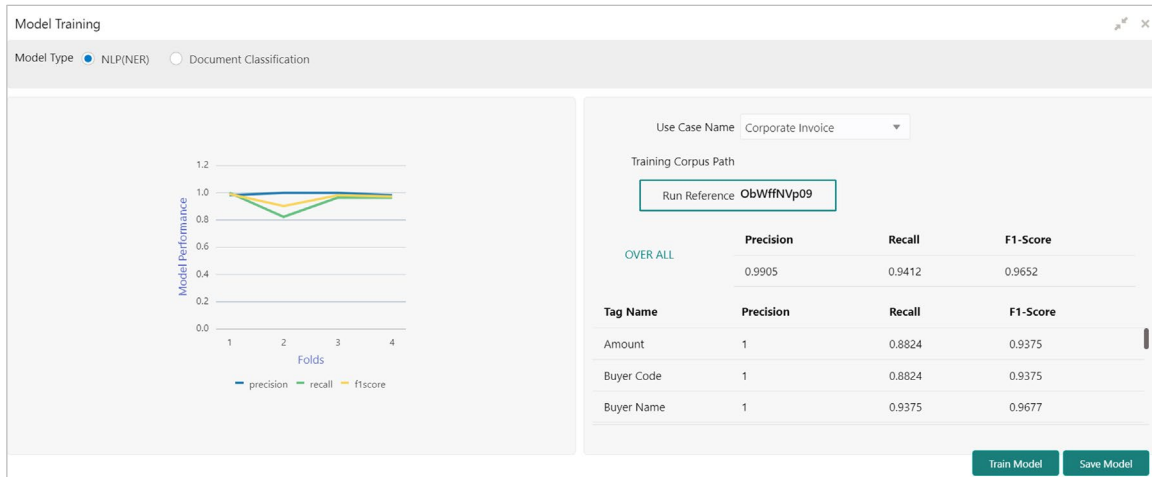
**Navigation Path:** Machine Learning > NLP Tool Kit > Model Training

The screenshot shows the 'Model Training' application window. It has a 'Model Type' section with two radio buttons: 'NLP(NER)' (selected) and 'Document Classification'. Below this is a large empty area with the text 'No data to display'. On the right side, there is a 'Use Case Name' dropdown menu with the text 'Select Usecase Name'. Below that are 'Training Corpus Path' and 'Run Reference' fields. At the bottom right, there are two buttons: 'Train Model' and '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.



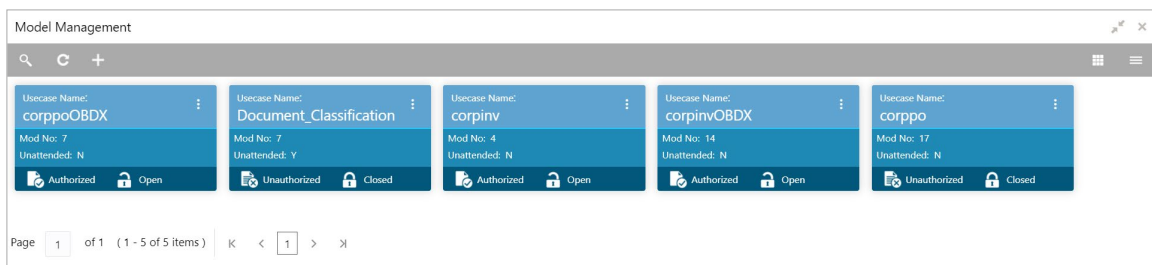


3. Click **Save Model** to save the trained model to be utilized as an active model.

## 12.4 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: corpinv      Model Type: NER

Run Reference	Training Date	Precision	Recall	F1 score	Active	
EsOrDAppb0A	08/01/2021	0.991	0.963	0.977	<input type="checkbox"/>	Tag Parameters
yDpCbomNYL	02/12/2020	0.991	0.977	0.984	<input checked="" type="checkbox"/>	Tag Parameters
zSSXsvmw0J	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

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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: EsOrDAppb0A

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**.

