

Receivables and Payables User Guide

**Oracle Banking Supply Chain Finance**

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## Oracle Banking Supply Chain Finance – Receivables and Payables User Guide

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# 1. Preface

## 1.1 Purpose

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

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

## 1.2 Audience

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

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

## 1.3 Documentation Accessibility

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

## 1.4 Document Structure

This manual is organized into the following chapters:

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

Chapter	Description
Chapter 13	Batch Jobs
Chapter 14	Process Codes
Chapter 15	Functional Activity Codes

## 1.5 Related Resources

The related documents are as follows:

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

## 1.6 Screenshot Disclaimer

Personal information used in the interface or documents are dummy and does not exist in the real world. It is only for reference purposes.

## 1.7 Abbreviations

Abbreviation	Detailed Description
<b>OBCM</b>	Oracle Banking Cash Management
<b>OBSCF</b>	Oracle Banking Supply Chain Finance
<b>VAM</b>	Virtual Account Management
<b>FIFO</b>	First In First Out
<b>LIFO</b>	Last In First Out
<b>HAFO</b>	Highest Amount First Out
<b>LAFO</b>	Lowest Amount First Out
<b>CIF</b>	Customer Information Folio
<b>PO</b>	Purchase Order
<b>UI</b>	User Interface
<b>PUA</b>	Payment Under Approval
<b>EOD</b>	End of Day

## 1.8 Basic Actions

The basic actions performed in the screens are as follows:

Actions	Description
<b>New</b>	Click <b>New</b> to add a new record. The system displays a new record to specify the required data. The fields marked with asterisk are mandatory.  This button is displayed only for the records that are already created.
<b>Save</b>	Click <b>Save</b> to save the details entered or selected in the screen.
<b>Unlock</b>	Click <b>Unlock</b> to update the details of an existing record. The system displays an existing record in editable mode.  This button is displayed only for the records that are already created.
<b>Authorize</b>	Click <b>Authorize</b> to authorize the record created. A maker of the screen is not allowed to authorize the same. Only a checker can authorize a record.  This button is displayed only for the already created records. For more information on the process, refer Authorization Process.
<b>Approve</b>	Click <b>Approve</b> to approve the initiated record.  This button is displayed once you click <b>Authorize</b> .
<b>Reject</b>	Click <b>Reject</b> to reject the initiated record.  This button is displayed once you click <b>Authorize</b> .
<b>Audit</b>	Click <b>Audit</b> to view the maker details, checker details of the particular record.  This button is displayed only for the records that are already created.
<b>Close</b>	Click <b>Close</b> to close a record. This action is available only when a record is created.
<b>Confirm</b>	Click <b>Confirm</b> to confirm the action performed.
<b>Cancel</b>	Click <b>Cancel</b> to cancel the action performed.
<b>Compare</b>	Click <b>Compare</b> to view the comparison through the field values of old record and the current record.  This button is displayed in the widget once you click <b>Authorize</b> .
<b>View</b>	Click <b>View</b> to view the details in a particular modification stage.  This button is displayed in the widget once you click <b>Authorize</b> .
<b>Expand All</b>	Click <b>Expand All</b> to expand and view all the details in the sections.  This button is displayed once you click <b>Compare</b> .

Actions	Description
<b>Collapse All</b>	Click <b>Collapse All</b> to hide the details in the sections. This button is displayed once you click <b>Compare</b> .
<b>Menu Item Search</b>	Specify the menu name to search and select the required screens from the list. This option is used to search and navigate the required screens.
<b>OK</b>	Click OK to confirm the details in the screen.

## 1.9 Glossary of Icons

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

Icon	Function
	Close
	Add a row
	Delete row
	Edit
	Delete
	Search (Fetch)
	Refresh
	Collapse
	Expand
	Options
	Authorize
	Unlock
	Copy
	View
	Modification Number
	Add/Remove Columns
	Filter
	Flip Forward
	Flip Back
	Drag to reorder

---

## 2. Receivables and Payables

### 2.1 Overview

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

### 2.2 Benefits

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

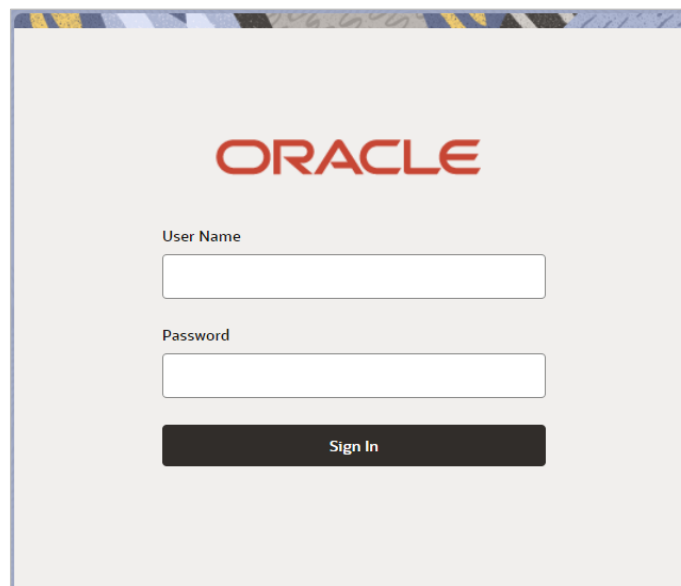
### 2.3 Functionality

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

### 2.4 Home: Dashboard

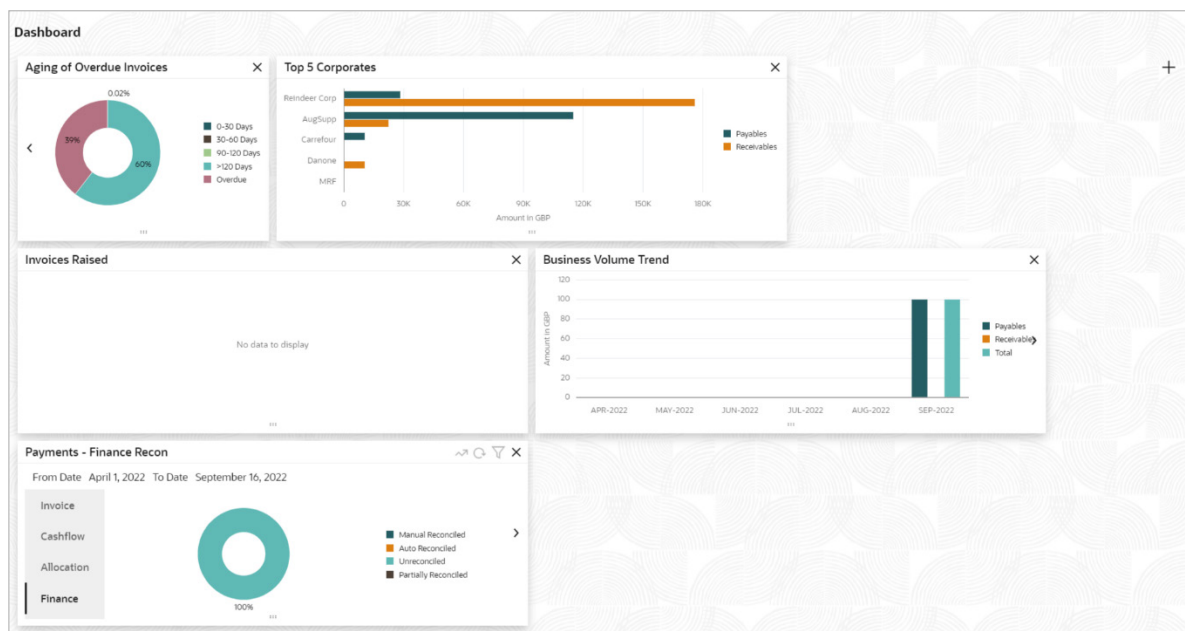
Successfully signing into the application displays the Dashboard as your home screen. The Dashboard displays a gist/summary that is internal to the financial institution. It is a collection of various portlets that are displayed based on your role and access rights. The Dashboard enables you to perform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

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



The login screen features the Oracle logo at the top. Below it, there are two input fields: "User Name" and "Password". At the bottom, there is a "Sign In" button.

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





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

- **Top 5 Corporates:** This portlet displays information of the top five customers; with respect to their total Receivables and Payables. On clicking the table icon at the top-right, the graph populates the business volume data of the same top 5 customers in tabular format.
  - **Aging of Invoices:** Aging graph displays invoice aging information in form of doughnut. There are two views of the graph, 2<sup>nd</sup> view can be navigated to by flipping the portlet, click the graph on the top-right corner to change the view from doughnut (default) to bar chart. Front view of the graph display the invoice amount volume split as per aging buckets which are configurable at the time of implementation i.e., 0-30 days; 30-60 days, and so on. Range criteria can be defined with a maximum of 6 ranges. On clicking any of the range bucket, graph displays the list of corporates whose invoices are due for that ageing bucket. Clicking on the '+' (expand) icon against each corporate; launches invoice details pertaining to information of that specific corporate such as supplier name, 'Invoice Due Date From', 'Invoice Due Date To'. The 2<sup>nd</sup> view of the portlet displays the ageing of overdue invoices.
  - **Payments – Invoice Recon:** Payments – Invoice Recon widget provides a snapshot of reconciliation details of payments against the entity selected, i.e., invoice, cashflow, finance or allocation. There is an option to view these details as a donut or in a line-graph. The filter option allows the user to select a specific customer and/or modify the date range.
  - **Business Volume Trends:** This chart displays the business trends (total receivable and payables) of previous six months including current month based on historic data. The trend line is plotted based on the highs/peak.
  - **Invoices Raised:** This portlet displays the data for financed and non-financed Invoices on monthly basis as a bar graph. On clicking the table icon on the top-right corner, same data is displayed in tabular format with financed/non-financed invoices grouped into monthly buckets. On clicking the bar graph, the screen will pop-up with corporate name and aggregated invoice amount and further clicking on the '+' (expand) icon beside corporate name launches the Invoice Inquiry screen with data of invoices specific to the corporate along with other relevant details; 'From Month' and 'To Month' as per the selected date.
3. Users can perform the following actions on the dashboard screen:
- To add more portlets, click the **Add** icon located at the top-right corner of the Dashboard.
  - To remove a portlet, click the **Remove** icon located at the portlet's top-right corner.
  - To flip the portlet view, click the **Flip Forward** or **Flip Back** icon.
  - To change the portlet's position, click and hold the **Drag to reorder** icon at the portlet's bottom-center and then move portlet to the desired position.
  - To apply filter on the portlet's data, click the **Filter** icon to view the pop-up select filter values.

## 3. Setup Reference Data

### 3.1 Introduction

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

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

### 3.2 Maintaining Core Reference Data

Certain core reference data is required to be set up for execution of Receivables and Payables transactions such as country list, currency, customer category, holiday list, list of financial institutions/banks, branch, FX rates and so on.

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

### 3.3 Managing System Parameters

This UI displays day zero system parameters which are setup during implementation. The FI user may view and modify the day-zero system parameters for the Receivables and Payables module of Oracle Banking Supply Chain Finance from the said UI.

**Navigation Path:** Receivables and Payables > System Parameters > View System Parameters



Perform the following steps to take actions on the system parameter records.

- Click the **Options** icon and then click any of the below options:
  - **Unlock** – To modify the record details. Refer the **System Parameters** section for field level details.
  - **Authorize** – To authorize the record. Authorizing requires necessary access rights.
    - Optional: Click **View** to view the record details.
    - Select the record to authorize and then click **Confirm**.
  - **View** – To view the product parameter details.

This screen consists of three tabs: Workflow Parameters, Dashboard Parameters, and Integration Parameters.

Click **Options** icon and select **Unlock** to modify the records.

The **System Parameters - Workflow Parameters** screen displays.

*Note: If any flag in the system parameters is changed, the system promptly updates it upon authorization. However, processing the impact of the flag takes approximately 1-2 hours.*

### 3.3.1.1 Workflow Parameters

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

Field Name	Description
File Parsing Behavior	Select the type of file parsing behavior applicable. <ul style="list-style-type: none"> <li>Reject All Records - If one record in a file fails, all records should be marked as fail and the entire file should be rejected.</li> <li>Reject Specific Records - If one record in a file fails, system should move on to the other records and mark the file processing as success with relevant records failed /passed.</li> </ul>
Lien Marking	Switch the toggle ON to enable Lien Marking in the host application.
Manual Invoice Processing	Switch the toggle ON to enable the manual enrichment required for invoice processing.
Auto Auth – Relationship	Switch the toggle ON to enable the auto authorization for the relationship management.
Auto Auth – Invoice	Switch the toggle ON to enable the auto authorization for invoice transactions.
Auto Auth – Auto Recon	Switch the toggle ON to enable the auto authorization for auto reconciliation.
Auto Auth – Manual Recon	Switch the toggle ON to enable the auto authorization for manual reconciliation.

Field Name	Description
Auto Auth – Credit Note Creation	Switch the toggle ON to enable the auto authorization for credit note creation.
Auto Trigger Recon – Payment Upload	Switch the toggle ON to enable the auto trigger of Recon when the payment file/record is uploaded.
Auto Auth – Dynamic Discounting	Switch the toggle ON to enable the auto authorization for dynamic discounting.
Auto Auth – PO Creation and Processing	Switch the toggle ON to enable the auto authorization for PO creation and processing transactions..
PO Creation - Bulk	Switch the toggle ON to enable the auto authorization for bulk PO creation.
Validate Linked Purchase Orders	Switch the toggle ON to validate the purchase orders linked with invoice during creation or upload.

- Click **Next** or the Dashboard Parameters tab.

### 3.3.1.2 Dashboard Parameters

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

Field Name	Description
Date Range – Recon Dashboard	Enter the number of days for reconciliation details to be displayed in the dashboard.
Default Months – Recon Dashboard	Enter the number of months for the reconciliation details to be displayed on the dashboard.

- Click **Next** or the Integration Parameters tab.

### 3.3.1.3 Integration Parameters

The screenshot shows the 'System Parameters' window with the 'Integration Parameters' tab selected. The window contains a grid of toggle switches for various integration settings. The settings are as follows:

Integration Parameter	Status
Accounting System Integration	Off
Limits System Integration	Off
Virtual Account Integration	On
External Payment Integration	On
Publish Event - Payment Allocation	On
Common Core EOD	On
Plato Alert Integration	On
Invoice Cashflow Integration	Off
Netting Enabled	Off
Recon Payment Integration	Off

At the bottom of the window, there are buttons for 'Audit', 'Cancel', 'Back', and 'Save & Close'.

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

Field Name	Description
Accounting System Integration	Switch the toggle ON to enable the integration with accounting system.
Limits System Integration	Switch the toggle ON to enable the integration with limits system.
Virtual account Integration	Switch the toggle ON to enable the integration with virtual account management system.
External Payment Integration	Switch the toggle ON to enable the integration with external payment system.
Publish Event – Payment Allocation	Switch the toggle ON to enable the publishing of payment allocation to external applications.
Common Core EOD	Switch the toggle ON to enable the common core integration for EOD.
Plato Alert Integration	Switch the toggle ON to enable the integration with plato alerts system.
Invoice Cashflow Integration	Switch the toggle ON to enable the invoice integration with cashflow system.
Netting Enabled	Switch the toggle ON to enable the netting transaction for receivables and payables.
Recon Payment Integration	Switch the toggle ON to enable the integration with payment system for reconciliation.

6. Click **Save & Close** to save the record and send for authorization (if applicable).

## 3.4 Accounting Maintenance

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

### 3.4.1 Accounting Roles

#### 3.4.1.1 Create Accounting Role

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

**Navigation Path:** *Receivables and Payables > Maintenance > Accounting > Role > Create Account Role*

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

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

Field Name	Description
Accounting Role Code	Enter a unique code for the accounting role being created.
Accounting Role Description	Enter a description to associate with the role.

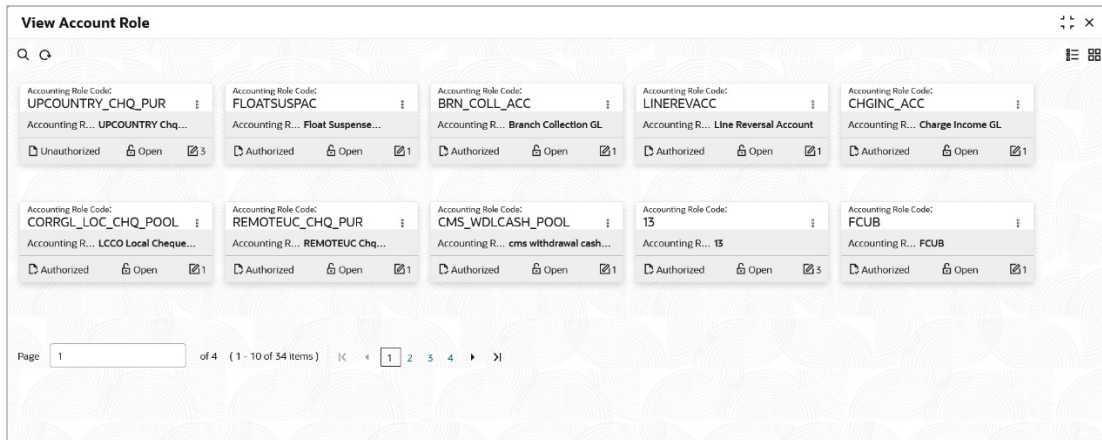
2. Click **Save** to save the data and send for authorization (if applicable).



### 3.4.1.2 View Accounting Role

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

**Navigation Path:** *Receivables and Payables > Maintenance > Accounting > Role > View Account Role*



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

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

OR

Click **Reset** to reset the filter criteria.
- Click the **Refresh** icon to refresh the records.
- Click the **Options** icon and then click any of the below options:
  - **Unlock** – To modify the record details. Refer the **Create Accounting Role** section for field level details.
  - **Authorize** – To authorize the record. Authorizing requires necessary access rights.
    - Optional: Click **View** to view the record details.
    - Select the record to authorize and then click **Approve**.
  - **Delete/Close** – To remove the record.
    - Optional: On the confirmation pop-up window, enter the remark for deletion.
    - Click **Confirm** to delete the record.
  - **Copy** – To create a new accounting role by using similar details.
  - **View** – To view accounting role details.
  - **Reopen** – To reopen a closed record.

## 3.4.2 Entry Codes

### 3.4.2.1 Create Account Entry Codes

This screen is used to create entry codes or Dr and Cr legs for an accounting entry

**Navigation Path:** *Receivables and Payables > Maintenance > Accounting > Entry Codes > Create Account Entry Code*

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

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

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

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

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

OR

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

a. Select the record in the grid and then click **Options** icon under **Action** column.

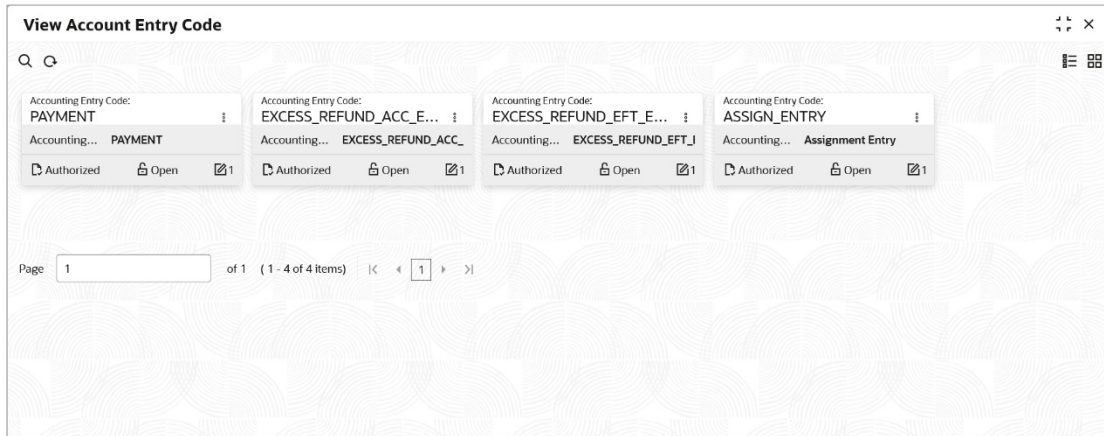


- b. To modify the details, click **Edit** and repeat the step 1, 2, and 3.  
OR  
To remove the record, click **Delete**.
4. Click **Save** to save the data and send for authorization (if applicable).

### 3.4.2.2 View Account Entry Code

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

**Navigation Path:** *Receivables and Payables > Maintenance > Accounting > Entry Codes > View Account Entry Code*



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

- Filter the records in the View screen:
  - a. Click the **Search** icon to view the filters. You can filter the records by Accounting Entry Code, Accounting Entry Description, Authorization Status, and Record Status.
  - b. Click **Search**.  
OR  
Click **Reset** to reset the filter criteria.
- Click the **Refresh** icon to refresh the records.
- Click the **Options** icon and then click any of the below options:
  - **Unlock** – To modify the record details. Refer the **Create Accounting Entry Codes** section for field level details.
  - **Authorize** – To authorize the record. Authorizing requires necessary access rights.
    - Optional: Click **View** to view the record details.
    - Select the record to authorize and then click **Approve**.
  - **Delete/Close** – To remove the record.
    - Optional: On the confirmation pop-up window, enter the remark for deletion.
    - Click **Confirm** to delete the record.

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

### 3.4.3 Accounting Entries

#### 3.4.3.1 Create Account Entries

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

**Navigation Path:** *Receivables and Payables > Maintenance > Accounting > Accounting Entries > Create Account Entries*

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

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

Field Name	Description
Branch	Select the Branch to add an accounting entry for. Values in this field are listed basis on your access rights.
Product	Select the product to add the entry code for. User can select 'ALL' to create the entry code for all the products.
Event	Select the event name of an accounting entry.
Filter Criteria	Select the appropriate filter criteria for specific application of accounting entries.
Charge Type	Select the charge type as credit or debit. This field is displayed only if filter criteria is selected as 'Charge Type'.
Payment Mode	Select any one of the below payment modes: <ul style="list-style-type: none"> <li>• Account Transfer</li> <li>• Cheque</li> <li>• EFT</li> </ul> This field is displayed only if filter criteria is selected as 'Payment'.

Field Name	Description
	Mode'.
Approved	Switch the toggle ON, if accounting must be set up for those instruments whose status is approved. This field is displayed only if filter criteria selected is 'Approved Based'
PUA	Switch the toggle ON, if the accounting must be set up for those instruments whose payment is under approval process. This field is displayed only if filter criteria is selected as 'PUA'.
Payment Party	Select the payment party if the accounting entry set up is separate for a specific payment party. This field is displayed only if filter criteria is selected as 'Payment Party'.
Is Financed	Switch the toggle ON, if accounting entry is to be set up separately for financed and non-financed instruments. This field is displayed only if filter criteria is selected as 'Is Instrument Financed'.
<b>Accounting Entries</b>	
Accounting Entry Code	Click the search icon and select an accounting entry code.
Accounting Entry Description	The description is auto populated based on selected entry code.
Sequence	Enter the sequence number of the selected entry code.

- If required, click **Reset** to clear the selected values.
- Click **Add/ Edit** to add details in the grid. Click the hyperlink to view the details of the selected **Accounting Entry Code**.

**Accounting Entry Code Details**

Accounting Entry Code: ASSIGN\_ENTRY      Accounting Entry Description: Assignment Entry

**Role Details**

Debit Role	Debit Party	Debit Amount Type	Debit Settlement Method	Credit Role	Credit Party	Credit Amount Type
ASSIGN_ACC		ASSIGNMENT_AMT	INTERNAL_GL	BRIDGE_ACC		ASSIGNMENT_AMT
UNASSIGN_ACC		UNASSIGNED_AMT	INTERNAL_GL	BRIDGE_ACC		UNASSIGNED_AMT

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

### 3.4.3.2 View Account Entries

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

**Navigation Path:** *Receivables and Payables > Maintenance > Accounting > Accounting Entries > View Account Entries*

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

- Filter the records in the View screen:
  - a. Click the **Search** icon to view the filters. You can filter the records by Product, Event, Payment Mode, Charge Type, Authorization Status, and Record Status.
  - b. Click **Search**.

OR

Click **Reset** to reset the filter criteria.
- Click the **Refresh** icon to refresh the records.
- Click the **Options** icon and then click any of the below options:
  - **Unlock** – To modify the record details. Refer the **Create Account Entries** section for field level details.
  - **Authorize** – To authorize the record. Authorizing requires necessary access rights.
    - Optional: Click **View** to view the record details.
    - Select the record to authorize and then click **Approve**.
  - **Delete/Close** – To remove the record.
    - Optional: On the confirmation pop-up window, enter the remark for deletion.
    - Click **Confirm** to delete the record.
  - **Copy** – To create a new accounting entry by using similar details.
  - **View** – To view accounting entry details.
  - **Reopen** – To reopen a closed record.

## 3.4.4 External Account Mapping

### 3.4.4.1 Create External Account Mapping

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

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

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

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

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

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

### 3.4.4.2 View External Account Mapping

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

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

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

- Filter the records in the View screen:
  - a. Click the **Search** icon to view the filters. You can filter the records by Product, Event, Party Id, Authorization Status, and Record Status.  
Click **Search**. OR  
Click **Reset** to reset the filter criteria.
- Click the **Refresh** icon to refresh the records.
- Click the **Options** icon and then click any of the below options:
  - **Unlock** – To modify the record details. Refer the **Create External Account Mapping** section for field level details.
  - **Authorize** – To authorize the record. Authorizing requires necessary access rights.
    - Optional: Click **View** to view the record details.
    - Select the record to authorize and then click **Approve**.
  - **Delete/Close** – To remove the record.
    - Optional: On the confirmation pop-up window, enter the remark for deletion.
    - Click **Confirm** to delete the record.
  - **Copy** – To create a new accounting entry by using similar details.
  - **View** – To view accounting entry details.
  - **Reopen** – To reopen a closed record.

## 3.4.5 Internal Account Mapping

### 3.4.5.1 Create Internal Account Mapping

This screen is used to map internal accounts (Customer accounts and Bank GL accounts) with specific accounting roles.

**Navigation Path:** *Receivables and Payables > Maintenance > Accounting > Internal Account Mapping > Create Internal Account Mapping*

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

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

Field Name	Description
Branch	Select the branch to which account is to be mapped.
Product	Select the product to be mapped with the account. You can select ALL if the account is to be mapped to all the products.
Role	Click on the Search icon to select the role for whom account mapping needs to be done.
Accounting Type	Use this toggle button to specify whether CASA/GL ratio needs to be considered for this mapping or not.
Settlement Method	Select the settlement method corresponding to the account type.
Account in Transaction Currency	Use this toggle button to specify whether the default account should be picked up or from the mapped account as per transaction currency.
Filter Criteria	Select the appropriate filter criteria from below for specific application of accounting entries: <ul style="list-style-type: none"> <li>Event, Program and Party Based (Only for Oracle Banking Supply Chain Finance)</li> <li>Party and Division Code Based</li> <li>Event and Party Based</li> <li>Party Based</li> </ul>



Field Name	Description
	<ul style="list-style-type: none"> <li>• Event Based</li> <li>• Charge Code Based</li> <li>• Default</li> </ul>
Party	Click the search icon and select the party of the account. This field is displayed only when filter criteria is selected as 'Party'.
Division Code	Click the search icon and select the applicable division code. This field is displayed only when filter criteria is selected as 'Division Code'.
Program	Click the search icon and select the applicable program for account mapping. This field is displayed only when filter criteria is selected as 'Program'. This field is applicable only to the Oracle Banking Supply Chain Finance system.
Event	Select an event for account mapping. This field is displayed only when filter criteria is selected as 'Event'.
Charge Code	Select the charge code to map the account with. This field is displayed only when filter criteria is selected as 'Charge Code'.
Account Currency	Select the currency of account.
Account Number	Click the search icon and select the real/virtual account number.
Default Account	Switch the toggle ON to consider the account as default one.

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



### 3.4.5.2 View Internal Account Mapping

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

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

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

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

OR

Click **Reset** to reset the filter criteria.
- Click the **Refresh** icon to refresh the records.
- Click the **Options** icon and then click any of the below options:
  - **Unlock** – To modify the record details. Refer the **Create Internal Account Mapping** section for field level details.
  - **Authorize** – To authorize the record. Authorizing requires necessary access rights.
    - Optional: Click **View** to view the record details.
    - Select the record to authorize and then click **Approve**.
  - **Delete/Close** – To remove the record.
    - Optional: On the confirmation pop-up window, enter the remark for deletion.
    - Click **Confirm** to delete the record.
  - **Copy** – To create a new internal account mapping by using similar details.
  - **View** – To view inter account mapping details.
  - **Reopen** – To reopen a closed record.

## 3.5 Maintaining Charges

Financial Institutions can levy charges on services extended to corporates with respect to managing and financing receivables and payables, like documentation charges, handling charges and so on. These charges can be configured at default/global level for specific products or parties. The charges to be levied can be linked to specific events such as auto-debit, EOD, and so on. Once configured, the charges would get levied for manual as well as auto processing mode for transactions.

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

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

### 3.5.1 Charge Code

#### 3.5.1.1 Create Charge Code

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

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

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

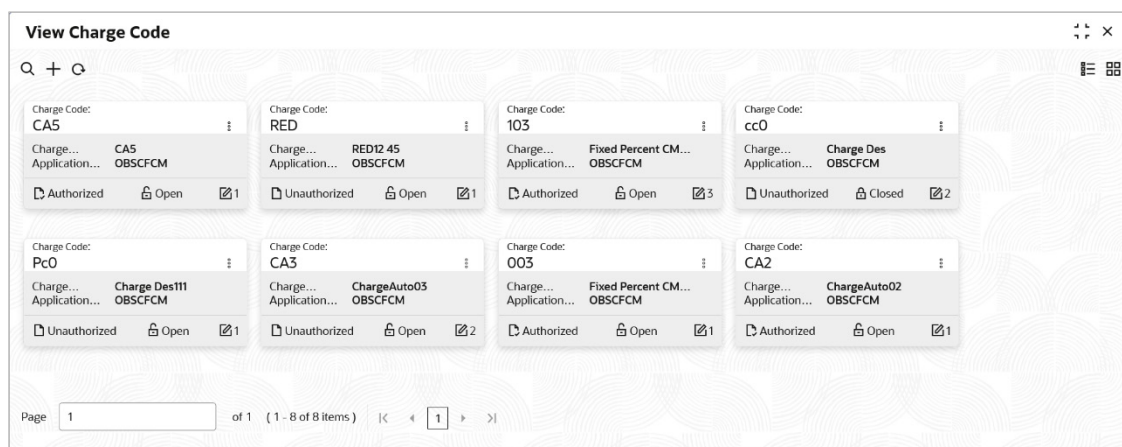
Field Name	Description
Charge Code	Enter the unique charge code to be created.
Charge Description	Enter the description of the charge.
Charge Group	Select the group to which this charge code belongs. This field is purely for the purpose of maintaining information in the Management Information System (MIS). The available options are: <ul style="list-style-type: none"> <li>• Rebates</li> <li>• Tax</li> </ul>

Field Name	Description
	<ul style="list-style-type: none"> <li>Commission</li> <li>Fee</li> </ul>
Charge Category	Select the value to specify whether charge is of tax or standard category.
Charge Type	Specify if this charge code is of debit or credit type.
Effective Date	Click the Calendar icon to select the effective date of the charge code validity.
Expiry Date	Click the Calendar icon to select the expiry date of the charge code validity.

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

### 3.5.1.2 View Charge Code

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



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

- Filter the records in the View screen:
  - Click the **Search** icon to view the filters. You can filter the records by Charge Code, Charge Description, Charge Group, Charge Category, Authorization Status, and Record Status.
  - Click **Search**.

OR

Click **Reset** to reset the filter criteria.
- Click the **Refresh** icon to refresh the records.

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

## 3.5.2 Charge Rule Maintenance

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

### 3.5.2.1 Create Charge Rule Maintenance

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

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

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

Field Name	Description
Charge Pricing Description	Enter the charge pricing or rule description.
Annum Basis	Select the number of days to be considered in a year for tenor-based calculations.
Pricing Category	Select the pricing category. Based on the selected category, pricing methods will be available.
Pricing Method	Select the method to configure the charge pricing.
Pricing Currency	Select the currency in which pricing is to be done.
Charge in Txn Currency	Switch the toggle ON if the charge should be levied in transaction currency otherwise charge will get levied in pricing currency.
Min/Max Validation Criteria	Specify whether the charge should be validated based on an amount range or a percentage range.
Min Charge Amount/Percent	Enter the minimum charge amount/percentage to be considered for validation. This field is displayed based on the value selected in the Min/Max Validation Criteria field.

Field Name	Description
Max Charge Amount/Percent	Enter the maximum charge amount/percentage to be considered for validation. This field is displayed based on the value selected in the Min/Max Validation Criteria field.
Fixed Amount	Enter the charge amount. This field is displayed only when the pricing category is Fixed Amount.
Flat Charge	Switch the toggle ON if flat charge should be applied. Tenor is not considered for calculation if the flat charge switch is enabled. This field is displayed only when the pricing category is Fixed Percent or Tier Based Percent.
Fixed Percent	Enter the charge percentage. This field is displayed only when the pricing category is Fixed Percent.
From	Enter the start value of the amount/tenor/count range. This field is displayed only for a tier based pricing category.
To	Enter the final value of the amount/tenor/count range. This field is displayed only for a tier based pricing category.
Amount	Enter the charge amount. This field is displayed only when the pricing category is selected as Tier Based Amount or Tier Based Mixed. The pricing currency is considered.
Units	Enter the number of charge units. This field is displayed only when the pricing method is selected as Variable/Slab Amount by Number of Count.
Percent	Enter the charge percentage. This field is displayed only when the pricing category is selected as Tier Based Percent or Tier Based Mixed.

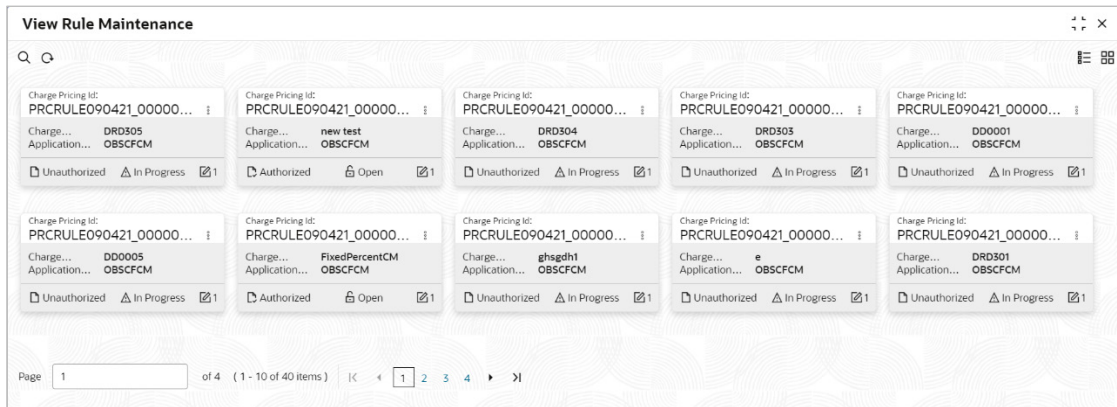
2. If required, click **Reset** to clear the selected values.
3. Click **Add** to add charge details in the grid.

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

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

### 3.5.2.2 View Charge Rule Maintenance

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



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

- Filter the records in the View screen:
  - a. Click the **Search** icon to view the filters. You can filter the records by Charge Pricing Id, Charge Description, Authorization Status, and Record Status.
  - b. Click **Search**.

