ORACLE
Financial Services

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

Oracle Park
Off Western Express Highway
Goregaon (East)
Mumbai, Maharashtra 400 063
India

Worldwide Inquiries:
Phone: +91 22 6718 3000
Fax: +91 22 6718 3001
www.oracle.com/financialservices/

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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 (OBSCF).

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 13	List of Process Codes

1.5 Abbreviations

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

1.6 Glossary of Icons

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

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

Icon	Function
	Copy
	View

2. Receivables and Payables

2.1 Overview

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

2.2 Benefits

- Cost Reduction – The increased visibility of transactions and easy reconciliation helps corporates manage and control their cash flow and reduce costs.
- 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

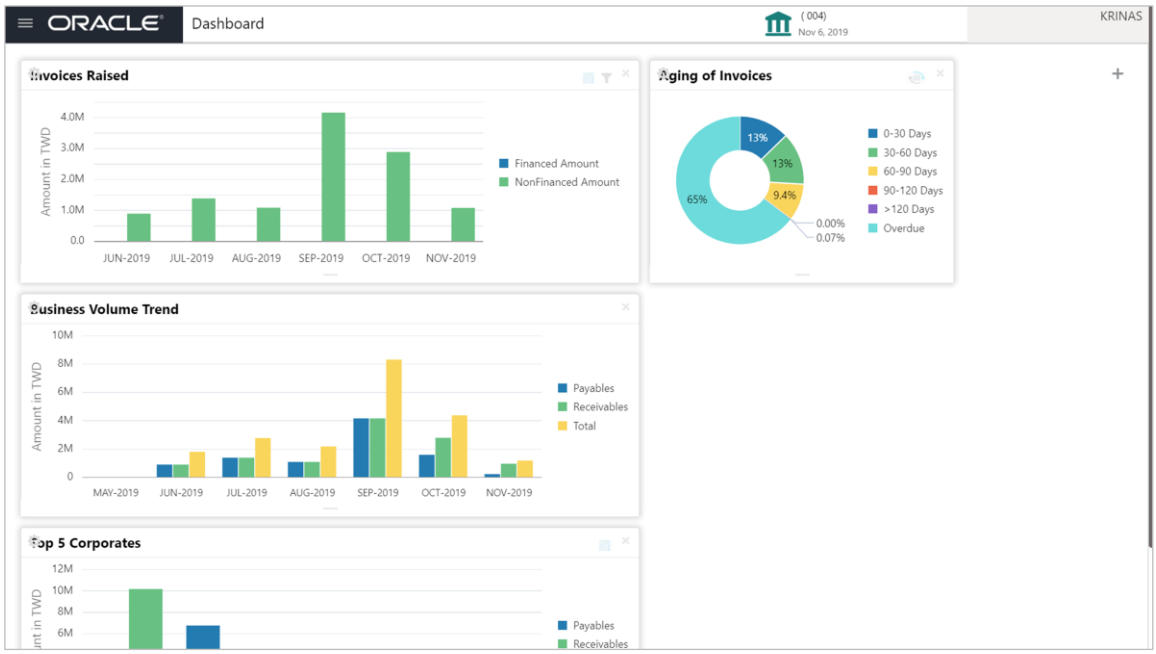
- E-Invoices and Purchase Orders
- Debit Notes and Credit Notes
- Reconciliation
- Allocation of Payments
- Pricing

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:

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, 2nd view can be navigated to by flipping the portlet, click the graph on the top-right corner to change the view from doughnut (default) to bar chart. Front view of the graph display the invoice amount volume split as per aging buckets which are configurable at the time of implementation i.e., 0-30 days; 30-60 days, etc. Range criteria can be defined 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 2nd 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 ( ) 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*

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.

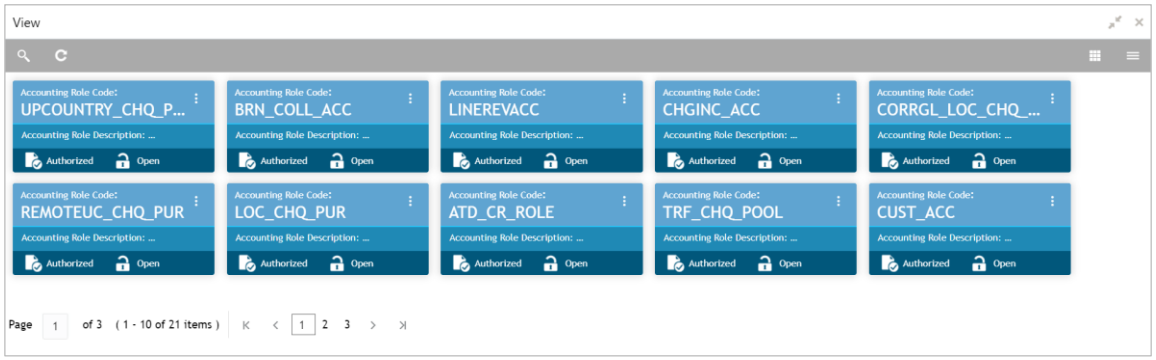
Field Name	Description
Accounting Role Description *	Enter a description to associate with the role.

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*



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

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

  b. Click **Search**.

  OR

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

- Click the refresh ( ) icon to refresh the records.
- Click the Options ( ) icon and then click any of the below options:
  - **Unlock** – To modify the record details. Refer the **Create Accounting Role** section for field level details.
  - **Authorize** – To authorize the record. Authorizing requires necessary access rights.
    - Optional: Click **View** to view the record details.
    - Select the record to authorize and then click **Approve**.
  - **Delete/Close** – To remove the record.

- Optional: On the confirmation pop-up window, enter the remark for deletion.
- Click **Confirm** to delete the record.

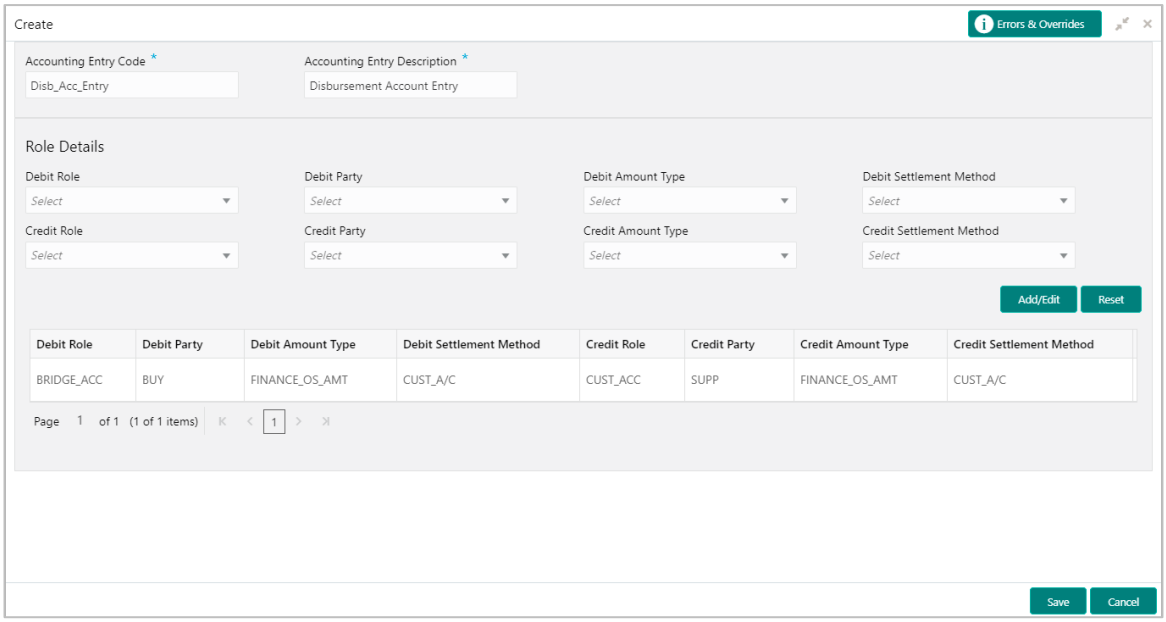
- **Copy** – To create a new accounting role by using similar details.
- **View** – To view accounting role details.
- **Reopen** – To reopen a closed record.

3.3.2 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*



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

Note: Fields marked with '' are mandatory.*

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

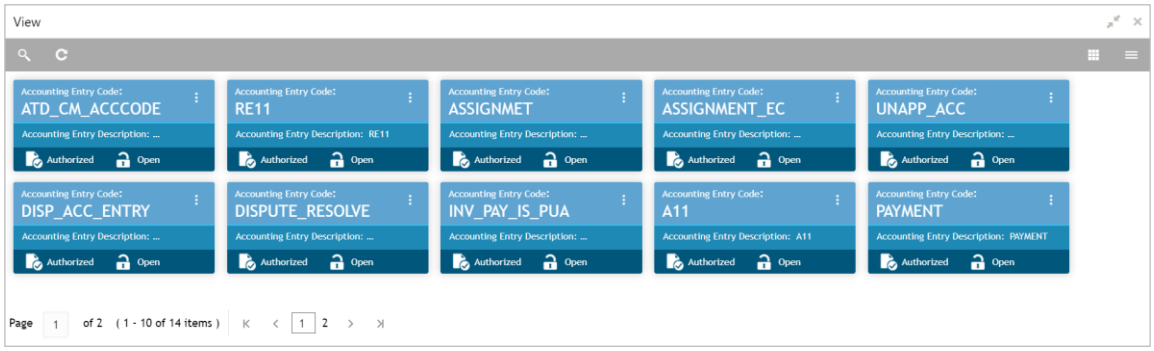
Field Name	Description
Credit Role	Select the role of the credit party.
Credit Party	Select the party to credit.
Credit Amount Type	Select the amount type to credit.
Credit Settlement Method	Select the method to be used for credit settlement.

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

3.3.2.2 View Entry Code

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

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



Perform the following steps to 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.

  b. Click **Search**.

     OR

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

- Click the refresh (↻) icon to refresh the records.

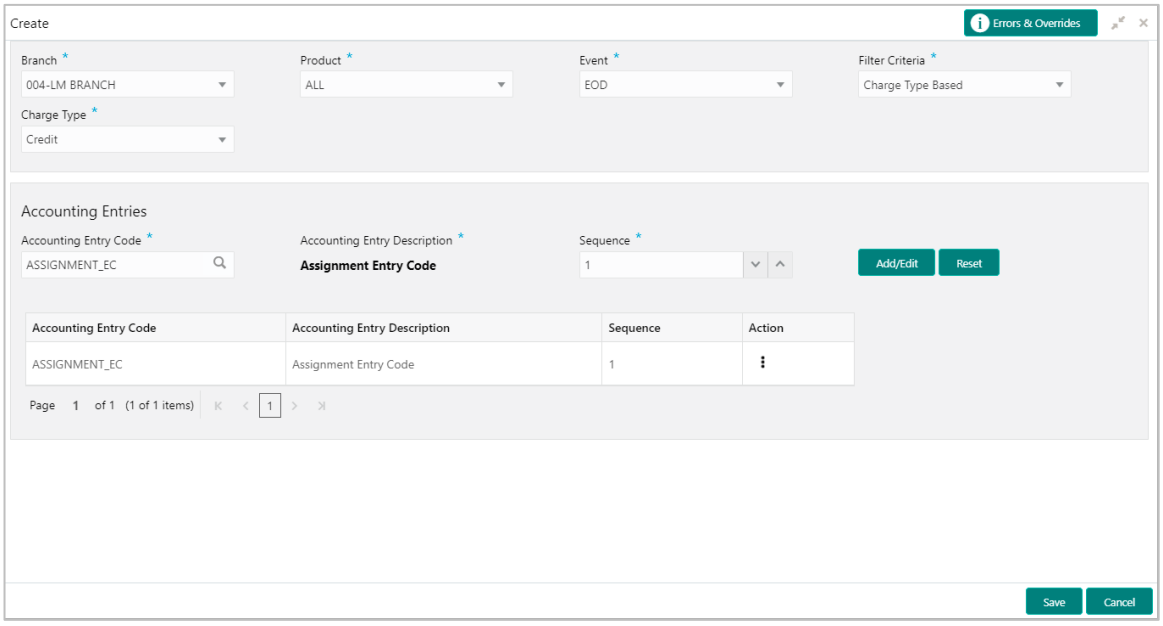
- Click the Options ( ) icon and then click any of the below options:
  - **Unlock** – To modify the record details. Refer the **Create Entry Codes** section for field level details.
  - **Authorize** – To authorize the record. Authorizing requires necessary access rights.
    - Optional: Click **View** 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*



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

Note: Fields marked with '' are mandatory.*

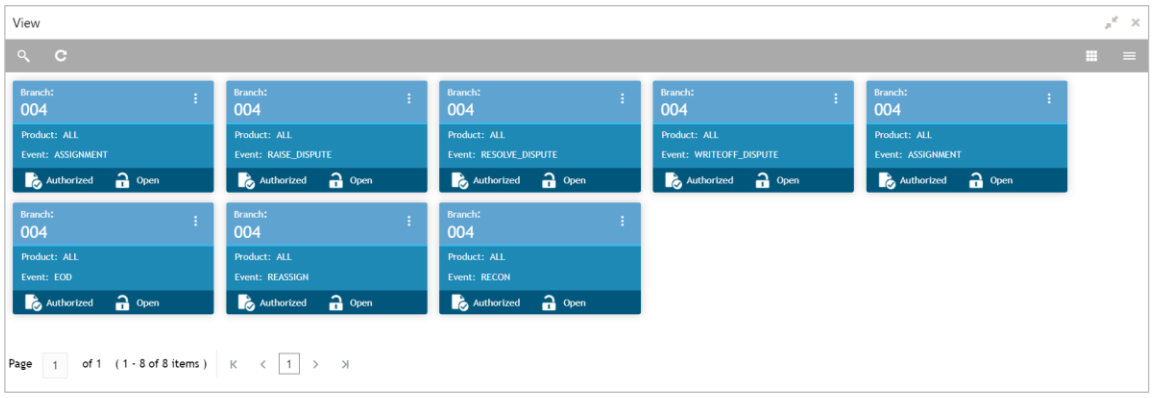
Field Name	Description
Branch *	Select the Branch to add an accounting entry for. Values in this field are listed basis on your access rights.
Product *	Select the product to add the entry code for. User can select 'ALL' to create the entry code for all the products.
Event *	Select the event name of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

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

3.3.3.2 View Accounting Entries

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

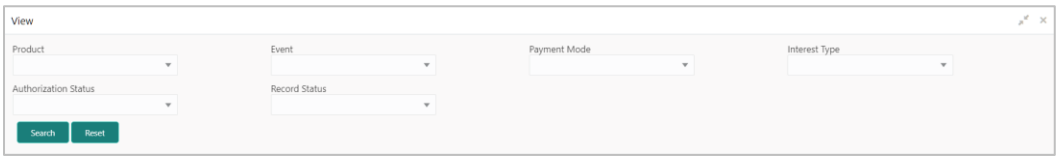
Navigation Path: *Receivables & Payables > Maintenance > Accounting > Accounting Entries > View*



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

- Filter the records in the View screen:

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

  b. Click **Search**.

  OR

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

- Click the refresh ( ) icon to refresh the records.

- Click the Options ( ) icon and then click any of the below options:

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

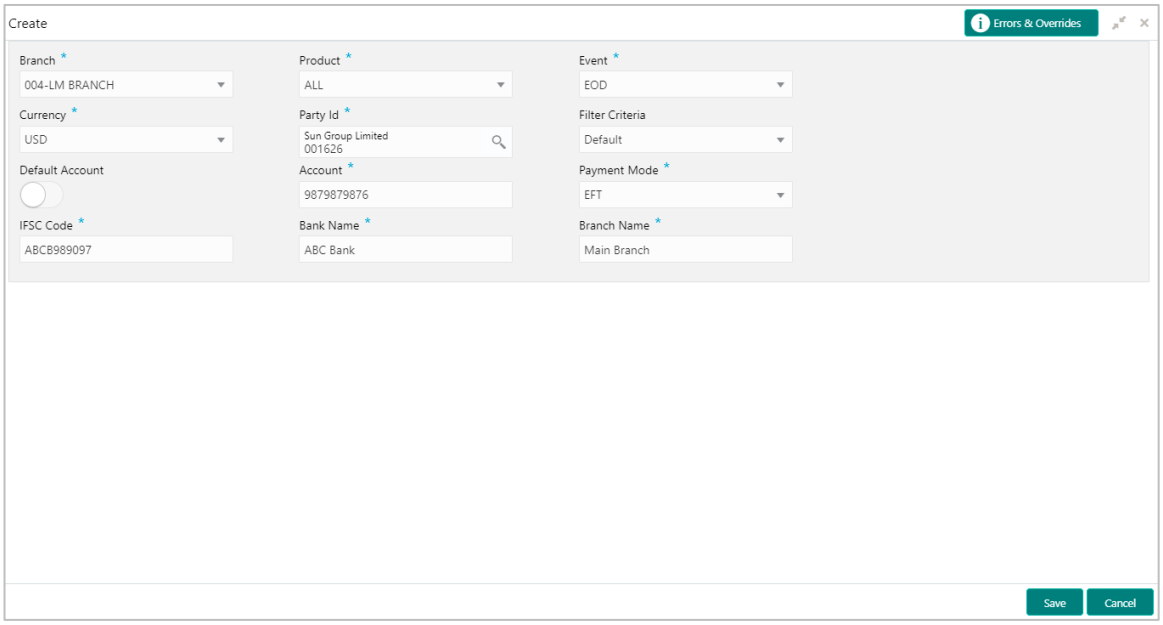
- **View** – To view accounting entry details.
- **Reopen** – To reopen a closed record.

3.3.4 External Account Mapping

3.3.4.1 Create External Account Mapping

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

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



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

Note: Fields marked with '' are mandatory.*

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

Field Name	Description
Payment Mode *	Select the payment mode for appropriate mapping to the account.
IFSC Code *	Enter the IFSC code of the bank's branch of the entered account number.
Bank Name *	Enter name of the bank.
Branch Name *	Enter name of the bank's branch associated with the entered IFSC code.

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

3.3.4.2 View External Account Mapping

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

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

Perform the following steps to filter or take actions on external 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 Product, Event, Party Id, Authorization Status, and Record Status.

  b. Click **Search**.

  OR

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

- Click the refresh ( ) icon to refresh the records.
- Click the Options ( ) icon and then click any of the below options:
  - **Unlock** – To modify the record details. Refer the **Create 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**.

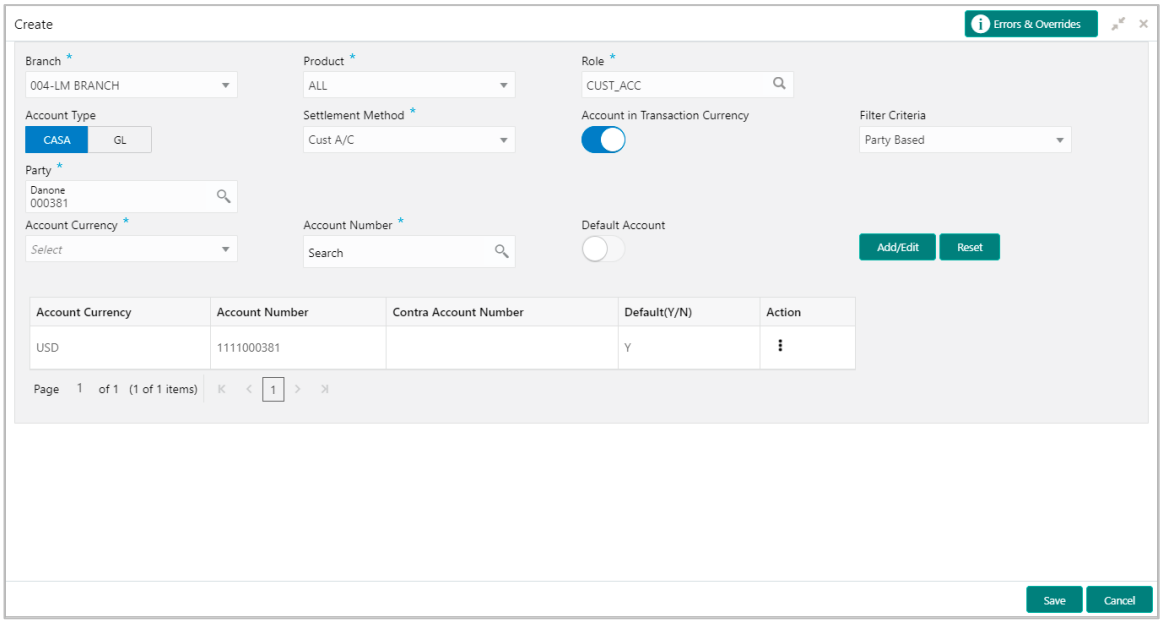
- **Delete/Close** – To remove the record.
  - Optional: On the confirmation pop-up window, enter the remark for deletion.
  - Click **Confirm** to delete the record.
- **Copy** – To create a new accounting entry by using similar details.
- **View** – To view accounting entry details.
- **Reopen** –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



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

Note: Fields marked with '' are mandatory.*

Field Name	Description
Branch *	Select the branch to which account is to be mapped.
Product *	Select the product to be mapped with the account. You can select ALL if the account is to be mapped to all the products.
Role *	Click on the Search icon to select the role for whom account mapping needs to be done.

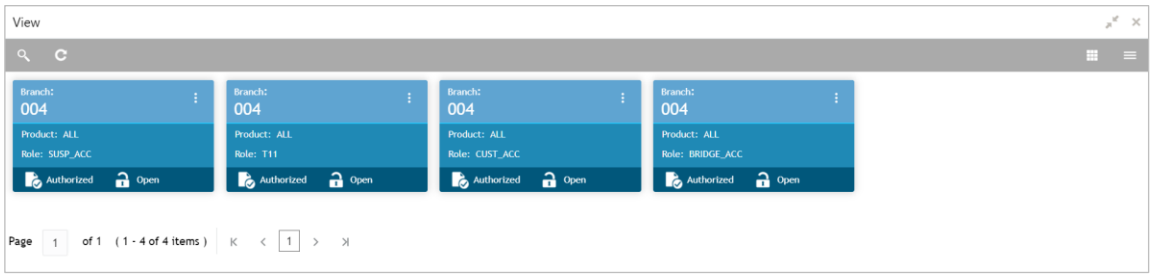
Field Name	Description
CASA/GL	Use this toggle button to specify whether CASA/GL ratio needs to be considered for this mapping or not.
Settlement Method *	Select the settlement method corresponding to the account type.
Account in Transaction Currency	Use this toggle button to specify whether the default account should be picked up or from the mapped account as per transaction currency.
Filter Criteria	Select the appropriate filter criteria from below for specific application of accounting entries: • Event, Program and Party Based (Only for Oracle Banking Supply Chain Finance) • Party and Division Code Based • Event and Party Based • Party Based • Event Based • Charge Code Based • Default
Party *	Click the search icon and select the party of the account. This field is displayed only when filter criteria includes 'Party'.
Division Code *	Click the search icon and select the applicable division code. This field is displayed only when filter criteria includes 'Division Code'.
Program *	Click the search icon and select the applicable program for account mapping. This field is displayed only when filter criteria includes 'Program'. This field is applicable only to the Oracle Banking Supply Chain Finance system.
Event *	Select an event for account mapping. This field is displayed only when filter criteria includes 'Event'.
Charge Code *	Select the charge code to map the account with. This field is displayed only when filter criteria includes 'Charge Code'.
Account Currency *	Select the currency of account.
Account Number *	Click the search icon and select the real/virtual account number.
Default Account	Switch the toggle ON to consider the account as default one.

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

3.3.5.2 View Internal Account Mapping

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

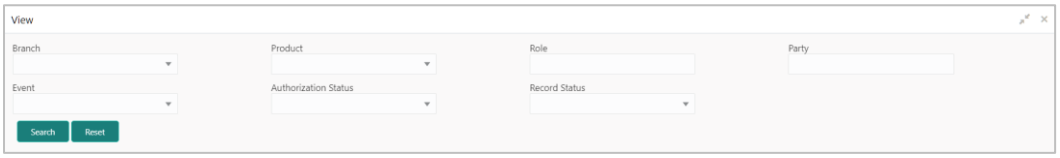
Navigation Path: *Receivables & Payables* > *Maintenance* > *Accounting* > Internal *Account Mapping* > *View*



Perform the following steps to 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.

  b. Click **Search**.

  OR

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

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

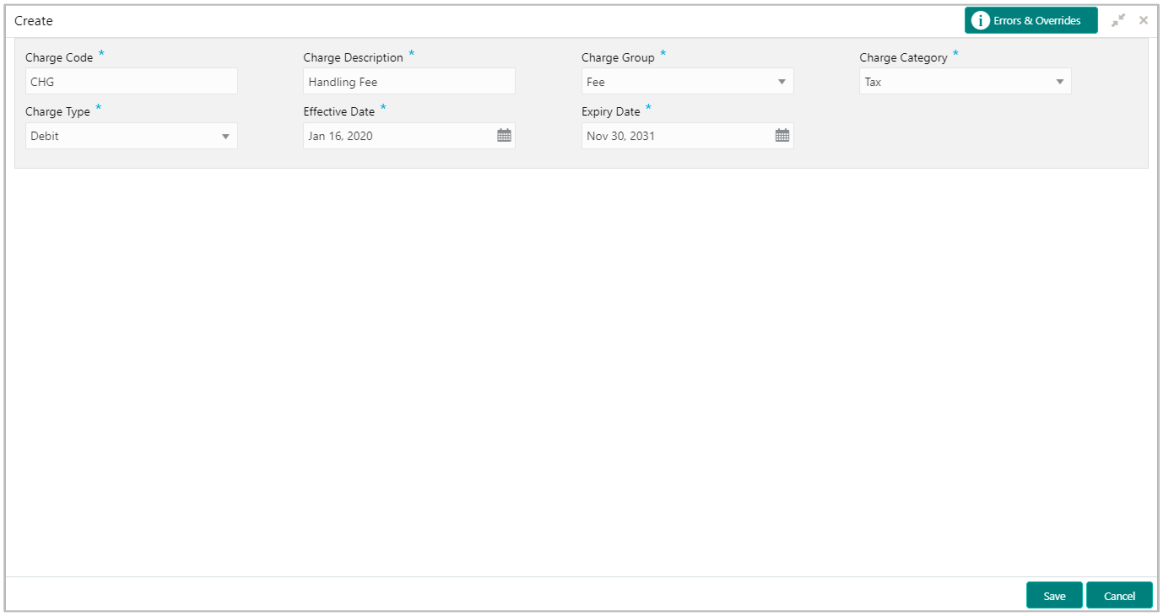
Charge pricing is determined by configuring various pricing methods such as fixed amount, fixed percentage, slab-based pricing, count based pricing and so on. The frequency of calculation and collection, such as, daily/weekly/monthly/yearly, can also be defined for a charge.

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*



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

Note: Fields marked with '' are mandatory.*

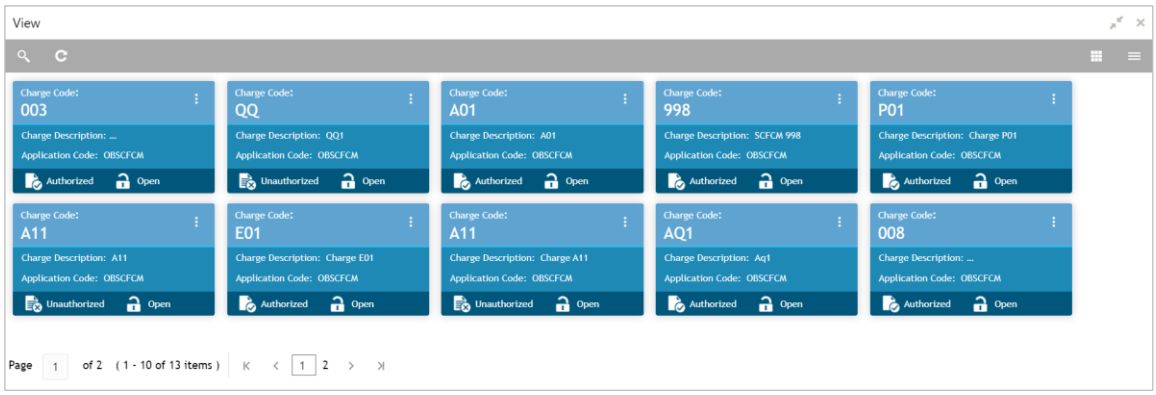
Field Name	Description
Charge Code *	Enter the unique charge code to be created.
Charge Description *	Enter the description of the charge.
Charge Group *	Select the group to which this charge code belongs. This field is purely for the purpose of maintaining information in the Management Information System (MIS). The available options are: • Rebates • Tax

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

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

3.4.1.2 View Charge Code

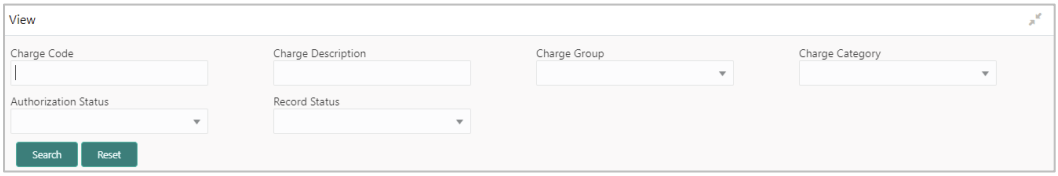
Navigation Path: *Receivables & Payables > Maintenance > Charges > Charge Code > View*



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

- Filter the records in the View screen:

  a. Click the search ( ) icon to view the filters. You can filter the records by Charge Code, Charge Description, Charge Group, Charge Category, Authorization Status, and Record Status.



  b. Click **Search**.

  OR

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

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

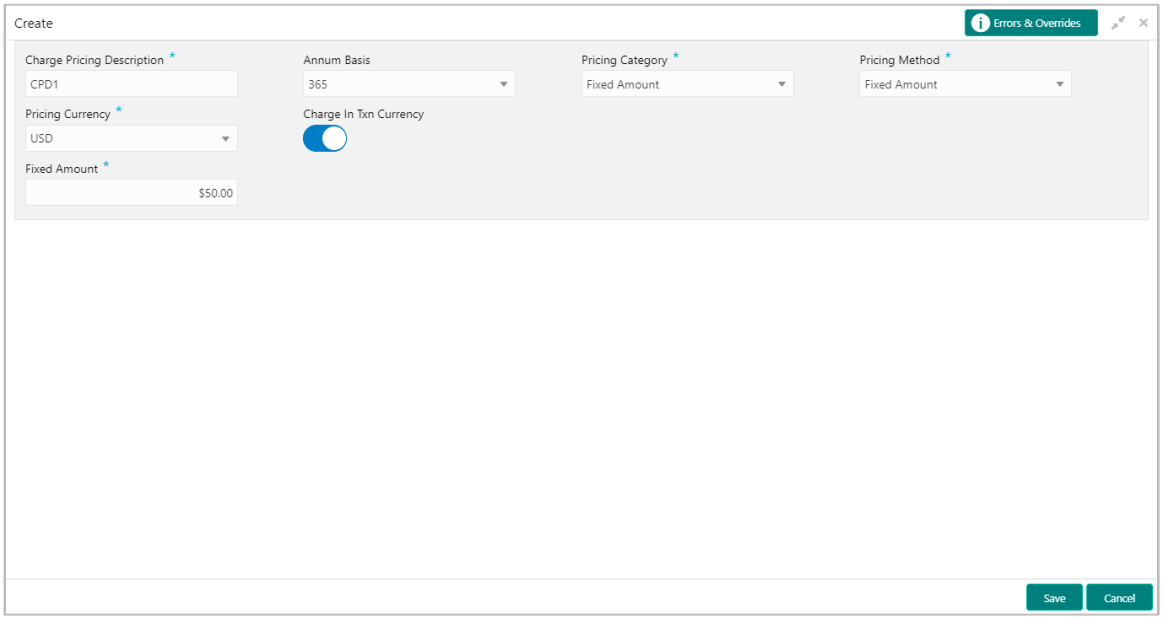
- **Unlock** – To modify the record details. Refer the **Create Charge Code** section for field level details.
- **Authorize** – To authorize the code. Authorizing requires necessary access rights.
  - Optional: Click **View** to view the record details.
  - Select the record to authorize and then click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

3.4.2 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*

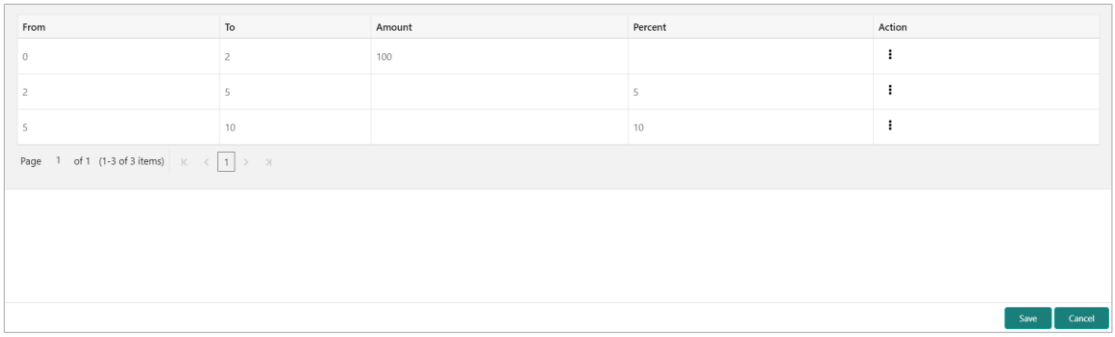


1. Refer the following table for specifying details in the above screen:

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 or Tier Based Percent.
Fixed Percent **	Enter the charge percentage. This field is displayed only when the pricing category is Fixed Percent.
From	Enter the start value of the amount/tenor/count range. This field is displayed only for a tier based pricing category.
To	Enter the final value of the amount/tenor/count range. This field is displayed only for a tier based pricing category.
Amount	Enter the charge amount. This field is displayed only when the pricing category is selected as Tier Based Amount or Tier Based Mixed. The pricing currency is considered.
Units	Enter the number of charge units. This field is displayed only when the pricing method is selected as Variable/Slab Amount by Number of Count.
Percent	Enter the charge percentage. This field is displayed only when the pricing category is selected as Tier Based Percent or Tier Based Mixed.

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



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

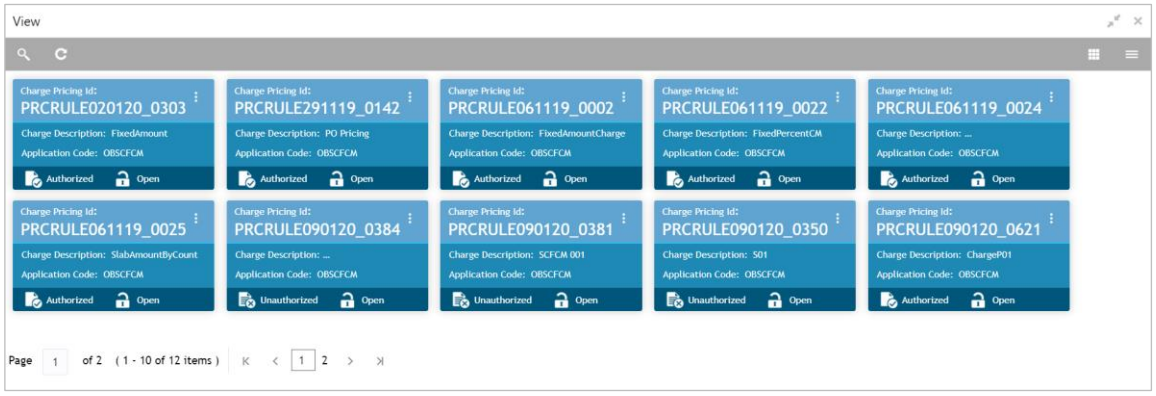
a. Select the record in the grid and then click Options (⋮) icon under 'Action' column.

b. To modify the details, click **Edit** and repeat the step 1, 2, and 3.
OR
To remove the record, click **Delete**.

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

3.4.2.2 View Charge Rule Maintenance

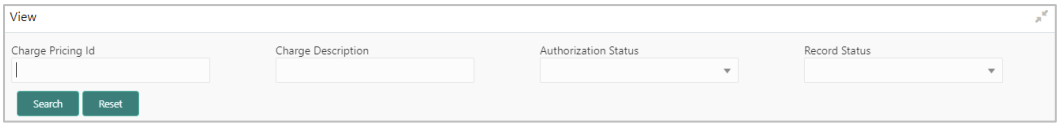
Navigation Path: *Receivables & Payables > Maintenance > Charges > Charge Rule Maintenance > View*



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

- Filter the records in the View screen:

a. Click the search (🔍) icon to view the filters. You can filter the records by Charge Pricing Id, Charge Description, Authorization Status, and Record Status.



b. Click **Search**.

