Receivables/Payables Management User Manual Oracle Banking Digital Experience Release 22.2.4.0.0

Part No. F72987-01

May 2024

ORACLE

Receivables/Payables Management User Manual May 2024

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1. Preface

1.1 Intended Audience

This document is intended for the following audience:

- Customers
- Partners

1.2 **Documentation Accessibility**

For information about Oracle's commitment to accessibility, visit the Oracle Accessibility Program website at http://www.oracle.com/pls/topic/lookup?ctx=acc&id=docacc.

1.3 Access to Oracle Support

Oracle customers have access to electronic support through My Oracle Support. For information, visit

http://www.oracle.com/pls/topic/lookup?ctx=acc&id=info or visit

http://www.oracle.com/pls/topic/lookup?ctx=acc&id=trs_if you are hearing impaired.

1.4 Structure

This manual is organized into the following categories:

Preface gives information on the intended audience. It also describes the overall structure of the User Manual.

Introduction provides brief information on the overall functionality covered in the User Manual.

The subsequent chapters provide information on transactions covered in the User Manual.

Each transaction is explained in the following manner:

- Introduction to the transaction
- Screenshots of the transaction
- The images of screens used in this user manual are for illustrative purpose only, to provide improved understanding of the functionality; actual screens that appear in the application may vary based on selected browser, theme, and mobile devices.
- Procedure containing steps to complete the transaction- The mandatory and conditional fields of the transaction are explained in the procedure. If a transaction contains multiple procedures, each procedure is explained. If some functionality is present in many transactions, this functionality is explained separately.

1.5 **Related Information Sources**

For more information on Oracle Banking Digital Experience Release 22.2.4.0.0, refer to the following documents:

- Oracle Banking Digital Experience Licensing Guide
- Oracle Banking Digital Experience Installation Manuals



2. Transaction Host Integration Matrix

Legends

NH	No Host Interface Required.
~	Pre integrated Host interface available.
×	Pre integrated Host interface not available.

Sr No	Transaction / Function Name	Oracle Banking Supply Chain Finance	Oracle Banking Cash Management System		
		14.7.3.0.0	14.7.3.0.0		
1	Associated Party Management				
	On-board Associated Party	1	✓		
	View Associated Parties	✓	✓		
2	Receivables/Payables Management				
	Invoices				
	Create Invoice – online entry	✓	✓		
	Create Invoice – bulk file upload	✓	✓		
	Create Invoice – invoice image upload	✓	✓		
	View Invoice	✓	✓		
	Save Invoice as Template	NH	NH		
	Delete Invoice Template	NH	NH		
	Discount Offer Application	✓	✓		
	Debit Notes				
	Create Debit Note – online entry	✓	✓		
	Create Debit Note – bulk file upload	✓	✓		
	View Debit Note	✓	✓		
	Save Debit Note as Template	NH	NH		
	Delete Debit Note Template	NH	NH		
	Discount Offer Application	✓	✓		
	Manage Receivables/Payables				



Sr No	Transaction / Function Name	Oracle Banking Supply Chain Finance 14.7.3.0.0	Oracle Banking Cash Management System 14.7.3.0.0		
	Invoices and Debit Notes - Accept, Edit, Cancel, Raise Dispute, Resolve Dispute, Assignment	~	*		
	Discount Offer – Accept/Reject	1	✓		
	Credit Notes				
	Create Credit Note – online entry	1	✓		
	Create Credit Note – bulk file upload	✓	✓		
	View Credit Note	✓	✓		
	Save Credit Note as Template	NH	NH		
	Delete Credit Note Template	NH	NH		
3	Purchase Order Management				
	Create Purchase Order – online entry	✓	✓		
	Create Purchase Order – bulk file upload	✓	✓		
	Create Purchase Order – purchase order image upload	1	✓		
	View Purchase Order	1	✓		
	Edit Purchase Order	1	✓		
	Accept/Reject Purchase Order	✓	✓		
	Cancel Purchase Order	✓	✓		
	Save Purchase Order as Template	NH	NH		
	Delete Purchase Order Template	NH	NH		
4	Reconciliation				
	Create Reconciliation Rule	✓	✓		
	View/Edit Reconciliation Rule	✓	✓		
	Manual Reconciliation	✓	✓		
	Invoice with Payments Reconciliation	✓	✓		
	Invoice with Credit Notes Reconciliation	✓	✓		
	Debit Note with Payments Reconciliation	✓	✓		



Sr No	Transaction / Function Name	Oracle Banking Supply Chain Finance 14.7.3.0.0	Oracle Banking Cash Management System 14.7.3.0.0
	Debit Note with Credit Notes Reconciliation	1	✓
	Cash Flow – Payment Reconciliation	NH	✓
	View Payments	✓	✓
	Bulk Upload of Payments	✓	✓
5	De-Reconciliation		
	Invoice – Payment De-reconciliation	1	✓
	Cash Flow – Payment De- reconciliation	NH	✓
6	Allocation		
	Create Allocation Rule	✓	✓
	View/Edit Allocation Rule	✓	✓
	Manual Allocation	✓	✓
7	Dynamic Discounting		
	Create Discount Offer	✓	×
	View Discount Offers	✓	×

<u>Home</u>



3. Associated Party Management

3.1 Introduction

The features built for the corporate user in Associated Party Management are as follows-

- On-board Associated Party
- View Associated Party

Note: The Associated Party Management module is only supported on **Desktops/Laptops** and on **Landscape** mode of **Tablet** devices.

3.2 Onboard Associated Party

On-boarding an Associated Party refers to introducing your trade partner to the Supply Chain Finance or Cash Management system. This is the first step in supply chain finance or cash management business. The Associated Party is the other party in the trade of the Corporate, who may or may not be a customer of the bank. The associated party could be a buyer or a supplier.

Using this option, you can on-board your associated party so that you can link your party to the program for Supply Chain Finance business or add your receivables or payables through Cash Management module against the Associated Party. The Associated Party that is on-boarded can be a customer of the bank or may not be the customer of the bank. This is identified by Back Office through a de-dupe check run on the party's details.

Pre-requisites

User must have valid corporate login credentials.

How to reach here:

Dashboard > Toggle menu > Receivables/Payables > Associated Party Management > Onboard Associated Party OR Dashboard > Toggle menu > Receivables/Payables > Associated Party Management > View Associated Parties > <u>Onboard new</u> link OR Dashboard > Toggle menu > Supply Chain Finance > Overview > Quick Links > Onboard Associated Party

To on-board a new associated party:

Step1- Associated Party Details

1. The Step1 - Associated Party Details screen appears.



😑 📄 Futura Bank	Q What would you like to do today?		
nboard Associated Par RA Corp ***489	rty		
	0	(2)	
Asso	ociated Party Details	Communication Details	
Party Name ASTRA Corp ***489	•		
Role of Associated Party * O Supplier		Note Associated Party is the other party in	a commercial trade who
Buyer Code		need not be the customer of the ban The Associated Party thus needs to t	
buyer code	Required	system so that their KYC is checked a	
Associated Party			
	Required		
Short Name			
	Required		
Category Of Corporate	•		
	Required		
Corporate Registration Number	Required		
Tax Registration Number			
Global Intermediary Identification Number			
Next Cancel Back			

Onboard Associated Party- Associated Party Details

Field Description

Field Name	Description			
Onboard Associated Party – Associated Party Details step				
Party Name	Select the party name from the dropdown list in which the associated party must be be onboarded. By default, the primary party/gcif of the logged-in user is selected.			
	Note: Only accessible parties are displayed to the user.			
Role of Associated Party	Specify the role of the associated party. The options are: • Buyer • Supplier			



Field Name	Description
Buyer Code	Enter the buyer code.
	This field is displayed, only if the Buyer option is selected in the Role of Associated Party field.
Supplier Code	Enter the supplier code.
	This field is displayed, only if the Supplier option is selected in the Role of Associated Party field.
Associated Party	Enter the name of the associated party to be on-boarded.
Short Name	Enter the short name of the associated party.
Category Of Corporate	Select the category that the associated party falls under.
	The options are:
	Others
	Partnership firm
	Public Limited Company
	Private Limited Company
Corporate Registration Number	Enter the registration number of the associated party.
Tax Registration Number	Enter the tax registration number of the associated party.
Global Intermediary Identification Number	Enter the GIIN that has been issued by the IRS, if relevant.

Once you enter the required data in the Associated Party Details step, click Next, to proceed to the Communication Details step.
 OR
 Click Cancel to cancel the transaction.
 OR
 Click Back to navigate back to the previous screen.



Step2 - Communication Details

1. The Step 2- Communication Details screen appears.

Onboard Associated Party- Communication Details

📄 Futura Bank	Q What would you like to do today?		ب ۹۰۰ د.
corp ***489	Party		
	•	•	
	Associated Party Details	2 Communication Details	
Landline Number			
Landine Number			
Fax			Note
		need not be the customer	
Country Code Mobile Num		The Associated Party thus system so that their KYC is bank.	needs to be onboarded into the checked and complied by the
Required Email ID	Required		
Email ID	Required		
Registered Address			
	Required		
Address Line 2			
Country	•		
	Required		
City			
	Required		
Pin Code	Required		
Communication Address			
Same as Registered Address			
Submit Cancel Back			

Field Description

Field Name	Description
Onboard Associated	Party – Communication Details step
Landline Number	Enter the landline number of the associated party.
Fax	Enter the fax number of the associated party.



Field Name	Description
Mobile Number	Enter the mobile number of the associated party along with the country code.
Email ID	Enter the email ID of the associated party.
Preferred Communication Mode	Select the preferred mode for communication with the associated party. The options are: • Email • Mobile
Registered Address	
Address Line 1- 2	Enter lines 1 and 2 of the registered address of the associated party.
Country	Select the country of the associated party.
State	Select the state of the associated party. This field is displayed, only if the Country is selected.
City	Enter the city where the associated party is based in.
PIN Code	Enter the pin code of the associated party.
Communication Addres	s
Same as Registered Address	Select the check box if you wish to use the registered address as the communication address.
Below fields are enabled	only if the Same as Registered Address check box is unchecked.
Address Line 1- 2	Enter lines 1 and 2 of the communication address of the associated party.
Country	Select the country of the associated party.
State	Select the state of the associated party.
City	Enter the city where the associated party is based in.
PIN Code	Enter the pin code of the associated party.

 Once you enter the required details in the Communication Details step, click Submit to onboard your associated party. The Review screen appears. OR Click Cancel to cancel the transaction. OR Click Back to navigate back to the previous screen.



Onboard Associated Party – Review Screen

😑 📮 Futura Bank	Q What would you like to do today?	Ç <mark>™</mark> LS
← Onboard Associated Part ASTRA Corp ••••489	ty	
Review You initiated a request for onboardi	ing a Associated Party. Please review details before you confirm!	
Party Name ASTRA Corp ***489		
Associated Party Details		
Role of Associated Party Buyer	Buyer Code B7867	
Short Name ABCI	Associated Party ABC Industries	
Corporate Registration Number CRN7899	Category Of Corporate Private Limited Company	
Tax Registration Number TRN7890	Global Intermediary Identification Number	
Communication Details		
Landline Number 09876389393	Fax 663333	
Mobile Number +09 -7665589293	Email ID abc@ABCI.com	
Preferred Communication Mode Email	Registered Address ABC Lane, Mike Avenue, New Jersey, NewYork, United States, Pin 23444	
Communication Address ABC Lane, Mike Avenue, New Jersey, Nev States, Pin 23444	wYork, United	
Confirm Cancel Back		

3. In the Review screen, verify the details, and click **Confirm**. A confirmation message of request initiation for on-boarding the associated party appears, along with the reference number and status of the transaction.

OR

Click **Cancel** to cancel the transaction.

OR

Click **Back** to navigate back to the previous screen.



Onboard Associated Party – Confirmation

😑 🛢 Futura Bank	Q What would you like to do today?	Ļ [∞] LS
Onboard Associa	ted Party	
Confirmation Your request has been	n initiated successfully!	
Reference Number 2102345141B5		
Status Completed		
Associated Party Name ABC Industries		
What would you like to do r	next?	
View Associated Parties	Onboard Another Associated Party	

In the Confirmation screen, click the <u>View Associated Parties</u> link to view the details of existing associated parties.

OR

Click the **Onboard Another Associated party** link to on-board a new associated party.

Note: Once the **Onboard Associated Party** transaction is submitted by the Corporate Maker, it is sent for approval. It appears in the **Pending for Approval** list of the Corporate Approver. The Approver can approve, or reject, or send the transaction back to the Maker for modifications, with relevant comments. Relevant notifications are sent to the Maker.

The Maker can then view, claim, and edit the transaction. Upon modification, it can be submitted for approval again. The Approver again has the option to approve, reject or send the transaction back for modification. There is no limit to the number of times the transaction can be sent back for modification.

Once approved, the transaction appears in the Approver's My Approved List.

<u>FAQ</u>

1. Who is an Associated Party?

The Corporate party's customer with whom they trade is their associated party. In Supply Chain Finance parlance, the customer added in the Program by an Anchor (logged-in corporate party) is termed as Associated Party. This customer needs to be on-boarded as an associated party before linking to the Program.

2. What if the Associated Party is a customer of the Bank?



The Associated Party may or may not be a customer of the bank. If the Anchor wants to link an associated party to a program, then the associated party must first be on-boarded to the system.

3. If the Associated Party is an existing customer of the Bank, will the on-boarding of this party create a new party ID for them?

When the associated party is on-boarded and the details are submitted to the Bank's Supply Chain Finance system, a de-dupe check is performed. During this de-dupe check, if the Supply Chain Finance system identifies the associated party as an existing customer then the existing party ID itself is assigned, else a new party ID is assigned.

4. Can the Associated Party get portal access for Supply Chain Finance / Cash Management?

Yes, the associated party will get portal access for Supply Chain Finance / Cash Management.

5. How will the associated party get OBDX portal access, if they are not a customer of the Bank?

The associated party who is not a customer of the Bank, has a party ID assigned by the back office. This party ID resides in the Supply Chain Finance or Cash Management back office system. OBDX portal access can be given to a non customer party ID that is residing in the Supply Chain Finance or Cash Management back office system. Details are explained in the 'OBDX Channel access to Associated Parties (Non Customer)' section of this document.

3.3 KYC Documents Upload

This feature allows the associated party corporate who is not a customer of the bank, to upload its KYC documents. The bank then can complete the KYC validity of the corporate using the documents.

The Associated Party who is non-customer, receives a link on its email id. The associated party then needs to access the link which will redirect the corporate to the browser where it will direct or guide the associated party to upload the documents. On submitting the documents, the same are stored in the document management system and the content id is conveyed to the Bank who can then access these documents using the content id.

To upload KYC documents:

- 1. On successful on-boarding of the associated party (who is not a customer of the Bank), the Bank sends a link to upload KYC documents on the associated party's email ID (which is captured during the on-boarding).
- 2. Click the link in the email. The screen to upload KYC documents appears.



		ATM/Branch English 🏏	UBS 14.3 AT3 Branch \vee
🕼 futura bank			
Onboard Associated Party	y		
	Welcome buy It gives us immense pleasure to have you on-boarded in our boarded.		
	Kindly Upload K	CYC documents	
	Corporate Id Proof Pan Card in the name of the company Certificate of Incorporation	Corporate Address Proof Registered Leave and License Agreement / Ownership Shop /in the name of Director/s / Company where actual business is carried out should be considered as an address proof. Uility bills such as electricity, water and landline telephone bills in the name of the company Address mentioned on certificate of registration.	
	Drop Files here	or click to upload	
	Note: Each document should not be more than 2 M	B. Supported file types: PNG, DOC, PDF, JPEG, JPG.	
	PAN Card.pdf	節	
	ElectricityBill_03May.jpg	Ű	
	Submit		
Cop	yright © 2006, 2020, Oracle and/or its affiliates. All	rights reserved. Security Information Terms and Conditions	3

Onboard Associated Party- Upload KYC Documents

Field Description

Field Name	Description
Onboarded Associated F	Party
Drop Files here or click to upload	Click to browse and upload the ID proof or address proof documents or drag-and-drop the files to be uploaded.
	Note: File size should not be more than 2MB. Supported file types: .PNG, DOC, PDF, JPG, JPEG. Multiple documents can be uploaded at a time.

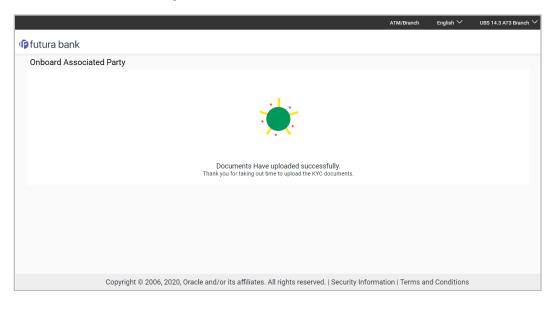
 Once you upload the document, its name appears as a hyperlink. You can click this hyperlink to open the document. OR

To delete the uploaded document, click ill against it.

4. Click **Submit** to complete the uploading process. A Confirmation message regarding the uploading appears.



Onboard Associated Party- Success screen



3.4 OBDX Channel access to Associated Parties (Non-Customer)

The on-boarded associated parties are allowed to transact on the same portal for raising invoices, effecting and accepting payments, availing finances and performing other transactions. The associated parties that are customers of the Bank, are provided with channel access as per BAU and can have access to business transactions.

Parties that are NOT customers of the Bank are also provided channel access. A feature is built-in for the Bank Admin to provide the required access.

The workflow or steps to be followed to provide access to a Non-Customer Party ID is the same as that of a Customer of the Bank. All the features of the OBDX framework namely, User Management, Limits and Approvals, corporate admin and Audit Log are applicable to this Party ID too. For more details, refer **User Manual Oracle Banking Digital Experience Core**. Pre-shipped roles such as Non-Customer Maker, Non Customer Checker and Non Customer Viewer are available along with relevant dashboards. For more details, refer **User Manual Oracle Banking Digital Experience Core**.

Mandatory Role Transaction Mapping (RTM) should be done by the admin for the pre-shipped roles.

Access to the following is recommended;

- Supply Chain Finance, Manage Invoices, Associated Party Management, Purchase Order Management, and Cash Management All Transactions.
- Customer Servicing Aggregator, Limits, User Limits.
- Essentials Mails
- Widgets Inside Corporate, Dashboard quick links, Finance Maturing, Invoice Time line, Overdue Finances, Overdue Invoices, Top Programs, Limits Widget.



If access to any other transactions is given to the non-customer user, then those transactions are reflected in the hamburger menu but since the customer does not have an account in the Bank the other screens will not have any data displayed.

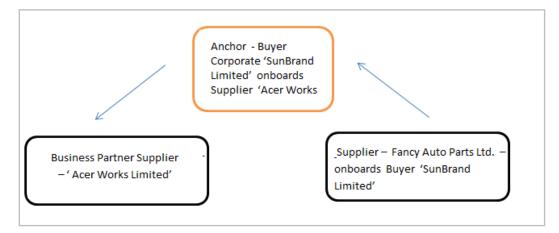
The Bank Admin can define which transactions are to be accessible to a non-customer through RTM. Similarly, bank admin can either enable or disable the corporate admin feature for non-customers. Access of Create Program and On-board Associated Party are NOT given in the RTM if these functionalities are not supported by the host.

3.5 <u>View Associated Parties</u>

Corporate will get a view of all its associated parties through 'View Associated Parties' screen. All its customers on-boarded by the Corporate can be viewed on this screen. Corporate will also be able to view its Anchors here.

Illustration -

Parties Involved:



Explanation:

Corporate SunBrand Limited logs on to the Portal and navigates to 'View Associated Parties, then both the corporates 'Acer Works Limited' who is the associated party of 'SunBrand Limited' and 'Fancy Auto Parts Limited' who has on-boarded 'SunBrand Limited' will be displayed.

The details of each of the associated party are displayed on accessing the respective Party. Details of associated party like his address and contact number along with the associated programs and its invoices are displayed

If the party is a buyer and not a Supplier, then 'Payables' data is displayed on the page for Program widget, vice-versa for if party is Supplier the 'Receivables' data is displayed. If party is buyer as well as Supplier, then 'Receivables' data is displayed default on the screen and the Switcher is set to 'Receivables'.



Pre-requisites

User must be having a valid corporate login credentials.

How to reach here:

Dashboard > Toggle menu > Receivables/Payables > Associated Party Management > View Associated Parties OR Dashboard > Toggle menu > Supply Chain Finance > Overview > Quick Links > View Associated Parties

To view associated parties:

1. In the **View Associated Parties** screen, a set of on-boarded party tiles appears. You can narrow down the set by using the filter options and the **Search** field.

View Associated Parties - Search Result

😑 📮 Futura Bank	Q What would you like to do today	?			Q.ª₽ MR
↑ View Associated Cargill ***701	Parties				
Party Name Cargill ***701	•				
Associated Party List				ind what you are looking for? Onboard new	1
Select Relation			Q Sea	arch	
Rcc Reindeer Corp ***262 Party Relation Party Role Counterparty Buyer	Party Relation Party Role Counterparty Buyer	ABC Industries	Party Relation Party Role Counterparty Buyer	MRF Tyres 	
AP Asian Paints +++007 Party Relence Counterparty Buyer	Teetaboro Cables +++000066 Party Relation Party Role Counterparty Buyer	AugSupp •••715 Party Relet Counterparty Supplier	Tata Motors Company ***250 Party Relation Supplier	DM DMART +++700 Party Role Anchor Buyer	
MRF Tyres **25 Darty Relation Darty Role Anchor Buyer					
	Copyright © 2006, 2023, Or	acle and/or its affiliates. All rights reserved. Seco	arityInformation Terms and Conditions		



Field Description

Party Role

•	
Field Name	Description
View Associated Parties	
Party Name	Select the party name from the dropdown list to view the applicable list of associated parties. By default, the primary party/gcif of the logged-in user is selected.
	Note: Only accessible parties are displayed to the user. Based on the party selection, the list of associated parties is displayed.
Associated Party List	
Can't find what you are looking for? <u>Onboard</u> <u>new</u>	Click the Onboard new link to on-board a new associated party.
Filter List	Select the required option to filter the associated parties. The options are:
	• All
	Anchor
	Counterparty
Search	Enter the corporate's name or ID to search for that party.
Note: Click III or II to	o view details in the card (tile) view or list view.
Associated Party Tile	
A tile is displayed for each	associated party, with the following fields.
Associated Party Initials, Name, ID and Status	Displays the associated party's initials, name along with ID. The status of the party (Active / Inactive) is also displayed.
	Note: To view further details of the party, click the respective party tile / party name link.
Party Relation	Displays the relation of the associated party (Anchor or Counterparty).

2. In the **Associated Party List** section, click on an associated party tile (in case of card or tile

Displays the role of the associated party (Buyer or Supplier).

view III) or associated party name link (in case of list view E) to view their details.



3.5.1 View Associated Party Details

Associated Party Details

📑 Futura Bank	Q What would you like to do I	ioday?		Ċ ≅
View Associated Cargill ***701	Parties			
Associated Party Teetaboro Cables Active	Ro Bu	e of Associated Party yyer	Onboarded On 9/7/22	
Party Name Cargill ***701				
Associated Party De	etails		Top Associated Programs	
Buyer Code Teetabo		ort Name ata	In Local Currency Equivalent	
Category of Corporate Public Limited Company	CR	porate Registration Number 90909090		
Global Intermediary Identification Numb GOON90909	RT	Registration Number 87879	6 -	
Auto Accept Invoice No		mber of days for auto acceptance tstanding involces	No Invoices found for this Associated	Party
Complied (3)	US	D 153,632.00		
Contact Details				
Landline -	мо +9	^{bile} 1-787878654		
Fax -		anasi.kalchuri@oracle.com		
Preferred Communication Mobile Communication Address	Reg Ph	pstered Address ase no 78,Lane 45,Texas,US,98766		
Phase no 78,Lane 45,Texas,US;	98766			
Associated Program	15		Note: Programs which have no invoices raised	are not displayed
Program Name & Id 🗘	Party Role 🗘	Outstanding Invoices (No.) 💲	Outstanding Invoices (Value) 🗘	
No Program linked	Buyer	3	USD 153,632.00	
Cancel Back				
	Copyright © 2006, 20	25, Oracle and/or its affikates. All rights reserved SecurityIr	formation Terms and Conditions	

Field Description

Field Name	Description	
View Associated Parties		
Party Name	Displays the name of the logged-in corporate party.	
Associated Party Name	Displays the name of the associated party.	
Role of Counterparty	Displays the role of the associated party, whether Buyer or Supplier.	
Onboarded On	Displays the date on which the party was on-boarded.	
Status	Displays the status of the associated party, whether Active or Inactive.	



Field Name Description

Counterparty Details

Note: If the counterparty is also a customer of the bank, then these details are not displayed to the logged-in party. Instead, an image is displayed stating: 'As the associated party is a bank customer, their basic and contact details cannot be displayed for security purposes'.

Buyer Code	Displays the buyer code. This field is displayed only if Role of Counterparty is Buyer .
Supplier Code	Displays the supplier code. This field is displayed only if Role of Counterparty is Supplier .
Short Name	Displays the short name of the associated party.
Category of Corporate	Displays the category that the associated party falls under.
Corporate Registration Number	Displays the corporate registration number of the associated party.
Global Intermediary Identification Number	Displays the GIIN assigned by the IRS to the associated party.
Tax Registration Number	Displays the tax registration number of the associated party.
Auto Accept Invoice	Displays Yes if the invoices are set to be auto accepted for the associated party, and No otherwise.
Number of days for auto acceptance	Displays the number of days after which the 'raised' invoices are deemed as 'accepted'. This field is displayed only if Auto Accept Invoice is set as Yes .
KYC Status	Displays the KYC status of the associated party.
Outstanding Invoices	Displays the total outstanding invoice amounts in the respective currencies along with the numbers. Click the 'numbers' link to visit the View Receivables/Payables screen. For more information, refer the <u>View Receivables/Payables</u> section in this document.

Contact Details

Note: If the counterparty is also a customer of the bank, then these details are not displayed to the logged-in party. Instead, an image is displayed stating: 'As the associated party is a bank customer, their basic and contact details cannot be displayed for security purposes'.

Landline	Displays the landline number of the associated party.
Mobile	Displays the mobile number of the associated party.
Fax	Displays the fax number of the associated party.



Field Name	Description
Email	Displays the email address of the associated party.
Preferred Communication	Displays the preferred communication mode set for the associated party.
Registered Address	Displays the registered address of the associated party.
Communication Address	Displays the communication address of the associated party.

Top Associated Programs

Displays the total value of receivables or payables with the name of the program in a donut chart. The top 4 performing programs are displayed on the basis of their receivables / payables. The amounts are specified in local currency equivalent and derived from Outstanding Invoices.

Note: This widget is visible only if the Oracle Banking Supply Chain Finance application is implemented by the bank. Additionally, this widget does not appear if the associated party is not linked to any program.

Associated Programs

Displays a list of programs linked to the associated party under which invoices have been raised. This section is visible only if the Oracle Banking Supply Chain Finance application is implemented by the bank.

Note: A program appears in this table only if one or more invoices have been linked to it.

Program Name and ID	Displays the name and ID of the program. The name of the program is a hyperlink which when clicked displays the View Program screen. For more information, refer the View Programs section in User Manual Oracle Banking Digital Experience Corporate Supply Chain Finance .
Party Role	Displays the role of the associated party, in the program.
Outstanding Invoices (No.)	Displays the count of invoices outstanding between the two parties, under the program. This number is a hyperlink, which when clicked displays the View Receivables/Payables screen. For more information, refer the <u>View Receivables/Payables</u> section in this document.
Outstanding Invoices (Value)	Displays the value of invoices outstanding between the two parties, under the program.
Status	Displays the status of the program.

3. Click **Cancel** to cancel the transaction. OR

Click **Back** to navigate back to the previous screen.

Home



4. Receivables/Payables Management

Receivables/Payables Management includes the following features:

- Associated Party Management On-boarding, Viewing, KYC document uploading.
- Receivables/Payables Management

Invoices – Creation, Viewing, Editing, Accepting, Raising Dispute, Resolving Dispute, Assignment.

Debit Notes - Creation, Viewing.

Credit Notes - Creation, Viewing.

- Purchase Order Management Creation, Viewing, Editing, Accepting.
- **Payments Management** Bulk payments file uploading and viewing.
- **Reconciliation** Rule creation, edit and inquiry of the reconciliation and allocation rules. Manual reconciliation, manual allocation, and de-reconciliation.

<u>Home</u>



5. Create Receivables/Payables

Financial instruments such as invoices and debit notes are categorized as Receivables or Payables. They are referred to as, 'Receivables' when the logged-in corporate party is the Supplier; and 'Payables' when the logged-in corporate party is the Buyer.

Note: Certain 'Receivables/Payables' transactions are only supported on **Desktops/Laptops** and on **Landscape** mode of **Tablet** devices.

The features built for the corporate user for managing receivables/payables are as follows:

- Online Creation
- Invoice Creation with Document Upload (applicable only for invoices)
- Creation through Bulk File Upload
- Edit
- Accept
- View
- Cancel (prior to it being accepted)
- Save as Template
- Delete Template
- Raising Dispute
- Resolving Dispute
- Assignment

5.1 Invoices

An invoice is a bill sent from the seller to the buyer, documenting what has been purchased and what payment is owed. It is also known as a bill or contract of sale. An invoice allows the business owner or freelancer, to keep track of business transactions and make sure that they get paid.

An invoice is an important underlying instrument used in trade and Supply Chain and Cash Management. A commercial invoice is universally used in trade between a buyer and supplier. Financing of Supply Chain also takes place against such Invoices. In OBDX, we have built in the functionality to handle invoices as receivables and payables.

A corporate user (either buyer or supplier) can raise an invoice directly from the portal. Invoices can be created by manually entering the invoice details online, or using an existing template, or uploading the scanned copy of a physical invoice, or through file upload for bulk invoices creation. Based on the status of an invoice, a corporate user can edit, accept, partially accept, cancel, or request finance, directly from the portal.

Note: The application controls the creation of overdue invoices, based on a configuration flag. You are allowed to create invoices that are overdue, only if this flag is enabled.

Pre-requisites

User must have valid corporate login credentials.



5.1.1 Online Invoice Creation

Creation of invoices is an important transaction provided on the Portal. Using this option, corporate users can create single or multiple invoices online for the buyer in the Supply Chain Finance program. Post submission of the invoice, an option is provided to save the content as a Template. The template can be reused for creating invoices for the same corporate party.

Once the user creates invoices, they must be approved by an approver (if the approval flow has been set). The designated corporate approver is notified. The approver can either approve or reject the transaction. In case of rejection, the approver can send the transaction back to the corporate user (maker) to make the required modifications and re-submit it for approval.

How to reach here:

Dashboard > Toggle menu > Receivables/Payables > Receivables/Payables Management > Create Receivables/Payables OR

Dashboard > Toggle menu > Supply Chain Finance > Overview > Quick Links > Create Invoice

Create Receivable/Payable

😑 📑 Futura Bank	Q What would you like to do today?	Û.43	MR
↑ Create Receivable Cargill ***701	2/Payable		
You can create single	or multiple invoices online by selecting Online Invoice Creation or Invoice Document Upload. To upload invoices in bulk, select Bu	ılk File Upload.	
Online Invoice Creation	Invoice Creation with Document Upload Bulk File Upload Creation		
Create Invoice on the go	Create invoice by uploading invoice document Upload multiple invoices with a bull Invoice Document Upload Bulk File Upload	: upload facility	•
	Copyright Φ 2006, 2025. Oracle and/or its alfillates. All rights reserved [Security/information]Terms and Conditions	Help	

Field Description

Field Name	Description	
Create Receivable/Payable		
Party Name	Displays the name of the logged-in corporate party.	
Invoice/Debit Note	Select the Invoice option.	
Online Invoice Creation	Indicates the option to create invoice records by manual entry of invoice details.	



Field Name	Description
Invoice Creation with Document Upload	Indicates the option to create an invoice record by uploading the actual invoice document image.
Bulk File Upload Creation	Indicates the option to create bulk invoice records through file upload.

5.1.1.1 Online Invoice Creation (manual entry)

A corporate user, based on their role, can create one or more invoices in one single transaction.

To create invoice(s):

 In the Create Receivable/Payable screen, select the Invoice option and then click the Create New Invoice button, to create invoice records manually. The Create Receivables/Payables screen appears starting with the New Invoice tab.



Create Receivable Reindeer Corp ***262	s/Payabl	es					_
Party Name							
Perty Name Reindeer Corp ***262		•					
ew Invoice Template					in entering data for multip	ole invoices? Use	
Customer Invoice No	Required	Associated Party *	•	Pre-acceptance	No		¢
Currency LAK Invoice Amount	Required	Name of Program	•	Invoice Date		Required	
Invoice Value Date	Ē	Invoice Due Date	Required	Shipment Dat	ie		
Payment Terms	Required	Funding Request Date	Ē				
Hide Additional Details							
Payment Account Details	5						
		Repayment Account Number		Bank			
Branch		BIC Routing Code					
Shipment Details							
Shipment Number		Shipment Address 1		Shipment Add	dress 2		
Shipment Address 3		City		Country		•	
Zip Code		Phone Number		Tax Id			
Reason for Export		Terms of Sale	•	Country of Or	igin		
Miscellaneous Details							
Discount Days 1		Discount Percentage 1		Discount Days	s 2		
Discount Percentage 2							
Filler Details							
Filler 1	Ē	Filler 2		Filler 3			
Filler 4							
Jink Purchase Orders to Involce							
	for Commodity Detail	5					Add
No data to display.							
			Gross Invoice Amoun	n LAKU	Discount Amount	0	
			Tax		Tax Amount	•	
			Miscellaneous Char	rges 1	Amount	0 ⊕	
Save and Copy							
dd Invoice							
Submit Cancel Back							

Create Receivables/Payables - New Invoice



Field Description	
-------------------	--

Field Name	Description			
Create Receivables/Payables				
Party Name	Select the party name from the dropdown list in which the invoice must be created. By default, the primary party/gcif of the logged-in user is selected.			
	Note: Only accessible parties are displayed to the user.			
New Invoice				
Multiple Online Invoic	e Creation			
Facing difficulty in entering data for multiple invoices? Use Bulk Upload	Click the Bulk Upload link to navigate to the File Upload screen for creating invoices in bulk.			
Customer Invoice No	Enter the customer's own reference number of the invoice.			
Associated Party	Select the associated party to link the invoice to. A list of all on- boarded associated parties along with their roles (Buyer or Supplier) is available for selection.			
	Additionally, on selecting an associated party, the role of the party as Buyer or Supplier appears below this field.			
Invoice Amount	Select the currency and enter the gross invoice amount. This amount is before tax and discount. It should be the gross amount of the commodities.			
Pre-acceptance	This toggle is set to 'No' and is disabled if the logged-in party is the supplier. It is set to 'Yes' and is disabled if the logged-in party is the buyer.			
Name of Program	Select the program to which the invoice should be linked. Programs linked to the selected associated party are listed. This field is visible only if the Oracle Banking Supply Chain Finance application is implemented by the bank.			
Auto Accept	Displays whether the invoice will be auto accepted or not. If the invoice will be auto-accepted, then the number of days post creation to auto-acceptance, is displayed. This field appears on selecting a program. It is populated based on the auto acceptance setting in the program definition. For more information on programs, refer the Create Program section in User Manual Oracle Banking Digital Experience Corporate Supply Chain Finance .			
Auto Finance	Displays whether the invoice will be auto financed or not. This field appears on selecting a program. It is populated based on the auto finance setting in the program definition. For more information on programs, refer the Create Program section in User Manual Oracle Banking Digital Experience Corporate Supply Chain Finance .			



Field Name	Description	
Invoice Date	Click the calendar icon and select the date of creation of the invoice. The Invoice Date should be greater than the Purchase Order Date . You cannot enter a future date.	
Invoice Value Date	Click the calendar icon and select the invoice value date. This date can be earlier than the Invoice Date .	
Invoice Due Date	Click the calendar icon and select the date on which the invoice payment is due.	
	The Invoice Due Date should be greater than or equal to the Invoice Date .	
Shipment Date	Click the calendar icon and select the date when the shipment is expected to take place.	
	The Shipment Date should be greater than the Purchase Order Date and greater than or equal to the Invoice Date .	
Payment Terms	Enter the terms agreed for the payment of the invoice.	
Funding Request Date	Enter the date when the invoice should be funded or financed. This date should be greater than the current business date.	
	This field is visible only if the Oracle Banking Supply Chain Finance application is implemented by the bank.	
Show Additional Details		

Click **Show Additional Details** link to add additional details such as payment account, shipment, miscellaneous, and filler details.

Payment Account Details

Virtual Account	Switch this toggle On, if the repayment account is a virtual one.
Repayment Account Number	Enter the account number to send the repayment amount to.
Bank	Enter the bank name of the repayment account number.
Branch	Enter the branch name of the repayment account number.
BIC Routing Code	Enter the BIC or SWIFT code of the financial institution, to send the payment amount to.
Shipment Details	
Shipment Number	Enter the shipment number.
Shipment Address 1 - 3	Enter the shipment address in the fields provided.
Shipment City	Enter the city to ship the goods to.
Shipment Country	Select the country to ship the goods to.

Field Name	Description
Zip Code	Enter the zip code to ship the goods 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 relevant reason of export.
Terms of Sale	Enter the applicable 3-digit Incoterms code. The available values are: • EXW Ex Works • FAS Free Alongside Ship • FCA Free Carrier • FOB Free On Board • CPT Carriage Paid To • CFR Cost and Freight • CIP Carriage and Insurance Paid To • CIF Cost Insurance and Freight • DAP Delivered at Place • DPU Delivered at Place Unloaded • DDP Delivered Duty Paid
Country of Origin	Enter the country from where the shipment will originate.
Miscellaneous Details	
Discount Days 1	Enter the primary discount days.
Discount Percentage 1	Enter the primary discount percentage.
Discount Days 2	Enter the secondary discount days.
Discount Percentage 2	Enter the secondary discount percentage.
Filler Details	
Filler Fields 1 to 4	This section displays the Filler Label Fields. The bank can configure these fields on Day 0, based on their requirement.
Link Purchase Orders to Invoice	Switch the toggle ON to link the purchase orders to invoice. The Link Purchase Orders overlay screen appears.

Link Purchase Orders Overlay window

This overlay window appears when you switch the Link Purchase Orders to Invoice toggle ON.

Note: You can now link purchase orders of a different currency to an invoice. If multiple purchase orders are linked to an invoice, then the purchase orders should be of same currency.

Reference Number Status	
Date From Purchase Order	
	曲
Amount From Purchase Order	4mount To
Reset	
ase Order Reference Date C Purchase Or Der Amo	
0801 3/30/2018 USD 1,000	.00 USD 1,000.00 USD 1,000.00
0812 3/30/2018 GBP 2,000	.00 GBP 2,000.00 USD 100,000.00
0810 3/30/2018 USD 1,000	.00 USD 1,000.00 USD 1,000.00
3/30/2018 USD 1,000	.00 USD 1,000.00 USD 1,000.00 ⊕ 1
06 7/1/2018 USD 1,000	.00 USD 1,000.00 USD 1,000.00 ⊕ 1
3/30/2018 GBP 3.000	.00 GBP 3,000.00 USD 150,000.00 @ 50
0806 3/30/2018 USD 3,000	.00 USD 3,000.00 USD 3,000.00 () 0
9/20/2022 USD 2,000	.00 USD 2,000.00 USD 2,000.00 @ 1
0811 3/30/2018 USD 2,000	.00 USD 2,000.00 USD 2,000.00

Field Description

Field Name	Description
Link Purchase Orders	Overlay window
Purchase Order Reference Number	Enter the reference number of the purchase order to be searched.
Status	Select the status of the purchase order to be searched
Purchase Order Date From	Indicates an option to search for purchase orders created within a specific date range. Click the calendar icon and select the From and To dates.



Purchase Order Date ToIndicates an option to search for purchase orders created within a specific date range. Click the calendar icon and select the From and To dates.Purchase Order Amount FromIndicates an option to search for purchase orders based on an amount range. Enter the From and To amounts.Purchase Order Amount ToIndicates an option to search for purchase orders based on an amount range. Enter the From and To amounts.SearchPurchase Orders Ist displays for the logged-in party and selected associated party combination for buyer and supplier.Search Results - List of Purchase OrderTo select all the purchase orders in the list, select the main check box. To select purchase orders, select the check boxes beside those purchase orders.Purchase Order Reference Number StatusDisplays the unique reference number of the purchase order with respect to the Supply Chain Finance application. Also displays the status of the purchase order.DateDisplays the date on which the purchase order has been created.Purchase Order AmountDisplays the purchase order amount.Purchase Order AmountDisplays the purchase order amount.	Field Name	Description
Amount Fromamount range. Enter the From and To amounts.Purchase Order Amount ToIndicates an option to search for purchase orders based on an amount range. Enter the From and To amounts.SearchPurchase Orders list displays for the logged-in party and selected associated party combination for buyer and supplier.Search Results - List of Purchase OrderTo select all the purchase orders in the list, select the main check box. To select purchase orders, select the check boxes beside those purchase orders.Purchase Order Reference Number StatusDisplays the unique reference number of the purchase order with respect to the Supply Chain Finance application. Also displays the status of the purchase order.DateDisplays the date on which the purchase order has been created.Purchase Order AmountDisplays the purchase order amount.Purchase Order AmountDisplays the purchase order amount.		specific date range. Click the calendar icon and select the From and
Amount Toamount range. Enter the From and To amounts.SearchPurchase Orders list displays for the logged-in party and selected associated party combination for buyer and supplier.Search Results - List of Purchase OrderTo select all the purchase orders in the list, select the main check box. To select purchase orders, select the check boxes beside those purchase orders.Purchase Order Reference Number StatusDisplays the unique reference number of the purchase order with respect to the Supply Chain Finance application. Also displays the status of the purchase order.DateDisplays the date on which the purchase order has been created.Purchase Order AmountDisplays the purchase order amount.Purchase Order Amount Available forDisplays the purchase order amount available for allocation in purchase order currency.		
associated party combination for buyer and supplier.Search Results - List of Purchase OrderCheck BoxTo select all the purchase orders in the list, select the main check box. To select purchase orders, select the check boxes beside those purchase orders.Purchase Order Reference Number StatusDisplays the unique reference number of the purchase order with respect to the Supply Chain Finance application. Also displays the status of the purchase order.DateDisplays the date on which the purchase order has been created.Purchase Order AmountDisplays the purchase order amount.Purchase Order Amount Available forDisplays the purchase order amount available for allocation in purchase order currency.		
Check BoxTo select all the purchase orders in the list, select the main check box. To select purchase orders, select the check boxes beside those purchase orders.Purchase Order Reference Number StatusDisplays the unique reference number of the purchase order with respect to the Supply Chain Finance application. Also displays the status of the purchase order.DateDisplays the date on which the purchase order has been created.Purchase Order AmountDisplays the purchase order amount.Purchase Order AmountDisplays the purchase order amount available for allocation in purchase order currency.	Search	
box. To select purchase orders, select the check boxes beside those purchase orders.Purchase Order Reference Number StatusDisplays the unique reference number of the purchase order with respect to the Supply Chain Finance application. Also displays the status of the purchase order.DateDisplays the date on which the purchase order has been created.Purchase Order AmountDisplays the purchase order amount.Purchase Order Amount Available forDisplays the purchase order amount available for allocation in purchase order currency.	Search Results - List o	of Purchase Order
Reference Number Statusrespect to the Supply Chain Finance application. Also displays the status of the purchase order.DateDisplays the date on which the purchase order has been created.Purchase Order AmountDisplays the purchase order amount.Purchase Order Amount Available forDisplays the purchase order amount available for allocation in purchase order currency.	Check Box	box. To select purchase orders, select the check boxes beside
Purchase Order AmountDisplays the purchase order amount.Purchase Order Amount Available forDisplays the purchase order amount available for allocation in purchase order currency.	Reference Number	respect to the Supply Chain Finance application. Also displays the
AmountDisplays the purchase order amount available for allocation in purchase order currency.	Date	Displays the date on which the purchase order has been created.
Amount Available for purchase order currency.		Displays the purchase order amount.
	Amount Available for	
Allocation Amount in Invoice Currency Exchange RateDisplays the purchase order amount available for allocation in invoice currency. It also displays the exchange rate between invoice currency and purchase order currency.	Invoice Currency	invoice currency. It also displays the exchange rate between invoice

- 2. Enter the required details, and click **Search**. OR Click **Reset** to reset the filter fields.
- 3. The purchase order records of the select buyer supplier combination appear based on the search criteria.
- 4. Select the check box beside the purchase order records to be linked to the invoice.
- 5. Click **Apply** to add the list of purchase orders to link to the invoice.
- 6. Once you link the purchase orders to the invoice, you can optionally add the commodity details.
- 7. To add a commodity, click **Add** in the **Commodity Details** section. The **Add Commodity Details** overlay window appears.



Add Commodity Details

This overlay window appears when you click Add in the Commodity Details section.

Note: If you link the purchase orders that has the commodity details already added to the invoice, **Add** field for commodity details will not get displayed. Commodity details section displays the commodities applicable for the linked purchase orders. If there are no commodities added to any of the linked purchase orders, then the **Add** field is enabled to add the details.

Note: If Commodity details section displays the commodities applicable for the linked purchase orders.

	nce Number	
Purchase Order Refe	rence Number	•
Name		
		Required
Code		-
		Required
Quantity		
Cost/Unit USD 0.00		
Gross Amount		
Gross Amount		Required
	Discount Amount	Required
Gross Amount Discount (%)	Discount Amount USD 0.00	Required
Discount (%)	USD 0.00	Required
	USD 0.00	Required O O
Discount (%)	USD 0.00 Tex Amount USD 0.00	Required Q Q

Field Description

Field Name	Description	
Add Commodity Details		
Name	Enter the name of the commodity.	
Code	Select the code of the commodity. This value should be selected from the commodity code dropdown list.	
	Note: This dropdown field displays the list of commodity code(s) maintained for the selected supplier party.	
Quantity	Enter the quantity of the commodity being purchased.	
Cost/Unit	Specify the cost per unit of the commodity.	



Field Name	Description	
Gross Amount	Enter the gross commodity amount. It also gets auto calculated if quantity and cost per unit are entered. It is the product of the entered quantity and cost per unit.	
	Gross Amount = Cost/Unit * Quantity	
Discount	Enter any discount being offered on the commodity. You can either enter the percentage of discount (in the first field) or the actual discount amount (in the second field). When you enter any one of these values, the other value is automatically calculated and displayed.	
	Note: This field is auto populated if a discount percentage is maintained for the selected commodity code.	
	Click 💽 to reset the values.	
Тах	Enter any tax being charged on the commodity. You can either enter the percentage of tax (in the first field) or the actual tax amount (in the second field). When you enter any one of these values, the other value is automatically calculated and displayed.	
	Note: This field is auto populated if a tax percentage is maintained for the selected commodity code.	
	Click O reset the values.	
Net Amount	Displays the net commodity amount. This is automatically calculated as follows:	
	Net Amount = Gross Amount – Discount + Tax	
Create Copy	Select this check box to create a copy of the commodity details entered.	
On clicking the Add button, a commodity record is created in the Commodity Details section.		

8. You can further add commodities by clicking **Add**, and filling out the required details.



Create Receivables/Payables – Link Purchase Orders to Invoice and Commodity Details Section Updated

😑 📮 Futura Bank	Q What would you like to do today?	
↑ Create Receivable Reindeer Corp +++262	s/Payables	
Party Name Reindeer Corp ***262	•	
New Invoice Template	Facing difficulty in entering data for	or multiple invoices? Use Bulk Upload
Customer Invoice No INVtest3	Associated Perty * AugSupp No Role :Buyer No	Q
Currency USD Invoice Amount USD 50,000.00	Name of Program * Involce Data reqfinanceInv 3/28/2020 Auto AcceptO Auto Finance:Yes	Ē
Invoice Value Date 11/21/2023	Impose Due Date Shipment Date 3/31/2020 3/30/2020	i
Payment Terms Online Transfer	Funding Request Date	
Link Purchase Orders Purchase Order Reference Number Date P0250812 Xcosite 3/30/2018	Gross purchase Net Purchase available for allocation Percentage (%) Am Order Amount Order Amount allocation Allocated for Invoice Purchase GBP 2,000.00 GBP 2,000.00 GBP 2,000.00 50 GBP 1,00	
Commodity Details Click 'Add'	or Commodity Details	Add
Purchase Order Name C Reference Number	ode Quantity Cost/Unit Gross Amount Discount	Tax Net Actions
PO250812 PalmOil P	DPPY-STRAW 10 USD 20.00 USD 200.00 USD 10.00 USD @5% Gross Invoice Amount USD 50,000.00	3.80 USD 193.80 🖋 🛍 @2%
	Discount Amo USD 10.00	C-⊕
	Net Invoice Amount USD 49,993.80	
Save Save and Copy		
Add Involce Submit Cancel Back		
	Copyright ID 2006, 2023, Oracle and/or its affiliates. All rights reserved. [SecurityInformation] Terms and Conditions	



Field Name	Description	
Link Purchase Order This section displays the them.	e list of purchase orders to be linked to the invoice once you add	
Purchase Order Reference Number Status	Displays the unique reference number of the purchase order Also displays the status of the purchase order.	
Date	Displays the date on which the purchase order has been created.	
Gross Purchase Order Amount	Displays the gross purchase order amount.	
Net Purchase Order Amount	Displays the total purchase order amount, after deducting the discount and then applying the tax.	
	Note: The Net Purchase Order Amount gets automatically calculated as follows: Net Purchase Order Amount = Gross Purchase Order Amount - Discount Value + Tax Amount	
Amount Available for Allocation	Displays the purchase order amount available for allocation to Invoice.	
Percentage (%) Allocated for Invoice	Enter the percentage of available purchase order amount to be allocated for invoice. This value is automatically calculated and displayed if you enter the amount allocated for invoice.	
Allocation Amount in Purchase Order Currency	Displays the purchase order amount allocated for invoice in purchase order currency. This value is automatically calculated and displayed if you enter the percentage allocated for invoice.	
Allocation Amount in Invoice Currency	Displays the purchase order amount allocated for invoice in invoice currency. This value is automatically calculated and displayed if you enter the percentage allocated for invoice.	
Purchase Order Total	Displays the total amount allocated from purchase order to the invoice in invoice currency. This value is automatically calculated and displayed.	
Commodity Details		
This section displays the commodity detail records once you add them. Multiple commodities can be added.		
Purchase Order Reference Number	Displays the reference number of the purchase order against the commodity added.	
Name	Displays the name of the commodity.	
Code	Displays the code of the commodity.	



Field Name	Description
Quantity	Displays the quantity of the commodity being purchased.
Cost/Unit	Displays the cost per unit of the commodity in the invoice currency.
Gross Amount	Displays the total gross amount of the commodity being purchased. It is the product of the entered quantity and cost per unit.
	Gross Amount = Cost per unit * Quantity
Discount Exchange Rate	Displays the discount amount and percentage being offered on the commodity. The exchange rate between invoice currency and purchase order currency is displayed if a purchase order is linked to an invoice.
Tax Exchange Rate	Displays the tax amount and percentage being charged on the commodity. The exchange rate between invoice currency and purchase order currency is displayed if a purchase order is linked to an invoice.
Net Amount	Displays the net amount of the commodity being purchased. It is automatically calculated as follows:
	Net Amount = Gross Amount – Discount + Tax
Actions	Indicates the actions that can be performed on the commodity record.
	Click to edit the record.
	 Click ¹/₁₀ to remove the record.
The following fields are present below the Commodity Details section, and are applicable at the invoice-level.	

Gross Invoice Amount Displays the total gross amount of all the added commodities if Link Purchase Orders to Invoice toggle switch is Off.

Displays the gross purchase order amount if the Link Purchase Orders to Invoice toggle switch is On.



Field Name	Description
Discount	Displays the total discount amount of all the commodities added. The average discount percentage of all added commodities is also
	displayed. Click 💽 to reset the values.
	Total Discount % = (Total discount amount / Total invoice amount) *100
	Note: When commodity records are not added, the discount value of the purchase orders is populated here.
	Note: When commodity records are added, the discount value of each commodity is aggregated and populated here. This value cannot then be modified. However, if commodity records are not added, then this field is editable, and the discount value or percentage can be entered here.
Тах	Displays the total tax amount of all the commodities added. The average tax percentage of all added commodities is also displayed.
	Click 🕑 to reset the values.
	Total Tax % = (Total tax amount / Total invoice amount) *100
	Note: When commodity records are not added, the tax value of the purchase orders is populated here.
	Note: When commodity records are added, the tax value of each commodity is aggregated and populated here. This value cannot then be modified. However, if commodity records are not added, then this field is editable and the tax value or percentage can be entered here.
Miscellaneous Charges	Add the name and amount of any other miscellaneous charge applicable.
-	Use \bigoplus to add another charge. A maximum of 2 miscellaneous charges can be added.
	Click O reset the values.
	Note: If a purchase order is linked to an invoice, the miscellaneous charge amount is inherited from the purchase orders.
Net Invoice Amount	Displays the total invoice amount that the buyer must pay, after deducting the discount and then applying the tax.
	Note: The Net Invoice Amount gets automatically calculated as follows: Net Invoice Amount = Gross Invoice Amount - Discount Value + Tax Amount + Miscellaneous Charges
Q	Indicates an option to reset the fields. This icon is present on the top right corner of the screen.
Duplicate Invoice	Indicates an option to add another invoice with the same details.



Field Name	Description
Add Invoice	Indicates an option to add another blank invoice.
	You can create multiple invoices using this link.

- 9. Modify the amount in the **Invoice Amount** field above the Commodity Details section, to match the **Gross Invoice Amount** of all commodities.
- 10. Click Save to save the invoice.
 OR
 Click Save and Copy to save the invoice details and create a copy.
 OR

To clear the fields, click the O icon in the top right side of the screen.

Note: On clicking the **Save** button, the invoice being created appears in a panel with in the top right corner. Click this icon to edit the invoice.

- 11. To create another new invoice in the transaction, click the Add Invoice link.
 - a. Add required details as mentioned in the steps above.
- Click Submit to submit the transaction, once all required invoices have been added. The Review screen appears. OR

Click **Cancel** to cancel the transaction. OR Click **Back** to navigate back to the previous screen.

Create Receivables/Payables - Review Screen

\equiv 📮 Futura Bank	Q What would you like to do today?	₽ [₽] MR
↑ Create Receiva	ibles/Payables	
Review You initiated a requ	est for invoice creation. Please review details before you confirm!	
Party Name Cargill ***701 Expand All Collapse Al		
Customer Invoice No IN6744	Associated Party Name MRF Tyres RoleBuyer Per-Accepted	
USD 13,670.00	No	
	Copyright © 2008, 2023, Oracle and/or its affiliates. All rights reserved [Security/information]Terms and Conditions	Holp



In the Review screen, verify the details and click Confirm. A confirmation message of request initiation for the invoice(s) creation appears along with the reference number. OR

Click **Back** to navigate back to the previous screen. OR

Click **Cancel** to cancel the transaction.

Create Receivables/Payables - Confirmation

=	🖡 Futura Bank	Q What would you like to do today?	₽
	Create Receivables/	Payables	
	Confirmation Your request for creating	invoice(s) has been submitted successfully.	
	Reference Number 050661C05DAE		
	Status Completed		
	Click here to view the Status of What would you like to do next?	the Invoice(s)	
	Home View Receivables,	Payables Save as Template	
			_0
			(
221212.2		Copyright @ 2006, 2025, Oracle and/or its affiliates. All rights reserved [SecurityInformation]Terms and Conditions	

14. Click the <u>Save as Template</u> link to save the details of the created invoice as a template. OR

Click the <u>View Receivables/Payables</u> link to view the details of existing invoices. The View Invoice screen appears.

OR

Click the **<u>Home</u>** link to go to the main dashboard.



5.1.1.2 Create Invoice using Templates

You can save the data entered during invoice creation, as a template. This option is available upon successful creation of an invoice. You can use this template in the future to create invoices for the same party. This saves the efforts of re-entering the data.

How to reach here:

Dashboard > Toggle menu > Receivables/Payables > Receivables/Payables Management > Create Receivables/Payables

To view and use templates for creation of invoices:

😑 📮 Futura Bank	Q What would you like to do today?	Û.a	MR
↑ Create Receivable Cargili ***701	:/Payable		
You can create single	Invoice Debit Note or multiple invoices online by selecting Online Invoice Creation or Invoice Document Upload. To upload invoices in bulk, select Bu	ilk File Upload.	
Online Invoice Creation	Invoice Creation with Document Upload Bulk File Upload Creation	,	
Create Invoice	Invoice Decument Upload Invoice Document Upload Invoice Document Upload Burk File Upload	: upload facility	@
	Copyright © 2000, 2028, Oracle and/or its allifates. All rights reserved [SecurityInformation]Terms and Conditions	Help	

- 1. On navigating to the **Create Receivable/Payable** screen, select the **Invoice** option, and then click the **Create New Invoice** button.
- 2. Click the **Template** tab. A list of existing templates appears.



Create Receivables/Payables – Template tab

Party Name Reindeer Corp ***262	•			
Remoter corp 1 202				
New Invoice Template				
Q Search				
Template Name 🗘	No. of Invoices Saved 🗘	Created By 0	Last Updated 🗘	Action 0
INV_TMPL_020623092805	1	checkerAutomationNe	6/2/23	۵
INV_TMPL_270523071255	1	authAutomationNe	5/27/23	۵
INV_TMPL_270523054844	1	authAutomationNe	5/27/23	曲
INV_TMPL_250523080723	1	authAutomationNe	5/25/23	0
INV_TMPL_250523075559	1	authAutomationNe	5/25/23	۵
INV_TMPL_250523041856	1	authAutomationNe	5/25/23	۵
INV_TMPL_200523041815	2	authAutomationNe	5/20/23	۵

Field Description

Field Name	Description
Party Name	Select the party name from the dropdown list in which the invoice must be created. By default, the primary party/gcif of the logged-in user is selected.
	Note: Only accessible parties are displayed to the user.
Search	Enter the partial or full name of the template to search for specific templates. As you type the name, the relevant templates appear in the list.
Template Name	Displays the name of the invoice template, as a hyperlink. Click this hyperlink to open the New Invoice screen, with the template details populated in the respective fields.
No. of Invoices Saved	Displays the number of invoices saved under the template.
Created By	Displays the name of the corporate user who created the template.
Last Updated	Displays the last updated date of the invoice template.
Action	Click 🛅 to delete the invoice template.

3. Scroll down the template section to the required template, or use the **Search** field to find a specific template.

4. Click the desired <u>Template Name</u> link. The template details are populated in the Create Receivables/Payables – New Invoice screen.



OR

Click against the template to delete the existing invoice template. A popup message appears to confirm the deletion.

a. Click **Yes** to delete the invoice template. OR

Click No to cancel the deletion of the invoice template.

- 5. Add or modify the required details.
- 6. Click **Save** to save the invoice.
 - OR

Click the **Save and Copy** to add a new invoice with same details entered in the current invoice.

OR

Click the <u>Add Invoice</u> link at the bottom of the screen, to add another invoice. OR

Click C at the top right corner of an invoice, to clear the existing data.

7. Click **Submit** to submit the transaction. The Review screen appears.

OR Click **Cancel** to cancel the transaction.

OR

Click **Back** to navigate back to the previous screen.

 In the Review screen, verify the details, and click Confirm. A confirmation message of request initiation for invoice(s) creation appears along with the reference number. OR

Click **Back** to navigate back to the previous screen. OR

Click **Cancel** to cancel the transaction.



5.1.2 Invoice Creation with Document Upload

Using this option, corporate users can create invoices online by uploading scanned copies of the physical invoice document.

How to reach here:

Dashboard > Toggle menu > Receivables/Payables > Receivables/Payables Management > Create Receivables/Payables OR Dashboard > Toggle menu > Supply Chain Finance > Overview > Quick Links > Create Invoice

To create an invoice through document upload:

1. Scan the physical invoice and save it in one of the following formats: PDF, PNG, JPG, JPEG. Ensure that the file size does not exceed 2MB.

Create Receivable/Payable

😑 💐 Futura Bank	Q What would you like to do today?	⊕ <mark>∞</mark>	MR
↑ Create Receivable Cargili ***701	:/Payable		
You can create single	or multiple invoices online by selecting Online Invoice Creation or Invoice Document Upload. To upload invoices in bulk, select Bu	k File Upload.	
Online Invoice Creation	Invoice Creation with Document Upload Bulk File Upload Creation		
Create Invoice on the go	Create invoice by uploading invoice document Upload Upload Bulk File Upload Bulk File Upload	upload facility	-
	Copyright Φ 2006, 2023, Oracle and/or its affiliates. All rights reserved [SecurityInformation]Terms and Conditions	Help	

Field Name	Description	
Create Receivable/Payable		
Party Name	Displays the name of the logged-in corporate party.	
Invoice/Debit Note	Select the Invoice option.	
Online Invoice Creation	Indicates the option to create invoice records by manual entry of invoice details.	



Field Name	Description
Invoice Creation with Document Upload	Indicates the option to create an invoice record by uploading the actual invoice document image.
Bulk File Upload Creation	Indicates the option to create bulk invoice records through file upload.

2. In the **Create Receivable/Payable** screen, select the **Invoice** option and then click the **Invoice Document Upload** button. The **Create Receivables/Payables** screen appears starting with the **Upload Invoice** step.

Create Receivables/Payables – Upload Invoice

😑 📦 Futura Bank	Q What would you like to	do today?		Д ⁶⁹⁹ СR
↑ Create Receivable Reindeer Corp ***262	es/Payables			
	Upload Invoice		Create Invoice	
Continue Cencel E	Back	Uploading invoice is easy. Simply follow these 3 steps: 1. Scan invoice 2. Upload single document at once 3. Create invoice Drag and Drop Select a file or drop one here. Ve support PDF, PNG, JFG and JPEG formats in sizes up to 2MB per file.		
	Copyright @ 200	26, 2023, Oracle and/or its affiliates. All rights reserved [SecurityInformation] Terms ar	ad Conditions	

3. In the **Upload Invoice** step, either click in the space provided to browse and select the required file, or, drag and drop the file in the space provided. An entry for the uploaded file appears in the section below.



= 📑 Futura Bank Q	What would you like to do today?	Ç <mark>™</mark> (r
Create Receivables/P Reindeer Corp ***262	ayables	
	Upload Invoice Create Invoice	100
Continue Cancel Back	Upcoding invoice is easy. Simply follow these 3 steps: . Scan invoice . Scan invoice . Opload single document at once . Deter invoice Deter and Brop Select a file or drop one here. . We support PDF, PMG, JPG and JPG5 formats in sizes up to 2MB per file. Image: Preview Image: Preview Image: Preview	
	Copyright @ 2006, 2023, Oracle and/or its affiliates. All rights reserved [SecurityInformation]Terms and Conditions	

Note: To preview an uploaded file, click the <u>Preview</u> link beside it. To remove an uploaded file, click .

 Click Continue to go to the Create Invoice step. OR Click Cancel to cancel the transaction.

OR

Click **Back** to go to the previous screen.



Futura Bank	Q What would you like to o	do today?		Û.
	O Upload Invoice		2 Create Invoice	
Party Name ASTRA Corp ***489	•			
Customer Invoice No	Required		Preview	Q 🛔
Associated Party *	•			PHILIPS
Program Name	•		Selfer - 100001 6 Theorye Street	Invoice No. # Tannerinv2 Invoice Date 06/10/2022
Pre-acceptance No			BLLTO SHIPTO	Inforce Unit 04/10/2022 PO 56.e 9 9/16/7013 PO 5ate 04/10/2022 Due Date 04/11/2022
Purchase Order No			Buyer - 100502 Any Taylor General Electric 9900, Innovation Line 9900, Innovation Line Wavendess. W 55226 Waventosa W 55226 Phone - 424-321-4755 Phone - 424-321-4755 Email - herbrandigles.com Email - herbrandigles.com	
Purchase Order Date	i		ITEM # DelScriemices #60000718 LNIT COST 1 Al Mashinery 7120NHVB 2500 2 Laser Printer120 \$100UIP0 450.00	
Invoice Date	Required			
Invoice Due Date	Required		Remarks / Payment Instructions: 58870744 ESECURY @ 15.011	1275.00
Shipment Date			comoantos tas (NE © 19.80) TOTAL	50.00 CUF 1033.00
Payment Terms	Required			
LAK LAK LAK LAK LAK LAK LINVOICE Amo	Required		ci - tu	dd' for commodity details Add
Commodity Details Name Code (Quantity Cost/Unit	Gross Amount	Discount Tax Net Am	
No data to display.				
			Total Amount	
			Discount LAK 0	Q
			Tax LAK 0	Q
			Miscellaneous Charges 1	0 ⊕
			Net Invoice Amount	LAK 0
Submit Cancel Back				

Create Receivables/Payables - Create Invoice



Field Name	Description
Create Receivables/Pa	ayables
Party Name	Displays the name of the logged-in corporate party.
Create Invoice step	
	een extracted from the invoice image (except for commodity details ated in the respective fields. You can edit these values, if required.
Customer Invoice Number	Indicates the customer's own reference number of the invoice.
Associated Party	Indicates the associated party with whom the invoice is to be linked A list of all on-boarded associated parties along with their roles (Buyer or Supplier) is available for selection.
	Additionally, on selecting an associated party, the role of the party as Buyer or Supplier appears below this field.
Invoice Amount	Indicates the total invoice amount of all commodities being purchased, along with the currency.
Pre-acceptance	This toggle is set to 'No' and is disabled if the logged-in party is the supplier. It is set to 'Yes' and is disabled if the logged-in party is the buyer.
Program Name	Indicates the program to which the invoice needs to be linked Programs linked to the selected associated party are listed. This field is visible only if the Oracle Banking Supply Chain Finance application is implemented by the bank.
Auto Accept	Displays whether the invoice will be auto accepted or not. It is populated based on the auto acceptance setting in the program definition and is non-editable. For more information, refer the Create Program section in User Manual Oracle Banking Digita Experience Corporate Supply Chain Finance .
Auto Finance	Displays whether the invoice will be auto financed or not. It is populated based on the auto finance setting in the program definition and is non-editable. For more information, refer the Create Program section in User Manual Oracle Banking Digita Experience Corporate Supply Chain Finance .
Pre-acceptance	This toggle is set to 'No' and is disabled if the logged-in party is the supplier. It is set to 'Yes' and is disabled if the logged-in party is the buyer.
Purchase Order No	Indicates the reference number of the purchase order placed by the buyer.
Purchase Order Date	Indicates the date of creation of the purchase order.



Field Name	Description
Invoice Date	Indicates the date of creation of the invoice. The Invoice Date should be greater than the Purchase Order Date .
Invoice Due Date	Indicates the date on which the invoice payment is due. The Invoice Due Date should be greater than or equal to the Invoice Date .
Shipment Date	Indicates the date when the shipment is expected to take place. The Shipment Date should be greater than the Purchase Order Date and greater than or equal to the Invoice Date .
Payment Terms	Indicates the terms agreed for the payment of the invoice.
Invoice Amount	Indicates the total invoice amount of all commodities being purchased, along with the currency.
Funding Request Date	Enter the date when the invoice should be funded. This field is visible only if the Oracle Banking Supply Chain Finance application is implemented by the bank.
Commodity Details Commodity details are n of commodities being pu	not automatically extracted by the application. Click Add to add details urchased.
Name	Enter the name of the commodity.
Code	Select the code for the commodity.
Quantity	Specify the quantity of the commodity being purchased.
Cost Per Unit	Enter the cost per unit of the commodity.
Gross Amount	Displays the total amount of the commodity being purchased. It is the product of the entered quantity and cost per unit.
	Gross Amount = Cost Per Unit * Quantity
Discount	Enter any discount being offered on the commodity. You can either enter the percentage of discount (in the first field) or the actual discount amount (in the second field). When you enter any one of these values, the other value is automatically calculated and displayed.
	Note: This field is auto populated if a discount percentage is maintained for the selected commodity code.
	Click O to reset the values.



Field Name	Description
Тах	Enter any tax being charged on the commodity. You can either enter the percentage of tax (in the first field) or the actual tax amount (in the second field). When you enter any one of these values, the other value is automatically calculated and displayed.
	Note: This field is auto populated if a tax percentage is maintained for the selected commodity code.
	Click 💽 to reset the values.
Net Amount	Displays the net commodity amount. This is automatically calculated as follows:
	Net Amount = Gross Amount – Discount + Tax
Create Copy	Select this check box to create a copy of the commodity details entered.
On clicking the Add but	ton, a commodity record is created in the Commodity Details section.
The following fields are the invoice-level.	present below the Commodity Details section, and are applicable at
Total Amount	Displays the total gross amount of all the added commodities.
Discount	Displays the total discount amount of all the commodities added. The average discount percentage of all added commodities is also
	displayed. Click 🖸 to reset the values.
	Total Discount % = (Total discount amount / Total invoice amount) *100
	Note: When commodity records are added, the discount value of each commodity is aggregated and populated here. This value cannot then be modified. However, if commodity records are not added, then this field is editable, and the discount value or percentage can be entered here.
Тах	Displays the total tax amount of all the commodities added. The average tax percentage of all added commodities is also displayed.
	Click 🕒 to reset the values.
	Total Tax % = (Total tax amount / Total invoice amount) *100
	Note: When commodity records are added, the tax value of each commodity is aggregated and populated here. This value cannot then be modified. However, if commodity records are not added, then this field is editable and the tax value or percentage can be entered here.



Field Name	Description
Miscellaneous Charges	Add the name and amount of any other miscellaneous charge applicable.
	Use $^{igodold e)}$ to add another charge. A maximum of 2 miscellaneous charges can be added.
	Click O reset the values.
Net Invoice Amount	Displays the total invoice amount that the buyer must pay, after deducting the discount and then applying the tax.
	Note: The Net Invoice Amount gets automatically calculated as follows:
	Net Invoice Amount = Gross Invoice Amount - Discount Value + Tax Amount + Miscellaneous Charges

5. Check all the extracted details and add or modify any value, if required.



阿 Futura Bank	Q What	vould you like to do today?	Ç∞ ⊑
eate Receivabl	es/Payables		
	1 Upload Invoice		Create Invoice
Party Name ASTRA Corp ***489		•	
Customer Invoice No TannerInv2			Preview
Associated Party * Reindeer Corp		-	·□ ·□ ·□ ·□ ·□ ·□ ·□ ·□ ·□ ·□ ·□ ·□ ·□ ·
Role:Buyer Program Name Astra Factoring		•	Both Stream Reg 1 Stream Reg <
Auto Accept:0 Auto Pre-acceptance No	Finance:No		Built TO State TO 64110522 Built TO State TO 64710522 Built TO Any Taylor 64710522 Generic Electric 4900, Inconston Line 64710522
Purchase Order No PO6788			970, Involution Inter Weiwellister, W13225 Weiwellister, W13226 FReet - 4342110 (55 Priore - 4242214 (55 Enail - Intrandigize com Enail - Intrandigize com Enail - Intrandigize com Fail - Hindrandigize Com Freidingize com
Purchase Order Date March 24, 2020		iiii	1 Al Macheny 70589498 27,00 13 37,500 2 Later Printer120 91353890 465,50 2 906,00
Involce Date March 28, 2020			
Invoice Due Date March 30, 2020			Remarks / Payment Instructions: 88.00104, 1127560 88000041 gr 1880 127.05 Constructions tax (bdg 18.000 1707AL CUF 1033.00
Shipment Date March 30, 2020			v
Payment Terms POC			
USD VSD	ice Amount D 1,009,950.00		
Commodity Deta	ils Quantity Cost/Unit	Gross Amount	Click 'Add' for commodity details Add
	1000 USD 1,0		USD 10,000.00 USD 19,800.00 USD 1,009,800.00 🖉 🗎 @1.00% @2.00% USD 1,009,800.00 🖉 🗎
			Total Amount USD 1,000,000.00
			Discount 1 USD 10,000.00
			7ac 2 USD 19,800.00
			Miscellaneous Charges 1 Shipping
			Net Invoice Amount USD 1,009,950.00
Submit Cancel	Back		

Create Invoice – Post Adding Commodity Details



6. Click **Submit** to submit the invoice. The Review screen appears. OR

Click **Cancel** to cancel the transaction. OR

Click **Back** to go to the previous screen.

