Receivables/Payables Management User Manual
Oracle Banking Digital Experience
Patchset Release 22.2.5.0.0

Part No. F72987-01

October 2024

Receivables/Payables Management User Manual

October 2024

Oracle Financial Services Software Limited

Oracle Park

Off Western Express Highway

Goregaon (East)

Mumbai, Maharashtra 400 063

India

Worldwide Inquiries:

Phone: +91 22 6718 3000

Fax:+91 22 6718 3001

www.oracle.com/financialservices/

Copyright © 2006, 2024, Oracle and/or its affiliates. All rights reserved.

Oracle and Java are registered trademarks of Oracle and/or its affiliates. Other names may be trademarks of their respective owners.

U.S. GOVERNMENT END USERS: Oracle programs, including any operating system, integrated software, any programs installed on the hardware, and/or documentation, delivered to U.S. Government end users are “commercial computer software” pursuant to the applicable Federal Acquisition Regulation and agency-specific supplemental regulations. As such, use, duplication, disclosure, modification, and adaptation of the programs, including any operating system, integrated software, any programs installed on the hardware, and/or documentation, shall be subject to license terms and license restrictions applicable to the programs. No other rights are granted to the U.S. Government.

This software or hardware is developed for general use in a variety of information management applications. It is not developed or intended for use in any inherently dangerous applications, including applications that may create a risk of personal injury. If you use this software or hardware in dangerous applications, then you shall be responsible to take all appropriate failsafe, backup, redundancy, and other measures to ensure its safe use. Oracle Corporation and its affiliates disclaim any liability for any damages caused by use of this software or hardware in dangerous applications.

This software and related documentation are provided under a license agreement containing restrictions on use and disclosure and are protected by intellectual property laws. Except as expressly permitted in your license agreement or allowed by law, you may not use, copy, reproduce, translate, broadcast, modify, license, transmit, distribute, exhibit, perform, publish or display any part, in any form, or by any means. Reverse engineering, disassembly, or decompilation of this software, unless required by law for interoperability, is prohibited.

The information contained herein is subject to change without notice and is not warranted to be error-free. If you find any errors, please report them to us in writing.

This software or hardware and documentation may provide access to or information on content, products and services from third parties. Oracle Corporation and its affiliates are not responsible for and expressly disclaim all warranties of any kind with respect to third-party content, products, and services. Oracle Corporation and its affiliates will not be responsible for any loss, costs, or damages incurred due to your access to or use of third-party content, products, or services.

Table of Contents

1. Preface 1–1
1.1 Purpose 1–1
1.2 Audience 1–1
1.3 Documentation Accessibility 1–1
1.4 Critical Patches 1–1
1.5 Diversity and Inclusion 1–1
1.6 Conventions 1–1
1.7 Screenshot Disclaimer 1–2
1.8 Acronyms and Abbreviations 1–2

2. Transaction Host Integration Matrix 2–1

3. Associated Party Management 3–1
3.1 Introduction 3–1
3.2 Onboard Associated Party 3–1
3.3 KYC Documents Upload 3–8
3.4 OBDX Channel access to Associated Parties (Non-Customer) 3–10
3.5 View Associated Parties 3–11

4. Receivables/Payables Management 4–1

5. Create Receivables/Payables 5–1
5.1 Invoices 5–1
5.2 Debit Notes 5–49

6. View/Edit Receivables/Payables 6–1
6.1 View Invoice Details 6–11
6.2 View Debit Note Details 6–29

7. Dynamic Discounting 7–1
7.1 Overview 7–1
7.2 Create Discount Offers 7–2
7.3 View Discount Offers 7–11

8. Manage Receivables/Payables 8–1
8.1 Accept 8–2
8.2 Accept/Reject Discount Offer 8–6
8.3 Edit 8–13
8.4 Cancel 8–20

8.5 Raise Dispute 8–23
8.6 Resolve Dispute 8–27
8.7 Assignment 8–30

9. Credit Notes 9–1
9.1 Create Credit Note 9–1
9.2 View Credit Note 9–18

10. Purchase Order Management 10–1
10.1 Overview 10–2
10.2 Online Purchase Order Creation 10–3
10.3 Purchase Order Creation with Document Upload 10–18
10.4 Bulk Purchase Order Creation 10–29
10.5 Edit Purchase Order 10–34
10.6 View Purchase Orders 10–43
10.7 Accept / Reject Purchase Order 10–61

11. Payments Management 11–1
11.1 View Payments 11–1
11.2 Payment File Upload – File Template 11–13

12. Reconciliation 12–1
12.1 Overview 12–1
12.2 Create Reconciliation Rules 12–4
12.3 Create Allocation Rule 12–22
12.4 View/Edit Reconciliation/Allocation Rule 12–30
12.5 Manual Reconciliation 12–61
12.6 Manual Allocation 12–94
12.7 De-Reconciliation 12–101

13. Mobile Touchpoints 13–1

1. Preface

1.1 Purpose

Welcome to the User Guide for Oracle Banking Digital Experience. This guide explains the operations that the user will follow while using the application.

1.2 Audience

This manual is intended for Customers and Partners who setup and use Oracle Banking Digital Experience.

1.3 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.

Access to Oracle Support

Oracle customers that have purchased support 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 Critical Patches

Oracle advises customers to get all their security vulnerability information from the Oracle Critical Patch Update Advisory, which is available at Critical Patches, Security Alerts and Bulletins. All critical patches should be applied in a timely manner to ensure effective security, as strongly recommended by Oracle Software Security Assurance.

1.5 Diversity and Inclusion

Oracle is fully committed to diversity and inclusion. Oracle respects and values having a diverse workforce that increases thought leadership and innovation. As part of our initiative to build a more inclusive culture that positively impacts our employees, customers, and partners, we are working to remove insensitive terms from our products and documentation. We are also mindful of the necessity to maintain compatibility with our customers' existing technologies and the need to ensure continuity of service as Oracle's offerings and industry standards evolve. Because of these technical constraints, our effort to remove insensitive terms is ongoing and will take time and external cooperation.

1.6 Conventions

The following text conventions are used in this document:

Convention	Meaning
boldface	Boldface type indicates graphical user interface elements associated with an action, or terms defined in text or the glossary.

Italic	Italic type indicates book titles, emphasis, or placeholder variables for which you supply particular values.
monospace	Monospace type indicates commands within a paragraph, URLs, code in examples, text that appears on the screen, or text that you enter.

1.7 Screenshot Disclaimer

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.

1.8 Acronyms and Abbreviations

The list of the acronyms and abbreviations that you are likely to find in the manual are as follows:

Abbreviation	Description
OBDX	Oracle Banking Digital Experience

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 14.7.5.0.0	Oracle Banking Cash Management System 14.7.5.0.0
1	**Associated Party Management**		
	On-board Associated Party	✓	✓
	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 14.7.5.0.0	Oracle Banking Cash Management System 14.7.5.0.0
	Invoices and Debit Notes - Accept, Edit, Cancel, Raise Dispute, Resolve Dispute, Assignment	✓	✓
	Discount Offer – Accept/Reject	✓	✓
	Credit Notes		
	Create Credit Note – online entry	✓	✓
	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	✓	✓
	View Purchase Order	✓	✓
	Edit Purchase Order	✓	✓
	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 14.7.5.0.0	Oracle Banking Cash Management System 14.7.5.0.0
	Debit Note with Credit Notes Reconciliation	✓	✓
	Cash Flow – Payment Reconciliation	**NH**	✓
	View Payments	✓	✓
	Bulk Upload of Payments	✓	✓
5	**De-Reconciliation**		
	Invoice – Payment De-reconciliation	✓	✓
	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	✓	×

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:

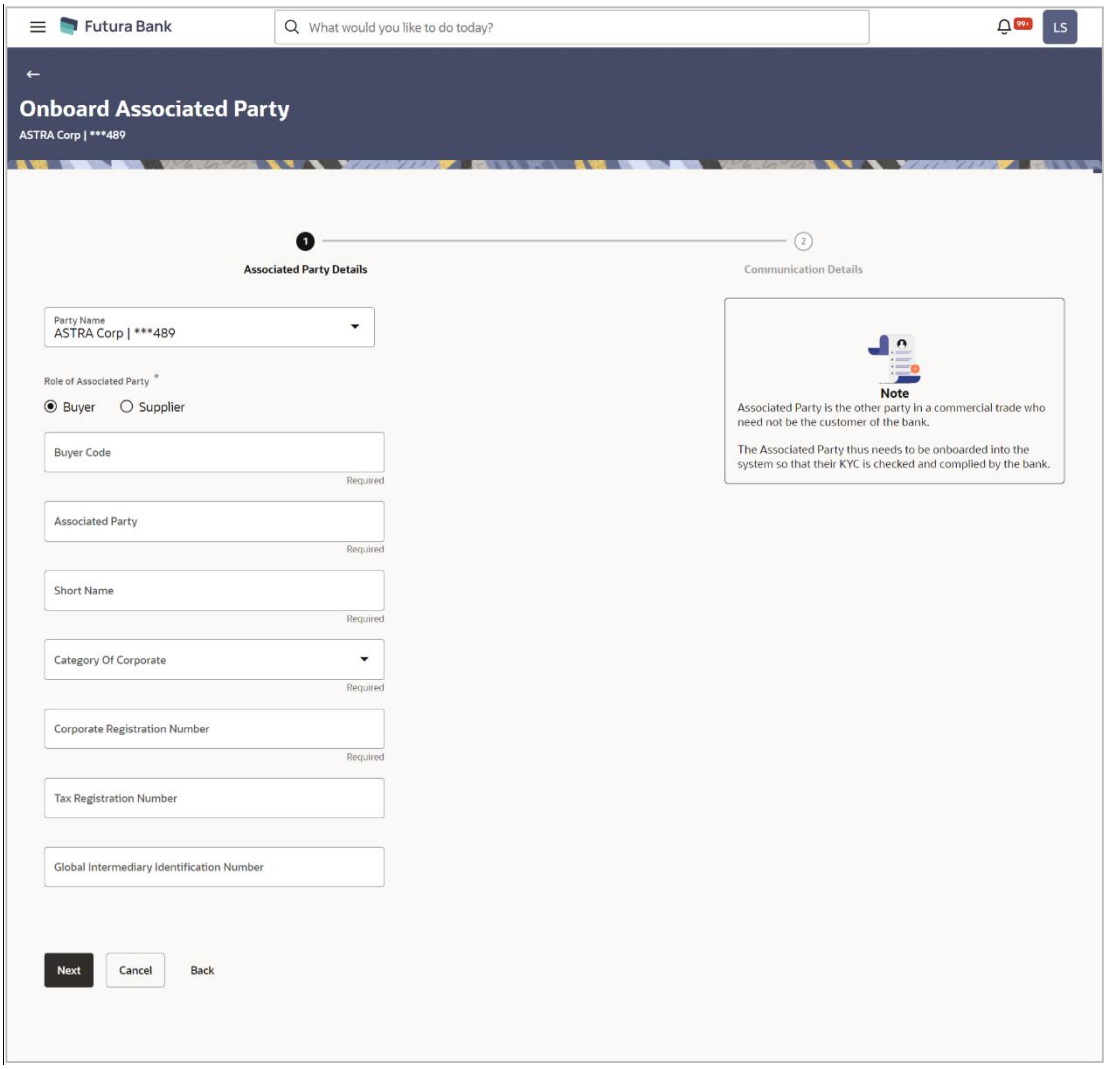
Dashboard > Toggle menu > Receivables/Payables > Associated Party Management > Onboard Associated Party
OR
*Dashboard > Toggle menu > Receivables/Payables > Associated Party Management > View Associated Parties > **Onboard new** link*
OR
Dashboard > Toggle menu > Supply Chain Finance > Overview > Quick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

To on-board a new associated party:

Step1- Associated Party Details

1. The Step1 - **Associated Party Details** screen appears.

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 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

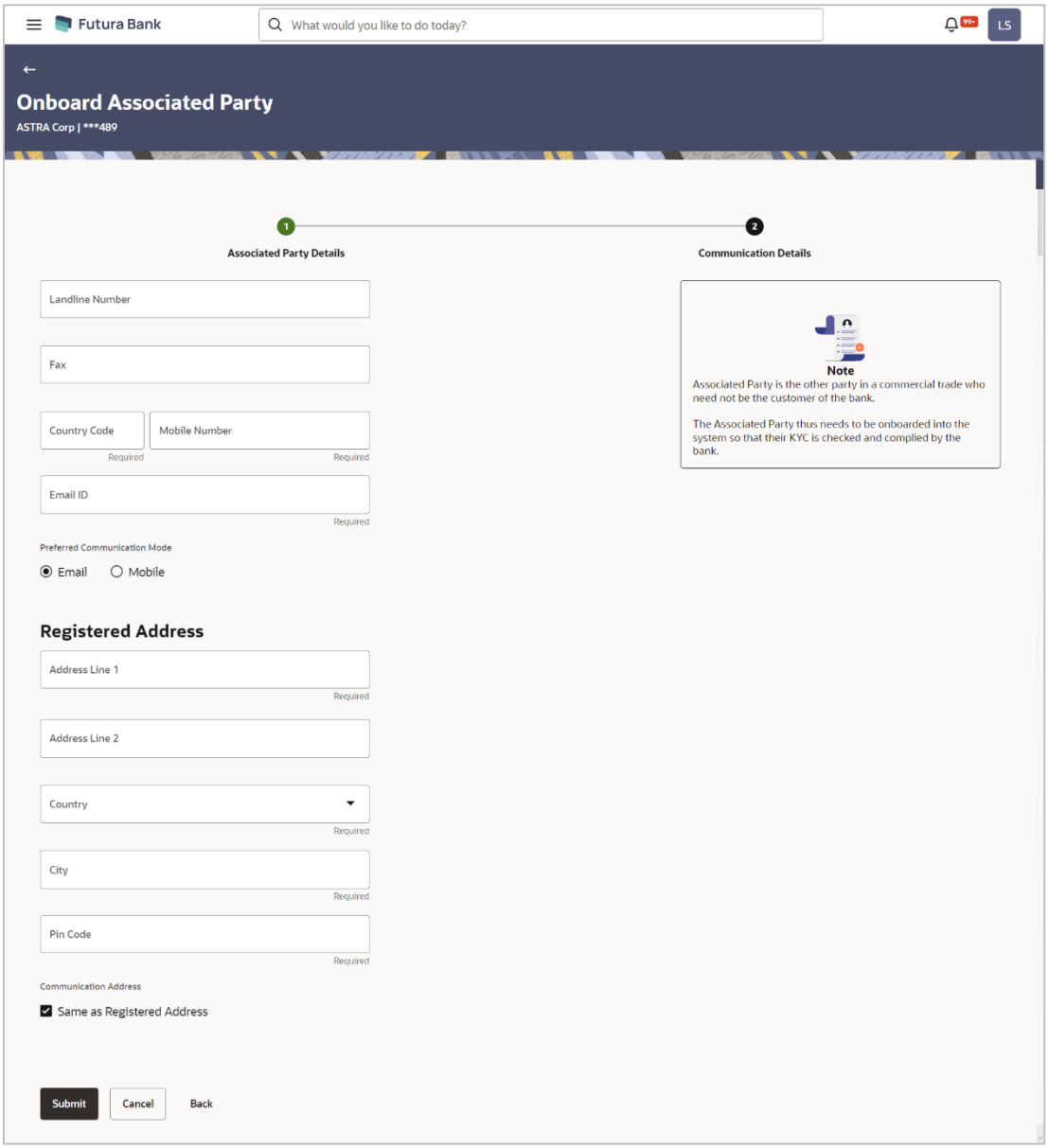
Field Name	Description
Buyer Code	Enter the buyer code. This field is displayed, only if the **Buyer** option is selected in the **Role of Associated Party** field.
Supplier Code	Enter the supplier code. This field is displayed, only if the **Supplier** option is selected in the **Role of Associated 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.

2. 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



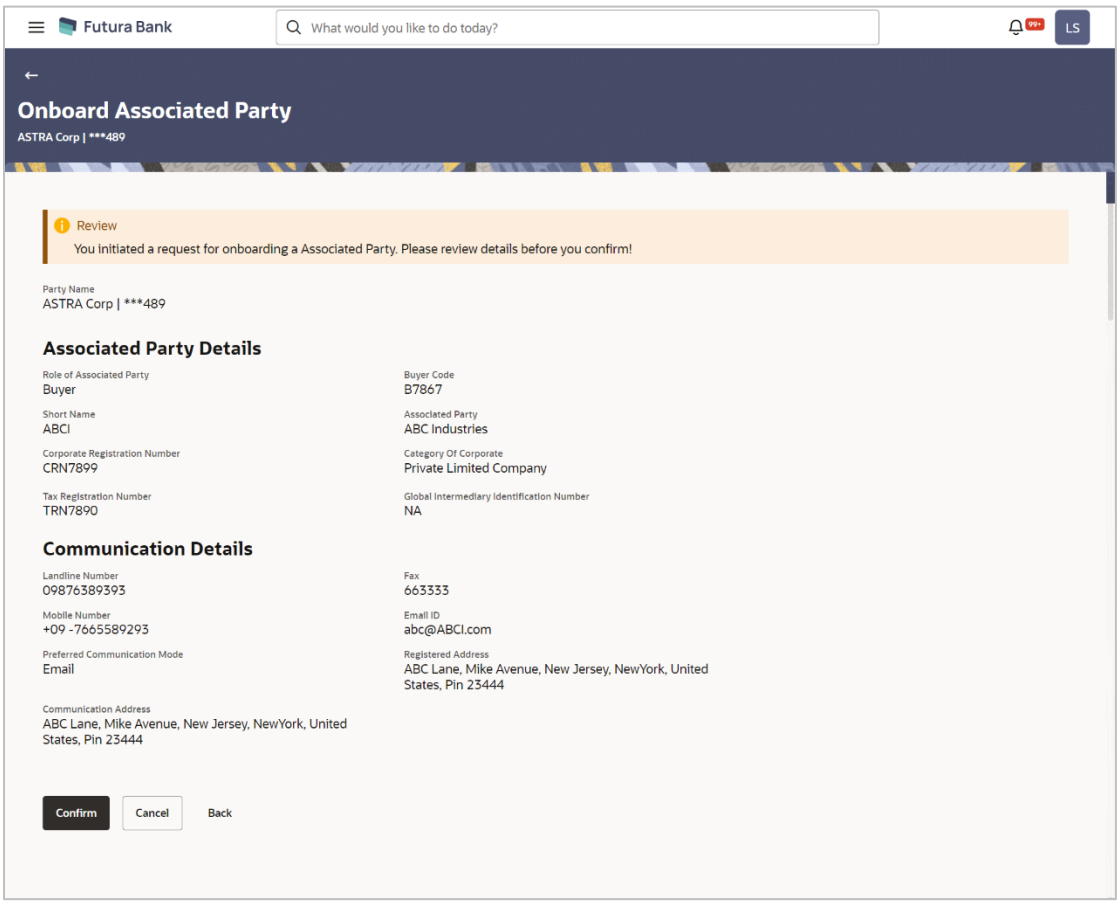
Field Description

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 Address	
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.

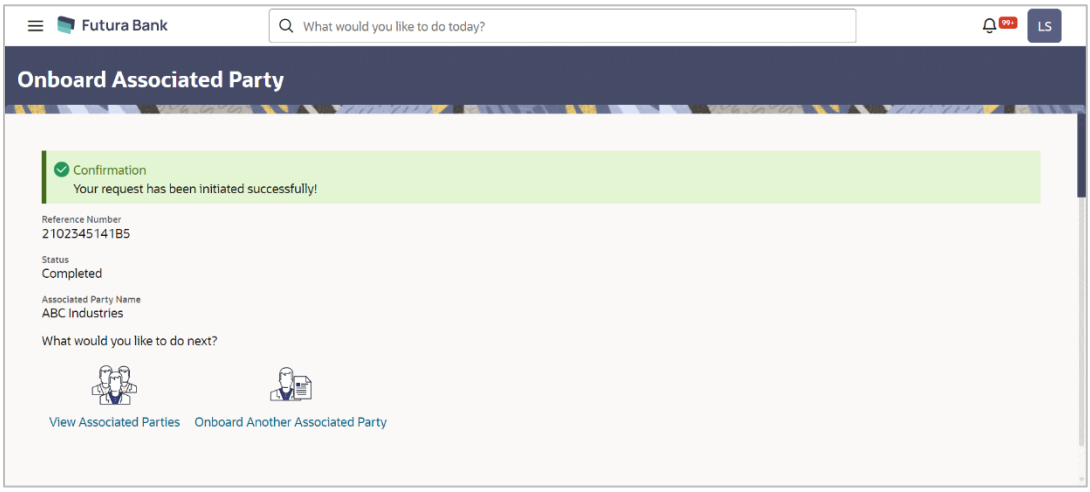
2. Once you enter the required details in the **Communication Details** step, click **Submit** to on-board your associated party. The Review screen appears.
   OR
   Click **Cancel** to cancel the transaction.
   OR
   Click **Back** to navigate back to the previous screen.

Onboard Associated Party – Review Screen



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



In the Confirmation screen, click the **View Associated Parties** 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**.

FAQ

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

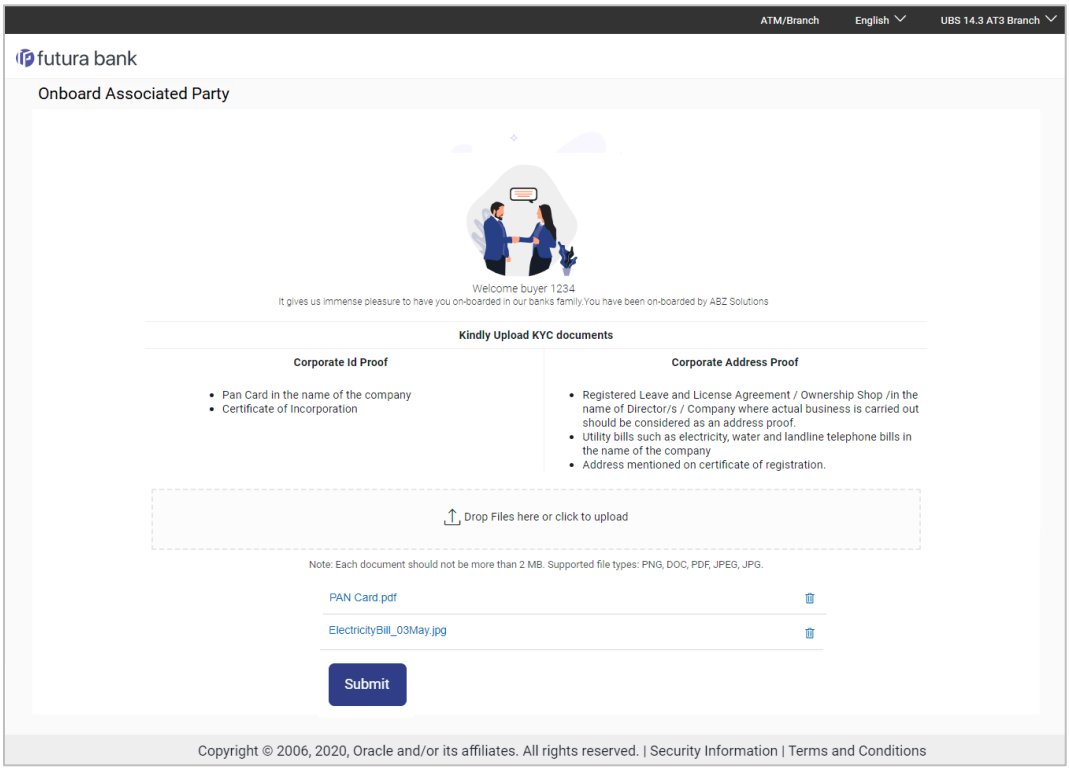
This feature allows the associated party corporate who is not a customer of the bank, to upload its KYC documents. The bank then can complete the KYC validity of the corporate using the documents.

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.

Onboard Associated Party- Upload KYC Documents

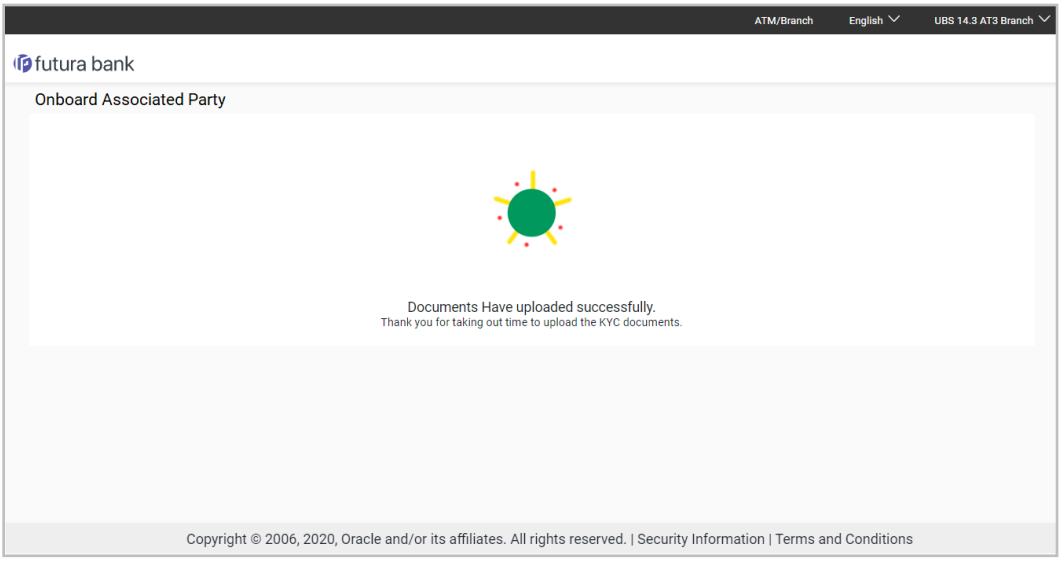


Field Description

Field Name	Description
Onboarded Associated 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.

3. 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  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 Corporate Customer Services**.

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.

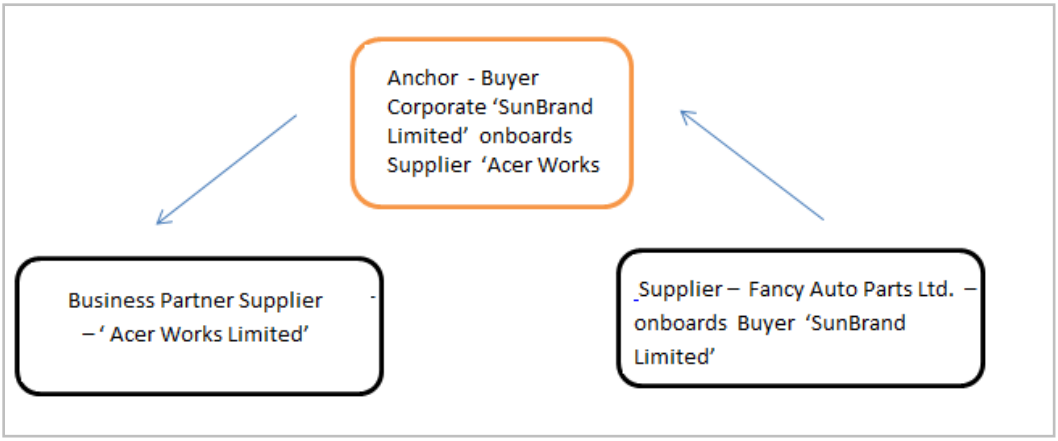
The Bank Admin can define which transactions are to be accessible to a non-customer through RTM. Similarly, bank admin can either enable or disable the corporate admin feature for non-customers. Access of Create Program and On-board Associated Party are NOT given in the RTM if these functionalities are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

3.5 View Associated Parties

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.

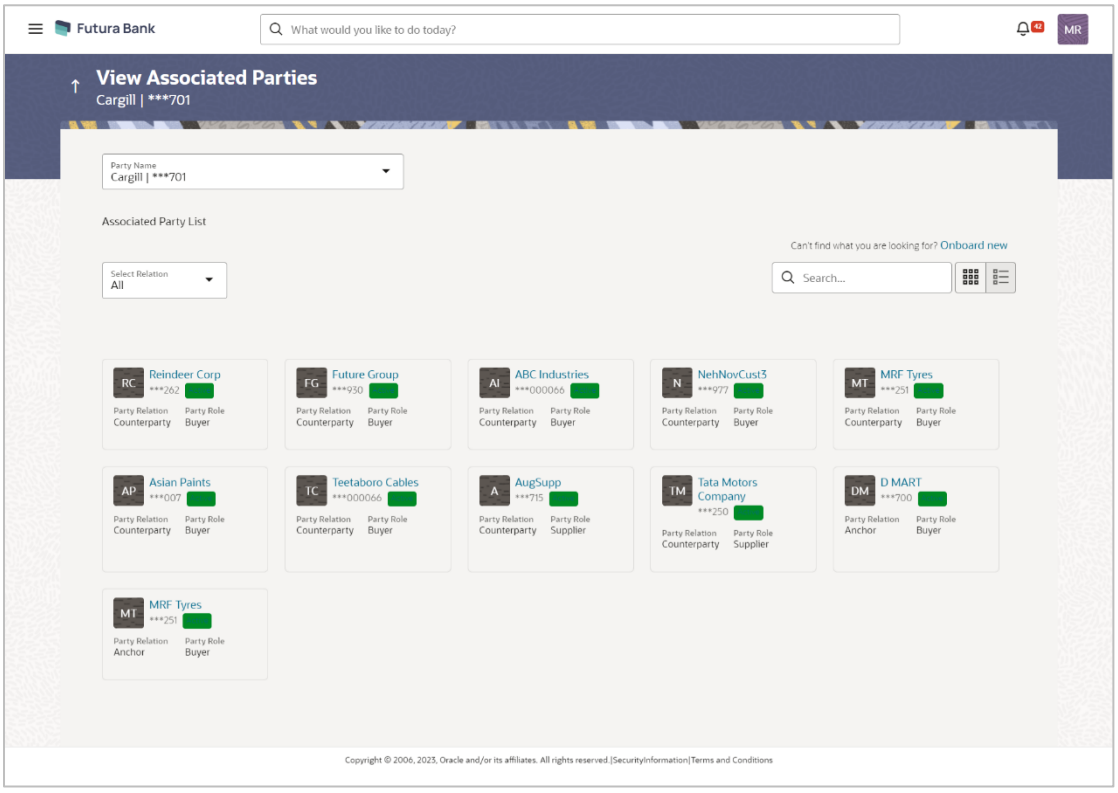
How to reach here:

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



Field Description

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? Onboard new	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  or  to view details in the card (tile) view or list view.

Associated Party Tile

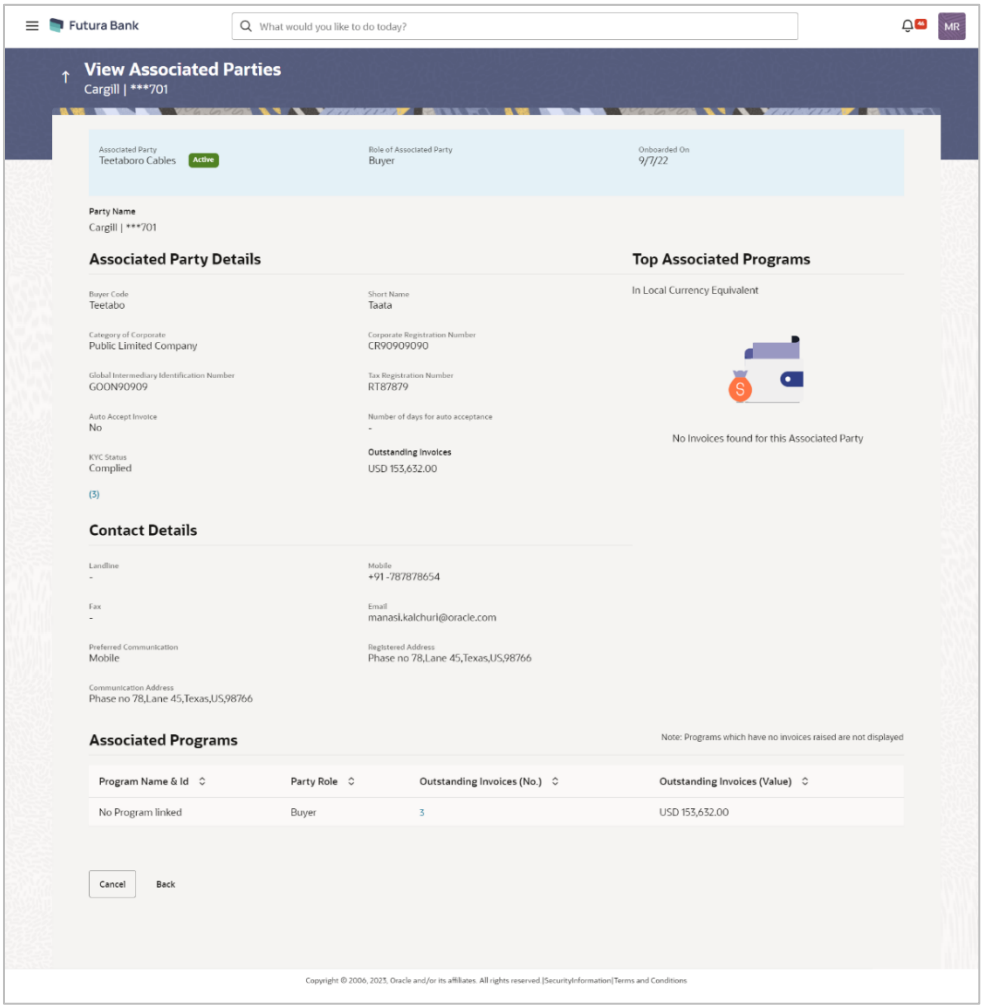
A tile is displayed for each associated party, with the following fields.

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

2. In the **Associated Party List** section, click on an associated party tile (in case of card or tile view ) or associated party name link (in case of list view ) to view their details.

3.5.1 View Associated Party Details

Associated Party Details



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 **View Receivables/Payables** 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 **View Receivables/Payables** 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.

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.

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

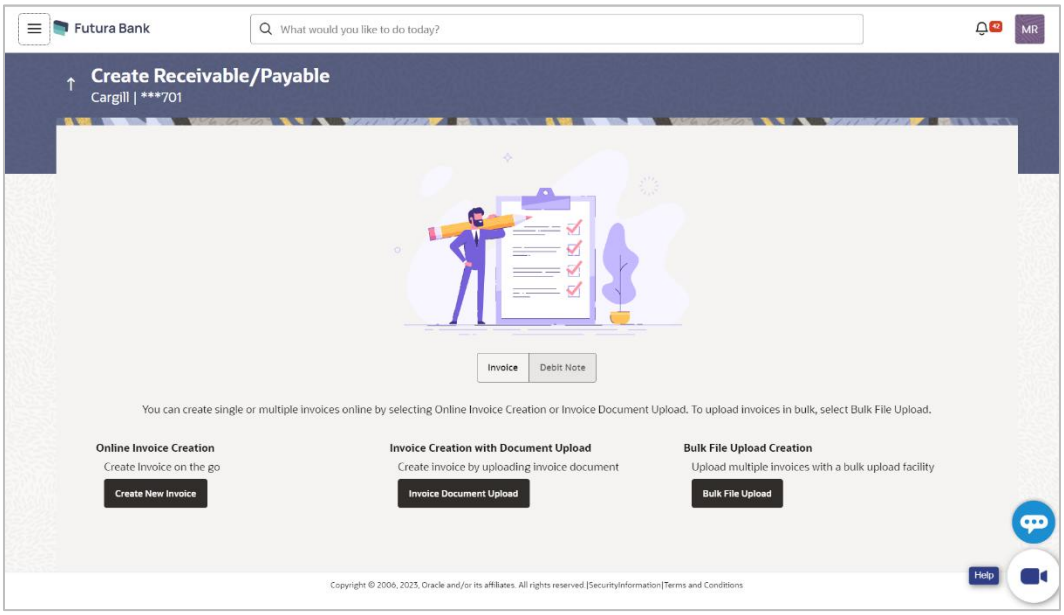
Creation of invoices is an important transaction provided on the Portal. Using this option, corporate users can create single or multiple invoices online for the buyer in the Supply Chain Finance program. Post submission of the invoice, an option is provided to save the content as a Template. The template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



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.

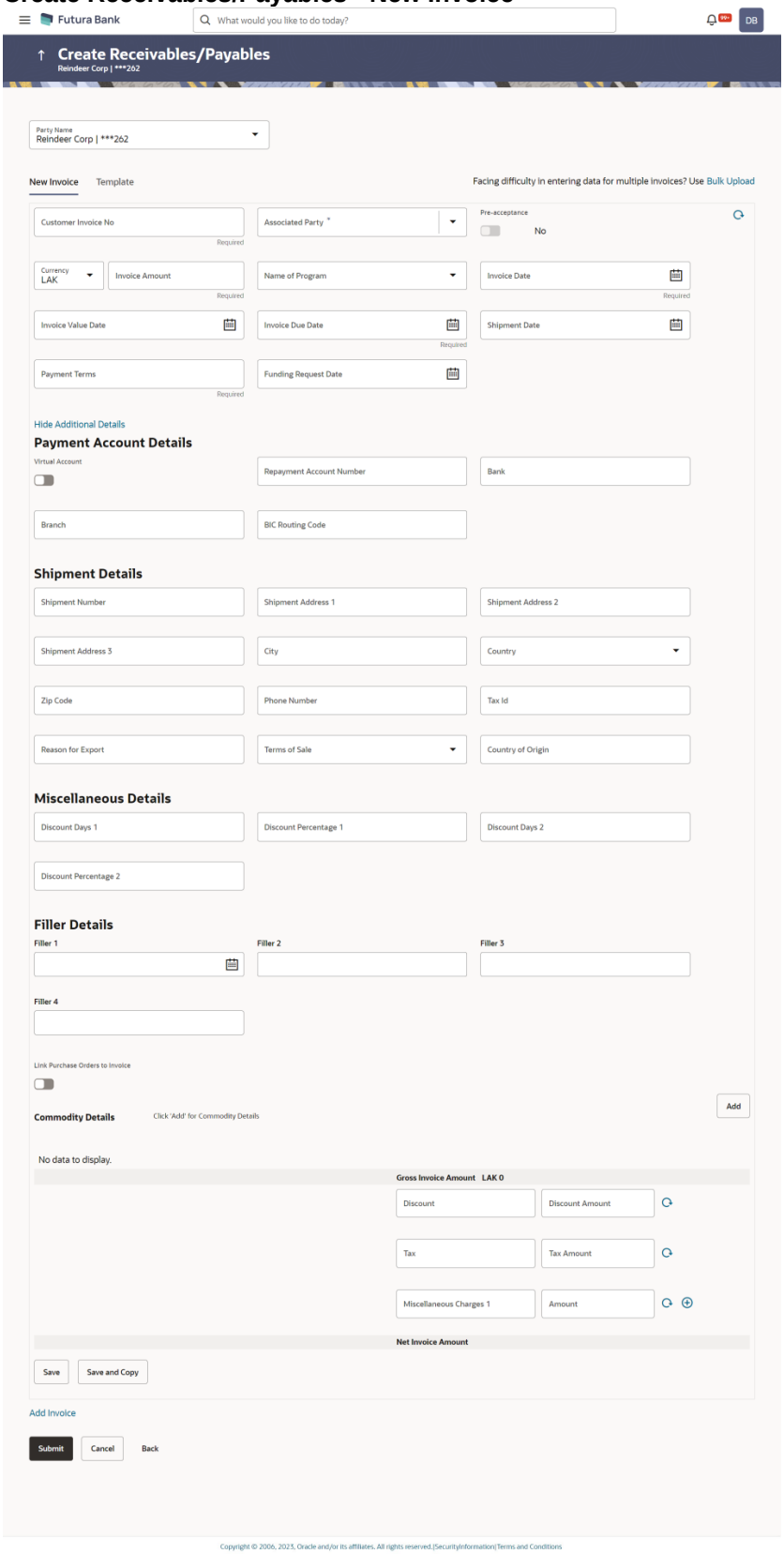
5.1.1.1 Online Invoice Creation (manual entry)

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

To create invoice(s):

1. 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 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 Invoice 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

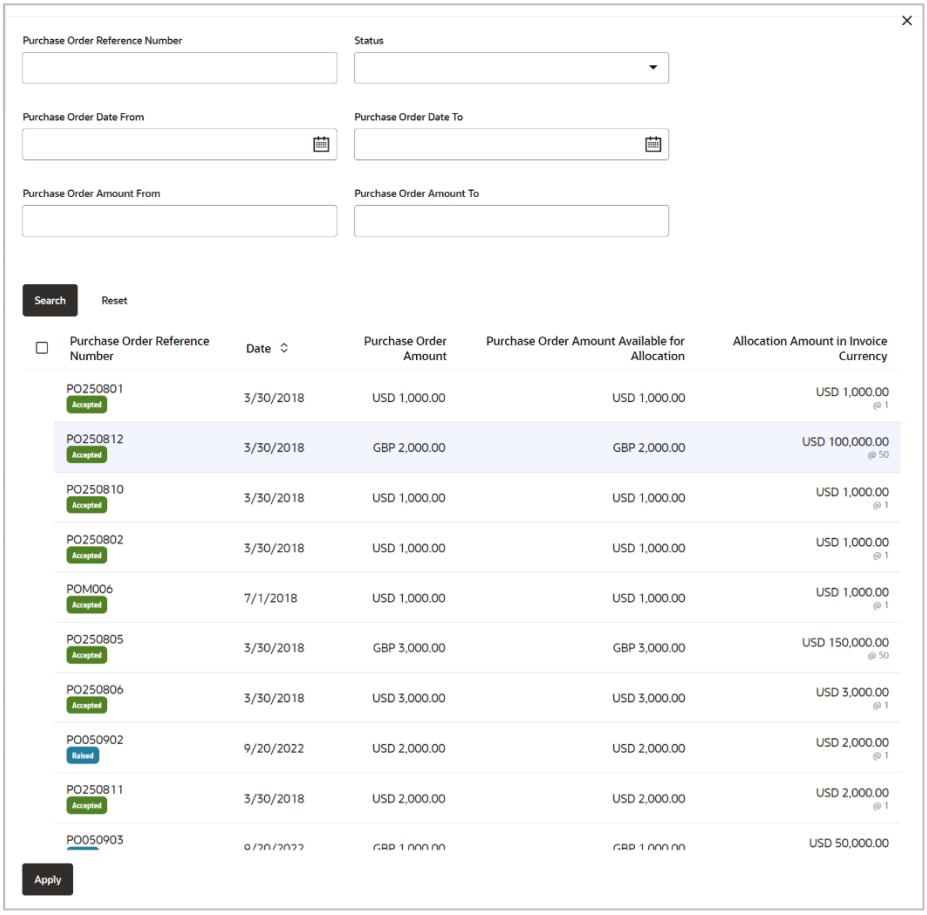
Shipment Number	Enter the shipment number.
Shipment Address 1 - 3	Enter the shipment address in the fields provided.
Shipment City	Enter the city to ship the goods to.
Shipment Country	Select the country to ship the goods to.

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.



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.

Field Name	Description
Purchase Order Date To	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 Amount From	Indicates an option to search for purchase orders based on an amount range. Enter the From and To amounts.
Purchase Order Amount To	Indicates an option to search for purchase orders based on an amount range. Enter the From and To amounts.
Search	Purchase Orders list displays for the logged-in party and selected associated party combination for buyer and supplier.
Search Results - List of Purchase Order	
Check Box	To 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 Status	Displays the unique reference number of the purchase order with respect to the Supply Chain Finance application. Also displays the status of the purchase order.
Date	Displays the date on which the purchase order has been created.
Purchase Order Amount	Displays the purchase order amount.
Purchase Order Amount Available for Allocation	Displays the purchase order amount available for allocation in purchase order currency.
Allocation Amount in Invoice Currency Exchange Rate	Displays the purchase order amount available for allocation in invoice currency. It also displays the exchange rate between invoice currency and purchase order currency.

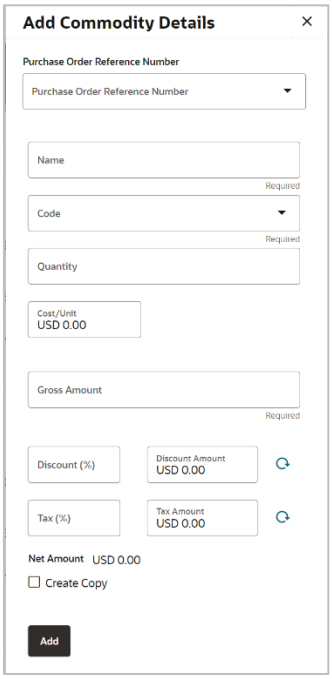
2. Enter the required details, and click **Search**.
   OR Click **Reset** to reset the filter fields.
3. The purchase order records of the select buyer supplier combination appear based on the search criteria.
4. Select the check box beside the purchase order records to be linked to the invoice.
5. 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.



Field Description

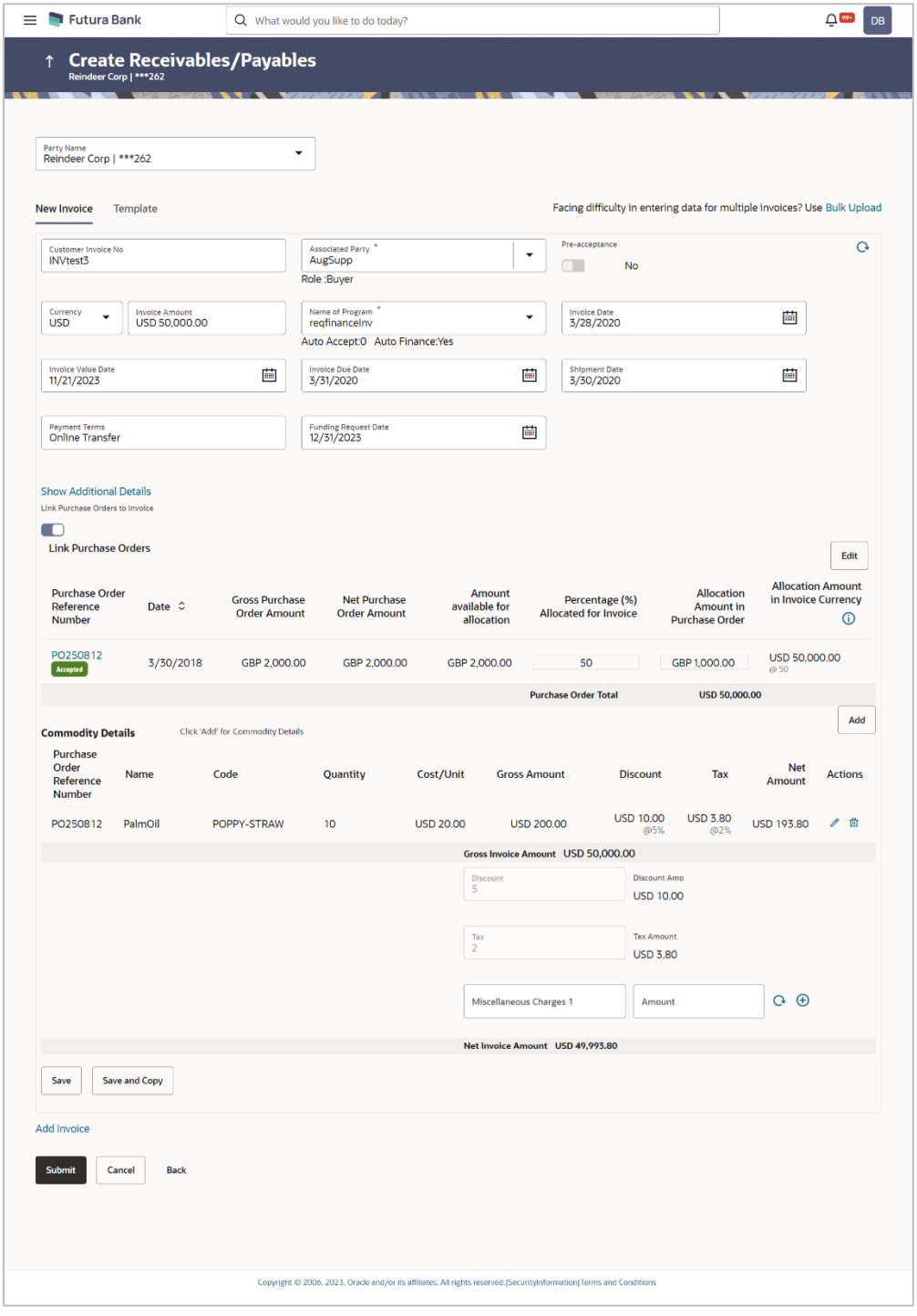
Field Name	Description
Add Commodity Details	
Name	Enter the name of the commodity.
Code	Select the code of the commodity. This value should be selected from the commodity code dropdown list. **Note:** This dropdown field displays the list of commodity code(s) maintained for the selected supplier party.
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.
Tax	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** 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



Field Description

Field Name	Description
Link Purchase Order	
This section displays the list of purchase orders to be linked to the invoice once you add them.	
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  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.
Tax	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  to add another charge. A maximum of 2 miscellaneous charges can be added. Click  to 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
	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.

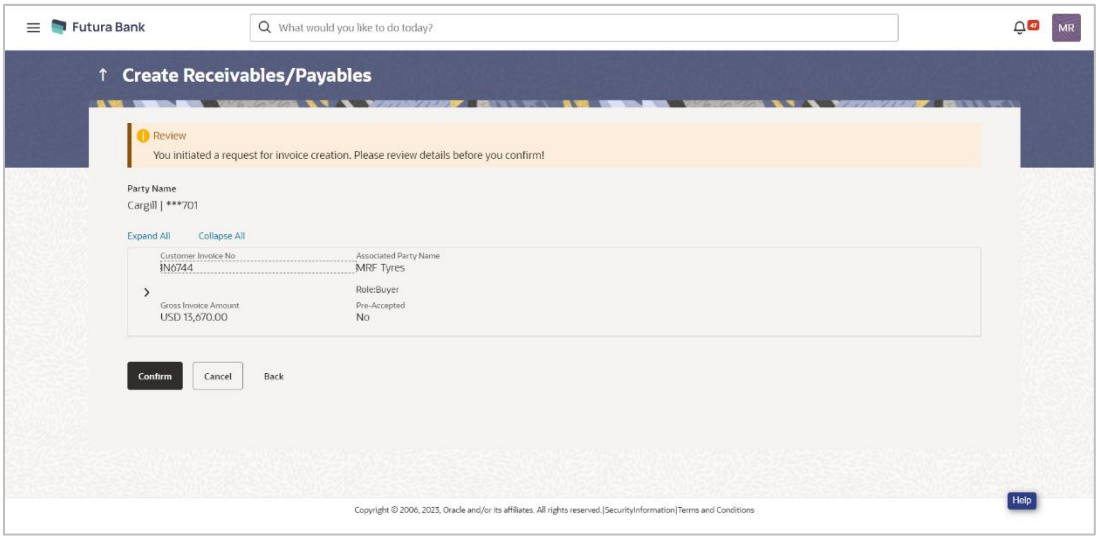
Field Name	Description
Add Invoice	Indicates an option to add another blank invoice. You can create multiple invoices using this link.

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 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.

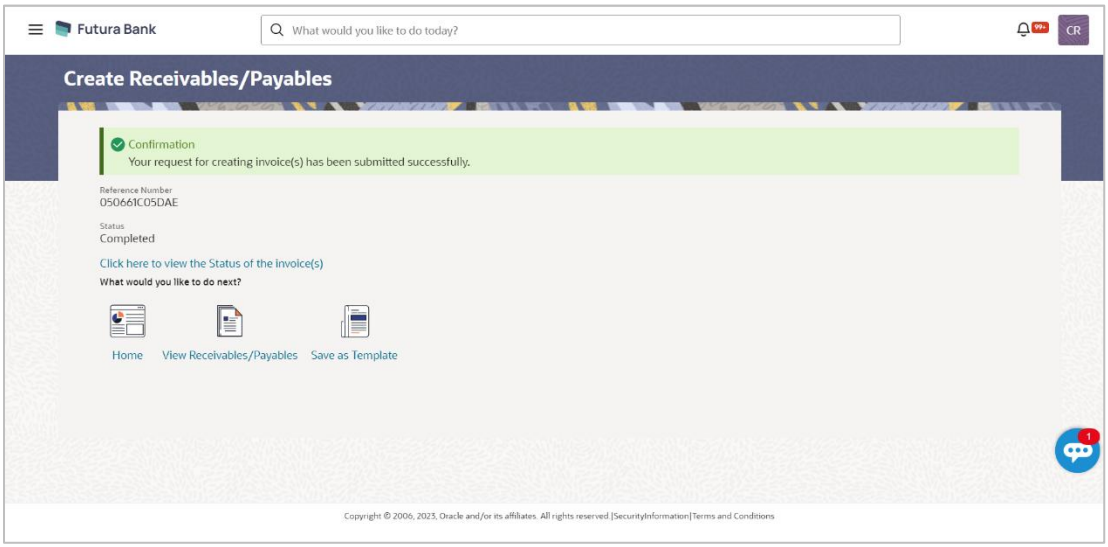
11. To create another new invoice in the transaction, click the **Add Invoice** link.
    a. Add required details as mentioned in the steps above.
12. Click **Submit** to submit the transaction, once all required invoices have been added. The Review screen appears.
    OR
    Click **Cancel** to cancel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

Create Receivables/Payables - Review Screen



13. 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



14. Click the **Save as Template** link to save the details of the created invoice as a template.
    OR
    Click the **View Receivables/Payables** link to view the details of existing invoices. The **View Invoice** screen appears.
    OR
    Click the **Home** link to go to the main dashboard.

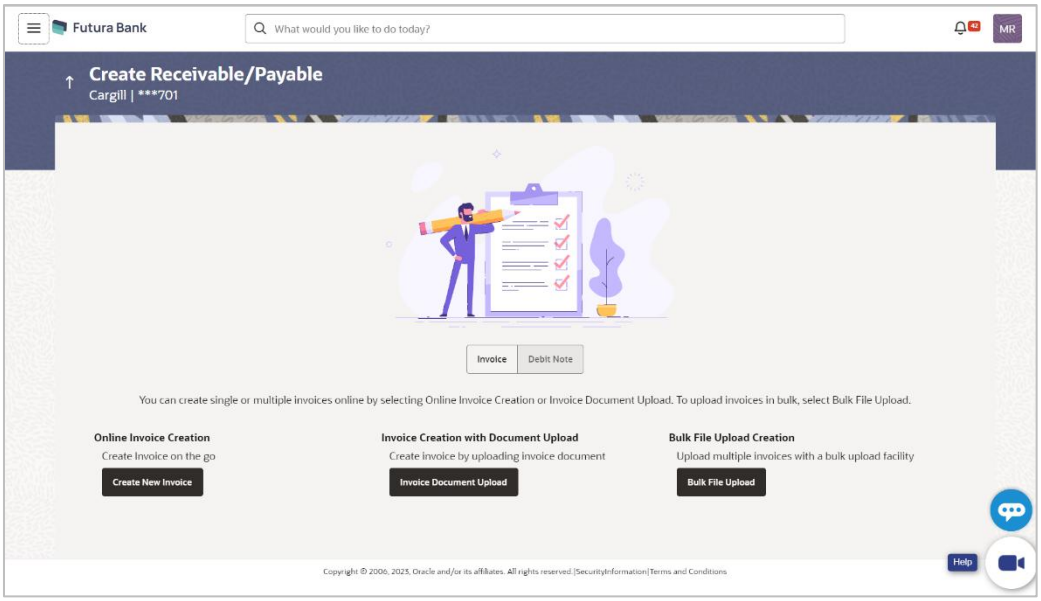
5.1.1.2 Create Invoice using Templates

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:

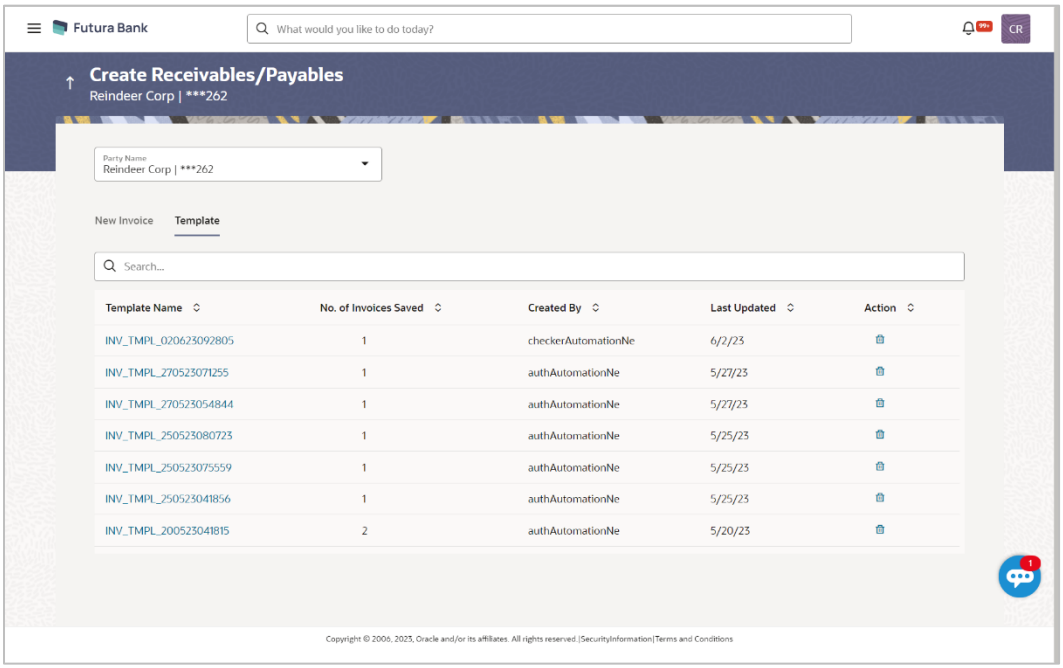
Dashboard > Toggle menu > Receivables/Payables > Receivables/Payables Management > Create Receivables/Payables

To view and use templates for creation of invoices:



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



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 **Template Name** 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 **Add Invoice** link at the bottom of the screen, to add another invoice.
   OR
   Click  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.
8. 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. On uploading the image the data gets extracted and auto populated in the invoice fields. The can be reviewed by the user and correct if any incorrect data is extracted.

The Banks have the option to choose the extraction tool for extracting the data of the uploaded instrument. This option is available in the bank's admin login. Before uploading the invoice document, make sure the maintenance **Invoice/PO Data Extraction Tool** is defined in the System Configuration screen, which can either be selected as NLP or Cohere. For more information, refer to **Oracle Banking Digital Experience System Configuration** manual.

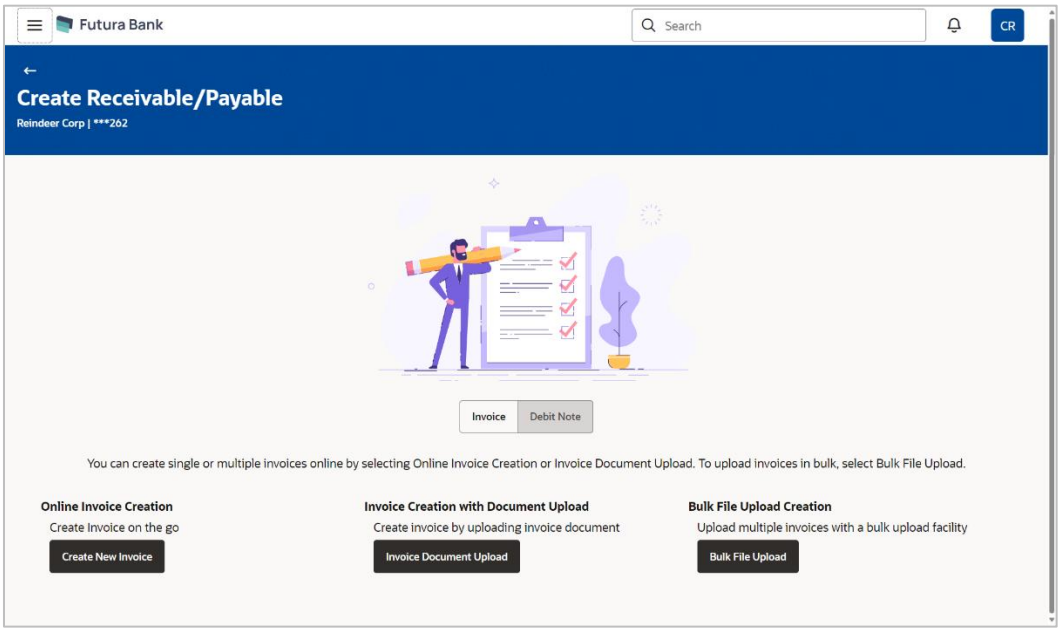
How to reach here:

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



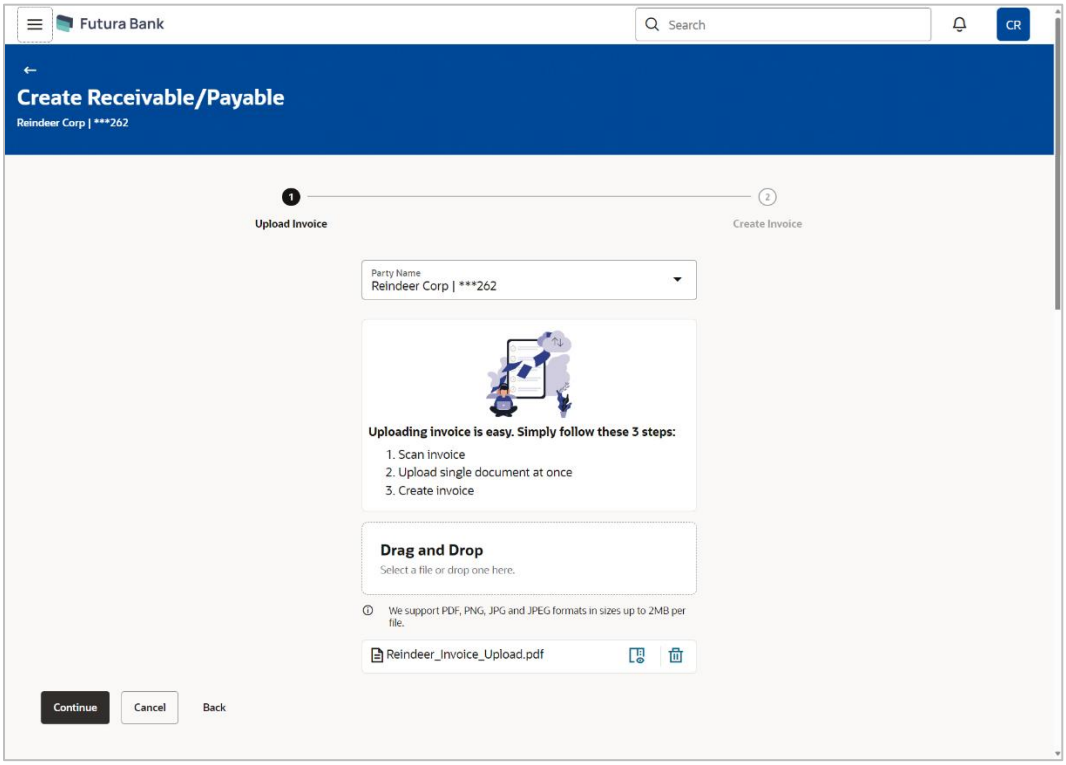
Field Description

Field Name	Description
Create Receivable/Payable	

Field Name	Description
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.

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

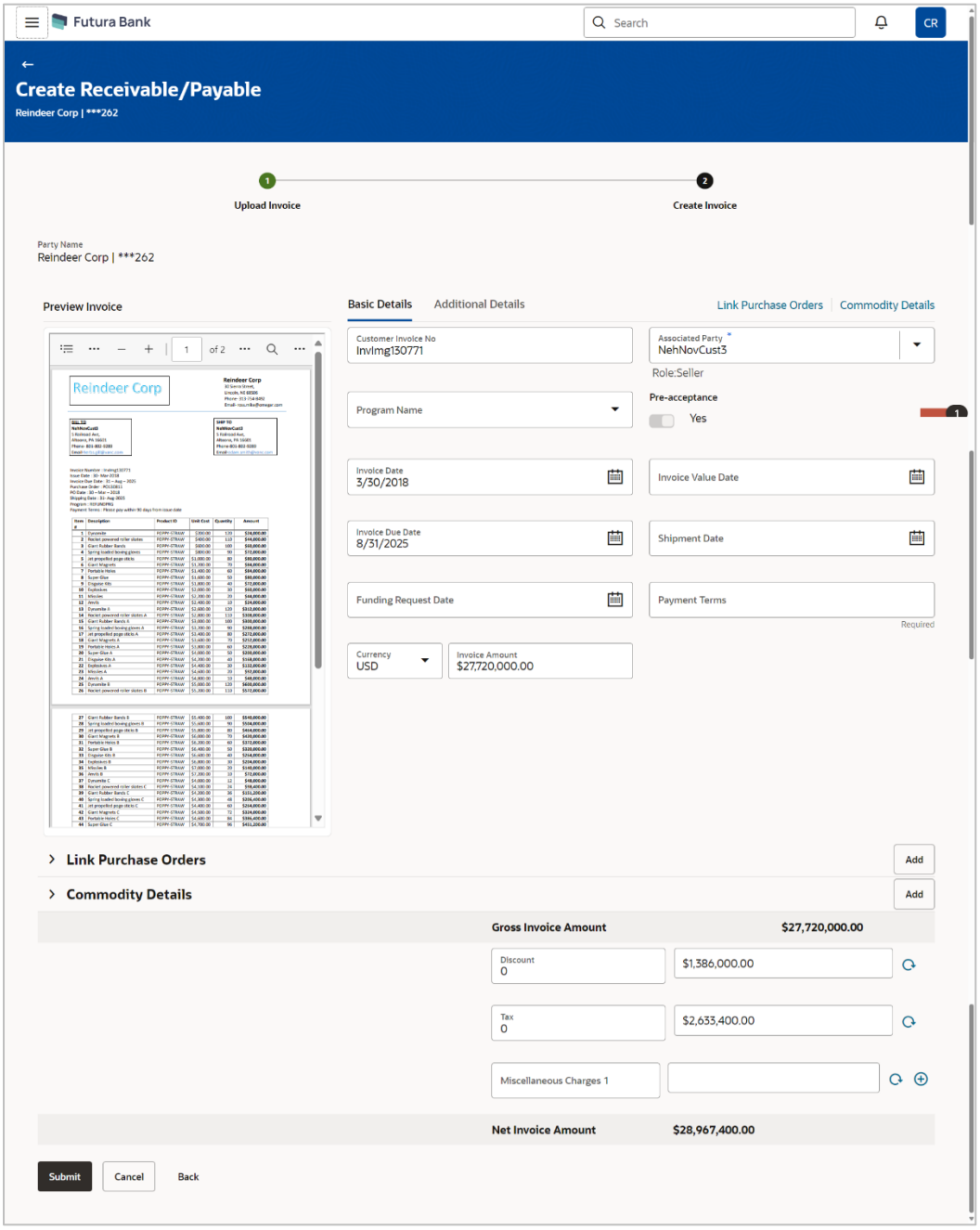


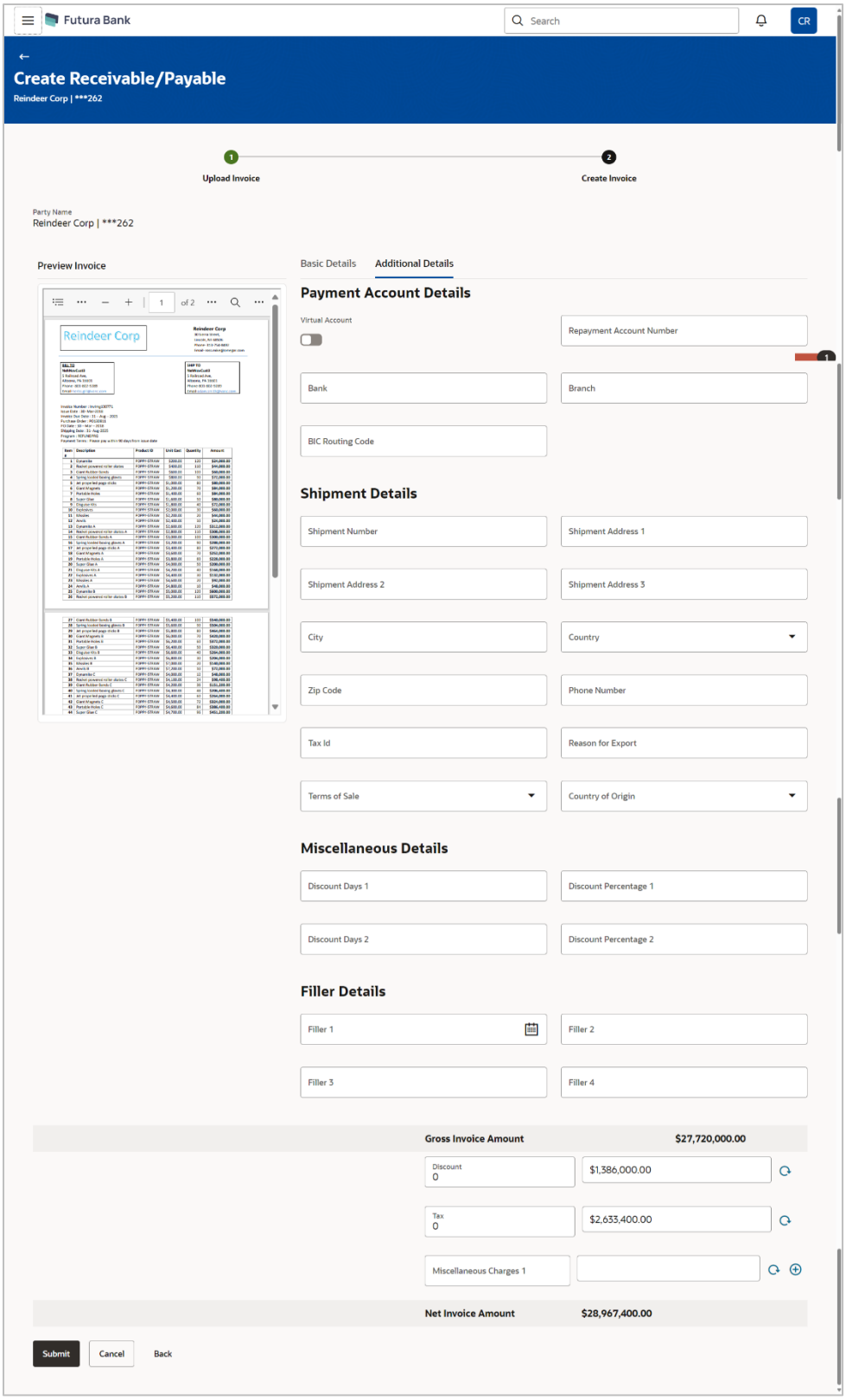
3. In the **Upload Invoice** step, either click in the space provided to browse and select the required file, or drag and drop the file in the space provided. An entry for the uploaded file appears in the section below.

Note: To preview an uploaded file, click . To remove an uploaded file, click .

4. 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.

Create Receivables/Payables - Create Invoice




Futura Bank
Search
CR
Create Receivable/Payable
Reindeer Corp | ***262
Upload Invoice
Create Invoice
Party Name
Reindeer Corp | ***262
Preview Invoice
Basic Details
Additional Details
Payment Account Details
Virtual Account
Repayment Account Number
Bank
Branch
BIC Routing Code
Shipment Details
Shipment Number
Shipment Address 1
Shipment Address 2
Shipment Address 3
City
Country
Zip Code
Phone Number
Tax Id
Reason for Export
Terms of Sale
Country of Origin
Miscellaneous Details
Discount Days 1
Discount Percentage 1
Discount Days 2
Discount Percentage 2
Filler Details
Filler 1
Filler 2
Filler 3
Filler 4
Gross Invoice Amount
$27,720,000.00
Discount
0
$1,386,000.00
Tax
0
$2,633,400.00
Miscellaneous Charges 1
Net Invoice Amount
$28,967,400.00
Submit
Cancel
Back

Field Description

Field Name	Description
Create Receivables/Payables	
Party Name	Displays the name of the logged-in corporate party.
Create Invoice step The values that have been extracted from the invoice image and are automatically populated 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.
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 Digital 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 Digital 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.
Invoice Date	Indicates the date of creation of the invoice. The **Invoice Date** should be greater than the **Purchase Order Date**.
Invoice Value Date	Click the calendar icon and select the invoice value date. This date can be earlier than the **Invoice Date**.

Field Name	Description
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**.
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.
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.

Additional Details

Click **Additional Details** tab 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.
City	Enter the city to ship the goods to.
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.

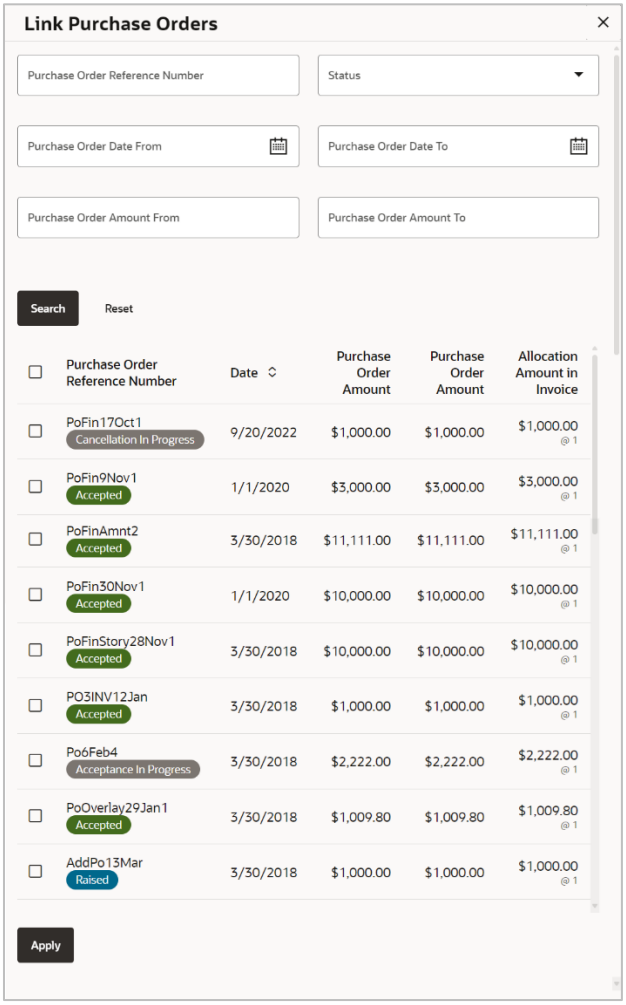
Field Name	Description
Reason for Export	Enter the relevant reason of export.
Terms of Sale	Enter the applicable 3-digit Incoterms code. The available values are: • EXW | Ex Works • FAS | Free Alongside Ship • FCA | Free Carrier • FOB | Free On Board • CPT | Carriage Paid To • CFR | Cost and Freight • 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.

5. Click the **Add** button 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 click the **Add** button in the Link Purchase Orders section.

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.



Field Description

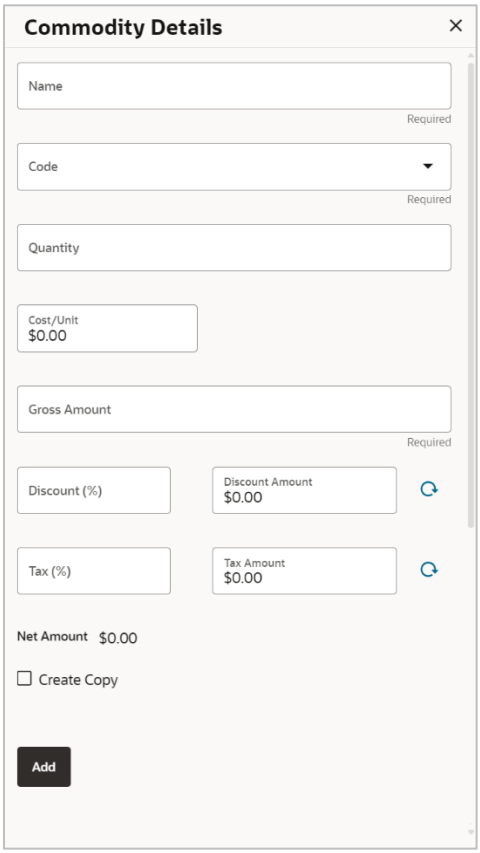
Field Name	Description
Link Purchase Orders Overlay window	
Purchase Order Reference Number	Enter the reference number of the purchase order to be searched.
Status	Select the status of the purchase order to be searched
Purchase Order Date From	Indicates an option to search for purchase orders created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

Field Name	Description
Purchase Order Date To	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 Amount From	Indicates an option to search for purchase orders based on an amount range. Enter the From and To amounts.
Purchase Order Amount To	Indicates an option to search for purchase orders based on an amount range. Enter the From and To amounts.
Search	Click search to display the Purchase Orders list for the logged-in party and selected associated party combination for buyer and supplier.
Search Results - List of Purchase Order	
Check Box	To 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 Status	Displays the unique reference number of the purchase order with respect to the Supply Chain Finance application. Also displays the status of the purchase order.
Date	Displays the date on which the purchase order has been created.
Purchase Order Amount	Displays the purchase order amount.
Purchase Order Amount	Displays the purchase order amount available for allocation in purchase order currency.
Allocation Amount in Invoice Currency Exchange Rate	Displays the purchase order amount available for allocation in invoice currency. It also displays the exchange rate between invoice currency and purchase order currency.

