# Corporate Cash Management User Manual Oracle Banking Digital Experience Cloud Service Release 25.1.0.0.0

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Corporate Cash Management User Manual

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Oracle Financial Services Software Limited

Oracle Park

Off Western Express Highway

Goregaon (East)

Mumbai, Maharashtra 400 063

India

Worldwide Inquiries:

Phone: +91 22 6718 3000 Fax:+91 22 6718 3001

www.oracle.com/financialservices/

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# **Table of Contents**

| 1.  | Preface                     | 1–2  |
|-----|-----------------------------|------|
| 1.1 | Purpose                     | 1–2  |
| 1.2 | 2 Audience                  | 1–2  |
| 1.3 | Documentation Accessibility | 1–2  |
| 1.4 | Diversity and Inclusion     | 1–2  |
| 1.5 | Conventions                 | 1–2  |
| 1.6 | Screenshot Disclaimer       | 1–3  |
| 1.7 | Acronyms and Abbreviations  | 1–3  |
| 2.  | Introduction                | 2–1  |
| 3.  | Overview                    | 3–1  |
| 4.  | Cash Flow                   | 4–1  |
| 4.1 | Expected Cash Flow          | 4–1  |
| 4.2 | Cash Visibility             | 4–28 |
| 5.  | Collections                 | 5–1  |
| 5.1 | Cash Deposits               | 5–1  |
| 5.2 | Cheques                     | 5–19 |
| 5.3 | Cash Withdrawal             | 5–43 |
| 5.4 | View Pickup/Delivery        | 5–59 |
| 6.  | Netting                     | 6–1  |
| 6.1 | Accept / Reject Netting     | 6–1  |
| 6.2 | View/Edit Netting Structure | 6–13 |
| 6.3 | Netting Inquiry             | 6–25 |
| 6.4 | Pay Out Netting Transaction | 6–30 |



# 1. Preface

# 1.1 Purpose

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

# 1.2 Audience

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

# 1.3 **Documentation Accessibility**

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

### **Access to Oracle Support**

Oracle customers that have purchased support have access to electronic support through My Oracle Support. For information, visit, <a href="http://www.oracle.com/pls/topic/lookup?ctx=acc&id=info">http://www.oracle.com/pls/topic/lookup?ctx=acc&id=info</a> or visit <a href="http://www.oracle.com/pls/topic/lookup?ctx=acc&id=trs">http://www.oracle.com/pls/topic/lookup?ctx=acc&id=trs</a> if you are hearing impaired.

# 1.4 Diversity and Inclusion

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

# 1.5 Conventions

The following text conventions are used in this document:

| Convention | Meaning  |
|------------|--|
| boldface   | Boldface type indicates graphical user interface elements associated with an action, or terms defined in text or the glossary.         |
| Italic     | Italic type indicates book titles, emphasis, or placeholder variables for which you supply particular values.                          |
| monospace  | Monospace type indicates commands within a paragraph, URLs, code in examples, text that appears on the screen, or text that you enter. |



# 1.6 Screenshot Disclaimer

The images of screens used in this user manual are for illustrative purpose only, to provide improved understanding of the functionality; actual screens that appear in the application may vary based on selected browser, theme, and mobile devices.

# 1.7 Acronyms and Abbreviations

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

| Abbreviation | Description                       |
|--------------|-----------------------------------|
| OBDX         | Oracle Banking Digital Experience |



# 2. Introduction

As the word suggests, Cash Management refers to the optimum utilization of cash to ensure the right amount of liquidity and maximum profitability for an organization.

Money is the lifeline for any business and therefore every organization aims to ensure that there is adequate cash to meet the obligations while making sure that there are no idle funds. Cash management functions help businesses in achieving this goal.

On a broad level, Cash management functions include Collections, Receivable/Payable Management, Reconciliation of payments, and Cash Flow Forecasting.

**Note**: The Cash Management module is currently only supported on **Desktops** and **Landscape** mode of **Tablet** devices.

Functions of Cash Management:

#### Cash Flow Forecasting

Cash flow forecast helps corporates in estimating the amount of money that will move in and move out of the business during a specific period like for a month, date, or for a particular week. Based on the forecast, businesses can plan their future investments and ensure that they have enough liquidity to meet their future payables. For more information, refer the Cash Flow Forecasting section below.

#### Collections

It is a process of managing collection of physical instruments like cash and cheques. It not only saves the corporate's time and resources but also provides them a clear and detailed view of their collection status across locations

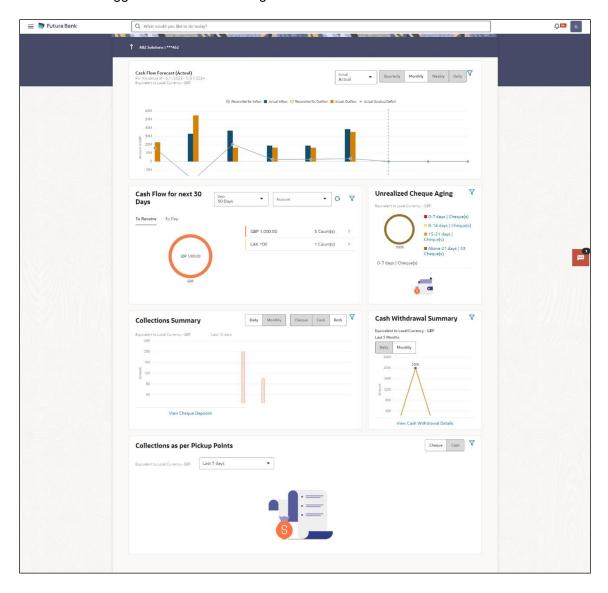


# 3. Overview

The Cash Management Overview screen provides a quick view of the corporate's cashflow transactions expected in the near future so that the corporates can prepare business activities basis the inflows and outflows. The collection widgets also give a quick view of cash or cheques deposited or withdrawn into/from the accounts. This enables corporates to plan cash positions easily, in advance.

### How to reach here:

Dashboard > Toggle menu > Cash Management > Overview





# Overview (on mobile device)

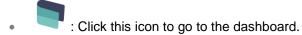
The Overview screen can also be viewed on a mobile device.





#### **Icons**

Following icons are present on the dashboard:



• Click this icon to go to the **Mailbox** screen.

: Click this icon to search the transactions.

: Click this icon to view the welcome note with last login details, change entity, logged in user's profile, or log out from the application.

• Click this icon to search and select the party name from the dropdown list. The widget displays the data for the selected party.

### Note:

- 1. Only accessible parties are displayed to the user.
- 2. On page load, the widget displays the data of the mapped primary party/gcif to the logged-in user.
- Click the toggle menu to access the transaction.
- : Click this icon to close the toggle menu. This icon appears if the toggle menu is open.

#### Overview

The **Overview** screen consists of the following widgets:

- Cashflow for next 30 Days
- Collections Summary
- Unrealized Cheque Aging
- Collections as per Pickup Points
- Cash Withdrawal Summary
- Cash Flow Forecast

**Note:** All the above widgets can also be viewed on a mobile device. The features, links, filters, and data that are available in these widgets on the web browsers on desktop computers, are also available on the mobile device.



Cashflow for next 30 Days: This widget displays the total cash in local currency that will flow during the next 30 days. You can also select different number of days from the dropdown list at the top of the widget. The options available are: 30 days, 15 days, 7 days, and today. The data can be viewed separately for cash inflows (in the **To Receive** tab) and cash outflows (in the **To Pay** tab). To view this information account-wise, you can select the required account from the dropdown list available at the top of this widget. The Reset icon in the top right corner, enables you to reset the widget data.

A doughnut graph depicts the 'To Receive' or 'To Pay' amounts, currency-wise, for the selected span of days. The amounts are also listed in figures along with the count of transactions for each currency. On clicking the arrow beside a count, an overlay section appears with the itemized categories or cashflow transactions, such as Credit Transfers, Cheques, Cash Deposits, and so on. The overlay section includes the **View Details** link, which when clicked displays the <u>View Expected Cash Flow</u> screen. The data displayed in this screen is based on what you select in the widget, with respect to the number of days, 'To Receive' or 'To Pay' options, account number, and currency.

Collections Summary: This widget displays a bar graph representing the amounts received through cheque collection or cash collection, or both. Daily collections for the last 10 days or monthly collections for the last 10 months can be viewed. All amounts are expressed in the local currency of the corporate. The bars representing the cheque collections are color coded to indicate the amounts that are realized and unrealized. The Collections Summary widget also displays the <a href="View Cheque Deposits">View Cheque Deposits</a> and the <a href="View Cash Deposits">View Cheque Deposits</a> and the <a href="View Cash Deposits">View Cheque Deposits</a> and the <a href="View Cash Deposits">View Cash Deposits</a> links that can be clicked to visit the respective screens, which display detailed records of the summary.

**Unrealized Cheque Aging:** This widget displays the number of cheques that are presently unrealized, and will be realized in the coming days. These are grouped in terms of number of days, such as, cheques that will be realized in 0-7 days, 8-14 days, 15-21 days, and Above 21 days. A doughnut graph represents the percentage of cheques that will be realized in each of these time frames. Click on each specified time frame link to view the cheque number, the cheque amount, and the actual day on which the cheque will be realized. Click the <u>View Cheque Details</u> link in this widget to view further cheque details.

Collections as per Pickup Points: This widget displays a line graph indicating the amounts collected from the top 10 pickup points in the last 7 days. This data can also be viewed for the last 5 days, the previous day, or the present day. The graph consists of the pickup point codes on the X axis and the amounts in local currency on the Y axis. Data can be viewed with respect to cheque (default) or cash collections, using the switch on the top right corner of the widget. On selecting the 'Cheque' option, the <a href="View Cheque Deposits">View Cheque Deposits</a> link appears at the bottom of the widget, which when clicked, displays the corresponding screen. Similarly, on selecting the 'Cash' option, the <a href="View Cash Deposits">View Cash Deposits</a> link appears. You can also view the collections for specific pickup locations, by clicking the filter icon and selecting the required locations.

**Cash Withdrawal Summary**: This widget displays a line graph depicting the daily cash withdrawals for the past 5 days, in local currency. You can also view the withdrawals for the past 5 months. The <u>View Cash Withdrawal</u> link is present at the bottom of the widget, which when clicked displays the <u>View Cash Withdrawal</u> screen. The data displayed in this screen will correspond to the past 5 days or past 5 months (in local currency) as per the selection in the widget.



Cash Flow Forecast: This widget displays the cash flow forecast data of the corporate on a bar graph for a span of 12 months, which includes today's date plus 6 months and minus 6 months. On the landing page, a monthly view of the expected inflows, outflows, surplus/deficit, reconciled for inflow, and reconciled for outflow data, is displayed. You can use the respective buttons to get daily, weekly, or quarterly views as well. You can zoom in, zoom out and scroll in this widget to go to a particular date/week/month/quarter range. You can also use the area graph at the bottom of this widget to set a specific period to view the details. The slider present on the area graph, can be moved or resized, as required.



# 4. Cash Flow

# 4.1 Expected Cash Flow

The corporate user can record cash flows that are expected to occur in the future. Both inflow and outflow records can be added. For each cash flow entry, the user can add the expected date of the cash flow, the account number to be debited/credited, the linked reference number (such as, cheque number or invoice number), the amount, and the currency. Expected cash flow records are also considered in the Cash Flow Forecasting functionality.

The following functions are available for managing expected cash flow.

- Create Expected Cash Flow
- View Expected Cash Flow
- Edit Expected Cash Flow
- Delete Expected Cash Flow

### **Pre-requisites:**

Transaction access is provided to the corporate user.

# 4.1.1 Create Expected Cash Flow - Onscreen and Bulk File Upload

Expected cash flow records can be created in one of the following ways:

- By manually entering the details of the cash flow on the screen.
- By uploading a file (in one of .csv, .xls, .xlsx, or .xml format) that contains the cash flow details. This method enables the user to create bulk records.

Both one-time transaction records as well as recurring transaction records can be created.



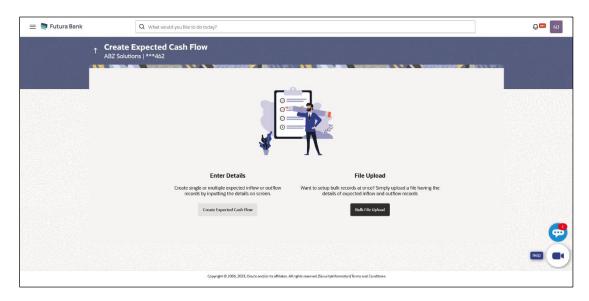
### 4.1.1.1 Creating Single/Recurring Cash Flow Records (manual entry)

### How to reach here:

Dashboard > Toggle menu > Cash Management > Cash Flow > Create Expected Cash Flow

To create expected cash flow record (manual entry):

### **Create Expected Cash Flow**

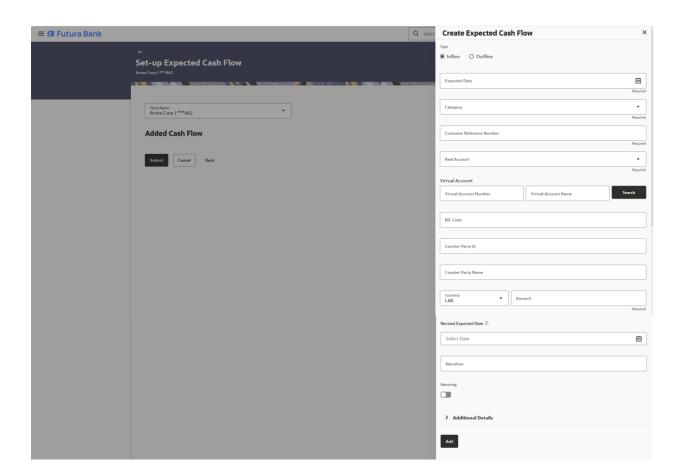


| Field Name                | Description   |
|---------------------------|---|
| Create Expected Cash Flow |   |
| Party Name                | Displays the name of the logged-in corporate party.   |
| Enter Details             | Indicates the option to create single or recurring expected cash flow records by manual entry of cash flow details.                             |
| File Upload               | Indicates the option to create bulk expected cash flow records through file upload. The file formats supported are .xls, .xlsx, .csv, and .xml. |

<sup>1.</sup> In the **Create Expected Cash Flow** screen, click **Create Expected Cash Flow**. The overlay window appears.



# **Create Expected Cash Flow (overlay window)**



| Field Name                                 | Description   |  |
|--|---|--|
| Create Expected Cash Flow (overlay window) |   |  |
| Туре                                       | Select whether the cash flow is an inflow or an outflow.  |  |
| Expected Date                              | Enter the expected date of expected cash flow transaction.  |  |
| Category                                   | Select the category of the cash flow transaction. The values in this list depend on the option selected in the <b>Type</b> field (inflow or outflow). |  |
| Category Code                              | Enter the code for the category. This field appears when you select the <b>Others</b> option from the <b>Category</b> list.                           |  |
| Category Name                              | Enter a description for the category. This field appears when you select the <b>Others</b> option from the <b>Category</b> list.                      |  |



| Field Name                   | Description   |
|------------------------------|---|
| Customer Reference<br>Number | Enter the customer's own reference number for the cash flow.  |
| Real Account                 | Select the account number of the corporate party for the expected cash flow transaction. The dropdown list either displays the real account numbers or the International Bank Account Number (IBAN), based on the configuration set by the bank, which is mandatory to select.            |
| Virtual Account<br>Number    | Enter the virtual account number of the corporate party for the expected cash flow transaction.   |
|                              | <b>Note</b> : This field will be disabled if the Real Account is selected for expected cash flow transaction.   |
| Virtual Account Name         | Enter the virtual account name of the corportate party for the expected cash flow transaction   |
|                              | <b>Note</b> : This field will be disabled if the Real Account is selected for expected cash flow transaction.   |
| Search                       | Click Search to search the virtual account with the account number, and account name specified.   |
| BIC Code                     | Enter BIC (Bank Identification Code).   |
| Select Virtual Account       | Select the virtual account of expected cash flow, if required.  |
| Counter Party Id             | Enter the ID of the counter party.  |
| Counter Party Name           | Enter the name of the counter party.  |
| Currency                     | Select the currency for the expected cash flow transaction.   |
| Amount                       | Enter the amount of the expected cash flow transaction.   |
| Revised Expected<br>Date     | Select the revised date when the cash flow is expected to take place, if required.  |
| Narration                    | Enter the narration of the expected cash flow transaction.  |
| Recurring                    | Switch the toggle on, if the expected cash flow transaction must recur.   |
|                              | <b>Note:</b> On selecting a recurring transaction, when the user submits the cash flow set up, 'n' number of cash flow records are automatically created, depending on the frequency, start date and end date. Refer the 'Added Cash Flow – Recurring Cash Flow Record' screenshot below. |
| Frequency                    | Select the frequency of recurrence of the expected cash flow transaction. This field appears if the <b>Recurring</b> toggle is switched on.   |

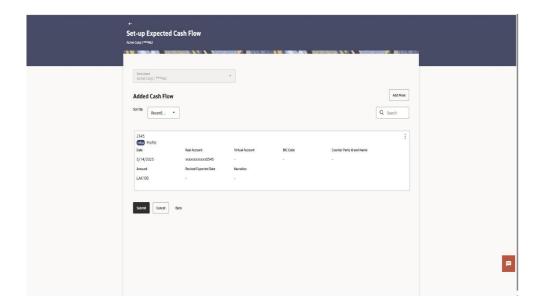


| Field Name          | Description   |
|---------------------|---|
| From Date / To Date | Enter the date range within which the expected cash flow transaction must recur. These fields appear if the <b>Recurring</b> toggle is switched on. Once you save a recurring transaction, those many records are created as are applicable between the <b>From Date</b> and <b>To Date</b> . |

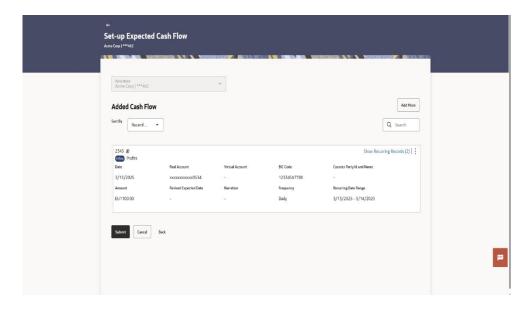
- 2. Once you add the required details, click **Add**. The cash flow transaction record is added to the **Added Cash Flow** list.
  - a. To edit or delete the added entry, click beside the record, and select Edit or Delete.
  - b. To add further cash flow transaction records, click Add More.



### Added Cash Flow - One-time Cash Flow Record

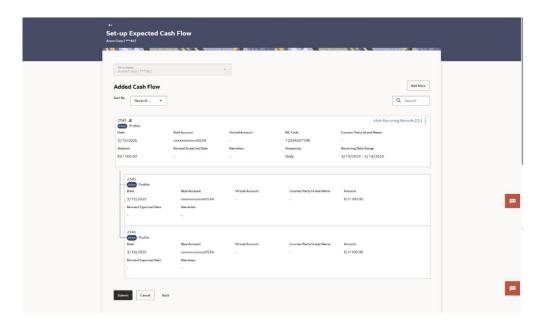


# Added Cash Flow - Recurring Cash Flow Record





# **Set-up Expected Cash Flow - Recurring Records**



| Field Name                                      | Description   |  |
|---|---|--|
| Setup Expected Cash Flow                        |   |  |
| Party Name & ID                                 | Displays the name and ID of the logged-in corporate party.  |  |
| Added Cash Flow                                 |   |  |
| Sort By   | Indicates a list of options to sort the cash flow entries.  |  |
| Search  | Indicates an option to search for a specific cash flow transaction record based on the search text entered.   |  |
| Customer Reference<br>Number, Type,<br>Category | Displays the customer's reference number for the expected cash flow record, the type of cash flow (Inflow or Outflow), and the category of the cash flow transaction. |  |
|   | In case of a recurring cash flow record, the indicator appears beside the customer reference number.  |  |
| Date  | Displays the date on which the cash flow transaction is expected to occur.  |  |
| Frequency                                       | Displays the frequency of recurrence of the cash flow record. This field appears only for recurring cash flow records.  |  |
| Recurring Date Range                            | Displays the date range within which the cash flow recurrence will happen. This field appears only for recurring cash flow records.                                   |  |



| Field Name                           | Description   |
|--------------------------------------|---|
| Real Account                         | Displays the real account number of the corporate party that has been selected for the transaction. This can be either the real account number or the International Bank Account Number (IBAN), based on the configuration set by the bank. |
| Virtual Account                      | Displays the virtual account number and name selected for the transaction.  |
| BIC Code                             | Displays the BIC code for the transaction.  |
| Counterparty Id and Name             | Displays the ID and name of the counter party associated with the expected cash flow transaction.   |
| Amount                               | Displays the currency and amount of the cash flow transaction.  |
| Revised Expected<br>Date             | Displays the revised date when the transaction is expected to occur.  |
| Narration                            | Displays the narration associated with the cash flow transaction.   |
| :                                    | Click this icon to edit or delete the added expected cash flow entry.   |
| Show/Hide Recurring Records (number) | Click this link to show/hide all the recurring cash flow transactions for that particular cash flow record.   |

3. Click **Submit** to submit the record. The Review screen appears.

OR

Click **Add More** to add further expected cash flow transactions.

OR

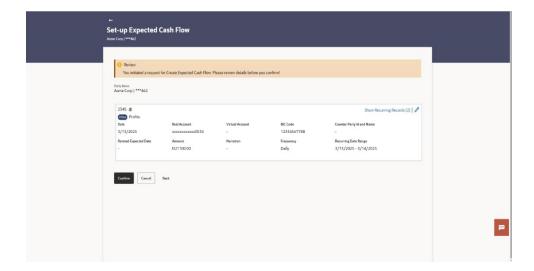
Click **Cancel** to cancel the adding of the record.

OR

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



### Setup Expected Cash Flow - Review Screen



4. In the Review screen, verify the details and click **Confirm** to confirm adding the record. A Confirmation message appears with the reference number and status of the transaction.

OR

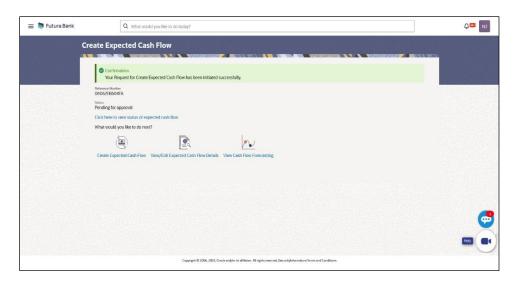
Click to edit the record.

ΛR

Click Cancel to cancel the submission.

OR

Click Back to go to the previous screen.



**Create Expected Cash Flow - Confirmation** 



5. Click the link provided to view the status of the added expected cash flow records. All expected cash flow records that have been added, appear with their current status in the **Cash Flow Details** overlay window.

OR

Click  $\underline{\text{Create Expected Cash Flow}}$  to create another cash flow transaction record. OR

Click <u>View/Edit Expected Cash Flow Details</u> to view a list of expected cash flow transaction records that have been created.

OR

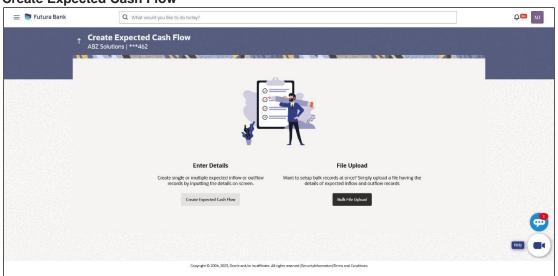
### 4.1.1.2 Bulk File Upload

#### How to reach here:

Dashboard > Toggle menu > Cash Management > Cash Flow > Create Expected Cash Flow

To create bulk expected cash flow transaction records:

### **Create Expected Cash Flow**



### **Field Description**

| Field Name                | Description   |  |
|---------------------------|---|--|
| Create Expected Cash Flow |   |  |
| Party Name & ID           | Displays the name and ID of the logged-in corporate party.            |  |
| Enter Details             | Indicates the option to create single or recurring expected cash flow |  |

records by manual entry of cash flow details.



| Field Name  | Description   |
|-------------|---|
| File Upload | Indicates the option to create bulk expected cash flow records through file upload. |

 In the Create Expected Cash Flow screen, click Bulk File Upload. The File Upload screen appears.