7. In the Review screen, verify the details and click **Confirm**. A confirmation message appears, with the reference number and status of the transaction.

OR Click **Cancel** to cancel the transaction. OR

Click **Back** to go to the previous screen.

 Click <u>View Invoice</u> link to view a list of existing invoices. OR Click the Supply Chain Overview link to go to the supply chain dashboard.

5.1.3 Bulk Invoice Creation

Using this option, corporates can create invoices in bulk by uploading a file. The file must contain the invoice details and its commodity records in a specific format and sequence.

How to reach here:

Dashboard > Toggle menu > Receivables/Payables > Receivables/Payables Management > Create Receivables/Payables OR Dashboard > Toggle menu > Supply Chain Finance > Overview > Quick Links > Create Invoice

To create invoices in bulk:

Create Receivable/Payable

😑 🖣 Futura Bank	Q What would you like to do today?	Ûa	MR
↑ Create Receivable Cargill ***701	/Payable		
You can create single	or multiple invoices online by selecting Online Invoice Creation or Invoice Document Upload. To upload invoices in bulk, select Bu	k File Upload.	
Online Invoice Creation	Invoice Creation with Document Upload Bulk File Upload Creation		122
Create Invoice on the go	Create invoice by uploading invoice document Upload multiple invoices with a bulk Invoice Document Upload Bulk File Upload Bulk File Upload	upload facility	P
	Copyright θ 2006, 2023, Oracle and/or its affiliates. All rights reserved [SecurityInformation]Terms and Conditions	Help	



Field Name	Description
Create Receivable/Payat	ble
Party Name	Displays the name of the logged-in corporate party.
Invoice/Debit Note	Select the Invoice option.
Online Invoice Creation	Indicates the option to create invoice records by manual entry of invoice details.
Invoice Creation with Document Upload	Indicates the option to create an invoice record by uploading the actual invoice document image.
Bulk File Upload Creation	Indicates the option to create bulk invoice records through file upload.

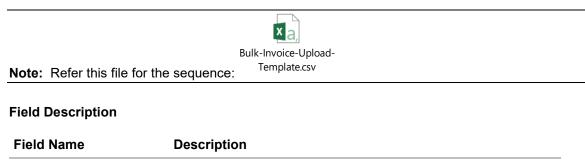
- 1. In the **Create Receivable/Payable** screen, select the Invoice option and then click the **Bulk File Upload** button. The **File Upload** screen appears.
- For more information on the procedure of uploading the file, refer User Manual Oracle Banking Digital Experience Corporate Bulk File Upload – Receivables Payables Management. Use the file template detailed below for upload.



5.1.3.1 Bulk Invoice File Template

Create Invoices Format – Allows user to upload invoice records in bulk along with the commodity records. This format does not support the user to link purchase order to invoices. To link purchase orders to invoices, refer **Bulk Invoice File Template (Link Purchase Order to Invoice)**.

The file to be uploaded should have data in a specific sequence. For each invoice, there must be a top row with indicator 'I', which specifies invoice-level parameters. For each commodity under the invoice, there must be a row with indicator 'C', which specifies the commodity-level parameters.



Invoice Record Details

The following fields are specific to the invoice. This row must be present for each invoice being added.

Indicator	Specify the indicator. Enter 'I' for an invoice row.
Customer Invoice Number	Enter the customer's own invoice number.
Invoice Date	Enter the date of creation of the invoice. This should not be a future date.
Invoice Due Date	Enter the date when the invoice payment is due. This should be greater than the invoice date.
Currency	Enter the currency of the invoice amount.
Gross Invoice Amount	Enter the total invoice amount.
Buyer Id	Enter the ID associated with the buyer.
Supplier Id	Enter the ID associated with the supplier.
Buyer Name	Enter the name of the buyer.
Supplier Name	Enter the name of the supplier.
Program Code	Enter the program code associated with the invoice. This field is applicable only if the Oracle Banking Supply Chain Finance application is implemented by the bank.
Discount Amount	Enter the total discount amount applicable for all commodities being purchased.



Field Name	Description
Tax Amount	Enter the total tax amount applicable, on all commodities being purchased.
Net Invoice Amount	Enter the net invoice amount.
	Net Invoice Amount = Gross Invoice Amount – Discount Amount + Tax Amount
Acceptance Amount	Enter the invoice amount that has been accepted.
Purchase Order Number	Enter the reference number of the purchase order corresponding to the invoice.
Funding Request Date	Enter the date when the invoice should be funded. This field is applicable only if the Oracle Banking Supply Chain Finance application is implemented by the bank.

Commodity Record Details

The following fields are specific to a commodity. You must add a row for each commodity being purchased, under the respective invoice row.

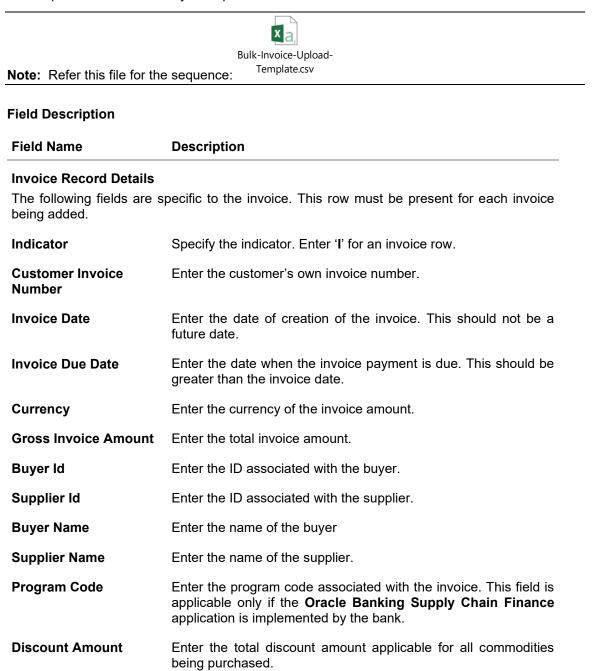
Indicator	Specify the indicator. Enter ${f C}$ for a row at the commodity level.	
Customer Invoice Number	Enter the customer's own invoice number.	
Commodity Code	Enter the code associated with the commodity. Commodity code value should be the exact value as maintained	
Commodity Name	Enter the name of the commodity.	
Quantity	Enter the quantity of the commodity.	
Cost Per Unit	Enter the cost per unit of the commodity.	
Gross Amount	Enter the total cost of the commodity. Gross Amount = Cost Per Unit * Quantity	
Discount Amount	Enter the discount amount applicable to the commodity.	
Tax Amount	Enter the tax amount applicable to the commodity.	
Net Amount	Enter the net amount of the commodity. Net Amount = Gross Amount – Discount Amount + Tax Amount	



5.1.3.2 Bulk Invoice File Template (Link Purchase Order to Invoice)

Create Invoice with Purchase Order format - Allows user to upload invoice records in bulk along with the commodity records and allows linkage of Purchase Order.

The file to be uploaded should have data in a specific sequence. For each invoice, there must be a top row with indicator 'I', which specifies invoice-level parameters. For each purchase order to be linked to the invoice, there must be a row with indicator 'P', which specifies the purchase order-level parameters. For each commodity under the invoice, there must be a row with indicator 'C', which specifies the commodity-level parameters.





Field Name	Description			
Tax Amount	Enter the total tax amount applicable, on all commodities being purchased.			
Net Invoice Amount	Enter the net invoice amount. Net Invoice Amount = Gross Invoice Amount – Discount Amount + Tax Amount			
Acceptance Amount	Enter the invoice amount that has been accepted.			
Purchase Order Number	• Enter the reference number of the purchase order corresponding to the invoice.			
Funding Request Date	Enter the date when the invoice should be funded. This field is applicable only if the Oracle Banking Supply Chain Finance application is implemented by the bank.			
Buyer Code	Enter the code associated with the buyer.			
Supplier Code	Enter the code associated with the supplier.			
Buyer Division Code	Enter the division code of the buyer.			
Supplier Division Code	Enter the division code of the supplier.			
Tax ID	Enter the unique tax ID if shipment charge includes tax amount.			
Payment Terms	Enter the agreed payment terms.			
Terms of Sale (Incoterms)	 Enter the applicable 3-digit Incoterms code. The available values are: EXW Ex Works FAS Free Alongside Ship FCA Free Carrier FOB Free On Board CPT Carriage Paid To CFR Cost and Freight CIP Carriage and Insurance Paid To CIF Cost Insurance and Freight DAP Delivered at Place DPU Delivered at Place Unloaded DDP Delivered Duty Paid 			
Reason for Export	Enter the reason for export.			
Shipment Number	Enter the unique reference number of the shipment.			
Shipment Date	Enter the date of the shipment.			



Field Name	Description
Shipment Address	Enter the address to ship the goods to.
Shipment Country	Enter the country to ship the goods to.
Shipment City	Enter the city to ship the goods to.
Zip Code	Enter the zip code to send the shipment to.
Country of Origin	Enter the name of the country from where the shipment originated.
Phone Number	Enter the contact number of the person who will receive the shipment.
Virtual A/c Flag*	Enter Y if the repayment is to be made to a virtual account number, and N if the repayment is to be made to a physical account number.
Repayment Account number**	Enter the account number to which the repayment is to be made. This field is mandatory if the Virtual A/c Flag is set to Y .
Bank**	Enter the name of the bank linked to the repayment account.
Branch	Enter the name of the branch linked to the repayment account.
BIC/Routing Code**	Enter the BIC/Routing code of the repayment account.
Remarks	Enter any remarks, if applicable.
Filler Fields 1 to 4	This section displays the Filler Label Fields. The bank can configure these fields on Day 0, based on their requirement.

Purchase Order Record Details

The following fields are specific to a purchase order. You must add a row for each purchase order, under the respective invoice row.

Indicator	Specify the indicator. Enter P for a row at the commodity level.
Customer Invoice Number	Enter the customer's own invoice number.
Purchase Order Number	Enter the reference number of the purchase order corresponding to the invoice.
Purchase Order Currency	Enter the currency of the purchase order amount.
Purchase Order Amount	Enter the purchase order amount.
Invoice Currency	Enter the currency of the invoice amount



Field Name	Description
Amount Allocated for Invoice	Enter the purchase order amount allocated for invoice.
Commodity Record Deta	ails
The following fields are s being purchased, under th	pecific to a commodity. You must add a row for each commodity ne respective invoice row.
Indicator	Specify the indicator. Enter C for a row at the commodity level.
Customer Invoice Number	Enter the customer's own invoice number.
Purchase Order Number	Enter the purchase order number linked to invoice.
Commodity Code	Enter the code associated with the commodity. Commodity code value should be the exact value as maintained.
Commodity Name	Enter the name of the commodity.
Quantity	Enter the quantity of the commodity.
Cost Per Unit	Enter the cost per unit of the commodity.
Gross Amount	Enter the total cost of the commodity. Gross Amount = Cost Per Unit * Quantity
Discount Amount	Enter the discount amount applicable to the commodity.
Tax Amount	Enter the tax amount applicable to the commodity.
Net Amount	Enter the net amount of the commodity. Net Amount = Gross Amount – Discount Amount + Tax Amount



5.2 Debit Notes

A Debit Note can be interpreted as a request to increase the value agreed upon in the invoice. Debit notes may be raised under the following circumstances: the supplier has delivered goods in excess of those stated in the invoice, or an error in pricing.

A corporate user (either buyer or supplier) can raise a debit note directly from the portal. Debit notes can be created by manually entering the details online, or using an existing template, or through file upload for bulk debit notes creation.

Pre-requisites

User must have valid corporate login credentials.

Note: The Debit Notes Transactions are only supported on **Desktops/Laptops** and on **Landscape** mode of **Tablet** devices.

The application controls the creation of overdue debit notes, based on a configuration flag. You are allowed to create debit notes that are overdue, only if this flag is enabled.

5.2.1 Online Debit Note Creation

Using this option, corporate users can create single or multiple debit notes online for the buyer in the Supply Chain Finance program. Post submission of the debit note, an option is provided to save the content as a Template. The template can be reused for creating debit notes for the same program and associated corporate party.

Once the user creates debit notes, they must be approved by an approver (if the approval flow has been set). The designated corporate approver is notified. The approver can either approve or reject the transaction. In case of rejection, the approver can send the transaction back to the corporate user (maker) to make the required modifications and re-submit it for approval.

How to reach here:

Dashboard > Toggle menu > Receivables/Payables > Receivables/Payables Management > Create Receivables/Payables



Create Receivable/Payable

😑 📮 Futura Bank	Q What would you like to do today?		<mark></mark> €
↑ Create Receivable Reindeer Corp ***262	:/Payable		
You can cre		bit Note Creation. To upload debit note in bulk, select Bulk File Upload.	
	Online Debit Note Creation Create debit note on the go Create New Debit Note	File Upload Upload multiple debit note with a bulk upload facility Bulk File Upload	¢
	Copyright © 2006, 2023, Oracle and/or its affiliates. All right	ts reserved. SecurityInformation Terms and Conditions	

Field Description

Field Name	Description			
Create Receivable/Payable				
Party Name	Displays the name of the logged-in corporate party.			
Invoice/Debit Note	Select the Debit Note option.			
Online Debit Note Creation	Indicates the option to create debit note records by manual entry of the details. '			
File Upload	Indicates the option to create bulk debit note records through file upload.			

5.2.1.1 Online Debit Note Creation (manual entry)

A corporate user, based on their role, can create one or more debit notes in one single transaction.

To create debit note(s):

- 1. In the Create Receivable/Payable screen, select the Debit Note option.
- 2. Click the **Create New Debit Note** button to create debit note records manually. The **New Debit Note** tab appears.



New Debit Note

🛢 Futura Bank	Q What we	ould you	like to do today?						Û 🚥 Ĉ
↑ Create Receivables	s/Payab	les							
Reindeer Corp 11202						-			
Party Name Reindeer Corp ***262		•							
New Debit Note Template				Fa	acing d	fficulty in	entering data for multip	le Debit Note? U	e Bulk Uploa
Customer Debit Note Number			Associated Party *			-			0
		Required	Pre-acceptance						
LAK Currency Debit Note Amount		Required	No No						
Program Name		•	Debit Note Date			Required			
Due Date		曲	Payment Terms			Required			
Terms of Sale(Incoterms)		-	Linked Invoice Number			Required			
			Linked Invoice Number						
Adjustment Reason		•	Funding Request Date						
Hide Additional Details									
Payment Account Details		Repa	yment Account Number		Ba	nk			
Branch		BICR	touting Code						
Shipment Details									
Shipment Date	Ē	Shipr	ment Number		Sh	ipment Ad	dress 1		
Shipment Address 2		Shipr	ment Address 3		Sh	ipment Cit	v		
Shipment Country	•	Pin C	iode		Re	ason for E	sport		
Phone Number		Tax Is	4		6	untry of O	rigin		
Miscellaneous Details									
Discount Days 1		Disco	ount Percentage 1		Di	scount Day	s 2		
Discount Percentage 2									
Filler Details		Filler 2			Fille	3			
	#								
Filler 4		Filler 5			Fille	6			
Filler 7		Filler 8			Fille	9			
Filler 10									
Filler 10									
	ar Commodity Det	ails							Add
	ar Commodity Det		Code	Quantity Cos	st/Unit	G	iross Discount T	ax Net Amount	Add
Commodity Details Circk Add to	ar Commodity Det		Code			Am	iross Discount T		
Commodity Details Click Add for Linked Invoice Number Name	ır Commodity Det		Code	Quantity Cos Gross Debit Note An Discount (%)		Am	iross Discount T Discount Amount		
Commodity Details Click Add for Linked Invoice Number Name	ar Commodity Det		Code	Gross Debit Note An		Am	ount	Amount	
Commodity Details Click Add for Linked Invoice Number Name	ar Commodity Det		Code	Gross Debit Note An		Am	ount	ax Amount	
Commodity Details Click Add for Linked Invoice Number Name	ar Commodity Det		Code	Gross Debit Note An Discount (%)	nount	Am	Discount Amount	Amount	Action
Commodity Details Click Add for Linked Invoice Number Name	or Commodity Det		Code	Gross Debit Note An Discount (%) Tax (%) Miscellaneous Cha	nount rrges 1	Am	Discount Amount	Amount	Action
Commodity Details Click Add M Linked Invoice Number Name No data to display.	ar Commodity Det		Code	Gross Debit Note Am Discount (%) Tax (%)	nount rrges 1	Am	Discount Amount	Amount	Action
Commodity Details Clear Add to Linked Invoice Number Name No data to display.	ar Commodity Det		Code	Gross Debit Note An Discount (%) Tax (%) Miscellaneous Cha	nount rrges 1	Am	Discount Amount	Amount	Action
Commodity Details Click Add M Linked Invoice Number Name No data to display.	ar Commodity Det		Code	Gross Debit Note An Discount (%) Tax (%) Miscellaneous Cha	nount rrges 1	Am	Discount Amount	Amount	Action



Field Name	Description			
Create Receivables/Payables				
Party Name	Select the party name from the dropdown list in which the debit note must be created. By default, the primary party/gcif of the logged-in user is selected.			
	Note: Only accessible parties are displayed to the user.			
New Debit Note				
Multiple Online Debit	Note Creation			
Facing difficulty in entering data for multiple Debit Note? Use Bulk Upload	Click the Bulk Upload link to navigate to the File Upload screen for creating debit notes in bulk.			
Customer Debit Note Number	Enter the customer's own reference number for the debit note.			
Associated Party	Select the associated party to link the debit note to. A list of all on- boarded associated parties along with their roles (Buyer or Supplier) is available for selection.			
	Additionally, on selecting an associated party, the role of the party as Buyer or Supplier appears below this field.			
Debit Note Amount	Select the debit note currency and enter the gross debit note amount (not including tax or discount).			
Pre-acceptance	This toggle is set to 'No' and is disabled if the logged-in party is the supplier. It is set to 'Yes' and is disabled if the logged-in party is the buyer.			
Program Name	Select the program to which the debit note should be linked. Programs linked to the selected associated party are listed. This field is visible only if the Oracle Banking Supply Chain Finance application is implemented by the bank.			
Auto Accept	Displays the number of days post creation when the debit note will be deemed as accepted. This field appears on selecting a program. It is displayed only if auto-acceptance is enabled at the program- level. For more information on programs, refer the Create Program section in User Manual Oracle Banking Digital Experience Corporate Supply Chain Finance .			
Auto Finance	Displays whether the debit note will be auto financed or not. This field appears on selecting a program. It is populated based on the auto finance setting in the program definition. For more information on programs, refer the Create Program section in User Manual Oracle Banking Digital Experience Corporate Supply Chain Finance .			



Field Name	Description			
Debit Note Date	Click the calendar icon and select the date of creation of the debit note. The selected date should be less than or equal to the current date. By default the current date is displayed.			
Due Date	Click the calendar icon and select the date on which the debit note payment is due. The Due Date should be greater than or equal to the Debit Note Date .			
Payment Terms	Enter the terms agreed for the payment of the debit note.			
Terms of Sale	 Enter the applicable 3-digit Incoterms code. The available values are: EXW Ex Works FAS Free Alongside Ship FCA Free Carrier FOB Free On Board CPT Carriage Paid To CFR Cost and Freight CIP Carriage and Insurance Paid To CIF Cost Insurance and Freight DAP Delivered at Place DPU Delivered at Place Unloaded 			
Linked Invoice Number	 DDP Delivered Duty Paid Select the invoice that should be linked to the debit note. Once you link invoice(s), the Populate Commodity Details from Invoice toggle is enabled, and the commodities from the invoice(s) appear in the Commodity Details grid of the debit note. 			
Adjustment Reason	Select the reason for adjusting the invoice amount.			
Funding Request Date	Enter the date when the debit note should be funded. This field is visible only if the Oracle Banking Supply Chain Finance application is implemented by the bank.			
Show Additional Detai Click Show Additiona shipment, and pricing de	I Details link to add additional details such as payment account,			
Payment Account Deta	ails			
Virtual Account	Switch this toggle On, if the repayment account is a virtual one.			
Repayment Account Number	Enter the account number to send the repayment amount to.			
Bank	Enter the bank name of the repayment account number.			



Field Name	Description
Branch	Enter the branch name of the repayment account number.
BIC Routing Code	Enter the BIC or SWIFT code of the financial institution, to send the payment amount to.
Shipment Details	
Shipment Date	Click the calendar icon and select the date when the shipment is taking place.
Shipment Number	Enter the shipment number.
Shipment Address 1 - 3	Enter the shipment address in the fields provided.
Shipment City	Enter the city to ship the goods to.
Shipment Country	Select the country to ship the goods to.
Pin Code	Enter the pin code to ship the goods to.
Reason for Export	Enter the relevant reason for export.
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.
Country of Origin	Enter the country from where the shipment will originate.
Miscellaneous Details	
Discount Days 1	Enter the primary discount days.
Discount Percentage 1	Enter the primary discount percentage.
Discount Days 2	Enter the secondary discount days.
Discount Percentage 2	Enter the secondary discount percentage.
Filler Details	
Filler Fields 1 to 10	This section displays the Filler Label Fields. The bank can configure these fields on Day 0, based on their requirement.
Populate Commodity Details from Invoice	This toggle is automatically enabled when you link invoices to the debit note in the Linked Invoice Number field. The Commodity Details section gets populated with the commodities from the linked invoice(s), when this toggle is enabled. Switch this toggle off in case you want to remove the commodities
	from the debit note.



- 3. Once you enter the above details, you can optionally add/modify the commodity details.
 - To add a commodity record, click **Add**. An overlay window appears, where you can add the commodity details.
 - To modify an existing commodity record, $\operatorname{click}^{\mathscr{O}}$.
 - To delete a commodity record, click $\stackrel{\frown}{\blacksquare}$.

Add Commodity Details

An overlay window appears when you click Add in the Commodity Details section.

↑ Create Receivables/Payable	es			Add Commod	lity Details	×
Reindeer Corp ***262	-			Name		
			-			Require
Shipment Country	▼ Pin Code			Code		•
			-2			Required
Reason of Export				Quantity		
				Cost/Unit		
Commodity Details Click 'Add' for Commo	dity Details			Gross Amount		
Linked Invoice Number Name	Code	Quantity Cost/Unit	Gross Disc Amount	Discount (%)	Discount Amount	Required
No data to display.						Ģ
		Gross Debit Note Amount LAK 0		Tax (%)	Tax Amount	C+
		Discount (%)	Discount Ar	Net Amount		
				Create Copy		
		Tax (%)	Tax Amount			
		Miscellaneous Charges 1	Amount	Add		

Field Name	Description
Name	Enter the name of the commodity for which the debit note is being raised.
Code	Select the code of the commodity. This value should be selected from the commodity code dropdown list.
	Note: This dropdown field displays the list of commodity code(s) maintained for the selected supplier party.
Quantity	Enter the quantity of the commodity for which the debit note is being raised.
Cost/Unit	Specify the cost per unit of the commodity.
Gross Amount	Enter the gross commodity amount. It also gets auto calculated if quantity and cost per unit are entered. It is the product of the entered quantity and cost per unit. Gross Amount = Cost/Unit * Quantity

Field Name	Description
Discount	Enter any discount being offered on the commodity. You can either enter the percentage of discount (in the first field) or the actual discount amount (in the second field). When you enter any one of these values, the other value is automatically calculated and displayed.
	Note: This field is auto populated if a discount percentage is maintained for the selected commodity code.
	Click 💽 to reset the values.
Тах	Enter any tax being charged on the commodity. You can either enter the percentage of tax (in the first field) or the actual tax amount (in the second field). When you enter any one of these values, the other value is automatically calculated and displayed.
	Note: This field is auto populated if a tax percentage is maintained for the selected commodity code.
	Click O reset the values.
Create Copy	Select this check box to create a copy of the commodity details entered.
On clicking the Add but	ton, a commodity record is created in the Commodity Details section.

4. You can further add commodities by clicking **Add**, and filling out the required details.

New Debit Note - Commodity Details Section Updated

Commodity Detail	S Click 'Add' f	or Commodity Details						A	dd
Linked Invoice Number	Name	Code	Quantity	Cost/Unit	Gross Amount	Discount	Tax	Net Amount	Action
	STRAW	POPPY-STRAW	1	LAK 10	LAK 10	LAK 0 @ 0.5%	LAK 0 @ 2%	LAK 10	10
				Gross Debit Note Am	ount LAK 10				
				Discount (%) 0.5	D L	AK 0			
				Tax (%) 2.01	Ľ	AK 0			
				Miscellaneous Char	rges 1	Amount LAK 0		⊙ ⊕	
				Net Debit Note Amo	unt LAK 10				
Save	and Copy								
Add Debit Note									
Submit Cance	el Back								



Create Receivables/Payables



Field Name	Description				
Commodity Details This section displays the commodity detail records, once you add them. Multiple					
commodities can be added.					
Linked Invoice Number	Displays the invoice number that the commodity belongs to.				
Name	Displays the name of the commodity.				
Code	Displays the code of the commodity.				
Quantity	Displays the quantity of the commodity.				
Cost/Unit	Displays the cost per unit of the commodity.				
Gross Amount	Displays the total gross amount of the commodity. It is the product of the entered quantity and cost per unit. Gross Amount = Cost per unit * Quantity				
Discount	Displays the discount amount and percentage being offered on the commodity.				
Тах	Displays the tax amount and percentage being charged on the commodity.				
Net Amount	Displays the net amount of the commodity. It is automatically calculated as follows:				
	Net Amount = Gross Amount – Discount + Tax				
Actions	Indicates the actions that can be performed on the commodity record.				
	Click to edit the record.				
	Click to remove the record.				
The following fields are present below the Commodity Details section, and are applicable at the invoice-level.					

Gross Debit Note	Displays the total gross amount of all the added commodities.
Amount	



Field Name	Description
Discount	Displays the total discount amount of all the commodities added. The average discount percentage of all added commodities is also displayed. Click 💽 to reset the values. Total Discount % = (Total discount amount / Total debit note amount) *100
	Note: When commodity records are added, the discount value of each commodity is aggregated and populated here. This value cannot then be modified. However, if commodity records are not added, then this field is editable and the discount value or percentage can be entered here.
Тах	Displays the total tax amount of all the commodities added. The average tax percentage of all added commodities is also displayed. Click O to reset the values.
	Total Tax % = (Total tax amount / Total debit note amount) *100
	Note: When commodity records are added, the tax value of each commodity is aggregated and populated here. This value cannot then be modified. However, if commodity records are not added, then this field is editable and the tax value or percentage can be entered here.
Miscellaneous Charges	Add the name and amount of any other miscellaneous charge applicable.
	Use $^{igodold p)}$ to add another charge. A maximum of 2 miscellaneous charges can be added.
	Click 💽 to reset the values.
Net Debit Note	Displays the overall debit note amount to be paid by the buyer.
Amount	Note: The Net Debit Note Amount gets automatically calculated as follows: Net Debit Note Amount = Gross Debit Note Amount - Discount Value + Tax Amount
Q	Indicates an option to reset the fields. This icon is present on the top right corner of the screen.

- 5. Modify the amount in the **Debit Note Amount** field above the Commodity Details section, to match the **Gross Debit Note Amount**, of all commodities.
- 6. Click **Save** to save the debit note.

OR Click **Save and Copy** to save the debit note and to create an editable copy. OR

To clear the fields, click the \bigcirc icon in the top right side of the screen.



Party Name Reindeer Corp ***262		
New Debit Note Template	Facing difficulty in entering data for multiple Debit Note? Use Bulk Upload	
Customer Debtt Note Number D87653 USD Currenty USD 102.00	Associated Parry * ParalleParty111Mar Role Seller Pre-acoptance Ves	
Add Debit Note Submit Cancel Back		¢

Note: On clicking the **Save** button, the debit note being created appears in a panel with in the top right corner. Click this icon to edit the debit note, if required.

- 7. To create another new debit note in the transaction, click the <u>Add Debit Note</u> link.
 - Add required details as mentioned in the steps above.
- Click Submit to submit the transaction, once all required debit notes have been added. The Review screen appears. OR

Click **Cancel** to cancel the transaction. OR

Click **Back** to navigate back to the previous screen.

Create Debit Note – Review Screen

🚍 🌹 Futura Bank	Q What would you like to do today?	Ĵ <mark>™</mark> CR
↑ Create Receivabl	es/Payables	
Review You initiated a request for	r Debit Note creation. Please review details before you confirm!	
Party Name Reindeer Corp ***262 Expand All Collapse All		
Customer Debit Note Number DB7653	Associated Party Name ParallelParty11Mar	
> Debit Note Amount USD 100.00	RoteSeller Pre-Accepted Yes	
Confirm Cancel E	ack	¢
	Copyright © 2006, 2023, Dack and/or its a#Bates. All rights reserved [SecurityInformation]Terms and Conditions	



In the Review screen, verify the details and click Confirm. A confirmation message appears with the reference number and status of the transaction.
 OR
 Click Cancel to cancel the transaction.
 OR

Click **Back** to navigate back to the previous screen.

Create Debit Note - Confirmation

😑 🖣 Futura Bank	Q What would you like to do today?	Д 🏧 СR
Create Receivables/F	Payables	
Confirmation Your request for creating	debit note(s) has been submitted successfully.	
Reference Number 05062ACC7DFD Status Completed		
Click here to view the Status of What would you like to do next?	the Debit Note	
Save as Template Create Rec	ceivables/Payables View Receivables/Payables	
		•
	Copyright © 2000, 2023, Oracle and/or its affiliates. All rights reserved [Security/information]Terms and Conditions	

Note: You can view the details of the debit note just created, by clicking the '<u>Click here to view</u> the Status of the Debit Note' link.

10. Click the <u>Save as Template</u> link to save the details of the created debit note as a template. OR

Click the <u>View Receivables/Payables</u> link to view the existing invoices and debit notes. OR

Click the Go To Dashboard link to go to the main dashboard.



5.2.1.2 Create Debit Notes using Templates

You can save the data entered during debit note creation, as a template. This option is available upon successful creation of a debit note. You can use this template in the future to create debit notes for the same program and associated party. This saves the efforts of re-entering the data.

How to reach here:

Dashboard > Toggle menu > Receivables/Payables > Receivables/Payables Management > Create Receivables/Payables

To view and use templates for creation of debit notes:

😑 🖿 Futura Bank	Q What would you like to do today?		Û.₩ CR
↑ Create Receivable Reindeer Corp ***262	:/Payable		
		Involce Debit Note	
You can cre	ate single or multiple debit note online by select	ing Online Debit Note Creation. To upload debit note in bulk, select Bulk File Uploa	d.
	Online Debit Note Creation	File Upload	
	Create debit note on the go	Upload multiple debit note with a bulk upload facil	ity
	Create New Debit Note	Built File Upload	9
	Copyright © 2006, 2023, Oracle and/or i	s affiliates. All rights reserved. [SecurityInformation] Terms and Conditions	

- 1. On navigating to the **Create Receivable/Payable** screen, select the **Debit Note** option and then click the **Create New Debit Note** button.
- 2. Click the **Template** tab. A list of existing templates appears.



Create Receivables/Payables – Template tab

Reindeer Corp ***262				
Party Name Reindeer Corp ***262	·			
New Debit Note Template				
Q Search				
Template Name 🗘	No. of Debit Note Saved 🗘	Created By 💲	Last Updated 🗘	Action 0
INV_TMPL_020623013901	1	checkerAutomationNe	6/2/23	D
INV_TMPL_070423125102	2	authAutomation	4/7/23	0
INV_TMPL_110223013341	1	checkerAutomation	2/11/23	۵
INV_TMPL_031222090747	1	SCECORPC	12/3/22	0

Field Description

Field Name	Description
Party Name	Select the party name from the dropdown list in which the debit note must be created. By default, the primary party/gcif of the logged-in user is selected.
	Note: Only accessible parties are displayed to the user.
Search	Enter the partial or full name of the template to search for specific templates. As you type the name, the relevant templates appear in the list.
Template Name	Displays the name of the debit note template, as a hyperlink. Click this hyperlink to open the New Debit Note screen, with the template details populated in the respective fields.
No. of Debit Note Saved	Displays the number of debit notes saved under the template.
Created By	Displays the name of the corporate user who created the template.
Last Updated	Displays the last updated date of the debit note template.
Action	Click 🔟 to delete the debit note template.

3. Navigate through the pages to the required template, or use the **Search** field to find a specific template.

 Click the desired <u>Template Name</u> link. The template details are populated in the New Debit Note tab. OR



To delete an existing debit note template, click $\stackrel{[1]}{\boxplus}$. A popup message appears to confirm the deletion.

a. Click **Yes** to delete the debit note template. OR

Click No to cancel the deletion of the debit note template.

- 5. Add or modify the required details.
- 6. Click **Save** to save the debit note.

OR

Click the <u>Save and Copy</u> link to create a copy of the debit note in editable mode. OR

Click the <u>Add Debit Note</u> link at the bottom of the screen, to add another debit note. OR

Click $\stackrel{\text{def}}{=}$ at the top right corner of a debit note, to delete it.

OR

Click O at the top right corner of a debit note, to clear the existing data.

- 7. Click **Submit** to submit the transaction. The Review screen appears.
- OR

Click **Cancel** to cancel the transaction.

OR

Click **Back** to navigate back to the previous screen.

 In the Review screen, verify the details, and click Confirm. A confirmation message appears with the reference ID and status of the transaction. OR

Click **Back** to navigate back to the previous screen.

OR

Click **Cancel** to cancel the transaction.



5.2.2 Bulk Debit Note Creation

Debit note records can be created in bulk through file upload.

How to reach here:

Dashboard > Toggle Menu > File Upload > File Upload OR Dashboard > Quick Links > File Upload OR Dashboard > Toggle menu > Receivables/Payables > Receivables/Payables Management > Create Receivables/Payables > Debit Note

To create debit notes in bulk:

😑 📮 Futura Bank	Q. What would you like to do today?	Ç <mark>∞</mark> ⊂r
↑ Create Receivable Reindeer Corp ***262	e/Payable	
You can ci	reate single or multiple debit note online by selecting Online Debit Note Creation. To upload debit note in bulk, select Bi	ulk File Upload.
	Online Debit Note Creation File Upload Create debit note on the go Upload multiple debit note with a bulk Create New Debit Note Bulk File Upload	k upload facility
	Copyright © 2006, 2023, Oracle and/or its affiliates. All rights reserved SecurityInformation Terms and Conditions	

Field Description

Field Name	Description	
Create Receivable/Payable		
Party Name	Displays the name of the logged-in corporate party.	
Invoice/Debit Note	Select the Debit Note option.	
Online Debit Note Creation	Indicates the option to create debit note records by manual entry of the details.	
File Upload	Indicates the option to create bulk debit note records through file upload.	

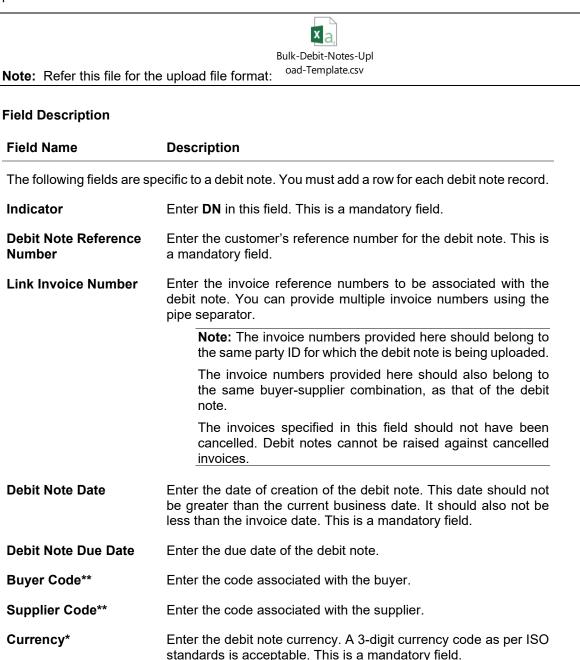
1. In the **Create Receivable/Payable** screen, select the **Debit Note** option and then click the **Bulk File Upload** button. The **File Upload** screen appears.



 For more information on the procedure of uploading the file, refer User Manual Oracle Banking Digital Experience Corporate Bulk File Upload – Receivables Payables Management. Use the file template detailed below for upload.

5.2.2.1 Bulk Debit Note File Template

The file to be uploaded should have data in a specific sequence. For each debit note, there must be a top row with indicator 'DN', which specifies debit-note-level parameters. For each commodity under the debit note, there must be a row with indicator 'C', which specifies the commodity-level parameters.





Field Name	Description	
Base Debit Note Amount*	Enter the gross debit note amount.	
Discount Amount	Enter the discount amount applicable on the base debit note amount.	
Tax Amount	Enter the applicable tax amount.	
Net Debit Note Amount*	Enter the net debit note amount, post application of discount and tax. This is a mandatory field. Net Debit Note Amount = Base Debit Note Amount – Discount Amount + Tax Amount	
Buyer Division Code	Enter the division code of the buyer.	
Supplier Division Code	Enter the division code of the supplier.	
Disputed	Enter ${\bf Y}$ if the debit note is disputed by the buyer, and ${\bf N},$ otherwise.	
Buyer ID*	Enter the party ID of the buyer.	
Supplier ID*	Enter the party ID of the supplier.	
Buyer Name	Enter the name of the buyer.	
Supplier Name	Enter the name of the supplier.	
Acceptance Amount	Enter the debit note amount that is accepted by the buyer. This amount should be less than or equal to the Net Debit Note Amount .	
Program ID	Enter the ID of the program associated with the debit note. This ID should be the same as the program ID associated with the linked invoices. This field is applicable only if the Oracle Banking Supply Chain Finance application is implemented by the bank.	
Virtual A/c Flag*	Enter Y if the repayment is to be made to a virtual account number, and N if the repayment is to be made to a physical account number.	
Repayment Account Number**	Enter the account number to which the repayment is to be made. This field is mandatory if the Virtual A/c Flag is set to Y .	
Bank**	Enter the name of the bank linked to the repayment account.	
Branch**	Enter the name of the branch linked to the repayment account.	
BIC/Routing Code**	Enter the BIC/Routing code of the repayment account.	
Funding Request Date	Enter the date when the debit note should be funded. This field is applicable only if the Oracle Banking Supply Chain Finance application is implemented by the bank.	



Field Name	Description		
Funding Request Amount	Enter the amount for which funding is requested. This should be less than or equal to the Acceptance Amount . This field is applicable only if the Oracle Banking Supply Chain Finance application is implemented by the bank.		
Adjustment Reason	 Select the reason for adjustment. The available values are: Pricing Error Allowance/Charge Error Extension Error Quantity Contested Pallet/Container Charge Error Freight Deducted Tax Deducted Items not received 		
Remarks	Enter any remarks, if applicable.		
Shipment Number	Enter the unique reference number of the shipment.		
Shipment Date	Enter the date of the shipment.		
Shipment Address	Enter the destination address of the shipment.		
Shipment Country	Enter the destination country of the shipment.		
Reason for Export	Enter the reason for export.		
Terms of Sale(Incoterms)	 Enter the applicable 3-digit Incoterms code. The available values are: EXW Ex Works FAS Free Alongside Ship FCA Free Carrier FOB Free On Board CPT Carriage Paid To CFR Cost and Freight CIP Carriage and Insurance Paid To CIF Cost Insurance and Freight DAP Delivered at Place DPU Delivered at Place Unloaded DDP Delivered Duty Paid 		
Payment Terms	Enter the agreed payment terms.		
Country of Origin	Enter the name of the country from where the shipment originated.		

Field Name	Description
Filler Fields 1 to 10	This section displays the Filler Label Fields. The bank can configure these fields on Day 0, based on their requirement.
The following fields are s the debit note.	pecific to a commodity. You must add a row for each commodity in
Indicator**	Enter C for a commodity row.
Debit Note Reference Number	Enter the reference number of the debit note. This is a mandatory field.
Invoice Number**	Enter the invoice reference number of the commodity. This number should also be listed in the Linked Invoice Number field of the Debit Note.
	Note: Only one invoice number is allowed in this field. If the commodity is linked with multiple invoices, then a commodity row should be added for each invoice.
Commodity Code**	Enter the unique code of the commodity. This code should be the same as that present in the linked invoice in the debit note.
Commodity Name	Enter the name of the commodity. This name should be the same as that present in the linked invoice in the debit note.
Quantity**	Enter the quantity of the commodity.
Unit Cost	Enter the cost per unit of the commodity.
Gross Total of Commodity	Enter the total cost of the commodity. Gross Amount = Unit Cost * Quantity
Discount Amount	Enter the discount amount applicable to the commodity.
Tax Amount	Enter the tax amount applicable to the commodity.
Net Amount**	Enter the net amount of the commodity. Net Amount = Gross Total of Commodity – Discount Amount + Tax Amount



FAQ

1. Who can create invoices/debit notes?

Invoices/debit notes can be created into the banks system by a supplier or a buyer, with valid login credentials and access rights. If the invoice/debit note is being created by a buyer then the pre-acceptance flag gets defaulted as 'Yes' as it is implied that the buyer is accepting the invoice/debit note. If the invoice/debit note is being raised by a supplier, then the pre-acceptance flag gets defaulted as 'No'.

2. Can I create multiple invoices/debit notes for different buyers?

Yes, a corporate can create multiple invoices/debit notes online, for different buyers.

3. How many invoices/debit note can I create at a time?

There is no upper limit for creation of multiple invoices/debit note at one time. The user can create as many invoices/debit note as required.

4. How many templates can I save in total?

There is no limit set for maximum number of templates that can be created.

<u>Home</u>



6. View/Edit Receivables/Payables

Using this option, you can view a list of receivables/payables (invoices and debit notes) based on the corporate party's role as a buyer or supplier.

On selection of Buyer view, you can view all the payables where the corporate party's role is that of a buyer in the program, and on selection of Supplier view, you can view all the receivables where the party's role is that of a supplier in the program.

Pre-requisites

- For viewing invoices/debit notes User must have valid corporate login credentials.
- For editing invoices/debit notes User must have valid corporate login credentials for creation of invoices/debit notes.

How to reach here:

Dashboard > Toggle menu > Receivables/Payables > Receivables/Payables Management > View/Edit Receivables/Payables OR Dashboard > Toggle menu > Supply Chain Finance > Overview > Quick Links > View Invoice

To view receivables/payables:

1. In the **Select Role** pop-up window, select either the **Buyer** or the **Supplier** option to view your data in terms of Receivables or Payables.

Select Role pop-up

≡	👕 Futura Bank	Q What would you like to do today?	Д 🚥 🛛 DB	
	Ŷ			
		Select Role ×		
		Select your role as a Buyer or a Supplier to view your data in terms of Receivables or Payables Select your role as a Buyer or a Supplier to view your data in terms of Receivables or Payables Buyer O Supplier		
		Proceed Cancel		
		Copyright © 2005, 2023, Oracle and/or its affiliates. All rights reserved [SecurityInformation] Items and Conditions		



Field Description

Field Name	Description
Select Role	Select the role of the corporate party to view data in terms of Receivables or Payables. The options are: Buyer Supplier

2. Click **Proceed**. The **View Receivables/Payables** screen appears. OR

Click **Cancel** to cancel the transaction.

View Receivables/Payables screen (for Buyer Role)

	ra Bank	Q What	would you like	to do today?					Ç <mark>∞</mark> ∟
ew Rece	eivables/Pa °	yables							
Party Name ASTRA Corp	o ***489		•						
Switch V	ïew								
Select your ro	le as a Buyer or a Su	pplier to view your d	lata in terms o	f Receivables or Paya	bles				
Buyer S	upplier								
List of Pa	ayables					∀ Filters	. Jownloa	ad 🔻 🔲	Manage Columns
Indicator	Customer Reference ≎ Number	Associated Party	Due Date	Amount	Payable Amount	Status 🗘	Other Status	Finance Status	Payment Status
	BLACKASTR	Blackstone	October 31, 2022	GBP 100,000.00	GBP 100,000.00	Accepted	-	-	Unpaid
	BLACKAST001	Blackstone	January 6, 2023	GBP 400,000.00	GBP 400,000.00	Accepted			Unpaid
	INBLACK001	Blackstone	February 29, 2024	GBP 270,000.00	GBP 270,000.00	Raised			Unpaid
									Onpaid
٠	InvFDate28Mar 3 I	Blackstone	March 31, 2025	USD 5,000.00	USD 5,000.00	Modification in Process	Stale		Unpaid
0	3	Blackstone Blackstone		USD 5,000.00 USD 5,000.00	USD 5,000.00 USD 5,000.00	Modification in Process Modification in Process	Stale Stale		



Corp ***48	eivables/P	ayables							
Party Name ASTRA Corp	p ***489		•						
		Supplier to view	your data in terms o	f Receivables	or Payables				
	eceivables					[∑ Filters ↓ Download	Manag	e Columns
Indicator	Customer Reference ≎ Number	Finance Status	Associated 🗧 🗘 Party	Due Date	Amount	Receivable Amount	Status 🗘	Other Pay Status Sta	tus 🗘
	ASTRA27DEC 09	-	BL Corp	January 6, 2020	GBP 181,000.00	GBP 181,000.00	Modification in Process	Stale, Overd ue,Ass igned	npaid
	MANASTRBL 01	-	BL Corp	Februar y 4, 2020	GBP 10,000.00	GBP 10,000.00	Accepted	- U	npaid
1	MANASTRBL 08	-	BL Corp	March 4, 2020	GBP 80,000.00	GBP 80,000.00	Accepted	- 0	npaid
1	MANASTRBL 09	-	BL Corp	March 4, 2020	GBP 90,000.00	GBP 90,000.00	Accepted	- U	npaid
	REINDEERINV 004	-	Reindeer Corp	April 5, 2020	GBP 449,955.00	GBP 449,955.00	Accepted	Stale, Overd ue,Ass igned	npaid
-	MANASTRBL		BL Corp	May 4,	GBP 20,000.00	GBP 20,000.00	Accepted	- 0	npaid

View Receivables/Payables screen (for Supplier Role)

Field Description

Field Name Description

View Receivables/Payables

This screen displays a list of invoices and debit notes based on the role of the logged-in party.

Party Name	Select the party name from the dropdown list to view the applicable list of receivables/payables. By default, the primary party/gcif of the logged-in user is selected.
	Note: Only accessible parties are displayed to the user. Based on the party selection, the list of receivables/payables is displayed.
Switch View	Indicates the option to view the receivables/payables based on the corporate party's role.
	The options are:
	• Buyer
	Supplier



Field Name	Description				
Filter	Click this icon to filter the receivables/payables, based on certain criteria. For more information, refer the Filter (overlay window for View Receivables/Payables) section below.				
Download	Click this link to download the list of receivables/payables in CSV or PDF format.				
Manage Columns	Click this link to personalize the columns i.e., rearrange/remove columns in the search result grid. The Manage Columns overlay window appears. For more information, refer the Manage Columns (overlay window for View Receivables/Payables) section below.				

List of Receivables / List of Payables

A list of receivables/payables is displayed in this section. If the 'Buyer' role is selected, then this section displays a list of payables. And if the 'Supplier' role is selected, then a list of receivables is displayed.

Note: By default, the list displays the receivables/payables with the due dates greater than or lesser than the **Current Business Date** by 3 months. You can configure the number of months in the System Configuration. For more information, refer to **Oracle Banking Digital Experience System Configuration** manual.

No. of Record(s)	Displays the total number of receivables/payables listed by default or after a filter criteria is applied.
Indicator	Displays 'I' for an invoice and 'D' for a debit note.
Customer Reference Number	Indicates the unique reference number of the receivable/payable. This is a hyperlink which when clicked displays the details of the receivable/payable. Refer the <u>View Invoice Details</u> and the <u>View</u> <u>Debit Note Details</u> sections for more information.
i	Click the calendar icon to view the Funding Request Date . This icon is present only if the Funding Request Date has been captured during receivable/payable creation.
Associated Party	Displays the name of the counter party linked with the receivable/payable.
Due Date	Displays when the receivable/payable is due.
Amount	Displays the total receivable/payable amount.
Receivable/Payable Amount	Displays the amount that is yet to be received/paid. The Offer Details () icon is displayed beside this amount, if any offer has been applied to the invoice or debit note. On clicking this icon, the Early Payment Discounts overlay window appears with the details of the offer. For more details, refer the <u>Early Payment</u> <u>Discounts (from View Discount Offer Details)</u> section below.
Status	Displays the status of the receivable/payable.



Field Name	Description				
Other Status	Displays the other status of the receivable/payable. This can be one of the following:				
	Approved				
	Asssigned				
	Indirect Payment				
	Overdue				
	Payment Under Approval				
	• Stale				
Payment Status	Displays the status of payment of the receivable/payable. This can be one of the following:				
	• Paid				
	Partially Paid				
	Payment in Process				
	Unpaid				
Finance Status	Displays the status of any finance availed against the instrument. This value can be one of the following:				
	Financed				
	Partially Financed				
	Finance in Process				
	If the instrument has not been financed, or if the finance is in progress, then this field remains blank.				



Filter (overlay window for Receivables/Payables)

This overlay window appears when you click in the **View Receivables/Payables** screen.

ilters	vable/Payable				:
Invoice	Debit Note	Both			
Reference	Number				
Associated	d Party				•
Status					•
Program N	Name				•
Due Date I	From	Ħ	Due Date To	>	Ħ
Currency	•	Amount F	rom	Amount To	
Payment S	Status				•
Finance St	tatus				•
Other Stat	tus				
Funding R	equest Date Fr.	🛗	Funding Re	quest Date To	Ē
ale Invoice Yes N	es No				
Apply	Reset				

Field Name	Description
Search	
Select Receivable/Payable	 Select the required receivable/payable for viewing. The options are: Invoice Debit Note Both The Both option is selected by default.
Reference Number	Indicates an option to filter the receivables/payables using the customer's own reference number.
Associated Party Name	Indicates an option to filter the receivables/payables based on the counter party associated.



Field Name	Description				
Status	Indicates an option to filter the receivables/payables based on their status. The options are:				
	Overdue				
	Disputed				
	Cancellation in Process				
	Cancelled				
	 Raising Dispute in Process 				
	 Resolving Dispute in Process 				
	Raised				
	Acceptance in Process				
	Accepted				
	Rejected				
	Approved				
	Assignment in Process				
	Assigned				
	Modification in Process				
Program Name	Indicates an option to filter the receivables/payables associated with a particular program. This field is visible only if the Oracle Banking Supply Chain Finance application is implemented by the bank.				
Due Date From/To	Indicates the option to filter the receivables/payables that are due in a specific time range.				
Amount Range Currency From/To	Indicates the option to filter the receivables/payables of a particular currency, within a specific amount range.				
Payment Status	Indicates an option to filter the receivables/payables with payments in a particular status. The options are: Paid Unpaid Partially Paid Payment in Process				
Finance Status	 Indicates an option to filter receivables/payables based on their finance status, whether financed, or partially financed. The options are: Financed Partially Financed Finance in Process This field is visible only if the Oracle Banking Supply Chain Finance application is implemented by the bank. 				



Field Name	Description		
Other Status	Indicates an option to filter receivables/payables based on the status. The options are: Approved Asssigned 		
	Indirect Payment		
	Overdue		
	Payment Under Approval		
	Stale		
Funding Request Date From/To	Indicates the option to filter the receivables/payables with funding request dates in a specific time range.		
Stale Invoices	Indicates an option to filter invoices based on whether they are stale or not. Select 'Yes' to retrieve stale invoices and 'No', otherwise.		

- 3. To filter the list of receivables/payables, click **Filter** (∇) option.
- 4. Click Download and select the CSV from the dropdown list. The **Select Columns** overlay screen appears.



 Indicator Customer Reference Number 	
Customer Reference Number	
 Associated Party 	
 Due Date 	
Amount	
 Receivable Amount 	
✔ Status	
✓ Other Status	
Finance Status	
Payment Status	
Download	

View Receivables/Payables – Select Columns

- 5. Click **Download** to download the payment lists in CSV or PDF format with selected columns.
- 6. Click **Manage Columns** to reorder or modify or save column preferences in view payment screen.



Manage Columns Here columns can be reordered or i	modified		×
 Indicator 		_	i
Customer Reference Number	Fixed	-	
Finance Status		_	
Associated Party	Fixed	=	
Due Date	Fixed	=	
Amount		-	
Receivable Amount	Fixed	=	
Status		=	
 Other Status 		=	
 Payment Status 		=	
	Reset	Apply	

Manage Columns (overlay window for View Receivables/Payables)

- a. Click **Apply** to apply the modified columns preferences.
- b. Click **Reset** to reset the columns preferences.
- 7. To view the details of a specific receivable/payable, click the **Customer Reference Number** link. For an invoice, the **View Invoice Details** screen appears. For a debit note, the **View Debit Note Details** screen appears.



6.1 View Invoice Details

This screen appears if you click the <u>Customer Reference Number</u> link of a particular invoice in the **View Receivables/Payables** screen. It displays the detailed information of the invoice. The invoice details present in the desktop version, are also available on the mobile device. However, actions such as accepting invoices, editing, initiating finance, raising dispute, and so on, are only available on desktop computers at present. You can view the following details:

- Itemized amount details
- Additional Invoice details
- Commodity details, if they have been added during creation.
- Reconciliation details, if the invoice has been partially or fully reconciled with payment(s).
- Finances details, if finance has been availed against the invoice.
- Offer details, if any discount offers have been applied to the invoice.
- Margin Settlement, if any margin amount is applicable for the invoice after partially or fully reconciled with payment(s).
- Linked Purchase Order, if the purchase order is linked during invoice creation.

The party that has raised the invoice can edit, delete, or cancel the invoice from this screen, based on the status of the invoice. The party that is liable to make the payment can accept the invoice, or request finance from this screen.

View Invoice Details

Host Reference Number INV1548 Modification In Process	Payment Status Paid	Invoice 1/1/2	Finance Status Financed	
More Information				
Amount Details Finances	Reconciliation Details Margin Set	lement		
Particulars		Amount		
Invoice Amount		USD 10,000.00		
Discount Amount Percent		USD 0.00(@0%)		
Tax Amount Percent		USD 0.00(@0%)		
Final Invoice Amount		USD 10,000.00		
Acceptance Amount		USD 10,000.00		
Outstanding Amount		USD 0.00		



↑ View Invoice	Details			
Reindeer Corp ***	262			Same W
Host Reference Number	Delid	Invoice Date 1/1/20	Finance Status Financed	
INV1548 Modification In I	Process	1/1/20	T manced	
Customer Invoice No InvMargin27Mar1	Purchase Order Date -	Pre Accepted No	Funding Request Date -	
Payment Terms CASH	Shipment Date -	Acceptance Date 7/6/22	Stale Invoice Yes	
Invoice Due Date 4/30/23	Product Code LSPD	Disputed -	Comments NA	
Purchase Order No -	Program Name reqfinanceInv	Assignment No		
Buyer Details				
Buyer Name AugSupp	Buyer Id ***715			
Less Information				
Amount Details Fin	ances Reconciliation Details Margin Set	tlement		
Particulars		Amount		
Invoice Amount		USD 10,000.00		
Discount Amount Percent		USD 0.00(@0%)		
Tax Amount Percent		USD 0.00(@0%)		
Final Invoice Amount		USD 10,000.00		
Acceptance Amount		USD 10,000.00		
Acceptance Amount		USD 0.00		
Outstanding Amount				

On Clicking 'More Information'

Field Name	Description
View Invoice Details	
Party Name	Displays the name of the logged-in corporate party.
Host Reference Number Status	Displays the reference number of the invoice as fetched from the host. The status of the invoice is also displayed.
Payment Status	Displays the status of the payment of the invoice.
Invoice Date	Displays the date of creation of the invoice.
Finance Status	Displays whether the invoice has been financed, not financed, or partially financed. This field is visible only if the Oracle Banking Supply Chain Finance application is implemented by the bank.



Field Name	Description
Customer Invoice No	Displays the reference number assigned to the invoice by the corporate party.
Payment Terms	Displays any payment terms captured during the creation of the invoice.
Invoice Due Date	Displays the date when the invoice must be fully paid off.
Purchase Order No	Displays the associated purchase order number.
Purchase Order Date	Displays the date of creation of the purchase order.
Shipment Date	Displays when the purchased goods are to be shipped to the destination.
Product Code	Displays the product associated with the program. This field is visible only if the Oracle Banking Supply Chain Finance application is implemented by the bank.
Program Name	Displays the program associated with the invoice. This field is visible only if the Oracle Banking Supply Chain Finance application is implemented by the bank.
Pre Accepted	Displays 'Yes' of the invoice is pre-accepted, else, displays 'No'.
Acceptance Date	Displays the date of acceptance.
Disputed	Displays whether any dispute has been raised against the invoice.
Assignment	Displays whether the invoice has been assigned for further processing. This field is visible only if the Oracle Banking Supply Chain Finance application is implemented by the bank.
Funding Request Date	Displays the date when funding has been requested. This field is visible only if the Oracle Banking Supply Chain Finance application is implemented by the bank.
Funding Request Amount	Displays the funding amount that has been requested. This field is displayed only if a funding request date has been captured during creation of the invoice. This field is visible only if the Oracle Banking Supply Chain Finance application is implemented by the bank.
Stale Invoice	Displays 'Yes' if the invoice is stale and 'No' otherwise.
Documents	Displays the names of documents that have been uploaded. These names are hyperlinks, which when clicked open the document.
Comments	Displays any associated comments.
Supplier Details/Buyer	Details
Supplier Name / Buyer Name	Displays the name of the associated party.



Field NameDescriptionSupplier Id / Buyer IdDisplays the ID of the associated party.Supplier Address /
Buyer AddressDisplays the address of the associated party.

The following tabs are present in the **View Invoice Details** screen:

- Amount Details
- Additional Invoice Details
- Reconciliation Details
- Commodity Details
- Finances (Applicable only if the Oracle Banking Supply Chain Finance application is implemented by the bank)
- Offer Details
- Margin Settlement
- Linked Purchase Order

Note: These tabs can also be viewed on a mobile device.



View Invoice Details – Amount Details tab

Amount Details Fi	inances Reconciliation Details Margin Settlement
Particulars	Amount
Invoice Amount	USD 10,000.00
Discount Amount Percent	USD 0.00(@0%)
Tax Amount Percent	USD 0.00(@0%)
Final Invoice Amount	USD 10,000.00
Acceptance Amount	USD 10,000.00
Outstanding Amount	USD 0.00
Cancel Back	
	Copyright © 2006, 2023, Oracle and/or its affiliates. All rights

Field Name	Description	
Amount Details tab		
The itemized categories a Amount .	appear under Particulars and the respective amounts appear under	
Invoice Amount	Displays the invoice amount along with the currency.	
Discount Amount Percentage	Displays the discount amount based on the discount percentage, along with the percentage value.	
Tax Amount Percentage	Displays the tax amount based on the tax percentage, along with the percentage value.	
Final Invoice Amount	Displays the net calculated value on the basis of discount and values that are entered.	
	Note: The Final Invoice Amount gets auto calculated as follows: Final Invoice Amount = Invoice Amount - Discount Amount + Tax Amount.	
Acceptance Amount	Displays the invoice amount that has been accepted.	
Outstanding Amount	Displays the invoice amount that is outstanding.	



Amount Details Additional	l Invoice Details			
Payment Account D	etails			
Virtual Account	Repayment Account Number	Bank	Branch	
-	-	-		
BIC Routing Code -				
Shipment Details				
Shipment Date	Shipment Number	Shipment Address	Country -	
City	Zip Code	Phone Number	Tax Id	
-	-	-	-	
Reason for Export	Terms of Sale	Country of Origin	Payment Condition	
-	-	-	-	
Miscellaneous Deta	ils			
Discount Days 1	Discount Percentage 1	Discount Days 2	Discount Percentage 2	
-	•	-		
Filler Details				
Filler 1	Filler 2	Filler 3	Filler 4	
-	-	-	-	
Cancel Back				
		iffiliates. All rights reserved. SecurityInformation Terms a		

View Invoice Details – Additional Invoice Details tab

Field Name	Description			
Additional Invoice Details tab The additional invoice details tab appears next to the Amount Details tab.				
Payment Account Details				
Virtual Account	Displays True if the repayment account is a virtual one.			
Repayment Account Number	Displays the repayment account number.			
Bank	Displays the bank name of the repayment account.			
Branch	Displays the branch name of the repayment account.			
BIC Routing Code	Displays the BIC or SWIFT code of the repayment account.			
Shipment Details				
Shipment Number	Displays the shipment number.			
Shipment Address	Displays the destination address of the shipment.			
Shipment City	Displays the destination city of the shipment.			



Field Name	Description
Shipment Country	Displays the destination country of the shipment.
Zip Code	Displays the zip code of the shipment.
Phone Number	Displays the contact number of the shipment.
Tax Id	Displays the unique tax ID if the shipment charge includes tax amount.
Reason for Export	Displays the reason for export.
Terms of Sale	Displays the applicable 3-digit Incoterms code.
Country of Origin	Displays the country from where the shipment will originate.
Miscellaneous Details	
Discount Days 1	Displays the primary discount days.
Discount Percentage 1	Displays the primary discount percentage.
Discount Days 2	Displays the secondary discount days.
Discount Percentage 2	Displays the secondary discount percentage.
Filler Details	
Filler Fields 1 to 4	This section displays the Filler Label Fields. The bank can configur these fields on Day 0, based on their requirement.



Amount Details Finances Reconciliation Details Margin Settlement Reference Date Amount Reconciliation Associated Party Reconciliation Amount in Note/Finance Currency Reconciliation Invoice Image: Excession of the set of the set

View Invoice Details - Reconciliation Details tab

Field Name	Description			
Reconciliation Details tab				
This tab appears if the invoice is reconciled against payments/credit notes. Multiple payments/credit notes may have been reconciled against an invoice.				
Indicator	Displays 'P' if the invoice has been reconciled with a payment and 'C' if it has been reconciled with a credit note.			
Reference Number	Displays the reference number of the payment/credit note that has been reconciled with the invoice record. This is a hyperlink, which when clicked displays the payment/credit note details. For more information, refer the <u>View Payments (details)</u> section / <u>View</u> <u>Credit Note Details</u> section in this user manual.			
Date Due Date	Displays the date of payment / due date of credit note.			
Amount	Displays the payment/credit note amount.			
Reconciliation Date	Displays the date when the reconciliation has been performed.			
Associated Party / Beneficiary Name	Displays the name of the associated party, in case of an inflow payment. Displays the name of the beneficiary, in case of an outflow payment.			
Rule ID	Displays the unique rule ID. For the rule being created, this field appears blank. An ID is assigned once the rule is created.			
Reconciliation Amount in Payment/Credit Note Currency	Displays the reconciliation amount in the currency of the payment/credit note.			
Reconciliation Amount in Invoice Currency	Displays the reconciliation amount in the currency of the invoice.			



View Invoice Details – Commodity Details tab

Amount Details	Commodity Details	Reconciliation Details					
Name 🗘	Code 🗘	Quantity 🗘	Cost/Unit	Gross Amount	Discount Amount	Tax Amount	Net Amount
COMM1	POPPY-STRAW	10	USD 100.00	USD 1,000.00			USD 1,000.00
Cancel Baci	k						
		Copyright © 2006, 2023, Or	acle and/or its affiliates. Al	l rights reserved. SecurityInform	nation Terms and Conditions		

Field Name	Description
Commodity Details tab This tab appears only if t	he commodity details have been entered during creation of invoice.
Name	Displays the name of the purchased commodity.
Code	Displays the code of the commodity.
Quantity	Displays the quantity of commodity purchased.
Cost/Unit	Displays the cost per unit of the commodity in invoice currency.
Gross Amount	Displays the total amount of the commodity in invoice currency. This is the product of quantity and cost per unit.
Discount Amount	Displays the discount amount and percentage offered on the commodity in invoice currency.
Tax Amount	Displays the tax amount and percentage charged on the commodity in invoice currency.
Net Amount	Displays the net amount for the commodity in invoice currency. Net Amount = Gross Amount – Discount + Tax.



View Invoice Details – Finances tab

This tab is visible only if the Oracle Banking Supply Chain Finance application is implemented by the bank.

		20				
Finance Reference No. 💲	Finance Date 💲	Maturity Date 💲	Interest Rate 💲	Financed Amount 💲	Outstanding Amount 💲	Status 🗘
004060722LS00446	7/6/22	10/4/22		USD 8,000.00	USD 8,000.00	Settlement in Process
Cancel Back						
				SecurityInformation Terms and Conc		

Field Description

Field Name	Description

Finances tab

This tab appears if finances have been availed against the invoice. Multiple finances can be availed for an invoice.

Finance Reference No.	Displays the reference number of the availed finance. This is a hyperlink, which when clicked opens the View Finance details screen. For more information, refer the View Finance Details section in User Manual Oracle Banking Digital Experience Corporate Supply Chain Finance .
Finance Date	Displays the date when the finance amount was disbursed.
Maturity Date	Displays the date when the finance must be fully repaid.
Interest Rate	Displays the rate of interest charged on the finance.
Financed Amount	Displays the amount that was financed.
Outstanding Amount	Displays the outstanding amount to be paid.
Status	Displays the status of the finance.



View Invoice Details - Offer Details tab

	nmodity Details Offe	r Details Linked P	rchase Order					
Offer Name	Offer Type	Sliding Scale	Discount Amount	Amount after Discount	Payment Option	Payment Date	Status	
DSP001	Tenor Based ***	No	-	-	Fixed Date	-	Active	
Cancel Back								

Field Description

Field Name	Description				
Offer Details tab					
This tab appears if any of	fer has been applied to the invoice.				
Offer Name	Displays the name of the applied offer.				
Offer Type	Displays whether the offer is Fixed or Tenor Based.				
	On clicking the *** icon beside the 'Tenor Based' option, a pop- up window appears with the tenors and the applicable discount rates. The Payment Period From and Payment Period To are expressed in terms of number of days from the date of invoice creation. The Discount Rate column is displayed if the 'Sliding Scale Applicable' has been disabled during discount offer creation. In case 'Sliding Scale Applicable' has been enabled, then the Highest Possible Discount Rate and the Lowest Possible Discount Rates are displayed for each tenor.				
Sliding Scale	Displays 'Yes' if sliding scale discount is applicable, and 'No',				
Shulling Scale	otherwise.				
Discount Amount	Displays the discount amount applicable.				
Amount After Discount	Displays the invoice amount after application of discount.				
Payment Option	Displays the option selected for payment. This can be one of the following:				
	• Fixed				
	Flexible				

Both



Field Name	Description				
Payment Date	Displays the date of payment.				
Status	Displays the colour-coded status of the offer.				

View Invoice Details – Margin Settlement tab

	Reference Number	Date Due Date	Amount 0	Reconciliation Date	Associated Party Beneficiary Name	Rule Id ≎	Reconciliation Amount in Payment/Credit Note/Finance Currency	Reconciliation Amount in Invoice
Р	004060722LS00396	7/6/22	USD 2,000.00	7/6/22	1			
Cancel	Back							
Васк								

Field Description

Field Name	Description

Margin Settlement tab

This tab appears if an invoice for which lesser finance is availed and is reconciled against the payment for full outstanding value of the invoice. Post settlement of the finance, the balance amount remaining out of the payment is termed as the Margin which would be either refunded or reconciled as per set up.

Indicator	Displays 'F' if the invoice has been reconciled with a payment.
Reference Number	Displays the reference number of the payment/credit note that has been reconciled with the invoice record. This is a hyperlink, which when clicked displays the payment/credit note details. For more information, refer the <u>View Payments (details</u>) section / <u>View</u> <u>Credit Note Details</u> section in this user manual.
	Displays the status as Refunded if the margin amount is refunded to the associated party. Click the ($\textcircled{0}$) icon to view the refund details i.e., refund transaction number, refund party, refund account, and bank code.
Date Due Date	Displays the date of payment / due date of credit note.
Amount	Displays the payment/credit note amount.
Reconciliation Date	Displays the date when the reconciliation has been performed.
Associated Party / Beneficiary Name	Displays the name of the associated party, in case of an inflow payment. Displays the name of the beneficiary, in case of an outflow payment.



Field Name	Description
Rule ID	Displays the unique rule ID. For the rule being created, this field appears blank. An ID is assigned once the rule is created.
Reconciliation Amount in Payment/Credit Note Currency	Displays the reconciliation amount in the currency of the payment/credit note.
Reconciliation Amount in Invoice Currency	Displays the reconciliation amount in the currency of the invoice.

View Invoice Details – Linked Purchase Order tab

Purchase Order Reference Number 💲	Date 🗘	Shipment Date	Purchase Order Amount	Amount Utilized for Invoice	Purchase Order Status 🗘
Po11May4	3/30/18	5/31/23	USD 2,000.00	USD 2,000.00	Raised
		Tota	al Amount USD 2,000.00	USD 2,000.00	
Cancel Back					

Field Description

Linked Purchase Order tab

This tab appears if purchase orders are linked against the invoice.

Purchase Order Reference Number	Displays the unique reference number of the purchase order. This is a hyperlink, which when clicked displays the purchase order details. For more information, refer the <u>View Purchase</u> <u>Order Details</u> section.
Date	Displays the date on which the purchase order has been created.
Shipment Date	Displays the date on which the shipment has been sent.
Purchase Order Amount	Displays the purchase order amount in purchase order currency.
Amount Utilized for Invoice Exchange Rate	Displays the purchase order amount utilized for invoice in invoice currency. It also displays the exchange rate between invoice currency and purchase order currency. The exchange rate is displayed only if the invoice and purchase order are of different currencies.

Field Name	Description			
Finance Status	Displays the status of any finance availed against the instrument. This value can be one of the following:			
	Financed			
	Partially Financed			
	Finance in Process			
	If the instrument has not been financed, or if the finance is in progress, then this field remains blank.			

The actions that can be performed from the **View Invoice Details** screen, depends on the status of the invoice and payment, and the role of the logged-in corporate party.

