

# Oracle® Banking Cash Management 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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# Preface

## Purpose

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

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

## List of Topics

This guide is organized into the following topics:

**Table 2 List of Topics**

Topic	Description
<a href="#">Overview of Receivables and Payables</a>	This topic describes the information on the overview, benefits and functionalities of Receivables and Payables module.
<a href="#">Maintenance for Receivables and Payables</a>	This topic describes the maintenance of such reference information for the Receivables and Payables module.
<a href="#">Create Receivables and Payables</a>	This topic describes the systematic instructions to create invoices/purchase orders/debit notes/credit notes.
<a href="#">Receivables and Payables Management</a>	This topic describes the systematic instruction to process and take various actions on instruments (Invoices/Purchase Order/Debit Note/ Invoice & Debit Note).
<a href="#">Machine Learning</a>	This topic describes the information to train the system for feeding the invoice/PO details.
<a href="#">Manual Allocation</a>	This topic describes the systematic instructions to allocate payments in virtual accounts.
<a href="#">Manual Reconciliation</a>	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.
<a href="#">Payment Management</a>	This topic describes the systematic instruction to stop the payment from being reconciled automatically or manually.

**Table 2 (Cont.) List of Topics**

Topic	Description
<a href="#">File Management</a>	This topic describes the information on the File Management functionality provided in Receivables and Payables module.
<a href="#">Inquiries</a>	This topic describes the information on the various inquiries supported in the Receivables & Payables module.
<a href="#">Batch Jobs</a>	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.
<a href="#">Process Codes</a>	This topic describes the information about the various functional activity codes in Cash Management.

### Symbols and Icons

The following symbols and icons are used in the screens.

**Table 3 Symbols and Icons**

















Icon	Function
	Close
	Add Row
	Delete Row
	Delete
	Search (Fetch)
	Refresh
	Collapse
	Expand
	Download
	Remarks
	Options
	Authorize
	Unlock



Table 3 (Cont.) Symbols and Icons

Icon	Function
	Copy
	View
	Add/Remove Columns

# 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 services enable a financial institution to manage the account receivables and account payables of their corporate customers. Oracle Banking Cash Management 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.

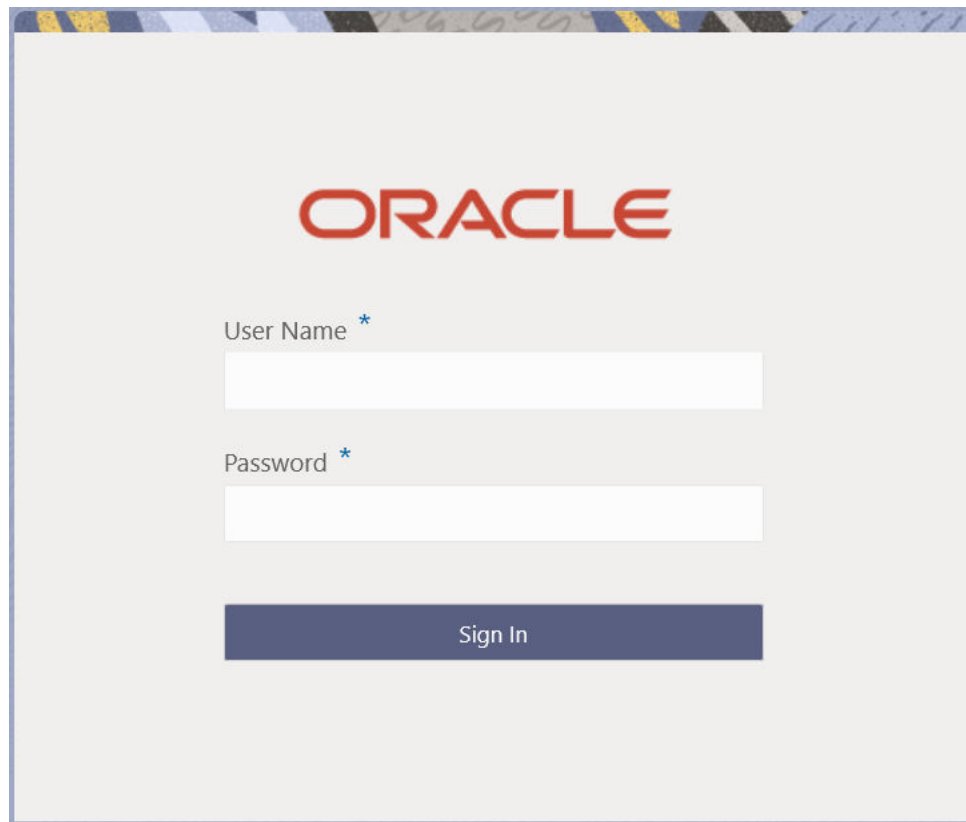
### Functionality

- E-Invoice/Purchase Order
- Reconciliation
- Pricing

### Home: Dashboard

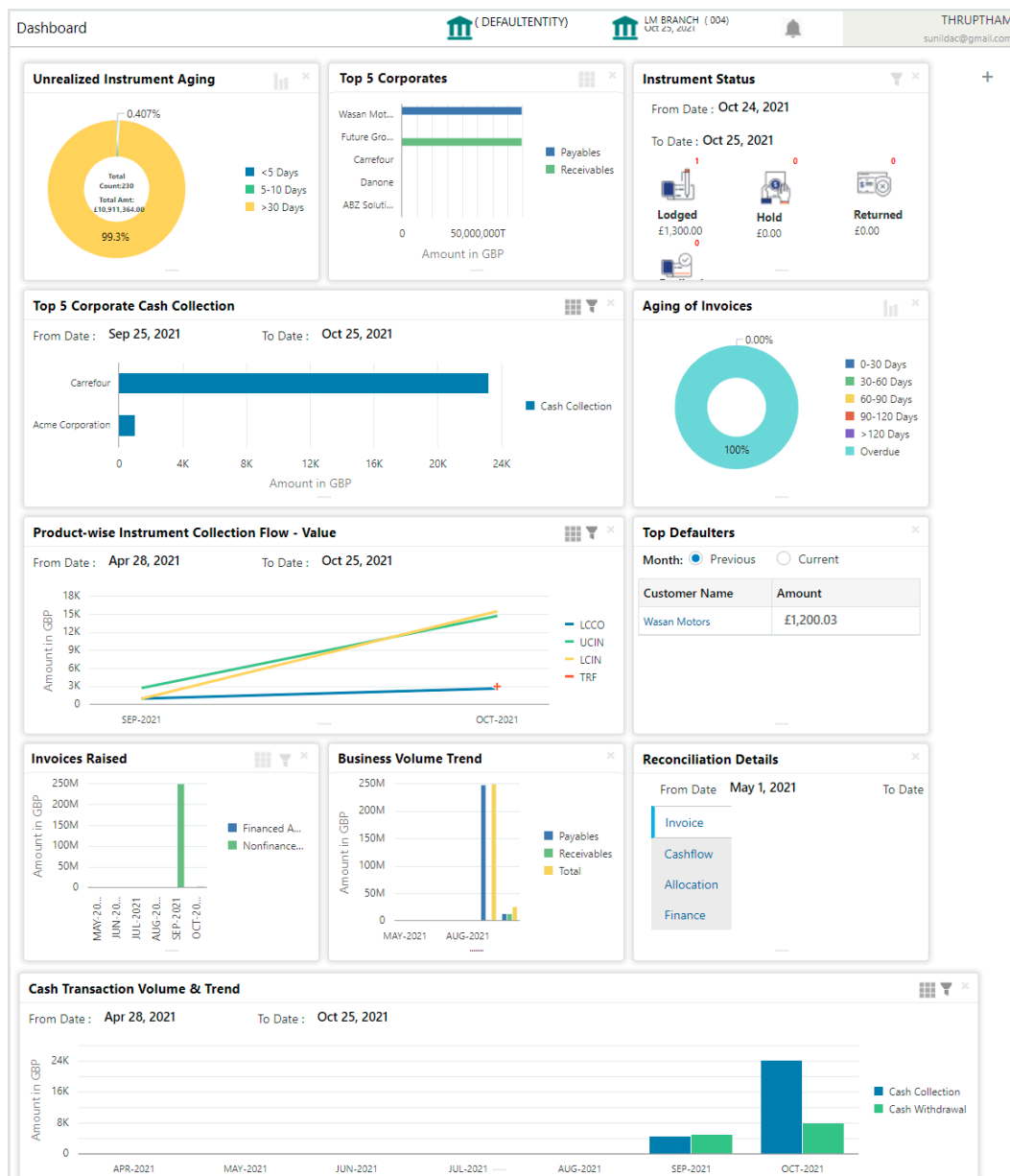
Successfully signing into the Oracle Banking Cash Management application displays the Dashboard as your home screen. It is a collection of various portlets that are displayed based on your role and access rights. The Dashboard enables easy access and analysis of transactional and static data through 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 application, the below login screen is displayed:

**Figure 1-1 Login**The image shows a login form for Oracle. At the top center is the Oracle logo in red. Below the logo, there are two input fields. The first is labeled "User Name \*" and the second is labeled "Password \*". Both fields are empty. Below the password field is a dark blue button with the text "Sign In" in white. The entire form is set against a light gray background with a decorative pattern at the top.

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 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

## 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.

In the context of Cash Management, for instance, the user need to set up reference data like relationship master, recon rules, charges, accounting, tolerance, payment terms, etc. This is the first step for initiating any transaction in Oracle Banking Cash Management. 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 Cash Management system transactions such as country list, currency, customer category, holiday list, list of 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.

## 2.1 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.

### 2.1.1 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.

#### 2.1.1.1 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 **Accounting Entry Codes** submenu.

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

1. On **Home** screen, click **Cash Management**. Under **Cash Management**, click **Receivables & Payables**.



2. Under **Receivables & Payables**, click **Maintenance**. Under **Maintenance**, click **Accounting**.
3. Under **Accounting**, click **Role**. Under **Role**, click **Create Accounting Role**.

The **Create Accounting Role** screen displays.

**Figure 2-1 Create Accounting Role**

4. Specify the fields on **Create Accounting Role** screen.

 **Note:**

The fields, which are marked with an asterisk, are mandatory.

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

**Table 2-1 Create Accounting 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.

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

### 2.1.1.2 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:

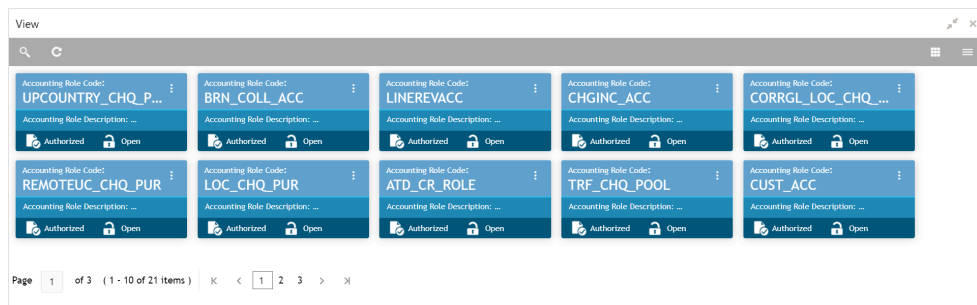
- The status, whether Authorized, Unauthorized, or Rejected
- Open or Closed
- The number of times the record has been submitted by the Maker added.

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

1. On **Home** screen, click **Cash Management**. Under **Cash Management**, click **Receivables & Payables**.
2. Under **Receivables & Payables**, click **Maintenance**. Under **Maintenance**, click **Accounting**.
3. Under **Accounting**, click **Accounting Role**. Under **Accounting Role**, click **View Accounting Role**.

The **View Accounting Role** screen displays.

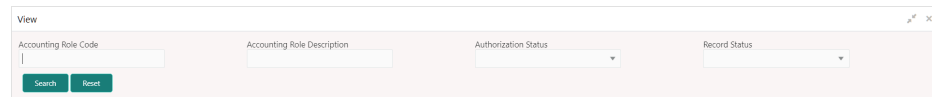
**Figure 2-2 View Accounting Role**



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.

The **View Accounting Role - Search** screen displays.

**Figure 2-3 View Accounting Role - Search**



- 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.

## 2.1.2 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.

### 2.1.2.1 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 **Cash Management**. Under **Cash Management**, click **Receivables & Payables**.
2. Under **Receivables & Payables**, click **Maintenance**. Under **Maintenance**, click **Accounting**.
3. Under **Accounting**, click **Entry Codes**. Under **Entry Codes**, click **Create Entry Codes**.

The **Create Entry Codes** screen displays.

**Figure 2-4 Create Entry Codes**

- Specify the fields on **Create Entry Codes** screen.

**Note:**  
The fields, which are marked with an asterisk, are mandatory.

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

**Table 2-2 Create Entry Codes - 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.

- 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.

## 2.1.2.2 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:

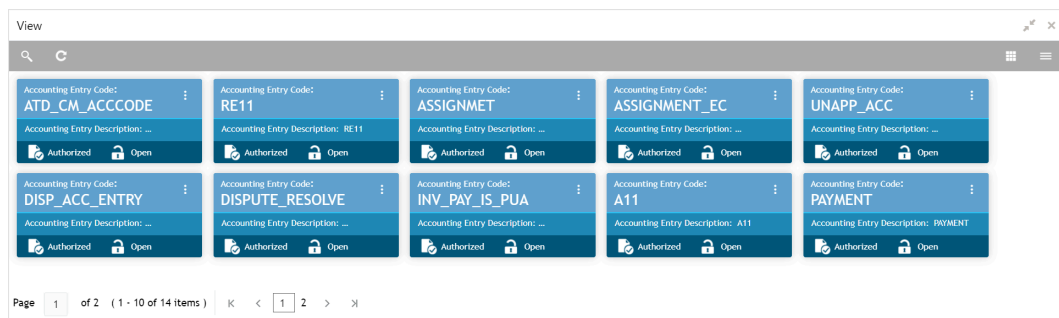
- The status, whether Authorized, Unauthorized, or Rejected
- Open or Closed
- The number of times the record has been submitted by the Maker added.

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

1. On **Home** screen, click **Cash Management**. Under **Cash Management**, click **Receivables & Payables**.
2. Under **Receivables & Payables**, click **Maintenance**. Under **Maintenance**, click **Accounting**.
3. Under **Accounting**, click **Entry Codes**. Under **Entry Codes**, click **View Entry Codes**.

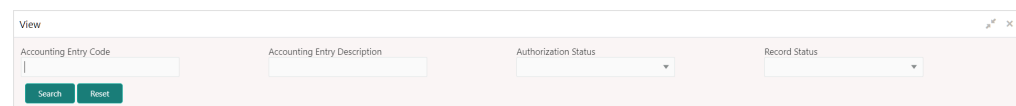
The **View Entry Codes** screen displays.

**Figure 2-5 View Entry Codes**



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. The **View Entry Codes - Search** screen displays.

**Figure 2-6 View Entry Codes - Search**



- 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.

## 2.1.3 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.

### 2.1.3.1 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 **Cash Management**. Under **Cash Management**, click **Receivables & Payables**.
2. Under **Receivables & Payables**, click **Maintenance**. Under **Maintenance**, click **Accounting**.
3. Under **Accounting**, click **Accounting Entries**. Under **Accounting Entries**, click **Create Accounting Entries**.

The **Create Accounting Entries** screen displays.

**Figure 2-7 Create Accounting Entries**

- Specify the fields on **Create Accounting Entries** screen.

**Note:**

The fields, which are marked with an asterisk, are mandatory.


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

**Table 2-3 Create Accounting 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.
<b>Filter Criteria</b>	Select the filter criteria for specific application of accounting entries.
<b>Charge Type</b>	<p>Select the charge type as credit or debit.</p> <p>This field is displayed only if <b>Filter Criteria</b> is selected as <b>Charge Type</b>.</p>
<b>Payment Mode</b>	<p>Select the mode of the payment. The available options are:</p> <ul style="list-style-type: none"> <li>• <b>Account Transfer</b></li> <li>• <b>Cheque</b></li> <li>• <b>EFT</b></li> </ul> <p>This field is displayed only if <b>Filter Criteria</b> is selected as <b>Instrument Status</b>.</p>

Table 2-3 (Cont.) Create Accounting Entries - Field Description

Field	Description
<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.

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 (if applicable).

### 2.1.3.2 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.

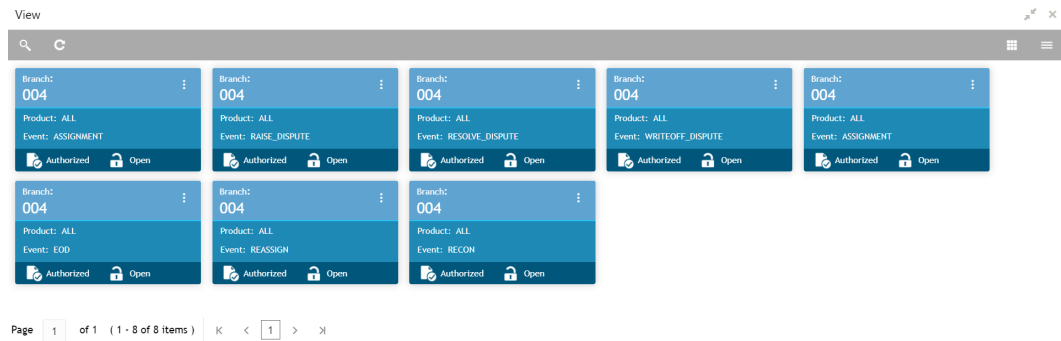
1. On **Home** screen, click **Cash Management**. Under **Cash Management**, click **Receivables & Payables**.
2. Under **Receivables & Payables**, click **Maintenance**. Under **Maintenance**, click **Accounting**.