OR

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

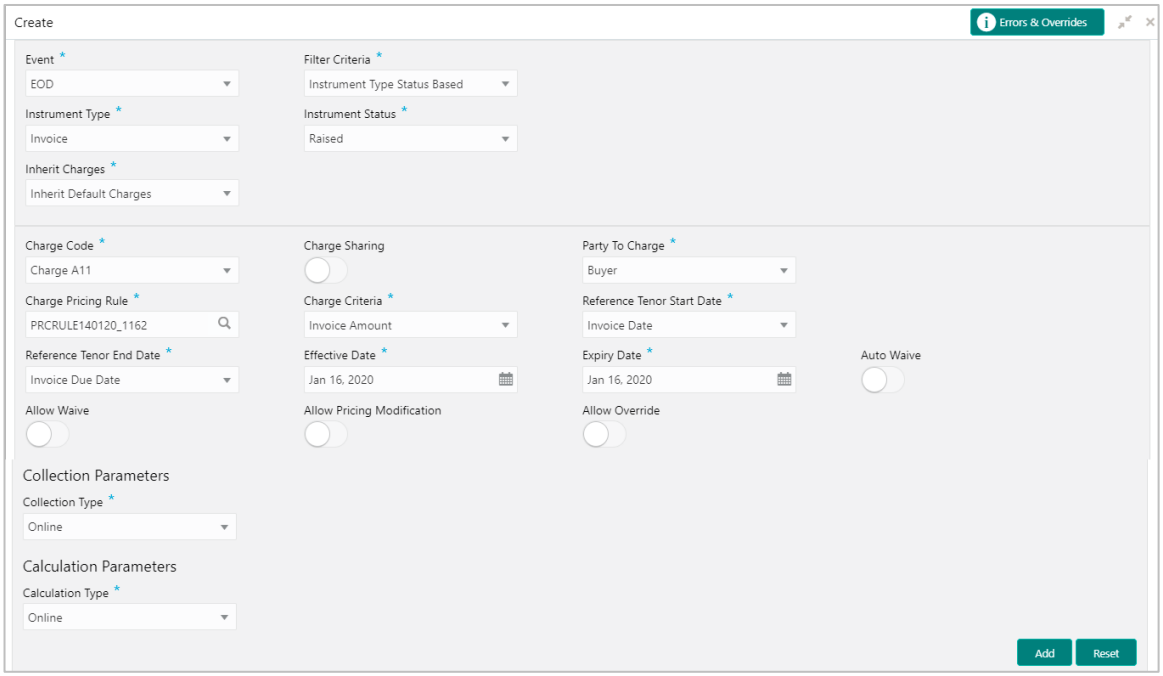
- Click the refresh ( ) icon to refresh the records.
- Click the Options ( ) icon and then click any of the below options:
  - **Unlock** – To modify the record details. Refer the **Create Charge Rule Maintenance** section for field level details.
  - **Authorize** – To authorize the code. Authorizing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

3.4.3 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

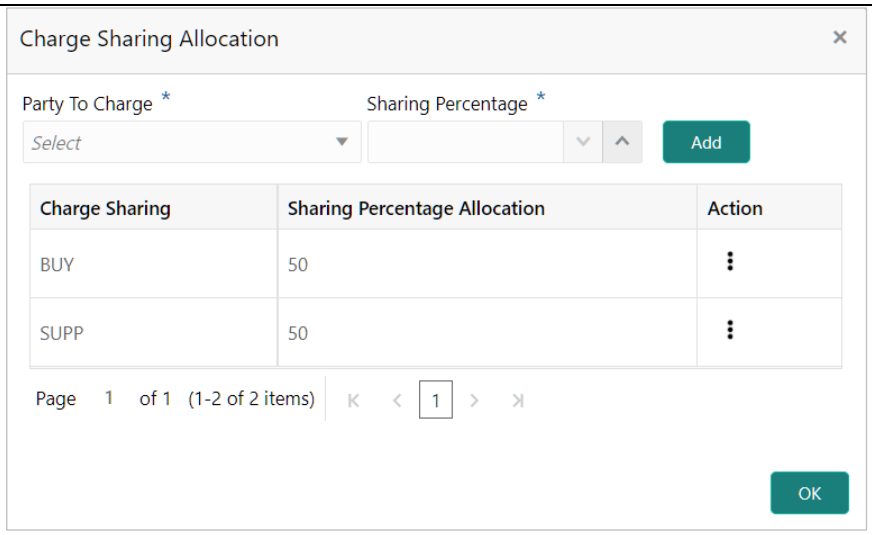
Navigation Path: *Receivables & Payables > Maintenance > Charges > Charge Decisioning > Create*



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

Note: Fields marked with '' are mandatory.*

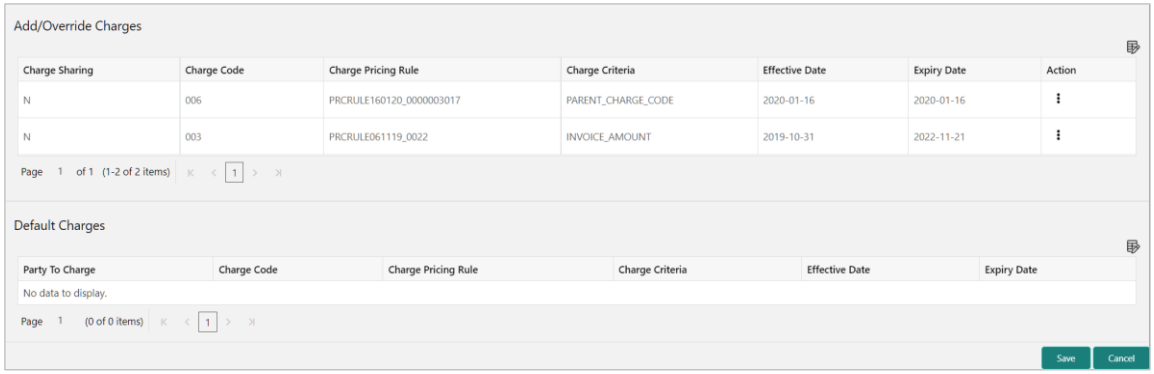
Field Name	Description
Event *	Select the event on the occurrence of which, the charge should be applied.
Filter Criteria *	Select the appropriate filter criteria for specific application of charges. This can be Default, Product Based, or Instrument Type Status Based.
Instrument Type *	Select the instrument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

Field Name	Description
	 a. In the **Party to Charge**, select the party to be charged. b. In the **Sharing Percentage**, enter number of percentages to be shared by the selected party. c. Click **Add** to add details in the grid. d. Repeat steps '1' to '3' to add more parties to be charged. *Note: Sum of sharing percentage of added parties should be 100.* e. If required, click Options (⋮) icon under the 'Action' column in the grid and then click **Edit** to modify details or click **Delete** to remove the record. f. Click **OK** to save the charge sharing details.
Party To Charge *	Select the party to be charged. This field appears only if Charge Sharing toggle is switched off.
Charge Pricing Rule *	Click the search icon to select the charge pricing rule to be applied.
Charge Criteria *	Select the criteria to be considered based on which the charge should be calculated. The available options are: • Count of POs • Parent Charge Code • Count of Invoices • Invoice Amount • PO Amount
Parent Charge Code *	Select the parent charge code. This field is displayed only when you select parent charge code in Charge Criteria field.
Reference Tenor Start Date *	Specify which date should be considered to calculate the start of charge tenor duration.
Reference Tenor End Date *	Specify which date should be considered to calculate the end of charge tenor duration.

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). For weekly frequency, the calculation can happen on a specific day of the week.

Field Name	Description
	This field is displayed only when the calculation type is batch.
Units	This field specifies whether the charge collection should take place as per units of specified frequency. If monthly frequency is specified and no. of units is 2, then the charge would be collected once in two months. This field is displayed only when the calculation type is batch.
Add/Override Charges grid	The details of new charges added, appears in this grid.
Default Charges grid	The default charges configured for the selected event, appear in this grid, if you select the Inherit Default Charges option from the Inherit Charges list. These charges cannot be modified.

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



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 (⋮) icon under 'Action' column.

b. To modify the details, click **Edit** and repeat the step 1, 2, and 3.
   OR
   To remove the record, click **Delete**.

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

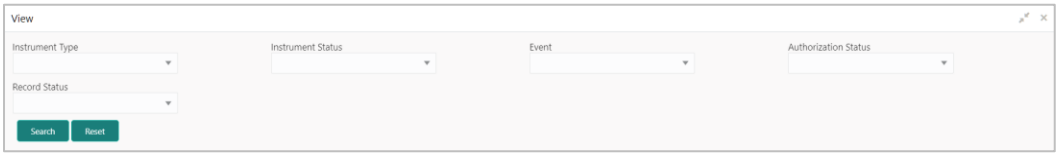
3.4.3.2 View Charge Decisioning

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

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

- Filter the records in the View screen:

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

  b. Click **Search**.

  OR

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

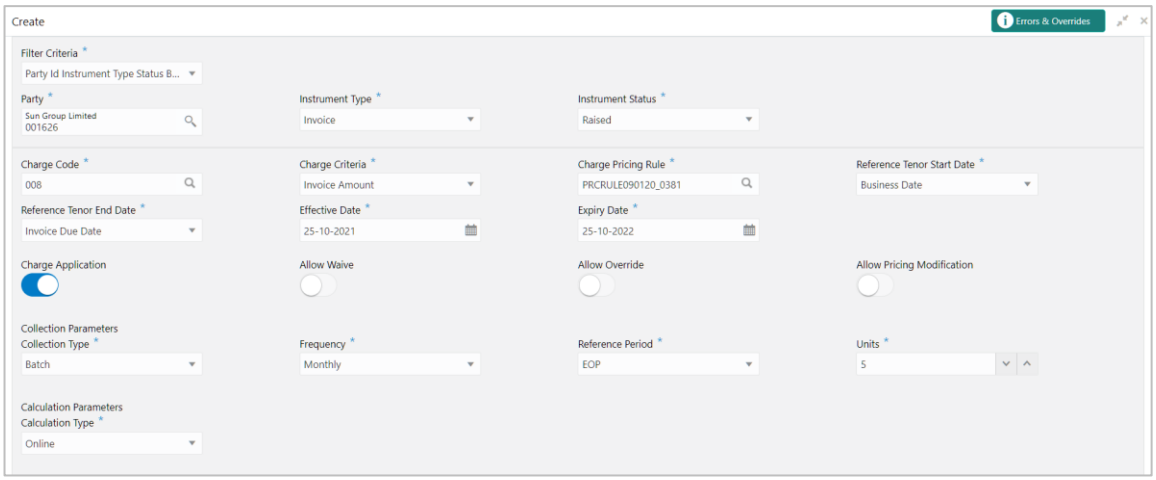
- Click the refresh ( ) icon to refresh the records.
- Click the Options ( ) icon and then click any of the below options:
  - **Unlock** – To modify the record details. Refer the **Create Charge Decisioning** section for field level details.
  - **Authorize** – To authorize the code. Authorizing requires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

3.4.4 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*



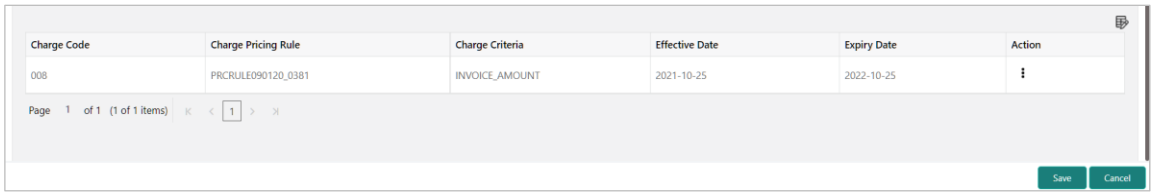
1. Refer the following table for specifying details in the above screen:

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

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

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

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



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

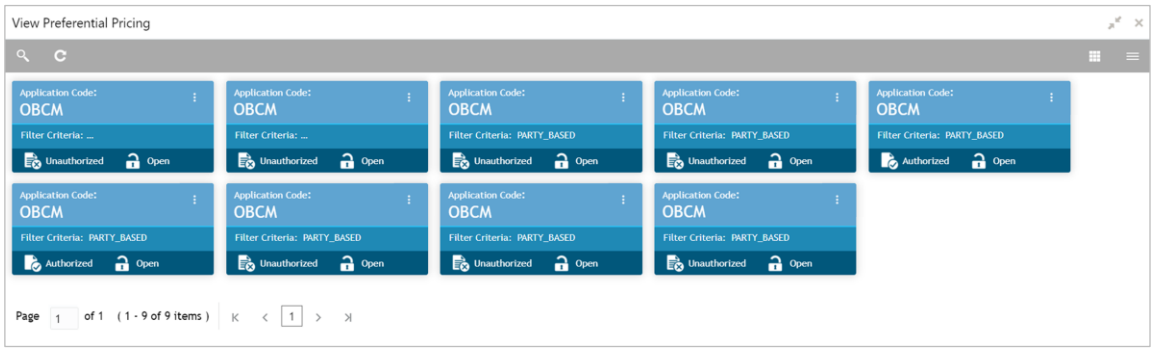
a. Select the record in the grid and then click Options (⋮) icon under 'Action' column.

b. To modify the details, click **Edit** and repeat the step 1, 2, and 3.
OR
To remove the record, click **Delete**.

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

3.4.4.2 View Charge Preferential Pricing

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



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.

  b. Click **Search**.

  OR

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

- Click the refresh (↻) icon to refresh the records.

- Click the Options (⋮) icon and then click any of the below options:

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

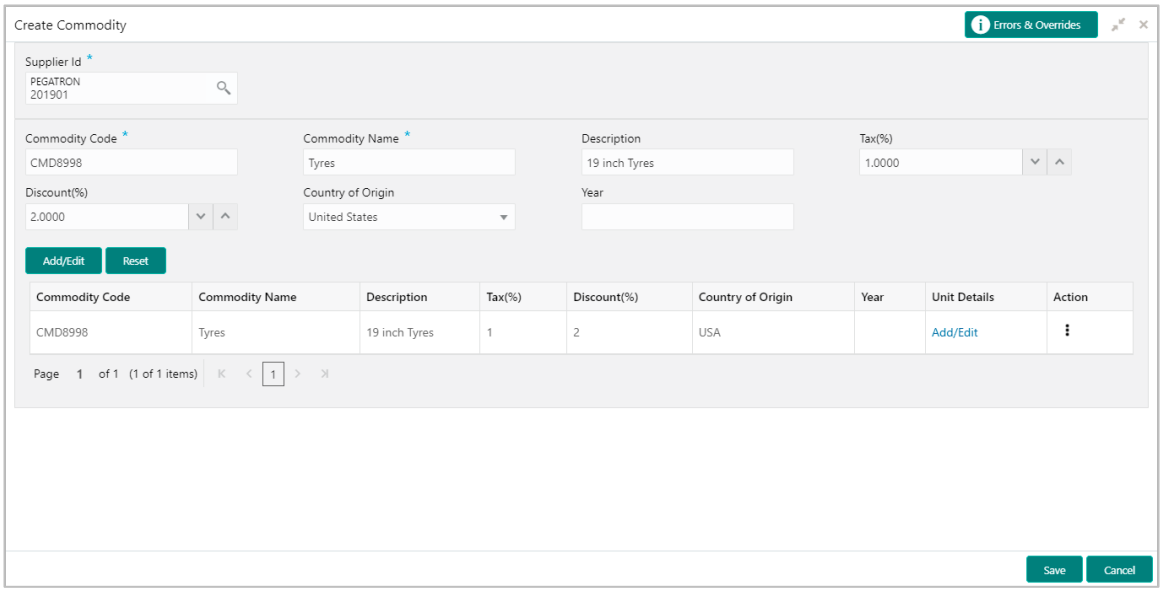
3.5 Maintaining Commodity

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*

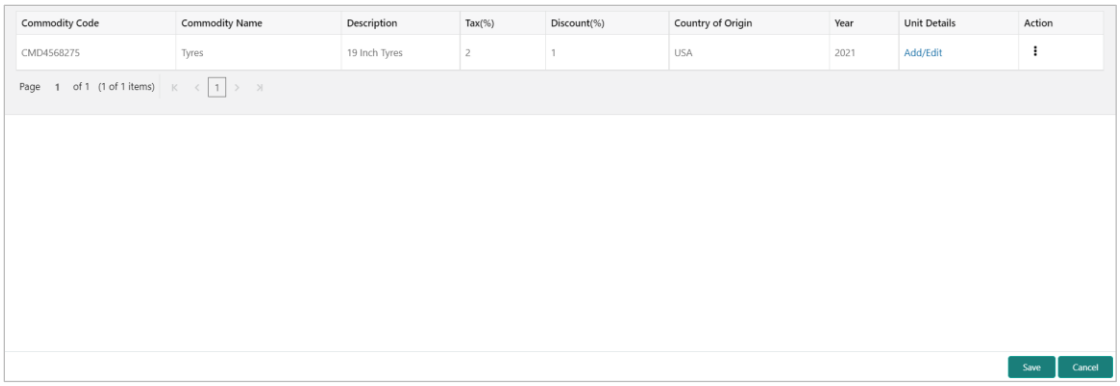


1. Refer the following table for specifying details in the above screen:

Note: Fields marked with '' are mandatory.*

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

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

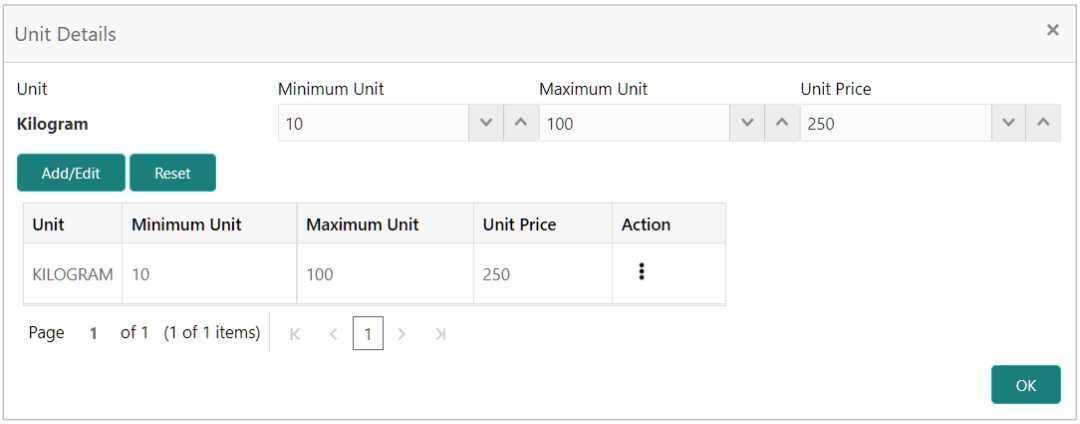


Perform the following steps to take action on the records in the grid:

a. Select the record in the grid and then click Options (⋮) icon under 'Action' column.

b. To modify the details, click **Edit** and repeat the step 1, 2, and 3.
OR
To remove the record, click **Delete**.

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



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

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

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

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

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

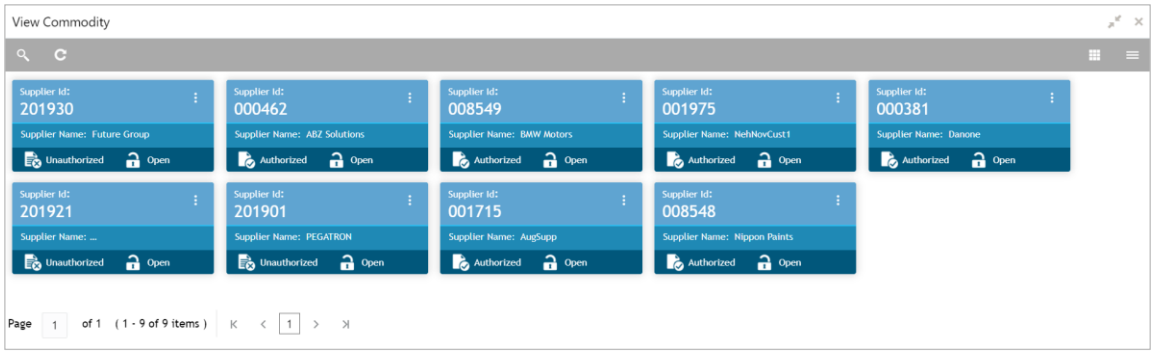
vi. Click **OK** to go the parent page.

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

3.5.2 View Commodity

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

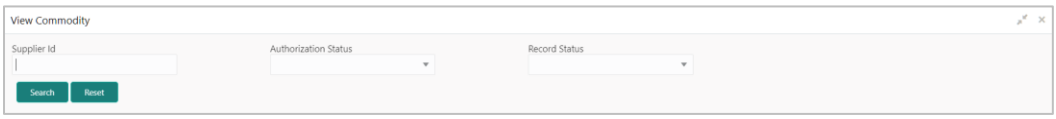
Navigation Path: *Receivables & Payables > Maintenance > Commodity Code > View Commodity Code*



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

- Filter the records in the View screen:

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

  b. Click **Search**.

  OR

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

- Click the refresh ( ) icon to refresh the records.

- Click the Options ( ) icon and then click any of the below options:

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

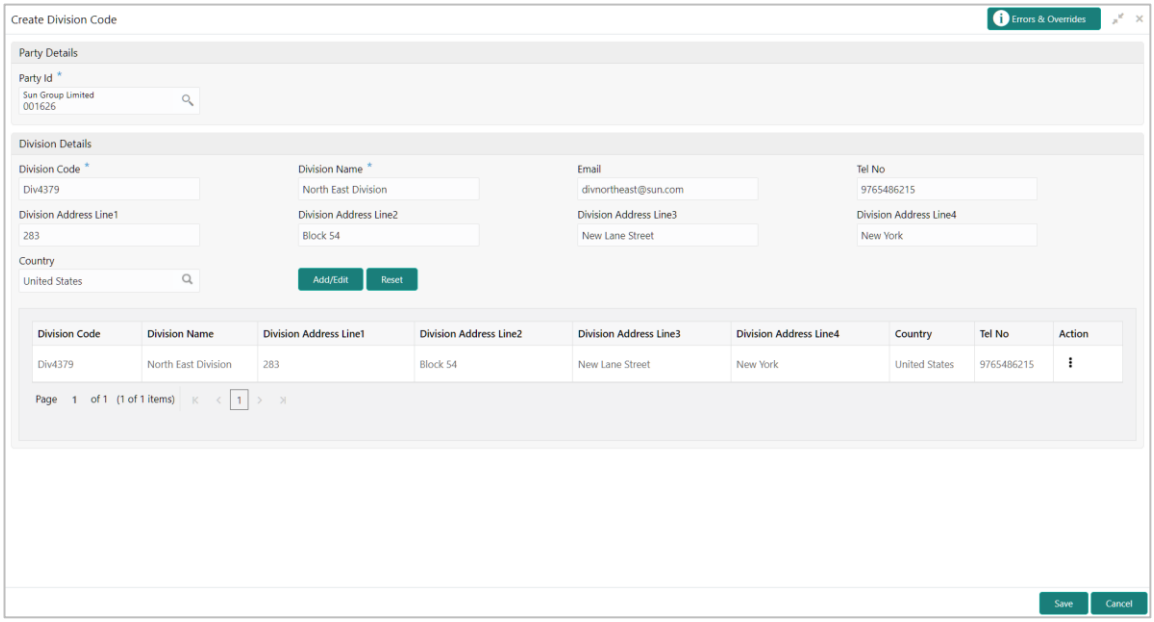
3.6 Maintaining Division Code

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*



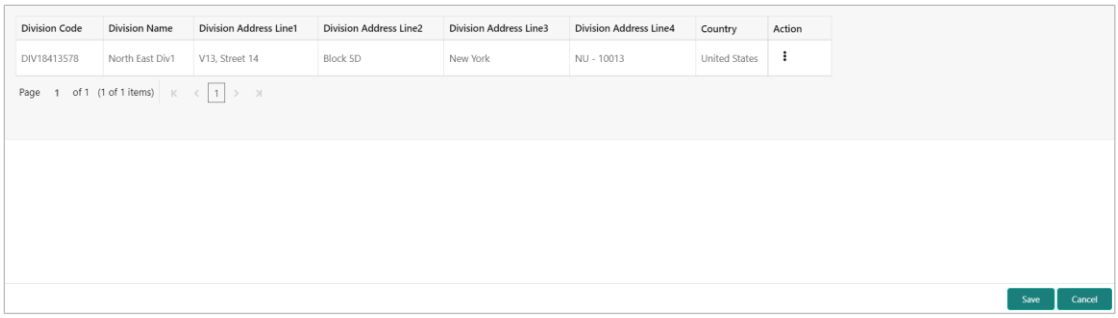
1. Refer the following table for specifying details in the above screen:

Note: Fields marked with '' are mandatory.*

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

Field Name	Description
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.



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

a. Select the record in the grid and then click Options (⋮) icon under 'Action' column.

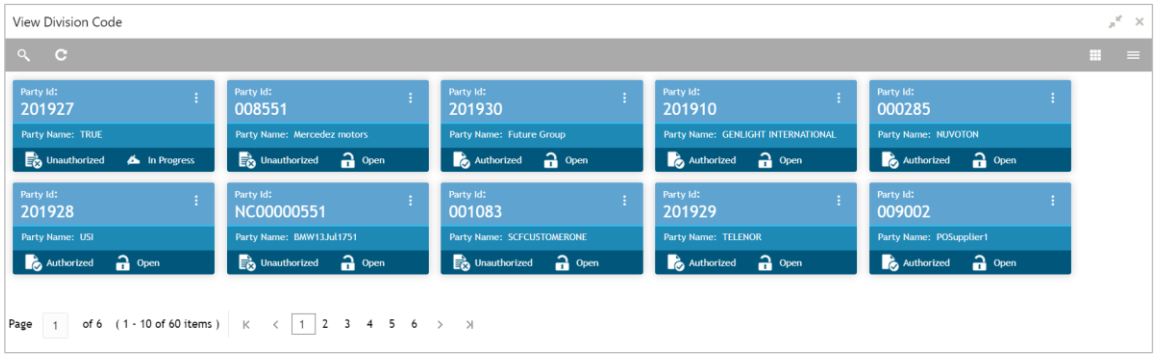
b. To modify the details, click **Edit** and repeat the step 1, 2, and 3.
OR
To remove the record, click **Delete**.

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

3.6.2 View Division Code

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

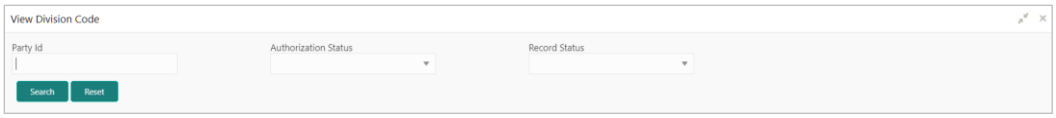
Navigation Path: *Receivables & Payables > Maintenance > Division Code > View Division Code*



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

- Filter the records in the View screen:

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



b. Click **Search**.

OR

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

- Click the refresh ( ) icon to refresh the records.
- Click the Options ( ) icon and then click any of the below options:
  - **Unlock** – To modify the record details. Refer the **Create Division Code** section for field level details.
  - **Authorize** – To authorize the record. Authorizing requires necessary access rights.
    - Optional: Click **View** to view the record details.
    - Select the record to authorize and then click **Confirm**.
  - **Delete/Close** – To remove the record.
    - Optional: On the confirmation pop-up window, click **View** to view the record details.
    - Click **Proceed** to delete the record.
  - **Copy** – To copy the division code details for creating a new record.
  - **View** – To view the division code details.
- **Reopen** – To reopen a closed record.

3.7 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.

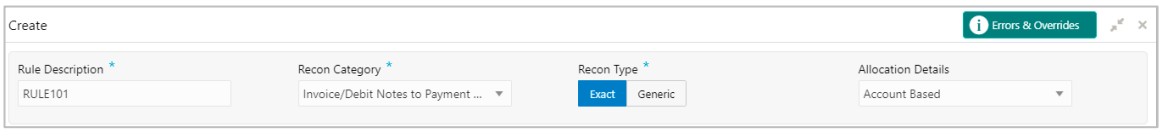
For the ‘Generic’ type of rule, user can configure generic reconciliation methods such as FIFO, LIFO, HAFO, and LAFO. As per selected method, one can choose ‘Based on’ attribute. For

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

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

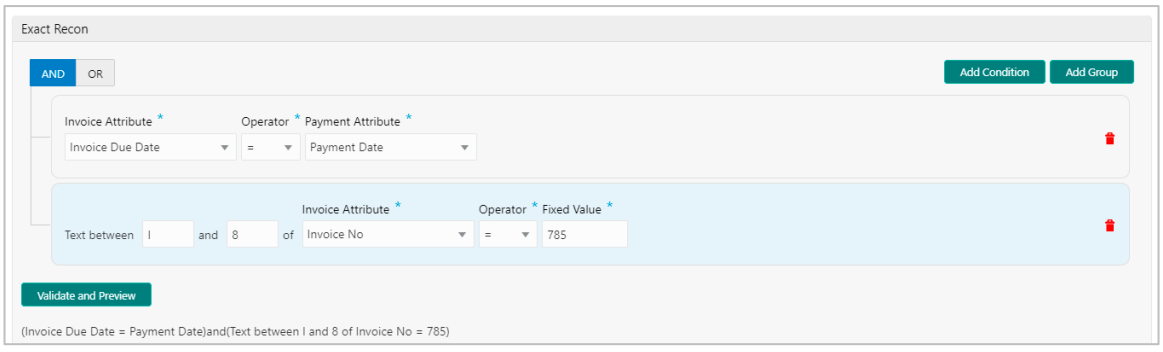
Navigation Path: *Receivables & Payables > Maintenance > Reconciliation > Reconciliation Rule Definition > Create*



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

Note: Fields marked with '' are mandatory.*

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



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

   a. Click **Add Condition** to add a single line of condition.
   OR
   Click **Add Group** to add a group of conditions.

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

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

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

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	Interest Refund
Margin Refund			

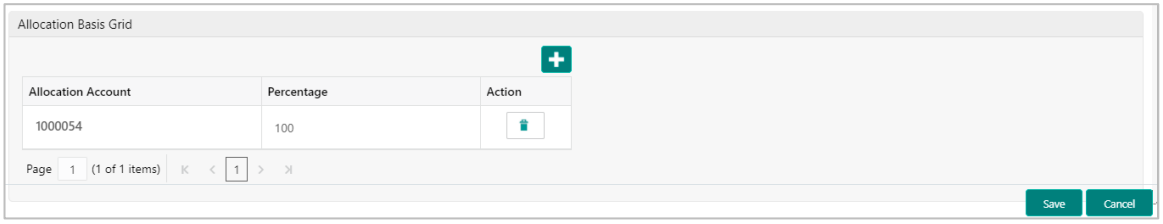
e. Click **Operator** to specify how to compare defined values.

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 ( ) 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.



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

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

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

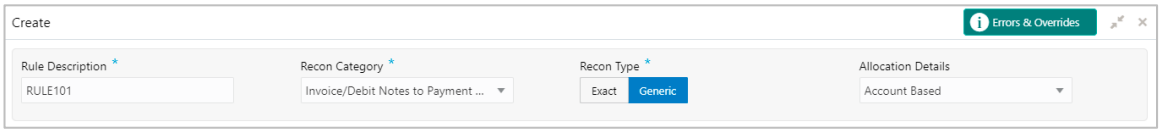
   c. Repeat the step “a” and “b” to add more attributes.
   OR
   If required, click the Delete icon ( ) under ‘Action’ column to remove the allocation row.

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

3.7.1.2 Create Generic Reconciliation Rule Definition

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

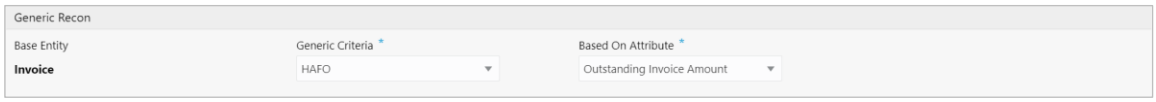
Navigation Path: *Receivables & Payables > Maintenance > Reconciliation > Reconciliation Rule Definition > Create*



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

Note: Fields marked with '' are mandatory.*

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

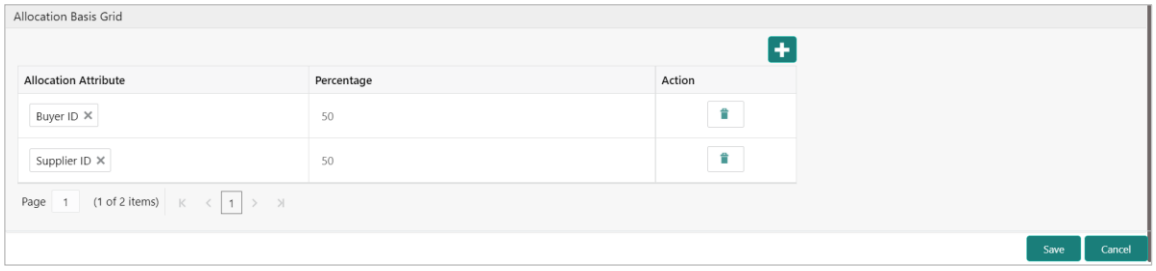


2. In the 'Generic Recon' section, perform the following steps:

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

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

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



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

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

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

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

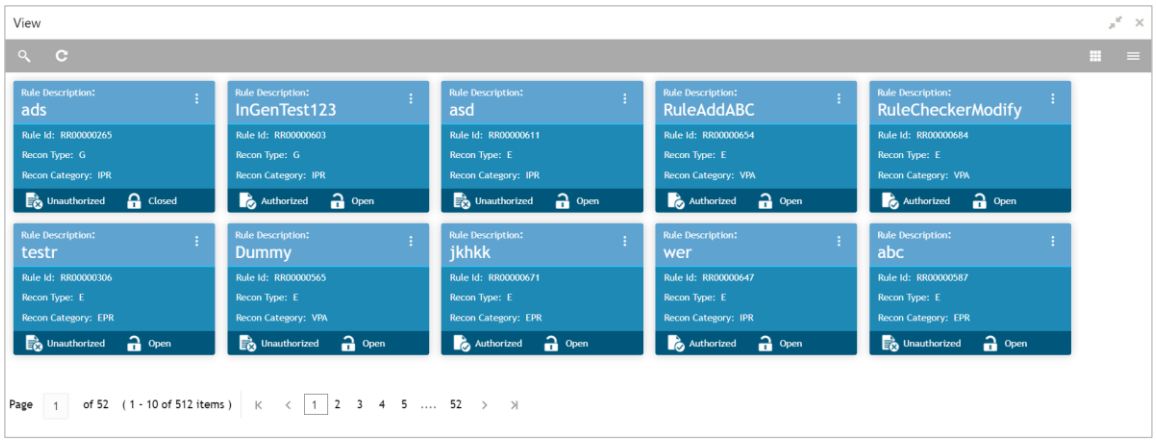
If required, click the Delete icon ( ) under ‘Action’ column to remove the allocation row.

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

3.7.1.3 View Reconciliation Rule Definition

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

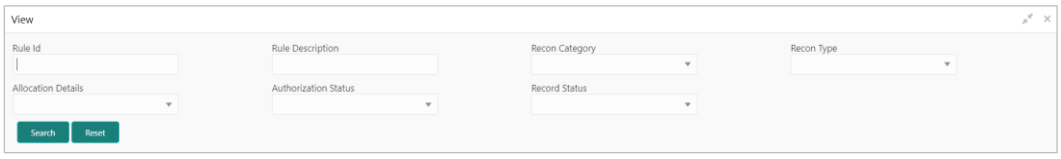
Navigation Path: *Receivables & Payables > Maintenance > Reconciliation > Reconciliation Rule Definition > View*



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

- Filter the records in the View screen:

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



  b. Click **Search**.

  OR

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

- Click the refresh ( ) icon to refresh the records.

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

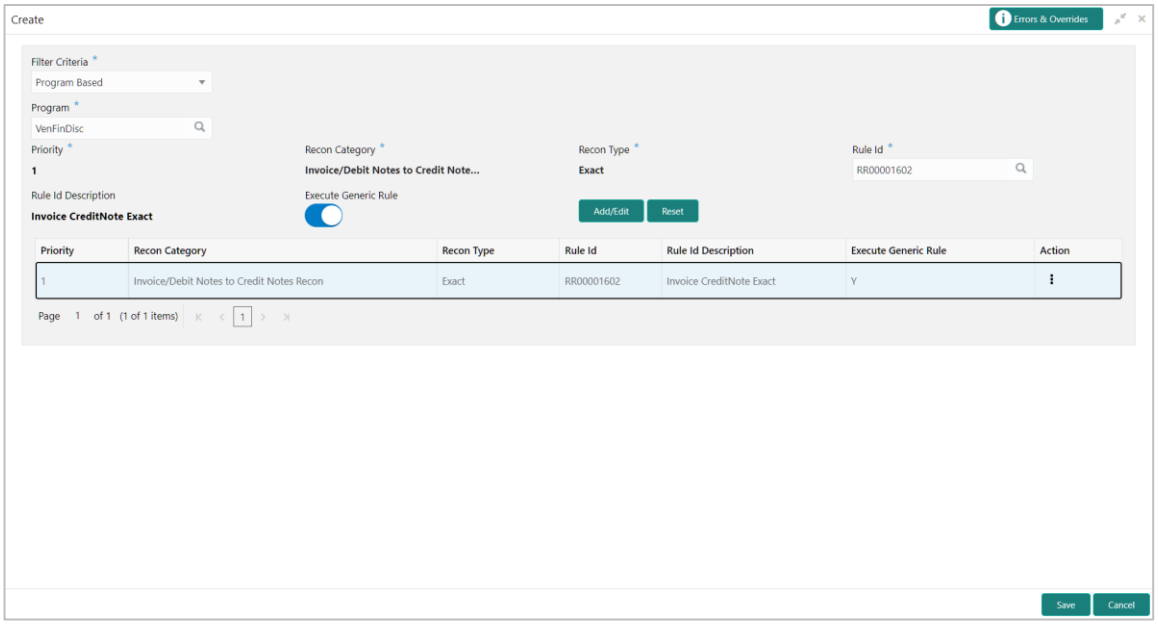
3.7.2 Reconciliation Rule Decision

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

3.7.2.1 Create Reconciliation Rule Decision

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

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



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

Note: Fields marked with '' are mandatory.*

Field Name	Description
Filter Criteria *	Select the appropriate filter criteria for specific application of reconciliation rule decisioning. This is the level to which the reconciliation rule is mapped. Select any one of the below filter criteria to map the recon rule specifically to it: • 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'.

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

3. Click **Add/ Edit** to add details in the grid.
   OR
   Perform the following steps to take action on the records in the grid:

   a. Select the record in the grid and then click Options (⋮) icon under 'Action' column.