- Accept Refer the <u>Accept Invoice</u> section under Manage Receivables/Payables in this document.
- Edit Refer the <u>Edit Invoice</u> section under Manage Receivables/Payables in this document.
- Cancel Refer the <u>Cancel Invoice</u> section under Manage Receivables/Payables in this document.
- Raise Dispute Refer the <u>Raise Dispute</u> section under Manage Receivables/Payables in this document.
- Resolve Dispute Refer the <u>Resolve Dispute</u> section under Manage Receivables/Payables in this document.
- Assign Refer the <u>Assignment of Invoice</u> section under Manage Receivables/Payables in this document.
- **Request Finance** From the View Invoice Details screen, the borrowing party can request for finance against an invoice that is ACCEPTED or PARTIALLY ACCEPTED, and with payment status being UNPAID or PARTIALLY PAID. The borrowing party can be either buyer or supplier, based on the attributes of the Program linking these parties. An invoice can be fully or partially financed based on the configuration set by the bank, and the configured borrowing limits of the corporate party. Based on whether the invoice is fully or partially financed, the status of the invoice changes to FINANCED or PARTIALLY FINANCED.



6.1.1 Preview and Download Invoice

To preview and download the invoice:

View Invoice Details	View	Invoice	Details	
----------------------	------	---------	---------	--

😑 📮 Futura Bank	Q What would you like to do today?		Ĵ [™] (r
↑ View Invoice Deta Reindeer Corp ***262	ils		Preview and Download
Host Reference Number INV1548 Modification in Process More Information	Payment Status Pald	Invoice Date Finance Status 1/1/20 Financed	
Amount Details Finances	Reconciliation Details Margin Settlement		
Invoice Amount	USD 10.000.00		
Discount Amount Percent	USD 0.00(@0%)		
Tax Amount Percent	USD 0.00(@0%)		
Final Invoice Amount	USD 10,000.00		
Acceptance Amount	USD 10,000.00		
Outstanding Amount	USD 0.00		
Cancel Back			_
	Copyright @ 2006, 2023, Oracle and/or its affiliates. All right	hts reserved.[SecurityInformation]Terms and Conditions	Help

8. In the **View Invoice Details** screen, click <u>**Preview and Download**</u>. The **Invoice Details** overlay window appears. The invoice fields displayed here are the ones entered during the creation of the invoice.



Invoice Details

≡	Futura	Invoice Det	ails							×
	↑ Vi _{Rei}	AS				ABZ Solutions			Dov	vnload
	2012	External Invoice Ref No INV4481								
		ABZ Solutions 1001,303 St. Johns	Wood Road,London,GB,N	V53QN	Invoice Date 3/30/20		Program Name -			
	An	ToReindeer Corp 791,51 St. Williams	Street,London,GB,NR53RT		Purchase Order No -		Balance Due USD 500.00			
	Pa				Purchase Order Date -		Due Date 5/31/23			
	Inv Dis	Payment Terms CASH								
	Per	Commodity	Details							
	Pe: Fir	Name	Code	Quantity	Cost/Unit	Gross Amount	Discount	Tax	Net Amount	
	Ac	COMM1	POPPY-STRAW	5	USD 100.00	USD 500.00	USD 0.00 @0%	USD 0.00 @0%	USD 500.00	
	-						Gross Invoice Ame	ount	USD 500.00	
	į.						Total Discount Value (@ %)		USD 0.00	
							Total Tax Value (@ %)		USD 0.00	
							Net Invoice Amou	nt	USD 500.00	

9. Click <u>**Download**</u> to download the invoice details in PDF format. OR

Click $\overline{\times}$ to close the window.

Field Name	Description
Invoice Details overlay wi	indow
External Invoice Ref No.	Displays the customer's own invoice reference number.
Download	Click to download the invoice in PDF format.
Party name & address	Displays the name and address of the supplier.
Invoice Date	Displays the date on which the invoice has been raised.
Program Name	Displays the program to which the invoice is linked. This field is visible only if the Oracle Banking Supply Chain Finance application is implemented by the bank.
То	Displays the name and address of the buyer.
Purchase Order No	Displays the customer's purchase order number.
Purchase Order Date	Displays the date on which the purchase order has been raised.
Balance Due	Displays the invoice due amount along with the currency.



Field Name	Description
Due Date	Displays the invoice due date.
Payment Terms	Displays the agreed terms for payment of the invoice.
Commodity Details	
Name	Displays the name of the commodity.
Code	Displays the code of the commodity.
Quantity	Displays the quantity of the commodity being purchased.
Cost/Unit	Displays the cost per unit of the commodity.
Gross Amount	Displays the gross amount of the commodity along with the currency. It is the product of the entered quantity and cost per unit. Gross Amount = Quantity * Cost/Unit
Discount	Displays the discount applicable to the commodity.
Тах	Displays the tax applicable to the commodity.
Net Amount	Displays the net amount of the commodity. Net Amount = Gross Amount – Discount + Tax
Gross Invoice Amount	Displays the total amount of all the commodities being purchased (gross amount).
Total Discount Value	Displays the total discount amount of all the commodities added. The average discount percentage of all added commodities is also displayed. Total Discount % = (Sum of discount amount of all commodities / Sum of gross amount of all commodities) *100
Total Tax Value	Displays the total tax amount of all the commodities added. The average tax percentage of all added commodities is also displayed.
	Total Tax % = [Sum of tax amount of all commodities / (Sum of gross amount of all commodities - Sum of discount amount of all commodities)] *100
Net Invoice Amount	Displays the calculated value on basis of discount and tax values entered.
	Note: The Net Invoice Amount gets auto calculated as follows: Net Invoice Amount = Gross Invoice Amount - Total Discount Value + Total Tax Value



6.2 View Debit Note Details

This screen appears if you click the <u>Customer Reference Number</u> link of a particular debit note in the **View Receivables/Payables** screen. It displays the detailed information of the debit note. You can view the following details:

- Itemized amount details
- Commodity details, if they have been added during creation.
- Linked invoices
- Reconciliation details, if reconciled.
- Finances details, if finance has been availed against the debit note.
- Margin Settlement, if any margin amount is applicable for the debit note after partially or fully reconciled with payment(s).

View Debit Note Details

😑 📮 Futura Bank	Q What would you like to do to	day?		Q∞ DB
↑ View Debit Note I Reindeer Corp ***262	Details		Raise Dispute Assign Preview	and Download
Party Name Reindeer Corp ***262				
Host Reference Number INV9334 Arrester More Information	Debit Note Date 3/1/2020	Payment Status Unpaid	Finance Status -	
Amount Details Additional Debit N ————————————————————————————————————	ote Details	Amount		
Debit Note Amount	GBP 1,0	000,000,000.00		
Discount Amount Percent		GBP 0.00(@0%)		
Tax Amount Percent		GBP 0.00 (@0%)		
Final Net Debit Note Amount	GBP 1,0	000,000,000.00		
Acceptance Amount	GBP 1,	000,000,000.00		
Outstanding Amount	GBP 1,	000,000,000.00		
Cancel Back				



On Clicking 'More Information'

: 🐚 Futura Bank	Q What would you like to do today?		Û
View Debit Note Reindeer Corp ***262	Details		Raise Dispute Assign Preview and Downloa
Party Name Reindeer Corp ***262			
Host Reference Number INV9334 Accepted	Debit Note Date 3/1/2020	Payment Status Unpaid	Finance Status -
Customer Reference Number DNTESTOBDX-61686_PD_01	Payment Terms NA	Due Date 11/30/2023	Disputed No
Assignment No	Funding Request Date -	Funding Request Amount -	Product Code VENF
Program Name VendorProgram	Pre Accepted Yes	Stale Invoice Yes	
Supplier Details			
Supplier Name ABZ Solutions	Supplier Id ***462	Supplier Address 1001,303 St. Johns Wood Road,London,GB,NW53QN	Supplier Code -
Less Information			
Amount Details Additional Debit N	lote Details		
Particulars	Amou	int	
Debit Note Amount	GBP 1,000,000,000.		
Discount Amount Percent	GBP 0.00(@0	(76)	
Tax Amount Percent	GBP 0. (@C		
Final Net Debit Note Amount	GBP 1,000,000,000.	00	
Acceptance Amount	GBP 1,000,000,000.	00	
Outstanding Amount	GBP 1,000,000,000.	00	
Cancel Back			

Description		
View Debit Note Details		
Displays the name of the logged-in corporate party.		
Displays the reference number of the debit note as fetched from the host. The status of the debit note is also displayed.		
Displays the date of creation of the debit note.		
Displays the status of the payment of the debit note.		
Displays whether the debit note has been financed, not financed, or partially financed. This field is visible only if the Oracle Banking Supply Chain Finance application is implemented by the bank.		



Field Name	Description
Customer Reference Number	Displays the reference number assigned to the debit note by the corporate party.
Payment Terms	Displays any payment terms captured during the creation of the debit note.
Due Date	Displays the date when the debit note must be fully paid off.
Disputed	Displays whether any dispute has been raised against the debit note.
Assignment	Displays 'Yes' if the debit note has been assigned. This field is visible only if the Oracle Banking Supply Chain Finance application is implemented by the bank.
Funding Request Date	Displays the date when funding has been requested. This field is visible only if the Oracle Banking Supply Chain Finance application is implemented by the bank.
Funding Request Amount	Displays the funding amount that has been requested. This field is displayed only if a funding request date has been captured during creation of the debit note. This field is visible only if the Oracle Banking Supply Chain Finance application is implemented by the bank.
Product Code	Displays the product code associated with the debit note. This field is visible only if the Oracle Banking Supply Chain Finance application is implemented by the bank.
Program Name	Displays the program associated with the debit note. This field is visible only if the Oracle Banking Supply Chain Finance application is implemented by the bank.
Pre Accepted	Displays 'Yes' if the debit note is pre-accepted and 'No' otherwise.
Stale Invoice	Displays 'Yes' if the debit note is stale and 'No' otherwise.
Supplier Details/Buyer	⁻ Details
Supplier Name / Buye Name	Displays the name of the associated party.
Supplier Id / Buyer Id	Displays the ID of the associated party.
Supplier Address / Buyer Address	Displays the address of the associated party.
Supplier Code / Buyer Code	Displays the code linked to the associated party.

The following tabs are present in the View Debit Note Details screen:

- Amount Details
- Additional Debit Note Details
- Reconciliation Details
- Commodity Details
- Finances (Applicable only if the Oracle Banking Supply Chain Finance application is implemented by the bank)
- Linked Invoices
- Margin Settlement

Note: These tabs can also be viewed on a mobile device.

View Debit Note Details – Amount Details tab

Amount Details Commodity Details	inked Invoices	
Particulars	Amount	
Debit Note Amount	USD 2,000.00	
Discount Amount Percent	USD 0.00 (@0%)	
Tax Amount Percent	USD 0.00 (@0%)	
Final Net Debit Note Amount	USD 2,000.00	
Acceptance Amount	USD 2,000.00	
Outstanding Amount	USD 2,000.00	
Cancel Back		5
25623 23 5 T	Copyright @ 2006, 2023, Oracle and/or its atfiliates. All rights reserved [SecurityInformation]Terms and Conditions	

Field Name	Description	
Amount Details tab		
The itemized categories Amount .	appear under Particulars and the respective amounts appear under	
Debit Note Amount	Displays the debit note amount along with the currency.	
Discount Amount Percentage	Displays the discount amount based on the discount percentage, along with the percentage value.	
Tax Amount Percentage	Displays the tax amount based on the tax percentage, along with the percentage value.	



Field Name	Description	
Net Debit Note Amount	Displays the net calculated value on the basis of discount and tax values that are entered.	
	Note: The Net Debit Note Amount gets auto calculated as follows: Net Debit Note Amount = Debit Note Amount - Discount Amount + Tax Amount.	
Acceptance Amount	Displays the debit note amount that has been accepted.	
Outstanding Amount	Displays the debit note amount that is outstanding.	

View Debit Note Details – Additional Debit Note Details tab

Amount Details Additional	Debit Note Details			
Payment Account De	etails			
Virtual Account Y	Repayment Account Number 1234567890	^{Bank} Bank Name	Branch BRN	
BIC Routing Code 123456789				
Shipment Details				
Shipment Date 4/20/2020	Shipment Number ShipmntNum001	Shipment Address Shipment Addr	Country IN	
_{City} Mumbai	Zip Code 400063	Phone Number 1234567890	Tax ld TaxId001	
Reason for Export Export Reason	Terms of Sale CIF	Country of Origin UK	Payment Terms -	
Payment Condition	Adjustment for Reason –			
Miscellaneous Detai	ls			
Discount Days 1 -	Discount Percentage 1	Discount Days 2	Discount Percentage 2 -	
Filler Details				
Filler 1 11/4/2023	Filler 2 Filler 2	Filler 3 Filler 3	Filler 4 Filler 4	
Filler 5 Filler 5	Filler 6 Filler 6	Filler 7 Filler 7	Filler 8 Filler 8	
Filler 9 Filler 9	Filler 10 Filler 10			
Cancel Back				

Field Description

Field Name Description

Additional Debit Note Details tab

The additional debit note details tab appears next to the Amount Details tab.

Payment Account Details

Virtual Account Displays True if the repayment account is a virtual one.



Field Name	Description
Repayment Account Number	Displays the repayment account number.
Bank	Displays the bank name of the repayment account.
Branch	Displays the branch name of the repayment account.
BIC Routing Code	Displays the BIC or SWIFT code of the repayment account.
Shipment Details	
Shipment Date	Displays the date of shipment of the purchased commodities.
Shipment Number	Displays the shipment number.
Shipment Address	Displays the destination address of the shipment.
City	Displays the destination city of the shipment.
Country	Displays the destination country of the shipment.
Zip Code	Displays the zip code of the shipment.
Phone Number	Displays the contact number of the shipment.
Tax Id	Displays the unique tax ID if the shipment charge includes tax amount.
Reason for Export	Displays the reason for export.
Terms of Sale	Displays the applicable 3-digit Incoterms code.
Country of Origin	Displays the country from where the shipment will originate.
Payment Terms	Displays any payment terms captured during debit note creation.
Adjustment Reason	Displays the reason for raising the debit note.
Miscellaneous Details	
Discount Days 1	Displays the primary discount days.
Discount Percentage 1	Displays the primary discount percentage.
Discount Days 2	Displays the secondary discount days.
Discount Percentage 2	Displays the secondary discount percentage.
Filler Details	
Filler Fields 1 to 10	This section displays the Filler Label Fields. The bank can configure these fields on Day 0, based on their requirement.



	Reference Number	٥	Date Due Date	Amount 0	Reconciliation Date	Associated Party Remitter Name	٥	Reconciliation Amount in Payment/Credit Note/Finance Currency	Reconciliation Amount in Invoice
р	EXCESSPSM/	XY4	1/9/20 -	USD 10,000.00	8/9/22	AugSupp AugSupp	Manual	USD 8,000.00	USD 8,000.00
	_								
Cance	Back								

View Debit Note Details - Reconciliation Details tab

Field Description

Field Name	Description

Reconciliation Details tab

This tab appears if the debit note is reconciled against payments. Multiple payments may have been reconciled against a debit note.

Indicator	Displays 'P' if the debit note has been reconciled with a payment and 'C' if it has been reconciled with a credit note.
Reference Number	Displays the reference number of the payment/credit note that has been reconciled with the debit note record. This is a hyperlink, which when clicked displays the payment/credit note details. For more information, refer the <u>View Payments (details</u>) section / <u>View Credit Note Details</u> section in this user manual.
Date Due Date	Displays the date of payment / due date of credit note.
Amount	Displays the payment/credit note amount.
Reconciliation Date	Displays the date when the reconciliation has been performed.
Associated Party / Beneficiary Name / Remitter Name	Displays the name of the associated party, in case of an inflow payment displays the name of the beneficiary and in case of an outflow payment displays the name of remitter.
Reconciliation Amount in Payment/Credit Note Currency	Displays the reconciliation amount in the currency of the payment/credit note.
Reconciliation Amount in Debit Note Currency	Displays the reconciliation amount in the currency of the debit note.



View Debit Note Details – Commodity Details

Amount Details	Commodity Detai	ls Linked Invoi	ces					
Name 🗘	Code 🗘	Quantity 0	Cost/Unit	Gross Amount	Discount Amount	Tax Amount	Net Amount	Linked Invoices 0
Poppy Straw	POPPY-STRAW	100	USD 20.00	USD 2,000.00	USD 0.00	USD 0.00 (@0%)	USD 2,000.00	ISonal230501
Cancel Ba	zk							
		Copyright 6	2006, 2023, Oracle an	d/or its affiliates. All rights r	eserved. SecurityInformation Te	rms and Conditions		

Field Description

Description

Commodity Details tab

This tab appears only if the commodity details have been entered during creation of debit note.

Name	Displays the name of the commodity.
Code	Displays the code of the commodity.
Quantity	Displays the quantity of commodity.
Cost/Unit	Displays the cost per unit of the commodity.
Gross Amount	Displays the total amount of the commodity. This is the product of quantity and cost per unit.
Discount Amount	Displays the discount amount and percentage offered on the commodity.
Tax Amount	Displays the tax amount and percentage charged on the commodity.
Net Amount	Displays the net amount for the commodity. Net Amount = Gross Amount – Discount + Tax.
Linked Invoices	Displays the reference number of the linked invoice.



View Debit Note Details – Finances tab

This tab is visible only if the Oracle Banking Supply Chain Finance application is implemented by the bank.

Amount Details Finances	Reconciliation Details	Margin Settlement				
Finance Reference No. 0	Finance Date 🗘	Maturity Date 🗘	Interest Rate 🗘	Financed Amount 0	Outstanding Amount 💲	Status 🗘
004090822LS02000	8/9/22	11/7/22	6.45	USD 8,000.00	USD 8,000.00	Partially Settled
Cancel Back						

	Field Name
Finances tab This tab appears if finances have been availed against the debit note. Multiple finances can be availed for a debit note.	This tab appears if financ

Finance Reference No.	Displays the reference number of the availed finance. This is a hyperlink, which when clicked opens the View Finance details screen. For more information, refer the View Finance Details section in User Manual Oracle Banking Digital Experience Corporate Supply Chain Finance .
Finance Date	Displays the date when the finance amount was disbursed.
Maturity Date	Displays the date when the finance must be fully repaid.
Interest Rate	Displays the rate of interest charged on the finance.
Financed Amount	Displays the amount that was financed.
Outstanding Amount	Displays the outstanding amount to be paid.
Status	Displays the status of the finance.



View Debit Note Details - Linked Invoices tab

Amount Details Commodity Details	Linked Invoices				
Invoice Reference Number 💲	Customer Invoice Number 💲	Due Date 💲	Invoice Amount	Financed Amount	Invoice Status 💲
INV5244	ISonal230501	11/6/23	USD 2,000.00		ACCEPTED
Cancel Back					
	Copyright © 2006, 2023, Oracle and/or its	affiliates. All rights reserved. Sec	urityInformation Terms and Condit	ions	

Field Name	Description
Linked Invoices tab	
This tab appears if the de	bit note has been linked with invoices.
Invoice Reference No.	Displays the reference number of the invoice. This is a hyperlink which when clicked displays the details of the invoice.
Customer Invoice No.	Displays the customer's reference number of the invoice.
Due Date	Displays the due date of the invoice.
Invoice Amount	Displays the invoice amount.
Financed Amount	Displays the invoice amount that has been financed.
Invoice Status	Displays the status of the invoice.



View Debit Note Details – Margin Settlement tab

		Reference Number	٥	Date Due Date	Amount 0	Reconciliation Date	Associated Party Beneficiary Name	Rule Id ≎	Reconciliation Amount in Payment/Credit Note/Finance Currency	Reconcillation Amount in Invoice	
I	Р	004090822LS0	02000	8/9/22 -	USD 2,000.00	8/9/22				•	
	ancel	Back									
											(

Field Description

Field Name	Description

Margin Settlement tab

This tab appears if a debit note for which lesser finance is availed and is reconciled against the payment for full outstanding value of the debit note. Post settlement of the finance, the balance amount remaining out of the payment is termed as the Margin which would be either refunded or reconciled as per set up.

Indicator	Displays 'F' if the invoice has been reconciled with a payment.
Reference Number	Displays the reference number of the payment/credit note that has been reconciled with the debit note record. This is a hyperlink, which when clicked displays the payment/credit note details. For more information, refer the <u>View Payments (details)</u> section / <u>View Credit Note Details</u> section in this user manual.
Date Due Date	Displays the date of payment / due date of credit note.
Amount	Displays the payment/credit note amount.
Reconciliation Date	Displays the date when the reconciliation has been performed.
Associated Party / Beneficiary Name	Displays the name of the associated party, in case of an inflow payment. Displays the name of the beneficiary, in case of an outflow payment.
Rule ID	Displays the unique rule ID. For the rule being created, this field appears blank. An ID is assigned once the rule is created.
Reconciliation Amount in Payment/Credit Note Currency	Displays the reconciliation amount in the currency of the payment/credit note.
Reconciliation Amount in Debit Note Currency	Displays the reconciliation amount in the currency of the debit note.

From the **View Debit Note Details** screen, you can preview and download the debit note.



6.2.1 Preview and Download Debit Note

To preview and download the debit note:

View Debit Note Details

\equiv 📦 Futura Bank	Q What would you like to do today?			.Ĵ. <mark>‱</mark> ⊂r
↑ View Debit Note De Reindeer Corp ***262	etails		Raise Dispute)	Assign Preview and Download
Host Reference Number INV5268 Accepted More Information	Debit Note Date 3/30/20	Payment Status Unpaid	Finance Status	
Amount Details Commodity D Particulars	Details Linked Invoices			
Debit Note Amount	USD 2,000.00			
Percent Tax Amount	USD 0.00 (@0%			
Final Net Debit Note Amount	USD 0.00 (@0%			
Acceptance Amount	USD 2,000.00			
Outstanding Amount	USD 2,000.00)		
Cancel Back				e
	Copyright @ 2006, 2023, Oracle and/or its affiliates. Al	rights reserved [SecurityInformation]Terms and Conditions		Holp

 In the View Debit Note Details screen, click <u>Preview and Download</u>. The debit note details overlay window appears. The debit note fields displayed here are the ones entered during the creation of the debit note.



😑 🛢 Futura Bank	Q What would you like to do to	Debit Note Detai	ls								
↑ View Debit Note Reindeer Corp ***262		RC Reindee	r Corp			External INV071	Invoice Ref No. 7			D	Downlo
INV0717 Modification in Proce	ess 1/20/20	Reindeer Corp 791,51 St. Williams Street,London,GB,NR53RT			ott Note Date 20/20			ogram Name eqfinanceInv			
More Information Amount Details Linked	Invoices	To AugSupp 202,Preston Road,London,GB,2009		Adj -	ustment Reason			nked Invoice Numbe v3Fin0120Mar	u.		
Particulars		Due Date 3/20/23		Ten	ms of Sales			lance Due SD 1,000.00			
Debit Note Amount		Payment Terms CASH		Ship	pment Date		S -	lipment Country			
Discount Amount Percent		Commodity Deta	ils								
Tax Amount Percent		Linked invoice Number	Name	Code	Quantity	Cost/Unit	Gross Amount	Discount	Tax	Net Amount	
		No data to display.									
Final Net Debit Note Amou	unt						Gross Debit N	ote Amount		USD 1,000.00	
Acceptance Amount							Discount	%		USD 0.00	
Outstanding Amount							Tax	%		USD 0.00	
							Net Debit Not	Amount		USD 1,000.00	
Cancel Back											
	Copyright © 20										

Debit Note Details

 Click <u>Download</u> to download the debit note details in PDF format. OR Click to close the window.

Field Name	Description				
Debit Note Details overlay window					
External Invoice Ref No.	Displays the customer's own reference number.				
Download	Click to download the debit note in PDF format.				
Party name & address	Displays the name and address of the supplier.				
Debit Note Date	Displays the date on which the debit note has been raised.				
Program Name	Displays the program linked to the debit note.				
То	Displays the name and address of the buyer.				
Linked Invoice Number	Displays the reference numbers of the invoices linked to the debit note.				
Balance Due	Displays the balance debit note amount to be paid.				
Adjustment Reason	Displays the reason for adjusting the initial invoice amount.				
Due Date	Displays the due date of the debit note.				



Field Name	Description
Payment Terms	Displays the agreed terms of payment.
Terms of Sale	Displays the 3-digit Incoterms code.
Shipment Date	Displays the date of the shipment.
Shipment Country	Displays the destination country of the shipment.
Commodity Details	
Linked Invoice Number	Displays the reference number of the invoice linked to the specific commodity.
Name	Displays the name of the commodity.
Code	Displays the code of the commodity.
Quantity	Displays the quantity of the commodity.
Cost/Unit	Displays the cost per unit of the commodity.
Gross Amount	Displays the gross amount of the commodity along with the currency. It is the product of the entered quantity and the cost per unit. Gross Amount = Quantity * Cost/Unit
Discount	Displays the discount applicable to the commodity.
Тах	Displays the tax applicable to the commodity.
Net Amount	Displays the net amount of the commodity. Net Amount = Gross Amount – Discount + Tax
Gross Debit Note Amount	Displays the total amount of all the commodities (gross amount).
Total Discount Value	Displays the total discount amount of all the commodities added. The average discount percentage of all added commodities is also displayed.
	Total Discount % = (Sum of discount amount of all commodities / Sum of gross amount of all commodities) *100
Total Tax Value	Displays the total tax amount of all the commodities added. The average tax percentage of all added commodities is also displayed.
	Total Tax % = [Sum of tax amount of all commodities / (Sum of gross amount of all commodities - Sum of discount amount of all commodities)] *100



Field Name	Description
Net Debit Note Amount	Displays the calculated value on basis of discount and tax values entered.
	Note: The Net Invoice Amount gets auto calculated as follows: Net Invoice Amount = Gross Invoice Amount - Total Discount Value + Total Tax Value

<u>Home</u>



7. Dynamic Discounting

Dynamic Discounting is a solution that provides suppliers with the option of receiving early payment in exchange for a discount on their invoice. Suppliers propose to offer discount if paid early where as buyers can also propose to pay early in exchange for a discount.

Dynamic discounting is typically applied on an invoice-by-invoice basis, with the discount generally expressed as a percentage of the face value of the invoice. Dynamic discounting is a true win-win solution that benefits both trading partners. Not only does this solution strengthen each party's financial health, it also improves relationships throughout the supply chain.

The "dynamic" component refers to the option of offering variable discounts based on the dates of payment to suppliers. In most cases, the earlier the payment is made, the greater the discount.

Note: The Dynamic Discounting feature is not displayed if the Supply Chain Finance Module is not implemented by the bank.

7.1 Overview

Dashboard

📮 Futura Bank	Q What w	ould you	like to do today?						⊕ ∞
↑ Dynamic Discou	unting C	Overv	iew						
Discount Offers on Rece	eivables/P	ayable	5					Buyer Supplier	
Associated Party	•					Early Payment Di	scounts		
Reference Number	≎ Du Dat		C Amount	Outstanding Amount	Status 🗘	Offer Name DO22may23First	Associati NehNo		
I INV4444	3/3	30/18	USD 200.00	USD 200.00	Unpaid	Amount USD 200.00	Payable / USD 20		
I INV4431	3/3	50/18	USD 400.00	USD 400.00	Unpaid	Select Payment day to avail b	est discounts		
1 INV4450	3/3	50/18	USD 200.00	USD 200.00	Unpaid	6/5/23 Today's Date		7/31/23 Due Date	
									(
		Copyrigh	it © 2006, 2023, Oracle and/or its	affiliates. All rights reserved.]!	SecurityInformation]	Terms and Conditions			

Discount Offers on Receivables/Payables – This widget displays the list of Receivables/Payables for which discount offers are available. The details can be viewed separately for the party's roles as Buyer and Supplier. You can select the associated party from the dropdown to view the applicable receivables/payables and discount offers. The reference number, due date, amount, outstanding amount, and the status are displayed for each receivables/payables record. On clicking each record, details of discount offer displays in the right with an option to accept/reject the discount offer. On clicking the Accept/Reject Discount Offer link in the widget, Accept/Reject Discount Offer option in the Manage Receivables/Payables screen appears. For more information, refer the Accept/Reject Discount Offer. You can also view the applicable discount offers of other accessible parties, by clicking the filter icon and selecting the required party name.

Click this Υ icon to filter the discount offers based on party name. On selection, the widget displays the discount offers of the selected party.



7.2 Create Discount Offers

Using this screen, you can create a discount offer.

How to reach here:

Dashboard > Toggle menu > Receivables/Payables > Dynamic Discounting > Create Discount Offers

To create discount offer:

Create Discount Offers

😑 🐚 Futura Bank	Q What would you like to do t	oday?		Ĵ₩ DB
↑ Create Discount O Reindeer Corp •••262	ffers			
Party Name	te Discount Offers		2) Select Receivables/Payables	
Reindeer Corp ***262	Required			•
Effective From Effective From Required	fective To Equired		Create a discount Offero no notes with simple two step pro corporates to provide a discour portal itself and saves time.	cess transaction. Allows
Discount Rate Type O Fixed Discount O Tenor Based Di Payment Option	iscount Required			
Flexible Date Fixed Date) Both Required			
Next Cancel Back	Copyright © 2006, 2023, Oracle an	rd/or its affiliates. All rights reserved. [Security/information] Term	s and Conditions	

Field Name	Description
Create Discount Offers	
Party Name	Select the party name from the dropdown list in which the discount offer must be created. By default, the primary party/gcif of the logged-in user is selected.
	Note: Only accessible parties are displayed to the user.
Discount Offer Name	Enter the name to be associated with the discount offer being created.



Field Name	Description		
Effective Date	Click the calendar icons and set the start and end dates for the validity of the discount offer.		
Associated Party	Select the counter party whose receivables/payables, the discount offer should be applied to. Once the counter party is selected, the role of the counter party, whether buyer or seller, appears below this field.		
Discount Rate Type	Select whether the discount rate will be fixed or tenor based. For the Fixed option, a fixed discount rate will be applied to the receivable/payable outstanding amount. For the Tenor Based option, variable discount rates are applicable based on the number of days within which the receivable/payable is paid off.		
Sliding Scale Applicable	 Enable this switch if the discount rate to be applied should reduce as the payment day advances. When Sliding Scale Applicable is switched ON: In case of Fixed discount rate, if the payment is made on the same day as invoice creation, then the entire discount is applied to the invoice amount. As each day advances, the discount rate slides down by the average discount per day from the invoice creation date till the invoice due date. In case of Tenor Based discount type, two columns are 		
	added to the Tenor Based table, namely, Highest Possible Discount Rate and Lowest Possible Discount Rate. On the starting day of the tenor, the highest possible discount rate is offered on the invoice amount. The discount rate then gradually slides down by the average discount per day from the start day of the tenor to the final day of the tenor. On the final day of the tenor, the lowest possible discount rate is offered.		

The following scenarios are applicable if you select the **Fixed** option from the **Discount Rate Type** field.

Scenario 1: For Discount Rate Type - Fixed, Sliding Scale Applicable – OFF

The Discount Rate field appears. The discount entered in this field, is applied whenever the payment is made on any day from the invoice creation day to the invoice due day.

Scenario 2: For Discount Rate Type – Fixed, Sliding Scale Applicable – ON

The Discount Rate field appears. The discount entered in this field is offered on the day of invoice creation. Then, as each day advances, the discount rate reduces by the average discount value per day from invoice creation day to invoice due day. No discount is offered past the due day. For example, if the invoice creation day is Day 1 and invoice due day is Day 10, and the discount rate offered is 10%, then on Day 1, 10% discount is offered on the invoice amount. Then as each day advances, the discount is reduced by 1%, so on Day 2, the discount offered is 9%. On Day 5, the discount offered is 5%. And on Day 10, the discount offered is 1%.

Discount RateEnter the discount rate to be applied for the offer.This field appears if you select the Fixed option from the Discount
Rate Type field.



Field Name Description

The following scenarios are applicable if you select the **Tenor Based** option from the **Discount Rate Type** field.

Scenario 1: For Discount Rate Type - Tenor Based, Sliding Scale Applicable - OFF

A tabular section appears, with Payment Period From, Payment Period To, and Discount Rate columns for entering the tenor and discount details. For each tenor entered, a fixed discount rate is offered. For example:

Payment Period From	Payment Period To	Discount
1	10	10
11	20	5

If invoice payment is made any day from the 1st to 10th day of invoice creation, a fixed discount of 10% is offered on the invoice amount. From the 11th to the 20th day of invoice creation, a discount of 5% is offered on the invoice amount.

Scenario 2: For Discount Rate Type – Tenor Based, Sliding Scale Applicable – ON

A tabular section appears, with Payment Period From, Payment Period To, Highest Possible Discount Rate, and Lowest Possible Discount Rate columns. The discount rate for each tenor, starts with the highest possible value on the Payment Period From day. It then slides down by the average discount rate per day from the Payment Period From day to the Payment Period To day, for each tenor. For example:

Payment Period From	Payment Period To	Highest Possible Discount Rate	Lowest Possible Discount Rate
1	5	20	15
6	10	14	10

If invoice payment is made on the 1st day, then a discount of 20% is offered on the invoice amount. As each day advances, the discount is reduced by 1%. So on the 2nd day, the discount offered is 19%. On the 5th day, discount offered is 15%, and so on.

Payment Period From	Enter the starting day of the tenor.

Payment Period ToEnter the final day of the tenor.

Discount Rate	Enter the discount percentage applicable for the tenor. This field
	is applicable only if Sliding Scale option is switched OFF.

- Click the add icon to add another tenor and applicable discount rate.
- Click the delete icon to delete a specific tenor.
- Highest PossibleEnter the upper threshold of discount rate that should be offeredDiscount Rateon the first day of the tenor.
- Lowest PossibleEnter the lower threshold of discount rate that should be offeredDiscount Rateon the final day of the tenor.



Field Name	Description
Payment Option	Select the required payment option.
	If you select Flexible , then the applicable discount is offered on the day of the payment as per the offer maintenance.
	If you select Fixed , then a specific day must be selected during the acceptance of discount offer in Manage Receivables/Payables. Discount is offered only when the payment is made on that specific day.
	If you select Both , then an option to select between 'Flexible' and 'Fixed' payment options is provided during the acceptance of discount offer in Manage Receivables/Payables.

1. In the **Create Discount Offers** stage, enter the details as mentioned above.

😑 🐚 Futura Bank	Q What would you	like to do today?		Ĵ œ □B
↑ Create Discou Reindeer Corp ***262	nt Offers			
	Create Discount Offers			③ Select Receivables/Payables
Party Name Reindeer Corp ***262	•			
Discount Offer Name Early Payment Discount				
Effective From 11/27/2023	Effective To 11/30/2023			Note Create a discount Offer on single or multiple invoices or debit
Associated Party * AugSupp		•		rotes with simple two step process transaction. Allows corporates to provide a discount offer by themselves on the portal itself and saves time.
Role:Buyer Discount Rate Type				
Fixed Discount Tenor E Sliding Scale Applicable	lased Discount			
Payment Period and Discount Op Payment Period From *		Discount Rate *		
1 1	0	0	\oplus	
Payment Option	0			
○ Flexible Date ○ Fixed Dat	e 🖲 Both			
Next Cancel Back				
	Convright @ 2006-2	023. Oracle and/or its affiliates. All ri	ghts reserved. [SecurityInformation]]	erms and Conditions

2. Click **Next** to go to the **Select Receivables/Payables** stage. OR

Click **Back** to go to the previous screen. OR Click **Cancel** to cancel the creation of the discount offer.



Select Receivables/Payables

	Create Discount Of	fers		Se	2 lect Receivables/Payables	
Discount Offer M Early Payme Tenor Based Disco	nt Discount AugSu		Sliding Scale Applica Yes	ble	Payment Option Both	
ist of Re	ceivables/Payables				Q Sear	ch 🗸
	Customer Reference Number	≎ Due Date ≎	Amount	Status 🗘	Receivable Amount	Payment Status 💲
	InvDisc18Nov1	11/30/2027	USD 70,000.00	Accepted	USD 70,000.00	Unpaid
-	InvGbpFin16Nov1	11/30/2030	GBP 2,000.00	Accepted	GBP 2,000.00	Unpaid
	Inv2May1	4/30/2023	USD 1,000.00	Accepted	USD 942.00	Partially Paid
	InvAutoAuth200ct1	10/31/2023	USD 1,000.00	Accepted	USD 1,000.00	Unpaid
	InvFin16Nov1	11/30/2024	USD 2,000.00	Accepted	USD 2,000.00	Unpaid
	InvFin16Nov12	11/30/2024	USD 2,000.00	Accepted	USD 2,000.00	Unpaid

Field Name	Description		
Select Receivables/Payables			
Discount Offer Name	Displays the name of the discount offer being created.		
	The colour-coded rate type, whether fixed or tenor-based, is displayed beside the discount offer name.		
Associated Party	Displays the name of the selected associated party.		
Sliding Scale Applicable	Displays 'Yes' if sliding scale of discount rate is applicable, and 'No', otherwise.		
Payment Option	Displays the payment option selected, whether fixed, or flexible, or both.		
List of Receivables/Pay	yables		
Search	Enter the partial or complete search string to search for the invoices to apply the discount offer to.		



Field Name	Description
∇	Click the filter icon and enter the required search criteria to search for required invoices to apply the offer to. A Search overlay window appears. For more details about the search criteria in this overlay window refer the <u>Search (overlay window)</u> section under View/Edit Receivables/Payables, in this user manual.
Check Box	Select a specific check box beside an invoice or the main check box to select all invoices listed.
Indicator	Displays 'l' for invoice.
Customer Reference Number	Displays the unique reference number assigned to the invoice.
Due Date	Displays the date on which the invoice is due to be fully paid.
Amount	Displays the invoice amount.
Status	Displays the status of the invoice.
Receivable/Payable Amount	Displays the amount that is yet to be received/paid.
Payment Status	Displays the status of the payment, whether unpaid or partially paid.

- 3. Once you select the required invoice(s) to apply the offer to, click **Submit**. The Review screen appears.
 - OR Click **Back** to go to the previous screen. OR Click **Cancel** to cancel the creation of discount offer.



Review screen

😑 📮 Futura Bank	Q What would you like to do today?			.Û 😁 🛛 DB
↑ Create Discount C Reindeer Corp ***262	Offers			
Review You initiated a request to create dy	namic discounting offer. Please review details b	efore you confirm!		
Party Name Reindeer Corp ***262				
Discount Offer Name erally paym Discount Type Tenor Based Discount To 11/29/2023 Silding Scale Applicable No Payment Period and Discount Options	selected invoices/debit notes Associated Party AugSupp Effective Date From 11/27/2023 Payment Option Fixed Date			
1-11 days		1%		
List of Invoices/Debit No	tes			
InvFin16Nov3	11/30/2024	USD 2,000.00 Accepted	USD 2,000.00	Unpaid
InvFin16Nov4	11/30/2024	USD 2,000.00 Accepted	USD 2,000.00	Unpaid
Confirm Cancel Back				
	Copyright © 2006, 2023, Oracle and/or its affiliates.	All rights reserved.[SecurityInformation]Ter	ms and Conditions	

4. Once you review the details of the discount offer being created, click **Confirm**. The Confirmation screen appears.

OR

Click **Back** to go to the previous screen.

OR

Click **Cancel** to cancel creation of the discount offer.



Confirmation

😑 📑 Futura Bank	Q What would you like to do today?	Ç [∞] ⊂r
Create Discount Of	fers	
Confirmation Your request for creat	e discount offer has been submitted successfully.	
Reference Number 0506681E302A Host Reference Number 004070922DISC0479 Status Completed		
What would you like to do r	ext?	
		6
	Copyright © 2006, 2023, Oracle and/or its attiliates. All rights reserved [SecurityInformation] Terms and Conditions	Help

 Click <u>Create Discount Offers</u> to create another offer. OR Click <u>View Discount Offers</u> to view the existing discount offers. OR

Click **<u>Go to Dashboard</u>** to go to the dashboard.



7.3 View Discount Offers

Using this screen you can view the discount offers that have been created.

How to reach here:

Dashboard > Toggle menu > Receivables/Payables > Dynamic Discounting > View Discount Offers

View Discount Offers

Party Name	•					
Reindeer Corp ***262						
List of Discount Of 14 Record(s)	fers			V Filter	<u>↓</u> Download ▼	Manage Columns
Offer Name 💲	Reference Number 🗘	Associated Party 💲	Discount Type 💲	Effective Date 🗘	Expiry Date 🗘	Status 🗘
DiscountOffer30Oct203	004200922DISC0607	AugSupp	Fixed Discount	10/30/2023	11/9/2023	Active
DiscountOffer30Oct994	004200922DI5C0611	AugSupp	Fixed Discount	10/30/2023	11/9/2023	Active
DiscountOffer30Oct521	004200922DISC0602	AugSupp	Tenor Based Discount	10/30/2023	11/9/2023	Active
DiscountOffer30Oct869	004200922DISC0603	AugSupp	Tenor Based Discount	10/30/2023	11/9/2023	Active
DiscountOffer26Apr1	004200120DISC0221	AugSupp	Fixed Discount	4/26/2023	5/31/2023	Active
TestLineSeparator	004200922DISC0621	AugSupp	Tenor Based Discount	9/21/2022	12/31/2023	Active
TestNewLine1	004200922DISC0622	AugSupp	Tenor Based Discount	9/21/2022	12/31/2023	Active

Field Name	Description				
View Discount Offers					
Party Name	Select the party name from the dropdown list to view the applicable list of discount offers. By default, the primary party/gcif of the logged-in user is selected.				
	Note: Only accessible parties are displayed to the user. Based on the party selection, the list of discount offers is displayed.				
Filter	Click this link to filter the discount offers based on certain filter criteria. The Filter overlay window appears. For more information, refer the Filter (overlay window for Discount Offers) section below.				
Download	Click this link to download the list of discount offers in CSV or PDF format.				

Field Name	Description						
Manage Columns	Click Manage Columns to personalize the columns i.e., rearrange/remove columns in the search result grid. The Manage Columns overlay window appears. For more information, refer the <u>Manage Columns (overlay window for Discount Offers)</u> section below.						
List of Discount Offers							
Offer Name	Displays the name of the offer. This is a hyperlink, which when clicked opens the Discount Offer details. For more information, refer the <u>View Discount Offer Details</u> section below.						
Reference Number	Displays the reference number of the discount offer, fetched from the host.						
Associated Party	Displays the name of the associated party linked to the discount offer.						
Discount Type	Displays whether the discount offer is a Fixed Discount or Tenor Based Discount.						
Effective Date	Displays the start date of validity of the discount offer.						
Expiry Date	Displays the final date of validity of the discount offer.						
Status	Displays the status of the discount offer.						

Filter (overlay window for Discount Offers)

This overlay window appears when you click ∇ in the **View Discount Offers** screen.

= 🖣 Futu	ra Bank	Q What would you like to do t	oday?			Filter		3
	↑ View Discou Reindeer Corp ***262	nt Offers				Discount Type Fixed Discount Tenor Based I	Discount	
						Offer Name		
	Party Name Reindeer Corp ***262	•				Reference Number		
	List of Discount Off 14 Record(s)	iers			7	Associated Party		•
	Offer Name 🗘	Reference Number 0	Associated Party 🗘	Discount Type 🗘	Effective (
	DiscountOffer30Oct203	004200922DISC0607	AugSupp	Fixed Discount	10/30/20	Effective Date From	Effective Date To	Ē
	DiscountOffer30Oct994	004200922DISC0611	AugSupp	Fixed Discount	10/30/20			
	DiscountOffer30Oct521	004200922DISC0602	AugSupp	Tense Based Discount	10/30/20	Expiry Date From	Expiry Date To	Ē
	DiscountOffer30Oct869	004200922DISC0603	AugSupp	Tenur Besed Discount	10/30/20	Status		•
	DiscountOffer30Oct373	004200922DISC0604	AugSupp	Fized Discount	10/30/20	Status		•
		Copyright © 2	006, 2023, Oracle and/or its affiliates. /	Il rights reserved. SecurityInformat	tion Terms and Con-	Apply Reset		



Field Description

Field Name	Description
Search	
Discount Type	Select the type of discount to be searched, whether Fixed, or Tenor Based.
Offer Name	Enter the name of the discount offer to be filtered.
Reference Number	Enter the reference number of the discount offer to be filtered.
Associated Party	Select the associated party linked to the discount offer(s).
Effective Date From - To	Indicates an option to filtered discount offers whose effective dates lie within a specific time period. Click the calendar icons and select the start and end dates of the required period.
Expiry Date From - To	Indicates an option to filtered discount offers whose expiry dates lie within a specific time period. Click the calendar icons and select the start and end dates of the required period.
Status	Select the status of the discount offers to be filtered, whether Active or Expired.

Once the required filter criteria have been entered, click **Apply** to get the relevant results. Or click **Reset** to reset the filter criteria.

Manage Columns (overlay window for Discount Offers)

- Future	a Bank	λ What would you like to do to		Discount Type			
	View Discount O	ffers				Tenor Based Discount Fixed Disco	bunt
-						Offer Name	
	List of Discount Of	ffers			(Reference Number	
	Offer Name 🗢	Reference Number 0	Associated Party 0	Discount Type 🗘	Effective Dat		
	Early Payment Discount	004070922DISC0479	NehNovCust3	Terror Based Discourt	6/5/23	Associated Party	
	DiscountOffer03Jun229	004070922DISC0475	AugSupp	Teror Based Discourt	6/3/23		-
	DiscountOffer03Jun360	004070922DISC0474	AugSupp	Teror Based Discourt	6/3/23	Effective Date From	Effective Date To
	TestRefNum	004070922DISC0478	AugSupp	Rived Discount	6/3/23	Expiry Date From	Expiry Date To
	DiscountOffer03Jun134	004070922DISC0477	AugSupp	Rived Discount	6/3/23		
	DiscountOffer03Jun424	004070922DISC0476	AugSupp	Fixed Discount	6/3/23	Status	G
	DiscountOffer1Jun23	004070922DISC0473	AugSupp	Fixed Discount	6/1/23		

This overlay window appears when you click in the **View Discount Offers** screen.

Click **Manage Columns**. Click = and drag to rearrange the columns or uncheck the checkbox to remove the columns.

OR

Click **Reset** to reset the columns.



7.3.1 View Discount Offer Details

This screen is displayed when you click the <u>Offer Name</u> hyperlink of a discount offer in the View **Discount Offers** page.

😑 🛢 Fut	tura Bank	c	Q	What	would you like	to do tod	ay?							Ļ	1 00 [0	CR
)iscour Corp ***	nt Offer ^{•262}	Deta	ails										-	
	Effective D 6/5/23 Sliding Sca Yes	yment Disco ate From le Applicable t Period and ent days	Discount Optic Highest Post Rate 20%	ons		DISCO479	Possible Discount	Associate NehNov								
		Invoice	s										I	Download		
		Customer Number	Reference	٥	Associated Party	٥	Invoice/Debit Not Date	e o	Due Date	\$	Amount	Outstanding Payable Amount	Payment Status	٥		
	1	InvSaveTe	mp17May2		NehNovCus	t3	3/30/18		7/31/23		USD 200.00	USD 200.00 📎	Unpaid			
	1	InvSaveTe	mp15May1		NehNovCus	t3	3/30/18		7/31/23		USD 200.00	USD 200.00 📎	Unpaid			
	Back				Copyright @ :	2006, 2023, (Dracle and/or its affiliates. A	Il rights rese	rved.[Security]	nformat	tion]Terms and Conditions			Не		

Field Name	Description						
View Discount Offer Details							
Party Name	Displays the name of the logged-in corporate party.						
Offer Name	Displays the name of the discount offer. Also displays the colour-coded discount type of the offer, whether Fixed Discount or Tenor Based Discount .						
Host Reference Number	Displays the reference number of the offer, assigned by the host.						
Associated Party	Displays the name of the associated party linked with the discount offer.						
Discount Rate	Displays the fixed discount percentage being offered. This field is displayed in case of Fixed Discount type.						
Effective Date From	Displays the start date of validity of the discount offer.						
Effective Date To	Displays the final date of validity of the discount offer.						
Sliding Scale Applicable	Displays 'Yes' if sliding scale is applicable, and 'No', otherwise.						



Field Name	Description
Payment Option	Displays the option for making the payment, whether Fixed Date, Flexible Date, or Both.

The following fields appear in tabular format in case of Tenor Based Discount type: Payment Period, Discount Rate, Highest Possible Discount Rate, and Lowest Possible Discount Rate.

Payment Period	Displays the 'from' – 'to' days for which the discount rate or the sliding discount rate is applicable. This is applicable only in case of Tenor Based Discount type.
Discount Rate	Displays the discount rate applicable for the payment period. This is applicable only in case of Tenor Based Discount type, and if sliding scale is not applicable.
Highest Possible Discount Rate	Displays the starting discount rate for the payment period. This is applicable only in case of Tenor Based Discount type, and if sliding scale is applicable.
Lowest Possible Discount Rate	Displays the final discount rate for the payment period. This is applicable only in case of Tenor Based Discount type, and if sliding scale is applicable.

Linked Invoices tab

Linke	d Invoices									D	ownload
	Customer Reference Number	٥	Associated Party	0	Invoice/Debit Note Date	¢	Due Date ≎	Amount	Outstanding Payable Amount	Payment Status	٥
1	InvSaveTemp17May2		NehNovCust3		3/30/18		7/31/23	USD 200.00	USD 200.00 📎	Unpaid	
1	InvSaveTemp15May1		NehNovCust3		3/30/18		7/31/23	USD 200.00	USD 200.00 📎	Unpaid	
Back											
			Convright © 2006	2023 0	Dracle and/or its affiliates. All righ	ts rese	wed ISecurityInforma	tion Terms and Condition	14.		He

Download	Indicates an option to download the linked invoices list in CSV format.					
Indicator	Displays 'l' for invoice.					
Customer Reference Number	Displays the invoice reference number. This is a hyperlink which when clicked displays the details of the invoice. Refer the <u>View</u> <u>Invoice Details</u> section for more information.					
Associated Party	Displays the name of the associated party linked with the invoice.					
Invoice/Debit Note Date	Displays the date of creation of the invoice.					
Due Date	Displays the date when the invoice is due for full payment.					
Amount	Displays the invoice amount.					



Field Name	Description
Outstanding Receivable/Payable Amount	Displays the invoice amount that is yet to be received/paid. The discount offer icon is also displayed beside the amount, which when clicked displays the Early Payment Discounts overlay window. Refer the <u>Early Payment Discounts</u> (from View <u>Discount Offer Details</u>) section below.
Payment Status	Displays the payment status, whether unpaid, or partially paid.

Early Payment Discounts (from View Discount Offer Details)

	Discount Offer Der er Corp ***262	cans	Early Payment			
14 1915 VITTER UT	NASCHINGSON N		Early Payment Discount	t	Associated Party NehNovCust3	
10-1	5 days 20%		Tenor Based Discount			
Less In	nformation		Amount USD 200.00		Payable Amount USD 200.00	
Linke	d Invoices		Select Payment day to avail be	st discounts		
Linke			6/5/23			7)
	Customer Reference 🗘	As: Pai	Today's Date			Due
	InvSaveTemp17May2	Ne	InvSaveTemp17May2			0.00
-			Discount Amount USD 0.00	Amour 200.0	t After Discount IO	
	InvSaveTemp15May1	Ne	Slide Scale Yes			
Back			Payment Options			
Back			Flexible Date) Fixed Date		
			Payment Period and D	iscount Options		
			Payment Period	Highest Possible Discount Rate	Lowest Possible Discount Rate	
			10-15 days	20%	15%	Help

Field Description

Ei	i۵	h	Na	mΔ

Description

Early Payment Discounts

Offer Name Discount Rate Type	Displays the name of the applied offer. The colour-coded discount rate type is also displayed below the offer name. This can be either Fixed or Tenor Based .
Associated Party	Displays the name of the associated party linked with the invoice record.
Amount	Displays the invoice amount.
Receivable Amount	Displays the outstanding invoice amount.
Select Payment day to avail best discounts	Move the slider along the date line to select a particular payment date to view the discount being offered on that date. The start date of the slider is always the current business date. The due date of the receivable/payable is the end date of the slider. The payment date and discount rate are displayed in the receivable/payable tile below.



Field Name	Description				
Receivable/Payable tile The applicable discount rate is displayed in the top right corner of this tile.					
Reference Number	Displays the reference number of the receivable/payable.				
Payment Date	Displays the payment date that is selected using the slider.				
Discount Amount	Displays the discount amount applicable.				
Amount After Discount	Displays the receivable/payable amount after application of discount.				
Slide Scale	Displays Yes if the Sliding Scale Applicable switch has been enabled during discount offer creation, and No , otherwise.				
Payment Option	 Displays the payment option that has been selected during discount offer creation. This can be one of the following: Fixed Flexible Both 				
Payment Period and Discount Options	This section is displayed only for Tenor Based discount rate type. It displays a table with the Payment Period and the applicable Discount Rate . In case Slide Scale is 'Yes', then instead of Discount Rate, the Highest Possible Discount Rate and the Lowest Possible Discount Rate are displayed.				



8. Manage Receivables/Payables

Using this screen, a corporate user can manage all receivables/payables associated with the corporate party. The portal provides a single screen to the corporate party, for all possible actions that can be taken on receivables/payables. At present, the following actions can be effected on relevant receivables/payables:

- Accept
- Accept/Reject Discount Offer
- Edit
- Cancel
- Raise Dispute
- Resolve Dispute
- Assignment

Note: These actions are not available on a mobile device at present.

Pre-requisites

User must have valid corporate login credentials.

How to reach here:

Dashboard > Toggle menu > Receivables/Payables > Receivables/Payables Management > Manage Receivables/Payables

Manage Receivables/Payables

ſ	Manage Receiva Reindeer Corp ***262	ibles/Payabl	es					
Party N Reind	eer Corp ***262	-						
<	Raise Dispute 10 Receivables/Payables	Accep Offer	ot/Reject Disco	unt	Resolve Dispute	4	Assignment	•
List ((0 selec	of Receivables/Pay	ables					Q Search	
	Associated Party \Diamond	Reference Number Status	Due Date ≎	Amount	Disputed Amount	Dispute Reason	Comments	Upload Documen i ts
	AugSupp	InvDisp20Nov5	5/7/2020	GBP 4,312.00	GBP 4,312.00	Select 👻	Type Comme	Ĺ
	AugSupp	InvDisp20Nov3	5/5/2020	USD 1,234.00	USD 1,234.00	Select 👻	Type Comme	Ţ
	Santa Corp	InvDisp19Nov3 Relised	5/1/2020	GBP 1,000.00	GBP 1,000.00	Select 👻	Type Comme	<u>ئ</u>
	Santa Corp	InvDisp19Nov2 Relised	4/30/2020	GBP 1,000.00	GBP 1,000.00	Select 🔻	Type Comme	1.
	Santa Corp	InvDisp19Nov1 Disputed	4/29/2020	USD 1,000.00	USD 1,000.00	Select 🔻	Type Comme	1
	AugSupp	InvDisp20Nov1 Accepted	4/29/2020	GBP 1,000.00	GBP 1,000.00	Select 👻	Type Comme	1.
Submi	t Cancel Back							



Field Description

Field Name	Description				
Manage Receivab	les/Payables				
Party Name	Select the party name from the dropdown list to view the applicable list of receivables/payables. By default, the primary party/gcif of the logged-in user is selected.				
	Note: Only accessible parties are displayed to the user. Based on the party selection, the list of receivables/payables is displayed.				
Action Tiles	Select the required action to be effected on the relevant receivables/payables.				
	On selecting an action tile, the number of receivables/payables that can be effected by that action, appears in the respective tile. The List of Receivables/Payables section is also updated with the relevant receivables/payables records.				
	The options available are:				
	 Accept - For more information, refer the <u>Accept</u> section below. 				
	 Accept/Reject Discount Offer – For more information, refer the Accept/Reject Discount Offer section below. 				
	 Edit - For more information, refer the <u>Edit</u> section below. 				
	 Cancel - For more information, refer the <u>Cancel</u> section below. 				
	 Raise Dispute – For more information, refer the <u>Raise Dispute</u> section below. 				
	 Resolve Dispute – For more information, refer the <u>Resolve</u> <u>Dispute</u> section below. 				
	 Assignment – For more information, refer the <u>Assignment</u> section below. 				

8.1 Accept

Using this option, the corporate party with the role of 'Buyer' can accept receivables/payables to convey the agreement to pay the receivable/payable amount. You can partially accept the receivables/payables by entering a part of the total amount that you wish to accept. This resets the receivable/payable amount to the remaining value after partial acceptance.

Note: Only the corporate party with the role of **Buyer**, can accept receivables/payables. Also, only those receivables/payables with status as **Raised**, and payment status as **Unpaid**, can be accepted.

How to reach here:

Dashboard > Toggle menu > Receivables/Payables > Receivables/Payables Management > Manage Receivables/Payables OR

Dashboard > Toggle menu > Receivables/Payables > Receivables/Payables Management > View/Edit Receivables/Payables > Customer Reference Number link of RAISED invoice/debit note



To accept receivables/payables:

1. In the **Manage Receivables/Payables** screen, click the **Accept** tile. A list of receivables/payables that are in the Raised status, appears.

Manage Receivables/Payables – Accept action selected

😑 📦 Futura Bank	Q What would you like to do today?	Ģ∞ DB
↑ Manage Receiva Reindeer Corp ***262	ables/Payables	
Party Name Reindeer Corp ***262	•	
< Edit	Cancel	>
List of Receivables/Pa (0 selected)	Q Search	V
☐ Associated Party ≎	Reference Number Due Date Amount Accepted Amount Comments Status Upload Documents Documents Comments Documents Documents	nts 🛈
No data to display.		
	Copyright @ 2006, 2023, Oracle and/or its affiliates. All rights reserved. Security/information [Terms and Conditions	

Field Description

Field Name Description

Manage Receivables/Payables – Accept

List of Receivables/Payables (number selected)

This section displays a list of receivables/payables against which the 'Accept' action can be effected. Once you select one or more receivables/payables to accept, the number of receivables/payables selected appears in brackets.

Search	Enter the partial or full receivable/payable reference number / associated party name / status to search for specific receivable/payable. The results appear as and when you enter the data.
∇	Click this icon to filter the receivables/payables, based on certain criteria. For more information, refer the <u>Search (overlay window</u> <u>for Manage Receivables/Payables)</u> section below.



Check Box To select all the receivables/payables in the list, check box. To select specific receivables/payables check boxes beside those receivables/payables more than one receivable/payable, the follow appears: Image: Ima	oles, select the s. If you select								
You may add comments for all selected receivables/payables. <u>Click Here</u> .									
Note: To add comments for receivables/payables:	all selected								
 Click the <u>Click Here</u> link. A pop-up w 	indow appears.								
2) Add relevant comments.									
3) Click Apply to apply OR Click Cancel to cancel adding the cor	the same. mments.								
¥									
Indicator Displays 'I' for invoice.									
Associated Party Displays the name of the associated party I receivable/payable.	Displays the name of the associated party linked with the receivable/payable.								
The reference number is a hyperlink, which when c	Displays the unique reference number of the receivable/payable. The reference number is a hyperlink, which when clicked, displays the receivable/payable details in an overlay window.								
Due DateDisplays the date on which the receivable/payab paid.	Displays the date on which the receivable/payable must be fully paid.								
Amount Displays the total receivable/payable amount.	Displays the total receivable/payable amount.								
buyer. By default, the total receivable/payal	Indicates the receivable/payable amount that is acceptable to the buyer. By default, the total receivable/payable amount is displayed in this field. Once you select a receivable/payable, this								
Note: The receivable/payable can be fully or accepted. To partially accept a receivable/partially accept a receivable be partially accepted.	ayable: le/payable to								
2) Click and enter the amount that you wi	sh to accept.								
3) Click 🕒 to save the entered amount.									
Comments Enter remarks if any, while accepting the rece Once you select a receivable/payable, this field be									
Note: Remarks are mandatory in case of pa the receivable/payable.	rtially accepting								
Status Displays the status of the receivable/payable.									

Field Name	Description									
Upload Documents	Click to upload relevant documents. Once you select a receivable/payable, this icon becomes clickable.									
	The following document formats are supported: JPEG, JPG, PNG, and PDF. A maximum of 5 documents can be uploaded.									
	Once you upload documents, the number of documents uploaded appears as a hyperlink in brackets, beside this icon. On clicking this hyperlink, a pop-up window appears with the names of the									
	documents uploaded. To delete an uploaded document, click $\widehat{\mathbb{III}}$ beside the document in the pop-up window.									
	Note : These documents can also be viewed and downloaded by the approver/checker.									

- 2. Once you select the required receivables/payables, update the **Accepted Amount** field if required, and add relevant comments.
 - You can also click and upload relevant documents, if required.
- 3. Click **Submit**. The Review screen appears. OR

Click **Cancel** to cancel the transaction. OR

Click **Back** to go to the previous screen.

 Review the details and click **Confirm**. A confirmation message appears with the reference number and status of the transaction. OR

Click **Cancel** to cancel the transaction.

OR

Click **Back** to go to the previous screen.



8.2 Accept/Reject Discount Offer

Using this option, the supplier can either accept or reject discount offers that have been linked to invoices. This option is available only if the Oracle Banking Supply Chain Finance application is implemented by the bank.

Note: The Accept/Reject Discount Offer tile is not displayed if the Supply Chain Finance Module is not implemented by the bank.

How to reach here:

Dashboard > Toggle menu > Receivables/Payables > Receivables/Payables Management > Manage Receivables/Payables

To accept/reject discount offers:

 In the Manage Receivables/Payables screen, click the Accept/Reject Discount Offer tile. A list of relevant receivables/payables appears on which a discount offer each has been raised.

Manage Receivables/Payables – Accept/Reject Discount Offer action selected

Raise Di	spute	Accept/Re Offer 8 Receivable	ject Discount	Resolve Dispu	ite	Assignme	ent 📃 >
List of Rece	ivables/Paya	bles		Q Search		Assant /Dalast [Discount Offer
	ence Number	Associated Party Role	Offer Name 🗘	Due	standing Amount	Remark	
Inv270 1/20/		ABZ Solutions Supplier	DO270402	2/17/24	GBP 5,000.00	⊗ -	Accept/Reject
Inv270 1/20/		ABZ Solutions Supplier	DOF101	2/17/24	GBP 4,000.00	፟⊗ -	Accept/Reject
INVM 1/20/		AugSupp Buyer	DiscountOffer	12/31/23	GBP 10,000.00	⊗ -	Accept/Reject
INVM 1/20/		AugSupp Buyer	DiscountOffer2	12/31/23	GBP 10,000.00	⊗ -	Accept/Reject
INVM 1/20/		AugSupp Buyer	DiscountOffer3	12/31/23	GBP 10,000.00	☞.	Accept/Reject



Field Description

In all a stars

Field Name Description

Manage Receivables/Payables – Accept/Reject Discount Offer

List of Receivables/Payables (number selected)

This section displays a list of receivables/payables against which the 'Accept/Reject Discount Offer' action can be effected. Once you select one or more receivables/payables, the number of receivables/payables selected appears in brackets.

- **Select Multiple** Enable this switch to select multiple receivables/payables for accepting/rejecting discount offers. Multiple discount offers can be accepted/rejected in the same transaction, only when the name of the discount offers, the date and the due date of the receivable/payable are the same. Once this switch is enabled, check boxes appear beside the receivables/payables, for selection.
- Search Enter the partial or full receivable/payable reference number / associated party name / status to search for specific receivables/payables. The results appear as and when you enter the data.

Accept/Reject Discount This hyperlink is enabled only when the Select Multiple switch is Offer enabled and when you select one or more receivables/payables. It enables accepting/rejecting the offer applied to multiple receivables/payables click. Only those in one receivables/payables can be selected, whose date and due date are the same and where the same offer has been applied. On clicking this link, the Early Payment Discounts overlay window appears where you can view and accept/reject the linked discount offer. For more information, refer the Early Payment Discounts section below.

- Click this icon to filter the receivables/payables, based on certain criteria. For more information, refer the <u>Search (overlay window</u> <u>for Manage Receivables/Payables)</u> section below.
- **Check Box** To select all the receivables/payables in the list, select the main check box. To select specific receivables/payables, select the check boxes beside those receivables/payables.

The check boxes appear only when the **Select Multiple** switch is enabled.

Indicator	Displays 1 for invoice.
Reference Number Date	Displays the unique reference number of the receivable/payable. The reference number is a hyperlink, which when clicked, displays the receivable/payable details in an overlay window. The date of creation of the receivable/payable is also displayed.
Associated Party Role	Displays the name of the associated party linked to the receivable/payable. The role of the associated party is also displayed.



Disularia (IV familiaria)

Field Name	Description
Offer Name	Displays the name of the offer linked to the receivable/payable.
Due Date	Displays the date when the receivable/payable must be fully paid off.
Outstanding Amount	Displays the receivable/payable amount that is yet to be received/paid. The discount offer icon is displayed beside this amount.
Remarks	Once you accept or reject a discount offer, this field displays relevant remarks (regarding the acceptance or rejection).
Action	Indicates an option to either accept or reject the discount offer. On clicking this link, the Early Payment Discounts overlay window appears where you can view and accept/reject the linked discount offer. For more information, refer the <u>Early Payment Discounts</u> section below.

Early Payment Discounts

≡	📮 Futura Bar	hk	Q What would	d you like to do to	odayī	Early Payment Discounts				×
		a ge Receivabl er Corp ***262	les/Payab	oles		Offer Hame D0270402 Face Discount Amount GBP 5,000.00		Associated Party ABZ Solutions Payable Amount GBP 5,000.00		
	<	Raise Dispute	Ţ,	Accept/Reje Offer	ect D	Select Payment day to avail best discounts				
				8 Receivables,	/Pay	6/5/23				2/17/24
	List o	of Receivables/	Payables			Today's Date				Due Date
	Se	lect Multiple ()				Inv270405 Payment Date 6/5/23	Discount Amount GBP 384.00			7.68 %
		Reference Number Date	Associat Role	ted Party	Offer	Amount After Discount 4616.00	Slide Scale Yes			
RUM		Inv270405 1/20/20	ABZ Soli Supplier		D02.	Fixed Date			J.	
	٠	Inv270401 1/20/20	ABZ Soli Supplier		DOF	Accept Reject				9
	٠	INVM00138 1/20/20	AugSup Buyer	P	Disco	① You can either accept or reject the record	while a submitting a tr	ansaction.		

Field Description

Field Name	Description								
Early Payment Discou	nts								
Offer Name	Displays the name of the applied offer.								
Discount Rate Type	The colour-coded discount rate type is also displayed below the offer name. This can be either Fixed or Tenor Based .								
Associated Party	Displays the name of the associated party linked with the receivable/payable record.								



Field Name	Description
Amount	Displays the receivable/payable amount. If the Select Multiple Switch is enabled, then this field displays the total amount of all the selected receivables/payables.
Receivable Amount	Displays the outstanding receivable amount. If the Select Multiple Switch is enabled, then this field displays the total outstanding amount of all the selected receivables/payables.
Select Payment day to avail best discounts	Move the slider along the date line to select a particular payment date and to view the discount being offered on that date. The start date of the slider is always the current business date. The invoice due date is the end date of the slider. The payment date and discount rate are displayed in the receivable/payable tile below.

Receivable/Payable tile(s)

If the **Select Multiple** switch is enabled, then a tile is displayed for each selected invoice. The applicable discount rate is displayed in the top right corner of each tile.

Reference Number	Displays the reference number of the receivable/payable.
Payment Date	Displays the payment date that is selected using the slider.
Discount Amount	Displays the discount amount applicable.
Amount After Discount	Displays the receivable/payable amount after application of discount.
Slide Scale	Displays Yes if the Sliding Scale Applicable switch has been enabled during discount offer creation, and No , otherwise.
Payment Option	Displays Flexible , in case this option has been selected during discount offer creation. This field is not editable in this case. You can use the date selection slider to view what discount is available on what date.
	Displays Fixed , in case this option has been selected during discount offer creation. This field is not editable in this case. Use the date selection slider above to set a fixed date for payment. The discount offer is applicable only when the payment is done on this particular date.
	Displays both 'Fixed' and 'Flexible' if Both option has been selected during discount offer creation. In this case, you can select either the Fixed Date or the Flexible Date option for payment. If you select the Fixed Date option, then use the date selection slider above to set a fixed date for payment. The discount offer is applicable only when the payment is done on this particular date.
Payment Period and Discount Options	This section is displayed only for Tenor Based discount rate type. It displays a table with the Payment Period and the applicable Discount Rate . In case Slide Scale is 'Yes', then instead of Discount Rate, the Highest Possible Discount Rate and the Lowest Possible Discount Rate are displayed.

- 2. In the Early Payment Discounts overlay window:
 - If the **Payment Option** is **Fixed**, then set the payment date by using the slider under **Select Payment day to avail best discounts**.
 - If the **Payment Option** is **Both**, then select either Fixed Date or Flexible Date for payment. If the Fixed Date option is selected, then set the payment date by using the slider under **Select Payment day to avail best discounts**.
- 3. Click **Accept** to accept the discount offer. OR

Click Reject to reject the discount offer.

On Clicking Accept

=	Futura Ba	ank	Q What would	you like to do te	oday?								Ç [∞] DB
		a ge Receivab eer Corp ***262	les/Payab	les						-			
	<	Raise Dispute	<u> </u>	Accept/Reje Offer 8 Receivables,		-	Resolve	Dispute	4		Assignment	1	·
	List	of Receivables/	Payables										
	5	elect Multiple (Q	Search		Accep	ot/Reject Discount Off	er 🏹	
		Reference Number Date	Associate Role	d Party	Offer Name 🗘	Due Dat	e ≎ te	Outsta	nding Amount		Remarks 🗘	Action	
		Inv270405 1/20/20	ABZ Solu Supplier	tions	00270402	2/1	7/24		GBP 5,000.00	9		Accept/Reject	
		Inv270401 1/20/20	ABZ Solu Supplier	tions	DOF101	2/1	7/24		GBP 4,000.00	©	You have accepted	Accept/Reject	
		INVM00138 1/20/20	AugSupp Buyer		DiscountOffer	12/	31/23		GBP 10,000.00	9		Accept/Reject	
		INVM00132 1/20/20	AugSupp Buyer		DiscountOffer2	12/	31/23		GBP 10,000.00	9		Accept/Reject	
		INVM00136 1/20/20	AugSupp Buyer		DiscountOffer3	12/	31/23		GBP 10,000.00	9		Accept/Reject	
	Subm	hit Cancel Bac	k										6
			C	opyright © 2006, 202	3, Oracle and/or its affiliat	es. All rights	s reserved. S	ecurityInform	nation]Terms and Conc	litions			Help



On Clicking Reject

<	Raise Dispute	Offer	Reject Discount	Resolve D	ispute	Assignment	1 →
List o	f Receivables/Pa	yables					
Se Se	lect Multiple			Q Se	arch	Accept/Reject Discount Off	er 🗸
	Reference Number Date	Associated Party Role	Offer Name 🗘	Due Date ≎	Outstanding Amount	Remarks 🗘	Action
	Inv270405 1/20/20	ABZ Solutions Supplier	D0270402	2/17/24	GBP 5,000.00	፟⊗ .	Accept/Reject
	Inv270401 1/20/20	ABZ Solutions Supplier	DOF101	2/17/24	GBP 4,000.00	You have rejected t	Accept/Reject
	INVM00138 1/20/20	AugSupp Buyer	DiscountOffer	12/31/23	GBP 10,000.00	⊗ .	Accept/Reject
	INVM00132 1/20/20	AugSupp Buyer	DiscountOffer2	12/31/23	GBP 10,000.00	⊗	Accept/Reject
	INVM00136 1/20/20	AugSupp Buyer	DiscountOffer3	12/31/23	GBP 10,000.00	⊗ .	Accept/Reject

4. Click **Submit** to submit the accept/reject discount offer transaction. The Review screen appears.

OR

Click **Cancel** to cancel the transaction. OR

Click **Back** to go to the previous screen.

