

Receivables & Payables User Guide

# **Oracle Banking Supply Chain Finance**

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Oracle Banking Supply Chain Finance User Guide – Receivables and Payables Oracle Financial Services Software Limited

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# 1. About this Manual

# 1.1 Introduction

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

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

## 1.2 Audience

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

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

# 1.3 Documentation Accessibility

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

# **1.4 Document Structure**

This manual is organized into the following chapters:

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



Chapter	Description
Chapter 14	List of Process Codes

# 1.5 Abbreviations

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

# 1.6 Glossary of Icons

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

lcon	Function
×	Close
+	Add a row
-	Remove a row
Ŵ	Delete a row
0	Search (Fetch)
C	Refresh
, and the second	Collapse
ж 2	Expand
45	Flip
:	Options
$\bigotimes$	Authorize



lcon	Function
6	Unlock
Ū	Сору
G	View



# 2. Receivables and Payables

# 2.1 Overview

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

## 2.2 Benefits

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

## 2.3 Functionality

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

### 2.4 Home: Dashboard

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

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



ORACLE
Sign In
User Name *
Password *
Sign In
Cancel

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



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

• **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 offers a drilldown at each entity level.
- **Top 5 Corporates**: This portlet displays information of the top five customers; w.r.t. their total Receivables and Payables. On clicking the table icon at the top-right, the graph populates the business volume data of the same top 5 customers in tabular format.
- Aging of Invoices: Aging graph displays invoice aging information in form of doughnut. There are two views of the graph, 2<sup>nd</sup> view can be navigated to by flipping the portlet, click the graph on the top-right corner to change the view from doughnut (default) to bar chart. Front view of the graph display the invoice amount volume split as per aging buckets which are configurable at the time of implementation i.e., 0-30 days; 30-60 days, etc. Range criteria can be defined with a maximum of 6 ranges. On clicking any of the range bucket, graph displays the list of corporates whose invoices are due for that ageing bucket. Clicking on the '+' (expand) icon against each corporate; launches invoice details pertaining to information of that specific corporate such as supplier name, 'Invoice Due Date From', 'Invoice Due Date To'. The 2<sup>nd</sup> view of the portlet displays the ageing of overdue invoices.
- **Finance Maturing:** The Finances Maturing widget plots a trend line of all finances which are maturing in the coming weeks. While the default view is for the upcoming month, this timeframe to can be changed to view further details. On flipping the widget, a detailed list of finances maturing is shown.
- **Top Borrowers:** The Top Borrowers widget is a bar graph that shows the business volume of the top 5 borrowers of the previous year and current year. Clicking the bar-chart for any borrower offers a drilldown list of finances for the borrower.
- **Top Defaulters:** Top defaulters widget shows list of top defaulters for the previous and current months.
- **Transaction Status Details:** Transactions are grouped product-wise into groups disbursed, partially settled, or fully settled for a specific date range, which is editable. The user can select on any product to view further details of transaction for that product.
- Invoices Raised: This portlet displays the data for financed and non-financed Invoices on monthly basis as a bar graph. On clicking the table icon on the top-right corner, same data is displayed in tabular format with financed/non-financed invoices grouped into monthly buckets. On clicking the bar graph, the screen will pop-up with corporate name and aggregated invoice amount and further clicking on the '+' (expand) icon beside corporate name launches the Invoice Inquiry screen with data of invoices specific to the corporate along with other relevant details; 'From Month' and 'To Month' as per the selected date.
- **Business Volume Trends**: This chart displays the business trends (total receivable 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: Reconciliation Details widget provides a snapshot of reconciliation details of payments against the entity selected, i.e., invoice, cashflow, finance or allocation. There is an option to view these details as a donut or in a line-graph. The filter option allows the user to select a specific customer and/or modify the date range.
- **Customer wise utilization trend:** This widget gives a bird's eye view of the limit utilization for each program plotted for each month. The limit type and date range can be selected from the filter option.
- **Facility Wise Sanctioned Limit trend:** A facility-wise sanctioned limit trend-line is plotted over the preceding the six months. The filter option allows the user to select a specific entity and limit type along with timeframe to plot this line.
- 3. You can perform the following actions on the dashboard screen:
  - To add more portlets, click the Add (+) icon located at the top-right corner of the Dashboard.
  - To remove a portlet, click the Remove (x) icon located at the portlet's top-right corner.
  - To configure the portlet, click the Configure Tile ( ?) located at the portlet's top-left corner.
  - To flip the portlet view, click the Flip Forward (<) or Flip Back (>) icon.
  - To change the portlet's position, click and hold the 'Drag to reorder' (....) icon at the portlet's bottom-center and then move portlet to the desired position.
  - To apply filter on the portlet's data, click the Filter ( $\mathbb{T}$ ) icon to view the pop-up select filter values.



# 3. Setup Reference Data

# 3.1 Introduction

To enable the functioning of Receivables and Payables within the Supply Chain Finance module, certain reference data needs to be set up on day zero. You need to set up reference data like relationship master, reconciliation rules, charges, accounting, tolerance, payment terms, and so on. You may also need to identify administrators to perform admin related tasks (creating users, assigning tasks and functions to the users as per their profile etc.).

Once the initial set-up is complete, the operation users can manage receivables and payables for their corporate customers.

## 3.2 Maintaining Core Reference Data

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

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

## 3.3 Accounting Maintenance

One of the important reference data for executing receivables and payables transactions is accounting which can be set up through various sub-modules of accounting such as account mapping, entry codes, roles, and accounting entries.

### 3.3.1 Accounting Roles

### 3.3.1.1 Create Accounting Role

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

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

reate		i Errors & Overrides
Accounting Role Code *	Accounting Role Description *	
ARC898	Accounting Role 898	
		Save

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

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

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



Field Name	Description
Accounting Role Description *	Enter a description to associate with the role.

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

#### 3.3.1.2 View Accounting Role

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

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

View				P <sup>d</sup>	×
<b>९ ट</b>					=
Accounting Role Code: UPCOUNTRY_CHQ_P : Accounting Role Description:	Accounting Role Code: BRN_COLL_ACC Accounting Role Description:	Accounting Role Code: : LINEREVACC :	Accounting Role Code: : CHGINC_ACC : Accounting Role Description:	Accounting Role Code: CORRGL_LOC_CHQ :	
Authorized 🔒 Open	Authorized 🔒 Open	Authorized 🔒 Open	Authorized 🔒 Open	Authorized 🔒 Open	
Accounting Role Code: REMOTEUC_CHQ_PUR	Accounting Role Code: : LOC_CHQ_PUR	Accounting Role Code: : ATD_CR_ROLE :	Accounting Role Code: : TRF_CHQ_POOL :	Accounting Role Code: : CUST_ACC	
Accounting Role Description:	Accounting Role Description:	Accounting Role Description:	Accounting Role Description:	Accounting Role Description:	
Authorized 🔒 Open	Authorized 🔒 Open	🂫 Authorized 🔒 Open	🂫 Authorized 🔒 Open	Authorized 🔒 Open	
Page 1 of 3 (1 - 10 of 21 items	) к < 1 2 3 > я				

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 (<sup>(C)</sup>) icon to view the filters. You can filter the records by Accounting Role Code, Accounting Role Description, Authorization Status, and Record Status.

View				$_{\mu ^{t\ell }} \times$
Accounting Role Code	Accounting Role Description	Authorization Status	Record Status	v
Search Reset				

b. Click Search.

OR

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

- Click the refresh (<sup>CC</sup>) 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.

### 3.3.2 Entry Codes

#### 3.3.2.1 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

Accounting Entry Code *       Accounting Entry Description *         Disb_Acc_Entry       Disbursement Account Entry         Bibb_Acc_Entry       Debit Account Entry         Debit Role       Debit Party         Select       *         Credit Role       Select         Debit Role       Select         Select       *         Select       *         Credit Role       Select         Select       *         Select       *         Select       *         Select       *         Select       *         Select       *         Credit Role       Credit Role         Debit Role       Debit Amount Type         BRIDGE_ACC       BUY         FINANCE_OS_AMT       CUST_A/C         Cust_ACC       SUP         Page 1 of 1 (t of 1 items)       K < 1 > X	Create									i Errors & Override	es <sub>p</sub> i <sup>e</sup> X
Debit Role       Debit Party       Debit Amount Type       Debit Amount Type       Debit Settlement Method         Select	Accounting Entry Co	ode *		Accounting Entry	Description *						
Debit Role Bebit Party Select Credit Party Select Credit Role Select Select Select Select Credit Amount Type Credit Amount Type Select Select<	Disb_Acc_Entry			Disbursement A	ccount Entry						
Select *   Credit Role Credit Party   Select *        Select *        Select *                                                                                                                            <	Role Details										
Credit Role Credit Party Credit Party Credit Party Credit Amount Type Select Select Image: Credit Party Credit Amount Type Credit Role Credit Role Credit Party Credit Amount Type Credit Settlement Method   BRIDGE_ACC BUY FINANCE_OS_AMT CUST_A/C CUST_ACC SUPP FINANCE_OS_AMT CUST_A/C   Page 1 of 1 (t of 1 items) K < 1 > 3	Debit Role			Debit Party			Debit Amount Typ	e	Debit Se	ttlement Method	
Select     Select     Select     Select     Select	Select	Ŧ		Select		•	Select	Ŧ	Select	Ŧ	
Debit Role       Debit Party       Debit Amount Type       Debit Settlement Method       Credit Role       Credit Party       Credit Amount Type       Credit Settlement Method         BRIDGE_ACC       BUY       FINANCE_OS_AMT       CUST_A/C       CUST_ACC       SUPP       FINANCE_OS_AMT       CUST_A/C         Page 1 of 1 (t of 1 items)       K<	Credit Role			Credit Party			Credit Amount Ty	pe	Credit Se	ettlement Method	
Debit Role         Debit Amount Type         Debit Settlement Method         Credit Role         Credit Party         Credit Amount Type         Credit Settlement Method           BRIDGE_ACC         BUY         FINANCE_OS_AMT         CUST_A/C         CUST_ACC         SUPP         FINANCE_OS_AMT         CUST_A/C           Page 1 of 1 (1 of 1 items)         K         (1)         X	Select	v		Select		Ŧ	Select	v	Select	Ψ.	
BRIDGE_ACC     BUY     FINANCE_OS_AMT     CUST_A/C     CUST_ACC     SUPP     FINANCE_OS_AMT     CUST_A/C	Dabit Bala	Debit Party	Dobit An	acunt Tuna	Dabit Sattlement	Mathad	Cradit Bala	Credit Party	Cradit Amount Tuna		
		-				Method					loa
Save Cance	Page 1 of 1	(1 of 1 items) K	< 1	K <							Cancel

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

Field Name	Description
Accounting Entry Code *	Enter a unique identification code for the accounting entry.
Accounting Entry Description *	Enter a description for the accounting entry.
	Role Details
Debit Role	Select the role of the debit party.
Debit Party	Select the party type to debit.

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

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

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

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

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

#### 3.3.2.2 View Entry Code

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

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

View				
<b>९ C</b>				
Accounting Entry Code: ATD_CM_ACCCODE Accounting Entry Description:	Accounting Entry Code: : RE11 Accounting Entry Description: RE11	Accounting Entry Code: ASSIGNMET Accounting Entry Description:	Accounting Entry Code: ASSIGNMENT_EC Accounting Entry Description:	Accounting Entry Code: UNAPP_ACC Accounting Entry Description:
Authorized 🔒 Open	Authorized 🔒 Open	Authorized 🔒 Open	Authorized 🔒 Open	Authorized 🔒 Open
Accounting Entry Code: : DISP_ACC_ENTRY	Accounting Entry Code: : DISPUTE_RESOLVE	Accounting Entry Code: : INV_PAY_IS_PUA	Accounting Entry Code: : A11	Accounting Entry Code: : PAYMENT
Accounting Entry Description:	Accounting Entry Description:	Accounting Entry Description:	Accounting Entry Description: A11	Accounting Entry Description: PAYMENT
Page 1 of 2 (1 - 10 of 14 items	) к < 1 2 > э			

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

- Filter the records in the View screen:
  - a. 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.

View				,, <sup>12</sup> ×
Accounting Entry Code	Accounting Entry Description	Authorization Status	Record Status	
Search Reset				

b. Click Search.

OR

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

- Click the refresh (<sup>CC</sup>) icon to refresh the records.
- Click the Options (i) 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.

### **3.3.3 Accounting Entries**

#### 3.3.3.1 Create Accounting Entries

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

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

reate						() Err	ors & Overrides 💦 🎾
Branch *		Product *		Event *		Filter Criteria *	
004-LM BRANCH	Ŧ	ALL	T	EOD	Ψ.	Charge Type Based	Ŧ
Charge Type *							
Credit	Ŧ						
Accounting Entries							
Accounting Entry Code *		Accounting Entry Description *		Sequence *			
ASSIGNMENT_EC	Q,	Assignment Entry Code		1	~ ^	Add/Edit Reset	
Accounting Entry Code		Accounting Entry Description		Sequence	Action		
ASSIGNMENT_EC		Assignment Entry Code		1	I		
Page 1 of 1 (1 of 1 item	s) K <	1 > 3					



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

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

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

- 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 (<sup>‡</sup>) icon under 'Action' column.
- b. To modify the details, click **Edit** and repeat the step 1, 2, and 3. OR

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

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

#### 3.3.3.2 View Accounting Entries

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

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

View				,,, <sup>12</sup> ×
<b>९ C</b>				
Branch: : 004	Branch: : 004	Branch: : 004	Branch: : 004	Branch: : 004
Product: ALL Event: ASSIGNMENT	Product: ALL Event: RAISE_DISPUTE	Product: ALL Event: RESOLVE_DISPUTE	Product: ALL Event: WRITEOFF_DISPUTE	Product: ALL Event: ASSIGNMENT
Authorized 🔒 Open	Authorized 🔒 Open	Authorized 🔒 Open	Authorized 🔒 Open	Authorized 🔒 Open
Branch: 004	Branch: : 004	Branch: : 004		
Product: ALL Event: EOD	Product: ALL Event: REASSIGN	Product: ALL Event: RECON		
💫 Authorized 🔒 Open	🖒 Authorized 🔒 Open	🏷 Authorized 🔒 Open		
Page 1 of 1 (1 · 8 of 8 items )	к < 1 > я			

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 (<sup>(C)</sup>) icon to view the filters. You can filter the records by Product, Event, Payment Mode, Interest Type, Authorization Status, and Record Status.

View				$_{\mu^{k'}}\times$
Product	Event	Payment Mode	Interest Type	
Ť	Ť	Ŷ	Ť	
Authorization Status	Record Status			
· · · · · ·	Ψ			
Search Reset				

b. Click Search.

OR

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

- Click the refresh (C) 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.

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- 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.

### 3.3.4 External Account Mapping

#### 3.3.4.1 Create External Account Mapping

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

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

D04-LM BRANCH     ALL     EOD       urrency*     Party Id *     Filter Criteria       JSD     Sun Group Limited 001626     Default       efault Account     Account *     Payment Mode *       9879879676     EFT     Image: Stress of the stress	reate					i Errors & Overric
urrency*     Party Id *     Filter Criteria       JSD     Sun Group Limited 001626     Default       efault Account     Account *     Payment Mode *       9879879676     EFT     Image: Compare *       SC Code *     Bank Name *     Branch Name *	Branch *	Product *		Event *		
Sun Group Limited 001525     Default       efault Account     Account *       9879879876     EFT       SC Code *     Bank Name *	004-LM BRANCH	ALL	Ŧ	EOD	T	
efault Account *     Payment Mode *       9879879876     EFT *       SC Code *     Bank Name *	Currency *			Filter Criteria		
efault Account *     Payment Mode *       9879879876     EFT *       SC Code *     Bank Name *	USD 👻	Sun Group Limited 001626	0	Default	-	
SC Code * Bank Name * Branch Name *	Default Account			Payment Mode *		
	$\bigcirc$	9879879876		EFT	T	
ABC Bank Main Branch	IFSC Code *	Bank Name *		Branch Name *		
	ABCB989097	ABC Bank		Main Branch		

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

Note. Theids 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.			

Note: Fields marked with "" are mandatory.

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

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

### 3.3.4.2 View External Account Mapping

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

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

View		
<b>९ c</b>		
Party Id: 001626	: Party Id: : 001083	
Product: ALL Event: AUTO_DEBIT	Product: ALL Event: EOD	
🕞 Unauthorized 🔒 Open	Authorized 🔒 Open	

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

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

View				$_{\mu ^{k^{\prime }}}\times$
Product	Event 💌	Party Id	Authorization Status	
Record Status				
Search Reset				

b. Click Search.

OR

Click Reset to reset the filter criteria.

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- Click the refresh (<sup>CC</sup>) icon to refresh the records.
- Click the Options (i) 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.

### 3.3.5 Internal Account Mapping

#### 3.3.5.1 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

Create									i Errors	& Overrides	$_{\mu }^{\mu } \times$
Branch *		Product *			Role *						
004-LM BRANCH	Ŧ	ALL		Ŧ	CUST	ACC	Q				
Account Type		Settlement Met	hod *		Accour	nt in Transaction Currency	у	Filter Criteria			
CASA GL		Cust A/C		Ŧ				Party Based		Ŧ	
Party *											
Danone 000381	0										
Account Currency *		Account Numb	er *		Defaul	t Account					
Select	Ŧ	Search		٩,	$\bigcirc$			Add/Edit	Reset		
Account Currency	Account Numb	er	Contra Account N	Number		Default(Y/N)	Action				
USD	1111000381					Y	i				
Page 1 of 1 (1 of 1 items)	K < 1	K <									
										Save	Cancel

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

Field Name	Description
Branch *	Select the branch to which account is to be mapped.
Product *	Select the product to be mapped with the account.
	You can select ALL if the account is to be mapped to all the products
Role *	Click on the Search icon to select the role for whom account mapping needs to be done.
CASA/GL	Use this toggle button to specify whether CASA/GL ratio needs to be considered for this mapping or not.
Settlement Method *	Select the settlement method corresponding to the account type.
Account in Transaction Currency	Use this toggle button to specify whether the default account should be picked up or from the mapped account as per transaction currency
Filter Criteria	Select the appropriate filter criteria from below for specific application of accounting entries:
	<ul> <li>Event, Program and Party Based (Only for Oracle Banking Supply Chain Finance)</li> </ul>
	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 accour mapping. This field is displayed only when filter criteria includes 'Program'. This field is applicable only to the Oracle Banking Supply Chain Eingage system
<b>F</b>	Finance system.
Event *	Select an event for account mapping. This field is displayed only when filter criteria includes 'Event'.
Charge Code *	Select the charge code to map the account with. This field is displayed only when filter criteria includes 'Charge Code'
Account Currency *	Select the currency of account.
Account Number *	Click the search icon and select the real/virtual account number.
Default Account	Switch the toggle ON to consider the account as default one.
	1

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

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 (<sup>‡</sup>) icon under 'Action' column.
- b. To modify the details, click **Edit** and repeat the step 1, 2, and 3. OR

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

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

#### 3.3.5.2 View Internal Account Mapping

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

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

View				,, <sup>2</sup> ×
۹ <b>с</b>				■ =
Branch: : 004	Branch: 004	Branch: 004	Branch: 004	
Product: ALL Role: SUSP_ACC	Product: ALL Role: T11	Product: ALL Role: CUST_ACC	Product: ALL Role: BRIDGE_ACC	
Authorized 🔒 Open	Authorized 🔒 Open	Authorized 🔒 Open	Authorized 🔒 Open	
Page 1 of 1 (1 - 4 of 4 items )	к < 1 > х			

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

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

View				$_{\mu}^{\mu}$ $\times$
Branch	Product	Role	Party	
Event	Authorization Status	Record Status		
Search Reset				

b. Click Search.

OR

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

- Click the refresh (<sup>CC</sup>) 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.

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- 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.



# 3.4 Maintaining Charges

Financial Institutions can levy charges on services extended to corporates with respect to managing and financing receivables and payables, like documentation charges, handling charges and so on. These charges can be configured at default/global level for specific products or parties. The 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.

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

## 3.4.1 Charge Code

### 3.4.1.1 Create Charge Code

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

ate							j Errors & Overrides
harge Code *		Charge Description *		Charge Group *		Charge Category *	
СНБ		Handling Fee		Fee	<b>.</b>	Tax	Ŧ
harge Type *		Effective Date *		Expiry Date *			
Debit	v	Jan 16, 2020	<b></b>	Nov 30, 2031	<b></b>		
							Save Cano

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

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

Field News	Description
Field Name	Description
Charge Code *	Enter the unique charge code to be created.
Charge Description *	Enter the description of the charge.
Charge Group *	<ul> <li>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:</li> <li>Rebates</li> </ul>



Field Name	Description
	<ul> <li>Tax</li> <li>Commission</li> <li>Fee</li> </ul>
Charge Category *	Select the value to specify whether charge is of tax or standard category.
Charge Type *	Specify if this charge code is of debit or credit type.
Effective Date *	Click the Calendar icon to select the effective date of the charge code validity.
Expiry Date *	Click the Calendar icon to select the expiry date of the charge code validity.

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

#### 3.4.1.2 View Charge Code

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

2. C				
Charge Code: :	Charge Code: :	Charge Code: :	Charge Code: :	Charge Code: :
003	QQ	A01	998	P01
Charge Description:	Charge Description: QQ1	Charge Description: A01	Charge Description: SCFCM 998	Charge Description: Charge P01
Application Code: OBSCFCM	Application Code: OBSCFCM	Application Code: OBSCFCM	Application Code: OBSCFCM	Application Code: OBSCFCM
💫 Authorized 🔒 Open	🗟 Unauthorized 🔒 Open	Authorized 🔒 Open	Authorized 🔒 Open	Authorized 🔒 Open
Charge Code: :	Charge Code: :	Charge Code: :	Charge Code: :	Charge Code: :
A11	E01	A11	AQ1	008
Charge Description: A11	Charge Description: Charge E01	Charge Description: Charge A11	Charge Description: Aq1	Charge Description:
Application Code: OBSCFCM	Application Code: OBSCFCM	Application Code: OBSCFCM	Application Code: OBSCFCM	Application Code: OBSCFCM
💼 Unauthorized 🔒 Open	Authorized 🔒 Open	Unauthorized 🎧 Open	Authorized 🔒 Open	Authorized 🔒 Open

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.

View					e <sup>st</sup>
Charge Code	Charge Description	Charge Group	Ŧ	Charge Category	Ŧ
Authorization Status	Record Status				
Search Reset					

b. Click Search.

OR

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

• Click the refresh (C) icon to refresh the records.

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- Click the Options (iii) 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.

### 3.4.2 Charge Rule Maintenance

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

#### 3.4.2.1 Create Charge Rule Maintenance

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

Create					0	Errors & Overrides	$_{\mu}^{\mu}$ ×
Charge Pricing Description *	Annum Basis		Pricing Category *		Pricing Method *		
CPD1	365	Ψ	Fixed Amount	Ψ	Fixed Amount	v	
Pricing Currency *	Charge In Txn Currency						
USD 👻							
Fixed Amount *							
\$50.00							
						Save	Cancel



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

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

Field Name	Description
Charge Pricing Description *	Enter the charge pricing or rule description.
Annum Basis *	Select the number of days to be considered in a year for tenor-based calculations.
Pricing Category *	Select the pricing category. Based on the selected category, pricing methods will be available.
Pricing Method *	Select the method to configure the charge pricing.
Pricing Currency *	Select the currency in which pricing is to be done.
Charge in Txn Currency	Switch the toggle ON if the charge should be levied in transaction currency otherwise charge will get levied in pricing currency.
Min/Max Validation Criteria	Specify whether the charge should be validated based on an amount range or a percentage range.
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 considered for calculation if the flat charge switch is enabled. This field is displayed only when the pricing category is Fixed Percent of 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.
То	Enter the final value of the amount/tenor/count range. This field is displayed only for a tier based pricing category.
Amount	Enter the charge amount. This field is displayed only when the pricing category is selected as Tier Based Amount or Tier Based Mixed. The pricing currency is considered.
Units	Enter the number of charge units. This field is displayed only when the pricing method is selected as Variable/Slab Amount by Number of Count.



Field Name	Description
Percent	Enter the charge percentage. This field is displayed only when the pricing category is selected as Tier Based Percent or Tier Based Mixed.