3. Under **Accounting**, click **Accounting Entries**. Under **Accounting Entries**, click **View Accounting Entries**.

The **View Accounting Entries** screen displays.

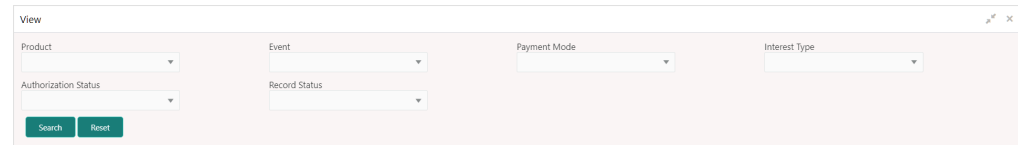
**Figure 2-8 View Accounting Entries**



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.

The **View Accounting Entries - Search** screen displays.

**Figure 2-9 View Accounting Entries - Search**



- 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.

## 2.1.4 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.

### 2.1.4.1 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 **Cash Management**. Under **Cash Management**, click **Receivables & Payables**.
2. Under **Receivables & Payables**, click **Maintenance**. Under **Maintenance**, click **Accounting**.
3. Under **Accounting**, click **External Account Mapping**. Under **Internal Account Mapping**, click **Create External Account Mapping**.

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

**Figure 2-10 Create External Account Mapping**

The screenshot shows the 'Create' form for External Account Mapping. The form is organized into three columns of input fields:

- Column 1:** Branch (004-LM BRANCH), Currency (USD), Default Account (toggle), and IFSC Code (CIT0845001).
- Column 2:** Product (ALL), Party Id (Sun Group Limited 001626), Account (1245796534875), and Bank Name (CITI Bank).
- Column 3:** Event (EOD), Filter Criteria (Default), Payment Mode (EFT), and Branch Name (New York).

At the bottom right, there are 'Save' and 'Cancel' buttons. A top right corner contains an 'Errors & Overrides' icon.

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

 **Note:**

The fields, which are marked with an asterisk, are mandatory.

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

**Table 2-4 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.

### 2.1.4.2 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.

- On **Home** screen, click **Cash Management**. Under **Cash Management**, click **Receivables & Payables**.
- Under **Receivables & Payables**, click **Maintenance**. Under **Maintenance**, click **Accounting**.

3. Under **Accounting**, click **External Account Mapping**. Under **External Account Mapping**, click **View External Account Mapping**.

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

**Figure 2-11 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.

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

**Figure 2-12 View External Account Mapping - Search**



- 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.

## 2.1.5 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.

### 2.1.5.1 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 **Cash Management**. Under **Cash Management**, click **Receivables & Payables**.
2. Under **Receivables & Payables**, click **Maintenance**. Under **Maintenance**, click **Accounting**.
3. Under **Accounting**, click **Internal Account Mapping**. Under **Internal Account Mapping**, click **Create Internal Account Mapping**.

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

**Figure 2-13 Create Internal Account Mapping**

The screenshot shows the 'Create' screen for internal account mapping. It features several input fields and a table. The fields are: Branch (004-LM BRANCH), Product (ALL), Role (CUST\_ACC), Account Type (CASA, GL), Party (NUVOPON 000285), Account Currency (USD), Settlement Method (Cust A/C), Division Code (Division PEG A), and Account Number (NUVopn123 0040025220355). There are also checkboxes for 'Account in Transaction Currency' and 'Default Account'. A table at the bottom shows the mapping details for USD, Account Number 0040025220355, and Default (Y/N) Y. The screen also includes 'Add/Edit', 'Reset', 'Save', and 'Cancel' buttons.

Account Currency	Account Number	Contra Account Number	Default(Y/N)	Action
USD	0040025220355		Y	⋮

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


 **Note:**

The fields, which are marked with an asterisk, are mandatory.

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

**Table 2-5 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> .
<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.

- 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.

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

## 2.1.5.2 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:

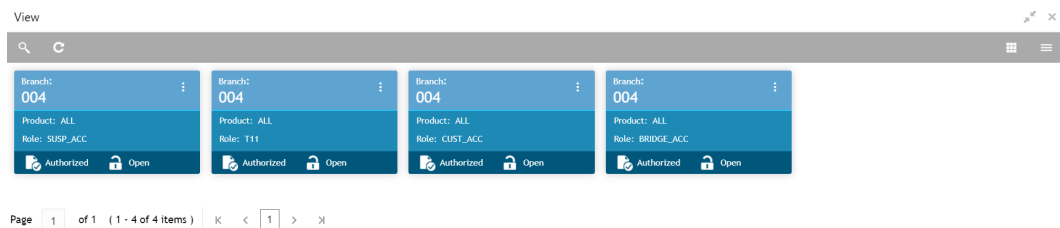
- The status, whether Authorized, Unauthorized, or Rejected
- Open or Closed
- The number of times the record has been submitted by the Maker added.

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

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

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

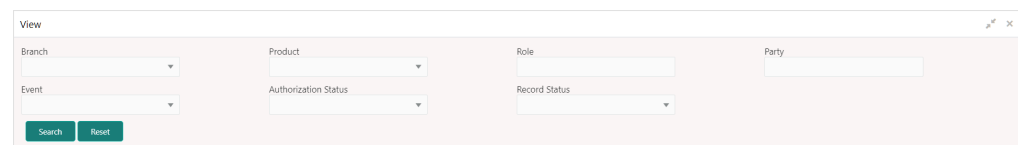
**Figure 2-14 View Internal Account Mapping**



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.

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

**Figure 2-15 View Internal Account Mapping - Search**



- 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.

## 2.2 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.

## 2.2.1 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.

### 2.2.1.1 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 **Cash Management**. Under **Cash Management**, click **Receivables & Payables**.
2. Under **Receivables & Payables**, click **Maintenance**. Under **Maintenance**, click **Charges**.
3. Under **Charges**, click **Charge Code**. Under **Charge Code**, click **Create Charge Code**.  
The **Create Charge Code** screen displays.

**Figure 2-16 Create Charge Code**

The screenshot shows the 'Create Charge Code' screen. At the top right, there is a tab labeled 'Errors & Overrides'. The form contains the following fields:

Field	Value
Charge Code *	CBR
Charge Description *	Handling Fee
Charge Group *	Fee
Charge Category *	Standard
Charge Type *	Debit
Effective Date *	Jan 13, 2020
Expiry Date *	Dec 31, 2021

At the bottom right, there are 'Save' and 'Cancel' buttons.

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

 **Note:**

The fields, which are marked with an asterisk, are mandatory.

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

**Table 2-6 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.

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

### 2.2.1.2 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:

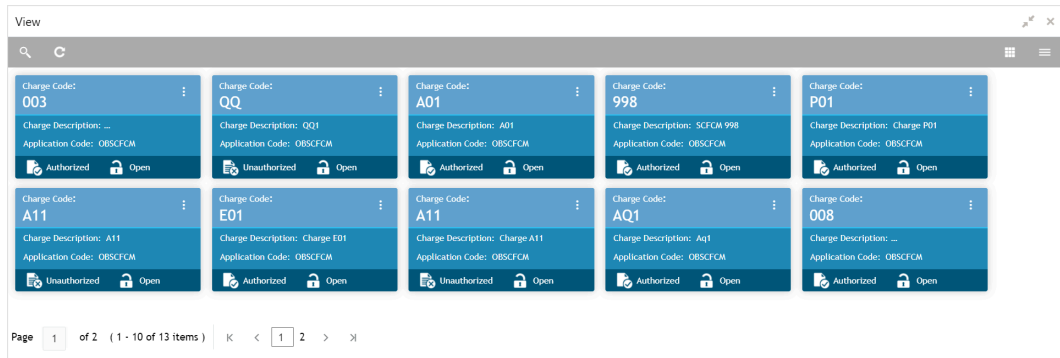
- The status, whether Authorized, Unauthorized, or Rejected
- Open or Closed
- The number of times the record has been submitted by the Maker added.

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

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

The **View Charge Code** screen displays.

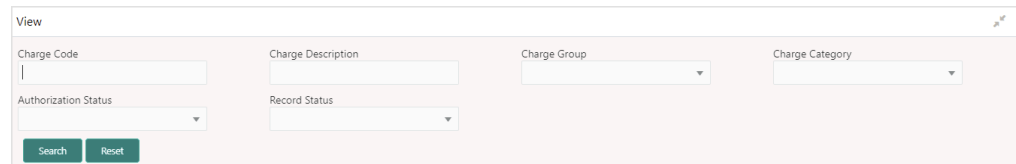
**Figure 2-17 View Charge Code**



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.

The **View Charge Code - Search** screen displays.

**Figure 2-18 View Charge Code - Search**



- 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.

## 2.2.2 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.

### 2.2.2.1 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 **Cash Management**. Under **Cash Management**, click **Receivables & Payables**.
2. Under **Receivables & Payables**, click **Maintenance**. Under **Maintenance**, click **Charges**.
3. Under **Charges**, click **Charge Rule Maintenance**. Under **Charge Rule Maintenance**, click **Create Charge Rule Maintenance**.

The **Create Charge Rule Maintenance** screen displays.

**Figure 2-19 Create Charge Rule Maintenance**

From	To	Amount	Percent	Action
0	4		30	⋮
4	10		20	⋮

4. Specify the fields on **Create Charge Rule Maintenance** screen.


**Note:**

The fields, which are marked with an asterisk, are mandatory.

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

**Table 2-7 Create Charge 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> .
<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.

## 2.2.2.2 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:

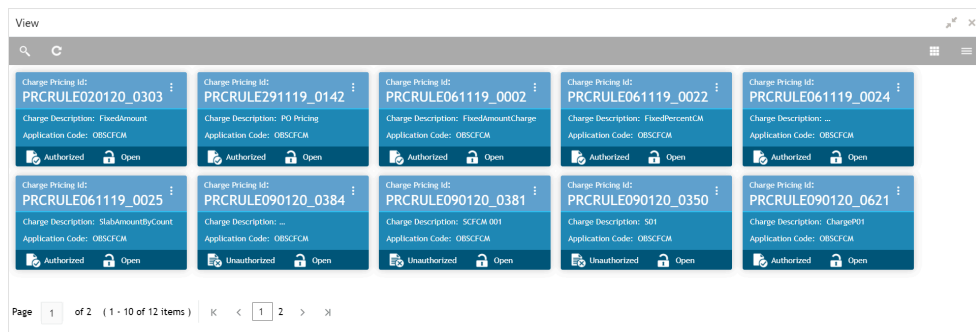
- The status, whether Authorized, Unauthorized, or Rejected
- Open or Closed
- The number of times the record has been submitted by the Maker added.

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

1. On **Home** screen, click **Cash Management**. Under **Cash Management**, click **Receivables & Payables**.
2. Under **Receivables & Payables**, click **Maintenance**. Under **Maintenance**, click **Charges**.
3. Under **Charges**, click **Charge Rule Maintenance**. Under **Charge Rule Maintenance**, click **View Charge Rule Maintenance**.

The **View Charge Rule Maintenance** screen displays.

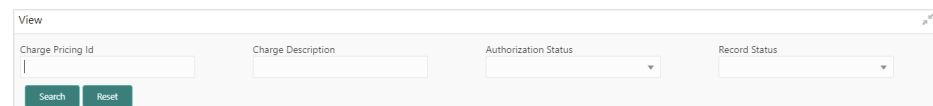
**Figure 2-20 View Charge Rule Maintenance**



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.

The **View Charge Rule Maintenance - Search** screen displays.

**Figure 2-21 View Charge Rule Maintenance - Search**



- 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.

## 2.2.3 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.

### 2.2.3.1 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 **Cash Management**. Under **Cash Management**, click **Receivables & Payables**.
2. Under **Receivables & Payables**, click **Maintenance**. Under **Maintenance**, click **Charges**.
3. Under **Charges**, click **Charge Decisioning**. Under **Charge Decisioning**, click **Create Charge Decisioning**.

The **Create Charge Decisioning** screen displays.

**Figure 2-22 Create Charge Decisioning**

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

 **Note:**  
The fields, which are marked with an asterisk, are mandatory.

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

**Table 2-8 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 filter criteria 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 filter criteria 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.



Table 2-8 (Cont.) Create Charge Decisioning - Field Description

Field	Description
<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>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>
<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 filter criteria 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.

**Table 2-8 (Cont.) Create Charge Decisioning - Field Description**

<b>Field</b>	<b>Description</b>
<b>Frequency</b>	Specify the frequency of charge collection.  This field is displayed only when the collection type is <b>Batch</b> .
<b>Reference Period</b>	Specify when the collection should take place for the selected frequency.  For monthly or half-yearly frequency, the collection can take place either at the beginning of the period (BOP) or end of the period (EOP).  For weekly frequency, the collection can happen on a specific day of the week.  This field is displayed only if the <b>Collection Type</b> is selected as <b>Batch</b> .
<b>Units</b>	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.  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 under this section.
<b>Calculation Type</b>	Specify how the charge 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.  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).  For weekly frequency, the calculation can happen on a specific day of the week.  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. If monthly frequency is specified and the number of units is 2, then the charge would be calculated once in two months.  This field is displayed only if the <b>Calculation Type</b> is selected as <b>Batch</b> .
<b>Add/Override Charges</b>	Displays the details of new charges added in this grid.

**Table 2-8 (Cont.) Create Charge Decisioning - Field Description**

Field	Description
<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 2-23 Charge Sharing Allocation**

- 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.

### 2.2.3.2 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 **Cash Management**. Under **Cash Management**, click **Receivables & Payables**.
2. Under **Receivables & Payables**, click **Maintenance**. Under **Maintenance**, click **Charges**.
3. Under **Charges**, click **Charge Decisioning**. Under **Charge Decisioning**, click **View Charge Decisioning**.

The **View Charge Decisioning** screen displays.

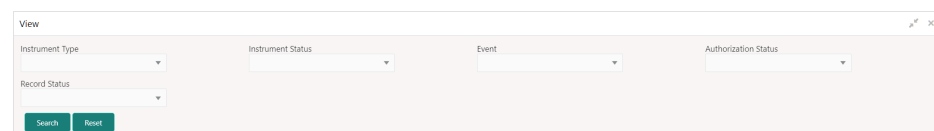
**Figure 2-24 View Charge Decisioning**



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.

The **View Charge Decisioning - Search** screen displays.

**Figure 2-25 View Charge Decisioning - Search**



- 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.

## 2.2.4 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.

### 2.2.4.1 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 **Cash Management**. Under **Cash Management**, click **Receivables & Payables**.
2. Under **Receivables & Payables**, click **Maintenance**. Under **Maintenance**, click **Charges**.
3. Under **Charges**, click **Charge Preferential Pricing**. Under **Charge Preferential Pricing**, click **Create Charge Preferential Pricing**.

The **Create Charge Preferential Pricing** screen displays.

**Figure 2-26 Create Charge Preferential Pricing**

Charge Code	Charge Pricing Rule	Charge Criteria	Effective Date	Expiry Date	Action
006	PRCRULE140120_1101	COUNT_OF_PO	2020-01-16	2021-01-01	⋮

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

**Note:**

The fields, which are marked with an asterisk, are mandatory.

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

**Table 2-9 Create Charge 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> .
<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.

**Table 2-9 (Cont.) Create Charge Preferential Pricing - Field Description**

<b>Field</b>	<b>Description</b>
<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>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> .
<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> .

**Table 2-9 (Cont.) Create Charge Preferential Pricing - Field Description**

Field	Description
<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.

## 2.2.4.2 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.

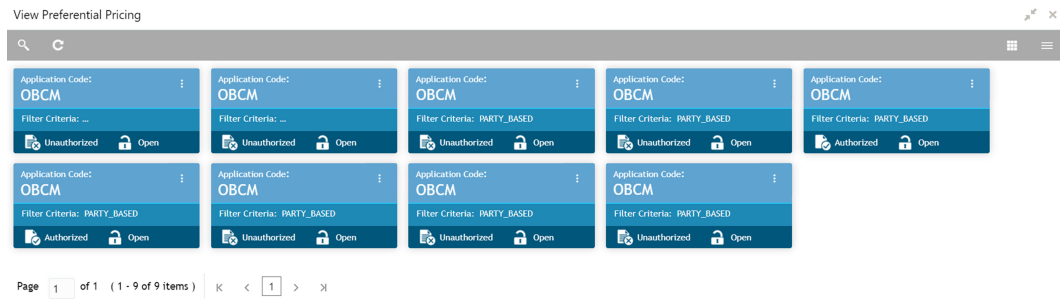
Specify **User ID** and **Password**, and login to **Home** screen.

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

The **View Charge Preferential Pricing** screen displays.



**Figure 2-27 View Charge 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.

The **View Charge Preferential Pricing - Search** screen displays.

**Figure 2-28 View Charge Preferential Pricing - Search**



- 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.

## 2.3 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.

### 2.3.1 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 **Cash Management**. Under **Cash Management**, click **Receivables & Payables**.
2. Under **Receivables & Payables**, click **Maintenance**. Under **Maintenance**, click **Commodity**.
3. Under **Commodity**, click **Create Commodity**.

The **Create Commodity** screen displays.

**Figure 2-29 Create Commodity**

The screenshot shows the 'Create Commodity' form with the following fields and values:

Field	Value
Supplier Id *	REGALRON 201901
Commodity Code *	CMD1759FEGA847
Commodity Name *	Tyres
Description	19 Inch Tyres
Tax(%)	2.0000
Discount(%)	1.0000
Country of Origin	United States
Year	2021

Buttons: Add/Edit, Reset

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

**Note:**

The fields, which are marked with an asterisk, are mandatory.