# File Upload



| Field Name          | Description  |
|---------------------|--|
| File Upload         |  |
| File Identifier     | Select the identifier associated with expected cash flow transactions.   |
| Transaction<br>Type | Displays the type of transaction of the bulk expected cash flow records. Information is displayed based on the parameters defined for the file identifier selected.  |
| File Format<br>Type | Displays the file formats that are allowed. Information is displayed based on the parameters defined for the file identifier selected. In general, the file formats supported are .xls, .xlsx, .csv, and .xml. |



# Field Name Description

#### **Approval Type**

Displays the approval level of the file.

The approval could be:

- Record Level: In record type approval, the approver can approve some records (in a file), and reject others. Only approved records are processed.
- File Level: In a file type approval, the approver accepts or rejects the entire file, and all records are either processed or rejected.

Information is displayed based on the parameters defined for the file identifier selected.

#### **File Name**

Click to select and upload the file with the expected cash flow records data. For information on the file format, refer the **Bulk File Format** section below.

#### **Bulk File Format**

File format allows creation of cashflow records of both inflow and outflow type in bulk. Refer this file for the sequence: <u>Cash Flow Upload Format</u>

**Note**: To view the <u>Cash Flow Upload Format</u> Excel attachment, perform the below steps:

- a. Click the attachment icon on the left pane of the opened document. Under the Attachments column, all attached files are displayed.
- b. On the Attachments pane, right-click on the attachment, and click Open Attachment option. The Open File window is displayed.
- c. In the Open File window, select the Open this file option, and click OK. The selected attachment is opened in a pre-defined file format as Excel

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

| Field Name  | Description  |  |
|---|--|--|
| The following fields must be present in the file for bulk upload. |  |  |
| Customer Reference<br>Number                                      | Enter the customer's own reference number for the cash flow. |  |
| Inflow/Outflow  | Enter whether the cash flow is an inflow or an outflow.      |  |
| Cash Flow Category<br>Code  | Enter the code for the cash flow transaction.                |  |



| Field Name                 | Description   |
|----------------------------|---|
| Cash Flow Category<br>Name | Enter a Name for the cash flow transaction.   |
| Expected Date              | Enter the expected date of the cash flow transaction.   |
| Real Account               | Enter the account number of the corporate party for the expected cash flow transaction.       |
| Virtual Account            | Enter the virtual account of the corporate party for the expected cash flow transaction.      |
| Counterparty Name          | Enter the party Name of the counter party associated with the transaction                     |
| Counter party ID           | Enter the party ID of the counter party associated with the transaction                       |
| Currency                   | Enter the currency for the expected cash flow transaction.                                    |
| Expected Amount            | Enter the amount of the expected cash flow transaction.                                       |
| Revised Expected<br>Date   | Enter the revised date of the cash flow transaction.  |
| Narration                  | Enter the narration of the expected cash flow transaction                                     |
| Expected Date              | Enter the expected date of the transaction  |
| Free field (1-10)          | Free Text fields  |
| Own bank Flag              | Enter the possible values Y or N to indicates if account is internal or external bank account |
| BIC Code                   | Enter the Bank identifier code for external bank accounts                                     |

File Upload - post uploading file





Once you upload the required file, click **Upload**. A Confirmation message appears
with the reference number and status of the transaction.
OR

Click Cancel to cancel the creation of bulk expected cash flow records.



3. sIn the Confirmation screen, click the <u>File Reference ID</u> link to view the file upload details. For more information, refer the <u>Uploaded Files Inquiry</u> section in <u>User Manual Oracle Banking Digital Experience Corporate Bulk File Upload – Supply Chain Finance.</u>

OR

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



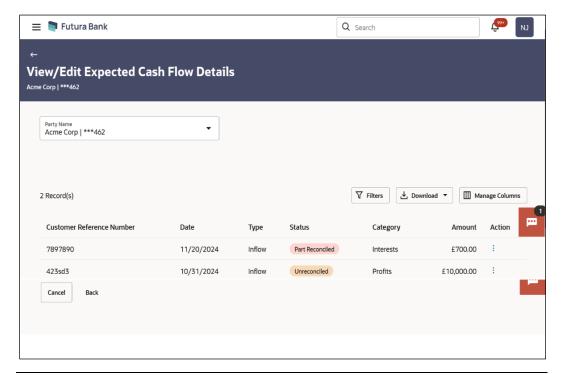
# 4.1.2 View Expected Cash Flow

A corporate user can inquire and view the added cash flow records. By default, only future dated records will be displayed. The user is also provided the option to search for records that will occur within a specific date range.

#### How to reach here:

Dashboard > Toggle menu > Cash Management > Cash Flow > View/Edit Expected Cash Flow Details

### View/Edit Expected Cash Flow Details



**Note:** The **View Edit Expected Cash Flow Details** screen can also be viewed on a mobile device. The features, data, search filters, hyperlinks, download option, and so on that are available on the web browser on desktop computers, are also available on the mobile device.



#### **Field Description**

**Field Name** Description

View/Edit Expected Cash Flow Details

Select the party name from the dropdown list to view the cash flow **Party Name** 

details. By default, the primary party/gcif of the logged-in user is

selected.

Note: Only accessible parties are displayed to the user. Based on

the party/gcif selection, the list of cash flow is displayed.

<date>

Period from <date> to Displays the period for which the cash flow records have been

fetched.

Search Indicates an option to search for specific cash flow records, based

on the search text entered.

Indicates a set of options to filter the cash flow transaction records.  $\nabla$ 

For more details, refer to the fields in the **Search (overlay window)** 

section below.

**Download** Indicates an option to download the expected cash flow records in

CSV format.

Manage columns Click Manage columns to modify columns preferences. For more

details, refer to the fields in the Manage Columns (overlay window)

section below

**Customer Reference** 

Number

Displays the customer's own reference number for the expected

cash flow record.

**Date** Displays the expected date of the cash flow transaction.

Displays whether the cash flow transaction is of inflow type or Type

outflow type.

Category Displays the category of the cash flow transaction.

**Amount** Displays the amount of the cash flow transaction.

Displays the status of the expected cash flow record, whether Status

reconciled, unreconciled, or partially reconciled.

**More Options** 

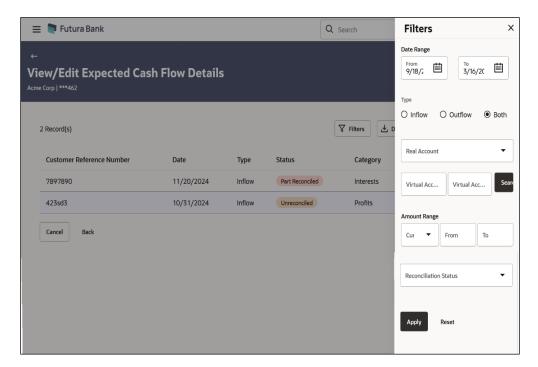
Click to edit, delete, or view additional details of the record. This

icon is only present beside future dated transaction records. Anv transaction records for the present day cannot be edited or deleted.



# Filters (overlay window)

This overlay window appears on clicking in the View/Edit Expected Cash Flow screen.



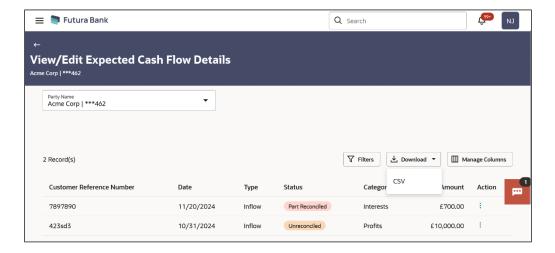
| Field Name                | Description  |  |
|---------------------------|--|--|
| Search (overlay window)   |  |  |
| Date Range From/To        | Indicates the option to search for expected cash flow transactions using a date range. Click the calendar icon to enter the dates in the <b>From</b> and <b>To</b> fields.   |  |
| Туре                      | Indicates the option to filter the expected cash flow transactions based on type. The options are: Inflow, Outflow, and Both.  |  |
| Account                   | Indicates the option to filter the expected cash flow transactions based on the account to be debited/credited. This list can either display the real account numbers or the International Bank Account Number (IBAN), based on the configuration set by the bank. |  |
| Virtual Account<br>Number | Indicates the option to filter the expected cash flow transactions based on the virtual account number selected.   |  |
| Virtual Account Name      | Indicates the option to filter the expected cash flow transactions based on the virtual account name selected.   |  |



| Field Name                          | Description  |
|-------------------------------------|--|
| Amount Range<br>Currency<br>From/To | Indicates the option to filter the expected cash flow transactions based on an amount range. Enter the required amounts in the <b>From</b> and <b>To</b> fields. |
| Reconciliation Status               | Indicates the option to filter the expected cash flow transactions based on reconciliation status.   |

### **Download (overlay window)**

This window appears when you click **Download** button in the **View Cash Withdrawal** screen.

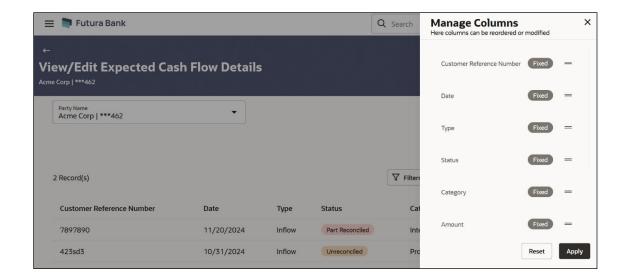


Click **Download** to download the cash withdrawal request in CSV Format with selected columns.

### Manage Columns (overlay window)

This window appears when you click **Manage Columns** button in the **View/ Edit Expected Cash Flow Details** screen.



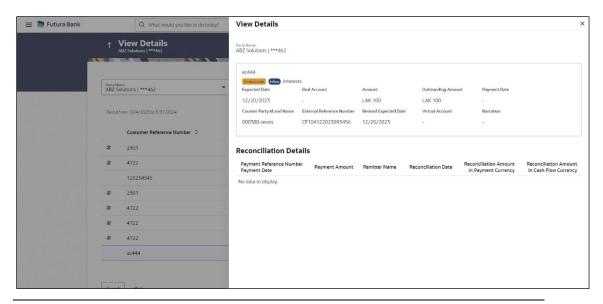


- Click **Apply** to apply the modified columns preferences.
- Click **Reset** to reset the columns preferences.

### 4.1.2.1 View Cash Flow Details (overlay window)

This overlay window appears when you select the **View Details** option after clicking the icon beside an expected cash flow record in the **View/Edit Expected Cash Flow** screen.

### **View Details**



**Note:** The **View Details** screen can also be viewed on a mobile device. The features, and details, that are available on the web browser on desktop computers, are also available on the mobile device.



| Field Name                                  | Description   |
|---|---|
| View Details                                |   |
| Party Name                                  | Displays the name of logged in user of corporate party.   |
| Customer Reference<br>Number                | Displays the customer's own reference number for the expected cash flow record.  The icon is displayed in case of a recurring transaction.  |
| Status                                      |   |
|   | Displays the status of the expected cash flow record.   |
| Cash flow type                              | Displays the type of cash flow, whether Inflow or Outflow.  |
| Expected Date                               | Displays the date when the cash flow is expected to take place.   |
| Account                                     | Displays the real account number selected for the cash flow. This can be either the real account number or the International Bank Account Number (IBAN), based on the configuration set by the bank.  |
| Amount                                      | Displays the expected cash flow amount.   |
| <b>Outstanding Amount</b>                   | Displays any outstanding amount.  |
| Payment Date                                | Displays the date on which a payment has occurred.  |
| Counter Party ID and Name                   | Displays the name and party ID of the counter party, associated in the payment.   |
| External Reference<br>Number                | Displays the reference number associated with the payment, outside the application.   |
| Revised Expected Date                       | Displays the revised date when the cash flow is expected to take place.   |
| Virtual Account                             | Displays the virtual account number involved in the payment.  |
| Narration                                   | Displays any remarks or comments entered while creating the expected cash flow record.  |
| Reconciliation Details                      |   |
| Payment Reference<br>Number<br>Payment Date | Displays the reference number of the payment that has been reconciled with the expected cash flow record. This is a hyperlink, which when clicked displays the payment details. For more information, refer the View Payments (details) section in User Manual Oracle Banking Digital Experience Receivables Payables Management. |
|   | Also displays the date of payment.  |
| Payment Amount                              | Displays the amount of the payment.   |



| Field Name  | Description   |
|---|---|
| Remitter<br>Name/Beneficiary<br>Name              | Displays the name of the remitter, in case of an inflow payment. Displays the name of the beneficiary, in case of an outflow payment. |
| Reconciliation Date                               | Displays the date when the reconciliation has been performed.   |
| Reconciliation<br>Amount in Payment<br>Currency   | Displays the reconciliation amount in the currency that the payment has been made in.   |
| Reconciliation<br>Amount in Cash Flow<br>Currency | Displays the reconciliation amount in the currency that the cash flow was recorded in.  |

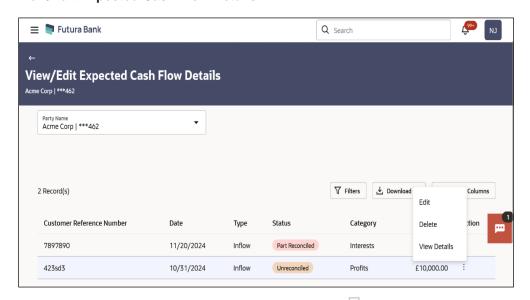
# 4.1.3 Edit Expected Cash Flow

### How to reach here:

Dashboard > Toggle menu > Cash Management > Cash Flow > View/Edit Expected Cash Flow Details

To edit an expected cash flow transaction record:

View/Edit Expected Cash Flow Details

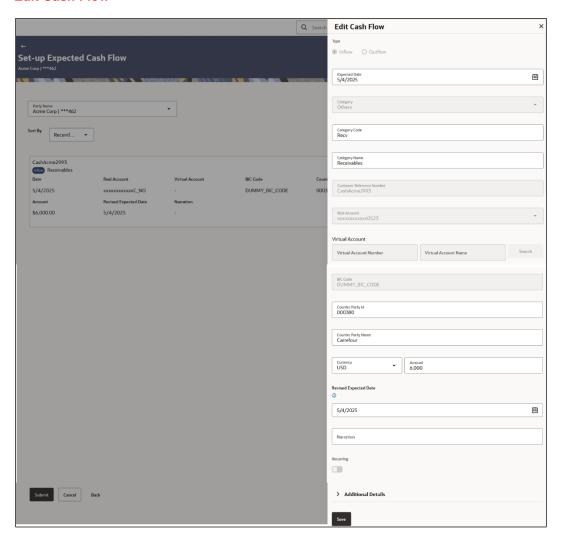


1. In the **Expected Cash Flow Details** screen, click against the cash flow record to be edited.



2. Select the **Edit** option. The **Modify Expected Cash Flow** overlay window appears.

### **Edit Cash Flow**



| Field Name                                 | Description   |  |
|--|---|--|
| Modify Expected Cash Flow (overlay window) |   |  |
| Туре                                       | Displays whether the cash flow is an inflow or an outflow. This field is not editable.    |  |
| Expected Date                              | Indicates the expected date of expected cash flow transaction. This field is editable.    |  |
| Category                                   | Displays the category of the cash flow transaction. This field is not editable.           |  |
| Customer Reference<br>Number               | Displays the customer's reference number for the transaction. This field is not editable. |  |

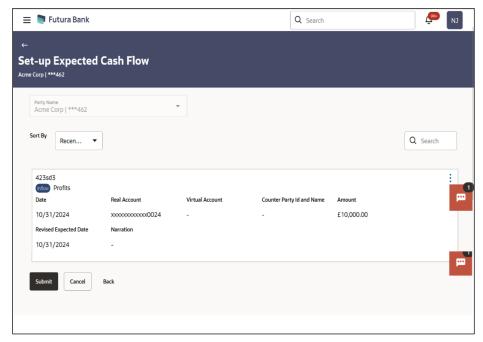


| Field Name                | Description   |
|---------------------------|---|
| Real Account              | Indicates the account number of the corporate party for the expected cash flow transaction. This can be either the real account number or the International Bank Account Number (IBAN), based on the configuration set by the bank. This field is non - editable. |
| Virtual Account<br>Number | Indicates the virtual account number of the corporate party for the expected cash flow transaction. This field is non - editable.   |
| Virtual Account Name      | Indicates the virtual account name of the corporate party for the expected cash flow transaction. This field is non - editable.   |
| BIC Code                  | Displays the Bank Identifier Code. This field is non editable.  |
| Search                    | Click <b>Search</b> button to fetch the virtual account details of the corporate party for the expected cash flow transaction.  |
| Counter Party ID          | Displays the ID of the counter party associated with the transaction. This field is editable.   |
| Counter Party Name        | Displays the name of the counter party associated with the transaction. This field is editable.   |
| Amount                    | Indicates the amount of the expected cash flow transaction. This field is editable.   |
| Currency                  | Indicates the currency for the expected cash flow transaction. This field is editable.  |
| Revised Expected Date     | Indicates the revised date when the transaction is expected to occur. This field is editable.   |
| Narration                 | Indicates the narration of the expected cash flow transaction. This field is editable.  |
| Recurring                 | Indicates if the expected cash flow transaction is a recurring one or not. This field is editable.  |

- 3. Modify the required details.
- 4. Click **Save**. The record appears in the list with the 'Edited' indicator against it.
  - a. To revert the changes made, click against the edited record and select **Undo**.



### **Edited Cash Flow Record**



5. Click **Submit** to submit all changes made. The Review screen appears.

OR

Click Cancel to cancel all changes made.

OR

Click Back to go to the previous screen.

6. In the Review screen, verify the details and click **Confirm** to confirm all changes made. A Confirmation message appears, with the reference number and status of the transaction.

OR

Click Cancel to cancel the submission.

OR

Click Back to go to the previous screen.

7. In the Confirmation screen, click the link provided to view the status of the modified expected cash flow records. The cash flow records that have been modified appear with their current status, in the **Cash Flow Details** overlay window.

Click **Create Expected Cash Flow** to create another cash flow transaction record. OR

Click <u>View/Edit Expected Cash Flow Details</u> to view a list of expected cash flow transaction records that have been created.

OR

OR

Click View Cash Flow Forecasting to view the forecasting details.



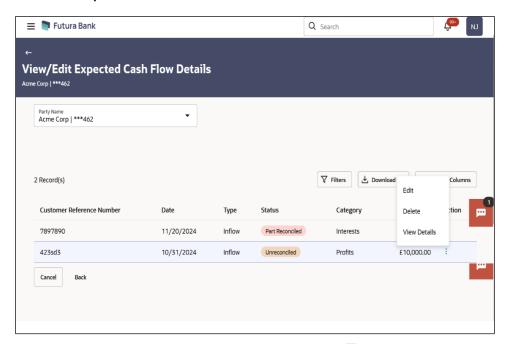
# 4.1.4 Delete Expected Cash Flow

#### How to reach here:

Dashboard > Toggle menu > Cash Management > Cash Flow > View/Edit Expected Cash Flow Details

To delete an expected cash flow transaction record:

# View/Edit Expected Cash Flow Details



- 1. In the **Expected Cash Flow Details** screen, click against the cash flow record to be deleted.
- 2. Select the **Delete** option. The **Delete** pop-up window appears.
  - a. For a recurring cash flow transaction record, select whether the deletion is only for the 'Current record' or for 'Current and following record'.
- Click Yes. The record appears in the list with the 'Deleted' indicator against it. OR

Click No to cancel the deletion.

- a. To undo the deletion, click against the deleted record and select **Undo.**
- Click Submit to submit all changes made. The Review screen appears. OR

Click Cancel to cancel all changes made.

OF

Click Back to go to the previous screen.

 In the Review screen, verify the details and click Confirm to confirm all changes made. A Confirmation message appears, with the reference number and status of the transaction.

OR



Click Cancel to cancel the submission.

OR

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

 In the Confirmation screen, click the link provided to view the status of the modified expected cash flow records. The cash flow records that have been modified appear with their current status, in the Cash Flow Details overlay window. OR

Click  $\underline{\text{Create Expected Cash Flow}}$  to create another cash flow transaction record. OR

Click  $\underline{\text{View/Edit Expected Cash Flow Details}}$  to view a list of expected cash flow transaction records that have been created.

OR

Click View Cash Flow Forecasting to view the forecasting details.

# 4.2 **Cash Visibility**

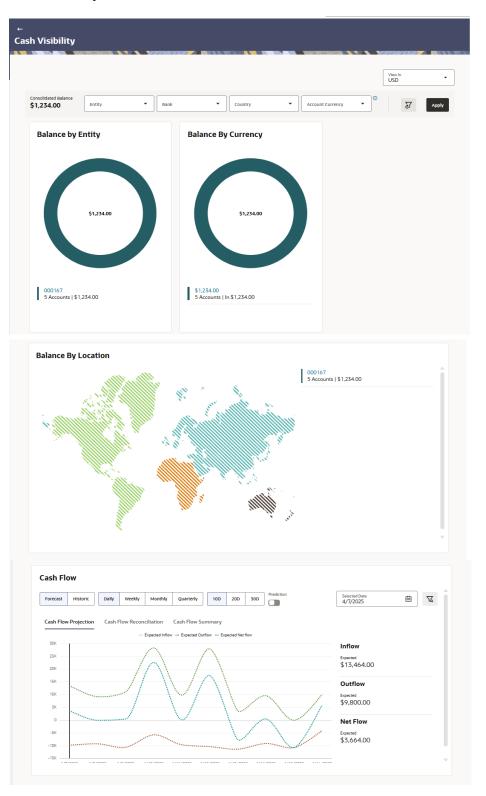
Cash Visibility screen can provide an overview of the CASA accounts and balances mapped to Logged in User CIFs. The screen is organized in the form of different widgets. It displays the aggregated balance available in accounts based on filter selection. User can select the Entity, Bank, Country, Account Currency to view the accounts breakups with balance details. Cashflow projections displayed in this dashboard gives the overall detailed information abouts the funds and transaction details.

The widgets shown in this screen are as follows:

- Balance by Entity
- Balance by Currency
- Balance by Location
- Cash Flow



# **Cash Visibility**





| Field Name              | Description  |
|-------------------------|--|
| Consolidated<br>Balance | Displays the consolidated balance which is the sum of the currency available in the accounts.  |
| Entity                  | Select the one or multiple Entities to view the Entity wise accounts with its balances.  |
| Bank                    | Select the bank to view the bank wise balance details.   |
| Country                 | Select the country to get the country wise breakup of accounts currency balances.  |
| Account<br>Currency     | Select the account currency to view the currency wise break up of balances.  |
| View in                 | Select the currency to view in the balances.   |
| Filter                  |  |
| Balance by<br>Entity    | Displays the colour chart which shows the accounts, and its balances based on Entity selection. User can select the one or multiple entities belongs to CIF in which user has access. The data in the graph is updated based on the selection of the Entity.   |
| Balance by<br>Currency  | Displays the area graph which shows the accounts with its balance summary based on Currency selection. You can select the currency belongs to CIF in which user has access. The data in the graph is getting updated based on the selection of the Currency in the Filter  |
| Balance by<br>Location  | Based on the selection of Country, the available account and its balances will be shown in tabular format.   |
|                         | Also, Displays the Country chart which replicates the country wise breakups of accounts and balances. User can navigate particular country to check its accounts currency and balances. The chart graph will show data based on the country selection.  By this chart, users can drag the country and view currency with balances. |

- 1. In the **Cash Visibility** screen, Perform any one of the following actions:
  - Select the Entity to view Entity wise account balances.
  - Select the bank to filter the account balance bank wise.
  - Select the country to view country wise breakup of accounts balances.
  - Select the account currency to see the currency wise funds and balances.
- 2. Select the **View in** currency which needs to be displayed.
- 3. Click **Apply** to view in the balances.
- 4. The widgets will be displayed based on the filter selection. It will be dynamically change based on the account selection and balances.

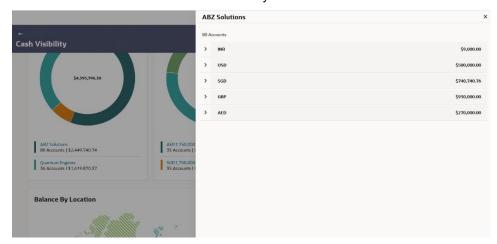
# **Balance by Entity**



This widget shows combined balances in the chosen currency for different entities based on various filters such as bank, country, and currency. Users can choose one or more entities to see the total balances for those selected entities. The 'View in currency' filter changes the balances to a specific currency for all the chosen entities. A warning sign will show if there is a negative balance. You can also drill down to see account balances for each entity.