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

From	То	Amount	Percent	Action	
0	2	100		ł	
2	5		5	1	
5	10		10	1	
'age 1 of 1 (1-3 c	f 3 items) K < 1 > X				

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

- a. Select the record in the grid and then click Options (<sup>‡</sup>) 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 Palete

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

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

### 3.4.2.2 View Charge Rule Maintenance

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

2 C					
Charge Pricing Id:	Charge Pricing Id:	Charge Pricing Id:	Charge Pricing Id:	Charge Pricing Id:	
PRCRULE020120_0303	PRCRULE291119_0142	PRCRULE061119_0002	PRCRULE061119_0022	PRCRULE061119_0024	
Charge Description: FixedAmount	Charge Description: PO Pricing	Charge Description: FixedAmountCharge	Charge Description: FixedPercentCM	Charge Description:	
Application Code: OBSCFCM	Application Code: OBSCFCM	Application Code: OBSCFCM	Application Code: OBSCFCM	Application Code: OBSCFCM	
Authorized 🔒 Open	Authorized 🔒 Open	Authorized 🔒 Open	Authorized 🔒 Open	Authorized 🔒 Open	
Charge Pricing Id:	Charge Pricing Id:	Charge Pricing Id:	Charge Pricing Id:	Charge Pricing Id:	
PRCRULE061119_0025	PRCRULE090120_0384	PRCRULE090120_0381	PRCRULE090120_0350	PRCRULE090120_0621	
Charge Description: SlabAmountByCount	Charge Description:	Charge Description: SCFCM 001	Charge Description: S01	Charge Description: ChargeP01	
Application Code: OBSCFCM	Application Code: OBSCFCM	Application Code: OBSCFCM	Application Code: OBSCFCM	Application Code: OBSCFCM	
Authorized 🔒 Open	🗟 Unauthorized 🔒 Open	🖹 Unauthorized 🔒 Open	🗟 Unauthorized 🔒 Open	Authorized 🔒 Open	

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 (<sup>CC</sup>) icon to view the filters. You can filter the records by Charge Pricing Id, Charge Description, Authorization Status, and Record Status.

View				» <sup>st</sup>
Charge Pricing Id	Charge Description	Authorization Status	Record Status	
		Ŧ		T
Search Reset				

#### b. Click Search.

OR

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

- Click the refresh (<sup>CC</sup>) icon to refresh the records.
- Click the Options (i) 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.

### 3.4.3 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, etc. The charge party (buyer/supplier/insurance company) can also be defined. The calculation and collection frequencies for the charge can be defined as well.

#### 3.4.3.1 Create Charge Decisioning

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



Create							i Errors & Overrides	$\mathcal{A}^{\mathcal{C}}$
Event *		Filter Criteria *						
EOD	Ŧ	Instrument Type Status Based	Ŧ					
Instrument Type *		Instrument Status *						
Invoice	Ŧ	Raised	-					
Inherit Charges *								
Inherit Default Charges	Ŧ							
Charge Code *		Charge Sharing		Party To Charge *				
Charge A11	Ŧ	$\bigcirc$		Buyer	Ŧ			
Charge Pricing Rule *		Charge Criteria *		Reference Tenor Start Date *				
PRCRULE140120_1162	Q	Invoice Amount	Ŧ	Invoice Date	Ŧ			
Reference Tenor End Date *		Effective Date *		Expiry Date *		Auto Waive		
Invoice Due Date	v	Jan 16, 2020	<b>**</b>	Jan 16, 2020	<b></b>	$\bigcirc$		
Allow Waive		Allow Pricing Modification		Allow Override				
Collection Parameters								
Collection Type *								
Online	Ŧ							
Calculation Parameters								
Calculation Type *								
Online	Ŧ							
							Add	Reset

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

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.
Charge Sharing	Switch the toggle ON if charge sharing is applicable.
Sharing Percentage Allocation *	Click the link to open the pop-up window for specifying sharing percentage for each party.
Allocation	This link is displayed only if you enable charge sharing.

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



Field Name	Description						
	Charge Sharing Allocation						
	Party To Charge *	Sharing Percentage *					
	Select	Select					
	Charge Sharing	Sharing Percentage Allocation	Action				
	BUY	50	I				
	SUPP	50	i				
	Page 1 of 1 (1-2 o	of 2 items) $\kappa$ < 1 > $\lambda$	ОК				
	<ol> <li>In the Sharin shared by the</li> <li>Click Add to a</li> </ol>	o Charge, select the party to be ng Percentage, enter number selected party. add details in the grid.	of percentages to be				
	4. Repeat steps '1' to '3' to add more parties to be charged.						
	Note: Sum of sharing percentage of added parties should be 100.						
	and then click record.	ck Options ( <sup>‡</sup> ) icon under the 'Ao k <b>Edit</b> to modify details or click ave the charge sharing details.					
Party To Charge *	Select the party to b	be charged.					
	This field appears o	only if Charge Sharing toggle is	switched off.				
Charge Pricing Rule *	Click the search ico	n to select the charge pricing ru	lle to be applied.				
Charge Criteria *	Select the criteria to calculated. The ava	o be considered based on whic ilable options are:	h the charge should be				
	Count of POs						
	Parent Charge						
	Count of Invoid						
	Invoice Amour	ht					
	PO Amount						
Parent Charge Code *	Select the parent ch This field is displaye Criteria field.	narge code. ed only when you select parent	charge code in Charge				
Reference Tenor Start Date *	Specify which date tenor duration.	should be considered to calcu	late the start of charge				
Reference Tenor End Date *	Specify which date tenor duration.	should be considered to calcu	late the end of charge				



Field Name	Description				
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.				
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).				



Field Name	Description
	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.

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

harge Sharing	Charge Code	Charge Pricing Rule	Charge Criteria	Effective Date	Expiry Date	Action
	006	PRCRULE160120_000003017	PARENT_CHARGE_CODE	2020-01-16	2020-01-16	I
	003	PRCRULE061119_0022	INVOICE_AMOUNT	2019-10-31	2022-11-21	÷
fault Charges						
			Charge Criteria	Effective Date	Expiry D	ate
irty To Charge	Charge Code	Charge Pricing Rule	Charge Criteria			

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

- a. Select the record in the grid and then click Options (<sup>‡</sup>) 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.
- 9. Click **Save** to save the data and send for authorization.



#### 3.4.3.2 View Charge Decisioning

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

View	$_{\mu^{k'}}$ $\times$
<b>० ट</b>	<b>=</b>
Application Code: : OBSCFCM :	
Event: E00 Filter Criteria: DEFAULT	
🗞 Authorized 🔒 Open	
Page 1 of 1 (1-1 of 1 items) $K < 1 > 3$	

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.

View			$_{\mu}^{\nu}$ $\times$
Instrument Type	Instrument Status	Event	Authorization Status
v	v	v	v
Record Status			
v			
Search Reset			

b. Click Search.

OR

Click Reset to reset the filter criteria.

- Click the refresh (C) icon to refresh the records.
- Click the Options (i) 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.



# 3.4.4 Charge Preferential Pricing

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

#### 3.4.4.1 Create Charge Preferential Pricing

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

Create							i Errors & Overrides	$_{\mu}e$ ×
Filter Criteria *								
Party Id Instrument Type St	tatus B 🔻							
Party *		Instrument Type *		Instrument Status *				
Sun Group Limited 001626	٩	Invoice	*	Raised	Ŧ			
Charge Code *		Charge Criteria *		Charge Pricing Rule *		Reference Tenor Start Date		
008	Q	Invoice Amount	×	PRCRULE090120_0381	Q	Business Date	•	
Reference Tenor End Date *	e	Effective Date *		Expiry Date *				
Invoice Due Date	-	25-10-2021	<b>**</b>	25-10-2022	<b>**</b>			
Charge Application		Allow Waive		Allow Override		Allow Pricing Modification		
Collection Parameters Collection Type *		Frequency *		Reference Period *		Units *		
Batch	×	Monthly	•	EOP	Ŧ	5	~ ^	
Calculation Parameters Calculation Type *								
Online	Ψ.							

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

Note. Theids marked with	are manualory and are conditionally manualory.
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.

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



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.



harge Code	Charge Pricing Rule	Charge Criteria	Effective Date	Expiry Date	Action
18	PRCRULE090120_0381	INVOICE_AMOUNT	2021-10-25	2022-10-25	I
ge 1 of 1 (1 of 1 items)	К < 1 > я				

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

- a. Select the record in the grid and then click Options (<sup>‡</sup>) icon under 'Action' column.
- b. To modify the details, click **Edit** and repeat the step 1, 2, and 3. OR

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

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

#### 3.4.4.2 View Charge Preferential Pricing

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

View Preferential Pricing				,, <sup>24</sup> ×
<b>९ ट</b>				∎ ≡
Application Code: : OBCM	Application Code: : OBCM	Application Code: : OBCM	Application Code: : OBCM	Application Code: : OBCM
Filter Criteria:	Filter Criteria:	Filter Criteria: PARTY_BASED	Filter Criteria: PARTY_BASED	Filter Criteria: PARTY_BASED
🖹 Unauthorized 🔒 Open	Unauthorized 🔒 Open	Unauthorized 🔒 Open	🗟 Unauthorized 🔒 Open	Authorized 🔒 Open
Application Code: : OBCM	Application Code: : OBCM	Application Code: : OBCM	Application Code: : OBCM	
Filter Criteria: PARTY_BASED	Filter Criteria: PARTY_BASED	Filter Criteria: PARTY_BASED	Filter Criteria: PARTY_BASED	
💫 Authorized 🔒 Open	🗟 Unauthorized 🔒 Open	🕞 Unauthorized 🔒 Open	🕞 Unauthorized 🔒 Open	
Page 1 of 1 (1 - 9 of 9 items )	к (1) н			

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				$_{\mu ^{2}}\times$
Party   Authorization Status Search Reset	Instrument Type v	Instrument Status 👻	Record Status	

b. Click Search.

OR

Click Reset to reset the filter criteria.

- Click the refresh (<sup>CC</sup>) 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.



# 3.5 Maintaining Commodity

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

## 3.5.1 Create Commodity

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

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

reate Commodity								j Errors & C	verrides 🚽
Supplier Id * PEGATRON 201901	٩								
Commodity Code *		Commodi	ty Name *		Description		Tax(%)		
CMD8998		Tyres			19 inch Tyres		1.0000	~	~
Discount(%)		Country o	f Origin		Year				
2.0000	~ ^	United St	ates	-					
Add/Edit Reset Commodity Code	Commodity Nar	ne	Description	Tax(%)	Discount(%)	Country of Origin	Year	Unit Details	Action
CMD8998	Tyres		19 inch Tyres	1	2	USA		Add/Edit	:
Page 1 of1 (1 of 1	items) K < 1	К							
									Save Cancel

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

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

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

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

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

ommodity Code	Commodity Name	Description	Tax(%)	Discount(%)	Country of Origin	Year	Unit Details	Action
MD4568275	Tyres	19 Inch Tyres	2	1	USA	2021	Add/Edit	i
ige 1 of 1 (1 of 1 item:	s) K < 1 > X							

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

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

logram		10	~ ^	100		*	^	250	<b>v</b>
Add/Edit Unit	Reset Minimum Unit	Maximum Unit	Unit I	Price	Action				
KILOGRAM	10	100	250		:				

- i. In the **Unit** field, enter the measuring unit for the commodity.
- ii. In the **Minimum Unit** field, enter the minimum units required for the commodity.
- iii. In the Maximum Unit field, enter the maximum units allowed for the commodity.
- iv. In the **Unit Price** field, enter the price per single unit of a commodity.
- v. If required, click **Reset** to clear the selected values.
   OR
   Click **Add/Edit** to add records in the grid or modify the selected records.
- vi. Click **OK** to go the parent page.
- 4. Click **Save** to save the record and send for authorization.



## 3.5.2 View Commodity

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

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

View Commodity				$_{\mu}^{\mu}$ $\times$
<b>९ C</b>				<b>=</b>
Supplier Id: : 201930	Supplier Id: : 000462	Supplier Id: : 008549	Supplier ld: : 001975	Supplier Id: : 000381
Supplier Name: Future Group	Supplier Name: ABZ Solutions	Supplier Name: BMW Motors	Supplier Name: NehNovCust1	Supplier Name: Danone
🗟 Unauthorized 🔒 Open	Authorized 🔒 Open	Authorized 🔒 Open	Authorized 🔒 Open	💫 Authorized 🔒 Open
Supplier Id: : 201921	Supplier Id: : 201901	Supplier Id: : 001715	Supplier ld: : 008548	
Supplier Name:	Supplier Name: PEGATRON	Supplier Name: AugSupp	Supplier Name: Nippon Paints	
🗟 Unauthorized 🔒 Open	🗟 Unauthorized 🔒 Open	💫 Authorized 🔒 Open	Authorized 🔒 Open	
Page 1 of 1 (1-9 of 9 items)	к < 1 > я			

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.

View Commodity		, <sup>2</sup> ×
Supplier Id	Authorization Status	Record Status
Search Reset		

b. Click Search.

OR

Click Reset to reset the filter criteria.

- Click the refresh (<sup>CC</sup>) icon to refresh the records.
- Click the Options (i) 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.



# 3.6 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.

# 3.6.1 Create Division Code

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

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

Party Details         Party Id         Som Goog Lumined         Constrained         Tel No         Som Goog Lumined         Operation         Operation         Som Goog Lumined	ate Division Code							i Errors &	Overrides
Son Geoge Luinled Con Geoge       Constrail         Division Code *       Division Name *       Email       It IoN         Division Code *       Division Name *       Email       gross during	irty Details								
Division Code *     Division Name *     Email     Tel No       Division Address Line1     North East Division     Division Address Line2     Division Address Line3     Division Address Line4       Division Address Line2     Division Address Line3     Division Address Line4     New York       Division Code     Division Name     Division Address Line1     Division Address Line2     Division Address Line3       Division Code     Division Name     Division Address Line1     Division Address Line2     Division Address Line3       Division Code     Division Name     Division Address Line2     Division Address Line3     Division Address Line4       Division Code     Division Name     Division Address Line2     Division Address Line3     Division Address Line4       Division Code     Division Name     Division Address Line2     Division Address Line3     Division Address Line4       Division Address Line1     Division Address Line2     Division Address Line3     Division Address Line4     Country       Divi307     North East Division     283     Block 54     New Lane Street     New York     United States	un Group Limited	٩							
Division Address Line1     North East Division     Division Address Line2     Division Address Line3     Division Address	ivision Details								
wikion Address Line1 Division Address Line2 Division Address Line2 Division Address Line3 Division Address Line4 New Lane Street New York        Division Code     Division Address Line1     Division Address Line2     Division Address Line2     Division Address Line3     Division Address Line4       Division Code     Division Address Line1     Division Address Line2     Division Address Line2     Division Address Line3     Division Address Line4     Action       Division Code     Division Address Line1     Division Address Line2     Division Address Line3     Division Address Line4     Country     Tel No     Action       Division Code     Division Address Line1     Division Address Line2     Division Address Line3     Division Address Line4     Country     Tel No     Action       Division Code     Division Address Division     233     Block 54     New Lane Street     New York     United States     9765486215     Tel No	vision Code *		Division Name *		Email		Tel No		
Block 54     New Lane Street     New York       ountry     Add/Edit     Reset       bitision Code     Division Address Line1     Division Address Line2     Division Address Line3     Di	/iv4379		North East Division		divnortheast@sun.com		9765486215		
Division Code     Division Address Line1     Division Address Line2     Division Address Line3     Division Address Line4     Country     Tel No     Action       Divi379     North East Division     283     Block 54     New Lane Street     New York     United States     9765486215     1	vision Address Line1		Division Address Line2		Division Address Line3		Division Address Line4		
Division Code     Division Address Line1     Division Address Line2     Division Address Line3     Division Address Line4     Country     Tel No     Action       Divi379     North East Division     283     Block 54     New Lane Street     New York     United States     9765486215     I	83		Block 54		New Lane Street		New York		
Division Code         Division Address Line1         Division Address Line2         Division Address Line3         Division Address Line4         Country         Tel No         Action           Divi379         North East Division         283         Block 54         New Lane Street         New York         United States         9765486215         I	ountry								
Div4379 North East Division 283 Block 54 New Lane Street New York United States 9765486215	nited States	Q	Add/Edit Reset						
	Division Code [	Division Name	Division Address Line1	Division Address Line2	Division Address Line3	Division Address Line4	Country	Tel No	Action
Page 1 of 1 (1 of 1 items) K < 1 > H									
	Div4379	North East Division	283	Block 54	New Lane Street	New York	United States	9765486215	•

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

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

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

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

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

Division Code	Division Name	Division Address Line1	Division Address Line2	Division Address Line3	Division Address Line4	Country	Action
DIV18413578	North East Div1	V13, Street 14	Block 5D	New York	NU - 10013	United States	1
Page 1 of 1	(1 of 1 items) K	< 1 > >					

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

- a. Select the record in the grid and then click Options (<sup>‡</sup>) 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 Palete

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

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

## 3.6.2 View Division Code

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

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

C				
Party ld: : 201927	Party Id: : 008551	Party Id: : 201930	Party Id: : 201910	Party Id: : 000285
Party Name: TRUE	Party Name: Mercedez motors	Party Name: Future Group	Party Name: GENLIGHT INTERNATIONAL	Party Name: NUVOTON
🖹 Unauthorized 🔺 In Progress	🖹 Unauthorized 🔒 Open	Authorized 🔒 Open	Authorized 🔒 Open	Authorized 🔒 Open
Party Id: : 201928	Party Id: : NC00000551	Party Id: : 001083	Party ld: : 201929	Party Id: : 009002
Party Name: USI	Party Name: BMW13Jul1751	Party Name: SCFCUSTOMERONE	Party Name: TELENOR	Party Name: POSupplier1
Authorized 🔒 Open	🗟 Unauthorized 🔒 Open	🗟 Unauthorized 🔒 Open	Authorized 🔒 Open	Authorized 🔒 Open

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.



iew Division Code		
Party Id	Authorization Status	Record Status
	· · · · · · · · · · · · · · · · · · ·	
Search Reset		

b. Click Search.

OR

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

- Click the refresh (<sup>CC</sup>) icon to refresh the records.
- Click the Options (i) 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.

## 3.7 Maintaining Reconciliation Rules

Reconciliation is one of the core modules of the Oracle Banking Supply Chain Finance application that can be performed for invoices/debit notes with payments/credit notes.

Any outstanding invoices/debit notes due from buyer can be reconciled against payments/credit notes as per the reconciliation rules configured in the application.

#### 3.7.1 Reconciliation Rule Definition

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

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

#### 3.7.1.1 Create Exact Reconciliation Rule Definition

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

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

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

Create			👔 Errors & Overrides 🖌 🖌 🗙
Rule Description *	Recon Category *	Recon Type *	Allocation Details
RULE101	Invoice/Debit Notes to Payment 🔻	Exact Generic	Account Based 💌

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

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

OR				Add Condition Add
Invoice Attribute *	Operat	or * Payment Attribute *		
Invoice Due Date	w =	▼ Payment Date	<b>*</b>	
		Invoice Attribute *	Operator * Fixed Value *	
Text between I	and 8	of Invoice No	▼ = ▼ 785	

- 2. In the 'Exact Recon' section, perform the following steps to create conditions or group of conditions:
  - a. Click **Add Condition** to add a single line of condition. OR

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



- b. Click inside the added container to view buttons for adding condition details.
- c. Click **Text between** to define the range of text to be validated.
- d. Click **Invoice/Finance Attributes** to define condition for invoice/fi details. OR

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

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

Invoice:

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

Credit Note:

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

Finance:

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

Payment:



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

- e. Click **Operator** to specify how to compare defined values.
- f. Click **Fixed Value**, **Text between**, **Invoice/Payment Attributes**, **Payment Attributes**, or **Finance/Payment Attributes** (depending on the selected recon category) to specify values with which previously defined values should be compared.
- 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 (**a**) 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 to execute the recon rule.
- i. Click Validate and Preview to check if the added conditions are valid or not.

Allocation Basis Grid		
Allocation Account	Percentage	Action
1000054	100	-
Page 1 (1 of 1 items) K	< 1 > ×	

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

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

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



#### 3.7.1.2 Create Generic Reconciliation Rule Definition

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

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

Create			j Errors & Overrides 🛛 🔎 🗙
Rule Description *	Recon Category *	Recon Type *	Allocation Details
RULE101	Invoice/Debit Notes to Payment 🔻	Exact Generic	Account Based 💌

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

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

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

Ger	neric Recon				
Bas	se Entity	Generic Criteria *		Based On Attribute *	
Inv	voice	HAFO	T	Outstanding Invoice Amount	Ŧ

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

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

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

Allocation Attribute	Percentage	Action	
Buyer ID ×	50	1	
Supplier ID 🗙	50	<b>1</b>	
ge 1 (1 of 2 items) K < 1 > X	50		



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

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

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

#### 3.7.1.3 View Reconciliation Rule Definition

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

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

С				:
Rule Description: : ads	Rule Description: : InGenTest123	Rule Description: : asd	Rule Description: : RuleAddABC	Rule Description: RuleCheckerModify
Rule Id: RR00000265 Recon Type: G Recon Category: IPR	Rule Id: RR0000603 Recon Type: G Recon Category: IPR	Rule Id: RR00000611 Recon Type: E Recon Category: IPR	Rule Id: RR0000654 Recon Type: E Recon Category: VPA	Rule Id: RR00000684 Recon Type: E Recon Category: VPA
Unauthorized 🔒 Closed	Authorized 🔒 Open	Unauthorized 🔒 Open	Authorized 🔒 Open	Authorized 🔒 Open
Rule Description: : testr	Rule Description: : Dummy	Rule Description: : jkhkk	Rule Description:	Rule Description:
Rule Id: RR00000306 Recon Type: E	Rule Id: RR00000565 Recon Type: E	Rule Id: RR00000671 Recon Type: E	Rule Id: RR00000647 Recon Type: E	Rule Id: RR00000587 Recon Type: E
Recon Category: EPR	Recon Category: VPA	Recon Category: EPR	Recon Category: IPR	Recon Category: EPR

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.

View				$_{\mu}^{\mu}$ $\times$
Rule ld	Rule Description	Recon Category	Recon Type	
Allocation Details	Authorization Status	Record Status		
Search Reset				

b. Click Search.

OR

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

- Click the refresh (<sup>CC</sup>) icon to refresh the records.
- Click the Options (i) 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.

#### 3.7.2 Reconciliation Rule Decision

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

#### 3.7.2.1 Create Reconciliation Rule Decision

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

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

te							i Errors & Overrides
ilter Criteria *							
Program Based	Ψ						
rogram *							
VenFinDisc	Q						
riority *		Recon Category *		Recon Type *		Rule Id *	
		Invoice/Debit Notes to Cr	edit Note	Exact		RR00001602	Q
ule Id Description	1	Execute Generic Rule					
nvoice CreditNot	te Exact			Add/Edit	Reset		
Priority	Recon Category		Recon Type	Rule Id	Rule Id Description	Execute Generic Rule	Action
1	Invoice/Debit Notes to Crea	lit Notes Recon	Exact	RR00001602	Invoice CreditNote Exact	Y	1
Page 1 of 1	(1 of 1 items) K < 1	к <					
Page 1 of 1	(1 of 1 items)   K < 1	к <					



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

Note: Fields marked with	<sup>**</sup> are mandatory.
--------------------------	------------------------------

Field Name	Description
Filter Criteria *	Select the appropriate filter criteria for specific application of reconciliation rule decisioning. This is the level to which the reconciliation rule is mapped. Select any one of the below filter criteria to map the recon rule specifically to it:
	Program and Counterparty Based (Only for Oracle Banking Supply Chain Finance)
	Program Based (Only for Oracle Banking Supply Chain Finance)
	Corporate Based
	CounterParty Based
	Relationship and CounterParty Based
	Relationship Based
	Default
Program *	Click the search icon and select the program to setup the recon rule for.
	This field is displayed only if 'Filter Criteria' includes program. This field is applicable only to the Oracle Banking Supply Chain Finance
	system.
Counterparty Id *	Click the search icon and select the counterparty to setup the recon rule for.
	This field is displayed only if 'Filter Criteria' includes counterparty.
Corporate *	Click the search icon and select the corporate to setup the recon rule for.
	This field is displayed only if 'Filter Criteria' includes corporate.
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 select 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 record post exact reconciliation and if generic recon rule is to be executed for matching outstanding payment to invoice. This is enabled only if 'Recon Type' is 'Exact'.