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

**Table 2-10 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.

5. Click **Add/Edit** to add the details to the grid.  
The **Commodity Table Grid** displays.

**Figure 2-30 Commodity Table Grid**

Commodity Code	Commodity Name	Description	Tax(%)	Discount(%)	Country of Origin	Year	Unit Details	Action
CMD1759PEGA847	Tyres	19 Inch Tyres	2	1	USA	2021	Add/Edit	⋮

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

Save Cancel

6. 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 2-31 Unit Details**

The screenshot shows a 'Unit Details' window with the following elements:

- Unit:** Kiloqram
- Minimum Unit:** 10
- Maximum Unit:** 100
- Unit Price:** 250
- Buttons:** Add/Edit, Reset, OK
- Table:**

Unit	Minimum Unit	Maximum Unit	Unit Price	Action
KILOGRAM	10	100	250	⋮
- Page Info:** Page 1 of 1 (1 of 1 items)

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

**Table 2-11 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.
7. Click **Save** to save the record and send it for authorization.

## 2.3.2 View Commodity

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

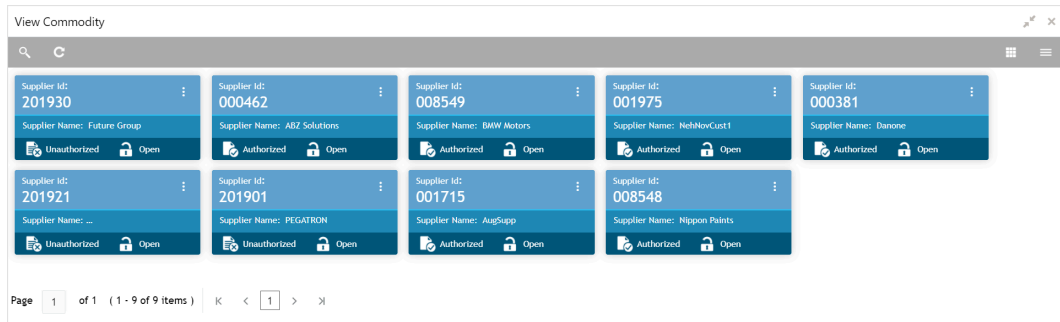
A tile is present for each record that has been created. The bottom portion of each record-tile displays the following:

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

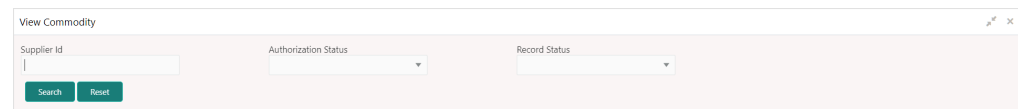
Specify **User ID** and **Password**, and login to **Home** screen.

1. On **Home** screen, click **Cash Management**. Under **Cash Management**, click **Receivables & Payables**.
2. Under **Receivables & Payables**, click **Maintenance**. Under **Maintenance**, click **Commodity**.
3. Under **Commodity**, click **View Commodity**.

The **View Commodity** screen displays.

**Figure 2-32 View Commodity**

4. 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.  
The **View Commodity - Search** screen displays.

**Figure 2-33 View Commodity - Search**

- 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.

## 2.4 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.

### 2.4.1 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 **Cash Management**. Under **Cash Management**, click **Receivables & Payables**.
2. Under **Receivables & Payables**, click **Maintenance**. Under **Maintenance**, click **Division Code**.
3. Under **Division Code**, click **Create Division Code**.

The **Create Division Code** screen displays.

**Figure 2-34 Create Division Code**

Party Details

Party Id \*  
NUVOTON  
000285

Division Details

Division Code \*  
DIV42578

Division Name \*  
North East Div2

Email  
divd@nuvoton.com

Tel No  
007864257846

Division Address Line1  
V13, Street 12

Division Address Line2  
Block D4

Division Address Line3  
Ney York

Division Address Line4  
NU - 10034

Country  
United States

Add/Edit Reset

Division Code	Division Name	Division Address Line1	Division Address Line2	Division Address Line3	Division Address Line4	Country	Tel No	Action
DIV42578	North East Div2	V13, Street 12	Block D4	Ney York	NU - 10034	United States	007864257846	[icon]

Page 1 of 1 (1 of 1 items)

Save Cancel

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

 **Note:**

The fields, which are marked with an asterisk, are mandatory.

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

**Table 2-12 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.

5. 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.
6. Click **Save** to save the record and send it for authorization.

## 2.4.2 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:

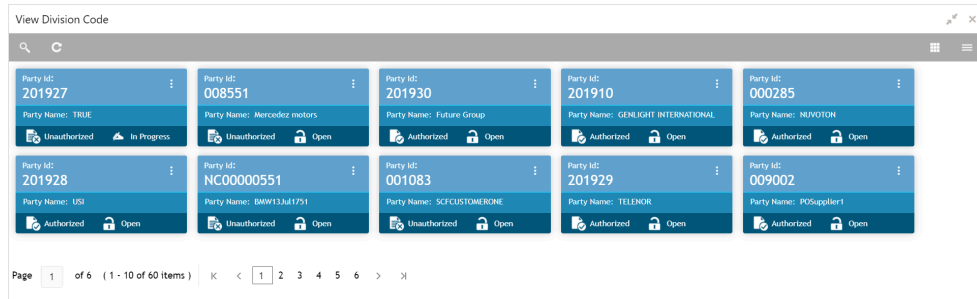
- The status, whether Authorized, Unauthorized, or Rejected
- Open or Closed
- The number of times the record has been submitted by the Maker added.

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

1. On **Home** screen, click **Cash Management**. Under **Cash Management**, click **Receivables & Payables**.
2. Under **Receivables & Payables**, click **Maintenance**. Under **Maintenance**, click **Division Code**.
3. Under **Division Code**, click **View Division Code**.

The **View Division Code** screen displays.

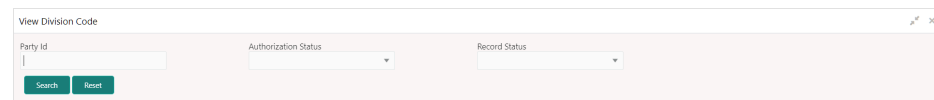
**Figure 2-35 View Division Code**



4. 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.

The **View Division Code - Search** screen displays.

**Figure 2-36 View Division Code - Search**



- 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.



## 2.5 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 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.

### 2.5.1 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.

### 2.5.1.1 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 **Cash Management**. Under **Cash Management**, click **Receivables & Payables**.
2. Under **Receivables & Payables**, click **Maintenance**. Under **Maintenance**, click **Reconciliation Rule Definition**.
3. Under **Reconciliation Rule Definition**, click **Create Reconciliation Rule Definition**.

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

**Figure 2-37 Create Exact Reconciliation Rule Definition**

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

 **Note:**  
The fields, which are marked with an asterisk, are mandatory.

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

**Table 2-13 Create Exact Reconciliation Rule Definition - Field Description**

Field	Description
<b>Rule Description</b>	Specify the description of recon rule.

**Table 2-13 (Cont.) Create Exact Reconciliation Rule Definition - Field Description**

Field	Description
<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 2-38 Exact Recon - Condition/Group Details**

- 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 2-39 Exact Recon - Text Between**

The screenshot shows the 'Exact Recon' configuration interface. At the top, there are fields for 'Rule Description', 'Recon Category' (set to 'Invoice/Debit Notes to Credit No...'), and 'Recon Type' (set to 'Exact'). Below this, the 'Exact Recon' section contains a logic builder with 'AND' and 'OR' options. A condition is defined as 'Text between [ ] and [ ] of [ ] Contains [ ]'. The 'Case Sensitive' checkbox is checked, with 'Yes' selected. Buttons for 'Add Condition', 'Add Group', 'Validate and Preview', 'Save', and 'Cancel' are visible.

- 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 2-40 Exact Recon - Attributes**

The screenshot shows the 'Exact Recon' configuration interface with the 'Invoice Attribute' dropdown selected. The logic builder shows 'starts with', 'ends with', and 'Contains' operators. Buttons for 'Add Condition', 'Add Group', 'Validate and Preview', 'Save', and 'Cancel' are visible.

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

**Table 2-14 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

**Table 2-14 (Cont.) Exact Recon - Attributes**

Invoice	Credit Note	Expected Cashflow	Payment
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
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 2-41 Allocation Basis Grid**

Allocation Attribute	Percentage	Action
Buyer ID ✕	50	
Supplier ID ✕	50	

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.

### 2.5.1.2 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 **Cash Management**. Under **Cash Management**, click **Receivables & Payables**.
2. Under **Receivables & Payables**, click **Maintenance**. Under **Maintenance**, click **Reconciliation Rule Definition**.
3. Under **Reconciliation Rule Definition**, click **Create Reconciliation Rule Definition**.

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

**Figure 2-42 Create Generic Reconciliation Rule Definition**

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

**Note:**

The fields, which are marked with an asterisk, are mandatory.

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

**Table 2-15 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 2-43 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 2-44 Allocation Basis Grid**

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.

### 2.5.1.3 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:

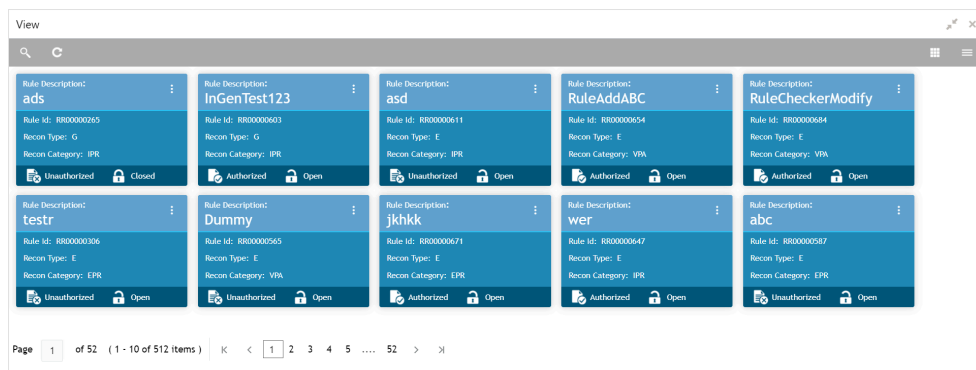
- The status, whether Authorized, Unauthorized, or Rejected
- Open or Closed
- The number of times the record has been submitted by the Maker added.

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

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

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

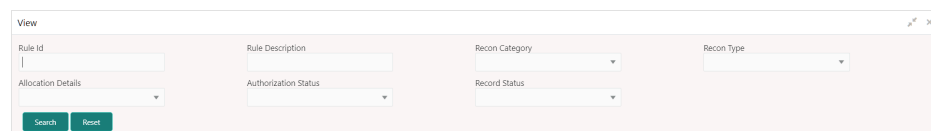
**Figure 2-45 View Reconciliation Rule Definition**



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.

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

**Figure 2-46 View Reconciliation Rule Definition - Search**





- 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.

## 2.5.2 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.

### 2.5.2.1 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 **Cash Management**. Under **Cash Management**, click **Receivables & Payables**.
2. Under **Receivables & Payables**, click **Maintenance**. Under **Maintenance**, click **Recon Rule Decision**.
3. Under **Recon Rule Decision**, click **Create Recon Rule Decision**.

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

**Figure 2-47 Create Recon Rule Decision**

Priority	Recon Category	Recon Type	Rule Id	Rule Id Description	Execute Generic Rule	Action
1	Expected Cashflow to Payment Recon	Exact	RR00000224	expected cash flow	Y	⋮

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

**Note:**

The fields, which are marked with an asterisk, are mandatory.

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

**Table 2-16 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> .

**Table 2-16 (Cont.) Create Recon Rule Decision - Field Description**

Field	Description
<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.
<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.

### 2.5.2.2 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.

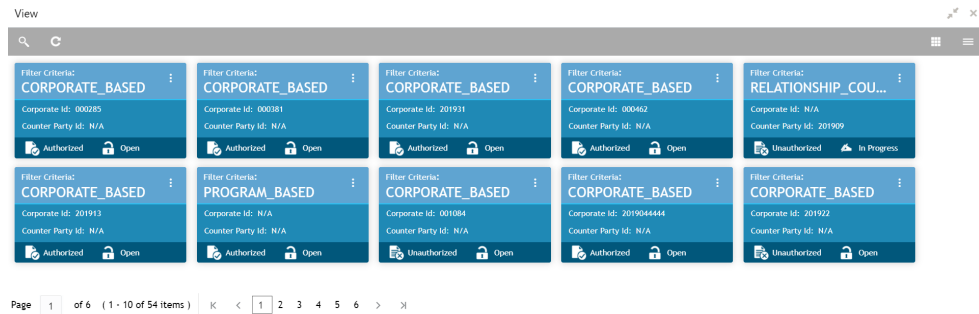
Specify **User ID** and **Password**, and login to **Home** screen.

1. On **Home** screen, click **Cash Management**. Under **Cash Management**, click **Receivables & Payables**.

2. Under **Receivables & Payables**, click **Maintenance**. Under **Maintenance**, click **Reconciliation**.
3. Under **Reconciliation**, click **Recon Rule Decision**. Under **Recon Rule Decision**, click **View Recon Rule Decision**.

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

**Figure 2-48 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.

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

**Figure 2-49 View Recon Rule Decision - Search**



- 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.

## 2.6 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.

### 2.6.1 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 **Cash Management**. Under **Cash Management**, click **Receivables & Payables**.
2. Under **Receivables & Payables**, click **Maintenance**. Under **Maintenance**, click **Tolerance**.
3. Under **Tolerance**, click **Create Tolerance**.  
The **Create Tolerance** screen displays.

**Figure 2-50 Create Tolerance**

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

**Note:**

The fields, which are marked with an asterisk, are mandatory.

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

**Table 2-17 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 OBSCF 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 OBSCF 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> .

- 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 2-18 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.
<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.

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

## 2.6.2 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:

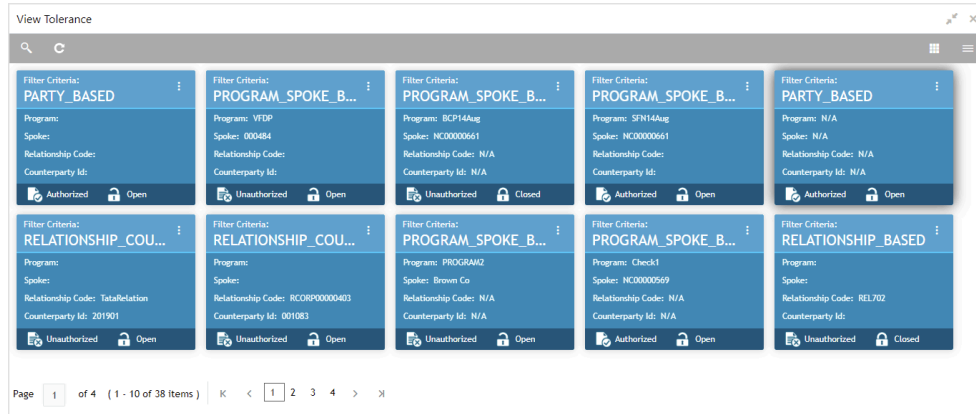
- The status, whether Authorized, Unauthorized, or Rejected
- Open or Closed
- The number of times the record has been submitted by the Maker added.

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

- On **Home** screen, click **Cash Management**. Under **Cash Management**, click **Receivables & Payables**.
- Under **Receivables & Payables**, click **Maintenance**. Under **Maintenance**, click **Tolerance**.
- Under **Tolerance**, click **View Tolerance**.

The **View Tolerance** screen displays.

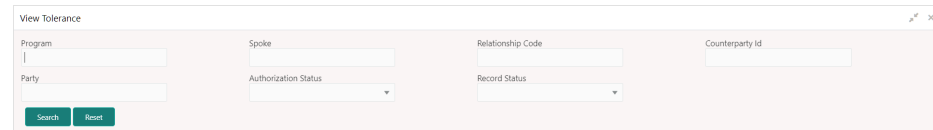
**Figure 2-51 View Tolerance**



4. 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.

The **View Tolerance - Search** screen displays.

**Figure 2-52 View Tolerance - Search**



- 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.

## 2.7 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.

### 2.7.1 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 **Cash Management**. Under **Cash Management**, click **Receivables & Payables**.
2. Under **Receivables & Payables**, click **Maintenance**. Under **Maintenance**, click **Payment Terms**.
3. Under **Payment Terms**, click **Create Payment Terms**.

The **Create Payment Terms** screen displays.

**Figure 2-53 Create Payment Terms**

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

 **Note:**

The fields, which are marked with an asterisk, are mandatory.

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

**Table 2-19 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.
<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.

- Click **Add** icon to add a row of schedule.

6. 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.
7. Click **Save** to save the record and send it for authorization.

## 2.7.2 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:

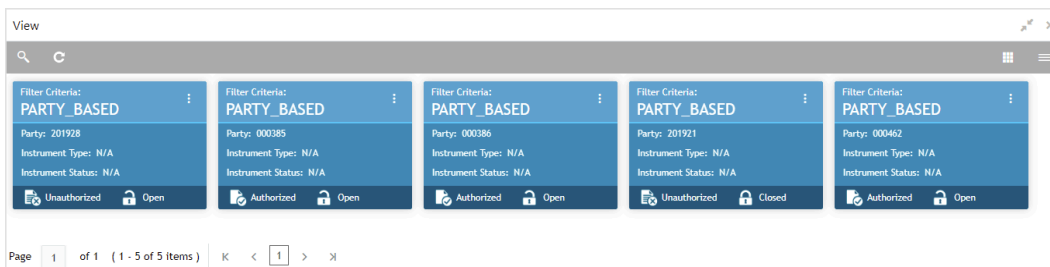
- The status, whether Authorized, Unauthorized, or Rejected
- Open or Closed
- The number of times the record has been submitted by the Maker added.