Review Screen

😑 🌹 Futura Bank	Q What would you like to	o do today?				Û <mark>™</mark> DB
↑ Manage Receiva Reindeer Corp ***262						
Review You initiated a request	to Reject Discount offer for Rece	ivables/Payables. Pleas	e review details b	efore you confirm!		
List of selected Re	mber Associated Party		Due			
Date	Role	Offer Name 💲	Due 0 Date	Outstanding Amount	Remarks 🗘	
Inv270401 1/20/20	ABZ Solutions Supplier	DOF101	2/17/24	GBP 4,000.00	You have rejected to	ne offer.
Confirm Cancel	Back					
						6
	Copyright © 20	106, 2023, Oracle and/or its affil	iates. All rights reserve	d. SecurityInformation Terms and Con	ditions	hep

5. Review the details and click **Confirm**. A confirmation message appears with the reference number and status of the transaction.



OR Click **Cancel** to cancel the transaction. OR Click **Back** to go to the previous screen.

Confirmation Screen

😑 📮 Futura Bank	Q What would you like to do today?	Ç,∞ DB
Manage Receivables	/Payables	
Confirmation Your request for Reject D	scount Offer for Receivables/Payables has been submitted successfully.	
Reference Number 06064E83A6CF		
Status Completed		
View Details		
What would you like to do next	2	S233
Manage Hom Receivables/Payables	e View Receivables/Payables	261
	Copyright Φ 2006, 2023, Oracle and/or its affiliates. All rights reserved (SecurityInformation) Terms and Conditions	Help



8.3 <u>Edit</u>

Using this option, the supplier can modify one or more receivables/payables.

How to reach here:

Dashboard > Toggle menu > Receivables/Payables > Receivables/Payables Management > Manage Receivables/Payables OR

Dashboard > Toggle menu > Receivables/Payables > Receivables/Payables Management > View/Edit Receivables/Payables > Customer Reference Number link of RAISED invoice/debit note

To edit receivables/payables:

1. In the **Manage Receivables/Payables** screen, click the **Edit** tile. A list of relevant receivables/payables appears.

😑 📮 Futura Bank	Q What would you like to do to	oday?			<u> . 🕬</u> 🕞 ДВ
↑ Manage Receivat Reindeer Corp ***262	oles/Payables				
Party Name Reindeer Corp ***262	Cancel	Accept		ų.	> Edit Receivables/Payables
Associated Party 🗘	Reference Number 💲	Amount	Status 🗘	Action 🗘	
L AugSupp	InvEdit14Dec2	USD 1,000.00	Accepted	Edit	
AugSupp	InvEdit14Dec1	USD 2,000.00	Accepted	Edit	
AugSupp	InvDisc18Nov1	USD 70,000.00	Accepted	Edit	
AugSupp	INVM13DEC01	USD 990.00	Accepted	Edit	
AugSupp	INVM14DEC02	USD 1,000.00	Accepted	Edit	
AugSupp	INV280201T3	GBP 1,029.60	Accepted	Edit	
AugSupp	INV21NOV01	USD 50.00	Raised	Edit	
Submit Cancel Back					

Manage Receivables/Payables – Edit action selected



Field Description

Field Name Description

Manage Receivables/Payables – Edit

List of Receivables/Payables (number selected)

This section displays a list of receivables/payables against which the 'Edit' action can be effected. Once you select one or more receivables/payables to edit, the number of receivables/payables selected appears in brackets.

Search	Enter the partial or full receivable/payable reference number / associated party name / status to search for specific receivables/payables. The results appear as and when you enter the data.				
∇	Click this icon to filter the receivables/payables, based on certain criteria. For more information, refer the <u>Search (overlay window</u> for Manage Receivables/Payables) section below.				
Select Multiple	Switch this toggle On, to edit multiple receivable/payable records together.				
	\odot				
	You may select the switch on to edit multiple records in the same transaction where any data modified will be applied for all the selected records. To modify records in bulk, the records should have same associated party, invoice status and payment status. Keep the switch off, to edit a single record.				
Check Box	To select all the receivables/payables in the list, select the main check box. To select specific receivables/payables, select the check boxes beside those receivables/payables.				
	This check box becomes visible only if Select Multiple toggle switch is On.				
Edit Receivables/Payables	Click Edit Receivables/Payables to edit multiple receivable/payable records.				
	This link becomes clickable only if both Select Multiple toggle switch is On and multiple receivable/payable records are selected.				
Indicator	Displays 'l' for an invoice and 'D' for a debit note.				
Associated Party	Displays the name of the associated party linked with the receivable/payable.				
Reference Number	Displays the unique reference number of the receivable/payable. The reference number is a hyperlink, which when clicked, displays the receivable/payable details in an overlay window.				
Amount	Displays the total receivable/payable amount.				



Field Name	Description
Status	Displays the status of the receivable/payable.
Action	Click Edit to edit the individual receivable/payable record.
View Edited Details	Click this link to view the edited details of a receivable/payable.

Manage Receivables/Payables – Edit (Overlay Window)

Invoice Date	Ē	Invoice Value Date	Ē
Due Date	Ē	Program Name	•
Funding Request Date	Ē	Remarks	
Bank Details			
irtual Account		Repayment Account Number	
Bank		Branch	
BIC Routing Code			
Shipment Details			
Shipment Date	Ē	Shipment Number	
Shipment Address		Country	•
City		Zip Code	
Phone Number		Tax Id	
Reason for Export		Country of Origin	
Terms of Sale	•	Payment Terms	
Pricing			
Discount Days 1		Discount Percentage 1	
Discount Days 2		Miscellaneous Charges 1	
Discount Percentage 2		Miscellaneous Charges 2	
Additional Details			
Filler 1	Ē	Filler 2	
Filler 3		Filler 4	



Field Description

Field Name	Description
Manage Receivables/Pa	yables – Edit (Overlay Window)
Invoice Date	Click the calendar icon and select the date of creation of the invoice. The Invoice Date should be greater than the Purchase Order Date . You cannot enter a future date.
	This field cannot be edited if a discount offer is accepted.
Invoice Value Date	Click the calendar icon and select the invoice value date. This date can be earlier than the Invoice Date .
	This field cannot be edited if a discount offer is accepted.
Due Date	Click the calendar icon and select the date on which the invoice payment is due. The Invoice Due Date should be greater than or equal to the Invoice Date .
	This field cannot be edited if a discount offer is accepted or if the invoice is financed.
Program Name	Select the program to which the invoice should be linked. Programs linked to the selected associated party are listed. This field cannot be edited once an invoice is financed.
Funding Request Date	Enter the date when the invoice should be funded or financed. This date should be greater than the current business date. This field cannot be edited once an invoice is financed.
Remarks	Enter any remarks, if applicable.
Adjustment Reason	Select the reason for adjustment.
Bank Details	
Virtual Account	Switch this toggle On, if the repayment account is a virtual one.
Repayment Account Number	Enter the account number to send the repayment amount to.
Bank	Enter the bank name of the repayment account number.
Branch	Enter the branch name of the repayment account number.
BIC Routing Code	Enter the BIC or SWIFT code of the financial institution, to send the payment amount to.
Shipment Details	
Shipment Date	Enter the shipment date.
Shipment Number	Enter the shipment number.



Field Name	Description
Shipment Address	Enter the shipment address.
Shipment City	Enter the city to ship the goods to.
Shipment Country	Select the country to ship the goods to.
Zip Code	Enter the zip code to ship the goods 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 relevant reason of export.
Terms of Sale	 Enter the applicable 3-digit Incoterms code. The available values are: EXW Ex Works FAS Free Alongside Ship FCA Free Carrier FOB Free On Board CPT Carriage Paid To CFR Cost and Freight CIP Carriage and Insurance Paid To CIF Cost Insurance and Freight DAP Delivered at Place DPU Delivered at Place Unloaded DDP Delivered Duty Paid
Country of Origin	Enter the country from where the shipment will originate.
Payment Terms	Enter the payment terms.
Pricing Details	
Discount Days 1	Enter the primary discount days.
Discount Percentage 1	Enter the primary discount percentage.
Discount Days 2	Enter the secondary discount days.
Discount Percentage 2	Enter the secondary discount percentage.
Miscellaneous Charges Des 1	Enter the miscellaneous charges.
Miscellaneous Charges 2	Enter the miscellaneous charges.



Field Name	Description
Additional Details	
Filler Fields	Enter the required information in the filler fields.
Upload Documents	Click to upload relevant documents. Once you select a receivable/payable, this icon becomes clickable.
	The following document formats are supported: JPEG, JPG, PNG, and PDF. A maximum of 5 documents can be uploaded.
	Once you upload documents, the number of documents uploaded appears as a hyperlink in brackets, beside this icon. On clicking this hyperlink, a pop-up window appears with the names of the
	documents uploaded. To delete an uploaded document, click 🛅 beside the document in the pop-up window.
	This field is visible only if you edit the records individually.
	Note : These documents can also be viewed and downloaded by the approver/checker.

📮 Futura Banl	Q W	hat would you like to do today	?		Û.
↑ Manage Reindeer Corp	Receivables/P	ayables			
Keindeer Corp				1010	
Party Name Reindeer Corp ***2	62	•			
Edit	•1	Cancel	Accept	-1	
< 11 Receivab	les/Payables			<u>.</u>	>
List of Receiva	bles/Payables				
(2 selected)					Edit Receivables/Payables
Select Multiple	⁽ⁱ⁾				
	Associated Party 💲	Reference Number 🗘	Amount	Status 🗘	
•	AugSupp	InvEdit14Dec2	USD 1,000.00	Accepted	View Edited Details
	AugSupp	InvEdit14Dec1	USD 2,000.00	Accepted	View Edited Details
	AugSupp	InvDisc18Nov1	USD 70,000.00	Accepted	
	AugSupp	INVM13DEC01	USD 990.00	Accepted	
	AugSupp	INVM14DEC02	USD 1,000.00	Accepted	
•	AugSupp	INV280201T3	GBP 1,029.60	Accepted	
	AugSupp	INV21NOV01	USD 50.00	Raised	
Submit Cancel	Back				



- 2. Click Edit to edit a receivable/payable. The Edit Overlay Window appears.
- 3. To edit multiple records, switch the **Select Multiple** toggle switch to On. Select the required receivable/payable records and click the **Edit Receivables/Payables** link.

Note: Bulk edit can be executed only if the **Associated Party**, **Invoice Status**, and **Payment Status** values of the receivables/payables are same.

Note: If you edit multiple records, data modified will be applied across the selected records. If any record was modified using edit link of individual record, then the previously modified data will get overridden on clicking **Apply**.

- Update the required fields as shown in <u>Manage Receivables/Payables Edit (Overlay</u> <u>Window)</u>.
- 5. Click **Apply** to save the details. OR

Click Reset to reset the details.

6. Click **View Edited Details** link. The **Compare Details** overlay window appears. Compare all the edited details and modify if required.

😑 🛢 Futu	ura Bank C	Q What would you like to do today?	Compare Details		
	anage Receivables	/Payables	Reference Number INVtest1	Associated Party AugSupp	
1988 10 million 1			Field Name	New Value	Old Value
			Bank Details		
Party Name Roindoor C	Corp ***262	•		Yes Bank	Yes
Reindeer O	.orp [Shipment Details		
_		_	Shipment Number	7776363	-
Ec	dit 💷	Cancel	Shipment Address	ABC Lane	-
< 41	Receivables/Payables	, Cancer	Country	US	-
			City	L	-
List of R	Receivables/Payable	S	Zip Code	12232	
(1 selected)			Phone Number	05343645343	-
			Reason for Export	Term	-
	Associated Party 💲	Reference Number 💲	Terms of Sale	DDU	-
	AugSupp	INVtest1	Country of Origin	USA	-

7. Click **Submit**. The Review screen appears. OR

Click **Cancel** to cancel the transaction. OR

Click **Back** to go to the previous screen.

8. Review the details and click **Confirm**. A confirmation message appears with the reference number and status of the transaction.

OR Click **Cancel** to cancel the transaction. OR

Click **Back** to go to the previous screen.



8.4 <u>Cancel</u>

Using this option, the supplier can cancel a receivable/payable. This action can only be performed on receivables/payables in the RAISED and UNPAID status.

How to reach here:

Dashboard > Toggle menu > Receivables/Payables > Receivables/Payables Management > Manage Receivables/Payables OR

Dashboard > Toggle menu > Receivables/Payables > Receivables/Payables Management > View/Edit Receivables/Payables > Customer Reference Number link of RAISED invoice/debit note

To cancel receivables/payables:

1. In the **Manage Receivables/Payables** screen, click the **Cancel** tile. A list of receivables/payables that are in the Raised and Unpaid status, appears.

K	dit •]	Cancel 13 Receivables/Payables	<u>_</u>	Accept	1		>
List of (selected)	Receivables/Payab	les				Q Search	Y
	Associated Party 🗘	Reference Number 🗘	Due Date ≎	Amount	Comments	Status 0	Upload Documents
•	D AugSupp	DebitNote02Jun005	9/2/23	USD 1,000.00	Type Comment	Raised	1
• •	D AugSupp	DupCreditNote02Jun1	9/2/23	USD 1,000.00	Type Comment	Raised	1
•	D AugSupp	TemplateDebitNote02Jun695	9/2/23	USD 1,000.00	Type Comment	Raised	1
• 1	t Santa Corp	Edit1Invoice31May937	6/17/23	USD 1,350.00	Type Comment	Rahed	1

Manage Receivables/Payables – Cancel action selected

Field Description

Field Name

Description

Manage Receivables/Payables – Cancel

List of Receivables/Payables (number selected)

This section displays a list of receivables/payables against which 'Cancel' action can be effected. Once you select one or more receivables/payables to cancel, the number of receivables/payables selected appears in brackets.



Field Name	Description
Search	Enter the partial or full receivable/payable reference number / associated party name / status to search for specific receivables/payables. The results appear as and when you enter the data.
∇	Click this icon to filter the receivables/payables, based on certain criteria. For more information, refer the <u>Search (overlay window</u> <u>for Manage Receivables/Payables)</u> section below.
Check Box	To select all the receivables/payables in the list, select the main check box. To select specific receivables/payables, select the check boxes beside those receivables/payables. If you select more than one receivable/payable, the following message appears: You may add comments for all selected
	receivables/payables. <u>Click Here</u> . Note: To add comments for all selected
	Note: To add comments for all selected receivables/payables:
	1) Click the <u>Click Here</u> link. A pop-up window appears.
	2) Add relevant comments.
	 Click Apply to apply the same. OR Click Cancel to cancel adding the comments.
Indicator	Displays 'l' for invoice and 'D' for debit note.
Associated Party	Displays the name of the associated party linked with the receivable/payable.
Reference Number	Displays the unique reference number of the receivable/payable. The reference number is a hyperlink, which when clicked, displays the receivable/payable details in an overlay window.
Due Date	Displays the date on which the receivable/payable must be fully paid.
Amount	Displays the total receivable/payable amount.
Comments	Enter relevant comments. Once you select a receivable/payable, this field becomes editable.
Status	Displays the status of the receivable/payable.



Field Name	Description
Upload Documents	Click to upload relevant documents. Once you select a receivable/payable, this icon becomes clickable.
	The following document formats are supported: JPEG, JPG, PNG, and PDF. A maximum of 5 documents can be uploaded.
	Once you upload documents, the number of documents uploaded appears as a hyperlink in brackets, beside this icon. On clicking this hyperlink, a pop-up window appears with the names of the
	documents uploaded. To delete an uploaded document, click ៉ beside the document in the pop-up window.

Note: These documents can also be viewed and downloaded by the approver/checker.

	idit 9 Receivables/Payables	Cancel	Acce	pt	4		>	
List of	Receivables/Payabl	es						
(1 selected	0					Q Search	7	
	Associated Party 🗘	Reference Number 🗘	Due Date 🗘	Amount	Comments	Status 🗘	Upload Documents 🛈	
• (D AugSupp	DebitNote02Jun770	9/2/2 🛗	USD 1,000.00	Type Commen	Accepted	1	
⊠ (D AugSupp	DebitNote02Jun159	9/19/ 🛗	USD 1,000.00	Due date chan	Accepted	£	
• 1	n AugSupp	DebitNote02Jun283	9/2/2	USD 1,000.00	Type Commen	Accepted	1	
	D. A	Adda dDabibhiata001.com050	9/2/2	USD 1000 00	Type Commen		^	

- 2. Once you select the required receivable/payable to cancel, enter relevant comments.
 - You can also click and upload relevant documents, if required.
- Click Submit. The Review screen appears. OR Click Cancel to cancel the transaction. OR Click Back to go to the previous screen.
- Review the details and click Confirm. A confirmation message appears with the reference number and status of the transaction. OR Click Cancel to cancel the transaction. OR

Click **Back** to go to the previous screen.



8.5 Raise Dispute

If a corporate party (either Buyer or Supplier) does not agree with the details of a receivable/payable, they can raise a dispute against the receivable/payable.

How to reach here:

Dashboard > Toggle menu > Receivables/Payables > Receivables/Payables Management > Manage Receivables/Payables OR Dashboard > Toggle menu > Receivables/Payables > Receivables/Payables Management > View/Edit Receivables/Payables > Customer Reference Number link of invoice/debit note

To raise dispute against a receivable/payable:

1. In the **Manage Receivables/Payables** screen that appears, either click the **Raise Dispute** link or the **Raise Dispute** tile. A list of receivables/payables on which dispute can be raised, appears.

utura Bank	C	λ What would you like to	do today?					Ĺ
Manage Reindeer C	e Receivables	s/Payables						
			Y	I'M BELL				
	se Dispute Receivables/Payables	Accept, Offer	Reject Disco	unt	Resolve Dispute	-	Assignment	•1
List of R	eceivables/Pa	yables						
(selected)							Q Search	Y
	Associated Party $\stackrel{>}{\circ}$	Reference Number Status	Due Date $\stackrel{\bigcirc}{\circ}$	Amount	Disputed Amount	Dispute Reason	Comments	Upload Documen 🛈 ts
	ABZ Solutions	Inv110501 Disputed	3/31/25	USD 1,000.00	USD 1,000.00	Select 👻	Type Comme	
	AugSupp	InvBulk110501 Disputed	11/6/23	USD 2,000.00	USD 2,000.00	Select 👻	Type Comme	
	ABZ Solutions	ISonal230503 Accepted	11/6/23	USD 2,000.00	USD 2,000.00	Select 👻	Type Comme	1
	AD7 Calutions	ISonal240501	11 /4 /07	LICD 2 000 00	LIED 2 000 00	Select 👻	Type Comme	^
Submit	Cancel Back							
		Copyright © 20	06, 2023, Oracle and	d/or its affiliates. All righ	ts reserved. SecurityInformatio	n Terms and Conditions		в

Manage Receivables/Payables – Raise Dispute action selected



Field Description

Field Name Description

Manage Receivables/Payables – Raise Dispute

List of Receivables/Payables (number selected)

This section displays a list of receivables/payables against which 'Raise Dispute' action can be effected. Once you select one or more receivables/payables to raise dispute against, the number of receivables/payables selected appears in brackets.

Search	Enter the partial or full receivable/payable reference number / associated party name / status to search for specific receivables/payables. The results appear as and when you enter the data.
∇	Click this icon to filter the receivables/payables, based on certain criteria. For more information, refer the <u>Search (overlay window</u> <u>for Manage Receivables/Payables)</u> section below.
Check Box	To select all the receivables/payables in the list, select the main check box. To select specific receivables/payables, select the check boxes beside those receivables/payables. If you select more than one receivable/payable, the following message appears:
	Note: To add comments for all selected receivables/payables:
	1) Click the Click Here link. A pop-up window appears.
	2) Add relevant comments.
	 Click Apply to apply the same. OR Click Cancel to cancel adding the comments.
Indicator	Displays 'l' for an invoice and 'D' for a debit note.
Associated Party	Displays the name of the associated party linked with the receivable/payable.
Reference Number Status	Displays the unique reference number of the receivable/payable along with its status. The reference number is a hyperlink, which when clicked, displays the receivable/payable details in an overlay window.
Due Date	Displays the date on which the receivable/payable must be fully paid.
Amount	Displays the total receivable/payable amount.



Field Name	Description
Disputed Amount	Indicates the amount that is being disputed. By default, the total receivable/payable amount is displayed in this field. Once you select a receivable/payable, this field becomes editable.
	Note: You can edit this field as follows:
	 Select the check box beside the receivable/payable to be disputed.
	2) Click and enter the amount to be disputed.
	3) Click (B) to save the entered amount.
Dispute Reason	Select the reason for the dispute from this list. Once you select a receivable/payable, this field becomes editable.
Comments	Enter any relevant comments. Once you select a receivable/payable, this field becomes editable.
Upload Documents	Click to upload relevant documents. Once you select a receivable/payable, this icon becomes clickable. The following document formats are supported: JPEG, JPG, PNG, and PDF. A maximum of 5 documents can be uploaded.
	Once you upload documents, the number of documents uploaded appears as a hyperlink in brackets, beside this icon. On clicking this hyperlink, a pop-up window appears with the names of the
	documents uploaded. To delete an uploaded document, click ${\bar{f m}}$ beside the document in the pop-up window.
	Note : These documents can also be viewed and downloaded by the approver/checker.



	i <mark>se Dispute</mark> Receivables/Payables	Accept Offer	/Reject Discou	nt 📑	Resolve Dispute	4	Assignment	•
List of R	eceivables/Pa	yables						
(2 selected)	add comments for all s	elected receivables/paya	bles. Click Here				Q Search	V
	Associated Party ≎	Reference Number Status	Due Date ≎	Amount	Disputed Amount	Dispute Reason	Comments	Upload Documen 🛈 ts
	ABZ Solutions	Inv110501 Disputed	3/31/25	USD 1,000.00	USD 1,000.00 🖉	8 - Cr 🔻	Amount disp	1
•	AugSupp	InvBulk110501 Disputed	11/6/23	USD 2,000.00	USD 2,000.00 🥒	2 - Di 👻	Amount disp	1
	ABZ Solutions	ISonal230503 Accepted	11/6/23	USD 2,000.00	USD 2,000.00	Select 👻	Type Comme	1
	AD7 Colutions	ISonal240501	11/4 /07	USD 3 000 00	1150 2 000 00	Select 👻	Type Comme	^

- 2. Once you select the required receivable/payable, update the **Disputed Amount** field, select the reason for dispute, and enter relevant comments.
 - You can also click and upload relevant documents, if required.
- 3. Click **Submit**. The Review screen appears.
- OR

Click **Cancel** to cancel the transaction. OR

Click **Back** to go to the previous screen.

4. Review the details and click **Confirm**. A confirmation message appears with the reference number and status of the transaction.

OR

Click **Cancel** to cancel the transaction. OR

Click **Back** to go to the previous screen.



8.6 **Resolve Dispute**

A corporate user can use this option to resolve disputes that have been raised against receivables/payables.

Note: The **Resolve Dispute** action can be effected only on those receivables/payables that have disputes raised against them.

How to reach here:

Dashboard > Toggle menu > Receivables/Payables > Receivables/Payables Management > Manage Receivables/Payables OR Dashboard > Toggle menu > Receivables/Payables > Receivables/Payables Management > View/Edit Receivables/Payables > Customer Reference Number link of invoice/debit note

To resolve a dispute raised against a receivable/payable:

1. In the **Manage Receivables/Payables** screen that appears, either click the **<u>Resolve Dispute</u>** link or the **Resolve Dispute** tile. A list of disputed receivables/payables, appears.

Manage Receivables/Payables – Resolve Dispute action selected

<	Raise Dispute	Accept/Reje Offer	ect Discount		olve Dispute ceivables/Payables	. 📲	Assignment	1 →
List o	of Receivables/Pay	ables						
(selecti	ed)						Q Search	7
	Associated Party	Reference Number Status	Due Date [©]	Amount	Disputed Amount	Dispute Reason	Comments	Upload Documents 🛈
	ABZ Solutions	Inv110501 Disputed	3/31/25	USD 1,000.00	USD 1,000.00	2 - Direct payment to Export Factor	Type Comment	Ĺ
	I AugSupp	InvBulk110501 Disputed	11/6/23	USD 2,000.00	USD 2,000.00	3 - Direct payment to seller	Type Comment	
	AugSupp	InvFinRepayment17May1 Disputed	7/31/23	USD 1,000.00	USD 1,000.00	2 - Direct payment to Export Factor	Type Comment	1



Field Description

Field Name Description

Manage Receivables/Payables – Resolve Dispute

List of Receivables/Payables (number selected)

This section displays a list of receivables/payables against which 'Resolve Dispute' action can be effected. Once you select one or more receivables/payables to resolve dispute against, the number of receivables/payables selected appears in brackets.

against, the number of i	eceivables/payables selected appears in brackets.
Search	Enter the partial or full receivable/payable reference number / associated party name / status to search for specific receivables/payables. The results appear as and when you enter the data.
∇	Click this icon to filter the receivables/payables, based on certain criteria. For more information, refer the <u>Search (overlay window</u> <u>for Manage Receivables/Payables)</u> section below.
Check Box	To select all the receivables/payables in the list, select the main check box. To select specific receivables/payables, select the check boxes beside those receivables/payables. If you select more than one receivable/payable, the following message appears:
	Note: To add comments for all selected receivables/payables:
	1) Click the <u>Click Here</u> link. A pop-up window appears.
	2) Add relevant comments.
	 Click Apply to apply the same. OR Click Cancel to cancel adding the comments.
Indicator	Displays 'l' for an invoice and 'D' for a debit note.
Associated Party	Displays the name of the associated party linked with the receivable/payable.
Reference Number Status	Displays the unique reference number of the receivable/payable along with its status. The reference number is a hyperlink, which when clicked, displays the receivable/payable details in an overlay window. Also displays the status of the receivable/payable.
Due Date	Displays the date on which the receivable/payable must be fully
Amount	paid.
Amount	Displays the total receivable/payable amount.
Disputed Amount	Displays the amount that is being disputed.

Field Name	Description
Dispute Reason	Displays the reason for the dispute.
Comments	Enter any relevant comments. Once you select a receivable/payable, this field becomes editable.
Upload Documents	Click to upload relevant documents. Once you select a receivable/payable, this icon becomes clickable.
	The following document formats are supported: JPEG, JPG, PNG, and PDF. A maximum of 5 documents can be uploaded.
	Once you upload documents, the number of documents uploaded appears as a hyperlink in brackets, beside this icon. On clicking this hyperlink, a pop-up window appears with the names of the
	documents uploaded. To delete an uploaded document, click ${\buildred {f u}}$ beside the document in the pop-up window.
	Note: These documents can also be viewed and

Note: These documents can also be viewed and downloaded by the approver/checker.

<	Raise Disp	ute	Accept/Reje Offer	ect Discount		olve Dispute ceivables/Payable	-	Assignment	¶ >
List	of Receiv	ables/Paya	ables						
(1 sele	ected)							Q Search	V
		sociated rty \$	Reference Number Status	Due Date ≎	Amount	Disputed Amount	Dispute Reason	Comments	Upload Documents 🛈
Y	L AE	3Z Solutions	Inv110501 Disputed	3/31/25	USD 1,000.00	USD 1,000.00	2 - Direct payment to Export Factor	Dispute resolved	£
	I Au	IgSupp	InvBulk110501 Disputed	11/6/23	USD 2,000.00	USD 2,000.00	3 - Direct payment to seller	Type Comment	Ĺ
	E Au	igSupp	InvFinRepayment17May1	7/31/23	USD 1,000.00	USD 1,000.00	2 - Direct payment to Export Factor	Type Comment	1.

- 2. Once you select the required receivable/payable, enter relevant comments.
 - a. You can also click and upload relevant documents, if required.



3. Click **Submit**. The Review screen appears. OR

Click **Cancel** to cancel the transaction. OR

Click **Back** to go to the previous screen.

 Review the details and click Confirm. A confirmation message appears with the reference number and status of the transaction.
 OR

Click **Cancel** to cancel the transaction. OR

Click **Back** to go to the previous screen.

8.7 Assignment

A corporate party can assign the responsibility of handling their receivables/payables to a factor. This process is referred to as assignment. The responsibilities can include collecting, distributing, financing, repayment, and so on. This option is available only if the Oracle Banking Supply Chain Finance application is implemented by the bank.

Note: The Assignment tile is not displayed if the Supply Chain Finance Module is not implemented by the bank.

If the 'Acceptance Applicable' flag is enabled for the program associated with the receivable/payable, then the receivable/payable is available for assignment only after it has been 'Accepted'. Else, the receivable/payable is available for assignment regardless of its status.

How to reach here:

Dashboard > Toggle menu > Receivables/Payables > Receivables/Payables Management > Manage Receivables/Payables OR

Dashboard > Toggle menu > Receivables/Payables > Receivables/Payables Management > View/Edit Receivables/Payables > Customer Reference Number link of invoice/debit note

To perform assignment of receivables/payables:

1. In the **Manage Receivables/Payables** screen that appears, click the **Assignment** tile. A list of receivables/payables on which the assignment action can be effected, appears.



٢	Raise Dispute		Accept/Reject Disc Offer	ount	Resolve	Dispute	· · · · · · · · · · · · · · · · · · ·	gnment ceivables/Payable	s 🔨
List	of Receivables/F	Payables							
(select	ted)							Q Search	7
	Associated Pa	arty ≎ Refere	nce Number 💲	Date 🗘	Due Date O	Amount	Comments	Status 🗘	Upload Documents 🛈
	D AugSupp	DebitN	ote02Jun372	3/30/18	9/2/23	USD 1,000.00	Type Comme	Accepted	1.
	D AugSupp	DebitN	iote02Jun770	1/1/20	9/2/23	USD 1,000.00	Type Comme	Accepted	1.
	D AugSupp	DebitN	lote02Jun097	1/1/20	9/2/23	USD 1,000.00	Type Comme	Accepted	1.
	D AugSupp	Debith	lote02Jun283	1/1/20	9/2/23	USD 1,000.00	Type Comme	Accepted	Ţ

Manage Receivables/Payables - Assignment action selected

Field Description

Field Name Description

Manage Receivables/Payables – Assignment

List of Receivables/Payables (number selected)

This section displays a list of receivables/payables against which the 'Assignment' action can be effected. Once you select one or more receivables/payables to assign, the number of receivables/payables selected appears in brackets.

Search	Enter the partial or full receivable/payable reference number / associated party name / status to search for specific receivables/payables. The results appear as and when you enter the data.
∇	Click this icon to filter the receivables/payables, based on certain criteria. For more information, refer the <u>Search (overlay window</u> <u>for Manage Receivables/Payables)</u> section below.



Field Name	Description				
Check Box	To select all the receivables/payables in the list, select the main check box. To select specific receivables/payables, select the check boxes beside those receivables/payables. If you select more than one receivable/payable, the following message appears:				
	You may add comments for all selected receivables/payables. <u>Click Here</u> .				
	Note: To add comments for all selected receivables/payables:				
	1) Click the <u>Click Here</u> link. A pop-up window appears.				
	2) Add relevant comments.				
	 Click Apply to apply the same. OR Click Cancel to cancel adding the comments. 				
Indicator	Displays 'l' for an invoice and 'D' for a debit note.				
Associated Party	Displays the name of the associated party linked with the receivable/payable.				
Reference Number	Displays the unique reference number of the receivable/payable. This is a hyperlink, which when clicked, displays the receivable/payable details in an overlay window.				
Date	Displays the date of creation of the receivable/payable.				
Due Date	Displays the date on which the receivable/payable must be fully paid.				
Amount	Displays the total receivable/payable amount.				
Comments	Enter any relevant comments. Once you select a receivable/payable, this field becomes editable.				
Status	Displays the status of the receivable/payable.				
Upload Documents	Click to upload relevant documents. Once you select a receivable/payable, this icon becomes clickable.				
	The following document formats are supported: JPEG, JPG, PNG, and PDF. A maximum of 5 documents can be uploaded.				
	Once you upload documents, the number of documents uploaded appears as a hyperlink in brackets, beside this icon. On clicking this hyperlink, a pop-up window appears with the names of the				
	documents uploaded. To delete an uploaded document, click ៉ beside the document in the pop-up window.				
	Note : These documents can also be viewed and downloaded by the approver/checker.				



<	Raise Dispute		Accept/Reject Disc Offer	ount	Resolve	Dispute		gnment ceivables/Payable	s 🤨
List	of Receivables,	/Payables							
(2 sele () You		r all selected red	eivables/payables. Click Hen					Q Search	Y
	Associated	Party ≎	Reference Number 🗘	Date 🗘	Due Date $\hat{\circ}$	Amount	Comments	Status 🗘	Upload Documents
	D AugSupp		DebitNote02Jun372	3/30/18	9/2/23	USD 1,000.00	For Assignme	Accepted	Ĺ
	D AugSupp		DebitNote02Jun770	1/1/20	9/2/23	USD 1,000.00	For Assignme	Accepted	Ţ
	AugSupp		DebitNote02Jun097	1/1/20	9/2/23	USD 1,000.00	Type Comme	Accepted	Ĺ
	D AugSupp		DebitNote02Jun283	1/1/20	9/2/23	USD 1,000.00	Type Comme	Accepted	1

- 2. Once you select the required receivables/payables, enter relevant comments.
- a. You can also click and upload relevant documents, if required.
 3. Click **Submit**. The Review screen appears.

 - OR

Click Cancel to cancel the transaction.

OR

Click **Back** to go to the previous screen.

4. Review the details and click **Confirm**. A confirmation message appears with the reference number and status of the transaction.

OR

Click Cancel to cancel the transaction.

OR

Click **Back** to go to the previous screen.



Search (overlay window for Manage Receivables/Payables)

This overlay window appears when you click the *Manage Receivables/Payables* screen.

Search			×
Select Receiva	able/Payable		
Invoice	Debit Note	Both	
Associated	Party		•
Invoice Date			
From			İ
То			Ē
Due Date			
From			İ
То			Ē
Amount Rang	e		
Currency			•
From			
То			
Customer R	eference Num	ber	
Status			•
Apply	Reset		

Field Description

Field Name	Description				
Search (overlay window)					
Select Receivable/Payable	Select the type of receivable/payable to take action on. The options are:				
	Invoice				
	Debit Note				
	Both				
Associated Party	Indicates an option to search for receivables/payables based on the associated party linked with the receivables/payables.				



Field Name	Description			
Discount Offer	Indicates an option to search for receivables/payables based on the discount offer linked to them. This list displays all discount offers that have been created. You can select a specific discount offer to view specific receivables/payables, or the 'All Offers' option to view all receivables/payables.			
	This field appears only for the Accept/Reject Discount Offer option.			
Date From - To	Indicates an option to search for receivables/payables create within a specific date range. Click the calendar icon and select th From and To dates.			
Due Date From - To	Indicates an option to search for receivables/payables that are due in a specific date range. Click the calendar icon and select the From and To dates.			
Amount Range Currency From/To	Indicates an option to search for receivables/payables based on an amount range. Select the required currency from the Currency list, and enter the From and To amounts.			
Customer Reference Number	Indicates an option to search for receivables/payables based on the reference number.			
Status	Indicates an option to search for receivables/payables based on their status.			
	 The status is set to Disputed by default, when filtering receivables/payables for Resolve Dispute. The status cannot be edited in this case. 			
	• The status is set to Raised , by default, when filtering receivables/payables for Cancel , or Accept . The status cannot be edited in these cases.			

<u>Home</u>



9. Credit Notes

In general, a Credit Note can be interpreted as a receipt, or an invoice given by a shop to a customer who has returned goods. This can then be offset against future purchases. It is essentially an instruction to debit the supplier and credit the buyer. Credit notes may be raised under the following circumstances:

- The supplier fails to deliver goods of the same value as the buyer's payment, assuming that the buyer has made an advance payment.
- The rate charged on an earlier invoice is higher than the actual rate.
- The buyer pays prior to the due date leading the supplier to provide a discount by way of a credit note.
- Items (commodities) raised in the invoice are returned by the buyer.

Pre-requisites

User must have valid corporate login credentials.

Note: The Credit Notes Transactions are only supported on **Desktops/Laptops** and on **Landscape** mode of **Tablet** devices.

9.1 <u>Create Credit Note</u>

Credit note records can be created by direct online entry or in bulk through file upload.

9.1.1 Online Credit Note Creation

Using this option, corporate users can create single or multiple credit notes online. Post submission of the credit note, an option is provided to save the content as a Template. The template can be reused for creating credit notes for the same program and associated corporate party.

Once the user creates credit notes, they must be approved by an approver (if the approval flow has been set). The designated corporate approver is notified. The approver can either approve or reject the transaction. In case of rejection, the approver can send the transaction back to the corporate user (maker) to make the required modifications and re-submit it for approval.

How to reach here:

Dashboard > Toggle menu > Receivables/Payables > Receivables/Payables Management > Create Credit Note



Create Credit Note

😑 🗬 Futura Bank	Q What would you like to do today?		
Create Credit N Reindeer Corp ***20			
	•		
	G	redit Note Creation	
You ca	n create single or multiple credit note online by selectir	g Online Credit Note Creation. To upload credit note in bulk, select Bulk File Uplo	oad.
	Online Credit Note Creation	File Upload	
	Create credit note on the go	Upload multiple credit note with a bulk upload fac	ility
	Copyright ⊕ 2006, 2023, Oracle and/or its	affiliates. All rights reserved [SecurityInformation]Terms and Conditions	Help

Field Description

Field Name	Description
Create Credit Note	
Party Name	Displays the name of the logged-in corporate party.
Online Credit Note Creation	Indicates the option to create credit note records by manual entry of the details.
File Upload	Indicates the option to create bulk credit note records through file upload.

9.1.1.1 Online Credit Note Creation (manual entry)

A corporate user, based on their role, can create one or more credit notes in one single transaction.

To create credit note(s):

1. In the **Create Credit Note** screen, click **Create New Credit Note** to create credit note records manually. The **New Credit Note** tab appears.



New Credit Note

\equiv 📮 Futura Bank	Q What would you like to d	lo today?			₽ ₽₽ CR
↑ Create Credit Note Reindeer Corp ***262	2				
Party Name Reindeer Corp ***262	•				
New Credit Note Template			Facing d	ifficulty in entering data for multiple	Credit Note?Use Bulk Upload
Customer Credit Note Number	Required	Associated Party *	•		0
Currency LAK Credit Not		Credit Note Date	Ē		
Program Name	Required	Expiry Date	Required		
riganitian		- coping bace	Required		
Adjustment Reason	•	Linked Invoice Number			
Commodity Details Click 'Add' fo	or commodity details				Add
Linked Invoice Number	Name Code	Quantity Cost/Un	it Gross Amount E	Discount Tax Net	Amount Action
No data to display.			Gross Credit Note Amount		
			Discount (%) O	Discount Amount LAK 0	•
			Tax (%) 0	Tax Amount LAK 0	o
			0	LAK 0	-
			Miscellaneous Charge 1	Amount	• ●
			Miscellaneous Charge 2	Amount	a
			Net Credit Note Amount		
Save Save and Copy					
Add Credit Note					
Submit Cancel Baci	k				
					6
	Copyright © 2006,	2023, Oracle and/or its affiliates. All rig	hts reserved. SecurityInformation Terms and C	conditions	Help

Field Description

Field Name	Description
Create Credit Note	
Party Name	Select the party name from the dropdown list in which the credit note must be created. By default, the primary party/gcif of the logged-in user is selected.
	Note: Only accessible parties are displayed to the user.
New Credit Note	

Field Name	Description
Facing difficulty in entering data for multiple Credit Note? Use Bulk Upload	Click the Use <u>Bulk Upload</u> link to navigate to the File Upload screen for creating credit notes in bulk.
Customer Credit Note Number	Enter the customer's own reference number for the credit note.
Associated Party	Select the associated party to link the credit note to. A list of all on- boarded associated parties along with their roles (Buyer or Supplier) is available for selection.
	Additionally, on selecting an associated party, the role of the party as Buyer or Supplier appears below this field.
Program Name	Select the program to which the credit note should be linked. Programs linked to the selected associated party are listed. This field is visible only if the Oracle Banking Supply Chain Finance application is implemented by the bank.
Auto Accept	Displays the number of days post creation when the credit note will be deemed as accepted. This field appears on selecting a program. It is displayed only if auto-acceptance is enabled at the program- level. For more information on programs, refer the Create Program section in User Manual Oracle Banking Digital Experience Corporate Supply Chain Finance .
Auto Finance	Displays whether the credit note will be auto financed or not. This field appears on selecting a program. It is populated based on the auto finance setting in the program definition. For more information on programs, refer the Create Program section in User Manual Oracle Banking Digital Experience Corporate Supply Chain Finance .
Credit Note Amount	Select the credit note currency and enter the gross credit note amount (not including tax or discount).
Credit Note Date	Click the calendar icon and select the date of creation of the credit note.
Expiry Date	Click the calendar icon and select the date on which the credit note expires. The Expiry Date should be greater than or equal to the Credit Note Date .
Adjustment Reason	Select the reason for adjusting the invoice amount.
Linked Invoice Number	Select the invoice that should be linked to the credit note. Once you link invoice(s), the Populate Commodity Details from Invoice toggle is enabled, and the commodities from the invoice(s) appear in the Commodity Details grid of the credit note.



Field Name	Description
Populate Commodity Details from Invoice	This toggle is automatically enabled when you link invoices to the credit note in the Linked Invoice Number field. The Commodity Details section gets populated with the commodities from the linked invoice(s), when this toggle is enabled.
	Switch this toggle off in case you want to remove the commodities from the credit note.

- 2. Once you enter the above details, you can optionally add/modify the commodity details.
 - a. To add a commodity record, click **Add**. An overlay window appears, where you can capture the commodity details.
 - b. To modify an existing commodity record, click \checkmark .
 - c. To delete a commodity record, click $^{\textcircled{1}}$.

Add Commodity Details

The Add Commodity Details overlay window appears when you click Add in the Commodity Details section.

Create Credit Note					Add Commodi	ty Details	
Reindeer Corp ***262					Name		
Program Name	•	Expiry Date					R
			Requi		Code		
Adjustment Reason	•	Linked Invoice Number					
					Quantity		
Commodity Details Click 'Add' for con	nmodity details						
					Cost/Unit		
Linked Invoice Number	Name Code	Quantity Cos	t/Unit Gross Amount	Discount Tax Net			
No data to display.					Gross Amount LAK 0		
			Gross Credit Note Amount		Discount (%)	Discount Amount	Ģ
			Discount (%) 0	Discount Amount LAK 0			
					Tax (%)	Tax Amount	G
			Tax (%) 0	Tax Amount LAK 0	_		
					Create Copy		1
			Miscellaneous Charge 1	Amount			
					Add	Help	1
						_	1

Field Name	Description					
Add Commodity Detail	S					
Name	Enter the name of the commodity for which the credit note is being raised.					



Field Name	Description
Code	Select the code of the commodity. This value should be selected from the commodity code dropdown list.
	Note: This dropdown field displays the list of commodity code(s) maintained for the selected supplier party.
Quantity	Enter the quantity of the commodity for which the credit note is being raised.
Cost/Unit	Specify the cost per unit of the commodity.
Gross Amount	Enter the gross commodity amount. It also gets auto calculated if quantity and cost per unit are entered. It is the product of the entered quantity and cost per unit.
	Gross Amount = Cost/Unit * Quantity
Discount	Enter any discount offered on the commodity. You can either enter the percentage of discount (in the first field) or the actual discount amount (in the second field). When you enter any one of these values, the other value is automatically calculated and displayed.
	Note: This field is auto populated if a discount percentage is maintained for the selected commodity code.
	Click Contract the values.
Тах	Enter any tax charged on the commodity. You can either enter the percentage of tax (in the first field) or the actual tax amount (in the second field). When you enter any one of these values, the other value is automatically calculated and displayed.
	Note: This field is auto populated if a tax percentage is maintained for the selected commodity code.
	Click O reset the values.
Net Amount	Displays the net amount of the commodity. It is automatically calculated as follows:
	Net Amount = Gross Amount – Discount + Tax
Create Copy	Select this check box to create a copy of the commodity details entered.
On aliaking the Add	button a commodity record is created in the Commodity Dotails section

On clicking the **Add** button, a commodity record is created in the **Commodity Details** section.

3. You can further add commodities by clicking **Add**, and filling out the required details.



Credit Notes

Linked Invoice Number	Name	Code	Quantity	Cost/Unit	Gross Amount	Discount	Tax	Net Amount	Action
Inv2Mar1	Comm	POPPY-STRAW	10	USD 100.00	USD 1,000.00	-	-	USD 1,000.00	1 🗇
				Gross Cree	lit Note Amount	USD 1,000	0.00		
				Discount (9 0		Discount Arr USD 0.00			
				Tax (%) O		Tax Amount			
						USD 0.00			
				Miscellane	ous Charge 1	Amount		⊙ ⊕	
					ous Charge 2	Amount		茴	

Field Name	Description						
Commodity Details	·						
This section displays commodities can be	s the commodity detail records, once you add them. Multiple added.						
Linked Invoice Number	Displays the invoice number of the commodity.						
Name	Displays the name of the commodity.						
Code	Displays the code of the commodity.						
Quantity	Displays the quantity of the commodity.						
Cost/Unit	Displays the cost per unit of the commodity.						
Gross Amount	Displays the total gross amount of the commodity. It is the produc of the entered quantity and cost per unit. Gross Amount = Cost per unit * Quantity						
Discount	Displays the discount amount and percentage offered on the commodity.						
Tax	Displays the tax amount and percentage charged on the commodity.						
Net Amount	Displays the net amount of the commodity. It is automatically calculated as follows:						
	Net Amount = Gross Amount – Discount + Tax						



Field Name	Description
Actions	Indicates the actions that can be performed on the commodity record.
	Click to edit the record.
	Click to remove the record.
The following fields are the invoice-level.	e present below the Commodity Details section, and are applicable at
Gross Credit Note Amount	Displays the total gross amount of all the added commodities.
Discount	Displays the total discount amount of all the commodities added. The average discount percentage of all added commodities is also
	displayed. Click 🖸 to reset the values.
	Total Discount % = (Total discount amount / Total debit note amount) *100
	Note: When commodity records are added, the discount value of each commodity is aggregated and populated here. This value cannot then be modified. However, if commodity records are not added, then this field is editable and the discount value or percentage can be entered here.
Тах	Displays the total tax amount of all the commodities added. The average tax percentage of all added commodities is also displayed.
	Click 🕒 to reset the values.
	Total Tax % = (Total tax amount / Total debit note amount) *100
	Note: When commodity records are added, the tax value of each commodity is aggregated and populated here. This value cannot then be modified. However, if commodity records are not added, then this field is editable and the tax value or percentage can be entered here.
Miscellaneous Charges	Add the name and amount of any other miscellaneous charge applicable.
	Use \textcircled{igeo} to add another charges. A maximum of 2 miscellaneous charges can be added.
	Click O to reset the values.
Net Credit Note	Displays the overall credit note amount that is owed to the buyer.
Amount	Note: The Net Credit Note Amount gets automatically calculated as follows: Net Credit Note Amount = Gross Credit Note Amount - Discount Value + Tax Amount
0	Indicates an option to reset the fields. This icon is present on the top right corner of the screen.



- 4. Modify the amount in the **Credit Note Amount** field above the Commodity Details section, to match the **Gross Credit Note Amount**, of all commodities.
- 5. Click **Save** to save the debit note.

OR

Click **Save and Copy** to save the credit note and to create an editable copy. OR

To clear the fields, click the \bigcirc icon in the top right side of the screen.

📮 Futura Bank	Q What would you like to do today?	Û <u></u> c
↑ Create Credit Note Reindeer Corp ***262	2	
Party Name Reindeer Corp ***262	•	
New Credit Note Template	Facing difficulty in enterin	ig data for multiple Credit Note?Use Bulk Upload
Customer Credit Note Number CN76363	Associated Party AugSupp RoleBuyer	:
Credit Note Date 6/16/23	Credit Note Amount USD 1,000,00	
Populate Commodity Details from In	voice	
Yes Add Credit Note		
Submit Cancel Baci	k	
		9
	Copyright @ 2006, 2023, Oracle and/or its affiliates. All rights reserved. [SecurityInformation] Terms and Conditions	Help

Note: On clicking the **Save** button, the credit note being created appears in a panel with in the top right corner. Click this icon to edit / copy / delete the credit note, if required.

- 6. To create another new credit note in the transaction, click the Add Credit Note link.
 - a. Add required details as mentioned in the steps above.
- 7. Click **Submit** to submit the transaction, once all required credit notes have been added. The Review screen appears.

OR

Click Cancel to cancel the transaction.

OR

Click **Back** to navigate back to the previous screen.



Create Credit Note – Review Scre

utura Bank	Q What wor	uld you like to do today	?					
Create Credit Note Reindeer Corp ***262								
					-			
f Review								
You initiated a request for C	redit Note crea	ition. Please review det	ails before you conf	irm!				
Party Name								
Reindeer Corp ***262								
Customer Credit Note Number CN76363				Associated Party				
Credit Note Date				AugSupp Role :Buyer				
Credit Note Date 6/16/23				Credit Note Amount USD 1,000.00				
Program Name				Expiry Date 7/14/23				
reqfinancelnv								
Adjustment Reason Freight Deducted				Linked Invoice Number Inv2Mar1				
Commodity Details								
Linked Invoice Number	Name	Code	Quantity	Cost/Unit	Gross Amount	Discount	Tax	Net Amount
Inv2Mar1	Comm	POPPY-STRAW	10	USD 100.00	USD 1,000.00	-	-	USD 1,000.00
				Gross (redit Note Amount			USD 1,000.00
				Discou	int	0.00 %		USD 0.00
				Tax		0.00 %		USD 0.00
				Net Cr	edit Note Amount			USD 1,000.00
Confirm Cancel Bac	k							

8. In the Review screen, verify the details and click **Confirm**. A confirmation message appears with the reference number and status of the transaction. OR

Click **Cancel** to cancel the transaction. OR

Click **Back** to navigate back to the previous screen.

Create Credit Note – Confirmation Screen

😑 🍵 Futura Bank	Q What would you like to do today?	Û CK
Create Credit Note		
Confirmation Your request for creating (Fredit Note(s) has been submitted successfully.	
Reference Number 06063C87ECDB Status		
Completed		
Click here to view status of Cred		
What would you like to do next?		
Home View Credit Note	Create Credit Note Save as Template	
		
		9
	Copyright © 2009, 2023, Oracle and/or its affiliates. All rights reserved. [SecurityInformation] Terms and Conditions	Hep



Note: You can view the details of the credit note just created, by clicking the '<u>Click here to view</u> <u>status of Credit Note</u>' link.

 Click the <u>Save as Template</u> link to save the details of the created credit note as a template. OR

Click the <u>View Credit Note</u> link to view the details of existing credit notes. The View Credit Note screen appears.

OR Click the <u>Create Credit Note</u> link to create another credit note.

OR

Click the Go To Dashboard link to go to the main dashboard.

9.1.1.2 Create Credit Notes using Templates

You can save the data entered during credit note creation, as a template. This option is available upon successful creation of a credit note. You can use this template in the future to create credit notes for the same program and associated party. This saves the efforts of re-entering the data.

How to reach here:

Dashboard > Toggle menu > Receivables/Payables > Receivables/Payables Management > Create Credit Note

😑 📮 Futura Bank	Q What would you like to do today?		Ĵ <mark></mark> ™ (r
Create Credit Not Reindeer Corp ***262			
	•		
	Ci	edit Note Creation	
You can cre	eate single or multiple credit note online by selectin	g Online Credit Note Creation. To upload credit note in bulk, select Bulk File Uplo	ad.
	Online Credit Note Creation	File Upload	
	Create credit note on the go	Upload multiple credit note with a bulk upload fac	ility
	Create New Credit Note	Bulk File Upload	e
	Copyright 🕲 2006, 2023, Dracle and/or its	affiliates. All rights reserved [SecurityInformation] Terms and Conditions	Help

To view and use templates for creation of credit notes:

- 1. On navigating to the **Create Credit Note** screen, click **Create New Credit Note**. The **Create Credit Note** screen appears.
- 2. Click the **Template** tab. A list of existing templates appear.



Create Credit Note – Template tab

阿 Futura Bank	Q What would you like to do today?			Û <mark>⊠</mark> №
	te			
Cargill ***701				
Party Name Cargill ***701	•			
New Credit Note Templa	te 			
Q Search				
Template Name 💲	No of Credit Note Saved	Created By 💲	Last Updated 💲	Action
No data to display.				
	Copyright © 2006, 2023, Oracle and/or its i	affiliates. All rights reserved. [SecurityInformation]	Terms and Conditions	Help

Field Description

Field Name	Description
Party Name	Select the party name from the dropdown list in which the credit note must be created. By default, the primary party/gcif of the logged-in user is selected.
	Note: Only accessible parties are displayed to the user.
Search	Enter the partial or full name of the template to search for specific templates. As you type the name, the relevant templates appear in the list.
Template Name	Displays the name of the credit note template, as a hyperlink. Click this hyperlink to open the New Credit Note screen, with the template details populated in the respective fields.
No. of Credit Note Saved	Displays the number of credit notes saved under the template.
Created By	Displays the name of the corporate user who created the template.
Last Updated	Displays the last updated date of the credit note template.
Action	Click ៉ to delete the credit note template.

- 3. Navigate through the pages to the required template, or use the **Search** field to find a specific template.
- Click the desired <u>Template Name</u> link. The template details are populated in the New Credit Note tab. OR

Click against the template to delete the existing credit note template. A popup message appears to confirm the deletion.



a. Click **Yes** to delete the credit note template. OR

Click No to cancel the deletion of the credit note template.

- 5. Add or modify the required details.
- 6. Click **Save** to save the credit note.

OR

Click the $\underline{Save and Copy}$ link to create a copy of the credit note in editable mode. OR

Click the <u>Add Credit Note</u> link at the bottom of the screen, to add another credit note. OR

Click $\stackrel{\text{(ii)}}{=}$ at the top right corner of a credit note, to delete it. OR

OR

Click Click

7. Click **Submit** to submit the transaction. The Review screen appears.

OR

Click **Cancel** to cancel the transaction.

OR

Click **Back** to navigate back to the previous screen.

8. In the Review screen, verify the details, and click **Confirm**. A confirmation message appears with the reference ID and status of the transaction.

OR

Click **Cancel** to cancel the transaction.

OR

Click **Back** to navigate back to the previous screen.



9.1.1.3 Bulk Credit Note Creation

Credit note records can be created in bulk through file upload.

How to reach here:

Dashboard > Toggle Menu > File Upload > File Upload OR Dashboard > Quick Links > File Upload OR Dashboard > Toggle menu > Receivables/Payables > Receivables/Payables Management > Create Credit Note

To create credit notes in bulk:

😑 📮 Futura Bank	Q What would you like to do today?		Û 😁 ⊂u
↑ Create Credit Not Reindeer Corp ***262			
	Cre	dit Note Creation	
You can cre	ate single or multiple credit note online by selecting	Online Credit Note Creation. To upload credit note in bulk, select Bulk File Upload.	
	Online Credit Note Creation	File Upload	
	Create credit note on the go	Upload multiple credit note with a bulk upload facility	
	Create New Credit Note	Buik File Upload	e
	Copyright © 2006, 2023, Oracle and∕or its af	illates. All rights reserved SecurityInformation Terms and Conditions	Help

Field Name	Description
Create Credit Note	
Party Name	Displays the name of the logged-in corporate party.
Online Debit Note Creation	Indicates the option to create credit note records by manual entry of the details.
File Upload	Indicates the option to create bulk credit note records through file upload.

- 1. In the Create Credit Note screen, click Bulk File Upload. The File Upload screen appears.
- For more information on the procedure of uploading the file, refer User Manual Oracle Banking Digital Experience Corporate Bulk File Upload – Receivables Payables Management. Use the file template detailed below for upload.



Bulk Credit Note File Template

The file to be uploaded should have data in a specific sequence. For each credit note, there must be a top row with indicator 'CN', which specifies credit-note-level parameters. For each commodity under the credit note, there must be a row with indicator 'C', which specifies the commodity-level parameters.

	x
	BulkCreditNoteUpl
Note: Refer this file for the upload file format:	oadTemplate.csv

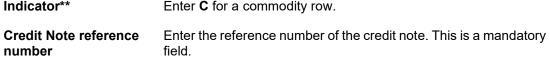
Field Description

Field Name	Description	
The following fields are record.	specific to a credit note. You must add a row for each credit note	
Indicator	Enter CN in this field. This is a mandatory field.	
Cr. Note Reference Number	Enter the customer's reference number for the credit note. This is a mandatory field.	
Link Invoice Number	Enter the invoice reference numbers to be associated with the credit note. You can provide multiple invoice numbers using the pipe separator.	
	Note: The invoice numbers provided here should belong to the same party ID for which the credit note is being uploaded.	
	The invoice numbers provided here should also belong to the same buyer-supplier combination, as that of the credi note.	
	The invoices specified in this field should not have beer cancelled. Credit notes cannot be raised against cancelled invoices.	
Cr Note Date	Enter the date of creation of the credit note. This date should not be greater than the current business date. It should also not be less than the invoice date. This is a mandatory field.	
Cr Note Expiry Date	Enter the expiry date of the credit note.	
Buyer Code**	Enter the code associated with the buyer.	
Supplier Code**	Enter the code associated with the supplier.	
Currency*	Enter the credit note currency. A 3-digit currency code as per ISO standards is acceptable. This is a mandatory field.	

Base Cr Note Amount* Enter the gross credit note amount.



Field Name	Description	
Discount Amount	Enter the discount amount applicable on the base credit note amount.	
Tax Amount	Enter the applicable tax amount.	
Net Cr Note Amount*	Enter the net credit note amount, post application of discount and tax. This is a mandatory field. Net Cr Note Amount = Base Cr Note Amount – Discount Amount + Tax Amount	
Buyer Division Code	Enter the division code of the buyer.	
Supplier Division Code	Enter the division code of the supplier.	
Buyer ID*	Enter the party ID of the buyer.	
Supplier ID*	Enter the party ID of the supplier.	
Buyer Name	Enter the name of the buyer.	
Supplier Name	Enter the name of the supplier.	
Program ID	Enter the ID of the program associated with the credit note. This ID should be the same as the program ID associated with the linked invoices. This field is applicable only if the Oracle Banking Supply Chain Finance application is implemented by the bank.	
Adjustment Reason	Select the reason for adjustment. The available values are:	
	Pricing Error	
	Allowance/Charge Error	
	Extension Error	
	Quantity Contested	
	Pallet/Container Charge ErrorFreight Deducted	
	Tax Deducted	
	Items not received	
Demonto		
Remarks	Enter any remarks, if applicable.	
The following fields are sp the credit note.	pecific to a commodity. You must add a row for each commodity in	
Indicator**	Enter C for a commodity row.	





Field Name	Description
Invoice Number**	Enter the invoice reference number of the commodity. This number should also be listed in the Linked Invoice Number field of the credit note.
	Note: Only one invoice number is allowed in this field. If the commodity is linked with multiple invoices, then a commodity row should be added for each invoice.
Commodity Code**	Enter the unique code of the commodity. This code should be the same as that present in the linked invoice in the credit note.
Commodity Name	Enter the name of the commodity. This name should be the same as that present in the linked invoice in the credit note.
Quantity**	Enter the quantity of the commodity.
Unit Cost	Enter the cost per unit of the commodity.
Gross Total of Commodity	Enter the total cost of the commodity. Gross Amount = Unit Cost * Quantity
Discount Amount	Enter the discount amount applicable to the commodity.
Tax Amount	Enter the tax amount applicable to the commodity.
Net Amount**	Enter the net amount of the commodity. Net Amount = Gross Total of Commodity – Discount Amount + Tax Amount



9.2 View Credit Note

Using this option, corporate users can view the credit notes, with respect to the corporate's role as buyer or supplier.

How to reach here:

Dashboard > Toggle menu > Receivables/Payables > Receivables/Payables Management > View Credit Note

View Credit Note

😑 🌹 Futura Bank	Q What would you like to do to	oday?				
↑ View Credit N Reindeer Corp J ***262	ote					
Party Name Reindeer Corp ***262	•					
Switch View Select your role as a Buyer or a Supplie Buyer Supplier	er to view your data in terms of Receivable	es or Payables				
List of Payables 4 Record(s)					T Filter	ead 🔻 🔟 Manage Columns
Customer Reference Number	≎ Associated Party ≎	Due Date 🗘	Amount	Status 🗘	Receivable Amount	Reconciliation Status 😂
323	ABZ Solutions	5/24/2023	LAK 2,332	Raised	LAK 2,332	Unmatched
32313	ABZ Solutions	5/24/2023	LAK 24,324	Raised	LAK 24,324	Unmatched
2323	ABZ Solutions	5/31/2023	LAK 34	Raised	LAK 0	Matched
3323	ABZ Solutions	5/23/2023	LAK 323	Raised	LAK 323	Unmatched
Cancel						
	Copyright @ 2006, 202	23, Oracle and/or its affiliates.	All rights reserved. Secur	ityInformation Terms	and Conditions	

Field Name	Description
View Credit Note	
Party Name	Select the party name from the dropdown list to view the applicable list of credit notes. By default, the primary party/gcif of the logged-in user is selected.
	Note: Only accessible parties are displayed to the user. Based on the party selection, the list of credit notes is displayed.
Switch View	Indicates the option to view the credit notes based on the corporate party's role.
	The options are:
	• Buyer
	Supplier



Field Name	Description
Filter	Click this icon to filter the credit notes, based on certain criteria. For more information, refer the Filter (overlay window for View Credit <u>Note</u>) section below.
Download	Click this link to download the list of finances in CSV or PDF format.
Manage Columns	Click this link to personalize the columns i.e., rearrange/remove columns in the search result grid. The Manage Columns overlay window appears. For more information, refer the <u>Manage Columns</u> (overlay window for View Credit Notes) section below.

List of Receivables/Payables

Displays a list of credit notes based on the entered search criteria, for the party's role as supplier or buyer. The credit notes are displayed as:

- Receivables, if the role of the logged-in party is selected as '**Buyer**' in the Switch View field.
- Payables, if the role of the logged-in party is selected as '**Supplier**' in the Switch View field.

Customer Reference Number	Displays the customer's reference number for the credit note as fetched from the Host. This is a hyperlink which when clicked displays the details of the credit note. For more information, refer the <u>View Credit Note Details</u> section, in this document.
Associated Party	Displays the counter party name as fetched from the Host.
Due Date	Displays the due date of the credit note as fetched from the Host.
Amount	Displays the credit note amount along with the currency as fetched from the Host.
Status	Displays the status of the credit note. This can be one of the following: • Raised
	Expired
	Cancelled
Payable Amount / Receivable Amount	Displays the amount payable / receivable depending on the role selected. If the role is of a buyer, then it is the receivable amount, else it is the payable amount.
Reconciliation Status	Displays the payment status of the credit note. This can be one of the following:
	Matched
	Partially Matched
	Reconciliation in Process
	Unmatched



You can perform the following actions in the View Credit Note screen:

- Click the **Customer Reference Number** link to view the details of the credit note.
- Click **Cancel** to go to the main dashboard.

Filter (overlay window for View Credit Note)

This window appears when you click in the View Credit Notes screen.

= 🛢 F	utura Bank	Q What would you like to do too	lay?			Filter		×
	↑ View Credit No Reindeer Corp ***262	te				Customer Reference Number		
						Associated Party		•
	Party Name Reindeer Corp ***262	•				Currency	rom Amount To	
	Switch View Select your role as a Buyer or a Supplier to Buyer Supplier	o view your data in terms of Receivable:	or Payables			Expiry Date From	Expiry Date To	Ē
	List of Receivables 14 Record(s)					Status		•
	Customer Reference Number 🗘	Associated Party 💲	Due Date 🗘	Amount	Status 🗘	Reconciliation Status		•
	CRN12309	MRF Tyres	9/8/2027	USD 250,000.00	Raised			
	Cn7Apr1	Santa Corp	4/30/2023	USD 1,000.00	Raised	_		
		Copyright © 2006, 2023	, Oracle and/or its affiliates	. All rights reserved. SecurityInf	formation]Terms	Apply Reset		

Field Name	Description				
Filter (overlay window)					
Customer Reference Number	Indicates an option to filter credit notes using the reference number.				
Associated Party	Indicates an option to filter credit notes based on the associated party.				
Amount Range Currency From-To	Indicates an option to filter credit notes based on a particular currency and amount range.				
Expiry Date From-To	Indicates an option to filter credit notes that expire in a specific period.				
Status	Indicates an option to filter credit notes based on the status. The options available are:				
	Raised				
	Expired				
	Cancelled				



Field Name	Description				
Reconciliation Status	Indicates an option to filter credit notes based on the reconciliation status. The options available are:				
	Matched				
	Partially Matched				
	Reconciliation in Process				

• Unmatched

This overlay window appears when you click in the **View Credit Note** screen.

On clicking **Apply**, a list of relevant credit notes is displayed. On clicking **Reset**, the data entered in the **Filter** overlay window is cleared.

Manage Columns (overlay window for View Credit Note)

😑 🛢 Futura Bank Manage Columns Q What would you like to do today? × ↑ View Credit Note Fixed Custo er Reference Number Fixed _ ed Party -Party Name Reindeer Corp | ***262 Due Date Fixed Switch View Select your role as a Buyer or a Suppli ~ Buyer Supplier Status _ List of Receivables V Filter Fixed _ Customer Reference Number © Associated Party 0 Due Date 0 Amount Reconciliation CRN12309 MRE Tyres 9/8/2027 USD 250.000.00 Raised USD 250,000 USD 1,000 Cn7Apr1 4/30/2023 USD 1,000.00 Raised Copyright @ 2006, 2023, Apply Reset

Click **Manage Columns**. Click = and drag to rearrange the columns or uncheck the checkbox to remove the columns. OR

UR

Click **Reset** to reset the columns.



9.2.1 View Credit Note Details

This screen appears if you click the <u>Customer Reference Number</u> link of a particular credit note in the **View Credit Note** screen. It displays the detailed information of the credit note. You can view the following details:

- Itemized amount details
- Commodity details, if they have been added during creation.
- Linked invoices
- Reconciliation details, if reconciled.

	Q What would you like to do today?		Ę
↑ View Credit Note I Reindeer Corp ***262	Details		
Host Reference Number CN0090 Raised	Date 1/1/20		vogram Name DDProgAug10
Customer Credit Note Number CnUserStory2Mar1	Expiry Date 3/30/23	Adjustment Reason -	Remark -
Buyer Details			
Buyer Name Santa Corp	Buyer Id ***263	Buyer Address 791,51 St. Williams Street,London,GB,NR53RT	Buyer Code -
Less Information			
Amount Details Commodity	Details Linked Invoices Reconciliation Details		
Amount Details Commodity Particulars		; ount	
		ount	
Particulars	Am	ount 11.00	
Particulars Credit Note Amount Discount Amount	Am USD 1,1	ount 11.00 0.00	
Particulars Credit Note Amount Discount Amount Percentage Tax Amount Discount Net Credit Note Amount	Am USD 1,1 USD	ount 11.00 0.00 - -	
Particulars Credit Note Amount Discount Amount Percentage Tax Amount Discount	Am USD 11 USD USD	00001 11.00 0.000 1.000	
Particulars Credit Note Amount Discount Amount Percentage Tax Amount Discount Net Credit Note Amount Acceptance Amount	Am USD 1,1 USD USD USD 1,1	00001 11.00 0.000 1.000	

Field Name	Description
View Credit Note Detail	S
Party Name	Displays the name of the logged-in corporate party.
Preview & Download	Click the link to download the credit note details in PDF format. This file is password protected. The password is a combination of the first four letters of the corporate user name in UPPERCASE followed by the date of birth/establishment in DDMM format.



Credit Notes

Field Name	Description
Host Reference Number Status	Displays the unique reference number of the credit note fetched from the host.
	The status of the credit note is also displayed.
Date	Displays the date on which the credit note has been created.
Program Name	Displays the name of the program linked with the credit note.
The following fields appea clicking the Less Informa	r if you click the More Information link. You can hide the fields by tion link.
Customer Credit Note Number	Displays the customer's credit note reference number.
Expiry Date	Displays the date on which the credit note expires.
Payment Terms	Displays the terms agreed for the payment of the credit note.
Adjustment Reason	Displays the reason for adjustment of the initial invoice amount.
Remark	Displays the entered remarks.
, ,	Details he supplier, then the supplier details are displayed. If the yer, then the buyer details are displayed.
Buyer Name/ Supplier Name	Displays the name of the associated party.
Buyer Id / Supplier Id	Displays the ID of the associated party.

Buyer Address /	Displays the address of the associated party.
Supplier Address	

Buyer Code / Supplier Displays the code of the associated party. Code

The following tabs are present in the **View Credit Note Details** screen:

- Amount Details
- Commodity Details
- Linked Invoices
- Reconciliation Details

Note: These tabs can also be viewed on a mobile device.



View Credit Note Details – Amount Details tab

Amount Details Commodity Details	Linked Invoices Reconciliation Details	
Particulars	Amount	
Credit Note Amount	USD 1,111.00	
Discount Amount Percentage	USD 0.00	
Tax Amount Discount	0.0 Q2U	
Net Credit Note Amount	USD 1,111.00	
Acceptance Amount		
Outstanding Amount	USD 111.00	
Cancel Back		
		ß
		Help
	Copyright © 2006, 2023, Oracle and/or its affiliates. All rights reserved. SecurityInformation Terms and Conditions	

Field Name	Description
Amount Details tab The itemized categories a Amount.	ppear under Particulars and the respective amounts appear under
Credit Note Amount	Displays the credit note amount along with the currency.
Discount Amount Percentage	Displays the discount amount based on the discount percentage, along with the percentage value.
Tax Amount Percentage	Displays the tax amount based on the tax percentage, along with the percentage value.
Net Credit Note Amount	Displays the net calculated value on the basis of discount and tax values that are entered.
	Note: The Net Credit Note Amount gets auto calculated as follows: Net Credit Note Amount = Credit Note Amount - Discount Amount + Tax Amount.
Acceptance Amount	Displays the credit note amount that has been accepted.
Outstanding Amount	Displays the credit note amount that is outstanding.



View Credit Note Details – Commodity Details

Name	Code	Quantity 🗘	Cost Per Unit	Gross Amount	Discount Amount	Tax Amount	Net Amount	Linked Invoices 0
COMM2	POPPY-STRAW	1	USD 111.00	USD 111.00	-	-	USD 111.00	Inv2Mar4
COMM1	POPPY-STRAW	10	USD 100.00	USD 1,000.00	1	-	USD 1,000.00	Inv2Mar4
Cancel	Back					₿.		