6. Enter the required details and click **Search**, or Click **Reset** to reset the filter fields.
7. The purchase order records of the select buyer supplier combination appear based on the search criteria.
8. Select the check box beside the purchase order records to be linked to the invoice.
9. Click **Apply** to add the list of purchase orders to link to the invoice.
10. The commodity details are extracted automatically and added in the Commodity section. To add more commodities, click **Add** in the Commodity Details section. The Add Commodity Details overlay window appears.

Commodity Details

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



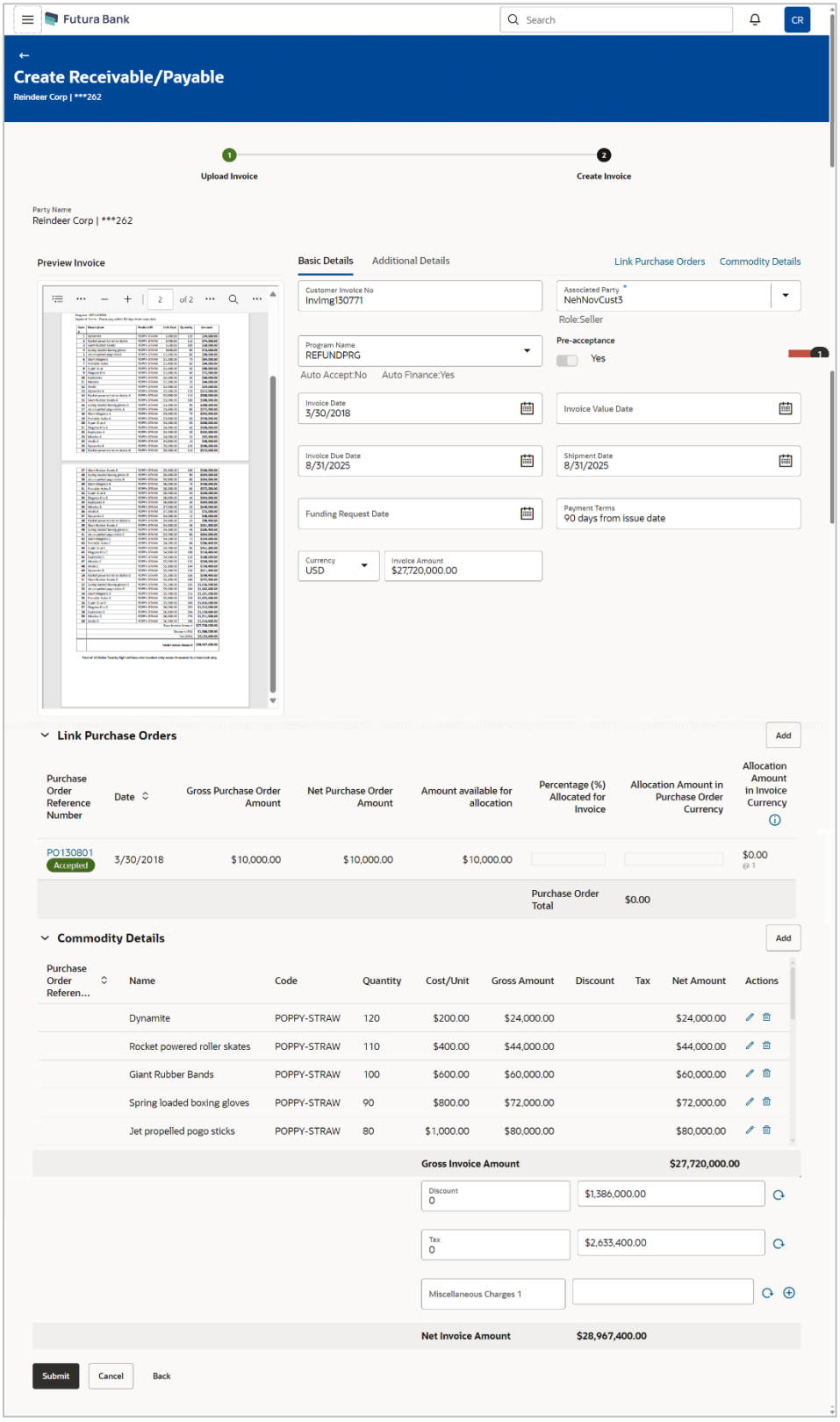
Field Description

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.
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.
Tax	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** button, a commodity record is created in the **Commodity Details** section.

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



Field Description

Field Name	Description
Link Purchase Order	
This section displays the list of purchase orders to be linked to the invoice once you add them.	
Purchase Order Reference Number Status	Displays the unique reference number of the purchase order. Also displays the status of the purchase order below the reference number.
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.	
Name	Displays the name of the commodity.
Code	Displays the code of the commodity.
Quantity	Displays the quantity of the commodity being purchased.

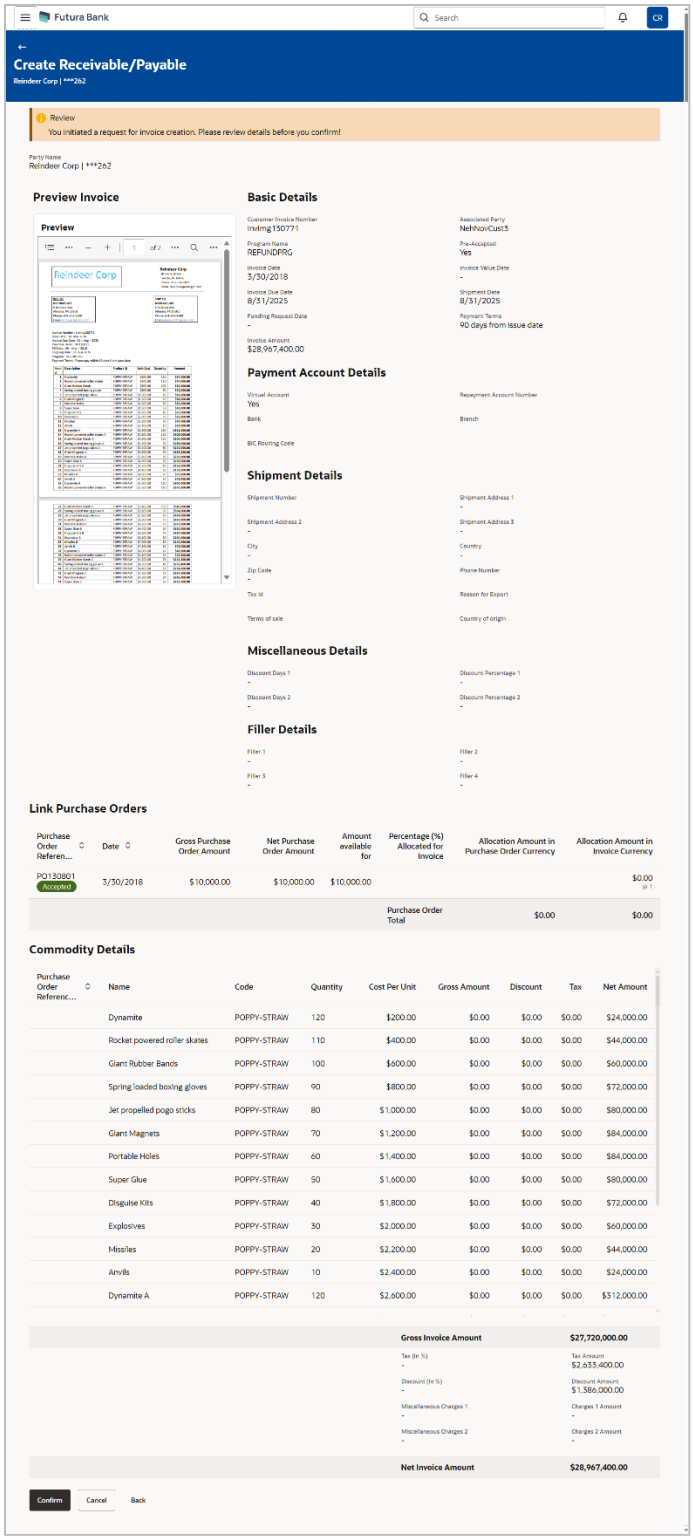
Field Name	Description
Cost/Unit	Displays the cost per unit of the commodity in the invoice currency.
Gross Amount	Displays the total gross amount of the commodity being purchased. It is the product of the entered quantity and cost per unit. Gross Amount = Cost per unit * Quantity
Discount **Exchange 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  to remove the record.

The following fields are present below the Commodity Details section, and are applicable at the invoice-level.

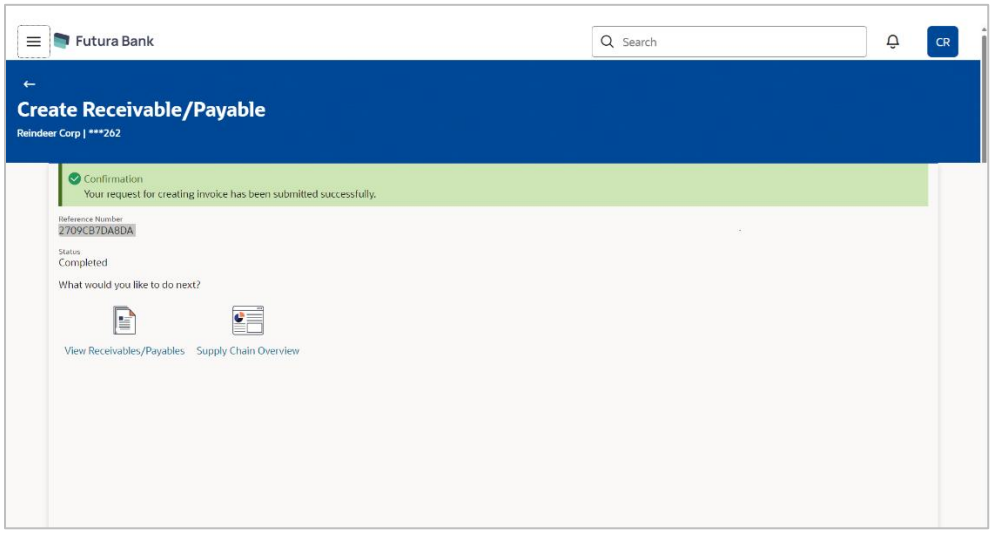
Gross Invoice Amount	Displays the total gross amount of all the added commodities.
Discount	Displays the total discount amount of all the commodities added. The average discount percentage of all added commodities is also displayed. Click  to reset the values. Total Discount % = (Total discount amount / 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.

Field Name	Description
Tax	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  to add another charge. A maximum of 2 miscellaneous charges can be added. Click  to 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

11. Check all the extracted details and add or modify any value, if required.
12. 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.


Futura Bank
Search
Create Receivable/Payable
Reindeer Corp | ***262
Review
You initiated a request for invoice creation. Please review details before you confirm!
Party Name
Reindeer Corp | ***262
Preview Invoice
Preview
Basic Details
Customer Invoice Number
InvImg150771
Associated Party
NehNovCust5
Program Name
REFUNDPRG
Pre-Accepted
Yes
Invoice Date
3/30/2018
Invoice Value Date
Invoice Due Date
8/31/2025
Shipment Date
8/31/2025
Funding Request Date
Payment Terms
90 days from issue date
Invoice Amount
$28,967,400.00
Payment Account Details
Virtual Account
Yes
Repayment Account Number
Bank
Branch
BIC Routing Code
Shipment Details
Shipment Number
Shipment Address 1
Shipment Address 2
Shipment Address 3
City
Country
Zip Code
Phone Number
Tax Id
Reason for Export
Terms of sale
Country of origin
Miscellaneous Details
Discount Days 1
Discount Percentage 1
Discount Days 2
Discount Percentage 2
Filler Details
Filler 1
Filler 2
Filler 3
Filler 4
Link Purchase Orders
Purchase Order Referen...
Date
Gross Purchase Order Amount
Net Purchase Order Amount
Amount available for
Percentage (%) Allocated for Invoice
Allocation Amount in Purchase Order Currency
Allocation Amount in Invoice Currency
PO130801
Accepted
3/30/2018
$10,000.00
$10,000.00
$10,000.00
$0.00
Purchase Order Total
$0.00
$0.00
Commodity Details
Purchase Order Referenc...
Name
Code
Quantity
Cost Per Unit
Gross Amount
Discount
Tax
Net Amount
Dynamite
POPPY-STRAW
120
$200.00
$0.00
$0.00
$0.00
$24,000.00
Rocket powered roller skates
POPPY-STRAW
110
$400.00
$0.00
$0.00
$0.00
$44,000.00
Giant Rubber Bands
POPPY-STRAW
100
$600.00
$0.00
$0.00
$0.00
$60,000.00
Spring loaded boxing gloves
POPPY-STRAW
90
$800.00
$0.00
$0.00
$0.00
$72,000.00
Jet propelled pogo sticks
POPPY-STRAW
80
$1,000.00
$0.00
$0.00
$0.00
$80,000.00
Giant Magnets
POPPY-STRAW
70
$1,200.00
$0.00
$0.00
$0.00
$84,000.00
Portable Holes
POPPY-STRAW
60
$1,400.00
$0.00
$0.00
$0.00
$84,000.00
Super Glue
POPPY-STRAW
50
$1,600.00
$0.00
$0.00
$0.00
$80,000.00
Disguise Kits
POPPY-STRAW
40
$1,800.00
$0.00
$0.00
$0.00
$72,000.00
Explosives
POPPY-STRAW
30
$2,000.00
$0.00
$0.00
$0.00
$60,000.00
Missiles
POPPY-STRAW
20
$2,200.00
$0.00
$0.00
$0.00
$44,000.00
Anvils
POPPY-STRAW
10
$2,400.00
$0.00
$0.00
$0.00
$24,000.00
Dynamite A
POPPY-STRAW
120
$2,600.00
$0.00
$0.00
$0.00
$312,000.00
Gross Invoice Amount
$27,720,000.00
Tax (in %)
Tax Amount
$2,633,400.00
Discount (in %)
Discount Amount
$1,386,000.00
Miscellaneous Charges 1
Charges 1 Amount
Miscellaneous Charges 2
Charges 2 Amount
Net Invoice Amount
$28,967,400.00
Confirm
Cancel
Back

13. 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.



14. Click **View Receivables/Payables** 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

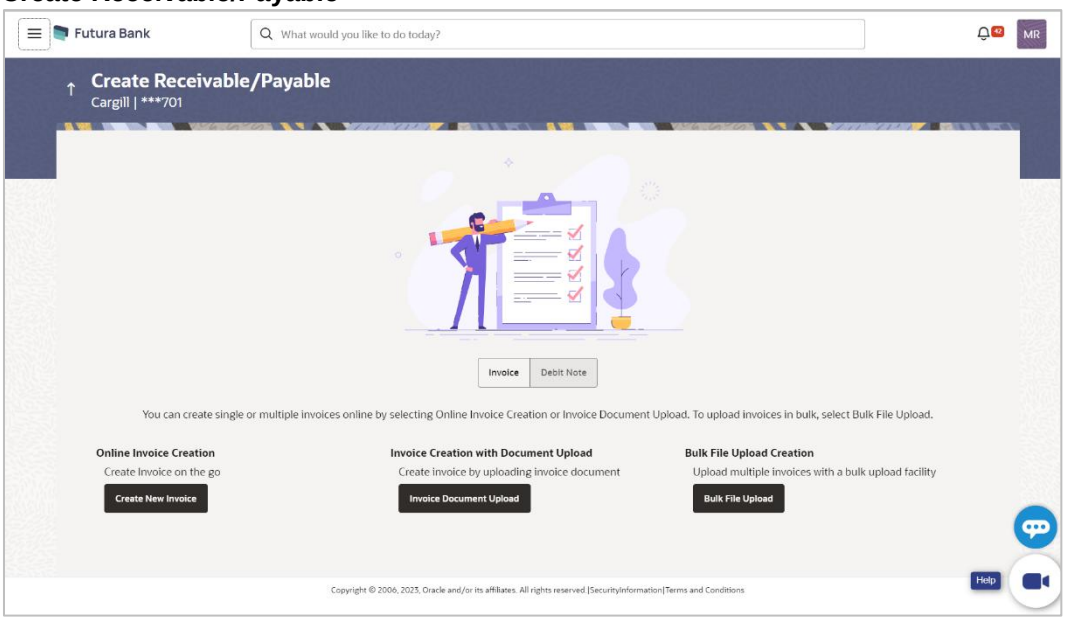
Using this option, corporates can create invoices in bulk by uploading a file. The file must contain the invoice details and its commodity records in a specific format and sequence.

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



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.
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.

2. 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.



Bulk-Invoice-Upload-Template.csv

Note: Refer this file for the sequence:

To view the Bulk_Invoice_Upload_Template and File Upload Formats Excel attachment, perform the below steps:

a. Click the attachment icon on the left pane of the opened document. Under the Attachments column, all attached files are displayed.

b. On the Attachments pane, right-click on the attachment, and click **Open Attachment** option. The Open File window is displayed.

c. In the Open File window, select the **Open this file option**, and click **OK**. The selected attachment is opened in a pre-defined file format as Excel.

Field Description

Field Name	Description
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.

Field Name	Description
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.
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 **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.

Field Name	Description
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.



Bulk-Invoice-Upload-Template.csv

Note: Refer this file for the sequence:

To view the Bulk_Invoice_Upload_File_Template and File Upload Formats Excel attachment, perform the below steps:

a. Click the attachment icon on the left pane of the opened document. Under the Attachments column, all attached files are displayed.

b. On the Attachments pane, right-click on the attachment, and click **Open Attachment** option. The Open File window is displayed.

c. In the Open File window, select the **Open this file option**, and click **OK**. The selected attachment is opened in a pre-defined file format as Excel.

Field Description

Field Name	Description
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.

Field Name	Description
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.
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.

Field Name	Description
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.
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.

Field Name	Description
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
Amount Allocated for Invoice	Enter the purchase order amount allocated for invoice.

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 **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.

Field Name	Description
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

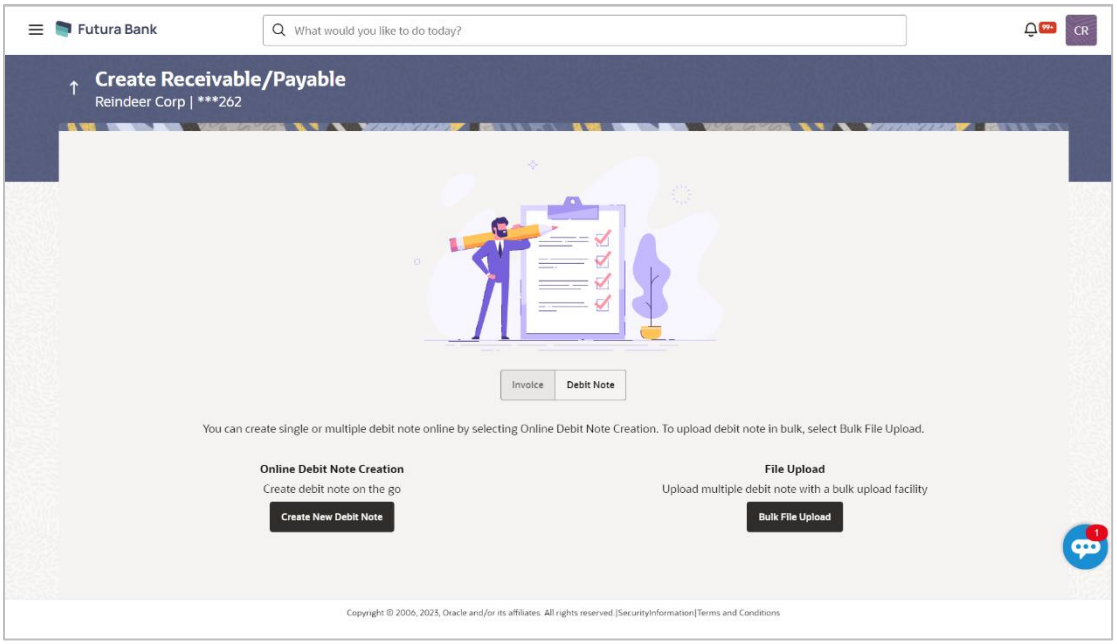
Using this option, corporate users can create single or multiple debit notes online for the buyer in the Supply Chain Finance program. Post submission of the debit note, an option is provided to save the content as a Template. The template can be reused for creating debit notes for the same program and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



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.

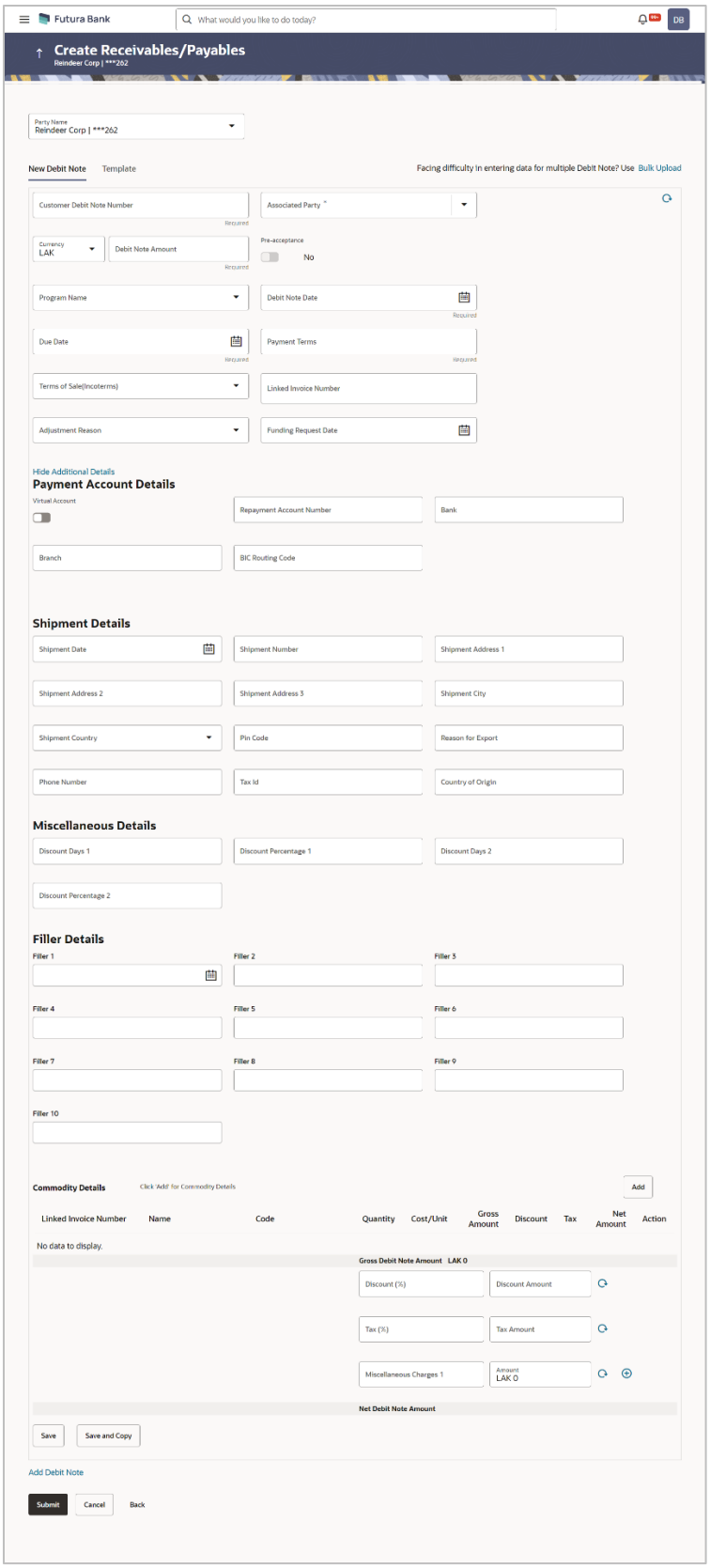
5.2.1.1 Online Debit Note Creation (manual entry)

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



Field Description

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 • DDP | Delivered Duty Paid
Linked Invoice Number	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 Details

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

Payment Account Details

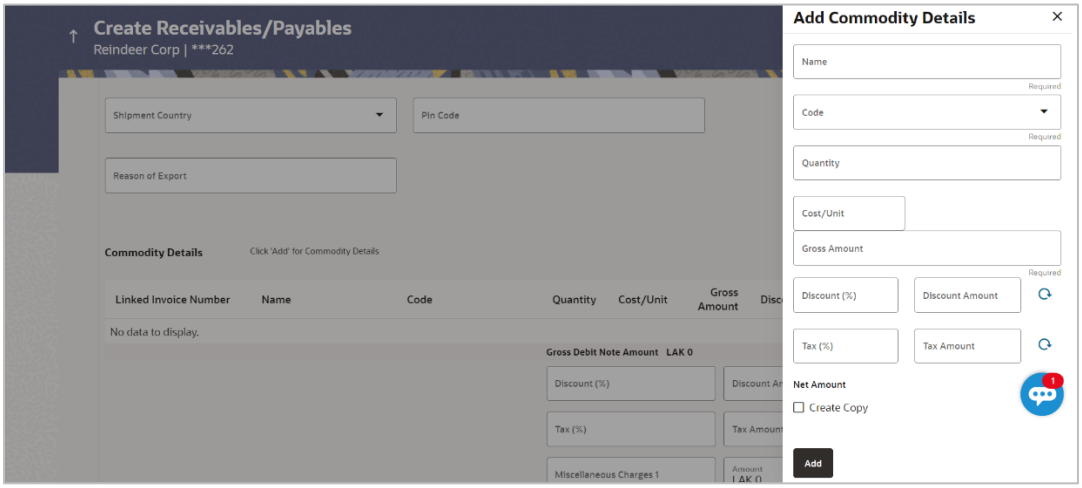
Virtual Account	Switch this toggle On, if the repayment account is a virtual one.
Repayment Account Number	Enter the account number to send the repayment amount to.
Bank	Enter the bank name of the repayment account number.

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, click .
    - To delete a commodity record, click .

Add Commodity Details

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



Field Description

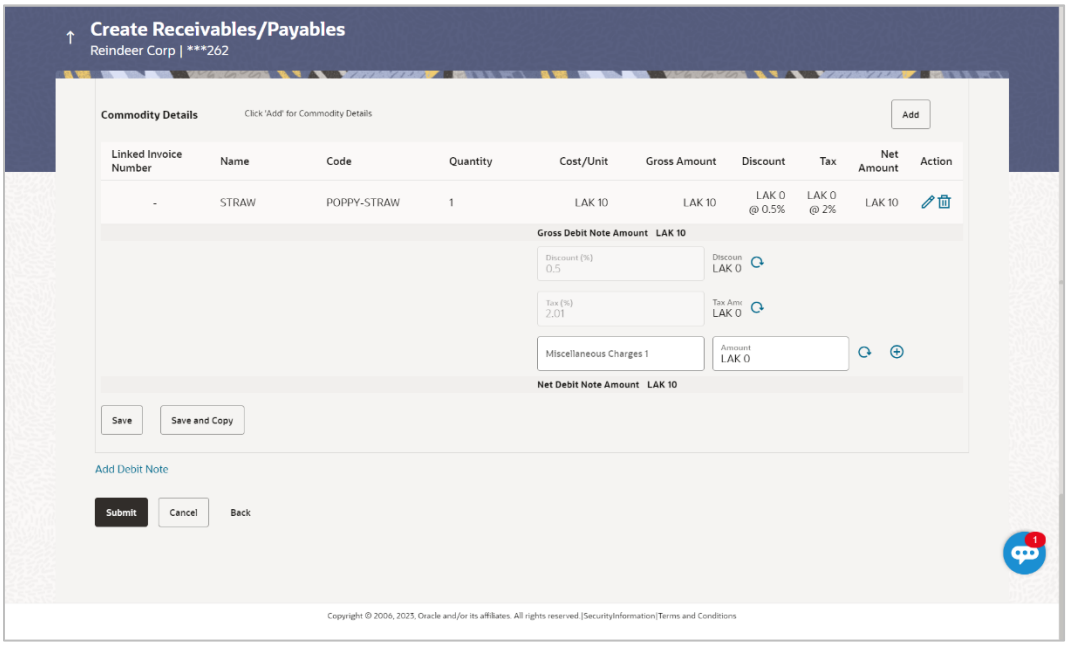
Field Name	Description
Name	Enter the name of the commodity for which the debit note is being raised.
Code	Select the code of the commodity. This value should be selected from the commodity code dropdown list. **Note:** This dropdown field displays the list of commodity code(s) maintained for the selected 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.
Tax	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.
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.

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

New Debit Note - Commodity Details Section Updated

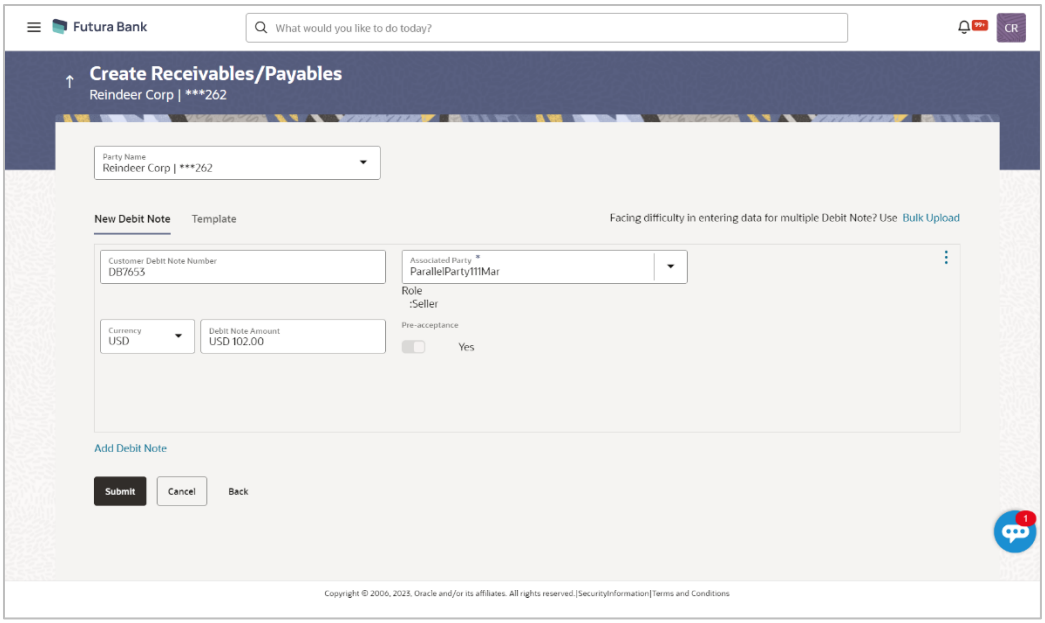


Field Description

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.
Tax	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 Amount	Displays the total gross amount of all the added commodities.

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.
Tax	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  to add another charge. A maximum of 2 miscellaneous charges can be added. Click  to reset the values.
Net Debit Note Amount	Displays the overall debit note amount to be paid by the buyer. **Note:** The **Net Debit Note Amount** gets automatically calculated as follows: Net Debit Note Amount = Gross Debit Note Amount - Discount Value + Tax Amount
	Indicates an option to reset the fields. This icon is present on the top right corner of the screen.

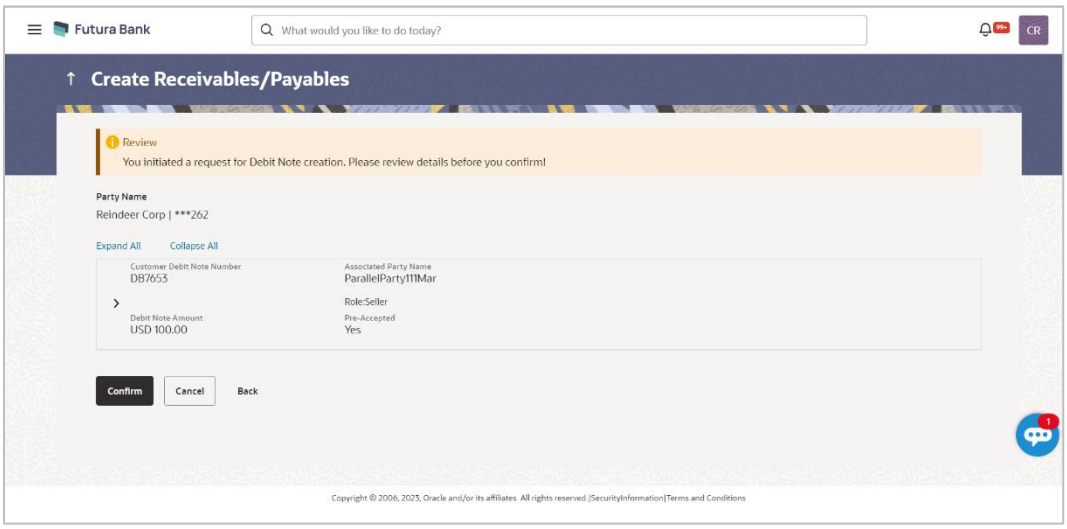
5. Modify the amount in the **Debit Note Amount** field above the Commodity Details section, to match the **Gross Debit Note Amount**, of all commodities.
6. Click **Save** to save the debit note.
   OR
   Click **Save and Copy** to save the debit note and to create an editable copy.
   OR
   To clear the fields, click the  icon in the top right side of the screen.



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.

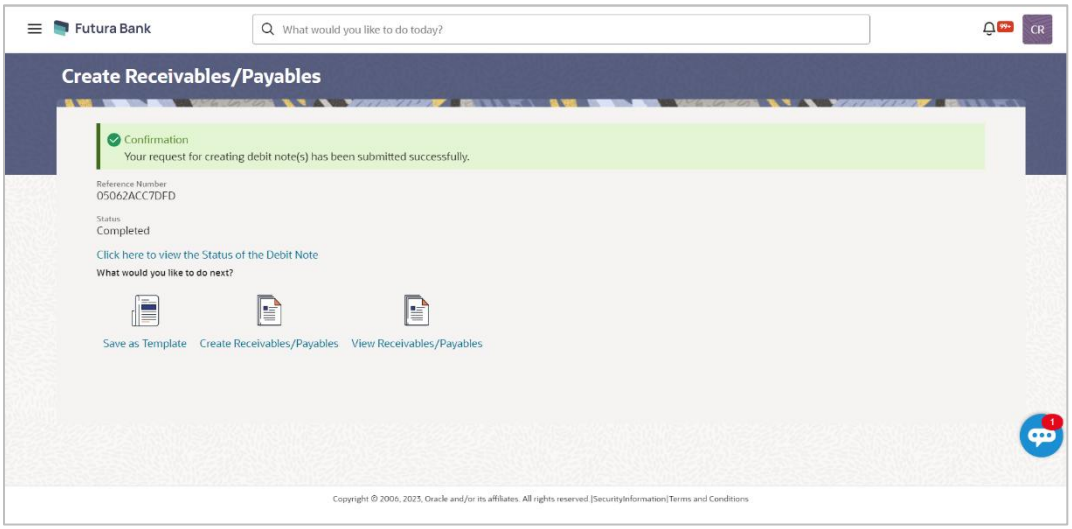
7. To create another new debit note in the transaction, click the **Add Debit Note** link.
   - Add required details as mentioned in the steps above.
8. Click **Submit** to submit the transaction, once all required debit notes have been added. The Review screen appears.
   OR
   Click **Cancel** to cancel the transaction.
   OR
   Click **Back** to navigate back to the previous screen.

Create Debit Note – Review Screen



9. 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



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

10. Click the **Save as Template** link to save the details of the created debit note as a template.
    OR
    Click the **View Receivables/Payables** link to view the existing invoices and debit notes.
    OR
    Click the **Go To Dashboard** link to go to the main dashboard.

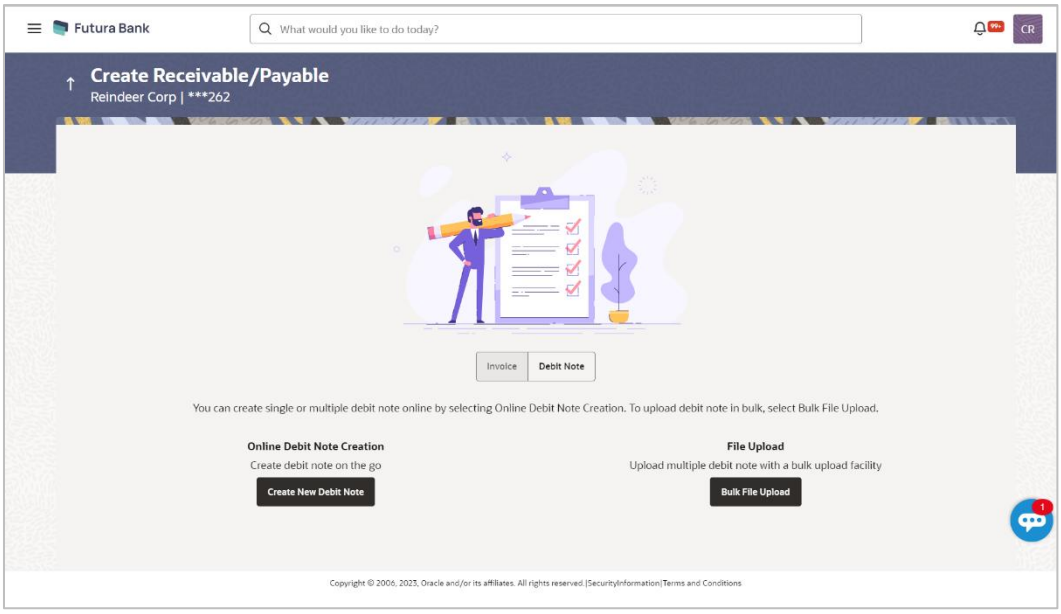
5.2.1.2 Create Debit Notes using Templates

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:

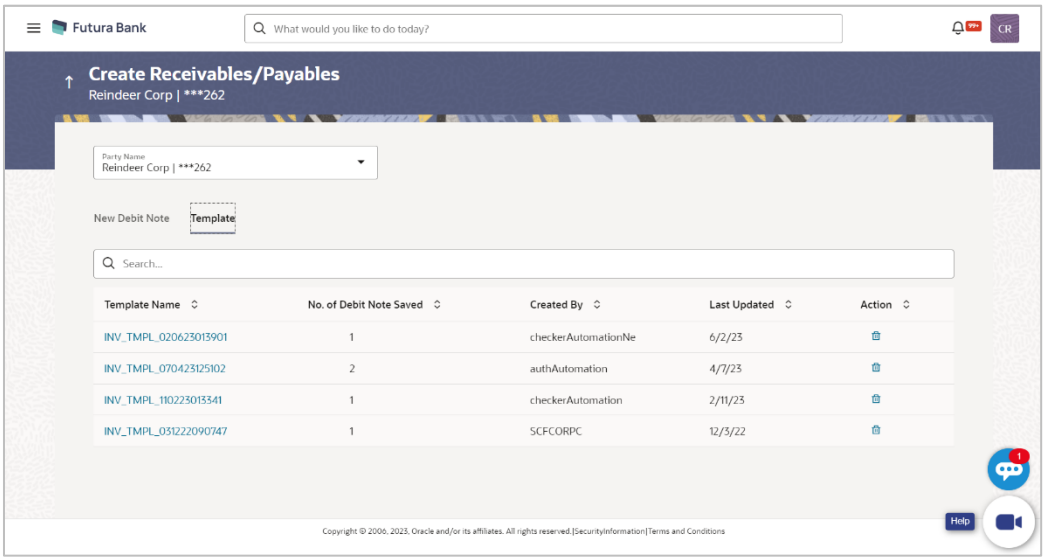
Dashboard > Toggle menu > Receivables/Payables > Receivables/Payables Management > Create Receivables/Payables

To view and use templates for creation of debit notes:



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



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.
4. Click the desired **Template Name** link. The template details are populated in the **New Debit Note** tab.
   OR

To delete an existing debit note template, click  . 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 **Save and Copy** link to create a copy of the debit note in editable mode.
   OR
   Click the **Add Debit Note** link at the bottom of the screen, to add another debit note.
   OR
   Click  at the top right corner of a debit note, to delete it.
   OR
   Click  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.
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 **Back** to navigate back to the previous screen.
   OR
   Click **Cancel** to cancel the transaction.

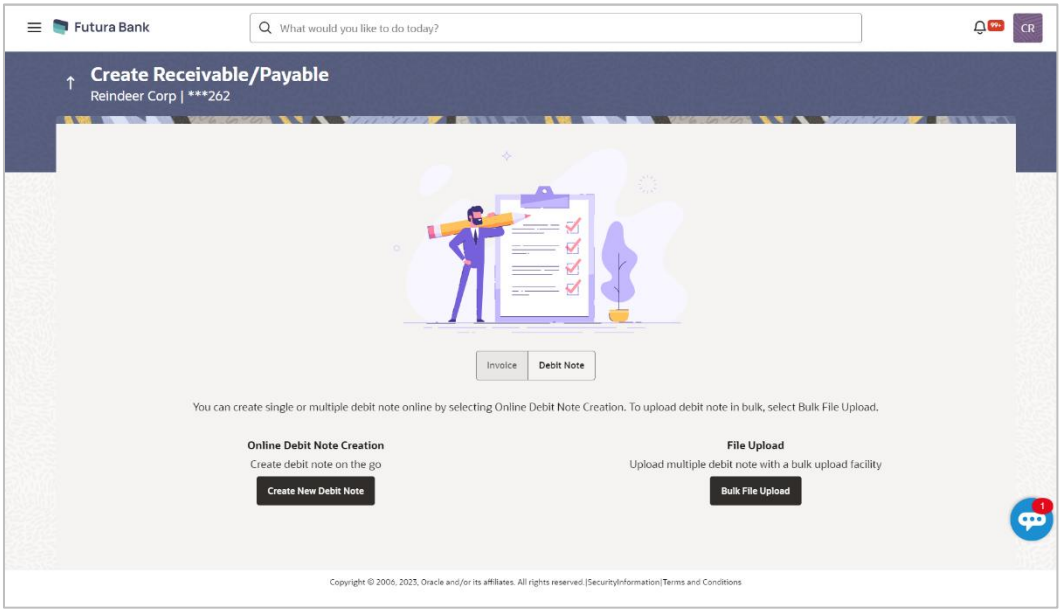
5.2.2 Bulk Debit Note Creation

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:



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.

2. 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.



Bulk-Debit-Notes-Upload-Template.csv

Note: Refer this file for the upload file format:

To view the Bulk_Debit_Notes_Upload_Template and File Upload Formats Excel attachment, perform the below steps:

a. Click the attachment icon on the left pane of the opened document. Under the Attachments column, all attached files are displayed.

b. On the Attachments pane, right-click on the attachment, and click **Open Attachment** option. The Open File window is displayed.

c. In the Open File window, select the **Open this file option**, and click **OK**. The selected attachment is opened in a pre-defined file format as Excel.

Field Description

Field Name	Description
The following fields are specific to a debit note. You must add a row for each debit note record.	
Indicator	Enter **DN** in this field. This is a mandatory field.
Debit Note Reference Number	Enter the customer's reference number for the debit note. This is a mandatory field.
Link Invoice Number	Enter the invoice reference numbers to be associated with the debit 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 debit note is being uploaded. The invoice numbers provided here should also belong to the same buyer-supplier combination, as that of the debit note. The invoices specified in this field should not have been cancelled. Debit notes cannot be raised against cancelled invoices.

Field Name	Description
Debit Note Date	Enter the date of creation of the debit 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.
Debit Note Due Date	Enter the due date of the debit note.
Buyer Code**	Enter the code associated with the buyer.
Supplier Code**	Enter the code associated with the supplier.
Currency*	Enter the debit note currency. A 3-digit currency code as per ISO standards is acceptable. This is a mandatory field.
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 **Y** if the debit note is disputed by the buyer, and **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.

Field Name	Description
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.
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.

Field Name	Description
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.
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 specific to a commodity. You must add a row for each commodity in the debit note.	
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.

Field Name	Description
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.

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.

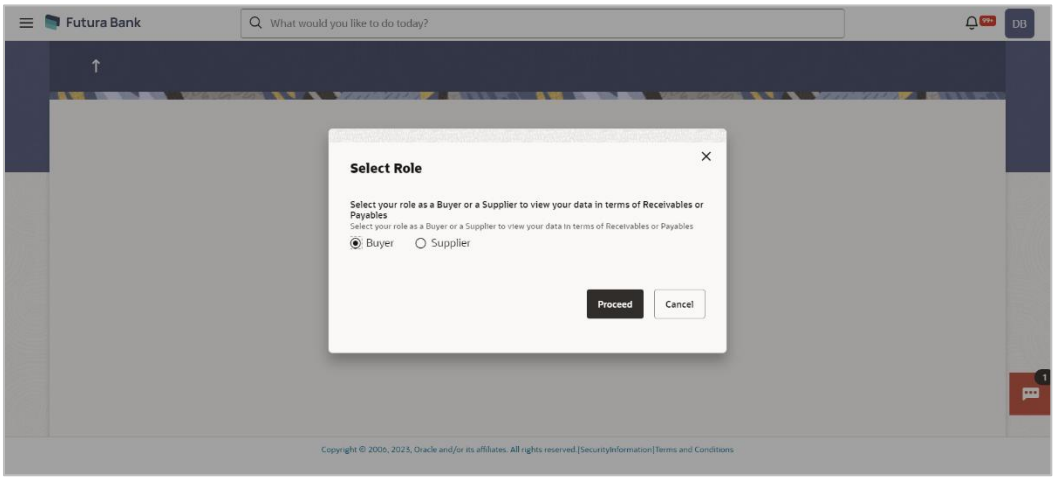
How to reach here:

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

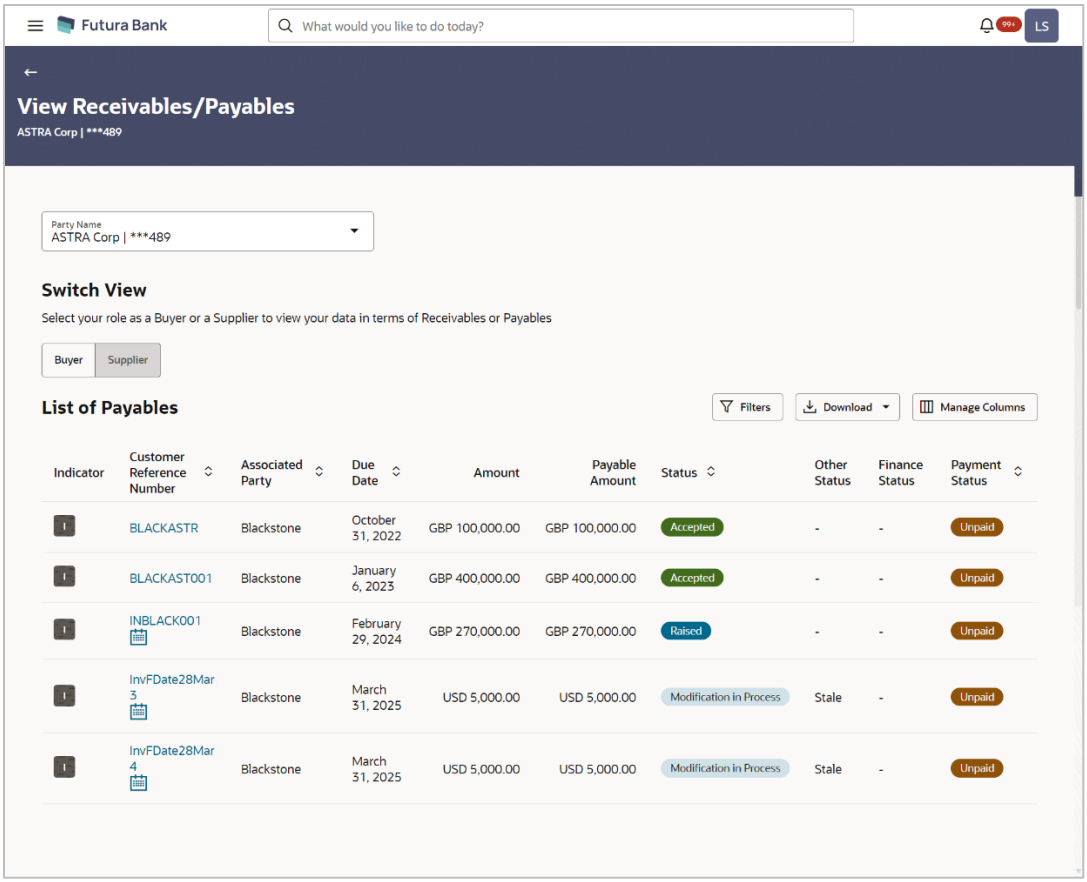


Field Description

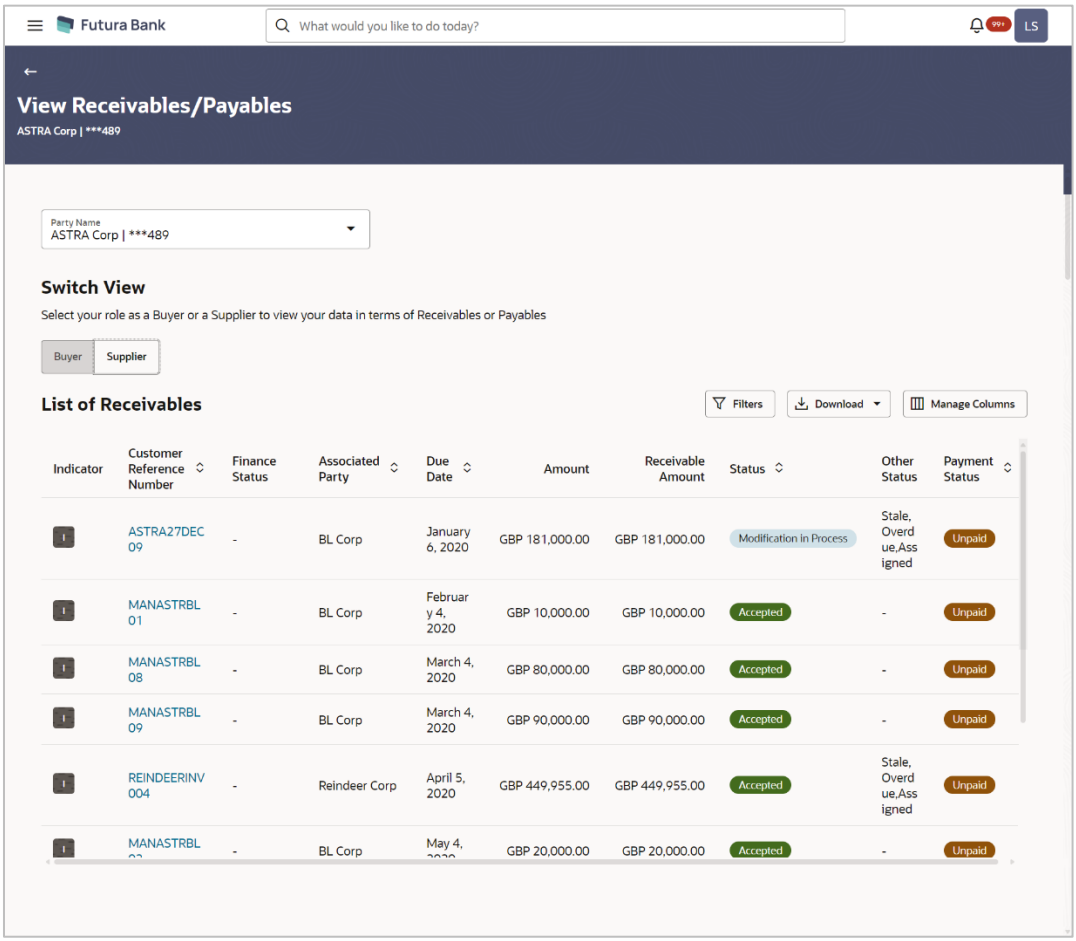
Field Name	Description
Select Role	Select the role of the corporate party to view data in terms of Receivables or Payables. The options are: • Buyer • Supplier

2. Click **Proceed**. The **View Receivables/Payables** screen appears.
   OR
   Click **Cancel** to cancel the transaction.

View Receivables/Payables screen (for Buyer Role)



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.

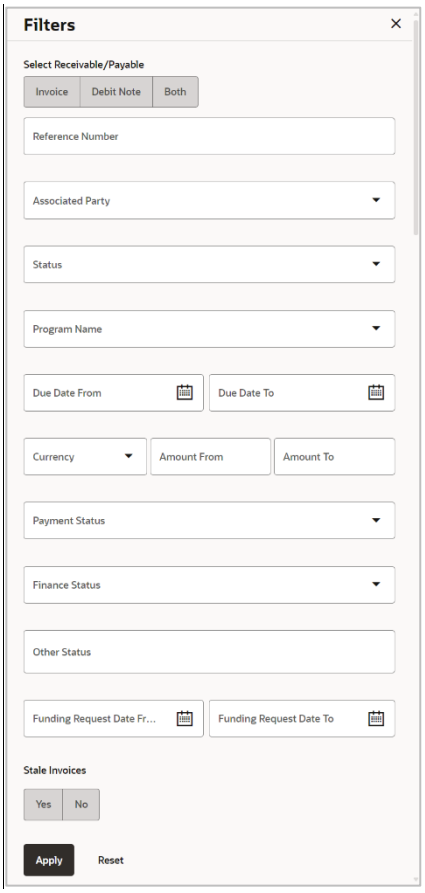
Note: By default, the list displays the receivables/payables with the due dates greater than or lesser than the **Current Business Date** by 3 months. You can configure the number of months in the System Configuration. For more information, refer to **Oracle Banking Digital Experience System Configuration** 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 **View Invoice Details** and the **View Debit Note Details** sections for more information.
	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 **Early Payment Discounts (from View Discount Offer Details)** 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.



Field Description

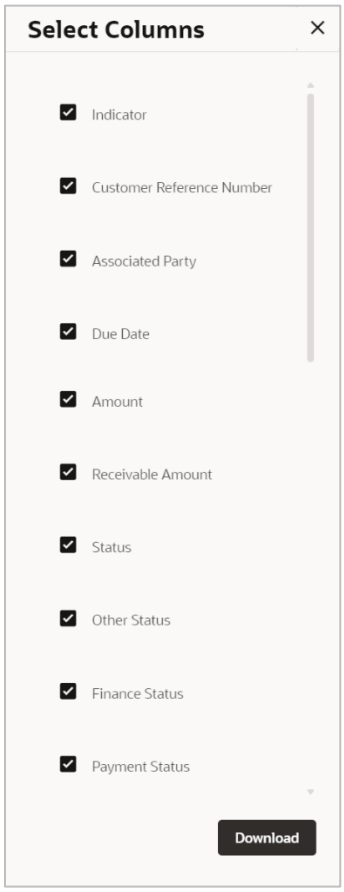
Field Name	Description
Search	
Select Receivable/Payable	Select the required receivable/payable for viewing. The options are: • Invoice • Debit Note • Both The **Both** option is selected by default.
Reference Number	Indicates an option to filter the receivables/payables using the customer's own reference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

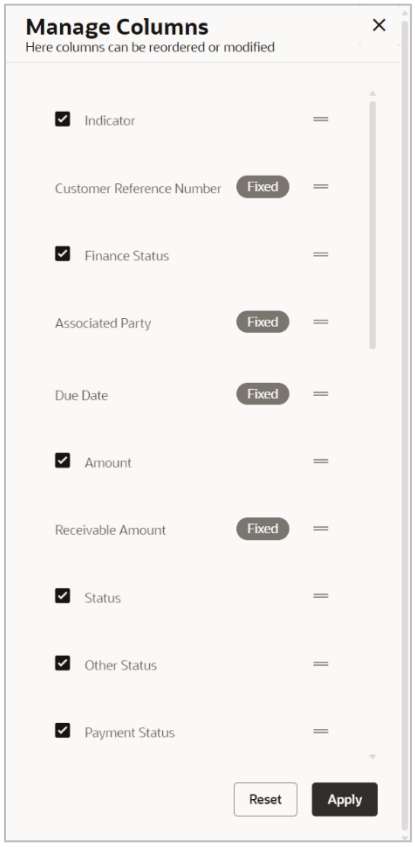
3. To filter the list of receivables/payables, click **Filter** ( ) option.
4. Click Download and select the CSV from the dropdown list.
   The **Select Columns** overlay screen appears.

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 (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.

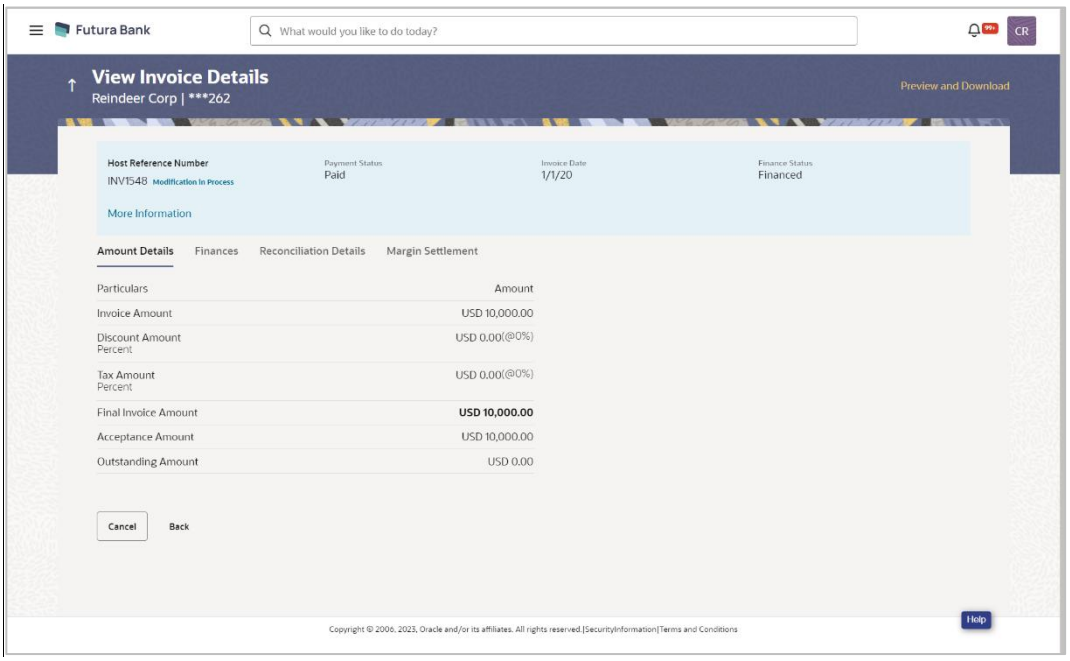
6.1 View Invoice Details

This screen appears if you click the **Customer Reference Number** 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:

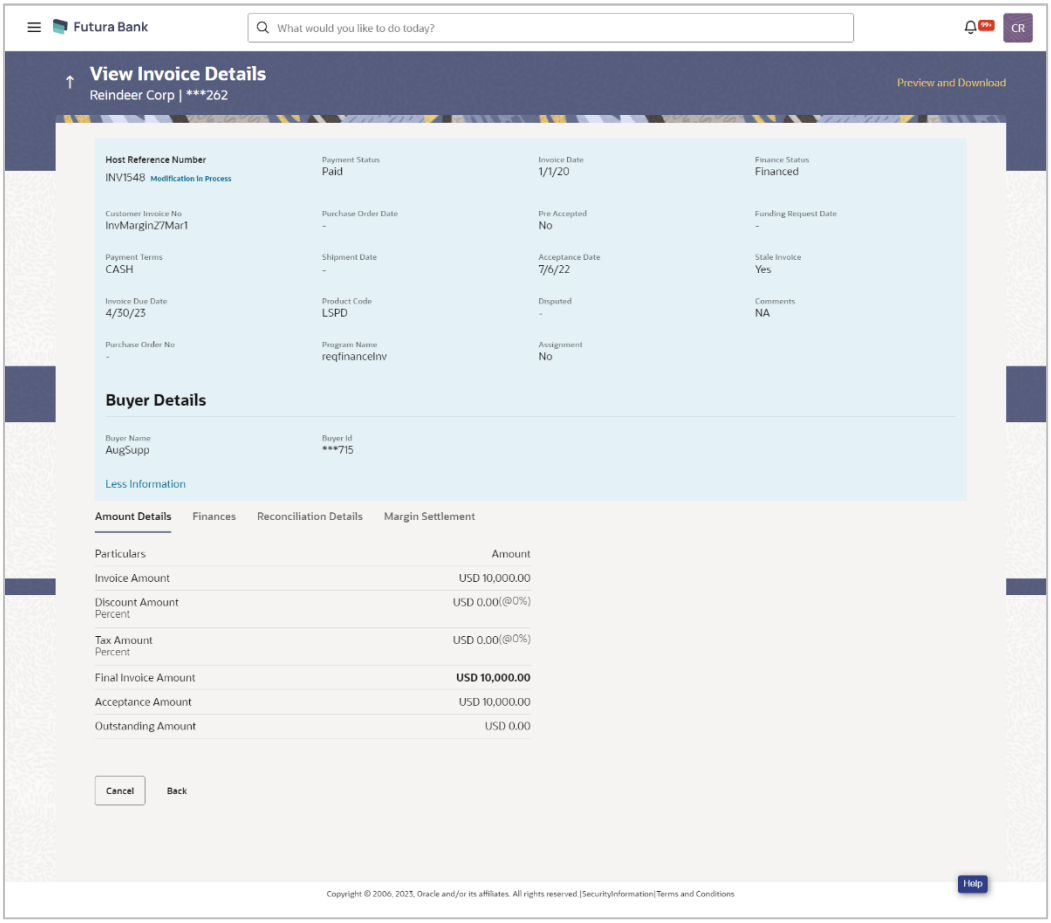
- Itemized amount details
- Additional Invoice details
- Netting Details
- Commodity details, if they have been added during creation.
- Reconciliation details, if the invoice has been partially or fully reconciled with payment(s).
- Finances details, if finance has been availed against the invoice.
- 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



On Clicking ‘More Information’



Field Description

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 Name	Description
Supplier Id / Buyer Id	Displays the ID of the associated party.
Supplier Address / Buyer Address	Displays the address of the associated party.

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

- Amount Details
- Additional Invoice Details
- Netting 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.

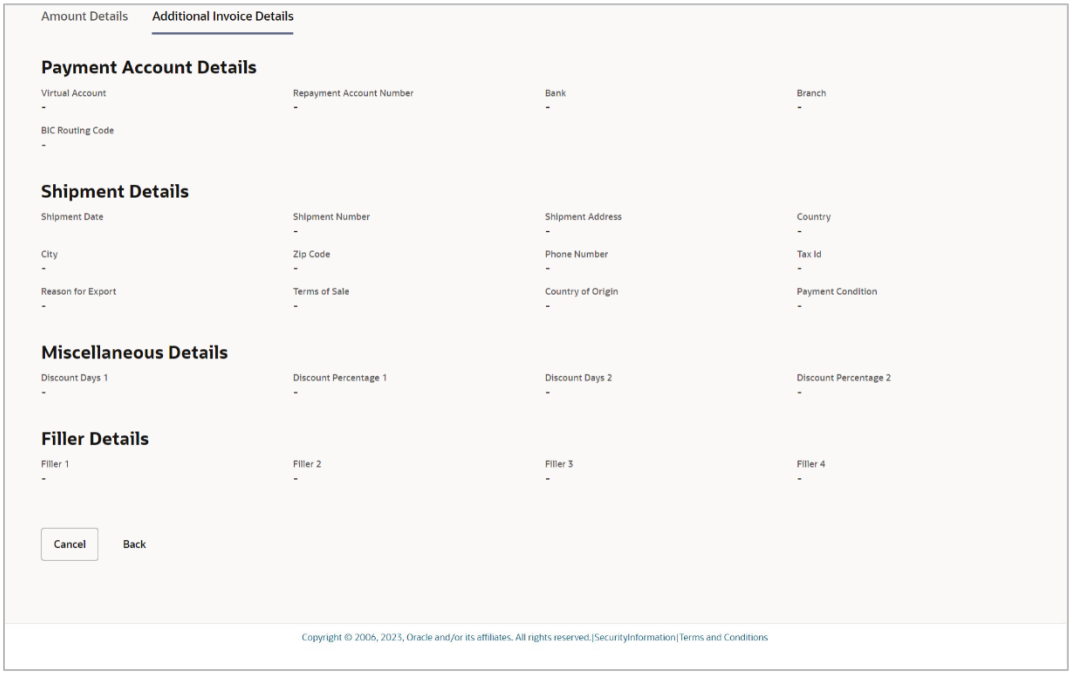
View Invoice Details – Amount Details tab



Field Description

Field Name	Description
Amount Details tab	
The itemized categories appear under **Particulars** and the respective amounts appear under **Amount**.	
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 tax 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.

View Invoice Details – Additional Invoice Details tab



Field Description

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 configure these fields on Day 0, based on their requirement.

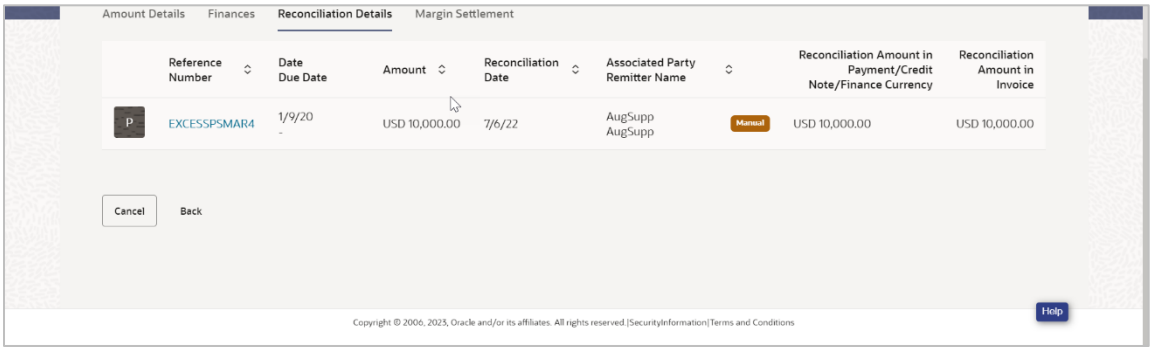
View Invoice Details – Netting Details tab



Field Description

Field Name	Description
Netting Details tab	
The tab allows the user to view the details of netting transaction (summary page) linked to invoice that have been considered for netting.	
Transaction Reference Number	Displays the details of the netting transaction reference number of the invoice. The netting details are displayed by clicking on a hyperlink.
Create Date	Displays the create date of payment of credit note.
Acceptance Date	Displays the acceptance date when the netting has been performed.
Rejection/Suspension Date	Displays the rejection/suspension date when the netting has been performed.
Settlement Date	Displays the unique rule ID. For the rule being created, this field appears blank. An ID is assigned once the rule is created.
Pay out Date	Displays the pay out date when the netting has been performed.
Pay Out Amount	Displays the pay out amount in the currency of the invoice.

View Invoice Details – Reconciliation Details tab



Field Description

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 **View Payments (details)** section / **View Credit Note Details** 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



Field Description

Field Name	Description
Commodity Details tab	
This tab appears only if the 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

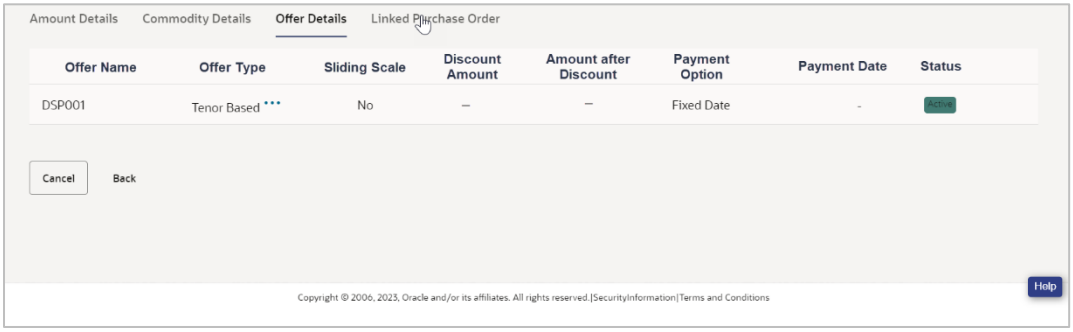
This tab is visible only if the Oracle Banking Supply Chain Finance application is implemented by the bank.



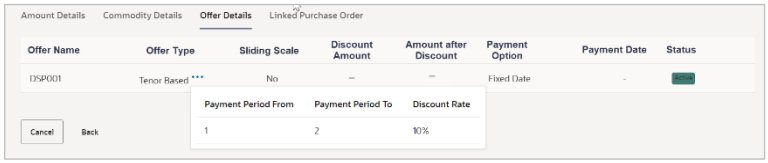
Field Description

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



Field Description

Field Name	Description
Offer Details tab	
This tab appears if any offer 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', 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

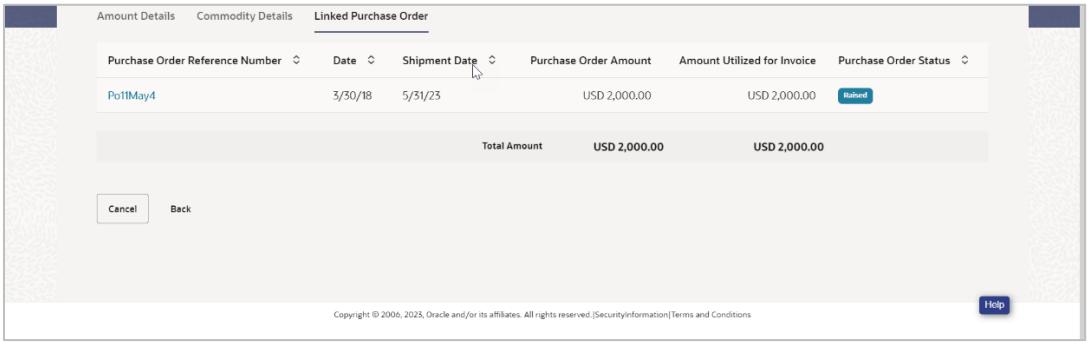


Field Description

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 **View Payments (details)** section / **View Credit Note Details** section in this user manual. Displays the status as Refunded if the margin amount is refunded to the associated party. Click the (ⓘ) 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



Field Description

Field Name	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 **View Purchase Order Details** 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.

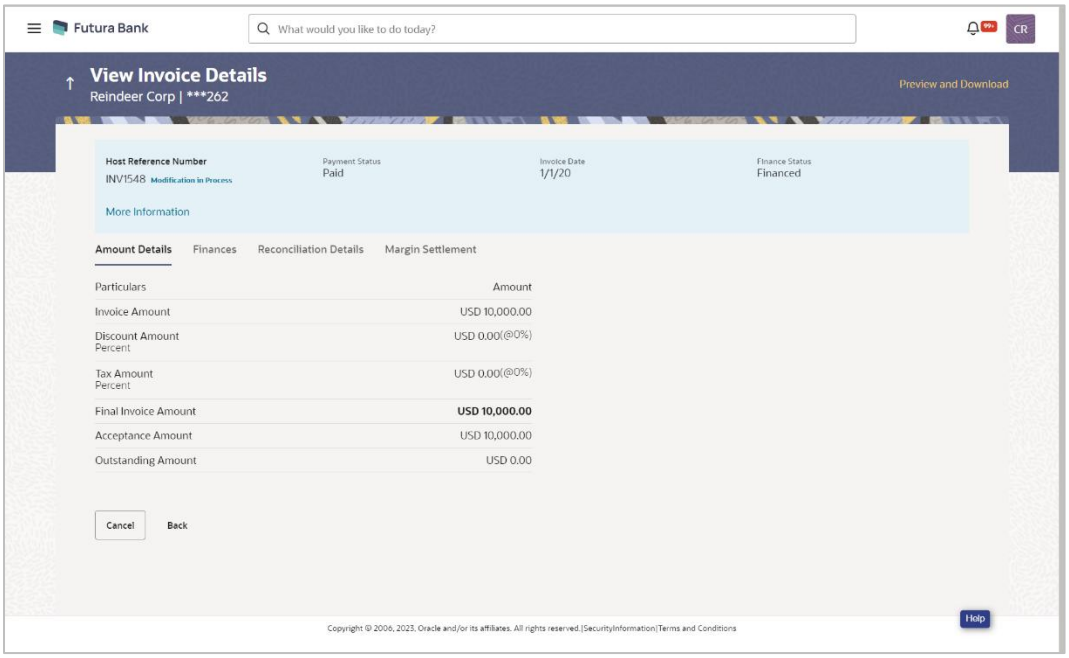
The actions that can be performed from the **View Invoice Details** screen, depends on the status of the invoice and payment, and the role of the logged-in corporate party.

- **Accept –** Refer the **Accept Invoice** section under Manage Receivables/Payables in this document.
- **Edit -** Refer the **Edit Invoice** section under Manage Receivables/Payables in this document.
- **Cancel -** Refer the **Cancel Invoice** section under Manage Receivables/Payables in this document.
- **Raise Dispute -** Refer the **Raise Dispute** section under Manage Receivables/Payables in this document.
- **Resolve Dispute -** Refer the **Resolve Dispute** section under Manage Receivables/Payables in this document.
- **Assign -** Refer the **Assignment of Invoice** 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

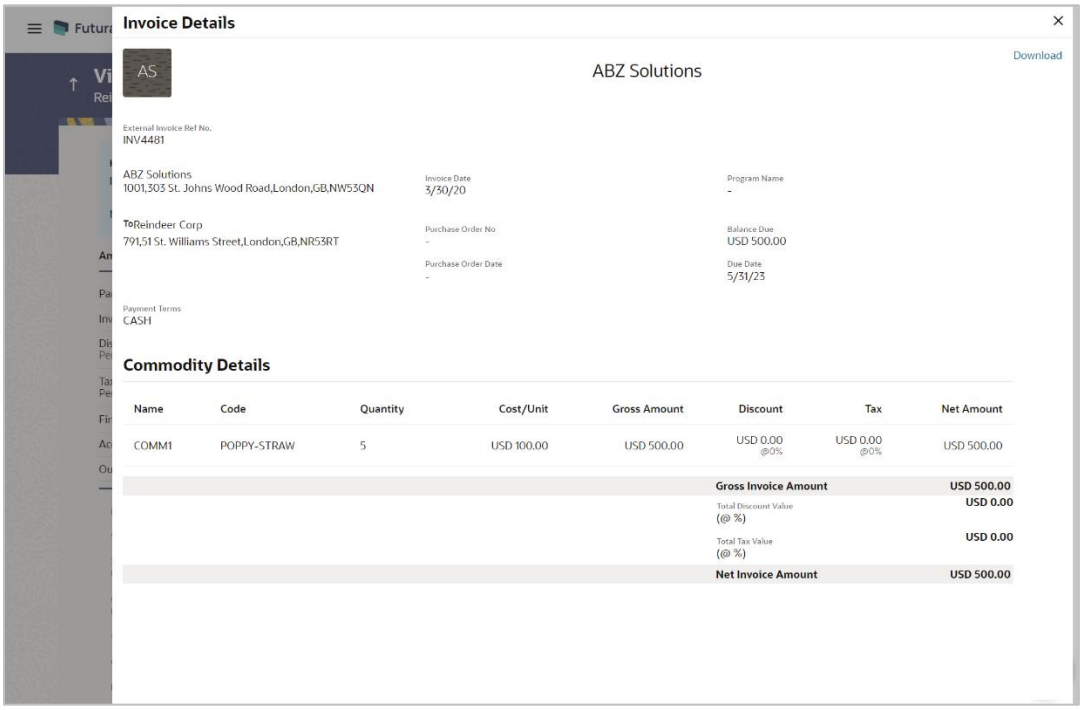
To preview and download the invoice:

View Invoice Details



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

Invoice Details



9. Click **Download** to download the invoice details in PDF format.
   OR
   Click ☒ to close the window.

Field Description

Field Name	Description
Invoice Details overlay window	
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.
To	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.

