

Receivables & Payables User Guide
Oracle Banking Cash Management

Release 14.6.0.0.0

Part No. F57413-01

May 2022



Oracle Banking Cash Management User Guide
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1. About this Manual

1.1 Introduction

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

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

1.2 Audience

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

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

1.3 Documentation Accessibility

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

1.4 Document Structure

This manual is organized into the following chapters:














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


1.5 Abbreviations

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

1.6 Glossary of Icons

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

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

Icon	Function
	View

2. Receivables and Payables

2.1 Overview

In Oracle Banking Cash Management, the Receivables and Payables module enables a financial institution to manage the receivables and payables for its corporate customers. OBCM provides a technology platform capable of capturing account receivables and payables of corporates across disparate accounts and locations.

2.2 Benefits

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

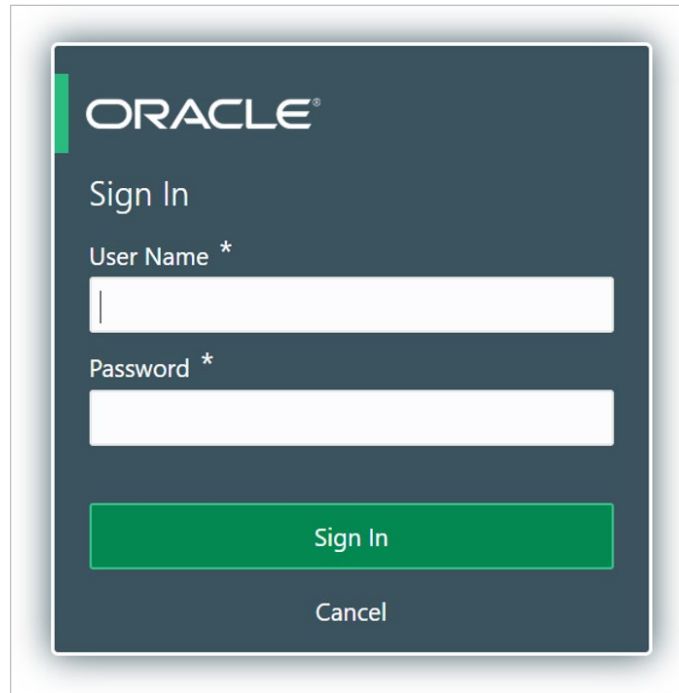
2.3 Functionality

- E-Invoice/Purchase Order
- Reconciliation
- Pricing

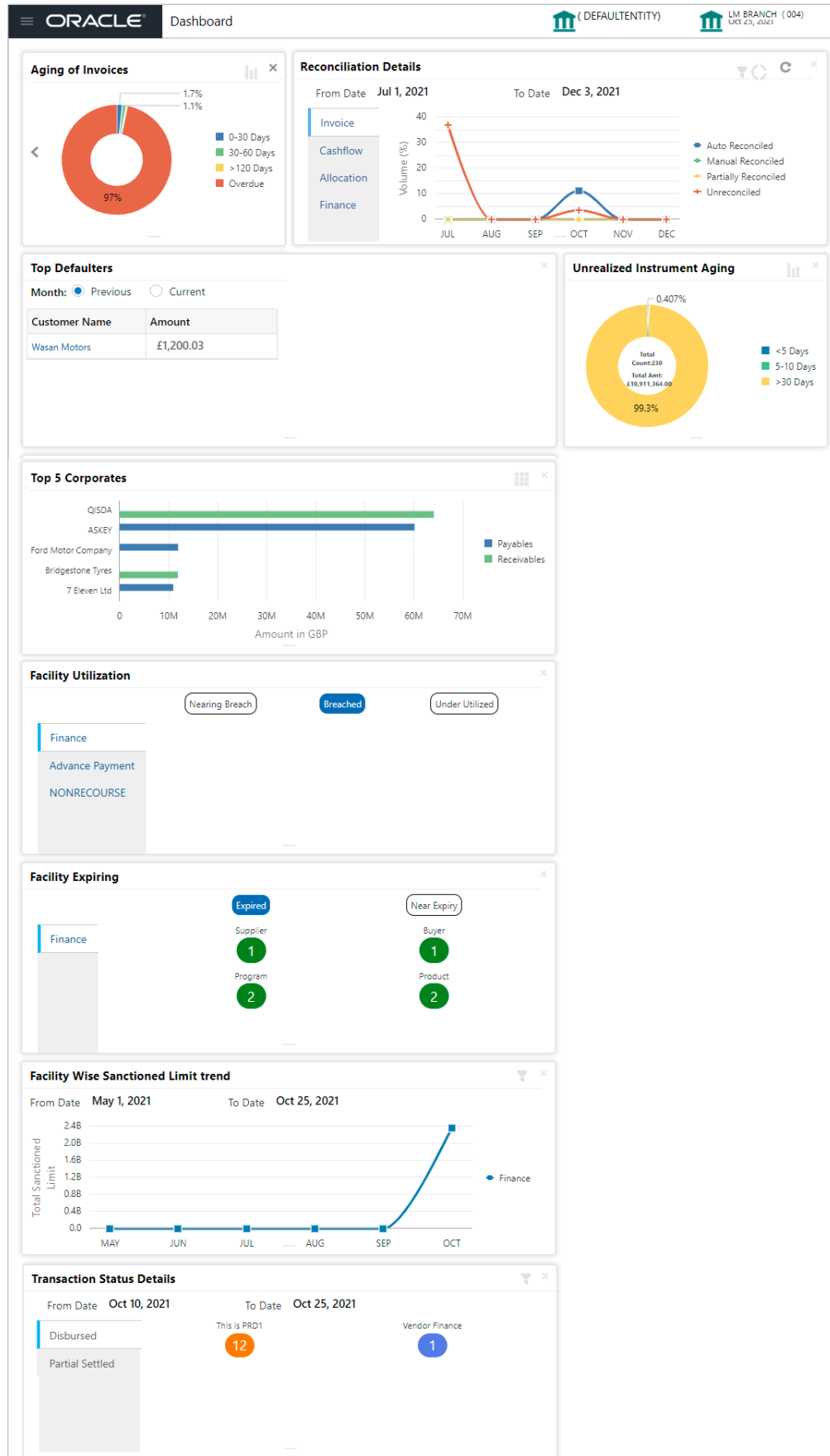
2.4 Home: Dashboard

Successfully signing into the OBCM application displays the Dashboard as your home screen.. It is a collection of various portlets that are displayed based on your role and access rights. Dashboard enables easy access and analysis of transactional and static data through these interactive and contextual portlets. . User can drag and move different portlets, resize, auto adjust the size, and expand/collapse the portlet.

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

The image shows a dark-themed Oracle sign-in dialog box. At the top left is the Oracle logo. Below it is the text "Sign In". There are two input fields: "User Name *" and "Password *". Below the input fields are two buttons: a green "Sign In" button and a "Cancel" button.

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



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

- **Unrealized Instrument Aging:** Unrealized Instrument Aging graph displays the doughnut chart with number of cheques/instruments, which are unrealized for aging bucket (number of day). You can click on bar graph icon at the top-right of the portlet to change the view from doughnut (default) to bar graph. Landing page displays the number of unrealized cheques/instruments split as per aging buckets which are configurable. Maximum of seven ranges can be defined.
- **Cash Transaction Volume and Trend:** This portlet displays a bar graph depicting the amounts in branch currency that have been collected and withdrawn on a monthly-basis, within the specified time frame. The Cash Withdrawal and Cash Collection bars are color-coded for aiding quick visual analysis. You can alter the 'From Date' and 'To Date' by clicking the Filter icon and selecting the required dates.
- **Instrument Status:** The Instrument Status portlet displays the status wise total count and total value of the instruments for the period selected between From Date and To Date (Deposit from and To Date). By default, the date period is from 'current date-1' to 'current date'. The statuses displayed in the portlet are Lodged, Hold, Return, and Realized.
- **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 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 also offers a drilldown at each entity level.
- **Top 5 Corporate Cash Collection:** This portlet displays a jet-bar chart with the top 5 corporate parties with high-value cash collection in branch currency, within the specified time frame. You can alter the 'From Date' and 'To Date' by clicking the Filter icon, and selecting the required dates. Flip the portlet using the arrow on the side to view the top 5 corporates high-value cash withdrawal in branch currency, within the specified time frame.
- **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:** This widget displays invoice aging information in the form of a doughnut. The graph displays 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, and so on. Range criteria can be defined with a maximum of 6 ranges. On clicking any of the range buckets on the graph, a pop-up window appears with 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 the information of that specific corporate such as supplier name, 'Invoice Due Date From', 'Invoice Due Date To'. Click the bar-chart icon on the top-right corner to change the view from doughnut (default) to bar chart. You can also flip the widget to view the same details for aging of overdue invoices.

- **Product-wise Instrument Collection Flow – Value:** This portlet displays a line graph representing the collection amount flow in branch currency, within a specified time frame, for all Products that are associated with 'paper-based' category. Each product has a specific color code. You can alter the 'From Date' and 'To Date' by clicking the Filter icon, and selecting the required dates. Flip the portlet using the arrow on the side to view the count of instruments for each of the Products, for the specified time frame.
 - **Top Defaulters:** Top defaulters widget shows list of top defaulters for the previous and current month.
 - **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 that product.
 - **Invoices Raised:** This portlet displays the data for 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 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 invoices specific to the corporate, along with other relevant details as per the selected date.
 - **Business Volume Trends:** This chart displays the business trends (total receivables and payables) of previous six months including current month based on historic data. The trend line is plotted based on the highs/peak.
 - **Reconciliation Details:** This widget provides a snapshot of the reconciliation details of payments against the entity selected, i.e., invoice, cashflow, allocation, or finance. Click the respective icons to view these details as a donut or as a line-graph. You can view the volume percentage of payment records that are manually reconciled, auto reconciled, partially reconciled, and unreconciled. Using the filter options, you can select a specific customer and/or modify the date range. Click the refresh icon to reset the data. If you have selected the line-graph option, you can click on specific trend-line points where the Volume (Y) axis meets the Month (X) axis. A pop-up window appears, displaying the names of the corporates and the count of records for that particular month and reconciliation status.
3. User can perform following actions on the dashboard screen:
- To add more portlets, click the Add (+) icon located at the top-right corner of the Dashboard.
 - To remove a portlet, click the Remove (x) icon located at the portlet's top-right corner.
 - To configure the portlet, click the Configure Tile (⚙️) located at the portlet's top-left corner.
 - To flip the portlet view, click the Flip Forward (<) or Flip Back (>) icon.
 - To change the portlet's position, click and hold the 'Drag to reorder' (.....) icon at the portlet's bottom-center and then move portlet to the desired position.
 - To apply filter on the portlet's data, click the Filter (⏏) icon to view the pop-up select filter values.

3. Setup Reference Data

3.1 Introduction

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

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

You may also need to identify administrators to perform admin related tasks (creating users, assigning tasks and functions to the users as per their profile).

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

3.1.1 Maintaining Core Reference Data

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

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

3.2 Accounting Maintenance

One of the important reference data for executing receivables and payables transactions is 'accounting'. This is setup through various sub-modules of accounting, such as account mapping, entry codes, roles, and accounting entries.

3.2.1 Accounting Roles

3.2.1.1 Create Accounting Role

This screen is used to create Account Roles. This is required to identify the Dr or Cr leg in an accounting entry. Dr or Cr legs with other parameters like amount type, are created through 'Accounting Entry Codes' submenu.

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

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

Note: Fields marked with ‘’ are mandatory.*

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

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


3.2.1.2 View Accounting Role

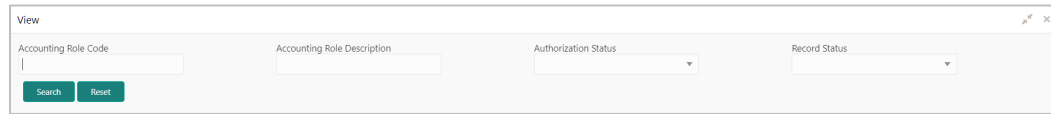
Through this screen, user can view, modify, delete, or authorize the accounting role.

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

Perform the following steps to filter or take actions on an accounting role record:

- Filter the records in the View screen:



- a. Click the search () icon to view the filters. You can filter the records by Accounting Role Code, Accounting Role Description, Authorization Status, and Record Status.



- b. Click **Search**.

OR

Click **Reset** to reset the filter criteria.

- Click the refresh () icon to refresh the records.
- Click the Options () icon and then click any of the below options:
 - **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.
 - **Reopen** – To reopen a closed record.

3.2.2 Entry Codes

3.2.2.1 Create Entry Codes

This screen is used to create entry codes or Dr and Cr legs for an accounting entry.

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

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

Note: Fields marked with '' are mandatory.*

Field Name	Description
Accounting Entry Code *	Unique identification code for an account entry.
Accounting Entry Description *	Description of the account entry code.
Role Details	
Debit Role	Select the role of a debit party.
Debit Party	Select the party type for debit.
Debit Amount Type	Select the amount type for debit.
Debit Settlement Method	Select the method to be used for debit settlement.
Credit Role	Select the role of a credit party.
Credit Party	Select the party type for credit.
Credit Amount Type	Select the amount type for credit.
Credit Settlement Method	Select the method to be used for credit settlement.

2. 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

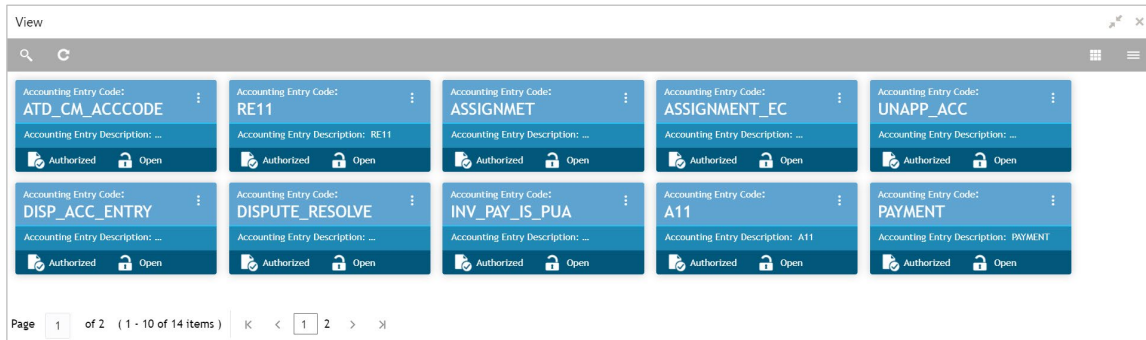
To remove the record, click **Delete**.

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

3.2.2.2 View Entry Code

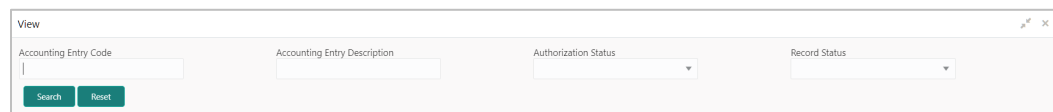
By using this screen, user can view, modify, delete, or authorize entry code.

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



Perform the following steps to filter or take actions on an accounting entry code record:

- Filter the records in the View screen:
 - Click the search (🔍) icon to view the filters. You can filter the records by Accounting Entry Code, Accounting Entry Description, Authorization Status, and Record Status.



- Click **Search**.
- OR
- Click **Reset** to reset the filter criteria.
- Click the refresh (🔄) icon to refresh the records.
 - Click the Options (⋮) icon and then click any of the below options:
 - Unlock** – To modify the record details. Refer the **Create Entry Codes** section for field level details.
 - Authorize** – To authorize the record. Authorizing requires necessary access rights.
 - Optional: Click **View** to view the record details.
 - Select the record to authorize and then click **Approve**.
 - Delete/Close** – To remove the record.
 - Optional: On the confirmation pop-up window, enter the remark for deletion.

- Click **Confirm** to delete the record.
- **Copy** – To create a new accounting entry code by using similar details.
- **View** – To view accounting entry code details.
- **Reopen** – To reopen a closed record.

3.2.3 Accounting Entries

3.2.3.1 Create Accounting Entries

This screen is used to create accounting entries by mapping entry codes with appropriate product, event, payment mode, and so on.

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'.

Field Name	Description
Payment Mode *	Select any one of the below payment modes: <ul style="list-style-type: none"> • Account Transfer • Cheque • EFT This field is displayed only if filter criteria includes 'Payment Mode'.
Approved	Switch the toggle ON, if accounting has to be set up for those instruments whose status is approved. This field is displayed only if filter criteria selected is 'Approved Based'
PUA	Switch the toggle ON, if the accounting has to be set up for those instruments whose payment is under approval process. This field is displayed only if filter criteria includes 'PUA'.
Payment Party	Select the payment party if the accounting entry set up is separate for a specific payment party. This field is displayed only if filter criteria includes 'Payment Party'.
Is Financed	Switch the toggle ON, if accounting entry is to be set up separately for financed and non-financed instruments. This field is displayed only if filter criteria includes 'Is Instrument Financed'.
Accounting Entries	
Accounting Entry Code *	Click the Search icon and select an accounting entry code.
Accounting Entry Description *	The description is auto-populated based on selected entry code.
Sequence *	Enter the sequence number of the selected entry code.

2. 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

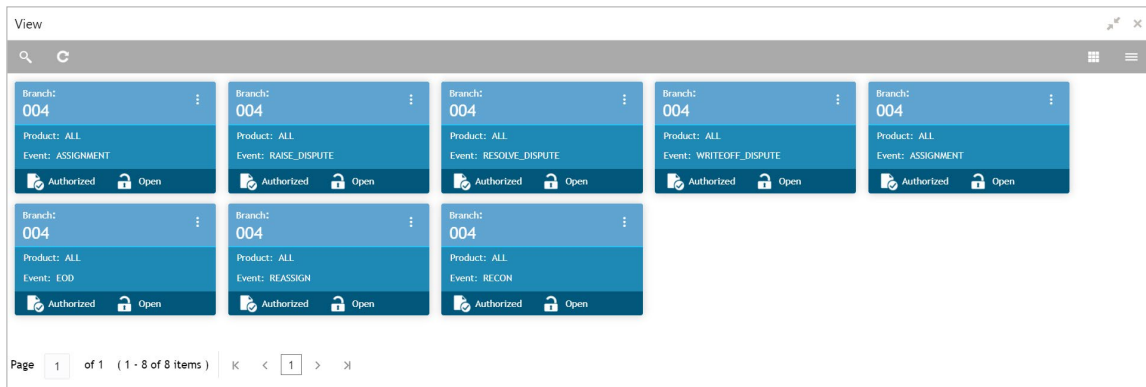
To remove the record, click **Delete**.

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


3.2.3.2 View Accounting Entries

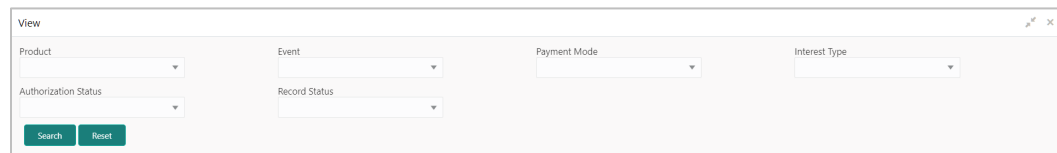
By using this screen, user can view, modify, delete, or authorize accounting entries.



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



Perform the following steps to filter or take actions on an accounting entries record:

- Filter the records in the View screen:
 - a. Click the search () icon to view the filters. You can filter the records by Product, Event, Payment Mode, Interest Type, Authorization Status, and Record Status.



- b. Click **Search**.
- OR
- Click **Reset** to reset the filter criteria.
- Click the refresh () icon to refresh the records.
 - Click the Options () icon and then click any of the below options:
 - **Unlock** – To modify the record details. Refer the **Create Accounting Entries** section for field level details.
 - **Authorize** – To authorize the record. Authorizing requires necessary access rights.
 - Optional: Click **View** to view the record details.
 - Select the record to authorize and then click **Approve**.
 - **Delete/Close** – To remove the record.
 - Optional: On the confirmation pop-up window, enter the remark for deletion.
 - Click **Confirm** to delete the record.
 - **Copy** – To create a new accounting entry by using similar details.
 - **View** – To view accounting entry details.

- **Reopen** – To reopen a closed record.

3.2.4 External Account Mapping

3.2.4.1 Create External Account Mapping

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

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

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

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

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

Field Name	Description
IFSC Code *	Enter the IFSC code of the bank's branch of the entered account number.
Bank Name *	Enter name of the bank.
Branch Name *	Enter name of the bank's branch associated with the entered IFSC code.

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

3.2.4.2 View External Account Mapping

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

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



Perform the following steps to filter or take actions on external account mapping record:

- Filter the records in the View screen:
 - Click the search (🔍) icon to view the filters. You can filter the records by Product, Event, Party Id, Authorization Status, and Record Status.



- Click **Search**.
- OR
- Click **Reset** to reset the filter criteria.
- Click the refresh (🔄) icon to refresh the records.
 - Click the Options (⋮) icon and then click any of the below options:
 - Unlock** – To modify the record details. Refer the **Create Accounting Entries** section for field level details.
 - Authorize** – To authorize the record. Authorizing requires necessary access rights.
 - Optional: Click **View** to view the record details.
 - Select the record to authorize and then click **Approve**.

- **Delete/Close** – To remove the record.
 - Optional: On the confirmation pop-up window, enter the remark for deletion.
 - Click **Confirm** to delete the record.
- **Copy** – To create a new accounting entry by using similar details.
- **View** – To view accounting entry details.
- **Reopen** – To reopen a closed record.

3.2.5 Internal Account Mapping

3.2.5.1 Create Internal Account Mapping

This screen is used to map internal accounts (Customer accounts and Bank GL accounts) with specific accounting roles.

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

The screenshot shows a 'Create' form for internal account mapping. The form is organized into several sections:

- Branch:** 004-LM BRANCH
- Product:** ALL
- Role:** CUST_ACC
- Account Type:** CASA (selected), GL
- Settlement Method:** Cust A/C
- Party:** NUVOTON (000285)
- Division Code:** Division PEG A
- Account Number:** NUVot123 (0040025220355)
- Account in Transaction Currency:**
- Default Account:**
- Filter Criteria:** Party and Division Code Based

At the bottom, there is a table with the following data:

Account Currency	Account Number	Contra Account Number	Default(Y/N)	Action
USD	0040025220355		Y	⋮

Page 1 of 1 (1 of 1 items)

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.

Field Name	Description
CASA/GL	Use this toggle button to specify whether CASA/GL ratio needs to be considered for this mapping or not.
Settlement Method *	Select the settlement method corresponding to the account type.
Account in Transaction Currency	Use this toggle button to specify whether the default account should be picked up or from the mapped account as per transaction currency.
Filter Criteria	Select the appropriate filter criteria from below for specific application of accounting entries: <ul style="list-style-type: none"> • Event, Program and Party Based (<i>Only for OBSCF</i>) • Party and Division Code Based • Event and Party Based • Party Based • Event Based • Charge Code Based • Default
Party *	Click the Search icon and select the party of the account. This field is displayed only when filter criteria includes 'Party'.
Division Code *	Click the Search icon and select the applicable division code. This field is displayed only when filter criteria includes 'Division Code'.
Program *	Click the Search icon and select the applicable program for account mapping. This field is displayed only when filter criteria includes 'Program'. This field is applicable to only OBSCF system.
Event *	Select an event for account mapping. This field is displayed only when filter criteria includes 'Event'.
Charge Code *	Select the charge code to map the account with. This field is displayed only when filter criteria includes 'Charge Code'.
Account Currency *	Select the currency of account.
Account Number *	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:

- 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

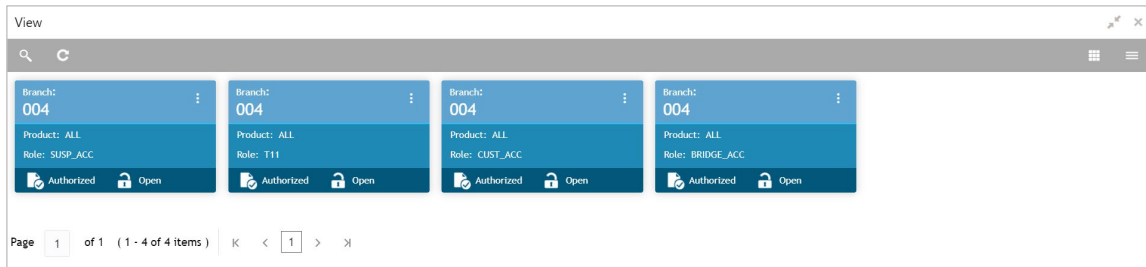
To remove the record, click **Delete**.