OR

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

### 3.5.3 Charge Decisioning

Using this screen, the charge rule template and charge code created through earlier screens, can be mapped to a specific product, program, event, and so on. The charge party (buyer/supplier/insurance company) can also be defined. The calculation and collection frequencies for the charge can be defined as well.

#### 3.5.3.1 Create Charge Decisioning

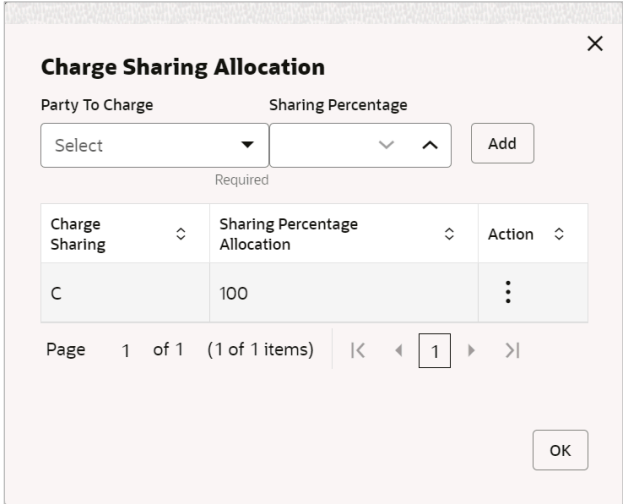
**Navigation Path:** Receivables and Payables > Maintenance > Charges > Charge Decisioning > Create Charge Decisioning

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

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

Field Name	Description
Event	Select the event on the occurrence of which, the charge should be applied.
Filter Criteria	Select the appropriate filter criteria for specific application of charges. This can be Default, or Instrument Type Status Based.
Instrument Type	Select the instrument type for which the charge are to be mapped. The options are:



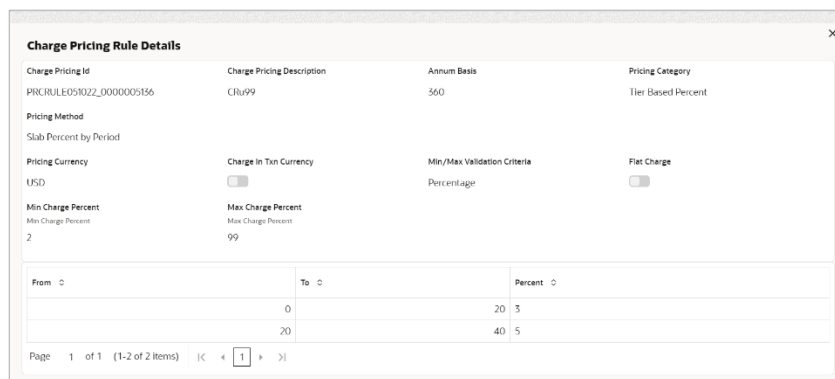
Field Name	Description
	<ul style="list-style-type: none"> <li>• PO</li> <li>• Invoice</li> <li>• Debit Note</li> <li>• Cheque</li> </ul> <p>This field appears if the filter criteria selected is Instrument Type Status Based.</p>
Instrument Status	<p>Select the relevant status of the instrument based on which the charge would get levied. Different charges and pricing can be configured for combination of instruments and their status. The options are:</p> <ul style="list-style-type: none"> <li>• Accepted</li> <li>• Approved</li> <li>• Assigned</li> <li>• Cancelled</li> <li>• Disputed</li> <li>• Financed</li> <li>• Partial Financed</li> <li>• Raised</li> <li>• Rejected</li> </ul>
Inherit Charges	<p>Specify if default charges should be inherited as set up for default filter criteria or should be overridden as well. The options are:</p> <ul style="list-style-type: none"> <li>• Inherit Default Charges</li> <li>• Inherit Default Charges and Override</li> </ul>
Charge Code	Select the charge code for which decisioning is to be configured.
Charge Sharing	Switch the toggle ON if charge sharing is applicable.
Sharing Percentage Allocation	<p>Click the link to open the pop-up window for specifying sharing percentage for each party.</p> <p>This link is displayed only if you enable charge sharing.</p>  <ol style="list-style-type: none"> <li>In the <b>Party to Charge</b>, select the party to be charged.</li> <li>In the <b>Sharing Percentage</b>, enter number of percentages to be</li> </ol>

Field Name	Description
	<p>shared by the selected party.</p> <p>c. Click <b>Add</b> to add details in the grid.</p> <p>d. Repeat steps '1' to '3' to add more parties to be charged.</p> <hr/> <p><i>Note: Sum of sharing percentage of added parties should be 100.</i></p> <hr/> <p>e. If required, click Options (⋮) icon under the 'Action' column in the grid and then click <b>Edit</b> to modify details or click <b>Delete</b> to remove the record.</p> <p>f. Click <b>OK</b> to save the charge sharing details.</p>
Party To Charge	<p>Select the party to be charged. The options are</p> <ul style="list-style-type: none"> <li>• Beneficiary/Counter Party</li> <li>• Buyer</li> <li>• Import Factor</li> <li>• Insurance Party</li> <li>• Payment Party</li> <li>• Party to Charge</li> <li>• Supplier</li> </ul> <p>This field appears only if Charge Sharing toggle is switched off.</p>
Charge Pricing Rule	Click the search icon to select the charge pricing rule to be applied.
External Pricing	Switch the toggle ON to allow the user to configure the external pricing. By default, this toggle will be OFF.
Charge Criteria	<p>Select the criteria to be considered based on which the charge should be calculated. The available options are:</p> <ul style="list-style-type: none"> <li>• Count of POs</li> <li>• Parent Charge Code</li> <li>• Count of Invoices</li> <li>• Invoice Amount</li> <li>• PO Amount</li> </ul>
External Pricing System	<p>Select the external pricing system from the dropdown list for which the external charges <b>need</b> to be configured.</p> <p>This field appears only if the <b>External Pricing</b> toggle is ON.</p>
External Pricing Identifier	Specify the unique identifier for the external pricing system. This field appears only if the <b>External Pricing</b> toggle is ON.
External Pricing Identifier Description	<p>Specify the brief description about the external pricing identifier.</p> <p>This field appears only if the <b>External Pricing</b> toggle is ON.</p>
Parent Charge Code	<p>Select the parent charge code.</p> <p>This field is displayed only when you select parent charge code in Charge Criteria field.</p>
Reference Tenor Start Date	Specify which date should be considered to calculate the start of charge tenor duration. The options are:

Field Name	Description
	<ul style="list-style-type: none"> <li>• Business Date</li> <li>• Invoice Date</li> <li>• Invoice Due Date</li> </ul>
Reference Tenor End Date	Specify which date should be considered to calculate the end of charge tenor duration. The options are: <ul style="list-style-type: none"> <li>• Business Date</li> <li>• Invoice Due Date</li> </ul>
Effective Date	Click the Calendar icon to select the start date of the charge decisioning validity.
Expiry Date	Click the Calendar icon to select the end date of the charge decisioning validity.
Auto Waive	Switch the toggle ON to enable automatic charge waiving at the time of transaction processing. This field is displayed only if filter criteria is selected as 'Instrument Type Status Based'.
Allow Waiver	Switch the toggle ON to enable manual charge waiving at the time of transaction processing. If Auto Waive toggle is switched on, then this toggle is switched off and disabled by default.
Allow Pricing Modification	Switch the toggle ON to allow pricing rule modification at the time of transaction processing. If Auto Waive toggle is switched on, then this toggle is switched off and disabled by default.
Allow Override	Switch the toggle ON to enable overriding of charge amount at the time of transaction processing. If Auto Waive toggle is switched on, then this toggle is switched off and disabled by default.
<b>Collection Parameters</b>	
Collection Type	Specify how the charge should be collected. The options are: <ul style="list-style-type: none"> <li>• Periodic</li> <li>• Online</li> </ul>
Frequency	Specify the frequency for charge collection. The options are: <ul style="list-style-type: none"> <li>• Daily</li> <li>• Weekly</li> <li>• Monthly</li> <li>• Half Yearly</li> </ul> This field is displayed only when the collection type is periodic.
Reference Period	Specify when the collection should take place for the selected frequency. For monthly or half-yearly frequency, the collection can take place either at the beginning of the period (BOP) or end of the period (EOP). For weekly frequency, the collection can happen on a specific day of the week.

Field Name	Description
	This field is displayed only when the collection type is periodic.
Units	<p>This field specifies whether the charge collection should take place as per units of specified frequency. If monthly frequency is specified and no. of units is 2, then the charge would be collected once in two months.</p> <p>This field is displayed only when the collection type is periodic.</p>
<b>Calculation Parameters</b>	
Calculation Type	<p>Specify how the charge should be calculated. The options are:</p> <ul style="list-style-type: none"> <li>• Periodic</li> <li>• Online</li> </ul>
Frequency	<p>Specify the frequency for charge calculation. The options are:</p> <ul style="list-style-type: none"> <li>• Daily</li> <li>• Weekly</li> <li>• Monthly</li> <li>• Half Yearly</li> </ul> <p>This field is displayed only when the calculation type is periodic.</p>
Reference Period	<p>Specify when the calculation should take place for the selected frequency.</p> <p>For monthly or half-yearly frequency, the calculation can take place either at the beginning of the period (BOP) or end of the period (EOP).</p> <p>For weekly frequency, the calculation can happen on a specific day of the week.</p> <p>This field is displayed only when the calculation type is periodic.</p>
Units	<p>This field specifies whether the charge collection should take place as per units of specified frequency. If monthly frequency is specified and no. of units is 2, then the charge would be collected once in two months.</p> <p>This field is displayed only when the calculation type is periodic.</p>
Add/Override Charges grid	The details of new charges added, appears in this grid.
Default Charges grid	The default charges configured for the selected event, appear in this grid, if you select the Inherit Default Charges option from the Inherit Charges list. These charges cannot be modified.

2. If required, click **Reset** to clear the selected values.
3. Click **Add** to add details in the grid. Click the **Charge Pricing Rule** hyperlink in the Add/Override Charges or Default Charges grid to view the details of the pricing rule.



**Charge Pricing Rule Details**

Charge Pricing Id PRCRULE051022_0000005156	Charge Pricing Description Cltu99	Annun Basis 560	Pricing Category Tier Based Percent
Pricing Method Slab Percent by Period			
Pricing Currency USD	Charge in Txn Currency <input type="checkbox"/>	Min/Max Validation Criteria Percentage	Flat Charge <input type="checkbox"/>
Min Charge Percent Max Charge Percent 2	Max Charge Percent 99		

From	To	Percent
0	20	3
20	40	5

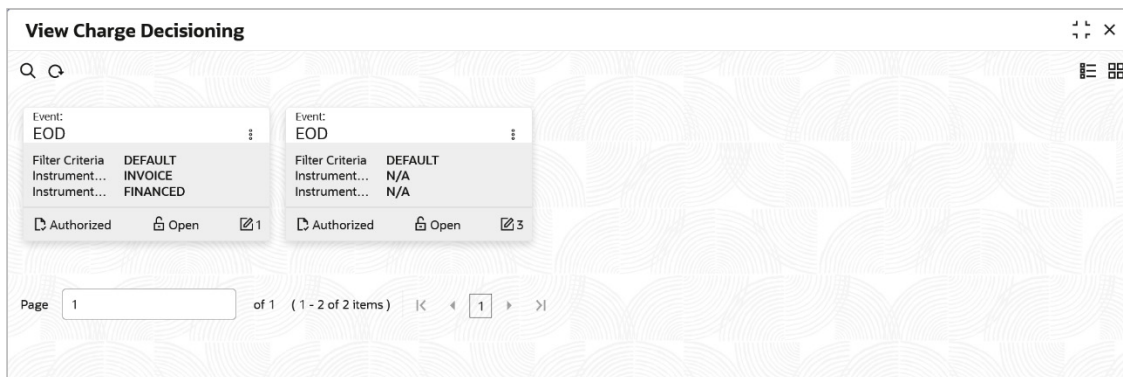
Page 1 of 1 (1-2 of 2 items) |< 1 >|

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

- Select the record in the grid and then click **Options** icon under **Action** column.
  - To modify the details, click **Edit** and repeat the step 1, 2, and 3.  
OR  
To remove the record, click **Delete**.
4. Click **Save** to save the data and send for authorization.

### 3.5.3.2 View Charge Decisioning

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



**View Charge Decisioning**

Event: EOD

Filter Criteria	DEFAULT
Instrument...	INVOICE
Instrument...	FINANCED

Authorized Open 1

Filter Criteria	DEFAULT
Instrument...	N/A
Instrument...	N/A

Authorized Open 3

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

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

- Filter the records in the View screen:
  - Click the **Search** icon to view the filters. You can filter the records by Instrument Type, Instrument Status, Event, Authorization Status, and Record Status.
  - Click **Search**.

OR

Click **Reset** to reset the filter criteria.
- Click the **Refresh** icon to refresh the records.

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

### 3.5.4 Charge Preferential Pricing

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

#### 3.5.4.1 Create Charge Preferential Pricing

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

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

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

Field Name	Description
Filter Criteria	Select the appropriate filter criteria for specific application of charges. Based on the selected criteria, the Party ID, Instrument Type, Instrument Status, and Customer Category fields are displayed.
Party	Click the search icon to select the party ID. This field is displayed only if 'Party' is selected in the filter criteria.

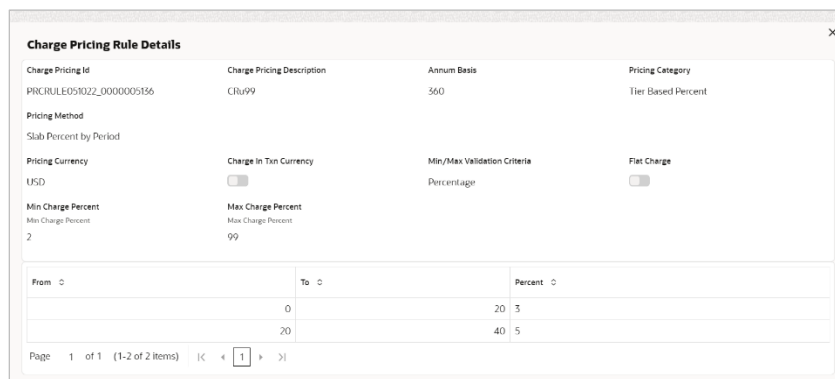
Field Name	Description
Instrument Type	Select the type of instrument. Instrument statuses are available bases on selected instrument type. This field is displayed only if 'Instrument Type' is selected in the filter criteria.
Instrument Status	Select the status of the instrument. This field is displayed only if 'Instrument Type' is selected in the filter criteria.
Customer Category	Click the search icon to select the customer category. This field is displayed only if 'Customer Category' is selected in the filter criteria.
Charge Code	Click the search icon to select charge code for pricing configuration.
Charge Criteria	Select the criteria to be considered based on which charge should be calculated. <ul style="list-style-type: none"> <li>Count of POs</li> <li>Parent Charge Code</li> <li>Count of Invoices</li> <li>Invoice Amount</li> <li>PO Amount</li> </ul>
Charge Pricing Rule	Click the search icon to select the pricing rule.
Parent Charge Code	Select the parent charge code. This field is displayed only when you select parent charge code in Charge Criteria field.
External Pricing	Switch the toggle ON to allow the user to configure the external pricing. By default, this toggle will be OFF.
External Pricing System	Select the external pricing system from the dropdown list for which the external charges need to be configured. This field appears only if the <b>External Pricing</b> toggle is ON.
External Pricing Identifier	Specify the unique identifier for the external pricing system. This field appears only if the <b>External Pricing</b> toggle is ON.
External Pricing Identifier Description	Specify the brief description about the external pricing identifier. This field appears only if the <b>External Pricing</b> toggle is ON.
Reference Tenor Start Date	Specify which date should be considered to calculate the start of tenor duration.
Reference Tenor End Date	Specify which date should be considered to calculate the end of tenor duration.
Effective Date	Click the Calendar icon to select the start date of the preferential pricing validity.
Expiry Date	Click the Calendar icon to select the end date of the preferential pricing validity.



Field Name	Description
Charge Application	Switch the toggle ON to enable the charge application.
Allow Waiver	Switch the toggle ON to enable the charge waiving.
Allow Override	Switch the toggle ON to enable the overriding of charges.
Allow Pricing Modification	Switch the toggle ON to allow pricing modification.
<b>Collection Parameters</b>	
Collection Type	Specify how the pricing should be collected. <ul style="list-style-type: none"> <li>Periodic</li> <li>Online</li> </ul>
Frequency	Specify the frequency for charge collection. <ul style="list-style-type: none"> <li>Daily</li> <li>Weekly</li> <li>Monthly</li> <li>Half Yearly</li> </ul> This field is displayed only when collection type is periodic.
Reference Period	Specify when the collection should take place for the selected frequency. <ul style="list-style-type: none"> <li>BOP (Beginning of Period)</li> <li>EOP (End of Period)</li> </ul> This field is displayed only when the collection type is periodic.
Unit	Specify whether the charge collection should take place as per units of specified frequency. <p>This field is displayed only when the collection type is periodic.</p>
<b>Calculation Parameters</b>	
Calculation Type	Specify how the pricing should be calculated. <ul style="list-style-type: none"> <li>Periodic</li> <li>Online</li> </ul>
Frequency	Specify the frequency for charge calculation. <ul style="list-style-type: none"> <li>Daily</li> <li>Weekly</li> <li>Monthly</li> <li>Half Yearly</li> </ul> This field is displayed only when the calculation type is periodic.
Reference Period	Specify when the calculation should take place for the selected frequency. <ul style="list-style-type: none"> <li>BOP (Beginning of Period)</li> <li>EOP (End of Period)</li> </ul> This field is displayed only when the calculation type is periodic.

Field Name	Description
Unit	Specify whether the charge calculation should take place as per units of specified frequency. This field is displayed only when the calculation type is periodic.
Charges grid	The details of any preferential pricing added in this screen appear as an entry in this grid.

2. If required, click **Reset** to clear the selected values.
3. Click **Add** to add details in the grid. Click the **Charge Pricing Rule** hyperlink in the grid to view the details of the pricing rule.



**Charge Pricing Rule Details**

Charge Pricing Id PRCRULE051022_0000005156	Charge Pricing Description CHU99	Annum Basis 360	Pricing Category Tier Based Percent
Pricing Method Slab Percent by Period	Pricing Currency USD	Charge in Txn Currency <input type="checkbox"/>	Min/Max Validation Criteria Percentage
Min Charge Percent Min Charge Percent 2	Max Charge Percent Max Charge Percent 99	Flat Charge <input type="checkbox"/>	

From	To	Percent
0	20	3
20	40	5

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

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

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

### 3.5.4.2 View Charge Preferential Pricing

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

The screenshot displays the 'View Preferential Pricing' interface. It features three filter panels at the top, each with a search icon and a list icon. The first panel, 'PARTY\_BASED', shows 'Party' as 'N/A' and 'Instrument...' as 'N/A'. The second panel, 'PARTY\_INSTRUMENT\_TY...', shows 'Party' as '000419', 'Instrument...' as 'PO', and 'Instrument...' as 'PARTIAL\_FINANCED'. The third panel, 'PARTY\_INSTRUMENT\_TY...', shows 'Party' as '201914', 'Instrument...' as 'CHEQUE', and 'Instrument...' as 'LODGED'. Each panel has buttons for 'Unauthorized', 'Open', and a count '1'. At the bottom, a pagination bar indicates 'Page 1 of 1 (1 - 3 of 3 items)' with navigation arrows.

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

- Filter the records in the View screen:
  - a. Click the **Search** icon to view the filters. You can filter the records by Party, Instrument Type, Instrument Status, Authorization Status, and Record Status.
  - b. Click **Search**.

OR

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

## 3.6 Maintaining Commodity

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

### 3.6.1 Create Commodity

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

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

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

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

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

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

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

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

**Unit Details** [X]

Unit:  Minimum Unit:  Maximum Unit:  Unit Price:

Unit	Minimum Unit	Maximum Unit	Unit Price	Action
KILOGRAM	0	10	100	⋮

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

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

### 3.6.2 View Commodity

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

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

The screenshot shows the 'View Commodity' interface. At the top, there's a search bar and a list of commodity codes. Each code is displayed in a card-like format with the following information:

- Supplier Id:** (e.g., 004262, 000381, 000462, 000383, 000385, 000386)
- Supplier Name:** (e.g., Reindeer Corp, Danone, ABZ Solutions, Route, Zomato, IRCTC)
- Authorized:** (icon)
- Open:** (icon)
- Record Count:** (e.g., 1, 1, 1, 1, 3, 1)

At the bottom, there's a pagination control showing 'Page 1 of 1 (1 - 6 of 6 items)' and navigation buttons.

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

- Filter the records in the View screen:
  - c. Click the **Search** icon to view the filters. You can filter the records by Supplier Id, Authorization Status, and Record Status.
  - d. Click **Search**. OR  
Click **Reset** to reset the filter criteria.
- Click the **Refresh** icon to refresh the records.
- Click the **Options** icon and then click any of the below options:
  - **Unlock** – To modify the record details. Refer the **Create Commodity** section for field level details.
  - **Authorize** – To authorize the record. Authorizing requires necessary access rights.
    - Optional: Click **View** to view the record details.
    - Select the record to authorize and then click **Confirm**.
  - **Delete/Close** – To remove the record.
    - Optional: On the confirmation pop-up window, click **View** to view the record details.
    - Click **Proceed** to delete the record.
  - **Copy** – To copy the commodity code details for creating a new record.
  - **View** – To view the commodity code details.
  - **Reopen** – To reopen a closed record.

## 3.7 Maintaining Division Code

By using 'Division Code' screens, user can maintain the division codes for parties. Once created, disbursement or settlement for a finance can be managed through accounts specific to those divisions.

### 3.7.1 Create Division Code

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

**Navigation Path:** *Receivables and Payables > Maintenance > Division Code > Create Division Code*

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

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

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

Field Name	Description
Division Address Line 3	Line 3 of the division address.
Division Address Line 4	Line 4 of the division address.
Country	Click on the Search icon to select country.

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

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

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

### 3.7.2 View Division Code

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

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

The screenshot shows the 'View Division Code' interface. It features a search bar at the top left and a list of four records. Each record is displayed in a card-like format with the following details:

- Record 1:** Party Id: 000381, Party Name: Danone, Actions: Authorized, Open, Edit (1)
- Record 2:** Party Id: 000462, Party Name: ABZ Solutions, Actions: Authorized, Open, Edit (2)
- Record 3:** Party Id: 000385, Party Name: Zomato, Actions: Authorized, Open, Edit (1)
- Record 4:** Party Id: 000380, Party Name: Carrefour, Actions: Authorized, Open, Edit (4)

At the bottom, a pagination bar indicates 'Page 1 of 1 (1 - 4 of 4 items)' with navigation arrows.

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

- Filter the records in the View screen:
  - a. Click the **Search** icon to view the filters. You can filter the records by Party Id, Authorization Status, and Record Status.
  - b. Click **Search**.  
OR  
Click **Reset** to reset the filter criteria.



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

## 3.8 Maintaining Reconciliation Rules

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

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

### 3.8.1 Reconciliation Rule Definition

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

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

For the 'Generic' type of rule, user can configure generic reconciliation methods such as FIFO, LIFO, HAFO, and LAFO. As per selected method, one can choose 'Based on' attribute. For example, in 'FIFO' for Invoice Payment recon category, one can choose 'Invoice Date' or 'Invoice Due Date'.

#### 3.8.1.1 Create Exact Reconciliation Rule Definition

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

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

**Create Reconciliation Rule Definition**

Rule Description: RULE1    Recon Category: Invoice/Debit Notes to Credit Notes    Recon Type: Exact    Allocation Details: Select

**Exact Recon**

AND	OR	Fixed Value	Text between	Invoice Attributes	Credit Notes Attributes	Add Condition	Add Group
				Credit Note Number	starts with	ABC	Case Sensitive: Yes No

Validate and Preview    (Credit Note Number starts with ABC)

Cancel    Save

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

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

Field Name	Description
Rule Description	Description of recon rule.

Field Name	Description
Recon Category	Select any one of the below categories of recon for which rule is defined. <ul style="list-style-type: none"> <li>• Invoice/Debit Notes to Credit Notes Recon</li> <li>• Invoice/Debit Notes to Payment Recon</li> <li>• Finance Payment Recon</li> <li>• Expected Cashflow to Payment Recon</li> <li>• Allocation of Payment to Virtual Accounts</li> </ul>
Recon Type	Select <b>Exact</b> as the category of the Recon definition.
Allocation Details	If required, select the value to specify whether the allocation should be done based on account or attribute. This field is enabled only if Allocation of Payment to Virtual Accounts is selected in the Recon category field. The <b>Allocation Basis Grid</b> section displays.

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

- b. Click inside the added container to view buttons for adding condition details.
  - c. Click **Text between** to define the range of text to be validated.

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

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

▪ Invoice:

Base Invoice Amount	Buyer Name	Net Invoice Amt.	Supplier Division Code
Bank	Invoice CCY	Payment Due Date	Supplier ID
Branch	Filler (4 attributes)	PO No.	Supplier Name
Buyer Code	Invoice Date	Repayment Account No.	Program Code
Buyer Code Division	Invoice Due Date	BIC/Routing Code	Program Name
Buyer ID	Invoice No.	Supplier Code	Payment Under Approval (PUA)

- **Credit Note:**

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

- **Finance:**

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



- **Payment:**

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

- Click **Operator** to specify how to compare defined values.
- Click **Fixed Value, Text between, Invoice/Payment Attributes, Payment Attributes, or Finance/Payment Attributes** (depending on the selected recon category) to specify values with which previously defined values should be compared.
- If required, repeat the steps “a” to “f” to add more conditions and or group of conditions.  
OR

To remove condition, click the Delete icon (🗑️) located at the right-bottom of the condition container.

- h. Click **AND** / **OR** to define how many conditions or combination of conditions should be matched to execute the recon rule.
- i. Click **Validate and Preview** to check if the added conditions are valid or not.

Allocation Basis Grid			+
Allocation Attribute ▾	Percentage ▾	Action ▾	
Credit Account no ×	50		
Remitter Account no ×	50		
Page 1 of 1 (1-2 of 2 items)   < 1 >			

3. In the 'Allocation Basis Grid' section, perform the following steps to define percentage of account/attribute allocation:
  - a. Click **Add** to add a new row.
  - b. Double click the row to add/edit attribute and percentage.
  - c. Repeat the step "a" and "b" to add more attributes.  
OR  
If required, click the Delete icon (🗑️) under 'Action' column to remove the allocation row.
4. Click **Save** to save the data and send for authorization.

### 3.8.1.2 Create Generic Reconciliation Rule Definition

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

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

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

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

Field Name	Description
Rule Description	Description of recon rule.
Recon Category	Select any one of the below categories of recon for which rule is defined. <ul style="list-style-type: none"> <li>• Invoice/Debit Notes to Credit Notes Recon</li> <li>• Invoice/Debit Notes to Payment Recon</li> <li>• Finance Payment Recon</li> <li>• Expected Cashflow to Payment Recon</li> <li>• Allocation of Payment to Virtual Accounts</li> </ul>
Recon Type	Select <b>Generic</b> as the category of the Recon definition.
Allocation Basis	If required, select the value to specify whether the allocation should be done based on account or attribute. This field is enabled only if Allocation of Payment to Virtual Accounts is selected in the Recon category field. The <b>Allocation Basis Grid</b> section displays.

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

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

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

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

Allocation Basis Grid

Allocation Attribute	Percentage	Action
Credit Account no ×	50	
Remitter Account no ×	50	

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

3. In the 'Allocation Basis Grid' section, perform the following steps to define account/attribute allocation basis which the allocation would be done and percentage
  - a. Click **Add** to add a new row.
  - b. Double click the row to add/edit attribute/account and appropriate percentage.
  - c. Repeat the step "a" and "b" to add more attributes.  
OR  
If required, click the **Delete** icon under **Action** column to remove the allocation row.
4. Click **Save** to save the data and send for authorization.

### 3.8.1.3 View Reconciliation Rule Definition

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

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

View Reconciliation Rule Definition

Rule Description: FPTEXT Rule Id: RR00000241 Recon Type: E Recon Category: FPR Authorized Open 1	Rule Description: NehInvGenRule Rule Id: RR00000201 Recon Type: G Recon Category: IPR Authorized Open 1	Rule Description: nehgeninvrule Rule Id: RR00000291 Recon Type: G Recon Category: ICR Authorized Open 1	Rule Description: neh600ruleinv Rule Id: RR00000301 Recon Type: E Recon Category: IPR Authorized Open 1	Rule Description: FPRGEN Rule Id: RR00000242 Recon Type: G Recon Category: FPR Authorized Open 1
Rule Description: IPRGEN Rule Id: RR00000244 Recon Type: G Recon Category: IPR Authorized Open 1	Rule Description: testInnovation12 Rule Id: RR00000222 Recon Type: E Recon Category: VPA Authorized Open 1	Rule Description: InvRecGenadcb Rule Id: RR00000342 Recon Type: G Recon Category: IPR Authorized Open 1	Rule Description: rule123 Rule Id: RR00000284 Recon Type: E Recon Category: IPR Authorized Open 1	Rule Description: nehapril27allrule Rule Id: RR00000288 Recon Type: E Recon Category: VPA Authorized Open 1

Page 1 of 3 (1 - 10 of 27 items) | < 1 2 3 >



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

- Filter the records in the View screen:
  - a. Click the **Search** icon to view the filters. You can filter the records by Rule Id, Rule Description, Recon Category, Recon Type, Allocation Details, Authorization Status, and Record Status.
  - b. Click **Search**.
- OR
- Click **Reset** to reset the filter criteria.
- Click the **Refresh** icon to refresh the records.
- Click the **Options** icon and then click any of the below options:
  - **Unlock** – To modify the record details. Refer the **Create Exact/Generic Reconciliation Rule Definition** section for field level details.
  - **Authorize** – To authorize the record. Authorizing requires necessary access rights.
    - Optional: Click **View** to view the record details.
    - Select the record to authorize and then click **Approve**.
  - **Delete/Close** – To remove the record.
    - Optional: On the confirmation pop-up window, enter the remark for deletion.
    - Click **Confirm** to delete the record.
  - **Copy** – To copy the reconciliation rule definition details for creating a new record.
  - **View** – To view the reconciliation rule definition details.
  - **Reopen** – To reopen a closed record.

## 3.8.2 Reconciliation Rule Decision

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

### 3.8.2.1 Create Reconciliation Rule Decision

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

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

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

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

Field Name	Description
Filter Criteria	<p>Select the appropriate filter criteria for specific application of reconciliation rule decisioning. This is the level to which the reconciliation rule is mapped. Select any one of the below filter criteria to map the recon rule specifically to it:</p> <ul style="list-style-type: none"> <li>• Program and Counterparty Based (Applicable for Oracle Banking Supply Chain Finance only)</li> <li>• Program Based (Applicable for Oracle Banking Supply Chain Finance only)</li> <li>• Corporate Based</li> <li>• CounterParty Based</li> <li>• Relationship and CounterParty Based</li> <li>• Relationship Based</li> <li>• Default</li> </ul>
Program	<p>Click the search icon and select the program to setup the recon rule for.</p> <p>This field is displayed only if 'Filter Criteria' includes program.</p> <p>This field is applicable only to the Oracle Banking Supply Chain Finance system.</p>

Field Name	Description
Counterparty Id	Click the search icon and select the counterparty to setup the recon rule for. This field is displayed only if 'Filter Criteria' includes counterparty.
Corporate	Click the search icon and select the corporate to setup the recon rule for. This field is displayed only if 'Filter Criteria' includes corporate.
Relationship Code	Click the search icon and select the relationship to setup the recon rule for. This field is displayed only if 'Filter Criteria' includes relationship.
Priority	The rules would get applied based on the ascending order of priority maintained here.
Recon Category	Category of recon rule being mapped. For example: 'Expected Debit/Credit to Payment Recon', or 'Invoice Payment Recon'.
Recon Type	User can select either 'Generic' or 'Exact' rule.
Rule Id	Once the recon category and type is selected, then user can search for all the existing rules available for recon category and type.
Rule Id Description	This is automatically populated based on the rule id selected.
Execute Generic Recon	User can select this if generic recon is to be executed if there are more than one matching record post exact reconciliation and if generic recon rule is to be executed for matching outstanding payment to invoice. This is enabled only if 'Recon Type' is 'Exact'.

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

### 3.8.2.2 View Reconciliation Rule Decision

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

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

The screenshot shows the 'View Recon Rule Decision' window with a grid of filter criteria and record counts. The window has a title bar with a search icon and a close button. The main area contains a grid of filter criteria and record counts. The grid is organized into two rows and four columns. Each cell in the grid contains a filter criteria dropdown, a list of filter fields with their values, and a record count icon.

Filter Criteria	Program	Counterparty Id	Corporate...	Relationship...	Authorized	Open	Record Count
CORPORATE_BASED	N/A	N/A	-	N/A	Authorized	Open	11
DEFAULT	N/A	N/A	N/A	N/A	Authorized	Open	1
CORPORATE_BASED	N/A	N/A	CPC SRL	N/A	Authorized	Open	1
CORPORATE_BASED	N/A	N/A	FERRARI	N/A	Authorized	Open	1
CORPORATE_BASED	N/A	N/A	-	N/A	Authorized	Open	3
CORPORATE_BASED	N/A	N/A	150525	N/A	Authorized	Open	2
CORPORATE_BASED	N/A	N/A	-	N/A	Authorized	Open	3

Page 1 of 1 (1 - 7 of 7 items)

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

- Filter the records in the View screen:
  - a. Click the **Search** icon to view the filters. You can filter the records by Corporate Name, Counterparty Id, Relationship Code, Program, Authorization Status, and Record Status.
  - b. Click **Search**.

OR

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

## 3.9 Maintaining Tolerance

Reconciliation of repayments with invoices are executed basis configured exact and generic reconciliation rules such as FIFO, LIFO and so on. Through this functionality, user can configure an acceptable discrepancy between invoice outstanding amount and payment amount to enable automatic matching of invoices with the respective payment records. Tolerances allow outstanding payments and invoice records to match even if the respective amount differ. Similarly, tolerance can be configured for other categories as well. Without the tolerance configuration, user intervention would be required for matching invoices/cash-flows and payment records that does not have equated amounts.

### 3.9.1 Create Tolerance

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

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

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

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

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

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

2. Click the **Add** icon to add rows in the grid.
3. In the **Action** column of the grid, perform the following steps:
  - Click **Delete** icon to remove that specific row.
  - OR
  - Click **Edit** icon and refer the following table for specifying details in the grid:

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

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

### 3.9.2 View Tolerance

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

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

The screenshot shows the 'View Tolerance' screen with five filter criteria panels at the top. Each panel has a search icon and a list of filter criteria. Below the panels is a table of tolerance records. The table has columns for Program, Spoke, Relationship..., and Counterparty Id. The first row shows a record with Program N/A, Spoke N/A, Relationship... REL702, and Counterparty Id N/A. The second row shows a record with Program PROGRAM2, Spoke 000579, Relationship... N/A, and Counterparty Id N/A. The third row shows a record with Program PROGRAM1, Spoke N/A, Relationship... N/A, and Counterparty Id N/A. The fourth row shows a record with Program PROGRAM1, Spoke 000381, Relationship... N/A, and Counterparty Id N/A. The fifth row shows a record with Program N/A, Spoke N/A, Relationship... N/A, and Counterparty Id N/A. Each row has buttons for 'Authorized', 'Open', and a status icon. At the bottom, there is a pagination bar showing 'Page 1 of 1 (1 - 5 of 5 items)' and navigation icons.