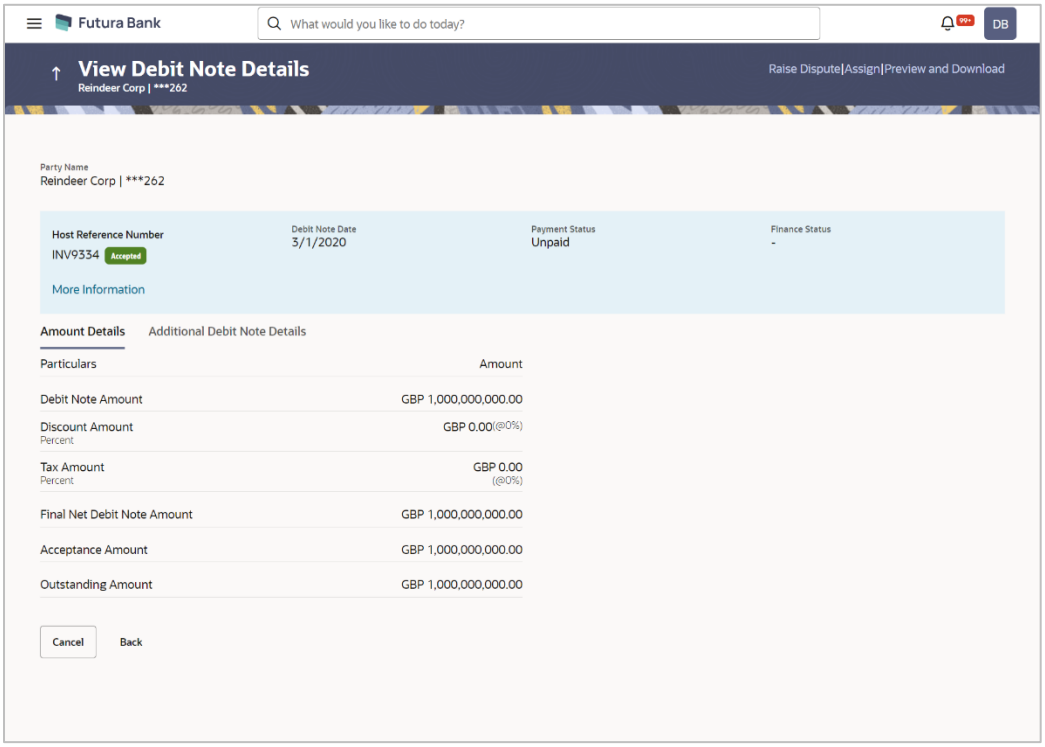
Field Name	Description
Due Date	Displays the invoice due date.
Payment Terms	Displays the agreed terms for payment of the invoice.
Commodity Details	
Name	Displays the name of the commodity.
Code	Displays the code of the commodity.
Quantity	Displays the quantity of the commodity being purchased.
Cost/Unit	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.
Tax	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

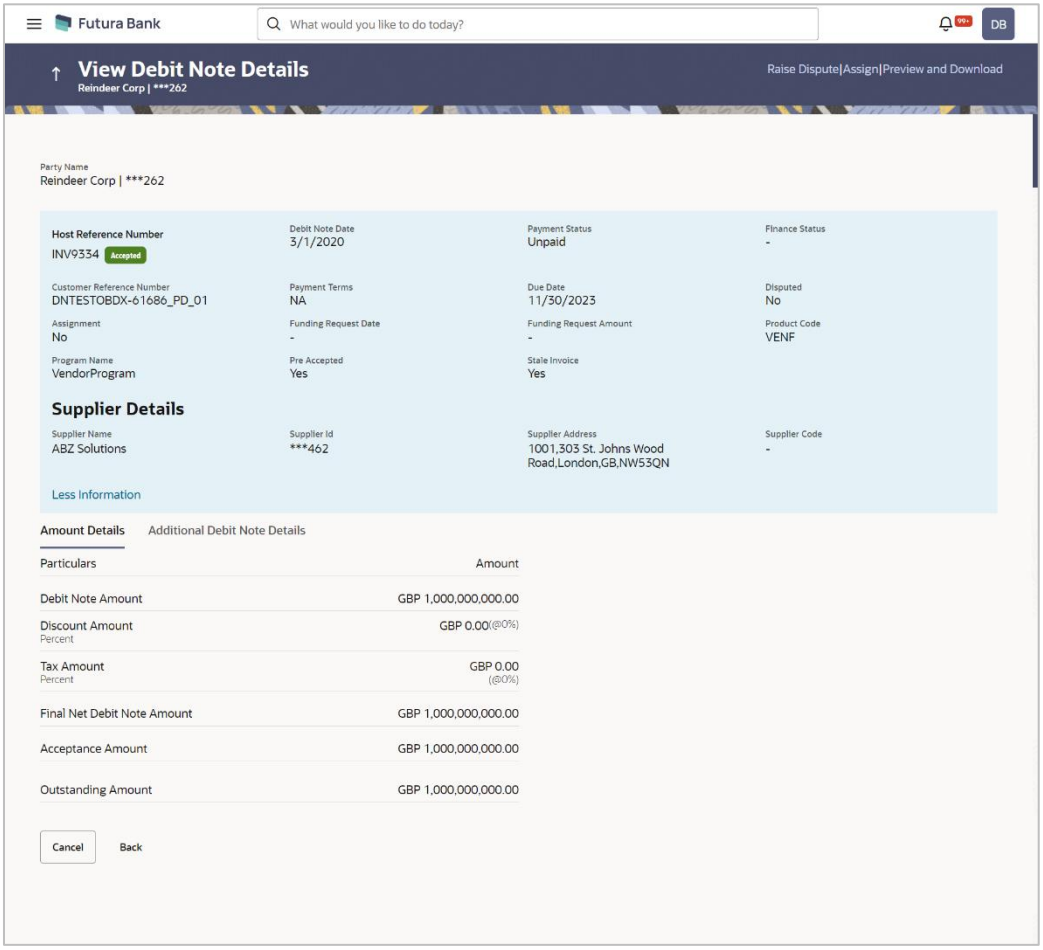
This screen appears if you click the **Customer Reference Number** link of a particular debit note in the **View Receivables/Payables** screen. It displays the detailed information of the debit note. You can view the following details:

- 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



On Clicking ‘More Information’



Field Description

Field Name	Description
View Debit Note Details	
Party Name	Displays the name of the logged-in corporate party.
Host Reference Number **Status**	Displays the reference number of the debit note as fetched from the host. The status of the debit note is also displayed.
Date	Displays the date of creation of the debit note.
Payment Status	Displays the status of the payment of the debit note.
Finance Status	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.

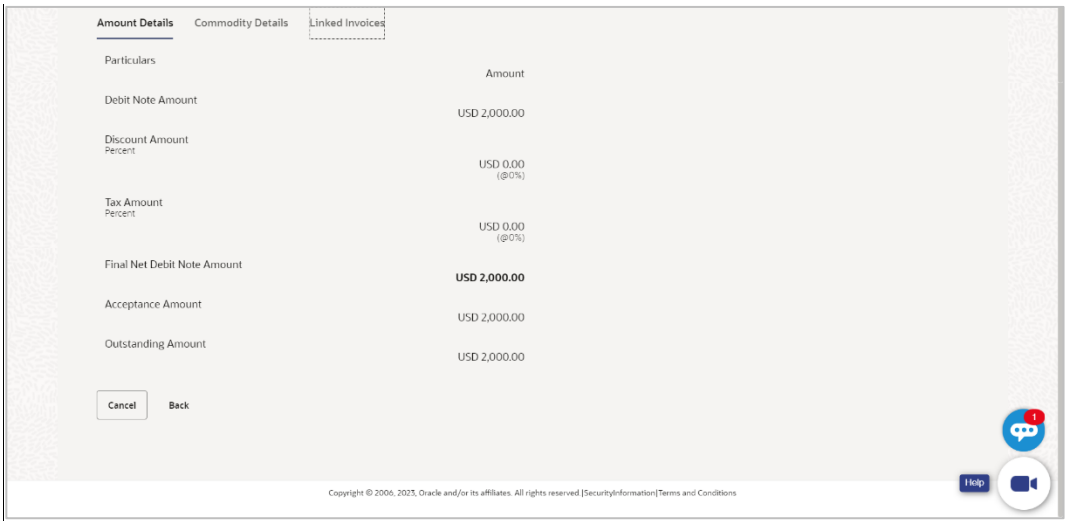
Field Name	Description
Customer Reference Number	Displays the reference number assigned to the debit note by the corporate party.
Payment Terms	Displays any payment terms captured during the creation of the debit note.
Due Date	Displays the date when the debit note must be fully paid off.
Disputed	Displays 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 / Buyer 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

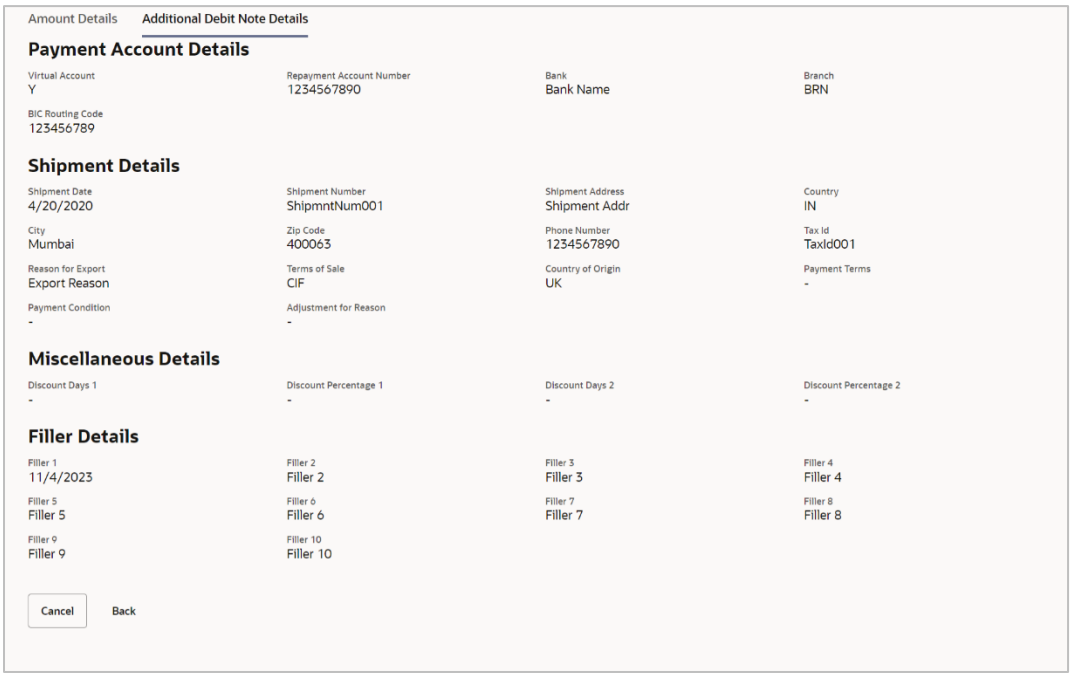


Field Description

Field Name	Description
Amount Details tab	
The itemized categories appear under **Particulars** and the respective amounts appear under **Amount**.	
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

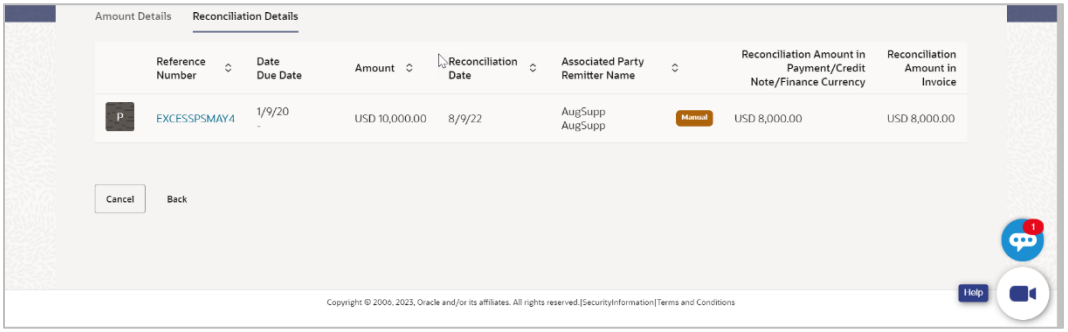


Field Description

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.

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 **View Payments (details)** section / **View Credit Note Details** 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



Field Description

Field Name	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

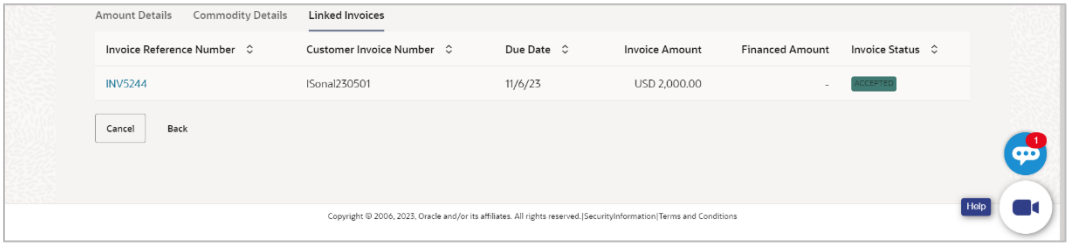
This tab is visible only if the Oracle Banking Supply Chain Finance application is implemented by the bank.



Field Description

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



Field Description

Field Name	Description
Linked Invoices tab	
This tab appears if the debit 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



Field Description

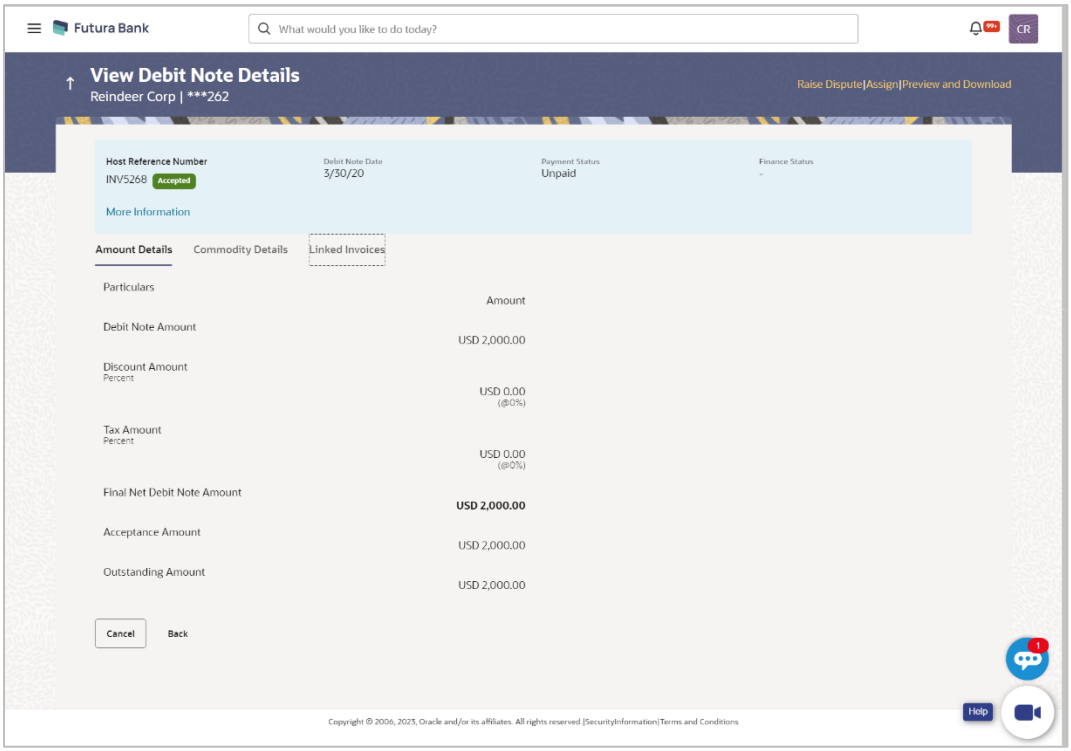
Field Name	Description
Margin Settlement tab	This tab appears if a debit note for which lesser finance is availed and is reconciled against the payment for full outstanding value of the debit note. Post settlement of the finance, the balance amount remaining out of the payment is termed as the Margin 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 **View Payments (details)** section / **View Credit Note Details** 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

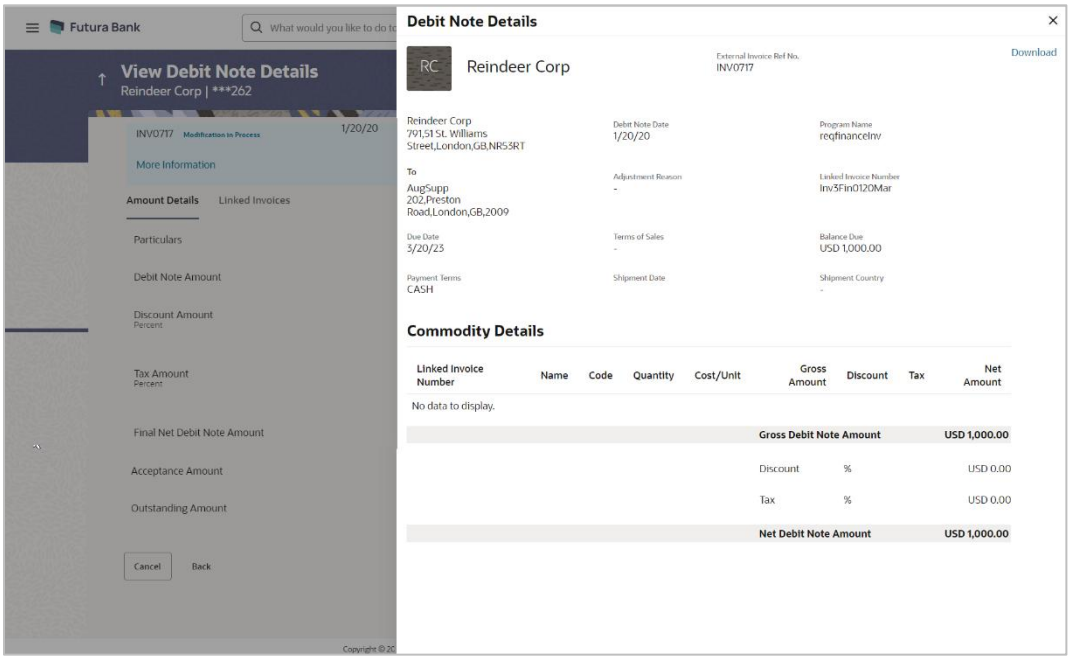
To preview and download the debit note:

View Debit Note Details



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

Debit Note Details



2. Click **Download** to download the debit note details in PDF format.
   OR
   Click ⊠ to close the window.

Field Description

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.
To	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.
Tax	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

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.

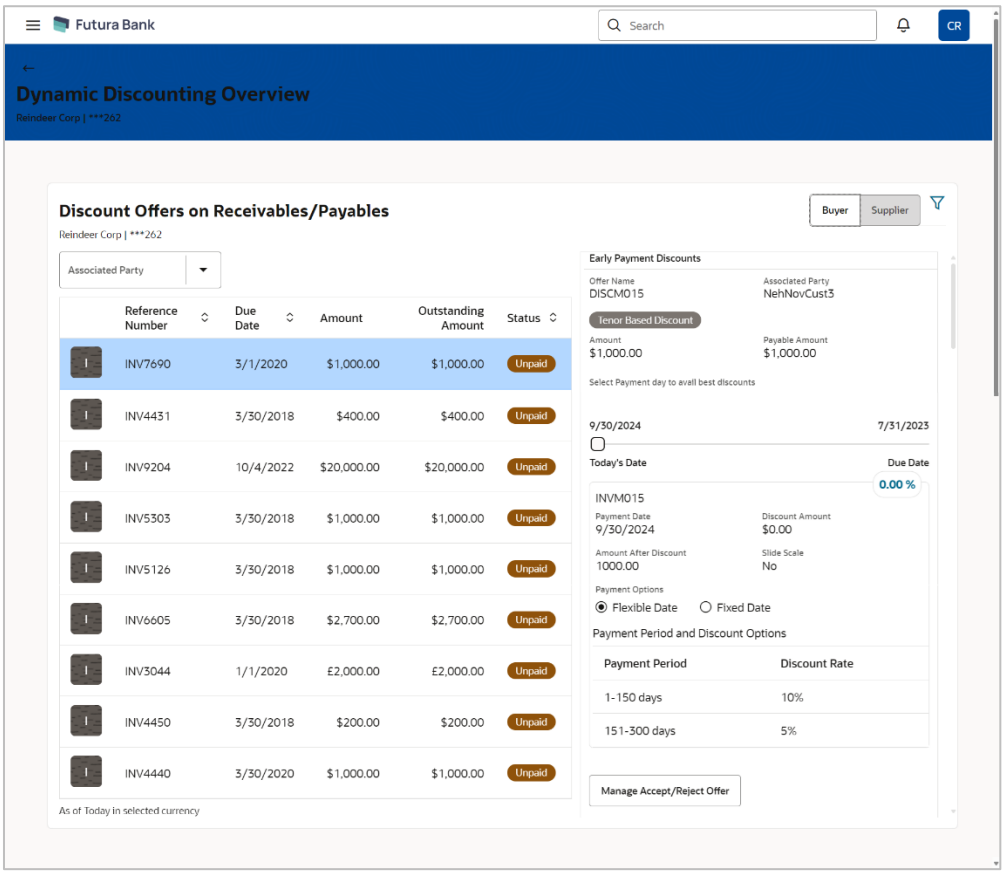
Dynamic discounting is typically applied on an invoice-by-invoice basis, with the discount generally expressed as a percentage of the face value of the invoice. Dynamic discounting is a true win-win solution that benefits both trading partners. Not only does this solution strengthen each party's financial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



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 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

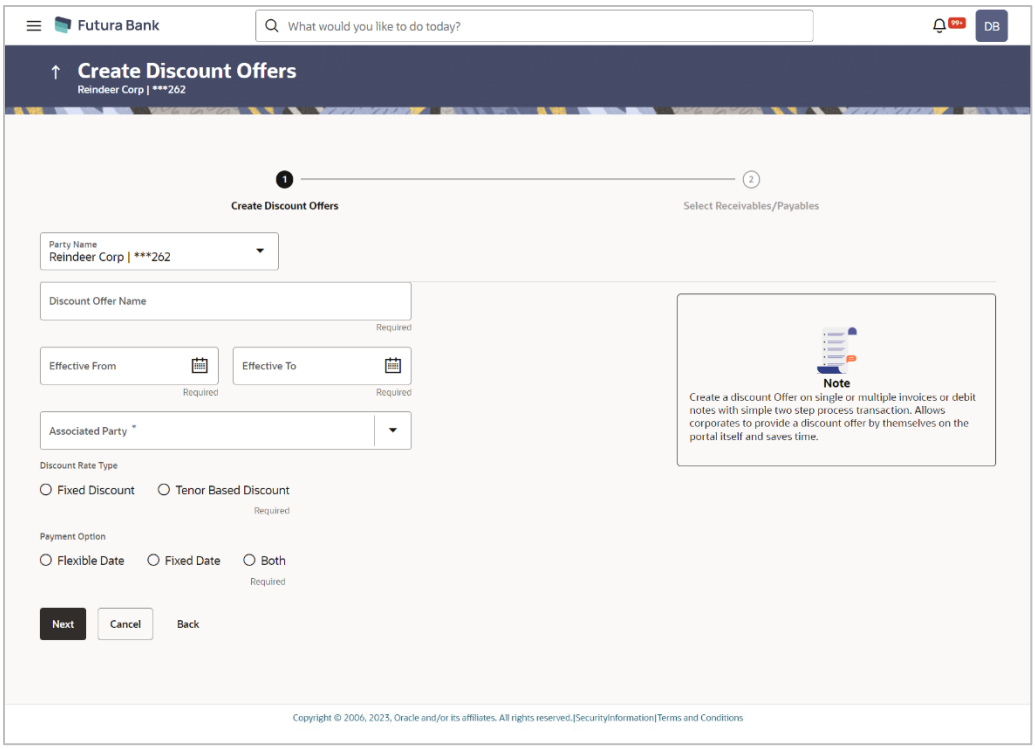
Using this screen, you can create a discount offer.

How to reach here:

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

To create discount offer:

Create Discount Offers



Field Description

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.
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.

Field Name	Description

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 Rate

Enter the discount rate to be applied for the offer.

This field appears if you select the **Fixed** option from the **Discount Rate Type** field.

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**

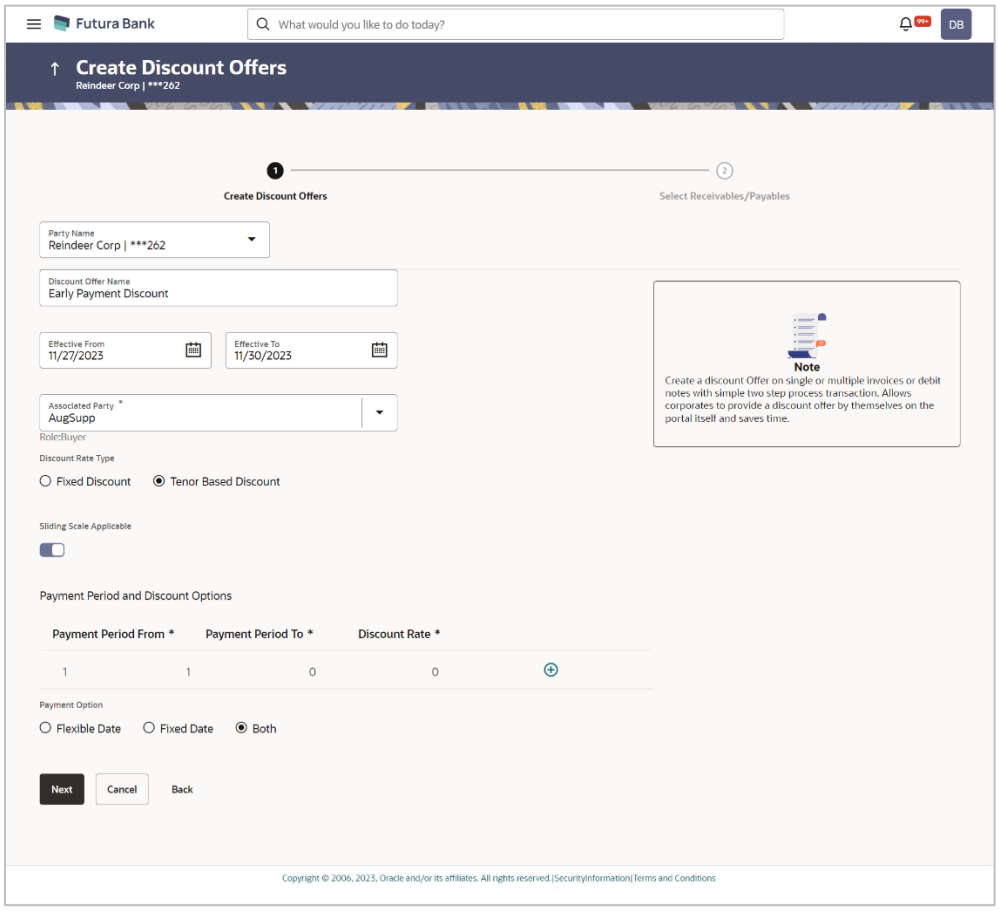
A tabular section appears, with Payment Period From, Payment Period To, Highest Possible Discount Rate, and Lowest Possible Discount Rate columns. The discount rate for each tenor, starts with the highest possible value on the Payment Period From day. It then slides down by the average discount rate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

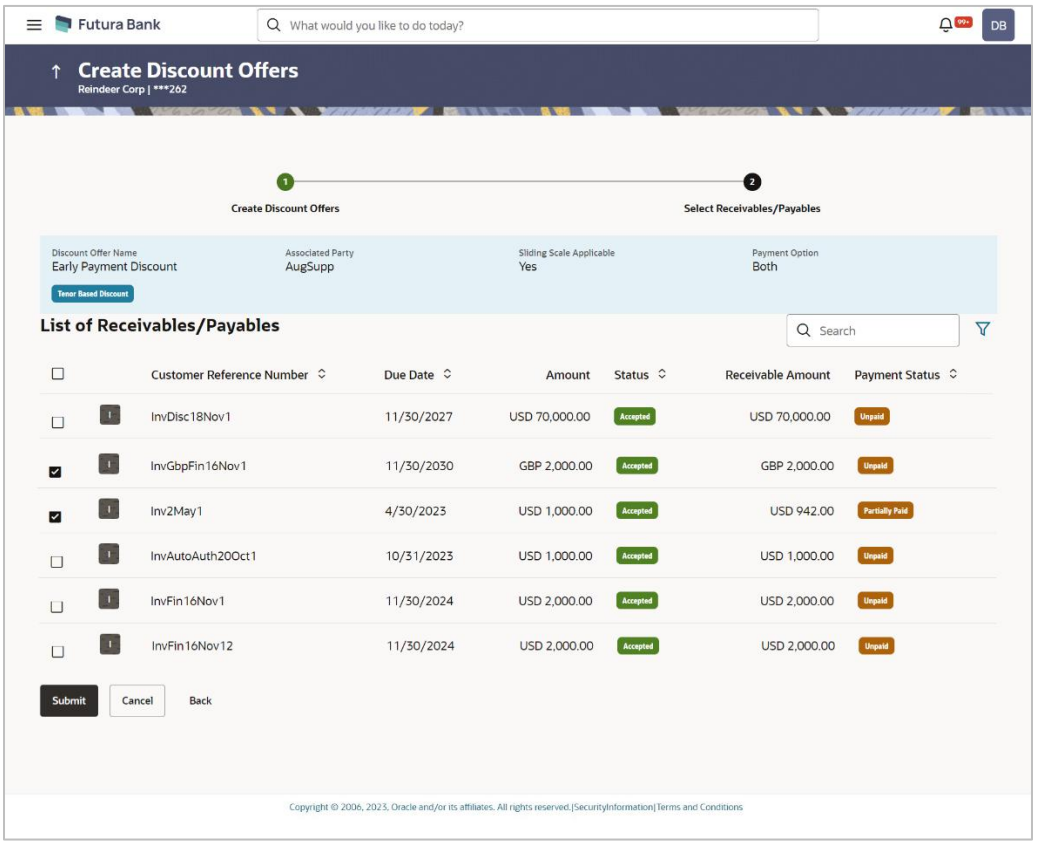
Field Name	Description
Payment Period From	Enter the starting day of the tenor.
Payment Period To	Enter the final day of the tenor.
Discount Rate	Enter the discount percentage applicable for the tenor. This field is applicable only if **Sliding Scale** option is switched OFF.
	Click the add icon to add another tenor and applicable discount rate.
	Click the delete icon to delete a specific tenor.
Highest Possible Discount Rate	Enter the upper threshold of discount rate that should be offered on the first day of the tenor.
Lowest Possible Discount Rate	Enter the lower threshold of discount rate that should be offered on the final day of the tenor.
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.



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



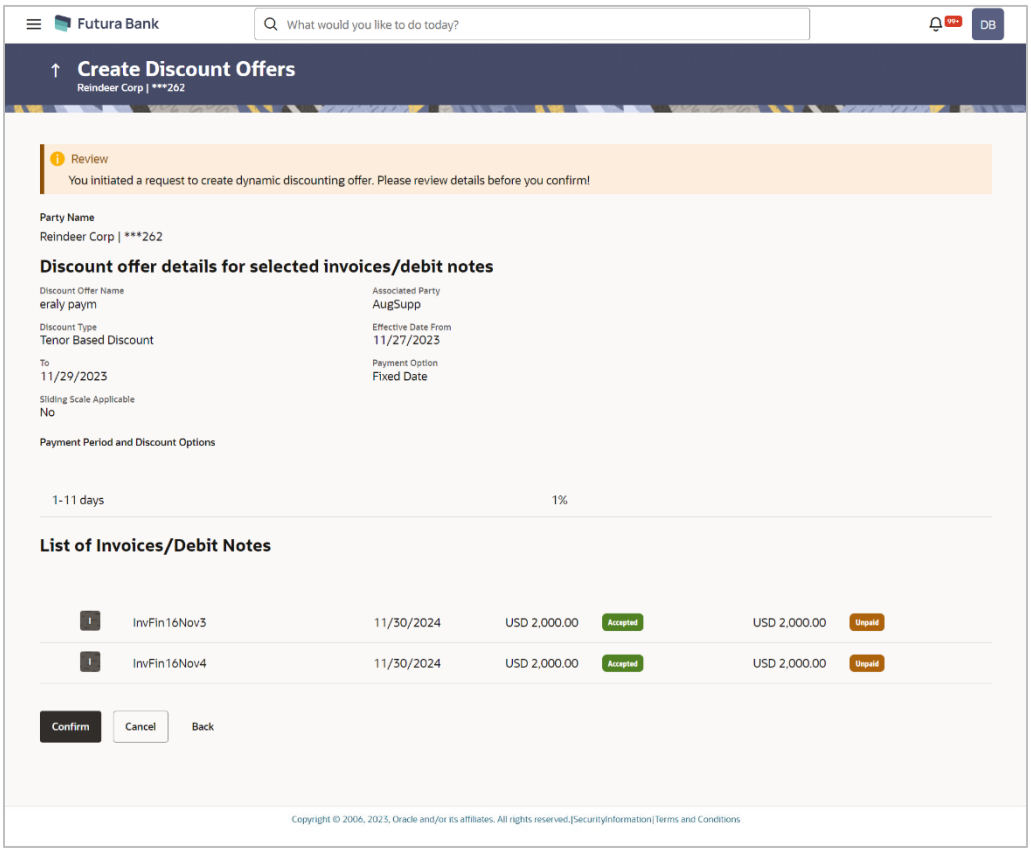
Field Description

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/Payables	
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 **Search (overlay window)** 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 'I' 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.

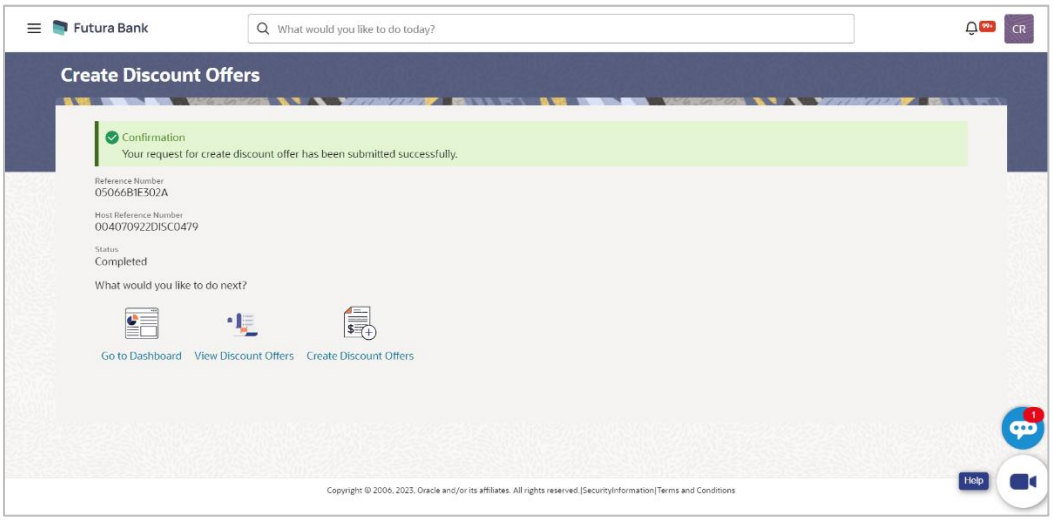
3. Once you select the required invoice(s) to apply the offer to, click **Submit**. The Review screen appears.
   OR
   Click **Back** to go to the previous screen.
   OR
   Click **Cancel** to cancel the creation of discount offer.

Review screen



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



5. Click **Create Discount Offers** to create another offer.
   OR
   Click **View Discount Offers** to view the existing discount offers.
   OR
   Click **Go to Dashboard** to go to the dashboard.

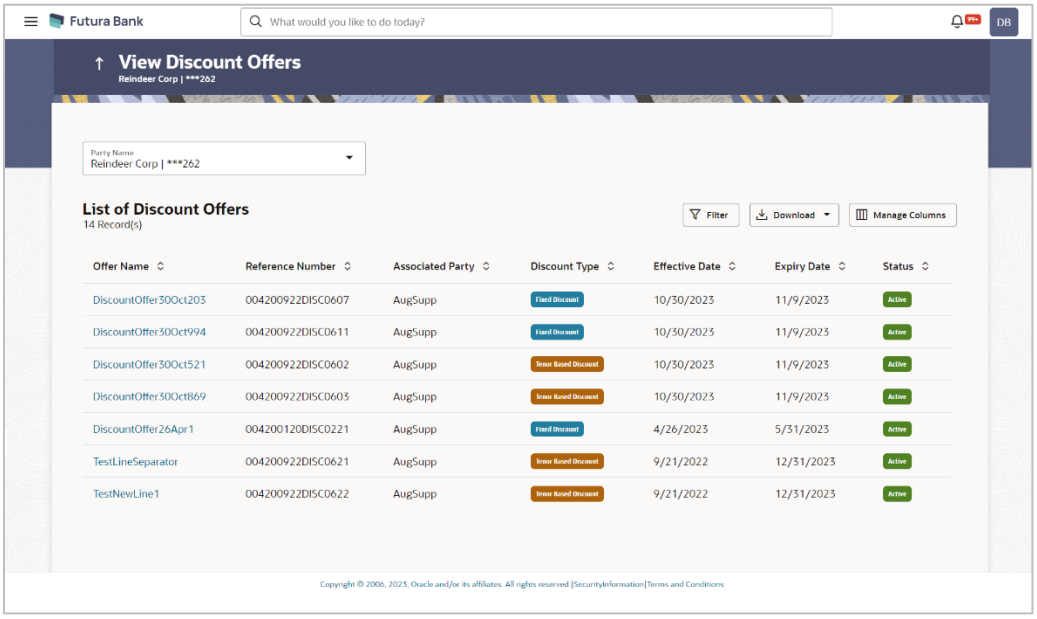
7.3 View Discount Offers

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



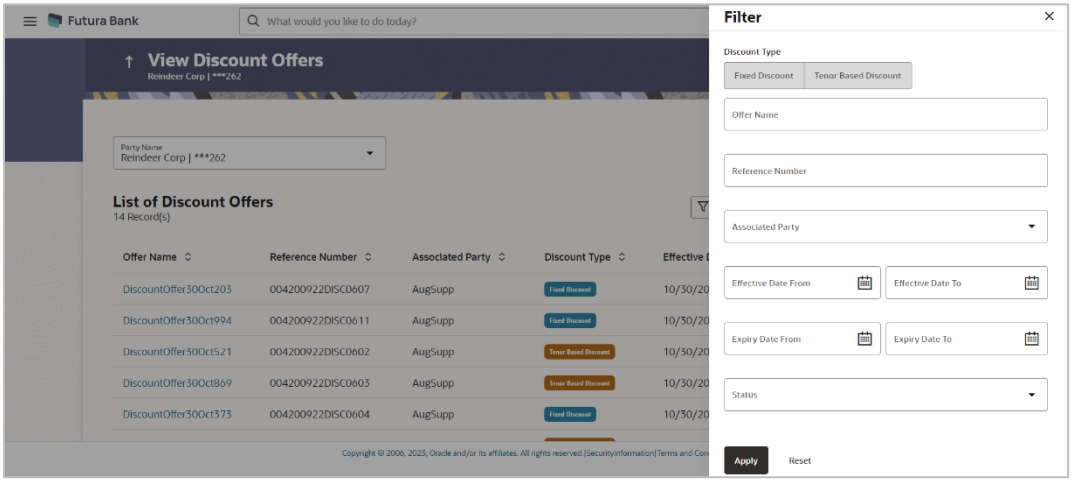
Field Description

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 **Manage Columns (overlay window for Discount Offers)** 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 **View Discount Offer Details** 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.



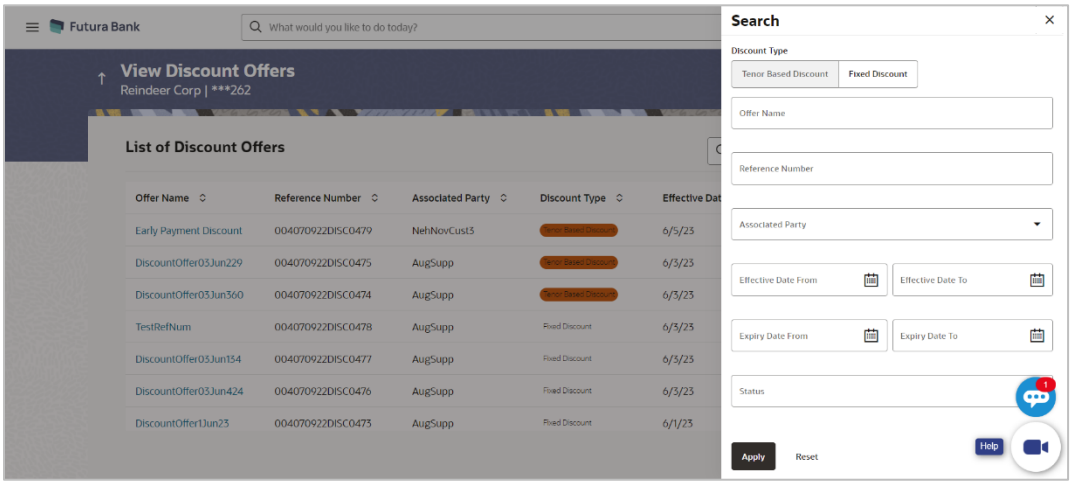
Field Description

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)

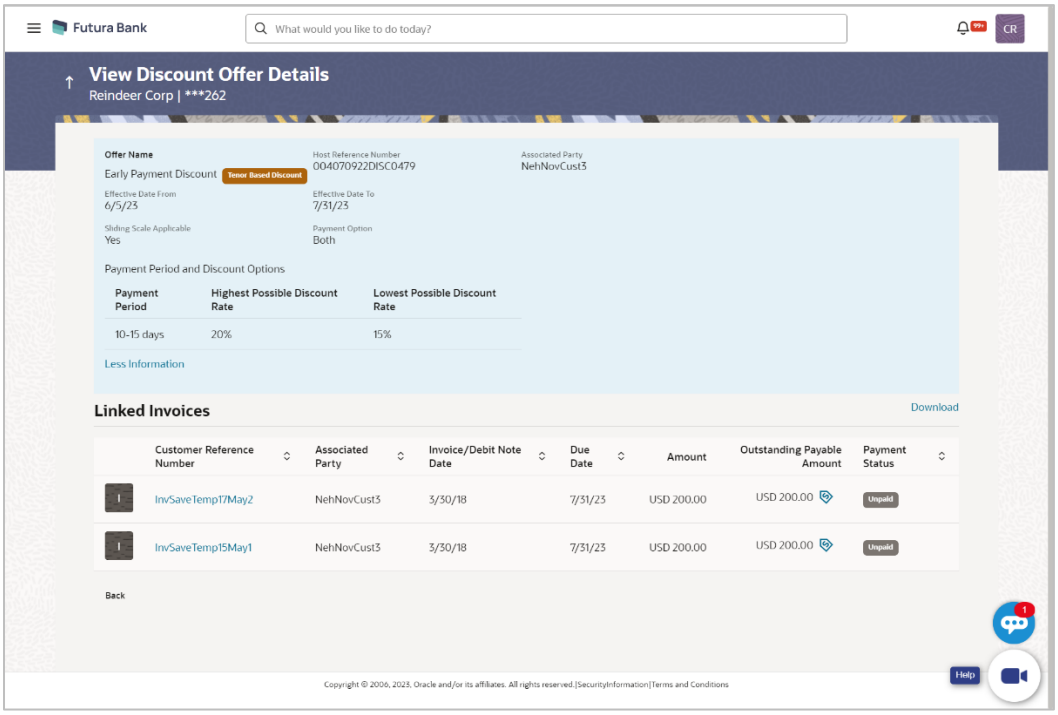
This overlay window appears when you click in the **View Discount Offers** screen.



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 **Offer Name** hyperlink of a discount offer in the **View Discount Offers** page.



Field Description

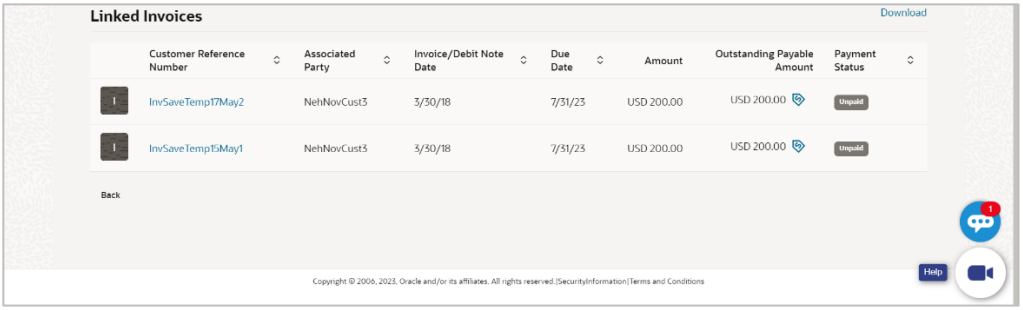
Field Name	Description
View Discount Offer Details	
Party Name	Displays the name of the logged-in corporate party.
Offer Name	Displays the name of the discount offer. Also displays the colour-coded discount type of the offer, whether **Fixed Discount** or **Tenor Based Discount**.
Host Reference Number	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.

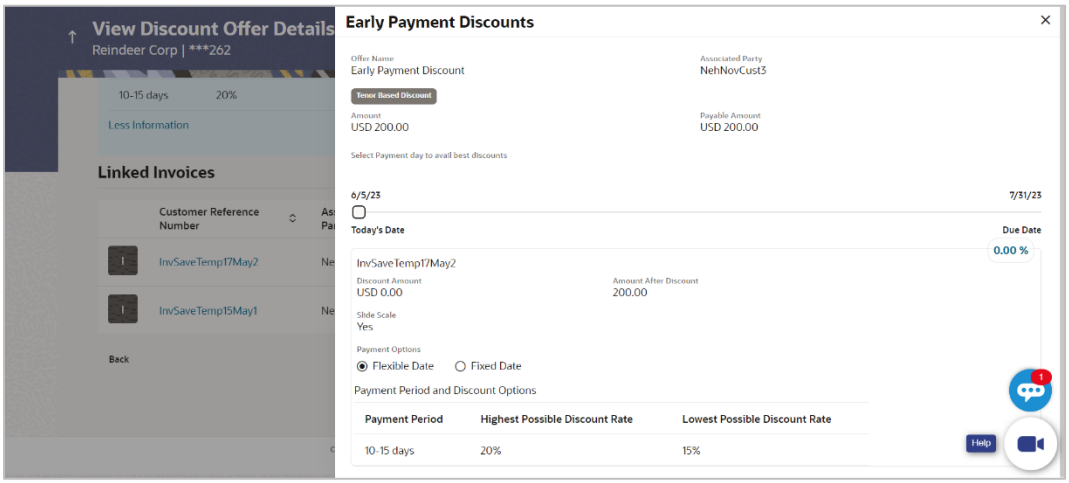
Linked Invoices tab



Download	Indicates an option to download the linked invoices list in CSV format.
Indicator	Displays 'I' 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 **View Invoice Details** 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 **Early Payment Discounts (from View Discount Offer Details)** section below.
Payment Status	Displays the payment status, whether unpaid, or partially paid.

Early Payment Discounts (from View Discount Offer Details)



Field Description

Field Name	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.

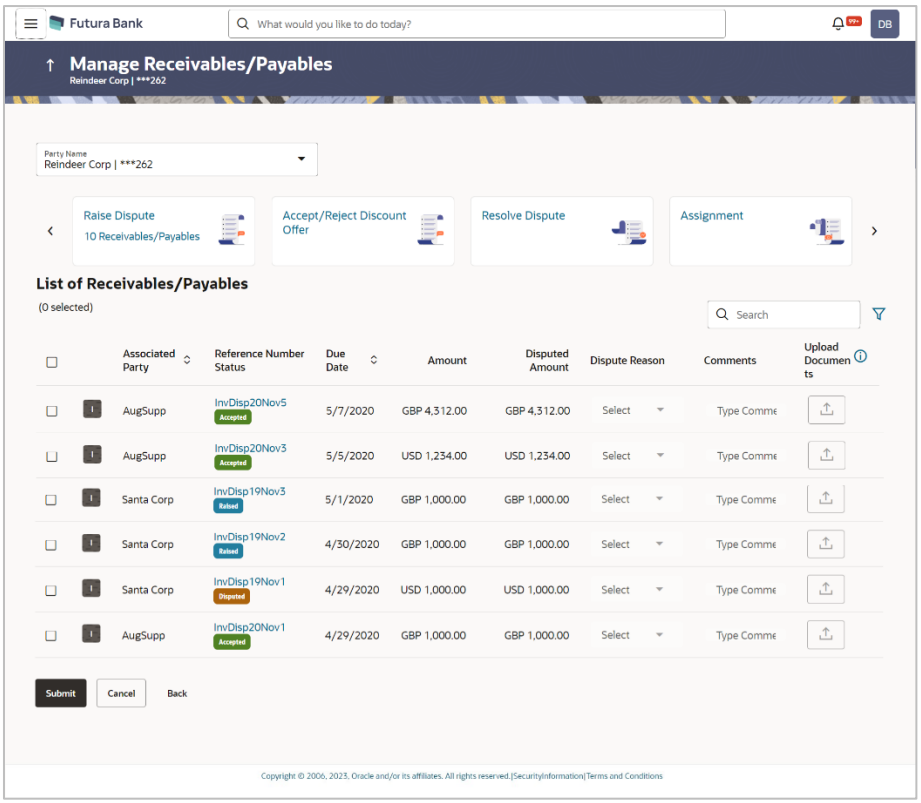
Pre-requisites

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



Field Description

Field Name	Description
Manage Receivables/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 **Accept** section below. • Accept/Reject Discount Offer – For more information, refer the **Accept/Reject Discount Offer** section below. • Edit - For more information, refer the **Edit** section below. • Cancel - For more information, refer the **Cancel** section below. • Raise Dispute – For more information, refer the **Raise Dispute** section below. • Resolve Dispute – For more information, refer the **Resolve Dispute** section below. • Assignment – For more information, refer the **Assignment** 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.

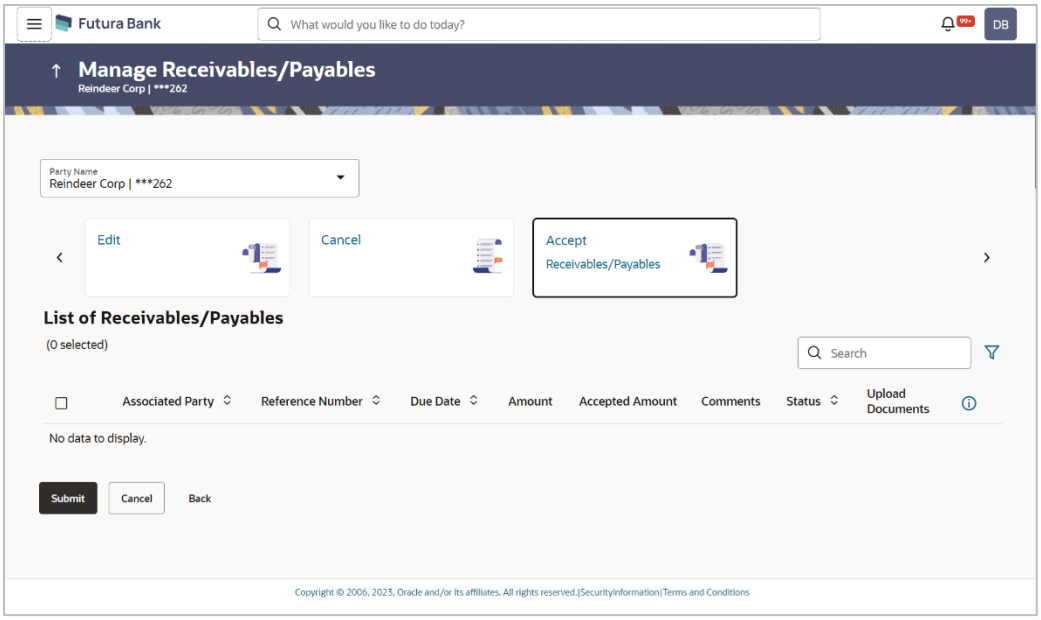
How to reach here:

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



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 **Search (overlay window for Manage Receivables/Payables)** 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. Click Here. **Note:** To add comments for all selected receivables/payables: 1) Click the **Click Here** link. A pop-up window appears. 2) Add relevant comments. 3) Click **Apply** to apply the same. OR Click **Cancel** to cancel adding the comments.
Indicator	Displays 'I' for invoice.
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.
Accepted Amount	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 field becomes editable. **Note:** The receivable/payable can be fully or partially accepted. To partially accept a receivable/payable: 1) Select the check box beside the receivable/payable to be partially accepted. 2) Click  and enter the amount that you wish to accept. 3) Click  to save the entered amount.
Comments	Enter remarks if any, while accepting the receivable/payable. Once you select a receivable/payable, this field becomes editable. **Note:** Remarks are mandatory in case of partially accepting the receivable/payable.
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.

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.
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.

8.2 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.

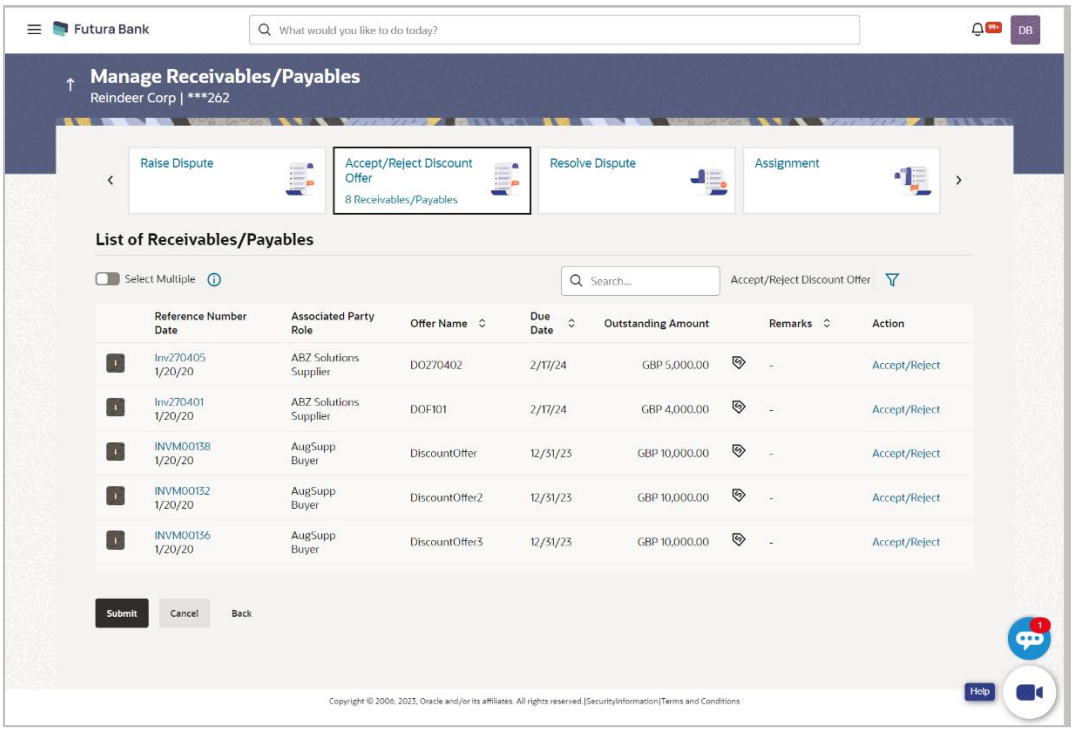
How to reach here:

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

To accept/reject discount offers:

1. 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

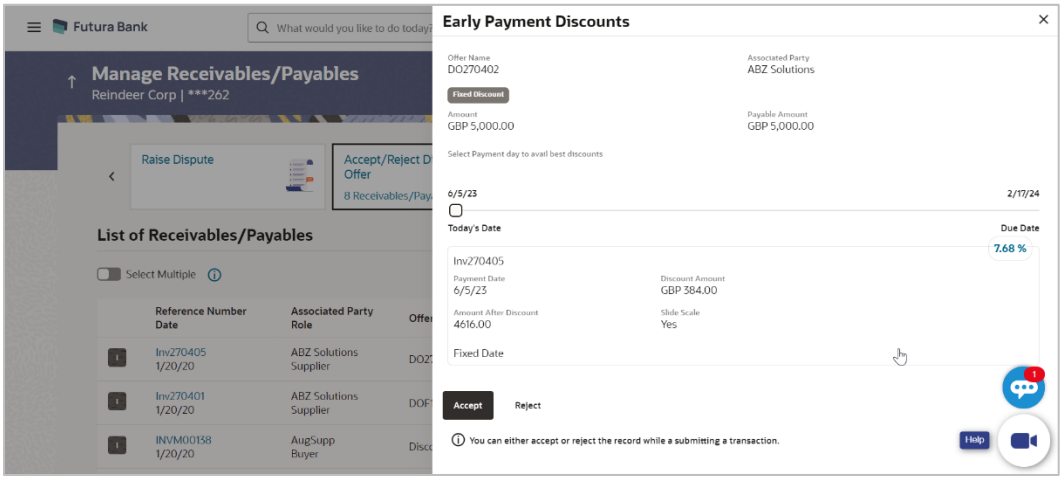


Field Description

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 Offer	This hyperlink is enabled only when the **Select Multiple** switch is enabled and when you select one or more receivables/payables. It enables accepting/rejecting the offer applied to multiple receivables/payables in one click. Only those 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 **Search (overlay window for Manage Receivables/Payables)** 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 'I' 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.

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 **Early Payment Discounts** section below.

Early Payment Discounts



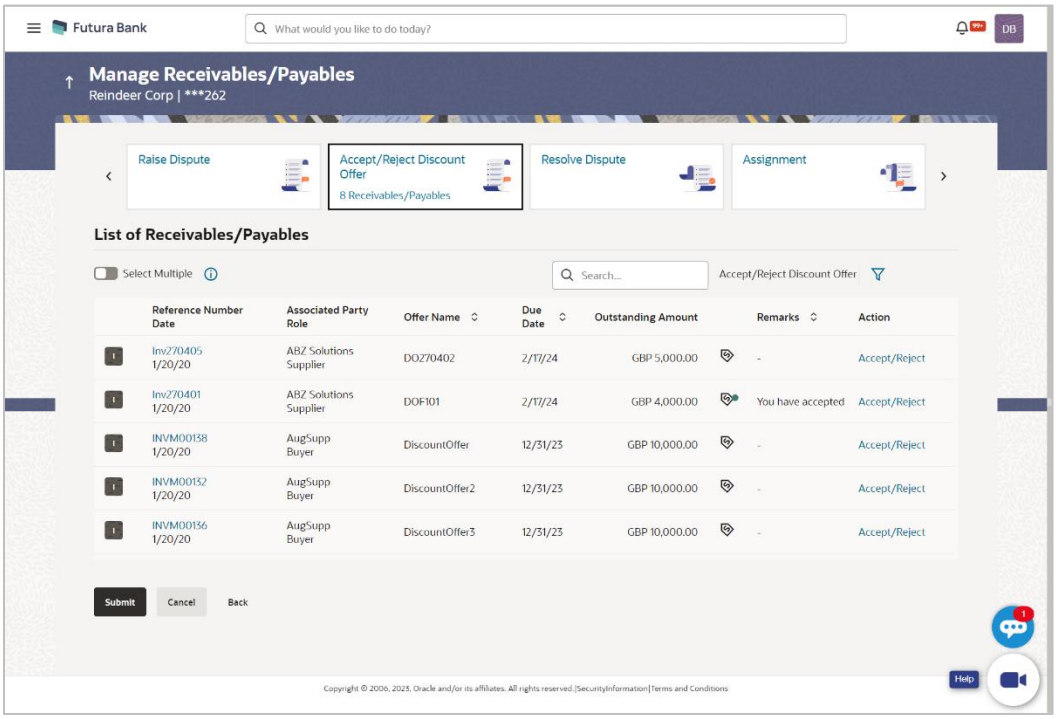
Field Description

Field Name	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 receivable/payable record.

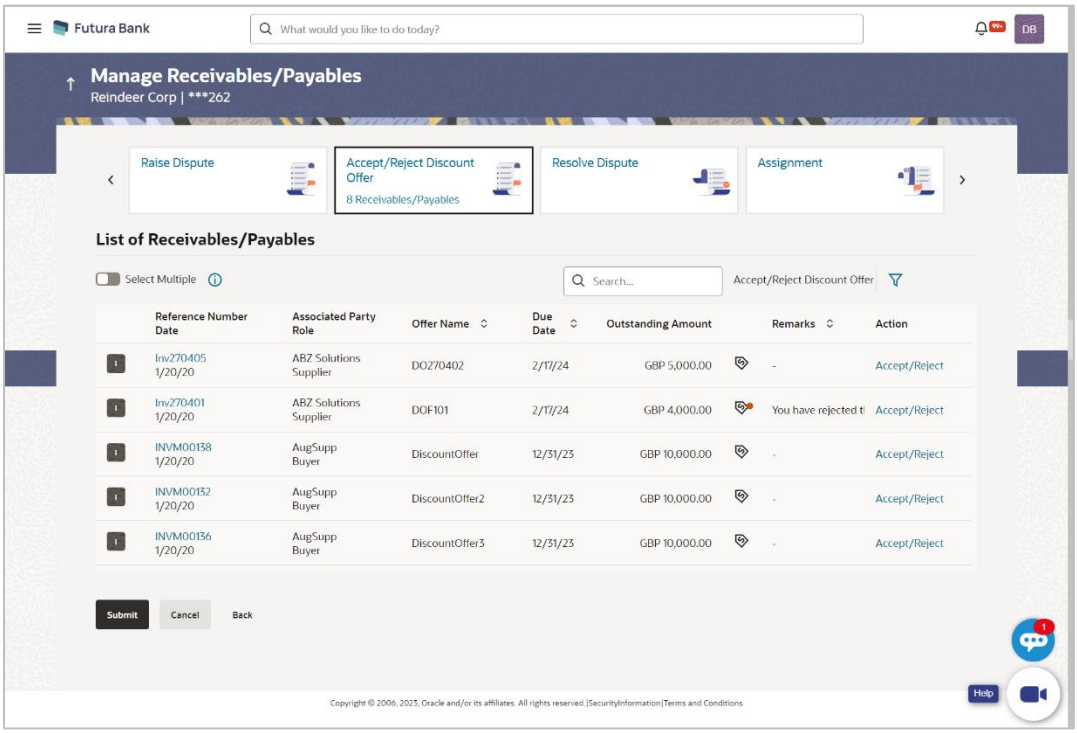
Field Name	Description
Amount	Displays the receivable/payable amount. If the **Select Multiple** Switch is enabled, then this field displays the total amount of all the selected receivables/payables.
Receivable Amount	Displays the outstanding receivable amount. If the **Select Multiple** Switch is enabled, 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

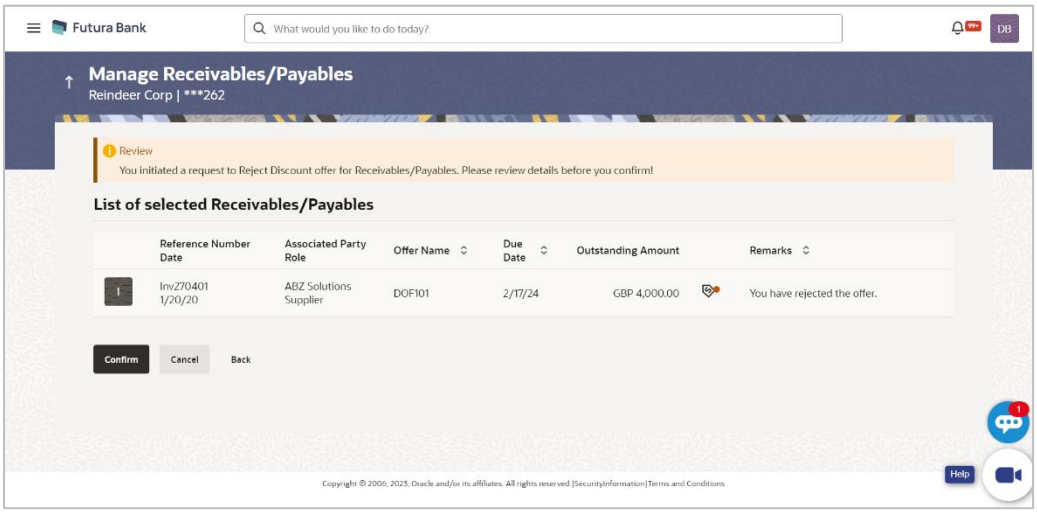


On Clicking Reject



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.

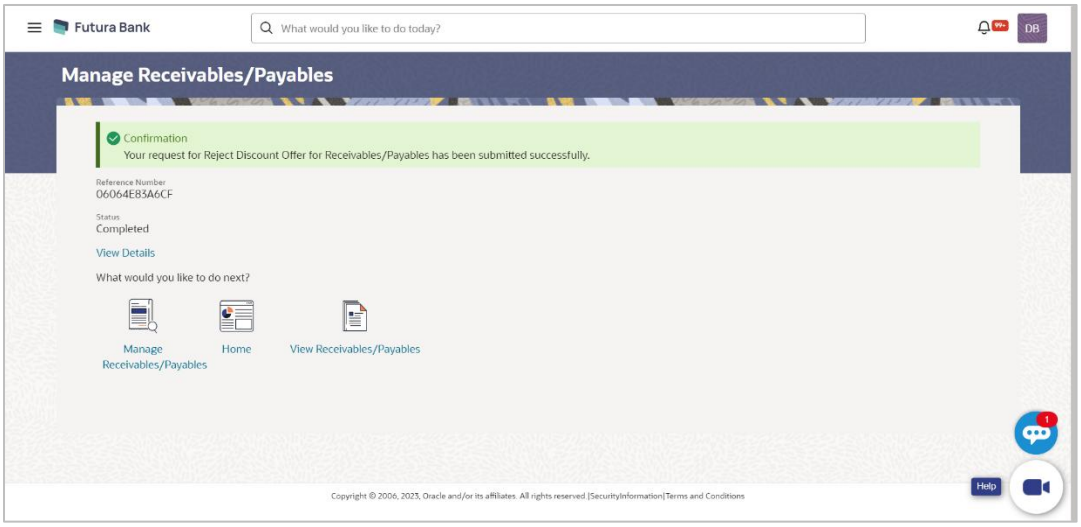
Review Screen



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



8.3 Edit

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

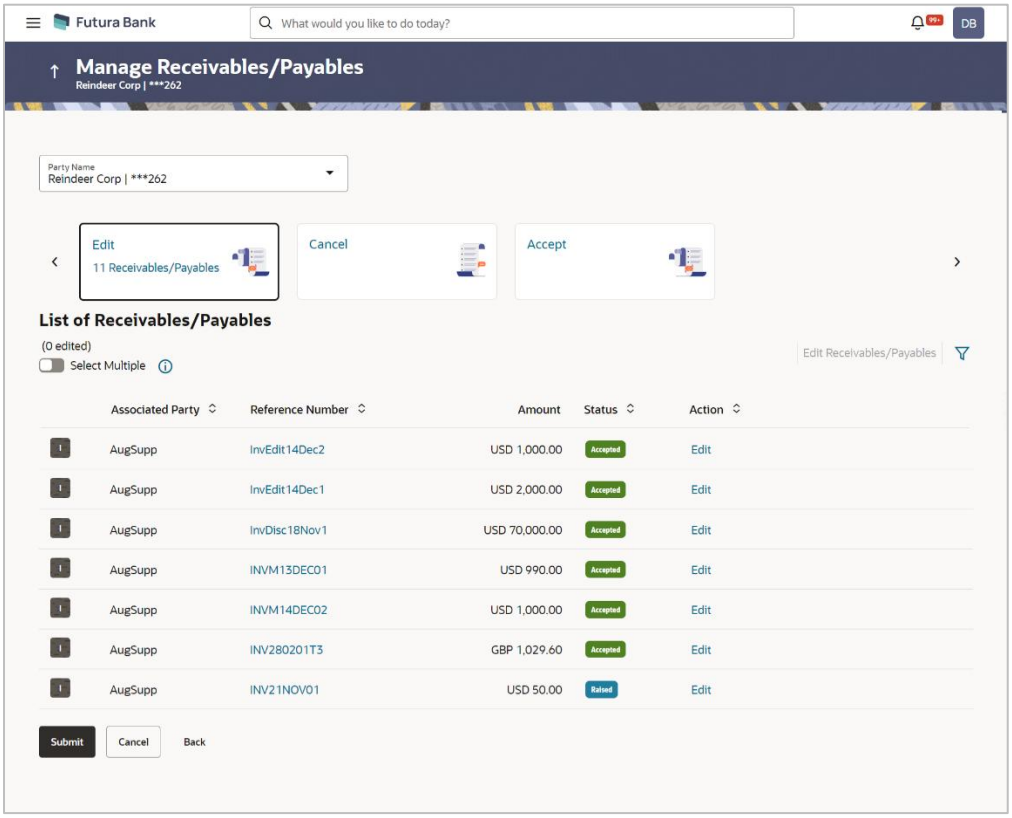
How to reach here:

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

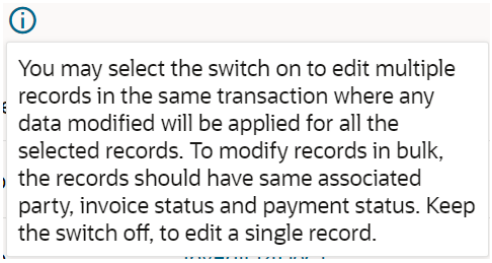
To edit receivables/payables:

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

Manage Receivables/Payables – Edit action selected

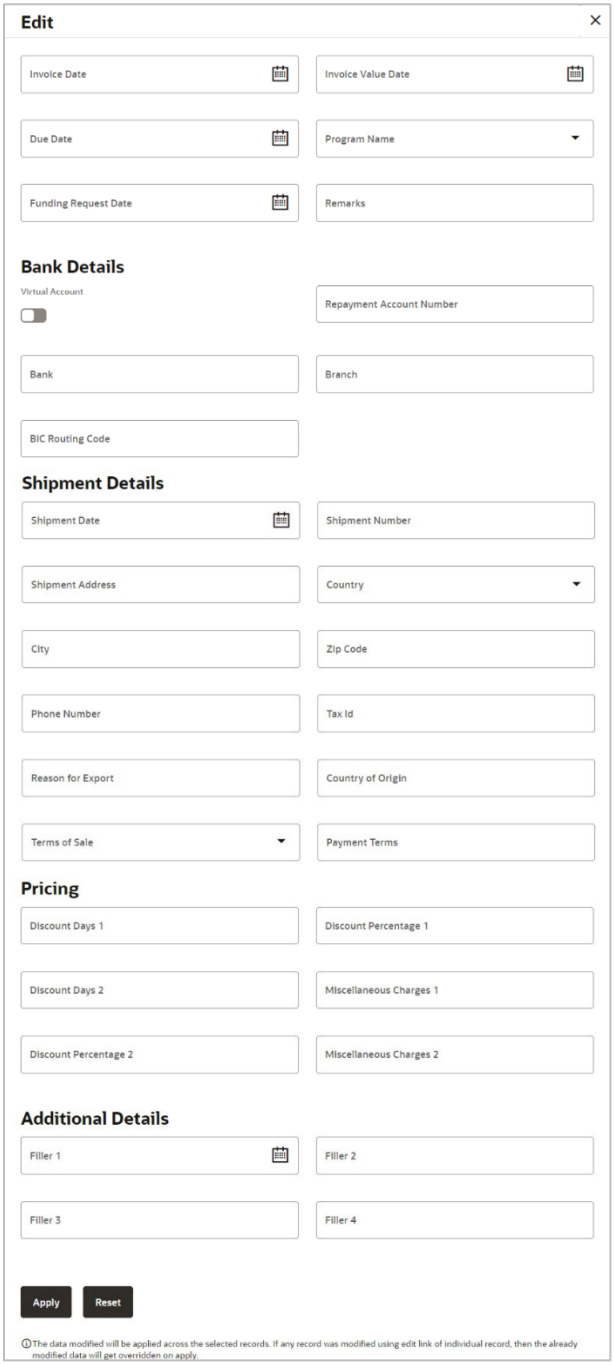


Field Description

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 **Search (overlay window for Manage Receivables/Payables)** section below.
Select Multiple	Switch this toggle On, to edit multiple receivable/payable records together. 
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 'I' 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)

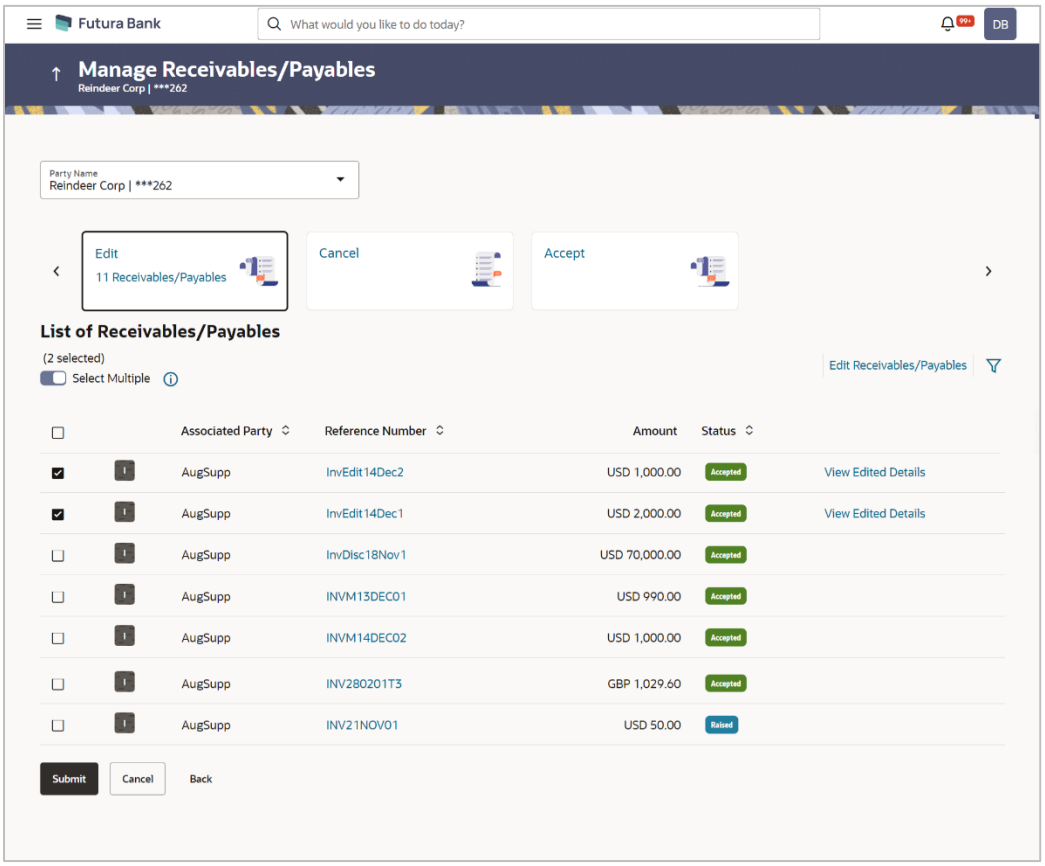


Field Description

Field Name	Description
Manage Receivables/Payables – 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.

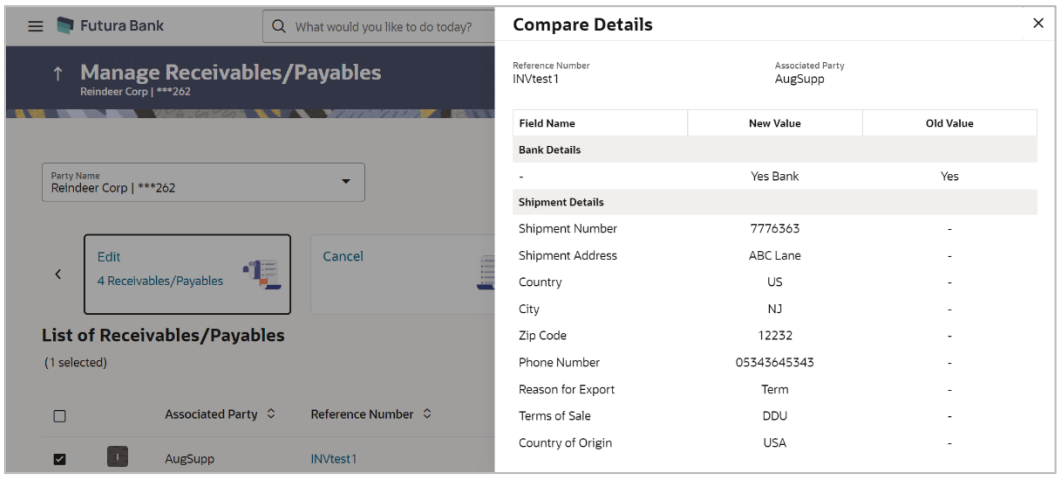


2. Click **Edit** to edit a receivable/payable. The **Edit Overlay Window** appears.
3. To edit multiple records, switch the **Select Multiple** toggle switch to On. Select the required receivable/payable records and click the **Edit Receivables/Payables** link.

