

# Oracle® Banking Cash Management Cloud Service

## Receivables and Payables User Guide



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The Oracle logo, consisting of a solid red square with the word "ORACLE" in white, uppercase, sans-serif font centered within it.

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## Purpose

This guide is designed to help acquaint you with the Oracle® Banking Cash Management Cloud Service.

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

## Audience

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

**Table 1 Audience**

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

## Documentation Accessibility

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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.

## Related Resources

The related documents are as follows:

- *Oracle Banking Common Core User Guide*
- *Oracle Banking Security Management System User Guide*
- *Oracle Banking Getting Started User Guide*
- *Cashflow Forecasting User Guide*
- *Collections User Guide*
- *Netting User Guide*

## Conventions

The following text conventions are used in this document:

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

## Screenshot Disclaimer

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



## Acronyms and Abbreviations

The list of acronyms and abbreviations that are used in this guide are as follows:

**Table 2 Acronyms and Abbreviations**

Abbreviation	Description
BOP	Beginning of the Period
BIC	Bank Identifier Code
Cr	Credit
Dr	Debit
EOD	End of Day
EOP	End of the Period
EFT	Electronic Funds Transfer
MIS	Management Information System

## Basic Actions

The basic actions performed in the screens are as follows:

**Table 3 Basic Actions**

Actions	Description
<b>New</b>	Click <b>New</b> to add a new record. The system displays a new record to specify the required data. The fields marked with asterisk are mandatory. <ul style="list-style-type: none"> <li>This button is displayed only for the records that are already created.</li> </ul>
<b>Save</b>	Click <b>Save</b> to save the details entered or selected in the screen.
<b>Unlock</b>	Click <b>Unlock</b> to update the details of an existing record. The system displays an existing record in editable mode. <ul style="list-style-type: none"> <li>This button is displayed only for the records that are already created.</li> </ul>
<b>Authorize</b>	Click <b>Authorize</b> to authorize the record created. A maker of the screen is not allowed to authorize the same. Only a checker can authorize a record. <ul style="list-style-type: none"> <li>This button is displayed only for the already created records. For more information on the process, refer Authorization Process.</li> </ul>
<b>Approve</b>	Click <b>Approve</b> to approve the initiated record. <ul style="list-style-type: none"> <li>This button is displayed once you click <b>Authorize</b>.</li> </ul>
<b>Reject</b>	Click <b>Reject</b> to reject the initiated record. <ul style="list-style-type: none"> <li>This button is displayed once you click <b>Authorize</b>.</li> </ul>
<b>Audit</b>	Click <b>Audit</b> to view the maker details, checker details of the particular record. <ul style="list-style-type: none"> <li>This button is displayed only for the records that are already created.</li> </ul>
<b>Close</b>	Click <b>Close</b> to close a record. This action is available only when a record is created.
<b>Confirm</b>	Click <b>Confirm</b> to confirm the action performed.

**Table 3 (Cont.) Basic Actions**

Actions	Description
<b>Cancel</b>	Click <b>Cancel</b> to cancel the action performed.
<b>Compare</b>	Click <b>Compare</b> to view the comparison through the field values of old record and the current record. <ul style="list-style-type: none"> <li>This button is displayed in the widget once you click <b>Authorize</b>.</li> </ul>
<b>View</b>	Click <b>View</b> to view the details in a particular modification stage. <ul style="list-style-type: none"> <li>This button is displayed in the widget once you click <b>Authorize</b>.</li> </ul>
<b>View Difference only</b>	Click <b>View Difference only</b> to view a comparison through the field element values of old record and the current record, which has undergone changes. <ul style="list-style-type: none"> <li>This button is displayed once you click <b>Compare</b>.</li> </ul>
<b>Expand All</b>	Click <b>Expand All</b> to expand and view all the details in the sections. <ul style="list-style-type: none"> <li>This button is displayed once you click <b>Compare</b>.</li> </ul>
<b>Collapse All</b>	Click <b>Collapse All</b> to hide the details in the sections. <ul style="list-style-type: none"> <li>This button is displayed once you click <b>Compare</b>.</li> </ul>
<b>Menu Item Search</b>	Specify the menu name to search and select the required screens from the list. <ul style="list-style-type: none"> <li>This option is used to search and navigate the required screens.</li> </ul>
<b>OK</b>	Click <b>OK</b> to confirm the details in the screen.

## Symbols and Icons

The list of symbols and icons available on the screens are as follows:

**Table 4 Symbols and Icons - Common**

Symbol/Icon	Function
	Minimize
	Maximize
	Close
	Perform Search
	Open a list
	Date Range
	Add a new record

Table 4 (Cont.) Symbols and Icons - Common














Symbol/Icon	Function
	Navigate to the first record
	Navigate to the last record
	Navigate to the previous record
	Navigate to the next record
	Grid view
	List view
	Refresh
	Delete
	Add/Remove Columns
	Click this icon to add a new row.
	Click this icon to delete a row, which is already added.
	Calendar
	Alerts

Table 5 Symbols and Icons - Widget







Symbol/Icon	Function
	Open status
	Unauthorized status

Table 5 (Cont.) Symbols and Icons - Widget

Symbol/Icon	Function
	Rejected status
	Closed status
	Authorized status
	Modification Number

# 1

## Overview of Receivables and Payables

This topic describes the information on the overview, benefits and functionalities of Receivables and Payables module.

### Overview

Oracle® Banking Cash Management Cloud Service services enable a financial institution to manage the account receivables and account payables of their corporate customers. Oracle® Banking Cash Management Cloud Service provides a technology platform capable of capturing account receivables and account payables of corporates across disparate accounts and locations.

### Benefits

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

### Functionality

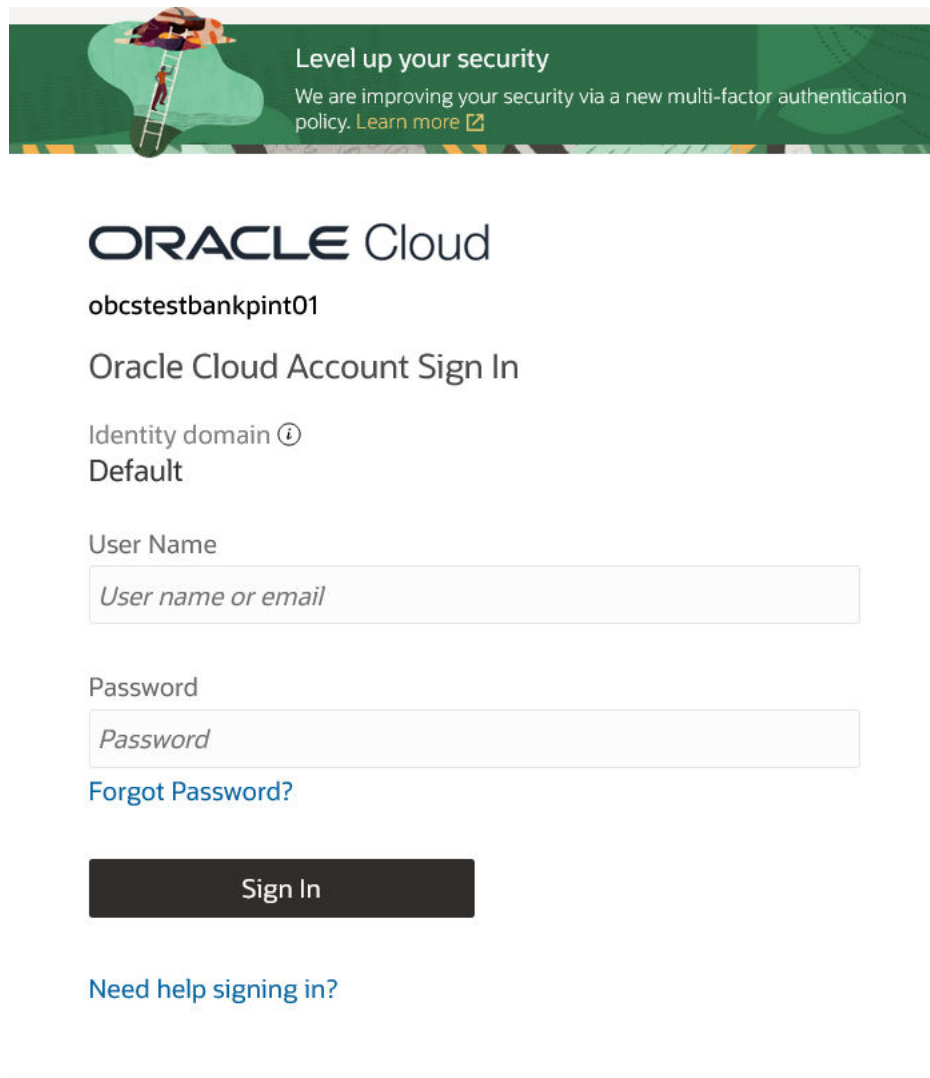
- E-Invoice/Purchase Order
- Reconciliation
- Pricing

### Home: Dashboard

Successfully signing into the Oracle® Banking Cash Management Cloud Service application displays the Dashboard as your home screen. It is a collection of various portlets that are displayed based on your role and access rights. The Dashboard enables easy access and analysis of transactional and static data through these interactive and contextual portlets. User can drag and move different portlets, resize, auto adjust the size, and expand/collapse the portlet.

On starting the Oracle® Banking Cash Management Cloud Service application, the below login screen is displayed:

Figure 1-1 Login



Level up your security  
We are improving your security via a new multi-factor authentication policy. [Learn more](#)

**ORACLE** Cloud  
obcstestbankpint01  
Oracle Cloud Account Sign In

Identity domain ⓘ  
Default

User Name

Password

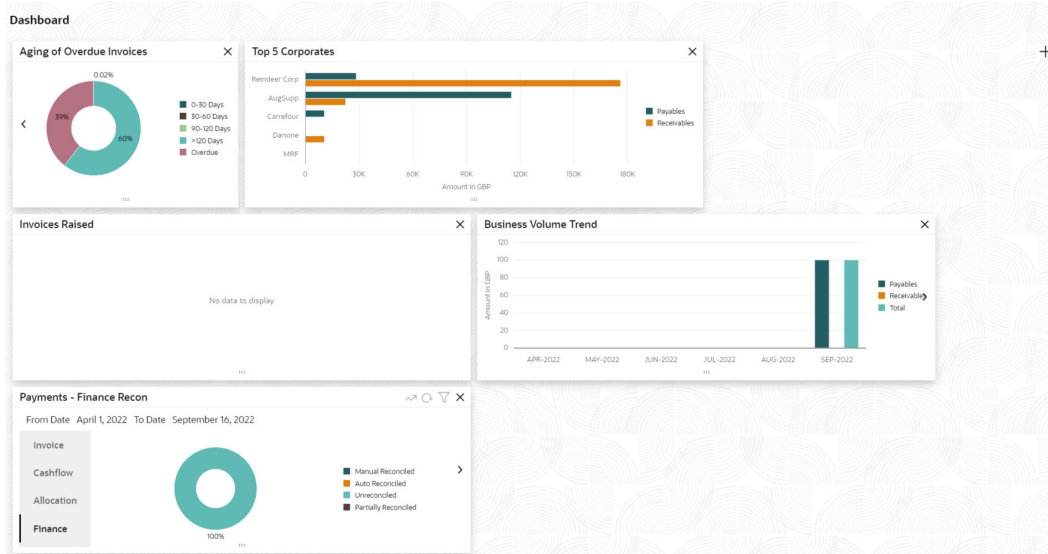
[Forgot Password?](#)

**Sign In**

[Need help signing in?](#)

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

Figure 1-2 Dashboard



Oracle® Banking Cash Management Cloud Service Dashboard currently consists of the following mentioned portlets for Receivables and Payables management:

- **Unrealized Instrument Aging:** This graph displays the doughnut chart with the number of cheques/instruments, which are unrealized for aging bucket (number of days). You can click on the bar graph icon at the top-right of the portlet to change the view from doughnut (default) to bar graph. The Landing page displays the number of unrealized cheques/instruments split as per configurable aging buckets. A maximum of seven ranges can be defined.
- **Cash Transaction Volume and Trend:** This portlet displays a bar graph depicting the amounts in branch currency that have been collected and withdrawn every month, within the specified time frame. The Cash Withdrawal and Cash Collection bars are color-coded for aiding quick visual analysis. You can alter the 'From Date' and 'To Date' by clicking the Filter icon and selecting the required dates.
- **Instrument Status:** This portlet displays the status-wise total count and the total value of the instruments for the period selected between From Date and To Date (Deposit from and To Date). By default, the date period is from 'current date-1' to 'current date'. The statuses displayed in the portlet are Lodged, Hold, Return, and Realized.
- **Facility Utilization:** This widget classifies all facilities into three categories i.e., nearing breach, breached, and under-utilized. The drill-down allows the user to view these details at an entity level. There is an option to search and filter the details for a specific entity also.
  - Nearing Breach: When utilized amount is more than 85% of the sanctioned amount.
  - Breached: When utilized amount equals the sanctioned amount.
  - Under Utilized: When utilized amount is less than 20% of the sanctioned amount.
- **Facilities Expiring:** This widget lists all facilities nearing expiry or expired and also offers a drill-down at each entity level.

- **Top 5 Corporate Cash Collection:** This portlet displays a jet-bar chart with the top 5 corporate parties with high-value cash collection in branch currency, within the specified time frame. You can alter the 'From Date' and 'To Date' by clicking the Filter icon, and selecting the required dates. Flip the portlet using the arrow on the side to view the top 5 corporates high-value cash withdrawals in branch currency, within the specified time frame.
- **Top 5 Corporates:** This portlet displays information on the top five customers w.r.t. their total Receivables and Payables. On clicking the table icon at the top-right, the graph populates the business volume data of the same top 5 customers in tabular format.
- **Aging of Invoices:** This widget displays invoice aging information in the form of a doughnut. The graph displays the invoice amount volume split as per aging buckets which are configurable at the time of implementation i.e. 0-30 days, 30-60 days, and so on. Range criteria can be defined with a maximum of 6 ranges. On clicking any of the range buckets on the graph, a pop-up window appears with the list of corporates whose invoices are due for that ageing bucket. Clicking on the '+' (expand) icon against each corporate; launches invoice details pertaining to the information of that specific corporate such as supplier name, 'Invoice Due Date From', 'Invoice Due Date To'. Click the bar-chart icon on the top-right corner to change the view from doughnut (default) to bar chart. You can also flip the widget to view the same details for aging of overdue invoices.
- **Product-wise Instrument Collection Flow – Value:** This portlet displays a line graph representing the collection amount flow in branch currency, within a specified time frame, for all products that are associated with 'paper-based' category. Each product has a specific color code. You can alter the 'From Date' and 'To Date' by clicking the Filter icon, and selecting the required dates. Flip the portlet using the arrow on the side to view the count of instruments for each product, for the specified time frame.
- **Top Defaulters:** Top defaulters widget shows list of top defaulters for the previous and current month.
- **Transaction Status Details:** Transactions are grouped product-wise into groups disbursed, partially settled or fully settled for a specific date range, which is editable. The user can select any product to view further details of transactions for that product.
- **Invoices Raised:** This portlet displays the data for Invoices on monthly basis as a bar graph. On clicking the table icon on the top-right corner, the same data is displayed in tabular format with invoices grouped into monthly buckets. On clicking the bar graph, the screen will pop up with the corporate name and aggregated invoice amount and further clicking on the '+' (expand) icon beside the corporate name launches the Invoice Inquiry screen with data of invoices specific to the corporate, along with other relevant details as per the selected date.
- **Business Volume Trends:** This chart displays the business trends (total receivables and payables) of the previous six months including the current month based on historic data. The trend line is plotted based on the highs/ peak.
- **Reconciliation Details:** This widget provides a snapshot of the reconciliation details of payments against the entity selected, i.e., invoice, cash flow, allocation, or finance. Click the respective icons to view these details as a doughnut or as a line graph. You can view the volume percentage of payment



records that are manually reconciled, auto-reconciled, partially reconciled, and unreconciled. Using the filter options, you can select a specific customer and/or modify the date range. Click the refresh icon to reset the data. If you have selected the line-graph option, you can click on specific trend-line points where the Volume (Y) axis meets the Month (X) axis. A pop-up window appears, displaying the names of the corporates and the count of records for that particular month and the reconciliation status.

Perform the following actions on the **Dashboard** screen:

- To add more portlets, click **Add** icon located at the top-right corner of the **Dashboard**.
- To remove a portlet, click **Remove** icon located at the portlet's top-right corner.
- To configure the portlet, click **Configure Tile** icon located at the portlet's top-left corner.
- To flip the portlet view, click **Flip Forward** or **Flip Back** icon.
- To change the portlet's position, click and hold the 'Drag to reorder' (.....) icon at the portlet's bottom-center and then move the portlet to the desired position.
- To apply filters on the portlet's data, click **Filter** icon to view the pop up to select the filter values.

# 2

## System Parameters

This topic describes the information to view and modify the day-zero system parameters for Receivables and Payables module.

This screen displays the day-zero system parameters which are setup during implementation. The day-zero parameters are segregated into the following data segments.

- Workflow Parameters
- Dashboard Parameters
- Integration Parameters
- [View System Parameters](#)

This topic describes the systematic instruction to view, modify, or authorize the day zero system parameters for Receivables and Payables module.

### 2.1 View System Parameters

This topic describes the systematic instruction to view, modify, or authorize the day zero system parameters for Receivables and Payables module.

A tile is present for each record that has been created. The bottom portion of each record-tile displays the following:

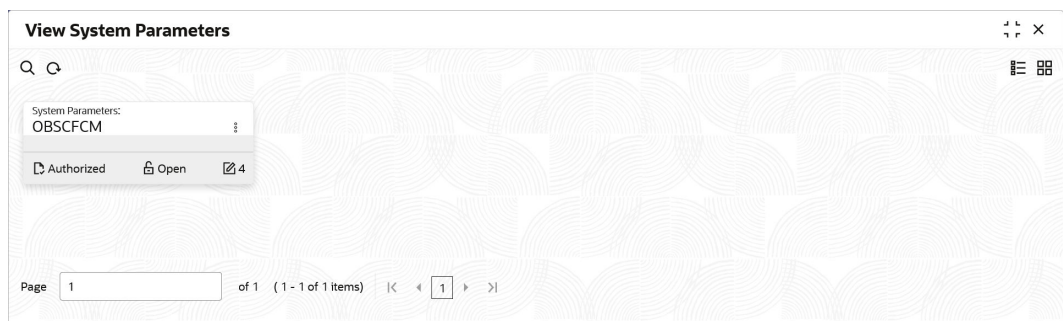
- The status, whether Authorized, Unauthorized, or Rejected
- Open or Closed
- The number of times the record has been submitted by the Maker added.

Specify **User ID** and **Password**, and login to **Home** screen.

1. On **Home** screen, click **Receivables & Payables**. Under **Receivables & Payables**, click **System Parameters**.
2. Under **System Parameters**, click **View System Parameters**.

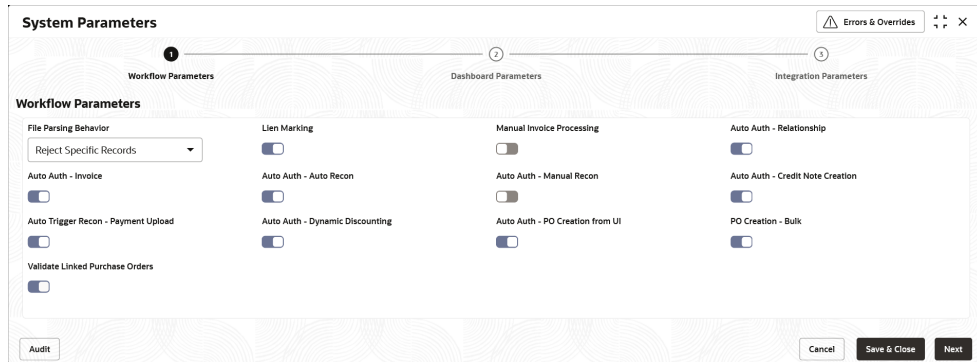
The **View System Parameters** screen displays.

**Figure 2-1 View System Parameters**



- Click **Options** icon and select **Unlock** to modify the records.  
The **System Parameters - Workflow Parameters** screen displays.

**Figure 2-2 System Parameters - Workflow Parameters**



- On **Workflow Parameters** tab, select the toggles to configure the workflow parameters.

For more information on fields, refer to the field description table.

**Table 2-1 Workflow Parameters - Field Description**

Field	Description
<b>File Parsing Behavior</b>	Select the type of file parsing behavior. The available options are: <ul style="list-style-type: none"> <li>Reject All Records - If one record in a file fails, all records should be marked as fail and the entire file should be rejected.</li> <li>Reject Specific Records - If one record in a file fails, the system should move on to the other records and mark the file processing as success with relevant records failed / passed.</li> </ul>
<b>Lien Marking</b>	Select the toggle switch to enable or disable the Lien Marking in the host application.
<b>Manual Invoice Processing</b>	Select the toggle switch to enable or disable the manual enrichment required for invoice processing.
<b>Auto Auth - Relationship</b>	Select the toggle switch to enable or disable the auto authorization for the relationship management.
<b>Auto Auth - Invoice</b>	Select the toggle switch to enable or disable the auto authorization for invoice transactions.
<b>Auto Auth - Auto Recon</b>	Select the toggle switch to enable or disable the auto authorization for automatic reconciliation.
<b>Auto Auth - Manual Recon</b>	Select the toggle switch to enable or disable the auto authorization for manual reconciliation.
<b>Auto Auth - Credit Note Creation</b>	Select the toggle switch to enable or disable the auto authorization for credit note creation.
<b>Auto Trigger Recon - Payment Upload</b>	Select the toggle switch to enable or disable the auto trigger of Recon when the payment file/record is uploaded.
<b>Auto Auth - Dynamic Discounting</b>	Select the toggle switch to enable or disable the auto authorization for dynamic discounting.

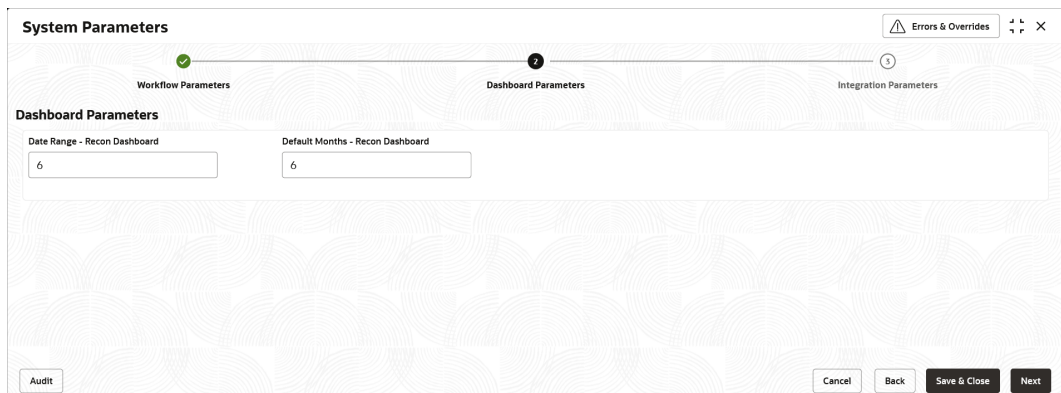
**Table 2-1 (Cont.) Workflow Parameters - Field Description**

Field	Description
<b>Auto Auth - PO Creation from UI</b>	Select the toggle switch to enable or disable the auto authorization for PO creation from UI.
<b>PO Creation - Bulk</b>	Select the toggle switch to enable or disable the auto authorization for bulk PO creation.
<b>Validate Linked Purchase Orders</b>	Select the toggle switch to enable or disable the validation of the purchase orders linked with invoice during creation or upload.

- Click **Next** button.

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

**Figure 2-3 System Parameters - Dashboard Parameters**



- On **Dashboard Parameters** tab, select the toggles to configure the dashboard parameters.

For more information on fields, refer to the field description table.

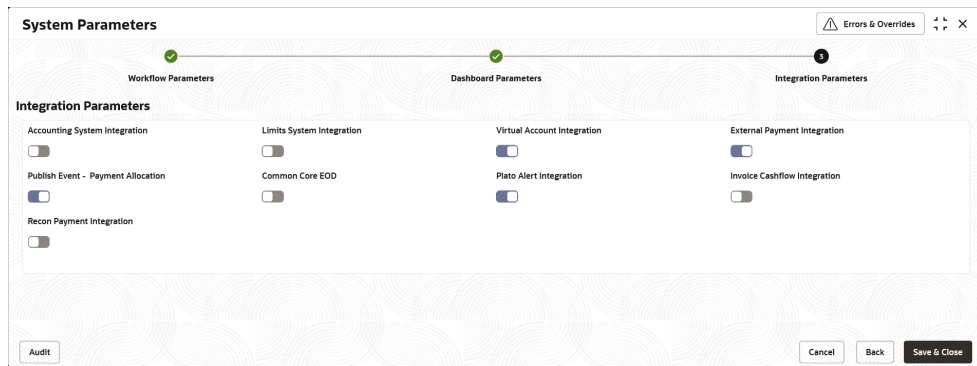
**Table 2-2 Dashboard Parameters - Field Description**

Field	Description
<b>Date Range - Recon Dashboard</b>	Specify the number of days for which the reconciliation details has to be displayed on the dashboard.
<b>Default Months - Recon Dashboard</b>	Specify the number of months for which the reconciliation details has to be displayed on the dashboard.

- Click **Next** button.

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

Figure 2-4 System Parameters - Integration Parameters



8. On **Integration Parameters** tab, select the toggles to configure the integration parameters.

For more information on fields, refer to the field description table.

Table 2-3 Integration Parameters - Field Description

Field	Description
<b>Accounting System Integration</b>	Select the toggle switch to enable or disable the integration with accounting system.
<b>Limits System Integration</b>	Select the toggle switch to enable or disable the integration with limits system.
<b>Virtual Account Integration</b>	Select the toggle switch to enable or disable the integration with Virtual Account Management system.
<b>External Payment Integration</b>	Select the toggle switch to enable or disable the integration with the external payment system.
<b>Publish Event - Payment Allocation</b>	Select the toggle switch to enable or disable the publishing event for payment allocation to external applications.
<b>Common Core EOD</b>	Select the toggle switch to enable or disable the common core integration for EOD.
<b>Plato Alert Integration</b>	Select the toggle switch to enable or disable the integration with plato alerts system.
<b>Invoice Cashflow Integration</b>	Select the toggle switch to enable or disable the invoice integration with cashflow system.
<b>Recon Payment Integration</b>	Select the toggle switch to enable or disable the integration with payment system for reconciliation.

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

 **Note:**

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

10. On the **View System Parameters** screen, click **Options** icon and then select any of the following options:
  - a. **Authorize** – To authorize or reject the record. Authorizing/Rejecting requires necessary access rights.

- Optional: Click **View** to view the record details.
  - Select the record and click **Approve** to approve the record.
  - Select the record and click **Reject** to reject the record. Specify the relevant comments in the pop-up window that appears, and click **Confirm**.
- b. **View** – To view the record details.

# 3

## Maintenance for Receivables and Payables

This topic describes the maintenance of reference data to be set on day zero to use the Receivables and Payables functionality.

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

### Maintaining Core Reference Data

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

Refer **Oracle Banking Common Core User Guide** for setting up core reference data

This topic contains the following subtopics:

- [Accounting Maintenance](#)  
This topic describes the information to setup the reference data for Accounting such as account mapping, entry codes, roles, and accounting entries in Cash Management system.
- [Charges Maintenance](#)  
This topic describes the information to maintain the charges in Cash Management system.
- [Commodity Maintenance](#)  
This topic describes the information to maintain the commodity details to each supplier for creation of invoice data either through UI or upload.
- [Division Code Maintenance](#)  
This topic describes the information to maintain the division codes for parties in Cash Management system.
- [Reconciliation Rules Maintenance](#)  
This topic describes the information to maintain the Reconciliation Rules in Cash Management system.
- [Tolerance Maintenance](#)  
This topic describes the information to configure an acceptable discrepancy between invoice/cashflow outstanding amount and payment amount to enable automatic matching of invoices/cashflow with the respective payment records.
- [Payment Terms Maintenance](#)  
This topic describes the information to maintain specific payment frequencies and dates for buyers making bulk payments on repetitive fixed dates.
- [Relationship Maintenance](#)  
This topic describes the information to create linkage between corporates and counterparty.

- [Alerts Maintenance](#)  
This topic describes the information to setup the reference data for Alerts such as contact details, definition and decisioning in Cash Management system.

## 3.1 Accounting Maintenance

This topic describes the information to setup the reference data for Accounting such as account mapping, entry codes, roles, and accounting entries in Cash Management system.

- [Accounting Role](#)  
This topic describes the information to setup the reference data for Accounting roles in Cash Management system.
- [Entry Codes](#)  
This topic describes the information to setup the reference data for entry codes in Cash Management system.
- [Accounting Entries](#)  
This topic describes the information to setup the reference data for Accounting entries in Cash Management system.
- [External Account Mapping](#)  
This topic describes the information to create external account mapping. i.e. mapping of a customer external account to a specific product, event, etc.
- [Internal Account Mapping](#)  
This topic describes the information to setup the reference data for internal account mapping in Cash Management system.

### 3.1.1 Accounting Role

This topic describes the information to setup the reference data for Accounting roles in Cash Management system.

- [Create Accounting Role](#)  
This topic describes the systematic instruction to create role codes for the purpose of accounting.
- [View Accounting Role](#)  
This topic describes the systematic instruction to view, modify, delete, or authorize accounting role records that have been created.

#### 3.1.1.1 Create Accounting Role

This topic describes the systematic instruction to create role codes for the purpose of accounting.

This is required to identify the Dr or Cr leg in an accounting entry. Dr or Cr legs with other parameters like amount type, are created through **Entry Codes** submenu.

Specify **User ID** and **Password**, and login to **Home** screen.

1. On **Home** screen, click **Receivables And Payables**. Under **Receivables And Payables**, click **Maintenance**.
2. Under **Maintenance**, click **Accounting**. Under **Accounting**, click **Role**.
3. Under **Role**, click **Create Account Role**.



The **Create Account Role** screen displays.

**Figure 3-1 Create Account Role**

- Specify the fields on **Create Account Role** screen.

 **Note:**

The fields marked as **Required** are mandatory.

For more information on fields, refer to the field description table.

**Table 3-1 Create Account Role - Field Description**

Field	Description
<b>Accounting Role Code</b>	Specify a unique code for the accounting role being created.
<b>Accounting Role Description</b>	Specify a description to associate with the role.

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

### 3.1.1.2 View Accounting Role

This topic describes the systematic instruction to view, modify, delete, or authorize accounting role records that have been created.

A tile is present for each record that has been created. The bottom portion of each record-tile displays the following:

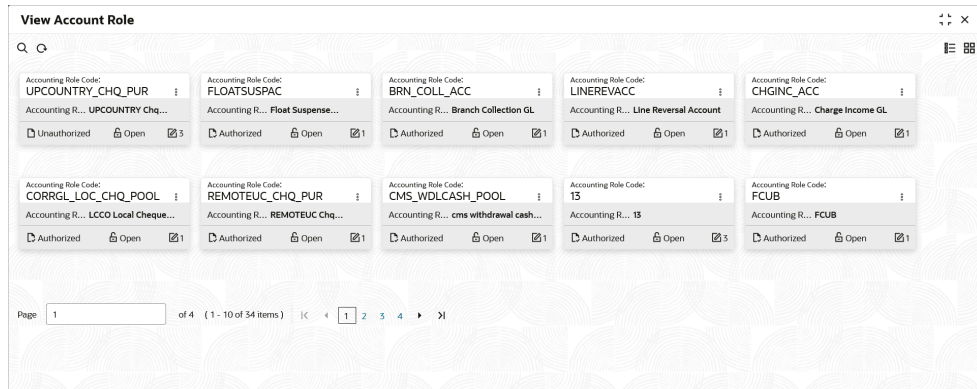
- The status, whether Authorized, Unauthorized, or Rejected
- Open or Closed
- The number of times the record has been submitted by the Maker added.

Specify **User ID** and **Password**, and login to **Home** screen.

- On **Home** screen, click **Receivables And Payables**. Under **Receivables And Payables**, click **Maintenance**.

2. Under **Maintenance**, click **Accounting**. Under **Accounting**, click **Role**.
  3. Under **Role**, click **View Account Role**.
- The **View Account Role** screen displays.

**Figure 3-2 View Account Role**



4. Filter the records in the **View** screen:
  - a. Click **Search** icon to view the filters. The user can filter the records by Accounting Role Code, Accounting Role Description, Authorization Status and Record Status.
  - b. Select the required filter criteria and click **Search** button to filter the records.
  - c. Click **Reset** to reset the filter criteria.
5. Click **Refresh** icon to refresh the records.
6. Click **Options** icon and then, select any of the following options:
  - a. **Unlock** – To modify the record details. Refer to the **Create** screen for the field level details.
  - b. **Authorize** – To authorize or reject the record. Authorizing/Rejecting requires necessary access rights.
    - Optional: Click **View** to view the record details.
    - Select the record and click **Approve** to approve the record.
    - Select the record and click **Reject** to reject the record. Specify the relevant comments in the pop-up window that appears, and click **Confirm**.
  - c. **Delete/Close** – To remove the record.
    - Optional: In the confirmation pop-up window, click **View** to view the record details.
    - Click **Proceed** to delete the record.
  - d. **Copy** – To copy the record parameters for creating a new record.
  - e. **View** – To view the record details.
  - f. **Reopen** – To reopen the closed record.

## 3.1.2 Entry Codes

This topic describes the information to setup the reference data for entry codes in Cash Management system.

- [Create Entry Codes](#)  
This topic describes the systematic instruction to create entry codes or Dr and Cr legs for an accounting entry.
- [View Entry Codes](#)  
This topic describes the systematic instruction to view, modify, delete, or authorize accounting entry codes that have been created.

### 3.1.2.1 Create Entry Codes

This topic describes the systematic instruction to create entry codes or Dr and Cr legs for an accounting entry.

Specify **User ID** and **Password**, and login to **Home** screen.

1. On **Home** screen, click **Receivables And Payables**. Under **Receivables And Payables**, click **Maintenance**.
2. Under **Maintenance**, click **Accounting**. Under **Accounting**, click **Entry Codes**.
3. Under **Entry Codes**, click **Create Account Entry Code**.

The **Create Account Entry Code** screen displays.

**Figure 3-3 Create Account Entry Code**

4. Specify the fields on **Create Account Entry Code** screen.


**Note:**

The fields marked as **Required** are mandatory.

For more information on fields, refer to the field description table.

**Table 3-2 Create Account Entry Code - Field Description**

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

5. Click **Add/Edit** to add the details to the grid.
  - Click  icon in the **Action** column to edit or delete the row.
6. Click **Reset** to clear the selected values, if required.
7. Click **Save** to save the record and send it for authorization.

### 3.1.2.2 View Entry Codes

This topic describes the systematic instruction to view, modify, delete, or authorize accounting entry codes that have been created.

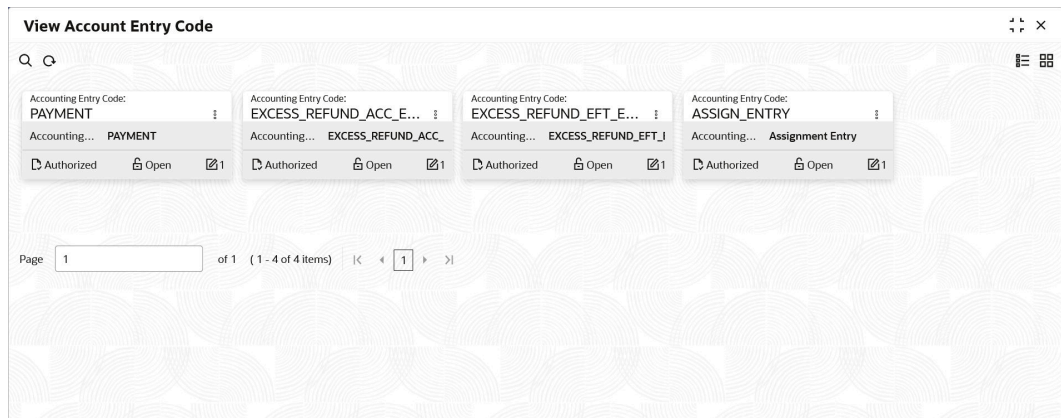
A tile is present for each record that has been created. The bottom portion of each record-tile displays the following:

- The status, whether Authorized, Unauthorized, or Rejected
- Open or Closed
- The number of times the record has been submitted by the Maker added.

Specify **User ID** and **Password**, and login to **Home** screen.

1. On **Home** screen, click **Receivables And Payables**. Under **Receivables And Payables**, click **Maintenance**.
2. Under **Maintenance**, click **Accounting**. Under **Accounting**, click **Entry Codes**.
3. Under **Entry Codes**, click **View Account Entry Code**.

The **View Account Entry Code** screen displays.

**Figure 3-4 View Account Entry Code**

4. Filter the records in the **View** screen:
  - a. Click **Search** icon to view the filters. The user can filter the records by Accounting Entry Code, Accounting Entry Description, Authorization Status and Record Status.
  - b. Select the required filter criteria and click **Search** button to filter the records.
  - c. Click **Reset** to reset the filter criteria.
5. Click **Refresh** icon to refresh the records.
6. Click **Options** icon and then, select any of the following options:
  - a. **Unlock** – To modify the record details. Refer to the **Create** screen for the field level details.
  - b. **Authorize** – To authorize or reject the record. Authorizing/Rejecting requires necessary access rights.
    - Optional: Click **View** to view the record details.
    - Select the record and click **Approve** to approve the record.
    - Select the record and click **Reject** to reject the record. Specify the relevant comments in the pop-up window that appears, and click **Confirm**.
  - c. **Delete/Close** – To remove the record.
    - Optional: In the confirmation pop-up window, click **View** to view the record details.
    - Click **Proceed** to delete the record.
  - d. **Copy** – To copy the record parameters for creating a new record.
  - e. **View** – To view the record details.
  - f. **Reopen** – To reopen the closed record.

### 3.1.3 Accounting Entries

This topic describes the information to setup the reference data for Accounting entries in Cash Management system.

- [Create Accounting Entries](#)  
This topic describes the systematic instruction to create accounting entries by mapping entry codes with appropriate product, event, payment mode, and so on.

- [View Accounting Entries](#)  
This topic describes the systematic instruction to view, modify, delete, or authorize the accounting entries that have been created.

### 3.1.3.1 Create Accounting Entries

This topic describes the systematic instruction to create accounting entries by mapping entry codes with appropriate product, event, payment mode, and so on.


Specify **User ID** and **Password**, and login to **Home** screen.

1. On **Home** screen, click **Receivables And Payables**. Under **Receivables And Payables**, click **Maintenance**.
2. Under **Maintenance**, click **Accounting**. Under **Accounting**, click **Accounting Entries**.
3. Under **Accounting Entries**, click **Create Account Entries**.

The **Create Account Entries** screen displays.

**Figure 3-5 Create Account Entries**

4. Specify the fields on **Create Account Entries** screen.

 **Note:**  
The fields marked as **Required** are mandatory.


For more information on fields, refer to the field description table.

**Table 3-3 Create Account Entries - Field Description**

Field	Description
<b>Branch</b>	Select the branch to add accounting entries for. Values in this field are listed based on your access rights.
<b>Product</b>	Select the product to add accounting entries for. User can select 'ALL' to create the entry code for all the products.
<b>Event</b>	Select the event to add accounting entries for.

Table 3-3 (Cont.) Create Account Entries - Field Description

Field	Description
<b>Filter Criteria</b>	Select the filter criteria for specific application of accounting entries.
<b>Charge Type</b>	Select the charge type as credit or debit.  This field is displayed only if <b>Filter Criteria</b> is selected as <b>Charge Type</b> .
<b>Payment Mode</b>	Select the mode of the payment. The available options are: <ul style="list-style-type: none"> <li>• <b>Account Transfer</b></li> <li>• <b>Cheque</b></li> <li>• <b>EFT</b></li> </ul> This field is displayed only if <b>Filter Criteria</b> is selected as <b>Instrument Status</b> .
<b>Approved</b>	Switch the toggle ON, if accounting has to be set up for those instruments whose status is approved.  This field is displayed only if <b>Filter Criteria</b> is selected as <b>Approved Based</b> .
<b>PUA</b>	Switch the toggle ON, if the accounting has to be set up for those instruments whose payment is under approval process.  This field is displayed only if <b>Filter Criteria</b> is selected as <b>PUA</b> .
<b>Payment Party</b>	Select the payment party if the accounting entry set up is separate for a specific payment party.  This field is displayed only if <b>Filter Criteria</b> is selected as <b>Payment Party</b> .
<b>Is Financed</b>	Switch the toggle ON, if accounting entry is to be set up separately for financed and non-financed instruments.  This field is displayed only if <b>Filter Criteria</b> is selected as <b>Is Instrument Financed</b> .
<b>Accounting Entry Code</b>	Click the search icon to select the required accounting entry code.
<b>Accounting Entry Description</b>	Displays the description of the selected entry code.
<b>Sequence</b>	Select the sequence to be set for the accounting entry code.

- Click **Add/Edit** to add the details to the grid.
  - Click  icon in the **Action** column to edit or delete the row.
- Click **Reset** to clear the selected values, if required.
- Click **Save** to save the record and send it for authorization (if applicable).

### 3.1.3.2 View Accounting Entries

This topic describes the systematic instruction to view, modify, delete, or authorize the accounting entries that have been created.

A tile is present for each record that has been created. The bottom portion of each record-tile displays the following:

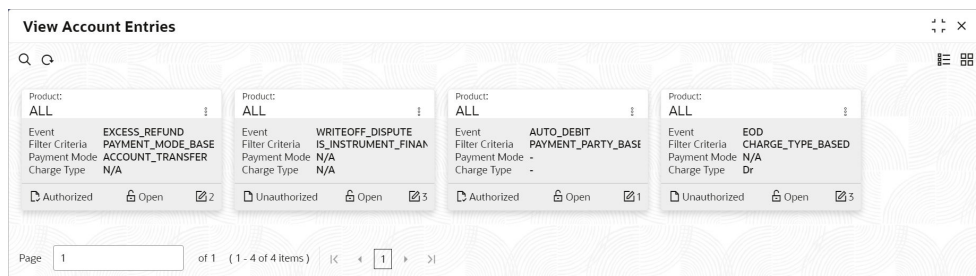
- The status, whether Authorized, Unauthorized, or Rejected
- Open or Closed
- The number of times the record has been submitted by the Maker added.

Specify **User ID** and **Password**, and login to **Home** screen.

1. On **Home** screen, click **Receivables And Payables**. Under **Receivables And Payables**, click **Maintenance**.
2. Under **Maintenance**, click **Accounting**. Under **Accounting**, click **Accounting Entries**.
3. Under **Account Entries**, click **View Account Entries**.

The **View Account Entries** screen displays.

**Figure 3-6 View Account Entries**



4. Filter the records in the **View** screen:
  - a. Click **Search** icon to view the filters. The user can filter the records by Product, Event, Credit Status, Instrument Status, Authorization Status and Record Status.
  - b. Select the required filter criteria and click **Search** button to filter the records.
  - c. Click **Reset** to reset the filter criteria.
5. Click **Refresh** icon to refresh the records.
6. Click **Options** icon and then, select any of the following options:
  - a. **Unlock** – To modify the record details. Refer to the **Create** screen for the field level details.
  - b. **Authorize** – To authorize or reject the record. Authorizing/Rejecting requires necessary access rights.
    - Optional: Click **View** to view the record details.
    - Select the record and click **Approve** to approve the record.



- Select the record and click **Reject** to reject the record. Specify the relevant comments in the pop-up window that appears, and click **Confirm**.
- c. **Delete/Close** – To remove the record.
  - Optional: In the confirmation pop-up window, click **View** to view the record details.
  - Click **Proceed** to delete the record.
- d. **Copy** – To copy the record parameters for creating a new record.
- e. **View** – To view the record details.
- f. **Reopen** – To reopen the closed record.

## 3.1.4 External Account Mapping

This topic describes the information to create external account mapping. i.e. mapping of a customer external account to a specific product, event, etc.

This topic contains the following subtopics:

- [Create External Account Mapping](#)  
This topic describes the systematic instruction to create external account mapping. i.e. mapping of a customer external account to a specific product, event, etc.
- [View External Account Mapping](#)  
This topic describes the systematic instruction to view, modify, delete, or authorize external account mapping records that have been created.

### 3.1.4.1 Create External Account Mapping

This topic describes the systematic instruction to create external account mapping. i.e. mapping of a customer external account to a specific product, event, etc.

Specify **User ID** and **Password**, and login to **Home** screen.

1. On **Home** screen, click **Receivables And Payables**. Under **Receivables And Payables**, click **Maintenance**.
2. Under **Maintenance**, click **Accounting**. Under **Accounting**, click **External Account Mapping**.
3. Under **External Account Mapping**, click **Create External Account Mapping**.  
The **Create External Account Mapping** screen displays.

**Figure 3-7 Create External Account Mapping**

- Specify the fields on **Create External Account Mapping** screen.

 **Note:**

The fields marked as **Required** are mandatory.

For more information on fields, refer to the field description table.

**Table 3-4 Create External Account Mapping - Field Description**

Field	Description
<b>Branch</b>	Select the branch to be mapped to customer's external account.
<b>Product</b>	Select the product to be mapped with the account. The user can select <b>ALL</b> if the account is to be used for all the products.
<b>Event</b>	Select the account event from the list.
<b>Currency</b>	Select the currency of the external account.
<b>Party Id</b>	Click on the Search icon to select the party for whom account mapping needs to be done.
<b>Filter Criteria</b>	Select the appropriate filter criteria for specific application of accounting entries.
<b>Default Account</b>	Use this toggle button to specify if this account should be considered as the default one.
<b>Account</b>	Specify the account number.
<b>IFSC Code</b>	Specify the IFSC code of the bank's branch of the entered account number.
<b>Bank Name</b>	Specify the name of the bank.
<b>Branch Name</b>	Specify the name of the bank's branch associated with the entered IFSC code.