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

1. On **Home** screen, click **Cash Management**. Under **Cash Management**, click **Receivables & Payables**.
2. Under **Receivables & Payables**, click **Maintenance**. Under **Maintenance**, click **Payment Terms**.
3. Under **Payment Terms**, click **View Payment Terms**.

The **View Payment Terms** screen displays.

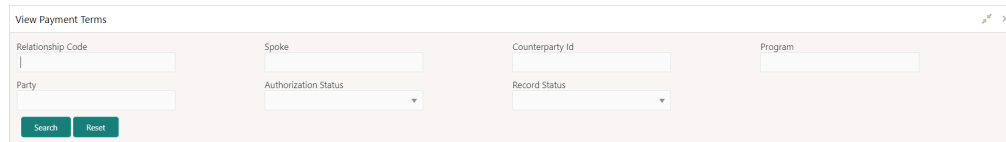
**Figure 2-54 View Payment Terms**



4. 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.

The **View Payment Terms - Search** screen displays.

**Figure 2-55 View Payment Terms - Search**



- 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.

## 2.8 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.

## 2.8.1 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 **Cash Management**. Under **Cash Management**, click **Receivables & Payables**.
2. Under **Receivables & Payables**, click **Maintenance**. Under **Maintenance**, click **Relationship Management**.
3. Under **Relationship Management**, click **Create Relationship**.

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

**Figure 2-56 Create Relationship - Customer**

**Create Relationship** Errors & Overrides

Relationship Code \* RC98  
 Relationship Description \* Cole Importer Relationships  
 Corporate Id \* Cole Importers 200113  
 Effective From \* Mar 30, 2022  
 Valid Till \* Aug 31, 2031  
 Auto Acceptance Applicable   
 No. of Days 3  
 Allow Overdue Receivables   
 Product Category \*  
 Receivable & Collections  Payables  
 Holiday Treatment \* Next Business Date  
 Maximum Days Overdue 5

Buyer Id	Valid Till	Auto-Debit	Holiday Treatment	Status	Auto Acceptance	No. of Days	Allow Overdue Receivables	Maximum Days Overdue	External Code
Sun Group Lin 00162	Aug 3	No	Next Busines...	A..	Yes	3	Yes	5	External Code

Page 1 of 1 (1 of 1 items)

Supplier Id	Valid Till	Auto-Debit	Holiday Treatment	Status	Auto Acceptance	No. of Days	Allow Overdue Receivables	Maximum Days Overdue	External Code
KING EAGLE INC 201914	Aug 3	No	Next Busines...	A..	Yes	3	Yes	5	External Code


Page 1 of 1 (1 of 1 items)

Save Cancel

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

**Figure 2-57 Create Relationship - Non Customer**

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

 **Note:**  
The fields, which are marked with an asterisk, are mandatory.

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

**Table 2-20 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.
<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.

Table 2-20 (Cont.) Create Relationship - Field Description

Field	Description
<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.

5. 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.

6. 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.

7. 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 2-58 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 2-59 Non Customer - Address Information**

Address Type	Country	Address Line 1	Address Line 2	Address Line 3	Address Line 4	PIN	Action
REGISTERED	CANADA	Block 4 Street 13	Cross Road 6			457001	⋮

- 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 2-60 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.
8. Click **Save** to save the record and send it for authorization.

## 2.8.2 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 **Cash Management**. Under **Cash Management**, click **Receivables & Payables**.
2. Under **Receivables & Payables**, click **Maintenance**. Under **Maintenance**, click **Relationship Management**.
3. Under **Relationship Management**, click **View Relationship**.

The **View Relationship** screen displays.

**Figure 2-61 View Relationship**

Relationship Description	Relationship Code	Corporate Id	Auto Acceptance
RCORP00000302	RCORP00000302	000485	N
F and B Manufacturi...	RCORP00000384	001685	Y
RCORP00000344	RCORP00000344	008727	Y
Relation1102	REL1102	201929	Y
ENH NEW	ENH2	201917	N
Relation001	REL001	NC00000465	Y
Rogo international w...	Relationcode3444	201920	Y
PO Relationship	SCORP00000290	000463	N
Sony Cash Managem...	SonyCms	987651	N
REL_DESC	TESTRELATIONSHIP	001835	N

4. 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.

The **View Relationship - Search** screen displays.

**Figure 2-62 View Relationship - Search**

- 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.

### 2.8.3 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:

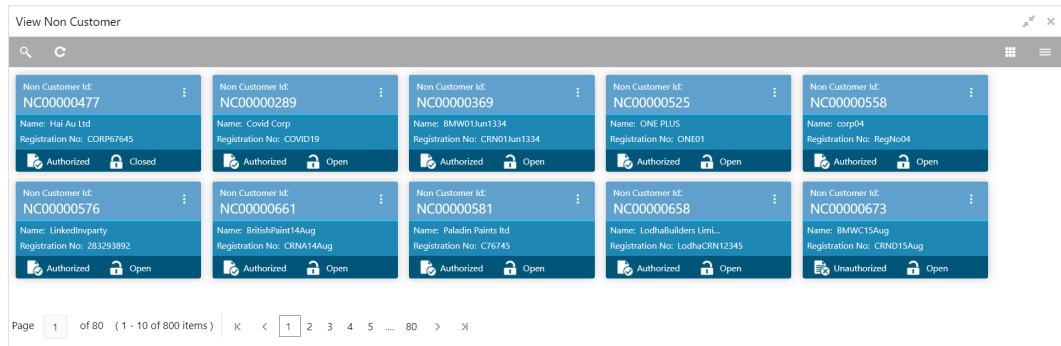
- The status, whether Authorized, Unauthorized, or Rejected
- Open or Closed
- The number of times the record has been submitted by the Maker added.

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

1. On **Home** screen, click **Cash Management**. Under **Cash Management**, click **Receivables & Payables**.
2. Under **Receivables & Payables**, click **Maintenance**. Under **Maintenance**, click **Non Customer**.
3. Under **Non Customer**, click **View Non Customer**.

The **View Non Customer** screen displays.

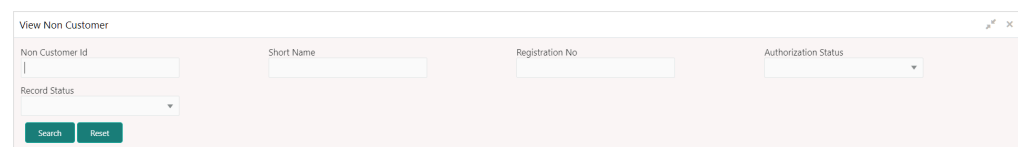
**Figure 2-63 View Non Customer**



4. 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.

The **View Non Customer - Search** screen displays.

**Figure 2-64 View Non Customer - Search**



- 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.

## 2.9 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.

### 2.9.1 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.

#### 2.9.1.1 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 **Cash Management**. Under **Cash Management**, click **Receivables & Payables**.
2. Under **Receivables & Payables**, click **Maintenance**. Under **Maintenance**, click **Alerts**.

- Under **Alerts**, click **Alert Contact Details**. Under **Alert Contact Details**, click **Create Alert Contact Details**.

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

**Figure 2-65 Create Alert Contact Details**

The screenshot shows a web interface titled "Create". At the top right, there is a tab labeled "Errors & Overrides". Below the title, there is a search bar for "Party" with a magnifying glass icon. The search results show "Sun Group Limited" and "001626". Below the search bar is a table with a "+" icon in the top right corner. The table has four columns: "Alert Code", "Telephone Number", "Email", and "Action". The table contains one row with the following data: "ACCIDEC", "919957684265", "acc1@dec.com". The "Action" column contains two icons: a pencil (edit) and a trash can (delete). Below the table, there is a pagination control showing "Page 1 of 1 (1 of 1 Items)". At the bottom right of the screen, there are "Save" and "Cancel" buttons.

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

 **Note:**

The fields, which are marked with an asterisk, are mandatory.

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

**Table 2-21 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.
<b>Email</b>	Specify the email ID to be considered for the alert.

- Click **Add** icon to add a row for a contact.
- 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.
- Click **Save** to save the record and send it for authorization.

## 2.9.1.2 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:

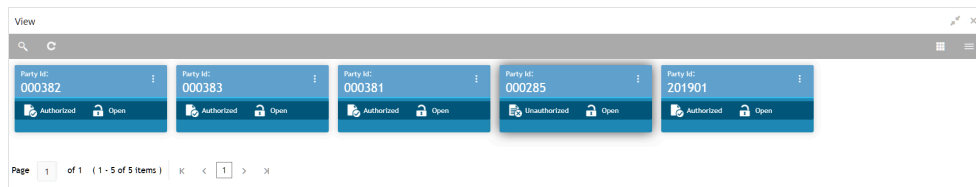
- The status, whether Authorized, Unauthorized, or Rejected
- Open or Closed
- The number of times the record has been submitted by the Maker added.

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

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

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

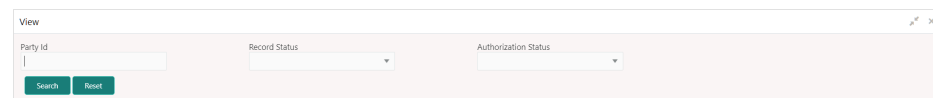
**Figure 2-66 View Alert Contact Details**



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.

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

**Figure 2-67 View Alert Contact Details - Search**



- 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.

## 2.9.2 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.

### 2.9.2.1 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 **Cash Management**. Under **Cash Management**, click **Receivables & Payables**.
2. Under **Receivables & Payables**, click **Maintenance**. Under **Maintenance**, click **Alerts**.
3. Under **Alerts**, click **Alert Definition**. Under **Alert Definition**, click **Create Alert Definition**.

The **Create Alert Definition** screen displays.

**Figure 2-68 Create Alert Definition**

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

 **Note:**

The fields, which are marked with an asterisk, are mandatory.

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

**Table 2-22 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.

### 2.9.2.2 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

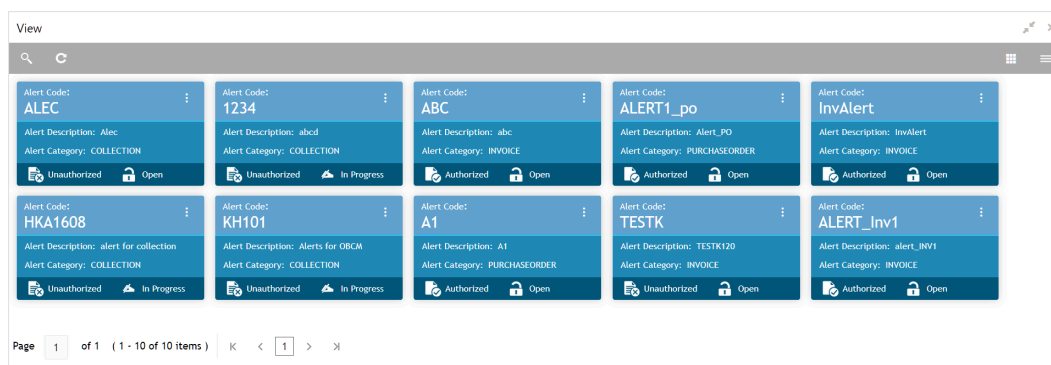


- The number of times the record has been submitted by the Maker added.

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

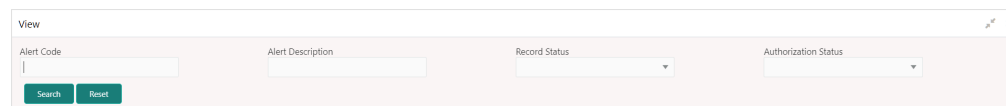
1. On **Home** screen, click **Cash Management**. Under **Cash Management**, click **Receivables & Payables**.
2. Under **Receivables & Payables**, click **Maintenance**. Under **Maintenance**, click **Alerts**.
3. Under **Alerts**, click **Alert Definition**. Under **Alert Definition**, click **View Alert Definition**.  
The **View Alert Definition** screen displays.

**Figure 2-69 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.  
The **View Alert Definition - Search** screen displays.

**Figure 2-70 View Alert Definition - Search**



- 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.

## 2.9.3 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.

### 2.9.3.1 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 **Cash Management**. Under **Cash Management**, click **Receivables & Payables**.
2. Under **Receivables & Payables**, click **Maintenance**. Under **Maintenance**, click **Alerts**.
3. Under **Alerts**, click **Alert Decisioning**. Under **Alert Decisioning**, click **Create Alert Decisioning**.

The **Create Alert Decisioning** screen displays.

Figure 2-71 Create Alert Decisioning

Filter Criteria

Category \*  
File Upload

Filter Criteria \*  
Default

Alert Decision Details

Event \*  
Invoice File Upload

Alert Code \*  
FUpload1

Description  
FUpload1

Delivery Mode \*  
SMS

Additional Details \*  
0013553467289

Recipient \*  
Supplier

Frequency \*  
Online

Text Template for SMS \*  
Dear Customer, Invoice file: \${FILE\_NAA}

Add/Edit Reset

Event	Alert Code	Description	Delivery Mode	Additional Details	Recipient	Generate days before	Frequency	Action
Invoice File Upload	FUpload1	FUpload1	SMS	0013553467289	Supplier		Online	

Page 1 of 1 (1 of 1 Items)

Save Cancel

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

**Note:**

The fields, which are marked with an asterisk, are mandatory.

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

Table 2-23 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 2-23 (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 2-72 Alert Schedule**

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

- Number of Alerts**: A text input field with the value "2" and an information icon.
- Interval Days**: A text input field with the value "1".
- Text Template 1**: A text area containing "Alert for Instrument Clearing".
- Text Template 2**: A text area containing "Alert for Instrument Clearing".
- Buttons**: Two teal buttons labeled "Add" and "Reset" are located at the bottom right of the form.

- 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.

### 2.9.3.2 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:

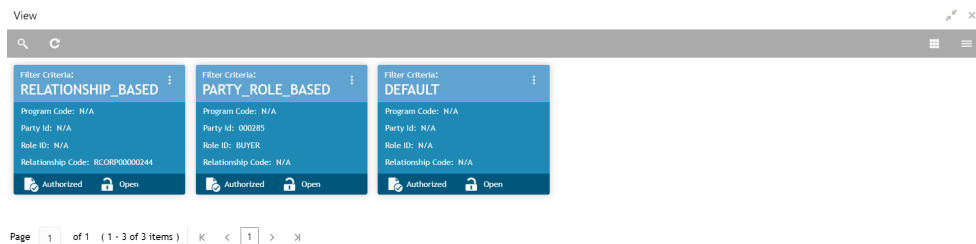
- The status, whether Authorized, Unauthorized, or Rejected
- Open or Closed
- The number of times the record has been submitted by the Maker added.

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

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

The **View Alert Decisioning** screen displays.

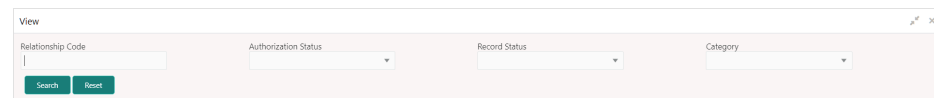
**Figure 2-73 View Alert Decisioning**



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.

The **View Alert Decisioning - Search** screen displays.

**Figure 2-74 View Alert Decisioning - Search**



- 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

## 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 **Cash Management**. Under **Cash Management**, click **Receivables & Payables**.
2. Under **Receivables & Payables**, click **Create Receivables and Payables**.

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

**Figure 3-1 Create Receivables and Payables**

The screenshot shows the 'Create Receivables and Payables' interface. At the top, there's a header with the title and user/branch information. Below that, there are several input fields: 'Instrument Type \*' is a dropdown menu currently showing 'Select'; 'Record Status \*' consists of two toggle buttons, 'New' (which is active) and 'In Progress'; 'Branch \*' is a dropdown menu showing '004-LM BRANCH'; and 'Processing Date' is a text field containing 'Jan 13, 2020'. A green 'Proceed' button is located to the right of the 'Processing Date' field.

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

### **Note:**

The fields, which are marked with an asterisk, are mandatory.

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

**Table 3-1 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.

## 3.1 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 3-2 Invoice - Basic Information**

The screenshot shows the 'Invoice - Basic Information' screen with the following fields and values:

Field	Value	Mandatory
Invoice Number	INV284942912	Yes
Invoice Date	Jan 1, 2020	Yes
Invoice Due Date	Feb 9, 2021	Yes
Supplier	WINBOND 000419	Yes
Relationship	RCKappa	Yes
Program		No
Buyer	E MFI PLASTICS CO LTD 201909	Yes
Buyer Division Code		Yes
Supplier Division Code		Yes
Currency	USD	Yes
Funding Request Date		No
Remarks		No
Pre-Accepted	<input type="radio"/>	No

Navigation buttons at the bottom: Back, Next, Save & Close, Cancel.

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

### Note:

The fields, which are marked with an asterisk, are mandatory.

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

Table 3-2 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 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 **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.

#### Commodity and Pricing

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

**Figure 3-3 Invoice - Commodity and Pricing**

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

**Note:**

The fields, which are marked with an asterisk, are mandatory.

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

**Table 3-3 Commodity Details - 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>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.

**Table 3-3 (Cont.) Commodity Details - Field Description**

Field	Description
<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, which are marked with an asterisk, are mandatory.

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

**Table 3-4 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. Modify the base invoice amount, if required.
<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.

- 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 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

9. Click **Next** on **Commodity and Pricing** tab.
- The **Invoice - Shipment Information** screen displays.

**Figure 3-4 Invoice - Shipment Information**

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

**Note:**

The fields, which are marked with an asterisk, are mandatory.

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

**Table 3-5 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.

Table 3-5 (Cont.) 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>	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.
<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>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.