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**.

4. Update the required fields as shown in **Manage Receivables/Payables – Edit (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.



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 Cancel

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.

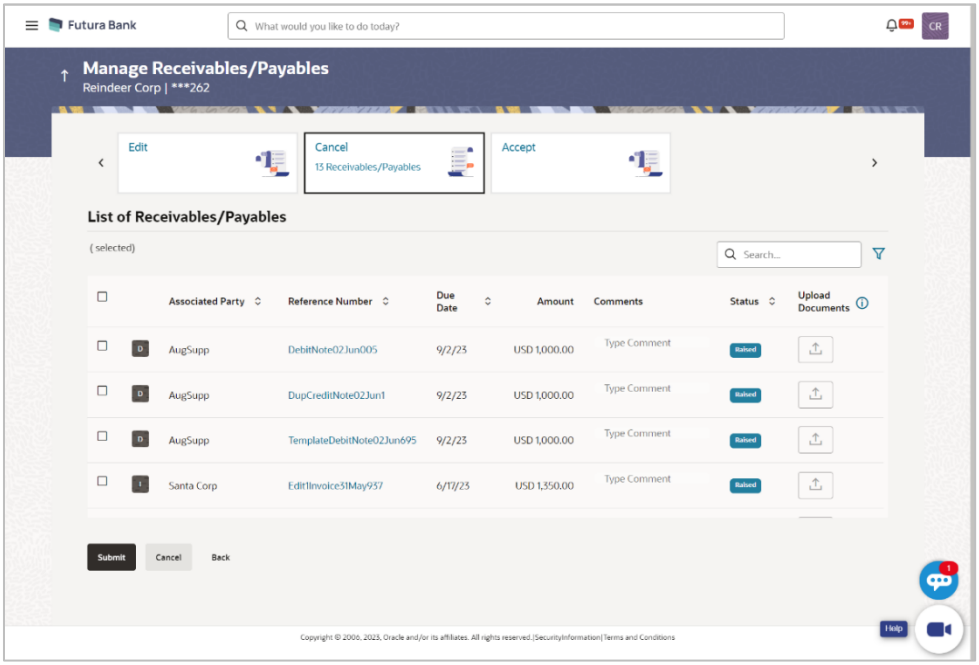
How to reach here:

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.

Manage Receivables/Payables – Cancel action selected

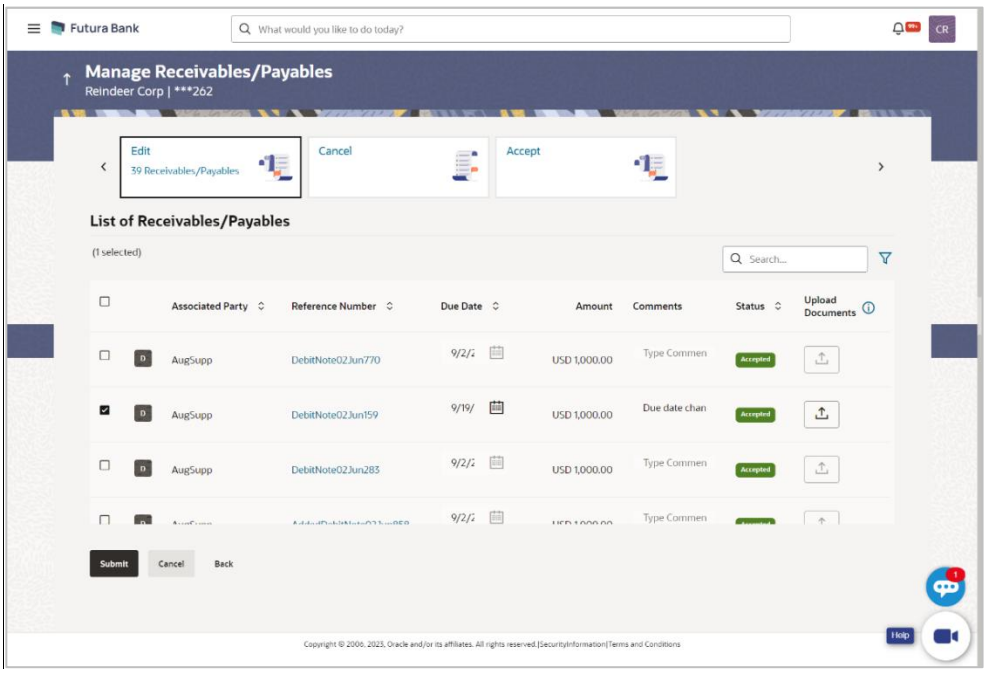


Field Description

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 **Search (overlay window for Manage Receivables/Payables)** 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. Click Here. **Note:** To add comments for all selected receivables/payables: 1) Click the **Click Here** link. A pop-up window appears. 2) Add relevant comments. 3) Click **Apply** to apply the same. OR Click **Cancel** to cancel adding the comments.
Indicator	Displays 'I' 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.



2. Once you select the required receivable/payable to cancel, 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.

8.5 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.

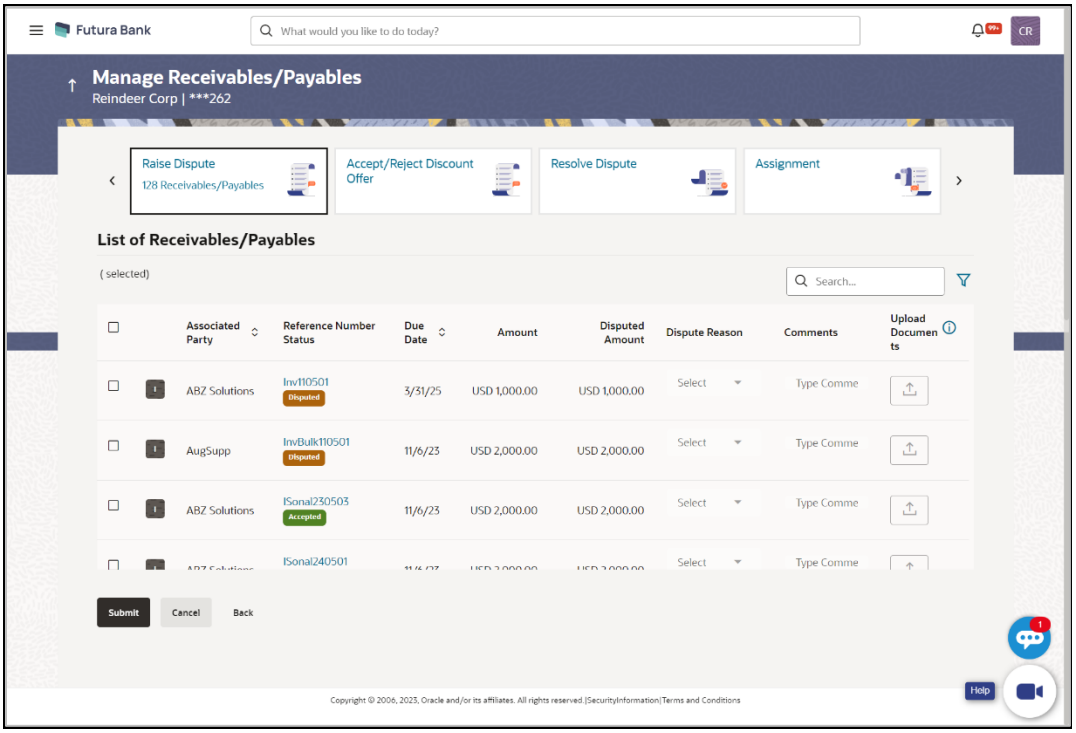
How to reach here:

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.

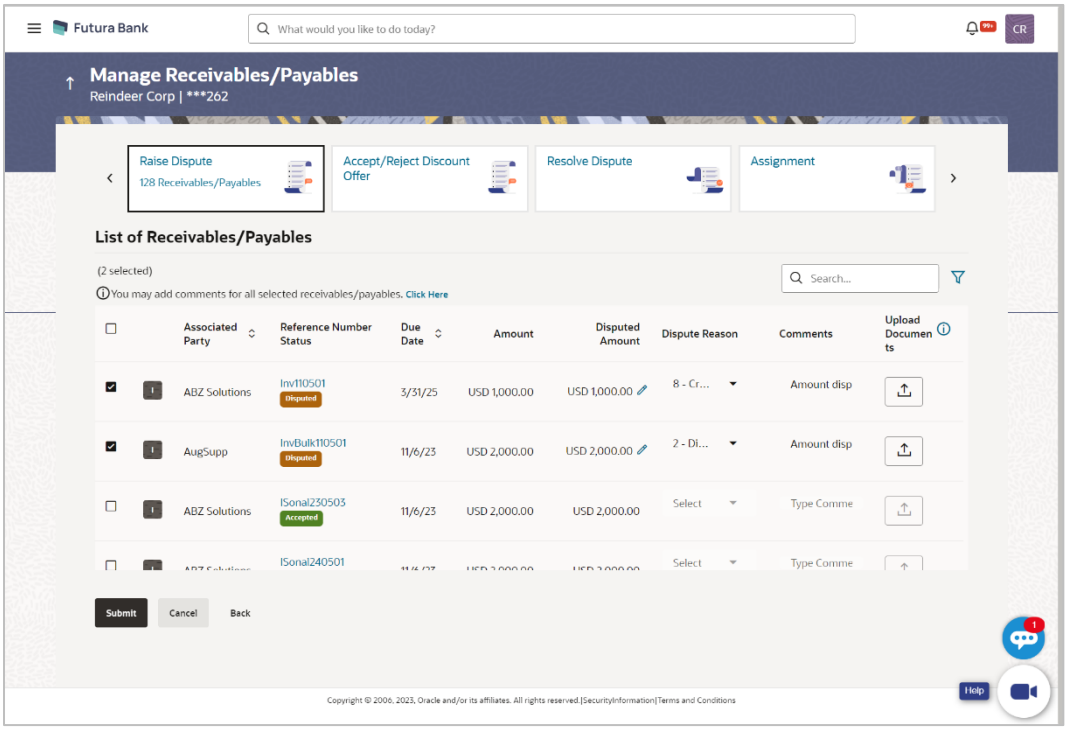
Manage Receivables/Payables – Raise Dispute action selected



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 **Search (overlay window for Manage Receivables/Payables)** 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. Click Here. **Note:** To add comments for all selected receivables/payables: 1) Click the **Click Here** link. A pop-up window appears. 2) Add relevant comments. 3) Click **Apply** to apply the same. OR Click **Cancel** to cancel adding the comments.
Indicator	Displays 'I' 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: 1) Select the check box beside the receivable/payable to be disputed. 2) Click  and enter the amount to be disputed. 3) Click  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  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 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.

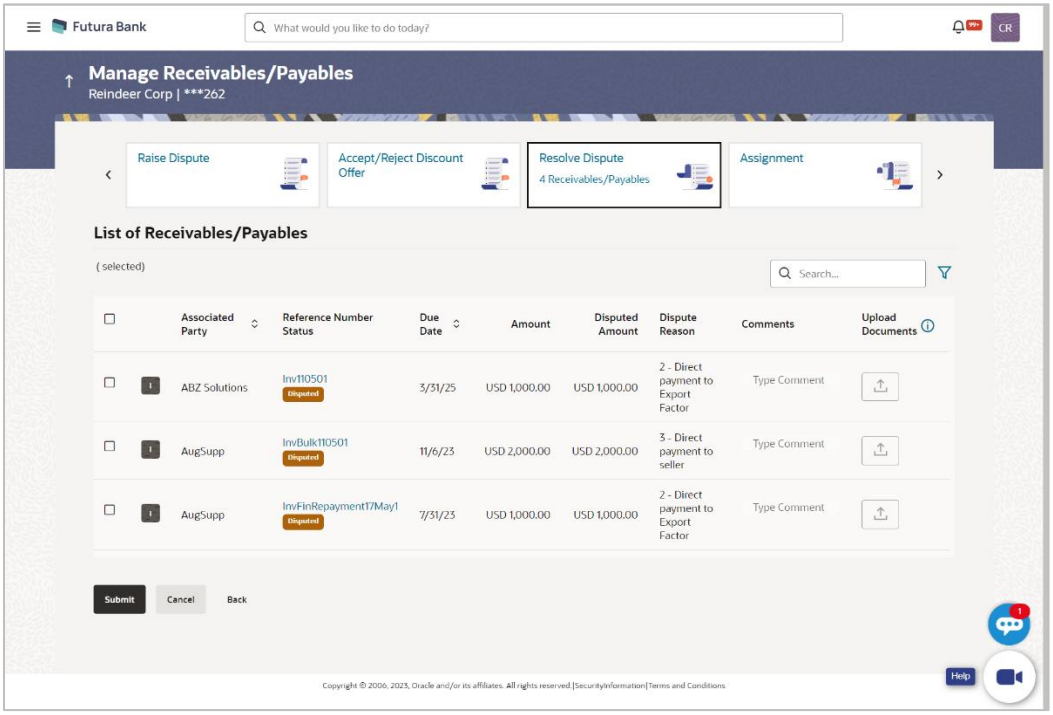
How to reach here:

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 **Resolve Dispute** link or the **Resolve Dispute** tile. A list of disputed receivables/payables, appears.

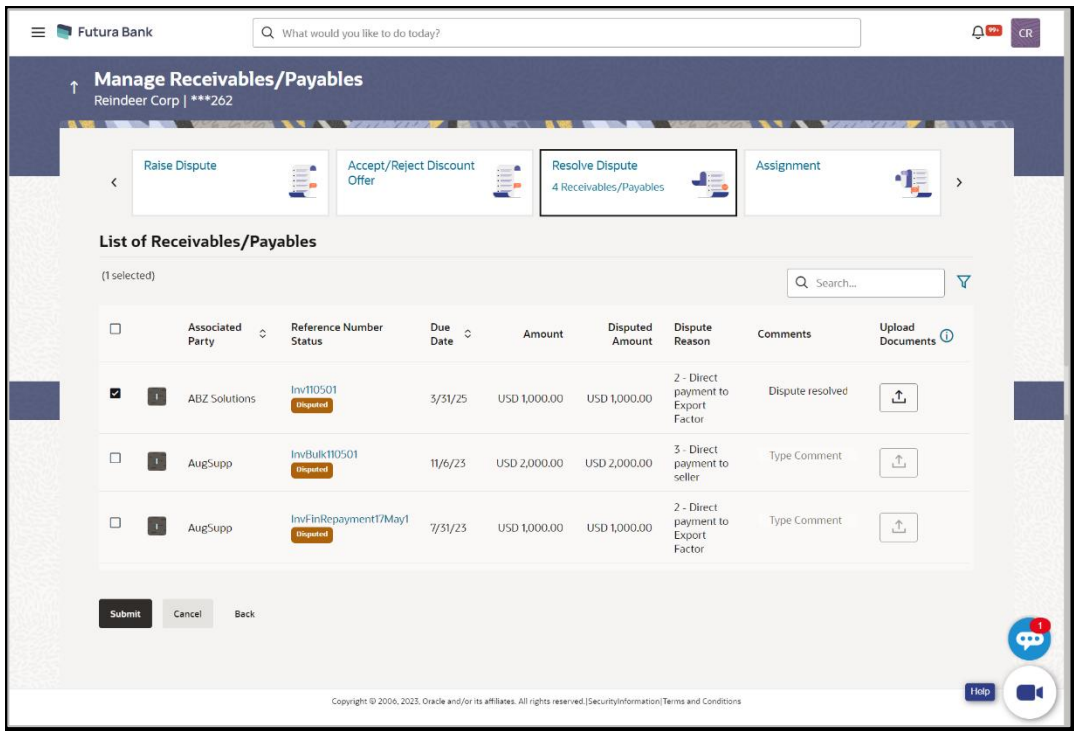
Manage Receivables/Payables – Resolve Dispute action selected



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.
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 **Search (overlay window for Manage Receivables/Payables)** 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. Click Here. **Note:** To add comments for all selected receivables/payables: 1) Click the **Click Here** link. A pop-up window appears. 2) Add relevant comments. 3) Click **Apply** to apply the same. OR Click **Cancel** to cancel adding the comments.
Indicator	Displays 'I' 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 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  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 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.
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.

8.7 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.

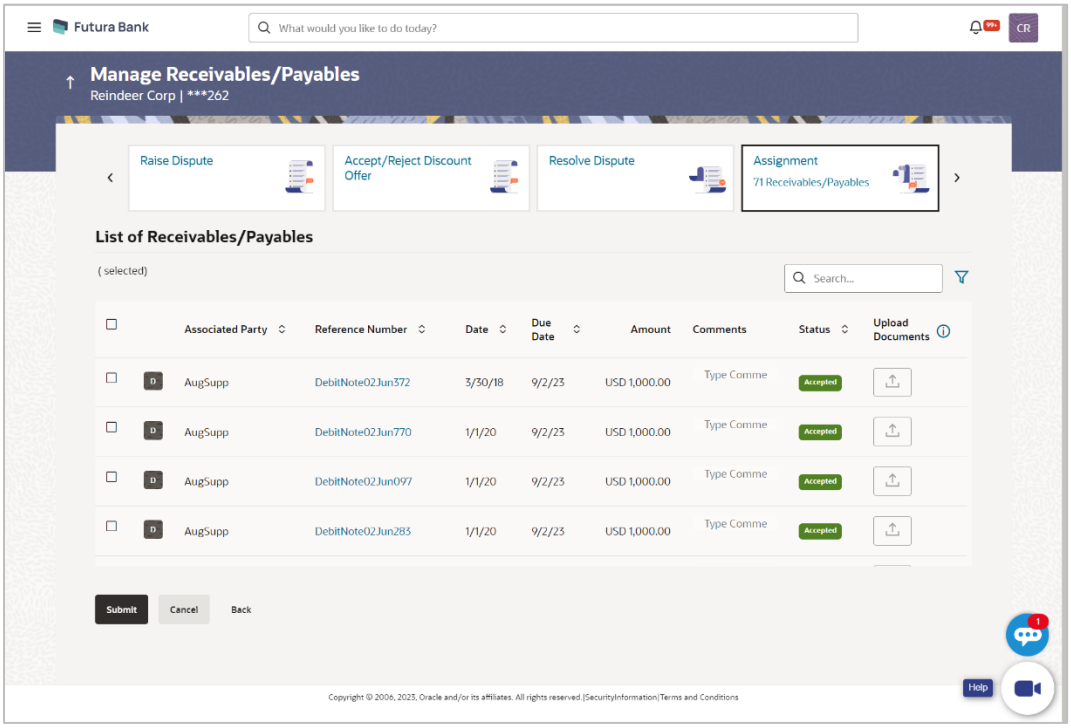
How to reach here:

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.

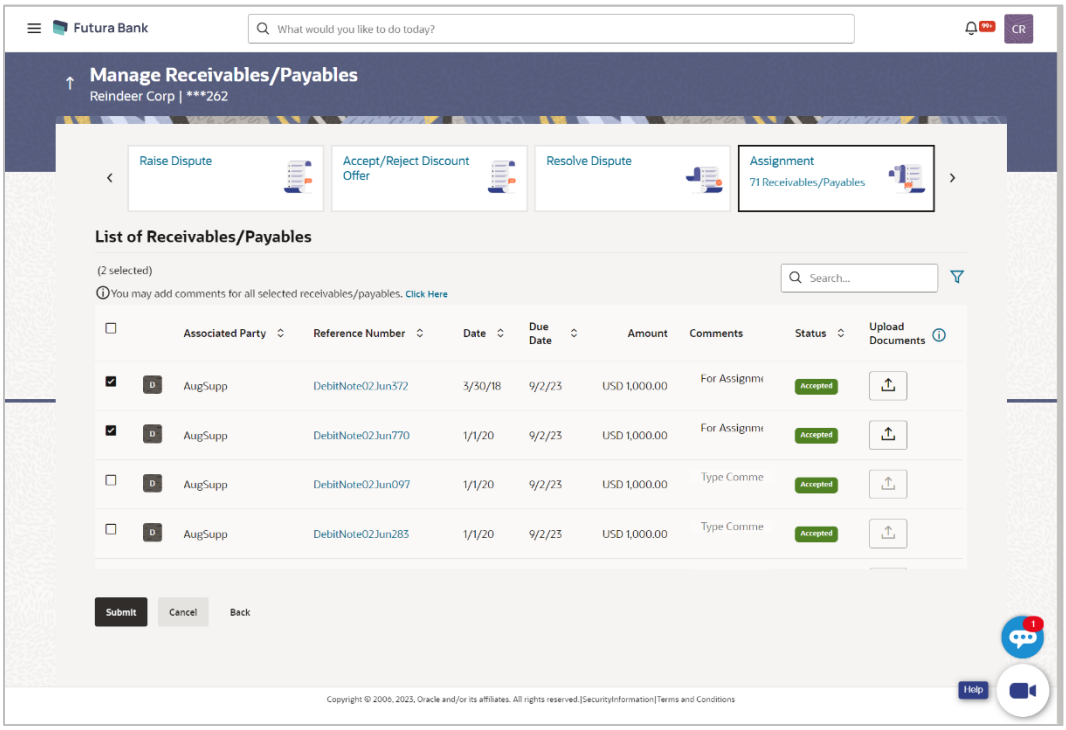
Manage Receivables/Payables – Assignment action selected



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 **Search (overlay window for Manage Receivables/Payables)** 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. Click Here. **Note:** To add comments for all selected receivables/payables: 1) Click the **Click Here** link. A pop-up window appears. 2) Add relevant comments. 3) Click **Apply** to apply the same. OR Click **Cancel** to cancel adding the comments.
Indicator	Displays 'I' 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.

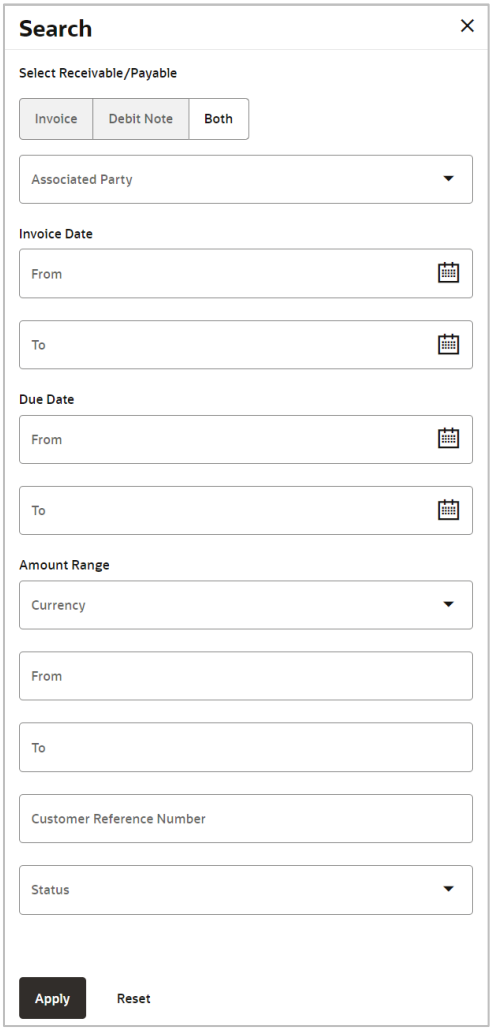


2. Once you select the required receivables/payables, enter relevant comments.

   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 icon in the **Manage Receivables/Payables** screen.



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 created within a specific date range. Click the calendar icon and select the **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.

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 Create Credit Note

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

9.1.1 Online Credit Note Creation

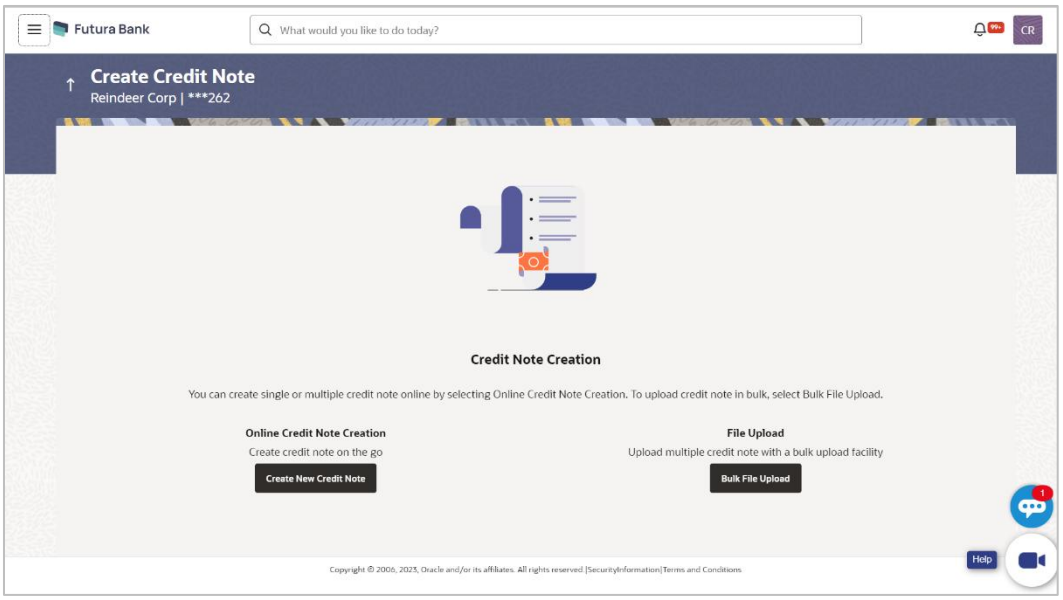
Using this option, corporate users can create single or multiple credit notes online. Post submission of the credit note, an option is provided to save the content as a Template. The template can be reused for creating credit notes for the same program and associated corporate party.

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



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.

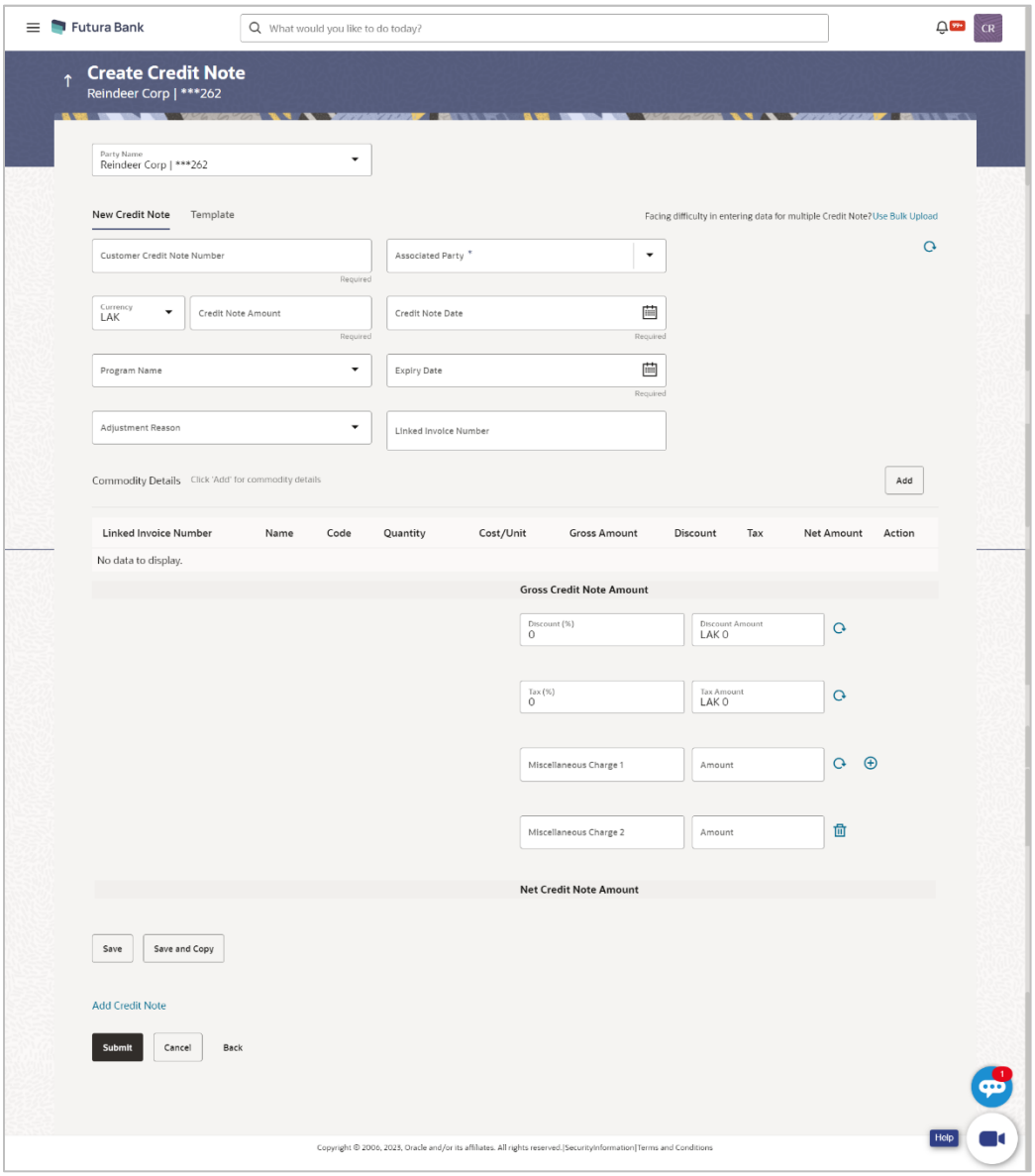
9.1.1.1 Online Credit Note Creation (manual entry)

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



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	

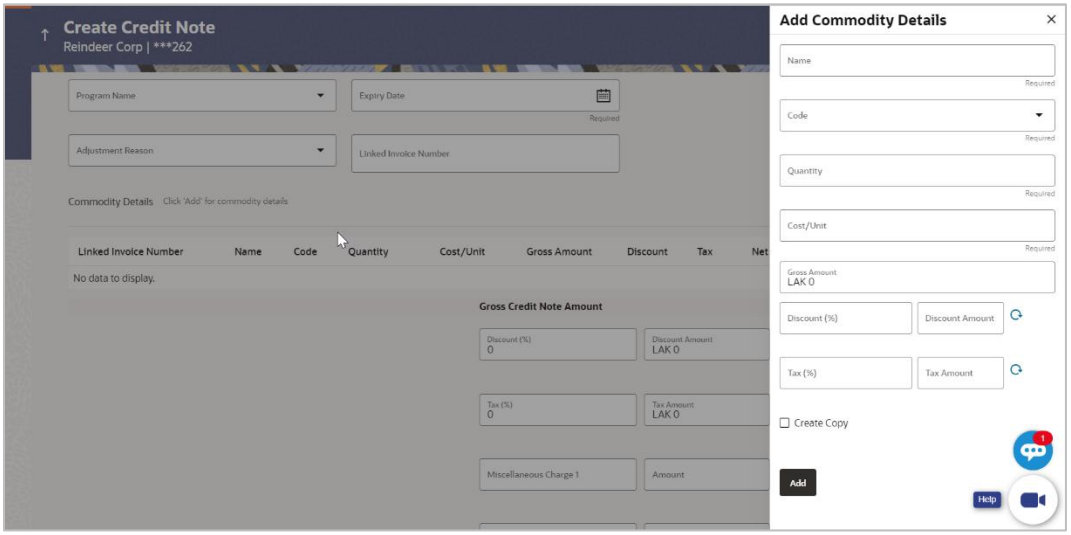
Field Name	Description
Facing difficulty in entering data for multiple Credit Note? Use Bulk Upload	Click the **Use Bulk Upload** link to navigate to the **File Upload** screen for creating credit notes in bulk.
Customer Credit Note Number	Enter the customer's own reference number for the credit note.
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 .
    c. To delete a commodity record, click .

Add Commodity Details

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



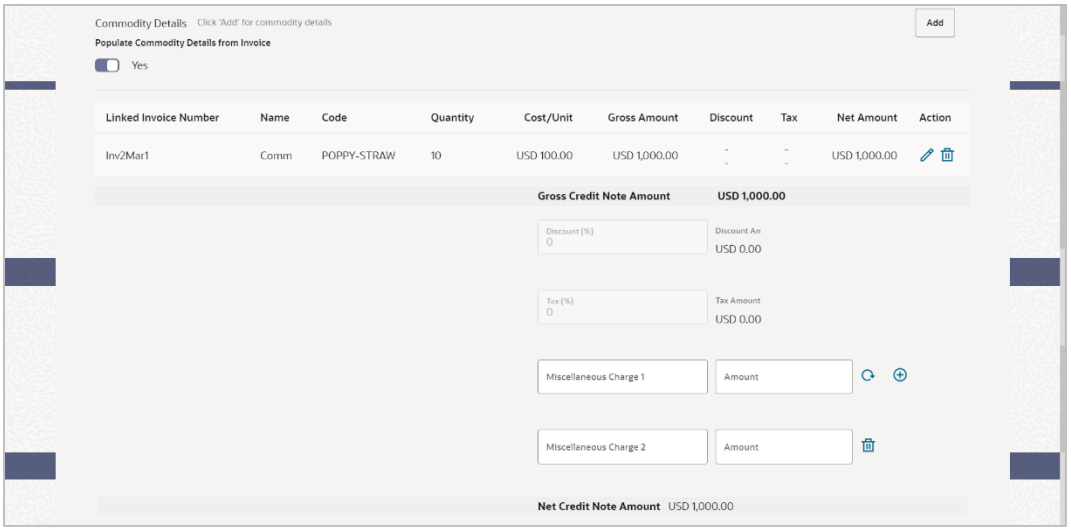
Field Description

Field Name	Description
Add Commodity Details	
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  to reset the values.
Tax	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  to 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 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.



Field Description

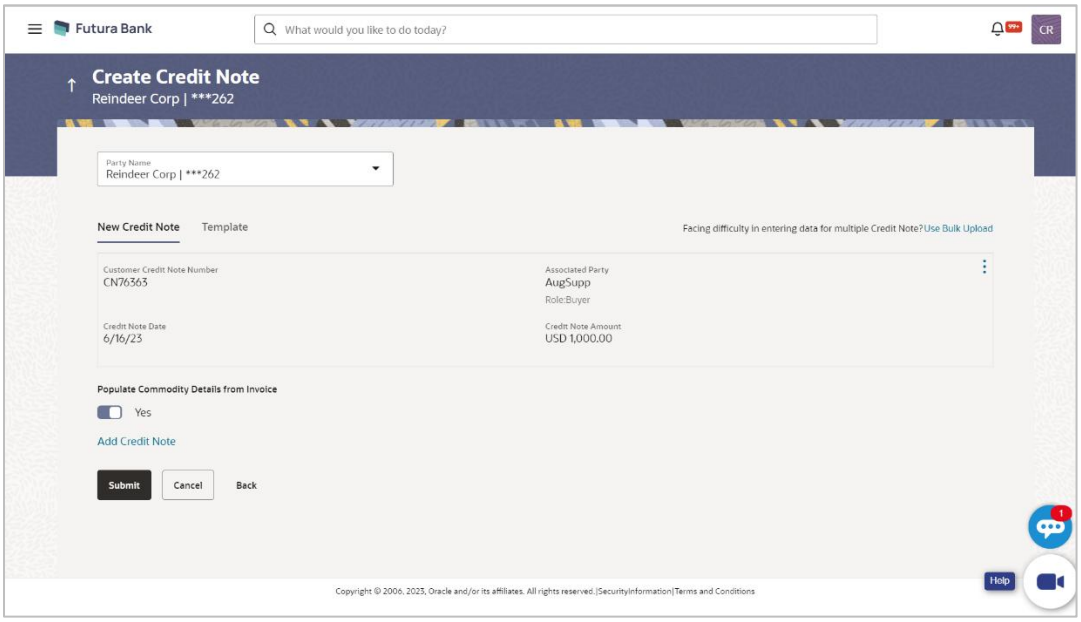
Field Name	Description
Commodity Details	
This section displays the commodity detail records, once you add them. Multiple commodities can be added.	
Linked Invoice Number	Displays the invoice number of the commodity.
Name	Displays the name of the commodity.
Code	Displays the code of the commodity.
Quantity	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 product 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 present below the Commodity Details section, and are applicable at the invoice-level.

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.
Tax	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  to add another charges. A maximum of 2 miscellaneous charges can be added. Click  to reset the values.
Net Credit Note Amount	Displays the overall credit note amount that is owed to the buyer. **Note:** The **Net Credit Note Amount** gets automatically calculated as follows: Net Credit Note Amount = Gross Credit Note Amount - Discount Value + Tax Amount
	Indicates an option to reset the fields. This icon is present on the top right corner of the screen.

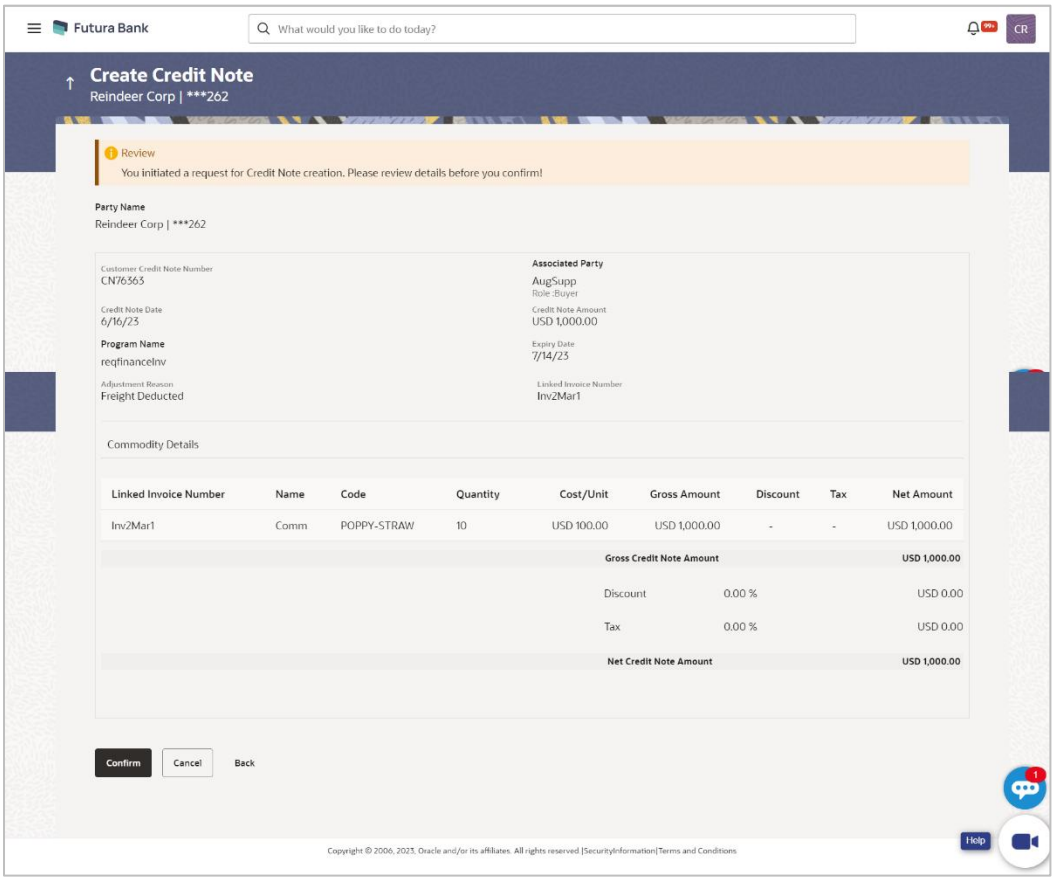
4. Modify the amount in the **Credit Note Amount** field above the Commodity Details section, to match the **Gross Credit Note Amount**, of all commodities.
5. Click **Save** to save the debit note.
   OR
   Click **Save and Copy** to save the credit note and to create an editable copy.
   OR
   To clear the fields, click the  icon in the top right side of the screen.



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.

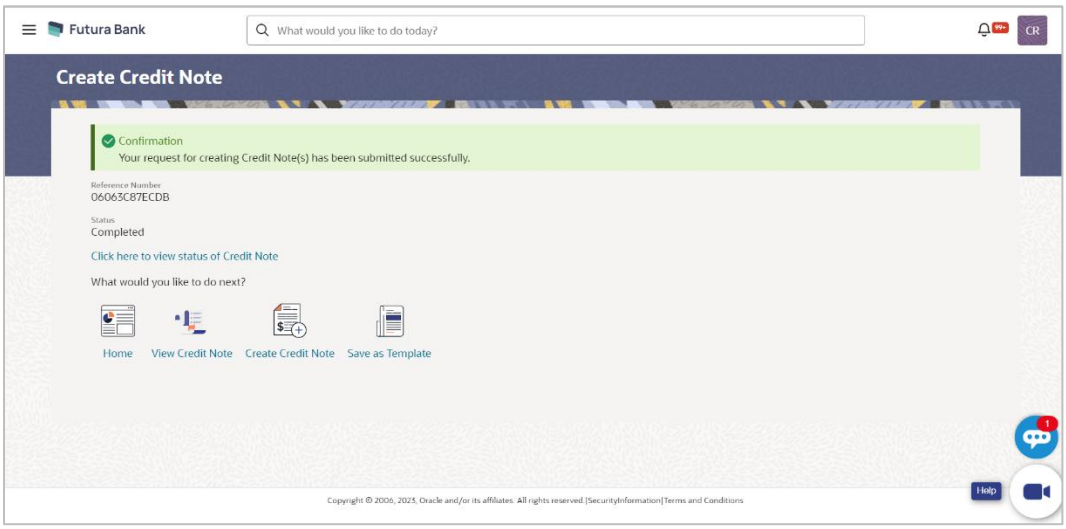
6. To create another new credit note in the transaction, click the **Add Credit Note** link.
   a. Add required details as mentioned in the steps above.
7. Click **Submit** to submit the transaction, once all required credit notes have been added. The Review screen appears.
   OR
   Click **Cancel**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

Create Credit Note – Review Screen



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



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

9. Click the **Save as Template** link to save the details of the created credit note as a template.
   OR
   Click the **View Credit Note** link to view the details of existing credit notes. The **View Credit Note** screen appears.
   OR
   Click the **Create Credit Note** link to create another credit note.
   OR
   Click the **Go To Dashboard** link to go to the main dashboard.

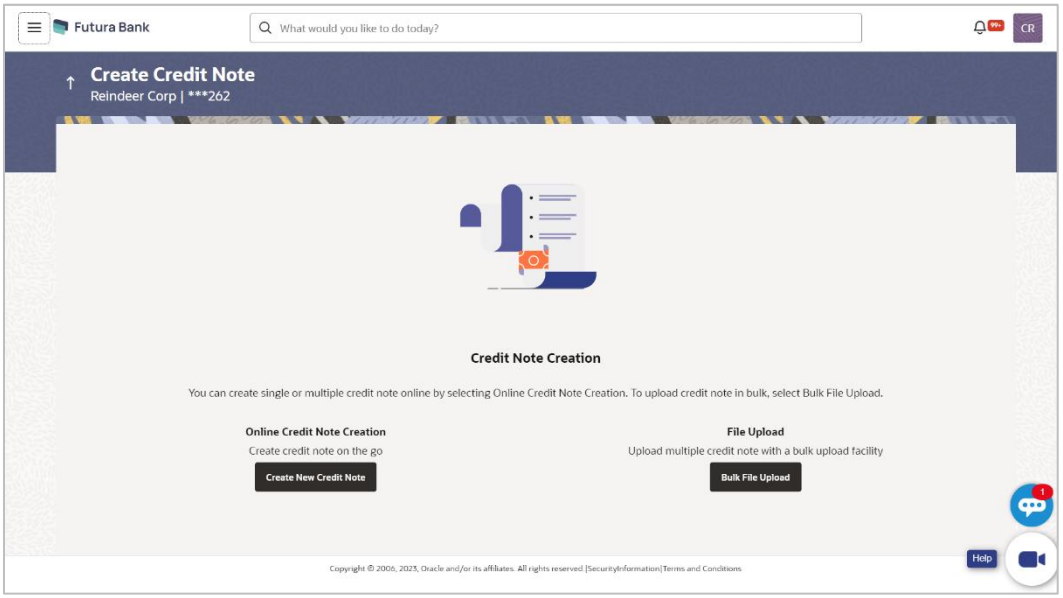
9.1.1.2 Create Credit Notes using Templates

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:

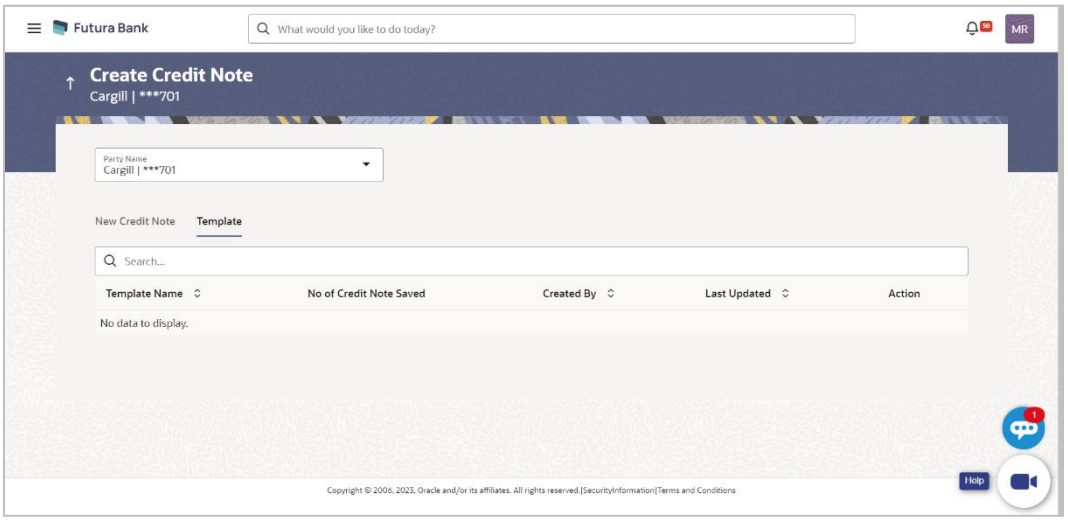
Dashboard > Toggle menu > Receivables/Payables > Receivables/Payables Management > Create Credit Note

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



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.
4. Click the desired **Template Name** 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 **Save and Copy** link to create a copy of the credit note in editable mode.
OR
Click the **Add Credit Note** link at the bottom of the screen, to add another credit note.
OR
Click  at the top right corner of a credit note, to delete it.
OR
Click  at the top right corner of a credit 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.
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.

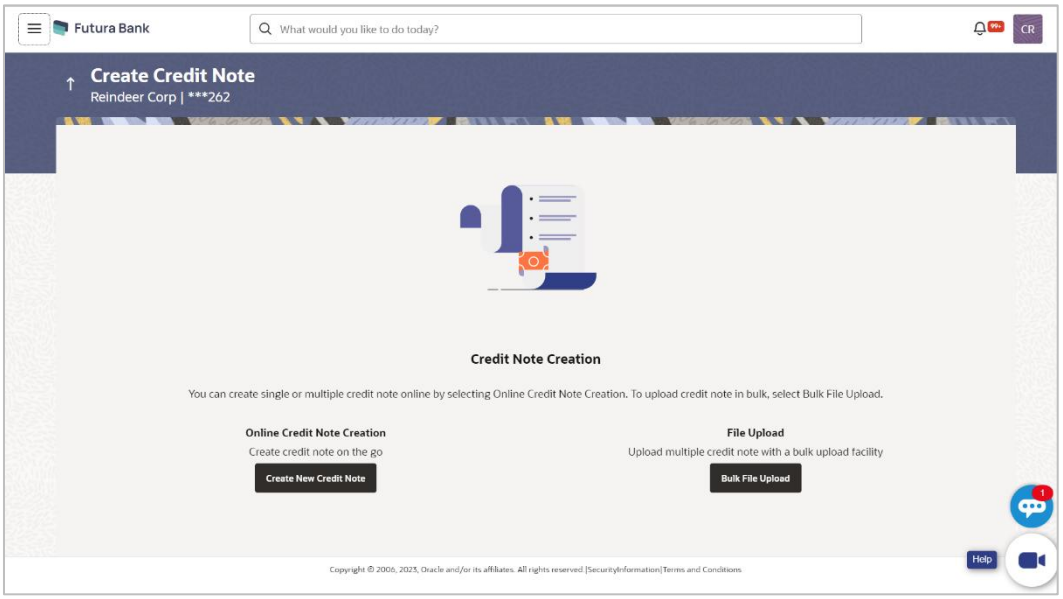
9.1.1.3 Bulk Credit Note Creation

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:



Field Description

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.
2. 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.

Note: Refer this file for the upload file format: BulkCreditNoteUploadTemplate.csv

To view the Bulk_Credit_Note_Upload_Template and File Upload Formats Excel attachment, perform the below steps:

a. Click the attachment icon on the left pane of the opened document. Under the Attachments column, all attached files are displayed.

b. On the Attachments pane, right-click on the attachment, and click **Open Attachment** option. The Open File window is displayed.

c. In the Open File window, select the **Open this file option**, and click **OK**. The selected attachment is opened in a pre-defined file format as Excel.

Field Description

Field Name	Description
The following fields are specific to a credit note. You must add a row for each credit note record.	
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 credit note. The invoices specified in this field should not have been 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.

Field Name	Description
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.
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 Error • Freight Deducted • Tax Deducted • Items not received
Remarks	Enter any remarks, if applicable.

Field Name	Description
The following fields are specific to a commodity. You must add a row for each commodity in the credit note.	
Indicator**	Enter **C** for a commodity row.
Credit Note reference number	Enter the reference number of the credit 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 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

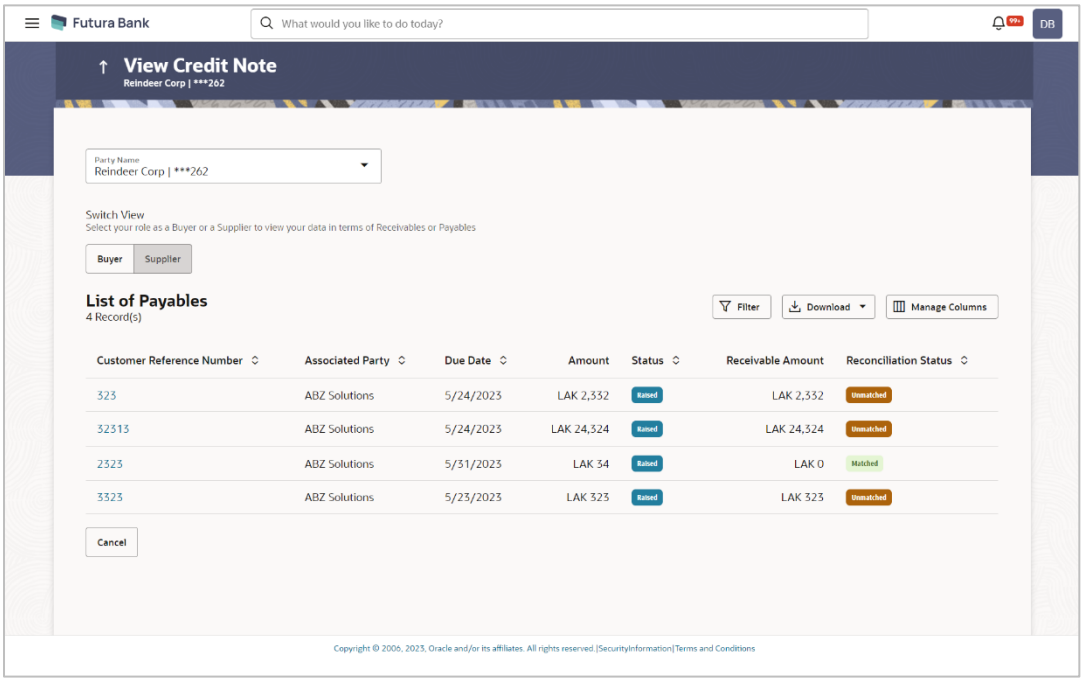
9.2 View Credit Note

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



Field Description

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 Note)** 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 **Manage Columns (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.

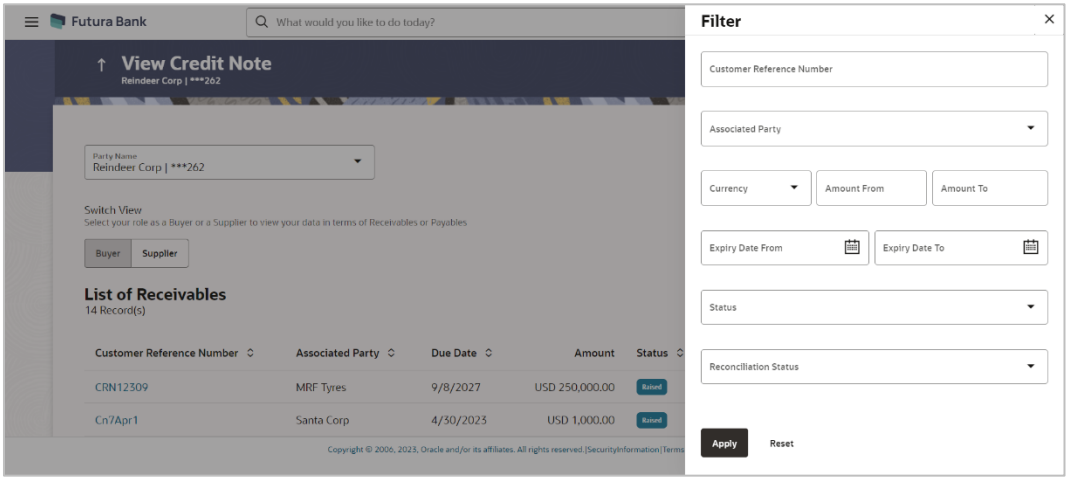
Customer Reference Number	Displays the customer's reference number for the credit note as fetched from the Host. This is a hyperlink which when clicked displays the details of the credit note. For more information, refer the **View Credit Note Details** section, in this document.
Associated Party	Displays 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.



Field Description

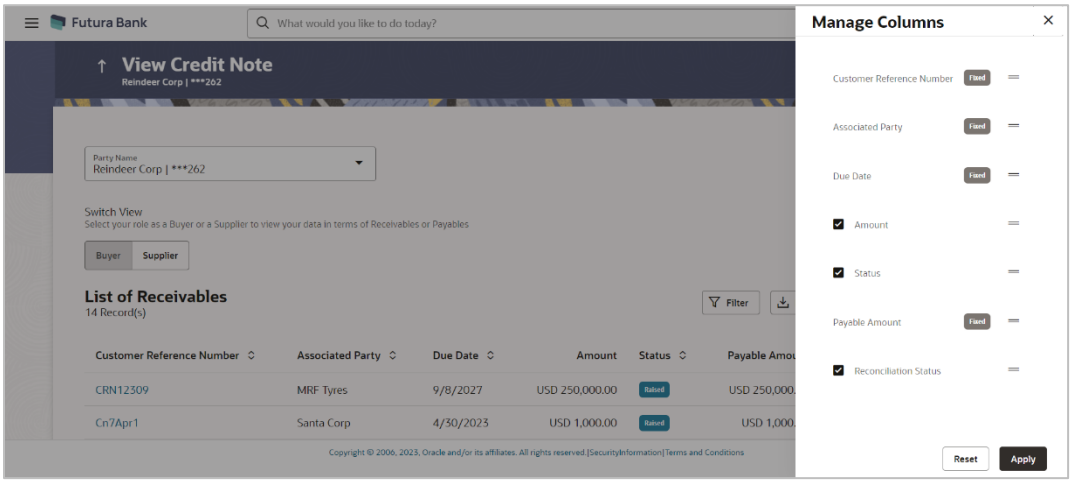
Field Name	Description
Filter (overlay window)	
Customer Reference Number	Indicates an option to filter credit notes using the reference number.
Associated Party	Indicates an option to filter credit notes based on the associated party.
Amount Range Currency From-To	Indicates an option to filter credit 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

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)

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

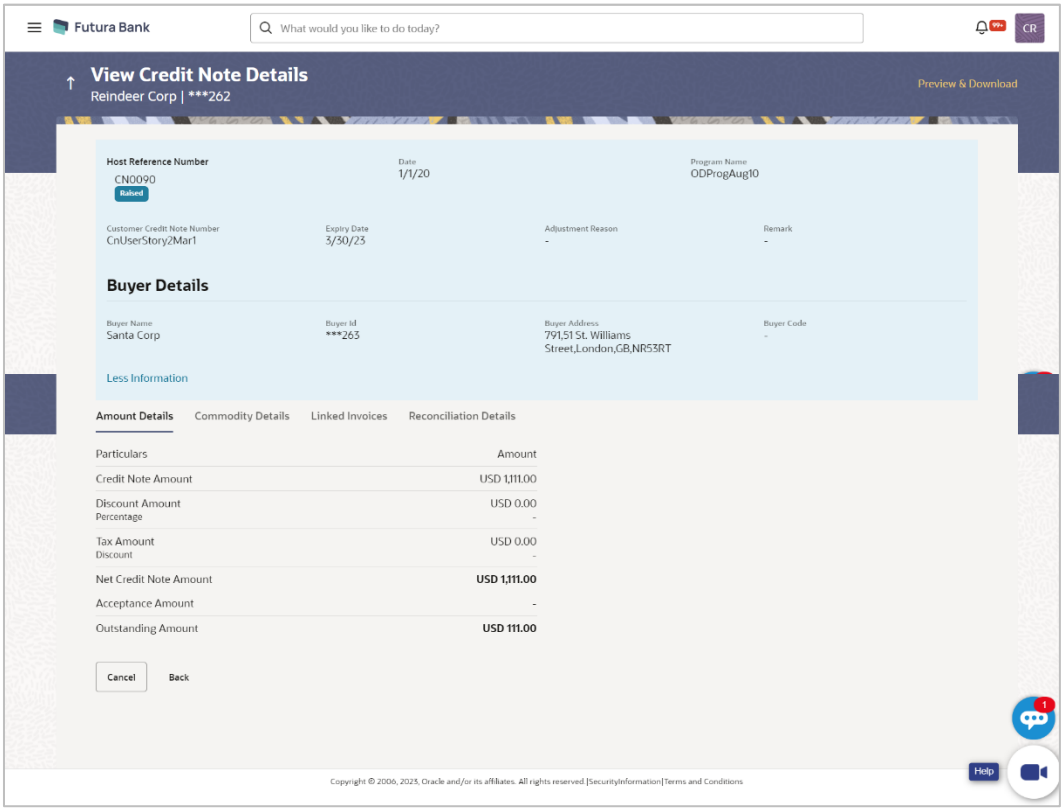


Click **Manage Columns**. Click and drag to rearrange the columns or uncheck the checkbox to remove the columns.
OR
Click **Reset** to reset the columns.

9.2.1 View Credit Note Details

This screen appears if you click the **Customer Reference Number** 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.



Field Description

Field Name	Description
View Credit Note Details	
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.

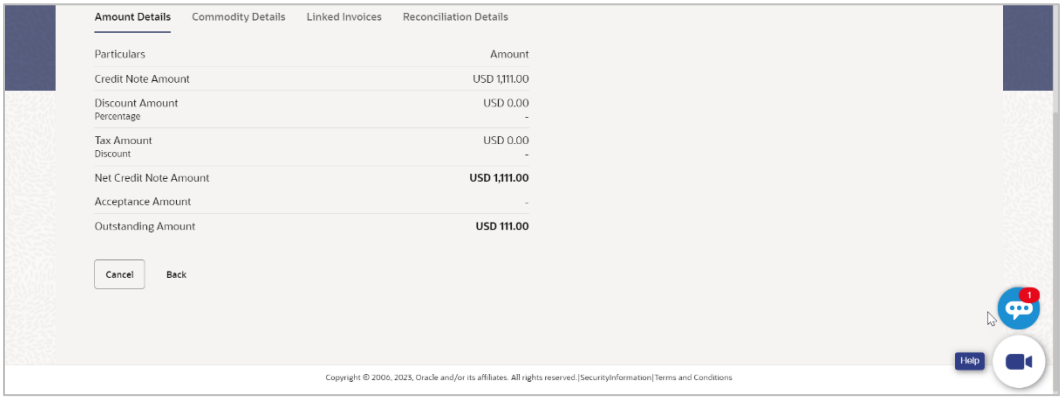
Field Name	Description
Host Reference Number **Status**	Displays the unique reference number of the credit note fetched from the host. The status of the credit note is also displayed.
Date	Displays the date on which the credit note has been created.
Program Name	Displays the name of the program linked with the credit note.
The following fields appear if you click the **More Information** link. You can hide the fields by clicking the **Less Information** 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.
Buyer Details / Supplier Details If the associated party is the supplier, then the supplier details are displayed. If the associated party is the buyer, 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 / Supplier Address	Displays the address of the associated party.
Buyer Code / Supplier Code	Displays the code of the associated party.

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.

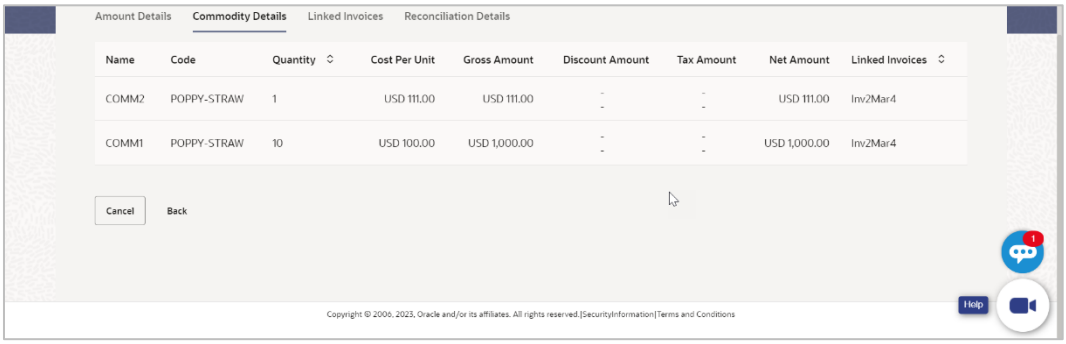
View Credit Note Details – Amount Details tab



Field Description

Field Name	Description
Amount Details tab	
The itemized categories appear under **Particulars** and the respective amounts appear under **Amount**.	
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



Field Description

Field Name	Description
Commodity Details tab	This tab appears only if the commodity details have been entered during creation of credit note.
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.

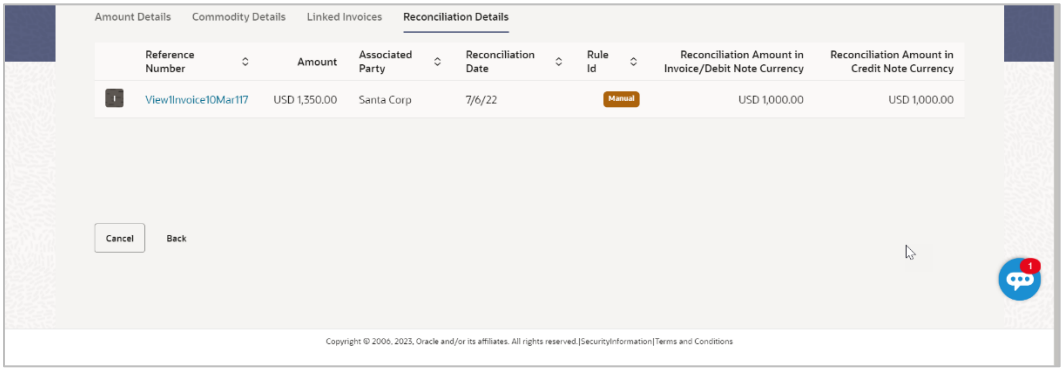
View Credit Note Details – Linked Invoices tab



Field Description

Field Name	Description
Linked Invoices tab	
This tab appears if the credit 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



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 **View Payments (details)** 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.

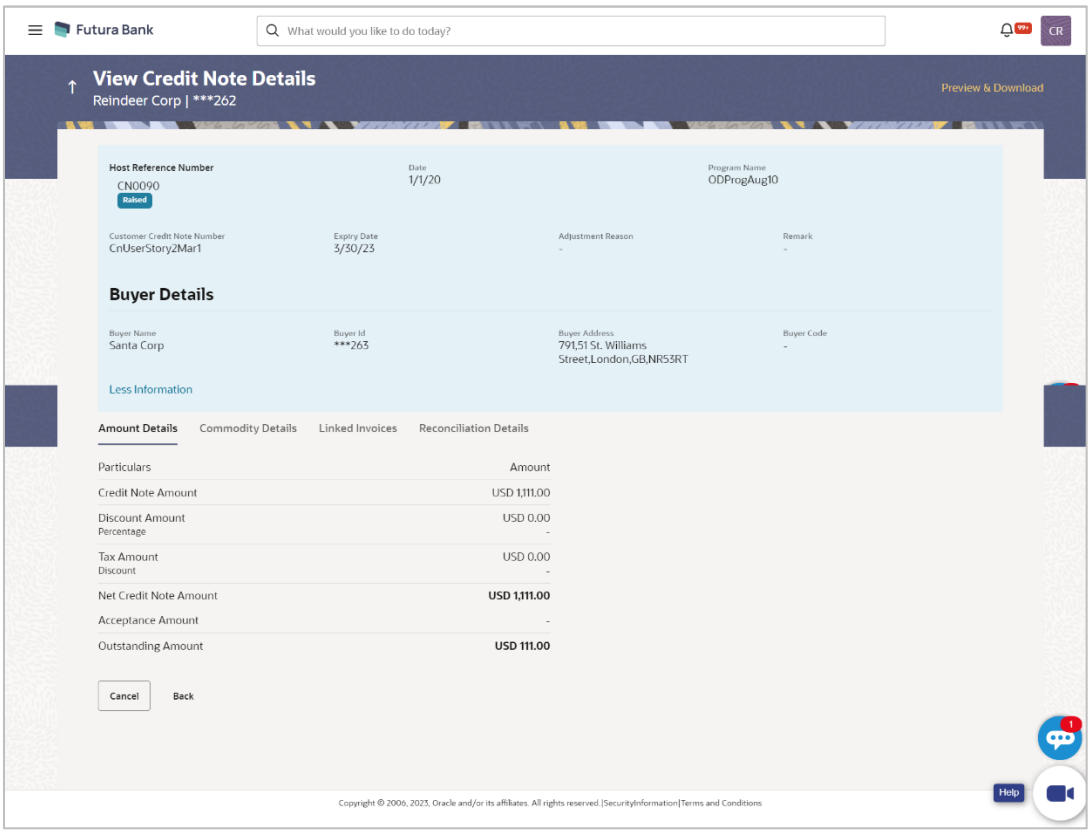
You can perform the following actions from the **View Credit Note Details** screen:

- Click the **Preview & Download** 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

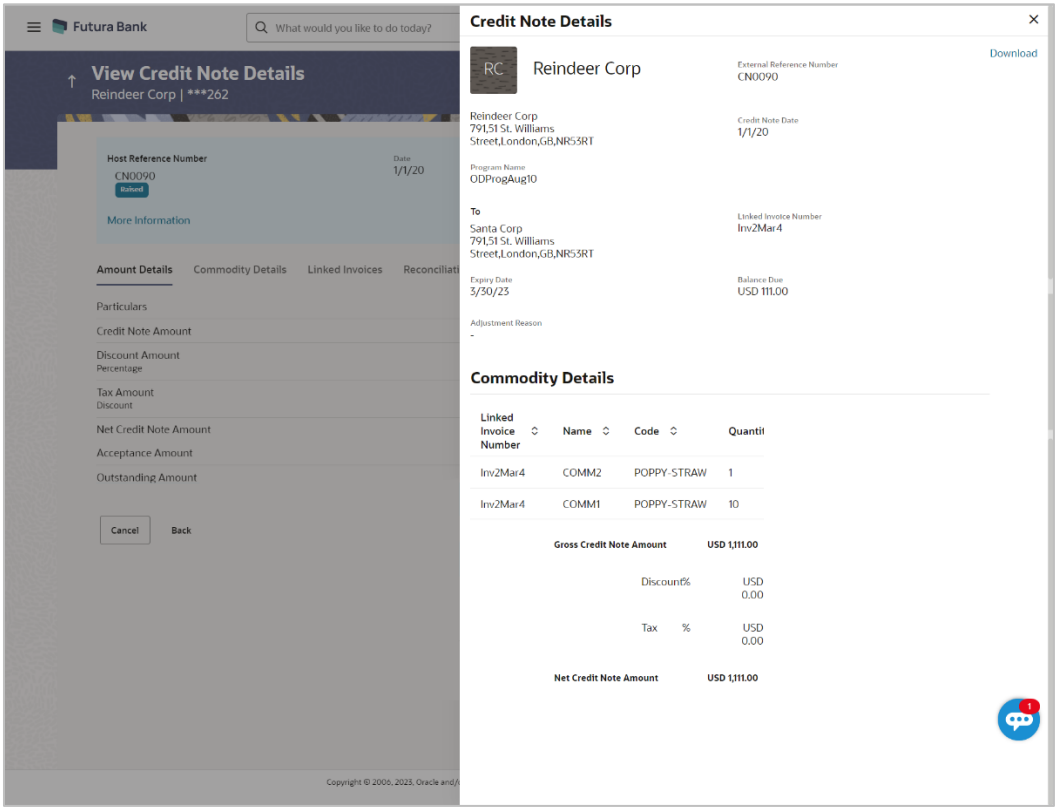
To preview and download the credit note:

View Credit Note Details



1. In the **View Credit Note Details** screen, click **Preview & Download**. 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



2. Click **Download** to download the credit note details in PDF format.
   OR
   Click X to close the window.

Field Description

Field Name	Description
Credit Note Details overlay 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.
To	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

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)

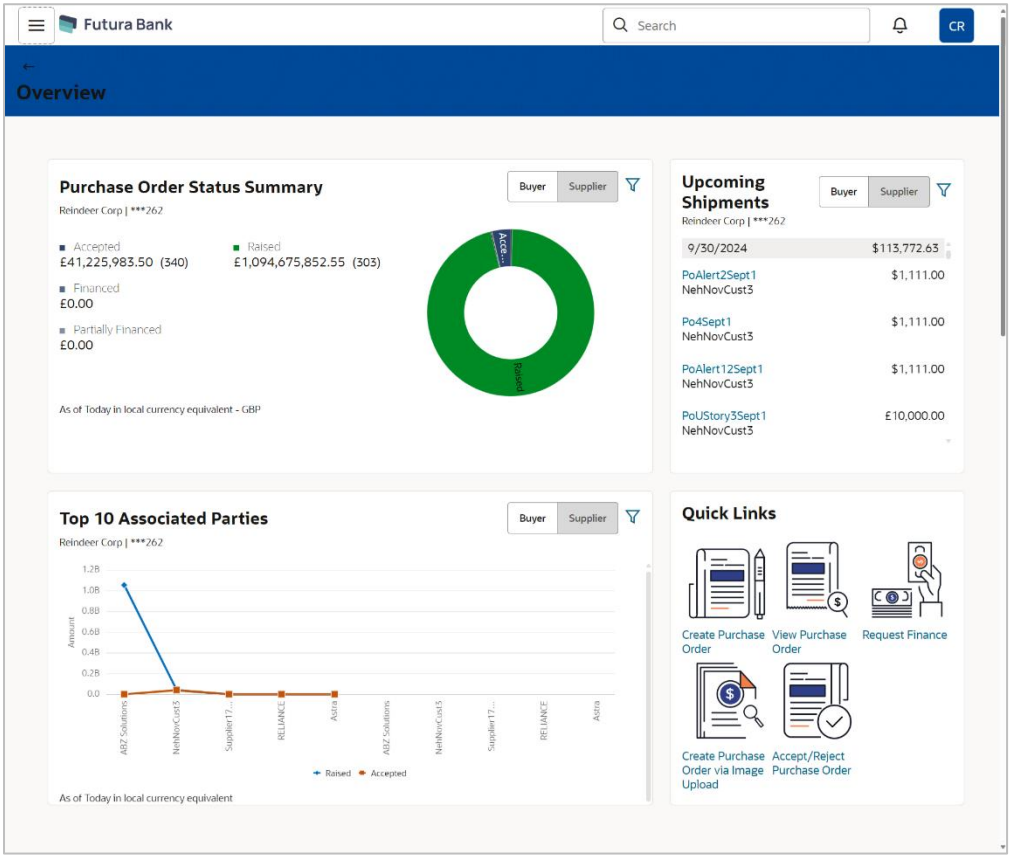
Note: The Purchase Order Management Transactions are only supported on **Desktops/Laptops** and on **Landscape** mode of **Tablet** devices.

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



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 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 **View Purchase Order Details** section in this document.

Click this  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  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

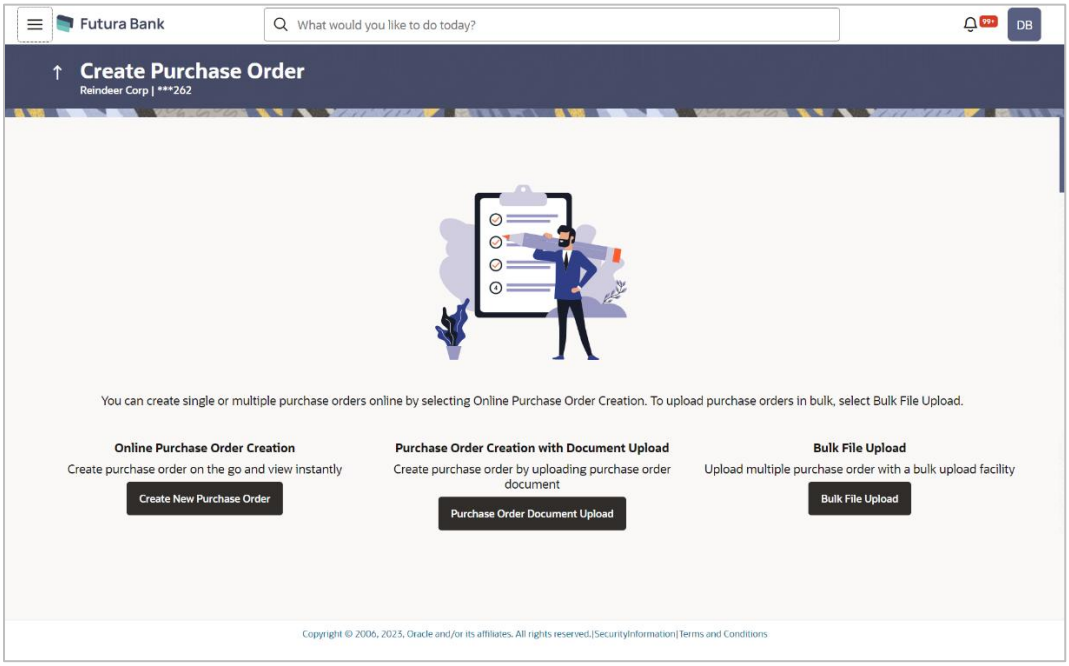
10.2 Online Purchase Order Creation

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



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.