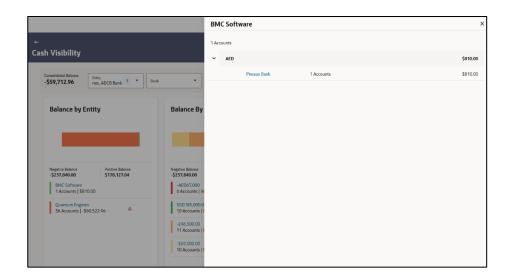


The drill down is available to view the Entity-account wise balances

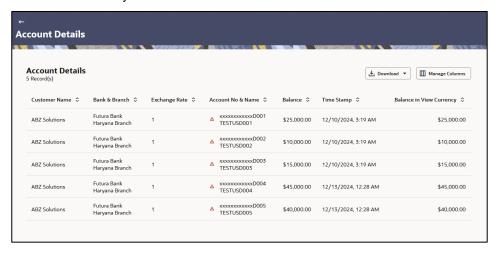


Further drill down is available to view Currency-bank wise account details.





By clicking the bank, Account details screen will appear for accounts maintained in that bank for that entity



# **Field Description**

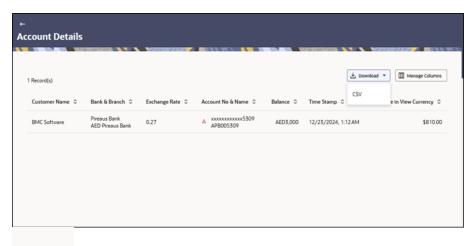
| Field Name        | Description   |
|-------------------|---|
| Customer Name     | Displays the customer Name.   |
| Bank & Branch     | Displays the bank and branch details.   |
| Exchange rate     | Displays the Exchange rate for the currency associated with the accounts.   |
| Account No & Name | Displays the account number and account name belongs the customer. If the negative balance exist for this account, the warning sign displays. |
| Balance           | Displays the balance amount   |



| Field Name                  | Description  |
|-----------------------------|--|
| Time Stamp                  | Displays the time details  |
| Balance in View<br>Currency | Displays the balance amount selected for the currency.   |
| Download                    | Indicates an option to download the expected cash flow records in CSV format.  |
| Manage<br>Columns           | Click Manage columns to modify columns preferences. For more details, refer to the fields in the Manage Columns (overlay window) section below |

# **Download (overlay window)**

This window appears when you click **Download** button in the **Account details** screen.

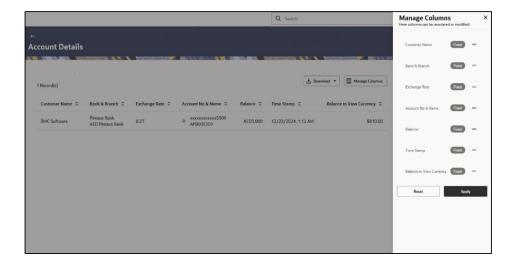


Click **Download** to download the cash withdrawal request in CSV Format with selected columns.

# Manage Columns (overlay window)

This window appears when you click **Manage Columns** button in the **Account Details** screen.

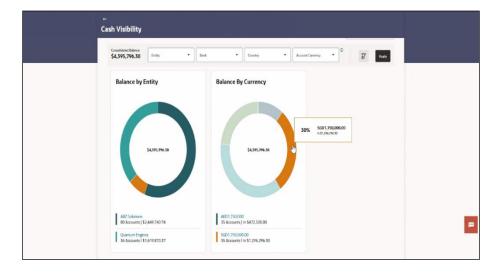




- Click Apply to apply the modified columns preferences.
- Click **Reset** to reset the columns preferences.

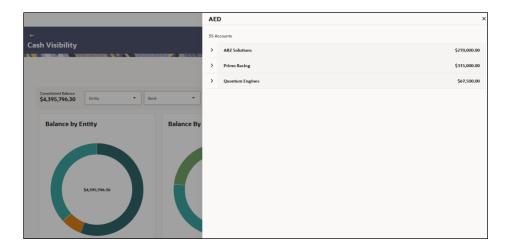
### **Balance by Currency**

This widget displays the aggregated balances across account currencies basis various filter selection like entity, country and bank. Users can select single or multiple currencies to view the aggregated balances for selected currencies 'View in currency' filter converts the aggregated balances in a specific currency for all the 'selected' currencies. The warning sign will indicate negative balance. The drill down is available to view the currency wise account balances.

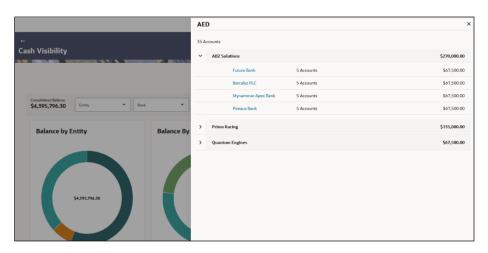


The drill down is available to view Currency wise account balances





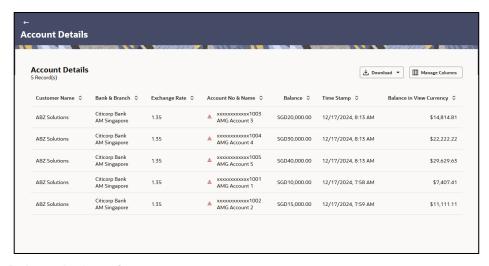
Further drill down is available to view Entity bank wise account details.



In this, click bank name to navigate to account details of accounts maintained in that bank for that entity

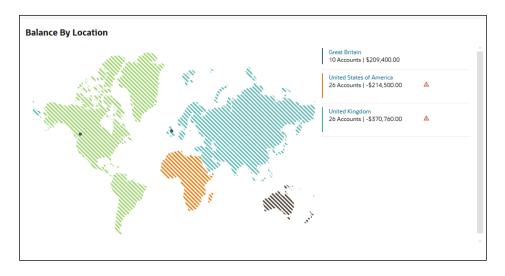
# Account details screen:





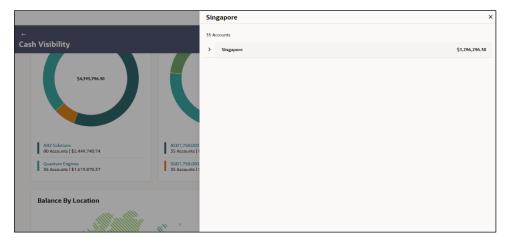
### **Balance by Location**

This widget displays aggregated balances across locations/countries basis various filter selection like bank, entity, ccy etc. User can select single or multiple locations/countries to view the aggregated balances for selected locations/countries. 'View in currency' filter converts the balances in a specific currency for 'selected' locations. The warning sign will indicate negative balance. The drill down is available to view the location wise account Balance.

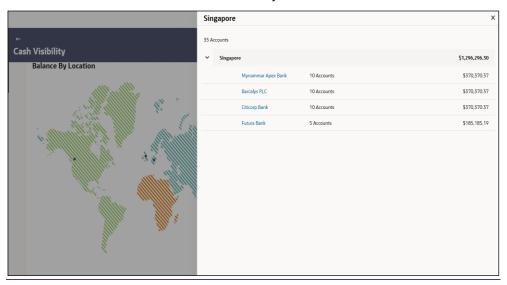


The drill down is available to view Country wise account balance

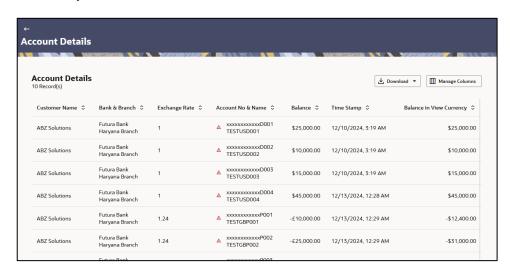




Further drill down is available to view country-bank wise account details.



In this, click bank name to navigate to account details of accounts maintained in that bank for that entity **Account details screen:** 





#### Cash flow

Cashflow widget have below three different charts in separate tabs to enable users to forecast cash positions across accounts in various entities, countries, banks etc

- Cash flow Projection
- · Cash flow Reconciliation
- Cash flow Summary

Based on the generic filter selection like entity, bank, location and 'view in currency', the data gets displayed.

**Historic/Forecast Filter:** The loaded data will depend on the chosen historic or forecast values. For historical selections, the data will include past cash flow records where the expected debit or credit cash flow date is earlier than the current business date.

If the User selects forecast, date will get populated for future cashflows(where expected Dr/Cr cashflow date > current business date)..

**Frequency**: User can Select the frequency to filter the data as per selected frequency and Span.

For Daily frequency, span available for selection is 10D, 20D, 30D.

For Weekly frequency, span available for selection is 4W, 8W, 12W

For Monthly frequency, span available for selection is 6M, 9M, 12M

For Quarterly frequency, span available for selection is 4Q, 6Q

**Prediction:** User can enable Predicted filter to view the predicted cash flow data along with expected and actual data

**Account Number Filter:** User can select specific account to view the appropriate cash flow/balance data for that specific account or "All" accounts.

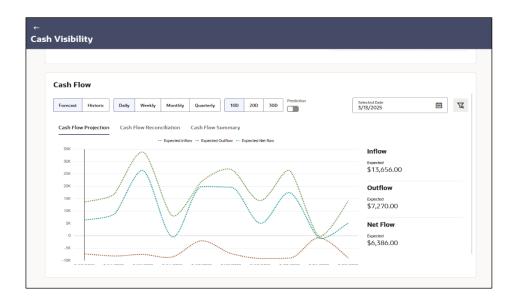
### **Date Filter**

User can select date filter values to view appropriate cash flow numeric values. The dropdown values should get populated as per frequency and span selection.

### **Cash Flow Projection:**

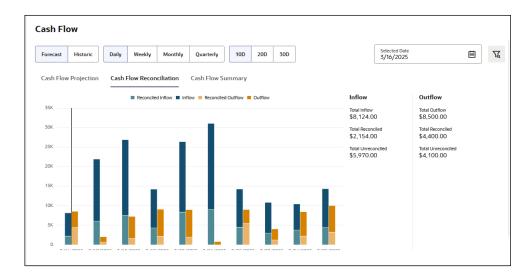
Cash flow Projection will display the aggregated cash flow (inflow/outflow and NetFlow) data in form of trend line as per the account and date filter. The data loaded will be based on selection of historic/Forecast values, frequency, span, Date and account Filters. User can also enable the prediction filter to get predicted cashflow details.





### **Cash Flow Reconciliation:**

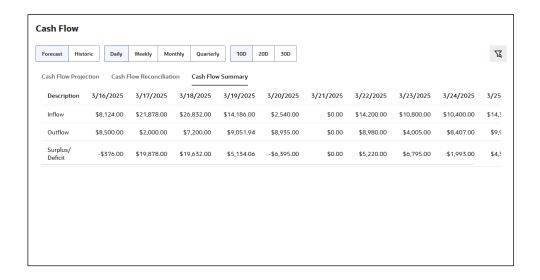
Cash Flow Reconciliation will show combined reconciled and unreconciled cash flow data (inflows, outflows, and totals) using bar graphs, organized by account and date filters. The displayed data will depend on the chosen historic or forecast values, frequency, time span, date, and account filters.



### **Cash Flow Summary**

The cash flow summary will present a table displaying the total cash flow, including inflows, outflows, and any surplus or deficit, organized by account and date. The information provided will depend on the chosen historic or forecast values, frequency, time span, date, and account filters.







# 5. Collections

Several corporates, such as retail stores, have a huge inflow of physical cash/cheques on a daily basis. This has to be deposited in the corporate's bank account(s) on a regular basis. The corporate can either arrange for the cash/cheques to be deposited at a branch or opt for the pick-up service, where a bank representative collects the cash/cheques and makes the deposit on behalf of the corporate.

The Collections services offered by the bank enable the corporate user to enter the details of the cash/cheque being deposited.

### **Pre-Requisites:**

Transaction access is provided to the corporate user.

# 5.1 Cash Deposits

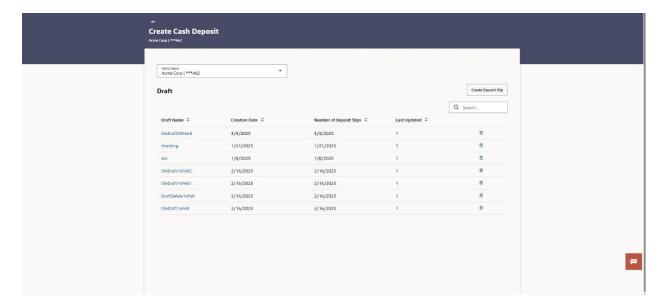
# 5.1.1 Create Cash Deposit

Using this screen, you can enter the details of the physical cash being deposited into the corporate's account. Once you enter the cash details, you can also save the entry as a draft, to resume later.

#### How to reach here:

Dashboard > Toggle menu > Cash Management > Collections > Cash Deposit

### **Create Cash Deposit:**





# **Field Description**

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

### Draft

A list of cash deposit entries saved as drafts is displayed, with the following fields.

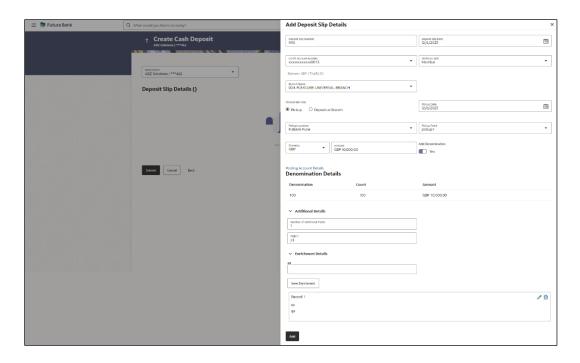
| Search                     | Indicates an option to search for specific cash deposit draft record. Enter the partial or complete draft name, or reference number, or creation date, or last updated date, to view matching records.  The search results appear as you type the search string. |
|----------------------------|--|
| Draft Name                 | Displays the name that has been used to save the cash deposit draft. This is a hyperlink which when clicked enables you to edit the draft.   |
| <b>Creation Date</b>       | Displays the date of creation of the cash deposit draft record.  |
| Number of Deposit<br>Slips | Displays the number of deposit slips present in the cash deposit draft record.   |
| Last Updated               | Displays the date when the cash deposit draft record was last updated.   |
| 面                          | Indicates an option to delete the cash deposit draft record. On clicking this icon, a pop-up window appears requiring you to confirm the deletion.   |

<sup>1.</sup> In the **Create Cash Deposit** screen, click **Create Deposit Slip** to create a new deposit slip. The **Add Deposit Slip Details** overlay window appears.

**Note:** If you have previously saved the deposit slip as a draft, then click the required link under **Draft Name**, to continue the creation process.

# Create Cash Deposit - Add Deposit Slip Details :





### **Field Description**

#### Add Deposit Slip Details (overlay window)

**Deposit Slip Number** Enter a unique number for the cash deposit slip.

**Deposit Slip Date** Select the date of creation of the cash deposit slip. This date must

be greater than or equal to the current date.

Credit Account Number Select the account number for crediting the cash. The dropdown list either displays the real account numbers or the International Bank Account Number (IBAN), based on the configuration set by the bank. Once you select an account number, the currency and balance of that specific account automatically appear below the account number.

If an account number is not provided in this field, then the same is picked up from the pooling details maintained. Click the **Pooling Account Details** link in the overlay window, to view these. However, if pooling details are not maintained, then it is mandatory

to provide an account number here.

**Division Code** Select the relevant division code. You must select a value in this

field, if division code is mandatorily required as per enrichment set

up for the corporate party.

Branch Name Select the branch where the cash needs to be deposited.



| Field Name       | Description   |
|------------------|---|
| Choose Services  | Select the service to be used for depositing the cash. The options are:   |
|                  | <ul> <li>Pickup – This option is available for selection only if the<br/>corporate is registered for the pick-up service.</li> </ul>  |
|                  | <ul> <li>Deposit at Branch – The corporate must make their own<br/>arrangements to deliver the cash at the branch for depositing.</li> </ul>  |
| Pickup Date      | Select a date for the bank to pick up the cash. This field appears when you select the <b>Pickup</b> option in the <b>Choose Services</b> field.  |
| Pickup Location  | Select the location from where the bank must pick-up the cash. This field appears when you select the <b>Pickup</b> option in the <b>Choose Services</b> field.   |
| Pickup Point     | Select the required pick-up point. This field appears when you select the <b>Pickup</b> option in the <b>Choose Services</b> field.   |
| Deposit Date     | Select the date on which the cash will be deposited at the selected branch. This field appears when you select the <b>Deposit at Branch</b> option in the <b>Choose Services</b> field.   |
| Depositor Name   | Enter the name of the depositor who will be depositing the cash at the selected branch. This field appears when you select the <b>Deposit</b> at <b>Branch</b> option in the <b>Choose Services</b> field.                        |
| Contact Number   | Enter the contact number of the depositor. This field appears when you select the <b>Deposit at Branch</b> option in the <b>Choose Services</b> field.  |
| Id Proof Type    | Enter the type of ID proof that the depositor will be carrying along when depositing the cash at the selected branch. This field appears when you select the <b>Deposit at Branch</b> option in the <b>Choose Services</b> field. |
| ld Proof Detail  | Enter the unique ID/number of the ID proof of the depositor. This field appears when you select the <b>Deposit at Branch</b> option in the <b>Choose Services</b> field.  |
| Amount           | Select the currency and enter the amount to be deposited.   |
| Add Denomination | Switch this toggle ON to enter the denomination of the cash to be deposited. The <b>Denomination Details</b> section appears. The denominations appear based on the selected currency.  |



#### **Denomination Details**

This section appears when you switch on the **Add Denomination** toggle.



**Denomination** Displays the various denominations available for the selected

currency.

**Count** Enter the number of leaves for each denomination.

Amount Displays the total amount for each denomination, based on the

value entered in the **Count** column. The total amount of all denominations should be equal to the total cash being deposited

under the specific deposit slip.

Pooling Account Details

This is a hyperlink which when clicked displays a pop-up window

with the pooling level details fetched from the host.

Pooling Level
Account

Basis of Amount Credit Percentage Pooling
Pooling Level No

**Pooling Level** Displays the pooling level set at the host.

Basis of Amount Credit

Displays the level at which pooling will be applied to the cash being

deposited.

**Percentage Pooling** Displays whether or not percentage pooling is applicable.

Pooling Account Number

Displays the account numbers that the cash must be credited to. The list either displays the real account numbers or the International

Bank Account Number (IBAN), based on the configuration set by

the bank.

**Percentage** Displays the percentage of cash being deposited in each account.

### **Additional Details**

This section is provided to enable you to capture additional data regarding the cash deposit record, if required. You can decide the number of fields required and enter the information in the fields accordingly.



| Field Name                  | Description  |
|-----------------------------|--|
| Number of Additional Fields | Enter the number of fields required for adding details. Once you add a number, those many data entry fields appear. The maximum value that is allowed in this field is 10. |
| Field 1 - Field 10          | Enter the additional details in the data entry fields. A maximum of 10 fields can be present.  |

#### **Enrichment Details**

You can use this section to add enrichment information that must be associated with the cash deposit record, for easy identification in future. The number of fields, their types, and whether they should be mandatory or optional during entry, are configured in the enrichment set up by the bank.

2. Once you enter the required details, click **Save Enrichment**.

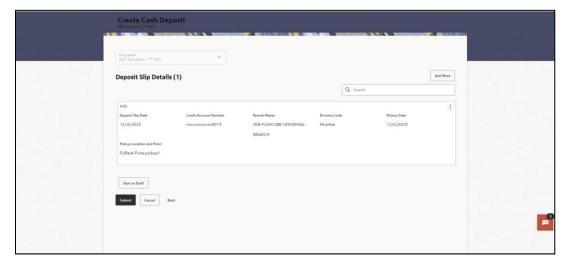
A record entry with the enrichment details appears, with options to edit or delete it.

- To edit the enrichment details, click ...
- To delete the enrichment details, click  $^{
  m ll}$  .

#### 3. Click Add.

The record appears in the **Deposit Slip Details** list in the **Create Cash Deposit** screen. In this screen, you can take one of the following actions on the record:

- Click to edit or delete the record.
- Click Save as Draft to save the record.



4. Click Submit to submit the record. The Review screen appears.

OR

Click Cancel to cancel the transaction.

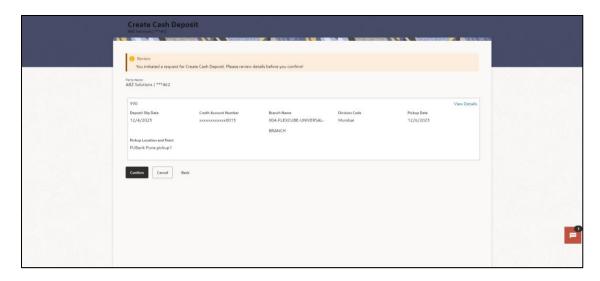
OR

Click Back to go to the previous screen.

ΛR

Click Add More to add another cash deposit slip for submission.





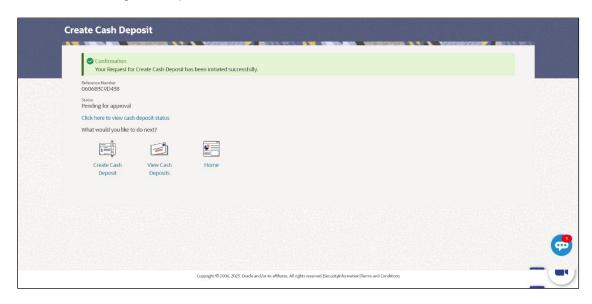
5. In the Review screen, click the <u>View Details</u> link beside each record, verify the details, and click **Confirm**. A confirmation screen appears with the reference ID and status of the transaction.

OR

Click Cancel to cancel the transaction.

OR

Click Back to go to the previous screen.



**6.** Click the <u>Click here to view cash deposit details</u> link to view the details of the cash deposit record that has been created.

OR

Click the **Create Cash Deposit** link to create further cash deposit records.

OR

Click the View Cash Deposits link to view the existing cash deposit records.

OR

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



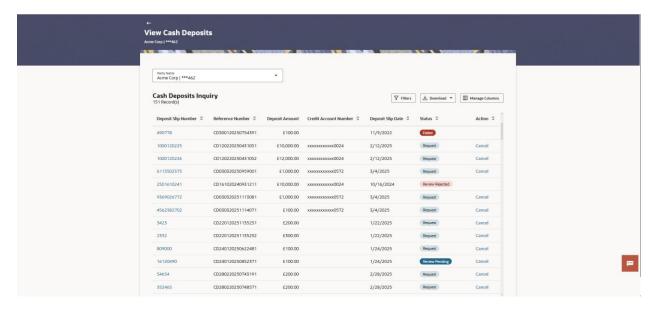
# 5.1.2 <u>View Cash Deposit</u>

Using this screen, you can view the details of the cash deposit records that have been created.

### How to reach here:

Dashboard > Toggle menu > Cash Management > Collections > View Cash Deposits

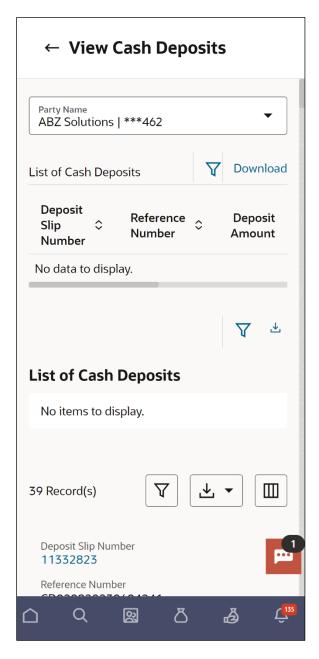
# **View Cash Deposits:**





# View Cash Deposit (on mobile device)

You can view the list of cash deposit records on a mobile device as well.





### **Field Description**

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

#### **View Cash Collections**

Party Name Select the party name from the dropdown list to view the Cash deposit

created. By default, the primary party of the logged-in user is selected.

Note: Only accessible parties are displayed to the user. Based on the party

selection, the list of cash deposit is displayed.

# **List of Cash Deposits**

This section displays a list of existing cash deposit records. You can search for specific records using the search field and narrow the results down using the filter  $(\checkmark)$  options. You can also download the list in CSV format.