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

- Filter the records in the View screen:
  - a. Click the **Search** icon to view the filters. You can filter the records by Program, Spoke, Relationship Code, Counterparty Id, Party, Authorization Status, and Record Status.
  - b. Click **Search**.

OR

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

## 3.10 Maintaining Payment Terms

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

### 3.10.1 Create Payment Terms

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

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

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

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

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



Field Name	Description
	This field is only displayed when filter criteria includes 'Counterparty'.
Party	Click the search icon and select the party. This field is only displayed when filter criteria includes 'Party'.
Frequency of Payments	Select the frequency of the payment as monthly, weekly, or custom.
Days of the Month	This field is displayed only for 'Monthly' frequency of payment. Select the days of the month on which payment is expected.
Days of the Week	This field is displayed only for 'Weekly' frequency of payment. Select the days of the week on which payment is expected.
Payment Schedule grid	This field is displayed only for 'Custom' frequency of payment. Perform the following steps to add customer frequency of payment: <ol style="list-style-type: none"> <li>Click the <b>Add</b> icon to add a row of schedule.</li> <li>In the <b>Action</b> column of grid, click the <b>Delete</b> icon to remove that specific row.</li> </ol> OR Click the <b>Edit</b> icon and perform following steps for specifying details in the grid: <ol style="list-style-type: none"> <li>In the <b>From Day</b> field, select the start date of the duration as per selected entity for 'Payment Date Calculation Basis' field.</li> <li>In the <b>To Day</b> field, select the end date of the duration as per selected entity for 'Payment Date Calculation Basis' field.</li> <li>In the <b>Payment Day</b> field, select the specific day of the month for payment against the specified 'From' and 'To' days.</li> </ol>
Payment Date Calculation Basis	Select the any one of the below to specify how the payment date should be calculated. <ul style="list-style-type: none"> <li>Invoice Date + Minimum Tenor</li> <li>Invoice Due Date</li> <li>Invoice Due Date + Minimum Tenor</li> </ul>
Minimum Credit Period	Enter the number to define the minimum tenor for the invoice.
Holiday Treatment	Select the value to specify payment due date should be moved to next/previous day in case it falls on holiday.

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

### 3.10.2 View Payment Terms

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

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

The screenshot shows the 'View Payment Terms' interface. It features a search bar at the top left and a list of payment terms. Each term is displayed in a card-like format with the following details:

- Filter Criteria:** (e.g., DEFAULT, PROGRAM\_SPOKE\_BASED, RELATIONSHIP\_COUNT..., PROGRAM\_BASED, RELATIONSHIP\_BASED, PARTY\_BASED)
- Program:** (e.g., N/A, PROGRAM2, N/A, PROGRAM1, N/A, N/A)
- Spoke:** (e.g., N/A, 000379, N/A, N/A, N/A, N/A)
- Relationship...** (e.g., N/A, N/A, REL702, N/A, REL701, N/A)
- Counterparty Id:** (e.g., N/A, N/A, 000376, N/A, N/A, N/A)
- Actions:** Authorized (lock icon), Open (key icon), and a count (e.g., 1, 3).

At the bottom, there is a pagination bar showing 'Page 1 of 1 (1 - 6 of 6 items)' and navigation arrows.

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

- Filter the records in the View screen:
  - a. Click the **Search** icon to view the filters. You can filter the records by Relationship Code, Spoke, Counterparty Id, Program, Party, Authorization Status, and Record Status.
  - b. Click **Search**. OR  
Click **Reset** to reset the filter criteria.
- Click the **Refresh** icon to refresh the records.
- Click the **Options** icon and then click any of the below options:
  - **Unlock** – To modify the record details. Refer the **Create Payment Terms** section for field level details.
  - **Authorize** – To authorize the record. Authorizing requires necessary access rights.
    - Optional: Click **View** to view the record details.
    - Select the record to authorize and then click **Confirm**.
  - **Delete/Close** – To remove the record.
    - Optional: On the confirmation pop-up window, click **View** to view the record details.
    - Click **Proceed** to delete the record.
  - **Copy** – To copy the payment terms details for creating a new record.
  - **View** – To view the payment terms details.
  - **Reopen** – To reopen a closed record.

## 3.11 Maintaining Relationships

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

### 3.11.1 Create Relationship

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

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

Relationship Code

RC12345

Relationship Description

Relationship Desc.

Corporate Id

ABC Pvt Ltd  
ABCO1

Product Category

☒ Receivable & Collections
 ☒ Payables

Effective From

May 12, 2022

Valid Till

Auto-Debit Applicable

☐

Holiday Treatment

Select

Auto Acceptance Applicable

☐

No. of Days

Allow Overdue Receivables

☐

Maximum Days Overdue

Validate Linked Purchase Orders

☐

Excess Handling

Select

Excess Refund Party

Select

Excess Refund Payment Mode

Select

Auto-Debit Applicable

☐

Holiday Treatment

Select

Auto Acceptance Applicable

☐

No. of Days

Allow Overdue Receivables

☐

Maximum Days Overdue

Validate Linked Purchase Orders

☐

Excess Handling

Select

Excess Refund Party

Select

Excess Refund Payment Mode

Select

Buyer Id	Auto-Debit	Auto Acceptance	No. of Days	Allow Overdue Receivables	Maximum Days Overdue	Excess Handling	Excess Refund Party	Excess Refund Paym...	Action
REGO INTERNATIONAL CO LTD 201920	Yes	Yes		Yes					

Page 1 of 1 (1 of 1 items)

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1

>

Supplier Id	Auto-Debit	Auto Acceptance	No. of Days	Allow Overdue Receivables	Maximum Days Overdue	Excess Handling	Excess Refund Party	Excess Refund Paym...	Action
ROUND TABLE CREATIVE PRINTING C 201921	Yes	Yes		Yes					

Page 1 of 1 (1 of 1 items)

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1

>

Cancel

Save

Below screen depicts Customer Id selected as non-customer.

**Create Relationship**

Relationship Code  Required

Relationship Description  Required

Corporate Id  Search Required

Product Category ☒ Receivable & Collections ☒ Payables

Effective From  May 12, 2022

Valid Till  Required

**Receivable Parameters**

Auto-Debit Applicable ☐

Allow Overdue Receivables ☐

Excess Handling  Select

Holiday Treatment  Select Required

Maximum Days Overdue

Excess Refund Party  Select

Auto Acceptance Applicable ☐

Validate Linked Purchase Orders ☐

Excess Refund Payment Mode  Select

No. of Days

**Payable Parameters**

Auto-Debit Applicable ☐

Allow Overdue Receivables ☐

Excess Handling  Select

Holiday Treatment  Select Required

Maximum Days Overdue

Excess Refund Party  Select

Auto Acceptance Applicable ☐

Validate Linked Purchase Orders ☐

Excess Refund Payment Mode  Select

No. of Days

**Buyer Details**

Buyer Id	Auto-Debit	Auto Acceptance	No. of Days	Allow Overdue Receivables	Maximum Days Overdue	Excess Handling	Excess Refund Party	Excess Refund Payment...	Action
BPC Company NC00001206	Yes	Yes		Yes					

Page 1 of 1 (1 of 1 items)

**Supplier Details**

Supplier Id	Auto-Debit	Auto Acceptance	No. of Days	Allow Overdue Receivables	Maximum Days Overdue	Excess Handling	Excess Refund Party	Excess Refund Payment...	Action
Supplier NC00001207	Yes	Yes		Yes					

Page 1 of 1 (1 of 1 items)

Cancel Save

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

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

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

Field Name	Description
	Search fields and Search results data grid for each category is displayed upon selecting the category.
Effective From	Click the Calendar icon to select the date from which the relationship is active. Blank value for this field considers branch date by default.
Valid Till	Click the Calendar icon and select the date till which the relationship would be valid.
<b>Receivable Parameters</b>	
Select the parameters required for Receivables in the following fields.	
Auto Debit Applicable	Switch the toggle ON, if automatic debit facility is applicable at relationship level.
Holiday Treatment	Select the value to specify how to treat transactions falling on holidays. <ul style="list-style-type: none"> <li>• Previous Business Date</li> <li>• Next Business Date</li> </ul>
Auto Acceptance Applicable	Switch the toggle ON, if auto acceptance should be enabled for the receivables.
No. of Days	Enter the number of day(s) post, which the auto-acceptance is triggered for the receivables. This field displays only if the Auto Acceptance Applicable toggle is enabled.
Allow Overdue Receivables	Switch the toggle ON to allow the creation of overdue invoices and debit notes for the relationship.
Maximum Days Overdue	Enter the maximum number of days past the invoice/debit-note due date (if maintained), until when the creation of the receivable is allowed. This field appears only when the 'Allow Overdue Receivables' toggle is enabled.
Validate Linked Purchase Orders †	Switch the toggle ON to validate the purchase orders linked with invoice during creation or upload.
Excess Handling	Select how excess payment made towards settling of outstanding invoice/finance, should be handled. The following options are available: <ul style="list-style-type: none"> <li>• Refund to beneficiary or payment party</li> <li>• Auto-Reconcile</li> <li>• Manually-Reconcile</li> <li>• Auto-Reconcile and Refund</li> </ul>
Excess Refund Party	Select the party to refund the excess amounts to. <ul style="list-style-type: none"> <li>• Payment Party</li> <li>• Beneficiary/Counter Party</li> </ul>
Excess Refund Payment Mode	Select the mode of payment for the excess payment refund. <ul style="list-style-type: none"> <li>• Account Transfer</li> </ul>

Field Name	Description
	<ul style="list-style-type: none"> <li>Cheque</li> <li>EFT</li> </ul>
<b>Payables Parameters</b>	
Select the parameters required for Payables in the following fields.	
Auto Debit Applicable	Switch the toggle ON, if automatic debit facility is applicable for payables at the relationship level.
Holiday Treatment *	Select the value to specify how to treat transactions falling on holidays. <ul style="list-style-type: none"> <li>Previous Business Date</li> <li>Next Business Date</li> </ul>
Auto Acceptance Applicable	Switch the toggle ON, if auto acceptance should be enabled for the payables.
No. of Days	Enter the number of day(s) post, which the auto-acceptance is triggered for the payables. This field displays only if the Auto Acceptance Applicable toggle is enabled.
Allow Overdue Receivables	Enable this toggle to allow creation of overdue invoices and debit notes for the relationship.
Maximum Days Overdue	Enter the maximum number of days past the payment due date (if maintained), until when the creation of the payable is allowed. This field appears only when the 'Allow Overdue Receivables' toggle is enabled.
Validate Linked Purchase Orders †	Switch the toggle ON to validate the purchase orders linked with invoice during creation or upload.
Excess Handling	Select how excess payment made towards settling of outstanding invoice/finance, should be handled. The following options are available: <ul style="list-style-type: none"> <li>Refund to beneficiary or payment party</li> <li>Auto-Reconcile</li> <li>Manually-Reconcile</li> <li>Auto-Reconcile and Refund</li> </ul>
Excess Refund Party	Select the party to refund the excess amounts to. <ul style="list-style-type: none"> <li>Payment Party</li> <li>Beneficiary/Counter Party</li> </ul>
Excess Refund Payment Mode	Select the mode of payment for the excess payment refund. <ul style="list-style-type: none"> <li>Account Transfer</li> <li>Cheque</li> <li>EFT</li> </ul>

† For existing implementations where relationships would be present, the field for Validate Linked Purchase Orders will be defaulted on the basis of System Parameter Maintenance for the same. System Parameter maintenance will be defaulted to 'Yes; but can be changed at the discretion of the bank or Financial Institution during upgrade to current release version.

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

---

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

---

4. Perform the following steps in the grid:
  - a. Click the **Search** icon in the Buyer/Supplier Name and select the buyer/supplier.
  - c. Click the **Add** icon to add 'Non-Customer' details.

---

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

---

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

**Non Customer** ✕

Basic Info      **Address Information**      Tax Information

**Address Information**

Address Type  Country  Address Line 1  Address Line 2   
Required Required Required

Address Line 3  Address Line 4  Postal Code   
Required

Address Type	Country	Address Line 1	Address Line 2	Address Line 3	Address Line 4	Postal Code	Action
REGISTERED	CANADA	Block 3	Cross Road			45678	⋮

**Contact Info**

Preferred Communication Mode  Country Code  Mobile Number  Landline Number   
Required

Fax Number  Email

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

**Non Customer** ✕

Basic Info      Address Information      **Tax Information**

Tax Reference Number 1  Tax Reference Number 2  GIIN

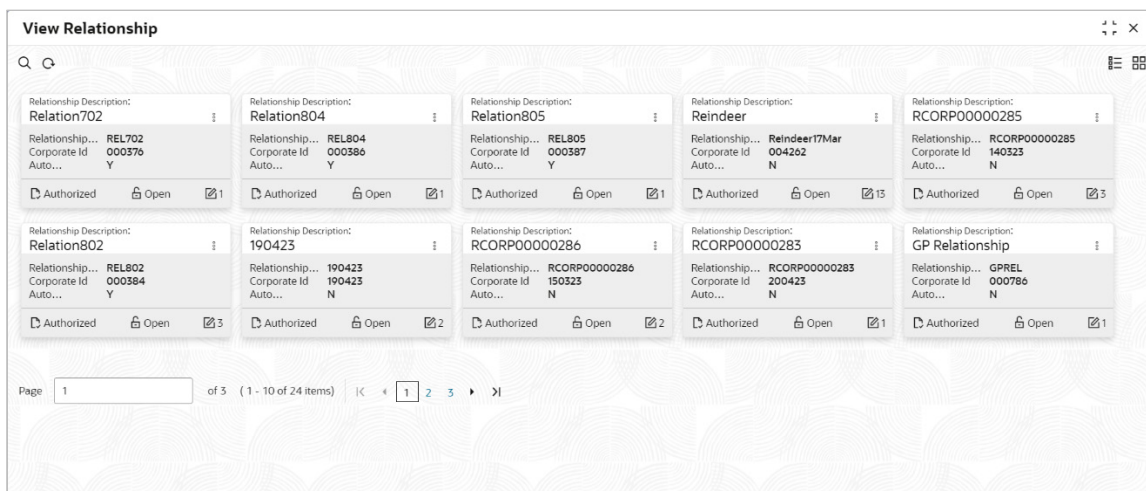
- f. In the **Tax Information** tab, enter the tax reference numbers and GIIN of the non-customer.
- g. Click **Save** to save the non-customer data.
5. Click **Save** to save the record and send for authorization.



### 3.11.2 View Relationship

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

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



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

- Filter the records in the View screen:
  - a. Click the **Search** icon to view the filters. You can filter the records by Relationship Code, Relationship Description, Corporate Id, Product Category, Authorization Status, and Record Status.
  - b. Click **Search**.

OR

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

- **View** – To view the relationship details.
- **Reopen** – To reopen a closed record.

### 3.11.3 View Non Customer

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

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

Non Customer Id	Name	Registration No	Authorized	Open	View
NC00000354	nehB001	2332893	Authorized	Open	View
NC00000407	Buyer17May2	CRNBuyer17May2	Authorized	Open	View
NC00000367	GCIF Solutions3	GCIFSolutions3060413	Authorized	Open	View
NC00000364	ADCB Bank	ADCB Bank222	Authorized	Open	View
NC00000408	Supplier17May1	CRNSupplier17May1	Authorized	Open	View
NC00000352	gcifsol	4245	Authorized	Open	View
NC00000362	060413aspbuyer	060413aspbuyer	Authorized	Open	View
NC00000352	100423asp1	828827382	Authorized	Open	View
NC00000331	100423asp	NEHALM0013344	Authorized	Open	View
NC00000388	aspmay10523	CRNaspmay10523	Authorized	Open	View

Page 1 of 3 (1 - 10 of 23 items) | < 1 2 3 >

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

- Filter the records in the View screen:
  - Click the **Search** icon to view the filters. You can filter the records by Non Customer Id, Short Name, Registration No, Authorization Status, and Record Status.  
Click **Search**. OR  
Click **Reset** to reset the filter criteria.
- Click the **Refresh** icon to refresh the records.
- Click the **Options** icon and then click any of the below options:
  - **Unlock** – To modify the record details. Refer the **Create Relationship** section for field level details.
  - **Authorize** – To authorize the record. Authorizing requires necessary access rights.
    - Optional: Click **View** to view the record details.
    - Select the record to authorize and then click **Confirm**.
  - **Delete/Close** – To remove the record.
    - Optional: On the confirmation pop-up window, enter the remark for deletion.
    - Click **Proceed** to delete the record.
  - **View** – To view the non-customer details.

## 3.12 Maintaining Alerts

### 3.12.1 Maintaining Alert Contact Details

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

#### 3.12.1.1 Create Alert Contact Details

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

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

1. Refer the following table for specifying details in the grid:

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

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

### 3.12.1.2 View Alert Contact Details

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

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

Party ID	Authorization Status	Record Status
000376	Unauthorized	Open
201912	Unauthorized	Open
201914	Unauthorized	Closed
000389	Unauthorized	Open
201918	Unauthorized	Open

Page 1 of 1 (1 - 6 of 6 items)

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

- Filter the records in the View screen:
  - a. Click the **Search** icon to view the filters. You can filter the records by Party Id, Authorization Status, and Record Status.
  - b. Click **Search**.

OR

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

### 3.12.2 Maintaining Alert Definition

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

#### 3.12.2.1 Create Alert Definition

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

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

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

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

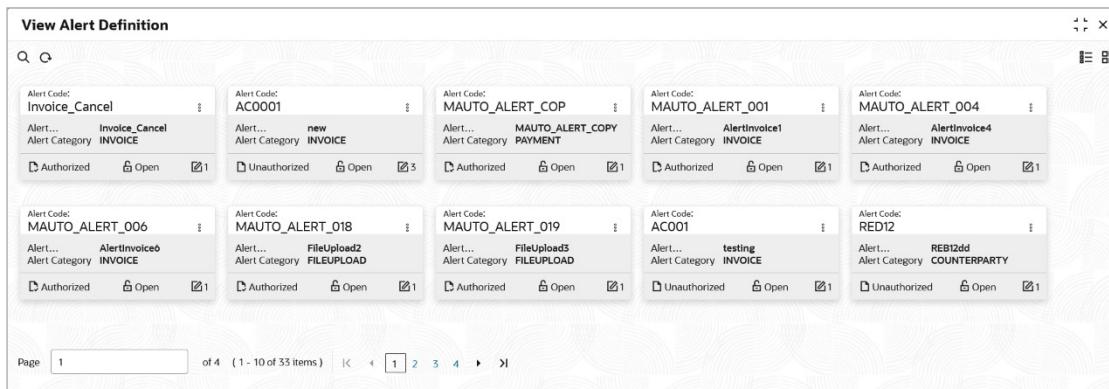
Field Name	Description
Alert Code	Enter the unique alert code to be maintained in the system.
Alert Description	Enter the description of the alert.
Alert Category	Select the category of the alert.
Event	Select event for which the alert should be used.
Effective Date	Click the Calendar icon and select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

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

### 3.12.2.2 View Alert Definition

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

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



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

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

OR

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

### 3.12.3 Maintaining Alert Decisioning

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

#### 3.12.3.1 Create Alert Decisioning

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

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

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

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

Field Name	Description
Category	Select the category of the event for which the alert needs to be set. <ul style="list-style-type: none"> <li>• Invoice</li> <li>• Purchase Order</li> <li>• Counter Party</li> <li>• Payment</li> <li>• File Upload</li> <li>• Credit Note</li> </ul>
Filter Criteria	Select the criteria to which the alert should be linked. <ul style="list-style-type: none"> <li>• Default</li> <li>• Relationship Based</li> </ul>
Relationship Code	Click the search icon and select the relationship to set the alert for. This field appears if you select the <b>Relationship Based</b> option from the <b>Filter Criteria</b> .




Field Name	Description
<b>Alert Decision Details</b>	
Event	Select the event for which the alert needs to be set.
Alert Code	Click the search icon and select the required alert code. The listed alert codes depend on the selected combination of category and event.
Description	Displays the description of the selected alert code.
Recipient	Select the recipient of the alert.
Frequency	Select the frequency to send the alerts. <ul style="list-style-type: none"> <li>Select <b>Online</b> if the alert should be sent only when the event is generated.</li> <li>Select <b>Scheduled</b> if the alert should be sent one or more times prior to the generation of the event.</li> </ul>
Delivery Mode	Select the mode through which the alert should be sent to the recipient.
Additional Phone	Enter the additional phone number to send the alerts on. This field is displayed only for <b>WhatsApp</b> , and <b>SMS</b> modes of delivery.
Additional Email	Enter the additional email address to send the alerts to. This field is displayed only for <b>Email</b> delivery mode.
Text Template for EMAIL	Enter the text to be sent for the email alert. This field is displayed only if the delivery mode is <b>Email</b> , and the frequency is <b>Online</b> .
Attachment Template for EMAIL	Click the search icon and select the attachment template for the email alert. This field is displayed only if the delivery mode is <b>Email</b> , and the frequency is <b>Online</b> .
Text Template for WHATSAPP	Enter the text to be sent for the WhatsApp alert. This field is displayed only if the delivery mode is <b>Whatsapp</b> , and the frequency is <b>Online</b> .
Text Template for SMS	Enter the text to be sent for the SMS alert. This field is displayed only if the delivery mode is <b>SMS</b> , and the frequency is <b>Online</b> .
Text Template for DASHBOARD	Enter the text to be sent for the <b>Dashboard</b> alert. This field is displayed only if the delivery mode is <b>Dashboard</b> , and the frequency is <b>Online</b> .



Field Name	Description
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### Alert Schedule

Click this  icon to set the alert schedule. Alert Schedule popup window appears with the below fields. This icon appears only if you select the **Scheduled** option from the **Frequency** list. Perform the following steps:

- In the **Generate Days before/after** field, enter the number of days prior or after the event the alert to be sent.
- In the **Number of Alerts** field, enter the total alerts to be sent.
- In the **Interval Days** field, enter the interval in days between each alert.
- In the **Text Template** field of each alert, enter the text for the alert.
- In case the selected delivery mode is **Email**, click the search icon and select the required template for the attachment in the **Attachment Template** field.

Click **Add** to add the selected templates. Or, to clear the fields, click **Reset**

Alert before Event	Enter the required details in this tab to send the alerts before the event.
Alert on Event	Enter the required details in this tab to send the alerts during the event.
Alert after Event	Enter the required details in this tab to send the alerts after the event.
Generate days before	Enter the number of days prior to the event when the alert should be sent to the recipient. This field is displayed for <b>Alert before Event</b> and <b>Alert after Event</b> tabs only.
Number of Alerts	Enter the total number of Alerts to be sent to the recipient. This field is displayed for the <b>Alert before Event</b> and <b>Alert after Event</b> tabs only.
Interval Days	Enter the interval in days between each alert. This field is displayed for the <b>Alert before Event</b> and <b>Alert after Event</b> tabs only.
Text Template	Enter the text to be sent for the Alert.
Attachment Template for EMAIL	Click the search icon and select the attachment template for the email alert. This field is displayed only if the delivery mode is <b>Email</b> .

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

### 3.12.3.2 View Alert Decision

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

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

The screenshot shows the 'View Alert Decisioning' interface. It features a grid of six alert decision cards. Each card displays the following information:

- Filter Criteria:** A dropdown menu showing the current filter (e.g., DEFAULT, RELATIONSHIP\_BASED).
- Relationship...**: A dropdown menu showing the relationship code (e.g., N/A, REL807, REL801, REL701).
- Action Buttons**: A set of buttons for managing the record, such as 'Unauthorized', 'Open', 'Authorized', and 'Closed'. Some buttons have a small icon and a count (e.g., '1', '2').

At the bottom of the screen, there is a pagination bar that reads: 'Page 1 of 1 (1 - 6 of 6 Items)'.

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

- Filter the records in the View screen:
  - a. Click the **Search** icon to view the filters. You can filter the records by Relationship Code, Category, Authorization Status, and Record Status.
  - b. Click **Search**.  
OR  
Click **Reset** to reset the filter criteria.
- Click the **Refresh** icon to refresh the records.
- Click the **Options** icon and then click any of the below options:
  - **Unlock** – To modify the record details. Refer the **Create Alerts Decisioning** section for field level details.
  - **Authorize** – To authorize the record. Authorizing requires necessary access rights.
    - Optional: Click **View** to view the record details.

- Select the record to authorize and then click **Confirm**.
- **Delete/Close** – To remove the record.
  - Optional: On the confirmation pop-up window, click **View** to view the record details.
  - Click **Proceed** to delete the record.
- **Copy** – To copy the alert decision details for creating a new record.
- **View** – To view the alert decision details.
- **Reopen** – To reopen a closed record.

## 4. Create Receivables and Payables

The 'Receivables and Payables' menu enables you to create invoices, purchase orders, debit notes, and credit notes.

By using this menu, user can create below instruments:

- [Invoice](#)
- [Purchase Order](#)
- [Debit Note](#)
- [Credit Note](#)

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

**Create Receivables and Payables**

Instrument Type: Select (Required)  
 Record Status: New | In Progress  
 Branch: 004-FLEXCUBE-UNIVERSAL...  
 Processing Date: January 20, 2020  
 Proceed

### 4.1.1 Create Invoice

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

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

**Invoice**

Basic Information

Invoice Number (Required)  
 Invoice Date: October 7, 2022  
 Invoice Value Date (Required)  
 Invoice Due Date (Required)  
 Supplier (Search)  
 Relationship (Search)  
 Program (Search)  
 Buyer (Search)  
 Supplier Division Code (Search)  
 Buyer Division Code (Search)  
 Currency: GBP  
 Pre-Accepted: ☐  
 BIC Routing Code  
 Funding Request Date  
 Remarks  
 Virtual Account: ☐  
 Bank  
 Branch  
 Repayment Account Number  
 Filler Fields/Miscellaneous Fields  
 Filler1  
 Filler2  
 Filler3  
 Filler4  
 Cancel Save & Close Next

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

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

Field Name	Description
Invoice Number	Enter a unique reference number for the invoice to be created. OR Click the search icon to select an existing invoice number. This field cannot be modified once authorized.
Invoice Date	Click the calendar icon and select the date of invoice creation. By default, the system's current date is set.
Invoice Value Date	Click the calendar icon and select the invoice value date. This date may be different from the invoice date.
Invoice Due Date	Click the calendar icon and select the date by when the invoice is due.
Supplier	Click the search icon and select the supplier of the goods/commodity. This field cannot be modified once authorized.
Relationship	Click the search icon and select the relationship of the selected supplier under which this invoice should be created. This field cannot be modified once authorized.
Program	Click the search icon and select the required program under which the invoice should be created.
Buyer	Click the search icon and select the buyer to create the invoice for. This field cannot be modified once authorized.
Supplier Division Code	Click the search icon and select the division code of the supplier.
Buyer Division Code	Click the search icon and select the division code of the buyer.
Currency	Select the currency of the invoice.
Pre-Accepted	Switch the toggle ON if the invoice is pre-accepted by the buyer.
BIC Routing Code	Enter the BIC or SWIFT code of the financial institution, to send the payment amount to.
Funding Request Date	Click the calendar icon and select the date on which funding for the invoice is requested.
Remarks	Enter the comments regarding the invoice, if any.
Virtual Account	Switch the toggle ON, if the repayment account is a virtual one.
Bank	Enter the bank name of the repayment account.
Branch	Enter the branch name of the repayment account.
Repayment Account Number	Enter the account number to send the repayment amount to.
<b>Filler Fields/Miscellaneous Fields</b>	
Filler 1 to 4	Enter the desired values in the filler fields. The bank can

Field Name	Description
	configure these fields on Day 0, based on their requirement.


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

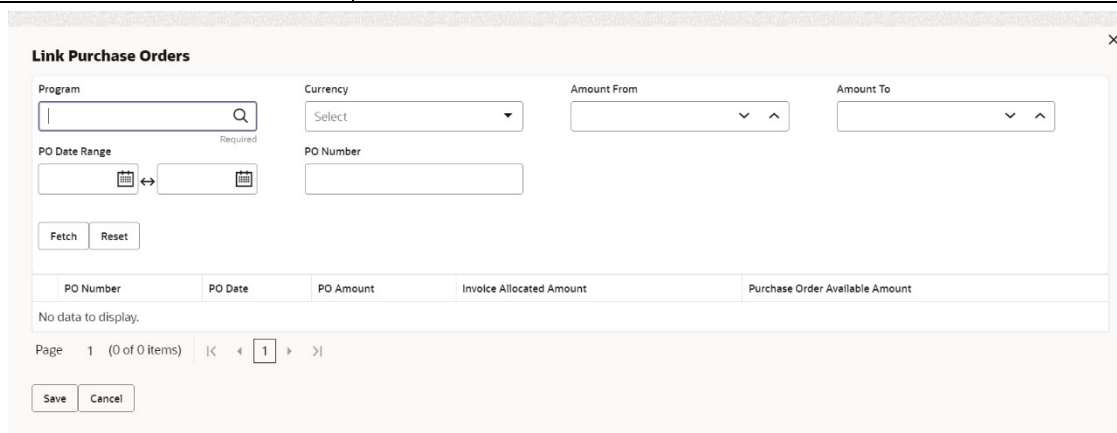
7. In the Commodity and Pricing section, enter the required details, as indicated in the table below.

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


Field Name	Description
Invoice Number	Displays the reference number of the invoice.
Buyer	Displays the name of the buyer.
Supplier	Displays the name of the supplier.
Invoice Due Date	Displays the date when the invoice is due.
Link Purchase Orders	Switch this toggle ON to link one or more purchase orders to the invoice.





#### Link Purchase Orders

Field Name	Description
This section appears if the 'Link Purchase Orders' toggle is switched ON.	
	Click this icon to link one or more purchase orders to the invoice.



1. Enter the required search criteria and click **Fetch**. The relevant purchase order records are displayed.
2. Select the records and click **Save** to link the purchase orders to the invoice.

Purchase Order Number	Displays the purchase order numbers of the same buyer-seller combination as the invoice.
Purchase Order Amount	Displays the purchase order amount.
Purchase Order Available Amount	Displays the purchase order amount as purchase order available amount. Once a purchase order is linked to an invoice, then Purchase Order Available Amount = Purchase Order Amount - Invoice Allocated Amount.
Invoice Allocated Amount (PO Ccy)	Displays the invoice amount allocated to a purchase order in PO currency. This field is editable and allows you to add the amount manually as well. On entering this value, the invoice allocation percentage is automatically updated.  If Purchase Order Available Amount $\geq$ Invoice Amount, the entire invoice amount is allocated to the PO by default. If not, the invoice Amount to the extent of PO Available Amount is allocated to the purchase order.
Exchange Rate	Displays the exchange rate between invoice currency and PO currency.
Invoice Allocated Amount (Inv Ccy)	Displays the invoice amount allocated to a purchase order in invoice currency.
Invoice Allocation Percentage	Displays the percentage of invoice amount allocated to a purchase order. This field is editable and allows you to add the percentage manually as well. On entering this value, the invoice allocated amount is automatically updated.
Purchase Order Available Amount Post-Linkage	Displays the available purchase order amount post the linkage with invoice.
Action	Indicates the options to edit or delete the purchase order record. <ul style="list-style-type: none"> <li>• Click  to edit the record.</li> </ul>

Field Name	Description
	<ul style="list-style-type: none"> <li>Click  to delete the record.</li> </ul>
Add Commodities	Switch this toggle ON to add the commodities being purchased.
<b>Commodity Details</b>	
This section appears if the 'Add Commodities' toggle is switched ON.	
	Click this icon to add a commodity record.
Commodity Name	Click the search icon to select the required commodity.
PO Number	Displays the reference number of the linked purchase orders.
Unit	Select the unit of measurement.
Quantity	Click the 'Add Quantity' link to specify the quantity and unit cost details.
Unit Cost	Displays the unit cost entered.
Discount %	Enter the discount percentage offered. On entering this value, the discount amount is automatically updated.
Discount Amount	Enter the discount amount offered. On entering this value, the discount percentage is automatically updated.
Tax %	Enter the tax percentage. On entering this value, the tax amount is automatically updated.
Tax Amount	Enter the tax amount. On entering this value, the tax percentage is automatically updated.
Net Cost (PO Ccy)	Displays the total amount of the commodity after discount, and inclusion of tax. Total Net Cost should be equal to Total Invoice Allocated Amount. The value is displayed in the PO Currency.
Net Cost (Inv Ccy)	Displays the total amount of the commodity after discount, and inclusion of tax. Total Net Cost should be equal to Total Invoice Allocated Amount. The value is displayed in the Invoice Currency.
Action	Indicates the options to edit or delete the commodity record. <ul style="list-style-type: none"> <li>Click  to edit the record.</li> <li>Click  to delete the record.</li> </ul>

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

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

Field Name	Description
Pricing Details	
Currency	Displays the selected currency.



Field Name	Description
Base Invoice Amount	Displays the total gross amount of all commodities that have been added. This field is editable and allows you to add the base amount manually as well if Base Invoice Amount $\geq$ Total Net Cost.
Discount Percentage	Displays the overall discount percentage received on the base amount. This field is editable and allows you to add the percentage manually as well.
Discount Amount	Displays the overall discount amount received. This field is editable and allows you to add the amount manually as well.
Tax (%)	Displays the overall tax percentage. This field is editable and allows you to add the percentage manually as well.
Tax Amount	Displays the overall tax amount. This field is editable and allows you to add the amount manually as well.
Total Invoice Amount	Displays the total invoice amount after application of discount and tax.
Misc Charge 1 Desc	Enter the description of any miscellaneous charge.
Misc Charge 1 Amount	Enter the miscellaneous charge amount.
Misc Charge 2 Desc	Enter the description of any miscellaneous charge.
Misc Charge 2 Amount	Enter the miscellaneous charge amount.
Net Invoice Amount	Displays the net invoice amount after adding of the miscellaneous charges.
Acceptance Amount	Enter the invoice amount that has been accepted by the Buyer.
Primary Discount Days	Enter the primary discount days.
Primary Discount Percentage	Enter the primary discount percentage.
Secondary Discount Days	Enter the secondary discount days.
Secondary Discount Percentage	Enter the secondary discount percentage.

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

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

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

Field Name	Description
Invoice Number	Displays the reference number of the invoice.
Buyer	Displays the name of the buyer.
Supplier	Displays the name of the supplier.
Invoice Due Date	Displays the date when the invoice is due.
Shipment Date	Click the calendar icon and select the date on which the buyer expects the commodity to get dispatched.
Shipment Number	Enter unique shipment number to track the shipment.
Shipment Address	Enter the complete address where the shipment should be sent.
Shipment Country	Select the country to send the shipment to.
City	Select the city to send the shipment to.
Zip Code	Enter the postal code to send the shipment to.
Phone Number	Enter the contact number of the person who will receive the shipment.
Tax ID	Enter the unique tax ID if shipment charge includes tax amount.
Reason for Export	Enter the reason for exporting the shipment.
Terms of Sale (Incoterms)	Select any of the below terms of sales: <ul style="list-style-type: none"> <li>DAF – Delivered At Frontier</li> <li>DES – Delivered Ex Ship</li> <li>DEQ – Delivered Ex Quay</li> <li>DDU – Delivered Duty Unpaid</li> <li>CIP – Carriage and Insurance Paid To</li> <li>CPT – Carriage Paid To</li> </ul>

Field Name	Description
	<ul style="list-style-type: none"> <li>• CIF – Cost, Insurance and Freight</li> <li>• CFR – Cost and Freight</li> <li>• FOB – Free On Board</li> <li>• DDP – Delivered Duty Paid</li> <li>• FCA - Free Carrier</li> <li>• EXW – Ex Works</li> <li>• FAS – Free Alongside Ship</li> </ul>
Net Payment Terms	Enter the terms of payments, if any.
Country of Origin	Select the country from where the shipment is being sent.
Payment Condition	Select the payment condition. The Payment Conditions are <ul style="list-style-type: none"> <li>• Open account</li> <li>• Bill of exchange against acceptance</li> <li>• Bill of exchange against payment</li> <li>• Documents through banks</li> <li>• Instalment payment without draft</li> <li>• Instalment payment with draft</li> <li>• Other</li> </ul>

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

OR

Click **Save & Close** to save the invoice details.