OR

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

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

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

#### 3.7.2.2 View Reconciliation Rule Decision

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

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

/iew				
९ <b>C</b>				
Filter Criteria: :	Filter Criteria: :	Filter Criteria: :	Filter Criteria: :	Filter Criteria: :
CORPORATE_BASED	CORPORATE_BASED :	CORPORATE_BASED :	CORPORATE_BASED :	RELATIONSHIP_COU
Corporate Id: 000285	Corporate Id: 000381	Corporate Id: 201931	Corporate Id: 000462	Corporate Id: N/A
Counter Party Id: N/A	Counter Party Id: 201909			
🂫 Authorized 🔒 Open	🖒 Authorized 🔒 Open	Authorized 🔒 Open	Authorized 🔒 Open	🖹 Unauthorized 🔺 In Progress
Filter Criteria:	Filter Criteria: :	Filter Criteria: :	Filter Criteria:	Filter Criteria: :
CORPORATE_BASED	PROGRAM_BASED :	CORPORATE_BASED :	CORPORATE_BASED	CORPORATE_BASED
Corporate Id: 201913	Corporate ld: N/A	Corporate Id: 001084	Corporate Id: 2019044444	Corporate Id: 201922
Counter Party Id: N/A	Counter Party ld: N/A	Counter Party Id: N/A	Counter Party Id: N/A	Counter Party Id: N/A
🔥 Authorized 🔒 Open	💫 Authorized 🔒 Open	🗟 Unauthorized 🔒 Open	🂫 Authorized 🔒 Open	🕞 Unauthorized 🔒 Open

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.

View				$_{\mu }^{\mu }\times$
Corporate	Counterparty Id	Relationship Code	Program	
Authorization Status	Record Status			
Search Reset				

b. Click Search.

OR

Click Reset to reset the filter criteria.

- Click the refresh (C) 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.



# 3.8 Maintaining Tolerance

Reconciliation of repayments with invoices are executed basis configured exact and generic reconciliation rules such as FIFO, LIFO etc. Through this functionality, user can configure an acceptable discrepancy between invoice outstanding amount and payment amount to enable automatic matching of invoices with the respective payment records. Tolerances allow outstanding payments and invoice records to match even if the respective amount differ. 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.

## **3.8.1 Create Tolerance**

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

							i Errors &	Overrides 🔒
lter Criteria *								
ogram Based	*							
ogram *								
CF Supplier Program	Q							
on Category	Cash Flow Category	Match Basis	Currency	Absolute Lower Threshold	Absolute Upper Threshold	Percentage Lower Threshold	Percentage Upper Threshold	Action
voice Pay 🔻	N/A 🔻	AMOUNT 🔻	Invoice 🔻	INV1.00	INV1,999.00	1	3	ß

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

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

Note: Fields marked with '*' are mandatory.				
Field Name	Description			
Filter Criteria *	Select the appropriate filter criteria for specific application of accounting entries.			
Program *	<ul><li>This field is only applicable for Oracle Banking Supply Chain Finance system.</li><li>Click the search icon and select the program.</li><li>This field is only displayed when filter criteria includes 'Program'.</li></ul>			
Spoke *	This field is only applicable for Oracle Banking Supply Chain Finance system.			



Field Name	Description
	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 (1) to add rows in the grid.
- 3. In the 'Action' column of the grid, perform the following steps:
  - Click Delete icon (<sup>a</sup>) to remove that specific row.
     OR

Click Edit icon ( $\square$ ) and refer the following table for specifying details in the grid:

Field Name	Description
Recon Category	Select the recon category to add the tolerance for.
Cash Flow Category	The cash flow category is auto populated based on selected recon category. This field is applicable only if Receivables and Payables module is integrated with Oracle Banking Cash Management.
Match Basis	Select the value to be matched from the reconciliation record. For example: AMOUNT.
Currency	Select the currency to be considered for threshold amount/percentage.
Absolute Lower Threshold	Enter the lower absolute variance of either amount.
Absolute Upper Threshold	Enter the upper absolute variance of either amount.
Percentage Lower Threshold	Enter the lower percentage variance of either amount.
Percentage Upper Threshold	Enter the upper percentage variance of either amount.

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

## 3.8.2 View Tolerance

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

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



'iew Tolerance					
९ <b>с</b>					
Filter Criteria:	Filter Criteria: : PROGRAM_SPOKE_B :	Filter Criteria: : PROGRAM_SPOKE_B <sup>:</sup>	Filter Criteria: : PARTY_BASED	Filter Criteria: : PROGRAM_SPOKE_B	
Authorized 🔒 Open	Authorized 🔒 Open	<table-cell> Unauthorized 🔒 Open</table-cell>	Authorized 🔒 Open	🖹 Unauthorized 🔒 Open	
Filter Criteria: PROGRAM_SPOKE_B	Filter Criteria: RELATIONSHIP_BASED	Filter Criteria: PROGRAM_SPOKE_B <sup>:</sup>	Filter Criteria: : PROGRAM_SPOKE_B :	Filter Criteria: : PROGRAM_SPOKE_B :	
🗟 Unauthorized 🔒 Open	🗟 Unauthorized 🔒 Closed	🗟 Unauthorized 🔒 Open	🗟 Unauthorized 🔒 Open	🖒 Authorized 🔒 Open	
📸 Unauthorized 🔒 Open	🖹 Unauthorized 🔒 Closed	Dunauthorized 🔒 Open	Durauthorized 🔒 Open	Authorized 🔒 Open	

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.

View Tolerance				$_{\mu}^{\mu}$ $\times$
Program	Spoke	Relationship Code	Counterparty Id	
Party	Authorization Status	Record 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 (i) 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.



# 3.9 Maintaining Payment Terms

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

## 3.9.1 Create Payment Terms

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

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

e Payment Terms						i Errors & Overrides
er Criteria *						
lationship and CounterParty B 🔻						
ationship Code *	Counterp					
lation8001 Q	201916					
quency of Payments *	Payment	Date Calculation Basis *	Minimum Credit I		Holiday Treatment *	
stom 🔻	Invoice D	ue Date + Minimum Te 🔻	2	× ^	Next Business Date	Ψ
ment Schedule						
rom Day		То Day		Payment Day		Action
3rd	~	4th	v	5th	v	
2nd	v	2nd	V	3rd	~	
1st	~	1st	Ψ.	2nd	v	
ge 1 of 1 (1-3 of 3 items) K <	K <					

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

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

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



Field Name	Description		
	This field is only displayed when filter criteria includes 'Relationship'.		
Counterparty Id *	Click the search icon and select the counterparty id. This field is only displayed when filter criteria includes 'Counterparty'.		
Party *	Click the search icon and select the party. This field is only displayed when filter criteria includes 'Party'.		
Frequency of Payments *	Select the frequency of the payment as monthly, weekly, or custom.		
Days of the Month *	This field is displayed only for 'Monthly' frequency of payment. Select the days of the month on which payment is expected.		
Days of the Week *	This field is displayed only for 'Weekly' frequency of payment. Select the days of the week on which payment is expected.		
Payment Schedule grid *	<ul> <li>This field is displayed only for 'Custom' frequency of payment.</li> <li>Perform the following steps to add customer frequency of payment: <ul> <li>a. Click the Add icon (•) to add a row of schedule.</li> <li>b. In the 'Action' column of grid, click the Delete icon (•) to remove that specific row.</li> </ul> </li> <li>OR <ul> <li>Click the Edit icon (•) and perform following steps for specifying details in the grid:</li> <li>i. In the From Day field, select the start date of the duration as per selected entity for 'Payment Date Calculation Basis' field.</li> <li>ii. In the To Day field, select the end date of the duration as per selected entity for 'Payment Date Calculation Basis' field.</li> </ul> </li> <li>iii. In the Payment Day field, select the specific day of the month for payment against the specified 'From' and 'To' days.</li> </ul>		
Payment Date Calculation Basis *	<ul> <li>Select the any one of the below to specify how the payment date should be calculated.</li> <li>Invoice Date + Minimum Tenor</li> <li>Invoice Due Date</li> <li>Invoice Due Date + Minimum Tenor</li> </ul>		
Minimum Credit Period *	Enter the number to define the minimum tenor for the invoice.		
Holiday Treatment *	Select the value to specify payment due date should be moved to next/previous day in case it falls on holiday.		

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

## 3.9.2 View Payment Terms

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

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



९ <b>C</b>					
Filter Criteria: : PROGRAM_BASED :	Filter Criteria: : PROGRAM_BASED :	Filter Criteria: : PARTY_BASED	Filter Criteria: : PROGRAM_BASED :	Filter Criteria: : PROGRAM_SPOKE_B	
Frequency of Payments: M	Frequency of Payments: M	Frequency of Payments: C	Frequency of Payments: C	Frequency of Payments: M	
🗟 Unauthorized 🔒 Open	Authorized 🔒 Open	Unauthorized 🔒 Open	Authorized 🔒 Open	Authorized 🔒 Open	

Perform the following steps to filter or take actions on payment terms:

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

View Payment Terms				$_{\mu^{k'}}\times$
Relationship Code	Spoke	Counterparty Id	Program	
Party	Authorization Status	Record Status		
Search Reset				

b. Click Search.

OR

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

- Click the refresh (C) 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.



# 3.10 Maintaining Relationships

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

## 3.10.1 Create Relationship

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

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

ionship Code *	Relationship Description	*	Corporate	Id.*		Product Category *		
4567	Relation for BMW		001556		9	Receivable & Co	llections 🔽 Payable	s
tive From *	Valid Till *			it Applicable		Holiday Treatment		
16, 2020	Aug 15, 2022		Adio-Deb	it Applicable		Next Business Date		
Acceptance Applicable	No. of Days							
	3	× ^						
								l
Buyer Id	Valid Till	Auto-Debit	Holiday Treatment	Status	Auto Acceptance	No. of Days	External Code	Action
001083 🔍 🕂	Aug 15, 2022	Yes 👻	Next Business D v	Active v	Yes v	3	External Code	1
age 1 of 1 (1 of 1 items) K < 1								
Supplier Id	Valid Till	Auto-Debit	Holiday Treatment	Status	Auto Acceptance	No. of Days	External Code	Action
		Auto-Debit Yes v	Holiday Treatment Next Business D *	Status Active V	Auto Acceptance Ves v	No. of Days	External Code External Code	
Supplier Id	Valid Till Aug 15, 2022							Action
Supplier Id	Valid Till							Action
Supplier Id	Valid Till Aug 15, 2022							Action
Supplier Id	Valid Till Aug 15, 2022							Action

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

Field Name	Description
Relationship Code *	Enter the unique relationship code to be created. This field cannot be modified once authorized.
Relationship Description *	Enter the description of the code.
Corporate Id *	Click the search icon to select the corporate for whom the linkage to counterparty is required.
Product Category *	Select the applicable product categories as 'Receivables & Collections' and/or 'Payables'.
	Data grid for each category is displayed upon selecting the category.

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



Field Name	Description
Effective From *	Click the Calendar icon to select the date from which the relationship is active.
	Blank value for this field considers branch date by default.
Valid Till *	Click the Calendar icon and select the date till which the relationship would be valid.
Auto Debit Applicable	Switch the toggle ON, if automatic debit facility is applicable at relationship level.
Holiday Treatment *	Select the value to specify how to treat transactions falling on holidays.
Auto Acceptance Applicable	Switch the toggle ON, if auto acceptance should be enabled.
No. of Days	Enter the number of day(s) post which the auto-acceptance is triggered for an invoice.

- 2. In the grid section, click the Add icon (1) to add the selected values in the grid.
- 3. Perform the following steps in the grid:
  - a. Click the search icon  $(^{\bigcirc})$  in the Buyer/Supplier Name and select the buyer/supplier.
  - b. Click the Add icon ( ) to add 'Non Customer' details.

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

Basic Info		Address Information	Tax Information	
on Customer Id	Name *	Short Name *	Category *	
NC00002003	Pegatron	Pega1	Private Limited Company	
egistration No *	Industry *			
J23557685Pega	AUTOMOBILES	*		
+				

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.



ress Line 1 * Address Line 2
ress Line 1 * Address Line 2
*
Address Line 3     Address Line 4     PIN     Action       457001     ±
* Landline Number
23557

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

Non Customer			×
Basic Info	Ado	Iress Information	Tax Information
Tax Reference Number 1	Tax Reference Number 2	GIIN	
CESS	SERVICE	FNLIJ20321094Q23563	
			Save Cancel

- e. In the Tax Information tab, enter the tax reference numbers and GIIN of the non-customer.
- f. Click **Save** to save the non-customer data.
- 4. Click **Save** to save the record and send for authorization.

## 3.10.2 View Relationship

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

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



C				
Relationship Description: :	Relationship Description: :	Relationship Description: :	Relationship Description: :	Relationship Description: :
RCORP00000302	F and B Manufacturi	RCORP00000344	Relation1102	ENH NEW
Relationship Code: RCORP00000302	Relationship Code: RCORP00000384	Relationship Code: RCORP00000344	Relationship Code: REL1102	Relationship Code: ENH2
Corporate Id: 000485	Corporate Id: 001685	Corporate Id: 008727	Corporate Id: 201929	Corporate Id: 201917
Auto Acceptance: N	Auto Acceptance: Y	Auto Acceptance: Y	Auto Acceptance: Y	Auto Acceptance: N
Authorized 🔒 Open	Authorized 🔒 Open	Authorized 🔒 Open	Authorized 🔒 Open	Authorized 🔒 Open
Relationship Description: :	Relationship Description:	Relationship Description: :	Relationship Description:	Relationship Description: :
Relation001	Rogo international w	PO Relationship	Sony Cash Managem	REL DESC
Relationship Code: REL001	Relationship Code: Relationcode3444	Relationship Code: SCORP00000250	Relationship Code: SonyCms	Relationship Code: TESTRELATIONSHIP
Corporate Id: NC00000465	Corporate Id: 201920	Corporate Id: 000463	Corporate Id: 987651	Corporate Id: 001835
Auto Acceptance: Y	Auto Acceptance: Y	Auto Acceptance: N	Auto Acceptance: N	Auto Acceptance: N
💫 Authorized 🔒 Open	Authorized 🔒 Open	Authorized 🔒 Open	Authorized 🔒 Open	Authorized 🔒 Open

Perform the following steps to filter or take actions on relationship records:

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

View Relationship				$_{\mu }^{\mu }\times$
Relationship Code	Relationship Description	Corporate Id	Product Category	
Authorization Status	Record Status			
Search Reset				

b. Click Search.

OR

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

- Click the refresh (C) icon to refresh the records.
- Click the Options (i) 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.





## 3.10.3 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

९ <b>с</b>				
Non Customer Id: :	Non Customer Id: :	Non Customer Id: :	Non Customer Id: :	Non Customer Id: :
NC00000477	NC00000289	NC00000369	NC00000525	NC00000558
Name: Hai Au Ltd	Name: Covid Corp	Name: BMW01Jun1334	Name: ONE PLUS	Name: corp04
Registration No: CORP67645	Registration No: COVID19	Registration No: CRN01Jun1334	Registration No: ONE01	Registration No: RegNo04
Authorized 🔒 Closed	🕞 Authorized 🔒 Open	🎝 Authorized 🔒 Open	🍃 Authorized 🔒 Open	Authorized 🔒 Open
Non Customer Id:	Non Customer Id:	Non Customer Id: :	Non Customer Id: :	Non Customer Id: :
NC00000576	NC00000661	NC00000581	NC00000658	NC00000673
Name: LinkedInvparty	Name: BritishPaint14Aug	Name: Paladin Paints ltd	Name: LodhaBuilders Limi	Name: BMWC15Aug
Registration No: 283293892	Registration No: CRNA14Aug	Registration No: C76745	Registration No: LodhaCRN12345	Registration No: CRND15Aug
🂫 Authorized 🔒 Open	🕞 Authorized 🔒 Open	🂫 Authorized 🔒 Open	Authorized 🔒 Open	🕞 Unauthorized 🔒 Open

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

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

View Non Customer				$_{\mu^{k'}} \times$
Non Customer Id   Record Status	Short Name	Registration No	Authorization Status	
Search Reset				

b. Click Search.

OR

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

- Click the refresh (<sup>CC</sup>) icon to refresh the records.
- Click the Options (<sup>1</sup>) 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.



# 3.11 Maintaining Alerts

### 3.11.1 Maintaining Alert Contact Details

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

#### 3.11.1.1 Create Alert Contact Details

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

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

reate			🧃 Errors & Overrides 🛛 📌
Party * Sun Group Limited Q 001626			
			•
Alert Code	Telephone Number	Email	Action
ACC1DEC	919957684265	acc1@dec.com	<b>1</b>
Page 1 of 1 (1 of 1 items) K <			

- 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 (<sup>1</sup>) 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 (  $\square$  ) to edit the contact details.

- $\circ$  Click the Delete icon ( $\hat{\bullet}$ ) to remove the row.
- 5. Click **Save** to save the record and send for authorization.

#### 3.11.1.2View 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

	View					$_{\mu ^{k^{\prime }}}\times$
						<b>≡</b> ≡
	Party ld: 000382	Party Id: : 000383	Party Id: : 000381	Party Id: : 000285	Party Id: : 201901	
	Authorized 🔒 Open	🂫 Authorized 🔒 Open	Authorized 🔒 Open	🕞 Unauthorized 🔒 Open	Authorized 🔒 Open	
P	age 1 of 1 (1 - 5 of 5 items)	к < 1 > я				

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

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

View		,	r x
Party Id	Record Status	Authorization Status	
Search Reset			

b. Click Search.

OR

Click Reset to reset the filter criteria.

- Click the refresh (<sup>CC</sup>) 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.



## 3.11.2 Maintaining Alert Definition

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

#### 3.11.2.1 Create Alert Definition

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

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

Create			🚺 Errors & Overrides 🛛 🧩	×
Alert Code * InvoiceRaised1	Alert Description * First Alert for Invoice Raised	Alert Category * Invoice •		
Event *	Effective Date *	Expiry Date		
Invoice Raise 🔻	Nov 1, 2021	Nov 30, 2031		
			Save Cancel	

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

Note: Fields marked with **' are mandatory.		
Field Name	Description	
Alert Code *	Enter the unique alert code to be maintained in the system.	
Alert Description * Enter the description of the alert.		
Alert Category *	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.	

Noto: Eiolda marked with "" are mandatory

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



## 3.11.2.2View Alert Definition

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

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

C				
Alert Code: :	Alert Code: :	Alert Code: :	Alert Code: :	Alert Code: :
ALEC	1234	ABC	ALERT1_po	InvAlert
Alert Description: Alec	Alert Description: abcd	Alert Description: abc	Alert Description: Alert_PO	Alert Description: InvAlert
Alert Category: COLLECTION	Alert Category: COLLECTION	Alert Category: INVOICE	Alert Category: PURCHASEORDER	Alert Category: INVOICE
🖹 Unauthorized 🔒 Open	🕞 Unauthorized 🛛 🖄 In Progress	Authorized 🔒 Open	Authorized 🔒 Open	Authorized 🔒 Open
Alert Code: :	Alert Code: :	Alert Code: :	Alert Code: :	Alert Code: :
HKA1608	KH101	A1	TESTK	ALERT_Inv1
Alert Description: alert for collection	Alert Description: Alerts for OBCM	Alert Description: A1	Alert Description: TESTK120	Alert Description: alert_INV1
Alert Category: COLLECTION	Alert Category: COLLECTION	Alert Category: PURCHASEORDER	Alert Category: INVOICE	Alert Category: INVOICE
📸 Unauthorized 🛛 🙇 In Progress	🖹 Unauthorized 🛛 🚣 In Progress	Authorized 🔒 Open	🗟 Unauthorized 🔒 Open	Authorized 🔒 Open

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

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

View				$_{\mu^{\theta'}}\times$
Alert Code	Alert Description	Record Status	Authorization Status	
Search Reset				

b. Click Search.

OR

Click Reset to reset the filter criteria.

- Click the refresh (<sup>CC</sup>) 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.



- $\circ$  **View** To view the alert details.
- **Reopen** To reopen a closed record.



# 3.11.3 Maintaining Alert Decisioning

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

## 3.11.3.1 Create Alert Decisioning

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

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

tetgory*  Tie Upload  Tie Ode * Tie Upload  Tie Uploa	ategory *	reate						i Errors	& Overrides
a Lephod	tile Uplaad   Default  Default Default  Default Default Default Default Default Default Default Default Default Default Default Default Default De	Filter Criteria							
ere Decision Details ere	lert Decision Details vole File Upload	Category *		Filter Criteria *					
eret * Aler Code * Piploa1	Alert Code *     Description     Recipient *       rupode File Upload     FUpload1     Q       Delivery Mode *     Additional Phone *     Text Template for SMS * •       Delivery Mode *     Additional Phone *     Text Template for SMS * •       Delivery Mode *     Mark Code     Mark Code *     Additional Phone *       Event     Alert Code     Perception     Additional Phone *     Text Template for SMS * •       Invoice File Upload     Perception     Additional Phone *     Text Template for SMS * •       Invoice File Upload     Perception *     Additional Phone *     Text Template for SMS * •	File Upload	×	Default					
voice File Upload     FUpload1     Q     FUpload1     Supplier     Suplier     Supplier     Supplier     Sup	worke File Upload     FUpload1     Q     FUpload1     Supplier     Suplier     Supplier     Supplier     Sup	Vert Decision Details							
equercy.* Delivery Mode * Additional Phone * Tox Template for SMS * SMS S S S S S S S S S S S S S S S S S S	equency * Delivery Mode * Additional Phone * Toxi Template for SMS * O Dear Customer, Invoice file S/FILE_NAK Invoice File Upload FUPload1 FUPload1 SMS O FUPload1 SMS O Delivery Mode * Additional Details Recipient Generate days before Frequency Action Consistent of the second of t	vent *		Alert Code *		Description	Recipient *		
Aller     SMS     Additional Details     Recipient     Generate days before     Frequency     Action       Involce File Upload     FUpload1     FUpload1     SMS     0013553467289     Supplier     Generate days before     Frequency     Action	Aller     SMS     Additional Details     Recipient     Generate days before     Frequency     Action       Invoice File Upload     FUpload1     FUpload1     SMS     0013553467289     Supplier     Generate days before     Frequency     Action	nvoice File Upload		FUpload1	Q	FUpload1	Supplier	v	
Event         Alert Code         Description         Delivery Mode         Additional Details         Recipient         Generate days before         Frequency         Action           Involce File Upload         FUpload1         FUpload1         SMS         0013553467289         Supplier         Online         Image: Content of the second se	Event         Alert Code         Description         Delivery Mode         Additional Details         Recipient         Generate days before         Frequency         Action           Invoice File Upload         FUpload1         FUpload1         SMS         0013553467289         Supplier         Online         It	requency *		Delivery Mode *		Additional Phone *	Text Template for	SMS * 🕕	
Event         Alert Code         Description         Delivery Mode         Additional Details         Recipient         Generate days before         Frequency         Action           Invoice File Upload         FUpload1         FUpload1         SMS         0013553467289         Supplier         Online         i	Event         Alert Code         Description         Delivery Mode         AddItional Details         Recipient         Generate days before         Frequency         Action           Invoice File Upload         FUpload1         FUpload1         SMS         0013553467289         Supplier         Online         i	Online	×	SMS	•	0013553467289	Dear Customer,	Invoice file: \${FILE_NAN	
							Generate days before		
		Invoice File Upload	FUpload1	FUpload1			Generate days before		
		Invoice File Upload	FUpload1	FUpload1			Generate days before		
		Invoice File Upload	FUpload1	FUpload1			Generate days before		
			FUpload1	FUpload1			Generate days before		

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

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



Field Name	Description
Recipient *	Select the recipient of the alert.
Frequency *	Select the frequency to send the alerts as follows:
	• Select <b>Online</b> if the alert should be sent only when the event is generated.
	• Select <b>Scheduled</b> if the alert should be sent one or more times prior to the generation of the event.
	Click this icon to set the alert schedule. This icon appears only if you select the <b>Scheduled</b> option from the <b>Frequency</b> list. Click this icon
	) and perform the following steps:
	Alert Schedule ×
	Number of Alerts Interval Days 2
	Text Template 1     Attachment Template 1       Template For PO Raise Alert 2     Q       Attachment For PO Raise Alert 1     Q       Text Template 2     Attachment Template 2       Template For PO Raise Alert 2     Q       Attachment For PO Raise Alert 2     Q
	Add Rest
	<ul><li>a. In the Number of Alerts field, enter the total alerts to be sent.</li><li>b. In the Interval Days field, enter the interval in days between each alert.</li></ul>
	a. In the <b>Text Template</b> field of each alert, click the search icon and select the text template for the alert.
	<ul> <li>b. In case the selected delivery mode is Email, click the search icon and select the required template for the attachment in the Attachment Template field.</li> </ul>
	c. Click <b>Add</b> to add the selected templates. Or, to clear the fields click <b>Reset</b> .
Delivery Mode *	Select the mode through which the alert should be sent to the recipient
Generate days before *	Enter the number of days prior to the event when the alert should be sent to the recipient. This field is displayed for the <b>Scheduled</b> option in the <b>Frequency</b> field.
Additional Phone	Enter the additional phone number to send the alerts on. This field is displayed only for <b>WhatsApp</b> , and <b>SMS</b> modes of delivery.
Additional Email	Enter the additional email address to send the alerts to. This field is displayed only for <b>Email</b> delivery mode.
Text Template for EMAIL **	Click the search icon and select the text template for the email alert. This field is displayed only if the delivery mode is <b>Email</b> , and the frequency is <b>Online</b> .
Attachment Template for EMAIL **	Click the search icon and select the attachment template for the email alert. This field is displayed only if the delivery mode is <b>Email</b> , and the frequency is <b>Online</b> .
Text Template for WHATSAPP **	Click the search icon and select the text template for the WhatsApp alert. This field is displayed only if the delivery mode is <b>Whatsapp</b> , and the frequency is <b>Online</b> .