Deposit Slip Number Displays the reference number of the deposit slip assigned during

creation. This is a hyperlink which when clicked displays the details of the cash deposit slip record. For more information on the details displayed,

refer the View Cash Deposit Details section below.

**Reference Number** Displays the reference number of the deposit slip fetched from the host.

**Deposit Amount** Displays the currency and amount of the deposit.

Credit Account

Number

Displays the account number in masked format, which has been credited by the cash deposit. This can be either the real account number or the International Bank Account Number (IBAN), based on the configuration

set by the bank.

**Deposit Slip Date** Displays the date on the deposit slip.

**Status** Displays the status of the credit. By clicking the status, you can get the

additional status details at host level

Action Displays the action to cancel viewing the cash deposits details.

### 1. In the View Cash Collections screen, you can do one of the following:

- To search for specific cash deposits, in the Search field, enter the partial or complete
  deposit slip number / reference number / currency / credit account number. The matching
  results are dynamically displayed.
- To filter the search results:
  - o Click √. The **Search** overlay window appears. For more information on the fields in this overlay window, refer the **Search** (overlay window) section below.
  - Enter the search criteria in the overlay window.
  - Click Apply to filter the cash deposit records.
     OR

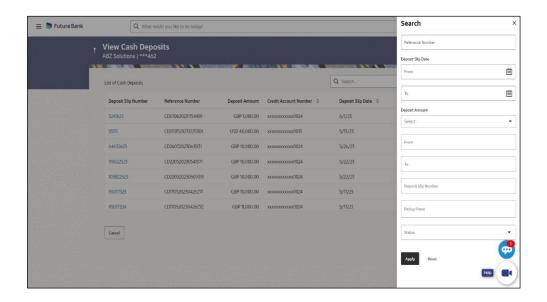
Click **Reset** to clear the entered search criteria.



- Click **Download** to download the list of cash deposits in CSV format. In case you are viewing the cash deposit records on a mobile device, then click to download the list. Refer the **Download (overlay window)** section below.
- Click Manage Columns to reorder or modify or save column preferences in cash deposit screen, refer the Manage Columns (overlay window) section below.
- Click the link under Deposit Slip Number to view the details of a specific cash deposit record. The View Cash Deposit Details screen appears. For more information, refer the View Cash Deposit Details section below.
- Click Cancel to cancel the record. The Cancel Cash Deposit Details screen appears. For more information, refer Cancel Cash Deposit Details section below.

### **View Cash Deposits - Search**

This window appears when you click in the View Cash Collections screen.



# **Field Description**

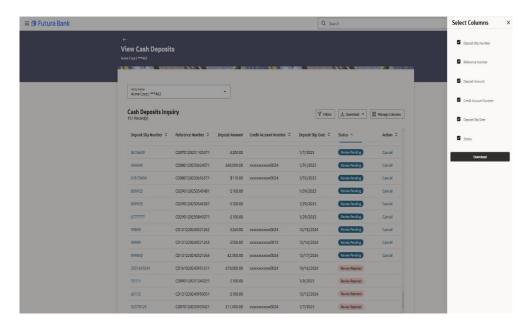
| Field Name                              | Description  |
|---|--|
| Search (overlay window)                 |  |
| Reference Number                        | Indicates an option to search for a cash deposit record based on the reference number.                     |
| Deposit Slip Date<br>From - To          | Indicates an option to search for cash deposit records based on a date range.                              |
| Deposit Amount<br>Currency<br>From - To | Indicates an option to search for cash deposit records based on an amount range for a particular currency. |
| Deposit Slip Number                     | Indicates an option to search for a cash deposit record based on the deposit slip number.                  |



| Field Name | Description   |
|------------|---|
| Status     | Indicates an option to search for cash deposit records based on status. The status's available are: |
|            | <ul> <li>Credited</li> </ul>  |
|            | <ul> <li>Credit Deposit in process</li> </ul>   |
|            | <ul> <li>Credited Deposit Success</li> </ul>  |
|            | <ul> <li>Failed</li> </ul>  |
|            | <ul> <li>Processing</li> </ul>  |
|            | Rejected  |
|            | <ul> <li>Request</li> </ul>   |
|            | Request Cancelled   |
|            | <ul> <li>Request Pending</li> </ul>   |
|            | Review Rejected   |
|            |   |

# View Cash Deposits - Download

This window appears when you click **Download** button in the **View Cash deposit** screen.

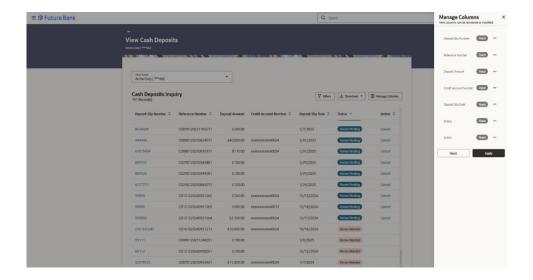


Click Download to download the cash deposit in CSV Format with selected columns.

# **View Cash Deposits - Manage Columns**

This window appears when you click Manage Columns button in the View Cash Deposit screen.

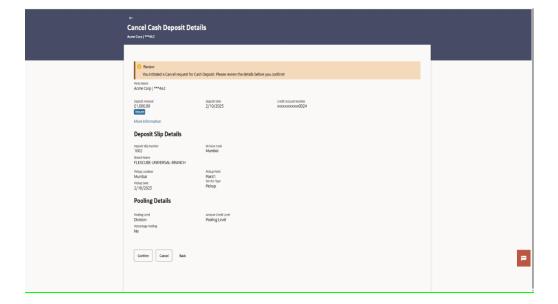




- Click **Apply** to apply the modified columns preferences.
- Click **Reset** to reset the columns preferences.

# **Cancel Cash Deposit Details**

This screen appears when user click **Cancel** link in the **View Cash Deposit** screen.

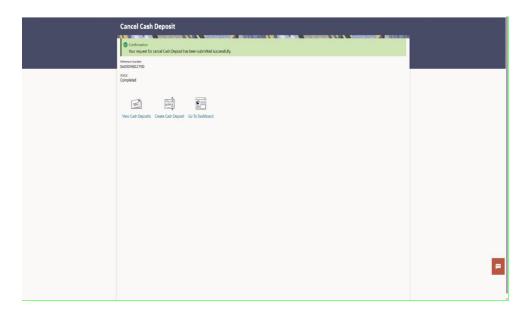




- Click Confirm to cancel the transaction.
- Click Cancel to cancel the cancel request.
- Click **Back** to navigate back to the previous screen.

# **Cancel Cash Deposit**

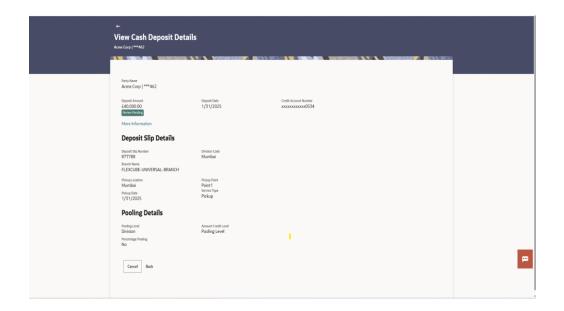
This screen appears when the user click the **Confirm** button in the **Cancel Cash Deposit Details** screen.



# 5.1.2.1 <u>View Cash Deposit Details</u>

This screen appears when you click the **Deposit Slip Number** link of a particular cash deposit record in the **View Cash Collections Details** screen.

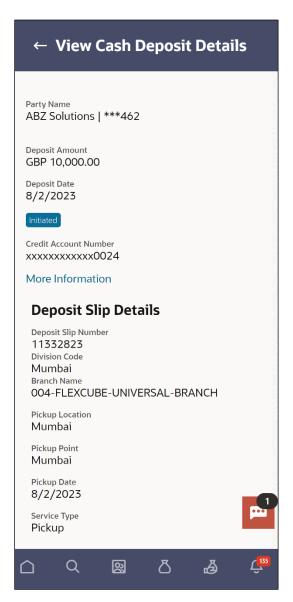






# **View Cash Deposit Details (on mobile device)**

The **View Cash Deposit Details** screen can also be viewed on a mobile device. The features, data, tabs, hyperlinks, that are available on the web browser on desktop computers, are also available on the mobile device.



### **Field Description**

| Field Name                | Description   |  |
|---------------------------|---|--|
| View Cash Deposit Details |   |  |
| Party Name                | Displays the name of the logged-in corporate party. |  |
| Deposit Amount            | Displays the deposit currency and amount.           |  |
| Deposit Status            | The color-coded status of the deposit is displayed. |  |



| Field Name   | Description  |  |
|--|--|--|
| Deposit Date   | Displays the date of creation of the cash deposit slip.  |  |
| Credit Account<br>Number   | Displays the number of the account in masked format, into which the cash has been deposited. This can be either the real account number or the International Bank Account Number (IBAN), based on the configuration set by the bank. |  |
| Denomination Details  You can view these details (if entered during deposit slip creation) on clicking the <a href="More Information">More Information</a> link. |  |  |
| Denomination   | Displays the various denominations available for the selected currency.  |  |
| Count  | Displays the number of leaves for each denomination that has been deposited.   |  |
| Amount   | Displays the total amount for each denomination. The total amount of all denominations is the total cash that has been deposited under the specific deposit slip.  |  |
| Deposit Slip Details   |  |  |
| Deposit Slip Number  | Displays the unique number of the cash deposit slip.   |  |
| Division Code  | Displays the assigned division code.   |  |
| Branch Name  | Displays the branch where the cash has been deposited.   |  |
| Pickup Location  | Displays the location of the cash pick-up. This field appears when the pick-up option has been selected for the cash deposit.  |  |
| Pickup Point   | Displays the point of the pick-up. This field appears when the pick-up option has been selected for the cash deposit.  |  |
| Pickup Date  | Displays the date of the pick-up. This field appears when the pick-up option has been selected for the cash deposit.   |  |
| Depositor Name   | Displays the name of the depositor. This field appears when the deposit at branch option has been selected for the cash deposit.   |  |
| Contact Number   | Displays the contact number of the depositor. This field appears when the deposit at branch option has been selected for the cash deposit.   |  |
| ld Proof Type  | Displays the type of ID proof of the depositor. This field appears when the deposit at branch option has been selected for the cash deposit.   |  |
| ld Proof Detail  | Displays the unique ID/number of the ID proof of the depositor. This field appears when the deposit at branch option has been selected for the cash deposit.   |  |



| Field Name   | Description   |  |
|--|---|--|
| Pooling Details  |   |  |
| Pooling Level  | Displays the pooling level set at the host.   |  |
| Amount Credit Level  | Displays the level at which pooling has been applied to the deposited cash.   |  |
| Percentage Pooling   | Displays whether or not percentage pooling is applicable.   |  |
| If percentage pooling is applicable, then a table is displayed with details of the percentage allotted to each pooling account.                            |   |  |
| Pooling Account<br>Number  | Displays the account number that the cash has been credited to. This can be either the real account number or the International Bank Account Number (IBAN), based on the configuration set by the bank. |  |
| Percentage   | Displays the percentage of cash credited to the account.  |  |
| Enrichment Details This section displays the additional information added as part of enrichment of data, for each deposit slip record.  Additional Details |   |  |
| This section displays the details entered for easy identification and reconciliation of the cash deposited   |   |  |

deposited.

| Number of Additional Fields | Displays the number of fields of additional details.   |
|-----------------------------|--|
| Field 1 – Field 10          | Displays the additional details entered during cash deposit creation. The number of fields can range from 1 to 10. |



# 5.2 Cheques

# 5.2.1 <u>Create Cheque Deposit</u>

Using this screen, you can enter the details of the cheques being deposited into the corporate's account. Once you enter the cheque details, you can also save the entry as a draft, to resume later.

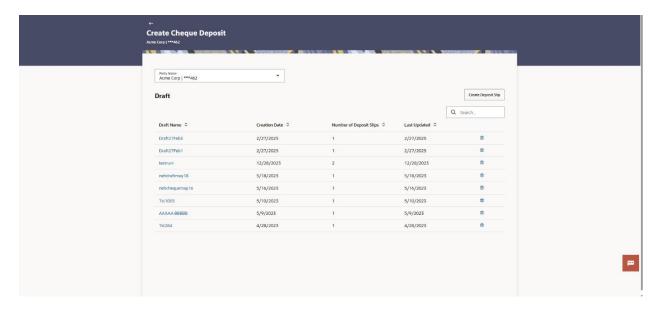
For creating a cheque deposit slip, there are two separate entries to be made:

- Add Deposit Slip Details It is mandatory to create a deposit slip for every deposit being made.
- Add Cheque Details You can link one or more cheques to a single deposit slip.

#### How to reach here:

Dashboard > Toggle menu > Cash Management > Collections > Cheque Deposit

### **Create Cheque Deposit**



### **Field Description**

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



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

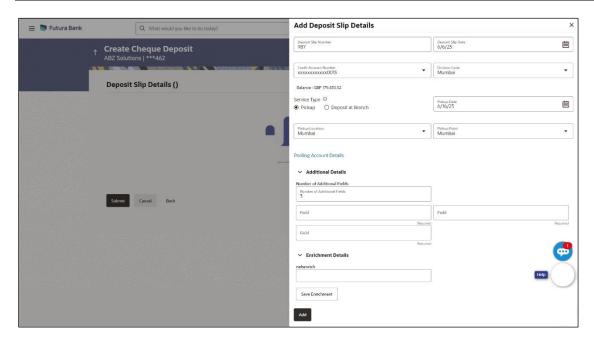
#### Draft

A list of cheque deposit entries saved as drafts is displayed, with the following fields.

| A list of cheque deposit entries saved as drafts is displayed, with the following fields. |  |  |
|---|--|--|
| Search  | Indicates an option to search for specific cheque deposit drafts. Enter the partial or complete draft name, or reference number, or creation date, or last updated date, to view matching records. |  |
|   | The search results appear as you type the search string.   |  |
| Draft Name  | Displays the name that has been used to save the cheque deposit draft. This is a hyperlink which when clicked enables you to edit the draft.   |  |
| Creation Date   | Displays the date of creation of the cheque deposit draft record.  |  |
| Number of Deposit<br>Slips  | Displays the number of deposit slips present in the cheque deposit draft record.   |  |
| Last Updated  | Displays the date when the cheque deposit draft record was last updated.   |  |
| ₩   | Indicates an option to delete the cheque deposit draft record. On clicking this icon, a pop-up window appears requiring you to confirm the deletion.   |  |

1. In the **Create Cheque Deposit** screen, click **Create Deposit Slip** to create a new deposit slip. The **Add Deposit Slip Details** overlay window appears.

**Note:** If you have previously saved the deposit slip as a draft, then click the required link under **Draft Name**, to continue the creation process.





### **Field Description**

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

#### Add Deposit Slip Details (overlay window)

**Deposit Slip Number** Enter a unique number for the cheque deposit slip.

**Deposit Slip Date** Select the date of creation of the cheque deposit slip. This date must

be greater than or equal to the current date.

**Credit Account** Number

Select the account number for crediting the cheque amount. The dropdown list either displays the real account numbers or the International Bank Account Number (IBAN), based on the configuration set by the bank. Once you select an account number, the currency and balance of that specific account automatically appear below the account number.

If an account number is not provided in this field, then the same is picked up from the pooling details maintained. Click the Pooling Account Details link in the overlay window, to view these. However, if pooling details are not maintained, then it is mandatory to provide an account number here.

**Division Code** Select the relevant division code. You must select a value in this

field, if division code is mandatorily required as per enrichment set

up for the corporate party.

**Service Type** Select the service to be used for depositing the cheque. The options are:

> • Pickup - This option is available for selection only if the corporate is registered for the pick-up service.

> • Deposit at Branch - The corporate must make their own arrangements to deliver the cheque at the branch for

depositing.

**Pickup Date** Select a date for the bank to pick up the cheque. This field appears

when you select the **Pickup** option in the **Service Type** field.

**Pickup Location** Select the location from where the bank must pick-up the cheque. This field appears when you select the **Pickup** option in the **Service** 

Type field.

**Pickup Point** Select the required pick-up point. This field appears when you select

the Pickup option in the Service Type field.

**Pooling Account** Details

This is a hyperlink which when clicked displays a pop-up window

with the pooling level details fetched from the host.

Basis of Amount Credit Percentage Pooling Pooling Level Nο Pooling Level Account

**Pooling Level** Displays the pooling level set at the host.



| Field Name                | Description   |  |
|---------------------------|---|--|
| Basis of Amount<br>Credit | Displays the level at which pooling will be applied to the cheque amount.   |  |
| Percentage Pooling        | Displays whether or not percentage pooling is applicable.   |  |
| Pooling Account<br>Number | Displays the account numbers that the cheque amount must be credited to. The list either displays the real account numbers or the International Bank Account Number (IBAN), based on the configuration set by the bank. |  |
| Percentage                | Displays the percentage of cash being deposited in each account.  |  |

#### **Additional Details**

This section is provided to enable you to capture additional data regarding the cheque deposit record, if required. You can decide the number of fields required and enter the information in the fields accordingly.

| Number of Additional Fields | Enter the number of fields required for adding details. Once you add a number, those many data entry fields appear. The maximum value that is allowed in this field is 10. |
|-----------------------------|--|
| Field 1 – Field 10          | Enter the additional details in the data entry fields. A maximum of 10 fields can be present.  |

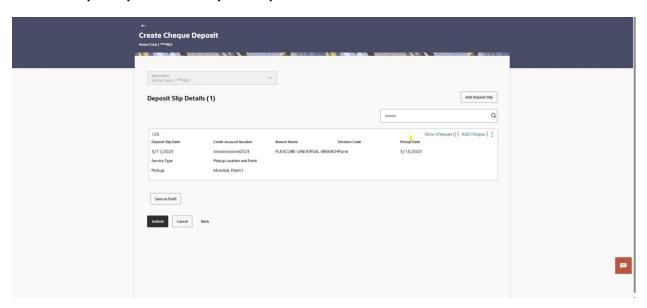
#### **Enrichment Details**

You can use this section to add enrichment information that must be associated with the cheque being deposited. The number and types of fields available in this section depend on what has been set up for the corporate, by the bank.

- 2. Once you enter the required details, click **Save Enrichment**. A record entry with the enrichment details appears, with options to edit or delete it.
  - To edit the enrichment details, click .
  - ullet To delete the enrichment details, click  $^{
    m ll}$  .
- 3. Click Add. The record appears in the **Deposit Slip Details** list in the **Create Cheque Deposit** screen.
  - To edit or delete the deposit slip record, you can click and select the relevant option.
  - Click Save as Draft to save the entered values and resume at a later point in time.

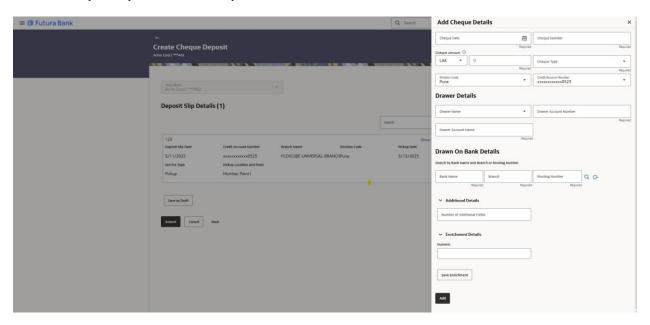


# Create Cheque Deposit - Add Deposit Slip



**4.** Click the <u>Add Cheque</u> link in the deposit slip record, to add cheques details to it. The **Add Cheque Details** overlay window appears.

# **Create Cheque Deposit - Add Cheque Details**





### **Field Description**

#### Field Name Description

### Add Cheque Details (overlay window)

**Cheque Date** Enter the date of the cheque.

**Cheque Number** Enter the unique number of the cheque.

**Cheque Amount** Select the cheque currency and enter the amount.

**Cheque Type** Select the type of cheque being deposited.

**Division Code** Select the relevant division code. You must select a value in this

field, if division code is mandatorily required as per enrichment set

up for the corporate party.

Credit Account Number Select the account where the cheque needs to be deposited. The dropdown list either displays the real account numbers or the International Bank Account Number (IBAN), based on the

configuration set by the bank.

**Drawer Details** 

**Drawer Name** Select the name of the drawer of the cheque.

**Drawer Account** 

Number

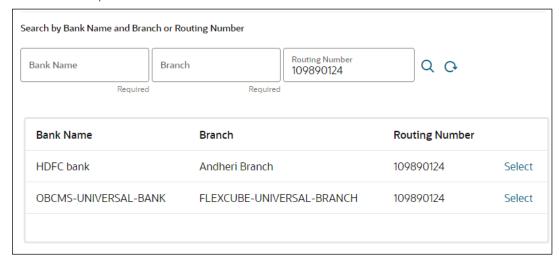
Enter the account number of the drawer of the cheque. You can either enter the real account number or the International Bank Account Number (IBAN), based on the configuration set by the

bank.

**Drawer Account Name** Enter the name on the account of the drawer of the cheque.

### **Drawn on Bank Details**

This section enables you to search and select the drawn on bank details, by entering the partial or full bank and branch names or the routing number, and clicking  $^{\mathbb{Q}}$ . To reset the values entered, click  $^{\mathbb{Q}}$ .





| Field Name     | Description   |
|----------------|---|
| Bank Name      | Enter the partial or full bank name, on which the cheque has been drawn. This field should be used in conjunction with the branch field for the search.   |
|                | The search results appear as you type the search string.  |
| Branch         | Enter the partial or full branch name, on which the cheque has been drawn. This field should be used in conjunction with the bank field for the search.   |
|                | The search results appear as you type the search string.  |
| Routing Number | Enter the partial or full routing number to search for the bank on which the cheque has been drawn.   |
|                | The search results appear as you type the search string.  |
| Q              | Click this icon to search for the bank on which the cheque has been drawn, after entering the search string(s). A list of matching bank names with their details appears. Click the <u>Select</u> link beside the required bank record. The selected bank record appears in the <b>Drawn on Bank Details</b> section. |
| G              | Click this icon to reset the search string(s) entered.  |

#### **Additional Details**

This section is provided to enable you to capture additional data regarding the cheque, if required. For example, you can enter details for easy identification and reconciliation of the cheque being deposited.

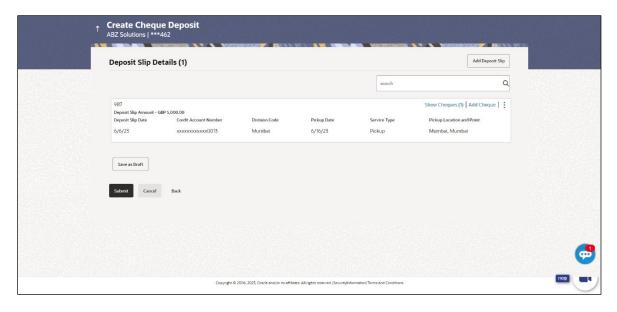
| Number of Additional Fields | I Enter the number of fields required for adding details. Once you add<br>a number, those many data entry fields appear. The maximum value<br>that is allowed in this field is 10. |  |
|-----------------------------|--|--|
| Field 1 – Field 10          | Enter the additional details in the data entry fields. A maximum of 10 fields can be present.  |  |

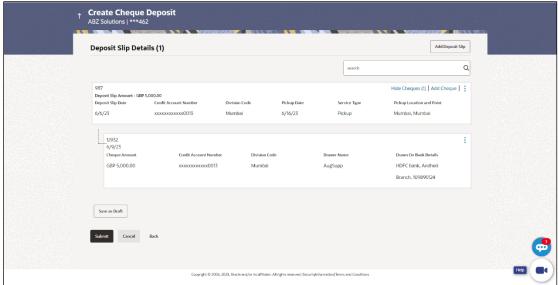
#### **Enrichment Details**

You can use this section to add enrichment information that must be associated with the cheque deposit record, for easy identification in future. The number of fields, their types, and whether they should be mandatory or optional during entry, are configured in the enrichment set up by the bank.

- 5. Once you enter the required details, click **Save Enrichment**.
- 6. Click **Add**. The cheque details are added to the deposit slip.
  - To add another cheque record, click the <u>Add Cheque</u> link.
  - To view the details of the cheques added, click the <u>Show Cheques</u> link. The number beside the link denotes the number of cheques added to the deposit slip.
  - To edit or delete the deposit slip, click.
  - To add another deposit slip to the transaction, click Add Deposit Slip.
  - Click Save as Draft to save the entered details and resume at a later point in time.







