

Receivables/Payables Management User Manual  
Oracle Banking Digital Experience Cloud Service  
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**ORACLE®**

Receivables/Payables Management User Manual

May 2023

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# 1. Preface

## 1.1 Intended Audience

This document is intended for the following audience:

- Customers
- Partners

## 1.2 Documentation Accessibility

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

## 1.3 Access to Oracle Support

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

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

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

## 1.4 Structure

This manual is organized into the following categories:

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

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

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

Each transaction is explained in the following manner:

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

## 2. Transaction Host Integration Matrix

### Legends

<b>NH</b>	No Host Interface Required.
✓	Pre integrated Host interface available.
×	Pre integrated Host interface not available.

<b>Sr No</b>	<b>Transaction / Function Name</b>	<b>Oracle Banking Supply Chain Finance 14.6.0.0.0</b>	<b>Oracle Banking Cash Management System 14.6.0.0.0</b>
<b>1</b>	<b>Associated Party Management</b>		
	On-board Associated Party	✓	✓
	View Associated Parties	✓	✓
<b>2</b>	<b>Receivables/Payables Management</b>		
	<b>Invoices</b>		
	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	✓	✓
	<b>Debit Notes</b>		
	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	✓	✓
	<b>Manage Receivables/Payables</b>		

<b>Sr No</b>	<b>Transaction / Function Name</b>	<b>Oracle Banking Supply Chain Finance 14.6.0.0.0</b>	<b>Oracle Banking Cash Management System 14.6.0.0.0</b>
	Invoices and Debit Notes - Accept, Edit, Cancel, Raise Dispute, Resolve Dispute, Assignment	✓	✓
	Discount Offer – Accept/Reject	✓	✓
	<b>Credit Notes</b>		
	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
<b>3</b>	<b>Purchase Order Management</b>		
	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
<b>4</b>	<b>Reconciliation</b>		
	Create Reconciliation Rule	✓	✓
	View/Edit Reconciliation Rule	✓	✓
	Manual Reconciliation	✓	✓
	Invoice with Payments Reconciliation	✓	✓
	Invoice with Credit Notes Reconciliation	✓	✓
	Debit Note with Payments Reconciliation	✓	✓

<b>Sr No</b>	<b>Transaction / Function Name</b>	<b>Oracle Banking Supply Chain Finance 14.6.0.0.0</b>	<b>Oracle Banking Cash Management System 14.6.0.0.0</b>
	Debit Note with Credit Notes Reconciliation	✓	✓
	Cash Flow – Payment Reconciliation	NH	✓
	View Payments	✓	✓
	Bulk Upload of Payments	✓	✓
<b>5</b>	<b>De-Reconciliation</b>		
	Invoice – Payment De-reconciliation	✓	✓
	Cash Flow – Payment De-reconciliation	NH	✓
<b>6</b>	<b>Allocation</b>		
	Create Allocation Rule	✓	✓
	View/Edit Allocation Rule	✓	✓
	Manual Allocation	✓	✓

[Home](#)



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## 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.

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### 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**

The screenshot shows the 'Onboard Associated Party' form in the Futura Bank system. The form is titled 'Onboard Associated Party' and includes the user's name 'Nehal Joshi' and last login time '09 Mar 07:46 PM'. The form is divided into two main sections: 'Associated Party Details' (Step 1) and 'Communication Details' (Step 2). The 'Associated Party Details' section includes the following fields:

- Role of Associated Party:** Radio buttons for 'Buyer' and 'Supplier' (selected).
- Supplier Code:** Text field with value 'S9989'.
- Party Name:** Text field with value 'ABC Industries'.
- Short Name:** Text field with value 'ABCI'.
- Category Of Corporate:** Dropdown menu with value 'Private Limited Company'.
- Corporate Registration Number:** Text field with value 'CRN9989'.
- Tax Registration Number:** Text field with value 'TRN9989'.
- Global Intermediary Identification Number:** Text field.
- Auto Accept Invoice:** Toggle switch set to 'Yes'.
- Number of days for auto acceptance:** Text field with value '0'.

At the bottom of the form, there are three buttons: 'Next', 'Cancel', and 'Back'. A callout box on the right side of the form contains the following text:

**Onboarding Associated Party**  
 Associated Party is the other party in a commercial trade who need not be the customer of the bank.  
 The Associated Party thus needs to be onboarded into the system so that their KVC is checked and complied by the bank.

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**Field Description**

Field Name	Description
<b>Onboard Associated Party – Associated Party Details step</b>	
<b>Party Name and ID</b>	Displays the name and ID of the logged-in corporate party.
<b>Role of Associated Party</b>	Specify the role of the associated party. The options are: <ul style="list-style-type: none"> <li>• Buyer</li> <li>• Supplier</li> </ul>
<b>Buyer Code</b>	Enter the buyer code. This field is displayed, only if the <b>Buyer</b> option is selected in the <b>Role of Associated Party</b> field.
<b>Supplier Code</b>	Enter the supplier code. This field is displayed, only if the <b>Supplier</b> option is selected in the <b>Role of Associated Party</b> field.

Field Name	Description
<b>Party Name</b>	Enter the name of the associated party to be on-boarded.
<b>Short Name</b>	Enter the short name of the associated party.
<b>Category Of Corporate</b>	Select the category that the associated party falls under. The options are: <ul style="list-style-type: none"> <li>• Others</li> <li>• Partnership firm</li> <li>• Public Limited Company</li> <li>• Private Limited Company</li> </ul>
<b>Corporate Registration Number</b>	Enter the registration number of the associated party.
<b>Tax Registration Number</b>	Enter the tax registration number of the associated party.
<b>Global Intermediary Identification Number</b>	Enter the GIIN that has been issued by the IRS, if relevant.
<b>Auto Accept Invoice</b>	Enable this option to set invoices to be auto accepted for the associated party. The options are: <ul style="list-style-type: none"> <li>• Yes</li> <li>• No</li> </ul>
<b>Number of days for auto acceptance</b>	Enter the number of days after which the 'raised' invoices are deemed as 'accepted'. This field appears only if the <b>Yes</b> option is selected in the <b>Auto Accept Invoice</b> field.

- 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**

The screenshot displays the 'Onboard Associated Party - Communication Details' form in the Futura Bank system. The form is divided into two sections: 'Associated Party Details' (marked with a checkmark) and 'Communication Details' (marked with a '2'). The 'Communication Details' section includes fields for Landline Number, Fax, Mobile Number, Email ID, Preferred Communication Mode (with 'Email' selected), Registered Address (Address Line 1: XYZ Lane, Address Line 2, Country: India, State, City: Mumbai, PIN Code: 400001), and Communication Address (checked as 'Same as Registered Address'). A 'Submit' button is located at the bottom left. A right-hand panel titled 'Onboarding Associated Party' contains explanatory text about the process.

**Field Description**

Field Name	Description
<b>Onboard Associated Party – Communication Details step</b>	
<b>Landline Number</b>	Enter the landline number of the associated party.
<b>Add Fax</b>	Click the <b>Add Fax</b> link to add the fax number of the associated party.  To delete the added fax number, click  .
<b>Mobile Number</b>	Enter the mobile number of the associated party along with the country code.

Field Name	Description
<b>Email ID</b>	Enter the email ID of the associated party.
<b>Preferred Communication Mode</b>	Select the preferred mode for communication with the associated party. The options are: <ul style="list-style-type: none"> <li>• Email</li> <li>• Mobile</li> </ul>
<b>Registered Address</b>	
<b>Address Line 1- 2</b>	Enter lines 1 and 2 of the registered address of the associated party.
<b>Country</b>	Select the country of the associated party.
<b>State</b>	Select the state of the associated party.
<b>City</b>	Enter the city where the associated party is based in.
<b>PIN Code</b>	Enter the pin code of the associated party.
<b>Communication Address</b>	
<b>Same as Registered Address</b>	Select the check box if you wish to use the registered address as the communication address.
Below fields are enabled only if the <b>Same as Registered Address</b> check box is unchecked.	
<b>Address Line 1- 2</b>	Enter lines 1 and 2 of the communication address of the associated party.
<b>Country</b>	Select the country of the associated party.
<b>State</b>	Select the state of the associated party.
<b>City</b>	Enter the city where the associated party is based in.
<b>PIN Code</b>	Enter the pin code of the associated party.

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

## Onboard Associated Party – Review Screen

Viewer ATM/Branch English

futura bank

Welcome, Nehal Joshi  
Last login 09 Mar 07:46 PM

### Onboard Associated Party

ABZ Solutions | \*\*\*462

**Review**  
You initiated a request for onboarding a Associated Party. Please review details before you confirm!

#### Associated Party Details

Role of Associated Party Supplier	Supplier Code S9989
Short Name ABCI	Party Name ABC Industries
Corporate Registration Number CRN9989	Category Of Corporate Private Limited Company
Tax Registration Number TRN9989	Global Intermediary Identification Number NA
Auto Accept Invoice Yes	Number of days for auto acceptance 0

#### Communication Details

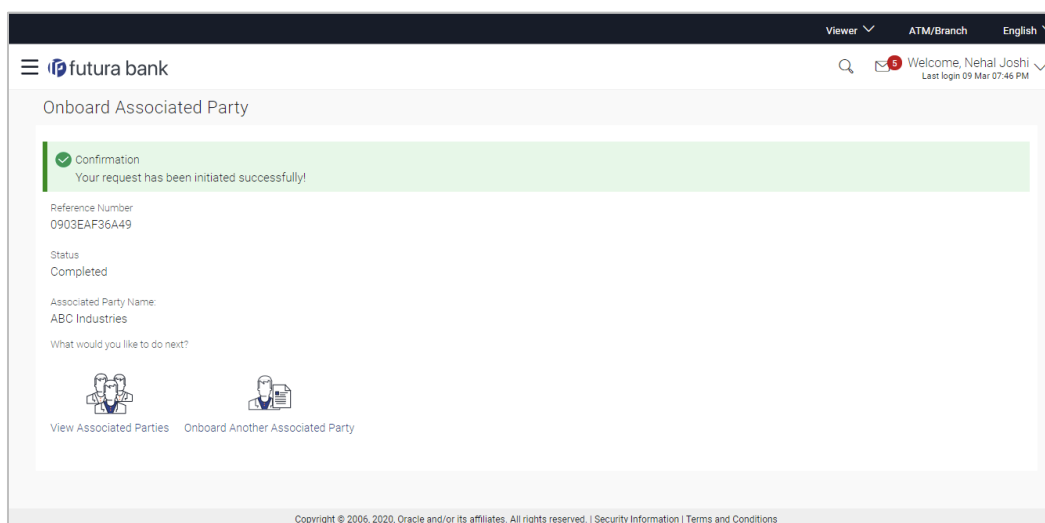
Landline Number 02298765432	Fax 02289999999
Mobile Number +91 -7899877899	Email ID abc@ABCI.com
Preferred Communication Mode Email	Registered Address XYZ Lane, , Mumbai, Others, India, Pin 400001
Communication Address XYZ Lane, , Mumbai, Others, India, Pin 400001	

[Confirm](#) [Cancel](#) [Back](#)

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- 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



4. 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.

### 1. 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.

**2. 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.

**3. 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.

**4. 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 'OBX 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

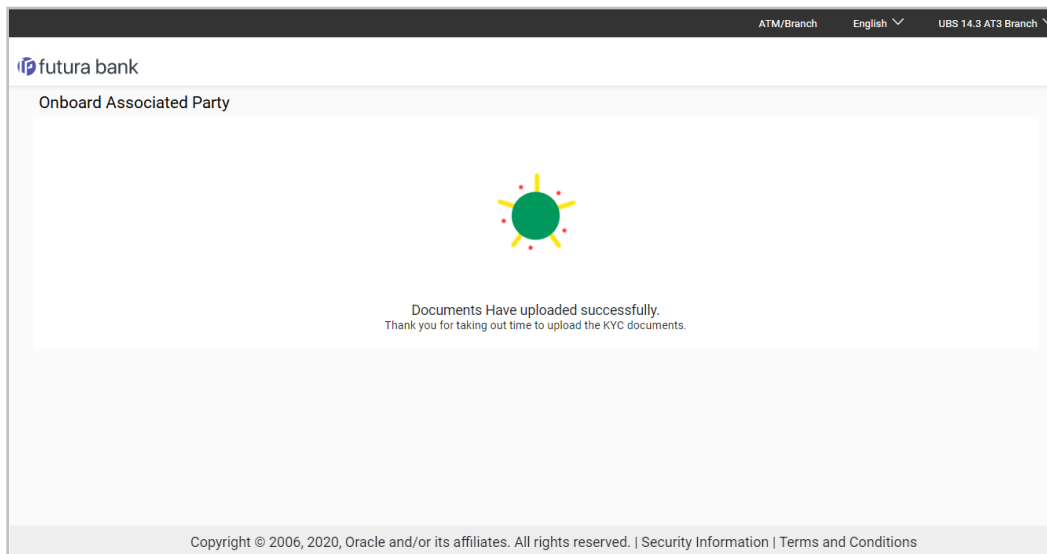
Field Name	Description
<b>Onboarded Associated Party</b>	
<b>Drop Files here or click to upload</b>	<p>Click  to browse and upload the ID proof or address proof documents or drag-and-drop the files to be uploaded.</p> <p><b>Note:</b> File size should not be more than 2MB. Supported file types: .PNG,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

- 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.

- 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.

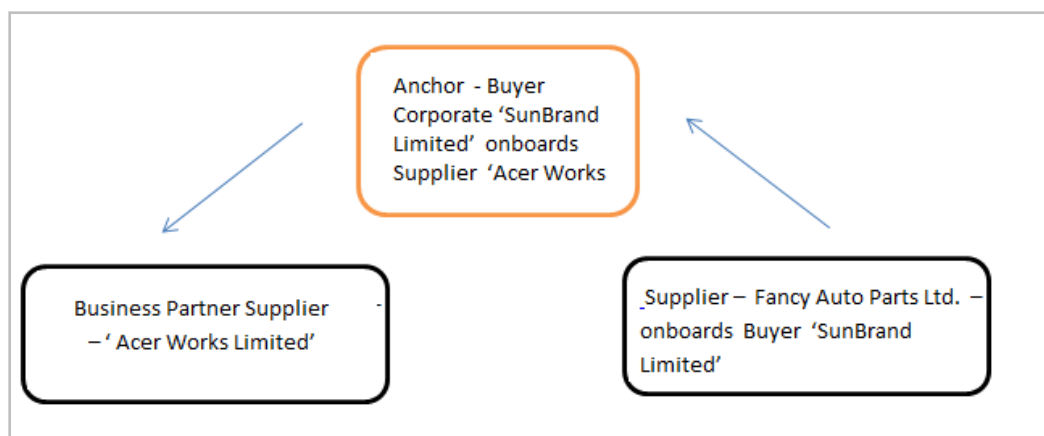
The Bank Admin can define which transactions are to be accessible to a non-customer through RTM. Similarly, bank admin can either enable or disable the corporate admin feature for non-customers. Access of Create Program and On-board Associated Party are NOT given in the RTM if these functionalities are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

The screenshot shows the 'View Associated Parties' interface for 'ABZ Solutions | \*\*\*462'. The page title is 'View Associated Parties' and the subtitle is 'Associated Party List'. A search bar is present with the text 'Can't find what you are looking for? Onboard new'. Below the search bar, there are filter options and a search icon. The main content area displays a grid of party tiles. Each tile contains a party ID, a name, a relation (Counterparty), and a role (Buyer), along with an 'Active' status indicator. The tiles are arranged in a 3x3 grid. At the bottom, there is a pagination control showing 'Page 1 of 12 (1-9 of 102 items)' and navigation arrows.

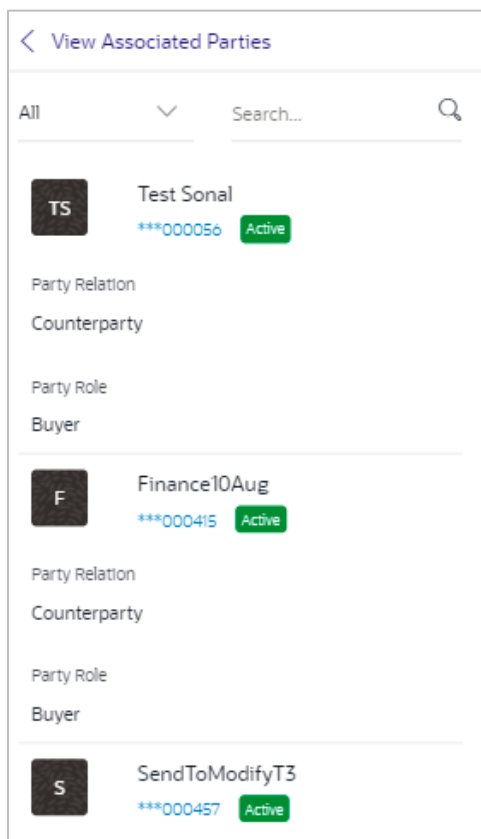
Party ID	Party Name	Party Relation	Party Role	Status
001 ***000185	001	Counterparty	Buyer	Active
VT ***000195	Vinayak Traders 3 LTD	Counterparty	Buyer	Active
U ***000195	UltoolKitFeb13	Counterparty	Buyer	Active
PN ***000107	Party Name test1	Counterparty	Buyer	Active
Sb ***000125	State bank of India	Counterparty	Buyer	Active
b ***000200	bombayeee7	Counterparty	Buyer	Active
PN ***000109	Party Name test1193	Counterparty	Buyer	Active
s ***000129	snehalshah	Counterparty	Buyer	Active
PN ***000107	Party Name test	Counterparty	Buyer	Active

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## View Associated Parties (on mobile device)



The **View Associated Parties** screen can also be viewed on a mobile device. The features and functionality available on the desktop computers, such as hyperlinks, search filters, the dropdown field to select Anchor party or Counterparty, are also available on the mobile device.



### Field Description

Field Name	Description
<b>View Associated Parties</b>	
<b>Party Name &amp; ID</b>	Displays the name and ID of the logged-in corporate party.
<b>Associated Party List</b>	
<b>Can't find what you are looking for? <a href="#">Onboard new</a></b>	Click the <b>Onboard new</b> link to on-board a new associated party.
<b>Filter List</b>	Select the required option to filter the associated parties. The options are: <ul style="list-style-type: none"> <li>• All</li> <li>• Anchor</li> <li>• Counterparty</li> </ul>

Field Name	Description
<b>Search</b>	Enter the corporate's name or ID to search for that party.
<b>Note:</b> 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.	
<b>Associated Party Initials, Name, ID and Status</b>	Displays the associated party's initials, name along with ID. The status of the party (Active / Inactive) is also displayed. <b>Note:</b> To view further details of the party, click the respective party tile / party name link.
<b>Party Relation</b>	Displays the relation of the associated party (Anchor or Counterparty).
<b>Party Role</b>	Displays the role of the associated party (Buyer or Supplier).

- 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

Viewer
ATM/Branch
English

futura bank

Welcome, Nehal Joshi
Last login 09 Mar 11:26 PM

#### View Associated Parties

ABZ Solutions | \*\*\*462

Associated Party Name ABC Industries	Role of Counterparty Supplier	Onboarded On 09 Jan 2020	Status Active
---	----------------------------------	-----------------------------	------------------

#### Counterparty Details

Supplier Code -	Short Name ABCI
Category of Corporate Private Limited Company	Corporate Registration Number CRN9999
Global Intermediary Identification Number -	Tax Registration Number TRN9989
Auto Accept Invoice Yes	Number of days for auto acceptance 0
KYC Status Complied	Outstanding Invoices GBP1,555,438.40(31) GBP3,563,938.40(32) USD4,980.00(3) GBP1,555,438.40(31) GBP3,563,938.40(32) USD4,980.00(3)

#### Top Associated Programs

In Local Currency Equivalent

Receivables  
EUR1,715,699...

€1.65K  
€1.71M

■ LnkedProg ■ Rahul Test Program

#### Contact Details

Landline 02298765432	Mobile +91 -7899877899
Fax +91 -0228999999	Email abc@ABCI.com
Preferred Communication Mobile	Registered Address XYZ Lane,Mumbai,IN,400001
Communication Address XYZ Lane,Mumbai,IN,400001	

#### Associated Programs

Note: Programs which have no invoices raised are not displayed

Program Name & Id	Party Role	Outstanding Invoices (No.)	Outstanding Invoices (Value)	Status
LnkedProg LnkedProg22	Supplier	29	GBP1,553,938.40	Active
LnkedProg LnkedProg22	Supplier	2	USD2,980.00	Active
LnkedProg LnkedProg22	Supplier	7	LAK2,002.00	Active
No Program linked	-	1	USD2,000.00	Active
Rahul Test Program R001	Supplier	2	GBP1,500.00	Active
No Program linked	-	3	GBP2,010,000.00	Active
LnkedProg LnkedProg22	Supplier	1	INR5,000.00	Active

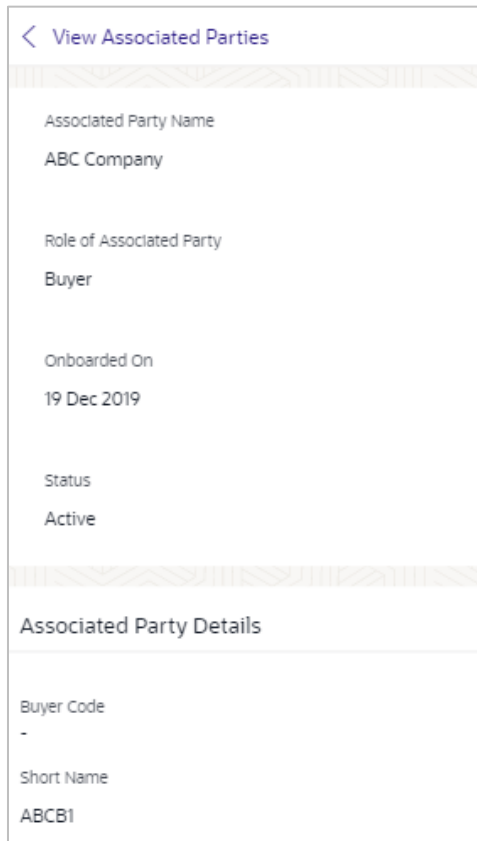
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Cancel Back

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## View Associated Parties (on mobile device)

The **View Associated Parties** screen can also be viewed on a mobile device. All details present in the desktop version, such as hyperlinks, graphs, invoice list, and so on, are also available on the mobile device.



< View Associated Parties

Associated Party Name  
ABC Company

Role of Associated Party  
Buyer

Onboarded On  
19 Dec 2019

Status  
Active

Associated Party Details

Buyer Code  
-

Short Name  
ABCB1

### Field Description

Field Name	Description
<b>View Associated Parties</b>	
<b>Party Name &amp; ID</b>	Displays the name and ID of the logged-in corporate party.
<b>Associated Party Name</b>	Displays the name of the associated party.
<b>Role of Counterparty</b>	Displays the role of the associated party, whether Buyer or Supplier.
<b>Onboarded On</b>	Displays the date on which the party was on-boarded.
<b>Status</b>	Displays the status of the associated party, whether Active or Inactive.
<b>Counterparty Details</b>	



Field Name	Description
<b>Buyer Code</b>	Displays the buyer code. This field is displayed only if <b>Role of Counterparty</b> is <b>Buyer</b> .
<b>Supplier Code</b>	Displays the supplier code. This field is displayed only if <b>Role of Counterparty</b> is <b>Supplier</b> .
<b>Short Name</b>	Displays the short name of the associated party.
<b>Category of Corporate</b>	Displays the category that the associated party falls under.
<b>Corporate Registration Number</b>	Displays the corporate registration number of the associated party.
<b>Global Intermediary Identification Number</b>	Displays the GIIN assigned by the IRS to the associated party.
<b>Tax Registration Number</b>	Displays the tax registration number of the associated party.
<b>Auto Accept Invoice</b>	Displays <b>Yes</b> if the invoices are set to be auto accepted for the associated party, and <b>No</b> otherwise.
<b>Number of days for auto acceptance</b>	Displays the number of days after which the 'raised' invoices are deemed as 'accepted'. This field is displayed only if <b>Auto Accept Invoice</b> is set as <b>Yes</b> .
<b>KYC Status</b>	Displays the KYC status of the associated party.
<b>Outstanding Invoices</b>	Displays the total outstanding invoice amounts in the respective currencies along with the numbers. Click the 'numbers' link to visit the <b>View Receivables/Payables</b> screen. For more information, refer the <a href="#">View Receivables/Payables</a> section in this document.
<b>Contact Details</b>	
<b>Landline</b>	Displays the landline number of the associated party.
<b>Mobile</b>	Displays the mobile number of the associated party.
<b>Fax</b>	Displays the fax number of the associated party.
<b>Email</b>	Displays the email address of the associated party.
<b>Preferred Communication</b>	Displays the preferred communication mode set for the associated party.
<b>Registered Address</b>	Displays the registered address of the associated party.
<b>Communication Address</b>	Displays the communication address of the associated party.

Field Name	Description
<b>Top Associated Programs</b>	
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.	
<b>Note:</b> This widget will not appear if the associated party is not linked to any program.	
<b>Associated Programs</b>	
Displays a list of programs linked to the associated party under which invoices have been raised.	
<b>Note:</b> A program appears in this table only if one or more invoices have been linked to it.	
<b>Program Name &amp; Id</b>	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 <b>View Programs</b> section in <b>User Manual Oracle Banking Digital Experience Corporate Supply Chain Finance</b> .
<b>Party Role</b>	Displays the role of the associated party, in the program.
<b>Outstanding Invoices (No.)</b>	Displays the count of invoices outstanding between the two parties, under the program. This number is a hyperlink, which when clicked displays the <b>View Receivables/Payables</b> screen. For more information, refer the <a href="#">View Receivables/Payables</a> section in this document.
<b>Outstanding Invoices (Value)</b>	Displays the value of invoices outstanding between the two parties, under the program.
<b>Status</b>	Displays the status of the program.

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

[Home](#)

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## 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.

[Home](#)

## 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.

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

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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.

#### **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

The screenshot displays the 'Create Receivable/Payable' page on the Futura Bank portal. The page title is 'Create Receivable/Payable' with the sub-header 'ABZ Solutions | \*\*\*462'. The main content area features an illustration of a person with a large pencil and a checklist. Below the illustration, there are three options for creating invoices: 'Online Invoice Creation' (Create Invoice on the go and View instantly), 'Invoice Creation with Document Upload' (Create invoice by uploading invoice document), and 'Bulk File Upload Creation' (Upload multiple invoices with a bulk upload facility). Each option has a corresponding button: 'Create New Invoice', 'Invoice Document Upload', and 'Bulk File Upload'. The page footer contains the copyright notice: 'Copyright © 2006, 2020, Oracle and/or its affiliates. All rights reserved. | SecurityInformation | Terms and Conditions'.

### Field Description

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

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

### 5.1.1.1 Online Invoice Creation (manual entry)

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

#### To create invoice(s):

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

#### Create Receivables/Payables - New Invoice

The screenshot displays the 'Create Receivables/Payables' interface for 'ABZ Solutions | \*\*\*462'. The 'New Invoice' tab is active. The main section is titled 'Multiple Online Invoice Creation' and includes a helpful message: 'Facing difficulty in entering data for multiple invoices? Use Bulk Upload'. The form contains the following fields:

- Customer Invoice No (Required)
- Invoice Amount (Required) - Value: LAK
- Name of Program (Required) - Value: Select
- Purchase Order Date (Required) - Date picker
- Invoice Due Date (Required) - Date picker
- Payment Terms (Required)
- Associated Party (Required) - Value: Select
- Pre-acceptance (Required) - Value: No
- Purchase Order No
- Invoice Date (Required) - Date picker
- Shipment Date (Required) - Date picker
- Funding Request Date (Required) - Date picker

#### Field Description

Field Name	Description
<b>Create Receivables/Payables</b>	
<b>Party Name &amp; ID</b>	Displays the name and ID of the logged-in corporate party.

Field Name	Description
<b>New Invoice</b>	
<b>Multiple Online Invoice Creation</b>	
<b>Facing difficulty in entering data for multiple invoices? Use Bulk Upload</b>	Click the <b>Bulk Upload</b> link to navigate to the <b>File Upload</b> screen for creating invoices in bulk.
<b>Customer Invoice No</b>	Enter the customer's own reference number of the invoice.
<b>Associated Party</b>	Select the associated party to link the invoice to. A list of all on-boarded associated parties is available for selection. On selecting an associated party, the role of the party as <b>Buyer</b> or <b>Supplier</b> , appears below this field.
<b>Invoice Amount</b>	Enter the gross invoice amount. This amount is before tax and discount. It should be the gross amount of the commodities.
<b>Pre-acceptance</b>	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.
<b>Name of Program</b>	Select the program to which the invoice should be linked. Programs linked to the selected associated party are listed.
<b>Auto Accept</b>	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 <b>Create Program</b> section in <b>User Manual Oracle Banking Digital Experience Corporate Supply Chain Finance</b> .
<b>Auto Finance</b>	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 <b>Create Program</b> section in <b>User Manual Oracle Banking Digital Experience Corporate Supply Chain Finance</b> .
<b>Purchase Order No</b>	Enter the reference number of the purchase order placed by the buyer.
<b>Purchase Order Date</b>	Click the calendar icon and select the date of creation of the purchase order.
<b>Invoice Date</b>	Click the calendar icon and select the date of creation of the invoice. The <b>Invoice Date</b> should be greater than the <b>Purchase Order Date</b> . You cannot enter a future date.

Field Name	Description
<b>Invoice Due Date</b>	Click the calendar icon and select the date on which the invoice payment is due. The <b>Invoice Due Date</b> should be greater than or equal to the <b>Invoice Date</b> .
<b>Shipment Date</b>	Click the calendar icon and select the date when the shipment is expected to take place. The <b>Shipment Date</b> should be greater than the <b>Purchase Order Date</b> and greater than or equal to the <b>Invoice Date</b> .
<b>Invoice Amount</b>	Enter the gross invoice amount. This amount is before tax and discount. It should be the gross amount of the commodities.
<b>Payment Terms</b>	Enter the terms agreed for the payment of the invoice.
<b>Funding Request Date</b>	Enter the date when the invoice should be funded or financed.

- Once you enter the above details, you can optionally add the commodity details.
- 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.

The screenshot shows the 'Add Commodity Details' overlay window. The background is a blurred view of the 'Create Receivables/Payables' page for 'ABZ Solutions | \*\*\*462'. The overlay window contains the following details:

- Name: Fruits
- Code: Apples
- Quantity: 300
- Cost/Unit: USD20.00
- Gross Amount: USD6,000.00
- Discount: 5 USD300.00
- Tax: 1 USD5700
- Net Amount: USD5,757.00
- There is a 'Create Copy' checkbox and an 'Add' button at the bottom.



**Field Description**

<b>Field Name</b>	<b>Description</b>
<b>Add Commodity Details</b>	
<b>Name</b>	Enter the name of the commodity.
<b>Code</b>	Select the code of the commodity. This value should be selected from the commodity code list.
<b>Quantity</b>	Enter the quantity of the commodity being purchased.
<b>Cost/Unit</b>	Specify the cost per unit of the commodity.
<b>Gross Amount</b>	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
<b>Discount</b>	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.  Click  to reset the values.
<b>Tax</b>	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.  Click  to reset the values.
<b>Net Amount</b>	Displays the net commodity amount. This is automatically calculated as follows: Net Amount = Gross Amount – Discount + Tax
<b>Create Copy</b>	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.

### Create Receivables/Payables - Commodity Details Section Updated

Customer Invoice No: CInv9003

Name of Program: program1

Purchase Order No: PO9003

Invoice Date: 16 Aug 2019

Shipment Date: 29 Sep 2019

Associated Party: AugSupp

Role: Seller

Purchase Order Date: 01 Aug 2019

Invoice Due Date: 30 Sep 2019

Invoice Amount: USD 15,000.00

Funding Request Date: 01 Sep 2019

Name	Code	Quantity	Cost/Unit	Gross Amount	Discount	Tax	Net Amount	Actions
Fruits	Apples	300	USD20.00	USD6,000.00	USD300.00 @3%	USD57.00 @1%	USD5,757.00	
Flowers	Sunflower	300	USD30.00	USD9,000.00	USD270.00 @3%	USD174.60 @2%	USD8,904.60	
<b>Gross Invoice Amount</b>							<b>USD15,000.00</b>	
					Discount	3.8 %	USD570.00	
					Tax	1.0 %	USD231.60	
Packaging							USD200.00	
<b>Net Invoice Amount</b>							<b>USD14,861.60</b>	

Buttons: Save, Save and Copy, Add Invoice, Submit, Cancel, Back




#### Field Description





Field Name	Description
------------	-------------


#### Commodity Details

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


<b>Name</b>	Displays the name of the commodity.
-------------	-------------------------------------

Field Name	Description
<b>Code</b>	Displays the code of the commodity.
<b>Quantity</b>	Displays the quantity of the commodity being purchased.
<b>Cost per unit</b>	Displays the cost per unit of the commodity.
<b>Gross Amount</b>	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
<b>Discount</b>	Displays the discount amount and percentage being offered on the commodity.
<b>Tax</b>	Displays the tax amount and percentage being charged on the commodity.
<b>Net Amount</b>	Displays the net amount of the commodity being purchased. It is automatically calculated as follows: Net Amount = Gross Amount – Discount + Tax
<b>Actions</b>	Indicates the actions that can be performed on the commodity record. <ul style="list-style-type: none"> <li>• Click  to edit the record.</li> <li>• Click  to remove the record.</li> </ul>
<p>The following fields are present below the Commodity Details section, and are applicable at the invoice-level.</p>	
<b>Gross Invoice Amount</b>	Displays the total gross amount of all the added commodities.
<b>Discount</b>	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
<p><b>Note:</b> 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.</p>	

Field Name	Description
<b>Tax</b>	<p>Displays the total tax amount of all the commodities added. The average tax percentage of all added commodities is also displayed.</p> <p>Click  to reset the values.</p> <p>Total Tax % = (Total tax amount / Total invoice amount) *100</p> <hr/> <p><b>Note:</b> 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.</p>
<b>Miscellaneous Charges</b>	<p>Add the name and amount of any other miscellaneous charge applicable.</p> <p>Use  to add another charge. A maximum of 2 miscellaneous charges can be added.</p> <p>Click  to reset the values.</p>
<b>Net Invoice Amount</b>	<p>Displays the total invoice amount that the buyer must pay, after deducting the discount and then applying the tax.</p> <hr/> <p><b>Note:</b> The <b>Net Invoice Amount</b> gets automatically calculated as follows:  Net Invoice Amount = Gross Invoice Amount - Discount Value + Tax Amount</p>
	<p>Indicates an option to reset the fields. This icon is present on the top right corner of the screen.</p>
<b>Duplicate Invoice</b>	<p>Indicates an option to add another invoice with the same details.</p>
<b>Add Invoice</b>	<p>Indicates an option to add another blank invoice.  You can create multiple invoices using this link.</p>

5. Modify the amount in the **Invoice Amount** field above the Commodity Details section, to match the **Gross Invoice Amount** of all commodities.
6. 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.

The screenshot shows the 'Create Receivables/Payables' interface. At the top, there's a navigation bar with 'futura bank' logo, a search bar, and user information: 'Welcome, nehal joshi' and 'Last login 17 Aug 04:24 PM'. Below this, the main heading is 'Create Receivables/Payables' with a sub-heading 'ABZ Solutions | \*\*\*462'. There are two tabs: 'New Invoice' (active) and 'Template'. The main section is titled 'Multiple Online Invoice Creation' with a tip: 'Facing difficulty in entering data for multiple invoices? Use Bulk Upload'. The form contains several fields: 'Customer Invoice No' with value 'CInv9003', 'Associated Party' with a dropdown showing 'AugSupp', 'Name of Program' with a dropdown showing 'program1', 'Role: Seller', and 'Pre-acceptance' with a checked 'Yes' checkbox. There are also 'Auto Accept:No' and 'Auto Finance:No' fields. At the bottom, there are buttons for 'Add Invoice', 'Submit', 'Cancel', and 'Back'. A copyright notice is at the very bottom: 'Copyright © 2006, 2020, Oracle and/or its affiliates. All rights reserved. | Security Information | Terms and Conditions'.

**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.

7. To create another new invoice in the transaction, click the **Add Invoice** link.
  - a. Add required details as mentioned in the steps above.
8. 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

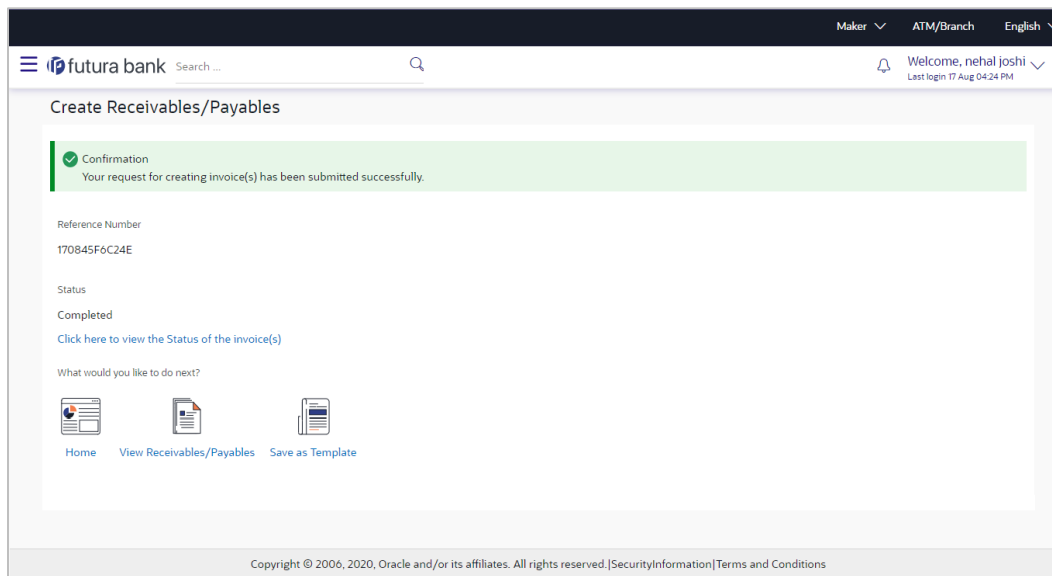
Click **Back** to navigate back to the previous screen.

### Create Receivables/Payables - Review Screen

The screenshot shows the 'Review Screen' for 'Create Receivables/Payables'. At the top, there's a navigation bar with 'futura bank' logo, a search bar, and user information: 'Welcome, nehal joshi' and 'Last login 17 Aug 04:24 PM'. Below this, the main heading is 'Create Receivables/Payables'. A yellow banner with a 'REVIEW' icon and text says: 'You initiated a request for invoice creation. Please review details before you confirm!'. Below the banner are links for 'Expand All' and 'Collapse All'. The main section shows a summary of the invoice details: 'Customer Invoice No' (CInv9003), 'Associated Party Name' (AugSupp), 'Name Of Program' (program1), 'Role' (Seller), and 'Pre-Accepted' (Yes). There are also 'Auto Finance:No' and 'Auto Accept:No' fields. At the bottom, there are buttons for 'Confirm', 'Cancel', and 'Back'. A copyright notice is at the very bottom: 'Copyright © 2006, 2020, Oracle and/or its affiliates. All rights reserved. | Security Information | Terms and Conditions'.

9. 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



10. 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.

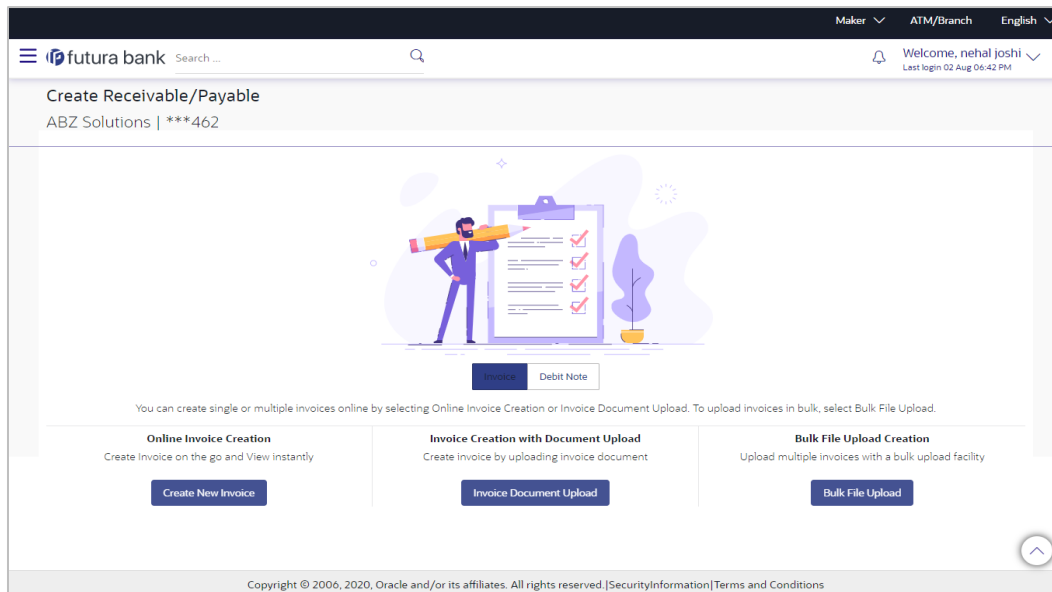
### 5.1.1.2 Create Invoice using Templates

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

The screenshot displays the 'Create Receivables/Payables' interface for 'futura bank'. The user is logged in as 'Welcome, Nehal Joshi' with a last login of '23 Mar 11:20 AM'. The page title is 'Create Receivables/Payables' and the account is 'ABZ Solutions | \*\*\*462'. There are two tabs: 'New Invoice' and 'Template'. The 'Template' tab is active, showing a search bar and a table of templates.

Template Name	No. of Invoices Saved	Created By	Last Updated	Action
<a href="#">INV_TMPL_120221115233</a>	4	nehcms10	12 Feb 2021	
<a href="#">INV_TMPL_120221073234</a>	4	nehcms10	12 Feb 2021	
<a href="#">INV_TMPL_120221065734</a>	1	nehcms10	12 Feb 2021	
<a href="#">INV_TMPL_1202210660212</a>	3	nehcms10	12 Feb 2021	
<a href="#">INV_TMPL_120221060141</a>	3	nehcms10	12 Feb 2021	
<a href="#">INV_TMPL_120221055032</a>	3	nehcms10	12 Feb 2021	
<a href="#">INV_TMPL_120221054743</a>	3	nehcms10	12 Feb 2021	
<a href="#">INV_TMPL_120221054524</a>	1	nehcms10	12 Feb 2021	
<a href="#">INV_TMPL_050221044738</a>	1	ABZVAMMAK1	05 Feb 2021	
<a href="#">INV_TMPL_050221044628</a>	1	ABZVAMMAK1	05 Feb 2021	

Page 1 of 2 (1-10 of 13 items) | < 1 2 > |

Notes: You can save the data entered while creating an invoice, in a template. This saves the effort of re-entering the data when an invoice is created for the same party in future. Simply select a template from the given list and the invoice will open in the 'Create Invoice' page for creating an invoice.


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## Field Description

Field Name	Description
<b>Search</b>	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.
<b>Template Name</b>	Displays the name of the invoice template, as a hyperlink. Click this hyperlink to open the <b>New Invoice</b> screen, with the template details populated in the respective fields.
<b>No. of Invoices Saved</b>	Displays the number of invoices saved under the template.
<b>Created By</b>	Displays the name of the corporate user who created the template.
<b>Last Updated</b>	Displays the last updated date of the invoice template.
<b>Action</b>	Click  to delete the invoice template.

- Navigate through the pages to the required template, or use the **Search** field to find a specific template.
- 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.
  - Click **Yes** to delete the invoice template.  
OR  
Click **No** to cancel the deletion of the invoice template.
- 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.

#### 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.

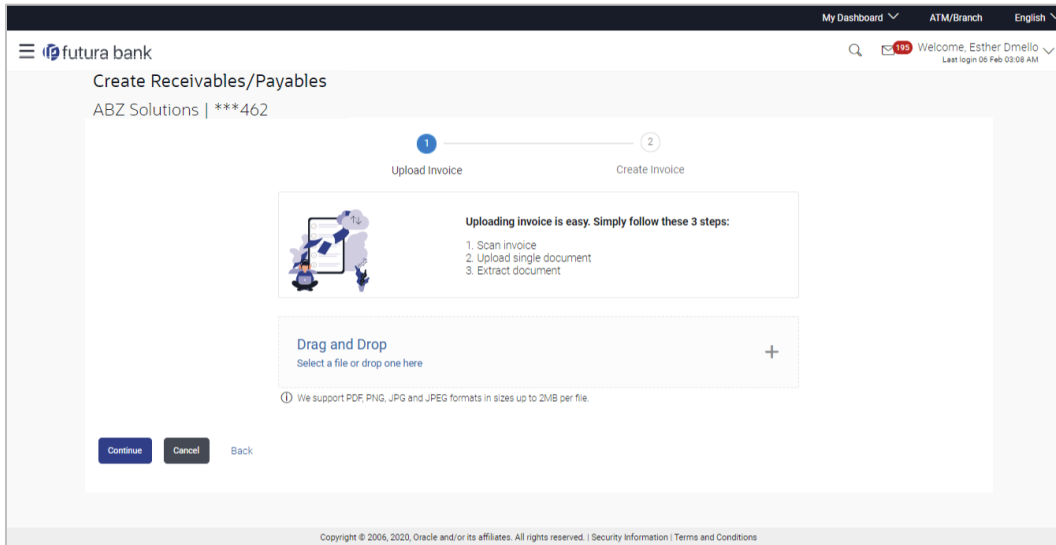
## Create Receivable/Payable

### Field Description

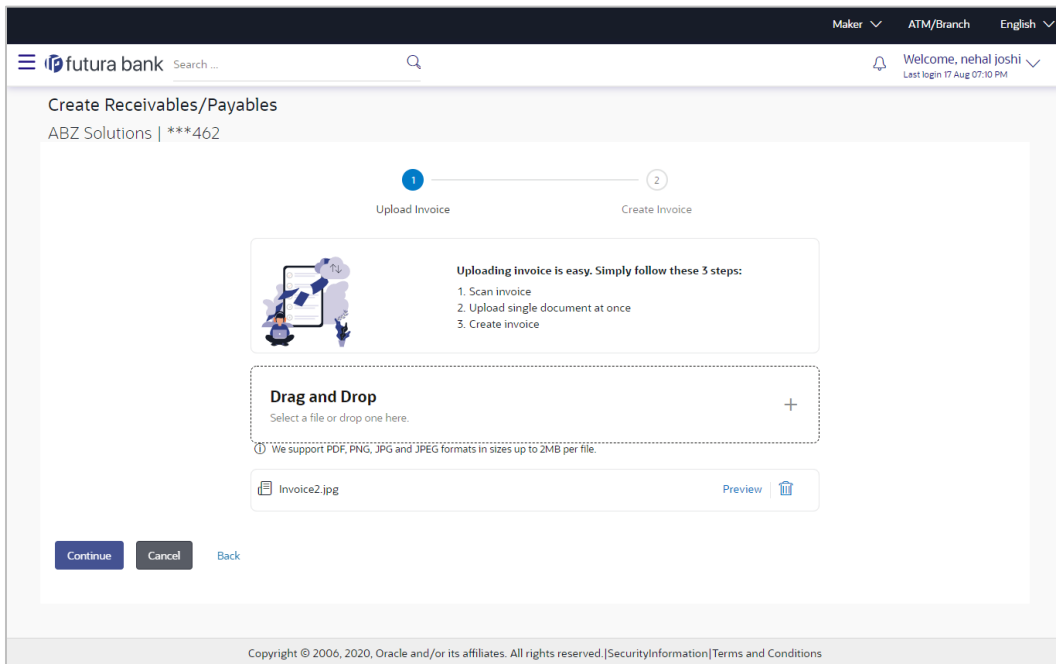
Field Name	Description
<b>Create Receivable/Payable</b>	
<b>Party Name &amp; ID</b>	Displays the name and ID of the logged-in corporate party.
<b>Invoice/Debit Note</b>	Select the <b>Invoice</b> option.
<b>Online Invoice Creation</b>	Indicates the option to create invoice records by manual entry of invoice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

- 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 **+** 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 the **Preview** link beside it. 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 
Maker ATM/Branch English

Welcome, nehal joshi
Last login 17 Aug 07:10 PM

**Create Receivables/Payables**  
ABZ Solutions | \*\*\*462

1 Upload Invoice
2 Create Invoice

Customer Invoice No  
99PLB317

Associated Party  
P3AugT1

Role: Buyer

Program Name

Refinprograme

Auto Accept No Auto Finance No

Pre-acceptance  Yes

Purchase Order No  
8KL78023

Purchase Order Date  
01 Feb 2020

Invoice Date  
09 Feb 2020

Invoice Due Date  
09 Mar 2020

Shipment Date  
29 Feb 2020

Payment Terms  
transfer

Invoice Amount  
USD 1900

Funding Request Date

**Preview**

**Soylent Ltd.**

6 Theatre Street,  
Allentown, PA 18601 Phone-  
(610) 791-9080 Email-  
hnb@sl.com

Invoice No.# 99PLB317  
Invoice Date 09-02-2020  
PO No.# 0017023  
PO Date 01-02-2020  
Due Date 09-02-2020

**BILL TO**

**SHIP TO**

Buyer - 18302  
Musart Corp Ltd.  
4065 Tabor Ct,  
Stroudsburg, PA 18360  
Phone-424-321-4265  
Email- hnb@mus.com

Amy Taylor  
4805 Tabor Ct,  
Stroudsburg, PA 18360  
hnb@mus.com  
424-321-4265  
Tel- 12-6272963

ITEM	DESCRIPTION	PRODUCT ID	UNIT COST	QUANTITY	AMOUNT
1.	Inkjet Printer	752K0713	200.00	2	400.00
2.	PVC Cards	81230712	3.00	500	1500.00
Sub Total					1900.00
Discount @ 10.00 %					-190.00
Corporate Tax (VAT @ 10.00 %)					171.00
<b>TOTAL</b>					<b>\$ 1881.00</b>

Thank you for your business!

**Commodity Details** [Click 'Add' for commodity details](#) Add



Name	Code	Quantity	Cost Per Unit	Gross Amount	Actions
No data to display.					
				<b>Total Amount</b>	<b>USD1,900.00</b>
Discount Percentage				<b>Discount Value</b>	<b>USD190.00</b>
10.00				(Percent %)	
Tax Percentage				<b>Tax Value</b>	<b>USD171.00</b>
10.00				(Percent %)	
				<b>Net Invoice Amount</b>	<b>USD1,881.00</b>

Submit
Cancel
Back

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**Field Description**

<b>Field Name</b>	<b>Description</b>
<b>Create Receivables/Payables</b>	
<b>Party Name &amp; ID</b>	Displays the name and ID of the logged-in corporate party.
<b>Create Invoice</b> step	
The values that have been extracted from the invoice image (except for commodity details) are automatically populated in the respective fields. You can edit these values, if required.	
<b>Customer Invoice No</b>	Indicates the customer's own reference number of the invoice.
<b>Associated Party</b>	Indicates the associated party with whom the invoice is to be linked. A list of all on-boarded associated parties is available for selection. On selecting an associated party, the role of the party as <b>Buyer</b> or <b>Supplier</b> , appears below this field.
<b>Program Name</b>	Indicates the program to which the invoice needs to be linked. Programs linked to the selected associated party are listed.
<b>Auto Accept</b>	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 <b>Create Program</b> section in <b>User Manual Oracle Banking Digital Experience Corporate Supply Chain Finance</b> .
<b>Auto Finance</b>	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 <b>Create Program</b> section in <b>User Manual Oracle Banking Digital Experience Corporate Supply Chain Finance</b> .
<b>Pre-acceptance</b>	Enable this toggle if the invoice should be deemed as accepted by the buyer, on being raised.  <b>Note:</b> If the logged-in party is the buyer and associated party is the supplier, then by default the Pre-acceptance toggle is switched to YES and is read-only. If the logged-in party is the supplier and the associated party is the buyer, then by default the Pre-acceptance toggle is switched to NO and is selective, i.e. the user can select either YES/NO.
<b>Purchase Order No</b>	Indicates the reference number of the purchase order placed by the buyer.
<b>Purchase Order Date</b>	Indicates the date of creation of the purchase order.
<b>Invoice Date</b>	Indicates the date of creation of the invoice. The <b>Invoice Date</b> should be greater than the <b>Purchase Order Date</b> .

Field Name	Description
<b>Invoice Due Date</b>	Indicates the date on which the invoice payment is due. The <b>Invoice Due Date</b> should be greater than or equal to the <b>Invoice Date</b> .
<b>Shipment Date</b>	Indicates the date when the shipment is expected to take place. The <b>Shipment Date</b> should be greater than the <b>Purchase Order Date</b> and greater than or equal to the <b>Invoice Date</b> .
<b>Payment Terms</b>	Indicates the terms agreed for the payment of the invoice.
<b>Invoice Amount</b>	Indicates the total invoice amount of all commodities being purchased, along with the currency.
<b>Funding Request Date</b>	Enter the date when the invoice should be funded.
<b>Commodity Details</b>	
Commodity details are not automatically extracted by the application. Click <b>Add</b> to add details of commodities being purchased.	
<b>Name</b>	Enter the name of the commodity.
<b>Code</b>	Select the code for the commodity.
<b>Quantity</b>	Specify the quantity of the commodity being purchased.
<b>Cost Per Unit</b>	Enter the cost per unit of the commodity.
<b>Gross Amount</b>	Displays the total amount of the commodity being purchased. It is the product of the entered quantity and cost per unit. Gross Amount = Cost Per Unit * Quantity
<b>Actions</b>	Indicates the actions that can be performed on the commodity record. <ul style="list-style-type: none"> <li>Click  to make a duplicate record entry.</li> <li>Click  to remove the record.</li> </ul>
<b>Total Amount</b>	Displays the total gross amount of the commodities being purchased.
<b>Discount Percentage</b>	Indicates the discount percentage being offered on the invoice.
<b>Tax Percentage</b>	Indicates the tax percentage being charged on the invoice.
<b>Discount Value</b>	Displays the total discount amount.
<b>Tax Value</b>	Displays the total tax amount.

Field Name	Description
<b>Net Invoice Amount</b>	Displays the overall invoice amount to be paid by the buyer.  <b>Note:</b> The <b>Net Invoice Amount</b> gets automatically calculated as follows: Net Invoice Amount = Total (Invoice) Amount - Discount Value + Tax Value

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

**Create Invoice – Post Adding Commodity Details**

**Customer Invoice No**  
99PL8317

**Associated Party**  
P3AugT1

**Role:** Buyer

**Program Name**  
Refinprogrname

**Purchase Order No**  
BKL78023

**Purchase Order Date**  
01 Feb 2020

**Invoice Date**  
09 Feb 2020

**Invoice Due Date**  
09 Mar 2020

**Shipment Date**  
29 Feb 2020

**Payment Terms**  
transfer

**Invoice Amount**  
USD 1900

**Funding Request Date**  
01 Mar 2020

**Commodity Details** Click 'Add' for commodity details

Name	Code	Quantity	Cost Per Unit	Gross Amount	Actions
Prod1	Product1	200	2	400	[Edit] [Delete]
Prod2	Product2	3	500	1500	[Edit] [Delete]
<b>Total Amount</b>				<b>USD1,900.00</b>	
Discount Percentage 10.00			<b>Discount Value (Percent %)</b>	<b>USD190.00</b>	
Tax Percentage 10.00			<b>Tax Value (Percent %)</b>	<b>USD171.00</b>	
<b>Net Invoice Amount</b>				<b>USD1,881.00</b>	

**Preview**

**Soylent Ltd.**

6 Theatre Street,  
Allentown, PA 18103, Phone:  
(610) 795-1000 Email:  
herlogit@wanc.com

**INVOICE No.#** 99PL8317  
**Invoice Date** 09-02-2020  
**PO No.#** 99078023  
**PO Date** 01-02-2020  
**Due Date** 09-03-2020

**BILL TO**  
Buyer - 18102  
Musart Corp Ltd  
4005 Teton Ct.  
Stroudsburg, PA 18360  
Phone: 424-321-0765  
Email: hnbrand@mus.com

**SHIP TO**  
Amy Taylor  
4005 Teton Ct.  
Stroudsburg, PA 18360  
h.nbrand@mus.com  
424-321-0765  
Tax: 12-4272961

ITEM#	DESCRIPTION	PRODUCT ID	UNIT COST	QUANTITY	AMOUNT
1.	Inkjet Printer	752K7F13	200.00	2	400.00
2.	PVC Cards	81250712	3.00	500	1500.00
Sub Total					1900.00
Discount @ 10.00 %					-190.00
Corporate Tax (TAX @ 10.00 %)					171.00
<b>TOTAL</b>					<b>\$ 1881.00</b>

Thank you for your business!

6. Click **Submit** to submit the invoice. The Review screen appears.  
OR  
Click **Cancel** to cancel the transaction.  
OR  
Click **Back** to go to the previous screen.
7. In the Review screen, verify the details and click **Confirm**. A confirmation message appears, with the reference number and status of the transaction.  
OR  
Click **Cancel** to cancel the transaction.  
OR  
Click **Back** to go to the previous screen.
8. Click **View Invoice** 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**

The screenshot displays the 'Create Receivable/Payable' page on the Futura Bank portal. At the top, there's a navigation bar with 'futura bank' logo, a search bar, and user information: 'Welcome, nehal joshi' and 'Last login 17 Aug 05:26 PM'. Below the navigation, the page title is 'Create Receivable/Payable' with a sub-header 'ABZ Solutions | \*\*\*462'. The main content area features an illustration of a man in a suit holding a large pencil, standing next to a checklist. Below the illustration are two tabs: 'Invoice' (selected) and 'Debit Note'. A text block states: 'You can create single or multiple invoices online by selecting Online Invoice Creation or Invoice Document Upload. To upload invoices in bulk, select Bulk File Upload.' There are three main options, each with a button: 'Online Invoice Creation' (button: 'Create New Invoice'), 'Invoice Creation with Document Upload' (button: 'Invoice Document Upload'), and 'Bulk File Upload Creation' (button: 'Bulk File Upload'). The footer contains copyright information: 'Copyright © 2006, 2020, Oracle and/or its affiliates. All rights reserved. | Security Information | Terms and Conditions'.



**Field Description**

Field Name	Description
<b>Create Receivable/Payable</b>	
<b>Party Name &amp; ID</b>	Displays the name and ID of the logged-in corporate party.
<b>Invoice/Debit Note</b>	Select the <b>Invoice</b> option.
<b>Online Invoice Creation</b>	Indicates the option to create invoice records by manual entry of invoice details.
<b>Invoice Creation with Document Upload</b>	Indicates the option to create an invoice record by uploading the actual invoice document image.
<b>Bulk File Upload Creation</b>	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**

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-Invoices-Uplo  
ad-Template.csv

**Note:** Refer this file for the sequence:

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'.

**Field Description**

Field Name	Description
The following fields are specific to the invoice as a whole. This row must be present for each invoice being added.	
<b>Indicator</b>	Specify the indicator. Enter 'I' for an invoice row.

<b>Field Name</b>	<b>Description</b>
<b>Customer Invoice Number</b>	Enter the customer's own invoice number.
<b>Invoice Date</b>	Enter the date of creation of the invoice. This should not be a future date.
<b>Invoice Due Date</b>	Enter the date when the invoice payment is due. This should be greater than the invoice date.
<b>Currency</b>	Enter the currency of the invoice amount.
<b>Gross Invoice Amount</b>	Enter the total invoice amount.
<b>Buyer Id</b>	Enter the ID associated with the buyer.
<b>Supplier Id</b>	Enter the ID associated with the supplier.
<b>Buyer Name</b>	Enter the name of the buyer.
<b>Supplier Name</b>	Enter the name of the supplier.
<b>Program Code</b>	Enter the program code associated with the invoice.
<b>Discount Amount</b>	Enter the total discount amount applicable for all commodities being purchased.
<b>Tax Amount</b>	Enter the total tax amount applicable, on all commodities being purchased.
<b>Net Invoice Amount</b>	Enter the net invoice amount. Net Invoice Amount = Gross Invoice Amount – Discount Amount + Tax Amount
<b>Acceptance Amount</b>	Enter the invoice amount that has been accepted.
<b>Purchase Order Number</b>	Enter the reference number of the purchase order corresponding to the invoice.
<b>Pre-accepted</b>	Enter <b>Y</b> if the invoice should be pre-accepted, and <b>N</b> , otherwise.
<b>Funding Request Date</b>	Enter the date when the invoice should be funded.
The following fields are specific to a commodity. You must add a row for each commodity being purchased, under the respective invoice row.	
<b>Indicator</b>	Specify the indicator. Enter <b>C</b> for a row at the commodity level.
<b>Customer Invoice Number</b>	Enter the customer's own invoice number.
<b>Commodity Code</b>	Enter the code associated with the commodity.
<b>Commodity Name</b>	Enter the name of the commodity.

Field Name	Description
<b>Quantity</b>	Enter the quantity of the commodity.
<b>Cost Per Unit</b>	Enter the cost per unit of the commodity.
<b>Gross Amount</b>	Enter the total cost of the commodity. Gross Amount = Cost Per Unit * Quantity
<b>Discount Amount</b>	Enter the discount amount applicable to the commodity.
<b>Tax Amount</b>	Enter the tax amount applicable to the commodity.
<b>Net Amount</b>	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.

---

### 5.2.1 Online Debit Note Creation

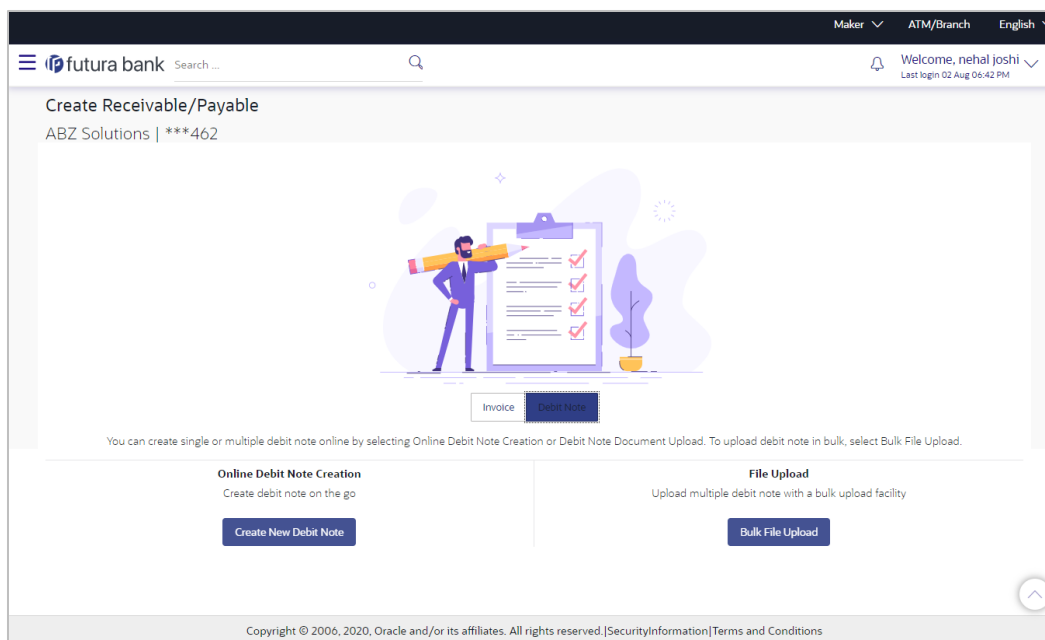
Using this option, corporate users can create single or multiple debit notes online for the buyer in the Supply Chain Finance program. Post submission of the debit note, an option is provided to save the content as a Template. The template can be reused for creating debit notes for the same program and 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
<b>Create Receivable/Payable</b>	
<b>Party Name &amp; ID</b>	Displays the name and ID of the logged-in corporate party.
<b>Invoice/Debit Note</b>	Select the <b>Debit Note</b> option.
<b>Online Debit Note Creation</b>	Indicates the option to create debit note records by manual entry of the details.
<b>File Upload</b>	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

Viewer ▼ ATM & Branch Locator ▼ English ▼

Search ... 
Welcome, nehal joshi ▼
Last login 8/17/22, 4:05 PM

### Create Receivables/Payables

ABZ Solutions | \*\*\*462

New Debit Note ▼ Template

**Multiple Online Debit Note Creation** Facing difficulty in entering data for multiple Debit Note? Use [Bulk Upload](#)

**Customer Debit Note Number**

DN99

**Debit Note Amount**

USD ▼

**Program Name** Required

Select ▼

**Due Date**

**Terms of Sale(incoterms)** Required

Select ▼

**Adjustment Reason**

Select ▼

**Shipment Details**

**Shipment Date**

**Shipment Address 1**

**Shipment Address 3**

**Shipment Country**

Select ▼

**Reason of Export**

**Associated Party**

Select ▼ Required

**Pre-acceptance**

No

**Debit Note Date**

**Payment Terms**

**Linked Invoice Number** Required

Select ▼

**Funding Request Date**

**Shipment Number**

**Shipment Address 2**

**Shipment City**

**Pin Code**

**Commodity Details** Click 'Add' for Commodity Details Add

Linked Invoice Number	Name	Code	Quantity	Cost/Unit	Gross Amount	Discount	Tax	Net Amount	Action
No data to display.									
<b>Gross Debit Note Amount</b>									
	Discount			0		0.00			<span style="font-size: 0.8em;">↻</span>
	Tax			0		USD 0.00			<span style="font-size: 0.8em;">↻</span>
	Miscellaneous Charges					USD 0.00			<span style="font-size: 0.8em;">↻</span> <span style="font-size: 0.8em;">⊕</span>
<b>Net Debit Note Amount</b>								USD 0.00	

Save Save and Copy

**Add Debit Note**

Submit Cancel Back



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**Field Description**

<b>Field Name</b>	<b>Description</b>
<b>Create Receivables/Payables</b>	
<b>Party Name &amp; ID</b>	Displays the name and ID of the logged-in corporate party.
<b>New Debit Note</b>	
<b>Multiple Online Debit Note Creation</b>	
<b>Facing difficulty in entering data for multiple Debit Note? Use Bulk Upload</b>	Click the <b>Bulk Upload</b> link to navigate to the <b>File Upload</b> screen for creating debit notes in bulk.
<b>Customer Debit Note Number</b>	Enter the customer's own reference number for the debit note.
<b>Associated Party</b>	Select the associated party to link the debit note to. A list of all on-boarded associated parties is available for selection. On selecting an associated party, the role of the party as <b>Buyer</b> or <b>Supplier</b> , appears below this field.
<b>Debit Note Amount</b>	Select the debit note currency and enter the gross debit note amount (not including tax or discount).
<b>Pre-acceptance</b>	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.
<b>Program Name</b>	Select the program to which the debit note should be linked. Programs linked to the selected associated party are listed.
<b>Auto Accept</b>	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 <b>Create Program</b> section in <b>User Manual Oracle Banking Digital Experience Corporate Supply Chain Finance</b> .
<b>Auto Finance</b>	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 <b>Create Program</b> section in <b>User Manual Oracle Banking Digital Experience Corporate Supply Chain Finance</b> .
<b>Debit Note Date</b>	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.