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 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

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

The **Invoice - Summary** screen displays.

**Figure 3-5 Invoice - Summary**

13. 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'.

## 3.2 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 3-6 Purchase Order - Basic Information**

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

**Note:**

The fields, which are marked with an asterisk, are mandatory.

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

**Table 3-6 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.



**Table 3-6 (Cont.) Basic Information - Field Description**

Field	Description
<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.
<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 3-7 Purchase Order - Commodity and Pricing**

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

**Note:**  
The fields, which are marked with an asterisk, are mandatory.

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

**Table 3-7 Commodity Details - Field Description**

Field	Description
<b>External PO Number</b>	Displays the reference number of the purchase order.
<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, which are marked with an asterisk, are mandatory.

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

**Table 3-8 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.
<b>Tax Amount</b>	Displays the overall tax amount. This field is editable and allows you to add the amount manually as well.

**Table 3-8 (Cont.) Pricing Details - Field Description**

Field	Description
<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 3-8 Purchase Order - Shipment Information**

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

The fields, which are marked with an asterisk, are mandatory.

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

**Table 3-9 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**

- Click **Next** on **Shipment Information** tab.  
The **Purchase Order - Summary** screen displays.

**Figure 3-9 Purchase Order - Summary**

Purchase Order Summary

**Purchase Order Information**  
 External PO No : PUR554872  
 PO Date : 2020-01-13  
 Net PO Amount : \$19,887.00

**Pricing Details**

Base PO Amount : 20000  
 Discount(%) : 3  
 Discount Amount : \$600.00  
 Tax(%) : 2  
 Tax Amount : \$388.00  
 Total PO Amount : \$19,788.00  
 Total Charges : \$99.00  
 Net PO Amount : \$19,887.00

**Relationship Information**  
 Relationship Name : Mercor  
 Supplier : ABB Ltd  
 Buyer : GENLIGHT INTERNATIONAL  
 Valid Till :-

**Remarks**  
 -

**Shipment Information**

Requested Shipment Date	Promised Shipment Date	Country of Origin
2021-11-30	2021-11-30	-

Shipment Address	Reason for Export	Terms of Sales (Incoterms)
-	-	-

Payment Terms  
 -

**Commodity Details**

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

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Back Next Save & Close Cancel

- 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.

### 3.3 Create Debit Note

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

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

**Figure 3-10 Debit Note - Basic Information**

Debit Note

Basic Information

Debit Note Number \* DB245719

Link Invoice INV2406

Debit Note Date \* Jan 16, 2020

Debit Note Due Date Jun 16, 2020

Supplier \* PEGATRON 201901

Relationship \* RCORP00000742

Program

Buyer \* ABB Ltd 000409

Supplier Division Code

Buyer Division Code

Currency \* GBP

Funding Request Date

Remarks

Adjustment Reason Select

Back Next Save & Close Cancel

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 3-11 Link Invoice**

Link Invoice

Supplier \* PEGATRON 201901

Relationship \* RCORP00000742

Program

Buyer \* ABB Ltd

Invoice Number

Amount From

Amount To

Currency \* GBP

Fetch

	Invoice Number	Invoice Date	Invoice Due Date	Invoice Amount
<input type="checkbox"/>	123	2020-01-14	2021-09-17	1234567900987654400
<input type="checkbox"/>	INV2406	2019-01-01	2021-06-25	10000
<input type="checkbox"/>	DN212	2020-01-14	2020-01-31	10000

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Save Cancel

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

**Note:**

The fields, which are marked with an asterisk, are mandatory.

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

**Table 3-10 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, which are marked with an asterisk, are mandatory.

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

**Table 3-11 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 3-11 (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.

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 debit note details and submit it for authorization.
  - Click **Cancel** to cancel the creation of the debit note.

### Commodity and Pricing

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

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

**Figure 3-12 Debit Note - Commodity and Pricing**



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

 **Note:**

The fields, which are marked with an asterisk, are mandatory.

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

**Table 3-12 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, which are marked with an asterisk, are mandatory.

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

**Table 3-13 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 3-13 (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 3-13 Debit Note - Shipment Information**

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

 **Note:**

The fields, which are marked with an asterisk, are mandatory.

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

**Table 3-14 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 3-14 (Cont.) Shipment Information - Field Description**

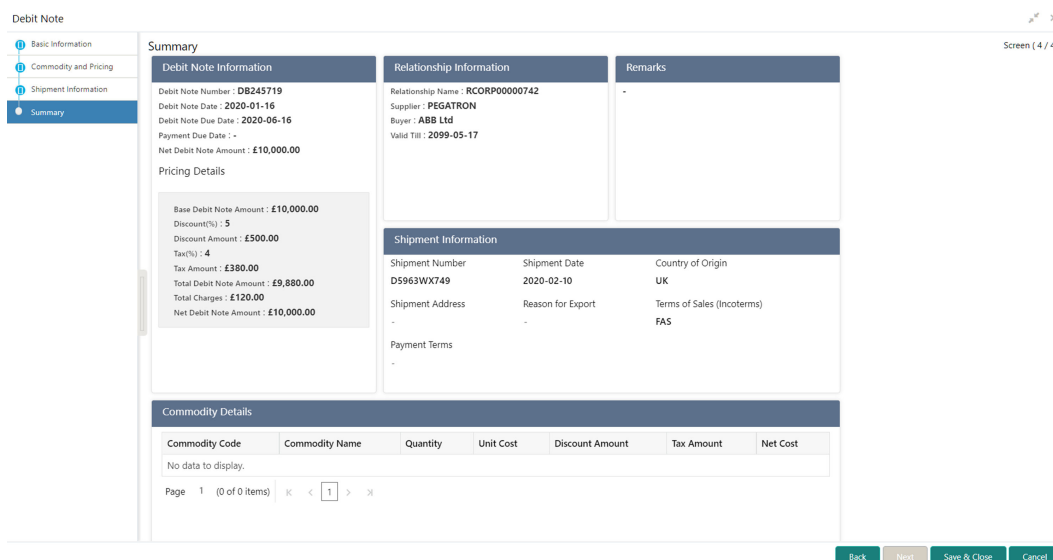
Field	Description
<b>Terms of Sale(Incoterms)</b>	Select any of the below terms of sales: <ul style="list-style-type: none"> <li>• DAF – Delivered At Frontier</li> <li>• DES - Delivered Ex Ship</li> <li>• DEQ - Delivered Ex Quay</li> <li>• DDU - Delivered Duty Unpaid</li> <li>• CIP - Carriage and Insurance 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 3-14 Debit Note - Summary**



16. 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'.

## 3.4 Create Credit Note

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

1. On **Create Receivables and Payables** screen, select **Credit Note** from the **Instrument Type** list.
2. Click **Proceed** to view the screen for populating credit note details.

The **Credit Note - Basic Information** screen displays.

**Figure 3-15 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 3-16 Link Invoice**

Invoice Number	Invoice Date	Invoice Due Date	Invoice Amount
123	2020-01-14	2021-09-17	1234567900987654400
INV2406	2019-01-01	2021-06-25	10000
DN212	2020-01-14	2020-01-31	10000

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

**Note:**  
The fields, which are marked with an asterisk, are mandatory.

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

**Table 3-15 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, which are marked with an asterisk, are mandatory.

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

**Table 3-16 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.
<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 3-17 Credit Note - Commodity and Pricing**

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

 **Note:**  
The fields, which are marked with an asterisk, are mandatory.

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

**Table 3-17 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 3-17 (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, which are marked with an asterisk, are mandatory.

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

**Table 3-18 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 3-18 Credit Note - Summary**

Credit Note Summary screen details:

**Credit Note Information**

- Credit Note Number : 5942156
- Credit Note Date : 2020-01-16
- Credit Note Expiry Date : 2021-09-01
- Net Credit Note Amount : \$59,388.00

**Relationship Information**

- Relationship Name : RCORP00000742
- Supplier : GENLIGHT INTERNATIONAL
- Buyer : ABB Ltd
- Valid Till : -

**Pricing Details**

- Base Credit Note Amount : \$60,000.00
- Discount(%) : 2
- Discount Amount : \$1,200.00
- Tax(%) : 1
- Tax Amount : \$588.00
- Total Credit Note Amount : \$59,388.00
- Total Charges : \$0.00
- Net Credit Note Amount : \$59,388.00

**Commodity Details**

Commodity Code	Commodity Name	Quantity	Unit Cost	Discount Amount	Tax Amount	Net Cost
Pomegranate	Pomegranate	1000	60	\$1,200.00	\$588.00	\$59,388.00

Page 1 of 1 (1 of 1 Items)

- 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.

# 4

## 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 **Cash Management**. Under **Cash Management**, click **Receivables & Payables**.
2. Under **Receivables & Payables**, click **Receivables and Payables Management**.  
The **Receivables and Payables Management** screen displays.

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

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

 **Note:**

The fields, which are marked with an asterisk, are mandatory.

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

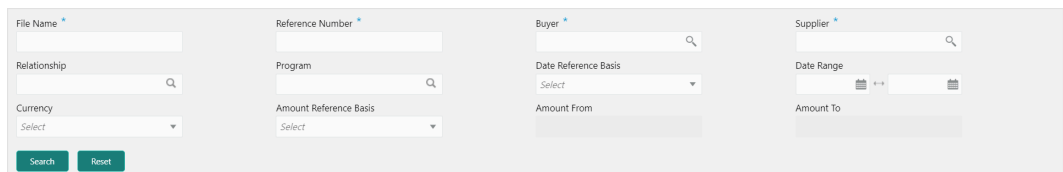
**Table 4-1 Receivables and Payables Management - Field Description**

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.

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

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

**Figure 4-2 Invoice & Debit Note - Search Parameter**



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

**Figure 4-3 Purchase Order - Search Parameter**

The screenshot shows a search parameter form with the following fields and controls:

- File Name**: Text input field with a search icon.
- PO Number**: Text input field with a search icon.
- Buyer**: Text input field with a search icon.
- Supplier**: Text input field with a search icon.
- Relationship**: Text input field with a search icon.
- Program**: Text input field with a search icon.
- Date Reference Basis**: Dropdown menu with a search icon.
- Currency**: Dropdown menu with a search icon.
- Amount From**: Text input field.
- Amount To**: Text input field.
- Date Range**: Date range selector with a search icon.
- Search**: Green button.
- Reset**: Green button.

5. Specify the value for at least one mandatory field to search the instrument(s).
  6. Click **Search** to view the search results.
  7. 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.

## 4.1 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 4-4 Accept Invoice/Debit Note**

Reference Number	Instrument Type	Buyer	Supplier	Program	Issue Date	Net Amount	Remarks	Acceptance Amount	New Acceptance Amount	Stale St
<input checked="" type="checkbox"/> INVMARCH1702	Invoice	Carrefour	Danone		2020-01-09	£100.00		£0.00	£80.00	N
<input type="checkbox"/> INVMARCH1703	Invoice	Carrefour	Danone		2020-01-09	£100.00	Remarks	£0.00		N
<input type="checkbox"/> MAUTO-DEBIT-003	Debit Note	Carrefour	Danone	This is PR	2018-01-11	¥10,200.00	Resolve Disj	¥0.00		N
<input type="checkbox"/> 051716293772739440	Invoice	Carrefour	Danone		2021-10-25	£7,000.00	performanc	£0.00		N
<input type="checkbox"/> TE4	Invoice	Carrefour	Danone		2021-10-25	£700.00		£0.00		N
<input type="checkbox"/> ALERITEST	Invoice	Carrefour	Danone		2021-10-19	\$10,000.00		\$0.00		Y
<input type="checkbox"/> TE1	Invoice	Carrefour	Danone		2021-10-25	£7,000.00		£0.00		N
<input type="checkbox"/> TE2	Invoice	Carrefour	Danone		2021-10-25	£7,000.00		£0.00		N

Page 1 of 1 (1-8 of 8 items) | < 1 >

Remarks:  Acceptance Amount:  Apply Undo

Summary  
Total Instruments: 1 Total Acceptance Amount: £80.00

Submit Cancel

The **Accept Purchase Order** screen displays.

**Figure 4-5 Accept Purchase Order**

Receivables and Payables Management

Branch: 004-LM BRANCH Instrument Type: Purchase Order Action: Accept Processing Date: Jan 16, 2020

Proceed

Show Search

Purchase Order List

<input type="checkbox"/>	PO Number	Buyer	Supplier	Program	Relationship	PO Date	Promised Shipment Date	PO Amount	Acceptance Amount	New Acceptance Amount	Stale Status
<input type="checkbox"/>	280521	Carrefour	Danone	This is PROC	REL701	2020-01-14		£100.00			
<input type="checkbox"/>	FEB921-01-PO	Carrefour	Danone		REL701	2018-03-30	2018-03-30	\$10,000.00	\$100.00		Y
<input type="checkbox"/>	FEB921-02-PO	Carrefour	Danone		REL701	2018-03-30	2018-03-30	\$10,000.00	\$100.00		Y
<input type="checkbox"/>	G-905	Carrefour	Danone		REL701	2019-11-07	2019-11-18	\$650.00			Y
<input checked="" type="checkbox"/>	MAUTO-PO-1103	Carrefour	Danone	BOSE Progr	REL701	2020-01-14	2021-06-08	£10,900.00		£6,900.00	
<input type="checkbox"/>	PO-2212-02	Carrefour	Danone	This is PROC	REL701	2019-11-07	2019-11-07	\$10,000.00	\$100.00		Y
<input type="checkbox"/>	PO-JAN-2020-01	Carrefour	Danone	This is PROC	REL701	2020-01-07	2020-03-07	\$10,000.00	\$100.00		Y
<input type="checkbox"/>	FEB2021-01	Carrefour	Danone	This is PROC	REL701	2020-01-09		£9,000.00			
<input type="checkbox"/>	FEB921-04-PO	Carrefour	Danone		REL701	2018-03-30	2018-03-30	\$10,000.00	\$100.00		Y
<input type="checkbox"/>	PO-DEC-2020-013	Carrefour	Danone	This is PROC	REL701	2019-11-07	2019-11-07	\$10,000.00	\$100.00		Y

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Remarks: Acceptance Amount: £6,900.00 [Apply] [Undo]

Summary: Total Instruments: 1 Total Acceptance Amount: £6,900.00 [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 accepted.
7. 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).

## 4.2 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 4-6 Assign Receivables and Payables**

The screenshot shows the 'Receivables and Payables Management' interface. At the top, there are search filters for Branch (004-LM BRANCH), Instrument Type (Invoice & Dr Note), Action (Assignment), and Processing Date (Oct 25, 2021). Below these is a 'Proceed' button and a 'Show Search' dropdown. The main section is titled 'Invoice/Dr Note List' and contains a table with the following data:

<input type="checkbox"/>	Reference Number	Instrument Type	Buyer	Supplier	Program	Issue Date	Net Amount	Remarks	Stale Status
<input checked="" type="checkbox"/>	INVFB2711	Invoice	Carrefour	Danone	This is PROGRAM1	2020-01-09	\$1,000.00	Assigner	N

Below the table is a 'Remarks' field with 'Apply' and 'Undo' buttons. At the bottom, a 'Summary' section shows 'Total Instruments: 1' and 'Total Amount: \$1,000.00'. '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).

## 4.3 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 4-7 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 checked="" type="checkbox"/>	INVMARCH1702	Invoice	Carrefour	Danone		2020-01-09	£100.00	Cancelatio	N
<input type="checkbox"/>	INVMARCH1703	Invoice	Carrefour	Danone		2020-01-09	£100.00	Remarks	N
<input type="checkbox"/>	TE1	Invoice	Carrefour	Danone		2021-10-25	£7,000.00		N
<input type="checkbox"/>	TE2	Invoice	Carrefour	Danone		2021-10-25	£7,000.00		N
<input type="checkbox"/>	051716293772739440	Invoice	Carrefour	Danone		2021-10-25	£7,000.00	performar	N
<input type="checkbox"/>	TE4	Invoice	Carrefour	Danone		2021-10-25	£700.00		N
<input type="checkbox"/>	ALERTTEST	Invoice	Carrefour	Danone		2021-10-19	\$10,000.00		Y

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

Remarks:  [Apply] [Undo]

Summary

Total Instruments	Total Amount
1	£100.00

[Submit] [Cancel]

The **Cancel Purchase Order** screen displays.

**Figure 4-8 Cancel Purchase Order**

Receivables and Payables Management

Branch: 004-LM BRANCH | Instrument Type: Purchase Order | Action: Cancel | Processing Date: Oct 25, 2021

[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 checked="" type="checkbox"/>	POFEB2601	Carrefour	Danone		REL701	2020-01-30		\$1,000.00	Cancelatio	N

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

Remarks:  [Apply] [Undo]

Summary

Total Instruments	Total Amount
1	\$1,000.00

[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 canceled.
7. Optional: In the **Remarks** field, enter the remarks about cancellation.
8. 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).