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

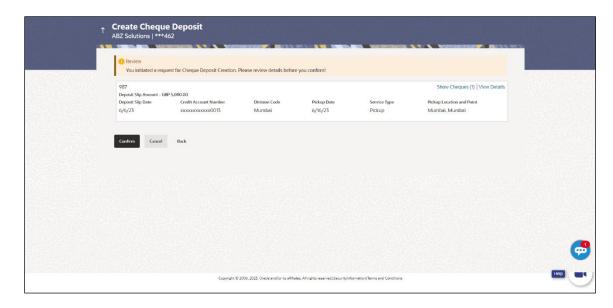
OR

Click Cancel to cancel the transaction.

OR

Click Back to go to the previous screen.





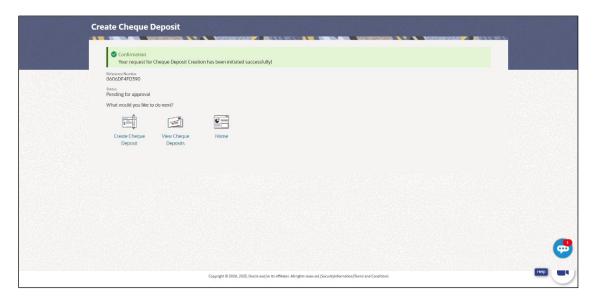
8. In the Review screen, click the <u>View Details</u> link beside each record, verify the details, and click **Confirm**. A confirmation screen appears with the reference ID and status of the transaction.

OR

Click Cancel to cancel the transaction.

OR

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



9. Click the <u>Click here to view Cheque deposit receipt</u> link to view the receipt of the cheque deposit.

OR

Click the **Create Cheque Deposit** link to create further cheque deposit records.

OR

Click the <u>View Cheque Deposits</u> link to view the existing cheque deposit records.

OR

Click the **Home** link to go to the dashboard.



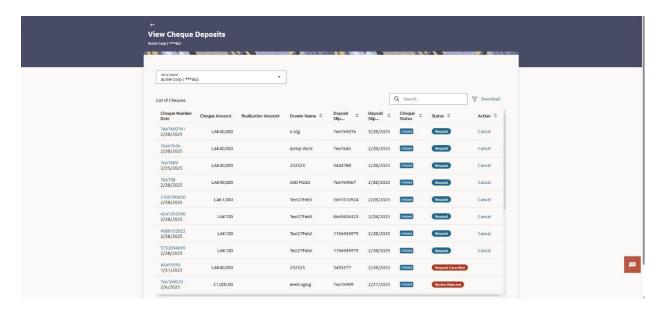
# 5.2.2 <u>View Cheque Deposit</u>

Using this screen, user can view the details of existing cheques collection records.

### How to reach here:

Dashboard > Toggle menu > Cash Management > Collections > View Cheque Deposits

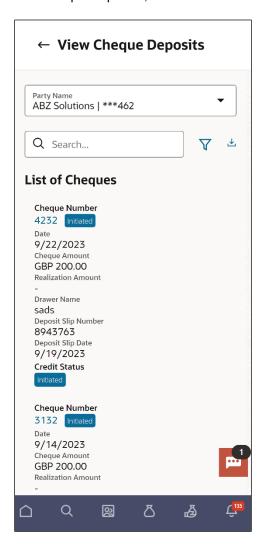
# **View Cheque Deposits**





### **View Cheque Deposit (on mobile device)**

The **View Cheque Collections** screen can also be viewed on a mobile device. The features, data, search filters, hyperlinks, download option, and so on that are available on the web browser on desktop computers, are also available on the mobile device.



# **Field Description**

# Field Name Description

### **View Cheque Collections**

#### **Party Name**

Select the party name and ID from the dropdown list to view the cheque deposit created. By default, the primary party/gcif of the logged-in user is selected.

**Note**: Only accessible parties are displayed to the user. Based on the party/gcif selection, the list of cheque deposit is displayed.



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

#### **List of Cheques**

This section displays a list of existing cheque deposit records. You can search for specific records using the search field and narrow the results down using the filter  $(\overline{\lor})$  options. You can also download the list in CSV format.

| Cheque | Number |
|--------|--------|
|--------|--------|

**Date** 

Displays the unique number of the cheque. This is a hyperlink which when clicked displays the details of the cheque. For more information on the details displayed, refer the **View Cheque Collection Details** section

below.

Also displays the date of issue of the cheque.

**Cheque Amount** Displays the amount for which the cheque has been drawn.

**Realization Amount** Displays the cheque amount that has been realized.

**Drawer Name** Displays the name of the party that has issued the cheque.

**Deposit Slip Number** Displays the reference number of the deposit slip created when depositing

the cheque.

**Deposit Slip Date** Displays the date on the deposit slip.

**Cheque Status** Displays the status of the cheque.

**Status** Displays the status of the cheque amount credit. By clicking the status,

you can get the additional status details at host level.

Action Displays the action to cancel viewing the cheque deposits details.

#### 1. In the View Cheque Collections screen, you can do one of the following:

- To search for specific cheque deposits, in the **Search** field, enter the partial or complete cheque number / cheque amount / drawer name / deposit slip number. The matching results are dynamically displayed.
- To filter the search results:
  - Click \(\forall \). The **Search** overlay window appears. For more information on the fields in this overlay window, refer the **Search** (overlay window) section below.
  - o Enter the search criteria in the overlay window.
  - Click **Apply** to filter the cheque deposit records.
     OR

Click **Reset** to clear the entered search criteria.

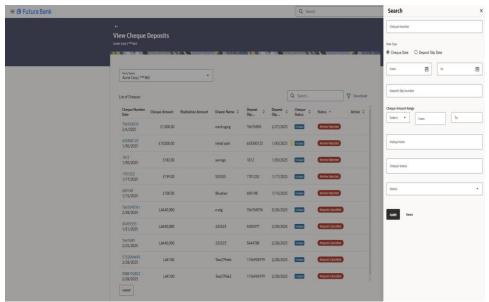
- Click **Download** to download the list of cheque deposits in CSV format.
- Click the link under Cheque Number to view the details of a specific cheque deposit record. The View Cheque Collection Details screen appears. For more information, refer the View Cheque Collection Details section below.
- Click **Cancel** to cancel the record. The Cancel Cheque Deposit Details screen appears. For more information, refer **Cancel Cheque Deposit Details** section below.





# **View Cheque Deposits - Search**





# **Field Description**

| Field Name                                      | Description  |
|---|--|
| Search (overlay windo                           | w)   |
| Cheque Number                                   | Indicates an option to search for a cheque deposit record based on the cheque number.  |
| Cheque Date<br>From - To                        | Indicates an option to search for cheque deposit records based on a date range, within which the cheques were issued.        |
| Deposit Slip Date<br>From - To                  | Indicates an option to search for cheque deposit records based on a date range, within which the deposit slips were created. |
| Deposit Slip Number                             | Indicates an option to search for a cheque deposit record based on the deposit slip number.                                  |
| Cheque Range<br>Amount<br>Currency<br>From - To | Indicates an option to search for cheque deposit records based on an amount range for a particular currency.                 |
| Cheque Status                                   | Indicates an option to search for cheques in a particular status.  |



### **Description**

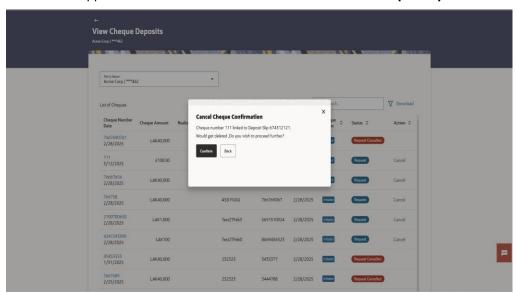
#### **Status**

Indicates an option to search for cheque deposit records based on the credit status. The Status's available are:

- Credited
- Credited Success
- Failed
- · Partially Reversed
- Processing
- Rejected
- Request
- Request Cancelled
- Reversed
- Review Pending
- Review Rejected

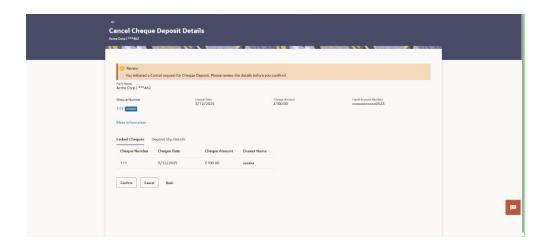
# **View Cheque Deposits - Cancel Cheque Deposit Details**

This screen appears when user click **Cancel** link in the **View Cheque Deposit** screen.



- Click **Confirm** to proceed with the canceled cheque transaction.
- Click Back to navigate back to the previous screen.

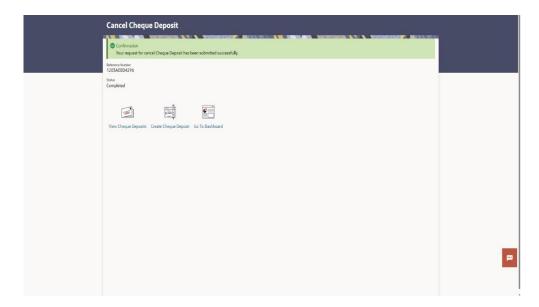




- Click Confirm to cancel the transaction.
- Click Cancel to cancel the cancel request.
- Click **Back** to navigate back to the previous screen.

# **Cancel Cheque Deposit**

This screen appears when the user click the **Confirm** button in the **Cancel Cheque Deposit Details** screen.

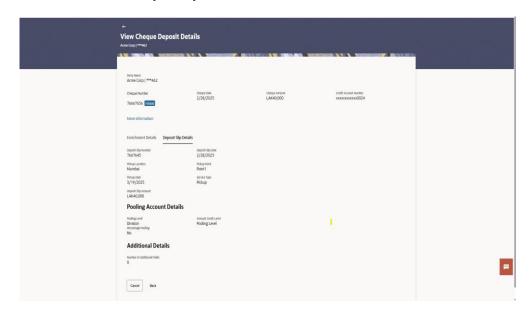






# 5.2.2.1 <u>View Cheque Deposit Details</u>

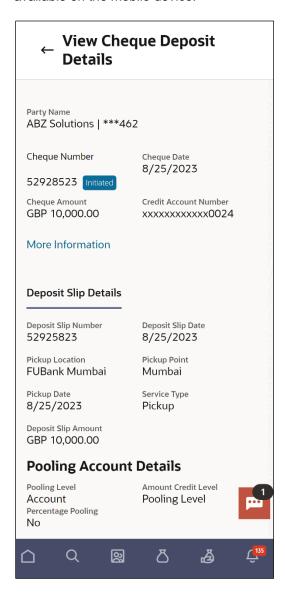
This screen appears when you click the **Cheque Number** link of a particular cheque deposit record in the **View Cheque Deposit** screen.





### View Cheque Details (on mobile device)

The **View Cheque Deposit Details** screen can also be viewed on a mobile device. The features, data, tabs, hyperlinks, that are available on the web browser on desktop computers, are also available on the mobile device.



# **Field Description**

| Field Name                  | Description   |
|-----------------------------|---|
| View Cheque Collection      | on Details  |
| Party Name                  | Displays the name of the logged-in corporate party. |
| Cheque Number               | Displays the unique cheque number.                  |
| <cheque status=""></cheque> | Displays the status of the cheque.                  |



| Field Name  | Description  |  |
|---|--|--|
| Cheque Date   | Displays the date when the cheque has been drawn.  |  |
| Cheque Amount   | Displays the amount for which the cheque has been drawn.   |  |
| Credit Account<br>Number  | Displays the account number to credit the cheque amount to. This can be either the real account number or the International Bank Account Number (IBAN), based on the configuration set by the bank.              |  |
| The following fields are displayed when you click the <b>More Information</b> link. |  |  |
| Cheque Type   | Displays the type of the cheque.   |  |
| Division Code   | Displays the division code.  |  |
| Credit Arrangement<br>Days  | Displays the number of days after depositing the cheque when the funds will be credited to the customer's account, even if the cheque has not yet been cleared.  |  |
| Drawer Details  |  |  |
| Drawer Account Name Displays the account name of the drawer of the cheque.          |  |  |
| Drawer Account<br>Number  | Displays the account number of the drawer (issuing party) of the cheque. This can be either the real account number or the International Bank Account Number (IBAN), based on the configuration set by the bank. |  |
| Drawer Name   | Displays the name of the drawer of the cheque.   |  |

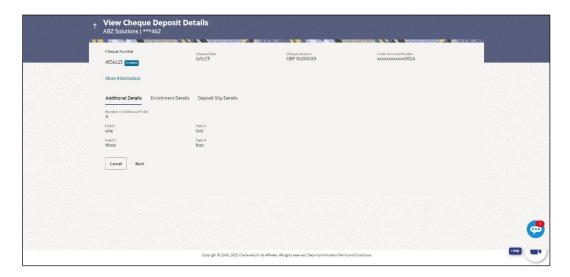
| Diawei Name                 | Displays the hame of the drawer of the cheque.   |
|-----------------------------|--|
| Drawn On Bank Details       |  |
| Drawn on Bank and<br>Branch | Displays the name of the bank and branch from where the cheque has been drawn.         |
| Routing Number              | Displays the unique identification code of the bank that the cheque has been drawn on. |

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

- Additional Details
- Enrichment Details
- Deposit Slip Details



# **Additional Details tab**



# **Field Description**

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

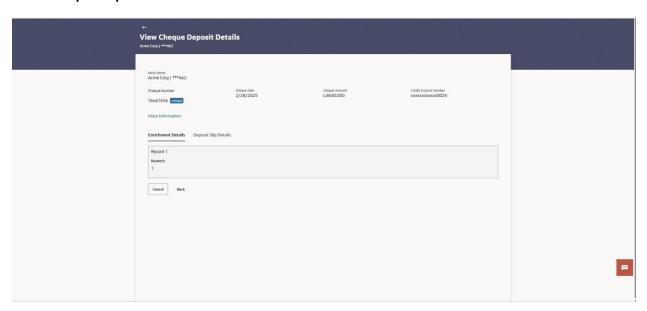
#### **Additional Details**

This tab displays information that can be useful for the identification and/or reconciliation of the cheques payment.

**Number of Additional** Displays the number of additional fields entered. **Fields** 

**Field 1 – Field 10** Displays that many number of additional fields, along with their respective values, as indicated by the number above.

# View Cheque Deposit Details - Enrichment Details tab





# **Field Description**

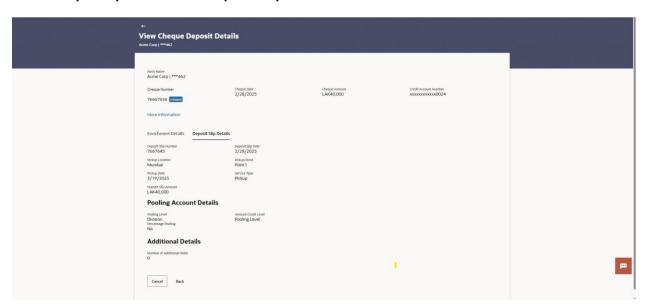
# Field Name Description

# **Enrichment Details**

This section displays the enrichment details associated with the cheque deposited. The number and types of fields available in this section depend on the settings maintained by the bank.



# View Cheque Deposit Details - Deposit Slip Details tab



# **Field Description**

| Field Name  | Description   |  |
|---|---|--|
| Deposit Slip Details                              |   |  |
| Deposit Slip Number                               | Displays the number of additional fields entered.   |  |
| Deposit Slip Date                                 | Displays that many number of additional fields, along with their respective values, as indicated by the number above. |  |
| Pickup Location                                   | Displays the name of the pickup location.   |  |
| Pickup Point                                      | Displays the name of the pickup point.  |  |
| Pickup Date                                       | Displays pickup date.   |  |
| Service Type                                      | Displays whether the point is for pickup.   |  |
| Deposit Slip Amount                               |   |  |
| Pooling Details                                   |   |  |
| Pooling Level                                     | Displays the pooling level set at the host.   |  |
| Amount Credit Level                               | Displays the level at which pooling has been applied to the deposited cheque.   |  |
| Percentage Pooling                                | Displays whether or not percentage pooling is applicable.   |  |
| If percentage pooling is allotted to each pooling | applicable, then a table is displayed with details of the percentage account.   |  |
| Division Description                              | Displays the description of the pooling level.  |  |



| Field Name                | Description  |
|---------------------------|--|
| Pooling Account<br>Number | Displays the account number that the cheque amount has been credited to. This can be either the real account number or the International Bank Account Number (IBAN), based on the configuration set by the bank. |
| Percentage                | Displays the percentage of the cheque amount allotted to the pooling account.  |

# **Additional Details**

This section displays the details entered for easy identification and reconciliation of the cheque deposited.

# **Enrichment Details**

This section displays the additional information added as part of enrichment of data, for the cheque deposited.



# 5.3 Cash Withdrawal

A corporate user, based on their access rights, can create cash withdrawal requests. The cash can either be collected from the branch or delivered to the address maintained for the party. Specific denominations can also be requested.

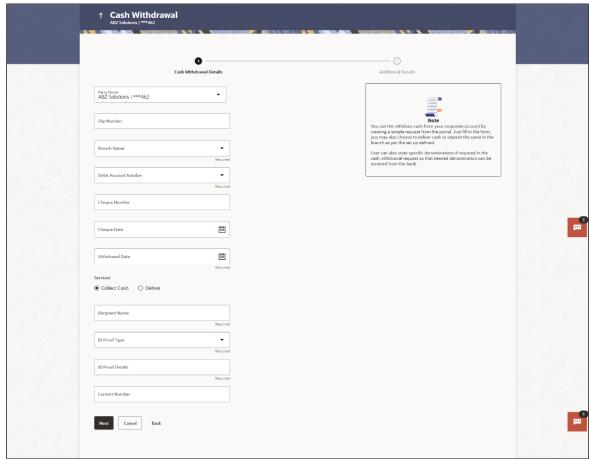
# 5.3.1 Create Cash Withdrawal

#### How to reach here:

Dashboard > Toggle menu > Cash Management > Collections > Create Cash Withdrawal

# To create a cash withdrawal request:

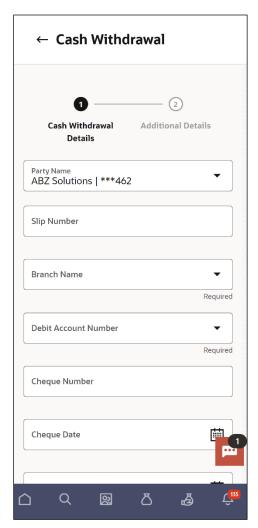
### **Cash Withdrawal Details**





# Cash Withdrawal (on mobile device)

The **Create Cash Withdrawal** transaction is also available on a mobile device. The features, validations, links, steps, and transaction aspects available on web browsers on desktop computers are also available on the mobile device.



# **Field Description**

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

# **Cash Withdrawal Details step**



| Field Name              | Description   |
|-------------------------|---|
| Slip Number             | Enter the withdrawal slip number.   |
| Branch Name             | Select the branch to withdraw cash from.  |
| Debit Account<br>Number | Select the account to withdraw the cash from. The dropdown list either displays the real account numbers or the International Bank Account Number (IBAN), based on the configuration set by the bank. Once you select an account number, the <b>Balance</b> field appears along with the currency and the balance amount. |
| Cheque Number           | Enter the cheque number if a cheque is being issued to withdraw cash.   |
| Cheque Date             | Click the calendar icon and select the date of issue of the cheque.   |
| Withdrawal Amount       | Select the currency and enter the amount to withdraw.   |
| Debit Amount            | Displays the currency and amount that is being debited from the account selected in the <b>Debit Account Number</b> field. It also displays the exchange rate between the withdrawal amount currency and debit account currency.  |
| Withdrawal Date         | Click the calendar icon and select the date of cash withdrawal.   |
| Services                | Select whether the cash is to be collected from the branch or delivered to the party. If you select the <b>Collect Cash</b> option then you must enter the recipient's details in the fields that follow. If you select the <b>Deliver</b> option, then you must select the delivery location in the field that follows.  |
| Recipient Name          | Enter the name of the recipient who is to collect the cash from the branch. This field appears if you select the <b>Collect Cash</b> option from the <b>Services</b> field.   |
| ID Proof Type           | Select the type of ID proof document that the recipient is to produce when collecting the cash from the branch. This field appears if you select the <b>Collect Cash</b> option from the <b>Services</b> field.   |
| ID Proof Details        | Enter the unique identifier number of the selected ID proof document. This field appears if you select the <b>Collect Cash</b> option from the <b>Services</b> field.   |
| Contact Number          | Enter the contact number of the recipient. This field appears if you select the <b>Collect Cash</b> option from the <b>Services</b> field.  |
| Delivery Point          | Select the location to deliver the cash. This field appears if you select the <b>Deliver</b> option from the <b>Services</b> field.   |

<sup>1.</sup> In the **Cash Withdrawal** screen, enter the required withdrawal details in the **Cash Withdrawal Details** step.



2. Click **Next** to go to the **Additional Details** step.

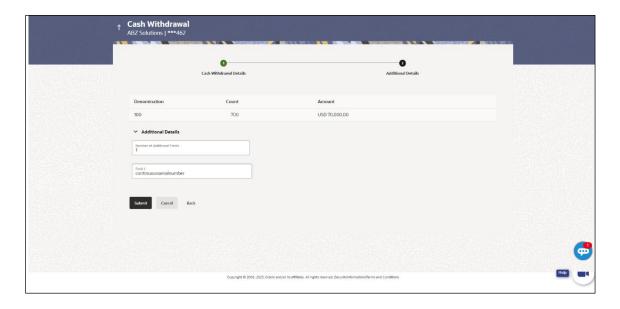
OR

Click Cancel to cancel the transaction.

OR

Click **Back** to go to the dashboard.

# **Cash Withdrawal - Additional Details**



# **Field Description**

| Field Name   | Description  |  |  |  |  |  |
|--|--|--|--|--|--|--|
| Cash Withdrawal  |  |  |  |  |  |  |
| Party Name & ID Displays the name and ID of the logged-in corporate party. |  |  |  |  |  |  |
| Additional Details step  |  |  |  |  |  |  |
| Denomination   | Displays the available denomination for withdrawal.  |  |  |  |  |  |
| Count  | Enter the number of leaves of the denomination that are required.  |  |  |  |  |  |
| Amount   | Displays the total amount for each denomination. This field is automatically updated when you enter the count.   |  |  |  |  |  |
| Additional Details   |  |  |  |  |  |  |
| Number of Additional Fields  | Enter the number of fields required for adding details. Once you add a number, those many data entry fields appear. The maximum value that is allowed in this field is 10. |  |  |  |  |  |
| Field 1 – Field 10   | Enter the additional details in the data entry fields. A maximum of 10 fields can be present.  |  |  |  |  |  |



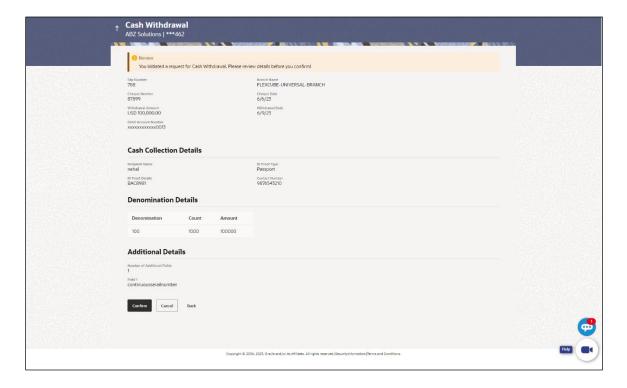
3. Once you enter the required details in the **Additional Details** step, click **Submit** to submit the transaction. The Review screen appears.

OR

Click Cancel to cancel the transaction.

OR

Click **Back** to go to the dashboard.



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

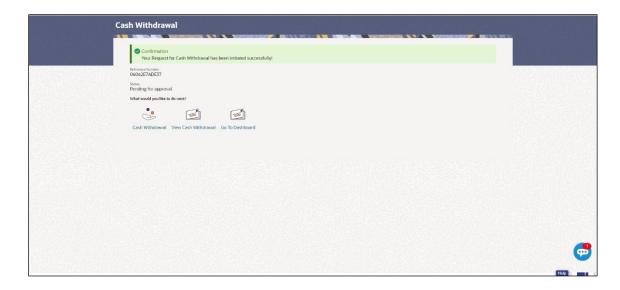
OR

Click Cancel to cancel the transaction.