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

2. Click Add/ Edit to add details in the grid.

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

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

## 3.11.3.2View Alert Decision

OR

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

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

View			
९ <b>C</b>			
Filter Criteria:	Filter Criteria: : PARTY_ROLE_BASED	Filter Criteria: : DEFAULT :	
Program Code: N/A	Program Code: N/A	Program Code: N/A	
Party Id: N/A	Party Id: 000285	Party Id: N/A	
Role ID: N/A	Role ID: BUYER	Role ID: N/A	
Relationship Code: RCORP00000244	Relationship Code: N/A	Relationship Code: N/A	
Authorized 🔒 Open	Authorized 🔒 Open	Authorized 🔒 Open	
Page 1 of 1 (1-3 of 3 items)	к < 1 > >		
· · · · · · · · · · · · · · · · · · ·			

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

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

View				$_{\mu^{n'}} \times$
Relationship Code	Authorization Status	Record Status	Category	¥
Search Reset				

b. Click Search.

OR

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

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- Click the refresh (C) icon to refresh the records.
- Click the Options (i) 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 enables you to create invoices, purchase orders, debit notes, and credit notes.

By using this menu, user can create below instruments:

- Invoice
- Purchase Order
- Debit Note
- Credit Note

Navigation Path: Receivables & Payables > Create Receivables and Payables

reate Receivables and Pa	ayables		Ê	(DEFAULTINGTY)	LM BRANCH ( 004) Jan 13, 2020		
Instrument Type *		Record Status *		Branch *		Processing Date	
Select	-	New	In Progress	004-LM BRANCH	*	Jan 13, 2020	Proceed

# 4.1.1 Create Invoice

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

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

Invoice								,, <sup>12</sup> ×
Basic Information	Basic Information							Screen ( 1 / 4)
Commodity and Pricing	Invoice Number *		Invoice Date *		Invoice Due Date *		Supplier *	
Shipment Information	14256		Jan 16, 2020	<b>**</b>	Aug 13, 2021	<b>**</b>	000381	٩,
Summary	Relationship *		Program		Buyer *		Supplier Division Code	
	REL701	Q,	BOSE Program	Q,	Carrefour	Q,	Division000381	Q
	Buyer Division Code		Currency *		Pre-Accepted			
	Division000380	Q	USD	Ŧ				
	Funding Request Date		Remarks					
	Aug 9, 2021	<u></u>						
							Back Next S	ave & Close Cancel



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

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

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

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

OR

Click Save & Close to save the invoice details.

OR

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

Invoice												$_{\mu^{k'}}$ $\times$
Basic Information	Commodity and Prici	ing									Scre	een ( 2 / 4)
<ul> <li>Commodity and Pricing</li> </ul>	Invoice Number				Buyer			Supplier		Invoice Due Date		
Shipment Information	14256			Carrefour			Danor	Danone		2021-08-13		
Summary	Add Commodities											
	Commodity Details											
	Commodity Name	Unit		Quantity	Unit Cost	Discount %	Discount Amount	Tax %	Tax Amount	Net Cost	Action	
	Zinc		Ŧ	100	50	5	\$250.00	2	\$95.00	\$4,845.00	ß	1
	Pricing Details <sup>Currency</sup>			Base Invo	ice Amount *		Discount Percentage		Discount Amo	ount		
					U	SD5,000.00	5.0000	~ ^		USD25	0.00	
	Tax(%)			Tax Amou	int		Total Invoice Amount					
	2.0000	~ ^				USD95.00	USD4,845.00					
	Misc Charge 1 Desc			Misc Charge 1 Amount		USD0.00	Misc Charge 2 Desc		Misc Charge 2		USD0.00	
	Net Invoice Amount					0550.00				050	0.00	
	USD4,845.00											
									Back	Next Save & C	lose	Cancel

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

	are manadory.
Field Name	Description
Invoice Number	Displays the reference number of the invoice.
Buyer	Displays the name of the buyer.
Supplier	Displays the name of the supplier.
Invoice Due Date	Displays the date when the invoice is due.
Add Commodities	Switch this toggle ON to add the commodities being purchased.

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

## **Commodity Details**

This section appears if the 'Add Commodities' toggle is switched ON.

•	Click this icon to add a commodity record.
Commodity Name	Click the search icon to select the required commodity.
Unit	Select the unit of measurement.
Quantity	Click the 'Add Quantity' link to specify the quantity and unit cost details.
Unit Cost	Displays the unit cost entered.
Discount %	Enter the discount percentage offered. On entering this value, the discount amount is automatically updated.
Discount Amount	Enter the discount amount offered. On entering this value, the discount percentage is automatically updated.
Tax %	Enter the tax percentage. On entering this value, the tax amount is automatically updated.



Field Name	Description
Tax Amount	Enter the tax amount. On entering this value, the tax percentage is automatically updated.
Net Cost	Displays the total amount of the commodity after discount, and inclusion of tax.
Action	<ul> <li>Indicates the options to edit or delete the commodity record.</li> <li>Click  to edit the record.</li> <li>Click  to delete the record.</li> </ul>

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

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

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

OR

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

voice						×*
Basic Information	Shipment Information					Screen ( 3 /
Commodity and Pricing	Invoice	Number	Buyer	Supplier	Invoice Due Date	
Shipment Information	14256		Carrefour	Danone	2021-08-13	
Summary	Shipment Date		Shipment Number	Shipment Address	Shipment Country	
	Aug 16, 2021	<b></b>	12V457D8Y5J258	Block 4 Street 13 Cross Road 3	CAN	
	City		Zip Code	Phone Number	Tax ID	
	Montreal		23400	4874586245	A425R2VBDSF5483	
	Reason for Export		Terms of Sales (Incoterms)	Payment Terms	Country of Origin	
	Sale Order		CIP	50	AUS	

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

Field Name	Description
Invoice Number	Displays the reference number of the invoice.
Buyer	Displays the name of the buyer.
Supplier	Displays the name of the supplier.
Invoice Due Date	Displays the date when the invoice is due.
Shipment Date	Click the calendar icon and select the date on which the buyer expects the commodity to get dispatched.
Shipment Number	Enter unique shipment number to track the shipment.
Shipment Address	Enter the complete address where the shipment should be sent.
Shipment Country	Select the country to send the shipment to.
City	Select the city to send the shipment to.
Zip Code	Enter the postal code to send the shipment to.
Phone Number	Enter the contact number of the person who will receive the shipment.
Tax ID	Enter the unique tax ID if shipment charge includes tax amount.
Reason for Export	Enter the reason for exporting the shipment.
Terms of Sale(Incoterms)	<ul><li>Select any of the below terms of sales:</li><li>DAF – Delivered At Frontier</li></ul>

Field Name	Description			
	DES – Delivered Ex Ship			
	DEQ – Delivered Ex Quay			
	DDU – Delivered Duty Unpaid			
	<ul> <li>CIP – Carriage and Insurance Paid To (Insert place of destination)</li> </ul>			
CPT – Carriage Paid To (Insert place of destinatio				
	<ul> <li>CIF – Cost, Insurance and Freight</li> </ul>			
	CFR – Cost and Freight			
	FOB – Free On Board			
	<ul> <li>DDP – Delivered Duty Paid (Insert place of destination).</li> </ul>			
	<ul> <li>FCA - Free Carrier (Insert named place of delivery)</li> </ul>			
	<ul> <li>EXW – Ex Works (Insert place of delivery)</li> </ul>			
	• 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 Next to go to the 'Summary' screen.

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

Invoice										$\rho^{\ell}$
Basic Information	Summary									Screen ( 4 /
<ol> <li>Commodity and Pricing</li> </ol>	Invoice Information	Relationship Information			Remarks					
Shipment Information     Summary	Invoice Number : 14256 Invoice Date : 2020-01-16 Invoice Due Date : 2021-08-13 Paymerib De Date : 2021-09-10 Net Invoice Amount : \$4,845.00 Pricing Details		Relationship Name : REL701 Suppler : Danone Buyer : Carrefour Valid Till : 2065-09-04							
	Invoice Amount : \$5,000.00 Discount(%): 5 Discount Amount : \$250.00 Tax(%) : 2 Tax Amount : \$95.00		Shipment Information Shipment Number Shipment Date			Country of Orig	in			
	Tar Amount : \$95.00 Total Invoice Amount : \$4,845.00 Total Charges : \$0.00 Net Invoice Amount : \$4,845.00		12V457D8V5J258     2021-08-16       Shipment Address     Reason for Export       Block 4 Street 13 Cross Roau     Sale Order       Payment Terms     50			Terms of Sales (Incoterms) CIP				
	Commodity Details									
	Commodity Code	Commodity Name	Quantity	Unit Cost	Discount Amount	Tax Amount	Net Cost			
	Zinc Zinc		100	50	\$250.00	\$95.00	\$4,845.00			
	Page 1 of 1 (1 of	1 items) K < 1	K <							
								Back Next	Save & Close	Cancel

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

Click  $\mbox{\bf Back}$  to go to the 'Shipment Information' screen. OR

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

# 4.1.2 Create Purchase Order

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

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

Purchase Order							$_{\mu ^{k^{\prime }}}$ $\times$
Basic Information	Basic Information						Screen ( 1 / 4)
Commodity and Pricing	External PO No *	PO Date *		Buyer *		Relationship *	
Shipment Information	PUR554872	Jan 13, 2020	<b>**</b>	GENLIGHT INTERNATIONAL	٩,	MERCOR	Q
Summary	Program	Supplier *		Buyer Division Code		Supplier Division Code	
	٩	ABB Ltd	Q		Q,		Q
	Currency *	Pre-Accepted		Remarks			
	USD 💌						
						Back Next Sav	e & Close Cancel

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

Field Name	Description
External PO No *	Enter the external reference number for the purchase order to be created. OR
	Click the search icon to select the existing purchase order number. Only "-" is allowed as a special character. This field cannot be modified once authorized.
PO Date *	Click the calendar icon and select the date of purchase order creation. By default, the system's current date is set.
Buyer *	Click the search icon and select the buyer to create the purchase order for.



Field Name	Description
	This field cannot be modified once authorized.
Relationship *	Click the search icon and select the relationship of the selected buyer under which this purchase order should be created.
	This field cannot be modified once authorized.
Program	Click the search icon and select the required program under which the purchase order should be created.
Supplier *	Click the search icon and select the supplier of the goods/commodity. This field cannot be modified once authorized.
Buyer Division Code	Click the search icon and select the division code of the buyer.
Supplier Division Code	Click the search icon and select the division code of the supplier.
Currency *	Select the currency of the purchase order.
Pre-Accepted	Switch the toggle ON if the purchase order is pre-accepted by the supplier.
Remarks	Enter the comments regarding the purchase order, if any.

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

OR

Click **Save & Close** to save the purchase order details. OR

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

Purchase Order											$_{\mu^{k'}}\times$
Basic Information	Commodity and Prici	ng								S	creen ( 2 / 4)
<ul> <li>Commodity and Pricing</li> </ul>	External PO Number			Buyer		Supplie			PO Date		
Shipment Information				GENLIGHT	INTERNATIONAL	ABB Lt	td				
Summary	Add Commodities										
	Commodity Details										Đ
	Commodity Name	Unit	Quantity	Unit Cost	Discount %	Discount Amount	Tax %	Tax Amount	Net Cost	Action	1
		v	Add Quantity			\$0.00		\$0.00	\$0.0	0	
	Pricing Details Currency		Base PO A	mount *		Discount Percentage		Discount Amo	ount		
						0.0000	~ ^		L	JSD0.00	
	Tax(%)		Tax Amour	nt		Total PO Amount					
	0.0000	~ ^			USD0.00						
	Misc Charge 1 Desc		Misc Charg	ge 1 Amount		Misc Charge 2 Desc		Misc Charge 2			
					USD0.00				ι	JSD0.00	
	Net PO Amount										
								Back	Next Save	& Close	Cancel

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



Field Name	Description				
External PO Number	Displays the reference number of the purchase order.				
Buyer	Displays the name of the buyer.				
Supplier	Displays the name of the supplier.				
PO Date	Displays the date of creation of the purchase order.				
Add Commodities	Switch this toggle ON to add commodity records.				
<b>Commodity Details</b> This section appears if the	e 'Add Commodities' toggle is switched ON.				
+	Click this icon to add a commodity record.				
Commodity Name	Click the search icon to select the required commodity.				
Unit	Select the unit of measurement.				
Quantity	Click the 'Add Quantity' link to specify the quantity and unit co details.				
Unit Cost	Displays the unit cost entered.				
Discount %	Enter the discount percentage offered. On entering this value, the discount amount is automatically updated.				
Discount Amount	Enter the discount amount offered. On entering this value, the discount percentage is automatically updated.				
Tax %	Enter the tax percentage. On entering this value, the tax amount is automatically updated.				
Tax Amount	Enter the tax amount. On entering this value, the tax percentage is automatically updated.				
Net Cost	Displays the total amount of the commodity after discount, and inclusion of tax.				
Action	<ul> <li>Indicates the options to edit or delete the commodity record.</li> <li>Click  to edit the record.</li> <li>Click  to delete the record.</li> </ul>				

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

Note: Fields marked with '*' a	are mandatory.
Field Name	Description
Pricing Details	
Currency	Displays the selected currency.
Base PO Amount *	Displays the total gross amount of all commodities that have been added. This field is editable and allows you to add the base amount manually as well.



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

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

OR

Click **Save & Close** to save the purchase order details.

OR

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

OR

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

Purchase Order							$_{\mu^{k'}}\times$
Basic Information	Shipment Information						Screen ( 3 / 4)
Commodity and Pricing     Shipment Information	External PO	External PO Number			Supplier ABB Ltd	PO Date	
Summary	Requested Shipment Date		Ship To		Shipment Address	Shipment Country	
	Aug 16, 2021	<b>*</b>				Select	*
	City		Zip Code		Phone Number	Tax ID	
	Reason for Export		Terms of Sales (Incotern	ns)	Payment Terms	Country of Origin	
			Select	×		Select	Ŧ
	Promised Shipment Date						
	Aug 19, 2021	<b>*</b>					
						Back Next Sav	e & Close Cancel

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



Note: Fields marked with						
Field Name	Description					
External PO Number	Displays the reference number of the purchase order.					
Buyer	Displays the name of the buyer.					
Supplier	Displays the name of the supplier.					
PO Date	Displays the date of creation of the purchase order.					
Requested Shipment Date	Click the calendar icon and select the date on which the buyer expects the commodities to get dispatched.					
Ship To	Enter the name of the location to send the shipment to.					
Shipment Address	Enter the complete address to send the shipment to.					
Shipment Country	Select the country to send the shipment to.					
City	Select the city to send the shipment to.					
Zip Code	Enter the postal code to send the shipment to.					
Phone Number	Enter the contact number of the person who will receive the shipment.					
Tax ID	Enter the unique tax ID if the shipment charge includes tax amount.					
Reason for Export	Enter the reason for exporting the shipment.					
Terms of Sale(Incoterms)	<ul> <li>Select the relevant terms of sale:</li> <li>DAF – Delivered At Frontier</li> <li>DES – Delivered Ex Ship</li> <li>DEQ – Delivered Ex Quay</li> <li>DDU – Delivered Duty Unpaid</li> <li>CIP – Carriage and Insurance Paid To (Insert place of destination)</li> <li>CPT – Carriage Paid To (Insert place of destination)</li> <li>CIF – Cost, Insurance and Freight</li> <li>CFR – Cost and Freight</li> <li>FOB – Free On Board</li> <li>DDP – Delivered Duty Paid (Insert place of destination).</li> <li>FCA - Free Carrier (Insert named place of delivery)</li> <li>EXW – Ex Works (Insert place of delivery)</li> <li>FAS – Free Alongside Ship (insert name of port of loading)</li> </ul>					
Payment Terms	Enter the terms of payments, if any.					
Country of Origin	Select the country from where the shipment will originate.					
Promised Shipment Date *	Click the calendar icon and select the date agreed by the supplier to send the shipment.					

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

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

OR

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

$\equiv$ ORACLE <sup><math>\circ</math></sup>	Create Receivables and Payables		( DEFAULTENTITY) IM BRANCH ( 004)	su su	VIJAYC nildac@gmail.com
Purchase Order					$_{\mu}^{\mu}$ $\times$
Basic Information	Summary				Screen ( 4 / 4)
Commodity and Pricing	Purchase Order Information	Relationship Information	Remarks		
Shipmant Information Summary	External PO No : PUR554872 PO bate : 2020-01-13 Net PO Amount : \$0.00 Pricing Details Base PO Amount : Discount(%) : 0 Discount Amount : \$0.00 Tat(%) : 0	Relationship Name : Mercor Supplier : ABB Ltd Buyer : CBAULGHT INTERNATIONAL Valid Till : -			
	Tax Amount : <b>\$0.00</b>	Shipment Information			
	Total PO Amount : - Total Charges : <b>\$0.00</b> Net PO Amount : <b>\$0.00</b>	Requested Shipment Date Promised Shipment Date -	Date Country of Origin		sunildac@gmail.com "n <sup>at</sup> — X
		Shipment Address Reason for Export Payment Terms -	Terms of Sales (Incoterms) -		
	Commodity Details				
	Commodity Code Commodity Name	e Quantity Unit Cost Discount Am	ount Tax Amount Net Cost		
	No data to display.				
	Page 1 (0 of 0 items) K < 1	к			
				Back Next Save & Close	Cancel

- 12. Review the details of the purchase order being created in the 'Summary' screen.
- 13. Click **Save & Close** to save the purchase order details and submit it for authorization. OR

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

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



# 4.1.3 Create Debit Note

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

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

Rate Monitation     Basic Information     Debit Note Number*     Link Invoice     Debit Note Date     Aug 31, 2021     Debit Note Date     Debit Note Date     Aug 31, 2021     Debit Note Date     Aug 31, 2021     Debit Note Date     Debit Note Date     Aug 31, 2021     Debit Note Date     Aug 31, 2	Debit Note								,, <sup>18</sup> ×
Shigment information         6345821         INV-PMT-001         Q         Jan 16, 2020         M         Aug 31, 2021         M           Suppler         Suppler         Relationship*         Program         Buyer*         Buyer           201901         RC01         Q         Currency*         Adjustment Reason         Q         VMNBOND         Q           Suppler Division Code         Buyer Division Code         Q         USD         Freight Deducted         T           Funding Request Date         Remarks         Currency*         Adjustment Reason         T         T         T	Basic Information	Basic Information							Screen ( 1 / 4)
Supplier*         Relationship*         Program         Buyer*           201901         RC01         Q         VMNBOND         Q           Supplier Division Code         Buyer Division Code         Currency*         Adjustment Reason           Q         USD         Q         USD         Freight Deducted           Funding Request Date         Remarks         Currency*         Adjustment Reason	Commodity and Pricing	Debit Note Number *		Link Invoice		Debit Note Date *		Debit Note Due Date	
201901     R.C01     Q     WINBOND     Q       Supplier Division Code     Buyer Division Code     Currency*     Adjustment Reason       Q     USD     Freight Deducted     Image: Comparison Code       Funding Request Date     Remarks	Shipment Information	6345821		INV-PMT-001	Q	Jan 16, 2020	<b>*</b>	Aug 31, 2021	<b></b>
Supplier Division Code         Buyer Division Code         Currency*         Adjustment Reason           Q         Q         USD         Freight Deducted             Funding Request Date         Remarks	Summary	Supplier *		Relationship *		Program		Buyer *	
Q     USD     Freight Deducted       Funding Request Date     Remarks		201901	٩,	RC01	Q		Q	WINBOND	Q,
Funding Request Date Remarks		Supplier Division Code		Buyer Division Code					
			Q		Q	USD		Freight Deducted	Ŧ
Aug 16, 2021				Remarks					
		Aug 16, 2021	<b></b>						
liack Next Save & Goze Can								Back Next	Save & Close Cancel

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

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



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

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

Click **Save & Close** to save the debit note details. OR

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

Basic Information	Commodity and Pr	ricing				Screen ( 2 /						
Commodity and Pricing Shipment Information	Del 634	Buyer WINBOND			Supplier PEGATRON				Debit Note Due Date 2021-08-31			
Summary	Inherit Commodities		Add C	ommodities								
	Commodity Deta	ils										
	Invoice Number	Commodity Name	Unit	Quantity	Unit Cost	Discount %	Discount Amount	Tax %	Tax Amount	Net Cost	Action	
	INV-PMT v	MRF Tyres	PO v	500	150	6	\$4,500.00	6	\$4,230.00	\$74,730.00		
	Pricing Details Currency	Base Debit Note Amount *			Discount Percentage		Discount Amount					
	USD Tax(%)		USD75,000.00 Tax Amount		6.0000 v A			USD4,500.00				
	6.0000	~ ^	Idx Al	nount	USD4,230.00	USD74,73						
	Misc Charge 1 Desc				it	Misc Charge 2 Desc			Misc Charge 2 Amount			
	Service Charge				USD100.00		-			USD	0.00	
	Net Debit Note Amou	unt										
	USD74,830.00											



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

Field Name	Description
Debit Note Number	Displays the reference number of the debit note.
Buyer	Displays the name of the buyer.
Supplier	Displays the name of the supplier.
Debit Note Due Date	Displays the date when the debit note is due.
Inherit Commodities	Switch this toggle ON to inherit commodity details from the linked invoice(s). This toggle is present only if one or more invoices have been linked.
Add Commodities	Switch this toggle ON to add the commodities for which the debi note is being raised.
Commodity Details	
<b>+</b>	Click this icon to add a commodity record.
Invoice Number	Select the invoice whose commodity record is to be linked to the debit note.
Commodity Name	Click the search icon to select the required commodity.
Unit	Select the unit of measurement.
Quantity	Click the 'Add Quantity' link to specify the quantity and unit cos details.
Unit Cost	Displays the unit cost entered.
Discount %	Enter the discount percentage offered. On entering this value, the discount amount is automatically updated.
Discount Amount	Enter the discount amount offered. On entering this value, the discount percentage is automatically updated.
Tax %	Enter the tax percentage. On entering this value, the tax amoun is automatically updated.
Tax Amount	Enter the tax amount. On entering this value, the tax percentage is automatically updated.
Net Cost	Displays the total amount of the commodity after discount, and inclusion of tax.
Action	<ul> <li>Indicates the options to edit or delete the commodity record.</li> <li>Click  to edit the record.</li> <li>Click  to delete the record.</li> </ul>

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

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

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

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

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Debit Note						,, <sup>18</sup> ×
Basic Information	Shipment Information					Screen ( 3 / 4)
<ul> <li>Commodity and Pricing</li> <li>Shipment Information</li> </ul>	Debit Not 6345821	e Number	Buyer WINBOND	Supplier PEGATRON	Debit No 2021-08	ote Due Date 3-31
Summary	Shipment Date		Shipment Number	Shipment Address	Shipment Country	
	Aug 19, 2021	<b></b>	F552RDFH7589	52/Block A Ring Road 4 Gandhi Street	AUS	×
	City		Zip Code	Phone Number	Tax ID	
	Melbourne		234051	4784965345	DF5B1T8Y52SVS4346HND	T
	Reason for Export		Terms of Sales (Incoterms)	Payment Terms	Country of Origin	
	Stock for Ford Focus		FAS 💌		IN	v
					Back Next	Save & Close Cancel

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

Field Name	Description
Debit Note Number	Displays the reference number of the debit note.
Buyer	Displays the name of the buyer.
Supplier	Displays the name of the supplier.
Debit Note Due Date	Displays the date when the debit note is due.
Shipment Date	Click the calendar icon and select the date on which the buyer expects the commodity to get dispatched.
Shipment Number	Enter unique shipment number to track the shipment.
Shipment Address	Enter the complete address where the shipment should be sent.
Shipment Country	Select the country to send the shipment to.
City	Select the city to send the shipment to.
Zip Code	Enter the postal code to send the shipment to.
Phone Number	Enter the contact number of the person who will receive the shipment.
Tax ID	Enter the unique tax ID if shipment charge includes tax amount.
Reason for Export	Enter the reason for exporting the shipment.
Terms of Sale(Incoterms)	Select any of the below terms of sales:
	DAF – Delivered At Frontier
	DES – Delivered Ex Ship
	DEQ – Delivered Ex Quay
	DDU – Delivered Duty Unpaid

Field Name	Description
	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 **Next** to go to the 'Summary' screen.