# 4.4 Edit Receivables and Payables

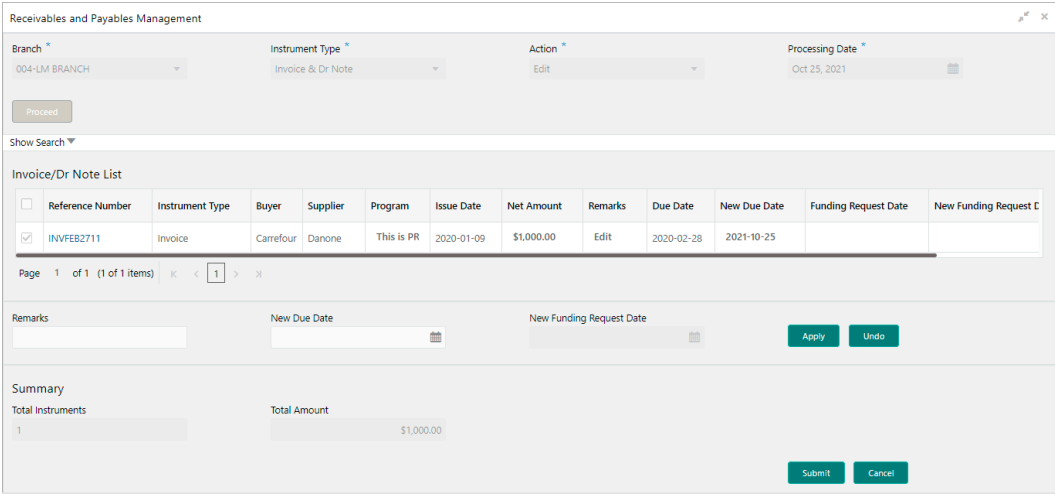
This topic describes the systematic instruction to edit the invoices/debit notes/purchase orders.

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 4-9 Edit Invoice/Debit Note**



The **Edit Purchase Order** screen displays.

**Figure 4-10 Edit Purchase Order**

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).

## 4.5 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 4-11 Initiate Finance - Invoice/Debit Note**

The **Initiate Finance - Purchase Order** screen displays.

**Figure 4-12 Initiate Finance - Purchase Order**

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 financed.
7. Optional: In the **Remarks** field, enter the remarks about new finance amount.
8. Switch ON the **Single/Multiple Finance** switch to initiate the finance with available financial amount or with multiple finances of lesser amount.
9. In the **Finance Amount** field, enter the amount to be financed.
10. Click **Apply** to make changes in the grid.
11. If required, click **Undo** to revert the applied changes.
12. 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**.

## 4.6 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 4-13 Link Program - Invoice/Debit Note**

The **Link Program - Purchase Order** screen displays.

**Figure 4-14 Link Program - Purchase Order**

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).

## 4.7 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 4-15 Raise Dispute for Invoice/Debit Note**

Receivables and Payables Management

Branch \* 004-LM BRANCH Instrument Type \* Invoice & Dr Note Action \* Raise Dispute Processing Date \* Oct 25, 2021

Proceed

Show Search ▾

Invoice/Dr Note List

<input type="checkbox"/>	Reference Number	Instrument Type	Buyer	Supplier	Program	Issue Date	Net Amount	Remarks	Dispute Amount	Dispute Code	Stale Status
<input checked="" type="checkbox"/>	INVFE2711	Invoice	Carrefour	Danone	This is PROGR	2020-01-09	\$1,000.00	Raise Disp	\$300.00	1	N

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

Remarks Dispute Amount Dispute Code

Apply Undo

Summary

Total Instruments	Total Dispute Amount
1	\$300.00

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).

## 4.8 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 4-16 Reassign Invoice/Debit Note**

Receivables and Payables Management

Branch: 004-LM BRANCH | Instrument Type: Invoice & Dr Note | Action: Re-Assignment | Processing Date: Oct 25, 2021

Proceed

Show Search

Invoice/Dr Note List

<input type="checkbox"/>	Reference Number	Instrument Type	Buyer	Supplier	Program	Issue Date	Net Amount	Remarks	Stale Status
<input checked="" type="checkbox"/>	MAUTO-DEBIT-003	Debit Note	Carrefour	Danone	This is PROGRAM1	2018-01-11	€10,200.00	Re-assignr	N
<input type="checkbox"/>	MAUTO-INV-006	Invoice	Carrefour	Danone	This is PROGRAM1	2018-01-10	\$10,000.00	Resolve DI	N

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

Remarks

Apply Undo

Summary

Total Instruments: 1 | Total Amount: €10,200.00

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 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).

## 4.9 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 4-17 Resolve Dispute on Invoice/Debit Note**

The screenshot displays the 'Resolve Dispute on Invoice/Debit Note' interface. At the top, there are navigation tabs for '004-LM BRANCH', 'Invoice & Dr Note', 'Resolve Dispute', and 'Oct 25, 2021'. A 'Proceed' button is visible. Below this is a 'Show Search' dropdown and an 'Invoice/Dr Note List' table. The table has the following data:

Reference Number	Instrument Type	Buyer	Supplier	Program	Issue Date	Net Amount	Remarks	Stale Status
<input checked="" type="checkbox"/> IMmDanoneDN0221	Debit Note	Carrefour	Danone		2018-01-28	\$5,000.00	Resolved I	Y
<input type="checkbox"/> IMmDanoneDN0223	Debit Note	Carrefour	Danone		2018-01-28	\$5,000.00	REMARK	Y
<input type="checkbox"/> IMmDanoneDN0226	Debit Note	Carrefour	Danone		2018-01-28	\$5,000.00	REMARK	Y
<input type="checkbox"/> IMmDanoneDN0227	Debit Note	Carrefour	Danone		2018-01-28	\$5,000.00	REMARK	Y

Below the table, there is a 'Page 1 of 1 (1-4 of 4 items)' indicator and a 'Remarks' field with 'Apply' and 'Undo' buttons. A 'Summary' section shows 'Total Instruments: 1'. 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 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).



## 4.10 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 4-18 Write Off Disputed Invoice/Debit Note**

Receivables and Payables Management

004-LM BRANCH Invoice & Dr Note Write off dispute Oct 25, 2021

Proceed

Show Search

Invoice/Dr Note List

<input type="checkbox"/>	Reference Number	Instrument Type	Buyer	Supplier	Program	Issue Date	Net Amount	Remarks	Stale Status
<input checked="" type="checkbox"/>	IMmDanoneDN0221	Debit Note	Carrefour	Danone		2018-01-28	\$5,000.00	Writing o	y
<input type="checkbox"/>	IMmDanoneDN0223	Debit Note	Carrefour	Danone		2018-01-28	\$5,000.00	REMARK	y
<input type="checkbox"/>	IMmDanoneDN0226	Debit Note	Carrefour	Danone		2018-01-28	\$5,000.00	REMARK	y
<input type="checkbox"/>	IMmDanoneDN0227	Debit Note	Carrefour	Danone		2018-01-28	\$5,000.00	REMARK	y

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

Remarks

Apply Undo

Summary

Total Instruments

1

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).

## 4.11 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:

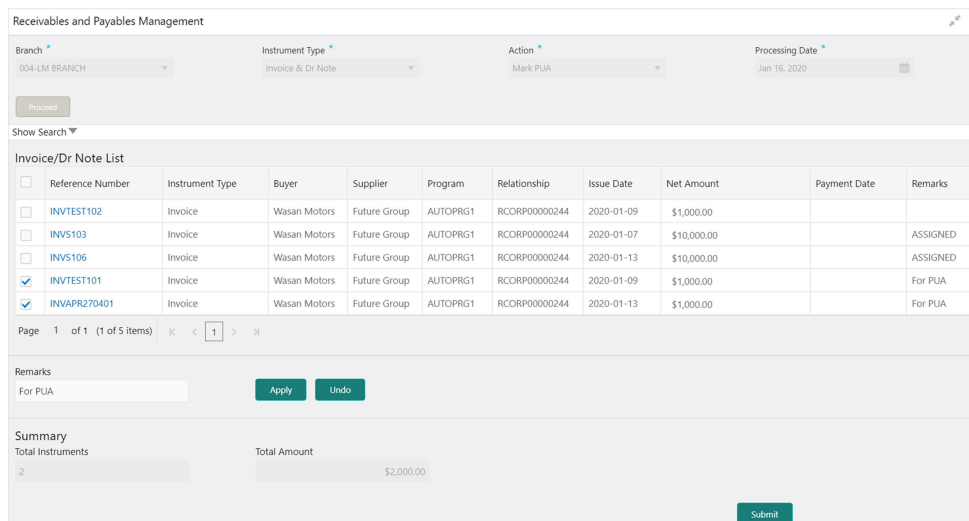
 **Note:**

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 4-19 Mark PUA for Invoice/Debit Note**



Receivables and Payables Management

Branch \* 004-LM BRANCH Instrument Type \* Invoice & Dr Note Action \* Mark PUA Processing Date \* Jan 16, 2020

Proceed

Show Search ▾

Invoice/Dr Note List

Reference Number	Instrument Type	Buyer	Supplier	Program	Relationship	Issue Date	Net Amount	Payment Date	Remarks
<input type="checkbox"/> INVTEST102	Invoice	Wasan Motors	Future Group	AUTOPRG1	RCORP00000244	2020-01-09	\$1,000.00		
<input type="checkbox"/> INVS103	Invoice	Wasan Motors	Future Group	AUTOPRG1	RCORP00000244	2020-01-07	\$10,000.00		ASSIGNED
<input type="checkbox"/> INVS106	Invoice	Wasan Motors	Future Group	AUTOPRG1	RCORP00000244	2020-01-13	\$10,000.00		ASSIGNED
<input checked="" type="checkbox"/> INVTEST101	Invoice	Wasan Motors	Future Group	AUTOPRG1	RCORP00000244	2020-01-09	\$1,000.00		For PUA
<input checked="" type="checkbox"/> INVAPR270401	Invoice	Wasan Motors	Future Group	AUTOPRG1	RCORP00000244	2020-01-13	\$1,000.00		For PUA

Page 1 of 1 (1 of 5 items) < 1 >

Remarks  
For PUA

Summary  
Total Instruments 2 Total Amount \$2,000.00

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).

## 4.12 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 4-20 Mark Indirect Payment for Invoice/Debit Note**

Receivables and Payables Management

Branch: 004-LM BRANCH | Instrument Type: Invoice & Dr Note | Action: Mark Indirect Payment | Processing Date: Jan 16, 2020

Proceed

Show Search

Invoice/Dr Note List

<input type="checkbox"/>	Reference Number	Instrument Type	Buyer	Supplier	Program	Issue Date	Net Amount	Payment Date	Remarks
<input type="checkbox"/>	ANPM102	Invoice	Wasan Motors	Future Group	AUTOPRG1	2020-01-04	\$10,001.00		
<input type="checkbox"/>	INVS102	Invoice	Wasan Motors	Future Group	AUTOPRG1	2020-01-07	\$10,000.00		PUA
<input type="checkbox"/>	INVTST102	Invoice	Wasan Motors	Future Group	AUTOPRG1	2020-01-09	\$1,000.00		
<input type="checkbox"/>	INVS103	Invoice	Wasan Motors	Future Group	AUTOPRG1	2020-01-07	\$10,000.00		ASSIGNED
<input checked="" type="checkbox"/>	AN107A	Invoice	Wasan Motors	Future Group	AUTOPRG1	2020-01-04	\$2,000.00		For Indirec
<input type="checkbox"/>	INWAPR270401	Invoice	Wasan Motors	Future Group	AUTOPRG1	2020-01-13	\$1,000.00		
<input type="checkbox"/>	INVTST101	Invoice	Wasan Motors	Future Group	AUTOPRG1	2020-01-09	\$1,000.00		
<input type="checkbox"/>	AN106A	Invoice	Wasan Motors	Future Group	AUTOPRG1	2020-01-04	\$2,000.00		
<input type="checkbox"/>	INWJAN2502	Invoice	Wasan Motors	Future Group	AUTOPRG1	2020-01-09	\$1,000.00		
<input type="checkbox"/>	INVS106	Invoice	Wasan Motors	Future Group	AUTOPRG1	2020-01-13	\$10,000.00		ASSIGNED

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

Remarks: For Indirect Payment [Apply] [Undo]

Summary: Total Instruments: 1, Total Amount: \$2,000.00

[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 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).

## 4.13 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 4-21 Accept Early Payment - Invoice/Debit Note**

The screenshot shows the 'Receivables and Payables Management' interface. At the top, there is a 'Proceed' button and a 'Show Search' dropdown. Below this is the 'Invoice/Dr Note List' table with the following data:

Reference Number	Instrument Type	Buyer	Supplier	Program	Issue Date	Net Amount	Remarks	Outstanding Amount	Discount %	Discount Amount	Early Payment Date
<input checked="" type="checkbox"/> MAUTO-INV-006	Invoice	Carrefour	Danone	This is PR	2018-01-10	\$10,000.00	Accept E	\$10,000.00			May 25, 2022
<input type="checkbox"/> MAUTO-DEBIT-004	Debit Note	Carrefour	Danone		2018-01-10	\$9,300.00	Created	\$9,300.00	-		
<input type="checkbox"/> ALERTTEST	Invoice	Carrefour	Danone		2021-10-19	\$10,000.00		\$10,000.00	-		

Below the table, there is a 'Page 1 of 1 (1-3 of 3 items)' indicator. The 'Discount Offers' section includes a 'Discount Offers' button, a 'Remarks' field with 'Accept Early Payment Offer', an 'Early Payment Date' field with 'May 25, 2022', and '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** 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 4-22 Discount Offers**

✕
Discount Offers

Early Payment Date  
Sep 2, 2021

1  
PRCRULE130120\_1041

2  
PRCRULE130120\_1001

Discount Rate Applicable  
**5**

Total Invoice Amount  
**\$5,000.00**

Total Discount Amount  
**\$250.00**

Notional Payment Amount  
**\$4,750.00**

Reference Number	Issue Date	Invoice Due Date	Outstanding Amount	Discount Amount	Notional Payment Amount
UNIQDBMAY86	2020-01-08	2020-01-08	\$5,000.00	\$250.00	\$4,750.00

Page 1 of 1 (1 of 1 items)

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

## 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.

### 5.1 Create Use Case

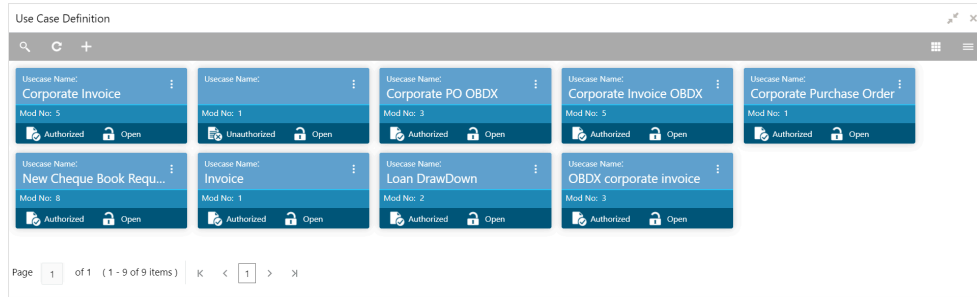
This topic describes the systematic instruction to create, modify, authorize, and view the use cases to be utilized for machine learning.

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**.

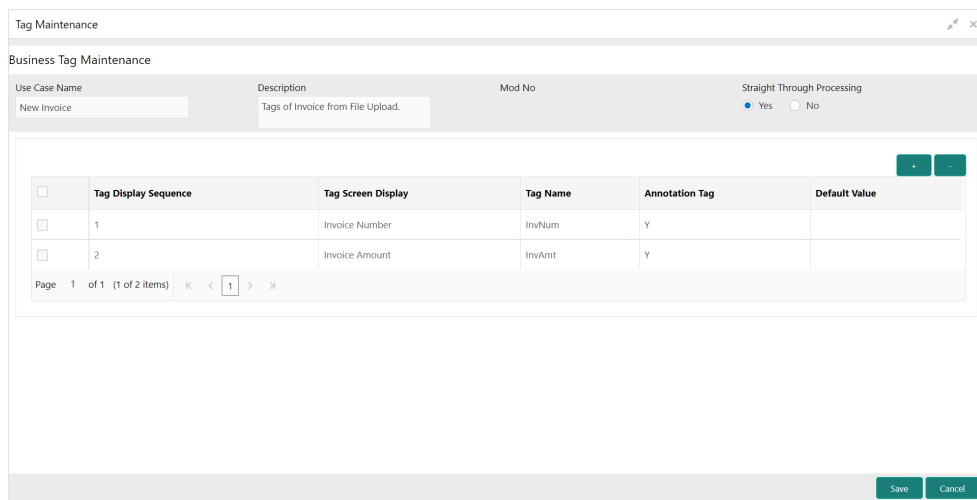
The **Use Case Definition** screen displays.

**Figure 5-1 Use Case Definition**



3. Click **Add** icon to create a use case.  
The **Tag Maintenance** screen displays.

**Figure 5-2 Tag Maintenance**



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.

## 5.2 Create Annotated File

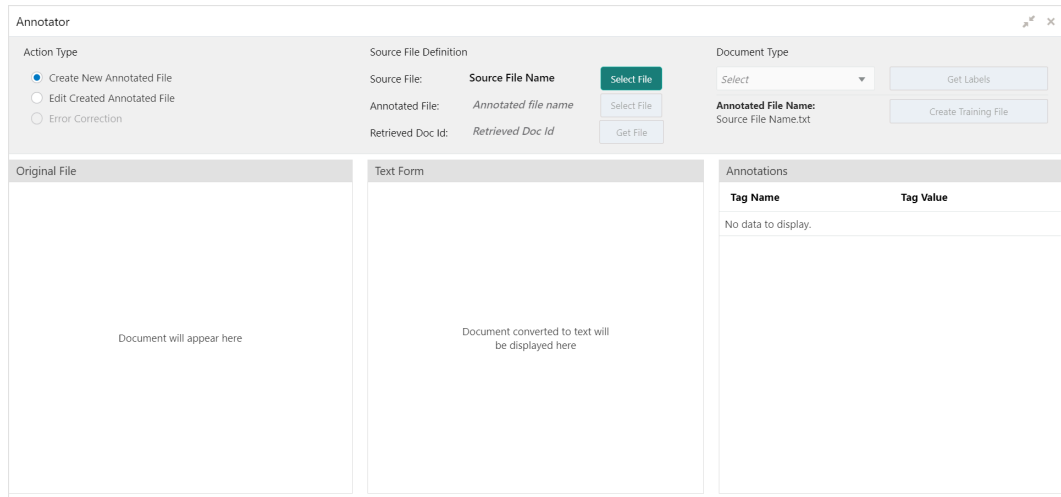
This topic describes the systematic instruction to create an annotated file where the user can insert an invoice/PO image file and tag the labels to extract the values from images.