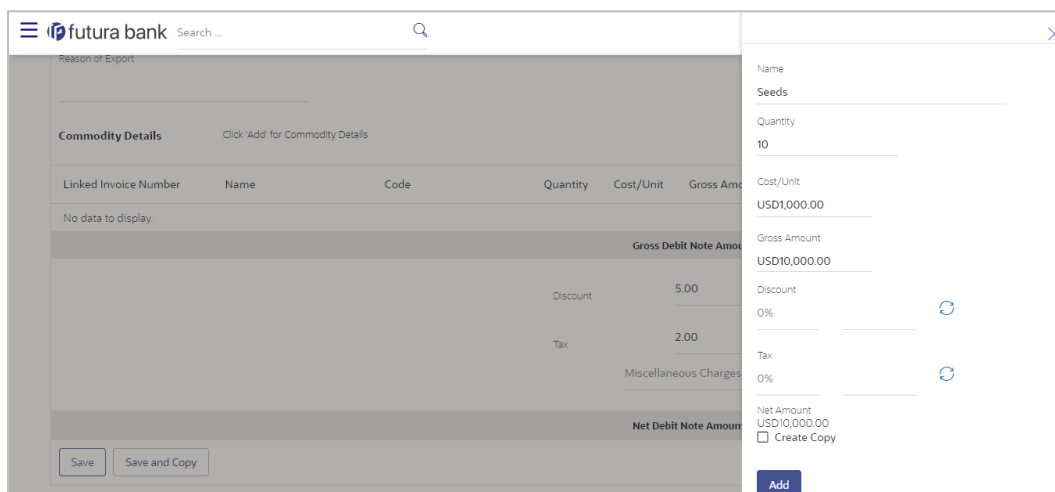
Field Name	Description
<b>Due Date</b>	Click the calendar icon and select the date on which the debit note payment is due. The <b>Due Date</b> should be greater than or equal to the <b>Debit Note Date</b> .
<b>Payment Terms</b>	Enter the terms agreed for the payment of the debit note.
<b>Terms of Sale</b>	Enter the applicable 3-digit Incoterms code. The available values are: <ul style="list-style-type: none"> <li>• EXW   Ex Works</li> <li>• FAS   Free Alongside Ship</li> <li>• FCA   Free Carrier</li> <li>• FOB   Free On Board</li> <li>• CPT   Carriage Paid To</li> <li>• CFR   Cost and Freight</li> <li>• CIP   Carriage and Insurance Paid To</li> <li>• CIF   Cost Insurance and Freight</li> <li>• DAP   Delivered at Place</li> <li>• DPU   Delivered at Place Unloaded</li> <li>• DDP   Delivered Duty Paid</li> </ul>
<b>Linked Invoice Number</b>	Select the invoice that should be linked to the debit note. Once you link invoice(s), the <b>Populate Commodity Details from Invoice</b> toggle is enabled, and the commodities from the invoice(s) appear in the <b>Commodity Details</b> grid of the debit note.
<b>Adjustment Reason</b>	Select the reason for adjusting the invoice amount.
<b>Funding Request Date</b>	Enter the date when the debit note should be funded.
<b>Shipment Details</b>	
<b>Shipment Date</b>	Click the calendar icon and select the date when the shipment is taking place.
<b>Shipment Number</b>	Enter the shipment number.
<b>Shipment Address 1 - 3</b>	Enter the shipment address in the fields provided.
<b>Shipment City</b>	Enter the city to ship the goods to.
<b>Shipment Country</b>	Select the country to ship the goods to.
<b>Pin Code</b>	Enter the pin code to ship the goods to.
<b>Reason of Export</b>	Enter the relevant reason of export.

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

- 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
<b>Name</b>	Enter the name of the commodity for which the debit note is being raised.
<b>Code</b>	Enter the code of the commodity.
<b>Quantity</b>	Enter the quantity of the commodity for which the debit note is being raised.
<b>Cost/Unit</b>	Specify the cost per unit of the commodity.



Field Name	Description
<b>Gross Amount</b>	<p>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.</p> <p>Gross Amount = Cost/Unit * Quantity</p>
<b>Discount</b>	<p>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.</p> <p>Click  to reset the values.</p>
<b>Tax</b>	<p>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.</p> <p>Click  to reset the values.</p>
<b>Create Copy</b>	<p>Select this check box to create a copy of the commodity details entered.</p>




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

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

### New Debit Note - Commodity Details Section Updated

Populate Commodity Details from Invoice  Yes



**Commodity Details** Click 'Add' for Commodity Details






Linked Invoice Number	Name	Code	Quantity	Cost/Unit	Gross Amount	Discount	Tax	Net Amount	Action
OBDXINV05FebRD	COMM1	SAFFLOWER_SEEDS	10	USD100.00	USD1,000.00	-	-	USD1,000.00	 
<b>Gross Debit Note Amount</b>								<b>USD1,000.00</b>	
					Discount	0		USD0.00	
					Tax	0		USD0.00	
							Miscellaneous Charges	USD0.00	
<b>Net Debit Note Amount</b>								<b>USD1,000.00</b>	


Add Debit Note   [Back](#)

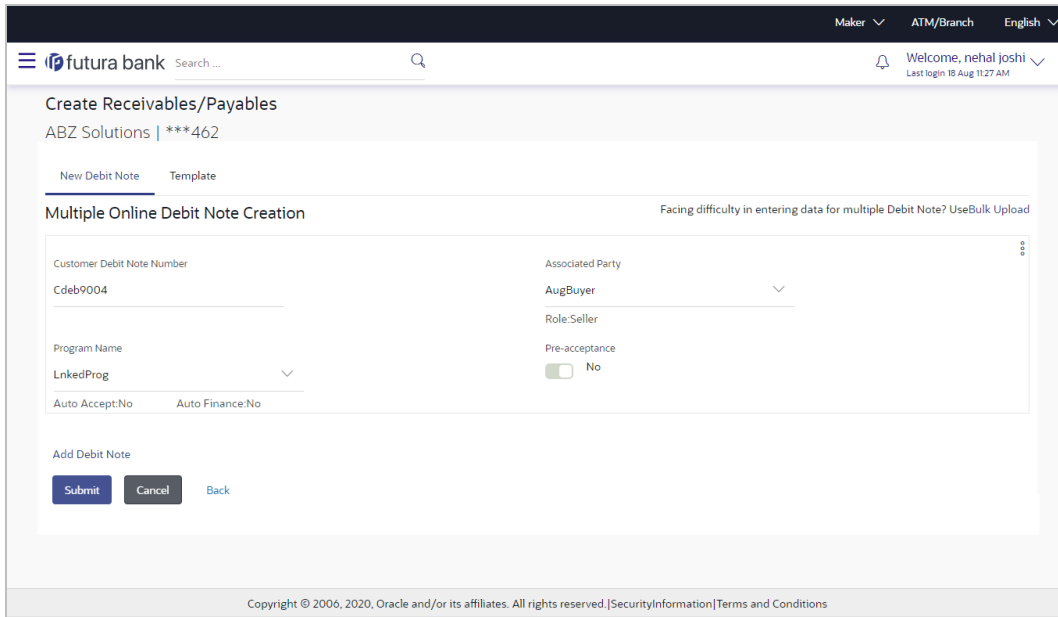
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
**Field Description**

<b>Field Name</b>	<b>Description</b>
<b>Commodity Details</b>	
This section displays the commodity detail records, once you add them. Multiple commodities can be added.	
<b>Linked Invoice Number</b>	Displays the invoice number that the commodity belongs to.
<b>Name</b>	Displays the name of the commodity.
<b>Code</b>	Displays the code of the commodity.
<b>Quantity</b>	Displays the quantity of the commodity.
<b>Cost/Unit</b>	Displays the cost per unit of the commodity.
<b>Gross Amount</b>	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
<b>Discount</b>	Displays the discount amount and percentage being offered on the commodity.
<b>Tax</b>	Displays the tax amount and percentage being charged on the commodity.
<b>Net Amount</b>	Displays the net amount of the commodity. It is automatically calculated as follows: Net Amount = Gross Amount – Discount + Tax
<b>Actions</b>	Indicates the actions that can be performed on the commodity record. <ul style="list-style-type: none"> <li>• Click  to edit the record.</li> <li>• Click  to remove the record.</li> </ul>
The following fields are present below the Commodity Details section, and are applicable at the invoice-level.	
<b>Gross Debit Note Amount</b>	Displays the total gross amount of all the added commodities.

Field Name	Description
<b>Discount</b>	<p>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.</p> <p>Total Discount % = (Total discount amount / Total debit note amount) *100</p> <hr/> <p><b>Note:</b> 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.</p> <hr/>
<b>Tax</b>	<p>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.</p> <p>Total Tax % = (Total tax amount / Total debit note amount) *100</p> <hr/> <p><b>Note:</b> 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.</p> <hr/>
<b>Miscellaneous Charges</b>	<p>Add the name and amount of any other miscellaneous charge applicable.</p> <p>Use  to add another charge. A maximum of 2 miscellaneous charges can be added.</p> <p>Click  to reset the values.</p>
<b>Net Debit Note Amount</b>	<p>Displays the overall debit note amount to be paid by the buyer.</p> <hr/> <p><b>Note:</b> The <b>Net Debit Note Amount</b> gets automatically calculated as follows:  Net Debit Note Amount = Gross Debit Note Amount - Discount Value + Tax Amount</p> <hr/>
	<p>Indicates an option to reset the fields. This icon is present on the top right corner of the screen.</p>

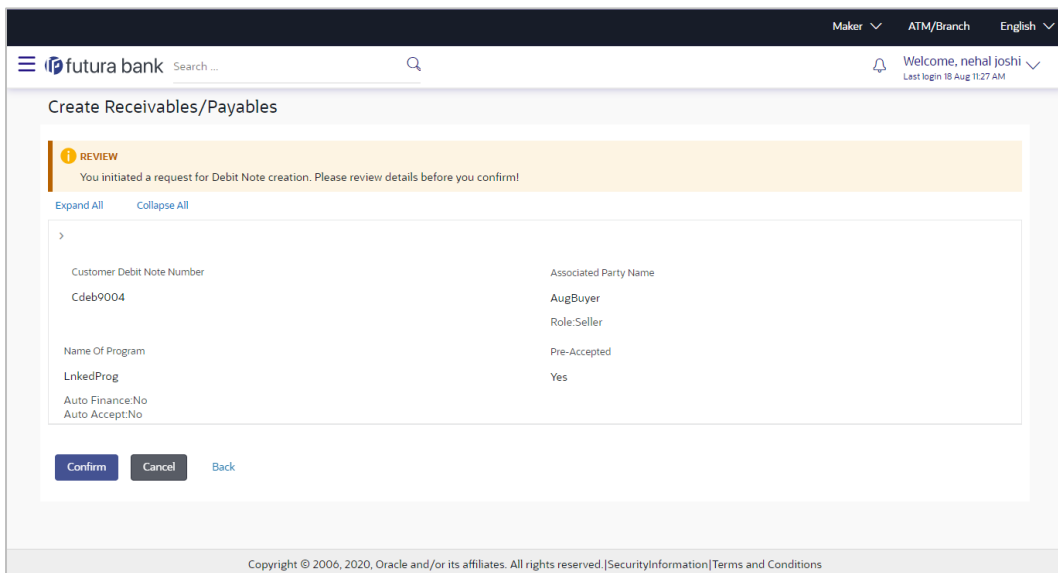
5. Modify the amount in the **Debit Note Amount** field above the Commodity Details section, to match the **Gross Debit Note Amount**, of all commodities.
6. Click **Save** to save the debit note.  
OR  
Click **Save and Copy** to save the debit note and to create an editable copy.  
OR  
To clear the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

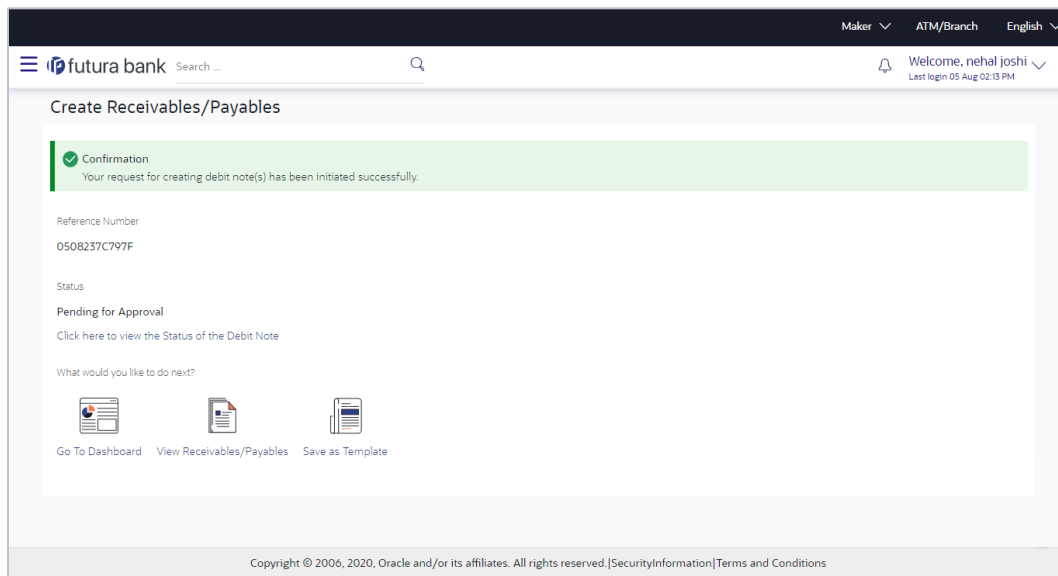
7. To create another new debit note in the transaction, click the **Add Debit Note** link.
  - Add required details as mentioned in the steps above.
8. Click **Submit** to submit the transaction, once all required debit notes have been added. The Review screen appears.  
 OR  
 Click **Cancel** to cancel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

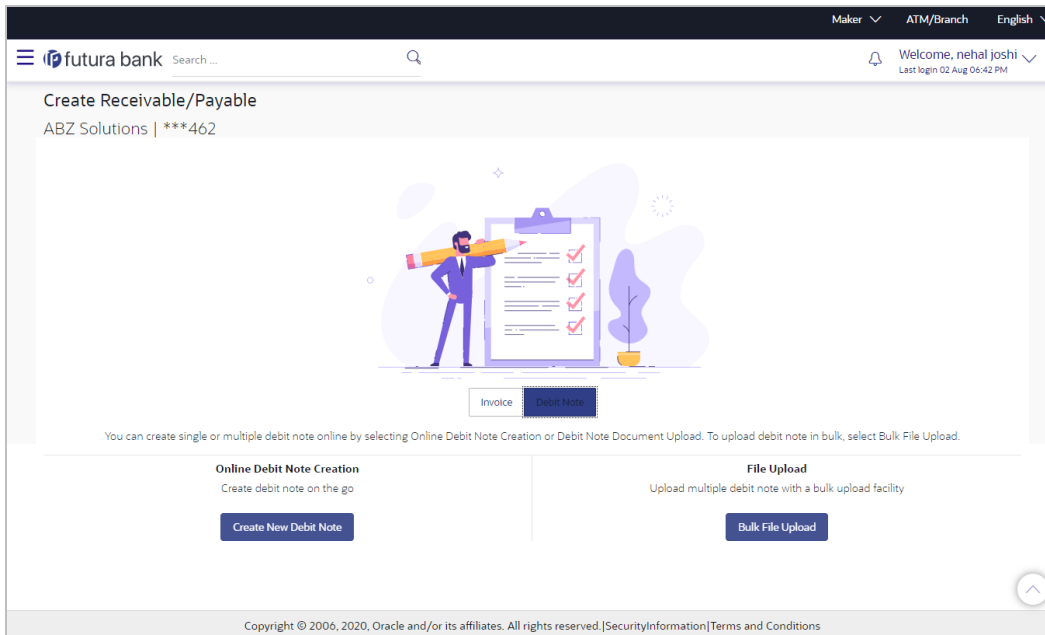
#### 5.2.1.2 Create Debit Notes using Templates

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:

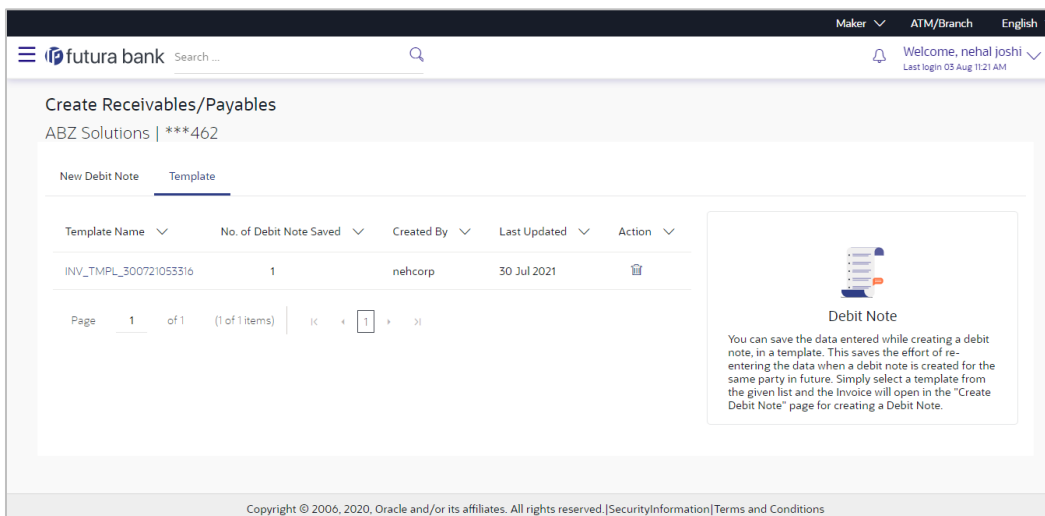
*Dashboard > Toggle menu > Receivables/Payables > Receivables/Payables Management > Create Receivables/Payables*

## 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**

<b>Field Name</b>	<b>Description</b>
<b>Search</b>	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.
<b>Template Name</b>	Displays the name of the debit note template, as a hyperlink. Click this hyperlink to open the <b>New Debit Note</b> screen, with the template details populated in the respective fields.
<b>No. of Debit Note Saved</b>	Displays the number of debit notes saved under the template.
<b>Created By</b>	Displays the name of the corporate user who created the template.
<b>Last Updated</b>	Displays the last updated date of the debit note template.
<b>Action</b>	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*

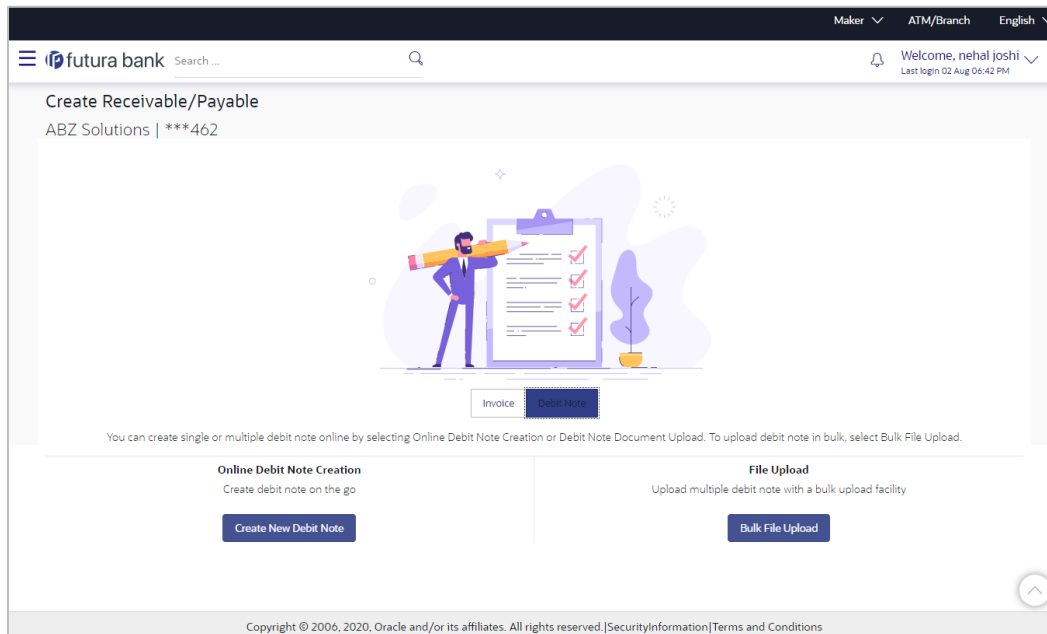
OR

*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
<b>Create Receivable/Payable</b>	
<b>Party Name &amp; ID</b>	Displays the name and ID of the logged-in corporate party.
<b>Invoice/Debit Note</b>	Select the <b>Debit Note</b> option.
<b>Online Debit Note Creation</b>	Indicates the option to create debit note records by manual entry of the details.
<b>File Upload</b>	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:

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'.

#### Field Description

Field Name	Description
	The following fields are specific to a debit note. You must add a row for each debit note record.
<b>Indicator</b>	Enter <b>DN</b> in this field. This is a mandatory field.
<b>Dr. Note Reference Number</b>	Enter the customer's reference number for the debit note. This is a mandatory field.
<b>Link Invoice Number</b>	Enter the invoice reference numbers to be associated with the debit note. You can provide multiple invoice numbers using the pipe separator.  <b>Note:</b> 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.
<b>Dr Note Date</b>	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.
<b>Dr Note Due Date</b>	Enter the due date of the debit note.

Field Name	Description
<b>Buyer Code**</b>	Enter the code associated with the buyer.
<b>Supplier Code**</b>	Enter the code associated with the supplier.
<b>Currency*</b>	Enter the debit note currency. A 3-digit currency code as per ISO standards is acceptable. This is a mandatory field.
<b>Base Dr Note Amount*</b>	Enter the gross debit note amount.
<b>Discount Amount</b>	Enter the discount amount applicable on the base debit note amount.
<b>Tax Amount</b>	Enter the applicable tax amount.
<b>Net Dr Note Amount*</b>	Enter the net debit note amount, post application of discount and tax. This is a mandatory field. Net Dr Note Amount = Base Dr Note Amount – Discount Amount + Tax Amount
<b>Buyer Division Code</b>	Enter the division code of the buyer.
<b>Supplier Division Code</b>	Enter the division code of the supplier.
<b>Disputed</b>	Enter <b>Y</b> if the debit note is disputed by the buyer, and <b>N</b> , otherwise.
<b>Buyer ID*</b>	Enter the party ID of the buyer.
<b>Supplier ID*</b>	Enter the party ID of the supplier.
<b>Buyer Name</b>	Enter the name of the buyer.
<b>Supplier Name</b>	Enter the name of the supplier.
<b>PreAccepted</b>	Enter <b>Y</b> if the debit note should be deemed as accepted on upload of file, and <b>N</b> , otherwise.
<b>Acceptance Amount</b>	Enter the debit note amount that is accepted by the buyer. This amount should be less than or equal to the <b>Net Dr Note Amount</b> .
<b>Program ID</b>	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.
<b>Virtual A/c Flag*</b>	Enter <b>Y</b> if the repayment is to be made to a virtual account number, and <b>N</b> if the repayment is to be made to a physical account number.
<b>Repayment Account Number**</b>	Enter the account number to which the repayment is to be made. This field is mandatory if the <b>Virtual A/c Flag</b> is set to <b>Y</b> .
<b>Bank**</b>	Enter the name of the bank linked to the repayment account.
<b>Branch**</b>	Enter the name of the branch linked to the repayment account.

<b>Field Name</b>	<b>Description</b>
<b>BIC/Routing Code**</b>	Enter the BIC/Routing code of the repayment account.
<b>Funding Request Date</b>	Enter the date when the debit note should be funded.
<b>Funding Request Amount</b>	Enter the amount for which funding is requested. This should be less than or equal to the <b>Acceptance Amount</b> .
<b>Adjustment Reason</b>	Enter the reason for adjustment. The available values are: <ul style="list-style-type: none"> <li>• Pricing Error</li> <li>• Allowance/Charge Error</li> <li>• Extension Error</li> <li>• Quantity Contested</li> <li>• Pallet/Container Charge Error</li> <li>• Freight Deducted</li> <li>• Tax Deducted</li> <li>• Items not received</li> </ul>
<b>Remarks</b>	Enter any remarks, if applicable.
<b>Shipment Number</b>	Enter the unique reference number of the shipment.
<b>Shipment Date</b>	Enter the date of the shipment.
<b>Shipment Address</b>	Enter the destination address of the shipment.
<b>Shipment Country</b>	Enter the destination country of the shipment.
<b>Reason for Export</b>	Enter the reason for export.
<b>Terms of Sale(Incoterms)</b>	Enter the applicable 3-digit Incoterms code. The available values are: <ul style="list-style-type: none"> <li>• EXW   Ex Works</li> <li>• FAS   Free Alongside Ship</li> <li>• FCA   Free Carrier</li> <li>• FOB   Free On Board</li> <li>• CPT   Carriage Paid To</li> <li>• CFR   Cost and Freight</li> <li>• CIP   Carriage and Insurance Paid To</li> <li>• CIF   Cost Insurance and Freight</li> <li>• DAP   Delivered at Place</li> <li>• DPU   Delivered at Place Unloaded</li> <li>• DDP   Delivered Duty Paid</li> </ul>
<b>Payment Terms</b>	Enter the agreed payment terms.

Field Name	Description
<b>Country of Origin</b>	Enter the name of the country from where the shipment originated.
The following fields are specific to a commodity. You must add a row for each commodity in the debit note.	
<b>Indicator**</b>	Enter <b>C</b> for a commodity row.
<b>Debit Note reference number</b>	Enter the reference number of the debit note. This is a mandatory field.
<b>Invoice Number**</b>	Enter the invoice reference number of the commodity. This number should also be listed in the <b>Linked Invoice Number</b> field of the Debit Note.  <b>Note:</b> 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.
<b>Commodity Code**</b>	Enter the unique code of the commodity. This code should be the same as that present in the linked invoice in the debit note.
<b>Commodity Name</b>	Enter the name of the commodity. This name should be the same as that present in the linked invoice in the debit note.
<b>Quantity**</b>	Enter the quantity of the commodity.
<b>Unit Cost</b>	Enter the cost per unit of the commodity.
<b>Gross Total of Commodity</b>	Enter the total cost of the commodity. Gross Amount = Unit Cost * Quantity
<b>Discount Amount</b>	Enter the discount amount applicable to the commodity.
<b>Tax Amount</b>	Enter the tax amount applicable to the commodity.
<b>Net Amount**</b>	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 can be set to yes or no based on the user's requirement.

**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.

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## 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 as of current date 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 as of current date 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*

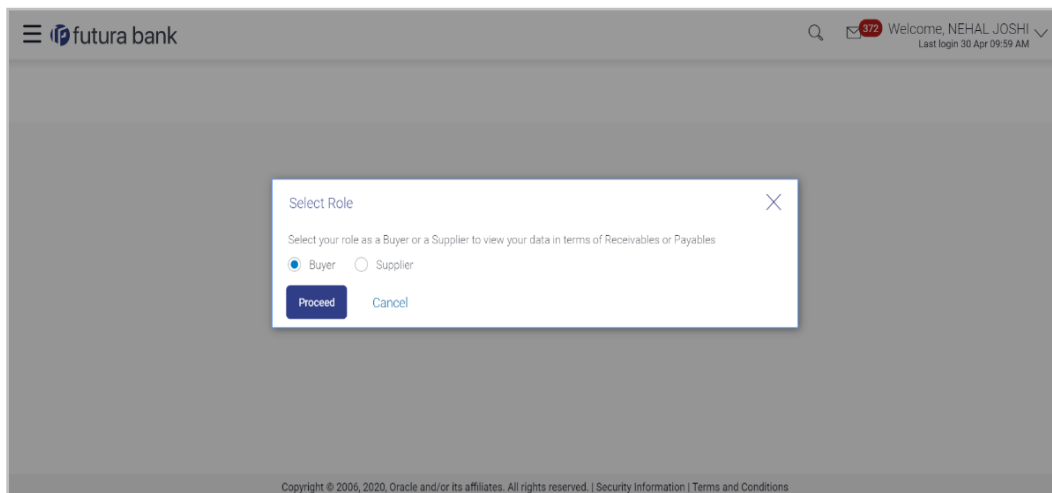
*OR*

*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	<p>Select the role of the corporate party to view data in terms of Receivables or Payables.</p> <p>The options are:</p> <ul style="list-style-type: none"> <li>Buyer</li> <li>Supplier</li> </ul>

- 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  
ABZ Solutions | \*\*\*462

Switch View

Select your role as a Buyer or a Supplier to view your data in terms of Receivables or Payables

Buyer Supplier

List of Payables

Customer Reference Number	Associated Party	Due Date	Amount	Status	Payable Amount	Finance Status	Payment Status
InvFinTrunkNov23	AugSupp	30 Nov 2030	GBP5,000.00	Accepted	GBP5,000.00	-	Unpaid
InvNov021	AugSupp	30 Nov 2030	GBP12,000.00	Accepted	GBP11,961.00	-	Partially Paid
DNNov2621	AugSupp	30 Nov 2030	USD10,000.00	Accepted	USD10,000.00	-	Unpaid
Inv24122020	AugBuyer	06 Dec 2030	GBP6,500.00	Assigned	GBP6,500.00	-	Unpaid
ReconInvDec221	Linked Cust	26 Dec 2030	GBP1,000.00	Raised	GBP990.00	-	Partially Paid
InvDec221	Linked Cust	26 Dec 2030	GBP1,000.00	Raised	GBP1,000.00	-	Unpaid

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## View Receivables/Payables screen (for Supplier Role)

View Receivables/Payables  
AugSupp | \*\*\*715

Switch View

Select your role as a Buyer or a Supplier to view your data in terms of Receivables or Payables

Buyer Supplier

List of Receivables Search... Download

Customer Reference Number	Associated Party	Due Date	Amount	Status	Receivable Amount	Finance Status	Payment Status
I InvDec2101	AugBuyer	30 Oct 2030	GBP14,000.00	Accepted	GBP14,000.00	Partially Financed	Unpaid
I InvDec2102	AugBuyer	30 Oct 2030	GBP14,000.00	Accepted	GBP14,000.00	Partially Financed	Unpaid
I InvDec2103	AugBuyer	30 Oct 2030	GBP14,000.00	Accepted	GBP14,000.00	Partially Financed	Unpaid
D InvOct2803	AugBuyer	30 Oct 2030	GBP14,000.00	Accepted	GBP14,000.00	Partially Financed	Unpaid
I InvOct12211	AugBuyer	31 Oct 2030	USD3,000.00	Accepted	USD3,000.00	Partially Financed	Unpaid
I InvNov101221	AugBuyer	30 Nov 2030	USD4,000.00	Accepted	USD4,000.00	Partially Financed	Unpaid
D DNNov855	AugBuyer	30 Nov 2030	USD12,000.00	Accepted	USD12,000.00	Partially Financed	Unpaid
D DNNov844	AugBuyer	30 Nov 2030	USD12,000.00	Accepted	USD12,000.00	Partially Financed	Unpaid
D DNNov866	AugBuyer	30 Nov 2030	GBP18,000.00	Accepted	GBP18,000.00	Partially Financed	Unpaid
I InvDec20212	AugBuyer	27 Dec 2030	USD3,000.00	Accepted	USD3,000.00	Partially Financed	Unpaid

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## View Receivables/Payables (on mobile device)

The **View Receivables/Payables** screen can also be viewed on a mobile device. The features and functionality available on the desktop computers, such as hyperlinks, search filters, and the download option, are also available on the mobile device.

For Buyer Role	For Supplier Role
<p>&lt; View Receivables/Payables</p> <p>Switch View</p> <p>Select your role as a Buyer or a Supplier to view your data in terms of Receivables or Payables</p> <p>Buyer Supplier</p> <p>List of Payables</p> <p>Search... 🔍 ⌵</p> <p><b>OBDXINVR631May</b> Accepted</p> <p>Associated Party: BritishPaint31May Due Date: 08 Apr 2018</p> <p>Amount: USD3,300.00</p> <p>Payable Amount: USD3,300.00</p> <p>Payment Status: Unpaid Finance Status: -</p>	<p>&lt; View Receivables/Payables</p> <p>Switch View</p> <p>Select your role as a Buyer or a Supplier to view your data in terms of Receivables or Payables</p> <p>Buyer Supplier</p> <p>List of Receivables</p> <p>Search... 🔍 ⌵</p> <p><b>CMSINV01Jun</b> Overdue</p> <p>Associated Party: CMC01Jun Due Date: 08 Apr 2018</p> <p>Amount: USD1,000.00</p> <p>Payable Amount: USD1,000.00</p> <p>Payment Status: Unpaid Finance Status: -</p>

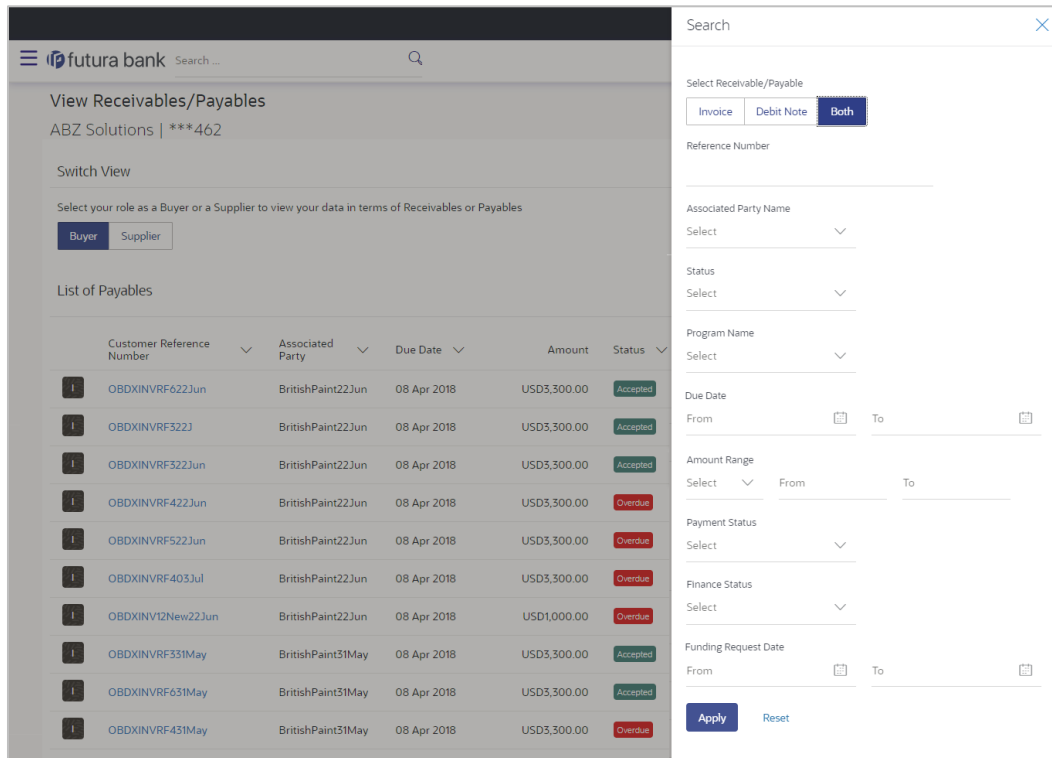
## Field Description

Field Name	Description
<b>View Receivables/Payables</b>	This screen displays a list of invoices and debit notes based on the role of the logged-in party.
<b>Party Name &amp; ID</b>	Displays the name and ID of the logged-in corporate party.
<b>Switch View</b>	Indicates the option to view the receivables/payables based on the corporate party's role. The options are: <ul style="list-style-type: none"> <li>• Buyer</li> <li>• Supplier</li> </ul>

Field Name	Description
<b>Search</b>	Enter a partial or complete search string, such as reference number, or associated party name, or amount, to search for specific instruments.
<b>Download</b>	Indicates an option to download the list of receivables/payables as a CSV file.
	Click this icon to filter the instruments, based on certain criteria. For more information, refer the <a href="#">Search overlay window</a> section below.
<b>List of Receivables / List of Payables</b>	
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.	
<b>Indicator</b>	Displays 'I' for an invoice and 'D' for a debit note.
<b>Customer Reference Number</b> 	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 <a href="#">View Invoice Details</a> and the <a href="#">View Debit Note Details</a> sections for more information.  Click the calendar icon to view the <b>Funding Request Date</b> . This icon is present only if the Funding Request Date has been captured during receivable/payable creation.
<b>Associated Party</b>	Displays the name of the counter party linked with the receivable/payable.
<b>Due Date</b>	Displays when the receivable/payable is due.
<b>Amount</b>	Displays the total receivable/payable amount.
<b>Status</b>	Displays the status of the receivable/payable.
<b>Receivable/Payable Amount</b>	Displays the amount that is yet to be received/paid.  The <b>Offer Details</b> (  ) 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 <a href="#">Early Payment Discounts (from View Discount Offer Details)</a> section below.
<b>Finance Status</b>	Displays the status of any finance availed against the instrument. This value can be one of the following: <ul style="list-style-type: none"> <li>• Financed</li> <li>• Partially Financed</li> </ul> If the instrument has not been financed, or if the finance is in progress, then this field remains blank.
<b>Payment Status</b>	Displays the status of payment of the receivable/payable.

## Search (overlay window)

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




The screenshot shows the 'View Receivables/Payables' interface for 'ABZ Solutions | \*\*\*462'. The search overlay window is active, displaying various filters. The 'Select Receivable/Payable' filter is set to 'Both'. The 'Reference Number' field is empty. The 'Associated Party Name' is set to 'Select'. The 'Status' is set to 'Select'. The 'Program Name' is set to 'Select'. The 'Due Date' field has 'From' and 'To' date pickers. The 'Amount Range' field has 'Select', 'From', and 'To' options. The 'Payment Status' is set to 'Select'. The 'Finance Status' is set to 'Select'. The 'Funding Request Date' field has 'From' and 'To' date pickers. The 'Apply' and 'Reset' buttons are at the bottom of the overlay.

Customer Reference Number	Associated Party	Due Date	Amount	Status
OBDXINRF622Jun	BritishPaint22Jun	08 Apr 2018	USD3,300.00	Accepted
OBDXINRF322J	BritishPaint22Jun	08 Apr 2018	USD3,300.00	Accepted
OBDXINRF322Jun	BritishPaint22Jun	08 Apr 2018	USD3,300.00	Accepted
OBDXINRF422Jun	BritishPaint22Jun	08 Apr 2018	USD3,300.00	Overdue
OBDXINRF522Jun	BritishPaint22Jun	08 Apr 2018	USD3,300.00	Overdue
OBDXINRF403Jul	BritishPaint22Jun	08 Apr 2018	USD3,300.00	Overdue
OBDXINRV12New22Jun	BritishPaint22Jun	08 Apr 2018	USD1,000.00	Overdue
OBDXINRF331May	BritishPaint31May	08 Apr 2018	USD3,300.00	Accepted
OBDXINRF631May	BritishPaint31May	08 Apr 2018	USD3,300.00	Accepted
OBDXINRF431May	BritishPaint31May	08 Apr 2018	USD3,300.00	Overdue

## Field Description

Field Name	Description
<b>Search</b>	
<b>Select Receivable/Payable</b>	<p>Select the required receivable/payable for viewing. The options are:</p> <ul style="list-style-type: none"> <li>• Invoice</li> <li>• Debit Note</li> <li>• Both</li> </ul> <p>The <b>Both</b> option is selected by default.</p>
<b>Reference Number</b>	<p>Indicates an option to search for the receivables/payables using the customer's own reference number.</p>
<b>Associated Party Name</b>	<p>Indicates an option to search for the receivables/payables based on the counter party associated.</p>

Field Name	Description
<b>Status</b>	<p>Indicates an option to search for the receivables/payables based on their status.</p> <p>The options are:</p> <ul style="list-style-type: none"> <li>• Overdue</li> <li>• Disputed</li> <li>• Cancelled</li> <li>• Raised</li> <li>• Accepted</li> <li>• Rejected</li> <li>• Approved</li> <li>• Assigned</li> </ul>
<b>Program Name</b>	Indicates an option to retrieve the receivables/payables associated with a particular program.
<b>Due Date From/To</b>	Indicates the option to retrieve the receivables/payables that are due in a specific time range.
<b>Amount Range Currency From/To</b>	Indicates the option to search for the receivables/payables of a particular currency, within a specific amount range.
<b>Payment Status</b>	<p>Indicates an option to retrieve the receivables/payables with payments in a particular status.</p> <p>The options are:</p> <ul style="list-style-type: none"> <li>• Paid</li> <li>• Unpaid</li> <li>• Partially Paid</li> </ul>
<b>Finance Status</b>	Indicates an option to search for receivables/payables based on their finance status, whether financed, or partially financed.
<b>Funding Request Date From/To</b>	Indicates the option to retrieve the receivables/payables with funding request dates in a specific time range.

- To filter the list of receivables/payables, either use the **Search** field or the Filter (  ) option.
- 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. You can view the following details:

- Itemized amount 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.

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

The screenshot displays the 'View Invoice Details' interface for Futura Bank. At the top, there is a navigation bar with the bank logo, a search bar, and user information: 'Welcome, nehal joshi' with a last login time of '11 May 12:30 AM'. The main heading is 'View Invoice Details' for 'AugSupp | \*\*\*715'. Below this, a summary table provides key invoice data:

Host Reference Number	Payment Status	Invoice Date	Finance Status
INV85886 <span>Accepted</span>	Unpaid	02 Jan 2020	-

Below the summary table, there are three tabs: 'Amount Details', 'Finances', and 'Offer Details'. The 'Amount Details' tab is active, showing a table of invoice components:

Particulars	Amount
Invoice Amount	GBP1,000.00
Discount Amount Percent	GBP0.00 -
Tax Amount Percent	GBP0.00 -
<b>Final Invoice Amount</b>	<b>GBP1,000.00</b>
Acceptance Amount	GBP1,000.00
Outstanding Amount	GBP1,000.00

At the bottom of the 'Amount Details' section, there are 'Cancel' and 'Back' buttons. The footer of the screen contains the copyright notice: 'Copyright © 2006, 2020, Oracle and/or its affiliates. All rights reserved. [SecurityInformation] Terms and Conditions'.

## On Clicking 'More Information'

Maker ATM & Branch Locator English

futura bank Search ...

Welcome, Nehal Joshi  
Last login 31 Jan 08:25 PM

### View Invoice Details

ABZ Solutions | \*\*\*462

[Raise Dispute](#) | [Assign](#) | [Preview and Download](#)

Host Reference Number	Payment Status	Invoice Date	Finance Status
INV83460	Unpaid	14 Jan 2020	Financed
Customer Invoice No	Payment Terms		
NutanInvFinSep0902	-		
Invoice Due Date	Purchase Order No		
16 Mar 2020	PONXXYU11		
Purchase Order Date	Shipment Date		
-	-		
Product Code	Program Name		
SUPF	SUPFProgram01		
Pre Accepted	Acceptance Date		
Yes	16 Jan 2020		
Disputed	Assignment		
-	-		
Funding Request Date	Comments		
	NA		

Documents  
18-09-2021631980676.pdf  
scan0007 (1).pdf

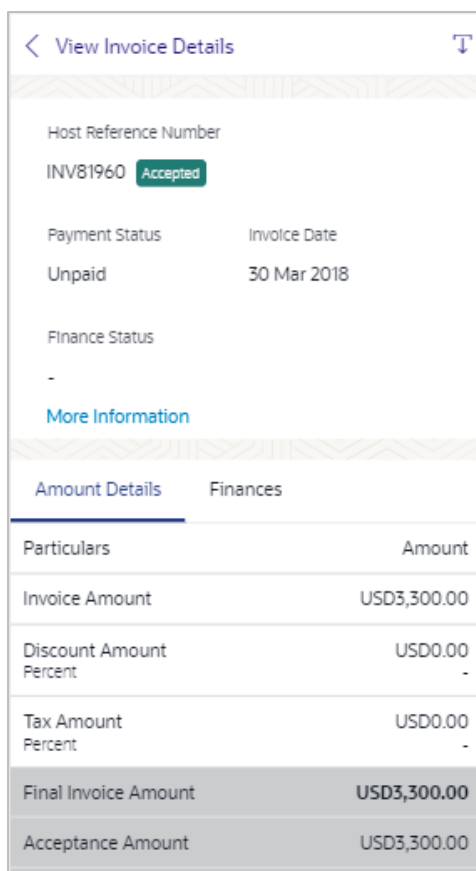
#### Supplier Details

Supplier Name	Supplier Id
NehNovCust3	***977
Supplier Address	
1001,303 St. Johns Wood Road,London,GB,NW53QN	

[Less Information](#)

## View Invoice Details (on mobile device)

The **View Invoice Details** screen can also be viewed on a mobile device. 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.



Particulars	Amount
Invoice Amount	USD3,300.00
Discount Amount Percent	USD0.00 -
Tax Amount Percent	USD0.00 -
Final Invoice Amount	USD3,300.00
Acceptance Amount	USD3,300.00

## Field Description

Field Name	Description
<b>View Invoice Details</b>	
<b>Party Name &amp; ID</b>	Displays the name and ID of the logged-in corporate party.
<b>Host Reference Number Status</b>	Displays the reference number of the invoice as fetched from the host. The status of the invoice is also displayed.
<b>Payment Status</b>	Displays the status of the payment of the invoice.
<b>Invoice Date</b>	Displays the date of creation of the invoice.
<b>Finance Status</b>	Displays whether the invoice has been financed, not financed, or partially financed.

<b>Field Name</b>	<b>Description</b>
<b>Customer Invoice No</b>	Displays the reference number assigned to the invoice by the corporate party.
<b>Payment Terms</b>	Displays any payment terms captured during the creation of the invoice.
<b>Invoice Due Date</b>	Displays the date when the invoice must be fully paid off.
<b>Purchase Order No</b>	Displays the associated purchase order number.
<b>Purchase Order Date</b>	Displays the date of creation of the purchase order.
<b>Shipment Date</b>	Displays when the purchased goods are to be shipped to the destination.
<b>Product Code</b>	Displays the product associated with the program.
<b>Program Name</b>	Displays the program associated with the invoice.
<b>Pre Accepted</b>	Displays 'Yes' if the invoice is pre-accepted, else, displays 'No'.
<b>Acceptance Date</b>	Displays the date of acceptance.
<b>Disputed</b>	Displays whether any dispute has been raised against the invoice.
<b>Assignment</b>	Displays whether the invoice has been assigned for further processing.
<b>Funding Request Date</b>	Displays the date when funding has been requested.
<b>Funding Request Amount</b>	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.
<b>Comments</b>	Displays any associated comments.
<b>Supplier Details/Buyer Details</b>	
<b>Supplier Name / Buyer Name</b>	Displays the name of the associated party.
<b>Supplier Id / Buyer Id</b>	Displays the ID of the associated party.
<b>Supplier Address / Buyer Address</b>	Displays the address of the associated party.



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

- Amount Details
- Reconciliation Details
- Commodity Details
- Finances
- Offer Details

---

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

---

### View Invoice Details – Amount Details tab

The screenshot displays the 'View Invoice Details' screen for 'ABZ Solutions | \*\*\*462'. The 'Amount Details' tab is active, showing a table with the following data:

Particulars	Amount
Invoice Amount	USD3,300.00
Discount Amount Percent	USD0.00 -
Tax Amount Percent	USD0.00 -
<b>Final Invoice Amount</b>	<b>USD3,300.00</b>
Acceptance Amount	USD3,300.00
Outstanding Amount	USD3,300.00

Additional details shown include Host Reference Number (INV82412), Payment Status (Unpaid), Invoice Date (30 Mar 2018), and Finance Status (-). The screen also features a 'Cancel' button and a 'Back' link.

### 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.

Field Name	Description
<b>Final Invoice Amount</b>	Displays the net calculated value on the basis of discount and tax values that are entered.  <b>Note:</b> The <b>Final Invoice Amount</b> gets auto calculated as follows: Final Invoice Amount = Invoice Amount - Discount Amount + Tax Amount.
<b>Acceptance Amount</b>	Displays the invoice amount that has been accepted.
<b>Outstanding Amount</b>	Displays the invoice amount that is outstanding.

### View Invoice Details – Reconciliation Details tab

View Invoice Details  
ABZ Solutions | \*\*\*462

Host Reference Number	Payment Status	Invoice Date	Finance Status
INV77625 <span>Accepted</span>	Unpaid	01 Jan 2019	-

More Information

Amount Details    Commodity Details    **Reconciliation Details**

Reference Number	Date Due Date	Amount	Reconciliation Date	Associated Party Beneficiary Name	Reconciliation Amount in Payment/Credit Note Currency	Reconciliation Amount in Invoice Currency
P PAY3103	09 Jan 2020	USD5,600.00	14 Jan 2020	APPLE	USD0.00	GBP0.00

Page 1 of 1 (1 of 1 items)    << 1 >>

Cancel    Back

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### Field Description

Field Name	Description
<b>Reconciliation Details tab</b>	This tab appears if the invoice is reconciled against payments/credit notes. Multiple payments/credit notes may have been reconciled against an invoice.
<b>Indicator</b>	Displays 'P' if the invoice has been reconciled with a payment and 'C' if it has been reconciled with a credit note.
<b>Reference Number</b>	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 <a href="#">View Payments (details)</a> section / <a href="#">View Credit Note Details</a> section in this user manual.

Field Name	Description
<b>Date Due Date</b>	Displays the date of payment / due date of credit note.
<b>Amount</b>	Displays the payment/credit note amount.
<b>Reconciliation Date</b>	Displays the date when the reconciliation has been performed.
<b>Associated Party / Beneficiary Name</b>	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.
<b>Reconciliation Amount in Payment/Credit Note Currency</b>	Displays the reconciliation amount in the currency of the payment/credit note.
<b>Reconciliation Amount in Invoice Currency</b>	Displays the reconciliation amount in the currency of the invoice.

### View Invoice Details – Commodity Details tab

View Invoice Details  
ABZ Solutions | \*\*\*462

Host Reference Number	Payment Status	Invoice Date	Finance Status
INV77625 <span>Accepted</span>	Unpaid	01 Jan 2019	-

[More Information](#)

Amount Details   **Commodity Details**   Reconciliation Details

Name	Code	Quantity	Cost/Unit	Gross Amount	Discount Amount	Tax Amount	Net Amount
commodity2	CRUDE_OIL	1	GBP10.00	GBP10.00	GBP10.00 (@10%)	GBP10.00 (@5%)	GBP10.00
commodity1	CRUDE_OIL	1	GBP10.00	GBP10.00	GBP10.00 (@10%)	GBP10.00 (@5%)	GBP10.00

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[Cancel](#) [Back](#)

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### Field Description

Field Name	Description
<b>Commodity Details tab</b>	
	This tab appears only if the commodity details have been entered during creation of invoice.
<b>Name</b>	Displays the name of the purchased commodity.

<b>Field Name</b>	<b>Description</b>
<b>Code</b>	Displays the code of the commodity.
<b>Quantity</b>	Displays the quantity of commodity purchased.
<b>Cost/Unit</b>	Displays the cost per unit of the commodity.
<b>Gross Amount</b>	Displays the total amount of the commodity. This is the product of quantity and cost per unit.
<b>Discount Amount</b>	Displays the discount amount and percentage offered on the commodity.
<b>Tax Amount</b>	Displays the tax amount and percentage charged on the commodity.
<b>Net Amount</b>	Displays the net amount for the commodity. Net Amount = Gross Amount – Discount + Tax.

## View Invoice Details – Finances tab

View Invoice Details  
ABZ Solutions | \*\*\*462

Host Reference Number: INV82408 **Accepted** | Payment Status: Unpaid | Invoice Date: 30 Mar 2018 | Finance Status: -

Amount Details | **Finances**

Finance Reference No.	Finance Date	Maturity Date	Interest Rate	Financed Amount	Outstanding Amount	Status
004140120GPPD067	14 Jan 2020	24 Jan 2020	4	USD3,300.00	USD3,300.00	In Process

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## 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.

Amount Details	Commodity Details	Offer Details
Offer Name	Offer Type	Sliding Scale
Discount Amount	Amount After Discount	
DDR271202	Tenor Based ***	No
DDR241204	Tenor Based	Payment Period From
		Payment Period To
		Discount Rate
		1
		300
		10%
		301
		600
		7%
		601
		900
		5%

**Sliding Scale** Displays 'Yes' if sliding scale discount is applicable, and 'No', otherwise.

Field Name	Description
<b>Discount Amount</b>	Displays the discount amount applicable.
<b>Amount After Discount</b>	Displays the invoice amount after application of discount.
<b>Payment Option</b>	Displays the option selected for payment. This can be one of the following: <ul style="list-style-type: none"> <li>• Fixed</li> <li>• Flexible</li> <li>• Both</li> </ul>
<b>Payment Date</b>	Displays the date of payment.
<b>Status</b>	Displays the colour-coded status of the offer.

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

## 6.1.1 Preview and Download Invoice

To preview and download the invoice:

### View Invoice Details

View Invoice Details  
ABZ Solutions | \*\*\*462

Host Reference Number: INV82408 Accepted | Payment Status: Unpaid | Invoice Date: 30 Mar 2018 | Finance Status: -

Amount Details | Finances

Finance Reference No.	Finance Date	Maturity Date	Interest Rate	Financed Amount	Outstanding Amount	Status
004140120GPPD067	14 Jan 2020	24 Jan 2020	4	USD5,300.00	USD5,300.00	In Process

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

Cancel Back

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- 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

Invoice Details

AugSupp | External Invoice Ref No. INV81478

AugSupp  
202,Preston  
Road,London,GB,2009 | Invoice Date: 01 Jan 2020 | Program Name: POFinProg

To: ABZ Solutions  
1001,303 St. Johns Wood  
Road,London,GB,NW53QN | Purchase Order No: - | Balance Due: GBP500.00

Payment Terms: PAY | Purchase Order Date: - | Due Date: 31 Jan 2020

Commodity Details


Name	Code	Quantity	Cost/Unit	Gross Amount	Discount	Tax	Net Amount
commd2	POPPY-STRAW	10	GBP50.00	GBP500.00			GBP500.00
<b>Gross Invoice Amount</b>							<b>GBP500.00</b>
Total Discount Value (@0 %)							GBP0.00
Total Tax Value (@0 %)							GBP0.00
<b>Net Invoice Amount</b>							<b>GBP500.00</b>

Download

Cancel Back

Request Finance|Raise Dispute|Assign|Preview a



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

### Field Description

Field Name	Description
<b>Invoice Details overlay window</b>	
<b>External Invoice Ref No.</b>	Displays the customer's own invoice reference number.
<b>Download</b>	Click to download the invoice in PDF format.
<b>Party name &amp; address</b>	Displays the name and address of the supplier.
<b>Invoice Date</b>	Displays the date on which the invoice has been raised.
<b>Program Name</b>	Displays the program to which the invoice is linked.
<b>To</b>	Displays the name and address of the buyer.
<b>Purchase Order No</b>	Displays the customer's purchase order number.
<b>Purchase Order Date</b>	Displays the date on which the purchase order has been raised.
<b>Balance Due</b>	Displays the invoice due amount along with the currency.
<b>Due Date</b>	Displays the invoice due date.
<b>Payment Terms</b>	Displays the agreed terms for payment of the invoice.
<b>Commodity Details</b>	
<b>Name</b>	Displays the name of the commodity.
<b>Code</b>	Displays the code of the commodity.
<b>Quantity</b>	Displays the quantity of the commodity being purchased.
<b>Cost/Unit</b>	Displays the cost per unit of the commodity.
<b>Gross Amount</b>	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
<b>Discount</b>	Displays the discount applicable to the commodity.
<b>Tax</b>	Displays the tax applicable to the commodity.
<b>Net Amount</b>	Displays the net amount of the commodity. Net Amount = Gross Amount – Discount + Tax

Field Name	Description
<b>Gross Invoice Amount</b>	Displays the total amount of all the commodities being purchased (gross amount).
<b>Total Discount Value</b>	<p>Displays the total discount amount of all the commodities added. The average discount percentage of all added commodities is also displayed.</p> <p>Total Discount % = (Sum of discount amount of all commodities / Sum of gross amount of all commodities) *100</p>
<b>Total Tax Value</b>	<p>Displays the total tax amount of all the commodities added. The average tax percentage of all added commodities is also displayed.</p> <p>Total Tax % = [Sum of tax amount of all commodities / (Sum of gross amount of all commodities - Sum of discount amount of all commodities)] *100</p>
<b>Net Invoice Amount</b>	<p>Displays the calculated value on basis of discount and tax values entered.</p> <hr/> <p><b>Note:</b> The <b>Net Invoice Amount</b> gets auto calculated as follows:  Net Invoice Amount = Gross Invoice Amount - Total Discount Value + Total Tax Value</p> <hr/>

## 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.

### View Debit Note Details

The screenshot displays the 'View Debit Note Details' interface for 'ABZ Solutions | \*\*\*462'. At the top, there are navigation links for 'Maker', 'ATM & Branch Locator', and 'English', along with a user greeting 'Welcome, Nehal Joshi' and a last login timestamp. The main content area shows the following details:

Host Reference Number	Debit Note Date	Payment Status	Finance Status
DEB82769 <span>Accepted</span>	14 Jan 2020	Unpaid	-



Below this, there are tabs for 'Amount Details', 'Commodity Details', and 'Linked Invoices'. The 'Amount Details' tab is active, showing a table with the following data:

Particulars	Amount
Debit Note Amount	GBP800.00
Discount Amount Percent	GBP0.00 (@0%)
Tax Amount Percent	GBP0.00 (@0%)
<b>Final Net Debit Note Amount</b>	<b>GBP800.00</b>
Acceptance Amount	GBP800.00
Outstanding Amount	GBP800.00

At the bottom of the table, there are 'Cancel' and 'Back' buttons. The footer contains the text: 'Copyright © 2006, 2020, Oracle and/or its affiliates. All rights reserved. [SecurityInformation]Terms and Conditions'.

## On Clicking 'More Information'

Maker    ATM & Branch Locator    English

futura bank    Search ...         Welcome, Nehal Joshi  
Last login 01 Feb 12:03 PM

**View Debit Note Details**    [Preview and Download](#)

ABZ Solutions | \*\*\*462

Host Reference Number DEB82769 <span style="background-color: #28a745; color: white; padding: 2px;">Accepted</span>	Debit Note Date 14 Jan 2020	Payment Status Unpaid	Finance Status -
Customer Reference Number POABZDEBITMKCHKR	Payment Terms CIF EFT		
Due Date 15 Jan 2023	Disputed No		
Funding Request Date -	Funding Request Amount -		
Program Name POProg	Adjustment Reason Freight Deducted		
Comments edited	Pre Accepted Yes		

**Shipments Details**

Shipment Date 02 Aug 2020	Shipment Address SA00001, SA00002, SA00003, SHC00001 - 5900001
Shipment Number SPN0001	Country of Origin of Shipment AR
Reason for Export ARGENTINA 00001	Terms of Sale(incoterms) CIF
Payment Terms CIF EFT	

**Buyer Details**

Buyer Name NehNovCus11	Buyer Id ***975
Buyer Address 1001,303 St. Johns Wood Road,London,GB,NW53QN	Buyer Code -

[Less Information](#)

## View Debit Note Details (on mobile device)

The **View Debit Note Details** screen can also be viewed on a mobile device. The debit note details present in the desktop version, are also available on the mobile device.

View Debit Note Details

Host Reference Number  
494567182305000001 **Disputed**

Debit Note Date: 05 Jan 2020  
Payment Status: Unpaid

Finance Status: -

[More Information](#)

**Amount Details**

Particulars	Amount
Debit Note Amount	GBP5,000.00
Discount Amount Percent	GBP100.00 -
Tax Amount Percent	GBP200.00 -
<b>Final Net Debit Note Amount</b>	<b>GBP5,100.00</b>
Acceptance Amount	GBP5,100.00

## Field Description

Field Name	Description
<b>View Debit Note Details</b>	
<b>Party Name &amp; ID</b>	Displays the name and ID of the logged-in corporate party.
<b>Host Reference Number Status</b>	Displays the reference number of the debit note as fetched from the host. The status of the debit note is also displayed.
<b>Date</b>	Displays the date of creation of the debit note.
<b>Payment Status</b>	Displays the status of the payment of the debit note.
<b>Pre Accepted</b>	Displays 'Yes' if the debit note is pre-accepted, else, displays 'No'.
<b>Customer Reference Number</b>	Displays the reference number assigned to the debit note by the corporate party.

<b>Field Name</b>	<b>Description</b>
<b>Payment Terms</b>	Displays any payment terms captured during the creation of the debit note.
<b>Due Date</b>	Displays the date when the debit note must be fully paid off.
<b>Disputed</b>	Displays whether any dispute has been raised against the debit note.
<b>Funding Request Date</b>	Displays the date when funding has been requested.
<b>Funding Request Amount</b>	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.
<b>Program Name</b>	Displays the program associated with the debit note.
<b>Adjustment Reason</b>	Displays the reason for raising the debit note.
<b>Comments</b>	Displays any associated comments.
<b>Shipment Details</b>	
<b>Shipment Date</b>	Displays the date of shipment of the purchased commodities.
<b>Shipment Address</b>	Displays the address of shipment of the purchased commodities.
<b>Shipment Number</b>	Displays the unique reference number of the shipment.
<b>Country of Origin of Shipment</b>	Displays the name of the country from where the shipment originates.
<b>Reason for Export</b>	Displays the reason for export for an overseas shipment.
<b>Terms of Sale(Incoterms)</b>	Displays the Incoterms code.
<b>Payment Terms</b>	Displays any payment terms captured during debit note creation.
<b>Supplier Details/Buyer Details</b>	
<b>Supplier Name / Buyer Name</b>	Displays the name of the associated party.
<b>Supplier Id / Buyer Id</b>	Displays the ID of the associated party.
<b>Supplier Address / Buyer Address</b>	Displays the address of the associated party.
<b>Supplier Code / Buyer Code</b>	Displays the code linked to the associated party.

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

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

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

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### View Debit Note Details – Amount Details tab

The screenshot shows the 'View Debit Note Details' interface for 'ABZ Solutions | \*\*\*462'. It includes a header with the bank logo and user information. The main content area has a table with the following data:

Host Reference Number	Debit Note Date	Payment Status	Finance Status
DEB82769 <span>Accepted</span>	14 Jan 2020	Unpaid	-

Below the table are three tabs: 'Amount Details', 'Commodity Details', and 'Linked Invoices'. The 'Amount Details' tab is selected, displaying a table with 'Particulars' and 'Amount' columns:

Particulars	Amount
Debit Note Amount	GBP800.00
Discount Amount Percent	GBP0.00 (@0%)
Tax Amount Percent	GBP0.00 (@0%)
<b>Final Net Debit Note Amount</b>	<b>GBP800.00</b>
Acceptance Amount	GBP800.00
Outstanding Amount	GBP800.00

At the bottom of the screen, there are 'Cancel' and 'Back' buttons. The footer contains copyright information: 'Copyright © 2006, 2020, Oracle and/or its affiliates. All rights reserved. | Security Information | Terms and Conditions'.