- Click **Save** to save the data and send it for authorization.

### 3.1.4.2 View External Account Mapping

This topic describes the systematic instruction to view, modify, delete, or authorize external account mapping records that have been created.

A tile is present for each record that has been created. The bottom portion of each record-tile displays the following:

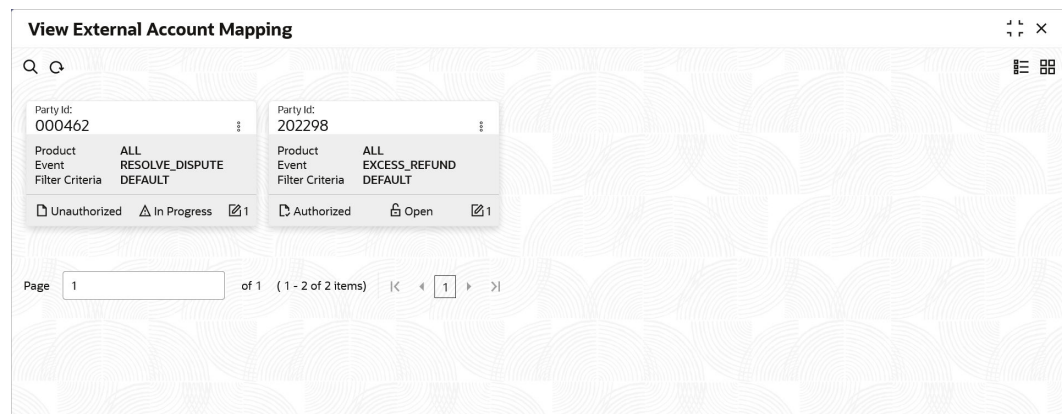
- The status, whether Authorized, Unauthorized, or Rejected
- Open or Closed
- The number of times the record has been submitted by the Maker added.

Specify **User ID** and **Password**, and login to **Home** screen.

1. On **Home** screen, click **Receivables And Payables**. Under **Receivables And Payables**, click **Maintenance**.
2. Under **Maintenance**, click **Accounting**. Under **Accounting**, click **External Account Mapping**.
3. Under **External Account Mapping**, click **View External Account Mapping**.

The **View External Account Mapping** screen displays.

**Figure 3-8 View External Account Mapping**



4. Filter the records in the **View** screen:
  - a. Click **Search** icon to view the filters. The user can filter the records by Product, Event, Party Id, Authorization Status, and Record Status.
  - b. Select the required filter criteria and click **Search** button to filter the records.
  - c. Click **Reset** to reset the filter criteria.
5. Click **Refresh** icon to refresh the records.
6. Click **Options** icon and then, select any of the following options:
  - a. **Unlock** – To modify the record details. Refer to the **Create** screen for the field level details.
  - b. **Authorize** – To authorize or reject the record. Authorizing/Rejecting requires necessary access rights.

- Optional: Click **View** to view the record details.
- Select the record and click **Approve** to approve the record.
- Select the record and click **Reject** to reject the record. Specify the relevant comments in the pop-up window that appears, and click **Confirm**.
- c. **Delete/Close** – To remove the record.
  - Optional: In the confirmation pop-up window, click **View** to view the record details.
  - Click **Proceed** to delete the record.
- d. **Copy** – To copy the record parameters for creating a new record.
- e. **View** – To view the record details.
- f. **Reopen** – To reopen the closed record.

## 3.1.5 Internal Account Mapping

This topic describes the information to setup the reference data for internal account mapping in Cash Management system.

- [Create Internal Account Mapping](#)  
This topic describes the systematic instruction to map internal accounts (Customer accounts and Bank GL accounts) with specific accounting roles.
- [View Internal Account Mapping](#)  
This topic describes the systematic instruction to view, modify, delete, or authorize internal account mapping records that have been created.

### 3.1.5.1 Create Internal Account Mapping

This topic describes the systematic instruction to map internal accounts (Customer accounts and Bank GL accounts) with specific accounting roles.

Specify **User ID** and **Password**, and login to **Home** screen.

1. On **Home** screen, click **Receivables And Payables**. Under **Receivables And Payables**, click **Maintenance**.
2. Under **Maintenance**, click **Accounting**. Under **Accounting**, click **Internal Account Mapping**.
3. Under **Internal Account Mapping**, click **Create Internal Account Mapping**.  
The **Create Internal Account Mapping** screen displays.

**Figure 3-9 Create Internal Account Mapping**

- Specify the fields on **Create Internal Account Mapping** screen.

**Note:**

The fields marked as **Required** are mandatory.


For more information on fields, refer to the field description table.

**Table 3-5 Create Internal Account Mapping - Field Description**

Field	Description
<b>Branch</b>	Select the branch in which account is maintained.
<b>Product</b>	Select the product for which internal account mapping is to be maintained. The user can select <b>ALL</b> if the account is to be used for all the products.
<b>Role</b>	Click the search icon to select the accounting role to map the account to.
<b>Account Type</b>	Switch the toggle button to select either CASA or GL for the mapping.
<b>Settlement Method</b>	Select the settlement method corresponding to the account type.
<b>Account in Transaction Currency</b>	Use this toggle button to specify whether the accounting should be done in transaction currency or not.
<b>Filter Criteria</b>	Select any one of the following criteria: <ul style="list-style-type: none"> <li><b>Party and Division Code Based</b></li> <li><b>Event and Party Based</b></li> <li><b>Party Based</b></li> <li><b>Event Based</b></li> <li><b>Charge Code Based</b></li> <li><b>Default</b></li> </ul>
<b>Party</b>	Click the search icon and select the party to whose account is to be mapped. This field is displayed only if <b>Filter Criteria</b> selected as <b>Party</b> .

Table 3-5 (Cont.) Create Internal Account Mapping - Field Description

Field	Description
<b>Division Code</b>	Click the search icon and select the applicable division code. This field is displayed only if <b>Filter Criteria</b> selected as <b>Division Code</b> .
<b>Event</b>	Select an event for account mapping. This field is displayed only if <b>Filter Criteria</b> selected as <b>Event</b> .
<b>Charge Code</b>	Select the charge code to map the account with. This field is displayed only if <b>Filter Criteria</b> selected as <b>Charge Code</b> .
<b>Account Currency</b>	Select the currency of the account to be mapped.
<b>Account Number</b>	Click the Search icon and select real/virtual account number.
<b>Default Account</b>	Use this toggle button to specify if this account should be considered as the default one.

5. Click **Add/ Edit** to add the details to the grid.
  - Click  icon in the **Action** column to edit or delete the row.
6. Click **Reset** to clear the selected values, if required.
7. Click **Save** to save the data and send it for authorization.

### 3.1.5.2 View Internal Account Mapping

This topic describes the systematic instruction to view, modify, delete, or authorize internal account mapping records that have been created.

A tile is present for each record that has been created. The bottom portion of each record-tile displays the following:

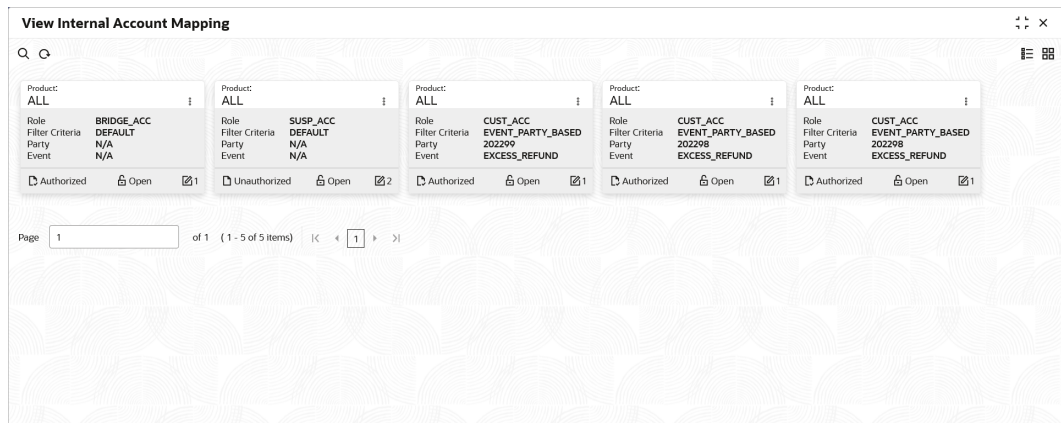
- The status, whether Authorized, Unauthorized, or Rejected
- Open or Closed
- The number of times the record has been submitted by the Maker added.

Specify **User ID** and **Password**, and login to **Home** screen.

1. On **Home** screen, click **Receivables And Payables**. Under **Receivables And Payables**, click **Maintenance**.
2. Under **Maintenance**, click **Accounting**. Under **Accounting**, click **Internal Account Mapping**.
3. Under **Internal Account Mapping**, click **View Internal Account Mapping**.

The **View Internal Account Mapping** screen displays.

Figure 3-10 View Internal Account Mapping



4. Filter the records in the **View** screen:
  - a. Click **Search** icon to view the filters. The user can filter the records by Branch, Product, Role, Party, Location, Authorization Status and Record Status.
  - b. Select the required filter criteria and click **Search** button to filter the records.
  - c. Click **Reset** to reset the filter criteria.
5. Click **Refresh** icon to refresh the records.
6. Click **Options** icon and then select any of the following options:
  - a. **Unlock** – To modify the record details. Refer to the **Create** screen for the field level details.
  - b. **Authorize** – To authorize or reject the record. Authorizing/Rejecting requires necessary access rights.
    - Optional: Click **View** to view the record details.
    - Select the record and click **Approve** to approve the record.
    - Select the record and click **Reject** to reject the record. Specify the relevant comments in the pop-up window that appears, and click **Confirm**.
  - c. **Delete/Close** – To remove the record.
    - Optional: In the confirmation pop-up window, click **View** to view the record details.
    - Click **Proceed** to delete the record.
  - d. **Copy** – To copy the record parameters for creating a new record.
  - e. **View** – To view the record details.
  - f. **Reopen** – To reopen the closed record.

## 3.2 Charges Maintenance

This topic describes the information to maintain the charges in Cash Management system.

Banks can levy charges on services extended to corporates with respect to managing and financing receivables and payables, like documentation charges, handling charges and so on. These charges can be configured at default/global level for specific products or parties. The levying of the charges can be triggered by specific events such as auto-debit, EOD, etc.

Once configured, the charges would get levied for manual as well as auto processing mode for transactions.

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

Banks are also empowered to configure flexible and preferential pricing as per corporate risk profile and assessment.

This topic contains the following subtopics:

- [Charge Code](#)  
This topic describes the information to setup the reference data for charge codes in Cash Management system.
- [Charge Rule Maintenance](#)  
This topic describes the information to setup the rules for charge pricing/charge calculation based on the bank's requirements in Cash Management system.
- [Charge Decisioning](#)  
This topic describes the information to map the charge rule template and charge code to a specific products.
- [Charge Preferential Pricing](#)  
This topic describes the information to configure the special pricing or charge application for a specific corporate.

## 3.2.1 Charge Code

This topic describes the information to setup the reference data for charge codes in Cash Management system.

- [Create Charge Code](#)  
This topic describes the systematic instruction to manage the charge code.
- [View Charge Code](#)  
This topic describes the systematic instruction to view, modify, delete, or authorize the charge codes that have been created.

### 3.2.1.1 Create Charge Code

This topic describes the systematic instruction to manage the charge code.

Specify **User ID** and **Password**, and login to **Home** screen.

1. On **Home** screen, click **Receivables And Payables**. Under **Receivables And Payables**, click **Maintenance**.
2. Under **Maintenance**, click **Charges**. Under **Charges**, click **Charge Code**.
3. Under **Charge Code**, click **Create Charge Code**.

The **Create Charge Code** screen displays.



**Figure 3-11 Create Charge Code**

- Specify the fields on **Create Charge Code** screen.

 **Note:**

The fields marked as **Required** are mandatory.

For more information on fields, refer to the field description table.

**Table 3-6 Create Charge Code - Field Description**

Field	Description
<b>Charge Code</b>	Specify the unique charge code to be created.
<b>Charge Description</b>	Specify the description of the charge.
<b>Charge Group</b>	Select the group to which this charge code belongs. This field is purely for the purpose of maintaining information in the Management Information System (MIS). The available options are: <ul style="list-style-type: none"> <li>• <b>Rebates</b></li> <li>• <b>Tax</b></li> <li>• <b>Commission</b></li> <li>• <b>Fee</b></li> </ul>
<b>Charge Category</b>	Select the value to specify whether charge is of tax or standard category.
<b>Charge Type</b>	Specify if this charge code is of debit or credit type.
<b>Effective Date</b>	Click the calendar icon to select the start date of the charge code validity.
<b>Expiry Date</b>	Click the calendar icon to select the end date of the charge code validity.

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

### 3.2.1.2 View Charge Code

This topic describes the systematic instruction to view, modify, delete, or authorize the charge codes that have been created.

A tile is present for each record that has been created. The bottom portion of each record-tile displays the following:

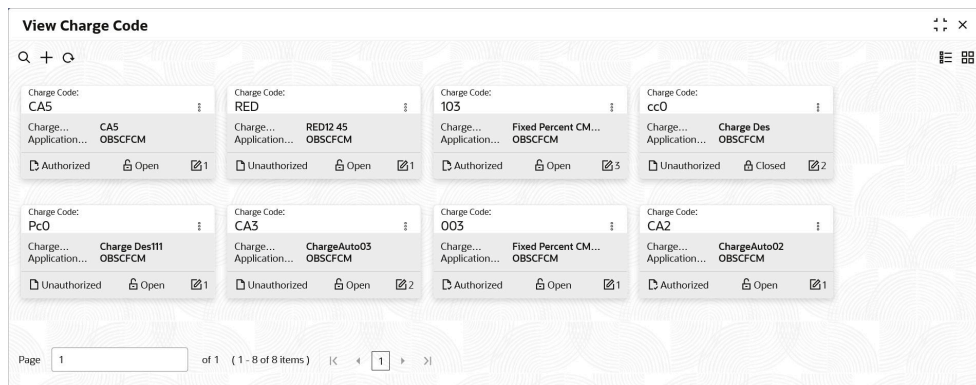
- The status, whether Authorized, Unauthorized, or Rejected
- Open or Closed
- The number of times the record has been submitted by the Maker added.

Specify **User ID** and **Password**, and login to **Home** screen.

1. On **Home** screen, click **Receivables And Payables**. Under **Receivables And Payables**, click **Maintenance**.
2. Under **Maintenance**, click **Charges**. Under **Charges**, click **Charge Code**.
3. Under **Charge Code**, click **View Charge Code**.

The **View Charge Code** screen displays.

**Figure 3-12 View Charge Code**



4. Filter the records in the **View** screen:
  - a. Click **Search** icon to view the filters. The user can filter the records by Charge Code, Charge Description, Charge Group, Charge Category, Authorization Status, and Record Status.
  - b. Select the required filter criteria and click **Search** button to filter the records.
  - c. Click **Reset** to reset the filter criteria.
5. Click **Refresh** icon to refresh the records.
6. Click **Options** icon and then select any of the following options:
  - a. **Unlock** – To modify the record details. Refer to the **Create** screen for the field level details.
  - b. **Authorize** – To authorize or reject the record. Authorizing/Rejecting requires necessary access rights.
    - Optional: Click **View** to view the record details.

- Select the record and click **Approve** to approve the record.
- Select the record and click **Reject** to reject the record. Specify the relevant comments in the pop-up window that appears, and click **Confirm**.
- c. **Delete/Close** – To remove the record.
  - Optional: In the confirmation pop-up window, click **View** to view the record details.
  - Click **Proceed** to delete the record.
- d. **Copy** – To copy the record parameters for creating a new record.
- e. **View** – To view the record details.
- f. **Reopen** – To reopen the closed record.

## 3.2.2 Charge Rule Maintenance

This topic describes the information to setup the rules for charge pricing/charge calculation based on the bank's requirements in Cash Management system.

- [Create Charge Rule Maintenance](#)  
This topic describes the systematic instruction to define rules for charge pricing/charge calculation based on the bank's requirements.
- [View Charge Rule Maintenance](#)  
This topic describes the systematic instruction to view, modify, delete, or authorize the charge rules that have been created.

### 3.2.2.1 Create Charge Rule Maintenance

This topic describes the systematic instruction to define rules for charge pricing/charge calculation based on the bank's requirements.

Specify **User ID** and **Password**, and login to **Home** screen.

1. On **Home** screen, click **Receivables And Payables**. Under **Receivables And Payables**, click **Maintenance**.
2. Under **Maintenance**, click **Charges**. Under **Charges**, click **Charge Rule Maintenance**.
3. Under **Charge Rule Maintenance**, click **Create Rule Maintenance**.

The **Create Rule Maintenance** screen displays.

**Figure 3-13 Create Rule Maintenance**

- Specify the fields on **Create Rule Maintenance** screen.

**Note:**

The fields marked as **Required** are mandatory.


For more information on fields, refer to the field description table.

**Table 3-7 Create Rule Maintenance - Field Description**

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

Table 3-7 (Cont.) Create Rule Maintenance - Field Description

Field	Description
<b>Flat Charge</b>	Switch the toggle ON if the flat charge should be applied. This field is displayed only if <b>Pricing Category</b> is selected as <b>Fixed Percent</b> .
<b>Fixed Percent</b>	Specify the charge percentage. This field is displayed only if <b>Pricing Category</b> is selected as <b>Fixed Percent</b> .
<b>From</b>	Displays the start value of the amount/ percent/ duration range. This field is displayed only if <b>Pricing Category</b> is selected as <b>Tier Based</b> Categories.
<b>To</b>	Specify the end value of the amount/ percent/ duration range. This field is displayed only if <b>Pricing Category</b> is selected as <b>Tier Based</b> Categories.
<b>Amount</b>	Specify the charge amount. This field is displayed only if <b>Pricing Category</b> is selected as <b>Tier Based Amount</b> or <b>Tier Based Mixed</b> .
<b>Units</b>	Specify the number of charge unit. This field is displayed only if <b>Pricing Category</b> is selected as <b>Tier Based Amount</b> and <b>Pricing Method</b> is selected as count-based.
<b>Percent</b>	Specify the charge percentage. This field is displayed only if <b>Pricing Category</b> is selected as <b>Tier Based Percent</b> or <b>Tier Based Mixed</b> .

5. Click **Add** to add the charge rule details to the grid.
  - a. Select the record in the grid and then click  icon in the **Action** column.
  - b. Click **Edit** to edit the selected row.
  - c. Click **Delete** to delete the selected row.
6. Click **Reset** to reset the fields, if required.
7. Click **Save** to save the record and send it for authorization.

### 3.2.2.2 View Charge Rule Maintenance

This topic describes the systematic instruction to view, modify, delete, or authorize the charge rules that have been created.

A tile is present for each record that has been created. The bottom portion of each record-tile displays the following:

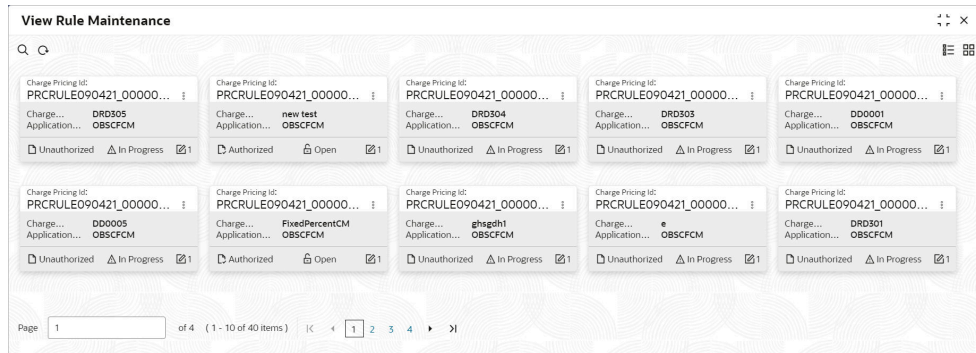
- The status, whether Authorized, Unauthorized, or Rejected
- Open or Closed
- The number of times the record has been submitted by the Maker added.

Specify **User ID** and **Password**, and login to **Home** screen.

1. On **Home** screen, click **Receivables And Payables**. Under **Receivables And Payables**, click **Maintenance**.
2. Under **Maintenance**, click **Charges**. Under **Charges**, click **Charge Rule Maintenance**.

3. Under **Charge Rule Maintenance**, click **View Rule Maintenance**.  
The **View Rule Maintenance** screen displays.

**Figure 3-14 View Rule Maintenance**



4. Filter the records in the **View** screen:
  - a. Click **Search** icon to view the filters. The user can filter the records by Charge Pricing Id, Charge Description, Authorization Status and Record Status.
  - b. Select the required filter criteria and click **Search** button to filter the records.
  - c. Click **Reset** to reset the filter criteria.
5. Click **Refresh** icon to refresh the records.
6. Click **Options** icon and then, select any of the following options:
  - a. **Unlock** – To modify the record details. Refer to the **Create** screen for the field level details.
  - b. **Authorize** – To authorize or reject the record. Authorizing/Rejecting requires necessary access rights.
    - Optional: Click **View** to view the record details.
    - Select the record and click **Approve** to approve the record.
    - Select the record and click **Reject** to reject the record. Specify the relevant comments in the pop-up window that appears, and click **Confirm**.
  - c. **Delete/Close** – To remove the record.
    - Optional: In the confirmation pop-up window, click **View** to view the record details.
    - Click **Proceed** to delete the record.
  - d. **Copy** – To copy the record parameters for creating a new record.
  - e. **View** – To view the record details.
  - f. **Reopen** – To reopen the closed record.

### 3.2.3 Charge Decisioning

This topic describes the information to map the charge rule template and charge code to a specific products.

- [Create Charge Decisioning](#)  
This topic describes the systematic instruction to map the charge rule and charge code to a specific product.
- [View Charge Decisioning](#)  
This topic describes the systematic instruction to view, modify, delete, or authorize charge decisioning records that have been created.

### 3.2.3.1 Create Charge Decisioning

This topic describes the systematic instruction to map the charge rule and charge code to a specific product.

Specify **User ID** and **Password**, and login to **Home** screen.

1. On **Home** screen, click **Receivables And Payables**. Under **Receivables And Payables**, click **Maintenance**.
2. Under **Maintenance**, click **Charges**. Under **Charges**, click **Charge Decisioning**.
3. Under **Charge Decisioning**, click **Create Charge Decisioning**.

The **Create Charge Decisioning** screen displays.

**Figure 3-15 Create Charge Decisioning**

4. Specify the fields on **Create Charge Decisioning** screen.

 **Note:**

The fields marked as **Required** are mandatory.

For more information on fields, refer to the field description table.

**Table 3-8 Create Charge Decisioning - Field Description**

Field	Description
<b>Event</b>	Select the event on the occurrence of which, the charge should be applied.
<b>Filter Criteria</b>	Select the appropriate filter criteria on which the charge is required to be calculated and debited. This can be Default, Product Based, or Instrument Type Status Based.
<b>Instrument Type</b>	Select the instrument type for which the charge is to be mapped.  This field appears if the <b>Filter Criteria</b> is selected as <b>Instrument Type</b> .
<b>Instrument Status</b>	Select the relevant status of the instrument based on which the charge would get levied. Different charges and pricing can be configured for combination of instruments and their status.  This field appears if the <b>Filter Criteria</b> is selected as <b>Instrument Type</b> .
<b>Inherit Charges</b>	Specify if default charges should be inherited as set up for default filter criteria or should be overridden as well.
<b>Charge Code</b>	Select the charge code for which the decisioning is to be configured.
<b>Charge Sharing</b>	Switch the toggle ON if charge sharing is applicable.
<b>Sharing Percentage Allocation</b>	Click the link to specify the sharing percentage for each party. This link is displayed only if the <b>Charge Sharing</b> toggle is enabled.
<b>Party To Charge</b>	Select the party to be charged. This field is displayed if you disable <b>Charge Sharing</b> .
<b>Charge Pricing Rule</b>	Click the search icon to select the charge pricing rule to be applied.
<b>External Pricing</b>	Switch the toggle ON to allow the user to configure the external pricing. By default, this toggle will be OFF.
<b>Charge Criteria</b>	Select the criteria to be considered based on which the charge should be calculated. The available options are: <ul style="list-style-type: none"> <li>• Count of POs</li> <li>• Parent Charge Code</li> <li>• Count of Invoice</li> <li>• Invoice Amount</li> <li>• PO Amount</li> </ul>



Table 3-8 (Cont.) Create Charge Decisioning - Field Description

Field	Description
<b>External Pricing System</b>	Select the external pricing system from the dropdown list for which the external charges needs to be configured. This field appears only if the <b>External Pricing</b> toggle is ON.
<b>External Pricing Identifier</b>	Specify the unique identifier for the external pricing system. This field appears only if the <b>External Pricing</b> toggle is ON.
<b>External Pricing Identifier Description</b>	Specify the brief description about the external pricing identifier. This field appears only if the <b>External Pricing</b> toggle is ON.
<b>Parent Charge Code</b>	Select the parent charge code.  The field displays if the <b>Charge Criteria</b> is selected as <b>Parent Charge Code</b> .
<b>Reference Tenor Start Date</b>	Specify which date should be considered to calculate the start of charge tenor duration
<b>Reference Tenor End Date</b>	Specify which date should be considered to calculate the end of charge tenor duration.
<b>Effective Date</b>	Click the calendar icon to select the start date of the charge decisioning validity.
<b>Expiry Date</b>	Click the calendar icon to select the end date of the charge decisioning validity.
<b>Auto Waive</b>	Switch the toggle ON to enable automatic charge waiving at the time of transaction processing.  This field is displayed only if <b>Filter Criteria</b> is selected as <b>Instrument Type Status Based</b> .
<b>Allow Waive</b>	Switch the toggle ON to enable manual charge waiving at the time of transaction processing. If the <b>Auto Waive</b> toggle is switched ON, then this toggle is switched OFF and disabled by default.
<b>Allow Pricing Modification</b>	Switch the toggle On to allow pricing rule modification at the time of transaction processing. If the <b>Auto Waive</b> toggle is switched ON, then this toggle is switched OFF and disabled by default.
<b>Allow Override</b>	Switch the toggle On to enable overriding of charge amount at the time of transaction processing. If the <b>Auto Waive</b> toggle is switched ON, then this toggle is switched OFF and disabled by default
<b>Collection Parameters</b>	Displays the fields related to Collection Parameters under this section.
<b>Collection Type</b>	Specify how the charge should be collected.
<b>Frequency</b>	Specify the frequency of charge collection.  This field is displayed only if the <b>Collection Type</b> is selected as <b>Batch</b> .

**Table 3-8 (Cont.) Create Charge Decisioning - Field Description**

<b>Field</b>	<b>Description</b>
<b>Reference Period</b>	<p>Specify when the collection should take place for the selected frequency.</p> <p>For monthly or half-yearly frequency, the collection can take place either at the beginning of the period (BOP) or end of the period (EOP).</p> <p>For weekly frequency, the collection can happen on a specific day of the week.</p> <p>This field is displayed only if the <b>Collection Type</b> is selected as <b>Batch</b>.</p>
<b>Units</b>	<p>This field specifies whether the charge collection should take place as per units of specified frequency. If monthly frequency is specified and the number of units is 2, then the charge would be collected once in two months.</p> <p>This field is displayed only if the <b>Collection Type</b> is selected as <b>Batch</b>.</p>
<b>Calculation Parameters</b>	Displays the fields related to Calculation Parameters under this section.
<b>Calculation Type</b>	Specify how the charge should be calculated.
<b>Frequency</b>	<p>Specify the frequency of charge calculation.</p> <p>This field is displayed only if the <b>Calculation Type</b> is selected as <b>Batch</b>.</p>
<b>Reference Period</b>	<p>Specify when the calculation should take place for the selected frequency.</p> <p>For monthly or half-yearly frequency, the calculation can take place either at the beginning of the period (BOP) or end of the period (EOP).</p> <p>For weekly frequency, the calculation can happen on a specific day of the week.</p> <p>This field is displayed only if the <b>Calculation Type</b> is selected as <b>Batch</b>.</p>
<b>Units</b>	<p>Specify whether the charge calculation should take place as per units of specified frequency. If monthly frequency is specified and the number of units is 2, then the charge would be calculated once in two months.</p> <p>This field is displayed only if the <b>Calculation Type</b> is selected as <b>Batch</b>.</p>
<b>Add/Override Charges</b>	Displays the details of new charges added in this grid.
<b>Default Charges</b>	Displays the default charges configured for the selected event in this grid, if the <b>Inherit Charges</b> is selected as <b>Inherit Default Charges</b> . These charges cannot be modified.

5. Click **Sharing Percentage Allocation** link to specify the sharing percentage for each party.  
The **Charge Sharing Allocation** popup screen displays.

**Figure 3-16 Charge Sharing Allocation**

**Charge Sharing Allocation** ✕

Party To Charge:  Sharing Percentage:

Required

Charge Sharing	Sharing Percentage Allocation	Action
C	100	⋮

Page 1 of 1 (1 of 1 items) | ⏪ ⏩ 1 ⏪ ⏩

- a. From the **Party to Charge** list, select the party to be charged.
- b. In the **Sharing Percentage**, enter the percentage to be allotted to the selected party.
- c. Click **Add** to add the details in the grid.
- d. Repeat these steps to add more parties to be charged.

**Note:**

The sum of percentages of all added parties should be 100.

- e. If required, click icon under the **Action** column in the grid and then click **Edit** to modify details or click **Delete** to remove the record.
  - f. Click **OK** to save the charge sharing details.
6. Click **Add** to add the details to the grid.
  7. Perform the following steps to take action on the records in the grid:
    - a. Select the record in the grid and click **Options** icon in the **Action** column.

- b. Click **Edit** to modify the details.
  - c. Click **Delete** to remove the record.
8. Click **Save** to save the data and send it for authorization.

### 3.2.3.2 View Charge Decisioning

This topic describes the systematic instruction to view, modify, delete, or authorize charge decisioning records that have been created.

A tile is present for each record that has been created. The bottom portion of each record-tile displays the following:

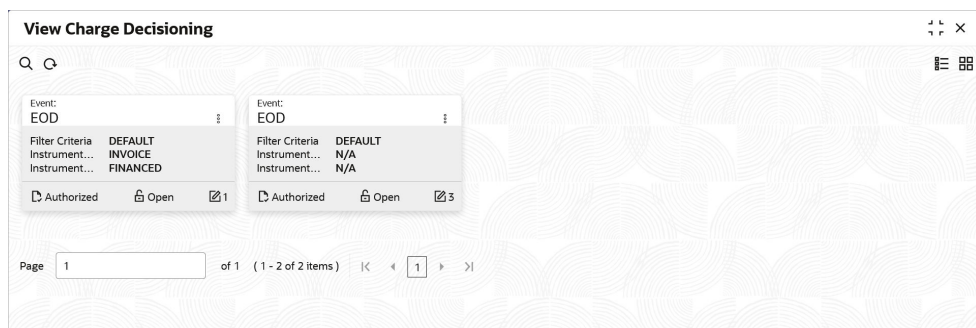
- The status, whether Authorized, Unauthorized, or Rejected
- Open or Closed
- The number of times the record has been submitted by the Maker added.

Specify **User ID** and **Password**, and login to **Home** screen.

1. On **Home** screen, click **Receivables And Payables**. Under **Receivables And Payables**, click **Maintenance**.
2. Under **Maintenance**, click **Charges**. Under **Charges**, click **Charge Decisioning**.
3. Under **Charge Decisioning**, click **View Charge Decisioning**.

The **View Charge Decisioning** screen displays.

**Figure 3-17 View Charge Decisioning**



4. Filter the records in the **View** screen:
  - a. Click the **Search** icon to view the filters. The user can filter the records by Instrument Type, Instrument Status, Product, Credit/Debit Status, Event, Authorization Status and Record Status.
  - b. Select the required filter criteria and click **Search** button to filter the records.
  - c. Click **Reset** to reset the filter criteria.
5. Click **Refresh** icon to refresh the records.
6. Click **Options** icon and then, select any of the following options:
  - a. **Unlock** – To modify the record details. Refer to the **Create** screen for the field level details.
  - b. **Authorize** – To authorize or reject the record. Authorizing/Rejecting requires necessary access rights.

- Optional: Click **View** to view the record details.
- Select the record and click **Approve** to approve the record.
- Select the record and click **Reject** to reject the record. Specify the relevant comments in the pop-up window that appears, and click **Confirm**.
- c. **Delete/Close** – To remove the record.
  - Optional: In the confirmation pop-up window, click **View** to view the record details.
  - Click **Proceed** to delete the record.
- d. **Copy** – To copy the record parameters for creating a new record.
- e. **View** – To view the record details.
- f. **Reopen** – To reopen the closed record.

## 3.2.4 Charge Preferential Pricing

This topic describes the information to configure the special pricing or charge application for a specific corporate.

- [Create Charge Preferential Pricing](#)  
This topic describes the systematic instruction to maintain the charges for specific products or parties.
- [View Charge Preferential Pricing](#)  
This topic describes the systematic instruction to view, modify, delete, or authorize charge preferential pricing records that have been created.

### 3.2.4.1 Create Charge Preferential Pricing

This topic describes the systematic instruction to maintain the charges for specific products or parties.

Specify **User ID** and **Password**, and login to **Home** screen.

1. On **Home** screen, click **Receivables And Payables**. Under **Receivables And Payables**, click **Maintenance**.
2. Under **Maintenance**, click **Charges**. Under **Charges**, click **Charge Preferential Pricing**.
3. Under **Charge Preferential Pricing**, click **Create Preferential Pricing**.

The **Create Preferential Pricing** screen displays.

Figure 3-18 Create Preferential Pricing

- Specify the fields on **Create Preferential Pricing** screen.

**Note:**

The fields marked as **Required** are mandatory.

For more information on fields, refer to the field description table.

Table 3-9 Create Preferential Pricing - Field Description


Field	Description
<b>Filter Criteria</b>	Select the appropriate filter criteria for specific application of accounting entries. Based on the selected criteria, the Party ID, Instrument Type, and Instrument Status fields are displayed.
<b>Party</b>	Click the search icon to select the party to map the preferential pricing to.
<b>Instrument Type</b>	Select the type of instrument to map the preferential pricing to. Instrument statuses are available based on the selected instrument type. This field is displayed only if the <b>Filter Criteria</b> is selected as <b>Instrument Type</b> .

Table 3-9 (Cont.) Create Preferential Pricing - Field Description

Field	Description
<b>Instrument Status</b>	Select the status of the instrument to map the preferential pricing to.  This field is displayed only if the <b>Filter Criteria</b> is selected as <b>Instrument Type</b> .
<b>Charge Code</b>	Click the search icon to select the charge code for pricing configuration.
<b>Charge Criteria</b>	Select the criteria to be considered based on which charge should be calculated.
<b>Charge Pricing Rule</b>	Click the search icon to select the charge pricing rule to be applied.
<b>Parent Charge Code</b>	Select the parent charge code. This field is displayed if the <b>Charge Criteria</b> is selected as <b>Parent Charge Code</b> .
<b>External Pricing</b>	Switch the toggle ON to allow the user to configure the external pricing. By default, this toggle will be OFF.
<b>External Pricing System</b>	Select the external pricing system from the dropdown list for which the external charges needs to be configured. This field appears only if the <b>External Pricing</b> toggle is ON.
<b>External Pricing Identifier</b>	Specify the unique identifier for the external pricing system. This field appears only if the <b>External Pricing</b> toggle is ON.
<b>External Pricing Identifier Description</b>	Specify the brief description about the external pricing identifier. This field appears only if the <b>External Pricing</b> toggle is ON.
<b>Reference Tenor Start Date</b>	Specify which date should be considered to calculate the start of tenor duration.
<b>Reference Tenor End Date</b>	Specify which date should be considered to calculate the end of tenor duration.
<b>Effective Date</b>	Click the calendar icon to select the start date of the preferential charge validity.
<b>Expiry Date</b>	Click the calendar icon to select the end date of the preferential charge validity.
<b>Charge Application</b>	Switch the toggle ON to enable charge application.
<b>Allow Waive</b>	Switch the toggle ON to enable charge waiving.
<b>Allow Override</b>	Switch the toggle ON to enable overriding of the charge.
<b>Allow Pricing Modification</b>	Switch the toggle ON to allow pricing modification.
<b>Collection Parameters</b>	Displays the fields related to Collections Parameters.
<b>Collection Type</b>	Specify how the pricing should be collected.
<b>Frequency</b>	Specify the frequency of charge collection.  This field is displayed only if the <b>Collection Type</b> is selected as <b>Batch</b> .

Table 3-9 (Cont.) Create Preferential Pricing - Field Description

Field	Description
<b>Reference Period</b>	Specify when the collection should take place for the selected frequency.  This field is displayed only if the <b>Collection Type</b> is selected as <b>Batch</b> .
<b>Units</b>	Specify whether the charge collection should take place as per units of specified frequency.  This field is displayed only if the <b>Collection Type</b> is selected as <b>Batch</b> .
<b>Calculation Parameters</b>	Displays the fields related to Calculation Parameters.
<b>Calculation Type</b>	Specify how the pricing should be calculated.
<b>Frequency</b>	Specify the frequency of charge calculation.  This field is displayed only if the <b>Calculation Type</b> is selected as <b>Batch</b> .
<b>Reference Period</b>	Specify when the calculation should take place for the selected frequency.  This field is displayed only if the <b>Calculation Type</b> is selected as <b>Batch</b> .
<b>Units</b>	Specify whether the charge calculation should take place as per units of specified frequency.  This field is displayed only if the <b>Calculation Type</b> is selected as <b>Batch</b> .
<b>Charges Grid</b>	Displays the details of the preferential pricing added as an entry in this grid.

5. Click **Add** to add the details to the grid.
6. Click **Reset** to reset the rows in the grid.
7. Perform the following steps to take action on the records in the grid:
  - a. Select the record in the grid and then click  icon in the **Action** column.
  - b. Click **Edit** to modify the details.
  - c. Click **Delete** to remove the record.
8. Click **Save** to save the record and send it for authorization.

### 3.2.4.2 View Charge Preferential Pricing

This topic describes the systematic instruction to view, modify, delete, or authorize charge preferential pricing records that have been created.

A tile is present for each record that has been created. The bottom portion of each record-tile displays the following:

- The status, whether Authorized, Unauthorized, or Rejected



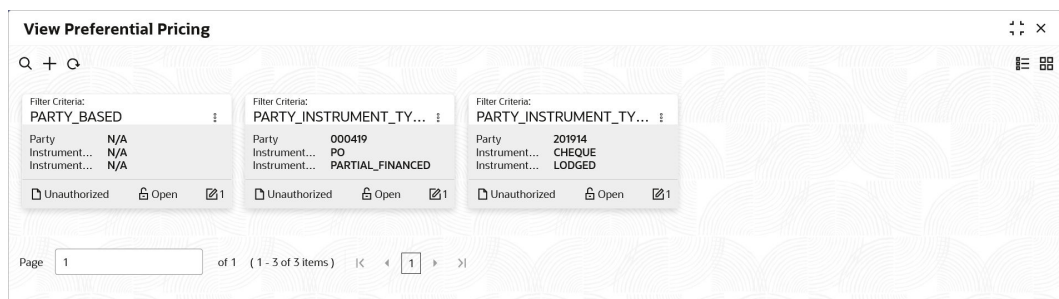
- Open or Closed
- The number of times the record has been submitted by the Maker added.

Specify **User ID** and **Password**, and login to **Home** screen.

1. On **Home** screen, click **Receivables And Payables**. Under **Receivables And Payables**, click **Maintenance**.
2. Under **Maintenance**, click **Charges**. Under **Charges**, click **Charge Preferential Pricing**.
3. Under **Charge Preferential Pricing**, click **View Preferential Pricing**.

The **View Preferential Pricing** screen displays.

**Figure 3-19 View Preferential Pricing**



4. Filter the records in the **View** screen:
  - a. Click **Search** icon to view the filters. The user can filter the records by Product, Credit/Debit Status, Party, Instrument Type, Instrument Status, Authorization Status and Record Status.
  - b. Select the required filter criteria and click **Search** button to filter the records.
  - c. Click **Reset** to reset the filter criteria.
5. Click **Refresh** icon to refresh the records.
6. Click **Options** icon and then, select any of the following options:
  - a. **Unlock** – To modify the record details. Refer to the **Create** screen for the field level details.
  - b. **Authorize** – To authorize or reject the record. Authorizing/Rejecting requires necessary access rights.
    - Optional: Click **View** to view the record details.
    - Select the record and click **Approve** to approve the record.
    - Select the record and click **Reject** to reject the record. Specify the relevant comments in the pop-up window that appears, and click **Confirm**.
  - c. **Delete/Close** – To remove the record.
    - Optional: In the confirmation pop-up window, click **View** to view the record details.
    - Click **Proceed** to delete the record.
  - d. **Copy** – To copy the record parameters for creating a new record.
  - e. **View** – To view the record details.

- f. **Reopen** – To reopen the closed record.

## 3.3 Commodity Maintenance

This topic describes the information to maintain the commodity details to each supplier for creation of invoice data either through UI or upload.

This topic contains the following subtopics:

- [Create Commodity](#)  
This topic describes the systematic instruction to create a commodity record required for creation of invoice/PO record.
- [View Commodity](#)  
This topic describes the systematic instruction to view, modify, delete, or authorize the commodities that have been created.

### 3.3.1 Create Commodity

This topic describes the systematic instruction to create a commodity record required for creation of invoice/PO record.

Newly created alert types take effect once authorized and cannot be modified thereafter.

Specify **User ID** and **Password**, and login to **Home** screen.

1. On **Home** screen, click **Receivables And Payables**. Under **Receivables And Payables**, click **Maintenance**.
2. Under **Maintenance**, click **Commodity**. Under **Commodity**, click **Create Commodity**.

The **Create Commodity** screen displays.

**Figure 3-20 Create Commodity**

The screenshot shows the 'Create Commodity' interface. At the top, there's a search bar for 'Supplier Id' containing 'ABZ Solutions 000462'. Below are several input fields: 'Commodity Code' (marked 'Required'), 'Commodity Name' (marked 'Required'), 'Description', 'Tax(%)', 'Discount(%)', 'Country of Origin' (with a 'Select' dropdown), and 'Year'. There are 'Add/Edit' and 'Reset' buttons. A table displays one commodity record with columns: Commodity Code, Commodity Name, Description, Tax(%), Discount(%), Country of Origin, Year, Unit Details, and Action. The record shows: COM123456, COMMODITY, Commodity Desc, 1, 0.5, IN, 2000, Add/Edit, and a vertical ellipsis. At the bottom right, there are 'Cancel' and 'Save' buttons.

3. Specify the fields on **Create Commodity** screen.

#### Note:

The fields marked as **Required** are mandatory.

For more information on fields, refer to the field description table.

**Table 3-10 Create Commodity - Field Description**

Field	Description
<b>Supplier Id</b>	Click the Search icon and select the supplier's ID. This field cannot be modified once authorized.
<b>Supplier Name</b>	Displays the Supplier name based on selected supplier ID.
<b>Commodity Code</b>	Specify the unique commodity code to be created.
<b>Commodity Name</b>	Specify the name of the commodity.
<b>Description</b>	Specify the description of the commodity.
<b>Tax(%)</b>	Specify the percentage of tax to be levied on commodity.
<b>Discount(%)</b>	Specify the percentage of discount applicable on commodity.
<b>Country of Origin</b>	Select the country where the commodity is originated from.
<b>Year</b>	Specify the year of origination.

4. Click **Add/Edit** to add the details to the grid.
5. Perform the following steps to take action on the records in the grid.
  - a. Select the record in the grid and click **Options** icon in the **Action** column.
  - b. Click **Edit** to modify the details.
  - c. Click **Delete** to remove the record.
  - d. In the **Unit Details** column of the grid, click **Add/Edit** link to update the unit details. The **Unit Details** screen displays.

**Figure 3-21 Unit Details**

**Unit Details** [X]

Unit: Select [v] Minimum Unit: [ ] Maximum Unit: [ ] Unit Price: [ ]

[Add/Edit] [Reset]

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

Page 1 of 1 (1 of 1 items) [<] [1] [>]

[OK]

For more information on fields, refer to the field description table.

**Table 3-11 Unit Details - Field Description**

Field	Description
<b>Unit</b>	Specify the measuring unit for the commodity.
<b>Minimum Unit</b>	Specify the minimum units required for the commodity.
<b>Maximum Unit</b>	Specify the maximum units allowed for the commodity.
<b>Unit Price</b>	Specify the price per single unit of a commodity.

- e. Click **Add/Edit** to add records in the grid or modify the selected records. If required, click **Reset** to clear the selected values.
  - f. Click **OK** to go the parent page.
6. Click **Save** to save the record and send it for authorization.

### 3.3.2 View Commodity

This topic describes the systematic instruction to view, modify, delete, or authorize the commodities that have been created.