OR

Click **Back** to go to the dashboard.





5. In the Confirmation screen, click the <u>Click to view cash withdrawal receipt</u> link to view the transaction details.

OR

Click **Cash Withdrawal** to create another cash withdrawal request.

OR

Click **View Cash Withdrawal** to view the existing cash withdrawal requests.

OR

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

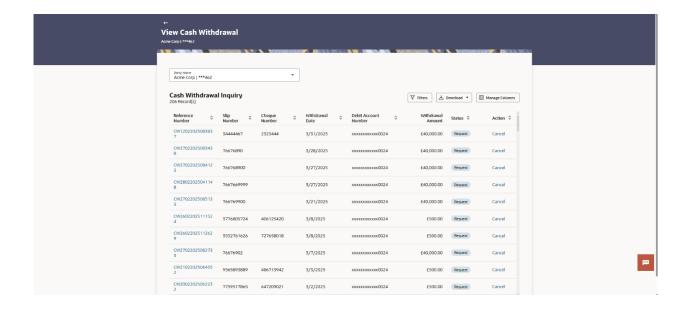


# 5.3.2 View Cash Withdrawal

#### How to reach here:

Dashboard > Toggle menu > Cash Management > Collections > View Cash Withdrawal

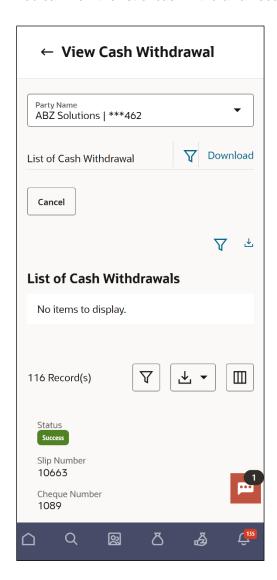
#### **View Cash Withdrawal**





### View Cash Withdrawal (on mobile device)

You can view the list of cash withdrawal records on a mobile device as well.



# **Field Description**

| Fie | ld N | lame | [ | D | e | S | cr | İ | þ | ti | 0 | r | ١ |
|-----|------|------|---|---|---|---|----|---|---|----|---|---|---|
|-----|------|------|---|---|---|---|----|---|---|----|---|---|---|

### **View Cash Withdrawal**

### **Party Name**

Select the party name from the dropdown list in which the associated party must be onboarded. By default, the primary party of the logged-in user is selected.

**Note:** Only accessible parties are displayed to the user. Based on the party/gcif selection, the list of associated parties is displayed.



#### List of Cash Withdrawal

This section displays a list of existing cash withdrawal requests. You can search for specific records using the search field and narrow the results down using the filter  $(\stackrel{\checkmark}{\lor})$  options. You can also download the list in CSV format.

**Reference Number** Displays the unique reference number of the cash withdrawal request as

a hyperlink. Click this link to view the details of the cash withdrawal request. For more information, refer the View Cash Withdrawal Details

section below.

Slip Number Displays the withdrawal slip number.

**Cheque Number** Displays the number of the cheque issued for withdrawal, if applicable.

Withdrawal Date Displays the date of cash withdrawal.

Debit Account Number Displays the number of the account being debited during the cash withdrawal. This can be either the real account number or the International Bank Account Number (IBAN), based on the configuration set by the bank.

Withdrawal Amount Displays the withdrawal currency and amount.

**Status** Displays the status of the cash withdrawal request. By clicking the status,

the additional status details at host level are displayed.

Action Displays the action to cancel viewing the cash withdrawal details.

#### 1. In the View Cash Withdrawal screen, you can do one of the following:

- To search for specific cash deposits, in the Search field, enter the partial or complete
  withdrawal slip number / host reference number / cheques number / debit account number
  / withdrawal amount. The matching results are dynamically displayed.
- To filter the search results:
  - Click \( \forall \). The **Search** overlay window appears. For more information on the fields in this overlay window, refer the **Search** (overlay window) section below.
  - o Enter the search criteria in the overlay window.
  - Click **Apply** to filter the cash withdrawal requests.
     OR

Click **Reset** to clear the entered search criteria.

- Click **Download** to download the list of cash withdrawal requests in CSV format. In case you are viewing the cash withdrawal records on a mobile device, then click to download the list. Refer the **Download (overlay window)** section below.
- Click Manage Columns to reorder or modify or save column preferences in cash withdrawal screen, refer the Manage Columns (overlay window) section below.
- Click the link under Host Reference Number to view the details of a specific cash withdrawal request. The View Cash Withdrawal Details screen appears. For more information, refer the View Cash Withdrawal Details section below.

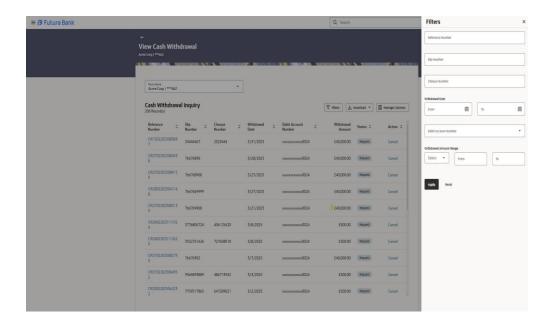


| • | Click <b>Cancel</b> to cancel the record. The Cancel Cash Withdrawal Details screen appears. |
|---|--|
|   | For more information, refer Cancel Cash withdrawal Details section below.                    |
|   |  |



# **View Cash Withdrawal - Filters**

This window appears when you click in the View Cash Withdrawal screen.



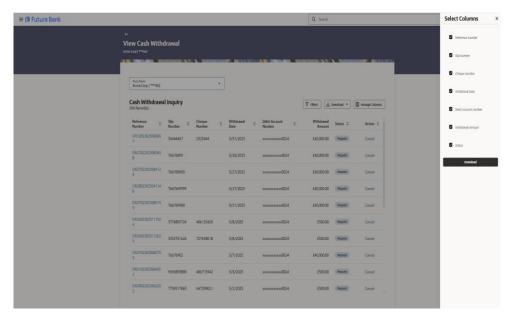
# **Field Description**

| Field Name  | Description  |  |  |  |  |  |  |  |
|---|--|--|--|--|--|--|--|--|
| Search (overlay window)                             |  |  |  |  |  |  |  |  |
| Reference Number                                    | Indicates an option to search for a cash withdrawal record based of the reference number.  |  |  |  |  |  |  |  |
| Slip Number   | Indicates an option to search for a cash withdrawal record based on the withdrawal slip number.  |  |  |  |  |  |  |  |
| Cheque Number                                       | Indicates an option to search for a cash withdrawal record based on the cheque number.   |  |  |  |  |  |  |  |
| Withdrawal Date<br>From - To                        | Indicates an option to search for cash withdrawal records based on a date range.   |  |  |  |  |  |  |  |
| Debit Account<br>Number                             | Indicates an option to search for cash withdrawal records based on the account number that has been debited. This can be either the real account number or the International Bank Account Number (IBAN), based on the configuration set by the bank. |  |  |  |  |  |  |  |
| Withdrawal Amount<br>Range<br>Currency<br>From - To | Indicates an option to search for cash withdrawal records based on an amount range for a particular currency.  |  |  |  |  |  |  |  |



### View Cash Withdrawal - Select Columns

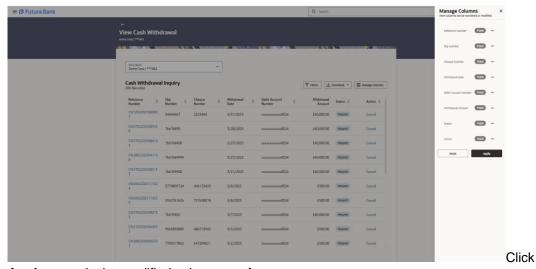
This window appears when you click **Download** button in the View Cash Withdrawal screen.



 Click **Download** to download the cash withdrawal request in CSV Format with selected columns.

### View Cash Withdrawal - Manage Columns

This window appears when you click **Manage Columns** button in the **View Cash Withdrawal** screen.



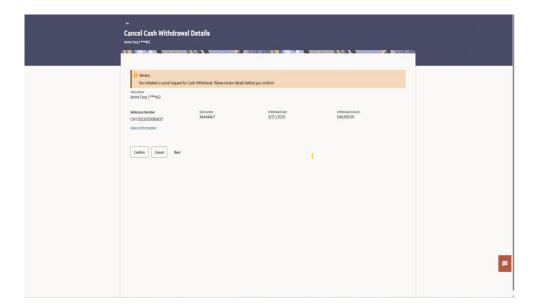
**Apply** to apply the modified columns preferences.

Click Reset to reset the columns preferences.

#### **Cancel Cash Withdrawal Details**

This screen appears when user click Cancel link in the View Cash Withdrawal screen.

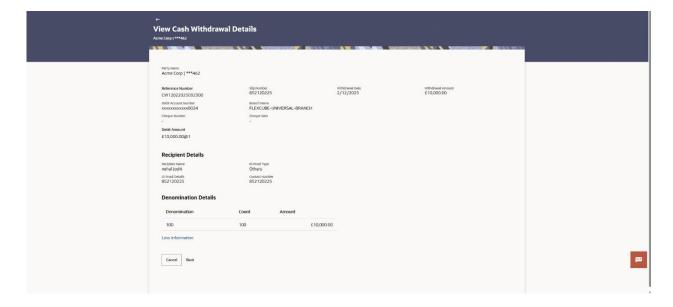




- Click **Confirm** to cancel the transaction.
- Click Cancel to cancel the cancel request.
- Click Back to navigate back to the previous screen.

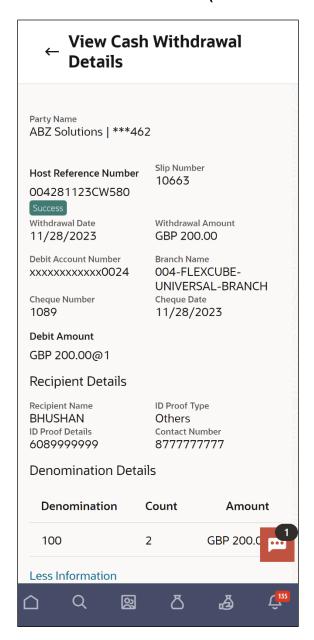
# 5.3.2.1 View Cash Withdrawal Details

This screen appears when you click the **Host Reference Number** link of a particular cash withdrawal request in the **View Cash Withdrawal** screen.





### View Cash Withdrawal Details (on mobile device)



# **Field Description**

| Field Name                   | escription  |  |  |  |  |  |  |  |
|------------------------------|---|--|--|--|--|--|--|--|
| View Cash Withdrawal Details |   |  |  |  |  |  |  |  |
| Party Name                   | Displays the name of the logged-in corporate party.   |  |  |  |  |  |  |  |
| Reference Number             | Displays the unique reference number of the cash withdrawal request, fetched from the host.  The status of the cash withdrawal request is also displayed. |  |  |  |  |  |  |  |



| Field Name        | Description                           |
|-------------------|---------------------------------------|
| Slip Number       | Displays the withdrawal slip number.  |
| Withdrawal Date   | Displays the date of cash withdrawal. |
| Withdrawal Amount | Displays the withdrawal amount.       |

The following fields are displayed when you click the **More Information** link.

| Debit Account<br>Number | Displays the number of the account being debited during the cash withdrawal. This can be either the real account number or the International Bank Account Number (IBAN), based on the configuration set by the bank.             |  |  |  |  |  |  |  |  |  |
|-------------------------|--|--|--|--|--|--|--|--|--|--|
| Branch Name             | Displays the name of the branch where the cash is being withdrawn.   |  |  |  |  |  |  |  |  |  |
| Cheque Number           | Displays the number of the cheque issued for the cash withdrawal.  |  |  |  |  |  |  |  |  |  |
| Cheque Date             | Displays the date of issue of the cheque.  |  |  |  |  |  |  |  |  |  |
| Debit Amount            | Displays the currency and amount that is being debited from the account selected in the <b>Debit Account Number</b> field. It also displays the exchange rate between the withdrawal amount currency and debit account currency. |  |  |  |  |  |  |  |  |  |

# **Recipient Details**

This section is displayed if the cash collection from branch option is selected during creation of the cash withdrawal request.

| Recipient Name              | Displays the name of the recipient who is to collect the cash from the branch.                                    |
|-----------------------------|---|
| ID Proof Type               | Displays the type of ID proof document that the recipient is to produce when collecting the cash from the branch. |
| ID Proof Details            | Displays the unique identifier number of the ID proof document.   |
| <b>Contact Number</b>       | Displays the contact number of the recipient.   |
| <b>Denomination Details</b> |   |
| Denomination                | Displays the denomination in which the cash is being withdrawn.   |
| Count                       | Displays the number of leaves of the denomination that have been requested.                                       |

# **Additional Details**

Amount

This tab displays information that can be useful for the identification and/or reconciliation of the cheques payment.

Displays the total amount for each denomination.

| <b>Number of Additional</b> | Displays  | the    | number     | of   | additional   | fields  | added     | during | cash |
|-----------------------------|-----------|--------|------------|------|--------------|---------|-----------|--------|------|
| Fields                      | withdrawa | al rec | quest. Thi | s va | ılue can ran | ge fron | n 0 to 10 | ).     |      |



| Field Name         | Description   |
|--------------------|---|
| Field 1 - Field 10 | Displays the additional details recorded during cash withdrawal request. A maximum of 10 fields can be present. |

2. In the **View Cash Withdrawal Details** screen, click **Cancel** to cancel viewing the cash withdrawal details.

OR

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



## 5.4 View Pickup/Delivery

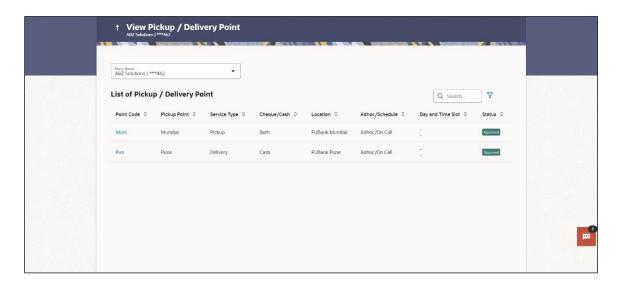
This option enables the corporate user to view all pickup and delivery points of the logged-in corporate party.

#### How to reach here:

Dashboard > Toggle menu > Cash Management > Collections > View Pickup/Delivery

#### To view details of the pickup and delivery points:

## **View Pickup / Delivery Point**



#### **Field Description**

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

#### **View Pickup/Delivery Point**

#### **Party Name**

Select the party name from the dropdown list in which the associated party must be onboarded. By default, the primary party/gcif of the logged-in user is selected.

**Note:** Only accessible parties are displayed to the user. Based on the party/gcif selection, the list of associated parties is displayed.

#### **List of Pickup / Delivery Point**

#### Search

Enter the partial or complete point code, or pickup point name, or service type, or location, or other relevant search strings to search for the required pickup/delivery point.

The search results appear as you type the search string.



| Field Name        | Description  |
|-------------------|--|
| Y                 | Click the filter icon to filter the list of pickup/delivery points based on certain search criteria. An overlay window appears. For more details, refer the <b>Add Details overlay window</b> section below.               |
| Point Code        | Displays the unique code of the pickup/delivery point. This is a hyperlink, which when clicked displays the details of the point. For more information, refer the <b>View Pickup/Delivery Point details</b> section below. |
| Pickup Point      | Displays the name of the pickup/delivery point.  |
| Service Type      | Displays whether the point is for 'pickup' or 'delivery'.  |
| Cheque/Cash       | Displays whether the pickup/delivery point handles Cash or Paperbase instrument.   |
| Location          | Displays the location of the pickup/delivery point.  |
| Adhoc/Schedule    | Displays whether the pickup/delivery point is set up for adhoc service or scheduled service.   |
| Day and Time Slot | Displays the day and time slot for pickup/delivery.  |
| Status            | Displays the status of the pickup/delivery point.  |

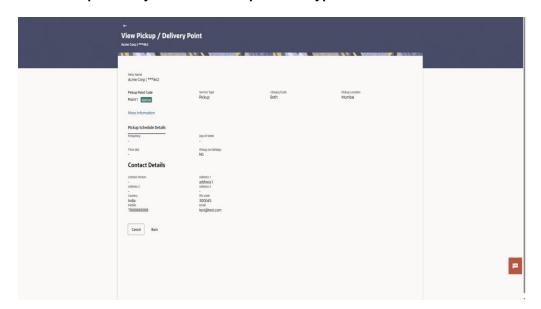
<sup>1.</sup> In the View Pickup/Delivery Point screen, click the Point Code link to view further details of the pickup/delivery point. The View Pickup/Delivery Point details screen appears.



## **View Pickup/Delivery Point details**

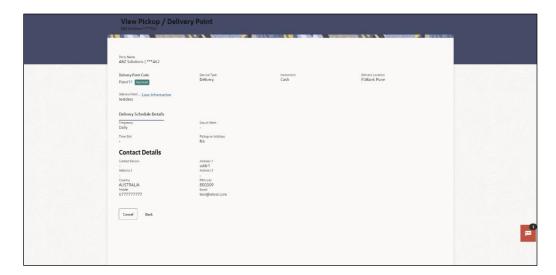
This screen appears when you click the Point Code of a specific pickup/delivery point in the **View Pickup/Delivery Point** screen.

## View Pickup/Delivery Point for Pickup service type





## View Pickup/Delivery Point for Delivery service type



## **Field Description**

| Field Name                  | Description  |
|-----------------------------|--|
| View Pickup/Delivery        | Point  |
| Party Name                  | Displays the name of the logged-in corporate party.  |
| Pickup Point Code           | Displays the name of the pickup/delivery point. Also displays the status of the pickup/delivery point. |
| Service Type                | Displays whether the point is for 'pickup' or 'delivery'.  |
| Cheque/Cash<br>Instrument   | Displays whether the pickup/delivery point handles Cash or Paperbase instrument.                       |
| Pickup/Delivery<br>Location | Displays the location of the pickup/delivery point.  |
| Pickup/Delivery Point       | Displays the name of the pickup/delivery point.  |
| Host Reference<br>Number    | Displays the reference number of the pickup/delivery point, assigned by the host.                      |
| Adhoc/On Call               | Displays whether the pickup/delivery point is set up for adhoc service or scheduled service.           |

## Pickup/Delivery Schedule Details

| Frequency   | Displays the frequency of pickup/delivery.                           |
|-------------|--|
| Day of Week | Displays the day of the week, when the pickup/delivery is scheduled. |
| Time Slot   | Displays the time slot of the pickup/delivery.                       |

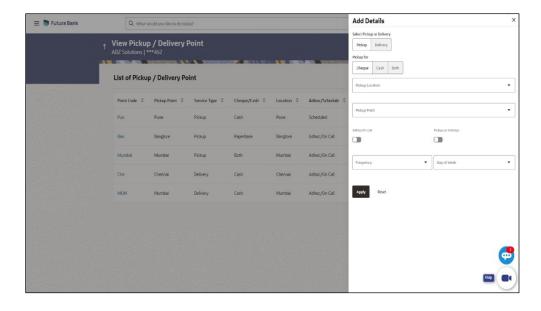


| Description   |
|---|
| Displays 'Yes' if pickup/delivery can happen on holidays, and 'No' otherwise. |
|   |
| Displays the name of the contact person for pickup/delivery.                  |
| Displays the address of the pickup/delivery point.                            |
| Displays the country of the pickup/delivery point.                            |
| Displays the zip code of the pickup/delivery point.                           |
| Displays the mobile number of the contact person.                             |
| Displays the email ID of the contact person.                                  |
|   |

2. Click **Back** to go to the main **View Pickup/Delivery Point** screen.

## View Pickup/ Delivery Point - Add Details

This window appears when you click the filter ( ) icon in the **View Pickup/Delivery Point** screen.





| Field Name                                  | Description   |
|---|---|
| Add Details                                 |   |
| Select Pickup or<br>Delivery                | Select the <b>Pickup</b> option or the <b>Delivery</b> option, based on requirement.  |
| Pickup for                                  | Select what the pickup is for. The options are:  • Cheque • Cash • Both  This field appears only when you select Pickup from the Select Pickup or Delivery field. |
| Delivery for                                | Displays <b>Cash</b> by default. This field appears only when you select <b>Delivery</b> from the <b>Select Pickup or Delivery</b> field.                         |
| Pickup Location /<br>Delivery Location      | Select the location of the pickup/delivery point to be searched.  |
| Pickup Point /<br>Delivery Point            | Select the unique code of the pickup/delivery point to be searched.   |
| Adhoc/On Call                               | Switch the toggle ON to view all pickup/delivery points where adhoc or on call pickup/delivery is supported.  |
| Pickup on holidays/<br>Delivery on holidays | Switch the toggle ON to view all points where pickup/delivery on holidays is supported.   |
| Frequency                                   | Select the frequency of pickup/delivery of the points to be searched.   |
| Day of Week                                 | Select or enter the day of the week that has been assigned to the pickup/delivery points being searched.  |
| On selecting/entering the to reset them.    | e required details, click <b>Apply</b> to apply the filter criteria. Or click <b>Reset</b>  |



# 6. Netting

Netting module of the Oracle Banking Cash Management system involves setting off the value of multiple positions or payables between two or more parties. It ascertains the party who owed obligation in a Bi-party agreement. It reduces the absolute number and volume of payables and receivables transactions leading to significant cost savings.

## 6.1 Accept / Reject Netting

The 'Netting' screen helps user to accept or reject a netting transaction on a particular associated party against its receivables and payables so that the number of payment transactions between those two parties is reduced leading to significant cost savings. User can search for the netting transaction by Netting Reference Number.

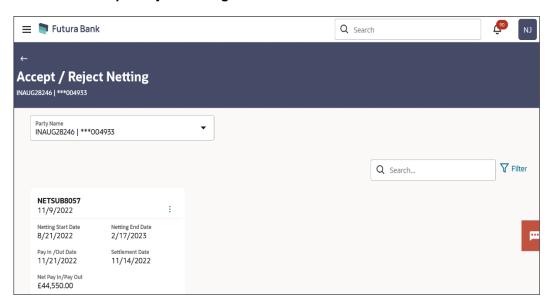
#### **Pre-requisites**

User must have valid corporate login credentials.

#### How to reach here:

Dashboard > Toggle menu > Cash Management > Netting > Accept/Reject Netting

To view the Accept / Reject Netting



| Field Name            | Description |
|-----------------------|-------------|
| Accept/Reject Netting |             |



| Field Name            | Description   |
|-----------------------|---|
| Party Name            | Select the party name from the dropdown list to view the netting transaction for that selected/logged in party. By default, the primary party/gcif of the logged-in user is selected. |
|                       | <b>Note:</b> Only accessible parties are displayed to the user. Based on the party/gcif selection, the list of netting transaction is displayed.                                      |
| Netting ID            | Displays the ID of the netting transaction.   |
| Netting Creation Date | Displays the date of netting transaction created.   |
| Netting Start Date    | Displays the date from when the invoices are considered for netting purpose based on the payment due date.  |
| Netting End Date      | Displays the date till when the invoices are considered for netting purpose based on the payment due date.  |
| Pay In / Out Date     | Displays the date of Pay In/Out of netting transaction. This is only for MIS purpose.   |
| Settlement Date       | Displays the settlement date of netting transaction.  |
| Net Pay In/Pay Out    | Displays the net of Pay In/Out of netting transaction.  |

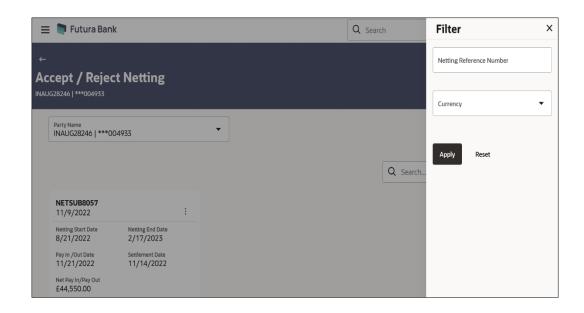
- 1. In the Accept/Reject Netting screen, you can do one of the following:
  - To search for specific netting transaction, in the Search field, enter the partial or complete transaction ID.
  - To filter the search results:
    - Click \(\forall \). The **Search** overlay window appears. For more information on the fields in this overlay window.
    - o Enter the search criteria in the overlay window.
    - Click **Apply** to filter the cash deposit records.
       OR
      - Click **Reset** to clear the entered search criteria.