OR

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

OR

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

**Invoice** Screen(4/4)

Basic Information  
Purchase Order, Commo...  
Shipment Information  
**Summary**

**Summary**

**Invoice Information**  
 Invoice Number : Inv14703  
 Invoice Date : 2022-10-17  
 Invoice Due Date : 2022-10-25  
 Payment Due Date : 2022-10-25  
 Net Invoice Amount : £11,438.23

**Pricing Details**  
 Invoice Amount : £11,011.00  
 Discount(%) : 2  
 Discount Amount : £220.22  
 Tax(%) : 6  
 Tax Amount : £647.45  
 Total Invoice Amount : £11,438.23  
 Total Charges : £0.00  
 Net Invoice Amount : £11,438.23

**Relationship Information**  
 Relationship Name : AstraRel  
 Supplier : Astra  
 Buyer : BL Corp  
 Valid Till : 2051-11-30

**Remarks**

**Shipment Information**  
 Shipment Number   Shipment Date   Country of Origin  
 33535   2023-12-23   AUS  
 Shipment Address   Reason for Export   Terms of Sales (Incoterms)   Net Payment Terms  
 444, Tensor Lane  
 Payment Condition  
 Bill of exchange against payment

**Commodity Details**

Commodity Code	Commodity Name	Quantity	Unit Cost	Discount Amount	Tax Amount	Net Cost
PaintTeal	Teal Paint	11	1001	£220.22	£647.45	£11,438.23

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

Cancel Back **Save and Close**

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

---

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

---

## 4.1.2 Create Purchase Order

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

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

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

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

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

Field Name	Description
	goods/commodity. This field cannot be modified once authorized.
Buyer Division Code	Click the search icon and select the division code of the buyer.
Supplier Division Code	Click the search icon and select the division code of the supplier.
Currency	Select the currency of the purchase order.
Pre-Accepted	Switch the toggle ON if the purchase order is pre-accepted by the supplier.
Funding Request Date	Click the calendar icon and select the date on which funding for the purchase order is requested. This date must be greater than the system's current date.
Remarks	Enter the comments regarding the purchase order, if any.
<b>Filler Fields/Miscellaneous Fields</b>	
Filler 1 to 6	Enter the desired values in the filler fields. The bank can configure these fields on Day 0, based on their requirement.

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




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

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

Field Name	Description
External PO Number	Displays the reference number of the purchase order.
Buyer	Displays the name of the buyer.
Supplier	Displays the name of the supplier.
PO Date	Displays the date of creation of the purchase order.
Add Commodities	Switch this toggle ON to add commodity records.

**Commodity Details**

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

	Click this icon to add a commodity record.
Commodity Name	Click the search icon to select the required commodity.
Unit	Select the unit of measurement.
Quantity	Click the 'Add Quantity' link to specify the quantity and unit cost details.
Unit Cost	Displays the unit cost entered.
Discount %	Enter the discount percentage offered. On entering this value the discount amount is automatically updated.
Discount Amount	Enter the discount amount offered. On entering this value the discount percentage is automatically updated.
Tax %	Enter the tax percentage. On entering this value the tax amount is automatically updated.
Tax Amount	Enter the tax amount. On entering this value the tax percentage is automatically updated.
Net Cost	Displays the total amount of the commodity after discount, and inclusion of tax.
Action	Indicates the options to edit or delete the commodity record. <ul style="list-style-type: none"> <li>Click  to edit the record.</li> <li>Click  to delete the record.</li> </ul>

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

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

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

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

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

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

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

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



Field Name	Description
External PO Number	Displays the reference number of the purchase order.
Buyer	Displays the name of the buyer.
Supplier	Displays the name of the supplier.
PO Date	Displays the date of creation of the purchase order.
Requested Shipment Date	Click the calendar icon and select the date on which the buyer expects the commodities to get dispatched.
Ship To	Enter the name of the location to send the shipment to.
Shipment Address	Enter the complete address to send the shipment to.
Shipment Country	Select the country to send the shipment to.
City	Select the city to send the shipment to.
Zip Code	Enter the postal code to send the shipment to.
Phone Number	Enter the contact number of the person who will receive the shipment.
Tax ID	Enter the unique tax ID if the shipment charge includes tax amount.
Reason for Export	Enter the reason for exporting the shipment.
Terms of Sale(Incoterms)	Select the relevant terms of sale: <ul style="list-style-type: none"> <li>• DAF – Delivered At Frontier</li> <li>• DES – Delivered Ex Ship</li> <li>• DEQ – Delivered Ex Quay</li> <li>• DDU – Delivered Duty Unpaid</li> <li>• CIP – Carriage and Insurance Paid To</li> <li>• CPT – Carriage Paid To</li> <li>• CIF – Cost, Insurance and Freight</li> <li>• CFR – Cost and Freight</li> <li>• FOB – Free On Board</li> <li>• DDP – Delivered Duty Paid</li> <li>• FCA - Free Carrier</li> <li>• EXW – Ex Works</li> <li>• FAS – Free Alongside Ship</li> </ul>
Payment Terms	Enter the terms of payments, if any.
Country of Origin	Select the country from where the shipment will originate.
Promised Shipment Date	Click the calendar icon and select the date agreed by the supplier to send the shipment.

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

OR

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

OR

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

OR

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

**Purchase Order** Screen(4/4)

Basic Information  
Commodity and Pricing  
Shipment Information  
**Summary**

**Summary**

**Purchase Order Information**  
External PO No : ASTRAPO\_PROCUREMENT  
PO Date : 2022-10-17  
Net PO Amount : £14,054.96

**Relationship Information**  
Relationship Name : Astra Relation  
Supplier : Astra  
Buyer : BL Corp  
Valid Till : 2031-11-30

**Pricing Details**  
Base PO Amount : £13,530.00  
Discount(%) : 2  
Discount Amount : £270.60  
Tax(%) : 6  
Tax Amount : £795.56  
Total PO Amount : £14,054.96  
Total Charges : £0.00  
Net PO Amount : £14,054.96

**Remarks**  
-

**Shipment Information**  
Requested Shipment Date : 2023-12-23  
Promised Shipment Date : 2023-12-27  
Country of Origin : AUS  
Shipment Address : 444, Tensor Lane  
Reason for Export :  
Terms of Sales (Incoterms) :  
Payment Terms :

**Commodity Details**

Commodity Code	Commodity Name	Quantity	Unit Cost	Discount Amount	Tax Amount	Net Cost
Paint Teal	Teal Paint	110	125	£270.60	£795.56	£14,054.96

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

Cancel Back **Save and Close**

12. Review the details of the purchase order being created in the 'Summary' screen.

13. Click **Save & Close** to save the purchase order details and submit it for authorization.

OR

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

OR

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

### 4.1.3 Create Debit Note

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

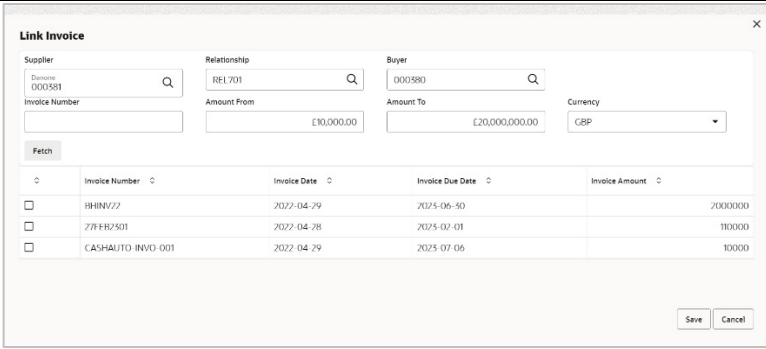
1. From the **Instrument Type** list, select 'Debit Note'.
2. In the **Record Status** switch, click **New** to create a new debit note record or click **In Progress** to select a debit note that has been saved.
3. From the **Branch** list, select your branch. By default, the branch of the logged-in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

The screenshot shows the 'Debit Note' form with the 'Basic Information' tab selected. The form is divided into several sections. The top section contains 'Debit Note Number' (Required), 'Link Invoice' (with a search icon), 'Debit Note Date' (October 7, 2022), and 'Debit Note Due Date' (Required). Below this are 'Supplier' (with a search icon), 'Relationship' (with a search icon), 'Program' (with a search icon), and 'Buyer' (with a search icon). The next row includes 'Supplier Division Code' (with a search icon), 'Buyer Division Code' (with a search icon), 'Currency' (set to GBP), and 'Adjustment Reason' (Set to Select, Required). The following row has 'Funding Request Date' (with a calendar icon), 'Remarks' (with a search icon), 'Pre-Accepted' (a toggle switch), and 'BIC Routing Code'. The next row contains 'Virtual Account' (a toggle switch), 'Bank' (with a search icon), 'Branch' (with a search icon), and 'Repayment Account Number'. At the bottom is a section titled 'Filler Fields/Miscellaneous Fields' which contains 10 filler fields (Filler1 to Filler10) arranged in two columns of five. Each filler field has a search icon. At the bottom right of the form are three buttons: 'Cancel', 'Save & Close', and 'Next'.

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

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

Field Name	Description
Debit Note Number	Enter a unique reference number for the debit note to be created. OR Click the search icon to select an existing debit note number. This field cannot be modified once authorized.
Link Invoice	Click the search icon to find the invoice(s) to link the debit note to.

Field Name	Description
	
Debit Note Date	Click the calendar icon and select the date of debit note creation. By default, the system's current date is set.
Debit Note Due Date	Click the calendar icon and select the date by when the debit note is due.
Supplier	Click the search icon and select the supplier of the goods/commodity. If invoices have been linked, then this field is automatically updated. This field cannot be modified once authorized.
Relationship	Click the search icon and select the relationship of the selected supplier under which this debit note should be created. If invoices have been linked, then this field is automatically updated. This field cannot be modified once authorized.
Program	Click the search icon and select the required program under which the debit note should be created. If invoices have been linked, then this field is automatically updated. If the linked invoices belong to different programs, then this field remains blank.
Buyer	Click the search icon and select the buyer to create the debit note for. If invoices have been linked, then this field is automatically updated. This field cannot be modified once authorized.
Supplier Division Code	Click the search icon and select the division code of the supplier.
Buyer Division Code	Click the search icon and select the division code of the buyer.
Currency	Select the currency of the debit note. If invoices have been linked, then this field is automatically updated.
Adjustment Reason	Select the reason for creation of the debit note.
Funding Request Date	Click the calendar icon and select the date on which funding for the debit note is requested.
Remarks	Enter the comments regarding the debit note, if any.
Pre-Accepted	Switch the toggle ON if the debit note is pre-accepted by the buyer.
BIC Routing Code	Enter the BIC or SWIFT code of the financial institution, to send




Field Name	Description
	the payment amount to.
Virtual Account	Switch the toggle ON, if the repayment account is a virtual one.
Bank	Enter the bank name of the repayment account.
Branch	Enter the branch name of the repayment account.
Repayment Account Number	Enter the account number to send the repayment amount to.
<b>Filler Fields/Miscellaneous Fields</b>	
Filler Fields 1 to 10	Enter the desired values in the filler fields. The bank can configure these fields on Day 0, based on their requirement.

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

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

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

Field Name	Description
Debit Note Number	Displays the reference number of the debit note.
Buyer	Displays the name of the buyer.
Supplier	Displays the name of the supplier.
Debit Note Due Date	Displays the date when the debit note is due.

Field Name	Description
Inherit Commodities	Switch this toggle ON to inherit commodity details from the linked invoice(s). This toggle is present only if one or more invoices have been linked.
Add Commodities	Switch this toggle ON to add the commodities for which the debit note is being raised.
<b>Commodity Details</b>	
	Click this icon to add a commodity record.
Invoice Number	Select the invoice whose commodity record is to be linked to the debit note.
Commodity Name	Click the search icon to select the required commodity.
Unit	Select the unit of measurement.
Quantity	Click the 'Add Quantity' link to specify the quantity and unit cost details.
Unit Cost	Displays the unit cost entered.
Discount %	Enter the discount percentage offered. On entering this value, the discount amount is automatically updated.
Discount Amount	Enter the discount amount offered. On entering this value, the discount percentage is automatically updated.
Tax %	Enter the tax percentage. On entering this value, the tax amount is automatically updated.
Tax Amount	Enter the tax amount. On entering this value, the tax percentage is automatically updated.
Net Cost	Displays the total amount of the commodity after discount, and inclusion of tax.
Action	Indicates the options to edit or delete the commodity record. <ul style="list-style-type: none"> <li>Click  to edit the record.</li> <li>Click  to delete the record.</li> </ul>

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

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

Field Name	Description
<b>Pricing Details</b>	
Currency	Displays the selected currency.
Base Debit Note Amount	Displays the total gross amount of all commodities that have been added. This field is editable and allows you to add the base amount manually as well.
Discount Percentage	Displays the overall discount percentage received on the base

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

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

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

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

Field Name	Description
Debit Note Number	Displays the reference number of the debit note.
Buyer	Displays the name of the buyer.
Supplier	Displays the name of the supplier.
Debit Note Due Date	Displays the date when the debit note is due.
Shipment Date	Click the calendar icon and select the date on which the buyer expects the commodity to get dispatched.
Shipment Number	Enter unique shipment number to track the shipment.
Shipment Address	Enter the complete address where the shipment should be sent.
Shipment Country	Select the country to send the shipment to.
City	Select the city to send the shipment to.
Zip Code	Enter the postal code to send the shipment to.
Phone Number	Enter the contact number of the person who will receive the shipment.
Tax ID	Enter the unique tax ID if shipment charge includes tax amount.
Reason for Export	Enter the reason for exporting the shipment.
Terms of Sale (Incoterms)	Select any of the below terms of sales: <ul style="list-style-type: none"> <li>• DAF – Delivered At Frontier</li> <li>• DES – Delivered Ex Ship</li> <li>• DEQ – Delivered Ex Quay</li> <li>• DDU – Delivered Duty Unpaid</li> <li>• CIP – Carriage and Insurance Paid To</li> <li>• CPT – Carriage Paid To</li> <li>• CIF – Cost, Insurance and Freight</li> <li>• CFR – Cost and Freight</li> <li>• FOB – Free On Board</li> <li>• DDP – Delivered Duty Paid</li> <li>• FCA - Free Carrier</li> <li>• EXW – Ex Works</li> <li>• FAS – Free Alongside Ship</li> </ul>
Payment Terms	Enter the terms of payments, if any.
Country of Origin	Select the country from where the shipment is being sent.

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

OR

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

OR

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

OR

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



**Debit Note** Screen(4/4)

Basic Information  
Commodity and Pricing  
Shipment Information  
**Summary**

**Summary**

**Debit Note Information**  
Debit Note Number : DB6788  
Debit Note Date : 2022-10-17  
Debit Note Due Date : 2022-10-28  
Payment Due Date : 2022-10-28  
Net Debit Note Amount : £1,531.19

**Relationship Information**  
Relationship Name : AstraRel  
Supplier : Astra  
Buyer : BL Corp  
Valid Till : 2031-11-30

**Remarks**  
-

**Pricing Details**  
Base Debit Note Amount : £1,474.00  
Discount(%) : 2  
Discount Amount : £29.48  
Tax(%) : 6  
Tax Amount : £86.67  
Total Debit Note Amount : £1,531.19  
Total Charges : £0.00  
Net Debit Note Amount : £1,531.19

**Shipment Information**  
Shipment Number : 33533    Shipment Date : 2023-12-23    Country of Origin : AUS  
Shipment Address : 444, Tensor Lane  
Reason for Export :    Terms of Sales (Incoterms) :    Payment Terms :

**Commodity Details**

Commodity Code	Commodity Name	Quantity	Unit Cost	Discount Amount	Tax Amount	Net Cost
PaintTeal	Teal Paint	11	134	£29.48	£86.67	£1,531.19

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**Linked Invoice Details**

Invoice Number	Invoice Amount	Invoice Date	Invoice Due Date	Invoice Status	Payment Status
BLASIN05	£300,000.00	2022-10-17	2024-01-04	ACCEPTED	UNPAID

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Cancel Back **Save and Close**

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

---

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

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### 4.1.4 Create Credit Note

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

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

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

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

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



Field Name	Description
	goods/commodity. If invoices have been linked, then this field is automatically updated. This field cannot be modified once authorized.
Relationship	Click the search icon and select the relationship of the selected supplier under which this credit note should be created. If invoices have been linked, then this field is automatically updated. This field cannot be modified once authorized.
Program	Click the search icon and select the required program under which the credit note should be created. If invoices have been linked, then this field is automatically updated. If the linked invoices belong to different programs, then this field remains blank.
Buyer	Click the search icon and select the buyer to create the credit note for. If invoices have been linked, then this field is automatically updated. This field cannot be modified once authorized.
Supplier Division Code	Click the search icon and select the division code of the supplier.
Buyer Division Code	Click the search icon and select the division code of the buyer.
Currency	Select the currency of the credit note. If invoices have been linked, then this field is automatically updated.
Adjustment Reason	Select the reason for creation of the credit note.
Remarks	Enter the comments regarding the credit note, if any.
<b>Filler Fields/Miscellaneous Fields</b>	
Filler Fields 1 to 10	Enter the desired values in the filler fields. The bank can configure these fields on Day 0, based on their requirement.

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

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

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

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

Field Name	Description
Discount Amount	Enter the discount amount offered. On entering this value, the discount percentage is automatically updated.
Tax %	Enter the tax percentage. On entering this value, the tax amount is automatically updated.
Tax Amount	Enter the tax amount. On entering this value, the tax percentage is automatically updated.
Net Cost	Displays the total amount of the commodity after discount, and inclusion of tax.
Action	Indicates the options to edit or delete the commodity record. <ul style="list-style-type: none"> <li>Click  to edit the record.</li> <li>Click  to delete the record.</li> </ul>

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

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

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

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

**Credit Note** Screen(3/3)

Basic Information

Commodity and Pricing

**Summary**

**Summary**

**Credit Note Information**

Credit Note Number : CR4567  
Credit Note Date : 2022-10-17  
Credit Note Expiry Date : 2022-10-31  
Net Credit Note Amount : £56,548.80

**Pricing Details**

Base Credit Note Amount : £56,000.00  
Discount(%) : 1  
Discount Amount : £560.00  
Tax(%) : 2  
Tax Amount : £1108.80  
Total Credit Note Amount : £56,548.80  
Total Charges : £0.00  
Net Credit Note Amount : £56,548.80

**Relationship Information**

Relationship Name : AstraRel  
Supplier : Astra  
Buyer : BL Corp  
Valid Till : 2031-11-30

**Remarks**

-

**Commodity Details**

Commodity Code	Commodity Name	Quantity	Unit Cost	Discount Amount	Tax Amount	Net Cost
Tool001	Tools	80	700	£560.00	£1,108.80	£56,548.80

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**Linked Invoice Details**

Invoice Number	Invoice Amount	Invoice Date	Invoice Due Date	Invoice Status	Payment Status
INVBLL999	£56,000.00	2022-10-07	2022-12-01	ACCEPTED	UNPAID

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

Cancel Back **Save and Close**

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

## 5. Receivables and Payables Management

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

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

- [Accept](#)
- [Assignment](#)
- [Cancel](#)
- [Edit](#)
- [Initiate Finance](#)
- [Link Program](#)
- [Raise Dispute](#)
- [Re-assign](#)
- [Resolve Dispute](#)
- [Write off Dispute](#)
- [Mark PUA \(Payment Under Approval\)](#)
- [Mark Indirect Payment](#)
- [Accept Early Payment Offer](#)
- [Link Purchase Orders](#)

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

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

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

- For Invoice / Debit Note / Invoice & Debit Note:

Hide Search ▲

File Name <input type="text"/> <small>Required</small>	Reference Number <input type="text"/> <small>Required</small>	Buyer <input type="text"/> Search <input type="button" value="Q"/> <small>Required</small>	Supplier <input type="text"/> Search <input type="button" value="Q"/> <small>Required</small>
Relationship <input type="text"/> Search <input type="button" value="Q"/>	Date Reference Basis Select ▼	Date Range <input type="text"/> ↔ <input type="text"/>	Currency Select ▼
Amount Reference Basis Select ▼	Amount From <input type="text"/>	Amount To <input type="text"/>	
Search <input type="button" value="Reset"/>			

- For Purchase Order:

Hide Search ▲

File Name <input type="text"/> <small>Required</small>	PO Number <input type="text"/> <small>Required</small>	Buyer <input type="text"/> Search <input type="button" value="Q"/> <small>Required</small>	Supplier <input type="text"/> Search <input type="button" value="Q"/> <small>Required</small>
Relationship <input type="text"/> Search <input type="button" value="Q"/>	Date Reference Basis Select ▼	Date Range <input type="text"/> ↔ <input type="text"/>	Currency Select ▼
Amount From <input type="text"/>	Amount To <input type="text"/>		
Search <input type="button" value="Reset"/>			

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

### 5.1.1 Accept

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

For Invoice / Debit Note:

**Receivables and Payables Management**

Branch: 004-FLEXCUBE-U... Instrument Type: Invoice & Dr Note Action: Accept Processing Date: April 29, 2022

Show Search ▼

**Invoice/Dr Note List**

<input type="checkbox"/>	Reference Number	Instrument Type	Buyer	Supplier	Program	Issue Date	Net Amount	Remarks	Acceptance Amount	New Acceptance Amount	Stale Status
<input checked="" type="checkbox"/>	Net0203018	Invoice	Danone	Carrefour		2022-04-28	\$990.00		\$0.00		N
<input type="checkbox"/>	arsedtfy	Invoice	Danone	Carrefour		2022-04-28	£100.00		£0.00		N
<input type="checkbox"/>	27FEB2302	Invoice	Danone	Carrefour		2022-04-28	£10,000.00		£0.00		N

Page 1 of 1 (1-3 of 3 items) |< 1 >|

Remarks:  Acceptance Amount:

**Summary**

Total Instruments:  Total Acceptance Amount:



For PO:

**Receivables and Payables Management**

Branch: 004-FLEXCUBE-U... Instrument Type: Purchase Order Action: Accept Processing Date: April 29, 2022 Proceed

Show Search

**Purchase Order List**

	PO Number	Buyer	Supplier	Program	Relationship	PO Date	Promised Shipment Date	PO Amount	Remarks	Acceptance Amount	New Acceptance Amount	Stale Status	Stale Status
<input type="checkbox"/>	<a href="#">MAUTO-PO-905</a>	Carrefour	Danone		REL701	2018-01-09	2023-01-08		Editing PO			N	N
<input type="checkbox"/>	<a href="#">P1</a>	Carrefour	Danone		REL701	2021-04-09						N	N
<input type="checkbox"/>	<a href="#">1545</a>	Carrefour	Danone		REL701	2019-11-29		\$9900.00	test			N	N
<input type="checkbox"/>	<a href="#">PO08</a>	Carrefour	Danone		REL701	2021-04-05		£111.00				N	N
<input type="checkbox"/>	<a href="#">POTest1234</a>	Carrefour	Danone		REL701	2022-04-28		£110.00				N	N
<input type="checkbox"/>	<a href="#">PO09</a>	Carrefour	Danone		REL701	2021-04-01		£111.00				N	N
<input type="checkbox"/>	<a href="#">SavNewPO1001</a>	Carrefour	Danone		REL701	2022-04-29		£1,300.00				N	N
<input type="checkbox"/>	<a href="#">IPDanone017</a>	Carrefour	Danone		REL701	2018-01-01	2021-01-01	\$10,000.00		\$1,000.00		N	N
<input type="checkbox"/>	<a href="#">POTestawscdv1</a>	Carrefour	Danone		REL701	2018-01-01	2021-01-01	\$10,000.00		\$1,000.00		N	N
<input type="checkbox"/>	<a href="#">MAUTO-PO-904</a>	Carrefour	Danone		REL701	2018-01-09		\$10,200.00	Creating a PO			N	N

Page 1 of 2 (1-10 of 14 items) < 1 2 >

Remarks: Acceptance Amount: Apply Undo

**Summary**

Total Instruments: Total Acceptance Amount:

Submit Cancel

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

## 5.1.2 Assignment

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

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

**Receivables and Payables Management**

Branch: 004-FLEXCUBE-UNI... Instrument Type: Invoice Action: Assignment Processing Date: October 7, 2022

Show Search

Invoice/Dr Note List	Reference Number	Instrument Type	Buyer	Supplier	Program	Issue Date	Net Amount	Remarks	Use Earmarked Limits	Assignable Amount	Assignment Amount	New Assignment Amount	Stale Status
<input type="checkbox"/>	<a href="#">InvoiceTest2</a>	Invoice	Carrefour	Danone	This is PROGRAM1	2022-09-20	\$5,000.00		No	\$5,000.00	\$0.00		N
<input type="checkbox"/>	<a href="#">InvoiceTest1</a>	Invoice	Carrefour	Danone	This is PROGRAM1	2022-09-20	\$2,000.00		No	\$2,000.00	\$0.00		N
<input type="checkbox"/>	<a href="#">testingBoth_1</a>	Invoice	Carrefour	Danone	This is PROGRAM1	2022-09-20	\$100,000.00		No	\$100,000.00	\$0.00		N
<input type="checkbox"/>	<a href="#">INV0CT0601</a>	Invoice	Carrefour	Danone	This is PROGRAM1	2022-09-20	\$10,000.00		No	\$10,000.00	\$0.00		N
<input type="checkbox"/>	<a href="#">INV0CT0901</a>	Invoice	Carrefour	Danone	This is PROGRAM1	2022-09-20	\$10,000.00		No	\$10,000.00	\$0.00		N
<input type="checkbox"/>	<a href="#">INVNOV270001</a>	Invoice	Carrefour	Danone	This is PROGRAM1	2022-09-27	\$1,000.00		No	\$1,000.00	\$0.00		N
<input type="checkbox"/>	<a href="#">INVNOV29002</a>	Invoice	Carrefour	Danone	This is PROGRAM1	2022-09-28	\$1,000.00		No	\$1,000.00	\$0.00		N

Page 1 of 4 (1-10 of 34 items) |< 1 2 3 4 >|

Remarks:  Use Earmarked Limits: ☐ Auto-Apportion: ☒ Assignment Amount:  Required

Apply Undo

Summary

Total Instruments:  Total Amount:

Submit Cancel

- Optional: In the **Reference Number** column, click the link to view the details of the instrument.
- Select the invoice(s)/debit note(s) to be assigned.
- Optional: In the **Remarks** field, enter the remarks for the assignment of the invoice(s)/debit note(s).
- Switch ON the **Auto-Apportion** toggle to assign the invoice/debit note with total assignment amount or with multiple invoice(s)/debit note(s) of lesser amount.

*Note: If the Auto-Apportion switch is ON, the Assignment Amount entered will be apportioned equally across the selected invoices/debit notes. If switch is OFF, the Assignment Amount entered will be applied as-is to all the selected invoices/debit notes.*

- Click **Apply** to make changes in the grid.
- If required, click **Undo** to revert the applied changes.
- Click **Submit** to submit the assignment and send for authorization (if applicable).

### 5.1.3 Cancel

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

For Invoice / Debit Note:

**Receivables and Payables Management**

Invoice/Dr Note List

<input type="checkbox"/>	Reference Number	Instrument Type	Buyer	Supplier	Program	Issue Date	Net Amount	Remarks	Stale Status
<input type="checkbox"/>	16JAN2309	Invoice	Carrefour	Danone		2022-04-28	£1,000.00	Updated through netting settlement job	N
<input type="checkbox"/>	Sav05	Invoice	Carrefour	Danone		2022-04-28	£2,200.00		N
<input type="checkbox"/>	SavInv002Day0	Invoice	Carrefour	Danone		2022-04-28	£2,500.00		N
<input type="checkbox"/>	SavInv001Day0	Invoice	Carrefour	Danone		2022-04-28	\$2,450.00		N
<input type="checkbox"/>	Sav4Day0	Invoice	Carrefour	Danone		2022-04-28	£1,100.00		N
<input type="checkbox"/>	Net0203017	Invoice	Carrefour	Danone		2022-04-28	£98.00		N
<input checked="" type="checkbox"/>	27FEB2301	Invoice	Carrefour	Danone		2022-04-28	£110,000.00		N
<input checked="" type="checkbox"/>	18JAN2301	Invoice	Carrefour	Danone		2022-04-28	£889.11		N
<input type="checkbox"/>	Sav04	Invoice	Carrefour	Danone		2022-04-28	£2,100.00		N

Page 1 of 1 (1-9 of 9 items) |< < 1 > >|

Remarks

Apply Undo

**Summary**

Total Instruments: 2 Total Amount: £110,889.11

Submit Cancel

For PO:

**Receivables and Payables Management**

Branch: Instrument Type: Purchase Order Action: Cancel Processing Date: April 29, 2022 Proceed

Show Search

Purchase Order List

<input type="checkbox"/>	PO Number	Buyer	Supplier	Program	Relationship	PO Date	Promised Shipment Date	PO Amount	Remarks	Stale Status
<input type="checkbox"/>	P1	Carrefour	Danone		REL701	2021-04-09				N
<input type="checkbox"/>	MAUTO-PO-902	Carrefour	Danone		REL701	2018-01-09		£10,000.00	Creating PO	N
<input type="checkbox"/>	POTest1234	Carrefour	Danone		REL701	2022-04-28		£100.00		N
<input type="checkbox"/>	SAVAPRPO01	Carrefour	Danone		REL701	2021-04-09		£2,000.00		N
<input type="checkbox"/>	SAVAPRPO119	Carrefour	Danone		REL701	2021-04-09		£1,000.00		N
<input type="checkbox"/>	PO09	Carrefour	Danone		REL701	2021-04-01		£100.00		N
<input type="checkbox"/>	SavNewPO1001	Carrefour	Danone		REL701	2022-04-29		£1,200.00		N

Page 1 of 3 (1-10 of 22 items) |< < 1 2 3 > >|

Remarks

Apply Undo

**Summary**

Total Instruments: Total Amount:

Submit Cancel

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

## 5.1.4 Edit

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

For Invoice:

**Receivables and Payables Management**

Branch: 004-FLEXCUBE-UNI... Instrument Type: Invoice Action: Edit Processing Date: October 17, 2022 Proceed

Show Search

**Invoice/Dr Note List**

Bulk Edit: ☐

	Reference Number	Instrument Type	Buyer	Supplier	Program	Issue Date	Net Amount	Remarks	Due Date	Review Edits
<input type="checkbox"/>	<a href="#">testingBoth_1</a>	Invoice	Carrefour	Danone	This is PROGRAM1	2022-09-20	\$100,000.00		2031-09-30	
<input type="checkbox"/>	<a href="#">InvoiceTest1</a>	Invoice	Carrefour	Danone	This is PROGRAM1	2022-09-20	\$2,000.00		2022-11-30	
<input type="checkbox"/>	<a href="#">InvoiceTest2</a>	Invoice	Carrefour	Danone	This is PROGRAM1	2022-09-20	\$5,000.00		2023-01-15	
<input type="checkbox"/>	<a href="#">INV0CT0901</a>	Invoice	Carrefour	Danone	This is PROGRAM1	2022-09-20	\$10,000.00		2023-10-09	
<input type="checkbox"/>	<a href="#">INV0CT0601</a>	Invoice	Carrefour	Danone	This is PROGRAM1	2022-09-20	\$10,000.00		2023-10-06	
<input type="checkbox"/>	<a href="#">INVDEC0801</a>	Invoice	Carrefour	Danone	This is PROGRAM1	2022-10-11	\$100.00		2023-12-08	
<input type="checkbox"/>	<a href="#">INVDEC0601</a>	Invoice	Carrefour	Danone	This is PROGRAM1	2022-10-07	\$10,000.00		2023-12-28	
<input type="checkbox"/>	<a href="#">MAUTO-INV-CAN1</a>	Invoice	Carrefour	Danone	This is PROGRAM1	2022-10-14	\$10,020.00	Remarks	2022-11-14	

Page: 1 of 4 (1-10 of 38 items) | < 1 2 3 4 >

**Receivables and Payables Management**

**Basic Details** **Shipment Information** **Pricing**

Invoice Date:  Invoice Value Date:  Invoice Due Date:  Program:

Supplier Division Code:  Buyer Division Code:  Repayment Account Number:  Funding Request Date:

Bank:  Branch:  BIC Routing Code:  Remarks:

Virtual Account: ☐

▼ Filler Fields/Miscellaneous Fields

Filler1:  Filler2:  Filler3:  Filler4:

Apply Undo

**Summary**

Total Instruments:  Total Amount:

Basic Details		Shipment Information		Pricing	
Shipment Date <input type="text"/>	Shipment Number <input type="text"/>	Shipment Address <input type="text"/>	Shipment Country <input type="text"/>		
City <input type="text"/>	Zip Code <input type="text"/>	Phone Number <input type="text"/>	Tax ID <input type="text"/>		
Reason for Export <input type="text"/>	Terms of Sales (Incoterms) <input type="text"/>	Net Payment Terms <input type="text"/>	Country of Origin <input type="text"/>		
Payment Condition <input type="text"/>					
<input type="button" value="Apply"/> <input type="button" value="Undo"/>					

Basic Details		Shipment Information		Pricing	
Primary Discount Days <input type="text"/>	Primary Discount Percentage <input type="text"/>	Secondary Discount Days <input type="text"/>	Secondary Discount Percentage <input type="text"/>		
Misc Charge 1 Desc <input type="text"/>	Misc Charge 2 Desc <input type="text"/>				
<input type="button" value="Apply"/> <input type="button" value="Undo"/>					

For Debit Note:

Receivables and Payables Management										
Branch 004-FLEXCUBE-UNI...	Instrument Type Debit Note	Action Edit	Processing Date October 14, 2022							
<input type="button" value="Proceed"/>										
Show Search										
Invoice/Dr Note List										
Bulk Edit										
<input type="checkbox"/>										
	Reference Number	Instrument Type	Buyer	Supplier	Program	Issue Date	Net Amount	Remarks	Due Date	Review Edits
<input type="checkbox"/>	MAUTO-DEBIT-INQ	Debit Note	Carrefour	Danone	This is PROGRAM1	2022-10-14	\$10,020.00	Remarks	2022-11-14	
<input type="checkbox"/>	MAUTO-DEBIT-INQ1	Debit Note	Carrefour	Danone	This is PROGRAM1	2022-10-14	\$10,020.00	Remarks	2022-11-14	
<input type="checkbox"/>	MAUTO-DEBIT-CAN1	Debit Note	Carrefour	Danone	This is PROGRAM1	2022-10-14	\$10,020.00	Remarks	2022-11-14	
<input type="checkbox"/>	MAUTO-DEBIT-RaD	Debit Note	Carrefour	Danone	This is PROGRAM1	2022-10-14	\$10,020.00	Remarks	2022-11-14	
<input type="checkbox"/>	MAUTO-DEBIT-RaD2	Debit Note	Carrefour	Danone	This is PROGRAM1	2022-10-14	\$10,020.00	Remarks	2022-11-14	
<input type="checkbox"/>	MAUTO-DEBIT-ASSH1	Debit Note	Carrefour	Danone	This is PROGRAM1	2022-10-14	\$10,020.00	Remarks	2022-11-14	
<input type="checkbox"/>	MAUTO-DEBIT-IFIN	Debit Note	Carrefour	Danone	This is PROGRAM1	2022-10-14	\$10,020.00	Remarks	2022-11-14	
Page 1 of 2 (1-10 of 19 items) <input type="button" value="Previous"/> <input type="button" value="Next"/>										