By using this sub-menu, the user can create the annotated file.

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

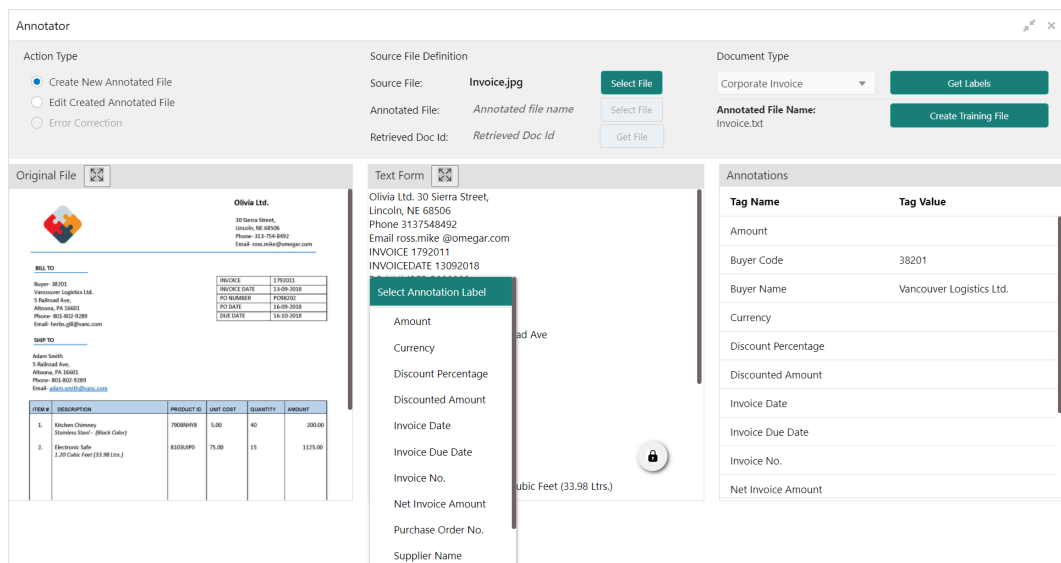
1. On **Home** screen, click **Machine Learning**. Under **Machine Learning**, click **NLP Tool Kit**.
2. Under **NLP Tool Kit**, click **Annotator**.  
The **Annotator** screen displays.

**Figure 5-3 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 5-4 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

## 5.3 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.

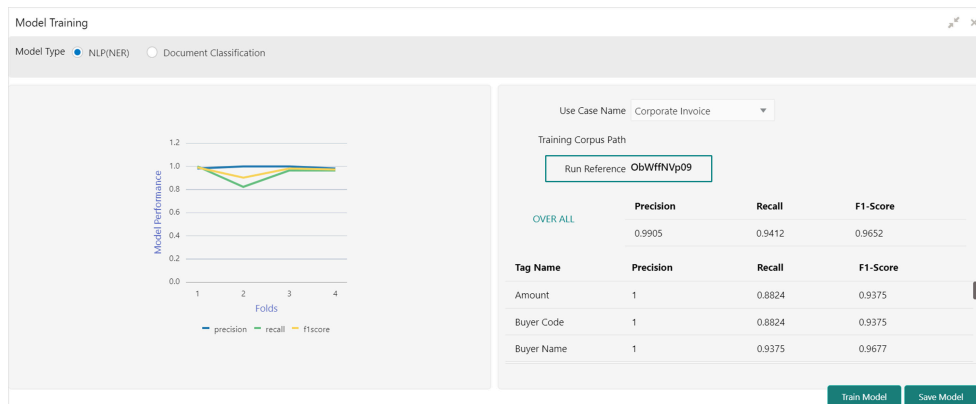
**Figure 5-5 Model Training**

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 large empty area on the left with the text 'No data to display'. On the right, there is a form with a 'Use Case Name' dropdown menu set to 'Select Usecase Name'. Below that are fields for 'Training Corpus Path' and 'Run Reference'. 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 5-6 Model Training - Trained Model**



- Click **Save Model** to save the trained model to be utilized as an active model.

## 5.4 Model Management

This topic describes the systematic instruction to authorize trained models created from the annotated file.

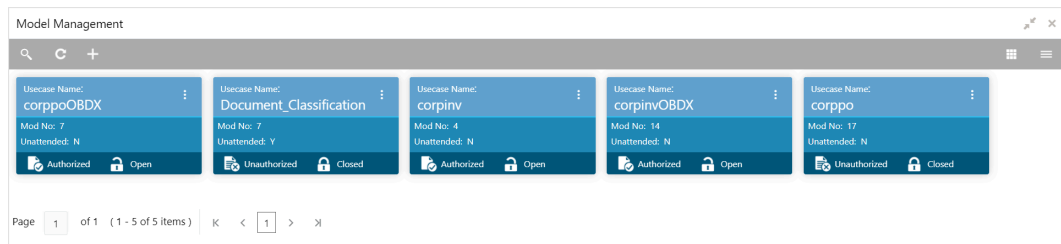
By using this screen, the user can set an active annotated model to be utilized by machine learning engine.

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

- On **Home** screen, click **Machine Learning**. Under **Machine Learning**, click **NLP Tool Kit**.
- Under **NLP Tool Kit**, click **Model Management**.

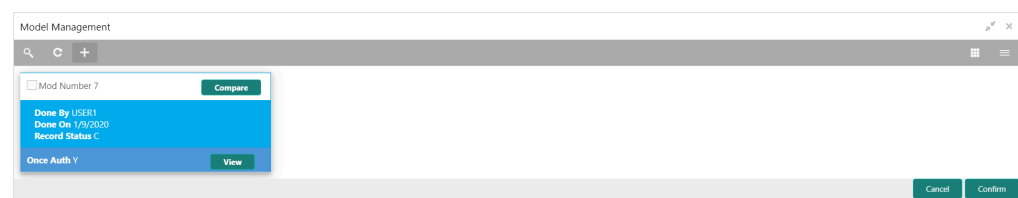
The **Model Management** screen displays.

**Figure 5-7 Model Management**



- 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 5-8 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 5-9 Model Management - Unlock

Run Reference	Training Date	Precision	Recall	F1 score	Active	
EsOrDApb0A	08/01/2021	0.991	0.963	0.977	<input type="checkbox"/>	Tag Parameters
yDpQbomNYL	02/12/2020	0.991	0.977	0.984	<input checked="" type="checkbox"/>	Tag Parameters
r5SXsmwuj	02/03/2021	0.991	0.941	0.965	<input type="checkbox"/>	Tag Parameters
9EBkpa4ix	02/03/2021	0.991	0.941	0.965	<input type="checkbox"/>	Tag Parameters

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

- 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 5-10 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	0.938	0.968
discPct	1	1	1

- Click **Delete** to remove the row and then, click **Proceed**.

## 5.5 Upload Documents

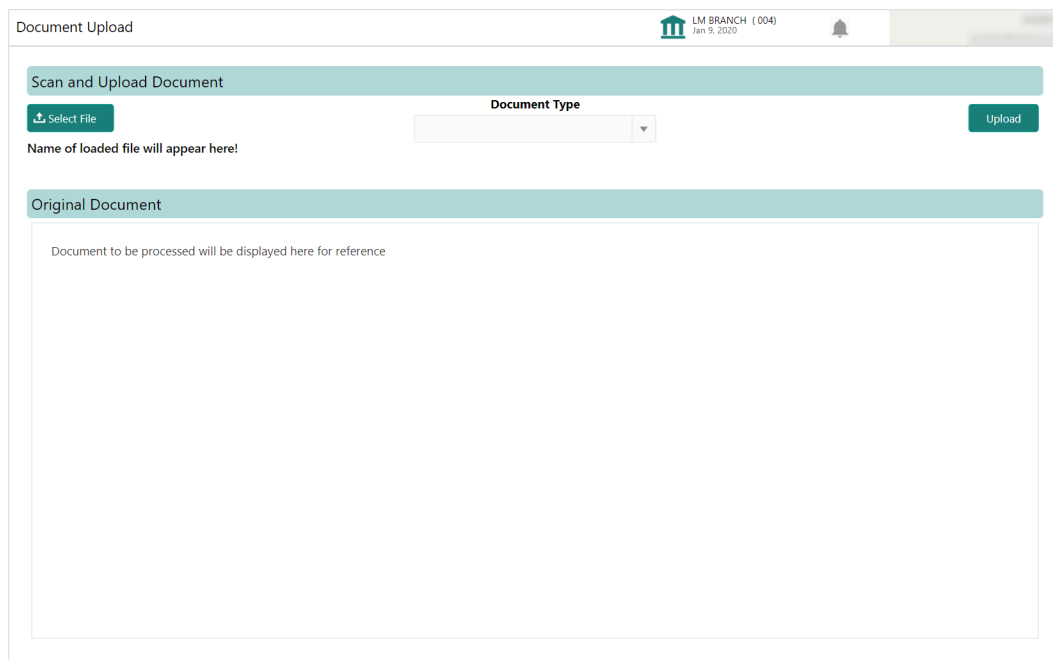
This topic describes the systematic instruction to upload the scanned images of the invoice/PO to be auto-fetched by system and create invoice/PO from the same.

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**.

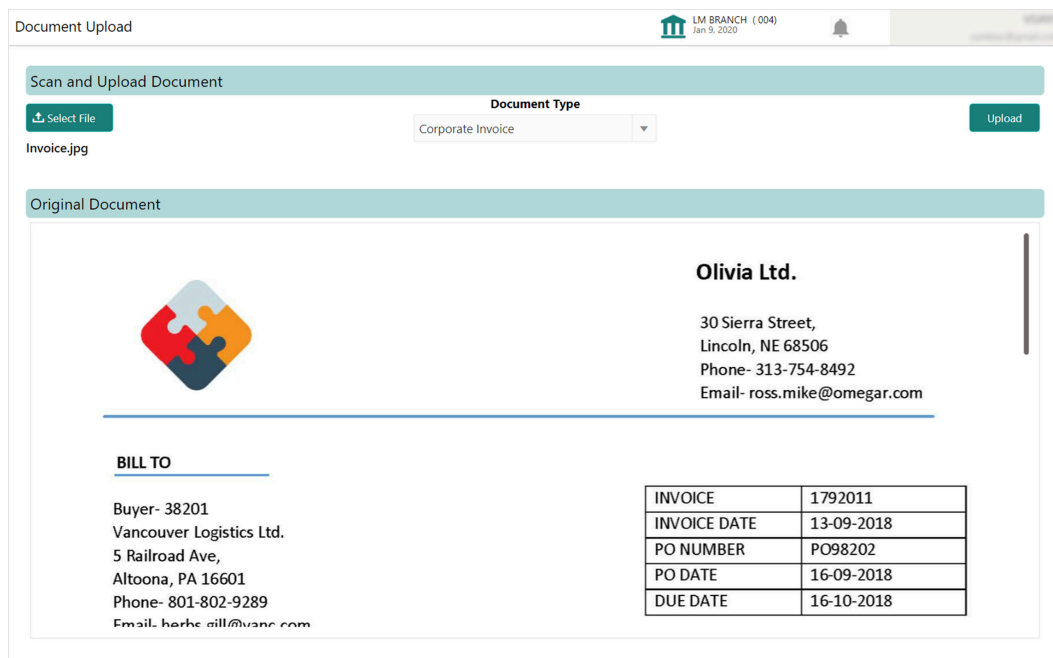
The **Document Upload** screen displays.

**Figure 5-11 Document Upload**



3. Click **Select File** and choose the invoice/PO image to be uploaded.  
The **Document Upload** screen displays.

**Figure 5-12 Document Upload**



4. In the **Document Type** list, select any of the following:
  - Corporate Invoice
  - Corporate Purchase Order

- Click **Upload** to initiate the invoice/PO data upload in the system as per active model.

## 5.6 View Transaction Log

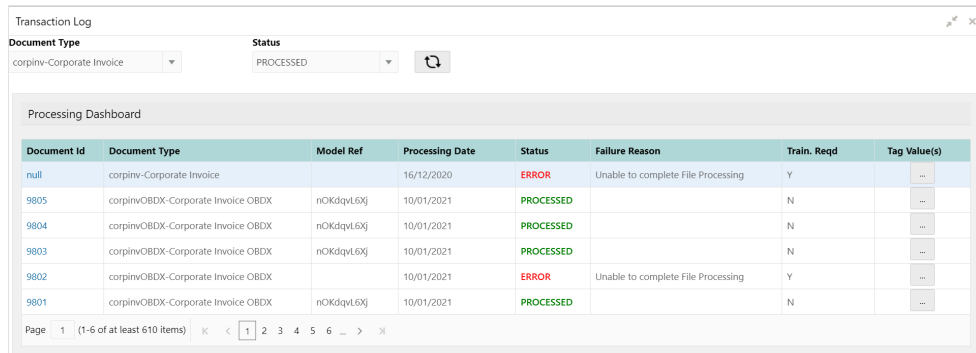
This topic describes the systematic instruction to view status-wise processing details of each uploaded documents.

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

- On **Home** screen, click **Machine Learning**. Under **Machine Learning**, click **Operation**.
- Under **Operation**, click **Transaction Log**.

The **Transaction Log** screen displays.

**Figure 5-13 Transaction Log**



The screenshot shows the 'Transaction Log' interface. At the top, there are two dropdown menus: 'Document Type' set to 'corpinv-Corporate Invoice' and 'Status' set to 'PROCESSED'. A 'Refresh' icon is located to the right of the 'Status' dropdown. Below these is a 'Processing Dashboard' section containing a table with the following data:

Document Id	Document Type	Model Ref	Processing Date	Status	Failure Reason	Train. Req'd	Tag Value(s)
null	corpinv-Corporate Invoice		16/12/2020	ERROR	Unable to complete File Processing	Y	--
9805	corpinvOBDX-Corporate Invoice OBDX	nOKdqvt6Xj	10/01/2021	PROCESSED		N	--
9804	corpinvOBDX-Corporate Invoice OBDX	nOKdqvt6Xj	10/01/2021	PROCESSED		N	--
9803	corpinvOBDX-Corporate Invoice OBDX	nOKdqvt6Xj	10/01/2021	PROCESSED		N	--
9802	corpinvOBDX-Corporate Invoice OBDX		10/01/2021	ERROR	Unable to complete File Processing	Y	--
9801	corpinvOBDX-Corporate Invoice OBDX	nOKdqvt6Xj	10/01/2021	PROCESSED		N	--

At the bottom of the table, there is a pagination control showing 'Page 1 (1-6 of at least 610 Items)' and navigation arrows.

- In the **Document Type** list, select the Corporate Invoice/Purchase Order.
- In the **Status** list, select the current status of the document to filter the data.
- Click **Refresh** icon to reload the tabular data.

# 6

## 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 **Cash Management**. Under **Cash Management**, click **Receivables & Payables**.
2. Under **Receivables & Payables**, click **Manual Allocation**.

The **Manual Allocation** screen displays.

**Figure 6-1 Manual Allocation**

The screenshot shows the 'Manual Allocation' screen with the following fields: 'Branch' (dropdown menu with '004-LM BRANCH' selected), 'Action' (dropdown menu with 'Select' selected), 'Processing Date' (text field with 'Jan 20, 2020' entered), and a 'Proceed' button.

3. 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.
4. In the **Action** list, select the action as **Allocate** or **De-Allocate** for allocation or de-allocation of the payment respectively.
5. Click **Proceed** to view the search parameters to search payment record(s).

The **Manual Allocation - Search** screen displays.

**Figure 6-2 Manual Allocation - Search**

The screenshot shows the 'Manual Allocation - Search' screen with the following fields: 'Payment Reference Number' (text field), 'Counter Party' (text field with search icon), 'Credit Account Number' (text field with search icon), 'Amount Reference' (dropdown menu with 'Select' selected), 'Date Reference Basis' (dropdown menu with 'Select' selected), 'Payment Mode' (dropdown menu with 'Select' selected), 'Beneficiary' (text field with search icon), 'Payment Towards' (dropdown menu with 'Virtual Account' selected), 'Currency' (dropdown menu with 'Select' selected), 'Date From' (calendar icon), 'Debit-Credit Indicator' (dropdown menu with 'Select' selected), 'Account Owner' (text field with search icon), 'Recon Status' (dropdown menu with 'Select' selected), 'Amount From' (text field), 'Date To' (calendar icon), 'Payment Party' (text field with search icon), 'Remitter Account Number' (text field with search icon), 'Allocation Status' (dropdown menu with 'Unallocated X' selected), and 'Amount To' (text field). There are 'Search' and 'Reset' buttons at the bottom.

6. Specify the fields on **Manual Allocation** screen.

 **Note:**

The fields, which are marked with an asterisk, are mandatory.

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

Table 6-1 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.
<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.

- Click **Search** to view the payment records.  
The **List of Payments** section displays.

Figure 6-3 List of Payments

Payment Ref No	Debit-Credit Indicator	Payment Party	Value Date	Unallocated Payment Amt	Amt to be Allocated	Allocation Basis	Allocation Details
RECONOCT1801	C	Carrefour	2020-01-09	USD49,810.00	USD30,000.00	Account Based	Rule Details

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

Proceed

Based on the option selected from the Action list, perform the following steps:  
If **Allocate** option is selected:







8. 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.
9. In the **Amt to be Allocated** column, enter the amount to allocate.
10. In the **Allocation Details** column, click the **Rule Details** link to specify the allocation details.