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

3.2.5.2 View Internal Account Mapping

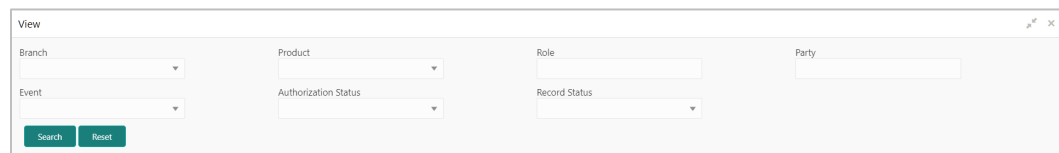
By using this screen, user can view, modify, delete, or authorize the internal account mapping.

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



Perform the following steps to filter or take actions on internal account mapping record:

- Filter the records in the View screen:
 - Click the search (🔍) icon to view the filters. You can filter the records by Branch, Product, Role, Party, Event, Authorization Status, and Record Status.



- Click **Search**.
OR
Click **Reset** to reset the filter criteria.
- Click the refresh (🔄) icon to refresh the records.
 - Click the Options (⋮) icon and then click any of the below options:
 - Unlock** – To modify the record details. Refer the **Create Accounting Entries** section for field level details.
 - Authorize** – To authorize the record. Authorizing requires necessary access rights.
 - Optional: Click **View** to view the record details.
 - Select the record to authorize and then click **Approve**.
 - Delete/Close** – To remove the record.
 - Optional: On the confirmation pop-up window, enter the remark for deletion.
 - 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.
- **Reopen** – To reopen a closed record.

3.3 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 charges to be levied can be linked to specific events such as auto-debit, EOD, etc. Once configured, the charges would get levied for manual as well as auto processing mode for transactions.

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

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

3.3.1 Charge Code

3.3.1.1 Create Charge Code

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

The screenshot shows a 'Create' form for a Charge Code. The form is titled 'Create' and has a tab 'Errors & Overrides'. The form contains the following fields:

- Charge Code * (Text input): CBR
- Charge Description * (Text input): Handling Fee
- Charge Group * (Dropdown menu): Fee
- Charge Category * (Dropdown menu): Standard
- Charge Type * (Dropdown menu): Debit
- Effective Date * (Date picker): Jan 13, 2020
- Expiry Date * (Date picker): Dec 31, 2021

At the bottom right of the form, there are 'Save' and 'Cancel' buttons.

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

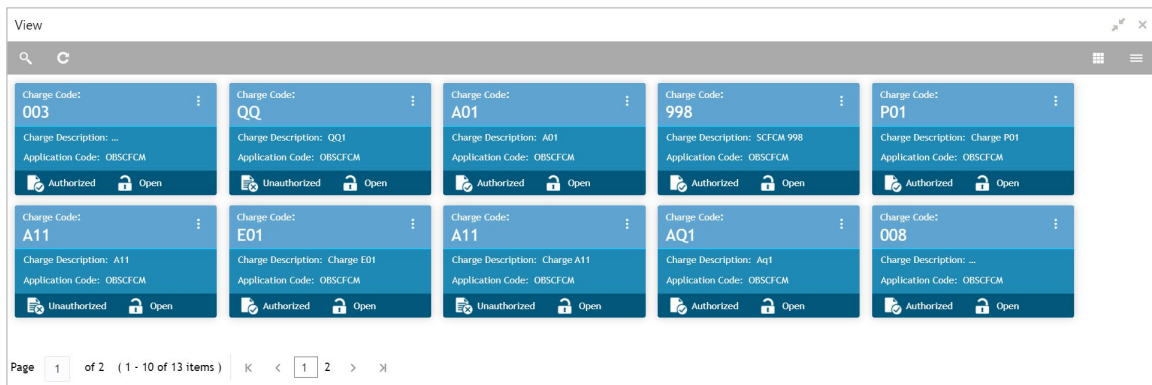
Note: Fields marked with '*' are mandatory.

Field Name	Description
Charge Code *	Enter the unique charge code to be created.
Charge Description *	Enter the description of the charge.
Charge Group *	Select the group to which this charge code belongs. This field is purely for the purpose of maintaining information in the Management Information System (MIS). The available options are: <ul style="list-style-type: none"> • Rebates • Tax • Commission • Fee
Charge Category *	Select the value to specify whether charge is of tax or standard category.
Charge Type *	Specify if this charge code is of debit or credit type.
Effective Date *	Click the Calendar icon to select the effective date of the charge code validity.
Expiry Date *	Click the Calendar icon to select the expiry date of the charge code validity.

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

3.3.1.2 View Charge Code

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





Perform the following steps to filter or take actions on charge codes:

- Filter the records in the View screen:
 - a. Click the search (🔍) icon to view the filters. You can filter the records by Charge Code, Charge Description, Charge Group, Charge Category, Authorization Status, and Record Status.

The screenshot shows a 'View' form with the following fields and controls:

- Charge Code: Text input field
- Charge Description: Text input field
- Charge Group: Dropdown menu
- Charge Category: Dropdown menu
- Authorization Status: Dropdown menu
- Record Status: Dropdown menu
- Search: Button
- Reset: Button

- b. Click **Search**.
- OR
- Click **Reset** to reset the filter criteria.
- Click the refresh () icon to refresh the records.
 - Click the Options () icon and then click any of the below options:
 - **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.
 - **Reopen** – To reopen a closed record.

3.3.2 Charge Rule Maintenance

The bank user can define rules for charge pricing/charge calculation, based on the bank's requirements, using this screen. Charge rule would enable the bank to create a template for pricing method and link the same to a product/program or corporate through other submenus, such as charge decisioning and preferential charge pricing.

3.3.2.1 Create Charge Rule Maintenance

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

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

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

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

Field Name	Description
	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.

- If required, click **Reset** to clear the selected values.
- 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) ⏪ < 1 > ⏩

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.

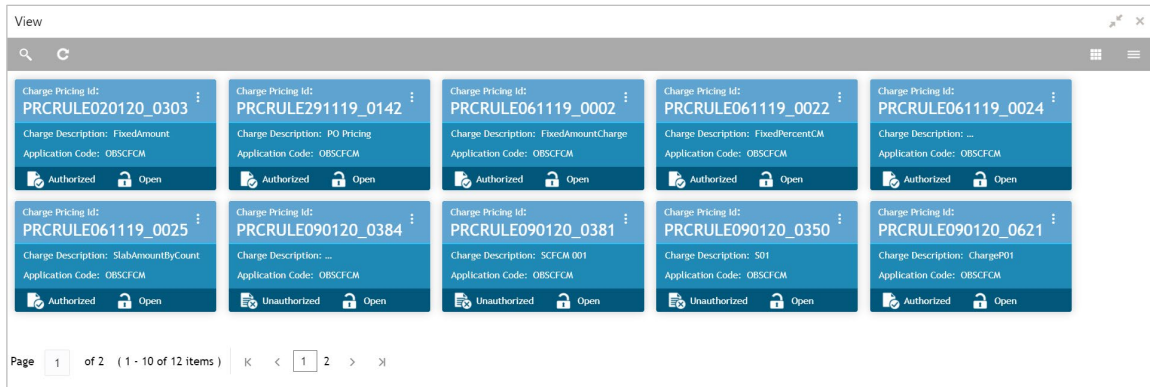
OR

To remove the record, click **Delete**.


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

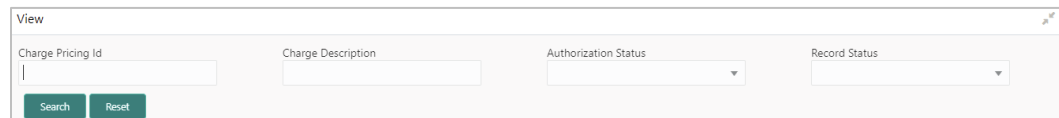
3.3.2.2 View Charge Rule Maintenance

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





Perform the following steps to filter or take actions on charge rule maintenance records:

- Filter the records in the View screen:
 - a. Click the search () icon to view the filters. You can filter the records by Charge Pricing Id, Charge Description, Authorization Status, and Record Status.



- b. Click **Search**.

OR

Click **Reset** to reset the filter criteria.
- Click the refresh () icon to refresh the records.
- Click the Options () icon and then click any of the below options:
 - **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.
 - Optional: Click **View** to view the record details.
 - Select the record to authorize and then click **Confirm**.
 - **Delete/Close** – To remove the record.
 - Optional: On the confirmation pop-up window, click **View** to view the record details.
 - Click **Proceed** to delete the record.
 - **Copy** – To create a new charge rule maintenance with same details for a new corporate.
 - **View** – To view the charge rule maintenance details.
 - **Reopen** – To reopen a closed record.

3.3.3 Charge Decisioning

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

3.3.3.1 Create Charge Decisioning

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

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

Note: Fields marked with '*' are mandatory.

Field Name	Description
Event *	Select the event on the occurrence of which, the charge should be applied.
Filter Criteria *	Select the appropriate filter criteria for specific application of 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.
Charge Code *	Select the charge code for which decisioning is to be configured.

Field Name	Description									
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="565 405 1422 919" style="border: 1px solid #ccc; padding: 10px;"> <div style="display: flex; justify-content: space-between; align-items: center;"> Charge Sharing Allocation × </div> <div style="margin-top: 10px;"> <div style="display: flex; justify-content: space-between; align-items: flex-start;"> <div style="width: 45%;"> Party To Charge * <input type="text" value="Select"/> </div> <div style="width: 45%;"> Sharing Percentage * <input type="text" value=""/> </div> </div> <div style="text-align: right; margin-top: 5px;"> <input type="button" value="Add"/> </div> <table border="1" style="width: 100%; margin-top: 10px;"> <thead> <tr> <th>Charge Sharing</th> <th>Sharing Percentage Allocation</th> <th>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> <div style="margin-top: 10px; font-size: small;"> Page 1 of 1 (1-2 of 2 items) < 1 > </div> <div style="text-align: right; margin-top: 10px;"> <input type="button" value="OK"/> </div> </div> <p style="margin-top: 10px;"> i. In the Party to Charge, select the party to be charged. ii. In the Sharing Percentage, enter number of percentage to be shared by the selected party. iii. Click Add to add details in the grid. iv. Repeat steps 'i' to 'iii' to add more parties to be charged. Note: Sum of sharing percentage of added parties should be 100. v. If required, click Options (⋮) icon under the 'Action' column in the grid and then click Edit to modify details or click Delete to remove the record. vi. Click OK to save the charge sharing details. </p> </div>	Charge Sharing	Sharing Percentage Allocation	Action	BUY	50	⋮	SUPP	50	⋮
Charge Sharing	Sharing Percentage Allocation	Action								
BUY	50	⋮								
SUPP	50	⋮								
Party To Charge *	Select the party to be charged. This field appears only if Charge Sharing toggle is switched off.									
Charge Pricing Rule *	Click the search icon to select the charge pricing rule to be applied.									
Charge Criteria *	Select the criteria to be considered based on which the charge should be calculated. The available options are: <ul style="list-style-type: none"> • Count of POs • Parent Charge Code • Count of Invoices • Invoice Amount • PO Amount 									
Parent Charge Code *	Select the parent charge code. This field is displayed only when you select parent charge code in Charge Criteria field.									

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

Field Name	Description
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 ⏩

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 data and send for authorization.

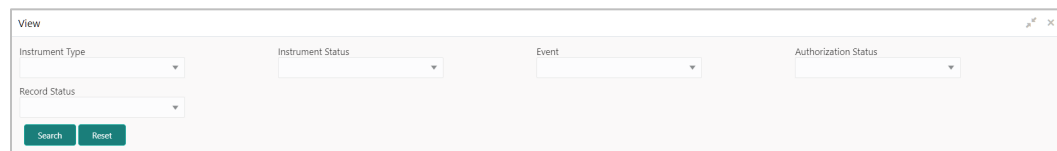
3.3.3.2 View Charge Decisioning



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



Perform the following steps to filter or take actions on a charge decisioning record:

- Filter the records in the View screen:
 - a. Click the search () icon to view the filters. You can filter the records by Instrument Type, Instrument Status, Event, Authorization Status, and Record Status.



- b. Click **Search**.
- OR
- Click **Reset** to reset the filter criteria.
- Click the refresh () icon to refresh the records.
 - Click the Options () icon and then click any of the below options:
 - **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.
 - 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 decisioning with same details for a new corporate.
 - **View** – To view the charge decisioning details.
 - **Reopen** – To reopen a closed record.

3.3.4 Charge Preferential Pricing

Preferential pricing can be configured to levy special pricing or charge application for a specific corporate.

3.3.4.1 Create Charge Preferential Pricing

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

The screenshot shows a 'Create' form with the following fields and values:

- Filter Criteria:** Party Id Instrument Type Status B...
- Party:** Sun Group Limited 001626
- Instrument Type:** Invoice
- Instrument Status:** Raised
- Charge Code:** 008
- Charge Criteria:** Invoice Amount
- Charge Pricing Rule:** PRCRULE090120_0381
- Reference Tenor Start Date:** Business Date
- Reference Tenor End Date:** Invoice Due Date
- Effective Date:** 25-10-2021
- Expiry Date:** 25-10-2022
- Charge Application:**
- Allow Waive:**
- Allow Override:**
- Allow Pricing Modification:**
- Collection Parameters:** Collection Type: Batch
- Frequency:** Monthly
- Reference Period:** EOP
- Units:** 5
- Calculation Parameters:** Calculation Type: Online

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

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

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

Field Name	Description
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.
Collection Parameters	
Collection Type *	Specify how the pricing should be collected.
Frequency **	Specify the frequency for charge collection. This field is displayed only when collection type is batch.
Reference Period **	Specify when the collection should take place for the selected frequency. This field is displayed only when the collection type is batch.
Unit **	Specify whether the charge collection should take place as per units of specified frequency. This field is displayed only when the collection type is batch.
Calculation Parameters	
Calculation Type *	Specify how the pricing should be calculated.
Frequency **	Specify the frequency for charge calculation. This field is displayed only when the calculation type is batch.
Reference Period **	Specify when the calculation should take place for the selected frequency. This field is displayed only when the calculation type is batch.
Unit **	Specify whether the charge calculation should take place as per units of specified frequency. This field is displayed only when the calculation type is batch.
Charges grid	The details of any preferential pricing added in this screen appear as an entry in this grid.

2. 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	PRCRULE140120_1101	COUNT_OF_PO	2020-01-16	2021-01-01	⋮

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**.

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

3.3.4.2 View Charge Preferential Pricing

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

View Preferential Pricing

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

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

Perform the following steps to filter or take actions on a charge preferential pricing record:

- Filter the records in the View screen:
 - a. Click the search (🔍) icon to view the filters. You can filter the records by Party, Instrument Type, Instrument Status, Authorization Status, and Record Status.

View

Party

Instrument Type

Instrument Status

Record Status

Authorization Status

Search Reset

- b. Click **Search**.

OR

Click **Reset** to reset the filter criteria.

- Click the refresh (🔄) icon to refresh the records.
- Click the Options (⋮) icon and then click any of the below options:

- **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.
- **Reopen** – To reopen a closed record.

3.4 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.

3.4.1 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' form with the following data entered:

Field	Value
Supplier Id *	PEGATRON 201901
Commodity Code *	CMD1759PEGAB47
Commodity Name *	Tyres
Description	19 Inch Tyres
Tax(%)	2.0000
Discount(%)	1.0000
Country of Origin	United States
Year	2021

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

Note: Fields marked with '*' are mandatory.

Field Name	Description
Supplier Id *	Click the Search icon and select the supplier's Id. This field cannot be modified once authorized.
Commodity Code *	Enter unique commodity code to be created.
Commodity Name *	Name of the commodity to create.
Description	Enter description of the commodity.
Tax(%)	Enter the percentage of tax to be levied on commodity.
Discount(%)	Enter the percentage of discount applicable on commodity.

Field Name	Description
Country of Origin	Select the country where the commodity is originated from.
Year	Enter the year of origination.

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

Commodity Code	Commodity Name	Description	Tax(%)	Discount(%)	Country of Origin	Year	Unit Details	Action
CMD1759PEGA847	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:

- 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**.

- 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

- In the **Unit** field, enter the measuring unit for the commodity.
- In the **Minimum Unit** field, enter the minimum units required for the commodity.
- In the **Maximum Unit** field, enter the maximum units allowed for the commodity.
- In the **Unit Price** field, enter the price per single unit of a commodity.
- If required, click **Reset** to clear the selected values.

OR

Click **Add/Edit** to add records in the grid or modify the selected records.

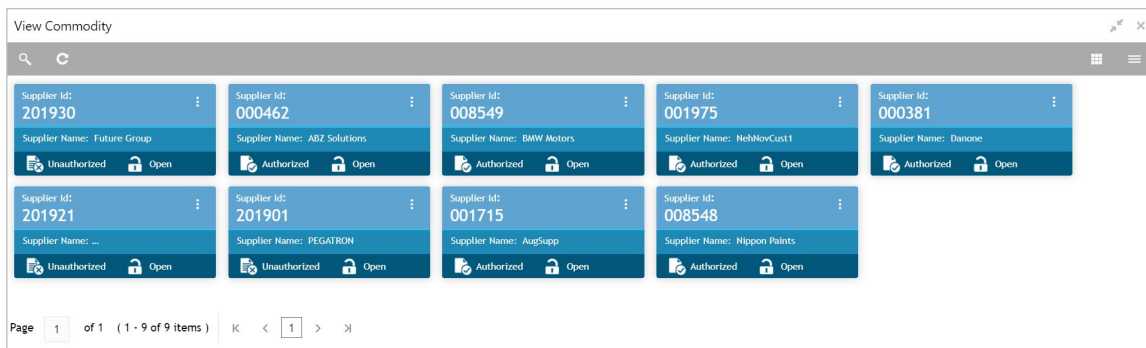
vi. Click **OK** to go the parent page.

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


3.4.2 View Commodity

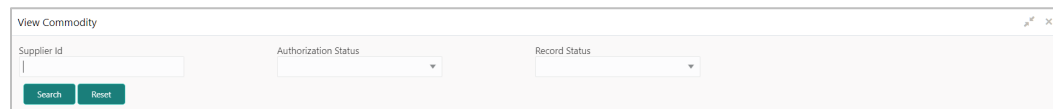
By using this screen, user can view, modify, delete, or authorize commodity code details.

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





Perform the following steps to filter or take actions on a commodity code record:

- Filter the records in the View screen:
 - a. Click the search () icon to view the filters. You can filter the records by Supplier Id, Authorization Status, and Record Status.



- b. Click **Search**.

OR

Click **Reset** to reset the filter criteria.
- Click the refresh () icon to refresh the records.
- Click the Options () icon and then click any of the below options:
 - **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.
 - 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 commodity code details for creating a new record.
- **View** – To view the commodity code details.
- **Reopen** – To reopen a closed record.

3.5 Maintaining Division Code

By using 'Division Code' screens, user can maintain the division codes for parties. Once created, disbursement or settlement for a finance can be managed through accounts specific to those divisions.

3.5.1 Create Division Code

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

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

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

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

Field Name	Description
Party Id *	Search Party Id.
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.

Field Name	Description
Division Address Line 4	Line 4 of the division address.
Country	Click on the Search icon to select country.

- If required, click **Reset** to clear the selected values.
- 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	Tel No	Action
DIV42578	North East Div2	V13, Street 12	Block D4	New York	NU - 10034	United States	007864257846	⋮

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

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**.

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

3.5.2 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*

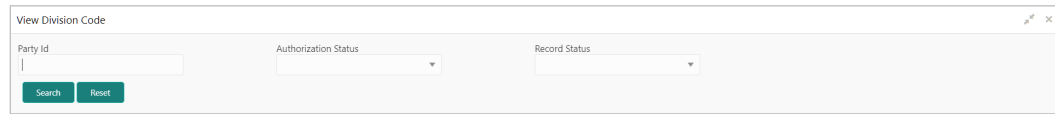
Party Id:	Party Name:	Status:
201927	TRUE	Unauthorized
008551	Mercedes motors	Unauthorized Open
201930	Future Group	Authorized Open
201910	GENLIGHT INTERNATIONAL	Authorized Open
000285	NUVOTON	Authorized Open
201928	USI	Authorized Open
NC00000551	BMW13Jul1751	Unauthorized Open
001083	SCFCUSTOMERONE	Unauthorized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

Page 1 of 6 (1 - 10 of 60 items) | < 1 2 3 4 5 6 >

Perform the following steps to filter or take actions on a division code record:

- Filter the records in the View screen:



- a. Click the search () icon to view the filters. You can filter the records by Supplier Id, Authorization Status, and Record Status.



- b. Click **Search**.

OR

Click **Reset** to reset the filter criteria.

- Click the refresh () icon to refresh the records.
- Click the Options () icon and then click any of the below options:
 - **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.
 - 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 division code details for creating a new record.
 - **View** – To view the division code details.
 - **Reopen** – To reopen a closed record.

3.6 Maintaining Reconciliation Rules

Reconciliation is one of the core modules of OBCM application which can be performed for two categories namely 'Invoice payment' and 'Cash flow payment'.

- Invoice/Debit Note with Payment: Any outstanding invoice/debit note due from buyer can be reconciled against payment(s), as per the reconciliation rules configured in the application.
- Cashflow with Payment: Any outstanding expected cash flow raised by a corporate in the application, can be reconciled against payment(s), as per the reconciliation rules configured for this category in the application.
- Invoice with Credit Note: Any outstanding invoice due from buyer can be reconciled against credit note(s), as per the reconciliation rules configured in the application.

3.6.1 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/default level or mapped to the corporate with priority assignment.

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

3.6.1.1 Create Exact Reconciliation Rule Definition

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

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

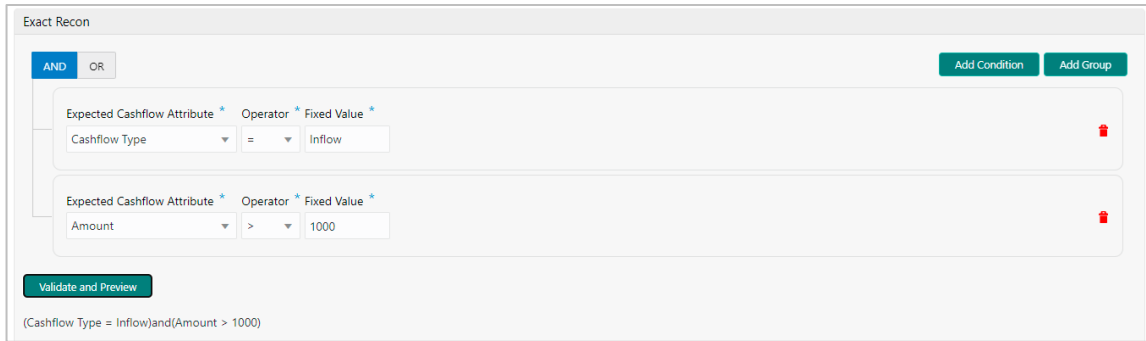
The screenshot shows a 'Create' form with the following fields and values:

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

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

Note: Fields marked with '*' are mandatory.

Field Name	Description
Rule Description *	Description of recon rule.
Recon Category *	Select any one of the below category of recon for which rule is defined. <ul style="list-style-type: none"> • Invoice/Debit Notes to Credit Notes Recon • Invoice/Debit Notes to Payment Recon • Expected Cashflow To Payment Recon • Allocation of Payment to Virtual Accounts
Recon Type *	Select Exact as the category of the Recon definition.
Allocation Details	If allocation required, then select the appropriate value to specify whether the allocation should be done based on the account or attribute of entity like cashflow/payment/invoice.



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

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

Or

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

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

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

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

Or

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

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

▪ **Invoice:**

Base Invoice Amount	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.	
Buyer Division Code	Invoice Due Date	BIC/Routing Code	
Buyer ID	Invoice No.	Supplier Code	

▪ **Credit Note:**

Credit Note Number	Supplier Code	Credit Note Base Amount	Buyer Name
Credit Note Date	Buyer Id	Net Credit Note Amount	Supplier Name

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

▪ **Expected Cashflow:**

External Reference No	Cashflow Type	Revised Expected Date	Narration/Remarks
Corporate ID	Bank Account Number	Counterparty Name	Free Field (10 Attributes)
Code	Amount	Counterparty Id	Customer Reference No
Description	Expected Date	Virtual Account Number	

▪ **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	
Debit-Credit Indicator	Remitter Account No	Payment Amount	

- e. Click **Operator** to specify how to compare defined values.
- f. Click **Fixed Value, Text between, Invoice/Payment Attributes, Payment Attributes, or Cashflow/Payment Attributes** (depending on the selected recon category) to specify values with which previously defined values should be compared.
- g. If required, repeat the steps “a” to “f” to add more conditions and or group of conditions.