### 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.

**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.

---

Field Name	Description
<b>Acceptance Amount</b>	Displays the debit note amount that has been accepted.
<b>Outstanding Amount</b>	Displays the debit note amount that is outstanding.

### View Debit Note Details – Reconciliation Details tab

The screenshot displays the 'View Debit Note Details' interface for a debit note from ABZ Solutions. Key details include:

- Host Reference Number:** DEB82769 (Accepted)
- Debit Note Date:** 14 Jan 2020
- Payment Status:** Unpaid
- Finance Status:** -

The 'Reconciliation Details' tab is active, showing a table with the following data:

Indicator	Reference Number	Date Due Date	Amount	Reconciliation Date	Associated Party Beneficiary Name	Reconciliation Amount in Payment/Credit Note Currency	Reconciliation Amount in Debit Note Currency
P	PAY3103	09 Jan 2020	USD3,600.00	14 Jan 2020	APPLE	USD0.00	GBP0.00

Page 1 of 1 (1 of 1 items). Navigation: Cancel, Back, Preview and Download.

### Field Description

Field Name	Description
<b>Reconciliation Details tab</b>	
	This tab appears if the debit note is reconciled against payments. Multiple payments may have been reconciled against a debit note.
<b>Indicator</b>	Displays 'P' if the debit note has been reconciled with a payment and 'C' if it has been reconciled with a credit note.
<b>Reference Number</b>	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 <a href="#">View Payments (details)</a> section / <a href="#">View Credit Note Details</a> section in this user manual.
<b>Date Due Date</b>	Displays the date of payment / due date of credit note.
<b>Amount</b>	Displays the payment/credit note amount.
<b>Reconciliation Date</b>	Displays the date when the reconciliation has been performed.



Field Name	Description
<b>Associated Party / Beneficiary Name</b>	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.
<b>Reconciliation Amount in Payment/Credit Note Currency</b>	Displays the reconciliation amount in the currency of the payment/credit note.
<b>Reconciliation Amount in Debit Note Currency</b>	Displays the reconciliation amount in the currency of the debit note.

### View Debit Note Details – Commodity Details

### Field Description

Field Name	Description
<b>Commodity Details tab</b>	
	This tab appears only if the commodity details have been entered during creation of debit note.
<b>Name</b>	Displays the name of the commodity.
<b>Code</b>	Displays the code of the commodity.
<b>Quantity</b>	Displays the quantity of commodity.
<b>Cost/Unit</b>	Displays the cost per unit of the commodity.
<b>Gross Amount</b>	Displays the total amount of the commodity. This is the product of quantity and cost per unit.

Field Name	Description
<b>Discount Amount</b>	Displays the discount amount and percentage offered on the commodity.
<b>Tax Amount</b>	Displays the tax amount and percentage charged on the commodity.
<b>Net Amount</b>	Displays the net amount for the commodity. Net Amount = Gross Amount – Discount + Tax.
<b>Linked Invoices</b>	Displays the reference number of the linked invoice.

### View Debit Note Details – Finances tab

The screenshot displays the 'View Debit Note Details' page for 'ABZ Solutions | \*\*\*462'. The 'Finances' tab is active, showing a table with the following data:

Finance Reference No.	Finance Date	Maturity Date	Interest Rate	Financed Amount	Outstanding Amount	Status
004140120GPPD067	14 Jan 2020	24 Jan 2020	4	USD3,300.00	USD3,300.00	In Process

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### Field Description

Field Name	Description
<b>Finances tab</b>	
	This tab appears if finances have been availed against the debit note. Multiple finances can be availed for a debit note.
<b>Finance Reference No.</b>	Displays the reference number of the availed finance. This is a hyperlink, which when clicked opens the <b>View Finance</b> details screen. For more information, refer the <b>View Finance Details</b> section in <b>User Manual Oracle Banking Digital Experience Corporate Supply Chain Finance</b> .
<b>Finance Date</b>	Displays the date when the finance amount was disbursed.
<b>Maturity Date</b>	Displays the date when the finance must be fully repaid.

Field Name	Description
<b>Interest Rate</b>	Displays the rate of interest charged on the finance.
<b>Financed Amount</b>	Displays the amount that was financed.
<b>Outstanding Amount</b>	Displays the outstanding amount to be paid.
<b>Status</b>	Displays the status of the finance.

### View Debit Note Details – Linked Invoices tab

The screenshot shows the 'View Debit Note Details' interface for 'ABZ Solutions | \*\*\*462'. It includes a search bar, user information (Welcome, Nehal Joshi), and a 'Preview and Download' link. The main content area has tabs for 'Amount Details', 'Commodity Details', and 'Linked Invoices'. The 'Linked Invoices' tab is active, displaying a table with the following data:

Invoice Reference Number	Customer Invoice Number	Due Date	Invoice Amount	Financed Amount	Invoice Status
INV82739	POINV000001	29 Jul 2021	GBP4,480,000.00	-	RAISED

At the bottom, there is a pagination control showing 'Page 1 of 1 (1 of 1 Items)' and buttons for 'Cancel' and 'Back'. A copyright notice is visible at the very bottom: 'Copyright © 2006, 2020, Oracle and/or its affiliates. All rights reserved. | Security Information | Terms and Conditions'.

### Field Description

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

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

**View Debit Note Details**  
ABZ Solutions | \*\*\*462

Host Reference Number: DEB82769 **Accepted** | Debit Note Date: 14 Jan 2020 | Payment Status: Unpaid | Finance Status: -

Amount Details | Commodity Details | Linked Invoices

Particulars	Amount
Debit Note Amount	GBP800.00
Discount Amount Percent	GBP0.00 (0%)
Tax Amount Percent	GBP0.00 (0%)
<b>Final Net Debit Note Amount</b>	<b>GBP800.00</b>
Acceptance Amount	GBP800.00
Outstanding Amount	GBP800.00

Buttons: **Cancel** | **Back**

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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

**Debit Note Details** [Download]

**AS ABZ Solutions** | External Invoice Ref No. DEB82769

ABZ Solutions  
1001,303 St. Johns Wood Road,London,GB,NW53QN | Debit Note Date: 14 Jan 2020 | Program Name: POPProg

To: NehNovCust1  
1001,303 St. Johns Wood Road,London,GB,NW53QN | Linked Invoice Number: POINV000001 | Balance Due: GBP800.00

Adjustment Reason: Freight Deducted | Due Date: 15 Jan 2023 | Payment Terms: CIF EFT

Terms of Sales: CIF

Shipment Date: 02 Aug 2020 | Shipment Country: AR

**Commodity Details**

Linked Invoice Number	Name	Code	Quantity	Cost/Unit	Gross Amount	Discount	Tax	Net Amount
POABZDEBITMKCHKR	Poppystraw01	POPPY-STRAW	1	GBP800.00	GBP800.00	GBP0.00	GBP0.00 (0%)	GBP800.00
<b>Gross Debit Note Amount</b>								<b>GBP800.00</b>
						Discount	0 %	GBP0.00
						Tax	0 %	GBP0.00
<b>Net Debit Note Amount</b>								<b>GBP800.00</b>

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

### Field Description

Field Name	Description
<b>Debit Note Details overlay window</b>	
<b>External Invoice Ref No.</b>	Displays the customer's own reference number.
<b>Download</b>	Click to download the debit note in PDF format.
<b>Party name &amp; address</b>	Displays the name and address of the supplier.
<b>Debit Note Date</b>	Displays the date on which the debit note has been raised.
<b>Program Name</b>	Displays the program linked to the debit note.
<b>To</b>	Displays the name and address of the buyer.
<b>Linked Invoice Number</b>	Displays the reference numbers of the invoices linked to the debit note.
<b>Balance Due</b>	Displays the balance debit note amount to be paid.
<b>Adjustment Reason</b>	Displays the reason for adjusting the initial invoice amount.
<b>Due Date</b>	Displays the due date of the debit note.
<b>Payment Terms</b>	Displays the agreed terms of payment.
<b>Terms of Sale</b>	Displays the 3-digit Incoterms code.
<b>Shipment Date</b>	Displays the date of the shipment.
<b>Shipment Country</b>	Displays the destination country of the shipment.
<b>Commodity Details</b>	
<b>Linked Invoice Number</b>	Displays the reference number of the invoice linked to the specific commodity.
<b>Name</b>	Displays the name of the commodity.
<b>Code</b>	Displays the code of the commodity.
<b>Quantity</b>	Displays the quantity of the commodity.
<b>Cost/Unit</b>	Displays the cost per unit of the commodity.

Field Name	Description
<b>Gross Amount</b>	<p>Displays the gross amount of the commodity along with the currency. It is the product of the entered quantity and the cost per unit.</p> <p>Gross Amount = Quantity * Cost/Unit</p>
<b>Discount</b>	Displays the discount applicable to the commodity.
<b>Tax</b>	Displays the tax applicable to the commodity.
<b>Net Amount</b>	<p>Displays the net amount of the commodity.</p> <p>Net Amount = Gross Amount – Discount + Tax</p>
<b>Gross Debit Note Amount</b>	Displays the total amount of all the commodities (gross amount).
<b>Total Discount Value</b>	<p>Displays the total discount amount of all the commodities added. The average discount percentage of all added commodities is also displayed.</p> <p>Total Discount % = (Sum of discount amount of all commodities / Sum of gross amount of all commodities) *100</p>
<b>Total Tax Value</b>	<p>Displays the total tax amount of all the commodities added. The average tax percentage of all added commodities is also displayed.</p> <p>Total Tax % = [Sum of tax amount of all commodities / (Sum of gross amount of all commodities - Sum of discount amount of all commodities)] *100</p>
<b>Net Debit Note Amount</b>	<p>Displays the calculated value on basis of discount and tax values entered.</p> <hr/> <p><b>Note:</b> The <b>Net Invoice Amount</b> gets auto calculated as follows:  Net Invoice Amount = Gross Invoice Amount - Total Discount Value + Total Tax Value</p> <hr/>

[Home](#)

## 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 Create Discount Offer

Using this screen, you can create a discount offer.

#### How to reach here:

*Dashboard > Toggle menu > Receivables/Payables > Dynamic Discounting > Create Discount Offer*

#### To create discount offer:

#### Create Discount Offers

The screenshot displays the 'Create Discount Offers' interface in the Futura Bank system. The page includes a search bar, user information (Welcome, nehal joshi), and a progress indicator with two steps: 'Create Discount Offers' (active) and 'Select Receivables/Payables'. The main form contains the following fields and options:

- Discount Offer Name:** Early Payment Discount
- Effective Date:** 29 Apr 2022 (calendar icon) to 30 Apr 2031 (calendar icon)
- Associated Party:** FT CLBMB (dropdown menu)
- Role:** Buyer
- Discount Rate Type:** Fixed Discount (radio), Tenor Based Discount (radio, selected)
- Sliding Scale Applicable:** Toggle switch (off)
- Payment Period Table:**

Payment Period From	Payment Period To	Discount Rate	
1	10	10	+ -
11	20	5	+ -
21	30	2	+ -
- Payment Option:** Flexible Date (radio), Fixed Date (radio), Both (radio, selected)
- Buttons:** Next, Cancel, Back

A **Note** box on the right states: "Create a discount Offer on single or multiple invoices or debit notes with simple two step process transaction. Allows corporates to provide a discount offer by themselves on the portal itself and saves time."

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**Field Description**

<b>Field Name</b>	<b>Description</b>
<b>Create Discount Offers</b>	
<b>Discount Offer Name</b>	Enter the name to be associated with the discount offer being created.
<b>Effective Date</b>	Click the calendar icons and set the start and end dates for the validity of the discount offer.
<b>Associated Party</b>	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.
<b>Discount Rate Type</b>	Select whether the discount rate will be fixed or tenor based. For the <b>Fixed</b> option, a fixed discount rate will be applied to the receivable/payable outstanding amount. For the <b>Tenor Based</b> option, variable discount rates are applicable based on the number of days within which the receivable/payable is paid off.
<b>Sliding Scale Applicable</b>	Enable this switch if the discount rate to be applied should reduce as the payment day advances.  When Sliding Scale Applicable is switched ON: <ul style="list-style-type: none"> <li>• In case of <b>Fixed</b> 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.</li> <li>• In case of <b>Tenor Based</b> 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.</li> </ul>



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%.

<b>Discount Rate</b>	Enter the discount rate to be applied for the offer. This field appears if you select the <b>Fixed</b> option from the <b>Discount Rate Type</b> 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 1<sup>st</sup> to 10<sup>th</sup> day of invoice creation, a fixed discount of 10% is offered on the invoice amount. From the 11<sup>th</sup> to the 20<sup>th</sup> 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 1<sup>st</sup> 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 2<sup>nd</sup> day, the discount offered is 19%. On the 5<sup>th</sup> day, discount offered is 15%, and so on.

Field Name	Description
<b>Payment Period From</b>	Enter the starting day of the tenor.
<b>Payment Period To</b>	Enter the final day of the tenor.
<b>Discount Rate</b>	Enter the discount percentage applicable for the tenor. This field is applicable only if <b>Sliding Scale</b> 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.
<b>Highest Possible Discount Rate</b>	Enter the upper threshold of discount rate that should be offered on the first day of the tenor.
<b>Lowest Possible Discount Rate</b>	Enter the lower threshold of discount rate that should be offered on the final day of the tenor.
<b>Payment Option</b>	<p>Select the required payment option.</p> <p>If you select <b>Flexible</b>, then the applicable discount is offered on the day of the payment as per the offer maintenance.</p> <p>If you select <b>Fixed</b>, 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.</p> <p>If you select <b>Both</b>, then an option to select between 'Flexible' and 'Fixed' payment options is provided during the acceptance of discount offer in Manage Receivables/Payables.</p>


1. In the **Create Discount Offer** 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

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## Field Description

Field Name	Description
<b>Select Receivables/Payables</b>	
<b>Discount Offer Name</b>	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.
<b>Associated Party</b>	Displays the name of the selected associated party.
<b>Sliding Scale Applicable</b>	Displays 'Yes' if sliding scale of discount rate is applicable, and 'No', otherwise.
<b>Payment Option</b>	Displays the payment option selected, whether fixed, or flexible, or both.
<b>List of Receivables/Payables</b>	
<b>Search</b>	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 <a href="#">Search (overlay window)</a> section under View/Edit Receivables/Payables, in this user manual.
<b>Check Box</b>	Select a specific check box beside an invoice or the main check box to select all invoices listed.
<b>Indicator</b>	Displays 'I' for invoice.
<b>Customer Reference Number</b>	Displays the unique reference number assigned to the invoice.
<b>Due Date</b>	Displays the date on which the invoice is due to be fully paid.
<b>Amount</b>	Displays the invoice amount.
<b>Status</b>	Displays the status of the invoice.
<b>Receivable/Payable Amount</b>	Displays the amount that is yet to be received/paid.
<b>Payment Status</b>	Displays the status of the payment, whether unpaid or partially paid.

- 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

**Create Discount Offers**  
AugSupp | \*\*\*715

**Review**  
You initiated a request to create dynamic discounting offer. Please review details before you confirm!

Discount offer details for selected invoices/debit notes

Discount Offer Name  
Early Payment Discount

Associated Party  
AugBuyer

Discount Type  
Tenor Based Discount

Effective Date From  
29 Apr 2022

To  
30 Apr 2031

Payment Option  
Both

Sliding Scale Applicable  
No

Payment Period	Discount Rate
1-10 days	10%
11-20 days	5%
21-30 days	2%

List of Invoices/Debit Notes

Customer Reference Number	Due Date	Amount	Status	Receivable Amount	Payment Status
Inv-Sonal210401	30 Apr 2022	GBP2,500.00	Accepted	GBP2,500.00	Unpaid
Inv-Sonal210402	30 Apr 2022	GBP2,500.00	Accepted	GBP2,500.00	Unpaid

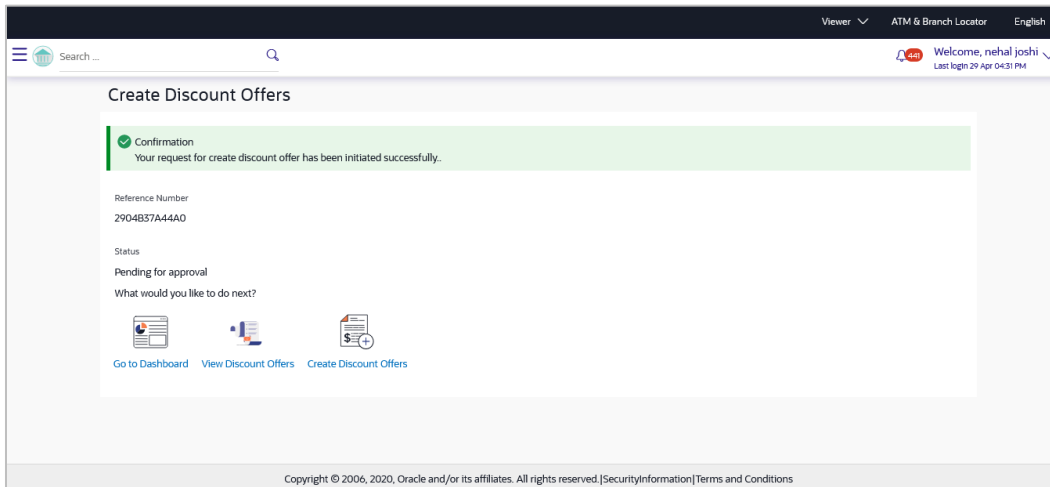
Page 1 of 1 (1-2 of 2 items) | < 1 >

**Confirm** **Cancel** [Back](#)

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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.

## 7.2 View Discount Offer

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 Offer*

### View Discount Offers


The screenshot displays the 'View Discount Offers' interface for 'ABZ Solutions | \*\*\*462'. It features a search bar and a 'Download' button. The main content is a table with the following data:

Offer Name	Reference Number	Associated Party	Discount Type	Effective Date	Expiry Date	Status
DO300401	004191021DISC1041	Rudolf Creations	Fixed Discount	30 Apr 2022	31 Jul 2022	Active
DO300402	004191021DISC1042	Rudolf Creations	Tenor Based Discount	30 Apr 2022	30 Sep 2022	Active
30051996	004191021DISC1043	Rudolf Creations	Fixed Discount	30 Apr 2022	30 Jun 2022	Active
30051997	004191021DISC1044	Rudolf Creations	Fixed Discount	30 Apr 2022	31 Jul 2022	Active
30051998	004191021DISC1046	Rudolf Creations	Fixed Discount	30 Apr 2022	30 Jun 2022	Active
30051999	004191021DISC1048	Rudolf Creations	Fixed Discount	30 Apr 2022	31 Jul 2022	Active
30051989	004191021DISC1025	Rudolf Creations	Fixed Discount	29 Apr 2022	30 Jul 2022	Active
30051993	004191021DISC1030	Rudolf Creations	Fixed Discount	29 Apr 2022	30 Nov 2022	Active
30051992	004191021DISC1029	Rudolf Creations	Tenor Based Discount	29 Apr 2022	30 Nov 2022	Active
30051994	004191021DISC1031	Rudolf Creations	Fixed Discount	29 Apr 2022	30 Jul 2022	Active

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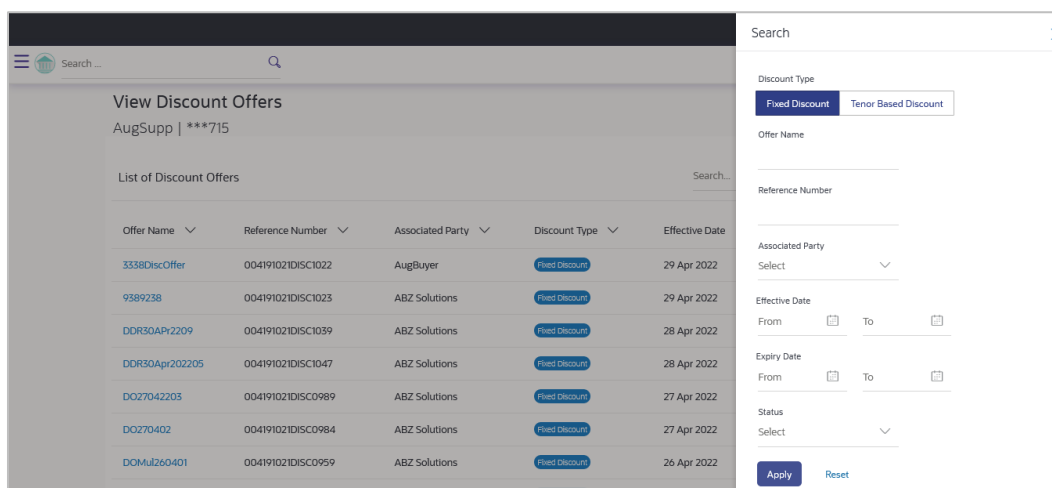
### Field Description

Field Name	Description
<b>View Discount Offers</b>	
<b>Party Name &amp; ID</b>	Displays the name and ID of the logged-in corporate party.
<b>List of Discount Offers</b>	
<b>Search</b>	Enter the partial or complete offer name, reference number, or associated party name, to view the required discount offers.

Field Name	Description
	Click the filter icon to filter the discount offers based on certain search criteria. The Search overlay window appears. For more information, refer the <a href="#">Search (overlay window for Discount Offers)</a> section below.
<b>Download</b>	Click this link to download the list of discount offers in CSV format.
<b>Offer Name</b>	Displays the name of the offer. This is a hyperlink, which when clicked opens the Discount Offer details. For more information, refer the <a href="#">View Discount Offer Details</a> section below.
<b>Reference Number</b>	Displays the reference number of the discount offer, fetched from the host.
<b>Associated Party</b>	Displays the name of the associated party linked to the discount offer.
<b>Discount Type</b>	Displays whether the discount offer is a Fixed Discount or Tenor Based Discount.
<b>Effective Date</b>	Displays the start date of validity of the discount offer.
<b>Expiry Date</b>	Displays the final date of validity of the discount offer.
<b>Status</b>	Displays the status of the discount offer.

### Search (overlay window for Discount Offers)

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



The screenshot displays the 'View Discount Offers' interface. The main content area shows a table titled 'List of Discount Offers' with the following data:

Offer Name	Reference Number	Associated Party	Discount Type	Effective Date
<a href="#">3338DiscOffer</a>	00419102IDISC1022	AugBuyer	Fixed Discount	29 Apr 2022
<a href="#">9589238</a>	00419102IDISC1023	ABZ Solutions	Fixed Discount	29 Apr 2022
<a href="#">DDR30Apr2209</a>	00419102IDISC1039	ABZ Solutions	Fixed Discount	28 Apr 2022
<a href="#">DDR30Apr202205</a>	00419102IDISC1047	ABZ Solutions	Fixed Discount	28 Apr 2022
<a href="#">D027042203</a>	00419102IDISC0989	ABZ Solutions	Fixed Discount	27 Apr 2022
<a href="#">D0270402</a>	00419102IDISC0984	ABZ Solutions	Fixed Discount	27 Apr 2022
<a href="#">D0Muj260401</a>	00419102IDISC0959	ABZ Solutions	Fixed Discount	26 Apr 2022

The search overlay window on the right includes the following fields:

- Discount Type:** Fixed Discount (selected), Tenor Based Discount
- Offer Name:** [Text input]
- Reference Number:** [Text input]
- Associated Party:** Select [Dropdown menu]
- Effective Date:** From [Calendar icon] To [Calendar icon]
- Expiry Date:** From [Calendar icon] To [Calendar icon]
- Status:** Select [Dropdown menu]
- Buttons:** Apply, Reset



**Field Description**

<b>Field Name</b>	<b>Description</b>
<b>Search</b>	
<b>Discount Type</b>	Select the type of discount to be searched, whether Fixed, or Tenor Based.
<b>Offer Name</b>	Enter the name of the discount offer to be searched.
<b>Reference Number</b>	Enter the reference number of the discount offer to be searched.
<b>Associated Party</b>	Select the associated party linked to the discount offer(s).
<b>Effective Date From - To</b>	Indicates an option to search for 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.
<b>Expiry Date From - To</b>	Indicates an option to search for 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.
<b>Status</b>	Select the status of the discount offers to be searched, whether Active or Expired.

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

## 7.2.1 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.

**View Discount Offer Details**  
AugSupp | \*\*\*715

Offer Name 3338DiscOffer <b>Fixed Discount</b>	Host Reference Number 00419102IDISC1022	Associated Party AugBuyer	Discount Rate 12 %
Effective Date From 29 Apr 2022	Effective Date To 31 Jul 2022		
Sliding Scale Applicable Yes	Payment Option Flexible Date		

[Less Information](#)

**Linked Invoices** [Download](#)

Customer Reference Number	Associated Party	Invoice/Debit Note Date	Due Date	Amount	Outstanding Receivable Amount	Payment Status
InvApril29422335	AugBuyer	02 Jan 2020	31 Mar 2030	GBP1,000.00	GBP1,000.00	Unpaid

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### Field Description




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

Field Name	Description
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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.

<b>Payment Period</b>	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.
<b>Discount Rate</b>	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.
<b>Highest Possible Discount Rate</b>	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.
<b>Lowest Possible Discount Rate</b>	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

Linked Invoices								Download
Customer Reference Number	Associated Party	Invoice/Debit Note Date	Due Date	Amount	Outstanding Receivable Amount	Payment Status		
 <a href="#">InvDec2821</a>	AugBuyer	02 Jan 2020	30 Dec 2030	USD1,220.00	USD1,220.00 			

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<b>Download</b>	Indicates an option to download the linked invoices list in CSV format.
<b>Indicator</b>	Displays 'I' for invoice.
<b>Customer Reference Number</b>	Displays the invoice reference number. This is a hyperlink which when clicked displays the details of the invoice. Refer the <a href="#">View Invoice Details</a> section for more information.
<b>Associated Party</b>	Displays the name of the associated party linked with the invoice.
<b>Invoice/Debit Note Date</b>	Displays the date of creation of the invoice.
<b>Due Date</b>	Displays the date when the invoice is due for full payment.
<b>Amount</b>	Displays the invoice amount.
<b>Outstanding Receivable/Payable Amount</b>	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 <b>Early Payment Discounts</b> overlay window. Refer the <a href="#">Early Payment Discounts (from View Discount Offer Details)</a> section below.
<b>Payment Status</b>	Displays the payment status, whether unpaid, or partially paid.

## Early Payment Discounts (from View Discount Offer Details)

### Field Description

Field Name	Description
<b>Early Payment Discounts</b>	
<b>Offer Name</b>	Displays the name of the applied offer.
<b>Discount Rate Type</b>	The colour-coded discount rate type is also displayed below the offer name. This can be either <b>Fixed</b> or <b>Tenor Based</b> .
<b>Associated Party</b>	Displays the name of the associated party linked with the invoice record.
<b>Amount</b>	Displays the invoice amount.
<b>Receivable Amount</b>	Displays the outstanding invoice amount.
<b>Select Payment day to avail best discounts</b>	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.
<b>Receivable/Payable tile</b>	The applicable discount rate is displayed in the top right corner of this tile.
<b>Reference Number</b>	Displays the reference number of the receivable/payable.
<b>Payment Date</b>	Displays the payment date that is selected using the slider.
<b>Discount Amount</b>	Displays the discount amount applicable.
<b>Amount After Discount</b>	Displays the receivable/payable amount after application of discount.

Field Name	Description
<b>Slide Scale</b>	Displays <b>Yes</b> if the <b>Sliding Scale Applicable</b> switch has been enabled during discount offer creation, and <b>No</b> , otherwise.
<b>Payment Option</b>	Displays the payment option that has been selected during discount offer creation. This can be one of the following: <ul style="list-style-type: none"><li data-bbox="662 436 776 462">• Fixed</li><li data-bbox="662 478 800 504">• Flexible</li><li data-bbox="662 520 764 546">• Both</li></ul>
<b>Payment Period and Discount Options</b>	This section is displayed only for <b>Tenor Based</b> discount rate type. It displays a table with the <b>Payment Period</b> and the applicable <b>Discount Rate</b> . In case Slide Scale is 'Yes', then instead of Discount Rate, the <b>Highest Possible Discount Rate</b> and the <b>Lowest Possible Discount Rate</b> 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

The screenshot displays the 'Manage Receivables/Payables' interface for 'ABZ Solutions | \*\*\*462'. It features a top navigation bar with 'futura bank' logo, a search bar, and user details: 'Welcome, Nehal Joshi' and 'Last login: 10 Feb 05:35 PM'. Below the header, there are four action buttons: 'Raise Dispute' (709 Receivables/Payables), 'Resolve Dispute', 'Assignment', and 'Edit'. A table lists 709 items, with the first six rows visible. Each row includes columns for Associated Party, Reference Number, Due Date, Amount, Disputed Amount, Dispute Reason, Comments, and Upload Documents. The table is paginated to 119 pages, with the current page being 1.

	Associated Party	Reference Number Status	Due Date	Amount	Disputed Amount	Dispute Reason	Comments	Upload Documents
<input type="checkbox"/>	NehNovCust1	InvOCRAug17 Discount	30 Aug 2032	GBP1,980.00	GBP1,980.00	Select	Type Comment	
<input type="checkbox"/>	AugBuyer	Inv24122020 Assigned	06 Dec 2030	GBP6,500.00	GBP6,500.00	Select	Type Comment	
<input type="checkbox"/>	RyanB Bohr	DNTrunkNov16 Accepted	30 Nov 2030	GBP10,000.00	GBP10,000.00	Select	Type Comment	
<input type="checkbox"/>	RyanB Bohr	InvTrunkNov24 Raised	30 Nov 2030	GBP12,000.00	GBP12,000.00	Select	Type Comment	
<input type="checkbox"/>	RyanB Bohr	InvTrunkNov27 Raised	30 Nov 2030	GBP12,000.00	GBP12,000.00	Select	Type Comment	
<input type="checkbox"/>	RyanB Bohr	InvTrunkNov25 Raised	30 Nov 2030	GBP12,000.00	GBP12,000.00	Select	Type Comment	

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Submit Cancel Back

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**Field Description**

Field Name	Description
<b>Manage Receivables/Payables</b>	
<b>Party Name &amp; ID</b>	Displays the name and ID of the logged-in corporate party.
<b>Action Tiles</b>	<p>Select the required action to be effected on the relevant receivables/payables.</p> <p>On selecting an action tile, the number of receivables/payables that can be effected by that action, appears in the respective tile. The <b>List of Receivables/Payables</b> section is also updated with the relevant receivables/payables records.</p> <p>The options available are:</p> <ul style="list-style-type: none"> <li>• Accept - For more information, refer the <a href="#">Accept</a> section below.</li> <li>• Accept/Reject Discount Offer – For more information, refer the <a href="#">Accept/Reject Discount Offer</a> section below.</li> <li>• Edit - For more information, refer the <a href="#">Edit</a> section below.</li> <li>• Cancel - For more information, refer the <a href="#">Cancel</a> section below.</li> <li>• Raise Dispute – For more information, refer the <a href="#">Raise Dispute</a> section below.</li> <li>• Resolve Dispute – For more information, refer the <a href="#">Resolve Dispute</a> section below.</li> <li>• Assignment – For more information, refer the <a href="#">Assignment</a> section below.</li> </ul>

## 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*

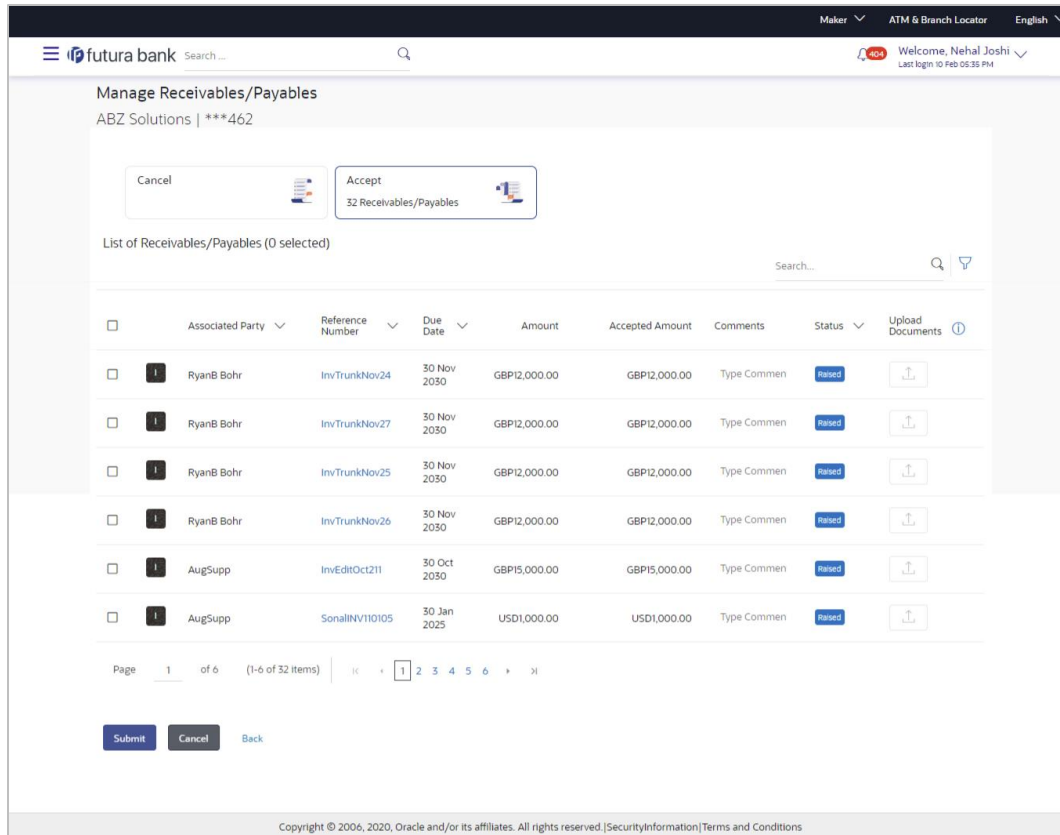
OR

*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**





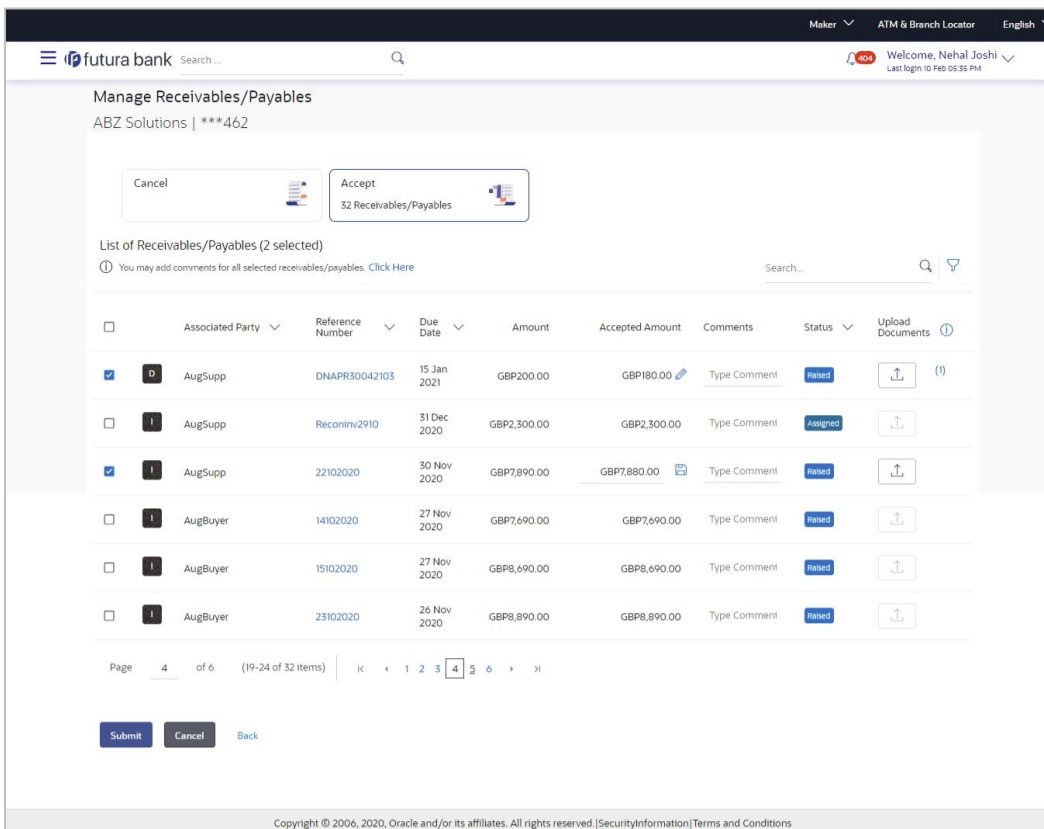
**Field Description**

Field Name	Description
<b>Manage Receivables/Payables – Accept</b>	
<b>List of Receivables/Payables (number selected)</b>	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.
<b>Search</b>	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 <a href="#">Search (overlay window for Manage Receivables/Payables)</a> section below.









Field Name	Description
<b>Check Box</b>	<p>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:</p> <p> You may add comments for all selected receivables/payables. <a href="#">Click Here</a>.</p> <hr/> <p><b>Note:</b> To add comments for all selected receivables/payables:</p> <ol style="list-style-type: none"> <li>1) Click the <b>Click Here</b> link. A pop-up window appears.</li> <li>2) Add relevant comments.</li> <li>3) Click <b>Apply</b> to apply the same. OR Click <b>Cancel</b> to cancel adding the comments.</li> </ol> <hr/>
<b>Indicator</b>	Displays 'I' for invoice.
<b>Associated Party</b>	Displays the name of the associated party linked with the receivable/payable.
<b>Reference Number</b>	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.
<b>Due Date</b>	Displays the date on which the receivable/payable must be fully paid.
<b>Amount</b>	Displays the total receivable/payable amount.
<b>Accepted Amount</b>	<p>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.</p> <hr/> <p><b>Note:</b> The receivable/payable can be fully or partially accepted. To partially accept a receivable/payable:</p> <ol style="list-style-type: none"> <li>1) Select the check box beside the receivable/payable to be partially accepted.</li> <li>2) Click  and enter the amount that you wish to accept.</li> <li>3) Click  to save the entered amount.</li> </ol> <hr/>
<b>Comments</b>	<p>Enter remarks if any, while accepting the receivable/payable. Once you select a receivable/payable, this field becomes editable.</p> <hr/> <p><b>Note:</b> Remarks are mandatory in case of partially accepting the receivable/payable.</p> <hr/>
<b>Status</b>	Displays the status of the receivable/payable.

Field Name	Description
Upload Documents	<p>Click  to upload relevant documents. Once you select a receivable/payable, this icon becomes clickable.</p> <p>The following document formats are supported: JPEG, JPG, PNG, and PDF. A maximum of 5 documents can be uploaded.</p> <p>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.</p> <p><b>Note:</b> These documents can also be viewed and downloaded by the approver/checker.</p>




The screenshot displays the 'Manage Receivables/Payables' interface for 'ABZ Solutions | \*\*\*462'. At the top, there are buttons for 'Cancel' and 'Accept 32 Receivables/Payables'. Below this, a 'List of Receivables/Payables (2 selected)' is shown with a search bar and a filter icon. The table below lists several items with columns for Associated Party, Reference Number, Due Date, Amount, Accepted Amount, Comments, Status, and Upload Documents. The 'Upload Documents' column contains an upload icon with a count in parentheses. At the bottom, there are 'Submit', 'Cancel', and 'Back' buttons.

	Associated Party	Reference Number	Due Date	Amount	Accepted Amount	Comments	Status	Upload Documents
<input checked="" type="checkbox"/>	AugSupp	DNAPR30042103	15 Jan 2021	GBP200.00	GBP180.00	Type Comment	Based	 (1)
<input type="checkbox"/>	AugSupp	Reconim2910	31 Dec 2020	GBP2,300.00	GBP2,300.00	Type Comment	Assigned	
<input checked="" type="checkbox"/>	AugSupp	22102020	30 Nov 2020	GBP7,890.00	GBP7,880.00	Type Comment	Based	
<input type="checkbox"/>	AugBuyer	14102020	27 Nov 2020	GBP7,690.00	GBP7,690.00	Type Comment	Based	
<input type="checkbox"/>	AugBuyer	15102020	27 Nov 2020	GBP8,690.00	GBP8,690.00	Type Comment	Based	
<input type="checkbox"/>	AugBuyer	25102020	26 Nov 2020	GBP8,890.00	GBP8,890.00	Type Comment	Based	

Page 4 of 6 (19-24 of 32 items) | < > 1 2 3 4 5 6 >

Submit Cancel Back

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- 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.
- Click **Submit**. The Review screen appears.  
OR  
Click **Cancel** to cancel the transaction.

OR

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

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

OR

Click **Cancel** to cancel the transaction.

OR

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

## 8.2 Accept/Reject Discount Offer

Using this option, the supplier can either accept or reject discount offers that have been linked to invoices.

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

**How to reach here:**

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

**To accept/reject discount offers:**


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

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

The screenshot shows the Oracle Manage Receivables/Payables interface. At the top, there are navigation options like 'Viewer', 'ATM & Branch Locator', and 'English'. The main header is 'Manage Receivables/Payables' with a search bar and a user profile 'Welcome, nehal joshi'. Below the header, there are four tiles: 'Raise Dispute', 'Accept/Reject Discount Offer' (selected), 'Resolve Dispute', and 'Assignment'. The 'Accept/Reject Discount Offer' tile shows '25 Receivables/Payables'. Below the tiles, there is a section for 'List of Receivables/Payables (0 selected)' with a search bar and a filter 'Accept/Reject Discount Offer'. The table below lists several items with columns: Reference Number, Associated Party, Offer Name, Due Date, Outstanding Amount, Remarks, and Action. The 'Action' column for each row contains a blue link 'Accept/Reject'. At the bottom, there are 'Submit', 'Cancel', and 'Back' buttons.

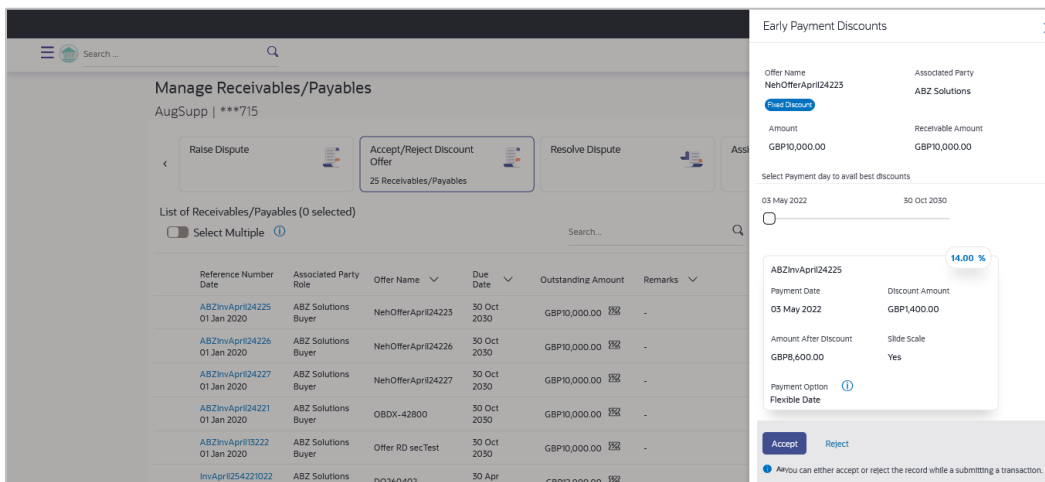
Reference Number	Associated Party	Offer Name	Due Date	Outstanding Amount	Remarks	Action
DNApril2222702 19 Oct 2021	ABZ Solutions Buyer	OBDX-4277810	30 Apr 2030	GBP90,000.00	-	Accept/Reject
DNApril2222619 19 Oct 2021	ABZ Solutions Buyer	OBDX-427783	30 Apr 2030	GBP20,000.00	-	Accept/Reject
DNApril2222700 19 Oct 2021	ABZ Solutions Buyer	OBDX-427786	30 Apr 2030	GBP230,000.00	-	Accept/Reject
MULDNApril24221 19 Oct 2021	ABZ Solutions Buyer	RevFixedApril2422	30 Apr 2030	GBP30,000.00	-	Accept/Reject
MULInvApril24221 19 Oct 2021	ABZ Solutions Buyer	RevFixedApril2422	30 Apr 2030	GBP1,000.00	-	Accept/Reject
InvApril2222701 19 Oct 2021	ABZ Solutions Buyer	DiscountOffer677	30 Apr 2030	GBP890,000.00	-	Accept/Reject

## Field Description

Field Name	Description
<b>Manage Receivables/Payables – Accept/Reject Discount Offer</b>	
<b>List of Receivables/Payables (number selected)</b>	
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.	
<b>Select Multiple</b>	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.
<b>Search</b>	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.
<b>Accept/Reject Discount Offer</b>	This hyperlink is enabled only when the <b>Select Multiple</b> 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 <b>Early Payment Discounts</b> overlay window appears where you can view and accept/reject the linked discount offer. For more information, refer the <a href="#">Early Payment Discounts</a> section below.
	Click this icon to filter the receivables/payables, based on certain criteria. For more information, refer the <a href="#">Search (overlay window for Manage Receivables/Payables)</a> section below.
<b>Check Box</b>	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 <b>Select Multiple</b> switch is enabled.
<b>Indicator</b>	Displays ‘I’ for invoice.
<b>Reference Number Date</b>	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.
<b>Associated Party Role</b>	Displays the name of the associated party linked to the receivable/payable. The role of the associated party is also displayed.

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

### Early Payment Discounts



### Field Description

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

Field Name	Description
<b>Amount</b>	Displays the receivable/payable amount. If the <b>Select Multiple</b> Switch is enabled, then this field displays the total amount of all the selected receivables/payables.
<b>Receivable Amount</b>	Displays the outstanding receivable amount. If the <b>Select Multiple</b> Switch is enabled, then this field displays the total outstanding amount of all the selected receivables/payables.
<b>Select Payment day to avail best discounts</b>	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 <b>Select Multiple</b> 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.	
<b>Reference Number</b>	Displays the reference number of the receivable/payable.
<b>Payment Date</b>	Displays the payment date that is selected using the slider.
<b>Discount Amount</b>	Displays the discount amount applicable.
<b>Amount After Discount</b>	Displays the receivable/payable amount after application of discount.
<b>Slide Scale</b>	Displays <b>Yes</b> if the <b>Sliding Scale Applicable</b> switch has been enabled during discount offer creation, and <b>No</b> , otherwise.
<b>Payment Option</b>	<p>Displays <b>Flexible</b>, 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.</p> <p>Displays <b>Fixed</b>, 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.</p> <p>Displays both 'Fixed' and 'Flexible' if <b>Both</b> option has been selected during discount offer creation. In this case, you can select either the <b>Fixed Date</b> or the <b>Flexible Date</b> option for payment. If you select the <b>Fixed Date</b> 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.</p>
<b>Payment Period and Discount Options</b>	This section is displayed only for <b>Tenor Based</b> discount rate type. It displays a table with the <b>Payment Period</b> and the applicable <b>Discount Rate</b> . In case Slide Scale is 'Yes', then instead of Discount Rate, the <b>Highest Possible Discount Rate</b> and the <b>Lowest Possible Discount Rate</b> are displayed.

2. In the **Early Payment Discounts** overlay window:

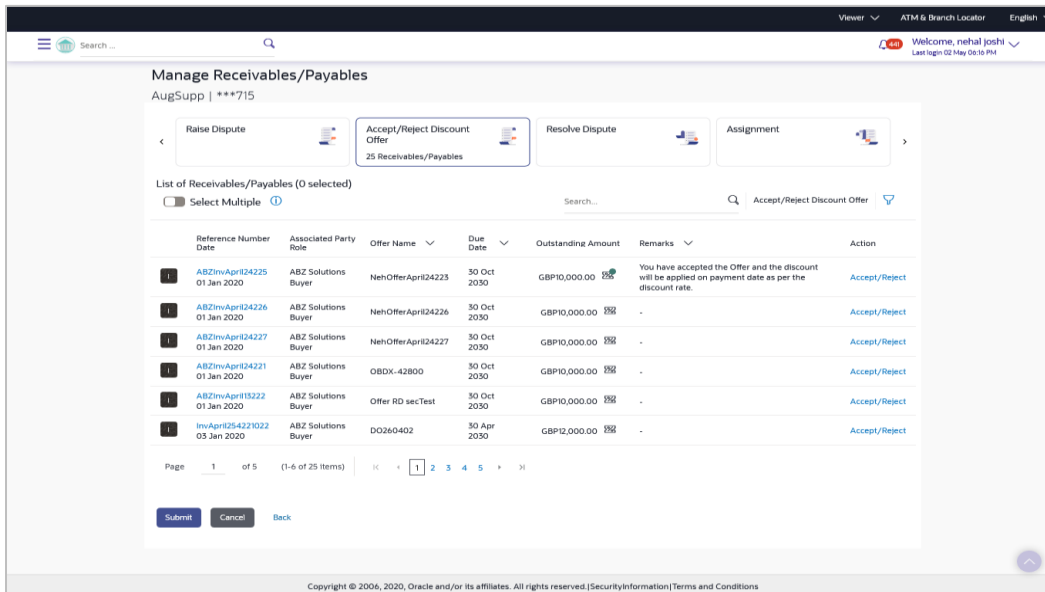
- If the **Payment Option** is **Fixed**, then set the payment date by using the slider under **Select Payment day to avail best discounts**.
- If the **Payment Option** is **Both**, then select either **Fixed Date** or **Flexible Date** for payment. If the **Fixed Date** option is selected, then set the payment date by using the slider under **Select Payment day to avail best discounts**.

3. Click **Accept** to accept the discount offer.

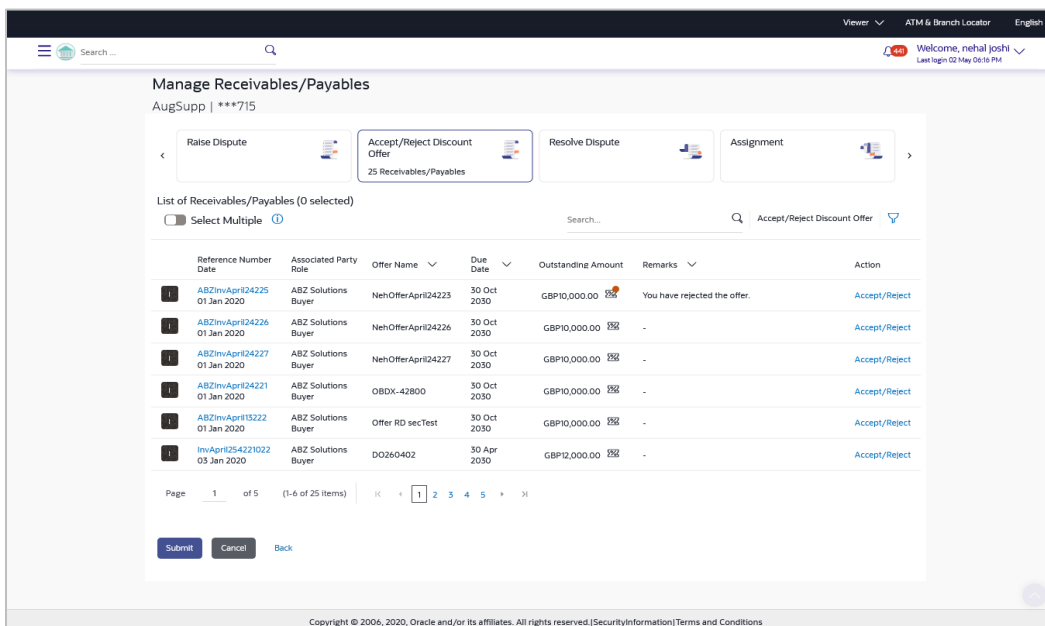
OR

Click **Reject** to reject the discount offer.

**On Clicking Accept**

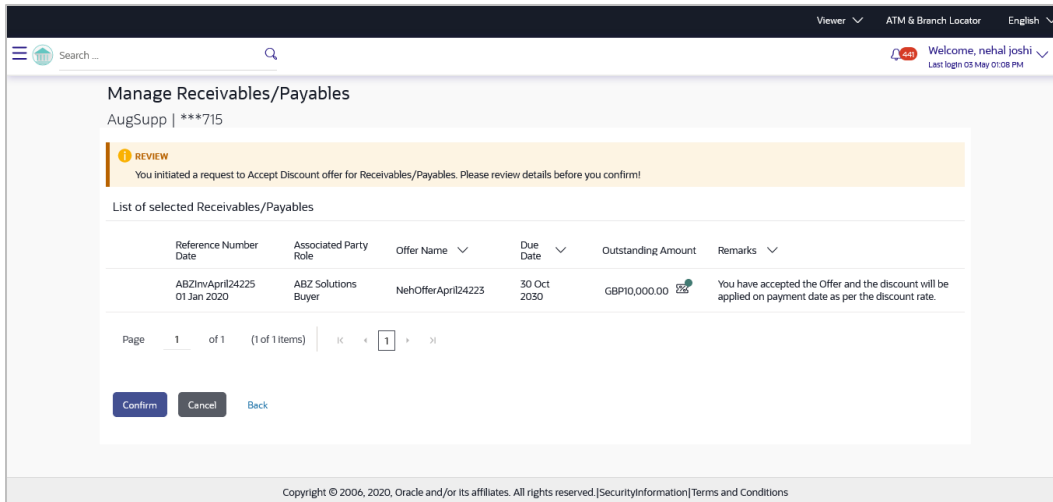


**On Clicking Reject**



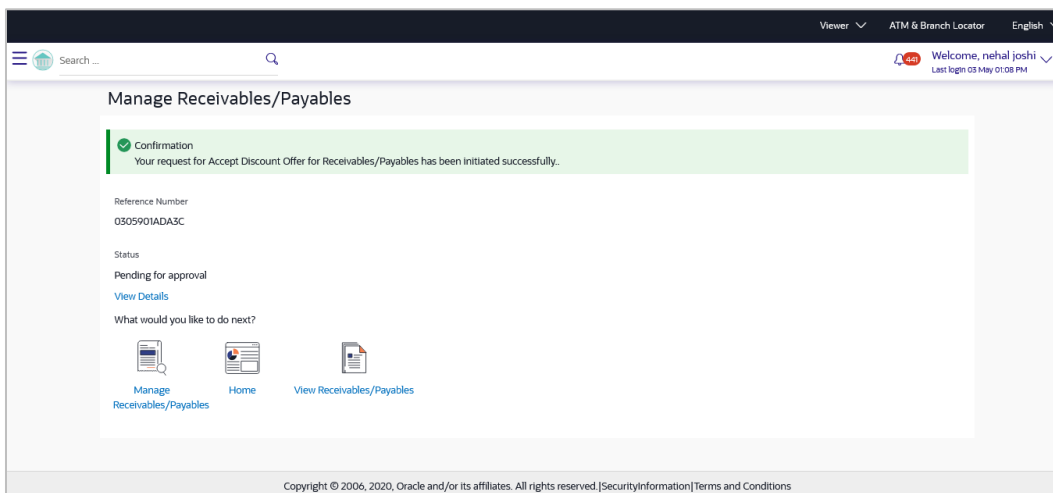
4. Click **Submit** to submit the accept/reject discount offer transaction. The Review screen appears.  
OR  
Click **Cancel** to cancel the transaction.  
OR  
Click **Back** to go to the previous screen.

### 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 the due date of a receivable/payable.

**How to reach here:**

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

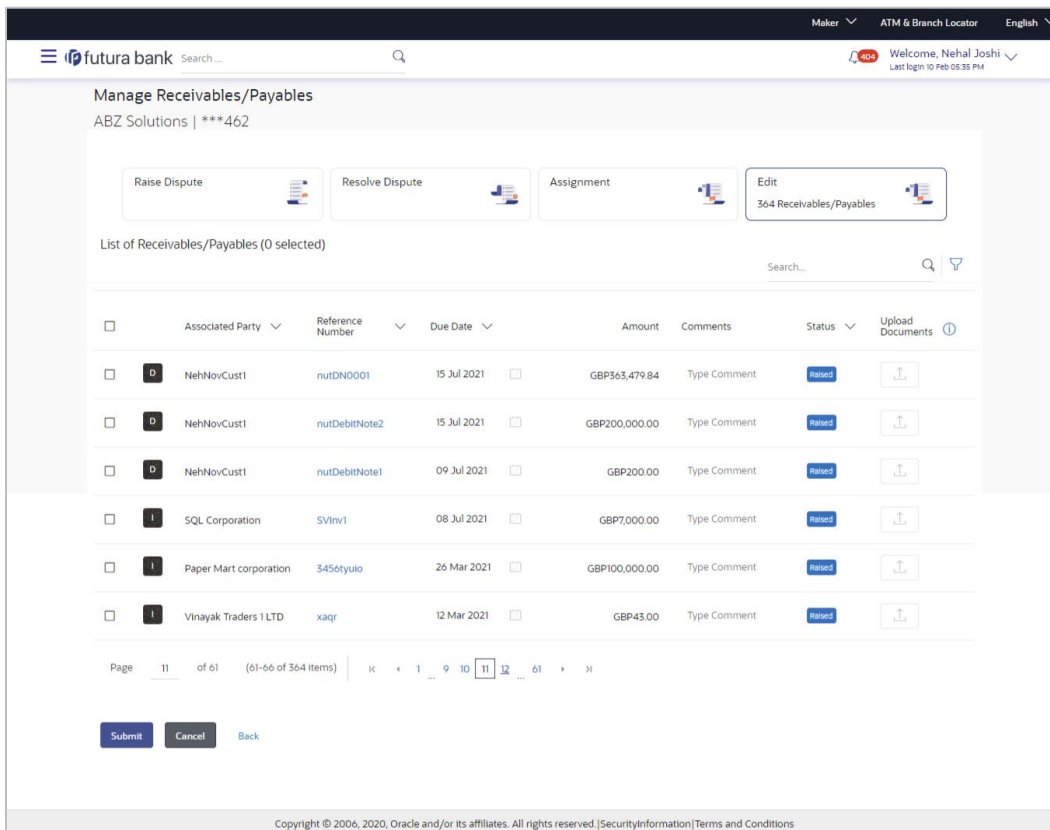
OR

*Dashboard > Toggle menu > Receivables/Payables > Receivables/Payables Management > View/Edit Receivables/Payables > Customer Reference Number link of 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**

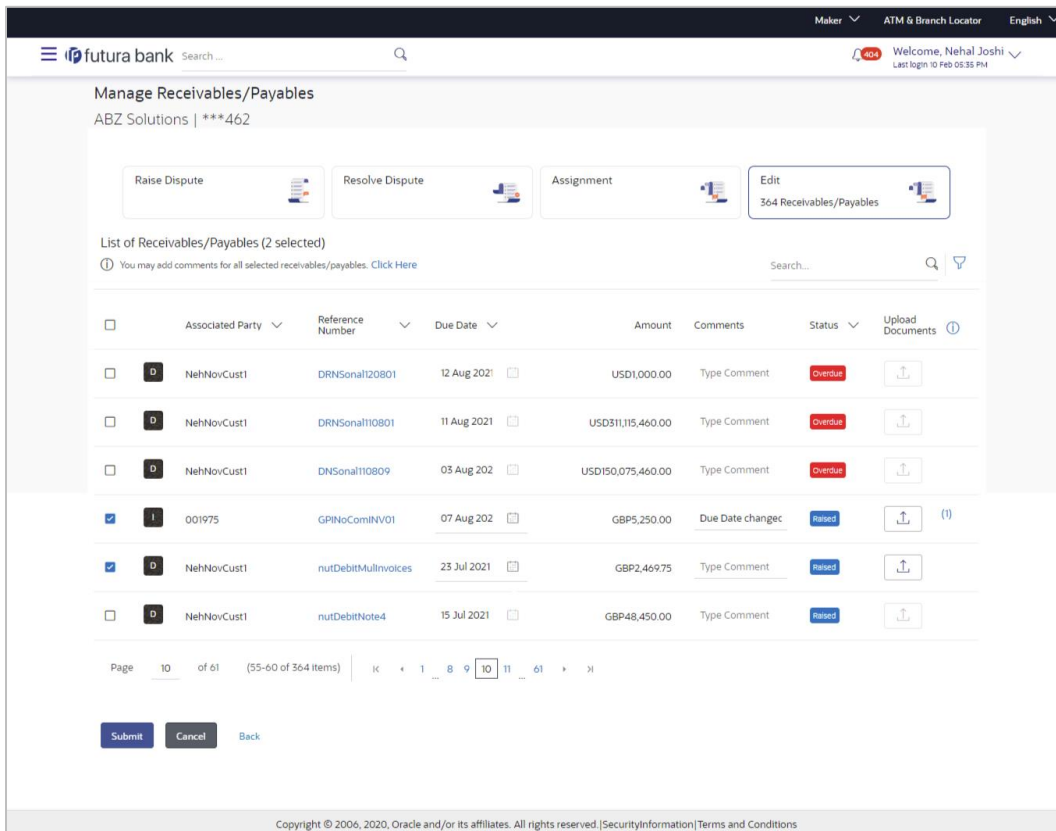


**Field Description**







Field Name	Description
<b>Manage Receivables/Payables – Edit</b>	

Field Name	Description
<b>List of Receivables/Payables (number selected)</b>	
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.	
<b>Search</b>	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 <a href="#">Search (overlay window for Manage Receivables/Payables)</a> section below.
<b>Check Box</b>	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. <a href="#">Click Here</a> .
	<b>Note:</b> To add comments for all selected receivables/payables: 1) Click the <a href="#">Click Here</a> link. A pop-up window appears. 2) Add relevant comments. 3) Click <b>Apply</b> to apply the same. OR Click <b>Cancel</b> to cancel adding the comments.
<b>Indicator</b>	Displays 'I' for an invoice and 'D' for a debit note.
<b>Associated Party</b>	Displays the name of the associated party linked with the receivable/payable.
<b>Reference Number</b>	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.
<b>Due Date</b>	Displays the date on which the receivable/payable must be fully paid. Once you select a receivable/payable, this field becomes editable. You can click the calendar icon to alter the receivable/payable due date.
<b>Amount</b>	Displays the total receivable/payable amount.
<b>Comments</b>	Enter relevant comments. Once you select a receivable/payable, this field becomes editable.

Field Name	Description
<b>Status</b>	Displays the status of the receivable/payable.
<b>Upload Documents</b>	<p>Click  to upload relevant documents. Once you select a receivable/payable, this icon becomes clickable.</p> <p>The following document formats are supported: JPEG, JPG, PNG, and PDF. A maximum of 5 documents can be uploaded.</p> <p>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.</p> <p><b>Note:</b> These documents can also be viewed and downloaded by the approver/checker.</p>



The screenshot displays the 'Manage Receivables/Payables' interface for 'ABZ Solutions | \*\*\*462'. It features a navigation bar with 'Raise Dispute', 'Resolve Dispute', 'Assignment', and 'Edit' buttons. Below, a table lists 2 selected items:

Associated Party	Reference Number	Due Date	Amount	Comments	Status	Upload Documents
NehNovCust1	DRNSona120801	12 Aug 2021	USD1,000.00	Type Comment	overdue	
NehNovCust1	DRNSona110801	11 Aug 2021	USD311,115,460.00	Type Comment	overdue	
NehNovCust1	DNSona110809	03 Aug 202	USD150,075,460.00	Type Comment	overdue	
001975	GPINoComINV01	07 Aug 202	GBP5,250.00	Due Date changed	raised	 (1)
NehNovCust1	nutDebitMullInvoices	23 Jul 2021	GBP2,46975	Type Comment	raised	
NehNovCust1	nutDebitNote4	15 Jul 2021	GBP48,450.00	Type Comment	raised	

Page 10 of 61 (55-60 of 364 items)

2. Once you select the required receivables/payables, update the **Due Date** field(s), 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.