0

## Search (overlay window)

This window appears when you click in the **Accept / Reject Netting** screen.





## **Field Description**

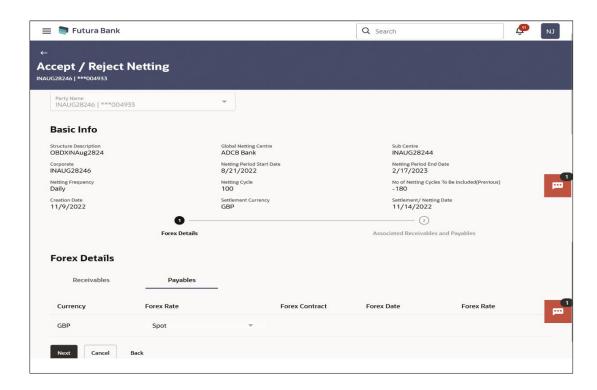
| Field Name                  | Description  |
|-----------------------------|--|
| Search (overlay window)     |  |
| Netting Reference<br>Number | Indicates an option to search for a netting record based on the netting reference number.        |
| Currency                    | Indicates an option to search for a netting record based on the currency listed in the dropdown. |

2. Click icon to select the accept/reject for the selected netting transactions.

The Accept/Reject Netting - Forex Details screen displays.

Accept/Reject Netting - Forex Details





| Field Name                                       | Description  |
|--|--|
| Basic Info                                       |  |
| Structure Description                            | Displays the description of the structure associated to that netting transaction.    |
| Global Netting Center                            | Displays the ID of the global netting center associated to that netting transaction. |
| Sub Center                                       | Displays the Sub center associated to that netting transaction.                      |
| Corporate  | Displays the corporate associated to that netting transaction.                       |
| Netting Period Start<br>Date                     | Displays the start date of netting period of that netting transaction.               |
| Netting Period End Date                          | Displays the end date of netting period of that netting transaction                  |
| Netting Frequency                                | Displays the frequency of that netting transaction                                   |
| Netting Cycle                                    | Displays the netting cycle of that netting transaction                               |
| No of Netting Cycle To<br>Be Included (Previous) | Displays the previously included netting cycles for that netting transaction         |



| Field Name                   | Description   |
|------------------------------|---|
| Creation Date                | Displays the creation date of netting transaction   |
| Settlement Currency          | Displays the currency for the settlement.   |
| Settlement / Netting<br>Date | Displays the settlement / netting date.   |
| Pay Out / Pay In Date        | Displays the Pay out / In date of netting transaction. This is only for MIS purpose   |
| Forex Details                |   |
| Receivables                  |   |
| Currency                     | Displays the currency of the receivables associated with that netting transaction   |
| Forex Rate                   | Select the appropriate forex rate(spot/forward) for conversion of receivables from invoice currency to settlement currency. This will get disabled and defaulted to spot if invoice ccy is same is settlement ccy |
| Forex Contract               | Specify the contract number of the forex rate.  |
|                              | <b>Note</b> : This Field will get enabled only when forex contract is selected as forward.  |
| Forex Date                   | Specify the date of the forex contract.   |
|                              | <b>Note</b> : This Field will get enabled only when forex contract is selected as forward.  |
| Forex Rate                   | Displays the rate of the forex for receivables if in case forex rate is selected as spot else user can input the forex rate in case forex rate is selected as forward   |
| Payables                     |   |
| Currency                     | Displays the currency of the payables associated with that netting transaction  |
| Forex Rate                   | Select the appropriate forex rate(spot/forward) for conversion of payables from invoice currency to settlement currency. This will get disabled and defaulted to spot if invoice ccy is same is settlement ccy    |



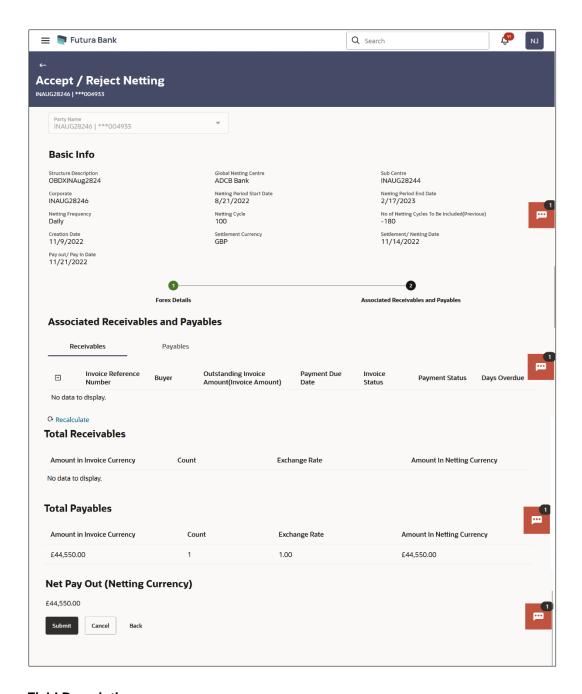
| Field Name     | Description  |
|----------------|--|
| Forex Contract | Specify the contract number of the forex rate.   |
|                | <b>Note</b> : This Field will get enabled only when forex contract is selected as forward.   |
| Forex Date     | Specify the date of the forex contract.  |
|                | <b>Note</b> : This Field will get enabled only when forex contract is selected as forward.   |
| Forex Rate     | Displays the rate of the forex for payables if in case forex rate is selected as spot else user can input the forex rate in case forex rate is selected as forward |

<sup>3.</sup> Click **Next** to Associated Receivables and Payables section.

The Accept/Reject Netting – Associated Receivables and Payables screen appears.

Accept/Reject Netting – Associated Receivables





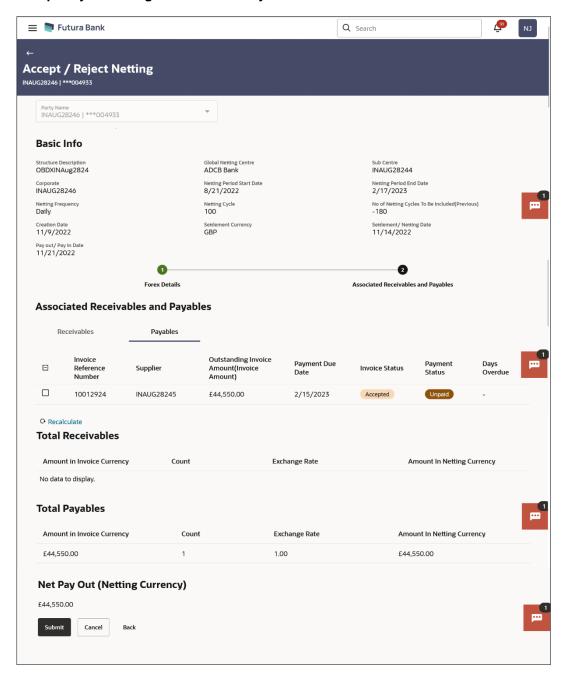
| Field Name                  | Description   |  |
|-----------------------------|---|--|
| Associated Receivables      |   |  |
| Invoice Reference<br>Number | Displays the reference number of receivables invoice. |  |
| Buyer                       | Displays the buyer details of receivables.            |  |



| Field Name                        | Description   |  |
|-----------------------------------|---|--|
| Outstanding Invoice<br>Amount     | Displays the Invoice amount of receivables.   |  |
| Payment Due Date                  | Displays the payment due date of receivables  |  |
| Invoice Status                    | Displays the instrument status of the invoice/receivable.   |  |
| Payment status                    | Displays the payment status of the invoice/receivable   |  |
| Days Overdue                      | Displays the ageing days(if any) for associated receivables   |  |
| Total Receivables                 |   |  |
| Amount in Invoice<br>Currency     | Displays the aggregated invoice amount for specific currency of receivables associated to netting transaction   |  |
| Count                             | Displays the total count of receivables invoices associated with the netting transaction for specific invoice currency  |  |
| Exchange Rate                     | Displays the appropriate exchange rate applicable for that specific invoice currency required to convert the amount in invoice currency to amount in netting currency   |  |
| Amount in Netting<br>Currency     | Displays the aggregated receivable amount(in netting currency) for that specific invoice currency of receivables associated to netting transaction  |  |
| Total Payables                    |   |  |
| Amount in Invoice<br>Currency     | Displays the aggregated invoice amount for specific currency of payables associated to netting transaction  |  |
| Count                             | Displays the total count of payables invoices associated with the netting transaction for specific invoice currency   |  |
| Exchange Rate                     | Displays the appropriate exchange rate applicable for that speci<br>invoice currency required to convert the amount in invoic<br>currency to amount in netting currency   |  |
| Amount in Netting<br>Currency     | Displays the aggregated payable amount(in netting currency) for<br>that specific invoice currency of payables associated to netting<br>transaction  |  |
| Netting Payout (Netting Currency) | Displays the total payin/payout in netting currency. Net Payin will get displayed if total receivables amount is greater than total payables amount and Net Payout will get displayed if total payable amount is greater than total receivables amount. |  |



## Accept/Reject Netting - Associated Payables



| Field Name                  | Description  |
|-----------------------------|--|
| Associated Payables         |  |
| Invoice Reference<br>Number | Displays the reference number of payables invoice. |



| Field Name                    | Description  |
|-------------------------------|--|
| Supplier                      | Displays the Supplier details of payables.   |
| Outstanding Invoice<br>Amount | Displays the outstanding invoice amount of payables.   |
| Payment Due Date              | Displays the payment due date of payables.   |
| Invoice Status                | Displays the instrument status of the invoice/receivable.  |
| Payment status                | Displays the payment status of the invoice/receivable  |
| Days Overdue                  | Displays the ageing days(if any) for associated payables.  |
| Total Receivables             |  |
| Amount in Invoice<br>Currency | Displays the aggregated invoice amount for specific currency of receivables associated to netting transaction  |
| Count                         | Displays the total count of receivables invoices associated with the netting transaction for specific invoice currency   |
| Exchange Rate                 | Displays the appropriate exchange rate applicable for that specific invoice currency required to convert the amount in invoice currency to amount in netting currency  |
| Amount in Netting<br>Currency | Displays the aggregated receivable amount(in netting currency) for that specific invoice currency of receivables associated to netting transaction                     |
| Total Payables                |  |
| Amount in Invoice<br>Currency | Displays the aggregated invoice amount for specific currency of payables.  |
| Count                         | Displays the total count of receivables invoices associated with the netting transaction for specific invoice currency   |
| Exchange Rate                 | Displays the appropriate exchange rate applicable for that specific invoice currency required to convert the amount in invoice currency to amount in netting currency. |
| Amount in Netting<br>Currency | Displays the aggregated payable amount(in netting currency) for<br>that specific invoice currency of payables associated to netting<br>transaction                     |



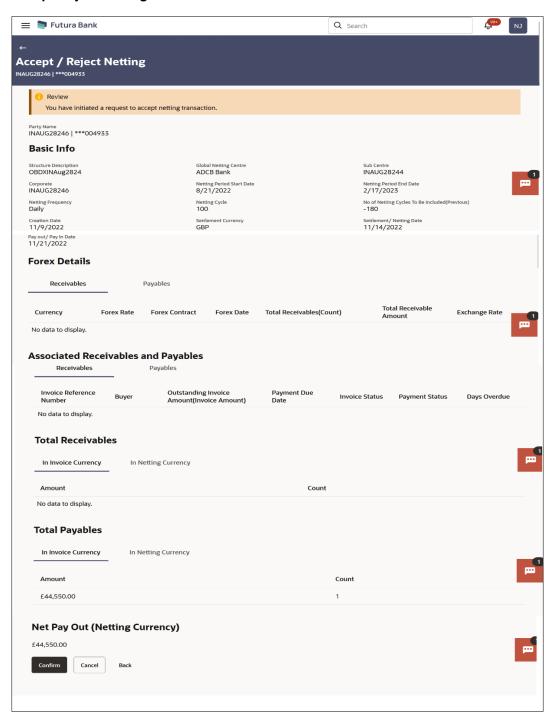
| Field Name                        | Description   |
|-----------------------------------|---|
| Net Pay Out (Netting<br>Currency) | Displays the total payin/payout in netting currency. Net Payin will get displayed if total receivables amount is greater than total payables amount and Net Payout will get displayed if total payable amount is greater than total receivables amount. |

- 4. Select the Invoices to be delinked from the netting transaction and click Recalculate to calculate the Net Payin/Net Payout amount Total receivables or total payables fields will also get recalculated basis whether the invoice to be delinked has been delinked from associated receivables or associated payables section.
- 5. Click **Submit**.

The Accept/Reject Netting – Review screen appears.



#### Accept/Reject Netting - Review

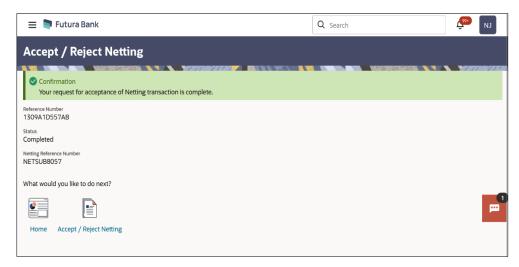


6. In the Accept / Reject Netting - Review screen, verify the details and click Confirm.

A confirmation message of request initiation of acceptance/ rejection of transaction appears along with the reference number and status.



## Accept / Reject Netting - Confirmation



OR

Click Cancel to cancel the netting transaction.

OR

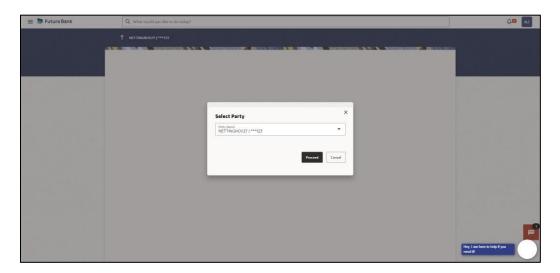
Click Back to navigate to previous screen.

# 6.2 <u>View/Edit Netting Structure</u>

#### How to reach here:

Dashboard > Toggle menu > Cash Management > Netting > View/Edit Netting Structure

## View/Edit Netting Structure - Select Party Name





#### Description

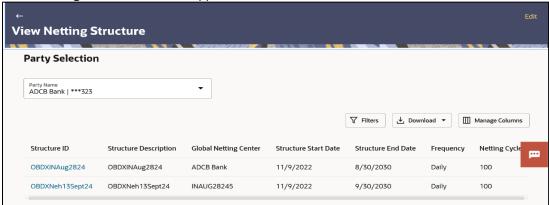
## **Party Name**

Select the party name from the dropdown list to view the netting structure associated with that logged in party. By default, the primary party/gcifs of the logged-in user is selected.

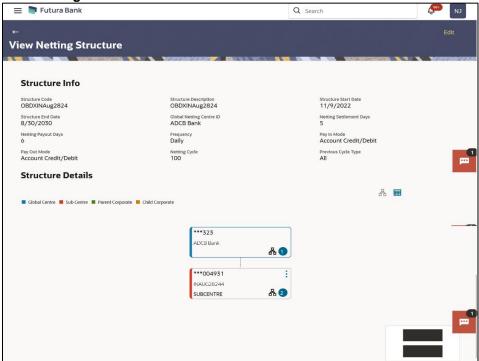
**Note**: Only accessible parties are displayed to the user. Based on the party/gcifs selection, the list of netting transaction is displayed.

1. Click Proceed, based on the party name selected the netting structures are displayed.

View Netting Structure screen appears.

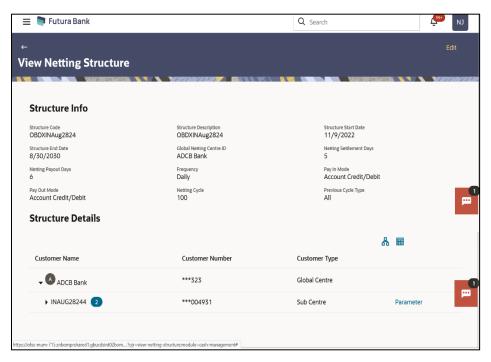


**View Netting Structure -Tree View** 





## **View Netting Structure - Table View**



## Field Description Common for both Tree View and Table View

| Field Name               | Description  |
|--------------------------|--|
| Structure Info           |  |
| Structure code           | Displays the code of netting structure.  |
| Structure Description    | Displays the description of netting structure.   |
| Structure Start Date     | Displays the start date of netting structure.  |
| Structure End Date       | Displays the end date of netting structure.  |
| Global Netting Center ID | Displays the ID of global netting center.  |
| Netting Settlement Days  | Displays the netting settlement days (settlement date gets calculated basis this parameter)            |
| Netting Payout Days      | Displays the number of days for netting payout(payin/payout date gets calculated basis this parameter) |
| Frequency                | Displays the frequency of that Netting transaction   |



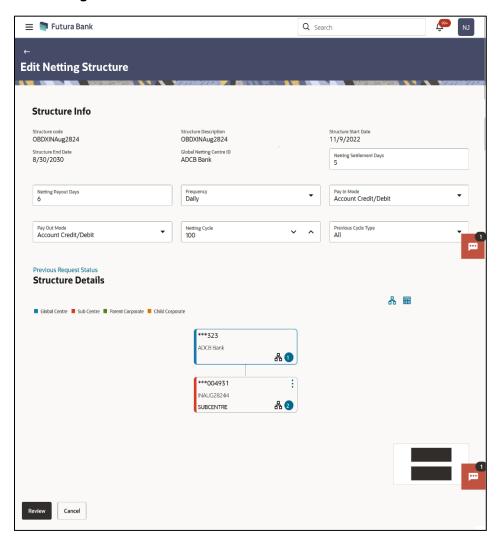
| Field Name                                      | Description  |  |  |
|---|--|--|--|
| Pay In Mode                                     | Displays the Pay In mode of Netting transaction.   |  |  |
| Pay Out Mode                                    | Displays the Pay Out mode of Netting transaction.  |  |  |
| Netting Cycle                                   | Displays the netting cycle to be taken into consideration for inclusion of associated receivables and payables for netting transaction |  |  |
| Previous Cycle Type                             | Displays the Previous netting cycle type.  |  |  |
| Information displayed on netting customer card. |  |  |  |
| Customer Name                                   | Displays the name of customer associated with the structure  |  |  |
| Customer Number                                 | Displays the customer number of the customer name associated with the structure  |  |  |
| Customer Type                                   | Displays the type of the customer added to structure   |  |  |
| 品 1   | Displays the number of subsidiary account linked to the netting structure.   |  |  |

- 2. Click **Parameters** to view the parameters information of subsidiary.
- 3. On View Netting Structure screen, click Edit button.

The **Edit Netting Structure** screen appears.



## **Edit Netting Structure**



| Field Name               | Description                                    |
|--------------------------|--|
| Structure Info           |  |
| Structure code           | Displays the code of netting structure.        |
| Structure Description    | Displays the description of netting structure. |
| Structure Start Date     | Displays the start date of netting structure.  |
| Structure End Date       | Displays the end date of netting structure.    |
| Global Netting Center IE | Displays the ID of global netting center.      |

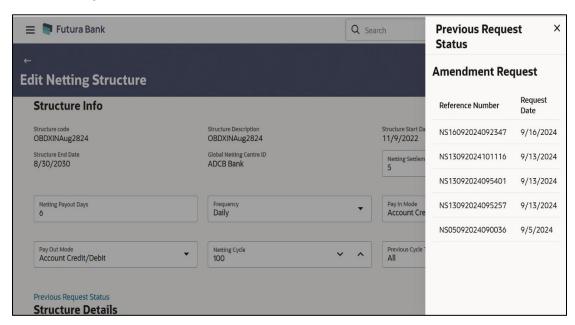


| Field Name              | Description  |
|-------------------------|--|
| Netting Settlement Days | Displays the netting settlement days (settlement date gets calculated basis this parameter)  |
| Netting Payout Days     | Displays the number of days for netting payout(payin/payout date gets calculated basis this parameter)                                 |
| Frequency               | Displays the frequency of that netting transaction   |
| Pay In Mode             | Displays the Pay mode of Netting transaction   |
| Pay Out Mode            | Displays the Pay Out mode of Netting transaction   |
| Netting Cycle           | Displays the netting cycle to be taken into consideration for inclusion of associated receivables and payables for netting transaction |
| Previous Cycle Type     | Displays the Previous netting cycle type.  |

4. Click on Previous Request Status to view the request status.

The Previous Request Status screen appears.

## **Previous Request Status**



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



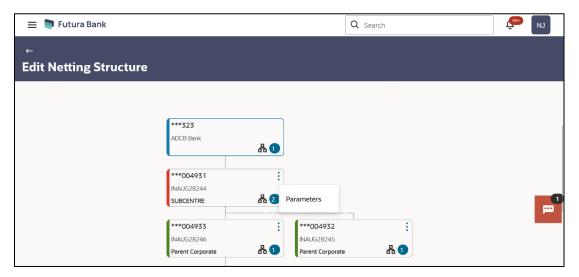
Structure Info

**Reference Number** Displays the reference number of receivables invoice.

**Request Date** Displays the date of netting structure.

## **Edit Netting Structure -\_Subcentre**

5. Click icon on **Subcentre** node and then click **Parameters** to edit the parameter details.



6. The Edit Netting Structure – Subcentre Parameter overlay screen appears.

## **Edit Netting Structure – Parameter**

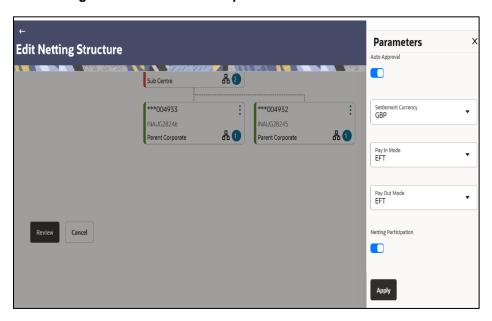




| Field Name          | Description   |  |  |
|---------------------|---|--|--|
| Parameters          |   |  |  |
| Settlement Currency | Select the currency from the dropdown list.   |  |  |
| Pay In Mode         | Select the pay In mode for subcenter (to receive funds from global netting center/parent corporate) |  |  |
| Pay Out Mode        | Select the Pay Out mode for subcenter payout to beneficiary   |  |  |

- 7. Click **Apply** to apply the changes made to the parameters of subsidiary
- 8. Click on to expand the parent subsidiary of the netting structure. The **Edit Netting**Structure Parent Corporate screen appears.

## **Edit Netting Structure – Parent Corporate**



| Field Name    | Description  |
|---------------|--|
| Parameters    |  |
| Auto Approval | Switch to for netting transaction to get auto approved/auto accepted. In case corporate user does not manually accept or reject netting transaction. |



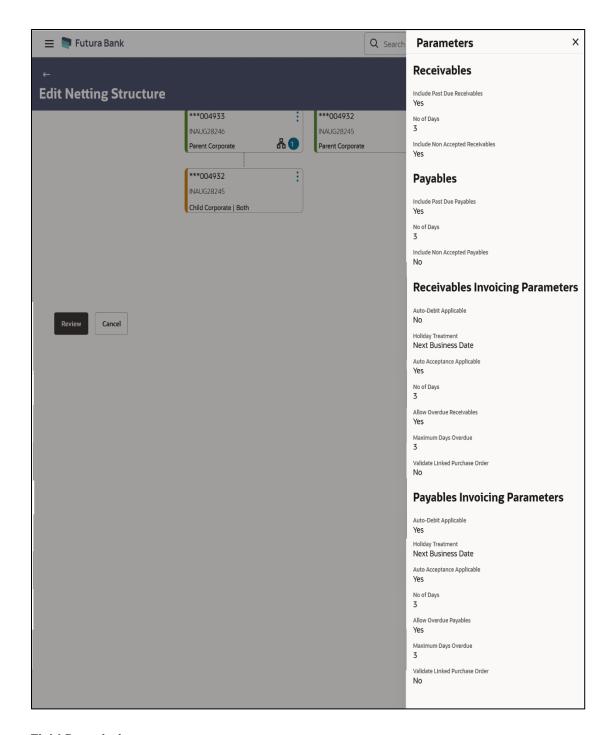
|                       | Switch to for netting transaction to get manually accept or reject netting transaction.             |
|-----------------------|---|
| Settlement Currency   | Select the currency from the dropdown list.   |
| Pay In Mode           | Select the pay In mode for subcenter (to receive funds from global netting center/parent corporate) |
| Pay Out Mode          | Select the Pay Out mode for subcenter payout to beneficiary   |
| Netting Participation | Switch to for parent corporate to participate in next netting cycle.                                |
|                       | Switch to for parent corporate does not participate in next netting cycle.                          |

9. Click on child corporate and then click **parameters** to view the child subsidiary receivables and payables parameters.