Or

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

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

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

- a. Click **Add** 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.

3.6.1.2 Create Generic Reconciliation Rule Definition

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

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

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

Note: Fields marked with '*' are mandatory.

Field Name	Description
Rule Description *	Description of recon rule.
Recon Category *	Select any one of the below categories of recon for which rule is defined. <ul style="list-style-type: none"> • Invoice/Debit Notes to Credit Notes Recon • Invoice/Debit Notes to Payment Recon • Expected Cashflow To Payment Recon • Allocation of Payment to Virtual Accounts
Recon Type *	Select Generic as the category of the Recon definition.
Allocation Basis	If required, select the value to specify whether the allocation should be done based on account or attribute.

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

- In the 'Generic Recon' section, perform the following steps:

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

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


Allocation Basis Grid		
Allocation Attribute	Percentage	Action
Buyer ID X	50	
Supplier ID X	50	

Page 1 (1 of 2 Items) 

- In the 'Allocation Basis Grid' section, perform the following steps to define account/attribute allocation basis which the allocation would be done and percentage
 - Click **Add** to add a new row.
 - Double click the row to add/edit attribute/account and appropriate percentage.
 - Repeat the step "a" and "b" to add more attributes.

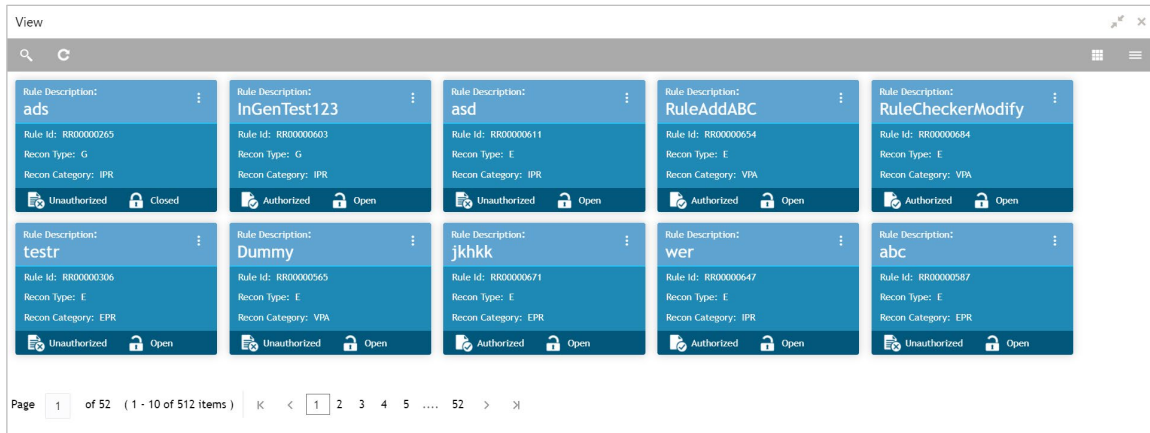
Or

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


3.6.1.3 View Reconciliation Rule Definition

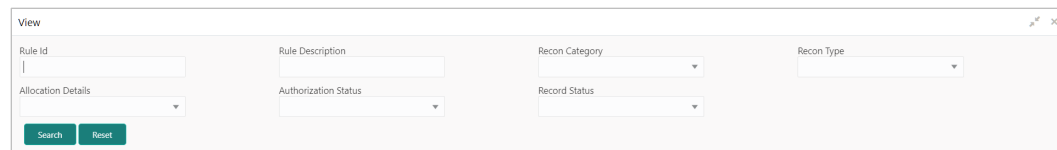
By using this screen, user can view, modify, delete, or authorize the recon rule.



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



Perform the following steps to filter or take actions on a reconciliation rule definition:

- Filter the records in the View screen:
 - a. Click the search () icon to view the filters. You can filter the records by Rule Id, Rule Description, Recon Category, Recon Type, Allocation Details, Authorization Status, and Record Status.



- b. Click **Search**.
- OR
- Click **Reset** to reset the filter criteria.
- Click the refresh () icon to refresh the records.
 - Click the Options () icon and then click any of the below options:
 - **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.
 - Optional: Click **View** to view the record details.
 - Select the record to authorize and then click **Approve**.
 - **Delete/Close** – To remove the record.
 - Optional: On the confirmation pop-up window, enter the remark for deletion.
 - Click **Confirm** to delete the record.
 - **Copy** – To copy the reconciliation rule definition details for creating a new record.
 - **View** – To view the reconciliation rule definition details.

- **Reopen** – To reopen a closed record.

3.6.2 Reconciliation Rule Decision

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

3.6.2.1 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*

Priority	Recon Category	Recon Type	Rule Id	Rule Id Description	Execute Generic Rule	Action
1	Expected Cashflow to Payment Recon	Exact	RR00000224	expected cash flow	Y	⋮

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

Note: Fields marked with “*” are mandatory.

Field Name	Description
Filter Criteria *	<p>Select the appropriate filter criteria for specific application of recon 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:</p> <ul style="list-style-type: none"> • Program and Counterparty Based (<i>Only for OBSCF</i>) • Program Based (<i>Only for OBSCF</i>) • Corporate Based • CounterParty Based • Relationship and CounterParty Based • Relationship Based • Default

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

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

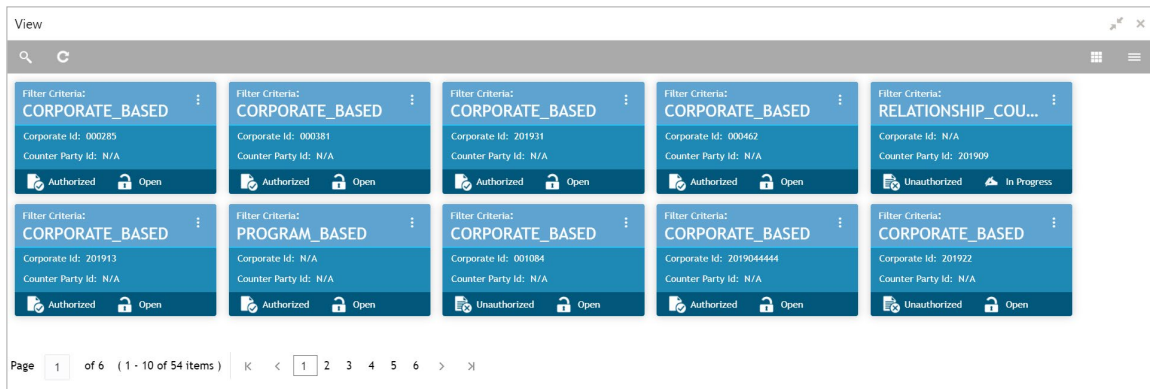
To remove the record, click **Delete**.

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


3.6.2.2 View Reconciliation Rule Decision



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

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



Perform the following steps to filter or take actions on a reconciliation rule decisioning:

- Filter the records in the View screen:
 - a. Click the search () icon to view the filters. You can filter the records by Corporate, Counterparty Id, Relationship Code, Program, Authorization Status, and Record Status.

- b. Click **Search**.
- OR
- Click **Reset** to reset the filter criteria.
- Click the refresh () icon to refresh the records.
 - Click the Options () icon and then click any of the below options:
 - **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.
 - Optional: Click **View** to view the record details.
 - Select the record to authorize and then click **Approve**.
 - **Delete/Close** – To remove the record.
 - Optional: On the confirmation pop-up window, enter the remark for deletion.
 - Click **Confirm** to delete the record.
 - **Copy** – To copy the reconciliation rule definition details for creating a new record.
 - **View** – To view the reconciliation rule definition details.

- **Reopen** – To reopen a closed record.

3.7 Maintaining Tolerance

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

3.7.1 Create Tolerance

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




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

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

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

Field Name	Description
Filter Criteria *	Select the appropriate filter criteria for specific application of tolerance.
Program *	This field is only applicable for OBSCF system. Click the Search icon and select the program. This field is only displayed when filter criteria includes ‘Program’.

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

2. Click the Add icon () to add rows in the grid.
3. In the 'Action' column of grid, perform the following steps:
 - o Click Delete icon () to remove that specific row.
 - OR
 - o Click Edit icon () and refer to the following table for specifying details in the grid:

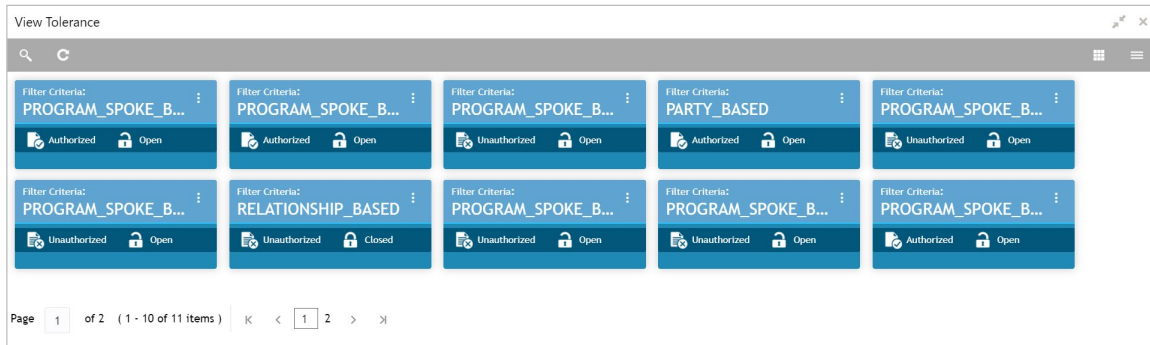
Field Name	Description
Recon Category	Select the recon category to add the tolerance for.
Cash Flow Category	The cashflow category is auto-populated based on selected recon category.
Match Basis	Select the value to be matched from the reconciliation record. For example: AMOUNT.
Currency	Select the currency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

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


3.7.2 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 filter or take actions on a tolerance record:

- Filter the records in the View screen:
 - a. Click the search () icon to view the filters. You can filter the records by Program, Spoke, Relationship Code, Counterparty Id, Party, Authorization Status, and Record Status.

- b. Click **Search**.
- OR
- Click **Reset** to reset the filter criteria.
- Click the refresh () icon to refresh the records.
 - Click the Options () icon and then click any of the below options:
 - **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.
 - Optional: Click **View** to view the record details.
 - Select the record to authorize and then click **Confirm**.
 - **Delete/Close** – To remove the record.
 - Optional: On the confirmation pop-up window, click **View** to view the record details.
 - Click **Proceed** to delete the record.
 - **Copy** – To copy the tolerance details for creating a new record.
 - **View** – To view the tolerance details.
 - **Reopen** – To reopen a closed record.

3.8 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.

3.8.1 Create Payment Terms




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

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

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

Note: Fields marked with '*' are mandatory.

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

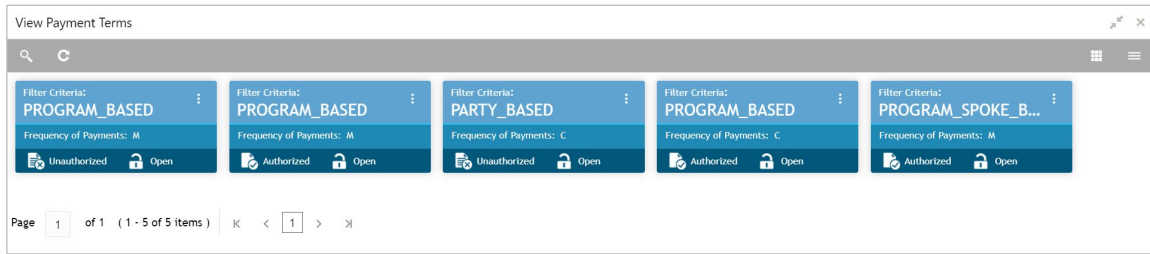
Field Name	Description
Counterparty Id *	Click the Search icon and select the counterparty id. This field is only displayed when filter criteria includes 'Counterparty'.
Party *	Click the Search icon and select the party. This field is only displayed when filter criteria includes 'Party'.
Frequency of 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"> a. Click the Add icon () to add a row of schedule. b. In the 'Action' column of grid, click the Delete icon () to remove that specific row. <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"> i. In the From Day field, select the start date of the duration as per selected entity for 'Payment Date Calculation Basis' field. ii. In the To Day field, select the end date of the duration as per selected entity for 'Payment Date Calculation Basis' field. iii. In the Payment Day field, select the specific day of the month for payment against the specified 'From' and 'To' days.
Payment Date Calculation Basis *	Select the any one of the below to specify how the payment date should be calculated. <ul style="list-style-type: none"> • Invoice Date + Minimum Tenor • Invoice Due Date • Invoice Due Date + Minimum Tenor
Minimum Credit Period *	Enter the number to define the minimum tenor for the invoice.
Holiday Treatment *	Select the value to specify payment due date should be moved to next/previous day in case it falls on holiday.

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


3.8.2 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 filter or take actions on payment terms:

- Filter the records in the View screen:
 - a. Click the search () icon to view the filters. You can filter the records by Program, Spoke, Relationship Code, Counterparty Id, Party, Authorization Status, and Record Status.

- b. Click **Search**.
- OR
- Click **Reset** to reset the filter criteria.
- Click the refresh () icon to refresh the records.
 - Click the Options () icon and then click any of the below options:
 - **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.
 - 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 payment terms details for creating a new record.
 - **View** – To view the payment terms details.
 - **Reopen** – To reopen a closed record.

3.9 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.

3.9.1 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*

Below screen depicts Customer Id selected as customer.

The screenshot shows the 'Create Relationship' form with the following details:

- Relationship Code:** REL46791
- Relationship Description:** Relationship for BMW
- Corporate Id:** F AND B CENTRAL FACTORY 001689
- Product Category:** Receiving & Collections, Payables
- Effective From:** Jan 16, 2020
- Valid Till:** Jan 15, 2025
- Auto-Debit Applicable:** Yes (checked)
- Holiday Treatment:** Next Business Date
- No. of Days:** 3

Below the form are two tables:

Buyer Id	Valid Till	Auto-Debit	Holiday Treatment	Status	Auto Acceptance	No. of Days	External Code	Action
[Search] +	Jan 15, 2025	Yes	Next Business D...	Active	Yes	3	External Code	[Action]

Page 1 of 1 (1 of 1 items)

Supplier Id	Valid Till	Auto-Debit	Holiday Treatment	Status	Auto Acceptance	No. of Days	External Code	Action
[Search] +	Jan 15, 2025	Yes	Next Business D...	Active	Yes	3	External Code	[Action]

Page 1 of 1 (1 of 1 items)




Buttons: Save, Cancel

Below screen depicts Customer Id selected as non-customer.

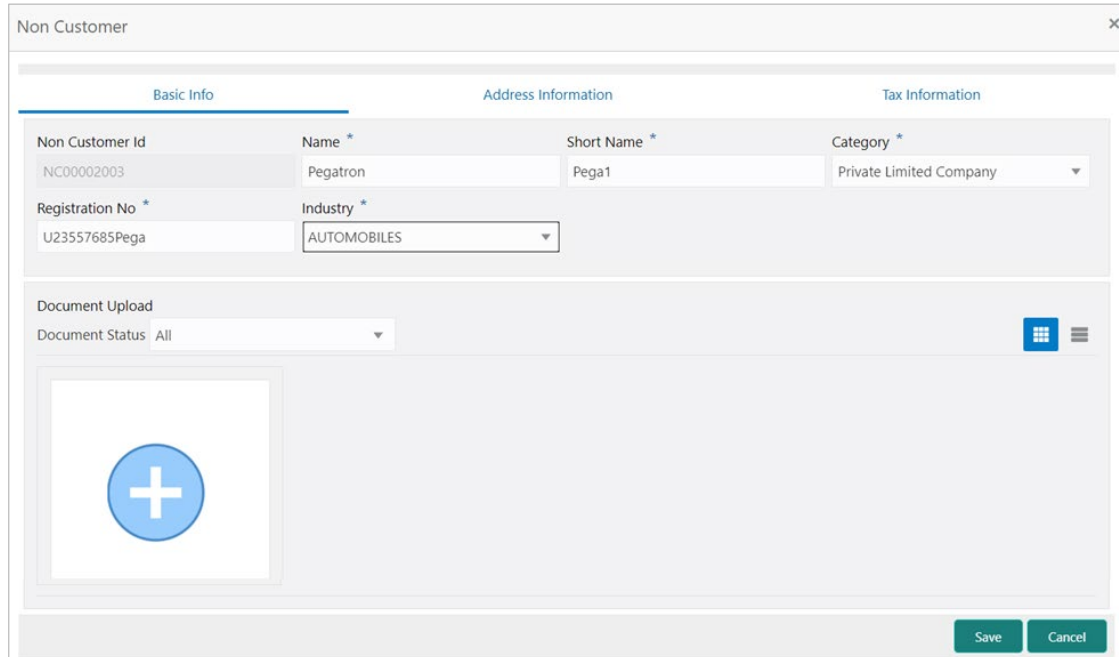
1. Refer to the following table for specifying details on the above screen:

Note: Fields marked with ‘’ are mandatory.*

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

2. In the grid section, click the Add icon () to add the selected values in the grid.
3. Perform the following steps in the grid:
 - a. Click the Search icon () in the Buyer/Supplier Name and select the buyer/supplier for selected customer.
 - b. Click the Add icon () to add 'Non Customer' details.

Note: Non-customer cannot be added when selected Corporate Id is non-customer.



Non Customer

Basic Info Address Information Tax Information

Non Customer Id	Name *	Short Name *	Category *
NC00002003	Pegatron	Pega1	Private Limited Company
Registration No *	Industry *		
U23557685Pega	AUTOMOBILES		

Document Upload

Document Status All

Save Cancel

- 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 Information

Tax Reference Number 1 Tax Reference Number 2 GIIN

CESS SERVICE FNLJJ20321094Q23563

Save **Cancel**

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

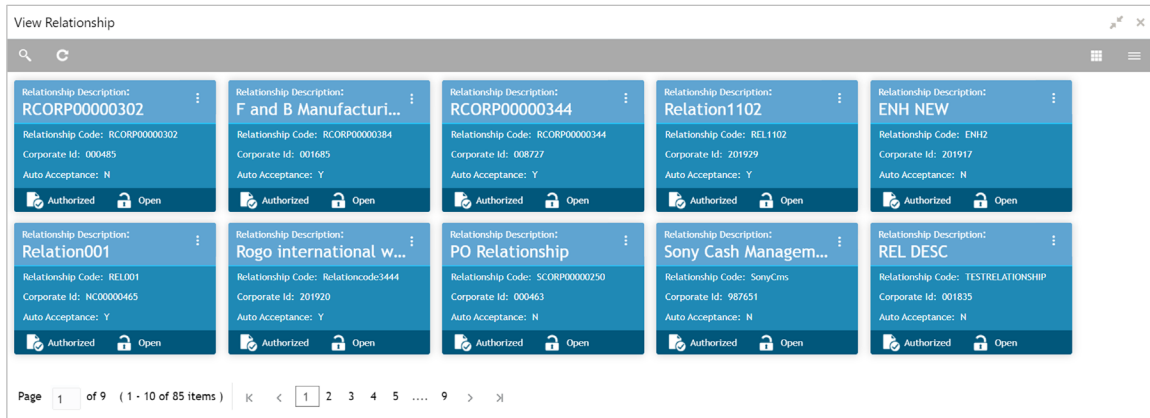
f. Click **Save** to save the non-customer data.

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


3.9.2 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 filter or take actions on relationship records:

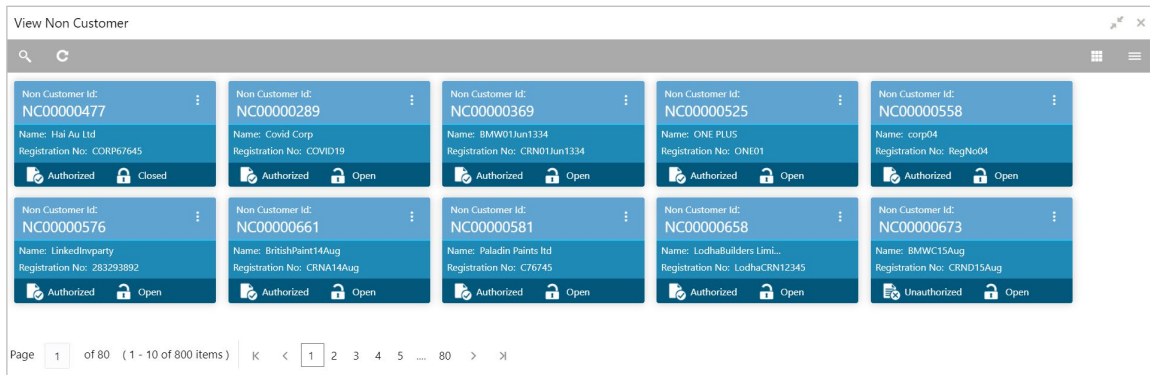
- Filter the records in the View screen:
 - a. Click the search () icon to view the filters. You can filter the records by Relationship Code, Relationship Description, Corporate Id, Product Category, Authorization Status, and Record Status.

- b. Click **Search**.
- OR
- Click **Reset** to reset the filter criteria.
- Click the refresh () icon to refresh the records.
 - Click the Options () icon and then click any of the below options:
 - **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.
 - 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 relationship details for creating a new record.
 - **View** – To view the relationship details.
 - **Reopen** – To reopen a closed record.


3.9.3 View Non Customer



By using this screen, user can view, modify, delete, or authorize non-customer details.

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



Perform the following steps to filter or take actions on non-customers:

- Filter the records in the View screen:
 - a. Click the search () icon to view the filters. You can filter the records by Non Customer Id, Short Name, Registration No, Authorization Status, and Record Status.

- b. Click **Search**.
- OR
- Click **Reset** to reset the filter criteria.
- Click the refresh () icon to refresh the records.
 - Click the Options () icon and then click any of the below options:
 - **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.
 - Optional: Click **View** to view the record details.
 - Select the record to authorize and then click **Confirm**.
 - **Delete/Close** – To remove the record.
 - Optional: On the confirmation pop-up window, enter the remark for deletion.
 - Click **Proceed** to delete the record.

- **View** – To view the non-customer details.

3.10 Maintaining Alerts

3.10.1 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.

3.10.1.1 Create Alert Contact Details



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

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

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.

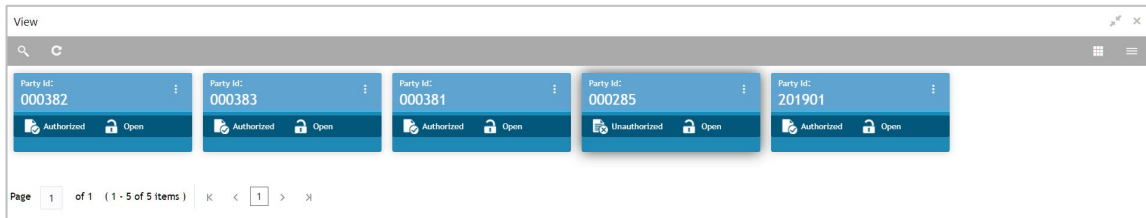
4. Optional: You can perform any of the below action on the grid record(s):

- Click the Edit icon () to edit the contact details.
 - Click the Delete icon () to remove the row.
5. Click **Save** to save the record and send for authorization.


3.10.1.2 View Alert Contact Details

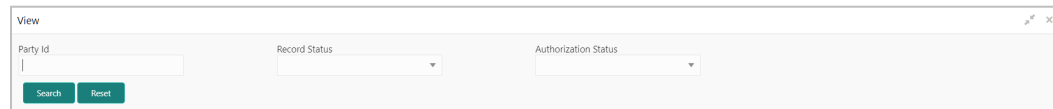
By using this screen, user can view, modify, or authorize alert contact details.



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



Perform the following steps to filter or take actions on alert contact details:

- Filter the records in the View screen:
 - c. Click the search () icon to view the filters. You can filter the records by Party Id, Authorization Status, and Record Status.



- d. Click **Search**.
- OR
- Click **Reset** to reset the filter criteria.
- Click the refresh () icon to refresh the records.
- Click the Options () icon and then click any of the below options:
 - **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.
- **Reopen** – To reopen a closed record.

3.10.2 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.

3.10.2.1 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

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

Note: Fields marked with '*' are mandatory.