OR

Click **Save & Close** to save the debit note details. OR

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

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

Basic Information	Summary								Screen
Commodity and Pricing	Debit Note Information		Relationsh	Relationship Information Remarks					Serveri
Shipment Information	Debit Note Number : 6345 Debit Note Date : 2020-01 Debit Note Due Date : 2021 Payment Due Date : - Net Debit Note Amount : \$1 Pricing Details	-16 I-08-31	Relationship N Supplier : PEG Buyer : WINB Valid Till : -	SATRON		-			
	Base Debit Note Amoun Discount(%) : 6 Discount Amount : \$4,5		Shipment	Information					
	Tax(%): 6 Tax Amount : \$4,230.00 Total Debit Note Amount : \$74,730.00 Total Charges : \$100.00 Net Debit Note Amount : \$74,830.00		Shipment Nu F552RDFH7 Shipment Ad	RDFH7589 2021-08-19 IN					
			Payment Terr	-	Stock for Ford Focus	FAS			
	Commodity Details								
	Commodity Code	Commodity Name	Quantity	Unit Cost	Discount Amount	Tax Amount	Net Cost		
	Tyres	MRF Tyres	500	150	\$4,500.00	\$4,230.00	\$74,730.00		
	Page 1 of 1 (1 of	1 items) K < 1	к						
								Back Next Save &	Close Ca



Debit Note										$_{\mu^{k'}}$ $\times$
Basic Information     Commodity and Pricing     Shipment Information     Summary	Total Debit Note Amour Total Charges : <b>\$100.0</b>	Tax Amount : \$4,230.00 Total Debit Note Amount : \$74,730.00 Total Cange : \$100.00 Net Debit Note Amount : \$74,830.00		Shipment Number Shipment Date F552RDFH7589 2021-08-19 Shipment Address Reason for Export S2/Block A Ring Road 4 Gai Stock for Ford Focus Payment Terms -		IN	Terms of Sales (Incoterms)			Screen ( 4 / 4)
	Commodity Details									
	Commodity Code	Commodity Name	Quantity	Unit Cost	Discount Amount	Tax Amount	Net Cost			
	Tyres	MRF Tyres	500	150	\$4,500.00	\$4,230.00	\$74,730.00			
	Page 1 of 1 (1 of		к							
	Linked Invoice Detail	s								
	Invoice Number	Invoice Amount	Invoice	e Date	Invoice Due Date	Invoice Status	Payment Status			
	INV-PMT-001	\$1,000.00	2020-0	01-09	2020-01-15	RAISED	PAID			
	Page 1 of 1 (1 of	1 items) K < 1	к						 	
								Back	Save & Close	Cancel

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

Click  $\mbox{\bf Back}$  to go to the 'Shipment Information' screen. OR

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

# 4.1.4 Create Credit Note

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

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

edit Note								2
Basic Information	Basic Information							Screen (
Commodity and Pricing	Credit Note Number *		Link Invoice		Credit Note Date *		Credit Note Expiry Date *	
Summary	5942156			Q	Jan 16, 2020	<b>**</b>	Sep 1, 2021	<u></u>
	Supplier *		Relationship *		Program		Buyer *	
	201910	0	RCORP00000742	Q,		Q,	ABB Ltd	Q,
	Supplier Division Code		Buyer Division Code		Currency *		Adjustment Reason	
	Genlight Division A	Q	Division 409	Q	USD	Ŧ	Items not received	*
	Remarks							

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

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



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

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

#### OR

Click **Save & Close** to save the credit note details.

#### OR

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

Credit Note											$_{\mu ^{k}}\times$
Basic Information	Commodity and Pricir	ng								Sci	reen ( 2 / 3)
Commodity and Pricing Summary	Credit I 59421	Note Number 56		Buyer ABB Ltd		Suppli GENLI	er GHT INTERNATION	IAL	Credit Note Expir 2021-09-01	y Date	
	Add Commodities										
	Commodity Details										Đ
	Commodity Name	Unit	Quantity	Unit Cost	Discount %	Discount Amount	Tax %	Tax Amount	Net Cost	Action	
	Pomegranate	KILOGRAM V	1000	60	2	\$1,200.00	1	\$588.00	\$59,388.00	ß	1
	Pricing Details Currency		Base Cred	lit Note Amount *		Discount Percentage		Discount Amo	ount		
	USD				D60,000.00	2.0000	~ ^		USD1,20	0.00	
	Tax(%)		Tax Amou	nt		Total Credit Note Amoun					
	1.0000	~ ^			USD588.00	USD59,388.00					
	Misc Charge 1 Desc		Misc Char	ge 1 Amount		Misc Charge 2 Desc		Misc Charge 2	2 Amount		
					USD0.00				USD	0.00	
	Net Credit Note Amount USD59,388.00										
								Back	Next Save & C	lose	Cancel

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

Field Name	Description					
Credit Note Number	Displays the reference number of the credit note.					
Buyer	Displays the name of the buyer.					
Supplier	Displays the name of the supplier.					
Credit Note Expiry Date	Displays the date when the credit note expires.					
Inherit Commodities	Switch this toggle ON to inherit commodity details from the linked invoice(s). This toggle is present only if one or more invoices have been linked.					
Add Commodities	Switch this toggle ON to add the commodities for which the credi note is being raised.					
Commodity Details						
+	Click this icon to add a commodity record.					
Invoice Number	Select the invoice whose commodity record is to be linked to the credit note.					
Commodity Name	Click the search icon to select the required commodity.					
Unit	Select the unit of measurement.					
Quantity	Click the 'Add Quantity' link to specify the quantity and unit cost details.					
Unit Cost	Displays the unit cost entered.					
Discount %	Enter the discount percentage offered. On entering this value, the discount amount is automatically updated.					
Discount Amount	Enter the discount amount offered. On entering this value, the discount percentage is automatically updated.					
Tax %	Enter the tax percentage. On entering this value, the tax amount is automatically updated.					
Tax Amount	Enter the tax amount. On entering this value, the tax percentage is automatically updated.					
Net Cost	Displays the total amount of the commodity after discount, and inclusion of tax.					
Action	<ul> <li>Indicates the options to edit or delete the commodity record.</li> <li>Click f to edit the record.</li> <li>Click f to delete the record.</li> </ul>					

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



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

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

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



Credit Note										$_{\mu^{k'}}\times$
Basic Information	Summary									Screen ( 3 / 3)
Commodity and Pricing	Credit Note Informat	ion	Relationshi	p Information		Remarks				
Summary	Credit Note Number : 5942 Credit Note Date : 2020-01 Credit Note Expiry Date : 20 Net Credit Note Amount : \$ Pricing Details	-16 21-09-01		me : RCORP0000 LIGHT INTERNAT d		•				
	Base Credit Note Amoun Discount(%) : 2 Discount Amount : \$1,2									
	Tax(%) : 1 Tax Amount : \$588.00 Total Credit Note Amou Total Charges : \$0.00 Net Credit Note Amoun	nt : \$59,388.00						_		
	Commodity Details									
	Commodity Code	Commodity Name	Quantity	Unit Cost	Discount Amount	Tax Amount	Net Cost			
	Pomegranate	Pomegranate	1000	60	\$1,200.00	\$588.00	\$59,388.00			
	Page 1 of 1 (1 of	1 items) K < 1	К							
								Back	t Save & Close	Cancel

- 10. Review the details of the credit note being created in the 'Summary' screen.
- 11. Click **Save & Close** to save the credit note details and submit it for authorization. OR

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

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



# 5. Receivables and Payables Management

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

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

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

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

Receivables and Payables Ma	lanagement							$_{\mu^{k'}}$ $\times$
Branch *		Instrument Type *		Action *		Processing Date *		
004-LM BRANCH	v	Select	Ŧ	Select	T	Jan 16, 2020	<b></b>	

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

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



File Name *	Reference Number *		Buyer *		Supplier *	
				9		°,
Relationship	Program		Date Reference Basis		Date Range	
Q		Q	Select	v	$\leftrightarrow$	
Currency	Amount Reference Basis		Amount From		Amount To	
Select	Select	*				

• For Purchase Order:

File Name *		PO Number *		Buyer *		Supplier *	
					٩,		্
Relationship *		Program		Date Reference Basis *		Date Range	
	Q		Q	Select	Ŧ		<b></b>
Currency		Amount From		Amount To			
Select	<b>*</b>						
Search Reset							

- 5. Specify the value for at least one mandatory field (marked with '\*') to search for the instrument(s).
- 6. Click **Search** to view the search results. OR

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

# 5.1.1 Accept

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

For Invoice / Debit Note:

Branch *			Instrument Ty	/pe *		Actio	n *		Processing [	Date *	
004-LM BF	RANCH	T	Invoice		v	Acce	ept	v	Jan 16, 202	0 💼	
	_										
Proceed											
how Searcl	h▼										
nvoice/[	Dr Note List										
Re	ference Number	Instrument Type	Buyer	Supplier	Program	Issue Date	Net Amount	Remarks	Acceptance Amount	New Acceptance Amount	Stale
	referice Humber	instrument type	Duyer	Subbuei	riogram	issue Date	Net Amount	Nerriarka	Acceptance Amount	New Acceptance Amount	State
	of 1 (1 of 1 item	Invoice	Carrefour	Danone		2020-01-09	\$1,200.00		\$1,200.00	\$1,200.00	Ν
			Carrefour X Acceptance A			_	\$1,200.00 pply Undo		\$1,200.00	\$1,200.00	N
Page 1 Remarks	of1 (1 of 1 item		X Acceptance A	mount		_			\$1,200.00	\$1,200.00	N
Page 1 Remarks	of1 (1 of 1 item		к	mount		_			\$1,200.00	\$1,200.00	N
Page 1 Remarks	of1 (1 of 1 item		X Acceptance A	mount	\$1,200.00	_			\$1,200.00	\$1,200.00	N
Page 1 Remarks	of1 (1 of 1 item		X Acceptance A	mount	\$1,200.00	_			\$1,200,00 Submit	\$1,200.00	N



#### For PO:

ranch	· *		Inst	rument Type ᅕ			Action *		Processi	ng Date *	
004-L	M BRANCH	v	Pui	chase Order		v	Accept	v	Jan 16,	2020	<b>***</b>
Pro	ceed										
iow S	earch 🔻										
urch	nase Order Lis	t									
	PO Number	Buyer	Supplier	Program	Relationship	PO Date	Promised Shipment Date	PO Amount	Remarks	Acceptance Amount	New Accept
	abhishek111	Wasan Motors	Future Group		RCORP00000244	2019-11-06		AED450.00			
	SEP01.1_14	Wasan Motors	Future Group		RCORP00000244	2019-11-06	2019-12-03	\$10,000.00		\$100.00	
	SJ2	Wasan Motors	Future Group		RCORP00000244	2019-11-06		£100,000.00			
	SEP25API17	Wasan Motors	Future Group		RCORP00000244	2019-11-06	2019-11-06	£900.00		£0.00	£900.00
	230991	Wasan Motors	Future Group		RCORP00000244	2019-11-21		£10,000.00			
	oct-08-10	Wasan Motors	Future Group		RCORP00000244	2019-11-29		£1,000.00			
	23918	Wasan Motors	Future Group		RCORP00000244	2019-11-21		£1,000.00			
	SEP21API41	Wasan Motors	Future Group		RCORP00000244	2019-11-06	2019-11-06	£900.00		£0.00	
	SEP22API01	Wasan Motors	Future Group		RCORP00000244	2019-11-06	2019-11-06	£900.00		£0.00	
	SEP25API1	Wasan Motors	Future Group		RCORP00000244	2019-11-06	2019-11-06	£900.00		£0.00	
Page emarl	1 of 11 (1-	10 of 110 items)		2 3 4 5	11 > >  nt					-	
							Apply Undo				
umr	nary										
	nstruments		Tota	l Acceptance A							
					£1,800.0	00					

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



# 5.1.2 Assignment

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

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

	*	1	nstrument Type *		Action *			Processing Date	*	
04-L	M BRANCH	v	Invoice		▼ Assignment		v	Jan 16, 2020		
Pro	eed									
ow S	earch 🔻									
voi	e/Dr Note List									
	Reference Number	Instrument Type	Buyer	Supplier	Program	Issue Date	Net Amount		Remarks	Stale Status
<b>~</b>	INV1DD1102	Invoice	Carrefour	Danone	This is PROGRAM1	2020-01-16	£5,000.00		Assignmer	Ν
	invsun09	Invoice	Carrefour	Danone	PROGRAM	2019-12-19	£2,900.00			N
Page	1 of 1 (1-2 of 2 item	s) K < 1 >	ж							
-9-		-,								
mark	:S									
			Apply U	ndo						
	hary									
umn	struments	т	otal Amount							

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



# 5.1.3 Cancel

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

#### For Invoice / Debit Note:

ancł	ı *		Instrument Type *		Action *		Processing Dat	e *	
04-1	.M BRANCH	v	Invoice		▼ Cancel		▼ Jan 16, 2020		<b>**</b>
	ceed								
	earch 🔻								
	ce/Dr Note List								
	Reference Number	Instrument Type	Buyer	Supplier	Program	Issue Date	Net Amount	Remarks	Stale Status
	FutGol003	Invoice	Golden Harvest	Future Group	Future Grp Dealer	2020-07-29	£4,390.00		N
	FutGol002	Invoice	Golden Harvest	Future Group	Future Grp Dealer	2020-07-29	\$2,533.00		N
	Inv6002	Invoice	Golden Harvest	Future Group	Future Grp Dealer	2020-07-29	\$4,000.00	Cancellatic	N
Page	1 of 1 (1-3 of 3 ite	ems) K < 1	к						
lemar	ks								
			Apply Un	30					
	mary								
um	nstruments		Total Amount						
um otal li				\$4,000	.00				
otal l									

## For PO:

ancr	*		Ir	istrument Type *		Action *		Processing Dat	te *	
04-L	M BRANCH	v	1	Purchase Order	v	Cancel	Ψ.	Jan 16, 2020		1
	ceed									
ow S	earch 🔻									
urcł	nase Order List									
	PO Number	Buyer	Supplier	Program	Relationship	PO Date	Promised Shipment Date	PO Amount	Remarks	Stale Status
	5321	Carrefour	Danone	BOSE Program	REL701	2020-01-09		£1,000.00		Ν
	MAUTO-PO-1103	Carrefour	Danone	BOSE Program	REL701	2020-01-14	2021-06-08	£10,900.00		Ν
	120821	Carrefour	Danone	BOSE Program	REL701	2020-01-16		\$1,000.00	Cancellatic	N
	STALEPO2107	Carrefour	Danone	BOSE Program	REL701	2020-01-14		\$1.00		Ν
Page	1 of 1 (1-4 of	4 items) 🛛 🕅	< 1 →	к						
mar	ks									
				Apply Undo						
	nary									
	nstruments		To	otal Amount						
					\$1.000.00					

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

## 5.1.4 Edit

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

For Invoice / Debit Note:

anch	*		Instrument Type *			Action *			Processi	ng Date *	
)04-L	M BRANCH	w.	Invoice		v	Edit		v	Jan 16,	2020	
	ceed										
iow S	earch 🔻										
nvoid	ce/Dr Note List										
	Reference Number	Instrument Type	Buyer	Supplier	Program	Issue Date	Net Amount	Remarks	Due Date	New Due Date	Funding Request Da
	DEBA341	Invoice	Golden Harvest	Future Group	Future Gr	2019-12-19	£1,000.00		2020-12-08		
	DEBA343	Invoice	Golden Harvest	Future Group	Future Gr	2019-12-19	\$1,200.00		2020-12-23		
	DEBA344	Invoice	Golden Harvest	Future Group	Future Gr	2019-11-19	\$1,000.00		2020-12-03		
	INVDEC1701	Invoice	Golden Harvest	Future Group	PRGBR04	2020-01-02	\$1,000.00		2020-02-26		
	INVSD3	Invoice	Golden Harvest	Future Group	AUTOPRC	2019-11-06	\$1,100.00		2020-09-17	2020-01-16	
	INSD2	Invoice	Golden Harvest	Future Group	AUTOPRC	2019-11-06	\$1,200.00		2045-05-21		
	INSD6	Invoice	Golden Harvest	Future Group	AUTOPRC	2019-11-06	\$113.00		2054-05-28		
	SAVJUL02	Invoice	Golden Harvest	Future Group	Future Gr	2020-01-14	\$3,200.00		2020-01-31		
	Abhi01	Invoice	Golden Harvest	Future Group	AUTOPRC	2019-11-01	£1,000.00		2020-05-29		
	Inv3003	Invoice	Golden Harvest	Future Group	Future Gr	2020-07-29	\$9,000.00		2020-09-29		
Page	1 of 5 (1-10 of 41	items) K < 1	2345>	К							
emark	ks		New Due Date			New Funding	g Request Date		_	_	
								<b></b>	Apply	y Undo	
umr	nary										
	nstruments		Total Amount								
				\$1,1	00.00						



### For PO:

	,		ement								× <sup>2</sup>
anch	*			Instrument T	ype *		Action *		Processing Date *		
04-LM	/ BRANCH		v	Purchase Or	der	~	Edit	$\nabla$	Jan 16, 2020	t d	<b>İ</b>
Proc	eed										
ow Se	earch 🔻										
urch	ase Order List										
	PO Number	Buyer	Supplier	Program	Relationship	PO Date	Promised Shipment Date	PO Amount	New Promised Shipment Date	Remarks	Stale Statu
~	FEB921-02-PO	Carrefour	Danone		REL701	2018-03-30	2018-03-30	\$10,000.00	2020-01-16		Y
age	6 of 6 (51 o	of 51 items)	к к 1	2345	K K A						
<sup>p</sup> age mark	6 of 6 (51 o	of 51 items)	К < 1		6 > >	<u>iii</u>	Apply Undo				
-		of 51 items)	К < 1				Apply Undo				
mark		of 51 items)	К < 1			ŝ	Apply Undo				
mark umm tal In	s	of 51 items)	К < 1		d Shipment Date		Apply Undo	I			
mark umm	s nary	of 51 items)	к < 1	New Promise	d Shipment Date		Apply Undo	•			
mark umm tal In	s nary	of 51 items)	κ < 1	New Promise	d Shipment Date		Apply Undo		Submit Cano		

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

For PO:

- a. In the **New Promised Shipment Date** field, click the Calendar icon and select the new date for shipment delivery.
- 5. Click **Apply** to make changes in the grid.
- 6. If required, click **Undo** to revert the applied changes.
- 7. Click **Submit** to submit the invoice/debit note/PO and send for authorization (if applicable).



## 5.1.5 Initiate Finance

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

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

### For Invoice / Debit Note:

R	eceiv	ables and Payables Ma	anagement									$_{\mu^{k'}}$ $\times$
В	ranch	*		Instrument Type *			Action *			Processing Date *		
	004-LI	M BRANCH	v	Invoice		v	Initiate Fina	nce	T	Jan 16, 2020	<u></u>	
	Proc	reed										
SI	now S	earch 🔻										
h	nvoid	e/Dr Note List										
		Reference Number	Instrument Type	Buyer	Supplier	Program	Issue Date	Net Amount	Remarks	Financeable Amount	Financed Amount	New Fi
		INVDEC1701	Invoice	Golden Harvest	Future Group	PRGBR04	2020-01-02	\$1,000.00		\$1,000.00	\$0.00	
		SAVJUL02	Invoice	Golden Harvest	Future Group	Future Gr	2020-01-14	\$3,200.00		\$2,560.00	\$0.00	
		INVDEC2901	Invoice	Golden Harvest	Future Group	Future Gr	2020-01-04	\$10,000.00		\$8,000.00	\$0.00	\$8,00(
		DEBA403	Invoice	Golden Harvest	Future Group	Future Gr	2019-12-19	\$1,400.00		\$880.00	\$0.00	
		DEBA352	Invoice	Golden Harvest	Future Group	Future Gr	2019-12-19	\$1,200.00		\$960.00	\$0.00	
		15321	Invoice	Golden Harvest	Future Group	Future Gr	2020-01-09	£1,000.00		£800.00	£0.00	
'	Page	1 of 1 (1-6 of 6 iter	ms) K < 1	к к								
R	emark	·s		Single/Multiple Fina	ance		Finance Amo	unt				
										Apply Un	do	
S	umn	nary										
Т	otal in	struments		Total Amount			Total Finance	e Amount				
					\$10,00	00.00			\$8,000.00			
										_		
										Submit C	ancel	



### For PO:

Branch	*			Instrument Ty	pe *		Action *		Processing	Date *	
	M BRANCH	v		Purchase Ord		v	Initiate Finance	v	Jan 16, 20		ini i
	ceed										
how S	iearch 🔻										
Purch	nase Order List										
	PO Number	Buyer	Supplier	Program	Relationship	PO Date	Promised Shipment Date	PO Amount	Financeable Amount	Financed Amount	New Financed Amou
	PO-DEC-2020-017	Carrefour	Danone	This is PROC	REL701	2019-11-06	2019-12-03	\$10,000.00	90	\$0.00	
	94212	Carrefour	Danone	This is PROC	REL701	2020-01-09	2021-04-13	£2,400.00	2160	£0.00	
	FEB20-21-02	Carrefour	Danone	This is PROC	REL701	2020-01-09	2020-01-09	\$10,000.00	0.9	\$0.00	
	TEST	Carrefour	Danone	This is Prog	REL701	2020-01-13	2021-05-04	\$9,920.00	8928	\$0.00	
	PO-DEC-2020-015	Carrefour	Danone	This is PROC	REL701	2019-11-06	2019-12-03	\$10,000.00	90	\$0.00	
	STALEPO2107	Carrefour	Danone	BOSE Progr	REL701	2020-01-14		\$1.00	1	\$0.00	
	FEB20-21-03	Carrefour	Danone	This is PROC	REL701	2020-01-09	2021-02-17	£10,000.00	9000	£0.00	£5,000.00
	1234519July	Carrefour	Danone	PROGRAM I	REL701	2020-01-14	2021-07-01	£7,000.00	4900	£0.00	
	AUTOPO-204	Carrefour	Danone	This is PROC	REL701	2019-11-07	2019-11-18	\$10,000.00	9000	\$0.00	
	OCT06-02	Carrefour	Danone	This is PROC	REL701	2020-05-06	2020-05-28	\$10,000.00			
Page	1 of 3 (1-10 of	f 23 items)	K < 1 2	з > >							
Remar	ks			Single/Multipl	le Finance		Finance Amount				
				$\bigcirc$				£5,000.00	Apply	Undo	
Sumr	many										
	nstruments			Total Amount			Total Finance Amount				
					£10.0			£5.000.00			

- 1. Optional: In the **Reference/PO Number** column, click the link to view the details of the instrument.
- 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 the Oracle Banking Supply Chain Finance user manual.