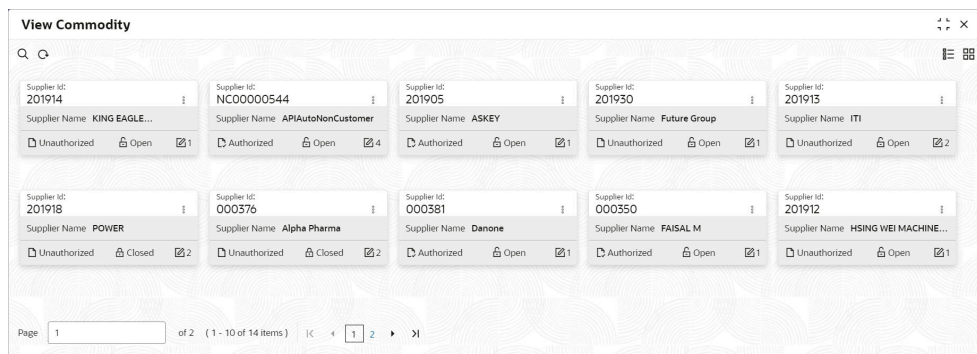
A tile is present for each record that has been created. The bottom portion of each record-tile displays the following:

- The status, whether Authorized, Unauthorized, or Rejected
- Open or Closed
- The number of times the record has been submitted by the Maker added.

Specify **User ID** and **Password**, and login to **Home** screen.

1. On **Home** screen, click **Receivables And Payables**. Under **Receivables And Payables**, click **Maintenance**.
2. Under **Maintenance**, click **Commodity**. Under **Commodity**, click **View Commodity**.

The **View Commodity** screen displays.

**Figure 3-22 View Commodity**

3. Filter the records in the **View** screen:
  - a. Click **Search** icon to view the filters. The user can filter the records by Supplier Id, Authorization Status, and Record Status.

- b. Select the required filter criteria and click **Search** button to filter the records.
        - c. Click **Reset** to reset the filter criteria.
  4. Click **Refresh** icon to refresh the records.
  5. Click **Options** icon and then select any of the following options:
    - a. **Unlock** – To modify the record details. Refer to the **Create** screen for the field level details.
    - b. **Authorize** – To authorize or reject the record. Authorizing/Rejecting requires necessary access rights.
      - Optional: Click **View** to view the record details.
      - Select the record and click **Approve** to approve the record.
      - Select the record and click **Reject** to reject the record. Specify the relevant comments in the pop-up window that appears, and click **Confirm**.
    - c. **Delete/Close** – To remove the record.
      - Optional: In the confirmation pop-up window, click **View** to view the record details.
      - Click **Proceed** to delete the record.
    - d. **Copy** – To copy the record parameters for creating a new record.
    - e. **View** – To view the record details.
    - f. **Reopen** – To reopen the closed record.

## 3.4 Division Code Maintenance

This topic describes the information to maintain the division codes for parties in Cash Management system.

Once created, disbursement or settlement for a finance can be managed through accounts specific to those divisions.

This topic contains the following subtopics:

- [Create Division Code](#)  
This topic describes the systematic instruction to create a division code for a party.
- [View Division Code](#)  
This topic describes the systematic instruction to view, modify, delete, or authorize the division code that have been created.

### 3.4.1 Create Division Code

This topic describes the systematic instruction to create a division code for a party.

Newly created code takes effect once authorized and cannot be modified thereafter.


Specify **User ID** and **Password**, and login to **Home** screen.

1. On **Home** screen, click **Receivables And Payables**. Under **Receivables And Payables**, click **Maintenance**.
2. Under **Maintenance**, click **Division Code**. Under **Division Code**, click **Create Division Code**.

The **Create Division Code** screen displays.

**Figure 3-23 Create Division Code**

3. Specify the fields on **Create Division Code** screen.

 **Note:**  
The fields marked as **Required** are mandatory.

For more information on fields, refer to the field description table.

**Table 3-12 Create Division Code - Field Description**

Field	Description
<b>Party Id</b>	Click Search icon to search and select the party from the list.
<b>Party Name</b>	Displays the party name based on the selected Party ID.
<b>Division Code</b>	Specify the unique division code to be created. This field cannot be modified once authorized.
<b>Division Name</b>	Specify the name of the division to be created.
<b>Email</b>	Specify the email id of the division.
<b>Tel No</b>	Specify the Telephone contact number.
<b>Division Address Line 1</b>	Specify the address of the division.
<b>Division Address Line 2</b>	Specify the line 2 of the division address.
<b>Division Address Line 3</b>	Specify the line 3 of the division address.
<b>Division Address Line 4</b>	Specify the line 4 of the division address.
<b>Country</b>	Click the Search icon to search and select the country from the list.

4. Click **Add/Edit** to add the details to the grid. Or, click **Reset** to reset the fields, if required.
  - Select the record in the grid and click **Option** icon in the **Action** column.

- Click **Edit** to modify the details.
  - Click **Delete** to remove the record.
5. Click **Save** to save the record and send it for authorization.

## 3.4.2 View Division Code

This topic describes the systematic instruction to view, modify, delete, or authorize the division code that have been created.

A tile is present for each record that has been created. The bottom portion of each record-tile displays the following:

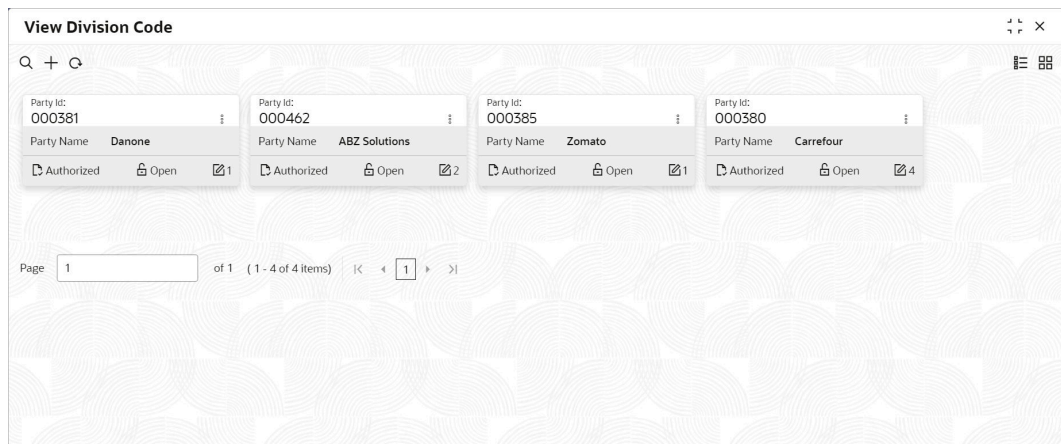
- The status, whether Authorized, Unauthorized, or Rejected
- Open or Closed
- The number of times the record has been submitted by the Maker added.

Specify **User ID** and **Password**, and login to **Home** screen.

1. On **Home** screen, click **Receivables And Payables**. Under **Receivables And Payables**, click **Maintenance**.
2. Under **Maintenance**, click **Division Code**. Under **Division Code**, click **View Division Code**.

The **View Division Code** screen displays.

**Figure 3-24 View Division Code**



3. Filter the records in the **View** screen:
  - a. Click **Search** icon to view the filters. The user can filter the records by Supplier Id, Authorization Status, and Record Status.
  - b. Select the required filter criteria and click **Search** button to filter the records.
  - c. Click **Reset** to reset the filter criteria.
4. Click **Refresh** icon to refresh the records.
5. Click **Options** icon and then, select any of the following options:
  - a. **Unlock** – To modify the record details. Refer to the **Create** screen for the field level details.

- b. **Authorize** – To authorize or reject the record. Authorizing/Rejecting requires necessary access rights.
  - Optional: Click **View** to view the record details.
  - Select the record and click **Approve** to approve the record.
  - Select the record and click **Reject** to reject the record. Specify the relevant comments in the pop-up window that appears, and click **Confirm**.
- c. **Delete/Close** – To remove the record.
  - Optional: In the confirmation pop-up window, click **View** to view the record details.
  - Click **Proceed** to delete the record.
- d. **Copy** – To copy the record parameters for creating a new record.
- e. **View** – To view the record details.
- f. **Reopen** – To reopen the closed record.

## 3.5 Reconciliation Rules Maintenance

This topic describes the information to maintain the Reconciliation Rules in Cash Management system.

Reconciliation is one of the core modules of Oracle® Banking Cash Management Cloud Service application which can be performed for two categories namely 'Invoice payment' and 'Cash flow payment'.

- **Invoice/Debit Note with Payment:** Any outstanding invoice/debit note due from buyer can be reconciled against payment(s), as per the reconciliation rules configured in the application.
- **Cashflow with Payment:** Any outstanding expected cash flow raised by a corporate in the application, can be reconciled against payment(s), as per the reconciliation rules configured for this category in the application.
- **Invoice with Credit Note:** Any outstanding invoice due from buyer can be reconciled against credit note(s), as per the reconciliation rules configured in the application.

This topic contains the following subtopics:

- [Reconciliation Rule Definition](#)  
This topic describes the information to configure recon rules for reconciliation category in Cash Management system.
- [Reconciliation Rule Decision](#)  
This topic describes the information to set the priority for the execution of recon rules.

### 3.5.1 Reconciliation Rule Definition

This topic describes the information to configure recon rules for reconciliation category in Cash Management system.

There are two types of rules can be configured; **Exact** and **Generic**.



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

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

This topic contains the following subtopics:

- [Create Exact Reconciliation Rule Definition](#)  
This topic describes the systematic instruction for setting up recon rule for Exact reconciliation category.
- [Create Generic Reconciliation Rule Definition](#)  
This topic describes the systematic instruction for setting up recon rule for 'Generic' reconciliation category.
- [View Reconciliation Rule Definition](#)  
This topic describes the systematic instruction to view, modify, delete, or authorize the reconciliation rule definitions.

### 3.5.1.1 Create Exact Reconciliation Rule Definition

This topic describes the systematic instruction for setting up recon rule for Exact reconciliation category.


Specify **User ID** and **Password**, and login to **Home** screen.

1. On **Home** screen, click **Receivables And Payables**. Under **Receivables And Payables**, click **Maintenance**.
2. Under **Maintenance**, click **Reconciliation**. Under **Reconciliation**, click **Reconciliation Rule Definition**
3. Under **Reconciliation Rule Definition**, click **Create Reconciliation Rule Definition**.

The **Create Reconciliation Rule Definition** screen displays.

**Figure 3-25 Create Exact Reconciliation Rule Definition**

4. Specify the fields on **Create Exact Reconciliation Rule Definition** screen.

 **Note:**  
The fields marked as **Required** are mandatory.

For more information on fields, refer to the field description table.

**Table 3-13 Create Exact Reconciliation Rule Definition - Field Description**

Field	Description
<b>Rule Description</b>	Specify the description of recon rule.
<b>Recon Category</b>	Select any one of the below categories of recon for which rule is defined. <ul style="list-style-type: none"> <li>• Invoice/Debit Notes to Credit Notes Recon</li> <li>• Invoice/Debit Notes to Payment Recon</li> <li>• Expected Cashflow To Payment Recon</li> <li>• Allocation of Payment to Virtual Accounts</li> </ul>
<b>Recon Type</b>	Select <b>Exact</b> as the category of the Recon definition.
<b>Allocation Details</b>	If allocation required, then select the appropriate value to specify whether the allocation should be done based on the account or attribute of entity like cashflow/payment/invoice.

5. In the **Exact Recon** section, perform the following steps to create conditions or group of conditions:
  - a. Click **Add Condition** to add a single line of condition. Or, click **Add Group** to add a group of conditions.
  - b. Click inside the added container to view buttons for adding condition details.  
The **Exact Recon - Condition/Group Details** screen displays with the **Fixed Value, Text between, Invoice/Payment Attributes, Payment Attributes, or Cashflow/Payment Attributes** (depending on the selected recon category).

**Figure 3-26 Exact Recon - Condition/Group Details**

The screenshot shows the 'Create Reconciliation Rule Definition' window. At the top, there are fields for 'Rule Description' (RULE1), 'Recon Category' (Invoice/Debit Notes to Credi...), 'Recon Type' (Exact, Generic), and 'Allocation Details' (Select). Below this is the 'Exact Recon' section with tabs for 'AND', 'OR', 'Fixed Value', 'Text between', 'Invoice Attributes', 'Credit Notes Attributes', 'Add Condition', and 'Add Group'. The 'Text between' tab is active. A condition is defined: 'Credit Note Attribute' is 'Credit Note Number', 'starts with' is 'ABC', and 'Case Sensitive' is 'Yes'. There are 'Validate and Preview' and 'Cancel' buttons at the bottom.

- c. Click **Fixed Values** to define the value to be validated.
  - d. Click **Text between** to define the range of text to be validated.
- The **Exact Recon - Text Between** screen displays.

**Figure 3-27 Exact Recon - Text Between**

The screenshot shows the 'Create Reconciliation Rule Definition' window. At the top, there are fields for 'Rule Description' (RULE1), 'Recon Category' (Invoice/Debit Notes to Credi...), 'Recon Type' (Exact, Generic), and 'Allocation Details' (Select). Below this is the 'Exact Recon' section with tabs for 'AND', 'OR', 'Add Condition', and 'Add Group'. The 'Text between' tab is active. A condition is defined: 'Text between' [ ] and [ ] of [ ] Contains [ ]. Below these are labels 'Required' and 'Invoice Attribute', 'Credit Notes Attribute', and 'Case Sensitive' with 'Yes' and 'No' buttons. There are 'Validate and Preview' and 'Cancel' buttons at the bottom.

- e. Select the **Case Sensitive** as **Yes** or **No** to check the case sensitivity of the field value while recon execution.
  - f. Click **Invoice/Expected Cashflow Attributes** to define condition for invoice/cashflow details. Or click **Payment Attributes** to define condition for payment details.
- The **Exact Recon - Attributes** screen displays.

**Figure 3-28 Exact Recon - Attributes**

For more information on the attributes, refer the following attributes table.

**Table 3-14 Exact Recon - Attributes**

Invoice	Credit Note	Expected Cashflow	Payment
Base Invoice Amount	Credit Note Number	External Reference No	Payment Date
Buyer Name	Supplier Code	Cashflow Type	Credit Account No.
Net Invoice Amt.	Credit Note Base Amount	Revised Expected Date	Bank
Supplier Division Code	Buyer Name	Narration/Remarks	Relationship Code
Bank	Credit Note Date	Corporate ID	Virtual Account Owner
Invoice CCY	Buyer Id	Bank Account Number	Entity Ref No.
Payment Due Date	Net Credit Note Amount	Counterparty Name	Branch
Supplier ID	Supplier Name	Free Field (10 Attributes)	Filler (10 Attributes)
Branch	Credit Note Number	Code	Payment Mode
Filler (4 attributes)	Supplier Code	Amount	Payment Party Id
PO No.	Credit Note Base Amount	Counterparty Id	Instrument Date
Supplier Name	Buyer Name	Customer Reference No	Virtual Account Flag
Buyer Code	Credit Note Expiry Date	Description	Payment Party Code
Invoice Date	Supplier Id	Expected Date	Counterparty Id
Repayment Account No.	Buyer Division Code	Virtual Account Number	Remarks
Buyer Division Code	Filler (10 Attributes)	-	Payment Reference No
Invoice Due Date	Buyer Code	-	Counterparty Code
BIC/Routing Code	Currency	-	Beneficiary Id

**Table 3-14 (Cont.) Exact Recon - Attributes**

Invoice	Credit Note	Expected Cashflow	Payment
Buyer ID	Supplier Division Code	-	Payment Currency
Invoice No.	Remarks	-	Debit-Credit Indicator
Supplier Code	-	-	Remitter Account No
-	-	-	Payment Amount
-	-	-	Interest Refund
-	-	-	Margin Refund

- g. Click **starts with**, **ends with** and **Contains** to define the text to be validated based on each selection.
- h. Click **Operator** to specify how to compare defined values.
- i. Repeat the above steps to add more conditions and/or group of conditions.
- j. Click **Delete** icon to delete the condition located at the right-bottom of the condition container.
- k. Click **AND / OR** to define how many conditions or combination of conditions should be matched to execute the recon rule.
- l. Click **Validate and Preview** to check if the added conditions are valid or not.  
The **Allocation Basis Grid** displays.

**Figure 3-29 Allocation Basis Grid**

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

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

6. In the **Allocation Basis Grid** section, perform the following steps to define percentage of account/attribute allocation:
  - a. Click **Add** to add a new row.
  - b. Double click the row to add/edit attribute and percentage.
  - c. Repeat the above steps to add more attributes.
  - d. Click **Delete** icon under **Action** column to remove the allocation row.
7. Click **Save** to save the record and send it for authorization.

### 3.5.1.2 Create Generic Reconciliation Rule Definition

This topic describes the systematic instruction for setting up recon rule for 'Generic' reconciliation category.


Specify **User ID** and **Password**, and login to **Home** screen.

1. On **Home** screen, click **Receivables And Payables**. Under **Receivables And Payables**, click **Maintenance**.
2. Under **Maintenance**, click **Reconciliation**. Under **Reconciliation**, click **Reconciliation Rule Definition**
3. Under **Reconciliation Rule Definition**, click **Create Reconciliation Rule Definition**.

The **Create Reconciliation Rule Definition** screen displays.

**Figure 3-30 Create Generic Reconciliation Rule Definition**

4. Specify the fields on **Create Generic Reconciliation Rule Definition** screen.

 **Note:**  
The fields marked as **Required** are mandatory.

For more information on fields, refer to the field description table.

**Table 3-15 Create Generic Reconciliation Rule Definition - Field Description**

Field	Description
<b>Rule Description</b>	Specify the description of recon rule.
<b>Recon Category</b>	Select any one of the below category of recon for which rule is defined. <ul style="list-style-type: none"> <li>• Invoice/Debit Notes to Credit Notes Recon</li> <li>• Invoice/Debit Notes to Payment Recon</li> <li>• Expected Cashflow To Payment Recon</li> <li>• Allocation of Payment to Virtual Accounts</li> </ul>
<b>Recon Type</b>	Select <b>Generic</b> as the category of the Recon definition.
<b>Allocation Basis</b>	Select the value to specify whether the allocation should be done based on account or attribute.

**Figure 3-31 Generic Recon Rule**

5. In the **Generic Recon** section, perform the following steps:

 **Note:**

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

- a. In the **Generic Criteria** list, select the generic rule to be defined. viz. FIFO – First In First Out, LIFO – Last In First Out, HAFO – Highest Amount First Out and LAFO – Least Amount First Out.
- b. In the **Based On Attribute** list, select the entity (invoice/cashflow) attribute on which the rule would be based. The available attributes are based on the combination of selected recon category and generic criteria.

The **Allocation Basis Grid** section displays.

**Figure 3-32 Allocation Basis Grid**

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

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

6. In the **Allocation Basis Grid** section, perform the following steps to define account/attribute allocation basis which the allocation would be done and percentage.
  - a. Click **Add** icon to add a new row.
  - b. Double click the row to add/edit attribute/account and appropriate percentage.
  - c. Repeat the above steps to add more attributes.

- d. Click **Delete** icon under **Action** column to remove the allocation row.
7. Click **Save** to save the record and send it for authorization.

### 3.5.1.3 View Reconciliation Rule Definition

This topic describes the systematic instruction to view, modify, delete, or authorize the reconciliation rule definitions.

A tile is present for each record that has been created. The bottom portion of each record-tile displays the following:

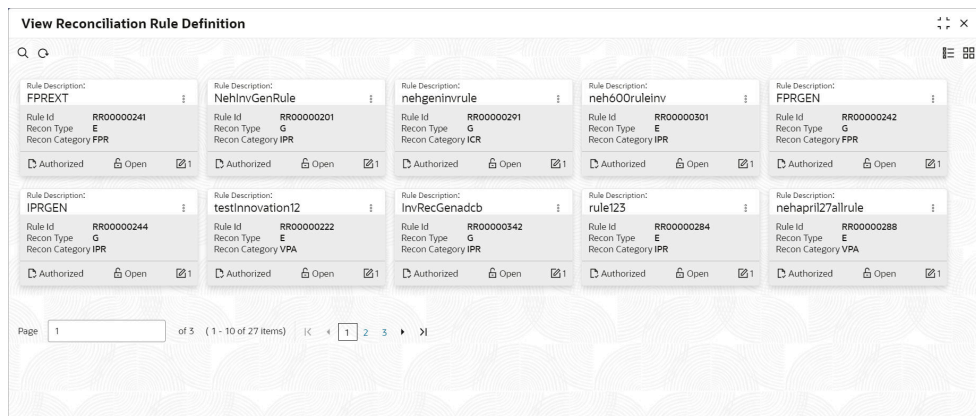
- The status, whether Authorized, Unauthorized, or Rejected
- Open or Closed
- The number of times the record has been submitted by the Maker added.

Specify **User ID** and **Password**, and login to **Home** screen.

1. On **Home** screen, click **Receivables And Payables**. Under **Receivables And Payables**, click **Maintenance**.
2. Under **Maintenance**, click **Reconciliation**. Under **Reconciliation**, click **Reconciliation Rule Definition**.
3. Under **Reconciliation Rule Definition**, click **View Reconciliation Rule Definition**.

The **View Reconciliation Rule Definition** screen displays.

**Figure 3-33 View Reconciliation Rule Definition**



4. Filter the records in the **View** screen:
  - a. Click **Search** icon to view the filters. The user can filter the records by Rule Id, Rule Description, Recon Category, Recon Type, Allocation Details, Authorization Status, and Record Status.
  - b. Select the required filter criteria and click **Search** button to filter the records.
  - c. Click **Reset** to reset the filter criteria.
5. Click **Refresh** icon to refresh the records.
6. Click **Options** icon and then, select any of the following options:
  - a. **Unlock** – To modify the record details. Refer to the **Create** screen for the field level details.



- b. **Authorize** – To authorize or reject the record. Authorizing/Rejecting requires necessary access rights.
  - Optional: Click **View** to view the record details.
  - Select the record and click **Approve** to approve the record.
  - Select the record and click **Reject** to reject the record. Specify the relevant comments in the pop-up window that appears, and click **Confirm**.
- c. **Delete/Close** – To remove the record.
  - Optional: In the confirmation pop-up window, click **View** to view the record details.
  - Click **Proceed** to delete the record.
- d. **Copy** – To copy the record parameters for creating a new record.
- e. **View** – To view the record details.
- f. **Reopen** – To reopen the closed record.

## 3.5.2 Reconciliation Rule Decision

This topic describes the information to set the priority for the execution of recon rules.

This topic contains the following subtopics:

- [Create Recon Rule Decision](#)  
This topic describes the systematic instruction for mapping recon rule to a corporate or product or counterparty and assign appropriate priority in case multiple rules are mapped to a specific entity.
- [View Recon Rule Decision](#)  
This topic describes the systematic instruction to view, modify, delete, or authorize the reconciliation rule decision.

### 3.5.2.1 Create Recon Rule Decision

This topic describes the systematic instruction for mapping recon rule to a corporate or product or counterparty and assign appropriate priority in case multiple rules are mapped to a specific entity.

Specify **User ID** and **Password**, and login to **Home** screen.

1. On **Home** screen, click **Receivables And Payables**. Under **Receivables And Payables**, click **Maintenance**.
2. Under **Maintenance**, click **Reconciliation**. Under **Reconciliation**, click **Recon Rule Decision**
3. Under **Recon Rule Decision**, click **Create Recon Rule Decision**.

The **Create Recon Rule Decision** screen displays.

**Figure 3-34 Create Recon Rule Decision**

- Specify the fields on **Create Recon Rule Decision** screen.

**Note:**  
The fields marked as **Required** are mandatory.

For more information on fields, refer to the field description table.

**Table 3-16 Create Recon Rule Decision - Field Description**

Field	Description
<b>Filter Criteria</b>	Select the appropriate filter criteria to map the reconciliation rule for specific application. The available options are: <ul style="list-style-type: none"> <li><b>Corporate Based</b></li> <li><b>CounterParty Based</b></li> <li><b>Relationship and CounterParty Based</b></li> <li><b>Relationship Based</b></li> <li><b>Default</b></li> </ul>
<b>Counterparty Id</b>	Click the Search icon and select the counterparty to setup the recon rule for. This field is displayed only if the <b>Filter Criteria</b> is selected as <b>CounterParty Based</b> .
<b>Corporate</b>	Click the Search icon and select the corporate to setup the recon rule for. This field is displayed only if the <b>Filter Criteria</b> is selected as <b>Corporate Based</b> .
<b>Relationship Code</b>	Click the Search icon and select the relationship to setup the recon rule for. This field is displayed only if the <b>Filter Criteria</b> is selected as <b>Relationship Based</b> .
<b>Priority</b>	Specify the priority to apply the rules in ascending order.
<b>Recon Category</b>	Select the category of recon rule being mapped. For example: <b>Expected Debit/Credit to Payment Recon</b> , or <b>Invoice Payment Recon</b> .
<b>Recon Type</b>	Select the type of reconciliation as either <b>Generic</b> or <b>Exact</b> rule.

**Table 3-16 (Cont.) Create Recon Rule Decision - Field Description**

Field	Description
<b>Rule Id</b>	Click Search icon to search and select all the existing rules available for recon category and type.
<b>Rule Id Description</b>	Displays the description of the rule based on the selected rule.
<b>Execute Generic Recon</b>	Select the option if generic recon is to be executed if there are more than one matching record post exact reconciliation and if generic recon rule is to be executed for matching outstanding payment to invoice or cashflow. This field is enabled only if <b>Recon Type</b> is selected as <b>Exact</b> .

5. Click **Reset** to reset the fields, if required.
6. Click **Add/Edit** to add the details to the grid.
  - Once an entry is made to the grid, click **Option** icon in the **Action** column, to edit or delete it.
  - Click **Edit Table** icon to add/remove columns to be displayed in the grid.
7. Perform the following steps to take action on the records in the grid.
  - Select the record in the grid and click **Option** icon in the **Action** column.
  - Click **Edit** to modify the details.
  - Click **Delete** to remove the record.
8. Click **Save** to save the record and send it for authorization.

### 3.5.2.2 View Recon Rule Decision

This topic describes the systematic instruction to view, modify, delete, or authorize the reconciliation rule decision.

A tile is present for each record that has been created. The bottom portion of each record-tile displays the following:

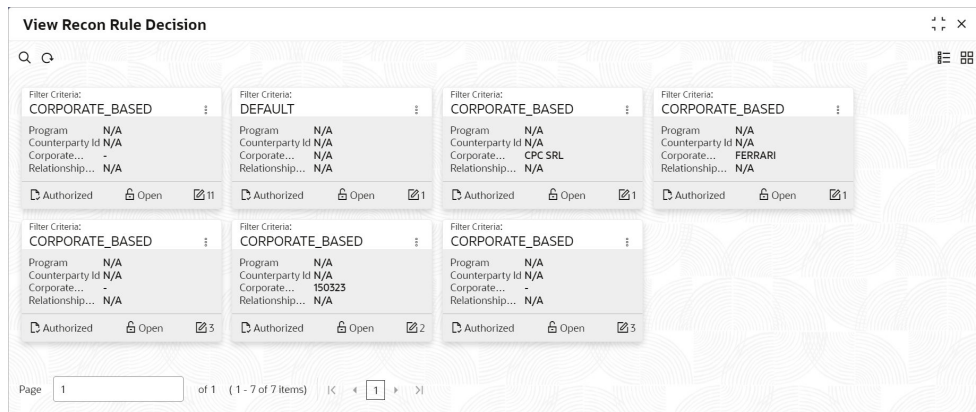
- The status, whether Authorized, Unauthorized, or Rejected
- Open or Closed
- The number of times the record has been submitted by the Maker added.

Specify **User ID** and **Password**, and login to **Home** screen.

1. On **Home** screen, click **Receivables And Payables**. Under **Receivables And Payables**, click **Maintenance**.
2. Under **Maintenance**, click **Reconciliation**. Under **Reconciliation**, click **Recon Rule Decision**.
3. Under **Recon Rule Decision**, click **View Recon Rule Decision**.

The **View Recon Rule Decision** screen displays.

Figure 3-35 View Recon Rule Decision



4. Filter the records in the **View** screen:
  - a. Click **Search** icon to view the filters. The user can filter the records by Corporate, Counterparty Id, Relationship Code, Program, Authorization Status, and Record Status.
  - b. Select the required filter criteria and click **Search** button to filter the records.
  - c. Click **Reset** to reset the filter criteria.
5. Click **Refresh** icon to refresh the records.
6. Click **Options** icon and then, select any of the following options:
  - a. **Unlock** – To modify the record details. Refer to the **Create** screen for the field level details.
  - b. **Authorize** – To authorize or reject the record. Authorizing/Rejecting requires necessary access rights.
    - Optional: Click **View** to view the record details.
    - Select the record and click **Approve** to approve the record.
    - Select the record and click **Reject** to reject the record. Specify the relevant comments in the pop-up window that appears, and click **Confirm**.
  - c. **Delete/Close** – To remove the record.
    - Optional: In the confirmation pop-up window, click **View** to view the record details.
    - Click **Proceed** to delete the record.
  - d. **Copy** – To copy the record parameters for creating a new record.
  - e. **View** – To view the record details.
  - f. **Reopen** – To reopen the closed record.

## 3.6 Tolerance Maintenance

This topic describes the information to configure an acceptable discrepancy between invoice/cashflow outstanding amount and payment amount to enable automatic matching of invoices/cashflow with the respective payment records.

Reconciliation of repayments with invoices/cashflows are executed basis configured exact and generic reconciliation rules such as FIFO, LIFO etc. Through this

functionality, user can configure an acceptable discrepancy between invoice/cashflow outstanding amount and payment amount to enable automatic matching of invoices/cashflow with the respective payment records. Tolerances allow outstanding payments and invoice/cashflow records to match even if the respective amount differ. Similarly, tolerance can be configured for other categories as well. Without the tolerance configuration, user intervention would be required for matching invoices/cash-flows and payment records that does not have equated amounts.

This topic contains the following subtopics:

- [Create Tolerance](#)  
This topic describes the systematic instruction to create a tolerance.
- [View Tolerance](#)  
This topic describes the systematic instruction to view, modify, delete, or authorize tolerance details.

## 3.6.1 Create Tolerance

This topic describes the systematic instruction to create a tolerance.

Newly created tolerance takes effect once authorized and cannot be modified thereafter.

Specify **User ID** and **Password**, and login to **Home** screen.

1. On **Home** screen, click **Receivables And Payables**. Under **Receivables And Payables**, click **Maintenance**.
2. Under **Maintenance**, click **Tolerance**. Under **Tolerance**, click **Create Tolerance**.

The **Create Tolerance** screen displays.

**Figure 3-36 Create Tolerance**

**Create Tolerance**

Filter Criteria  
Relationship and CounterPar...

Relationship Code: Relation 701  
Counterparty Id: Route 000385

Recon Category	Cash Flow Category	Match Basis	Currency	Absolute Lower Threshold	Absolute Upper Threshold	Percentage Lower Threshold	Percentage Upper Threshold	Action
Expected Cashflow	Invoice	AMOUNT	GBP	£100.00	£1,000.00	10	20	[Edit] [Delete]

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

Cancel Save

3. Specify the fields on **Create Tolerance** screen.

### Note:

The fields marked as **Required** are mandatory.

For more information on fields, refer to the field description table.

**Table 3-17 Create Tolerance - Field Description**

Field	Description
<b>Filter Criteria</b>	Select the appropriate filter criteria for specific application of tolerance.
<b>Program</b>	Click the Search icon and select the program. This field is only displayed if the <b>Filter Criteria</b> is selected as <b>Program</b> . This field is only applicable for Supply Chain Finance system.
<b>Spoke</b>	Click the Search icon and select the spoke of the selected program. This field is only displayed if the <b>Filter Criteria</b> is selected as <b>Spoke</b> . This field is only applicable for Supply Chain Finance system.
<b>Relationship Code</b>	Click the Search icon and select the relationship code. This field is only displayed if the <b>Filter Criteria</b> is selected as <b>Relationship</b> .
<b>Counterparty Id</b>	Click the Search icon and select the counterparty id. This field is only displayed if the <b>Filter Criteria</b> is selected as <b>Counterparty</b> .
<b>Party</b>	Click the Search icon and select the party. This field is only displayed if the <b>Filter Criteria</b> is selected as <b>Party</b> .

4. Click **Add** icon to add rows in the grid and specify the following details in the grid.  
For more information on fields, refer to the field description table.

**Table 3-18 Tolerance Table Grid - Field Description**

Field	Description
<b>Recon Category</b>	Select the recon category to add the tolerance for.
<b>Cash Flow Category</b>	Displays the cashflow category based on selected recon category. This field is only if Receivables and Payables module is integrated with Oracle® Banking Cash Management Cloud Service.
<b>Match Basis</b>	Select the value to be matched from the reconciliation record. For example: AMOUNT
<b>Currency</b>	Select the currency to be considered for threshold amount/ percentage.
<b>Absolute Lower Threshold</b>	Specify the lower absolute variance of either amount.
<b>Absolute Upper Threshold</b>	Specify the upper absolute variance of either amount.
<b>Percentage Lower Threshold</b>	Specify the lower percentage variance of either amount.
<b>Percentage Upper Threshold</b>	Specify the upper percentage variance of either amount.

5. In the **Action** column of the grid, perform any one of the following steps:
  - Click **Delete** icon to remove that specific row.
  - OR

- Click **Edit** icon to edit the details in the grid.
6. Click **Save** to save the record and send it for authorization.

## 3.6.2 View Tolerance

This topic describes the systematic instruction to view, modify, delete, or authorize tolerance details.

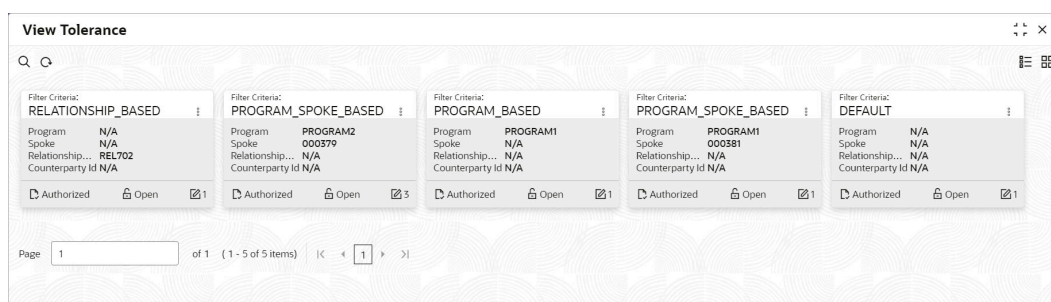
A tile is present for each record that has been created. The bottom portion of each record-tile displays the following:

- The status, whether Authorized, Unauthorized, or Rejected
- Open or Closed
- The number of times the record has been submitted by the Maker added.

Specify **User ID** and **Password**, and login to **Home** screen.

1. On **Home** screen, click **Receivables And Payables**. Under **Receivables And Payables**, click **Maintenance**.
2. Under **Maintenance**, click **Tolerance**. Under **Tolerance**, click **View Tolerance**.  
The **View Tolerance** screen displays.

**Figure 3-37 View Tolerance**



3. Filter the records in the **View** screen:
  - a. Click **Search** icon to view the filters. The user can filter the records by Program, Spoke, Relationship Code, Counterparty Id, Party, Authorization Status, and Record Status.
  - b. Select the required filter criteria and click **Search** button to filter the records.
  - c. Click **Reset** to reset the filter criteria.
4. Click **Refresh** icon to refresh the records.
5. Click **Options** icon and then, select any of the following options:
  - a. **Unlock** – To modify the record details. Refer to the **Create** screen for the field level details.
  - b. **Authorize** – To authorize or reject the record. Authorizing/Rejecting requires necessary access rights.
    - Optional: Click **View** to view the record details.
    - Select the record and click **Approve** to approve the record.

- Select the record and click **Reject** to reject the record. Specify the relevant comments in the pop-up window that appears, and click **Confirm**.
- c. **Delete/Close** – To remove the record.
  - Optional: In the confirmation pop-up window, click **View** to view the record details.
  - Click **Proceed** to delete the record.
- d. **Copy** – To copy the record parameters for creating a new record.
- e. **View** – To view the record details.
- f. **Reopen** – To reopen the closed record.

## 3.7 Payment Terms Maintenance

This topic describes the information to maintain specific payment frequencies and dates for buyers making bulk payments on repetitive fixed dates.

Payment frequencies such as weekly, monthly etc. can be maintained against each buyer.

This topic contains the following subtopics:

- [Create Payment Terms](#)  
This topic describes the systematic instruction to create a payment term for a buyer.
- [View Payment Terms](#)  
This topic describes the systematic instruction to view, modify, delete, or authorize payment terms details.

### 3.7.1 Create Payment Terms

This topic describes the systematic instruction to create a payment term for a buyer.

Newly created payment terms takes effect once authorized and cannot be modified thereafter.

Specify **User ID** and **Password**, and login to **Home** screen.


1. On **Home** screen, click **Receivables And Payables**. Under **Receivables And Payables**, click **Maintenance**.
2. Under **Maintenance**, click **Payment Terms**. Under **Payment Terms**, click **Create Payment Terms**.

The **Create Payment Terms** screen displays.



Figure 3-38 Create Payment Terms

- Specify the fields on **Create Payment Terms** screen.

 **Note:**  
The fields marked as **Required** are mandatory.

For more information on fields, refer to the field description table.

Table 3-19 Create Payment Terms - Field Description

Field	Description
<b>Filter Criteria</b>	Select the appropriate filter criteria for specific application of payment terms.
<b>Relationship Code</b>	Click the Search icon and select the relationship code. This field is displayed only if the <b>Filter Criteria</b> is selected as <b>Relationship</b> .
<b>Counterparty Id</b>	Click the Search icon and select the counterparty id. This field is displayed only if the <b>Filter Criteria</b> is selected as <b>Counterparty</b> .
<b>Party</b>	Click the Search icon and select the party. This field is displayed only if the <b>Filter Criteria</b> is selected as <b>Party</b> .
<b>Frequency of Payments</b>	Select the frequency of the payment as monthly, weekly, or custom.
<b>Days of the Month</b>	Select the days of the month on which payment is expected. This field is displayed only if the <b>Frequency of Payments</b> is selected as <b>Monthly</b> .
<b>Days of the Week</b>	Select the days of the week on which payment is expected. This field is displayed only if the <b>Frequency of Payments</b> is selected as <b>Weekly</b> .
<b>Payment Date Calculation Basis</b>	Select the any one of the following to calculate the payment date. <ul style="list-style-type: none"> <li>• Invoice Date + Minimum Tenor</li> <li>• Invoice Due Date</li> <li>• Invoice Due Date + Minimum Tenor</li> </ul>
<b>Minimum Credit Period</b>	Specify the number to define the minimum tenor for the invoice.

**Table 3-19 (Cont.) Create Payment Terms - Field Description**

Field	Description
<b>Holiday Treatment</b>	Select the value to specify payment due date should be moved to next/previous day in case it falls on holiday.
<b>Payment Schedule grid</b>	Displays the fields to specify the custom payment schedule. This field is displayed only if the <b>Frequency of Payments</b> is selected as <b>Custom</b> .
<b>From Day</b>	Select the start date of the duration as per selected entity for 'Payment Date Calculation Basis' field.
<b>To Day</b>	Select the end date of the duration as per selected entity for 'Payment Date Calculation Basis' field.
<b>Payment Day</b>	Select the specific day of the month for payment against the specified 'From' and 'To' days.

4. Click **Add** icon to add a row of schedule.
5. Perform the following steps to add customer frequency of payment.
  - Click **Edit** icon to modify the details.
  - Click **Delete** icon to remove that specific row.
6. Click **Save** to save the record and send it for authorization.

## 3.7.2 View Payment Terms

This topic describes the systematic instruction to view, modify, delete, or authorize payment terms details.

A tile is present for each record that has been created. The bottom portion of each record-tile displays the following:

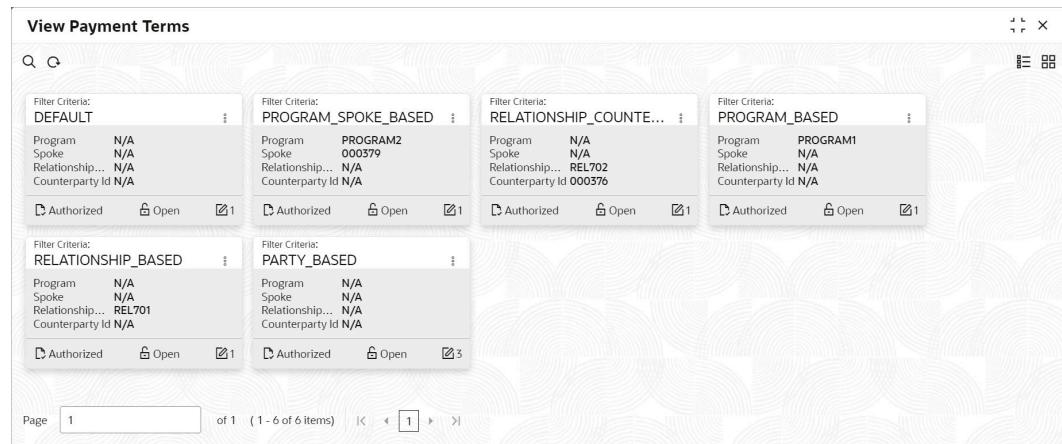
- The status, whether Authorized, Unauthorized, or Rejected
- Open or Closed
- The number of times the record has been submitted by the Maker added.

Specify **User ID** and **Password**, and login to **Home** screen.

1. On **Home** screen, click **Receivables And Payables**. Under **Receivables And Payables**, click **Maintenance**.
2. Under **Maintenance**, click **Payment Terms**. Under **Payment Terms**, click **View Payment Terms**.

The **View Payment Terms** screen displays.

Figure 3-39 View Payment Terms



3. Filter the records in the **View** screen:
  - a. Click **Search** icon to view the filters. The user can filter the records by Program, Spoke, Relationship Code, Counterparty Id, Party, Authorization Status, and Record Status.
  - b. Select the required filter criteria and click **Search** button to filter the records.
  - c. Click **Reset** to reset the filter criteria.
4. Click **Refresh** icon to refresh the records.
5. Click **Options** icon and then, select any of the following options:
  - a. **Unlock** – To modify the record details. Refer to the **Create** screen for the field level details.
  - b. **Authorize** – To authorize or reject the record. Authorizing/Rejecting requires necessary access rights.
    - Optional: Click **View** to view the record details.
    - Select the record and click **Approve** to approve the record.
    - Select the record and click **Reject** to reject the record. Specify the relevant comments in the pop-up window that appears, and click **Confirm**.
  - c. **Delete/Close** – To remove the record.
    - Optional: In the confirmation pop-up window, click **View** to view the record details.
    - Click **Proceed** to delete the record.
  - d. **Copy** – To copy the record parameters for creating a new record.
  - e. **View** – To view the record details.
  - f. **Reopen** – To reopen the closed record.

## 3.8 Relationship Maintenance

This topic describes the information to create linkage between corporates and counterparty.

Corporate/Back-office users can link their customers or non-customers as counterparties through this module. In case, if record of non-customer to be linked is not established in the application, then the same can be created through this screen.

This topic contains the following subtopics:

- [Create Relationship](#)  
This topic describes the systematic instruction to create relationship between corporates and buyers, or suppliers counterparties.
- [View Relationship](#)  
This topic describes the systematic instruction to view, modify, delete, or authorize relationship details.
- [View Non Customer](#)  
This topic describes the systematic instruction to view, modify, delete, or authorize non-customer details.

### 3.8.1 Create Relationship

This topic describes the systematic instruction to create relationship between corporates and buyers, or suppliers counterparties.

Newly created relationships take effect once authorized and cannot be modified post authorization. However, the counterparty can be added/modified.

Specify **User ID** and **Password**, and login to **Home** screen.

1. On **Home** screen, click **Receivables And Payables**. Under **Receivables And Payables**, click **Maintenance**.
2. Under **Maintenance**, click **Relationship Management**. Under **Relationship Management**, click **Create Relationship**.

The **Create Relationship - Customer** screen displays if the **Corporate Id** is selected with the Customer.

**Figure 3-40 Create Relationship - Customer**

**Create Relationship**

Relationship Code: RC1234

Relationship Description: Relationship desc

Corporate Id: 000687

Effective From: January 20, 2020

Valid Till: June 30, 2023

Auto Acceptance Applicable:

No. of Days: 2

Auto-Debit Applicable:

Allow Overdue Receivables:

Excess Handling: Select

Excess Refund Party: Select

Product Category:  Receivable & Collections  Payables

Holiday Treatment: Previous Business Date

Excess Refund Payment Mode: Select

Buyer Id	Auto-Debit	Auto Acceptance	No. of Days	Allow Overdue Receivables	Maximum Days Overdue	Excess Handling	Excess Refund Party	Excess Refund Paym...	Action
000462	Yes	Yes	2	No		Refund to ben	Payn	EFT	

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Supplier Id	Auto-Debit	Auto Acceptance	No. of Days	Allow Overdue Receivables	Maximum Days Overdue	Excess Handling	Excess Refund Party	Excess Refund Paym...	Action
000385	Yes	Yes	2	No		Refund to ben	Bene	Accou	

Page 1 of 1 (1 of 1 items)

Cancel Save

The **Create Relationship - Non Customer** screen displays if the **Corporate Id** is selected with the Non Customer.

**Figure 3-41 Create Relationship - Non Customer**

- Specify the fields on **Create Relationship** screen.

**Note:**


The fields marked as **Required** are mandatory.

For more information on fields, refer to the field description table.

**Table 3-20 Create Relationship - Field Description**

Field	Description
<b>Relationship Code</b>	Specify the unique relationship code to be created.  This field cannot be modified once authorized.
<b>Relationship Description</b>	Specify the description of the code.
<b>Corporate Id</b>	Click the Search icon to select the corporate for whom the linkage to counterparty is required.
<b>Product Category</b>	Select the applicable product categories as 'Receivables & Collections' and/or 'Payables'. The data grid for each category is displayed upon selecting the category.
<b>Effective From</b>	Click the Calendar icon to select the date from which the relationship is active. The system considers the branch date, if this field is left blank.
<b>Valid Till</b>	Click the Calendar icon and select the date till which the relationship would be valid.