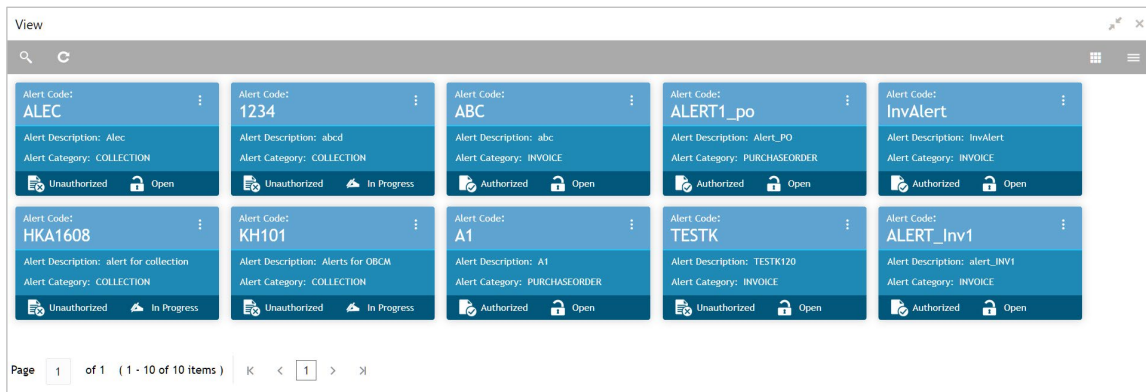
Field Name	Description
Alert Code *	Enter the unique alert code to be maintained in the system.
Alert Description *	Enter the description of the alert.
Alert Category *	Select the category of the alert.
Event *	Select event for which the alert should be used.
Effective Date *	Click the Calendar icon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

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

3.10.2.2 View Alert Definition

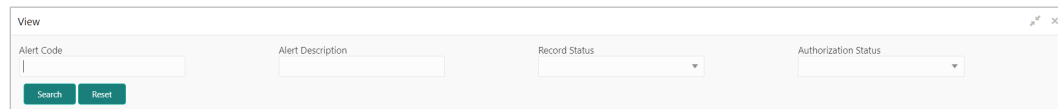
By using this screen, user can view, modify, or authorize alert details.

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



Perform the following steps to filter or take actions on alert definitions:

- Filter the records in the View screen:
 - e. Click the search (🔍) icon to view the filters. You can filter the records by Alert Code, Alert Description, Authorization Status, and Record Status.



- f. Click **Search**.
OR
Click **Reset** to reset the filter criteria.
- Click the refresh (🔄) icon to refresh the records.
 - Click the Options (⋮) icon and then click any of the below options:
 - **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.
 - Optional: Click **View** to view the record details.
 - Select the record to authorize and then click **Confirm**.
 - **Delete/Close** – To remove the record.
 - Optional: On the confirmation pop-up window, click View to view the record details.
 - Click **Proceed** to delete the record.
 - **Copy** – To copy the alert details for creating a new record.

- **View** – To view the alert details.
- **Reopen** – To reopen a closed record.

3.10.3 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.

3.10.3.1 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

Event	Alert Code	Description	Delivery Mode	Additional Details	Recipient	Generate days before	Frequency	Action
Invoice File Upload	FUpload1	FUpload1	SMS	0013553467289	Supplier		Online	⋮

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

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

Field Name	Description
Filter Criteria	Select the appropriate filter criteria for specific application of alerts.
Relationship Code **	Click the Search icon and select the relationship code to set an alert for. This is field is displayed only after selecting 'Relationship Based' in 'Filter Criteria' field.
Category	Select the alert category to choose the alert from.
Event	Select the event for which the alert needs to be set. List of values varies as per selected category.

Field Name	Description								
Alert Code	Click the search icon and select from the available alert. The list of alert codes are displayed as per selected combination of category and event.								
Description	Description of the selected alert code is auto-populated here.								
Recipient	Select the recipient to whom the alert should be sent.								
Delivery Mode	Select the mode through which the alert should be sent.								
Generate days before	Enter the number of days before event when the alert should be generated in the system.								
Frequency	<p>Select the value to specify whether the alert is to be sent once or multiple times.</p> <p>On selecting Multiple, click the Alert Calendar icon () and perform the following steps:</p> <div data-bbox="597 730 1404 982" style="border: 1px solid #ccc; padding: 5px; margin: 10px 0;"> <p>Alert Schedule x</p> <table style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 50%; padding: 5px;"> Number of Alerts <input type="text" value="3"/> </td> <td style="width: 50%; padding: 5px;"> Interval Days <input type="text" value="1"/> </td> </tr> <tr> <td style="padding: 5px;"> Text Template 1 <input type="text" value="Dear Customer, Invoice with Ref N."/> </td> <td style="padding: 5px;"> Attachment Template 1 <input type="text" value=""/> </td> </tr> <tr> <td style="padding: 5px;"> Text Template 2 <input type="text" value="Dear Customer, Invoice with Ref N."/> </td> <td style="padding: 5px;"> Attachment Template 2 <input type="text" value=""/> </td> </tr> <tr> <td style="padding: 5px;"> Text Template 3 <input type="text" value="Dear Customer, Invoice with Ref N."/> </td> <td style="padding: 5px;"> Attachment Template 3 <input type="text" value=""/> </td> </tr> </table> <div style="text-align: right; margin-top: 5px;"> <input type="button" value="Add"/> <input type="button" value="Reset"/> </div> </div> <ol style="list-style-type: none"> a. In the Number of Alerts field, enter the total alerts to be sent. b. In the Interval Days field, enter the interval in days between each alert. c. In the Text Template field of each alert, click the search icon and select the text template for alert. OR In the Attachment Template field of each alert, click the Search icon and select the attachment template for alert. d. Click Add to add the selected templates. 	Number of Alerts <input type="text" value="3"/>	Interval Days <input type="text" value="1"/>	Text Template 1 <input type="text" value="Dear Customer, Invoice with Ref N."/>	Attachment Template 1 <input type="text" value=""/>	Text Template 2 <input type="text" value="Dear Customer, Invoice with Ref N."/>	Attachment Template 2 <input type="text" value=""/>	Text Template 3 <input type="text" value="Dear Customer, Invoice with Ref N."/>	Attachment Template 3 <input type="text" value=""/>
Number of Alerts <input type="text" value="3"/>	Interval Days <input type="text" value="1"/>								
Text Template 1 <input type="text" value="Dear Customer, Invoice with Ref N."/>	Attachment Template 1 <input type="text" value=""/>								
Text Template 2 <input type="text" value="Dear Customer, Invoice with Ref N."/>	Attachment Template 2 <input type="text" value=""/>								
Text Template 3 <input type="text" value="Dear Customer, Invoice with Ref N."/>	Attachment Template 3 <input type="text" value=""/>								
Additional Phone/Email	<p>Enter the additional phone number/email address to send the alert on.</p> <p>This field is displayed only for Email, Whatsapp, and SMS mode of delivery.</p>								
Text Template for EMAIL	<p>Click the search icon and select the text template for an email alert.</p> <p>This field is displayed only for Email Delivery Mode.</p>								
Attachment Template for EMAIL	<p>Click the search icon and select the attachment template for an email alert.</p> <p>This field is displayed only for EMAIL Delivery Mode.</p>								
Text Template for WHATSAPP	<p>Click the search icon and select the text template for the Whatsapp alert.</p> <p>This field is displayed only for WHATSAPP Delivery Mode.</p>								
Text Template for SMS	<p>Click the search icon and select the text template for an SMS alert.</p> <p>This field is displayed only for SMS Delivery Mode.</p>								

Field Name	Description
Text Template for DASHBOARD	Click the search icon and select the text template for the DASHBOARD alert. This field is displayed only for DASHBOARD Delivery Mode.

2. Click **Add/ Edit** to add 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

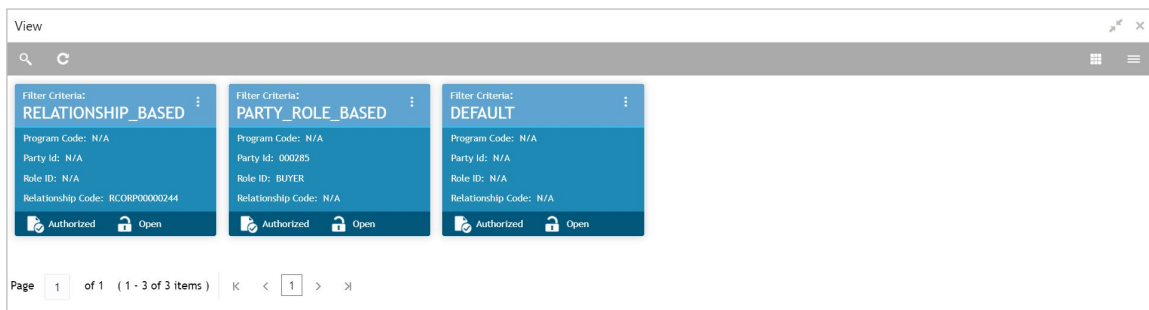
To remove the record, click **Delete**.

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

3.10.3.2 View Alert Decision

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

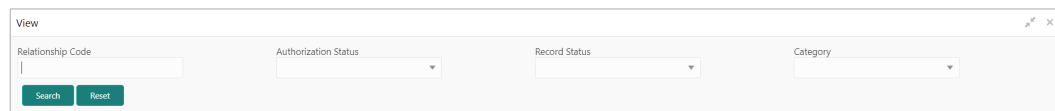
Navigation Path: Receivables and Payables > Maintenance > Alerts > Alert Decisioning > View



Perform the following steps to filter or take actions on alert decisioning:

- Filter the records in the View screen:



- g. Click the search (🔍) icon to view the filters. You can filter the records by Relationship Code, Category, Authorization Status, and Record Status.



- h. Click **Search**.

OR

Click **Reset** to reset the filter criteria.

- Click the refresh () icon to refresh the records.
- Click the Options () icon and then click any of the below options:
 - **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.
 - 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 decision details for creating a new record.
 - **View** – To view the alert decision details.
 - **Reopen** – To reopen a closed record.

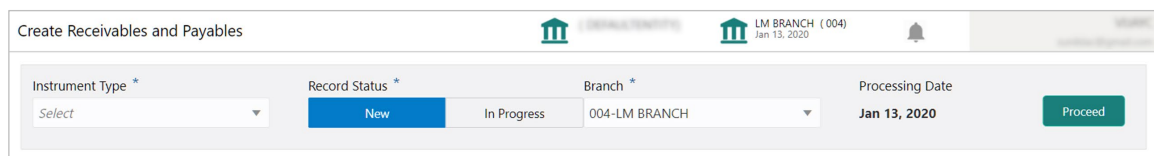
4. Create Receivables and Payables

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

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 invoice:

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

5. Specify the Invoice details in the above 'Basic Information' screen.

Note: Fields marked with '*' are mandatory.

Field Name	Description
Invoice Number *	Enter the unique reference number for invoice to be created. OR Click the Search icon to select the 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. This field is applicable to only OBSCF system.
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.

Field Name	Description
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 was requested.
Remarks	Enter the comments regarding the invoice, if any.

6. Click **Save & Close** to save the invoice details and submit it for authorization.

OR

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


OR

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


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

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

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

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

OR

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

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

Field Name	Description
Commodity Name	Commodity name gets auto-populated based on the selected commodity code.
Unit	Select the measuring unit for the goods.
Quantity	Enter the quantity of the goods as per selected measuring unit.
Unit Cost	Enter a single unit's cost of the goods.
Discount (%)	Enter the percentage of discount to be applied on the total cost.
Discount Amount	This field is auto-populated based on the discount percentage.
Tax (%)	Enter the percentage of tax to be applied on total amount post discounting.
Tax Amount	This is auto-populated based on tax percentage.
Net Cost	Net costing is auto-populated based on all the previous fields.

8. In the 'Pricing Details' section, specify the following details:

Note: Fields marked with "" are mandatory.*

Field Name	Description
Base Invoice Amount *	Displays base amount of the invoice. Modify the base invoice amount, if required.
Discount Percentage	Enter the percentage of discount to be applied on the base invoice amount. Discount percentage is auto-calculated based on entered discount amount.
Discount Amount	Enter the amount to be discounted from the base invoice amount. Discount amount is auto-calculated based on entered discount percentage.
Tax (%)	Enter the percentage of tax to be levied on the total invoice amount. Tax percentage is auto-calculated based on entered tax amount.
Tax Amount	Enter the amount of tax to be levied on the total invoice amount. Tax amount is auto-calculated based on entered tax percentage.
Total Invoice Amount	Displays the total invoice amount post calculating base invoice amount, discount, and tax.
Misc Charge 1 Desc	Enter the description of the miscellaneous charges to be added in total invoice amount.
Misc Charge 1 Amount	Enter the miscellaneous charge amount to be added in total invoice amount.
Misc Charge 2 Desc	Enter the description of another miscellaneous charges to be added in total invoice amount.
Misc Charge 2 Amount	Enter the miscellaneous charge amount to be added in total invoice amount.
Net Invoice Amount	Displays the net invoice amount post adding miscellaneous charges in the total invoice amount.

9. Click **Save & Close** to save the invoice details and submit it for authorization.

OR

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

OR

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

OR

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

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

Note: Fields marked with '' are mandatory.*

Field Name	Description
Shipment Date	Click the Calendar icon and select the date on which the buyer expects commodity to get dispatched.
Shipment Number	Enter unique shipment number to track the shipment.
Shipment Address	Enter the complete address where shipment should be sent.
Shipment Country	Select the country to send the shipment to.
City	Select the city to send the shipment to.
Zip Code	Enter the postal code to send the shipment to.
Phone Number	Enter the contact number of the shipment company.
Tax Id	Enter the unique tax id if shipment charge includes tax amount.
Reason for Export	Enter the reason for exporting the shipment.

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

11. Click **Save & Close** to save the invoice details and submit it for authorization.

OR

Click **Next** to go to the 'Summary' screen.

OR

Click **Back** to go to the 'Commodity and Pricing' screen.

OR

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

The screenshot shows the 'Invoice Summary' screen with the following data:

Invoice Information		Relationship Information		Remarks
Invoice Number :	INV284942912	Relationship Name :	RCKappa	-
Invoice Date :	2020-01-01	Supplier :	WINBOND	
Invoice Due Date :	2021-02-09	Buyer :	E MEI PLASTICS CO LTD	
Payment Due Date :	2021-02-09	Valid Till :	2030-12-31	
Net Invoice Amount :	\$2,575.00			

Pricing Details		
Invoice Amount :	\$2,400.00	
Discount(%) :	1	
Discount Amount :	\$24.00	
Tax(%) :	0	
Tax Amount :	\$0.00	
Total Invoice Amount :	\$2,376.00	
Total Charges :	\$199.00	
Net Invoice Amount :	\$2,575.00	

Shipment Information		
Shipment Number	Shipment Date	Country of Origin
SHP1235264NY235	2021-01-09	USA
Shipment Address	Reason for Export	Terms of Sales (Incoterms)
W40 Street 13 Block 4 New	Extreme shortfall	CIP
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) < 1 >						

Buttons at the bottom: Back, Next, Save & Close, Cancel.

12. Review the detail of the invoice being created in the 'Summary' screen.

13. Click **Save & Close** to save the invoice details and submit it for authorization.

OR

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

OR

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

4.1.2 Create Purchase Order

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

1. In the **Instrument Type** list, select 'Purchase Order'.
2. In the **Record Status** switch, click **New** to create a new PO record or click **In Progress** to select an existing purchase order.
3. In the **Branch** list, select your branch. By default, the branch associated with your login is selected.
4. Click **Proceed** to view the screen for populating PO (Purchase Order) details.

The screenshot shows the 'Purchase Order' form in the 'Basic Information' section. The form is titled 'Purchase Order' and 'Screen (1 / 4)'. The left sidebar contains navigation options: Basic Information (selected), Commodity and Pricing, Shipment Information, and Summary. The main form area contains the following fields:

- External PO No * (Text input: PUR554872)
- PO Date * (Date picker: Jan 13, 2020)
- Buyer * (Text input: GENLIGHT INTERNATIONAL 201910)
- Relationship * (Text input: MERCOR)
- Program (Text input)
- Supplier * (Text input: ABB Ltd 000409)
- Buyer Division Code (Text input)
- Supplier Division Code (Text input)
- Currency * (Dropdown menu: USD)
- Pre-Accepted (Toggle switch: On)
- Remarks (Text area)

At the bottom right, there are four buttons: Back, Next, Save & Close, and Cancel.

5. Specify the PO details in the above 'Basic Information' screen.

Note: Fields marked with '*' are mandatory.

Field Name	Description
External PO No *	Enter the external reference number for purchase order to be created. OR Click the Search icon to select the existing PO 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.
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. This field is applicable to only OBSCF system.
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.

Field Name	Description
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.

6. Click **Save & Close** to save the PO details and submit it for authorization.

OR

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

OR

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


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

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

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

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

OR

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

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

Field Name	Description
Commodity Name	Commodity name gets auto-populated based on the selected commodity code.
Unit	Select the measuring unit for the goods.
Quantity	Enter the quantity of the goods as per selected measuring unit.
Unit Cost	Enter a single unit's cost of the goods.
Discount (%)	Enter the percentage of discount to be applied on the total cost.
Discount Amount	This field is auto-populated based on the discount percentage.
Tax (%)	Enter the percentage of tax to be applied on total amount post discounting.
Tax Amount	This is auto-populated based on tax percentage.
Net Cost	Net costing is auto-populated based on all the previous fields.

8. In the 'Pricing Details' section, specify the following details:

Note: Fields marked with '' are mandatory.*

Field Name	Description
Base PO Amount *	Displays base amount of the PO. Modify the base PO amount, if required.
Discount Percentage	Enter the percentage of discount to be applied on the base PO amount. Discount percentage is auto-calculated based on entered discount amount.
Discount Amount	Enter the amount to be discounted from the base PO amount. Discount amount is auto-calculated based on entered discount percentage.
Tax (%)	Enter the percentage of tax to be levied on the total PO amount. Tax percentage is auto-calculated based on entered tax amount.
Tax Amount	Enter the amount of tax to be levied on the total PO amount. Tax amount is auto-calculated based on entered tax percentage.
Total PO Amount	Displays the total PO amount post calculating base PO amount, discount, and tax.
Misc Charge 1 Desc	Enter the description of the miscellaneous charges to be added in total PO amount.
Misc Charge 1 Amount	Enter the miscellaneous charge amount to be added in total PO amount.
Misc Charge 2 Desc	Enter the description of another miscellaneous charges to be added in total PO amount.
Misc Charge 2 Amount	Enter the miscellaneous charge amount to be added in total PO amount.
Net PO Amount	Displays the net PO amount post adding miscellaneous charges in the total PO amount.

9. Click **Save & Close** to save the PO details and submit it for authorization.

OR

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

OR

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

OR

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

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

Note: Fields marked with '' are mandatory.*

Field Name	Description
Requested Shipment Date	Click the Calendar icon and select the date on which the buyer expects commodity to get dispatched.
Ship To	Enter the name of the location where shipment should be sent.
Shipment Address	Enter the complete address where shipment should be sent.
Shipment Country	Select the country to send the shipment to.
City	Select the city to send the shipment to.
Zip Code	Enter the postal code to send the shipment to.
Phone Number	Enter the contact number of the shipment company.
Tax Id	Enter the unique tax id if shipment charge includes tax amount.
Reason for Export	Enter the reason for exporting the shipment.

Field Name	Description
Terms of Sale(Incoterms)	<p>Select any of the below terms of sales:</p> <ul style="list-style-type: none"> • DAF - Delivered At Frontier • DES - Delivered Ex Ship • DEQ - Delivered Ex Quay • DDU - Delivered Duty Unpaid • CIP - Carriage and Insurance Paid To (Insert place of destination) • CPT - Carriage Paid To (Insert place of destination) • CIF - Cost, Insurance and Freight • CFR - Cost and Freight • FOB - Free On Board • DDP - Delivered Duty Paid (Insert place of destination). • FCA - Free Carrier (Insert named place of delivery) • EXW - Ex Works (Insert place of delivery) • FAS - Free Alongside Ship (insert name of port of loading)
Payment Terms	Enter the terms of payments, if any.
Country of Origin	Select the country from where the shipment is being sent.
Promised Shipment Date *	Click the Calendar icon and select the date agreed by the supplier to send the shipment.

11. Click **Save & Close** to save the PO details and submit it for authorization.

OR

Click **Next** to go to the 'Summary' screen.

OR

Click **Back** to go to the 'Commodity and Pricing' screen.

OR

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

12. Review the detail of the PO being created in the 'Summary' screen.

13. Click **Save & Close** to save the PO 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 PO.

4.1.3 Create Debit Note

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

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

5. In the **Debit Note Number** field, enter the unique debit note number to be created.

OR

In case of existing debit note number, click the Search icon and select the existing debit note number.

6. If required, in the **Link Invoice** field, click the Search icon to search and select the invoice to be linked with the debit note.

	Invoice Number	Invoice Date	Invoice Due Date	Invoice Amount
<input type="checkbox"/>	123	2020-01-14	2021-09-17	1234567900987654400
<input type="checkbox"/>	INV2406	2019-01-01	2021-06-25	10000
<input type="checkbox"/>	DN212	2020-01-14	2020-01-31	10000

Perform the following steps to search and select the invoice to be linked:

- In the **Supplier** field, click the Search icon and select the supplier of the invoice.
- In the **Relationship** field, click the Search icon and select the any of the relationship maintained for the selected supplier.
- In the **Program** field, click the Search icon and select the linked program for the relationship. This field is only applicable to the OBSCF system.
- In the **Buyer** field, click the Search icon and select the buyer of the invoice.
- If required, in the **Invoice Number** field, enter the specific invoice to search for.

- f. If required, in the **Amount From** and **Amount To** fields, enter the minimum and maximum amount of the invoice respectively to filter the invoice search.
 - g. In the **Currency** list, select the invoice currency.
 - h. Click **Fetch** to view the invoices matching to the search criteria.
 - i. Select the invoice(s) from the search result and then click **Save** to select the invoices for the debit note.
7. Specify the following debit note details in the 'Basic Information' screen:

Note: Fields marked with '' are mandatory.*

Field Name	Description
Debit Note Date *	Click the Calendar icon and select the date on which debit note is created.
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 for the debit note. In case of linked invoice, the supplier is auto-populated.
Relationship *	Click the Search icon and select the any of the relationship maintained for the selected supplier. In case of linked invoice, the relationship is auto-populated.
Program	Click the Search icon and select the program to create the debit note for. In case of linked invoice, the program is auto-populated. This field is applicable only for OBSCF system.
Buyer *	Click the Search icon and select the buyer for the debit note. In case of linked invoice, the buyer is auto-populated.
Supplier Division Code	Click the Search icon and select the division code of the selected supplier.
Buyer Division Code	Click the Search icon and select the division code of the selected buyer.
Currency *	Select the currency of the debit note. In case of linked invoice, the currency is auto-populated.
Adjustment Reason	Select the adjustment reason to be considered for creation of debit note.
Funding Request Date	Click the Calendar icon and select the requested date for funding the debit note.
Remarks	Enter the remarks about the debit note, if any.

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

OR

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

OR

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

Debit Note

Basic Information | **Commodity and Pricing** | Shipment Information | Summary | Screen (2 / 4)

Debit Note Number: **DB245719** | Buyer: **ABB Ltd** | Supplier: **PEGATRON** | Debit Note Due Date: **2020-06-16**

Inherit Commodities: | Add Commodities:

Pricing Details

Currency: GBP | Base Debit Note Amount*: GBP10,000.00 | Discount Percentage: 5.0000 | Discount Amount: GBP500.00

Tax(%): 4.0000 | Tax Amount: GBP380.00 | Total Debit Note Amount: **GBP9,880.00**

Misc Charge 1 Desc: Service Charge | Misc Charge 1 Amount: GBP120.00 | Misc Charge 2 Desc: | Misc Charge 2 Amount: GBP0.00

Net Debit Note Amount: **GBP10,000.00**

Buttons: Back, Next, Save & Close, Cancel

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

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

OR

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

Note: Fields marked with '' are mandatory.*

Field Name	Description
Commodity Name	Commodity name gets auto-populated based on the selected commodity code.
Unit	Select the measuring unit for the goods.
Quantity	Enter the quantity of the goods as per selected measuring unit.
Unit Cost	Enter a single unit's cost of the goods.
Discount (%)	Enter the percentage of discount to be applied on the total cost.
Discount Amount	This field is auto-populated based on the discount percentage.
Tax (%)	Enter the percentage of tax to be applied on total amount post discounting.
Tax Amount	This is auto-populated based on tax percentage.
Net Cost	Net costing is auto-populated based on all the previous fields.