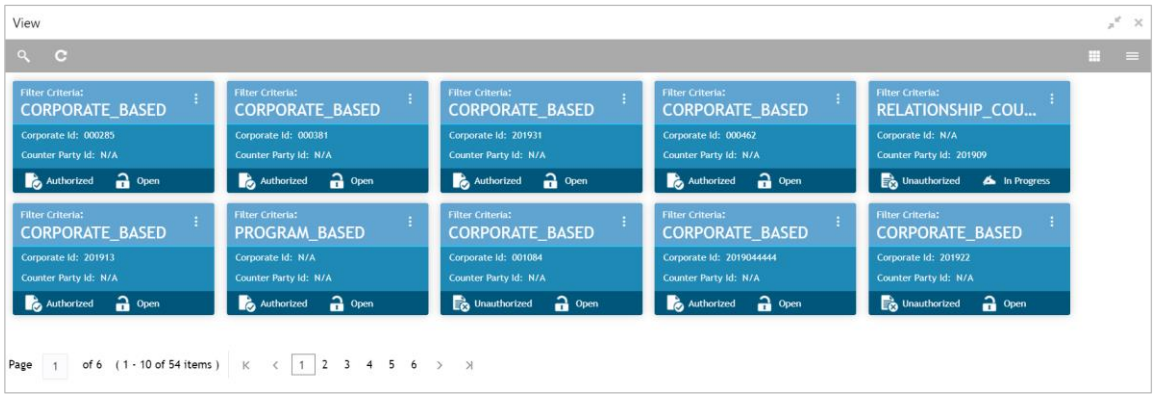
   b. To modify the details, click **Edit** and repeat the step 1, 2, and 3.
      OR
      To remove the record, click **Delete**.

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

3.7.2.2 View Reconciliation Rule Decision

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

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



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

- Filter the records in the View screen:

  a. Click the search (🔍) icon to view the filters. You can filter the records by Corporate, Counterparty Id, Relationship Code, Program, Authorization Status, and Record Status.

  b. Click **Search**.

     OR

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

- Click the refresh (🔄) icon to refresh the records.

- Click the Options (⋮) icon and then click any of the below options:

  - **Unlock** – To modify the record details. Refer the **Create Reconciliation Rule Decision** section for field level details.

- **Authorize** – To authorize the record. Authorizing requires necessary access rights.
  - Optional: Click **View** to view the record details.
  - Select the record to authorize and then click **Approve**.
- **Delete/Close** – To remove the record.
  - Optional: On the confirmation pop-up window, enter the remark for deletion.
  - Click **Confirm** to delete the record.
- **Copy** – To copy the reconciliation rule definition details for creating a new record.
- **View** – To view the reconciliation rule definition details.
- **Reopen** – To reopen a closed record.

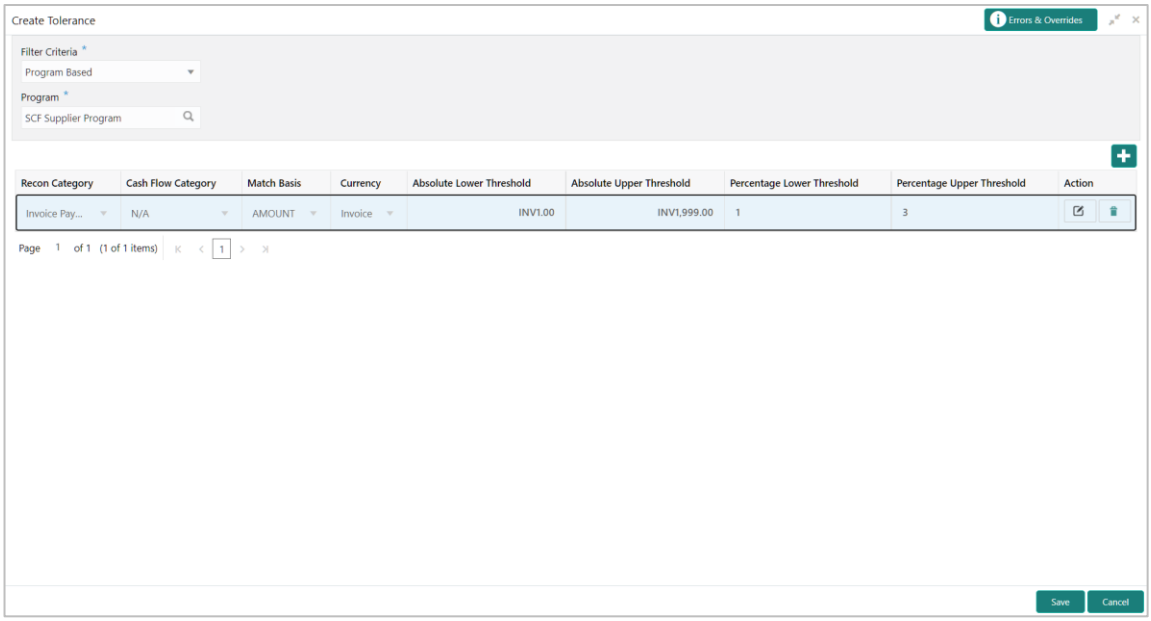
3.8 Maintaining Tolerance

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.

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



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

Note: Fields marked with '' are mandatory.*

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

Field Name	Description
	This field is only displayed when filter criteria includes 'Spoke'.
Relationship Code *	Click the search icon and select the relationship code This field is only displayed when filter criteria includes 'Relationship'.
Counterparty Id *	Click the search icon and select the counterparty id This field is only displayed when filter criteria includes 'Counterparty'.
Party *	Click the search icon and select the party This field is only displayed when filter criteria includes 'Party'.

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

   - Click Delete icon ( ) to remove that specific row.
     OR
     Click Edit icon ( ) and refer the following table for specifying details in the grid:

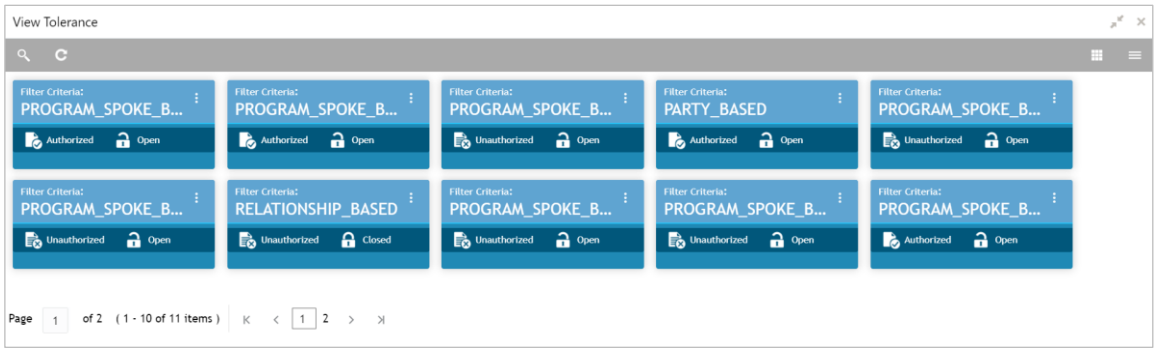
Field Name	Description
Recon Category	Select the recon category to add the tolerance for.
Cash Flow Category	The cash flow category is auto populated based on selected recon category. This field is applicable only if Receivables and Payables module is integrated with Oracle Banking Cash Management.
Match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

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

3.8.2 View Tolerance

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

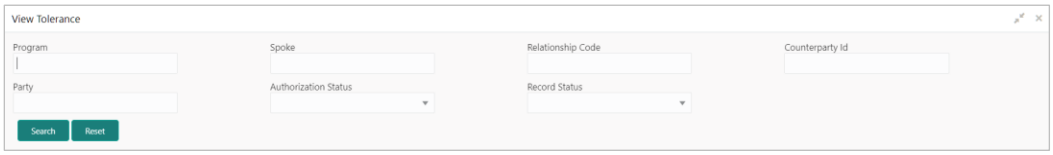
Navigation Path: *Receivables & Payables > Maintenance > Tolerance > View Tolerance*



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

- Filter the records in the View screen:

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

  b. Click **Search**.

  OR

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

- Click the refresh ( ) icon to refresh the records.
- Click the Options ( ) icon and then click any of the below options:
  - **Unlock** – To modify the record details. Refer the **Create Tolerance** section for field level details.
  - **Authorize** – To authorize the record. Authorizing requires necessary access rights.
    - Optional: Click **View** to view the record details.
    - Select the record to authorize and then click **Confirm**.
  - **Delete/Close** – To remove the record.
    - Optional: On the confirmation pop-up window, click **View** to view the record details.
    - Click **Proceed** to delete the record.
  - **Copy** – To copy the tolerance details for creating a new record.
  - **View** – To view the tolerance details.
  - **Reopen** – To reopen a closed record.

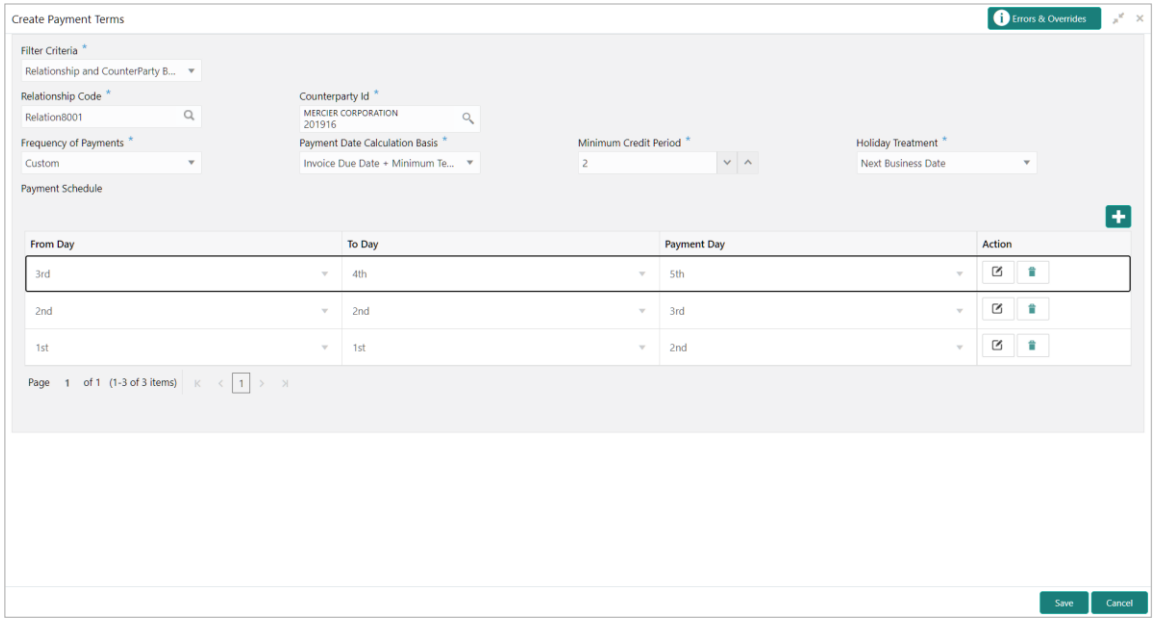
3.9 Maintaining Payment Terms

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

3.9.1 Create Payment Terms

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

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



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

Note: Fields marked with '' are mandatory.*

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

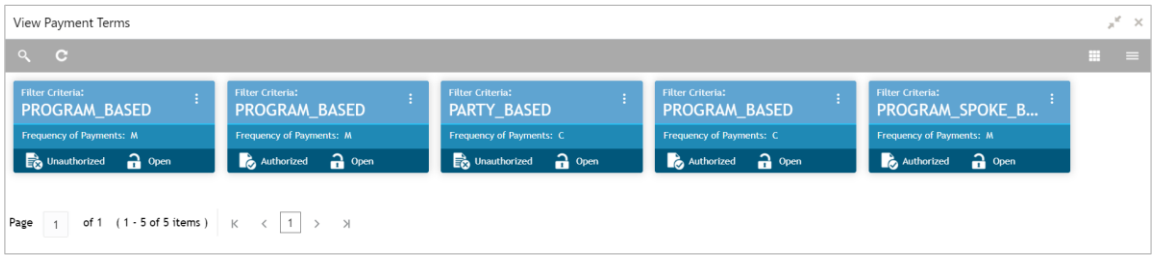
Field Name	Description
	This field is only displayed when filter criteria includes 'Relationship'.
Counterparty Id *	Click the search icon and select the counterparty id. This field is only displayed when filter criteria includes 'Counterparty'.
Party *	Click the search icon and select the party. This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

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

3.9.2 View Payment Terms

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

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



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

- Filter the records in the View screen:

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

  b. Click **Search**.

     OR

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

- Click the refresh ( ) icon to refresh the records.
- Click the Options ( ) icon and then click any of the below options:
  - **Unlock** – To modify the record details. Refer the **Create Payment Terms** section for field level details.
  - **Authorize** – To authorize the record. Authorizing requires necessary access rights.
    - Optional: Click **View** to view the record details.
    - Select the record to authorize and then click **Confirm**.
  - **Delete/Close** – To remove the record.
    - Optional: On the confirmation pop-up window, click **View** to view the record details.
    - Click **Proceed** to delete the record.
  - **Copy** – To copy the payment terms details for creating a new record.
  - **View** – To view the payment terms details.
  - **Reopen** – To reopen a closed record.

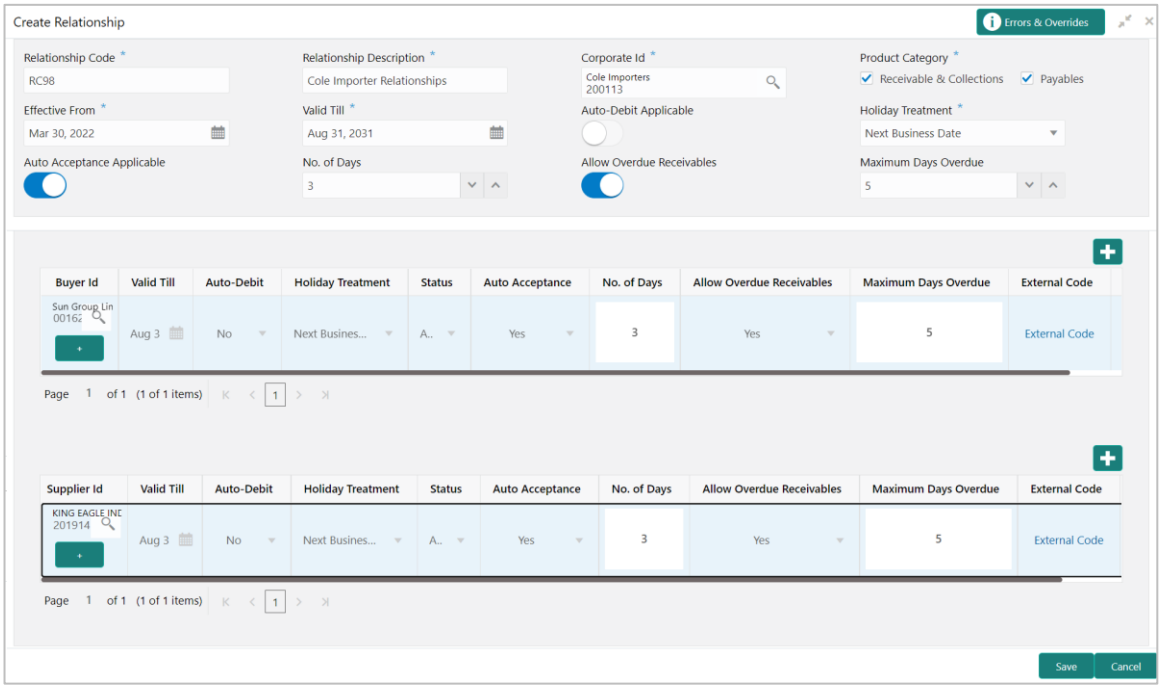
3.10 Maintaining Relationships

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

3.10.1 Create Relationship

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

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



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

Note: Fields marked with '' are mandatory.*

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

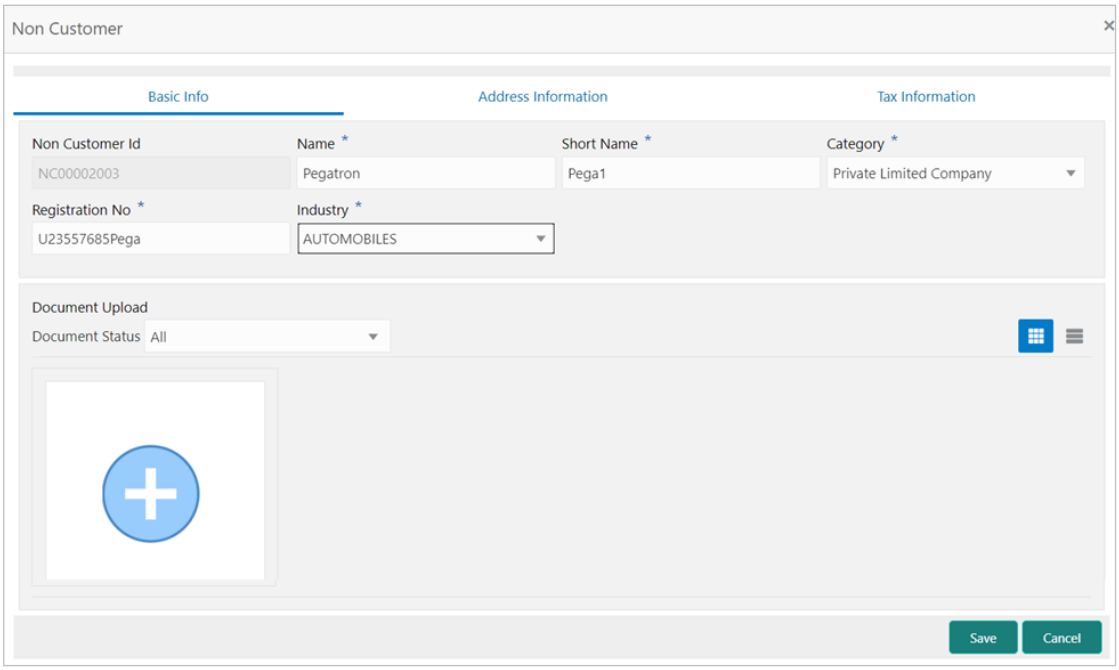
Field Name	Description
Effective From *	Click the Calendar icon to select the date from which the relationship is active. Blank value for this field considers branch date by default.
Valid Till *	Click the Calendar icon and select the date till which the relationship would be valid.
Auto Debit Applicable	Switch the toggle ON, if automatic debit facility is applicable at relationship level.
Holiday Treatment *	Select the value to specify how to treat transactions falling on holidays.
Auto Acceptance Applicable	Switch the toggle ON, if auto acceptance should be enabled.
No. of Days	Enter the number of day(s) post, which the auto-acceptance is triggered for an invoice.
Allow Overdue Receivables	Enable this toggle to allow creation of overdue invoices and debit notes for the relationship.
Maximum Days Overdue	Enter the maximum number of days past the invoice/debit-note due date or the payment due date (if maintained), until when the creation of the receivable is allowed. This field appears only when the 'Allow Overdue Receivables' toggle is enabled.

2. In the grid section, click the Add icon ( ) to add the selected values in the grid. A message appears enquiring if the relationship parameters should be applied to the counterparty record.
3. Click **Confirm**, if the relationship parameters must be percolated to the counterparty. Else, click **Cancel**.

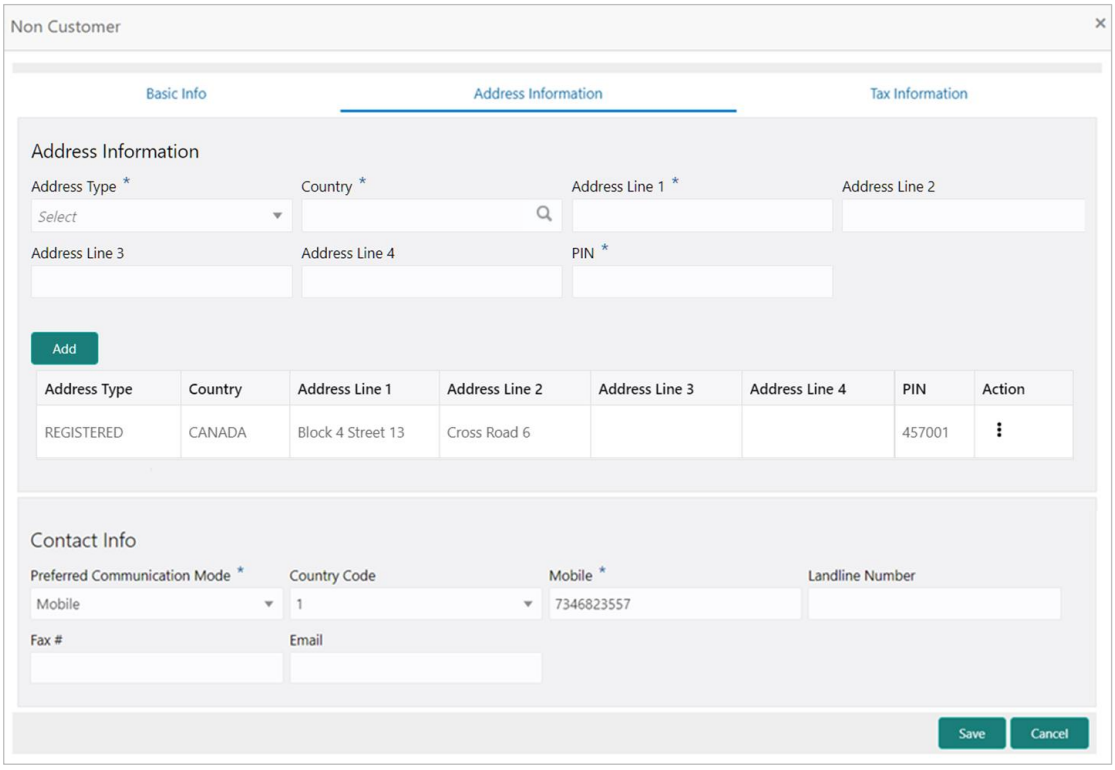
Note: If you click 'Confirm', the values of Auto-Debit Applicable, Holiday Treatment, Auto Acceptance Applicable, No. of Days, Allow Overdue Receivables, and Maximum Days Overdue fields are percolated to the counterparty being added.

4. Perform the following steps in the grid:
   a. Click the search icon ( ) in the Buyer/Supplier Name and select the buyer/supplier.
   b. Click the Add icon ( ) to add 'Non Customer' details.

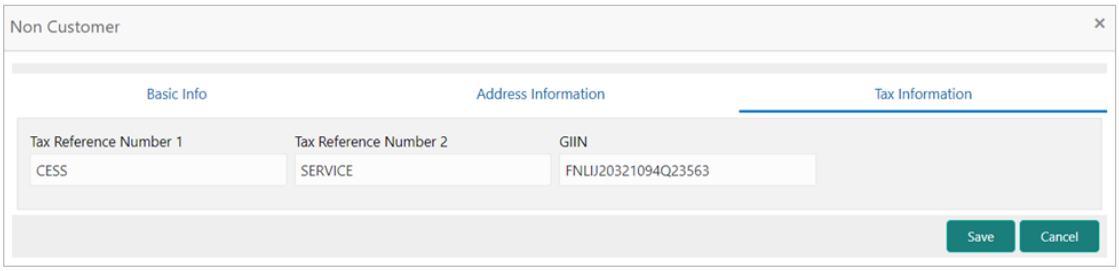
Note: Relationship cannot be created between non-customers, i.e., non-customers cannot be added if the selected Corporate Id is a non-customer.



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



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



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

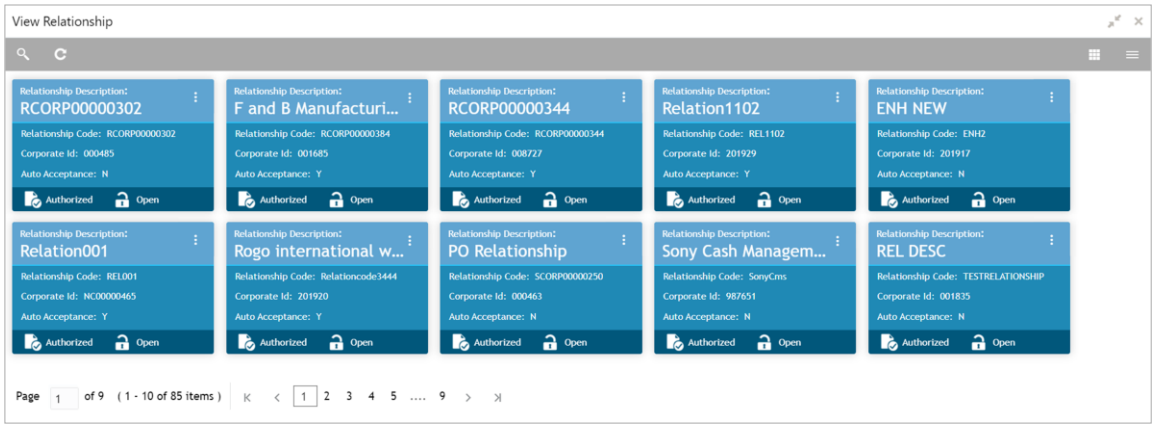
f. Click **Save** to save the non-customer data.

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

3.10.2 View Relationship

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

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



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

- Filter the records in the View screen:

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

  b. Click **Search**.

  OR

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

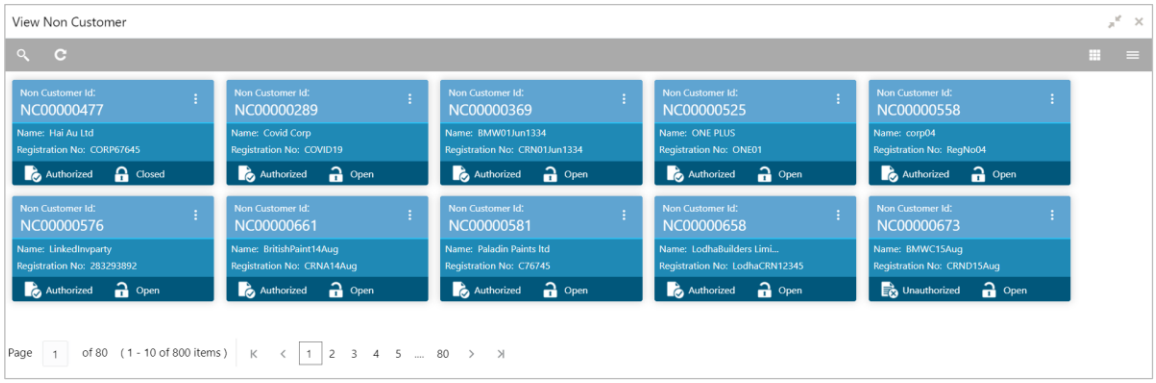
- Click the refresh ( ) icon to refresh the records.

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

3.10.3 View Non Customer

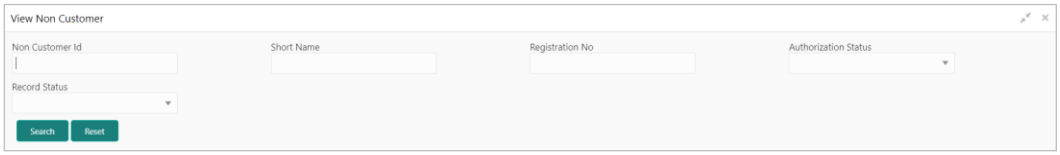
By using this screen, user can view, modify, delete, or authorize non-customer details.

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



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

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



  b. Click **Search**.

  OR

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

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

3.11 Maintaining Alerts

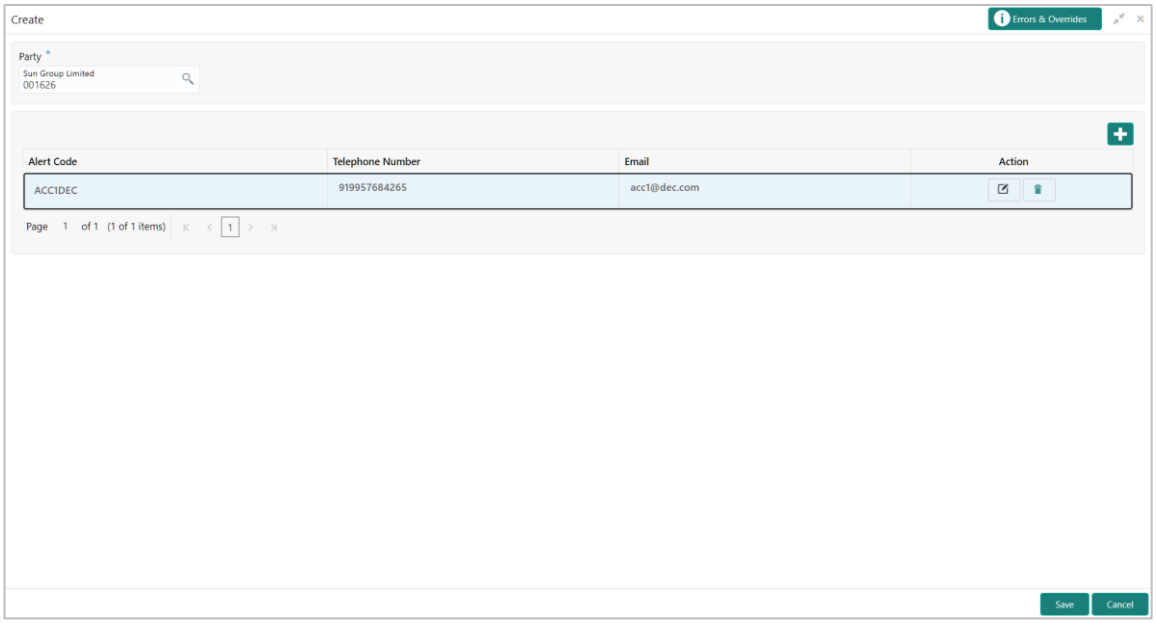
3.11.1 Maintaining Alert Contact Details

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*



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

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

4. Optional: You can perform any of the below action on the grid record(s):
   - Click the Edit icon ( ) to edit the contact details.
   - Click the Delete icon ( ) to remove the row.
5. Click **Save** to save the record and send for authorization.

3.11.1.2 View Alert Contact Details

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

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

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

- Filter the records in the View screen:

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

  b. Click **Search**.

  OR

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

- Click the refresh ( ) icon to refresh the records.
- Click the Options ( ) icon and then click any of the below options:
  - **Unlock** – To modify the record details. Refer the **Create 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.

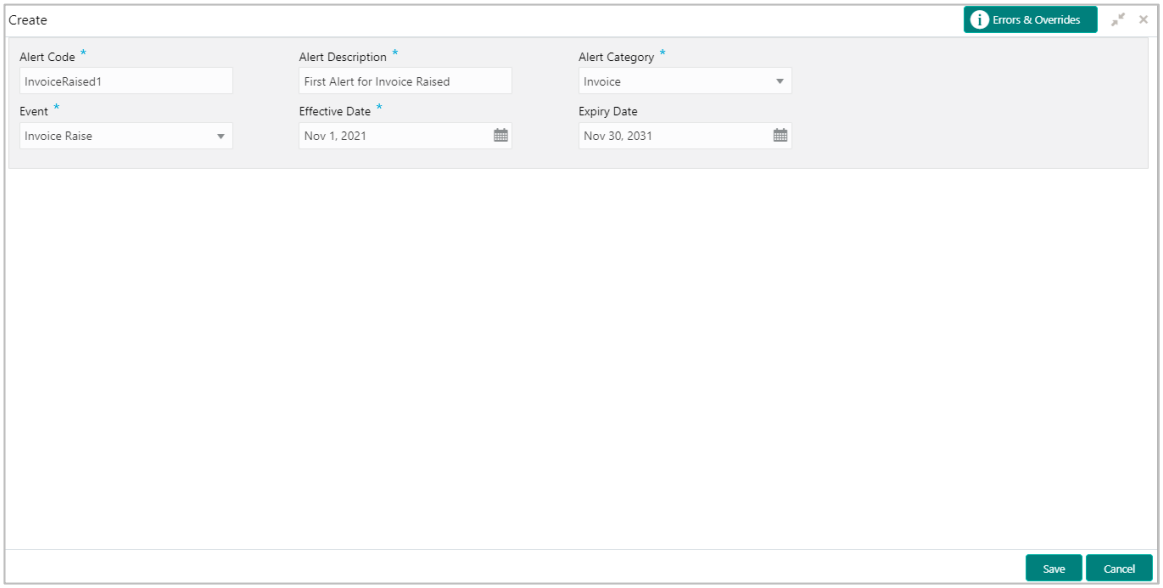
3.11.2 Maintaining Alert Definition

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*



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

Note: Fields marked with ‘’ are mandatory.*

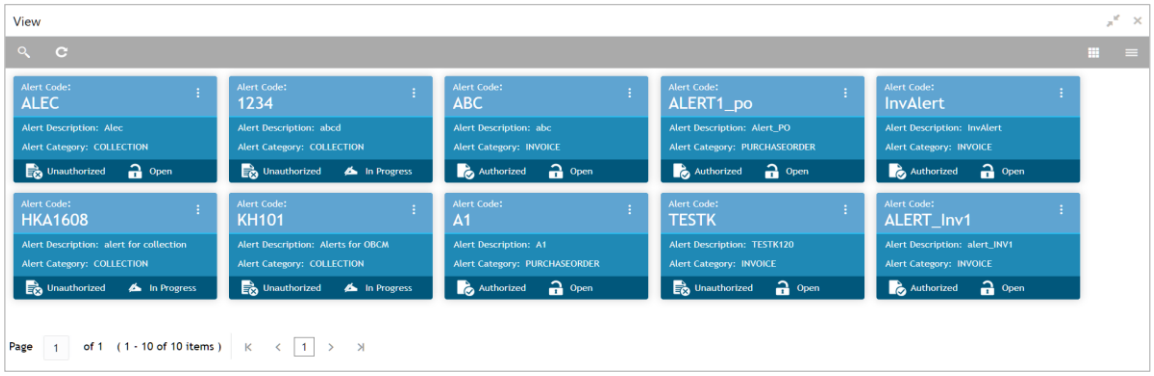
Field Name	Description
Alert Code *	Enter the unique alert code to be maintained in the system.
Alert Description *	Enter the description of the alert.
Alert Category *	Select the category of the alert.
Event *	Select event for which the alert should be used.
Effective Date *	Click the Calendar icon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

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

3.11.2.2 View Alert Definition

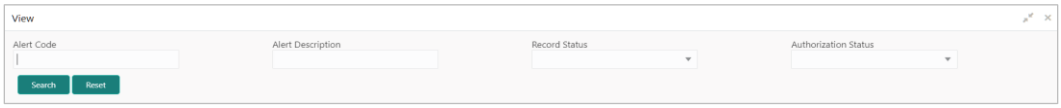
By using this screen, user can view, modify, or authorize alert details.

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



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

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



  b. Click **Search**.

  OR

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

- Click the refresh ( ) icon to refresh the records.
- Click the Options ( ) icon and then click any of the below options:
  - **Unlock** – To modify the record details. Refer the **Create Alerts Definition** section for field level details.
  - **Authorize** – To authorize the record. Authorizing requires necessary access rights.
    - Optional: Click **View** to view the record details.
    - Select the record to authorize and then click **Confirm**.
  - **Delete/Close** – To remove the record.
    - Optional: On the confirmation pop-up window, click View to view the record details.
    - Click **Proceed** to delete the record.
  - **Copy** – To copy the alert details for creating a new record.
  - **View** – To view the alert details.
  - **Reopen** – To reopen a closed record.

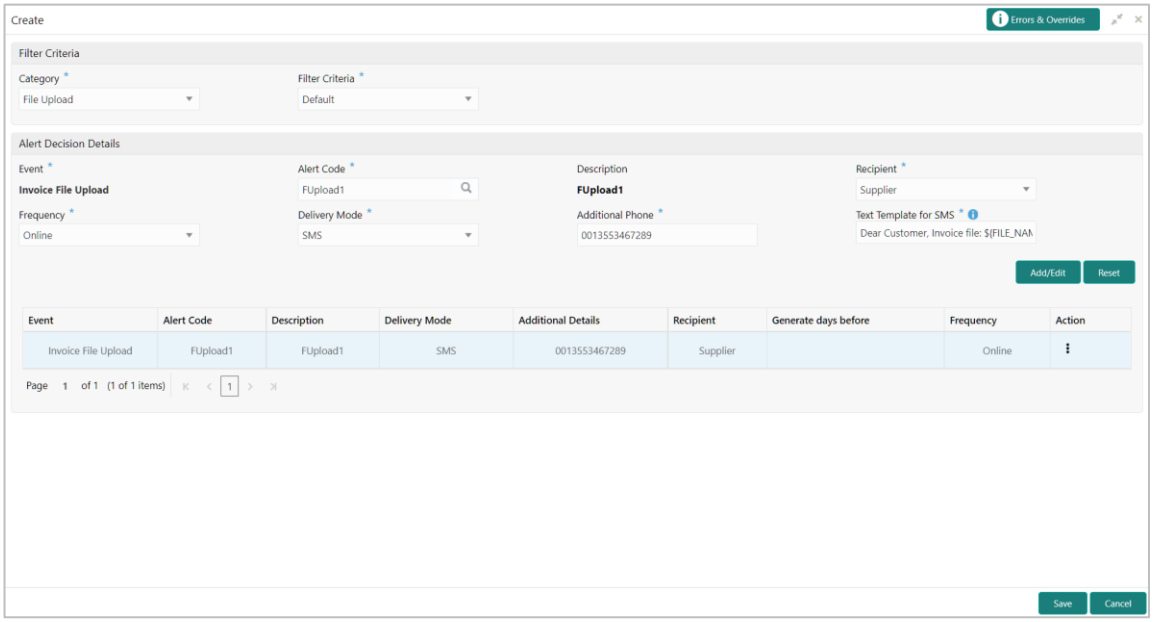
3.11.3 Maintaining Alert Decisioning

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

3.11.3.1 Create Alert Decisioning

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

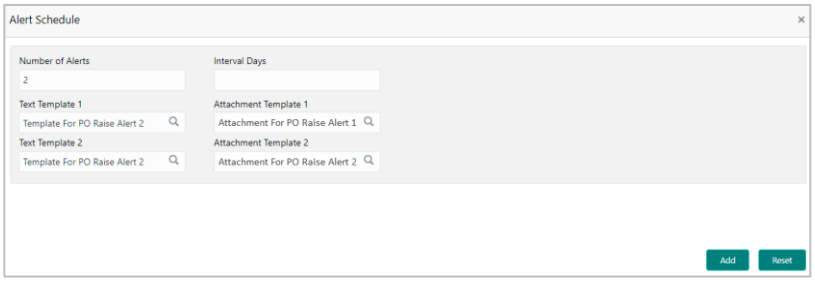
Navigation Path: *Receivables and Payables > Maintenance > Alerts > Alert Decisioning > Create*



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

Note: Fields marked with '' are mandatory.*

Field Name	Description
Category *	Select the category of the event for which the alert needs to be set.
Filter Criteria *	Select the criteria to which the alert should be linked.
Relationship Code **	Click the search icon and select the relationship to set the alert for. This field appears if you select the **Relationship Based** option from the **Filter Criteria**.
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.
Recipient *	Select the recipient of the alert.