## 8.4 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

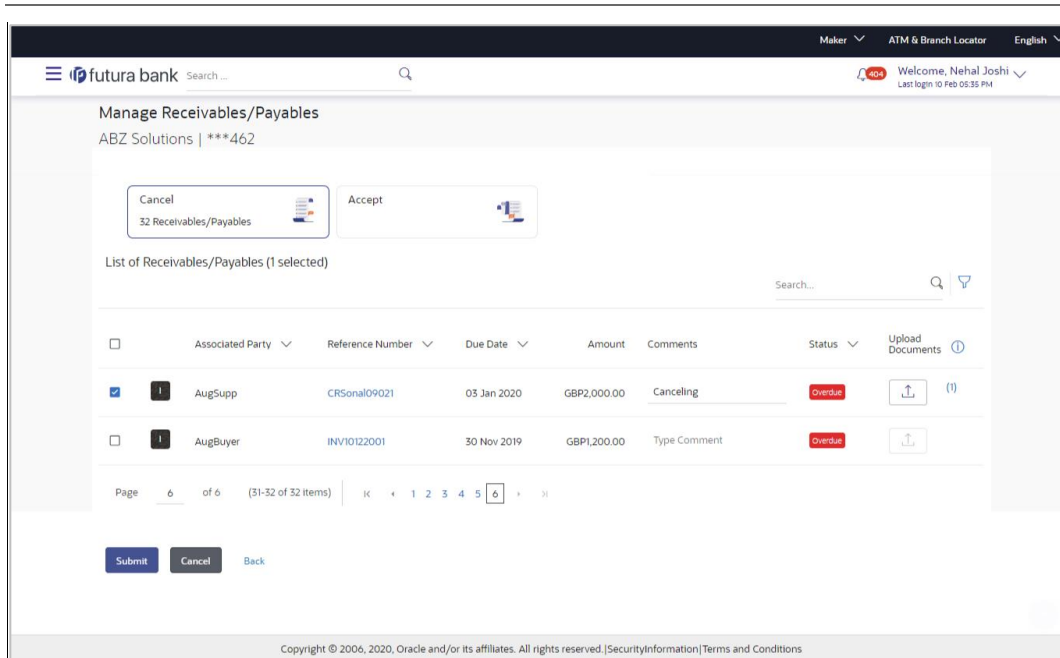
The screenshot displays the 'Manage Receivables/Payables' interface for 'ABZ Solutions | \*\*\*462'. It features two main action tiles: 'Cancel' (32 Receivables/Payables) and 'Accept'. Below these is a table listing receivables/payables. The table has columns for Associated Party, Reference Number, Due Date, Amount, Comments, Status, and Upload Documents. Two items are visible: 'AugSupp' (CRSonal09021, 03 Jan 2020, GBP2,000.00) and 'AugBuyer' (INV10122001, 30 Nov 2019, GBP1,200.00), both marked as 'Overdue'. The interface includes a search bar, pagination (Page 6 of 6), and a footer with copyright information.

Associated Party	Reference Number	Due Date	Amount	Comments	Status	Upload Documents
AugSupp	CRSonal09021	03 Jan 2020	GBP2,000.00	Type Comment	Overdue	Upload Documents
AugBuyer	INV10122001	30 Nov 2019	GBP1,200.00	Type Comment	Overdue	Upload Documents

## Field Description

Field Name	Description
<b>Manage Receivables/Payables – Cancel</b>	
<b>List of Receivables/Payables (number selected)</b>	
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.	
<b>Search</b>	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 <a href="#">Search (overlay window for Manage Receivables/Payables)</a> section below.
<b>Check Box</b>	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. <a href="#">Click Here</a> .
	<p><b>Note:</b> To add comments for all selected receivables/payables:</p> <ol style="list-style-type: none"> <li>1) Click the <a href="#">Click Here</a> link. A pop-up window appears.</li> <li>2) Add relevant comments.</li> <li>3) Click <b>Apply</b> to apply the same. OR Click <b>Cancel</b> to cancel adding the comments.</li> </ol>
<b>Indicator</b>	Displays 'I' for invoice and 'D' for debit note.
<b>Associated Party</b>	Displays the name of the associated party linked with the receivable/payable.
<b>Reference Number</b>	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.
<b>Due Date</b>	Displays the date on which the receivable/payable must be fully paid.
<b>Amount</b>	Displays the total receivable/payable amount.
<b>Comments</b>	Enter relevant comments. Once you select a receivable/payable, this field becomes editable.

Field Name	Description
<b>Status</b>	Displays the status of the receivable/payable.
<b>Upload Documents</b>	<p>Click  to upload relevant documents. Once you select a receivable/payable, this icon becomes clickable.</p> <p>The following document formats are supported: JPEG, JPG, PNG, and PDF. A maximum of 5 documents can be uploaded.</p> <p>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.</p> <p><b>Note:</b> These documents can also be viewed and downloaded by the approver/checker.</p>



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

Manage Receivables/Payables  
ABZ Solutions | \*\*\*462

Raise Dispute (709 Receivables/Payables) | Resolve Dispute | Assignment | Edit

List of Receivables/Payables (0 selected)



	Associated Party	Reference Number Status	Due Date	Amount	Disputed Amount	Dispute Reason	Comments	Upload Documents
<input type="checkbox"/>	AugSupp	Inv121021 Overdue	30 Oct 2030	USD12,000.00	USD12,000.00	Select	Type Comment	
<input type="checkbox"/>	AugSupp	InvJan20223 Accepted	30 Oct 2030	TJS10,000.00	TJS10,000.00	Select	Type Comment	
<input type="checkbox"/>	AugSupp	InvJan20222 Accepted	30 Oct 2030	USD10,000.00	USD10,000.00	Select	Type Comment	
<input type="checkbox"/>	AugSupp	DNOct2621 Accepted	30 Oct 2030	GBP89,000.00	GBP89,000.00	Select	Type Comment	
<input type="checkbox"/>	AugSupp	InvTrunk2345 Accepted	30 Oct 2030	GBP10,000.00	GBP10,000.00	Select	Type Comment	
<input type="checkbox"/>	AugBuyer	DNOct1120211 Overdue	30 Oct 2030	GBP12,000.00	GBP12,000.00	Select	Type Comment	

Page 6 of 119 (31-36 of 709 items) |





Submit Cancel Back

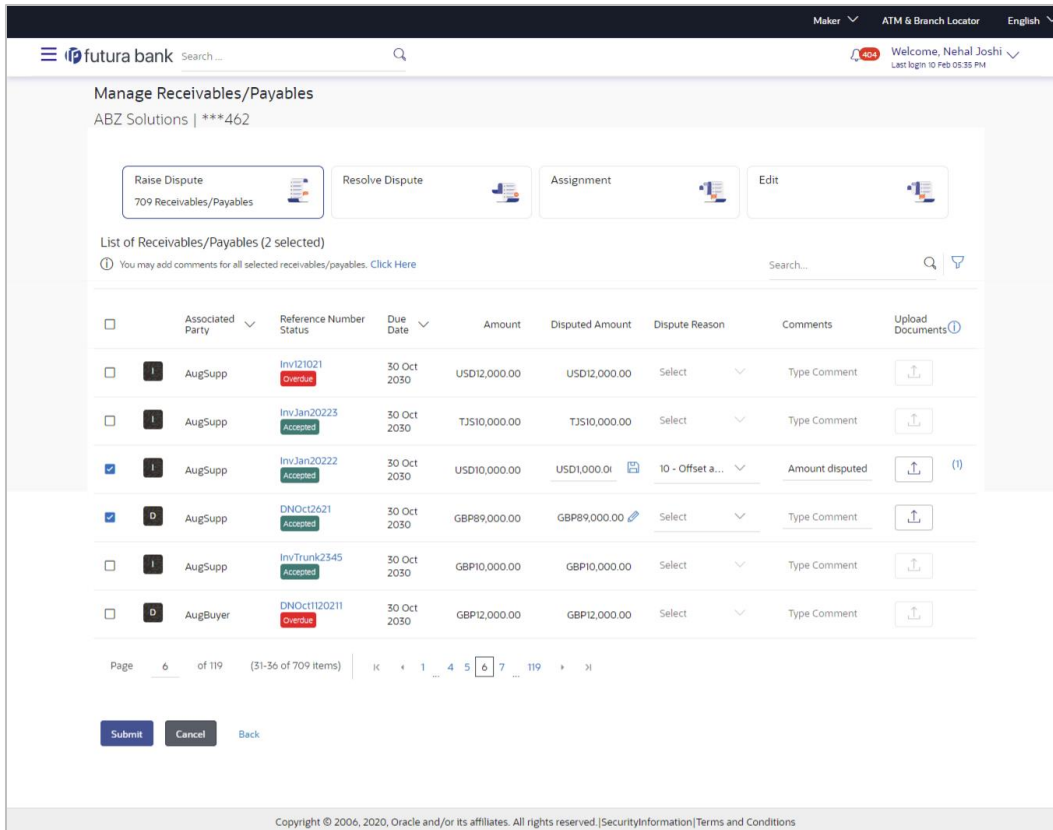
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## Field Description

Field Name	Description
<b>Manage Receivables/Payables – Raise Dispute</b>	
<b>List of Receivables/Payables (number selected)</b>	
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.	
<b>Search</b>	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 <a href="#">Search (overlay window for Manage Receivables/Payables)</a> section below.
<b>Check Box</b>	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. <a href="#">Click Here</a> .
	<hr/> <p><b>Note:</b> To add comments for all selected receivables/payables:</p> <ol style="list-style-type: none"> <li>1) Click the <b><a href="#">Click Here</a></b> link. A pop-up window appears.</li> <li>2) Add relevant comments.</li> <li>3) Click <b>Apply</b> to apply the same. OR Click <b>Cancel</b> to cancel adding the comments.</li> </ol> <hr/>
<b>Indicator</b>	Displays 'I' for an invoice and 'D' for a debit note.
<b>Associated Party</b>	Displays the name of the associated party linked with the receivable/payable.
<b>Reference Number Status</b>	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.
<b>Due Date</b>	Displays the date on which the receivable/payable must be fully paid.
<b>Amount</b>	Displays the total receivable/payable amount.



Field Name	Description
<b>Disputed Amount</b>	<p>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.</p> <hr/> <p><b>Note:</b> You can edit this field as follows:</p> <ol style="list-style-type: none"> <li>1) Select the check box beside the receivable/payable to be disputed.</li> <li>2) Click  and enter the amount to be disputed.</li> <li>3) Click  to save the entered amount.</li> </ol> <hr/>
<b>Dispute Reason</b>	<p>Select the reason for the dispute from this list. Once you select a receivable/payable, this field becomes editable.</p>
<b>Comments</b>	<p>Enter any relevant comments. Once you select a receivable/payable, this field becomes editable.</p>
<b>Upload Documents</b>	<p>Click  to upload relevant documents. Once you select a receivable/payable, this icon becomes clickable.</p> <p>The following document formats are supported: JPEG, JPG, PNG, and PDF. A maximum of 5 documents can be uploaded.</p> <p>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.</p> <hr/> <p><b>Note:</b> These documents can also be viewed and downloaded by the approver/checker.</p> <hr/>



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

The screenshot shows the Oracle Futura Bank interface for managing receivables and payables. The user is logged in as Nehal Joshi. The page title is "Manage Receivables/Payables" for "ABZ Solutions | \*\*\*462". There are four main action tiles: "Raise Dispute", "Resolve Dispute" (which is selected and shows "42 Receivables/Payables"), "Assignment", and "Edit". Below the tiles is a table listing the disputed items.



	Associated Party	Reference Number Status	Due Date	Amount	Disputed Amount	Dispute Reason	Comments	Upload Documents
<input type="checkbox"/>	AugSupp	InvJan7 Disputed	31 Jan 2021	GBP6,700.00	GBP6,700.00	DDISCR - Date Discrepancy Resolved	Type Comment	
<input type="checkbox"/>	AugSupp	Invnehajan Disputed	30 Jan 2021	GBP3,400.00	GBP3,400.00	OTHER - Other	Type Comment	
<input type="checkbox"/>	AugSupp	InvEdt1711 Disputed	31 Dec 2020	GBP9,800.00	GBP900.00	DDISCR - Date Discrepancy Resolved	Type Comment	
<input type="checkbox"/>	AugSupp	INV/Sonal210904 Disputed	09 Sep 2020	GBP2,500.00	GBP2,500.00	1 - Settlement agreed with seller	Type Comment	
<input type="checkbox"/>	NehNovCust1	INV/FEB1904 Disputed	20 Mar 2020	GBP90.00	GBP50.00	DDISCR - Date Discrepancy Resolved	Type Comment	
<input type="checkbox"/>	AugSupp	DNMAY220522 Disputed	06 Jan 2020	GBP5,100.00	GBP5,100.00	4 - Direct payment to seller's agent	Type Comment	

Page 6 of 7 (31-36 of 42 items) | < < 1 3 4 5 6 7 > >

Buttons: Submit, Cancel, Back

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## Field Description


Field Name	Description
<b>Manage Receivables/Payables – Resolve Dispute</b>	
<b>List of Receivables/Payables (number selected)</b>	
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.	
<b>Search</b>	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 <a href="#">Search (overlay window for Manage Receivables/Payables)</a> section below.
<b>Check Box</b>	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. <a href="#">Click Here</a> .
	<hr/> <p><b>Note:</b> To add comments for all selected receivables/payables:</p> <ol style="list-style-type: none"> <li>1) Click the <a href="#">Click Here</a> link. A pop-up window appears.</li> <li>2) Add relevant comments.</li> <li>3) Click <b>Apply</b> to apply the same. OR Click <b>Cancel</b> to cancel adding the comments.</li> </ol> <hr/>
<b>Indicator</b>	Displays 'I' for an invoice and 'D' for a debit note.
<b>Associated Party</b>	Displays the name of the associated party linked with the receivable/payable.
<b>Reference Number Status</b>	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.
<b>Due Date</b>	Displays the date on which the receivable/payable must be fully paid.
<b>Amount</b>	Displays the total receivable/payable amount.
<b>Disputed Amount</b>	Displays the amount that is being disputed.

Field Name	Description
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<b>Dispute Reason</b>	Displays the reason for the dispute.
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<b>Comments</b>	Enter any relevant comments. Once you select a receivable/payable, this field becomes editable.
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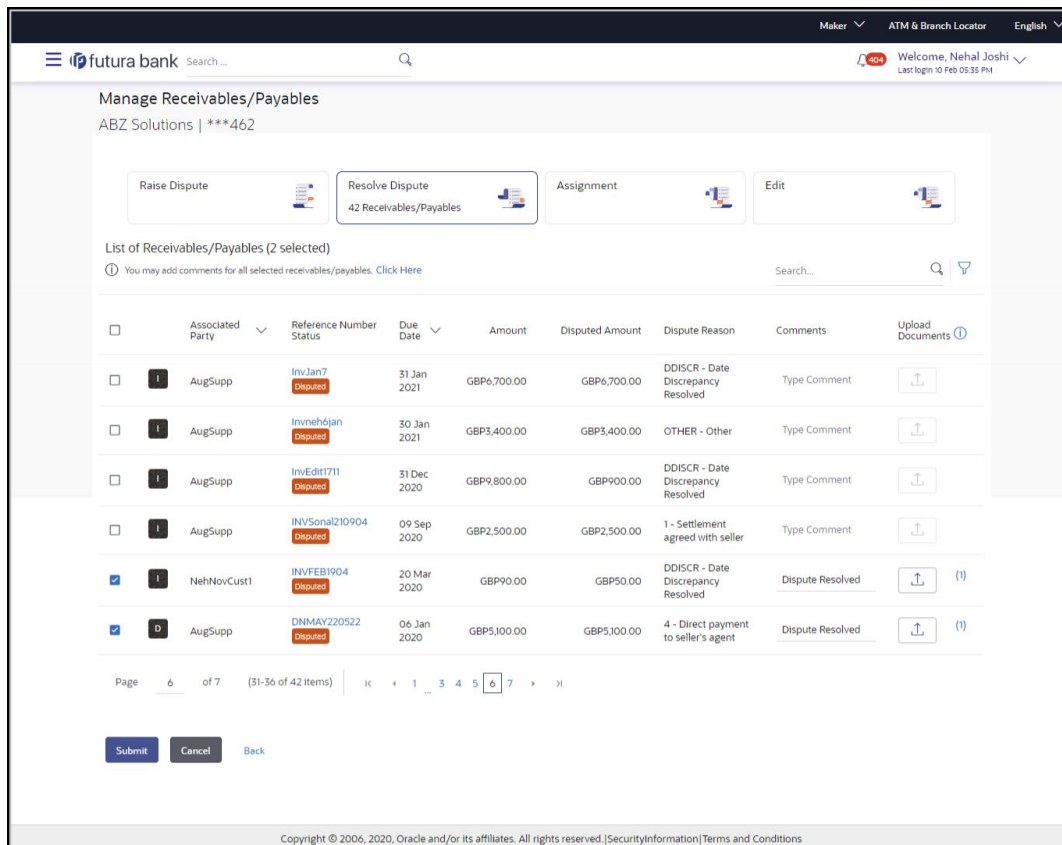
**Upload Documents**

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.

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**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**

The screenshot shows the Oracle Futura Bank interface for managing receivables and payables. The 'Assignment' action is selected, and a list of 257 items is displayed. The table below represents the data shown in the screenshot:

Associated Party	Reference Number	Date	Due Date	Amount	Comments	Status	Upload Documents
POPARTYP428May	DBT31JAN2456	01 Jan 2018	31 Jan 2022	GBP100.00	Type Comment	Accepted	
POPARTYP428May	DBT31JAN24567	01 Jan 2018	31 Jan 2022	GBP100.00	Type Comment	Accepted	
Buyer19Jan	OBDXINVT620Jan	01 Jan 2017	30 Jan 2022	USD135.00	Type Comment	Raised	
Buyer19Jan	OBDXINVT630Jan	01 Jan 2017	30 Jan 2022	USD135.00	Type Comment	Raised	
Buyer19Jan	OBDXINVT320Jan	01 Jan 2017	30 Jan 2022	USD1,000.00	Type Comment	Raised	
Buyer19Jan	OBDXINVT420Jan	01 Jan 2017	30 Jan 2022	USD135.00	Type Comment	Raised	

**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.

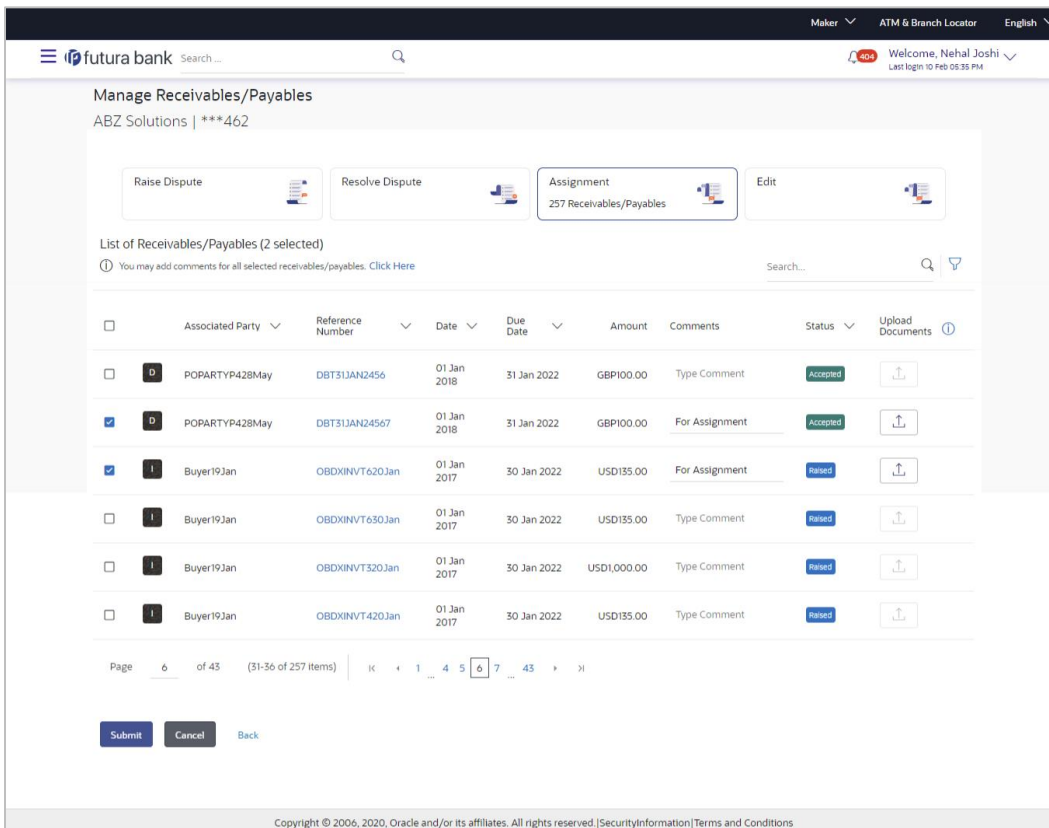


Click this icon to filter the receivables/payables, based on certain criteria. For more information, refer the [Search \(overlay window for Manage Receivables/Payables\)](#) section below.







Field Name	Description
<b>Check Box</b>	<p>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:</p> <p> You may add comments for all selected receivables/payables. <a href="#">Click Here</a>.</p> <hr/> <p><b>Note:</b> To add comments for all selected receivables/payables:</p> <ol style="list-style-type: none"> <li>1) Click the <b>Click Here</b> link. A pop-up window appears.</li> <li>2) Add relevant comments.</li> <li>3) Click <b>Apply</b> to apply the same.</li> </ol> <p>OR</p> <p>Click <b>Cancel</b> to cancel adding the comments.</p> <hr/>
<b>Indicator</b>	Displays 'I' for an invoice and 'D' for a debit note.
<b>Associated Party</b>	Displays the name of the associated party linked with the receivable/payable.
<b>Reference Number</b>	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.
<b>Date</b>	Displays the date of creation of the receivable/payable.
<b>Due Date</b>	Displays the date on which the receivable/payable must be fully paid.
<b>Amount</b>	Displays the total receivable/payable amount.
<b>Comments</b>	Enter any relevant comments. Once you select a receivable/payable, this field becomes editable.
<b>Status</b>	Displays the status of the receivable/payable.




Field Name	Description
Upload Documents	<p>Click  to upload relevant documents. Once you select a receivable/payable, this icon becomes clickable.</p> <p>The following document formats are supported: JPEG, JPG, PNG, and PDF. A maximum of 5 documents can be uploaded.</p> <p>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.</p> <p><b>Note:</b> These documents can also be viewed and downloaded by the approver/checker.</p>



The screenshot displays the 'Manage Receivables/Payables' interface for 'ABZ Solutions | \*\*\*462'. It features a top navigation bar with 'futura bank' and user information. Below the header, there are buttons for 'Raise Dispute', 'Resolve Dispute', 'Assignment (257 Receivables/Payables)', and 'Edit'. A section titled 'List of Receivables/Payables (2 selected)' contains a table with the following data:

Associated Party	Reference Number	Date	Due Date	Amount	Comments	Status	Upload Documents
POPARTYP428May	DBT31JAN2456	01 Jan 2018	31 Jan 2022	GBP100.00	Type Comment	Accepted	
POPARTYP428May	DBT31JAN24567	01 Jan 2018	31 Jan 2022	GBP100.00	For Assignment	Accepted	
Buyer19Jan	OBDXINVT620Jan	01 Jan 2017	30 Jan 2022	USD135.00	For Assignment	Raised	
Buyer19Jan	OBDXINVT630Jan	01 Jan 2017	30 Jan 2022	USD135.00	Type Comment	Raised	
Buyer19Jan	OBDXINVT320Jan	01 Jan 2017	30 Jan 2022	USD1,000.00	Type Comment	Raised	
Buyer19Jan	OBDXINVT420Jan	01 Jan 2017	30 Jan 2022	USD135.00	Type Comment	Raised	

At the bottom of the table, there are navigation controls: 'Page 6 of 43 (31-36 of 257 items)' and buttons for 'Submit', 'Cancel', and 'Back'. The footer contains copyright information: 'Copyright © 2006, 2020, Oracle and/or its affiliates. All rights reserved | SecurityInformation | Terms and Conditions'.

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.

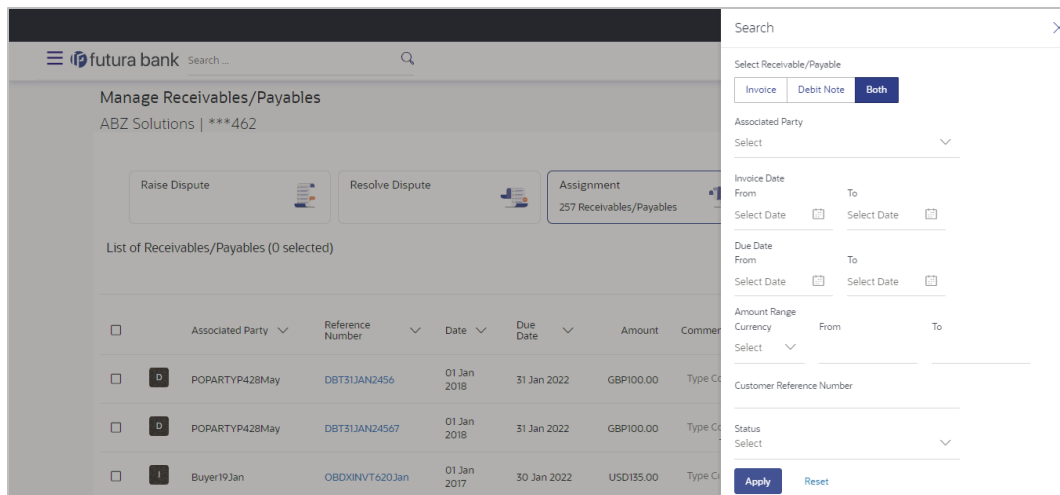
OR

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
<b>Search (overlay window)</b>	
<b>Select Receivable/Payable</b>	Select the type of receivable/payable to take action on. The options are: <ul style="list-style-type: none"> <li>• Invoice</li> <li>• Debit Note</li> <li>• Both</li> </ul>
<b>Associated Party</b>	Indicates an option to search for receivables/payables based on the associated party linked with the receivables/payables.
<b>Discount Offer</b>	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 <b>Accept/Reject Discount Offer</b> option.

Field Name	Description
<b>Date From - To</b>	Indicates an option to search for receivables/payables created within a specific date range. Click the calendar icon and select the <b>From</b> and <b>To</b> dates.
<b>Due Date From - To</b>	Indicates an option to search for receivables/payables that are due in a specific date range. Click the calendar icon and select the <b>From</b> and <b>To</b> dates.
<b>Amount Range Currency From/To</b>	Indicates an option to search for receivables/payables based on an amount range. Select the required currency from the <b>Currency</b> list, and enter the <b>From</b> and <b>To</b> amounts.
<b>Customer Reference Number</b>	Indicates an option to search for receivables/payables based on the reference number.
<b>Status</b>	Indicates an option to search for receivables/payables based on their status. <ul style="list-style-type: none"> <li>• The status is set to <b>Disputed</b> by default, when filtering receivables/payables for <b>Resolve Dispute</b>. The status cannot be edited in this case.</li> <li>• The status is set to <b>Raised</b>, by default, when filtering receivables/payables for <b>Cancel</b>, or <b>Accept</b>. The status cannot be edited in these cases.</li> </ul>

[Home](#)

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## 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.

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

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## 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

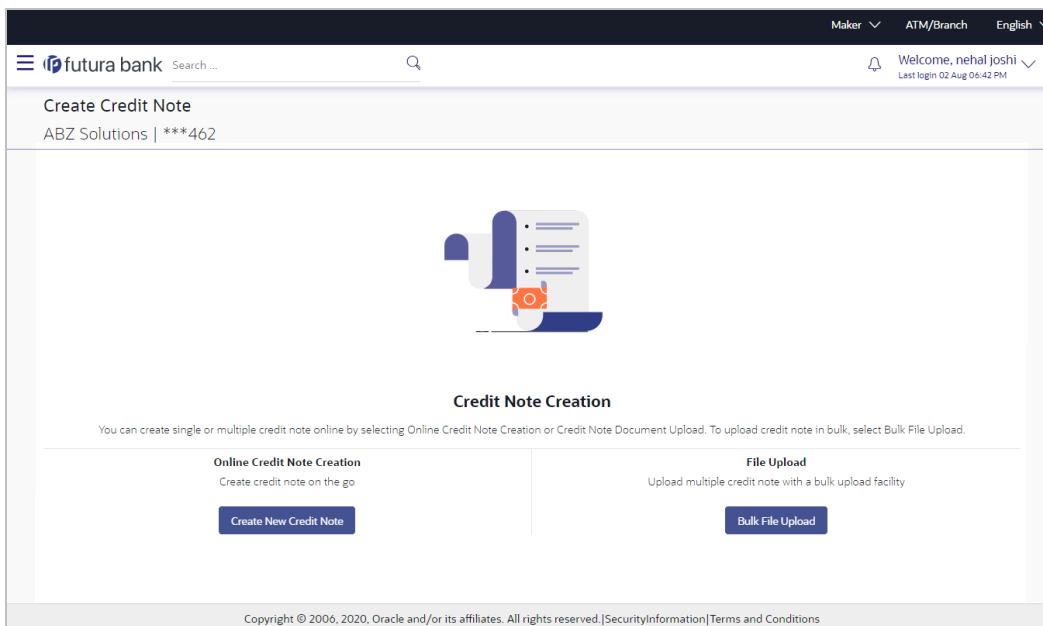
Using this option, corporate users can create single or multiple credit notes online. Post submission of the credit note, an option is provided to save the content as a Template. The template can be reused for creating credit notes for the same program and associated corporate party.

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
<b>Create Credit Note</b>	
<b>Party Name &amp; ID</b>	Displays the name and ID of the logged-in corporate party.
<b>Online Credit Note Creation</b>	Indicates the option to create credit note records by manual entry of the details.
<b>File Upload</b>	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

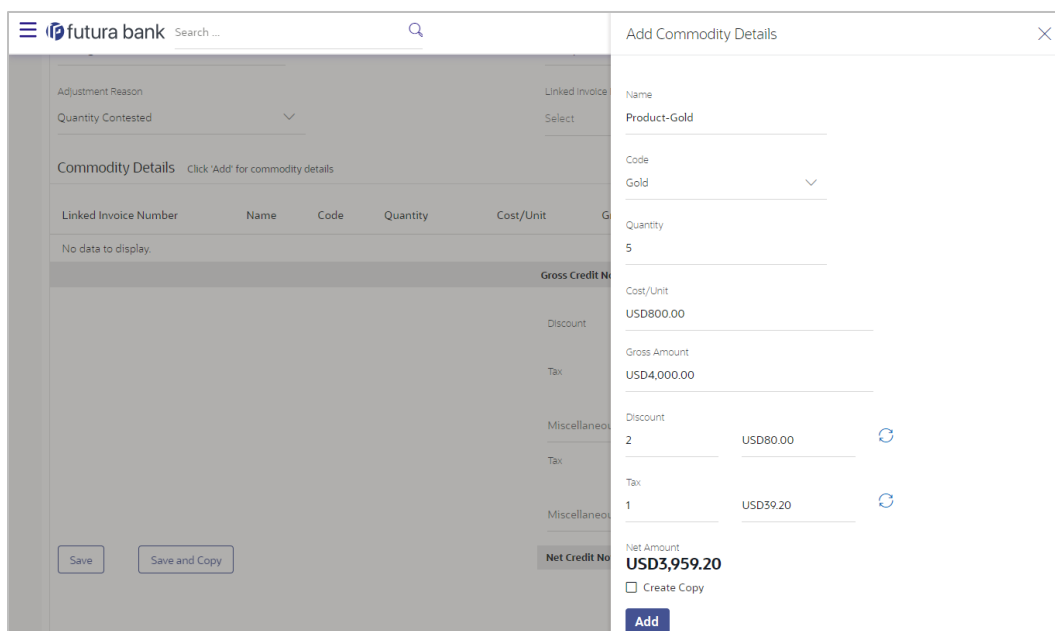
Field Name	Description
<b>Create Credit Note</b>	
<b>Party Name &amp; ID</b>	Displays the name and ID of the logged-in corporate party.
<b>New Credit Note</b>	
<b>Facing difficulty in entering data for multiple Credit Note? Use Bulk Upload</b>	Click the <b>Use Bulk Upload</b> link to navigate to the <b>File Upload</b> screen for creating credit notes in bulk.
<b>Customer Credit Note Number</b>	Enter the customer’s own reference number for the credit note.
<b>Associated Party</b>	Select the associated party to link the credit note to. A list of all on-boarded associated parties is available for selection. On selecting an associated party, the role of the party as <b>Buyer</b> or <b>Supplier</b> , appears below this field.
<b>Program Name</b>	Select the program to which the credit note should be linked. Programs linked to the selected associated party are listed.
<b>Auto Accept</b>	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 <b>Create Program</b> section in <b>User Manual Oracle Banking Digital Experience Corporate Supply Chain Finance</b> .

Field Name	Description
<b>Auto Finance</b>	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 <b>Create Program</b> section in <b>User Manual Oracle Banking Digital Experience Corporate Supply Chain Finance</b> .
<b>Credit Note Amount</b>	Select the credit note currency and enter the gross credit note amount (not including tax or discount).
<b>Credit Note Date</b>	Click the calendar icon and select the date of creation of the credit note.
<b>Expiry Date</b>	Click the calendar icon and select the date on which the credit note expires. The <b>Expiry Date</b> should be greater than or equal to the <b>Credit Note Date</b> .
<b>Adjustment Reason</b>	Select the reason for adjusting the invoice amount.
<b>Linked Invoice Number</b>	Select the invoice that should be linked to the credit note. Once you link invoice(s), the <b>Populate Commodity Details from Invoice</b> toggle is enabled, and the commodities from the invoice(s) appear in the <b>Commodity Details</b> grid of the credit note.
<b>Populate Commodity Details from Invoice</b>	This toggle is automatically enabled when you link invoices to the credit note in the <b>Linked Invoice Number</b> field. The <b>Commodity Details</b> 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
<b>Add Commodity Details</b>	
<b>Name</b>	Enter the name of the commodity for which the credit note is being raised.
<b>Code</b>	Enter the code of the commodity.
<b>Quantity</b>	Enter the quantity of the commodity for which the credit note is being raised.
<b>Cost/Unit</b>	Specify the cost per unit of the commodity.
<b>Gross Amount</b>	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
<b>Discount</b>	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.  Click  to reset the values.





Field Name	Description
<b>Tax</b>	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.  Click  to reset the values.
<b>Net Amount</b>	Displays the net amount of the commodity. It is automatically calculated as follows:  Net Amount = Gross Amount – Discount + Tax
<b>Create Copy</b>	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
<b>Commodity Details</b>	This section displays the commodity detail records, once you add them. Multiple commodities can be added.
<b>Linked Invoice Number</b>	Displays the invoice number of the commodity.
<b>Name</b>	Displays the name of the commodity.
<b>Code</b>	Displays the code of the commodity.

Field Name	Description
<b>Quantity</b>	Displays the quantity of the commodity.
<b>Cost/Unit</b>	Displays the cost per unit of the commodity.
<b>Gross Amount</b>	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
<b>Discount</b>	Displays the discount amount and percentage offered on the commodity.
<b>Tax</b>	Displays the tax amount and percentage charged on the commodity.
<b>Net Amount</b>	Displays the net amount of the commodity. It is automatically calculated as follows: Net Amount = Gross Amount – Discount + Tax
<b>Actions</b>	Indicates the actions that can be performed on the commodity record. <ul style="list-style-type: none"> <li>• Click  to edit the record.</li> <li>• Click  to remove the record.</li> </ul>

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

<b>Gross Credit Note Amount</b>	Displays the total gross amount of all the added commodities.
<b>Discount</b>	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  <b>Note:</b> 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
<b>Tax</b>	<p>Displays the total tax amount of all the commodities added. The average tax percentage of all added commodities is also displayed.</p> <p>Click  to reset the values.</p> <p>Total Tax % = (Total tax amount / Total debit note amount) *100</p> <p><b>Note:</b> 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.</p>
<b>Miscellaneous Charges</b>	<p>Add the name and amount of any other miscellaneous charge applicable.</p> <p>Use  to add another charges. A maximum of 2 miscellaneous charges can be added.</p> <p>Click  to reset the values.</p>
<b>Net Credit Note Amount</b>	<p>Displays the overall credit note amount that is owed to the buyer.</p> <p><b>Note:</b> The <b>Net Credit Note Amount</b> gets automatically calculated as follows:  Net Credit Note Amount = Gross Credit Note Amount - Discount Value + Tax Amount</p>
	<p>Indicates an option to reset the fields. This icon is present on the top right corner of the screen.</p>

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.

Maker ATM/Branch English

futura bank Search ...

Welcome, nehal joshi  
Last login 18 Aug 05:28 PM

### Create Credit Note

ABZ Solutions | \*\*\*462

New Credit Note | Template


Facing difficulty in entering data for multiple Credit Note? Use Bulk Upload

Customer Credit Note Number	Associated Party
CCredNum9004	NehNovCust1 Role:Buyer
Program Name	Credit Note Amount
ABZNehNovCust1	GBP40.00

Add Credit Note

Submit Cancel Back

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**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

**Create Credit Note**  
ABZ Solutions | \*\*\*462

**REVIEW**  
You initiated a request for Credit Note creation. Please review details before you confirm!

Customer Credit Note Number CCredNum9004	Associated Party NehNovCust1 Role: Buyer
Program Name ABZNehNovCust1	Credit Note Amount GBP40.00
Credit Note Date 18 Aug 2021	Expiry Date 31 Aug 2021
Adjustment Reason Pricing Error	Linked Invoice Number nutbuyer975INV1

**Commodity Details**

Linked Invoice Number	Name	Code	Quantity	Cost/Unit	Gross Amount	Discount	Tax	Net Amount
nutbuyer975INV1	POPPY-STRAW	POPPY-STRAW	20	GBP2.00	GBP40.00	-	-	GBP40.00
<b>Gross Credit Note Amount</b>								<b>GBP40.00</b>
						Discount	0.00 %	GBP0.00
						Tax	0.00 %	GBP0.00
<b>Net Credit Note Amount</b>								<b>GBP40.00</b>

[Confirm](#) [Cancel](#) [Back](#)

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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

**Confirmation**  
Your request for creating Credit Note(s) has been initiated successfully.

Reference Number  
0508A9F121C1

Status  
Pending for Approval  
[Click here to view status of Credit Note](#)

What would you like to do next?

[Go To Dashboard](#) [View Credit Note](#) [Create Credit Note](#) [Save as Template](#)

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**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.

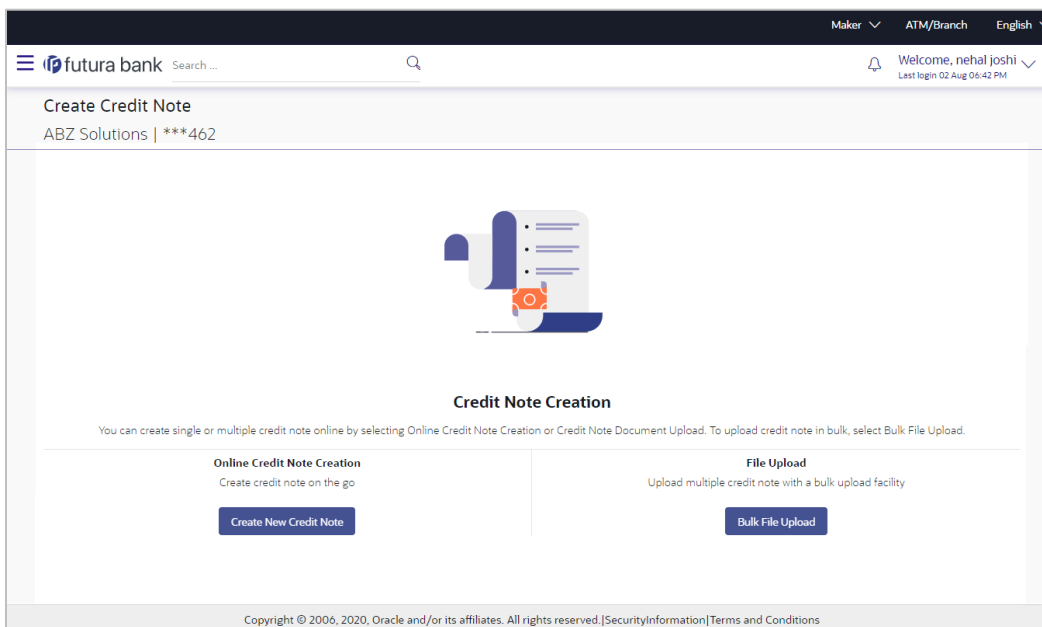
### 9.1.1.2 Create Credit Notes using Templates

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

The screenshot displays the 'Create Credit Note' interface with the 'Template' tab selected. At the top, there's a search bar and a user profile for 'nehal joshi'. Below the search bar, there are two tabs: 'New Credit Note' and 'Template'. The 'Template' tab contains a table with the following data:

Template Name	No of Credit Note Saved	created By	last Updated	Action
<a href="#">CRN_TMPL_030821013110</a>	1	authninstaller2	03 Aug 2021	

Below the table is a pagination control showing 'Page 1 of 1 (1 of 1 items)'. To the right of the table is a 'Credit Note' information box with the following text:



**Credit Note**  
 You can save the data entered while creating a Credit Note, in a template.  
 This saves the effort of re-entering the data when a Credit Note is created for the same party in future.  
 Simply select a template from the given list and the Credit Note will open in the "Create Credit Note" page for creating a Credit Note.

At the bottom of the page, there is a copyright notice: 'Copyright © 2006, 2020, Oracle and/or its affiliates. All rights reserved. [SecurityInformation]Terms and Conditions'

### Field Description

Field Name	Description
<b>Search</b>	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.
<b>Template Name</b>	Displays the name of the credit note template, as a hyperlink. Click this hyperlink to open the <b>New Credit Note</b> screen, with the template details populated in the respective fields.
<b>No. of Credit Note Saved</b>	Displays the number of credit notes saved under the template.
<b>Created By</b>	Displays the name of the corporate user who created the template.
<b>Last Updated</b>	Displays the last updated date of the credit note template.
<b>Action</b>	Click  to delete the credit note template.

- Navigate through the pages to the required template, or use the **Search** field to find a specific template.
- 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.
  - Click **Yes** to delete the credit note template.  
OR  
Click **No** to cancel the deletion of the credit note template.
- 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*

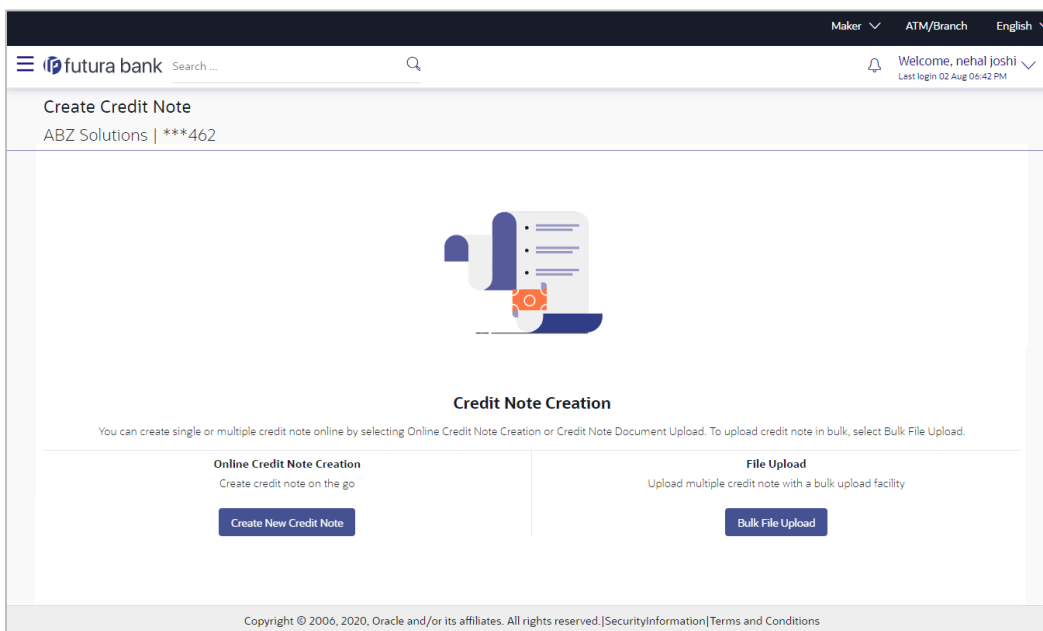
*OR*

*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
<b>Create Credit Note</b>	
<b>Party Name &amp; ID</b>	Displays the name and ID of the logged-in corporate party.
<b>Online Debit Note Creation</b>	Indicates the option to create credit note records by manual entry of the details.
<b>File Upload</b>	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.



BulkCreditNoteUploadTemplate.csv

**Note:** Refer this file for the upload file format:

While uploading a .XLSX / .XLS file, if you do not have the required data for a particular cell, and need to leave it blank, then ensure that the particular empty cell has been formatted to the data type of the expected data of that cell. For example, a cell that is supposed to hold textual content, such as name or description, should be formatted to 'Text'. Similarly, a cell that is supposed to hold a number, should be formatted to 'Number'.

### Field Description

Field Name	Description
	The following fields are specific to a credit note. You must add a row for each credit note record.
<b>Indicator</b>	Enter <b>CN</b> in this field. This is a mandatory field.
<b>Cr. Note Reference Number</b>	Enter the customer's reference number for the credit note. This is a mandatory field.
<b>Link Invoice Number</b>	Enter the invoice reference numbers to be associated with the credit note. You can provide multiple invoice numbers using the pipe separator.  <b>Note:</b> 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.
<b>Cr Note Date</b>	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.
<b>Cr Note Expiry Date</b>	Enter the expiry date of the credit note.

Field Name	Description
<b>Buyer Code**</b>	Enter the code associated with the buyer.
<b>Supplier Code**</b>	Enter the code associated with the supplier.
<b>Currency*</b>	Enter the credit note currency. A 3-digit currency code as per ISO standards is acceptable. This is a mandatory field.
<b>Base Cr Note Amount*</b>	Enter the gross credit note amount.
<b>Discount Amount</b>	Enter the discount amount applicable on the base credit note amount.
<b>Tax Amount</b>	Enter the applicable tax amount.
<b>Net Cr Note Amount*</b>	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
<b>Buyer Division Code</b>	Enter the division code of the buyer.
<b>Supplier Division Code</b>	Enter the division code of the supplier.
<b>Buyer ID*</b>	Enter the party ID of the buyer.
<b>Supplier ID*</b>	Enter the party ID of the supplier.
<b>Buyer Name</b>	Enter the name of the buyer.
<b>Supplier Name</b>	Enter the name of the supplier.
<b>Program ID</b>	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.
<b>Adjustment Reason</b>	Enter the reason for adjustment. The available values are: <ul style="list-style-type: none"> <li>• Pricing Error</li> <li>• Allowance/Charge Error</li> <li>• Extension Error</li> <li>• Quantity Contested</li> <li>• Pallet/Container Charge Error</li> <li>• Freight Deducted</li> <li>• Tax Deducted</li> <li>• Items not received</li> </ul>
<b>Remarks</b>	Enter any remarks, if applicable.

The following fields are specific to a commodity. You must add a row for each commodity in the credit note.

Field Name	Description
<b>Indicator**</b>	Enter <b>C</b> for a commodity row.
<b>Credit Note reference number</b>	Enter the reference number of the credit note. This is a mandatory field.
<b>Invoice Number**</b>	Enter the invoice reference number of the commodity. This number should also be listed in the <b>Linked Invoice Number</b> field of the credit note. <b>Note:</b> 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.
<b>Commodity Code**</b>	Enter the unique code of the commodity. This code should be the same as that present in the linked invoice in the credit note.
<b>Commodity Name</b>	Enter the name of the commodity. This name should be the same as that present in the linked invoice in the credit note.
<b>Quantity**</b>	Enter the quantity of the commodity.
<b>Unit Cost</b>	Enter the cost per unit of the commodity.
<b>Gross Total of Commodity</b>	Enter the total cost of the commodity. Gross Amount = Unit Cost * Quantity
<b>Discount Amount</b>	Enter the discount amount applicable to the commodity.
<b>Tax Amount</b>	Enter the tax amount applicable to the commodity.
<b>Net Amount**</b>	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 – for Buyer Role

The screenshot displays the 'View Credit Note' page for a Buyer role. At the top, there is a navigation bar with 'futura bank' and a search bar. Below this, the page title is 'View Credit Note' for 'ABZ Solutions | \*\*\*462'. A 'Switch View' section allows toggling between 'Buyer' (selected) and 'Supplier'. The main content is a 'List of Receivables' table with columns: Customer Reference Number, Associated Party, Expiry Date, Amount, Status, Receivable Amount, and Reconciliation Status. A single row is visible with the following data: CRN02, AugSupp, 10 Jan 2020, GBP10.00, Raised, GBP10.00, and Unreconciled. A 'Cancel' button is located at the bottom left of the table area. The footer contains copyright information for Oracle.

Customer Reference Number	Associated Party	Expiry Date	Amount	Status	Receivable Amount	Reconciliation Status
CRN02	AugSupp	10 Jan 2020	GBP10.00	Raised	GBP10.00	Unreconciled

## View Credit Note – for Supplier Role

Maker
ATM/Branch
English

futura bank
Search ...
Q
Welcome, nehal joshi
Last login 18 Aug 03:03 PM

### View Credit Note

ABZ Solutions | \*\*\*462

**Switch View**  
Select your role as a Buyer or a Supplier to view your data in terms of Receivables or Payables

List of Payables Search...  Download

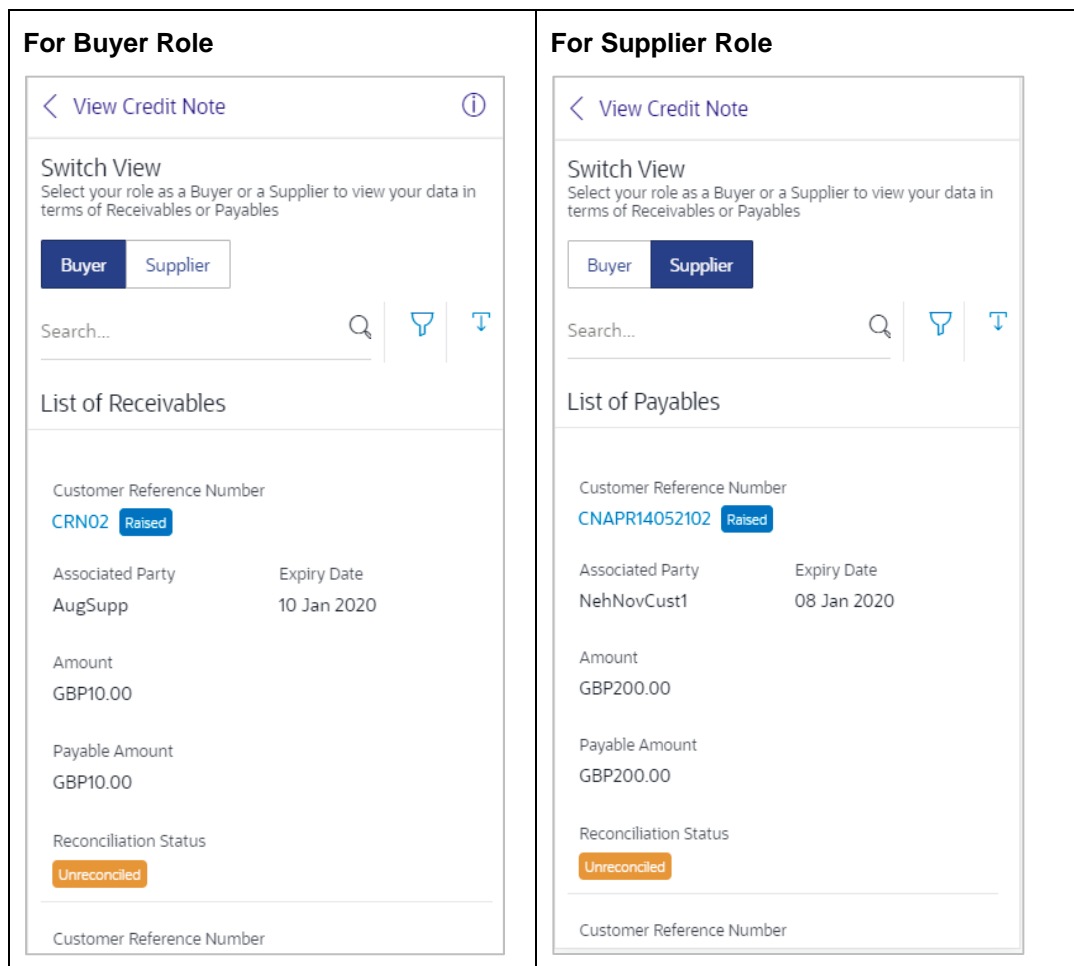
Customer Reference Number	Associated Party	Expiry Date	Amount	Status	Payable Amount	Reconciliation Status
CNAPR26042104	NehNovCust1	14 Apr 2021	GBP200.00	Raised	GBP200.00	Unreconciled
CNAPR14052102	NehNovCust1	08 Jan 2020	GBP200.00	Raised	GBP200.00	Unreconciled
CNAPR23042106	NehNovCust1	14 Apr 2021	GBP100.00	Raised	GBP100.00	Unreconciled
1234569		14 Jan 2020	GBP200.00	Raised	GBP200.00	Unreconciled
CNSonal310703	NehNovCust1	20 Jul 2021	GBP0.00	Raised		Unreconciled
TemplateTestingCR001	NehNovCust1	04 Aug 2023	GBP40,400.00	Raised	GBP42,016.00	Unreconciled
CREDIT01NoInvoice	NehNovCust1	12 Jan 2023	USD11,520.00	Raised	USD11,520.00	Unreconciled
123	NehNovCust1	01 Aug 2021	USD3.00	Raised	USD3.00	Unreconciled
OBDX37569RetestEdit0101	NehNovCust1	14 Jan 2023	USD50,000.00	Raised	USD50,250.00	Unreconciled
DiffCurrencyMultiCREDIT02	NehNovCust1	14 Jan 2023	GBP484.00	Raised	GBP503.74	Unreconciled

Page 1 of 11 (1-10 of 108 items) < 1 2 3 4 5 ... 11 >

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### View Credit Note (on mobile device)

Credit notes can also be viewed on a mobile device. The features and functionality available on the desktop computers, such as hyperlinks, search filters, and the download option, are also available on the mobile device.



### Field Description

Field Name	Description
<b>View Credit Note</b>	
<b>Party Name &amp; ID</b>	Displays the name and ID of the logged-in corporate party.
<b>Switch View</b>	Indicates the option to view the credit notes based on the corporate party's role. The options are: <ul style="list-style-type: none"> <li>• Buyer</li> <li>• Supplier</li> </ul>

Field Name	Description
<b>Search</b>	Indicates an option to search for specific credit notes. As the partial or full reference number is entered, the relevant credit notes are displayed.
	Click this icon to filter the credit notes, based on certain criteria. For more information, refer the <a href="#">Search (overlay window for View Credit Note)</a> section below.
<b>List of Receivables/Payables</b>	
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:	
<ul style="list-style-type: none"> <li>• Receivables, if the role of the logged-in party is selected as '<b>Buyer</b>' in the Switch View field.</li> <li>• Payables, if the role of the logged-in party is selected as '<b>Supplier</b>' in the Switch View field.</li> </ul>	
<b>Customer Reference Number</b>	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 <a href="#">View Credit Note Details</a> section, in this document.
<b>Associated Party</b>	Displays the counter party name as fetched from the Host.
<b>Expiry Date</b>	Displays the expiry date of the credit note as fetched from the Host.
<b>Amount</b>	Displays the credit note amount along with the currency as fetched from the Host.
<b>Status</b>	Displays the status of the credit note.
<b>Payable Amount / Receivable Amount</b>	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.
<b>Reconciliation Status</b>	Displays the payment status of the credit note.

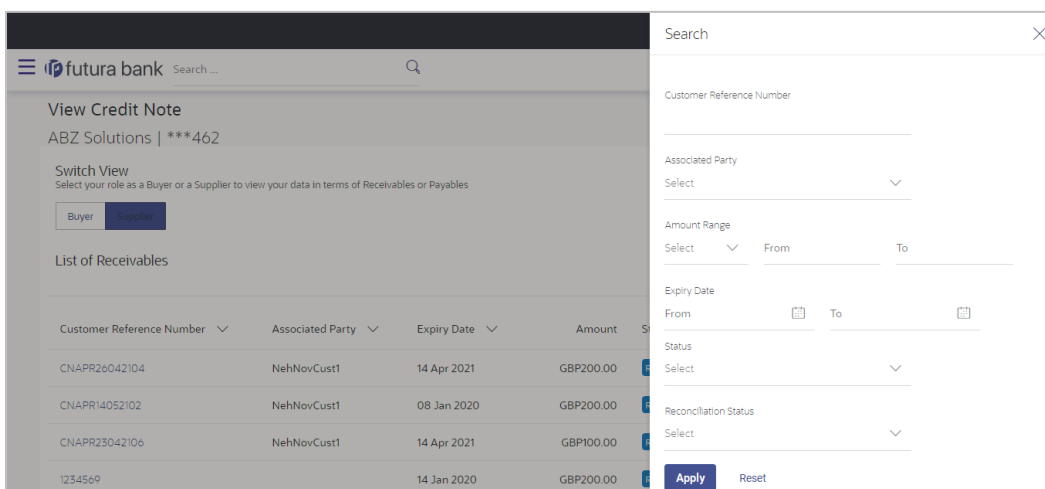
You can perform the following actions in the **View Credit Note** screen:

- Click the **Customer Reference Number** link to view the details of the credit note.
- Click **Download** to download the credit notes list in CSV format.
- Click **Cancel** to go to the main dashboard.



## Search (overlay window for View Credit Note)

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



## Field Description

Field Name	Description
<b>Search (overlay window)</b>	
<b>Customer Reference Number</b>	Indicates an option to search for a credit note using the reference number.
<b>Associated Party</b>	Indicates an option to search for credit notes based on the associated party.
<b>Amount Range Currency From-To</b>	Indicates an option to search for credit notes based on a particular currency and amount range.
<b>Expiry Date From-To</b>	Indicates an option to search for credit notes that expire in a specific period.
<b>Status</b>	Indicates an option to search for credit notes based on the status.
<b>Reconciliation Status</b>	Indicates an option to search for credit notes based on the reconciliation status.

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

### 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.

The screenshot displays the 'View Credit Note Details' interface. At the top, there is a navigation bar with 'futura bank' logo, a search bar, and user information: 'Welcome, nehal joshi' with a last login time of '05 Aug 04:40 PM'. The main title is 'View Credit Note Details' with a sub-header 'ABZ Solutions | \*\*\*462' and a 'Preview & Download' link.

The details are organized into sections:

- Host Reference Number:** CN1387 (with a 'Raised' status tag), **Date:** 01 Jan 2020, **Program Name:** NIKE Product 1
- Customer Credit Note Number:** CRN02, **Expiry Date:** 10 Jan 2020
- Payment Terms:** -, **Adjustment Reason:** Allowance/Charge Error
- Remark:** -
- Supplier Details:**
  - Supplier Name:** AugSupp, **Supplier Id:** 001715
  - Supplier Address:** 202, Preston Road, London, GB, 2009, **Supplier Code:** -
- Less Information:** (link)

The **Amount Details** section contains the following table:

Particulars	Amount
Credit Note Amount	GBP10.00
Discount Amount	0
Percentage	
Tax Amount	0
Discount	
<b>Net Credit Note Amount</b>	<b>GBP10.00</b>
Acceptance Amount	-
<b>Outstanding Amount</b>	<b>GBP10.00</b>

At the bottom of the amount details section, there are 'Cancel' and 'Back' buttons. The footer contains the copyright notice: 'Copyright © 2006, 2020, Oracle and/or its affiliates. All rights reserved. | Security Information | Terms and Conditions'.

## View Credit Note Details (on mobile device)

The **View Credit Note Details** screen can also be viewed on a mobile device. The credit note details present in the desktop version, are also available on the mobile device.

< View Credit Note Details

Host Reference Number  
CN0362 **Raised**

Date: 07 Jan 2020      Program Name: POProg  
[More Information](#)

Amount Details    Commodity Details    Link

Particulars	Amount
Credit Note Amount	GBP200.00
Discount Amount Percentage	GBP20.00 -
Tax Amount Discount	GBP20.00 -
Net Credit Note Amount	<b>GBP200.00</b>
Acceptance Amount	-
Outstanding Amount	<b>GBP200.00</b>

Cancel

## Field Description

Field Name	Description
<b>View Credit Note Details</b>	
<b>Party Name &amp; ID</b>	Displays the name and ID of the logged-in corporate party.
<b>Preview &amp; Download</b>	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.
<b>Host Reference Number Status</b>	Displays the unique reference number of the credit note fetched from the host. The status of the credit note is also displayed.
<b>Date</b>	Displays the date on which the credit note has been created.

Field Name	Description
<b>Program Name</b>	Displays the name of the program linked with the credit note.
The following fields appear if you click the <b>More Information</b> link. You can hide the fields by clicking the <b>Less Information</b> link.	
<b>Customer Credit Note Number</b>	Displays the customer's credit note reference number.
<b>Expiry Date</b>	Displays the date on which the credit note expires.
<b>Payment Terms</b>	Displays the terms agreed for the payment of the credit note.
<b>Adjustment Reason</b>	Displays the reason for adjustment of the initial invoice amount.
<b>Remark</b>	Displays the entered remarks.
<b>Buyer Details / Supplier Details</b>	
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.	
<b>Buyer Name/ Supplier Name</b>	Displays the name of the associated party.
<b>Buyer Id / Supplier Id</b>	Displays the ID of the associated party.
<b>Buyer Address / Supplier Address</b>	Displays the address of the associated party.
<b>Buyer Code / Supplier Code</b>	Displays the code of the associated party.

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

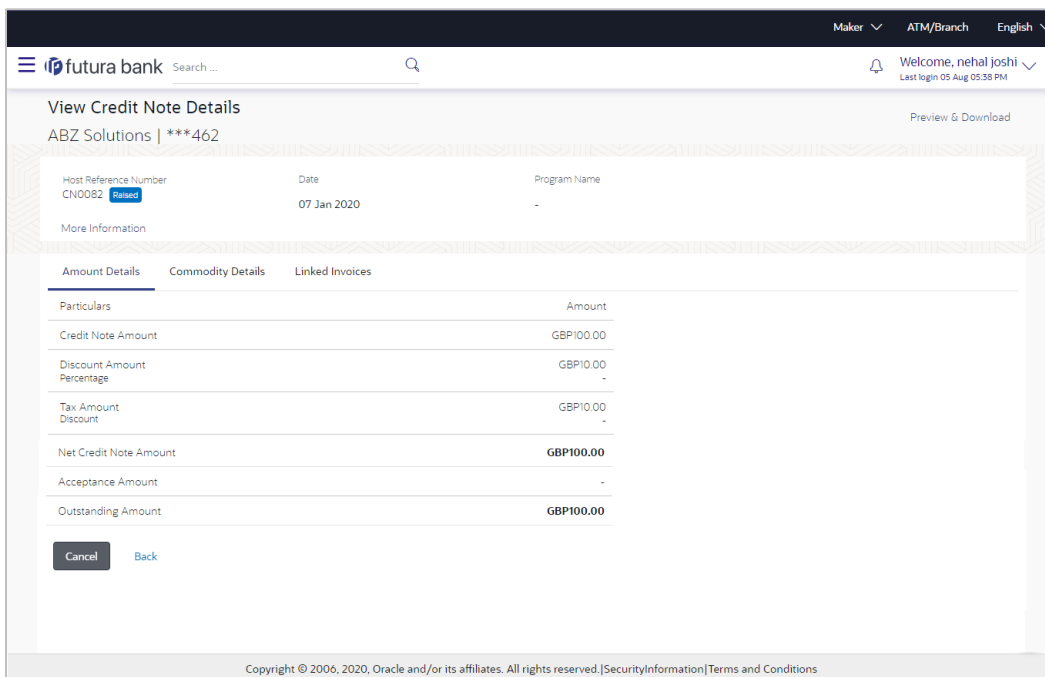
- Amount Details
- Commodity Details
- Linked Invoices
- Reconciliation Details

---

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

---

## View Credit Note Details – Amount Details tab



### Field Description

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

## View Credit Note Details – Commodity Details

View Credit Note Details  
ABZ Solutions | \*\*\*462

Host Reference Number: CNO082 Raised      Date: 07 Jan 2020      Program Name: -

More Information

Amount Details    **Commodity Details**    Linked Invoices

Name	Code	Quantity	Cost Per Unit	Gross Amount	Discount Amount	Tax Amount	Net Amount	Linked Invoices
Roses	POPPY-STRAW	10	GBP10.00	GBP100.00	GBP10.00 @ 10%	GBP10.00 @ 10%	GBP100.00	INV19042107

Cancel    Back

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## Field Description

Field Name	Description
------------	-------------

**Commodity Details tab**

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

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

## View Credit Note Details – Linked Invoices tab

View Credit Note Details  
ABZ Solutions | \*\*\*462

Host Reference Number: CNO082 **Raised** | Date: 07 Jan 2020 | Program Name: -

More Information

Amount Details | Commodity Details | **Linked Invoices**

Invoice Reference Number	Customer Invoice Number	Due Date	Invoice Amount	Financed Amount	Invoice Status
INV80087	INV19042107	07 Jan 2020	GBP1,300.00	-	<b>Assigned</b>

Cancel Back

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## Field Description

Field Name	Description
------------	-------------

**Linked Invoices tab**

This tab appears if the credit note has been linked with invoices.

<b>Invoice Reference Number</b>	Displays the reference number of the invoice. This is a hyperlink which when clicked displays the details of the invoice.
<b>Customer Invoice Number</b>	Displays the customer's reference number of the invoice.
<b>Due Date</b>	Displays the due date of the invoice.
<b>Invoice Amount</b>	Displays the invoice amount.
<b>Financed Amount</b>	Displays the invoice amount that has been financed.
<b>Invoice Status</b>	Displays the status of the invoice.