10. In the 'Pricing Details' section, specify the following details:

Note: Fields marked with "" are mandatory.*

Field Name	Description
Base Debit Note Amount *	Displays base amount of the Debit Note. Modify the base debit note amount, if required.
Discount Percentage	Enter the percentage of discount to be applied on the base debit note amount. Discount percentage is auto-calculated based on entered discount amount.
Discount Amount	Enter the amount to be discounted from the base debit note amount. Discount amount is auto-calculated based on entered discount percentage.
Tax (%)	Enter the percentage of tax to be levied on the total debit note amount. Tax percentage is auto-calculated based on entered tax amount.
Tax Amount	Enter the amount of tax to be levied on the total debit note amount. Tax amount is auto-calculated based on entered tax percentage.
Total Debit Note Amount	Displays the total debit note amount post calculating base debit note amount, discount, and tax.
Misc Charge 1 Desc	Enter the description of the miscellaneous charges to be added in total debit note amount.
Misc Charge 1 Amount	Enter the miscellaneous charge amount to be added in total debit note amount.
Misc Charge 2 Desc	Enter the description of another miscellaneous charges to be added in total debit note amount.
Misc Charge 2 Amount	Enter the miscellaneous charge amount to be added in total debit note amount.
Net Debit Note Amount	Displays the net debit note amount post adding miscellaneous charges in the total debit note amount.

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

OR

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

OR

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

OR

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

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

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

Field Name	Description
Shipment Date	Click the Calendar icon and select the date on which the buyer expects commodity to get dispatched.
Shipment Number	Enter unique shipment number to track the shipment.
Shipment Address	Enter the complete address where shipment should be sent.
Shipment Country	Select the country to send the shipment to.
City	Select the city to send the shipment to.
Zip Code	Enter the postal code to send the shipment to.
Phone Number	Enter the contact number of the shipment company.
Tax ID	Enter the unique tax id if shipment charge includes tax amount.
Reason for Export	Enter the reason for exporting the shipment.
Terms of Sale(Incoterms)	Select any of the below terms of sales: <ul style="list-style-type: none"> • DAF – Delivered At Frontier • DES - Delivered Ex Ship • DEQ - Delivered Ex Quay • DDU - Delivered Duty Unpaid • CIP - Carriage and Insurance Paid To (Insert place of destination) • CPT - Carriage Paid To (Insert place of destination) • CIF - Cost, Insurance and Freight • CFR - Cost and Freight • FOB - Free On Board

Field Name	Description
	<ul style="list-style-type: none"> • DDP - Delivered Duty Paid (Insert place of destination). • FCA - Free Carrier (Insert named place of delivery) • EXW - Ex Works (Insert place of delivery) • FAS - Free Alongside Ship (insert name of port of loading)
Payment Terms	Enter the terms of payments, if any.
Country of Origin	Select the country from where the shipment is being sent.

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

OR

Click **Next** to go to the 'Summary' screen.

OR

Click **Back** to go to the 'Commodity and Pricing' screen.

OR

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

The screenshot shows the 'Debit Note Summary' screen. On the left is a navigation menu with options: Basic Information, Commodity and Pricing, Shipment Information, and Summary (selected). The main content area is divided into several sections:

- Debit Note Information:** Debit Note Number: DB245719, Debit Note Date: 2020-01-16, Debit Note Due Date: 2020-06-16, Payment Due Date: -, Net Debit Note Amount: £10,000.00.
- Pricing Details:** Base Debit Note Amount: £10,000.00, Discount(%): 5, Discount Amount: £500.00, Tax(%): 4, Tax Amount: £380.00, Total Debit Note Amount: £9,880.00, Total Charges: £120.00, Net Debit Note Amount: £10,000.00.
- Relationship Information:** Relationship Name: RCORP00000742, Supplier: PEGATRON, Buyer: ABB Ltd, Valid Till: 2099-05-17.
- Remarks:** -
- Shipment Information:** Shipment Number: D5963WX749, Shipment Date: 2020-02-10, Country of Origin: UK, Shipment Address: -, Reason for Export: -, Terms of Sales (Incoterms): FAS, Payment Terms: -.
- Commodity Details:** A table with columns: Commodity Code, Commodity Name, Quantity, Unit Cost, Discount Amount, Tax Amount, Net Cost. It shows 'No data to display.'

At the bottom right, there are four buttons: Back, Next, Save & Close, and Cancel. The page number 'Page 1 (0 of 0 items)' is also visible.

Debit Note Screen (4 / 4)

Basic Information
Commodity and Pricing
Shipment Information
Summary

Summary

Tax Amount : £380.00	Shipment Number D5963WX749	Shipment Date 2020-02-10	Country of Origin UK
Total Debit Note Amount : £9,880.00	Shipment Address -	Reason for Export -	Terms of Sales (Incoterms) FAS
Total Charges : £120.00	Payment Terms -		
Net Debit Note Amount : £10,000.00			

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) | < 1 >

Linked Invoice Details

Invoice Number	Invoice Amount	Invoice Date	Invoice Due Date	Invoice Status	Payment Status
INV2406	£10,000.00	2019-01-01	2021-06-25	ASSIGNED	UNPAID

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

Back Next Save & Close Cancel

14. Review the detail of the debit note being created in the 'Summary' screen.
 15. 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 on the 'Create Receivables and Payables' screen to create credit note:

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

5. In the **Credit Note Number** field, enter the unique credit note number to be created.

OR

In case of existing credit note number, click the Search icon and select the existing credit note number.

6. If required, in the **Link Invoice** field, click the Search icon to search and select the invoice to be linked with the credit note.

	Invoice Number	Invoice Date	Invoice Due Date	Invoice Amount
<input type="checkbox"/>	123	2020-01-14	2021-09-17	1234567900987654400
<input type="checkbox"/>	INV2406	2019-01-01	2021-06-25	10000
<input type="checkbox"/>	DN212	2020-01-14	2020-01-31	10000

Perform the following steps to search and select the invoice to be linked:

- In the **Supplier** field, click the Search icon and select the supplier of the invoice.
- In the **Relationship** field, click the Search icon and select the any of the relationship maintained for the selected supplier.
- In the **Program** field, click the Search icon and select the linked program for the relationship. This field is only applicable to the OBSCF system.
- In the **Buyer** field, click the Search icon and select the buyer of the invoice.
- If required, in the **Invoice Number** field, enter the specific invoice to search for.

- f. If required, in the **Amount From** and **Amount To** fields, enter the minimum and maximum amount of the invoice respectively to filter the invoice search.
 - g. In the **Currency** list, select the invoice currency.
 - h. Click **Fetch** to view the invoices matching to the search criteria.
 - i. Select the invoice(s) from the search result and then click **Save** to select the invoices for the credit note.
7. Specify the following credit note details in the 'Basic Information' screen:

Note: Fields marked with '' are mandatory.*

Field Name	Description
Credit Note Date *	Click the Calendar icon and select the date on which credit note is created.
Credit Note Expiry Date	Click the Calendar icon and select the date till when the credit note is valid.
Supplier *	Click the Search icon and select the supplier for the credit note. In case of linked invoice, the supplier is auto-populated.
Relationship *	Click the Search icon and select the any of the relationship maintained for the selected supplier. In case of linked invoice, the relationship is auto-populated.
Program	Click the Search icon and select the program to create the credit note for. In case of linked invoice, the program is auto-populated. This field is applicable only for OBSCF system.
Buyer *	Click the Search icon and select the buyer for the credit note. In case of linked invoice, the buyer is auto-populated.
Supplier Division Code	Click the Search icon and select the division code of the selected supplier.
Buyer Division Code	Click the Search icon and select the division code of the selected buyer.
Currency *	Select the currency of the credit note. In case of linked invoice, the currency is auto-populated.
Adjustment Reason	Select the adjustment reason to be considered for creation of credit note.
Funding Request Date	Click the Calendar icon and select the requested date for funding the debit note.
Remarks	Enter the remarks about the debit note, if any.

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



OR

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


OR

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

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

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

OR

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

Note: Fields marked with '' are mandatory.*

Field Name	Description
Commodity Name	Commodity name gets auto-populated based on the selected commodity code.
Unit	Select the measuring unit for the goods.
Quantity	Enter the quantity of the goods as per selected measuring unit.
Unit Cost	Enter a single unit's cost of the goods.
Discount (%)	Enter the percentage of discount to be applied on the total cost.
Discount Amount	This field is auto-populated based on the discount percentage.
Tax (%)	Enter the percentage of tax to be applied on total amount post discounting.
Tax Amount	This is auto-populated based on tax percentage.
Net Cost	Net costing is auto-populated based on all the previous fields.

10. In the 'Pricing Details' section, specify the following details:

Note: Fields marked with "" are mandatory.*

Field Name	Description
Base Credit Note Amount *	Displays base amount of the credit note. Modify the base credit note amount, if required.
Discount Percentage	Enter the percentage of discount to be applied on the base credit note amount. Discount percentage is auto-calculated based on entered discount amount.
Discount Amount	Enter the amount to be discounted from the base credit note amount. Discount amount is auto-calculated based on entered discount percentage.
Tax (%)	Enter the percentage of tax to be levied on the total credit note amount. Tax percentage is auto-calculated based on entered tax amount.
Tax Amount	Enter the amount of tax to be levied on the total credit note amount. Tax amount is auto-calculated based on entered tax percentage.
Total Credit Note Amount	Displays the total credit note amount post calculating base credit note amount, discount, and tax.
Misc Charge 1 Desc	Enter the description of the miscellaneous charges to be added in total credit note amount.
Misc Charge 1 Amount	Enter the miscellaneous charge amount to be added in total credit note amount.
Misc Charge 2 Desc	Enter the description of another miscellaneous charges to be added in total credit note amount.
Misc Charge 2 Amount	Enter the miscellaneous charge amount to be added in total credit note amount.
Net Credit Note Amount	Displays the net credit note amount post adding miscellaneous charges in the total credit note amount.

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

OR

Click **Next** to go to the 'Summary' screen.

OR

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

OR

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

Credit Note Screen (3 / 3)

Basic Information
Commodity and Pricing
Summary

Summary

Credit Note Information	Relationship Information	Remarks
Credit Note Number : 5942156 Credit Note Date : 2020-01-16 Credit Note Expiry Date : 2021-09-01 Net Credit Note Amount : \$59,388.00 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	Relationship Name : RCORP00000742 Supplier : GENLIGHT INTERNATIONAL Buyer : ABB Ltd Valid Till : -	-

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

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

12. Review the detail of the credit note being created in the 'Summary' screen.

13. 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.

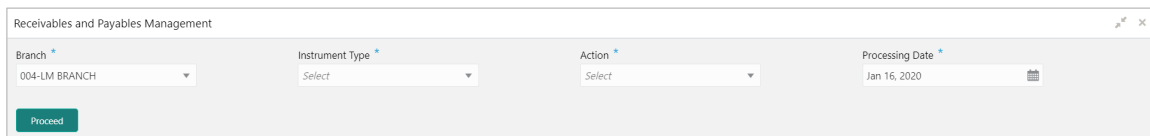
5. Receivables and Payables Management

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

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

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

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



The screenshot shows a search form titled "Receivables and Payables Management". It contains four dropdown menus: "Branch" (selected: 004-LM BRANCH), "Instrument Type" (selected: Select), "Action" (selected: Select), and "Processing Date" (selected: Jan 16, 2020). A "Proceed" button is located at the bottom left of the form.

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

1. In the **Branch** list, select the branch for which the instrument needs to be processed. By default, the branch of the logged-in user is selected.
 2. In the **Instrument Type** list, select the instrument to be managed.
 3. In 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 (mandatory), Reference Number (mandatory), Buyer (mandatory), Supplier (mandatory), Relationship, Program, Date Reference Basis (dropdown), Date Range (calendar), Currency (dropdown), Amount Reference Basis (dropdown), Amount From, and Amount To. Search and Reset buttons are at the bottom.

- For Purchase Order:

A search form for Invoice/Dr Note with the following fields: File Name (mandatory), PO Number (mandatory), Buyer (mandatory), Supplier (mandatory), Relationship, Program, Date Reference Basis (mandatory dropdown), Date Range (calendar), Currency (dropdown), Amount From, and Amount To. Search and Reset buttons are at the bottom.

5. Specify the value for at least one mandatory field (marked with ‘*’) to search 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 the invoices/debit notes/purchase order for ‘Accept’ action:

For Invoice/Dr Note:

The screenshot shows the Oracle Receivables and Payables Management interface. At the top, it says 'Create Receivables and Payables'. The main area is titled 'Receivables and Payables Management' and 'Invoice/Dr Note List'. Below this is a table with the following columns: Reference Number, Instrument Type, Buyer, Supplier, Program, Issue Date, Net Amount, Remarks, Acceptance Amount, New Acceptance Amount, and Stale St. The table contains 8 rows of data. The first row is selected with a checkmark. Below the table, there are fields for 'Remarks' and 'Acceptance Amount' with 'Apply' and 'Undo' buttons. At the bottom, there is a 'Summary' section showing 'Total Instruments' as 1 and 'Total Acceptance Amount' as £80.00. 'Submit' and 'Cancel' buttons are at the bottom right.

Reference Number	Instrument Type	Buyer	Supplier	Program	Issue Date	Net Amount	Remarks	Acceptance Amount	New Acceptance Amount	Stale St
<input checked="" type="checkbox"/> INVARCH1702	Invoice	Carrefour	Danone		2020-01-09	£100.00		£0.00	£80.00	N
<input type="checkbox"/> INVARCH1703	Invoice	Carrefour	Danone		2020-01-09	£100.00	Remarks	£0.00		N
<input type="checkbox"/> MAUTO-DEBIT-003	Debit Note	Carrefour	Danone	This is PR	2018-01-11	₹10,200.00	Resolve Disj	₹0.00		N
<input type="checkbox"/> 051716293772739440	Invoice	Carrefour	Danone		2021-10-25	£7,000.00	performanc	£0.00		N
<input type="checkbox"/> TE4	Invoice	Carrefour	Danone		2021-10-25	£700.00		£0.00		N
<input type="checkbox"/> ALERTTEST	Invoice	Carrefour	Danone		2021-10-19	\$10,000.00		\$0.00		Y
<input type="checkbox"/> TE1	Invoice	Carrefour	Danone		2021-10-25	£7,000.00		£0.00		N
<input type="checkbox"/> TE2	Invoice	Carrefour	Danone		2021-10-25	£7,000.00		£0.00		N

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	Acceptance Amount	New Acceptance Amount	Stale Status
<input type="checkbox"/>	280521	Carrefour	Danone	This is PROG	REL701	2020-01-14		£100.00			
<input type="checkbox"/>	FEB921-01-PO	Carrefour	Danone		REL701	2018-03-30	2018-03-30	\$10,000.00	\$100.00		Y
<input type="checkbox"/>	FEB921-02-PO	Carrefour	Danone		REL701	2018-03-30	2018-03-30	\$10,000.00	\$100.00		Y
<input type="checkbox"/>	G-905	Carrefour	Danone		REL701	2019-11-07	2019-11-18	\$650.00			Y
<input checked="" type="checkbox"/>	MAUTO-PO-1103	Carrefour	Danone	BOSE Progr	REL701	2020-01-14	2021-06-08	£10,900.00		£6,900.00	
<input type="checkbox"/>	PO-2212-02	Carrefour	Danone	This is PROG	REL701	2019-11-07	2019-11-07	\$10,000.00	\$100.00		Y
<input type="checkbox"/>	PO-JAN-2020-01	Carrefour	Danone	This is PROG	REL701	2020-01-07	2020-03-07	\$10,000.00	\$100.00		Y
<input type="checkbox"/>	FEB2021-01	Carrefour	Danone	This is PROG	REL701	2020-01-09		£9,000.00			
<input type="checkbox"/>	FEB921-04-PO	Carrefour	Danone		REL701	2018-03-30	2018-03-30	\$10,000.00	\$100.00		Y
<input type="checkbox"/>	PO-DEC-2020-013	Carrefour	Danone	This is PROG	REL701	2019-11-07	2019-11-07	\$10,000.00	\$100.00		Y

Page 1 of 5 (1-10 of 44 items) < 1 2 3 4 5 >

Remarks

Acceptance Amount: £6,900.00

Summary

Total Instruments: 1 Total Acceptance Amount: £6,900.00

1. Optional: In the **Reference/PO Number** column, click on the number to view more details about it.
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 and send for authorization (if applicable).

5.1.2 Assign

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

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

Oracle Create Receivables and Payables

Receivables and Payables Management

Branch: 004-LM BRANCH | Instrument Type: Invoice & Dr Note | Action: Assignment | Processing Date: Oct 25, 2021

Proceed

Show Search

Reference Number	Instrument Type	Buyer	Supplier	Program	Issue Date	Net Amount	Remarks	Stale Status
<input checked="" type="checkbox"/> INVFE2711	Invoice	Carrefour	Danone	This is PROGRAM1	2020-01-09	\$1,000.00	Assignmer	N

Page 1 of 1 (1 of 1 items)

Remarks

Apply Undo

Summary

Total Instruments: 1 | Total Amount: \$1,000.00

Submit Cancel

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

5.1.3 Cancel

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

For Invoice/Dr Note:

ORACLE Create Receivables and Payables (DEFAULTENTITY) LM BRANCH (004) OCT 25, 2021

Receivables and Payables Management

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"/>	INVMARCH1702	Invoice	Carrefour	Danone		2020-01-09	£100.00	Cancelatio	N
<input type="checkbox"/>	INVMARCH1703	Invoice	Carrefour	Danone		2020-01-09	£100.00	Remarks	N
<input type="checkbox"/>	TE1	Invoice	Carrefour	Danone		2021-10-25	£7,000.00		N
<input type="checkbox"/>	TE2	Invoice	Carrefour	Danone		2021-10-25	£7,000.00		N
<input type="checkbox"/>	051716293772739440	Invoice	Carrefour	Danone		2021-10-25	£7,000.00	performar	N
<input type="checkbox"/>	TE4	Invoice	Carrefour	Danone		2021-10-25	£700.00		N
<input type="checkbox"/>	ALERTTEST	Invoice	Carrefour	Danone		2021-10-19	\$10,000.00		Y

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

Remarks

Apply Undo

Summary

Total Instruments: 1 Total Amount: £100.00

Submit Cancel

For PO:

ORACLE Create Receivables and Payables (DEFAULTENTITY) LM BRANCH (004) OCT 25, 2021

Receivables and Payables Management

Branch: 004-LM BRANCH Instrument Type: Purchase Order Action: Cancel Processing Date: Oct 25, 2021

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 checked="" type="checkbox"/>	POFEB2601	Carrefour	Danone		REL701	2020-01-30		\$1,000.00	Cancellatio	N

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

Remarks

Apply Undo

Summary

Total Instruments: 1 Total Amount: \$1,000.00

Submit Cancel

1. Optional: In the **Reference/PO Number** column, click the link to view more details about it.
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 and send for authorization (if applicable).

5.1.4 Edit

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

For Invoice/Dr Note:

The screenshot shows the Oracle Receivables and Payables Management interface. The top navigation bar includes the Oracle logo, the page title "Create Receivables and Payables", and user information for "(DEFAULTTENTY)" and "LM BRANCH (004)". The main header is "Receivables and Payables Management". Below this, there are filters for Branch (004-LM BRANCH), Instrument Type (Invoice & Dr Note), Action (Edit), and Processing Date (Oct 25, 2021). A "Proceed" button is visible. The "Show Search" dropdown is expanded. The "Invoice/Dr Note List" table contains one row with the following data:

Reference Number	Instrument Type	Buyer	Supplier	Program	Issue Date	Net Amount	Remarks	Due Date	New Due Date	Funding Request Date	New Funding Request C
INVFE82711	Invoice	Carrefour	Danone	This is PR	2020-01-09	\$1,000.00	Edit	2020-02-28	2021-10-25		

Below the table, there are input fields for "Remarks", "New Due Date", and "New Funding Request Date", along with "Apply" and "Undo" buttons. A "Summary" section shows "Total Instruments" as 1 and "Total Amount" as \$1,000.00. At the bottom right, there are "Submit" and "Cancel" buttons.

For PO:

The screenshot shows the Oracle Receivables and Payables Management interface. The top navigation bar includes the Oracle logo, the page title "Create Receivables and Payables", and user information for "(DEFAULTTENTY)" and "LM BRANCH (004)". The main header is "Receivables and Payables Management". Below this, there are filters for Branch (004-LM BRANCH), Instrument Type (Purchase Order), Action (Edit), and Processing Date (Oct 25, 2021). A "Proceed" button is visible. The "Show Search" dropdown is expanded. The "Purchase Order List" table contains one row with the following data:

PO Number	Buyer	Supplier	Program	Relationship	PO Date	Promised Shipment Date	PO Amount	New Promised Shipment Date	Remarks	Stale Status
PO-DEC-2020-013	Carrefour	Danone	This is PR	REL701	2019-11-07	2019-11-07	\$10,000.00	2021-10-25	Edit PO	Y

Below the table, there are input fields for "Remarks" and "New Promised Shipment Date", along with "Apply" and "Undo" buttons. A "Summary" section shows "Total Instruments" as 1 and "Total Amount" as \$10,000.00. At the bottom right, there are "Submit" and "Cancel" buttons.

1. Optional: In the **Reference/PO Number** column, click the link to view more details about it.
2. Select the invoice/debit notes/PO to be edited.
 3. Optional: In the **Remarks** field, enter the remarks for the updated invoice/debit note due date.
 4. For Invoice/Dr 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 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 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 OBSCF system.

For Invoice/Dr Note:

The screenshot displays the Oracle Receivables and Payables Management interface. At the top, there is a header with the Oracle logo and navigation tabs for '(DEFAULTTENITY)' and 'LM BRANCH (004)'. Below the header, the page title is 'Create Receivables and Payables'. The main content area is titled 'Receivables and Payables Management' and contains several filter fields: 'Branch' (004-LM BRANCH), 'Instrument Type' (Invoice & Dr Note), 'Action' (Initiate Finance), and 'Processing Date' (Oct 25, 2021). A 'Proceed' button is located below these filters. Below the filters is a 'Show Search' dropdown. The main data area is titled 'Invoice/Dr Note List' and contains a table with the following columns: Reference Number, Instrument Type, Buyer, Supplier, Program, Issue Date, Net Amount, Remarks, Financeable Amount, Financed Amount, New Financed Amount, and Stale Stat. The table contains one row with the following data: Reference Number MAUTO-INV-006, Instrument Type Invoice, Buyer Carrefour, Supplier Danone, Program This is PR, Issue Date 2018-01-10, Net Amount \$10,000.00, Remarks Initiate Fi, Financeable Amount \$9,000.00, Financed Amount \$0.00, New Financed Amount \$8,000.00, and Stale Stat N. Below the table is a pagination control showing 'Page 1 of 1 (1 of 1 items)'. Below the table are several input fields: 'Remarks', 'Single/Multiple Finance' (a radio button), and 'Finance Amount'. There are 'Apply' and 'Undo' buttons next to the 'Finance Amount' field. Below these fields is a 'Summary' section with the following data: Total Instruments 1, Total Amount \$10,000.00, and Total Finance Amount \$8,000.00. At the bottom right of the summary section are 'Submit' and 'Cancel' buttons.

For PO:

The screenshot shows the Oracle Receivables and Payables Management interface. At the top, there's a navigation bar with the Oracle logo and 'Create Receivables and Payables'. Below that, the page title is 'Receivables and Payables Management'. The main area displays a 'Purchase Order List' table with columns: PO Number, Buyer, Supplier, Program, Relationship, PO Date, Promised Shipment Date, PO Amount, Remarks, Financeable Amount, Financed Amount, and New Financed Amount. Three rows are visible: OCT06-01 (checked), OCT06-02, and STALEPO2107. Below the table is a pagination control showing 'Page 1 of 1 (1-3 of 3 items)'. At the bottom, there are fields for 'Remarks', 'Single/Multiple Finance' (a toggle switch), and 'Finance Amount', along with 'Apply' and 'Undo' buttons. A 'Summary' section shows 'Total Instruments', 'Total Amount', and 'Total Finance Amount' with corresponding input fields and 'Submit' and 'Cancel' buttons.