**Table 3-20 (Cont.) Create Relationship - Field Description**

Field	Description
<b>Auto Debit Applicable</b>	Switch the toggle ON, if automatic debit facility is applicable at relationship level.
<b>Holiday Treatment</b>	Select the value to specify how to treat transactions falling on holidays.
<b>Auto Acceptance Applicable</b>	Switch the toggle ON, if auto acceptance should be enabled.
<b>No. of Days</b>	Specify the number of day(s) post which the auto-acceptance is triggered for an invoice.
<b>Allow Overdue Receivables</b>	Switch the toggle ON to allow creation of overdue invoices and debit notes for the relationship.
<b>Maximum Days Overdue</b>	Specify the maximum number of days past the invoice/debit-note due date or the payment due date (if maintained), until when the creation of the receivable is allowed. This field appears only when the 'Allow Overdue Receivables' toggle is enabled.
<b>Validate Linked Purchase Orders</b>	Switch the toggle ON to validate the purchase orders linked with invoice during creation or upload.  <div style="border-left: 2px solid #0070C0; padding-left: 10px; margin-left: 20px;"> <p> <b>Note:</b></p> <p>For existing implementations where relationships would be present, the <b>Validate Linked Purchase Orders</b> field will be defaulted on the basis of System Parameter Maintenance for the same. If the System Parameter maintenance is defaulted to ON, the same can be changed at the discretion of the bank or Financial Institution during upgrade to current release version.</p> </div>
<b>Excess Handling</b>	Select how excess payment made towards settling of outstanding invoice/finance, should be handled. The following options are: <ul style="list-style-type: none"> <li>• Refund to beneficiary or payment party</li> <li>• Auto-Reconcile</li> <li>• Manually-Reconcile</li> <li>• Auto-Reconcile and Refund</li> </ul>
<b>Excess Refund Party</b>	Select the party to refund the excess amounts to.
<b>Excess Refund Payment Mode</b>	Select the mode of payment for the excess payment refund.

4. In the grid section, click **Add** icon to add the selected values in the grid.

A message appears enquiring if the relationship parameters should be applied to the counterparty record.

5. Click **Confirm**, if the relationship parameters must be percolated to the counterparty. Else, click **Cancel**.

 **Note:**

If you click 'Confirm', the values of Auto-Debit Applicable, Holiday Treatment, Auto Acceptance Applicable, No. of Days, Allow Overdue Receivables, and Maximum Days Overdue fields are percolated to the counterparty being added. On clicking 'Cancel', these fields remain NULL at the counterparty-level.

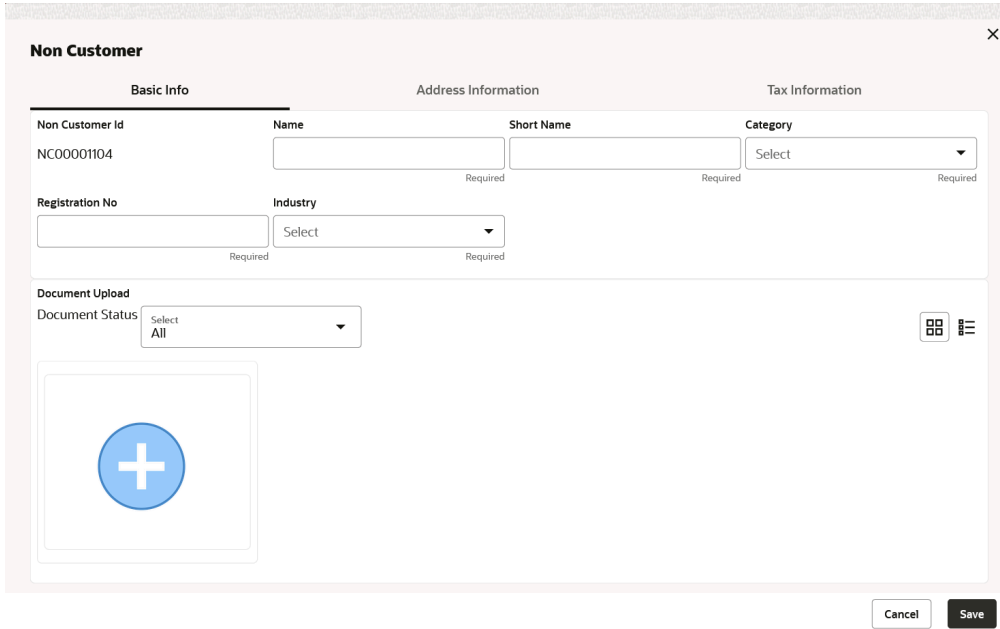
6. Perform the following steps in the grid.
  - a. Click **Search** icon in the Buyer/Supplier Name and select the buyer/supplier.
  - b. Click **Add** icon to add Non Customer details.

 **Note:**

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

The **Non Customer - Basic Info** screen displays.

**Figure 3-42 Non Customer - Basic Info**



- c. In the **Basic Info** tab, specify the non-customer basic details such as name, category, registration number, and industry. The user can also upload documents of the non-customers.
- d. Click **Address Information** tab.

The **Non Customer - Address Information** screen displays.

**Figure 3-43 Non Customer - Address Information**

- e. In the **Address Information** tab, specify the address related information of the non-customer.
  - f. Click **Tax Information** tab.
- The **Non Customer - Tax Information** screen displays.

**Figure 3-44 Non Customer - Tax Information**

- g. In the **Tax Information** tab, specify the tax reference numbers and GIIN of the non-customer.
  - h. Click **Save** to save the non-customer data.
7. Click **Save** to save the record and send it for authorization.

## 3.8.2 View Relationship

This topic describes the systematic instruction to view, modify, delete, or authorize relationship details.

A tile is present for each record that has been created. The bottom portion of each record-tile displays the following:



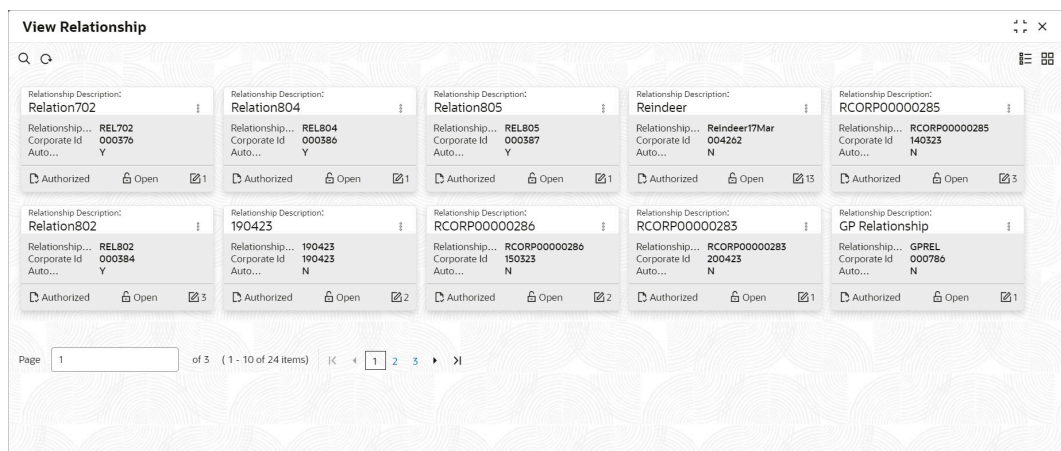
- The status, whether Authorized, Unauthorized, or Rejected
- Open or Closed
- The number of times the record has been submitted by the Maker added.

Specify **User ID** and **Password**, and login to **Home** screen.

1. On **Home** screen, click **Receivables And Payables**. Under **Receivables And Payables**, click **Maintenance**.
2. Under **Maintenance**, click **Relationship Management** . Under **Relationship Management** , click **View Relationship**.

The **View Relationship** screen displays.

**Figure 3-45 View Relationship**



3. Filter the records in the **View** screen:
  - a. Click **Search** icon to view the filters. The user can filter the records by Relationship Code, Relationship Description, Corporate Id, Product Category, Authorization Status, and Record Status.
  - b. Select the required filter criteria and click **Search** button to filter the records.
  - c. Click **Reset** to reset the filter criteria.
4. Click **Refresh** icon to refresh the records.
5. Click **Options** icon and then, select any of the following options:
  - a. **Unlock** – To modify the record details. Refer to the **Create** screen for the field level details.
  - b. **Authorize** – To authorize or reject the record. Authorizing/Rejecting requires necessary access rights.
    - Optional: Click **View** to view the record details.
    - Select the record and click **Approve** to approve the record.
    - Select the record and click **Reject** to reject the record. Specify the relevant comments in the pop-up window that appears, and click **Confirm**.
  - c. **Delete/Close** – To remove the record.
    - Optional: In the confirmation pop-up window, click **View** to view the record details.

- Click **Proceed** to delete the record.
- d. **Copy** – To copy the record parameters for creating a new record.
- e. **View** – To view the record details.
- f. **Reopen** – To reopen the closed record.

### 3.8.3 View Non Customer

This topic describes the systematic instruction to view, modify, delete, or authorize non-customer details.

A tile is present for each record that has been created. The bottom portion of each record-tile displays the following:

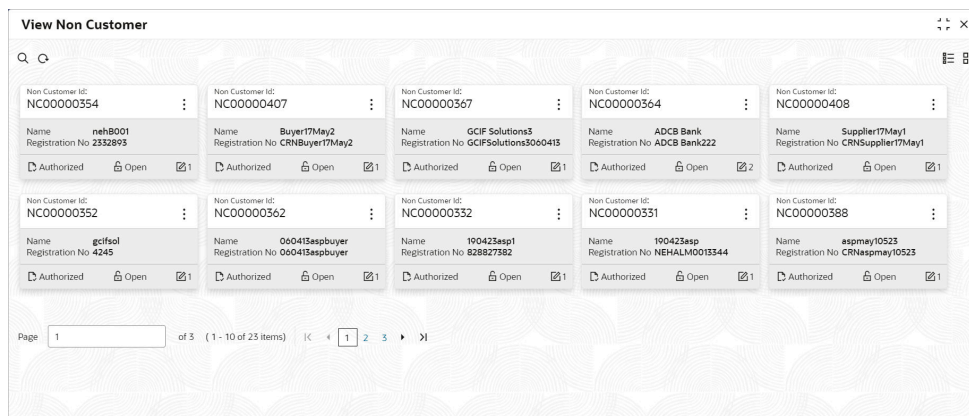
- The status, whether Authorized, Unauthorized, or Rejected
- Open or Closed
- The number of times the record has been submitted by the Maker added.

Specify **User ID** and **Password**, and login to **Home** screen.

1. On **Home** screen, click **Receivables And Payables**. Under **Receivables And Payables**, click **Maintenance**.
2. Under **Maintenance**, click **Non Customer**. Under **Non Customer**, click **View Non Customer**.

The **View Non Customer** screen displays.

**Figure 3-46 View Non Customer**



3. Filter the records in the **View** screen:
  - a. Click **Search** icon to view the filters. The user can filter the records by Non Customer Id, Short Name, Registration No, Authorization Status, and Record Status.
  - b. Select the required filter criteria and click **Search** button to filter the records.
  - c. Click **Reset** to reset the filter criteria.
4. Click **Refresh** icon to refresh the records.
5. Click **Options** icon and then, select any of the following options:

- a. **Unlock** – To modify the record details. Refer to the **Create** screen for the field level details.
- b. **Authorize** – To authorize or reject the record. Authorizing/Rejecting requires necessary access rights.
  - Optional: Click **View** to view the record details.
  - Select the record and click **Approve** to approve the record.
  - Select the record and click **Reject** to reject the record. Specify the relevant comments in the pop-up window that appears, and click **Confirm**.
- c. **Delete/Close** – To remove the record.
  - Optional: In the confirmation pop-up window, click **View** to view the record details.
  - Click **Proceed** to delete the record.
- d. **Copy** – To copy the record parameters for creating a new record.
- e. **View** – To view the record details.
- f. **Reopen** – To reopen the closed record.

## 3.9 Alerts Maintenance

This topic describes the information to setup the reference data for Alerts such as contact details, definition and decisioning in Cash Management system.

- [Alert Contact Details](#)  
This topic describes the information to setup the reference data to maintain the contact details of the party for alert codes.
- [Alert Definition](#)  
This topic describes the information to maintain the alert definitions in Cash Management system.
- [Alert Decisioning](#)  
This topic describes the information to set and manage the alerts in Cash Management system.

### 3.9.1 Alert Contact Details

This topic describes the information to setup the reference data to maintain the contact details of the party for alert codes.

The user can maintain contact details for multiple alerts for a selected party.

This topic contains the following subtopics:

- [Create Alert Contact Details](#)  
This topic describes the systematic instruction to create a record of party contact details for alerts.
- [View Alert Contact Details](#)  
This topic describes the systematic instruction to view, modify, or authorize the alert contact details.

### 3.9.1.1 Create Alert Contact Details

This topic describes the systematic instruction to create a record of party contact details for alerts.

A newly created contact details record takes effect once authorized and cannot be modified thereafter.


Specify **User ID** and **Password**, and login to **Home** screen.

1. On **Home** screen, click **Receivables And Payables**. Under **Receivables And Payables**, click **Maintenance**.
2. Under **Maintenance**, click **Alerts**. Under **Alerts**, click **Alert Contact Details**.
3. Under **Alert Contact Details**, click **Create Alert Contact Details**.

The **Create Alert Contact Details** screen displays.

**Figure 3-47 Create Alert Contact Details**

4. Specify the fields on **Create Alert Contact Details** screen.

 **Note:**  
The fields marked as **Required** are mandatory.

For more information on fields, refer to the field description table.

**Table 3-21 Create Alert Contact Details - Field Description**

Field	Description
<b>Party</b>	Click the Search icon and select the party to add the alert contact details for.
<b>Alert Code</b>	Click the Search icon and select the alert code to enter the contact details for.
<b>Telephone Number</b>	Specify the telephone number to be considered for selected alert.

**Table 3-21 (Cont.) Create Alert Contact Details - Field Description**

Field	Description
<b>Email</b>	Specify the email ID to be considered for the alert.

5. Click **Add** icon to add a row for a contact.
6. Perform any of the below action on the grid record(s).
  - Click **Edit** icon to edit the contact details.
  - Click **Delete** icon to remove the row.
7. Click **Save** to save the record and send it for authorization.

### 3.9.1.2 View Alert Contact Details

This topic describes the systematic instruction to view, modify, or authorize the alert contact details.

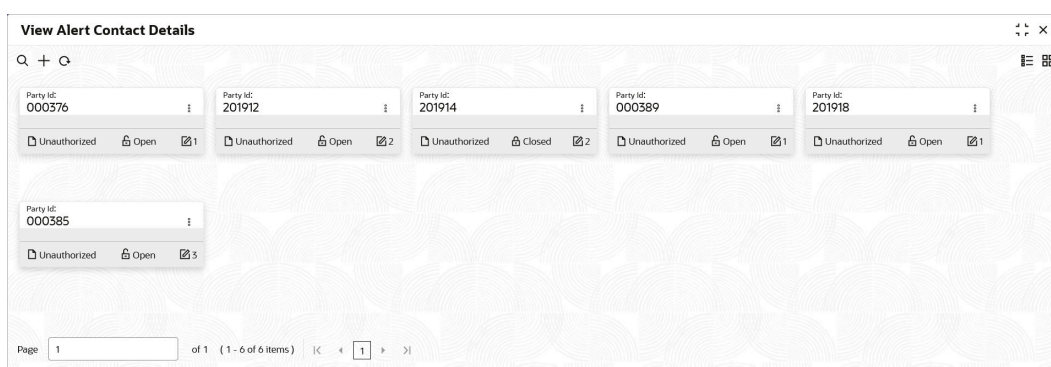
A tile is present for each record that has been created. The bottom portion of each record-tile displays the following:

- The status, whether Authorized, Unauthorized, or Rejected
- Open or Closed
- The number of times the record has been submitted by the Maker added.

Specify **User ID** and **Password**, and login to **Home** screen.

1. On **Home** screen, click **Receivables And Payables**. Under **Receivables And Payables**, click **Maintenance**.
2. Under **Maintenance**, click **Alerts**. Under **Alerts**, click **Alert Contact Details**.
3. Under **Alert Contact Details**, click **View Alert Contact Details**.

The **View Alert Contact Details** screen displays.

**Figure 3-48 View Alert Contact Details**

4. Filter the records in the **View** screen:
  - a. Click **Search** icon to view the filters. The user can filter the records by Party Id, Authorization Status and Record Status.
  - b. Select the required filter criteria and click **Search** button to filter the records.

- c. Click **Reset** to reset the filter criteria.
5. Click **Refresh** icon to refresh the records.
6. Click **Options** icon and then, select any of the following options:
  - a. **Unlock** – To modify the record details. Refer to the **Create** screen for the field level details.
  - b. **Authorize** – To authorize or reject the record. Authorizing/Rejecting requires necessary access rights.
    - Optional: Click **View** to view the record details.
    - Select the record and click **Approve** to approve the record.
    - Select the record and click **Reject** to reject the record. Specify the relevant comments in the pop-up window that appears, and click **Confirm**.
  - c. **Delete/Close** – To remove the record.
    - Optional: In the confirmation pop-up window, click **View** to view the record details.
    - Click **Proceed** to delete the record.
  - d. **Copy** – To copy the record parameters for creating a new record.
  - e. **View** – To view the record details.
  - f. **Reopen** – To reopen the closed record.

## 3.9.2 Alert Definition

This topic describes the information to maintain the alert definitions in Cash Management system.

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

This topic contains the following subtopics:

- [Create Alert Definition](#)  
This topic describes the systematic instruction to configure and manage various types of alerts.
- [View Alert Definition](#)  
This topic describes the systematic instruction to view, modify, or authorize the alert definitions.

### 3.9.2.1 Create Alert Definition

This topic describes the systematic instruction to configure and manage various types of alerts.

Newly created alert types take effect once authorized and cannot be modified thereafter.

Specify **User ID** and **Password**, and login to **Home** screen.

1. On **Home** screen, click **Receivables And Payables**. Under **Receivables And Payables**, click **Maintenance**.

- Under **Maintenance**, click **Alerts**. Under **Alerts**, click **Alert Definition**.
- Under **Alert Definition**, click **Create Alert Definition**.

The **Create Alert Definition** screen displays.

**Figure 3-49 Create Alert Definition**

- Specify the fields on **Create Alert Definition** screen.

 **Note:**

The fields marked as **Required** are mandatory.

For more information on fields, refer to the field description table.

**Table 3-22 Create Alert Definition - Field Description**

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

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

### 3.9.2.2 View Alert Definition

This topic describes the systematic instruction to view, modify, or authorize the alert definitions.

A tile is present for each record that has been created. The bottom portion of each record-tile displays the following:

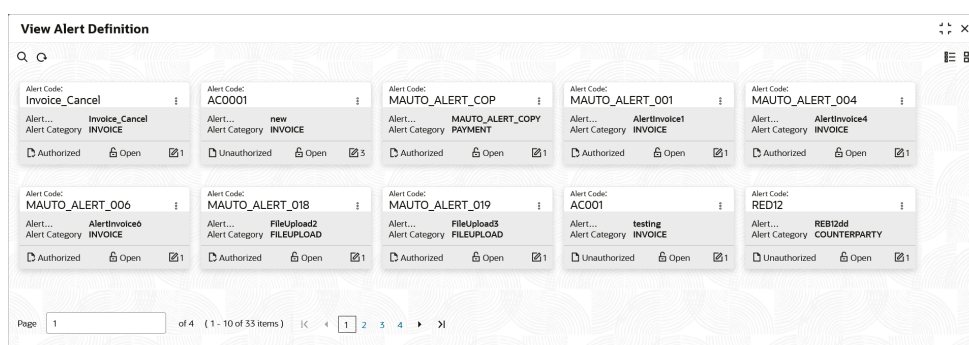
- The status, whether Authorized, Unauthorized, or Rejected
- Open or Closed
- The number of times the record has been submitted by the Maker added.

Specify **User ID** and **Password**, and login to **Home** screen.

1. On **Home** screen, click **Receivables And Payables**. Under **Receivables And Payables**, click **Maintenance**.
2. Under **Maintenance**, click **Alerts**. Under **Alerts**, click **Alert Definition**.
3. Under **Alert Definition**, click **View Alert Definition**.

The **View Alert Definition** screen displays.

**Figure 3-50 View Alert Definition**



4. Filter the records in the **View** screen:
  - a. Click **Search** icon to view the filters. The user can filter the records by Alert Code, Alert Description, Authorization Status and Record Status.
  - b. Select the required filter criteria and click **Search** button to filter the records.
  - c. Click **Reset** to reset the filter criteria.
5. Click **Refresh** icon to refresh the records.
6. Click **Options** icon and then, select any of the following options:
  - a. **Unlock** – To modify the record details. Refer to the **Create** screen for the field level details.
  - b. **Authorize** – To authorize or reject the record. Authorizing/Rejecting requires necessary access rights.
    - Optional: Click **View** to view the record details.
    - Select the record and click **Approve** to approve the record.
    - Select the record and click **Reject** to reject the record. Specify the relevant comments in the pop-up window that appears, and click **Confirm**.
  - c. **Delete/Close** – To remove the record.
    - Optional: In the confirmation pop-up window, click **View** to view the record details.
    - Click **Proceed** to delete the record.
  - d. **Copy** – To copy the record parameters for creating a new record.



- e. **View** – To view the record details.
- f. **Reopen** – To reopen the closed record.

### 3.9.3 Alert Decisioning

This topic describes the information to set and manage the alerts in Cash Management system.

The **Alert Decisioning** functionality is used to choose from the defined alerts and set the same for a recipient. The delivery mode and frequency for sending the alerts can also be defined.

This topic contains the following subtopics:

- [Create Alert Decisioning](#)  
This topic describes the systematic instruction to set the delivery mode and frequency of sending alerts to a recipient.
- [View Alert Decisioning](#)  
This topic describes the systematic instruction to view, modify, or authorize alert decisioning record details.

#### 3.9.3.1 Create Alert Decisioning

This topic describes the systematic instruction to set the delivery mode and frequency of sending alerts to a recipient.

Newly set decisioning records take effect once authorized. The phone number and email ID are obtained from the records maintained in the **Alert Contact Details** screen. Additional contact information can be entered in this screen.


Specify **User ID** and **Password**, and login to **Home** screen.

1. On **Home** screen, click **Receivables And Payables**. Under **Receivables And Payables**, click **Maintenance**.
2. Under **Maintenance**, click **Alerts**. Under **Alerts**, click **Alert Decisioning**.
3. Under **Alert Decisioning**, click **Create Alert Decisioning**.

The **Create Alert Decisioning** screen displays.

**Figure 3-51 Create Alert Decisioning**

- Specify the fields on **Create Alert Decisioning** screen.

 **Note:**  
The fields marked as **Required** are mandatory.

For more information on fields, refer to the field description table.

**Table 3-23 Create Alert Decisioning - Field Description**

Field	Description
<b>Category</b>	Select the category to set the alerts for.
<b>Filter Criteria</b>	Select the appropriate filter criteria for specific application of alerts.
<b>Relationship Code</b>	Click the search icon and select the relationship to set the alerts for.  This field appears if the <b>Filter Criteria</b> is selected as <b>Relationship Based</b> .
<b>Event</b>	Select the event to set the alert for.
<b>Alert Code</b>	Click the search icon and select from the required alert code. The list of alert codes are displayed as per selected combination of category and event.
<b>Description</b>	Displays the description of the selected alert code.
<b>Recipient</b>	Select the recipient to whom the alert should be sent.
<b>Frequency</b>	Select the frequency to send the alerts as follows: <ul style="list-style-type: none"> <li>Select <b>Online</b> if the alert should be sent only when the event is generated.</li> <li>Select <b>Scheduled</b> if the alert should be sent one or more times prior to the generation of the event.</li> </ul>
<b>Delivery Mode</b>	Select the mode through which the alert should be sent.

Table 3-23 (Cont.) Create Alert Decisioning - Field Description

Field	Description
<b>Generate days before</b>	Specify the number of days before the event when the alert should be generated in the system.
<b>Additional Phone</b>	Specify the additional phone number to send the alert on.  This field is displayed only for the <b>WhatsApp</b> , and <b>SMS</b> modes of delivery.
<b>Additional Email</b>	Specify the additional email address to send the alert on.  This field is displayed only for the <b>Email</b> delivery mode.
<b>Text Template for Email</b>	Click the search icon and select the text template for an email alert.  This field is displayed only for <b>Online</b> frequency and <b>Email</b> delivery mode.
<b>Attachment Template for Email</b>	Click the search icon and select the attachment template for an email alert.  This field is displayed only for <b>Online</b> frequency and <b>Email</b> delivery mode.
<b>Text Template for Whatsapp</b>	Click the search icon and select the text template for the <b>WhatsApp</b> alert.  This field is displayed only for <b>Online</b> frequency and <b>Whatsapp</b> delivery mode.
<b>Text Template for SMS</b>	Click the search icon and select the text template for an SMS alert.  This field is displayed only for <b>Online</b> frequency and <b>SMS</b> delivery mode.
<b>Text Template for Dashboard</b>	Specify the text template for the Dashboard alert.  This field is displayed only for <b>Online</b> frequency and <b>Dashboard</b> delivery mode.

- On selecting the **Scheduled** option in the **Frequency** field, click the Alert Calendar icon to select the alert schedule.

The **Alert Schedule** popup screen displays.

**Figure 3-52 Alert Schedule**

The screenshot shows a web form titled "Alert Schedule". It contains the following fields and values:

- Number of Alerts**: 2
- Interval Days**: 1
- Text Template 1**: Alert for Instrument Clearing
- Text Template 2**: Alert for Instrument Clearing

At the bottom right of the form, there are two buttons: "Add" and "Reset".

- a. In the **Number of Alerts** field, enter the total alerts to be sent.
  - b. In the **Interval Days** field, enter the interval in days between each alert.
  - c. In the **Text Template** field, enter the alert content to be sent.
  - d. In case of Email delivery mode, in the **Attachment Template** field of each alert, click the Search icon and select the template for the alert
  - e. Click **Add** to add the selected templates.
  - f. Click **Reset** to clear the fields.
6. Click **Add/Edit** to add alert decision details in the grid or modify a selected records from the grid.
  7. Perform the following steps to take action on the records in the grid.
    - a. Select the record in the grid and click **Options** icon under the **Action** column.
    - b. Click **Edit** to modify records in the grid.
    - c. Click **Delete** to remove the record.
  8. Click **Save** to save the record and send it for authorization.

### 3.9.3.2 View Alert Decisioning

This topic describes the systematic instruction to view, modify, or authorize alert decisioning record details.

A tile is present for each record that has been created. The bottom portion of each record-tile displays the following:

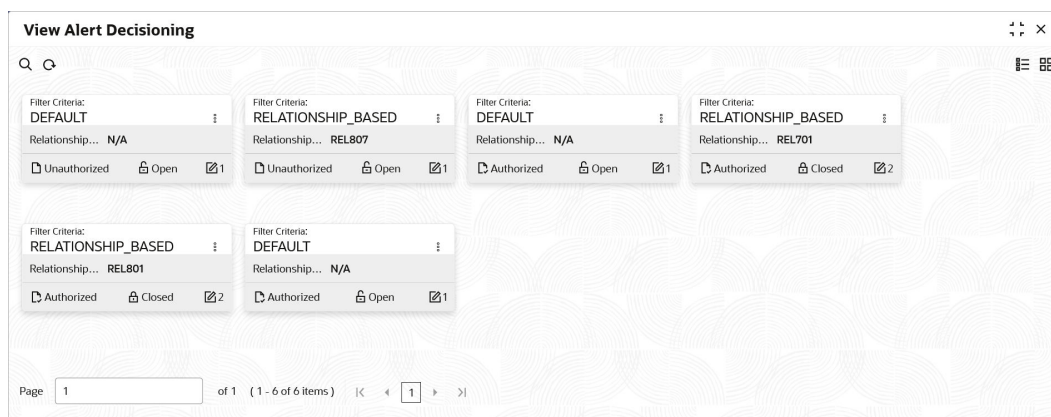
- The status, whether Authorized, Unauthorized, or Rejected
- Open or Closed
- The number of times the record has been submitted by the Maker added.

Specify **User ID** and **Password**, and login to **Home** screen.

1. On **Home** screen, click **Receivables And Payables**. Under **Receivables And Payables**, click **Maintenance**.
2. Under **Maintenance**, click **Alerts**. Under **Alerts**, click **Alert Decisioning**.
3. Under **Alert Decisioning**, click **View Alert Decisioning**.

The **View Alert Decisioning** screen displays.

**Figure 3-53 View Alert Decisioning**



4. Filter the records in the **View** screen:
  - a. Click **Search** icon to view the filters. The user can filter the records by Corporate Id, Authorization Status, Record Status and Category.
  - b. Select the required filter criteria and click **Search** button to filter the records.
  - c. Click **Reset** to reset the filter criteria.
5. Click **Refresh** icon to refresh the records.
6. Click **Options** icon and then, select any of the following options:
  - a. **Unlock** – To modify the record details. Refer to the **Create** screen for the field level details.
  - b. **Authorize** – To authorize or reject the record. Authorizing/Rejecting requires necessary access rights.
    - Optional: Click **View** to view the record details.
    - Select the record and click **Approve** to approve the record.
    - Select the record and click **Reject** to reject the record. Specify the relevant comments in the pop-up window that appears, and click **Confirm**.
  - c. **Delete/Close** – To remove the record.
    - Optional: In the confirmation pop-up window, click **View** to view the record details.
    - Click **Proceed** to delete the record.
  - d. **Copy** – To copy the record parameters for creating a new record.
  - e. **View** – To view the record details.
  - f. **Reopen** – To reopen the closed record.

# 4

## Create Receivables and Payables

This topic describes the systematic instruction to create invoices/purchase orders/debit notes/credit notes.

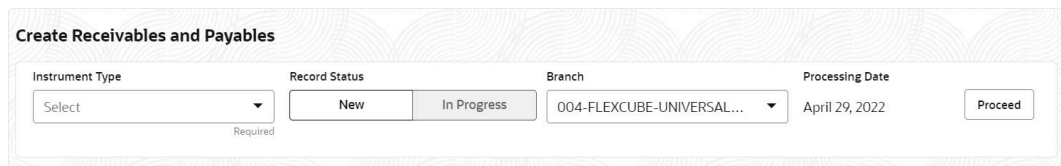
The user can search the invoices/purchase orders/debit notes/credit notes based on various parameters such as reference number, supplier, buyer, date range, and so on and change their processing status.

Specify **User ID** and **Password**, and login to **Home** screen.

1. On **Home** screen, click **Receivables And Payables**. Under **Receivables And Payables**, click **Create Receivables and Payables**.

The **Create Receivables and Payables** screen displays.

**Figure 4-1 Create Receivables and Payables**



2. Specify the details on the **Create Receivables and Payables** screen.

 **Note:**

The fields marked as **Required** are mandatory.

For more information on fields, refer to the field description table.

**Table 4-1 Create Receivables and Payables - Field Description**

Field	Description
<b>Instrument Type</b>	Select the instrument type. The available options are: <ul style="list-style-type: none"><li>• <b>Invoice</b></li><li>• <b>Purchase Order</b></li><li>• <b>Debit Note</b></li><li>• <b>Credit Note</b></li></ul>
<b>Record Status</b>	Click on the respective switch to create a new/existing invoices.
<b>Branch</b>	Specify your branch. By default, the branch of the logged-in user is selected.
<b>Processing Date</b>	Displays the date on which the instrument is processed.

The user can create the following instruments.

- [Create Invoice](#)  
This topic describes the systematic instruction to create an invoice using Create Receivables and Payables screen.
- [Create Purchase Order](#)  
This topic describes the systematic instruction to create a purchase order using Create Receivables and Payables screen.
- [Create Debit Note](#)  
This topic describes the systematic instruction to create a debit note using Create Receivables and Payables screen.
- [Create Credit Note](#)  
This topic describes the systematic instruction to create a credit note using Create Receivables and Payables screen.

## 4.1 Create Invoice

This topic describes the systematic instruction to create an invoice using Create Receivables and Payables screen.

1. On **Create Receivables and Payables** screen, select **Invoice** from the **Instrument Type** list.

### Basic Information

2. Click **Proceed** to view the screen for populating the invoice details.

The **Invoice - Basic Information** screen displays.

**Figure 4-2 Invoice - Basic Information**

The screenshot shows the 'Invoice - Basic Information' screen. On the left is a navigation pane with 'Basic Information' selected. The main area contains the following fields:

Field	Value
Invoice Number	INV1234567
Invoice Date	April 29, 2022
Invoice Value Date	June 15, 2023
Invoice Due Date	June 30, 2025
Supplier	XXXXXXXXXX 000380
Relationship	REL701
Buyer	XXXXXXXXXX 000381
Supplier Division Code	Division000380
Buyer Division Code	
Currency	GBP
Pre-Accepted	<input type="checkbox"/>
BIC Routing Code	
Remarks	
Virtual Account	<input type="checkbox"/>
Repayment Account Number	

Buttons at the bottom right: Cancel, Save & Close, Next.

3. Specify the fields on **Basic Information** screen.

### Note:

The fields marked as **Required** are mandatory.

For more information on fields, refer to the field description table.

Table 4-2 Basic Information - Field Description

Field	Description
<b>Invoice Number</b>	Specify the unique reference number for invoice to be created. OR Click the <b>Search</b> icon to select the existing invoice number. This field cannot be modified once authorized.
<b>Invoice Date</b>	Click the <b>Calendar</b> icon and select the date of invoice creation. By default, the system's current date is set.
<b>Invoice Value Date</b>	Click the <b>Calendar</b> icon and select the invoice value date. This date may be different from the invoice date.
<b>Invoice Due Date</b>	Click the <b>Calendar</b> icon and select the date by when the invoice is due.
<b>Supplier</b>	Click the <b>Search</b> icon and select the supplier of the goods/ commodity. This field cannot be modified once authorized.
<b>Relationship</b>	Click the <b>Search</b> icon and select the relationship of the selected supplier under which this invoice should be created. This field cannot be modified once authorized.
<b>Program</b>	Click the <b>Search</b> icon and select the required program under which the invoice should be created. This field is applicable to only OBSCF system.
<b>Buyer</b>	Click the <b>Search</b> icon and select the buyer to create the invoice for. This field cannot be modified once authorized.
<b>Supplier Division Code</b>	Click the <b>Search</b> icon and select the division code of the supplier.
<b>Buyer Division Code</b>	Click the <b>Search</b> icon and select the division code of the buyer.
<b>Currency</b>	Select the currency of the invoice.
<b>Pre-Accepted</b>	Switch the toggle ON if the invoice is pre-accepted by the buyer.
<b>BIC Routing Code</b>	Specify the BIC or SWIFT code of the financial institution, to send the payment amount to.
<b>Funding Request Date</b>	Click the <b>Calendar</b> icon and select the date on which funding for the invoice was requested.
<b>Remarks</b>	Specify the comments regarding the invoice, if any.
<b>Virtual Account</b>	Switch the toggle ON, if the repayment account is a virtual one.
<b>Repayment Account Number</b>	Specify the account number to send the repayment amount to.

4. Perform any of the below action from the **Basic Information** screen.
  - Click **Next** to go to the **Purchase Order, Commodity and Pricing** screen.
  - Click **Save & Close** to save the invoice details and submit it for authorization.
  - Click **Cancel** to cancel the creation of the invoice.

#### Purchase Order, Commodity and Pricing

5. Click **Next** on **Basic Information** tab.  
The **Invoice - Commodity and Pricing** screen displays.



Figure 4-3 Invoice - Purchase Order, Commodity and Pricing

For more information on fields, refer to the field description table.

Table 4-3 Purchase Order, Commodity and Pricing - Field Description

Field	Description
Invoice Number	Displays the reference number of the invoice.
Buyer	Displays the name of the buyer.
Supplier	Displays the name of the supplier.
Invoice Due Date	Displays the date when the invoice is due.

6. Switch the **Link Purchase Orders** toggle ON to link one or more purchase orders to the invoice.

- a. In the **Link Purchase Orders** section, click **Add** icon to link one or more purchase orders to the invoice.

The **Link Purchase Orders** screen displays.

**Figure 4-4 Link Purchase Orders**

- b. On the **Link Purchase Orders** screen, specify the required search criteria and click **Fetch**.

The relevant purchase order records are displayed.

- c. Select the records and click **Save** to link the purchase orders to the invoice.

The **Link Purchase Orders** section displays with the linked purchase orders. For more information on fields, refer to the field description table.

**Table 4-4 Link Purchase Orders - Field Description**

Field	Description
<b>Purchase Order Number</b>	Displays the purchase order numbers of the same buyer-seller combination as the invoice.
<b>Purchase Order Amount</b>	Displays the purchase order amount.
<b>Purchase Order Available Amount</b>	Displays the purchase order amount as purchase order available amount. Once a purchase order is linked to an invoice, Purchase Order Available Amount = Purchase Order Amount - Invoice Allocated Amount.
<b>Invoice Allocated Amount</b>	Displays the invoice amount allocated to a purchase order. This field is editable and allows you to add the amount manually as well. On entering this value, the invoice allocation percentage is automatically updated. If Purchase Order Available Amount is greater than or equal to Invoice Amount, the entire invoice amount is allocated to the PO by default. If not, the invoice Amount to the extent of PO Available Amount is allocated to the purchase order.
<b>Invoice Allocation Percentage</b>	Displays the percentage of invoice amount allocated to a purchase order. This field is editable and allows you to add the percentage manually as well. On entering this value, the invoice allocated amount is automatically updated.
<b>Purchase Order Available Amount Post-Linkage</b>	Displays the available purchase order amount post the linkage with invoice.
<b>Action</b>	Displays the following options to edit or delete the purchase order record. <ul style="list-style-type: none"> <li>Click <b>Edit</b> icon to edit the record.</li> <li>Click <b>Delete</b> icon to delete the record.</li> </ul>

7. Switch the **Add Commodities** toggle ON to add the Commodity details.

8. In the **Add Commodities** section, click **Add** icon to add the commodity details. For more information on fields, refer to the field description table.

**Table 4-5 Commodity Details - Field Description**

Field	Description
<b>Commodity Details</b>	Displays the fields related to the Commodity details. This section appears if the <b>Add Commodities</b> toggle is switched ON.
<b>PO Number</b>	Displays the reference number of the linked purchase orders.
<b>Commodity Name</b>	Displays the commodity name based on the selected commodity code.
<b>Unit</b>	Select the measuring unit for the goods.
<b>Quantity</b>	Specify the quantity of the goods as per selected measuring unit.
<b>Unit Cost</b>	Specify a single unit's cost of the goods.
<b>Discount (%)</b>	Specify the percentage of discount to be applied on the total cost.
<b>Discount Amount</b>	Displays the discount amount based on the discount percentage.
<b>Tax (%)</b>	Specify the percentage of tax to be applied on total amount post discounting.
<b>Tax Amount</b>	Displays the tax amount based on tax percentage.
<b>Net Cost</b>	Displays the total amount of the commodity after discount, and inclusion of tax. Total Net Cost should be equal to Total Invoice Allocated Amount.
<b>Action</b>	Displays the following options to edit or delete the commodity details. <ul style="list-style-type: none"> <li>Click <b>Edit</b> icon to edit the record.</li> <li>Click <b>Delete</b> icon to delete the record.</li> </ul>

9. In the **Pricing Details** section, specify the following pricing details.

 **Note:**

The fields marked as **Required** are mandatory.

For more information on fields, refer to the field description table.

**Table 4-6 Pricing Details - Field Description**

Field	Description
<b>Currency</b>	Displays the selected currency.
<b>Base Invoice Amount</b>	Displays the base amount of the invoice. This field is editable and allows you to add the base amount manually, if the Base Invoice Amount is greater than or equal to the Total Net Cost.

Table 4-6 (Cont.) Pricing Details - Field Description

Field	Description
<b>Discount Percentage</b>	Specify the percentage of discount to be applied on the base invoice amount. Discount percentage is auto-calculated based on entered discount amount.
<b>Discount Amount</b>	Specify the amount to be discounted from the base invoice amount. Discount amount is auto-calculated based on entered discount percentage.
<b>Tax (%)</b>	Specify the percentage of tax to be levied on the total invoice amount. Tax percentage is auto-calculated based on entered tax amount.
<b>Tax Amount</b>	Specify the amount of tax to be levied on the total invoice amount. Tax amount is auto-calculated based on entered tax percentage.
<b>Total Invoice Amount</b>	Displays the total invoice amount post calculating base invoice amount, discount, and tax.
<b>Misc Charge 1 Desc</b>	Specify the description of the miscellaneous charges to be added in total invoice amount.
<b>Misc Charge 1 Amount</b>	Specify the miscellaneous charge amount to be added in total invoice amount.
<b>Misc Charge 2 Desc</b>	Specify the description of another miscellaneous charges to be added in total invoice amount.
<b>Misc Charge 2 Amount</b>	Specify the miscellaneous charge amount to be added in total invoice amount.
<b>Net Invoice Amount</b>	Displays the net invoice amount post adding miscellaneous charges in the total invoice amount.
<b>Acceptance Amount</b>	Specify the invoice amount that has been accepted by the Buyer.
<b>Primary Discount Days</b>	Specify the primary discount days.
<b>Primary Discount Percentage</b>	Specify the primary discount percentage.
<b>Secondary Discount Days</b>	Specify the secondary discount days.
<b>Secondary Discount Percentage</b>	Specify the secondary discount percentage.

10. Perform any of the following action from the **Commodity and Pricing** screen:
- Click **Next** to go to the **Shipment Information** screen.
  - Click **Save & Close** to save the invoice details and submit it for authorization.
  - Click **Back** to go to the **Basic Information** screen.
  - Click **Cancel** to cancel the creation of the invoice.

#### Shipment Information

11. Click **Next** on **Commodity and Pricing** tab.

The **Invoice - Shipment Information** screen displays.

Figure 4-5 Invoice - Shipment Information

- Specify the fields on **Shipment Information** screen.

 **Note:**

The fields marked as **Required** are mandatory.

For more information on fields, refer to the field description table.

Table 4-7 Shipment Information - Field Description

Field	Description
<b>Invoice Number</b>	Displays the reference number of the invoice.
<b>Buyer</b>	Displays the name of the buyer.
<b>Supplier</b>	Displays the name of the supplier.
<b>Invoice Due Date</b>	Displays the date when the invoice is due.
<b>Shipment Date</b>	Click the Calendar icon and select the date on which the buyer expects commodity to get dispatched.
<b>Shipment Number</b>	Specify the unique shipment number to track the shipment.
<b>Shipment Address</b>	Specify the complete address where shipment should be sent.
<b>Shipment Country</b>	Select the country to send the shipment to.
<b>City</b>	Select the city to send the shipment to.
<b>Zip Code</b>	Specify the postal code to send the shipment to.
<b>Phone Number</b>	Specify the contact number of the shipment company.
<b>Tax Id</b>	Specify the unique tax id if shipment charge includes tax amount.
<b>Reason for Export</b>	Specify the reason for exporting the shipment.

Table 4-7 (Cont.) Shipment Information - Field Description

Field	Description
<b>Terms of Sale(Incoterms)</b>	Select any of the following terms of sales: <ul style="list-style-type: none"> <li>• DAF – Delivered At Frontier</li> <li>• DES - Delivered Ex Ship</li> <li>• DEQ - Delivered Ex Quay</li> <li>• DDU - Delivered Duty Unpaid</li> <li>• CIP - Carriage and Insurance Paid To (Insert place of destination)</li> <li>• CPT - Carriage Paid To (Insert place of destination)</li> <li>• CIF - Cost, Insurance and Freight</li> <li>• CFR - Cost and Freight</li> <li>• FOB - Free On Board</li> <li>• DDP - Delivered Duty Paid (Insert place of destination).</li> <li>• FCA - Free Carrier (Insert named place of delivery)</li> <li>• EXW - Ex Works (Insert place of delivery)</li> <li>• FAS - Free Alongside Ship (insert name of port of loading)</li> </ul>
<b>Net Payment Terms</b>	Specify the terms of payments, if any.
<b>Country of Origin</b>	Select the country from where the shipment is being sent.
<b>Payment Condition</b>	Select the payment condition. The options are: <ul style="list-style-type: none"> <li>• Open Account</li> <li>• Bill of exchange against acceptance</li> <li>• Bill of exchange against payment</li> <li>• Documents through banks</li> <li>• Instalment payment without draft</li> <li>• Instalment payment with draft</li> <li>• Other</li> </ul>

13. Perform any of the below action from the **Shipment Information** screen:
- Click **Next** to go to the **Summary** screen.
  - Click **Save & Close** to save the invoice details and submit it for authorization.
  - Click **Back** to go to the **Commodity and Pricing** screen.
  - Click **Cancel** to cancel the creation of the invoice.

### Summary

14. Click **Next** on **Shipment Information** tab.  
The **Invoice - Summary** screen displays.

Figure 4-6 Invoice - Summary

15. Review the detail of the invoice being created and perform any of the following action from the **Summary** screen.
- Click **Save & Close** to save the invoice details and submit it for authorization.
  - Click **Back** to go to the **Shipment Information** screen.
  - Click **Cancel** to cancel the creation of the invoice.

 **Note:**

A cashflow record is automatically created for every new invoice record, if the 'Create Cashflow from Invoice' system-level configuration parameter is set to 'Yes'.

## 4.2 Create Purchase Order


This topic describes the systematic instruction to create a purchase order using Create Receivables and Payables screen.

1. On **Create Receivables and Payables** screen, select **Purchase Order** from the **Instrument Type** list.
2. Click **Proceed** to view the screen for populating purchase order (PO) details.

The **Purchase Order - Basic Information** screen displays.