Field Name	Description
Frequency *	Select the frequency to send the alerts as follows: • Select **Online** if the alert should be sent only when the event is generated. • Select **Scheduled** 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 **Scheduled** option from the **Frequency** list. Click this icon ( ) and perform the following steps:  a. In the **Number of Alerts** field, enter the total alerts to be sent. b. In the **Interval Days** field, enter the interval in days between each alert. a. In the **Text Template** field of each alert, click the search icon and select the text template for the alert. 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. c. Click **Add** to add the selected templates. Or, to clear the fields, click **Reset**.
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 **Scheduled** option in the **Frequency** field.
Additional Phone	Enter the additional phone number to send the alerts on. This field is displayed only for **WhatsApp**, and **SMS** modes of delivery.
Additional Email	Enter the additional email address to send the alerts to. This field is displayed only for **Email** 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 **Email**, and the frequency is **Online**.
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 **Email**, and the frequency is **Online**.
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 **Whatsapp**, and the frequency is **Online**.
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 **SMS**, and the frequency is **Online**.

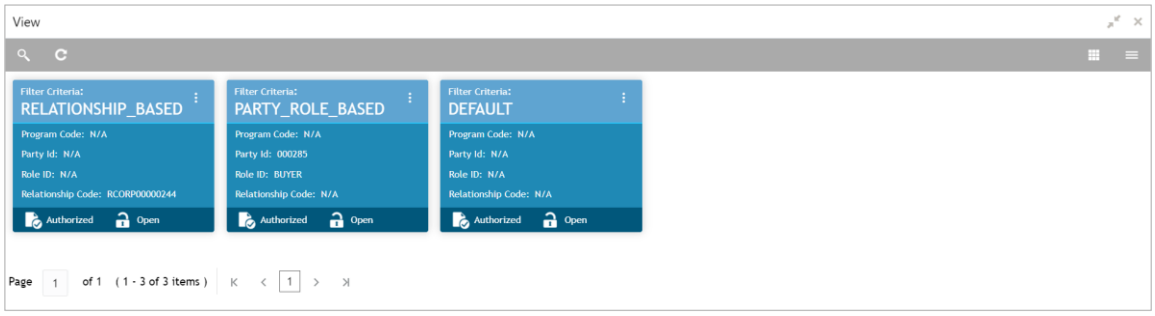
Field Name	Description
Text Template for DASHBOARD **	Click the search icon and select the text template for the **Dashboard** alert. This field is displayed only if the delivery mode is **Dashboard**, and the frequency is **Online**.

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

3.11.3.2 View Alert Decision

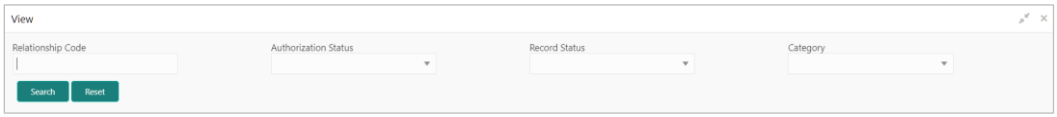
By using this screen, user can view, modify, or authorize alert decision details.

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



Perform the following steps to 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.



  b. Click **Search**.
     OR
     Click **Reset** to reset the filter criteria.
- Click the refresh ( ) icon to refresh the records.
- Click the Options ( ) icon and then click any of the below options:

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

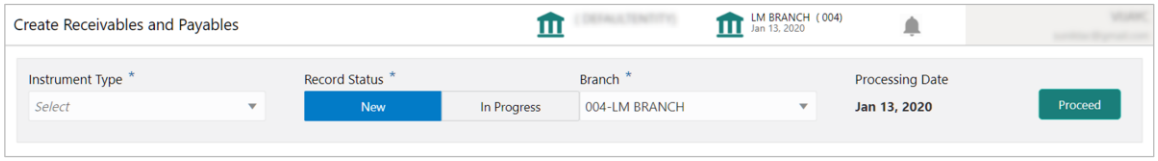
4. Create Receivables and Payables

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

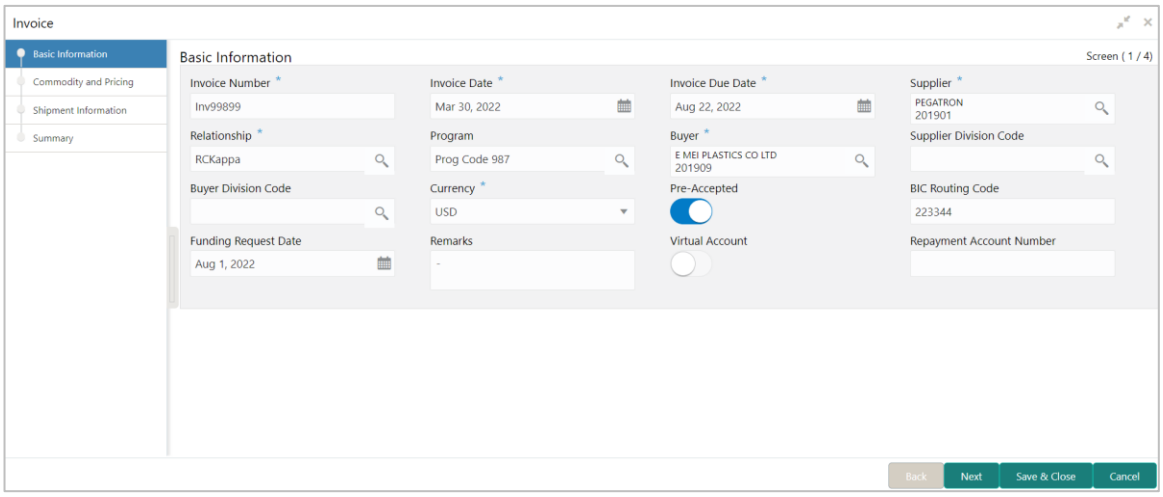
Navigation Path: *Receivables & Payables > Create Receivables and Payables*



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.

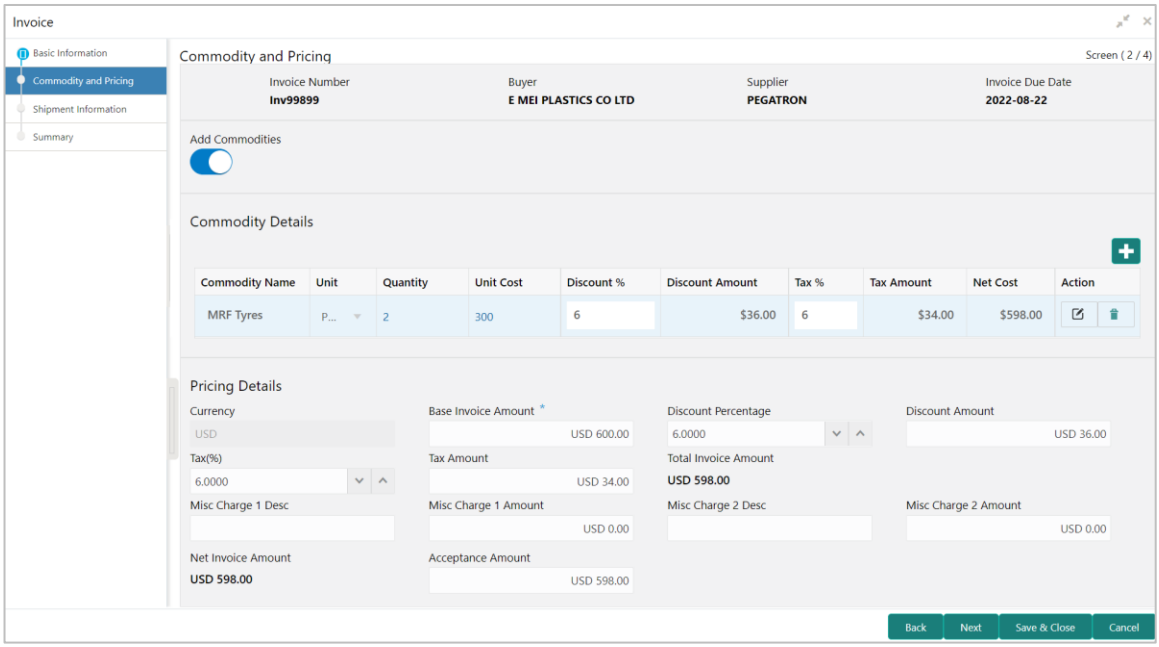


5. Specify the invoice details in the ‘Basic Information’ screen.

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.
BIC Routing Code	Enter the BIC or SWIFT code of the financial institution, to send the payment amount to.
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.
Virtual Account	Switch the toggle ON, if the repayment account is a virtual one.
Repayment Account Number	Enter the account number to send the repayment amount to.

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



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

Note: Fields marked with '' are mandatory.*

Field Name	Description
Invoice Number	Displays the reference number of the invoice.
Buyer	Displays the name of the buyer.
Supplier	Displays the name of the supplier.
Invoice Due Date	Displays the date when the invoice is due.
Add Commodities	Switch this toggle ON to add the commodities being purchased.
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	Indicates the options to edit or delete the commodity record. • Click to edit the record. • Click to delete the record.

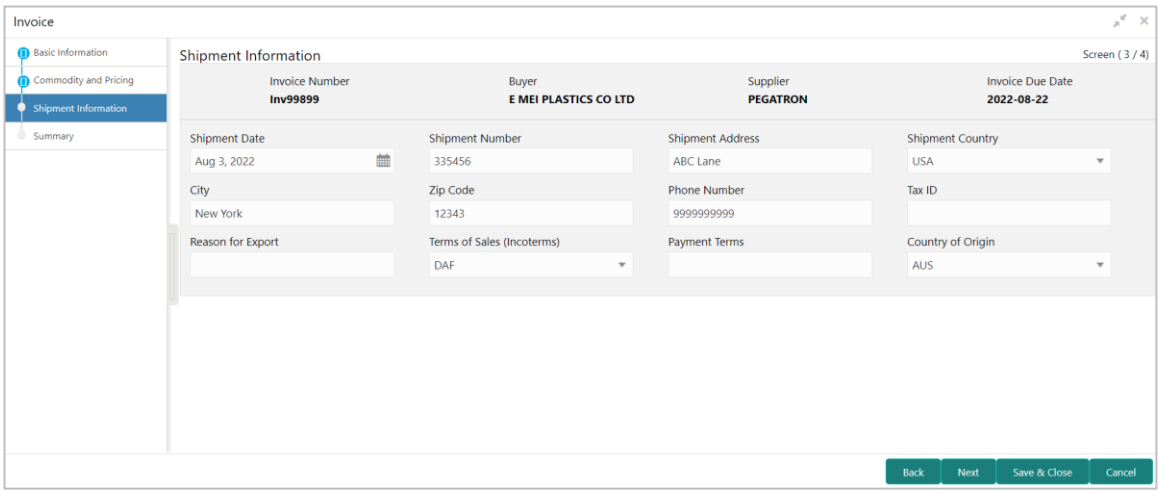
8. In the Pricing Details section, enter the required details, as indicated in the table below.

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.
Acceptance Amount	Enter the invoice amount that has been accepted by the Buyer.

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

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



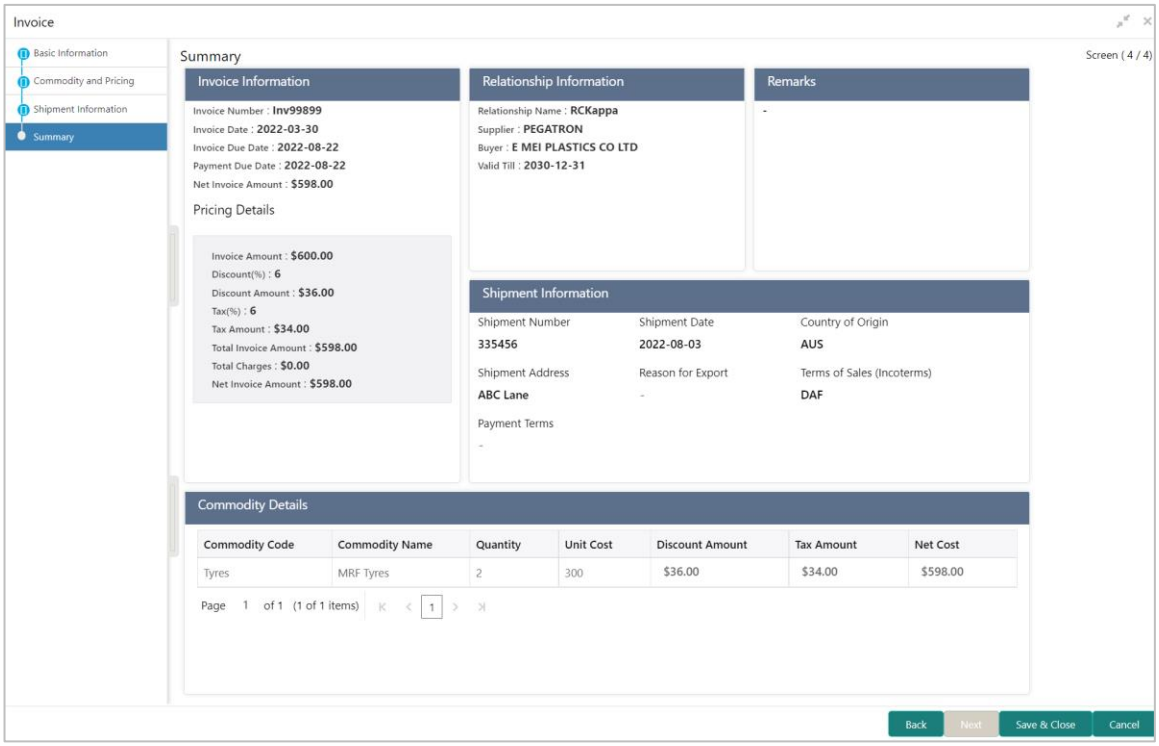
10. Specify the shipment details for the invoice in the above screen.

Note: Fields marked with '' are mandatory.*

Field Name	Description
Invoice Number	Displays the reference number of the invoice.
Buyer	Displays the name of the buyer.
Supplier	Displays the name of the supplier.
Invoice Due Date	Displays the date when the invoice is due.
Shipment Date	Click the calendar icon and select the date on which the buyer expects the commodity to get dispatched.
Shipment Number	Enter unique shipment number to track the shipment.
Shipment Address	Enter the complete address where the shipment should be sent.
Shipment Country	Select the country to send the shipment to.
City	Select the city to send the shipment to.
Zip Code	Enter the postal code to send the shipment to.
Phone Number	Enter the contact number of the person who will receive the shipment.
Tax ID	Enter the unique tax ID if shipment charge includes tax amount.
Reason for Export	Enter the reason for exporting the shipment.
Terms of Sale(Incoterms)	Select any of the below terms of sales: • 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 invoice details.
    OR
    Click **Back** to go to the 'Commodity and Pricing' screen.
    OR
    Click **Cancel** to cancel the creation of the invoice.



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

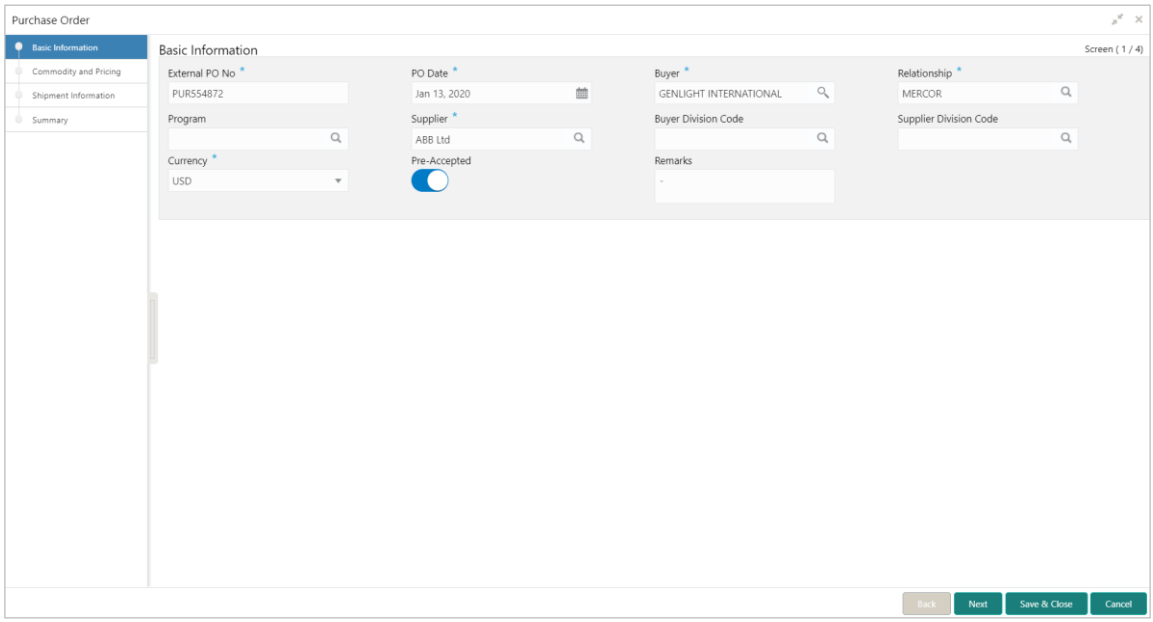
OR
Click **Cancel** to cancel the creation of the invoice.

Note: If the Oracle Banking Cash Management application is also implemented, then a cashflow record is automatically created for every new invoice record, if the 'Create Cashflow from Invoice' system-level integration parameter is set to 'Yes'.

4.1.2 Create Purchase Order

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

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



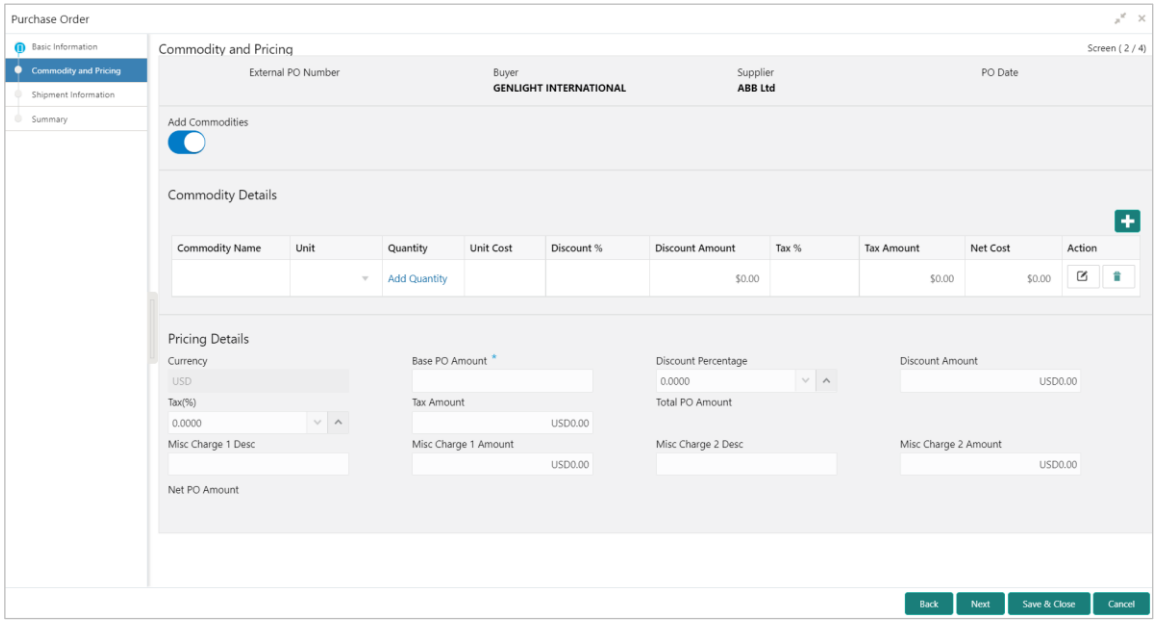
5. Specify the purchase order details in the 'Basic Information' screen.

Note: Fields marked with '' are mandatory.*

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

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

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.



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

Note: Fields marked with '' are mandatory.*

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

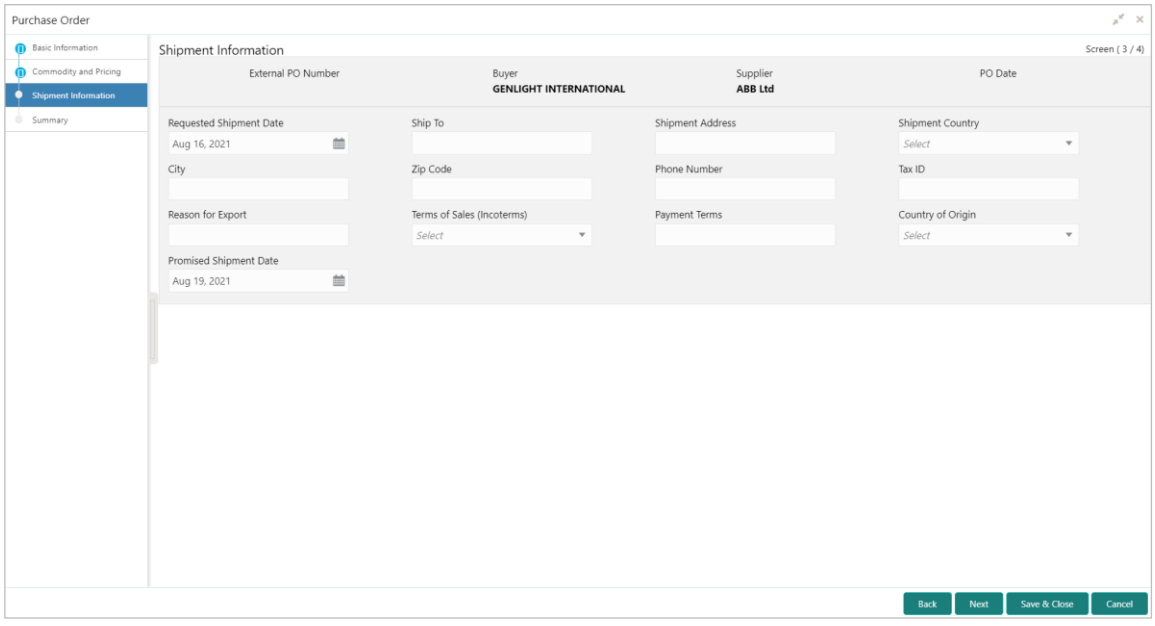
8. In the 'Pricing Details' section, enter the required details, as indicated in the table below.

Note: Fields marked with '' are mandatory.*

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

Field Name	Description
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.



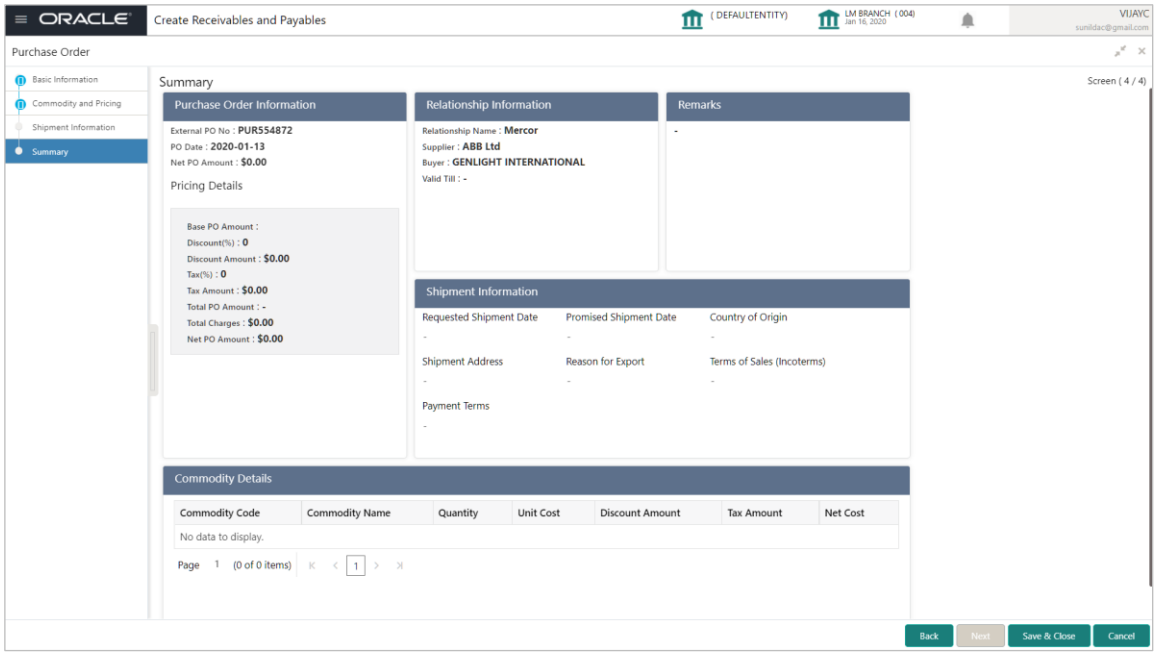
10. Specify the shipment details for the purchase order in the above screen.

Note: Fields marked with '' are mandatory.*

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

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

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

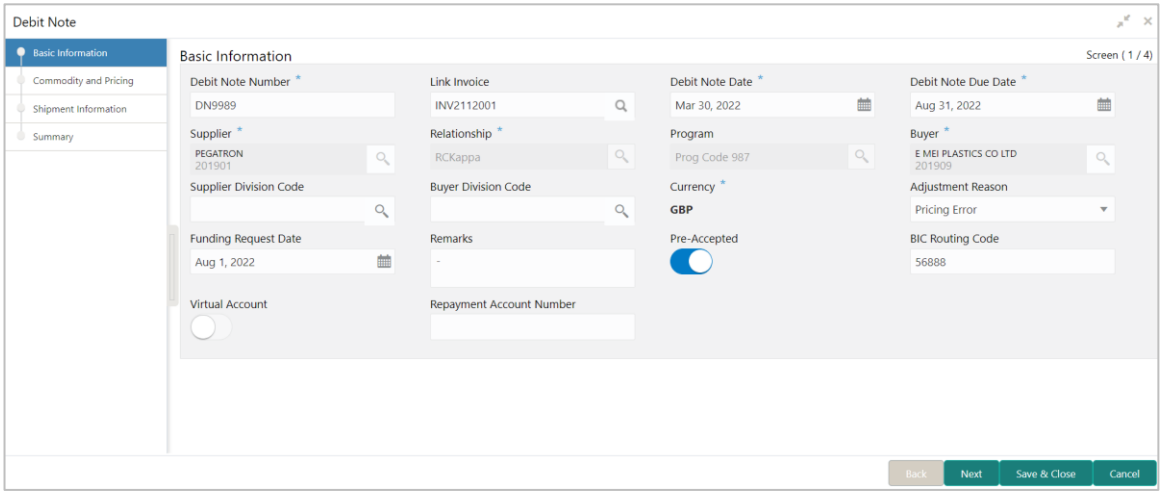


12. Review the details of the purchase order being created in the ‘Summary’ screen.
13. Click **Save & Close** to save the purchase order details and submit it for authorization.
    OR
    Click **Back** to go to the ‘Shipment Information’ screen.
    OR
    Click **Cancel** to cancel the creation of 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.



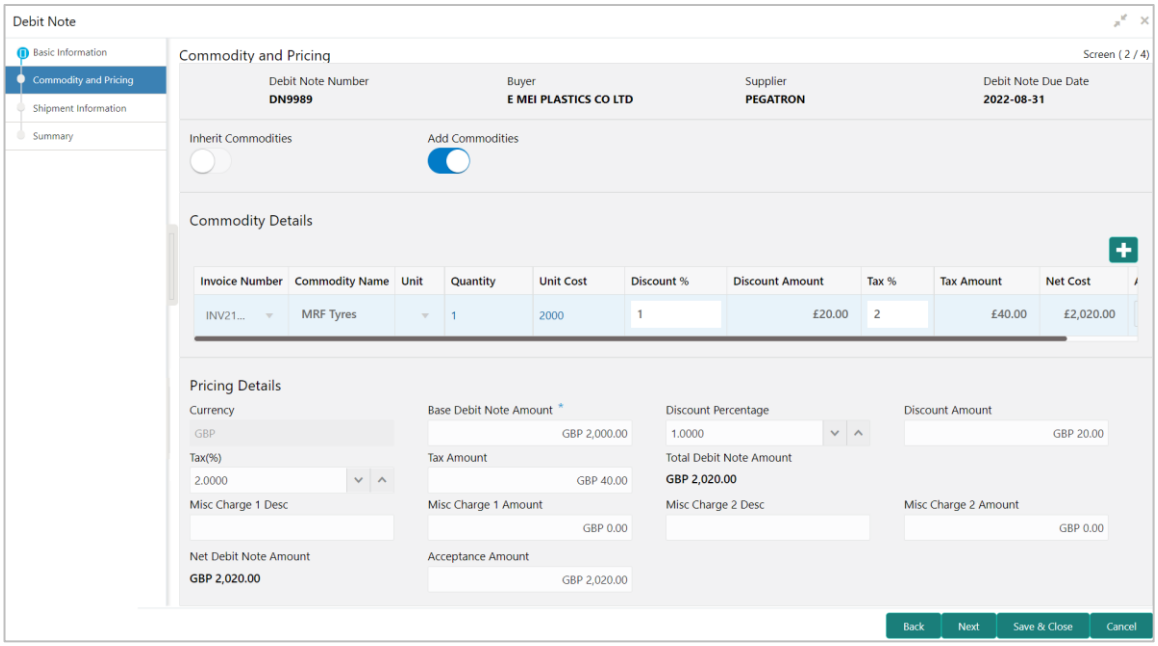
5. Specify the debit note details in the 'Basic Information' screen.

Note: Fields marked with '' are mandatory.*

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

Field Name	Description
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.
Pre-Accepted	Switch the toggle ON if the debit note is pre-accepted by the buyer.
BIC Routing Code	Enter the BIC or SWIFT code of the financial institution, to send the payment amount to.
Virtual Account	Switch the toggle ON, if the repayment account is a virtual one.
Repayment Account Number	Enter the account number to send the repayment amount to.

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.



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

Note: Fields marked with '' are mandatory.*

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

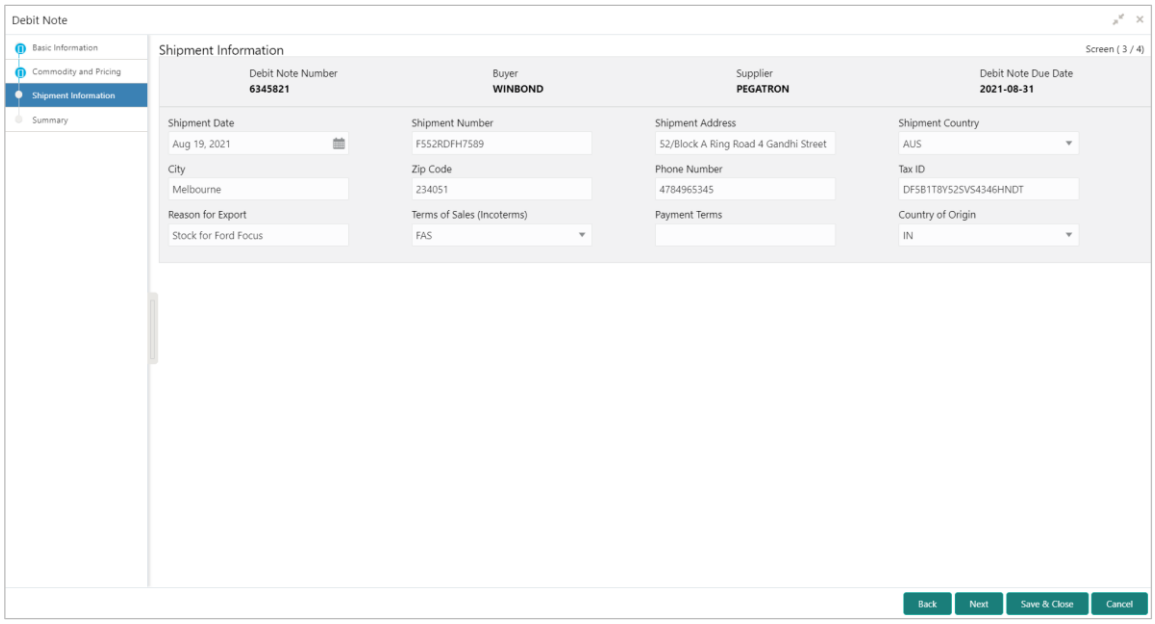
Field Name	Description
Discount Amount	Enter the discount amount offered. On entering this value, the discount percentage is automatically updated.
Tax %	Enter the tax percentage. On entering this value, the tax amount is automatically updated.
Tax Amount	Enter the tax amount. On entering this value,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

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

Note: Fields marked with '' are mandatory.*

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

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



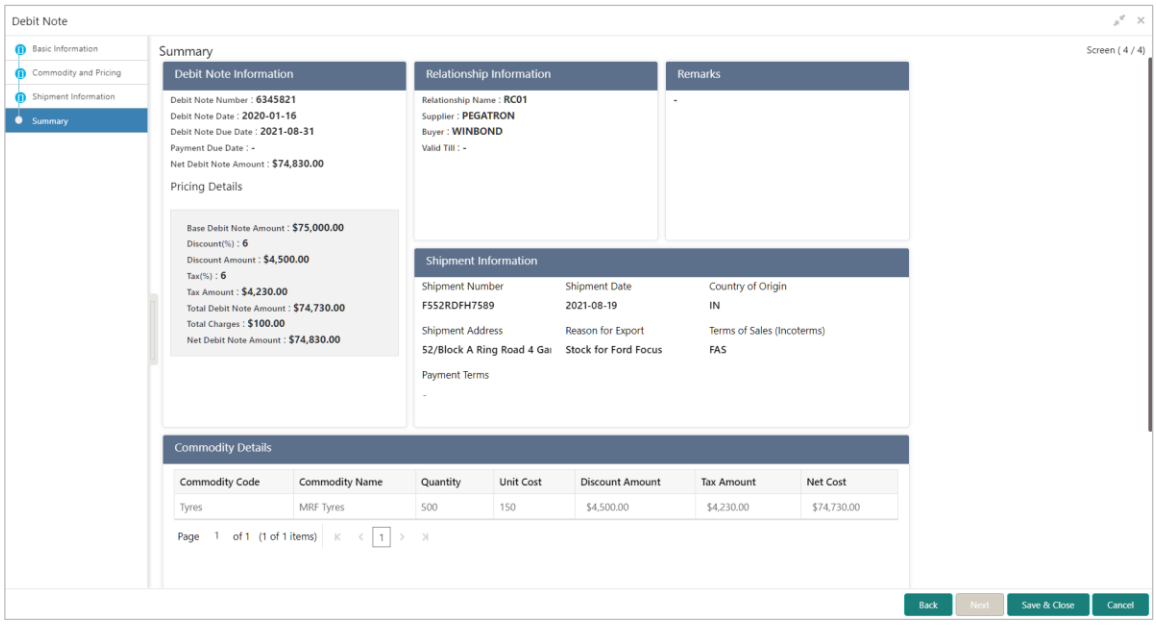
10. Specify the shipment details for the debit note in the above screen.