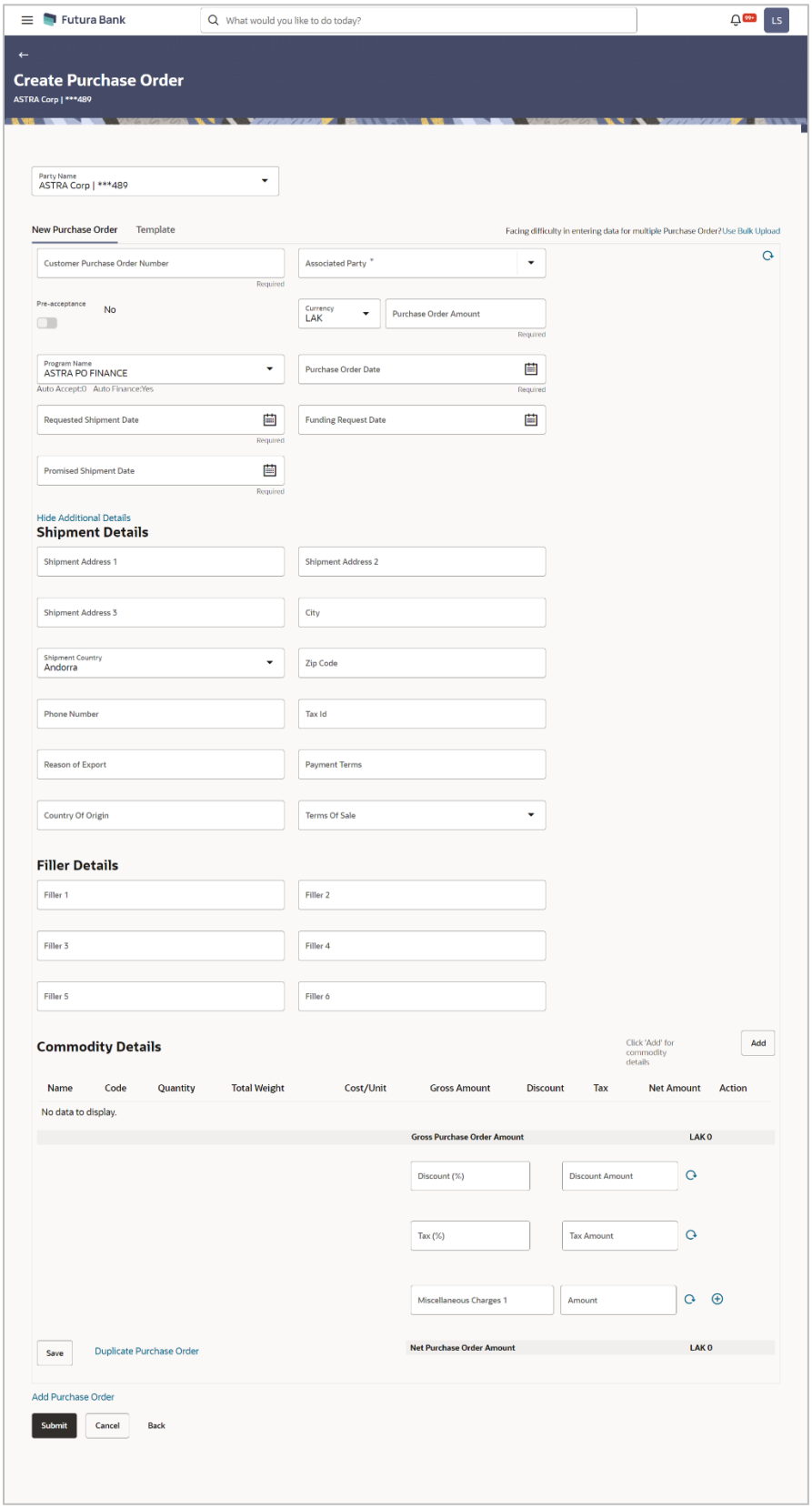
10.2.1 Online Purchase Order Creation (manual entry)

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



Field Description

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 Amount	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.

Show Additional Details

Click **Show Additional Details** link to add additional details such as shipment address, reason of export, payment terms, country of origin, and terms of sale.

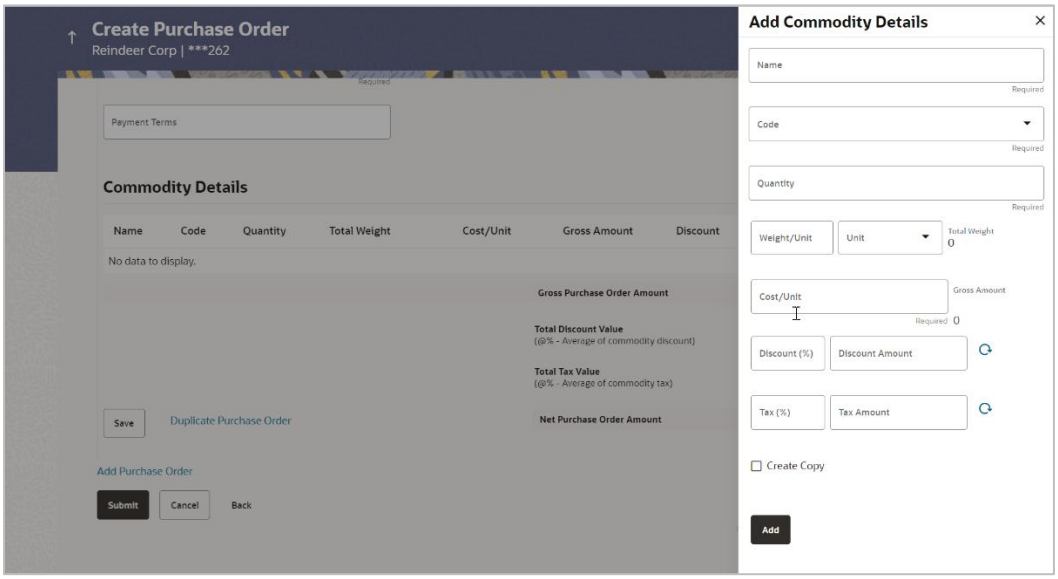
Shipment Address Line 1 to 3	Enter the complete address to send the shipment to.
City	Enter the city to send the shipment to.
Country	Enter the country to send the shipment to.
Zip Code	Enter the pin code to send the shipment to.
Phone Number	Enter the contact number of the person who will receive the 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

Field Name	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
Filler Details	
Filler 1 to 6	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.



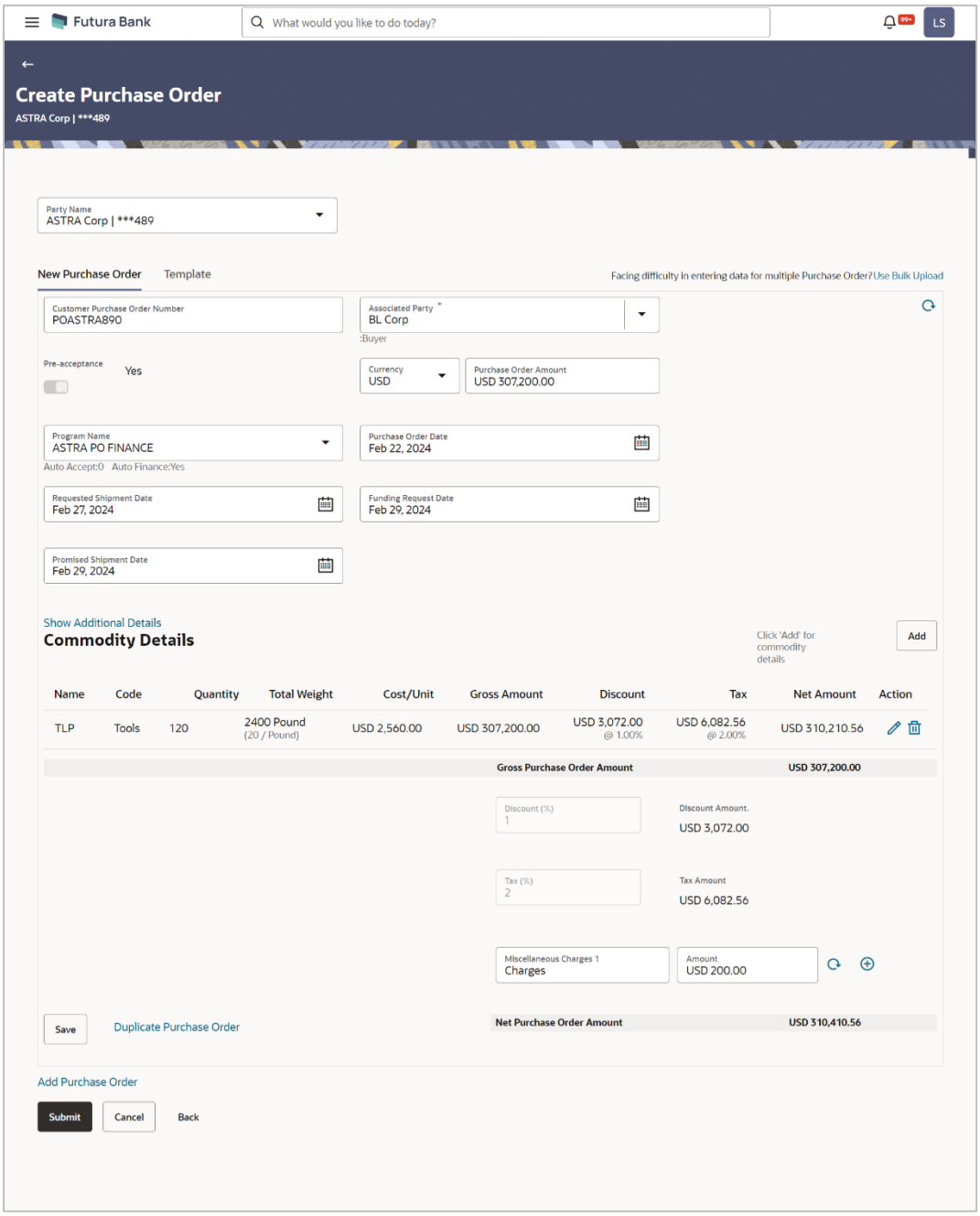
Field Description

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  to reset the values.
Tax	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  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.

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.	
Name	Displays the name of the commodity.
Code	Displays the code of the commodity.
Quantity	Displays the required quantity of the commodity.
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 gross amount of the commodity.
Discount	Displays the discount amount applicable, along with the discount percentage.
Tax	Displays the tax amount applicable, along with the tax percentage.
Net Amount	Displays the net amount of the commodity, after application of discount and tax.
Action	Indicates the actions that can be performed on the commodity record. •  : Click this icon to edit the commodity details. •  : Click this icon to remove the commodity details entered.
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.

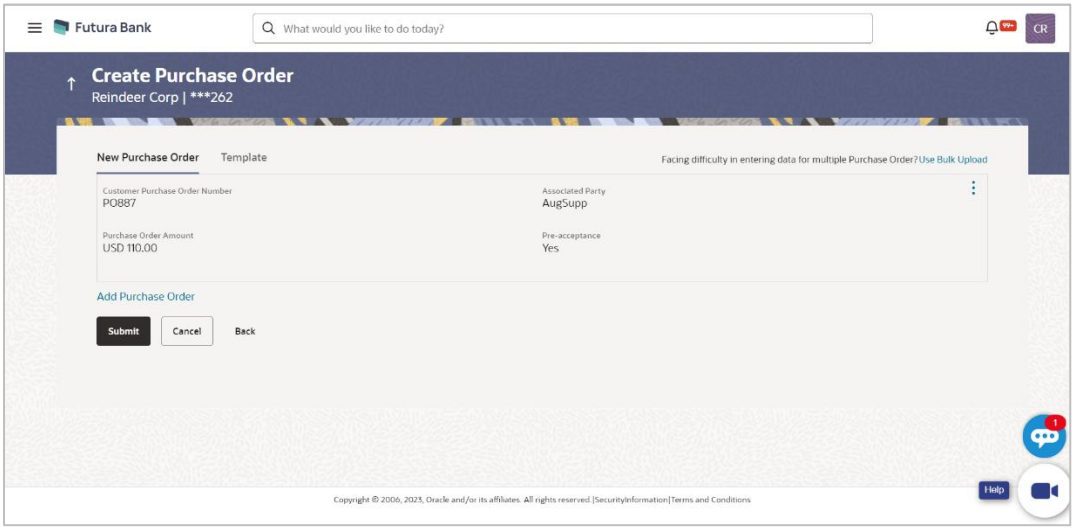
Field Name	Description
Discount (%) / Discount Amount	Displays the total discount amount of all the commodities added. The average discount percentage of all added commodities is also displayed. Click  to reset the values. Discount % = (Total discount amount / Total gross purchase order amount) *100 **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  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 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



6. To create another purchase order in the transaction, with the same details as the current one, click the **Duplicate Purchase Order** 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.

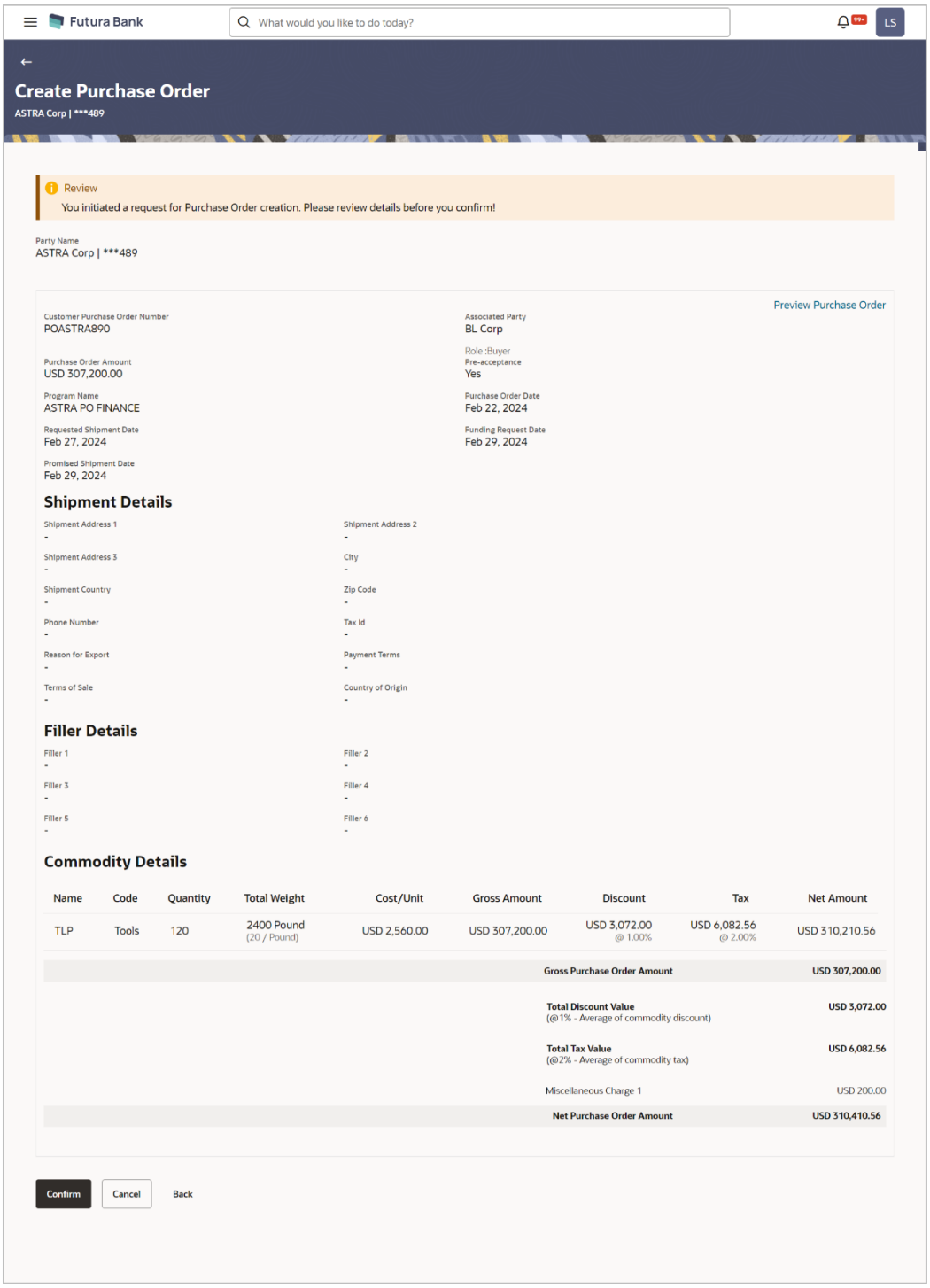
   a. Click beside a purchase order to edit, copy, or delete it, if required.

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.

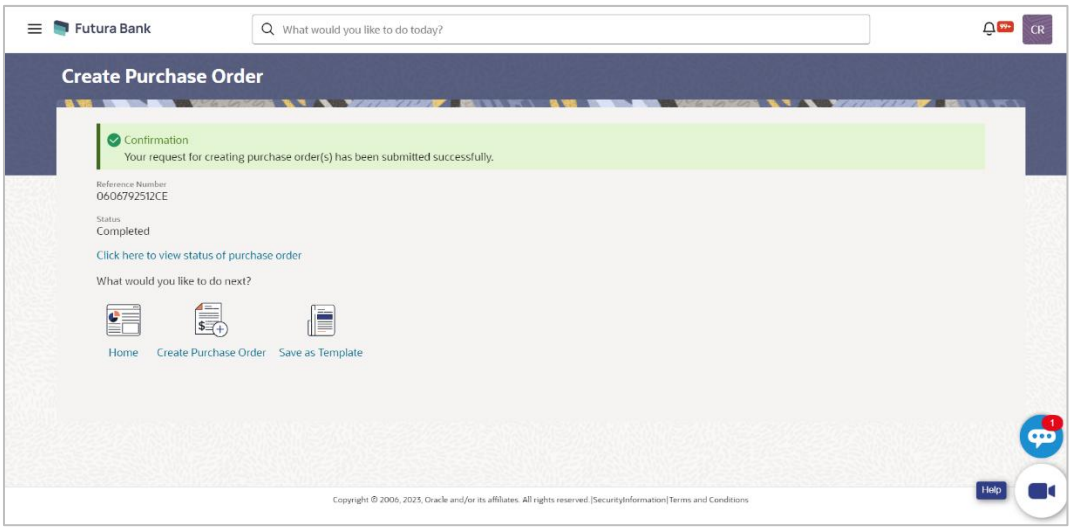
8. Click **Submit** to submit the transaction, once all required purchase orders have been added. The Review screen appears.
   OR
   Click **Cancel** to cancel the transaction.
   OR
   Click **Back** to navigate back to the previous screen.

Create Purchase Order – Review Screen



9. 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.
   OR
   Click **Back** to navigate back to the previous screen.

Create Purchase Order – Confirmation Screen



10. Click **Save as Template** 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 **Create Purchase Order** to create further purchase orders.

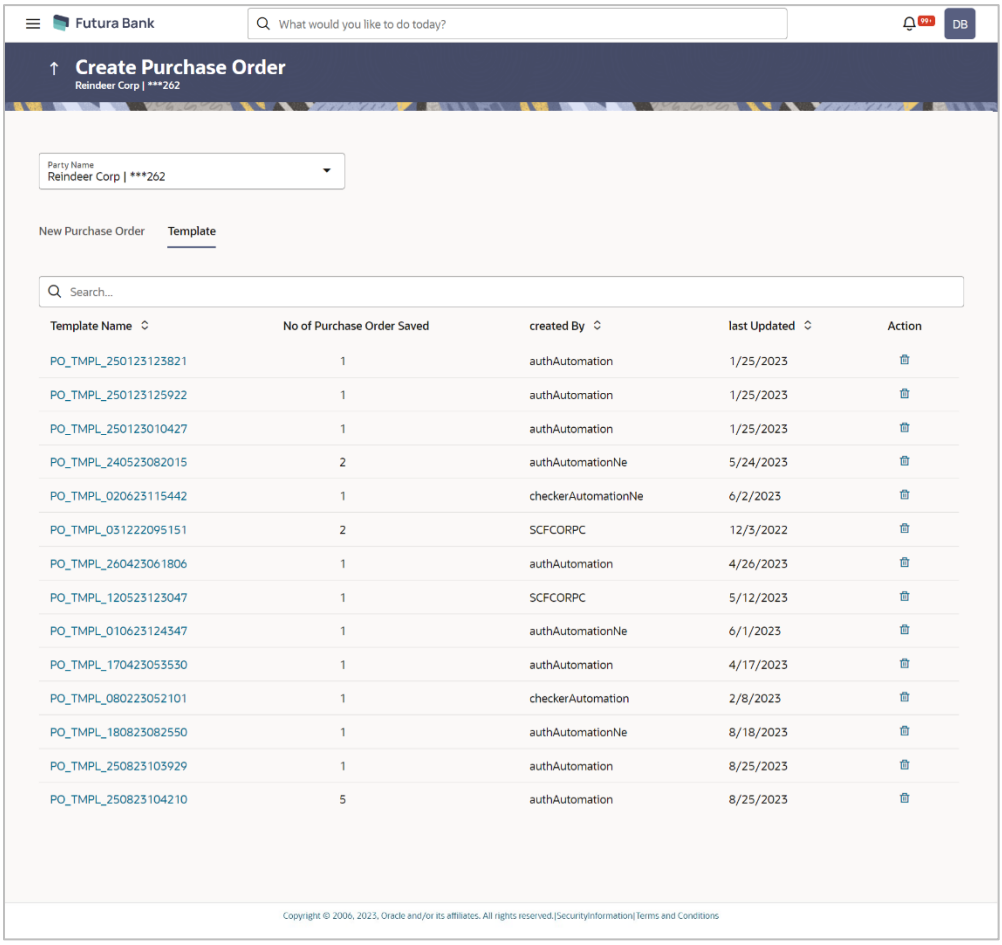
10.2.2 Create Purchase Order using Template

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



Field Description

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 **Template Name** 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.
7. Click the **Duplicate Purchase Order** link to add another purchase order with same details entered in the current one.
   OR
   Click the **Add Purchase Order** 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.

The Banks have the option to choose the extraction tool for extracting the details of the uploaded instrument. Before uploading the purchase order document, make sure the maintenance **Invoice/PO Data Extraction Tool** is defined in the System Configuration screen, which can either be selected as NLP or Cohere. For more information, refer to **Oracle Banking Digital Experience System Configuration** manual.

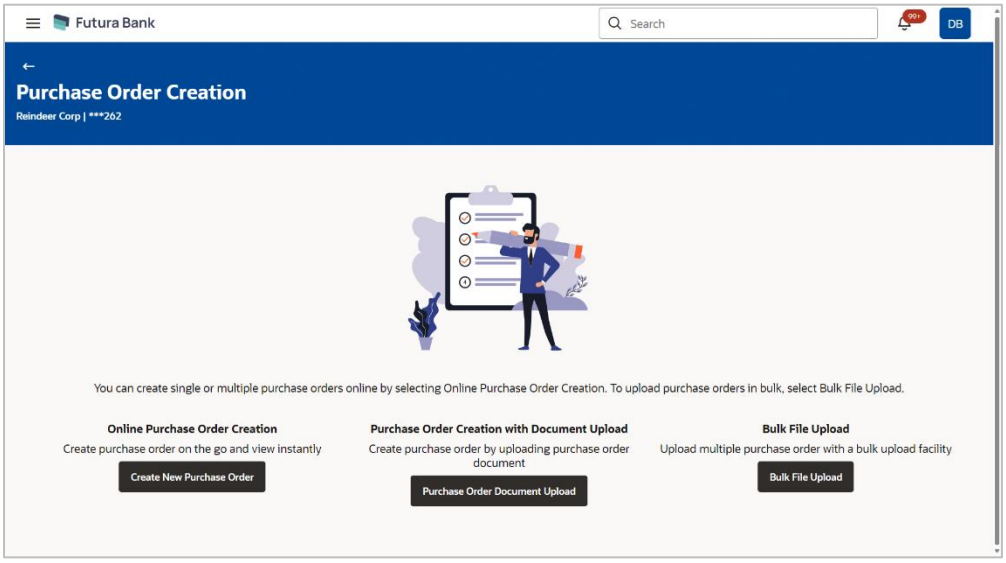
How to reach here:

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



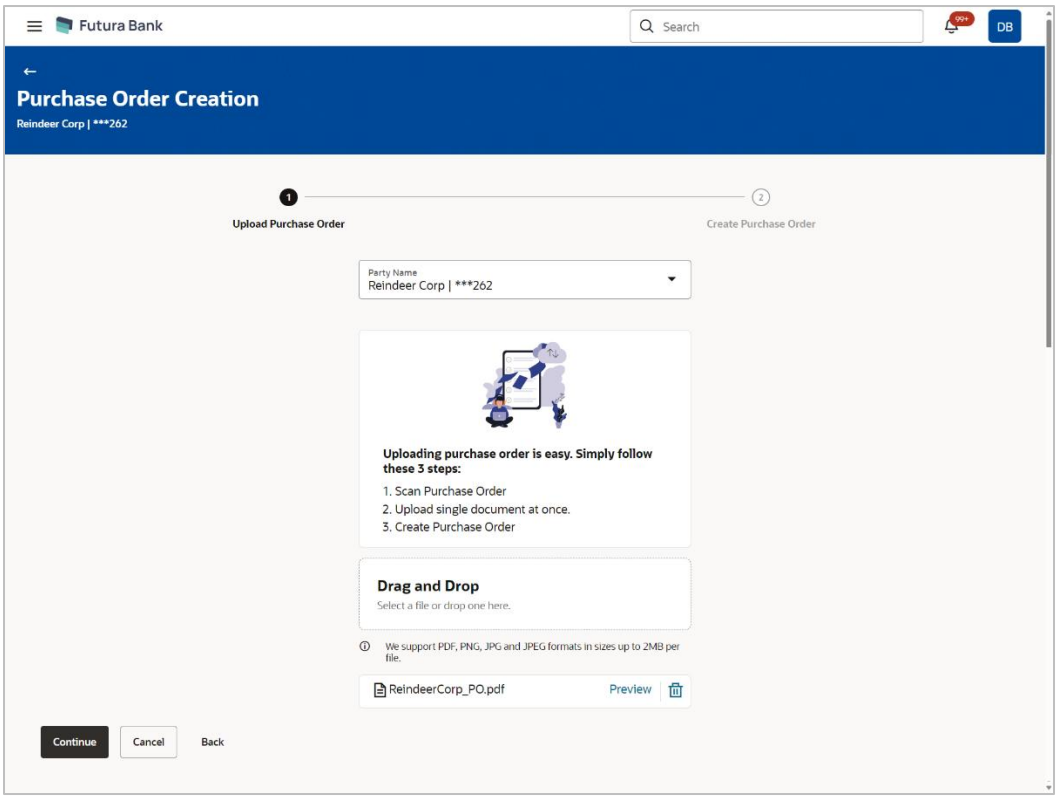
Field Description

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.

Field Name	Description
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.

2. 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

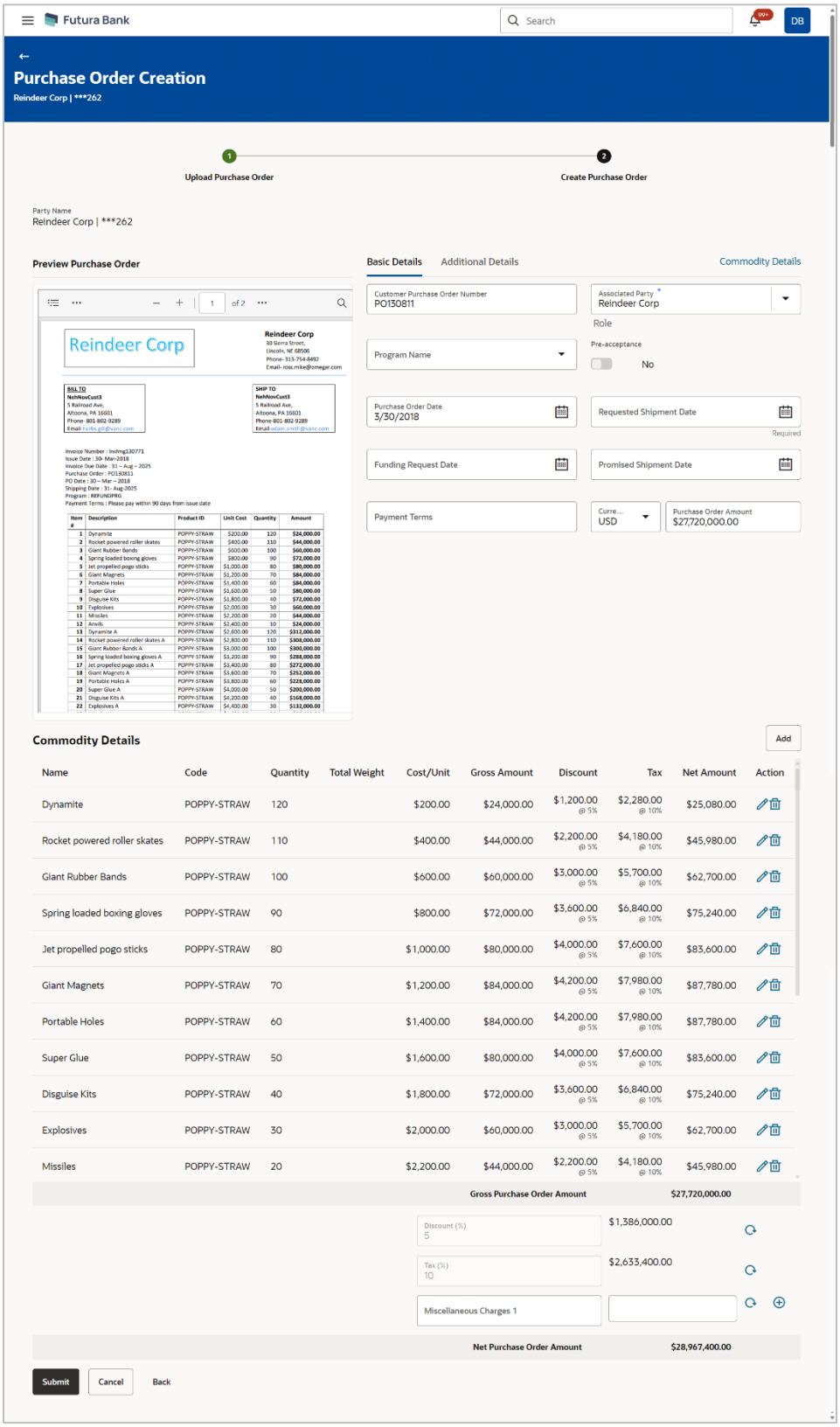


3. In the **Upload Purchase Order** step, either click + to browse and select the required file, or, drag and drop the file in the space provided. An entry for the uploaded file appears in the section below.

Note: To preview an uploaded file, click . To remove an uploaded file, click .

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.

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.



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 are automatically populated in the respective fields. You can edit these values, if required.	
Basic Details	
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.
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**.
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.

Field Name	Description
Payment Terms	Indicates the terms agreed for the payment of the purchase order.
Purchase Order Amount	Indicates the total purchase order amount of all commodities being purchased, along with the currency.

Additional Details

Click **Additional Details** tab to add additional details such as shipment address, reason of export, payment terms, country of origin, and terms of sale.

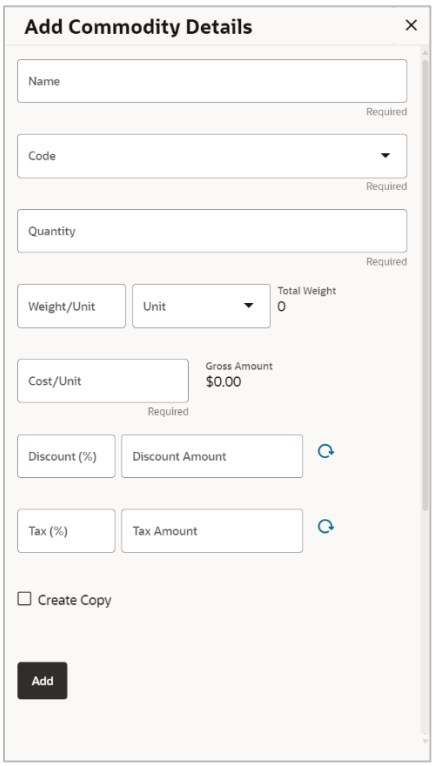
Shipment Address Line 1 to 3	Enter the complete address to send the shipment to.
City	Enter the city to send the shipment to.
Shipment Country	Enter the country to send the shipment to.
Zip Code	Enter the pin code to send the shipment to.
Phone Number	Enter the contact number of the person who will receive 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 • 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

Field Name	Description
Filler Details	
Filler 1 to 6	This section displays the Filler Label Fields. The bank can configure these fields on Day 0, based on their requirement.

6. The commodity details are extracted automatically and added in the Commodity section. To add more commodities, 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.



Field Description

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  to reset the values.
Tax	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  to reset the values.
Create Copy	Select this check box, to make a copy of the commodity details entered.

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

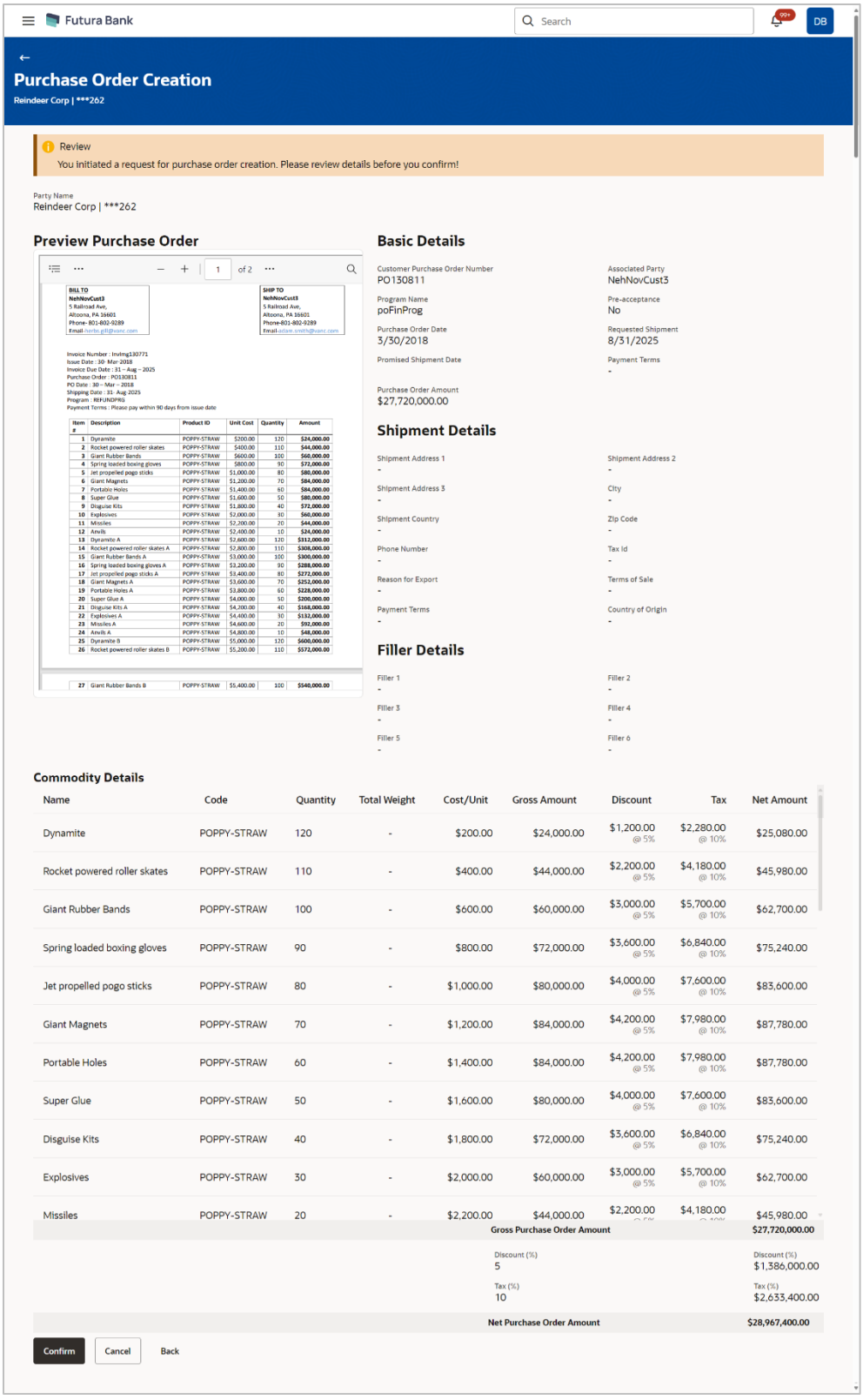
Field Description

Field Name	Description
Commodity Details This section displays the commodity details once you add them. Multiple commodities can be added.	
Name	Displays the name of the commodity.
Code	Displays the code of the commodity.
Quantity	Displays the required quantity of the commodity.
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 gross amount of the commodity.
Discount	Displays the discount amount applicable, along with the discount percentage.
Tax	Displays the tax amount applicable, along with the tax percentage.
Net Amount	Displays the net amount of the commodity, after application of discount and tax.
Action	Indicates the actions that can be performed on the commodity record. •  : Click this icon to edit the commodity details. •  : Click this icon to remove the commodity details entered.
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.

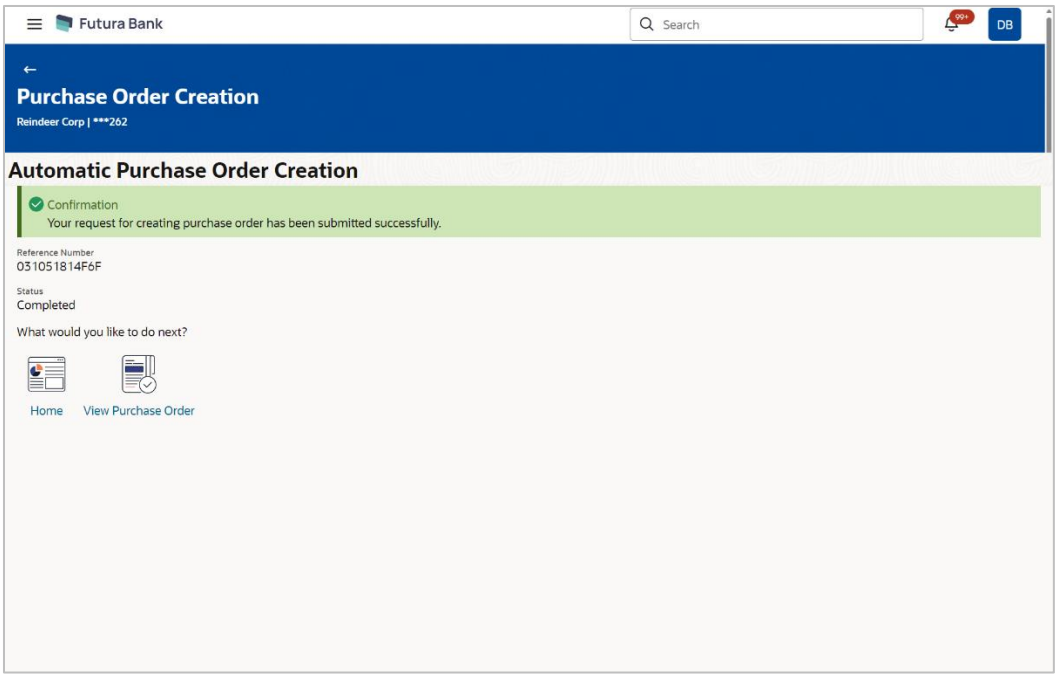
Field Name	Description
Discount (%) / Discount Amount	Displays the total discount amount of all the commodities added. The average discount percentage of all added commodities is also displayed. Click  to reset the values. Discount % = (Total discount amount / Total gross purchase order amount) *100 **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  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.

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

9. 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.


Futura Bank
Search
DB
Purchase Order Creation
Reindeer Corp | ***262
Review
You initiated a request for purchase order creation. Please review details before you confirm!
Party Name
Reindeer Corp | ***262
Preview Purchase Order
Basic Details
Customer Purchase Order Number
PO130811
Associated Party
NehNovCust3
Program Name
poFinProg
Pre-acceptance
No
Purchase Order Date
3/30/2018
Requested Shipment
8/31/2025
Promised Shipment Date
Payment Terms
-
Purchase Order Amount
$27,720,000.00
Shipment Details
Shipment Address 1
-
Shipment Address 2
-
Shipment Address 3
-
City
-
Shipment Country
-
Zip Code
-
Phone Number
-
Tax Id
-
Reason for Export
-
Terms of Sale
-
Payment Terms
-
Country of Origin
-
Filler Details
Filler 1
-
Filler 2
-
Filler 3
-
Filler 4
-
Filler 5
-
Filler 6
-
Commodity Details
Name
Code
Quantity
Total Weight
Cost/Unit
Gross Amount
Discount
Tax
Net Amount
Dynamite
POPPY-STRAW
120
-
$200.00
$24,000.00
$1,200.00 @ 5%
$2,280.00 @ 10%
$25,080.00
Rocket powered roller skates
POPPY-STRAW
110
-
$400.00
$44,000.00
$2,200.00 @ 5%
$4,180.00 @ 10%
$45,980.00
Giant Rubber Bands
POPPY-STRAW
100
-
$600.00
$60,000.00
$3,000.00 @ 5%
$5,700.00 @ 10%
$62,700.00
Spring loaded boxing gloves
POPPY-STRAW
90
-
$800.00
$72,000.00
$3,600.00 @ 5%
$6,840.00 @ 10%
$75,240.00
Jet propelled pogo sticks
POPPY-STRAW
80
-
$1,000.00
$80,000.00
$4,000.00 @ 5%
$7,600.00 @ 10%
$83,600.00
Giant Magnets
POPPY-STRAW
70
-
$1,200.00
$84,000.00
$4,200.00 @ 5%
$7,980.00 @ 10%
$87,780.00
Portable Holes
POPPY-STRAW
60
-
$1,400.00
$84,000.00
$4,200.00 @ 5%
$7,980.00 @ 10%
$87,780.00
Super Glue
POPPY-STRAW
50
-
$1,600.00
$80,000.00
$4,000.00 @ 5%
$7,600.00 @ 10%
$83,600.00
Disguise Kits
POPPY-STRAW
40
-
$1,800.00
$72,000.00
$3,600.00 @ 5%
$6,840.00 @ 10%
$75,240.00
Explosives
POPPY-STRAW
30
-
$2,000.00
$60,000.00
$3,000.00 @ 5%
$5,700.00 @ 10%
$62,700.00
Missiles
POPPY-STRAW
20
-
$2,200.00
$44,000.00
$2,200.00
$4,180.00
$45,980.00
Gross Purchase Order Amount
$27,720,000.00
Discount (%)
5
Discount (%)
$1,386,000.00
Tax (%)
10
Tax (%)
$2,633,400.00
Net Purchase Order Amount
$28,967,400.00
Confirm
Cancel
Back

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.



10.4 Bulk Purchase Order Creation

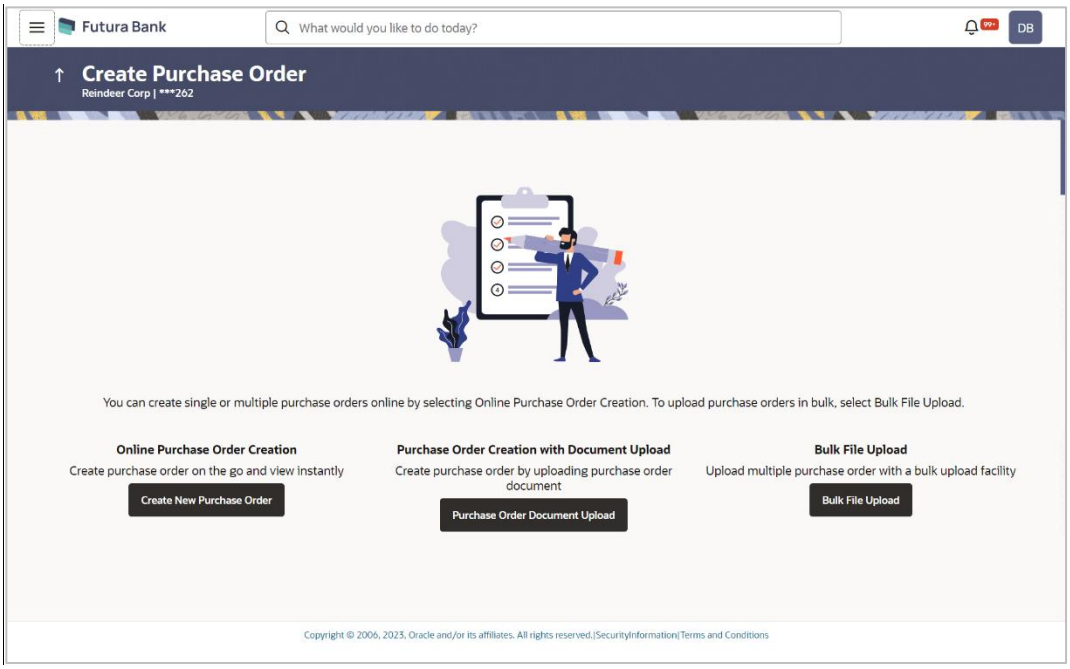
Using this option, corporates can create purchase orders in bulk by uploading a file. The file must contain the purchase order details in a specific format and sequence.

How to reach here:

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

To create purchase orders in bulk:

Create Purchase Order



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.

1. In the **Create Purchase Order** screen, click **Bulk File Upload**. The **File Upload** screen appears.
2. 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.



Bulk-PO-Upload-Template.csv

Note: Refer this file for the sequence:

To view the Bulk_PO_Upload_Template and File Upload Formats Excel attachment, perform the below steps:

a. Click the attachment icon on the left pane of the opened document. Under the Attachments column, all attached files are displayed.

b. On the Attachments pane, right-click on the attachment, and click **Open Attachment** option. The Open File window is displayed.

c. In the Open File window, select the **Open this file option**, and click **OK**. The selected attachment is opened in a pre-defined file format as Excel.

Field Description

Field Name	Description
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.

Field Name	Description
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.
Tax Amount	Enter the total tax amount applicable, on all commodities being purchased.
Miscellaneous Charge 1 Description	Enter the description of any miscellaneous charge, if any.
Miscellaneous Charge 1 Amount	Enter the miscellaneous charge amount, if any.
Miscellaneous Charge 2 Description	Enter the description of any miscellaneous charge, if any.
Miscellaneous Charge 2 Amount	Enter the miscellaneous charge amount, if any.
Net Purchase Order Amount	Enter the net purchase order 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.

Field Name	Description
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.
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	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.

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

Indicator	Specify the indicator. Enter **C** for a row at the commodity level.

Field Name	Description
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.
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.

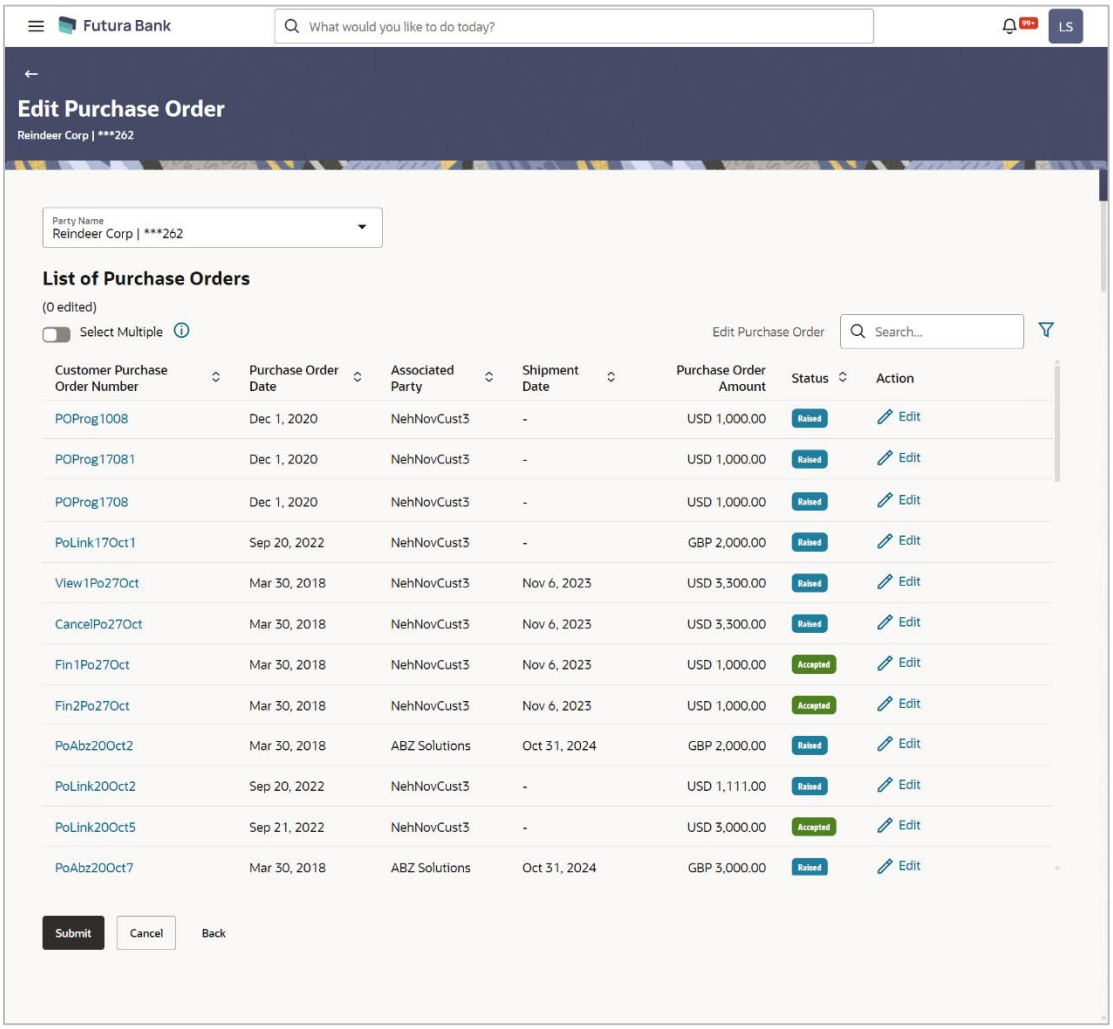
How to reach here:

Dashboard > Toggle menu > Receivables/Payables > Purchase Order Management > Edit Purchase Orders

To edit the purchase order details:

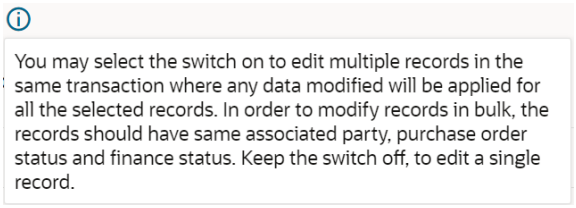
1. The **Edit Purchase Order** screen displays with the list of relevant purchase orders.

Edit Purchase Orders



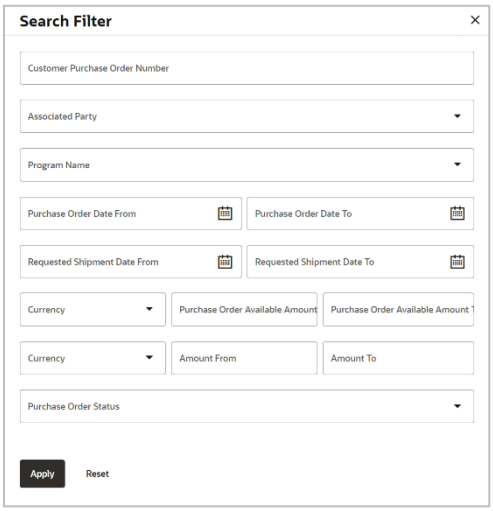
Field Description

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	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 **Search (overlay window for Purchase Orders)** section below.
Select Multiple	Switch this toggle On, to edit multiple purchase order records together. 
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 Amount	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 icon in the **Edit Purchase Order** screen.

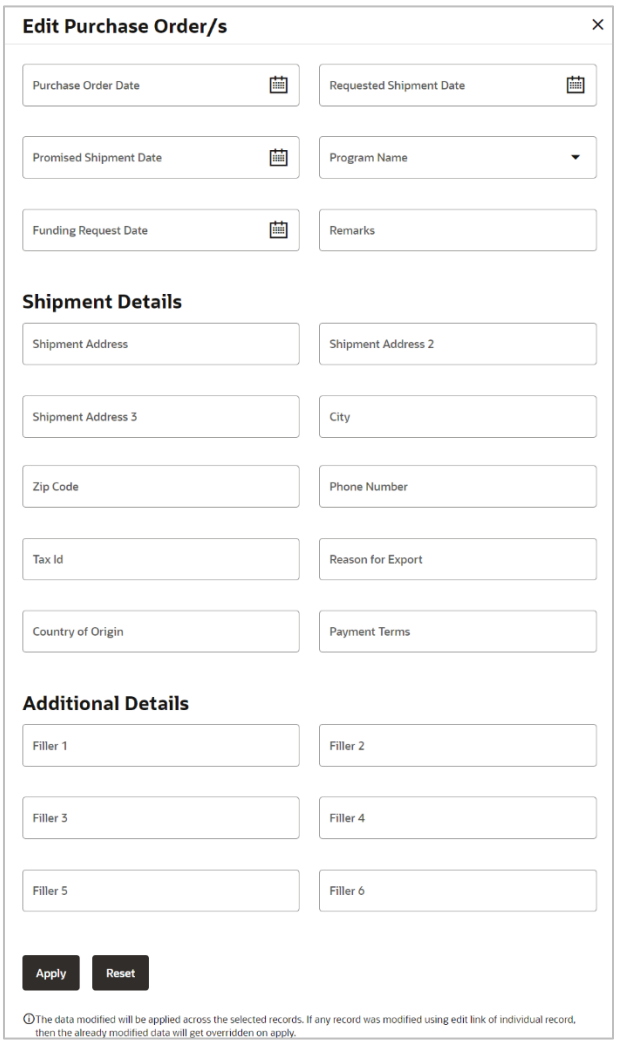


Field Description

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)

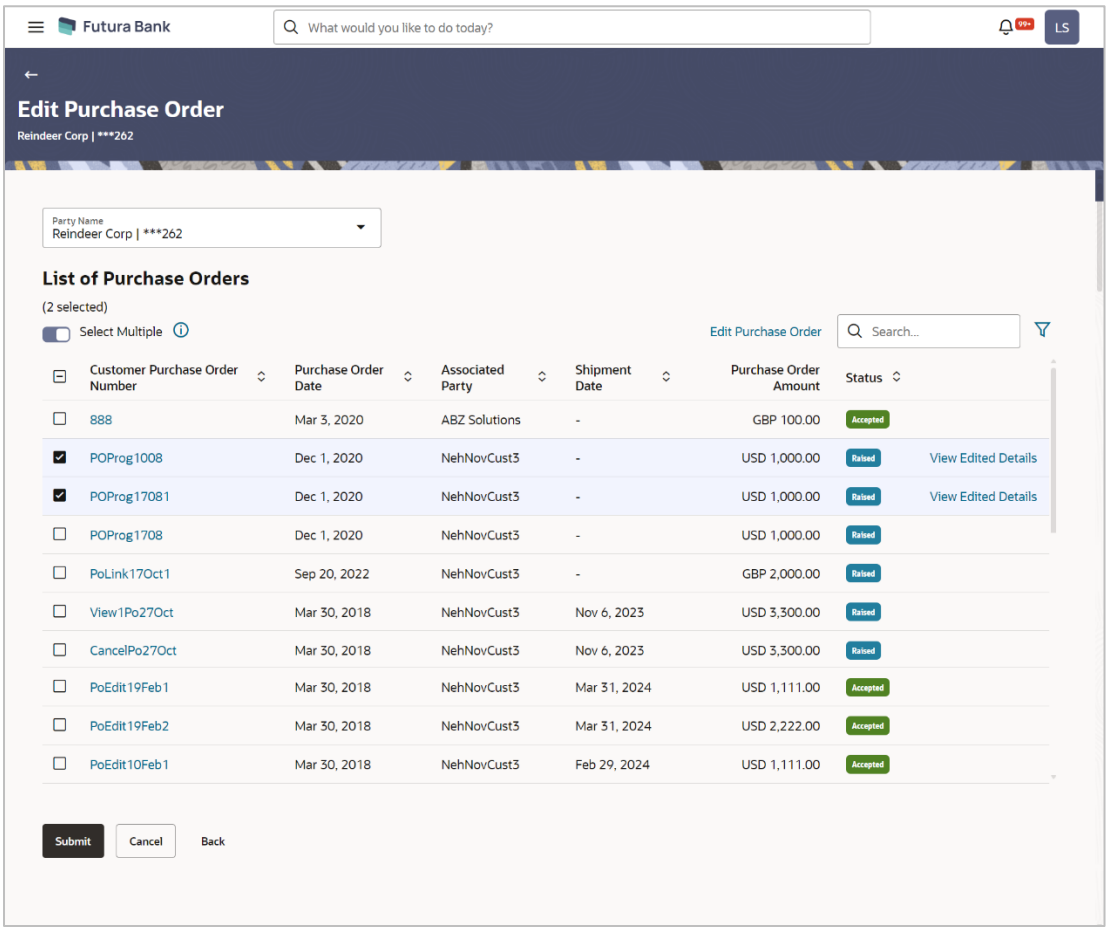
Edit Purchase Order/s – Edit (Overlay Window)



Field Description

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 Id	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.

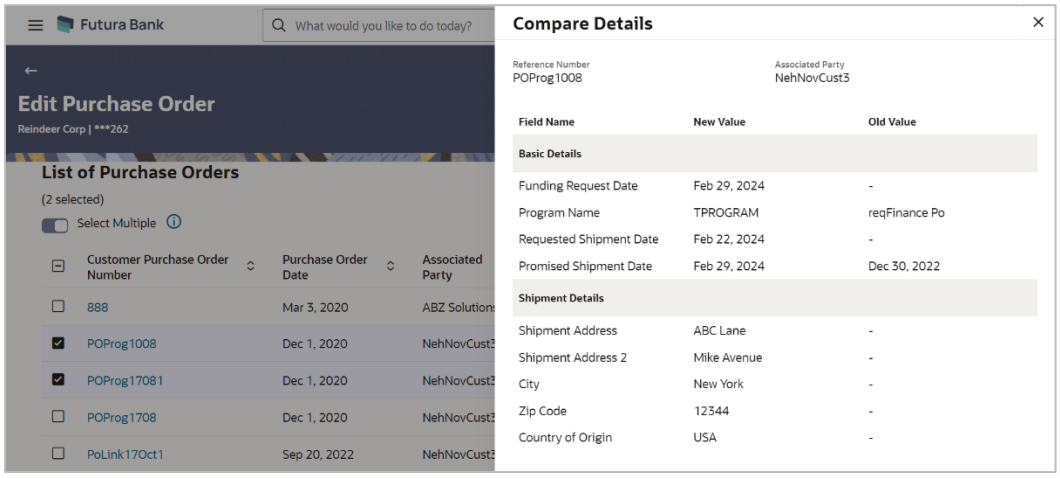
Field Name	Description
Upload Files	Click + to upload relevant documents. The following document formats are supported: JPEG, JPG, PNG, and PDF. A maximum of 5 documents can be uploaded. Once you upload documents, the number of documents uploaded appears as a hyperlink in brackets, beside this icon.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



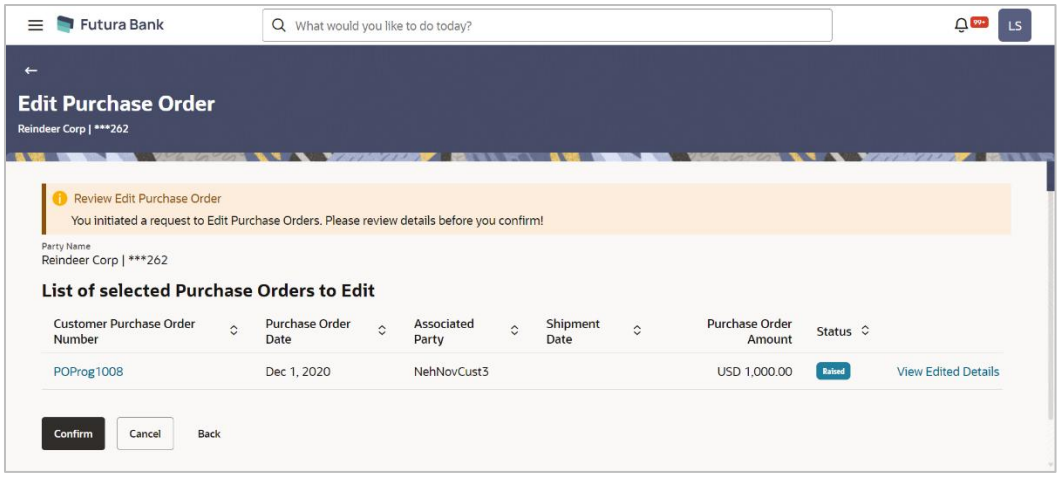
2. Click **Edit** to edit a purchase order. The **Edit Purchase Order/s (Overlay Window)** appears.
3. To edit multiple records, switch the **Select Multiple** toggle switch to On. Select the required purchase order records and click the **Edit Purchase Order** link.

   Note: Bulk edit can be executed only if the **Associated Party**, **Purchase Order Status,** and **Finance Status** values of the purchase orders are same.

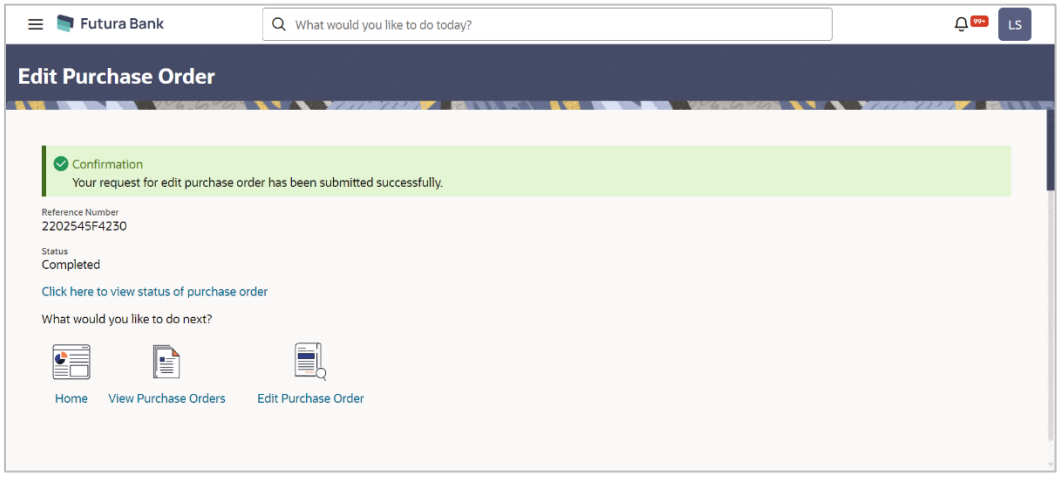
   Note: If you edit multiple records, data modified will be applied across the selected records. If any record was modified using edit link of individual record, then the previously modified data will get overridden on clicking **Apply**.
4. Update the required fields as shown in **Edit Purchase Order/s** (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.



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.



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.

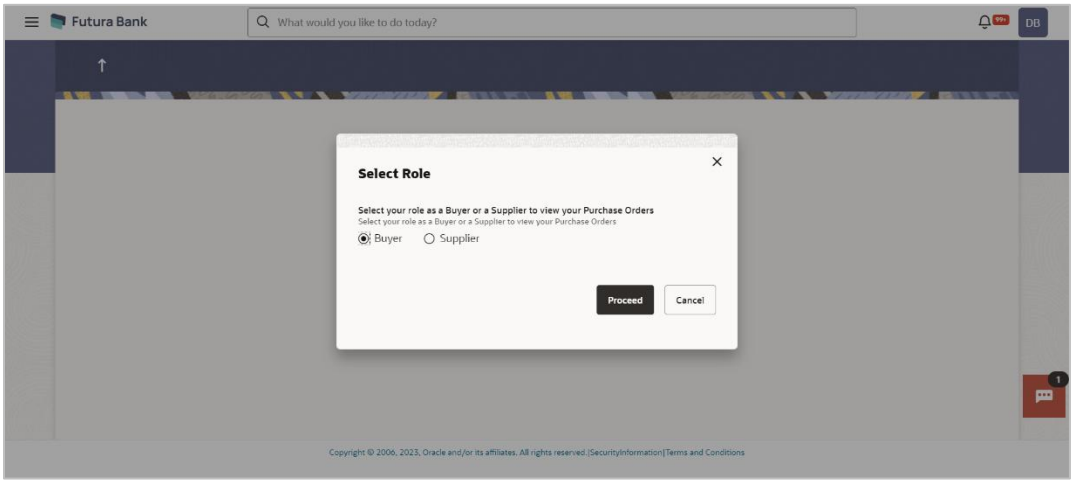
How to reach here:

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

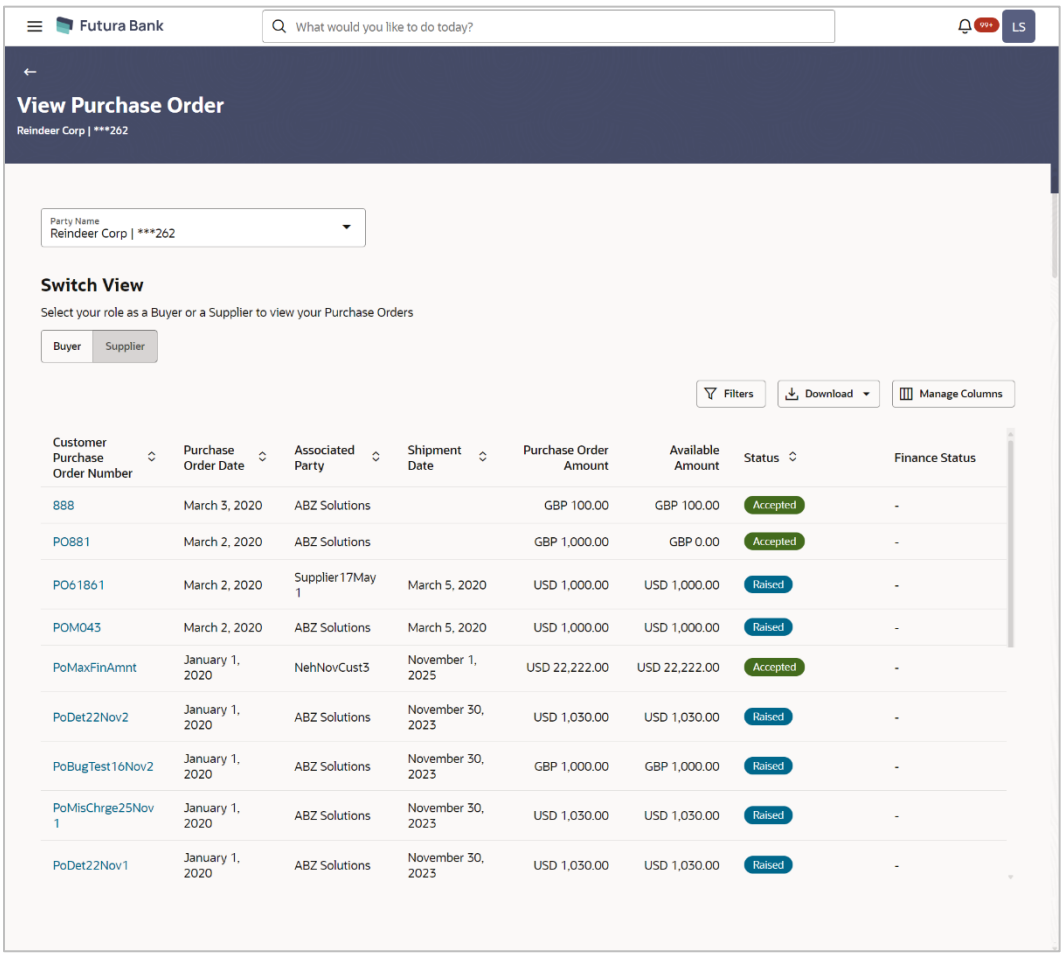


Field Description

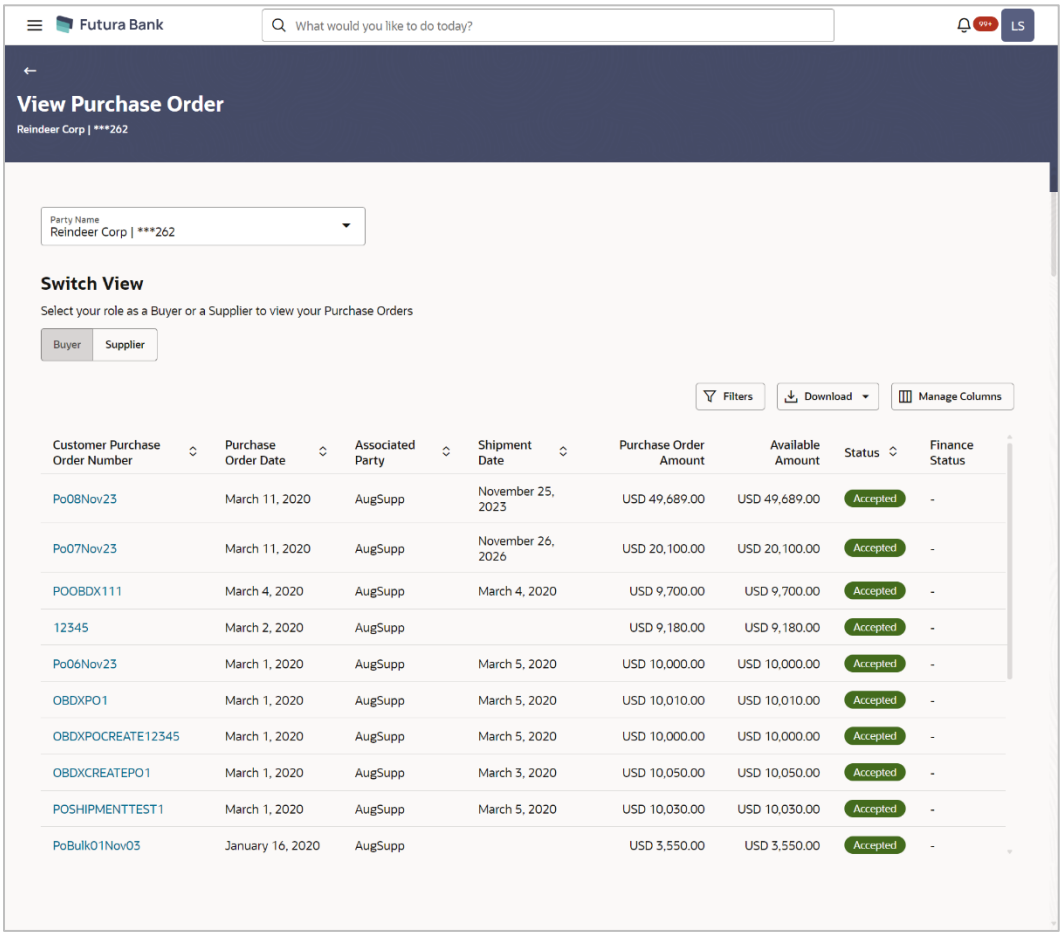
Field Name	Description
Select Role	Select the role of the corporate party to view the required purchase orders. The options are: • Buyer • Supplier

2. 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



View Purchase Order - Supplier Role



Field Description

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 **Filter (overlay window for View Purchase Orders)** 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 **Manage Columns (overlay window for View Purchase Orders)** section below.

List of Purchase Orders

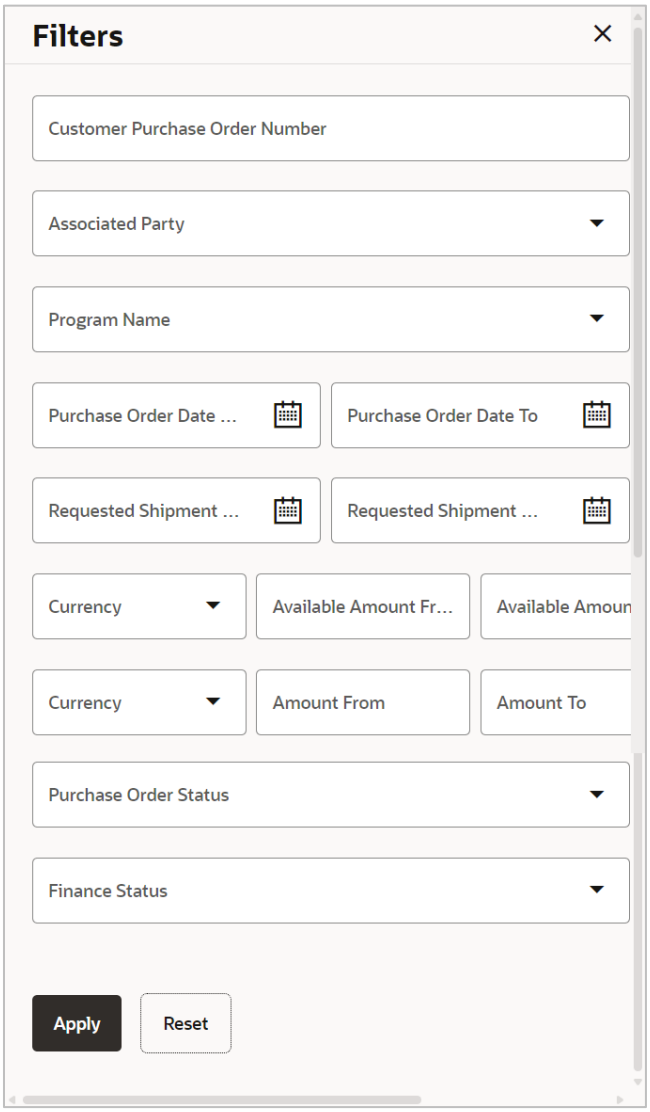
A list of purchase orders appears on this section.

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 **View Purchase Order Details** 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.



Field Description

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 **Create New Purchase Order** link to create a purchase order on the go and view it instantly.

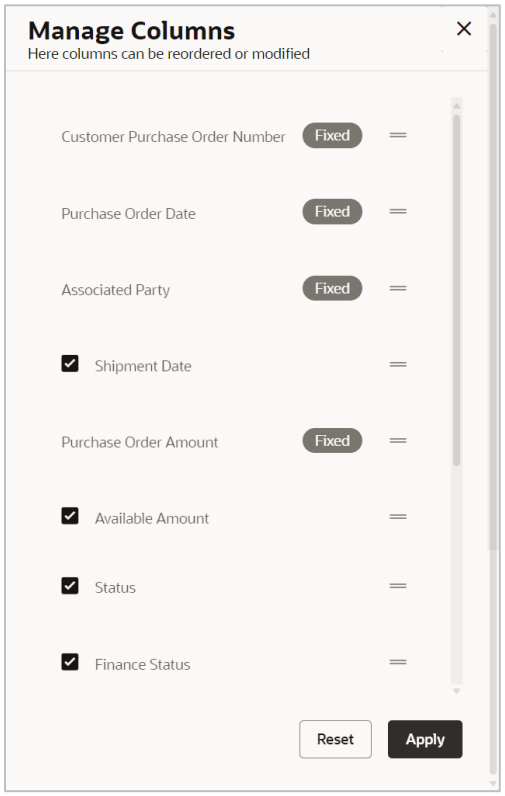
4. Click **Manage Columns**. Click ☰ and drag to rearrange the columns or uncheck the checkbox to remove the columns.

   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.