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

5.1.6 Link Program

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

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

For Invoice/Dr Note:

ORACLE Create Receivables and Payables (DEFAULTTENITY) LM BRANCH (004) Oct 25, 2021

Receivables and Payables Management

Branch * 004-LM BRANCH Instrument Type * Invoice & Dr Note Action * Link Program Processing Date * Oct 25, 2021

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"/>	INVMARCH1702	Invoice	Carrefour	Danone	PROGRAM	2020-01-09	£100.00	Remarks	N

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

Remarks Program

Summary

Total Instruments	Total Amount
1	£100.00

For PO:

ORACLE Create Receivables and Payables (DEFAULTTENITY) LM BRANCH (004) Oct 25, 2021

Receivables and Payables Management

Branch * 004-LM BRANCH Instrument Type * Purchase Order Action * Link Program Processing Date * Oct 25, 2021

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 checked="" type="checkbox"/>	POFEB2601	Carrefour	Danone	BOSE Program	REL701	2020-01-30		\$1,000.00		N

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

Remarks Program

Summary

Total Instruments	Total Amount
1	\$1,000.00

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

5.1.7 Raise Dispute

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

The screenshot shows the Oracle Receivables and Payables Management interface. At the top, there are navigation elements including the Oracle logo, 'Create Receivables and Payables', and user information for '(DEFAULTTENITY)' and 'LM BRANCH (004)'. Below this, the 'Receivables and Payables Management' header is visible. The main area contains search filters: 'Branch' (004-LM BRANCH), 'Instrument Type' (Invoice & Dr Note), 'Action' (Raise Dispute), and 'Processing Date' (Oct 25, 2021). A 'Proceed' button is located below the filters. A 'Show Search' dropdown is also present. The 'Invoice/Dr Note List' table displays one record with the following details:

Reference Number	Instrument Type	Buyer	Supplier	Program	Issue Date	Net Amount	Remarks	Dispute Amount	Dispute Code	Stale Status
<input checked="" type="checkbox"/> INVFE82711	Invoice	Carrefour	Danone	This is PROGR	2020-01-09	\$1,000.00	Raise Disp	\$300.00	1	N

Below the table, there are input fields for 'Remarks', 'Dispute Amount', and 'Dispute Code' (with a 'Select' dropdown). 'Apply' and 'Undo' buttons are positioned to the right of these fields. A 'Summary' section at the bottom shows 'Total Instruments' as 1 and 'Total Dispute Amount' as \$300.00. 'Submit' and 'Cancel' buttons are located at the bottom right of the summary section.

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

5.1.8 Re-Assign

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

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

ORACLE Create Receivables and Payables (DEFAULTENTITY) LM BRANCH (004) OCT 25, 2021

Receivables and Payables Management

Branch * 004-LM BRANCH Instrument Type * Invoice & Dr Note Action * Re-Assignment Processing Date * Oct 25, 2021

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"/>	MAUTO-DEBIT-003	Debit Note	Carrefour	Danone	This is PROGRAM1	2018-01-11	₹10,200.00	Re-assignr	N
<input type="checkbox"/>	MAUTO-INV-006	Invoice	Carrefour	Danone	This is PROGRAM1	2018-01-10	\$10,000.00	Resolve DI	N

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

Remarks

Apply Undo

Summary

Total Instruments 1 Total Amount ₹10,200.00

Submit Cancel

1. Optional: In the **Reference Number** column, click the number to view more details about it.
2. Select the Invoice/Dr 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 the invoices/debit notes for 'Resolve Dispute' action:

The screenshot shows the Oracle Receivables and Payables Management interface. At the top, there is a navigation bar with the Oracle logo and the title 'Create Receivables and Payables'. Below this, there are several tabs: '004-LM BRANCH', 'Invoice & Dr Note', 'Resolve Dispute', and 'Oct 25, 2021'. A 'Proceed' button is located below the tabs. The main area is titled 'Invoice/Dr Note List' and contains a table with the following data:

<input type="checkbox"/>	Reference Number	Instrument Type	Buyer	Supplier	Program	Issue Date	Net Amount	Remarks	Stale Status
<input checked="" type="checkbox"/>	IMmDanoneDN0221	Debit Note	Carrefour	Danone		2018-01-28	\$5,000.00	Resolved I	Y
<input type="checkbox"/>	IMmDanoneDN0223	Debit Note	Carrefour	Danone		2018-01-28	\$5,000.00	REMARK	Y
<input type="checkbox"/>	IMmDanoneDN0226	Debit Note	Carrefour	Danone		2018-01-28	\$5,000.00	REMARK	Y
<input type="checkbox"/>	IMmDanoneDN0227	Debit Note	Carrefour	Danone		2018-01-28	\$5,000.00	REMARK	Y

Below the table, there is a 'Remarks' field with an 'Apply' button and an 'Undo' button. At the bottom right, there are 'Submit' and 'Cancel' buttons. The page number is 'Page 1 of 1 (1-4 of 4 items)'.

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

5.1.10 Write off Dispute

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

The screenshot shows the Oracle Receivables and Payables Management interface. At the top, there is a navigation bar with the Oracle logo and the title 'Create Receivables and Payables'. Below this, there are several tabs: 'Receivables and Payables Management', '004-LM BRANCH', 'Invoice & Dr Note', 'Write off dispute', and 'Oct 25, 2021'. A 'Proceed' button is visible. Below the navigation bar, there is a 'Show Search' dropdown menu. The main content area is titled 'Invoice/Dr Note List' and contains a table with the following columns: Reference Number, Instrument Type, Buyer, Supplier, Program, Issue Date, Net Amount, Remarks, and Stale Status. The table contains four rows of data, all of which are 'Debit Note' entries from 'Carrefour' to 'Danone' with an issue date of '2018-01-28' and a net amount of '\$5,000.00'. The first row has a checked checkbox and a 'Writing o' remark. Below the table, there is a 'Page 1 of 1 (1-4 of 4 items)' indicator and a 'Remarks' field with 'Apply' and 'Undo' buttons. At the bottom, there is a 'Summary' section showing 'Total Instruments: 1' and 'Submit' and 'Cancel' buttons.

<input type="checkbox"/>	Reference Number	Instrument Type	Buyer	Supplier	Program	Issue Date	Net Amount	Remarks	Stale Status
<input checked="" type="checkbox"/>	IMmDanoneDN0221	Debit Note	Carrefour	Danone		2018-01-28	\$5,000.00	Writing o	Y
<input type="checkbox"/>	IMmDanoneDN0223	Debit Note	Carrefour	Danone		2018-01-28	\$5,000.00	REMARK	Y
<input type="checkbox"/>	IMmDanoneDN0226	Debit Note	Carrefour	Danone		2018-01-28	\$5,000.00	REMARK	Y
<input type="checkbox"/>	IMmDanoneDN0227	Debit Note	Carrefour	Danone		2018-01-28	\$5,000.00	REMARK	Y

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

5.1.11 Mark PUA

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

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

Receivables and Payables Management
✖

Branch
004-LM BRANCH

Instrument Type
Invoice & Dr Note

Action
Mark PUA

Processing Date
Jan 16, 2020

Show Search

Invoice/Dr Note List

<input type="checkbox"/>	Reference Number	Instrument Type	Buyer	Supplier	Program	Relationship	Issue Date	Net Amount	Payment Date	Remarks
<input type="checkbox"/>	INVEST102	Invoice	Wasan Motors	Future Group	AUTOPRG1	RCORP00000244	2020-01-09	\$1,000.00		
<input type="checkbox"/>	INVS103	Invoice	Wasan Motors	Future Group	AUTOPRG1	RCORP00000244	2020-01-07	\$10,000.00		ASSIGNED
<input type="checkbox"/>	INVS106	Invoice	Wasan Motors	Future Group	AUTOPRG1	RCORP00000244	2020-01-13	\$10,000.00		ASSIGNED
<input checked="" type="checkbox"/>	INVEST101	Invoice	Wasan Motors	Future Group	AUTOPRG1	RCORP00000244	2020-01-09	\$1,000.00		For PUA
<input checked="" type="checkbox"/>	INVAPR270401	Invoice	Wasan Motors	Future Group	AUTOPRG1	RCORP00000244	2020-01-13	\$1,000.00		For PUA

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

Remarks

For PUA

Summary

Total Instruments	Total Amount
2	\$2,000.00

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

5.1.12 Mark Indirect Payment

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

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

Receivables and Payables Management

Branch: 004-LM BRANCH Instrument Type: Invoice & Dr Note Action: Mark Indirect Payment 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	Payment Date	Remarks
<input type="checkbox"/>	ANPM102	Invoice	Wasan Motors	Future Group	AUTOPRG1	2020-01-04	\$10,001.00		
<input type="checkbox"/>	INVS102	Invoice	Wasan Motors	Future Group	AUTOPRG1	2020-01-07	\$10,000.00		PUA
<input type="checkbox"/>	INVTST102	Invoice	Wasan Motors	Future Group	AUTOPRG1	2020-01-09	\$1,000.00		
<input type="checkbox"/>	INVS103	Invoice	Wasan Motors	Future Group	AUTOPRG1	2020-01-07	\$10,000.00		ASSIGNED
<input checked="" type="checkbox"/>	AN107A	Invoice	Wasan Motors	Future Group	AUTOPRG1	2020-01-04	\$2,000.00		For Indirect
<input type="checkbox"/>	INVAPR270401	Invoice	Wasan Motors	Future Group	AUTOPRG1	2020-01-13	\$1,000.00		
<input type="checkbox"/>	INVTST101	Invoice	Wasan Motors	Future Group	AUTOPRG1	2020-01-09	\$1,000.00		
<input type="checkbox"/>	AN106A	Invoice	Wasan Motors	Future Group	AUTOPRG1	2020-01-04	\$2,000.00		
<input type="checkbox"/>	INVJAN2502	Invoice	Wasan Motors	Future Group	AUTOPRG1	2020-01-09	\$1,000.00		
<input type="checkbox"/>	INVS106	Invoice	Wasan Motors	Future Group	AUTOPRG1	2020-01-13	\$10,000.00		ASSIGNED

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

Remarks
For Indirect Payment

Summary
Total Instruments: 1 Total Amount: \$2,000.00

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

5.1.13 Accept Early Payment Offer

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

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

ORACLE Create Receivables and Payables

DEFAULTTENITY LM BRANCH (004) OCT 03, 2021

Receivables and Payables Management

Proceed

Show Search

Invoice/Dr Note List

<input type="checkbox"/>	Reference Number	Instrument Type	Buyer	Supplier	Program	Issue Date	Net Amount	Remarks	Outstanding Amount	Discount %	Discount Amount	Early Payment Date
<input checked="" type="checkbox"/>	MAUTO-INV-006	Invoice	Carrefour	Danone	This is PR	2018-01-10	\$10,000.00	Accept E	\$10,000.00			May 25, 2022
<input type="checkbox"/>	MAUTO-DEBIT-004	Debit Note	Carrefour	Danone		2018-01-10	\$9,300.00	Created i	\$9,300.00	-		
<input type="checkbox"/>	ALERTTEST	Invoice	Carrefour	Danone		2021-10-19	\$10,000.00		\$10,000.00	-		

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

Remarks: Accept Early Payment Offer

Discount Offers

Discount %: -

Discount Amount: -

Early Payment Date: May 25, 2022

Apply Undo

Summary

Total Instruments: Total Amount

Submit Cancel

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

Discount Offers

Early Payment Date: Sep 2, 2021

1 PRCRULE130120_1041 2 PRCRULE130120_1001

Discount Rate Applicable	Total Invoice Amount	Total Discount Amount	Notional Payment Amount
5	\$5,000.00	\$250.00	\$4,750.00

Reference Number	Issue Date	Invoice Due Date	Outstanding Amount	Discount Amount	Notional Payment Amount
UNIQDBMAY86	2020-01-08	2020-01-08	\$5,000.00	\$250.00	\$4,750.00

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

OK Cancel

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

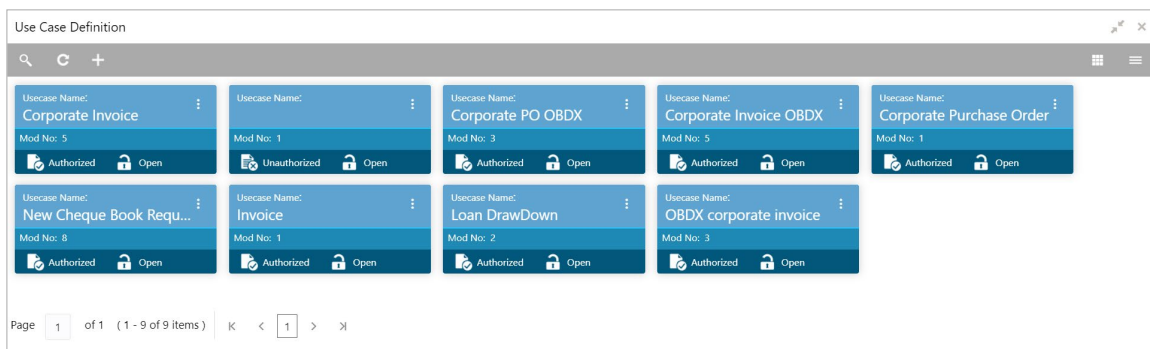
6. Machine Learning

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

6.1 Create 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. It includes a form for 'Business Tag Maintenance' with the following fields:

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



Below the form is a table with the following columns: Tag Display Sequence, Tag Screen Display, Tag Name, Annotation Tag, and Default Value. The table contains two rows:

<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	

At the bottom, there is a pagination control showing 'Page 1 of 1 (1 of 2 items)' and navigation arrows. There are also '+', '-', 'Save', and 'Cancel' buttons.

Perform the following steps to add information about the tags:

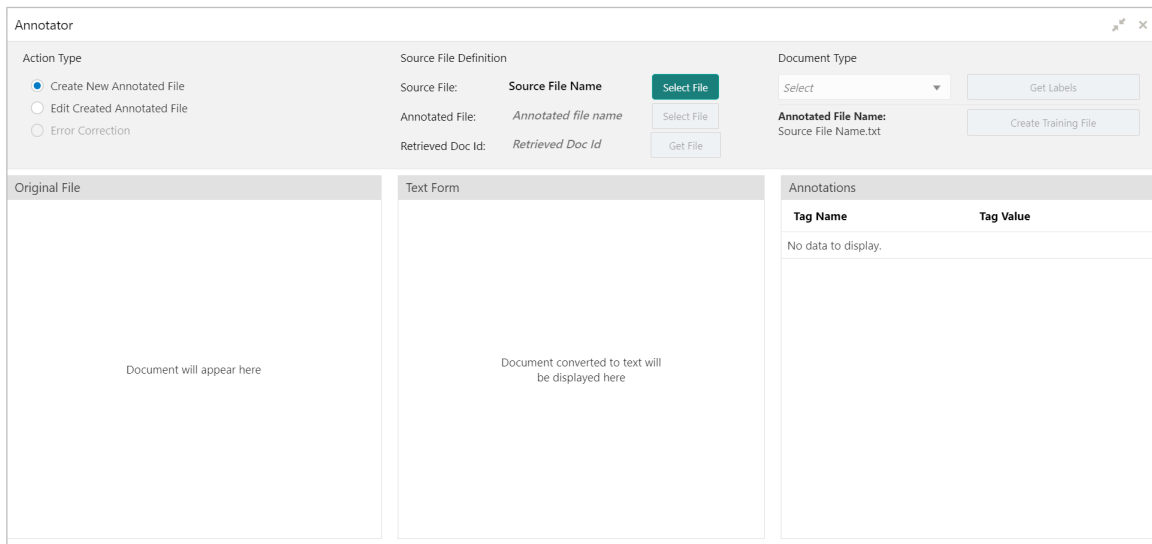
1. In the **Use Case Name** field, enter name of the use case to be defined.
2. In the **Description** field, enter the description of the use case.

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

6.2 Create Annotated File

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

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



The screenshot shows the 'Annotator' application window. It features a top navigation bar with 'Annotator' and window control icons. Below the navigation bar, there are several sections:

- Action Type:** Contains three radio buttons: 'Create New Annotated File' (selected), 'Edit Created Annotated File', and 'Error Correction'.
- Source File Definition:** Contains three fields: 'Source File' with a 'Select File' button, 'Annotated File' with a 'Select File' button, and 'Retrieved Doc Id' with a 'Get File' button.
- Document Type:** Contains a 'Select' dropdown menu and a 'Get Labels' button.
- Annotations:** Contains a table with two columns: 'Tag Name' and 'Tag Value'. Below the table, it says 'No data to display.' and there is a 'Create Training File' button.
- Original File:** A large empty box with the text 'Document will appear here'.
- Text Form:** A large empty box with the text 'Document converted to text will be displayed here'.

Perform the following steps to create an annotator file:

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

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

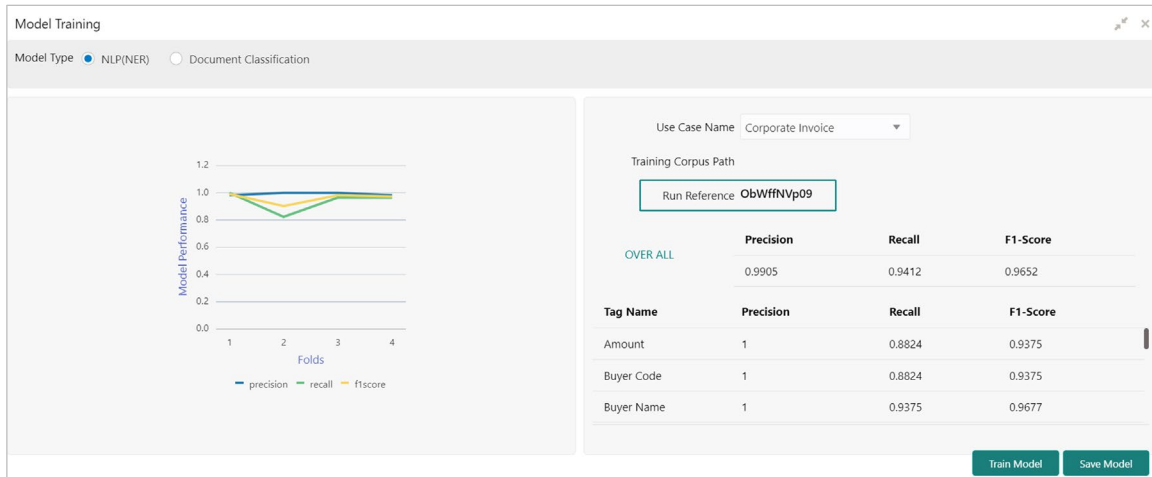
6.3 Train Model

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

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

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.

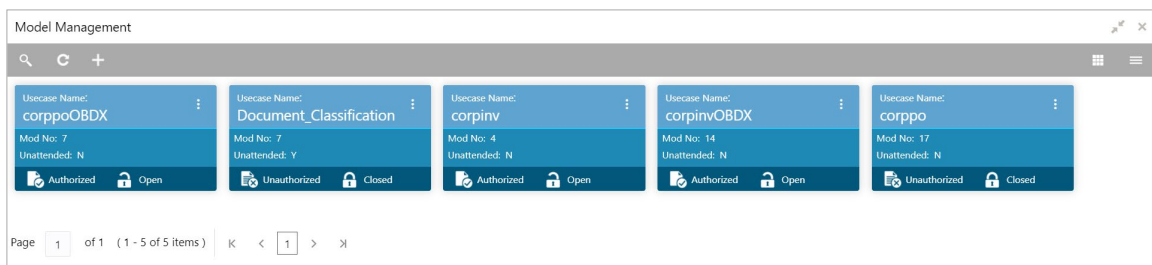


3. Click **Save Model** to save the trained model to be utilized as an active model.

6.4 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.

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
9EBKpkhJx	02/03/2021	0.991	0.941	0.965	<input type="checkbox"/>	Tag Parameters

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

Audit Save Cancel

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

Tag 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**.

6.5 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

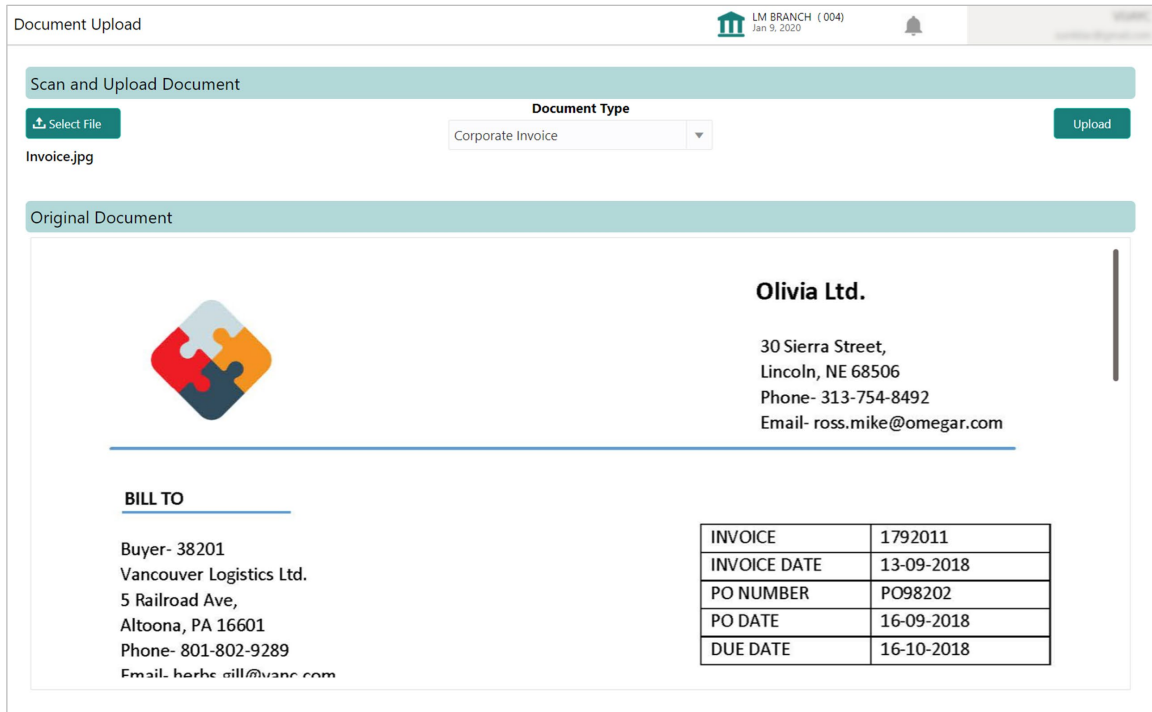
Name of loaded file will appear here!

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

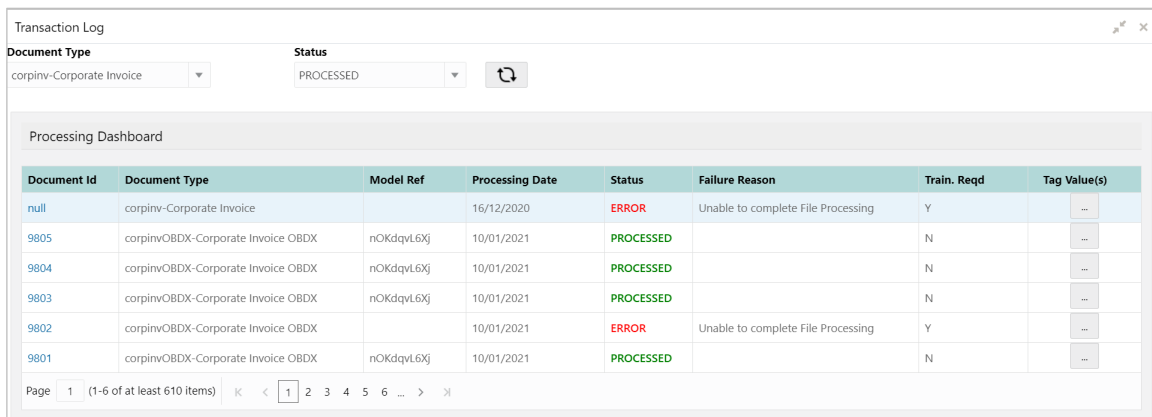


3. Click **Upload** to initiate the invoice/PO data upload in the system as per active model.

6.6 View Transaction Log

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

Navigation Path: Machine Learning > Operation > Transaction Log



Perform the following steps to filter the processing dashboard table:

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

7. Manual Allocation

The **Manual Allocation** screen helps you to allocate payments in virtual accounts. Only payments that are unallocated or partially allocated with the 'Allocation Required' flag 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. In the **Branch** list, select the branch for which payment allocation needs to be done. By default, branch of the logged-in user is selected.
2. In the **Action** list, select the action as 'Allocate' or 'De-Allocate' for allocation or de-allocation of the payment respectively.
3. Click **Proceed** to view the search parameters to search payment record(s).