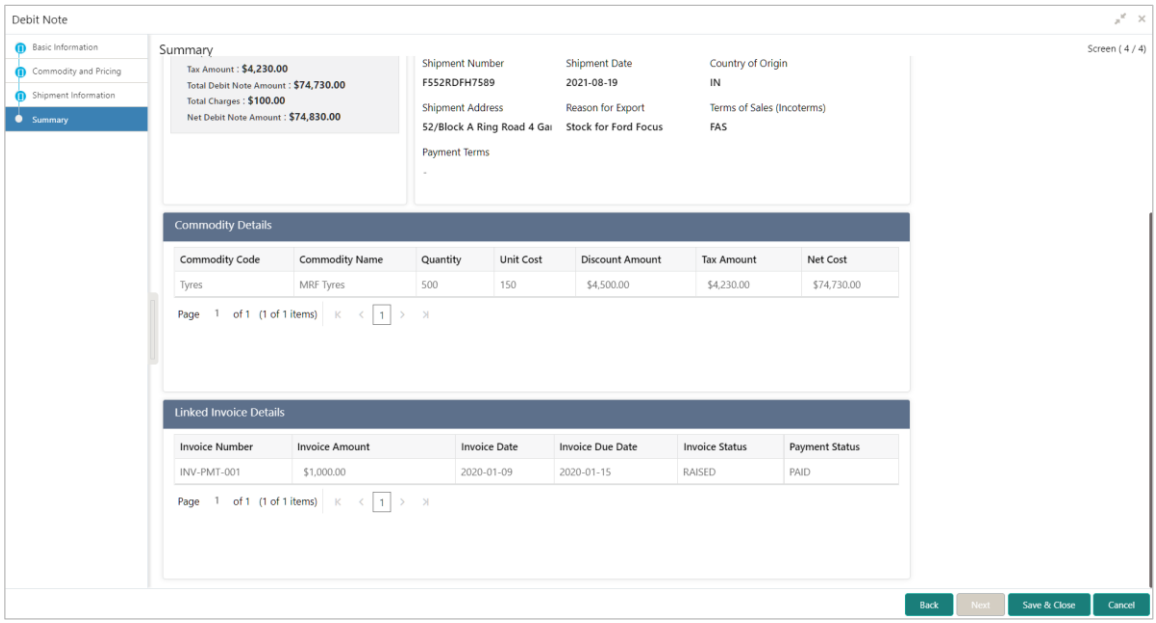
Note: Fields marked with '' are mandatory.*

Field Name	Description
Debit Note Number	Displays the reference number of the debit note.
Buyer	Displays the name of the buyer.
Supplier	Displays the name of the supplier.
Debit Note Due Date	Displays the date when the debit note is due.
Shipment Date	Click the calendar icon and select the date on which the buyer expects the commodity to get dispatched.
Shipment Number	Enter unique shipment number to track the shipment.
Shipment Address	Enter the complete address where the shipment should be sent.
Shipment Country	Select the country to send the shipment to.
City	Select the city to send the shipment to.
Zip Code	Enter the postal code to send the shipment to.
Phone Number	Enter the contact number of the person who will receive the shipment.
Tax ID	Enter the unique tax ID if shipment charge includes tax amount.

Field Name	Description
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 • 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.





12. Review the details of the debit note being created in the ‘Summary’ screen.

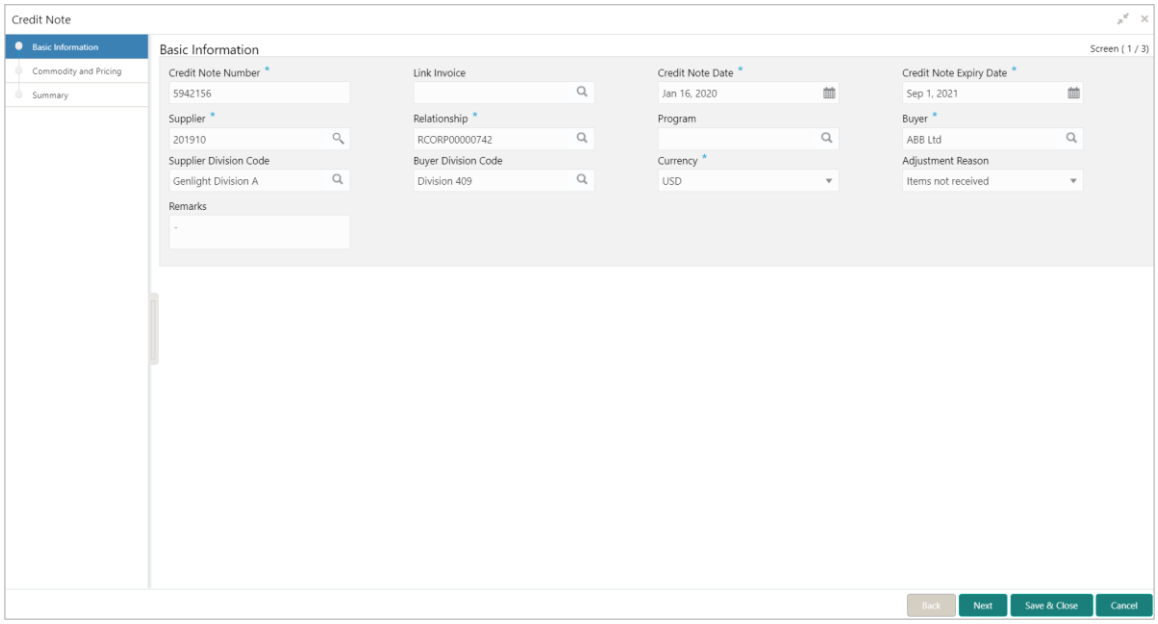
13. Click **Save & Close** to save the debit note details and submit it for authorization.
    OR
    Click **Back** to go to the ‘Shipment Information’ screen.
    OR
    Click **Cancel** to cancel the creation of the debit note.

Note: If the Oracle Banking Cash Management application is also implemented, then a cashflow record is created for each new debit note record, if the ‘Create Cashflow from Invoice’ system-level integration parameter is set to ‘Yes’.

4.1.4 Create Credit Note

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

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



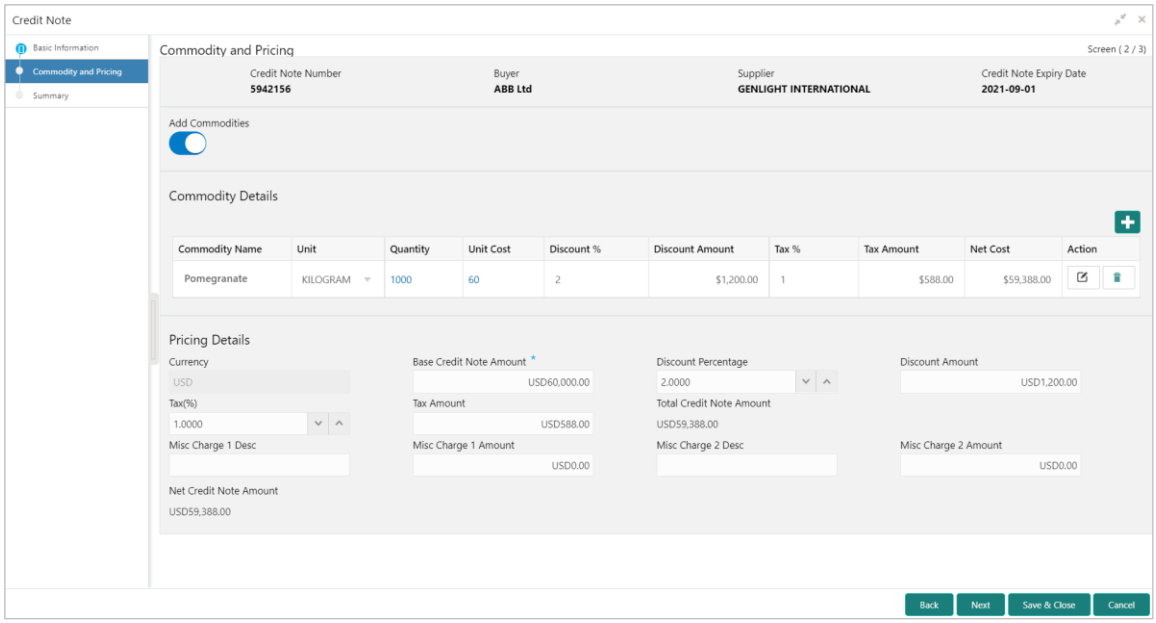
5. Specify the credit note details in the 'Basic Information' screen.

Note: Fields marked with '' are mandatory.*

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



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

Note: Fields marked with '' are mandatory.*

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

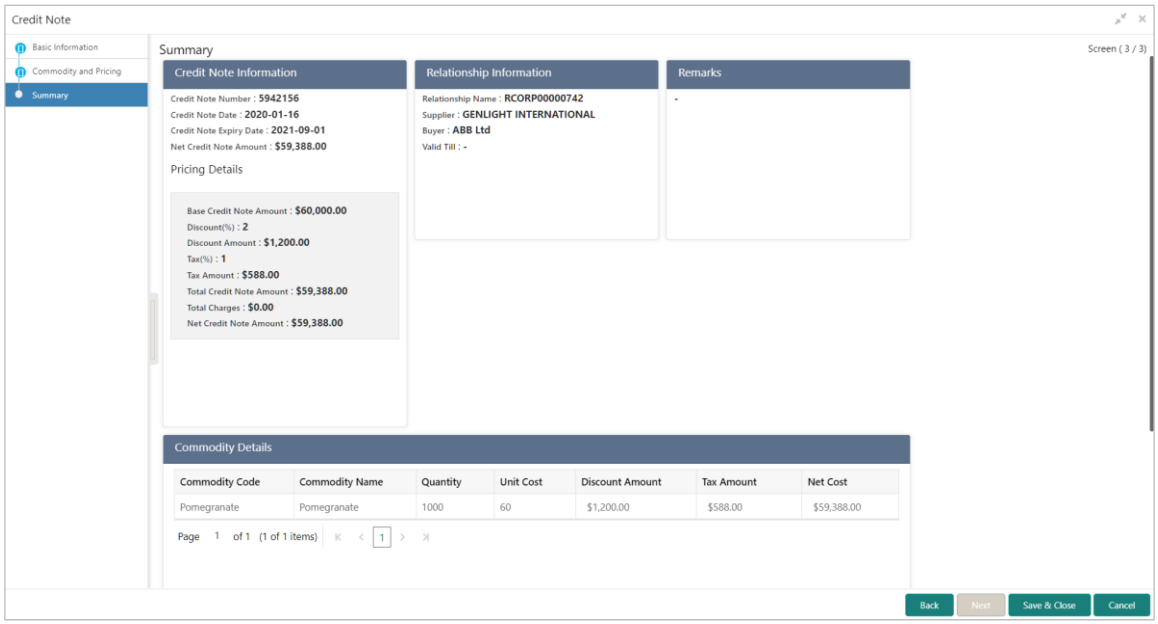
8. In the Pricing Details section, enter the required details, as indicated in the table below.

Note: Fields marked with '' are mandatory.*

Field Name	Description
Pricing Details	

Field Name	Description
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.



10. Review the details of the credit note being created in the ‘Summary’ screen.
11. Click **Save & Close** to save the credit note details and submit it for authorization.
    OR
    Click **Back** to go to the ‘Commodity and Pricing’ screen.
    OR
    Click **Cancel** to cancel the creation of the credit note.

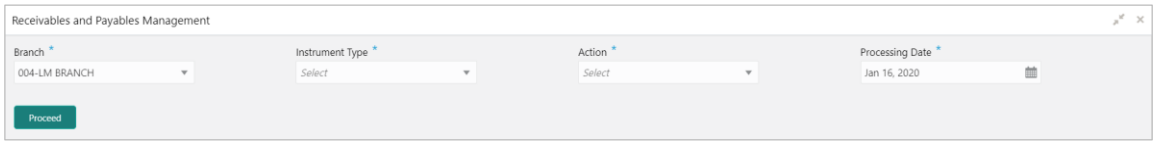
5. Receivables and Payables Management

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

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

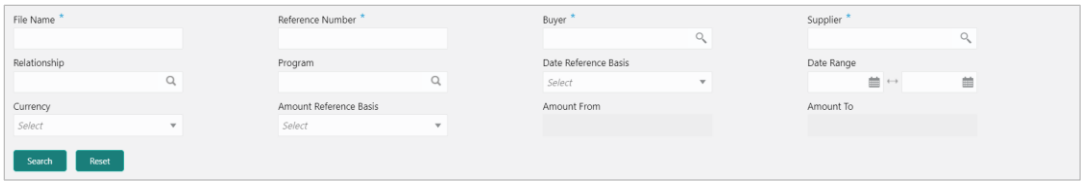
- Accept
- Assign (Only for Oracle Banking Supply Chain Finance)
- Cancel
- Edit
- Initiate Finance (Only for Oracle Banking Supply Chain Finance)
- Link Program (Only for Oracle Banking Supply Chain Finance)
- Raise Dispute
- Re-assign (Only for Oracle Banking Supply Chain Finance)
- Resolve Dispute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

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

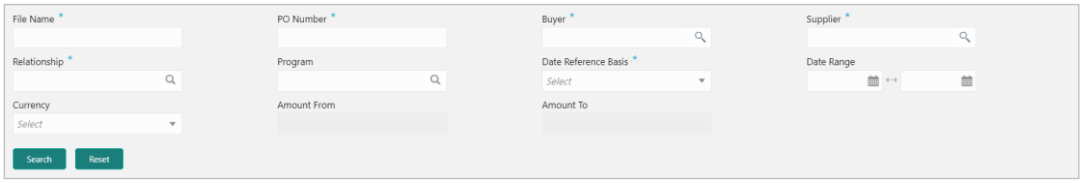


Perform the following steps to search for invoices/debit notes:

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



- For Purchase Order:

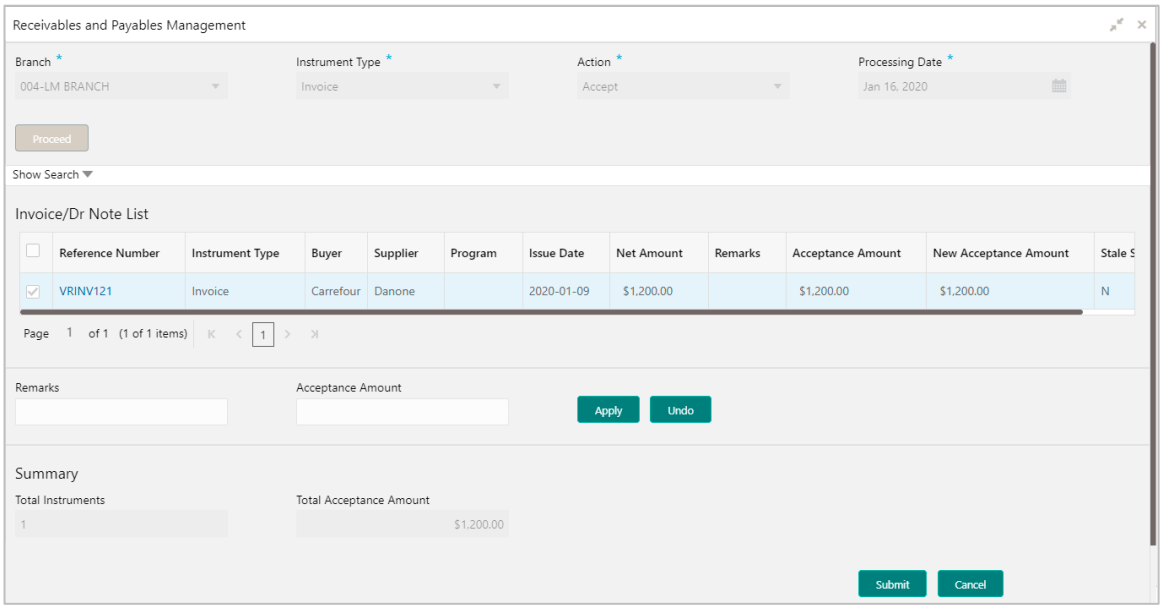


5. Specify the value for at least one mandatory field (marked with '*') to search for the instrument(s).
6. Click **Search** to view the search results.
   OR
   Click **Reset** to clear the search fields.

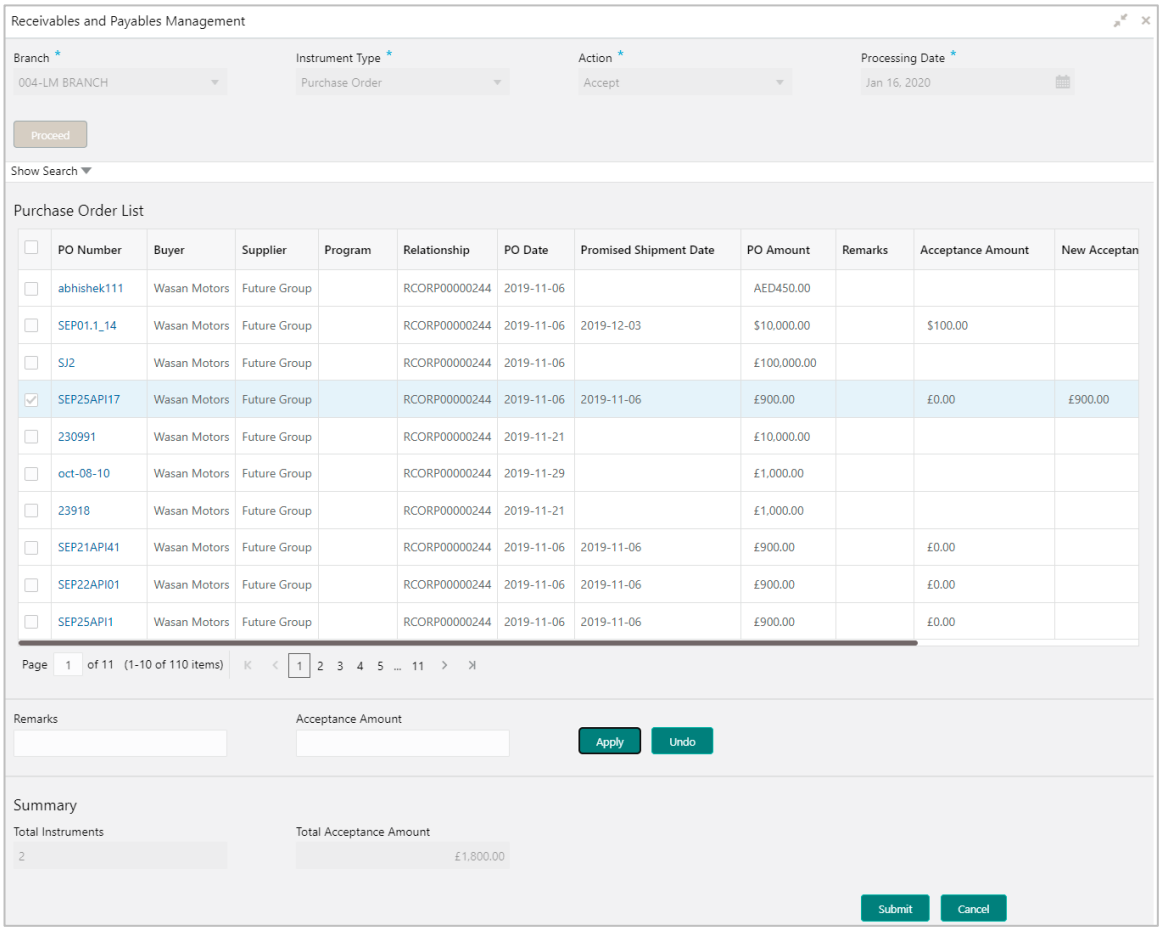
5.1.1 Accept

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

For Invoice / Debit Note:



For PO:

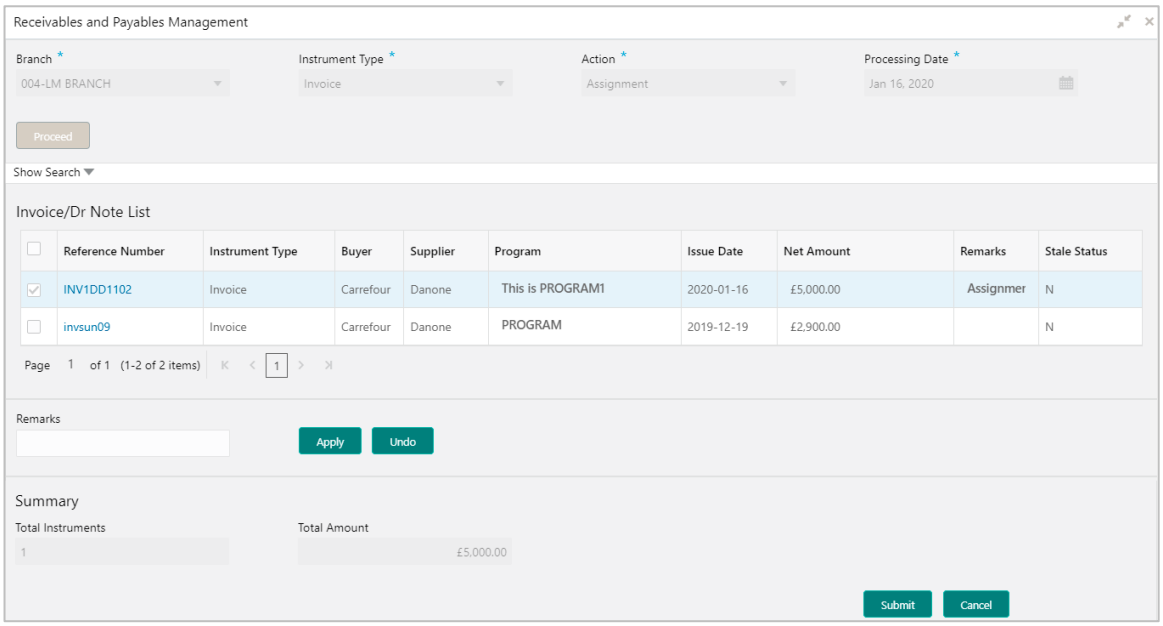


1. Optional: In the **Reference/PO Number** column, click the link to view the details of the instrument.
2. Select the invoice/debit note/PO to be accepted.
3. Optional: In the **Remarks** field, enter the remarks for the new acceptance amount.
4. In the **Acceptance Amount** field, enter the amount 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.

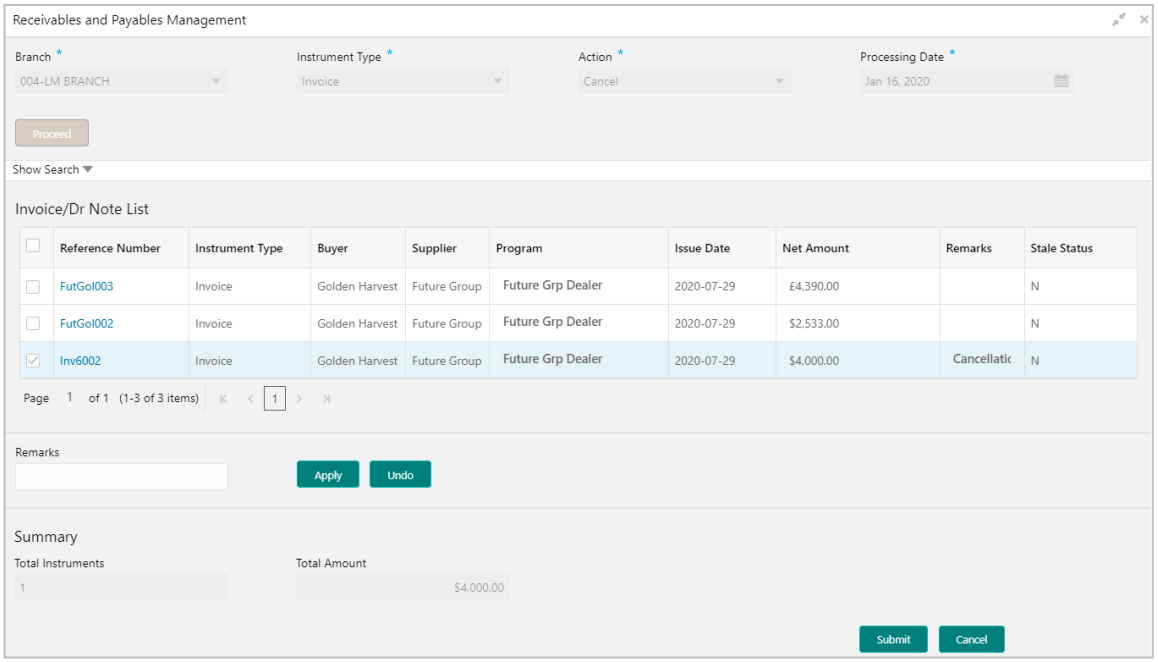


1. Optional: In the **Reference Number** column, click the link to view the details of the instrument.
2. Select the invoice/debit note to be assigned.
3. Optional: In the **Remarks** field, enter the remarks for the assignment of the invoice/debit note.
4. Click **Apply** to make changes in the grid.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

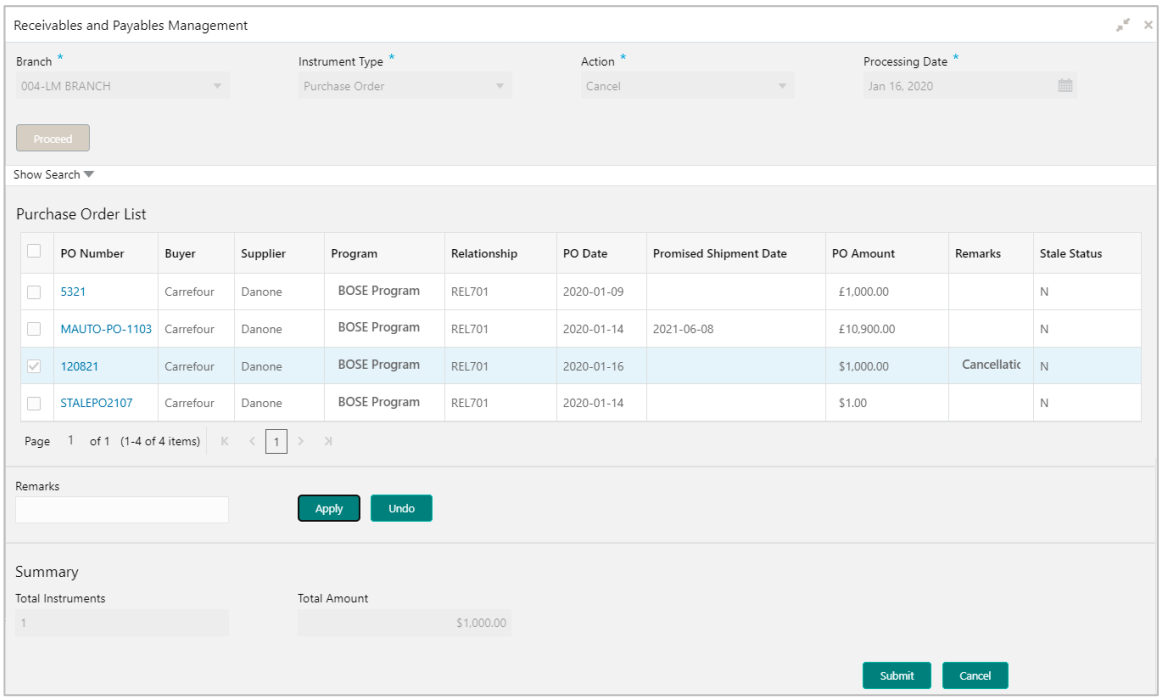
5.1.3 Cancel

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:



For PO:



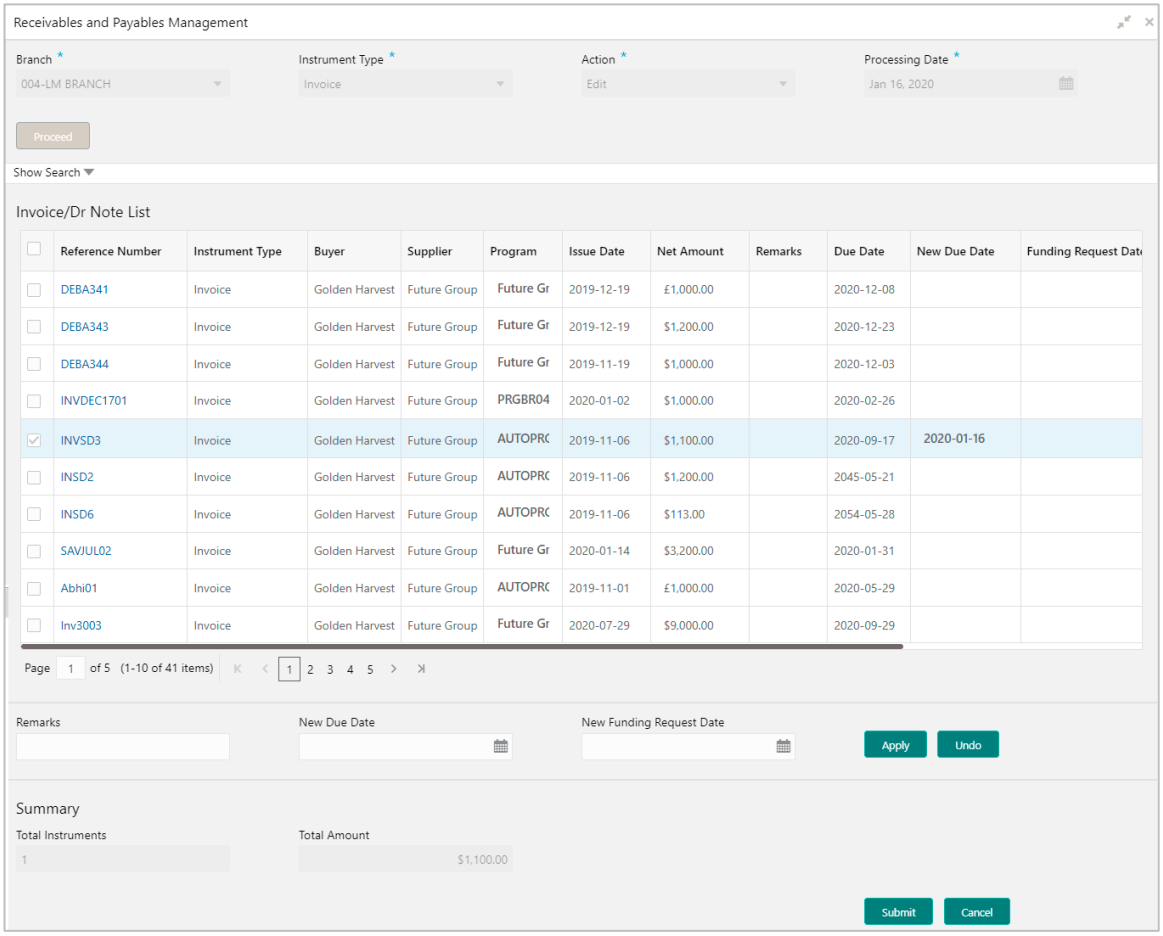
1. Optional: In the **Reference/PO Number** column, click the link to view the details of the instrument.

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).

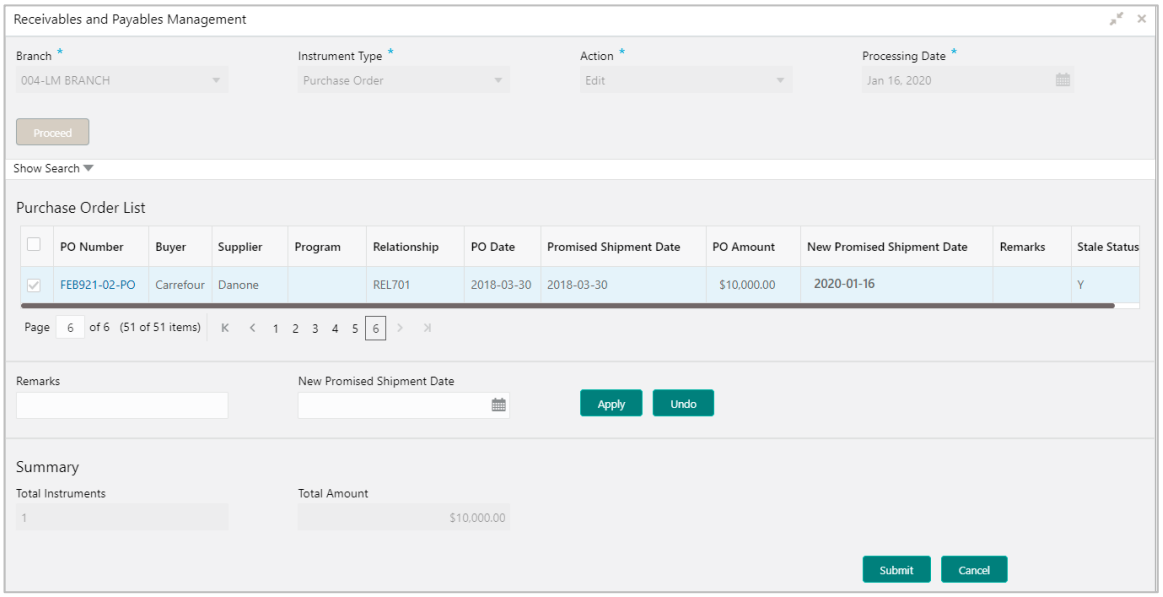
5.1.4 Edit

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

For Invoice / Debit Note:



For PO:



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.

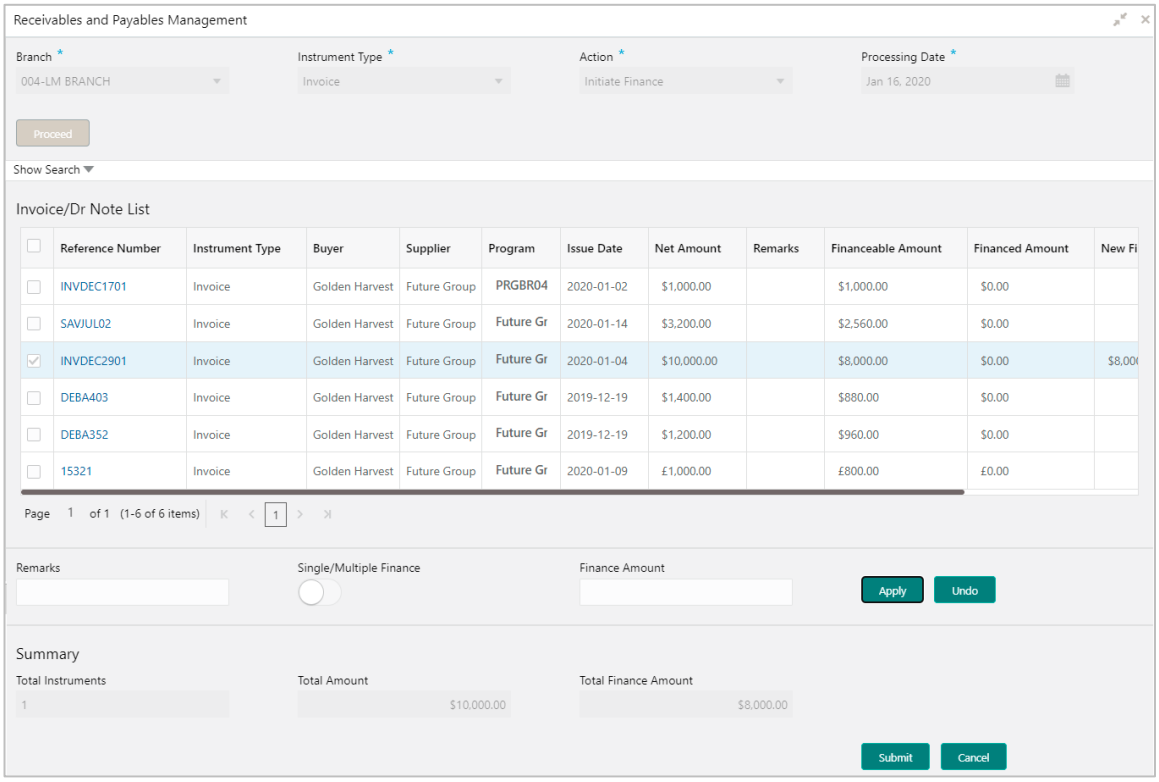
5. Click **Apply** to make changes in the grid.
6. If required, click **Undo** to revert the applied changes.
7. Click **Submit** to submit the invoice/debit note/PO and send for authorization (if applicable).

5.1.5 Initiate Finance

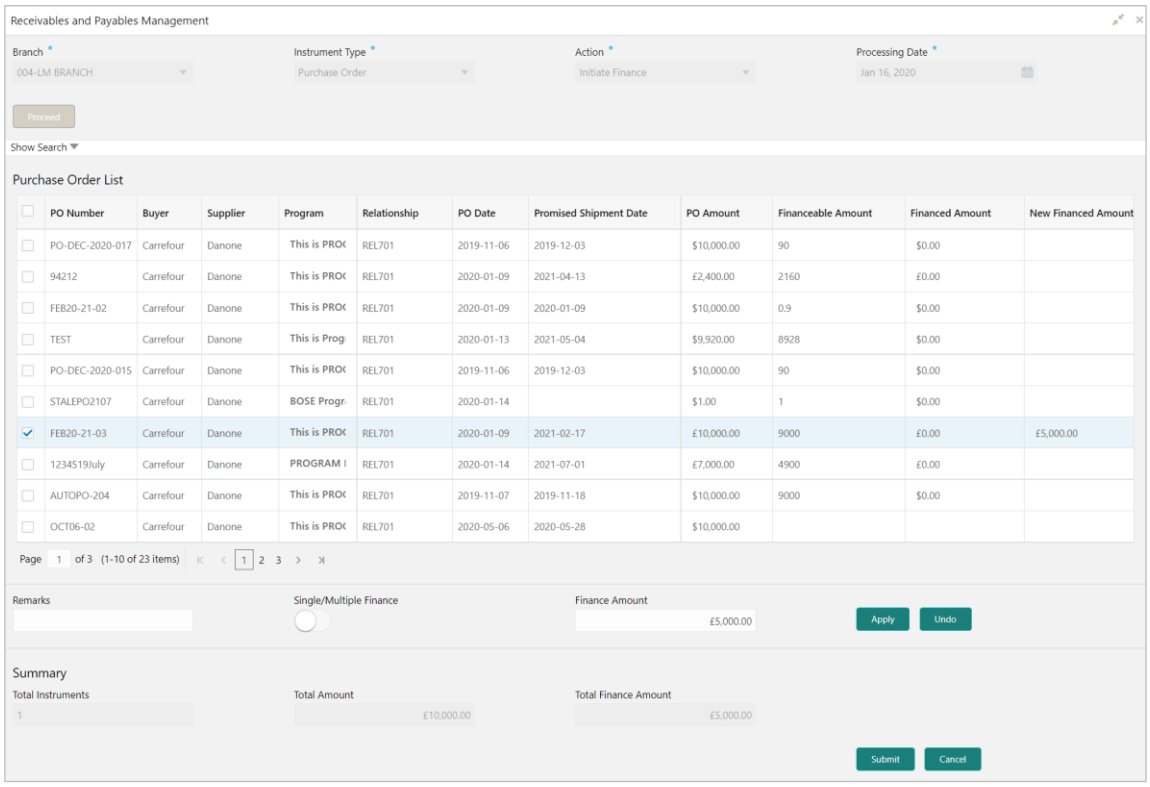
Finance can be initiated only for those invoices/debit notes/purchase order that are linked to a program and have been accepted.