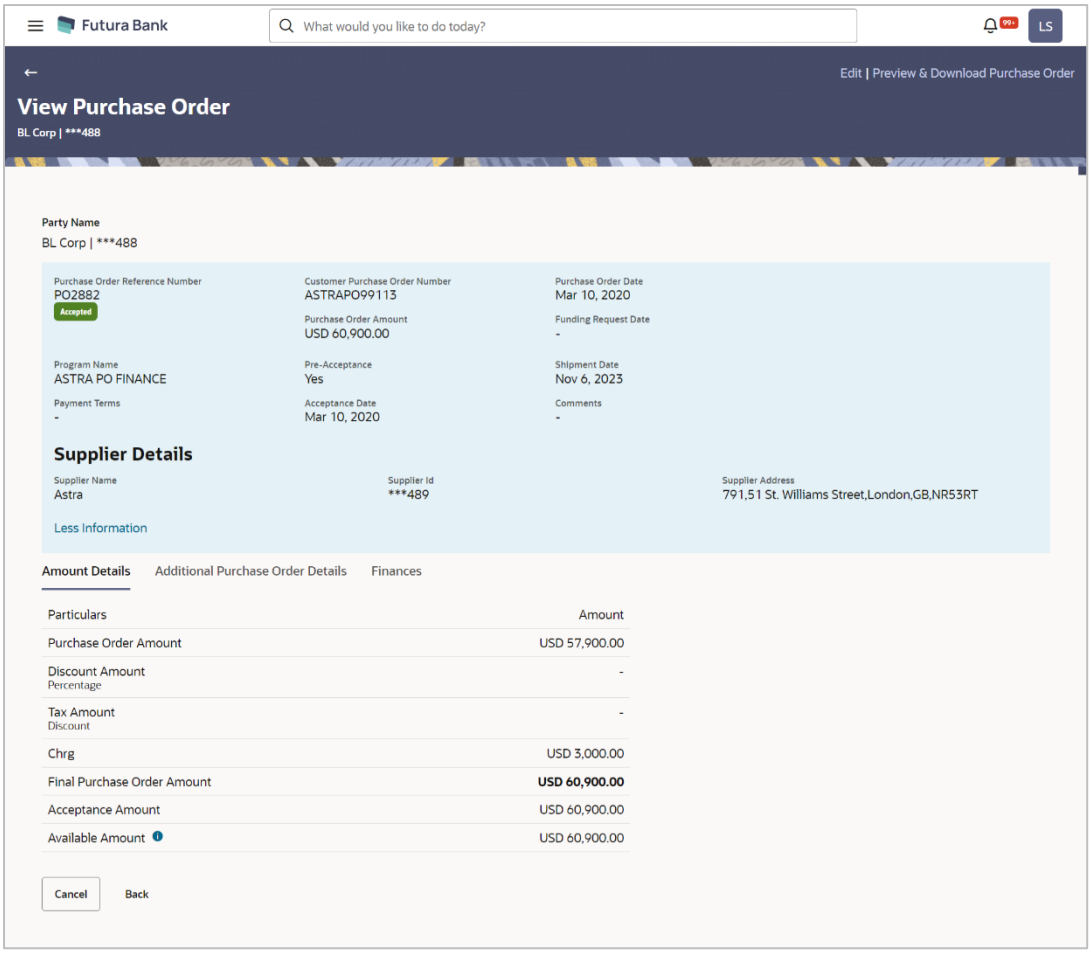


5. Click the **Customer Purchase Order Number** link of a specific purchase order, to view its details.

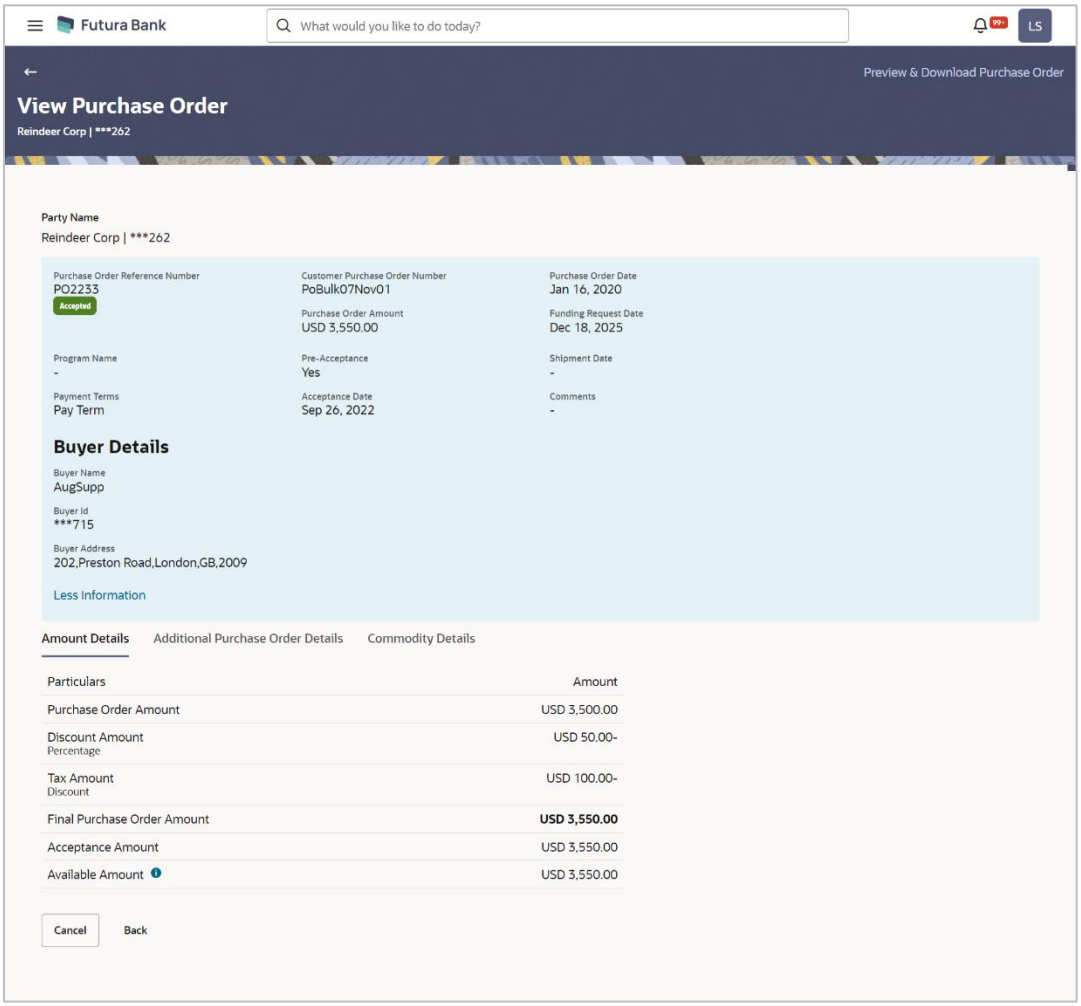
10.6.1.1 View Purchase Order Details

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.

View Purchase Order Details – for Buyer role



View Purchase Order Details – for Supplier role



Field Description

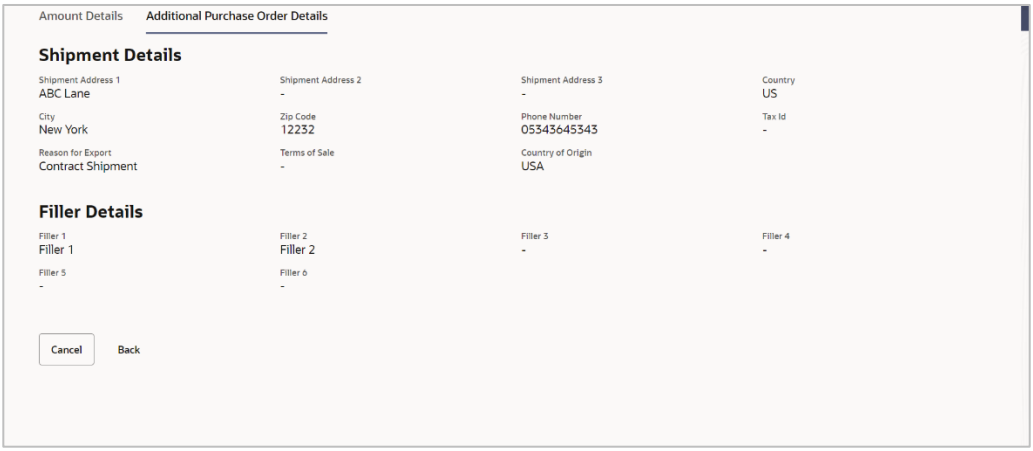
Field Name	Description
View Purchase Order	
Party Name	Displays the name of the logged-in corporate party.
Purchase Order Reference Number <Status>	Displays the unique reference number of the purchase order with respect to the Supply Chain Finance application. Also displays the current status of the 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	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.
Buyer Details / Supplier Details This section displays the details of the associated party, whether buyer or supplier.	
Buyer Name / Supplier Name	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 displayed 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.

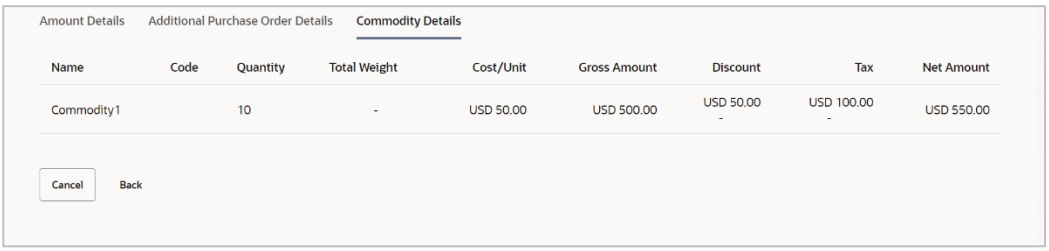


Shipment Details

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

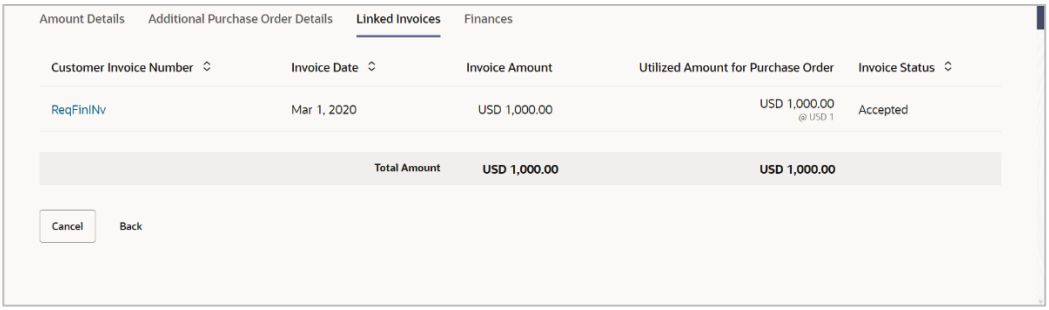
This tab appears only if the commodity details have been entered during creation of purchase order.



Name	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.
Tax	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.



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 **View Invoice Details** section.
Invoice Date	Displays the date of creation of the invoice.
Invoice Amount	Displays the invoice amount in invoice currency.

Utilized Amount for Purchase Order **Exchange Rate**	Displays the purchase order amount utilized for invoice in purchase order 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.
Invoice Status	Displays the status of the invoice.

Finances

This tab appears if the purchase order is financed.



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 **Preview & Download Purchase Order** link.
- Edit a purchase order, by clicking the **Edit** link. The **Edit Purchase Order** screen displays.
- Cancel a purchase order by clicking the **Cancel Purchase Order** link. This is applicable only for purchase orders that are in **RAISED** status.

10.6.1.1.2 View Purchase Order details as Supplier

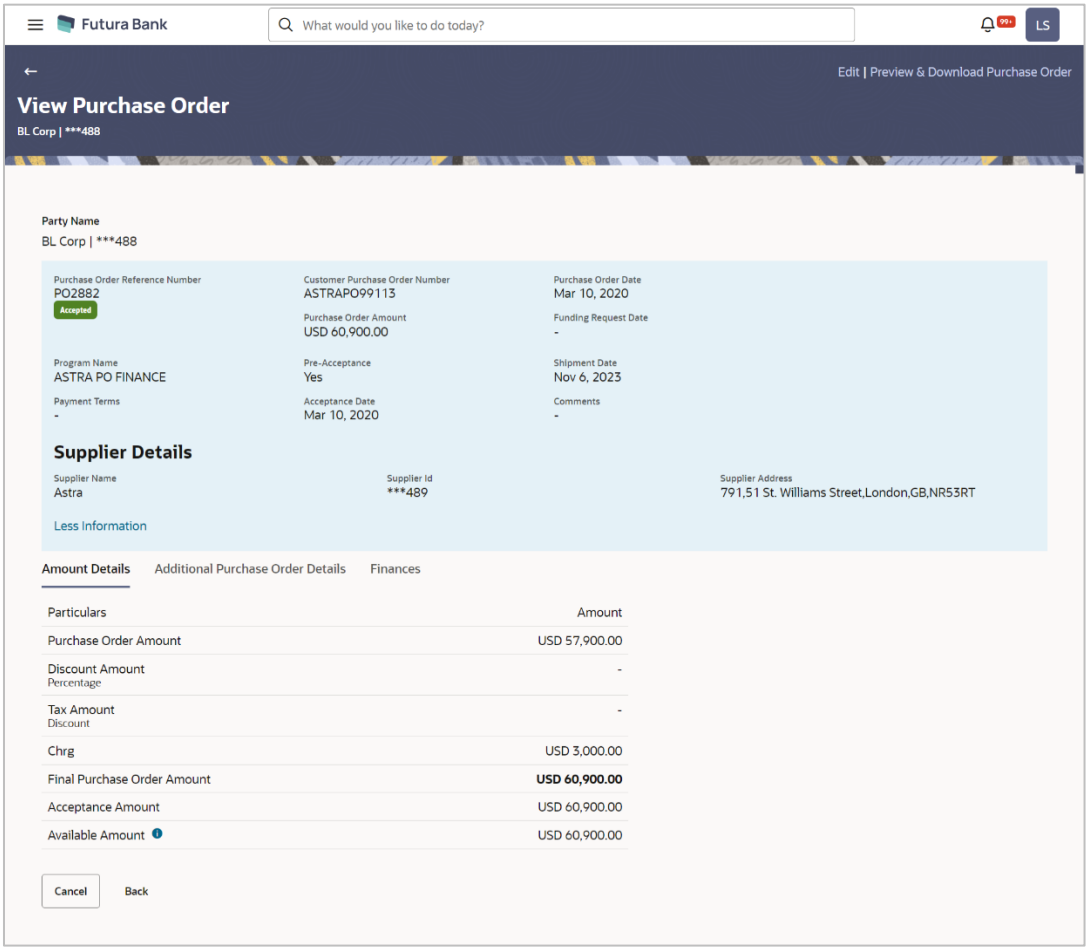
Actions that you can perform on the **View Purchase Order** details screen as a **Supplier**:

- Preview the purchase order (in an overlay window) and download a copy, by clicking the **Preview & Download Purchase Order** link.

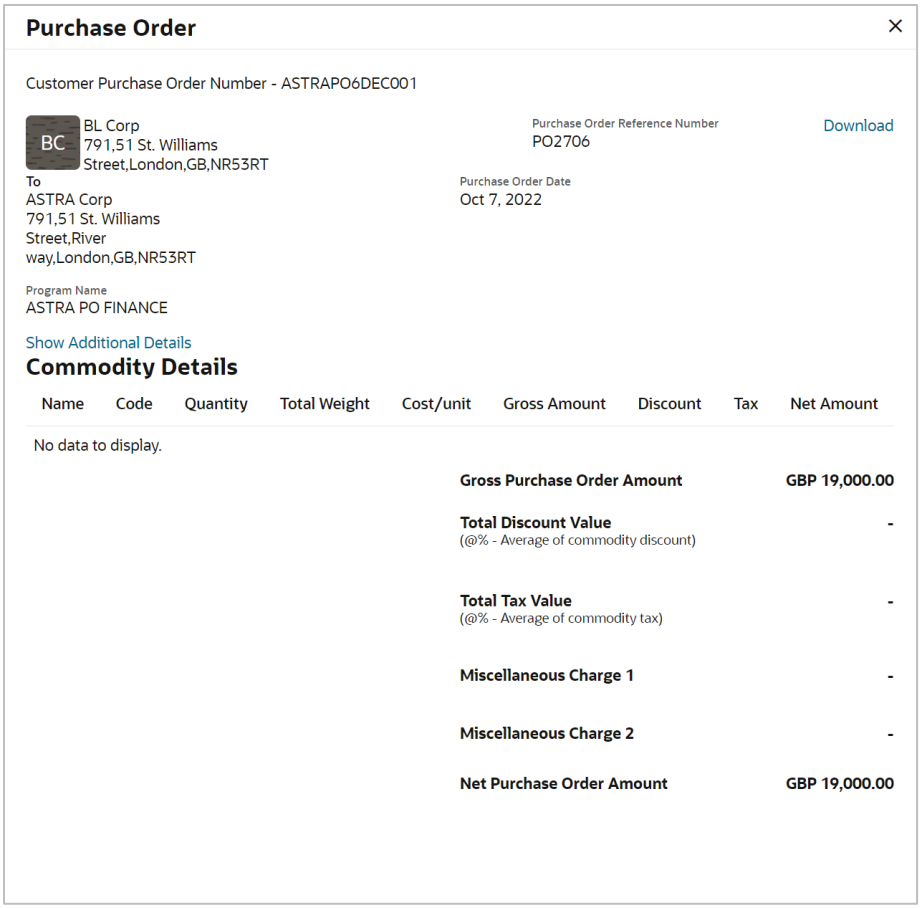
- Accept or reject a raised purchase order, by clicking **Accept** or **Reject**. This is applicable only for purchase orders that are in **RAISED** status.

10.6.1.1.3 Preview & Download Purchase Order

To preview and download the purchase order:



6. In the View Purchase Order details screen, click **Preview & Download Purchase Order**. 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 **View Purchase Order Details**.



7. Click **Download** to download the purchase order details in PDF format.
   OR
   Click ☒ 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:

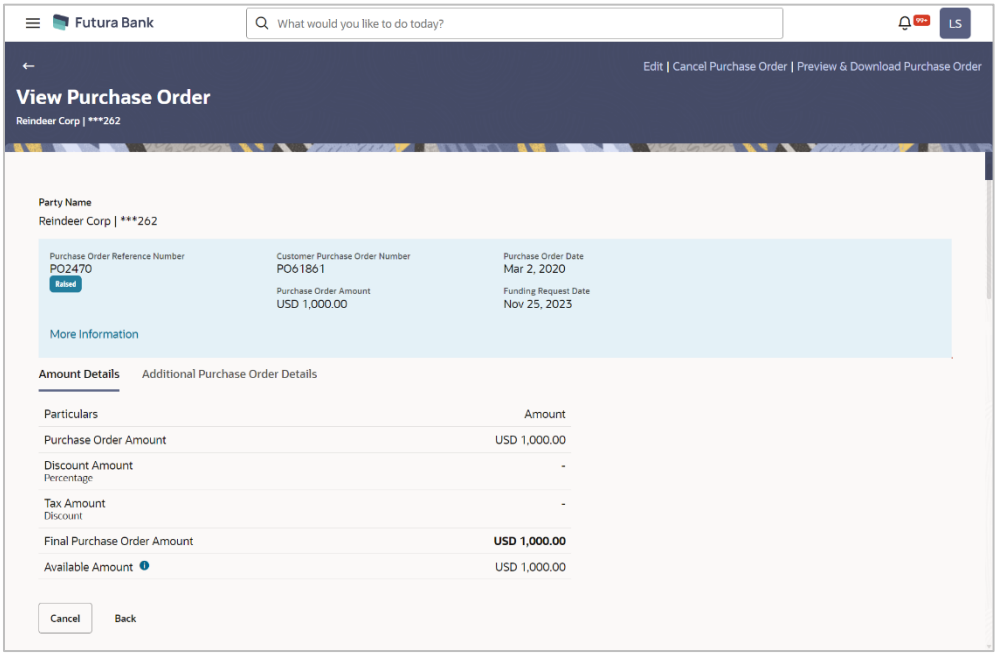
Dashboard > Toggle menu > Receivables/Payables > Purchase Order Management > View Purchase Orders

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.

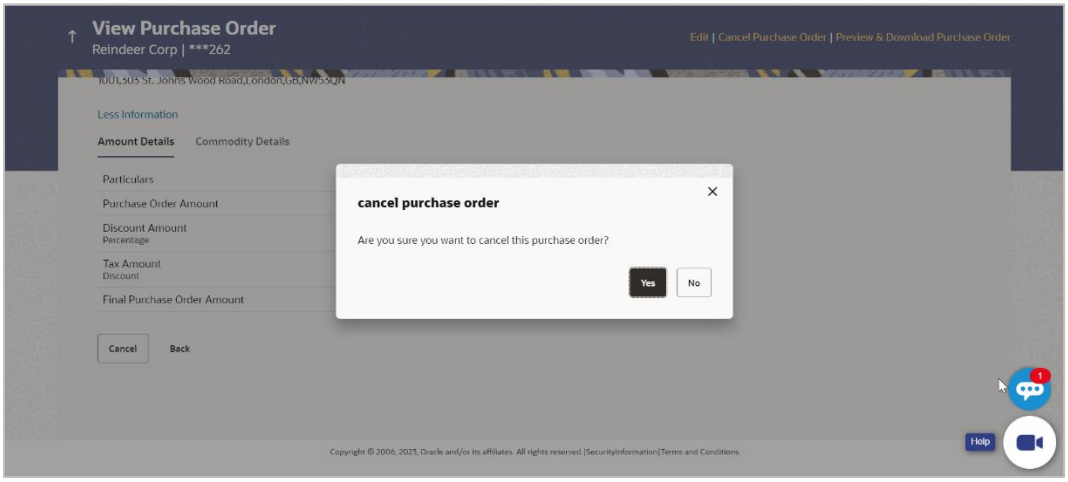
3. Enter the search criteria and click **Search.** The purchase orders list appears based on the entered search criteria.
   OR
   Click **Clear** to reset the search parameters.
4. Click the **Customer Purchase Order Number** of the purchase order record (in RAISED status) to be cancelled. The details of the specific purchase order appear in the **View Purchase Order** screen.

View Purchase Order Details – for Buyer role

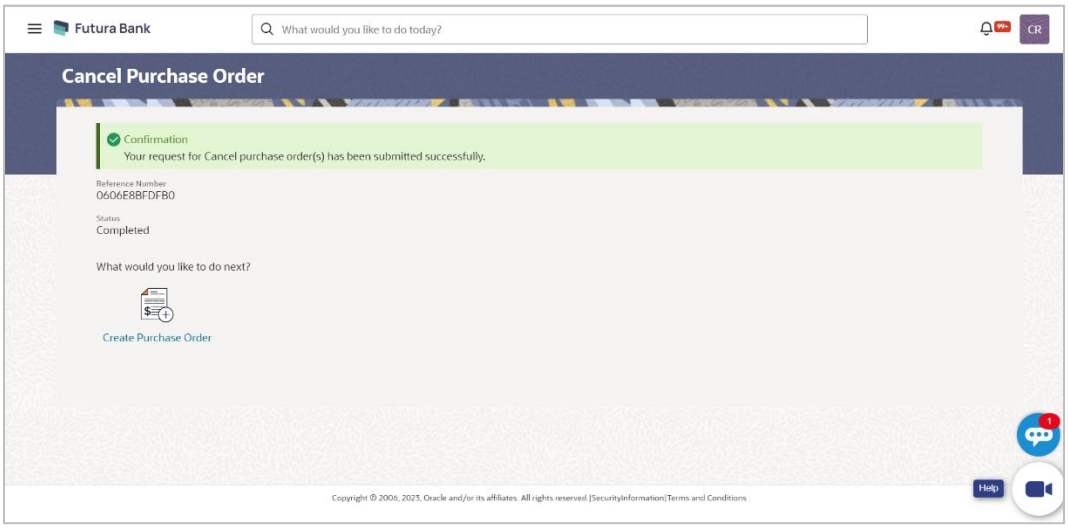


5. Click **Cancel Purchase Order** to cancel the purchase order and stop it from being accepted by the supplier. The **cancel purchase order** pop-up window appears.
   OR
   Click **Preview & Download Purchase Order**, to view the purchase order details and download a copy.
   OR
   Click **Cancel** to cancel the transaction.
   OR
   Click **Back** to navigate back to the previous screen.

Cancel Purchase Order



6. Click **Yes** to cancel the purchase order. A Confirmation message appears with the reference number and status of the transaction.
   OR
   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.

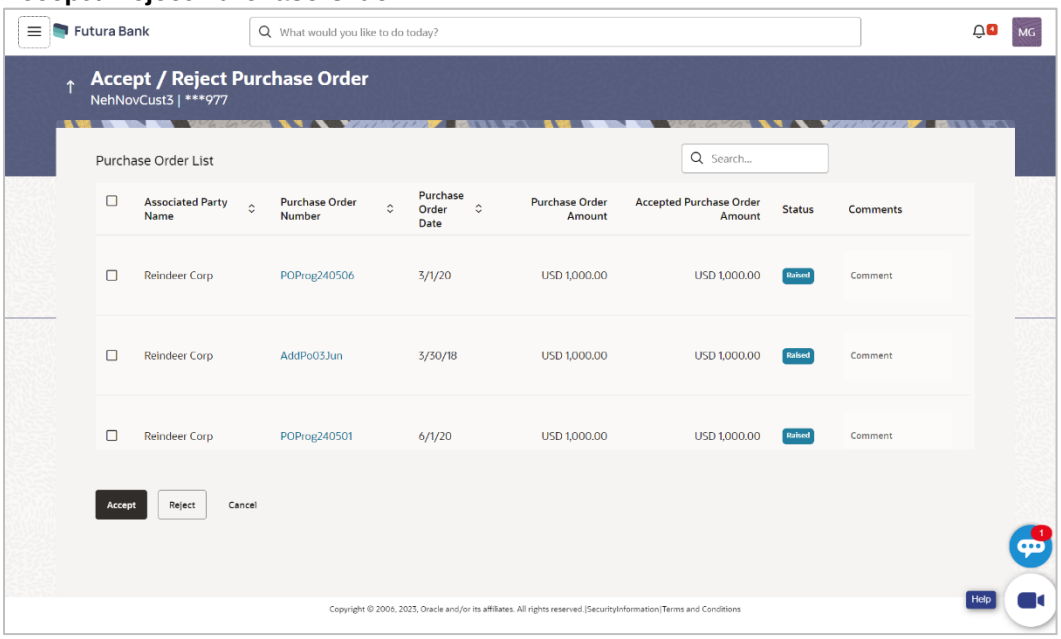
How to reach here:

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



Field Description

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.
Purchase Order Number	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.
4. Click **Accept** / **Reject** to accept/ reject the selected purchase order(s). The Review screen appears.
   OR
   Click **Cancel** to cancel the transaction.
5. 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.

FAQ

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.

11. Payments Management

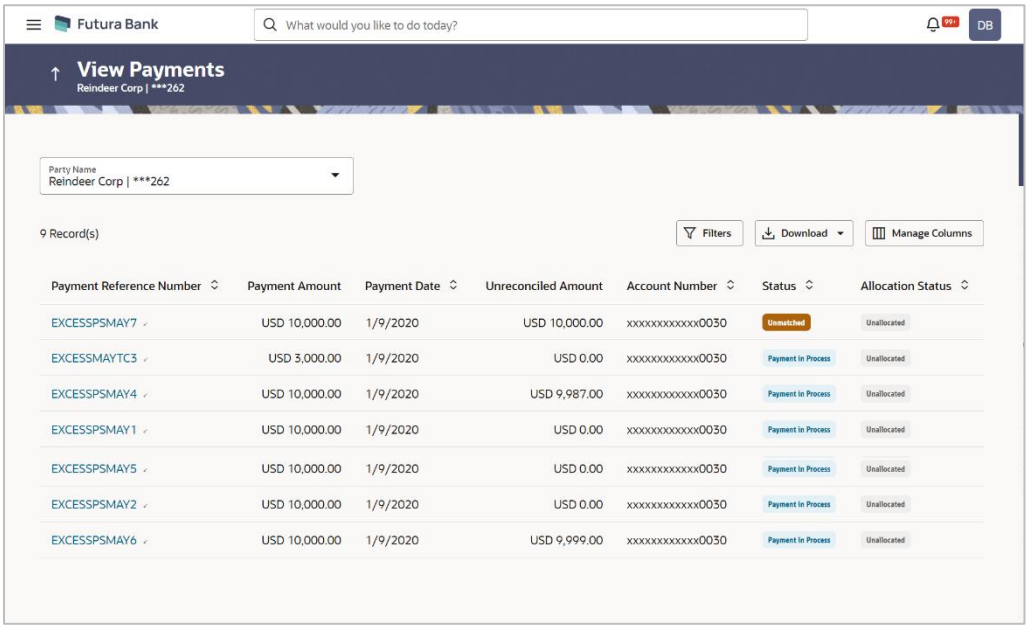
11.1 View Payments

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:



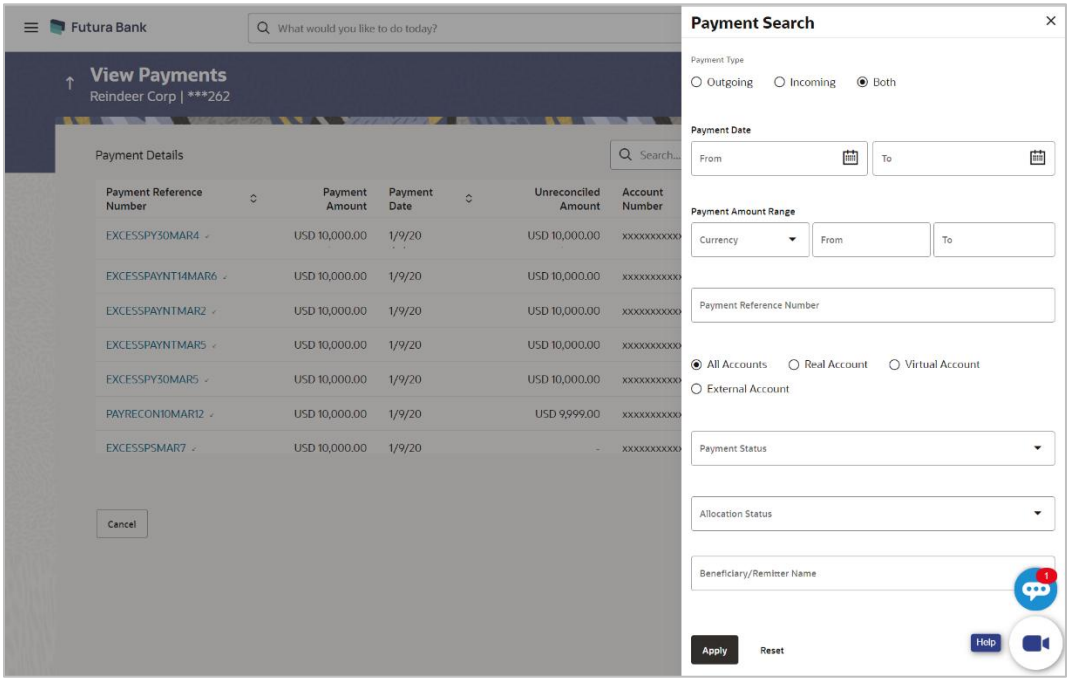
Field Description

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.

Field Name	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 **Payment Search** section below.
Download	Indicates an option to download the payment records search results.
Payment Reference Number	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 **View Payments (details)** section below. The incoming / outgoing icon is also displayed beside the reference number.
Payment Amount	Displays the payment amount.
Payment Date	Displays the date of payment.
Unreconciled Amount	Displays any amount that is not yet reconciled.
Account Number	Displays either the real account number, or the International Bank Account Number (IBAN) based on the configuration set by the bank.
Status	Displays the status of the payment. This can be one of the following: • Matched • Unmatched • Partially Matched • Not to be Matched • Reconciliation in Process
Allocation Status	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 icon in the **View Payments** screen.



Field Description

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 icon 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 Account • External 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.

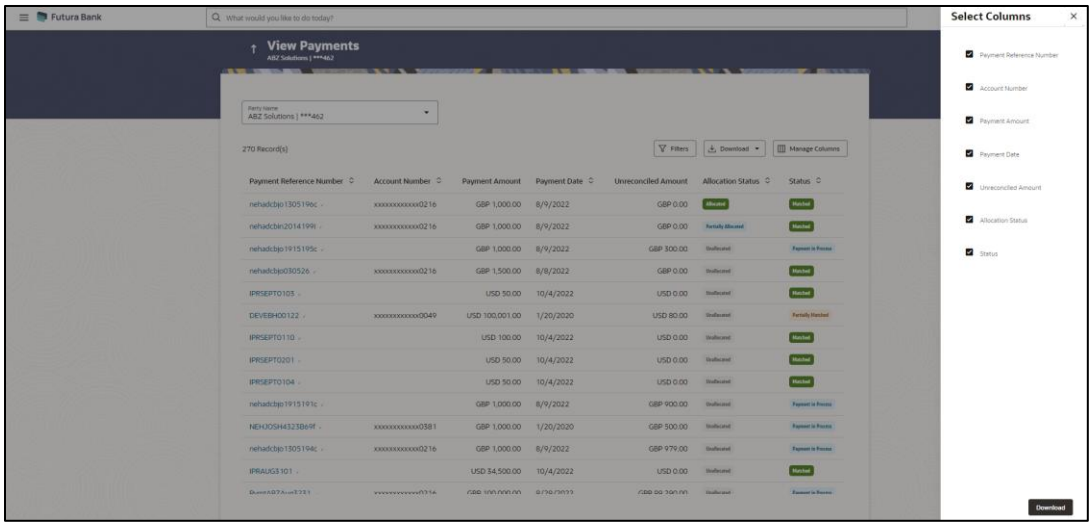
1. In the **View Payments** screen, search for the required payments using the **Filter** field.
2. To narrow the search results, click the  icon. The **Payment Filter** overlay window appears.
   a. Enter the required details, and click **Apply**.
      OR
      Click **Reset** to reset the filter fields.

   The payment records appear based on the filter criteria.

3. To view the details of a specific payment record, click the **Payment Reference Number** link.
   The payment details screen appears.
   OR
   Click **Download** to download the search results.
   OR
   Click **Cancel** to go back to the main dashboard.

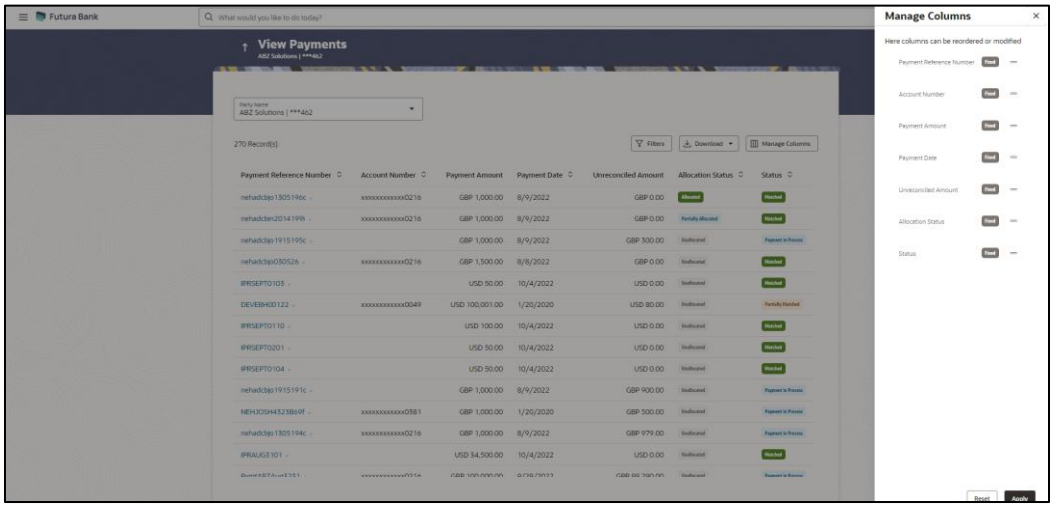
4. Click **Download** and select the **CSV** from the dropdown list.
   The **Select Columns** overlay screen appears.

   View Payment– Select Columns



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.



   b. Click **Apply** to apply the modified columns preferences.

7. Click **Reset** to reset the columns preferences.

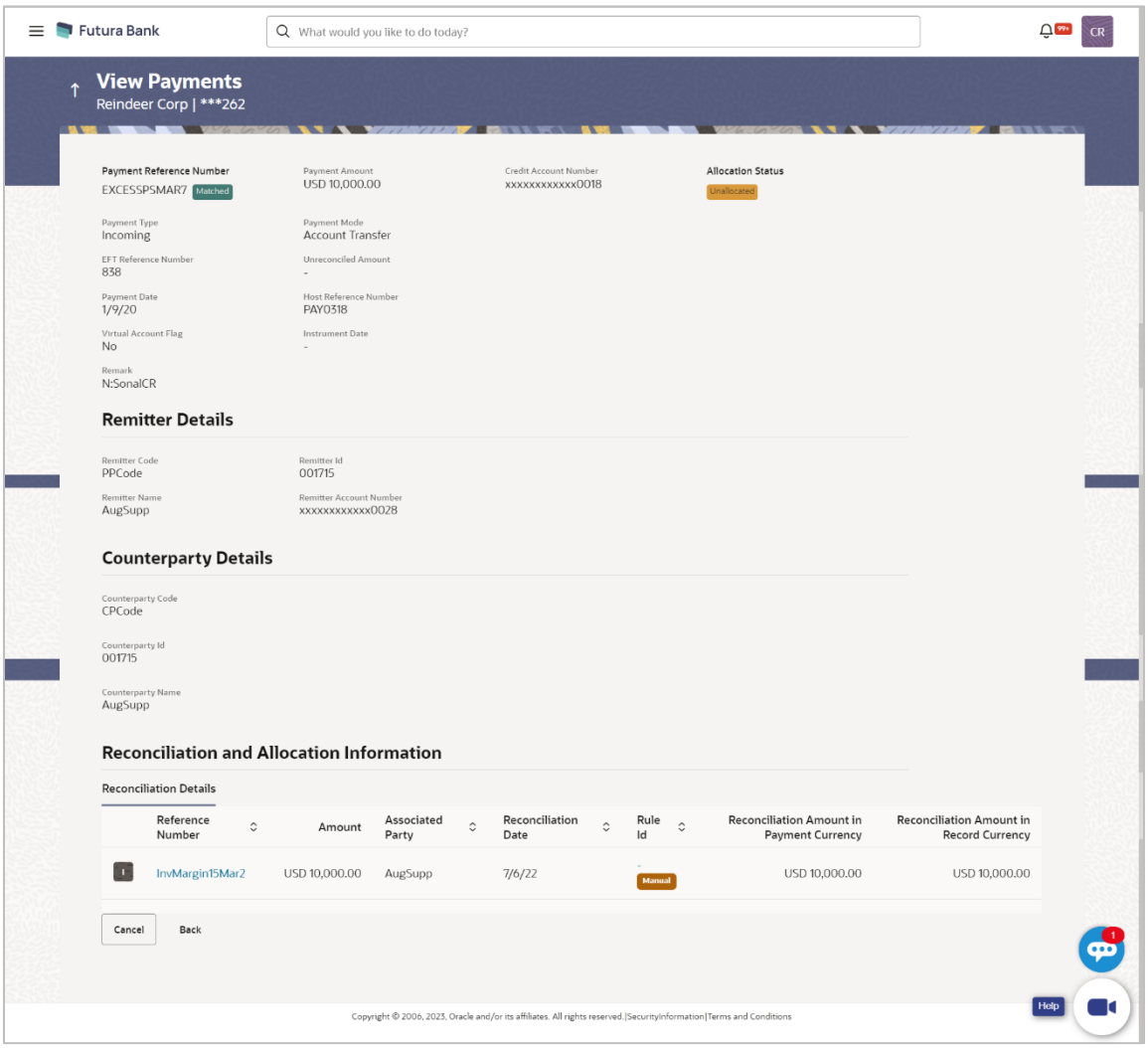
11.1.1 View Payments (details)

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 > Payment Reference Number link

View Payments



Field Description

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 displayed if the payment is of 'incoming' type with respect to the logged-in party.	
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 displayed if the payment is of 'outgoing' type with respect to the logged-in party.	
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 Allocation 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 Information

This section appears if 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.

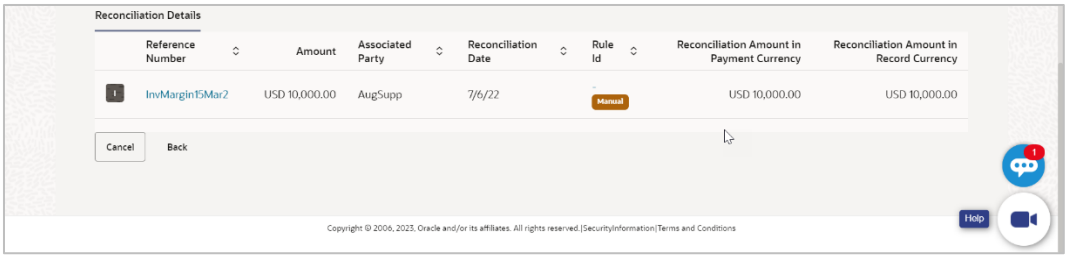
The **View Payments** screen consists of the following tabs:

- 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.

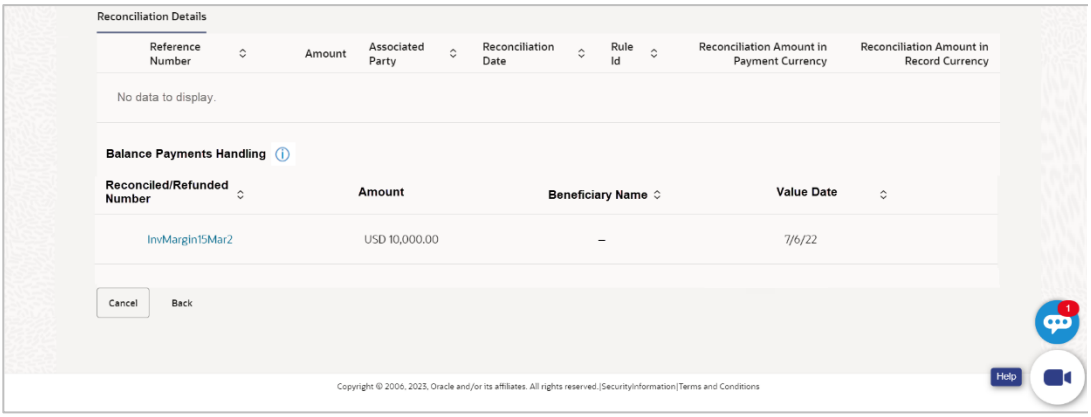


Field Description

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 'I' 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 **View Invoice Details** section in this user manual. For more information on the fields in the **View Debit Note** screen, refer the **View Debit Note Details** 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



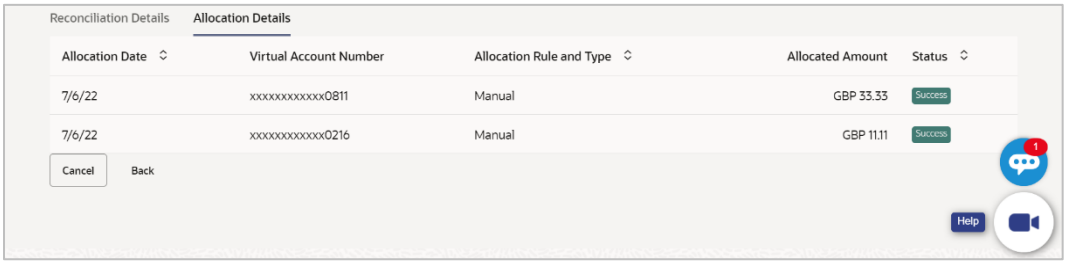
The records appearing under this section are as a result of any balance amount post execution of auto reconciliation. The payment remaining post reconciliation is handled as per the maintenance set for the party.

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.

8. Click the **Reference Number** 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).



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.

9. 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: 
Bulk-Payments-Upload-Template.csv

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'.

To view the Bulk_Payments_Upload_Template and File Upload Formats Excel attachment, perform the below steps:

a. Click the attachment icon on the left pane of the opened document. Under the Attachments column, all attached files are displayed.

b. On the Attachments pane, right-click on the attachment, and click **Open Attachment** option. The Open File window is displayed.

c. In the Open File window, select the **Open this file option**, and click **OK**. The selected attachment is opened in a pre-defined file format as Excel.

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 Description

Field Name	Description
The following fields should 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.

Field Name	Description
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
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 **Y** if the payment is to a virtual account, and **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 **Y**, then the payment is auto reconciled on upload of file. If you enter **N**, the payment will have to be manually reconciled. This is a mandatory field.
Is Payment for Cashflow OR Invoice OR Finance	Enter **E** for expected cash flow payment, **I** for invoice payment, and **F** for finance payment.

Field Name	Description
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
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.
Payment Under Approval	Enter **Y** if the payment is under approval, and **N** otherwise. Payment under Approval is a scenario wherein the bank may choose to invoke the insurance claim in the event of a default.

Field Name	Description
Indirect Payment	Enter **Y** if the payment is an indirect one, and **N**, otherwise. Indirect payment is a scenario where the buyer directly makes the payment to the supplier instead of through the factors.
Instrument Cleared	Enter **Y** if the instrument is cleared, and **N**, otherwise.
Bank Charges	Enter the charges, if any, that may be levied by the factor.
Deduction Amount	Enter the deduction amount, if any.
Filler Details	
Filler Fields 1 to 10	Enter the required information in the filler fields.

FAQ

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.

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.

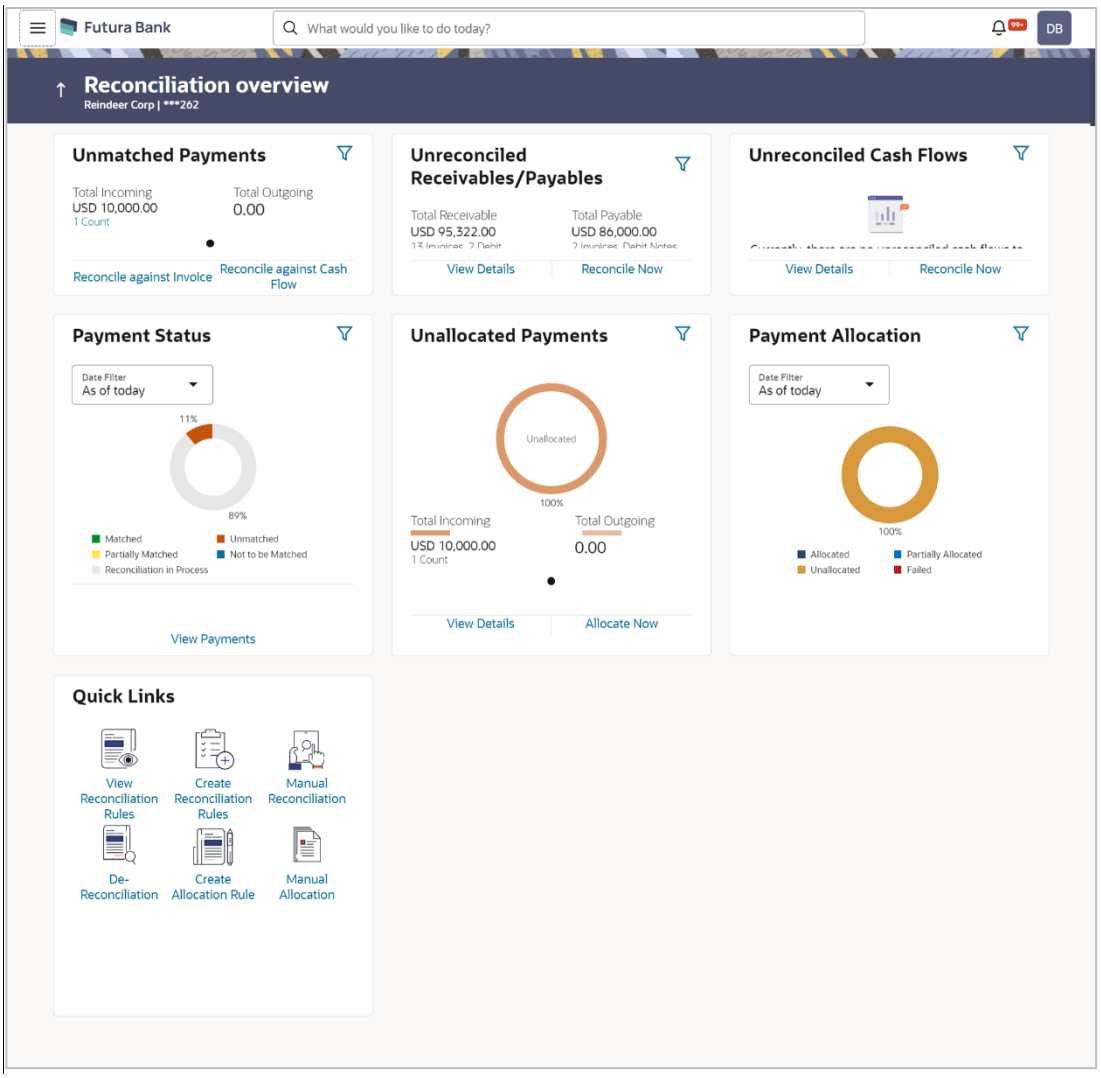
12.1 Overview

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 **Reconcile against Invoice** link, the **Manual Reconciliation** screen appears where the unreconciled invoices can be reconciled. For more information on this screen, refer the **Invoices/Debit Notes against Payments/Credit Notes** section under **Manual Reconciliation**, in this document. On clicking the **Reconcile against Cash Flow** link, the **Manual Reconciliation** screen appears where the unreconciled cash flow records can be reconciled. For more information on this screen, refer the **Cash Flow against Payment** section under **Manual Reconciliation**, in this document.

- Click this 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 **View Details** link, the **View Receivables/Payables** screen appears. For more information on this screen, refer the **View/Edit Receivables/Payables** screen in this document. On clicking the **Reconcile Now** link, the **Manual Reconciliation** screen appears where the unreconciled receivables/payables can be reconciled. For more information on this screen, refer the **Invoices/Debit Notes against Payments/Credit Notes** section under **Manual Reconciliation**, in this document.

- Click this  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 **View Details** 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 **Reconcile Now** link, the **Manual Reconciliation** screen appears where the unreconciled cash flow records can be reconciled. For more information on this screen, refer the **Cash Flow against Payment** section under **Manual Reconciliation**, in this document.

- Click this  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 **View Payments** link, the **View Payments** screen appears. For more information on this screen, refer the **View Payments** section in this document.

- Click this  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  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 **View Details** link, the **View Payments** screen appears with the list of unallocated payments. For more information on this screen, refer the **View Payments** section in this document. On clicking the **Allocate Now** link, the **Manual Allocation** screen appears. For more information on this screen, refer the **Manual Allocation** section in this document.

- Click this  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:

- Create Reconciliation Rules
- Create Allocation Rule
- View/Edit Reconciliation/Allocation Rules
- Manual Reconciliation
- Manual Allocation
- De-Reconciliation

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 cash-flow/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.

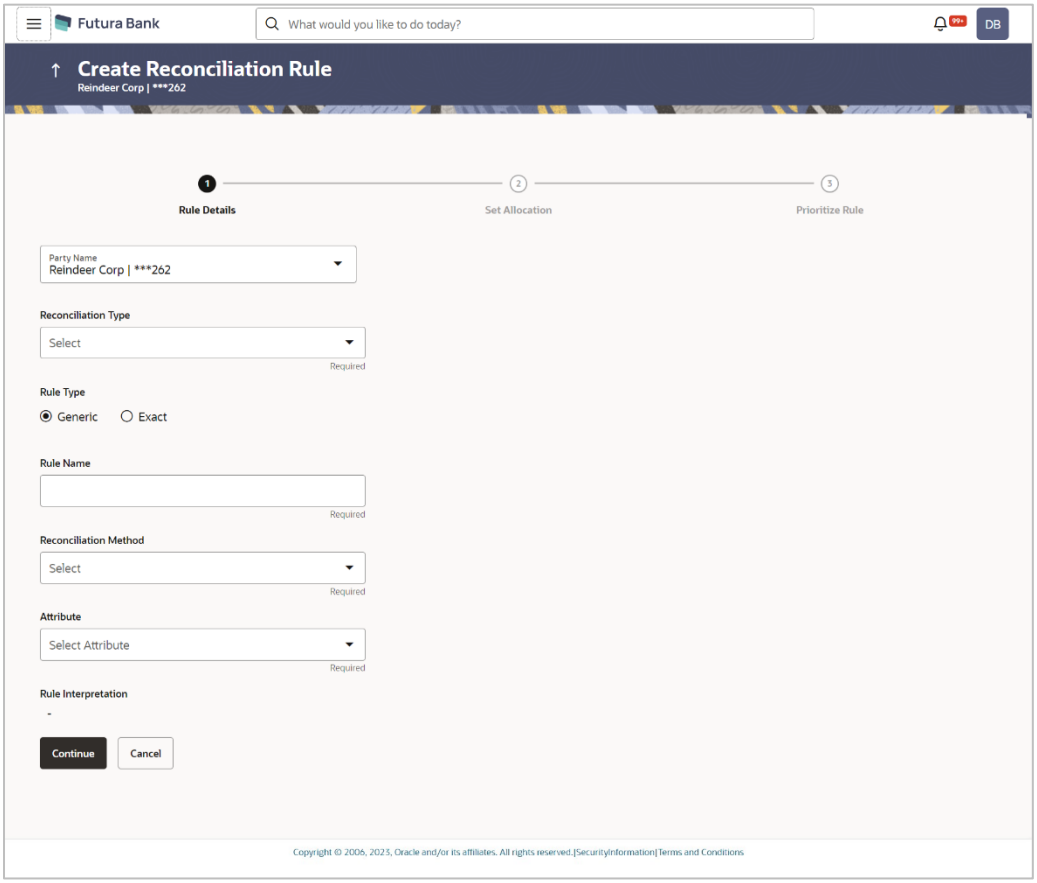
How to reach here:

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



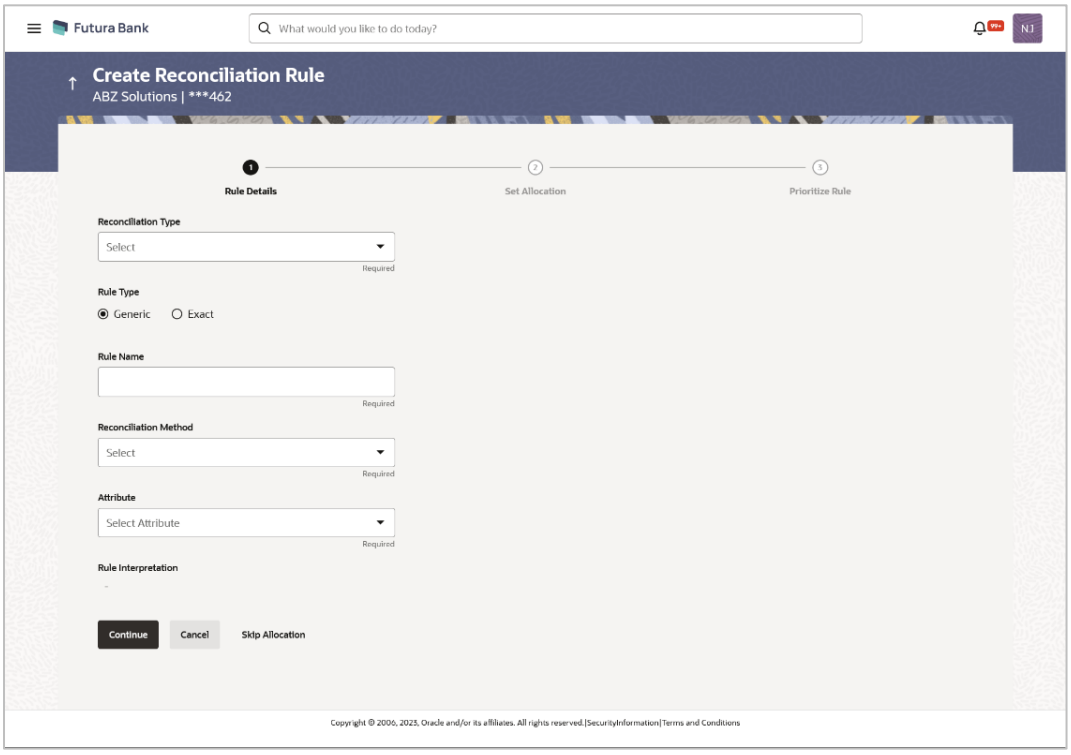
Field Description

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



Field Description

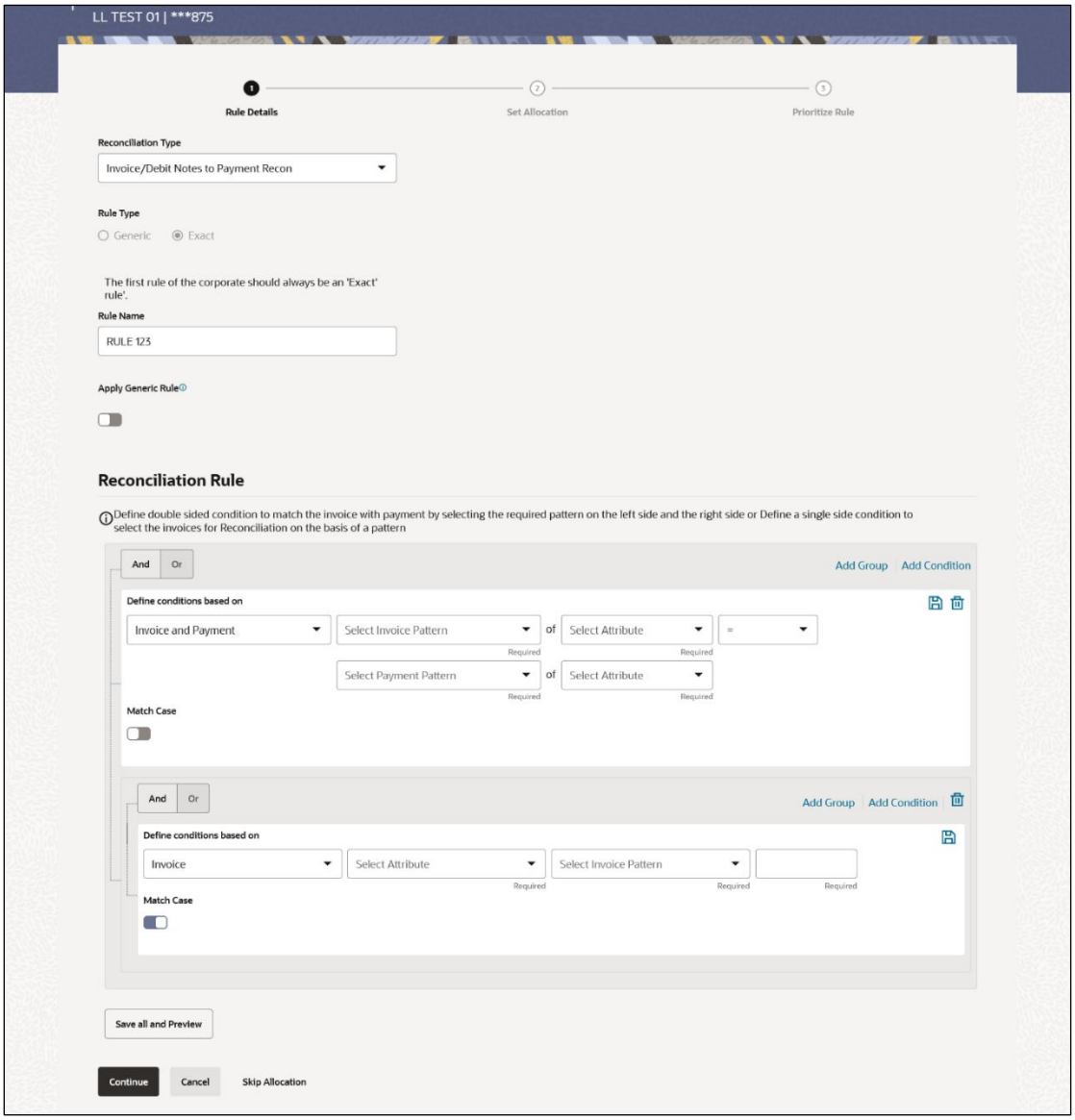
Field Name	Description
These fields appear if you select the **Generic** option.	
Reconciliation Method	Select how the rule is applied to the invoice/cash-flow records for reconciliation. This field appears if you select the **Generic** option in the **Rule Type** field. The options are: • FIFO – Oldest 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 in the **Reconciliation Method** and **Attribute** fields. This field appears if you select the **Generic** option in the **Rule Type** field.

3. If you select the **Generic** option under **Rule Type**, enter the details as stated above.
4. 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.



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	
You can create single-sided conditions by selecting a specific entity (Invoice/Cashflow or Credit Note/Payment) and then comparing an attribute of this entity with a specific value. A single sided condition should always be created along with atleast one double sided condition. The following fields appear 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.

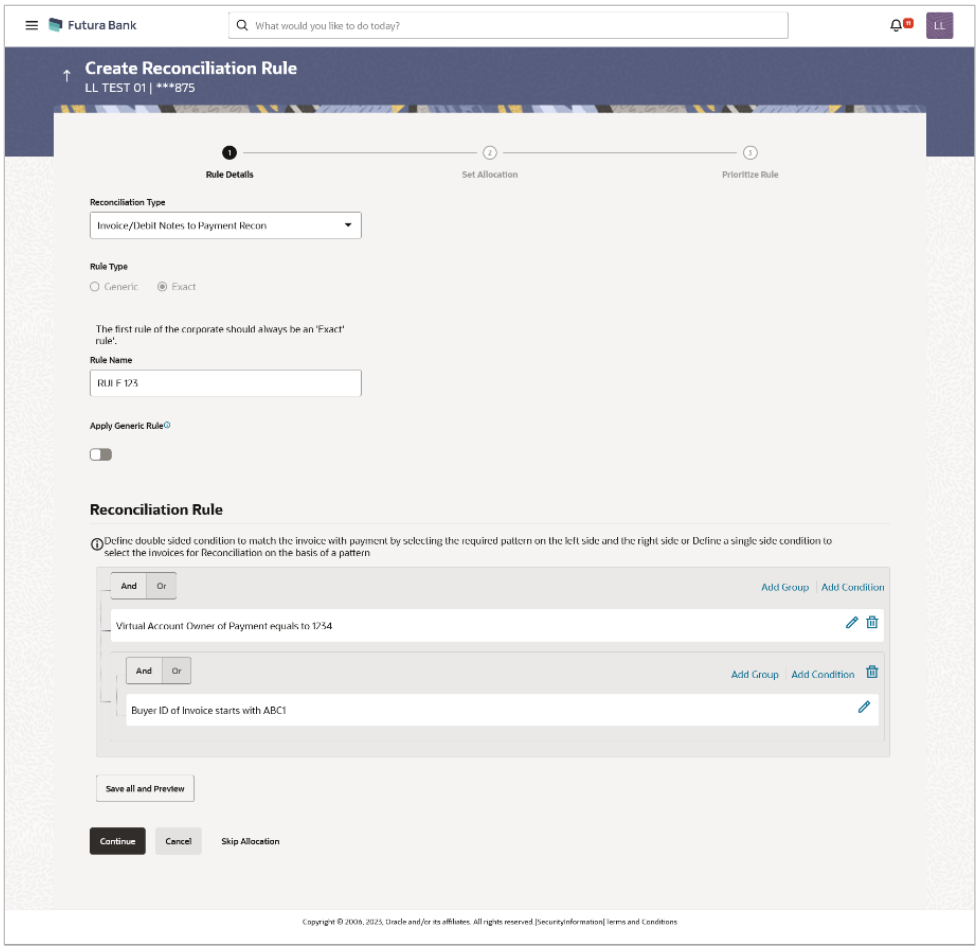
Double-Sided Condition

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  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.

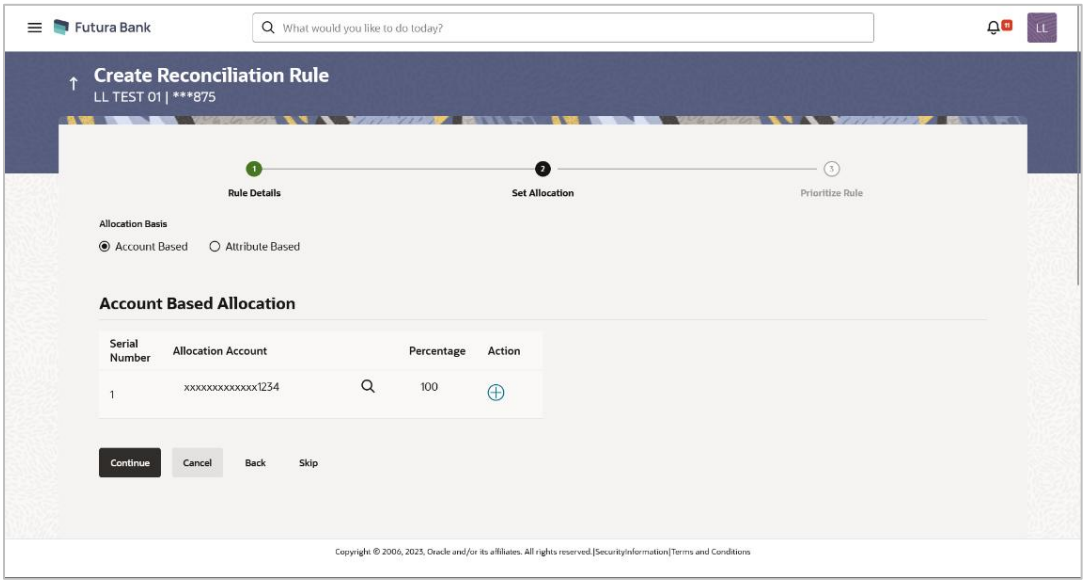


6. Click **Continue** to go to the **Set Allocation** step.
   OR
   Click **Cancel** to cancel the transaction.
   OR
   Click **Back** to reset the fields and start with the **Rule Details** step again.
   OR
   Click **Skip Allocation** to go to the **Prioritize Rule** step.

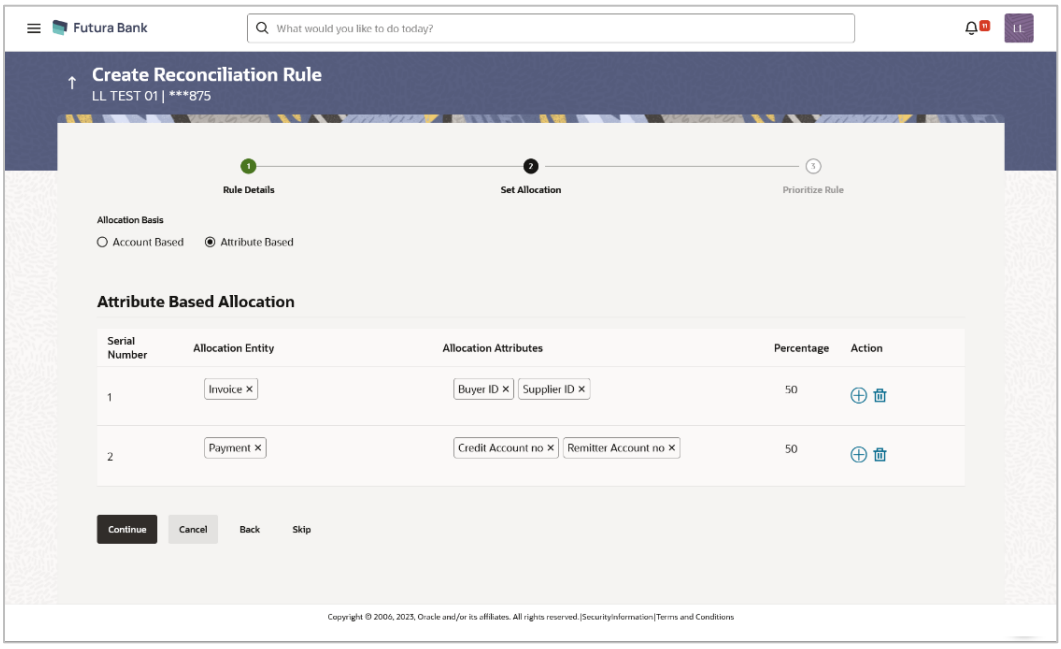
Note: 1) Once a condition is added and saved, click to edit it, or click to delete it.

2) 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 **Create Allocation Rule** and **Manual Allocation** sections in this document.

12.2.3 Set Allocation – Account Based



Set Allocation – Attribute Based



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 ⊕ to add further virtual accounts. Or click 🗑 to delete an added account.

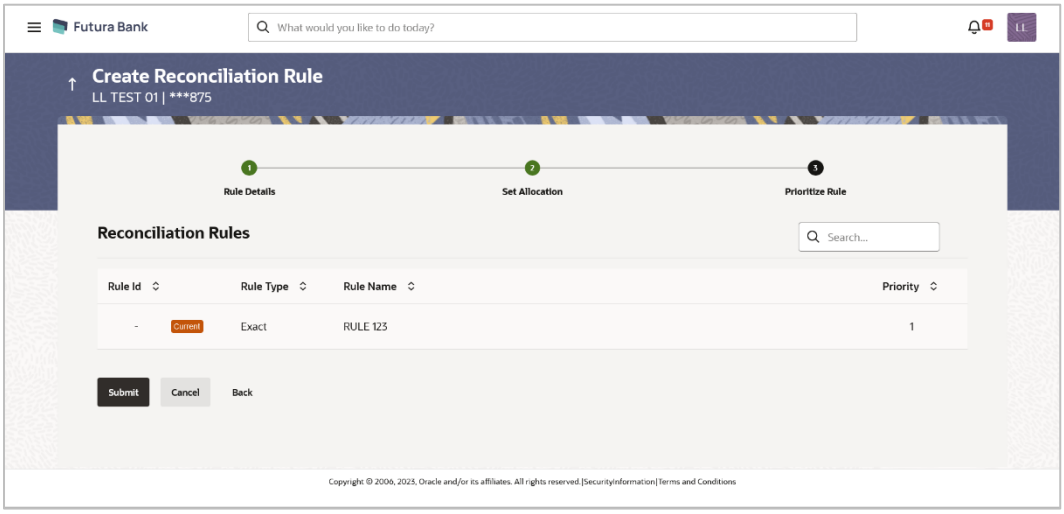
Attribute Based Allocation

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	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 ⊕ to add further attributes. Or click 🗑 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



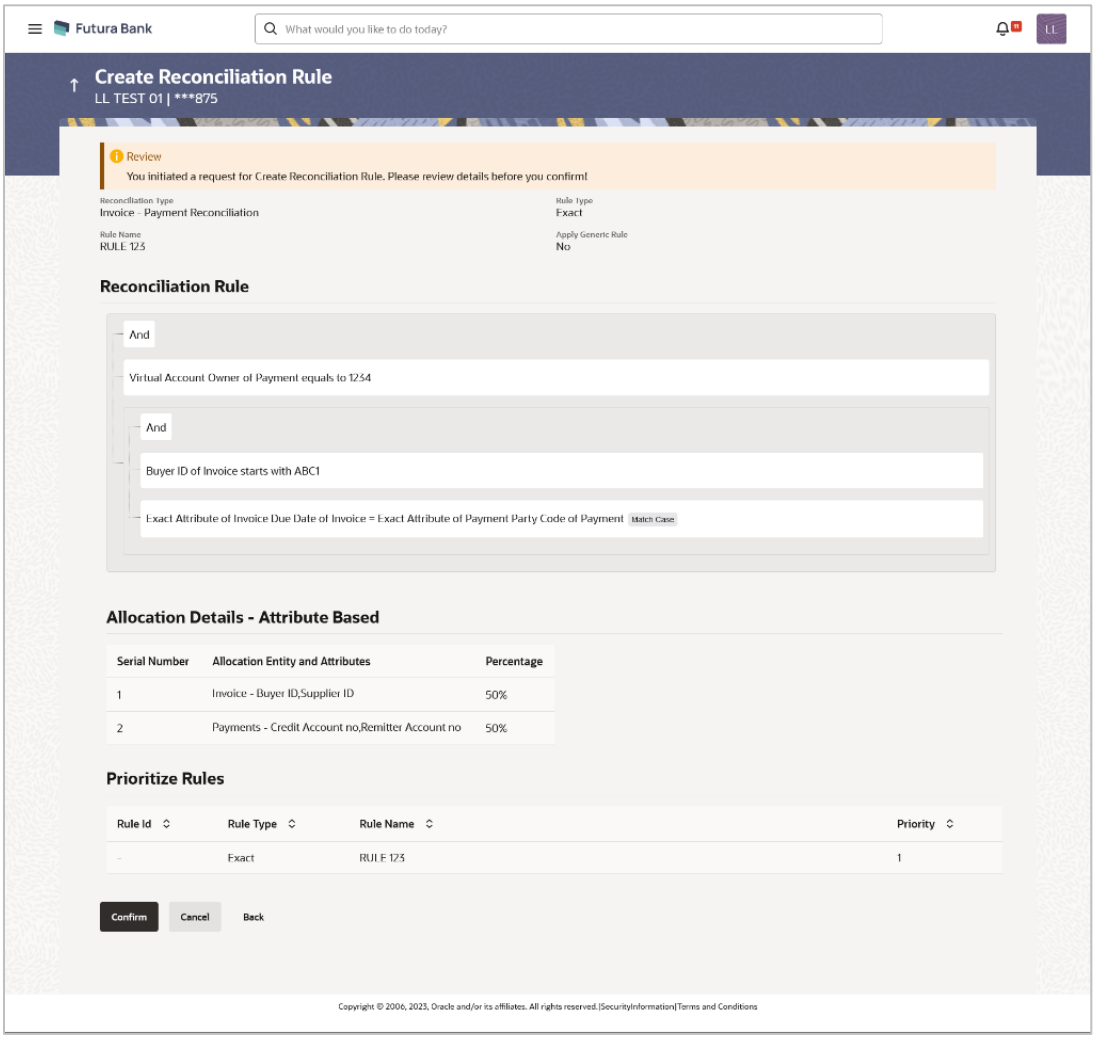
Field Description

Field Name	Description
Create Reconciliation Rule	
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.

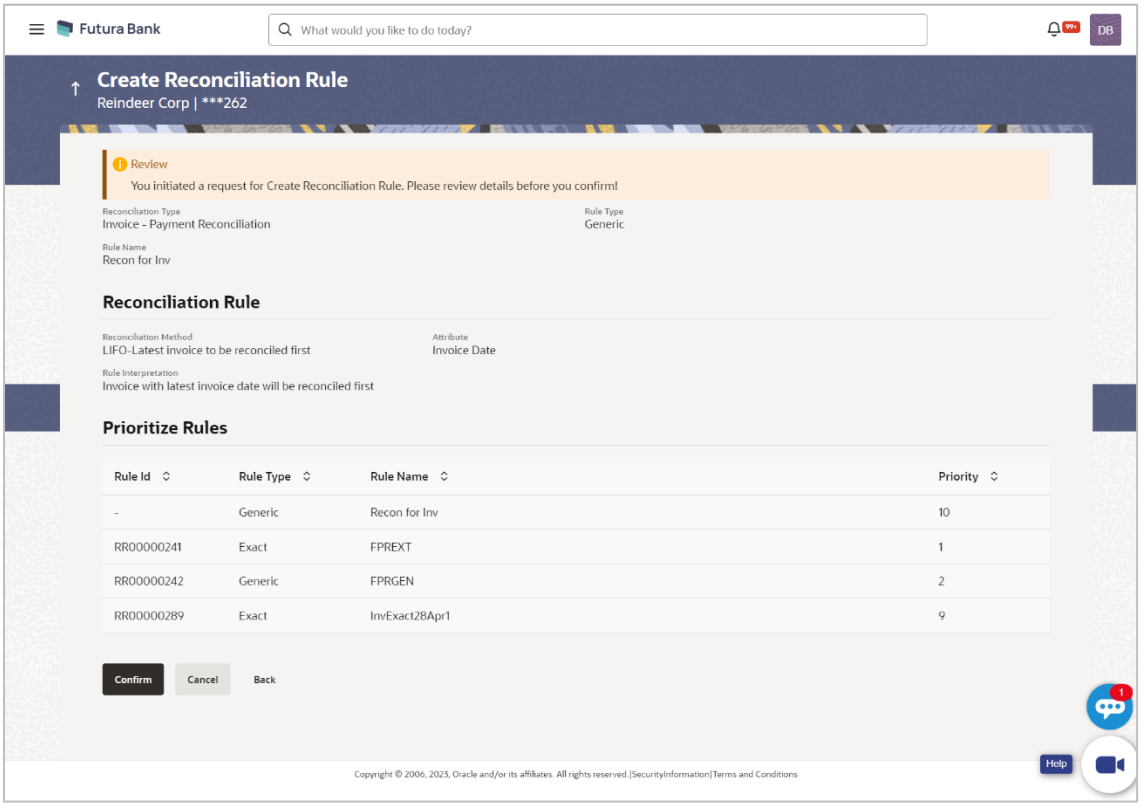
Field Name	Description
Rule Id	Displays the unique rule ID. For the rule being created, this field appears blank. An ID is assigned once the rule is created. The IDs of the other rules in this column are hyperlinks, which when clicked display the rule details in an overlay window. For more information, 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  to edit and modify the priority, if required.

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.

Create Reconciliation Rule - Review Screen (Exact)

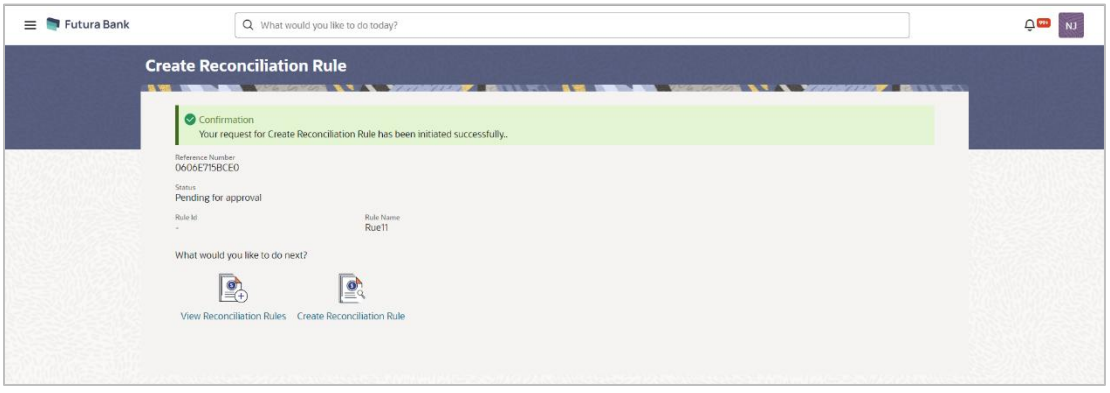


Create Reconciliation Rule - Review Screen (Generic)



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.