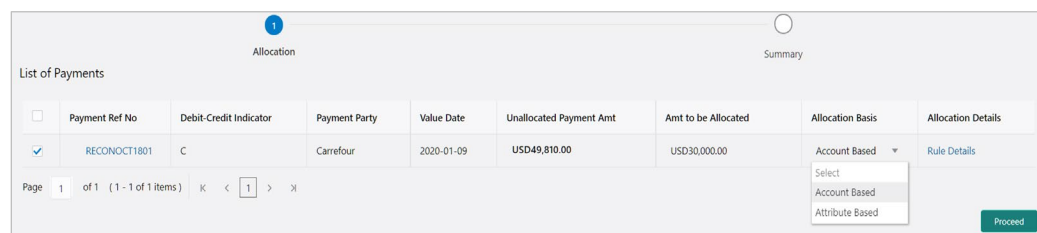
4. Refer to the following table for specifying the search criteria:

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

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

Field Name	Description
Credit Account Number	Click the Search icon and select the account of the beneficiary.
Payment Towards	Select the entity for towards which the payment has been initiated: <ul style="list-style-type: none"> • None • Finance • Invoice • Expected Cashflow • Virtual Account
Recon Status	Select the current recon status of the payment.
Allocation Status	Select the allocation status for reconciliation of the payment.
Amount Reference	Select the value to specify the reference for amount criteria.
Currency	Select the currency of the amount.
Amount From	Enter start of the amount-range within which the payment needs to be searched.
Amount To	Enter end of the amount-range within which the payment needs to be searched.
Date Reference Basis	Select the value to specify the reference for date criteria.
Date From	Click the Calendar icon and select the starting-range of the payment/value date.
Date To	Click the Calendar icon and select the range-ending of the payment/value date.

5. Click **Search** to view the payment records in the 'List of Payments' section.
6. Based on the option selected from the Action list, perform further steps:
 - If **Allocate** option is selected:



- a. Select the payment record and then under the **Allocation Basis** column, select the value to specify whether the allocation needs to be done based on account or attribute.
- b. In the **Amt to be Allocated** column, enter the amount to allocate.
- c. In the **Allocation Details** column, click the 'Rule Details' link to specify the allocation details.

✕
Allocation Details

Amt to be Allocated	Allocation Basis
USD 20.00	Account

+

Virtual Account (Corporate - 000381)	Amount Allocated	Percentage	Action
1000160	USD15,000.00	100	▼ ▲ ✎ 🗑

Page 1 of 1 (1 of 1 items)
⏪ < 1 > ⏩

Save
Close

- d. Perform the following steps in the 'Allocation Details' pop-up screen:
- i. Click the Add icon (+) to add a row for a virtual account and double click in each field of the row to add/edit the details.
 - ii. In the **Allocation Attribute** field, select the attribute to allocate the virtual account for. This field is displayed only for attribute based allocation selection.
 - iii. In the **Virtual Account** field, click the Search icon to fetch and then select the virtual account to be allocated. This fields is displayed only for account based allocation selection.
 - iv. In the **Amount Allocated** field, enter the amount to be allocated to the selected virtual account. The **Percentage** field is auto-calculated based on total amount to be allocated.
 - v. In the **Percentage** field, enter the percentage of the amount being allocated. The **Amount Allocated** field is auto-calculated based on total amount to be allocated.
 - vi. If required, repeat the steps from 'a' to 'e' to add more rows. Click Delete icon (🗑) to remove a row or Edit icon (✎) to modify the allocation details
 - vii. Click **Save** to save the allocation details.
- e. Click **Proceed** to view the allocation summary.

External Payment Ref No	Payment Party	Counter Party	Beneficiary	Payment Amount	Amt to be Allocated
RECONDOCT1801	Carrefour		Danone	USD50,000.00	USD30,000.00

Allocation Attribute	Virtual Account	Amount Allocated	Percentage
CREDIT_ACC_NO	1000160	USD15,000.00	50
REMITTER_ACC_NO	1000014	USD15,000.00	50

Back
Submit

- f. If required, click **Expand All** to view allocation details or **Collapse All** to hide the same.
- g. Click **Submit** to send the record(s) for authorization.

- If **De-Allocate** option is selected:

List of Payments									Expand All	Collapse All
<input type="checkbox"/>	Payment Ref No	Debit-Credit Indicator	Payment Party	Counter Party	Value Date	Payment Amount	Allocated Payment Amount	Date Of Allocation		
<input type="checkbox"/>	▶ AUTOPAYMENT1JUN2021V01	Debit	RELIANCE	cust215	2020-01-09	USD 60,000.00	USD 500.00	2020-01-15		
<input type="checkbox"/>	▶ sonalpmt20033	Debit	RELIANCE	ABZ Solutions	2019-12-31	GBP 5,200.00	GBP 120.00	2020-01-16		

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

- Select the payment to be de-allocated.
- Click **Proceed**. A message for confirming the de-allocation appears.
- Click **Confirm**. A message displaying the status of the transaction appears.

8. Manual Recon

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

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

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

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

Navigation Path: *Receivables & Payables > Manual Recon*

8.1 Search

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

8.1.1 Invoice/Debit Notes to Payments/Credit Notes recon

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

The screenshot displays the 'Manual Recon' interface. At the top, there are four dropdown menus: 'Action' (set to 'De Reconcile'), 'Recon Category' (set to 'Invoice/Debit Notes to Payment/...'), 'Branch' (set to '004-LM BRANCH'), and 'Processing Date' (set to 'Jan 20, 2020'). A green 'Process' button is located to the right of the 'Processing Date' dropdown. Below these filters is a section titled 'Invoices' containing several search fields: 'Buyer' (with a search icon), 'Supplier' (with a search icon), 'Invoice Number' (text input), 'Invoice Currency' (dropdown menu), 'Date Reference Basis' (dropdown menu), 'Date From' (calendar icon), 'Date To' (calendar icon), 'Relationship' (with a search icon), 'Program' (with a search icon), 'Amount Reference Basis' (dropdown menu), 'Amount From' (text input), 'Amount To' (text input), and 'Account Number' (with a search icon).

1. In the **Action** field, select the action to be performed as 'Reconcile' or 'De Reconcile'.
2. In the **Recon Category** list, select the category as 'Invoice/Debit Notes to Payment/Credit Notes'.
3. In the **Branch** list, select the branch for which reconciliation needs to be done. By default, branch of the logged-in user is selected.
4. Click **Proceed** to view the search parameters to search transactions.

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

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

Field Name	Description
Date From	Click the Calendar icon to specify the start date of range for selected date reference basis.
Date To	Click the Calendar icon to specify the end date of range for selected date reference basis.
Relationship	Click the Search icon to select the relationship code used in the transaction.
Program	Click the Search icon to select the program linked with the invoice. This field is applicable to only OBSCF system.
Amount Reference Basis	Select the reference basis of the amount range as base invoice amount or net invoice amount.
Amount From	Enter the lowest amount of the range.
Amount To	Enter the highest amount of the range.
Account Number	Click the Search icon to select the account number. This field is enabled only after selecting supplier.
Payments	
Payment Number	Enter the unique reference number generated while making a payment.
Date Reference Basis	Select the reference basis of the date range as payment date or value date.
Date From	Click the Calendar icon and select the start of the date-range.
Date To	Click the Calendar icon and select the end of the date-range.
Payment Party	Click the Search icon to select the party who made the payment.
Beneficiary Id	Click the Search icon to select the beneficiary id or name who received the payment. In case if supplier is selected in the 'Invoice' search parameter; then the same gets auto-populated here.
Payment Towards	Select the option that the payment is to be 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 by using which payment was done. For example: Account Transfer, NEFT etc.
Debit-Credit Indicator	Select the value to specify whether the transaction is of debit or credit type.
Remitter Account Number	Click the Search icon and select the remitter account of the transaction.
Credit Account Number	Click the Search icon and select the account credited with the amount.
Payment Currency	Select the currency in which payment is done.
Amount From	Select the minimum amount of the payment range.
Amount To	Select the maximum amount of the payment range.

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

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

8.1.2 Expected Cashflow recon

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

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

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

Note: Fields marked with '' are mandatory.*

Field Name	Description
Reconcile Method	Specify whether the reconciliation was done by using 'Auto' or 'Manual' method. This field is displayed only when 'Action' is selected as 'De Reconcile'.
Reconciliation Reference No	Click the Search icon to select the reconciliation reference number. This field is mandatory and displayed for only 'Manual' de-reconciliation method.
Reconcile Date From	Click the Calendar icon to specify start date of range within which record was reconciled. This field is displayed only when 'Action' is selected as 'De Reconcile'.
Reconcile Date To	Click the Calendar icon to specify end date of range within which record was reconciled. This field is displayed only when 'Action' is selected as 'De Reconcile'.

Field Name	Description
Expected Cashflow	
Corporate *	Click the Search icon to select the corporate from whom the cashflow is expected.
Cashflow Type *	Select the value to specify whether it is inflow or outflow of cash.
Counter Party	Click the Search icon to select the counter party involved.
Corporate Reference Number	Enter the corporate reference number to search the cashflow details for.
Expected Date From	Click the Calendar icon and select the date from when the cashflow is expected.
Expected Date To	Click the Calendar icon and select the date till when the cashflow is expected.
Account Number	Click the Search icon to select the account number.
Expected Currency	Enter the currency in which cashflow is expected.
Expected Amount From	Enter the lowest amount of the range.
Expected Amount To	Enter the highest amount of the range.
For Payments	
Payment Number	Enter the unique reference number generated while making a payment.
Date Reference Basis	Select the reference basis of the date range as payment date or value date.
Date From	Click the Calendar icon and select the start of the date-range.
Date To	Click the Calendar icon and select the end of the date-range.
Payment Party	Click the Search icon to select the party who made the payment.
Debit-Credit Indicator	Select the value to specify whether the transaction is of debit or credit type.
Account Owner	Click the Search icon and select the owner of the account.
Payment Towards	Select the option that the payment is to be made towards.
Remarks	Enter the remarks added in the transaction.
Payment Mode	Select the mode by using which payment was done. For example: Account Transfer, NEFT etc.
Beneficiary Id	Click the Search icon to select the beneficiary id or name who received the payment. In case if supplier is selected in the 'Invoice' search parameter; then the same gets auto-populated here.
Remitter Account Number	Click the Search icon and select the remitter account of the transaction.
Credit Account Number	Click the Search icon and select the account credited with the amount.
Payment Currency	Select the currency in which payment is done.

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

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

8.2 Reconcile

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

1

2

Reconcile By * Reconciliation Allocation

Select ▼

Expected Cashflow

	Corporate	Counter Party	Corporate Ref No	Type	Unreconciled Amt	Payment Ref No	Amt to be Reconciled(Exp Ccy)	Amt to be Reconciled(Pay Ccy)
<input type="checkbox"/>	Carrefour	GENLIGHT INTERNATIONAL	DemoCM1006	I	£3,790.00			
<input type="checkbox"/>	Carrefour	MERCIER CORPORATION	DemoCM1007	I	£2,100.00			
<input type="checkbox"/>	Carrefour	GENLIGHT INTERNATIONAL	DemoCM1008	I	£1,900.00			
<input type="checkbox"/>	Carrefour	MERCIER CORPORATION	DemoCM1009	I	£3,300.00			

Page 1 (1-4 of at least 169 items) < 1 2 3 4 5 6 ... >

Payments

	Payment Ref No	Payment Party	Counter Party	Unreconciled Amt	Dr/Cr	Corporate Ref No	Amt to be Reconciled(Pay Ccy)	Amt to be Reconciled(Exp Ccy)	Rule Details
<input type="checkbox"/>	aMAYCAREQAPAY5006	Danone	Carrefour	\$9,500.00	C				
<input type="checkbox"/>	aAPRCAREQAPAY5005	Tesla Services	Carrefour	\$11,000.00	C				
<input type="checkbox"/>	aMAYCAREQAPAY5008	Danone	Carrefour	\$9,700.50	C				
<input type="checkbox"/>	aMAYCAREQAPAY8005	Tesla Services	Carrefour	\$22,000.25	C				

Page 1 (1-4 of at least 26 items) < 1 2 3 4 5 6 ... >

Proceed

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

- In the **Reconcile By** field, select any of the following:
 - One Invoice/Cashflow to Many Payment/Credit Notes** – To reconcile single invoice/ cashflow from multiple payments/credit notes.
 - One Payment to Many Cashflow** – To reconcile multiple cashflow from single payment.
 - Many Invoice to One Payment/Credit Note** – To reconcile multiple invoices from single payment/credit note.
 - For the 'One Invoice/Cashflow to Many Payment/Credit Notes':
 - In the 'Invoices/Debit Note/Expected Cashflow' section, select the invoice/debit note/cashflow to reconcile.
 - In the 'Payments/Credit Notes' section:
 - Select the payment(s)/credit notes to reconcile.

- ii. In the **Amt to be Reconciled (Pay/Cr Note Ccy)** column, enter the amount to reconcile in payment/credit notes currency.

Expected Cashflow Payment Search

Reconcile By *
One Cashflow to Many Payment

Expected Cashflow

Corporate	Counter Party	Corporate Ref No	Type	Unreconciled Amt	Payment Ref No	Amt to be Reconciled(Exp Ccy)	Amt to be Reconciled(Pay Ccy)
<input checked="" type="checkbox"/>	Carrefour	Danone	REFFEB2201	I	\$30,000.00		\$21,795.00

Page 2 (1 of 1 items)

Payments

Payment Ref No	Payment Party	Counter Party	Unreconciled Amt	Dr/Cr	Corporate Ref No	Amt to be Reconciled(Pay Ccy)	Amt to be Reconciled(Exp Ccy)	Rule Details
<input type="checkbox"/>	aMAYCAREQAPAY9010	Danone	Carrefour	\$22,000.50	C			
<input checked="" type="checkbox"/>	aMAYCAREQAPAY6004	Tesla Services	Carrefour	\$10,890.50	C	REFFEB2201	\$10,890.00	\$10,890.00
<input checked="" type="checkbox"/>	aMAYCAREQAPAY6009	Danone	Carrefour	\$10,905.00	C	REFFEB2201	\$10,905.00	\$10,905.00
<input type="checkbox"/>	aMAYCAREQAPAY6007	Danone	Carrefour	\$9,500.15	C			

Page 1 (1-4 of at least 26 items)

Proceed

OR

- For the 'One Payment to Many Cashflow':
 - a. In the 'Payments' section, select the payment to reconcile by.
 - b. In the 'Expected Cashflow' section:
 - i. Select the cashflow records to reconcile with.
 - ii. In the **Amt to be Reconciled (Exp Ccy)** column, enter the amount to be reconciled in cashflow currency.

Expected Cashflow Payment Search

Reconcile By *
One Payment to Many Cashflow

Payments

Payment Ref No	Payment Party	Counter Party	Unreconciled Amt	Dr/Cr	Corporate Ref No	Amt to be Reconciled(Pay Ccy)	Amt to be Reconciled(Exp Ccy)	Rule Details
<input checked="" type="checkbox"/>	aMAYCAREQAPAY9010	Danone	Carrefour	\$22,000.50	C		\$5,080.00	

Page 1 of 1 (1 of 1 items)

Expected Cashflow

Corporate	Counter Party	Corporate Ref No	Type	Unreconciled Amt	Payment Ref No	Amt to be Reconciled(Exp Ccy)	Amt to be Reconciled(Pay Ccy)
<input type="checkbox"/>	Carrefour	GENLIGHT INTERNATIONAL	DemoCM1006	I			
<input checked="" type="checkbox"/>	Carrefour	MERCIER CORPORATION	DemoCM1007	I	aMAYCAREQAPAY9010	£2,100.00	\$2,667.00
<input checked="" type="checkbox"/>	Carrefour	GENLIGHT INTERNATIONAL	DemoCM1008	I	aMAYCAREQAPAY9010	£1,900.00	\$2,413.00
<input type="checkbox"/>	Carrefour	MERCIER CORPORATION	DemoCM1009	I			

Page 1 (1-4 of at least 169 items)

Proceed

OR

- For the 'Many Invoices to One Payment/Credit Note':
 - a. In the 'Payments/Credit Notes' section, select the payment/credit note to reconcile by.

- b. In the 'Invoices' section:
 - i. Select the invoice(s) to be reconciled.
 - ii. In the **Amt to be Reconciled (Inv Ccy)** field, enter the amount to be reconciled in invoice currency.

Invoice - Payments/Credit Notes Search

1 Reconciliation 2 Allocation

Reconcile By *
Many Invoices to One Payment/...

Payments

Payment Number	Payment Party	Unreconciled Amt	Beneficiary	Invoice Number	Amt to be Reconciled(Pay Ccy)	Amt to be Reconciled(Inv Ccy)	Rule Details
<input type="checkbox"/> RECONSEP27772	Future Group	\$10,000.00	Wasan Motors		\$0.00		
<input type="checkbox"/> RECONSEP27778	Future Group	\$10,000.00	Wasan Motors				
<input type="checkbox"/> RECONSEP27777	Future Group	\$10,000.00	Wasan Motors				
<input type="checkbox"/> RECONSEP27778	Future Group	\$10,000.00	Wasan Motors				

Page 1 (1-4 of at least 287 items)

Credit Notes

Credit Note Number	Buyer	Unreconciled Amt	Supplier	Invoice Number	Amt to be Reconciled(Cr Note Ccy)	Amt to be Reconciled(Inv Ccy)	Rule Details
<input checked="" type="checkbox"/> DanoneCN008	Carrefour	\$5,000.00	Danone		\$4,419.50		

Page 1 of 1 (1 of 1 items)

Invoices

Buyer	Supplier	Invoice Number	Outstanding Amt	Inv Due Date	Payment/Credit Note Number	Amt to be Reconciled(Inv Ccy)	Amt to be Reconciled(Pay / Cr Note Ccy)
<input type="checkbox"/> Carrefour	Danone	INVAPR07	\$10,000.00	2020-01-09			
<input checked="" type="checkbox"/> Carrefour	Danone	SA110053	\$2,020.00	2019-12-31	DanoneCN008	\$2,020.00	\$2,020.00
<input checked="" type="checkbox"/> Carrefour	Danone	DEV11	\$2,399.50	2019-12-02	DanoneCN008	\$2,399.50	\$2,399.50
<input type="checkbox"/> Carrefour	Danone	VRINV5051	\$1,000.00	2020-01-15			

Page 1 (1-4 of at least 101 items)

Proceed

- 2. Optional: In the **Rule Details** column, click to view rule details.
- 3. Click **Proceed** to move to the 'Allocation' stage.

Reconciliation Allocation

Expand All Collapse All

Payment Ref No	Payment Party	Corporate Ref No	Corporate	Type	Expected Amt	Reconciled Pay Amt	Reconciled Cashflow Amt	Allocation Required
▶ aMAYCAREQAPAY6004	Danone	REFFEB2201	Carrefour	I	USD30,000.00	\$10,890.00	USD10,890.00	<input checked="" type="checkbox"/>
▶ aMAYCAREQAPAY6009	Danone	REFFEB2201	Carrefour	I	USD30,000.00	\$10,905.00	USD10,905.00	<input type="checkbox"/>

Submit **Back**

- 4. Perform the following steps to allocate payment manually:
 - a. In the **Allocation Required** column, enable the toggle to allocate account and percentage.
 - b. In the **Virtual Account** column, select the account to be allocated.
 - c. In the **Allocated Amount** column, enter the amount to be allocated for the respective virtual account.
 - d. In the **Percentage** column, enter the percentage of the amount.
- 5. Click **Submit** to confirm the reconciliation and send the record for authorization.

8.3 De-Reconcile

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

Manual Recon
x

Action ^{*}
De Reconcile

Recon Category ^{*}
Invoice/Debit Notes to Payment/...

Branch ^{*}
004-LM BRANCH

Processing Date
Oct 25, 2021

[Proceed](#)

Invoice - Payments/Credit Notes Search

Reconcile Method
Select

Reconciliation Reference No

Reconcile Date From

Reconcile Date To

Invoices

Buyer

Supplier

Invoice Number

Invoice Currency
Select

▼ Advance Search

Payments and Credit Notes Search

Payments

Payment Number

Date Reference Basis
Select

Date From

Date To

Payment Party

Beneficiary Id

Remarks

▼ Advance Search

Credit Notes

Credit Note Number

Buyer

Supplier

Remarks

▼ Advance Search

Search
Reset

For Invoice/Debit Notes to Payments/Credit Notes:

Invoice - Payments/Credit Notes Search

Invoices/Payments

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

	Payment/Credit Note Number	Amount to Match	Payment Party	Invoice Number	Buyer	Supplier	Reconciled Inv Amt	Reconciled Amount	Allocation Required							
<input checked="" type="checkbox"/>	APRINVPAYSUNILAUTOQA201	\$10.00	Carrefour	VRINV238	Carrefour	Danone	\$1,200.00	\$10.00	<input type="checkbox"/>							
	<table border="1" style="width: 100%; border-collapse: collapse; font-size: 0.7em;"> <thead> <tr> <th>Virtual Account</th> <th>Payment Currency</th> <th>Allocated Amount</th> <th>Percentage</th> </tr> </thead> <tbody> <tr> <td>1000165</td> <td>USD</td> <td>10</td> <td>100</td> </tr> </tbody> </table>				Virtual Account	Payment Currency	Allocated Amount	Percentage	1000165	USD	10	100				
Virtual Account	Payment Currency	Allocated Amount	Percentage													
1000165	USD	10	100													
<input type="checkbox"/>	ALLOCIAN2301	£7.00	Carrefour	12345678	Carrefour	Danone	£90.00	\$10.00	<input type="checkbox"/>							
<input type="checkbox"/>	PAYAUGAuto4444	\$105.50	Carrefour	invManualReconDerecon	Carrefour	Danone	\$9,999.00	\$105.50	<input type="checkbox"/>							
<input type="checkbox"/>	PAYAUGAuto44444444	\$200.00	Carrefour	AUGINVQAAuto44444444	Carrefour	Danone	\$1,200.00	\$200.00	<input type="checkbox"/>							
<input type="checkbox"/>	PVMTUITEST1666	\$10.50		INVNOV179	Carrefour	Danone	\$10,000.00	\$10.50	<input type="checkbox"/>							

Page 1 of 22 (1 - 5 of 107 items) K < 1 2 3 4 5 ... 22 > X

Proceed

For Expected Cashflow to Payment:

Expected Cashflow Payment Search

Cashflow/Payments Expand All Collapse All

<input type="checkbox"/>	Payment Ref No	Payment Party	Corporate Ref No	Corporate	Type	Expected Amt	Reconciled Pay Amt	Reconciled Cashflow Amt	Allocation Required
<input type="checkbox"/>	▶ payrefCtesla51002	Tesla Services	CAREQA1002	000380	I	\$100,002.25	\$100,002.25	\$100,002.25	<input type="checkbox"/>
<input type="checkbox"/>	▶ payrefCtesla51001	Tesla Services	CAREQA1001	000380	I	\$100,001.19	\$100,001.00	\$100,001.00	<input type="checkbox"/>
<input type="checkbox"/>	▶ payrefCtesla51002	Tesla Services	CAREQA1003	000380	I	\$100,001.19	\$50,000.00	\$50,000.00	<input type="checkbox"/>
<input type="checkbox"/>	▶ payrefCtesla51004	Tesla Services	CAREQA1006	000380	I	\$100,002.25	\$999.00	\$999.00	<input type="checkbox"/>
<input type="checkbox"/>	▶ RECONFEB2201	Danone	REFFEB2201	000380	I	\$30,000.00	\$100.00	\$100.00	<input type="checkbox"/>

Page 1 of 20 (1 - 5 of 98 items) | K < 1 2 3 4 5 ... 20 > X

Proceed

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

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

9. 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*

Perform the following steps to manage payment:

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

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

Field Name	Description
Payment Reference Number	Enter the payment reference number to be searched.
Payment Mode	Select the mode of payment to search the payment by.
Debit-Credit Indicator	Select the value to specify whether the payment is of type credit or debit.
Payment Party	Click the Search icon and select the party making the payment.
Counter Party	Click the Search icon and select the counter-party for the payment.
Beneficiary	Click the Search icon and select the beneficiary of the payment.
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 i.e. Invoice (I) or Cashflow (E).
Recon Status	Select the current recon status of the payment.
Allocation Status	Select the allocation status of the payment.
Amount Reference	Select the value to specify the reference for amount criteria.
Currency	Select the currency of the amount.
Amount From	Enter start of the amount-range within which the payment needs to be searched.
Amount To	Enter end of the amount-range within which the payment needs to be searched.
Date Reference Basis	Select the value to specify the reference for date criteria.
Date From	Click the Calendar icon and select the starting-range of the payment/value date.
Date To	Click the Calendar icon and select the range-ending of the payment/value date.