**Figure 4-7 Purchase Order - Basic Information**

- Specify the fields on **Basic Information** screen.

 **Note:**  
The fields marked as **Required** are mandatory.

For more information on fields, refer to the field description table.

**Table 4-8 Basic Information - Field Description**

Field	Description
<b>External PO No</b>	Specify the external reference number for purchase order to be created. OR Click <b>Search</b> icon to select the existing PO number. Only “-” is allowed as a special character. This field cannot be modified once authorized.
<b>PO Date</b>	Click <b>Calendar</b> icon and select the date of purchase order creation. By default, the system’s current date is set.
<b>Buyer</b>	Click <b>Search</b> icon and select the buyer to create the purchase order for. This field cannot be modified once authorized.
<b>Relationship</b>	Click <b>Search</b> icon and select the relationship of the selected buyer under which this purchase order should be created. This field cannot be modified once authorized.
<b>Program</b>	Click <b>Search</b> icon and select the required program under which the purchase order should be created. This field is applicable to only OBSCF system.
<b>Supplier</b>	Click <b>Search</b> icon and select the supplier of the goods/commodity. This field cannot be modified once authorized.
<b>Buyer Division Code</b>	Click <b>Search</b> icon and select the division code of the buyer.
<b>Supplier Division Code</b>	Click <b>Search</b> icon and select the division code of the supplier.
<b>Currency</b>	Select the currency of the purchase order.



**Table 4-8 (Cont.) Basic Information - Field Description**

Field	Description
<b>Pre-Accepted</b>	Switch the toggle ON if the purchase order is pre-accepted by the supplier.
<b>Remarks</b>	Specify the comments regarding the purchase order, if any.

4. Perform any of the below action from the **Basic Information** screen:
  - Click **Next** to go to the **Commodity and Pricing** screen.
  - Click **Save & Close** to save the PO details and submit it for authorization.
  - Click **Cancel** to cancel the creation of the PO.

**Commodity and Pricing**

5. Click **Next** on **Basic Information** tab.

The **Purchase Order - Commodity and Pricing** screen displays.

**Figure 4-8 Purchase Order - Commodity and Pricing**

6. Switch the **Add Commodities** toggle ON to view **Commodity Details** section.

**Note:**  
The fields marked as **Required** are mandatory.

For more information on fields, refer to the field description table.

**Table 4-9 Commodity Details - Field Description**

Field	Description
<b>External PO Number</b>	Displays the reference number of the purchase order.

Table 4-9 (Cont.) Commodity Details - Field Description

Field	Description
<b>Buyer</b>	Displays the name of the buyer.
<b>Supplier</b>	Displays the name of the supplier.
<b>PO Date</b>	Displays the date of creation of the purchase order.
<b>Add Commodities</b>	Switch this toggle ON to add the commodities being purchased.
<b>Commodity Details</b>	Displays the fields related to the Commodity details. This section appears if the 'Add Commodities' toggle is switched ON.
<b>Commodity Name</b>	Displays the commodity name based on the selected commodity code.
<b>Unit</b>	Select the measuring unit for the goods.
<b>Quantity</b>	Specify the quantity of the goods as per selected measuring unit.
<b>Unit Cost</b>	Specify a single unit's cost of the goods.
<b>Discount (%)</b>	Specify the percentage of discount to be applied on the total cost.
<b>Discount Amount</b>	Displays the discount amount based on the discount percentage.
<b>Tax (%)</b>	Specify the percentage of tax to be applied on total amount post discounting.
<b>Tax Amount</b>	Displays the tax amount based on tax percentage.
<b>Net Cost</b>	Displays the net costing based on all the previous fields.

7. Specify the following details on the **Pricing Details** section.

 **Note:**

The fields marked as **Required** are mandatory.

For more information on fields, refer to the field description table.

Table 4-10 Pricing Details - Field Description

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

**Table 4-10 (Cont.) Pricing Details - Field Description**

Field	Description
<b>Tax Amount</b>	Displays the overall tax amount. This field is editable and allows you to add the amount manually as well.
<b>Total PO Amount</b>	Displays the total PO amount post calculating base PO amount, discount, and tax.
<b>Misc Charge 1 Desc</b>	Specify the description of the miscellaneous charges to be added in total PO amount.
<b>Misc Charge 1 Amount</b>	Specify the miscellaneous charge amount to be added in total PO amount.
<b>Misc Charge 2 Desc</b>	Specify the description of another miscellaneous charges to be added in total PO amount.
<b>Misc Charge 2 Amount</b>	Specify the miscellaneous charge amount to be added in total PO amount.
<b>Net PO Amount</b>	Displays the net PO amount post adding miscellaneous charges in the total PO amount.

- a. Click **Add** icon to add rows in the grid.
- b. In the **Action** column of grid, perform any one of the following steps:
  - Click **Delete** icon to remove that specific row.
  - Click **Edit** icon and specify the commodity details in the grid.
8. Perform any of the below action from the **Commodity and Pricing** screen.
  - Click **Next** to go to the **Shipment Information** screen.
  - Click **Save & Close** to save the PO details and submit it for authorization.
  - Click **Back** to go to the **Basic Information** screen.
  - Click **Cancel** to cancel the creation of the PO.

**Shipment Information**

9. Click **Next** on **Commodity and Pricing** tab.

The **Purchase Order - Shipment Information** screen displays.

**Figure 4-9 Purchase Order - Shipment Information**

10. Specify the fields on **Shipment Information** screen.

 **Note:**

The fields marked as **Required** are mandatory.

For more information on fields, refer to the field description table.

**Table 4-11 Shipment Information - Field Description**

Field	Description
<b>Requested Shipment Date</b>	Click the Calendar icon and select the date on which the buyer expects commodity to get dispatched.
<b>Ship To</b>	Specify the name of the location where shipment should be sent.
<b>Shipment Address</b>	Specify the complete address where shipment should be sent.
<b>Shipment Country</b>	Specify the country to send the shipment to.
<b>City</b>	Select the city to send the shipment to.
<b>Zip Code</b>	Specify the postal code to send the shipment to.
<b>Phone Number</b>	Specify the contact number of the shipment company.
<b>Tax Id</b>	Specify the unique tax id if shipment charge includes tax amount.
<b>Reason for Export</b>	Specify the reason for exporting the shipment.
<b>Terms of Sale(Incoterms)</b>	Select any of the below terms of sales: <ul style="list-style-type: none"> <li>• DAF – Delivered At Frontier</li> <li>• DES - Delivered Ex Ship</li> <li>• DEQ - Delivered Ex Quay</li> <li>• DDU - Delivered Duty Unpaid</li> <li>• CIP - Carriage and Insurance Paid To (Insert place of destination)</li> <li>• CPT - Carriage Paid To (Insert place of destination)</li> <li>• CIF - Cost, Insurance and Freight</li> <li>• CFR - Cost and Freight</li> <li>• FOB - Free On Board</li> <li>• DDP - Delivered Duty Paid (Insert place of destination).</li> <li>• FCA - Free Carrier (Insert named place of delivery)</li> <li>• EXW - Ex Works (Insert place of delivery)</li> <li>• FAS - Free Alongside Ship (insert name of port of loading)</li> </ul>
<b>Payment Terms</b>	Specify the terms of payments, if any.
<b>Country of Origin</b>	Select the country from where the shipment is being sent.
<b>Promised Shipment Date</b>	Click the Calendar icon and select the date agreed by the supplier to send the shipment.

11. Perform any of the below action from the **Shipment Information** screen:
  - Click **Next** to go to the **Summary** screen.
  - Click **Save & Close** to save the PO details and submit it for authorization.
  - Click **Back** to go to the **Commodity and Pricing** screen.
  - Click **Cancel** to cancel the creation of the PO.

### Summary

12. Click **Next** on **Shipment Information** tab.

The **Purchase Order - Summary** screen displays.

Figure 4-10 Purchase Order - Summary

**Purchase Order Summary**

External PO No : PUR12345  
PO Date : 2022-04-29  
Net PO Amount : £100.00

**Pricing Details**

Base PO Amount : 100  
Discount(%) : 0  
Discount Amount : £0.00  
Tax(%) : 0  
Tax Amount : £0.00  
Total PO Amount : £100.00  
Total Charges : £0.00  
Net PO Amount : £100.00

**Relationship Information**

Relationship Name : Relation701  
Supplier : Danone  
Buyer : XXXXXXXXX  
Valid Till : 2030-04-30

**Remarks**

-

**Shipment Information**

Requested Shipment Date	Promised Shipment Date	Country of Origin
2023-06-01	2023-06-30	IN

Shipment Address	Reason for Export	Terms of Sales (Incoterms)	Payment Terms
ADDRESS NAME 1	Export Purpose		INDIAN

**Commodity Details**

Commodity Code	Commodity Name	Quantity	Unit Cost	Discount Amount	Tax Amount	Net Cost
Zinc	Zinc	1	100	£0.00	£0.00	£100.00

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Cancel Back Save & Close

13. Review the detail of the PO being created and perform any of the below action from the **Summary** screen.
- Click **Save & Close** to save the PO details and submit it for authorization.
  - Click **Back** to go to the **Shipment Information** screen.
  - Click **Cancel** to cancel the creation of the PO.

## 4.3 Create Debit Note

This topic describes the systematic instruction to create a debit note using Create Receivables and Payables screen.

1. On **Create Receivables and Payables** screen, select **Debit Note** from the **Instrument Type** list.
2. Click **Proceed** to view the screen for populating debit note details.  
The **Debit Note - Basic Information** screen displays.

**Figure 4-11 Debit Note - Basic Information**

3. In the **Debit Note Number** field, specify the unique debit note number to be created. Or in case of existing debit note number, click **Search** icon and select the existing debit note number.
4. In the **Link Invoice** field, click the Search icon to search and select the invoice to be linked with the debit note.

The **Link Invoice** screen displays.

**Figure 4-12 Link Invoice**

	Invoice Number	Invoice Date	Invoice Due Date	Invoice Amount
<input type="checkbox"/>	BHINV22	2022-04-29	2023-06-30	2000000
<input type="checkbox"/>	27FEB2301	2022-04-28	2023-02-01	110000
<input type="checkbox"/>	CASHAUTO-INV0-001	2022-04-29	2023-07-06	10000

5. Perform the following steps to search and select the invoice to be linked.

**Note:**  
The fields marked as **Required** are mandatory.

For more information on fields, refer to the field description table.

Table 4-12 Link Invoice - Field Description

Field	Description
<b>Supplier</b>	Click <b>Search</b> icon and select the supplier of the invoice.
<b>Relationship</b>	Click <b>Search</b> icon and select the any of the relationship maintained for the selected supplier. In case of linked invoice, the relationship is auto-populated.
<b>Buyer</b>	Click <b>Search</b> icon and select the buyer for the credit note. In case of linked invoice, the buyer is auto-populated.
<b>Invoice Number</b>	Specify the specific invoice to search for.
<b>Amount From</b>	Specify the minimum amount of the invoice respectively to filter the invoice search.
<b>Amount To</b>	Specify the maximum amount of the invoice respectively to filter the invoice search.
<b>Currency</b>	Select the invoice currency.

- a. Click **Fetch** to view the invoices matching to the search criteria.
  - b. Select the invoice(s) from the search result and then, click **Save** to select the invoices for the debit note.
6. Specify the following debit note details in the **Basic Information** screen.

 **Note:**

The fields marked as **Required** are mandatory.

For more information on fields, refer to the field description table.

Table 4-13 Basic Information - Field Description

Field	Description
<b>Debit Note Date</b>	Click the Calendar icon and select the date on which debit note is created.
<b>Debit Note Due Date</b>	Click the Calendar icon and select the date by when the debit note is due.
<b>Supplier</b>	Click the Search icon and select the supplier for the debit note. In case of linked invoice, the supplier is auto-populated.
<b>Relationship</b>	Click the Search icon and select the any of the relationship maintained for the selected supplier. In case of linked invoice, the relationship is auto-populated.
<b>Program</b>	Click the Search icon and select the program to create the debit note for. In case of linked invoice, the program is auto-populated. This field is applicable only for OBSCF system.
<b>Buyer</b>	Click the Search icon and select the buyer for the debit note. In case of linked invoice, the buyer is auto-populated.
<b>Supplier Division Code</b>	Click the Search icon and select the division code of the selected supplier.

**Table 4-13 (Cont.) Basic Information - Field Description**

Field	Description
<b>Buyer Division Code</b>	Click the Search icon and select the division code of the selected buyer.
<b>Currency</b>	Select the currency of the debit note. In case of linked invoice, the currency is auto-populated.
<b>Adjustment Reason</b>	Select the adjustment reason to be considered for creation of debit note.
<b>Funding Request Date</b>	Click the Calendar icon and select the requested date for funding the debit note.
<b>Remarks</b>	Specify the remarks about the debit note, if any.
<b>Pre-Accepted</b>	Switch the toggle ON if the debit note is pre-accepted by the buyer.
<b>BIC Routing Code</b>	Specify the BIC or SWIFT code of the financial institution, to send the payment amount to.
<b>Virtual Account</b>	Switch the toggle ON, if the repayment account is a virtual one.
<b>Repayment Account Number</b>	Specify the account number to send the repayment amount to.

- Perform any of the below action from the **Basic Information** screen:
  - Click **Next** to go to the **Commodity and Pricing** screen.
  - Click **Save & Close** to save the debit note details and submit it for authorization.
  - Click **Cancel** to cancel the creation of the debit note.

### Commodity and Pricing

- Click **Next** on **Basic Information** tab.

The **Debit Note - Commodity and Pricing** screen displays.

**Figure 4-13 Debit Note - Commodity and Pricing**

- Switch the **Add Commodities** toggle ON to view **Commodity Details** section.



 **Note:**

The fields marked as **Required** are mandatory.

For more information on fields, refer to the field description table.

**Table 4-14 Commodity Details - Field Description**

Field	Description
<b>Commodity Name</b>	Displays the commodity name based on the selected commodity code.
<b>Unit</b>	Select the measuring unit for the goods.
<b>Quantity</b>	Specify the quantity of the goods as per selected measuring unit.
<b>Unit Cost</b>	Specify a single unit's cost of the goods.
<b>Discount (%)</b>	Specify the percentage of discount to be applied on the total cost.
<b>Discount Amount</b>	Displays the discount amount based on the discount percentage.
<b>Tax (%)</b>	Specify the percentage of tax to be applied on total amount post discounting.
<b>Tax Amount</b>	Displays the tax amount based on tax percentage.
<b>Net Cost</b>	Displays the net costing based on all the previous fields.

10. Specify the following details on the **Pricing Details** section.

 **Note:**

The fields marked as **Required** are mandatory.

For more information on fields, refer to the field description table.

**Table 4-15 Pricing Details - Field Description**

Field	Description
<b>Base Debit Note Amount</b>	Displays the base amount of the Debit Note. Modify the base debit note amount, if required.
<b>Discount Percentage</b>	Specify the percentage of discount to be applied on the base debit note amount. Discount percentage is auto-calculated based on entered discount amount.
<b>Discount Amount</b>	Specify the amount to be discounted from the base debit note amount. Discount amount is auto-calculated based on entered discount percentage.
<b>Tax (%)</b>	Specify the percentage of tax to be levied on the total debit note amount. Tax percentage is auto-calculated based on entered tax amount.

Table 4-15 (Cont.) Pricing Details - Field Description

Field	Description
<b>Tax Amount</b>	Specify the amount of tax to be levied on the total debit note amount. Tax amount is auto-calculated based on entered tax percentage.
<b>Total Debit Note Amount</b>	Displays the total debit note amount post calculating base debit note amount, discount, and tax.
<b>Misc Charge 1 Desc</b>	Specify the description of the miscellaneous charges to be added in total debit note amount.
<b>Misc Charge 1 Amount</b>	Specify the miscellaneous charge amount to be added in total debit note amount.
<b>Misc Charge 2 Desc</b>	Specify the description of another miscellaneous charges to be added in total debit note amount.
<b>Misc Charge 2 Amount</b>	Specify the miscellaneous charge amount to be added in total debit note amount.
<b>Net PO Amount</b>	Displays the net debit note amount post adding miscellaneous charges in the total debit note amount.
<b>Acceptance Amount</b>	Specify the debit note amount that has been accepted by the Buyer.

- a. Click **Add** icon to add rows in the grid.
  - b. In the **Action** column of grid, perform any one of the following steps:
    - Click **Delete** icon to remove that specific row.
    - Click **Edit** icon and specify the commodity details in the grid.
11. Perform any of the below action from the **Commodity and Pricing** screen.
- Click **Next** to go to the **Shipment Information** screen.
  - Click **Save & Close** to save the debit note details and submit it for authorization.
  - Click **Back** to go to the **Basic Information** screen.
  - Click **Cancel** to cancel the creation of the debit note.

#### Shipment Information

12. Click **Next** on **Commodity and Pricing** tab.

The **Debit Note - Shipment Information** screen displays.

**Figure 4-14 Debit Note - Shipment Information**

13. Specify the fields on **Shipment Information** screen.

**Note:**

The fields marked as **Required** are mandatory.

For more information on fields, refer to the field description table.

**Table 4-16 Shipment Information - Field Description**

Field	Description
<b>Shipment Date</b>	Click the Calendar icon and select the date on which the buyer expects commodity to get dispatched.
<b>Shipment Number</b>	Specify the unique shipment number to track the shipment.
<b>Shipment Address</b>	Specify the complete address where shipment should be sent.
<b>Shipment Country</b>	Specify the country to send the shipment to.
<b>City</b>	Select the city to send the shipment to.
<b>Zip Code</b>	Specify the postal code to send the shipment to.
<b>Phone Number</b>	Specify the contact number of the shipment company.
<b>Tax Id</b>	Specify the unique tax id if shipment charge includes tax amount.
<b>Reason for Export</b>	Specify the reason for exporting the shipment.

**Table 4-16 (Cont.) Shipment Information - Field Description**

Field	Description
<b>Terms of Sale(Incoterms)</b>	Select any of the below terms of sales: <ul style="list-style-type: none"> <li>• DAF – Delivered At Frontier</li> <li>• DES - Delivered Ex Ship</li> <li>• DEQ - Delivered Ex Quay</li> <li>• DDU - Delivered Duty Unpaid</li> <li>• CIP - Carriage and Insurance Paid To (Insert place of destination)</li> <li>• CPT - Carriage Paid To (Insert place of destination)</li> <li>• CIF - Cost, Insurance and Freight</li> <li>• CFR - Cost and Freight</li> <li>• FOB - Free On Board</li> <li>• DDP - Delivered Duty Paid (Insert place of destination).</li> <li>• FCA - Free Carrier (Insert named place of delivery)</li> <li>• EXW - Ex Works (Insert place of delivery)</li> <li>• FAS - Free Alongside Ship (insert name of port of loading)</li> </ul>
<b>Payment Terms</b>	Specify the terms of payments, if any.
<b>Country of Origin</b>	Select the country from where the shipment is being sent.

14. Perform any of the below action from the **Shipment Information** screen:
- Click **Next** to go to the **Summary** screen.
  - Click **Save & Close** to save the debit note details and submit it for authorization.
  - Click **Back** to go to the **Commodity and Pricing** screen.
  - Click **Cancel** to cancel the creation of the debit note.

### Summary

15. Click **Next** on **Shipment Information** tab.  
The **Debit Note - Summary** screen displays.

Figure 4-15 Debit Note - Summary

**Debit Note Summary**

**Debit Note Information**  
 Debit Note Number : DEB1234567  
 Debit Note Date : 2022-04-29  
 Debit Note Due Date : 2023-06-30  
 Payment Due Date : -  
 Net Debit Note Amount : £100.00

**Relationship Information**  
 Relationship Name : REL701  
 Supplier : IDRONNE  
 Buyer : Carrefour  
 Valid Till : 2030-04-30

**Pricing Details**  
 Base Debit Note Amount : £100.00  
 Discount(%) : 0  
 Discount Amount : £0.00  
 Tax(%) : 0  
 Tax Amount : £0.00  
 Total Debit Note Amount : £100.00  
 Total Charges : £0.00  
 Net Debit Note Amount : £100.00

**Shipment Information**

Shipment Number	Shipment Date	Country of Origin
SH12345678	2023-06-15	CAN

**Commodity Details**

Commodity Code	Commodity Name	Quantity	Unit Cost	Discount Amount	Tax Amount	Net Cost
Zinc	Zinc	1	100	£0.00	£0.00	£100.00

**Linked Invoice Details**

Invoice Number	Invoice Amount	Invoice Date	Invoice Due Date	Invoice Status	Payment Status
Day01nvl	£1,200.00	2022-04-28	2022-05-12	RAISED	UNPAID

- Review the detail of the debit note being created and perform any of the below action from the **Summary** screen.
  - Click **Save & Close** to save the debit note details and submit it for authorization.
  - Click **Back** to go to the **Shipment Information** screen.
  - Click **Cancel** to cancel the creation of the debit note.

**Note:**

A cashflow record is created for each new debit note record, if the 'Create Cashflow from Invoice' system-level configuration flag is set to 'Yes'.

## 4.4 Create Credit Note

This topic describes the systematic instruction to create a credit note using Create Receivables and Payables screen.

- On **Create Receivables and Payables** screen, select **Credit Note** from the **Instrument Type** list.
- Click **Proceed** to view the screen for populating credit note details.  
The **Credit Note - Basic Information** screen displays.

Figure 4-16 Credit Note - Basic Information

3. In the **Credit Note Number** field, enter the unique credit note number to be created. Or in case of existing credit note number, click the Search icon and select the existing credit note number.
4. In the **Link Invoice** field, click the Search icon to search and select the invoice to be linked with the credit note.

The **Link Invoice** screen displays.

Figure 4-17 Link Invoice

	Supplier	Relationship	Buyer
	XXXXXXXXXX 000380	REL701	Danone

Invoice Number	Amount From	Amount To	Currency
			GBP

	Invoice Number	Invoice Date	Invoice Due Date	Invoice Amount
<input checked="" type="checkbox"/>	161201	2022-04-28	2090-12-28	1000
<input type="checkbox"/>	Net0203016	2022-04-28	2023-03-02	1
<input type="checkbox"/>	02112022	2022-04-03	2022-11-30	900
<input type="checkbox"/>	arsedtfy	2022-04-28	2023-04-21	100
<input type="checkbox"/>	301220225	2022-04-28	2080-12-29	800
<input type="checkbox"/>	27FEB2302	2022-04-28	2023-02-02	10000
<input type="checkbox"/>	301220223	2022-04-28	2060-12-30	8000
<input type="checkbox"/>	161205	2022-04-28	2022-12-01	8000
<input type="checkbox"/>	301220221	2022-04-28	2090-12-31	1000

5. Perform the following steps to search and select the invoice to be linked.

 **Note:**

The fields marked as **Required** are mandatory.

For more information on fields, refer to the field description table.

**Table 4-17 Link Invoice - Field Description**

Field	Description
<b>Supplier</b>	Click <b>Search</b> icon and select the supplier of the invoice.
<b>Relationship</b>	Click <b>Search</b> icon and select the any of the relationship maintained for the selected supplier. In case of linked invoice, the relationship is auto-populated.
<b>Buyer</b>	Click <b>Search</b> icon and select the buyer for the credit note. In case of linked invoice, the buyer is auto-populated.
<b>Invoice Number</b>	Specify the specific invoice to search for.
<b>Amount From</b>	Specify the minimum amount of the invoice respectively to filter the invoice search.
<b>Amount To</b>	Specify the maximum amount of the invoice respectively to filter the invoice search.
<b>Currency</b>	Select the invoice currency.

- a. Click **Fetch** to view the invoices matching to the search criteria.
  - b. Select the invoice(s) from the search result and then, click **Save** to select the invoices for the credit note.
6. Specify the following credit note details in the **Basic Information** screen.

 **Note:**

The fields marked as **Required** are mandatory.

For more information on fields, refer to the field description table.

**Table 4-18 Basic Information - Field Description**

Field	Description
<b>Credit Note Number</b>	Specify a unique reference number for the credit note to be created. OR Click <b>Calendar</b> icon and select an existing credit note number. This field cannot be modified once authorized.
<b>Link Invoice</b>	Click <b>Search</b> icon to find the invoice(s) to link the credit note to.
<b>Credit Note Date</b>	Click <b>Calendar</b> icon and select the date on which credit note is created.
<b>Credit Note Expiry Date</b>	Click <b>Calendar</b> icon and select the date till when the credit note is valid.

Table 4-18 (Cont.) Basic Information - Field Description

Field	Description
<b>Supplier</b>	Click the Search icon and select the supplier for the credit note. In case of linked invoice, the supplier is auto-populated.
<b>Relationship</b>	Click the Search icon and select the any of the relationship maintained for the selected supplier. In case of linked invoice, the relationship is auto-populated.
<b>Program</b>	Click the Search icon and select the program to create the credit note for. In case of linked invoice, the program is auto-populated. This field is applicable only for OBSCF system.
<b>Buyer</b>	Click the Search icon and select the buyer for the credit note. In case of linked invoice, the buyer is auto-populated.
<b>Supplier Division Code</b>	Click the Search icon and select the division code of the selected supplier.
<b>Buyer Division Code</b>	Click the Search icon and select the division code of the selected buyer.
<b>Currency</b>	Select the currency of the credit note. In case of linked invoice, the currency is auto-populated.
<b>Adjustment Reason</b>	Select the adjustment reason to be considered for creation of credit note.
<b>Funding Request Date</b>	Click the Calendar icon and select the requested date for funding the credit note.
<b>Remarks</b>	Specify the remarks about the credit note, if any.

7. Perform any of the below action from the **Basic Information** screen:
  - Click **Next** to go to the **Commodity and Pricing** screen.
  - Click **Save & Close** to save the credit note details and submit it for authorization.
  - Click **Cancel** to cancel the creation of the credit note.

#### Commodity and Pricing


8. Click **Next** on **Basic Information** tab.

The **Credit Note - Commodity and Pricing** screen displays.



Figure 4-18 Credit Note - Commodity and Pricing

- Switch the **Add Commodities** toggle ON to view **Commodity Details** section.

 **Note:**  
The fields marked as **Required** are mandatory.

For more information on fields, refer to the field description table.

Table 4-19 Commodity Details - Field Description

Field	Description
<b>Credit Note Number</b>	Displays the reference number of the credit note.
<b>Buyer</b>	Displays the name of the buyer.
<b>Supplier</b>	Displays the name of the supplier.
<b>Credit Note Expiry Date</b>	Displays the date when the credit note expires.
<b>Inherit Commodities</b>	Switch this toggle ON to inherit commodity details from the linked invoice(s). This toggle is present only if one or more invoices have been linked.
<b>Add Commodities</b>	Switch this toggle ON to add the commodities for which the credit note is being raised.
<b>Commodity Details</b>	Displays the fields related to the Commodity details. This section appears if the 'Add Commodities' toggle is switched ON.
<b>Invoice Number</b>	Select the invoice whose commodity record is to be linked to the credit note.
<b>Commodity Name</b>	Displays the commodity name based on the selected commodity code.
<b>Unit</b>	Select the measuring unit for the goods.
<b>Quantity</b>	Specify the quantity of the goods as per selected measuring unit.
<b>Unit Cost</b>	Specify a single unit's cost of the goods.

Table 4-19 (Cont.) Commodity Details - Field Description

Field	Description
<b>Discount (%)</b>	Specify the percentage of discount to be applied on the total cost.
<b>Discount Amount</b>	Displays the discount amount based on the discount percentage.
<b>Tax (%)</b>	Specify the percentage of tax to be applied on total amount post discounting.
<b>Tax Amount</b>	Displays the tax amount based on tax percentage.
<b>Net Cost</b>	Displays the net costing based on all the previous fields.

10. Specify the following details on the **Pricing Details** section.

 **Note:**

The fields marked as **Required** are mandatory.

For more information on fields, refer to the field description table.

Table 4-20 Pricing Details - Field Description

Field	Description
<b>Currency</b>	Displays the selected currency.
<b>Base Credit Note Amount</b>	Displays the base amount of the Credit Note. Modify the base credit note amount, if required.
<b>Discount Percentage</b>	Specify the percentage of discount to be applied on the base credit note amount. Discount percentage is auto-calculated based on entered discount amount.
<b>Discount Amount</b>	Specify the amount to be discounted from the base credit note amount. Discount amount is auto-calculated based on entered discount percentage.
<b>Tax (%)</b>	Specify the percentage of tax to be levied on the total credit note amount. Tax percentage is auto-calculated based on entered tax amount.
<b>Tax Amount</b>	Specify the amount of tax to be levied on the total credit note amount. Tax amount is auto-calculated based on entered tax percentage.
<b>Total Credit Note Amount</b>	Displays the total credit note amount post calculating base credit note amount, discount, and tax.
<b>Misc Charge 1 Desc</b>	Specify the description of the miscellaneous charges to be added in total credit note amount.
<b>Misc Charge 1 Amount</b>	Specify the miscellaneous charge amount to be added in total credit note amount.
<b>Misc Charge 2 Desc</b>	Specify the description of another miscellaneous charges to be added in total credit note amount.
<b>Misc Charge 2 Amount</b>	Specify the miscellaneous charge amount to be added in total credit note amount.
<b>Net Credit Note Amount</b>	Displays the net credit note amount post adding miscellaneous charges in the total credit note amount.

- a. Click **Add** icon to add rows in the grid.
  - b. In the **Action** column of grid, perform any one of the following steps:
    - Click **Delete** icon to remove that specific row.
    - Click **Edit** icon and specify the commodity details in the grid.
11. Perform any of the below action from the **Commodity and Pricing** screen.
- Click **Next** to go to the **Summary** screen.
  - Click **Save & Close** to save the credit note details and submit it for authorization.
  - Click **Back** to go to the **Basic Information** screen.
  - Click **Cancel** to cancel the creation of the credit note.

### Summary

12. Click **Next** on **Shipment Information** tab.
- The **Credit Note - Summary** screen displays.

**Figure 4-19 Credit Note - Summary**

**Credit Note - Summary**

**Credit Note Information**

Credit Note Number : 1234567  
 Credit Note Date : 2022-04-29  
 Credit Note Expiry Date : 2023-06-30  
 Net Credit Note Amount : £12792

**Relationship Information**

Relationship Name : REL701  
 Supplier : XXXXXXXXX  
 Buyer : XXXXXXX  
 Valid Till : 2030-04-30

**Pricing Details**

Base Credit Note Amount : £100.00  
 Discount(%) : 4  
 Discount Amount : £4.00  
 Tax(%) : 2  
 Tax Amount : £192  
 Total Credit Note Amount : £9792  
 Total Charges : £30.00  
 Net Credit Note Amount : £12792

**Commodity Details**

Commodity Code	Commodity Name	Quantity	Unit Cost	Discount Amount	Tax Amount	Net Cost
No data to display.						

Page 1 (0 of 0 items)

**Linked Invoice Details**

Invoice Number	Invoice Amount	Invoice Date	Invoice Due Date	Invoice Status	Payment Status
161201	£1,000.00	2022-04-28	2090-12-28	RAISED	UNPAID

Page 1 of 1 (1 of 1 items)

Buttons: Cancel, Back, Save & Close

13. Review the detail of the credit note being created and perform any of the below action from the **Summary** screen.
- Click **Save & Close** to save the credit note details and submit it for authorization.
  - Click **Back** to go to the **Commodity and Pricing** screen.
  - Click **Cancel** to cancel the creation of the credit note.

# 5

## Receivables and Payables Management

This topic describes the systematic instruction to process and take various actions on instruments (Invoices/Purchase Order/Debit Note/Invoice & Debit Note).

The user can search for the instruments based on the various parameters such as file name, reference number, supplier, date range, amount range, and so on.

Specify **User ID** and **Password**, and login to **Home** screen.

1. On **Home** screen, click **Receivables And Payables**. Under **Receivables And Payables**, click **Receivables and Payables Management**.

The **Receivables and Payables Management** screen displays.

**Figure 5-1 Receivables and Payables Management**

Receivables and Payables Management

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

2. Specify the details on the **Receivables and Payables Management** screen.

 **Note:**

The fields marked as **Required** are mandatory.

For more information on fields, refer to the field description table.

**Table 5-1 Receivables and Payables Management - Field Description**

Field	Description
<b>Branch</b>	Specify your branch. By default, the branch of the logged-in user is selected.
<b>Instrument Type</b>	Select the instrument to be managed.
<b>Action</b>	Select the action to be taken on the instrument.
<b>Processing Date</b>	Select the date on which the instrument is processed.

3. Click **Proceed** to view the search parameters.

The **Invoice & Debit Note - Search Parameter** screen displays.

**Figure 5-2 Invoice & Debit Note - Search Parameter**

The **Purchase Order - Search Parameter** screen displays.

**Figure 5-3 Purchase Order - Search Parameter**

4. Specify the value for at least one mandatory field to search the instrument(s).
  5. Click **Search** to view the search results.
  6. Click **Reset** to clear the search fields.
- [Accept Receivables and Payables](#)  
This topic describes the systematic instruction to accept the invoices/debit notes/purchase orders.
  - [Assign Receivables and Payables](#)  
This topic describes the systematic instruction to assign the invoices/debit notes/purchase orders.
  - [Cancel Receivables and Payables](#)  
This topic describes the systematic instruction to cancel the invoices/debit notes/purchase orders.
  - [Edit Receivables and Payables](#)  
This topic describes the systematic instruction to edit the invoices/debit notes/purchase orders.
  - [Initiate Finance for Receivables and Payables](#)  
This topic describes the systematic instruction to initiate finance for the invoices/debit notes/purchase orders that are linked to a program and have been accepted.
  - [Link Program for Receivables and Payables](#)  
This topic describes the systematic instruction to link program for the invoices/debit notes/purchase orders.
  - [Raise Dispute for Receivables and Payables](#)  
This topic describes the systematic instruction to raise dispute for the invoices/debit notes.
  - [Reassign Receivables and Payables](#)  
This topic describes the systematic instruction to reassign the invoices/debit notes.

- [Resolve Dispute on Receivables and Payables](#)  
This topic describes the systematic instruction to resolve dispute on the invoices/debit notes.
- [Write Off Disputed Receivables and Payables](#)  
This topic describes the systematic instruction to write off the disputed invoices/debit notes.
- [Mark PUA for Receivables and Payables](#)  
This topic describes the systematic instruction to mark PUA for the invoices/debit notes.
- [Mark Indirect Payment for Receivables and Payables](#)  
This topic describes the systematic instruction to mark indirect payment for the disputed invoices/debit notes.
- [Accept Early Payment for Receivables and Payables](#)  
This topic describes the systematic instruction to accept the invoices/debit notes for early payment offer.
- [Link Purchase Orders for Receivables and Payables](#)  
This topic describes the systematic instruction to link the Purchase Orders for the invoices.

## 5.1 Accept Receivables and Payables

This topic describes the systematic instruction to accept the invoices/debit notes/purchase orders.

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

1. On **Receivables and Payables Management** screen, select the action as **Accept**.
2. Click **Proceed** to view the search parameters.
3. Specify the value for at least one mandatory field to search the instrument(s).
4. Click **Search** to view the search results.

The **Accept Invoice/Debit Note** screen displays.

Figure 5-4 Accept Invoice/Debit Note

**Receivables and Payables Management**

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

Show Search

**Invoice/Dr Note List**

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

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

Remarks:  Acceptance Amount:

**Summary**

Total Instruments:  Total Acceptance Amount:

The Accept Purchase Order screen displays.

Figure 5-5 Accept Purchase Order

**Receivables and Payables Management**

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

Show Search

**Purchase Order List**

PO Number	Buyer	Supplier	Program	Relationship	PO Date	Promised Shipment Date	PO Amount	Remarks	Acceptance Amount	New Acceptance Amount	Stale Status	Stale Status
<input type="checkbox"/> MAUTO-PO-905	Carrefour	Danone		REL701	2018-01-09	2023-01-08		Editing PO			N	N
<input type="checkbox"/> P1	Carrefour	Danone		REL701	2021-04-09						N	N
<input type="checkbox"/> 1345	Carrefour	Danone		REL701	2019-11-29		\$9900.00	test			N	N
<input type="checkbox"/> PO08	Carrefour	Danone		REL701	2021-04-05		£111.00				N	N
<input type="checkbox"/> POfest1234	Carrefour	Danone		REL701	2022-04-28		£110.00				N	N
<input type="checkbox"/> PO09	Carrefour	Danone		REL701	2021-04-01		£111.00				N	N
<input type="checkbox"/> SavNewPO1001	Carrefour	Danone		REL701	2022-04-29		£1,300.00				N	N
<input type="checkbox"/> IPDanone017	Carrefour	Danone		REL701	2018-01-01	2021-01-01	\$10,000.00		\$1,000.00		N	N
<input type="checkbox"/> POfestawscdv1	Carrefour	Danone		REL701	2018-01-01	2021-01-01	\$10,000.00		\$1,000.00		N	N
<input type="checkbox"/> MAUTO-PO-904	Carrefour	Danone		REL701	2018-01-09		\$10,200.00	Creating a PO			N	N

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

Remarks:  Acceptance Amount:

**Summary**

Total Instruments:  Total Acceptance Amount:

- Optional: In the **Reference/PO Number** column, click the link to view the details of the instrument.
- Select the invoice/debit note/PO to be accepted.
- Optional: In the **Remarks** field, enter the remarks for the new acceptance amount.

8. In the **Acceptance Amount** field, enter the amount to be accepted.
9. Click **Apply** to make changes in the grid.
10. If required, click **Undo** to revert the applied changes.
11. Click **Submit** to accept the invoice/debit note/PO and send it for authorization (if applicable).

## 5.2 Assign Receivables and Payables

This topic describes the systematic instruction to assign the invoices/debit notes/purchase orders.

Perform the following steps post searching the invoices/debit notes/purchase orders for the **Assignment** action:



### Note:

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

1. On **Receivables and Payables Management** screen, select the action as **Assignment**.
2. Click **Proceed** to view the search parameters.
3. Specify the value for at least one mandatory field to search the instrument(s).
4. Click **Search** to view the search results.

The **Assign Receivables and Payables** screen displays.



**Figure 5-6 Assign Receivables and Payables**

The screenshot displays the 'Receivables and Payables Management' application. At the top, there are search filters for Branch (004-FLEXCUBE-UNIVERSAL...), Instrument Type (Invoice), Action (Assignment), and Processing Date (January 20, 2020). Below these is a 'Proceed' button and a 'Show Search' dropdown. The main area is titled 'Invoice/Dr Note List' and contains a table with the following columns: Reference Number, Instrument Type, Buyer, Supplier, Program, Issue Date, Net Amount, Remarks, Assignable Amount, Assignment Amount, New Assignment Amount, and State Status. The table lists several invoices from Carrefour and Danone. Below the table is a pagination control showing 'Page 1 of 4 (1-10 of 54 items)'. At the bottom, there are input fields for 'Remarks' and 'Assignment Amount' (marked as Required), with 'Apply' and 'Undo' buttons. A 'Summary' section shows 'Total Instruments' and 'Total Amount' fields. 'Submit' and 'Cancel' buttons are located at the bottom right.

5. Optional: In the **Reference/PO Number** column, click the link to view the details of the instrument.
6. Select the invoice/debit note/PO to be assigned.
7. Optional: In the **Remarks** field, enter the remarks for the assignment of the invoice/debit note.
8. Click **Apply** to make changes in the grid.
9. If required, click **Undo** to revert the applied changes.
10. Click **Submit** to submit the assignment and send it for authorization (if applicable).

## 5.3 Cancel Receivables and Payables

This topic describes the systematic instruction to cancel the invoices/debit notes/purchase orders.

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

1. On **Receivables and Payables Management** screen, select the action as **Cancel**.
2. Click **Proceed** to view the search parameters.
3. Specify the value for at least one mandatory field to search the instrument(s).
4. Click **Search** to view the search results.

The **Cancel Invoice/Debit Note** screen displays.

Figure 5-7 Cancel Invoice/Debit Note

Receivables and Payables Management

Invoice/Dr Note List

<input type="checkbox"/>	Reference Number	Instrument Type	Buyer	Supplier	Program	Issue Date	Net Amount	Remarks	Stale Status
<input type="checkbox"/>	16JAN2309	Invoice	Carrefour	Danone		2022-04-28	£1,000.00	Updated through netting settlement job	N
<input type="checkbox"/>	Sav05	Invoice	Carrefour	Danone		2022-04-28	£2,200.00		N
<input type="checkbox"/>	SavInv002Day0	Invoice	Carrefour	Danone		2022-04-28	£2,500.00		N
<input type="checkbox"/>	SavInv001Day0	Invoice	Carrefour	Danone		2022-04-28	\$2,450.00		N
<input type="checkbox"/>	Sav4Day0	Invoice	Carrefour	Danone		2022-04-28	£1,100.00		N
<input type="checkbox"/>	Net020307	Invoice	Carrefour	Danone		2022-04-28	£98.00		N
<input checked="" type="checkbox"/>	27FEB2301	Invoice	Carrefour	Danone		2022-04-28	£110,000.00		N
<input checked="" type="checkbox"/>	18JAN2301	Invoice	Carrefour	Danone		2022-04-28	£889.11		N
<input type="checkbox"/>	Sav04	Invoice	Carrefour	Danone		2022-04-28	£2,100.00		N

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

Remarks

Apply Undo

Summary

Total Instruments: 2 Total Amount: £110,889.11

Submit Cancel

The **Cancel Purchase Order** screen displays.

Figure 5-8 Cancel Purchase Order

Receivables and Payables Management

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

Show Search

Purchase Order List

<input type="checkbox"/>	PO Number	Buyer	Supplier	Program	Relationship	PO Date	Promised Shipment Date	PO Amount	Remarks	Stale Status
<input type="checkbox"/>	P1	Carrefour	Danone		REL701	2021-04-09				N
<input type="checkbox"/>	MAUTO-PO-902	Carrefour	Danone		REL701	2018-01-09		£10,000.00	Created by PO	N
<input type="checkbox"/>	POTest1234	Carrefour	Danone		REL701	2022-04-28		£100.00		N
<input type="checkbox"/>	SAVAPRPO01	Carrefour	Danone		REL701	2021-04-09		£2,000.00		N
<input type="checkbox"/>	SAVAPRPO119	Carrefour	Danone		REL701	2021-04-09				N
<input type="checkbox"/>	PO09	Carrefour	Danone		REL701	2021-04-01		£111.00		N
<input type="checkbox"/>	SavNewPO1001	Carrefour	Danone		REL701	2022-04-29		£1,000.00		N

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

Remarks

Apply Undo

Summary

Total Instruments: Total Amount:

Submit Cancel

- Optional: In the **Reference/PO Number** column, click the link to view the details of the instrument.
- Select the invoice/debit note/PO to be canceled.
- Optional: In the **Remarks** field, enter the remarks about cancellation.
- Click **Apply** to make changes in the grid.

9. If required, click **Undo** to revert the applied changes.
10. Click **Submit** to accept the invoice/debit note/PO and send it for authorization (if applicable).

## 5.4 Edit Receivables and Payables

This topic describes the systematic instruction to edit the invoices/debit notes/purchase orders.

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

1. On **Receivables and Payables Management** screen, select the action as **Cancel**.
2. Click **Proceed** to view the search parameters.
3. Specify the value for at least one mandatory field to search the instrument(s).
4. Click **Search** to view the search results.

The **Edit Invoice/Debit Note** screen displays.

**Figure 5-9 Edit Invoice/Debit Note**

The screenshot shows the 'Receivables and Payables Management' interface. At the top, there are search filters for Branch, Instrument Type (set to 'Invoice & Dr Note'), Action (set to 'Edit'), and Processing Date (set to 'April 29, 2022'). A 'Proceed' button is visible. Below the filters is a 'Show Search' dropdown. The main area contains an 'Invoice/Dr Note List' table with columns for Reference Number, Instrument Type, Buyer, Supplier, Issue Date, Net Amount, Remarks, Due Date, New Due Date, and Stale Status. The table lists several invoices, including INVMAY0501, INVJ001001, 04102022, TT2, VR005, Danone2006, VR014, VR016, INVJ0027, and SAVMAR1601. Below the table is a pagination control showing 'Page 1 of 10 (1-10 of 93 items)'. At the bottom, there are fields for 'Remarks' and 'New Due Date' with 'Apply' and 'Undo' buttons. A 'Summary' section includes 'Total Instruments' and 'Total Amount' fields. 'Submit' and 'Cancel' buttons are located at the bottom right.

Reference Number	Instrument Type	Buyer	Supplier	Issue Date	Net Amount	Remarks	Due Date	New Due Date	Stale Status
<input type="checkbox"/> INVMAY0501	Invoice	Carrefour	Danone	2021-04-09	€1,000.00		2022-05-05		Y
<input type="checkbox"/> INVJ001001	Invoice	Carrefour	Danone	2022-04-03	€6,000.00		2022-12-15		Y
<input type="checkbox"/> 04102022	Invoice	Carrefour	PEGATRON	2021-04-09	€10,000.00		2050-10-31		N
<input type="checkbox"/> TT2	Invoice	Carrefour	Danone	2021-04-09	€10,000.00		2022-04-05		Y
<input type="checkbox"/> VR005	Invoice	Carrefour	Danone	2018-01-09	€6,000.00		2022-01-15		Y
<input type="checkbox"/> Danone2006	Invoice	Carrefour	Danone	2021-04-09	€6,000.00		2021-04-29		Y
<input type="checkbox"/> VR014	Invoice	Carrefour	Danone	2018-01-09	€6,000.00		2022-01-15		Y
<input type="checkbox"/> VR016	Invoice	Carrefour	Danone	2018-01-09	€6,000.00		2022-01-15		Y
<input type="checkbox"/> INVJ0027	Invoice	Carrefour	Danone	2021-04-09	€6,000.00		2021-05-15		Y
<input type="checkbox"/> SAVMAR1601	Invoice	Carrefour	Danone	2021-04-09	€4,000.00		2021-04-22		Y

The **Edit Purchase Order** screen displays.