## View Credit Note Details – Reconciliation Details tab

### Field Description

Field Name	Description
<b>Reconciliation Details tab</b>	
This tab appears if the credit note is reconciled against payments. Multiple payments may have been reconciled against a credit note.	
<b>Payment Reference Number</b>	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 <a href="#">View Payments (details)</a> section in this user manual.
<b>Payment Date</b>	Displays the date of payment.
<b>Payment Amount</b>	Displays the amount of the payment.
<b>Reconciliation Date</b>	Displays the date when the reconciliation has been performed.
<b>Remitter Name / Beneficiary Name</b>	Displays the name of the remitter, in case of an inflow payment. Displays the name of the beneficiary, in case of an outflow payment.
<b>Reconciliation Amount in Payment Currency</b>	Displays the reconciliation amount in the currency that the payment has been made in.
<b>Reconciliation Amount in Credit Note Currency</b>	Displays the reconciliation amount in the currency of the credit note.

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

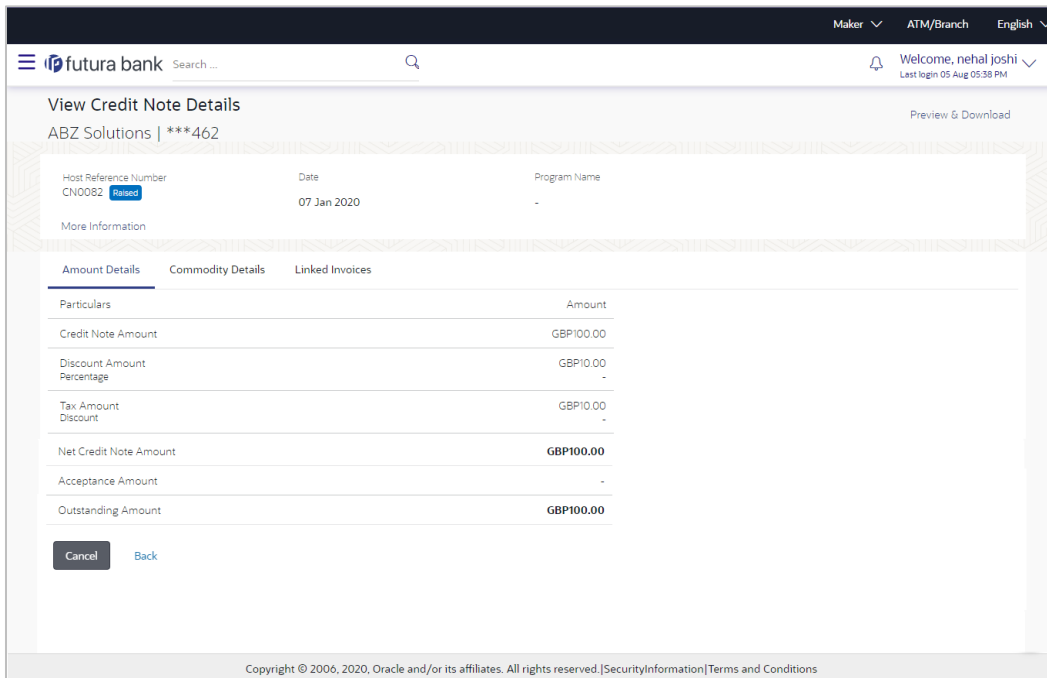
- Click the **Preview & Download** link to preview and download the credit note.
- Click **Cancel** to go to the main dashboard.
- Click **Back** to go to the previous screen.



### 9.2.1.1 Preview and Download Credit Note

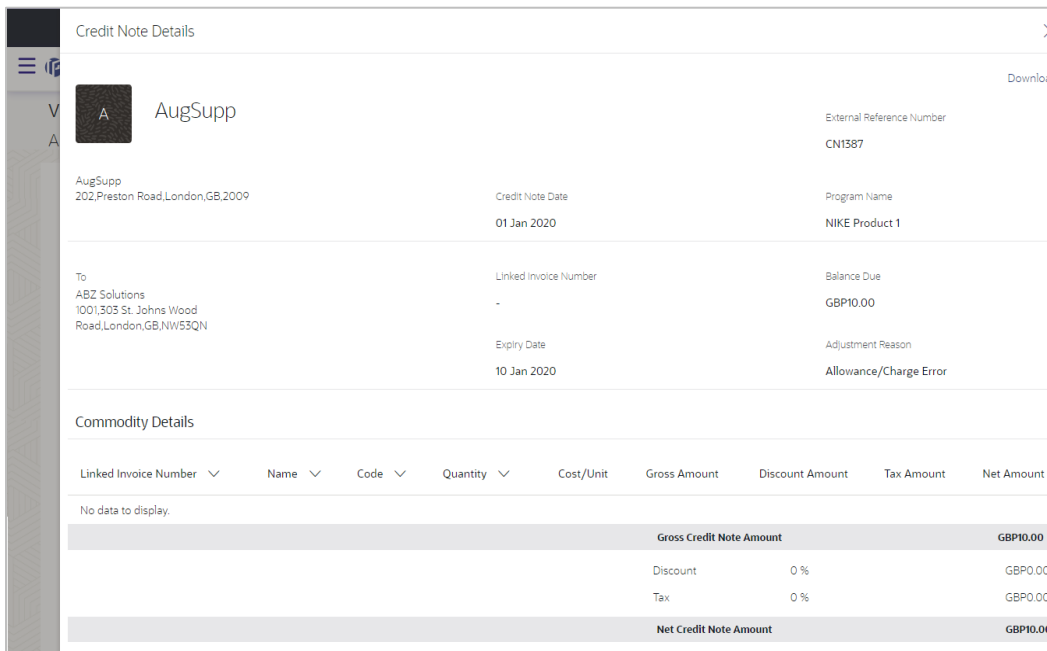
To preview and download the credit note:

#### 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  to close the window.

### Field Description

Field Name	Description
<b>Credit Note Details overlay window</b>	
<b>Download</b>	Click to download the debit note in PDF format.
<b>External Reference Number</b>	Displays the customer's own reference number.
<b>Party name &amp; address</b>	Displays the name and address of the supplier.
<b>Credit Note Date</b>	Displays the date on which the credit note has been raised.
<b>Program Name</b>	Displays the program linked to the credit note.
<b>To</b>	Displays the name and address of the buyer.
<b>Linked Invoice Number</b>	Displays the reference numbers of the invoices linked to the credit note.
<b>Balance Due</b>	Displays the balance credit note amount to be paid.
<b>Expiry Date</b>	Displays the expiry date of the credit note.
<b>Adjustment Reason</b>	Displays the reason for adjusting the initial invoice amount.
<b>Commodity Details</b>	
<b>Linked Invoice Number</b>	Displays the reference number of the invoice linked to the specific commodity.
<b>Name</b>	Displays the name of the commodity.
<b>Code</b>	Displays the code of the commodity.
<b>Quantity</b>	Displays the quantity of the commodity.
<b>Cost/Unit</b>	Displays the cost per unit of the commodity.
<b>Gross Amount</b>	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
<b>Discount Amount</b>	Displays the discount applicable to the commodity.
<b>Tax Amount</b>	Displays the tax applicable to the commodity.

Field Name	Description
<b>Net Amount</b>	Displays the net amount of the commodity. Net Amount = Gross Amount – Discount Amount + Tax Amount
<b>Gross Credit Note Amount</b>	Displays the total amount of all the commodities (gross amount).
<b>Discount</b>	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
<b>Tax</b>	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
<b>Net Credit Note Amount</b>	Displays the calculated value on basis of discount and tax values entered.  <b>Note:</b> The <b>Net Credit Note Amount</b> gets auto calculated as follows: Net Credit Note Amount = Gross Credit Note Amount - Discount + Tax

[Home](#)

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## 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 can be created by a corporate, irrespective of their role as buyer or supplier. 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.

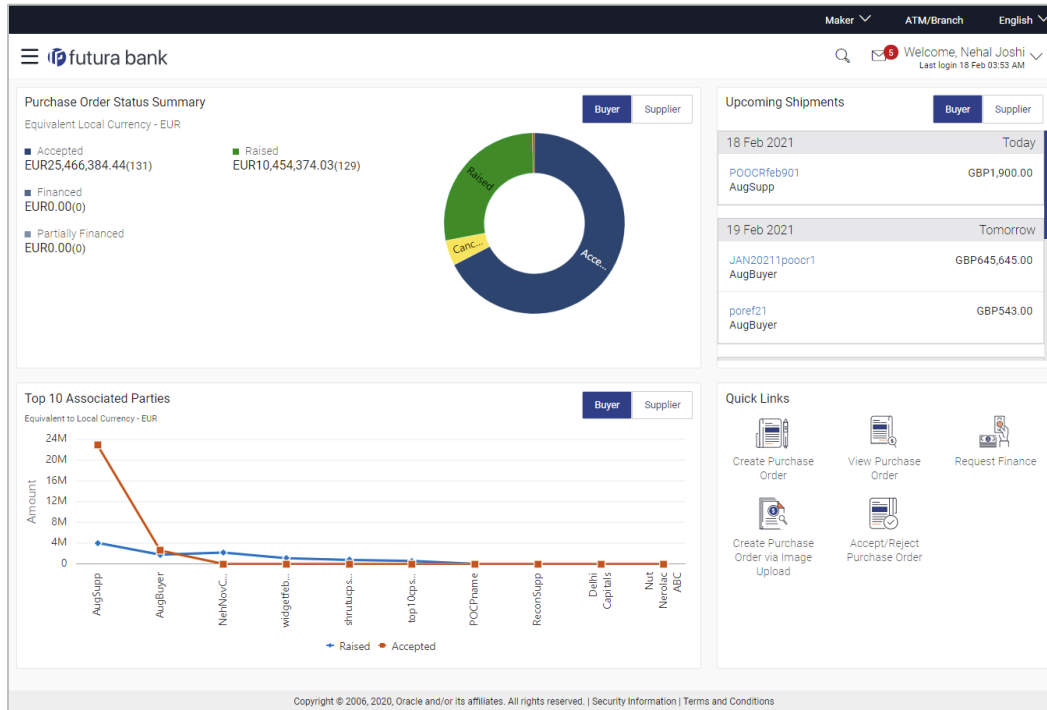
---

### 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.

**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.

**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.

**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

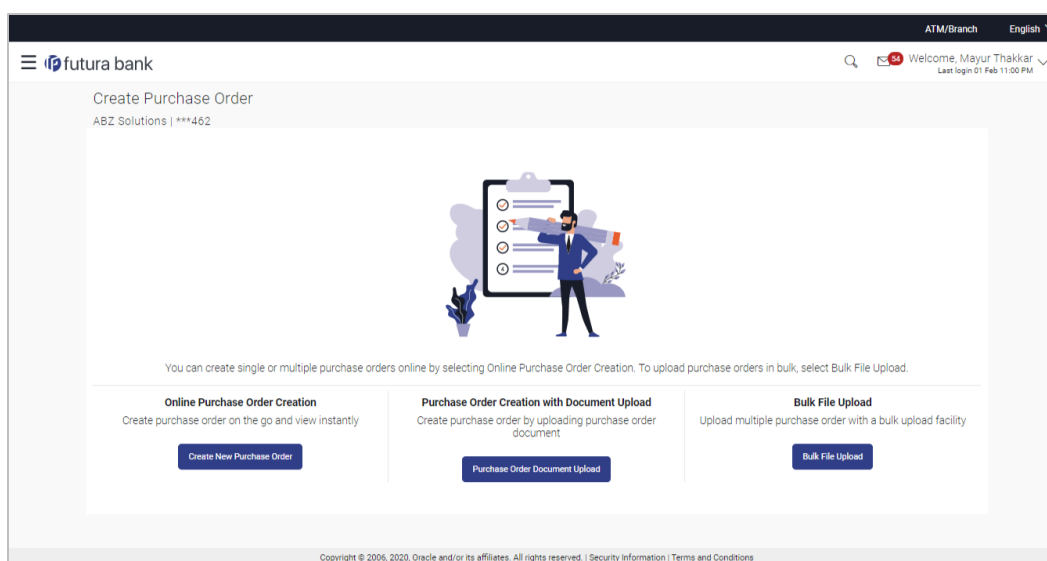
## 10.2 Online Purchase Order Creation

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
<b>Create Purchase Order</b>	
<b>Party Name &amp; ID</b>	Displays the name and ID of the logged-in corporate party.
<b>Online Purchase Order Creation</b>	Indicates the option to create purchase order records by manual entry of purchase order details.
<b>Purchase Order Creation with Document Upload</b>	Indicates the option to create a purchase order record by uploading the actual purchase order document.
<b>Bulk File Upload</b>	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

Maker ATM/Branch English

169 Welcome, nehal joshi  
Last login 22 Jan 06:59 PM

futura bank

Create Purchase Order  
AugSupp | \*\*\*715

New Purchase Order Template

Facing difficulty in entering data for multiple Purchase Order? Use Bulk Upload

Customer Purchase Order Number

Program Name  
Select

Purchase Order Date

Shipment Date

Payment Terms

Associated Party  
Select

Pre-acceptance  
 No

Purchase Order Amount  
LAK

Shipment Address  
 No

Commodity Details Click Add for commodity details

Name	Code	Quantity	Total Weight	Cost/Unit	Gross Amount	Discount	Tax	Net Amount	Action
No data to display.									
<b>Gross Purchase Order Amount</b>								<b>LAK0.00</b>	
<b>Total Discount Value</b> (@0% - Average of commodity discount)								<b>LAK0.00</b>	
<b>Total Tax Value</b> (@0% - Average of commodity tax)								<b>LAK0.00</b>	
<b>Net Purchase Order Amount</b>								<b>LAK0.00</b>	

Save Duplicate Purchase Order

Add Purchase Order

Submit Cancel Back

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### Field Description

Field Name	Description
------------	-------------

#### Create Purchase Order

<b>Party Name &amp; ID</b>	Displays the name and ID of the logged-in corporate party.
----------------------------	--

#### New Purchase Order

Field Name	Description
<b>Facing difficulty in entering data for multiple Purchase Order? Use Bulk Upload</b>	Click the <b>Bulk Upload</b> link to navigate to the <b>File Upload</b> screen for creating purchase orders in bulk.
<b>Customer Purchase Order Number</b>	Enter the corporate's own reference number associated with the purchase order.
<b>Associated Party</b>	Select the counter party in the business transaction. A list of all on-boarded associated parties is available for selection. On selecting an associated party, the role of the party as <b>Buyer</b> or <b>Supplier</b> , appears below this field.
<b>Program Name</b>	Select the program under which the purchase order is to be created. Once you select a program, the <b>Auto Accept</b> and <b>Auto Finance</b> fields appear with the values that have been set in the program.
<b>Pre-acceptance</b>	Enable this toggle if the purchase order should be deemed as accepted by the supplier, on being raised.  <b>Note:</b> If the logged-in party is the supplier and the associated party is the buyer, then by default Pre-acceptance toggle is switched to YES (Read only). If logged-in party is the buyer and the associated party is the supplier, then by default Pre-acceptance toggle is switched to NO and it is selective, i.e. user can select either YES/NO.
<b>Purchase Order Date</b>	Click the calendar icon and select the date on which the purchase order is created.
<b>Purchase Order Amount</b>	Select the currency and enter the amount of the purchase order. This purchase order amount should match with the total gross amount of commodity grid.
<b>Shipment Date</b>	Click the calendar icon and select the date of shipment of the products being purchased.
<b>Shipment Address</b>	Indicates an option to record the shipment address. You can switch the toggle on, and enter the address in the <b>Shipment Address</b> pop-up window that appears. Once you save the address, it appears in this field. You can edit it by clicking  . For more information on the fields, refer the <a href="#">Shipment Address</a> section below.
<b>Payment Terms</b>	Enter the agreed terms of the payment.




## Shipment Address

The screenshot shows a web application interface for Futura Bank. A 'Shipment Address' pop-up window is centered on the screen. The pop-up has a title bar with a close button (X). Below the title, it says 'Shipping Address to be changed to'. The form contains the following fields: 'Address Line 1', 'Address Line 2', 'Address Line 3', 'City', 'Country' (with a dropdown menu showing 'Andorra'), and 'Pin Code'. At the bottom of the pop-up are 'Save' and 'Cancel' buttons. The background interface is dimmed and shows a sidebar on the left with 'Program Name' (Check1), 'Auto Accept/No', 'Auto Finance/No', 'Purchase Order Date' (28 Oct 2020), 'Shipment Date' (31 Oct 2020), and 'Payment Terms'. The main area shows a table with columns for 'Name', 'Code', 'Quantity', and 'Total'. A table below that shows 'Tax', 'Net Amount', and 'Action' with values like '\$125.00 @ 1%' and '\$12,625.00'. A summary row at the bottom shows 'Gross Purchase Order Amount' as '\$12,625.00' and 'Grand Total Value' as '\$0.00'.

## Field Description

Field Name	Description
------------	-------------

### Shipment Address

This pop-up window appears when you switch on the **Shipment Address** toggle, or click the  icon to edit an existing address.


<b>Address Line 1 to 3</b>	Enter lines 1 to 3 of the address for the shipment.
<b>City</b>	Enter the city for the shipment.
<b>Country</b>	Enter the country for the shipment.
<b>Pin Code</b>	Enter the pin code for the shipment.


- 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
<b>Add Commodity Details overlay window</b>	
<b>Name</b>	Enter the name of the commodity being purchased.
<b>Code</b>	Select the code of the commodity.
<b>Quantity</b>	Enter the commodity quantity required.
<b>Weight/Unit</b>	Enter the weight per unit of the commodity. Also select the unit of measurement to be used for weight.
<b>Total Weight</b>	Displays the total weight of the commodity. This value is automatically calculated and displayed. It is the product of the values in the <b>Quantity</b> and <b>Weight/Unit</b> fields.
<b>Cost/Unit</b>	Enter the cost per unit of the commodity.
<b>Gross Amount</b>	Displays the total cost of the commodity. This value is automatically calculated and displayed. It is the product of the values in the <b>Quantity</b> and <b>Cost/Unit</b> fields.
<b>Discount</b>	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.  Click  to reset the values.



Field Name	Description
<b>Tax</b>	<p>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.</p> <p>Click  to reset the values.</p>
<b>Net Amount</b>	<p>Displays the net amount (after application of discount and tax) of the commodity being purchased.</p> <p><b>Note:</b> The <b>Net Amount</b> gets auto calculated as follows:  <math>\text{Net Amount} = \text{Gross Amount} - \text{Discount amount} + \text{Tax amount}</math></p>
<b>Create Copy</b>	<p>Select this check box, to make a copy of the commodity details entered.</p>

- 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**


The screenshot displays the 'Create Purchase Order' form in the Futura Bank system. The form is divided into several sections:


- Form Fields:**
  - Customer Purchase Order Number: CPO990
  - Program Name: POProg25122
  - Purchase Order Date: 09 Feb 2020
  - Shipment Date: 29 Feb 2020
  - Payment Terms: pymt
  - Associated Party: NehNovCust1
  - Role: Buyer
  - Purchase Order Amount: INR250,000.00
- Commodity Details Table:**

Name	Code	Quantity	Total Weight	Cost/Unit	Gross Amount	Discount	Tax	Net Amount	Action
Prod1	Sweet Biscuits	500	30000 Kilogram (60 / Kilogram)	INR500.00	INR250,000.00	INR5,000.00 @ 2%	INR12,250.00 @ 5%	INR257,250.00	 
- Summary Totals:**
  - Gross Purchase Order Amount: INR250,000.00
  - Total Discount Value (@2% - Average of commodity discount): INR5,000.00
  - Total Tax Value (@5% - Average of commodity tax): INR12,250.00
  - Net Purchase Order Amount: INR257,250.00
- Buttons:** Save, Duplicate Purchase Order, Submit, Cancel, Back.

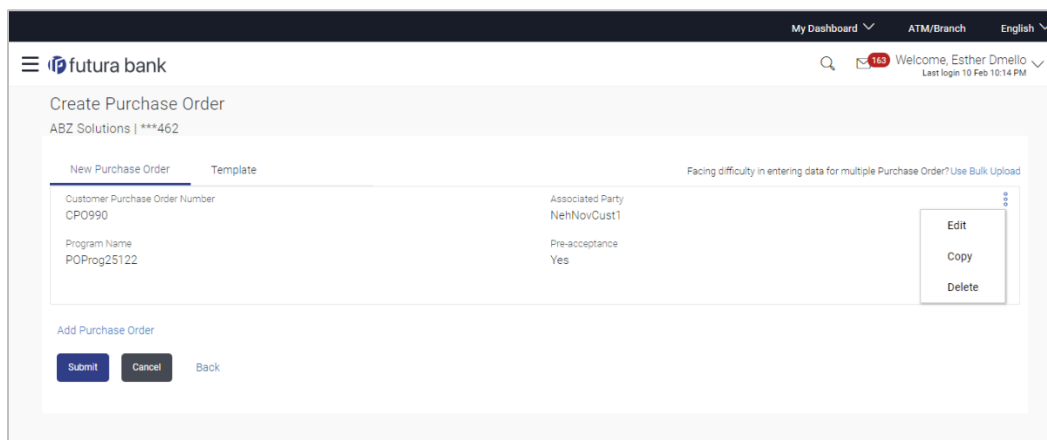
## Field Description

Field Name	Description
<b>Commodity Details</b>	
This section displays the commodity details, once you add them. Multiple commodities can be added.	
<b>Name</b>	Displays the name of the commodity.
<b>Code</b>	Displays the code of the commodity.
<b>Quantity</b>	Displays the required quantity of the commodity.
<b>Total Weight</b>	Displays the total weight of the commodity, along with the weight per unit.
<b>Cost/Unit</b>	Displays the cost per unit of the commodity.
<b>Gross Amount</b>	Displays the gross amount of the commodity.
<b>Discount</b>	Displays the discount amount applicable, along with the discount percentage.
<b>Tax</b>	Displays the tax amount applicable, along with the tax percentage.
<b>Net Amount</b>	Displays the net amount of the commodity, after application of discount and tax.
<b>Action</b>	<p>Indicates the actions that can be performed on the commodity record.</p> <ul style="list-style-type: none"> <li>: Click this icon to edit the commodity details.</li> <li>: Click this icon to remove the commodity details entered.</li> </ul>
<b>Gross Purchase Order Amount</b>	<p>Displays the total gross amount of the purchase order. This is the sum of the gross amounts of all added commodities.</p> <p>This value should be equal to the value in the <b>Purchase Order Amount</b> field. If not, you must adjust the value in the <b>Purchase Order Amount</b> field accordingly.</p>
<b>Total Discount Value</b>	<p>Displays the total discount amount of all the commodities added. The average discount percentage of all added commodities is also displayed.</p> <p>Total Discount % = (Sum of discount amount of all commodities / Sum of gross amount of all commodities) *100</p>

Field Name	Description
<b>Total Tax Value</b>	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
<b>Net Purchase Order Amount</b>	Displays the total net amount, after deducting the discount value and then applying the tax value. Net Purchase Order Amount = Gross Purchase Order Amount – Total Discount amount + Total Tax amount
	Click this icon on the top right corner to reset the fields.
<b>Duplicate Purchase Order</b>	Click this link to add another purchase order with the same details.
<b>Add Purchase Order</b>	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.

### Upon Clicking Save



The screenshot displays the 'Create Purchase Order' interface in the Futura Bank system. The user is logged in as Esther Dmello. The form is titled 'Create Purchase Order' and shows details for a new purchase order. The 'Customer Purchase Order Number' is CPO990 and the 'Program Name' is POProg25122. The 'Associated Party' is NehNovCust1 and 'Pre-acceptance' is set to Yes. There are three action buttons: Edit, Copy, and Delete. At the bottom of the form, there are buttons for Submit, Cancel, and Back.

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.

- 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.
 

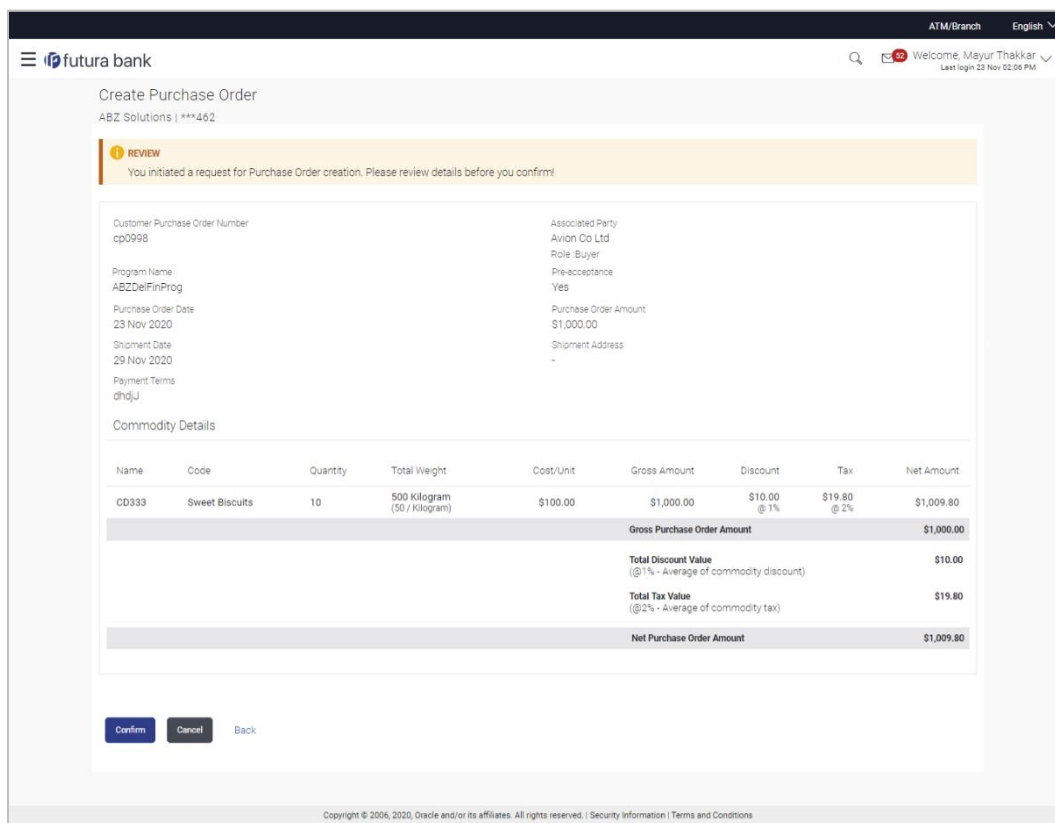
OR

Click **Cancel** to cancel the transaction.

OR

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

### Create Purchase Order – Review Screen



Customer Purchase Order Number: cp0998  
 Program Name: ABZDeFinProg  
 Purchase Order Date: 23 Nov 2020  
 Shipment Date: 29 Nov 2020  
 Payment Terms: dhjJ

Associated Party: Avion Co Ltd  
 Role: Buyer  
 Pre-acceptance: Yes  
 Purchase Order Amount: \$1,000.00  
 Shipment Address: -

Name	Code	Quantity	Total Weight	Cost/Unit	Gross Amount	Discount	Tax	Net Amount
CB333	Sweet Biscuits	10	500 Kilogram (50 / Kilogram)	\$100.00	\$1,000.00	\$10.00 @ 1%	\$19.80 @ 2%	\$1,009.80
<b>Gross Purchase Order Amount</b>								<b>\$1,000.00</b>
<b>Total Discount Value</b> (@ 1% - Average of commodity discount)								<b>\$10.00</b>
<b>Total Tax Value</b> (@ 2% - Average of commodity tax)								<b>\$19.80</b>
<b>Net Purchase Order Amount</b>								<b>\$1,009.80</b>

Buttons: Confirm, Cancel, Back

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.
 

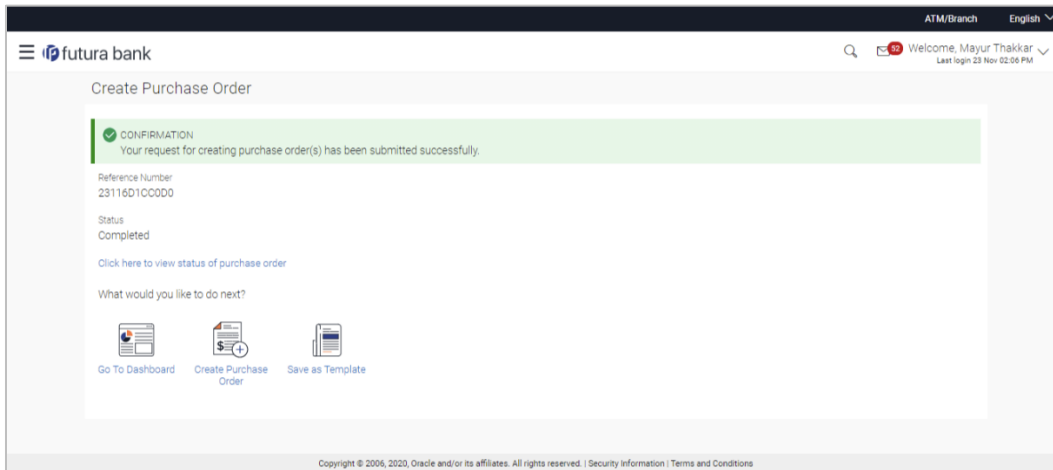
OR

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

The screenshot displays the 'Create Purchase Order - Template' page. At the top, there's a navigation bar with 'futura bank' logo and user information: 'Welcome, Nehal Joshi', 'Last login: 28 Oct 02:43 PM'. Below the navigation, the page title is 'Create Purchase Order' with a sub-header 'ABZ Solutions | \*\*\*462'. The main content area has two tabs: 'New Purchase Order' and 'Template'. The 'Template' tab is active, showing a search bar and a table of templates. The table has the following data:

Template Name	No of Purchase Order Saved	Created By	Last Updated	Action
nehtemplate13	1	nehauto15	13 Oct 2020	
PO_TMPL_27-10-20 05:25:19	1	cmsmaker	27 Oct 2020	
po template11	1	cmsmaker	09 Oct 2020	
nehtemplate	1	nehauto15	09 Oct 2020	
PO_TMPL_27-10-20 01:40:04	1	nehauto15	27 Oct 2020	
po template81	1	cmsmaker	08 Oct 2020	
PO_TMPL_27-10-20 04:51:36	1	cmsmaker	27 Oct 2020	
Sectest	1	nehauto15	14 Oct 2020	
template 11	1	cmsmaker	08 Oct 2020	
po template 2	2	cmschecker	09 Oct 2020	

Below the table is a pagination control: 'Page 1 of 2 (1-10 of 11 items)'. To the right of the table is a callout box titled 'Purchase Order' with a dollar sign icon. The text in the callout box reads: 'You can save the data entered while creating a Purchase Order, in a template. This saves the effort of re-entering the data when a Purchase Order is created for the same party in future. Simply select a template from the given list and the Purchase Order will open in the 'Create Purchase Order' page for creating a Purchase Order.'

### Field Description

Field Name	Description
<b>Search</b>	Indicates an option to search for specific purchase orders.
<b>Template Name</b>	Displays the name of the purchase order template.
<b>No. of Purchase Orders Saved</b>	Displays the number of purchase orders saved under the template.
<b>Created By</b>	Displays the name of corporate user who created the template.
<b>Last Updated</b>	Displays the last updated date of the purchase order template.
<b>Actions</b>	Click the  icon to delete the purchase order template.

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

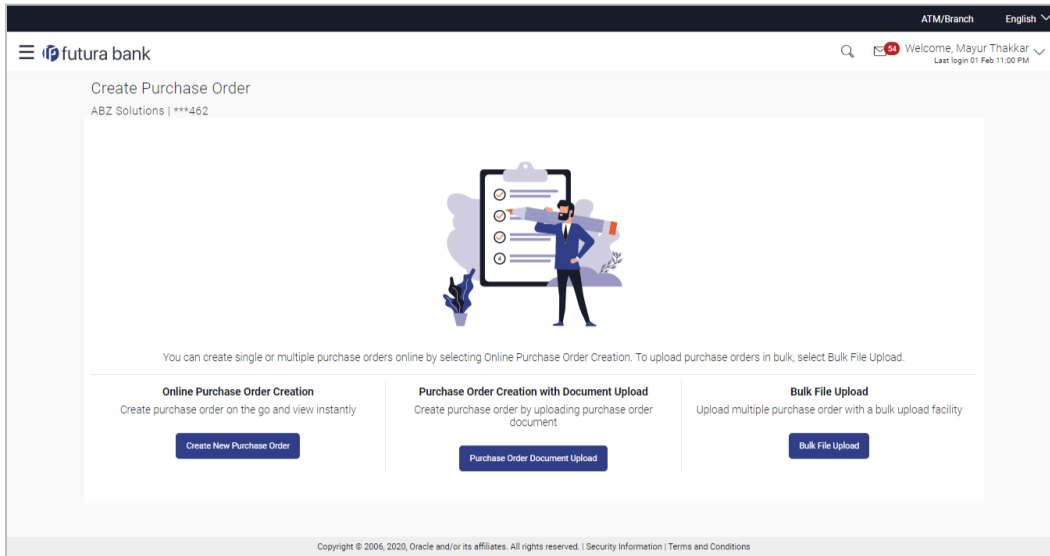
**How to reach here:**

*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
<b>Create Purchase Order</b>	
<b>Party Name &amp; ID</b>	Displays the name and ID of the logged-in corporate party.
<b>Online Purchase Order Creation</b>	Indicates the option to create purchase order records by manual entry of purchase order details.
<b>Purchase Order Creation with Document Upload</b>	Indicates the option to create a purchase order record by uploading the actual purchase order document.
<b>Bulk File Upload</b>	Indicates the option to create purchase order records in bulk, through file upload.

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

## Automatic Purchase Order Creation

My Dashboard ATM/Branch English

futura bank

Automatic Purchase Order Creation

ABZ Solutions | \*\*\*462

1 Upload Purchase Order 2 Create Purchase Order

Uploading purchase order is easy. Simply follow these 3 steps:

1. Scan Purchase Order
2. Upload single document at once.
3. Create Purchase Order

Drag and Drop

Select a file or drop one here

① We support PDF, PNG, JPG and JPEG formats in sizes up to 2MB per file.

Continue Cancel Back

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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.

My Dashboard ATM/Branch English

futura bank

Automatic Purchase Order Creation

ABZ Solutions | \*\*\*462

1 Upload Purchase Order 2 Create Purchase Order

Uploading purchase order is easy. Simply follow these 3 steps:

1. Scan Purchase Order
2. Upload single document at once.
3. Create Purchase Order

Drag and Drop


Select a file or drop one here

① We support PDF, PNG, JPG and JPEG formats in sizes up to 2MB per file.

PO1.jpg Preview

Continue Cancel Back

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**Note:** To preview an uploaded file, click the **Preview** link beside it. 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.

My Dashboard
ATM/Branch
English

futura bank
Welcome, Esther Dmello  
Last login 08 Feb 07:16 PM

Automatic Purchase Order Creation  
ABZ Solutions | \*\*\*462

Upload Purchase Order
Create Purchase Order

Customer Purchase Order Number  
8KL78023

Associated Party  
SQL Corporation

Role Buyer  
Program Name  
POProg25122

Auto Accept.No    Auto Finance.No  
Pre-acceptance  
 Yes

Purchase Order Date  
04 Jan 2021

Purchase Order Amount  
USD    \$1,900.00

Shipment Date

Shipment Address

Payment Terms  
PO payment

**Preview**

**Soylent Ltd.**

6 Theatre Street, Albano, PA 16001 Phone: (812) 793-2000 Email: terri@1@soylent.com

PO Reference #: 8KL78023  
PO Date: 04-03-2021

**BILL TO**

**SHIP TO**

Buyer - 18302    Amy Taylor  
Muirco Corp Ltd.    4055 Tetton Ct.  
4905 Tetton Ct.    Stroubsburg, PA 18360  
Stroubsburg, PA 18360    tmtrand@ms.com  
Phone: 424-321-4795    424-321-4795  
Email: tmtrand@ms.com    Tax: 12-4272901

ITEM	DESCRIPTION	PRODUCT ID	UNIT COST	QUANTITY	AMOUNT
1.	Inkjet Printer	752KFP13	200.00	2	400.00
2.	PVC Cards	8125072	3.00	500	1500.00
Sub Total					1900.00
Discount @ 10.00%					190.00
Corporation Tax (VAT @ 10.00%)					171.00
TOTAL					\$ 1881.00

Thank you for your business!

Commodity Details    Click 'Add' for commodity details





Name	Code	Quantity	Total Weight	Cost/Unit	Gross Amount	Discount	Tax	Net Amount	Action
Inkjet Printer	Others	2		USD200.00	USD400.00	USD40.00 @ 10%	USD36.00 @ 10%	USD396.00	
PVC Cards	Others	500		USD3.00	USD1,500.00	USD150.00 @ 10%	USD135.00 @ 10%	USD1,485.00	
<b>Gross Purchase Order Amount</b>								<b>USD1,900.00</b>	
<b>Discount Value</b> (@ 10% - Average of commodity discount)								<b>USD190.00</b>	
<b>Tax Value</b> (@ 10% - Average of commodity tax)								<b>USD171.00</b>	
<b>Net Purchase Order Amount</b>								<b>USD1,881.00</b>	

Submit
Cancel
Back

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## Field Description

Field Name	Description
<b>Automatic Purchase Order Creation</b>	
<b>Party Name &amp; ID</b>	Displays the name and ID of the logged-in corporate party.
<b>Create Purchase Order step</b>	
The values that have been extracted from the invoice image (except for commodity details) are automatically populated in the respective fields. You can edit these values, if required.	
<b>Customer Purchase Order Number</b>	Indicates the customer's own reference number of the purchase order.
<b>Associated Party</b>	Indicates the associated party with whom the purchase order is to be linked. A list of all on-boarded associated parties is available for selection.  On selecting an associated party, the role of the party as <b>Buyer</b> or <b>Supplier</b> , appears below this field.
<b>Program Name</b>	Indicates the program to which the purchase order needs to be linked. Programs linked to the selected associated party are listed.
<b>Auto Accept</b>	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 <b>Create Program</b> section in <b>User Manual Oracle Banking Digital Experience Corporate Supply Chain Finance</b> .
<b>Auto Finance</b>	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 <b>Create Program</b> section in <b>User Manual Oracle Banking Digital Experience Corporate Supply Chain Finance</b> .
<b>Pre-acceptance</b>	Indicates whether the purchase order once raised will be deemed as accepted by the supplier.  <b>Note:</b> If the logged-in party is the supplier and the associated party is the buyer, then by default Pre-acceptance toggle is switched to YES (Read only). If logged-in party is the buyer and the associated party is the supplier, then by default Pre-acceptance toggle is switched to NO and it is selective, i.e. user can select either YES/NO.
<b>Purchase Order Date</b>	Indicates the date of creation of the purchase order.
<b>Purchase Order Amount</b>	Indicates the total purchase order amount of all commodities being purchased, along with the currency.
<b>Shipment Date</b>	Indicates the date when the shipment is expected to take place.  The <b>Shipment Date</b> should be greater than the <b>Purchase Order Date</b> .

Field Name	Description
<b>Shipment Address</b>	Indicates the address where the goods should be shipped to.
<b>Payment Terms</b>	Indicates the terms agreed for the payment of the purchase order.
<b>Commodity Details</b>	
Commodity details are not automatically extracted by the application. Click <b>Add</b> in this section to add these details. The <b>Add Commodity Details</b> overlay window appears, with the following fields.	
<b>Name</b>	Indicates the name of the commodity being purchased.
<b>Code</b>	Indicates the code of the commodity.
<b>Quantity</b>	Indicates the commodity quantity required.
<b>Weight/Unit</b>	Indicates the weight per unit of the commodity. Also indicates the unit of measurement to be used for weight.
<b>Total Weight</b>	Displays the total weight of the commodity. This value is automatically calculated and displayed. It is the product of the values in the <b>Quantity</b> and <b>Weight/Unit</b> fields.
<b>Cost/Unit</b>	Indicates the cost per unit of the commodity.
<b>Gross Amount</b>	Displays the total cost of the commodity. This value is automatically calculated and displayed. It is the product of the values in the <b>Quantity</b> and <b>Cost/Unit</b> fields.
<b>Discount</b>	Indicates any discount being offered on the purchase. You can either enter the percentage of discount (in the first field) or the actual discount amount (in the second field). When you enter any one of these values, the other value is automatically calculated and displayed.  Click  to reset the values.
<b>Tax</b>	Indicates any tax being charged on the purchase. You can either enter the percentage of tax (in the first field) or the actual tax amount (in the second field). When you enter any one of these values, the other value is automatically calculated and displayed.  Click  to reset the values.
<b>Create Copy</b>	Indicates whether a copy of the commodity details entered, must be made.
On clicking <b>Add</b> in the <b>Add Commodity Details</b> overlay window, an entry of the commodity appears in the <b>Commodity Details</b> section. In the <b>Action</b> column, click  to edit an entry, or  to delete it.	

Field Name	Description
<b>Gross Purchase Order Amount</b>	<p>Displays the total gross amount of the purchase order. This is the sum of the gross amounts of all added commodities.</p> <p>This value should be equal to the value in the <b>Purchase Order Amount</b> field. If not, you must adjust the value in the <b>Purchase Order Amount</b> field accordingly.</p>
<b>Discount Value</b>	<p>Displays the total discount amount of all the commodities added. The average discount percentage of all added commodities is also displayed.</p>
<b>Tax Value</b>	<p>Displays the total tax amount of all the commodities added. The average tax percentage of all added commodities is also displayed.</p>
<b>Net Purchase Order Amount</b>	<p>Displays the total net amount, after considering the discount value and the tax value.</p> <p>Net Purchase Order Amount = Gross Purchase Order Amount – Total Discount amount + Total Tax amount</p>

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.
6. 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.
7. In the Review screen, verify the details and click **Confirm**. A confirmation message appears, with the reference number and status of the transaction.  
OR  
Click **Cancel** to cancel the transaction.  
OR  
Click **Back** to go to the previous screen.

## 10.4 Bulk Purchase Order Creation

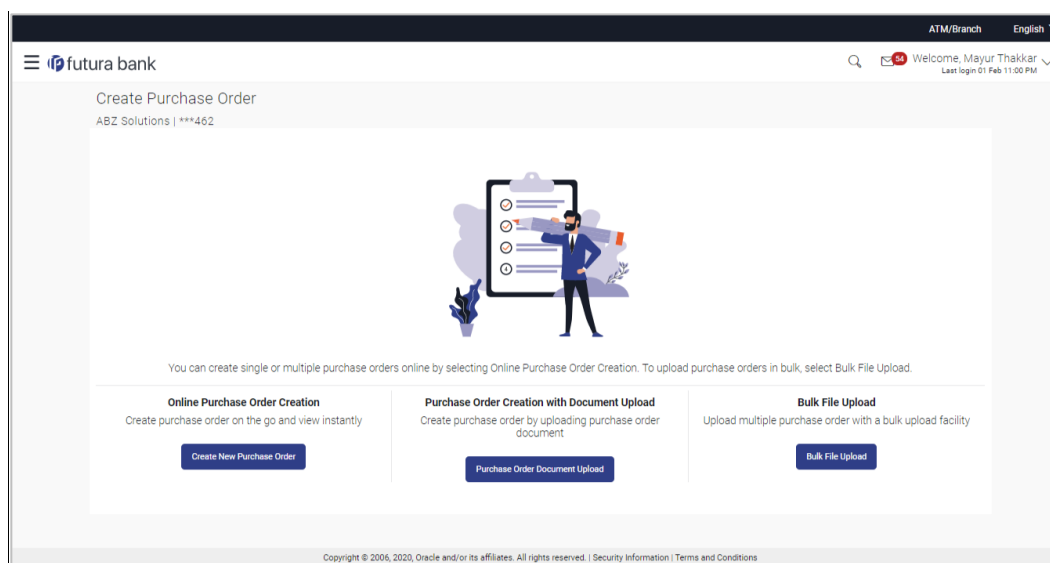
Using this option, corporates can create purchase orders in bulk by uploading a file. The file must contain the purchase order details in a specific format and sequence.

### 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
<b>Create Purchase Order</b>	
<b>Party Name &amp; ID</b>	Displays the name and ID of the logged-in corporate party.
<b>Online Purchase Order Creation</b>	Indicates the option to create purchase order records by manual entry of purchase order details.
<b>Purchase Order Creation with Document Upload</b>	Indicates the option to create a purchase order record by uploading the actual purchase order document.
<b>Bulk File Upload</b>	Indicates the option to create purchase order records in bulk, through file upload.

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



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

### 10.4.1 Bulk Purchase Order File Template

For each purchase order, there must be a top row with indicator 'P' which specifies purchase order level parameters. For each commodity under the purchase order, there must be a row with indicator 'C' which specifies the commodity-level parameters.



BulkPurchaseOrder  
UploadTemplate.csv

**Note:** Refer this file for the sequence:

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'.

#### 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.	
<b>Indicator</b>	Specify the indicator. Enter <b>P</b> for a row at the purchase order level.
<b>Customer Purchase Order Number</b>	Enter the customer's own purchase order number.
<b>Purchase Order Date</b>	Enter the date of creation of the purchase order.
<b>Shipment Date</b>	Enter the date of shipment. This should be greater than PO date.
<b>Currency</b>	Enter the currency of the purchase order amount.
<b>Gross Purchase Order Amount</b>	Enter the total purchase order amount.
<b>Buyer Id</b>	Enter the ID associated with the buyer.
<b>Supplier Id</b>	Enter the ID associated with the supplier.
<b>Buyer Name</b>	Enter the name of the buyer.
<b>Supplier Name</b>	Enter the name of the supplier.
<b>Discount Amount</b>	Enter the total discount amount applicable for all commodities being purchased.

Field Name	Description
<b>Tax Amount</b>	Enter the total tax amount applicable, on all commodities being purchased.
<b>Net Purchase Order Amount</b>	Enter the net purchase order amount. Net PO Amount = Gross Purchase Order Amount – Discount Amount + Tax Amount
<b>Acceptance Amount</b>	Enter the purchase order amount that has been accepted.
<b>Buyer Division Code</b>	Enter the division code associated with the buyer.
<b>Supplier Division Code</b>	Enter the division code associated with the supplier.
<b>Pre-accepted</b>	Enter <b>Y</b> if the purchase order should be pre-accepted, and <b>N</b> , otherwise.
<b>Shipment Address</b>	Enter address lines 1 to 3 of the shipment address.
<b>City</b>	Enter the city of the shipment address.
<b>Country</b>	Enter the country of the shipment address.
<b>Zip</b>	Enter the pin code of the shipment address.
The following fields are specific to a commodity. You must add a row for each commodity being purchased, under the respective purchase order.	
<b>Indicator</b>	Specify the indicator. Enter <b>C</b> for a row at the commodity level.
<b>Customer Purchase Order Number</b>	Enter the customer's own purchase order number.
<b>Commodity Code</b>	Enter the code associated with the commodity.
<b>Commodity Name</b>	Enter the name of the commodity.
<b>Quantity</b>	Enter the quantity of the commodity.
<b>Cost Per Unit</b>	Enter the cost per unit of the commodity.
<b>Gross Amount</b>	Enter the total cost of the commodity. Gross Amount = Cost Per Unit * Quantity
<b>Discount Amount</b>	Enter the discount amount applicable to the commodity.
<b>Tax Amount</b>	Enter the tax amount applicable to the commodity.
<b>Net Amount</b>	Enter the net amount of the commodity. Net Amount = Gross Amount – Discount Amount + Tax Amount

## 10.5 View / Edit Purchase Order

### Pre-requisites

- For viewing purchase orders – User must have valid corporate login credentials.
- For editing purchase orders – User must have valid corporate login credentials and must be the buyer.

### 10.5.1 View Purchase Order

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.

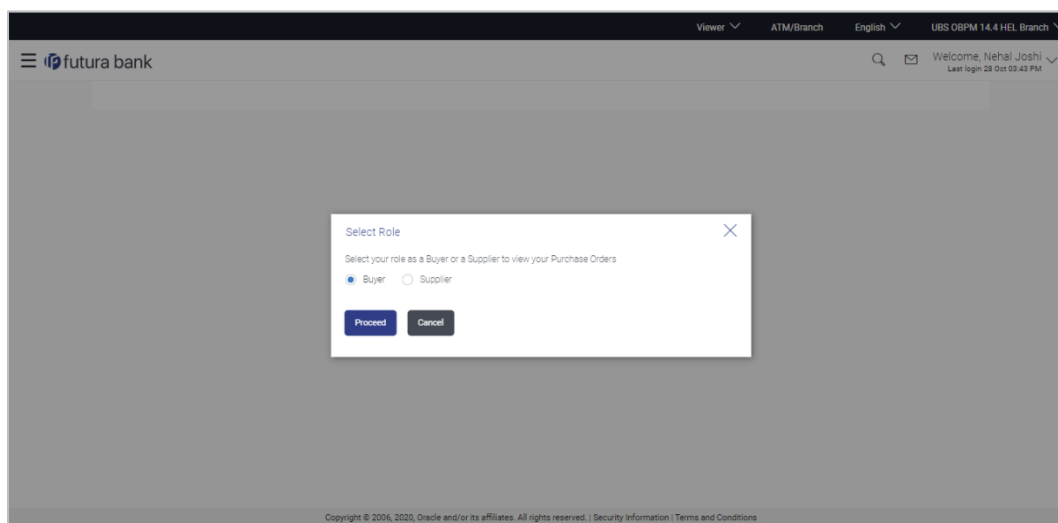
### How to reach here:

*Dashboard > Toggle menu > Receivables/Payables > Purchase Order Management > View/Edit 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
<b>Select Role</b>	Select the role of the corporate party to view the required purchase orders. The options are: <ul style="list-style-type: none"> <li>• Buyer</li> <li>• Supplier</li> </ul>

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 Search Result- Buyer Role

The screenshot displays the 'View Purchase Order' screen for a user with the role of Buyer. The interface includes a search section with various filters and a table of results. The table lists 10 purchase orders with their respective details and statuses.

Customer Purchase Order Number	Purchase Order Date	Associated Party	Shipment Date	Purchase Order Amount	Status
PO28092024	15 Sep 2020	AugBuyer	18 Sep 2020	\$500.00	Raised
PO12829	15 Sep 2020	AugBuyer	18 Sep 2020	\$500.00	Raised
PO12828	15 Sep 2020	AugBuyer	18 Sep 2020	\$500.00	Raised
PO190920202	15 Sep 2020	AugBuyer	18 Sep 2020	\$500.00	Raised
PO08102001	08 Oct 2020	AugBuyer	08 Oct 2020	\$1,234.00	Raised
PO890	08 Oct 2020	AugBuyer	09 Oct 2020	£340.00	Raised
PO30051988	08 Oct 2020	AugBuyer	09 Oct 2020	£3,500.00	Raised
PO190920203	15 Sep 2020	AugBuyer	18 Sep 2020	\$500.00	Raised
PO14112020	08 Oct 2020	AugBuyer	09 Oct 2020	£7,500.00	Accepted
PO15061955	08 Oct 2020	AugSupp	09 Oct 2020	£5,500.00	Accepted

## View Purchase Order Search Result- Supplier Role

The screenshot shows the 'View Purchase Order' page for 'futura bank'. The user is logged in as 'Nehal Joshi' from the 'UBS OBPM 14.4 HEL Branch'. The page title is 'View Purchase Order' for 'ABZ Solutions | \*\*\*462'. There is a 'Switch View' section with 'Buyer' and 'Supplier' buttons, where 'Supplier' is selected. Below is a search filter section with fields for Customer Purchase Order Number, Associated Party Name, Purchase Order Status, Purchase Order Date, Shipment Date, and Purchase Order Amount Range. A 'Search' button and a 'Clear' button are present. Below the search filters is a 'List of Purchase Order' table with columns: Customer Purchase Order Number, Purchase Order Date, Associated Party, Shipment Date, Purchase Order Amount, and Status. The table contains 10 rows of data, all with a status of 'Accepted'. A pagination bar at the bottom shows 'Page 1 of 31 (1-10 of 306 items)' and a 'Back' link.

Customer Purchase Order Number	Purchase Order Date	Associated Party	Shipment Date	Purchase Order Amount	Status
PO3No3325	15 Sep 2020	NehNovCust1	18 Sep 2020	\$500.00	Accepted
PO2SAFF25	15 Sep 2020	NehNovCust1	18 Sep 2020	\$500.00	Accepted
PO4No3325	15 Sep 2020	NehNovCust1	18 Sep 2020	\$500.00	Accepted
PO1Crude33	15 Sep 2020	NehNovCust1	18 Sep 2020	\$500.00	Accepted
PO3No3426	15 Sep 2020	NehNovCust1	18 Sep 2020	\$500.00	Accepted
PO2SAFF26	15 Sep 2020	NehNovCust1	18 Sep 2020	\$500.00	Accepted
PO4No3426	15 Sep 2020	NehNovCust1	18 Sep 2020	\$500.00	Accepted
PO1Crude34	15 Sep 2020	NehNovCust1	18 Sep 2020	\$500.00	Accepted
PO2SAFF27	15 Sep 2020	NehNovCust1	18 Sep 2020	\$500.00	Accepted
PO3No3527	15 Sep 2020	NehNovCust1	18 Sep 2020	\$500.00	Accepted

## Field Description

Field Name	Description
------------	-------------

## View Purchase Order

<b>Party Name and ID</b>	Displays the party name along with ID of the logged-in corporate party.
--------------------------	---

<b>Switch View</b>	Indicates the options to view the purchase orders based on the logged-in corporate party's role.
--------------------	--

The options are:

- Buyer
- Supplier

## Search

Field Name	Description
<b>Customer Purchase Order Number</b>	Indicates an option to search for purchase orders using the customer's own reference number.
<b>Associated Party Name</b>	Indicates an option to search for purchase order(s) based on the counter party associated with the purchase order(s).
<b>Purchase Order Status</b>	Indicates an option to search for purchase orders based on their status. The options are: <ul style="list-style-type: none"> <li>• Raised</li> <li>• Cancelled</li> <li>• Accepted</li> <li>• Financed</li> <li>• Partially Financed</li> <li>• Rejected</li> </ul>
<b>Purchase Order Amount Range</b>	Indicates the option to search for purchase orders of a particular currency, with amounts in a specific range.
<b>Purchase Order Date</b>	Indicates the option to search for purchase orders that have been raised within a specific date range.
<b>Program Name</b>	Indicates an option to retrieve purchase orders associated with a particular program.
<b>Shipment Date</b>	Indicates the option to search for purchase orders that are shipped within a specific date range.
<b>Search Results - List of Purchase Order</b>	
A list of purchase orders appears on clicking <b>Search</b> , based on the entered search criteria.	
<b>Customer Purchase Order Number</b>	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 <a href="#">View Purchase Order Details</a> section below.
<b>Purchase Order Date</b>	Displays the date of the purchase order as fetched from the Host.
<b>Associated Party</b>	Displays the name of the counter party, as fetched from the Host.
<b>Shipment Date</b>	Displays the shipment date, as fetched from the Host.
<b>Purchase Order Amount</b>	Displays the purchase order amount, as fetched from the Host.
<b>Status</b>	Displays the current status of the purchase order.

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.

OR

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

4. Click **Download** to download the list of purchase orders in CSV format, if required.
5. Click the **Customer Purchase Order Number** link of a specific purchase order, to view its details.

### 10.5.1.1 **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**

The screenshot shows the 'View Purchase Order' interface for a user named Mayur Thakkar. The page title is 'View Purchase Order' with a sub-header 'ABZ Solutions | \*\*\*462'. Navigation links include 'Edit', 'Cancel Purchase Order', and 'Preview & Download Purchase Order'. The main content area is divided into several sections:

- Purchase Order Reference Number:** PO48427 (with a 'Raised' status tag)
- Customer Purchase Order Number:** PO28092024
- Purchase Order Amount:** \$500.00
- Purchase Order Date:** 15 Sep 2020
- Program Name:** LinkdProg22
- Payment Terms:** -
- Pre-Acceptance:** No
- Acceptance Date:** -
- Shipment Date:** 18 Sep 2020
- Shipment Address:** Thakur Village, Mumbai, India, 400101
- Comments:** -
- Supplier Details:**
  - Supplier Name:** AugBuyer
  - Supplier Id:** \*\*\*716
  - Supplier Address:** 81, Church Road, Berkshire, GB, NW58AD
- Amount Details:**

Particulars	Amount
Purchase Order Amount	\$500.00
Discount Amount Percentage	0
Tax Amount Discount	0
<b>Final Purchase Order Amount</b>	<b>\$500.00</b>

At the bottom of the main content area, there are 'Cancel' and 'Back' buttons. The footer contains the copyright notice: 'Copyright © 2006, 2020, Oracle and/or its affiliates. All rights reserved. | Security Information | Terms and Conditions'.

## View Purchase Order Details – for Supplier role

The screenshot displays the 'View Purchase Order' interface for a supplier. The page header includes the Futura Bank logo and user information: 'Welcome, Nehal Joshi' with a last login time of '30 Oct 04:07 PM'. The main content area is titled 'View Purchase Order' and shows details for 'ABZ Solutions | \*\*\*462'. Key information includes: Purchase Order Reference Number (PO48740, status: Accepted), Customer Purchase Order Number (PO4No3426), Purchase Order Amount (\$500.00), and Purchase Order Date (15 Sep 2020). Other details include Program Name (SuppPodde), Payment Terms (-), Pre-Acceptance (Yes), Acceptance Date (29 Nov 2019), Shipment Date (18 Sep 2020), and Shipment Address. Buyer Details are also provided: Buyer Name (NehNovCust1), Buyer ID (\*\*\*975), and Buyer Address (1001,303 St, Johns Wood Road, London, GB, NWS3QN). A 'Less Information' section is visible, with tabs for 'Amount Details' and 'Commodity Details'. The 'Amount Details' table shows: Purchase Order Amount (\$500.00), Discount Amount Percentage (0), Tax Amount Discount (0), Final Purchase Order Amount (\$500.00), and Acceptance Amount (\$500.00). Navigation buttons for 'Cancel' and 'Back' are at the bottom.

## Field Description

Field Name	Description
<b>View Purchase Order</b>	
<b>Party Name &amp; ID</b>	Displays the name and ID of the logged-in corporate party.
<b>Purchase Order Reference Number &lt;Status&gt;</b>	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.
<b>Customer Purchase Order Number</b>	Displays the reference number present on the purchase order document.
<b>Purchase Order Amount</b>	Displays the purchase order amount.
<b>Purchase Order Date</b>	Displays the date on which the purchase order has been created.
<b>Program Name</b>	Displays the name of the program associated with the purchase order.
<b>Payment Terms</b>	Displays the payment terms that have been agreed.



Field Name	Description
<b>Pre-Acceptance</b>	<p>If the logged-in party is a buyer, then this field displays the following:</p> <ul style="list-style-type: none"> <li>• <b>'Yes'</b> if the purchase order is to be deemed as accepted upon being raised.</li> <li>• <b>'No'</b> if the purchase order must be explicitly accepted by the supplier.</li> </ul> <p>If the logged-in party is a supplier, this field displays <b>'Yes'</b> by default.</p>
<b>Acceptance Date</b>	Displays the date on which the purchase order has been accepted.
<b>Shipment Date</b>	Displays the date on which the purchased commodity is shipped.
<b>Shipment Address</b>	Displays the shipment address.
<b>Comments</b>	Displays any applicable comments.
<b>Buyer Details / Supplier Details</b>	
This section displays the details of the associated party, whether buyer or supplier.	
<b>Buyer Name / Supplier Name</b>	Displays the name of the associated party.
<b>Buyer Id / Supplier Id</b>	Displays the ID of the associated party.
<b>Buyer Address / Supplier Address</b>	Displays the address of the associated party.
<b>Amount Details</b>	
The particulars are displayed along with the respective amounts.	
<b>Purchase Order Amount</b>	Displays the purchase order amount.
<b>Discount Amount Percentage</b>	Displays the applicable discount amount and percentage.
<b>Tax Amount Percentage</b>	Displays the applicable tax amount and percentage.
<b>Final Purchase Order Amount</b>	Displays the net purchase order amount after application of discount and tax.
<b>Acceptance Amount</b>	Displays the amount that has been accepted by the supplier. This field appears only for purchase orders that have been accepted.
<b>Commodity Details</b>	
This tab appears only if the commodity details have been entered during creation of purchase order.	
<b>Name</b>	Displays the name of the commodity.
<b>Code</b>	Displays the code of the commodity.

Field Name	Description
<b>Quantity</b>	Displays the quantity of the commodity being purchased.
<b>Total Weight</b>	Displays the total weight of the commodity, along with the weight per unit.
<b>Cost/Unit</b>	Displays the cost per unit of the commodity.
<b>Gross Amount</b>	Displays the total gross amount of the commodity.
<b>Discount</b>	Displays any applicable discount, along with the discount rate.
<b>Tax</b>	Displays any applicable tax, along with the tax rate.
<b>Net Amount</b>	Displays the net amount of the commodity, after application of discount and tax.

#### 10.5.1.1.1 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.
- Cancel a purchase order by clicking the **Cancel Purchase Order** link. This is applicable only for purchase orders that are in **RAISED** status.

#### 10.5.1.1.2 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.

### 10.5.1.1.3 Preview & Download Purchase Order

To preview and download the purchase order:

ATM/Branch English

Welcome, Mayur Thakkar  
Last login 18 Jan 04:46 PM

View Purchase Order  
ABZ Solutions | \*\*\*462

Edit | Cancel Purchase Order | Preview & Download Purchase Order

Purchase Order Reference Number	Customer Purchase Order Number	Purchase Order Amount	Purchase Order Date
PO48441 <a href="#">raised</a>	P0280920218	\$500.00	15 Sep 2020

[More Information](#)

Amount Details | Commodity Details

Particulars	Amount
	\$500.00
Discount Amount Percentage	0
Tax Amount Discount	0
<b>Final Purchase Order Amount</b>	<b>\$500.00</b>
Acceptance Amount	\$0.00

[Cancel](#) [Back](#)

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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.


Purchase Order

Customer Purchase Order Number - POTRY1D29

ABZ Solutions 1001,303 St. Johns Wood Road,St. Johns Wood,London,GB,NW53QN	Purchase Order Reference Number PO48649 <a href="#">Download</a>
To AugBuyer 81,Church Road,Berkshire,GB,NW58AD	Purchase Order Date 11 Jun 2019
Payment Term -	Program Name LnkedProg
Shipment Date 12 Sep 2019	Shipping Address -

Commodity Details

Name	Code	Quantity	Total Weight	Cost/unit	Gross Amount	Discount	Tax	Net Amount
No data to display.								
<b>Gross Purchase Order Amount</b>						<b>USD500.00</b>		
<b>Total Discount Value</b>						-		

7. Click **Download** to download the purchase order details in PDF format.  
OR  
Click  to close the window.

**Field Description**

<b>Field Name</b>	<b>Description</b>
<b>Purchase Order overlay window</b>	
<b>Party name &amp; address</b>	Displays the name and address of the buyer.
<b>Purchase Order Reference Number</b>	Displays the customer's reference number for the purchase order.
<b>To</b>	Displays the name and address of the supplier.
<b>Purchase Order Date</b>	Displays the date of creation of the purchase order.
<b>Payment Term</b>	Displays any agreed terms of the purchase order.
<b>Program Name</b>	Displays the name of the program linked to the purchase order.
<b>Shipment Date</b>	Displays the date of shipment of the purchased goods.
<b>Shipping Address</b>	Displays the address for the shipment.
<b>Commodity Details</b>	
<b>Name</b>	Displays the name of the commodity.
<b>Code</b>	Displays the code of the commodity.
<b>Quantity</b>	Displays the quantity of the commodity being purchased.
<b>Total Weight</b>	Displays the total weight of the commodity being purchased.
<b>Cost / unit</b>	Displays the cost per unit of the commodity.
<b>Gross Amount</b>	Displays the total amount of the commodity being purchased, along with the currency. This value is automatically calculated as follows:- Gross Amount = Quantity * Cost per unit
<b>Discount</b>	Displays the discount amount applicable on the commodity.
<b>Tax</b>	Displays the tax amount applicable on the commodity.
<b>Net Amount</b>	Displays the amount after considering the discount and tax amounts. This value is automatically calculated as follows:- Net Amount = Gross Amount – Discount + Tax
<b>Gross Purchase Order Amount</b>	Displays the sum of the gross amounts of all the commodities being purchased.
<b>Total Discount Value (@ %-Average of commodity discount)</b>	Displays the sum of the discounts offered on all the commodities being purchased. Also displays the average discount.

Field Name	Description
<b>Total Tax Value (@ %-Average of commodity tax)</b>	Displays the sum of the taxes applicable on all the commodities being purchased. Also displays the average tax.
<b>Net Purchase Order Amount</b>	Displays the sum of the net amounts of all the commodities being purchased. This value is also calculated as follows:- Net Purchase Order Amount = Gross Purchase Order Amount - Total Discount Value + Total Tax Value

## 10.5.2 Edit Purchase Order

Using this option, the buyer can edit and 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 has been accepted by the supplier, then only the Shipment Date can be edited by the buyer.

If a purchase order is in the 'Raised' status, and yet to be accepted by the supplier, then all parameters can be modified, except for Customer Purchase Order Number, Associated Party, and Program.