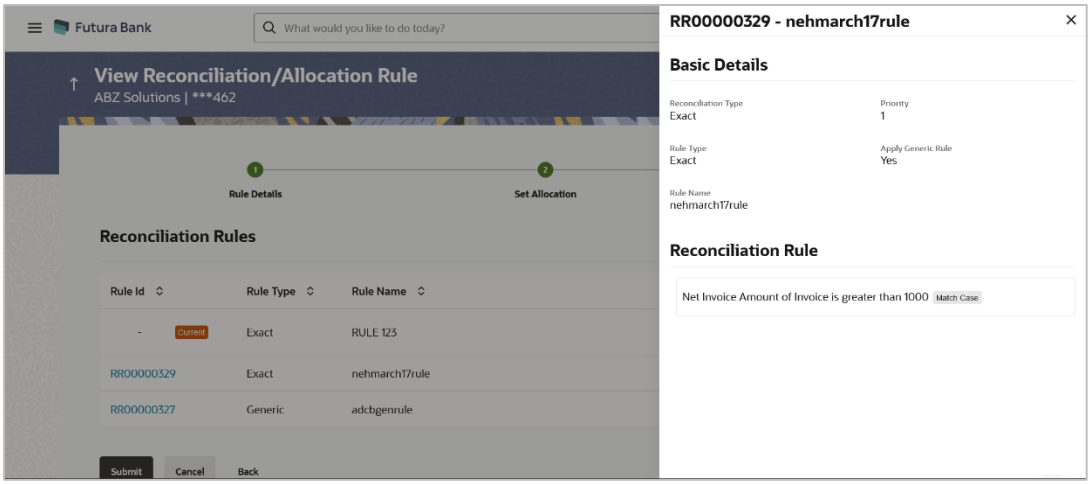
Create Reconciliation Rule – Confirmation



11. In the Confirmation screen, click the **View Reconciliation Rules** link to view the existing reconciliation rules.
    OR
    Click the **Create Reconciliation Rule** 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.



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.	

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 **Manual Allocation** section in this document.

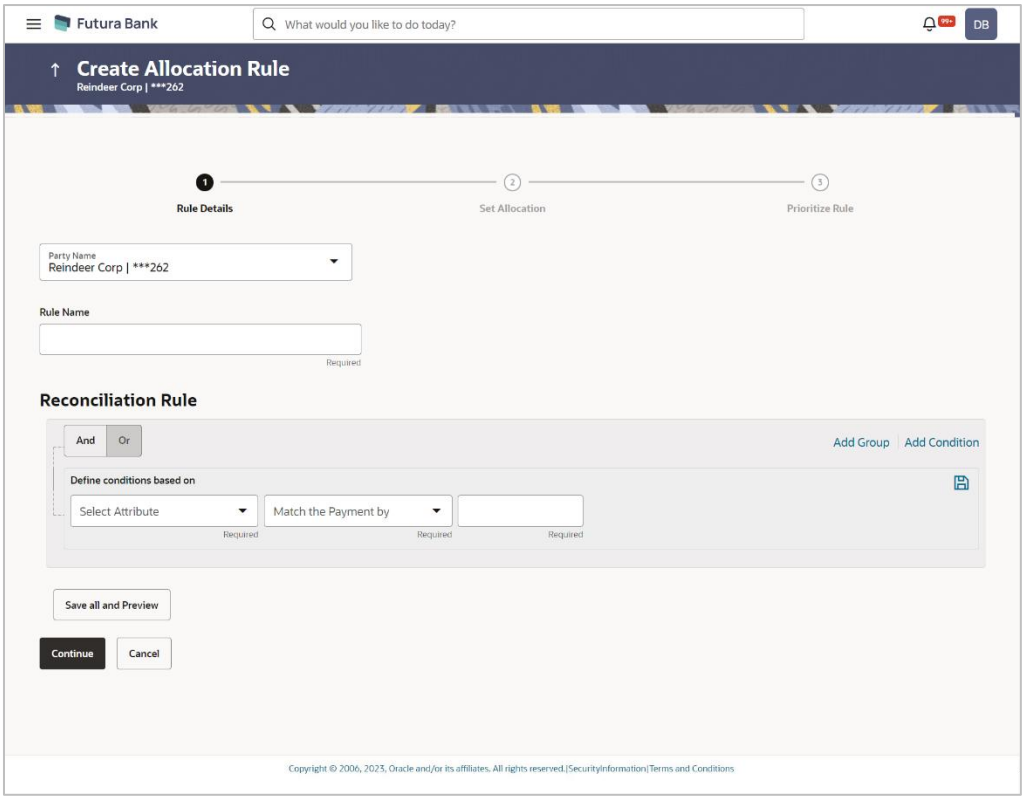
How to reach here:

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



Field Description

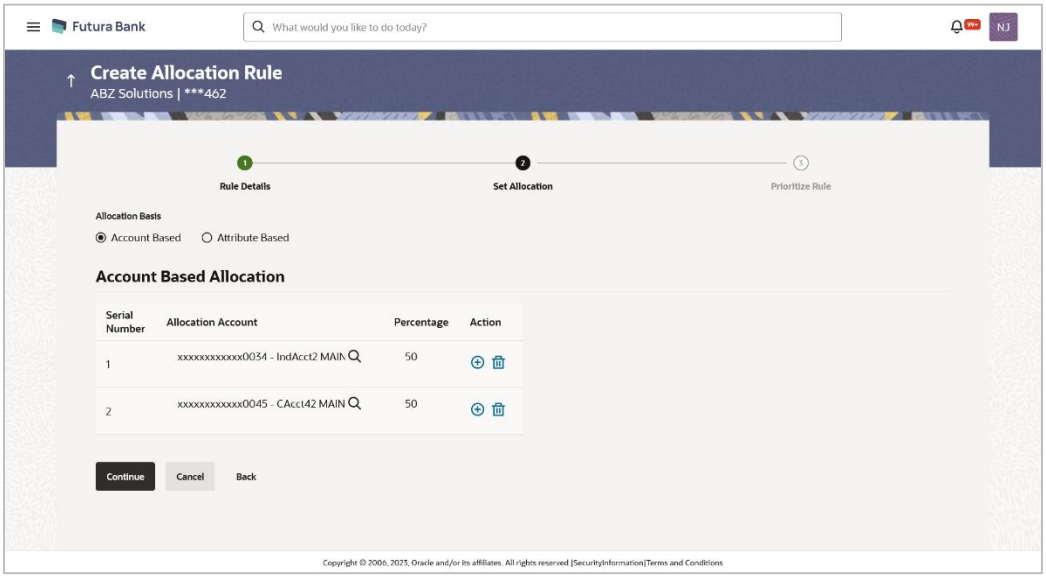
Field Name	Description
Create Allocation Rule	
Party Name	Select the party name from the dropdown list in which the allocation rule must be created. By default, the primary party/gcif of the logged-in user is selected. **Note:** Only accessible parties are displayed to the user.

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.

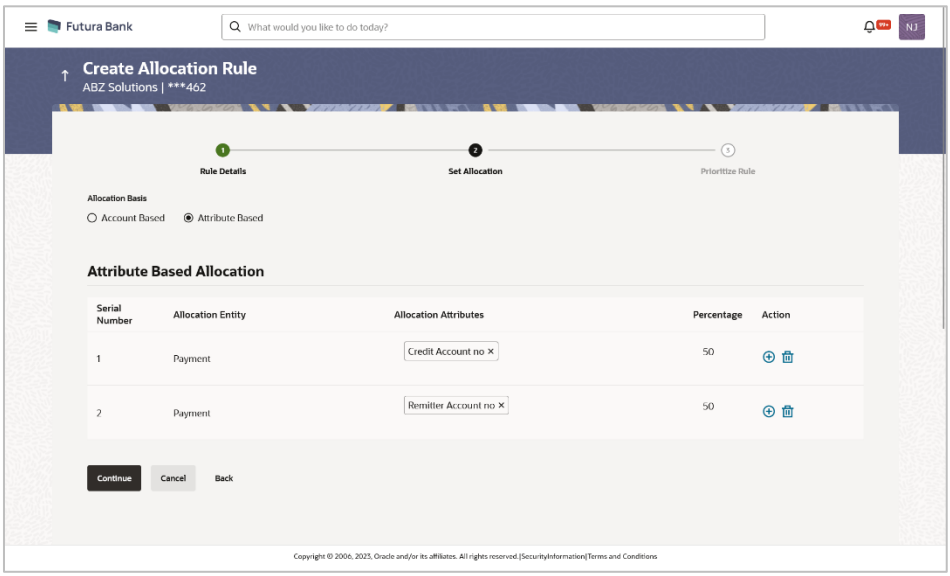
2. In the **Rule Name** field, enter the name to be assigned to the rule.
3. In the **Reconciliation Rule** section, build the condition(s) as per requirement:
   a. Select the attribute to be used for comparing.
   b. Select the appropriate relational operator or pattern for comparing, from the **Match the payment by** list.
   c. Enter the value to compare the attribute value with.
   d. Once a condition is defined, click  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  to edit it, or click  to delete it.

Set Allocation – Account Based



Set Allocation – Attribute Based



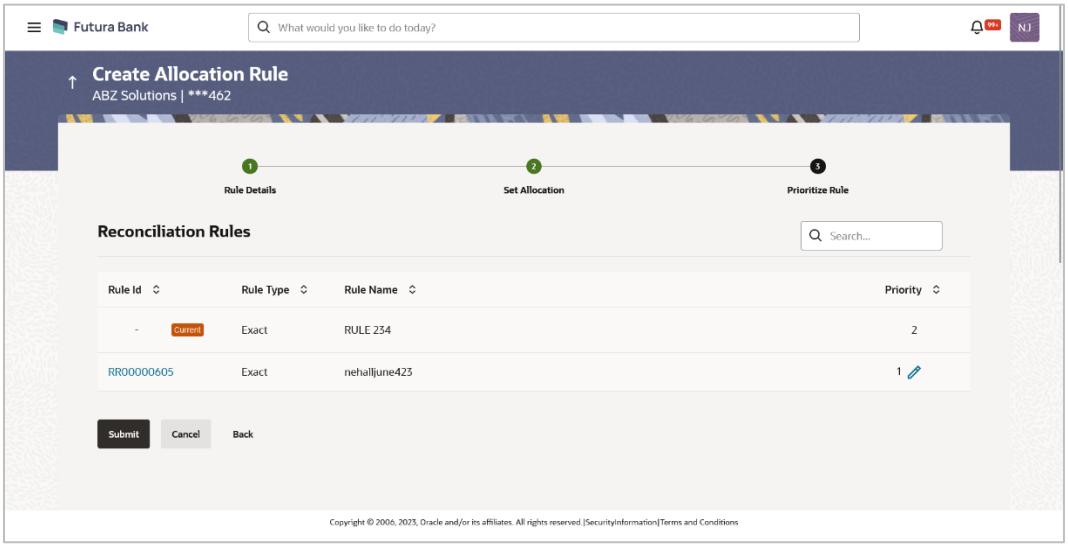
Field Description

Field Name	Description
Create Allocation 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 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 ⊕ to add further virtual accounts. Or click 🗑 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 ⊕ to add further attributes. Or click 🗑 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



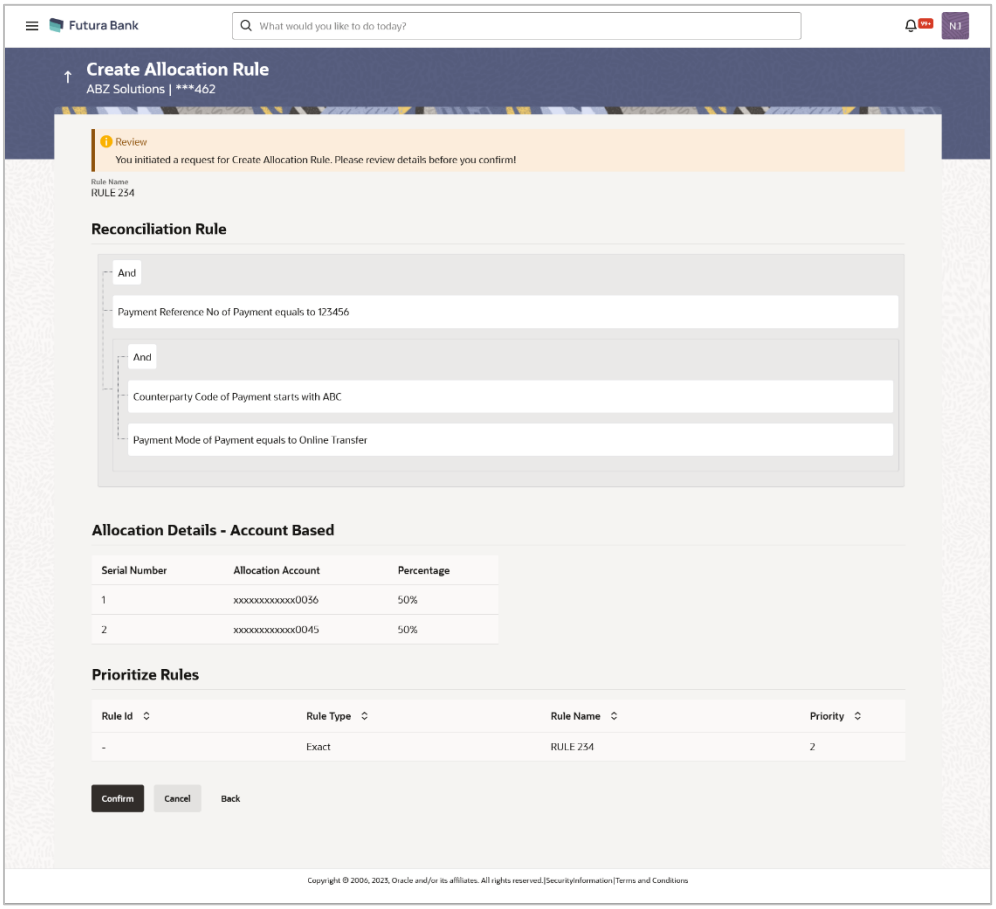
Field Description

Field Name	Description
Create Allocation Rule	
Party Name	Displays the name of the logged-in corporate party.
Prioritize Rule	
A list of existing rules for the same set of conditions is displayed. You can set the priority on the rule being created. You 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  to edit and modify the priority, if required.

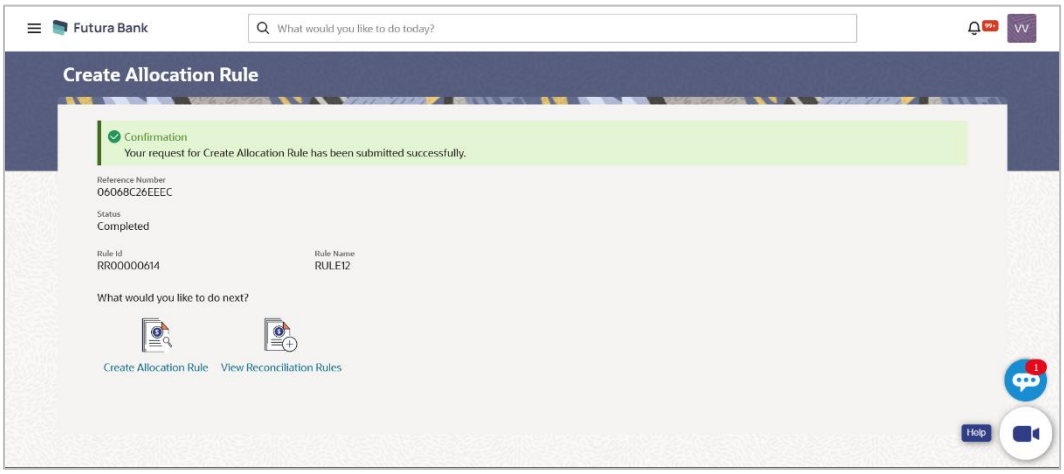
6. In the **Prioritize Rule** step, enter the priority to be set against the rule being created, under the **Priority** column. You can also modify the priority on an existing rule, if required.
7. Click **Submit** to submit the transaction. The Review screen appears.
   OR
   Click **Cancel** to cancel the transaction.
   OR
   Click **Back** to go to the previous screen.

Create Allocation Rule - Review Screen



8. 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.

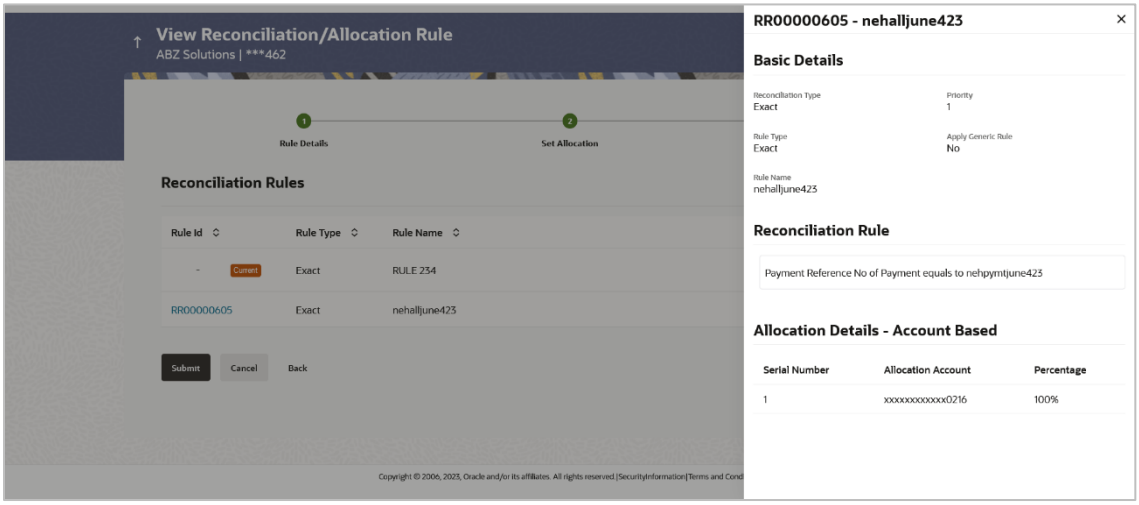
Create Allocation Rule – Confirmation



9. In the Confirmation screen, click the **View Reconciliation Rules** 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.



Field 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 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.
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.

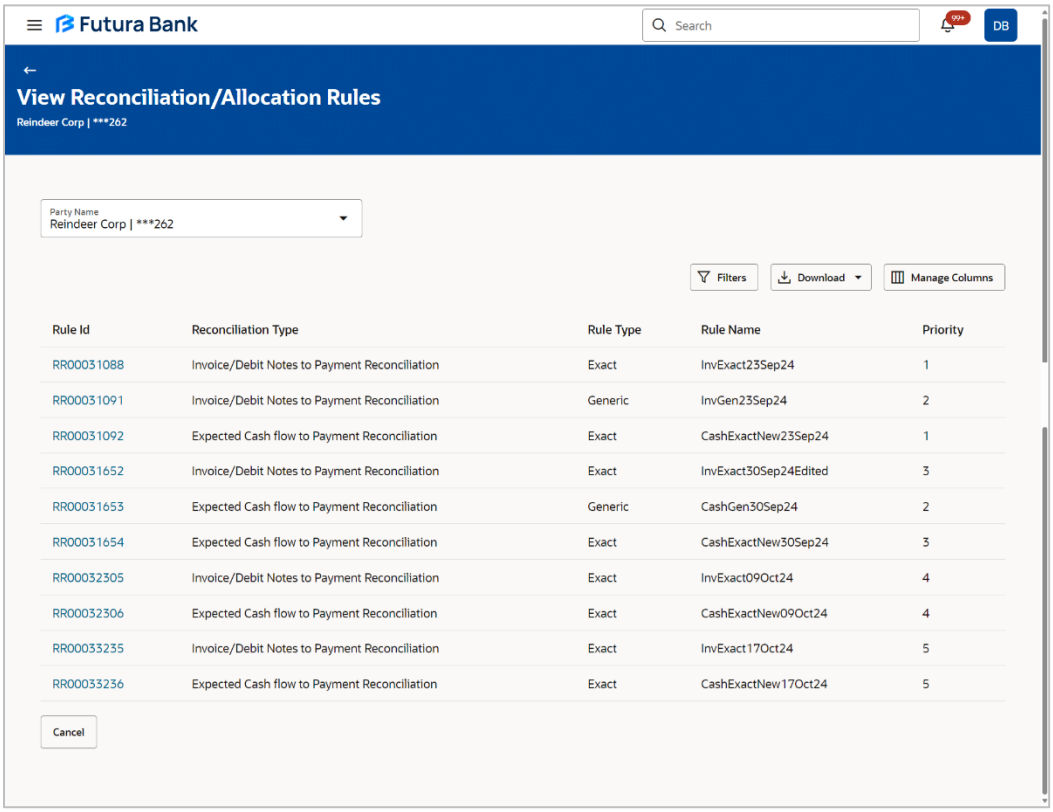
12.4 View/Edit Reconciliation/Allocation Rule

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

To view Reconciliation Rules:



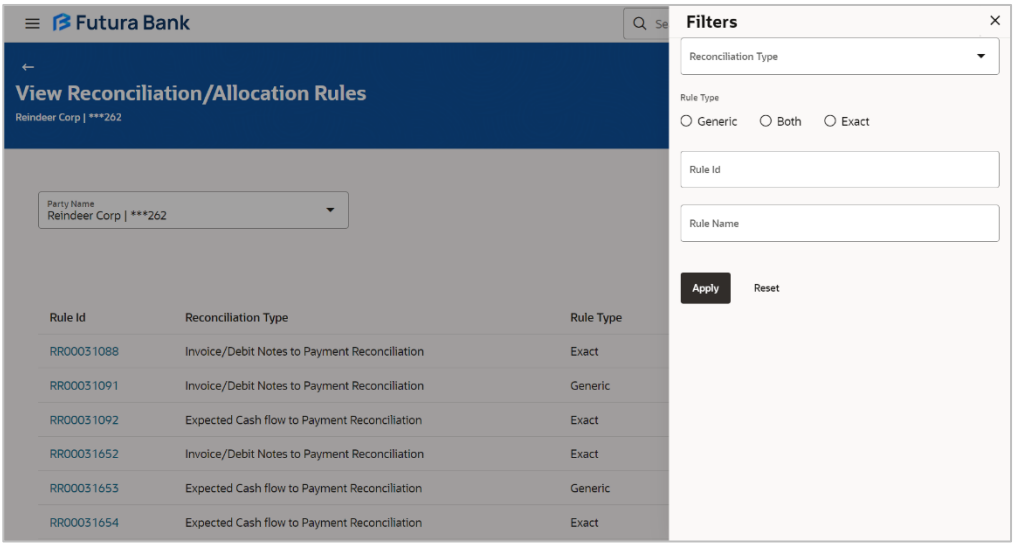
Field Description

Field Name	Description
View Reconciliation Rules	
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.
Filter	Click this icon to filter the reconciliation rule records based on certain criteria. For more details, refer to the fields in **Filters (overlay window for View Reconciliation Rules)** below.
Download	Indicates an option to download the reconciliation rules list in CSV format.
Manage Columns	Click this link to personalize the columns i.e., rearrange/remove columns in the search results grid. The Manage Columns overlay window appears. For more details, refer to the fields in **View Reconciliation/Allocation Rules – Manage Columns** below.
A list of reconciliation rules 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 **View Reconciliation Rule (details)** 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

Filter (overlay window for View Reconciliation Rules)

This overlay window appears when you click  in the View Reconciliation Rules screen.



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.

1. In the **View Reconciliation/Allocation Rules** screen, search for the required rules using the **Filter** field.

2. To narrow the search results, click the icon. The **Filters** overlay window appears.

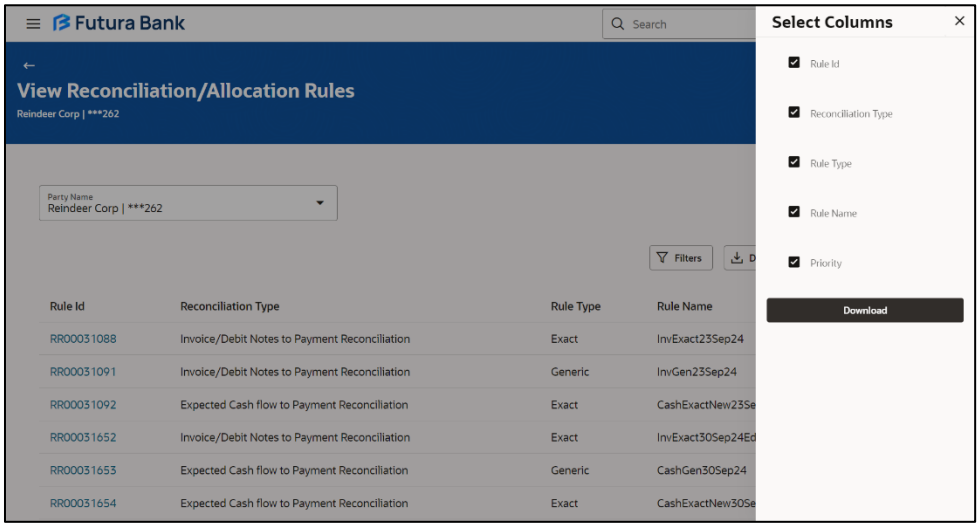
   c. Enter the required details and click **Apply**.
   OR
   Click **Reset** to reset the filter fields.

   The relevant reconciliation rules appear based on the filter criteria.

3. To view the details of a specific reconciliation rules, click the **Rule Id** of a particular rule record. The **View Reconciliation Rule** screen appears. For more information, refer the **View Reconciliation Rule (details)** section below.
   OR
   Click **Download** to download the search results.
   OR
   Click **Cancel** to go back to the main dashboard.

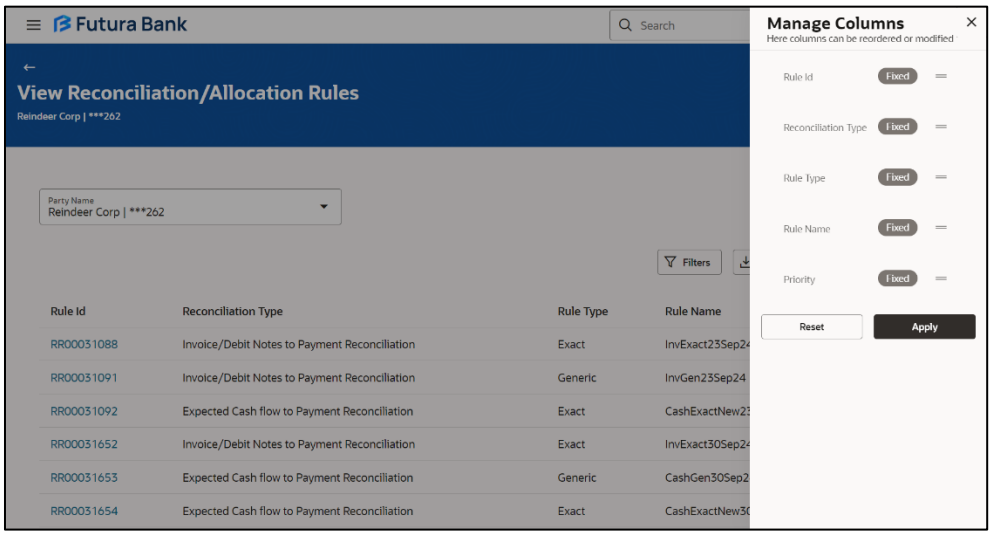
4. Click **Download** and select the **CSV** from the dropdown list.
   The **Select Columns** overlay screen appears.

   View Reconciliation/Allocation Rules – Select Columns



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 Reconciliation/Allocation Rules – Manage Columns overlay screen appears.



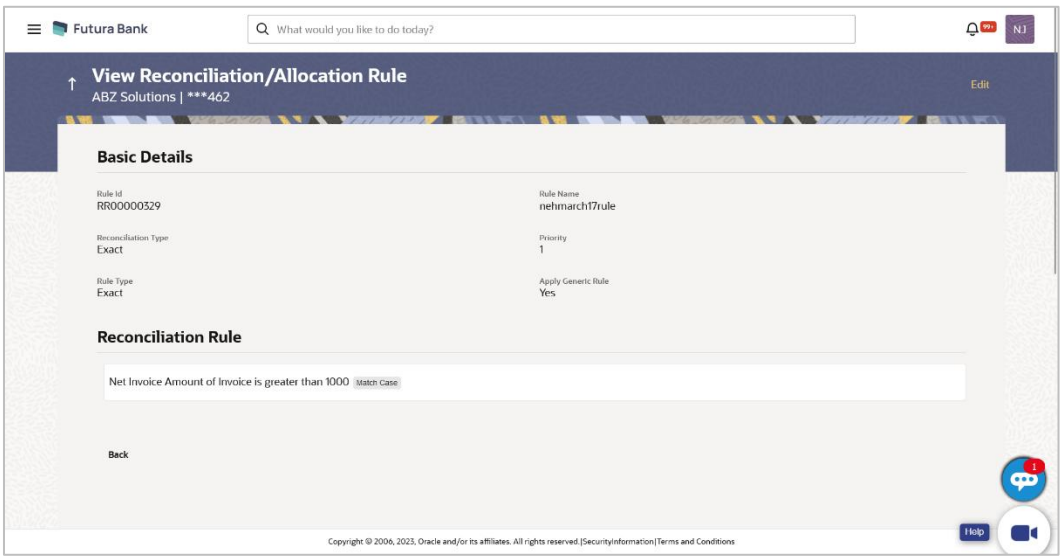
d. Click **Apply** to apply the modified columns preferences.

7. Click **Reset** to reset the columns preferences.

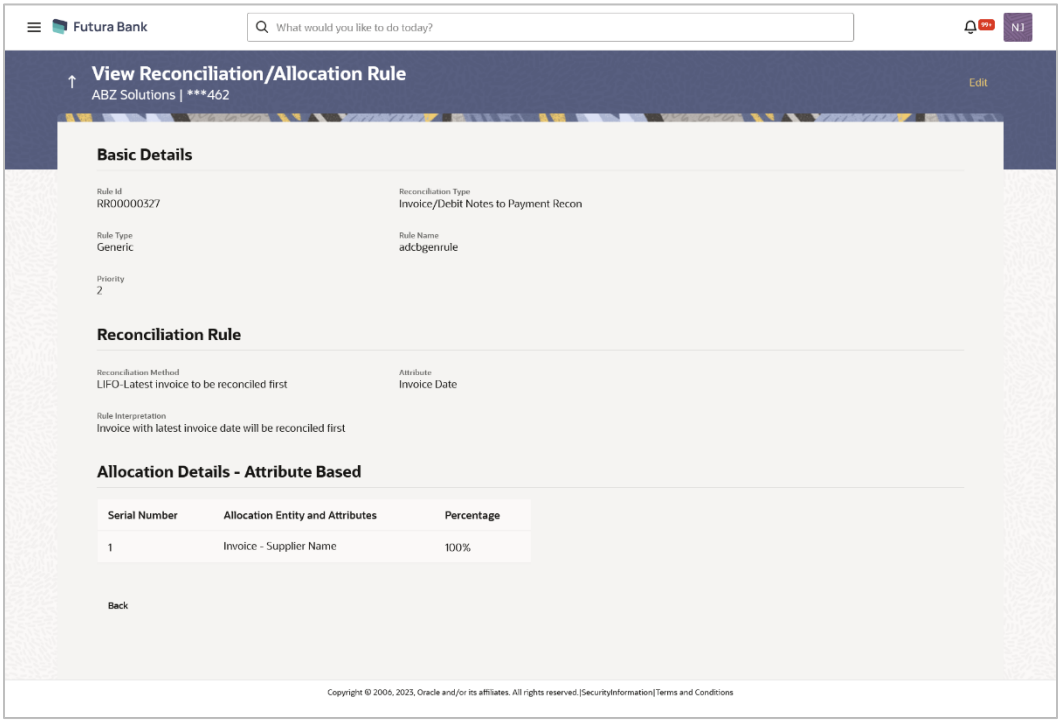
12.4.1 View Reconciliation Rule (details)

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 Reconciliation Rule – Exact



View Reconciliation Rule – Generic



Field Description

Field Name	Description
View Reconciliation 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 - Account Based This section appears if 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 - Attribute Based This section appears if the **Attribute Based** option has been selected for allocation.	
Serial Number	Displays the serial number of the entity and attribute combination.
Allocation Entity and Attributes	Displays the entity and their respective attributes that have been selected for allocation.
Percentage	Displays the percentage of payment allocated.

From the **View Reconciliation Rule** (details) screen, you can do the following:

- Edit the reconciliation rule, by clicking **Edit**.
- 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.

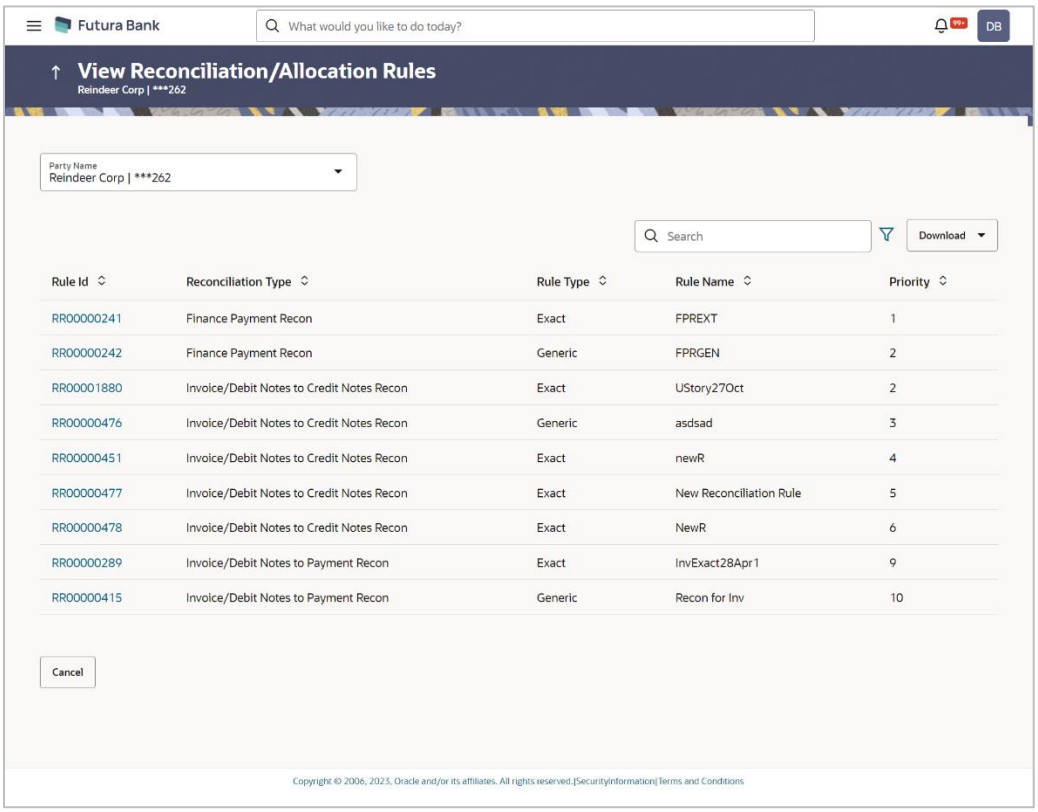
How to reach here:

Dashboard > Toggle menu > Receivables/Payables > Reconciliation > View/Edit Reconciliation/Allocation Rule

To edit a reconciliation rule:

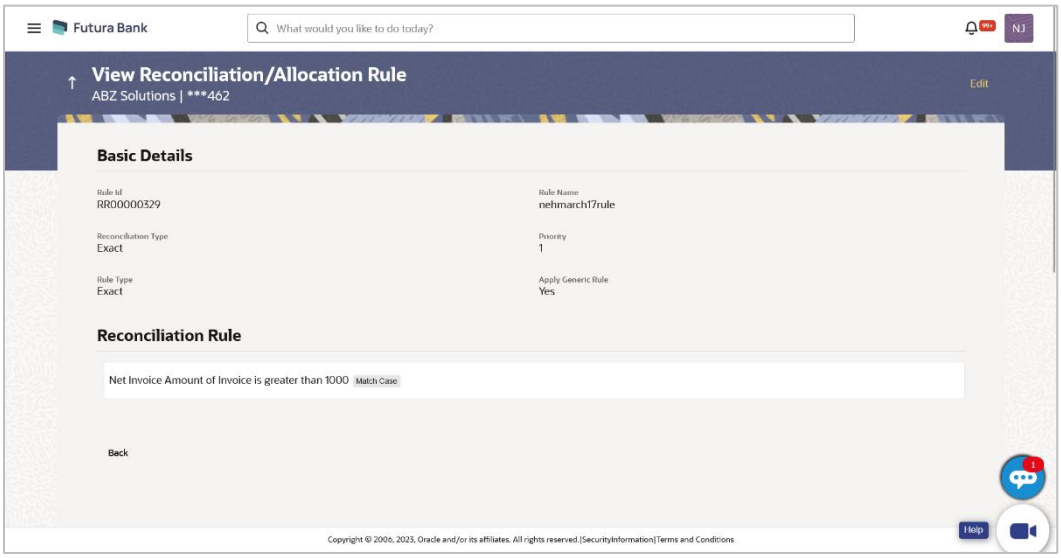
1. In the **View Reconciliation Rules** screen, search for the required reconciliation rule, using the Search field or the filter options.

View Reconciliation Rules



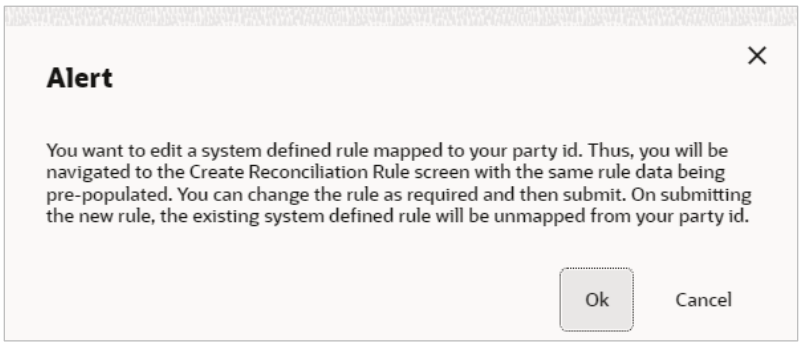
2. Click the **Rule Id** link of the rule to be viewed/edited. The **View Reconciliation Rule** (details) screen appears.
   OR
   Click **Cancel** to cancel the transaction.

View Reconciliation Rule (details)



3. Click the **Edit** 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.

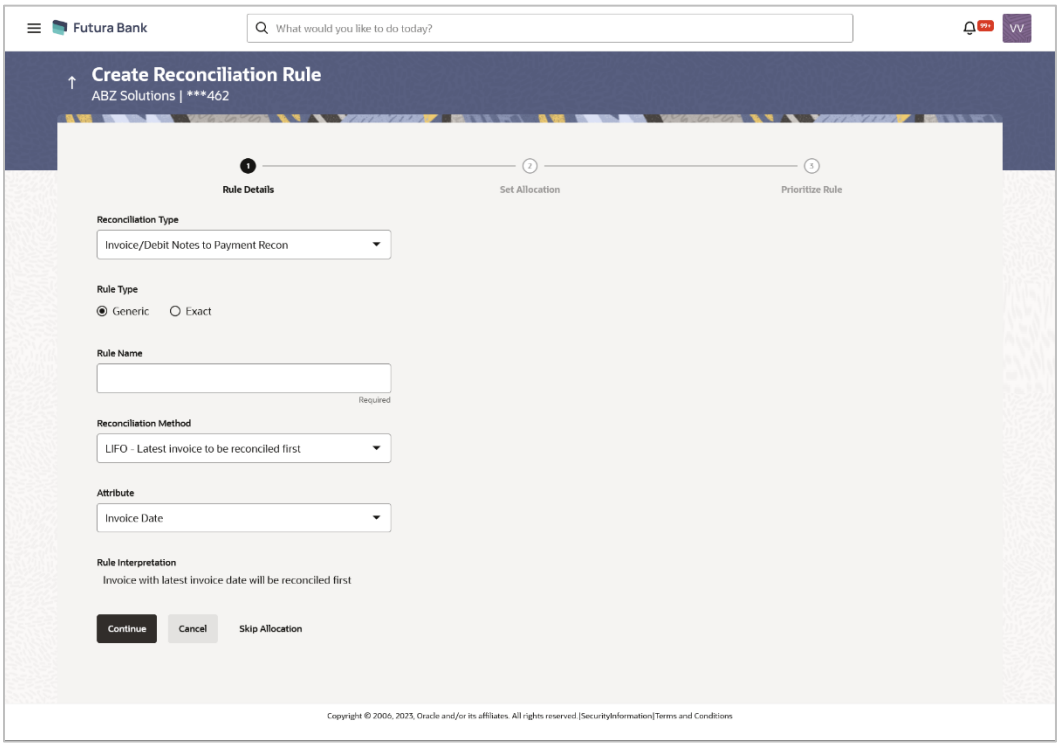
On Clicking 'Edit' for a System Defined Rule



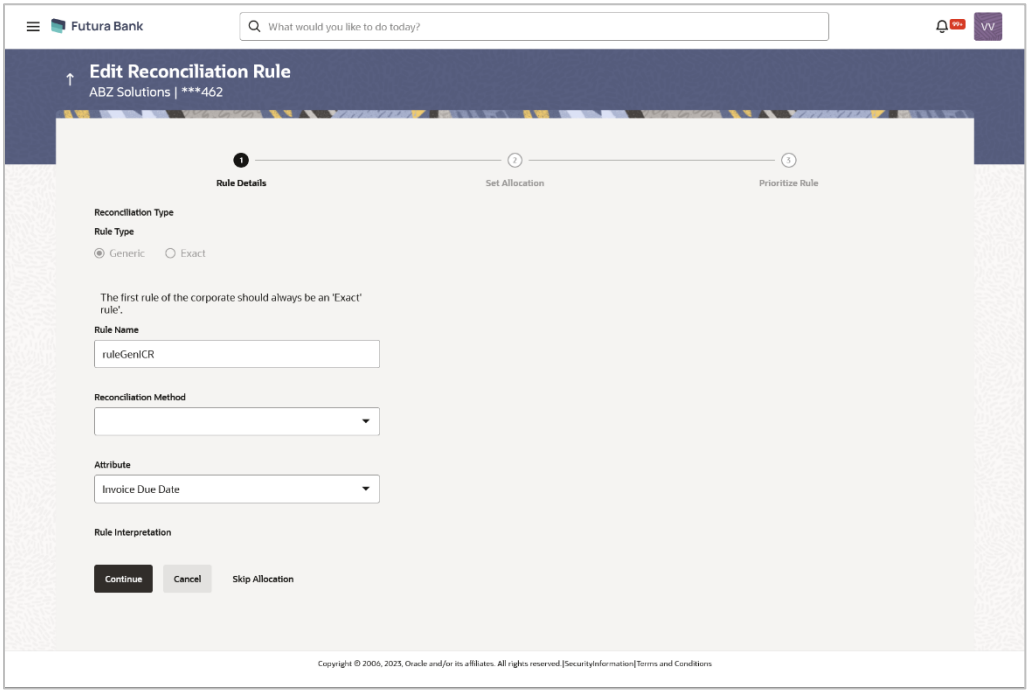
Note: For a system-defined rule, an alert message pops up on clicking **Edit**. It states that you are about to edit a system defined rule. Once you modify and submit the rule, it will be unmapped from your party ID. System defined reconciliation rules are applicable to all corporate customers of the 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.

4. 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.

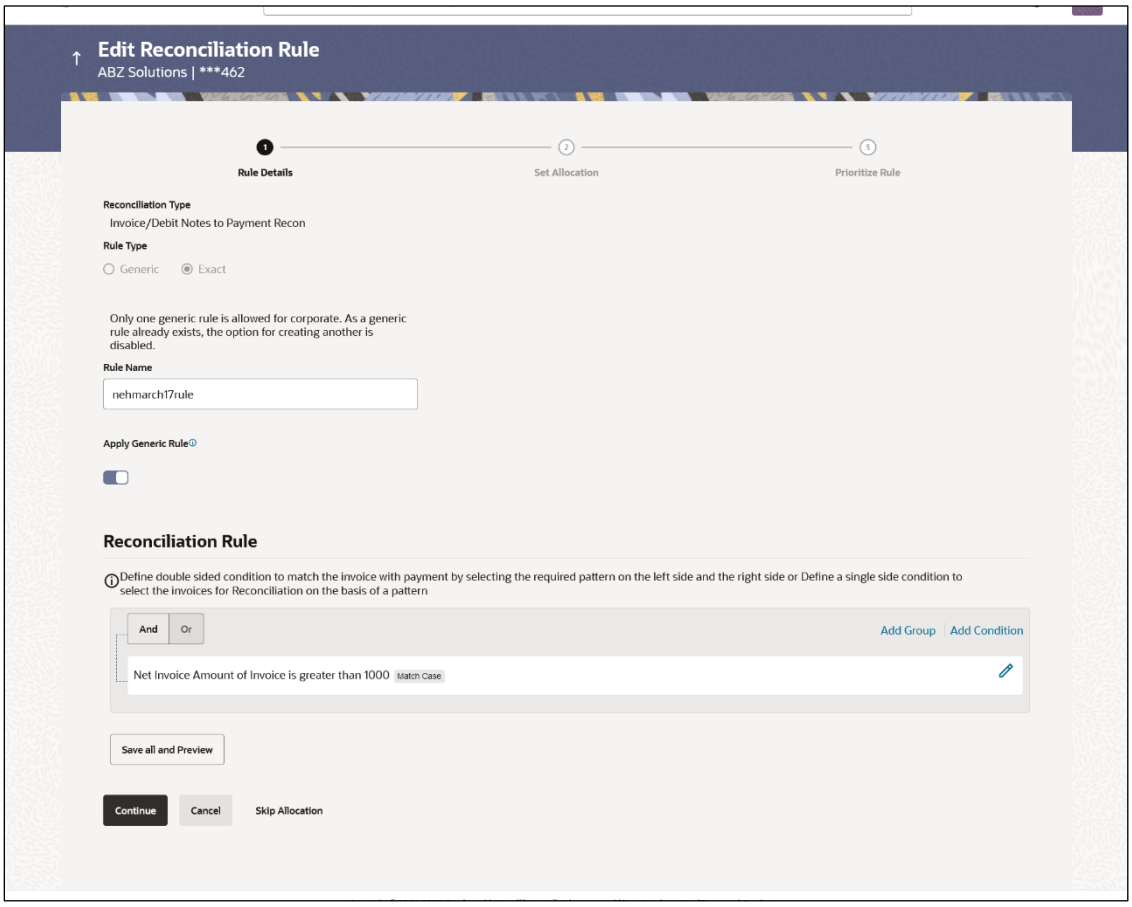
Create Reconciliation Rule (appears when editing a system-defined rule)



Edit Reconciliation Rule – Generic Rule (appears when editing a corporate-defined rule)



Edit Reconciliation Rule – Exact Rule (appears when editing a corporate-defined rule)



Field Description

Field Name	Description
Edit Reconciliation Rule	
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 only for **Exact** rule type. It displays the conditions that have been set during creation. The entire 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

You can create single-sided conditions by selecting a specific entity (Invoice/

Cash-Flow or Payment) and then comparing an attribute of this entity with a specific value.

The following fields appear for a single sided condition.

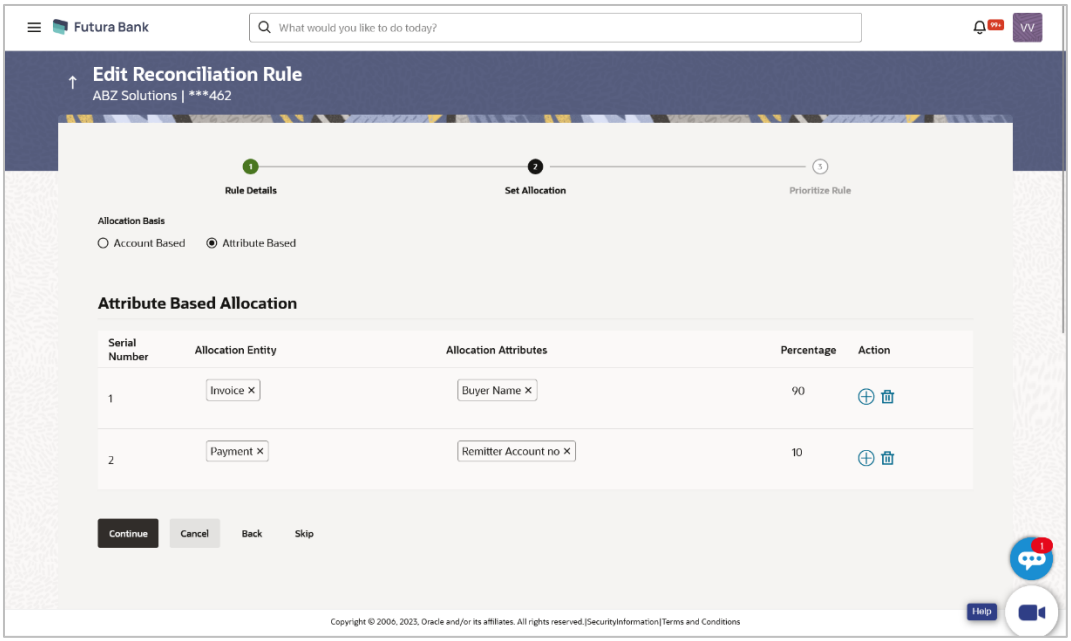
Select Entity	Select the required entity for building the condition.
Select Attribute	Select the attribute of the entity to be compared.
Select Pattern	Select the relational operator or pattern to be used for comparison.

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.

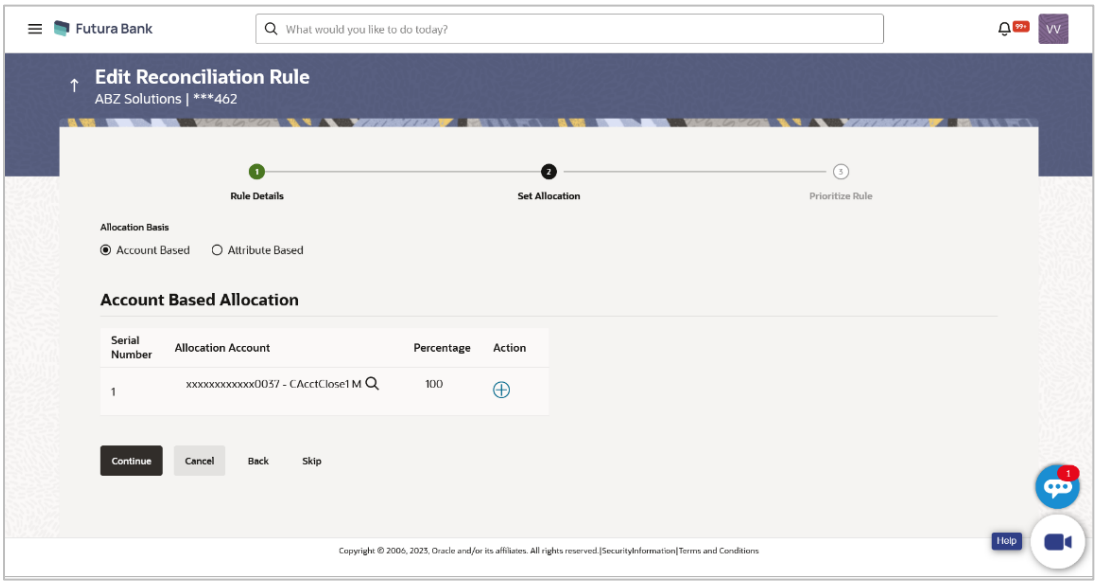
5. Modify the required details in the **Rule Details** step.
6. Click **Continue** to go to the **Set Allocation** step.
   OR

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.

Edit Reconciliation Rule – Set Allocation step – Attribute Based



Edit Reconciliation Rule – Set Allocation step – Account Based



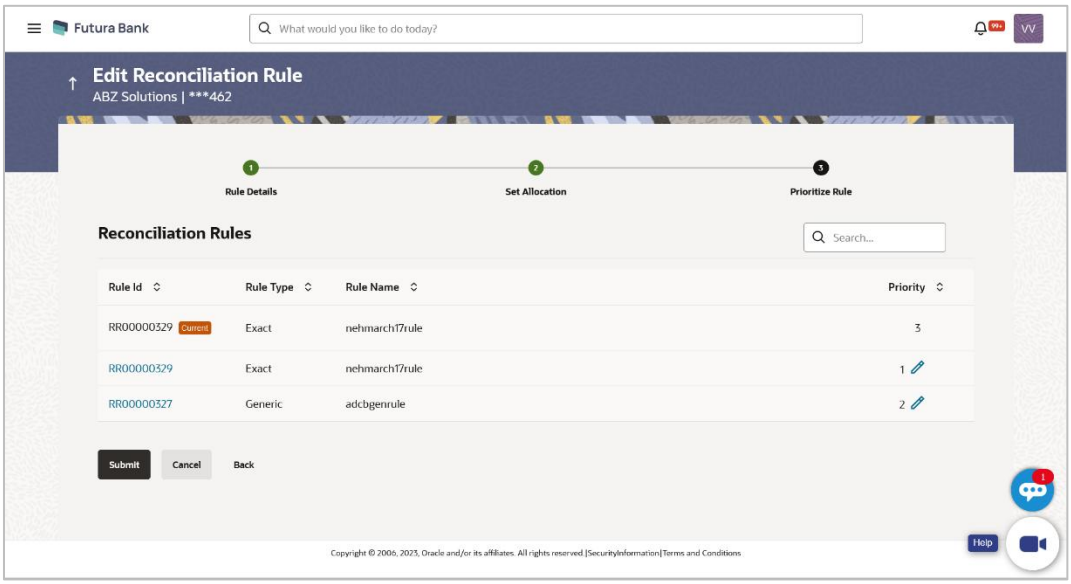
Field Description

Field Name	Description
Edit Reconciliation Rule	
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 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 ⊕ to add further virtual accounts. Or click 🗑 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	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 ⊕ to add further attributes. Or click 🗑 to delete an added attribute.

7. Modify the allocation details if required.

8. 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 modifying the allocation and to move to the **Prioritize Rule** train stop.

Edit Reconciliation Rule – Prioritize Rule step



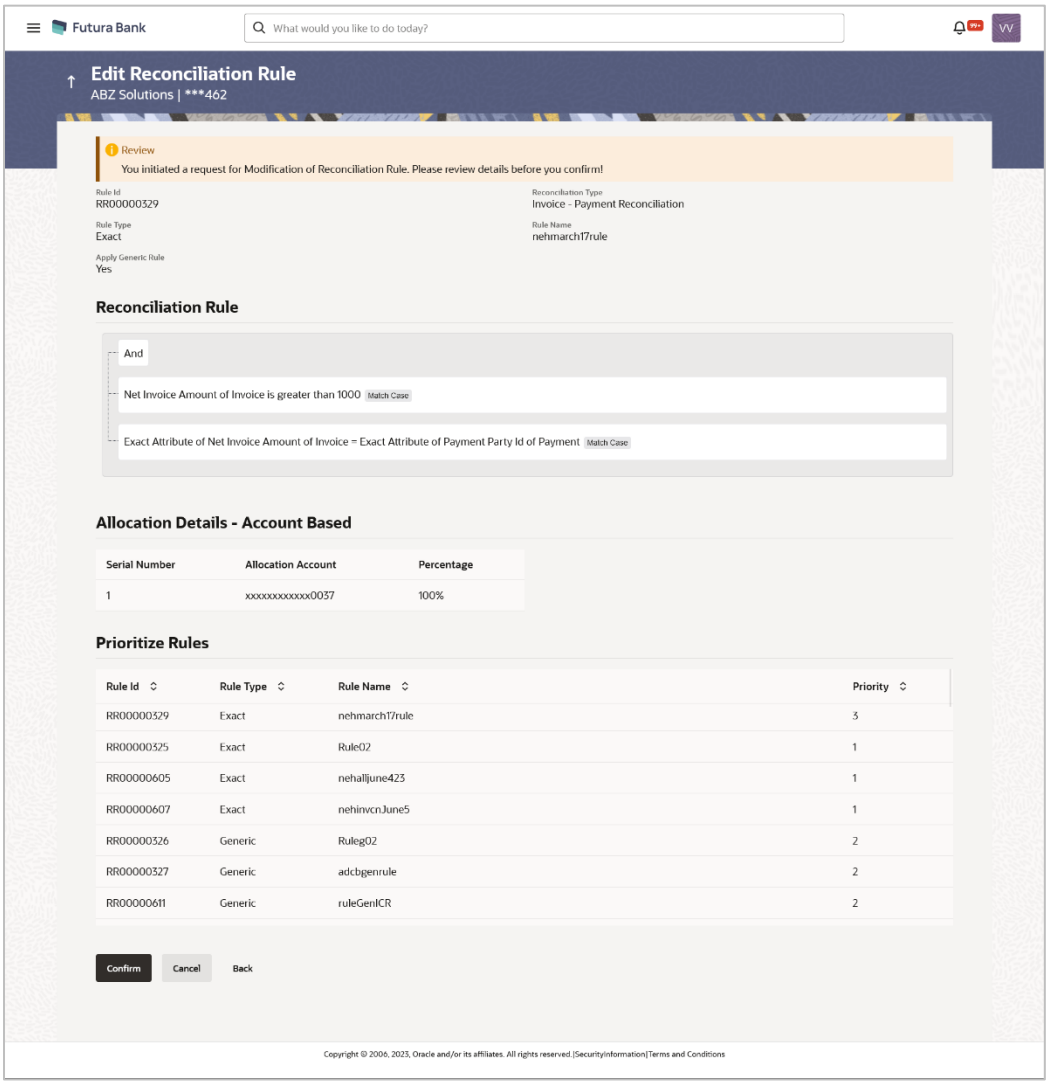
Field Description

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  to edit and modify the priority, if required.

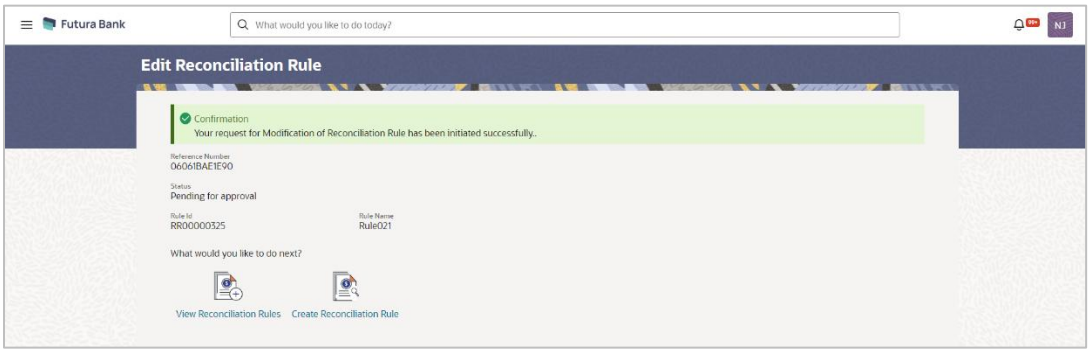
9. Modify the priority of the rules, if required.
10. Click **Submit** to submit the transaction. The Review screen appears.
    OR
    Click **Cancel** to cancel the transaction.
    OR
    Click **Back** to go to the previous screen.

Review Screen



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.

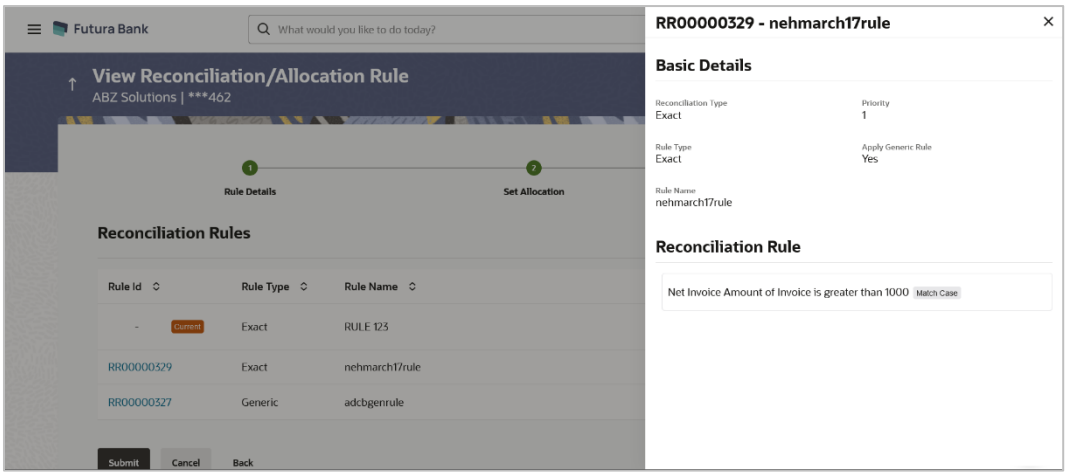
Confirmation Screen



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.



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 – 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.

12.4.3 View/Edit Allocation Rule

Allocation rules can be viewed and edited from the **View/Edit Reconciliation Rule** screen itself.

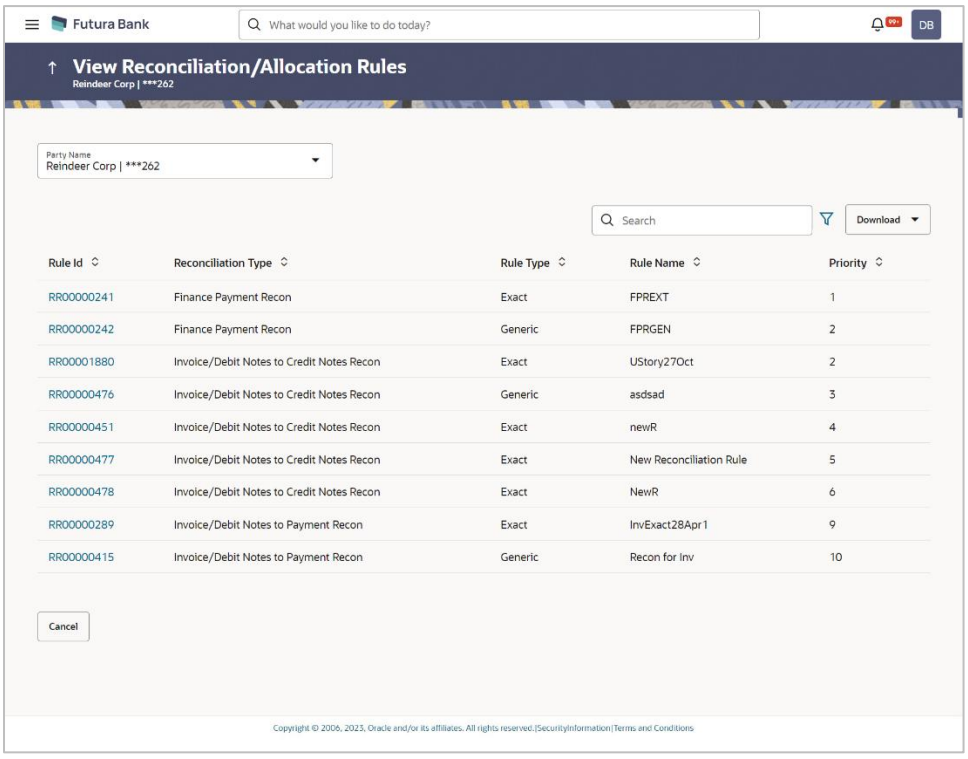
How to reach here:

Dashboard > Toggle menu > Receivables/Payables > Reconciliation > View/Edit Reconciliation/Allocation Rule

To view/edit an allocation rule:

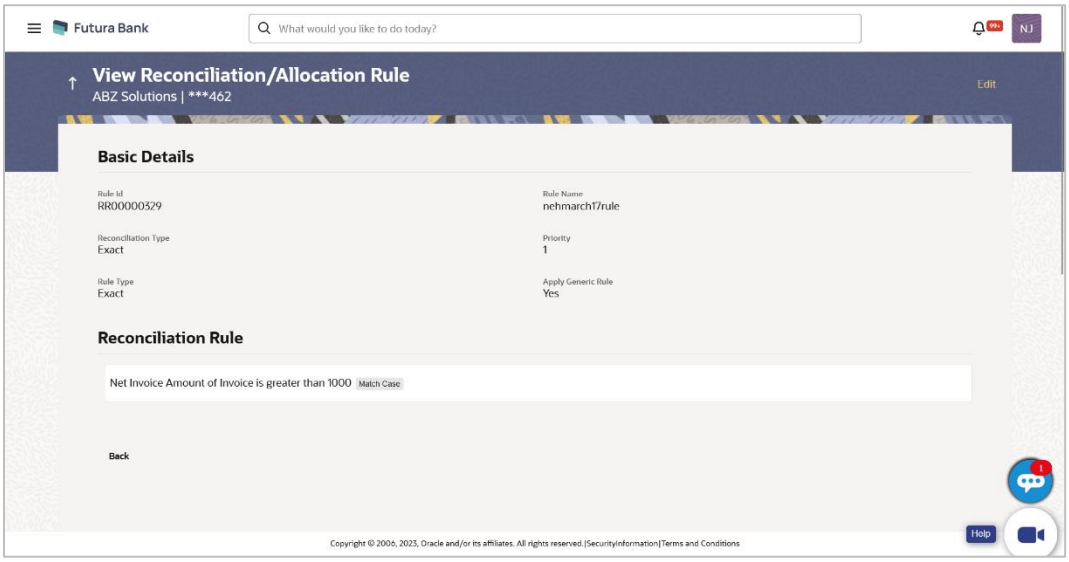
1. In the **View Reconciliation Rules** screen, search for the required rule to view/edit.

View Reconciliation Rule



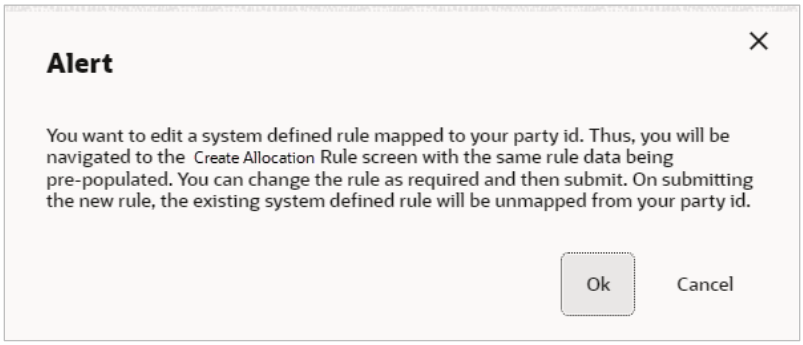
2. Click the **Rule Id** of the required allocation rule. The **View Reconciliation Rule** screen appears.

View Reconciliation Rule



3. 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.

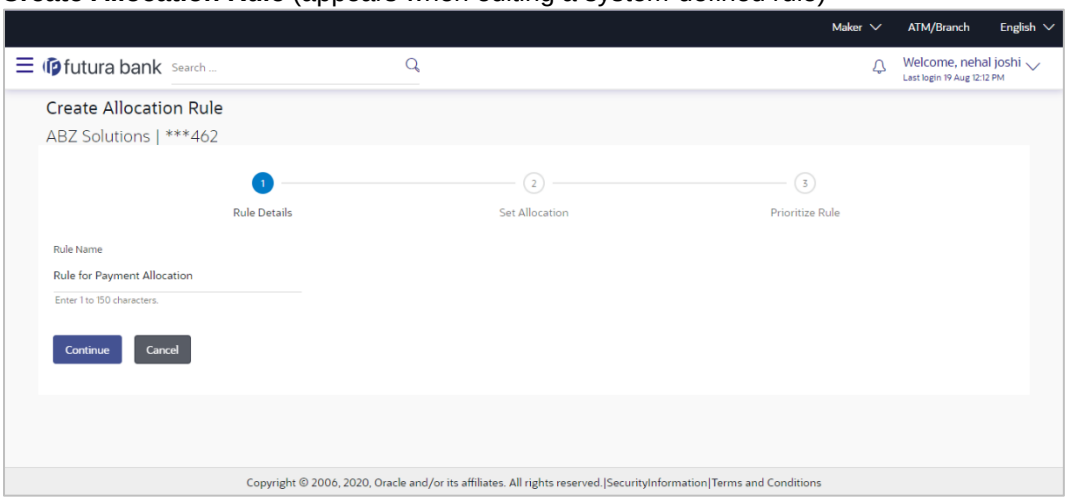
On Clicking 'Edit' for a System Defined Rule



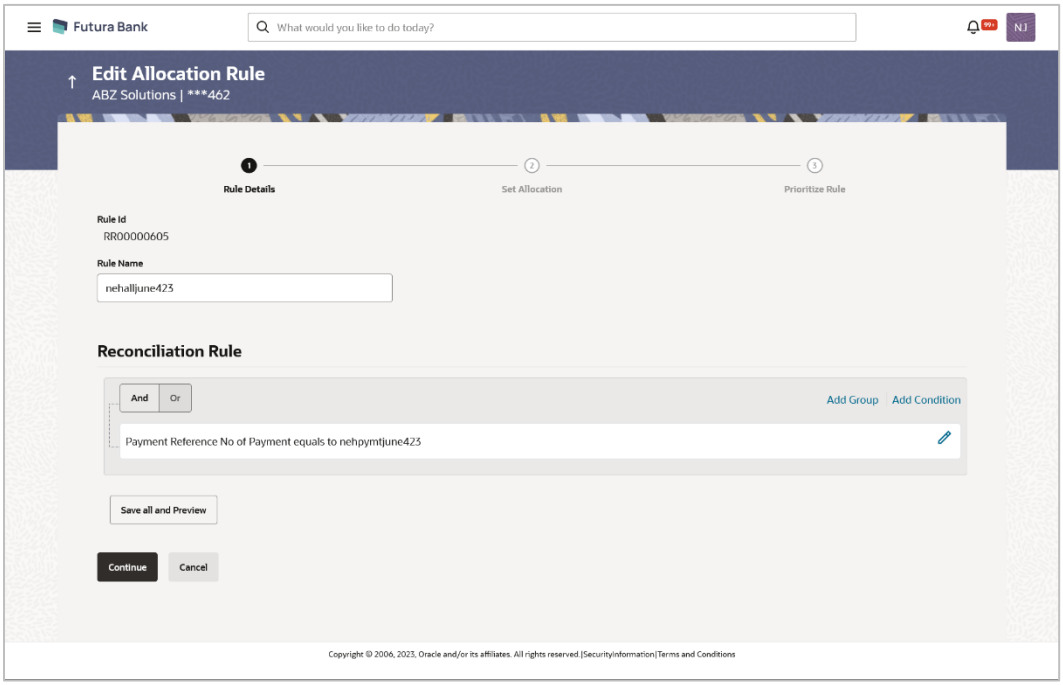
Note: For a system-defined rule, an alert message pops up on clicking **Edit**. It states that you are about to edit a system defined rule. Once you modify and submit the rule, it will be unmapped from your party ID. System defined reconciliation rules are applicable to all corporate customers of the 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.

4. 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.

Create Allocation Rule (appears when editing a system-defined rule)



Edit Allocation Rule (appears when editing a corporate-defined rule)



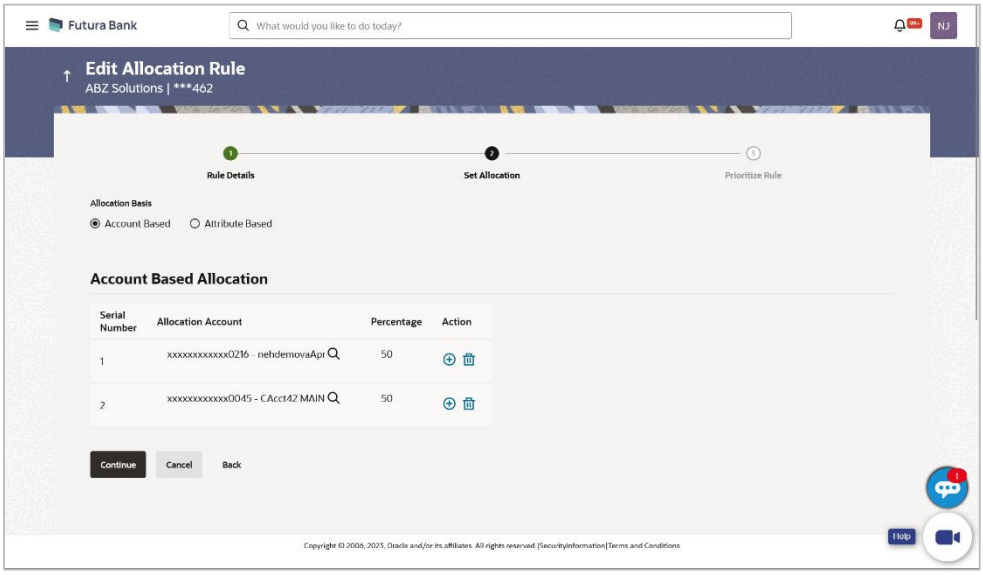
Field Description

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.

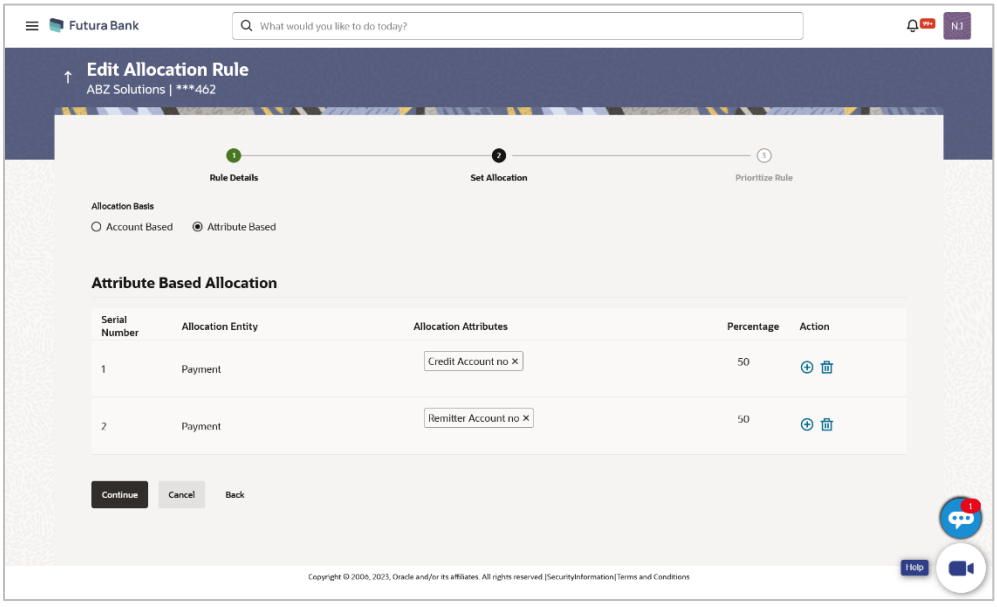
5. In the **Rule Name** field, enter the name to be assigned to the rule.
6. In the **Reconciliation Rule** section, build the condition(s) as per requirement:
   a. Select the attribute to be used for comparing.
   b. Select the appropriate relational operator or pattern for comparing, from the **Match the payment by** list.
   c. Enter the value to compare the attribute value with.
   d. Once a condition is defined, click  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.

Set Allocation – Account Based



Set Allocation – Attribute Based



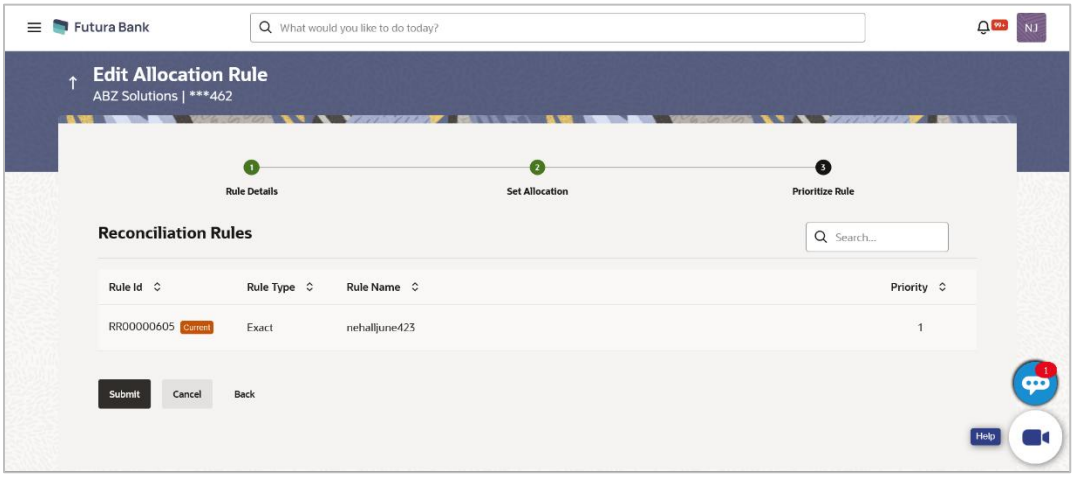
Field Description

Field Name	Description
Edit Allocation Rule	
Party Name	Displays the name of the logged-in corporate party.