**Figure 5-10 Edit Purchase Order**

**Receivables and Payables Management**

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

Show Search

**Purchase Order List**

<input type="checkbox"/>	PO Number	Buyer	Supplier	Program	Relationship	PO Date	Promised Shipment Date	PO Amount	New Promised Shipment Date	Remarks	State Status
<input type="checkbox"/>	P1	Carrefour	Danone		REL701	2021-04-09					N
<input type="checkbox"/>	<a href="#">MAUTO-PO-905</a>	Carrefour	Danone		REL701	2018-01-09	2023-01-08			Editing PO	N
<input type="checkbox"/>	1345	Carrefour	Danone		REL701	2019-11-29		\$9,900.00		test	N
<input type="checkbox"/>	PO08	Carrefour	Danone		REL701	2021-04-05		£111.00			N
<input type="checkbox"/>	<a href="#">MAUTO-PO-902</a>	Carrefour	Danone		REL701	2018-01-09		\$10,200.00		Creating a PO	N
<input type="checkbox"/>	POTest1234	Carrefour	Danone		REL701	2022-04-28		£110.00			N
<input type="checkbox"/>	SAVAPRPO01	Carrefour	Danone		REL701	2021-04-09		\$3,000.00			N
<input checked="" type="checkbox"/>	SAVAPRPO19	Carrefour	Danone		REL701	2021-04-09			2023-07-14		N
<input checked="" type="checkbox"/>	PO09	Carrefour	Danone		REL701	2021-04-01		£111.00	2023-07-14		N
<input type="checkbox"/>	SavNewPO1001	Carrefour	Danone		REL701	2022-04-29		£1,500.00			N

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

Remarks:  New Promised Shipment Date:  Apply Undo

**Summary**

Total Instruments:  Total Amount:

Submit Cancel

5. Optional: In the **Reference/PO Number** column, click the link to view the details of the instrument.
6. Select the invoice/debit note/PO to be edited.
7. Optional: In the **Remarks** field, enter any relevant remarks.
8. As per selection, do one of the following:
  - For Invoice/Debit Note:
    - a. In the **New Due Date** field, click the **Calendar** icon and select the new due date.
    - b. In the **New Funding Request Date** field, click the **Calendar** icon and select the new funding date.
  - For Purchase Order:
    - a. In the **New Promised Shipment Date** field, click the **Calendar** icon and select the new date for shipment delivery.
9. Click **Apply** to make changes in the grid.
10. If required, click **Undo** to revert the applied changes.
11. Click **Submit** to accept the invoice/debit note/PO and send it for authorization (if applicable).

## 5.5 Initiate Finance for Receivables and Payables

This topic describes the systematic instruction to initiate finance for the invoices/debit notes/purchase orders that are linked to a program and have been accepted.

Perform the following steps post searching the invoices/debit notes/PO for the **Initiate Finance** action:

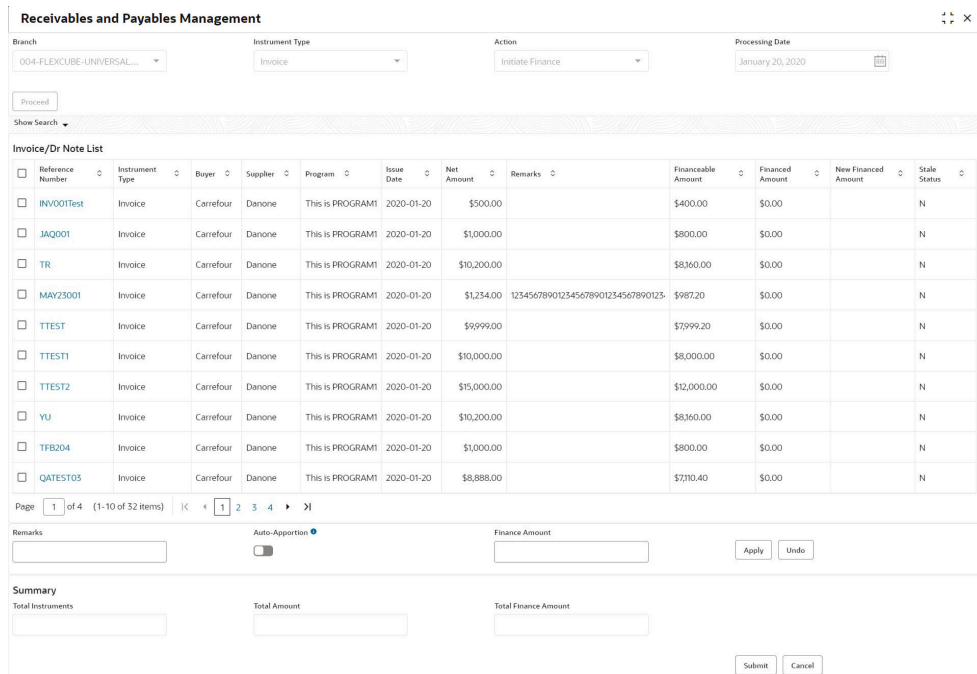
 **Note:**

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

1. On **Receivables and Payables Management** screen, select the action as **Initiate Finance**.
2. Click **Proceed** to view the search parameters.
3. Specify the value for at least one mandatory field to search the instrument(s).
4. Click **Search** to view the search results.

The **Initiate Finance - Invoice/Debit Note** screen displays.

**Figure 5-11 Initiate Finance - Invoice/Debit Note**



**Receivables and Payables Management**

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

Proceed

Show Search

**Invoice/Dr Note List**

Reference Number	Instrument Type	Buyer	Supplier	Program	Issue Date	Net Amount	Remarks	Financeable Amount	Financed Amount	New Financed Amount	State Status
INV001Test	Invoice	Carrefour	Danone	This is PROGRAM!	2020-01-20	\$500.00		\$400.00	\$0.00		N
JAQ001	Invoice	Carrefour	Danone	This is PROGRAM!	2020-01-20	\$1,000.00		\$800.00	\$0.00		N
TR	Invoice	Carrefour	Danone	This is PROGRAM!	2020-01-20	\$10,200.00		\$8,360.00	\$0.00		N
MAVZ3001	Invoice	Carrefour	Danone	This is PROGRAM!	2020-01-20	\$1,234.00	123456789012345678901234567890123	\$987.20	\$0.00		N
TTEST	Invoice	Carrefour	Danone	This is PROGRAM!	2020-01-20	\$9,999.00		\$7,999.20	\$0.00		N
TTEST1	Invoice	Carrefour	Danone	This is PROGRAM!	2020-01-20	\$10,000.00		\$8,000.00	\$0.00		N
TTEST2	Invoice	Carrefour	Danone	This is PROGRAM!	2020-01-20	\$15,000.00		\$12,000.00	\$0.00		N
YU	Invoice	Carrefour	Danone	This is PROGRAM!	2020-01-20	\$10,200.00		\$8,360.00	\$0.00		N
TFB204	Invoice	Carrefour	Danone	This is PROGRAM!	2020-01-20	\$1,000.00		\$800.00	\$0.00		N
QATEST03	Invoice	Carrefour	Danone	This is PROGRAM!	2020-01-20	\$8,888.00		\$7,110.40	\$0.00		N

Page: 1 of 4 (1-10 of 32 items) | 1 2 3 4

Remarks: Auto-Appportion  Finance Amount:

**Summary**

Total Instruments:  Total Amount:  Total Finance Amount:

The **Initiate Finance - Purchase Order** screen displays.

**Figure 5-12 Initiate Finance - Purchase Order**

**Receivables and Payables Management**

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

Proceed

Show Search

**Purchase Order List**

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

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

Remarks:  Auto-Apportion:  Finance Amount:  Apply Undo

**Summary**  
Total Instruments:  Total Amount:  Total Finance Amount:  Submit Cancel

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

 **Note:**

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

- In the **Finance Amount** field, enter the amount to be financed.
- Click **Apply** to make changes in the grid.
- If required, click **Undo** to revert the applied changes.
- Click **Submit** to initiate finance and send it for authorization (if applicable).

A finance disbursement task is created in the **Free Tasks**, which can be acquired and processed.

 **Note:**

For more information, refer the **Finance Disbursement** section in the **Oracle Banking Supply Chain Finance User Guide**.

## 5.6 Link Program for Receivables and Payables

This topic describes the systematic instruction to link program for the invoices/debit notes/purchase orders.

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

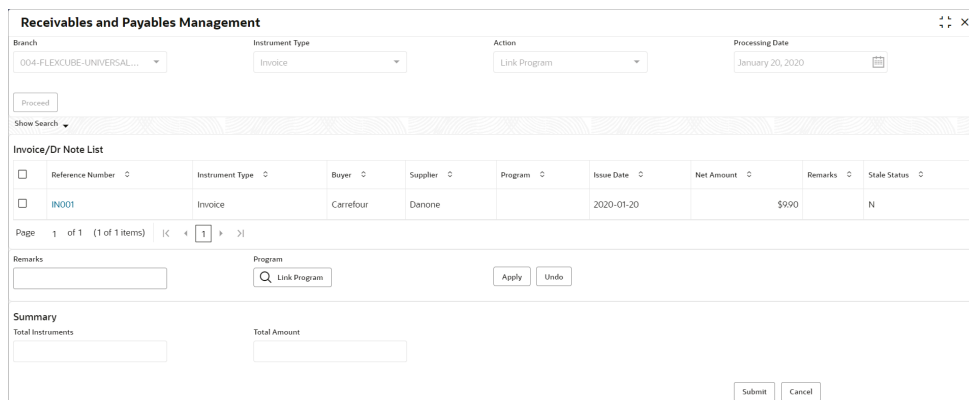
 **Note:**

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

1. On **Receivables and Payables Management** screen, select the action as **Link Program**.
2. Click **Proceed** to view the search parameters.
3. Specify the value for at least one mandatory field to search the instrument(s).
4. Click **Search** to view the search results.

The **Link Program - Invoice/Debit Note** screen displays.

**Figure 5-13 Link Program - Invoice/Debit Note**



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

Reference Number	Instrument Type	Buyer	Supplier	Program	Issue Date	Net Amount	Remarks	State Status
IN001	Invoice	Carrefour	Danone		2020-01-20	\$590		N

Below the table is a pagination bar showing 'Page 1 of 1 (1 of 1 items)'. At the bottom, there is a 'Remarks' section with a search box and a 'Link Program' button, and a 'Summary' section with 'Total Instruments' and 'Total Amount' fields. 'Submit' and 'Cancel' buttons are located at the bottom right.

The **Link Program - Purchase Order** screen displays.

**Figure 5-14 Link Program - Purchase Order**

**Receivables and Payables Management**

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

Proceed

Show Search

**Purchase Order List**

<input type="checkbox"/>	PO Number	Buyer	Supplier	Program	Relationship	PO Date	Promised Shipment Date	PO Amount	Remarks	State Status
<input type="checkbox"/>	<a href="#">MAUTO-PO-EDIT1</a>	Carrefour	Danone		REL701	2020-01-20	2020-03-20	\$1,000.00		N
<input type="checkbox"/>	<a href="#">MAUTO-PO-LPROG1</a>	Carrefour	Danone		REL701	2020-01-20	2020-03-20	\$1,000.00		N
<input type="checkbox"/>	<a href="#">MAUTO-PO-EDIT</a>	Carrefour	Danone		REL701	2020-01-20	2023-08-27	\$1,000.00	Edit PO	N
<input type="checkbox"/>	<a href="#">MAUTO-PO-002</a>	Carrefour	Danone		REL701	2017-01-10	2017-01-10	\$9,900.00	Create PO	N

Page 1 of 1 (1-4 of 4 items) | < 1 >

Remarks:  Program:

**Summary**

Total Instruments:  Total Amount:

5. Optional: In the **Reference/PO Number** column, click the link to view the details of the instrument.
6. Select the invoice/debit note/PO to link a program for.
7. Optional: In the **Remarks** field, enter the remarks for the program linking.
8. Click **Link Program**, and select the program to be linked.
9. Click **Apply** to make changes in the grid.
10. If required, click **Undo** to revert the applied changes.
11. Click **Submit** to link the program and send it for authorization (if applicable).

## 5.7 Raise Dispute for Receivables and Payables

This topic describes the systematic instruction to raise dispute for the invoices/debit notes.

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

1. On **Receivables and Payables Management** screen, select the action as **Raise Dispute**.
2. Click **Proceed** to view the search parameters.
3. Specify the value for at least one mandatory field to search the instrument(s).
4. Click **Search** to view the search results.

The **Raise Dispute for Invoice/Debit Note** screen displays.



**Figure 5-15 Raise Dispute for Invoice/Debit Note**

**Receivables and Payables Management**

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

Show Search

**Invoice/Dr Note List**

<input type="checkbox"/>	Reference Number	Instrument Type	Buyer	Supplier	Issue Date	Net Amount	Remarks	Dispute Amount	Dispute Code	State Status
<input type="checkbox"/>	<a href="#">INV001001</a>	Invoice	Carrefour	Danone	2021-04-09	\$1,000.00				Y
<input type="checkbox"/>	<a href="#">INV001001</a>	Invoice	Carrefour	Danone	2022-04-05	\$5,000.00				Y
<input type="checkbox"/>	<a href="#">181003</a>	Invoice	Carrefour	PEGATRON	2021-04-09	€3,500.00		€700.00	6	N
<input type="checkbox"/>	<a href="#">04102022</a>	Invoice	Carrefour	PEGATRON	2021-04-09	€10,000.00				N
<input type="checkbox"/>	<a href="#">TT2</a>	Invoice	Carrefour	Danone	2021-04-09	\$10,000.00				Y
<input type="checkbox"/>	<a href="#">VR005</a>	Invoice	Carrefour	Danone	2018-01-09	\$5,000.00				Y
<input checked="" type="checkbox"/>	<a href="#">Danone2006</a>	Invoice	Carrefour	Danone	2021-04-09	\$5,000.00		\$1,000.00	1	Y
<input checked="" type="checkbox"/>	<a href="#">VR014</a>	Invoice	Carrefour	Danone	2018-01-09	\$5,000.00		\$1,000.00	1	Y
<input type="checkbox"/>	<a href="#">VR016</a>	Invoice	Carrefour	Danone	2018-01-09	\$5,000.00				Y
<input type="checkbox"/>	<a href="#">INVJ0027</a>	Invoice	Carrefour	Danone	2021-04-09	\$5,000.00				Y

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

Remarks:  Dispute Amount:  Dispute Code:  Apply Undo

**Summary**

Total Instruments:  Total Dispute Amount:

Submit Cancel

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

## 5.8 Reassign Receivables and Payables

This topic describes the systematic instruction to reassign the invoices/debit notes.

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

### Note:

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

1. On **Receivables and Payables Management** screen, select the action as **Re-Assignment**.
2. Click **Proceed** to view the search parameters.
3. Specify the value for at least one mandatory field to search the instrument(s).
4. Click **Search** to view the search results.

The **Reassign Invoice/Debit Note** screen displays.

**Figure 5-16 Reassign Invoice/Debit Note**

The screenshot shows the 'Receivables and Payables Management' interface. At the top, there are search filters: Branch (004-FLEXCUBE-UNIVERSAL...), Instrument Type (Invoice), Action (Re-Assignment), and Processing Date (January 20, 2020). A 'Proceed' button is visible. Below this is a 'Show Search' dropdown and a table titled 'Invoice/Dr Note List'. The table has columns for Reference Number, Instrument Type, Buyer, Supplier, Program, Issue Date, Net Amount, Remarks, and State Status. One row is displayed with Reference Number GP1006, Instrument Type Invoice, Buyer Blackstone, Supplier Salt, Program GP Program, Issue Date 2020-01-20, Net Amount \$1,111.11, Remarks assign, and State Status N. Below the table is a pagination bar showing 'Page 1 of 1 (1 of 1 items)'. There is a 'Remarks' field with 'Apply' and 'Undo' buttons. A 'Summary' section shows 'Total Instruments' and 'Total Amount' fields. At the bottom right, there are 'Submit' and 'Cancel' buttons.

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

## 5.9 Resolve Dispute on Receivables and Payables

This topic describes the systematic instruction to resolve dispute on the invoices/debit notes.

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

1. On **Receivables and Payables Management** screen, select the action as **Resolve Dispute**.
2. Click **Proceed** to view the search parameters.
3. Specify the value for at least one mandatory field to search the instrument(s).
4. Click **Search** to view the search results.

The **Resolve Dispute on Invoice/Debit Note** screen displays.

**Figure 5-17 Resolve Dispute on Invoice/Debit Note**

The screenshot shows the 'Receivables and Payables Management' interface. At the top, there are filters for Branch (004-FLEXCUBE-U...), Instrument Type (Invoice & Dr Note), Action (Resolve Dispute), and Processing Date (April 29, 2022). Below this is a 'Show Search' dropdown. The main area is titled 'Invoice/Dr Note List' and contains a table with the following data:

Reference Number	Instrument Type	Buyer	Supplier	Program	Issue Date	Net Amount	Remarks	State Status
181003	Invoice	Carrefour	PEGATRON		2021-04-09	£3,500.00		N
VR010	Invoice	Carrefour	Danone		2018-01-09	\$5,000.00	w	Y
INVDEC1602	Invoice	Carrefour	Danone		2021-04-05	\$1,000.00	000380	Y
INV001	Invoice	Carrefour	Danone		2021-04-09	\$909.00	Raise Dispute	N
DNAN011	Debit Note	Carrefour	Danone		2018-01-28	\$5,000.00	Raise Dispute	Y
TU	Invoice	Carrefour	Danone		2021-04-09	\$1,000.00	Raise Dispute	N
T7004	Invoice	Carrefour	PEGATRON		2021-04-09	£10,000.00		N

Below the table, there is a 'Page 1 of 1 (1-7 of 7 items)' indicator and a 'Remarks' field with 'Apply' and 'Undo' buttons. At the bottom, there is a 'Summary' section showing 'Total Instruments' as 2, and 'Submit' and 'Cancel' buttons.

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

## 5.10 Write Off Disputed Receivables and Payables

This topic describes the systematic instruction to write off the disputed invoices/debit notes.

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

1. On **Receivables and Payables Management** screen, select the action as **Write off Dispute**.
2. Click **Proceed** to view the search parameters.
3. Specify the value for at least one mandatory field to search the instrument(s).
4. Click **Search** to view the search results.

The **Write Off Disputed Invoice/Debit Note** screen displays.

**Figure 5-18 Write Off Disputed Invoice/Debit Note**

**Receivables and Payables Management**

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

Proceed

Show Search

**Invoice/Dr Note List**

<input type="checkbox"/>	MAUTO-INV-RED1	Invoice	Carrefour	Danone	This is PROGRAM1	2020-01-20	\$10,020.00	Remarks	N
<input type="checkbox"/>	MAUTO-INV-WOD1	Invoice	Carrefour	Danone	This is PROGRAM1	2020-01-20	\$10,020.00	Remarks	N

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

Remarks:  Apply Undo

Summary  
Total Instruments:

Submit Cancel

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

## 5.11 Mark PUA for Receivables and Payables

This topic describes the systematic instruction to mark PUA for the invoices/debit notes.

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

### Note:

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

1. On **Receivables and Payables Management** screen, select the action as **Mark PUA**.
2. Click **Proceed** to view the search parameters.
3. Specify the value for at least one mandatory field to search the instrument(s).
4. Click **Search** to view the search results.

The **Mark PUA for Invoice/Debit Note** screen displays.

**Figure 5-19 Mark PUA for Invoice/Debit Note**

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

Reference Number	Instrument Type	Buyer	Supplier	Program	Issue Date	Net Amount	Remarks	Payment Date	Scale Status
GP1006	Invoice	Blackstone	Salt	GP Program	2020-01-20	\$11111	assign		N

Below the table is a 'Remarks' field with an 'Apply' button and an 'Undo' button. At the bottom right, there are 'Submit' and 'Cancel' buttons.

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

## 5.12 Mark Indirect Payment for Receivables and Payables

This topic describes the systematic instruction to mark indirect payment for the disputed invoices/debit notes.

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



### Note:

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

1. On **Receivables and Payables Management** screen, select the action as **Mark Indirect Payment**.
2. Click **Proceed** to view the search parameters.
3. Specify the value for at least one mandatory field to search the instrument(s).
4. Click **Search** to view the search results.

The **Mark Indirect Payment for Invoice/Debit Note** screen displays.

**Figure 5-20 Mark Indirect Payment for Invoice/Debit Note**

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

Reference Number	Instrument Type	Buyer	Supplier	Program	Issue Date	Net Amount	Remarks	Payment Date	State Status
GP1006	Invoice	Blackstone	Salt	GP Program	2020-01-20	\$1111.11	assign		N

Below the table is a 'Remarks' field with 'Apply' and 'Undo' buttons. At the bottom right, there are 'Submit' and 'Cancel' buttons.

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

## 5.13 Accept Early Payment for Receivables and Payables

This topic describes the systematic instruction to accept the invoices/debit notes for early payment offer.

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



### Note:

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

1. On **Receivables and Payables Management** screen, select the action as **Accept Early Payment**.
2. Click **Proceed** to view the search parameters.
3. Specify the value for at least one mandatory field to search the instrument(s).
4. Click **Search** to view the search results.

The **Accept Early Payment - Invoice/Debit Note** screen displays.

Figure 5-21 Accept Early Payment - Invoice/Debit Note

**Receivables and Payables Management**

Branch: 004-FLEXCUBE-UNIVERSAL... Instrument Type: Invoice Action: Accept Early Payment Offer Processing Date: January 20, 2020

Proceed

Show Search

**Invoice/Dr Note List**

Reference Number	Instrument Type	Buyer	Supplier	Program	Issue Date	Net Amount	Remarks	Outstanding Amount	Discount %	Discount Amount	Early Payment Date	Scale Status
Inv270405	Invoice	Reindeer Corp	ABZ Solutions		2020-01-20	£5,000.00		£5,000.00	20			N
Inv270401	Invoice	Reindeer Corp	ABZ Solutions	VendorProgram	2020-01-20	£5,000.00		£4,000.00	10			N

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

Remarks:  Discount Offers:

Early Payment Date:  Apply:  Undo:

**Summary**

Total Instruments:  Total Amount:

Submit:  Cancel:

5. Optional: In the **Reference** column, click the link to view the details of the instrument.
6. Select the invoice/debit note to be accepted for early payment offer.
7. Optional: In the **Remarks** field, enter the remarks about early payment.
8. Click **Discount Offers** and select the early payment date, and then click **OK**. The **Discount Offers** screen displays.

Figure 5-22 Discount Offers

**Discount Offers**

Early Payment Date: June 8, 2023

Discount Rule Description	Requestor Party Role	Counter Party	Relationship
DOF101		Reindeer Corp	Reindeer17Mar
Effective Date	Expiry Date	Discount Type	Auto Applicable
2025-04-27	2025-04-30	FIXED	-
Applicability Basis	Discount Rate	Discount Amount	
FIXED_PAYMENT_DATE	10	£400.00	

OK:  Cancel:

**Note:**

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

9. Click **Apply** to make changes in the grid.
10. If required, click **Undo** to revert the applied changes.
11. Click **Submit** to send it for authorization (if applicable).

## 5.14 Link Purchase Orders for Receivables and Payables

This topic describes the systematic instruction to link the Purchase Orders for the invoices.

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



### Note:

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

1. On **Receivables and Payables Management** screen, select the action as **Link Purchase Orders**.
2. Click **Proceed** to view the search parameters.
3. Specify the value for at least one mandatory field to search the instrument(s).
4. Click **Search** to view the search results.

The **Link Purchase Orders** screen displays.

**Figure 5-23 Link Purchase Orders**

**Receivables and Payables Management**
⌵ ⌵ ×

Branch  
004-FLEXCUBE-UNIVERSAL...

Instrument Type  
Invoice

Action  
Link Purchase Orders

Processing Date  
January 20, 2020

Proceed

Show Search

Invoice/Dr Note List	Reference Number	Buyer	Supplier	Program	Issue Date		PO Number	Purchase Order Available...	Invoice Allocated Amount	Purchase Order Available Amount Post...	Remarks	State Status
<input type="checkbox"/>	MAY23001	Carrefour	Danone	This is PROGRAM1	2020-01-20	\$1,234.00	\$0.00				123456789012345678901234567890123	N
<input type="checkbox"/>	MAUTO-INV-INQ1	Carrefour	Danone	This is PROGRAM1	2020-01-20	\$10,020.00	\$0.00				Remarks	N
<input type="checkbox"/>	MAUTO-INV-TFACCI	Carrefour	Danone	This is PROGRAM1	2020-01-20	\$10,020.00	\$0.00				Remarks	N
<input type="checkbox"/>	MAUTO-INV-LINK1	Carrefour	Danone	This is PROGRAM1	2020-01-20	\$10,020.00	\$0.00				Remarks	N
<input type="checkbox"/>	MAUTO-INV-CANI	Carrefour	Danone	This is PROGRAM1	2020-01-20	\$10,020.00	\$0.00				Remarks	N
<input type="checkbox"/>	MAUTO-INV-ASSH1	Carrefour	Danone	This is PROGRAM1	2020-01-20	\$10,020.00	\$0.00				Remarks	N
<input type="checkbox"/>	MAUTO-INV-TFIFIN1	Carrefour	Danone	This is PROGRAM1	2020-01-20	\$10,020.00	\$0.00				Remarks	N
<input type="checkbox"/>	MAUTO-INV-RaD2	Carrefour	Danone	This is PROGRAM1	2020-01-20	\$10,020.00	\$0.00				Remarks	N
<input type="checkbox"/>	MAUTO-INV-LPR...	Carrefour	Danone	This is PROGRAM1	2020-01-20	\$10,020.00	\$0.00				Remarks	N
<input type="checkbox"/>	MAUTO-INV-INQ	Carrefour	Danone	This is PROGRAM1	2020-01-20	\$10,020.00	\$0.00				Remarks	N

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

Remarks

Link Purchase Orders
Apply Undo

**Summary**

Total Instruments

Total Amount

Submit Cancel

5. Optional: In the **Reference/PO Number** column, click the link to view the details of the instrument.
6. Select the invoice to link a purchase order.



7. Optional: In the **Remarks** field, enter the remarks for the purchase order linking.
8. Click **Link Purchase Orders**, and select the purchase order to be linked.
9. Click **Apply** to make changes in the grid.
10. If required, click **Undo** to revert the applied changes.
11. Click **Submit** to link the purchase orders and send it for authorization (if applicable).

# 6

## Machine Learning

This topic describes the information to train the system for feeding the invoice/PO details.

By using NLP toolkit under Machine Learning, the user can train the system to fetch data from images (pdf or jpg format) of invoice/PO. Invoice engine reads the data extracted from images and creates invoices from the same.

- [Create Use Case](#)  
This topic describes the systematic instruction to create, modify, authorize, and view the use cases to be utilized for machine learning.
- [Create Annotated File](#)  
This topic describes the systematic instruction to create an annotated file where the user can insert an invoice/PO image file and tag the labels to extract the values from images.
- [Model Training](#)  
This topic describes the systematic instruction to train the model created by using Annotator.
- [Model Management](#)  
This topic describes the systematic instruction to authorize trained models created from the annotated file.
- [Upload Documents](#)  
This topic describes the systematic instruction to upload the scanned images of the invoice/PO to be auto-fetched by system and create invoice/PO from the same.
- [View Transaction Log](#)  
This topic describes the systematic instruction to view status-wise processing details of each uploaded documents.

### 6.1 Create Use Case

This topic describes the systematic instruction to create, modify, authorize, and view the use cases to be utilized for machine learning.

Specify **User ID** and **Password**, and login to **Home** screen.

1. On **Home** screen, click **Machine Learning**. Under **Machine Learning**, click **NLP Tool Kit**.
2. Under **NLP Tool Kit**, click **Use Case Definition**.

The **Use Case Definition** screen displays.

**Figure 6-1 Use Case Definition**

3. Click **Add** icon to create a use case.  
The **Tag Maintenance** screen displays.

**Figure 6-2 Tag Maintenance**

<input type="checkbox"/>	Tag Display Sequence	Tag Screen Display	Tag Name	Annotation Tag	Default Value
<input checked="" type="checkbox"/>	1	Invoice Amount	InnovAmt	Y	
<input type="checkbox"/>	2	Invoice Number	InnovNum	N	

4. In the **Use Case Name** field, enter name of the use case to be defined.
5. In the **Description** field, enter the description of the use case.
6. In the **Straight Through Processing** option, select **Yes** in case if the use case should be auto-processed without user intervention. Else, select **No**.
7. Click **Add** icon to add a row for tag information.
8. Double click on the row in table edit the tag details.
9. Select the row and then click **Remove** icon to delete the row.
10. Click **Save** to create the use case and send it for authorization.

## 6.2 Create Annotated File

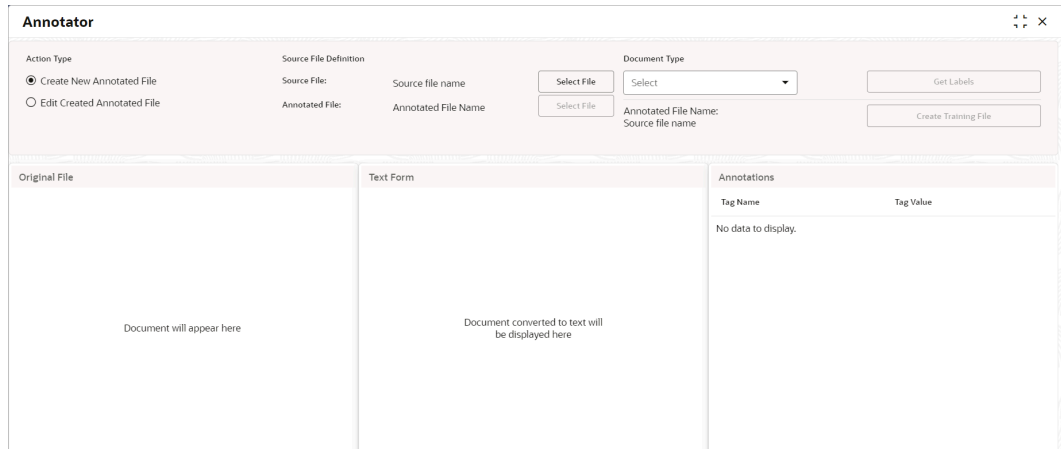
This topic describes the systematic instruction to create an annotated file where the user can insert an invoice/PO image file and tag the labels to extract the values from images.

By using this sub-menu, the user can create the annotated file.

Specify **User ID** and **Password**, and login to **Home** screen.

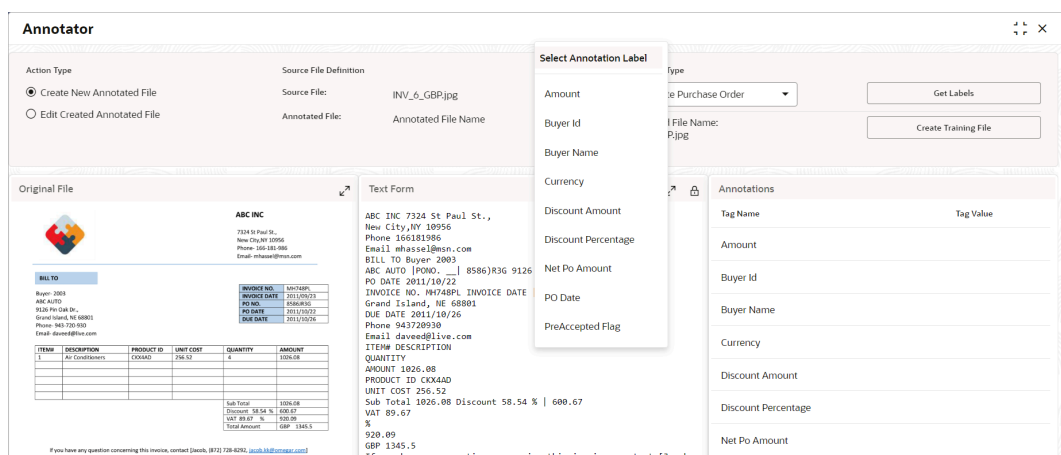
1. On **Home** screen, click **Machine Learning**. Under **Machine Learning**, click **NLP Tool Kit**.
2. Under **NLP Tool Kit**, click **Annotator**.  
The **Annotator** screen displays.

**Figure 6-3 Annotator**



3. In the **Action Type**, select the **Create New Annotated File** option.
4. In the **Source File**, click **Select File** and then select the invoice/PO image file.
5. In the **Document Type** list, select the created use case.
6. Click **Get Labels** to populate the tag names in the **Annotations** box.  
The **Annotator - Select Annotation Label** screen displays.

**Figure 6-4 Annotator - Select Annotation Label**



7. In the **Text Form** box, highlight the value and right click to select the annotation label (tag name).
8. Click **Create Training File** to create the annotated file

## 6.3 Model Training

This topic describes the systematic instruction to train the model created by using Annotator.

The user can have only one active trained model at a time.

Specify **User ID** and **Password**, and login to **Home** screen.

1. On **Home** screen, click **Machine Learning**. Under **Machine Learning**, click **NLP Tool Kit**.
2. Under **NLP Tool Kit**, click **Model Training**.

The **Model Training** screen displays.

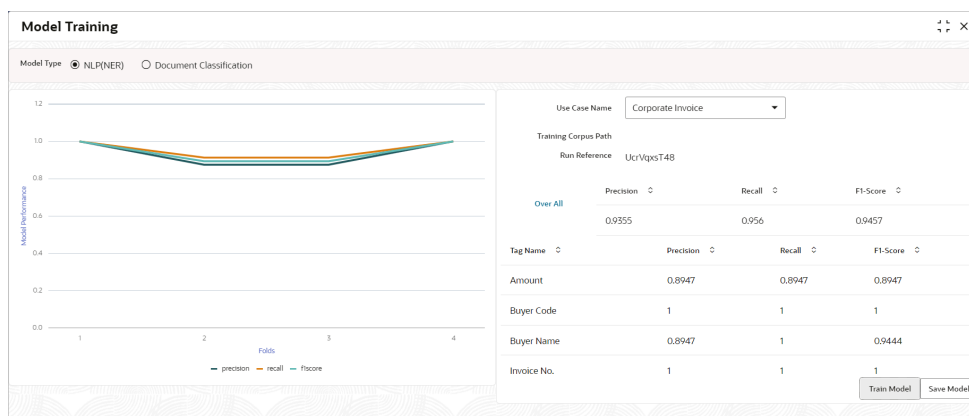
**Figure 6-5 Model Training**

The screenshot shows the 'Model Training' interface. At the top, there are radio buttons for 'Model Type' with 'NLP(NER)' selected and 'Document Classification' unselected. Below this, there is a 'Use Case Name' dropdown menu set to 'Select UseCase Name'. The main area is divided into two sections: 'Training Corpus Path' and 'Run Reference'. Both sections currently display 'No data to display'. At the bottom right, there are 'Train Model' and 'Save Model' buttons.

3. In the **User Case Name** list, select any one of the created use case.
4. Click **Train Model** to generate the reference number of the trained model.

The **Model Training - Trained Model** screen displays.

**Figure 6-6 Model Training - Trained Model**



5. Click **Save Model** to save the trained model to be utilized as an active model.

## 6.4 Model Management

This topic describes the systematic instruction to authorize trained models created from the annotated file.

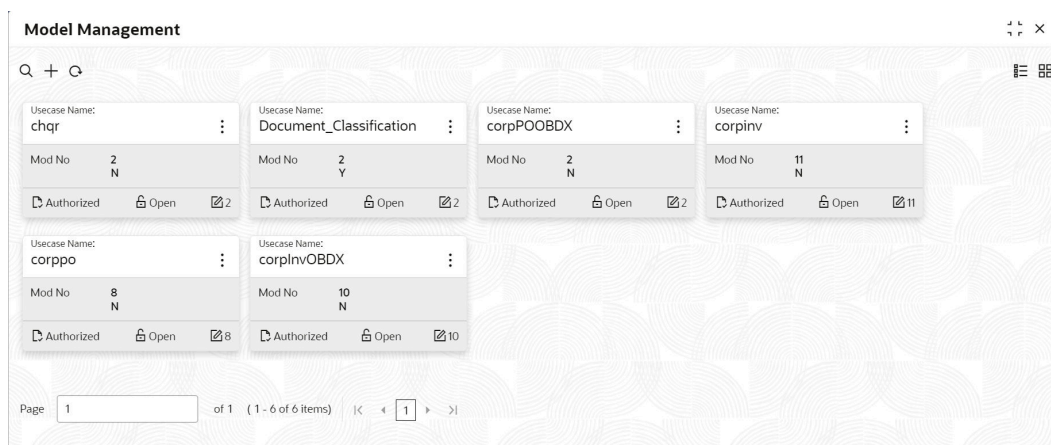
By using this screen, the user can set an active annotated model to be utilized by machine learning engine.

Specify **User ID** and **Password**, and login to **Home** screen.

1. On **Home** screen, click **Machine Learning**. Under **Machine Learning**, click **NLP Tool Kit**.
2. Under **NLP Tool Kit**, click **Model Management**.

The **Model Management** screen displays.

**Figure 6-7 Model Management**



3. Click **Options** icon and then perform the following steps to modify, audit, authorize, or remove a use case:
  - Click **Authorize** to authorize the closed records. The **Model Management - Authorize** screen displays.

**Figure 6-8 Model Management - Authorize**



- Perform the following steps to authorize the open records.
  - Click **Unlock** and then select the required row under **Active** column. The **Model Management - Unlock** screen displays.

**Figure 6-9 Model Management - Unlock**

Run Reference	Training Date	Precision	Recall	F1 score	Active	
VOSRbgftx	06/11/2019	0.986	0.977	0.981	<input type="checkbox"/>	Tag Parameters
BgRtnFv95	06/11/2019	0.986	0.977	0.981	<input type="checkbox"/>	Tag Parameters
ePgOKL6Hn	06/11/2019	0.986	0.977	0.981	<input type="checkbox"/>	Tag Parameters
Sulango3lv	15/04/2021	1	0.8	0.889	<input type="checkbox"/>	Tag Parameters
3Eq5HjoaUJ	15/04/2021	1	1	1	<input type="checkbox"/>	Tag Parameters

- Click **Save** to send the record for authorization.
- Click **View** to view the model and click **Tag Parameters** to view the tag parameter details. The **Tag Parameters** screen displays.

**Figure 6-10 Tag Parameters**

Tag Name	Precision	Recall	F1 Score
amount	1	0.938	0.968
buyerCode	1	0.938	0.968
buyerName	1	1	1
currency	1	1	1
discPrct	1	1	1

- Click **Delete** to remove the row and then, click **Proceed**.

## 6.5 Upload Documents

This topic describes the systematic instruction to upload the scanned images of the invoice/PO to be auto-fetched by system and create invoice/PO from the same.

Specify **User ID** and **Password**, and login to **Home** screen.

1. On **Home** screen, click **Machine Learning**. Under **Machine Learning**, click **Operation**.
2. Under **Operation**, click **Document Upload**.

The **Document Upload** screen displays.

**Figure 6-11 Document Upload**

The screenshot shows the 'Document Upload' interface. At the top, it says 'Document Upload'. Below that is the 'Scan and Upload Document' section. It contains a 'Select File' button with an upload icon, a 'Document Type' dropdown menu, and an 'Upload' button. Below these is a text area that says 'Name of loaded file will appear here!'. The 'Original Document' section below is currently empty, with a placeholder text: 'Document to be processed will be displayed here for reference'.

3. Click **Select File** and choose the invoice/PO image to be uploaded.  
The **Document Upload** screen displays.

**Figure 6-12 Document Upload**

The screenshot shows the 'Document Upload' interface after a file has been uploaded. The 'Select File' button now shows the filename 'INV\_6\_GBP.jpg'. The 'Document Type' dropdown menu is set to 'Corporate Purchase Order'. The 'Original Document' section now displays the content of the uploaded file, which includes a logo of four interlocking puzzle pieces (red, blue, yellow, and grey) and the following text:

**ABC INC**  
7324 St Paul St.,  
New City, NY 10956  
Phone- 166-181-986  
Email- mhassel@msn.com

Below the logo, there is a blue box labeled 'BILL TO' with the text 'Buyer- 2003' underneath it. To the right, there is a table with invoice details:

<b>INVOICE NO.</b>	MH748PL
<b>INVOICE DATE</b>	2011/09/23

4. In the **Document Type** list, select any of the following:
  - Corporate Invoice
  - Corporate Purchase Order
5. Click **Upload** to initiate the invoice/PO data upload in the system as per active model.

## 6.6 View Transaction Log

This topic describes the systematic instruction to view status-wise processing details of each uploaded documents.

Specify **User ID** and **Password**, and login to **Home** screen.



1. On **Home** screen, click **Machine Learning**. Under **Machine Learning**, click **Operation**.
2. Under **Operation**, click **Transaction Log**.  
The **Transaction Log** screen displays.

**Figure 6-13 Transaction Log**

Transaction Log							
Document Type	Status	From Date	To Date				
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>				
Document Id	Tag Value(s)	Document Type	Model Reference	Processing Date	Status	Failure Reason	Training Required
19609	<input type="text"/>	corppo-Corporate Purchase Order	CXzeatkv5f	13/04/2021	PROCESSED		N
19608	<input type="text"/>	corppo-Corporate Purchase Order		13/04/2021			
19606	<input type="text"/>	corpinv-Corporate Invoice	3Eq5Hjqa1J	13/04/2021	PROCESSED		N
19605	<input type="text"/>	corpinv-Corporate Invoice		13/04/2021	ERROR	Unable to complete File Processing	Y
19603	<input type="text"/>	corpinv-Corporate Invoice		13/04/2021	ERROR	Unable to complete File Processing	Y
19602	<input type="text"/>	corpinv-Corporate Invoice	3ulanqo3lv	13/04/2021	PROCESSED		N
Page 31 of 41 (181-186 of 244 Items)   < 1 ... 29 30 31 32 ... 41 >							

3. In the **Document Type** list, select the Corporate Invoice/Purchase Order.
4. In the **Status** list, select the current status of the document to filter the data.
5. Click **Refresh** icon to reload the tabular data.

# 7

## Manual Allocation

This topic describes the systematic instruction to allocate payments in virtual accounts.

Only payments that are unallocated or partially allocated with the 'Allocation Required' flag set to "Y" in the payment records can be manually allocated from this screen.

Specify **User ID** and **Password**, and login to **Home** screen.

1. On **Home** screen, click **Receivables And Payables**. Under **Receivables And Payables**, click **Manual Allocation**.

The **Manual Allocation** screen displays.

**Figure 7-1 Manual Allocation**

The screenshot shows the 'Manual Allocation' screen with the following fields and controls:

- Branch:** Dropdown menu with '004-FLEXCUBE-UNIVERSAL...' selected.
- Action:** Dropdown menu with 'Allocate' selected.
- Processing Date:** Text field with 'January 20, 2020' entered.
- Proceed:** Button.
- Payment Reference Number:** Text input field.
- Payment Mode:** Dropdown menu with 'Select' selected.
- Debit-Credit Indicator:** Dropdown menu with 'Select' selected.
- Payment Party:** Search input field with a magnifying glass icon.
- Counter Party:** Search input field with a magnifying glass icon.
- Beneficiary:** Search input field with a magnifying glass icon.
- Account Owner:** Search input field with a magnifying glass icon.
- Remitter Account Number:** Search input field with a magnifying glass icon.
- Credit Account Number:** Search input field with a magnifying glass icon.
- Payment Towards:** Dropdown menu with 'Virtual Account' selected.
- Recon Status:** Dropdown menu with 'Select' selected.
- Allocation Status:** Dropdown menu with 'Unallocated x' selected.
- Amount Reference:** Dropdown menu with 'Select' selected.
- Currency:** Dropdown menu with 'Select' selected.
- Amount From:** Text input field.
- Amount To:** Text input field.
- Date Reference Basis:** Dropdown menu with 'Select' selected.
- Date From:** Date picker field.
- Date To:** Date picker field.
- Search:** Button.
- Reset:** Button.

2. In the **Branch** list, select the branch for which payment allocation needs to be done. By default, branch of the logged-in user is selected.
3. In the **Action** list, select the action as **Allocate** or **De-Allocate** for allocation or de-allocation of the payment respectively.
4. Click **Proceed** to view the search parameters to search payment record(s).

The **Manual Allocation - Search** screen displays.

Figure 7-2 Manual Allocation - Search

- Specify the fields on **Manual Allocation** screen.

 **Note:**

The fields marked as **Required** are mandatory.

For more information on fields, refer to the field description table.

Table 7-1 Manual Allocation - Field Description

Field	Description
<b>Payment Reference Number</b>	Specify the payment reference number to be searched.
<b>Payment Mode</b>	Select the mode of payment to search the payment by.
<b>Debit-Credit Indicator</b>	Select the value to specify whether the payment is for credit or debit.
<b>Payment Party</b>	Click the Search icon and select the party making the payment.
<b>Counter Party</b>	Click the Search icon and select the counter-party for the payment.
<b>Beneficiary</b>	Click the Search icon and select the beneficiary of the payment.
<b>Account Owner</b>	Click the Search icon and select the owner of the account.
<b>Remitter Account Number</b>	Click the Search icon and select the remitter's account number used for the payment.
<b>Credit Account Number</b>	Click the Search icon and select the account of the beneficiary.
<b>Payment Towards</b>	Select the entity towards which the payment has been initiated: <ul style="list-style-type: none"> <li>• None</li> <li>• Finance</li> <li>• Invoice</li> <li>• Expected Cashflow</li> <li>• Virtual Account</li> </ul>
<b>Recon Status</b>	Select the current recon status of the payment.
<b>Allocation Status</b>	Select the allocation status for reconciliation of the payment.
<b>Amount Reference</b>	Select the value to specify the reference for amount criteria.