---

### How to reach here:

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

### To edit the purchase order details:

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 to be modified. The details of the specific purchase order appear in the **View Purchase Order** screen.

## View Purchase Order Details – for Buyer role

The screenshot displays the 'View Purchase Order' interface for a buyer. At the top, the Futura Bank logo and user information (Welcome, Mayur Thakkar) are visible. The main content area is titled 'View Purchase Order' and includes a 'Raised' status indicator. Key details include:

- Purchase Order Reference Number:** PO48427
- Customer Purchase Order Number:** PO28092024
- Purchase Order Amount:** \$500.00
- Purchase Order Date:** 15 Sep 2020
- Program Name:** LinkdProg22
- Payment Terms:** -
- Pre-Acceptance:** No
- Acceptance Date:** -
- Shipment Date:** 18 Sep 2020
- Shipment Address:** Thakur Village, Mumbai, India, 400101
- Supplier Name:** AugBuyer
- Supplier ID:** \*\*\*716
- Supplier Address:** 81, Church Road, Berkshire, GB, NN58AD

Below the details, there is a table for 'Amount Details':

Particulars	Amount
Purchase Order Amount	\$500.00
Discount Amount	0
Tax Amount	0
<b>Final Purchase Order Amount</b>	<b>\$500.00</b>

At the bottom of the page, there are 'Cancel' and 'Back' buttons. The footer contains copyright information for Oracle.

5. Click **Edit** to modify the purchase order. The **Edit Purchase Order** screen appears.
  - OR
  - Click **Cancel Purchase Order** to cancel a raised purchase order and stop it from being accepted by the supplier. This link is present only for purchase order with status as 'RAISED'.
  - OR
  - Click **Preview & Download Purchase Order**, to view the purchase order and to download a copy.
  - OR
  - Click **Cancel** to cancel the transaction.
  - OR
  - Click **Back** to navigate back to the previous screen.

**Edit Purchase Order (with status as RAISED)**

Viewer ATM/Branch English UBS OBPM 14.4 HEL Branch

futura bank Welcome, nehal joshi Last login 03 Nov 04:31 PM

### Edit Purchase Order

ABZ Solutions | \*\*\*462

Customer Purchase Order Number: po456

Program Name: Select

Purchase Order Date: 09 Oct 2020

Shipment Date: 16 Oct 2020

Payment Terms:

Associated Party: AugBuyer

Role: Seller

Pre-acceptance:  No

Purchase Order Amount: USD \$1,560.00

Shipment Address:  No

Commodity Details [Click 'Add' for commodity details](#) [Add](#)

Name	Code	Quantity	Total Weight	Cost/Unit	Gross Amount	Discount	Tax	Net Amount	Action
No data to display.									
<b>Gross Purchase Order Amount</b>								<b>\$1,560.00</b>	
Discount Percentage						<b>Discount Value</b> (Percent %)		<b>\$0.00</b>	
0									
Tax Percentage						<b>Tax Value</b> (Percent %)		<b>\$0.00</b>	
0									
<b>Net Purchase Order Amount</b>								<b>\$1,560.00</b>	

[Submit](#) [Cancel](#) [Back](#)



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**Field Description**

Field Name	Description
<b>Edit Purchase Order</b>	
<b>Party Name &amp; ID</b>	Displays the name and ID of the logged-in corporate party.
<b>Customer Purchase Order Number</b>	Displays the reference number present on the purchase order document. This field is, <ul style="list-style-type: none"> <li>• Editable in case of a RAISED purchase order.</li> <li>• Non-editable in case of an ACCEPTED purchase order.</li> </ul>
<b>Associated Party</b>	Displays the name of the counter party in the business transaction.
<b>Role</b>	Displays the role of the associated party. In this case, the role is always SELLER/SUPPLIER.

Field Name	Description
<b>Program Name</b>	Displays the name of the program under which the purchase order is created.
<b>Auto Accept</b>	Displays <b>Yes</b> if auto acceptance is applicable, and <b>No</b> , otherwise.
<b>Auto Finance</b>	Displays <b>Yes</b> if auto finance is applicable, and <b>No</b> , otherwise.
<b>Pre-acceptance</b>	Displays <b>Yes</b> if pre-acceptance of raised the purchase order is applicable, and <b>No</b> , otherwise.
<b>Purchase Order Date</b>	Displays the date on which the purchase order has been created. This field is not editable.
<b>Purchase Order Amount</b>	Displays the currency and amount of the purchase order. This field is, <ul style="list-style-type: none"> <li>• Editable in case of a RAISED purchase order.</li> <li>• Non-editable in case of an ACCEPTED purchase order.</li> </ul>
<b>Shipment Date</b>	Indicates the date of shipment of the products being purchased. This field is editable for both RAISED and ACCEPTED purchase orders.
<b>Shipment Address</b>	Displays the shipment address, if it is already recorded. If not, you can switch the toggle on, and enter the address in the <b>Shipment Address</b> pop-up window that appears. This field is, <ul style="list-style-type: none"> <li>• Editable in case of a RAISED purchase order.</li> <li>• Non-editable in case of an ACCEPTED purchase order.</li> </ul>
<b>Payment Terms</b>	Displays the agreed terms of the payment. This field is, <ul style="list-style-type: none"> <li>• Editable in case of a RAISED purchase order.</li> <li>• Non-editable in case of an ACCEPTED purchase order.</li> </ul>
<b>Commodity Details</b>	
This section displays the commodity details that have been added. You can add /edit commodities only for RAISED purchase orders. For ACCEPTED purchase orders, you can only view the added details.	
<b>Name</b>	Displays the name of the commodity.
<b>Code</b>	Displays the code of the commodity.
<b>Quantity</b>	Displays the quantity of the commodity being purchased.
<b>Total Weight</b>	Displays the total weight of the commodity, along with the weight per unit.
<b>Cost/Unit</b>	Displays the cost per unit of the commodity.
<b>Gross Amount</b>	Displays the gross amount of the commodity.



Field Name	Description
<b>Discount</b>	Displays the discount amount applicable, along with the discount percentage.
<b>Tax</b>	Displays the tax amount applicable, along with the tax percentage.
<b>Net Amount</b>	Displays the net amount of the commodity, after application of discount and tax.
<b>Action</b>	<p>Indicates the actions that can be performed on the commodity record. This is applicable only for RAISED purchase orders.</p> <ul style="list-style-type: none"> <li>: Click this icon to edit the commodity details.</li> <li>: Click this icon to remove the commodity details entered.</li> </ul>
<b>Gross Purchase Order Amount</b>	Displays the total gross amount of the purchase order. This is the sum of the gross amounts of all commodities added.
<b>Total Discount Value</b>	<p>Displays the total discount amount of all the commodities added. The average discount percentage of all added commodities is also displayed.</p> <p>Total Discount % = (Sum of discount amount of all commodities / Sum of gross amount of all commodities) *100</p>
<b>Total Tax Value</b>	<p>Displays the total tax amount of all the commodities added. The average tax percentage of all added commodities is also displayed.</p> <p>Total Tax % = [Sum of tax amount of all commodities / (Sum of gross amount of all commodities - Sum of discount amount of all commodities)] *100</p>
<b>Net Purchase Order Amount</b>	<p>Displays the total net amount, after considering the discount value and the tax value.</p> <p>Net Purchase Order Amount = Gross Purchase Order Amount – Total Discount amount + Total Tax amount</p>
<b>Add Commodity Details</b>	
This overlay window appears when you click <b>Add</b> in the <b>Commodity Details</b> section. This is applicable only for RAISED purchase orders. You cannot add or edit commodities in ACCEPTED purchase orders.	
<b>Name</b>	Enter the name of the commodity being purchased.
<b>Code</b>	Select the code of the commodity.
<b>Quantity</b>	Enter the commodity quantity required.
<b>Weight/Unit</b>	Enter the weight per unit of the commodity. Also indicates the unit of measurement to be used for weight.

Field Name	Description
<b>Total Weight</b>	Displays the total weight of the commodity. This value is automatically calculated and displayed. It is the product of the values in the <b>Quantity</b> and <b>Weight/Unit</b> fields.
<b>Cost/Unit</b>	Enter the cost per unit of the commodity.
<b>Gross Amount</b>	Displays the total cost of the commodity. This value is automatically calculated and displayed. It is the product of the values in the <b>Quantity</b> and <b>Cost/Unit</b> fields.
<b>Discount</b>	Specify any discount being offered on the purchase. You can either enter the percentage of discount (in the first field) or the actual discount amount (in the second field). When you enter any one of these values, the other value is automatically calculated and displayed.  Click  to reset the values.
<b>Tax</b>	Specify any tax being charged on the purchase. You can either enter the percentage of tax (in the first field) or the actual tax amount (in the second field). When you enter any one of these values, the other value is automatically calculated and displayed.  Click  to reset the values.
<b>Net Amount</b>	Displays the net amount (after application of discount and tax) of the commodity being purchased.  <b>Note:</b> The Net Amount gets auto calculated as follows: $\text{Net Amount} = \text{Gross Amount} - \text{Discount amount} + \text{Tax amount}$
<b>Create Copy</b>	Select this check box to make a copy of the commodity details entered.

6. Modify/Add the required details.
7. Click **Submit** to submit the transaction, once all required changes have been made. 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 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.

### 10.5.3 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/Edit 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

The screenshot shows the 'View Purchase Order' interface for a buyer. The top navigation bar includes the Futura Bank logo, user name 'Welcome, Mayur Thakkar', and a search icon. The main content area is titled 'View Purchase Order' and includes a 'Raised' status indicator. The purchase order details are as follows:

Purchase Order Reference Number	Customer Purchase Order Number	Purchase Order Amount	Purchase Order Date
PO48427	PO28092024	\$500.00	15 Sep 2020

Additional details include Program Name (LinkdProg22), Payment Terms (-), Pre-Acceptance (No), Acceptance Date (-), Shipment Date (18 Sep 2020), and Shipment Address (Thakur Village, Mumbai, India, 400101). Supplier details for 'AugBuyer' (Supplier ID: \*\*\*716) are also shown.

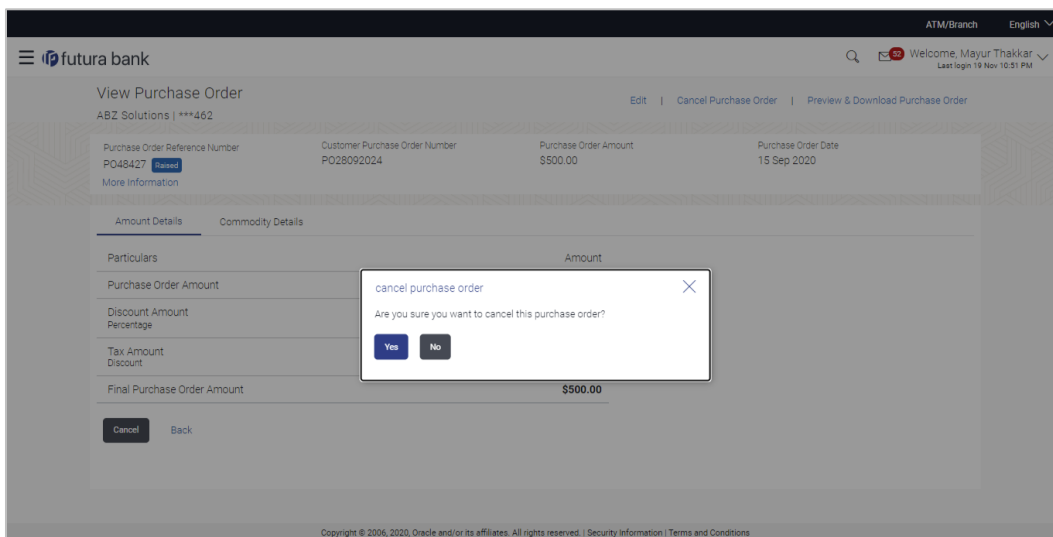
The 'Amount Details' table is as follows:

Particulars	Amount
Purchase Order Amount	\$500.00
Discount Amount Percentage	0
Tax Amount Discount	0
<b>Final Purchase Order Amount</b>	<b>\$500.00</b>

At the bottom, there are 'Cancel' and 'Back' buttons. The footer contains copyright information for Oracle.

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 **Edit** to modify the purchase order. The **Edit Purchase Order** screen 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.

## 10.6 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**

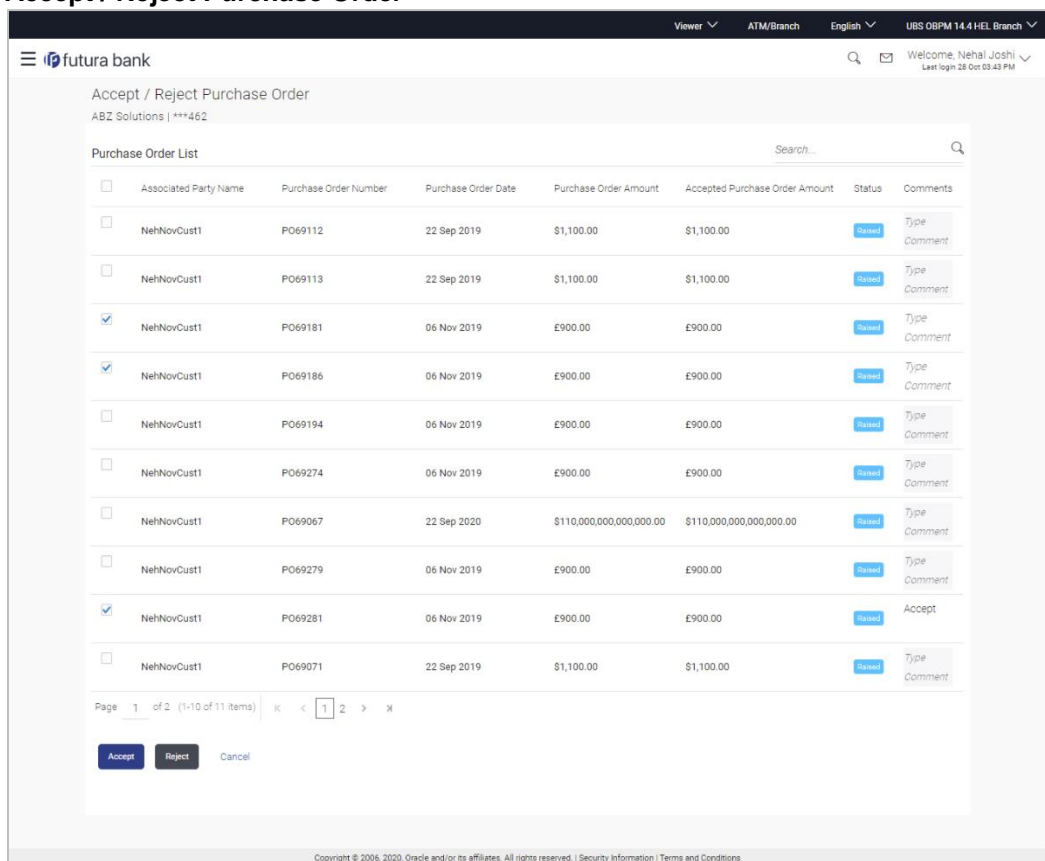
User must have valid corporate login credentials.

**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**


Viewer ATM/Branch English UBS OBPM 14.4 HEL Branch

Welcome, Nehal Joshi  
Last login 28 Oct 03:43 PM

Accept / Reject Purchase Order  
ABZ Solutions | \*\*\*462


Purchase Order List Search...

<input type="checkbox"/>	Associated Party Name	Purchase Order Number	Purchase Order Date	Purchase Order Amount	Accepted Purchase Order Amount	Status	Comments
<input type="checkbox"/>	NehNovCust1	PO69112	22 Sep 2019	\$1,100.00	\$1,100.00	Raised	Type Comment
<input type="checkbox"/>	NehNovCust1	PO69113	22 Sep 2019	\$1,100.00	\$1,100.00	Raised	Type Comment
<input checked="" type="checkbox"/>	NehNovCust1	PO69181	06 Nov 2019	€900.00	€900.00	Raised	Type Comment
<input checked="" type="checkbox"/>	NehNovCust1	PO69186	06 Nov 2019	€900.00	€900.00	Raised	Type Comment
<input type="checkbox"/>	NehNovCust1	PO69194	06 Nov 2019	€900.00	€900.00	Raised	Type Comment
<input type="checkbox"/>	NehNovCust1	PO69274	06 Nov 2019	€900.00	€900.00	Raised	Type Comment
<input type="checkbox"/>	NehNovCust1	PO69067	22 Sep 2020	\$110,000,000,000,000.00	\$110,000,000,000,000.00	Raised	Type Comment
<input type="checkbox"/>	NehNovCust1	PO69279	06 Nov 2019	€900.00	€900.00	Raised	Type Comment
<input checked="" type="checkbox"/>	NehNovCust1	PO69281	06 Nov 2019	€900.00	€900.00	Raised	Accept
<input type="checkbox"/>	NehNovCust1	PO69071	22 Sep 2019	\$1,100.00	\$1,100.00	Raised	Type Comment

Page 1 of 2 (1-10 of 11 items) | < 1 2 > X

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**Field Description**

<b>Field Name</b>	<b>Description</b>
<b>Accept/Reject Purchase Order</b>	
<b>Party Name &amp; ID</b>	Displays the name and ID of the logged-in corporate party.
<b>Search By</b>	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  .
<b>Purchase Order List</b>	
<b>Associated Party Name</b>	Displays the name of the associated party.
<b>Purchase Order Number</b>	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.
<b>Purchase Order Date</b>	Displays the date when the purchase order has been created.
<b>Purchase Order Amount</b>	Displays the amount of the purchase order.
<b>Accepted Purchase Order Amount</b>	Displays the accepted purchase order amount.
<b>Status</b>	Displays the status of the purchase order.
<b>Comments</b>	Enter the remarks if any while accepting / rejecting the purchase order.
	<b>Note:</b> 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.

[Home](#)

# 11. Payments Management

## 11.1 View Payments

Using this screen, the corporate user can view the details of payments made.

**How to reach here:**

*Dashboard > Toggle menu > Receivables/Payables > Payments Management > View Payments*

**To view payment details:**

The screenshot displays the 'View Payments' screen for 'ABZ Solutions | \*\*\*462'. The interface includes a search bar, a 'Download' button, and a table of payment details. The table has the following columns: Payment Reference Number, Payment Amount, Payment Date, Unreconciled Amount, Account Number, Status, and Allocation Status. The data rows are as follows:

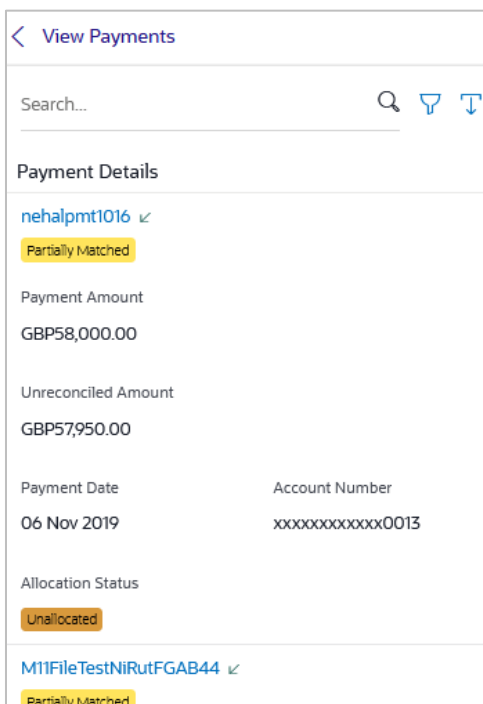
Payment Reference Number	Payment Amount	Payment Date	Unreconciled Amount	Account Number	Status	Allocation Status
nehalpmt1016	GBP58,000.00	06 Nov 2019	GBP57950.00	xxxxxxxxxxxx0013	Partially Matched	Unallocated
MIFileTestNIRutFGAB44	USD4,400.00	09 Jan 2020	USD4,797.00	xxxxxxxxxxxx2004	Partially Matched	Unallocated
PYMTUITEST13	USD10,000.00	06 Nov 2019	USD0.00	xxxxxxxxxxxx0046	Matched	Unallocated
OBDXsonal070902	GBP1,000.00	09 Jan 2020	GBP0.00	xxxxxxxxxxxx0013	Matched	Unallocated
nehalpmt041044	GBP30,000.00	06 Nov 2019	GBP0.00	xxxxxxxxxxxx0013	Matched	Unallocated
obdxrecon2310	GBP4,000.00	06 Nov 2019	GBP4,000.00	-	Unmatched	Unallocated
nehalpmt1721104	USD30,000.00	06 Nov 2019	USD30,000.00	xxxxxxxxxxxx0013	Unmatched	Unallocated
nehalpmt04107	GBP30,000.00	06 Nov 2019	GBP29,300.00	xxxxxxxxxxxx0013	Partially Matched	Unallocated
nehalpmt04102	GBP30,000.00	06 Nov 2019	GBP29,033.86	xxxxxxxxxxxx0013	Partially Matched	Unallocated
nehalpmt041099	GBP30,000.00	06 Nov 2019	GBP29,300.00	xxxxxxxxxxxx0013	Partially Matched	Unallocated

At the bottom of the table, there is a pagination control showing 'Page 1 of 61 (1-10 of 601 Items)' and a 'Cancel' button.




## View Payments (on mobile device)

The **View Payments** screen can also be viewed on a mobile device. The features and functionality available on the desktop computers, such as hyperlinks, search filters, and the download option, are also available on the mobile device.




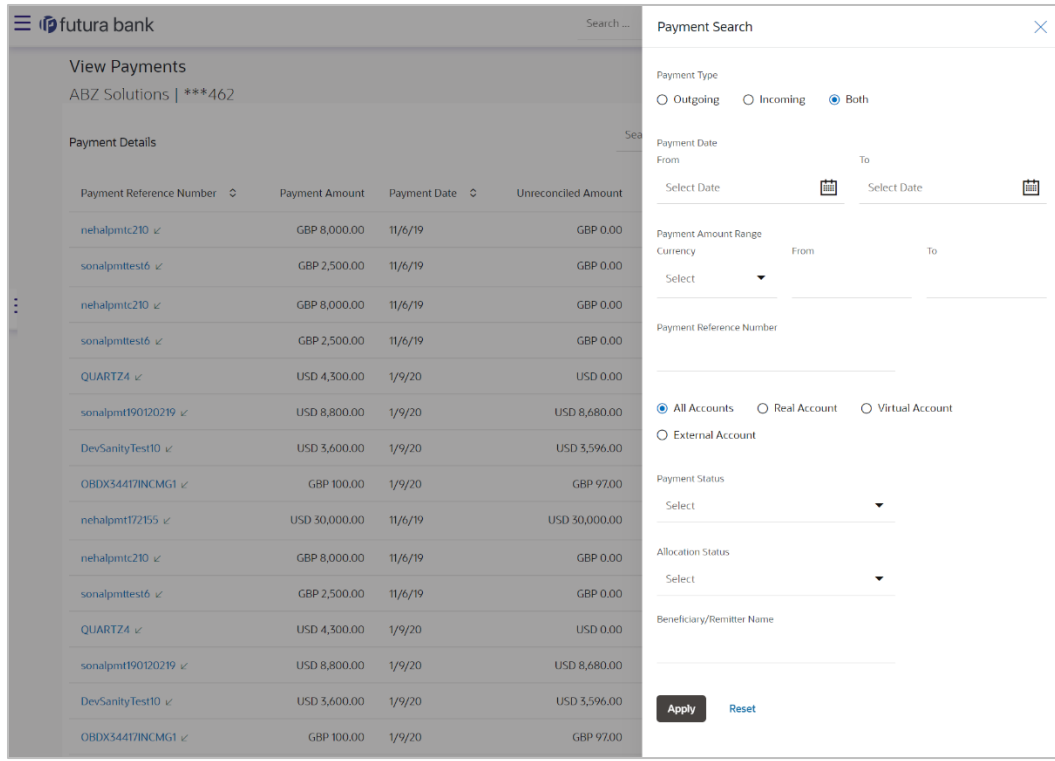
### Field Description

Field Name	Description
<b>View Payments</b>	
<b>Party Name &amp; ID</b>	Displays the name and ID of the logged-in corporate party.
<b>Payments Details</b>	
<b>Search</b>	Indicates an option to search for specific payment records.
	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 <a href="#">Payment Search</a> section below.
<b>Download</b>	Indicates an option to download the payment records search results.
<b>Payment Reference Number</b>	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 <a href="#">View Payments (details)</a> section below.  The incoming / outgoing icon is also displayed beside the reference number.


Field Name	Description
<b>Payment Amount</b>	Displays the payment amount.
<b>Payment Date</b>	Displays the date of payment.
<b>Unreconciled Amount</b>	Displays any amount that is not yet reconciled.
<b>Account Number</b>	Displays either the real account number, or the International Bank Account Number (IBAN) based on the configuration set by the bank.
<b>Status</b>	<p>Displays the status of the payment. This can be one of the following:</p> <ul style="list-style-type: none"> <li>• Matched</li> <li>• Unmatched</li> <li>• Partially Matched</li> <li>• Not to be Matched</li> <li>• Reconciliation in Process</li> </ul>
<b>Allocation Status</b>	<p>Displays the status of allocation of the payment record. This can be one of the following:</p> <ul style="list-style-type: none"> <li>• Allocated</li> <li>• Allocation in Process</li> <li>• Failed</li> <li>• Partially Allocated</li> <li>• Unallocated</li> </ul>

### Payment Search


This overlay window appears when you click the  icon in the **View Payments** screen.



**Field Description**

Field Name	Description
<b>Payment Search</b>	
<b>Payment Type</b>	Indicates the option to filter payments based on payment type. The payment types available are: <ul style="list-style-type: none"> <li>• Incoming</li> <li>• Outgoing</li> <li>• Both</li> </ul>
<b>Payment Date From - To</b>	Indicates the option to filter payments that occurred within a date range. You can select the dates by clicking the  icon in the <b>From</b> and <b>To</b> fields.
<b>Payment Amount Range Currency From - To</b>	Indicates the option to filter payments with amounts in a particular range. You can select the required currency from the <b>Currency</b> list, and enter the amount range in the <b>From</b> and <b>To</b> fields.
<b>Payment Reference Number</b>	Indicates an option to filter payments based on the customer's payment reference number.

Field Name	Description
<b>Accounts</b>	<p>Indicates the option to filter payments based on the type of account used for payment. The options available are:</p> <ul style="list-style-type: none"> <li>• All Accounts</li> <li>• Real Account</li> <li>• Virtual Account</li> <li>• External Account</li> </ul> <hr/> <p><b>Note:</b> 'IBAN' can be listed instead of 'Real Account' and 'Virtual Account', if the configuration at the bank-level is set to display IBAN.</p>
<b>Payment Status</b>	<p>Indicates the option to filter payments based on payment status. The options are:</p> <ul style="list-style-type: none"> <li>• Matched</li> <li>• Unmatched</li> <li>• Partially Matched</li> <li>• Not to be Matched</li> <li>• Reconciliation in Process</li> </ul>
<b>Allocation Status</b>	<p>Indicates an option to filter payments based on their allocation status. The options are:</p> <ul style="list-style-type: none"> <li>• Allocated</li> <li>• Allocation in Process</li> <li>• Failed</li> <li>• Partially Allocated</li> <li>• Unallocated</li> </ul>
<b>Beneficiary/Remitter Name</b>	<p>Enter the name of the beneficiary or remitter of the payment. The application matches the exact name entered and fetches results accordingly.</p> <ul style="list-style-type: none"> <li>• This field appears as <b>Beneficiary/Remitter Name</b>, if the <b>Both</b> option is selected from the Payment Type field.</li> <li>• This field appears as <b>Beneficiary Name</b>, if the <b>Outgoing</b> option is selected from the Payment Type field.</li> <li>• This field appears as <b>Remitter Name</b>, if the <b>Incoming</b> option is selected from the Payment Type field.</li> </ul>

1. In the **View Payments** screen, search for the required payments using the **Search** field.
2. To narrow the search results, click the  icon. The **Payment Search** 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 search 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.

### 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

**View Payments**  
 ABZ Solutions | \*\*\*462

Payment Reference Number	Payment Amount	Unreconciled Amount	Account Number
PAY4462 <span>Partially Matched</span>	USD4,400.00	USD4,797.00	xxxxxxxxxxxx2004
Payment Type	Allocation Status		
Incoming	<span>Unallocated</span>		
Payment Date	Customer Reference Number		
09 Jan 2020	M11FileTestNIRutFGAB44		
Remitter Account Number	Virtual Account		
xxxxxxxxxxxx8953	-		
Remark			
N:ABC BCD			
<a href="#">Less Information</a>			

**Reconciliation Details**

Reference Number	Amount	Associated Party	Reconciliation Date	Reconciliation Amount in Payment Currency	Reconciliation Amount in Record Currency
INVJAN001	USD6,000.00	NehNovCust1	14 Jan 2020	USD1.00	USD1.00
AssignInv1806	GBP200.00	ATOZ Solutions	14 Jan 2020	USD1.00	GBP0.00
InvRecoRule01	USD7,000.00	NehNovCust1	14 Jan 2020	USD1.00	USD1.00

Page 1 of 1 (1-3 of 3 items) | [Cancel](#) [Back](#)

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#### View Payments (on mobile device)

The **View Payments** screen can also be viewed on a mobile device. The payment details present in the desktop version, are also available on the mobile device.

[View Payments](#)

---

Payment Reference Number  
**M11FileTestNiRutFGAB44** Partially Matched

Payment Amount  
 USD4,400.00

Credit Account Number  
 xxxxxxxxxxxx2004

Allocation Status  
Unallocated  
[More Information](#)

---

Reconciliation Details

Reference Number  
**INVJAN001**

Amount  
USD6,000.00

**Field Description**

Field Name	Description
<b>View Payments</b>	
<b>Party Name &amp; ID</b>	Displays the name and ID of the logged-in corporate party.
<b>Payment Reference Number</b>	Displays the unique reference number of the payment.
<b>Payment Amount</b>	Displays the payment amount.
<b>Unreconciled Amount</b>	Displays any amount that is not yet reconciled.
<b>Account Number</b>	Displays the account number involved in the payment. This can either be a real account number or an IBAN, based on the configuration set by the bank.
<b>Payment Type</b>	Displays the type of payment, whether incoming or outgoing.
<b>Allocation Status</b>	Displays the status of allocation of the payment.
<b>Payment Date</b>	Displays the date of the payment.
<b>Customer Reference Number</b>	Displays the customer's reference number for the payment.

Field Name	Description
<b>Remitter Account Number / Beneficiary Account Number</b>	<p>Displays the account number of the remitter / beneficiary. If the payment is of incoming type, then this field displays the remitter account number. If the payment is of outgoing type, then this field displays the beneficiary account number.</p> <hr/> <p><b>Note:</b> The IBAN can be displayed instead of the real and virtual account numbers, if the configuration at the bank-level is set to display IBAN.</p>
<b>Virtual Account</b>	<p>Displays the remitter's virtual account number involved in the payment.</p> <hr/> <p><b>Note:</b> The IBAN can be displayed instead of the real and virtual account numbers, if the configuration at the bank-level is set to display IBAN.</p>
<b>Remark</b>	Displays any remarks entered during the payment.

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.

The screenshot shows the 'View Payments' page for 'ABZ Solutions | \*\*\*462'. It displays payment details: Payment Reference Number (PAY4462, Status: Partially Matched), Payment Amount (USD4,400.00), Unreconciled Amount (USD4,797.00), and Account Number (xxxxxxxxxxxx2004). Below this is the 'Reconciliation Details' table:

Reference Number	Amount	Associated Party	Reconciliation Date	Reconciliation Amount in Payment Currency	Reconciliation Amount in Record Currency
<a href="#">INV/JAN001</a>	USD6,000.00	NehNovCust1	14 Jan 2020	USD1.00	USD1.00
<a href="#">AssignInv/BO6</a>	GBP200.00	ATOZ Solutions	14 Jan 2020	USD1.00	GBP0.00
<a href="#">InvRecoRule01</a>	USD7,000.00	NehNovCust1	14 Jan 2020	USD1.00	USD1.00

Page 1 of 1 (1-3 of 3 Items) | [Navigation icons]

Buttons: Cancel, Back

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## 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.

<b>Indicator</b>	Displays what instrument has been reconciled with the payment. Displays 'I' for invoice, 'D' for debit note, and 'C' for cash flow.
------------------	---

<b>Reference Number</b>	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.

<b>Amount</b>	Displays the total cash flow / invoice / debit note amount.
---------------	---

<b>Associated Party</b>	Displays the name of the associated party of the payment.
-------------------------	---

<b>Reconciliation Date</b>	Displays the date of reconciliation.
----------------------------	--------------------------------------

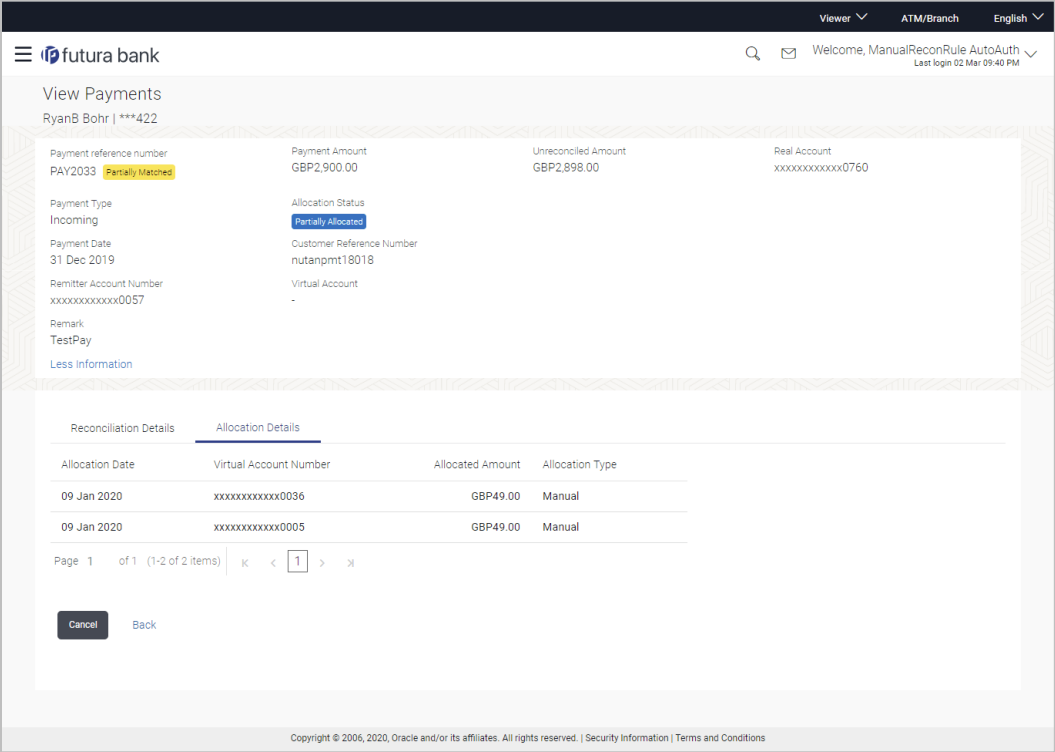


Field Name	Description
<b>Reconciliation Amount in Payment Currency</b>	Displays the amount that has been reconciled in the currency in which the payment has been made.
<b>Reconciliation Amount in Record Currency</b>	Displays the amount that has been reconciled in the cash flow / invoice / debit note currency.

- 4. 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
<b>View Payments – Allocation Details tab</b>	
<b>Allocation Date</b>	Displays the date of payment allocation.
<b>Virtual Account Number</b>	Displays the virtual account number to which the payment has been allocated.
<b>Allocated Amount</b>	Displays the amount that has been allocated.
<b>Allocation Type</b>	Displays the type of allocation.

5. 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*



BulkPaymentsUploadTemplate.xlsx

**Note:** Refer this file for the upload file format:

While uploading a .XLSX / .XLS file, if you do not have the required data for a particular cell, and need to leave it blank, then ensure that the particular empty cell has been formatted to the data type of the expected data of that cell. For example, a cell that is supposed to hold textual content, such as name or description, should be formatted to 'Text'. Similarly, a cell that is supposed to hold a number, should be formatted to 'Number'.

For more information on the procedure of uploading the file, refer **User Manual Oracle Banking Digital Experience Corporate Bulk File Upload – Receivables Payables Management**.

**Field Description**

Field Name	Description
The following fields should be entered in a row for a payment record.	

Field Name	Description
<b>Payment Type</b>	<p>Enter <b>O</b> for outgoing and <b>I</b> for incoming payment. This is a mandatory field.</p> <hr/> <p><b>Note:</b> If the payment type is incoming, then the <b>Beneficiary ID</b> should be that of the logged-in party.</p> <p>If the payment type is outgoing, then the <b>Payment Party ID</b> should be that of the logged-in party.</p> <hr/>
<b>Customer Payment Reference Number</b>	Enter the customer's own unique reference number for the payment. This is a mandatory field.
<b>Payment Currency</b>	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.
<b>Payment Amount</b>	Enter the amount paid. This is a mandatory field.
<b>Finance Repayment Appropriation</b>	Specify the sequence of repayment for principal, interest, and overdue amount. Example: OIP.
<b>Finance Repayment Specific Appropriation</b>	Specify the amounts paid for the repayment appropriation. For example: P:3000.00 I:500.00 O:900.00
<b>Payment Mode</b>	<p>Specify the mode of payment. This is a mandatory field. The acceptable values are:</p> <ul style="list-style-type: none"> <li>• ACT_TRANSFER</li> <li>• NEFT</li> <li>• CASH</li> <li>• CHEQUE</li> <li>• RTGS</li> </ul>
<b>Payment Date</b>	Enter the date of payment in the DD-MM-YYYY format. This is a mandatory field.
<b>Payment Party Code</b>	Enter the code of the party making the payment. You can either provide a value in this field, or in the <b>Payment Party ID</b> field.
<b>Counter Party Code</b>	Enter the code of the counter party, in the payment transaction. You can either provide a value in this field, or in the <b>Counter Party ID</b> field. A counter party in this context is generally a third party like a bank or any other medium to the transaction.
<b>Payment to Virtual Account</b>	Specify whether the payment is being made to a virtual account or not. Enter <b>Y</b> if the payment is to a virtual account, and <b>N</b> , otherwise. This is a mandatory field.
<b>Credit Account Number</b>	Enter the account number to which the payment is credited to. This field is mandatory if the <b>Payment Type</b> 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.

Field Name	Description
<b>Auto Reconciliation</b>	Specify whether the payment should be auto reconciled, or not. If you enter <b>Y</b> , then the payment is auto reconciled on upload of file. If you enter <b>N</b> , the payment will have to be manually reconciled. This is a mandatory field.
<b>Is Payment for Cashflow OR Invoice OR Finance</b>	Enter <b>E</b> for expected cash flow payment, <b>I</b> for invoice payment, and <b>F</b> for finance payment.
<b>Cash flow OR Invoice OR Finance Reference Number</b>	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
<b>Remarks</b>	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
<b>Payment Party ID</b>	Enter the ID of the party making the payment. You can either provide a value in this field, or in the <b>Payment Party Code</b> field.
<b>Payment Party Name</b>	Enter the name of the party making the payment.
<b>Counter Party ID</b>	Enter the ID of the counter party. You can either provide a value in this field, or in the <b>Counter Party Code</b> field.
<b>Counter Party Name</b>	Enter the name of the counter party.
<b>Beneficiary ID</b>	Enter the ID of the beneficiary of the payment.
<b>Beneficiary Name</b>	Enter the name of the beneficiary of the payment.
<b>Program Code</b>	Enter the program code applicable for the payment.
<b>Remitter Account Number</b>	Enter the account number from which the payment is initiated. This field is mandatory if the <b>Payment Type</b> 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.
<b>Fund Transfer or Cheque Reference Number</b>	Enter the external reference number of the payment, in case of fund transfer or cheque payment.
<b>Mandate Reference Number</b>	Enter the reference number of the mandate.

<b>Field Name</b>	<b>Description</b>
<b>Credit Note Reference Number</b>	Enter the reference number of the credit note.
<b>Allocation Required</b>	Enter <b>Y</b> if allocation is required, and <b>N</b> , otherwise. This is a mandatory field.

## **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.

[Home](#)

---

## 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.

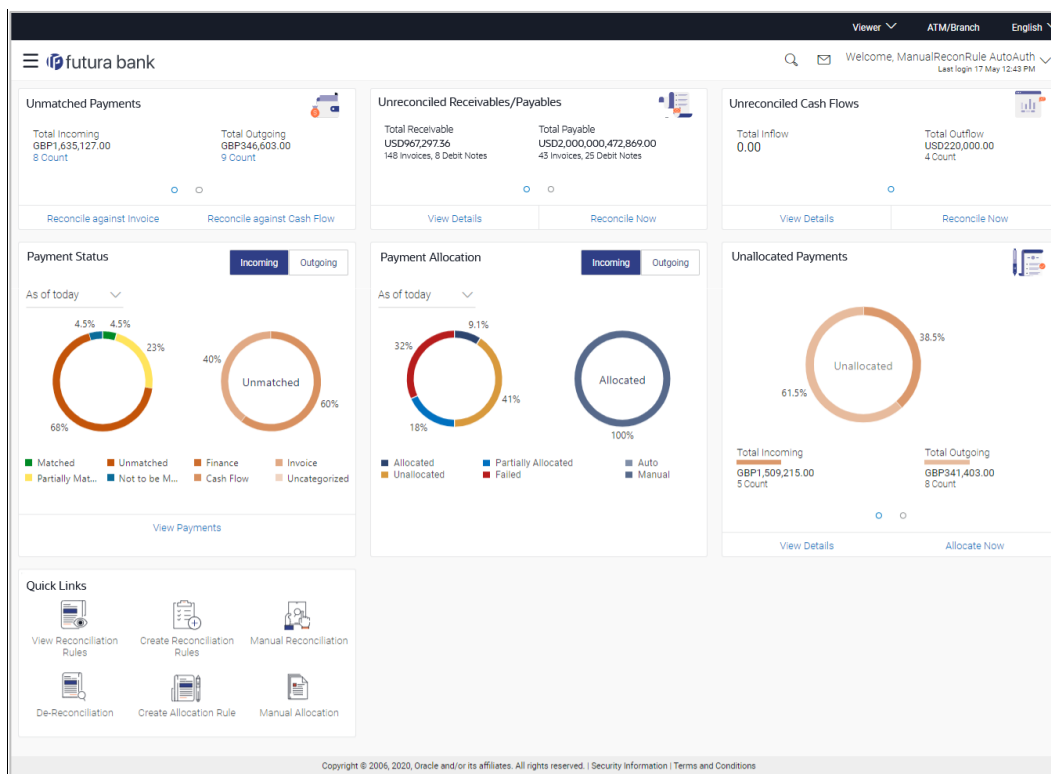
## 12.1 Overview

### **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.

**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.

**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.

**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.

**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.

**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.

**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.

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

The screenshot displays the 'Create Reconciliation Rule' interface. At the top, it shows the 'futura bank' logo and user information: 'Welcome, Mayur Thakkar' with a last login of '02 Feb 10:29 PM'. The main content area is titled 'Create Reconciliation Rule' and shows 'ABZ Solutions | \*\*\*462'. A progress indicator at the top shows three steps: 1. Rule Details (active), 2. Set Allocation, and 3. Prioritize Rule. The 'Rule Details' section includes the following fields:

- Reconciliation Type: Select
- Rule Type:  Generic,  Exact
- Rule Name: [Text input field]
- Reconciliation Method: Select
- Attribute: Select Attribute
- Rule Interpretation: -

At the bottom of the form, there are four buttons: 'Continue' (highlighted in blue), 'Cancel', 'Back', and 'Skip Allocation'. The footer contains the copyright notice: 'Copyright © 2006, 2020, Oracle and/or its affiliates. All rights reserved. | Security Information | Terms and Conditions'.

### Field Description

Field Name	Description
<b>Create Reconciliation Rule</b>	
<b>Party Name &amp; ID</b>	Displays the name and ID of the logged-in corporate party.
<b>Rule Details</b>	

Field Name	Description
<b>Reconciliation Type</b>	Select whether the reconciliation is for invoices and payments, or expected cash-flows and payments.
<b>Rule Type</b>	Select whether the rule being created is a generic one or an exact one. The options are: <ul style="list-style-type: none"> <li>• Generic</li> <li>• Exact</li> </ul>
<b>Rule Name</b>	Enter the name to be assigned to the rule being created.
<b>Apply Generic Rule</b>	This switch appears if you select the <b>Exact</b> option from the <b>Rule Type</b> field. Enable this switch to apply the corresponding generic rule on the remaining unreconciled records, post execution of the exact rule.

- Based on the option you select in the **Rule Type** field (**Generic** or **Exact**), enter further details as follows.

### 12.2.1 Generic Rule

The screenshot displays the 'Create Reconciliation Rule' interface. At the top, it shows 'futura bank' and user information: 'Welcome, Mayur Thakkar' with a last login of '02 Feb 04:33 PM'. The main heading is 'Create Reconciliation Rule' for 'ABZ Solutions | \*\*\*462'. A progress indicator shows three steps: 1. Rule Details (active), 2. Set Allocation, and 3. Prioritize Rule. The 'Rule Details' section contains the following fields:

- Reconciliation Type:** Invoice Payment Recon
- Rule Type:**  Generic,  Exact
- Rule Name:** RG122
- Reconciliation Method:** FIFO - Oldest invoice to be reconcil...
- Attribute:** Invoice Due Date
- Rule Interpretation:** Invoice with oldest invoice date will be reconciled first

At the bottom of the form, there are four buttons: 'Continue' (highlighted in blue), 'Cancel', 'Back', and 'Skip Allocation'. The footer contains the copyright notice: 'Copyright © 2006, 2020, Oracle and/or its affiliates. All rights reserved. | Security Information | Terms and Conditions'.

## Field Description

Field Name	Description
These fields appear if you select the <b>Generic</b> option.	
<b>Reconciliation Method</b>	<p>Select how the rule is applied to the invoice/cash-flow records for reconciliation. This field appears if you select the <b>Generic</b> option in the <b>Rule Type</b> field. The options are:</p> <ul style="list-style-type: none"> <li>• FIFO – Oldest invoice/cash-flow to be reconciled first</li> <li>• LIFO – Latest invoice/cash-flow to be reconciled first</li> <li>• HAFO – Invoice/Cash-flow with highest amount to be reconciled first</li> <li>• LAFO – Invoice/Cash-flow with lowest amount to be reconciled first</li> </ul>
<b>Attribute</b>	<p>Select the attribute to be used for applying the reconciliation method. This field appears if you select the <b>Generic</b> option in the <b>Rule Type</b> field.</p> <p>For Invoice and Payments reconciliation:</p> <ul style="list-style-type: none"> <li>• For FIFO and LIFO, the options are: Invoice Date; Invoice Due Date.</li> <li>• For HAFO and LAFO, the options are: Invoice Amount; Outstanding Invoice Amount.</li> </ul> <p>For Cash Flow and Payments reconciliation:</p> <ul style="list-style-type: none"> <li>• For FIFO and LIFO, the options are: Expected Date; Revised Expected Date.</li> <li>• For HAFO and LAFO, the option is: Amount.</li> </ul>
<b>Rule Interpretation</b>	<p>Displays the rule that is set, based on the options you select in the <b>Reconciliation Method</b> and <b>Attribute</b> fields. This field appears if you select the <b>Generic</b> option in the <b>Rule Type</b> field.</p>

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.

## 12.2.2 Exact Rule

For an exact rule, you must add either one double-sided condition involving an invoice / cash flow attribute and a payment attribute or two single sided conditions, one involving an invoice / cash flow attribute and the other involving a payment attribute.

### Field Description

Field Name	Description
------------	-------------

These fields appear if you select the **Exact** option.


#### 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.

<b>Add Condition</b>	Indicates an option to add a condition for Exact reconciliation.
----------------------	--

Field Name	Description
<b>Add Group</b>	Indicates an option to add a group of conditions that are clubbed together by logical operator 'AND' or 'OR'.
<b>AND / OR</b>	Indicates the logical operator to be used for clubbing the conditions for creating the Exact reconciliation rule.
<b>Single-Sided Condition</b>	
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. A single sided condition should always be created along with atleast one double sided condition. The following fields appear for a single sided condition.	
<b>Select Entity</b>	<p>Select the required entity for building the condition. The following options are available:</p> <p>For Invoice-Payment reconciliation:</p> <ul style="list-style-type: none"> <li>• Invoice</li> <li>• Payment</li> <li>• Invoice and Payment</li> </ul> <p>For Cash Flow-Payment reconciliation:</p> <ul style="list-style-type: none"> <li>• Cash Flow</li> <li>• Payment</li> <li>• Cash Flow and Payment</li> </ul>
<b>Select Attribute</b>	Select the attribute of the entity to be compared.
<b>Select Pattern</b>	<p>Select the relational operator or pattern to be used for comparison. The options available are:</p> <ul style="list-style-type: none"> <li>• =</li> <li>• &lt;</li> <li>• &gt;</li> <li>• Starts with</li> <li>• Ends with</li> </ul>
<b>Value</b>	Enter the value that the attribute is to be compared with.
<b>Double-Sided Condition</b>	
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.	
<b>Entities</b>	Select the entities combination for creating the double-sided condition.

Field Name	Description
<b>Select Pattern</b>	Select the pattern to be used for the attribute (of the first entity) to be compared. The options available are: <ul style="list-style-type: none"> <li>• <b>Exact Attribute</b></li> <li>• <b>Text Between Two Positions</b> – 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.</li> </ul>
<b>Select Attribute</b>	Select the attribute of the first entity to be compared.
<b>Relational Operator</b>	Select the relational operator to be used for comparison. The options available are: <ul style="list-style-type: none"> <li>• AND</li> <li>• OR</li> </ul>
<b>Select Pattern</b>	Select the pattern to be used for the attribute (of the second entity) to be compared. The options available are: <ul style="list-style-type: none"> <li>• <b>Exact Attribute</b></li> <li>• <b>Text Between Two Positions</b> – 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.</li> </ul>
<b>Select Attribute</b>	Select the attribute of the second entity to be compared.

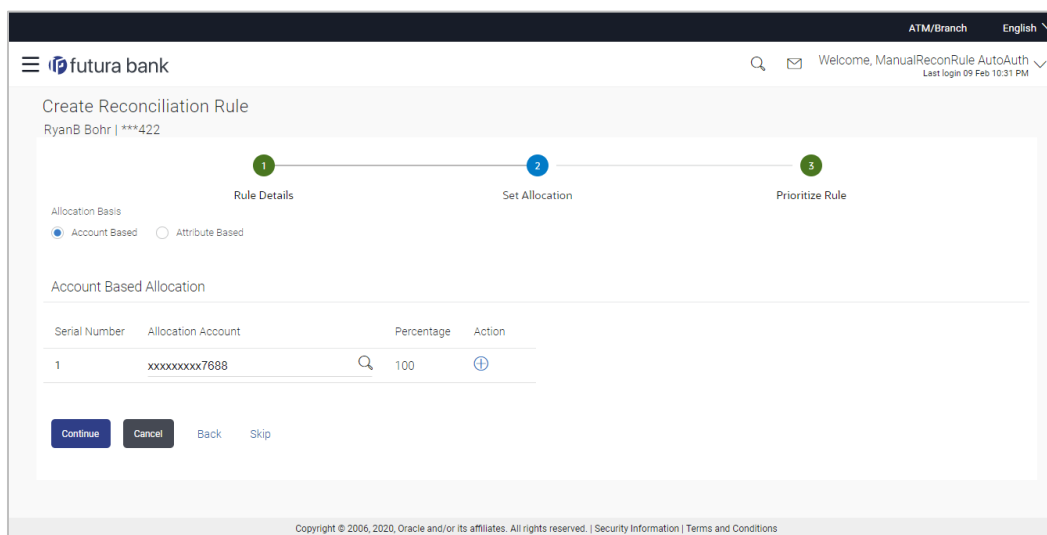
5. If you select the **Exact** option in the **Rule Type** field, then in the **Reconciliation Rule** section, build condition(s) as per requirement, as follows:
  - a. You can define either two or more single-sided condition or one more double-sided condition, or both. You can also define a group of conditions.
  - b. In the single-sided condition, you can select either Invoice/Cash-Flow or 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/Cash-Flow and Payment), you can select an attribute of the Invoice/Cash-Flow and compare it with an attribute of the 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.

## Set Allocation – Account Based



The screenshot shows the 'Create Reconciliation Rule' interface for 'futura bank'. The user is logged in as 'RyanB Bohr | \*\*\*422'. The interface is in the 'Set Allocation' step of a three-step process: Rule Details, Set Allocation, and Prioritize Rule. The 'Allocation Basis' is set to 'Account Based'. Under 'Account Based Allocation', there is a table with one entry:

Serial Number	Allocation Account	Percentage	Action
1	xxxxxxxx7688	100	

At the bottom of the form, there are buttons for 'Continue', 'Cancel', 'Back', and 'Skip'. The footer contains the copyright information: 'Copyright © 2006, 2020, Oracle and/or its affiliates. All rights reserved. | Security Information | Terms and Conditions'.







## Set Allocation – Attribute Based

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### Field Description

Field Name	Description
<b>Create Reconciliation Rule</b>	
<b>Party Name &amp; ID</b>	Displays the name and ID of the logged-in corporate party.
<b>Set Allocation</b>	
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.	
<b>Allocation Basis</b>	Select whether allocation should be virtual accounts-based or attributes-based. <ul style="list-style-type: none"> <li>If you select the <b>Account Based</b> option, then you can directly set the virtual accounts for allocation.</li> <li>If you select the <b>Attribute Based</b> option, then you can set attributes for allocation. The virtual accounts that are mapped to these attributes will be used for allocation.</li> </ul>
<b>Account Based Allocation</b>	
This section appears if you select the <b>Account Based</b> option in the <b>Allocation Basis</b> field.	
<b>Serial Number</b>	Displays the serial number of the allocation account.
<b>Allocation Account</b>	Select a virtual account to assign an allocation percentage.
<b>Percentage</b>	Enter the percentage of payment to be allocated to the virtual account.

Field Name	Description
<b>Action</b>	Click  to add further virtual accounts. Or click  to delete an added account.
<b>Attribute Based Allocation</b>	
This section appears if you select the <b>Attribute Based</b> option in the <b>Allocation Basis</b> 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.	
<b>Serial Number</b>	Displays the serial number of the attribute.
<b>Allocation Entity</b>	Select the entity whose attribute should be considered for setting an allocation percentage.
<b>Allocation Attributes</b>	Select the attribute for which the allocation percentage should be set.
<b>Percentage</b>	Enter the percentage of payment to be allocated to the attribute.
<b>Action</b>	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.

## Prioritize Rule

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## Field Description

Field Name	Description
------------	-------------

### Create Reconciliation Rule

**Party Name & ID** Displays the name and ID 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.

**Rule Id** Displays the unique rule ID that has automatically been assigned to the rule.

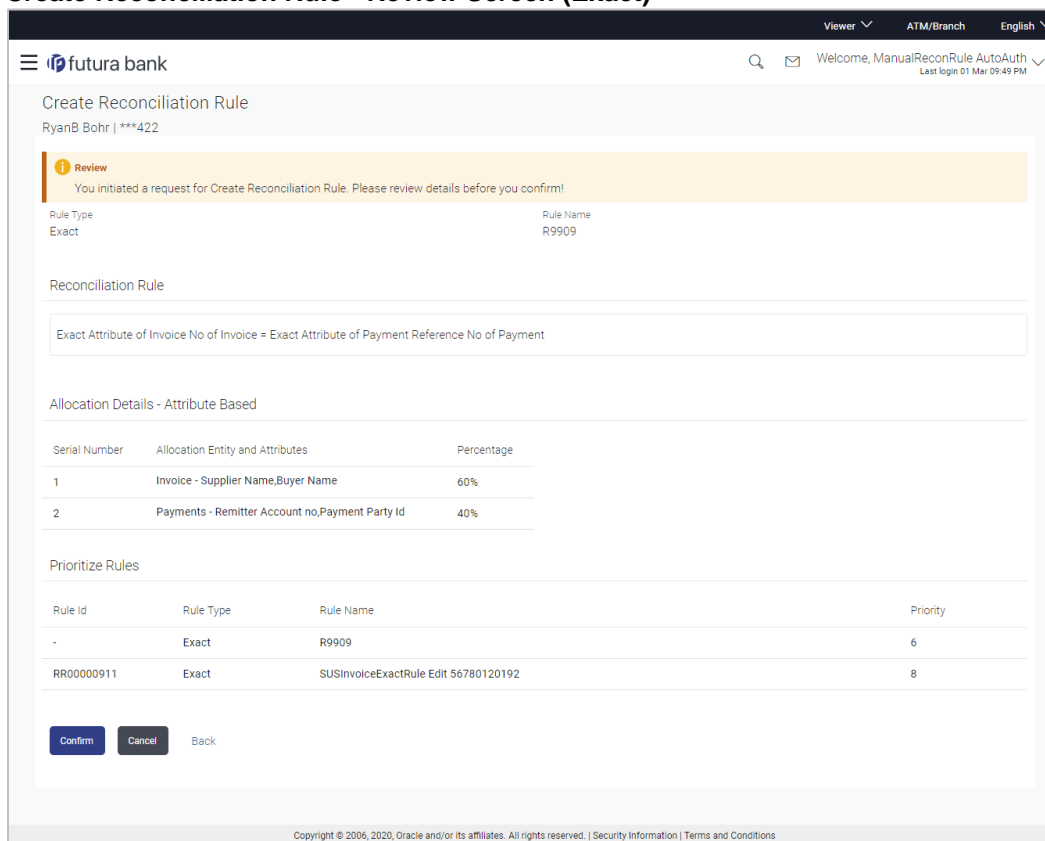
**Rule Type** Displays whether the rule is a generic or an exact one.

**Rule Name** Displays the name assigned to the rule.

Field Name	Description
<b>Priority</b>	<p>Indicates the priority assigned to the rule.</p> <p><b>Note:</b> 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.</p> <p>For an existing rule, click  to edit and modify the priority, if required.</p>

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)



The screenshot displays the 'Review' screen for creating a reconciliation rule. At the top, there is a navigation bar with 'futura bank' and user information. The main content area is titled 'Create Reconciliation Rule' and shows the user 'RyanB Bohr | \*\*\*422'. A yellow banner indicates a review step: 'You initiated a request for Create Reconciliation Rule. Please review details before you confirm!'. Below this, the rule details are shown: Rule Type is 'Exact' and Rule Name is 'R9909'. The reconciliation rule expression is 'Exact Attribute of Invoice No of Invoice = Exact Attribute of Payment Reference No of Payment'. The 'Allocation Details - Attribute Based' section shows a table with two rows: 1. Invoice - Supplier Name, Buyer Name (60%) and 2. Payments - Remitter Account no, Payment Party Id (40%). The 'Prioritize Rules' section contains a table listing existing rules for comparison.

Rule Id	Rule Type	Rule Name	Priority
-	Exact	R9909	6
RR00000911	Exact	SUSInvoiceExactRule Edit 56780120192	8

At the bottom of the screen, there are three buttons: 'Confirm', 'Cancel', and 'Back'. The footer contains copyright information: 'Copyright © 2006, 2020, Oracle and/or its affiliates. All rights reserved. | Security Information | Terms and Conditions'.

## Create Reconciliation Rule - Review Screen (Generic)

ATM/Branch English

futura bank

Welcome, Mayur Thakkar  
Last login 02 Feb 04:33 PM

### Create Reconciliation Rule

ABZ Solutions | \*\*\*\*462

**Review**  
You initiated a request for Create Reconciliation Rule. Please review details before you confirm!

Rule Type: Generic      Rule Name: RG122

#### Reconciliation Rule

Reconciliation Method: FIFO-Oldest invoice to be reconciled first      Attributes: Invoice Due Date

Rule Interpretation: Invoice with oldest invoice date will be reconciled first

#### Allocation Details - Attribute Based

Serial Number	Allocation Entity and Attributes	Percentage
1	Invoice - Buyer ID	50%
2	Payments - Credit Account no	50%

#### Prioritize Rules

Rule Id	Rule Type	Rule Name	Priority
-	Generic	RG122	11

**Confirm** **Cancel** **Back**

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

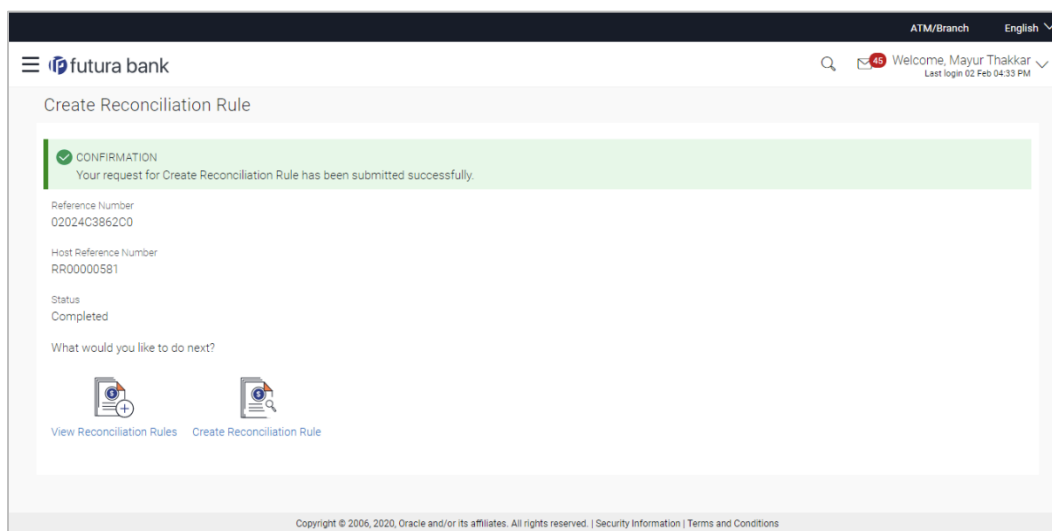
OR

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.

## 12.3 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

The screenshot displays the 'Create Allocation Rule' interface. At the top, the user is identified as 'RyanB Bohr | \*\*\*422'. A progress indicator shows three steps: 'Rule Details' (1), 'Set Allocation' (2), and 'Prioritize Rule' (3). The 'Rule Name' field is populated with 'Rule99878'. The 'Reconciliation Rule' section is active, showing a logical operator 'And' and three conditions: 'Payment Reference No of Payment equals to 234567', 'Counterparty Code of Payment starts with ABC', and 'Payment Mode of Payment equals to Online Transfer'. Each condition has edit and delete icons. At the bottom, there are buttons for 'Save all and Preview', 'Continue', 'Cancel', and 'Back'. The footer contains copyright information: 'Copyright © 2006, 2020, Oracle and/or its affiliates. All rights reserved. | Security Information | Terms and Conditions'.



### Field Description

Field Name	Description
<b>Create Allocation Rule</b>	
<b>Party Name &amp; ID</b>	Displays the name and ID of the logged-in corporate party.
<b>Rule Details</b>	

Field Name	Description
<b>Rule Name</b>	Enter the name to be assigned to the rule.
<b>Reconciliation Rule</b>	
<b>Add Condition</b>	Indicates an option to add a condition for allocation.
<b>Add Group</b>	Indicates an option to add a group of conditions that are clubbed together by logical operator 'AND' or 'OR'.
<b>AND / OR</b>	Indicates the logical operator to be used for clubbing the conditions for creating the allocation rule.
<b>Select Attribute</b>	Select the attribute of the payment to be compared.
<b>Match the payment by</b>	Select the relational operator or pattern to be used for matching the payment.
<b>Value</b>	Enter the value that the attribute is to be compared with.
<b>Save all and Preview</b>	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.