**Receivables and Payables Management**

Basic Details		Shipment Information		Pricing
Debit Note Date <input type="text"/>	Debit Note Due Date <input type="text"/>	Program <input type="text"/>	Supplier Division Code <input type="text"/>	
Buyer Division Code <input type="text"/>	Repayment Account Number <input type="text"/>	Funding Request Date <input type="text"/>	Bank <input type="text"/>	
Branch <input type="text"/>	BIC Routing Code <input type="text"/>	Adjustment Reason Select	Remarks <input type="text"/>	
Virtual Account <input type="checkbox"/>				
▼ Filler Fields/Miscellaneous Fields				
Filler1 <input type="text"/>	Filler2 <input type="text"/>	Filler3 <input type="text"/>	Filler4 <input type="text"/>	
Filler5 <input type="text"/>	Filler6 <input type="text"/>	Filler7 <input type="text"/>	Filler8 <input type="text"/>	
Filler9 <input type="text"/>	Filler10 <input type="text"/>			
<div>Apply Undo</div>				
<b>Summary</b> Total Instruments <input type="text"/>				
Total Amount <input type="text"/>				
<div>Submit Cancel</div>				

Basic Details		Shipment Information		Pricing
Shipment Date <input type="text"/>	Shipment Number <input type="text"/>	Shipment Address <input type="text"/>	Shipment Country Select	
City <input type="text"/>	Zip Code <input type="text"/>	Phone Number <input type="text"/>	Tax ID <input type="text"/>	
Reason for Export <input type="text"/>	Terms of Sales (Incoterms) Select	Net Payment Terms <input type="text"/>	Country of Origin Select	
Payment Condition Select				
<div>Apply Undo</div>				

Basic Details		Shipment Information		Pricing
Primary Discount Days <input type="text"/>	Primary Discount Percentage <input type="text"/>	Secondary Discount Days <input type="text"/>	Secondary Discount Percentage <input type="text"/>	
Misc Charge 1 Desc <input type="text"/>	Misc Charge 2 Desc <input type="text"/>			
<div>Apply Undo</div>				

For PO:

**Receivables and Payables Management**

Branch: 004-FLEXCUBE-UNI... Instrument Type: Purchase Order Action: Edit Processing Date: October 17, 2022 Proceed

Show Search

**Purchase Order List**

Bulk Edit: ☐

	PO Number	Buyer	Supplier	Program	Relationship	PO Date	Promised Shipment Date	PO Amount	Remarks	Review Edits
<input type="checkbox"/>	<a href="#">PO050902</a>	AugSupp	Reindeer Corp		ReindeerT7Mar	2022-09-20		\$2,000.00		
<input type="checkbox"/>	<a href="#">PO050905</a>	AugSupp	Reindeer Corp		ReindeerT7Mar	2022-09-20		£1,000.00		
<input type="checkbox"/>	<a href="#">PO050904</a>	AugSupp	Reindeer Corp		ReindeerT7Mar	2022-09-20		£1,111.00		
<input type="checkbox"/>	<a href="#">POM006</a>	AugSupp	Reindeer Corp	reqfinancelrv	ReindeerT7Mar	2018-07-01	2023-07-31	\$1,000.00		
<input type="checkbox"/>	<a href="#">PO250805</a>	AugSupp	Reindeer Corp	reqfinancelrv	ReindeerT7Mar	2018-03-30	2024-08-01	£3,000.00		
<input type="checkbox"/>	<a href="#">PO250814</a>	AugSupp	Reindeer Corp	reqfinancelrv	ReindeerT7Mar	2018-03-30	2024-08-01	\$5,000.00		
<input type="checkbox"/>	<a href="#">PO250810</a>	AugSupp	Reindeer Corp	reqfinancelrv	ReindeerT7Mar	2018-03-30	2024-08-01	\$1,000.00		

Page: 1 of 8 (1-10 of 76 items) < 1 2 3 4 5 ... 8 > X

**Receivables and Payables Management**

Basic Details Shipment Information Pricing

PO Date:  Program:  Supplier Division Code:  Buyer Division Code:

Funding Request Date:  Remarks:

▼ Filler Fields/Miscellaneous Fields

Filler1:  Filler2:  Filler3:  Filler4:

Filler5:  Filler6:

Apply Undo

**Summary**

Total Instruments:  Total Amount:

Submit Cancel

Basic Details Shipment Information Pricing

Requested Shipment Date:  Promised Shipment Date:  Ship To:  Shipment Address:

Shipment Country:  City:  Zip Code:  Phone Number:

Tax ID:  Reason for Export:  Terms of Sales (Incoterms):  Payment Terms:

Country of Origin:

Apply Undo

Basic Details Shipment Information Pricing

Misc Charge 1 Desc:  Misc Charge 2 Desc:

Apply Undo

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

2. Select the invoice/debit note/purchase order to be edited. The existing information gets auto populated in the respective fields in the **Basic Info**, **Shipment Information**, **Pricing**, **Filler/Miscellaneous Fields** tabs.
3. If you want to edit for multiple instruments together, switch the **Bulk Edit** toggle to Yes.

---

*Note: Bulk edits can be done for instruments of same buyer and seller only.*

---

4. Enter/Modify the required fields. Refer the **Create Receivables and Payables** chapter for more information on updating the fields.
5. Click **Apply** to make changes in the grid.
6. If required, click **Undo** to revert the applied changes.
7. Click **View Edits** hyperlink in the Review edits column to view the modified information.

View Edits		
Description	Old Value	New Value
<b>Basic Details</b>		
Due Date	2022-09-26	2023-12-20
Repayment Account Number	0	66799998
Funding Request Date	-	2023-12-21
Bank	Bank01	YES
Branch	004	111
BIC Routing Code	-	33551133
Virtual Account	-	Yes

8. Click **Submit** to submit the invoice/debit note/purchase order and send for authorization (if applicable).



## 5.1.5 Initiate Finance

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

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

For Invoice / Debit Note:

Receivables and Payables Management

Branch

004-FLEXCUBE-UNIVERSAL...

Instrument Type

Invoice

Action

Initiate Finance

Processing Date

January 20, 2020

Proceed

Show Search

Invoice/Dr Note List

<input type="checkbox"/>	Reference Number	Instrument Type	Buyer	Supplier	Program	Issue Date	Net Amount	Remarks	Financeable Amount	Financed Amount	New Financed Amount	Stale Status
<input type="checkbox"/>	INV001Test	Invoice	Carrefour	Danone	This is PROGRAM1	2020-01-20	\$500.00		\$400.00	\$0.00		N
<input type="checkbox"/>	JAQ001	Invoice	Carrefour	Danone	This is PROGRAM1	2020-01-20	\$1,000.00		\$800.00	\$0.00		N
<input type="checkbox"/>	TR	Invoice	Carrefour	Danone	This is PROGRAM1	2020-01-20	\$10,200.00		\$8,160.00	\$0.00		N
<input type="checkbox"/>	MAY23001	Invoice	Carrefour	Danone	This is PROGRAM1	2020-01-20	\$1,234.00	1234567890123456789012345678901234	\$987.20	\$0.00		N
<input type="checkbox"/>	TTEST	Invoice	Carrefour	Danone	This is PROGRAM1	2020-01-20	\$9,999.00		\$7,999.20	\$0.00		N
<input type="checkbox"/>	TTEST1	Invoice	Carrefour	Danone	This is PROGRAM1	2020-01-20	\$10,000.00		\$8,000.00	\$0.00		N
<input type="checkbox"/>	TTEST2	Invoice	Carrefour	Danone	This is PROGRAM1	2020-01-20	\$15,000.00		\$12,000.00	\$0.00		N
<input type="checkbox"/>	YU	Invoice	Carrefour	Danone	This is PROGRAM1	2020-01-20	\$10,200.00		\$8,160.00	\$0.00		N
<input type="checkbox"/>	TFB204	Invoice	Carrefour	Danone	This is PROGRAM1	2020-01-20	\$1,000.00		\$800.00	\$0.00		N
<input type="checkbox"/>	QATEST03	Invoice	Carrefour	Danone	This is PROGRAM1	2020-01-20	\$8,888.00		\$7,110.40	\$0.00		N

Page

1

of 4

(1-10 of 32 items)

<

1

2

3

4

>

Remarks

Auto-Apportion

☐

Finance Amount

Apply

Undo

Summary

Total Instruments

Total Amount

Total Finance Amount

Submit

Cancel

For PO:

**Receivables and Payables Management**

Branch: 004-FLEXCUBE-UNIVERSAL... Instrument Type: Purchase Order Action: Initiate Finance Processing Date: January 20, 2020

Proceed

Show Search

**Purchase Order List**

<input type="checkbox"/>	PO Number	Buyer	Supplier	Program	Relationship	PO Date	Promised Shipment Date	PO Amount	Remarks	Financeable Amount	Financed Amount	New Financed Amount	State Status
<input type="checkbox"/>	<a href="#">MAUTO-PO-ACC1</a>	Carrefour	Danone	This is PRGPO	REL701	2020-01-20	2020-03-20	\$1,000.00		\$1,000.00	\$0.00		N
<input type="checkbox"/>	<a href="#">MAUTO-PO-INQ</a>	Carrefour	Danone	This is PRGPO	REL701	2020-01-20	2020-03-20	\$1,000.00		\$0.00	\$0.00		N
<input type="checkbox"/>	<a href="#">IW12112</a>	Carrefour	Danone	This is PRGPO	REL701	2020-01-20	2020-12-24	\$10,000.00		\$10,000.00	\$0.00		N
<input type="checkbox"/>	<a href="#">4543543</a>	Carrefour	Danone	This is PRGPO	REL701	2020-01-20		£100.00		£100.00	£0.00		N
<input type="checkbox"/>	<a href="#">MAUTO-PO-FIN1</a>	Carrefour	Danone	This is PRGPO	REL701	2020-01-20	2020-03-20	\$1,000.00		\$0.00	\$0.00		N
<input type="checkbox"/>	<a href="#">MAUTO-PO-INQ1</a>	Carrefour	Danone	This is PRGPO	REL701	2020-01-20	2020-03-20	\$1,000.00		\$0.00	\$0.00		N
<input type="checkbox"/>	<a href="#">654645</a>	Carrefour	Danone	This is PRGPO	REL701	2020-01-20		£100.00		£100.00	£0.00		N
<input type="checkbox"/>	<a href="#">MAUTO-PO-FIN</a>	Carrefour	Danone	This is PRGPO	REL701	2020-01-20	2020-03-20	\$1,000.00		\$0.00	\$0.00		N
<input type="checkbox"/>	<a href="#">PO001</a>	Carrefour	Danone	This is PRGPO	REL701	2020-01-20		\$100.00		\$100.00	\$0.00		N
<input type="checkbox"/>	<a href="#">MAUTO-PO-LPROG</a>	Carrefour	Danone	This is PRGPO	REL701	2020-01-20	2020-03-20	\$1,000.00	Link Program PO	\$1,000.00	\$0.00		N

Page 1 of 2 (1-10 of 17 items) |< < 1 2 > >|

Remarks:  Auto-Apportion: ☒ Finance Amount:  Apply Undo

**Summary**

Total Instruments:  Total Amount:  Total Finance Amount:  Submit Cancel

- Optional: In the **Reference/PO Number** column, click the link to view the details of the instrument.
- Select the invoice(s)/debit note(s)/PO(s) to be financed.
- Optional: In the **Remarks** field, enter the remarks about new finance amount.
- Switch ON the **Auto-Apportion** switch to initiate the finance with available financial amount or with multiple finances of lesser amount.

*Note: If Auto-Apportion switch is ON, the Finance Amount entered will be apportioned equally across selected invoices/debit notes/PO. If switch is OFF, the Finance Amount entered will be applied as-is to all selected invoices/debit notes/PO.*

- In the **Finance Amount** field, enter the amount to be financed.
- Click **Apply** to make changes in the grid.
- If required, click **Undo** to revert the applied changes.
- Click **Submit** to initiate finance and send for authorization (if applicable). A finance disbursement task is created in the **Free Tasks**, which can be acquired and processed. For more information, refer the Finance Disbursement section in the Oracle Banking Supply Chain Finance user manual.

## 5.1.6 Link Program

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

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

For Invoice / Debit Note:

**Receivables and Payables Management**

Branch: 004-FLEXCUBE-UNIVERSAL... Instrument Type: Invoice Action: Link Program Processing Date: January 20, 2020

Proceed

Show Search

**Invoice/Dr Note List**

Reference Number	Instrument Type	Buyer	Supplier	Program	Issue Date	Net Amount	Remarks	Stale Status
IN001	Invoice	Carrefour	Danone		2020-01-20	\$990		N

Page 1 of 1 (1 of 1 items)

Remarks: Program: Link Program Apply Undo

**Summary**

Total Instruments: Total Amount:

Submit Cancel

For PO:

**Receivables and Payables Management**

Branch: 004-FLEXCUBE-UNIVERSAL... Instrument Type: Purchase Order Action: Link Program Processing Date: January 20, 2020

Proceed

Show Search

**Purchase Order List**

PO Number	Buyer	Supplier	Program	Relationship	PO Date	Promised Shipment Date	PO Amount	Remarks	Stale Status
MAUTO-PO-EDIT1	Carrefour	Danone		REL701	2020-01-20	2020-05-20	\$1,000.00		N
MAUTO-PO-LPROG1	Carrefour	Danone		REL701	2020-01-20	2020-05-20	\$1,000.00		N
MAUTO-PO-EDIT	Carrefour	Danone		REL701	2020-01-20	2023-08-27	\$1,000.00	Edit PO	N
MAUTO-PO-002	Carrefour	Danone		REL701	2017-01-10	2017-01-10	\$9900.00	Create PO	N

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

Remarks: Program: Link Program Apply Undo

**Summary**

Total Instruments: Total Amount:

Submit Cancel

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

- Click **Submit** to link the program and send for authorization. A link program task is created in the **Free Tasks** under **Instruments** menu, which can be acquired and processed

### 5.1.7 Raise Dispute

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

**Receivables and Payables Management**

Branch: 004-FLEXCUBE-U... Instrument Type: Invoice & Dr Note Action: Raise Dispute Processing Date: April 29, 2022 Proceed

Show Search

**Invoice/Dr Note List**

<input type="checkbox"/>	Reference Number	Instrument Type	Buyer	Supplier	Issue Date	Net Amount	Remarks	Dispute Amount	Dispute Code	Stale Status
<input type="checkbox"/>	INVMAY0501	Invoice	Carrefour	Danone	2021-04-09	\$1,000.00				Y
<input type="checkbox"/>	INVJ0010011	Invoice	Carrefour	Danone	2022-04-03	\$5,000.00				Y
<input type="checkbox"/>	181003	Invoice	Carrefour	PEGATRON	2021-04-09	£5,500.00		£700.00	6	N
<input type="checkbox"/>	04102022	Invoice	Carrefour	PEGATRON	2021-04-09	£10,000.00				N
<input type="checkbox"/>	TT2	Invoice	Carrefour	Danone	2021-04-09	\$10,000.00				Y
<input type="checkbox"/>	VR005	Invoice	Carrefour	Danone	2018-01-09	\$5,000.00				Y
<input checked="" type="checkbox"/>	Danone12006	Invoice	Carrefour	Danone	2021-04-09	\$5,000.00		\$1,000.00	1	Y
<input checked="" type="checkbox"/>	VR014	Invoice	Carrefour	Danone	2018-01-09	\$5,000.00		\$1,000.00	1	Y
<input type="checkbox"/>	VR016	Invoice	Carrefour	Danone	2018-01-09	\$5,000.00				Y
<input type="checkbox"/>	INVJ0027	Invoice	Carrefour	Danone	2021-04-09	\$5,000.00				Y

Page 1 of 10 (1-10 of 100 items) < 1 2 3 4 5 10 >

Remarks:  Dispute Amount:  Dispute Code:  Apply Undo

**Summary**

Total Instruments:  Total Dispute Amount:

Submit Cancel

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

## 5.1.8 Re-Assign

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

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

**Receivables and Payables Management**

Branch: 004-FLEXCUBE-UNIVERSAL... Instrument Type: Invoice Action: Re-Assignment Processing Date: January 20, 2020

Proceed

Show Search

**Invoice/Dr Note List**

	Reference Number	Instrument Type	Buyer	Supplier	Program	Issue Date	Net Amount	Remarks	Stale Status
<input type="checkbox"/>	GP1006	Invoice	Blackstone	Salt	GP Program	2020-01-20	\$1111.11	assign	N

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

Remarks

Apply Undo

**Summary**

Total Instruments: Total Amount:

Submit Cancel

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

## 5.1.9 Resolve Dispute

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

**Receivables and Payables Management**

Branch: 004-FLEXCUBE-U... Instrument Type: Invoice & Dr Note Action: Resolve Dispute Processing Date: April 29, 2022 Proceed

Show Search

**Invoice/Dr Note List**

<input type="checkbox"/>	Reference Number	Instrument Type	Buyer	Supplier	Program	Issue Date	Net Amount	Remarks	Stale Status
<input type="checkbox"/>	<a href="#">181003</a>	Invoice	Carrefour	PEGATRON		2021-04-09	£3,500.00		N
<input type="checkbox"/>	<a href="#">VR010</a>	Invoice	Carrefour	Danone		2018-01-09	\$5,000.00	w	Y
<input type="checkbox"/>	<a href="#">INVDEC1602</a>	Invoice	Carrefour	Danone		2021-04-05	\$1,000.00	000380	Y
<input type="checkbox"/>	<a href="#">INV001</a>	Invoice	Carrefour	Danone		2021-04-09	\$909.00	Raise Dispute	N
<input checked="" type="checkbox"/>	<a href="#">DNAN011</a>	Debit Note	Carrefour	Danone		2018-01-28	\$5,000.00	Raise Dispute	Y
<input checked="" type="checkbox"/>	<a href="#">TU</a>	Invoice	Carrefour	Danone		2021-04-09	\$1,000.00	Raise Dispute	N
<input type="checkbox"/>	<a href="#">17004</a>	Invoice	Carrefour	PEGATRON		2021-04-09	£10,000.00		N

Page 1 of 1 (1-7 of 7 items) < 1 >

Remarks

Apply Undo

**Summary**

Total Instruments

2

Submit Cancel

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

### 5.1.10 Write off Dispute

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

**Receivables and Payables Management**

Branch: 004-FLEXCUBE-UNIVERSAL... Instrument Type: Invoice Action: Write off dispute Processing Date: January 20, 2020

Proceed

Show Search

**Invoice/Dr Note List**

	Reference Number	Instrument Type	Instrument Name	Instrument Description	Due Date	Amount	Remarks	
<input type="checkbox"/>	<a href="#">MAUTO-INV-RED1</a>	Invoice	Carrefour	Danone	This is PROGRAM1	2020-01-20	\$10,020.00	Remarks N
<input type="checkbox"/>	<a href="#">MAUTO-INV-WOD1</a>	Invoice	Carrefour	Danone	This is PROGRAM1	2020-01-20	\$10,020.00	Remarks N

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

Remarks

Apply Undo

**Summary**

Total Instruments

Submit Cancel

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

### 5.1.11 Mark PUA (Payment Under Approval)

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

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

*In scenarios where buyer defaults, the import factor may make a payment to the export factor and by extension, the seller. Such a payment is called Payment under Approval.*

The screenshot displays the 'Receivables and Payables Management' window. At the top, there are dropdown menus for 'Branch' (004-FLEXCUBE-UNIVERSAL...), 'Instrument Type' (Invoice), 'Action' (Mark PUA), and 'Processing Date' (January 20, 2020). A 'Proceed' button is located below these fields. Below the 'Proceed' button is a 'Show Search' dropdown. The main section is titled 'Invoice/Dt Note List' and contains a table with the following columns: Reference Number, Instrument Type, Buyer, Supplier, Program, Issue Date, Net Amount, Remarks, Payment Date, and Stale Status. The table has one row with the following data: GP1006, Invoice, Blackstone, Salt, GP Program, 2020-01-20, \$1,111.11, assign, and N. Below the table is a pagination bar showing 'Page 1 of 1 (1 of 1 items)' and navigation buttons. Below the pagination bar is a 'Remarks' section with a text input field, 'Apply', and 'Undo' buttons. Below the 'Remarks' section is a 'Summary' section with two input fields: 'Total Instruments' and 'Total Amount'. At the bottom right of the window are 'Submit' and 'Cancel' buttons.

Reference Number	Instrument Type	Buyer	Supplier	Program	Issue Date	Net Amount	Remarks	Payment Date	Stale Status
GP1006	Invoice	Blackstone	Salt	GP Program	2020-01-20	\$1,111.11	assign		N

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



### 5.1.12 Mark Indirect Payment

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

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

*In a two-factor scenario, a payment is classified as an indirect payment if the buyer directly pays the supplier bypassing the import factor and export factor.*

The screenshot displays the 'Receivables and Payables Management' window. At the top, there are dropdown menus for 'Branch' (004-FLEXCUBE-UNIVERSAL...), 'Instrument Type' (Invoice), 'Action' (Mark Indirect Payment), and 'Processing Date' (January 20, 2020). Below these is a 'Proceed' button and a 'Show Search' dropdown. The main section is titled 'Invoice/Dr Note List' and contains a table with the following data:

	Reference Number	Instrument Type	Buyer	Supplier	Program	Issue Date	Net Amount	Remarks	Payment Date	Scale Status
<input type="checkbox"/>	GP1006	Invoice	Blackstone	Salt	GP Program	2020-01-20	\$1,111.11	assign		N

Below the table is a pagination bar showing 'Page 1 of 1 (1 of 1 items)' and navigation buttons. Underneath is a 'Remarks' field with an 'Apply' button and an 'Undo' button. At the bottom, there is a 'Summary' section with 'Total Instruments' and 'Total Amount' fields. The window concludes with 'Submit' and 'Cancel' buttons.

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

### 5.1.13 Accept Early Payment Offer

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

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

The screenshot shows the 'Receivables and Payables Management' window. At the top, there are filters for Branch (004-FLEXCUBE-UNI...), Instrument Type (Invoice), Action (Accept Early Payment Offer), and Processing Date (October 17, 2022). Below these is a 'Show Search' button. The main section is titled 'Invoice/Dr Note List' and contains a table with columns: Reference Number, Instrument Type, Buyer, Supplier, Program, Issue Date, Net Amount, Remarks, Outstanding Amount, Discount %, Discount Amount, Early Payment Date, and State Status. Two rows are visible: one for 'InvDisc18Nov1' and another for 'InvFinStory27Nov1'. The second row is selected. Below the table is a 'Page 1 of 1 (1-2 of 2 items)' indicator. There is a 'Remarks' field and a 'Discount Offers' button. At the bottom, there is a 'Summary' section with 'Total Instruments' and 'Total Amount' fields, and 'Submit' and 'Cancel' buttons.

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

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

The screenshot shows the 'Discount Offers' dialog box. It has a title bar with a close button. Below the title is a section for 'Discount applicability' with two radio buttons: 'Fixed Payment Date' and 'Pay By Date' (which is selected). Below this is a table with columns: Days Elapsed From, Days Elapsed To, Sliding scale applicable, Discount Rate, Upper Discount Rate Threshold, Lower Discount Rate Threshold, and Sliding scale applicable. The values are: 0, 429, N, 10, and N. Below the table is a 'Page 1 of 1 (1 of 1 items)' indicator. There is a 'Reference Number' field and a 'Discount Offers' button. At the bottom, there is a 'Summary' section with 'Total Instruments' and 'Total Amount' fields, and 'OK' and 'Cancel' buttons.

5. If the applicable discount offer created for the invoice/debit note is **Fixed Payment Date**, then select the **Early Payment Date** and click **OK**.
6. If the applicable discount offer created for the invoice/debit note is **Pay by Date**, then **Early Payment Discount Schedule** hyperlink gets displayed.

Tenor Details

Payment Date From	Payment Date To	Discount Percentage	Upper Discount Rate Threshold	Lower Discount Rate Threshold
		10		

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

7. Click **Accept** to make changes in the grid.  
OR  
Click **Reject** to reject the offer.
8. If required, click **Undo** to revert the applied changes.
9. Click **Submit** to send the selected invoice/debit note for authorization (if applicable).

## 5.1.14 Link Purchase Orders

Perform the following steps post searching for the invoices for the 'Link Purchase Orders' action:

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

For Invoice:

**Receivables and Payables Management**

Branch: 004-FLEXCUBE-UNIVERSAL... Instrument Type: Invoice Action: Link Purchase Orders Processing Date: January 20, 2020

Proceed

Show Search

**Invoice/Dr Note List**

Reference Number	Buyer	Supplier	Program	Issue Date			PO Number	Purchase Order Available...	Invoice Allocated Amount	Purchase Order Available Amount Post...	Remarks	State Status
MAY23001	Carrefour	Danone	This is PROGRAM1	2020-01-20	\$1,234.00	\$0.00					1234567890123456789012345678901234	N
MAUTO-INV-INQ1	Carrefour	Danone	This is PROGRAM1	2020-01-20	\$10,020.00	\$0.00					Remarks	N
MAUTO-INV-TFACC1	Carrefour	Danone	This is PROGRAM1	2020-01-20	\$10,020.00	\$0.00					Remarks	N
MAUTO-INV-LINK1	Carrefour	Danone	This is PROGRAM1	2020-01-20	\$10,020.00	\$0.00					Remarks	N
MAUTO-INV-CAN1	Carrefour	Danone	This is PROGRAM1	2020-01-20	\$10,020.00	\$0.00					Remarks	N
MAUTO-INV-ASS11	Carrefour	Danone	This is PROGRAM1	2020-01-20	\$10,020.00	\$0.00					Remarks	N
MAUTO-INV-TFIFIN1	Carrefour	Danone	This is PROGRAM1	2020-01-20	\$10,020.00	\$0.00					Remarks	N
MAUTO-INV-RaD2	Carrefour	Danone	This is PROGRAM1	2020-01-20	\$10,020.00	\$0.00					Remarks	N
MAUTO-INV-LPR...	Carrefour	Danone	This is PROGRAM1	2020-01-20	\$10,020.00	\$0.00					Remarks	N
MAUTO-INV-INQ	Carrefour	Danone	This is PROGRAM1	2020-01-20	\$10,020.00	\$0.00					Remarks	N

Page 1 of 4 (1-10 of 37 items) |< 1 2 3 4 >|

Remarks

Link Purchase Orders Apply Undo

**Summary**

Total Instruments

Total Amount

Submit Cancel

- Optional: In the **Reference/PO Number** column, click the link to view the details of the instrument.
- Select the invoice to link a purchase order to.
- Optional: In the **Remarks** field, enter the remarks for the purchase order linking.
- Click **Link Purchase Orders** and select the purchase order to be linked.
- Click **Apply** to make changes in the grid.
- If required, click **Undo** to revert the applied changes.
- Click **Submit** to link the program and send for authorization (if applicable). A link purchase order task is created in the **Free Tasks** under **Instruments** menu, which can be acquired and processed.

## 6. Dynamic Discount Management

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


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



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

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

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

Field Name	Description
<b>1: Dynamic Discount</b>	
Discount Rule Description	Enter a description for the discount rule. This field cannot be modified once authorized.
Requestor Party Role	Select role of the requestor party as buyer or supplier.
Supplier/Buyer	Click the search icon and select the requestor party (supplier/buyer).
Relationship	Click the search icon and select the relationship code of the requestor party.
Counter Party Role	Counterparty is auto-populated based on selected requestor party role.
Buyer/Supplier	Click the search icon and select the counterparty.
Effective Date	Click the calendar icon and select the date from when the discount template takes effect.

Field Name	Description
Expiry Date	Click the calendar icon and select the date till when the discount template can be used.
Discount Type	Select whether the discount should be fixed or tenor based.
Discount Rate	Enter the rate of discount. This field is displayed only when 'Fixed Discount' is selected as the discount type.
Currency	Select the currency of the instrument to apply the discount rule to.
Instrument Amount From	Enter the starting amount of the range for the instrument. The discount rate is applied to those instruments whose amounts are greater than or equal to the specified amount.
Instrument Amount To	Enter the ending amount of the range for the instrument. The discount rate is applied to those instruments whose amounts are less than or equal to the specified amount.
Min Tenor	Enter the minimum instrument tenor.
Max Tenor	Enter the maximum instrument tenor.
Auto Applicable	Switch the toggle ON if the discount rule should be applied automatically to eligible instruments, once created and authorized.
Applicability Basis	Select the basis for applicability of the discount rule. The options are: <ul style="list-style-type: none"> <li>• Pay by Date</li> <li>• Fixed Payment Date</li> <li>• Both</li> </ul> This field is editable only if the Auto Applicable toggle is disabled.
Auto Applicable Basis	Select the basis for auto-applicability of the discount rule. The options are: <ul style="list-style-type: none"> <li>• Pay by Date</li> <li>• Fixed Payment Date</li> </ul> This field is editable only if the Auto Applicable toggle is enabled.
Early Payment Date	Click the calendar icon and select the date for early payment. This field is displayed only when value for 'Auto Applicable Basis' is selected as 'Fixed Payment Date'.
Grid	
This grid is displayed only if the selected discount type is 'Tenor Based Discount'.	
	Click this icon to add the tenors and their respective discounts.
Elapsed Tenor From	Select the number of days from the start of the tenor after which the discount offer should be applicable.
Elapsed Tenor To	Select the number of days from the start of the tenor up to which the discount offer should be applicable.
Sliding scale applicable	Switch this toggle ON, to enable a sliding discount rate. provide the upper and lower discount rate thresholds if this toggle is enabled.
Discount Rate	Enter the discount percentage. This column is applicable only if the




Field Name	Description
	Sliding scale applicable toggle is disabled.
Upper Discount Rate Threshold	Enter the upper discount percentage applicable for the sliding rate.
Lower Discount Rate Threshold	Enter the lower discount percentage applicable for the sliding scale.
Action	<p>Indicates the options to edit or delete the tenor record.</p> <ul style="list-style-type: none"> <li>Click  to edit a row.</li> <li>Click  to remove a row.</li> </ul>

2. Once you enter the details in the Dynamic Discount step, click **Next** to go to the Invoice Linkage step.  
OR  
Click **Cancel** to cancel the creation of the discounting rule.

**Dynamic Discount Management**

1 Dynamic Discount      2 Receivables Linkage      3 Summary

Discount Rule Description: Discount for Carrefour  
 Requestor Party Role: Carrefour  
 Counter Party: Danone  
 Relationship: REL701  
 Effective Date: 2023-06-01  
 Expiry Date: 2023-07-01  
 Discount Type: TENOR\_BASED  
 Auto Applicable: N  
 Applicability Basis: PAY\_BY\_DATE

Reference Number:   
 Program:    
 Payment Status:   
 Date Reference Basis:   
 Date Range:   ↔    
 Currency:   
 Amount Reference Basis:   
 Amount From:   
 Amount To:   
 Search

<input type="checkbox"/>	Reference Number	Currency	Receivables Amount	Issue Date	Due Date	Outstanding Amt
<input checked="" type="checkbox"/>	03INV2004	USD	200.00	2020-01-20	2020-01-29	200.00
<input checked="" type="checkbox"/>	MAY23001	USD	1,234.00	2020-01-20	2020-01-30	1,234.00
<input checked="" type="checkbox"/>	02INV2004	USD	200.00	2020-01-20	2020-01-29	200.00

Page 1 of 1 (1-3 of 3 items) | < 1 >

**Summary**  
 Total Instruments:   
 Total Amount:

Next Back

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

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

Field Name	Description
Invoice Linkage	This step displays a list of instruments that are eligible for discount rule linking.

Field Name	Description
Discount Rule Description	Displays the description of the discount rule being created.
Requestor Party	Displays the name of the requestor party.
Counter Party	Displays the name of the counter party.
Relationship	Displays the relationship code associated with the requestor and counter parties.
Effective Date	Displays the date from when the discount rule is effective.
Expiry Date	Displays the date up to which the discount rule is effective.
Discount Type	Displays the type of the discount, whether fixed or tenor based.
Auto Applicable	Displays 'Y' if the discount rule is to be applied automatically, and 'N' otherwise.
Applicability Basis	Displays the basis of discount applicability, if Auto Applicable is 'N'.
Auto Applicable Basis	Displays the basis of discount applicability, if Auto Applicable is 'Y'.

#### Search fields


This section displays the various fields to search for instruments like invoices and debit notes, to link to the discount rule.

Reference Number	Indicates an option to search for instruments based on the unique reference number.
Program	Indicates an option to search for instruments belonging to a particular program.
Payment Status	Indicates an option to search for instruments based on their payment status.
Date Reference Basis	Indicates an option to search for instruments based on a specific date, such as date of creation of the instrument, or due date, and so on.
Date Range	Click the calendar icons and select the start and end dates for the date range search.
Currency	Indicates an option to search for instruments of a specific currency.
Amount Reference Basis	Indicates an option to search for instruments based on a specific amount, such as acceptance amount, financeable amount.
Amount From	Enter the lower limit for the amount range search. This field is enabled once you select a currency.
Amount To	Enter the upper limit for the amount range search. This field is enabled once you select a currency.

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



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

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

5. Select the instruments to link the discount rule to.

6. Click **Next** to go to the Summary step.

OR

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

Dynamic Discount Management

1

2

3

Dynamic Discount

Receivables Linkage

Summary

Discount Rule Description

Requestor Party

Counter Party

Relationship

DD1

Carrefour

Danone

REL701

Effective Date

Expiry Date

Discount Type

Auto Applicable

2023-06-01

2023-07-01

TENOR\_BASED

N

Applicability Basis

PAY\_BY\_DATE

Reference Number	Relationship	Payment Status	Currency	Receivables Amount	Issue Date	Due Date	Outstanding Amt
03INV2004	REL701	UNPAID	USD	200.00	2020-01-20	2020-01-29	200.00
02INV2004	REL701	UNPAID	USD	200.00	2020-01-20	2020-01-29	200.00

Page 1 of 1 (1-2 of 2 items)

<

1

>

Submit

Back

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

Field Name	Description
Summary	
Discount Rule Description	Displays the description of the discount rule being created.
Requestor Party	Displays the name of the requestor party.
Counter Party	Displays the name of the counter party.
Relationship	Displays the relationship code associated with the requestor and counter parties.
Effective Date	Displays the date from when the discount rule is effective.
Expiry Date	Displays the date up to which the discount rule is effective.
Discount Type	Displays the type of the discount, whether fixed or tenor-based.
Auto Applicable	Displays 'Y' if the discount rule is to be applied automatically, and 'N' otherwise.
Applicability Basis	Displays the basis of discount applicability, if Auto Applicable is 'N'.
Auto Applicable Basis	Displays the basis of discount applicability, if Auto Applicable is 'Y'.
<b>Grid</b>	
Reference Number	Displays the reference number of the selected instrument. This is a hyperlink which when clicked displays the details of the instrument.
Relationship	Displays the relationship associated with the parties involved.
Payment Status	Displays the payment status of the instrument.
Currency	Displays the currency of the instrument.
Invoice Amount	Displays the instrument amount.
Issue Date	Displays the date of issue of the instrument.
Due Date	Displays the due date of the instrument.
Outstanding Amount	Displays the amount which is yet to be paid.