### 5.1.6 Link Program

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

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

### For Invoice / Debit Note:

Receiv	ables and Payables Mana	gement									p <sup>st</sup>
Branch	*		Instrument Type *			Action *			Processing Date	*	
004-LI	M BRANCH	v	Invoice		v	Link Program		Ψ	Jan 16, 2020		
Proc											
Show S	earch 🔻										
Invoid	e/Dr Note List										
	Reference Number	Instrument Typ	e Buyer	Supplier	Program		Issue Date	Net Amount		Remarks	Stale Status
	INVSC002	Invoice	Carrefour	PEGATRON	BOSE Progra	m	2020-01-16	\$7,000.00		Program li	Ν
Page	1 of 1 (1 of 1 items)	К < 1 >	K (								
Remark	s		Program								
			S Link Program			Apply U	Indo				
C											
Sumn	idry struments		Total Amount								
1	struments		Iotal Amount	\$7,00	0.00						
									Submit	Cancel	



### For PO:

anch	*		Ins	trument Type *		Action *		Processing [	Date *	
04-L	M BRANCH	v	Pu	urchase Order		Link Progr	am 💌	Jan 16, 202		<u></u>
	ceed									
now S	earch 🔻									
urch	nase Order List									
	PO Number	Buyer	Supplier	Program	Relationship	PO Date	Promised Shipment Date	PO Amount	Remarks	Stale Status
	G-901	Carrefour	Danone		REL701	2019-11-07	2020-11-03	\$10,000.00	Save the S	Y
	543211	Carrefour	Danone		REL701	2020-01-09		£100,280.00		Υ
	MAUTO-PO-301	Carrefour	Danone		REL701	2018-03-30	2018-03-30	\$10,000.00	Save the S	Υ
	S-905	Carrefour	Danone	BOSE Program	REL701	2019-11-07	2019-11-18	\$650.00	Save the S	Y
	G-905	Carrefour	Danone		REL701	2019-11-07	2019-11-18	\$650.00	Save the S	Y
	20321	Carrefour	Danone		REL701	2020-01-09	2021-03-11	\$2,000.00		Υ
	110221	Carrefour	Danone		REL701	2020-01-09		£1,000.00		Υ
	MAUTO-PO-108	Carrefour	Danone		REL701	2018-03-30	2018-03-30	\$10,000.00	Save the S	Υ
	S-901	Carrefour	Danone		REL701	2019-11-07	2020-11-03	\$10,000.00	Save the S	Υ
	5421	Carrefour	Danone		REL701	2020-01-09		£10,000.00		Y
Page emarl		f 33 items)	Pro	3 4 > >l		Apply	Undo			
umr	mary									
	nstruments		Tot	al Amount						
1					\$650.00					

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



## 5.1.7 Raise Dispute

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

eceiv	ables and Payables Mar	nagement								2
ranch	*		Instrument Type *			Action *		Proc	essing Date *	
004-LI	M BRANCH	v	Invoice		~	Raise Dispute	$\nabla$	Jan	16, 2020	<u>iiii</u>
Proc	eed									
Show S	earch 🔻									
Invoir	e/Dr Note List									
	Reference Number	Instrument Type	Buyer	Supplier	Program	Issue Date	Net Amount	Remarks	Dispute Amount	Dispute Code
	INVSC002	Invoice	Carrefour	PEGATRON		2020-01-16	\$7,000.00	Raising Dist	\$1,000.00	3
Page	1 of 1 (1 of 1 items)									
Remark	S		Dispute Amount			Dispute Code			pply Undo	
						Select			рру онао	
Sumn	nary									
Total In	struments		Total Dispute Amou	nt						
1				\$1,000	.00					

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



### 5.1.8 Re-Assign

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

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

eceiva	bles and Payables Man	agement									2
ranch	*	Ins	trument Type *			Action *			Processing Date	*	
004-LN	1 BRANCH		voice		v	Re-Assignment		-	Jan 16, 2020		
Proce	eed										
now Se	arch 🔻										
nvoic	e/Dr Note List										
	Reference Number	Instrument Type	Buyer	Supplier	Program		Issue Date	Net Amount		Remarks	Stale Status
	TestFinanciableAmt	Invoice	WINBOND	PEGATRON			2020-01-14	\$989.80		Accepted 2	N
<b>V</b>	INV2406	Invoice	ABB Ltd	PEGATRON			2019-01-01	£10,000.00		Re-assignr	Ν
Page	1 of 1 (1-2 of 2 items	) K < 1 >	К								
emarks	5		Apply Un	do							
umm	ary										
otal Ins	truments	То	al Amount								
1				£10,000	0.00						

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



## 5.1.9 Resolve Dispute

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

	*		Instrument 1	Type *		Action *		Processing Date	*	
04-LI	M BRANCH	-	Invoice		Ŧ	Resolve Dispute	v	Jan 16, 2020		
Proc	æed									
w S	earch 🔻									
void	e/Dr Note List									
	Reference Number	Instrument Type	e Buy	/er	Supplier	Program	Issue Date	Net Amount	Remarks	Stale Status
2	InvN007	Invoice	EM	IEI PLASTICS CO LTD	PEGATRON	Prog Code 987	2020-01-14	₹8,000.00	Dispute Re	N
age	1 of 1 (1 of 1 items)	К < 1 >	ж							
	(5		Apply	Undo						
mark										
mark										
ımn	nary Istruments									
	nary									
umn	nary									

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



## 5.1.10 Write off Dispute

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

inch *		Instrument Type *		Action *		Processing Date	*	
04-LM BRANCH	T	Invoice	v	Write off dispute	$\nabla$	Jan 16, 2020		
Proceed								
w Search 🔻								
voice/Dr Note List								
Reference Number	Instrument Ty	pe Buyer	Supplier	Program	Issue Date	Net Amount	Remarks	Stale Status
InvN007	Invoice	E MEI PLASTICS CO L		Prog Code 987	2020-01-14	₹8.000.00	Write Off	N
	invoice	E MEI PLASTICS CO L	ID PEGAIRON	Flog Code 507	2020-01-14	10,000.00	write Off	
		> >>	ID PEGAIRON	Flog Code 507	2020-01-14	10,000.00	white off	14
			PEGAIRON	Flog code 507	2020-01-14	40,000.00	white on	TX
age <sup>1</sup> of 1 (1 of 1 iter			PEGALKON	Filig Cole 507	2020-01-14	10,000.00	Wite of	in a second seco
age <sup>1</sup> of 1 (1 of 1 iter marks		к <	PEGAIRON	riog code sor	2020-01-14	16,000.00	Wite of	
age <sup>1</sup> of 1 (1 of 1 iter		к <	PEGAIRON	Prog Code Sor	2020-01-14	16,000.00	wheeon	14

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



## 5.1.11 Mark PUA

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

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

										2
nch	*		Instrument Type *		Actio	n *		Processi	ng Date *	
4-LN	/ BRANCH	T	Invoice	v	Mar	k PUA	T	Jan 16,	2020	
Proce	eed									
w Se	earch 🔻									
oic	e/Dr Note List									
	Reference Number	Instrument Ty	/pe Buyer	Supplier	Program	Issue Date	Net Amount	Remarks	Payment Date	Stale Status
	INVTEST101	Invoice	Wasan Motors	Future Group	AUTOPRG1	2020-01-09	\$1,000.00			Ν
	AN106A	Invoice	Wasan Motors	Future Group	AUTOPRG1	2020-01-04	\$2,000.00	Mark PUA	2020-01-16	Ν
	ANPM102	Invoice	Wasan Motors	Future Group	AUTOPRG1	2020-01-04	\$10,001.00			Ν
	AN107A	Invoice	Wasan Motors	Future Group	AUTOPRG1	2020-01-04	\$2,000.00			Ν
	INVJAN2502	Invoice	Wasan Motors	Future Group	AUTOPRG1	2020-01-09	\$1,000.00			Ν
age	1 of 1 (1-5 of 5 item	ns) K < 1	K <							
nark	s									
			Apply Undo							
	hary									
al Ins	struments		Total Amount	\$2.000.00						
				\$2,000.00						

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



## 5.1.12 Mark Indirect Payment

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

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

nch	*		Instrument Type *		Actio	n *		Processir	ng Date *	
4-L	M BRANCH	T	Invoice	$\nabla$	Mari	k Indirect Payment	v	Jan 16, 2		
Pro	ceed									
w S	earch 🔻									
oi	ce/Dr Note List									
	Reference Number	Instrument Type	Buyer	Supplier	Program	Issue Date	Net Amount	Remarks	Payment Date	Stale Status
	INVTEST101	Invoice	Wasan Motors	Future Group	AUTOPRG1	2020-01-09	\$1,000.00		-	N
	AN106A	Invoice	Wasan Motors		AUTOPRG1	2020-01-04	\$2,000.00		2020-01-16	N
	ANPM102	Invoice	Wasan Motors		AUTOPRG1	2020-01-04	\$10,001.00	Mark Indir		N
	AN107A	Invoice	Wasan Motors		AUTOPRG1	2020-01-04	\$2,000.00			N
	INVJAN2502	Invoice	Wasan Motors	Future Group	AUTOPRG1	2020-01-09	\$1,000.00			N
ige	1 of 1 (1-5 of 5 item	is) K < 1	× ×							
ige	i ori (i-sorsitem	IS) K K I								
nari	ks									
			Apply Undo							
mr	nary									
al Ir	struments		Total Amount							
				\$10,001.00						

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



## 5.1.13 Accept Early Payment Offer

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

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

Receiv	ables and Payables M	anagement										×*
Branch	*		Instrum	ent Type *			Action *			Processing I	Date *	
004-L	M BRANCH	v	Invoic	e		*	Accept Early	y Payment Offe	er 💌	Jan 30, 202		<b>***</b>
	eed											
how S	earch 🔻											
Invoid	e/Dr Note List											
	Reference Number	Instrument Type	Buyer	Supplier	Program	Issue Date	Net Amount	Remarks	Outstanding Amount	Discount %	Discount Amount	Early Payment Dat
	NutanDDTenor01	Invoice	Carrefour	Danone		2020-01-03	£3,430,000.0		£3,430,000.00			
~	dyninv50	Invoice	Carrefour	Danone		2020-01-30	£10,000.00	ok	£10,000.00	5		
Page	1 of 1 (1-2 of 2 ite	ems) K < 1	х х									-
Remarl	5		Ś	Discount Offe	2		Discount %			Discount Ar	nount	
Early Pa	ayment Date		Арр	ly Un	io							
Sumn	nary											
Total In	struments		Total A	mount								

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

Discount Offers				×
Early Payment Date Feb 10, 2020				
Feb 10, 2020				
Discount Rule Description	Requestor Party Role	Counter Party	Relationship	
sgdhsghdghsd	Carrefour	Danone	REL701	
Effective Date	Expiry Date	Discount Type	Auto Applicable	
2019-12-03	2021-12-12	FIXED	Ν	
Applicability Basis	Discount Rate	Discount Amount		
-	5	£500.00		
			ОК	Cancel

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

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



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



# 6. Dynamic Discount Management

By using 'Dynamic Discount Management' screen, you can create discount rate rules on behalf of supplier or buyer corporate and link them to instruments such as invoices and debit notes. Buyer or Supplier are entitled to early payment discount if the payment is made before invoice due date. Newly created records take effect once authorized.

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

	1			2		3		
scount Rule Description *	Dynamic Discount	Requesto	Party Role *	Invoice Linkage Buyer *		Summary Relationship		
Discount for Carrefour		Buyer	*	Carrefour 000380	Q	REL701	Q	
ounter Party Role		Supplier		Effective Date *		Expiry Date *		
pplier		Danone 000381	٩,	Jan 1, 2020	±	Dec 31, 2021	<b></b>	
scount Type *		Currency						
enor Based Discount	*	USD	•					
strument Amount From		Instrumer	it Amount To	Min Tenor		Max Tenor		
	\$1.00		\$100,000,000,000.00	1	~ ^	100	~ ^	
uto Applicable		Applicabi						
		Pay by D	ate 🔻					
Elapsed Tenor From	Elapsed Tenor To		Sliding scale applicable	Discount Rate	Upper Discount Rate Threshold	Lower Discount Rate Th	reshold	Action
1	10			10				2
11	20			9				2
21	50			8				2
Page 1 of 1 (1-3 of 3 ite	ems) K < 1	× ×						

Navigation Path: Receivables & Payables > Dynamic Discount Management

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

Note: Fields marked with "	' are mandatory.			
Field Name	Description			
1: Dynamic Discount				
Discount Rule Description *	Enter a description for the discount rule. This field cannot be modified once authorized.			
Requestor Party Role *	tor Party Role * Select role of the requestor party as buyer or supplier.			
Supplier/Buyer *	Click the search icon and select the requestor party (supplier/buyer).			
Relationship	Click the search icon and select the relationship code of the requestor party.			
Counter Party Role	Counterparty is auto-populated based on selected requestor party role.			
Buyer/Supplier	Click the search icon and select the counterparty.			



Field Name	Description				
Effective Date *	Click the calendar icon and select the date from when the discount template takes effect.				
Expiry Date *	Click the calendar icon and select the date till when the discount template can be used.				
Discount Type	Select whether the discount should be fixed or tenor-based.				
Discount Rate *	Enter the rate of discount. This field is displayed only when 'Fixed Discount' is selected as the discount type.				
Currency	Select the currency of the instrument to apply the discount rule to.				
Instrument Amount From	Enter the starting amount of the range for the instrument. The discount rate is applied to those instruments whose amounts are greater than or equal to the specified amount.				
Instrument Amount To	Enter the ending amount of the range for the instrument. The discount rate is applied to those instruments whose amounts are less than or equal to the specified amount.				
Min Tenor	Enter the minimum instrument tenor.				
Max Tenor	Enter the maximum instrument tenor.				
Auto Applicable	Switch the toggle ON if the discount rule should be applied automatically to eligible instruments, once created and authorized.				
Applicability Basis	<ul> <li>Select the basis for applicability of the discount rule. The options are:</li> <li>Pay by Date</li> <li>Fixed Payment Date</li> <li>Both</li> <li>This field is editable only if the Auto Applicable toggle is disabled.</li> </ul>				
Auto Applicable Basis	<ul> <li>Select the basis for auto-applicability of the discount rule. The options are:</li> <li>Pay by Date</li> <li>Fixed Payment Date</li> <li>This field is editable only if the Auto Applicable toggle is enabled.</li> </ul>				
Early Payment Date	Click the calendar icon and select the date for early payment. This field is displayed only when value for 'Auto Applicable Basis' is				

This grid is displayed only if the selected discount type is 'Tenor Based Discount'.

+	Click this icon to add the tenors and their respective discounts.			
Elapsed Tenor From	Select the number of days from the start of the tenor after which the discount offer should be applicable.			
Elapsed Tenor To	Select the number of days from the start of the tenor up to which the discount offer should be applicable.			



Field Name	Description
Sliding scale applicable	Switch this toggle ON, to enable a sliding discount rate. provide the upper and lower discount rate thresholds if this toggle is enabled.
Discount Rate	Enter the discount percentage. This column is applicable only if the Sliding scale applicable toggle is disabled.
Upper Discount Rate Threshold	Enter the upper discount percentage applicable for the sliding rate.
Lower Discount Rate Threshold	Enter the lower discount percentage applicable for the sliding scale.
Action	<ul> <li>Indicates the options to edit or delete the tenor record.</li> <li>Click to remove a row.</li> <li>Click to edit a row.</li> </ul>

2. Once you enter the details in the Dynamic Discount step, click **Next** to go to the Invoice Linkage step.

OR

Click **Cancel** to cancel the creation of the discounting rule.



	1			2				- 3	
	Dynamic Discount		Inv	voice Linkage				Summary	
Discount Rule Description Requestor Party Role				Counter Part	ty		Relationship		
iscount	t for Carrefour	Carrefour		Danone			REL701		
ffective I 020-01-		Expiry Date 2021-12-31		Discount Typ			Auto Applicat	ble	
		2021-12-31		TENOR_BAS	SED		N		
AY_BY_C	ility Basis DATE								
eference	e Number	Program		Payment Sta	atus				
			Q,	Select	•				
	erence Basis	Date Range ↔	<b>**</b>	Currency			Amount Refer	rence Basis	•
<i>Select</i> mount F	From	Amount To	10000	USD	•		Select		*
mount P	From	Amount Io							
Search	Reset								
Search									I
	Reference Number	Currency	Invoice Amount		Issue Date	Due Date		Outstanding Amt	
✓	INVFEB2401	USD	1,000.00		2020-01-09	2020-02-28		1,000.00	
✓	INVSUNDAN008	USD	5,000.00		2020-01-09	2020-02-28		5,000.00	
~	INVFEB2402	USD	1,000.00		2020-01-09	2020-02-28		1,000.00	
✓	VRINV132	USD	1,200.00		2020-01-09	2020-01-17		1,200.00	
	INVFEB2403	USD	1,000.00		2020-01-09	2020-02-28		1,000.00	
	MAR021B	USD	1,000.00		2020-01-09	2020-01-15		980.00	
	INVJAN2301	USD	1,000.00		2020-01-09	2020-01-30		1,000.00	
	INVSUNDAN007	USD	5,000.00		2020-01-09	2020-02-28		5,000.00	
	VRINV121	USD	1,200.00		2020-01-09	2020-01-17		1,200.00	
	Abhi5905	USD	2,500.00		2020-01-02	2020-03-04		2,500.00	
	Abiii5905								
<ul> <li>Image: A start of the start of</li></ul>	1 of 2 (1-10 of 18 items) K < 1	2 > >							
<ul> <li>Image: A start of the start of</li></ul>	1 of 2 (1-10 of 18 items) K < 1	2 > X							
✓ Page Summ	1 of 2 (1-10 of 18 items) K < 1	2 > X Total Amount							

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

Note: Fields marked with '*	' are mandatory.
Field Name	Description
Invoice Linkage This step displays a list of	instruments that are eligible for discount rule linking.
Discount Rule Description	Displays the description of the discount rule being created.
Requestor Party	Displays the name of the requestor party.
Counter Party	Displays the name of the counter party.
Relationship	Displays the relationship code associated with the requestor and counter parties.
Effective Date	Displays the date from when the discount rule is effective.
Expiry Date	Displays the date up to which the discount rule is effective.

Field Name	Description		
Discount Type	Displays the type of the discount, whether fixed or tenor-based.		
Auto Applicable	Displays 'Y' if the discount rule is to be applied automatically, and 'N' otherwise.		
Applicability Basis	Displays the basis of discount applicability, if Auto Applicable is 'N'.		
Auto Applicable Basis	Displays the basis of discount applicability, if Auto Applicable is 'Y'.		
Search fields This section displays the v link to the discount rule.	various fields to search for instruments like invoices and debit notes, to		
Reference Number	Indicates an option to search for instruments based on the union reference number.		
Program	Indicates an option to search for instruments belonging to a particular program.		
Payment Status	Indicates an option to search for instruments based on their payment status.		
Date Reference Basis	Indicates an option to search for instruments based on a specific date, such as date of creation of the instrument, or due date, and so on.		
Date Range	Click the calendar icons and select the start and end dates for the date range search.		
Currency	Indicates an option to search for instruments of a specific currency.		
Amount Reference Basis	Indicates an option to search for instruments based on a specific amount, such as acceptance amount, financeable amount.		
Amount From	Enter the lower limit for the amount range search. This field is enabled once you select a currency.		

Amount To Enter the upper limit for the amount range search. This field is enabled once you select a currency.

4. Once you enter the required search criteria, click **Search**.

OR

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

Field Name Description					
Search results	- ·				
Reference Number	Displays the reference number of the instrument. This is a hyperlink which when clicked displays the details of the instrument.				
Currency	Displays the currency of the instrument.				
Invoice Amount	Displays the instrument amount.				
Issue Date	Displays the date of issue of the instrument.				
Due Date	Displays the due date of the instrument.				

Field Name	Description
Outstanding Amount	Displays the amount which is yet to be paid.
₽	Click this icon to add or remove columns in the search results grid.
Summary	
Total Instruments	Displays the total number of instruments selected, for linking the discount rule to.
Total Amount	Displays the total outstanding amount of the selected instruments.

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

Click **Back** to go to the Dynamic Discount step.

	1			2			3		
Dyna Discount Rule Description * Discount for Carrefour				Invoice Linkage Counter Party Danone			Summary Relationship REL701		
ffective Date 020-01-01 pplicability Basis		Expiry Date 2021-12-31		Discount Type TENOR_BASED		Auto Applicable N			
AY_BY_DATE Reference Number	Relationship	Payment Status	Currency	Invoice Amount	Issue Date	Due Date	Outstanding Amt		
INVFEB2401	REL701	UNPAID	USD	1,000.00	2020-01-09	2020-02-28	1,000.00		
INVSUNDAN008	REL701	UNPAID	USD	5,000.00	2020-01-09	2020-02-28	5,000.00		
INVFEB2402	REL701	UNPAID	USD	1,000.00	2020-01-09	2020-02-28	1,000.00		
VRINV132	REL701	UNPAID	USD	1,200.00	2020-01-09	2020-01-17	1,200.00		
Abhi5905	REL701	UNPAID	USD	2,500.00	2020-01-02	2020-03-04	2,500.00		
Page 1 of 1 (1-5 of 5 item	s) K < 1 >	К							

Note: Fields	marked with	** are mandato	rv.
110101 1 10100		and manade	

Field Name	Description
Summary	
Discount Rule Description	Displays the description of the discount rule being created.
Requestor Party	Displays the name of the requestor party.
Counter Party	Displays the name of the counter party.
Relationship	Displays the relationship code associated with the requestor and counter parties.
Effective Date	Displays the date from when the discount rule is effective.
Expiry Date	Displays the date up to which the discount rule is effective.
Discount Type	Displays the type of the discount, whether fixed or tenor-based.



Field Name	Description
Auto Applicable	Displays 'Y' if the discount rule is to be applied automatically, and 'N' otherwise.
Applicability Basis	Displays the basis of discount applicability, if Auto Applicable is 'N'.
Auto Applicable Basis	Displays the basis of discount applicability, if Auto Applicable is 'Y'.
	Grid
Reference Number	Displays the reference number of the selected instrument. This is a hyperlink which when clicked displays the details of the instrument.
Relationship	Displays the relationship associated with the parties involved.
Payment Status	Displays the payment status of the instrument.
Currency	Displays the currency of the instrument.
Invoice Amount	Displays the instrument amount.
Issue Date	Displays the date of issue of the instrument.
Due Date	Displays the due date of the instrument.
Outstanding Amount	Displays the amount which is yet to be paid.

7. Click **Submit** to submit the record and send for authorization. OR

Click **Back** to go to the Invoice Linkage step.



# 7. Payment Management

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

*Navigation Path:* Receivables & Payables > Payment Management

ayment Management							
Branch *		Action *		Processing Date			
004-LM BRANCH	-	Not to be Auto-Recon		Jan 13, 2020		Proceed	
		Not to be Recon					
Hide Search 🔺		Not to be Auto-Recon					
Payment Reference Number		Payment Mode		Debit-Credit Indicator		Payment Party	
		Select	v	Select	*		9
Counter Party		Beneficiary		Remitter Account Number		Credit Account Number	
	0		0		Q		Q
Payment Towards		Recon Status		Allocation Status			
Select	Ŧ	Select		Select			
Amount Reference		Currency		Amount From		Amount To	
Select	*	Select	Ψ.				
Date Reference Basis		Date From		Date To			
Select	v		<b>111</b>				

Perform the following steps to manage payments:

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

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

Field Name	Description
Payment Reference Number	Enter the payment reference number to be searched.
Payment Mode	Select the mode of payment to search the payment by.
Debit-Credit Indicator	Select the value to specify whether the payment is of type credit or debit.
Payment Party	Click the search icon and select the party making the payment.
Counter Party	Click the search icon and select the counterparty 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).
Recon Status	Select the current reconciliation status of the payment.
Allocation Status	Select the allocation status of the payment.
Amount Reference	Select the reference for an amount range search.
Currency	Select the currency of the payment.
Amount From	Enter the lower value for the amount-range search.
Amount To	Enter the upper value for the amount-range search.
Date Reference Basis	Select the reference for a date range search.
Date From	Click the Calendar icon and select the start date for the date range search.
Date To	Click the Calendar icon and select the end date for the date range search.

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

Payment Ref No	D-C Indicator	Payment Party	Counter Party	Value Date	Payment Amount
pay103	С	Carrefour		2019-08-08	\$2,590.00
pay102	С	Carrefour		2019-08-08	\$2,590.00
pay101	С	Future Group		2019-08-08	\$2,550.00
amardemopay017	С	Danone	Carrefour	2019-08-09	\$200,001.00

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



# 8. Manual Allocation

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

Navigation Path: Receivables & Payables > Manual Allocation

Ianual Allocation						p <sup>il</sup>
Branch *		Action *		Processing Date		
004-LM BRANCH	-	Allocate	~	Jan 16, 2020	Proceed	

Perform the following steps to manually allocate/de-allocate payments:

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

Payment Reference Number		Payment Mode		Debit-Credit Indicator		Payment Party
		Select	Ŧ	Select	Ψ.	٩,
Counter Party		Beneficiary		Account Owner		Remitter Account Number
	0		0		0	٩,
Credit Account Number		Payment Towards		Recon Status		Allocation Status
	Q.	Virtual Account	T	Select		Unallocated $ imes$
Amount Reference		Currency		Amount From		Amount To
Select	•	Select	v			
Date Reference Basis		Date From		Date To		
Select	*		(111)		<b>***</b>	

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

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 counterparty for the payment.
Beneficiary	Click the search icon and select the beneficiary of the payment.
Account Owner	Click the search icon and select the owner of the account.
Remitter Account Number	Click the search icon and select the remitter's account number used for the payment.
Credit Account Number	Click the search icon and select the account of the beneficiary.