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 ⊕ to add further virtual accounts. Or click 🗑 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 ⊕ to add further attributes. Or click 🗑 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



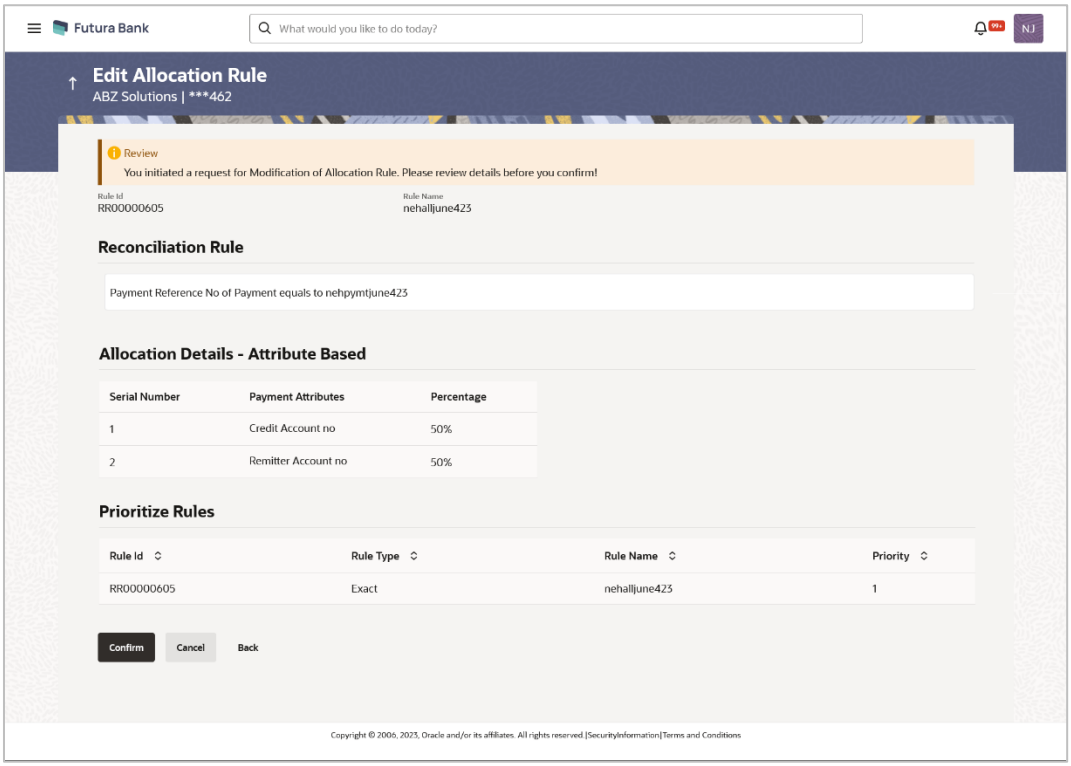
Field Description

Field Name	Description
Edit Allocation Rule	
Party Name	Displays the name of the logged-in corporate party.
Prioritize Rule	
A list of existing rules for the same conditions, is displayed. You can set the priority on the rule being modified. You 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 to edit and modify the priority, 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.

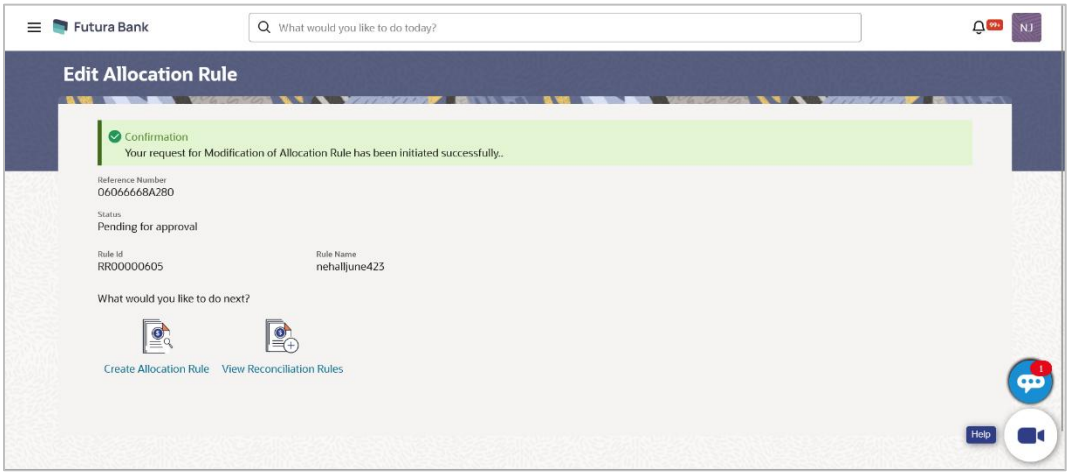
10. Click **Submit** to submit the transaction. The Review screen appears.
    OR
    Click **Cancel** to cancel the transaction.
    OR
    Click **Back** to go to the previous screen.

Edit Allocation Rule - Review Screen



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.

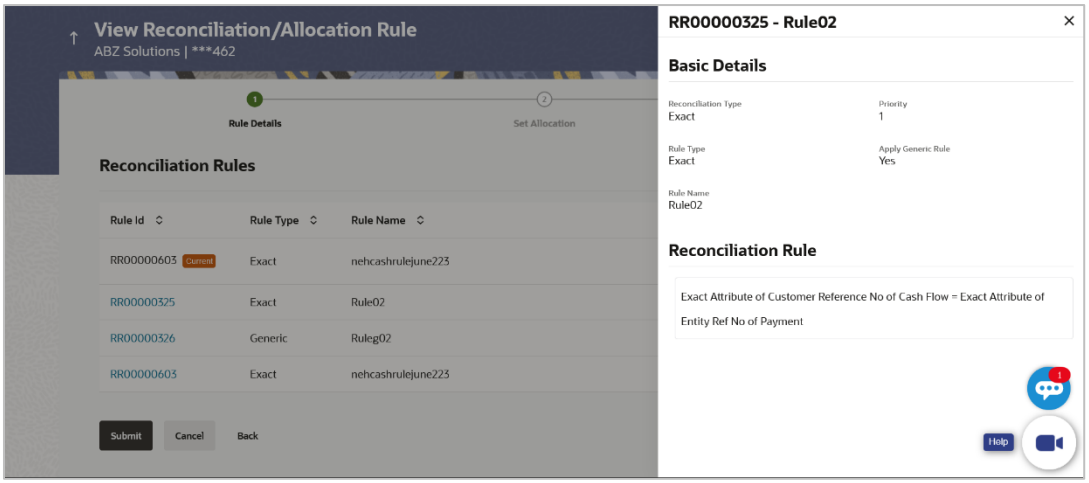
Edit Allocation Rule – Confirmation



12. In the confirmation screen, click the **View Reconciliation Rules** 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.



Field 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 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.
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.

12.5 Manual Reconciliation

Payments and credit notes can be manually reconciled with invoices, debit notes, and cash-flows.

Pre-requisites:

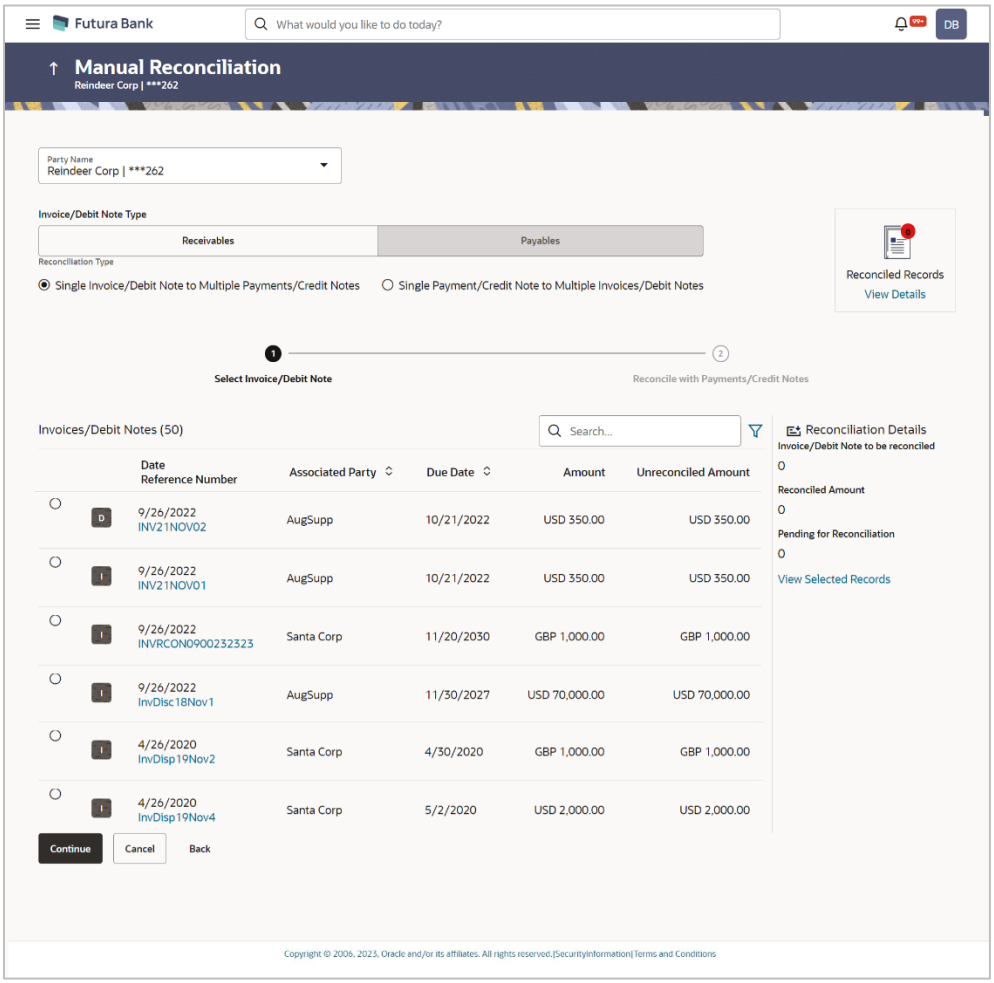
User must have valid corporate login credentials to perform manual reconciliation.

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:



Field Description

Field Name	Description
Manual Reconciliation	
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 1st step, and the payments and/or credit notes in the 2nd step. For more information, refer the **Single Invoice/Debit Note to Multiple Payments/Credit Notes** 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 1st step, and the invoices and/or debit notes in the 2nd step. For more details, refer the **Single Payment/Credit Note to Multiple Invoices/Debit Notes** section in this user manual.

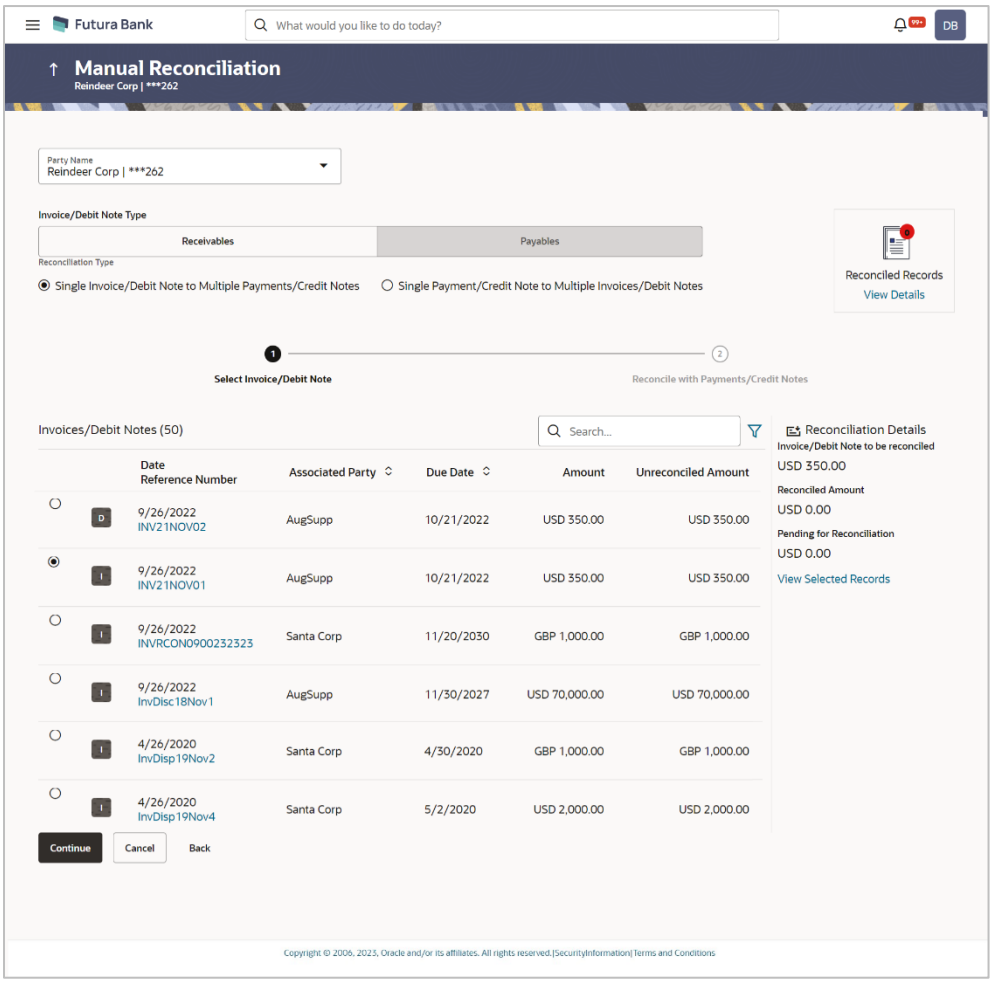
1. In the **Manual Reconciliation** screen, select the appropriate option from the **Invoice/Debit Note Type** field.

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



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.

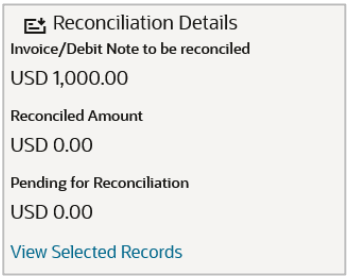
Field Name	Description
Invoices/Debit Notes (number)	Displays the total number of invoices and debit notes available in the list.
Search	Indicates an option to search for specific invoices/debit notes.
	Click this icon to filter the invoices/debit notes based on certain criteria. The **Invoice/Debit 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 'I' 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 **View Invoice Details** screen / **View Debit Note Details** 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.



Invoice/Debit Note to be reconciled	Displays the invoice/debit note amount to be reconciled, once you select an invoice/debit note in the 1st 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 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.

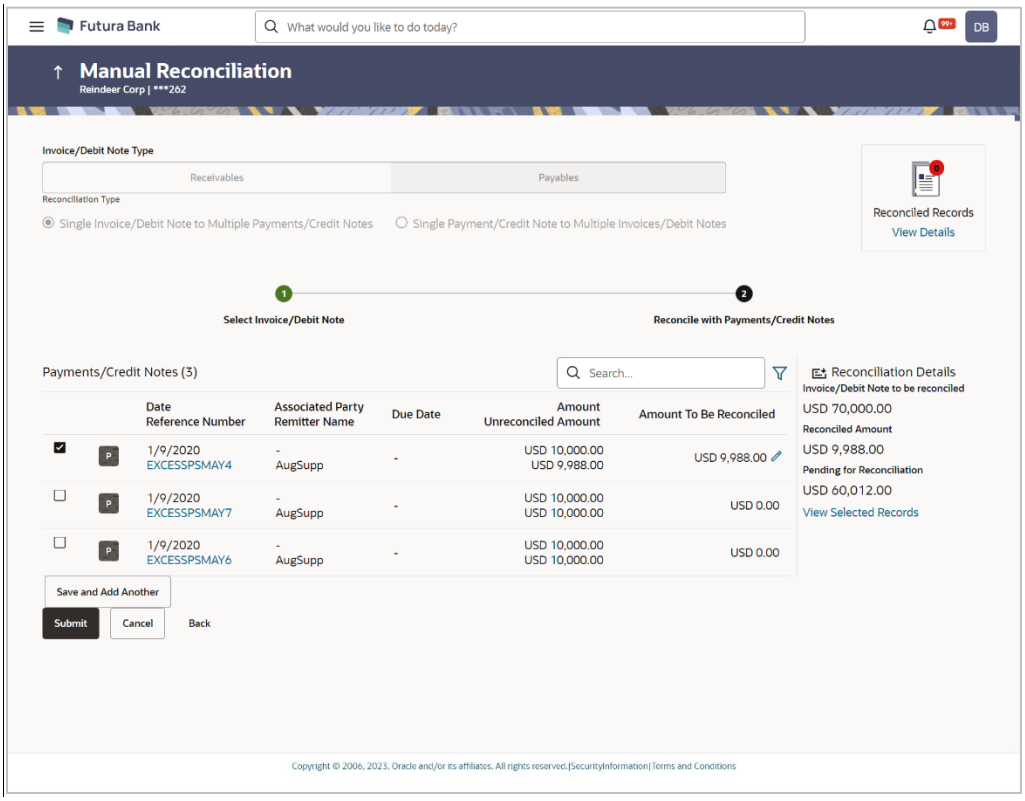
Reconciled Records

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 **View Details** 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.

4. 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.

Reconcile with Payments/Credit Notes



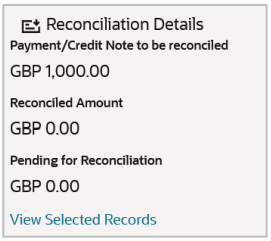
Field Description

Field Name	Description
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 **View Payment (details)** screen / **View Credit Note Details** 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.



Payment/Credit Note to be reconciled	Displays the payment/credit note amount to be reconciled, once you select an payment/credit note in the 1st 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 2nd 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.

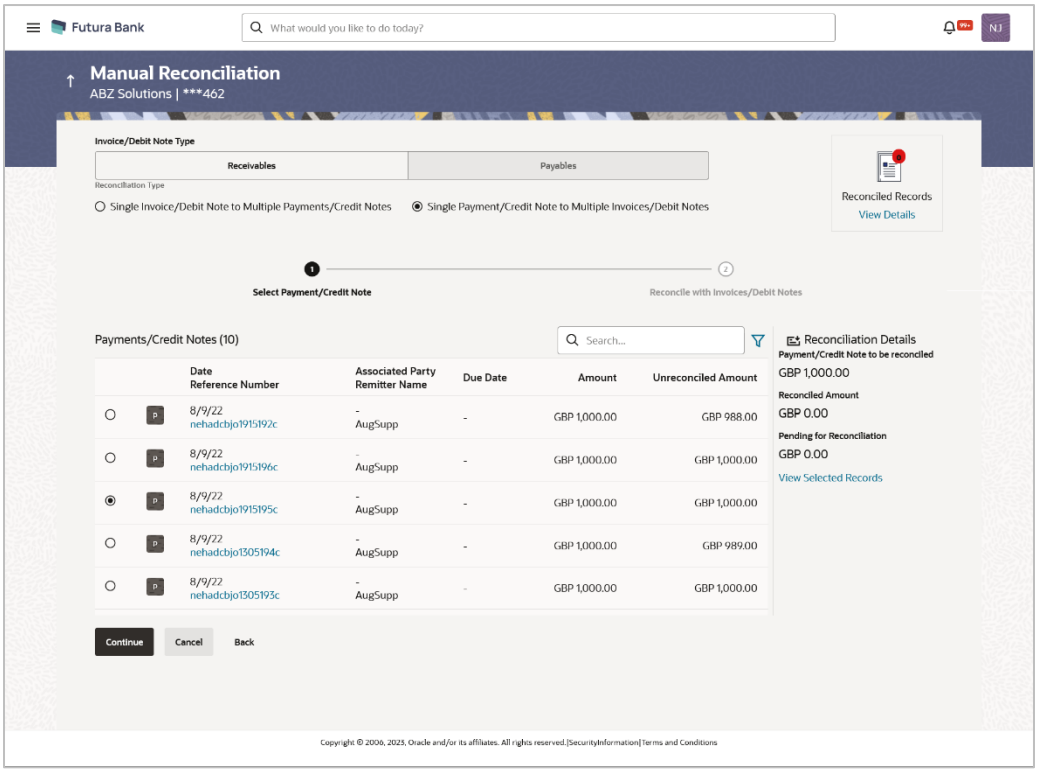
9. In the Review screen, verify the selected details and click **Confirm**. A confirmation message appears, with the status and reference number of the transaction.
   OR
   Click **Cancel** to cancel the transaction.
   OR
   Click **Back** to go to the previous screen.

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.

Select Payment/Credit Note



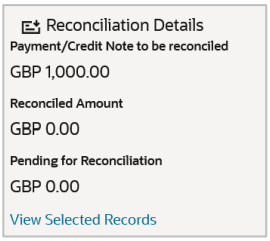
Field Description

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 **Payment/Credit Note Search** 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 **View Payment Details** section or the **View Credit Note Details** section 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	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.



Payment/Credit Note to be reconciled	Displays the payment/credit note amount to be reconciled, once you select a payment/credit note in the 1st 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 2nd 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.

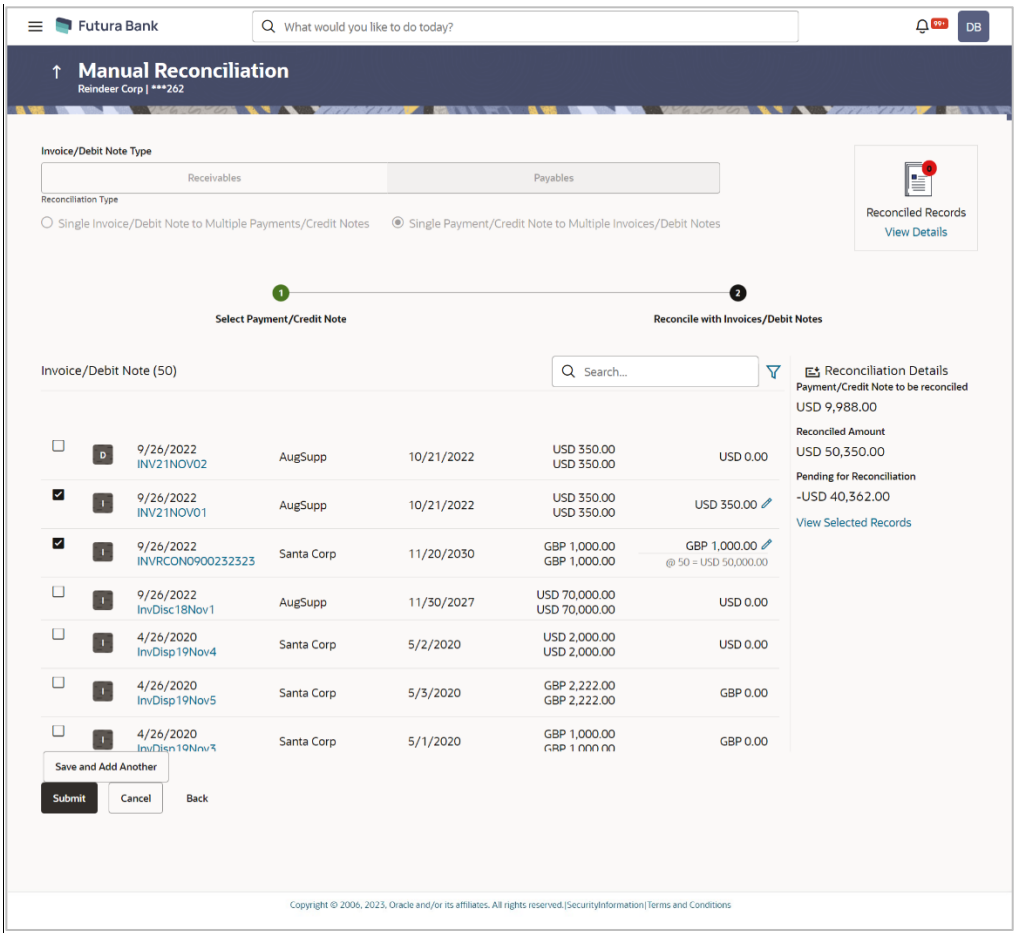
Reconciled Records

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  beside it.

10. 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



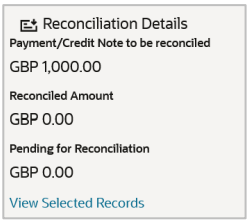
Field Description

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.
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 'I' 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 **View Invoice Details** section or the **View Debit Note Details** 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  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 payment/credit note and invoices/debit notes for reconciliation.



Payment/Credit Note to be reconciled	Displays the payment/credit note amount to be reconciled, once you select a payment/credit note in the 1st 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 2nd 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  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/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  .

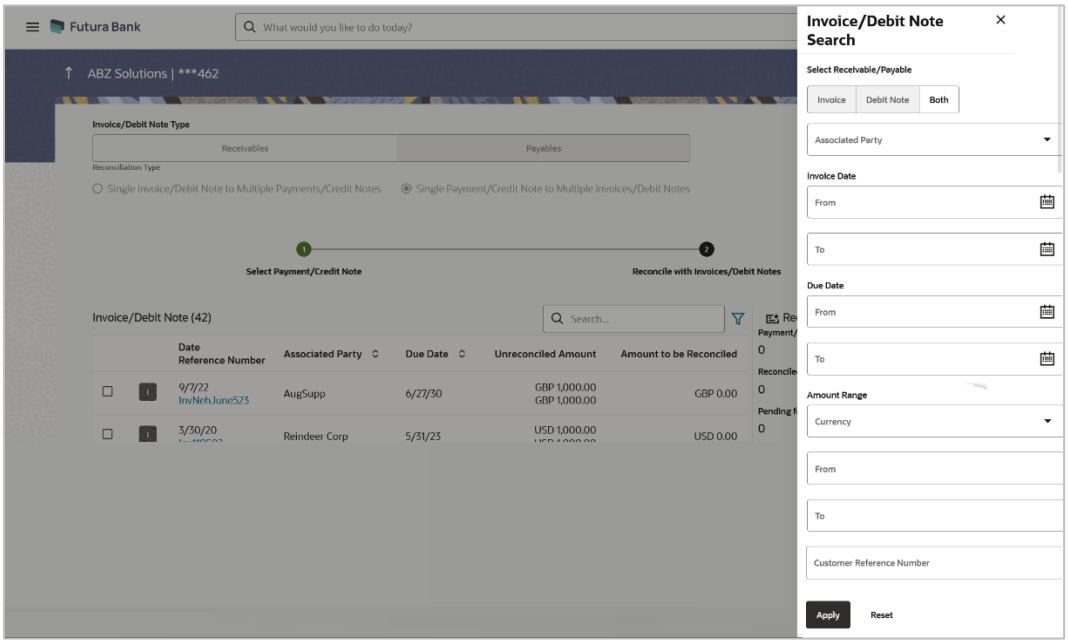
15. Click **Submit** to submit the transaction. The Review screen appears.
    OR
    Click **Cancel** to cancel the transaction.
    OR
    Click **Back** to go to the previous screen.

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  icon to search for specific invoices/debit notes.

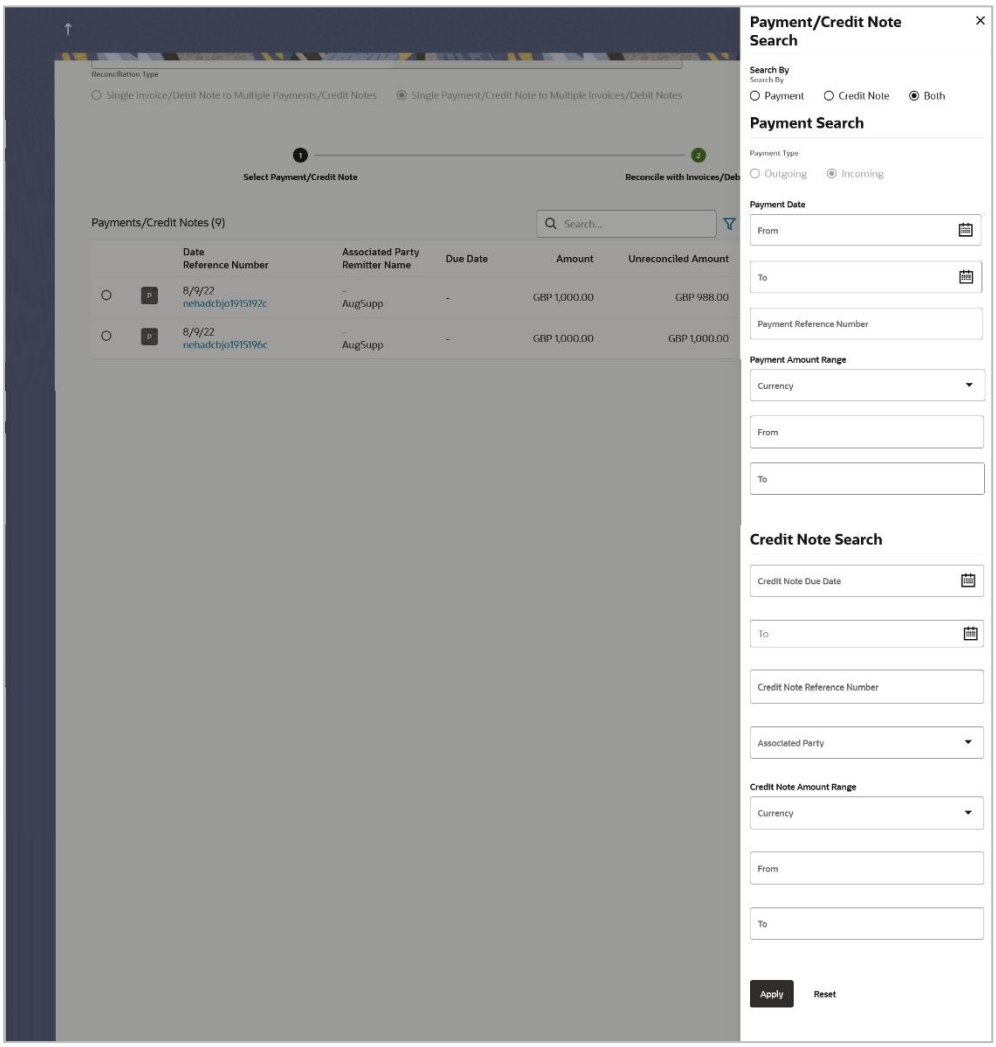


Field Description

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 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 icon to search for specific payments/credit notes records.



Field Description

Field Name	Description
Payments/Credit Notes 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 when you select the **Credit Note** option or the **Both** option in the **Search By** field.

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.

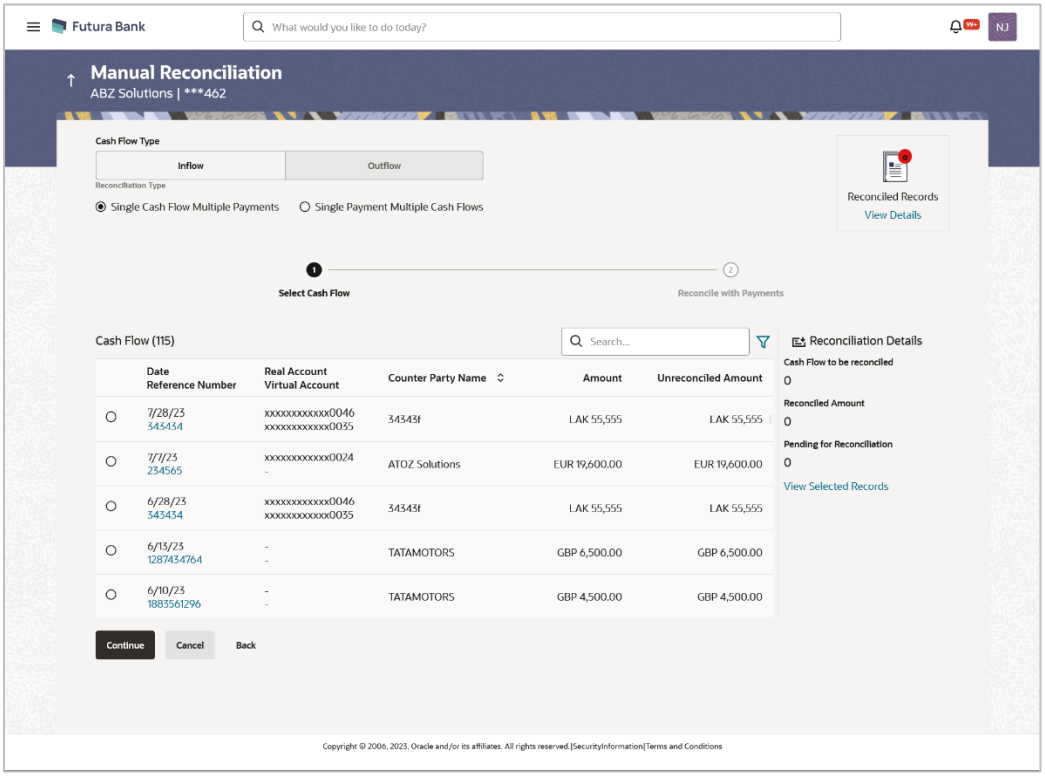
On selecting/entering the required details, click **Apply** to apply the filter criteria, or, click **Reset** to reset the entered data.

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:



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 1st step, and reconcile with payments in the 2nd step. For more information, refer the **Single Cash Flow Multiple Payments** 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 1st step, and reconcile with cash flows in the 2nd step. For more details, refer the **Single Payment Multiple Cash Flows** section in this user manual.

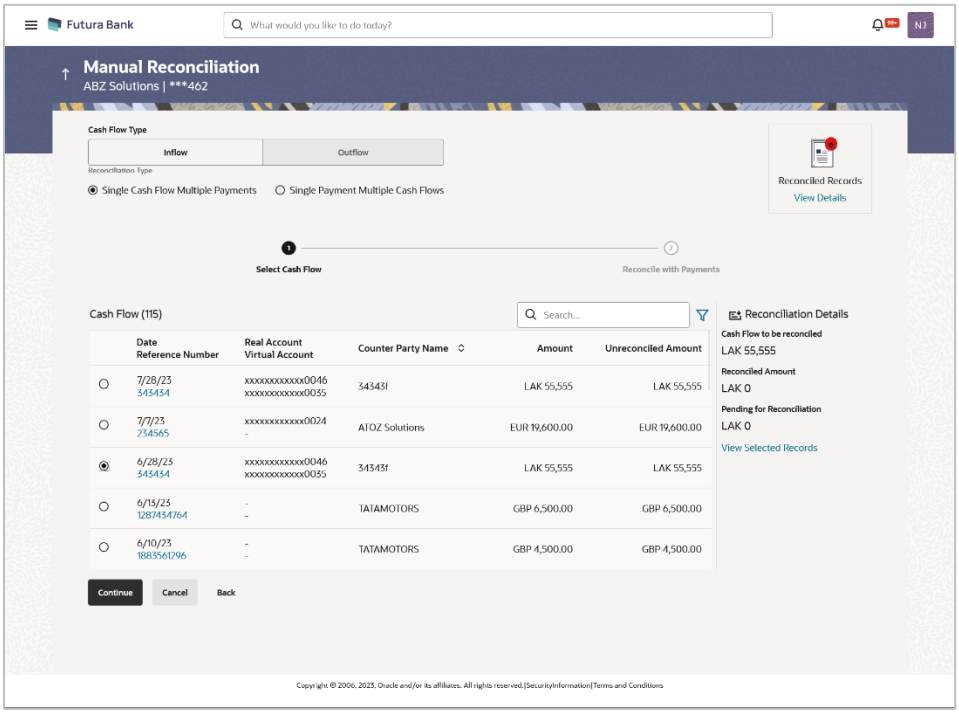
1. In the **Manual Reconciliation** screen, select the appropriate option from the **Cash Flow Type** field.

2. From the **Reconciliation Type** field, select either the **Single Cash Flow Multiple Payments** option or the **Single Payment Multiple Cash Flows** option.

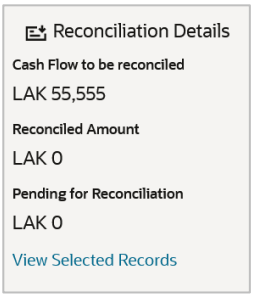
12.5.2.1 Single Cash Flow Multiple Payments

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.

Select Cash Flow



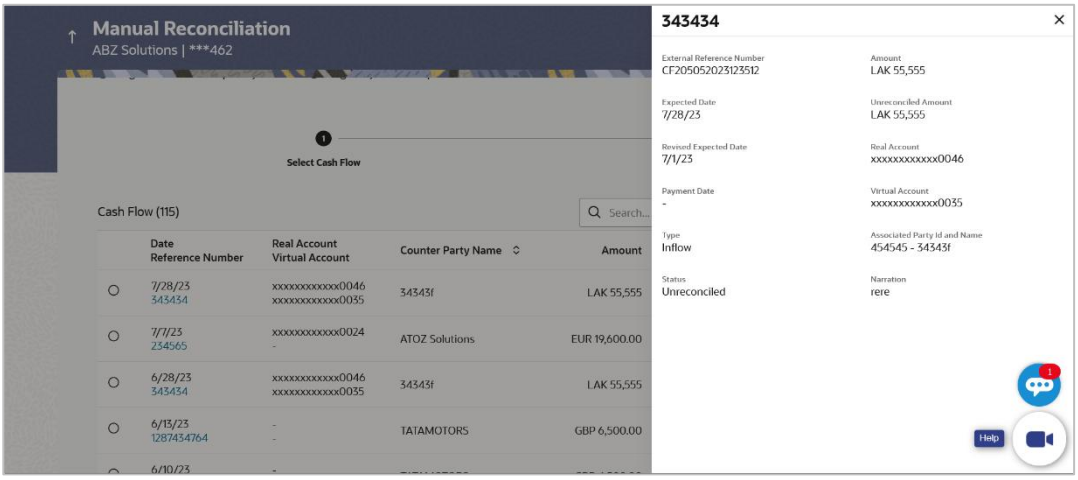
Field Description

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 **Cash Flow Search** 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 **Cash Flow Details overlay window** 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.	
	
Cash Flow to be reconciled	Displays the cash flow amount to be reconciled, once you select a cash flow record in the 1st step of manual reconciliation.
Reconciled Amount	Displays the total payments amount. This field is updated once you select the payments in the 2nd 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.



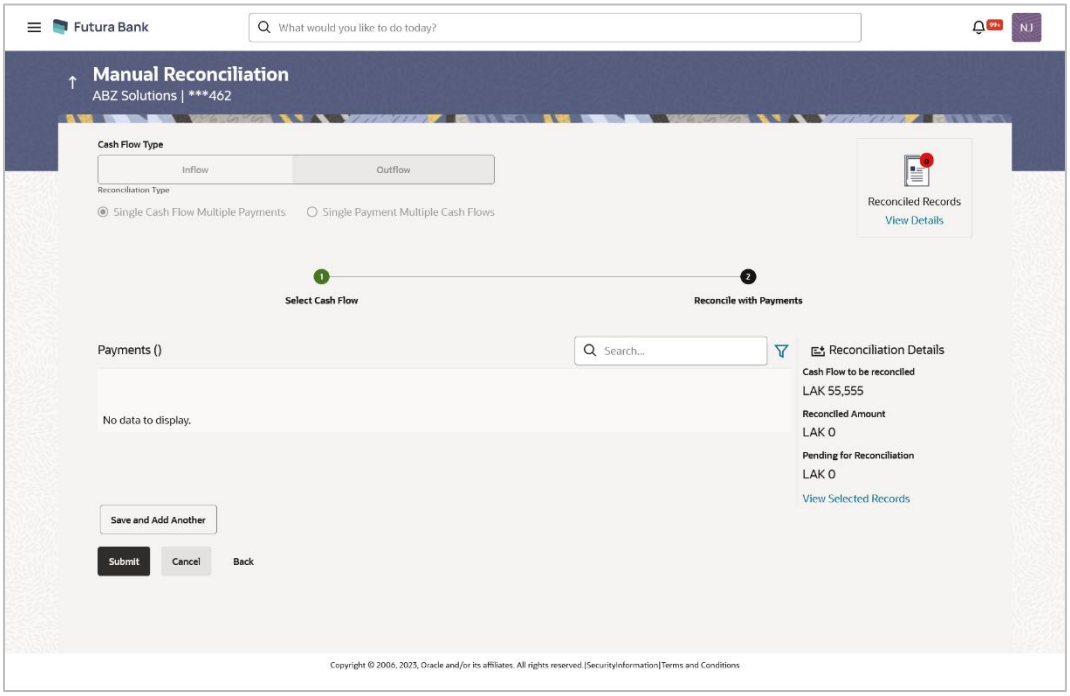
Cash Flow Reference Number	Displays the cash flow reference number assigned by the host, as the heading of the overlay window.
External Reference Number	Displays the external cash flow reference number.
Expected Date	Displays the expected date of the cash flow transaction.
Revised Expected Date	Displays the revised expected date of the cash flow transaction.
Payment Date	Displays the date of the payment.
Type	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 transaction.
Virtual Account	Displays the virtual account number involved in the cash flow transaction.
Associated Party Id and Name	Displays the name and ID of the counter party involved in the cash flow transaction.

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.

4. 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



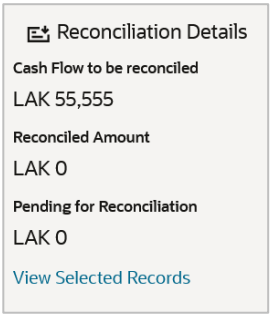
Field Description

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	Displays the payment amount that has not yet been reconciled.
Amount to be Reconciled	Indicates the payment amount to be reconciled. You can click  to 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.



Cash Flow to be reconciled	Displays the cash flow amount to be reconciled, once you select a cash flow record in the 1st step of manual reconciliation.
Reconciled Amount	Displays the total payments amount. This field is updated once you select the payments in the 2nd 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

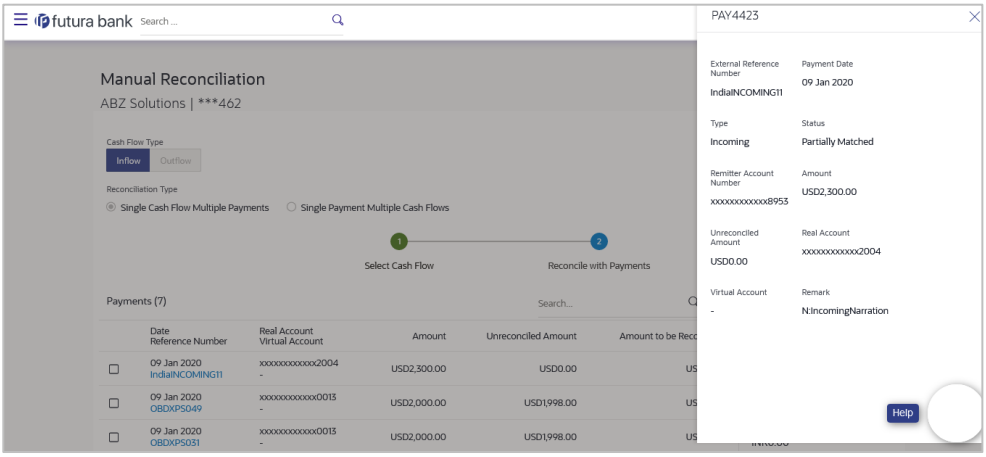
This overlay window appears when you click the **View Selected Records** link. It displays the details of the selected cash flow and payments to be reconciled.

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 **View Details** link to view the details of these saved cash flow-payments records, which appear in an overlay window. To remove a saved record, click  beside it.

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.
Payment Date	Displays the date of the payment.
Type	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.

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

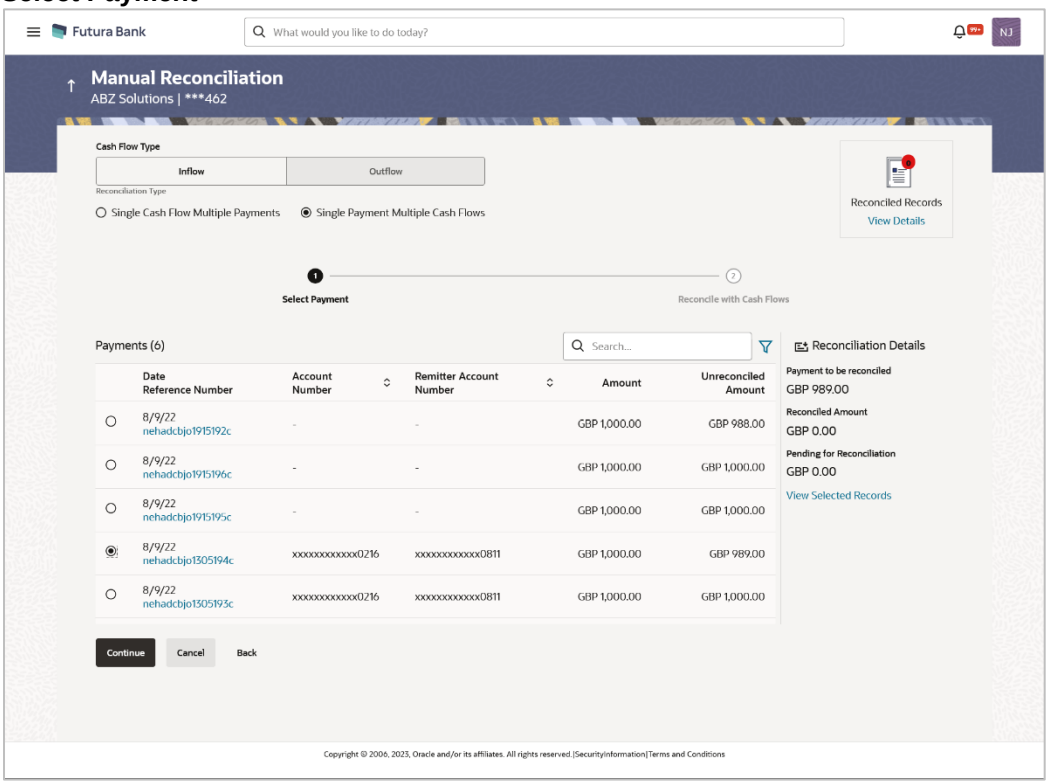
9. In the Review screen, verify the selected details and click **Confirm**. A confirmation message appears, with the status and reference number of the transaction.
   OR
   Click **Cancel** to cancel the transaction.
   OR
   Click **Back** to go to the previous screen.

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.

12.5.2.2 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



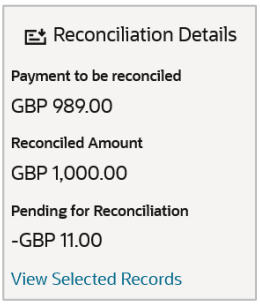
Field Description

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 **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.
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.



Payment to be reconciled	Displays the payment amount to be reconciled, once you select a payment in the 1st 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 2nd 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.

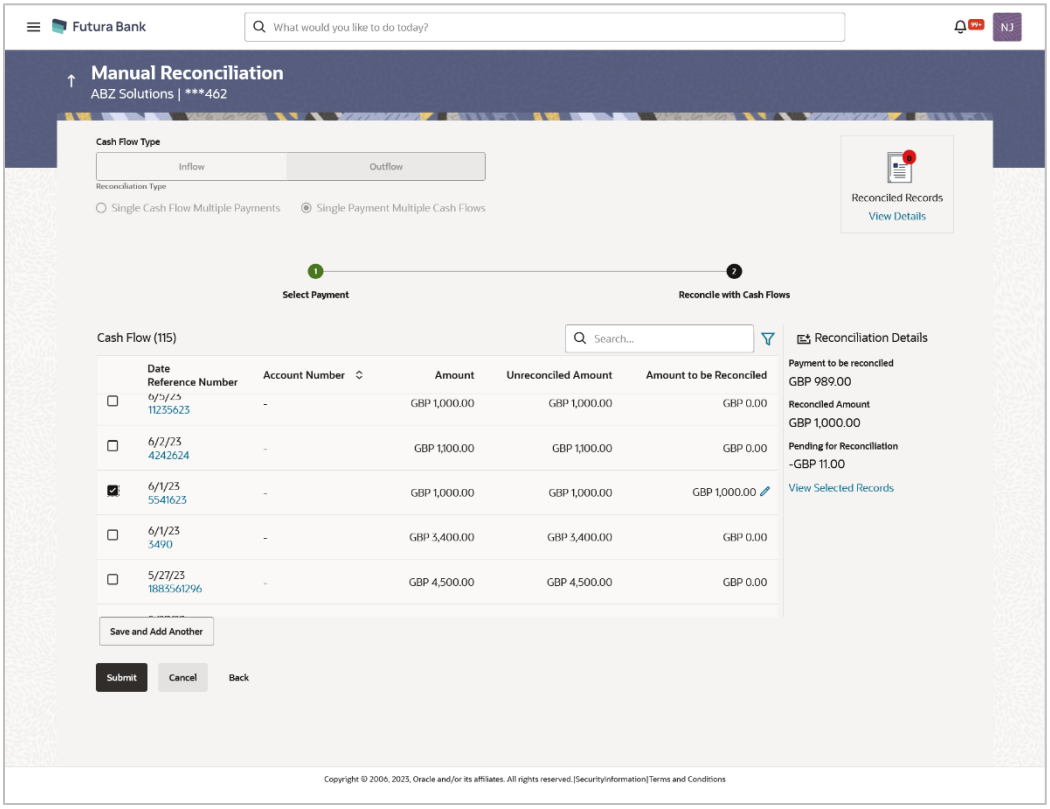
Payment Reference Number	Displays the payment reference number assigned by the host.
External Reference Number	Displays the external payment reference number.

Field Name	Description
Payment Date	Displays the date of the payment.
Type	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



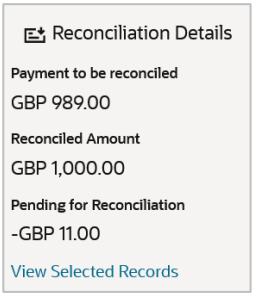
Field Description

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 **Cash Flow Search** 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 **Cash Flow Details overlay window** 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  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 payment and cash flow records for reconciliation.



Payment to be reconciled	Displays the payment amount to be reconciled, once you select a payment in the 1st 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 2nd 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 **View Details** link to view the details of these saved payment-cash flows records, which appear in an overlay window. To remove a saved record, click  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.
Type	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  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  .

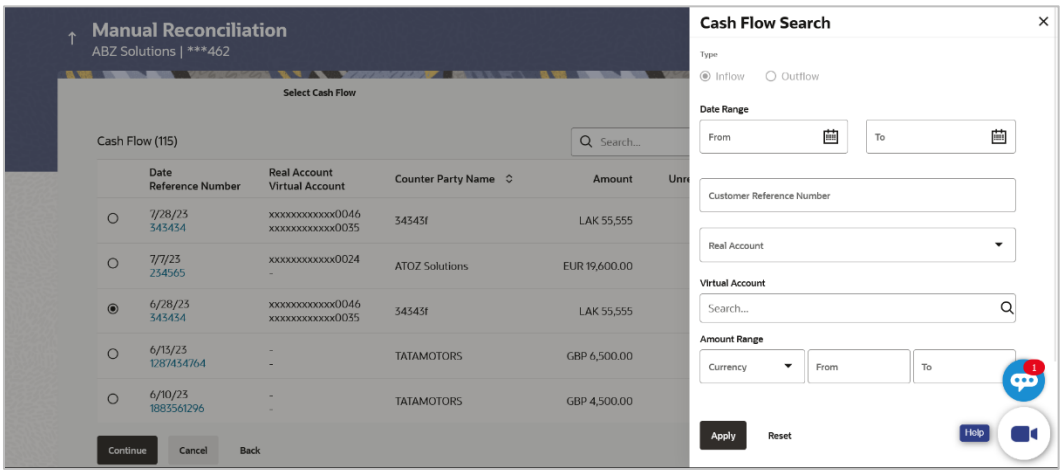
15. Click **Submit** to submit the transaction. The Review screen appears.
    OR
    Click **Cancel** to cancel the transaction.
    OR
    Click **Back** to go to the previous screen.

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 icon to search for specific cash flow records.



Field Description

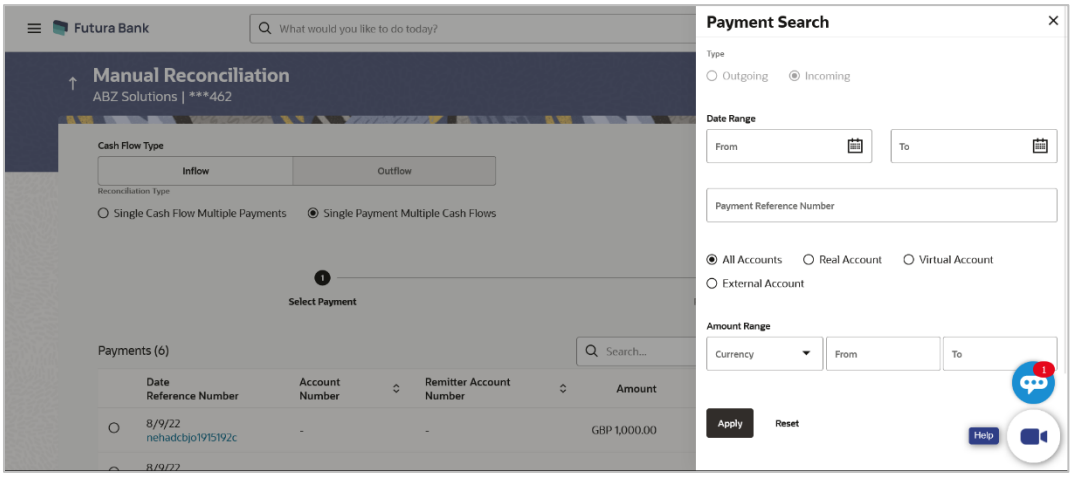
Field Name	Description
Cash Flow Search	
Type	Displays the type of cash flow, whether Inflow or Outflow. This field is not editable.
Date Range From/To	Enter the date range for filtering the required cash flow records.
Customer Reference Number	Enter the customer's own reference number of the cash flow 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 icon to search for specific payment records.



Field Description

Field Name	Description
Payment Search	
Type	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.

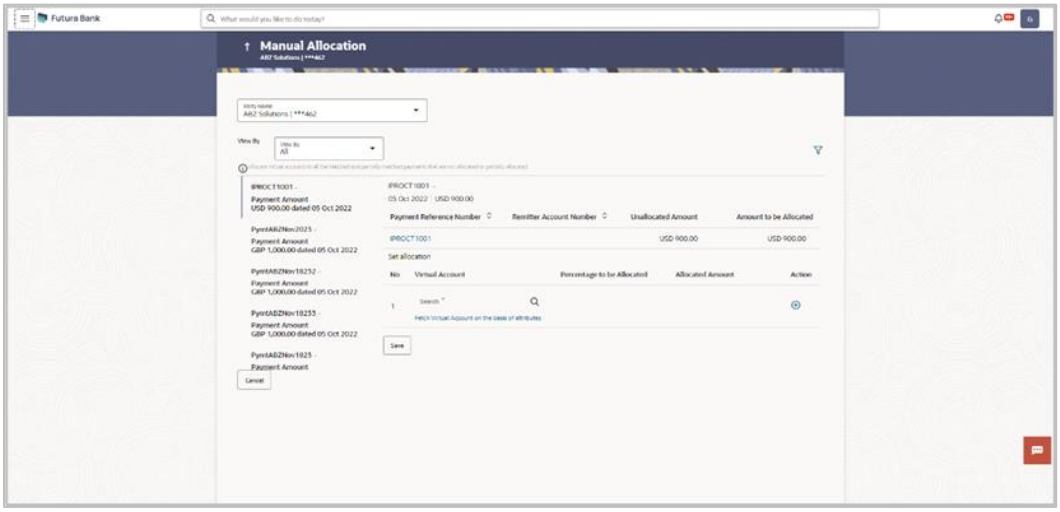
How to reach here:

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



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  (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:	

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 **View Payments (details)** 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.

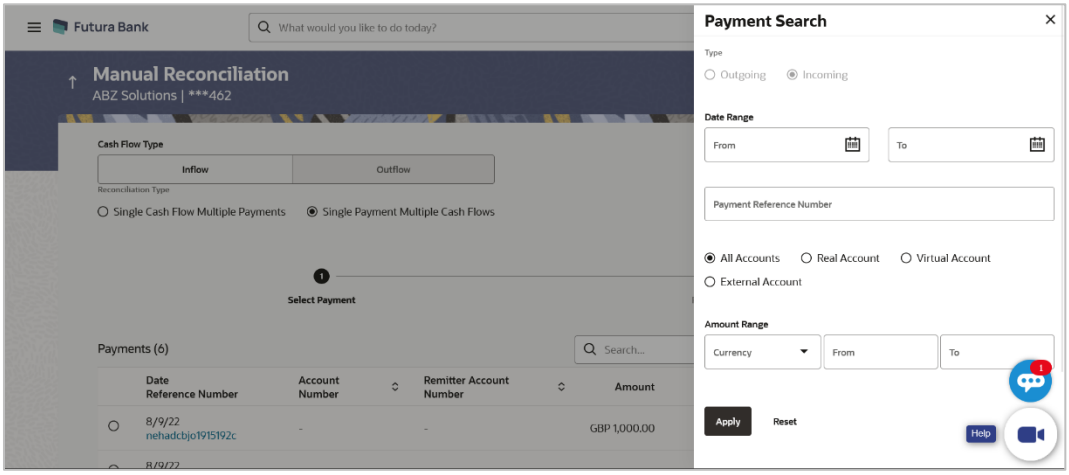
Set allocation

You can search and set the virtual accounts and their allocation percentages in this section. The sum of percentages of all added accounts should be 100.

Virtual Account	Set the virtual account to which the payment should be allocated. Click the **Fetch Virtual Account on the basis of attributes** 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 **Set Virtual Account Attributes** 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  to add further virtual accounts. Or click  to delete an added account.

Payment Search overlay window

The following overlay window appears when you click the filter icon ( ).



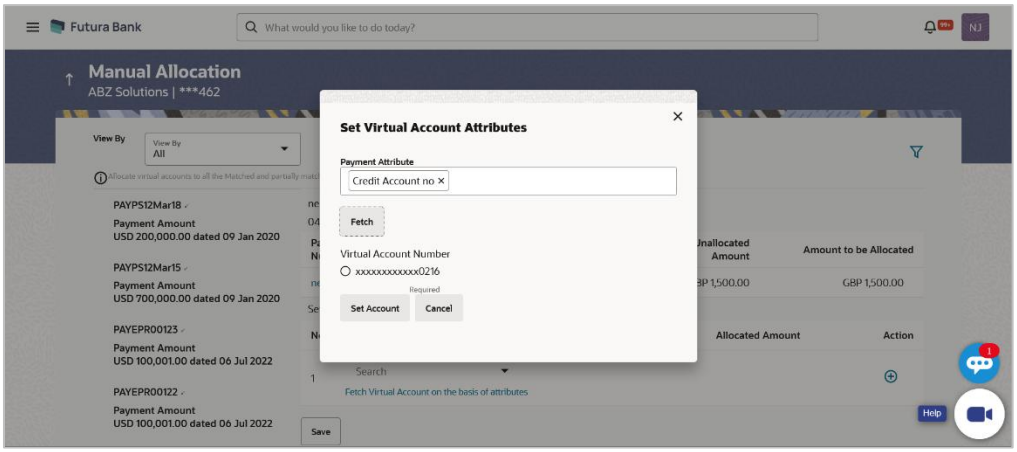
Field Description

Field Name	Description
Payment Search	
This overlay window appears when you click . The following fields are available for filtering.	
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.

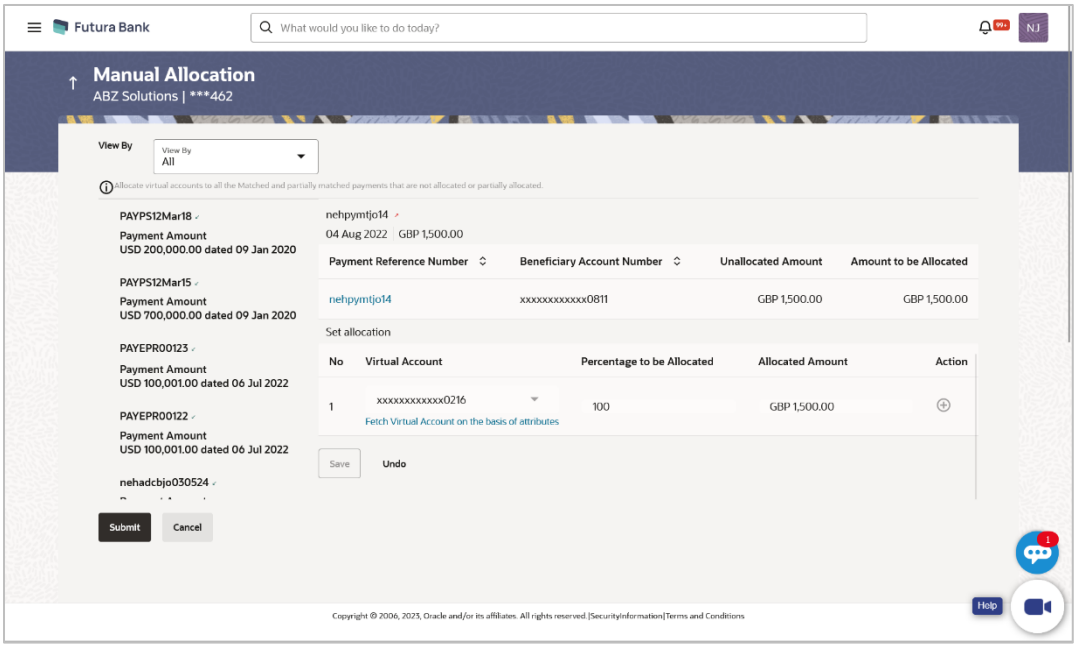
Field Name	Description
Type of account being credited	Indicates an option to filter the payment records based on the type of account being credited - a specific real account, or a specific virtual account, or both. The options are: • **Real Account** – On selecting this option, a list of real account 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.
3. 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.



10. 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, click ⊕.

Note: Click 🗑 to delete an added account.

---

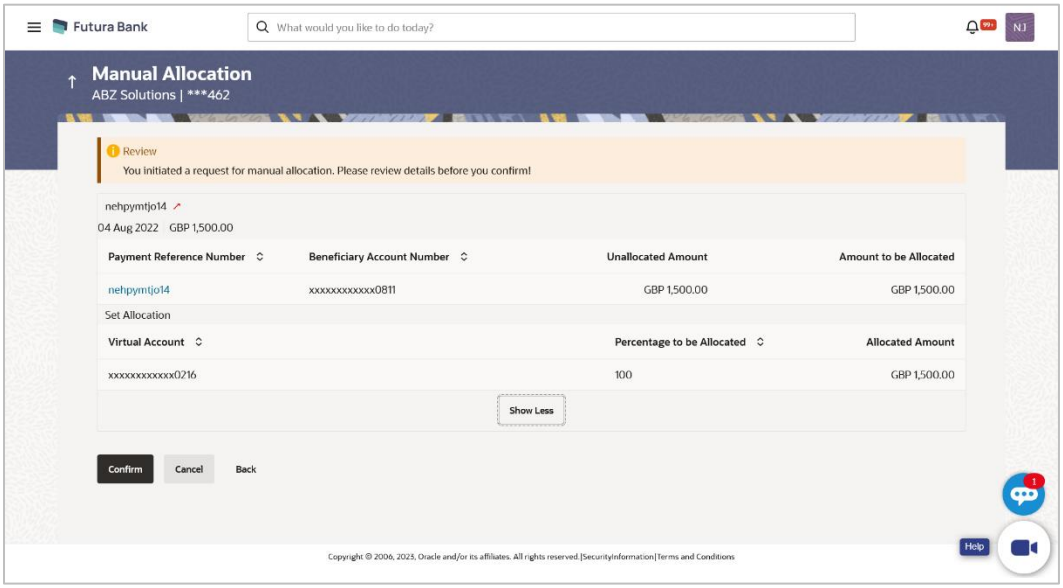
12. Click **Save** to save the virtual accounts added. The payment that has been selected for allocation is tagged as 'Saved for Allocation'.

Note: Click **Undo** to remove the added accounts.

---

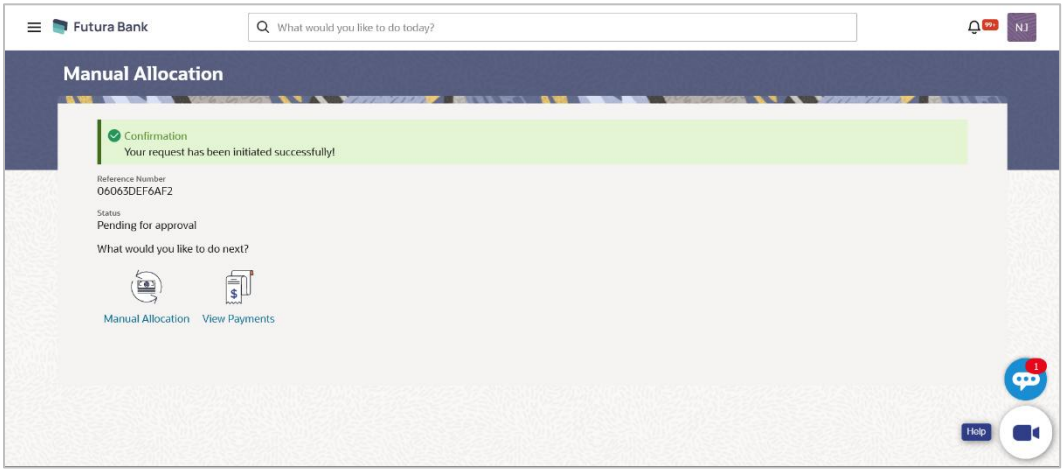
13. Click **Submit** to submit the allocation. The Review screen appears.
    OR
    Click **Cancel** to cancel the transaction.
    OR
    Click **Back** to go to the main dashboard.

Manual Allocation - Review Screen



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



15. Click the **Manual Allocation** link to perform another manual allocation transaction.
    OR
    Click the **View Payments** 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

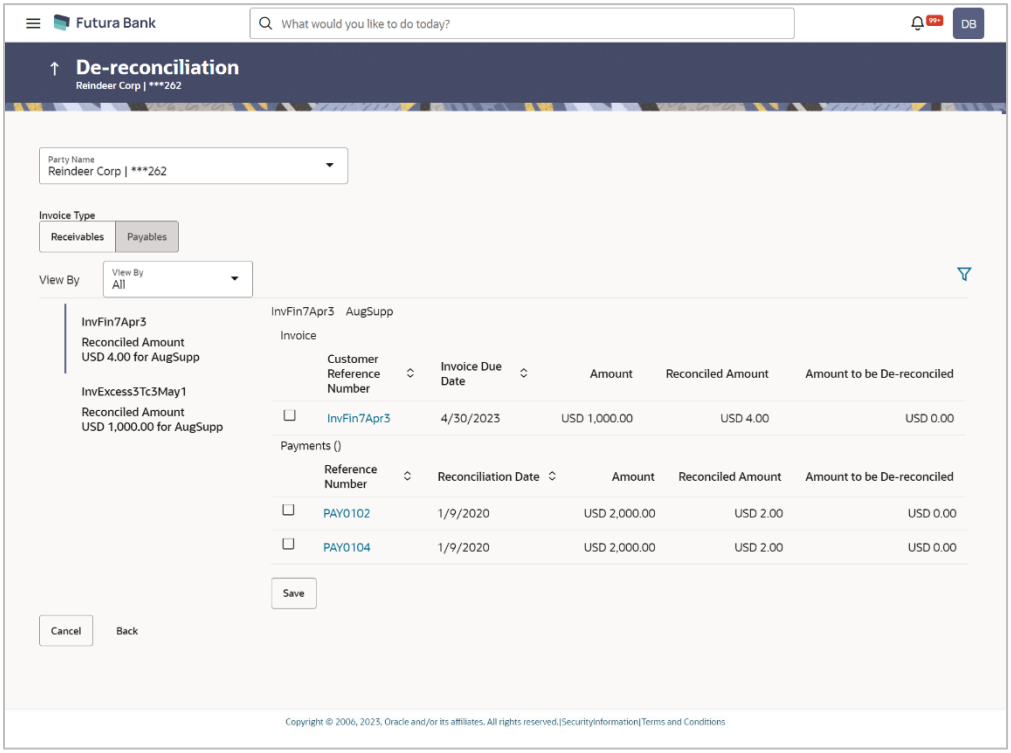
User must have valid corporate login credentials.

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:



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: • Receivables • Payables
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 **Search** 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 appears when you click the  icon in the De-reconciliation screen.	
Reconciled Date Range From / To	Indicates an option to filter the invoice-payment records based on a date range within which they have been reconciled.
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  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.
7. 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.

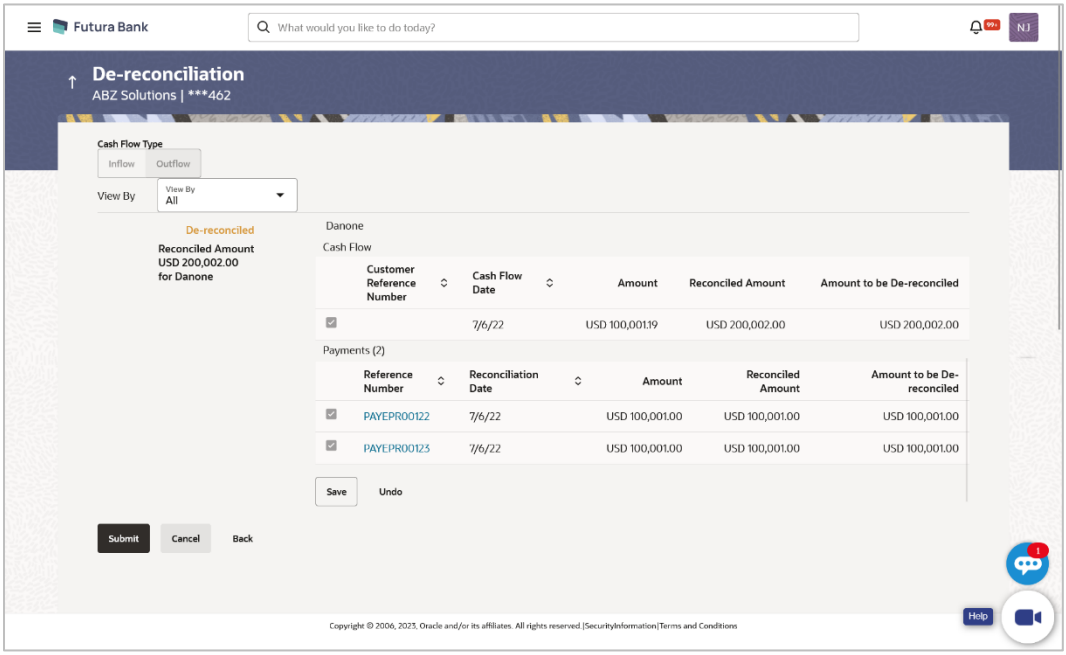
Once the transaction is submitted, the approver is notified. If any modifications are required, the approver can add relevant comments and send the transaction back to the maker, using the **Send to Modify** feature. Once the required modifications are made, the maker can re-submit the transaction.

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:



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: • Inflow • Outflow
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 **Search** section below.

Cash Flow Reference Number

The reference number of the cash flow selected from the **View By** pane is displayed.

Cash Flow

This section displays the 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 the payments that have been reconciled against the cash flow.

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 Cash Flow Currency	Displays the payment amount in cash flow currency that can be de-reconciled.

Search

This overlay window appears when you click the  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.

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-reconciliation** screen, use the **View By** list to view the required reconciled cash flows.
10. Click on the required cash flow in the **View By** pane. You can also use  to filter the records.
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 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.

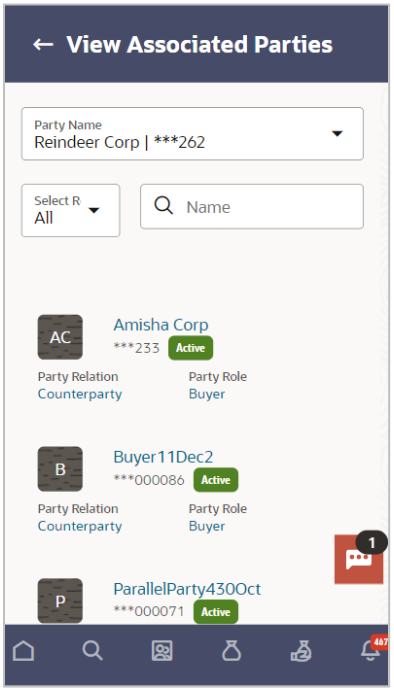
13. Mobile Touchpoints

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.

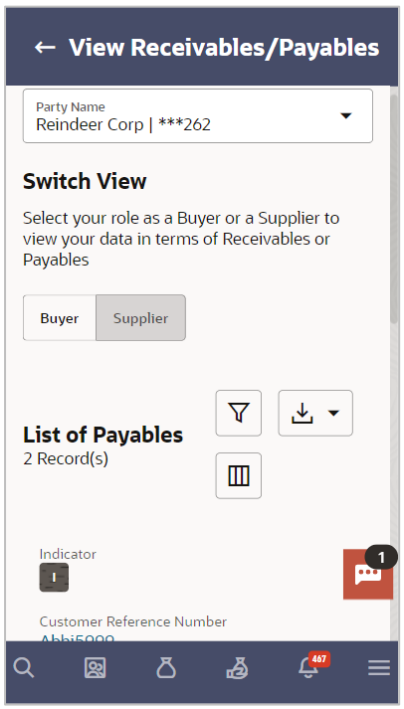
The below screens gives an idea how the data in widget will be shown on mobile screen:

View Associated Parties

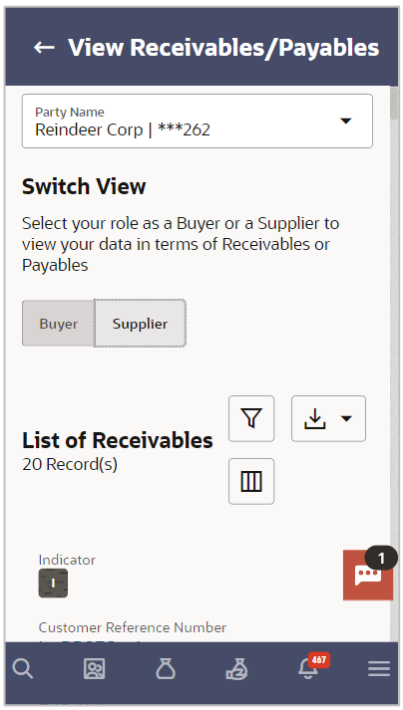


View Receivables/Payables

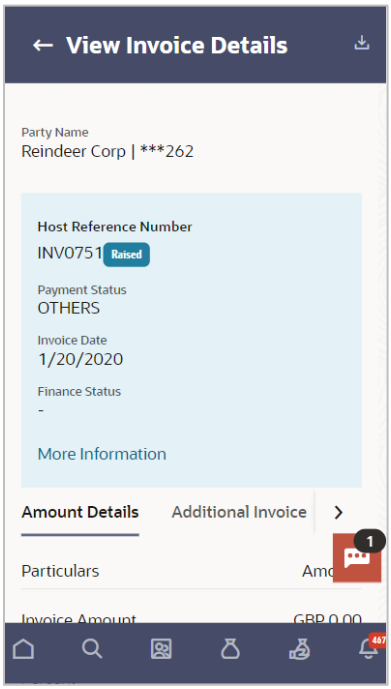
For Buyer Role



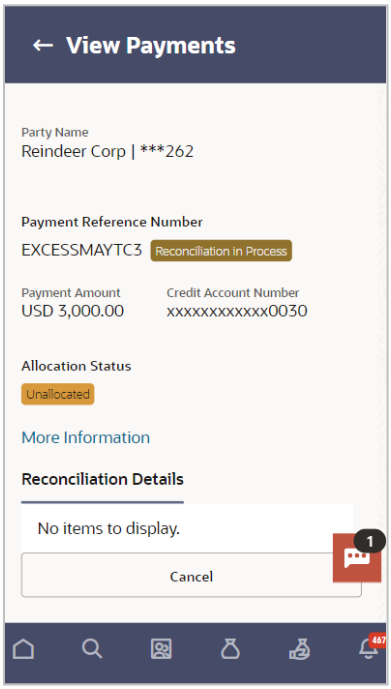
For Supplier Role



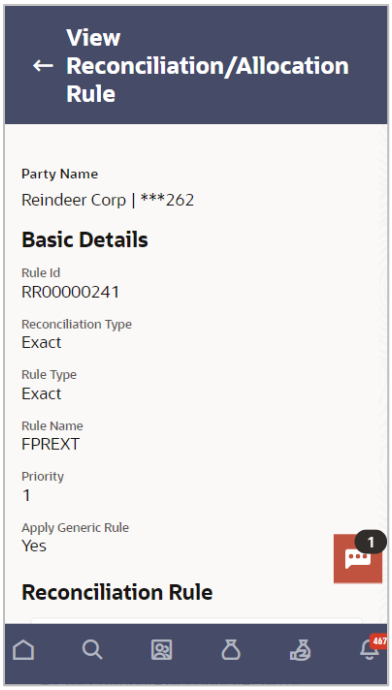
View Invoice Details



View Payment Details



View Reconciliation Rule



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