Field Name	Description
Commodity Details tab This tab appears only if the note.	ne commodity details have been entered during creation of credit
Name	Displays the name of the commodity.
Code	Displays the code of the commodity.
Quantity	Displays the quantity of commodity.
Cost Per Unit	Displays the cost per unit of the commodity.
Gross Amount	Displays the total amount of the commodity. This is the product of quantity and cost per unit.
Discount	Displays the discount amount and percentage offered on the commodity.
Tax	Displays the tax amount and percentage charged on the commodity.
Net Amount	Displays the net amount for the commodity.
	Net Amount = Gross Amount – Discount + Tax.
Linked Invoice Number	Displays the reference number of the linked invoice.



View Credit Note Details – Linked Invoices tab

Invoice Reference Number 💲	Customer Invoice Number 🗘	Due Date 🗘	Invoice Amount	Financed Amount	Invoice Status 💲
INV0333	Inv2Mar4	3/30/23	USD 1,111.00	-	Raised
					G

Field Name	Description
Linked Invoices tab This tab appears if the cre	edit note has been linked with invoices.
Invoice Reference Number	Displays the reference number of the invoice. This is a hyperlink which when clicked displays the details of the invoice.
Customer Invoice Number	Displays the customer's reference number of the invoice.
Due Date	Displays the due date of the invoice.
Invoice Amount	Displays the invoice amount.
Financed Amount	Displays the invoice amount that has been financed.
Invoice Status	Displays the status of the invoice.



View Credit Note Details – Reconciliation Details tab

	Reference Number	0	Amount	Associated Party	٥	Reconciliation Date	٥	Rule Id	٥	Reconciliation Amount in Invoice/Debit Note Currency	Reconciliation Amount in Credit Note Currency
	View1Invoice10Mar1	1 17 US	D 1,350.00	Santa Corp		7/6/22		Ma	nual	USD 1,000.00	USD 1,000.00
Cance	Back										
											₿.

Field Description

Field Name	Description

Reconciliation Details tab

This tab appears if the credit note is reconciled against payments. Multiple payments may have been reconciled against a credit note.

Payment Reference Number	Displays the reference number of the payment that has been reconciled with the credit note record. This is a hyperlink, which when clicked displays the payment details. For more information, refer the <u>View Payments (details)</u> section in this user manual.
Payment Date	Displays the date of payment.
Payment Amount	Displays the amount of the payment.
Reconciliation Date	Displays the date when the reconciliation has been performed.
Remitter Name / Beneficiary Name	Displays the name of the remitter, in case of an inflow payment. Displays the name of the beneficiary, in case of an outflow payment.
Reconciliation Amount in Payment Currency	Displays the reconciliation amount in the currency that the payment has been made in.
Reconciliation Amount in Credit Note Currency	Displays the reconciliation amount in the currency of the credit note.

You can perform the following actions from the View Credit Note Details screen:

- Click the **<u>Preview & Download</u>** link to preview and download the credit note.
- Click **Cancel** to go to the main dashboard.
- Click **Back** to go to the previous screen.



9.2.1.1 Preview and Download Credit Note

To preview and download the credit note:

View	Credit	Note	Details
------	--------	------	---------

🗏 🌹 Fu	itura Bank	Q What would you like to do today?			Ĵ <mark>™</mark> (r
†	View Credit Note Reindeer Corp ***262	Details			Preview & Download
	Host Reference Number CN0090 Raised	Date 1/1/20		rogram Name DDProgAug10	
	Customer Credit Note Number CnUserStory2Mar1	Exptry Date 3/30/23	Adjustment Reason -	Remark -	
	Buyer Details				
	Buyer Name Santa Corp	Buyer Id ***263	Buyer Address 791,51 St. Williams Street,London,GB,NR53RT	Buyer Code -	
	Less Information				
	Amount Details Commodi	ty Details Linked Invoices Reconciliation Details			
	Particulars	Am	punt		
	Credit Note Amount	USD 1,11	1.00		
	Discount Amount Percentage	USD	.00		
	Tax Amount Discount	USD	0.00		
	Net Credit Note Amount	USD 1,11	1.00		
	Acceptance Amount				123
	Outstanding Amount	USD 11	1.00		222
	Cancel Back				
					6
22112		Copyright © 2006, 2023, Oracle and/or its affiliates.	All rights reserved. SecurityInformation Terms ar	nd Conditions	Help

 In the View Credit Note Details screen, click <u>Preview & Download</u>. The credit note details overlay window appears. The credit note fields displayed here are the ones entered during the creation of the credit note.



Credit Note Details

😑 🛢 Futura Bank 🛛 🔍	What would you like to do today?	Credit Note	Details				:
↑ View Credit Note Det Reindeer Corp ***262	tails	RC Rein	ideer Co	rp		External Reference Number CN0090	Downloa
		Reindeer Corp 791,51 St. Williams Street,London,GB,NI	R53RT			Credit Note Date 1/1/20	
Host Reference Number CN0090 Raiked	Date 1/1/20	Program Name ODProgAug10					
More Information		To Santa Corp 791,51 St. Williams				Linked Invoice Number Inv2Mar4	
Amount Details Commodity Det	ails Linked Invoices Reconciliati	Street,London,GB,NF Expiry Date 3/30/23	R53RT			Balance Due USD 111.00	
Particulars Credit Note Amount		Adjustment Reason					
Discount Amount Percentage		Commodity I	Detaile				
Tax Amount Discount		Linked	Details				
Net Credit Note Amount Acceptance Amount			Name 🗘	Code 🗘		Quantil	
Outstanding Amount		Inv2Mar4 (COMM2	POPPY-S	TRAW	1	
Cancel Back		Inv2Mar4 0	COMM1	POPPY-S	TRAW	10	
		Gre	oss Credit Not	e Amount	US	D 1,111.00	
				Discour	1%	USD 0.00	
				Tax	%	USD 0.00	
		Ne	et Credit Note	Amount	US	D 1,111.00	
							9
	Copyright © 2006, 2023, Oracle and/						

2. Click <u>**Download**</u> to download the credit note details in PDF format. OR

Click $\boxed{\times}$ to close the window.

Field Name	Description
Credit Note Details overla	y window
Download	Click to download the debit note in PDF format.
External Reference Number	Displays the customer's own reference number.
Party name & address	Displays the name and address of the supplier.
Credit Note Date	Displays the date on which the credit note has been raised.
Program Name	Displays the program linked to the credit note.
То	Displays the name and address of the buyer.
Linked Invoice Number	Displays the reference numbers of the invoices linked to the credit note.

Field Name	Description
Balance Due	Displays the balance credit note amount to be paid.
Expiry Date	Displays the expiry date of the credit note.
Adjustment Reason	Displays the reason for adjusting the initial invoice amount.
Commodity Details	
Linked Invoice Number	Displays the reference number of the invoice linked to the specific commodity.
Name	Displays the name of the commodity.
Code	Displays the code of the commodity.
Quantity	Displays the quantity of the commodity.
Cost/Unit	Displays the cost per unit of the commodity.
Gross Amount	Displays the gross amount of the commodity along with the currency. It is the product of the entered quantity and the cost per unit. Gross Amount = Quantity * Cost/Unit
Discount Amount	Displays the discount applicable to the commodity.
Tax Amount	Displays the tax applicable to the commodity.
Net Amount	Displays the net amount of the commodity. Net Amount = Gross Amount – Discount Amount + Tax Amount
Gross Credit Note Amount	Displays the total amount of all the commodities (gross amount).
Discount	Displays the total discount amount of all the commodities added. The average discount percentage of all added commodities is also displayed. Total Discount % = (Sum of discount amount of all commodities / Sum of gross amount of all commodities) *100
Tax	Displays the total tax amount of all the commodities added. The average tax percentage of all added commodities is also displayed. Total Tax % = [Sum of tax amount of all commodities / (Sum of gross amount of all commodities - Sum of discount amount of all commodities)] *100



Field Name	Description
Net Credit Note Amount	Displays the calculated value on basis of discount and tax values entered.
	Note: The Net Credit Note Amount gets auto calculated as follows: Net Credit Note Amount = Gross Credit Note Amount - Discount + Tax

<u>Home</u>



10. Purchase Order Management

Purchase order is a formal document sent by the buyer to the supplier, for purchasing products/services. It essentially contains details of the commodities that the buyer wishes to purchase, the quantities required, the shipping address, and so on.

In OBDX, purchase orders are created by a corporate with the role of 'Buyer'. A corporate supplier can also create purchase orders, based on a system configuration flag called 'Allow PO creation by Supplier'. This flag can be accessed by the system administrator. If set to 'Yes', a corporate supplier is also allowed to create purchase orders. If set to 'No', then purchase order creation is only restricted to corporate buyers. For more details on system configuration, refer **User Manual Oracle Banking Digital Experience System Configuration**.

If the purchase order is created by the buyer, then the supplier can accept it, directly from the portal. The buyer can edit and modify the purchase order prior to it being accepted by the supplier. If the purchase order is created by the supplier, then it is automatically deemed as accepted. The purchase order cannot be edited, in this case.

Purchase orders with status as 'Accepted', can be financed, either by the buyer or the supplier, based on who is set as borrower in the linked program.

Pre-requisites

User must have valid corporate login credentials.

The features built for the corporate user in Purchase Order Management are as follows:

- Overview
- Online Purchase Order Creation
- Purchase Order Creation with Document Upload
- Bulk File Upload Purchase Order Creation
- Edit Purchase Order
- Accept/ Reject Purchase Order
- View Purchase Orders
- Cancel Purchase Orders
- Save Purchase Order as Template
- Delete Purchase Order Template
- Request Finance against Purchase Orders (through Supply Chain Finance module)

Note: The Purchase Order Management Transactions are only supported on **Desktops/Laptops** and on **Landscape** mode of **Tablet** devices.



10.1 Overview

The Purchase Order Overview screen consists of the following widgets:

- Purchase Order Status Summary
- Upcoming Shipments
- Top 10 Associated Parties
- Quick Links

Dashboard

📮 Futura Bank	Q What would you like to do today	?	Û	99+
Overview				
Purchase Order Sta	atus Summary	Buyer Supplier V	Upcoming Shipments	7
Accepted GBP 5,094,622.00 (34) Financed GBP 0.00 Partially Financed GBP 0.00	 Rated GBP 56,774,359.80 (80) 		There are no upcoming shipments the displayed!	to
Top 10 Associated	Parties	Buyer Supplier	Quick Links	
Equivalent to Local Currency - GBP 60M 50M 40M			Create Purchase View Purchase Request Final Order Order	nce
20M 20M 10M 4BZ Solutions	NetNorCus3	20000000000000000000000000000000000000	Create Purchase Accept/Reject	
	+ Raised + Accepted		Order via Image Purchase Order Upload	

Purchase Order Status Summary – This widget lists the total amount associated with purchase orders in each status. The amounts are specified in the equivalent local currency. A graphical representation of this data is presented by the donut graph. The percentage equivalents of the amounts can be seen by clicking or hovering the cursor over the respective sections in the graph. The data is available for both roles of the corporate party – Buyer and Supplier.

Click this \checkmark icon to filter the purchase order status based on party name. On selection, the widget displays the purchase order status of the selected party.



Upcoming Shipments – This widget displays details of the upcoming shipments of the corporate party. Separate views are available for the corporate party's role as Buyer and Supplier. The following details are displayed for each shipment: the purchase order reference number, the counter party name, and the purchase order amount. On clicking the purchase order reference number link, the View Purchase Order (details) screen appears. For more information on this screen, refer the <u>View Purchase Order Details</u> section in this document.

Click this Υ icon to filter the upcoming shipments based on party name. On selection, the widget displays the upcoming shipments of the selected party

Top 10 Associated Parties – This widget displays a graphical representation of the top 10 counter parties linked with the logged-in corporate party, for each of their roles – Buyer and Supplier. This widget provides a quick view of the top 10 associated parties of the corporate based on the value of purchase orders in Raised and Accepted status.

Click this Υ icon to filter the associated parties based on party name. On selection, the widget displays the associated parties of the selected party

Quick Links – The most commonly used transactions are provided as quick links for quick access. Following transactions are provided as quick links:

- Create Purchase Order
- View Purchase Order
- Request Finance
- Create Purchase Order via Image Upload
- Accept/Reject Purchase Order

10.2 Online Purchase Order Creation

Purchase orders can be created by manually entering the data, or by uploading a file with the bulk purchase-order entries. The data entered manually can be saved as a template for future use. Once the user creates purchase order(s), they must be approved by an approver (if the approval flow has been set). The designated corporate approver is notified. The approver can either approve or reject the transaction. In case of rejection, the approver can send the transaction back to the corporate user (maker) to make the required modifications and re-submit for approval.

How to reach here:

Dashboard > Toggle menu > Receivables/Payables > Purchase Order Management > Create Purchase Order

Create Purchase Order



😑 🛢 Futura Bank	Q What would you like to do today?	<u> , 🚥</u> 🛛 В
↑ Create Purchase O Reindeer Corp ***262	rder	
You can create single or multi	ple purchase orders online by selecting Online Purchase Order Creation. To upload purchase orders in bul	k, select Bulk File Upload.
Online Purchase Order Cro	eation Purchase Order Creation with Document Upload Bu	lk File Upload
Create purchase order on the go and Create New Purchase Ord	document	ase order with a bulk upload facility ulk File Upload
	Copyright © 2006, 2023, Oracle and/or its affiliates. All rights reserved. [SecurityInformation] Terms and Conditions	

Field Description

Field Name	Description
Create Purchase Order	
Party Name	Displays the name of the logged-in corporate party.
Online Purchase Order Creation	Indicates the option to create purchase order records by manual entry of purchase order details.
Purchase Order Creation with Document Upload	Indicates the option to create a purchase order record by uploading the actual purchase order document.
Bulk File Upload	Indicates the option to create purchase order records in bulk, through file upload.

10.2.1 Online Purchase Order Creation (manual entry)

A corporate user, based on their role, can create one or more purchase orders in one single transaction.

To create a purchase order(s):

1. In the **Create Purchase Order** screen, click **Create New Purchase Order** to create purchase order records manually. The screen to create a new purchase order appears, starting with the **New Purchase Order** tab.



Create Purchase Order – New Purchase Order
--

🗉 💐 Futura Bank	Q What would you	like to do today?					Û.	LS
reate Purchase Order RA Corp I ***489						,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,		
Party Name ASTRA Corp ***489	•							
New Purchase Order Template			Faci	ng difficult	y in entering data for multiple	Purchase O	rder?Use Bulk Uj	pload
Customer Purchase Order Number		Associated Party *		•				Ģ
Pre-acceptance No	Required	Currency LAK • Pu	rchase Order Amount	Required				
Program Name ASTRA PO FINANCE Auto Accept:0 Auto Finance:Yes	•	Purchase Order Date		Required				
Requested Shipment Date	Ħ	Funding Request Date						
Promised Shipment Date	Required							
Hide Additional Details Shipment Details								
Shipment Address 1		Shipment Address 2						
Shipment Address 3		City						
Shipment Country Andorra	•	Zip Code						
Phone Number		Tax Id						
Reason of Export		Payment Terms						
Country Of Origin		Terms Of Sale		•				
Filler Details								
Filler 1		Filler 2						
Filler 3		Filler 4						
Filler 5		Filler ó						
Commodity Details					Click 'Add' commodity details	for /	Ad	d
Name Code Quantity	Total Weight	Cost/Unit	Gross Amount	Discour	nt Tax Net	Amount	Action	
No data to display.			Gross Purchase Order Amour	ıt		LAK	0	
			Discount (%)		Discount Amount	0		
			Tax (%)		Tax Amount	0		
			Miscellaneous Charges 1		Amount	o	۲	
Save Duplicate Purchase Order			Net Purchase Order Amount			LAK	(0	
Add Purchase Order								
Submit Cancel Back								



Field Name	Description
Create Purchase Order	
Party Name	Select the party name from the dropdown list in which the purchase order must be created. By default, the primary party/gcif of the logged-in user is selected.
	Note: Only accessible parties are displayed to the user.
New Purchase Order	
Facing difficulty in entering data for multiple Purchase Order? Use Bulk Upload	Click the Bulk Upload link to navigate to the File Upload screen for creating purchase orders in bulk.
Customer Purchase Order Number	Enter the corporate's own reference number associated with the purchase order.
Associated Party	Select the counter party in the business transaction. A list of all on-boarded associated parties along with their roles (Buyer or Supplier) is available for selection.
	Additionally, on selecting an associated party, the role of the party as Buyer or Supplier appears below this field.
	Note : Selecting an associated party is restricted by the value of the 'Allow PO Creation by Supplier' flag in the corporate admin settings. If this flag is set to 'No', then only an associated party with the role of 'supplier' is allowed to be selected. If set to 'Yes', then an associated party with the role of 'buyer' or 'supplier' can be selected.
Purchase Order Amoun	t Select the currency and enter the amount of the purchase order. This purchase order amount should match with the total gross amount of the commodity grid.
Pre-acceptance	This toggle is set to 'Yes' and is disabled if the logged-in party is the supplier. It is set to 'No' and is disabled if the logged-in party is the buyer.
Program Name	Select the program under which the purchase order is to be created. Once you select a program, the Auto Accept and Auto Finance fields appear with the values that have been set in the program. This field is visible only if the Oracle Banking Supply Chain Finance application is implemented by the bank.
Auto Accept	Displays 'Yes' if the purchase order will be auto-accepted, and 'No' otherwise. This parameter is set at the program-level.
Auto Finance	Displays 'Yes' if the purchase order will be auto-financed, and 'No' otherwise. This parameter is set at the program-level.



Field Name	Description	
Purchase Order Date	Click the calendar icon and select the date on which the purchase order is created.	
Requested Shipment Date	Click the calendar icon and select the date on which the buyer expects the shipment to get dispatched.	
Funding Request Date	Click the calendar icon and select the date on which funding for the purchase order is requested.	
Promised Shipment Date	Click the calendar icon and select the date agreed by the supplier to send the shipment.	
	Details link to add additional details such as shipment address, t terms, country of origin, and terms of sale.	
Shipment Address Line 1 to 3	Enter the complete address to send the shipment to.	
City	Enter the city to send the shipment to.	
Country	Enter the country to send the shipment to.	
Zip Code	Enter the pin 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.	
Payment Terms	Enter the terms of payments, if any.	
Country of Origin	Enter the country from where the shipment will originate.	
Terms of Sale	 Select the relevant terms of sale: CFR – Cost and Freight CIF – Cost, Insurance and Freight CIP – Carriage and Insurance Paid To (Insert place of destination) CPT – Carriage Paid To (Insert place of destination) DAF – Delivered At Frontier DDP – Delivered Duty Paid (Insert place of destination) DDU – Delivered Duty Unpaid DEQ – Delivered Ex Quay DES – Delivered Ex Ship 	



Description			
EXW – Ex Works (Insert place of delivery)			
 FAS – Free Alongside Ship (insert name of port of loading) 			
FCA - Free Carrier (Insert named place of delivery)			
FOB – Free On Board			
This section displays the Filler Label Fields. The bank can configure these fields on Day 0, based on their requirement.			

2. Once you enter the above details, click **Add** in the **Commodity Details** section, to add the commodities being purchased. The **Add Commodity Details** overlay window appears.

Add Commodity Details

This overlay window appears when you click Add in the Commodity Details section.

Unit Unit Unit
0
Gross Amo
Required 0
Discount Amount
Tax Amount Q
Tax Amount

Field Name	Description	
Add Commodity Details overlay window		
Name	Enter the name of the commodity being purchased.	



Field Name	Description
Code	Select the code of the commodity. This value should be selected from the commodity code dropdown list.
	Note: This dropdown field displays the list of commodity code(s) maintained for the selected supplier party.
Quantity	Enter the commodity quantity required.
Weight/Unit	Enter the weight per unit of the commodity. Also select the unit of measurement to be used for weight.
Total Weight	Displays the total weight of the commodity. This value is automatically calculated and displayed. It is the product of the values in the Quantity and Weight/Unit fields.
Cost/Unit	Enter the cost per unit of the commodity.
Gross Amount	Displays the total cost of the commodity. This value is automatically calculated and displayed. It is the product of the values in the Quantity and Cost/Unit fields.
Discount	Enter any discount being offered on the purchase. You can either enter the percentage of discount (in the first field) or the actual discount amount (in the second field). When you enter any one of these values, the other value is automatically calculated and displayed.
	Note: This field is auto populated if a discount percentage is maintained for the selected commodity code.
	Click O to reset the values.
Тах	Enter any tax being charged on the purchase. You can either enter the percentage of tax (in the first field) or the actual tax amount (in the second field). When you enter any one of these values, the other value is automatically calculated and displayed.
	Note: This field is auto populated if a tax percentage is maintained for the selected commodity code.
	Click O to reset the values.
Net Amount	Displays the net amount (after application of discount and tax) of the commodity being purchased.
	Note: The Net Amount gets auto calculated as follows: Net Amount = Gross Amount - Discount amount + Tax amount
Create Copy	Select this check box, to make a copy of the commodity details entered.

3. Once the commodity details are recorded in the overlay window, click **Add**. A record is created in the **Commodity Details** section.



eate Pu A Corp ***4	urchase	Order							
Party Name ASTRA Col	rp ***489 se Order	Template	•			Facing dif	ficulty in entering data for	multiple Purchase Order	PUse Bulk Uplo
Customer Pu	urchase Order Nu			Associated Party *					0
POASTRA	4890			BL Corp :Buyer					
Pre-acceptanc	e Yes			Currency USD	Purchase Order Amou USD 307,200.00	nt			
Program Na ASTRA PO	me O FINANCE		•	Purchase Order Date Feb 22, 2024		Ē			
	0 Auto Financi ihipment Date	e:Yes	Ē	Funding Request Date Feb 29, 2024		Ē			
Promised Sh Feb 29, 20	ipment Date		Ē				2		
	cional Details Ddity De		Total Weight	Cost/Unit	Gross Amount	Discount	c	lick 'Add" for ommodity etails Net Amount	Add
TLP	Tools	120	2400 Pound (20 / Pound)		USD 307,200.00	USD 3,072.00 @ 1.00%	USD 6,082.56 @ 2.00%	USD 310,210.56	
					Gross Purcha	se Order Amount		USD 307,200.00	
					Discount (%) 1		Discount Amount. USD 3,072.00		
					Tax (%) 2		Tax Amount USD 6,082.56		
					Miscellaneous Charges	Charges 1	Amount USD 200.00	0 €)
Save	Duplicate	Purchase Order			Net Purchase	Order Amount		USD 310,410.56	
Add Purchas	e Order								

Create Purchase Order - Commodity Details Section Updated



Field Description

Field Name

Description

Commodity Details

This section displays the commodity details, once you add them. Multiple commodities can be added.

Displays the name of the commodity.
Displays the code of the commodity.
Displays the required quantity of the commodity.
Displays the total weight of the commodity, along with the weight per unit.
Displays the cost per unit of the commodity.
Displays the gross amount of the commodity.
Displays the discount amount applicable, along with the discount percentage.
Displays the tax amount applicable, along with the tax percentage.
Displays the net amount of the commodity, after application of discount and tax.
Indicates the actions that can be performed on the commodity record.
Displays the total gross amount of the purchase order. This is the sum of the gross amounts of all added commodities. This value should be equal to the value in the Purchase Order Amount field. If not, you must adjust the value in the Purchase Order Amount field accordingly.



Field Name	Description
Discount (%) / Discount Amount	Displays the total discount amount of all the commodities added. The average discount percentage of all added commodities is
	also displayed. Click 🖸 to reset the values.
	Discount % = (Total discount amount / Total gross purchase order amount) *100
	Note: When commodity records are added, the discount value of each commodity is aggregated and populated here. This value cannot be modified.
	However, if commodity records are not added, then this field is editable, and the discount value or percentage can be entered here.
Tax (%) / Tax Amount	Displays the total tax amount of all the commodities added. The average tax percentage of all added commodities is also
	displayed. Click 🕒 to reset the values.
	Tax % = (Total tax amount / Total purchase order amount) *100
	Note: When commodity records are added, the tax value of each commodity is aggregated and populated here. This value cannot be modified.
	However, if commodity records are not added, then this field is editable, and the tax value or percentage can be entered here.
Miscellaneous Charges and Amount	Add the name and amount of any other miscellaneous charge applicable.
	 Use to add another charge. A maximum of 2 miscellaneous charges can be added.
	Click O to reset the values.
Net Purchase Order Amount	Displays the total net amount, after deducting the discount value and then applying the tax value.
	Net Purchase Order Amount = Gross Purchase Order Amount – Discount amount + Tax amount + Miscellaneous Charge 1 + Miscellaneous Charge 2
	Click this icon on the top right corner to reset the fields.
Duplicate Purchase Order	Click this link to add another purchase order with the same details.
Add Purchase Order	Click this link to add another blank purchase order.
	You can create multiple purchase orders using this link.

4. Ensure that the amount in the **Purchase Order Amount** field is the same as the **Gross Purchase Order Amount**.



5. Click **Save** to save the purchase order. OR

To clear the fields, click the \bigcirc icon in the top right side of the screen.

Note: On clicking **Save**, the application validates the selected associated party, based on the corporate admin setting, 'Allow PO Creation by Supplier'. If this flag is set to 'No', then the application allows purchase order creation only if the logged-in party is the buyer and the selected associated party is the supplier. If the flag is set to 'Yes', then there are no restrictions on purchase order creation.

Upon Clicking Save

Futura Bank	Q What would you like to do today?	Ç <mark>™</mark> (r
Create Purchase O	der	
Reindeer Corp ***262		
New Purchase Order Templa	Facing difficulty in entering data for multiple Pur	chase Order?Use Bulk Upload
Customer Purchase Order Number PO887	Associated Party AugSupp	:
Purchase Order Amount USD 110.00	Pre-acceptance Ves	
Add Purchase Order		
Submit Cancel Back		
		G
		Help
	Copyright ⊕ 2006, 2023, Oracle and/or its affiliates. All rights reserved [SecurityInformation] Terms and Conditions	

 To create another purchase order in the transaction, with the same details as the current one, click the <u>Duplicate Purchase Order</u> link. The current purchase order is automatically saved and a duplicate one is added.

Note: On clicking **Duplicate Purchase Order**, the application validates the selected associated party, based on the corporate admin setting, 'Allow PO Creation by Supplier'. If this flag is set to 'No', then the application allows purchase order creation only if the logged-in party is the buyer and the selected associated party is the supplier. If the flag is set to 'Yes', then there are no restrictions on purchase order creation.

- a. Click beside a purchase order to edit, copy, or delete it, if required.
- 7. To create another new purchase order in the transaction, click the **Add Purchase Order** link.
 - a. Add required details as mentioned in the steps above.
- Click Submit to submit the transaction, once all required purchase orders have been added. The Review screen appears. OR

Click Cancel to cancel the transaction.

OR

Click **Back** to navigate back to the previous screen.



Create Purchase Order – Review Screen

阿 Futu	a Bank		Q What would you	u like to do today?				¢∞ [ι
eate Pu		Order						
1 Review								
arty Name		est for Purchas	e Order creation. Please	e review details before yo	u confirm!			
ASTRA Corp	489							
Customer Purch		nber			Associated Party BL Corp			Preview Purchase Order
Purchase Order USD 307,20	Amount 0.00				Role :Buyer Pre-acceptance Yes			
Program Name ASTRA PO F	INANCE				Purchase Order Date Feb 22, 2024			
Requested Ship Feb 27, 202	4				Funding Request Date Feb 29, 2024			
Promised Shipn Feb 29, 202								
Shipmer		ils		Shipment Address 2				
- Shipment Addr	255 3			- City				
- Shipment Coun	try			- Zip Code				
Phone Number				Tax Id				
Reason for Expo	ort			Payment Terms				
Terms of Sale -				Country of Origin -				
Filler De	etails			Filler 2				
- Filler 3				- Filler 4				
- Filler 5				- Filler ó				
Commo	dity De	tails						
Name	Code	Quantity	Total Weight	Cost/Unit	Gross Amount	Discount	Tax	Net Amount
TLP	Tools	120	2400 Pound (20 / Pound)	USD 2,560.00	USD 307,200.00	USD 3,072.00 @ 1.00%	USD 6,082.56 @ 2.00%	USD 310,210.56
					Gross	s Purchase Order Amour	ıt	USD 307,200.00
					Tota (@19	I Discount Value % - Average of commodity	/ discount)	USD 3,072.00
					Tota (@29	I Tax Value % - Average of commodity	/ tax)	USD 6,082.56
					Misco	ellaneous Charge 1		USD 200.00
					Net	t Purchase Order Amour	ıt	USD 310,410.56
Confirm	Cancel	Back						



In the Review screen that appears, verify the details, and click **Confirm**. A confirmation
message of request submission for purchase order creation appears along with the reference
number and status.
OR
Click **Cancel** to cancel the transaction

Click **Cancel** to cancel the transaction.

OR

Click **Back** to navigate back to the previous screen.

Create Purchase Order – Confirmation Screen

😑 🖣 Futura Bank	Q What would you like to do today?	Û CK
Create Purchase Or		
Confirmation	g purchase order(s) has been submitted successfully.	
Reference Number 0606792512CE	B barrowse and Chura see, samunea secessanti	
Status Completed		
Click here to view status of p What would you like to do ne		
Home Create Purchase	Order Save as Template	
		9
	Copyright © 2006, 2025, Oracle and/or its alfiliates. All rights reserved [SecurityInformation] Terms and Conditions	Help

10. Click <u>Save as Template</u> to save the purchase order details as a template for future use. OR

Click the link provided to view the status of the purchase order along with other details. OR

Click Go To Dashboard to go to the dashboard.

OR

Click **<u>Create Purchase Order</u>** to create further purchase orders.



10.2.2 Create Purchase Order using Template

You can save the data entered during purchase order creation, as a template. This option is available upon successful creation of a purchase order. You can use this template in the future to create purchase orders for the same party. This saves the efforts of re-entering the data.

To view and use templates for creation of purchase orders:

1. On navigating to the **Create Purchase Order** screen, click the **Template** tab. A list of existing templates appears.

Create Purchase Order - Template

뾑 Futura Bank	Q What would you like to do today?			Û 🚥 🛙
↑ Create Purchase	e Order			
Reindeer Corp ***262				
Party Name Reindeer Corp ***262	•			
New Purchase Order Template				
New Purchase Order Template				
Q Search				
Template Name 💲	No of Purchase Order Saved	created By 🗘	last Updated 💲	Action
PO_TMPL_250123123821	1	authAutomation	1/25/2023	Ē
PO_TMPL_250123125922	1	authAutomation	1/25/2023	面
PO_TMPL_250123010427	1	authAutomation	1/25/2023	面
PO_TMPL_240523082015	2	authAutomationNe	5/24/2023	۵.
PO_TMPL_020623115442	1	checkerAutomationNe	6/2/2023	đ
PO_TMPL_031222095151	2	SCFCORPC	12/3/2022	Ē
PO_TMPL_260423061806	1	authAutomation	4/26/2023	面
PO_TMPL_120523123047	1	SCFCORPC	5/12/2023	Ū
PO_TMPL_010623124347	1	authAutomationNe	6/1/2023	面
PO_TMPL_170423053530	1	authAutomation	4/17/2023	۵.
PO_TMPL_080223052101	1	checkerAutomation	2/8/2023	面
PO_TMPL_180823082550	1	authAutomationNe	8/18/2023	Ē
PO_TMPL_250823103929	1	authAutomation	8/25/2023	面
PO_TMPL_250823104210	5	authAutomation	8/25/2023	団

Field Name	Description
Search	Indicates an option to search for specific purchase orders.
Template Name	Displays the name of the purchase order template.
No. of Purchase Orders Saved	Displays the number of purchase orders saved under the template.



Field Name	Description
Created By	Displays the name of corporate user who created the template.
Last Updated	Displays the last updated date of the purchase order template.
Actions	Click the 🛅 icon to delete the purchase order template.

- 2. Navigate through the pages to the required template, or use the **Search** field to find a specific template.
- 3. Click the desired <u>Template Name</u> link. The template details appear. OR

Click against the template to delete the existing purchase order template. A popup message appears to confirm the deletion.

- Click Yes to delete the template. OR Click No to cancel the deletion.
- 4. Click and select the **Edit** option. The template details are populated in the **New Purchase Order** screen.
- 5. Add or modify the data as required.
- 6. Click **Save** to save the purchase order.
- Click the <u>Duplicate Purchase Order</u> link to add another purchase order with same details entered in the current one. OR

Click the **<u>Add Purchase Order</u>** link to club another purchase order in the transaction.

8. Click Submit to submit the transaction. The Review screen appears.

OR Click **Cancel** to cancel the transaction. OR

Click **Back** to navigate back to the previous screen.

9. In the Review screen, verify the details and click **Confirm**. A confirmation message of request initiation for purchase order creation appears along with the reference number and status.

OR

Click **Back** to navigate back to the previous screen.

OR

Click Cancel to cancel the transaction.



10.3 Purchase Order Creation with Document Upload

Using this option, corporate users can create purchase orders online by uploading scanned copies of the physical purchase order document.

How to reach here:

Dashboard > Toggle menu > Receivables/Payables > Purchase Order Management > Create Purchase Order

To create a purchase order through document upload:

1. Scan the physical purchase order and save it in one of the following formats: PDF, PNG, JPG, JPEG. Ensure that the file size does not exceed 2MB.

Create Purchase Order

😑 🛢 Futura Bank	Q What would you like to do today?	Ç <mark>∞</mark> DB
↑ Create Purchase O Reindeer Corp ***262	rder	
You can create single or multi	ple purchase orders online by selecting Online Purchase Order Creation. To upload purchase orders in bulk,	select Bulk File Upload.
Online Purchase Order Cru	eation Purchase Order Creation with Document Upload Bulk	File Upload
Create purchase order on the go and Create New Purchase Ord	document	e order with a bulk upload facility k File Upload
	Copyright @ 2006, 2023, Oracle and/or its affiliates. All rights reserved. Security Information [Terms and Conditions	

Field Name	Description
Create Purchase Order	
Party Name	Displays the name of the logged-in corporate party.
Online Purchase Order Creation	Indicates the option to create purchase order records by manual entry of purchase order details.
Purchase Order Creation with Document Upload	Indicates the option to create a purchase order record by uploading the actual purchase order document.



Field Name	Description
Bulk File Upload	Indicates the option to create purchase order records in bulk, through file upload.

 In the Create Purchase Order screen, click the Purchase Order Document Upload button. The Automatic Purchase Order Creation screen appears starting with the Upload Purchase Order step.

Automatic Purchase Order Creation

≡	👕 Futura Bank	Q What would you like to	y do today?		Ç <mark>™</mark> CR
	↑ Automatic Purcha Reindeer Corp ***262	se Order Creatio			
		1 Upload Purchase Order		Create Purchase Order	
	Continue Cancel B	ack	Uploading purchase order is easy. Simply follow these steps: 1. Scan Purchase Order 2. Upload single document at once. 3. Create Purchase Order Drag and Drop Select a file or drop one here. 3. We support PDF. PNG. JPG and JPEG formats in sizes up to 2MB per file.		
		Copyright © 201	06, 2023, Oracle and/or its affiliates. All rights reserved.[SecurityInformation]Terms	and Conditions	

3. In the **Upload Purchase Order** step, either click + to browse and select the required file, or, drag and drop the file in the space provided. An entry for the uploaded file appears in the section below.



🚍 🛢 Futura Bank 🛛 🔾	X What would you like to do today?		<u></u> СР СР
Automatic Purchase Reindeer Corp ***262	Order Creation	0	
Continue Cancel Back	Upload Purchase Order Uploading purchase order is easy. Simpl Stops: 2. Scan Purchase Order 2. Upload single document at once. 2. Upload single document at once. 2. Upload single document at once. 3. Scan Purchase Order 4. Upload Single document at once. 3. Scan Purchase Order 4. Upload Single document at once. 3. Scan Purchase Order 5. Scan Purchase O		Ģ
	Copyright \circledast 2006, 2023, Oracle and/or its affiliates. All rights reserved [Secure	rityInformation Terms and Conditions	Help

Note: To preview an uploaded file, click the <u>Preview</u> link beside it. To remove an uploaded file, click ¹/₁.

4. Click Continue to go to the Create Purchase Order step.

OR Click **Cancel** to cancel the transaction. OR

Click **Back** to go to the previous screen.



🏹 Futura Bank		Q What would you	like to do today?								Û.
tomatic Pure	chase Ord	er Creation									
	Uplo	1 ad Purchase Order					2 Create Purch				
Customer Purchase Order N 9JK67016	lumber			Pre	eview						
Associated Party *					:≡ ·	•• –	+ 1	of 1		Q	
Reindeer Corp		•							PH	HILIPS	- 1
Program Name		•			2	6 Theatre Street.			Invoice No. #	Tannerinv5 18/10/2022	
]			e	Ahoona, PA 16601 Phone - (641) 751-5080 Email – herbs gill@vanc.com			PO No. # PO Date	9JK67016 19/10/2022 04/11/2022	
e-acceptance					B	ILL TO uyer - 100502 eneral Electric 900. Innovation Line	SHIP TO Amy Taylor 9900, Innov Wauwatosa	ation Line	Due Date	WE11/2022	1
Purchase Order Date April 1, 2024		Ħ			P E	/auwatosa, WI 53226 hone – 424-321-6765 mail – hmbrand@ge.com ITEM # DESCRIPTION	Phone = 42	4-321-6765 brand@ge.com	QUANTITY	TOTAL	.
Currency USD	Purchase Order Amoun USD 1,000.00	nt				1 Al Machinery 2 Laser Printer L20	782BNHY8 9103UIP0		30	540.01	
Requested Shipment Date May 9, 2024											
Promised Shipment Date May 17, 2024					R	emarks / Payment instructions:		SUBTOTAL EXISCOUNT (0 10.00% COBPORATION TAX (VAT (0 10.00%)		1240.0 124.0 111.6	
Shipment Address ABC Lane, NJ 10445								TOTAL	CUF	1227.6	•
Payment Terms Cash	etails							Click 'Ado	d' for com	modity det	ails Add
Name Code	Quantity	Total Weight	Cost/Unit	Gross Amou	int	Discount	Тах	N	et Amou	nt	Action
RTT Tools	100	500 Pound (5 / Pound)	USD 10.00	USD 1,0	000.00	USD 10.00 @ 1.00%	USD @ 2	19.80 2.00%	USD 1	,009.80	/ 団
						Gross Purchase Order	Amount		US	D 1,000.00	
						Discount (%) 1		USI	0 10.00		
						Tax (%) 2		USI	0 19.80		
						Miscellaneous Char	ges 1	\$0.00			ᢗ• ⊕
						Net Purchase Order A	mount		US	D 1,009.80	
Submit Cancel	Back										



Field Description

Field Name

Description

Automatic Purchase Order Creation

Party Name Displays the name of the logged-in corporate party.

Create Purchase Order step

The values that have been extracted from the invoice image (except for commodity details) are automatically populated in the respective fields. You can edit these values, if required.

Customer Purchase Order Number	Indicates the customer's own reference number of the purchase order.
Associated Party	Select the associated party with whom the purchase order is to be linked. A list of all on-boarded associated parties along with their roles (Buyer or Supplier) is available for selection.
	Additionally, on selecting an associated party, the role of the party as Buyer or Supplier appears below this field
Program Name	Indicates the program to which the purchase order needs to be linked. Programs linked to the selected associated party are listed. This field is visible only if the Oracle Banking Supply Chain Finance application is implemented by the bank.
Auto Accept	Displays whether the purchase order will be auto accepted or not. It is populated based on the auto acceptance setting in the program definition and is non-editable. For more information, refer the Create Program section in User Manual Oracle Banking Digital Experience Corporate Supply Chain Finance .
Auto Finance	Displays whether the purchase order will be auto financed or not. It is populated based on the auto finance setting in the program definition and is non-editable. For more information, refer the Create Program section in User Manual Oracle Banking Digital Experience Corporate Supply Chain Finance .
Pre-acceptance	This toggle is set to 'Yes' and is disabled if the logged-in party is the supplier. It is set to 'No' and is disabled if the logged-in party is the buyer.
Purchase Order Date	Indicates the date of creation of the purchase order.
Purchase Order Amount	Indicates the total purchase order amount of all commodities being purchased, along with the currency.
Requested Shipment Date	Indicates the date when the shipment is expected to take place. The Shipment Date should be greater than the Purchase Order Date .
Promised Shipment Date	Click the calendar icon and select the date agreed by the supplier to send the shipment.
Shipment Address	Indicates the address where the goods should be shipped to.



Field Name	Description
Payment Terms	Indicates the terms agreed for the payment of the purchase order.

Commodity Details

Commodity details are not automatically extracted by the application. Click **Add** in this section to add these details. The **Add Commodity Details** overlay window appears, with the following fields.

Name	Indicates the name of the commodity being purchased.
Code	Indicates the code of the commodity.
Quantity	Indicates the commodity quantity required.
Weight/Unit	Indicates the weight per unit of the commodity. Also indicates the unit of measurement to be used for weight.
Total Weight	Displays the total weight of the commodity. This value is automatically calculated and displayed. It is the product of the values in the Quantity and Weight/Unit fields.
Cost/Unit	Indicates the cost per unit of the commodity.
Gross Amount	Displays the total cost of the commodity. This value is automatically calculated and displayed. It is the product of the values in the Quantity and Cost/Unit fields.
Discount	Indicates any discount being offered on the purchase. You can either enter the percentage of discount (in the first field) or the actual discount amount (in the second field). When you enter any one of these values, the other value is automatically calculated and displayed. Click O to reset the values.
Тах	Indicates any tax being charged on the purchase. You can either enter the percentage of tax (in the first field) or the actual tax amount (in the second field). When you enter any one of these values, the other value is automatically calculated and displayed. Click O to reset the values.
Create Copy	Indicates whether a copy of the commodity details entered, must be made.
-	Add Commodity Details overlay window, an entry of the commodity
appears in the Commo	dity Details section. In the Action column, click 🧖 to edit an entry,

or 🔟 to delete it.



Field Name	Description
Gross Purchase Order Amount	Displays the total gross amount of the purchase order. This is the sum of the gross amounts of all added commodities.
	This value should be equal to the value in the Purchase Order Amount field. If not, you must adjust the value in the Purchase Order Amount field accordingly.
Gross Purchase Order Amount	Displays the total gross amount of the purchase order. This is the sum of the gross amounts of all added commodities.
	This value should be equal to the value in the Purchase Order Amount field. If not, you must adjust the value in the Purchase Order Amount field accordingly.
Discount (%) / Discount Amount	Displays the total discount amount of all the commodities added. The average discount percentage of all added commodities is also
	displayed. Click 🖸 to reset the values.
	Discount % = (Total discount amount / Total gross purchase order amount) *100
	Note: When commodity records are added, the discount value of each commodity is aggregated and populated here. This value cannot be modified.
	However, if commodity records are not added, then this field is editable, and the discount value or percentage can be entered here.
Tax (%) / Tax Amount	Displays the total tax amount of all the commodities added. The average tax percentage of all added commodities is also displayed.
	Click 🕒 to reset the values.
	Tax % = (Total tax amount / Total purchase order amount) *100
	Note: When commodity records are added, the tax value of each commodity is aggregated and populated here. This value cannot be modified.
	However, if commodity records are not added, then this field is editable, and the tax value or percentage can be entered here.
Miscellaneous Charges and Amount	Add the name and amount of any other miscellaneous charge applicable.
	 Use ⁽¹⁾ to add another charge. A maximum of 2 miscellaneous charges can be added.
	Click O reset the values.
Net Purchase Order Amount	Displays the total net amount, after deducting the discount value and then applying the tax value.
	Net Purchase Order Amount = Gross Purchase Order Amount – Discount amount + Tax amount + Miscellaneous Charge 1 + Miscellaneous Charge 2



- 5. The data from the purchase order is automatically read and populated in the relevant fields. Check the details and add or modify any field, if required.
- Click Submit to submit the purchase order. The Review screen appears. OR

Click **Cancel** to cancel the transaction.

OR

Click **Back** to go to the previous screen.

In the Review screen, verify the details and click **Confirm**. A confirmation message appears, with the reference number and status of the transaction.
 OR

Click **Cancel** to cancel the transaction.

OR

Click **Back** to go to the previous screen.



10.4 Bulk Purchase Order Creation

Using this option, corporates can create purchase orders in bulk by uploading a file. The file must contain the purchase order details in a specific format and sequence.

How to reach here:

Dashboard > Toggle menu > Receivables/Payables > Purchase Order Management > Create Purchase Order

To create purchase orders in bulk:

Create Purchase Order

😑 🛢 Futura Bank	Q What would you like to do today?	Û. 🖦 DB
↑ Create Purchase O Reindeer Corp ***262	rder	
You can create single or multip	le purchase orders online by selecting Online Purchase Order Creation. To upload purchase orders in bulk. s	select Bulk File Upload.
Online Purchase Order Cre	ation Purchase Order Creation with Document Upload Bulk	File Upload
Create purchase order on the go and Create New Purchase Orde	document	: order with a bulk upload facility File Upload
	Copyright © 2006, 2023, Oracle and/or its affiliates. All rights reserved. [SecurityInformation] Terms and Conditions	

Description
Displays the name of the logged-in corporate party.
Indicates the option to create purchase order records by manual entry of purchase order details.
Indicates the option to create a purchase order record by uploading the actual purchase order document.
Indicates the option to create purchase order records in bulk, through file upload.



- 1. In the Create Purchase Order screen, click Bulk File Upload. The File Upload screen appears.
- For more information on the procedure of uploading the file, refer User Manual Oracle Banking Digital Experience Corporate Bulk File Upload – Receivables Payables Management. Use the file template detailed below for upload.

10.4.1 Bulk Purchase Order File Template

For each purchase order, there must be a top row with indicator 'P' which specifies purchase order level parameters. For each commodity under the purchase order, there must be a row with indicator 'C' which specifies the commodity-level parameters.

	× a,
Bu	ulk-PO-Upload-Tem
Note: Refer this file for the sequence:	plate.csv

Field Name	Description			
5	The following fields are specific to the purchase order as a whole. This row must be present for each purchase order being added.			
Indicator	Specify the indicator. Enter P for a row at the purchase order level.			
Customer Purchase Order Number	Enter the customer's own purchase order number.			
Purchase Order Date	Enter 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 shipment to get dispatched. This should be greater than PO date.			
Currency	Enter the currency of the purchase order amount.			
Gross Purchase Order Amount	Enter the total purchase order amount.			
Buyer Id	Enter the ID associated with the buyer.			
Supplier Id	Enter the ID associated with the supplier.			
Buyer Name	Enter the name of the buyer.			
Supplier Name	Enter the name of the supplier.			
Discount Amount	Enter the total discount amount applicable for all commodities being purchased.			



Field Name	Description
Tax Amount	Enter the total tax amount applicable, on all commodities being purchased.
Miscellaneous Charg 1 Description	e Enter the description of any miscellaneous charge, if any.
Miscellaneous Charg 1 Amount	e Enter the miscellaneous charge amount, if any.
Miscellaneous Charg 2 Description	e Enter the description of any miscellaneous charge, if any.
Miscellaneous Charg 2 Amount	e Enter the miscellaneous charge amount, if any.
Net Purchase Order	Enter the net purchase order amount.
Amount	Net PO Amount = Gross Purchase Order Amount – Discount Amount + Tax Amount + Miscellaneous Charge Amount 1 + Miscellaneous Charge Amount 2
Acceptance Amount	Enter the purchase order amount that has been accepted.
Buyer Division Code	Enter the division code associated with the buyer.
Supplier Division Code	Enter the division code associated with the supplier.
Shipment Address 1	Enter address line 1 of the shipment address.
Shipment Address 2	Enter address line 2 of the shipment address.
Shipment Address 3	Enter address line 3 of the shipment address.
City	Enter the city of the shipment address.
Country	Enter the country of the shipment address.
Zip	Enter the pin code of the shipment address.
Program Code	Enter the program code associated with the purchase order. This field is applicable only if the Oracle Banking Supply Chain Finance application is implemented by the bank.
Promised Shipment Date	Click the calendar icon and select the date agreed by the supplier to send the shipment.
Country of Origin	Enter the country from where the shipment will originate.
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.



Field Name	Description		
Reason for Export	Enter the reason for exporting the shipment.		
Terms of Sale	Select the relevant terms of sale:		
	CFR – Cost and Freight		
	CIF – Cost, Insurance and Freight		
	 CIP – Carriage and Insurance Paid To (Insert place of destination) 		
	 CPT – Carriage Paid To (Insert place of destination) 		
	DAF – Delivered At Frontier		
	 DDP – Delivered Duty Paid (Insert place of destination) 		
	DDU – Delivered Duty Unpaid		
	DEQ – Delivered Ex Quay		
	DES – Delivered Ex Ship		
	 EXW – Ex Works (Insert place of delivery) 		
	FAS – Free Alongside Ship (insert name of port of loading)		
	FCA - Free Carrier (Insert named place of delivery)		
	FOB – Free On Board		
Payment Terms	Enter the terms of payment, if any.		
Funding Request Date	e Click the calendar icon and select the date on which funding for the purchase order is requested.		
Filler 1 to 6	This section displays the Filler Label Fields. The bank can configure these fields on Day 0, based on their requirement.		
	re specific to a commodity. You must add a row for each nased, under the respective purchase order.		
Indicator	Specify the indicator. Enter C for a row at the commodity level.		
Customer Purchase Order Number	Enter the customer's own purchase order number.		
Commodity Code	Enter the code associated with the commodity.		
Commodity Name	Enter the name of the commodity.		
Quantity	Enter the quantity of the commodity.		
Cost Per Unit	Enter the cost per unit of the commodity.		
Total Cost	Enter the total cost (gross amount) of the commodity.		
	Total Cost = Cost Per Unit * Quantity		
Discount Amount	Enter the discount amount applicable to the commodity.		



Field Name	Description
Tax Amount	Enter the tax amount applicable to the commodity.
Net Amount	Enter the net amount of the commodity. Net Amount = Total Cost – Discount Amount + Tax Amount



10.5 Edit Purchase Order

Pre-requisites – User must have valid corporate login credentials and must be the buyer.

10.5.1 Edit Purchase Order

Using this option, the buyer can modify the required details in the purchase order, and submit for approval, if the approval flow has been set. The designated corporate approver is notified, in this case. The approver can either approve or reject the transaction. In case of rejection, the approver can send the transaction back to the corporate user (maker), to make modifications as required, and re-submit for approval.

Note:

1) A supplier can only create purchase orders, but cannot edit them once created.

2) If a purchase order is partially financed, then the Program Name and Funding Request Date cannot be edited. If a purchase order is financed and the purchase order available amount is greater than zero then the funding request date can be edited.

How to reach here:

Dashboard > Toggle menu > Receivables/Payables > Purchase Order Management > Edit Purchase Orders

To edit the purchase order details:

1. The Edit Purchase Order screen displays with the list of relevant purchase orders.



Edit Purchase Orders

				1000		
Party Name Reindeer Corp ***262	-					
L ist of Purchase Orde	ers					
Select Multiple ()				Edit Purchase Order	Q Search	V
Customer Purchase Order Number	Purchase Order Date	Associated 🗘 🗘	Shipment 🗘 Date	Purchase Order Status	Action	Î
POProg1008	Dec 1, 2020	NehNovCust3		USD 1,000.00 Raised	🧷 Edit	
POProg17081	Dec 1, 2020	NehNovCust3	-	USD 1,000.00 Raised	🥒 Edit	
POProg1708	Dec 1, 2020	NehNovCust3		USD 1,000.00 Raised	🥟 Edit	
PoLink17Oct1	Sep 20, 2022	NehNovCust3	-	GBP 2,000.00 Raised	/ Edit	
View1Po27Oct	Mar 30, 2018	NehNovCust3	Nov 6, 2023	USD 3,300.00 Raised	🖉 Edit	
CancelPo27Oct	Mar 30, 2018	NehNovCust3	Nov 6, 2023	USD 3,300.00 Raised	🥟 Edit	
Fin1Po27Oct	Mar 30, 2018	NehNovCust3	Nov 6, 2023	USD 1,000.00 Accepted	🧨 Edit	
Fin2Po27Oct	Mar 30, 2018	NehNovCust3	Nov 6, 2023	USD 1,000.00 Accepted	🧷 Edit	
PoAbz20Oct2	Mar 30, 2018	ABZ Solutions	Oct 31, 2024	GBP 2,000.00 Raised	🧷 Edit	
PoLink20Oct2	Sep 20, 2022	NehNovCust3		USD 1,111.00 Raised	🧷 Edit	
PoLink20Oct5	Sep 21, 2022	NehNovCust3		USD 3,000.00 Accepted	🧷 Edit	
PoAbz20Oct7	Mar 30, 2018	ABZ Solutions	Oct 31, 2024	GBP 3,000.00 Raised	🥟 Edit	v

Field Description

Field Name	Description
Edit Purchase Orders	
Party Name	Select the party name from the dropdown list to view the applicable list of purchase orders. By default, the primary party of the logged-in user is selected.
	Note: Only accessible parties are displayed to the user. Based on the party selection, the list of purchase orders is displayed.
List of Purchase Orders	3
This section displays a list	t of purchase orders that can be edited

This section displays a list of purchase orders that can be edited.



Field Name	Description
Number of Record(s) edited / selected	This field displays the number of purchase orders edited. If Select Multiple toggle is switch is On, then this field displays the number of purchase orders selected for editing.
Search	Enter the partial or full purchase order reference number / associated party name / status to search for specific purchase orders. The results appear as and when you enter the data.
∇	Click this icon to filter the purchase orders, based on certain criteria. For more information, refer the <u>Search (overlay window</u> <u>for Purchase Orders)</u> section below.
Select Multiple	Switch this toggle On, to edit multiple purchase order records together.
	$\mathbf{\hat{0}}$
	You may select the switch on to edit multiple records in the same transaction where any data modified will be applied for all the selected records. In order to modify records in bulk, the records should have same associated party, purchase order status and finance status. Keep the switch off, to edit a single record.
Check Box	To select all the purchase orders in the list, select the main check box. To select specific purchase orders, select the check boxes beside those purchase orders.
	This check box becomes visible only if Select Multiple toggle switch is On.
Edit Purchase Order	Click Edit Purchase Order to edit multiple purchase order records.
	This link becomes clickable only if both Select Multiple toggle switch is On and multiple purchase order records are selected.
Customer Purchase Order Number	Displays the reference number present on the purchase order document. This is a hyperlink which when clicked displays the details of the purchase order.
Purchase Order Date	Displays the date on which the purchase order has been created.
Associated Party	Displays the name of the associated party linked with the purchase order.
Shipment Date	Displays the date on which the purchased commodity is shipped.
Purchase Order Amoun	t Displays the purchase order amount.
Status	Displays the status of the purchase order.
Action	Click Edit to edit the individual purchase order record.
View Edited Details	Click this link to view the edited details of a purchase order.



Search Filter (overlay window for Edit Purchase Order)

This overlay window appears when you click the \mathbf{V} icon in the **Edit Purchase Order** screen.

Customer Purchase Order Number				
customer Parchase Order Namber				
Associated Party				•
Program Name				•
Purchase Order Date From	Ē	Purchase Order	Date To	Ē
Requested Shipment Date From	Ħ	Requested Shipr	nent Date To	t
Currency 🔻	Purchase Order	Available Amount	Purchase Order Ava	ilable Amount
Currency -	Amount From		Amount To	
Purchase Order Status				-

Field Name	Description	
Search Filter (overlay window)		
Customer Purchase Order Number	Indicates an option to filter purchase orders using the customer's own reference number.	
Associated Party	Indicates an option to filter purchase order(s) based on the counter party associated with the purchase order(s).	
Program Name	Indicates an option to filter purchase orders associated with a particular program. This field is visible only if the Oracle Banking Supply Chain Finance application is implemented by the bank.	
Purchase Order Date From - To	Indicates the option to filter purchase orders that have been raised within a specific date range. You can select the dates by clicking the icon in the From and To fields.	
Requested Shipment Date From - To	Indicates the option to filter purchase orders that are shipped within a specific date range. You can select the dates by clicking the icon in the From and To fields.	
Purchase Order Available Amount From - To	Indicates the option to filter purchase order available amount with amounts in a specific range. You can select the required currency from the Currency list, and enter the amount range in the From and To fields.	



Field Name	Description
Purchase Order Amount From - To	Indicates the option to filter purchase orders with amounts in a specific range. You can select the required currency from the Currency list, and enter the amount range in the From and To fields.
Purchase Order Status	 Indicates an option to filter purchase orders based on their status. The options are: Accepted Raised Financed (Available only if the Oracle Banking Supply Chain Finance application is implemented by the bank) Partially Financed (Available only if the Oracle Banking Supply Chain Finance application is implemented by the bank)

Edit Purchase Order/s – Edit (Overlay Window)

dit Purchase Order/	3		
Purchase Order Date	i	Requested Shipment Date	Ē
Promised Shipment Date	Ē	Program Name	•
Funding Request Date	Ē	Remarks	
hipment Details			
Shipment Address		Shipment Address 2	
Shipment Address 3		City	
Zip Code		Phone Number	
Tax Id		Reason for Export	
Country of Origin		Payment Terms	
dditional Details			
Filler 1		Filler 2	
Filler 3		Filler 4	
Filler 5		Filler ó	
Apply Reset			
		If any record was modified using edit link of indi	



Field Name	Description
Edit Purchase Order/s –	Edit (Overlay Window)
Purchase Order Date	Click the calendar icon and select the date of creation of the purchase order.
Requested Shipment Date	Click the calendar icon and select the requested shipment date. This date cannot be earlier than the Current Business Date .
Promised Shipment Date	Click the calendar icon and select the date agreed by the supplier to send the shipment. This date cannot be earlier than the Current Business Date .
Program Name	Select the program to which the purchase order should be linked. Programs linked to the selected associated party are listed. This field cannot be edited once the PO is financed.
Funding Request Date	Click the calendar icon and select the date when the funding for the purchase order is requested.
	This date cannot be greater than the Invoice Due Date , and cannot be lesser than the Invoice Date or the Invoice Value Date whichever is earlier.
	This field cannot be edited once the PO is financed.
Remarks	Enter any remarks, if applicable.
Shipment Details	
Shipment Address 1 to 3	Enter the complete address to send the shipment to.
Shipment City	Enter the city to ship the goods to.
Zip Code	Enter the zip code to ship the goods to.
Phone Number	Enter the contact number of the person who will receive the shipment.
Tax ld	Enter the unique tax ID if the shipment charge includes tax amount.
Reason for Export	Enter the relevant reason of export.
Country of Origin	Enter the country from where the shipment will originate.
Payment Terms	Enter the payment terms.
Additional Details	
Filler Fields	Enter the required information in the filler fields.



Field Name	Description
Upload Files	Click + to upload relevant documents.
	The following document formats are supported: JPEG, JPG, PNG, and PDF. A maximum of 5 documents can be uploaded.
	Once you upload documents, the number of documents uploaded appears as a hyperlink in brackets, beside this icon. On clicking this hyperlink, a pop-up window appears with the names of the
	documents uploaded. To delete an uploaded document, click $ar{fm u}$ beside the document in the pop-up window.
	This field is visible only if you edit the records individually.
	Note : These documents can also be viewed and downloaded by the approver/checker.

					- warasa		
Party Rein	Name deer Corp ***262	•					
.ist	of Purchase Orders						
	ected) Select Multiple (j)				Edit Purchase Order	Q Search	V
	Customer Purchase Order 🗧 🗘	Purchase Order 🗘	Associated 🗘	Shipment 🗘	Purchase Order Amount	Status 🗘	
	888	Mar 3, 2020	ABZ Solutions	-	GBP 100.00	Accepted	
~	POProg1008	Dec 1, 2020	NehNovCust3	-	USD 1,000.00	Raised	View Edited Details
~	POProg17081	Dec 1, 2020	NehNovCust3		USD 1,000.00	Raised	View Edited Details
	POProg1708	Dec 1, 2020	NehNovCust3	-	USD 1,000.00	Raised	
	PoLink17Oct1	Sep 20, 2022	NehNovCust3	-	GBP 2,000.00	Raised	
	View1Po27Oct	Mar 30, 2018	NehNovCust3	Nov 6, 2023	USD 3,300.00	Raised	
	CancelPo27Oct	Mar 30, 2018	NehNovCust3	Nov 6, 2023	USD 3,300.00	Raised	
	PoEdit19Feb1	Mar 30, 2018	NehNovCust3	Mar 31, 2024	USD 1,111.00	Accepted	
	PoEdit19Feb2	Mar 30, 2018	NehNovCust3	Mar 31, 2024	USD 2,222.00	Accepted	
	PoEdit10Feb1	Mar 30, 2018	NehNovCust3	Feb 29, 2024	USD 1,111.00	Accepted	



- 2. Click Edit to edit a purchase order. The Edit Purchase Order/s (Overlay Window) appears.
- 3. To edit multiple records, switch the **Select Multiple** toggle switch to On. Select the required purchase order records and click the **Edit Purchase Order** link.

Note: Bulk edit can be executed only if the **Associated Party**, **Purchase Order Status**, and **Finance Status** values of the purchase orders are same.

Note: If you edit multiple records, data modified will be applied across the selected records. If any record was modified using edit link of individual record, then the previously modified data will get overridden on clicking **Apply**.

- 4. Update the required fields as shown in Edit Purchase Order/s (Overlay Window).
- 5. Click **Apply** to save the details. OR

Click Reset to reset the details.

6. Click **View Edited Details** link. The **Compare Details** overlay window appears. Compare all the edited details and modify if required.

≡		Futura Bank	Q What would you like	to do today?	Compare Details			×
←					Reference Number POProg1008	Associated P NehNovC		
		urchase Order			Field Name	New Value	Old Value	
-					Basic Details			
	L ist 2 sele	of Purchase Orders			Funding Request Date	Feb 29, 2024		
		Select Multiple ①			Program Name	TPROGRAM	reqFinance Po	
					Requested Shipment Date	Feb 22, 2024		
	⊡	Customer Purchase Order 🔶 Number	Purchase Order Date	Associated Party	Promised Shipment Date	Feb 29, 2024	Dec 30, 2022	
		888	Mar 3, 2020	ABZ Solution:	Shipment Details			
		POProg 1008	Dec 1. 2020	NehNovCust3	Shipment Address	ABC Lane	-	
-		POProg 1008	Dec 1, 2020	NeninovCusta	Shipment Address 2	Mike Avenue		
		POProg17081	Dec 1, 2020	NehNovCust3	City	New York	-	
		POProg1708	Dec 1, 2020	NehNovCust3	Zip Code	12344		
		PoLink17Oct1	Sep 20, 2022	NehNovCust3	Country of Origin	USA	-	

7. Click **Submit**. The Review screen appears. OR

Click **Cancel** to cancel the transaction. OR

Click **Back** to go to the previous screen.



😑 🌹 Futura Bank	Q What would you like	e to do today?					Ĵ <mark>∞</mark> Γ2
←							
Edit Purchase Order Reindeer Corp ***262							
1 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1					56.000		
Review Edit Purchase Order You initiated a request to Edit Purch	nase Orders. Please review	details before you co	onfirm!				
Party Name Reindeer Corp ***262							
List of selected Purchase	Orders to Edit						
Customer Purchase Order 🗘 🗘	Purchase Order Date	Associated Party	Shipment Date	٥	Purchase Order Amount	Status 🗘	
POProg1008	Dec 1, 2020	NehNovCust3			USD 1,000.00	Raised	View Edited Details
Confirm Cancel Back							

8. Review the details and click **Confirm**. A confirmation message appears with the reference number and status of the transaction.

OR Click **Cancel** to cancel the transaction. OR

Click **Back** to go to the previous screen.

😑 📮 Futura Bank	Q What would you like to do today?	.Ç∞ Ls
Edit Purchase Order		
Confirmation Your request for edit purchase order	r has been submitted successfully.	
- Reference Number 2202545F4230 Status Completed		
Click here to view status of purchase orde What would you like to do next?	r E-1	
Home View Purchase Orders E	dit Purchase Order	



10.6 View Purchase Orders

Pre-requisites – User must have valid corporate login credentials.

10.6.1 View Purchase Orders

Using this option, you can view a list of purchase orders based on the corporate party's role as a buyer or supplier.

On selection of Buyer view, you can view all the purchase orders as of current date where the corporate party's role is that of a buyer in the program. On selection of Supplier view, you can view all the purchase orders as of current date where the party's role is that of a supplier in the program.

How to reach here:

Dashboard > Toggle menu > Receivables/Payables > Purchase Order Management > View Purchase Orders

To view purchase orders:

1. In the Select Role pop-up window, select either the Buyer or the Supplier option.

View Purchase Order - Select Role pop-up

😑 📦 Futura Bank	Q What would you like to do today?	Û.	DB
t			
	Select Role Select your role as a Buyer or a Supplier to view your Purchase Orders Select your role as a Buyer or a Supplier View your Purchase Orders Of Buyer O Supplier Cancel		
	Copyright © 2006, 2023, Oracle and/or its atfiliates. All rights reserved, [SecurityInformation]Terms and Conditions		•
	Copyright © 2006, 2023, Oracle and/or its affiliates. All rights reserved. [SecurityInformation] Terms and Conditions		

Field Name	Description
Select Role	Select the role of the corporate party to view the required purchase orders.The options are:BuyerSupplier



 Click Proceed to view the existing purchase orders. The View Purchase Order screen appears. OR

Click **Cancel** to cancel the transaction.

View Purchase Order - Buyer Role

🍧 Futura Bank	C	C What would you li	ke to do today?				Û 👀
ew Purchase	Order						
Party Name Reindeer Corp ***26	2	•					
Switch View Select your role as a Buy Buyer Supplier	er or a Supplier to vi	ew your Purchase Or	ders		T FI	ilters 🕹 Download ▾	I Manage Columns
Customer Purchase ≎ Order Number	Purchase 🗘 Order Date	Associated Party ≎	Shipment 🔶 Date	Purchase Order Amount	Available Amount	Status ≎	Finance Status
888	March 3, 2020	ABZ Solutions		GBP 100.00	GBP 100.00	Accepted	
P0881	March 2, 2020	ABZ Solutions		GBP 1,000.00	GBP 0.00	Accepted	
PO61861	March 2, 2020	Supplier17May 1	March 5, 2020	USD 1,000.00	USD 1,000.00	Raised	
POM043	March 2, 2020	ABZ Solutions	March 5, 2020	USD 1,000.00	USD 1,000.00	Raised	
PoMaxFinAmnt	January 1, 2020	NehNovCust3	November 1, 2025	USD 22,222.00	USD 22,222.00	Accepted	
PoDet22Nov2	January 1, 2020	ABZ Solutions	November 30, 2023	USD 1,030.00	USD 1,030.00	Raised	
PoBugTest16Nov2	January 1, 2020	ABZ Solutions	November 30, 2023	GBP 1,000.00	GBP 1,000.00	Raised	-
PoMisChrge25Nov 1	January 1, 2020	ABZ Solutions	November 30, 2023	USD 1,030.00	USD 1,030.00	Raised	-
PoDet22Nov1	January 1, 2020	ABZ Solutions	November 30, 2023	USD 1,030.00	USD 1,030.00	Raised	· ,



w Purchase Ord	er						
eer Corp ***262							
Party Name							
Reindeer Corp ***262		•					
Switch View							
select your role as a Buyer or a	Supplier to view your Pu	rchase Orders					
Buyer Supplier							
				Y	Filters 🕹 Down	load 🔻 🔲 Manage Colu	mns
Customer Purchase	Purchase	Associated	Shipment	Purchase Order	Available	Finance	
Order Number	Order Date	Party	Date Shipment	Amount	Amount	Status 🌣 Status	
Po08Nov23	March 11, 2020	AugSupp	November 25, 2023	USD 49,689.00	USD 49,689.00	Accepted -	
			November 26.			_	-
Po07Nov23	March 11, 2020	AugSupp	2026	USD 20,100.00	USD 20,100.00	Accepted -	
POOBDX111	March 4, 2020	AugSupp	March 4, 2020	USD 9,700.00	USD 9,700.00	Accepted -	
12345	March 2, 2020	AugSupp		USD 9,180.00	USD 9,180.00	Accepted -	
Po06Nov23	March 1, 2020	AugSupp	March 5, 2020	USD 10,000.00	USD 10,000.00	Accepted -	
OBDXPO1	March 1, 2020	AugSupp	March 5, 2020	USD 10,010.00	USD 10,010.00	Accepted -	
OBDXPOCREATE12345	March 1, 2020	AugSupp	March 5, 2020	USD 10,000.00	USD 10,000.00	Accepted -	
						Accepted -	
OBDXCREATEPO1	March 1, 2020	AugSupp	March 3, 2020	USD 10,050.00	USD 10,050.00		
POSHIPMENTTEST1	March 1, 2020	AugSupp	March 5, 2020	USD 10,030.00	USD 10,030.00	Accepted -	
					USD 3,550.00	Accepted -	
PoBulk01Nov03	January 16, 2020	AugSupp		USD 3,550.00	050 5,550.00	Accepted	

View Purchase Order - Supplier Role

Field Name	Description
View Purchase Order	
Party Name	Select the party name from the dropdown list to view the applicable list of purchase orders. By default, the primary party/gcif of the logged-in user is selected.
	Note: Only accessible parties are displayed to the user. Based on the party selection, the list of purchase orders is displayed.
Switch View	Indicates the options to view the purchase orders based on the logged-in corporate party's role.
	The options are:
	• Buyer
	Supplier



Field Name	Description
Filter	Click this icon to filter the purchase orders based on certain criteria. For more information, refer the <u>Filter (overlay window for View</u> <u>Purchase Orders)</u> section below.
Download	Click this link to download the list of finances in CSV or PDF format.
Manage Columns	Click this link to personalize the columns i.e., rearrange/remove columns in the search result grid. The Manage Columns overlay window appears. For more information, refer the <u>Manage Columns</u> (overlay window for View Purchase Orders) section below.

List of Purchase Orders

A list of purchase orders appears on this section.

Note: By default, the list displays the purchase orders with the due dates greater than or lesser than the **Current Business Date** by 3 months.

No. of Record(s)	Displays the total number of purchase orders listed by default or after a filter criteria is applied.
Customer Purchase Order Number	Displays the reference number of the purchase order as fetched from the Host. This is a hyperlink which when clicked displays the details of the purchase order. For more information, refer the <u>View</u> <u>Purchase Order Details</u> section below.
Purchase Order Date	Displays the date of the purchase order as fetched from the Host.
Associated Party	Displays the name of the counter party, as fetched from the Host.
Shipment Date	Displays the shipment date, as fetched from the Host.
Purchase Order Amount	Displays the purchase order amount, as fetched from the Host.
Available Amount	Displays the balance available amount of the Final purchase order amount post linkage of an Invoice.
Status	Displays the status of the purchase order.
Finance Status	Displays the status of any finance availed against the purchase order. This value can be one of the following: • Financed • Partially Financed



Filter (overlay window for View Purchase Order)

This overlay window appears when you click in the **View Purchase Order** screen.

Filters			×
Customer Purchase Order	Number		
Associated Party			•
Program Name			•
Purchase Order Date		Purchase Order	Date To
Requested Shipment		Requested Ship	nent 🛗
Currency -	Availat	ble Amount Fr	Available Amoun
Currency -	Amour	nt From	Amount To
Purchase Order Status			•
Finance Status			•
Apply Reset			

Field Name	Description
Filter	
Customer Purchase Order Number	Indicates an option to filter purchase orders using the customer's own reference number.
Associated Party	Indicates an option to filter purchase order(s) based on the counter party associated with the purchase order(s).