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

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

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

Submit

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

10. 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.

10.1 Upload Files

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

10.1.1 Supported files and fields:

- **Payment File**

- | | | | |
|--------------------------|----------------------|-----------------------|------------|
| • 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**

- | | | | |
|-------------------------|-----------------------|-----------------------|---------------------------|
| • INDICATOR | • REGISTRATION_NUMBER | • ADDRESS_LINE_2 | • TAX_REF_NO_2 |
| • CORPORATE_ID | • PARTY_TYPE | • ADDRESS_LINE_3 | • GIIN |
| • EFF_FROM_DATE | • STATUS | • ADDRESS_LINE_4 | • EXPIRES_ON |
| • EXPIRES_ON | • PROGRAM_CODE | • PIN | • AUTO_DEBIT_APPLICABLE |
| • AUTO_DEBIT_APPLICABLE | • NAME | • COUNTRY | • HOLIDAY_TREATMENT |
| • HOLIDAY_TREATMENT | • SHORT_NAME | • PREFERRED_COMM_MODE | • AUTO_ACCEPTANCE |
| • AUTO_ACCEPTANCE | • INDUSTRY | • MOBILE_NUMBER | • NO_OF_DAYS |
| • NO_OF_DAYS | • CATEGORY | • PHONE_NUMBER | • EXTERNAL_CODE |
| • INDICATOR | • ADDRESS_TYPE | • EMAIL | • DIVISION_CODE |
| • CORPORATE_ID | • COUNTRY_CODE | • FAX_NUMBER | • CORPORATE_DIVISION_CODE |
| • COUNTERPARTYID | • ADDRESS_LINE_1 | • TAX_REF_NO_1 | |

- **Invoice File**

- | | | | |
|-------------|------------------|---------------|--------|
| • INDICATOR | • NET_INV_AMOUNT | • SUPPLIER_ID | • BANK |
|-------------|------------------|---------------|--------|

- INVOICE_NO
- INVOICE_DATE
- INVOICE_DUE_DATE
- BUYER_CODE
- SUPPLIER_CODE
- CURRENCY
- BASE_INV_AMOUNT
- TAX_AMOUNT
- DISCOUNT
- PO_NUMBER
- BUYER_DIV_CODE
- SUPPLIER_DIV_CODE
- DISPUTED
- BUYER_ID
- BUYER_NAME
- SUPPLIER_NAME
- PREACCEPTED
- ACCEPTANCE_AMOUNT
- PROGRAM_ID
- VIRTUAL_AC_FLAG
- REPAYMENT_AC_NO
- BRANCH
- BIC_ROUTING_CODE
- FUNDING_REQ_AMT
- FILLER1
- FILLER2
- FILLER3
- FILLER4
- INVOICE_ID

• **Purchase Order File**

- Indicator
- External PO No
- PO Date
- Promised shipment Date
- Currency
- Base PO Amount
- Buyer Id
- Supplier id
- Buyer Name
- Supplier Name
- Discount Amount
- Tax Amount
- Net PO Amount
- Acceptance Amount
- Buyer Division Code
- Supplier Division Code
- Pre Accepted
- Funding Request Amount
- Shipment Address
- Country
- Zip
- City
- Tax id
- Filler 1
- Filler 2
- 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**

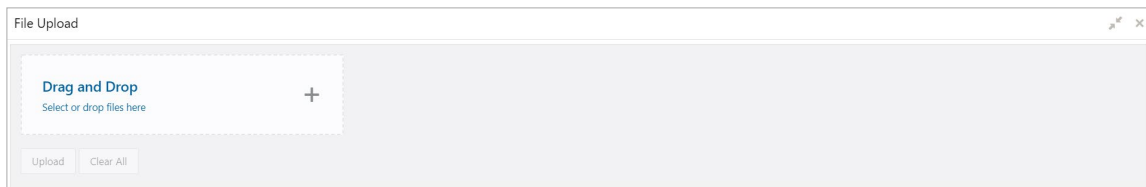
- CN_NO
- CN_ID
- LINK_INVOICE_NO
- CN_DATE
- CN_EXPIRY_DATE
- BUYER_CODE
- SUPPLIER_CODE
- CURRENCY
- BASE_CN_AMOUNT
- NET_CN_AMOUNT
- TAX_AMOUNT
- DISCOUNT
- BUYER_DIV_CODE
- SUPPLIER_DIV_CODE
- BUYER_ID
- SUPPLIER_ID
- BUYER_NAME
- SUPPLIER_NAME
- PROGRAM_ID
- ADJUST_REASON_CODE
- REMARKS
- FILLER1
- 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**

- DN_NO
- DN_ID
- LINK_INVOICE_NO
- DN_DATE
- DN_DUE_DATE
- DISPUTED
- BUYER_ID
- SUPPLIER_ID
- BUYER_NAME
- SUPPLIER_NAME
- ADJUST_REASON_CODE
- REMARKS
- FILLER1
- FILLER2
- FILLER3
- SHIPMENT_ADDRESS
- SHIPMENT_COUNTRY
- EXPORT_REASON
- SALE_TERMS
- PAYMENT_TERMS

- BUYER_CODE
- SUPPLIER_CODE
- CURRENCY
- BASE_DN_AMOUNT
- NET_DN_AMOUNT
- TAX_AMOUNT
- DISCOUNT
- BUYER_DIV_CODE
- SUPPLIER_DIV_CODE
- PREACCEPTED
- ACCEPTANCE_AMOUNT
- PROGRAM_ID
- VIRTUAL_AC_FLAG
- REPAYMENT_AC_NO
- BANK
- BRANCH
- BIC_ROUTING_CODE
- FUNDING_REQ_AMT
- FILLER4
- FILLER5
- FILLER6
- FILLER7
- FILLER8
- FILLER9
- FILLER10
- SHIPMENT_NO
- SHIPMENT_DATE
- COUNTRY_OF_ORIGIN
- INVOICE_NUMBER
- COMMODITY_CODE
- 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.

10.2 View File Upload Status

This screen helps you to manage uploaded files.

Navigation Path: File Management > View File Upload Status



Field	Maker Id	Checker Id	Status	Action	Remarks	Total Records	Successful	Failed	View Details	Maker Time Stamp	Approver
OBCM-CASHFLOW-TRANSACTION_837773931808.csv	OBDX	OBDXC	P	Processed		1	0	1	Details	2021-08-18T12:13:01.000+00:00	
OBCM-CASHFLOW-TRANSACTION_475232501808.csv	OBDX	OBDXC	P	Processed		1	0	1	Details	2021-08-18T12:11:17.000+00:00	
OBCM-CASHFLOW-TRANSACTION_362990081808.csv	OBDX	OBDXC	P	Processed		1	0	1	Details	2021-08-18T11:08:03.000+00:00	
OBSFCM-PAYMENT_571609361808.csv	OBDX	OBDXC	A	Processing Initiated		2	0	2		2021-08-18T09:42:02.000+00:00	
OBCM-CASHFLOW-TRANSACTION_845753081808.csv	OBDX	OBDXC	P	Processed		1	1	0	Details	2021-08-18T09:42:02.000+00:00	
OBCM-CASHFLOW-TRANSACTION_657675661808.csv	OBDX	OBDXC	P	Processed		1	1	0	Details	2021-08-18T09:40:53.000+00:00	
OBSFCM-PAYMENT_972911251808.csv	OBDX	OBDXC	P	Processed		5	5	0	Details	2021-08-18T07:53:02.000+00:00	
OBSFCM-INVOICES-SELLER_372731241808.csv	OBDX	OBDXC	P	Processed		2	0	2	Details	2021-08-18T06:53:28.000+00:00	
OBCM-CASHFLOW-TRANSACTION_688474041808.csv	OBDX	OBDXC	P	Processed		1	1	0	Details	2021-08-18T06:48:55.000+00:00	
OBSFCM-CREDIT-NOTE-SELLER_833985311708.csv	OBDX	OBDXC	P	Processed		1	1	0	Details	2021-08-17T17:20:35.000+00:00	
OBSFCM-CREDIT-NOTE-SELLER_833985311708.csv	OBDX	OBDXC	P	Processed		1	1	0	Details	2021-08-17T17:20:35.000+00:00	

To search the status of a specific file, specify any of the following criteria to filter the listed file jobs:

- In the **Filter by File Name** field, type partial or complete name of the file.

- In the **Filter by Maker ID** field, type partial or complete Maker ID used to create the file record.
- In the **Filter by Approver ID** field, type partial or complete Checker ID used to authorize the file.
- If required, click **Refresh** to refresh the listed files.

Perform any of the following actions on the listed file jobs:

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

11. Inquiries

11.1 Accounting Inquiry

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

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

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

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

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

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

OR

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

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

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

11.2 Charge Inquiry

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

Navigation Path: Inquiry > Charge Inquiry

Charge Inquiry

Hide Search ▲

Branch 004-LM BRANCH	Event Select	Party Search	Party Role Select
Charge Code Search	Charge Group Select	Txn Ref No. Search	Charge Type Select
Charge Account Search	Date Reference Basis Select	Date Range Search	Collection Type Select

Search Reset

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

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

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

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"> • Calculation Date – To list all relevant charges only on the basis of calculation irrespective of its posting details. • Posting Date – To list all relevant charges only on the basis of posting irrespective of when it was calculated.
Date Range	Click the Calendar icon and select the start date and end date of the date range.
Collection Type	Select the mode as 'Online' or 'Batch' to collect the charge.

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

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

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

11.3 Credit Note Inquiry

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

Navigation Path: *Inquiry > Credit Note Inquiry*

Credit Note Inquiry

Hide Search ▲

File Reference Number

Relationship 🔍

Date Reference Basis

Amount To

Credit Note Number

Program 🔍

Date Range 📅

Buyer 🔍

Credit Note Status

Currency

Supplier 🔍

Reconciliation Status

Amount From

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

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

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

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

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

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

11.4 Payment Inquiry

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

Navigation Path: Receivables & Payables > Inquiry > Payment Inquiry

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

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

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

Field Name	Description
Date Range	Click the Calendar icon and select start date and end date of the date range. Maximum date range can be of 1 year.
Recon Status	Select the reconciliation status of the payment to search from. User can select multiple recon statuses.
Allocation Status	Select the payment allocation status to filter the search result.

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

Payment Reference Number	Dr/Cr Indicator	Value Date	Currency	Payment Amount	Recon Status	Allocation Status
RECONMAY2901	Debit	2020-01-09	GBP	100.00	Part-Reconciled	Unallocated
RECONMAY2902	Debit	2020-01-09	GBP	100.00	Part-Reconciled	Unallocated
MA00021	Debit	2019-12-31	USD	15,000.00	Unreconciled	Unallocated

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

3. Optional: Click the payment reference number to view more details. The Details pop-up window appears, with the following tabs: Payment Details, Reconciliation Details, and Allocation Details.

Payment Details		Reconciled Cashflow Details		Allocation Details	
Flag	Dr/Cr Indicator	Payment Reference Number	Payment Date		
Expected Cashflow	Credit	APR0002	2018-03-30		
Payment Currency	Payment Amount	Allocation Req'd	Credit Account Number		
USD	\$100,001.00	Y	72920049		
Unreconciled Payment Amount	Unallocated Payment Amount	Reconciled Amount	Allocated Amount		
\$0.00	\$100,001.00	\$100,001.00	\$0.00		
Recon Status	Allocation Status	Payment Party Code	Counter Party Code		
Reconciled	Unallocated	-	-		
Counter Party Id	Beneficiary Id	Payment Party Name	Counter Party Name		
000380	000380	Danone	Carrefour		
Beneficiary Name	File Name	Virtual Account Owner	Payment Mode		
Carrefour	OBSFCFM-PAYMENT_MANUAL...	000380	EFT		
Virtual A/C Flag	Auto Reconcile	Entity Ref No	Remarks		
Y	Y	-	This is Cashflow for tesla1111		
Program Code	Relationship Code	Instrument Date	Remitter A/C No		
-	-	2020-01-01	987678953		
Bank Code	Bank	Branch	Mandate Reference Number		
CP1	CP1	CP1	MA01		

Details							
Payment Details		Reconciled Cashflow Details			Allocation Details		
External Reference Number	Corporate Reference Number	Corporate	Counter Party Id	Expected Amount	Recon Type	Recon Reference Number	Cashflow 1
MARCAREQASAV00011		000380	000381	\$100,001.19	Auto	004191021REC20150	I

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

Note: Click the information icon under Recon Type column in the Reconciliation Cashflow Details tab, to view the recon rule that has been applied.

Details					
Payment Details		Reconciled Cashflow Details		Allocation Details	
Virtual Account Number	Allocation Date	Recon Type	VAM Reference Number	Allocation Status	Allocation Amount (Payment Ccy)
1000487	2021-10-19	Manual	006ZJNL1808903gB	SUCCESS	£120.00
1000487	2021-10-19	Manual	006ZJNL1808903gB	SUCCESS	£120.00

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

11.5 Purchase Order Inquiry

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

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

Purchase Order Inquiry ✖

Hide Search ▲

<input type="text" value="File Reference Number"/>	<input type="text" value="PO Number"/>	<input type="text" value="Buyer"/>	<input type="text" value="Supplier"/>
<input type="text" value="Relationship"/>	<input type="text" value="Program"/>	<input type="text" value="Search"/>	<input type="text" value="Search"/>
<input type="text" value="Amount Reference Basis"/>	<input type="text" value="Currency"/>	<input type="text" value="PO Status"/>	<input type="text" value="Finance Status"/>
<input type="text" value="Date Range"/>	<input type="text" value="Select"/>	<input type="text" value="Select"/>	<input type="text" value="Select"/>
<input type="text" value="PO Amount From"/>	<input type="text" value="PO Amount To"/>	<input type="text" value="PO Amount From"/>	<input type="text" value="PO Amount To"/>

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

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

Field Name	Description
File Reference Number *	Enter the unique reference number of the file used for uploading purchase orders.
PO Number *	Enter the reference number of the purchase order.
Buyer *	Click the Search icon to find and select the buyer.
Supplier *	Click the Search icon to find and select the supplier.

Field Name	Description
Relationship *	Click the Search icon to find and select the relationship.
Program *	Click the Search icon to find and select the program. This field is applicable only to OBSCF system.
PO Status *	Select the required status of the purchase order.
Finance Status	Select the finance status of the PO to filter the search result by. Available options are: <ul style="list-style-type: none"> • Financed • Part Financed • Not Financed
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.

- 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 interface titled "Purchase Order Inquiry". Below the title is a search bar with a "Show Search" dropdown and a search icon. The main content is a table titled "Purchase Order List" with the following columns: PO Number, Buyer, Supplier, PO Date, Currency, PO Amount, and PO Status. The table contains four rows of data, with the first row having a blue hyperlink on the PO Number.

PO Number	Buyer	Supplier	PO Date	Currency	PO Amount	PO Status
op43	Mumbai Indians	ABZ Solutions	2020-10-01	GBP		ACCEPTED
PO122568	OBDX SCFCMS	OBDXSupp Paints	2020-10-01	USD		ACCEPTED
PO122569	OBDX SCFCMS	OBDXSupp Paints	2020-10-01	USD		ACCEPTED
PO122569567	OBDX SCFCMS	OBDXSupp Paints	2020-10-01	USD		ACCEPTED

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

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

11.6 Receivables Inquiry

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

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

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

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

Field Name	Description
File 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 to only OBSCF system.
Instrument Status	Select the current instrument status to filter the search result with.
Payment Status	Select the payment status to filter the search result with.
Finance Status	Select the finance status of the PO to filter the search result by. Available options are: <ul style="list-style-type: none"> • Financed • Part Financed • Not Financed
Date Reference Basis *	Select the value to specify the reference for date criteria: <ul style="list-style-type: none"> • Invoice/Debit Note Date • Invoice/Debit Note Due Date • Actual Payment Date • Payment Due Date • Funding Request Date
Date Range	Click the Calendar icon and select start date and end date of the date range.
Amount Reference Basis	Select the reference for an amount range search.

Field Name	Description
Currency *	Select the currency of the instrument.
Amount From *	Enter the starting range of instrument amount to search.
Amount To *	Enter the ending range of instrument amount to search.

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

Receivables Inquiry

Show Search

Reference Number	Instrument Type	Buyer	Supplier	Issue Date	Due Date	Currency	Invoice Amount	Status - Instrument/Payment/Finance	Historical Status
INV\MARCH1702	Invoice	Carrefour	Danone	2020-01-09	2020-12-06	GBP	100.00	Failed / Unpaid / Not Financed	Details
INV\IAN1501	Invoice	Carrefour	Danone	2020-01-07	2020-03-30	USD	10,000.00	Accepted / Unpaid / Not Financed	Details
VR023	Invoice	Carrefour	Danone	2018-01-09	2021-01-15	USD	5,000.00	Accepted / Partial Paid / Not Financed	Details
VR026	Invoice	Carrefour	Danone	2018-01-09	2021-01-15	USD	5,000.00	Accepted / Partial Paid / Not Financed	Details
VR123	Invoice	Carrefour	Danone	2018-01-09	2021-01-15	USD	5,000.00	Accepted / Partial Paid / Not Financed	Details
VR127	Invoice	Carrefour	Danone	2018-01-09	2021-01-15	USD	5,000.00	Accepted / Partial Paid / Not Financed	Details
VR130	Invoice	Carrefour	Danone	2018-01-09	2021-01-15	USD	5,000.00	Accepted / Partial Paid / Not Financed	Details
VR132	Invoice	Carrefour	Danone	2018-01-09	2021-01-15	USD	5,000.00	Accepted / Partial Paid / Not Financed	Details
VR135	Invoice	Carrefour	Danone	2018-01-09	2021-01-15	USD	5,000.00	Accepted / Partial Paid / Not Financed	Details
DanoneDa0018	Invoice	Carrefour	Danone	2018-01-09	2021-01-15	USD	5,000.00	Accepted / Partial Paid / Not Financed	Details
DanoneDa0009	Invoice	Carrefour	Danone	2018-01-09	2021-01-15	USD	5,000.00	Accepted / Partial Paid / Not Financed	Details
aaa87	Invoice	Carrefour	Danone	2020-01-15	2021-11-17	USD	1,000.00	Failed / Partial Paid / Not Financed	Details
AUG02	Invoice	Carrefour	Danone	2020-01-15	2021-08-12	USD	10,000.00	Accepted / Unpaid / Not Financed	Details
VR108	Invoice	Carrefour	Danone	2018-01-09	2021-01-15	USD	5,000.00	Accepted / Paid / Not Financed	Details
VR109	Invoice	Carrefour	Danone	2018-01-09	2021-01-15	USD	5,000.00	Accepted / Partial Paid / Not Financed	Details
VR112	Invoice	Carrefour	Danone	2018-01-09	2021-01-15	USD	5,000.00	Accepted / Paid / Not Financed	Details
VR115	Invoice	Carrefour	Danone	2018-01-09	2021-01-15	USD	5,000.00	Accepted / Partial Paid / Not Financed	Details
VR117	Invoice	Carrefour	Danone	2018-01-09	2021-01-15	USD	5,000.00	Accepted / Partial Paid / Not Financed	Details
TESTV	Invoice	Carrefour	Danone	2020-01-15	2021-10-06	USD	10,000.00	Accepted / Partial Paid / Not Financed	Details
Inv9003	Invoice	Carrefour	Danone	2020-01-16	2021-08-31	USD	8,800.00	Accepted / Paid / Financed	Details

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

12. 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.

12.1 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.

12.2 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.

13. Process Codes

13.1 Cash Management

Following table represents the manual stages in Cash Management 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	CMS_FA_MANUAL_ENRICHMENT	This is the processing stage of instrument collection where the maker can submit/reject an entry of instrument. If the entry is rejected, the record will be deleted and if submitted, then the transaction will be sent to the Authorization stage.
Authorization	CMS_FA_AUTHORIZATION	This is the authorization stage of instrument collection / instrument management, where the checker can approve/reject an entry of instrument.
Rework	CMS_FA_CMSWK_REWORK	If the checker rejects an entry, it goes to the rework stage where the maker can do the required modifications to the entry and submit it again.
Posting Accounting Entries Exception	CMS_FA_POSTING_ACC_EXCEPTION	This is the accounting-posting workflow stage exception, where posting to FCUBS fails due to errors. These errors need to be resolved.
Accounting Generation Exception	CMS_FA_ACC_GEN_EXCEPTION	This is the accounting-generation workflow stage exception, where accounting generation fails due to accounting setup errors. These accounting setup errors need to be resolved.

13.2 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_PROCES SING_AUTH_REJECT	This is a stage before authorization in which transaction is under processing before rejection.
CL Exception	SCFCM_FA_CL_EXC EPTION	This stage is after authorization and transaction falls in this stage when integration for corporate lending is configured as 'Yes' in system parameters with another product and it fails.
Accounting Regeneration Exception	SCFCM_FA_AC_REG EN_EXCEPTION	This stage is after authorization and transaction falls in this stage when integration for accounting entries re-generation is configured as 'Yes' in system parameters with another product and regenerating the same fails.
Authorization	SCFCM_FA_PROCES SING_AUTH	This is authorization step wherein user can either Approve/Reject the record. Transaction falls in this stage when auto-authorization is disabled in Product/Program parameters.
Accounting Post Exception	SCFCM_FA_ACC_PO ST_EX	This stage is after authorization and transaction falls in this stage when accounting entries posting integration is configured as 'Yes' in system parameters with another product and posting fails.
Limits Update Exception	SCFCM_FA_LIMITS_ UPD_EX	This stage is after authorization and transaction falls in this stage when limits utilization/release fails due to technical error. The user can retry the transaction after the technical error is resolved.
VAM Integration Exception	SCFCM_VAM_INTG_ AUTH	This stage is after authorization and transaction falls in this stage when integration with virtual account management system fails.
Master Update Retry	SCFCM_FA_MASTER _UPDATE_ERROR	This stage is after authorization and transaction falls in this stage when work table to main table approval update fails due to technical errors. The user can retry the transaction after the technical error is resolved.

13.3 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	The transaction falls in this stage when transaction is not automatically created through file upload due to missing of tags.
Create Instrument Exception	SCFCM_FA_TXN_CREATE_EXCEPTION	This is a stage before authorization and transaction falls in this stage if there is a technical error while creating a transaction for instrument.
Processing	SCFCM_FA_TXN_PROCESS	This is a stage before authorization and transaction falls in this stage when auto-processing is disabled in Program/Product parameters.
Transaction Rejection Approval	SCFCM_FA_TXN_REJECTION	This is a stage after authorization and transaction falls in this stage when it is rejected.
CL Exception	SCFCM_FA_CL_EXCEPTION	This stage is after authorization and transaction falls in this stage when integration for corporate lending is configured as 'Yes' in system parameters with another product and it fails.
Accounting Regeneration Exception	SCFCM_FA_AC_REGEN_EXCEPTION	This stage is after authorization and transaction falls in this stage when integration for accounting entries regeneration is configured as 'Yes' in system parameters with another product and regenerating the same fails.
Authorization	SCFCM_FA_TXN_AUTH	This is authorization step wherein user can either Approve/Reject the record. Transaction falls in this stage when auto-authorization is disabled in Product/Program parameters.
Accounting Post Exception	SCFCM_FA_ACC_POST_EX	This stage is after authorization and transaction falls in this stage when accounting entries posting integration is configured as 'Yes' in system parameters with another product and posting fails.
Limits Update Exception	SCFCM_FA_LIMITS_UPD_EX	This stage is after authorization and transaction falls in this stage when limits utilization/release fails due to technical error. The user can retry the transaction after the technical error is resolved.

Stage	Functional Activity Code	Description
Instrument Master Update Exception	SCFCM_FA_MASTER_UPD_EXCEPTION	This stage is after authorization and transaction falls in this stage when update of linked instrument in the master table fails due to technical errors. The user can retry the transaction after the technical error is resolved.
File Upload Exception	SCFCM_FA_FILE_UPLOAD_EX	This is a stage before authorization and transaction falls in this stage when upload of file fails.
Portal Response Exception	SCFCM_FA_PORTAL_RES_EX	This is a stage where in portal does not respond due to the technical error. The user can retry the transaction after the technical error is resolved.

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Reference and Feedback

References

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

- [Collection User Guide](#)
- [Cashflow Forecasting User Guide](#)
- [Tasks User Guide](#)
- [Security Management System User Guide](#)
- [Common Core User Guide](#)
- [Oracle Banking Getting Started User Guide](#)

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