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

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

ist of Pa	ayments	1 = Allocation				Sum	mary	
	Payment Ref No	Debit-Credit Indicator	Payment Party	Value Date	Unallocated Payment Amt	Amt to be Allocated	Allocation Basis	Allocation Details
~	RECONOCT1801	с	Carrefour	2020-01-09	USD49,810.00	USD30,000.00	Account Based 🔍	Rule Details
							Select	
ige 1	of 1 (1 - 1 of 1 iter	ns) K < 1 > >	1				Account Based	
							Attribute Based	Proce

- 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 Allocatie USD 20.00 Account			Ŧ	
Virtual Account (Corporate - 000381)	Amount Allocated	Percentage	Action	
1000160	USD15,000.00	100	· ^ C 1	
Page 1 of 1 (1 of 1 items) K <	к < 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 (<sup>■</sup>) to remove a row or Edit icon (<sup>I</sup>) to modify the allocation details
  - vii. Click Save to save the allocation details.
- e. Click **Proceed** to view the allocation summary.

ternal Payment Ref No		Payment Party		Counter Party	Beneficiary	Payment Amount	Amt to be Allocated
RECONOCT1801		Carrefour			Danone	USD50,000.00	USD30,000.00
Allocation Attribute	Virtual A	Account	Amount All	ocated	Percentage		
CREDIT_ACC_NO	1000160		USD15,00	0.00	50		
REMITTER_ACC_NO	1000014		USD15,00	0.00	50		

- 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.
- For **De-Allocate**:

Payment Ref No	Debit-Credit Indicator	Payment Party	Counter Party	Value Date	Payment Amount	Allocated Payment Amount	Date Of Allocation
AUTOPAYMENT1JUN2021V01	Debit	RELIANCE	cust215	2020-01-09	USD 60,000.00	USD 500.00	2020-01-15
sonalpmt20033	Debit	RELIANCE	ABZ Solutions	2019-12-31	GBP 5,200.00	GBP 120.00	2020-01-16

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



# 9. Manual Recon

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

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

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

Navigation Path: Receivables & Payables > Manual Recon

### 9.1 Search

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

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

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

							2
ion *		Recon Category *		Branch *		Processing Date	
concile	Ŧ	Invoice/Debit Notes to Payr	ment/ 🔻	004-LM BRANCH	Ŧ	Jan 16, 2020	Proceed
nual Recon							,
Invoice - Payments/Cre	edit Notes Sea	arch					
ivoices							
Buyer		Supplier		Invoice Number		Invoice Currency	
Search	٩,	Search	0			Select	~
Advance Search							
	s Search						
		Date Reference Basis		Date From		Date To	
ayments Payment Number		Date Reference Basis Select	•	Date From	<b></b>	Date To	<b>m</b>
Payment Number			Ŧ	Date From Payment Towards	t	Date To Remarks	â
	Q	Select	<b>▼</b> 0		*		ŝ
Payment Number Payment Party		Select Beneficiary Id		Payment Towards			鹼
Payment Number Payment Party Search		Select Beneficiary Id		Payment Towards			8
Payment Number Payment Party Search Advance Search		Select Beneficiary Id		Payment Towards			**
Payment Number Payment Party Search Advance Search redit Notes		Select Beneficiary ld Search		Payment Towards Invoice		Remarks	
Payment Number Payment Party Search Advance Search redit Notes		Select Beneficiary Id Search Buyer	٩,	Payment Towards Invoice Supplier	Ţ	Remarks	



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

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

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



Field Name	Description
Payment Party	Click the search icon to select the party who made the payment.
Beneficiary Id	Click the search icon to select the beneficiary ID or recipient of the payment. In case you have selected a supplier in the 'Invoice' search section, then the same gets auto-populated here.
Payment Towards	Select what the payment has been made towards.
Remarks	Enter the remarks added in the transaction.
Counter Party	Click the search icon to select the counterparty.
Payment Mode	Select the mode of payment that has been employed. For example: Account Transfer, NEFT etc.
Debit-Credit Indicator	Select the value to specify whether the transaction is of debit or credit type.
Remitter Account Number	Click the search icon and select the remitter account of the transaction.
Credit Account Number	Click the search icon and select the account credited with the amount.
Payment Currency	Select the currency in which payment is done.
Amount From	Select the minimum amount of the payment range.
Amount To	Select the maximum amount of the payment range.
Account Owner	Click the search icon and select the owner of the account.
Relationship	Click the search icon to select the relationship code used in the transaction.
Program	Click the search icon to select the linked program. This field is applicable only to the Oracle Banking Supply Chain Finance system.
	Credit Notes
Credit Note Number	Enter the unique reference number generated for the credit note.
Buyer	Click the search icon to search for the buyer mentioned in the credit note.
Supplier	Click the search icon to search for the supplier who generated the credit note.
Remarks	Enter the remarks added in the transaction.
Currency	Enter the currency selected for the credit note.
Amount From	Select the minimum amount of the credit note amount range.
Amount To	Select the maximum amount of the credit note amount range.
Relationship	Click the search icon to select the relationship code associated with the buyer and supplier.
Date Reference Basis	Select the reference for a date range search.
Date From	Click the Calendar icon and select the start date of the date-range.



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

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

### 9.2 Reconcile

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

			1				(2)		
	icile By *		Reconcila	tion			Allocat	tion	
selec	,		Ŧ						
Selec			•						
nvoi	ices								
	Buyer	Supplier	Invoice Number	Outstanding Amt	Inv Due Date	Payment/Credit Note Numbe	r Amt to be Reconciled(Inv	Ccy) Amt to be Reconciled(Pay / C	r Note C
	NUVOTON	TATA MOTORS	EXTMTATA	£58,011.03	2021-01-09				
	ΝυνότοΝ	TATA MOTORS	1626512	£100,000.00	2021-01-09				
	Payment	Number	Payment Party	Unreconciled Amt	Beneficiary	Invoice Number	Amt to be Reconciled(Pay Ccy)	Amt to be Reconciled(Inv Ccy)	Ru
ayıı	nents Parmont	Number	Paymont Party	Uproconciled Amt	Bonoficiany	Invoice Number	Amt to be Reconciled (Ray Cou)	Amt to be Reconciled (Inv Co.)	Pul
	PAY5001		RELIANCE	\$8,000.00	NehNovCust1				2
	PAV5002		PELIANCE	\$9,000,00					E2
	PAY5002		RELIANCE	\$8,000.00	NehNovCust1				Ľ
	PAY5002 RRECCOM	ISEP012	RELIANCE Carrefour	\$8,000.00	Danone				2
age	RRECCOM RRECCOM		Carrefour		Danone Danone				
age	RRECCOM RRECCOM 1 (1-4 o lit Notes	ISEP013 f at least 300 iter	Carrefour Carrefour ns) K < 1	\$1,000.00 \$1,000.00 2 3 4 5 6 >	Danone Danone		s Reconciled (Cr. Mote Co.)	Ant to be Reconciled/Inv Co/A	1
Page Tred	RRECCOM RRECCOM 1 (1-4 o lit Notes	f at least 300 iter	Carrefour Carrefour ns) K < 1	\$1,000.00 \$1,000.00 2 3 4 5 6 >	Danone Danone		e Reconciled(Cr Note Ccy)	Amt to be Reconciled(Inv Coy)	

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

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

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

			1						(2)		
Recor	ncile By *		Reconcil	ation				All	ocation		
		ny Payments/	v								
Invo	ices										
	Buyer	Supplier	Invoice Number	Outstanding Amt	Inv Due Date	Payment/Credit N	ote Number	Amt to be Reconciled	i(Inv Ccy)	Amt to be Reconciled(F	'ay / Cr Note C
~	NUVOTON	TATA MOTORS	EXTMTATA	£58,011.03	2021-01-09			£38.00			
	Payment Nu		ayment Party	Unreconciled Amt	Beneficiary	Invoice Number		onciled(Pay Ccy)		leconciled(Inv Ccy)	Rule Detail
Payr	Payment Nu	mber P	avment Party	Unreconciled Amt	Beneficiary	Invoice Number	Amt to be Rec	onciled(Pay Cov)	Amt to be R	econciled/Inv (Cov)	Rule Detail
~	PAY5001	R	ELIANCE	\$8,000.00	NehNovCust1	EXTMTATA	\$20.00		£15.00		2
~	PAY5002	R	ELIANCE	\$8,000.00	NehNovCust1	EXTMTATA	\$30.00		£23.00		12
	RRECCONSE	P012 C	arrefour	\$1,000.00	Danone						12
	RRECCONSE	P013 C	arrefour	\$1,000.00	Danone						12
Page	it Notes	of at least 300 i	tems) K < 1	23456	. > Э						
5100	Credit No	te Number	Buyer Un	reconciled Amt	Supplier	Invoice Number	Amt to be Rec	onciled(Cr Note Ccy)	Amt to	be Reconciled(Inv Ccy)	Rule De

4. Click Proceed.



/anual Recon									a <sup>it</sup>
Action * Reconcile	Ŧ	Recon Category	∕* Notes to Payment/ ▼	Branch 004-LM	BRANCH	<b>.</b>	Processing Date Jan 16, 2020	Pro	ceed
	Recon	cilation					2 Allocation	Expand All	Collapse
Payment/Credit Note Number	Total Invoice	Amount	Payment Party	Invoice Number	Buyer	Supplier	Reconciled Inv Amt	Reconciled Amt	Alloc
▶ PAY5001	GBP57,998.03	5	RELIANCE	EXTMTATA	NUVOTON	TATA MOTORS	GBP15.00	USD20.00	
▶ PAY5002	GBP57,998.03	3	RELIANCE	EXTMTATA	NUVOTON	TATA MOTORS	GBP23.00	USD30.00	

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



## 9.3 De-Reconcile

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

ction *		Recon Category *		Branch *		Processing D	)ate	
De Reconcile	<b>v</b>	Invoice/Debit Notes to Payment/		004-LM BRANCH	-	Jan 16, 2020	0	Proceed
Reconcile Method		Reconciliation Reference No		Reconcile Date From		Reco	oncile Date To	
Manual			Q					<b></b>
nvoices								
Buyer		Supplier		Invoice Number		Invoice Currer	ncy	
Search	0	Search	٩,			Select		v
<ul> <li>Advance Search</li> </ul>								
Sumants and Cradit Nat	on Coardh							
ayments	es Search	Date Reference Basis		Date From		Date To		
	es Search	Date Reference Basis Select	Ŧ	Date From		Date To		
ayments	es Search		Ŧ	Date From Remarks		Date To		1
Payments Payment Number	es Search	Select Beneficiary Id	•		1	Date To		â
Payments Payment Number Payment Party		Select Beneficiary Id			ŝ	Date To		益
Payments Payment Number Payment Party Search Advance Search		Select Beneficiary Id			ŝ	Date To		8
Payment Party Search		Select Beneficiary Id			<b>*</b>	Date To		
Payments Payment Number Payment Party Search Advance Search Credit Notes		Select Beneficiary Id Search Buyer		Remarks	iii 			
Payments Payment Number Payment Party Search Advance Search Credit Notes		Select Beneficiary Id Search Buyer	୍	Remarks				

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

Invoices/Payments Expand All Collapse All								
	Payment/Credit Note Number	Amount to Match	Payment Party	Invoice Number	Buyer	Supplier	Reconciled Inv Amt	Reconciled
	CrN2Jul998	₹5,000.00		Inv2Jul998	E MEI PLASTICS CO LTD	PEGATRON	₹5,000.00	\$5,000.00
	▶ CrN5Jul444	₹10,000.00		Inv2Jul995	E MEI PLASTICS CO LTD	PEGATRON	₹12,400.00	\$10,000.00

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



# 10. Inquiries

# **10.1 Accounting Inquiry**

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

Navigation Path: Receivables & Payables > Inquiry > Accounting Inquiry

Accounting Inquiry								$_{\mu^{k}}$ $\times$
Hide Search 🔺								
Branch		Reference Number		Event		Party		
004-LM BRANCH	×			Select	Ψ.		0	
Account Number		Accounting Entry Type		Entry Posting Status				
	٩,	Select	Ψ.	Select	Ψ.			
Date Reference Basis		Date Range						
Select	Ŧ	$\stackrel{\text{def}}{=} \longleftrightarrow$	<b>**</b>					
Search Reset								

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

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

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

 Click Search to view the result. The search result screen is displayed below. OR
 Click Beact to clear the search ariteria

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



eference Number	Event	Debit/Credit	Account Number	Amount	Entry Posting Status	Value Date
4010421INV92603	Paid	Debit	944901234	\$12.00	Processing	2020-01-09
4010421INV92603	Paid	Credit	944901235	\$12.00	Processing	2020-01-09
4010421INV92605	Paid	Debit			Processing	2020-01-09
4010421INV92605	Paid	Credit	CAN91432	\$7.00	Processing	2020-01-09
4170421INV93016	Assignment	Debit	944901234	\$10,000.00	Processing	2020-01-09
4170421INV93016	Assignment	Credit	944901235	\$10,000.00	Processing	2020-01-09
4180421INV93092	Assignment	Debit	944901234	\$1,000.00	Processing	2020-01-09
4180421INV93092	Assignment	Credit	944901235	\$1,000.00	Processing	2020-01-09
4180421INV93096	Assignment	Debit	944901234	\$1,000.00	Processing	2020-01-09
4180421INV93096	Assignment	Credit	944901235	\$1,000.00	Processing	2020-01-09
4180421INV93101	Assignment	Debit	944901234	\$7,350.00	Processing	2020-01-09
4180421INV93101	Assignment	Credit	944901235	\$7,350.00	Processing	2020-01-09
4180421INV93104	Assignment	Debit	944901234	\$1,000.00	Processing	2020-01-09
4180421INV93104	Assignment	Credit	944901235	\$1,000.00	Processing	2020-01-09
4180421INV93106	Paid	Debit	944901234	\$100.00	Processing	2020-01-09
4180421INV93106	Paid	Credit	944901235	\$100.00	Processing	2020-01-09
4180421INV93108	Assignment	Debit	944901234	\$1,000.00	Processing	2020-01-09
4180421INV93108	Assignment	Credit	944901235	\$1,000.00	Processing	2020-01-09
4180421INV93111	Paid	Debit	944901234	\$100.00	Processing	2020-01-09

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

# 10.2 Charge Inquiry

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

Navigation Path: Receivables & Payables > Inquiry > Charge Inquiry

Charge Inquiry							
Hide Search 🔺							
Branch		Event		Party		Party Role	
004-LM BRANCH	Ψ.	Select	Ψ		୍	Select	Ŧ
Charge Code		Charge Group		Txn Ref No.		Charge Type	
	Q,	Select	Ŧ			Select	Ŧ
Charge Account		Date Reference Basis		Date Range		Collection Type	
	0,	Select	*		<b>#</b>	Select	Ŧ

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

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

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



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

### 2. Click **Search** to view the search results.

ow Search 🔻							
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
DBINVCHG1329	EOD	Wilson Food Dist LLC	Fixed Percent CM Charge	2019-11-06	USD	\$0.00	Online

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

# **10.3 Credit Note Inquiry**

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

Navigation Path: Receivables	& Payables > In	nquiry > Credit Note II	nquiry
------------------------------	-----------------	-------------------------	--------

Credit Note Inquiry					p <sup>it</sup>
Hide Search 🔺					
File Reference Number	Credit Note Number	Buyer		Supplier	
			्		٩,
Relationship	Program	Credit Note Status		Reconciliation Status	
Q	Q	Select		Select	
Date Reference Basis	Date Range	Currency		Amount From	
Select 🔻		Select	Ŧ		
Amount To					
Search Reset					

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

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



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

### 2. Click **Search** to view the search results.

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

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



## 10.4 Payment Inquiry

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

× × Payment Inquiry Hide Search 🔺 File Name Payment Reference Number Debit-Credit Indicator Payment Party Select Credit Account Number Remitter Account Number Counter Party Beneficiary Q Payment Mode Bank Entity Reference Number Relationship Program Currency Payment Amount From Payment Amount To Q Remarks Date Reference Basis Date Range Recon Status  $\stackrel{\text{def}}{=} \longleftrightarrow$ 曲 Select Select Allocation Status Select Search Reset

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

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

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

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

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

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

Payment Inquiry								
Show Search 🔻								
Payment Reference Number	Dr/Cr Indicator	Value Date	Currency	Payment Amount	Recon Status	Allocation Status		
•								
RECONMAY2901	Debit	2020-01-09	GBP	100.00	Part-Reconciled	Unallocated		
RECONMAY2902	Debit	2020-01-09	GBP	100.00	Part-Reconciled	Unallocated		
MA00021	Debit	2019-12-31	USD	15,000.00	Unreconciled	Unallocated		
Page 1 of1 (1-3 of 3 items) K < 1 > X								

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

### 10.5 Purchase Order Inquiry

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

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

Hide Search A File Reference Number PO Number Buyer Supplier File Reference Number PO Status File Search Q Search Q Relationship Program PO Status Finance Status Q Search Q S	Purchase Order Inquiry								
Relationship     Program     PO Status     Finance Status       Q     Select     Select	Hide Search 🛋								
Relationship Program PO Status Finance Status Q Select Select	File Reference Number		PO Number		Buyer		Supplier		
Q Q Select V Select					Search	٩	Search	٩	
Jones L	Relationship		Program		PO Status		Finance Status		
Annual Présent Paris		Q,		Q	Select	Ψ	Select		
Amount Reference Basis Currency PO Amount from PO Amount to	Amount Reference Basis		Currency		PO Amount From		PO Amount To		
Select 🔹 Select 💌	Select	*	Select	Ψ					
	$\longleftrightarrow$	<b>**</b>							
≝ ⊷ ≝	Search Reset								

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



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

Field Name	Description
File Reference Number *	Enter the unique reference number of the file used for uploading purchase orders.
PO Number *	Enter the reference number of the purchase order.
Buyer *	Click the search icon to find and select the buyer.
Supplier *	Click the search icon to find and select the supplier.
Relationship *	Click the search icon to find and select the relationship.
Program *	Click the search icon to find and select the program. This field is applicable only to Oracle Banking Supply Chain Finance system.
PO Status *	Select the required status of the purchase order.
Finance Status	Select the finance status of the PO to filter the search result by. Available options are:
	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.

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

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

urchase Order Inquiry						
how Search 🔻						
Purchase Order List						
PO Number	Buyer	Supplier	PO Date	Currency	PO Amount	PO Status
op43	Mumbai Indians	ABZ Solutions	2020-10-01	GBP		ACCEPTED
PO122568	OBDX SCFCMS	OBDXSupp Paints	2020-10-01	USD		ACCEPTED
PO122569	OBDX SCFCMS	OBDXSupp Paints	2020-10-01	USD		ACCEPTED
PO122569567	OBDX SCFCMS	OBDXSupp Paints	2020-10-01	USD		ACCEPTED

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



## **10.6 Receivables Inquiry**

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

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

Receivables Inquiry								$_{\mu}^{\mu}$ $\times$
Hide Search 📥								
File Name		Instrument Type		Reference Number		Buyer		
		Select	*			Search	٩,	
Supplier		Relationship		Program		Instrument Status		
Search	٩		۹		Q	Select		
Payment Status		Finance Status		Date Reference Basis		Date Range		
Select		Select		Select	×	$\longleftrightarrow  \longleftrightarrow$	<b>**</b>	
Amount Reference Basis		Currency		Amount From		Amount To		
Select	×	Select	-					
Search Reset								

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

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

Field Name	Description
File Name *	Enter name of the file used for uploading invoice.
Instrument Type	Select the instrument type to specify whether the inquiry is for invoice or debit note.
Reference Number	Enter the complete or partial reference number of the instrument to search for.
Buyer *	Click the search icon to select the buyer mentioned in the invoice.
Supplier *	Click the search icon to select the supplier mentioned in the invoice.
Relationship *	Click the search icon to select the relationship used for creating the invoice.
Program *	Click the search icon to select the program linked with the invoice. This field is applicable only to the Oracle Banking Supply Chain Finance system.
Instrument Status	Select the current instrument status to filter the search result with.
Payment Status	Select the payment status to filter the search result with.
Finance Status	<ul> <li>Select the finance status of the PO to filter the search result by. Available options are:</li> <li>Financed</li> <li>Part Financed</li> <li>Not Financed</li> </ul>
Date Reference Basis *	Select the value to specify the reference for date criteria: <ul> <li>Invoice/Debit Note Date</li> </ul>
	Invoice/Debit Note Due Date

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

#### 2. Click **Search** to view the search results.

ow Search 🔻									
eference Number	Instrument Type	Buyer	Supplier	Issue Date	Due Date	Currency	Invoice Amount	Status - Instrument/Payment/Finance	Historical Status
VMARCH1702	Invoice	Carrefour	Danone	2020-01-09	2020-12-06	GBP	100.00	Raised / Unpaid / Not Financed	Details
IVJAN1501	Invoice	Carrefour	Danone	2020-01-07	2020-03-30	USD	10,000.00	Accepted / Unpaid / Not Financed	Details
R023	Invoice	Carrefour	Danone	2018-01-09	2021-01-15	USD	5,000.00	Accepted / Partial Paid / Not Financed	Details
R026	Invoice	Carrefour	Danone	2018-01-09	2021-01-15	USD	5,000.00	Accepted / Partial Paid / Not Financed	Details
R123	Invoice	Carrefour	Danone	2018-01-09	2021-01-15	USD	5,000.00	Accepted / Partial Paid / Not Financed	Details
R127	Invoice	Carrefour	Danone	2018-01-09	2021-01-15	USD	5,000.00	Accepted / Partial Paid / Not Financed	Details
R130	Invoice	Carrefour	Danone	2018-01-09	2021-01-15	USD	5,000.00	Accepted / Partial Paid / Not Financed	Details
R132	Invoice	Carrefour	Danone	2018-01-09	2021-01-15	USD	5,000.00	Accepted / Partial Paid / Not Financed	Details
R135	Invoice	Carrefour	Danone	2018-01-09	2021-01-15	USD	5,000.00	Accepted / Partial Paid / Not Financed	Details
anoneDa0018	Invoice	Carrefour	Danone	2018-01-09	2021-01-15	USD	5,000.00	Accepted / Partial Paid / Not Financed	Details
anoneDa0009	Invoice	Carrefour	Danone	2018-01-09	2021-01-15	USD	5,000.00	Accepted / Partial Paid / Not Financed	Details
aa87	Invoice	Carrefour	Danone	2020-01-15	2021-11-17	USD	1,000.00	Raised / Partial Paid / Not Financed	Details
UG02	Invoice	Carrefour	Danone	2020-01-15	2021-08-12	USD	10,000.00	Accepted / Unpaid / Not Financed	Details
R108	Invoice	Carrefour	Danone	2018-01-09	2021-01-15	USD	5,000.00	Accepted / Paid / Not Financed	Details
R109	Invoice	Carrefour	Danone	2018-01-09	2021-01-15	USD	5,000.00	Accepted / Partial Paid / Not Financed	Details
R112	Invoice	Carrefour	Danone	2018-01-09	2021-01-15	USD	5,000.00	Accepted / Paid / Not Financed	Details
R115	Invoice	Carrefour	Danone	2018-01-09	2021-01-15	USD	5,000.00	Accepted / Partial Paid / Not Financed	Details
R117	Invoice	Carrefour	Danone	2018-01-09	2021-01-15	USD	5,000.00	Accepted / Partial Paid / Not Financed	Details
STV	Invoice	Carrefour	Danone	2020-01-15	2021-10-06	USD	10,000.00	Accepted / Partial Paid / Not Financed	Details
v9003	Invoice	Carrefour	Danone	2020-01-16	2021-08-31	USD	8,800.00	Accepted / Paid / Financed	Details

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



# **11. Managing Files**

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

## 11.1 Upload Files

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

#### 11.1.1 Supported files and fields:

Payment File

Naming convention - OBSCF-PAYMENT\_suffix.csv

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

#### File template:

- DEBIT\_CREDIT\_INDICATOR •
- PAYMENT NO
- CURRENCY
- AMOUNT .
- GEN APPROPRIATION
- SPEC\_APPROPRIATION •
- PAYMENT\_MODE
- PAYMENT DATE ٠
- PAYMENT\_PARTY\_CODE ٠
- COUNTERPARTY\_CODE

- VIRTUAL\_AC\_FLAG
- CREDIT\_ACC\_NO
- AUTO\_RECONCILE
- FLAG •
- ENTITY REF NO
- REMARKS •
- PAYMENT\_PARTY\_ID •
- PAYMENT PARTY NAME •
- COUNTERPARTY\_ID •
- COUNTERPARTY\_NAME •
- CREDIT NOTE REF NO

- BENEFICIARY\_ID
- BENEFICIARY\_NAME
- PROGRAM\_CODE •
- REMITTER\_ACC\_NO •
- BANK CODE •
- EFT\_REF\_NO •

•

- INSTRUMENT\_DATE
- INSTRUMENT BANK ٠
- INSTRUMENT\_BRANCH •
  - MANDATE\_REF\_NO
- ALLOCATION REQUIRED

**Relationship File** 

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

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



150

- - •
- FILLER9 •
- FILLER10

FILLER1

FILLER3

FILLER5

FILLER6

FILLER7

FILLER8

FILLER2

• FILLER4

•

•

•

•

#### File template:

- INDICATOR
- CORPORATE\_ID
- EFF\_FROM\_DATE
- EXPIRES\_ON •
- AUTO\_DEBIT\_APPLIC ABLE
- HOLIDAY\_TREATMEN
- AUTO\_ACCEPTANCE

CORPORATE\_ID

COUNTERPARTYID

- NO OF DAYS •
- INDICATOR

- REGISTRATION\_NU MBER
- PARTY\_TYPE
- STATUS
- PROGRAM\_CODE
- NAME
- SHORT\_NAME •
- INDUSTRY
  - CATEGORY •
  - ADDRESS\_TYPE
    - COUNTRY\_CODE
    - ADDRESS\_LINE\_1

- ADDRESS\_LINE\_2
- ADDRESS\_LINE\_3
- ADDRESS\_LINE\_4
- PIN
- COUNTRY
- PREFFERED\_COMM\_ . MODE
- MOBILE\_NUMBER
- PHONE NUMBER •
- EMAIL
- FAX\_NUMBER
- TAX\_REF\_NO\_1

GIIN

TAX\_REF\_NO\_2

- EXPIRES\_ON .
- AUTO\_DEBIT\_APPLICABL •
- HOLIDAY\_TREATMENT
- AUTO\_ACCEPTANCE •
- NO\_OF\_DAYS
- EXTERNAL CODE •
- DIVISION\_CODE
- CORPORATE DIVISION CODE

Invoice File •

•

Naming convention - OBSCF-INVOICE-BUYER suffix.csv or OBSCF-INVOICE-SELLER suffix.csv

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

File template:

- INDICATOR
- INVOICE\_NO
- INVOICE DATE •
- INVOICE\_DUE\_DATE •
  - BUYER\_CODE
- SUPPLIER\_CODE •
- CURRENCY
- BASE\_INV\_AMOUNT •

- NET INV AMOUNT
- TAX\_AMOUNT
- DISCOUNT
- PO NUMBER •
- BUYER\_DIV\_CODE
- SUPPLIER\_DIV\_CODE •
- DISPUTED
- BUYER\_ID

- SUPPLIER ID
- BUYER\_NAME
- SUPPLIER NAME
- PREACCEPTED
- ACCEPTANCE\_AMOUNT
- PROGRAM\_ID •
- VIRTUAL AC FLAG
- REPAYMENT\_AC\_NO •

- BANK
- BRANCH
- BIC ROUTING CODE
- FUNDING\_REQ\_AMT •
- FILLER1
- FILLER2
- FILLER3
- FILLER4
- INVOICE ID

Purchase Order File

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

File template: INDICATOR

- SUPPLIER ID
- EXTERNAL PO NO.
  - PO DATE
- SUPPLIER NAME

**BUYER NAME** 

- PROMISED SHIPMENT DISCOUNT AMOUNT • DATE
- BUYER DIVISION CODE
- SUPPLIER DIVISION CODE
- PRE ACCEPTED
- FUNDING REQUEST AMOUNT

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- CITY
  - TAX ID
  - - FILLER 1 FILLER 2 •

DRACLE

- CURRENCY
- BASE PO AMOUNT

•

- BUYER ID

INDICATOR

COST PER UNIT

•

•

NET PO AMOUNT

TAX AMOUNT

ACCEPTED AMOUNT

COMMODITY CODE

TOTAL COST

- SHIPMENT ADDRESS COUNTRY •
- ZIP

TAX AMOUNT

COMMODITY NAME

.