The **Edit Netting Structure – Child Corporate** screen appears.

**Edit Netting Structure – Child Corporate** 





| Field Name                      | Description   |
|---------------------------------|---|
| Receivables                     |   |
| Include Past Due<br>Receivables | Displays whether the overdue receivable for netting is applicable or not. |



No of Days Displays the maximum aging days of overdue invoices to be

considered for netting.

Include Non Accepted

Receivables

Displays whether the non accepted invoices should be considered

for netting.

**Payables** 

Include Past Due Payables

Displays whether the overdue receivable for netting is applicable or

not.

No of Days Displays the maximum aging days of overdue invoices to be

considered for netting.

Include Non Accepted

**Payables** 

Displays whether the non accepted invoices should be considered

for netting.

Receivables Invoicing parameters

Auto-Debit Applicable Displays whether the automatic debit facility is applicable for

receivables at the relationship level.

**Holiday Treatment** 

Displays the value to specify how to treat auto-debit transactions

falling on holidays.

The options are:

**Previous Business Date** 

**Next Business Date** 

Auto Acceptance Applicable

Displays whether the auto acceptance should be enabled for the

payables.

**No of Days** Displays the number of day(s) post which the auto-acceptance is

triggered for the receivables, if the invoices are not manually

accepted.

**Note**: This field displays only if the Auto Acceptance Applicable

toggle is enabled.

Allow Overdue Receivables

Displays whether creation of overdue invoices and debit notes is

allowed for the relationship.



| <b>Maximum</b> | Dave | Overdue |
|----------------|------|---------|
| IVIAXIIIIUIII  | Davs | Overdue |

Displays the maximum number of days post the payment due date (if maintained), until when the creation of the payable is allowed.

**Note:** This field displays only if the **Allow Overdue Receivables** toggle is enabled.

#### Validate Linked PO

Displays whether the validation of the purchase orders linked with invoice during creation or upload.

# Payables Invoicing parameters

#### **Auto-Debit Applicable**

Displays whether the automatic debit facility is applicable for payables at the relationship level.

#### **Holiday Treatment**

Displays the value to specify how to treat auto-debit transactions falling on holidays.

The options are:

Previous Business Date
Next Business Date

#### Auto Acceptance Applicable

Displays whether the auto acceptance should be enabled for the payables.

#### No of Days

Displays the number of day(s) post which the auto-acceptance is triggered for the payables, if the invoices are not manually accepted.

**Note**: This field displays only if the Auto Acceptance Applicable toggle is enabled.

# Allow Overdue Receivables

Displays whether creation of overdue invoices and debit notes is allowed for the relationship.

#### **Maximum Days Overdue**

Displays the maximum number of days post the payment due date (if maintained), until when the creation of the payable is allowed.

**Note:** This field displays only if the **Allow Overdue Receivables** toggle is enabled.

#### Validate Linked PO

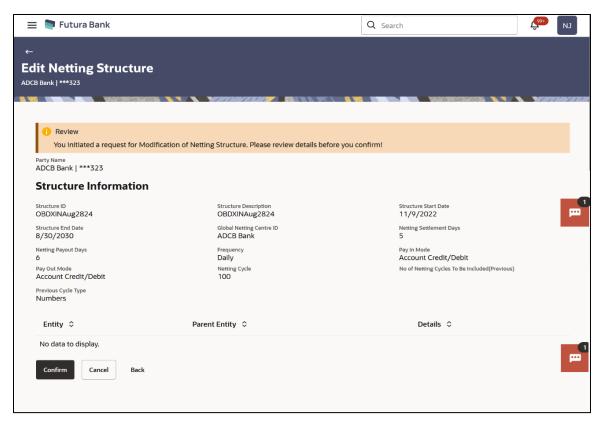
Displays whether the validation of the purchase orders linked with invoice during creation or upload.

10. Click **Review** to review the netting structure.



The Edit Netting Structure - Review screen appears.

#### **Edit Netting Structure - Review**



- 11. Click **Parameters** to view the modified parameters of netting structure.
- 12. Click **Confirm** to edit the netting structure.

The Confirmation screen appears

OR

13. Click Submit to get the changes in any of the subcentre or parent corporate.

OR

Click Cancel to cancel the operation and navigate back to 'Dashboard'

OR

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

# 6.3 **Netting Inquiry**

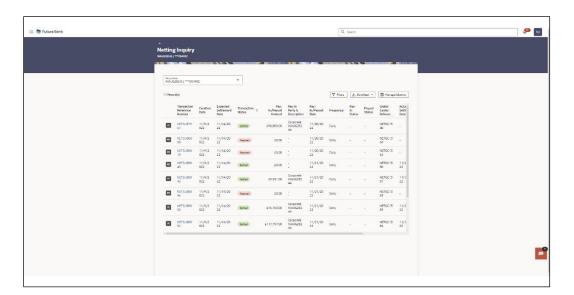
The **Netting Inquiry** screen helps the user to inquire the status of netting transaction records.

#### How to reach here:

Dashboard > Toggle menu > Cash Management > Netting > Netting Inquiry



## **Netting Inquiry**



| Field Name                  | Description  |
|-----------------------------|--|
| Party Name                  | Select the party name and ID from the dropdown list to view the linked netting transactions                  |
|                             | By default, the primary party of the logged-in user is selected.   |
|                             | Note:  |
|                             | Only accessible parties are displayed to the user.   |
|                             | Based on the party selection, the netting transactions linked to that logged in/selected party are displayed |
| Transaction Reference<br>No | Displays the netting transaction reference number with a hyperlink.  |
|                             | Click on the <b>Hyperlink</b> to view the netting transaction details.                                       |
| Creation Date               | Displays the creation date of the netting transaction.   |
| Expected Settlement Date    | Displays the settlement date of the netting transaction.   |



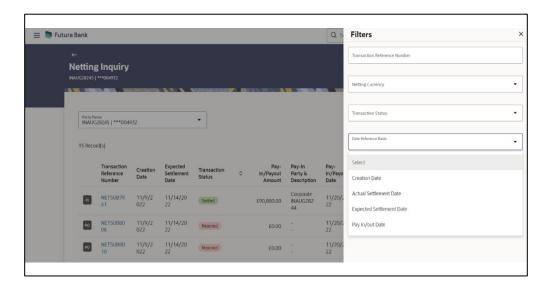
| Field Name                        | Description   |
|-----------------------------------|---|
| Transaction Status                | Displays the status of the netting transaction. The Status's available are: |
|                                   | Awaiting Acceptance   |
|                                   | Accepted  |
|                                   | Settled   |
|                                   | Rejected  |
|                                   | Payout  |
| Pay-In/Payout Amount              | Displays the Pay-In/Payout amount of the netting transaction                |
| Pay-In Party &<br>Description     | Displays the name of the Pay-In party and description.                      |
| Pay-In/Payout Date                | Displays the Pay-In/Payout date of the netting transaction.                 |
| Frequency                         | Displays the frequency of the netting transaction.                          |
| Pay-In Status                     | Displays the Pay-In status of the netting transaction                       |
| Payout Status                     | Displays the Payout status of the netting transaction                       |
| Global Center<br>Reference Number | Displays the global center reference number of the netting transaction.     |
| Actual Settlement Date            | Displays the actual settlement date of the netting transaction.             |

14. Click icon to filter the netting transaction with the various parameters.

The **Netting Inquiry – Filter** screen appears.



## **Netting Inquiry - Filter**



| Field Name                      | Description   |
|---------------------------------|---|
| Transaction Reference<br>Number | Specify the reference number for the netting transaction.   |
| Netting Currency                | Select the netting currency from the drop-down list.  |
| Transaction Status              | Select the transaction status to filter the netting transactions.   |
|                                 | The Status's available are:   |
|                                 | Awaiting Acceptance   |
|                                 | Accepted  |
|                                 | Settled   |
|                                 | Rejected  |
| Date Reference Basis            | Select the date reference basis which the netting transactions must be filtered. The available options are: |
|                                 | Creation Date   |
|                                 | Actual Settlement Date  |
|                                 | Expected Settlement Date  |
|                                 | Pay in/out Date   |
| From                            | Select the from date, basis which the netting transactions must be filtered.                                |



| Field Name | Description  |
|------------|--|
| То         | Select the to date, basis which the netting transactions must be filtered. |

Click on the Transaction Reference No hyperlink to view the netting transaction details.
 The Netting Details overlay windows appears.

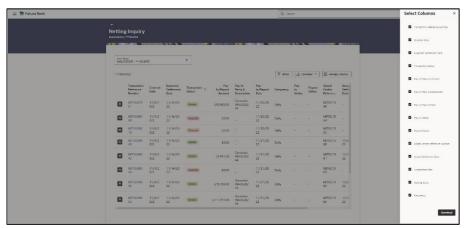
## **Netting Details**



2. Click **Download** and select the option **CSV** from the dropdown list.

The **Select Columns** overlay screen appears.

## **Netting Inquiry - Select Columns**

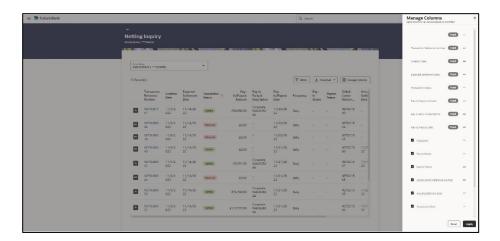


3. Click **Download** to download the netting inquiry in **CSV** Format with selected columns.



 Click Manage Columns to reorder or modify or save column preferences in netting inquiry screen.

Netting Inquiry - Manage Columns overlay screen appears.



- Click **Apply** to apply the modified columns preferences.
- Click **Reset** to reset the columns preferences.

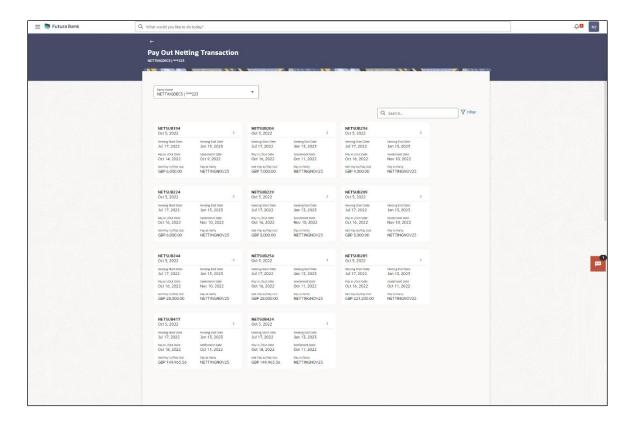
# 6.4 Pay Out Netting Transaction

How to reach here:

Dashboard > Toggle menu > Cash Management > Netting > Pay Out Netting Transaction

**Pay Out Netting Transaction** 





| Field Name            | Description   |
|-----------------------|---|
| Party Name            | Select the party name from the dropdown list to view the netting transaction for that selected/logged in party. By default, the primary party/gcif of the logged-in user is selected. |
|                       | <b>Note:</b> Only accessible parties list(dropdown) are displayed to the user. Based on the party/gcif selection, the list of netting transaction is displayed.                       |
| Netting ID            | Displays the ID of the netting transaction.   |
| Netting Creation Date | Displays the creation date of netting transaction.  |
| Netting Start Date    | Displays the date from when the invoices are considered for netting purpose based on the payment due date.  |
| Netting End Date      | Displays the date till when the invoices are considered for netting purpose based on the payment due date.  |



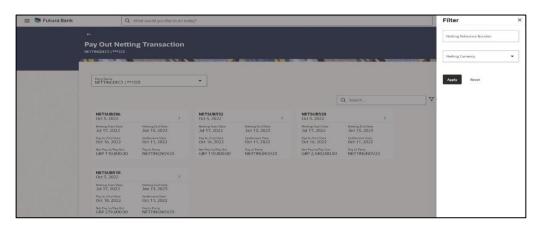
| Field Name         | Description   |
|--------------------|---|
| Pay In / Out Date  | Displays the date of Pay In/Out of netting transaction. This is only for MIS purpose. |
| Settlement Date    | Displays the settlement date of netting transaction.                                  |
| Net Pay In/Pay Out | Displays the net of Pay In/Out of netting transaction.                                |
| Pay In Party       | Displays the Pay In Party of the netting transaction.                                 |

- 1. In the **Pay Out Netting Transaction** screen, you can do one of the following:
  - To search for specific pay out netting transaction, in the Search field, enter the partial or complete transaction ID.
  - To filter the search results:
    - Click \(\forall \). The **Search** overlay window appears. For more information on the fields in this overlay window.
    - o Enter the search criteria in the overlay window.
    - Click Apply to filter the cash deposit records.
       OR
       Click Reset to clear the entered search criteria.

0

## Search (overlay window)

This window appears when you click in the Pay Out Netting Transaction screen.



| Field Name              | Description |
|-------------------------|-------------|
| Search (overlay window) |             |

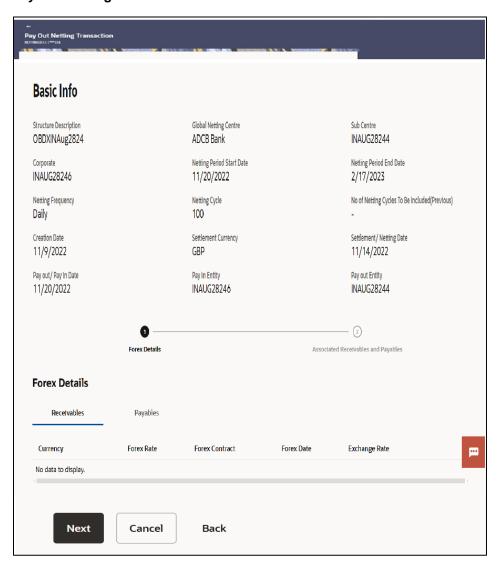


| Field Name                  | Description  |
|-----------------------------|--|
| Netting Reference<br>Number | Indicates an option to search for a netting record based on the netting reference number.        |
| Currency                    | Indicates an option to search for a netting record based on the currency listed in the dropdown. |

2. Click > icon to select the Pay Out transaction for the selected netting transaction.

The Pay Out Netting Transaction – Forex Details screen displays.

# Pay Out Netting Transaction - Forex Details





| Field Name                                       | Description  |
|--|--|
| Basic Info                                       |  |
| Structure Description                            | Displays the description of the structure associated to that netting transaction.  |
| Global Netting Center                            | Displays the ID of the global netting center associated to that netting transaction.   |
| Sub Center                                       | Displays the Sub center associated to that netting transaction.  |
| Corporate  | Displays the corporate associated to that netting transaction.   |
| Netting Period Start<br>Date                     | Displays the start date of netting period of that netting transaction.   |
| Netting Period End Date                          | Displays the end date of netting period of that netting transaction  |
| Netting Frequency                                | Displays the frequency of that netting transaction   |
| Netting Cycle                                    | Displays the netting cycle of that netting transaction   |
| No of Netting Cycle To<br>Be Included (Previous) | Displays the previously included netting cycles for that netting transaction   |
| Creation Date                                    | Displays the creation date of netting transaction  |
| Settlement Currency                              | Displays the currency for the settlement.  |
| Settlement / Netting<br>Date                     | Displays the settlement / netting date.  |
| Pay Out / Pay In Date                            | Displays the Payout / In date of netting transaction. This is only for MIS purpose   |
| Forex Details                                    |  |
| Receivables                                      |  |
| Currency   | Displays the currency of the receivables associated with that netting transaction  |
| Forex Rate                                       | Displays the appropriate forex rate(spot/forward) for conversion of receivables from invoice currency to settlement currency. This will get disabled and defaulted to spot if invoice ccy is same is settlement ccy. |



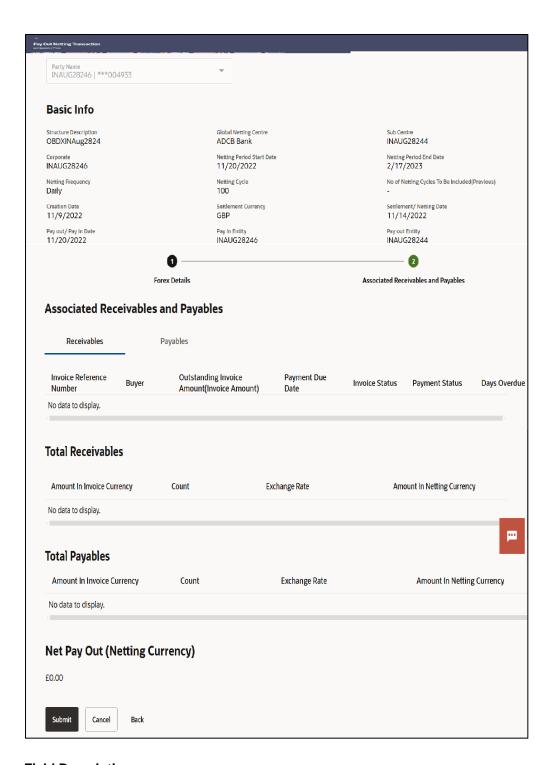
| Description  |
|--|
| Specify the contract number of the forex rate.   |
| <b>Note</b> : This Field will get enabled only when forex contract is selected as forward.   |
| Specify the date of the forex contract.  |
| <b>Note</b> : This Field will get enabled only when forex contract is selected as forward.   |
| Displays the rate of the forex for receivables if in case forex rate is selected as spot else user can input the forex rate in case forex rate is selected as forward  |
|  |
| Displays the currency of the payables associated with that netting transaction   |
| Select the appropriate forex rate(spot/forward) for conversion of payables from invoice currency to settlement currency. This will get disabled and defaulted to spot if invoice ccy is same is settlement ccy |
| Specify the contract number of the forex rate.   |
| <b>Note</b> : This Field will get enabled only when forex contract is selected as forward.   |
| Specify the date of the forex contract.  |
| <b>Note</b> : This Field will get enabled only when forex contract is selected as forward.   |
| Displays the rate of the forex for payables if in case forex rate is selected as spot else user can input the forex rate in case forex rate is selected as forward.  |
|  |

3. Click **Next** to Associated Receivables and Payables section.

The Pay Out Netting Transaction – Associated Receivables and Payables screen appears.

Pay Out Netting Transaction – Associated Receivables





| Field Name             | Description |
|------------------------|-------------|
| Associated Receivables |             |

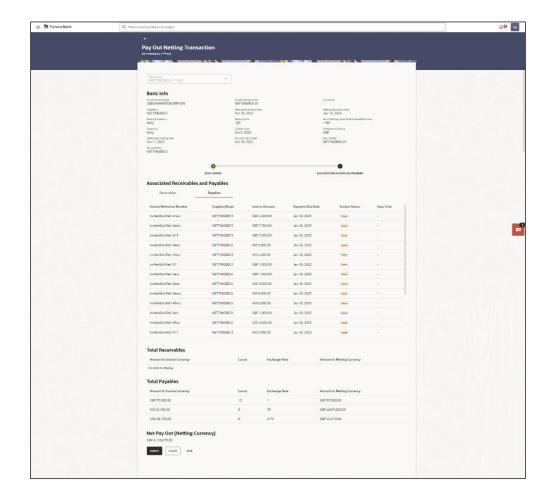


| Field Name                    | Description   |
|-------------------------------|---|
| Invoice Reference<br>Number   | Displays the reference number of receivables invoice.   |
| Buyer                         | Displays the buyer details of receivables.  |
| Outstanding Invoice<br>Amount | Displays the Outstanding invoice amount of receivables.   |
| Payment Due Date              | Displays the payment due date of receivables  |
| Invoice Status                | Displays the instrument status of the invoice/receivable.   |
| Payment status                | Displays the payment status of the invoice/receivable.  |
| Days Overdue                  | Displays the ageing days(if any) for associated receivables.  |
| Total Receivables             |   |
| Amount in Invoice<br>Currency | Displays the aggregated invoice amount for specific currency of receivables associated to netting transaction   |
| Count                         | Displays the total count of receivables invoices associated with the netting transaction for specific invoice currency  |
| Exchange Rate                 | Displays the appropriate exchange rate applicable for that specific invoice currency required to convert the amount in invoice currency to amount in netting currency |
| Amount in Netting<br>Currency | Displays the aggregated receivable amount (in netting currency) for that specific invoice currency of receivables associated to netting transaction                   |
| Total Payables                |   |
| Amount in Invoice<br>Currency | Displays the aggregated invoice amount for specific currency of receivables associated to netting transaction   |
| Count                         | Displays the total count of receivables invoices associated with the netting transaction for specific invoice currency  |
| Exchange Rate                 | Displays the appropriate exchange rate applicable for that specific invoice currency required to convert the amount in invoice currency to amount in netting currency |



| Field Name                         | Description   |
|------------------------------------|---|
| Amount in Netting<br>Currency      | Displays the aggregated payable amount (in netting currency) for<br>that specific invoice currency of payables associated to netting<br>transaction   |
| Total Payout (Netting<br>Currency) | Displays the total payin/payout in netting currency. Net Payin will get displayed if total receivables amount is greater than total payables amount and Net Payout will get displayed if total payable amount is greater than total receivables amount. |

## Pay Out Netting Transaction – Associated Payables



| Field Name          | Description |
|---------------------|-------------|
| Associated Payables |             |



| Field Name                    | Description   |
|-------------------------------|---|
| Invoice Reference<br>Number   | Displays the reference number of payables invoice.  |
| Supplier                      | Displays the supplier/buyer details of payables.  |
| Outstanding Invoice<br>Amount | Displays the Outstanding Invoice amount of payables   |
| Payment Due Date              | Displays the payment due date of payables.  |
| Invoice Status                | Displays the instrument status of the invoice/payables  |
| Payment status                | Displays the payment status of the invoice/payables   |
| Days Overdue                  | Displays the ageing days(if any) for associated payables.   |
| Total Receivables             |   |
| Amount in Invoice<br>Currency | Displays the aggregated invoice amount for specific currency of receivables.  |
| Count                         | Displays the total count of receivables invoices associated with<br>the netting transaction for specific invoice currency   |
| Exchange Rate                 | Displays the appropriate exchange rate applicable for that specific invoice currency required to convert the amount in invoice currency to amount in netting currency |
| Amount in Netting<br>Currency | Displays the aggregated receivable amount(in netting currency) for that specific invoice currency of receivables associated to netting transaction                    |
| Total Payables                |   |
| Amount in Invoice<br>Currency | Displays the aggregated invoice amount for specific currency of payables  |
| Count                         | Displays the total count of payables invoices associated with the netting transaction for specific invoice currency   |
| Exchange Rate                 | Displays the appropriate exchange rate applicable for that specific invoice currency required to convert the amount in invoice currency to amount in netting currency |

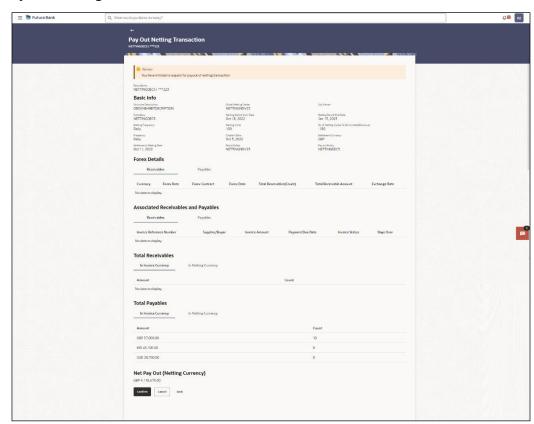


| Field Name                               | Description   |
|--|---|
| Amount in Netting<br>Currency            | Displays the aggregated payable amount(in netting currency) for<br>that specific invoice currency of payables associated to netting<br>transaction  |
| Total Payin/Payout<br>(Netting Currency) | Displays the total payin/payout in netting currency. Net Payin will get displayed if total receivables amount is greater than total payables amount and Net Payout will get displayed if total payable amount is greater than total receivables amount. |

#### 4. Click Submit.

The Pay Out Netting Transaction - Review screen appears.

### Pay Out Netting Transaction - Review



5. In the Pay Out Netting Transaction - Review screen, verify the details and click Confirm.

A confirmation message of request initiation of Pay Out Netting transaction appears along with the reference number and status.



# **Payout Netting – Confirmation**

OR



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

OR

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