**Table 7-1 (Cont.) Manual Allocation - Field Description**

Field	Description
<b>Currency</b>	Select the currency of the amount.
<b>Amount From</b>	Specify the start of the amount-range within which the payment needs to be searched.
<b>Amount To</b>	Specify the end of the amount-range within which the payment needs to be searched.
<b>Date Reference Basis</b>	Select the value to specify the reference for date criteria.
<b>Date From</b>	Click the Calendar icon and select the starting-range of the payment/value date.
<b>Date To</b>	Click the Calendar icon and select the range-ending of the payment/value date.

6. Click **Search** to view the payment records.  
The **List of Payments** section displays.

**Figure 7-3 List of Payments**

The screenshot shows the 'Manual Allocation' interface. At the top, there are tabs for 'Allocation' and 'Summary'. Below the tabs is a 'List of Payments' table. The table has columns: Payment Ref No, Debit-Credit Indicator, Payment Party, Value Date, Unallocated Payment Amt, Amt to be Allocated, Allocation Basis, and Allocation Details. The first two rows are selected. The 'Allocation Basis' dropdown menu is open for the first row, showing options: Select, Account Based, and Attribute Based. At the bottom, there is a pagination control showing 'Page 1 of 1 (1 - 5 of 5 items)' and a 'Proceed' button.

Payment Ref No	Debit-Credit Indicator	Payment Party	Value Date	Unallocated Payment Amt	Amt to be Allocated	Allocation Basis	Allocation Details
<input checked="" type="checkbox"/> AUTPAY17	C	Carrefour	2020-01-20	USD 10,000.00		Select	
<input type="checkbox"/> AUTPAY16	C	Carrefour	2020-01-20	USD 5,000.00		Select	
<input checked="" type="checkbox"/> nehackbjo284557121	D	PIRAELIS BANK	2020-01-20	GBP 1,500.00		Account Based	
<input type="checkbox"/> IMAY000035	C	VBUYER	2020-01-20	USD 1,200.00		Select	
<input type="checkbox"/> IMAY000036	C	VBUYER	2020-01-20	USD 800.00		Select	

Based on the option selected from the Action list, perform the following steps:  
If **Allocate** option is selected:

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

The **Allocation Details** screen displays.

Figure 7-4 Allocation Details

Allocation Attribute	Virtual Account	Amount Allocated	Percentage	Action
Counterparty Id		USD 455,13	9,92	[Edit] [Delete]

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

[Save] [Close]

10. Perform the following steps in the **Allocation Details** pop-up screen.
  - a. Click **Add** icon to add a row for a virtual account and double click in each field of the row to add/edit the details.
  - b. In the **Allocation Attribute** field, select the attribute to allocate the virtual account for. This field is displayed only for attribute based allocation selection.
  - c. In the **Virtual Account** field, click the Search icon to fetch and then select the virtual account to be allocated. This fields is displayed only for account based allocation selection.
  - d. In the **Amount Allocated** field, enter the amount to be allocated to the selected virtual account.  
The **Percentage** field is auto-calculated based on total amount to be allocated.
  - e. In the **Percentage** field, enter the percentage of the amount being allocated.  
The **Amount Allocated** field is auto-calculated based on total amount to be allocated.
  - f. If required, repeat the above steps to add more rows.
  - g. Click **Delete** icon to remove a row or Edit icon () to modify the allocation details.
  - h. Click **Save** to save the allocation details.
11. Click **Proceed** to view the allocation summary.  
The **Allocation Summary** section displays.

Figure 7-5 Allocation Summary

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

[Back] [Submit]

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

If **De-Allocate** option is selected:

14. On **List of Payments** section, select the payment to be de-allocated.

15. Click **Proceed**.

The Confirmation message for de-allocation displays.

16. Click **Confirm**.

The status of the transaction message displays.

# 8

## Manual Reconciliation

This topic describes the information to manually 'Reconcile' or 'De Reconcile' the payments/ credit notes against invoices or cashflows in case of exceptions in the auto recon process.

In Manual Reconciliation, the back-office user can search and reconcile records basis on invoice related attributes, payment related attribute, or cashflow related attributes depending upon the selected reconciliation category. From the search result, user can choose how to reconcile the data i.e. 'One Invoice to Many Payments' or 'Many Invoice to One Payment' or 'One Cashflow to Many Payment', and so on.

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

The user can select a value from the list for the field 'Reconciled by'. Based on the value selected, the grid below will enable/disable 'Invoices/Cashflows' and/or 'Payments' row post selection.

- [Search](#)  
This topic describes the information to search the transactions for performing the manual reconciliation differs as per the recon category.
- [Reconcile](#)  
This topic describes the systematic instruction to select multiple records or single record to reconcile.
- [De-Reconcile](#)  
This topic describes the systematic instruction to select multiple records or single record to de-reconcile.

### 8.1 Search

This topic describes the information to search the transactions for performing the manual reconciliation differs as per the recon category.

This topic contains the following subtopics:

- [Invoice/Debit Notes to Payments/Credit Notes Recon](#)  
This topic describes the systematic instruction to search the invoices/payments to reconcile or de-reconcile.
- [Expected Cashflow to Payments Recon](#)  
This topic describes the systematic instruction to search the invoices/payments to reconcile or de-reconcile.

#### 8.1.1 Invoice/Debit Notes to Payments/Credit Notes Recon

This topic describes the systematic instruction to search the invoices/payments to reconcile or de-reconcile.

1. On **Home** screen, click **Receivables And Payables**. Under **Receivables And Payables**, click **Manual Recon**.

The **Manual Recon** screen displays.

**Figure 8-1 Manual Recon**

The screenshot shows the 'Manual Recon' window with the following fields:
 

- Action:** De Reconcile
- Recon Category:** Expected Cashflow to Payment
- Branch:** 004-FLEXCUBE-UNIVERSAL-B
- Processing Date:** April 29, 2022
- Proceed:** Button

2. In the **Action** field, select the action to be performed as **Reconcile** or **De Reconcile**.
3. In the **Recon Category** list, select the category as **Invoice/Debit Notes to Payment/Credit Notes**.
4. In the **Branch** list, select the branch for which reconciliation needs to be done. By default, the branch of the logged-in user is selected.
5. Click **Proceed** to view the search parameters to search transactions.

The **Manual Recon - Search** section displays.

**Figure 8-2 Manual Recon - Search**

The screenshot shows the 'Manual Recon - Search' window with the following sections:
 

- Invoices:**
  - Buyer: Search
  - Supplier: Search
  - Invoice Number: Text field
  - Invoice Currency: Select
  - Date Reference Basis: Select
  - Date From: Date picker
  - Date To: Date picker
  - Relationship: Search
  - Program: Search
  - Amount Reference Basis: Select
  - Amount From: Text field
  - Amount To: Text field
  - Account Number: Search
- Payments and Credit Notes Search:**
  - Payments:**
    - Payment Number: Text field
    - Date Reference Basis: Select
    - Date From: Date picker
    - Date To: Date picker
    - Payment Party: Search
    - Beneficiary Id: Search
    - Payment Type: Select
    - Remarks: Text field
    - Counter Party: Search
    - Payment Mode: Select
    - Debit-Credit Indicator: Select
    - Remitter Account Number: Search
    - Credit Account Number: Search
    - Payment Currency: Select
    - Amount From: Text field
    - Amount To: Text field
    - Account Owner: Search
    - Relationship: Search
    - Program: Search
    - Payment Towards: Select
  - Credit Notes:**
    - Credit Note Number: Text field
    - Buyer: Search
    - Supplier: Search
    - Remarks: Text field
    - Currency: Select
    - Amount From: Text field
    - Amount To: Text field
    - Relationship: Search
    - Date Reference Basis: Select
    - Date From: Date picker
    - Date To: Date picker
    - Program: Search



6. Specify the fields on **Manual Recon - Search** screen. **Note:**

The fields marked as **Required** are mandatory.

For more information on fields, refer to the field description table.

**Table 8-1 Manual Recon - Field Description**

Field	Description
<b>Reconcile Method</b>	Specify whether the reconciliation was done by using 'Auto' or 'Manual' method. This field is displayed only when 'Action' is selected as 'De Reconcile'.
<b>Reconciliation Reference No</b>	Click the Search icon to select the reconciliation reference number. This field is mandatory and displayed for only 'Manual' de-reconciliation method.
<b>Reconcile Date From</b>	Click the Calendar icon to specify start date of range within which record was reconciled. This field is displayed only when 'Action' is selected as 'De Reconcile'.
<b>Reconcile Date To</b>	Click the Calendar icon to specify end date of range within which record was reconciled. This field is displayed only when 'Action' is selected as 'De Reconcile'.
<b>Invoices</b>	<b>Displays the following fields under the Invoices section.</b>
<b>Buyer</b>	Click the Search icon to search buyer mentioned in the invoice.
<b>Supplier</b>	Click the Search icon to search supplier by whom invoice is generated.
<b>Invoice Number</b>	Specify the specific internal invoice reference number to search.
<b>Invoice Currency</b>	Specify the currency selected for Invoice.
<b>Date Reference Basis</b>	Select the value to specify the reference for date criteria.
<b>Date From</b>	Click the Calendar icon to specify the start date of range for selected date reference basis.
<b>Date To</b>	Click the Calendar icon to specify the end date of range for selected date reference basis.
<b>Relationship</b>	Click the Search icon to select the relationship code used in the transaction.
<b>Program</b>	Click the Search icon to select the program linked with the invoice. This field is applicable to only OBSCF system.
<b>Amount Reference Basis</b>	Select the reference basis of the amount range as base invoice amount or net invoice amount.
<b>Amount From</b>	Specify the lowest amount of the range.
<b>Amount To</b>	Specify the highest amount of the range.
<b>Account Number</b>	Click the Search icon to select the account number. This field is enabled only after selecting supplier.
<b>Payments</b>	<b>Displays the following fields under the Payments section.</b>

Table 8-1 (Cont.) Manual Recon - Field Description

Field	Description
<b>Payment Number</b>	Specify the unique reference number generated while making a payment.
<b>Date Reference Basis</b>	Select the reference basis of the date range as payment date or value date.
<b>Date From</b>	Click the Calendar icon and select the start of the date-range.
<b>Date To</b>	Click the Calendar icon and select the end of the date-range.
<b>Payment Party</b>	Click the Search icon to select the party who made the payment.
<b>Beneficiary Id</b>	Click the Search icon to select the beneficiary id or name who received the payment. In case if supplier is selected in the 'Invoice' search parameter; then the same gets auto-populated here.
<b>Payment Towards</b>	Select the option that the payment is to be made towards.
<b>Remarks</b>	Specify the remarks added in the transaction.
<b>Counter Party</b>	Click the Search icon to select the counterparty.
<b>Payment Mode</b>	Select the mode by using which payment was done. For example: Account Transfer, NEFT etc.
<b>Debit-Credit Indicator</b>	Select the value to specify whether the transaction is of debit or credit type.
<b>Remitter Account Number</b>	Click the Search icon and select the remitter account of the transaction.
<b>Credit Account Number</b>	Click the Search icon and select the account credited with the amount.
<b>Payment Currency</b>	Select the currency in which payment is done.
<b>Amount From</b>	Select the minimum amount of the payment range.
<b>Amount To</b>	Select the maximum amount of the payment range.
<b>Account Owner</b>	Click the Search icon and select the owner of the account.
<b>Relationship</b>	Click the Search icon to select the relationship code used in the transaction.
<b>Credit Notes</b>	<b>Displays the following fields under the Credit Notes section.</b>
<b>Credit Note Number</b>	Specify the unique reference number generated for the credit note.
<b>Buyer</b>	Click the Search icon to search buyer mentioned in the credit note.
<b>Supplier</b>	Click the Search icon to search supplier by whom credit note is generated.
<b>Remarks</b>	Specify the remarks added in the transaction.
<b>Currency</b>	Specify the currency selected for credit note.
<b>Amount From</b>	Select the minimum amount of the credit note range.
<b>Amount To</b>	Select the maximum amount of the credit note range.
<b>Relationship</b>	Click the Search icon to select the relationship code used in the transaction.
<b>Date Reference Basis</b>	Select the reference basis of the date range as payment date or value date.
<b>Date From</b>	Click the Calendar icon and select the start of the date-range.
<b>Date To</b>	Click the Calendar icon and select the end of the date-range.

7. Optional: Click **Reset** clear the selected values.
8. Click **Search** to view the result.

## 8.1.2 Expected Cashflow to Payments Recon

This topic describes the systematic instruction to search the invoices/payments to reconcile or de-reconcile.

1. On **Home** screen, click **Receivables And Payables**. Under **Receivables And Payables**, click **Manual Recon**.

The **Manual Recon** screen displays.

2. In the **Action** field, select the action to be performed as **Reconcile** or **De Reconcile**.
3. In the **Recon Category** list, select the category as **Expected Cashflow to Payment**.
4. In the **Branch** list, select the branch for which reconciliation needs to be done. By default, the branch of the logged-in user is selected.
5. Click **Proceed** to view the search parameters to search transactions.

The **Manual Recon** screen displays.

**Figure 8-3 Manual Recon**

The screenshot displays the 'Manual Recon' interface with the following sections and fields:

- Header:** Title 'Manual Recon' with window controls.
- Top Row:** Action (De Reconcile), Recon Category (Expected Cashflow to Payment), Branch (004-FLEXCUBE-UNIVERSAL-B), Processing Date (April 29, 2022), and a Proceed button.
- Section: Expected Cashflow Payment Search**
  - Reconcile Method (Select)
  - Reconciliation Reference No (Search)
  - Reconcile Date From (Calendar)
  - Reconcile Date To (Calendar)
- Section: Expected Cashflow**
  - Corporate (Search)
  - Cashflow Type (Select)
  - Counter Party (Search)
  - Corporate Reference Number
  - Expected Date From (Calendar)
  - Expected Date To (Calendar)
  - Account Number (Search)
  - Expected Currency (Select)
  - Expected Amount From
  - Expected Amount To
- Section: Payments**
  - Payment Number
  - Date Reference Basis (Select)
  - Date From (Calendar)
  - Date To (Calendar)
  - Payment Party (Search)
  - Debit-Credit Indicator (Select)
  - Account Owner (Search)
  - Remarks
  - Payment Mode (Select)
  - Beneficiary Id (Search)
  - Remitter Account Number (Search)
  - Credit Account Number (Search)
  - Payment Currency (Select)
  - Amount From
  - Amount To
- Bottom:** Search and Reset buttons.

6. Specify the fields on **Manual Recon** screen.

**Note:**

The fields marked as **Required** are mandatory.

For more information on fields, refer to the field description table.

**Table 8-2 Expected Cashflow Recon - Field Description**

Field	Description
<b>Reconcile Method</b>	Specify whether the reconciliation was done by using 'Auto' or 'Manual' method. This field is displayed only when 'Action' is selected as 'De Reconcile'.
<b>Reconciliation Reference No</b>	Click the Search icon to select the reconciliation reference number. This field is mandatory and displayed for only 'Manual' de-reconciliation method.
<b>Reconcile Date From</b>	Click the Calendar icon to specify start date of range within which record was reconciled. This field is displayed only when 'Action' is selected as 'De Reconcile'.
<b>Reconcile Date To</b>	Click the Calendar icon to specify end date of range within which record was reconciled. This field is displayed only when 'Action' is selected as 'De Reconcile'.
<b>Expected Cashflow</b>	<b>Displays the following fields under the Expected Cashflow section.</b>
<b>Corporate</b>	Click the Search icon to select the corporate from whom the cashflow is expected.
<b>Cashflow Type</b>	Select the value to specify whether it is inflow or outflow of cash.
<b>Counter Party</b>	Click the Search icon to select the counter party involved.
<b>Corporate Reference Number</b>	Specify the corporate reference number to search the cashflow details for.
<b>Expected Date From</b>	Click the Calendar icon and select the date from when the cashflow is expected.
<b>Expected Date To</b>	Click the Calendar icon and select the date till when the cashflow is expected.
<b>Account Number</b>	Click the Search icon to select the account number.
<b>Expected Currency</b>	Specify the currency in which cashflow is expected.
<b>Expected Amount From</b>	Specify the lowest amount of the range.
<b>Expected Amount To</b>	Specify the highest amount of the range.
<b>Payments</b>	<b>Displays the following fields under the Payments section.</b>
<b>Payment Number</b>	Specify the unique reference number generated while making a payment.
<b>Date Reference Basis</b>	Select the reference basis of the date range as payment date or value date.
<b>Date From</b>	Click the Calendar icon and select the start of the date-range.
<b>Date To</b>	Click the Calendar icon and select the end of the date-range.
<b>Payment Party</b>	Click the Search icon to select the party who made the payment.
<b>Debit-Credit Indicator</b>	Select the value to specify whether the transaction is of debit or credit type.
<b>Account Owner</b>	Click the Search icon and select the owner of the account.
<b>Payment Towards</b>	Select the option that the payment is to be made towards.

Table 8-2 (Cont.) Expected Cashflow Recon - Field Description

Field	Description
<b>Remarks</b>	Specify the remarks added in the transaction.
<b>Payment Mode</b>	Select the mode by using which payment was done. For example: Account Transfer, NEFT etc.
<b>Beneficiary Id</b>	Click the Search icon to select the beneficiary id or name who received the payment. In case if supplier is selected in the 'Invoice' search parameter; then the same gets auto-populated here.
<b>Remitter Account Number</b>	Click the Search icon and select the remitter account of the transaction.
<b>Credit Account Number</b>	Click the Search icon and select the account credited with the amount.
<b>Payment Currency</b>	Select the currency in which payment is done.
<b>Amount From</b>	Select the minimum amount of the payment range.
<b>Amount To</b>	Select the maximum amount of the payment range.

7. Optional: Click **Reset** clear the selected values.
8. Click **Search** to view the result.

## 8.2 Reconcile

This topic describes the systematic instruction to select multiple records or single record to reconcile.

1. On **Manual Recon** screen, specify the required details and click **Search**.

The **Reconciliation** screen displays with the invoices/debit notes/cashflows and payments/credit notes are populated in the grid. In case, multiple unreconciled invoices/debit notes/cashflows and/or payments/credit notes will be populated.

Figure 8-4 Reconciliation

**Manual Recon**

Action: Reconcile | Recon Category: Expected Cashflow to Payment | Branch: 004-FLEXCUBE-UNIVERSAL-BI | Processing Date: April 29, 2022 | Proceed

Expected Cashflow Payment Search

Reconciliation (1) Allocation (2)

Reconcile By: Select (Required)

Expected Cashflow

Corporate	Counter Party	Corporate Ref No	Type	Unreconciled Amt	Payment Ref No	Amt to be Reconciled(Exp Ccy)	Amt to be Reconciled(Pay Ccy)
<input type="checkbox"/>	Carrefour	Danone	MARCAREQA10035	I		\$0.19	
<input type="checkbox"/>	Carrefour	Danone	MARCAREQA10035	I		\$1,700,000.00	
<input type="checkbox"/>	Carrefour	Danone	MARCAREQA10035	I		\$1,700,000.00	

Page 1 of 6 (1-4 of 23 items) | 1 2 3 4 5 6

Payments

Payment Ref No	Payment Party	Counter Party	Unreconciled Amt	Dr/Cr	Corporate Ref No	Amt to be Reconciled(Pay Ccy)	Amt to be Reconciled(Exp Ccy)	Rule Details
<input type="checkbox"/>	NOVSUNPAY004	Danone	Carrefour	\$100,001.00	C			Details
<input type="checkbox"/>	MARpayrefCteslaSAV1003085	Danone	Carrefour	\$100,001.00	C			Details
<input type="checkbox"/>	NOVSUNPAY003	Danone	Carrefour	\$100,001.00	C			Details
<input type="checkbox"/>	NOVSUNPAY005	Danone	Carrefour	\$99,251.00	C			Details

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Proceed

- In the **Reconcile By** field, select any of the following:
  - One Invoice/Cashflow to Many Payment/Credit Notes** – To reconcile single invoice/ cashflow from multiple payments/credit notes.
  - One Payment to Many Cashflow** – To reconcile multiple cashflow from single payment.
  - Many Invoice to One Payment/Credit Note** – To reconcile multiple invoices from single payment/credit note.

**For One Invoice/Cashflow to Many Payment/Credit Notes:**

- In the **Invoices/Debit Note/Expected Cashflow** section, select the invoice/debit note/cashflow to reconcile.

The **One Invoice/Cashflow to Many Payment/Credit Notes** option selected.

Figure 8-5 One Invoice/Cashflow to Many Payment/Credit Notes

1 Reconciliation 2 Allocation

Reconcile By  
One Invoice to Many Payme...

**Invoices**

Buyer	Supplier	Invoice Number	Outstanding Amt	Inv Due Date	Payment/Credit Note Number	Amt to be Reconciled(Inv Ccy)	Amt to be Reconciled(Pay / Cr Note Ccy)
AugSupp	Reindeer Corp	InvExcess3May5	\$8,000.00	2023-07-31			\$0.00

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

**Payments**

Payment Number	Parent Payment Number	Payment Party	Unreconciled Amt	Beneficiary	Invoice Number	Amt to be Reconciled(Pay Ccy)	Amt to be Reconciled(Inv Ccy)	Rule Details
<input checked="" type="checkbox"/> IRECONOR4111		Carrefour	\$1,000.00	Danone	InvExcess3May5			Details
<input checked="" type="checkbox"/> PAY01		Carrefour	\$1,000.00	Danone	InvExcess3May5			Details
<input type="checkbox"/> PAY02		Carrefour	\$1,000.00	Danone				Details
<input type="checkbox"/> PAY0104	EXCESSMAYTC3	AugSupp	\$1,000.00	Reindeer Corp				Details

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**Credit Notes**

Credit Note Number	Buyer	Unreconciled Amt	Supplier	Invoice Number	Amt to be Reconciled(Cr Note Ccy)	Amt to be Reconciled(Inv Ccy)	Rule Details
<input type="checkbox"/> 4444432	AugSupp	LAK 4,323	ABZ Solutions				Details
<input checked="" type="checkbox"/> 645454	AugSupp	LAK 245,454	ABZ Solutions	InvExcess3May5			Details
<input checked="" type="checkbox"/> 3423	AugSupp	LAK 2123	ABZ Solutions	InvExcess3May5			Details
<input type="checkbox"/> CN260401	AugSupp	E2,000.00	Reindeer Corp				Details

Page 1 of 4 (1-4 of 13 items) |< < 1 2 3 4 > >|

Proceed

4. In the **Payments/Credit Notes** section,
  - a. Select the payment(s)/credit notes to reconcile.
  - b. In the **Amt to be Reconciled (Pay/Cr Note Ccy)** column, enter the amount to reconcile in payment/credit notes currency.

**For One Payment to Many Cashflow:**

5. In the **Payments** section, select the payment to reconcile by. The **One Payment to Many Cashflow** option selected.

Figure 8-6 One Payment to Many Cashflow

Expected Cashflow Payment Search

1 Reconciliation 2 Allocation

Reconcile By  
One Payment to Many Cash...

**Payments**

Payment Ref No	Payment Party	Counter Party	Unreconciled Amt	Dr/Cr	Corporate Ref No	Amt to be Reconciled(Pay Ccy)	Amt to be Reconciled(Exp Ccy)	Rule Details
<input checked="" type="checkbox"/> NOV/SUNPAY003	Danone	Carrefour	\$100,001.00	C				Details

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

**Expected Cashflow**

Corporate	Counter Party	Corporate Ref No	Type	Unreconciled Amt	Payment Ref No	Amt to be Reconciled(Exp Ccy)	Amt to be Reconciled(Pay Ccy)
<input checked="" type="checkbox"/> Carrefour	Danone	MARCAREQA1802	I	\$98,999.25	NOV/SUNPAY003		
<input checked="" type="checkbox"/> Carrefour	Danone	MARCAREQA1803	I	\$-1,512,791.81	NOV/SUNPAY003		
<input checked="" type="checkbox"/> Carrefour	Danone	MARCAREQA1804	I	\$-1,512,791.81	NOV/SUNPAY003		
<input checked="" type="checkbox"/> Carrefour	Danone	MARCAREQA18011	I	\$-1,512,792.87	NOV/SUNPAY003		

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Proceed

6. In the **Expected Cashflow** section,
  - a. Select the cashflow records to reconcile with.
  - b. In the **Amt to be Reconciled (Exp Ccy)** column, enter the amount to be reconciled in cashflow currency.

**For Many Invoices to One Payment/Credit Note:**

7. In the **Payments/Credit Notes** section, select the payment/credit note to reconcile by.

The **Many Invoices to One Payment/Credit Note** option selected.

**Figure 8-7 Many Invoices to One Payment/Credit Note**

Reconciliation

Reconcile By: Many Invoices to One Payme...

**Payments**

Payment Number	Parent Payment Number	Payment Party	Unreconciled Amt	Beneficiary	Invoice Number	Amt to be Reconciled(Pay Ccy)	Amt to be Reconciled(Inv Ccy)	Rule Details
<input checked="" type="checkbox"/> PAV0102	EXCESS3MAY23TC3	AugSupp	\$2,000.00	Reindeer Corp		\$850.00		<a href="#">Details</a>

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**Credit Notes**

Credit Note Number	Buyer	Unreconciled Amt	Supplier	Invoice Number	Amt to be Reconciled(Cr Note Ccy)	Amt to be Reconciled(Inv Ccy)	Rule Details
<input checked="" type="checkbox"/> CN260404	AugSupp	\$2,000.00	Reindeer Corp				<a href="#">Details</a>

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

**Invoices**

Buyer	Supplier	Invoice Number	Outstanding Amt	Inv Due Date	Payment/Credit Note Number	Amt to be Reconciled(Inv Ccy)	Amt to be Reconciled(Pay / Cr Note Ccy)
<input checked="" type="checkbox"/> AugSupp	Reindeer Corp	Inv070401	\$2,000.00	2023-04-30	PAV0102	\$100.00	\$100.00
<input type="checkbox"/> AugSupp	Reindeer Corp	INV0v2212	£10,000.00	2023-07-06			
<input checked="" type="checkbox"/> AugSupp	Reindeer Corp	Inv2May1	\$1,000.00	2023-04-30	PAV0102	\$500.00	\$500.00
<input type="checkbox"/> AugSupp	Reindeer Corp	InvExcess3May2	\$8,000.00	2023-07-31			

Page 2 of 5 (5-8 of 20 items) | < 1 2 3 4 5 >

[Proceed](#)

8. In the **Invoices** section,
  - a. Select the invoice(s) to be reconciled.
  - b. In the **Amt to be Reconciled (Inv Ccy)** field, enter the amount to be reconciled in invoice currency.
9. Optional: In the **Rule Details** column, click **Details** hyperlink to view rule details.
10. Click **Proceed** to move to the **Allocation** stage.  
The **Allocation** screen displays.
11. Perform the following steps to allocate payment manually:
  - a. In the **Allocation Required** column, enable the toggle to allocate account and percentage.
  - b. In the **Virtual Account** column, select the account to be allocated.
  - c. In the **Allocated Amount** column, specify the amount to be allocated for the respective virtual account.
  - d. In the **Percentage** column, specify the percentage of the amount.
12. Click **Submit** to confirm the reconciliation and send the record for authorization.



 **Note:**

A cashflow record is automatically created for every new invoice/debit note record, if the 'Create Cashflow from Invoice' system-level configuration flag is set to 'Yes'. In this case, the 'Not to be Reconciled Directly' record-level flag is also defaulted to 'Y', so that if the invoice is reconciled with payments or credit notes, then the corresponding cashflow record should not be considered for auto or manual reconciliation. The same is true with reconciliation of debit notes with payments or credit notes.

## 8.3 De-Reconcile

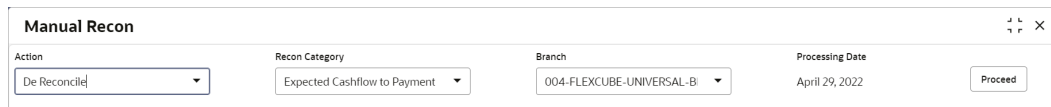
This topic describes the systematic instruction to select multiple records or single record to de-reconcile.

The user can use this option to de-reconcile 'Invoice/Debit Notes to Payment/Credit Notes' or 'Expected Cashflow to Payment' that are reconciled incorrectly due to some erroneous mapping of payments to an invoice/cashflow either automatically or manually.

1. On **Home** screen, click **Receivables And Payables**. Under **Receivables And Payables**, click **Manual Recon**.

The **Manual Recon** screen displays.

**Figure 8-8 Manual Recon**



The screenshot shows the 'Manual Recon' window with the following fields and values:

Action	Recon Category	Branch	Processing Date	Proceed
De Reconcile	Expected Cashflow to Payment	004-FLEXCUBE-UNIVERSAL-B	April 29, 2022	Proceed

2. In the **Action** field, select the action to be performed as **Reconcile** or **De Reconcile**.
3. In the **Recon Category** list, select the category as **Invoice/Debit Notes to Payment/Credit Notes**.
4. In the **Branch** list, select the branch for which reconciliation needs to be done. By default, the branch of the logged-in user is selected.
5. Click **Proceed** to view the search parameters to search transactions.

The **Manual Recon - Search** section displays.

**Figure 8-9 Manual Recon - Search**

Action:  Recon Category:  Branch:  Processing Date:

**Invoice - Payments/Credit Notes Search**

Reconcile Method:  Reconciliation Reference No:  Reconcile Date From:  Reconcile Date To:

**Invoices**

Buyer:  Supplier:  Invoice Number:  Invoice Currency:

Hide Advance Search

Date Reference Basis:  Date From:  Date To:  Relationship:

Program:  Amount Reference Basis:  Amount From:  Amount To:

Account Number:

**Payments and Credit Notes Search**

**Payments**

Payment Number:  Date Reference Basis:  Date From:  Date To:

Payment Party:  Beneficiary Id:  Remarks:

Hide Advance Search

Counter Party:  Payment Mode:  Debit-Credit Indicator:  Remitter Account Number:

Credit Account Number:  Payment Currency:  Amount From:  Amount To:

Account Owner:  Relationship:  Program:

**Credit Notes**

Credit Note Number:  Buyer:  Supplier:  Remarks:

Hide Advance Search

Currency:  Amount From:  Amount To:  Relationship:

Date Reference Basis:  Date From:  Date To:  Program:

- Specify the search parameters and click **Search** button.

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

The **Invoice/Debit Notes to Payments/Credit Notes** section displays.

**Figure 8-10 Invoice/Debit Notes to Payments/Credit Notes**

**Invoice - Payments/Credit Notes Search**

**Invoices/Payments** [Expand All](#) [Collapse All](#)

<input type="checkbox"/>	Payment/Credit Note Number	Amount to Match	Payment Party	Invoice Number	Buyer	Supplier	Reconciled Inv Amt	Reconciled Amount	Allocation Required
<input type="checkbox"/>	CTEST	\$800.00		TTEST	Carrefour	Danone	\$9,999.00	\$800.00	<input type="checkbox"/>

Page  of 1 (1 - 1 of 1 items) | [[C](#)] [[1](#)] [[>](#)]

**For Expected Cashflow to Payment:**

The **Expected Cashflow to Payment** section displays.

**Figure 8-11 Expected Cashflow to Payment**

**Manual Recon** ⌵ ⌵ ×

▼ Expected Cashflow Payment Search

Cashflow/Payments Expand All Collapse All

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

Page  of 33 (86 - 90 of 163 Items) | ⏪ ⏩ 1 ... 16 17 **18** ... 33 ⏩

7. Select the records to de-reconcile.
8. Click **Proceed** to send the record for authorization of de-reconciliation.

# 9

## Payment Management

This topic describes the systematic instruction to stop the payment from being reconciled automatically or manually.

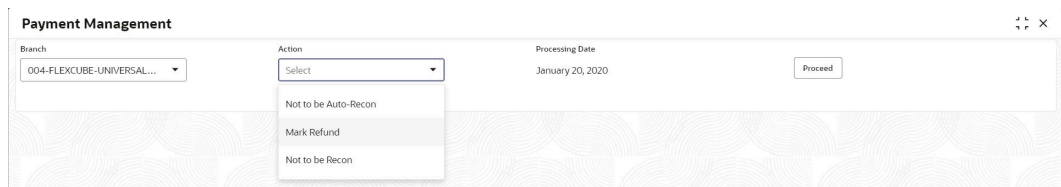
By using this screen, the user can mark the payment for 'Not to be Reconciled' or 'Not to be Auto-Reconciled'

Specify **User ID** and **Password**, and login to **Home** screen.

1. On **Home** screen, click **Receivables And Payables**. Under **Receivables And Payables**, click **Payment Management**.

The **Payment Management** screen displays.

**Figure 9-1 Payment Management**



2. In the **Branch** list, select the branch for which the payment needs to be managed.
3. In the **Action** list, select any one of the following:
  - **Not to be Recon**: To stop payment from being manually reconciled.
  - **Not to be Auto-Recon**: To stop payment from being automatically reconciled.
4. Click **Proceed** to view the search parameters.
5. Specify the fields on **Payment Management** screen.

 **Note:**

The fields marked as **Required** are mandatory.

For more information on fields, refer to the field description table.

**Table 9-1 Payment Management - Field Description**

Field	Description
<b>Payment Reference Number</b>	Specify the payment reference number to be searched.
<b>Payment Mode</b>	Select the mode of payment to search the payment by.
<b>Debit-Credit Indicator</b>	Select the value to specify whether the payment is of type credit or debit.

**Table 9-1 (Cont.) Payment Management - Field Description**

Field	Description
<b>Payment Party</b>	Click the Search icon and select the party making the payment.
<b>Counter Party</b>	Click the Search icon and select the counter-party for the payment.
<b>Beneficiary</b>	Click the Search icon and select the beneficiary of the payment.
<b>Remitter Account Number</b>	Click the Search icon and select the remitter's account number used for the payment.
<b>Credit Account Number</b>	Click the Search icon and select the account of the beneficiary.
<b>Payment Towards</b>	Select the entity towards which the payment has been initiated i.e. Invoice (I) or Cashflow (E).
<b>Recon Status</b>	Select the current recon status of the payment.
<b>Allocation Status</b>	Select the allocation status of the payment.
<b>Amount Reference</b>	Select the value to specify the reference for amount criteria.
<b>Currency</b>	Select the currency of the amount.
<b>Amount From</b>	Specify the start of the amount-range within which the payment needs to be searched.
<b>Amount To</b>	Specify the end of the amount-range within which the payment needs to be searched.
<b>Date Reference Basis</b>	Select the value to specify the reference for date criteria.
<b>Date From</b>	Click the Calendar icon and select the starting-range of the payment/value date.
<b>Date To</b>	Click the Calendar icon and select the range-ending of the payment/value date.

6. Click **Search** to view the payment records in the **List of Payments** section. The **List of Payments** screen displays.

**Figure 9-2 List of Payments**

Payment Number	Parent Payment Number	Payment Party	Counter Party	Payment Amount	Unreconciled Payment Amount	Refund Party	Refund Payment Mode
PAY0104	EXCESSMAYTC3	AugSupp	AugSupp	\$2,000.00	\$1,000.00	Beneficiary/Counter Party	Account Transfer
PAY0102	EXCESSMAYZ3TC3	AugSupp	AugSupp	\$2,000.00	\$2,000.00	Beneficiary/Counter Party	Account Transfer
EXCESSPSMAY2		AugSupp	AugSupp	\$10,000.00	\$10,000.00	Payment Party	Account Transfer
EXCESSPSMAY3		AugSupp	AugSupp	\$10,000.00	\$10,000.00	Payment Party	Account Transfer
EXCESSPSMAY4		AugSupp	AugSupp	\$10,000.00	\$10,000.00	Payment Party	Account Transfer

Page 1 of 2 (1-5 of 8 items) | 1 2 | Submit

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

# 10

## File Management

This topic describes the information on the File Management functionality provided in Receivables and Payables module.

The **File Management** functionality enables you to upload files in a pre-defined format. These files are auto-processed by the system based on their type and set rules. The process is mainly divided into two screens:

- [Upload Files](#)  
This topic describes the systematic instruction to upload a file for entering the instrument collection data into the system.
- [View File Upload Status](#)  
This topic describes the systematic instruction to manage the status of the uploaded files.

### 10.1 Upload Files

This topic describes the systematic instruction to upload a file for entering the instrument collection data into the system.

The uploaded files are not processed until it is approved. The file can contain data records of cashflow codes and cashflow transactions etc. The file format accepted by the system includes “.csv” files.

**Table 10-1 Payment File - Supported Fields**

Field Column 1	Field Column 2	Field Column 3	Field Column 4
DEBIT_CREDIT_INDIA TOR	VIRTUAL_AC_FLAG	BENEFICIARY_ID	FILLER1
PAYMENT_NO	CREDIT_ACC_NO	BENEFICIARY_NAME	FILLER2
CURRENCY	AUTO_RECONCILE	PROGRAM_CODE	FILLER3
AMOUNT	FLAG	REMITTER_ACC_NO	FILLER4
GEN_APPROPRIATION	ENTITY_REF_NO	BANK_CODE	FILLER5
SPEC_APPROPRIATIO N	REMARKS	EFT_REF_NO	FILLER6
PAYMENT_MODE	PAYMENT_PARTY_ID	INSTRUMENT_DATE	FILLER7
PAYMENT_DATE	PAYMENT_PARTY_NA ME	INSTRUMENT_BANK	FILLER8
PAYMENT_PARTY_CO DE	COUNTERPARTY_ID	INSTRUMENT_BRANC H	FILLER9
COUNTERPARTY_CO DE	COUNTERPARTY_NA ME	MANDATE_REF_NO	FILLER10
-	CREDIT_NOTE_REF_ NO	ALLOCATION_REQUIR ED	-

**Table 10-2 Relationship File - Supported Fields**

Field Column 1	Field Column 2	Field Column 3	Field Column 4
INDICATOR	REGISTRATION_NUMBER	ADDRESS_LINE_2	TAX_REF_NO_2
CORPORATE_ID	PARTY_TYPE	ADDRESS_LINE_3	GIIN
EFF_FROM_DATE	STATUS	ADDRESS_LINE_4	EXPIRES_ON
EXPIRES_ON	PROGRAM_CODE	PIN	AUTO_DEBIT_APPLICABLE
AUTO_DEBIT_APPLICABLE	NAME	COUNTRY	HOLIDAY_TREATMENT
HOLIDAY_TREATMENT	SHORT_NAME	PREFERRED_COMM_MODE	AUTO_ACCEPTANCE
AUTO_ACCEPTANCE	INDUSTRY	MOBILE_NUMBER	NO_OF_DAYS
NO_OF_DAYS	CATEGORY	PHONE_NUMBER	EXTERNAL_CODE
INDICATOR	ADDRESS_TYPE	EMAIL	DIVISION_CODE
CORPORATE_ID	COUNTRY_CODE	FAX_NUMBER	CORPORATE_DIVISION_CODE
COUNTERPARTYID	ADDRESS_LINE_1	TAX_REF_NO_1	-

**Table 10-3 Invoice File - Supported Fields**

Field Column 1	Field Column 2	Field Column 3	Field Column 4
INDICATOR	NET_INV_AMOUNT	SUPPLIER_ID	BANK
INVOICE_NO	TAX_AMOUNT	BUYER_NAME	BRANCH
INVOICE_DATE	DISCOUNT	SUPPLIER_NAME	BIC_ROUTING_CODE
INVOICE_DUE_DATE	PO_NUMBER	PREACCEPTED	FUNDING_REQ_AMT
BUYER_CODE	BUYER_DIV_CODE	ACCEPTANCE_AMOUNT	FILLER1
SUPPLIER_CODE	SUPPLIER_DIV_CODE	PROGRAM_ID	FILLER2
CURRENCY	DISPUTED	VIRTUAL_AC_FLAG	FILLER3
BASE_INV_AMOUNT	BUYER_ID	REPAYMENT_AC_NO	FILLER4
-	-	-	INVOICE_ID

**Table 10-4 Invoice File to link multiple POs - Supported Fields**

Field Column 1	Field Column 2	Field Column 3	Field Column 4
INDICATOR	TAX AMOUNT	SUPPLY_ID	BIC_ROUTING_CODE
INVOICE_NO	DISCOUNT	BUYER_NAME	FUNDING_REQ_AMT
INVOICE_DATE	DISCOUNT1 DAYS	SUPPLIER_NAME	FILLER1
INVOICE_VALUE_DATE	DISCOUNT1 PERC	PREACCEPTED	FILLER2
INVOICE_DUE_DATE	DISCOUNT2 DAYS	ACCEPTANCE_AMOUNT	FILLER3

**Table 10-4 (Cont.) Invoice File to link multiple POs - Supported Fields**

Field Column 1	Field Column 2	Field Column 3	Field Column 4
BUYER_CODE	DISCOUNT2 PERC	PROGRAM_ID	FILLER4
SUPPLIER_CODE	BUYER_DIV_CODE	VIRTUAL_AC_FLAG	INVOICE_ID
CURRENCY	SUPPLIER_DIV_CODE	REPAYMENT_AC_NO	FUNDING_REQ_DATE
BASE_INV_AMOUNT	DISPUTED	BANK	NET PMT TERMS
NET_INV_AMOUNT	BUYER_ID	BRANCH	PMT CONDITION
<b>PO</b>	-	-	-
INDICATOR	PO NUMBER	INVOICE_AMOUNT_ALLOCATED	-
<b>COMMODITY</b>	-	-	-
INDICATOR	COMMODITY_NAME	TOTAL_COST	NET_COST
PO_NUMBER	QUANTITY	TAX_AMOUNT	-
COMMODITY_CODE	UNIT_COST	DISCOUNT_AMOUNT	-

**Table 10-5 Purchase Order File - Supported Fields**

Field Column 1	Field Column 2	Field Column 3	Field Column 4
Indicator	Supplier id	Buyer Division Code	City
External PO No	Buyer Name	Supplier Division Code	Tax id
PO Date	Supplier Name	Pre Accepted	Filler 1
Promised shipment Date	Discount Amount	Funding Request Amount	Filler 2
Currency	Tax Amount	Shipment Address	Filler 3
Base PO Amount	Net PO Amount	Country	Filler 4
Buyer Id	Acceptance Amount	Zip	Filler 5
-	-	-	Filler 6
<b>COMMODITY LIST</b>	-	-	-
Indicator	Commodity Code	Commodity Name	Quantity
Cost per unit	Total Cost	Tax Amount	Discount Amount
-	-	-	Net Amount

**Table 10-6 Credit Note – Seller File - Supported Fields**

Field Column 1	Field Column 2	Field Column 3	Field Column 4
CN_NO	TAX_AMOUNT	REMARKS	FILLER10
CN_ID	DISCOUNT	FILLER1	INVOICE_NUMBER
LINK_INVOICE_NO	BUYER_DIV_CODE	FILLER2	COMMODITY_CODE
CN_DATE	SUPPLIER_DIV_CODE	FILLER3	COMMODITY_NAME
CN_EXPIRY_DATE	BUYER_ID	FILLER4	QUANTITY
BUYER_CODE	SUPPLIER_ID	FILLER5	UNIT_COST
SUPPLIER_CODE	BUYER_NAME	FILLER6	TOTAL_COST
CURRENCY	SUPPLIER_NAME	FILLER7	TAX_AMOUNT



**Table 10-6 (Cont.) Credit Note – Seller File - Supported Fields**

Field Column 1	Field Column 2	Field Column 3	Field Column 4
BASE_CN_AMOUNT	PROGRAM_ID	FILLER8	DISCOUNT_AMOUNT
NET_CN_AMOUNT	ADJUST_REASON_CODE	FILLER9	NET_COST

**Table 10-7 Debit Note – Buyer File - Supported Fields**

Field Column 1	Field Column 2	Field Column 3	Field Column 4
DN_NO	DISPUTED	ADJUST_REASON_CODE	SHIPMENT_ADDRESSES
DN_ID	BUYER_ID	REMARKS	SHIPMENT_COUNTRY
LINK_INVOICE_NO	SUPPLIER_ID	FILLER1	EXPORT_REASON
DN_DATE	BUYER_NAME	FILLER2	SALE_TERMS
DN_DUE_DATE	SUPPLIER_NAME	FILLER3	PAYMENT_TERMS
BUYER_CODE	PREACCEPTED	FILLER4	COUNTRY_OF_ORIGIN
SUPPLIER_CODE	ACCEPTANCE_AMOUNT	FILLER5	INVOICE_NUMBER
CURRENCY	PROGRAM_ID	FILLER6	COMMODITY_CODE
BASE_DN_AMOUNT	VIRTUAL_AC_FLAG	FILLER7	COMMODITY_NAME
NET_DN_AMOUNT	REPAYMENT_AC_NO	FILLER8	QUANTITY
TAX_AMOUNT	BANK	FILLER9	UNIT_COST
DISCOUNT	BRANCH	FILLER10	TOTAL_COST
BUYER_DIV_CODE	BIC_ROUTING_CODE	SHIPMENT_NO	TAX_AMOUNT
SUPPLIER_DIV_CODE	FUNDING_REQ_AMT	SHIPMENT_DATE	DISCOUNT_AMOUNT
-	-	-	NET_COST

Specify **User ID** and **Password**, and login to **Home** screen.

1. On **Home** screen, click **File Management**. Under **File Management**, click **File Upload**.

The **File Upload** screen displays.

**Figure 10-1 File Upload**

2. Drag and drop the file to be uploaded in the highlighted box. or, Click inside the highlighted box to select the file to be uploaded.
3. In the **Enter Source Code** field, specify the source code of the application to associate the file records to.
4. Click **Upload** to upload the records from the file. Once the file is uploaded, it cannot be deleted.

A message appears stating that the file has been uploaded successfully.

## 10.2 View File Upload Status

This topic describes the systematic instruction to manage the status of the uploaded files.