COMMODITY LIST

FILLER 4 •

FILLER 3

- FILLER 5
- FILLER 6 •
- QUANTITY •
- DISCOUNT AMOUNT •
- NET AMOUNT

Credit Note – Seller File •

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

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

File template:

CN_NO	TAX_AMOUNT	REMARKS	• FILLER10
CN_ID	DISCOUNT	FILLER1	INVOICE_NUMBER
LINK_INVOICE_NO	BUYER_DIV_CODE	• FILLER2	COMMODITY_CODE
CN_DATE	SUPPLIER_DIV_CODE	• FILLER3	COMMODITY_NAME
CN_EXPIRY_DATE	BUYER_ID	• FILLER4	QUANTITY
BUYER_CODE	SUPPLIER_ID	• FILLER5	UNIT_COST
SUPPLIER_CODE	BUYER_NAME	• FILLER6	TOTAL_COST
CURRENCY	SUPPLIER_NAME	• FILLER7	TAX_AMOUNT
BASE_CN_AMOUNT	PROGRAM_ID	• FILLER8	DISCOUNT_AMOUNT
NET_CN_AMOUNT	ADJUST_REASON_CODE	• FILLER9	NET_COST

Debit Note - Buyer File •

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

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

File template:

- DN NO
- DN ID ٠
- LINK\_INVOICE\_NO
- DN\_DATE •
- DN DUE DATE •
- BUYER\_CODE
- SUPPLIER CODE
- CURRENCY •

- ADJUST\_REASON\_CODE
- •

- FILLER6

- SHIPMENT\_ADDRESS
- SHIPMENT COUNTRY •
- EXPORT\_REASON
- SALE\_TERMS
- PAYMENT TERMS •
- COUNTRY\_OF\_ORIGIN •
- INVOICE NUMBER
- COMMODITY\_CODE

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DISPUTED

•

BUYER ID

SUPPLIER\_ID

• BUYER\_NAME

• SUPPLIER NAME

ACCEPTANCE\_AMOUNT

PREACCEPTED

PROGRAM\_ID

# DRACLE

- FILLER3
  - FILLER4
  - FILLER5
- REMARKS
- FILLER1
- FILLER2

NET\_COST

BASE_DN_AMOUNT	VIRTUAL_AC_FLAG	FILLER7	COMMODITY_NAME
NET_DN_AMOUNT	REPAYMENT_AC_NO	FILLER8	QUANTITY
TAX_AMOUNT	• BANK	• FILLER9	UNIT_COST
DISCOUNT	BRANCH	• FILLER10	<ul> <li>TOTAL_COST</li> </ul>
BUYER_DIV_CODE	BIC_ROUTING_CODE	SHIPMENT_NO	TAX_AMOUNT
SUPPLIER_DIV_CODE	FUNDING_REQ_AMT	SHIPMENT_DATE	DISCOUNT_AMOUNT

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

File Upload		2
Drag and Drop Select or drop files here	+	
Upload Clear All		

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

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

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

## 11.2 View File Upload Status

This screen helps you to manage uploaded files.

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

ilter by File Name	Filter by Maker	- ID		Filter by 0	Shecker ID					R	efresi
iller by Status 🔻	Filter by Uploa	d Date: Start Date		Filter by l	Upload Date: Er	d Date  🛗	Filter Clear	Filters		Rejecter	d File
File Name	Maker Id	Checker Id	Total Records	Approved	Successful	Failed	Maker Time Stamp	Checker Time Stamp	Status	Act	ion
OBCM-INSTRUMENT-COLLECTIONS_34_4.csv	KRINAS	KRINAM	1	1	1	0	2021-11-23T12:29:08.000+00:00	2021-11-23T12:29:19.000+00:00	Processed	<u>.</u>	
OBCM-INSTRUMENT-COLLECTIONS_34_3.csv	KRINAS	KRINAM	1	1	0	1	2021-11-23T12:26:34.000+00:00	2021-11-23T12:27:23.000+00:00	Processed	Ŧ	
OBCM-INSTRUMENT-COLLECTIONS_34_2.csv	KRINAM	KRINAS	1	1	0	1	2021-11-23T12:22:22.000+00:00	2021-11-23T12:22:51.000+00:00	Processed	Ŧ	
OBCM-INSTRUMENT-COLLECTIONS_34_1.csv	KRINAS	KRINAM	1	1	1	0	2021-11-22T05:48:42.000+00:00	2021-11-22T06:02:23.000+00:00	Processed	Ł	
OBSCFCM-PAYMENT_MANUAL_ALLOC_01506.csv	SAVITAR	SWETA	7	7	7	0	2021-11-20T08:55:36.000+00:00	2021-11-20T08:56:10.000+00:00	Processed	Ŧ	
OBSCFCM-PAYMENT_AUTO-210520201_219.csv	GANESHM		0	0	0	0	2021-11-19T15:11:38.000+00:00		Unprocessed	Ŧ	
OBSCFCM-INVOICES-BUYER_AUTO-210520203_770.csv	GANESHM		0	0	0	0	2021-11-19T15:11:12.000+00:00		Unprocessed	Ŧ	
OBCM-CASHFLOW-TRANSACTION_169Mayur2.csv	OBDX	OBDXC	1	1	0	1	2021-11-19T06:29:41.000+00:00	2021-11-19T06:29:50.000+00:00	Processed	÷	
OBCM-CASHFLOW-TRANSACTION_169Mayur1.csv	OBDX	OBDXC	1	1	0	1	2021-11-19T06:27:53.000+00:00	2021-11-19T06:28:05.000+00:00	Processed	Ł	
OBCM-CASHFLOW-TRANSACTION_169Mayur.csv	OBDX	OBDXC	1	1	0	1	2021-11-19T06:26:43.000+00:00	2021-11-19T06:26:55.000+00:00	Processed	±	

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

- 1. Use one or more of the following criteria to filter the listed file jobs:
  - o In the **Filter by File Name** field, type the partial or complete name of the file.
  - In the Filter by Maker ID field, type the partial or complete Maker ID used to create the file record.
  - In the **Filter by Checker ID** field, type the partial or complete Checker ID used to authorize the file.
  - From the **Filter by Status** list, select a status option. The available options are: Approved, Failed, Processed, and Unprocessed.
  - o In the Filter by Upload Date: Start Date field, enter the date when the upload was started.
  - In the **Filter by Upload Date: End Date** field, enter the date when the upload was completed.
- 2. Once the filter criteria is set, click **Filter** to view the filtered list. OR

Click Clear Filters to clear the entered criteria.

- 3. If required, click **Refresh** to refresh the listed files.
- 4. If required, click the download icon (📥) to download the file.
- 5. Click the options icon (1) and do one of the following as per requirement:
  - a. Select **View Details** to view further details of the uploaded file.
  - b. Select **View Remarks** to view any comments added during file upload.
  - c. Select **Approve** to approve the file. This option appears only for files which are in the 'Unprocessed' state.
  - d. Select **Reject** to reject the file. This option appears only for files which are in the 'Unprocessed' state.
- 6. To view rejected files and their details:
  - a. In the View File Upload Status screen, click **Rejected Files**. The **Rejected File Data** pop-up window appears, with a list of rejected files.
  - b. In this window, you can do the following:
  - Filter the records based one file name, maker ID, checker ID, upload start date, and upload end date (as detailed above). Once you enter the filter criteria, click Filter to view the filtered records, or click Clear Filters to clear the entered criteria.
  - Click the Download icon ( $\checkmark$ ) to download the file.
  - Click the Remarks icon ( $\overline{\mathbf{v}}$ ) to view any comments added.



# 12. Machine Learning

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

### 12.1 Create Use Case

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

Use Case Definition × × Authorized 🔒 Op С Оре 🔒 Open Authorized **a** 0 🗟 Ur 2 Authorized Authorized **२** ० a Auth Author Page 1 of 1 (1-9 of 9 items) K < 1 > > >

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

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

nvoice	le	Description Tags of Invoice from	n File Upload.	Mod No	O Straight Through Processing     Yes No	
	Tag Display Sequence	Tag	Screen Display	Tag Name	Annotation Tag	+ Default Value
	1	Invo	ice Number	InvNum	Y	
	2	Invo	ice Amount	InvAmt	Y	
age 1	of 1 (1 of 2 items) K < 1	K <				

Perform the following steps to add information about the tags:

- 1. In the Use Case Name field, enter name of the use case to be defined.
- 2. In the **Description** field, enter the description of the use case.
- 3. In the **Straight Through Processing** option, select **Yes** in case the use case should be auto processed without user intervention. Else, select **No**.

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- 4. Click the Add icon (\_\_\_\_) to add a row for tag information.
- 5. Double click on the row in the table to edit the tag details.
- 6. To remove a row, select the row and then click the Remove (
- 7. Click Save to create the use case and send for authorization.

## 12.2 Create Annotated File

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

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

Annotator						,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,
Action Type	Source File Definition	on		Document Type		
Create New Annotated File	Source File:	Source File Name	Select File	Select	Ŧ	Get Labels
Edit Created Annotated File     Error Correction	Annotated File:	Annotated file name	Select File	Annotated File Name: Source File Name.txt		Create Training File
	Retrieved Doc Id:	Retrieved Doc Id	Get File	Source the Name.oct		
Original File	Text Form			Annotations		
				Tag Name		Tag Value
				No data to display.		
Document will appear here		Document converted to text be displayed here	will			

Perform the following steps to create an annotator file:

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



Annotator		, <sup>36</sup> ×
Action Type	Source File Definition	Document Type
Create New Annotated File	Source File: Invoice.jpg Select File	Corporate Invoice   Get Labels
Edit Created Annotated File	Annotated File: Annotated file name Select File	Annotated File Name: Create Training File
Error Correction	Retrieved Doc Id: Retrieved Doc Id Get File	Invoice.txt
Original File	Text Form	Annotations
Olivia Ltd.	Olivia Ltd. 30 Sierra Street, Lincoln, NE 68506	Tag Name Tag Value
80 Simo Simut, Liccia, III 6506 Phone: 313-754-982 Email: scatt diargence com	Phone 3137548492 Email ross.mike @omegar.com	Amount
BILITO	INVOICE 1792011 INVOICEDATE 13092018	Buyer Code 38201
Buyer-18201         INVOICE         1792011           Vancouver Logistics Ltd.         INVOICE DATE         1.50-2018           5 Balmond Ave.         PO NUMBER 2022	Select Annotation Label	Buyer Name Vancouver Logistics Ltd.
5 Namod Ave, PO DATE 16-09-2018 Phore: 901-902-9289 DUE DATE 16-10-2018 Final-beckgBl9xec.com	Amount	Currency
SHIP TO	ad Ave Currency	Discount Percentage
5 Railroad Ave, Absone, PA 16601 Phone- 801-802-9289	Discount Percentage	Discounted Amount
	Discounted Amount	Invoice Date
1. Kitchen Chimney Soolikes Steel - (Nice Color) 790(MM18 5.00 40 200.00	Invoice Date	Invoice Due Date
2. Electronic Safe 3.20 Cubic Feet (33.98 (1rs.) 8103UF0 75.00 15 1125.00	Invoice Due Date	Invoice No.
	Invoice No. ubic Feet (33.98 Ltrs.)	Net Invoice Amount
	Net Invoice Amount	
	Purchase Order No.	
	Supplier Name	

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

## 12.3 Train Model

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

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

el Training					, <sup>2</sup> - 2
lel Type   NLP(NER)   Document Classification					
	Use Case Nar	ne Select Usecase Name	<b>.</b>		
	Training Corpus Pa	th			
	Run Referen	ce			
	OVER ALL	Precision	Recall	F1-Score	
No data to display	OTENTIE	No data to display.			
	Tag Name	Precision	Recall	F1-Score	
	No data to display.				
				Train Model Sav	

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 cases.
- 2. Click **Train Model** to generate the reference number of the trained model.



Model Training				,, <sup>st</sup> ×
Model Type   NLP(NER)  Document Classification				
12	Training Corpus	ame Corporate Invoice Path ence ObWffNVp09	¥	
woodel ferformance	OVER ALL	Precision 0.9905	<b>Recall</b> 0.9412	<b>F1-Score</b> 0.9652
0.2	Tag Name	Precision	Recall	F1-Score
0.0 1 2 3 4 Folds	Amount	1	0.8824	0.9375
- precision - recall - f1score	Buyer Code	1	0.8824	0.9375
	Buyer Name	1	0.9375	0.9677
				Train Model Save Model

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

#### 12.4 Manage Model

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

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

2 C +					
Usecase Name:	Usecase Name:	Usecase Name:	Usecase Name:	Usecase Name:	
corppoOBDX	Document_Classification	corpinv	corpinvOBDX	COTPDO	
Mod No: 7	Mod No: 7	Mod No: 4	Mod No: 14	Mod No: 17	
Unattended: N	Unattended: Y	Unattended: N	Unattended: N	Unattended: N	
🂫 Authorized 🔒 Open	🗟 Unauthorized 🔒 Closed	Authorized 🔒 Open	Authorized 🔒 Open	🗟 Unauthorized 🔒 Closed	

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:

Model Management	
९ <b>८</b> +	
Mod Number 7	Compare
Done By USER1 Done On 1/9/2020 Record Status C	
Once Auth Y	View

OR

To authorize the open records, perform the following steps:

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

Training Date 08/01/2021	Precision	Recall			
08/01/2021			F1 score	Active	
00/01/2021	0.991	0.963	0.977		Tag Parameters
02/12/2020	0.991	0.977	0.984		Tag Parameters
02/03/2021	0.991	0.941	0.965		Tag Parameters
02/03/2021	0.991	0.941	0.965		Tag Parameters
	02/03/2021	02/03/2021 0.991 02/03/2021 0.991	02/03/2021 0.991 0.941 02/03/2021 0.991 0.941	02/03/2021         0.991         0.941         0.965           02/03/2021         0.991         0.941         0.965	02/03/2021         0.991         0.941         0.965         I           02/03/2021         0.991         0.941         0.965         I

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

Model Name corpinv	Model Type NER		Run Reference EsOrDApb0A		
Tag Name	Precision	Recall	F1 Score		
amount	1	0.938	0.968		
buyerCode	1	0.938	0.968		
ouyerName	1	1	1		
currency	1	0.938	0.968		
discPct	1	1	1		

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



## **12.5 Upload Documents**

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

Navigation Path: Machine Learning > Operation > Document Upload

Document Upload		LM BRANCH ( 004) Jan 9, 2020		
Scan and Upload Document				
▲ Select File	Document Type	v		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



ocument Upload		LM BRANCH ( 004) Jan 9, 2020		
Scan and Upload Document				
▲ Select File	Document Type			Uplo
	Corporate Invoice	v		Opic
Invoice.jpg				
Original Document				
		Olivia Lto	d.	
		30 Sierra St	reet,	
		Lincoln, NE	68506	
		Phone- 313	-754-8492	
		Email- ross.	mike@omegar.com	
BILL TO				_
Buyer- 38201		INVOICE	1792011	
Vancouver Logistics Ltd.		INVOICE DATE	13-09-2018	
5 Railroad Ave,		PO NUMBER	PO98202	
Altoona, PA 16601		PO DATE	16-09-2018	
Phone- 801-802-9289		DUE DATE	16-10-2018	
Email- herbs gill@vanc.com		L	1	

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

# 12.6 View Transaction Log

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

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

cument Type	Status							
orpinv-Corporate I	nvoice 💌 PROC	ESSED	* <b>t</b>					
Processing Da	ashboard							
Document Id	Document Type	Model Ref	Processing Date	Status	Failure Reason	Train. Reqd	Tag Va	alue(s)
null	corpinv-Corporate Invoice		16/12/2020	ERROR	Unable to complete File Processing	Y		
9805	corpinvOBDX-Corporate Invoice OBDX	nOKdqvL6Xj	10/01/2021	PROCESSED		N		
9804	corpinvOBDX-Corporate Invoice OBDX	nOKdqvL6Xj	10/01/2021	PROCESSED		N		
9803	corpinvOBDX-Corporate Invoice OBDX	nOKdqvL6Xj	10/01/2021	PROCESSED		N		
9802	corpinvOBDX-Corporate Invoice OBDX		10/01/2021	ERROR	Unable to complete File Processing	Y		
9801	corpinvOBDX-Corporate Invoice OBDX	nOKdqvL6Xj	10/01/2021	PROCESSED		N		

Perform the following steps to filter the processing dashboard table:

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



# 13. Batch Jobs

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

# 13.1 EOD Batch

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

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

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



# 13.2 Independent Batch

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

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



# 14. Process Codes

# 14.1 Finance

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

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

Stage	Functional Activity Code	Description
LimitProcessing Exception	LimitProcessing Exception	This is a stage before authorization and transaction falls in this stage when maintenance of limits is not done properly.
CreditApproval Exception	CreditApprovalE xception	This is a stage before authorization and transaction falls in this stage when exception handling behavior has been maintained as STOP in the Product Parameters screen for limit amount and limit expiry breach.
CreateAdhocLi mitsTransaction Exception	CreateAdhocLim itsTransactionEx ception	This is a stage before authorization and transaction falls in this stage if there is a technical error while identifying Adhoc limits applicability in transaction.
InitiateWorkflow ForAdhocLimitT xnException	InitiateWorkflow ForAdhocLimitT xnException	This is a stage before authorization and transaction falls in this stage if there is a technical error due to which a transaction for Adhoc limits is not initiated in the system.
AutoFinanceEx ception	AUTOFIN_EXC EPTION	This is a stage before authorization and after limit is blocked. Transaction falls in this stage when auto processing is enabled, and it fails due to financing validations being done as per finance parameters maintained in Product/Program/Interest/Accounting/Charges.
Processing	PROCESSING	This is a stage before authorization and after limit is blocked. Transaction falls in this stage when auto- processing is disabled in Program/Product parameters.
Authorization	AUTHORIZATIO N	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.
Loan Integration Exception	OBCL_EXCEPT ION	This stage is after authorization and transaction falls in this stage when integration with lending product (OBCL) to create contracts or make payment fails.
AccountingEntri esPostExceptio n	ACC_ENTRIES _EXCEPTION	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.
AccountPosting ResponseAwait ed	ACCPOSTING_ RESPONSE_A WAITED	This stage is after authorization and transaction falls in this stage if accounting entries posting integration is configured as 'Yes' in system parameters with another



Stage	Functional Activity Code	Description
	(Not be mapped on screen)	product and the mode of integration is asynchronous and transaction is waiting for response.
ExternalPayme ntException	EXTERNAL_PA YMENT_EXCEP TION	This stage is after authorization and transaction falls in this stage when external payment integration is required as per payment mode in transaction and external payment system integration fails.
OutgoingPaym entResponseA waited	OUTPAY_RESP ONSE_AWAITE D (Not be mapped on screen)	This stage is after authorization and transaction falls in this stage when external payment integration is required as per payment mode in transaction and integration is asynchronous and transaction is waiting for response.
LimitsUpdateEx ception	LIMITS_UPDAT E_EXCEPTION	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.
FinanceMaster Update	POSTAUTH_UP DATE_EXCEPT ION	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.
InstrumentUpd ateException	INSTRUMENT_ UPDATE_EXCE PTION	This stage is after authorization and transaction falls in this stage when update of linked invoice/PO as financed/paid fails due to technical errors. The user can retry the transaction after the technical error is resolved.
AlertsException	ALERTS_EXCE PTION	This stage is after authorization and transaction falls in this stage when alerts generation for transaction fails due to technical errors. The user can retry the transaction after the technical error is resolved.
ReconCompleti onException	RECON_COMP LETION_EXCE PTION	This stage is after authorization and transaction falls in this stage for settlement transactions when payment is initiated through Finance Payment Recon (FPR) and FIFO (First In First Out) is not completed and status of the same cannot be found due to technical errors. The user can retry the transaction after the technical error is resolved.
ReconAuthoriz ationException	RECON_AUTH ORIZATION_EX CEPTION	This stage is after authorization and transaction falls in this stage for settlement transactions when payment is initiated through Finance Payment Recon (FPR) and FIFO (First In First Out) is not completed and status of recon of current finance settlement is not updated due to technical errors. The user can retry the transaction after the technical error is resolved.
ReconStepAuth orizationExcepti on	RECON_STEP_ AUTHORIZATIO N_EXCEPTION	This stage is after authorization and transaction falls in this stage for settlement transactions when payment is initiated through Finance Payment Recon (FPR) and FIFO (First In First Out) is not completed and status of payment corresponding to current finance settlement is not updated due to technical errors. The user can retry the transaction after the technical error is resolved.



#### 14.2 Recon

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

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

Stage	Functional Activity Code	Description
Processing	SCFCM_FA_PR OCESSING_AU TH_REJECT	This is a stage before authorization in which transaction is under processing before rejection.
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_EXCE PTION	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_PR OCESSING_AU TH	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_AC C_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_LI MITS_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_I NTG_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_MA STER_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.

# 14.3 Discounting

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



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

Stage	Functional Activity Code	Description
Authorization	AUTHORIZATIO N	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.
masterUpdateE xception	MASTER_UPD ATE_EXCEPTI ON	This stage is after authorization and transaction falls in this stage when worktable to main table update fails due to technical errors. The user can retry the transaction after the technical error is resolved.

## 14.4 Instrument

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

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

Stage	Functional Activity Code	Description
MlTagCorrectio n	SCFCM_FA_TX N_CREATE_EX CEPTION	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_TX N_CREATE_EX CEPTION	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_TX N_PROC	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_TX N_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_EXCE PTION	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_TX N_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.



Stage	Functional Activity Code	Description
Accounting Post Exception	SCFCM_FA_AC C_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_LI MITS_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.
Instrument Master Update Exception	SCFCM_FA_MA STER_UPD_EX CEPTION	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_FIL E_UPLOAD_EX	This is a stage before authorization and transaction falls in this stage when upload of file fails.
Portal Response Exception	SCFCM_FA_PO RTAL_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 the following documents:

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

## Feedback and Support

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