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:



For PO:



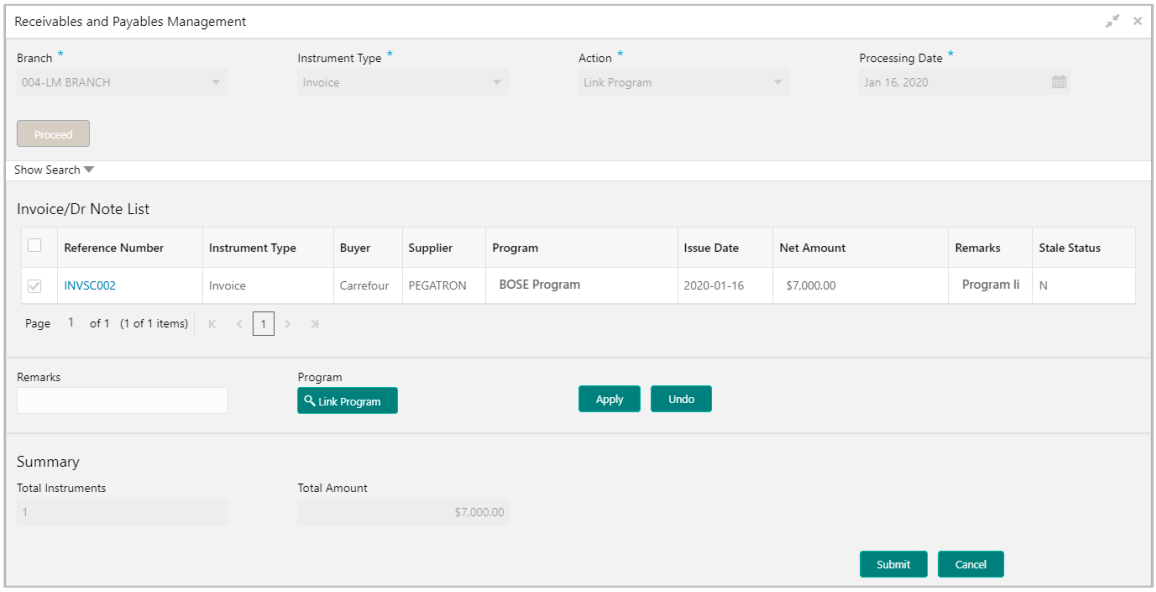
1. Optional: In the **Reference/PO Number** column, click the link to view the details of the instrument.
2. Select the invoice(s)/debit note(s)/PO(s) to be financed.
3. Optional: In the **Remarks** field, enter the remarks about new finance amount.
4. Switch ON the **Single/Multiple Finance** switch 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

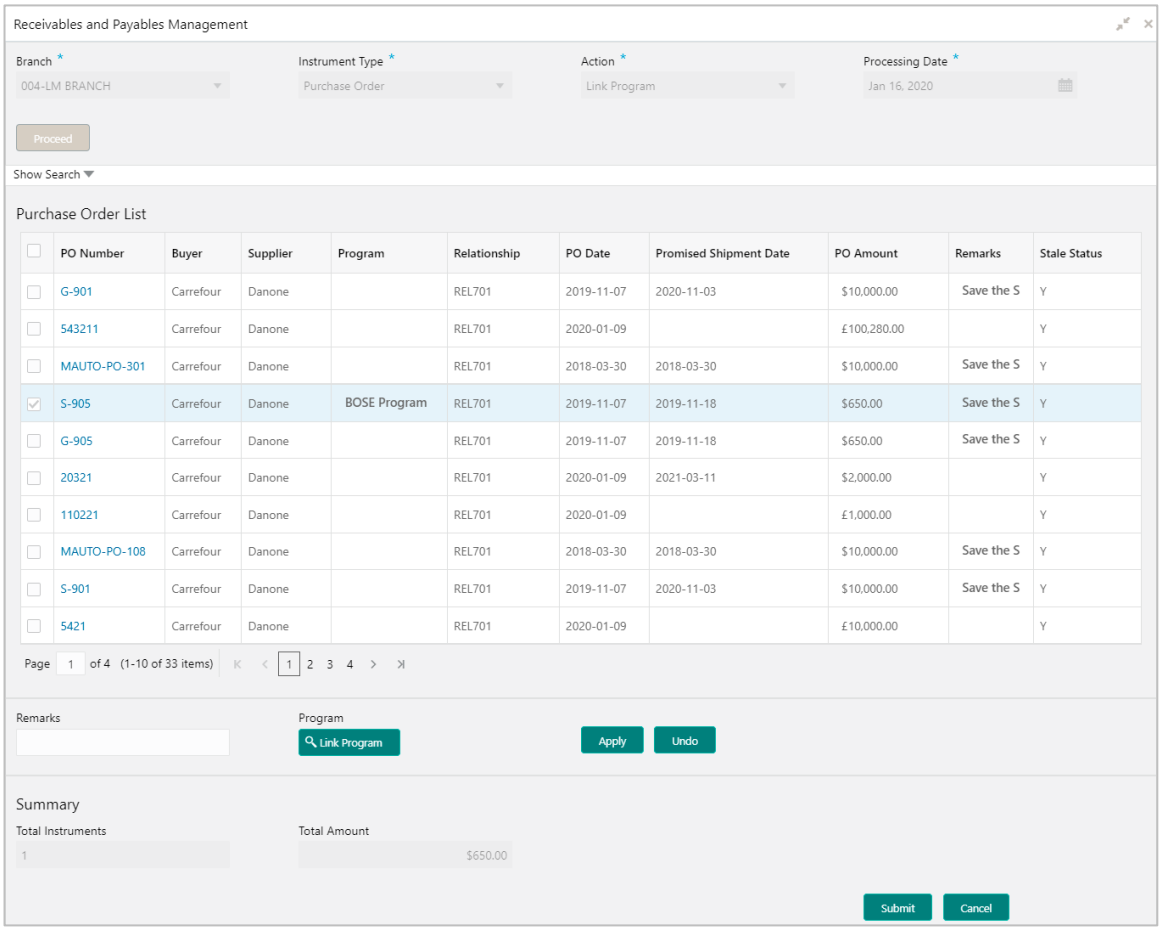
Perform the following steps post searching for the invoices/debit notes/purchase orders for the ‘Link Program’ action:

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:



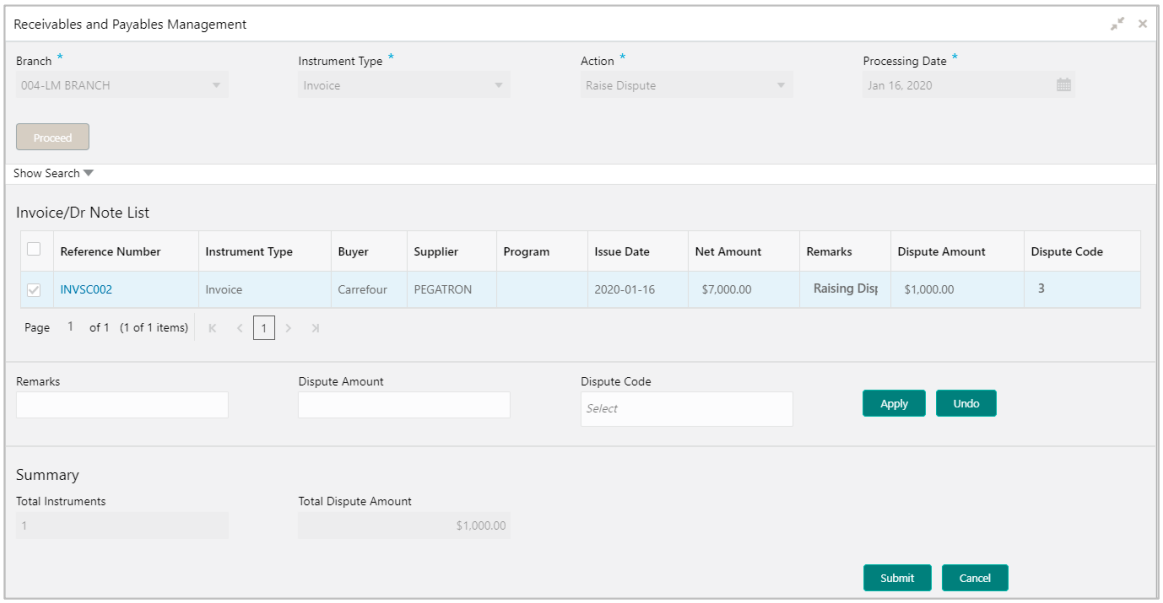
For PO:



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:

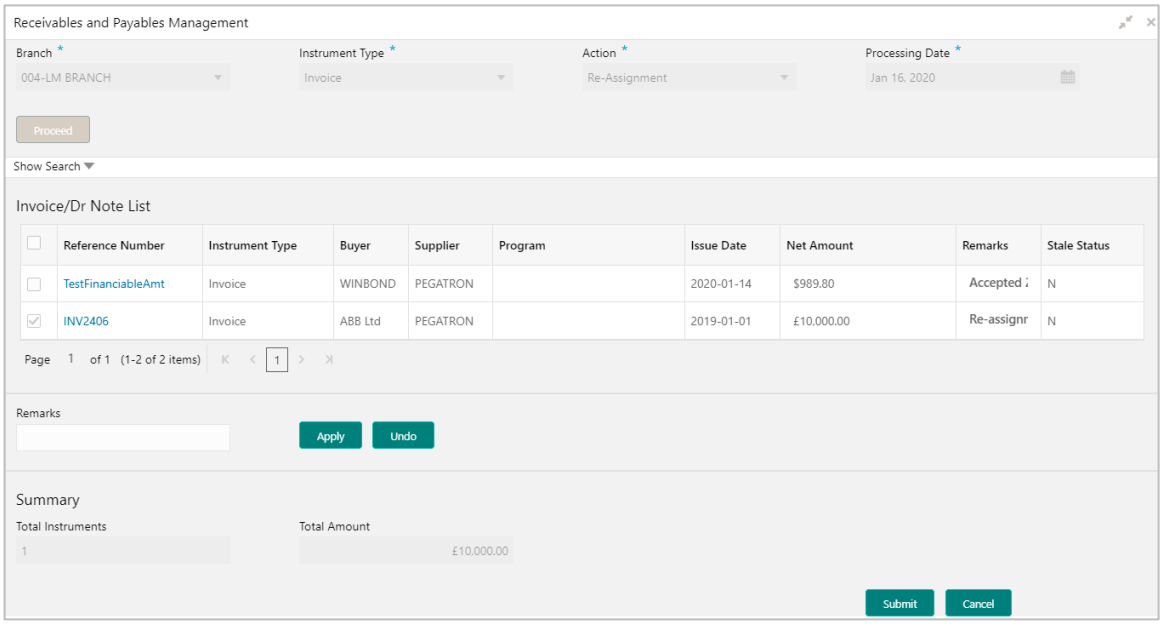


1. Optional: In the **Reference Number** column, click the link to view the details of the instrument.
2. Select the invoice/debit note to raise the dispute for.
3. Optional: In the **Remarks** field, enter the remarks for the disputed amount.
4. In the **Dispute Amount** field, enter the disputed amount.
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:

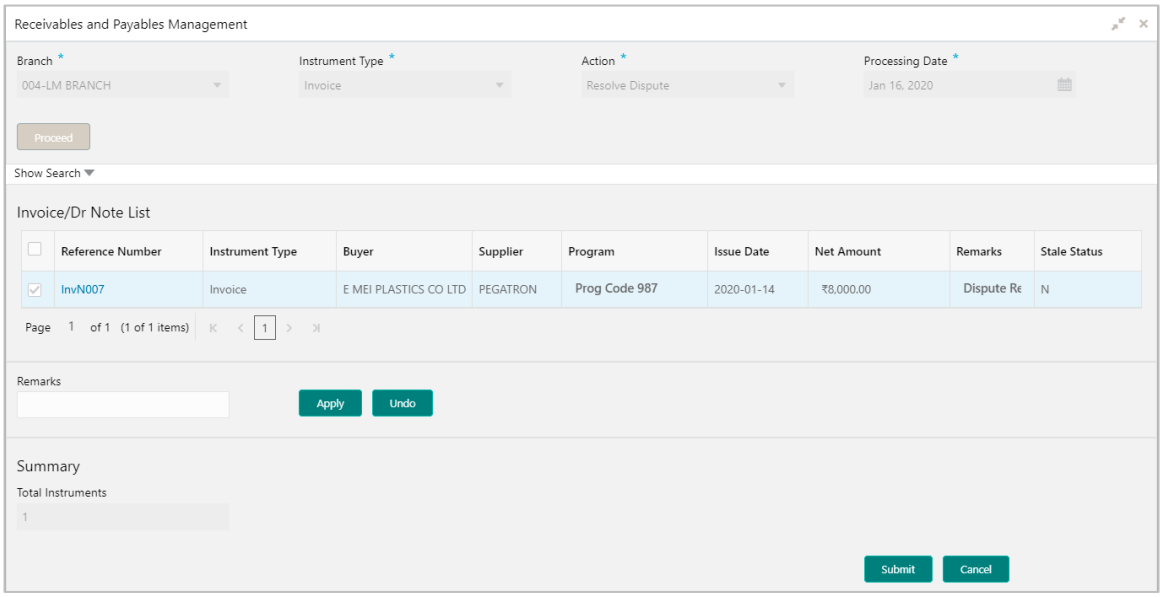
Note: This action is available only if Receivables and Payables module is integrated with the Oracle Banking Supply Chain Finance system.



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

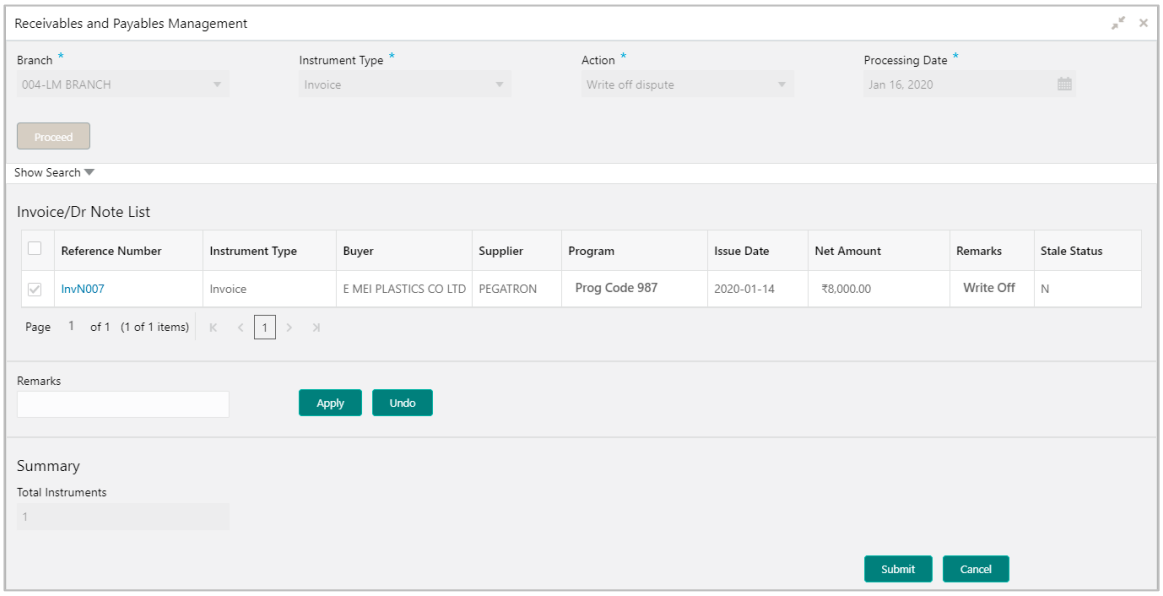
Perform the following steps post searching for the invoices/debit notes for the 'Resolve Dispute' action:



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:

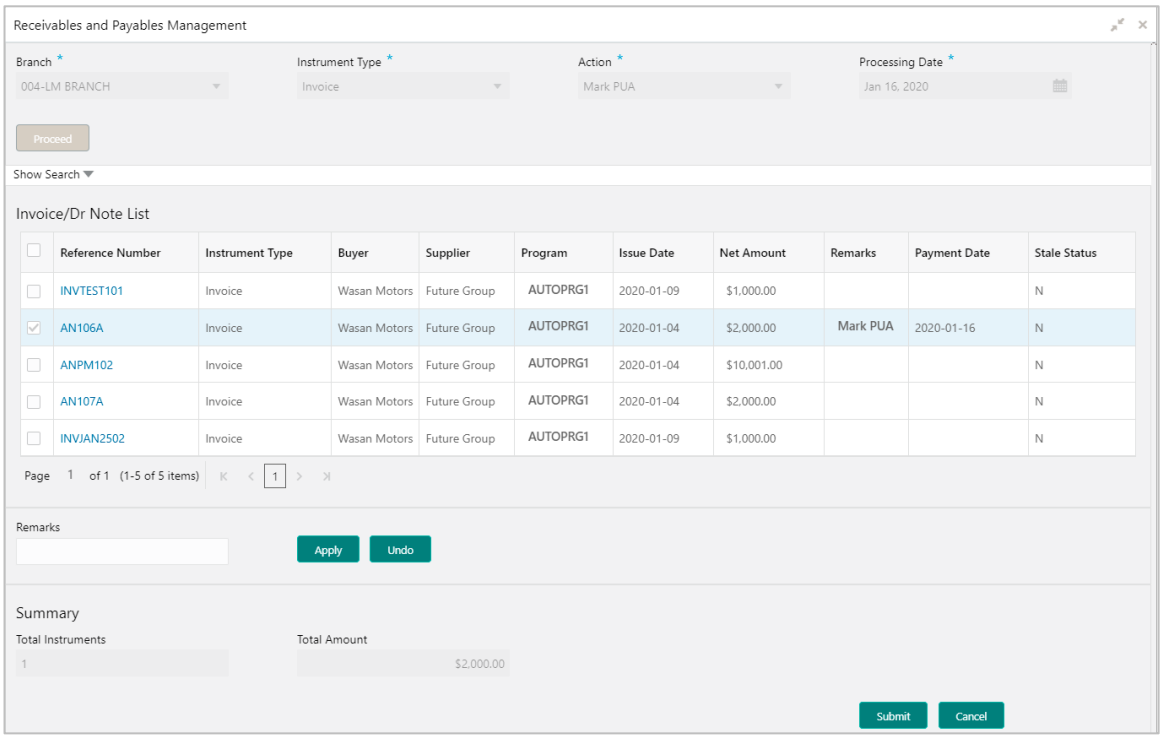


1. Optional: In the **Reference Number** column, click the link to view the details of the instrument.
2. Select the invoice/debit note to write-off the dispute for.
3. Optional: In the **Remarks** field, enter the remarks for writing-off the disputed amount.
4. Click **Apply** to make changes in the 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.

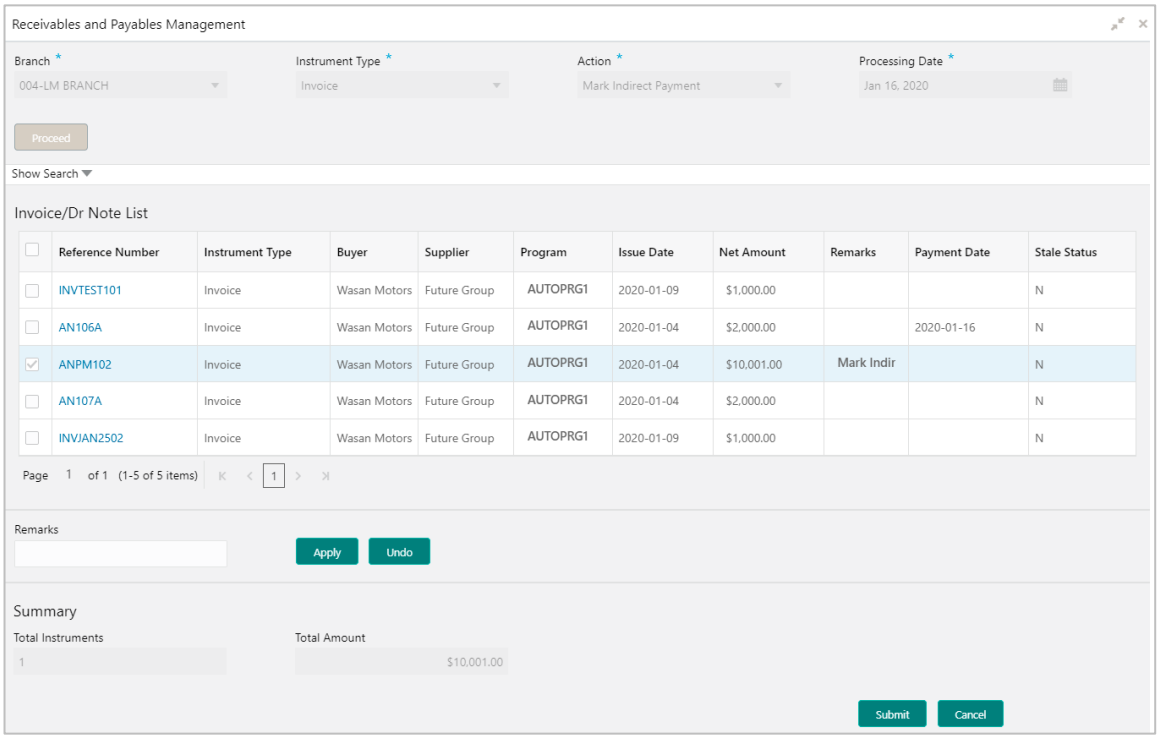


1. Optional: In the **Reference Number** column, click the link to view the details of the instrument.
2. Select the invoice/debit note to be marked for PUA.
3. Optional: In the **Remarks** field, enter the remarks for marking invoice/debit note as PUA.
4. Click **Apply** to make changes in the grid.
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.

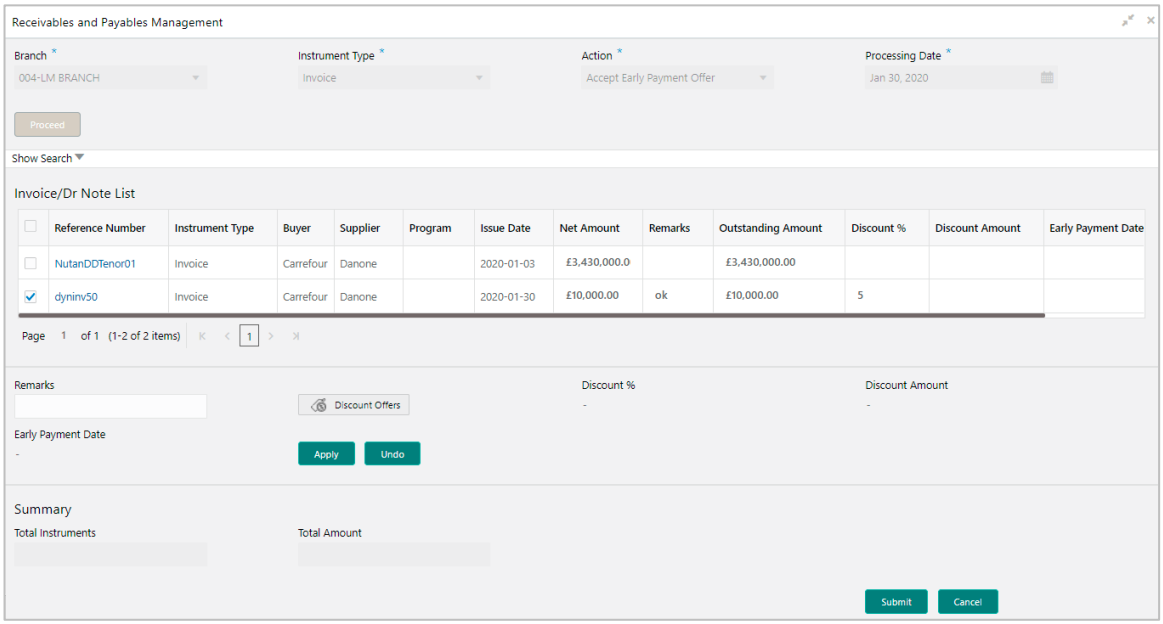


1. Optional: In the **Reference Number** column, click the link to view the details of the instrument.
2. Select the invoice/debit note to be marked for indirect payment.
3. Optional: In the **Remarks** field, enter the remarks for marking the invoice/debit note for indirect payment.
4. Click **Apply** 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).

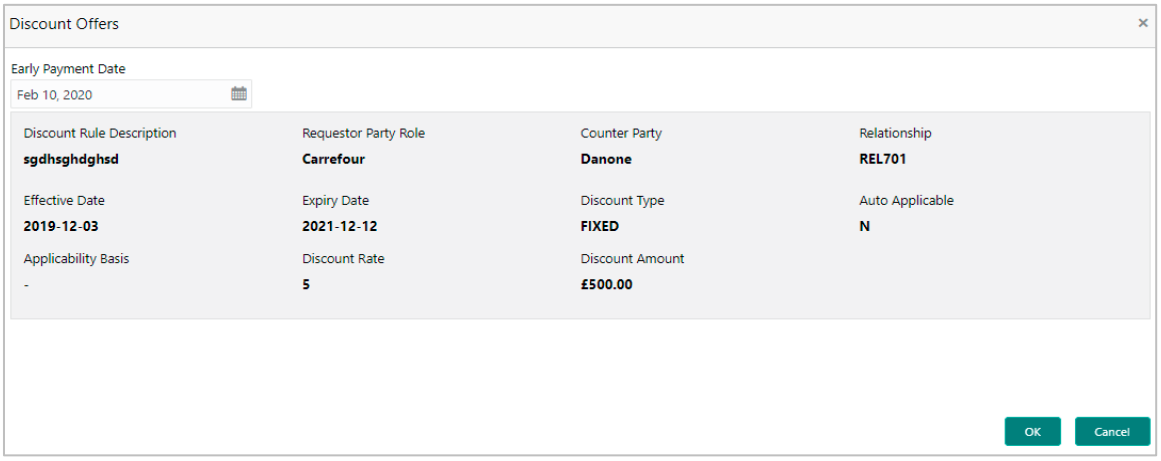
5.1.13 Accept Early Payment Offer

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.



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**.



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

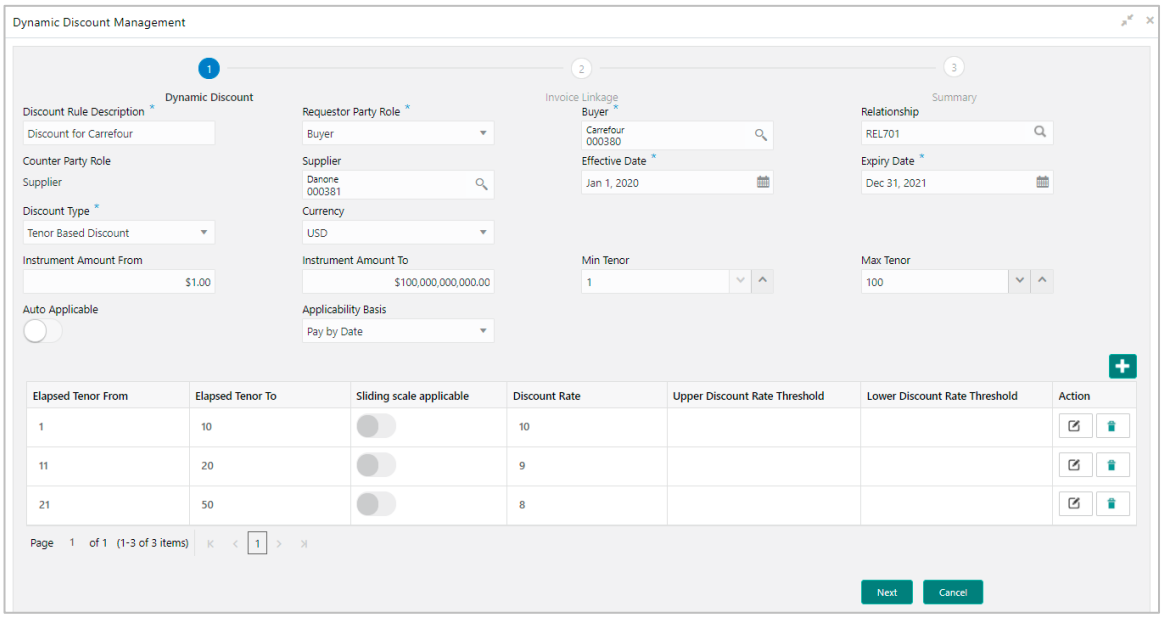
5. Click **Apply** to make changes in the grid.
6. If required, click **Undo** to revert the applied changes.
7. Click **Submit** to send the selected invoice/debit note for authorization (if applicable).

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.*

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



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

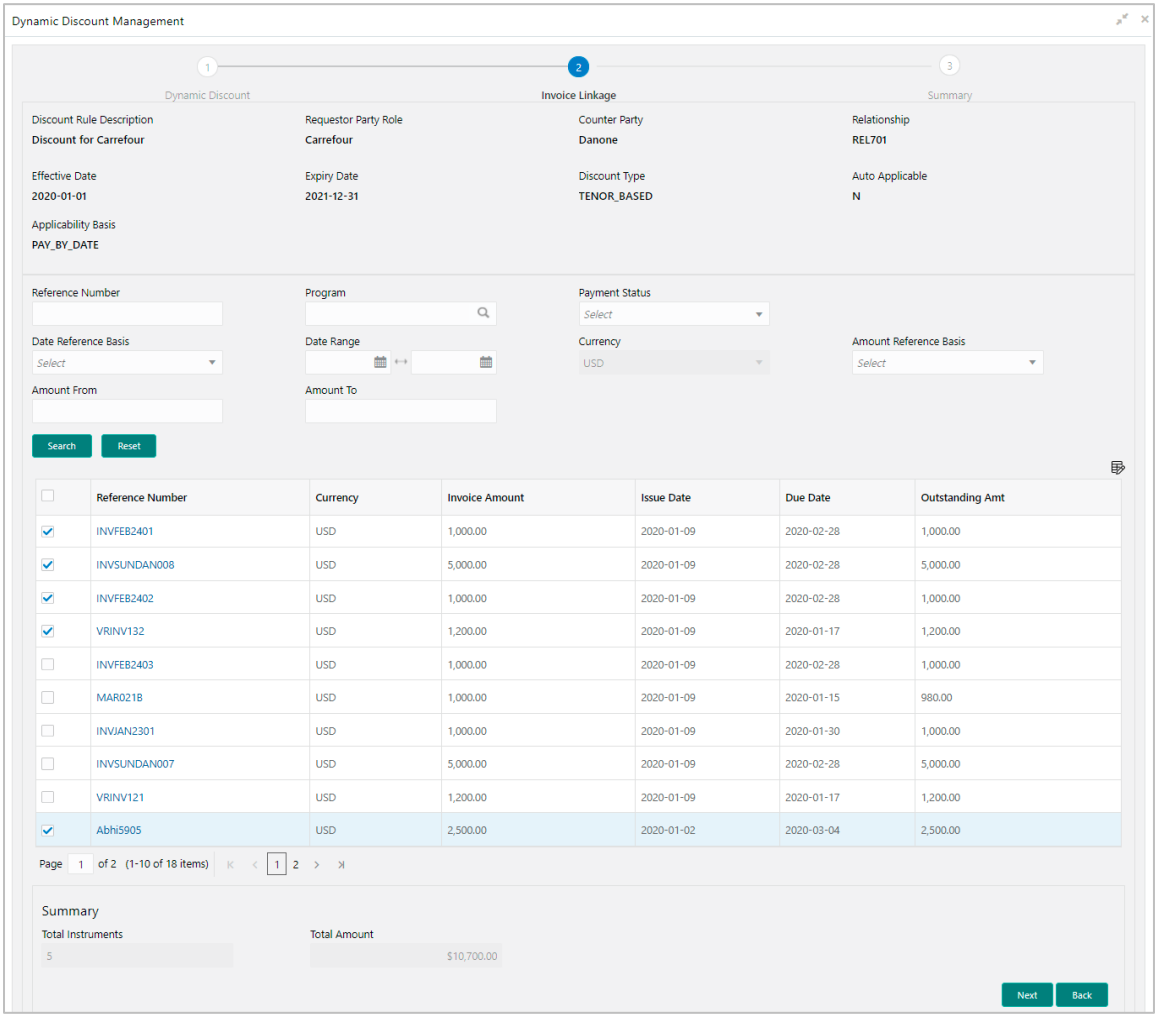
Note: Fields marked with '' are mandatory.*

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 *	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	Select the basis for applicability of the discount rule. The options are: • Pay by Date • Fixed Payment Date • Both This field is editable only if the Auto Applicable toggle is disabled.
Auto Applicable Basis	Select the basis for auto-applicability of the discount rule. The options are: • Pay by Date • Fixed Payment Date This field is editable only if the Auto Applicable toggle is enabled.
Early Payment Date	Click the calendar icon and select the date for early payment. This field is displayed only when value for 'Auto Applicable Basis' is selected as 'Fixed Payment Date'.
Grid This grid is displayed only if the selected discount type is 'Tenor Based Discount'.	
	Click this icon to add the tenors and their respective discounts.
Elapsed Tenor From	Select the number of days from the start of the tenor after which the discount offer should be applicable.
Elapsed Tenor To	Select the number of days from the start of the tenor up to which the discount offer should be applicable.
Sliding scale applicable	Switch this toggle ON, to enable a sliding discount rate. provide the upper and lower discount rate thresholds if this toggle is enabled.

Field Name	Description
Discount Rate	Enter the discount percentage. This column is applicable only if the Sliding scale applicable toggle is disabled.
Upper Discount Rate Threshold	Enter the upper discount percentage applicable for the sliding rate.
Lower Discount Rate Threshold	Enter the lower discount percentage applicable for the sliding scale.
Action	Indicates the options to edit or delete the tenor record. • Click to remove a row. • Click to edit a row.

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.



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

Note: Fields marked with '' are mandatory.*

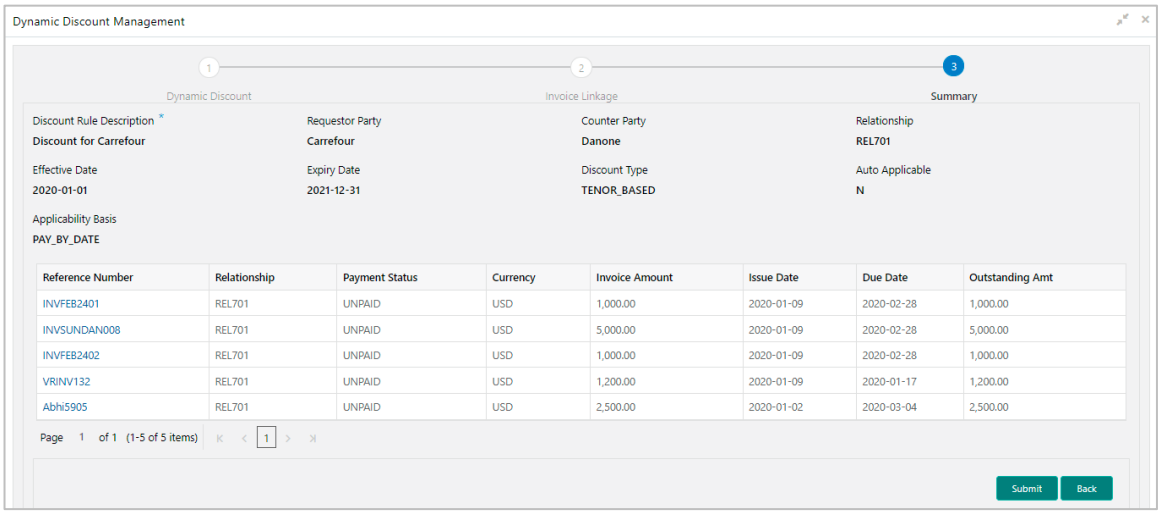
Field Name	Description
Invoice Linkage This step displays a list of instruments that are eligible for discount rule linking.	
Discount Rule Description	Displays the description of the discount rule being created.
Requestor Party	Displays the name of the requestor party.
Counter Party	Displays the name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

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

Note: Fields marked with '' are mandatory.*

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

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



Note: Fields marked with '' are mandatory.*

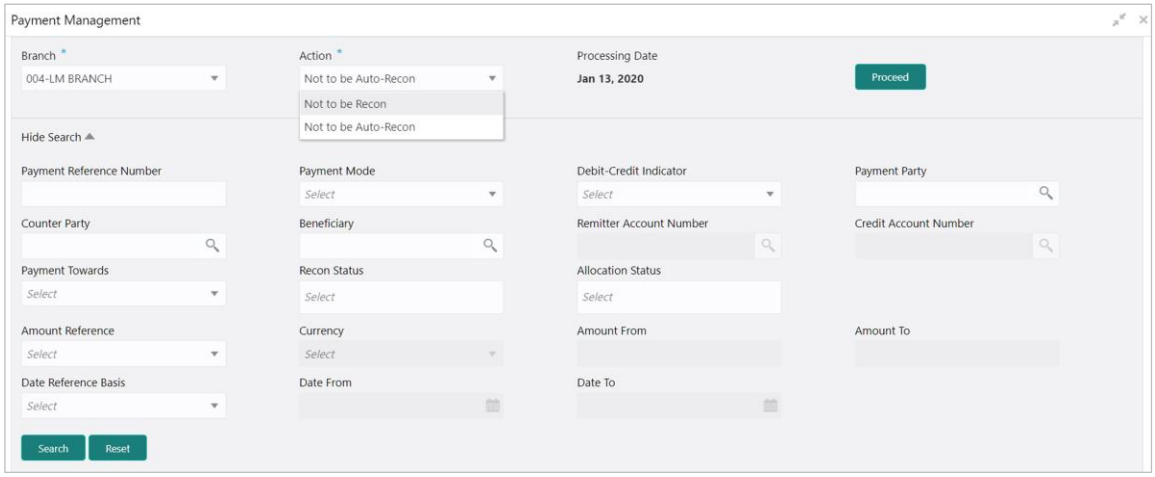
Field Name	Description
Summary	
Discount Rule Description	Displays the description of the discount rule being created.
Requestor Party	Displays the name of the requestor party.
Counter Party	Displays the name of the counter party.
Relationship	Displays the relationship code associated with the requestor 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.
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*



Perform the following steps to manage payments:

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

Note: At least one 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.