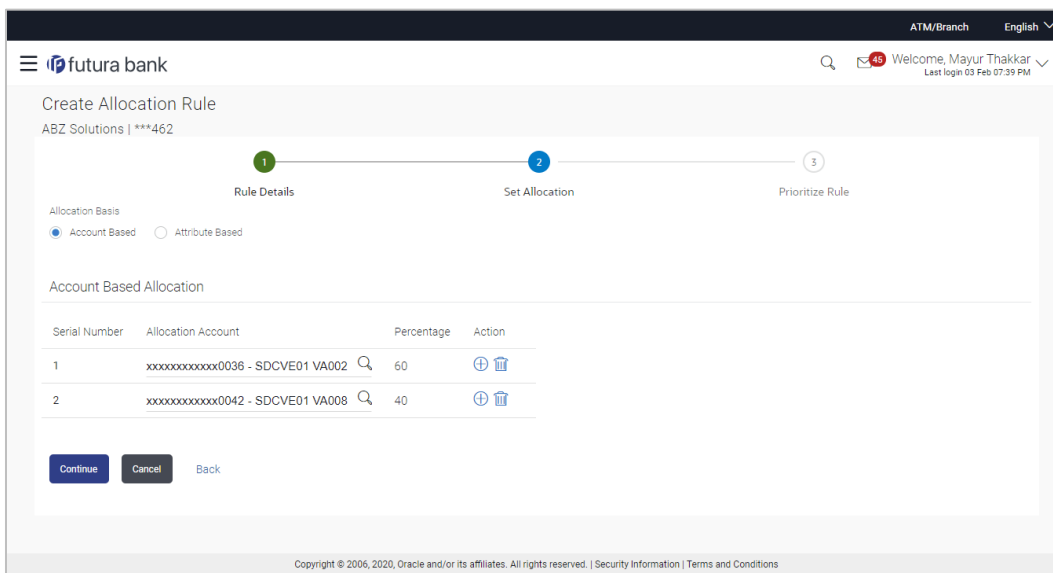
---

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

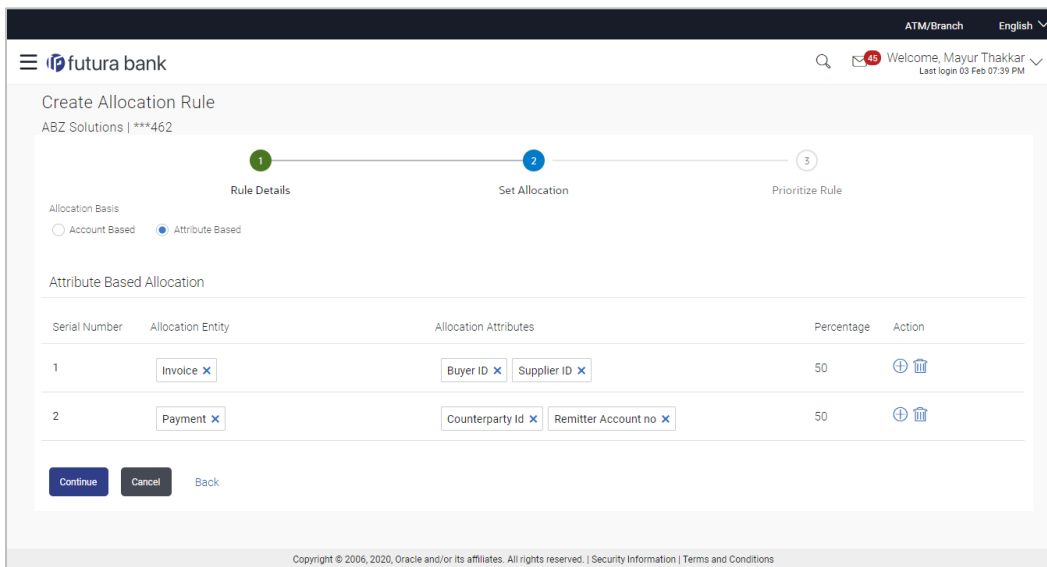
---



### Set Allocation – Account Based







### Set Allocation – Attribute Based



### Field Description

Field Name	Description
<b>Create Allocation Rule</b>	
Party Name & ID	Displays the name and ID of the logged-in corporate party.

Field Name	Description
<b>Set Allocation</b>	
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.	
<b>Allocation Basis</b>	Select whether allocation should be virtual accounts-based or attributes-based.
<b>Account Based Allocation</b>	
This section appears if you select the <b>Account Based</b> option in the <b>Allocation Basis</b> field.	
<b>Serial Number</b>	Displays the serial number of the allocation account.
<b>Allocation Account</b>	Select a virtual account to assign an allocation percentage.
<b>Percentage</b>	Enter the percentage of payment to be allocated to the virtual account.
<b>Action</b>	Click  to add further virtual accounts. Or click  to delete an added account.
<b>Attribute Based Allocation</b>	
This section appears if you select the <b>Attribute Based</b> option in the <b>Allocation Basis</b> 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.	
<b>Serial Number</b>	Displays the serial number of the attribute.
<b>Allocation Entity</b>	Displays 'Payment' by default.
<b>Allocation Attributes</b>	Select the attribute for which the allocation percentage should be set.
<b>Percentage</b>	Select the percentage of payment to be allocated to the attribute.
<b>Action</b>	Click  to add further attributes. Or click  to delete an added attribute.

- 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

ATM/Branch English

futura bank

Welcome, Mayur Thakkar  
Last login 03 Feb 07:39 PM

Create Allocation Rule  
ABZ Solutions | \*\*\*462

1 Rule Details 2 Set Allocation 3 Prioritize Rule

Reconciliation Rules Search...

Rule Id	Rule Type	Rule Name	Priority
-	Exact	AllocRul998	43
RR00000563	Exact	aaa	42
RR00000575	Exact	aa	41
RR00000614	Exact	RuleTest1	37
RR00000615	Exact	RuleTest2	3
RR00000617	Exact	ModifyRule1	39
RR00000618	Exact	Modify	12
RR00000912	Exact	sonalalloc0501	42
RR00000643	Exact	TestAlloReject	9
RR00000645	Exact	EditRule1	10

Page 1 of 4 (1-10 of 35 items)

Submit Cancel Back

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## Field Description

Field Name	Description
------------	-------------

### Create Allocation Rule

**Party Name & ID** Displays the name and ID 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 that has automatically been assigned to the rule.

For the rule being created, the ID is yet to be generated. The field displays the "Current" keyword in this case.

**Rule Type** Displays 'Exact' by default.

**Rule Name** Displays the name assigned to the rule.

Field Name	Description
<b>Priority</b>	<p>Indicates the priority assigned to the rule.</p> <p><b>Note:</b> 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.</p> <p>For an existing rule, click  to edit and modify the priority, if required.</p>

- 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.
- 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

ATM/Branch English

futura bank Welcome, Mayur Thakkar Last login 03 Feb 07:35 PM

Create Allocation Rule  
ABZ Solutions | \*\*\*462

**1 Review**  
You initiated a request for Create Allocation Rule. Please review details before you confirm!

Rule Name  
AllocRul998

Reconciliation Rule

AND

- Counterparty Id of Payment equals to ABCNF203
- Remitter Account no of Payment equals to 1234567

Allocation Details - Account Based

Serial Number	Allocation Account	Percentage
1	xxxxxxxxxxxx0036	60%
2	xxxxxxxxxxxx0042	40%

Prioritize Rules

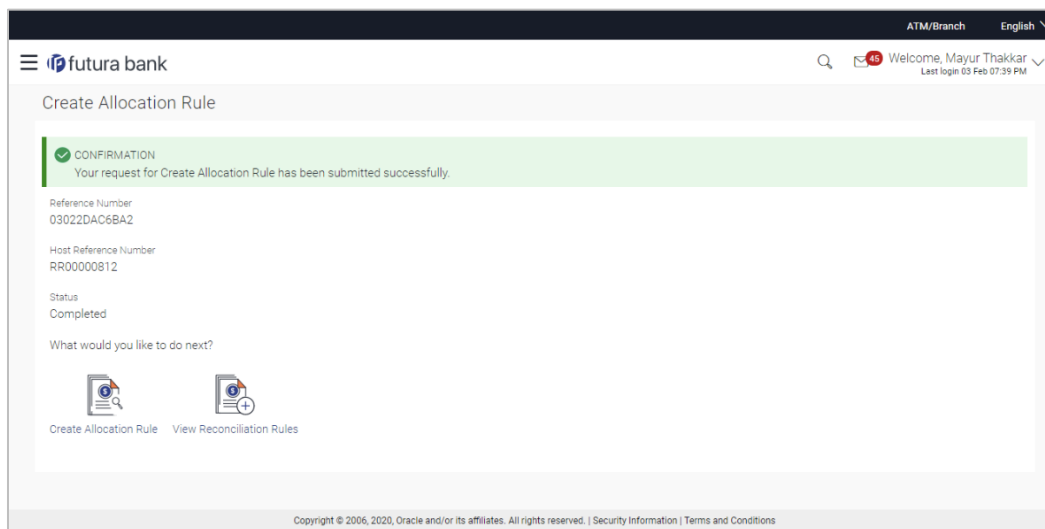
Rule Id	Rule Type	Rule Name	Priority
-	Exact	AllocRul998	4

Confirm Cancel Back

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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.

## 12.4 View/Edit Reconciliation/Allocation Rule

Using this screen, you can view the reconciliation rules and the allocation rules that have been created. You can also edit these rules, if required.

### How to reach here:

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

### View Reconciliation Rules

View Reconciliation Rules  
ABZ Solutions | \*\*\*462

Rule Id	Reconciliation Type	Rule Type	Rule Name	Priority
RR00000214	Invoice Payment Recon	Generic	newInvGenRule1	5
RR00000265	Invoice Payment Recon	Generic	ads	6
RR00000563	Allocation of Payment to Virtual Accounts	Exact	aaa	38
RR00000575	Allocation of Payment to Virtual Accounts	Exact	aa	41
RR00000577	Expected Cashflow To Payment Recon	Generic	GenCash	11
RR00000581	Invoice Payment Recon	Generic	RecRule987	11
RR00000587	Expected Cashflow To Payment Recon	Exact	abc	7
RR00000603	Invoice Payment Recon	Generic	InGenTest123	8
RR00000605	Invoice Payment Recon	Generic	NGen123	3
RR00000611	Invoice Payment Recon	Exact	asd	4

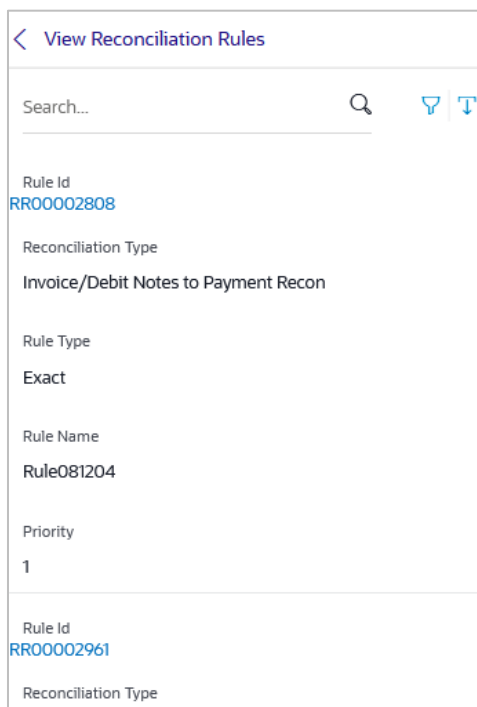
Page 1 of 5 (1-10 of 48 items) | < 1 2 3 4 5 > x

Cancel


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## View Reconciliation Rule (on mobile device)

The **View Reconciliation Rule** screen can also be viewed on a mobile device. The features and functionality available on the desktop computers, such as hyperlinks, search filters, and the download option, are also available on the mobile device.



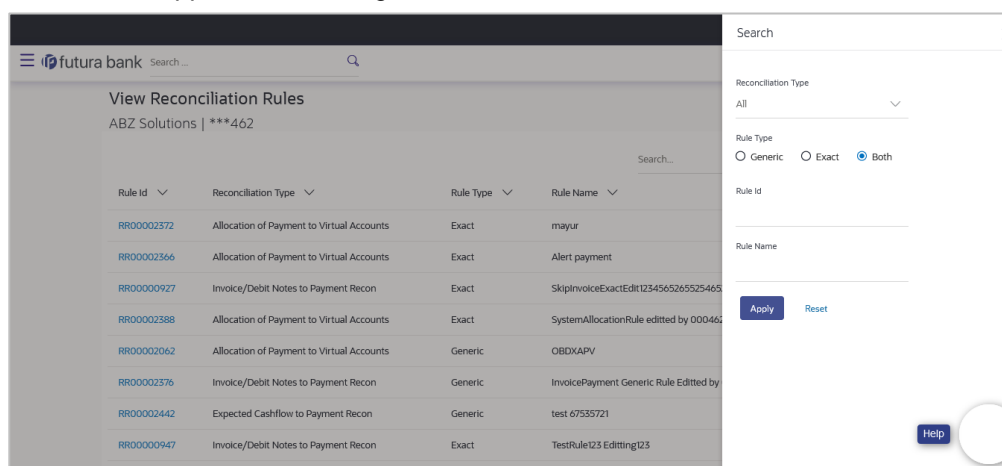
### Field Description

Field Name	Description
<b>View Reconciliation Rules</b>	
<b>Party Name &amp; ID</b>	Displays the name and ID of the logged-in corporate party.
<b>Search</b>	Indicates an option to search for specific reconciliation rule(s). As the partial or full name/ID/rule type/reconciliation type is entered, the relevant rules are displayed.
	Indicates a set of options to filter the reconciliation rule records. For more details, refer to the fields in <a href="#">Search (overlay window for View Reconciliation Rules)</a> below.
<b>Download</b>	Indicates an option to download the reconciliation rules list in CSV format.
A list of reconciliation rules is displayed (based on search criteria) with the following fields.	
<b>Rule Id</b>	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 <a href="#">View Reconciliation Rule (details)</a> section in this document.

Field Name	Description
<b>Reconciliation Type</b>	Displays the type of payment the reconciliation rule has been created for.
<b>Rule Type</b>	Displays whether the rule is generic or exact.
<b>Rule Name</b>	Displays the name of the rule.
<b>Priority</b>	Displays the priority of the rule.

### Search (overlay window for View Reconciliation Rules)

This window appears on clicking  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 Payment Recon
- Finance Payment Recon
- Expected Cashflow to Payment Recon
- Allocation of Payment to Virtual Accounts

**Rule Type** Indicates an option to filter the rules based on rule type. The options are:

- Exact
- Generic
- Both - To view both exact and generic rules. This option appears selected by default.

**Rule Id** Indicates an option to filter the rules by ID.

**Rule Name** Indicates an option to filter the rules by name.

On clicking **Apply**, a list of relevant reconciliation rules is displayed. On clicking **Reset**, the data entered in the **Search** overlay window is cleared.

In the **View Reconciliation Rules** screen, the user can perform the following actions:



- Click **Download** and select the file format to download the reconciliation rules list. At present the CSV format is supported.
- Click the **Rule Id** of a particular rule record, to view its details. The **View Reconciliation Rule** screen appears. For more information, refer the [View Reconciliation Rule \(details\)](#) section below.
- Click **Cancel** to cancel the operation. A warning message appears inquiring whether or not to cancel the operation.
  - a. Click **Yes** to proceed with cancelling the operation. The main dashboard appears.  
OR  
Click **No** to remain on the **View Reconciliation Rules** screen.

### 12.4.1 View Reconciliation Rule (details)

This screen appears on clicking the rule ID link of a specific reconciliation rule from the **View Reconciliation Rules** screen. It displays the rule details.

#### View Reconciliation Rule – Exact

The screenshot shows the 'View Reconciliation Rule' interface for 'ABZ Solutions | \*\*\*462'. The top navigation bar includes 'futura bank', a search bar, and user information: 'Welcome, nehal joshi' with a last login of '10 Aug 12:19 PM'. The main content area is divided into several sections:

- Basic Details:**
  - Rule Id: RR00002379
  - Reconciliation Type: Expected Cashflow to Payment Recon
  - Rule Type: Exact
  - Rule Name: System Rule Change from Generic to Exact 462
  - Priority: 5
- Reconciliation Rule:** A logical flow diagram showing conditions:
  - And: External Reference No of Cash Flow starts with CR
  - Exact Attribute of Debit Credit Indicator of Cash Flow = Exact Attribute of Debit-Credit Indicator of Payment
  - And: Text between 5 and 12 in Bank Account Number of Cash Flow = Text between 5 and 12 in Bank Account Number of Cash Flow
  - Payment Currency of Payment equals to USD
- Allocation Details - Attribute Based:** A table showing the distribution of the rule's attributes.
 

Serial Number	Allocation Entity and Attributes	Percentage
1	Payments - Payment Party Id	66.44%
2	Cash Flow - Corporate Id	33.56%

At the bottom left, there is a 'Back' button. The footer contains the copyright notice: 'Copyright © 2006, 2020, Oracle and/or its affiliates. All rights reserved. |SecurityInformation|Terms and Conditions'.

## View Reconciliation Rule – Generic

Maker
ATM/Branch
English

futura bank
Search ...
Q
Welcome, nehal joshi
Last login 10 Aug 12:19 PM

### View Reconciliation Rule

ABZ Solutions | \*\*\*462 [Edit](#)

**Basic Details**

Rule Id	Reconciliation Type
RR00002376	Invoice Payment Recon
Rule Type	Rule Name
Generic	InvoicePayment Generic Rule Edited by 000462
Priority	
5	

**Reconciliation Rule**

Reconciliation Method	Attribute
LIFO-Latest invoice to be reconciled first	Invoice Due Date

Rule Interpretation

Invoice with latest invoice due date will be reconciled first

**Allocation Details - Attribute Based**

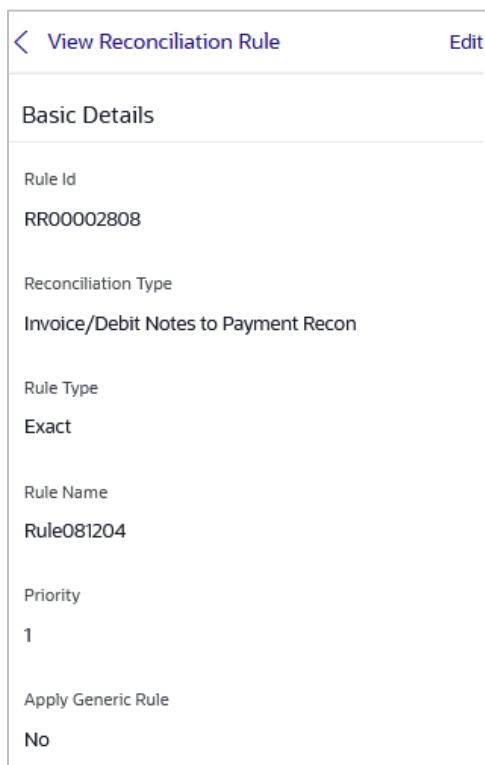
Serial Number	Allocation Entity and Attributes	Percentage
1	Invoice - Buyer ID,Supplier Name,Buyer Name,Supplier ID,Repayment Ac No Payments - Credit Account no,Payment Party Id,Counterparty Id,Remitter Account no,Virtual Account Flag	50%
2	Payments - Payment Party Id	50%

[Back](#)

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## View Reconciliation Rule - details (on mobile device)

The **View Reconciliation Rule details** screen can also be viewed on a mobile device. The fields and Edit functionality available on the desktop computers, are also available on the mobile device.



View Reconciliation Rule	
<a href="#">Edit</a>	
<b>Basic Details</b>	
Rule Id	RR00002808
Reconciliation Type	Invoice/Debit Notes to Payment Recon
Rule Type	Exact
Rule Name	Rule081204
Priority	1
Apply Generic Rule	No

### Field Description

Field Name	Description
<b>View Reconciliation Rule</b>	
<b>Party Name &amp; ID</b>	Displays the name and ID of the logged-in corporate party.
<b>Basic Details</b>	
<b>Rule Id</b>	Displays the rule ID of the reconciliation rule.
<b>Reconciliation Type</b>	Displays the type of payment the reconciliation rule has been created for.
<b>Rule Type</b>	Displays whether the rule is generic or exact.
<b>Rule Name</b>	Displays the name of the rule.
<b>Priority</b>	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.

Field Name	Description
<b>Reconciliation Rule</b>	
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.	
<b>Reconciliation Rule</b>	
For a Generic rule, the following fields appear.	
<b>Reconciliation Method</b>	Displays the method employed for reconciliation. The options can be: <ul style="list-style-type: none"> <li>• LIFO – Latest invoice/cash flow to be reconciled first</li> <li>• FIFO – Oldest invoice/cash flow to be reconciled first</li> <li>• LAFO – Lowest amount to be reconciled first</li> <li>• HAFO – Highest amount to be reconciled first</li> </ul>
<b>Attributes</b>	Displays the attribute on which the reconciliation method will be applied. <ul style="list-style-type: none"> <li>• If the reconciliation criteria is either LIFO or FIFO, then a date-specific attribute is present in this field.</li> <li>• If the reconciliation criteria is either LAFO or HAFO, then an amount-specific attribute is present in this field.</li> </ul>
<b>Rule Interpretation</b>	Displays the interpretation of the reconciliation method applicable.
<b>Allocation Details - Account Based</b>	
This section appears if the <b>Account Based</b> option has been selected for allocation.	
<b>Serial Number</b>	Displays the serial number of the allocation account.
<b>Allocation Account</b>	Displays the virtual account that has been selected for allocation.
<b>Percentage</b>	Displays the percentage of payment allocated.
<b>Allocation Details - Attribute Based</b>	
This section appears if the <b>Attribute Based</b> option has been selected for allocation.	
<b>Serial Number</b>	Displays the serial number of the entity and attribute combination.
<b>Allocation Entity and Attributes</b>	Displays the entity and their respective attributes that have been selected for allocation.
<b>Percentage</b>	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:

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

### View Reconciliation Rules

The screenshot displays the 'View Reconciliation Rules' interface. At the top, there is a navigation bar with 'futura bank' and a search field. Below the navigation bar, the page title 'View Reconciliation Rules' and the user identifier 'ABZ Solutions | \*\*\*462' are visible. The main content area features a table with the following columns: Rule Id, Reconciliation Type, Rule Type, Rule Name, and Priority. The table lists 10 rules. Below the table, there is a pagination control showing 'Page 1 of 5 (1-10 of 48 items)' and a 'Cancel' button. The footer contains the text 'Copyright © 2006, 2020, Oracle and/or its affiliates. All rights reserved.[SecurityInformation]Terms and Conditions'.

Rule Id	Reconciliation Type	Rule Type	Rule Name	Priority
RR00000214	Invoice Payment Recon	Generic	newInvGenRule1	5
RR00000265	Invoice Payment Recon	Generic	ads	6
RR00000563	Allocation of Payment to Virtual Accounts	Exact	aaa	38
RR00000575	Allocation of Payment to Virtual Accounts	Exact	aa	41
RR00000577	Expected Cashflow To Payment Recon	Generic	GenCash	11
RR00000581	Invoice Payment Recon	Generic	RecRule987	11
RR00000587	Expected Cashflow To Payment Recon	Exact	abc	7
RR00000603	Invoice Payment Recon	Generic	InGenTest1123	8
RR00000605	Invoice Payment Recon	Generic	NGen123	3
RR00000611	Invoice Payment Recon	Exact	asd	4

- 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)

The screenshot displays the 'View Reconciliation Rule' interface. At the top, there's a navigation bar with 'futura bank' logo, a search bar, and user information: 'Welcome, nehal joshi' and 'Last login 10 Aug 12:19 PM'. The main title is 'View Reconciliation Rule' with an 'Edit' link. Below the title, the rule name 'ABZ Solutions | \*\*\*462' is shown.

**Basic Details**

Rule Id	RR00002379	Reconciliation Type	Expected Cashflow to Payment Recon
Rule Type	Exact	Rule Name	System Rule Change from Generic to Exact 462
Priority	5		

**Reconciliation Rule**

The rule is defined by the following conditions:

- And
  - External Reference No of Cash Flow starts with CR
  - Exact Attribute of Debit Credit Indicator of Cash Flow = Exact Attribute of Debit-Credit Indicator of Payment
- And
  - Text between 5 and 12 in Bank Account Number of Cash Flow = Text between 5 and 12 in Bank Account Number of Cash Flow
  - Payment Currency of Payment equals to USD

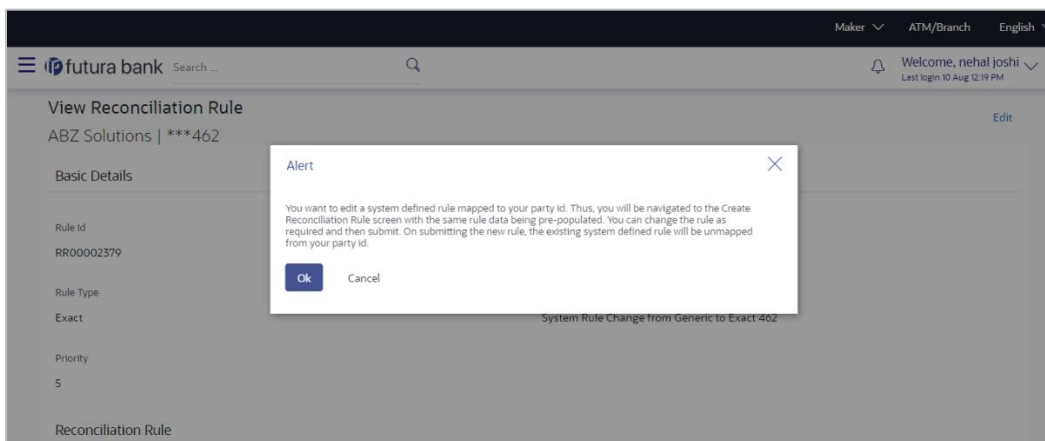
**Allocation Details - Attribute Based**

Serial Number	Allocation Entity and Attributes	Percentage
1	Payments - Payment Party Id	66.44%
2	Cash Flow - Corporate Id	33.56%

At the bottom, there is a 'Back' link and a copyright notice: 'Copyright © 2006, 2020, Oracle and/or its affiliates. All rights reserved. |SecurityInformation|Terms and Conditions'.

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)

Maker ATM/Branch English

futura bank Search ... Welcome, nehal joshi Last login 10 Aug 12:19 PM

### Create Reconciliation Rule

ABZ Solutions | \*\*\*462

1 Rule Details 2 Set Allocation 3 Prioritize Rule

Rule Id  
RR00002379

Reconciliation Type  
Expected Cashflow to Payment Recon

Rule Type  
 Generic  Exact

Rule Name  
ExpectedCFPymtReconRule

Reconciliation Rule

1 Define double sided condition to match the invoice with payment by selecting the required pattern on the left side and the right side or Define a single side condition to select the invoices for Reconciliation on the basis of a pattern

And Or Add Group Add Condition

External Reference No of Cash Flow starts with CR

Exact Attribute of Debit Credit Indicator of Cash Flow = Exact Attribute of Debit-Credit Indicator of Payment

And Or Add Group Add Condition

Text between 5 and 12 in Bank Account Number of Cash Flow = Text between 5 and 12 in Bank Account Number of Cash Flow

Payment Currency of Payment equals to USD

Save all and Preview

Continue Cancel Skip Allocation

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

**Edit Reconciliation Rule**  
ABZ Solutions | \*\*\*462

1 Rule Details      2 Set Allocation      3 Prioritize Rule

Rule Id  
RR00002376

Reconciliation Type  
Invoice Payment Recon

Rule Type  
 Generic     Exact

Rule Name  
InvoicePayment Generic Rule Edited by 000462

Reconciliation Method  
LIFO - Latest invoice to be reconciled first

Attribute  
Invoice Due Date

Rule Interpretation  
Invoice with latest invoice due date will be reconciled first

[Continue](#)   [Cancel](#)   [Skip Allocation](#)

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

**Create Reconciliation Rule**  
ABZ Solutions | \*\*\*462

1 Rule Details      2 Set Allocation      3 Prioritize Rule

Rule Id  
RR00002379

Reconciliation Type  
Expected Cashflow to Payment Recon

Rule Type  
 Generic     Exact

Rule Name  
ExpectedCFPymtReconRule

Reconciliation Rule

1 Define double sided condition to match the Invoice with payment by selecting the required pattern on the left side and the right side or Define a single side condition to select the Invoices for Reconciliation on the basis of a pattern

And Or      Add Group    Add Condition

External Reference No of Cash Flow starts with CR

Exact Attribute of Debit Credit Indicator of Cash Flow = Exact Attribute of Debit-Credit Indicator of Payment

And Or      Add Group    Add Condition

Text between 5 and 12 in Bank Account Number of Cash Flow = Text between 5 and 12 in Bank Account Number of Cash Flow

Payment Currency of Payment equals to USD

[Save all and Preview](#)

[Continue](#)   [Cancel](#)   [Skip Allocation](#)

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**Field Description**

<b>Field Name</b>	<b>Description</b>
<b>Edit Reconciliation Rule</b>	
<b>Party Name &amp; ID</b>	Displays the name and ID of the logged-in corporate party.
<b>Rule Details (train stop)</b>	
<b>Rule Id</b>	Displays the unique ID assigned that is automatically assigned to the rule during creation. This field is not editable.
<b>Reconciliation Type</b>	Displays whether the reconciliation is for invoices and payments, or expected cash-flows and payments. This field is not editable.
<b>Rule Type</b>	Displays whether the rule is a generic or an exact one. This field is not editable.
<b>Rule Name</b>	Indicates the name of the rule. This field is editable.
<b>Reconciliation Method</b>	Indicates how the rule is applied to the invoice/cash-flow records for reconciliation. This field is displayed only for <b>Generic</b> rule type. It is editable. The options are: <ul style="list-style-type: none"> <li>• FIFO – Oldest invoice/cash-flow to be reconciled first</li> <li>• LIFO – Latest invoice/cash-flow to be reconciled first</li> <li>• HAFO – Invoice/Cash-flow with highest amount to be reconciled first</li> <li>• LAFO – Invoice/Cash-flow with lowest amount to be reconciled first</li> </ul>
<b>Attribute</b>	Indicates the attribute used for applying the reconciliation method. This field is displayed only for <b>Generic</b> rule type. It is editable. For Invoice and Payments reconciliation: <ul style="list-style-type: none"> <li>• For FIFO and LIFO, the options are: Invoice Date; Invoice Due Date.</li> <li>• For HAFO and LAFO, the options are: Invoice Amount; Outstanding Invoice Amount.</li> </ul> For Cash Flow and Payments reconciliation: <ul style="list-style-type: none"> <li>• For FIFO and LIFO, the options are: Expected Date; Revised Expected Date.</li> <li>• For HAFO and LAFO, the option is: Amount.</li> </ul>
<b>Rule Interpretation</b>	Displays the rule that is set, based on the options you select in the <b>Reconciliation Method</b> and <b>Attribute</b> fields. This field is displayed only for <b>Generic</b> rule type.
<b>Reconciliation Rule</b>	
This section appears only for <b>Exact</b> rule type. It displays the conditions that have been set during creation. The entire section is editable.	
<b>Add Condition</b>	Indicates an option to add a condition for Exact reconciliation.

Field Name	Description
<b>Add Group</b>	Indicates an option to add a group of conditions that are clubbed together by logical operators 'AND' or 'OR'.
<b>AND / OR</b>	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.	
<b>Select Entity</b>	Select the required entity for building the condition.
<b>Select Attribute</b>	Select the attribute of the entity to be compared.
<b>Select Pattern</b>	Select the relational operator or pattern to be used for comparison.
<b>Value</b>	Enter the value that the attribute is to be compared with.
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.	
<b>Entities</b>	Select the entities combination for creating the double-sided condition.
<b>Select Pattern</b>	Select the pattern to be used for the attribute (of the first entity) to be compared. The options available are: <ul style="list-style-type: none"> <li>• <b>Exact Attribute</b></li> <li>• <b>Text Between Two Positions</b> – 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.</li> </ul>
<b>Select Attribute</b>	Select the attribute of the first entity to be compared.
<b>Relational Operator</b>	Select the relational operator to be used for comparison.
<b>Select Pattern</b>	Select the pattern to be used for the attribute (of the second entity) to be compared. The options available are: <ul style="list-style-type: none"> <li>• <b>Exact Attribute</b></li> <li>• <b>Text Between Two Positions</b> – 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.</li> </ul>
<b>Select Attribute</b>	Select the attribute of the second entity to be compared.

Field Name	Description
<b>Save all and Preview</b>	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

futura bank | Welcome, ManualReconRule AutoAuth | Last login 01 Mar 09:49 PM

Edit Reconciliation Rule  
 RyanB Bohr | \*\*\*422

Progress: 1 Rule Details, 2 Set Allocation, 3 Prioritize Rule

Allocation Basis:  Account Based,  Attribute Based

Attribute Based Allocation

Serial Number	Allocation Entity	Allocation Attributes	Percentage	Action
1	Cash Flow x Payment x	Counterparty Name x Payment Party Id x	30	⊕ 🗑️
2	Payment x	Counterparty Id x Virtual Account Flag x	40	⊕ 🗑️
3	Cash Flow x	Corporate Id x	30	⊕ 🗑️

Buttons: Continue, Cancel, Back, Skip

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## Edit Reconciliation Rule – Set Allocation step – Account Based

Viewer ATM/Branch English

futura bank

Welcome, ManualReconRule AutoAuth  
Last login 01 Mar 09:49 PM

Edit Allocation Rule  
RyanB Bohr | \*\*\*422

1 Rule Details 2 Set Allocation 3 Prioritize Rule

Allocation Basis  
 Account Based  Attribute Based



Account Based Allocation



Serial Number	Allocation Account	Percentage	Action
1	xxxxxxxx7688	100	+

Continue Cancel Back Skip

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### Field Description

Field Name	Description
<b>Edit Reconciliation Rule</b>	
<b>Party Name &amp; ID</b>	Displays the name and ID of the logged-in corporate party.
<b>Set Allocation</b>	
<b>Allocation Basis</b>	Select whether the allocation should be virtual accounts-based or attributes-based. <ul style="list-style-type: none"> <li>If you select the <b>Account Based</b> option, then you can directly set the virtual accounts for allocation.</li> <li>If you select the <b>Attribute Based</b> option, then you can set attributes for allocation. The virtual accounts that are mapped to these attributes will be used for allocation.</li> </ul>
<b>Account Based Allocation</b>	This section appears if you select the <b>Account Based</b> option in the <b>Allocation Basis</b> field.
<b>Serial Number</b>	Displays the serial number of the allocation account.
<b>Allocation Account</b>	Select a virtual account to assign an allocation percentage.
<b>Percentage</b>	Enter the percentage of payment to be allocated to the virtual account.
<b>Action</b>	Click  to add further virtual accounts. Or click  to delete an added account.

Field Name	Description
<b>Attribute Based Allocation</b>	
This section appears if you select the <b>Attribute Based</b> option in the <b>Allocation Basis</b> 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.	
<b>Serial Number</b>	Displays the serial number of the attribute.
<b>Allocation Entity</b>	Select the entity whose attribute should be considered for setting an allocation percentage.
<b>Allocation Attributes</b>	Select the attribute for which the allocation percentage should be set.
<b>Percentage</b>	Enter the percentage of payment to be allocated to the attribute.
<b>Action</b>	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

ATM/Branch English

futura bank

Welcome, Mayur Thakkar  
Last login 02 Feb 04:33 PM

ABZ Solutions | \*\*\*462

1 Rule Details 2 Set Allocation 3 Prioritize Rule

Reconciliation Rules Search...


Rule Id	Rule Type	Rule Name	Priority
RR00000581	Generic	RecRule987	11
RR00000214	Generic	newInvGenRule1	7
RR00000265	Generic	ads	6
RR00000603	Generic	InGenTest123	8
RR00000605	Generic	NGen123	3
RR00000611	Exact	asd	4
RR00000648	Exact	sdf	9
RR00000803	Exact	dUMMYRULE	12

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Submit Cancel Back

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### Field Description

Field Name	Description
<b>Edit Reconciliation Rule</b>	
<b>Party Name &amp; ID</b>	Displays the name and ID of the logged-in corporate party.
<b>Prioritize Rule</b>	
<b>Reconciliation Rules</b>	
<b>Search</b>	Indicates an option to search for a specific reconciliation rule.
<b>Rule Id</b>	Displays the unique rule ID that has automatically been assigned to the rule. For the rule being created, the ID is yet to be generated. The field displays the “Current” keyword in this case.
<b>Rule Type</b>	Displays whether the rule is a generic or an exact one.
<b>Rule Name</b>	Displays the name assigned to the rule.
<b>Priority</b>	Indicates the priority assigned to the rule. <b>Note:</b> 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

**Create Reconciliation Rule**  
ABZ Solutions | \*\*\*462

**Review**  
You initiated a request for Create Reconciliation Rule. Please review details before you confirm!

Reconciliation Type: Cash Flow - Payment Reconciliation  
Rule Type: Exact  
Rule Name: ExpectedCFPymtReconRule

**Reconciliation Rule**

- And
  - External Reference No of Cash Flow starts with CR
  - Exact Attribute of Debit Credit Indicator of Cash Flow = Exact Attribute of Debit-Credit Indicator of Payment
- And
  - Text between 5 and 12 in Bank Account Number of Cash Flow = Text between 5 and 12 in Bank Account Number of Cash Flow
  - Payment Currency of Payment equals to USD

**Allocation Details - Attribute Based**

Serial Number	Allocation Entity and Attributes	Percentage
1	Payments - Payment Party Id	66.44%
2	Cash Flow - Corporate Id	33.56%

**Prioritize Rules**

Rule Id	Rule Type	Rule Name	Priority
-	Exact	ExpectedCFPymtReconRule	5

**Confirm** **Cancel** **Back**

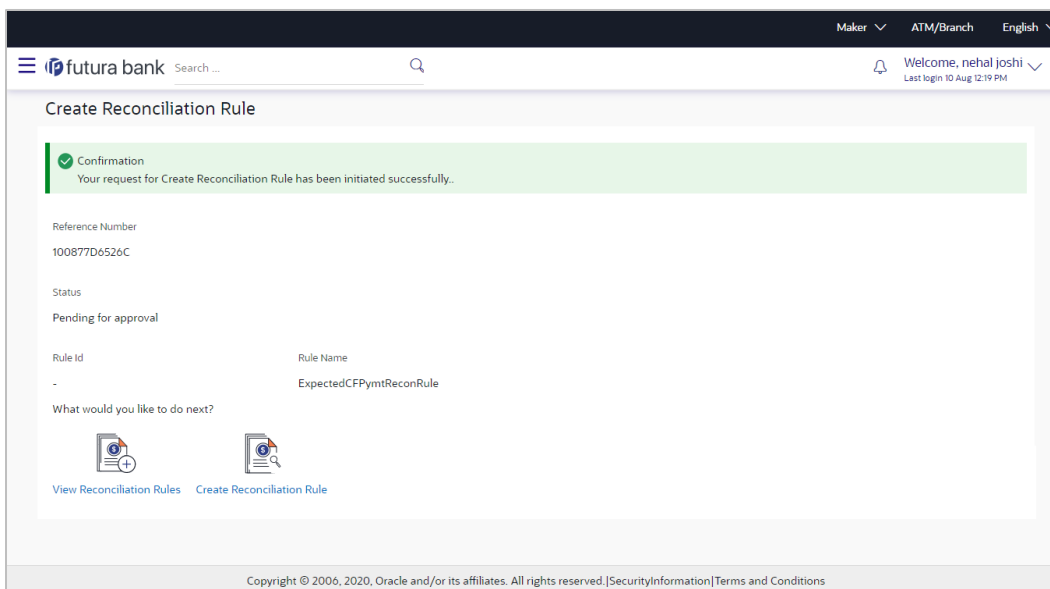
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11. In the Review screen, verify the details and click **Confirm**. A confirmation message appears with the reference number and status of the transaction.  
OR  
Click **Cancel** to cancel the transaction.



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

### Confirmation Screen



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.

### 12.4.3 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

View Reconciliation Rules  
ABZ Solutions | \*\*\*462

Rule Id	Reconciliation Type	Rule Type	Rule Name	Priority
RR00000214	Invoice Payment Recon	Generic	newInvGenRule1	5
RR00000265	Invoice Payment Recon	Generic	ads	6
RR00000563	Allocation of Payment to Virtual Accounts	Exact	aaa	38
RR00000575	Allocation of Payment to Virtual Accounts	Exact	aa	41
RR00000577	Expected Cashflow To Payment Recon	Generic	GenCash	11
RR00000581	Invoice Payment Recon	Generic	RecRule987	11
RR00000587	Expected Cashflow To Payment Recon	Exact	abc	7
RR00000603	Invoice Payment Recon	Generic	InGenTest123	8
RR00000605	Invoice Payment Recon	Generic	NGen123	3
RR00000611	Invoice Payment Recon	Exact	asd	4

Page 1 of 5 (1-10 of 48 items) | < 1 2 3 4 5 > ✕

Cancel

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

### View Reconciliation Rule

The screenshot displays the 'View Reconciliation Rule' interface. At the top, the Futura Bank logo and user information 'Welcome, nehal joshi' are visible. The main content area is titled 'View Reconciliation Rule' and includes an 'Edit' link. Below this, the rule name 'ABZ Solutions | \*\*\*462' is shown.

The 'Basic Details' section contains the following information:

- Rule Id:** RR00002388
- Reconciliation Type:** Allocation of Payment to Virtual Accounts
- Rule Type:** Exact
- Rule Name:** SystemAllocationRule edited by 000462
- Priority:** 4

The 'Reconciliation Rule' section shows a logical structure of conditions:

- And**
  - Payment Mode of Payment equals to 12
  - Debit-Credit Indicator of Payment equals to D
- Or**
  - Payment Mode of Payment equals to EFT
  - Payment Mode of Payment equals to CASH

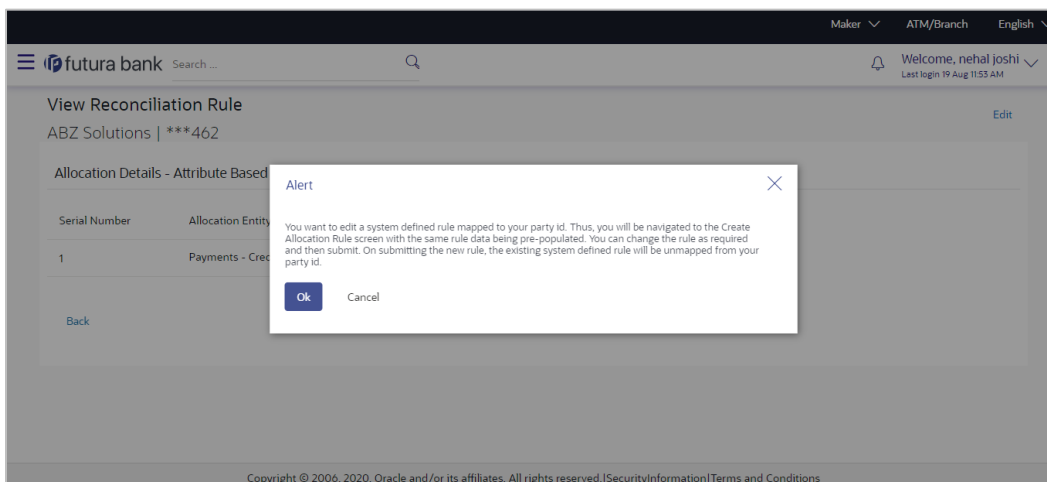
The 'Allocation Details - Attribute Based' section contains a table with the following data:

Serial Number	Allocation Entity and Attributes	Percentage
1	Payments - Credit Account no,Payment Party Id,Counterparty Id,Remitter Account no,Virtual Account Flag	50%
2	Payments - Credit Account no,Payment Party Id,Counterparty Id,Remitter Account no	50%

A 'Back' link is located at the bottom left of the main content area. The footer contains the copyright notice: 'Copyright © 2006, 2020, Oracle and/or its affiliates. All rights reserved. | Security Information | Terms and Conditions'.

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.

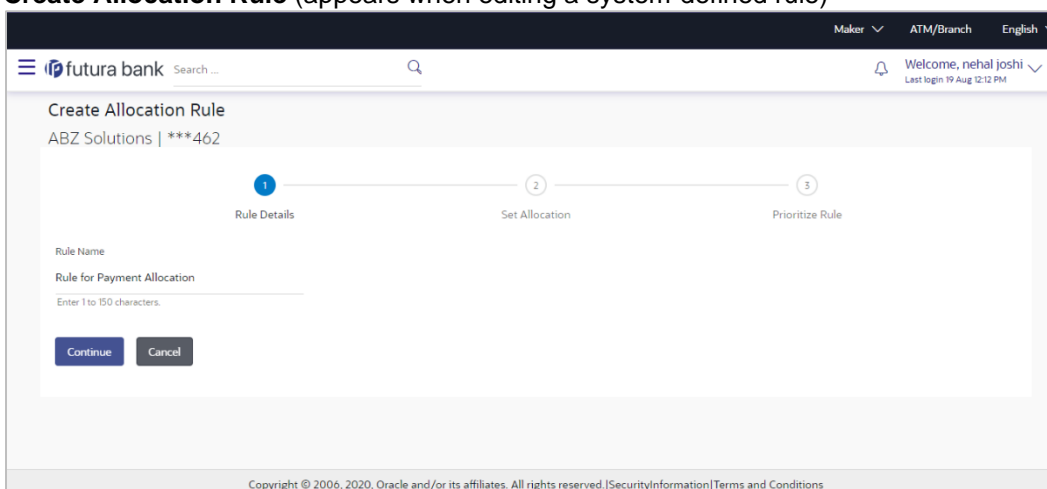
### On Clicking 'Edit' for a System Defined Rule



**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**

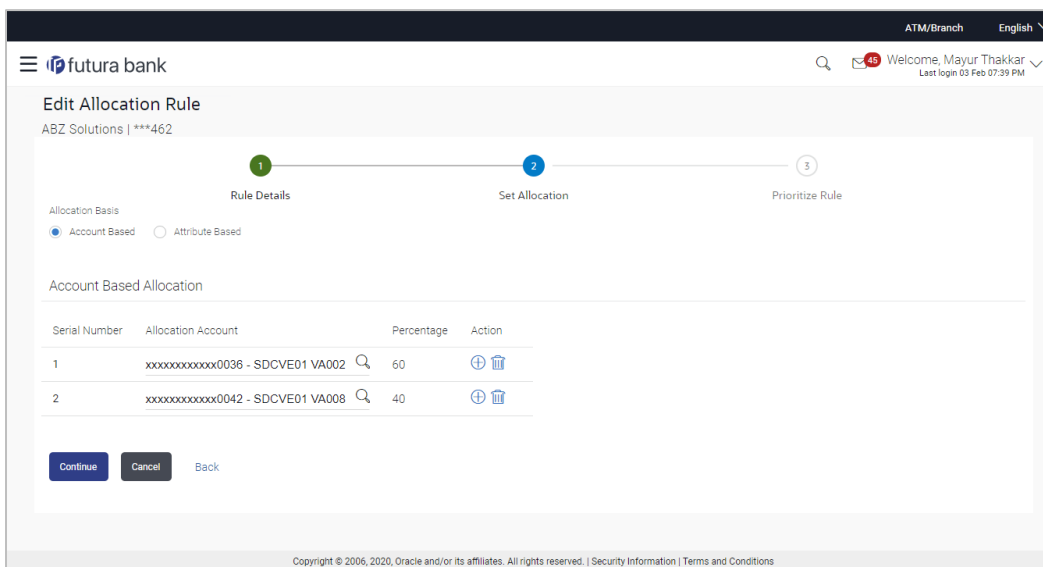
Field Name	Description
<b>Edit Allocation Rule</b>	
<b>Party Name &amp; ID</b>	Displays the name and ID of the logged-in corporate party.
<b>Rule Details</b>	
<b>Rule Id</b>	Displays the unique ID assigned to the rule during creation. This field is not editable.
<b>Rule Name</b>	Indicates the name assigned to the rule. This field is editable.
<b>Reconciliation Rule</b>	
	This section displays the conditions that have been set during creation. It is fully editable.
<b>Add Condition</b>	Indicates an option to add a condition for allocation.
<b>Add Group</b>	Indicates an option to add a group of conditions that are clubbed together by logical operator 'AND' or 'OR'.
<b>AND / OR</b>	Indicates the logical operator to be used for clubbing the conditions for creating the allocation rule.
<b>Select Attribute</b>	Select the attribute of the payment to be compared.

Field Name	Description
<b>Match the payment by</b>	Select the relational operator or pattern to be used for matching the payment.
<b>Value</b>	Enter the value that the attribute is to be compared with.
<b>Save all and Preview</b>	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



ATM/Branch English

futura bank Welcome, Mayur Thakkar Last login 03 Feb 07:39 PM

#### Edit Allocation Rule





ABZ Solutions | \*\*\*462

1 Rule Details 2 Set Allocation 3 Prioritize Rule

Allocation Basis

Account Based  Attribute Based

Account Based Allocation

Serial Number	Allocation Account	Percentage	Action
1	xxxxxxxxxxxx0036 - SDCVE01 VA002	60	 
2	xxxxxxxxxxxx0042 - SDCVE01 VA008	40	 



[Back](#)



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## Set Allocation – Attribute Based

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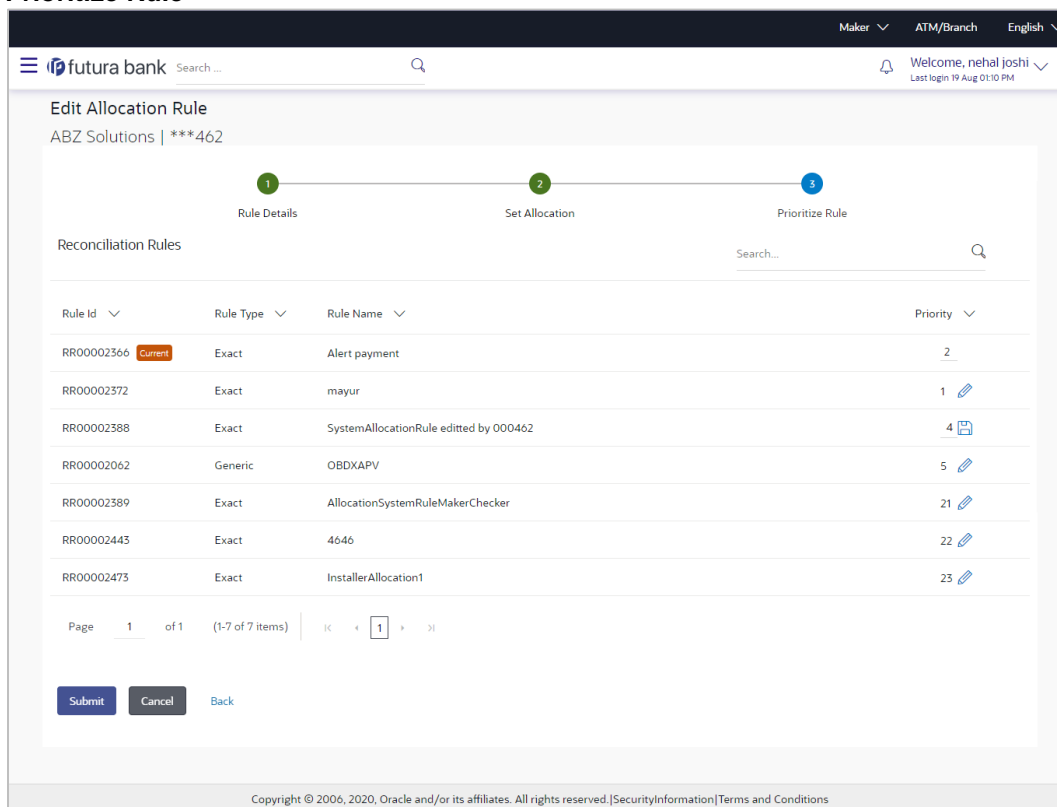
### Field Description

Field Name	Description
<b>Edit Allocation Rule</b>	
<b>Party Name &amp; ID</b>	Displays the name and ID of the logged-in corporate party.
<b>Set Allocation</b>	
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.	
<b>Allocation Basis</b>	Select whether allocation should be virtual accounts-based or attributes-based.
<b>Account Based Allocation</b>	
This section appears if you select the <b>Account Based</b> option in the <b>Allocation Basis</b> field.	
<b>Serial Number</b>	Displays the serial number of the allocation account.
<b>Allocation Account</b>	Select a virtual account to assign an allocation percentage.
<b>Percentage</b>	Enter the percentage of payment to be allocated to the virtual account.
<b>Action</b>	Click  to add further virtual accounts. Or click  to delete an added account.

Field Name	Description
<b>Attribute Based Allocation</b>	
This section appears if you select the <b>Attribute Based</b> option in the <b>Allocation Basis</b> 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.	
<b>Serial Number</b>	Displays the serial number of the attribute.
<b>Allocation Entity</b>	Displays 'Payment' by default.
<b>Allocation Attributes</b>	Select the attribute for which the allocation percentage should be set.
<b>Percentage</b>	Select the percentage of payment to be allocated to the attribute.
<b>Action</b>	Click  to add further attributes. Or click  to delete an added attribute.

- 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



Maker ATM/Branch English

futura bank Search ... Welcome, nehal joshi Last login 19 Aug 01:10 PM

Edit Allocation Rule  
ABZ Solutions | \*\*\*462

1 Rule Details 2 Set Allocation 3 Prioritize Rule

Reconciliation Rules Search...

Rule Id	Rule Type	Rule Name	Priority
RR00002366	Exact	Alert payment	2
RR00002372	Exact	mayur	1
RR00002388	Exact	SystemAllocationRule edited by 000462	4
RR00002062	Generic	OBDXAPV	5
RR00002389	Exact	AllocationSystemRuleMakerChecker	21
RR00002445	Exact	4646	22
RR00002473	Exact	InstallerAllocation1	23


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**Field Description**

<b>Field Name</b>	<b>Description</b>
<b>Edit Allocation Rule</b>	
<b>Party Name &amp; ID</b>	Displays the name and ID of the logged-in corporate party.
<b>Prioritize Rule</b>	
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.	
<b>Search</b>	Indicates an option to search for a specific rule.
<b>Rule Id</b>	Displays the unique rule ID that has automatically been assigned to the rule. For the rule being created, the ID is yet to be generated. The field displays the "Current" keyword in this case.
<b>Rule Type</b>	Displays 'Exact' by default.
<b>Rule Name</b>	Displays the name assigned to the rule.
<b>Priority</b>	Indicates the priority assigned to the rule. <b>Note:</b> 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

**Edit Allocation Rule**  
ABZ Solutions | \*\*\*462

**Review**  
You initiated a request for Modification of Allocation Rule. Please review details before you confirm!

Rule Id	Rule Name
RR00002366	Alert payment

**Reconciliation Rule**

Payment Reference No of Payment equals to 123

**Allocation Details - Attribute Based**

Serial Number	Payment Attributes	Percentage
1	Credit Account no	100%

**Prioritize Rules**

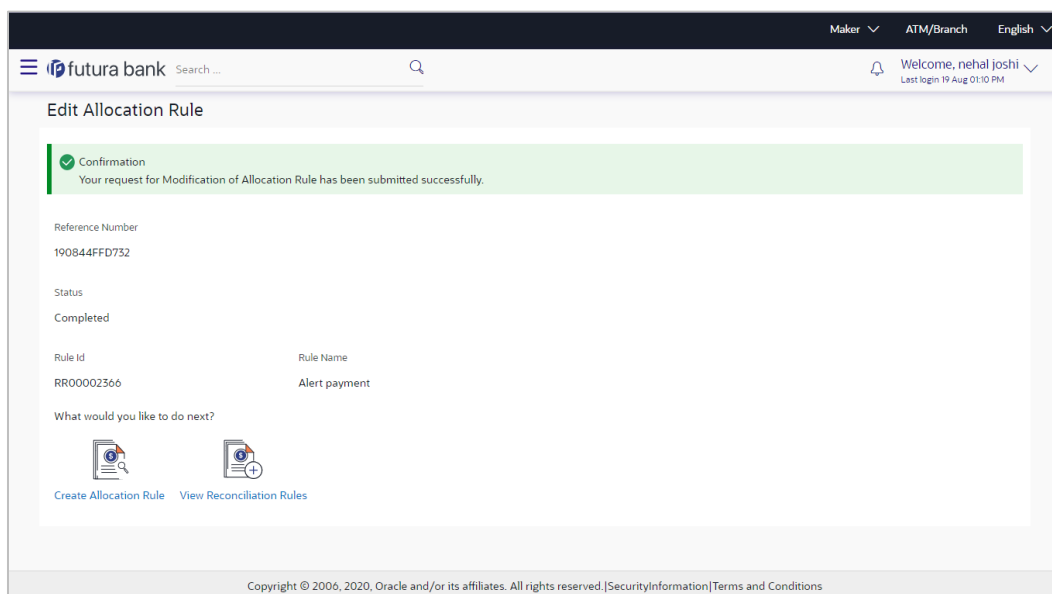
Rule Id	Rule Type	Rule Name	Priority
RR00002366	Exact	Alert payment	2

[Confirm](#) [Cancel](#) [Back](#)

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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.

## 12.5 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:

The screenshot displays the 'Manual Reconciliation' page for 'ABZ Solutions | \*\*\*462'. It features a navigation bar at the top with 'futura bank' and user information. The main content area is divided into sections for 'Invoice/Debit Note Type' (Receivables/Payables), 'Reconciliation Type' (Single Invoice/Debit Note to Multiple Payments/Credit Notes), and a table of 'Invoices/Debit Notes (375)'. The table has columns for Date, Reference Number, Associated Party, Due Date, Amount, and Unreconciled Amount. A sidebar on the right shows 'Reconciliation Details' with metrics for 'Invoice/Debit Note to be reconciled' (0), 'Reconciled Amount' (0), and 'Pending for Reconciliation' (0). Navigation buttons 'Continue', 'Cancel', and 'Back' are at the bottom.

Date	Reference Number	Associated Party	Due Date	Amount	Unreconciled Amount
16 Jan 2020	RaiseInvOct211	NehNovCust1	30 Oct 2030	GBP15,000.00	GBP14,210.00
16 Jan 2020	InvEditOct215	NehNovCust1	27 Oct 2030	GBP14,000.00	GBP10,084.00
16 Jan 2020	DN230922	NehNovCust1	30 Sep 2021	GBP24,000.00	GBP23,878.00
16 Jan 2020	CancelInvOct21	NehNovCust1	30 Oct 2030	GBP130,000.00	GBP129,210.00
16 Jan 2020	DoubleInvoiceUSDDEBIT01	NehNovCust1	30 Jan 2020	USD236,815.00	USD235,895.00

#### Field Description

Field Name	Description
<b>Manual Reconciliation</b>	
<b>Party Name &amp; ID</b>	Displays the name and ID of the logged-in corporate party.

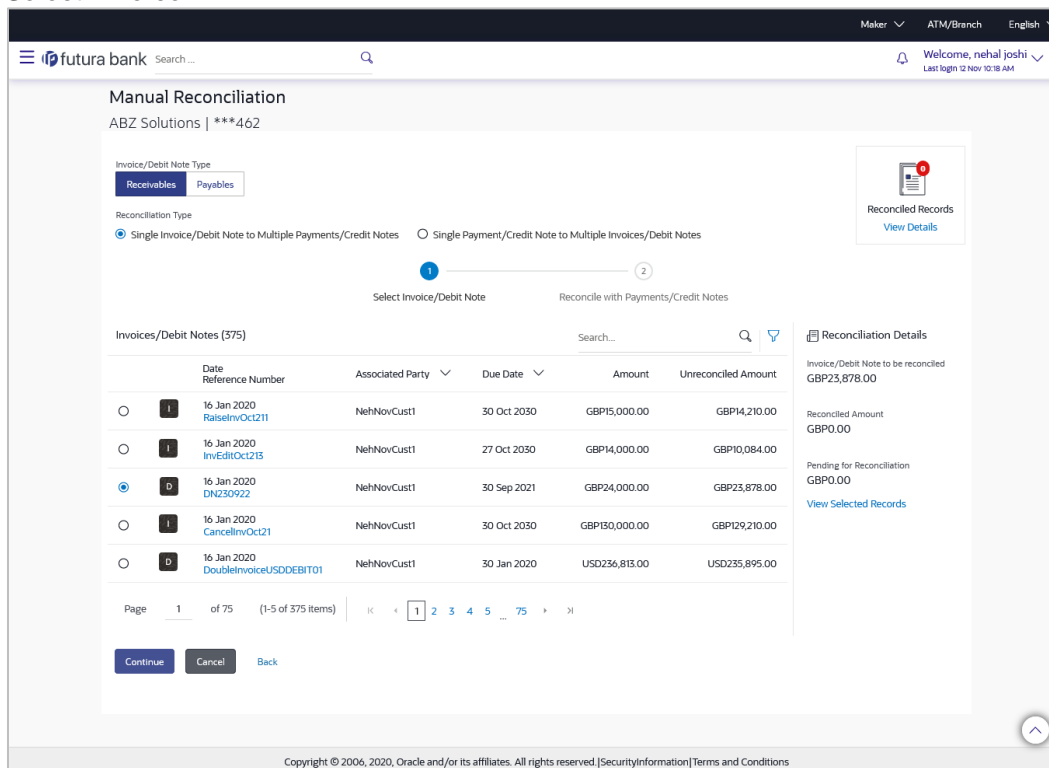
Field Name	Description
<b>Invoice/Debit Note Type</b>	<p>Select either the Receivables option or the Payables option, based on the corporate customer's role.</p> <ul style="list-style-type: none"> <li>• If the corporate is a supplier, then select the <b>Receivables</b> option.</li> <li>• If the corporate is a buyer, then select the <b>Payables</b> option.</li> </ul>
<b>Reconciliation Type</b>	<p>Select the type of reconciliation to be performed. The reconciliation procedure steps are populated based on the option you select. The options are:</p> <ul style="list-style-type: none"> <li>• <b>Single Invoice/Debit Note to Multiple Payments/Credit Notes:</b> If you select this option, the application lets you select the required invoice or debit note in the 1<sup>st</sup> step, and the payments and/or credit notes in the 2<sup>nd</sup> step. For more information, refer the <a href="#">Single Invoice/Debit Note to Multiple Payments/Credit Notes</a> section in this user manual.</li> <li>• <b>Single Payment/Credit Note to Multiple Invoices/Debit Notes:</b> If you select this option, the application lets you select the required payment or credit note in the 1<sup>st</sup> step, and the invoices and/or debit notes in the 2<sup>nd</sup> step. For more details, refer the <a href="#">Single Payment/Credit Note to Multiple Invoices/Debit Notes</a> section in this user manual.</li> </ul>

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

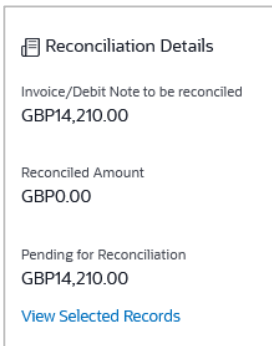
This step appears if you select the **Single Invoice/Debit Note to Multiple Payments/Credit Notes** option from the **Reconciliation Type** field. A list of unreconciled / partially-reconciled invoices and debit notes is displayed. You can select either an invoice or a debit note from the list.

<b>Invoices/Debit Notes (number)</b>	Displays the total number of invoices and debit notes available in the list.
--------------------------------------	--

<b>Search</b>	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.

Field Name	Description
The following fields are present in the invoices/debit notes grid.	
<b>Selector</b>	Indicates the option to select the invoice/debit note.
<b>Indicator</b>	Displays 'I' for invoice and 'D' for debit note.
<b>Date Reference Number</b>	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 <a href="#">View Invoice Details</a> screen / <a href="#">View Debit Note Details</a> screen in this document.
<b>Associated Party</b>	Displays the name of the associated or counter party.
<b>Due Date</b>	Displays the due date of the invoice/debit note.
<b>Amount</b>	Displays the total invoice/debit note amount.
<b>Unreconciled Amount</b>	Displays the unreconciled invoice/debit note amount.
<b>Reconciliation Details</b> 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.	
	
<b>Invoice/Debit Note to be reconciled</b>	Displays the invoice/debit note amount to be reconciled, once you select an invoice/debit note in the 1 <sup>st</sup> step of manual reconciliation.
<b>Reconciled Amount</b>	Displays the total payments/credit notes amount. This field is updated once you select the payments and/or credit notes in the 2 <sup>nd</sup> step of manual reconciliation.
<b>Pending for Reconciliation</b>	Displays the difference between the amounts in the fields above.
<b>View Selected Records</b>	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.

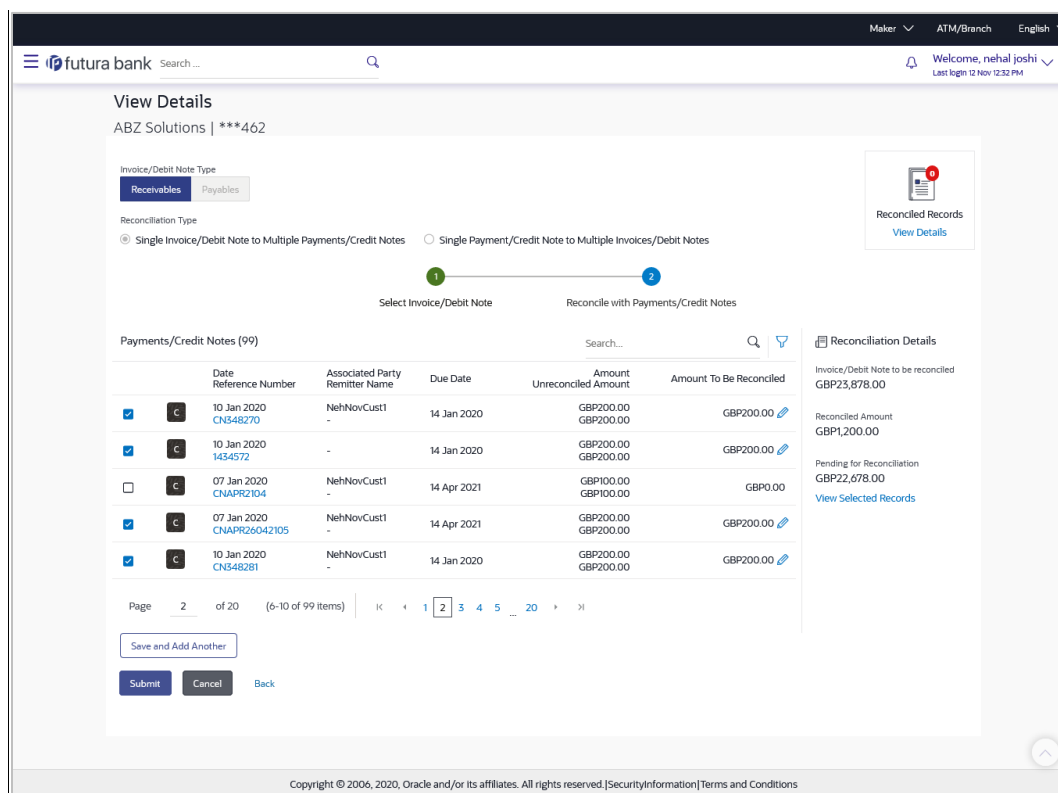
**Field Name**                      **Description**

**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**



**View Details**  
 ABZ Solutions | \*\*\*462

Invoice/Debit Note Type  
 Receivables     Payables

Reconciliation Type  
 Single Invoice/Debit Note to Multiple Payments/Credit Notes     Single Payment/Credit Note to Multiple Invoices/Debit Notes

1                      2  
 Select Invoice/Debit Note                      Reconcile with Payments/Credit Notes

Payments/Credit Notes (99)                      Search...