Field Name	Description				
Program Name	Indicates an option to filter purchase orders associated with a particular program. This field is visible only if the Oracle Banking Supply Chain Finance application is implemented by the bank.				
Purchase Order Date From - To	Indicates the option to filter purchase orders that have been raised within a specific date range. You can select the dates by clicking the icon in the From and To fields.				
Requested Shipment Date From - To	Indicates the option to filter purchase orders that are shipped within a specific date range. You can select the dates by clicking the icon in the From and To fields.				
Purchase Order Available Amount From - To	Indicates the option to filter purchase order available amount with amounts in a specific range. You can select the required currency from the Currency list, and enter the amount range in the From and To fields.				
Purchase Order Amount From - To	Indicates the option to filter purchase orders with amounts in a specific range. You can select the required currency from the Currency list, and enter the amount range in the From and To fields.				
Purchase Order Status	 Indicates an option to filter purchase orders based on their status. The options are: Accepted Raised Cancelled Financed (Available only if the Oracle Banking Supply Chain Finance application is implemented by the bank) Partially Financed (Available only if the Oracle Banking Supply Chain Finance application is implemented by the bank) Rejected 				
Finance Status	 Indicates an option to filter purchase orders based on their finance status. (Available only if the Oracle Banking Supply Chain Finance application is implemented by the bank) The options are: Financed Partially Financed 				



3. Enter the filter criteria, and click **Filter.** The purchase orders list appears based on the entered filtered criteria.

OR

Click **Clear** to reset the filter parameters.

OR

Click the <u>Create New Purchase Order</u> link to create a purchase order on the go and view it instantly.

4. Click **Manage Columns**. Click = and drag to rearrange the columns or uncheck the checkbox to remove the columns.

OR

Click Reset to reset the columns.

Manage Columns (overlay window for View Purchase Order)

This overlay window appears when you click in the **View Purchase Order** screen.

Manage Columns Here columns can be reordered or modifi	ied	×
Customer Purchase Order Number	Fixed	-
Purchase Order Date	Fixed	-
Associated Party	Fixed	-
Shipment Date		-
Purchase Order Amount	Fixed	-
Available Amount		-
Status		-
Finance Status		-
	Reset	Apply

5. Click the <u>Customer Purchase Order Number</u> link of a specific purchase order, to view its details.



10.6.1.1 View Purchase Order Details

This screen appears if you click the Customer Purchase Order Number **link** from the View Purchase Order search results. It displays the details of the selected purchase order.

📑 Futura Bank	Q What would you like to do today?		.Ç∞ Ls
ew Purchase Order			Edit Preview & Download Purchase Ord
Party Name BL Corp ***488			
Purchase Order Reference Number PO2882 Accepted	Customer Purchase Order Number ASTRAP099113 Purchase Order Amount USD 60,900.00	Purchase Order Date Mar 10, 2020 Funding Request Date -	
Program Name ASTRA PO FINANCE	Pre-Acceptance Yes	Shipment Date Nov 6, 2023	
Payment Terms -	Acceptance Date Mar 10, 2020	Comments -	
Supplier Details			
Supplier Name Astra	Supplier Id ***489		Supplier Address 791,51 St. Williams Street,London,GB,NR53RT
Less Information			
Amount Details Additional Purcha	se Order Details Finances		
Particulars		Amount	
Purchase Order Amount		USD 57,900.00	
Discount Amount Percentage		-	
Tax Amount Discount		1.5	
Chrg		USD 3,000.00	
Final Purchase Order Amount		USD 60,900.00	
Acceptance Amount		USD 60,900.00	
Available Amount 0		USD 60,900.00	
Cancel Back			

View Purchase Order Details – for Buyer role



📮 Futura Bank	Q What would you like to do today?		Û. L
ew Purchase Order			Preview & Download Purchase C
deer Corp ***262			
Party Name Reindeer Corp ***262			
Purchase Order Reference Number PO2233	Customer Purchase Order Number PoBulk07Nov01	Purchase Order Date Jan 16, 2020	
Accepted	Purchase Order Amount USD 3,550.00	Funding Request Date Dec 18, 2025	
Program Name -	Pre-Acceptance Yes	Shipment Date	
Payment Terms Pay Term	Acceptance Date Sep 26, 2022	Comments -	
Buyer Details			
Buyer Name AugSupp			
Buyer Id ***715			
Buyer Address 202,Preston Road,London,GB,20	009		
Less Information			
Amount Details Additional Pu	rchase Order Details Commodity Details		
Particulars		Amount	
Purchase Order Amount		USD 3,500.00	
Discount Amount Percentage		USD 50.00-	
Tax Amount Discount		USD 100.00-	
Final Purchase Order Amount		USD 3,550.00	
Acceptance Amount		USD 3,550.00	
Available Amount 0		USD 3,550.00	
Cancel Back			

View Purchase Order Details – for Supplier role

Field Name	Description
View Purchase Order	
Party Name	Displays the name of the logged-in corporate party.
Purchase Order Reference Number <status></status>	Displays the unique reference number of the purchase order with respect to the Supply Chain Finance application. Also displays the current status of the purchase order.
Customer Purchase Order Number	Displays the reference number present on the purchase order document.
Purchase Order Amount	Displays the purchase order amount.
Purchase Order Date	Displays the date on which the purchase order has been created.



Field Name	ield Name Description						
Program Name	Displays the name of the program associated with the purchase order. This field is visible only if the Oracle Banking Supply Chain Finance application is implemented by the bank.						
Payment Terms	Displays the payment terms that have been agreed.						
Pre-Acceptance	 If the logged-in party is a buyer, then this field displays the following: 'Yes' if the purchase order is to be deemed as accepted upon being raised. 'No' if the purchase order must be explicitly accepted by the supplier. If the logged-in party is a supplier, this field displays 'Yes' by default. 						
Acceptance Date	Displays the date on which the purchase order has been accepted.						
Shipment Date	Displays the date on which the purchased commodity is shipped.						
Shipment Address	Displays the shipment address.						
Comments	Displays any applicable comments.						
	e details of the associated party, whether buyer or supplier. r Displays the name of the associated party.						
Buyer Id / Supplier Id	Displays the ID of the associated party.						
Buyer Address / Supplier Address	Displays the address of the associated party.						
Amount Details The particulars are disp	layed along with the respective amounts.						
Purchase Order Amount	Displays the purchase order amount.						
Discount Amount Percentage	Displays the applicable discount amount and percentage.						
Tax Amount Percentage	Displays the applicable tax amount and percentage.						
Miscellaneous Charges	Displays the miscellaneous charges. This field appears only if charges are applied on the purchase order.						
Final Purchase Order Amount	Displays the net purchase order amount after application of discount and tax.						



Field Name	Description
Acceptance Amount	Displays the amount that has been accepted by the supplier. This field appears only for purchase orders that have been accepted.
Available Amount	Displays the balance available amount of the Final purchase order amount post linkage of an Invoice.

Additional Purchase Order Details

This tab appears alongside Amount Details tab.

Shipment Details				
hipment Address 1 IBC Lane	Shipment Address 2	Shipment Address 3	Country US	
ity ∎ew York	Zip Code 12232	Phone Number 05343645343	Tax Id -	
eason for Export Contract Shipment	Terms of Sale -	Country of Origin USA		
iller Details				
iller 1 iller 1	Filler 2 Filler 2	Filler 3	Filler 4	
iller 5	Filler ó			
Cancel Back				

Shipment Details

Shipment Address	Displays the address lines of the shipment address.
Country	Displays the country of the shipment address.
City	Displays the city of the shipment address.
Zip Code	Displays the pin code of the shipment address.
Phone Number	Displays the phone number of the shipment address.
Tax Id	Displays the unique tax ID of the purchase order.
Reason for Export	Displays the reason for exporting the shipment.
Terms of Sale	Displays the relevant terms of sale.
Country of Origin	Displays the country of origin of the shipment.
Payment Terms	Displays the terms of payments.
Filler Details	Displays the filler fields. The bank user can configure these filler fields on Day 0, based on their requirement.



Commodity Details

This tab appears only if the commodity details have been entered during creation of purchase order.

Name Code Quantity Total Weight Cost/Unit Gross Amount Discount Tax Commodity1 10 - USD 50.00 USD 50.00 USD 50.00 USD 100.00 -					etails	etails Commodity De	urchase Order E	Additional Pu	Amount Details
Commodity1 10 - USD 50.00 USD 500.00	Net Amount	Tax	Discount	Gross Amount	Cost/Unit	Total Weight	Quantity	Code	Name
	USD 550.00			USD 500.00	USD 50.00	-	10		Commodity1
Cancel Back								¢	Cancel Back

Name	Displays the name of the commodity.
Code	Displays the code of the commodity.
Quantity	Displays the quantity of the commodity being purchased.
Total Weight	Displays the total weight of the commodity, along with the weight per unit.
Cost/Unit	Displays the cost per unit of the commodity.
Gross Amount	Displays the total gross amount of the commodity.
Discount	Displays any applicable discount, along with the discount rate.
Тах	Displays any applicable tax, along with the tax rate.
Net Amount	Displays the net amount of the commodity, after application of discount and tax.

Linked Invoices

This tab appears if purchase orders are linked against the invoice during invoice creation.

Amount Details Additional Purcha	ese Order Details Linked Invoices	Finances		
Customer Invoice Number \$	Invoice Date 💲	Invoice Amount	Utilized Amount for Purchase Order	Invoice Status 💲
ReqFinINv	Mar 1, 2020	USD 1,000.00	USD 1,000.00 @ USD 1	Accepted
	Total Amount	USD 1,000.00	USD 1,000.00	
Cancel Back				

Customer Invoice Number	Displays the customer's reference number of the invoice. This is a hyperlink, which when clicked displays the details of the invoice. For more information, refer the <u>View Invoice Details</u> section.
Invoice Date	Displays the date of creation of the invoice.
Invoice Amount	Displays the invoice amount in invoice currency.

Utilized Amount for	Displays the purchase order amount utilized for invoice in
Purchase Order	purchase order currency.
Exchange Rate	It also displays the exchange rate between invoice currency and
	purchase order currency. The exchange rate is displayed only if the invoice and purchase order are of different currencies.
	•

Invoice Status Displays the status of the invoice.

Finances

This tab appears if the purchase order is financed.

004200922P000991 9/20/2022 12/19/2022 6.45% USD 1,000.00 USD 1,001.24 [refer

Finance Reference Number	Displays the finance reference number of the linked finance. This is a hyperlink, which when clicked displays the details of the linked finance.
Finance Date	Displays the disbursement date(value date) of the finance.
Maturity Date	Displays the maturity date of the finance.
Interest Rate	Displays the net interest rate of the finance.
Finance Amount	Displays the disbursement amount of the finance.
Outstanding Amount	Displays the outstanding amount of the finance.
Status	Displays the status of the Finance.

10.6.1.1.1 View Purchase Order details as Buyer

Actions that you can perform on the View Purchase Order details screen as a Buyer:

- Preview the purchase order (in an overlay window) and download a copy, by clicking the <u>Preview & Download Purchase Order</u> link.
- Edit a purchase order, by clicking the Edit link. The Edit Purchase Order screen displays.
- Cancel a purchase order by clicking the <u>Cancel Purchase Order</u> link. This is applicable only for purchase orders that are in **RAISED** status.

10.6.1.1.2 View Purchase Order details as Supplier

Actions that you can perform on the View Purchase Order details screen as a Supplier:

 Preview the purchase order (in an overlay window) and download a copy, by clicking the <u>Preview & Download Purchase Order</u> link.



• Accept or reject a raised purchase order, by clicking <u>Accept</u> or <u>Reject</u>. This is applicable only for purchase orders that are in **RAISED** status.



10.6.1.1.3 Preview & Download Purchase Order

📑 Futura Bank	Q What would you like to do today?		Û
ew Purchase Order			Edit Preview & Download Purchase
Party Name BL Corp ***488			
Purchase Order Reference Number PO2882 Accepted	Customer Purchase Order Number ASTRAPO99113 Purchase Order Amount USD 60,900.00	Purchase Order Date Mar 10, 2020 Funding Request Date -	
Program Name ASTRA PO FINANCE Payment Terms	Pre-Acceptance Yes Acceptance Date	Shipment Date Nov 6, 2023 Comments	
-	Mar 10, 2020	-	
Supplier Details			
Supplier Name Astra	Supplier Id ***489		Supplier Address 791,51 St. Williams Street,London,GB,NR53RT
Less Information			
Amount Details Additional Purch	ase Order Details Finances		
Particulars		Amount	
Purchase Order Amount		USD 57,900.00	
Discount Amount Percentage		-	
Tax Amount Discount		1	
Chrg		USD 3,000.00	
Final Purchase Order Amount		USD 60,900.00	
Acceptance Amount		USD 60,900.00	
Available Amount 0		USD 60,900.00	
Cancel Back			

To preview and download the purchase order:

 In the View Purchase Order details screen, click <u>Preview & Download Purchase Order</u>. The Purchase Order overlay window appears. The fields displayed here are the ones entered during the creation of the purchase order. For field descriptions, refer to <u>View</u> <u>Purchase Order Details</u>.



Purchase Order		×
Customer Purchase Order Number - ASTRAPO6	DEC001	
BL Corp 791,51 St. Williams Street,London,GB,NR53RT To ASTRA Corp 791,51 St. Williams Street,River way,London,GB,NR53RT	Purchase Order Reference Number PO2706 Purchase Order Date Oct 7, 2022	Download
Program Name ASTRA PO FINANCE Show Additional Details		
Commodity Details		
Name Code Quantity Total Weig	ht Cost/unit Gross Amount Discount Ta	x Net Amount
No data to display.		
	Gross Purchase Order Amount	GBP 19,000.00
	Total Discount Value (@% - Average of commodity discount)	-
	Total Tax Value (@% - Average of commodity tax)	-
	Miscellaneous Charge 1	-
	Miscellaneous Charge 2	-
	Net Purchase Order Amount	GBP 19,000.00

7. Click **Download** to download the purchase order details in PDF format. OR

Click \times to close the window.

10.6.2 Cancel Purchase Order

Using this option, the buyer can cancel a purchase order. This action can only be performed on purchase orders in the RAISED status.

Note: A supplier can only create purchase orders, but cannot cancel them once created.

How to reach here:

Dashboard > Toggle menu > Receivables/Payables > Purchase Order Management > View Purchase Orders

To cancel a purchase order:

- 1. In the **Select Role** pop-up window that appears, select the **Buyer** option.
- 2. Click **Proceed**. The **View Purchase Order** screen appears. OR

Click **Cancel** to cancel the transaction.



 Enter the search criteria and click Search. The purchase orders list appears based on the entered search criteria.
 OR

Click Clear to reset the search parameters.

Click the <u>Customer Purchase Order Number</u> of the purchase order record (in RAISED status) to be cancelled. The details of the specific purchase order appear in the View Purchase Order screen.

😑 📑 Futura Bank Q What would you like to do today? Д🚥 🛛 LS ← **View Purchase Order** er Corp | ***262 Party Name Reindeer Corp | ***262 der Reference Numbe Customer Pur PO61861 ase Order Numbe Purchase Order Date Mar 2, 2020 Purchase Or PO2470 Raised Funding Request D Nov 25, 2023 USD 1,000.00 More Information Amount Details Additional Purchase Order Details Particulars Amount USD 1,000.00 Purchase Order Amount Discount Amount Tax Amount Final Purchase Order Amount USD 1,000.00 Available Amount USD 1.000.00 Cancel Back

View Purchase Order Details – for Buyer role



 Click <u>Cancel Purchase Order</u> to cancel the purchase order and stop it from being accepted by the supplier. The cancel purchase order pop-up window appears. OR

Click **Preview & Download Purchase Order**, to view the purchase order details and download a copy.

OR Click **Cancel** to cancel the transaction.

OR

Click **Back** to navigate back to the previous screen.

Cancel Purchase Order

↑ View Purchase Order Reindeer Corp ***262	
1001.505 St. Johns Wood RoliqLondon.661/W352 Less Information Amount Details Commodity Details Particulars Purchase Order Amount Discount Amount Perenage Tac Amount Discount Final Purchase Order Amount	cancel purchase order Are you sure you want to cancel this purchase order?
Cancel Back	nighe & 2006, 2023, Ducke and/ce its affiltates. All rights reserved [Security/information]Terms and Conditions

 Click Yes to cancel the purchase order. A Confirmation message appears with the reference number and status of the transaction. OR

≡	📮 Futura Bank	Q What would you like to do today?	Ĵ <mark>™</mark> (r
	Cancel Purchase Orde		
	Confirmation Your request for Cancel pu	rchase order(s) has been submitted successfully.	
	Reference Number 0606E8BFDFB0		1993
	Status Completed		
	What would you like to do next?		
	\$=+		
	Create Purchase Order		
			9
		Copyright © 2009, 2023, Oracle and/or its affiliates. All rights reserved [Securityteformation]Terms and Conditions	(Help)

Click No to stay on the View Purchase Order details screen.



10.7 Accept / Reject Purchase Order

Using this option, a supplier can accept or reject purchase orders to convey the agreement or disagreement to supply the required commodities. One or more purchase orders can either be accepted or rejected in a single transaction.

Once the transaction is complete, the designated corporate approver is notified, in case an approval flow is set. The approver can either approve or reject the transaction. In case of rejection, the approver can send the transaction back to the corporate user (maker), to make modifications as required, and re-submit for approval.

Note:

- 1) Only that corporate party with the role of **Supplier** can accept or reject purchase orders. In addition, only those purchase orders with status as **Raised** can be accepted or rejected.
- 2) If the supplier is creating the purchase orders, then they are pre-accepted by default, when raised.

Pre-requisites

User must have valid corporate login credentials.

How to reach here:

Dashboard > Toggle menu > Receivables/Payables > Purchase Order Management > Accept/Reject Purchase Order

To accept / reject purchase order(s):

- 1. In the **Accept/Reject Purchase Order** screen, a list of purchase orders with status as **Raised**, and where the logged-in party is the supplier, appears.
 - To search for a specific purchase order, enter either the associate party name, or purchase order number, or purchase order amount, or accepted purchase order amount, in the **Search** field.
 - Click . The relevant purchase orders appear.



Accept / Reject Purchase Order

Futura Ba	ink	Q What would you like	to do today?				Û
Acce	pt / Reject P vCust3 ***977	urchase Order					
Purch	ase Order List				Q Search		
	Associated Party Name	 Purchase Order Number 	Purchase ≎ Order ≎ Date	Purchase Order Amount	Accepted Purchase Order Amount	Status Comments	
D	Reindeer Corp	POProg240506	3/1/20	USD 1,000.00	USD 1,000.00	Raised Comment	
	Reindeer Corp	AddPo03Jun	3/30/18	USD 1,000.00	USD 1,000.00	Raised Comment	
	Reindeer Corp	POProg240501	6/1/20	USD 1,000.00	USD 1,000.00	Raised Comment	
Accep	t Reject Can	cel					
		Copyright © :	2006, 2023, Oracle and/or its affilia	tes. All rights reserved. SecurityInfo	ormation Terms and Conditions		Help

Field Name	Description			
Accept/Reject Purchase Order				
Party Name	Displays the name of the logged-in corporate party.			
Search By	Indicates an option to search for specific purchase orders, by entering either the associate party name, or purchase order number, or purchase order amount, and clicking .			
Purchase Order List				
Associated Party Name	Displays the name of the associated party.			
	Displays the purchase order reference number as a hyperlink. If you click this link, an image of the physical purchase order appears in an overlay window.			
Purchase Order Date	Displays the date when the purchase order has been created.			
Purchase Order Amount	Displays the amount of the purchase order.			
Accepted Purchase Order Amount	Displays the accepted purchase order amount.			
Status	Displays the status of the purchase order.			



Field Name	Description
Comments	Enter the remarks if any while accepting / rejecting the purchase order.
	Note: Remarks are mandatory if rejecting the purchase order.

- 2. Select the check box(es) beside the purchase order(s) to be accepted/rejected.
- 3. In the **Comments** field, enter the remarks if rejecting the purchase order.
- Click Accept / Reject to accept/ reject the selected purchase order(s). The Review screen appears. OR

Click **Cancel** to cancel the transaction.

 In the Review screen, verify the details and click Confirm. A confirmation message of request initiation of acceptance/ rejection of purchase order(s) appears along with the reference number and status. OR

Click **Back** to navigate back to the previous screen. OR

Click **Cancel** to cancel the transaction.

<u>FAQ</u>

1. Who can create a purchase order?

A purchase order can be created by a supplier or a buyer, with valid login credentials. If the purchase order is being created by a supplier, then the pre-acceptance flag gets defaulted as 'Yes' as it is implied that the supplier is accepting the purchase order. If the purchase order is being raised by a buyer, then the pre-acceptance flag can be set to yes or no based on the user's requirement.

2. Can I create multiple purchase orders for different suppliers?

Yes, a corporate can create multiple purchase orders online for different suppliers.

3. How many purchase orders can I create at a time?

There is no upper limit for creation of purchase orders at one time (in a single transaction). You can create as many purchase orders as required.

4. Can I create 2 purchase orders in one single transaction, such that one is a fresh purchase order and the other is from a template?

Yes. When you create a fresh purchase order, you must first save it. Then you can click on the Templates tab, and select the next purchase order template to be added.

Home



11. Payments Management

11.1 View Payments

Using this screen, the corporate user can view the details of payments made.

How to reach here:

Dashboard > Toggle menu > Receivables/Payables > Payments Management > View Payments

To view payment details:

📮 Futura Bank	Q What would	you like to do today?				Û.
↑ View Payments Reindeer Corp ***262						
10 10 10 10 10 10 10 10 10 10 10 10 10 1			No. And Colored St. And in Manager			
Party Name Reindeer Corp ***262	•					
Record(s)				∇ Filters	🕹 Download 👻	Manage Columns
Payment Reference Number 💲	Payment Amount	Payment Date 🗘	Unreconciled Amount	Account Number 🗘	Status 🗘	Allocation Status 🗘
EXCESSPSMAY7 -	USD 10,000.00	1/9/2020	USD 10,000.00	xxxxxxxxxx0030	Unmatched	Unallocated
EXCESSMAYTC3	USD 3,000.00	1/9/2020	USD 0.00	xxxxxxxxxxx0030	Payment in Process	Unallocated
EXCESSPSMAY4 <	USD 10,000.00	1/9/2020	USD 9,987.00	xxxxxxxxxx0030	Payment in Process	Unallocated
EXCESSPSMAY1 <	USD 10,000.00	1/9/2020	USD 0.00	xxxxxxxxxxx0030	Payment in Process	Unallocated
EXCESSPSMAY5 -	USD 10,000.00	1/9/2020	USD 0.00	xxxxxxxxxx0030	Payment in Process	Unallocated
EXCESSPSMAY2 -	USD 10,000.00	1/9/2020	USD 0.00	xxxxxxxxxx0030	Payment in Process	Unallocated
EXCESSPSMAY6 -	USD 10,000.00	1/9/2020	USD 9,999.00	xxxxxxxxxx0030	Payment in Process	Unallocated

Field Name	Description
View Payments	
Party Name	Select the party name from the dropdown list to view the applicable list of payments. By default, the primary party/gcif of the logged-in user is selected.
	Note: Only accessible parties are displayed to the user. Based on the party selection, the list of payments is displayed.
Payments Details	
Search	Indicates an option to search for specific payment records.



Description					
Indicates an option to filter the payment records based on payment type, date range, amount range, reference number, and status. For more information, refer the <u>Payment Search</u> section below.					
Indicates an option to download the payment records search results.					
Displays the unique reference number assigned to the payment. This is a hyperlink which when clicked displays the details of the payment. For more information, refer the <u>View Payments</u> (<u>details</u>) section below. The incoming / outgoing icon is also displayed beside the reference number.					
Displays the payment amount.					
Displays the date of payment.					
Displays any amount that is not yet reconciled.					
Displays either the real account number, or the International Bank Account Number (IBAN) based on the configuration set by the bank.					
Displays the status of the payment. This can be one of the following: Matched Unmatched Partially Matched Not to be Matched Reconciliation in Process Displays the status of allocation of the payment record. This can be one of the following: Allocated Allocation in Process Failed Partially Allocated Unallocated					



Payment Search

This overlay window appears when you click the $\boxed{\mathbf{V}}$ icon in the **View Payments** screen.

Payment Details						Q Search	Payment Date	Ē	То		[
Payment Reference Number	0	Payment Amount	Payment Date	0	Unreconciled Amount	Account Number	Payment Amount Range				_
EXCESSPY30MAR4 -		USD 10,000.00	1/9/20		USD 10,000.00	*****		From		То	
EXCESSPAYNT14MAR6 -		USD 10,000.00	1/9/20		USD 10,000.00	****					
EXCESSPAYNTMAR2 ×		USD 10,000.00	1/9/20		USD 10,000.00	****	Payment Reference Numb	ier			
EXCESSPAYNTMAR5 <		USD 10,000.00	1/9/20		USD 10,000.00	*****	1776 AV101		0.15		
EXCESSPY30MAR5 -		USD 10,000.00	1/9/20		USD 10,000.00	*****	All Account O Real Account O Virtual Account O External Account				
PAYRECON10MAR12 -		USD 10,000.00	1/9/20		USD 9,999.00	*****					
EXCESSPSMAR7 2		USD 10,000.00	1/9/20			*****	Payment Status				
Cancel							Allocation Status				
							Beneficiary/Remitter Nam				

Field Name	Description
Payment Search	
Payment Type	Indicates the option to filter payments based on payment type. The payment types available are: • Incoming • Outgoing • Both
Payment Date From - To	Indicates the option to filter payments that occurred within a date range. You can select the dates by clicking the <i>icon</i> in the From and To fields.
Payment Amount Range Currency From - To	Indicates the option to filter payments with amounts in a particular range. You can select the required currency from the Currency list, and enter the amount range in the From and To fields.
Payment Reference Number	Indicates an option to filter payments based on the customer's payment reference number.



Field Name	Description						
Accounts	Indicates the option to filter payments based on the type of account used for payment. The options available are:						
	All Accounts						
	Real Account						
	Virtual AccountExternal Account						
	Note : 'IBAN' can be listed instead of 'Real Account' and 'Virtual Account', if the configuration at the bank-level is set to display IBAN.						
Payment Status	Indicates the option to filter payments based on payment status. The options are:						
	Matched						
	Partially Matched						
	Unmatched						
	Reconciliation in Process						
	Not to be Matched						
Allocation Status	Indicates an option to filter payments based on their allocation status. The options are:						
	Allocated						
	Failed						
	Partially Allocated						
	Unallocated						
	Allocation in Process						
Beneficiary/Remitter Name	Enter the name of the beneficiary or remitter of the payment. The application matches the exact name entered and fetches results accordingly.						
	 This field appears as Beneficiary/Remitter Name, if the Both option is selected from the Payment Type field. 						
	 This field appears as Beneficiary Name, if the Outgoing option is selected from the Payment Type field. 						
	 This field appears as Remitter Name, if the Incoming option is selected from the Payment Type field. 						

- 1. In the **View Payments** screen, search for the required payments using the **Filter** field.
- 2. To narrow the search results, click the results. The **Payment Filter** overlay window appears.
 - a. Enter the required details, and click **Apply**. OR

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

The payment records appear based on the filter criteria.



- To view the details of a specific payment record, click the <u>Payment Reference Number</u> link. The payment details screen appears. OR Click **Download** to download the search results. OR Click **Cancel** to go back to the main dashboard.
- 4. Click **Download** and select the **CSV** from the dropdown list. The **Select Columns** overlay screen appears.

View Payment– Select Columns

📑 Futura Bank	Q What would you like to do today?							Select Columns
	View Payments Att2 Solutions ***462							Payment Reference Number
	Party Marrie							Account Number
	ABZ Solutions ***462	•						Payment Amount
	270 Record(s)				V Filters	🛓 Download 💌	Manage Columns	Payment Date
	Payment Reference Number 💲	Account Number ©	Payment Amount	Payment Date 0	Unreconciled Amount	Allocation Status 🗘	Status ≎	Unreconciled Amount
	nehadobjo1305196c -	000000000000000000000000000000000000000	GBP 1,000.00	8/9/2022	GBP 0.00	Allocated	Mathe	
	nehadcbin20141991 -	xxxxxxxxxxxxx216	GBP 1,000.00	8/9/2022	GBP 0.00	Partially Allocated	Harand	Allocation Status
	nehadcbjo1915195c -		GBP 1,000.00	8/9/2022	GBP 300.00	Unallocated	Pagment in Process	Status
	nehadcbjo030526 -	xxxxxxxxxxxxxxxx216	GBP 1,500.00	8/8/2022	GBP 0.00	Unaffected	Record	
	IPRSEPT0103 ×		USD 50.00	10/4/2022	USD 0.00	Unaffected	Rector	
	DEVEBH00122 /	x0000000000000000000000000000000000000	USD 100,001.00	1/20/2020	USD 80.00	Unaffected	Partially Hatzbed	
	IPRSEPT0110 ×		USD 100.00	10/4/2022	USD 0.00	Usallocated	Hatbel	
	IPRSEPT0201 ×		USD 50.00	10/4/2022	USD 0.00	Unallocated	Hatbel	
	IPRSEPT0104 ×		USD 50.00	10/4/2022	USD 0.00	Usallocated	Hatbel	
	nehadcbjo1915191c -		GBP 1,000.00	8/9/2022	GBP 900.00	Unallocated	Payment in Process	
	NEHJOSH4323B69f /	xxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxx	GBP 1,000.00	1/20/2020	GBP 500.00	Unaffected	Payment in Process	
	nehadcbjo1305194c -	000000000000000000000000000000000000000	GBP 1,000.00	8/9/2022	GBP 979.00	Usaflecated	Payment in Process	
	IPRAUG3101 -		USD 34,500.00	10/4/2022	USD 0.00	Unaffecated	Ratio	
	DurretAD7Aux2221 .	**************	GBP 100 000 00	0/20/2022	000 00 000 000	Deathscated	Parenteet in Process	

- 5. Click **Download** to download the payment lists in CSV Format with selected columns.
- 6. Click **Manage Columns** to reorder or modify or save column preferences in view payment screen.

View Payment – Manage	• Columns overlay screen appears.
-----------------------	-----------------------------------

😑 🐚 Futura Bank	Q What would you like to do today?							Manage Columns		. >
	View Payments AttZ Solutions ***462							Here columns can be reord		dified
	Party Name ABZ Solutions ***462	•						Account Number	Fired	-
	270 Record(s)				V Filters	ی Download ۲	III Manage Columns	Payment Amount	Fixed	-
	Payment Reference Number	Account Number 0	Payment Amount	Payment Date 0	Unreconciled Amount		Status ©	Payment Date	Fared	-
	nehadcbjo1305196c -	xxxxxxxxxxxx0216	GBP 1,000.00	8/9/2022	GBP 0.00	Elected	Partiel .	Unreconciled Amount	Rand	-
	nehadcbin2014199i /	xxxxxxxxxxxx0216	GBP 1,000.00	8/9/2022	GBP 0.00	Partially Allocated	Harton	Allocation Status	Fixed	-
	nehadobjo1915195c /		GBP 1,000.00	8/9/2022	GBP 300.00	Unaffected	Payment in Process		Ford	
	nehadcbjo030526 /	xxxxxxxxxxxxx216	GBP 1,500.00	8/8/2022	GBP 0.00	Unaffected	Harland	Status	Tood	-
	IPRSEPT0103 /		USD 50.00	10/4/2022	USD 0.00	Unallocated	Harted			
	DEVEBH00122 >	200000000000000000000000000000000000000	USD 100,001.00	1/20/2020	USD 80.00	Unallacated	Factally Matched			
	IPRSEPT0110 -		USD 100.00	10/4/2022	USD 0.00	Unaffected	Hathed			
	IPRSEPT0201 -		USD 50.00	10/4/2022	USD 0.00	Unallacated	Hathad			
	IPRSEPT0104 -		USD 50.00	10/4/2022	USD 0.00	Bullacited	Harland			
	nehadcbjo1915191c -		GBP 1,000.00	8/9/2022	GBP 900.00	Unaffacated	Payment in Process			
	NEHJOSH4323B691 -	100000000000000000000000000000000000000	GBP 1,000.00	1/20/2020	GBP 500.00	Unallacated	Payment in Process			
	nehadobjo1305194c -	xxxxxxxxxxxx0216	GBP 1,000.00	8/9/2022	GBP 979.00	Unallocated	Payment in Process			
	IPRAUG3101 ×		USD 34,500.00	10/4/2022	USD 0.00	Unallacated	(CONTACT)			
	DuristAD7Aun2321 .	**************	GBB 100.000.00	0/30/3033	rae oo oon oo	Bullected	Fauture in Process			

- b. Click **Apply** to apply the modified columns preferences.
- 7. Click **Reset** to reset the columns preferences.



11.1.1 View Payments (details)

This screen appears when you click the Payment Reference Number of a particular payment record in the **View Payments** screen.

How to reach here:

Dashboard > Toggle menu > Receivables/Payables > Payments Management > View Payments > <u>Payment Reference Number</u> link

View Payments

😑 🛢 Futura Bank	Q What would you like to do today?			Ç <mark>™</mark> CR
↑ View Payments Reindeer Corp ***262				
Payment Reference Number EXCESSPSMAR7 Matched	Payment Amount USD 10,000.00	Credit Account Number XXXXXXXXXXX0018	Allocation Status	
Payment Type Incoming	Payment Mode Account Transfer			
EFT Reference Number 838	Unreconciled Amount -			
Payment Date 1/9/20	Host Reference Number PAY0318			
Virtual Account Flag No	Instrument Date -			
^{Remark} N:SonalCR				
Remitter Details				
Remitter Code PPCode	Remitter Id 001715			
Remitter Name AugSupp	Remitter Account Number xxxxxxxxxxxx0028			
Counterparty Detai	s			
Counterparty Code CPCode				
Counterparty Id 001715				
Counterparty Name AugSupp				
Peropeilistion and	Allocation Information			
Reconciliation Details				
Reference Number	Amount Associated Party	Reconciliation \diamond Rule \diamondsuit Date Id	Reconciliation Amount in Payment Currency	Reconciliation Amount in Record Currency
InvMargin15Mar2	USD 10,000.00 AugSupp	7/6/22 Manual	USD 10,000.00	USD 10,000.00
Cancel Back				Ģ
				_
	Copyright © 2006, 2023. Oracle a	and/or its affiliates. All rights reserved. SecurityInform	nation Terms and Conditions	Help

Field Name	Description
View Payments	
Party Name	Displays the name of the logged-in corporate party.



Field Name	Description						
Payment Reference Number Payment Status	Displays the unique reference number of the payment. Also displays the reconciliation status of the payment.						
Payment Amount	Displays the payment amount.						
Credit Account Number / Debit Account Number	Displays the masked account number involved in the payment. If the payment is of incoming type, then 'Credit Account Number' is displayed, and if the payment is of outgoing type, then 'Debit Account Number' is displayed.						
	The account number can be either a real account number or an IBAN, based on the configuration set by the bank.						
Allocation Status	Displays the status of allocation of the payment.						
Payment Type	Displays the type of payment, whether incoming or outgoing.						
Payment Mode	Displays the mode in which the payment has been made.						
EFT Reference Number	Displays the unique reference number assigned to the electronic transfer.						
Unreconciled Amount	Displays any amount that is not yet reconciled.						
Payment Date	Displays the date of the payment.						
Host Reference Number	Displays the reference number of the payment, assigned by the host system.						
Virtual Account Flag	Displays 'Yes' if a virtual account has been used for the payment, and 'No', otherwise.						
Instrument Date	Displays the date of the instrument, if one has been used for the payment.						
Remark	Displays any remarks entered during the payment.						
Remitter Details This section is displaye party.	ed if the payment is of 'incoming' type with respect to the logged-in						
Remitter Code	Displays the code assigned to the remitter by the remitter's financial institution.						
Remitter Id	Displays the remitter's unique ID.						
Remitter Name	Displays the remitter's name.						



Field Name	Description
Remitter Account Number	Displays the masked account number used by the remitter to make the payment.
	Note : The IBAN can be displayed instead of real and virtual account numbers, if the configuration at the bank-level is set to display IBAN.
Beneficiary Details This section is displaye party.	ed if the payment is of 'outgoing' type with respect to the logged-in
Beneficiary Code	Displays the code assigned to the beneficiary by the beneficiary's financial institution.
Beneficiary Id	Displays the beneficiary's unique ID.
Beneficiary Name	Displays the beneficiary's name.
Beneficiary Account Number	Displays the masked account number of the beneficiary to which the payment has been made.
	Note : The IBAN can be displayed instead of real and virtual account numbers, if the configuration at the bank-level is set to display IBAN.
Counterparty Details	
Counterparty Code	Displays the code of the counterparty.
Counterparty Id	Displays the counterparty's unique ID.
Counterparty Name	Displays the counterparty's name.
Bank Details	
Bank Code	Displays the code of the other bank involved in the payment.
Bank Name	Displays the name of the other bank involved in the payment.
Branch Name	Displays the name of the branch of the other bank.
Reconciliation and Al	location Information
Reconcile Against Flag and Instrument	Displays the flag and instrument against which the payment has- been/will-be reconciled. The instrument can be a receivable (such as invoice/debit note), finance, or cashflow.
Reference Number	Displays the reference number of the instrument against which the payment has-been/will-be reconciled. This can be the invoice/debit note reference number, the finance reference number, or the cashflow reference number.



Field Name	Description
Auto-Reconciliation Required	Displays 'Yes' if the instrument is eligible for auto-reconciliation, and 'No', otherwise.
Allocation Required	Displays 'Yes' if the instrument is eligible for allocation, and 'No', otherwise.
Finance Related Infor	mation these details have been provided in the bulk payment file that has
been uploaded.	
Program Code	Displays the program code associated with the finance.
Appropriation while Settlement	Displays the order of repayment with respect to principal, interest, and overdue interest.
Specific Appropriation	Displays the amounts allotted to repayment of principal, interest and overdue interest.

Additional Details

This section displays the Filler Label Fields. The financial institution can configure these fields on Day 0, based on their requirement.

The View Payments screen consists of the following tabs:

- Reconciliation Details
- Allocation Details

Note: These tabs can also be viewed on a mobile device.



View Payments – Reconciliation Details tab

The Reconciliation Details tab appears only if the payment has been reconciled with invoices/debit notes/cash flows.

	Reference Number	٥	Amount	Associated Party	٥	Reconciliation Date	٥	Rule 0 Id	Reconciliation Amount in Payment Currency	Reconciliation Amount in Record Currency
1	InvMargin15Mar	2	USD 10,000.00	AugSupp		7/6/22		Manual	USD 10,000.00	USD 10,000.00
Cance	Back								₿.	
									tion Terms and Conditions	

Field Description

Field Name Description

View Payments - Reconciliation Details tab

The Reconciliation Details tab appears only if the payment has been reconciled with invoices/debit notes/cash flows.

Indicator	Displays what instrument has been reconciled with the payment. Displays 'l' for invoice, 'D' for debit note, and 'C' for cash flow.
Reference Number	Displays the reference number of the cash flow / invoice /debit note that the payment has been reconciled with.
	This is a hyperlink which when clicked displays the details of the cash flow / invoice. For more information on the fields in the View Cash Flow Details screen, refer the View Cash Flow Details section in User Manual Oracle Banking Digital Experience Corporate Cash Management. For more information on the fields in the View Invoice screen, refer the <u>View Invoice Details</u> section in this user manual. For more information on the fields in the View Debit Note screen, refer the <u>View Debit Note Details</u> section in this user manual.
Amount	Displays the total cash flow / invoice / debit note amount.
Associated Party	Displays the name of the associated party of the payment.
Reconciliation Date	Displays the date of reconciliation.
Rule Id	Displays the unique rule ID. For the rule being created, this field appears blank. An ID is assigned once the rule is created.
Reconciliation Amount in Payment Currency	Displays the amount that has been reconciled in the currency in which the payment has been made.
Reconciliation Amount in Record Currency	Displays the amount that has been reconciled in the cash flow / invoice / debit note currency.



Field Name Description

Balance Payments Handling

Reference Number	\$	Amount	Associated Party	٥	Reconciliation Date	¢	Rule 0 Id	Reconciliation Payme	Amount in nt Currency	Reconciliation Reco	Amount in rd Currency
No data to display.											
Balance Payments H	andling 🕕										
Reconciled/Refunded Number	° •		Amount		Be	neficiar	y Name ≎		Value Date	٥	
InvMargin15Ma	r2		USD 10,000.00	I		-			7/6/22		
Cancel Back											
					/or its affiliates. All rights						- 1

The records appearing under this section are as a result of any balance amount post execution of auto reconciliation. The payment remaining post reconciliation is handled as per the maintenance set for the party.

Indicator	Displays 'F' if the cash flow / invoice /debit note if the balance payment has been reconciled against an outstanding finance.
Reconciled / Refund Number	Displays the reference number of the cash flow / invoice /debit note that the payment has been reconciled with.
	This is a hyperlink which when clicked the user is navigated to a page that displays the details of the cash flow / invoice / debit note.
	Displays the status as Refunded if the excess amount is refunded to the associated party. Click ••• to view the refund details i.e., refund transaction number, refund party, refund account, and bank code.
Amount	Displays the total amount reconciled / refunded.
Associated Party/ Beneficiary Name	Displays the name of the associated party, in case of an inflow payment. Displays the name of the beneficiary, in case of an outflow payment.
Value Date	Displays the date of reconciliation/refund.
Reconciliation Amount in Payment Currency	Displays the amount that has been reconciled in the currency in which the payment has been made. This field is applicable only for reconciliation.
Reconciliation Amount in Record Currency	Displays the amount that has been reconciled in the cash flow / invoice / debit note currency. This field is applicable only for reconciliation.



 Click the <u>Reference Number</u> link to view the details of the cash flow / invoice / debit note. OR Click **Back** to go to the previous screen. OR

Click **Cancel** to go to the dashboard.

View Payments – Allocation Details tab

This tab appears only if the payment status is 'Allocated' or 'Partially Allocated', which means that the payment has been either fully or partially allocated to virtual account(s).

Reconciliation Details	Allocation Details			
Allocation Date 💲	Virtual Account Number	Allocation Rule and Type $\ \ \hat{\circ}$	Allocated Amount	Status 🗘
7/6/22	xxxxxxxxxx0811	Manual	GBP 33.33	Success
7/6/22	xxxxxxxxxx0216	Manual	GBP 11.11	Success
Cancel Back				Help

Field Description

Field Name	Description			
View Payments – Allocation Details tab				
Allocation Date	Displays the date of payment allocation.			
Virtual Account Number	Displays the virtual account number to which the payment has been allocated.			
Allocation Rule and Type	Displays the name of the allocation rule applied. Also displays the type of allocation, whether manual or auto.			
Allocated Amount	Displays the amount that has been allocated.			
Status	Displays the status of the allocation.			

 Click Back to go to the previous screen. OR Click Cancel to go to the dashboard.



11.2 Payment File Upload – File Template

Payment records can be created in bulk through file upload.

How to reach here:

Dashboard > Toggle Menu > File Upload > File Upload OR Dashboard > Quick Links > File Upload



Note: Refer this file for the upload file format:

While uploading a .XLSX / .XLS file, if you do not have the required data for a particular cell, and need to leave it blank, then ensure that the particular empty cell has been formatted to the data type of the expected data of that cell. For example, a cell that is supposed to hold textual content, such as name or description, should be formatted to 'Text'. Similarly, a cell that is supposed to hold a number, should be formatted to 'Number'.

For more information on the procedure of uploading the file, refer **User Manual Oracle Banking Digital Experience Corporate Bulk File Upload – Receivables Payables Management**.

Field Name	Description					
The following fields should	d be entered in a row for a payment record.					
Payment Type	Enter O for outgoing and I for incoming payment. This is a mandatory field.					
	Note: If the payment type is incoming, then the Beneficiary ID should be that of the logged-in party.					
	If the payment type is outgoing, then the Payment Party ID should be that of the logged-in party.					
Customer Payment Reference Number	Enter the customer's own unique reference number for the payment. This is a mandatory field.					
Payment Currency	Enter the currency in which the payment is made. A 3-digit currency code as per ISO standards is acceptable. This is a mandatory field.					
Payment Amount	Enter the amount paid. This is a mandatory field.					
Finance Repayment Appropriation	Specify the sequence of repayment for principal, interest, and overdue amount. Example: OIP.					
Finance Repayment Specific Appropriation	Specify the amounts paid for the repayment appropriation. For example: P:3000.00 I:500.00 O:900.00					



Field Name	Description
Payment Mode	Specify the mode of payment. This is a mandatory field. The acceptable values are: ACT_TRANSFER NEFT CASH CHEQUE RTGS
Payment Date	Enter the date of payment in the DD-MM-YYYY format. This is a mandatory field.
Payment Party Code	Enter the code of the party making the payment. You can either provide a value in this field, or in the Payment Party ID field.
Counter Party Code	Enter the code of the counter party, in the payment transaction. You can either provide a value in this field, or in the Counter Party ID field. A counter party in this context is generally a third party like a bank or any other medium to the transaction.
Payment to Virtual Account	Specify whether the payment is being made to a virtual account or not. Enter ${\bf Y}$ if the payment is to a virtual account, and ${\bf N}$, otherwise. This is a mandatory field.
Credit Account Number	Enter the account number to which the payment is credited to. This field is mandatory if the Payment Type is incoming (I). This can be either the real account number, or the International Bank Account Number (IBAN) based on the configuration set by the bank.
Auto Reconciliation	Specify whether the payment should be auto reconciled, or not. If you enter \mathbf{Y} , then the payment is auto reconciled on upload of file. If you enter \mathbf{N} , the payment will have to be manually reconciled. This is a mandatory field.
ls Payment for Cashflow OR Invoice OR Finance	Enter E for expected cash flow payment, I for invoice payment, and F for finance payment.
Cash flow OR Invoice OR Finance Reference Number	Enter the reference number of the expected cash flow record / invoice / finance, as applicable. If multiple options are applicable, If the payment is made towards multiple options, then you can enter the reference numbers as follows:
	Invoice Ref No Finance Ref No Expected Dr/Cr Ref No
Remarks	Enter any remarks, if applicable. If specific values are not provided in the respective fields, then they can be provided in the Remarks field. Multiple references can be made using a pipe separator as given below:
	N:Narration E: Expected Dr/Cr Ref No I: Invoice Ref No F:Finance Ref No P:Program code R: Relationship Code PPC: Payment Party Code CPC: Counterparty Code



Field Name	Description
Payment Party ID	Enter the ID of the party making the payment. You can either provide a value in this field, or in the Payment Party Code field.
Payment Party Name	Enter the name of the party making the payment.
Counter Party ID	Enter the ID of the counter party. You can either provide a value in this field, or in the Counter Party Code field.
Counter Party Name	Enter the name of the counter party.
Beneficiary ID	Enter the ID of the beneficiary of the payment.
Beneficiary Name	Enter the name of the beneficiary of the payment.
Program Code	Enter the program code applicable for the payment.
Remitter Account Number	Enter the account number from which the payment is initiated. This field is mandatory if the Payment Type is outgoing (O). This can be either the real account number, or the International Bank Account Number (IBAN) based on the configuration set by the bank.
Fund Transfer or Cheque Reference Number	Enter the external reference number of the payment, in case of fund transfer or cheque payment.
Mandate Reference Number	Enter the reference number of the mandate.
Credit Note Reference Number	Enter the reference number of the credit note.
Allocation Required	Enter Y if allocation is required, and N , otherwise. This is a mandatory field.

<u>FAQ</u>

1. Does View Payments also display the payments that are domestic, internal and international in nature or any other payment from the party's corporate account?

No, here payment records uploaded by corporate for reconciliation are reflected or those payment records received from the payments engine to the Supply Chain Finance / Cash Management system are reflected.

<u>Home</u>



12. Reconciliation

Reconciliation is the process where payments are reconciled or matched with invoices/cash flows. Invoice records or cash flow records are generally created in advance. However, the actual payment occurs at a later point of time. Using the Reconciliation feature, you can match the payments with invoices and cash flow records.

Reconciliation can either be automated or performed manually. Reconciliation rules are created for the automation. Rules are essentially conditions that are defined; invoice / cash flow records and payments that meet the specified conditions are matched together.

In case a reconciled record must be unmatched, you can use the De-reconciliation option.

Allocation is the process where payments are allocated to virtual accounts. This process can also be automated through rules, or can be performed manually.

Pre-requisites:

User must have valid corporate login credentials.

12.1 Overview

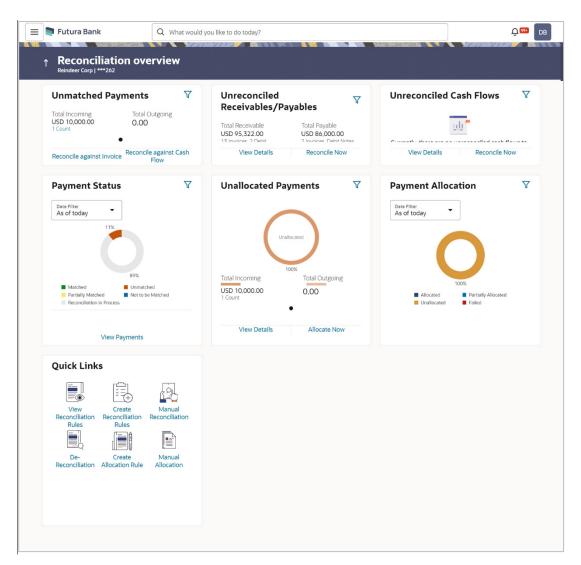
How to reach here:

Dashboard > Toggle menu > Receivables/Payables > Reconciliation > Overview

The Reconciliation Overview screen consists of the following widgets:

- Unmatched Payments
- Unreconciled Receivables/Payables
- Unreconciled Cash Flows
- Payment Status
- Payment Allocation
- Unallocated Payments
- Quick Links





Unmatched Payments – This widget gives the total incoming and outgoing payment amounts that have not been matched under a specific currency. Swipe across the widget to view the data for other supported currencies. The count of payments for both incoming and outgoing is also displayed for each currency. The count for each type (incoming and outgoing), is a hyperlink which when clicked, displays the **View Payments** screen with the list of unmatched payments of the respective type. On clicking the <u>Reconcile against Invoice</u> link, the **Manual Reconciliation** screen appears where the unreconciled invoices can be reconciled. For more information on this screen, refer the <u>Invoices/Debit Notes against Payments/Credit Notes</u> section under **Manual Reconciliation** screen appears where the unreconciled cash flow records can be reconciled. For more information on this screen, refer the <u>Invoices/Debit Notes against Payments/Credit Notes</u> section under **Manual Reconciliation** screen appears where the unreconciled cash flow records can be reconciled. For more information on this screen, refer the <u>Cash Flow against Payment</u> section under **Manual Reconciliation**, in this document.

Click this V icon to filter the unmatched payments based on party name. On selection, the widget displays the unmatched payments of the selected party.



Unreconciled Receivables/Payables – This widget gives the unreconciled amount details for receivables and payables. The receivables/payables can include both invoices and debit notes. The counts of invoices and debit notes for each type (receivables and payables) are also displayed. Swipe across the widget to view the data for other supported currencies. On clicking the <u>View Details</u> link, the View Receivables/Payables screen appears. For more information on this screen, refer the <u>View/Edit Receivables/Payables</u> screen in this document. On clicking the <u>Reconcile Now</u> link, the Manual Reconciliation screen appears where the unreconciled receivables/payables can be reconciled. For more information on this screen, refer the <u>Invoices/Debit Notes against Payments/Credit Notes</u> section under Manual Reconciliation, in this document.

• Click this V icon to filter the unreconciled receivables/payables based on party name. On selection, the widget displays the unreconciled receivables/payables of the selected party.

Unreconciled Cash Flows – This widget gives the total inflow and outflow cash flow amounts that are unreconciled. The number of cash flows for each type (inflow and outflow) is also displayed. Swipe across the widget to view the data for other supported currencies. On clicking the <u>View Details</u> link, the View/Edit Expected Cash Flow Details screen appears. For more information on this screen, refer the respective section in User Manual Oracle Banking Digital Experience Corporate Cash Management. On clicking the <u>Reconcile Now</u> link, the Manual Reconciliation screen appears where the unreconciled cash flow records can be reconciled. For more information on this screen, refer the <u>Cash Flow against Payment</u> section under Manual Reconciliation, in this document.

Click this V icon to filter the unreconciled cashflows based on party name. On selection, the widget displays the unreconciled cashflows of the selected party.

Payment Status – This widget displays a donut graph that depicts the percentage of payments in various status with respect to payments matching. This data can be viewed for both incoming and outgoing payments, as of current date, last month, last quarter, and a custom date range. On clicking the <u>View Payments</u> link, the View Payments screen appears. For more information on this screen, refer the <u>View Payments</u> section in this document.

• Click this \checkmark icon to filter the payment status based on party name. On selection, the widget displays the payment status of the selected party.

Payment Allocation – This widget displays a donut graph that depicts the percentage of payments in various status with respect to payments allocation. This data can be viewed for both incoming and outgoing payments, as of current date, last month, last quarter, and a custom date range.

• Click this \forall icon to filter the payment allocation based on party name. On selection, the widget displays the payment allocation of the selected party.

Unallocated Payments – This widget displays a donut graph that depicts the percentages of unallocated payments, for incoming and outgoing payments. The total payment amounts and the count of payments that are unallocated are also displayed for the incoming and outgoing payments. Swipe across the widget to view the data for other supported currencies. On clicking the <u>View Details</u> link, the View Payments screen appears with the list of unallocated payments. For more information on this screen, refer the <u>View Payments</u> section in this document. On clicking the <u>Allocate Now</u> link, the **Manual Allocation** screen appears. For more information on this screen, refer the <u>Manual Allocation</u> section in this document.



• Click this \forall icon to filter the unallocated payments based on party name. On selection, the widget displays the unallocated payments of the selected party.

Quick Links – The most commonly used transactions are provided as quick links for quick access. Following transactions are provided as quick links:

- <u>Create Reconciliation Rules</u>
- <u>Create Allocation Rule</u>
- <u>View/Edit Reconciliation/Allocation Rules</u>
- Manual Reconciliation
- Manual Allocation
- <u>De-Reconciliation</u>

12.2 Create Reconciliation Rules

Corporates can create reconciliation or allocation rules from the portal using transactions 'Create Reconciliation Rule' and 'Create Allocation Rule' respectively. These transactions enable them to create rules to reconcile their cash flows/invoices against the payments or to allocate payments to virtual accounts. While defining reconciliation rules, user would also be able to specify allocation parameters required to allocate the matched payment to virtual account. Thus, the OBCM application can perform allocation post successful reconciliation of payment with expected cash flows/invoices or can perform stand-alone allocation on unreconciled payment records, provided the allocation rules are set up. Two types of reconciliation rules can be configured: Exact and Generic.

Generic Rules – These rules are applicable to all invoices/cash flows that are reconcilable. A corporate party can have only one generic rule per reconciliation-type (one rule for invoices and payments reconciliation, and one rule for expected cash flows and payments reconciliation). Generic rules are applied as per generic criteria such as, FIFO, LIFO, HAFO, and LAFO.

- FIFO (first in, first out) Oldest invoice/cash-flow, will get reconciled first.
- LIFO (last in, first out) Latest invoice/cash-flow, will get reconciled first.
- HAFO (highest amount, first out) Invoice/Cash-flow with highest amount, will get reconciled first.
- LAFO (lowest amount, first out) Invoice/Cash-flow with lowest amount, will get reconciled first.

Exact Rules – An Exact rule is a customized rule defined by the corporate to match cashflow/invoice attributes and payment attributes for reconciliation. Both single sided and double sided conditions can be configured in an exact rule. A single sided condition includes defining a single attribute of either payment or expected-cash-flow/invoice entity along with the pattern explained below; whereas a double sided condition includes defining both cash-flow/invoice and payment attributes with operator conditions along with the specific patterns on their respective matching attributes.



Below patterns are provided to the corporate in order to define exact rules. They can be used in combination with the available operators:

For double-sided conditions:

- 'Text Between Two Positions' where the text or string between defined signs/positions will be used for reconciliation.
- Exact Attribute Where exact value of the attributes selected would be used for reconciliation.
- Likewise match Where

Example of using exact attributes in a double-sided rule: Payment Ref No {operator such as =/</> Cash Flow Ref No OR Payment Narration = Cash Flow Narration

For single-sided conditions:

- Using operators '<', '>', or '='. For example: Payment Ref No = ABC464664
- Starts with* Where a value following the entered string will be used for reconciliation. For example, Cash flow narration starts with XYZ
- Ends with* Where a value preceding the entered string will be used for reconciliation. For example, Cash flow narration ends with XYZ

An exact rule enables the corporate to add rule conditions with AND/OR operators based on attributes of a cash-flow/invoice record and/or a payment record. A facility to create groups of conditions with the AND/OR operators is also available.

The complete rule creation is a three-step process, where in the first step the corporate can create a generic or exact rule. The second step involves defining an allocation rule and the final step involves setting a priority for the rule.

How to reach here:

Dashboard > Toggle menu > Receivables/Payables > Reconciliation > Create Reconciliation Rule OR

Dashboard > Toggle menu > Receivables/Payables > Reconciliation > Overview > Quick Links > Create Reconciliation Rules

To create a reconciliation rule:

1. In the **Rule Details** step of the **Create Reconciliation Rule** screen, enter the required details.



Rule Details

😑 🛢 Futura Bank	Q What would you like to do	today?	.↓ œ DB
↑ Create Reconcil Reindeer Corp ***262	iation Rule		
Rule Detail	Is	(2) Set Allocation	(3) Prioritize Rule
Party Name Reindeer Corp ***262	•		
Reconciliation Type	•		
Rule Type	Required		
Rule Name			
Reconciliation Method	Required		
Select	Required		
Attribute Select Attribute	•		
Rule Interpretation -	Required		
Continue			
	Copyright © 2005, 2023, Oracle	and/or its attiliates. All rights reserved. [SecurityInformation]	Terms and Conditions

Field Name	Description
Create Reconciliation	Rule
Party Name	Select the party name from the dropdown list in which the reconciliation rule must be created. By default, the primary party/gcif of the logged-in user is selected.
	Note: Only accessible parties are displayed to the user.
Rule Details	
Reconciliation Type	Select the reconciliation type. The options are:
	 Invoices/Debit Notes to Credit Notes Recon
	 Invoices/Debit Notes to Payment Recon
	 Expected Cashflow to Payment Recon



Field Name	Description
Rule Type	Select whether the rule being created is a generic one or an exact one. The options are:
	Generic
	• Exact
Rule Name	Enter the name to be assigned to the rule being created.
Apply Generic Rule	This switch appears if you select the Exact option from the Rule Type field. Enable this switch to apply the corresponding generic rule on the remaining unreconciled records, post execution of the exact rule.

2. Based on the option you select in the **Rule Type** field (**Generic** or **Exact**), enter further details as follows.

12.2.1 Generic Rule

😑 🛢 Futura Bank	Q What would you like to do to	day?		С 🔐 ИЛ
↑ Create Reco ABZ Solutions **	nciliation Rule **462			
	0		(3)	
	Rule Details	Set Allocation	Prioritize Rule	
Reconciliation Type				
Select	•			
	Required			
Rule Type Generic O Ex	act			
Rule Name				
Reconciliation Method	Required			
Select	•			
Attribute	Required			
Select Attribute	•			
	Required			
Rule Interpretation				
Continue Can	cel Skip Allocation			
	Copyright @ 2006, 202	i, Oracle and/or its affiliates. All rights reserved. SecurityInformation Terr	ms and Conditions	



Field Description

Field Name	Description
These fields appear if you	select the Generic option.
Reconciliation Method	Select how the rule is applied to the invoice/cash-flow records fo reconciliation. This field appears if you select the Generic option in the Rule Type field. The options are:
	 FIFO – Oldest invoice/cash-flow to be reconciled first LIFO – Latest invoice/cash-flow to be reconciled first HAFO – Invoice/Cash-flow with highest amount to be reconciled first LAFO – Invoice/Cash-flow with lowest amount to be reconciled first
Attribute	Select the attribute to be used for applying the reconciliation method. This field appears if you select the Generic option in the Rule Type field.
	For Invoice and Payments reconciliation:
	 For FIFO and LIFO, the options are: Invoice Date; Invoice Due Date.
	 For HAFO and LAFO, the options are: Invoice Amount Outstanding Invoice Amount.
	For Cash Flow and Payments reconciliation:
	 For FIFO and LIFO, the options are: Expected Date; Revised Expected Date.
	 For HAFO and LAFO, the option is: Amount.
Rule Interpretation	Displays the rule that is set, based on the options you select ir the Reconciliation Method and Attribute fields. This field appears if you select the Generic option in the Rule Type field.

- If you select the **Generic** option under **Rule Type**, enter the details as stated above.
 Click **Continue** to go to the **Set Allocation** step.
- Click Continue to go to the Set Allocation step. OR Click Cancel to cancel the transaction. OR

Click **Back** to reset and start with the **Rule Details** step again.

OR

Click Skip Allocation to go to the Prioritize Rule step.

Note: Refer the Set Allocation section or the Prioritize Rule section below for further steps.



12.2.2 Exact Rule

For Exact Rule Both single sided and double sided conditions can be configured. A single sided condition includes defining a single attribute of either payment or expected-cash-flow/invoice entity along with the pattern. whereas a double sided condition includes defining both cash-flow/invoice and payment attributes with operator conditions along with the specific patterns on their respective matching attributes.

0	(2)	(3)
Rule Details	Set Allocation	Prioritize Rule
Reconciliation Type		
Invoice/Debit Notes to Payment Recon	•	
Rule Type		
O Generic		
The first rule of the corporate should always be a	an 'Exact'	
rule'. Rule Name		
RULE 123		
Apply Generic Rule ^①		
Reconciliation Rule		
Define double sided condition to match the imp	voice with payment by selecting the required pattern on the left side and the right side	or Define a single side condition to
select the invoices for Reconciliation on the bas	sis of a pattern	or beine a single side condition to
And Or		Add Group Add Condition
Define conditions based on		D A
Define conditions based on		80
Define conditions based on Invoice and Payment	Select Invoice Pattern	日 団
	Required Required	
Invoice and Payment	Required Required Required Select Payment Pattern	
Invoice and Payment	Required Required Required Select Payment Pattern	
Invoice and Payment	Required Required Required Select Payment Pattern	•
Invoice and Payment	Required Required Required Select Payment Pattern	Add Group Add Condition
Invoice and Payment	Required of Select Attribute Required Requir	•
Invoice and Payment	Required Required Select Payment Pattern Image: Control of Select Attribute Required Required	Add Group Add Condition
Invoice and Payment	Required of Select Attribute Required Requir	Add Group Add Condition
Invoice and Payment	Required Required Select Payment Pattern Image: Control of Select Attribute Required Required	Add Group Add Condition
Invoice and Payment	Required Required Select Payment Pattern Image: Control of Select Attribute Required Required	Add Group Add Condition
Invoice and Payment	Required Required Select Payment Pattern Image: Control of Select Attribute Required Required	Add Group Add Condition

Field Description

Field Name

Description

These fields appear if you select the **Exact** option.



Field Name	Description

Reconciliation Rule

You should add either one double sided condition with invoice/cash flow and payment; or one or more single sided conditions along with a double sided condition, for invoice/cash flow and for payment.

Add Condition	Indicates an option to add a condition for Exact reconciliation.
Add Group	Indicates an option to add a group of conditions that are clubbed together by logical operator 'AND' or 'OR'.
AND / OR	Indicates the logical operator to be used for clubbing the conditions for creating the Exact reconciliation rule.
Select Entity	Select the required entity for building the condition. The following options are available: For Invoice-Credit Note reconciliation: Invoice Credit Note Invoice and Credit Note For Invoice-Payment reconciliation: Invoice Payment Invoice and Payment For Cash Flow-Payment reconciliation: Cash Flow Payment
	Cash Flow and Payment
Single-Sided Condition	lad aanditiana hu aalaating a anaifia antitu (Invaia-101-flavu an
Credit Note/Payment) and single sided condition show	led conditions by selecting a specific entity (Invoice/Cashflow or I then comparing an attribute of this entity with a specific value. A uld always be created along with atleast one double sided condition.
The following fields appea	r for a single sided condition.

Select Attribute	Select the attribute of the entity to be compared.
Relational Operator	Select the relational operator or pattern to be used for comparison. The options available are:
	• =
	• <
	• >
	Starts with
	Ends with
	Contains In



Field Name	Description
Value	Enter the value that the attribute is to be compared with.
Match Case	Select the toggle to match the value with case sensitive.

Double-Sided Condition

You can create double-sided conditions by selecting a specific entity (Invoice/Cashflow and Credit Note/Payment) and then comparing an attribute of one entity with a relevant attribute of the other entity. For example, for the Invoice and Payment double-sided condition, the Net Invoice Amount can be compared with the Payment Amount.

The following fields appear for a double-sided condition.

Select Pattern	 Select the pattern to be used for the attribute (of the first entity) to be compared. The options available are: Exact Attribute Text Between Two Positions – On selecting this option, two fields appear where you can enter the position (numerical values). The attribute text between these positions is used for comparison. Likewise Match – On selecting this option, the relational operator defaults to Contains In and Right Hand Side pattern will be defaulted to Likewise Match.
Select Attribute	Select the attribute of the first entity to be compared.
Relational Operator	 Select the relational operator to be used for comparison. The options available are: = > < Contains In – This option appears only if the Select Pattern is selected as Likewise Match.
Select Pattern	 Select the pattern to be used for the attribute (of the second entity) to be compared. The options available are: Exact Attribute Text Between Two Positions – On selecting this option, two fields appear where you can enter the position (numerical values). The attribute text between these positions is used for comparison. Likewise Match – On selecting this option, the relational operator defaults to Contains In and Left Hand Side pattern will be defaulted to Likewise Match.
Select Attribute	Select the attribute of the second entity to be compared.
Match Case	Select the toggle to match the value with case sensitive.



- 5. If you select the **Exact** option in the **Rule Type** field, then in the **Reconciliation Rule** section, build condition(s) as per requirement, as follows:
 - a. You can define either two or more single-sided condition or one more double-sided condition, or both. You can also define a group of conditions.
 - b. In the single-sided condition, you can select either Invoice/Cashflow or Credit Note/Payment.
 - i. Select the attribute to be used for comparing.
 - ii. Select the appropriate relational operator or pattern for comparing.
 - iii. Enter the value that must be used for comparing.
 - c. In the double-sided condition (Invoice/Cashflow and Credit Note/Payment), you can select an attribute of the Invoice/Cashflow and compare it with an attribute of the Credit Note/Payment.
 - i. Select the required pattern for the attribute of the first entity. If you select 'Text Between Sign' then enter the two signs in the attribute, in the fields that appear. If you select 'Text Between Two Positions' then enter the numerical positions in the attribute, in the fields that appear.
 - ii. Select the attribute of the first entity to be used for comparing.
 - iii. Select the appropriate relational operator.
 - iv. Select the required pattern for the attribute of the second entity.
 - v. Select the attribute of the second entity to be used for comparing.
 - d. Once a condition is defined, click \square to save it.
 - e. You can define similar individual conditions or a group of conditions by clicking **Add Condition** or **Add Group**, and bind them together using the 'AND' or 'OR' logical operator.
 - f. Once all conditions are defined, click **Save all and Preview** to save and preview all added conditions.



LL TEST 01 ***8	onciliation Rule		
	0		
	Rule Details	Set Allocation	Prioritize Rule
Reconciliation Type	es to Payment Recon		
Invoice/Debit Note	es to Payment Recon		
Rule Type			
🔘 Generic 🛛 🖲 Es	xact		
The first rule of the rule'.	corporate should always be an 'Exact'		
Rule Name			
RULE 123			
Apply Generic Rule ⁽⁾			
	a Bula		
Reconciliatio		en brede for the owning educe on the bit ide	d the shide is the or Patiene a simple side resulting to
Reconciliatio		ent by selecting the required pattern on the left side any	d the right side or Define a single side condition to
Reconciliatio	led condition to match the invoice with payme	ent by selecting the required pattern on the left side an	d the right side or Define a single side condition to Add Group Add Condition
Reconciliation	led condition to match the invoice with payme	ent by selecting the required pattern on the left side an	
Reconciliation	led condition to match the invoice with payme is for Reconciliation on the basis of a pattern	ent by selecting the required pattern on the left side an	Add Group Add Condition
Reconciliation	led condition to match the invoice with payme s for Recondilation on the basis of a pattern at Owner of Payment equals to 1234	ent by selecting the required pattern on the left side an	Add Group Add Condition
Reconciliation	led condition to match the invoice with payme s for Recondilation on the basis of a pattern at Owner of Payment equals to 1234	ent by selecting the required pattern on the left side an	Add Group 🛛 Add Condition 🥒 🛅
Reconciliation	lod condition to match the invoice with payments for Reconciliation on the basis of a pattern it Owner of Payment equals to 1734	ent by selecting the required pattern on the left side an	Add Group Add Condition
Reconciliation	lod condition to match the invoice with payments for Reconciliation on the basis of a pattern it Owner of Payment equals to 1734	ent by selecting the required pattern on the left side an	Add Group Add Condition
Reconciliation	Indicondition to match the invoice with payments for Reconciliation on the basis of a pattern of Owner of Payment equals to 1734	ent by selecting the required pattern on the left side and	Add Group Add Condition
Reconciliation	Indicondition to match the invoice with payments for Reconciliation on the basis of a pattern of Owner of Payment equals to 1734	rent by selecting the required pattern on the left side and	Add Group Add Condition

6. Click **Continue** to go to the **Set Allocation** step.

OR

Click **Cancel** to cancel the transaction. OR Click **Back** to reset the fields and start with the **Rule Details** step again. OR Click **Skip Allocation** to go to the **Prioritize Rule** step.

Note: 1) Once a condition is added and saved, click \checkmark to edit it, or click $\boxed{10}$ to delete it.

 If you skip the Set Allocation step during rule creation, then the matched and partially matched payments can be allocated to virtual accounts through Allocation Rule or Manual Allocation. For more information, refer the <u>Create Allocation Rule</u> and <u>Manual Allocation</u> sections in this document.



12.2.3 Set Allocation – Account Based

\equiv 🐚 Futura Bank	Q What would you like to	do today?		Ç <mark>⊡</mark> (L
↑ Create Reconciliat	ion Rule			
	•		2 3	
Rule D	etalls	Set A	location Prioritize Rule	
Allocation Basis				
Account Based Attribute	te Based			
Account Based Alloc	ation			
Serial Allocation Accou	nt	Percentage Action		
1 XXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXX	1234 Q	100		
Continue Cancel Ba	ck Skip			
	Copyright © 200	06, 2023, Oracle and/or its affiliates. All	ights reserved. [Security/nformation]Terms and Conditions	

Set Allocation – Attribute Based

😑 🐚 Futura Bank	Q What would you like to do today?			Ĺ	n 🔤
↑ Create Reconciliat	tion Rule				
					-
	• · · · · · · · · · · · · · · · · · · ·	0	3		
Rule I	Details	Set Allocation	Prioritize Rule	8	
O Account Based	ute Based				
Attribute Based Allo	cation				
Serial Allocation E Number	Entity	Allocation Attributes	Percentage	Action	
1 Invoice 2	×	Buyer ID × Supplier ID ×	50	⊕ ±	
2 Paymen	t ×	Credit Account no ×	50	⊕ ±	
Continue Cancel Br	ack Skip				
	Copyright © 2006, 2023, Oracle	and/or its affiliates. All rights reserved. SecurityInformation Terms and Conditions			

Field Description

Field Name

Description

Create Reconciliation Rule

Party Name Displays the name of the logged-in corporate party.