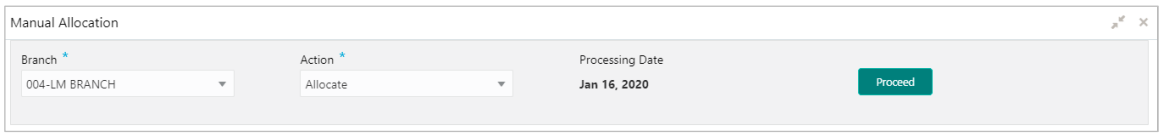
5. Click **Search** to view the relevant payment records in the 'List of Payments' section.

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

8. Manual Allocation

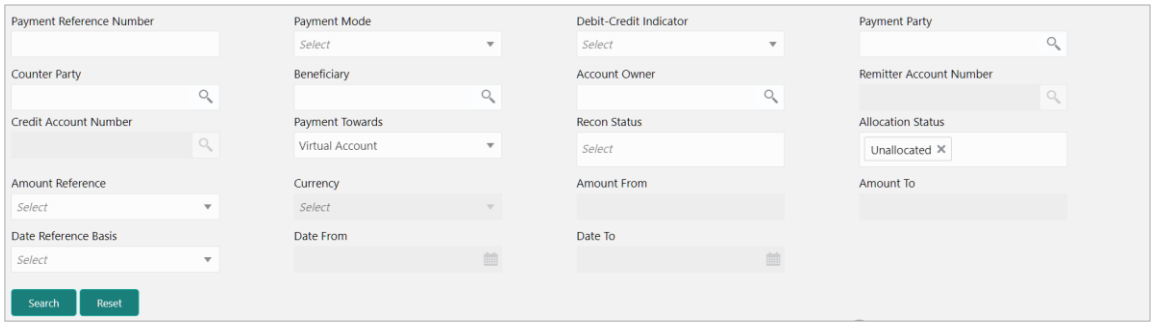
The **Manual Allocation** screen helps you to allocate payments to virtual accounts, or invoice, or finance. Only payments that are unallocated or partially allocated with the 'Allocation Required' flag set to "Y" in the payment records can be manually allocated from this screen.

Navigation Path: *Receivables & Payables > Manual Allocation*



Perform the following steps to manually allocate/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).



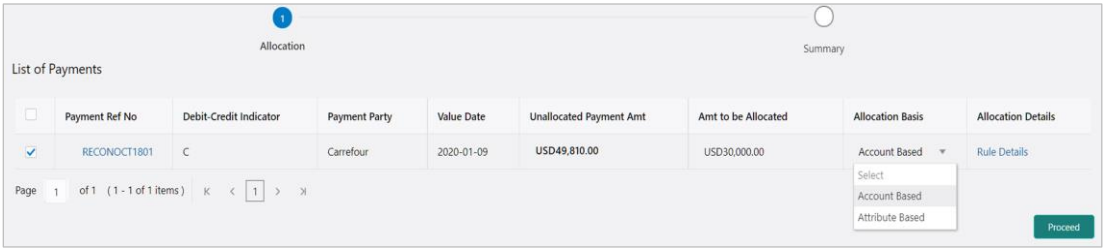
3. Refer the following table for specifying the search criteria:

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

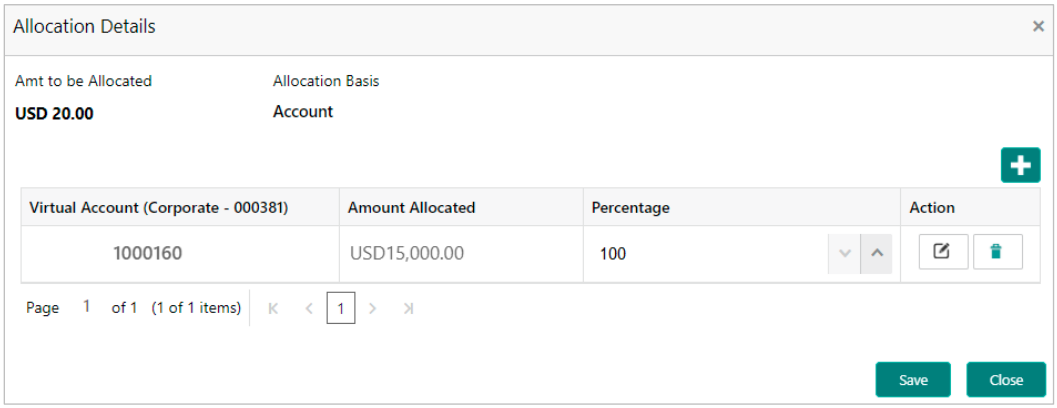
Field Name	Description
Payment Reference Number	Enter the payment reference number to be searched.
Payment Mode	Select the mode of payment to search the payment by.
Debit-Credit Indicator	Select the value to specify whether the payment is for credit or debit.
Payment Party	Click the search icon and select 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.
Payment Towards	Select the entity towards which the payment has been initiated. The options are: None, Finance, Invoice, and Virtual Account.

Field Name	Description
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**:



   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.



   d. Perform the following steps in the 'Allocation Details' pop-up screen:
      i. Click the Add icon (+) to add a row for a virtual account and double click in each field of the row to add/edit the details.

ii. In the **Allocation Attribute** field, select the attribute to allocate the virtual account for. This field is displayed only for attribute based allocation selection.

iii. In the **Virtual Account** field, click the Search icon to fetch and then select the virtual account to be allocated. This fields is displayed only for account based allocation selection.

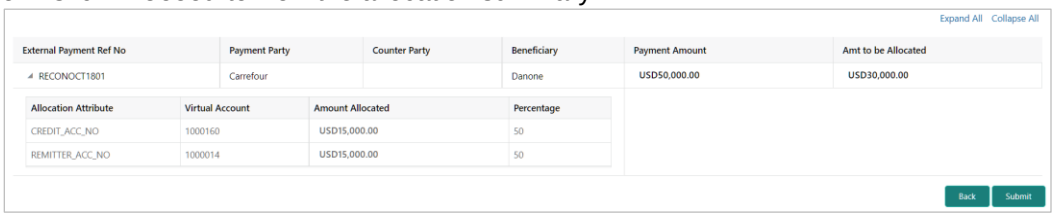
iv. In the **Amount Allocated** field, enter the amount to be allocated to the selected virtual account. The **Percentage** field is auto-calculated based on total amount to be allocated.

v. In the **Percentage** field, enter the percentage of the amount being allocated. The **Amount Allocated** field is auto-calculated based on total amount to be allocated.

vi. If required, repeat the steps from 'a' to 'e' to add more rows. Click Delete icon ( ) to remove a row or Edit icon ( ) to modify the allocation details

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

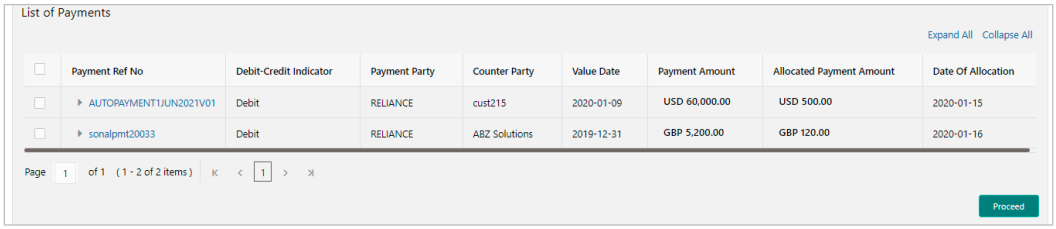
e. Click **Proceed** to view the allocation summary.



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**:



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.

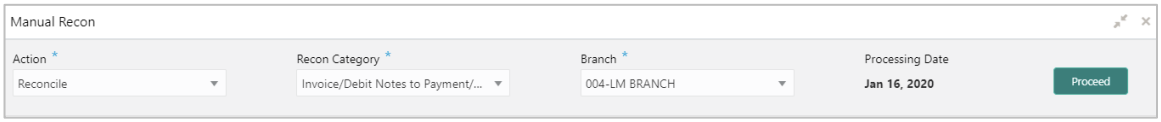
Navigation Path: *Receivables & Payables > Manual Recon*

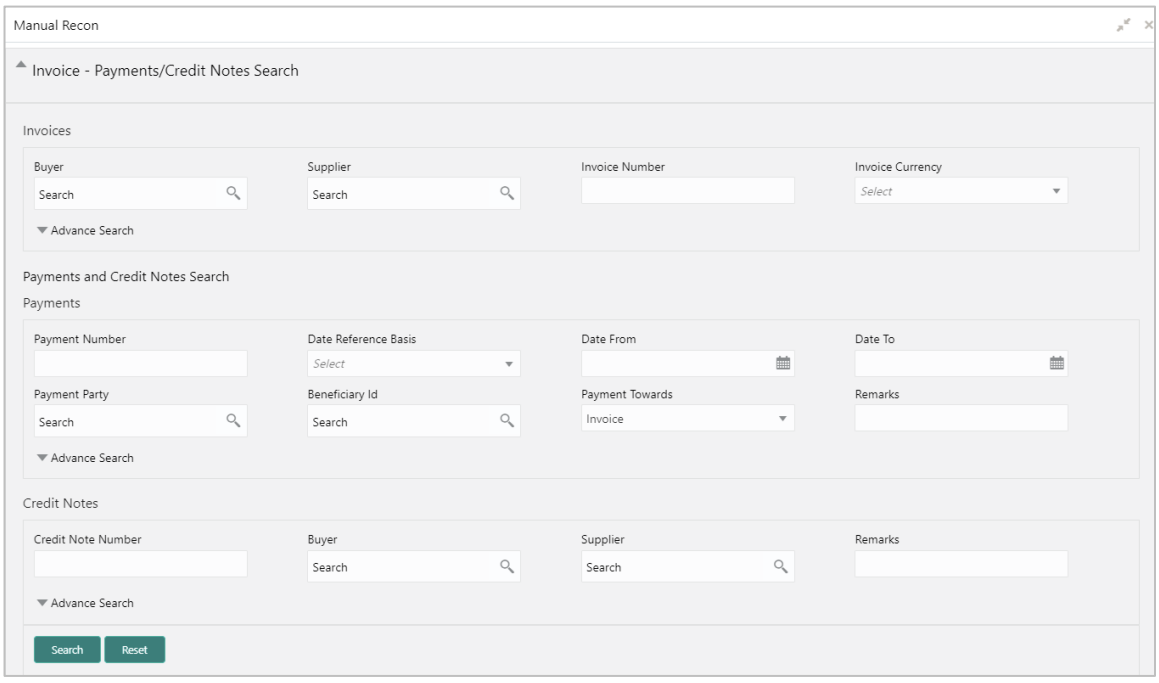
9.1 Search

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.





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.
Payment Party	Click the search icon to select the party who made the payment.

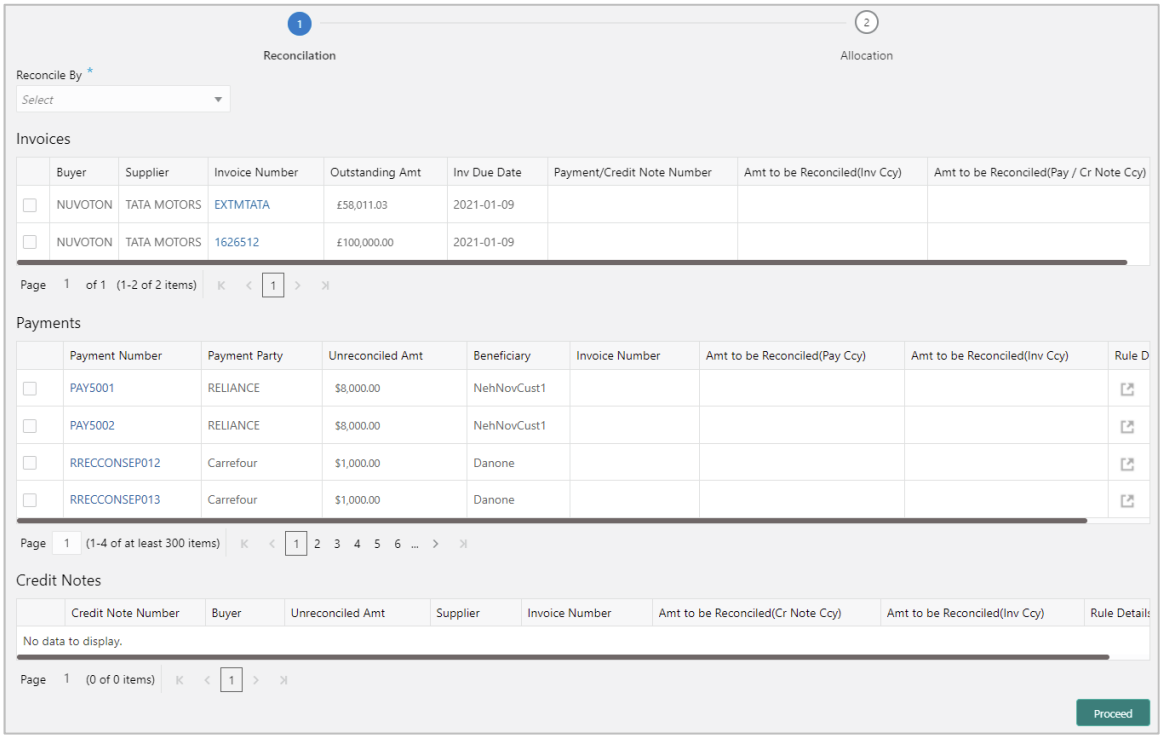
Field Name	Description
Beneficiary Id	Click the search icon to select the beneficiary ID or recipient of the payment. In case you have selected a supplier in the 'Invoice' search section, then the same gets auto-populated here.
Payment Towards	Select what the payment has been made towards.
Remarks	Enter 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.
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.

Field Name	Description
	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.



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

1. In the **Reconcile By** field, select one of the following:
   - **One Invoice to Many Payments/Credit Notes** – To reconcile a single invoice with multiple payments/credit notes.
   - **Many Invoices to One Payment/Credit Note** – To reconcile multiple invoices with a single payment/credit note.
2. If you select the 'One Invoice to Many Payments/Credit Notes' option:
   a. In the 'Invoices' section, select the invoice / debit note to reconcile.
   b. In the 'Payments' section, do the following:
      i. Select the payment(s) to reconcile.
      ii. In the **Amt to be Reconciled (Pay Ccy)** column, enter the amount to reconcile in payment currency.

c. Similarly, in the ‘Credit Notes’ section, do the following:

i. Select the credit notes to reconcile.

ii. In the **Amt to be Reconciled (Cr Note Ccy)** column, enter the amount to reconcile in credit note currency.

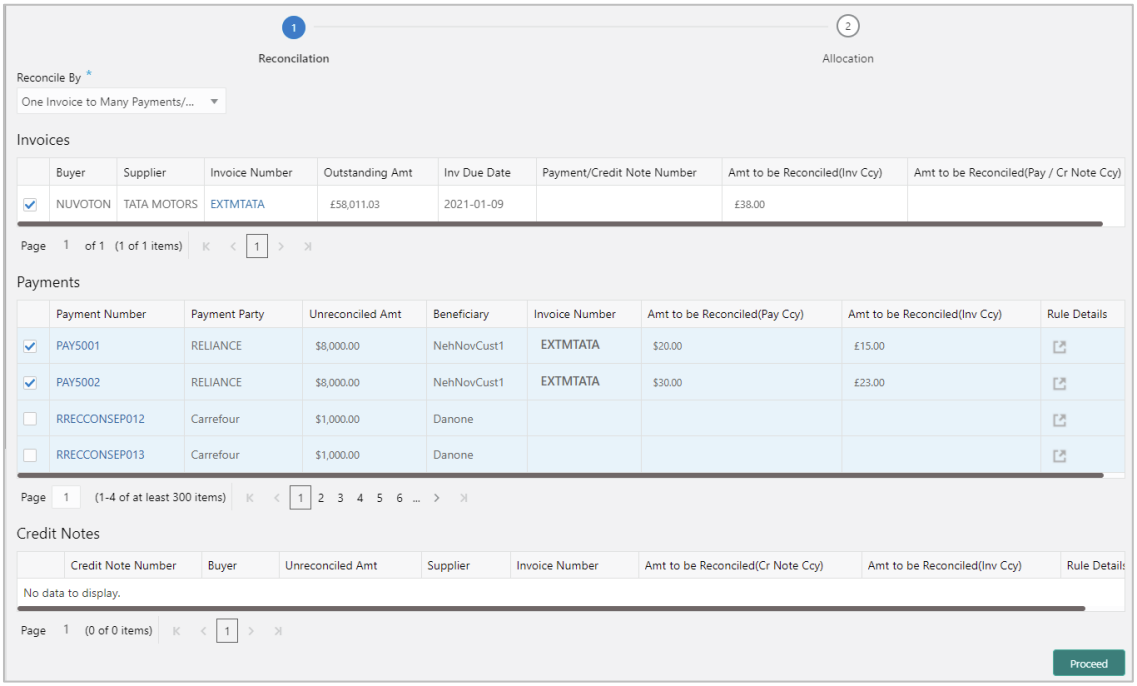
3. If you select the ‘Many Invoices to One Payment/Credit Note’ option:

a. In the ‘Payments’ section, select the payment to reconcile, or, in the ‘Credit Notes’ section select the credit note to reconcile.

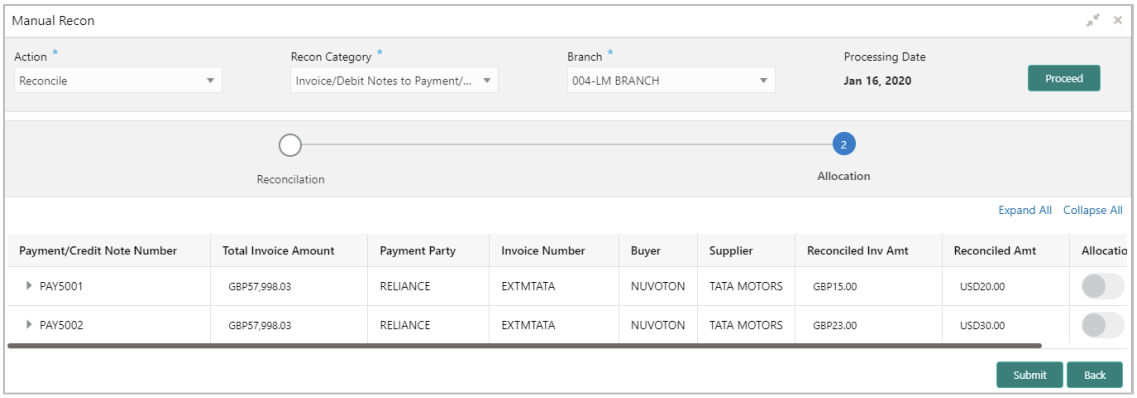
b. In the ‘Invoices’ section, do the following:

i. Select the invoices / debit notes to reconcile.

ii. In the **Amt to be Reconciled (Inv Ccy)** field, enter the amount to reconcile in invoice/debit note currency.



4. Click **Proceed**.

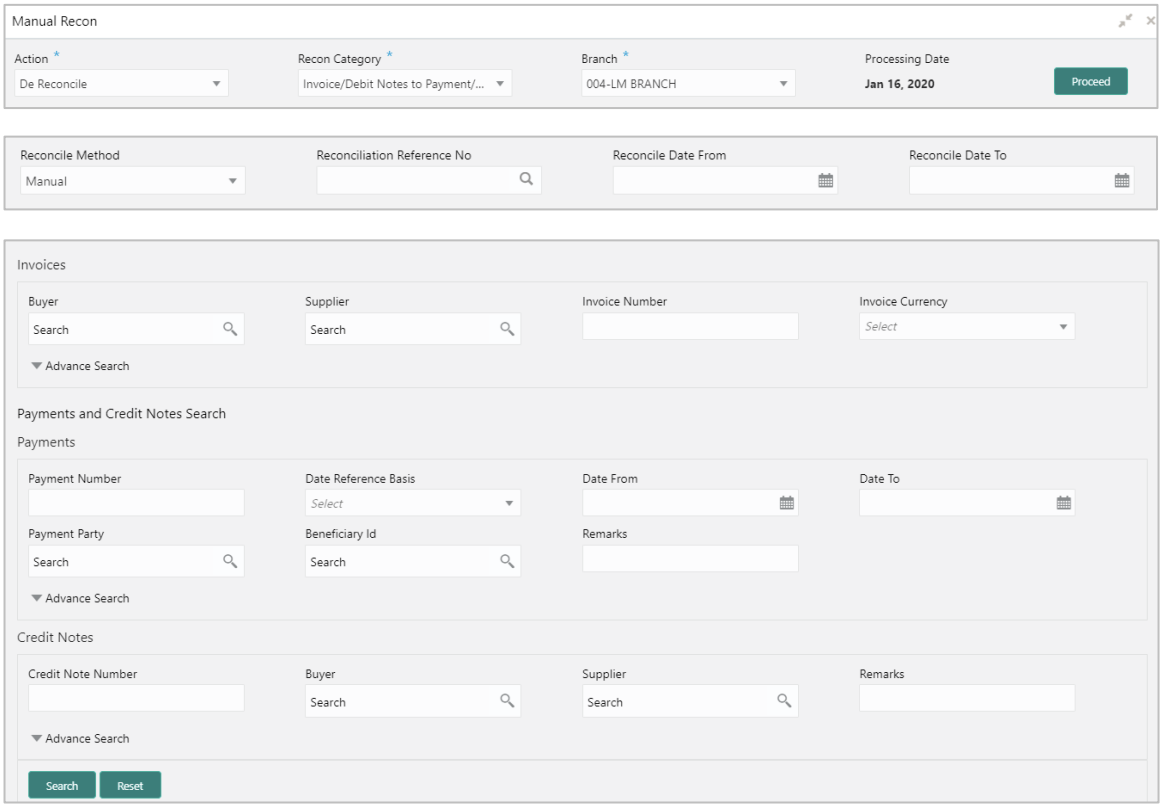


5. Perform the following steps to allocate payments/credit notes manually:
   a. In the **Allocation Required** column, enable the toggle to allocate amount / percentage.
   b. In the **Virtual Account** column, select the account to be allocated.
   c. In the **Allocated Amount** column, enter the amount 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.

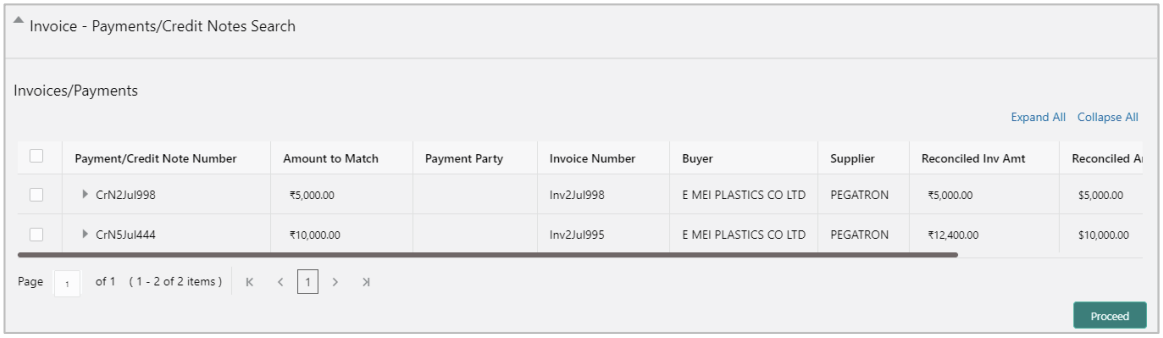
Note: If the Oracle Banking Cash Management application is also implemented, then a cashflow record is automatically created for every new invoice/debit note record, if the 'Create Cashflow from Invoice' system-level integration parameter is set to 'Yes'. When such a cashflow record is created, it is reconciled when the invoice is reconciled. Such cashflow records will be marked as 'Exclude Recon' to ensure that they aren't directly reconciled against payments. The same is true with reconciliation of debit notes with payments or credit notes.

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.



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



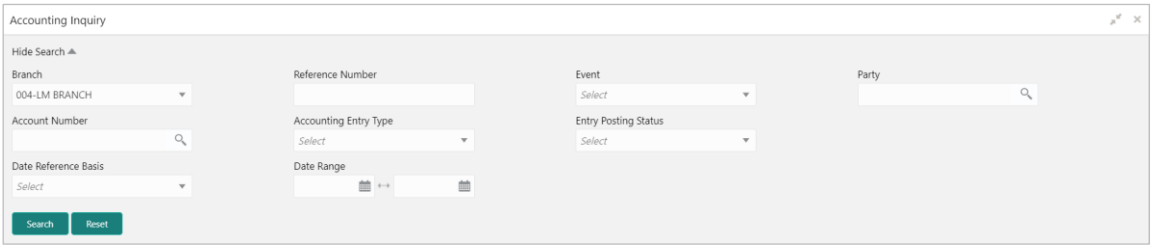
2. Select the records to de-reconcile.
3. Click **Proceed** to send the record for authorization for de-reconciliation.

10. Inquiries

10.1 Accounting Inquiry

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

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

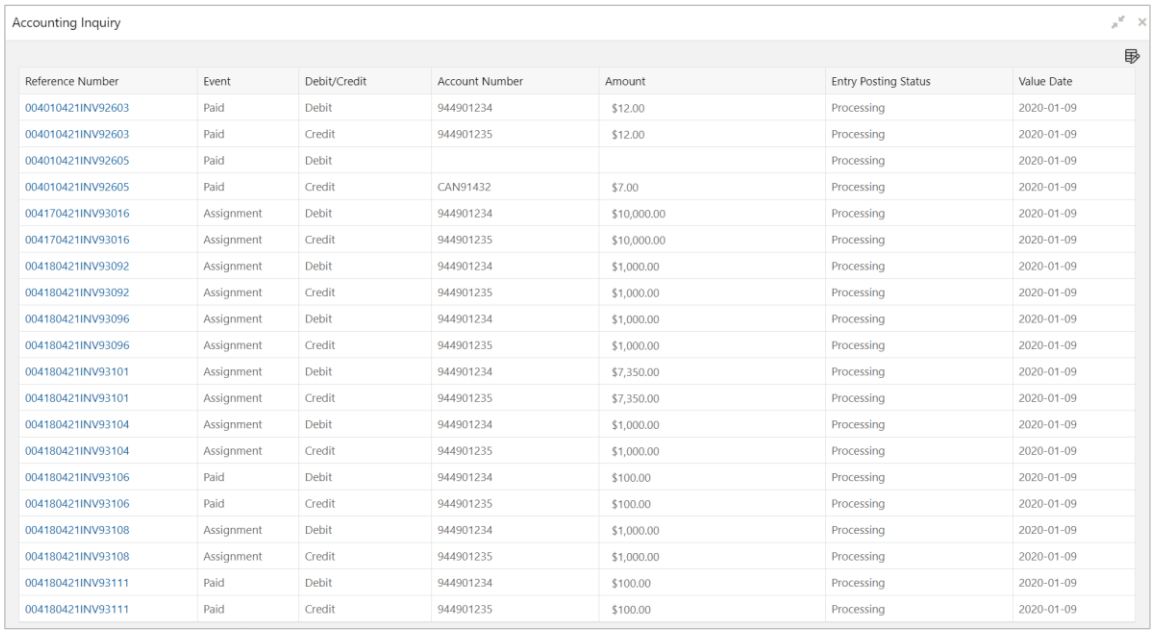


1. Refer the following table for specifying details in the above screen:

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

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

2. Click **Search** to view the result. The search result screen is displayed below.
   OR
   Click **Reset** to clear the search criteria.



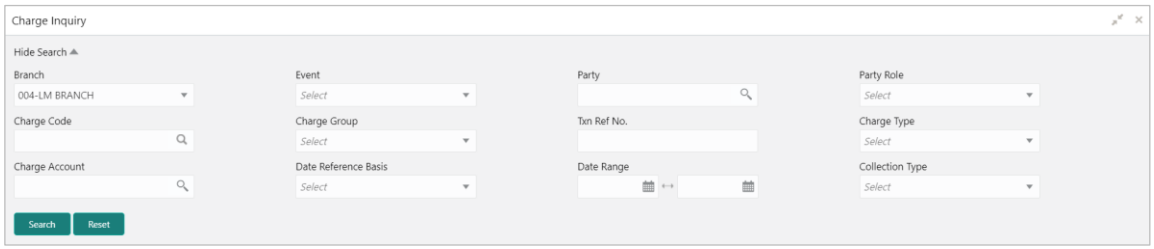
Reference Number	Event	Debit/Credit	Account Number	Amount	Entry Posting Status	Value Date
004010421INV92603	Paid	Debit	944901234	$12.00	Processing	2020-01-09
004010421INV92603	Paid	Credit	944901235	$12.00	Processing	2020-01-09
004010421INV92605	Paid	Debit			Processing	2020-01-09
004010421INV92605	Paid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

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

10.2 Charge Inquiry

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

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



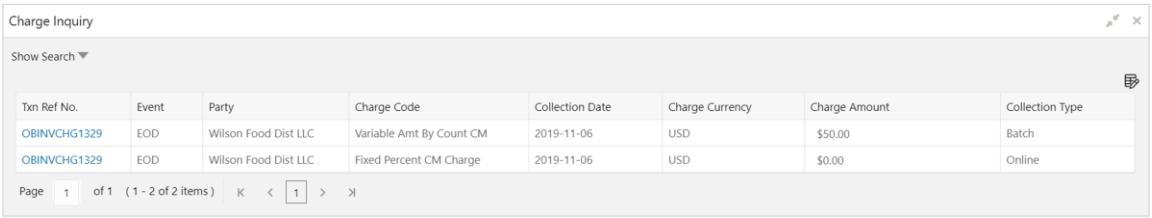
1. Refer the following table for specifying details in the above screen:

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

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

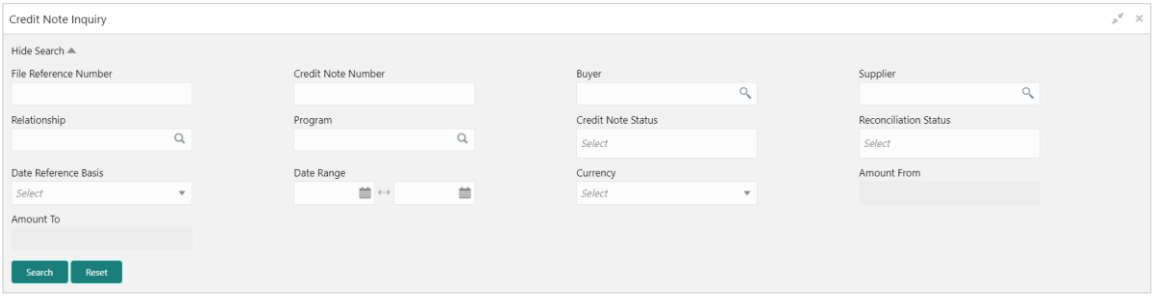


3. Click the reference number link to view its details.

10.3 Credit Note Inquiry

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

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

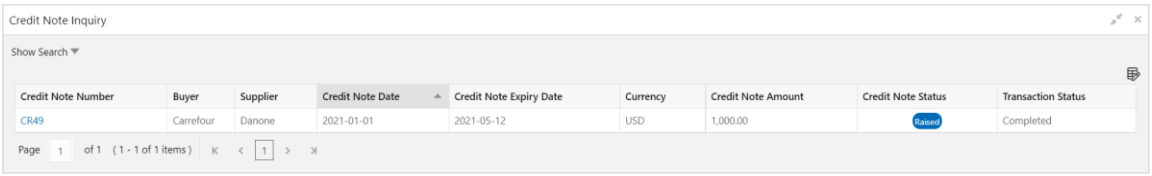


1. Refer the following table for specifying details in the above screen:

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

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

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

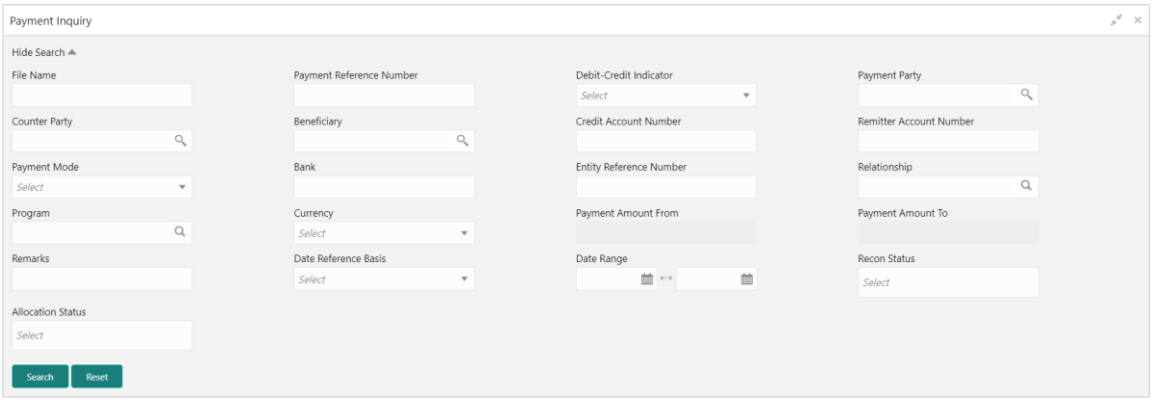


3. Click the reference number link to view its details.

10.4 Payment Inquiry

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

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



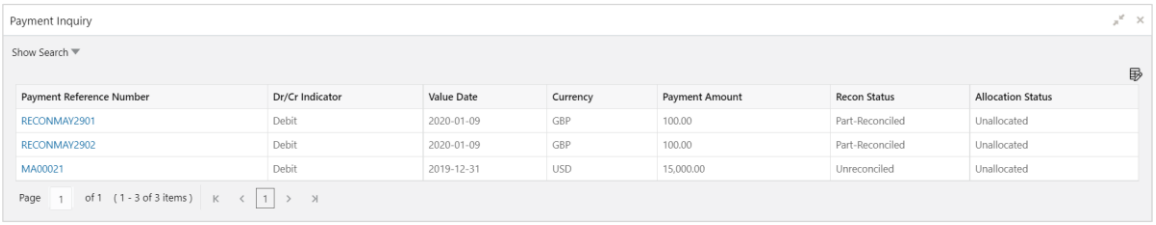
1. Refer the following table for specifying details in the above screen:

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. This field is applicable only for Oracle Banking Supply Chain Finance system.

Field Name	Description
Currency	Select the currency in which the payment is made.
Payment Amount From	Enter the lowest payment amount of the range.
Payment Amount To	Enter the highest payment amount of the range.
Remarks	Enter the remarks added in the payment transaction.
Date Reference Basis *	Select the reference basis of the date range as 'Payment Date' or 'Value Date'.
Date 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.