7. Click **Submit** to submit the record and send for authorization.  
OR  
Click **Back** to go to the Invoice Linkage step.

## 7. Manual Allocation

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

**Navigation Path:** Receivables and Payables > Manual Allocation

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

1. From the **Branch** list, select your branch. By default, the branch of the logged-in user is selected.
2. From the **Action** list, select the action as 'Allocate' or 'De-Allocate' for allocation or de-allocation of the payment respectively.
3. Click **Proceed** to view the search parameters for filtering the payment record(s).
4. Refer the following table for specifying the search criteria:

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

Field Name	Description
Payment Reference Number	Enter the payment reference number to be searched.
Payment Mode	Select the mode of payment to search the payment by.
Debit-Credit Indicator	Select the value to specify whether the payment is for credit or debit.
Payment Party	Click the search icon and select the party making the payment.
Counter Party	Click the search icon and select the counterparty for the payment.
Beneficiary	Click the search icon and select the beneficiary of the payment.
Account Owner	Click the search icon and select the owner of the account.
Remitter Account Number	Click the search icon and select the remitter's account number used for the payment.
Credit Account Number	Click the search icon and select the account of the beneficiary.

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



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

The screenshot shows the 'Manual Allocation' window with a tabbed interface. The 'Allocation' tab is active, displaying a 'List of Payments' table. The table has the following columns: Payment Ref No, Debit-Credit Indicator, Payment Party, Value Date, Unallocated Payment Amt, Amt to be Allocated, Allocation Basis, and Allocation Details. Five payment records are listed, with the third record (nehadddj028453721) selected. A dropdown menu is open for the 'Allocation Basis' column of the selected record, showing options: 'Select', 'Account Based', and 'Attribute Based'. The 'Amt to be Allocated' column is empty for all records. The 'Allocation Details' column contains a 'Rule Details' link for each record. At the bottom, there is a pagination bar showing 'Page 1 of 1 (1 - 5 of 5 items)' and a 'Proceed' button.

- a. Select the payment record and then under the **Allocation Basis** column, select the value to specify whether the allocation needs to be done based on account or attribute.
- b. In the **Amt to be Allocated** column, enter the amount to allocate.
- c. In the **Allocation Details** column, click the 'Rule Details' link to specify the allocation details.

**Allocation Details** ×

Amt to be Allocated: USD 4,588.00      Allocation Basis: Attribute

Allocation Attribute	Virtual Account	Amount Allocated	Percentage	Action
Counterparty Id ×		USD 455.13	9.92	 

Page 1 of 1 (1 of 1 items)    < 1 >

Save Close

- d. Perform the following steps in the 'Allocation Details' pop-up screen:
  - i. Click the **Add** icon to add a row for a virtual account and double click in each field of the row to add/edit the details.
  - ii. In the **Allocation Attribute** field, select the attribute to allocate the virtual account for. This field is displayed only for attribute based allocation selection.
  - iii. In the **Virtual Account** field, click the Search icon to fetch and then select the virtual account to be allocated. This fields is displayed only for account based allocation selection.
  - iv. In the **Amount Allocated** field, enter the amount to be allocated to the selected virtual account. The **Percentage** field is auto-calculated based on total amount to be allocated.
  - v. In the **Percentage** field, enter the percentage of the amount being allocated. The **Amount Allocated** field is auto-calculated based on total amount to be allocated.
  - vi. If required, repeat the steps from 'a' to 'e' to add more rows. Click **Delete** icon to remove a row or **Edit** icon to modify the allocation details.
  - vii. Click **Save** to save the allocation details.
- e. Click **Proceed** to view the allocation summary.

External Payment Ref No	Payment Party	Counter Party	Beneficiary	Payment Amount	Amt to be Allocated						
▼ AUTOMATION_ONLY_001	Carrefour	Danone	Danone	GBP 10,000.00	GBP 1,000.00						
<table border="1"> <thead> <tr> <th>Virtual Account</th> <th>Amount Allocated</th> <th>Percentage</th> </tr> </thead> <tbody> <tr> <td>10077</td> <td>GBP 1,000.00</td> <td>100</td> </tr> </tbody> </table>						Virtual Account	Amount Allocated	Percentage	10077	GBP 1,000.00	100
Virtual Account	Amount Allocated	Percentage									
10077	GBP 1,000.00	100									
▼ AUTOMATION_ONLY_002	Carrefour	Danone	Danone	GBP 10,000.00	GBP 1,000.00						
<table border="1"> <thead> <tr> <th>Virtual Account</th> <th>Amount Allocated</th> <th>Percentage</th> </tr> </thead> <tbody> <tr> <td>10076</td> <td>GBP 1,000.00</td> <td>100</td> </tr> </tbody> </table>						Virtual Account	Amount Allocated	Percentage	10076	GBP 1,000.00	100
Virtual Account	Amount Allocated	Percentage									
10076	GBP 1,000.00	100									

Back Submit

- f. If required, click **Expand All** to view allocation details or **Collapse All** to hide the same.
- g. Click **Submit** to send the record(s) for authorization.

- For **De-Allocate**:

List of Payments [Expand All](#) [Collapse All](#)

<input type="checkbox"/>	Payment Ref No	Debit-Credit Indicator	Payment Party	Counter Party	Value Date	Payment Amount	Allocated Payment Amount	Date of Allocation
<input checked="" type="checkbox"/>	▼ nehyymtriv2702271222	Debit	ABZ Solutions	AugSupp	2020-01-20	GBP 1,500.00	GBP 1,500.00	2020-01-20

Virtual Account	Allocated Amount	Percentage
1017235		1500

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

[Proceed](#)

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

## 8. Manual Recon

The 'Manual Recon' screen helps to manually 'Reconcile' or 'De Reconcile' payments or credit notes against invoices or debit notes or cashflows in case of exceptions in the auto recon process.

In manual reconciliation, the back-office user can search and reconcile records based on invoice/debit note related attributes, or payment/credit note related attributes, or cashflow related attributes depending upon the selected reconciliation. From the search results, the user can choose how to reconcile 'One Invoice/Debit Note to Multiple Payments/Credit Notes' or 'Multiple Invoices/Debit Notes to One Payment/Credit Note' or 'One Cashflow to Many Payment' etc.

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

**Navigation Path:** Receivables and Payables > Manual Recon

### 8.1 Search

The parameters to search the transactions for performing the manual reconciliation differs as per the recon category. Mainly there are two categories viz. 'Invoice/Debit Notes to Payments/Credit Notes' and 'Expected Cashflow to Payments'.

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

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

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

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

Field Name	Description
Reconcile Method	Specify whether the reconciliation was done by using 'Auto' or 'Manual' method. This field is displayed only when 'Action' is selected as 'De Reconcile'.
Reconciliation Reference No	Click the Search icon to select the reconciliation reference number. This field is mandatory and displayed for only 'Manual' de-reconciliation method.

Field Name	Description
Reconcile Date From	Click the Calendar icon to specify start date of range within which record was reconciled. This field is displayed only when 'Action' is selected as 'De Reconcile'.
Reconcile Date To	Click the Calendar icon to specify end date of range within which record was reconciled. This field is displayed only when 'Action' is selected as 'De Reconcile'.

### Invoice - Payments/Credit Notes Search

Manual Recon

Action

Reconcile

Recon Category

Invoice/Debit Notes to Paymen

Branch

004-FLEXCUBE-UNIVERSAL-BI

Processing Date

October 17, 2022

Proceed

Invoice - Payments/Credit Notes Search

Invoices

Buyer

Search

Supplier

Search

Invoice Number

Invoice Currency

Select

Hide Advance Search

Date Reference Basis

Select

Date From

Date To

Relationship

Search

Program

Search

Amount Reference Basis

Select

Amount From

Amount To

Account Number

Search

Payments and Credit Notes Search

Payments

Payment Number

Date Reference Basis

Select

Date From

Date To

Payment Party

Search

Beneficiary Id

Search

Payment Type

Select

Remarks

Hide Advance Search

Counter Party

Search

Payment Mode

Select

Debit-Credit Indicator

Select

Remitter Account Number

Search

Credit Account Number

Search

Payment Currency

Select

Amount From

Amount To

Account Owner

Search

Relationship

Search

Program

Search

Payment Towards

Select

Indirect Payment

Select

Credit Notes

Credit Note Number

Buyer

Search

Supplier

Search

Remarks

Hide Advance Search

Currency

Select

Amount From

Amount To

Relationship

Search

Date Reference Basis

Select

Date From

Date To

Program

Search

Indirect Payment

Select

Search

Reset



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

Field Name	Description
<b>Invoices</b>	
Buyer	Click the search icon to search for the buyer mentioned in the invoice/debit note.
Supplier	Click the search icon to search for the supplier who generated the invoice/debit note.
Invoice Number	Enter the specific internal invoice/debit note reference number to search for.
Invoice Currency	Enter the currency of the invoice/debit note.
Date Reference Basis	Select the reference for a date range search.
Date From	Click the Calendar icon to specify the start date of the date range.
Date To	Click the Calendar icon to specify the end date of the date range.
Relationship	Click the search icon to select the relationship code associated with the buyer and supplier.
Program	Click the search icon to select the program linked with the invoice/debit note. This field is applicable only to the Oracle Banking Supply Chain Finance system.
Amount Reference Basis	Select the reference for an amount range search.
Amount From	Enter the lower limit of the amount range.
Amount To	Enter the upper limit of the amount range.
Account Number	Click the search icon to select the account number associated with the invoice/debit note payment. This field is enabled only after selecting a supplier.
<b>Payments</b>	
Payment Number	Enter the unique reference number generated while making the payment.
Date Reference Basis	Select the reference for date range search.
Date From	Click the Calendar icon and select the start date of the date-range.
Date To	Click the Calendar icon and select the end date of the date-range.
Payment Party	Click the search icon to select the party who made the payment.
Beneficiary Id	Click the search icon to select the beneficiary ID or recipient of the payment. In case you have selected a supplier in the 'Invoice' search section, then the same gets auto-populated here.
Payment Type	Select the value to specify the type of payment.
Remarks	Enter the remarks added in the transaction.
Counter Party	Click the search icon to select the counterparty.
Payment Mode	Select the mode of payment that has been employed.

Field Name	Description
	For example: Account Transfer, NEFT and so on.
Debit-Credit Indicator	Select the value to specify whether the transaction is of debit or credit type.
Remitter Account Number	Click the search icon and select the remitter account of the transaction.
Credit Account Number	Click the search icon and select the account credited with the amount.
Payment Currency	Select the currency in which payment is done.
Amount From	Select the minimum amount of the payment range.
Amount To	Select the maximum amount of the payment range.
Account Owner	Click the search icon and select the owner of the account.
Relationship	Click the search icon to select the relationship code used in the transaction.
Program	Click the search icon to select the linked program. This field is applicable only to the Oracle Banking Supply Chain Finance system.
Payment Towards	Select what the payment has been made towards.
Indirect Payment	Select whether any indirect payment is made.
<b>Credit Notes</b>	
Credit Note Number	Enter the unique reference number generated for the credit note.
Buyer	Click the search icon to search for the buyer mentioned in the credit note.
Supplier	Click the search icon to search for the supplier who generated the credit note.
Remarks	Enter the remarks added in the transaction.
Currency	Enter the currency selected for the credit note.
Amount From	Select the minimum amount of the credit note amount range.
Amount To	Select the maximum amount of the credit note amount range.
Relationship	Click the search icon to select the relationship code associated with the buyer and supplier.
Date Reference Basis	Select the reference for a date range search.
Date From	Click the Calendar icon and select the start date of the date-range.
Date To	Click the Calendar icon and select the end date of the date-range.
Program	Click the search icon to select the linked program. This field is applicable only to the Oracle Banking Supply Chain Finance system.
Indirect Payment	Select whether any indirect payment is made.

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

### 8.1.2 Expected Cashflow to Payments recon

Perform the following procedure for searching the expected cashflow to payments to reconcile or de-reconcile.

1. In the **Action** field, select the action to be performed as 'Reconcile' or 'De Reconcile'.
2. In the **Recon Category** list, select the category as 'Expected Cashflow to Payment'.
3. In the **Branch** list, select the branch for which reconciliation needs to be done. By default, branch of the logged-in user is selected.
4. Click **Proceed**. The **Expected Cashflow Payment Search** section appears, where you can enter relevant criteria to search for Expected cashflows and payments.

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

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

Field Name	Description
<b>Expected Cashflow</b>	
Corporate	Click the Search icon to select the corporate from whom the cashflow is expected.
Cashflow Type	Select the value to specify whether it is inflow or outflow of cash.
Counter Party	Click the Search icon to select the counter party involved.

Field Name	Description
Corporate Reference Number	Enter the corporate reference number to search the cashflow details for.
Expected Date From	Click the Calendar icon and select the date from when the cashflow is expected.
Expected Date To	Click the Calendar icon and select the date till when the cashflow is expected.
Account Number	Click the Search icon to select the account number.
Expected Currency	Enter the currency in which cashflow is expected.
Expected Amount From	Enter the lowest amount of the range.
Expected Amount To	Enter the highest amount of the range.
<b>Payments</b>	
Payment Number	Enter the unique reference number generated while making a payment.
Date Reference Basis	Select the reference basis of the date range as payment date or value date.
Date From	Click the Calendar icon and select the start of the date-range.
Date To	Click the Calendar icon and select the end of the date-range.
Payment Party	Click the Search icon to select the party who made the payment.
Debit-Credit Indicator	Select the value to specify whether the transaction is of debit or credit type.
Account Owner	Click the Search icon and select the owner of the account.
Payment Type	Select the value to specify the type of payment.
Remarks	Enter the remarks added in the transaction.
Payment Mode	Select the mode by using which payment was done. For example: Account Transfer, NEFT etc.
Beneficiary Id	Click the Search icon to select the beneficiary id or name who received the payment. In case if supplier is selected in the 'Invoice' search parameter; then the same gets auto-populated here.
Remitter Account Number	Click the Search icon and select the remitter account of the transaction.
Credit Account Number	Click the Search icon and select the account credited with the amount.
Payment Currency	Select the currency in which payment is done.
Amount From	Select the minimum amount of the payment range.
Amount To	Select the maximum amount of the payment range.
Payment Towards	Select the option that the payment is to be made towards.

5. Optional: Click **Reset** to clear the selected values.

6. Click **Search** to view the result.

## 8.2 Reconcile

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

1 **Reconciliation** 2 **Allocation**

**Reconcile By**  

Select

Required

**Invoices**

	Buyer	Supplier	Invoice Number	Outstanding Amt	Inv Due Date	Payment/Credit Note Number	Amt to be Reconciled(Inv Ccy)	Amt to be Reconciled(Pay / Cr Note Ccy)
<input type="checkbox"/>	Reindeer Corp	ABZ Solutions	<a href="#">InvDet4Dec1</a>	£100.00	2023-11-06			
<input type="checkbox"/>	Reindeer Corp	NehNovCust3	<a href="#">InvRefFin25No123</a>	\$2,222.00	2023-11-30			
<input type="checkbox"/>	Reindeer Corp	ABZ Solutions	<a href="#">2312</a>	LAK 222	2023-05-24			
<input type="checkbox"/>	Reindeer Corp	ABZ Solutions	<a href="#">IManesh060568</a>	£100.00	2023-11-06			

Page 1 of 9 (1-4 of 34 Items) |< < 1 2 3 4 5 ... 9 > >|

**Payments**

	Payment Number	Parent Payment Number	Payment Value Date	Payment Party	Unreconciled Amt	Beneficiary	Invoice Number	Amt to be Reconciled(Pay Ccy)	Amt to be Reconciled(Inv Ccy)	Rule Details
<input type="checkbox"/>	<a href="#">EXCESSPSMAY6</a>		2020-01-09	AugSupp	\$10,000.00	Reindeer Corp				<a href="#">Details</a>
<input type="checkbox"/>	<a href="#">EXCESSPSMAY7</a>		2020-01-09	AugSupp	\$10,000.00	Reindeer Corp				<a href="#">Details</a>
<input type="checkbox"/>	<a href="#">OBDXTrunkPayt12</a>		2020-01-15	ABZ Solutions	\$10.00	NehNovCust1				<a href="#">Details</a>
<input type="checkbox"/>	<a href="#">OBDXTrunkPaymnt1</a>		2020-01-15	ABZ Solutions	\$100.00	NehNovCust1				<a href="#">Details</a>

Page 1 of 10 (1-4 of 37 Items) |< < 1 2 3 4 5 ... 10 > >|

**Credit Notes**

	Credit Note Number	Credit Note Date	Buyer	Unreconciled Amt	Supplier	Invoice Number	Amt to be Reconciled(Cr Note Ccy)	Amt to be Reconciled(Inv Ccy)	Rule Details
<input type="checkbox"/>	<a href="#">32313</a>	2000-05-09	Reindeer Corp	LAK 24,324	ABZ Solutions				<a href="#">Details</a>
<input type="checkbox"/>	<a href="#">323</a>	2000-05-02	Reindeer Corp	LAK 2,332	ABZ Solutions				<a href="#">Details</a>
<input type="checkbox"/>	<a href="#">3323</a>	2003-05-01	Reindeer Corp	LAK 323	ABZ Solutions				<a href="#">Details</a>

Page 1 of 1 (1-3 of 3 Items) |< < 1 > >|

Proceed

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

1. In the **Reconcile By** field, select one of the following:
  - **One Invoice to Many Payments/Credit Notes** – To reconcile a single invoice with multiple payments/credit notes.
  - **Many Invoices to One Payment/Credit Note** – To reconcile multiple invoices with a single payment/credit note.

2. If you select the 'One Invoice to Many Payments/Credit Notes' option:

1 Reconciliation 2 Allocation

Reconcile By  
One Invoice to Many Payme...

**Invoices**

	Buyer	Supplier	Invoice Number	Outstanding Amt	Inv Due Date	Payment/Credit Note Number	Amt to be Reconciled(Inv Ccy)	Amt to be Reconciled(Pay / Cr Note Ccy)
<input checked="" type="checkbox"/>	Reindeer Corp	ABZ Solutions	InvDet4Dec1	£100.00	2023-11-06		£0.00	

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

**Payments**

	Payment Number	Parent Payment Number	Payment Value Date	Payment Party	Unreconciled Amt	Beneficiary	Invoice Number	Amt to be Reconciled(Pay Ccy)	Amt to be Reconciled(Inv Ccy)	Rule Details
<input type="checkbox"/>	EXCESSPSMAY6		2020-01-09	AugSupp	\$10,000.00	Reindeer Corp				<a href="#">Details</a>
<input type="checkbox"/>	EXCESSPSMAY7		2020-01-09	AugSupp	\$10,000.00	Reindeer Corp				<a href="#">Details</a>
<input type="checkbox"/>	OBDXTrunkPayt12		2020-01-15	ABZ Solutions	\$10.00	NehNovCust1				<a href="#">Details</a>
<input checked="" type="checkbox"/>	OBDXTrunkPaymnt1		2020-01-15	ABZ Solutions	\$100.00	NehNovCust1	InvDet4Dec1			<a href="#">Details</a>
<input checked="" type="checkbox"/>	OBDXTrunkPaymnt1		2020-01-15	ABZ Solutions	\$100.00	NehNovCust1	InvDet4Dec1			<a href="#">Details</a>

Page 1 of 10 (1-4 of 37 items) |< < 1 2 3 4 5 ... 10 > >|

**Credit Notes**

	Credit Note Number	Credit Note Date	Buyer	Unreconciled Amt	Supplier	Invoice Number	Amt to be Reconciled(Cr Note Ccy)	Amt to be Reconciled(Inv Ccy)	Rule Details
<input checked="" type="checkbox"/>	32513	2000-05-09	Reindeer Corp	LAK 24,324	ABZ Solutions	InvDet4Dec1			<a href="#">Details</a>
<input type="checkbox"/>	323	2000-05-02	Reindeer Corp	LAK 2,332	ABZ Solutions				<a href="#">Details</a>
<input type="checkbox"/>	3323	2003-05-01	Reindeer Corp	LAK 323	ABZ Solutions				<a href="#">Details</a>

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

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

Reconciliation

Reconcile By  
Many Invoices to One Payme...

**Payments**

Payment Number	Parent Payment Number	Payment Value Date	Payment Party	Unreconciled Amt	Beneficiary	Invoice Number	Amt to be Reconciled(Pay Ccy)	Amt to be Reconciled(Inv Ccy)	Rule Details
<input checked="" type="checkbox"/> EXCESSPSMAY6		2020-01-09	AugSupp	\$10,000.00	Reindeer Corp		\$0.00		<a href="#">Details</a>

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**Credit Notes**

Credit Note Number	Credit Note Date	Buyer	Unreconciled Amt	Supplier	Invoice Number	Amt to be Reconciled(Cr Note Ccy)	Amt to be Reconciled(Inv Ccy)	Rule Details
<input checked="" type="checkbox"/> 32313	2000-05-09	Reindeer Corp	LAK 24,324	ABZ Solutions				<a href="#">Details</a>

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**Invoices**

Buyer	Supplier	Invoice Number	Outstanding Amt	Inv Due Date	Payment/Credit Note Number	Amt to be Reconciled(Inv Ccy)	Amt to be Reconciled(Pay / Cr Note Ccy)
<input checked="" type="checkbox"/> Reindeer Corp	ABZ Solutions	<a href="#">InvDet4Dec1</a>	£100.00	2023-11-06	EXCESSPSMAY6		
<input type="checkbox"/> Reindeer Corp	NehNovCust3	<a href="#">InvRefFin25No123</a>	\$2,222.00	2023-11-30			
<input checked="" type="checkbox"/> Reindeer Corp	ABZ Solutions	<a href="#">2312</a>	LAK 222	2023-05-24	EXCESSPSMAY6		
<input type="checkbox"/> Reindeer Corp	ABZ Solutions	<a href="#">IManesh060568</a>	£100.00	2023-11-06			

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Proceed

- In the 'Payments/Credit Notes' section, select the payment/credit note to reconcile.
- In the 'Invoices' section, do the following:
  - Select the invoice(s) / debit note(s) to be reconciled.
  - In the **Amt to be Reconciled (Inv Ccy)** field, enter the amount to reconcile in invoice/debit note currency.

4. Click **Proceed** to move to the Allocation stage.

Reconciliation

Allocation

Expand All Collapse All

Payment/Credit Note Number	Payment/Credit Note Value Date	Total Invoice Amount	Payment Party	Invoice Number	Buyer	Supplier	Reconciled Inv Amt	Reconciled Amt	Allocation Required
OBDXTrunkPaymnt1	2020-01-15	GBP 100.00	ABZ Solutions	InvDet4Dec1	Reindeer Corp	ABZ Solutions	GBP 7.00	USD 10.00	<input type="checkbox"/>

Submit Back

5. Perform the following steps to allocate payments/credit notes manually:

- In the **Allocation Required** column, enable the toggle to allocate account / percentage.
- In the **Virtual Account** column, select the account to be allocated.
- In the **Allocated Amount** column, enter the amount to be allocated to the respective virtual accounts.

- d. In the **Percentage** column, enter the percentage of the amount to be allocated.
6. Click **Submit** to confirm the reconciliation and send the record for authorization.

---

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

---

### 8.3 De-Reconcile

User can use this option to de-reconcile 'Invoice/Debit Notes to Payment/Credit Notes' or 'Expected Cashflow to Payment', in case of incorrect reconciliation due to erroneous mapping either automatically or manually. This screen allows you to select multiple records or single record to de-reconcile.

1. From the **Action** list, select 'De Reconcile'.
2. From the **Recon Category** list, select the category 'Invoice/Debit Notes to Payment/Credit Notes' or 'Expected Cashflow to Payment'.
3. From the **Branch** list, select the branch. By default, the branch of the logged-in user is selected.
4. Click **Proceed** to view the search parameters to search transactions.

---

*Note: Only for the **De Reconcile** option, on clicking **Proceed**, an extra section appears with Reconcile Method, Reconciliation Reference No, Reconcile Date From, and Reconcile Date To fields.*

---



Manual Recon			
Action De Reconcile	Recon Category Invoice/Debit Notes to Paymen	Branch 004-FLEXCUBE-UNIVERSAL-B	Processing Date October 17, 2022
Proceed			
Invoice - Payments/Credit Notes Search			
Reconcile Method Auto	Reconciliation Reference No	Reconcile Date From	Reconcile Date To
Invoices			
Buyer Search	Supplier Search	Invoice Number	Invoice Currency Select
Hide Advance Search	Date Reference Basis Select	Date From	Date To
Program Search	Amount Reference Basis Select	Amount From	Relationship Search
Account Number Search			Amount To
Payments and Credit Notes Search			
Payments			
Payment Number	Date Reference Basis Select	Date From	Date To
Payment Party Search	Beneficiary Id Search	Remarks	
Hide Advance Search	Payment Mode Select	Debit-Credit Indicator Select	Remitter Account Number Search
Counter Party Search	Payment Currency Select	Amount From	Amount To
Credit Account Number Search	Relationship Search	Program Search	Indirect Payment Select
Account Owner Search			
Credit Notes			
Credit Note Number	Buyer Search	Supplier Search	Remarks
Hide Advance Search	Amount From	Amount To	Relationship Search
Currency Select	Date From	Date To	Program Search
Date Reference Basis Select			
Indirect Payment Select			
Search Reset			

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

## For Invoice/Debit Notes to Payments/Credit Notes:

**Invoice - Payments/Credit Notes Search**

Invoices/Payments Expand All Collapse All

<input type="checkbox"/>	Payment/Credit Note Number	Amount to Match	Payment Party	Invoice Number	Buyer	Supplier	Reconciled Inv Amt	Reconciled Amount	Allocation Required
<input checked="" type="checkbox"/>	MAUTO-CREDIT-001	£1.00		28092111	Carrefour	Danone	£1.00	\$1.00	<input type="checkbox"/>
<input type="checkbox"/>	INVJ000718	\$11.00		Danone12003	Carrefour	Danone	\$5,000.00	\$11.00	<input type="checkbox"/>
<input type="checkbox"/>	MAUTO-CREDIT-001	\$10.00		IMmDanoneDN010	Carrefour	Danone	\$5,000.00	\$10.00	<input type="checkbox"/>
<input type="checkbox"/>	MAUTO-CREDIT-001	\$14.00		Danone12001	Carrefour	Danone	\$5,000.00	\$14.00	<input type="checkbox"/>
<input type="checkbox"/>	MAUTO-CREDIT-001	\$1.05		IMmDanoneDN010	Carrefour	Danone	\$5,000.00	\$1.05	<input type="checkbox"/>

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**Proceed**

## For Expected Cashflow to Payment:

Manual Recon

Expected Cashflow Payment Search

Cashflow/Payments

Expand All Collapse All

<input type="checkbox"/>	Payment Ref No	Payment Party	Corporate Ref No	Corporate	Type	Expected Amt	Reconciled Pay Amt	Reconciled Cashflow Amt	Allocation Required
<input type="checkbox"/>	▶ MARpayrefCteslaSAV11003087	Danone	000380	I	\$100,001.19	\$89,600.05	\$89,600.05	<input type="checkbox"/>	
<input type="checkbox"/>	▶ MARpayrefCteslaSAV11003087	Danone	000380	I	\$100,001.19	\$89,599.86	\$89,599.86	<input type="checkbox"/>	
<input type="checkbox"/>	▶ MARpayrefCteslaSAV11003087	Danone	000380	I	\$100,001.19	\$89,599.86	\$89,599.86	<input type="checkbox"/>	
<input type="checkbox"/>	▶ MARpayrefCteslaSAV11003087	Danone	000380	I	\$100,001.19	\$89,599.86	\$89,599.86	<input type="checkbox"/>	
<input type="checkbox"/>	▶ MARpayrefCteslaSAV11003087	Danone	000380	I	\$100,001.19	\$89,599.86	\$89,599.86	<input type="checkbox"/>	

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Proceed

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

## 9. Payment Management

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

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

Perform the following steps to manage payments:

1. In the **Branch** list, select your branch. By default, the branch of the logged-in user is selected.
2. From the **Action** list, select any one of the following:
  - Not to be Recon: To stop the payment from being manually reconciled.
  - Not to be Auto-Recon: To stop the payment from being automatically reconciled.
  - Mark Refund: To mark the unreconciled portion of a payment for refund. This action is applicable only to unreconciled or part-reconciled payments, which are not in processing stage, and which have flags set to 'I' (invoice), or 'F' (finance), or null.
3. Click **Proceed** to view the search parameters.
4. Refer the following table for specifying the search criteria:

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

Field Name	Description
Payment Number	Enter the payment number to be searched.
Payment Mode	Select the mode of payment to search the payment by.
Debit-Credit Indicator	Select the value to specify whether the payment is of type credit or debit.
Payment Party	Click the search icon and select the party making the payment.
Counter Party	Click the search icon and select the counterparty for the payment.
Beneficiary	Click the search icon and select the beneficiary of the payment.

Field Name	Description
Remitter Account Number	Click the search icon and select the remitter's account number used for the payment.
Credit Account Number	Click the search icon and select the account of the beneficiary.
Payment Towards	Select the entity towards which the payment has been initiated i.e., Invoice (I).
Payment Type	Select the value to specify the type of payment. <ul style="list-style-type: none"> <li>• Margin Refund</li> <li>• Excess Refund</li> <li>• Interest Refund</li> </ul>
Recon Status	Select the current reconciliation status of the payment.
Allocation Status	Select the allocation status of the payment.
Amount Reference	Select the reference for an amount range search.
Currency	Select the currency of the payment.
Amount From	Enter the lower value for the amount-range search.
Amount To	Enter the upper value for the amount-range search.
Date Reference Basis	Select the reference for a date range search.
Date From	Click the Calendar icon and select the start date for the date range search.
Date To	Click the Calendar icon and select the end date for the date range search.

5. Click **Search**. The relevant payment records appear in the 'List of Payments' section.

List of Payments								
<input type="checkbox"/> Payment Number	<input type="checkbox"/> Parent Payment Number	<input type="checkbox"/> Payment Party	<input type="checkbox"/> Counter Party	<input type="checkbox"/> Payment Amount	<input type="checkbox"/> Unreconciled Payment Amount	<input type="checkbox"/> Refund Party	<input type="checkbox"/> Refund Payment Mode	
<input type="checkbox"/> PAY0104	EXCESSMAYTC3	AugSupp	AugSupp	\$2,000.00	\$1,000.00	Beneficiary/Counter Party	Account Transfer	
<input type="checkbox"/> PAY0102	EXCESSMAY23TC3	AugSupp	AugSupp	\$2,000.00	\$2,000.00	Beneficiary/Counter Party	Account Transfer	
<input type="checkbox"/> EXCESSPSMAY2		AugSupp	AugSupp	\$10,000.00	\$10,000.00	Payment Party	Account Transfer	
<input type="checkbox"/> EXCESSPSMAY3		AugSupp	AugSupp	\$10,000.00	\$10,000.00	Payment Party	Account Transfer	
<input type="checkbox"/> EXCESSPSMAY4		AugSupp	AugSupp	\$10,000.00	\$10,000.00	Payment Party	Account Transfer	

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Submit

6. Optional: In the **Payment Number** column, click the link to view more details.

Summary			
Flag	Dr/Cr Indicator	Payment Reference Number	Payment Date
Invoice	Credit	PAY0104	2020-01-09
Payment Currency	Payment Amount	Allocation Req'd	Credit Account Number
USD	\$2,000.00	N	HEL0171500030
Unreconciled Payment Amount	Unallocated Payment Amount	Reconciled Amount	Allocated Amount
\$1,000.00	\$2,000.00	\$1,000.00	\$0.00
Recon Status	Allocation Status	Payment Party Code	Counter Party Code
	Unallocated	PPCode	CPCode
Counter Party Id	Beneficiary Id	Payment Party Name	Counter Party Name
001715	004262	AugSupp	AugSupp
Beneficiary Name	File Name	Virtual Account Owner	Payment Mode
Reindeer Corp	OBSCFCM-PAYMENT_EXCESS...	001715	ACCOUNT_TRANSFER
Virtual A/C Flag	Auto Reconcile	Entity Ref No	Remarks
N	N	InvExcess3Tc3May3	N:SonalCR
Program Code	Relationship Code	Instrument Date	Remitter A/C No
reqfinancelrv			HEL0426200042
Bank Code	Bank	Branch	Mandate Reference Number
			M01
Credit Note Reference	EFT Ref No	Generic Appropriation	Specific Appropriation
CR01	838		-

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

## 10. Inquiries

### 10.1 Accounting Inquiry

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

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

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

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

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

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

3. Click the **Reference Number** link to view the details of the account.

## 10.2 Charge Inquiry

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

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

The screenshot shows the 'Charge Inquiry' window with the following fields and controls:

- Branch:** Dropdown menu with '004-FLEXCUBE-UNIVERSAL-B' selected.
- Event:** Dropdown menu with 'Select'.
- Party:** Search field with a magnifying glass icon.
- Party Role:** Dropdown menu with 'Select'.
- Charge Code:** Search field with a magnifying glass icon.
- Charge Group:** Dropdown menu with 'Select'.
- Txn Ref No.:** Search field with a magnifying glass icon.
- Charge Type:** Dropdown menu with 'Select'.
- Instrument Type:** Dropdown menu with 'Select'.
- Charge Account:** Search field with a magnifying glass icon.
- Date Reference Basis:** Dropdown menu with 'Select'.
- Date Range:** Two calendar icons connected by a double-headed arrow.
- Collection Type:** Dropdown menu with 'Select'.
- Status:** Dropdown menu with 'Select'.
- External Pricing:** Dropdown menu with 'Select'.
- Buttons:** 'Search' and 'Reset' buttons at the bottom left.