Field Name Description

Set Allocation

In this step, you can set the percentages to be allocated to specific virtual accounts. You must ensure that the sum of the allocated percentages should be 100.

Note: Set Allocation step is not applicable for Reconciliation type **Invoice/Debit Note and Credit Note**. Please skip the step to proceed to **Prioritize Rule** step.

Allocation Basis Select whether allocation should be virtual accounts-based or attributes-based.

- If you select the **Account Based** option, then you can directly set the virtual accounts for allocation.
- If you select the **Attribute Based** option, then you can set attributes for allocation. The virtual accounts that are mapped to these attributes will be used for allocation.

Account Based Allocation

This section appears if you select the Account Based option in the Allocation Basis field.

Serial Number	Displays the serial number of the allocation account.			
Allocation Account	Select a virtual account to assign an allocation percentage.			
Percentage	Enter the percentage of payment to be allocated to the virtual account.			
Action	Click $\textcircled{\oplus}$ to add further virtual accounts. Or click $\textcircled{\square}$ to delete an added account.			

Attribute Based Allocation

This section appears if you select the **Attribute Based** option in the **Allocation Basis** field. This option can be used to allocate specific percentages of the payment towards specific attributes. The amount corresponding to the payment percentage set, is allocated to the virtual accounts mapped to these attributes.

Serial Number	Displays the serial number of the attribute.	
Allocation Entity	ity Select the entity whose attribute should be considered for setting an allocation percentage.	
Allocation Attributes	Select the attribute for which the allocation percentage should be set.	
Percentage	Enter the percentage of payment to be allocated to the attribute.	
Action	Click $\textcircled{\oplus}$ to add further attributes. Or click $\textcircled{\blacksquare}$ to delete an added attribute.	



7. Once the allocation details are set, click **Continue** to go to the **Prioritize Rule** step. OR

Click **Cancel** to cancel the transaction. OR Click **Back** to go to the previous screen. OR

Click Skip to skip the Set Allocation step.

12.2.4 Prioritize Rule

Futura Bank	Q What would you like t	o do today?		Û n
↑ Create Record LL TEST 01 ****8	nciliation Rule			
	6.6.0			-
	1 Rule Details	2 Set Allocation	3 Prioritize Rule	
Reconciliation	Rules		Q Search	
Rule Id 🗘	Rule Type ≎ Rule Na	ame 🗘	Priority 🗘	
- Current	Exact RULE 1.	23	1	
Submit Cancel	Back			
	Copyright @ 2	2006, 2023, Oracle and/or its affiliates. All rights reserved. [SecurityInformation] Ter	rms and Conditions	

Field Description

Field Name	Description
Create Reconciliation R	ule

Party Name Displays the name of the logged-in corporate party.

Prioritize Rule

Reconciliation Rules

A list of existing rules is displayed. You can set the priority on the rule being created, and also modify the priority on an existing rule, if required. For the rule being created, the keyword '**Current'** is displayed beside it. For a rule whose priority is modified, the keyword '**Modified'** is displayed beside it.

Search Indicates an option to search for a specific reconciliation rule.



Field Name	Description
Rule Id	Displays the unique rule ID. For the rule being created, this field appears blank. An ID is assigned once the rule is created. The IDs of the other rules in this column are hyperlinks, which when clicked display the rule details in an overlay window. For more information, refer the Recon Rule overlay window section below.
	The keyword "Current" is displayed beside the rule being created.
	The keyword "Modified" is displayed beside any rule whose priority has been changed.
Rule Type	Displays whether the rule is a generic or an exact one.
Rule Name	Displays the name assigned to the rule.
Priority	Indicates the priority assigned to the rule.
	Note: For the rule being created, the priority assigned by default is, one incremental to the highest priority assigned to the existing rules (highest priority + 1). You can change this priority, if required.
	For an existing rule, click <i>to</i> edit and modify the priority, if <u>required</u> .

- 8. In the **Prioritize Rule** step, you can modify the priority assigned to the rule being created, under the **Priority** column, if required. You can also modify the priority on an existing rule, if required.
- 9. Click **Submit** to submit the transaction. The Review screen appears. OR

Click **Cancel** to cancel the transaction. OR

Click **Back** to go to the previous screen.



Futura Bank	Q What would you like to do today?			Û
↑ Create Reco	nciliation Rule ⁷⁵			
Review You initiated a review	equest for Create Reconciliation Rule. Please review det	ails before you	confirmt	
Reconciliation Type Invoice - Payment Rec	conciliation		Rule type Exact	
Rule Name RULE 123			Apply Generic Rule No	
Reconciliation	n Rule			
- And				
Virtual Account	. Owner of Payment equals to 1234			
And				
Buyer ID of	Invoice starts with ABC1			
— Exact Attrib	ute of Invoice Due Date of Invoice = Exact Attribute of P	ayment Party G	ode of Payment Maich Case	
Allocation D	etails - Attribute Based			
Serial Number	Allocation Entity and Attributes	Percentage		
1	Invoice - Buyer ID,Supplier ID	50%		
2	Payments - Credit Account no,Remitter Account no	50%		
Prioritize Ru	A 5			
Rule Id 🗘	Rule Type			Priority 0
Note to V	Exact RULE 123			1
-				
Confirm Cence	el Back			

Create Reconciliation Rule - Review Screen (Exact)



阿 Futura Bank	Q What v	rould you like to do today?	Û.
↑ Create Ree Reindeer Corp	conciliation Rul ***262	e	
() Review You initiated	d a request for Create Recon	iliation Rule. Please review details before you confirm!	
Reconciliation Type Invoice - Paymen Rule Name Recon for Inv	t Reconciliation	nula Type Generic	
Reconciliat	tion Rule		
Reconciliation Method LIFO-Latest invoi	e to be reconciled first	Attribute Invoice Date	
Rule Interpretation Invoice with lates Prioritize R	t invoice date will be reconci	ed first	
Invoice with lates		ed first Rule Name 🗘	Priority 0
Invoice with lates Prioritize R	Rules		Priority ≎ 10
Invoice with lates Prioritize R	Rule Type 🗘	Rule Name 🗘	
Invoice with lates	Rule Type 0 Generic	Rule Name O	10
Invoice with lates Prioritize R Rule Id - RR00000241	Rule Type O Generic Exact	Rule Name © Recon for Inv FPREXT	10
Invoice with lates Prioritize R Rule Id RR00000241 RR00000242 RR00000289	Rule Type Image: Constraint of the sector	Rule Name C Recon for Inv FPREXT FPRGEN	10 1 2

Create Reconciliation Rule - Review Screen (Generic)

10. In the Review screen, verify the details and click **Confirm**. A Confirmation message appears, with the reference number and status of the transaction. OR

Click **Cancel** to cancel the transaction. OR

Click **Back** to go to the previous screen.

Create Reconciliation Rule – Confirmation

😑 🐚 Futura Bank	Q What would you like to do today?	С 🚥 МЛ
Create F	Reconciliation Rule	
	onfirmation our request for Create Reconciliation Rule has been initiated successfully.	
Referenc 0606E	Number 1759CE0	
Status Pendin	g for approval	
Rule Id -	Role Name Rue11	
What w	ould you like to do next?	
View	Reconciliation Rules Create Reconciliation Rule	



 In the Confirmation screen, click the <u>View Reconciliation Rules</u> link to view the existing reconciliation rules. OR Click the <u>Create Reconciliation Rule</u> link to create another rule.

12.2.4.1 Recon Rule overlay window

This window appears when you click the **Rule Id** link in the **Prioritize Rule** step when creating a reconciliation rule.

≡	👕 Futura Bank	Q What would	you like to do today?		RR00000329 - nehmarch1	7rule	×
	View Reconciliation/Allocation Rule ABZ Solutions ***462		tion Rule		Basic Details		
					Reconciliation Type Exact	Priority 1	
		0		0	Rule Type Exact	Apply Generic Rule Yes	
	Rule	Details		Set Allocation	Rule Name nehmarch17rule		
	Reconciliation Rule	s			Reconciliation Rule		
	Rule Id ≎ F	Rule Type 🗘	Rule Name 🗘		Net Invoice Amount of Invoice is greate	er than 1000 Match Case	
	- Current E	xact	RULE 123				
	RR00000329 E	ixact	nehmarch17rule				
	RR00000327 C	Generic	adcbgenrule				
	Submit Cancel Bas	ck					

Field Name	Description
Recon Rule overlay win	dow
Rule ID and Rule Name	Displays the rule ID and name at the top of the overlay window.
Basic Details	
Reconciliation Type	Displays whether the reconciliation is for invoices/debit notes and payments/credit notes, or expected cashflows and payments.
Priority	Displays the priority assigned to the rule.
Rule Type	Displays whether the rule is 'Exact' or 'Generic'.
Apply Generic Rule	Displays 'Yes' if generic rule application is enabled, and 'No', otherwise.
Rule Name	Displays the name of the rule.
Reconciliation Rule This section displays the	entire rule that has been configured.

Field Name Description

Allocation Details – Account Based

This section is displayed if account-based allocation has been selected for the rule.

Serial Number	Displays the serial number of the allocation.	
Allocation Account	Displays the masked account number of the allocation.	
Percentage	Displays the percentage allotted to the allocation account.	
Allocation Details – Attribute Based This section is displayed if attribute-based allocation has been selected for the rule.		
Serial Number	Displays the serial number of the allocation.	
Allocation Entity and Attributes	Displays the entity and the selected attribute of the allocation.	
Percentage	Displays the percentage allotted for the allocation.	



12.3 Create Allocation Rule

Using this screen, the corporate user can create rules for automatic allocation of payments to specific virtual accounts. The allocation can be performed manually as well. For more information, refer the <u>Manual Allocation</u> section in this document.

How to reach here:

Dashboard > Toggle menu > Receivables/Payables > Reconciliation > Create Allocation Rule

To create an allocation rule:

1. In the Rule Details step of the Create Allocation Rule screen, enter the required details.

Rule Details

🗉 👕 Futura Bank	Q What would you like to do toda	ay?		⊕ [∞] DB
↑ Create Allocation F Reindeer Corp ***262	Rule			
0		(2) Set Allocation		3 itize Rule
Party Name Reindeer Corp ***262	•			
Reconciliation Rule	Required			
And Or				Add Group Add Condition
Define conditions based on Select Attribute Finquire	Match the Payment by	ed Required		8
Save all and Preview Continue Cancel				
	Copyright © 2006, 2023, Oracle and/or	its affiliates. All rights reserved.[Sec	rityInformation Terms and Conditions	

Field Name	Description
Create Allocation Rule	
Party Name	Select the party name from the dropdown list in which the allocation rule must be created. By default, the primary party/gcif of the logged-in user is selected.
	Note: Only accessible parties are displayed to the user.



Reconciliation

Field Name	Description
Rule Details	
Rule Name	Enter the name to be assigned to the rule.
Reconciliation Rule	
Add Condition	Indicates an option to add a condition for allocation.
Add Group	Indicates an option to add a group of conditions that are clubbed together by logical operator 'AND' or 'OR'.
AND / OR	Indicates the logical operator to be used for clubbing the conditions for creating the allocation rule.
Select Attribute	Select the attribute of the payment to be compared.
Match the payment by	Select the relational operator or pattern to be used for matching the payment.
Value	Enter the value that the attribute is to be compared with.
Save all and Preview	Click this link to save and preview all added conditions.

2. In the **Rule Name** field, enter the name to be assigned to the rule.

- 3. In the Reconciliation Rule section, build the condition(s) as per requirement:
 - a. Select the attribute to be used for comparing.
 - b. Select the appropriate relational operator or pattern for comparing, from the **Match the payment by** list.
 - c. Enter the value to compare the attribute value with.
 - d. Once a condition is defined, click \square to save it.
 - e. You can define similar individual conditions or a group of conditions by clicking **Add Condition** or **Add Group**, and binding them together using the 'AND' or 'OR' logical operator.
 - f. Once all conditions are defined, click **Save all and Preview** to save and preview all added conditions.
- 4. Click **Continue** to go to the **Set Allocation** step.

OR

Click **Cancel** to cancel the transaction.

OR

Click **Back** to reset the fields and start with the **Rule Details** step again.

Note: Once a condition is added and saved, click \checkmark to edit it, or click $\stackrel{\text{def}}{=}$ to delete it.



Set Allocation – Account Based

🗮 🌹 Fu	itura Bank	Q What would you like to	do today?				Û
		Allocation Rule ons ***462	<i>VII</i>				
		1 Rule Details		2 Set Alloc		3 Prioritize Rule	
	Allocation Basi						
	Account	Based Allocation					
	Serial Number	Allocation Account	Percentage	Action			
	1	xxxxxxxxxxxxxxxXXXXXXXXXXXXXXXXXXXXXX	50	④ 茴			
	2	xxxxxxxxxxxx0045 - CAcct42 MAIN Q	50	④ 団			
	Continue	Cancel Back					
		Copyright © 200	06, 2023, Oracle and/o	r its affiliates. All righ	ts reserved. SecurityInformation Te	rms and Conditions	

Set Allocation – Attribute Based

1 Rule Details	2 Set Allocation	3	
Allocation Basis O Account Based Attribute Based			
Attribute Based Allocation			
Serial Allocation Entity	Allocation Attributes	Percentage Action	
1 Payment	Credit Account no ×	50 🕒 🛅	
2 Payment	Remitter Account no ×	50 ④ 面	

Field Name	Description
Create Allocation Rule	
Party Name	Displays the name of the logged-in corporate party.



Field Name Des	cription
----------------	----------

Set Allocation

In this step, you can set the percentages to be allocated either to specific virtual accounts, or towards specific payment attributes. You must ensure that the sum of the allocated percentages should be 100.

Allocation Basis Select whether allocation should be virtual accounts-based or attributes-based.

Account Based Allocation

This section appears if you select the Account Based option in the Allocation Basis field.

Serial Number	Displays the serial number of the allocation account.
Allocation Account	Select a virtual account to assign an allocation percentage.
Percentage	Enter the percentage of payment to be allocated to the virtual account.
Action	Click $\textcircled{\oplus}$ to add further virtual accounts. Or click $\textcircled{\square}$ to delete an added account.

Attribute Based Allocation

This section appears if you select the **Attribute Based** option in the **Allocation Basis** field. This option can be used to allocate specific percentages of the payment towards specific payment attributes (such as credit account number, remitter account number, payment party ID, and so on), which are mapped to specific virtual accounts.

Serial Number	Displays the serial number of the attribute.
Allocation Entity	Displays 'Payment' by default.
Allocation Attributes	Select the attribute for which the allocation percentage should be set.
Percentage	Select the percentage of payment to be allocated to the attribute.
Action	Click $^{igodold plant}$ to add further attributes. Or click $^{igodold plant}$ to delete an added attribute.

5. Once the allocation details are set, click **Continue** to go to the **Prioritize Rule** step. OR

Click **Cancel** to cancel the transaction. OR Click **Back** to go to the previous screen.



Prioritize Rule

	*462		
	0	0	0
	Rule Details	Set Allocation	Prioritize Rule
Reconciliation	Rules		Q Search
Rule Id 🗘	Rule Type 🗘	Rule Name 🗘	Priority 🗘
- Current	Exact	RULE 234	2
RR00000605	Exact	nehalljune423	1 🥒
Submit Cancel	Back		

Field Name	Description
Create Allocation Rule	
Party Name	Displays the name of the logged-in corporate party.
Prioritize Rule	
	the same set of conditions is displayed. You can set the priority on ou can also modify the priority on an existing rule.
Search	Indicates an option to search for a specific rule.
Rule Id	Displays the unique rule ID. For the rule being created, this field appears blank. An ID is assigned once the rule is created. The IDs of the other rules in this column are hyperlinks, which when clicked display the rule details in an overlay window. For more information, refer the Allocation Rule overlay window section below.
	The keyword "Current" is displayed beside the rule being created.
	The keyword "Modified" is displayed beside any rule whose priority has been changed.
Rule Type	Displays 'Exact' by default.
Rule Name	Displays the name assigned to the rule.



Field Name	Description
Priority	Indicates the priority assigned to the rule.
	Note: For the rule being created, the priority assigned by default is, one incremental to the highest priority assigned to the existing rules (highest priority + 1). You can change this priority, if required.
	For an existing rule, click ^{the to} edit and modify the priority, if required.

- 6. In the **Prioritize Rule** step, enter the priority to be set against the rule being created, under the **Priority** column. You can also modify the priority on an existing rule, if required.
- 7. Click **Submit** to submit the transaction. The Review screen appears. OR

Click **Cancel** to cancel the transaction.

OR

Click **Back** to go to the previous screen.

Create Allocation Rule - Review Screen

😑 📦 Futura Bank	Q What would you like to do to	lay?		<mark>.</mark> т
Create Allocation ABZ Solutions ***462	Rule			
Review You initiated a request for Rule Name	Create Allocation Rule. Please revie	w details before you confirm	ıt	
RULE 234				
Reconciliation Rule				
And				
Payment Reference No of	Payment equals to 123456			
And				
Counterparty Code of	Payment starts with ABC			
Payment Mode of Pay	ment equals to Online Transfer			
Allocation Details -	Account Based			
Serial Number	Allocation Account	Percentage		
1	xxxxxxxxxxxxxx036	50%		
2	xxxxxxxxxxxxxxxx045	50%		
Prioritize Rules				
Rule Id 🔉	Rule Type 🗘		Rule Name 🗘	Priority 🗘
	Exact		RULE 234	2
Confirm Cancel Ba	ck			
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In the Review screen, verify the details and click Confirm. A confirmation message appears, with the reference number of the transaction and its status.
 OR
 Click Cancel to cancel the transaction.
 OR

Click **Back** to go to the previous screen.

Create Allocation Rule – Confirmation

😑 🌹 Futura Bank	Q What would you like to do today?	Û. 🐝 🔥
Create Allocation Rule		
Confirmation Your request for Create Alle	ncation Rule has been submitted successfully.	
Reference Number 06068C26EEEC Status Completed		
^{Rule Id} RR00000614 What would you like to do next?	Ride Name RULE12	
Create Allocation Rule View R	econciliation Rules	

 In the Confirmation screen, click the <u>View Reconciliation Rules</u> link to view the existing reconciliation rules. OR

Click the Create Allocation Rule link to create another allocation rule.

12.3.1 Allocation Rule overlay window

This window appears when you click the **Rule Id** link in the **Prioritize Rule** step when creating an allocation rule.

	RR00000605 - n	ehalljune423	×
	Basic Details		
00	Reconciliation Type Exact Rule Type Exact	Priority 1 Apply Generic Rul NO	le
	Rule Name nehalljune423		
Rule Id O Rule Type O Rule Name O	Reconciliation R	ule	
- Exact RULE 234	Payment Reference No	of Payment equals to nehpymtj	june423
RR0000665 Exact nehalljune423	Allocation Detai	ls - Account Based	
Submit Cancel Back	Serial Number	Allocation Account	Percentage
	1	xxxxxxxxxxx0216	100%
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leid Beschption	
Field Name	Description
Allocation Rule overlay	window
Rule ID and Rule Name	Displays the rule ID and name at the top of the overlay window.
Basic Details	
Reconciliation Type	This field appears blank for allocation rule.
Priority	Displays the priority assigned to the allocation rule.
Rule Type	Displays 'Exact' by default.
Apply Generic Rule	Displays 'No' by default.
Rule Name	Displays the name of the rule.
Reconciliation Rule This section displays the e	entire rule that has been configured.
Allocation Details – Acc This section is displayed i	count Based allocation has been selected for the rule.
Serial Number	Displays the serial number of the allocation.
Allocation Account	Displays the masked account number of the allocation.
Percentage	Displays the percentage allotted to the allocation account.
Allocation Details – Attr This section is displayed i	ibute Based if attribute-based allocation has been selected for the rule.
Serial Number	Displays the serial number of the allocation.
Allocation Entity and Attributes	Displays the entity and the selected attribute of the allocation.
Percentage	Displays the percentage allotted for the allocation.



12.4 View/Edit Reconciliation/Allocation Rule

Using this screen, you can view the reconciliation rules and the allocation rules that have been created. You can also edit these rules, if required.

How to reach here:

Dashboard > Toggle menu > Receivables/Payables > Reconciliation > View/Edit Reconciliation/Allocation Rule

View Reconciliation Rules

Party Name Reindeer Corp ***262	•			
			Q Search	Download •
Rule Id 🗘	Reconciliation Type 💲	Rule Type 🗘	Rule Name 🗘	Priority 🗘
RR00000241	Finance Payment Recon	Exact	FPREXT	1
RR00000242	Finance Payment Recon	Generic	FPRGEN	2
RR00001880	Invoice/Debit Notes to Credit Notes Recon	Exact	UStory27Oct	2
RR00000476	Invoice/Debit Notes to Credit Notes Recon	Generic	asdsad	3
RR00000451	Invoice/Debit Notes to Credit Notes Recon	Exact	newR	4
RR00000477	Invoice/Debit Notes to Credit Notes Recon	Exact	New Reconciliation Rule	5
RR00000478	Invoice/Debit Notes to Credit Notes Recon	Exact	NewR	6
RR00000289	Invoice/Debit Notes to Payment Recon	Exact	InvExact28Apr1	9
RR00000415	Invoice/Debit Notes to Payment Recon	Generic	Recon for Inv	10



Field Name	Description
View Reconciliation R	lules
Party Name	Select the party name from the dropdown list to view the applicable list of reconciliation rules. By default, the primary party/gcif of the logged-in user is selected.
	Note: Only accessible parties are displayed to the user. Based on the party selection, the list of reconciliation rules is displayed.
Search	Indicates an option to search for specific reconciliation rule(s). As the partial or full name/ID/rule type/reconciliation type is entered, the relevant rules are displayed.
∇	Indicates a set of options to filter the reconciliation rule records. For more details, refer to the fields in <u>Search (overlay window for View</u> <u>Reconciliation Rules)</u> below.
Download	Indicates an option to download the reconciliation rules list in CSV format.
A list of reconciliation ru	ules is displayed (based on search criteria) with the following fields.
Rule Id	Displays the unique ID of the rule. This is a hyperlink which when clicked displays the details of the reconciliation rule. For more information on the fields, refer the <u>View Reconciliation Rule</u> (<u>details</u>) section in this document. A label below Rule Id is displayed as "System defined" to inform the corporate user that the rule is defined by the bank.
Reconciliation Type	Displays the type of payment the reconciliation rule has been created for.
Rule Type	Displays whether the rule is generic or exact.
Rule Name	Displays the name of the rule.
Priority	Displays the priority of the rule.



Field Name Description

Search (overlay window for View Reconciliation Rules)

This window appears on clicking $\boxed{\nabla}$ in the View Reconciliation Rules screen.

View Recond	ciliation/Allocation Rules			Reconciliation Type All
				Rule Type
				○ Generic
		C	Q Search	Rule Id
Rule Id 🗘	Reconciliation Type 🗢	Rule Type 🗘	Rule Name 🗘	
RR00000325	Expected Cashflow to Payment Recon	Exact	Rule02	Rule Name
RR00000329	Invoice/Debit Notes to Payment Recon	Exact	nehmarch17rule	
RR00000605	Allocation of Payment to Virtual Accounts	Exact	nehalljune423	Apply Reset
RR00000607	Invoice/Debit Notes to Credit Notes Recon	Exact	nehinvcnJune5	
RR00000326	Expected Cashflow to Payment Recon	Generic	Ruleg02	
RR00000327	Invoice/Debit Notes to Payment Recon	Generic	adcbgenrule	
RR00000611	Invoice/Debit Notes to Credit Notes Recon	Generic	ruleGenICR	

Reconciliation Type	Indicates an option to filter the rules by the type of reconciliation. The options are:
	 Invoice/Debit Notes to Credit Notes Recon
	 Invoice/Debit Notes to Payment Recon
	Finance Payment Recon
	 Expected Cashflow to Payment Recon
	 Allocation of Payment to Virtual Accounts
Rule Type	Indicates an option to filter the rules based on rule type. The options are: Exact
	Generic
	 Both - To view both exact and generic rules. This option appears selected by default.
Rule Id	Indicates an option to filter the rules by ID.
Rule Name	Indicates an option to filter the rules by name.

On clicking **Apply**, a list of relevant reconciliation rules is displayed. On clicking **Reset**, the data entered in the **Search** overlay window is cleared.

In the View Reconciliation Rules screen, the user can perform the following actions:

- Click Download and select the file format to download the reconciliation rules list. At present the CSV format is supported.
- Click the Rule Id of a particular rule record, to view its details. The View Reconciliation Rule screen appears. For more information, refer the <u>View Reconciliation Rule (details)</u> section below.



- Click **Cancel** to cancel the operation. A warning message appears inquiring whether or not to cancel the operation.
 - a. Click **Yes** to proceed with cancelling the operation. The main dashboard appears. OR

Click No to remain on the View Reconciliation Rules screen.



12.4.1 View Reconciliation Rule (details)

This screen appears on clicking the rule ID link of a specific reconciliation rule from the **View Reconciliation Rules** screen. It displays the rule details.

View	Reconciliatio	n Rule –	Exact
------	---------------	----------	-------

😑 🌹 Futura Bank	Q What would you like to do today?		<u>С</u> 🔊 Ги
↑ View Recon ABZ Solutions **	iliation/Allocation Rule		Edit
Basic Details			
Rule Id RR00000329		ile Name ehmarch17rule	
Reconciliation Type Exact	р, 1	ionity	
Rule Type Exact	A) Yi	oply Generic Rule 25	
Reconciliatio	n Rule		
Net Invoice Amour	t of Invoice is greater than 1000 Match Case		
Back			B
	Copyright © 2006, 2023, Oracle and/or its affiliates. All rights	reserved. SecurityInformation Terms and Conditions	

View Reconciliation Rule – Generic

Yeak Reconciliation/Allocation Rule Description 1***402 Basic Details Basic Details MR00000527 Basic Details Details Basic Details Details Details Basic Details Details Basic Details Details Basic Details Details Basic Details Details Basic Details Details Basic Details Details Basic Details Details Basic Details Details Basic Details Details Basic Details Details Basic Details Details Basic Details Details Basic Details Details Basic Details Details Basic Details Details Basic Details Details Basic Details Details Basic Details <
Bale Marcel M
RR00000327 Invoice/Debit Notes to Payment Recon Rels Type Role Type Generic Role Type Priority 2 Reconciliation Rule Invoice Date ILFO-Latest invoice to be reconciled first Antidates Invoice Date Rote Type Invoice Date
Generic adobgenrule Preventy 2
2 Reconciliation Rule Beconciliation terior
Bresonciliation Method Attabute LIFO-Latest invoice to be reconciled first Invoice Date
Rule Interpretation
Allocation Details - Attribute Based
Serial Number Allocation Entity and Attributes Percentage
1 Invoice - Supplier Name 100%
Back
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Field Description

Field Name	Description
View Reconciliation R	Rule
Party Name	Displays the name of the logged-in corporate party.
Basic Details	
Rule Id	Displays the rule ID of the reconciliation rule.
Reconciliation Type	Displays the type of payment the reconciliation rule has been created for.
Rule Type	Displays whether the rule is generic or exact.
Rule Name	Displays the name of the rule.
Priority	Displays the priority of the rule. If a payment meets the criteria of more than one rule, then the rule with the higher priority (1 being highest) is applied.
Apply Generic Rule	Displays whether apply generic rule is selected as 'yes' or 'no'. 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.

Reconciliation Rule

For an Exact rule, this section displays the rule that has been defined. The rule can be a combination of single sided conditions or double sided conditions or both. The conditions are clubbed together either by the AND or the OR relational operator. A single sided condition includes a single attribute of either payment or expected-cash-flow/invoice entity compared to a specific value using logical operators; whereas a double sided condition includes both cash-flow/invoice and payment attributes with operator conditions along with the specific patterns on their respective matching attributes.

Reconciliation Rule

For a Generic rule, the following fields appear.

Reconciliation Method Displays the method employed for reconciliation.

The options can be:

- LIFO Latest invoice/cash flow to be reconciled first
- FIFO Oldest invoice/cash flow to be reconciled first
- LAFO Lowest amount to be reconciled first
- HAFO Highest amount to be reconciled first



Field Name	Description
Attributes	Displays the attribute on which the reconciliation method will be applied.
	 If the reconciliation criteria is either LIFO or FIFO, then a date- specific attribute is present in this field.
	 If the reconciliation criteria is either LAFO or HAFO, then an amount-specific attribute is present in this field.
Rule Interpretation	Displays the interpretation of the reconciliation method applicable.
Allocation Details - A This section appears if	ccount Based the Account Based option has been selected for allocation.
Serial Number	Displays the serial number of the allocation account.
Allocation Account	Displays the virtual account that has been selected for allocation.
Percentage	Displays the percentage of payment allocated.
Allocation Details - A	ttribute Based
	the Attribute Based option has been selected for allocation.
This section appears if Serial Number	the Attribute Based option has been selected for allocation.

• Edit the reconciliation rule, by clicking <u>Edit</u>.

• Go back to the **View Reconciliation Rules** screen, which displays a list of existing reconciliation rules, by clicking **Back**.



12.4.2 Edit Reconciliation Rule

Using this screen, the corporate user can edit a reconciliation / allocation rule.

How to reach here:

Dashboard > Toggle menu > Receivables/Payables > Reconciliation > View/Edit Reconciliation/Allocation Rule

To edit a reconciliation rule:

1. In the **View Reconciliation Rules** screen, search for the required reconciliation rule, using the Search field or the filter options.

View Reconciliation Rules

			Q Search	Download
Rule Id 🗘	Reconciliation Type	Rule Type 🗘	Rule Name 🗘	Priority 🗘
RR00000241	Finance Payment Recon	Exact	FPREXT	1
RR00000242	Finance Payment Recon	Generic	FPRGEN	2
RR00001880	Invoice/Debit Notes to Credit Notes Recon	Exact	UStory27Oct	2
RR00000476	Invoice/Debit Notes to Credit Notes Recon	Generic	asdsad	3
RR00000451	Invoice/Debit Notes to Credit Notes Recon	Exact	newR	4
RR00000477	Invoice/Debit Notes to Credit Notes Recon	Exact	New Reconciliation Rule	5
RR00000478	Invoice/Debit Notes to Credit Notes Recon	Exact	NewR	6
RR00000289	Invoice/Debit Notes to Payment Recon	Exact	InvExact28Apr1	9
RR00000415	Invoice/Debit Notes to Payment Recon	Generic	Recon for Inv	10

2. Click the <u>Rule Id</u> link of the rule to be viewed/edited. The **View Reconciliation Rule** (details) screen appears.

OR Click **Cancel** to cancel the transaction.



View Reconciliation Rule (details)

Futura Bank	Q What would you like to do today?		Û.
View Reconciliation	on/Allocation Rule		Edit
Basic Details			
Rule Id RR00000329		Rule Name nehmarch17rule	
Reconciliation Type Exact		Priority 1	
Rule Type Exact		Apply Generic Rule Yes	
Reconciliation Rule			
Net Invoice Amount of Invoic	e is greater than 1000 Match Case		
Back			

 Click the <u>Edit</u> link to edit the reconciliation rule. For a system-defined rule, an alert message pops up. For a corporate-defined rule, the Edit Reconciliation Rule screen appears. OR

Click **Back** to go to the previous screen.

On Clicking 'Edit' for a System Defined Rule

Alert	×
You want to edit a system defined rule mapped to navigated to the Create Reconciliation Rule screen pre-populated. You can change the rule as require the new rule, the existing system defined rule will	n with the same rule data being ad and then submit. On submitting
	Ok Cancel

Note: For a system-defined rule, an alert message pops up on clicking **Edit**. It states that you are about to edit a system defined rule. Once you modify and submit the rule, it will be unmapped from your party ID. System defined reconciliation rules are applicable to all corporate customers of the bank. If a corporate party wishes to customize a particular system defined rule, they may do so. This unmaps the rule from the party ID. The corporate party can then customize and submit the rule. A new rule with the same rule ID is created which is applicable only to that specific corporate party.

 Click Ok, to accept the warning message. The Create Reconciliation Rule screen appears. The fields are populated with the existing values. OR

Click **Cancel** to cancel the transaction and remain on the **View Reconciliation Rule** (details) screen.



0	(2)	3	
Rule Details	Set Allocation	Prioritize Rule	
Reconciliation Type			
Invoice/Debit Notes to Payment Recon			
Rule Type			
Generic O Exact			
Rule Name			
Requir	ed		
Reconciliation Method			
Attribute			
Invoice Date 👻			
Rule Interpretation			
Invoice with latest invoice date will be reconciled first			
Continue Cancel Skip Allocation			

Create Reconciliation Rule (appears when editing a system-defined rule)

Edit Reconciliation Rule – Generic Rule (appears when editing a corporate-defined rule)

😑 📮 Futura Bank	Q What would you like to d	o today?		Û
↑ Edit Reconciliati ABZ Solutions ****462	ion Rule			
	0	(2)	(3)	
R	ale Details	Set Allocation	Prioritize Rule	
Reconciliation Type				
Rule Type				
● Generic ○ Exact				
The first rule of the corpore rule'.	ite should always be an 'Exact'			
Rule Name				
ruleGenICR				
Reconciliation Method				
	•			
Attribute				
Invoice Due Date	•			
Rule Interpretation				
Continue	Skip Allocation			
	Copyright © 2006,	2023, Oracle and/or its affiliates. All rights reserved. [SecurityInformation] Ter	ms and Conditions	



nvoice/DebiT Notes to Payment Recon	•	2	3	
nvoice/Debit Notes to Payment Recon Jer Type Ceneric Dhy one generic rule is allowed for corporate. As a generic ule already exists, the option for creating another is assabled. Ale Name nehmarch17rule poly Generic Rule Debited condition to match the invoice with payment by selecting the required pattern on the left side and the right side or Define a single side condition to select the invoices for Reconciliation on the basis of a pattern Add Group Ceneric eneric Ceneric Ceneric Ceneric Ceneric Ceneric Ceneric Ceneric Ceneric Ceneric Ceneric Ceneric Ceneric Ceneric Ceneric Ceneric	Rule Details	Set Allocation	Prioritize Rule	
le Type le Generic le Exact Drby one generic rule is allowed for corporate. As a generic uice already exists, the option for creating another is disabled. le Name nehmarch17rule poly Generic Rule C Define double sided condition to match the invoice with payment by selecting the required pattern on the left side and the right side or Define a single side condition to select the invoices for Reconciliation on the basis of a pattern Add Group Add Group Add Group	Reconciliation Type			
Duly one generic rule is allowed for corporate. As a generic ule already exists, the option for creating another is fisabled. de Name nehmarch17/tule apply Generic Rule® Ceconciliation Rule Define double sided condition to match the invoice with payment by selecting the required pattern on the left side and the right side or Define a single side condition to select the invoices for Reconciliation on the basis of a pattern Add Group Add Group Add Condition	Rule Type			
ule already exists, the option for creating another is its alted. ale Name nehmarch17/rule apply Generic Rule Ceconciliation Rule Define double sided condition to match the invoice with payment by selecting the required pattern on the left side and the right side or Define a single side condition to select the invoices for Reconciliation on the basis of a pattern Add Group Add Group Add Group Add Condition) Generic () Exact			
nehmarch17rule papy Generic Rule poply Generic Rule Define double sided condition to match the invoice with payment by selecting the required pattern on the left side and the right side or Define a single side condition to select the invoices for Reconciliation on the basis of a pattern Add Group Add Condition	Only one generic rule is allowed for corporate. As a rule already exists, the option for creating another disabled.	a generic Is		
poply Generic Rule	Rule Name			
Ceconciliation Rule Define double sided condition to match the invoice with payment by selecting the required pattern on the left side and the right side or Define a single side condition to select the invoices for Reconciliation on the basis of a pattern Add Group Add Condition Add Group Add Condition	nehmarch17rule			
Define double sided condition to match the invoice with payment by selecting the required pattern on the left side and the right side or Define a single side condition to select the invoices for Reconciliation on the basis of a pattern And Or Add Group Add Group Add Condition	Apply Generic Rule ^①			
Define double sided condition to match the invoice with payment by selecting the required pattern on the left side and the right side or Define a single side condition to select the invoices for Reconciliation on the basis of a pattern And Or Add Group Add Group Add Condition				
Define double sided condition to match the invoice with payment by selecting the required pattern on the left side and the right side or Define a single side condition to select the invoices for Reconciliation on the basis of a pattern And Or Add Group Add Group Add Condition				
Select the invoices for Reconciliation on the basis of a pattern And Or Add Group Add Condition	Reconciliation Rule			
	Define double sided condition to match the invoi select the invoices for Reconciliation on the basis	ice with payment by selecting the required pattern on s of a pattern	n the left side and the right side or Define a single side condition t	to
Net Invoice Amount of Invoice is greater than 1000 Matericase	And Or		Add Group	Add Conditio
	Net Invoice Amount of Invoice is greater than	1000 Match Case		I
Save all and Preview				

Edit Reconciliation Rule – Exact Rule (appears when editing a corporate-defined rule)

Field Name	Description
Edit Reconciliation Rule	9
Party Name	Displays the name of the logged-in corporate party.
Rule Details (train stop)	
Rule Id	Displays the unique ID assigned that is automatically assigned to the rule during creation. This field is not editable.
Reconciliation Type	Displays whether the reconciliation is for invoices and payments, or expected cash-flows and payments. This field is not editable.
Rule Type	Displays whether the rule is a generic or an exact one. This field is not editable.
Rule Name	Indicates the name of the rule. This field is editable.



Field Name	Description
Reconciliation Method	Indicates how the rule is applied to the invoice/cash-flow records for reconciliation. This field is displayed only for Generic rule type. It is editable. The options are:
	 FIFO – Oldest invoice/cash-flow to be reconciled first LIFO – Latest invoice/cash-flow to be reconciled first HAFO – Invoice/Cash-flow with highest amount to be reconciled first LAFO – Invoice/Cash-flow with lowest amount to be reconciled first
Attribute	Indicates the attribute used for applying the reconciliation method. This field is displayed only for Generic rule type. It is editable.
	For Invoice and Payments reconciliation:
	 For FIFO and LIFO, the options are: Invoice Date; Invoice Due Date.
	 For HAFO and LAFO, the options are: Invoice Amount; Outstanding Invoice Amount.
	For Cash Flow and Payments reconciliation:
	 For FIFO and LIFO, the options are: Expected Date; Revised Expected Date.
	 For HAFO and LAFO, the option is: Amount.
Rule Interpretation	Displays the rule that is set, based on the options you select in the Reconciliation Method and Attribute fields. This field is displayed only for Generic rule type.
Reconciliation Rule	
This section appears onl during creation. The entir	y for Exact rule type. It displays the conditions that have been set re section is editable.
Add Condition	Indicates an option to add a condition for Exact reconciliation.
Add Group	Indicates an option to add a group of conditions that are clubbed together by logical operators 'AND' or 'OR'.
AND / OR	Indicates the logical operator to be used for clubbing the conditions for creating the Exact reconciliation rule.
Single-Sided Condition	
•	ded conditions by selecting a specific entity (Invoice/
-	and then comparing an attribute of this entity with a specific value.
The following fields appe	ar for a single sided condition.
Select Entity	Select the required entity for building the condition.

Select Attribute	Select the attribute of the entity to be compared.
Select Attribute	Select the attribute of the entity to be compared.

Select Pattern Select the relational operator or pattern to be used for comparison.



Field Name	Description
Value	Enter the value that the attribute is to be compared with.

Match Case Select the toggle to match the value with case sensitive.

Double-Sided Condition

You can create double-sided conditions by comparing an attribute of one entity with a relevant attribute of the other entity. For example, for the Invoice and Payment double-sided condition, the Net Invoice Amount can be compared with the Payment Amount.

The following fields appear for a double-sided condition.

Entities	Select the entities combination for creating the double-sided condition.			
Select Pattern	Select the pattern to be used for the attribute (of the first entity) to be compared. The options available are:Exact Attribute			
	• Text Between Two Positions – On selecting this option, two fields appear where you can enter the position (numerical values). The attribute text between these positions is used for comparison.			
	• Likewise Match - On selecting this option, the relational operator defaults to Contains In and Left Hand Side pattern will be defaulted to Likewise Match.			
Select Attribute	Select the attribute of the first entity to be compared.			
Relational Operator	Select the relational operator to be used for comparison.			
Select Pattern	Select the pattern to be used for the attribute (of the second entity) to be compared. The options available are:			
	Exact Attribute			
	• Text Between Two Positions – On selecting this option, two fields appear where you can enter the position (numerical values). The attribute text between these positions is used for comparison.			
	 Likewise Match - On selecting this option, the relational operator defaults to Contains In and Left Hand Side pattern will be defaulted to Likewise Match. 			
Select Attribute	Select the attribute of the second entity to be compared.			
Match Case	Select the toggle to match the value with case sensitive.			
Save all and Preview	Click this link to save and preview all added conditions.			

- 5. Modify the required details in the **Rule Details** step.
- 6. Click **Continue** to go to the **Set Allocation** step. OR



Click **Cancel** to cancel the transaction. OR

Click **Skip Allocation** to skip the **Set Allocation** train stop and move to the **Prioritize Rule** train stop.

😑 📑 Futura Bank	Q What would you like to do today?				Û 👐 🔥
↑ Edit Reconciliation ABZ Solutions ***462	n Rule				
Rule C	Details	Set Allocation	(3) Prioritize Rule		
Allocation Basis Account Based Attribution 	ute Based				
Attribute Based Allo	ocation				
Serial Allocation B Number	Entity	Allocation Attributes	Percentage	Action	
1 Invoice 2	×	Buyer Name ×	90	① □	
2 Paymen	nt ×	Remitter Account no ×	10	⊕ ⊡	
Continue Cancel Bi	iack Skip				
	Copyright © 2006, 2023, Oracl	e and/or its affiliates. All rights reserved. SecurityInformation Terms and	Conditions		

Edit Reconciliation Rule – Set Allocation step – Attribute Based

Edit Reconciliation Rule – Set Allocation step – Account Based

🚍 🐚 Futura Bank	Q What would you like to do today?			Û ‱ ∧∧
↑ Edit Reconciliatio ABZ Solutions ***462	n Rule			
	0	0	(3)	100000
Rule	Details	Set Allocation	Prioritize Rule	
Allocation Basis Account Based Attrib 	oute Based			
Account Based Allo	cation			
Serial Allocation Acco	unt Percentage	Action		
1 2000000000	00037 - CAcctClose1 M Q 100	\oplus		
Continue Cancel E	lack Skip			9
	Copyright @ 2006, 2023, Oracle and/	for its affiliates. All rights reserved [SecurityInformation]	Terms and Conditions	



Field Description

Field Name	Description
Edit Reconciliation Rul	le
Party Name	Displays the name of the logged-in corporate party.
Set Allocation	
Allocation Basis	Select whether the allocation should be virtual accounts-based or attributes-based.
	 If you select the Account Based option, then you can directly set the virtual accounts for allocation.
	 If you select the Attribute Based option, then you can set attributes for allocation. The virtual accounts that are mapped to these attributes will be used for allocation.
Account Based Allocat	tion
This section appears if y	ou select the Account Based option in the Allocation Basis field.
Serial Number	Displays the serial number of the allocation account.
Allocation Account	Select a virtual account to assign an allocation percentage.
Percentage	Enter the percentage of payment to be allocated to the virtual account.
Action	Click \bigoplus to add further virtual accounts. Or click \bigoplus to delete an added account.
Attribute Based Alloca	tion

This section appears if you select the **Attribute Based** option in the **Allocation Basis** field. This option can be used to allocate specific percentages of the payment towards specific attributes. The amount corresponding to the payment percentage set, is allocated to the virtual accounts mapped to these attributes.

Serial Number	Displays the serial number of the attribute.
Allocation Entity	Select the entity whose attribute should be considered for setting an allocation percentage.
Allocation Attributes	Select the attribute for which the allocation percentage should be set.
Percentage	Enter the percentage of payment to be allocated to the attribute.
Action	Click $\textcircled{\oplus}$ to add further attributes. Or click $\textcircled{\square}$ to delete an added attribute.

7. Modify the allocation details if required.



8. Click **Continue** to go to the **Prioritize Rule** step. OR

Click $\ensuremath{\textbf{Cancel}}$ to cancel the transaction. OR

Click **Back** to go to the previous screen.

OR

Click Skip to skip modifying the allocation and to move to the Prioritize Rule train stop.

Edit Reconciliation Rule – Prioritize Rule step

	1 Rule Details	Set Allocation	3 Prioritize Rule
Reconciliation	Rules		Q Search
Rule Id ≎	Rule Type 🗘	Rule Name 🗘	Priority 😂
RR00000329 Current	Exact	nehmarch17rule	3
RR00000329	Exact	nehmarch17rule	1 //
RR00000327	Generic	adcbgenrule	2 /
Submit Cancel	Back		

Field Description

Field Name	Description			
Edit Reconciliation Rule				
Party Name	Displays the name of the logged-in corporate party.			
Prioritize Rule				
Reconciliation Rules				
Search	Indicates an option to search for a specific reconciliation rule.			



Field Name	Description				
Rule Id	Displays the unique rule ID that has been assigned to the rule. Except for the rule being edited, all other IDs are hyperlinks, which when clicked display the rule details in an overlay window. For more information, refer the Recon Rule overlay window section below.				
	The keyword "Current" is displayed beside the rule being edited.				
	The keyword "Modified" is displayed beside any rule whose priority has been changed.				
Rule Type	Displays whether the rule is a generic or an exact one.				
Rule Name	Displays the name assigned to the rule.				
Priority	Indicates the priority assigned to the rule.				
	Note: For the rule being edited, you can modify the priority.				
	For other existing rules, click <i>to</i> edit and modify the priority, if required.				

9. Modify the priority of the rules, if required.

 Click Submit to submit the transaction. The Review screen appears. OR Click Cancel to cancel the transaction. OR

Click **Back** to go to the previous screen.



Review Screen

😑 📮 Futura Bank	Q What would you	like to do today?		Ĵ <mark>™</mark> Ŵ
↑ Edit Reconciliatio ABZ Solutions ****462	n Rule			
Review You initiated a request for	Modification of Reconc	iliation Rule. Please review details befo	re you confirm!	
Rule Id RR00000329 Rule Type Exact			Reconcilation Type Invoice - Payment Reconciliation Rule Name nethmarch17rule	
Apply Generic Rule Yes				
Reconciliation Rule				
And				
Net Invoice Amount of In	voice is greater than 100	00 Match Case		
Exact Attribute of Net Inv	pice Amount of Invoice	= Exact Attribute of Payment Party Id o	f Payment Match Case	
Allocation Details -	Account Based			
Serial Number	Allocation Account	Percentage		
1	xxxxxxxxxxx0037	100%		
Prioritize Rules				
Rule Id 🗘 Rule	Type ≎ Rul	le Name 🗘		Priority 0
RR00000329 Exac	t neł	hmarch17rule		3
RR00000325 Exac		le02		1
RR00000605 Exac		halljune423		1
RR00000607 Exac		hinvcnJune5 leg02		2
RR00000327 Gene		cbgenrule		2
RR00000611 Gen		eGenICR		2
Confirm Cancel Bi	ck			
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11. In the Review screen, verify the details and click **Confirm**. A confirmation message appears with the reference number and status of the transaction. OR

Click **Cancel** to cancel the transaction.

OR

Click **Back** to go to the previous screen.



Confirmation Screen

😑 👕 Futura Bank	Q, What would you like to do today?	<u>С</u> 🚥 и
Edit Reco	nciliation Rule	
	AN MACHANANA IN MANANANA BILI KI KI KI KUTANANANA MACHANANANA IN MANANANA BILI K	
	Irmation request for Modification of Reconciliation Rule has been initiated successfully.	
Reference N 06061BAI		
Status Pending 1	or approval	
Rule Id RR00000	Bule Name 325 Rule021	
What wou	ld you like to do next?	
View Re	conciliation Rules Create Reconciliation Rule	

12. In the confirmation screen, click the **View Reconciliation Rules** link to view the existing rules.

OR

Click the Create Reconciliation Rule link to create a new rule.



12.4.2.1 Recon Rule overlay window

This window appears when you click the **Rule Id** link in the **Prioritize Rule** step when editing a reconciliation rule.

≡	📑 Futura Bank	Q What would	d you like to do today?		RR00000329 - nehmarch1	7rule ×
				Basic Details		
	ABZ Solutions ***462		Reconciliation Type Exact	Priority 1		
		0			Rule Type Exact	Apply Generic Rule Yes
	R	ile Details		Set Allocation	Rule Name nehmarch17rule	
	Reconciliation Rul	es			Reconciliation Rule	
	Rule id ≎	Rule Type 🗘	Rule Name 🗘		Net Invoice Amount of Invoice is great	er than 1000 Match Case
	- Current	Exact	RULE 123			
	RR00000329	Exact	nehmarch17rule			
	RR00000327	Generic	adcbgenrule			
	Submit Cancel	Back				

Field Description

Field Name	Description			
Recon Rule overlay window				
Rule ID and Rule Name	Displays the rule ID and name at the top of the overlay window.			
Basic Details				
Reconciliation Type	Displays whether the reconciliation is for invoices/debit notes and payments/credit notes, or expected cashflows and payments.			
Priority	Displays the priority assigned to the rule.			
Rule Type	Displays whether the rule is 'Exact' or 'Generic'.			
Apply Generic Rule	Displays 'Yes' if generic rule application is enabled, and 'No', otherwise.			
Rule Name	Displays the name of the rule.			
Reconciliation Rule				
This section displays the	entire rule that has been configured.			
Allocation Details – Account Based				

This section is displayed if account-based allocation has been selected for the rule.

Serial Number	Displays the serial number of the allocation.
Allocation Account	Displays the masked account number of the allocation.
Percentage	Displays the percentage allotted to the allocation account.

Field Name	Description
Allocation Details – Att	
This section is displayed	if attribute-based allocation has been selected for the rule.
Serial Number	Displays the serial number of the allocation.
Allocation Entity and Attributes	Displays the entity and the selected attribute of the allocation.
Percentage	Displays the percentage allotted for the allocation.

12.4.3 View/Edit Allocation Rule

Allocation rules can be viewed and edited from the View/Edit Reconciliation Rule screen itself.

How to reach here:

Dashboard > Toggle menu > Receivables/Payables > Reconciliation > View/Edit Reconciliation/Allocation Rule

To view/edit an allocation rule:

1. In the View Reconciliation Rules screen, search for the required rule to view/edit.

View Reconciliation Rule

Party Name Reindeer Corp ***262	•			
			Q Search	Download •
Rule Id 🗘	Reconciliation Type 🗘	Rule Type 🗘	Rule Name 🗘	Priority 🗘
RR00000241	Finance Payment Recon	Exact	FPREXT	1
RR00000242	Finance Payment Recon	Generic	FPRGEN	2
RR00001880	Invoice/Debit Notes to Credit Notes Recon	Exact	UStory27Oct	2
RR00000476	Invoice/Debit Notes to Credit Notes Recon	Generic	asdsad	3
RR00000451	Invoice/Debit Notes to Credit Notes Recon	Exact	newR	4
RR00000477	Invoice/Debit Notes to Credit Notes Recon	Exact	New Reconciliation Rule	5
RR00000478	Invoice/Debit Notes to Credit Notes Recon	Exact	NewR	6
RR00000289	Invoice/Debit Notes to Payment Recon	Exact	InvExact28Apr1	9
RR00000415	Invoice/Debit Notes to Payment Recon	Generic	Recon for Inv	10
Cancel				



2. Click the **Rule Id** of the required allocation rule. The **View Reconciliation Rule** screen appears.

View Reconciliation Rule

🖡 Futura Bank	Q What would you like to do today?		Û
↑ View Reconci ABZ Solutions ***	liation/Allocation Rule		
Basic Details			
Rule Id RR00000329		Rule Name nehmarch17rule	
Reconciliation Type Exact		Priority 1	
Rule Type Exact		Apply Generic Rule Yes	
Reconciliation	Rule		
Net Invoice Amount	f Invoice is greater than 1000 Match Case		
222.0			
Back			(
			Help
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 Click Edit. For a system-defined rule, an alert message pops up. For a corporate-defined rule, the Edit Allocation Rule screen appears. OR

Click Back to go to the previous screen.

On Clicking 'Edit' for a System Defined Rule

Alert	×
You want to edit a system defined rule mapped to your party id. Thus navigated to the Create Allocation Rule screen with the same rule data pre-populated. You can change the rule as required and then submit. the new rule, the existing system defined rule will be unmapped from	being On submitting
Ok	Cancel

Note: For a system-defined rule, an alert message pops up on clicking **Edit**. It states that you are about to edit a system defined rule. Once you modify and submit the rule, it will be unmapped from your party ID. System defined reconciliation rules are applicable to all corporate customers of the bank. If a corporate party wishes to customize a particular system defined rule, they may do so. This unmaps the rule from the party ID. The corporate party can then customize and submit the rule. A new rule with the same rule ID is created which is applicable only to that specific corporate party.



 Click Ok, to accept the warning message. The Create Allocation Rule screen appears. The fields are populated with the existing values. OR

Click **Cancel** to cancel the transaction and remain on the **View Reconciliation Rule** (details) screen.

			Maker 🗸	ATM/Branch	English 🗸
= futura bank Search		Q	Ç	Welcome, nehi Last login 19 Aug 12:	
Create Allocation Rule ABZ Solutions ***462					
	1 Rule Details	2	Prioritize Rule		
Rule Name Rule for Payment Allocation					
Enter 1 to 150 characters. Continue Cancel					
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Create Allocation Rule (appears when editing a system-defined rule)

Edit Allocation Rule (appears when editing a corporate-defined rule)

😑 🏮 Futura Bank	Q What would you like to do toda	ay?		Û. 🖦
↑ Edit Allocation Rt ABZ Solutions ***462	ule			
5.62533	O	🕐 Set Allocation	(3) Prioritize Rule	
Rule Id RR00000605 Rule Name nehalljune-423 Reconciliation Rule				
And Or			Add Group	
Save all and Preview	If Payment equals to nehpymtjune423	;		
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Reconciliation

Field Description

Field Name	Description		
Edit Allocation Rule			
Party Name	Displays the name of the logged-in corporate party.		
Rule Details			
Rule Id	Displays the unique ID assigned to the rule during creation. This field in not editable.		
Rule Name	Indicates the name assigned to the rule. This field is editable.		
Reconciliation Rule This section displays the conditions that have been set during creation. It is fully editable.			
Add Condition	Indicates an option to add a condition for allocation.		
Add Group	Indicates an option to add a group of conditions that are clubbed together by logical operator 'AND' or 'OR'.		
AND / OR	Indicates the logical operator to be used for clubbing the conditions for creating the allocation rule.		
Select Attribute	Select the attribute of the payment to be compared.		
Match the payment by	Select the relational operator or pattern to be used for matching the payment.		
Value	Enter the value that the attribute is to be compared with.		
Save all and Preview	Click this link to save and preview all added conditions.		

5. In the **Rule Name** field, enter the name to be assigned to the rule.

- 6. In the Reconciliation Rule section, build the condition(s) as per requirement:
 - a. Select the attribute to be used for comparing.
 - b. Select the appropriate relational operator or pattern for comparing, from the **Match the payment by** list.
 - c. Enter the value to compare the attribute value with.
 - d. Once a condition is defined, click \square to save it.
 - e. You can define similar individual conditions or a group of conditions by clicking **Add Condition** or **Add Group**, and binding them together using the 'AND' or 'OR' logical operator.
 - f. Once all conditions are defined, click **Save all and Preview** to save and preview all added conditions.
- 7. Click **Continue** to go to the **Set Allocation** step.
 - OR

Click **Cancel** to cancel the transaction.

Note: Once a condition is added and saved, click 🖉 to edit it, or click 🛄 to delete it.



Reconciliation

Set Allocation – Account Based

😑 🛢 Fu	tura Bank	Q What would you like to	do today?				Û ‱ ИЛ
		ocation Rule					
		1 Rule Details			Docation	O Prioritize Rule	
	Allocation Basi						
	Account	Based Allocation					
	Serial Number	Allocation Account	Percentage	Action			
	1	хххххххххххххххххххххххххххххххххххх	50	① 前			
	2	xxxxxxxxxxxxxx0045 - CAcct42 MAIN Q	50	⊕ ⊡			
	Continue	Cancel Back					6
		Copyright © 200	06, 2023, Dracle and/o	r its affiliates. All i	ights reserved. SecurityInformation Ter	ms and Conditions	

Set Allocation – Attribute Based

😑 📮 Futura Bank	Q What w	vould you like to do today?			С ш и
↑ Edit Allo ABZ Solution	cation Rule				
					18.197.10
80.	1 Rule Details	Set Allocation	Prioritize Rul		
Allocation Basis			THUR DE NUI		
 Account Bar 	sed				
Attribute	Based Allocation				
Serial Number	Allocation Entity	Allocation Attributes	Percentage	Action	
1	Payment	Credit Account no ×	50	④ 間	
2	Payment	Remitter Account no ×	50	④ 茴	
Continue	Cancel Back				
					•
		Copyright @ 2006, 2023, Oracle and/or its affiliates. All rights reserved [SecurityInformation]Terms and Conditions			Holp

Field Description

Field Name	Description
Edit Allocation Rule	
Party Name	Displays the name of the logged-in corporate party.



rielu Naille Description	Field Name	Description
--------------------------	------------	-------------

Set Allocation

In this step, you can modify the percentages that have been allocated either to specific virtual accounts, or towards specific payment attributes. You must ensure that the sum of the allocated percentages should be 100. This section is fully editable.

Allocation Basis Select whether allocation should be virtual accounts-based or attributes-based.

Account Based Allocation

This section appears if you select the Account Based option in the Allocation Basis field.

Serial Number	Displays the serial number of the allocation account.				
Allocation Account Select a virtual account to assign an allocation percentage.					
Percentage	Enter the percentage of payment to be allocated to the virtual account.				
Action	Click $\textcircled{\oplus}$ to add further virtual accounts. Or click $\textcircled{\square}$ to delete an added account.				

Attribute Based Allocation

This section appears if you select the **Attribute Based** option in the **Allocation Basis** field. This option can be used to allocate specific percentages of the payment towards specific payment attributes (such as credit account number, remitter account number, payment party ID, and so on), which are mapped to specific virtual accounts.

Serial Number	Displays the serial number of the attribute.				
Allocation Entity	Displays 'Payment' by default.				
Allocation Attributes	Select the attribute for which the allocation percentage should be set.				
Percentage	Select the percentage of payment to be allocated to the attribute.				
Action	Click $^{igodold plant}$ to add further attributes. Or click $^{igodold plant}$ to delete an added attribute.				

8. Once the allocation details are set, click **Continue** to go to the **Prioritize Rule** step. OR

Click **Cancel** to cancel the transaction. OR Click **Back** to go to the previous screen.



Prioritize Rule

😑 🖿 Futura Bank	Q What would you like to do today	y?	Û.	
↑ Edit Allocation ABZ Solutions ****46				
	Rule Details	2 Set Allocation	Prioritize Rule	
Reconciliation R	lles		Q. Search	
Rule Id 🗘	Rule Type ≎ Rule Name ≎		Priority 0	
RR00000605 Current	Exact nehalljune423		1	
Submit Cancel	Back		•	
			Help	

Field Description

Field Name	Description				
Edit Allocation Rule					
Party Name	Displays the name of the logged-in corporate party.				
Prioritize Rule					
5	the same conditions, is displayed. You can set the priority on the can also modify the priority of another existing rule.				
Search	Indicates an option to search for a specific rule.				
Rule Id	Displays the unique rule ID that has been assigned to the rule. Except for the rule being edited, all other IDs are hyperlinks, which when clicked display the rule details in an overlay window. For more information, refer the Allocation Rule overlay window section below.				
	The keyword "Current" is displayed beside the rule being edited				
	The keyword "Modified" is displayed beside any rule whose priority has been changed.				
Rule Type	Displays 'Exact' by default.				
Rule Name	Displays the name assigned to the rule.				
Priority	Indicates the priority assigned to the rule.				
	Note: For the rule being edited, you can modify the priority.				
For other existing rules, click of to edit and modify if required.					

9. In the **Prioritize Rule** step, enter the priority to be set against the rule being modified, under the **Priority** column. You can also modify the priority of other existing rules, if required.



10. Click **Submit** to submit the transaction. The Review screen appears. OR

Click **Cancel** to cancel the transaction.

OR

Click **Back** to go to the previous screen.

Edit Allocation Rule - Review Screen

😑 📮 Fut	tura Bank	Q What would you like to	do today?		Û. 🗤 NI		
1	Edit Allocation ABZ Solutions ***462	Rule					
Review You initiated a request for Modification of Allocation Rule. Please review details before you confirm!							
	Role M Role Hanse RR00000605 nehalljune423						
	Reconciliation Rule						
	Payment Reference No of	Payment equals to nehpymtjune	423				
	Allocation Details - Attribute Based						
	Serial Number	Payment Attributes	Percentage				
	1	Credit Account no	50%				
	2	Remitter Account no	50%				
	Prioritize Rules						
	Rule Id ≎	Rule Typ	be ≎	Rule Name 🗢	Priority 0		
	RR00000605 Exact nehalljune425 1						
	Confirm Cancel	Back					
en 2956)		Copyright © 200	6, 2023, Oracle and/or its affiliates. All ri	phts reserved. [SecurityInformation] Terms and Conditions			

11. In the Review screen, verify the details and click **Confirm**. A confirmation message appears, with the reference number of the transaction and its status. OR

Click **Cancel** to cancel the transaction.

OR

Click **Back** to go to the previous screen.



Edit Allocation Rule – Confirmation

≡	📮 Futura Bank	Q What would you like to do today?	Û ™ №1
	Edit Allocation Rule		
	Confirmation Your request for Modificat	tion of Allocation Rule has been initiated successfully.	
	Reference Number 06066668A280		
	Status Pending for approval		
	Rule Id RR00000605	Rule Name nehalljune423	
	What would you like to do next?		
	Create Allocation Rule View	Reconciliation Rules	

 In the confirmation screen, click the <u>View Reconciliation Rules</u> link to view the existing reconciliation/allocation rules. OR

Click the Create Allocation Rule link to create another allocation rule.

12.4.3.1 Allocation Rule overlay window

This window appears when you click the **Rule Id** link in the **Prioritize Rule** step when editing an allocation rule.

Î	View Reconcili ABZ Solutions ***4		tion Rule		RR00000325 - Rul	e02 ×
				2 Set Allocation	Basic Details Reconciliation Type Exact	Priority 1
	Reconciliation R	ules			Rule Type Exact Rule Name	Apply Generic Rule Yes
	Rule Id 🗘	Rule Type 🛛 🗘	Rule Name 🗘		Rule02	
	RR00000603 Current	Exact	nehcashrulejune223		Reconciliation Rul	e
	RR00000325	Exact	Rule02		Exact Attribute of Custome Entity Ref No of Payment	er Reference No of Cash Flow = Exact Attribute of
	RR00000326	Generic	Ruleg02		Entity ker no of Payment	
	RR00000603	Exact	nehcashrulejune223			B
	Submit Cancel	Back				Holp



Field Description

reid Description							
Field Name	Description						
Allocation Rule overlay window							
Rule ID and Rule Name	Displays the rule ID and name at the top of the overlay window.						
Basic Details							
Reconciliation Type	This field appears blank for allocation rule.						
Priority	Displays the priority assigned to the allocation rule.						
Rule Type	Displays 'Exact' by default.						
Apply Generic Rule	Displays 'No' by default.						
Rule Name	Displays the name of the rule.						
Reconciliation Rule This section displays the o	entire rule that has been configured.						
Allocation Details – Acc This section is displayed i	count Based allocation has been selected for the rule.						
Serial Number	Displays the serial number of the allocation.						
Allocation Account	Displays the masked account number of the allocation.						
Percentage	Displays the percentage allotted to the allocation account.						
Allocation Details – Attr This section is displayed i	ibute Based if attribute-based allocation has been selected for the rule.						
Serial Number	Displays the serial number of the allocation.						
Allocation Entity and Attributes	Displays the entity and the selected attribute of the allocation.						
Percentage	Displays the percentage allotted for the allocation.						



12.5 Manual Reconciliation

Payments and credit notes can be manually reconciled with invoices, debit notes, and cash-flows.

Pre-requisites:

User must have valid corporate login credentials to perform manual reconciliation.

12.5.1 Invoices/Debit Notes against Payments/Credit Notes

How to reach here:

Dashboard > Toggle menu > Receivables/Payables > Reconciliation > Manual Reconciliation > Receivables/Payables against Payment/Credit Note

To manually reconcile invoices or debit notes against payments or credit notes:

=	📄 Futur	a Bank	<u> Ф</u> 🚥 🛛 DВ				
		ual Reconcilia ^{r Corp} ***262	tion				
	Party Name Reindeer Col Invoice/Debit No Reconciliation Typ	ote Type Receivables	•		Payables		
		ice/Debit Note to Multiple	Payments/Credit Notes	 Single Payment/Cre 	dit Note to Multiple Invo	ices/Debit Notes (2) Reconcile with Payments/	Reconciled Records View Details
	Invoices/Deb	bit Notes (50)	invoice/ bebit Note		Q Search		Reconciliation Details
		Date Reference Number	Associated Party	≎ Due Date ≎	Amount	Unreconciled Amount	0 Reconciled Amount
	0	9/26/2022 INV21NOV02	AugSupp	10/21/2022	USD 350.00	USD 350.00	O Pending for Reconciliation
	0	9/26/2022 INV21NOV01	AugSupp	10/21/2022	USD 350.00	USD 350.00	0 View Selected Records
	0	9/26/2022 INVRCON09002323	23 Santa Corp	11/20/2030	GBP 1,000.00	GBP 1,000.00	
	0	9/26/2022 InvDisc18Nov1	AugSupp	11/30/2027	USD 70,000.00	USD 70,000.00	
	0	4/26/2020 InvDisp19Nov2	Santa Corp	4/30/2020	GBP 1,000.00	GBP 1,000.00	
	Continue	4/26/2020 InvDisp19Nov4	Santa Corp	5/2/2020	USD 2,000.00	USD 2,000.00	
	eo minae	Landon Door					
			Copyright © 2006, 2023	, Oracle and/or its affiliates. All ri	ights reserved. SecurityInformat	ion Terms and Conditions	



Field Description

Field Name	Description
Manual Reconciliation	ו
Party Name	Select the party name from the dropdown list in which the manual reconciliation for invoices/debit notes must be created. By default, the primary party/gcif of the logged-in user is selected.
	Note: Only accessible parties are displayed to the user.
Invoice/Debit Note Type	Select either the Receivables option or the Payables option, based on the corporate customer's role.
	 If the corporate is a supplier, then select the Receivables option.
	 If the corporate is a buyer, then select the Payables option.
Reconciliation Type	Select the type of reconciliation to be performed. The reconciliation procedure steps are populated based on the option you select. The options are:
	• Single Invoice/Debit Note to Multiple Payments/Credit Notes: If you select this option, the application lets you select the required invoice or debit note in the 1 st step, and the payments and/or credit notes in the 2 nd step. For more information, refer the <u>Single Invoice/Debit Note to Multiple</u> <u>Payments/Credit Notes</u> section in this user manual.
	• Single Payment/Credit Note to Multiple Invoices/Debit Notes: If you select this option, the application lets you select the required payment or credit note in the 1 st step, and the invoices and/or debit notes in the 2 nd step. For more details, refer the <u>Single Payment/Credit Note to Multiple</u> <u>Invoices/Debit Notes</u> section in this user manual.

- 1. In the **Manual Reconciliation** screen, select the appropriate option from the **Invoice/Debit Note Type** field.
- 2. From the **Reconciliation Type** field, select either the **Single Invoice/Debit Note to Multiple Payments/Credit Notes** option or the **Single Payment/Credit Note to Multiple Invoices/Debit Notes** option.



12.5.1.1 Single Invoice/Debit Note to Multiple Payments/Credit Notes

If you select this option, then a list of invoices and debit notes appears. These invoices and debit notes are unreconciled or partially reconciled. You can select an invoice or a debit note and one or more payments/credit notes to reconcile with. Upon selection, you can save these details, and add another record to be reconciled in the same transaction.

Select Invoice

=	= 1	🖣 Futura	Bank	Q What would you like	to do today?			⊕ 🚥 🛛 DB
	1	Man Reindeer	ual Reconcilia ^{Corp} I ***262	tion				
	Pa Re	erty Name eindeer Corp	0 ***262	•				
	Invo	oice/Debit Not	е Туре					
			Receivables			Payables		P
		onciliation Type Single Invoid	e/Debit Note to Multiple	Payments/Credit Notes	O Single Payment/Cred	it Note to Multiple Invoi	ces/Debit Notes	Reconciled Records View Details
			Select	Invoice/Debit Note			Reconcile with Payments,	'Credit Notes
	Inv	oices/Debi	t Notes (50)			Q Search		Reconciliation Details
			Date Reference Number	Associated Party	≎ Due Date ≎	Amount	Unreconciled Amount	LISD 250.00
	C		9/26/2022 INV21NOV02	AugSupp	10/21/2022	USD 350.00	USD 350.00	Pending for Reconciliation
	۲		9/26/2022 INV21NOV01	AugSupp	10/21/2022	USD 350.00	USD 350.00	USD 0.00 View Selected Records
	C		9/26/2022 INVRCON090023232	23 Santa Corp	11/20/2030	GBP 1,000.00	GBP 1,000.00	
	C		9/26/2022 InvDisc18Nov1	AugSupp	11/30/2027	USD 70,000.00	USD 70,000.00	
	C		4/26/2020 InvDisp19Nov2	Santa Corp	4/30/2020	GBP 1,000.00	GBP 1,000.00	
	C		4/26/2020 InvDisp19Nov4	Santa Corp	5/2/2020	USD 2,000.00	USD 2,000.00	
	с	ontinue	Cancel Back					
				Copyright © 2006, 2023	, Oracle and/or its affiliates. All rigi	nts reserved. SecurityInformati	on Terms and Conditions	

Field Description

Field Name Description

Select Invoice/Debit Note

This step appears if you select the **Single Invoice/Debit Note to Multiple Payments/Credit Notes** option from the **Reconciliation Type** field. A list of unreconciled / partially-reconciled invoices and debit notes is displayed. You can select either an invoice or a debit note from the list.



Field Name	Description				
Invoices/Debit Notes (number)	Displays the total number of invoices and debit notes available in the list.				
Search	Indicates an option to search for specific invoices/debit notes.				
∇	Click this icon to filter the invoices/debit notes based on certain criteria. The Invoice/Debit Note Search overlay window appears. For more information on the fields in this window, refer the Invoice/Debit Note Search section in this document.				
The following fields are present in the invoices/debit notes grid.					
Selector	Indicates the option to select the invoice/debit note.				
Indicator	Displays 'l' for invoice and 'D' for debit note.				
Date Reference Number	Displays the date of the invoice/debit note and its reference number as a hyperlink. You can click this link to view the invoice/debit note details in an overlay window. The fields displayed in the overlay window are the same as those present in the <u>View Invoice Details</u> screen / <u>View Debit Note Details</u> screen in this document.				
Associated Party	Displays the name of the associated or counter party.				
Due Date	Displays the due date of the invoice/debit note.				
Amount	Displays the total invoice/debit note amount.				