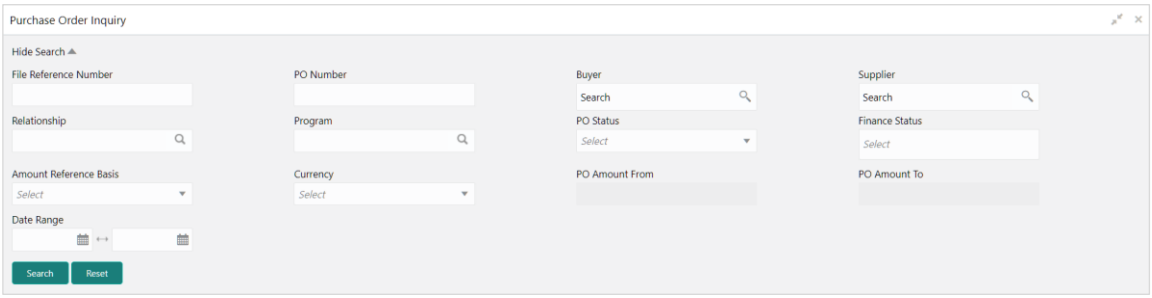


3. Optional: Click the payment reference number to view more details.

10.5 Purchase Order Inquiry

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

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

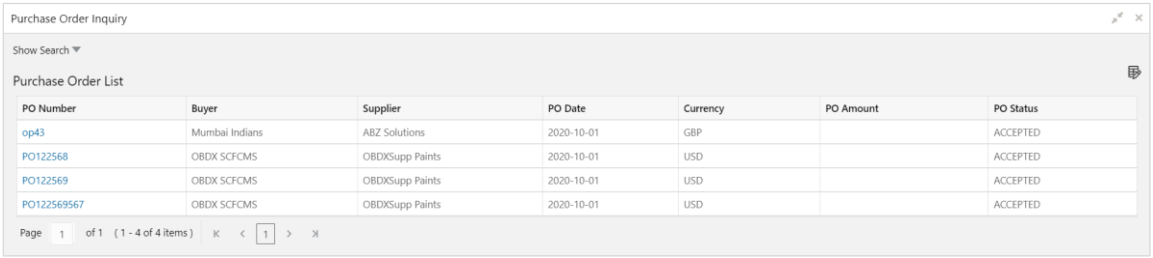


1. Refer the following table for specifying details in the above screen:

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

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

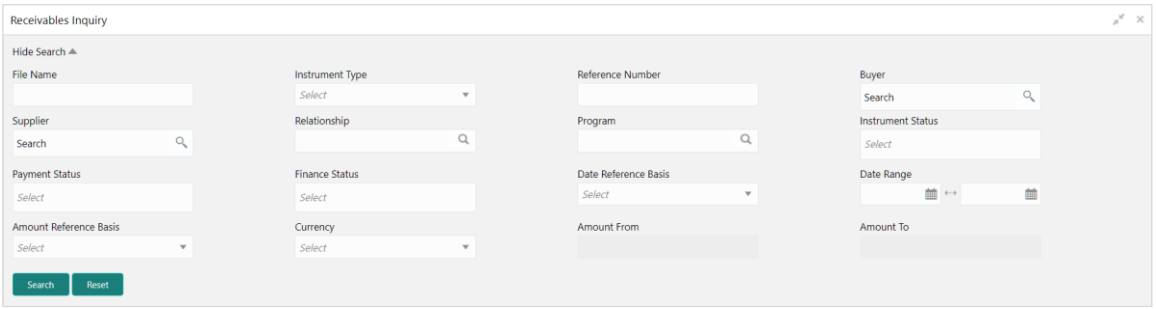


3. Click the hyperlinked number in the **PO Number** column to view the details of the purchase order.

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*



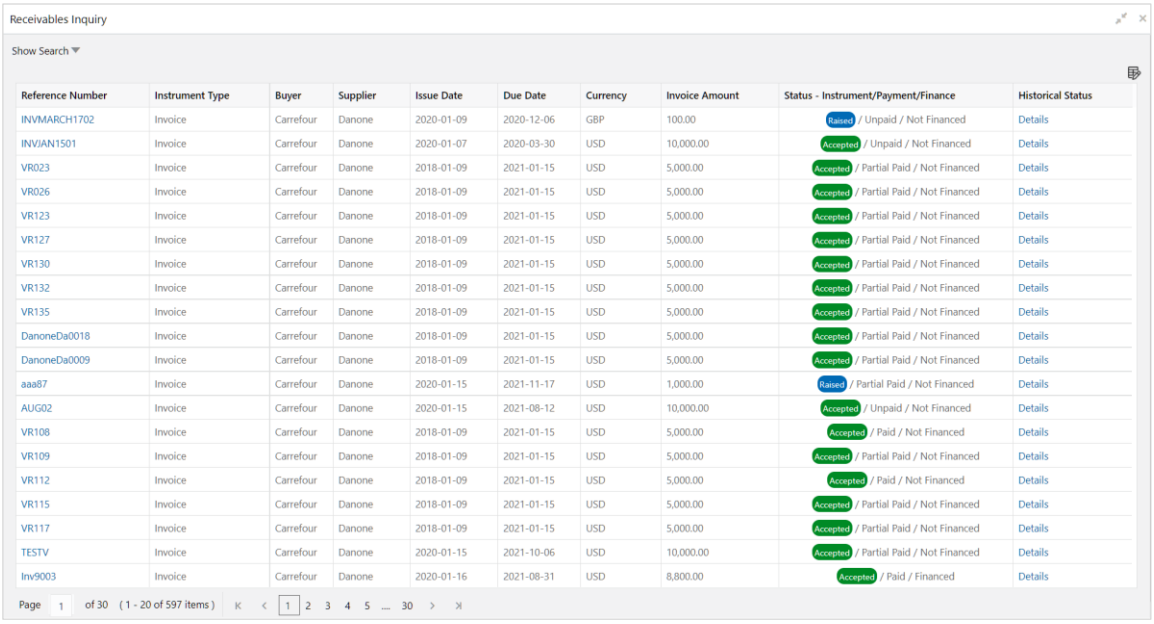
1. Refer the following table for specifying details in the above screen:

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 results. An invoice may have multiple attributes and a search can be performed on all these through a multi-select option for the instrument status field.
Payment Status	Select the payment status to filter the search results.
Finance Status	Select the finance status to filter the search results by. Available options are: • Financed • Part Financed • Not Financed
Date Reference Basis *	Select the value to specify the reference for date criteria: • Invoice/Debit Note Date

Field Name	Description
	• Invoice/Debit Note Due Date • Actual Payment Date • Payment Due Date • Funding Request Date
Date Range	Click the Calendar icon and select start date and end date of the date range.
Amount Reference Basis	Select the reference for an amount range search.
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.



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
  - PAYMENT_PARTY_CODE
  - 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
  - INSTRUMENT_BRANCH
  - MANDATE_REF_NO
  - ALLOCATION_REQUIRED
  - FILLER1
  - FILLER2
  - FILLER3
  - FILLER4
  - FILLER5
  - FILLER6
  - FILLER7
  - FILLER8
  - FILLER9
  - FILLER10

- Relationship File

  Naming convention - OBSCF-RELATIONSHIP-MASTER_suffix.csv

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

File template:

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

- Invoice File

  Naming convention - OBSCF-INVOICE-BUYER_suffix.csv or OBSCF-INVOICE-SELLER_suffix.csv
  The file name should begin with ‘OBSCF-INVOICE-BUYER’ or ‘OBSCF-INVOICE-SELLER’. The suffix can be a string that makes the file name unique.

  File template:

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

- Purchase Order File

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

  File template:

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

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

COMMODITY LIST

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

- Credit Note – Seller File

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

  File template:

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

- Debit Note – Buyer File

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

  File template:

- DN_NO
- DN_ID
- LINK_INVOICE_NO
- DN_DATE
- DN_DUE_DATE
- BUYER_CODE
- SUPPLIER_CODE
- CURRENCY
- DISPUTED
- BUYER_ID
- SUPPLIER_ID
- BUYER_NAME
- SUPPLIER_NAME
- PREACCEPTED
- ACCEPTANCE_AMOUNT
- PROGRAM_ID
- ADJUST_REASON_CODE
- REMARKS
- FILLER1
- FILLER2
- FILLER3
- FILLER4
- FILLER5
- FILLER6
- SHIPMENT_ADDRESS
- SHIPMENT_COUNTRY
- EXPORT_REASON
- SALE_TERMS
- PAYMENT_TERMS
- COUNTRY_OF_ORIGIN
- INVOICE_NUMBER
- COMMODITY_CODE

- BASE_DN_AMOUNT
- NET_DN_AMOUNT
- TAX_AMOUNT
- DISCOUNT
- BUYER_DIV_CODE
- SUPPLIER_DIV_CODE
- VIRTUAL_AC_FLAG
- REPAYMENT_AC_NO
- BANK
- BRANCH
- BIC_ROUTING_CODE
- FUNDING_REQ_AMT
- FILLER7
- FILLER8
- FILLER9
- FILLER10
- SHIPMENT_NO
- SHIPMENT_DATE
- COMMODITY_NAME
- QUANTITY
- UNIT_COST
- TOTAL_COST
- TAX_AMOUNT
- DISCOUNT_AMOUNT
- NET_COST

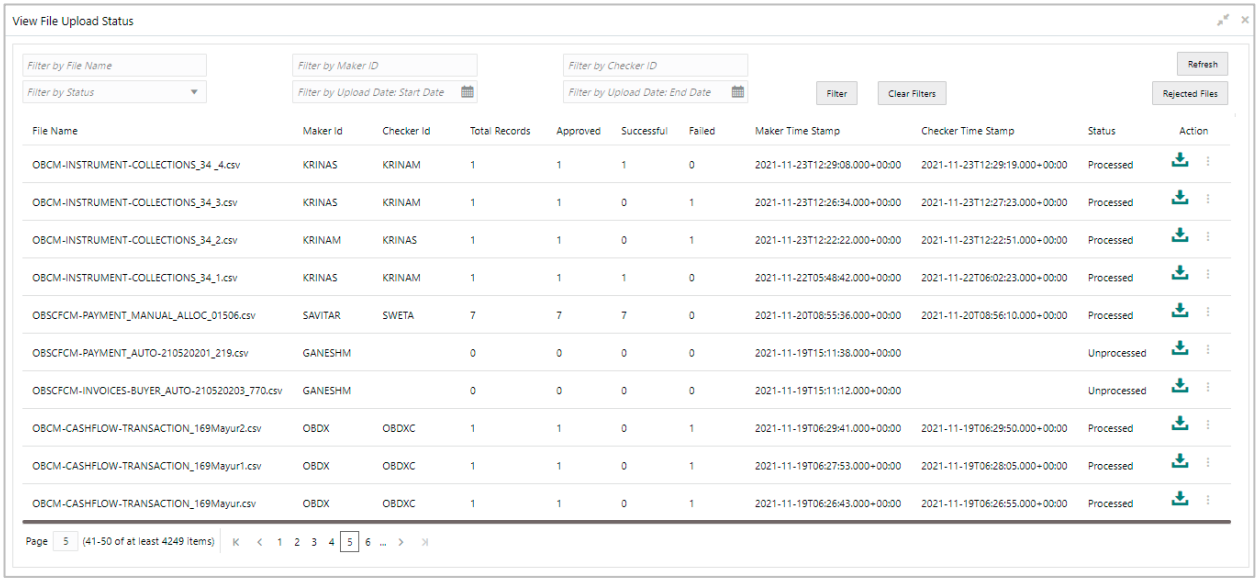
Navigation Path: *File Management > File Upload*

1. Drag and drop the file to be uploaded in the highlighted box.
   OR
   Click inside the highlighted box to select the file to be uploaded.
2. Click **Upload** to upload the records from the file. Once the file is uploaded, it cannot be deleted.

11.2 View File Upload Status

This screen helps you to manage uploaded files.

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



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

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

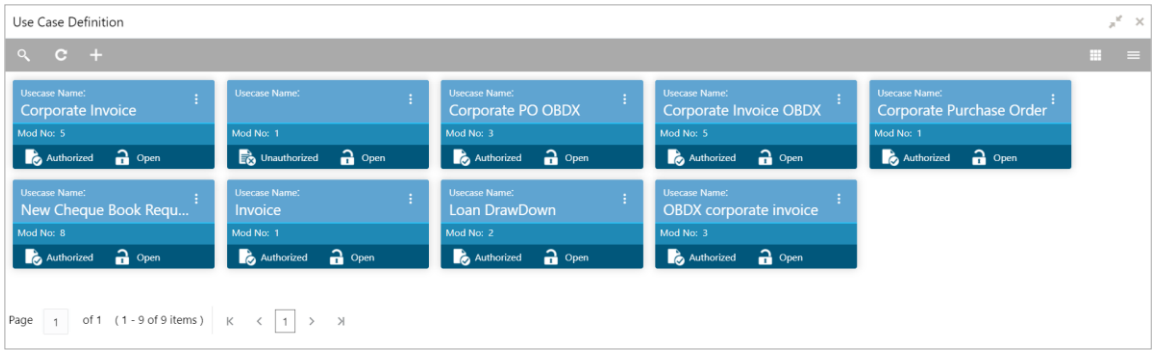
12. Machine Learning

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

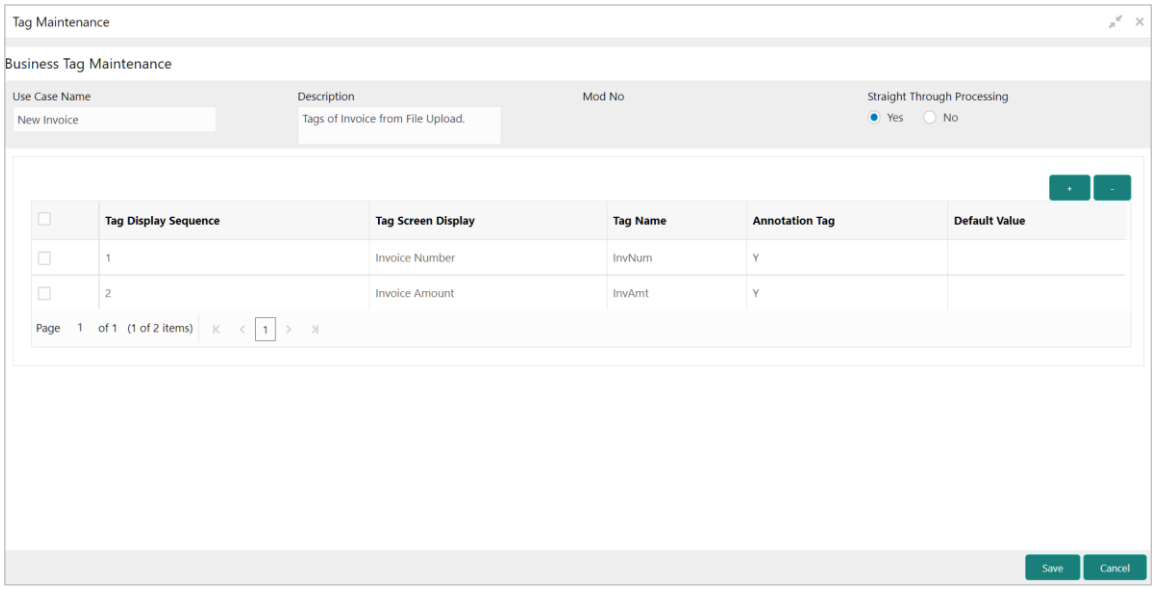
12.1 Create Use Case

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

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



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



Perform the following steps to add information about the tags:

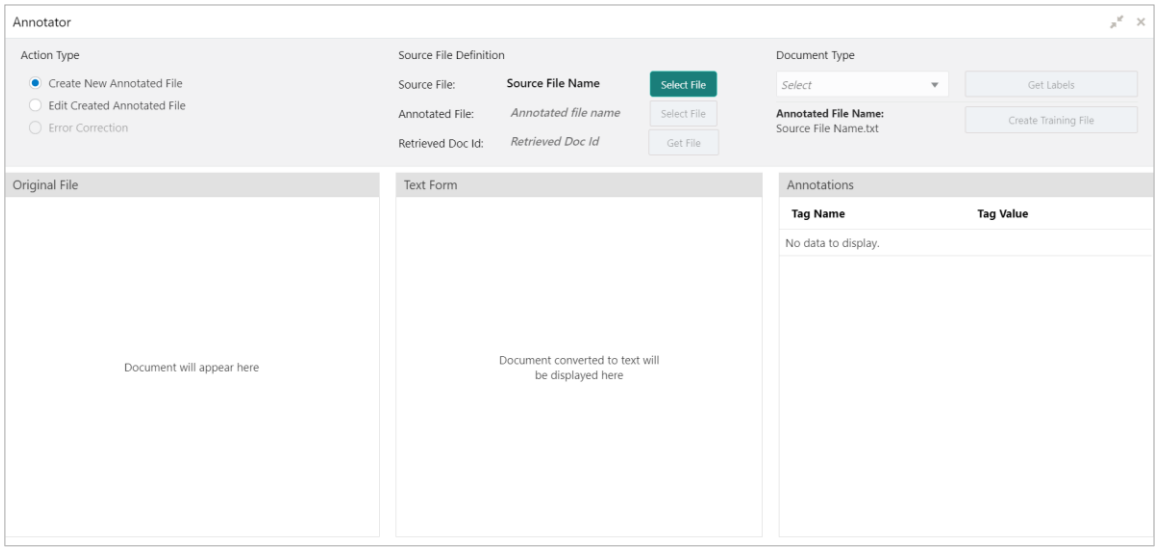
1. In the **Use Case Name** field, enter name of the use case to be defined.
2. In the **Description** field, enter the description of the use case.
3. In the **Straight Through Processing** option, select **Yes** in case the use case should be auto processed without user intervention. Else, select **No**.

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

12.2 Create Annotated File

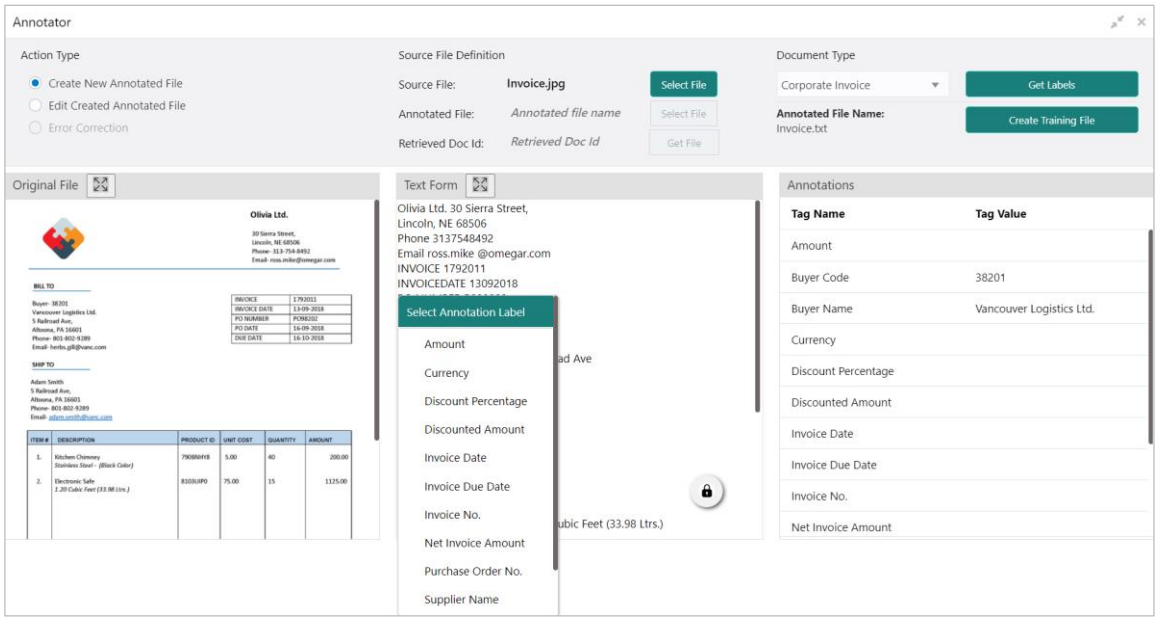
This screen is used to create an annotated file where, a user can insert an invoice/PO image file and tag the labels to extract the values from images. By using this sub-menu, the user can create the annotated file.

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



Perform the following steps to create an annotator file:

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

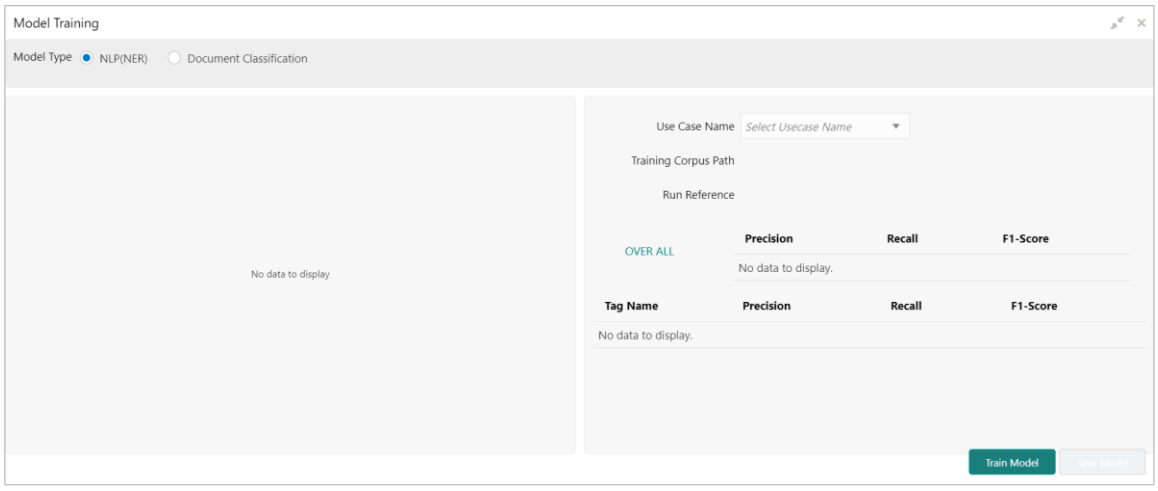


5. In the **Text Form** box, highlight the value and right click to select the annotation label (tag name).
6. Click **Create Training File** to create the annotated file.

12.3 Train Model

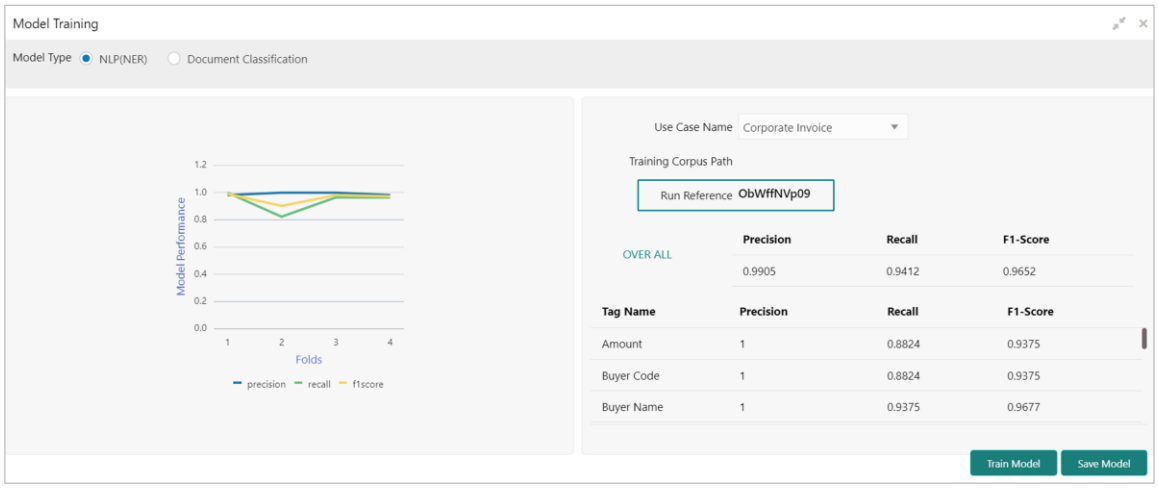
This screen is used to train the model created by using Annotator. The user can have only one active trained model at a time.

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



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.

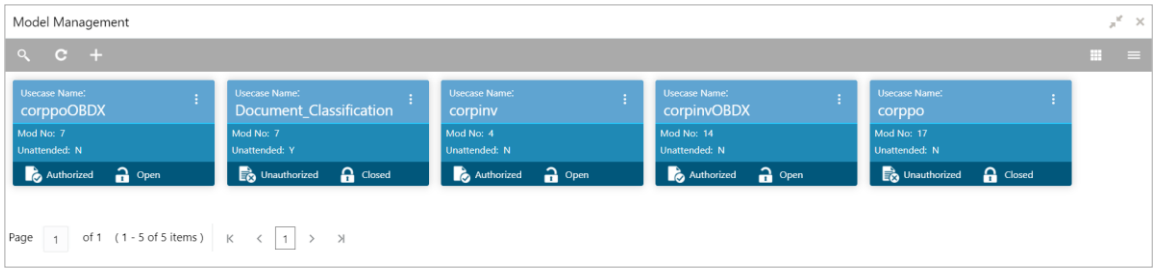


3. Click **Save Model** to save the trained model to be utilized as an active model.

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*



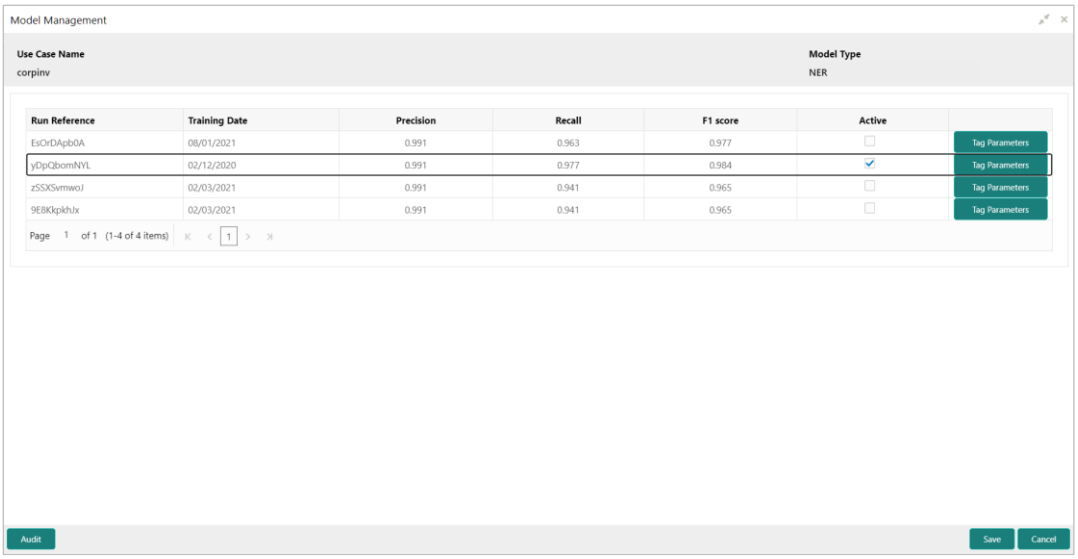
Click the Option icon ( ) and then perform the following steps to modify, audit, authorize, or remove a use case:

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

OR

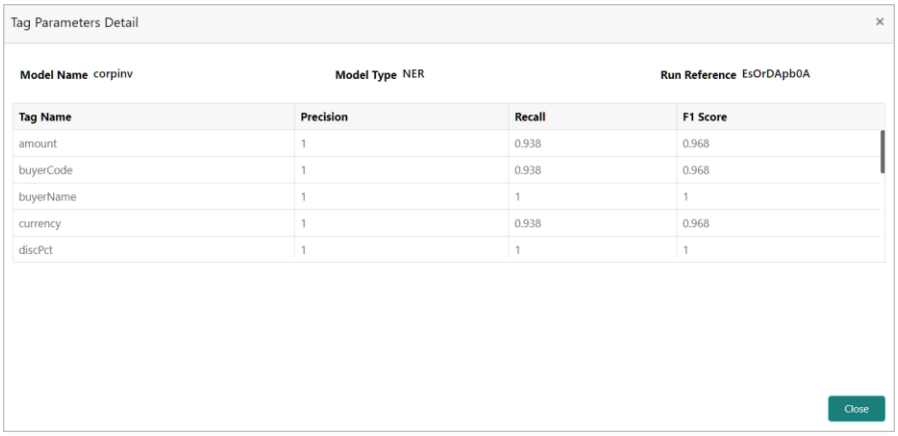
To authorize the open records, perform the following steps:

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



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

- To view the model, click **View**. Click the **Tag Parameters** to view the tag parameter details.

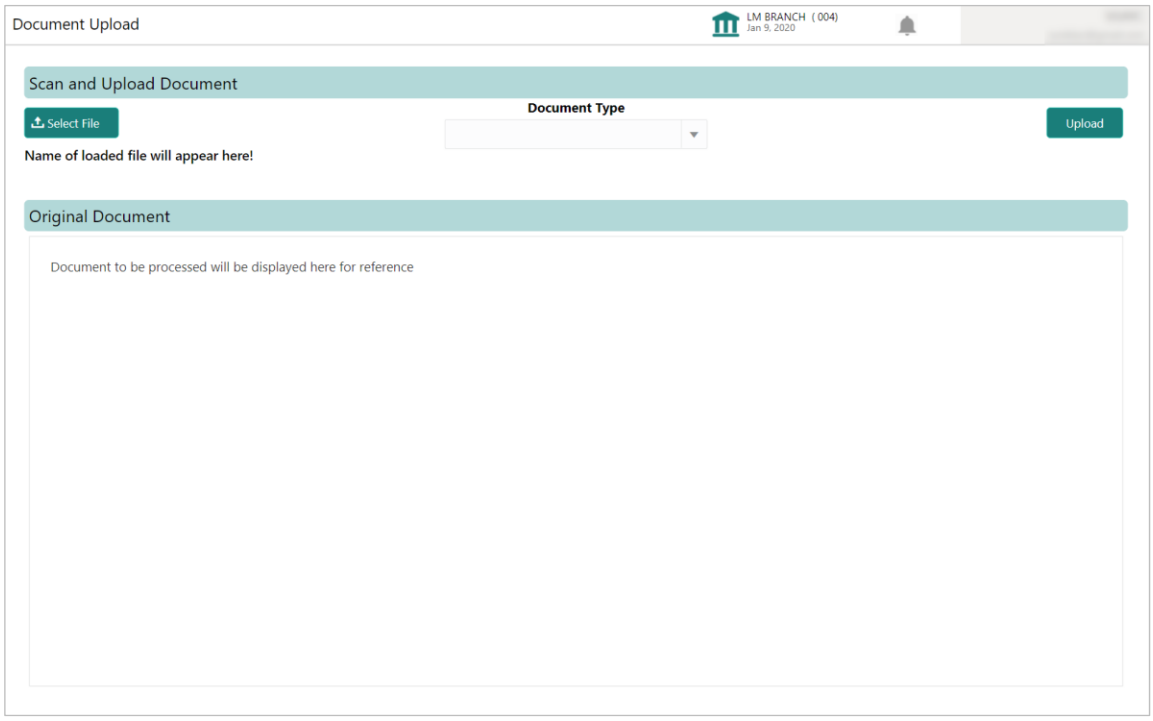


- To remove, click **Delete** and then click **Proceed**.

12.5 Upload Documents

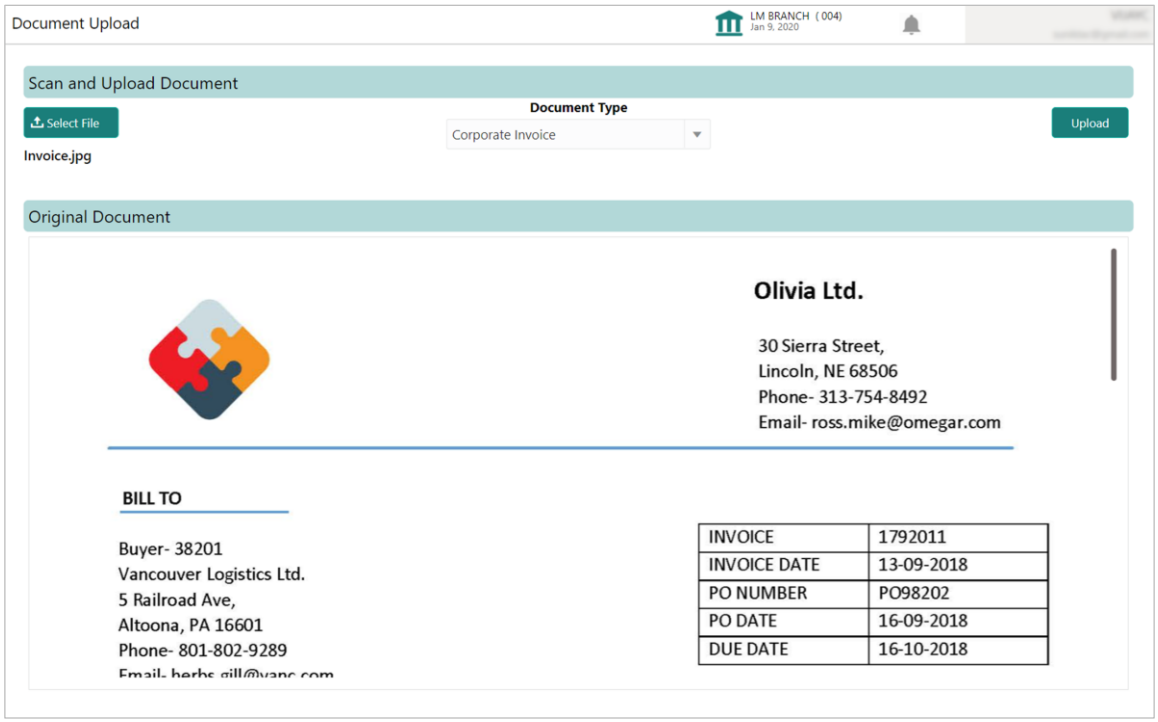
By using this screen user can upload the scanned images of the invoice/PO to be auto-fetched by system and create invoice/PO from the same.

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



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

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

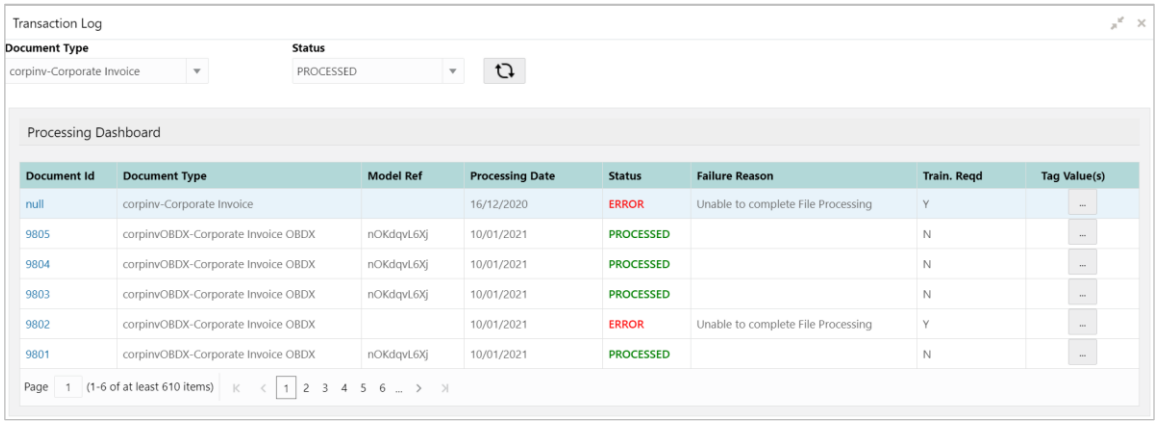


3. Click **Upload** to initiate the invoice/PO data upload in the system as per active model.

12.6 View Transaction Log

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

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



Perform the following steps to filter the processing dashboard table:

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

13. Batch Jobs

There are several activities required to be performed 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 the Branch EOD section in the Oracle Banking Common Core User Guide to Configure, Invoke, and View EOD batch jobs.

Note: *Events marked * are always executed. Below batch job events are only available if the Receivables and Payables module is integrated with the 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 the Task Management section in 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

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

Stage	Functional Activity Code	Description
LimitProcessingException	LimitProcessingException	This is a stage before authorization and transaction falls in this stage when maintenance of limits is not done properly.
CreditApprovalException	CreditApprovalException	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.
CreateAdhocLimitsTransactionException	CreateAdhocLimitsTransactionException	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.
InitiateWorkflowForAdhocLimitTxnException	InitiateWorkflowForAdhocLimitTxnException	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.
AutoFinanceException	AUTOFIN_EXCEPTION	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	AUTHORIZATION	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_EXCEPTION	This stage is after authorization and transaction falls in this stage when integration with lending product (OBCL) to create contracts or make payment fails.

Stage	Functional Activity Code	Description
AccountingEntriesPostException	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.
AccountPostingResponseAwaited	ACCPOSTING_RESPONSE_AWAITED (Not be mapped on screen)	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 product and the mode of integration is asynchronous and transaction is waiting for response.
ExternalPaymentException	EXTERNAL_PAYMENT_EXCEPTION	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.
OutgoingPaymentResponseAwaited	OUTPAY_RESPONSE_AWAITED (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.
LimitsUpdateException	LIMITS_UPDATE_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.
FinanceMasterUpdate	POSTAUTH_UPDATE_EXCEPTION	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.
InstrumentUpdateException	INSTRUMENT_UPDATE_EXCEPTION	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_EXCEPTION	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.
ReconCompletionException	RECON_COMPLETION_EXCEPTION	This stage is after authorization and transaction falls in this stage for settlement

Stage	Functional Activity Code	Description
		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.
ReconAuthorizationException	RECON_AUTHORIZATION_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 recon of current finance settlement is not updated due to technical errors. The user can retry the transaction after the technical error is resolved.
ReconStepAuthorizationException	RECON_STEP_AUTHORIZATION_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

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

Stage	Functional Activity Code	Description
Processing	SCFCM_FA_PROCESSING_AUTH_REJECT	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_EXCEPTION	This stage is after authorization and transaction falls in this stage when integration for accounting entries re-generation is configured as ‘Yes’ in system

Stage	Functional Activity Code	Description
		parameters with another product and regenerating the same fails.
Authorization	SCFCM_FA_PROCESSING_AUTH	This is authorization step wherein user can either Approve/Reject the record. Transaction falls in this stage when auto-authorization is disabled in Product/Program parameters.
Accounting Post Exception	SCFCM_FA_ACC_POST_EX	This stage is after authorization and transaction falls in this stage when accounting entries posting integration is configured as 'Yes' in system parameters with another product and posting fails.
Limits Update Exception	SCFCM_FA_LIMITS_UPD_EX	This stage is after authorization and transaction falls in this stage when limits utilization/release fails due to technical error. The user can retry the transaction after the technical error is resolved.
VAM Integration Exception	SCFCM_VAM_INTG_AUTH	This stage is after authorization and transaction falls in this stage when integration with virtual account management system fails.
Master Update Retry	SCFCM_FA_MASTER_UPDATE_ERROR	This stage is after authorization and transaction falls in this stage when work table to main table approval update fails due to technical errors. The user can retry the transaction after the technical error is resolved.

14.3 Discounting

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

Stage	Functional Activity Code	Description
Authorization	AUTHORIZATION	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.
masterUpdateException	MASTER_UPDATE_EXCEPTION	This stage is after authorization and transaction falls in this stage when work table to main table update fails due to technical

Stage	Functional Activity Code	Description
		errors. The user can retry the transaction after the technical error is resolved.

14.4 Instrument

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

Stage	Functional Activity Code	Description
		configured as 'Yes' in system parameters with another product and posting fails.
Limits Update Exception	SCFCM_FA_LIMITS_UPD_EX	This stage is after authorization and transaction falls in this stage when limits utilization/release fails due to technical error. The user can retry the transaction after the technical error is resolved.
Instrument Master Update Exception	SCFCM_FA_MASTER_UPD_EXCEPTION	This stage is after authorization and transaction falls in this stage when update of linked instrument in the master table fails due to technical errors. The user can retry the transaction after the technical error is resolved.
File Upload Exception	SCFCM_FA_FILE_UPLOAD_EX	This is a stage before authorization and transaction falls in this stage when upload of file fails.
Portal Response Exception	SCFCM_FA_PORTAL_RES_EX	This is a stage where in portal does not respond due to the technical error. The user can retry the transaction after the technical error is resolved.

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Reference and Feedback

References

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

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

Feedback and Support

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