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

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

Field Name	Description
Branch	Select the branch that levies the charge. This is defaulted to the branch of the user currently logged in.
Event	Select the event to which the charge is applicable.
Party	Click the search icon and select the party.
Party Role	Select role of the party.
Charge Code	Click the search icon and select the charge code to inquire for.
Charge Group	Select group to which the charge code belongs.
Txn Ref. No.	Enter the reference number or charge reference number to inquire for.
Charge Type	Select the value to specify whether the type of charge is debit or credit.
Instrument Type	Select the value to specify whether the instrument type is invoice/debit note or purchase order.
Charge Account	Click the search icon and select the account in which charges takes effect.
Date Reference Basis	Select the type of date range to be applied for search. <ul style="list-style-type: none"> <li>Calculation Date – To list all relevant charges only based on calculation irrespective of its posting details.</li> <li>Posting Date – To list all relevant charges only based on posting irrespective of when it was calculated.</li> </ul>
Date Range	Click the Calendar icon and select the start date and end date of the

Field Name	Description
	date range.
Collection Type	Select the mode as 'Online' or 'Periodic to collect the charge.
Status	Select the value to specify the status of charge. <ul style="list-style-type: none"> <li>• Auto Waived</li> <li>• Modified</li> <li>• Overriden</li> <li>• Waived</li> </ul>
External Pricing	Select the value to specify whether external pricing is applied. <ul style="list-style-type: none"> <li>• ALL</li> <li>• Yes</li> <li>• No</li> </ul>

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

Charge Inquiry								
Show Search								
Txn Ref No.	Event	Party	Charge Code	Collection Date	Charge Currency	Charge Amount	Status	Collection Type
<a href="#">OBINVCHG0000001</a>	EOD	FERRARI	Y10		USD	\$0.00	-	Online
<a href="#">OBINVCHG0000002</a>	EOD	Carrefour	Y10		USD	\$0.00	-	Online
<a href="#">OBINVCHG0000003</a>	EOD	FERRARI	Y10		USD	\$0.00	-	Online
<a href="#">OBINVCHG0000004</a>	EOD	Carrefour	Y10		USD	\$0.00	-	Online
<a href="#">OBINVCHG0000005</a>	EOD	RELIANCE	Y10		USD	\$0.00	-	Online
<a href="#">OBINVCHG0000006</a>	EOD	MBUYER	Y10		USD	\$0.00	-	Online
<a href="#">OBINVCHG0000007</a>	EOD	RELIANCE	Y10		USD	\$0.00	-	Online
<a href="#">OBINVCHG0000008</a>	EOD	MBUYER2	Y10		USD	\$0.00	-	Online
<a href="#">OBINVCHG0000009</a>	EOD	VBUYER	Y10		USD	\$0.00	-	Online
<a href="#">OBINVCHG0000017</a>	EOD	Carrefour	Y10		GBP	£0.00	-	Online
<a href="#">OBINVCHG0000018</a>	EOD	VBUYER	Y10		USD	\$4,488.55	-	Online
<a href="#">OBINVCHG0000019</a>	EOD	Customer 000555	Y10		USD	\$0.00	-	Online
<a href="#">OBINVCHG0000020</a>	EOD	Carrefour	Y10		USD	\$0.00	-	Online

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3. Click the **Txn Ref No** link to view the details of the charge.



## 10.3 Credit Note Inquiry

The 'Credit Note Inquiry' screen helps you to inquire credit notes applied to the customer based on the various criteria such as 'Credit Note Number', 'Buyer', 'Supplier', 'Date range', and so on.

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

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

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

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

Field Name	Description
	<ul style="list-style-type: none"> <li>• Yes</li> <li>• No</li> </ul>

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

Credit Note Inquiry								
Show Search								
Credit Note Number	Buyer	Supplier	Credit Note Date	Credit Note Expiry Date	Currency	Credit Note Amount	Credit Note Status	Transaction Status
QA11	Carrefour	Danone	2020-01-20	2022-12-28	USD	5,000.00	Raised	Completed
MAUTO-CREDIT-INV	Carrefour	Danone	2020-01-20	2020-04-20	USD	10,000.00	Raised	Completed
4433443	Carrefour	Danone	2020-01-20	2020-05-20	GBP	100.00	Raised	Completed
545435	Carrefour	Danone	2020-01-20	2020-04-20	GBP	100.00	Raised	Completed
DS	Carrefour	Danone	2020-01-20	2023-05-09	USD	1,000.00	Raised	Completed
JCN	Carrefour	Danone	2020-01-20	2023-05-11	USD	10,000.00	Raised	Completed
Z1	Carrefour	Danone	2020-01-20	2023-05-04	GBP	1,000.00	Raised	Completed
MAUTO-CREDIT-002	Carrefour	Danone	2020-01-20	2023-11-19	USD	9,800.00	Raised	Completed
MAUTO-CREDIT-001	Carrefour	Danone	2020-01-20	2023-11-19	USD	9,900.00	Raised	Completed
MAUTO-CREDIT-003	Carrefour	Danone	2020-01-20	2023-11-19	USD	10,200.00	Raised	Completed
CTEST1	Carrefour	Danone	2020-01-20	2023-04-25	USD	10,000.00	Raised	Completed
CTEST2	Carrefour	Danone	2020-01-20	2023-04-25	USD	15,000.00	Raised	Completed
45435	Carrefour	Danone	2020-01-20	2023-05-30	USD	100.00	Raised	Completed
ARABJIRA001	Carrefour	Danone	2020-01-20	2022-12-28	USD	5,000.00	Raised	Completed
ARABJIRA0101	Carrefour	Danone	2020-01-20	2022-12-28	USD	5,000.00	Raised	Completed
CD	Carrefour	Danone	2020-01-20	2023-05-03	USD	10,000.00	Raised	Completed
QA12	Carrefour	Danone	2020-01-20	2022-12-28	USD	5,000.00	Raised	Completed
COP	Carrefour	Danone	2020-01-20	2023-05-10	USD	10,000.00	Raised	Completed
CTEST	Carrefour	Danone	2020-01-20	2023-04-25	USD	8,888.00	Raised	Completed
CR55778	Carrefour	Danone	2020-01-20	2023-06-30	GBP	100.00	Raised	Completed
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3. Click the **Credit Note Number** link to view the details of the credit note.

## 10.4 Payment Inquiry

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

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

The screenshot shows the 'Payment Inquiry' window with a 'Hide Search' button. The fields are organized into four columns:

- Column 1:** File Name (text input), Counter Party (search icon), Payment Mode (dropdown), Program (search icon), Remarks (text input), Allocation Status (dropdown), Search and Reset buttons.
- Column 2:** Payment Reference Number (text input), Beneficiary (search icon), Bank (text input), Currency (dropdown), Date Reference Basis (dropdown).
- Column 3:** Debit-Credit Indicator (dropdown), Credit Account Number (text input), Entity Reference Number (text input), Payment Amount From (text input), Date Range (calendar icon).
- Column 4:** Payment Party (search icon), Remitter Account Number (text input), Relationship (search icon), Payment Amount To (text input), Recon Status (dropdown).

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

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

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

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

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

Payment Inquiry						
Show Search						
Payment Reference Number	Dr/Cr Indicator	Value Date	Currency	Payment Amount	Recon Status	Allocation Status
PAYIPR0020014	Debit	2020-01-20	USD	9,500.00	Unreconciled	Unallocated
AUTPAY01	Credit	2020-01-20	USD	1,000.00	Unreconciled	Unallocated
PAYIPR0020011	Debit	2020-01-20	USD	9,500.00	Unreconciled	Unallocated
IRECON0R4111	Credit	2017-11-01	USD	1,000.00	Unreconciled	Unallocated
AUTPAY17	Credit	2020-01-20	USD	10,000.00	Reconciled	Unallocated
PAYIPR0020012	Debit	2020-01-20	USD	9,500.00	Unreconciled	Unallocated
AUTPAY16	Credit	2020-01-20	USD	5,000.00	Reconciled	Unallocated
PAYIPR0020015	Debit	2020-01-20	GBP	9,500.00	Unreconciled	Unallocated
PAYIPR0010015	Debit	2020-01-20	GBP	9,500.00	Unreconciled	Unallocated
AUTPAY05	Credit	2020-01-20	USD	1,000.00	Part-Reconciled	Unallocated
PAYIPR0010014	Debit	2020-01-20	USD	9,500.00	Unreconciled	Unallocated
PAY01	Credit	2017-11-01	USD	1,000.00	Unreconciled	Unallocated
AUTPAY04	Credit	2020-01-20	USD	1,000.00	Unreconciled	Unallocated
PAYIPR0010011	Debit	2020-01-20	USD	9,500.00	Unreconciled	Unallocated
PAYIPR0010012	Debit	2020-01-20	USD	9,500.00	Unreconciled	Unallocated
AUTPAY15	Credit	2020-01-20	USD	1,000.00	Reconciled	Unallocated
PAY02	Credit	2017-11-01	USD	1,000.00	Unreconciled	Unallocated
AUTPAY02	Credit	2020-01-20	USD	1,000.00	Reconciled	Unallocated
PAYIPR0010013	Debit	2020-01-20	USD	9,500.00	Unreconciled	Unallocated
PAYIPR0020013	Debit	2020-01-20	USD	9,500.00	Unreconciled	Unallocated

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3. Optional: Click the **Payment Reference Number** to view more details. The Details pop-up window appears, with the following tabs: Payment Details, Reconciliation Details, and Allocation Details.

Details			
Payment Details	Reconciled Invoice Details	Allocation Details	Excess Payment Details
Flag	Dr/Cr Indicator	Payment Reference Number	Payment Date
Invoice	Credit	AUTPAY17	2020-01-20
Payment Currency	Payment Amount	Allocation Req'd	Credit Account Number
USD	\$10,000.00	Y	
Unreconciled Payment Amount	Unallocated Payment Amount	Reconciled Amount	Allocated Amount
\$0.00	\$10,000.00	\$10,000.00	\$0.00
Recon Status	Allocation Status	Payment Party Code	Counter Party Code
Reconciled	Unallocated		
Counter Party Id	Beneficiary Id	Payment Party Name	Counter Party Name
000381	000381	Carrefour	Danone
Beneficiary Name	File Name	Virtual Account Owner	Payment Mode
Danone	OBSCFCM-PAYMENT_AUTPAY...	000381	ACCOUNT_TRANSFER
Virtual A/C Flag	Auto Reconcile	Entity Ref No	Remarks
Y	Y	ITEST2	-
Program Code	Relationship Code	Instrument Date	Remitter A/C No
PROGRAM1	REL701		
Bank Code	Bank	Branch	Mandate Reference Number
			M01
Credit Note Reference	EFT Ref No	Generic Appropriation	Specific Appropriation
CR01	838		-

Details											
Payment Details		Reconciled Cashflow Details				Allocation Details		Excess Payment Details			
External Reference Number	Corporate Reference Number	Corporate	Counter Party Id	Expected Amount	Recon Type	Recon Reference Number	Cashflow Type	Reconciliation Status	Action	Reconciliation Date	
MARCAREQA1935	MARCAREQA1801	000380	000381	\$100,001.19	Manual	REF2005230004294	I	Unreconciled	Reconcile	2022-04-29	
Page 1 of 1 (1 of 1 items)  < < 1 > >											

**Note:** Click the information icon under Recon Type column in the Reconciliation Cashflow Details tab, to view the recon rule that has been applied.

Details							×
Payment Details		Reconciled Cashflow Details		Allocation Details		Excess Payment Details	
Virtual Account Number	Date	Recon Type	VAM Reference Number	Status	Amount (Payment Ccy)	Reason	
No data to display.							
Page 1 (0 of 0 items)  < 1 >							

Details							×
Payment Details		Reconciled Cashflow Details		Allocation Details		Excess Payment Details	
						<a href="#">Expand All</a> <a href="#">Collapse All</a>	
Excess Payment Reference Number				Value Date		Excess Amount	

## 10.5 Purchase Order Inquiry

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

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

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

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

Field Name	Description
File Reference Number	Enter the unique reference number of the file used for uploading purchase orders.
PO Number	Enter the reference number of the purchase order.
Buyer	Click the search icon to find and select the buyer.
Supplier	Click the search icon to find and select the supplier.
Relationship	Click the search icon to find and select the relationship.
Program	Click the search icon to find and select the program. This field is applicable only to Oracle Banking Supply Chain Finance system.
PO Status	Select the required status of the purchase order. <ul style="list-style-type: none"> <li>Accepted</li> <li>Cancelled</li> <li>Raised</li> <li>Rejected</li> </ul>
Finance Status	Select the finance status of the PO to filter the search result by. Available options are: <ul style="list-style-type: none"> <li>Financed</li> <li>Part Financed</li> <li>Not Financed</li> </ul>
Amount Reference Basis	Select the reference for an amount range search. <ul style="list-style-type: none"> <li>Financeable Amount</li> <li>PO Amount</li> </ul>

Field Name	Description
Currency	Select the required amount currency.
PO Amount From	Enter the 'from' amount of the purchase order amount range.
PO Amount To	Enter the 'to' amount of the purchase order amount range.
Date Reference Basis	Select the reference for a date range search. <ul style="list-style-type: none"> <li>Funding Request Date</li> <li>PO Date</li> </ul>
Date Range	Click the Calendar icon to select the start date and end date of the purchase order date range.

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

OR

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

Purchase Order Inquiry						
Show Search ▼						
Purchase Order List						
PO Number	Buyer	Supplier	PO Date	Currency	PO Amount	PO Status
<a href="#">PO250801</a>	AugSupp	Reindeer Corp	2018-03-30	USD	\$1,000.00	ACCEPTED
<a href="#">PO250812</a>	AugSupp	Reindeer Corp	2018-03-30	GBP	£2,000.00	ACCEPTED
<a href="#">PO250810</a>	AugSupp	Reindeer Corp	2018-03-30	USD	\$1,000.00	ACCEPTED
<a href="#">PO250802</a>	AugSupp	Reindeer Corp	2018-03-30	USD	\$1,000.00	ACCEPTED
<a href="#">POM006</a>	AugSupp	Reindeer Corp	2018-07-01	USD	\$1,000.00	ACCEPTED
<a href="#">PO250805</a>	AugSupp	Reindeer Corp	2018-03-30	GBP	£3,000.00	ACCEPTED
<a href="#">PO250806</a>	AugSupp	Reindeer Corp	2018-03-30	USD	\$3,000.00	ACCEPTED
<a href="#">PO050902</a>	AugSupp	Reindeer Corp	2022-09-20	USD	\$2,000.00	RAISED
<a href="#">PO250811</a>	AugSupp	Reindeer Corp	2018-03-30	USD	\$2,000.00	ACCEPTED
<a href="#">PO050903</a>	AugSupp	Reindeer Corp	2022-09-20	GBP	£1,000.00	RAISED
<a href="#">PO250814</a>	AugSupp	Reindeer Corp	2018-03-30	USD	\$3,000.00	ACCEPTED
<a href="#">PO050904</a>	AugSupp	Reindeer Corp	2022-09-20	GBP	£1,111.00	RAISED
<a href="#">PO050910</a>	AugSupp	Reindeer Corp	2022-09-20	USD	\$3,333.00	RAISED
<a href="#">12345</a>	AugSupp	Reindeer Corp	2020-03-02	USD	\$9,180.00	ACCEPTED
<a href="#">PO250813</a>	AugSupp	Reindeer Corp	2018-03-30	GBP	£3,000.00	ACCEPTED
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3. Click the reference number link in the **PO Number** column to view the details of the purchase order.



## 10.6 Receivables Inquiry

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

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

The screenshot shows the 'Receivables Inquiry' window with the following fields and controls:

- File Name:** Text input field.
- Instrument Type:** Dropdown menu with 'Select'.
- Reference Number:** Text input field.
- Buyer:** Search icon and dropdown menu.
- Supplier:** Search icon and dropdown menu.
- Relationship:** Search icon and dropdown menu.
- Program:** Search icon and dropdown menu.
- Instrument Status:** Dropdown menu with 'Select'.
- Other Status:** Dropdown menu with 'Select'.
- Payment Status:** Dropdown menu with 'Select'.
- Finance Status:** Dropdown menu with 'Select'.
- Currency:** Dropdown menu with 'Select'.
- Amount From:** Text input field.
- Amount To:** Text input field.
- Date Reference Basis:** Dropdown menu with 'Select'.
- Date Range:** Two date pickers connected by a double-headed arrow.
- Search:** Button.
- Reset:** Button.

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

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

Field Name	Description
File Name	Enter name of the file used for uploading invoice.
Instrument Type	Select the instrument type to specify whether the inquiry is for invoice or debit note.
Reference Number	Enter the complete or partial reference number of the instrument to search for.
Buyer	Click the search icon to select the buyer mentioned in the invoice.
Supplier	Click the search icon to select the supplier mentioned in the invoice.
Relationship	Click the search icon to select the relationship used for creating the invoice.
Program	Click the search icon to select the program linked with the invoice. This field is applicable only to the Oracle Banking Supply Chain Finance system.
Instrument Status	Select the current instrument status to filter the search results. <ul style="list-style-type: none"> <li>Disputed</li> <li>Cancelled</li> <li>Raised</li> <li>Accepted</li> </ul>
Other Status	Select the applicable status to filter the search results. An invoice/debit note may have multiple attributes and a search can be performed on all these through a multi-select option for the other status field. <ul style="list-style-type: none"> <li>Overdue</li> <li>Approved</li> </ul>

Field Name	Description
	<ul style="list-style-type: none"> <li>Assigned</li> <li>Indirect Payment</li> <li>Payment Under Approval</li> <li>Stale</li> </ul>
Payment Status	Select the payment status to filter the search results. <ul style="list-style-type: none"> <li>Partial Paid</li> <li>Paid</li> <li>Unpaid</li> </ul>
Finance Status	Select the finance status to filter the search results by. Available options are: <ul style="list-style-type: none"> <li>Financed</li> <li>Part Financed</li> <li>Not Financed</li> </ul>
Amount Reference Basis	Select the reference for an amount range search.
Currency	Select the currency of the instrument.
Amount From	Enter the starting range of instrument amount to search.
Amount To	Enter the ending range of instrument amount to search.
Date Reference Basis	Select the value to specify the reference for date criteria: <ul style="list-style-type: none"> <li>Invoice/Debit Note Date</li> <li>Invoice/Debit Note Due Date</li> <li>Actual Payment Date</li> <li>Payment Due Date</li> <li>Funding Request Date</li> </ul>
Date Range	Click the Calendar icon and select start date and end date of the date range.

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

Reference Number	Instrument Type	Buyer	Supplier	Issue Date	Due Date	Currency	Invoice Amount	Instrument Status	Netting Status	Historical Status
<a href="#">MAUTO-DEBIT-IFIN1</a>	Debit Note	Carrefour	Danone	2020-01-20	2020-02-20	USD	10,020.00	Accepted	-	<a href="#">Details</a>
<a href="#">TR</a>	Invoice	Carrefour	Danone	2020-01-20	2023-04-16	USD	10,200.00	Raised	-	<a href="#">Details</a>
<a href="#">TTEST1</a>	Invoice	Carrefour	Danone	2020-01-20	2023-04-19	USD	10,000.00	Raised	-	<a href="#">Details</a>
<a href="#">ITEST1</a>	Invoice	Carrefour	Danone	2020-01-20	2020-04-07	USD	5,000.00	Accepted	-	<a href="#">Details</a>
<a href="#">78768768</a>	Invoice	Carrefour	Danone	2020-01-20	2023-05-22	GBP	100.00	Raised	-	<a href="#">Details</a>
<a href="#">MAUTO-INV-LPROG</a>	Invoice	Carrefour	Danone	2020-01-20	2023-11-19	USD	10,010.00	Raised	-	<a href="#">Details</a>
<a href="#">MAUTO-INV-ReD</a>	Invoice	Carrefour	Danone	2020-01-20	2020-02-20	USD	10,020.00	Raised	-	<a href="#">Details</a>
<a href="#">TFB203</a>	Invoice	Carrefour	Danone	2020-01-20	2020-01-28	USD	1,000.00	Raised	-	<a href="#">Details</a>
<a href="#">MAUTO-DEBIT-RaD2</a>	Debit Note	Carrefour	Danone	2020-01-20	2020-02-20	USD	10,020.00	Accepted	-	<a href="#">Details</a>
<a href="#">DB6767</a>	Debit Note	Carrefour	Danone	2020-01-20	2023-06-30	GBP	100.00	Raised	-	<a href="#">Details</a>
<a href="#">MAUTO-INV-004</a>	Invoice	Carrefour	Danone	2020-01-20	2023-11-19	USD	9,909.90	Accepted	-	<a href="#">Details</a>
<a href="#">MAUTO-DEBIT-EDIT1</a>	Debit Note	Carrefour	Danone	2020-01-20	2020-02-20	USD	10,020.00	Raised	-	<a href="#">Details</a>
<a href="#">MAUTO-DEBIT-PROG1</a>	Debit Note	Carrefour	Danone	2020-01-20	2023-11-19	USD	10,010.00	Raised	-	<a href="#">Details</a>
<a href="#">DOP</a>	Debit Note	Carrefour	Danone	2020-01-20	2023-05-19	USD	10,200.00	Accepted	-	<a href="#">Details</a>
<a href="#">MAUTO-DEBIT-ReD</a>	Debit Note	Carrefour	Danone	2020-01-20	2020-02-20	USD	10,020.00	Raised	-	<a href="#">Details</a>
<a href="#">MAUTO-INV-TFIFIN</a>	Invoice	Carrefour	Danone	2020-01-20	2020-02-20	USD	10,020.00	Accepted	-	<a href="#">Details</a>
<a href="#">MAUTO-INV-003</a>	Invoice	Carrefour	Danone	2020-01-20	2023-11-19	USD	9,909.90	Accepted	-	<a href="#">Details</a>
<a href="#">DNTEST02</a>	Debit Note	Carrefour	Danone	2020-01-20	2022-12-28	USD	5,000.00	Accepted	-	<a href="#">Details</a>
<a href="#">MAY23001</a>	Invoice	Carrefour	Danone	2020-01-20	2020-01-30	USD	1,234.00	Raised	-	<a href="#">Details</a>
<a href="#">CTEST</a>	Invoice	Carrefour	Danone	2020-01-20	2023-04-12	USD	1,000.00	Raised	-	<a href="#">Details</a>

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

## 11. File Management

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

### 11.1 Upload Files

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

#### 11.1.1 Supported files and fields:

- Payment File

Naming convention - OBSCF-PAYMENT\_suffix.csv

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

File template:

• DEBIT_CREDIT_INDICATOR	• CREDIT_ACC_NO	• PROGRAM_CODE	• FILLER1
• PAYMENT_NO	• AUTO_RECONCILE	• REMITTER_ACC_NO	• FILLER2
• CURRENCY	• FLAG	• BANK_CODE	• FILLER3
• AMOUNT	• ENTITY_REF_NO	• EFT_REF_NO	• FILLER4
• GEN_APPROPRIATION	• REMARKS	• INSTRUMENT_DATE	• FILLER5
• SPEC_APPROPRIATION	• PAYMENT_PARTY_ID	• INSTRUMENT_BANK	• FILLER6
• PAYMENT_MODE	• PAYMENT_PARTY_NAME	• INSTRUMENT_BRANCH	• FILLER7
• PAYMENT_DATE	• COUNTERPARTY_ID	• MANDATE_REF_NO	• FILLER8
• PAYMENT_PARTY_CODE	• COUNTERPARTY_NAME	• CREDIT_NOTE_REF_NO	• FILLER9
• COUNTERPARTY_CODE	• BENEFICIARY_ID	• ALLOCATION_REQUIRED	• FILLER10
• VIRTUAL_AC_FLAG	• BENEFICIARY_NAME		

- Relationship File

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

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

File template:

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

- Invoice File

Naming convention - OBSCF-INVOICE-BUYER\_suffix.csv or OBSCF-INVOICE-SELLER\_suffix.csv

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

File template:

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

- Invoice File to link multiple PO's

Naming convention - OBSCFCM-INVOICES-PO-BUYER\_suffix.csv or OBSCFCM-INVOICES-PO-SELLER\_suffix.csv

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

File template:

#### INVOICE

• INDICATOR	• DISCOUNT2 DAYS	• BANK	• SHIPMENT ADDRESS
• INVOICE_NO	• DISCOUNT2 PERC	• BRANCH	• SHIPMENT COUNTRY
• INVOICE_DATE	• BUYER_DIV_CODE	• BIC_ROUTING_CODE	• CITY
• INVOICE_VALUE_DATE	• SUPPLIER_DIV_CODE	• FUNDING_REQ_AMT	• ZIP CODE
• INVOICE_DUE_DATE	• DISPUTED	• FILLER1	• PHONE NUMBER
• BUYER_CODE	• BUYER_ID	• FILLER2	• TAX ID
• SUPPLIER_CODE	• SUPPLIER_ID	• FILLER3	• REASON FOR EXPORT
• CURRENCY	• BUYER_NAME	• FILLER4	• TERMS OF SALE
• BASE_INV_AMOUNT	• SUPPLIER_NAME	• INVOICE_ID	• COUNTRY OF ORIGIN
• NET_INV_AMOUNT	• PREACCEPTED	• FUNDING_REQ_DATE	• REMARKS
• TAX_AMOUNT	• ACCEPTANCE_AMOUNT	• NET PMT TERMS	• MISC CHARGE1 DESC
• DISCOUNT	• PROGRAM_ID	• PMT CONDITION	• MISC CHARGE 1 AMOUNT
• DISCOUNT1 DAYS	• VIRTUAL_AC_FLAG	• SHIPMENT DATE	• MISC CHARGE 2 DESC
• DISCOUNT1 PERC	• REPAYMENT_AC_NO	• SHIPMENT NUMBER	• MISC CHARGE 2 AMOUNT

#### PO

• INDICATOR	• PO NUMBER	• INVOICE_AMOUNT_ALLOCATED
-------------	-------------	----------------------------

#### COMMODITY

• INDICATOR	• COMMODITY_NAME	• TOTAL_COST	• NET_COST
• PO_NUMBER	• QUANTITY	• TAX_AMOUNT	
• COMMODITY_CODE	• UNIT_COST	• DISCOUNT_AMOUNT	

- **Purchase Order File**

Naming convention - OBSCF-PURCHASE-ORDER-BUYER\_suffix.csv or OBSCF-PURCHASE-ORDER-SELLER\_suffix.csv

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

File template:

• INDICATOR	• TAX AMOUNT	• TAX ID	• MISC CHARGE 2 DESC
• EXTERNAL PO NO.	• NET PO AMOUNT	• REQUESTED SHIPMENT DATE	• MISC CHARGE 2 AMOUNT
• PO DATE	• ACCEPTED AMOUNT	• SHIPMENT TO	• FILLER 1
• PROMISED SHIPMENT DATE	• BUYER DIVISION CODE	• PHONE NUMBER	• FILLER 2
• CURRENCY	• SUPPLIER DIVISION CODE	• REASON FOR EXPORT	• FILLER 3
• BASE PO AMOUNT	• PRE-ACCEPTED	• TERMS OF SALE	• FILLER 4
• BUYER ID	• FUNDING REQUEST AMOUNT	• PAYMENT TERMS	• FILLER 5
• SUPPLIER ID	• SHIPMENT ADDRESS	• COUNTRY OF ORIGIN	• FILLER 6
• BUYER NAME	• COUNTRY	• REMARKS	•
• SUPPLIER NAME	• ZIP	• MISC CHARGE 1 DESC	•
• DISCOUNT AMOUNT	• CITY	• MISC CHARGE 1 AMOUNT	•
<b>COMMODITY LIST</b>			
• INDICATOR	• COMMODITY CODE	• COMMODITY NAME	• QUANTITY
• COST PER UNIT	• TOTAL COST	• TAX AMOUNT	• DISCOUNT AMOUNT
			• NET AMOUNT

- **Credit Note – Seller File**

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

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

File template:

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

- Debit Note – Buyer File

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

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

File template:

• DN_NO	• DISPUTED	• ADJUST_REASON_CODE	• SHIPMENT_ADDRESS
• DN_ID	• BUYER_ID	• REMARKS	• SHIPMENT_COUNTRY
• LINK_INVOICE_NO	• SUPPLIER_ID	• FILLER1	• EXPORT_REASON
• DN_DATE	• BUYER_NAME	• FILLER2	• SALE_TERMS
• DN_DUE_DATE	• SUPPLIER_NAME	• FILLER3	• PAYMENT_TERMS
• BUYER_CODE	• PREACCEPTED	• FILLER4	• COUNTRY_OF_ORIGIN
• SUPPLIER_CODE	• ACCEPTANCE_AMOUNT	• FILLER5	• INVOICE_NUMBER
• CURRENCY	• PROGRAM_ID	• FILLER6	• COMMODITY_CODE
• BASE_DN_AMOUNT	• VIRTUAL_AC_FLAG	• FILLER7	• COMMODITY_NAME
• NET_DN_AMOUNT	• REPAYMENT_AC_NO	• FILLER8	• QUANTITY
• TAX_AMOUNT	• BANK	• FILLER9	• UNIT_COST
• DISCOUNT	• BRANCH	• FILLER10	• TOTAL_COST
• BUYER_DIV_CODE	• BIC_ROUTING_CODE	• SHIPMENT_NO	• TAX_AMOUNT
• SUPPLIER_DIV_CODE	• FUNDING_REQ_AMT	• SHIPMENT_DATE	• DISCOUNT_AMOUNT
			• NET_COST



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

1. Drag and drop the file to be uploaded in the highlighted box. or Click inside the highlighted box to select the file to be uploaded.
2. In the **Enter Source Code** field, specify the source code of the application to associate the file records to.

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

A message appears stating that the file has been uploaded successfully.

## 11.2 View File Upload Status



This screen helps you to manage uploaded files.

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

View File Upload Status										
Filter by File Name	Filter by Maker ID	Filter by Checker ID							Refresh	
Filter by Status	Filter by Upload Date: Start Date	Filter by Upload Date: End Date	Filter	Clear Filters					Rejected Files	
File Name	Maker Id	Checker Id	Total Records	Approved	Successful	Failed	Maker Time Stamp	Checker Time Stamp	Status	Action
OBSCFCM-INVOICES-BUYER_147MAINT_20JuneV10.csv	AUTOUSER20	AUTOUSER17	1	1	1	0	2023-06-27 T06:22:10.000+00:00	2023-06-27 T06:22:30.000+00:00	Processed	T ⋮
OBSCFCM-INVOICES-BUYER_PrePost10.csv	VISHALC	ABHISHEKL	1	1	1	0	2023-06-27 T04:12:00.000+00:00	2023-06-27 T04:12:20.000+00:00	Processed	T ⋮
OBSCFCM-INVOICES-BUYER_PrePost9.csv	VISHALC	ABHISHEKL	1	1	1	0	2023-06-27 T04:01:48.000+00:00	2023-06-27 T04:01:59.000+00:00	Processed	T ⋮
OBSCFCM-INVOICES-BUYER_PrePost8.csv	VISHALC	ABHISHEKL	1	1	0	1	2023-06-27 T03:52:58.000+00:00	2023-06-27 T03:53:19.000+00:00	Processed	T ⋮
OBSCFCM-INVOICES-BUYER_147MAINT_20JuneV9.csv	AUTOUSER17	AUTOUSER18	1	1	0	1	2023-06-26 T08:55:36.000+00:00	2023-06-26 T08:55:43.000+00:00	Processed	T ⋮
OBSCFCM-INVOICES-BUYER_147MAINT_20JuneV8.csv	AUTOUSER17	AUTOUSER18	1	1	0	1	2023-06-26 T08:54:42.000+00:00	2023-06-26 T08:54:49.000+00:00	Processed	T ⋮
OBSCFCM-INVOICES-BUYER_147MAINT_20JuneV7.csv	AUTOUSER17	AUTOUSER18	1	1	0	1	2023-06-26 T08:53:44.000+00:00	2023-06-26 T08:53:53.000+00:00	Processed	T ⋮
Page 1 of 17 (1-10 of 167 items)   < 1 2 3 4 5 ... 17 >										

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

- Use one or more of the following criteria to filter the listed file jobs:
  - In the **Filter by File Name** field, type the partial or complete name of the file.
  - In the **Filter by Maker ID** field, type the partial or complete Maker ID used to create the file record.
  - In the **Filter by Checker ID** field, type the partial or complete Checker ID used to authorize the file.
  - From the **Filter by Status** list, select a status option. The available options are: Approved, Failed, Processed, and Unprocessed.
  - In the **Filter by Upload Date: Start Date** and **Filter by Upload Date: End Date** field, select the start date and end date to filter the file records by upload date.
  - Upon selecting the required filter criteria, click **Filter** to view the filtered list. To clear the filter criteria fields, click **Clear Filters**.
- If required, click **Refresh** to refresh the listed files.
- If required, click the download icon (📄) to download the file.
- Click the options icon (⋮) and do one of the following as per requirement:
  - Select **View Status** to view further details of the uploaded file.
  - Select **View Remarks** to view any comments added during file upload.
  - Select **Approve** to approve the file. This option appears only for files which are in the 'Unprocessed' state.
  - Select **Reject** to reject the file. This option appears only for files which are in the 'Unprocessed' state.
- To view rejected files and their details:

- a. In the View File Upload Status screen, click **Rejected Files**. The **Rejected File Data** pop-up window appears, with a list of rejected files.
- b. In this window, you can do the following:
  - Filter the records based on file name, maker ID, checker ID, upload start date, and upload end date (as detailed above). Once you enter the filter criteria, click **Filter** to view the filtered records, or click **Clear Filters** to clear the entered criteria.
  - Click the Download icon () to download the file.
  - Click the Remarks icon () to view any comments added.

## 12. Machine Learning

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

### 12.1 Use Case Definition

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

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

Click the Add icon to create a use case.

Tag Display Sequence	Tag Screen Display	Tag Name	Annotation Tag	Default Value
1	Invoice Amount	InnovAmt	Y	
2	Invoice Number	InnovNum	N	

Perform the following steps to add information about the tags:

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

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

## 12.2 Annotator

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

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

The Annotator interface is divided into several sections:

- Action Type:** Radio buttons for "Create New Annotated File" (selected) and "Edit Created Annotated File".
- Source File Definition:** Fields for "Source File:" and "Annotated File:" with "Select File" buttons.
- Document Type:** A dropdown menu labeled "Select" and a "Get Labels" button.
- Annotations:** A table with columns "Tag Name" and "Tag Value", currently showing "No data to display."
- Original File:** A placeholder for the source image file.
- Text Form:** A placeholder for the document converted to text.

Perform the following steps to create an annotator file:

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

The Annotator interface now shows an invoice image in the "Original File" section. The "Text Form" section displays the extracted text from the invoice. A "Select Annotation Label" dropdown menu is open, showing various labels like "Amount", "Buyer Id", "Buyer Name", "Currency", "Discount Amount", "Discount Percentage", "Net Po Amount", "PO Date", and "PreAccepted Flag". The "Annotations" table is populated with these labels and their corresponding values from the invoice.

Tag Name	Tag Value
Amount	
Buyer Id	
Buyer Name	
Currency	
Discount Amount	
Discount Percentage	
Net Po Amount	
PO Date	
PreAccepted Flag	

5. In the **Text Form** box, highlight the value and right click to select the annotation label (tag name).

- Click **Create Training File** to create the annotated file.

## 12.3 Model Training

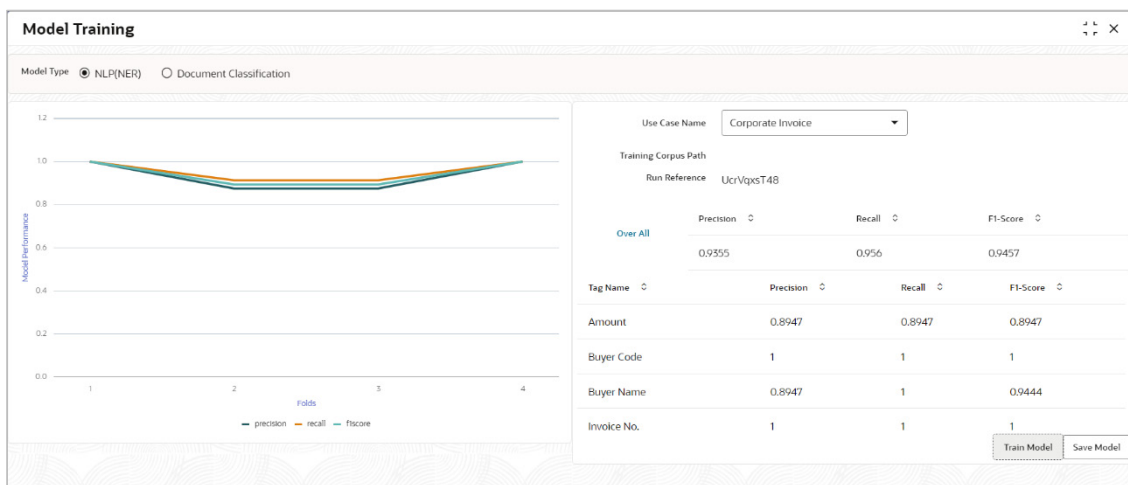
This screen is used to train the model created by using Annotator. The user can have only one active trained model at a time.