Specify **User ID** and **Password**, and login to **Home** screen.

1. On **Home** screen, click **File Management**. Under **File Management**, click **View File Upload Status**.

The **View File Upload Status** screen displays.

**Figure 10-2 View File Upload Status**

File Name	Maker ID	Checker ID	Total Records	Approved	Successful	Failed	Maker Time Stamp	Checker Time Stamp	Status	Action
OBSFCM-RELATIONSHIP-MASTER_112_Savi_newformat_valpofield2.csv	OBCMQUASER4	OBCMQUASER3	1	1	1	0	2023-06-07 T09:20:48.000+00:00	2023-06-07 T09:20:58.000+00:00	Processed	⋮
OBSFCM-RELATIONSHIP-MASTER_112_Savi_newformat_valpofield1.csv	OBCMQUASER4	OBCMQUASER3	1	1	1	0	2023-06-07 T09:17:55.000+00:00	2023-06-07 T09:18:10.000+00:00	Processed	⋮
OBSFCM-RELATIONSHIP-MASTER_112_Savi_newformat_valpofield.csv	OBCMQUASER4	OBCMQUASER3	1	1	0	1	2023-06-07 T09:15:04.000+00:00	2023-06-07 T09:16:10.000+00:00	Processed	⋮
OBSFCM-RELATIONSHIP-MASTER_newformat_11.csv	OBCMQUASER3	OBCMQUASER4	1	1	0	1	2023-06-07 T05:12:44.000+00:00	2023-06-07 T05:13:28.000+00:00	Processed	⋮
OBSFCM-PAYMENT_CM_ALLOC_004.csv	OBCMQUASER2	OBCMQUASER3	10	10	1	9	2023-05-31 T09:38:25.000+00:00	2023-05-31 T09:39:00.000+00:00	Processed	⋮
OBSFCM-INVOICES-BUYER_Danone1103_BH_31May.csv	USERS	OBCMQUASER1	2	2	2	0	2023-05-31 T06:27:10.000+00:00	2023-05-31 T06:27:36.000+00:00	Processed	⋮
OBSFCM-INVOICES-BUYER_Danone1103_BH_31May2023.csv	OBCMQUASER1	USERS	2	2	0	2	2023-05-31 T06:24:19.000+00:00	2023-05-31 T06:24:44.000+00:00	Processed	⋮

2. Specify any of the following criteria to filter the listed file jobs:
  - In the **Filter by File Name** field, specify the partial or complete name of the file.

- In the **Filter by Maker ID** field, specify the partial or complete Maker ID used to create the file record(s).
  - In the **Filter by Checker ID** field, specify the partial or complete Checker ID used to authorize the file.
  - From the **Filter by Status** list, select the required status of the file(s) to be filtered.
  - In the **Filter by Upload Date: Start Date** and **Filter by Upload Date: End Date**, select the start and end dates to filter file records by upload date.
3. Upon selecting the required filter criteria, click **Filter** to view the filtered records. To clear the filter criteria fields, click **Clear Filters**.
  4. Click **Rejected Files** to view a list of rejected files.  
The **Rejected Files** screen displays.

**Figure 10-3 Rejected Files**

The screenshot shows the 'Rejected File Data' interface. At the top, there are four filter input fields: 'Filter by File name', 'Filter by Maker ID', 'Filter by Checker ID', and 'Filter by Upload Date: End Date'. Below these are 'Filter' and 'Clear Filters' buttons. The main area contains a table with the following columns: File Name, Version, Maker Id, Checker Id, Status, Remarks, Maker Time Stamp, and Checker Time Stamp. The table lists four rejected files. At the bottom, there is a pagination control showing 'Page 1 of 1 (1-4 of 4 items)' and navigation arrows.

File Name	Version	Maker Id	Checker Id	Status	Remarks	Maker Time Stamp	Checker Time Stamp
OBCM-CASHFLOW-TRANSACTION_OBCM_29Apr_ALL.csv	1	USER1	USER2	Rejected		2022-04-29 T13:18:08.000+00:00	2022-04-29 T13:26:00.000+00:00
OBSFCM-INVOICES-BUYER_AUTO-210520203_959.csv	1	USER1	USER2	Rejected		2022-03-14 T06:47:02.000+00:00	2022-03-14 T07:00:43.000+00:00
OBSFCM-PAYMENT_AUTO-210520201.csv	1	QAUSER1	USER2	Rejected		2021-09-27 T07:45:27.000+00:00	2022-03-14 T07:01:38.000+00:00
OBSFCM-INVOICES-BUYER_AUTO-210520205.csv	2	QAUSER1	USER2	Rejected		2021-09-27 T07:45:08.000+00:00	2022-03-14 T07:02:01.000+00:00

5. Perform any of the following actions on the file records:
  - a. Click **Download** icon to download the file.
  - b. Click **Remarks** icon to view the comments added while uploading the file.
  - c. Click **Approve** in the Action column to process the file.
  - d. Click **Details** to view details of the processed file.
  - e. Click **Retry** in the Action column to retry the processing if required.

# 11

## Inquiries

This topic describes the information on the various inquiries supported in the Receivables & Payables module.

- [Accounting Inquiry](#)  
This topic describes the systematic instruction to search for accounting entries based on various criteria such as File Reference Number, Event, Product, Party, Account Number, and so on.
- [Charge Inquiry](#)  
This topic describes the systematic instruction to inquire charges applied to the customer based on the various criteria such as Charge Type, Charge Account, Transaction Reference Number, Date range, etc.
- [Credit Note Inquiry](#)  
This topic describes the systematic instruction to inquire credit notes applied to the customer based on the various criteria such as Charge Type, Charge Account, Transaction Reference Number, Date range, etc.
- [Payment Inquiry](#)  
This topic describes the systematic instruction to inquire real time status of payment based on the various criteria such as Payment Reference Number, Payment Party, Counterparty, Payment Range, Date Range, etc.
- [Purchase Order Inquiry](#)  
This topic describes the systematic instruction to search for purchase orders based on various criteria such as File Reference Number, Purchase Order Number, Party, Purchase Order Status, Date Range, Currency and Amount Range.
- [Receivables Inquiry](#)  
This topic describes the systematic instruction to search for the invoices/debit notes based on the various criteria such as File Reference Number, External Invoice Number, Internal Invoice Reference Number, Buyer/Supplier, Status, Due Dates, etc.

### 11.1 Accounting Inquiry

This topic describes the systematic instruction to search for accounting entries based on various criteria such as File Reference Number, Event, Product, Party, Account Number, and so on.

Specify **User ID** and **Password**, and login to **Home** screen.

1. On **Home** screen, click **Receivables And Payables**. Under **Receivables And Payables**, click **Inquiry**.
2. Under **Inquiry**, click **Accounting Inquiry**.

The **Accounting Inquiry** screen displays.

**Figure 11-1 Accounting Inquiry**

- Specify the fields on **Accounting Inquiry** screen.

**Note:**

The fields marked as **Required** are mandatory.

For more information on fields, refer to the field description table.

**Table 11-1 Accounting Inquiry - Field Description**

Field	Description
<b>Branch</b>	Select the required branch.
<b>Reference Number</b>	Specify the reference number.
<b>Event</b>	Select the event to search the accounting information for.
<b>Product</b>	Select the product to inquire the accounting for.
<b>Party</b>	Click the search icon to select the party.
<b>Account Number</b>	Click the search icon to select the account number.
<b>Accounting Entry Type</b>	Select the account entry type.
<b>Entry Posting Status</b>	Specify the status of the accounting entry to inquire for.
<b>Date Reference Basis</b>	Select the basis for a date range search. Available options are: <ul style="list-style-type: none"> <li><b>Processing Date</b></li> <li><b>Value Date</b></li> </ul>
<b>Date Range</b>	Click the calendar icons and select the start and end dates of the date range for the selected <b>Date Reference Basis</b> .

- Click **Search** to view the search results.  
The **Accounting Inquiry - Search Results** screen displays.

**Figure 11-2 Accounting Inquiry - Search Results**

- Click on the hyperlinked data in the columns to view more details of the record.

## 11.2 Charge Inquiry

This topic describes the systematic instruction to inquire charges applied to the customer based on the various criteria such as Charge Type, Charge Account, Transaction Reference Number, Date range, etc.

Specify **User ID** and **Password**, and login to **Home** screen.

1. On **Home** screen, click **Receivables And Payables**. Under **Receivables And Payables**, click **Inquiry**.
2. Under **Inquiry**, click **Charge Inquiry**.

The **Charge Inquiry** screen displays.

**Figure 11-3 Charge Inquiry**

The screenshot shows the 'Charge Inquiry' application window. It features a search interface with the following fields:

- Branch:** Dropdown menu with '004-FLEXCUBE-UNIVERSAL...' selected.
- Event:** Dropdown menu with 'Select' selected.
- Party:** Search box with a magnifying glass icon.
- Party Role:** Dropdown menu with 'Select' selected.
- Charge Code:** Search box with a magnifying glass icon.
- Charge Group:** Dropdown menu with 'Select' selected.
- Txn Ref No.:** Search box with a magnifying glass icon.
- Charge Type:** Dropdown menu with 'Select' selected.
- Instrument Type:** Dropdown menu with 'Select' selected.
- Charge Account:** Search box with a magnifying glass icon.
- Date Reference Basis:** Dropdown menu with 'Posting Date' selected.
- Date Range:** Date range selector showing 'April 1, 2022' to 'April 29, 2022'.
- Collection Type:** Dropdown menu with 'Select' selected.

Below the search filters are 'Search' and 'Reset' buttons. At the bottom, there is a table with columns: Txn Ref No., Event, Party, Charge Code, Collection Date, Charge Currency, Charge Amount, and Collection Type. The table content is 'No data to display.' Below the table is a pagination control showing 'Page 1 of 0 (1 - 0 of 0 Items)' with navigation arrows.

3. Specify the fields on **Charge Inquiry** screen.

### Note:

The fields marked as **Required** are mandatory.

For more information on fields, refer to the field description table.

**Table 11-2 Charge Inquiry - Field Description**

Field	Description
<b>Branch</b>	Select the required branch to proceed further. By default, the branch of the logged-in user is selected.
<b>Event</b>	Select the event to which the charge is applicable.
<b>Party</b>	Click the search icon and select the party that has been charged.
<b>Party Role</b>	Select the role of the party.
<b>Charge Code</b>	Click the search icon and select the charge code to inquire for.
<b>Charge Group</b>	Select the group to which the charge code belongs.

**Table 11-2 (Cont.) Charge Inquiry - Field Description**

Field	Description
<b>Txn Ref No.</b>	Specify the reference number or charge reference number to inquire for.
<b>Charge Type</b>	Select the value to specify whether the type of charge is <b>Debit</b> or <b>Credit</b> .
<b>Charge Account</b>	Click the Search icon and select the account in which charges takes effect.
<b>Date Reference Basis</b>	Select the type of date range to be applied for search. <ul style="list-style-type: none"> <li>• <b>Calculation Date</b> – To list all relevant charges only on the basis of calculation irrespective of its posting details.</li> <li>• <b>Posting Date</b> – To list all relevant charges only on the basis of posting irrespective of when it was calculated.</li> </ul>
<b>Date Range</b>	Click the Calendar icon and select the start date and end date of the date range.
<b>Collection Type</b>	Select whether the charge has been collected <b>Online</b> or in a <b>Batch</b> .

4. Click **Search** to view the search results.
5. Click the hyperlinked data in the columns to view more details.

## 11.3 Credit Note Inquiry

This topic describes the systematic instruction to inquire credit notes applied to the customer based on the various criteria such as Charge Type, Charge Account, Transaction Reference Number, Date range, etc.

Specify **User ID** and **Password**, and login to **Home** screen.

1. On **Home** screen, click **Receivables And Payables**. Under **Receivables And Payables**, click **Inquiry**.
2. Under **Inquiry**, click **Credit Note Inquiry**.

The **Credit Note Inquiry** screen displays.

**Figure 11-4 Credit Note Inquiry**

The screenshot shows the 'Credit Note Inquiry' interface with the following fields and controls:

- File Reference Number:** Text input field with a search icon.
- Relationship:** Text input field with a search icon.
- Date Reference Basis:** Dropdown menu with 'Select' as the current value.
- Amount To:** Text input field.
- Search/Reset:** Two buttons at the bottom left.
- Credit Note Number:** Text input field with a search icon.
- Program:** Text input field with a search icon.
- Date Range:** Two calendar icons with a double-headed arrow between them.
- Buyer:** Text input field containing 'Carnifour 000380' with a search icon.
- Credit Note Status:** Dropdown menu with 'Select' as the current value.
- Currency:** Dropdown menu with 'Select' as the current value.
- Supplier:** Text input field with a search icon.
- Reconciliation Status:** Dropdown menu with 'Select' as the current value.
- Amount From:** Text input field.

3. Specify the fields on **Credit Note Inquiry** screen.

**Note:**

The fields marked as **Required** are mandatory.

For more information on fields, refer to the field description table.

**Table 11-3 Credit Note Inquiry - Field Description**

Field	Description
<b>File Reference Number</b>	Specify the reference number.
<b>Credit Note Number</b>	Specify the specific credit note number to search for.
<b>Buyer</b>	Click the Calendar icon and select the buyer mentioned in the credit note.
<b>Supplier</b>	Click the Calendar icon and select the supplier mentioned in the credit note.
<b>Relationship</b>	Click the Calendar icon and select the relationship for which the credit note is created.
<b>Program</b>	Click the search icon and select the program under which the credit note is created. This field is applicable only for OBSCF system.
<b>Credit Note Status</b>	Select the current status of credit note to filter the search result.
<b>Reconciliation Status</b>	Select the recon status of the credit note to filter the search result.
<b>Date Reference Basis</b>	Select the type of date range to be applied for search.
<b>Date Range</b>	Click the Calendar icon and select the start date and end date of the date range.
<b>Currency</b>	Select the currency of the transaction.
<b>Amount From</b>	Specify the minimum credit note amount to be considered for the search.
<b>Amount To</b>	Specify the maximum credit note amount to be considered for the search.

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

The **Credit Note Inquiry - Search Results** screen displays.

**Figure 11-5 Credit Note Inquiry - Search Results**

Credit Note Number	Buyer	Supplier	Credit Note Date	Credit Note Expiry Date	Currency	Credit Note Amount	Credit Note Status	Transaction Status
QA11	Carrefour	Danone	2020-01-20	2022-12-28	USD	5,000.00	Raised	Completed
MAUTO-CREDIT-1NQ	Carrefour	Danone	2020-01-20	2020-04-20	USD	10,000.00	Raised	Completed
4433443	Carrefour	Danone	2020-01-20	2020-05-20	GBP	100.00	Raised	Completed
545435	Carrefour	Danone	2020-01-20	2020-04-20	GBP	100.00	Raised	Completed
DS	Carrefour	Danone	2020-01-20	2023-05-09	USD	1,000.00	Raised	Completed
JCN	Carrefour	Danone	2020-01-20	2023-05-11	USD	10,000.00	Raised	Completed
Z1	Carrefour	Danone	2020-01-20	2023-05-04	GBP	1,000.00	Raised	Completed
MAUTO-CREDIT-002	Carrefour	Danone	2020-01-20	2023-11-19	USD	9,800.00	Raised	Completed
MAUTO-CREDIT-001	Carrefour	Danone	2020-01-20	2023-11-19	USD	9,900.00	Raised	Completed
MAUTO-CREDIT-003	Carrefour	Danone	2020-01-20	2023-11-19	USD	10,200.00	Raised	Completed
CTEST1	Carrefour	Danone	2020-01-20	2023-04-25	USD	10,000.00	Raised	Completed
CTEST2	Carrefour	Danone	2020-01-20	2023-04-25	USD	15,000.00	Raised	Completed
45435	Carrefour	Danone	2020-01-20	2023-05-30	USD	100.00	Raised	Completed
ARABJIRAD011	Carrefour	Danone	2020-01-20	2022-12-28	USD	5,000.00	Raised	Completed
ARABJIRA011011	Carrefour	Danone	2020-01-20	2022-12-28	USD	5,000.00	Raised	Completed
CD	Carrefour	Danone	2020-01-20	2023-05-03	USD	10,000.00	Raised	Completed
QA12	Carrefour	Danone	2020-01-20	2022-12-28	USD	5,000.00	Raised	Completed
COP	Carrefour	Danone	2020-01-20	2023-05-10	USD	10,000.00	Raised	Completed
CTEST	Carrefour	Danone	2020-01-20	2023-04-25	USD	8,888.00	Raised	Completed
CR55778	Carrefour	Danone	2020-01-20	2023-06-30	GBP	100.00	Raised	Completed

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- Click the hyperlinked data in the columns to view more details.

## 11.4 Payment Inquiry

This topic describes the systematic instruction to inquire real time status of payment based on the various criteria such as Payment Reference Number, Payment Party, Counterparty, Payment Range, Date Range, etc.

Specify **User ID** and **Password**, and login to **Home** screen.

- On **Home** screen, click **Receivables And Payables**. Under **Receivables And Payables**, click **Inquiry**.
- Under **Inquiry**, click **Payment Inquiry**.  
The **Payment Inquiry** screen displays.

**Figure 11-6 Payment Inquiry**

The screenshot shows the 'Payment Inquiry' interface with the following fields and controls:

- File Name:** Text input field.
- Counter Party:** Search icon and dropdown menu.
- Payment Mode:** Dropdown menu.
- Program:** Search icon and dropdown menu.
- Remarks:** Text input field.
- Allocation Status:** Dropdown menu.
- Search/Reset:** Buttons at the bottom left.
- Payment Reference Number:** Text input field.
- Beneficiary:** Search icon and dropdown menu.
- Bank:** Text input field.
- Currency:** Dropdown menu.
- Date Reference Basis:** Dropdown menu.
- Debit-Credit Indicator:** Dropdown menu.
- Credit Account Number:** Text input field.
- Entry Reference Number:** Text input field.
- Payment Amount From:** Text input field.
- Date Range:** Date range selector with calendar icons.
- Payment Party:** Search icon and dropdown menu.
- Remitter Account Number:** Text input field.
- Relationship:** Search icon and dropdown menu.
- Payment Amount To:** Text input field.
- Recon Status:** Dropdown menu.

- Specify the fields on **Payment Inquiry** screen.

**Note:**

The fields marked as **Required** are mandatory.

For more information on fields, refer to the field description table.

**Table 11-4 Payment Inquiry - Field Description**

Field	Description
<b>File Name</b>	Specify the file name to search for.
<b>Payment Reference Number</b>	Specify the unique payment reference number to search for. It is generated by the remitting bank in case of EFT credit and host bank in case of account transfer or debit.
<b>Debit-Credit Indicator</b>	Select the payment type as debit or credit to search for.
<b>Payment Party</b>	Click the Search icon to view and select the party who has made the payment.
<b>Counter Party</b>	Click the Search icon to view and select the counterparty.
<b>Beneficiary</b>	Click the Search icon to view and select the beneficiary of the payment.

Table 11-4 (Cont.) Payment Inquiry - Field Description

Field	Description
<b>Credit Account Number</b>	Specify the account number into which the payment is credited.
<b>Remitter Account Number</b>	Specify the account number from which the payment is debited.
<b>Payment Mode</b>	Select the mode through which payment is made.
<b>Bank</b>	Specify the bank name included in the payment details.
<b>Entity Reference No</b>	Specify the entity reference number linked with the payment.
<b>Relationship</b>	Click the Search icon and select the relationship code of the payment party or counterparty.
<b>Program</b>	Click the Search icon and select the program of the payment party or counterparty. This field is applicable only for Oracle Banking Supply Chain Finance system.
<b>Currency</b>	Select the currency in which the payment is made.
<b>Payment Amount From</b>	Specify the lowest payment amount of the range.
<b>Payment Amount To</b>	Specify the highest payment amount of the range.
<b>Remarks</b>	Specify the remarks added in the payment transaction.
<b>Date Reference Basis</b>	Select the reference basis of the date range as <b>Payment Date</b> or <b>Value Date</b> .
<b>Date Range</b>	Click the Calendar icon to view and select the start date and end date of the date range. Maximum date range can be of 1 year.
<b>Recon Status</b>	Select the reconciliation status of the payment to search from. The user can select multiple recon statuses.
<b>Allocation Status</b>	Select the payment allocation status to filter the search result.

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

The **Payment Inquiry - Search Results** screen displays.

Figure 11-7 Payment Inquiry - Search Results

Payment Reference Number	Dt/Cr Indicator	Value Date	Currency	Payment Amount	Recon Status	Allocation Status
PAYIPRO020014	Debit	2020-01-20	USD	9,500.00	Unreconciled	Unallocated
AUTPAY01	Credit	2020-01-20	USD	1,000.00	Unreconciled	Unallocated
PAYIPRO020011	Debit	2020-01-20	USD	9,500.00	Unreconciled	Unallocated
IREC0NOR4111	Credit	2017-11-01	USD	1,000.00	Unreconciled	Unallocated
AUTPAY17	Credit	2020-01-20	USD	10,000.00	Reconciled	Unallocated
PAYIPRO020012	Debit	2020-01-20	USD	9,500.00	Unreconciled	Unallocated
AUTPAY16	Credit	2020-01-20	USD	5,000.00	Reconciled	Unallocated
PAYIPRO020015	Debit	2020-01-20	GBP	9,500.00	Unreconciled	Unallocated
PAYIPRO010015	Debit	2020-01-20	GBP	9,500.00	Unreconciled	Unallocated
AUTPAY03	Credit	2020-01-20	USD	1,000.00	Part-Reconciled	Unallocated
PAYIPRO010014	Debit	2020-01-20	USD	9,500.00	Unreconciled	Unallocated
PAY01	Credit	2017-11-01	USD	1,000.00	Unreconciled	Unallocated
AUTPAY04	Credit	2020-01-20	USD	1,000.00	Unreconciled	Unallocated
PAYIPRO010011	Debit	2020-01-20	USD	9,500.00	Unreconciled	Unallocated
PAYIPRO010012	Debit	2020-01-20	USD	9,500.00	Unreconciled	Unallocated
AUTPAY15	Credit	2020-01-20	USD	1,000.00	Reconciled	Unallocated
PAY02	Credit	2017-11-01	USD	1,000.00	Unreconciled	Unallocated
AUTPAY02	Credit	2020-01-20	USD	1,000.00	Reconciled	Unallocated
PAYIPRO010013	Debit	2020-01-20	USD	9,500.00	Unreconciled	Unallocated
PAYIPRO020015	Debit	2020-01-20	USD	9,500.00	Unreconciled	Unallocated

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- Click **Payment Reference Number** hyperlink to view more details.

The **Payment Details** pop-up screen displays with the following tabs: Payment Details, Reconciled Cashflow Details, Allocation Details and Excess Payment Details.

Figure 11-8 Payment Details

Details			
Payment Details	Reconciled Invoice Details	Allocation Details	Excess Payment Details
Flag	Dt/Cr Indicator	Payment Reference Number	Payment Date
Invoice	Credit	AUTPAY17	2020-01-20
Payment Currency	Payment Amount	Allocation Req'd	Credit Account Number
USD	\$10,000.00	Y	
Unreconciled Payment Amount	Unallocated Payment Amount	Reconciled Amount	Allocated Amount
\$0.00	\$10,000.00	\$10,000.00	\$0.00
Recon Status	Allocation Status	Payment Party Code	Counter Party Code
Reconciled	Unallocated		
Counter Party Id	Beneficiary Id	Payment Party Name	Counter Party Name
000581	000581	Carrefour	Danone
Beneficiary Name	File Name	Virtual Account Owner	Payment Mode
Danone	OBSCFCM-PAYMENT_AUTPAY...	000581	ACCOUNT_TRANSFER
Virtual A/C Flag	Auto Reconcile	Entry Ref No	Remarks
Y	Y	ITEST2	-
Program Code	Relationship Code	Instrument Date	Remitter A/C No
PROGRAM1	REL701		
Bank Code	Bank	Branch	Mandate Reference Number
			M01
Credit Note Reference	EFT Ref No	Generic Appropriation	Specific Appropriation
CR01	858		-

- Click **Reconciled Cashflow Details** tab.

The **Reconciled Cashflow Details** tab displays.

**Figure 11-9 Reconciled Cashflow Details**

Details											
Payment Details		Reconciled Cashflow Details				Allocation Details		Excess Payment Details			
External Reference Number	Corporate Reference Number	Corporate	Counter PartyId	Expected Amount	Recon Type	Recon Reference Number	Cashflow Type	Reconciliation Status	Action	Reconciliation Date	
MARCAREQA1935	MARCAREQA1801	000380	000381	\$100,001.19	Manual	REF2005230004294	I	Unreconciled	Reconcile	2022-04-29	

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 **Note:**

Click the information icon under **Recon Type** column to view the recon rule that has been applied.

7. Click **Allocation Details** tab.  
The **Allocation Details** tab displays.

**Figure 11-10 Allocation Details**

Details						
Payment Details		Reconciled Cashflow Details		Allocation Details		Excess Payment Details
Virtual Account Number	Date	Recon Type	VAM Reference Number	Status	Amount (Payment Ccy)	Reason
No data to display.						

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8. Click **Excess Payment Details** tab.  
The **Excess Payment Details** tab displays.

**Figure 11-11 Excess Payment Details**

Details		
Payment Details	Reconciled Cashflow Details	Allocation Details
<a href="#">Expand All</a> <a href="#">Collapse All</a>		
Excess Payment Reference Number	Value Date	Excess Amount

## 11.5 Purchase Order Inquiry

This topic describes the systematic instruction to search for purchase orders based on various criteria such as File Reference Number, Purchase Order Number, Party, Purchase Order Status, Date Range, Currency and Amount Range.

Specify **User ID** and **Password**, and login to **Home** screen.

1. On **Home** screen, click **Receivables And Payables**. Under **Receivables And Payables**, click **Inquiry**.
2. Under **Inquiry**, click **Purchase Order Inquiry**.  
The **Purchase Order Inquiry** screen displays.

**Figure 11-12 Purchase Order Inquiry**

The screenshot shows the 'Purchase Order Inquiry' interface with the following fields and controls:

- File Reference Number:** Text input field.
- Relationship:** Text input field with a search icon.
- Amount Reference Basis:** Dropdown menu with 'Select' option.
- Date Range:** Two date pickers with a range selection icon.
- Search:** Button.
- Reset:** Button.
- PO Number:** Text input field.
- Program:** Text input field with a search icon.
- Currency:** Dropdown menu with 'Select' option.
- Buyer:** Text input field with a search icon.
- PO Status:** Dropdown menu with 'Select' option.
- PO Amount From:** Text input field.
- Supplier:** Text input field with a search icon.
- Finance Status:** Dropdown menu with 'Select' option.
- PO Amount To:** Text input field.

3. Specify the fields on **Purchase Order Inquiry** screen.

**Note:**

The fields marked as **Required** are mandatory.

For more information on fields, refer to the field description table.

**Table 11-5 Purchase Order Inquiry - Field Description**

Field	Description
<b>File Reference Number</b>	Specify the unique reference number of the file used for uploading purchase orders.
<b>PO Number</b>	Specify the reference number of the purchase order.
<b>Buyer</b>	Click the Calendar icon and select the buyer mentioned in the purchase order.
<b>Supplier</b>	Click the Calendar icon and select the supplier mentioned in the purchase order.
<b>Relationship</b>	Click the Calendar icon and select the relationship for which the purchase order is created.
<b>Program</b>	Click the search icon and select the program under which the purchase order is created. This field is applicable only for OBSCF system.
<b>PO Status</b>	Select the current status of purchase order to filter the search result.

**Table 11-5 (Cont.) Purchase Order Inquiry - Field Description**

Field	Description
<b>Finance Status</b>	Select the finance status of the PO to filter the search result by. Available options are: <ul style="list-style-type: none"> <li>• <b>Financed</b></li> <li>• <b>Part Financed</b></li> <li>• <b>Not Financed</b></li> </ul>
<b>Amount Reference Basis</b>	Select the reference for an amount range search.
<b>Currency</b>	Select the required currency.
<b>PO Amount From</b>	Specify the 'from' amount of the purchase order amount range.
<b>PO Amount To</b>	Specify the 'to' amount of the purchase order amount range.
<b>Date Range</b>	Click the Calendar icon to select the start date and end date of the purchase order date range.

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

The **Purchase Order Inquiry - Search Results** screen displays.

**Figure 11-13 Purchase Order Inquiry - Search Results**

**Purchase Order Inquiry**

Show Search

**Purchase Order List**

PO Number	Buyer	Supplier	PO Date	Currency	PO Amount	PO Status
<a href="#">EXISTPOK1</a>	Carrefour	Danone	2020-01-20	GBP	100.00	
<a href="#">PO001</a>	Carrefour	Danone	2020-01-20	USD	100.00	RAISED
<a href="#">654645</a>	Carrefour	Danone	2020-01-20	GBP	100.00	RAISED
<a href="#">4543545</a>	Carrefour	Danone	2020-01-20	GBP	100.00	RAISED
<a href="#">O1PO0504</a>	Carrefour	Danone	2020-01-20	USD	1,000.00	REJECTED
<a href="#">MAUTO-PO-001</a>	Carrefour	Danone	2017-01-10	USD	9,900.00	RAISED
<a href="#">MAUTO-PO-002</a>	Carrefour	Danone	2017-01-10	USD	9,900.00	RAISED
<a href="#">POTEST101</a>	Carrefour	Danone	2020-01-20	USD	10,000.00	RAISED
<a href="#">IW1212</a>	Carrefour	Danone	2020-01-20	USD	10,000.00	RAISED
<a href="#">IE</a>	Carrefour	Danone	2020-01-20	USD	10,000.00	
<a href="#">DF</a>	Carrefour	Danone	2020-01-20	USD	999.00	
<a href="#">MAUTO-PO-EDIT</a>	Carrefour	Danone	2020-01-20	USD	1,000.00	RAISED
<a href="#">MAUTO-PO-LPROG</a>	Carrefour	Danone	2020-01-20	USD	1,000.00	RAISED
<a href="#">MAUTO-PO-CAN</a>	Carrefour	Danone	2020-01-20	USD	1,000.00	CANCELLED
<a href="#">MAUTO-PO-ACC</a>	Carrefour	Danone	2020-01-20	USD	1,000.00	RAISED
<a href="#">MAUTO-PO-FIN</a>	Carrefour	Danone	2020-01-20	USD	1,000.00	ACCEPTED
<a href="#">MAUTO-PO-INQ</a>	Carrefour	Danone	2020-01-20	USD	1,000.00	ACCEPTED
<a href="#">MAUTO-PO-ACC1</a>	Carrefour	Danone	2020-01-20	USD	1,000.00	RAISED
<a href="#">MAUTO-PO-CAN1</a>	Carrefour	Danone	2020-01-20	USD	1,000.00	RAISED
<a href="#">MAUTO-PO-FIN1</a>	Carrefour	Danone	2020-01-20	USD	1,000.00	ACCEPTED

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- Click the hyperlinked data in the columns to view more details.

## 11.6 Receivables Inquiry

This topic describes the systematic instruction to search for the invoices/debit notes based on the various criteria such as File Reference Number, External Invoice Number, Internal Invoice Reference Number, Buyer/Supplier, Status, Due Dates, etc.

Specify **User ID** and **Password**, and login to **Home** screen.


- On **Home** screen, click **Receivables And Payables**. Under **Receivables And Payables**, click **Inquiry**.

- Under **Inquiry**, click **Receivables Inquiry**.  
The **Receivables Inquiry** screen displays.

**Figure 11-14 Receivables Inquiry**

The screenshot shows the 'Receivables Inquiry' window with a grid of search filters. The filters are organized into four columns. The first column contains: File Name (text input), Supplier (text input with search icon), Other Status (dropdown), Currency (dropdown), Date Reference Basis (dropdown), and Search/Reset buttons. The second column contains: Instrument Type (dropdown), Relationship (text input with search icon), Payment Status (dropdown), Amount From (text input), and Date Range (calendar icon with range input). The third column contains: Reference Number (text input), Program (text input with search icon), Finance Status (dropdown), and Amount To (text input). The fourth column contains: Buyer (text input with search icon), Instrument Status (dropdown), and Amount Reference Basis (dropdown).

- Specify the fields on **Receivables Inquiry** screen.

 **Note:**  
The fields marked as **Required** are mandatory.

For more information on fields, refer to the field description table.

**Table 11-6 Receivables Inquiry - Field Description**

Field	Description
<b>File Name</b>	Specify the name of the file used for uploading invoice.
<b>Instrument Type</b>	Select the instrument type to specify whether the inquiry is for invoice or debit note.
<b>Reference Number</b>	Specify the complete or partial reference number of the instrument to search for.
<b>Buyer</b>	Click the Search icon to select the buyer mentioned in the invoice.
<b>Supplier</b>	Click the Search icon to select the supplier mentioned in the invoice.
<b>Relationship</b>	Click the Search icon to select the relationship used for creating the invoice.
<b>Program</b>	Click the Search icon to select the program linked with the invoice. This field is applicable only for OBSCF system.
<b>Instrument Status</b>	Select the current instrument status to filter the search results. An invoice may have multiple attributes and a search can be performed on all these through a multi-select option for the instrument status field.
<b>Payment Status</b>	Select the payment status to filter the search results.

**Table 11-6 (Cont.) Receivables Inquiry - Field Description**

Field	Description
<b>Finance Status</b>	Select the finance status to filter the search results. Available options are: <ul style="list-style-type: none"> <li>• <b>Financed</b></li> <li>• <b>Part Financed</b></li> <li>• <b>Not Financed</b></li> </ul>
<b>Date Reference Basis</b>	Select the value to specify the reference for date criteria: <ul style="list-style-type: none"> <li>• <b>Invoice/Debit Note Date</b></li> <li>• <b>Invoice/Debit Note Due Date</b></li> <li>• <b>Actual Payment Date</b></li> <li>• <b>Payment Due Date</b></li> <li>• <b>Funding Request Date</b></li> </ul>
<b>Date Range</b>	Click the Calendar icon and select the start date and end date of the date range.
<b>Amount Reference Basis</b>	Select the reference for an amount range search.
<b>Currency</b>	Select the currency of the instrument.
<b>Amount From</b>	Specify the starting range of instrument amount to search.
<b>Amount To</b>	Specify the ending range of instrument amount to search.

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

The **Receivables Inquiry - Search Results** screen displays.

**Figure 11-15 Receivables Inquiry - Search Results**

The screenshot shows the 'Receivables Inquiry' interface with a search results table. The table has columns for Reference Number, Instrument Type, Buyer, Supplier, Issue Date, Due Date, Currency, Invoice Amount, Instrument Status, Netting Status, and Historical Status. The data rows include various instrument types like Debit Note and Invoice from suppliers like Carrefour and Danone, with statuses such as 'Accepted' or 'Financed'.

Reference Number	Instrument Type	Buyer	Supplier	Issue Date	Due Date	Currency	Invoice Amount	Instrument Status	Netting Status	Historical Status
MAUTO-DEBIT-IFIN1	Debit Note	Carrefour	Danone	2020-01-20	2020-02-20	USD	10,020.00	Accepted	-	Details
TR	Invoice	Carrefour	Danone	2020-01-20	2023-04-16	USD	10,200.00	Financed	-	Details
TTEST1	Invoice	Carrefour	Danone	2020-01-20	2023-04-19	USD	10,000.00	Financed	-	Details
ITEST1	Invoice	Carrefour	Danone	2020-01-20	2020-04-07	USD	5,000.00	Accepted	-	Details
78768768	Invoice	Carrefour	Danone	2020-01-20	2023-05-22	GBP	100.00	Financed	-	Details
MAUTO-INV-LPROG	Invoice	Carrefour	Danone	2020-01-20	2023-11-19	USD	10,010.00	Financed	-	Details
MAUTO-INV-ReD	Invoice	Carrefour	Danone	2020-01-20	2020-02-20	USD	10,020.00	Financed	-	Details
TFB203	Invoice	Carrefour	Danone	2020-01-20	2020-01-28	USD	1,000.00	Financed	-	Details
MAUTO-DEBIT-RaD2	Debit Note	Carrefour	Danone	2020-01-20	2020-02-20	USD	10,020.00	Accepted	-	Details
DB6767	Debit Note	Carrefour	Danone	2020-01-20	2023-06-30	GBP	100.00	Financed	-	Details
MAUTO-INV-004	Invoice	Carrefour	Danone	2020-01-20	2023-11-19	USD	9,909.90	Accepted	-	Details
MAUTO-DEBIT-EDIT1	Debit Note	Carrefour	Danone	2020-01-20	2020-02-20	USD	10,020.00	Financed	-	Details
MAUTO-DEBIT-PROG1	Debit Note	Carrefour	Danone	2020-01-20	2023-11-19	USD	10,010.00	Financed	-	Details
DOP	Debit Note	Carrefour	Danone	2020-01-20	2023-05-19	USD	10,200.00	Accepted	-	Details
MAUTO-DEBIT-ReD	Debit Note	Carrefour	Danone	2020-01-20	2020-02-20	USD	10,020.00	Financed	-	Details
MAUTO-INV-TFIFIN	Invoice	Carrefour	Danone	2020-01-20	2020-02-20	USD	10,020.00	Accepted	-	Details
MAUTO-INV-003	Invoice	Carrefour	Danone	2020-01-20	2023-11-19	USD	9,909.90	Accepted	-	Details
DNTEST02	Debit Note	Carrefour	Danone	2020-01-20	2022-12-28	USD	5,000.00	Accepted	-	Details
MAY23001	Invoice	Carrefour	Danone	2020-01-20	2020-01-30	USD	1,234.00	Financed	-	Details
CTEST	Invoice	Carrefour	Danone	2020-01-20	2023-04-12	USD	1,000.00	Financed	-	Details

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- Click the hyperlinked data in the columns to view more details.



# 12

## Batch Jobs

This topic describes the events that are part of Beginning of Day (BOD) and End of Day (EOD) batch jobs run by the system on daily basis.

There are several activities required to be performed on a daily basis in the system. These activities are run by the system as a batch jobs at the beginning and/or end of the day.

### EOD Batch

**Table 12-1 EOD Batch**

S No	Event Name	Description
1	Stale Invoice	This event marks the Invoices as stale based on the configured settings for each product.
2	Stale PO	This event marks the POs as stale based on the configured settings for each product.
3	Invoice Acceptance	This event changes invoice status as accepted based on the configurations set in the system.
4	Overdue Invoices	Updating the invoices as overdue.
5	Invoice Charges	This event calculates the charges for invoices. Invoices are grouped into different bunches and all the applicable charges are applied for the particular bunch. Once the charges are applied, those are calculated immediately if they are online charges. In case of periodic charges, charges are calculated if the charge calculation date matches with the business date on which EOD is run. Accounting entries are posted once charges are calculated.
6	PO Charges	This event calculates charges for the purchase orders. Purchase orders are grouped into different bunches and all the applicable charges are applied for a particular bunch. Once the charges are applied, those are calculated immediately if they are online charges. In case of periodic charges, charges are calculated if the charge calculation date matches with the business date on which EOD is run. Accounting entries posted once charges are calculated.
7	Charges Batch Processing	This event calculates & collect periodic charges. All the charges for all the transactions present in the system are calculated and account entries are posted if the charge calculation date matches with the business date on which EOD is run.

 **Note:**

Refer the **Branch EOD** section in **Oracle Banking Common Core User Guide** to configure, invoke and view the EOD batch jobs.

## Independent Batch

**Table 12-2 Independent Batch**

S No	Event Name	Description
1	Auto-Reconciliation	This job reconciles transactions for invoice, debit note, and finance, with payment/credit note based on configured auto-recon rules.
2	Future Dated Disbursement Processing	This job processes transactions with future dated disbursements.
3	Auto Debit Finance	This job processes auto debits for finance transactions as per configurations set in the system.
4	Auto Debit Invoice	This job processes auto debits for invoice transactions as per configurations set in the system.

 **Note:**

Refer the **Task Management** section in **Tasks User Guide** to create, view, configure, trigger, and view status of the tasks.

# 13

## Process Codes

This topic describes the information on the manual stages along with the functional activity codes.

### Cash Management

The following table represents the manual stages in Cash Management workflow along with the functional activity codes which can be used for mapping in role activity screen under Security Management System menu.

**Table 13-1 Functional Activity Code - Cash Management**

Stage	Functional Activity Code	Description
Processing	CMS_FA_MANUAL_ENRICHMENT	This is the processing stage of instrument collection where the maker can submit/reject an entry of instrument. If the entry is rejected, the record will be deleted and if submitted, then the transaction will be sent to the Authorization stage.
Authorization	CMS_FA_AUTHORISATION	This is the authorization stage of instrument collection / instrument management, where the checker can approve/reject an entry of instrument.
Rework	CMS_FA_CMSWK_REWORK	If the checker rejects an entry, it goes to the rework stage where the maker can do the required modifications to the entry and submit it again.
Posting Accounting Entries Exception	CMS_FA_POSTING_ACC_EXCEPTION	This is the accounting-posting workflow stage exception, where posting to FCUBS fails due to errors. These errors need to be resolved.
Accounting Generation Exception	CMS_FA_ACC_GEN_EXCEPTION	This is the accounting-generation workflow stage exception, where accounting generation fails due to accounting setup errors. These accounting setup errors need to be resolved.



#### Note:

Refer the **Role** section on **Oracle Banking Security Management System User Guide** to understand procedure for creating roles and assigning activity to it.

### Recon

The following table represents the manual stages in Recon workflow along with the functional activity codes which can be used for mapping in role activity screen under Security Management System menu.

**Table 13-2 Functional Activity Code - Recon**

Stage	Functional Activity Code	Description
Processing	SCFCM_FA_PROCESSING_AUTH_REJECT	This is a stage before authorization in which transaction is under processing before rejection.
CL Exception	SCFCM_FA_CL_EXCEPTION	This stage is after authorization and transaction falls in this stage when integration for corporate lending is configured as 'Yes' in system parameters with another product and it fails.
Accounting Regeneration Exception	SCFCM_FA_AC_REGEN_EXCEPTION	This stage is after authorization and transaction falls in this stage when integration for accounting entries re-generation is configured as 'Yes' in system parameters with another product and regenerating the same fails.
Authorization	SCFCM_FA_PROCESSING_AUTH	This is authorization step wherein user can either Approve/Reject the record. Transaction falls in this stage when auto-authorization is disabled in Product/Program parameters.
Accounting Post Exception	SCFCM_FA_ACC_POST_EX	This stage is after authorization and transaction falls in this stage when accounting entries posting integration is configured as 'Yes' in system parameters with another product and posting fails.
Limits Update Exception	SCFCM_FA_LIMITS_UPDATE_EX	This stage is after authorization and transaction falls in this stage when limits utilization/release fails due to technical error. The user can retry the transaction after the technical error is resolved.
VAM Integration Exception	SCFCM_VAM_INTG_AUTH	This stage is after authorization and transaction falls in this stage when integration with virtual account management system fails.
Master Update Retry	SCFCM_FA_MASTER_UPDATE_ERROR	This stage is after authorization and transaction falls in this stage when work table to main table approval update fails due to technical errors. The user can retry the transaction after the technical error is resolved.

**Note:**

Refer the **Role** section on **Oracle Banking Security Management System User Guide** to understand procedure for creating roles and assigning activity to it.

**Instrument**

The following table represents the manual stages in Instrument workflow along with the functional activity codes which can be used for mapping in role activity screen under Security Management System menu.

**Table 13-3 Functional Activity Code - Instrument**

Stage	Functional Activity Code	Description
MITagCorrection	SCFCM_FA_TXN_CREATE_EXCEPTION	The transaction falls in this stage when transaction is not automatically created through file upload due to missing of tags.
Create Instrument Exception	SCFCM_FA_TXN_CREATE_EXCEPTION	This is a stage before authorization and transaction falls in this stage if there is a technical error while creating a transaction for instrument.
Processing	SCFCM_FA_TXN_PROC	This is a stage before authorization and transaction falls in this stage when auto-processing is disabled in Program/Product parameters.
Transaction Rejection Approval	SCFCM_FA_TXN_REJECTION	This is a stage after authorization and transaction falls in this stage when it is rejected.
CL Exception	SCFCM_FA_CL_EXCEPTION	This stage is after authorization and transaction falls in this stage when integration for corporate lending is configured as 'Yes' in system parameters with another product and it fails.
Accounting Regeneration Exception	SCFCM_FA_AC_REGEN_EXCEPTION	This stage is after authorization and transaction falls in this stage when integration for accounting entries re-generation is configured as 'Yes' in system parameters with another product and regenerating the same fails.
Authorization	SCFCM_FA_TXN_AUTH	This is authorization step wherein user can either Approve/Reject the record. Transaction falls in this stage when auto-authorization is disabled in Product/Program parameters.
Accounting Post Exception	SCFCM_FA_ACC_POST_EX	This stage is after authorization and transaction falls in this stage when accounting entries posting integration is configured as 'Yes' in system parameters with another product and posting fails.
Limits Update Exception	SCFCM_FA_LIMITS_UPDATE_EX	This stage is after authorization and transaction falls in this stage when limits utilization/release fails due to technical error. The user can retry the transaction after the technical error is resolved.
Instrument Master Update Exception	SCFCM_FA_MASTER_UPDATE_EXCEPTION	This stage is after authorization and transaction falls in this stage when update of linked instrument in the master table fails due to technical errors. The user can retry the transaction after the technical error is resolved.
File Upload Exception	SCFCM_FA_FILE_UPLOAD_EX	This is a stage before authorization and transaction falls in this stage when upload of file fails.
Portal Response Exception	SCFCM_FA_PORTAL_RESPONSE_EX	This is a stage where in portal does not respond due to the technical error. The user can retry the transaction after the technical error is resolved.

**Note:**

Refer the **Role** section on **Oracle Banking Security Management System User Guide** to understand procedure for creating roles and assigning activity to it.

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