	Date Reference Number	Associated Party Remitter Name	Due Date	Amount Unreconciled Amount	Amount To Be Reconciled
<input checked="" type="checkbox"/>	10 Jan 2020 CNS48270	NehNovCust1	14 Jan 2020	GBP200.00 GBP200.00	GBP200.00
<input checked="" type="checkbox"/>	10 Jan 2020 1434572	-	14 Jan 2020	GBP200.00 GBP200.00	GBP200.00
<input type="checkbox"/>	07 Jan 2020 CNAPR2104	NehNovCust1	14 Apr 2021	GBP100.00 GBP100.00	GBP0.00
<input checked="" type="checkbox"/>	07 Jan 2020 CNAPR26042105	NehNovCust1	14 Apr 2021	GBP200.00 GBP200.00	GBP200.00
<input checked="" type="checkbox"/>	10 Jan 2020 CNS48281	NehNovCust1	14 Jan 2020	GBP200.00 GBP200.00	GBP200.00

Page 2 of 20 (6-10 of 99 items)    < 1 2 3 4 5 ... 20 >




**Reconciled Records**  
[View Details](#)

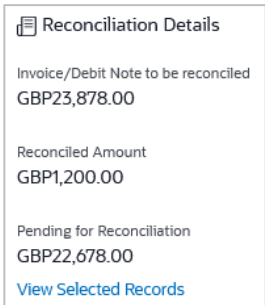
**Reconciliation Details**  
 Invoice/Debit Note to be reconciled  
 GBP23,878.00  
 Reconciled Amount  
 GBP1,200.00  
 Pending for Reconciliation  
 GBP22,678.00  
[View Selected Records](#)




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## Field Description

Field Name	Description
<b>Reconcile with Payments/Credit Notes</b>	
This step appears when you select an invoice/debit note and click <b>Continue</b> . You can select multiple payments/credit notes for reconciliation.	
<b>Payments/Credit Notes (number)</b>	Displays the total number of payment and credit note records available in the list.
<b>Search</b>	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 <b>Payments/Credit Notes Search</b> overlay window appears. For more information on the fields in this window, refer the <a href="#">Payments/Credit Notes Search</a> section in this document.
The following fields are present in the payments/credit notes grid.	
<b>Check box</b>	Indicates the option to select the payment/credit note record.
<b>Indicator</b>	Displays 'P' for payment and 'C' for credit note.
<b>Date Reference Number</b>	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 <a href="#">View Payment (details)</a> screen / <a href="#">View Credit Note Details</a> screen in this document.
<b>Associated Party Remitter Name</b>	Displays the name of the associated party and the remitter.
<b>Due Date</b>	Displays the expiry date in case of a credit note record. For a payment record, this field is blank.
<b>Amount Unreconciled Amount</b>	Displays the total payment/credit note amount and the unreconciled amount.
<b>Amount To Be Reconciled</b>	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.
<hr/> <p><b>Note:</b> To edit this field:</p> <ol style="list-style-type: none"> <li>1) Select the required payment/credit note record.</li> <li>2) Click  and modify the amount.</li> <li>3) Click  to save the amount.</li> </ol> <hr/>	

Field Name	Description
<b>Reconciliation Details</b> 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.	
	
<b>Invoice/Debit Note to be reconciled</b>	Displays the invoice/debit note amount to be reconciled, once you select an invoice/debit note in the 1 <sup>st</sup> step of manual reconciliation.
<b>Reconciled Amount</b>	Displays the total payments/credit notes amount. This field is updated once you select the payments and/or credit notes in the 2 <sup>nd</sup> step of manual reconciliation.
<b>Pending for Reconciliation</b>	Displays the difference between the amounts in the fields above.
<b>View Selected Records</b>	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

**Manual Reconciliation**  
 ABZ Solutions | \*\*\*462

Invoice/Debit Note Type  
 Receivables  Payables

Reconciliation Type  
 Single Invoice/Debit Note to Multiple Payments/Credit Notes  Single Payment/Credit Note to Multiple Invoices/Debit Notes

1 Select Payment/Credit Note      2 Reconcile with Invoices/Debit Notes


	Date Reference Number	Associated Party Remitter Name	Due Date	Amount	Unreconciled Amount
<input type="radio"/>	P 09 Jan 2020 IndiaINCOMINGII	NehNovCust1	-	USD2,300.00	USD0.00
<input type="radio"/>	P 09 Jan 2020 OBDXPS006	NehNovCust1	-	USD1,000.00	USD500.00
<input checked="" type="radio"/>	C 10 Jan 2020 CNS48267	NehNovCust1	14 Jan 2020	GBP200.00	GBP200.00
<input type="radio"/>	C 10 Jan 2020 CNS48269	NehNovCust1	14 Jan 2020	GBP200.00	GBP200.00
<input type="radio"/>	C 10 Jan 2020 CNS48270	NehNovCust1	14 Jan 2020	GBP200.00	GBP200.00

Page 1 of 19 (1-5 of 94 items)      1 2 3 4 5 ... 19

Reconciliation Details  
 Payment/Credit Note to be reconciled GBP200.00  
 Reconciled Amount GBP0.00  
 Pending for Reconciliation GBP0.00  
[View Selected Records](#)

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## Field Description

Field Name	Description
<b>Select Payment/Credit Note</b>	
This step appears if you select the <b>Single Payment/Credit Note Multiple Invoices/Debit Notes</b> option from the <b>Reconciliation Type</b> field. A list of unreconciled / partially-reconciled payments and credit notes is displayed. You can select one payment or credit note from the list.	
<b>Payments/Credit Notes (number)</b>	Displays the total number of payments and credit notes available in the list.
<b>Search</b>	Indicates an option to search for specific payments/credit notes.
	Click this icon to filter the payments based on certain criteria. The <b>Payment/Credit Note Search</b> overlay window appears. For more information on the fields in this window, refer the <a href="#">Payment/Credit Note Search</a> section in this document.
The following fields are present in the payments/credit notes grid.	
<b>Selector</b>	Indicates the option to select the payment/credit note.
<b>Indicator</b>	Displays 'P' for payment and 'C' for credit note.
<b>Date Reference Number</b>	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 <a href="#">View Payment Details</a> section or the <a href="#">View Credit Note Details</a> section in this document.
<b>Associated Party Remitter Name</b>	Displays the name of the associated party and the remitter.
<b>Due Date</b>	Displays the expiry date in case of a credit note record. For a payment record, this field is blank.
<b>Amount</b>	Displays the total payment/credit note amount.
<b>Unreconciled Amount</b>	Displays the payment/credit note amount that has not yet been reconciled.

Field Name	Description
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### 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.

 Reconciliation Details

Payment/Credit Note to be reconciled  
GBP200.00

Reconciled Amount  
GBP0.00

Pending for Reconciliation  
GBP0.00

[View Selected Records](#)


<b>Payment/Credit Note to be reconciled</b>	Displays the payment/credit note amount to be reconciled, once you select a payment/credit note in the 1 <sup>st</sup> step of manual reconciliation.
---	---

<b>Reconciled Amount</b>	Displays the total invoices/debit notes amount. This field is updated once you select the invoices and/or debit notes in the 2 <sup>nd</sup> step of manual reconciliation.
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<b>Pending for Reconciliation</b>	Displays the difference between the amounts in the fields above.
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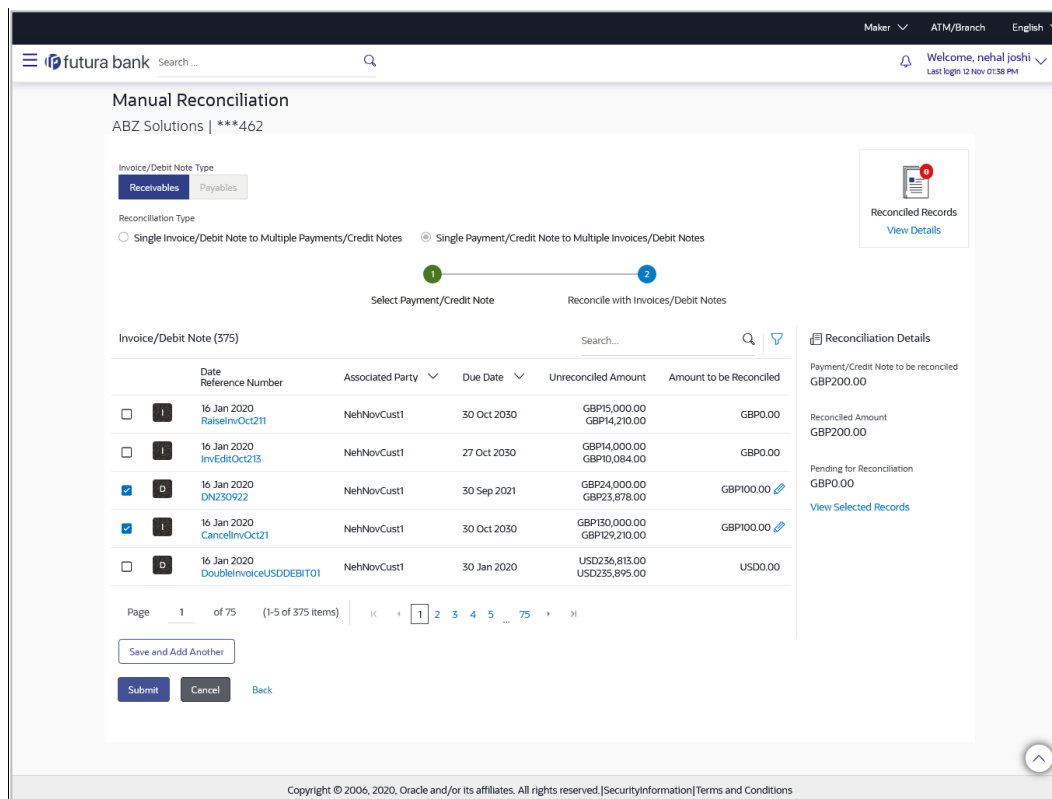
<b>View Selected Records</b>	Click this link to view the details of the selected payment/credit note and invoices and/or debit notes. An overlay window appears with the details of the selected records.
------------------------------	--

### 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.

**Indicator** Displays 'I' for invoice and 'D' for debit note.

Field Name	Description
<b>Date Reference Number</b>	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 <a href="#">View Invoice Details</a> section or the <a href="#">View Debit Note Details</a> section in this document.
<b>Associated Party</b>	Displays the name of the associated or counter party.
<b>Due Date</b>	Displays the due date of the invoice/debit note.
<b>Amount Unreconciled Amount</b>	Displays the total invoice/debit note amount and the unreconciled amount.
<b>Amount to be Reconciled</b>	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.

Reconciliation Details	
Payment/Credit Note to be reconciled	GBP200.00
Reconciled Amount	GBP200.00
Pending for Reconciliation	GBP0.00
<a href="#">View Selected Records</a>	

<b>Payment/Credit Note to be reconciled</b>	Displays the payment/credit note amount to be reconciled, once you select a payment/credit note in the 1 <sup>st</sup> step of manual reconciliation.
<b>Reconciled Amount</b>	Displays the total invoices/debit notes amount. This field is updated once you select the invoices and/or debit notes in the 2 <sup>nd</sup> 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.

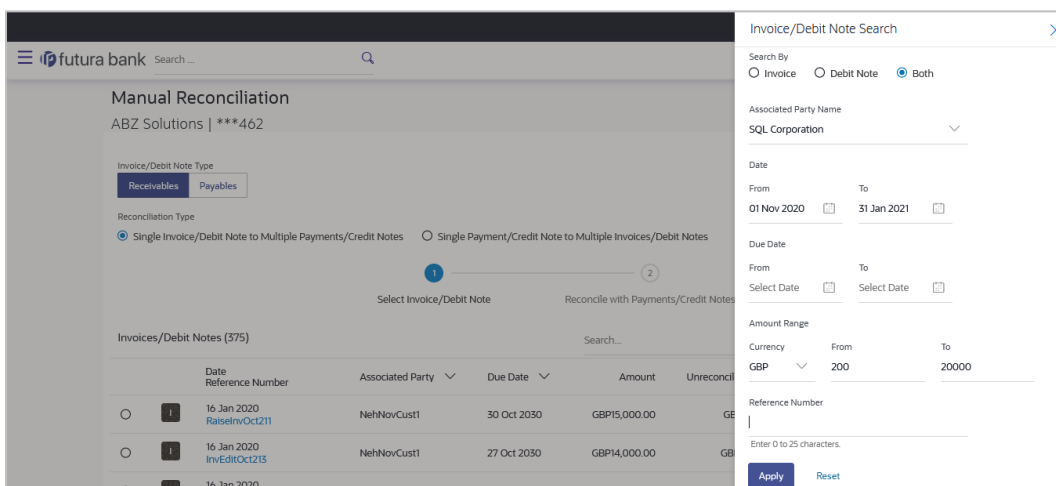
OR

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.




The screenshot shows the Oracle Futura Bank Manual Reconciliation interface. The main window displays the 'Manual Reconciliation' screen for 'ABZ Solutions | \*\*\*462'. It includes options for 'Invoice/Debit Note Type' (Receivables, Payables) and 'Reconciliation Type' (Single Invoice/Debit Note to Multiple Payments/Credit Notes, Single Payment/Credit Note to Multiple Invoices/Debit Notes). A table of 'Invoices/Debit Notes (375)' is visible, with columns for Date, Reference Number, Associated Party, Due Date, Amount, and Unreconciled. An 'Invoice/Debit Note Search' overlay window is open on the right, allowing users to search by 'Invoice', 'Debit Note', or 'Both'. It includes fields for 'Associated Party Name' (SQL Corporation), 'Date' (From: 01 Nov 2020, To: 31 Jan 2021), 'Due Date' (From: Select Date, To: Select Date), and 'Amount Range' (Currency: GBP, From: 200, To: 20000). There is also a 'Reference Number' field and 'Apply' and 'Reset' buttons.

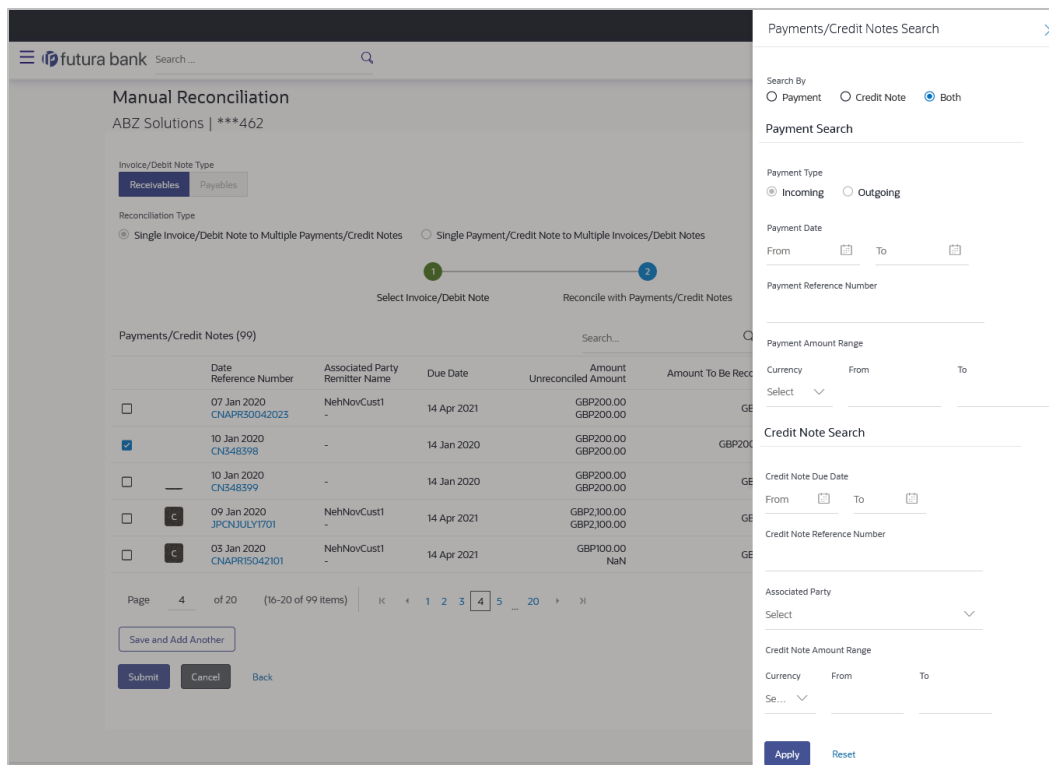


**Field Description**

<b>Field Name</b>	<b>Description</b>
<b>Invoice/Debit Note Search overlay window</b>	
<b>Search By</b>	Indicates an option to filter the records based on invoices only, or debit notes only, or both.
<b>Associated Party Name</b>	Select the name of the associated party whose invoices/debit notes need to be filtered.
<b>Date From/To</b>	Enter the date range of invoices/debit notes creation, for filtering the required records.
<b>Due Date From/To</b>	Enter the date range for when the invoices/debit notes are due, for filtering the required records.
<b>Amount Range Currency From/To</b>	Select the currency and enter the amount range to filter the required invoices/debit notes.
<b>Reference Number</b>	Enter the reference number of the invoice/debit note to search for.
On selecting/entering the required details, click <b>Apply</b> to apply the filter criteria, or, click <b>Reset</b> 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
<b>Payments/Credit Notes Search</b>	
<b>Search By</b>	Indicates an option to filter the records based on payments only, or credit notes only, or both.
<b>Payment Search</b>	
<b>Payment Type</b>	Displays the type of payment, whether Incoming or Outgoing. This field is not editable.
<b>Payment Date From/To</b>	Enter the date range for filtering the required payment records.
<b>Payment Reference Number</b>	Enter the reference number of the payment record to be filtered.

Field Name	Description
<b>Payment Amount Range Currency From/To</b>	Select the currency and enter the payment amount range to filter the required payment records.
<b>Credit Note Search</b>	
This section appears when you select the <b>Credit Note</b> option or the <b>Both</b> option in the <b>Search By</b> field.	
<b>Credit Note Due Date From/To</b>	Enter the date range within which the credit notes to search for, will expire.
<b>Credit Note Reference Number</b>	Enter the reference number of the credit note record to be filtered.
<b>Associated Party</b>	Select the name of the associated party whose payments/credit notes are to be filtered.
<b>Credit Note Amount Range Currency From/To</b>	Select the currency and enter the credit note amount range to filter the required records.
On selecting/entering the required details, click <b>Apply</b> to apply the filter criteria, or, click <b>Reset</b> 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:

The screenshot displays the 'Manual Reconciliation' page for 'ABZ Solutions | \*\*\*462'. It features a 'Cash Flow Type' selector with 'Inflow' and 'Outflow' options. Below this, there are radio buttons for 'Single Cash Flow Multiple Payments' (selected) and 'Single Payment Multiple Cash Flows'. A progress indicator shows two steps: 'Select Cash Flow' (1) and 'Reconcile with Payments' (2). The main area contains a table of 114 cash flows, with the first five rows visible. The table has columns for 'Date Reference Number', 'Real Account Virtual Account', 'Counter Party Name', 'Amount', and 'Unreconciled Amount'. The entries are as follows:

Date Reference Number	Real Account Virtual Account	Counter Party Name	Amount	Unreconciled Amount
23 Nov 2021 4230175193	xxxxxxxxxxxx0024	TAT MOTORS	GBP444.00	GBP444.00
16 Nov 2021 4230175193	xxxxxxxxxxxx0024	TAT MOTORS	GBP444.00	GBP444.00
12 Nov 2021 4027489827	xxxxxxxxxxxx0024	TAT MOTORS	USD111.00	USD111.00
12 Nov 2021 7149146890	xxxxxxxxxxxx0024	TAT MOTORS	GBP333.00	GBP333.00
11 Nov 2021 4027489827	xxxxxxxxxxxx0024	TAT MOTORS	USD111.00	USD111.00

At the bottom of the table, there is a pagination control showing 'Page 4 of 23 (16-20 of 114 items)' and navigation arrows. Below the table are 'Continue', 'Cancel', and 'Back' buttons. On the right side, there is a 'Reconciliation Details' sidebar with a 'Reconciled Records' button and a 'View Selected Records' link. The footer of the page contains the copyright notice: 'Copyright © 2006, 2020, Oracle and/or its affiliates. All rights reserved.[SecurityInformation]Terms and Conditions'.

### Field Description

Field Name	Description
<b>Manual Reconciliation</b>	
<b>Party Name &amp; ID</b>	Displays the name and ID of the logged-in corporate party.
<b>Cash Flow Type</b>	Select the type of the cash flow, whether inflow or outflow.

Field Name	Description
<b>Reconciliation Type</b>	<p>Select the type of reconciliation to be performed. The reconciliation procedure steps are populated based on the option you select. The options are:</p> <ul style="list-style-type: none"> <li>• <b>Single Cash Flow Multiple Payments:</b> If you select this option, the application lets you select the required cash flow in the 1<sup>st</sup> step, and reconcile with payments in the 2<sup>nd</sup> step. For more information, refer the <a href="#">Single Cash Flow Multiple Payments</a> section in this user manual.</li> <li>• <b>Single Payment Multiple Cash Flows:</b> If you select this option, the application lets you select the required payment in the 1<sup>st</sup> step, and reconcile with cash flows in the 2<sup>nd</sup> step. For more details, refer the <a href="#">Single Payment Multiple Cash Flows</a> section in this user manual.</li> </ul>

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.


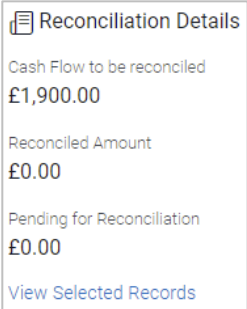
#### Select Cash Flow

The screenshot shows the 'Manual Reconciliation' interface for 'ABZ Solutions | \*\*\*462'. The 'Cash Flow Type' is set to 'Inflow' and the 'Reconciliation Type' is 'Single Cash Flow Multiple Payments'. A progress indicator shows step 1 of 2: 'Select Cash Flow'. A table of cash flow records is shown below:

Date	Reference Number	Real Account	Virtual Account	Counter Party Name	Amount	Unreconciled Amount
11 Aug 2020	00000001302	-	-	-	£100.00	£100.00
08 Sep 2020	00000000847	-	-	-	\$605,040.00	\$605,040.00
25 Aug 2020	00000001354	xxxxxxxxxxxx0035	-	-	€2,800.00	€2,800.00
27 Aug 2020	00000001359	-	xxxxxxxxxxxx0024	-	£1,900.00	£1,900.00
26 Aug 2020	00000001360	xxxxxxxxxxxx0013	-	-	£1,900.00	£1,900.00

The 'Reconciliation Details' panel on the right indicates: 'Cash Flow to be reconciled £1,900.00', 'Reconciled Amount £0.00', and 'Pending for Reconciliation £0.00'. The interface includes a search bar, pagination (Page 3 of 77), and buttons for 'Continue', 'Cancel', 'Back', and 'Skip'.

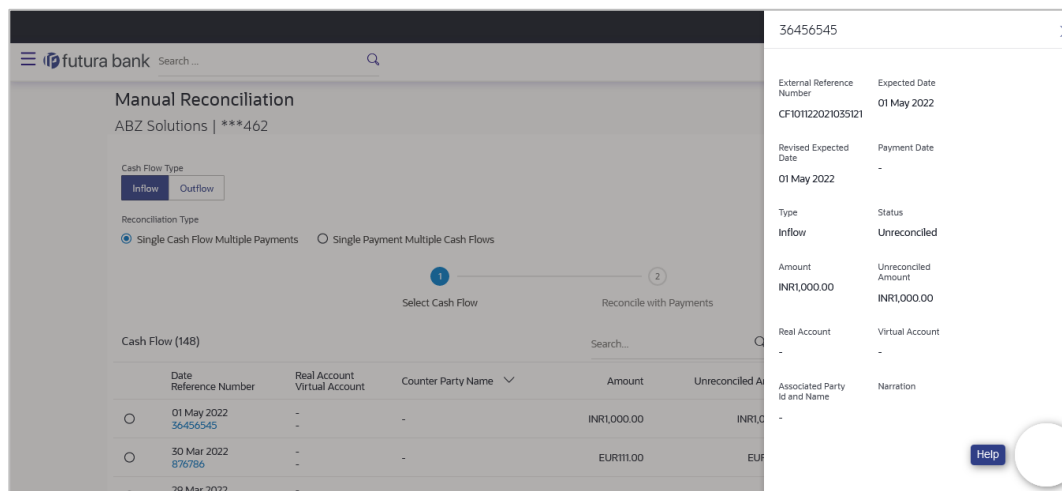
## Field Description

Field Name	Description
<b>Select Cash Flow</b>	
This step appears if you select the <b>Single Cash Flow Multiple Payments</b> option from the <b>Reconciliation Type</b> field. A list of unreconciled / partially-reconciled cash flow records is displayed. You can select one cash flow record from the list.	
<b>Cash Flow (number)</b>	Displays the total number of cash flow records available in the list.
<b>Search</b>	Indicates an option to search for specific cash flow records.
	Click this icon to filter the cash flow records based on certain criteria. The <b>Cash Flow Search</b> overlay window appears. For more information on the fields in this window, refer the <a href="#">Cash Flow Search</a> section in this document.
<b>Date Reference Number</b>	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 <a href="#">Cash Flow Details overlay window</a> section below.
<b>Real Account Virtual Account</b>	Displays the real and virtual account numbers (in masked format), from which the cash flow was initiated.
<b>Counter Party Name</b>	Displays the name of the associated or counter party.
<b>Amount</b>	Displays the total cash flow amount.
<b>Unreconciled Amount</b>	Displays the unreconciled cash flow amount.
<b>Reconciliation Details</b> 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.	
	
<b>Cash Flow to be reconciled</b>	Displays the cash flow amount to be reconciled, once you select a cash flow record in the 1 <sup>st</sup> step of manual reconciliation.
<b>Reconciled Amount</b>	Displays the total payments amount. This field is updated once you select the payments in the 2 <sup>nd</sup> step of manual reconciliation.
<b>Pending for Reconciliation</b>	Displays the difference between the amounts in the fields above.

Field Name	Description
<b>View Selected Records</b>	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.



<b>Cash Flow Reference Number</b>	Displays the cash flow reference number assigned by the host, as the heading of the overlay window.
<b>External Reference Number</b>	Displays the external cash flow reference number.
<b>Expected Date</b>	Displays the expected date of the cash flow transaction.
<b>Revised Expected Date</b>	Displays the revised expected date of the cash flow transaction.
<b>Payment Date</b>	Displays the date of the payment.
<b>Type</b>	Displays the type of cash flow, whether inflow or outflow.
<b>Status</b>	Displays the status of the cash flow.
<b>Amount</b>	Displays the cash flow amount.
<b>Unreconciled Amount</b>	Displays the amount that is not yet reconciled.
<b>Real Account</b>	Displays the real account number involved in the cash flow transaction.
<b>Virtual Account</b>	Displays the virtual account number involved in the cash flow transaction.
<b>Associated Party Id and Name</b>	Displays the name and ID of the counter party involved in the cash flow transaction.

Field Name	Description
Narration	Displays any narration text/comments.

- If you select the **Single Cash Flow Multiple Payments** option, then in the **Select Cash Flow** step, select the required cash flow record to reconcile.
- Click **Continue** to proceed to the **Reconcile with Payments** step.  
OR  
Click **Cancel** to cancel the transaction.  
OR  
Click **Back** to go back to the dashboard.

### Reconcile with Payments

The screenshot shows the 'Reconcile with Payments' screen in the Futura Bank system. The user is logged in as Nehal Joshi. The interface includes a progress bar with two steps: 'Select Cash Flow' (completed) and 'Reconcile with Payments' (current step). Below the progress bar, there are radio buttons for 'Single Cash Flow Multiple Payments' (selected) and 'Single Payment Multiple Cash Flows'. A table of payments is shown with the following data:

Date	Reference Number	Real Account	Virtual Account	Amount	Unreconciled Amount	Amount to be Reconciled
10 Nov 2019	PAY1141	-	-	£4,000.00	£1,180.50	£0.00
06 Nov 2019	PAY0753	xxxxxxxxxxxx0046	-	£6,000.00	£3,970.00	£0.00
06 Nov 2019	PAY0755	xxxxxxxxxxxx0046	-	\$5,900.00	\$4,816.28	\$0.00
06 Nov 2019	PAY0756	xxxxxxxxxxxx0046	-	£8,000.00	£7,880.00	£0.00
06 Nov 2019	PAY0893	xxxxxxxxxxxx0013	-	£3,000.00	£169.00	£169.00

On the right side, there is a 'Reconciliation Details' section showing:




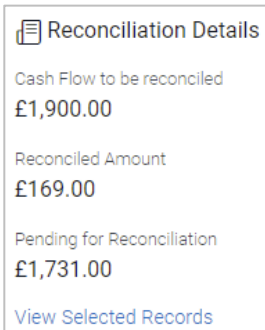
- Cash Flow to be reconciled: £1,900.00
- Reconciled Amount: £169.00
- Pending for Reconciliation: £1,731.00

At the bottom, there are buttons for 'Submit', 'Cancel', and 'Back', along with a 'Save and Add Another' button.

### Field Description

Field Name	Description
Reconcile with Payments	This step appears when you select a cash flow record and click <b>Continue</b> . You can select multiple payments for reconciliation.
Payments (number)	Displays the total number of payment records available in the list.




Field Name	Description
<b>Search</b>	Indicates an option to search for specific payments.
	Click this icon to filter the payments based on certain criteria. The <b>Payment Search</b> overlay window appears. For more information on the fields in this window, refer the <a href="#">Payment Search</a> section in this document.
<b>Date</b> <b>Reference Number</b>	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 <a href="#">Payment Details overlay window</a> section below.
<b>Real Account</b> <b>Virtual Account</b>	Displays the real and virtual account numbers (in masked format), from which the payment was initiated.
<b>Amount</b>	Displays the total payment amount.
<b>Unreconciled Amount</b>	Displays the payment amount that has not yet been reconciled.
<b>Amount to be Reconciled</b>	Indicates the payment amount to be reconciled. You can click  to edit and modify the amount if required, and then click  to save it.
<b>Reconciliation Details</b> 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.	
	
<b>Cash Flow to be reconciled</b>	Displays the cash flow amount to be reconciled, once you select a cash flow record in the 1 <sup>st</sup> step of manual reconciliation.
<b>Reconciled Amount</b>	Displays the total payments amount. This field is updated once you select the payments in the 2 <sup>nd</sup> step of manual reconciliation.
<b>Pending for Reconciliation</b>	Displays the difference between the amounts in the fields above.
<b>View Selected Records</b>	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
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### Selected Record

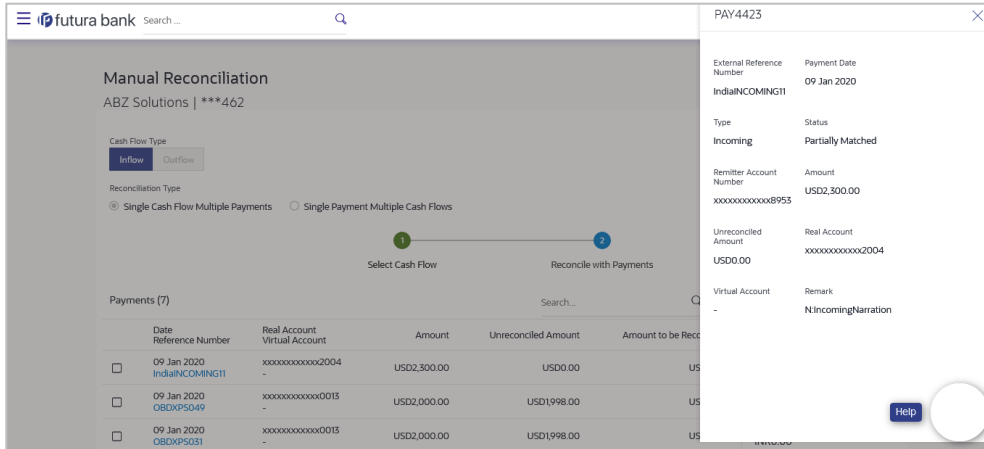
This overlay window appears when you click the **View Selected Records** link. It displays the details of the selected cash flow and payments to be reconciled.

### 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.



Date Reference Number	Real Account Virtual Account	Amount	Unreconciled Amount	Amount to be Reconciled
09 Jan 2020 IndiaINCOMING11	xxxxxxxxxxxx2004	USD2,300.00	USD0.00	USD2,300.00
09 Jan 2020 OBDXPS049	xxxxxxxxxxxx0013	USD2,000.00	USD1,998.00	USD2,000.00
09 Jan 2020 OBDXPS031	xxxxxxxxxxxx0013	USD2,000.00	USD1,998.00	USD2,000.00

External Reference Number	Payment Date
IndiaINCOMING11	09 Jan 2020
Type	Status
Incoming	Partially Matched
Remitter Account Number	Amount
xxxxxxxxxxxx8953	USD2,300.00
Unreconciled Amount	Real Account
USD0.00	xxxxxxxxxxxx2004
Virtual Account	Remark
-	N.IncomingNarration

**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
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#### Select Payment

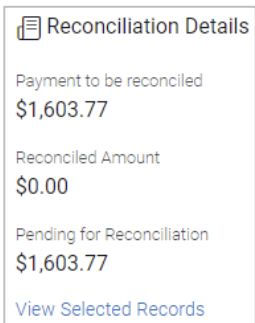
This step appears if you select the **Single Payment Multiple Cash Flows** option from the **Reconciliation Type** field. A list of unreconciled / partially-reconciled payments is displayed. You can select one payment from the list.

**Payments (number)** Displays the total number of payments available in the list.

**Search** Indicates an option to search for specific payments.



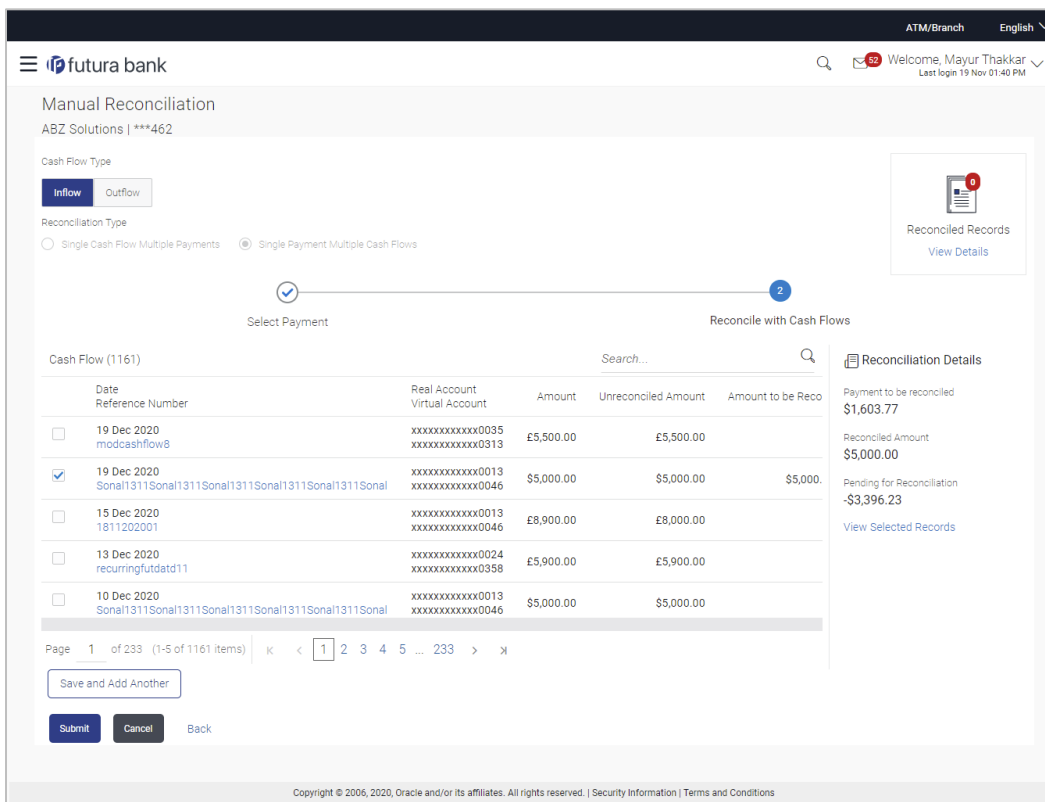
Click this icon to filter the payments based on certain criteria. The **Payment Search** overlay window appears. For more information on the fields in this window, refer the [Payment Search](#) section in this document.

Field Name	Description
<b>Date</b> <b>Reference Number</b>	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 <a href="#">Payment Details overlay window</a> section below.
<b>Real Account</b> <b>Virtual Account</b>	Displays the real and virtual account numbers (in masked format), from which the payment was initiated.
<b>Remitter Account</b> <b>Number / Beneficiary</b> <b>Account Number</b>	Displays the default account number of the remitter / beneficiary, based on whether the payment is incoming or outgoing
<b>Amount</b>	Displays the total payment amount.
<b>Unreconciled Amount</b>	Displays the payment amount that has not yet been reconciled.
<b>Reconciliation Details</b> 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.	
	
<b>Payment to be reconciled</b>	Displays the payment amount to be reconciled, once you select a payment in the 1 <sup>st</sup> step of manual reconciliation.
<b>Reconciled Amount</b>	Displays the total cash flow amount. This field is updated once you select the cash flow records in the 2 <sup>nd</sup> step of manual reconciliation.
<b>Pending for Reconciliation</b>	Displays the difference between the amounts in the fields above.
<b>View Selected Records</b>	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.
<b>Payment Details overlay window</b>	
This window appears when you click the payment reference number hyperlink.	
<b>Payment Reference Number</b>	Displays the payment reference number assigned by the host.
<b>External Reference Number</b>	Displays the external payment reference number.

Field Name	Description
<b>Payment Date</b>	Displays the date of the payment.
<b>Type</b>	Displays the type of payment, whether incoming or outgoing.
<b>Status</b>	Displays the status of the payment.
<b>Remitter Account Number / Beneficiary Account Number</b>	Displays the remitter account number in case of an incoming payment, and beneficiary account number in case of an outgoing payment.
<b>Amount</b>	Displays the payment amount.
<b>Unreconciled Amount</b>	Displays the amount that is not yet reconciled.
<b>Real Account</b>	Displays the real account number involved in the payment.
<b>Virtual Account</b>	Displays the virtual account number involved in the payment.
<b>Remark</b>	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
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#### 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
<b>Amount</b>	Displays the total cash flow amount.
<b>Unreconciled Amount</b>	Displays the unreconciled cash flow amount.
<b>Amount to be Reconciled</b>	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.


Reconciliation Details	
Payment to be reconciled	\$1,603.77
Reconciled Amount	\$5,000.00
Pending for Reconciliation	-\$3,396.23
<a href="#">View Selected Records</a>	

<b>Payment to be reconciled</b>	Displays the payment amount to be reconciled, once you select a payment in the 1 <sup>st</sup> step of manual reconciliation.
<b>Reconciled Amount</b>	Displays the total cash flow amount. This field is updated once you select the cash flow records in the 2 <sup>nd</sup> step of manual reconciliation.
<b>Pending for Reconciliation</b>	Displays the difference between the amounts in the fields above.
<b>View Selected Records</b>	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
<b>Cash Flow Reference Number</b>	Displays the cash flow reference number assigned by the host.
<b>External Reference Number</b>	Displays the external cash flow reference number.
<b>Payment Date</b>	Displays the date of the payment.
<b>Type</b>	Displays the type of cash flow, whether inflow or outflow.
<b>Status</b>	Displays the status of the cash flow.
<b>Amount</b>	Displays the cash flow amount.
<b>Unreconciled Amount</b>	Displays the amount that is not yet reconciled.
<b>Real Account</b>	Displays the real account number involved in the cash flow.
<b>Virtual Account</b>	Displays the virtual account number involved in the cash flow.
<b>Associated Party ID and Name</b>	Displays the name and ID of the counter party involved in the cash flow.
<b>Linked Reference Number</b>	Displays the linked reference number of the cash flow.
<b>Narration</b>	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

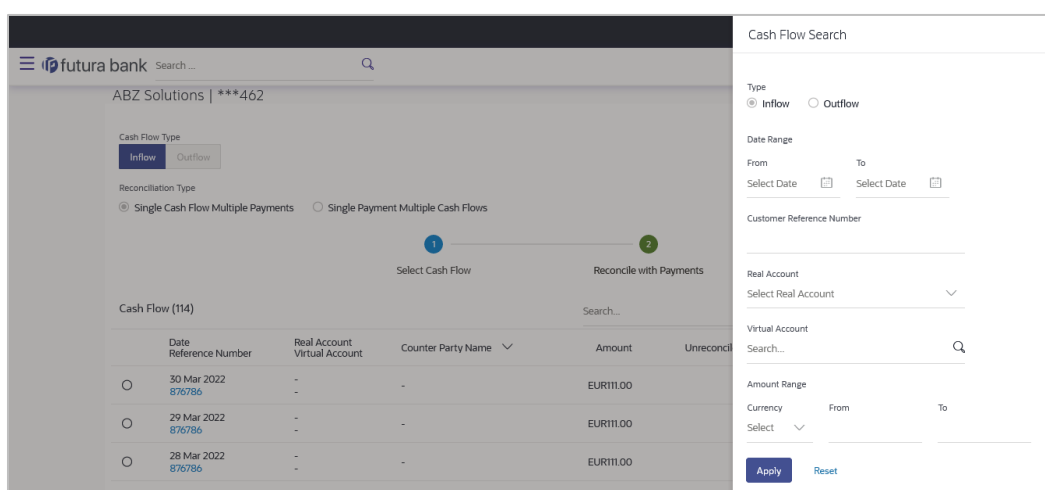
Click **Back** to go to the previous screen.

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
<b>Cash Flow Search</b>	
<b>Type</b>	Displays the type of cash flow, whether Inflow or Outflow. This field is not editable.
<b>Date Range From/To</b>	Enter the date range for filtering the required cash flow records.
<b>Customer Reference Number</b>	Enter the customer's own reference number of the cash flow record to be filtered.
<b>Real Account</b>	Enter the real account number associated with the cash flow records to be filtered.
<b>Virtual Account</b>	Enter the virtual account number associated with the cash flow records to be filtered.

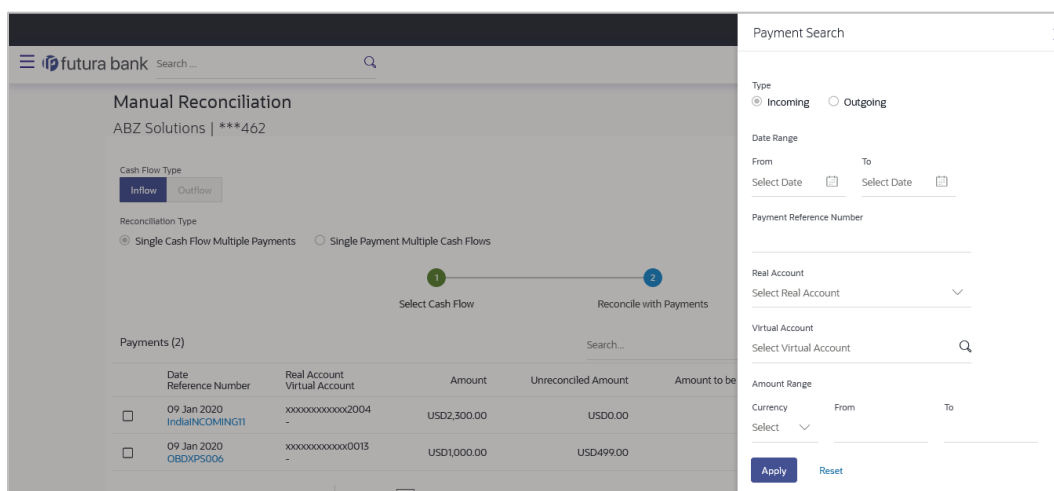
Field Name	Description
------------	-------------

<b>Amount Range Currency From/To</b>	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

<b>Type</b>	Displays the type of payment, whether Incoming or Outgoing. This field is not editable.
-------------	---

<b>Date Range From/To</b>	Enter the date range for filtering the required payment records.
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<b>Payment Reference Number</b>	Enter the reference number of the payment record to be filtered.
---------------------------------	--

<b>Real Account</b>	Enter the real account number associated with the payment records to be filtered.
---------------------	---

<b>Virtual Account</b>	Enter the virtual account number associated with the payment records to be filtered.
------------------------	--

Field Name	Description
<b>Amount Range</b> <b>Currency</b> <b>From/To</b>	Select the currency and enter the payment amount range to filter the required payment records.

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.

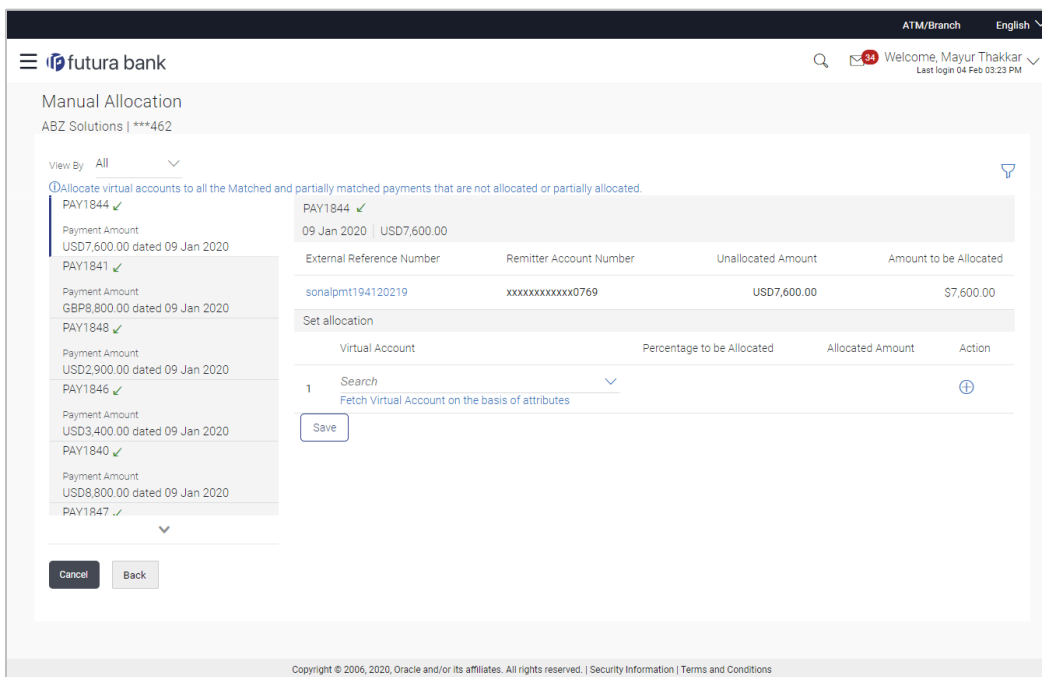
### How to reach here:

*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

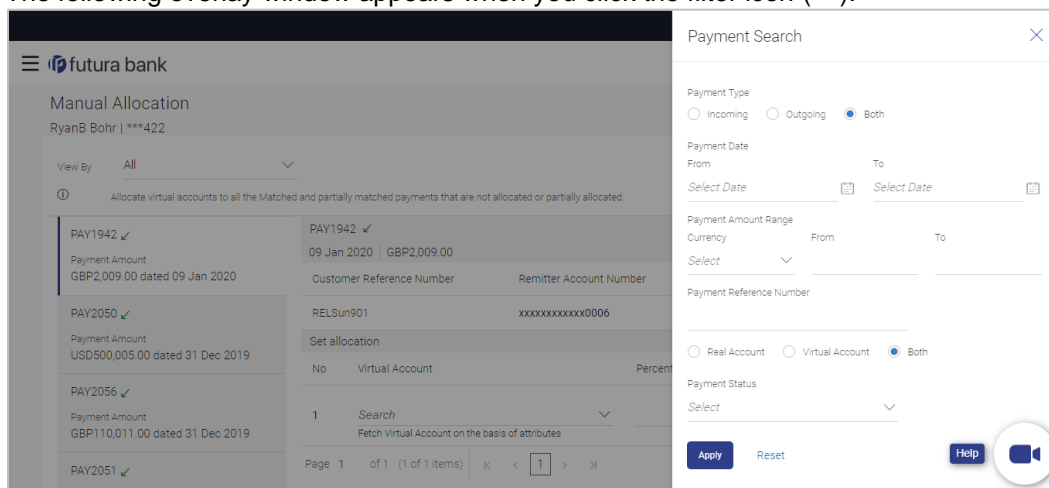
Field Name	Description
<b>Manual Allocation</b>	
<b>Party Name &amp; ID</b>	Displays the name and ID of the logged-in corporate party.
<b>View By</b>	Indicates an option to view the payment records based on the following criteria: <ul style="list-style-type: none"> <li>• Saved for Allocation</li> <li>• Incoming Payments</li> <li>• Outgoing Payments</li> </ul>
	Indicates an option to filter the payment records based on selected parameters. Refer the <a href="#">Payments Search overlay window</a> section below, for more details.
<b>Payments Panel</b>	In the <b>Manual Allocation</b> 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 <b>View By</b> field and the filter option to narrow down this list.
<b>Payment Reference Number</b>	Displays the unique reference number of the payment. The  (incoming) or  (outgoing) indicator is also displayed.
<b>Payment Amount</b>	Displays the currency and amount of the payment.
<b>Payment Date</b>	Displays the date on which the payment occurred.

Field Name	Description
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:
<b>Payment Reference Number</b>	Displays the unique reference number of the payment. The  (incoming) or  (outgoing) indicator is also displayed.
<b>Payment Date</b>	Displays the date on which the payment occurred.
<b>Payment Amount</b>	Displays the currency and amount of the payment.
<b>External Reference Number</b>	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 <a href="#">View Payments (details)</a> section in this document.
<b>Remitter Account Number</b>	Displays the account number from which the payment originated.
<b>Unallocated Amount</b>	Displays the amount that is yet to be allocated.
<b>Amount to be Allocated</b>	Enter the payment amount to be allocated in the current transaction. By default, the value in the <b>Unallocated Amount</b> field is displayed.
<b>Set allocation</b>	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.
<b>Virtual Account</b>	Set the virtual account to which the payment should be allocated. Click the <b>Fetch Virtual Account on the basis of attributes</b> link to search and find the required virtual account. The <b>Set Virtual Account Attributes</b> pop-up window appears. For more information on the fields in this window, refer the <a href="#">Set Virtual Account Attributes</a> section below.
<b>Percentage to be Allocated</b>	Enter the percentage of the payment to be allocated to the selected virtual account. If you enter a percentage in this field, the <b>Allocated Amount</b> field gets updated automatically.  <b>Note:</b> The total percentage allocated to all virtual accounts should be less than or equal to 100.
<b>Allocated Amount</b>	Enter the amount to be allocated to the selected virtual account. If you enter an amount in this field, the <b>Percentage to be Allocated</b> field gets updated automatically.  <b>Note:</b> The total amount allocated to all the virtual accounts should be less than or equal to the <b>Amount to be Allocated</b> amount.


Field Name	Description
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 ()



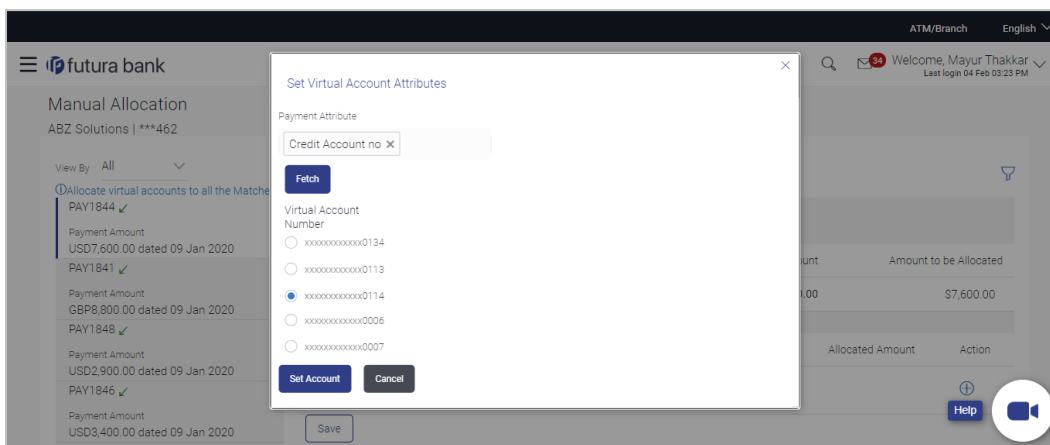
## Field Description

Field Name	Description
<b>Payment Search</b>	This overlay window appears when you click  . The following fields are available for filtering.
<b>Payment Type</b>	Indicates an option to filter the payment records based on payment type. The options available are: <ul style="list-style-type: none"> <li>• Incoming</li> <li>• Outgoing</li> <li>• Both</li> </ul>
<b>Payment Date From - To</b>	Indicates an option to filter the payment records based on a date range.
<b>Payment Amount Range Currency From-To</b>	Indicates an option to filter the payment records based on an amount range.
<b>Payment Reference Number</b>	Indicates an option to filter the payment records based on reference number.

Field Name	Description
<b>Type of account being credited</b>	<p>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:</p> <ul style="list-style-type: none"> <li>• <b>Real Account</b> – 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.</li> <li>• <b>Virtual Account</b> – 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.</li> <li>• <b>Both</b></li> </ul>
<b>Payment Status</b>	<p>Indicates an option to filter the payment records based on payment status.</p>

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.



Manual Allocation  
ABZ Solutions | \*\*\*462

View By: All

Allocate virtual accounts to all the Matched and partially matched payments that are not allocated or partially allocated.

PAY1844 ✓ Saved for Allocation

Payment Amount: USD7,600.00 dated 09 Jan 2020

External Reference Number: 09 Jan 2020 | USD7,600.00

External Reference Number	Remitter Account Number	Unallocated Amount	Amount to be Allocated
sonalpmt194120219	xxxxxxxxxxxx0769	USD7,600.00	\$7,600.00

Set allocation

Virtual Account	Percentage to be Allocated	Allocated Amount	Action
1 xxxxxxxxxxxx0114 Fetch Virtual Account on the basis of attributes	25	USD1,900.00	
2 xxxxxxxxxxxx0105 Fetch Virtual Account on the basis of attributes	75	USD5,700.00	

Save Undo

Submit Cancel Back

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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'.

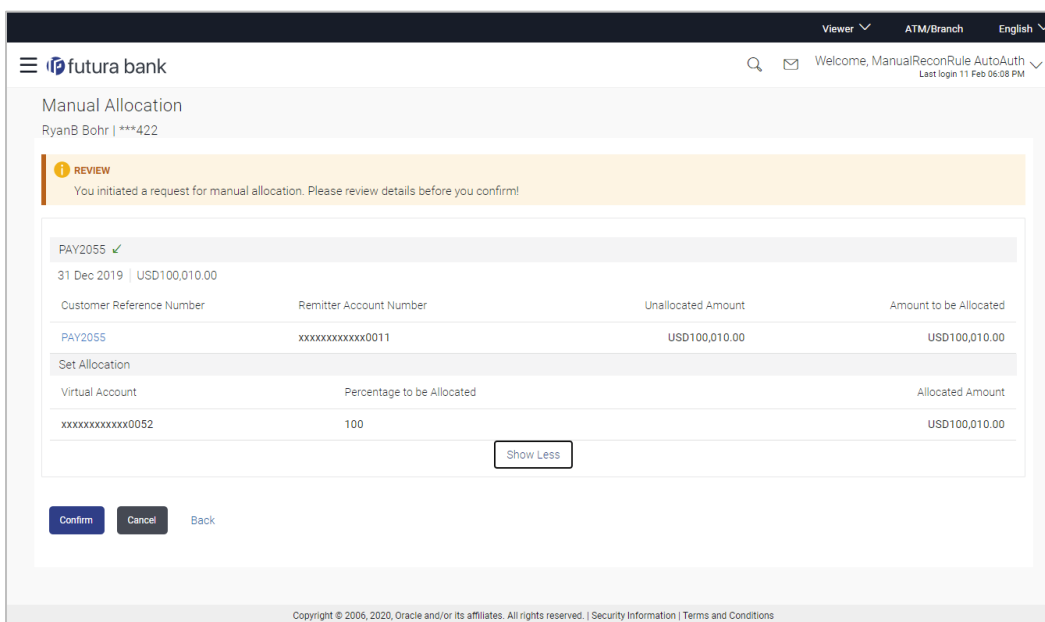
---

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

---

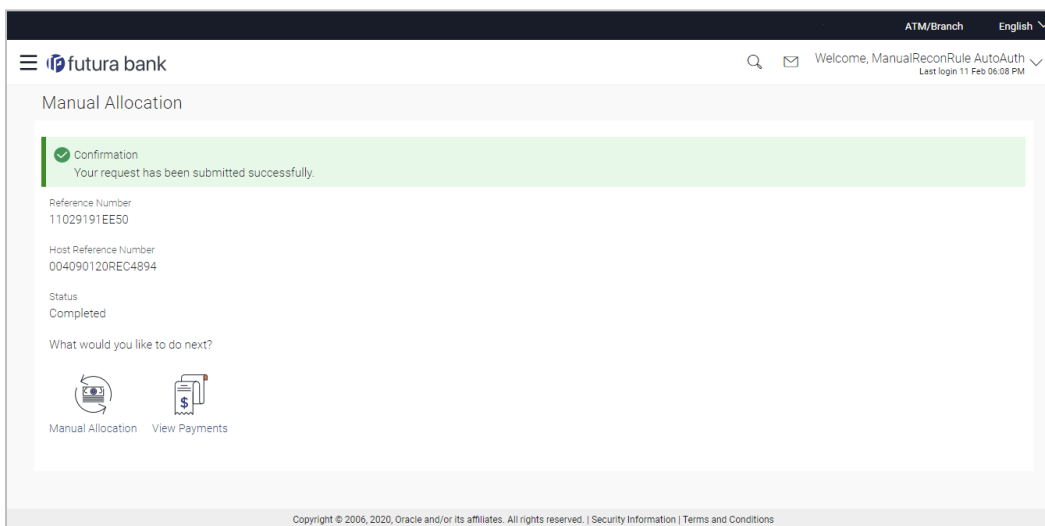
13. Click **Submit** to submit the allocation. The Review screen appears.  
OR  
Click **Cancel** to cancel the transaction.  
OR  
Click **Back** to go to the main dashboard.

### 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:

The screenshot displays the 'De-reconciliation' page for 'ABZ Solutions | \*\*\*462'. It features a navigation bar with 'futura bank' and user information 'Welcome, Mayur Thakkar'. The main content area is divided into a left sidebar and a main table. The sidebar lists several invoices with their reconciled amounts and addresses. The main table shows the 'ReconInv80' invoice and two payments. The 'ReconInv80' invoice is marked as 'De-reconciled'. The payments are 'PAY0731' and 'PAY1235'. The interface includes a 'Save' button and a 'Undo' button.


Customer Reference Number	Invoice Due Date	Amount	Reconciled Amount	Amount to be De-reconciled
ReconInv80	31 Dec 2020	£8,300.00	£8,299.99	£8,299.99

Reference Number	Reconciliation Date	Amount	Reconciled Amount	Amount to be De-reconciled in Invoice Currency
PAY0731	06 Nov 2019	\$1,000.00	\$1,503.77	£1,503.77 (Equivalent to \$1,503.77)
PAY1235	06 Nov 2019	£30,000.00	£6,796.23	£6,796.23

### Field Description

Field Name	Description
<b>De-Reconciliation</b>	
<b>Party Name &amp; ID</b>	Displays the name and ID of the logged-in corporate party.
<b>Invoice Type</b>	Select the type of invoice to be de-reconciled. The options are: <ul style="list-style-type: none"> <li>• Receivables</li> <li>• Payables</li> </ul>

Field Name	Description
<b>View By</b>	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 <b>Search</b> overlay window appears. For more information on the fields in this window, refer the <a href="#">Search</a> 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.

#### Search

This overlay window appears when you click the  icon in the De-reconciliation screen.

Field Name	Description
<b>Reconciled Date Range From / To</b>	Indicates an option to filter the invoice-payment records based on a date range within which they have been reconciled.
<b>Customer Invoice Reference Number</b>	Indicates the option to filter the invoice-payment records based on the reference number present on the invoice.
<b>Host Invoice Reference Number</b>	Indicates the option to filter the invoice-payment records based on the reference number assigned by the host to the invoice.
<b>Customer Payment Reference Number</b>	Indicates the option to filter the invoice-payment records based on the customer's reference number of the payment.
<b>Host Payment Reference Number</b>	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:



The screenshot displays the 'De-reconciliation' interface for 'ABZ Solutions | \*\*\*462'. It shows a list of cash flows on the left and a table of payments on the right. The cash flow table includes columns for Reference Number, Reconciled Amount, and Amount to be De-reconciled. The payments table includes columns for Reference Number, Reconciliation Date, Amount, Reconciled Amount, and Amount to be De-reconciled in Cash Flow Currency. The interface also features a 'View By' dropdown, a 'Cash Flow Type' selector (Inflow/Outflow), and a 'Save' button.

Reference Number	Reconciled Amount	Amount to be De-reconciled
00000035607	£79.00	£79.00
00000035806	£196.00	
00000035425	\$483.00	
00000002609	\$259.00	
00000035804	£400.00	
00000035801		


Reference Number	Reconciliation Date	Amount	Reconciled Amount	Amount to be De-reconciled in Cash Flow Currency
00000035607	15 Nov 2020	£6,666.00	£79.00	£79.00
PAY0731	06 Nov 2019	\$1,000.00	\$100.00	£79.00 (Equivalent to \$100.00)

### Field Description

Field Name	Description
<b>De-Reconciliation</b>	
<b>Party Name &amp; ID</b>	Displays the name and ID of the logged-in corporate party.
<b>Cash Flow Type</b>	Select the type of cash flow to be de-reconciled. The options are: <ul style="list-style-type: none"> <li>• Inflow</li> <li>• Outflow</li> </ul>
<b>View By</b>	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 <b>Search</b> overlay window appears. For more information on the fields in this window, refer the <a href="#">Search</a> section below.
<b>Cash Flow Reference Number</b>	
The reference number of the cash flow selected from the <b>View By</b> pane is displayed.	
<b>Cash Flow</b>	
This section displays the details of the cash flow selected from the <b>View By</b> pane.	
<b>Customer Reference Number</b>	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.
<b>Cash Flow Date</b>	Displays the date of the cash flow.
<b>Amount</b>	Displays the total amount of the cash flow.
<b>Reconciled Amount</b>	Displays the amount that has been reconciled.
<b>Amount to be De-reconciled</b>	Displays the cash flow amount that can be de-reconciled.
<b>Payments (number)</b>	
This section displays the payments that have been reconciled against the cash flow.	
<b>Reference Number</b>	Displays the reference number of the payment. This is a hyperlink which when clicked displays the details of the payment in an overlay window.
<b>Reconciliation Date</b>	Displays the date on which reconciliation has been performed.
<b>Amount</b>	Displays the payment amount.
<b>Reconciled Amount</b>	Displays the amount that has been reconciled.
<b>Amount to be De-reconciled in Cash Flow Currency</b>	Displays the payment amount in cash flow currency that can be de-reconciled.
<b>Search</b>	
This overlay window appears when you click the  icon in the De-reconciliation screen.	
<b>Reconciled Date Range From / To</b>	Indicates an option to filter the cash flow-payment records based on a date range within which they have been reconciled.
<b>Customer Cash Flow Reference Number</b>	Indicates the option to filter the cash flow-payment records based on the reference number of the cash flow.

Field Name	Description
<b>Host Cash Flow Reference Number</b>	Indicates the option to filter the cash flow-payment records based on the reference number assigned by the host to the cash flow.
<b>Customer Payment Reference Number</b>	Indicates the option to filter the cash flow -payment records based on the customer's reference number of the payment.
<b>Host Payment Reference Number</b>	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.

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