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

The screenshot shows the 'Model Training' window. At the top, there are two radio buttons: 'NLP(NER)' (selected) and 'Document Classification'. Below this, the 'Use Case Name' is set to 'Select Usecase Name'. The 'Training Corpus Path' and 'Run Reference' fields are empty. The 'Over All' section shows 'No data to display.' for Precision, Recall, and F1-Score. The 'Tag Name' section also shows 'No data to display.' for Precision, Recall, and F1-Score. At the bottom right, there are 'Train Model' and 'Save Model' buttons.

Perform the following steps to train the model for reading invoice/PO details:

- In the **User Case Name** list, select any one of the created use cases.
- Click **Train Model** to generate the reference number of the trained model.



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

## 12.4 Model Management

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

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

The screenshot shows the 'Model Management' interface. It features a search bar at the top left and a list of use cases. Each use case card displays the 'Usecase Name', 'Mod No', and 'Status'. Below each card are three icons: a document icon for 'Authorized', a lock icon for 'Open', and a checkmark icon for a count.

Usecase Name	Mod No	Status	Authorized	Open	Count
chqr	2 N		Authorized	Open	2
Document_Classification	2 Y		Authorized	Open	2
corpPOBDX	2 N		Authorized	Open	2
corpinv	11 N		Authorized	Open	11
corppo	8 N		Authorized	Open	8
corpinvOBDX	10 N		Authorized	Open	10

At the bottom, there is a pagination control showing 'Page 1 of 1 (1 - 6 of 6 items)' and navigation arrows.

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

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

The screenshot shows the 'Model Management' interface with a 'Compare' dialog box open. The dialog has two sections, one for 'Mod Number12' and one for 'Mod Number13'. Each section contains a 'Compare' button, a 'Done By' field (RAGHUNATHM), a 'Done On' field (16/9/2022), and a 'Record Status' field (Open). Below these fields are 'Once Auth Yes' and 'View' buttons. At the bottom right of the dialog are 'Cancel', 'Reject', and 'Approve' buttons.

OR

To authorize the open records, perform the following steps:

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

**Model Management**

Use Case Name: corpinv Model Type: NER

Run Reference	Training Date	Precision	Recall	F1 score	Active	
VOSRtgtx	06/11/2019	0.986	0.977	0.981	<input type="checkbox"/>	Tag Parameters
BgRtnFv95	06/11/2019	0.986	0.977	0.981	<input type="checkbox"/>	Tag Parameters
ePgOkL6Hn	06/11/2019	0.986	0.977	0.981	<input type="checkbox"/>	Tag Parameters
3ulancq3lv	13/04/2021	1	0.8	0.889	<input type="checkbox"/>	Tag Parameters
3Eq5Hjoa1J	13/04/2021	1	1	1	<input type="checkbox"/>	Tag Parameters

Page 1 of 2 (1-5 of 7 items) |< < 1 2 > >|

Audit Cancel Save

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

**Tag Parameters Detail**

Model Name: corpinv Model Type: NER Run Reference: ePgOkL6Hn

Tag Name	Precision	Recall	F1 Score
amount	1	0.938	0.968
buyerCode	1	0.938	0.968
buyerName	1	1	1
currency	1	1	1
discDet	1	1	1

Close

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



## 12.5 Document Upload

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

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

**Document Upload**

Scan and Upload Document

Select File Document Type

Corporate Invoice Upload

Name of loaded file will appear here!

**Original Document**

Document to be processed will be displayed here for reference

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

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

**Document Upload**

Scan and Upload Document

Select File Document Type

Corporate Purchase Order Upload

INV\_6\_GBP.jpg

**Original Document**

**ABC INC**

7324 St Paul St.,  
New City, NY 10956  
Phone- 166-181-986  
Email- mhassel@msn.com

**BILL TO**

Buyer- 2003

<b>INVOICE NO.</b>	MH748PL
<b>INVOICE DATE</b>	2011/09/23

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

## 12.6 Transaction Log

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

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

Transaction Log							
Document Type		Status	From Date	To Date			
<input type="text"/>		<input type="text"/>	<input type="text"/>	<input type="text"/>			
Document Id	Tag Value(s)	Document Type	Model Reference	Processing Date	Status	Failure Reason	Training Required
19609	<input type="text"/>	corppo-Corporate Purchase Order	CXzeatkvSf	13/04/2021	PROCESSED		N
19608	<input type="text"/>	corppo-Corporate Purchase Order		13/04/2021			
19606	<input type="text"/>	corpinv-Corporate Invoice	3Eq5Hjoa1J	13/04/2021	PROCESSED		N
19605	<input type="text"/>	corpinv-Corporate Invoice		13/04/2021	ERROR	Unable to complete File Processing	Y
19603	<input type="text"/>	corpinv-Corporate Invoice		13/04/2021	ERROR	Unable to complete File Processing	Y
19602	<input type="text"/>	corpinv-Corporate Invoice	3uiianqo3lv	13/04/2021	PROCESSED		N
Page <input type="text" value="31"/> of 41 (181-186 of 244 items) <input type="button" value="K"/> <input type="button" value="1"/> <input type="button" value="29"/> <input type="button" value="30"/> <input type="button" value="31"/> <input type="button" value="32"/> <input type="button" value="41"/> <input type="button" value="X"/>							

Perform the following steps to filter the processing dashboard table:

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

## 13. Batch Jobs

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

### 13.1 EOD Batch

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

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

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

## 13.2 Independent Batch

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

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

## 14. Process Codes

### 14.1 Finance

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

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

Stage	Functional Activity Code	Description
LimitProcessingException	LimitProcessingException	This is a stage before authorization and transaction falls in this stage when maintenance of limits is not done properly.
CreditApprovalException	CreditApprovalException	This is a stage before authorization and transaction falls in this stage when exception handling behavior has been maintained as STOP in the Product Parameters screen for limit amount and limit expiry breach.
CreateAdhocLimitsTransactionException	CreateAdhocLimitsTransactionException	This is a stage before authorization and transaction falls in this stage if there is a technical error while identifying Adhoc limits applicability in transaction.
InitiateWorkflowForAdhocLimitTxnException	InitiateWorkflowForAdhocLimitTxnException	This is a stage before authorization and transaction falls in this stage if there is a technical error due to which a transaction for Adhoc limits is not initiated in the system.
AutoFinanceException	AUTOFIN_EXCEPTION	This is a stage before authorization and after limit is blocked. Transaction falls in this stage when auto processing is enabled, and it fails due to financing validations being done as per finance parameters maintained in Product/Program/Interest/Accounting/Charges.
Processing	PROCESSING	This is a stage before authorization and after limit is blocked. Transaction falls in this stage when auto-processing is disabled in Program/Product parameters.
Authorization	AUTHORIZATION	This is authorization step wherein user can either Approve/Reject the record. Transaction falls in this stage when auto-authorization is disabled in Product/Program parameters.
Loan Integration Exception	OBCL_EXCEPTION	This stage is after authorization and transaction falls in this stage when

Stage	Functional Activity Code	Description
		integration with lending product (OBCL) to create contracts or make payment fails.
AccountingEntriesPostException	ACC_ENTRIES_EXCEPTION	This stage is after authorization and transaction falls in this stage when accounting entries posting integration is configured as 'Yes' in system parameters with another product and posting fails.
AccountPostingResponseAwaited	ACCPPOSTING_RESPONSE_AWAITED (Not be mapped on screen)	This stage is after authorization and transaction falls in this stage if accounting entries posting integration is configured as 'Yes' in system parameters with another product and the mode of integration is asynchronous and transaction is waiting for response.
ExternalPaymentException	EXTERNAL_PAYMENT_EXCEPTION	This stage is after authorization and transaction falls in this stage when external payment integration is required as per payment mode in transaction and external payment system integration fails.
OutgoingPaymentResponseAwaited	OUTPAY_RESPONSE_AWAITED (Not be mapped on screen)	This stage is after authorization and transaction falls in this stage when external payment integration is required as per payment mode in transaction and integration is asynchronous and transaction is waiting for response.
LimitsUpdateException	LIMITS_UPDATE_EXCEPTION	This stage is after authorization and transaction falls in this stage when limits utilization/release fails due to technical error. The user can retry the transaction after the technical error is resolved.
FinanceMasterUpdate	POSTAUTH_UPDATE_EXCEPTION	This stage is after authorization and transaction falls in this stage when work table to main table approval update fails due to technical errors. The user can retry the transaction after the technical error is resolved.
InstrumentUpdateException	INSTRUMENT_UPDATE_EXCEPTION	This stage is after authorization and transaction falls in this stage when update of linked invoice/PO as financed/paid fails due to technical errors. The user can retry the transaction after the technical error is resolved.
AlertsException	ALERTS_EXCEPTION	This stage is after authorization and transaction falls in this stage when alerts generation for transaction fails due to technical errors. The user can retry the transaction after the technical error is resolved.

Stage	Functional Activity Code	Description
ReconCompletionException	RECON_COMPLETION_EXCEPTION	This stage is after authorization and transaction falls in this stage for settlement transactions when payment is initiated through Finance Payment Recon (FPR) and FIFO (First In First Out) is not completed and status of the same cannot be found due to technical errors. The user can retry the transaction after the technical error is resolved.
ReconAuthorizationException	RECON_AUTHORIZATION_EXCEPTION	This stage is after authorization and transaction falls in this stage for settlement transactions when payment is initiated through Finance Payment Recon (FPR) and FIFO (First In First Out) is not completed and status of recon of current finance settlement is not updated due to technical errors. The user can retry the transaction after the technical error is resolved.
ReconStepAuthorizationException	RECON_STEP_AUTHORIZATION_EXCEPTION	This stage is after authorization and transaction falls in this stage for settlement transactions when payment is initiated through Finance Payment Recon (FPR) and FIFO (First In First Out) is not completed and status of payment corresponding to current finance settlement is not updated due to technical errors. The user can retry the transaction after the technical error is resolved.

## 14.2 Recon

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

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

Stage	Functional Activity Code	Description
Processing	SCFCM_FA_PROCESSING_AUTH_REJECT	This is a stage before authorization in which transaction is under processing before rejection.
CL Exception	SCFCM_FA_CL_EXCEPTION	This stage is after authorization and transaction falls in this stage when integration for corporate lending is configured as 'Yes' in system parameters with another product and it fails.
Accounting	SCFCM_FA_AC_REG	This stage is after authorization and

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

### 14.3 Discounting

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

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

Stage	Functional Activity Code	Description
Authorization	AUTHORIZATION	This is authorization step wherein user can either Approve/Reject the record. Transaction falls in this stage when auto-authorization is disabled in Product/Program parameters.
masterUpdateExceptio	MASTER_UPDATE_E	This stage is after authorization and



Stage	Functional Activity Code	Description
n	XCEPTION	transaction falls in this stage when work table to main table update fails due to technical errors. The user can retry the transaction after the technical error is resolved.

## 14.4 Instrument

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

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

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

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

## 15. Functional Activity Codes

Screen Name/API Name	Functional Activity Code	Action	Description
Accounting Entries	SCFCM_FA_ACCNT_ENTRIES_CREATE_SERVICE	Create	Create Accounting Entries
	SCF_FA_OBSCFCM_SERVICE	View	View Accounting Entries
	SCFCM_FA_ACCNT_ENTRIES_VIEW_AUTHORIZE_SERVICE	Authorize	Authorize the Accounting Entries record
	SCFCM_FA_ACCNT_ENTRIES_VIEW_UPDATE_SERVICE	Unlock	Unlock and edit the Accounting Entries record
	SCFCM_FA_ACCNT_ENTRIES_VIEW_DELETE_SERVICE	Delete	Delete the Accounting Entries record
	SCFCM_FA_ACCNT_ENTRIES_VIEW_CLOSE_SERVICE	Close	Close the Accounting Entries record
	SCFCM_FA_ACCNT_ENTRIES_VIEW_REOPEN_SERVICE	Reopen	Reopen a closed Accounting Entries record
	SCFCM_FA_ACCNT_ENTRIES_VIEW_COPY_SERVICE	Copy	Copy and create a new Accounting Entries record
Entry Codes	SCFCM_FA_ACCNT_ENTRYCODE_CREATE_SERVICE	Create	Create Entry Codes
	SCF_FA_OBSCFCM_SERVICE	View	View Entry Codes
	SCFCM_FA_ACCNT_ENTRYCODE_VIEW_UPDATE_SERVICE	Unlock	Unlock and edit the Entry Codes record
	SCFCM_FA_ACCNT_ENTRYCODE_VIEW_AUTHORIZE_SERVICE	Authorize	Authorize the Entry Codes record
	SCFCM_FA_ACCNT_ENTRYCODE_VIEW_CLOSE_SERVICE	Close	Close the Entry Codes record
	SCFCM_FA_ACCNT_ENTRYCODE_VIEW_REOPEN_SERVICE	Reopen	Reopen a closed Entry Codes record
	SCFCM_FA_ACCNT_ENTRYCODE_VIEW_DELETE_SERVICE	Delete	Delete an existing Entry Codes record
	SCFCM_FA_ACCNT_ENTRYCODE_VIEW_COPY_SERVICE	Copy	Copy and create a new Entry Codes record
External Account Mapping	OBSCFCM_FA_EXT_ACC_MAPP_CREATE_SERVICE	Create	Create External Account Mapping
	OBSCFCM_FA_EXT_ACC_MAPP_VIEW_SERVICE	View	View External Account Mapping
	OBSCFCM_FA_EXT_ACC_MAPP_VIEW_AUTHORIZE_SERVICE	Authorize	Authorize the External Account Mapping record

Screen Name/API Name	Functional Activity Code	Action	Description
	OBSCFCM_FA_EXT_ACC_MAPP_V IEW_CLOSE_SERVICE	Close	Close the External Account Mapping record
	OBSCFCM_FA_EXT_ACC_MAPP_V IEW_REOPEN_SERVICE	Reopen	Reopen a closed External Account Mapping record
	OBSCFCM_FA_EXT_ACC_MAPP_V IEW_DELETE_SERVICE	Delete	Delete an existing External Account Mapping record
	OBSCFCM_FA_EXT_ACC_MAPP_V IEW_UPDATE_SERVICE	Unlock	Unlock and edit the External Account Mapping record
	OBSCFCM_FA_EXT_ACC_MAPP_V IEW_COPY_SERVICE	Copy	Copy and create a new External Account Mapping record
Internal Account Mapping	OBSCFCM_FA_INT_ACC_MAPP_CREATE_SERVICE	Create	Create Internal Account Mapping
	OBSCFCM_FA_INT_ACC_MAPP_V IEW_SERVICE	View	View Internal Account Mapping
	OBSCFCM_FA_INT_ACC_MAPP_V IEW_UPDATE_SERVICE	Unlock	Unlock and edit the Internal Account Mapping record
	OBSCFCM_FA_INT_ACC_MAPP_V IEW_AUTHORIZE_SERVICE	Authorize	Authorize the Internal Account Mapping record
	OBSCFCM_FA_INT_ACC_MAPP_V IEW_CLOSE_SERVICE	Close	Close the Internal Account Mapping record
	OBSCFCM_FA_INT_ACC_MAPP_V IEW_REOPEN_SERVICE	Reopen	Reopen a closed Internal Account Mapping record
	OBSCFCM_FA_INT_ACC_MAPP_V IEW_DELETE_SERVICE	Delete	Delete an existing Internal Account Mapping record
	OBSCFCM_FA_INT_ACC_MAPP_V IEW_COPY_SERVICE	Copy	Copy and create a new Internal Account Mapping record
Account Role	SCFCM_FA_ACC_ROLE_CREATE	Create	Create an Accounting Role
	SCFCM_FA_ACC_ROLE_VIEW	View	View Accounting Role
	SCFCM_FA_ACC_ROLE_AUTHORIZE	Unlock	Unlock and edit the Accounting Role record
	SCFCM_FA_ACC_ROLE_CLOSE	Authorize	Authorize the Accounting Role record
	SCFCM_FA_ACC_ROLE_REOPEN	Close	Close the Accounting Role record
	SCFCM_FA_ACC_ROLE_MODIFY	Reopen	Reopen a closed Accounting Role record
	SCFCM_FA_ACC_ROLE_DELETE	Delete	Delete an existing Accounting Role record
	SCFCM_FA_ACC_ROLE_COPY	Copy	Copy and create a new

Screen Name/API Name	Functional Activity Code	Action	Description
			Accounting Role record
Alert Contact Details	OBSCFCM_FA_ALERTCONTACTD ETAILS_CREATE_SERVICE	Create	Create Alert Contact Details
	OBSCFCM_FA_ALERTCONTACTD ETAILS_VIEW_SERVICE	View	View Alert Contact Details
	OBSCFCM_FA_ALERTCONTACTD ETAILS_VIEW_AUTHORIZE_SERVI CE	Authorize	Authorize the Alert Contact Details record
	OBSCFCM_FA_ALERTCONTACTD ETAILS_VIEW_UPDATE_SERVICE	Unlock	Unlock and edit the Alert Contact Details record
	OBSCFCM_FA_ALERTCONTACTD ETAILS_VIEW_CLOSE_SERVICE	Close	Close the Alert Contact Details record
	OBSCFCM_FA_ALERTCONTACTD ETAILS_VIEW_REOPEN_SERVICE	Reopen	Reopen a closed Alert Contact Details record
	OBSCFCM_FA_ALERTCONTACTD ETAILS_VIEW_DELETE_SERVICE	Delete	Delete an existing Alert Contact Details record
	OBSCFCM_FA_ALERTCONTACTD ETAILS_VIEW_COPY_SERVICE	Copy	Copy and create a new Alert Contact Details record
Alert Decisioning	OBSCFCM_FA_ALERT_DECISION_ CREATE_SERVICE	Create	Create Alert Decisioning
	OBSCFCM_FA_ALERT_DECISION_ VIEW_SERVICE	View	View Alert Decisioning
	OBSCFCM_FA_ALERT_DECISION_ VIEW_UPDATE_SERVICE	Unlock	Unlock and edit the Alert Decisioning record
	OBSCFCM_FA_ALERT_DECISION_ VIEW_AUTH_SERVICE	Authorize	Authorize the Alert Decisioning record
	OBSCFCM_FA_ALERT_DECISION_ VIEW_DELETE_SERVICE	Delete	Delete an existing Alert Decisioning record
	OBSCFCM_FA_ALERT_DECISION_ VIEW_CLOSE_SERVICE	Close	Close the Alert Decisioning record
	OBSCFCM_FA_ALERT_DECISION_ VIEW_REOPEN_SERVICE	Reopen	Reopen a closed Alert Decisioning record
	OBSCFCM_FA_ALERT_DECISION_ VIEW_COPY_SERVICE	Copy	Copy and create a new Alert Decisioning record
Alert Definition	OBSCFCM_FA_ALERT_DEFN_CRE ATE_SERVICE	Create	Create Alert Definition
	OBSCFCM_FA_ALERT_DEFN_VIE W_SERVICE	View	View Alert Definition
	OBSCFCM_FA_ALERT_DEFN_VIE W_AUTH_SERVICE	Authorize	Authorize the Alert Definition record
	OBSCFCM_FA_ALERT_DEFN_VIE	Delete	Delete an existing Alert

Screen Name/API Name	Functional Activity Code	Action	Description
	W_DELETE_SERVICE		Definition record
	OBSCFCM_FA_ALERT_DEFN_VIE W_CLOSE_SERVICE	Close	Close the Alert Definition record
	OBSCFCM_FA_ALERT_DEFN_VIE W_REOPEN_SERVICE	Reopen	Reopen a closed Alert Definition record
	OBSCFCM_FA_ALERT_DEFN_VIE W_MODIFY_SERVICE	Unlock	Unlock and edit the Alert Definition record
	OBSCFCM_FA_ALERT_DEFN_VIE W_COPY_SERVICE	Copy	Copy and create a new Alert Definition record
Charge Code	OBSCFCM_FA_CHGMASTER_CREATE_SERVICE	Create	Create Charge Code
	OBSCFCM_FA_CHGMASTER_VIE W_SERVICE	View	View Charge Code
	OBSCFCM_FA_CHGMASTER_VIE W_AUTHORIZE_SERVICE	Authorize	Authorize the Charge Code record
	OBSCFCM_FA_CHGMASTER_VIE W_UPDATE_SERVICE	Unlock	Unlock and edit the Charge Code record
	OBSCFCM_FA_CHGMASTER_VIE W_CLOSE_SERVICE	Close	Close the Charge Code record
	OBSCFCM_FA_CHGMASTER_VIE W_REOPEN_SERVICE	Reopen	Reopen a closed Charge Code record
	OBSCFCM_FA_CHGMASTER_VIE W_DELETE_SERVICE	Delete	Delete an existing Charge Code record
	OBSCFCM_FA_CHGMASTER_VIE W_COPY_SERVICE	Copy	Copy and create a new Charge Code record
Charge Decisioning	SCFCM_FA_CHGDEC_CREATE_SERVICE	Create	Create Charge Decisioning
	SCFCM_FA_CHGDEC_VIEW_SERVICE	View	View Charge Decisioning
	SCFCM_FA_CHGDEC_VIEW_AUTHORIZE_SERVICE	Authorize	Authorize the Charge Decisioning record
	SCFCM_FA_CHGDEC_VIEW Amend_SERVICE	Unlock	Unlock and edit the Charge Decisioning record
	SCFCM_FA_CHGDEC_VIEW_CLOSE_SERVICE	Close	Close the Charge Decisioning record
	SCFCM_FA_CHGDEC_VIEW_REOPEN_SERVICE	Reopen	Reopen a closed Charge Decisioning record
	SCFCM_FA_CHGDEC_VIEW_DELETE_SERVICE	Delete	Delete an existing Charge Decisioning record
	SCFCM_FA_CHGDEC_VIEW_COPY	Copy	Copy and create a new Charge Decisioning record

Screen Name/API Name	Functional Activity Code	Action	Description
	Y_SERVICE		
Charge Preferential Pricing	OBSCFCM_FA_CHGPREFPRC_CREATE_SERVICE	Create	Create Charge Preferential Pricing
	OBSCFCM_FA_CHGPREFPRC_VIEW_SERVICE	View	View Charge Preferential Pricing
	OBSCFCM_FA_CHGPREFPRC_VIEW_AUTHORIZE_SERVICE	Authorize	Authorize the Charge Preferential Pricing record
	OBSCFCM_FA_CHGPREFPRC_VIEW_UPDATE_SERVICE	Unlock	Unlock and edit the Charge Preferential Pricing record
	OBSCFCM_FA_CHGPREFPRC_VIEW_CLOSE_SERVICE	Close	Close the Charge Preferential Pricing record
	OBSCFCM_FA_CHGPREFPRC_VIEW_REOPEN_SERVICE	Reopen	Reopen a closed Charge Preferential Pricing record
	OBSCFCM_FA_CHGPREFPRC_VIEW_DELETE_SERVICE	Delete	Delete an existing Charge Preferential Pricing record
	OBSCFCM_FA_CHGPREFPRC_VIEW_COPY_SERVICE	Copy	Copy and create a new Charge Preferential Pricing record
Charge Rule Maintenance	OBSCFCM_FA_CHARGES_RULE_CREATE_SERVICE	Create	Create Charge Rule Maintenance
	OBSCFCM_FA_CHARGES_RULE_VIEW_SERVICE	View	View Charge Rule Maintenance
	OBSCFCM_FA_CHARGES_RULE_VIEW_CLOSE_SERVICE	Close	Close the Charge Rule Maintenance record
	OBSCFCM_FA_CHARGES_RULE_VIEW_REOPEN_SERVICE	Reopen	Reopen a closed Charge Rule Maintenance record
	OBSCFCM_FA_CHARGES_RULE_VIEW_DELETE_SERVICE	Delete	Delete an existing Charge Rule Maintenance record
	OBSCFCM_FA_CHARGES_RULE_VIEW_AUTHORIZE_SERVICE	Authorize	Authorize the Charge Rule Maintenance record
	OBSCFCM_FA_CHARGES_RULE_VIEW_MODIFY_SERVICE	Unlock	Unlock and edit the Charge Rule Maintenance record
	OBSCFCM_FA_CHARGES_RULE_VIEW_COPY_SERVICE	Copy	Copy and create a new Charge Rule Maintenance record
Commodity	OBSCFCM_FA_COMMODMASTER_CREATE_SERVICE	Create	Create Commodity
	OBSCFCM_FA_COMMODMASTER_VIEW_SERVICE	View	View Commodity
	OBSCFCM_FA_COMMODMASTER_VIEW_AUTHORIZE_SERVICE	Authorize	Authorize the Commodity record

Screen Name/API Name	Functional Activity Code	Action	Description
	OBSCFCM_FA_COMMODMASTER_VIEW_CLOSE_SERVICE	Close	Close the Commodity record
	OBSCFCM_FA_COMMODMASTER_VIEW_REOPEN_SERVICE	Reopen	Reopen a closed Commodity record
	OBSCFCM_FA_COMMODMASTER_VIEW_DELETE_SERVICE	Delete	Delete an existing Commodity record
	OBSCFCM_FA_COMMODMASTER_VIEW_UPDATE_SERVICE	Unlock	Unlock and edit the Commodity record
	OBSCFCM_FA_COMMODMASTER_VIEW_COPY_SERVICE	Copy	Copy and create a new Commodity record
Division Code	OBSCFCM_FA_DIVISIONCODE_CREATE_SERVICE	Create	Create Division Code
	OBSCFCM_FA_DIVISIONCODE_VIEW_SERVICE	View	View Division Code
	OBSCFCM_FA_DIVISIONCODE_VIEW_AUTHORIZE_SERVICE	Authorize	Authorize the Division Code record
	OBSCFCM_FA_DIVISIONCODE_VIEW_CLOSE_SERVICE	Close	Close the Division Code record
	OBSCFCM_FA_DIVISIONCODE_VIEW_REOPEN_SERVICE	Reopen	Reopen a closed Division Code record
	OBSCFCM_FA_DIVISIONCODE_VIEW_DELETE_SERVICE	Delete	Delete an existing Division Code record
	OBSCFCM_FA_DIVISIONCODE_VIEW_UPDATE_SERVICE	Unlock	Unlock and edit the Division Code record
	OBSCFCM_FA_DIVISIONCODE_VIEW_COPY_SERVICE	Copy	Copy and create a new Division Code record
Non Customer	OBSCFCM_FA_NONCUSTOMER_VIEW_SERVICE	View	View Non Customer
	OBSCFCM_FA_NONCUSTOMER_VIEW_CLOSE_SERVICE	Close	Close the Non Customer record
	OBSCFCM_FA_NONCUSTOMER_VIEW_DELETE_SERVICE	Delete	Delete an existing Non Customer record
	OBSCFCM_FA_NONCUSTOMER_VIEW_REOPEN_SERVICE	Reopen	Reopen a closed Non Customer record
	OBSCFCM_FA_NONCUSTOMER_VIEW_MODIFY_SERVICE	Unlock	Unlock and edit the Non Customer record
	OBSCFCM_FA_NONCUSTOMER_VIEW_AUTH_SERVICE	Authorize	Authorize the Non Customer record
Payment Terms	OBSCFCM_FA_PAYMENT_TERMS_CREATE_SERVICE	Create	Create Payment Terms



Screen Name/API Name	Functional Activity Code	Action	Description
	OBSCFCM_FA_PAYMENT_TERMS_VIEW_SERVICE	View	View Payment Terms
	OBSCFCM_FA_PAYMENT_TERMS_VIEW_AUTHORIZE_SERVICE	Authorize	Authorize the Payment Terms record
	OBSCFCM_FA_PAYMENT_TERMS_VIEW_CLOSE_SERVICE	Close	Close the Payment Terms record
	OBSCFCM_FA_PAYMENT_TERMS_VIEW_REOPEN_SERVICE	Reopen	Reopen a closed Payment Terms record
	OBSCFCM_FA_PAYMENT_TERMS_VIEW_DELETE_SERVICE	Delete	Delete an existing Payment Terms record
	OBSCFCM_FA_PAYMENT_TERMS_VIEW_UPDATE_SERVICE	Unlock	Unlock and edit the Payment Terms record
	OBSCFCM_FA_PAYMENT_TERMS_VIEW_COPY_SERVICE	Copy	Copy and create a new Payment Terms record
Recon Rule Decision	OBSCFCM_FA_RECONRULEDEC_CREATE_SERVICE	Create	Create Recon Rule Decision
	OBSCFCM_FA_RECONRULEDEC_VIEW_SERVICE	View	View Recon Rule Decision
	OBSCFCM_FA_RECONRULEDEC_VIEW_AUTH_SERVICE	Authorize	Authorize the Recon Rule Decision record
	OBSCFCM_FA_RECONRULEDEC_VIEW_CLOSE_SERVICE	Close	Close the Recon Rule Decision record
	OBSCFCM_FA_RECONRULEDEC_VIEW_DELETE_SERVICE	Delete	Reopen a closed Recon Rule Decision record
	OBSCFCM_FA_RECONRULEDEC_VIEW_REOPEN_SERVICE	Reopen	Delete an existing Recon Rule Decision record
	OBSCFCM_FA_RECONRULEDEC_VIEW_UPDATE_SERVICE	Unlock	Unlock and edit the Recon Rule Decision record
	OBSCFCM_FA_RECONRULEDEC_VIEW_COPY_SERVICE	Copy	Copy and create a new Recon Rule Decision record
Reconciliation Rule Definition	OBSCFCM_FA_RECONRULEDEFN_CREATE_SERVICE	Create	Create Reconciliation Rule Definition
	OBSCFCM_FA_RECONRULEDEFN_VIEW_SERVICE	View	View Reconciliation Rule Definition
	OBSCFCM_FA_RECONRULEDEFN_VIEW_AUTH_SERVICE	Authorize	Authorize the Reconciliation Rule Definition record
	OBSCFCM_FA_RECONRULEDEFN_VIEW_CLOSE_SERVICE	Close	Close the Reconciliation Rule Definition record
	OBSCFCM_FA_RECONRULEDEFN_VIEW_DELETE_SERVICE	Delete	Delete an existing Reconciliation Rule

Screen Name/API Name	Functional Activity Code	Action	Description
			Definition record
	OBSCFCM_FA_RECONRULEDEFN_VIEW_REOPEN_SERVICE	Reopen	Reopen a closed Reconciliation Rule Definition record
	OBSCFCM_FA_RECONRULEDEFN_VIEW_UPDATE_SERVICE	Unlock	Unlock and edit the Reconciliation Rule Definition record
	OBSCFCM_FA_RECONRULEDEFN_VIEW_COPY_SERVICE	Copy	Copy and create a new Reconciliation Rule Definition record
Relationship Management	OBSCFCM_FA_RELATIONMASTER_CREATE_SERVICE	Create	Create Relationship Management
	OBSCFCM_FA_RELATIONMASTER_VIEW_SERVICE	View	View Relationship Management
	OBSCFCM_FA_RELATIONMASTER_VIEW_AUTHORIZE_SERVICE	Authorize	Authorize the Relationship Management record
	OBSCFCM_FA_RELATIONMASTER_VIEW_CLOSE_SERVICE	Close	Close the Relationship Management record
	OBSCFCM_FA_RELATIONMASTER_VIEW_REOPEN_SERVICE	Reopen	Reopen a closed Relationship Management record
	OBSCFCM_FA_RELATIONMASTER_VIEW_DELETE_SERVICE	Delete	Delete an existing Relationship Management record
	OBSCFCM_FA_RELATIONMASTER_VIEW_UPDATE_SERVICE	Unlock	Unlock and edit the Relationship Management record
	OBSCFCM_FA_RELATIONMASTER_VIEW_COPY_SERVICE	Copy	Copy and create a new Relationship Management record
Tolerance	OBSCFCM_FA_TOLERANCE_CREATE_SERVICE	Create	Create Tolerance
	OBSCFCM_FA_TOLERANCE_VIEW_SERVICE	View	View Tolerance
	OBSCFCM_FA_TOLERANCE_VIEW_AUTHORIZE_SERVICE	Authorize	Authorize the Tolerance record
	OBSCFCM_FA_TOLERANCE_VIEW_CLOSE_SERVICE	Close	Close the Tolerance record
	OBSCFCM_FA_TOLERANCE_VIEW_REOPEN_SERVICE	Reopen	Reopen a closed Tolerance record
	OBSCFCM_FA_TOLERANCE_VIEW_DELETE_SERVICE	Delete	Delete an existing Tolerance record
	OBSCFCM_FA_TOLERANCE_VIEW_UPDATE_SERVICE	Unlock	Unlock and edit the Tolerance record

Screen Name/API Name	Functional Activity Code	Action	Description
	OBSCFCM_FA_TOLERANCE_VIEW_COPY_SERVICE	Copy	Copy and create a new Tolerance record
Create Receivables and Payables	OBSCFCM_FA_RECEIVEPAYABLE_TXN_SERVICE	Create Receivables and Payables	Menu is to Create Receivables and Payables such as invoices, debit notes, purchase orders, and credit notes.
Dynamic Discount Mangement	SCFCM_FA_DYNAMIC_DISC_MGMNT_SERVICE	Dynamic Discount Management	Menu is to create Discount rate rules
Manual Allocation	OBSCFCM_FA_MANUALALLOCATION_TXN_SERVICE	Manual Allocation	Menu is to allocate payments
Manual Recon	OBSCFCM_FA_MANUALRECON_TXN_SERVICE	Manual Recon	Menu is to create reconciliation transaction
Payment Management	SCFCM_FA_PAYMENT_MGMNT_SERVICE	Payment Management	Menu is to manage payment transactions
Receivables and Payment Management	SCFCM_FA_RECVBLES_PAYBLES_MGMNT_SERVICE	Receivables and Payment Management	Menu for Receivables and Payment Management
Accounting Inquiry	SCFCM_FA_ACC_TXN_ENQ_VIEW_SERVICE	Accounting Inquiry	Menu for Accounting Inquiry
Charge Inquiry	OBSCFCM_FA_CHARGES_ENQUIRY_SERVICE	Charge Inquiry	Menu for Charge Inquiry
Credit Note Inquiry	SCFCM_FA_CRNOTE_INQUIRY_SERVICE	Credit Note Inquiry	Menu for Credit Note Inquiry
Payment Inquiry	SCFCM_FA_PAYMENT_INQUIRY_SERVICE	Payment Inquiry	Menu for Payment Inquiry
Purchase Order Inquiry	SCFCM_FA_PO_INQUIRY_SERVICE	Purchase Order Inquiry	Menu for Purchase Order Inquiry
Receivables Inquiry	SCFCM_FA_RECEIVABLES_INQUIRY_SERVICE	Receivables Inquiry	Menu for Receivables Inquiry
System Parameters	SCFCM_FA_SYS_PARAM_VIEW_SERVICE	View System Parameters	View the System Parameter
	SCFCM_FA_SYS_PARAM_VIEW_AUTHORIZE_SERVICE	Authorize	Authorize the System Parameters record
	SCFCM_FA_SYS_PARAM_VIEW_DELETE_SERVICE	Delete	Delete an existing System Parameter record
	SCFCM_FA_SYS_PARAM_VIEW_UPDATE_SERVICE	Unlock	Unlock and edit the System Parameter record

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## Reference and Feedback

### References

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

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

### Feedback and Support

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