## 12.5 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*

Document Upload

LM BRANCH (004)  
Jan 9, 2020

Scan and Upload Document

Select File

Document Type

Upload

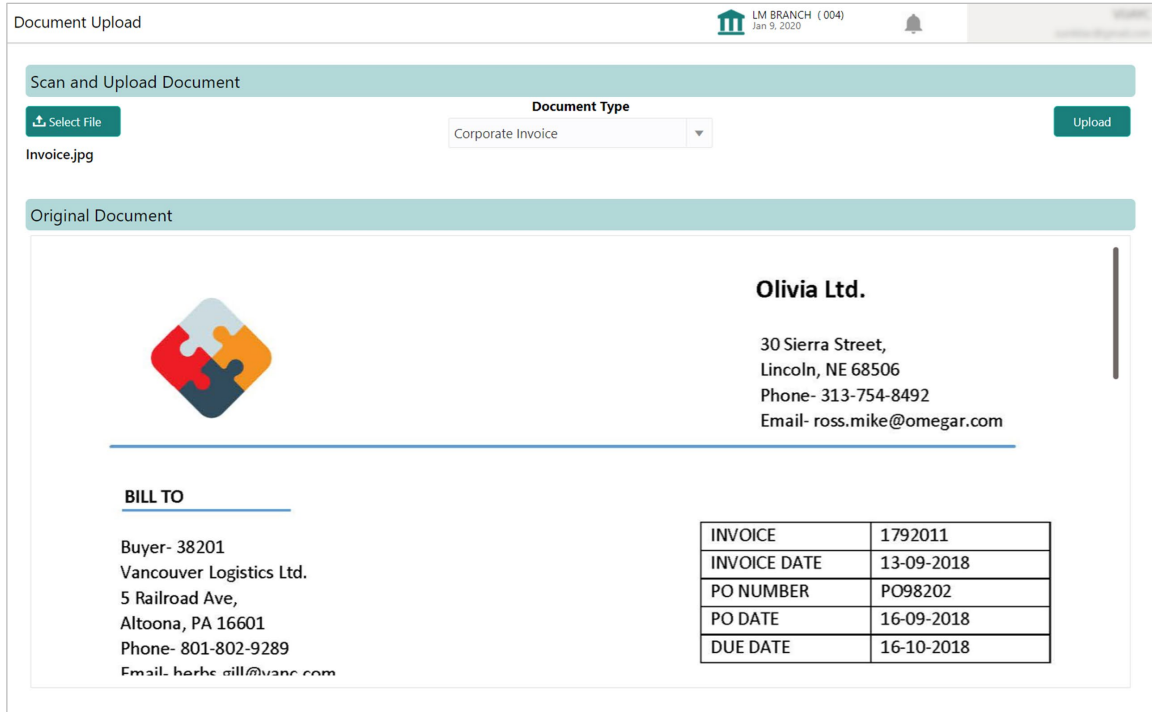
Name of loaded file will appear here!

Original Document

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:
  - o Corporate Invoice
  - o Corporate Purchase Order



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

## 12.6 View Transaction Log

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

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

Transaction Log

Document Type: corpinv-Corporate Invoice Status: PROCESSED Refresh

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	...

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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.

## 13. Batch Jobs

There are several activities required to be performed on a daily basis in the system. These activities are run by the system as a batch jobs at the beginning and/or end of the day. This chapter includes the events that are part of Beginning of Day (BOD) and End of Day (EOD) batch jobs run by the system on daily basis.

### 13.1 EOD Batch

Refer to the section 3.5 of the Oracle Banking Common Core User Guide to Configure, Invoke, and View the EOD batch jobs.

**Note:** Events marked with \* are always executed. Below batch job events are only available if the Receivables and Payables module is integrated with OBSCF system.

Sr. No.	Event Name	Description
1	Stale Invoice *	This event marks the Invoices as stale based on the configured settings for each product.
2	Stale PO *	This event marks the POs as stale based on the configured settings for each product.
3	Invoice Acceptance *	This event changes invoice status as accepted based on the configurations set in the system.
4	Overdue Invoices *	Updating the invoices as overdue.
5	Invoice Charges *	This event calculates the charges for invoices. Invoices are grouped into different bunches and all the applicable charges are applied for the particular bunch. Once the charges are applied, those are calculated immediately if they are online charges. In case of periodic charges, charges are calculated if the charge calculation date matches with the business date on which EOD is run. Accounting entries are posted once charges are calculated.
6	PO Charges *	This event calculates charges for the purchase orders. Purchase orders are grouped into different bunches and all the applicable charges are applied for a particular bunch. Once the charges are applied, those are calculated immediately if they are online charges. In case of periodic charges, charges are calculated if the charge calculation date matches with the business date on which EOD is run. Accounting entries posted once charges are calculated.
7	Charges Batch Processing *	This event calculates & collect periodic charges. All the charges for all the transactions present in the system are calculated and account entries are posted if the charge calculation date matches with the business date on which EOD is run.

## 13.2 Independent Batch

Refer to the section 2 of the Tasks User Guide to Create, View, Configure, Trigger, and View status of the tasks.

Sr. No.	Event Name	Description
1	Auto-Reconciliation	This event reconciles transactions for invoice, debit note, and finance, with payment/credit note based on configured auto-recon rules.
2	Future Dated Disbursement Processing	This event processes transactions with future dated disbursements.
3	Auto Debit Finance	This event processes auto debits for finance transactions as per configurations set in the system.
4	Auto Debit Invoice	This event processes auto debits for invoice transactions as per configurations set in the system.