Unreconciled Amount Displays the unreconciled invoice/debit note amount.

Reconciliation Details section

This section, present on the right hand side of the Manual Reconciliation screen, is automatically updated when you select the invoice/debit note and payments/credit notes for reconciliation.

Reconciliation Details Invoice/Debit Note to be reconciled USD 1,000.00
Reconciled Amount USD 0.00
Pending for Reconciliation USD 0.00
View Selected Records

Invoice/Debit Note to
be reconciledDisplays the invoice/debit note amount to be reconciled, once you
select an invoice/debit note in the 1st step of manual reconciliation.Reconciled AmountDisplays the total payments/credit notes amount. This field is
updated once you select the payments and/or credit notes in the 2nd
step of manual reconciliation.

Field Name	Description			
Pending for Reconciliation	Displays the difference between the amounts in the fields above.			
View Selected Records	Click this link to view the details of the selected invoice/debit note and payments and/or credit notes. An overlay window appears with the details of the selected records.			

Reconciled Records

This section (present on the top right side of the Manual Reconciliation screen) displays the number of records that you have saved for reconciliation by clicking **Save and Add Another**. You can click the <u>View Details</u> link to view the details of these saved records, which appear

in an overlay window. To remove a saved record, click ៉ beside it.

- 3. If you select the **Single Invoice/Debit Note to Multiple Payments/Credit Notes** option, then in the **Select Invoice/Debit Note** step, select the required invoice or debit note to reconcile. You can use the **Search** field and filter options to find the required record.
- Click Continue to proceed to the Reconcile with Payments/Credit Notes step. OR Click Cancel to cancel the transaction.

OR Click **Back** to go to the dashboard.



Single Invoice/Debit Note to Multiple Payments/Credit Notes O Single Payment/Credit Note to Multiple Invoices/Debit Notes View Select Invoice/Debit Note Select Invoice/Debit Note Technology Econciled Amount Amount To Be Reconciled USD 70,000.00 Reconciled Amount Invoice/Debit Note Invoice/Debit No	iled Records
Select Invoice/Debit Note Reconcile with Payments/Credit Notes ments/Credit Notes (3) Q Search V Date Reference Number Associated Party Remitter Name Due Date Unreconciled Amount Unreconciled Amount Amount To Be Reconciled USD 70,000.00 Reconciled Amount	w Details
Date Associated Party Amount Amount To Be Reconciled USD 70,000.00 Reference Number Remitter Name Due Date Unreconciled Amount Amount To Be Reconciled USD 70,000.00	
Date Associated Party Due Date Amount Amount To Be Reconciled Amount USD 70,000.00 Reconciled Amount VICD 70,000.00 Reconciled Amount	
	Freconcileu
P 1/9/2020 USD 10,000,00 USD 9,988.00 Pending for Reconciliati EXCESSPSMAY4 AugSupp USD 9,988.00 Pending for Reconciliati	ion
Image: 1/9/2020 EXCESSPSMAY7 1/9/2020 AugSupp USD 10.000.00 USD 10,000.00 USD 0.00 USD 0.00 View Selected Record	ls
Image: 1/9/2020 USD 10,000.00 USD 0.00 EXCESSPSMAY6 AugSupp USD 10,000.00 USD 0.00	
ave and Add Another	

Reconcile with Payments/Credit Notes

Field Description

Field Name	Description
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Reconcile with Payments/Credit Notes

This step appears when you select an invoice/debit note and click **Continue**. You can select multiple payments/credit notes for reconciliation.

Payments/Credit Notes (number)	Displays the total number of payment and credit note records available in the list.			
Search	Indicates an option to search for specific payments/credit notes.			
∇	Click this icon to filter the payments and credit notes based on certain criteria. The Payments/Credit Notes Search overlay window appears. For more information on the fields in this window, refer the Payments/Credit Notes Search section in this document.			
The following fields are present in the payments/credit notes grid.				
Check box	Indicates the option to select the payment/credit note record.			
Indicator	Displays 'P' for payment and 'C' for credit note.			

Field Name	Description				
Date Reference Number	Displays the date of the payment/credit note and its reference number as a hyperlink. You can click this link to view the payment/credit note details in an overlay window. The fields displayed in the overlay window are the same as those present in the <u>View Payment (details)</u> screen / <u>View Credit Note Details</u> screen in this document.				
Associated Party Remitter Name	Displays the name of the associated party and the remitter.				
Due Date	Displays the expiry date in case of a credit note record. For a payment record, this field is blank.				
Amount Unreconciled Amount	Displays the total payment/credit note amount and the unreconciled amount.				
Amount To Be Reconciled	Indicates the payment/credit note amount that is yet to be reconciled. Once you select a payment/credit note record, you can edit and modify the amount to be reconciled, if required.				
	Note: To edit this field:				
	1) Select the required payment/credit note record.				
	2) Click and modify the amount.				
	3) Click 🛅 to save the amount.				

Reconciliation Details section

This section, present on the right hand side of the Manual Reconciliation screen, is automatically updated when you select the invoice/debit note and payments/credit notes for reconciliation.

Ex Reconciliation Details Payment/Credit Note to be reconciled GBP 1,000.00 Reconciled Amount GBP 0.00 Pending for Reconciliation GBP 0.00 View Selected Records

Payment/Credit Note to be reconciled	Displays the payment/credit note amount to be reconciled, once you select an payment/credit note in the 1 st step of manual reconciliation.
Reconciled Amount	Displays the total payments/credit notes amount. This field is updated once you select the payments and/or credit notes in the 2 nd step of manual reconciliation.
Pending for Reconciliation	Displays the difference between the amounts in the fields above.



Field Name	Description		
View Selected Records	Click this link to view the details of the selected invoice/debit note and payments and/or credit notes. An overlay window appears with the details of the selected records.		

- 5. In the **Reconcile with Payments/Credit Notes** step, select the required payments and/or credit notes to reconcile with.
- 6. In the **Amount To Be Reconciled** field, click to edit the amount and then click to save the changes, if required.
- 7. Click **Save and Add Another** to save the details and select another invoice/debit note to reconcile against payments/credit notes.
 - To view a list of records that you have already saved, click the **View Details** link in the **Reconciled Records** section, on the top right side of the Manual Reconciliation screen.

An overlay window appears with the saved records. To delete a record, click

8. Click Submit to submit the transaction. The Review screen appears.

OR Click **Cancel** to cancel the transaction. OR

Click **Back** to go to the previous screen.

 In the Review screen, verify the selected details and click Confirm. A confirmation message appears, with the status and reference number of the transaction. OR

Click **Cancel** to cancel the transaction. OR

Click **Back** to go to the previous screen.

Once the transaction is submitted, the approver is notified. If any modifications are required, the approver can add relevant comments and send the transaction back to the maker, using the **Send to Modify** feature. Once the required modifications are made, the maker can re-submit the transaction.



12.5.1.2 Single Payment/Credit Note to Multiple Invoices/Debit Notes

If you select this option, then a list of unreconciled and partially-reconciled payments and credit notes appears. You can select a payment or a credit note and one or more invoices/debit notes to reconcile. Upon selection, you can save these details, and add another record to be reconciled in the same transaction.

😑 🛢 Fut	tura Bank	Q What would	d you like to do today?				Û 🚥 M
	Manual ABZ Solutio	Reconciliation					
	Invoice/Debit N						
200900		Receivables			Payables		
	Reconciliadion Type O Single Invoice/Debit Note to Multiple Payments/Credit Notes O Single Payment/Credit Note to Multiple Invoices/Debit Notes View Details						
		Select Payment,	Credit Note			Reconcile with Invoices/Debi	tNotes
	Payments/C	Credit Notes (10)			Q Search	v	Reconciliation Details Payment/Credit Note to be recondled
		Date Reference Number	Associated Party Remitter Name	Due Date	Amount	Unreconciled Amount	GBP 1,000.00 Reconciled Amount
	0	8/9/22 nehadcbjo1915192c	- AugSupp	-	GBP 1,000.00	GBP 988.00	GBP 0.00 Pending for Reconciliation
	0	8/9/22 nehadcbjo1915196c	- AugSupp	-	GBP 1,000.00	GBP 1,000.00	GBP 0.00 View Selected Records
	•	8/9/22 nehadcbjo1915195c	- AugSupp	-	GBP 1,000.00	GBP 1,000.00	
	0	8/9/22 nehadcbjo1305194c	- AugSupp		GBP 1,000.00	GBP 989.00	
	0	8/9/22 nehadcbjo1305193c	- AugSupp		GBP 1,000.00	GBP 1,000.00	
	Continue	Cancel Back					
			Copyright © 2006, 2025, Oracle and	d/or its affiliates. All right	s reserved.[SecurityInformation]	Terms and Conditions	

Select Payment/Credit Note



Field Description

Associated Party

Field Name Description

Select Payment/Credit Note

This step appears if you select the **Single Payment/Credit Note Multiple Invoices/Debit Notes** option from the **Reconciliation Type** field. A list of unreconciled / partially-reconciled payments and credit notes is displayed. You can select one payment or credit note from the list.

Payments/Credit Notes (number)	Displays the total number of payments and credit notes available in the list.		
Search	Indicates an option to search for specific payments/credit notes.		
∇	Click this icon to filter the payments based on certain criteria. The Payment/Credit Note Search overlay window appears. For more information on the fields in this window, refer the <u>Payment/Credit</u> <u>Note Search</u> section in this document.		
The following fields are present in the payments/credit notes grid.			

Selector Indicates the option to select the payment/credit note.

Indicator Displays 'P' for payment and 'C' for credit note.

Date Reference Number Displays the date of the payment/credit note and its reference number as a hyperlink. You can click this link to view the payment/credit note details in an overlay window. For more information on the fields displayed, refer the <u>View Payment Details</u> section or the <u>View Credit Note Details</u> section in this document.

Displays the name of the associated party and the remitter.

Remitter NameDue DateDisplays the expiry date in case of a credit note record. For a payment record, this field is blank.

Amount Displays the total payment/credit note amount.

Unreconciled Amount Displays the payment/credit note amount that has not yet been reconciled.



Field Name Description

Reconciliation Details section

This section, present on the right hand side of the Manual Reconciliation screen, is automatically updated when you select the payment/credit note and invoices/debit notes for reconciliation.

E* Reconciliation Details Payment/Credit Note to be reconciled GBP 1,000.00 Reconciled Amount GBP 0.00 Pending for Reconciliation GBP 0.00 View Selected Records

Payment/Credit Note to be reconciled	Displays the payment/credit note amount to be reconciled, once you select a payment/credit note in the 1 st step of manual reconciliation.
Reconciled Amount	Displays the total invoices/debit notes amount. This field is updated once you select the invoices and/or debit notes in the 2 nd step of manual reconciliation.
Pending for Reconciliation	Displays the difference between the amounts in the fields above.
View Selected Records	Click this link to view the details of the selected payment/credit note and invoices and/or debit notes. An overlay window appears with the details of the selected records.

Reconciled Records

This section (present on the top right side of the Manual Reconciliation screen) displays the number of records that you have saved for reconciliation by clicking **Save and Add Another**. You can click the **View Details** link to view the details of these saved records, which appear

in an overlay window. To remove a saved record, click $\begin{tabular}{ll} \hline \blacksquare \end{tabular}$ beside it.

- If you select the Single Payment/Credit Note to Multiple Invoices/Debit Notes option, then in the Select Payment/Credit Note step, select the required payment or credit note record to reconcile. You can use the Search field and filter options to find the required record.
- 11. Click **Continue** to proceed to the **Reconcile with Invoices/Debit Notes** step. OR

Click **Cancel** to cancel the transaction. OR Click **Back** to go back to the dashboard.



Reconcile with Invoices/Debit Notes	
-------------------------------------	--

Invoice/Debit No	r te Type Receivables			Payables		•
Reconciliation Type	ce/Debit Note to Multiple Pa	yments/Credit Notes	Single Payment/Cr	edit Note to Multiple Invoid	es/Debit Notes	Reconciled Records View Details
	Select Pay	1 ment/Credit Note			Reconcile with Invoices/Deb	it Notes
Invoice/Debit	: Note (50)			Q Search	7	E Reconciliation Details Payment/Credit Note to be reconciled
	9/26/2022 INV21NOV02	AugSupp	10/21/2022	USD 350.00 USD 350.00	USD 0.00	USD 9,988.00 Reconciled Amount USD 50,350.00 Pending for Reconciliation
•	9/26/2022 INV21NOV01	AugSupp	10/21/2022	USD 350.00 USD 350.00	USD 350.00 🖉	-USD 40,362.00 View Selected Records
	9/26/2022 INVRCON0900232323	Santa Corp	11/20/2030	GBP 1,000.00 GBP 1,000.00	GBP 1,000.00 2 @ 50 = USD 50,000.00	
	9/26/2022 InvDisc18Nov1	AugSupp	11/30/2027	USD 70,000.00 USD 70,000.00	USD 0.00	
	4/26/2020 InvDisp19Nov4	Santa Corp	5/2/2020	USD 2,000.00 USD 2,000.00	USD 0.00	
	4/26/2020 InvDisp19Nov5	Santa Corp	5/3/2020	GBP 2,222.00 GBP 2,222.00	GBP 0.00	
	4/26/2020 Inv/Disp 19Nov3	Santa Corp	5/1/2020	GBP 1,000.00 GBP 1,000.00	GBP 0.00	
Save and Add	Another Cancel Back					

Field Description

Field Name Description

Reconcile with Invoices/Debit Notes

This step appears when you select a payment/credit note and click **Continue**. You can select multiple invoices and debit notes for reconciliation.

Invoice/Debit Note (number)	Displays the total number of invoices and debit notes available in the list.
Search	Indicates an option to search for specific invoices or debit notes.
∇	Click this icon to filter the invoices/debit notes based on certain criteria. The Invoice/Debit Note Search overlay window appears. For more information on the fields in this window, refer the Invoice/Debit Note Search section in this document.
\mathbf{T} () \mathbf{C} () \mathbf{C} () \mathbf{C} () \mathbf{C}	

The following fields are present in the invoices/debit notes grid.

Check box Indicates the option to select the invoice/debit note record.	
--	--



Field Name	Description							
Indicator	Displays 'l' for invoice and 'D' for debit note.							
Date Reference Number	Displays the date of the invoice/debit note and its reference number as a hyperlink. You can click this link to view the invoice/debit note details in an overlay window. For more information on the fields displayed, refer the <u>View Invoice Details</u> section or the <u>View Debit</u> <u>Note Details</u> section in this document.							
Associated Party	Displays the name of the associated or counter party.							
Due Date	Displays the due date of the invoice/debit note.							
Amount Unreconciled Amount	Displays the total invoice/debit note amount and the unreconciled amount.							
Amount to be Reconciled	Indicates the invoice/debit note amount that is yet to be reconciled. Once you select an invoice/debit note record, you can edit and modify the amount to be reconciled, if required.							
	Note: To edit this field:							
	1) Select the required invoice/debit note record.							
	 2) Click and modify the amount. 3) Click is ave the amount. 							

Reconciliation Details section

This section, present on the right hand side of the Manual Reconciliation screen, is automatically updated when you select the payment/credit note and invoices/debit notes for reconciliation.

E Reconciliation Details Payment/Credit Note to be reconciled GBP 1,000.00 Reconciled Amount GBP 0.00 Pending for Reconciliation GBP 0.00 View Selected Records	
Payment/Credit Note to be reconciled	Displays the payment/credit note amount to be reconciled, once you select a payment/credit note in the 1 st step of manual reconciliation.
Reconciled Amount	Displays the total invoices/debit notes amount. This field is updated once you select the invoices and/or debit notes in the 2 nd step of manual reconciliation.

- 12. In the **Reconcile with Invoices/Debit Notes** step, select the required invoices and debit notes to reconcile with.
- 13. In the **Amount to be Reconciled** field, click local to edit the amount and then click is save the changes, if required.



- 14. Click **Save and Add Another** to save the details and select another payment/credit note to reconcile against invoices/debit notes.
 - To view a list of records that you have already saved, click the **View Details** link in the **Reconciled Records** section, on the top right side of the Manual Reconciliation screen.

An overlay window appears with the saved records. To delete a record, click

15. Click **Submit** to submit the transaction. The Review screen appears.

OR Click **Cancel** to cancel the transaction. OR

Click **Back** to go to the previous screen.

16. In the Review screen, verify the selected details and click **Confirm**. A confirmation message appears, with the status and reference number of the transaction.

OR Click **Cancel** to cancel the transaction. OR Click **Back** to go to the previous screen.

Once the transaction is submitted, the approver is notified. If any modifications are required, the approver can add relevant comments and send the transaction back to the maker, using the **Send to Modify** feature. Once the required modifications are made, the maker can re-submit the transaction.

Invoice/Debit Note Search (overlay window)

This overlay window appears when you click the \mathbf{V} icon to search for specific invoices/debit notes.

= 🖣 Fu	utura Bank	QW	/hat would you like to do b	oday?				Invoice/Debit Note × Search	
	ABZ Solutions							Select Receivable/Payable	
	Invoice/Debit Note								_
		Receivables			Payables			Associated Party	•
	Reconciliation Type							Involce Date	
				 Single Paymer 	t/Credit Note to Multiple Invoi			From	曲
			0			0		То	曲
		Select	Payment/Credit Note			Reconcile with Invoices/Deb	it Notes	Due Date	
	Invoice/Debit I	Note (42)			Q Search	7	Et Re Payment/	From	Ē
		Date Reference Number	Associated Party 0	Due Date 🗘	Unreconciled Amount	Amount to be Reconciled	0 Reconcile	То	Ē
		9/7/22 InvNehJune523	AugSupp	6/27/30	GBP 1,000.00 GBP 1,000.00	GBP 0.00	0	Amount Range	
		3/30/20	Reindeer Corp	5/31/23	USD 1,000.00	USD 0.00	Pending f	Currency	•
								From	
								То	
								Customer Reference Number	
								Apply Reset	



Field Description

Field Name	Description						
Invoice/Debit Note Search overlay window							
Search By	Indicates an option to filter the records based on invoices only, or debit notes only, or both.						
Associated Party Name	Select the name of the associated party whose invoices/debit notes need to be filtered.						
Date From/To	Enter the date range of invoices/debit notes creation, for filtering the required records.						
Due Date From/To	Enter the date range for when the invoices/debit notes are due, for filtering the required records.						
Amount Range Currency From/To	Select the currency and enter the amount range to filter the required invoices/debit notes.						
Reference Number	Enter the reference number of the invoice/debit note to search for.						
On selecting/entering t	he required details, click Apply to apply the filter criteria, or, click Reset						

On selecting/entering the required details, click **Apply** to apply the filter criteria, or, click **Reset** to reset the entered data.



Payments/Credit Notes Search (overlay window)

This overlay window appears when you click the \mathbf{V} icon to search for specific payments/credit notes records.

						Payment/Credit Note Search	
Reconciliation Type	/Debit Note to Multiple Payme	nts (Cradit Notar 🔊 Sin			er (Debit Noter	Search By Search By O Payment O Credit Note	Both
					cy ocontrones	Payment Search	0.0001
	0)				Payment Type	
	Select Payment	/Credit Note			Reconcile with Invoices/Deb	O Outgoing	
Payments/Cred	it Notes (9)			Q Search	V	Payment Date	
, ayrnanay area	Date	Associated Party	Due Date		Unreconciled Amount	From	E
_	Reference Number	Remitter Name	Due Date	Amount		То	[
0 P	8/9/22 nehadcbjo1915192c	AugSupp	-	GBP 1,000.00	GBP 988.00		
0	8/9/22 nehadcbjo1915196c	- AugSupp	-	GBP 1,000.00	GBP 1,000.00	Payment Reference Number	
						Payment Amount Range	
						Currency	
						From	
						То	
						Credit Note Search	
						Credit Note Due Date	
						То	
						Credit Note Reference Number	
						Associated Party	
						Credit Note Amount Range	
						Currency	
						From	
						То	
						Apply Reset	

Field Description

Field Name	Description
Payments/Credit Note	s Search
Search By	Indicates an option to filter the records based on payments only, or credit notes only, or both.
Payment Search	

This section appears when you select the **Payment** option or the **Both** option in the **Search By** field.



Field Name	Description
Payment Type	Displays the type of payment, whether Incoming or Outgoing. This field is not editable.
Payment Date From/To	Enter the date range for filtering the required payment records.
Payment Reference Number	Enter the reference number of the payment record to be filtered.
Payment Amount Range Currency From/To	Select the currency and enter the payment amount range to filter the required payment records.
Credit Note Search This section appears wh By field.	en you select the Credit Note option or the Both option in the Search
Credit Note Due Date From/To	Enter the date range within which the credit notes to search for, will expire.
Credit Note Reference Number	Enter the reference number of the credit note record to be filtered.
Associated Party	Select the name of the associated party whose payments/credit notes are to be filtered.
Credit Note Amount Range Currency From/To	Select the currency and enter the credit note amount range to filter the required records.
On selecting/entering th to reset the entered dat	e required details, click Apply to apply the filter criteria, or, click Reset a.



12.5.2 Cash Flow against Payment

How to reach here:

Dashboard > Toggle menu > Receivables/Payables > Reconciliation > Manual Reconciliation > Cash Flow against Payment

To manually reconcile cash flow against payment:

E Futura Bank Q What would you like to do today?								С́ ‱ из		
↑	Manu ABZ Sol Cash Flow	In the second se	ation	to do today? Duffow Louffow	Q Search Amount LAK 55,555 EUR 19,600.00 LAK 55,555 GBP 6,500.00 GBP 4,500.00	Recordle with Payment Recordle with Payment Unrecordled Amount LAK 55,555 EUR 19,400,00 LAK 55,555 GBP 6,500,00 GBP 4,500,00	s	nount econciliation		
	_	1883561296		TATAMOTORS	GBP 4,500.00	GBP 4,500.00				
	Contine	e Cancel B	eck Copyright © :	2006, 2023, Oracle and/or its attiliates. All rigi	hts reserved [SecurityInformation	[Terms and Conditions				

Field Description

Field Name	Description
Manual Reconciliation	
Party Name	Select the party name from the dropdown list in which the manual reconciliation for cashflow must be created. By default, the primary party/gcif of the logged-in user is selected.
	Note: Only accessible parties are displayed to the user.
Cash Flow Type	Select the type of the cash flow, whether inflow or outflow.



Field Name	Description
Reconciliation Type	Select the type of reconciliation to be performed. The reconciliation procedure steps are populated based on the option you select. The options are:
	• Single Cash Flow Multiple Payments: If you select this option, the application lets you select the required cash flow in the 1 st step, and reconcile with payments in the 2 nd step. For more information, refer the <u>Single Cash Flow Multiple</u> <u>Payments</u> section in this user manual.
	• Single Payment Multiple Cash Flows: If you select this option, the application lets you select the required payment in the 1 st step, and reconcile with cash flows in the 2 nd step. For more details, refer the <u>Single Payment Multiple Cash</u> <u>Flows</u> section in this user manual.

- 1. In the **Manual Reconciliation** screen, select the appropriate option from the **Cash Flow Type** field.
- 2. From the **Reconciliation Type** field, select either the **Single Cash Flow Multiple Payments** option or the **Single Payment Multiple Cash Flows** option.

12.5.2.1 Single Cash Flow Multiple Payments

Select Cash Flow

If you select this option, then a list of cash flow records appears. These cash flow records are unreconciled or partially reconciled. You can select a cash flow record and one or more payments to reconcile. Upon selection, you can save these details, and add another cash flow-payments record to be reconciled in the same transaction.

😑 🛢 Fut	ura Bar	nk	Q What would you like to	o do today?				Û. 📷 🛛 N3
	ABZ Sol	ual Reconcilian	tion					
	Cesh Flow Type Inflow Reconclution Type Single Cash Flow Multiple Payments			Outflow nts O Single Payment Multiple Cash Flows				Records View Details
			3 Select Cash Flow			Reconcile with Payment		
	Cash Fl	Date Reference Number	Real Account Virtual Account	Counter Party Name 🗘	Q Search	Unreconciled Amount	Cash Flow to be reconciled LAK 55,555 Reconciled Amount LAK 0 Pending for Reconciliation	
	0	7/28/23 343434	xxxxxxxxx0046 xxxxxxxx000000000000000000	34343f	LAK 55,555	LAK 55,555		
	0	7/7/23 234565	***************************************	ATOZ Solutions	EUR 19,600.00	EUR 19,600.00		
	۲	6/28/23 343434	xxxxxxxxxxx0046 xxxxxxxx0000000000000000	34343f	LAK 55,555	LAK 55,555	view belecte	a records
	0	6/13/23 1287434764	-	TATAMOTORS	GBP 6,500.00	GBP 6,500.00		
	0	6/10/23 1883561296	1	TATAMOTORS	GBP 4,500.00	GBP 4,500.00		
	Continu	Le Cancel Bao	×					
			Copyright @ 2	006, 2023. Oracle and/or its affiliates. All rig	hts reserved. SecurityInformation Te	rms and Conditions		



Field Description

Field Name Description

Select Cash Flow

This step appears if you select the **Single Cash Flow Multiple Payments** option from the **Reconciliation Type** field. A list of unreconciled / partially-reconciled cash flow records is displayed. You can select one cash flow record from the list.

Cash Flow (number)	Displays the total number of cash flow records available in the list.
Search	Indicates an option to search for specific cash flow records.
∇	Click this icon to filter the cash flow records based on certain criteria. The Cash Flow Search overlay window appears. For more information on the fields in this window, refer the <u>Cash Flow Search</u> section in this document.
Date Reference Number	Displays the date of the cash flow and its reference number as a hyperlink. You can click this link to view the cash flow details in an overlay window. For more information on the fields displayed, refer the <u>Cash Flow Details overlay window</u> section below.
Real Account Virtual Account	Displays the real and virtual account numbers (in masked format), from which the cash flow was initiated.
Counter Party Name	Displays the name of the associated or counter party.
Amount	Displays the total cash flow amount.
Unreconciled Amount	Displays the unreconciled cash flow amount.

Reconciliation Details section

This section, present on the right hand side of the Manual Reconciliation screen, is automatically updated when you select the cash flow record and payments for reconciliation.

📑 Reconciliation Details
Cash Flow to be reconciled LAK 55,555
Reconciled Amount LAK 0
Pending for Reconciliation
LAK 0
View Selected Records

Cash Flow to be reconciled	Displays the cash flow amount to be reconciled, once you select a cash flow record in the 1 st step of manual reconciliation.
Reconciled Amount	Displays the total payments amount. This field is updated once you select the payments in the 2 nd step of manual reconciliation.
Pending for Reconciliation	Displays the difference between the amounts in the fields above.



Field Name	Description
View Selected Records	Click this link to view the details of the selected cash flow records and payments. An overlay window appears with the details of the selected records.

Cash Flow Details overlay window

This window appears when you click the cash flow reference number hyperlink.

Man	ual Reconcilia	tion			343434		×
	olutions ***462				External Reference Number CF205052023123512	Amount LAK 55,555	
					Expected Date 7/28/23	Unreconciled Amount LAK 55,555	
		Select Cash Flow			Revised Expected Date 7/1/23	Real Account	
Cash F	Flow (115)			Q Search	Payment Date -	Virtual Account	
	Date Reference Number	Real Account Virtual Account	Counter Party Name 🗘	Amount	Type Inflow	Associated Party Id and Name 454545 - 34343f	
0	7/28/23 343434	xxxxxxxxxxxxx0046 xxxxxxxxxxxxxxx0035	34343f	LAK 55,555	Status Unreconciled	Narration rere	
0	7/7/23 234565	-	ATOZ Solutions	EUR 19,600.00			
0	6/28/23 343434	xxxxxxxxxxxx0046 xxxxxxxxxxxx0035	34343f	LAK 55,555		e)
0	6/13/23 1287434764		TATAMOTORS	GBP 6,500.00		Help	
0	6/10/23						

Associated Party Id and Name	Displays the name and ID of the counter party involved in the cash flow transaction.
Virtual Account	Displays the virtual account number involved in the cash flow transaction.
Real Account	Displays the real account number involved in the cash flow transaction.
Unreconciled Amount	Displays the amount that is not yet reconciled.
Amount	Displays the cash flow amount.
Status	Displays the status of the cash flow.
Туре	Displays the type of cash flow, whether inflow or outflow.
Payment Date	Displays the date of the payment.
Revised Expected Date	Displays the revised expected date of the cash flow transaction.
Expected Date	Displays the expected date of the cash flow transaction.
External Reference Number	Displays the external cash flow reference number.
Cash Flow Reference Number	Displays the cash flow reference number assigned by the host, as the heading of the overlay window.

Field Name	Description	
Narration	Displays any narration text/comments.	

- 3. If you select the **Single Cash Flow Multiple Payments** option, then in the **Select Cash Flow** step, select the required cash flow record to reconcile.
- Click Continue to proceed to the Reconcile with Payments step. OR Click Cancel to cancel the transaction. OR Click Back to go back to the dashboard.

Reconcile with Payments

😑 📄 Futura Bank	Q What would you like to do today?		Û.
↑ Manual Reconcil ABZ Solutions ***462	liation		
Cash Flow Type Inflow Reconclusion Type (a) Single Cash Flow Multiple	Outflow Payments O Single Payment Multiple Cash Flows	0	Records View Details
Payments ()	Select Cash Flow	Reconcile with Payments	conciliation Details
No data to display.		Cash Flov LAK 55	v to be reconciled
Save and Add Another		Pending LAK 0	for Recondiliation
Submit Cancel E	Jack		
	Copyright © 2006, 2023, Oracle and/or its affiliates. All	rights reserved. SecurityInformation Terms and Conditions	

Field Description

Field Name	Description

Reconcile with Payments

This step appears when you select a cash flow record and click **Continue**. You can select multiple payments for reconciliation.

Payments (number) Displays the total number of payment records available in the list.

Search Indicates an option to search for specific payments.



Field Name	Description	
∇	Click this icon to filter the payments based on certain criteria. The Payment Search overlay window appears. For more information on the fields in this window, refer the Payment Search section in this document.	
Date Reference Number	Displays the date of the payment and its reference number as a hyperlink. You can click this link to view the payment details in an overlay window. For more information on the fields displayed, refer the Payment Details overlay window section below.	
Real Account Virtual Account	Displays the real and virtual account numbers (in masked format), from which the payment was initiated.	
Amount	Displays the total payment amount.	
Unreconciled Amount	t Displays the payment amount that has not yet been reconciled.	
Amount to be Reconciled	Indicates the payment amount to be reconciled. You can click of the edit and modify the amount if required, and then click to save it.	

Reconciliation Details section

This section, present on the right hand side of the Manual Reconciliation screen, is automatically updated when you select the cash flow record and payments for reconciliation.

📑 Reconciliation Details
Cash Flow to be reconciled
LAK 55,555
Reconciled Amount
LAK 0
Pending for Reconciliation
LAK 0
View Selected Records

Cash Flow to be reconciled	Displays the cash flow amount to be reconciled, once you select a cash flow record in the 1 st step of manual reconciliation.
Reconciled Amount	Displays the total payments amount. This field is updated once you select the payments in the 2 nd step of manual reconciliation.
Pending for Reconciliation	Displays the difference between the amounts in the fields above.
View Selected Records	Click this link to view the details of the selected cash flow records and payments. An overlay window appears with the details of the selected records.



Field Name Description

Selected Record

This overlay window appears when you click the <u>View Selected Records</u> link. It displays the details of the selected cash flow and payments to be reconciled.

Reconciled Records

Payment Reference

This section (present on the top right side of the Manual Reconciliation screen) displays the number of records that you have saved for reconciliation by clicking **Save and Add Another**. You can click the <u>View Details</u> link to view the details of these saved cash flow-payments

records, which appear in an overlay window. To remove a saved record, click is beside it.

Payment Details overlay window

This window appears when you click the payment reference number hyperlink.

≡ @futura l	bank s	earch	Q				PAY4423		×
		al Reconciliatic	'n				External Reference Number IndiaINCOMING11	Payment Date 09 Jan 2020	
	Cash Flow	Type					Type Incoming	Status Partially Matched	
	Reconciliat		ents 🔿 Single Payme	ent Multiple Cash Flows			Remitter Account Number xxxxxxxxxxxxx8953	Amount USD2,300.00	
				Select Cash Flow	2 Reconcile with	h Payments	Unreconciled Amount USD0.00	Real Account xxxxxxxxxxxx2004	
	Payment	s (7)			Search	a	Virtual Account	Remark N:IncomingNarration	
		Date Reference Number	Real Account Virtual Account	Amount	Unreconciled Amount	Amount to be Reco			
		09 Jan 2020 IndiaINCOMING11	xxxxxxxxxxx2004 -	USD2,300.00	USD0.00	US			_
		09 Jan 2020 OBDXPS049	xxxxxxxxxxxx0013 -	USD2,000.00	USD1,998.00	US		Нер	
		09 Jan 2020 OBDXPS031	xxxxxxxxxxxx0013 -	USD2,000.00	USD1,998.00	US	11110.00		

Number	
External Reference Number	Displays the external payment reference number.
Payment Date	Displays the date of the payment.
Туре	Displays the type of payment, whether incoming or outgoing.
Status	Displays the status of the payment.
Remitter Account Number / Beneficiary Account Number	Displays the remitter account number in case of an incoming payment, and beneficiary account number in case of an outgoing payment.
Amount	Displays the payment amount.
Unreconciled Amount	Displays the amount that is not yet reconciled.
Real Account	Displays the real account number involved in the payment.
Virtual Account	Displays the virtual account number involved in the payment.

Displays the payment reference number assigned by the host.

Field Name	Description
Remark	Displays remarks, if any.

- 5. In the **Reconcile with Payments** step, select the required payments to reconcile.
- 6. In the **Amount To Be Reconciled** field, click to edit the amount and then click to save the changes, if required.
- 7. Click **Save and Add Another** to save the details and select another cash flow record to reconcile against payments.
 - To view a list of records that you have already saved, click the View Details link in the Reconciled Records section, on the top right side of the Manual Reconciliation screen. An overlay window appears with the saved cash flow-payments records. To delete a record, click.

8. Click **Submit** to submit the transaction. The Review screen appears.

OR

transaction.

Click **Cancel** to cancel the transaction. OR

Click **Back** to go to the previous screen.

 In the Review screen, verify the selected details and click Confirm. A confirmation message appears, with the status and reference number of the transaction. OR

Click **Cancel** to cancel the transaction. OR Click **Back** to go to the previous screen.

Once the transaction is submitted, the approver is notified. If any modifications are required, the approver can add relevant comments and send the transaction back to the maker, using the **Send to Modify** feature. Once the required modifications are made, the maker can re-submit the



12.5.2.2 Single Payment Multiple Cash Flows

If you select this option, then a list of unreconciled and partially-reconciled payments appears. You can select a payment and one or more cash flow records to reconcile. Upon selection, you can save these details, and add another payment-cash flows record to be reconciled in the same transaction.

Select Payment

🗮 💐 Fu	itura Ba	nk	Q What would you like to d	o today?						С 🚥 Си
t	ABZ So	ual Reconcilia								
	Cash Flo	w Type Inflow	Outf						F	
		^{ation Type} gle Cash Flow Multiple Pa	nyments	Multiple Cash Flows					Reconciled Records View Details	
			0				(2)			
	Payme	ents (6)	Select Payment			Q Search	Reconcile with Cash F		nciliation Details	
		Date Reference Number	Account Number	Remitter Account Number	٥	Amount	Unreconciled Amount	Payment to b GBP 989.0	e reconciled	
	0	8/9/22 nehadcbjo1915192c				GBP 1,000.00	GBP 988.00	Reconciled A GBP 0.00	mount	
	0	8/9/22 nehadcbjo1915196c	-	-		GBP 1,000.00	GBP 1,000.00	GBP 0.00	Reconciliation	
	0	8/9/22 nehadcbjo1915195c				GBP 1,000.00	GBP 1,000.00	View Select	ed Records	
	۲	8/9/22 nehadcbjo1305194c	xxxxxxxxxxxx0216	xxxxxxxxxxxxxx0811		GBP 1,000.00	GBP 989.00			
	0	8/9/22 nehadcbjo1305193c	xxxxxxxxxxxx0216	xxxxxxxxxxx0811		GBP 1,000.00	GBP 1,000.00			
	Conti	nue Cancel B	ack							
			Copyright @ 2006.	2023, Oracle and/or its affiliates. All ri	ghts reserve	d. SecurityInformation Terms	and Conditions			

Field Description

Field Name Description

Select Payment

This step appears if you select the **Single Payment Multiple Cash Flows** option from the **Reconciliation Type** field. A list of unreconciled / partially-reconciled payments is displayed. You can select one payment from the list.

Payments (number)	Displays the total number of payments available in the list.
Search	Indicates an option to search for specific payments.
∇	Click this icon to filter the payments based on certain criteria. The Payment Search overlay window appears. For more information on the fields in this window, refer the Payment Search section in this document.



Field Name	Description
Date Reference Number	Displays the date of the payment and its reference number as a hyperlink. You can click this link to view the payment details in an overlay window. For more information on the fields displayed, refer the <u>Payment Details overlay window</u> section below.
Real Account Virtual Account	Displays the real and virtual account numbers (in masked format), from which the payment was initiated.
Remitter Account Number / Beneficiary Account Number	Displays the default account number of the remitter / beneficiary, based on whether the payment is incoming or outgoing
Amount	Displays the total payment amount.

Unreconciled Amount Displays the payment amount that has not yet been reconciled.

Reconciliation Details section

This section, present on the right hand side of the Manual Reconciliation screen, is automatically updated when you select the payment and cash flow records for reconciliation.

E*	Reconciliation Details
	ent to be reconciled 989.00
	nciled Amount 1,000.00
	ing for Reconciliation P 11.00
View	Selected Records

Payment to be reconciled	Displays the payment amount to be reconciled, once you select a payment in the 1 st step of manual reconciliation.			
Reconciled Amount	Displays the total cash flow amount. This field is updated once you select the cash flow records in the 2 nd step of manual reconciliation.			
Pending for Reconciliation	Displays the difference between the amounts in the fields above.			
View Selected Records	Click this link to view the details of the selected payment and cash flow records. An overlay window appears with the details of the selected records.			
Payment Details overlay window This window appears when you click the payment reference number hyperlink.				

Payment Reference Number	Displays the payment reference number assigned by the host.
External Reference Number	Displays the external payment reference number.



Field Name	Description			
Payment Date	Displays the date of the payment.			
Туре	Displays the type of payment, whether incoming or outgoing.			
Status	Displays the status of the payment.			
Remitter Account Number / Beneficiary Account Number	Displays the remitter account number in case of an incoming payment, and beneficiary account number in case of an outgoing payment.			
Amount	Displays the payment amount.			
Unreconciled Amount	Displays the amount that is not yet reconciled.			
Real Account	Displays the real account number involved in the payment.			
Virtual Account	Displays the virtual account number involved in the payment.			
Remark	Displays remarks, if any.			

- 10. If you select the **Single Payment Multiple Cash Flows** option, then in the **Select Payment** step, select the required payment to reconcile.
- 11. Click Continue to proceed to the Reconcile with Cash Flows step. OR
 Click Cancel to cancel the transaction.
 OR
 Click Back to go back to selecting the Reconciliation Type.
 OR
 Click Skip to skip this step and move to the next.



Reconcile with Cash Flows

	Cash Flor	и Туре					
2	Reconcilia	Inflow tion Type	(Dutflow			
	⊖ Sing	le Cash Flow Multiple Pa	yments 💿 Single Paym	ent Multiple Cash Flows			Reconciled Records View Details
			0			0	
			Select Payment			Reconcile with Cash Flow	ws
	Cash F	low (115)			Q Search.		Reconciliation Details
		Date Reference Number	Account Number \$	Amount	Unreconciled Amount	Amount to be Reconciled	GBP 989.00
		6/5/25 11235623	-	GBP 1,000.00	GBP 1,000.00	GBP 0.00	Reconciled Amount GBP 1,000.00
		6/2/23 4242624		GBP 1,100.00	GBP 1,100.00	GBP 0.00	Pending for Reconciliation -GBP 11.00
		6/1/23 5541623	-	GBP 1,000.00	GBP 1,000.00	GBP 1,000.00 🖋	View Selected Records
		6/1/23 3490	-	GBP 3,400.00	GBP 3,400.00	GBP 0.00	
		5/27/23 1883561296		GBP 4,500.00	GBP 4,500.00	GBP 0.00	
	Save	and Add Another					
	Submi	t Cancel Bac	k				

Field Description

Field Name

Description

Reconcile with Cash Flows

This step appears when you select a payment and click **Continue**. You can select multiple cash flow records for reconciliation.

Cash Flow (number)	Displays the total number of cash flow records available in the list.
Search	Indicates an option to search for specific cash flow records.
∇	Click this icon to filter the cash flow records based on certain criteria. The Cash Flow Search overlay window appears. For more information on the fields in this window, refer the <u>Cash Flow Search</u> section in this document.
Date Reference Number	Displays the date of the cash flow and its reference number as a hyperlink. You can click this link to view the cash flow details in an overlay window. For more information on the fields displayed, refer the <u>Cash Flow Details overlay window</u> section below.
Associated Party Name	Displays the name of the associated or counter party.

Field Name	Description
Amount	Displays the total cash flow amount.
Unreconciled Amount	Displays the unreconciled cash flow amount.
Amount to be Reconciled	Indicates the cash flow amount to be reconciled. You can click
	to edit and modify the amount if required, and then click it save it.

Reconciliation Details section

This section, present on the right hand side of the Manual Reconciliation screen, is automatically updated when you select the payment and cash flow records for reconciliation.

🔁 Reconciliation Details
Payment to be reconciled GBP 989.00
Reconciled Amount GBP 1,000.00
Pending for Reconciliation -GBP 11.00
View Selected Records

Payment to be reconciled	Displays the payment amount to be reconciled, once you select a payment in the 1 st step of manual reconciliation.
Reconciled Amount	Displays the total cash flow amount. This field is updated once you select the cash flow records in the 2 nd step of manual reconciliation.
Pending for Reconciliation	Displays the difference between the amounts in the fields above.
View Selected Records	Click this link to view the details of the selected payment and cash flow records. An overlay window appears with the details of the selected records.

Selected Record

This overlay window appears when you click the **View Selected Records** link. It displays the details of the selected payment and cash flow records to be reconciled.

Reconciled Records

This section (present on the top right side of the Manual Reconciliation screen) displays the number of records that you have saved for reconciliation by clicking **Save and Add Another**. You can click the <u>View Details</u> link to view the details of these saved payment-cash flows

records, which appear in an overlay window. To remove a saved record, click is beside it.

Cash Flow Details overlay window

This window appears when you click the cash flow reference number hyperlink.



Field Name	Description
Cash Flow Reference Number	Displays the cash flow reference number assigned by the host.
External Reference Number	Displays the external cash flow reference number.
Payment Date	Displays the date of the payment.
Туре	Displays the type of cash flow, whether inflow or outflow.
Status	Displays the status of the cash flow.
Amount	Displays the cash flow amount.
Unreconciled Amount	Displays the amount that is not yet reconciled.
Real Account	Displays the real account number involved in the cash flow.
Virtual Account	Displays the virtual account number involved in the cash flow.
Associated Party ID and Name	Displays the name and ID of the counter party involved in the cash flow.
Linked Reference Number	Displays the linked reference number of the cash flow.
Narration	Displays any narration text/comments.

12. In the **Reconcile with Cash Flows** step, select the required cash flow records to reconcile.

- 13. In the **Amount To Be Reconciled** field, click *low* to edit the amount and then click to save the changes, if required.
- 14. Click **Save and Add Another** to save the details and select another payment to reconcile against cash flow records.
 - To view a list of records that you have already saved, click the View Details link in the Reconciled Records section, on the top right side of the Manual Reconciliation screen. An overlay window appears with the saved payment-cash flows records. To delete a record, click .
- 15. Click **Submit** to submit the transaction. The Review screen appears.

OR

Click **Cancel** to cancel the transaction.

OR

Click **Back** to go to the previous screen.



16. In the Review screen, verify the selected details and click **Confirm**. A confirmation message appears, with the status and reference number of the transaction. OR Click **Cancel** to cancel the transaction. OR

Click **Back** to go to the previous screen.

Once the transaction is submitted, the approver is notified. If any modifications are required, the approver can add relevant comments and send the transaction back to the maker, using the **Send to Modify** feature. Once the required modifications are made, the maker can re-submit the transaction.

Cash Flow Search (overlay window)

This overlay window appears when you click the \mathbf{V} icon to search for specific cash flow records.

		Select Cash Flow			Inflow Outflow Date Range	
Cash F	low (115)			Q Search		Ē
	Date Reference Number	Real Account Virtual Account	Counter Party Name 🗘	Amount	Unre Customer Reference Number	
0	7/28/23 343434	xxxxxxxxxxx0046 xxxxxxxxxxx0035	343431	LAK 55,555		
0	7/7/23 234565	xxxxxxxxxx0024 -	ATOZ Solutions	EUR 19,600.00	Real Account	•
۲	6/28/23 343434	xxxxxxxxx0046 xxxxxxxxx0035	34343t	LAK 55,555	Search	C
0	6/13/23 1287434764	-	TATAMOTORS	GBP 6,500.00	Amount Range	_
0	6/10/23 1883561296	-	TATAMOTORS	GBP 4,500.00		

Field Description

Field Name	Description
Cash Flow Search	
Туре	Displays the type of cash flow, whether Inflow or Outflow. This field is not editable.
Date Range From/To	Enter the date range for filtering the required cash flow records.
Customer Reference Number	Enter the customer's own reference number of the cash flow record to be filtered.
Real Account	Enter the real account number associated with the cash flow records to be filtered.
Virtual Account	Enter the virtual account number associated with the cash flow records to be filtered.



Field Name	Description				
Amount Range Currency From/To	Select the currency and enter the cash flow amount range, to filter the required cash flow records.				

On selecting/entering the required details, click **Apply** to apply the filter criteria, or, click **Reset** to reset the entered data.

Payment Search (overlay window)

This overlay window appears when you click the $\boxed{1}$ icon to search for specific payment records.

😑 🛢 Fu	tura Bar	hk	Q What would you like	e to do tod	ay?			Payment	Search	ı			×
		ual Reconcilia	tion					Type O Outgoing	Inco	ming			
	Cash Flow	v Туре				<u>9</u> 95		Date Range		Ē	То		t
100000		Inflow		Outflow									
	Reconciliat	^{ion Type} e Cash Flow Multiple Pa	yments 💿 Single Pa	yment Mult	iple Cash Flows			Payment Refer	rence Numb	er			
			Select Payment					All Account External Ac		teal Account	() Virtu	al Account	
								Amount Range					
	Paymei	nts (6)					Q Search	Currency	•	From		То	
		Date Reference Number	Account Number		Remitter Account Number	٥	Amount						9
	0	8/9/22 nehadcbjo1915192c	-		-		GBP 1,000.00	Apply	Reset			Help	
	0	8/9/77											~

Field Description

Field Name	Description
Payment Search	
Туре	Displays the type of payment, whether Incoming or Outgoing. This field is not editable.
Date Range From/To	Enter the date range for filtering the required payment records.
Payment Reference Number	Enter the reference number of the payment record to be filtered.
Real Account	Enter the real account number associated with the payment records to be filtered.
Virtual Account	Enter the virtual account number associated with the payment records to be filtered.
Amount Range Currency From/To	Select the currency and enter the payment amount range to filter the required payment records.



Field Name Description

On selecting/entering the required details, click **Apply** to apply the filter criteria, or, click **Reset** to reset the entered data.

12.6 Manual Allocation

Using this screen, the corporate user can manually allocate payments to the required virtual accounts. The manual allocation transaction can be used by corporates to manually allocate payments to accounts, in cases where the execution of the allocation rule has failed or for payments that do not have rules set.

The screen, by default, displays all the matched or partially matched and unallocated or partially allocated payments for manual allocation.

The user can select a single payment and allocate it to a single or multiple virtual accounts and set the corresponding percentage(s) of allocation. The total percentage should always be 100.

Allocation of virtual account can also be based on payment attributes. Payments attributes are listed. The user can select a single or multiple attributes. The values of these attributes are used to make a call to the Virtual Accounts Management system, which in response, returns the associated virtual account. That virtual account is mapped to the payment. Multiple accounts can be mapped by setting the percentage for each. The total percentage should always be 100.

How to reach here:

Dashboard > Toggle menu > Receivables/Payables > Reconciliation > Manual Allocation

To perform manual allocation:

1. In the Manual Allocation screen, use the View By list and/or the filter options to get a list of required payment records.



Manual Allocation

📃 🛡 Futura Bank	Q what would you like to do today?	¢ □ 6
	Manual Allocation Art Submit - 42	
	When My When My <t< td=""><td></td></t<>	
	PrentAlizer 1232 - PrentAlizer 1233	
	- Regent Arount Gener	

Field Description

Field Name	Description
Manual Allocation	
Party Name	Displays the name of the logged-in corporate party.
View By	Indicates an option to view the payment records based on the following criteria:
	Saved for Allocation
	Incoming Payments
	Outgoing Payments
∇	Indicates an option to filter the payment records based on selected parameters. Refer the Payments Search overlay window section below, for more details.
Payments Panel	

In the **Manual Allocation** screen, the panel on the left hand side displays a list of matched and partially matched payments that have not been allocated or are partially allocated. You can use the **View By** field and the filter option to narrow down this list.

Payment Reference Number	Displays the unique reference number of the payment. The 🖌 (incoming) or 거 (outgoing) indicator is also displayed.
Payment Amount	Displays the currency and amount of the payment.
Payment Date	Displays the date on which the payment occurred.

Selected Payment

By default, the first payment in the payments panel appears selected. You can select a different record for allocation, as required. The details of the selected payment record are displayed in the main section, with the following fields:



Reconciliation

Field Name	Description	
Payment Reference Number	Displays the unique reference number of the payment. The 🗹 (incoming) or 🥕 (outgoing) indicator is also displayed.	
Payment Date	Displays the date on which the payment occurred.	
Payment Amount	Displays the currency and amount of the payment.	
External Reference Number	Displays the reference number of the payment assigned by the corporate party.	
	This is a hyperlink which when clicked displays the details of the payment. For more information on the payment details, refer the <u>View Payments (details)</u> section in this document.	
Remitter Account Number	Displays the account number from which the payment originated.	
Unallocated Amount	Displays the amount that is yet to be allocated.	
Amount to be Allocated	Enter the payment amount to be allocated in the current transaction. By default, the value in the Unallocated Amount field is displayed.	
	t the virtual accounts and their allocation percentages in this section. s of all added accounts should be 100.	
Virtual Account	Set the virtual account to which the payment should be allocated. Click the <u>Fetch Virtual Account on the basis of attributes</u> link to search and find the required virtual account. The Set Virtual Account Attributes pop-up window appears. For more information on the fields in this window, refer the <u>Set Virtual</u> <u>Account Attributes</u> section below.	
Percentage to be Allocated	Enter the percentage of the payment to be allocated to the selected virtual account. If you enter a percentage in this field, the Allocated Amount field gets updated automatically.	
	Note: The total percentage allocated to all virtual accounts should be less than or equal to 100.	
Allocated Amount	Enter the amount to be allocated to the selected virtual account. If you enter an amount in this field, the Percentage to be Allocated field gets updated automatically.	
	Note: The total amount allocated to all the virtual accounts should be less than or equal to the Amount to be Allocated amount.	
Action	Click $\textcircled{ extsf{b}}$ to add further virtual accounts. Or click $\textcircled{ extsf{b}}$ to delete an added account.	



Payment Search overlay window

The following overlay window appears when you click the filter icon (∇).

🔳 🛢 Fu	itura Bank	Q What would you like to	do today?		Payment Searc	h	×
î	Manual Reconcilia	tion			Type O Outgoing	oming	
	Cash Flow Type				Date Range	ŧ	то
	Inflow	01	tflow		L		
	Reconciliation Type O Single Cash Flow Multiple Pa	yments 💿 Single Payme	nt Multiple Cash Flows		Payment Reference Num	ber	
		3 Select Payment			All Accounts O	Real Account	O Virtual Account
					Amount Range		
	Payments (6)			Q Search	Currency 🗸	From	То
	Date Reference Number	Account Number	C Remitter Account Number	≎ Amount			9
	O 8/9/22 nehadcbjo1915192c			GBP 1,000.00	Apply Reset		
	8/9/77						

Field Description

Field Name	Description
Payment Search	
This overlay window ap filtering.	pears when you click $\overline{\mathbf{V}}$. The following fields are available for
Payment Type	Indicates an option to filter the payment records based on payment type. The options available are:
	Incoming
	Outgoing
	Both
Payment Date From - To	Indicates an option to filter the payment records based on a date range.
Payment Amount Range Currency From-To	Indicates an option to filter the payment records based on an amount range.
Payment Reference Number	Indicates an option to filter the payment records based on reference number.



Field Name	Description
Type of account being credited	Indicates an option to filter the payment records based on the type of account being credited - a specific real account, or a specific virtual account, or both. The options are:
	 Real Account – On selecting this option, a list of real account numbers (in masked format) associated with the logged-in party is displayed. The required account can be selected.
	 Virtual Account – On selecting this option, a list of virtual account numbers (in masked format) associated with the logged-in party is displayed. The required account can be selected.
	• Both
Payment Status	Indicates an option to filter the payment records based on payment status.

- 2. In the **Payment Search** overlay window, enter the required search criteria.
- Click Apply. A list of relevant payments appears in the payments panel in the Manual Allocation screen.
 OR
 - Click **Reset** to clear the data entered.
- 4. In the **Manual Allocation** screen, from the payments panel on the left hand side, select the required payment record to be allocated. The selected payment details appear in the main section.
- 5. In the **Set allocation** section, click the **Fetch Virtual Account on the basis of attributes** link. The **Set Virtual Account Attributes** pop-up window appears.

Set Virtual Account Attributes

- 6. In the **Set Virtual Account Attributes** window, select the required option from **the Payment Attribute** list.
- 7. Click Fetch. A list of relevant virtual accounts appears.
- 8. Select the required account.
- 9. Click **Set Account**. The selected account appears in the **Set allocation** section. OR

Click **Cancel** to cancel setting the virtual account.



🚍 🌹 Futura Bank	Q What would you like to do today?	Û m Ni
↑ Manual Allocatio ABZ Solutions ***462		
View By View By All	•	
PAYPS12Mar18 - Payment Amount USD 200,000.00 dated 04		int to be Allocated
PAYPS12Mar15 ~ Payment Amount USD 700,000.00 dated 01 PAYEPR00123 ~	nehpymtjo14 xxxxxxxx0811 GBP 1,500.00	GBP 1,500.00
Payment Amount USD 100,001.00 dated 06 PAYEPR00122 ×	No Virtual Account Percentage to be Allocated Allocated Amount 1 xxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxx	Action (+)
Payment Amount USD 100,001.00 dated 06 Jul 2022 nehadcbjo030524 - Submit Cancel	Jul 2022 Save Undo	G
	Copyright @ 2006, 2023, Oracle and/or its affiliates. All rights reserved [SecurityInformation]Terms and Conditions	Hop

 Enter the required payment percentage to be allocated to the virtual account in the Percentage to be Allocated field. The Allocated Amount field gets updated automatically. OR

Enter the required amount to be allocated to the virtual account in the **Allocated Amount** field. The **Percentage to be Allocated** field gets updated automatically.

11. To add further virtual accounts, $\operatorname{click}^{\textcircled{\bullet}}$.

Note: Click 🔟 to delete an added account.

12. Click **Save** to save the virtual accounts added. The payment that has been selected for allocation is tagged as 'Saved for Allocation'.

Note: Click Undo to remove the added accounts.

 Click Submit to submit the allocation. The Review screen appears. OR Click Cancel to cancel the transaction.

OR

Click **Back** to go to the main dashboard.



Manual Allocation - Review Screen

\equiv 🐚 Futura Bank	Q What would you like to do today?		Û Ш
↑ Manual Allocation ABZ Solutions ***462			
Review You initiated a request for respectively.	nanual allocation. Please review details before you confirm	1	
nehpymtjo14 🖍 04 Aug 2022 GBP 1,500.00			
Payment Reference Number	Beneficiary Account Number \$\$	Unallocated Amount	Amount to be Allocated
nehpymtjo14	xxxxxxxxxxxxx0811	GBP 1,500.00	GBP 1,500.00
Set Allocation			
Virtual Account 0		Percentage to be Allocated	Allocated Amount
xxxxxxxxxxx0216		100	GBP 1,500.00
	(v Less	
Confirm Cancel Bac	*		e
	Copyright @ 2006, 2025, Oracle and/or its affiliates. All ri	ghts reserved.]SecurityInformation Terms and Conditions	Help

14. In the Review screen, verify the details and click **Confirm**. A confirmation message appears with the reference number and status of the transaction. OR

Click **Cancel** to cancel the transaction. OR

Click **Back** to go to the previous screen.

Manual Allocation – Confirmation

😑 🍵 Futura Bank	Q What would you like to do today?	Û 🔊 🛛
Manual Allocation		
Confirmation Your request has been init	iated successfully!	
Reference Number 06063DEF6AF2		
Status Pending for approval		
What would you like to do next?		
]	
Manual Allocation View Payr	nents	
		-
DAVID TELEVISTATISKA SKALAVINA		9

15. Click the <u>Manual Allocation</u> link to perform another manual allocation transaction. OR

Click the <u>View Payments</u> link to view a list of payments.



12.7 **De-Reconciliation**

Payments that have been reconciled against invoices or cash flows can be de-reconciled. One or more records can be de-reconciled in a single transaction.

Pre-requisites

User must have valid corporate login credentials.

12.7.1 Invoice - Payment

How to reach here:

Dashboard > Toggle menu > Receivables/Payables > Reconciliation > De-Reconciliation > Invoice - Payment

To de-reconcile invoice and payment:

😑 🍵 Futura Bank	Q What would you like to do today?	<u> Д</u> 🚥 🛛 DB
De-reconciliation Reindeer Corp ***262		
Reindeer Corp ***262		γ
InvFin7Apr3 Reconciled Amount USD 4.00 for AugSupp InvExcess3Tc3May1	InvFin7Apr3 AugSupp Invoice Customer Reference C Invoice Due C Amount Reconciled Amount Number	Amount to be De-reconciled
Reconciled Amount USD 1,000.00 for AugSupp	□ InvFin7Apr3 4/30/2023 USD 1,000.00 USD 4.00	USD 0.00
	Payments () Reference Number Reconciliation Date Amount Reconciled Amount	Amount to be De-reconciled
	PAY0102 1/9/2020 USD 2,000.00 USD 2.00	USD 0.00
	□ PAY0104 1/9/2020 USD 2,000.00 USD 2.00	USD 0.00
	Save	
Cancel Back		
	Copyright @ 2006, 2023, Oracle and/or its affiliates. All rights reserved. SecurityInformation Terms and Conditions	

Field Description

Field Name	Description
De-Reconciliation	
Party Name	Select the party name from the dropdown list in which the de- reconciliation for invoice must be created. By default, the primary party/gcif of the logged-in user is selected.
	Note: Only accessible parties are displayed to the user.



Field Name	Description
Invoice Type	Select the type of invoice to be de-reconciled. The options are:ReceivablesPayables
View By	Indicates the option to view the invoices as de-reconciled / not de- reconciled / all. Based on your selection, a list of invoices appears in a pane, with the invoice reference number, reconciled amount, and the associated party name.
∇	Indicates the option to filter the reconciled invoice-payment records based on date range and reference numbers. When you click this icon, the Search overlay window appears. For more information on the fields in this window, refer the <u>Search</u> section below.

Invoice Reference Number & Associated Party Name

The reference number and associated party name of the invoice selected from the **View By** pane are displayed.

Invoice

This section displays the details of the invoice selected from the View By pane.

Customer Reference Number	Displays the reference number present on the invoice. This is a hyperlink which when clicked displays the details of the invoice in an overlay window.
Invoice Due Date	Displays the date by when the invoice amount must be fully paid.
Amount	Displays the total amount of the invoice.
Reconciled Amount	Displays the amount that has been reconciled.
Amount to be De-reconciled	Displays the invoice amount that can be de-reconciled.

Payments (number)

This section displays the payments that have been reconciled against the invoice.

Reference Number	Displays the reference number of the payment. This is a hyperlink which when clicked displays the details of the payment in an overlay window.
Reconciliation Date	Displays the date on which reconciliation has been performed.
Amount	Displays the payment amount.
Reconciled Amount	Displays the amount that has been reconciled.
Amount to be De- reconciled in Invoice Currency	Displays the payment amount in invoice currency that can be de- reconciled.



Field Name	Description
Search	
This overlay window ap	pears when you click the 🗹 icon in the De-reconciliation screen.
Reconciled DateIndicates an option to filter the invoice-payment records based on a date range within which they have been reconciled.From / To	
Customer Invoice Reference Number	Indicates the option to filter the invoice-payment records based on the reference number present on the invoice.
Host Invoice Reference Number	Indicates the option to filter the invoice-payment records based on the reference number assigned by the host to the invoice.
Customer Payment Reference Number	Indicates the option to filter the invoice-payment records based on the customer's reference number of the payment.
Host Payment Reference Number	Indicates the option to filter the invoice-payment records based on the reference number assigned by the host to the payment.

- 1. In the **De-reconciliation** screen, use the **View By** list to view the required reconciled invoices.
- 2. Click on the required invoice in the **View By** pane. You can also use $\boxed{2}$ to filter the records.
- 3. Select the check box beside the invoice to be de-reconciled.
- 4. Select the check box(es) beside the payment(s) to be de-reconciled.
- 5. Click **Save**. The keyword 'De-reconciled' appears beside the invoice in the **View By** pane.
 - a. Click **Undo** to undo the saving, if required.
- 6. If further invoice-payment records must be de-reconciled, then repeat the above steps again.
- Once all required records have been saved for de-reconciliation, click Submit. The Review screen appears. OR

Click **Cancel** to cancel the transaction.

OR

Click **Back** to go to the previous screen.

8. Review the details and click **Confirm**. A confirmation message of the de-reconciliation appears.

OR Click **Cancel** to cancel the transaction. OR Click **Back** to go to the previous screen.

Once the transaction is submitted, the approver is notified. If any modifications are required, the approver can add relevant comments and send the transaction back to the maker, using the **Send to Modify** feature. Once the required modifications are made, the maker can re-submit the transaction.



12.7.2 Cash Flow - Payment

How to reach here:

Dashboard > Toggle menu > Receivables/Payables > Reconciliation > De-Reconciliation > Cash Flow - Payment

To de-reconcile cash flow and payment:

≡	憛 Futura Bank		Q What would you like to do today?					Û ™ №1				
		onciliation										
	Cash Flow T	Outflow										
	View By	View By All	•									
		De-reconcile Reconciled Amour		Danon Cash Fl								
		USD 200,002.00 for Danone			Customer Reference Number	٥	Cash Flow Date		Amount	Reconciled Amount	Amount to be De-reconciled	
							7/6/22	u	SD 100,001.19	USD 200,002.00	USD 200,002.00	
				Paymer	nts (2)							
					Reference Number	٥	Reconciliation Date	٥	Amount	Reconciled Amount	Amount to be De- reconciled	
					PAYEPR00122		7/6/22		USD 100,001.00	USD 100,001.00	USD 100,001.00	
					PAYEPR00123		7/6/22		USD 100,001.00	USD 100,001.00	USD 100,001.00	
				Save	Undo							
	Submit	Cancel Bac	k									Help
				Copyrig	ht © 2006, 2023, Or	acle and,	/or its affiliates. All rights r	veserved. Se	curityInformation]Terms	and Conditions		

Field Description

Field Name	Description
De-Reconciliation	
Party Name	Select the party name from the dropdown list in which the de- reconciliation for cashflow must be created. By default, the primary party/gcif of the logged-in user is selected.
	Note: Only accessible parties are displayed to the user.
Cash Flow Type	Select the type of cash flow to be de-reconciled. The options are:InflowOutflow
View By	Indicates the option to view the cash flows as de-reconciled / not de-reconciled / all. Based on your selection, a list of cash flows appears in a pane, with the cash flow reference number, reconciled amount, and the associated party name.



Field Name	Description					
∇	Indicates the option to filter the reconciled cash flow-payment records based on date range and reference numbers. When you click this icon, the Search overlay window appears. For more information on the fields in this window, refer the <u>Search</u> section below.					
Cash Flow Reference Number						
The reference number of	of the cash flow selected from the View By pane is displayed.					
Cash Flow						
This section displays th	e details of the cash flow selected from the View By pane.					
Customer Reference Number	Displays the reference number of the cash flow. This is a hyperlink which when clicked displays the details of the cash flow in an overlay window.					
Cash Flow Date	Displays the date of the cash flow.					
Amount	Displays the total amount of the cash flow.					
Reconciled Amount	Displays the amount that has been reconciled.					
Amount to be De- reconciled	Displays the cash flow amount that can be de-reconciled.					
Payments (number) This section displays th	e payments that have been reconciled against the cash flow.					
Reference Number	Displays the reference number of the payment. This is a hyperlin which when clicked displays the details of the payment in an overla window.					
Reconciliation Date	Displays the date on which reconciliation has been performed.					
Amount	Displays the payment amount.					
Reconciled Amount	Displays the amount that has been reconciled.					
Amount to be De- reconciled in Cash Flow Currency	Displays the payment amount in cash flow currency that can be de- reconciled.					
Search						
This overlay window ap	pears when you click the $\boxed{\mathbf{V}}$ icon in the De-reconciliation screen.					
Reconciled Date Range From / To	Indicates an option to filter the cash flow-payment records based on a date range within which they have been reconciled.					
Customer Cash Flow Reference Number	Indicates the option to filter the cash flow-payment records based on the reference number of the cash flow.					



Reconciliation

Field Name	Description
Host Cash Flow Reference Number	Indicates the option to filter the cash flow-payment records based on the reference number assigned by the host to the cash flow.
Customer Payment Reference Number	Indicates the option to filter the cash flow -payment records based on the customer's reference number of the payment.
Host Payment Reference Number	Indicates the option to filter the cash flow-payment records based on the reference number assigned by the host to the payment.
9. In the De-reconcilia flows.	ation screen, use the View By list to view the required reconciled cash
10. Click on the required records.	d cash flow in the View By pane. You can also use 🔽 to filter the

- 11. Select the check box beside the cash flow to be de-reconciled.
- 12. Select the check box(es) beside the payment(s) to be de-reconciled.
- 13. Click **Save**. The keyword 'De-reconciled' appears beside the cash flow in the **View By** pane.
 - a. Click **Undo** to undo the saving, if required.
- 14. If further cash flow-payment records must be de-reconciled, then repeat the above steps again.
- 15. Once all required records have been saved for de-reconciliation, click **Submit**. The Review screen appears.

OR Click **Cancel** to cancel the transaction. OR Click **Back** to go to the previous screen.

16. In the Review screen, verify the details and click **Confirm**. A confirmation message of the dereconciliation appears.

OR Click **Cancel** to cancel the transaction. OR

Click **Back** to go to the previous screen.

Once the transaction is submitted, the approver is notified. If any modifications are required, the approver can add relevant comments and send the transaction back to the maker, using the **Send to Modify** feature. Once the required modifications are made, the maker can re-submit the transaction.

<u>Home</u>



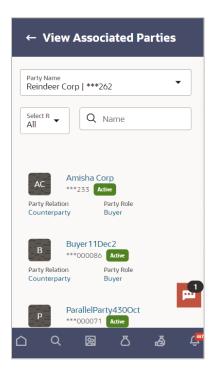
13. Mobile Touchpoints

This functionality allows a corporate user to perform and view Oracle Banking Digital Experience – Receivables and Payables Management transactions on the mobile screen.

Note: Functionality and Information displayed in each widget (columns, links, Graphs, charts, etc.,) depends on the access to Real Accounts user has. All features available on a web browser on desktop computers, such as, hyperlinks, search filters, download option, and so on, are also available on the mobile device. The details displayed on each program card are also the same as that on the web browser.

The below screens gives an idea how the data in widget will be shown on mobile screen:

View Associated Parties





View Receivables/Payables

For Buyer Role	For Supplier Role		
← View Receivables/Payables	← View Receivables/Payables		
Party Name Reindeer Corp ***262	Party Name Reindeer Corp ***262		
Switch View	Switch View		
Select your role as a Buyer or a Supplier to view your data in terms of Receivables or Payables	Select your role as a Buyer or a Supplier to view your data in terms of Receivables or Payables		
Buyer Supplier	Buyer Supplier		
List of Payables 2 Record(s)	List of Receivables		
Indicator	Indicator		
Customer Reference Number	Customer Reference Number		
Q ፼ Q ፼ 4 ^m ≡	Q ፼ 凸 ቇ 4 [™] ≡		

View Invoice Details

← View Invoice Details	坐
Party Name Reindeer Corp ***262	
Host Reference Number INV0751 Raised Payment Status OTHERS Invoice Date 1/20/2020 Finance Status - More Information	
Amount Details Additional Invoice Particulars Am	_
Invoice Amount GRD	0.00 447



View Payment Details

← View Payments				
Party Name Reindeer Corp ***262				
Payment Reference Number EXCESSMAYTC3 Reconciliation in Process				
Payment Amount Credit Account Number USD 3,000.00 xxxxxxxxx0030				
Allocation Status Unallocated				
More Information				
Reconciliation Details				
No items to display.				
Cancel				
△ < 図 & ቇ 🖑				

View Reconciliation Rule

View ← Reconciliation/Allocation Rule
Party Name
Reindeer Corp ***262
Basic Details
Rule Id RR00000241
Reconciliation Type Exact
Rule Type Exact
Rule Name FPREXT
Priority 1
Apply Generic Rule Yes
Reconciliation Rule
습 익 🛛 ଓ 🖉 🖑



The below list of transactions are enabled on mobile application:

Screen Name	Transaction Type
Purchase Order Management Dashboard	Purchase Order Status Summary Upcoming Shipments Top 10 Associated Parties
	Quick Links Overdue Finances
Transaction screens	View Associated Parties
	View Associated Party Details
	View Receivables/Payables
	View Invoice Details
	View Debit Note Details
	View Credit Note
	View Credit Note Details
	View Payments
	View Payments Details
	View Reconciliation Rule
	View Reconciliation Rule Details
	Onboard Associated Party
	Edit Purchase Order
	Accept/Reject Purchase Order
	View Discount Offers

The below list of transactions are not supported on mobile application:

Screen Name	Transaction Type
Transaction screens	KYC Documents Upload
	Create Receivables/Payables
	Manage Receivables/Payables
	Create Credit Note
	Create Purchase Order
	Create Reconciliation Rule
	Create Allocation Rule
	Edit Reconciliation Rule



Screen Name	Transaction Type
	Manual Reconciliation
	Manual Allocation
	De-Reconciliation
	Create Discount Offers

<u>Home</u>