## 14. Process Codes

### 14.1 Finance

Following table represents the manual stages in Finance workflow along with the functional activity codes which can be used for mapping in role activity screen under SMS menu.

*Refer to the Role section of the Oracle Banking Security Management System User guide to understand procedure for creating roles and assigning activity to it.*

Stage	Functional Activity Code	Description
LimitProcessingException	LimitProcessingException	
CreditApprovalException	CreditApprovalException	
CreateAdhocLimitsTransactionException	CreateAdhocLimitsTransactionException	
InitiateWorkflowForAdhocLimitTxnException	InitiateWorkflowForAdhocLimitTxnException	
AutoFinanceException	AUTOFIN_EXCEPTION	
Processing	PROCESSING	
Authorization	AUTHORIZATION	
Authorization Level 2	AUTHORIZATION	
Authorization Level 3	AUTHORIZATION	
Loan Integration Exception	OBCL_EXCEPTION	
AccountingEntriesPostException	ACC_ENTRIES_EXCEPTION	
AccountPostingResponseAwaited	ACCPPOSTING_RESPONSE_AWAITED	
ExternalPaymentException	EXTERNAL_PAYMENT_EXCEPTION	
OutgoingPaymentResponseAwaited	OUTPAY_RESPONSE_AWAITED	
LimitsUpdateException	LIMITS_UPDATE_EXCEPTION	
FinanceMasterUpdate	POSTAUTH_UPDATE_EXCEPTION	
InstrumentUpdateException	INSTRUMENT_UPDATE_EXCEPTION	

Stage	Functional Activity Code	Description
AlertsException	ALERTS_EXCEPTION	
ReconCompletionException	RECON_COMPLETION_EXCEPTION	
ReconAuthorizationException	RECON_AUTHORIZATION_EXCEPTION	
ReconStepAuthorizationException	RECON_STEP_AUTHORIZATION_EXCEPTION	

## 14.2 Recon

Following table represents the manual stages in Recon workflow along with the functional activity codes which can be used for mapping in role activity screen under SMS menu.

*Refer to the Role section of the Oracle Banking Security Management System User guide to understand procedure for creating roles and assigning activity to it.*

Stage	Functional Activity Code	Description
Processing	SCFCM_FA_PROCESSING_AUTH_REJECT	
CL Exception	SCFCM_FA_CL_EXCEPTION	
Accounting Regeneration Exception	SCFCM_FA_AC_REGEN_EXCEPTION	
Authorization	SCFCM_FA_PROCESSING_AUTH	
Accounting Post Exception	SCFCM_FA_ACC_POST_EX	
Limits Update Exception	SCFCM_FA_LIMITS_UPD_EX	
VAM Integration Exception	SCFCM_VAM_INTG_AUTH	
Master Update Retry	SCFCM_FA_MASTER_UPDATE_ERROR	

## 14.3 Discounting

Following table represents the manual stages in Discounting workflow along with the functional activity codes which can be used for mapping in role activity screen under SMS menu.



*Refer to the Role section of the Oracle Banking Security Management System User guide to understand procedure for creating roles and assigning activity to it.*

Stage	Functional Activity Code	Description
Authorization	AUTHORIZATION	
masterUpdateException	MASTER_UPDATE_EXCEPTION	

## 14.4 Instrument

Following table represents the manual stages in Instrument workflow along with the functional activity codes which can be used for mapping in role activity screen under SMS menu.

*Refer to the Role section of the Oracle Banking Security Management System User guide to understand procedure for creating roles and assigning activity to it.*

Stage	Functional Activity Code	Description
MITagCorrection	SCFCM_FA_TXN_CREATE_EXCEPTION	
Create Instrument Exception	SCFCM_FA_TXN_CREATE_EXCEPTION	
Processing	SCFCM_FA_TXN_PROCESS	
Transaction Rejection Approval	SCFCM_FA_TXN_REJECTION	
CL Exception	SCFCM_FA_CL_EXCEPTION	
Accounting Regeneration Exception	SCFCM_FA_AC_REGEN_EXCEPTION	
Authorization	SCFCM_FA_TXN_AUTH	
Accounting Post Exception	SCFCM_FA_ACC_POST_EX	
Limits Update Exception	SCFCM_FA_LIMITS_UPD_EX	
Instrument Master Update Exception	SCFCM_FA_MASTER_UPD_EXCEPTION	
File Upload Exception	SCFCM_FA_FILE_UPLOAD_EX	
Portal Response Exception	SCFCM_FA_PORTAL_RES_EX	



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## Reference and Feedback

### References

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

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

### Feedback and Support

Oracle welcomes customers' comments and suggestions on the quality and usefulness of the document. Your feedback is important to us. If you have a query that is not covered in this user guide or if you still need assistance, please contact documentation team.