The **Allocation Details** screen displays.

**Figure 6-4 Allocation Details**

Allocation Details

Amt to be Allocated: **USD30,000.00**      Allocation Basis: **Attribute**

Allocation Attribute	Virtual Account	Amount Allocated	Percentage	Action
Credit Account no ✕	1000160	USD15,000.00	50	  
Remitter Account no ✕	1000014	USD15,000.00	50	  

Page 1 of 1 (1-2 of 2 items)    < 1 >

Save    Close

11. 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.
12. Click **Proceed** to view the allocation summary.  
The **Allocation Summary** section displays.



**Figure 6-5 Allocation Summary**

Expand All Collapse All

External Payment Ref No	Payment Party	Counter Party	Beneficiary	Payment Amount	Amt to be Allocated
RECONVOCT1801	Carrefour		Danone	USD50,000.00	USD30,000.00

Allocation Attribute	Virtual Account	Amount Allocated	Percentage
CREDIT_ACC_NO	1000160	USD15,000.00	50
REMITTER_ACC_NO	1000014	USD15,000.00	50

Back Submit

13. If required, click **Expand All** to view allocation details or **Collapse All** to hide the same.

14. Click **Submit** to send the record(s) for authorization.

If **De-Allocate** option is selected:

15. On **List of Payments** section, select the payment to be de-allocated.

16. Click **Proceed**.

The Confirmation message for de-allocation displays.

17. Click **Confirm**.

The status of the transaction message displays.

# 7

## 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.

### 7.1 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.

#### 7.1.1 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 **Cash Management**. Under **Cash Management**, click **Receivables & Payables**.
2. Under **Receivables & Payables**, click **Manual Recon**.  
The **Manual Recon** screen displays.

**Figure 7-1 Manual Recon**

The screenshot shows the 'Manual Recon' interface with the following fields and values:

- Action:** De Reconcile
- Recon Category:** Invoice/Debit Notes to Payment/...
- Branch:** 004-LM BRANCH
- Processing Date:** Jan 20, 2020
- Proceed:** A green button labeled 'Proceed'.

3. In the **Action** field, select the action to be performed as **Reconcile** or **De Reconcile**.
4. In the **Recon Category** list, select the category as **Invoice/Debit Notes to Payment/Credit Notes**.
5. 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.
6. Click **Proceed** to view the search parameters to search transactions.  
The **Manual Recon - Search** section displays.

**Figure 7-2 Manual Recon - Search**

The screenshot shows the 'Manual Recon - Search' interface with the following fields:

- Buyer:** Search
- Supplier:** Search
- Invoice Number:** Search
- Invoice Currency:** Select
- Date Reference Basis:** Select
- Date From:** Calendar icon
- Date To:** Calendar icon
- Relationship:** Search
- Program:** Search
- Amount Reference Basis:** Select
- Amount From:** Search
- Amount To:** Search
- Account Number:** Search

**Figure 7-3 Payments and Credit Notes Search**

The screenshot shows the 'Payments and Credit Notes Search' interface, divided into two sections:

**Payments**

- Payment Number:** Search
- Date Reference Basis:** Select
- Date From:** Calendar icon
- Date To:** Calendar icon
- Payment Party:** Search
- Beneficiary Id:** Search
- Payment Towards:** Invoice
- Remarks:** Search
- Counter Party:** Search
- Payment Mode:** Select
- Debit-Credit Indicator:** Select
- Remitter Account Number:** Search
- Credit Account Number:** Search
- Payment Currency:** Select
- Amount From:** Search
- Amount To:** Search
- Account Owner:** Search
- Relationship:** Search
- Program:** Search

**Credit Notes**

- Credit Note Number:** Search
- Buyer:** Search
- Supplier:** Search
- Remarks:** Search

Buttons: **Search**, **Reset**

7. Specify the fields on **Manual Recon - Search** screen.

 **Note:**

The fields, which are marked with an asterisk, are mandatory.

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

**Table 7-1 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>
<b>Payment Number</b>	Specify the unique reference number generated while making a payment.

Table 7-1 (Cont.) Manual Recon - Field Description

Field	Description
<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.

8. Optional: Click **Reset** clear the selected values.
9. Click **Search** to view the result.

## 7.1.2 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 **Cash Management**. Under **Cash Management**, click **Receivables & Payables**.
2. Under **Receivables & Payables**, click **Manual Recon**.

The **Manual Recon** screen displays.

**Figure 7-4 Manual Recon**

The screenshot shows the 'Manual Recon' interface with the following fields and values:

- Action \***: De Reconcile
- Recon Category \***: Expected Cashflow to Payment
- Branch \***: 004-LM BRANCH
- Processing Date**: Jan 9, 2020
- Reconcile Method**: Manual
- Reconciliation Reference No**: (empty search field)
- Reconcile Date From**: (empty date field)
- Reconcile Date To**: (empty date field)
- Expected Cashflow** section:
  - Corporate**: Search field
  - Cashflow Type**: Select dropdown
  - Counter Party**: Search field
  - Corporate Reference Number**: Search field
  - Expected Date From**: Date field
  - Expected Date To**: Date field
  - Account Number**: Search field
  - Expected Currency**: Select dropdown
  - Expected Amount From**: Text field
  - Expected Amount To**: Text field

3. In the **Action** field, select the action to be performed as 'Reconcile' or 'De Reconcile'.
4. In the **Recon Category** list, select the category as 'Expected Cashflow to Payment'.
5. In the **Branch** list, select the branch for which reconciliation needs to be done. By default, branch of the logged-in user is selected.
6. Click **Proceed** to view the search parameters to search transactions.

The **Manual Recon - Payments** screen displays.

**Figure 7-5 Manual Recon - Payments**

The screenshot shows the 'Payments' search interface with the following fields:

- Payment Number**: Search field
- Date Reference Basis**: Select dropdown
- Date From**: Date field
- Date To**: Date field
- Payment Party**: Search field
- Debit-Credit Indicator**: Select dropdown
- Account Owner**: Search field
- Payment Towards**: Select dropdown (Expected Cashflow)
- Remarks**: Search field
- Payment Mode**: Select dropdown
- Beneficiary Id**: Search field
- Remitter Account Number**: Search field
- Credit Account Number**: Search field
- Payment Currency**: Select dropdown
- Amount From**: Text field
- Amount To**: Text field

Buttons: Search, Reset

7. Specify the fields on **Manual Recon** screen.

**Note:**

The fields, which are marked with an asterisk, are mandatory.

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

**Table 7-2 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 7-2 (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.

8. Optional: Click **Reset** clear the selected values.
9. Click **Search** to view the result.

## 7.2 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 7-6 Reconciliation

Reconciliation

Reconcile By \*  
Select

Allocation

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	GENLIGHT INTERNATIONAL	DemoCM1006	I	£3,790.00		
<input type="checkbox"/>	Carrefour	MERCIER CORPORATION	DemoCM1007	I	£2,100.00		
<input type="checkbox"/>	Carrefour	GENLIGHT INTERNATIONAL	DemoCM1008	I	£1,900.00		
<input type="checkbox"/>	Carrefour	MERCIER CORPORATION	DemoCM1009	I	£3,300.00		

Page 1 (1-4 of at least 169 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"/>	aMAVCAREQAPAY5006	Danone	Carrefour	\$9,500.00	C			
<input type="checkbox"/>	aAPRCAREQAPAY5005	Tesla Services	Carrefour	\$11,000.00	C			
<input type="checkbox"/>	aMAVCAREQAPAY5008	Danone	Carrefour	\$9,700.50	C			
<input type="checkbox"/>	aMAVCAREQAPAY8005	Tesla Services	Carrefour	\$22,000.25	C			

Page 1 (1-4 of at least 26 items) < 1 2 3 4 5 6 ... >

Proceed

2. 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:

3. 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 7-7 One Invoice/Cashflow to Many Payment/Credit Notes**

Expected Cashflow Payment Search

Reconciliation

Reconcile By <sup>\*</sup>  
One Cashflow to Many Payment

Allocation

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	REFFEB2201	I	\$30,000.00		\$21,795.00	

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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"/>	aMAVCAREQAPAY9010	Danone	Carrefour	\$22,000.50	C				
<input checked="" type="checkbox"/>	aMAVCAREQAPAY6004	Tesla Services	Carrefour	\$10,890.50	C	REFFEB2201	\$10,890.00	\$10,890.00	
<input checked="" type="checkbox"/>	aMAVCAREQAPAY6009	Danone	Carrefour	\$10,905.00	C	REFFEB2201	\$10,905.00	\$10,905.00	
<input type="checkbox"/>	aMAVCAREQAPAY6007	Danone	Carrefour	\$9,500.15	C				

Page 1 (1-4 of at least 26 items) K < 1 2 3 4 5 6 ... > X

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 7-8 One Payment to Many Cashflow**

Expected Cashflow Payment Search

Reconcile By \*  
One Payment to Many Cashflow

Reconciliation Allocation

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"/> aMAYCAREQAPAY9010	Danone	Carrefour	\$22,000.50	C		\$5,080.00		

Page 1 of 1 (1 of 1 items)

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	GENLIGHT INTERNATIONAL	DemoCM1006	I	£3,790.00		
<input checked="" type="checkbox"/>	Carrefour	MERCIER CORPORATION	DemoCM1007	I	£2,100.00	aMAYCAREQAPAY9010	\$2,667.00
<input checked="" type="checkbox"/>	Carrefour	GENLIGHT INTERNATIONAL	DemoCM1008	I	£1,900.00	aMAYCAREQAPAY9010	\$2,413.00
<input type="checkbox"/>	Carrefour	MERCIER CORPORATION	DemoCM1009	I	£3,300.00		

Page 1 (1-4 of at least 169 items)

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 7-9 Many Invoices to One Payment/Credit Note**

Invoice - Payments/Credit Notes Search

Reconcile By \*  
Many Invoices to One Payment/...

Reconciliation Allocation

Payments

Payment Number	Payment Party	Unreconciled Amt	Beneficiary	Invoice Number	Amt to be Reconciled(Pay Ccy)	Amt to be Reconciled(Inv Ccy)	Rule Details
<input type="checkbox"/> RECONSEP27772	Future Group	\$10,000.00	Wasan Motors		\$0.00		
<input type="checkbox"/> RECONSEP27778	Future Group	\$10,000.00	Wasan Motors				
<input type="checkbox"/> RECONSEP27777	Future Group	\$10,000.00	Wasan Motors				
<input type="checkbox"/> RECONSEP27778	Future Group	\$10,000.00	Wasan Motors				

Page 1 (1-4 of at least 287 items)

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"/> DanoneCN008	Carrefour	\$5,000.00	Danone		\$4,419.50		

Page 1 of 1 (1 of 1 items)


Invoices

Buyer	Supplier	Invoice Number	Outstanding Amt	Inv Due Date	Payment/Credit Note Number	Amt to be Reconciled(Inv Ccy)	Amt to be Reconciled(Pay / Cr Note Ccy)
<input type="checkbox"/>	Carrefour	Danone	INVAPR07	\$10,000.00	2020-01-09		
<input checked="" type="checkbox"/>	Carrefour	Danone	SA110053	\$2,020.00	2019-12-31	DanoneCN008	\$2,020.00
<input checked="" type="checkbox"/>	Carrefour	Danone	DEV11	\$2,399.50	2019-12-02	DanoneCN008	\$2,399.50
<input type="checkbox"/>	Carrefour	Danone	VRINV5051	\$1,000.00	2020-01-15		

Page 1 (1-4 of at least 101 items)

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  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.

## 7.3 De-Reconcile

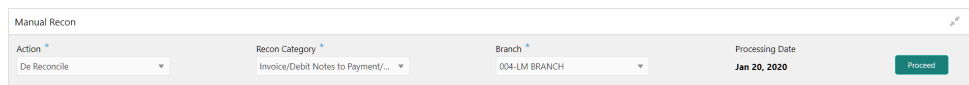
This topic describes the systematic instruction to select multiple records or single record to de-reconcile.

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 **Cash Management**. Under **Cash Management**, click **Receivables & Payables**.
2. Under **Receivables & Payables**, click **Manual Recon**.

The **Manual Recon** screen displays.

**Figure 7-10 Manual Recon**



The screenshot shows the 'Manual Recon' interface with the following fields and values:

Action	Recon Category	Branch	Processing Date
De Reconcile	Invoice/Debit Notes to Payment/...	004-LM BRANCH	Jan 20, 2020

A 'Proceed' button is visible on the right side of the form.

3. In the **Action** field, select the action to be performed as **Reconcile** or **De Reconcile**.

4. In the **Recon Category** list, select the category as **Invoice/Debit Notes to Payment/Credit Notes**.
5. 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.
6. Click **Proceed** to view the search parameters to search transactions.  
The **Manual Recon - Search** section displays.

**Figure 7-11 Manual Recon - Search**

The screenshot shows a search interface with the following sections:

- Reconcile Method:** A dropdown menu set to 'Select'.
- Reconciliation Reference No:** A search field with a magnifying glass icon.
- Reconcile Date From/To:** Two date selection fields.
- Invoices:** Fields for Buyer (search), Supplier (search), Invoice Number, and Invoice Currency (dropdown). Includes an 'Advance Search' link.
- Payments and Credit Notes Search:** Fields for Payment Number, Date Reference Basis (dropdown), Date From/To, Payment Party (search), Beneficiary Id (search), and Remarks. Includes an 'Advance Search' link.
- Credit Notes:** Fields for Credit Note Number, Buyer (search), Supplier (search), and Remarks. Includes an 'Advance Search' link.
- Buttons:** 'Search' and 'Reset' buttons at the bottom.

7. 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 7-12 Invoice/Debit Notes to Payments/Credit Notes**

The screenshot displays a table of search results with the following columns:

- Payment/Credit Note Number
- Amount to Match
- Payment Party
- Invoice Number
- Buyer
- Supplier
- Reconciled Inv Amt
- Reconciled Amount
- Allocation Required

Payment/Credit Note Number	Amount to Match	Payment Party	Invoice Number	Buyer	Supplier	Reconciled Inv Amt	Reconciled Amount	Allocation Required								
<input checked="" type="checkbox"/> 4 APRINVPAVSUNILAUQQA201	\$10.00	Carrefour	VRINV238	Carrefour	Danone	\$1,200.00	\$10.00	<input type="checkbox"/>								
<table border="1"> <thead> <tr> <th>Virtual Account</th> <th>Payment Currency</th> <th>Allocated Amount</th> <th>Percentage</th> </tr> </thead> <tbody> <tr> <td>1000165</td> <td>USD</td> <td>10</td> <td>100</td> </tr> </tbody> </table>				Virtual Account	Payment Currency	Allocated Amount	Percentage	1000165	USD	10	100					
Virtual Account	Payment Currency	Allocated Amount	Percentage													
1000165	USD	10	100													
<input type="checkbox"/> ALLOCJAN2301	£7.00	Carrefour	12345678	Carrefour	Danone	£90.00	\$10.00	<input type="checkbox"/>								
<input type="checkbox"/> PAVAUAuto4444	\$105.50	Carrefour	InvManualReconDerecon	Carrefour	Danone	\$9,999.00	\$105.50	<input type="checkbox"/>								
<input type="checkbox"/> PAVAUAuto44444444	\$200.00	Carrefour	AUGINVQAAuto444444444	Carrefour	Danone	\$1,200.00	\$200.00	<input type="checkbox"/>								
<input type="checkbox"/> PYMTUITEST1666	\$10.50		INVNOV179	Carrefour	Danone	\$10,000.00	\$10.50	<input type="checkbox"/>								

Page 1 of 22 (1 - 5 of 107 Items) | Navigation icons: < 1 2 3 4 5 ... 22 > | **Proceed** button

**For Expected Cashflow to Payment:**

The **Expected Cashflow to Payment** section displays.

**Figure 7-13 Expected Cashflow to Payment**

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"/>	▶ payrefCeslas1002	Tesla Services	CAREQA1002	000380	I	\$100,002.25	\$100,002.25	\$100,002.25	<input type="checkbox"/>
<input type="checkbox"/>	▶ payrefCeslas1001	Tesla Services	CAREQA1001	000380	I	\$100,001.19	\$100,001.00	\$100,001.00	<input type="checkbox"/>
<input type="checkbox"/>	▶ payrefCeslas1002	Tesla Services	CAREQA1003	000380	I	\$100,001.19	\$50,000.00	\$50,000.00	<input type="checkbox"/>
<input type="checkbox"/>	▶ payrefCeslas1004	Tesla Services	CAREQA1006	000380	I	\$100,002.25	\$999.00	\$999.00	<input type="checkbox"/>
<input type="checkbox"/>	▶ RECONFEB2201	Danone	REFFEB2201	000380	I	\$30,000.00	\$100.00	\$100.00	<input type="checkbox"/>

Page 1 of 20 (1 - 5 of 98 items) | < 1 2 3 4 5 ... 20 > X

**Proceed**

8. Select the records to de-reconcile.
9. Click **Proceed** to send the record for authorization of de-reconciliation.

# 8

## 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 **Cash Management**. Under **Cash Management**, click **Receivables & Payables**.
2. Under **Receivables & Payables**, click **Payment Management**.

The **Payment Management** screen displays.

**Figure 8-1 Payment Management**

The screenshot shows the 'Payment Management' interface. It features several input fields and dropdown menus. The 'Branch' field is set to '004-LM BRANCH'. The 'Action' dropdown is open, showing options: 'Not to be Recon', 'Not to be Recon', and 'Not to be Auto-Recon'. The 'Processing Date' is 'Jan 20, 2020'. Other fields include 'Payment Reference Number', 'Counter Party', 'Payment Towards', 'Amount Reference', 'Date Reference Basis', 'Payment Mode', 'Beneficiary', 'Recon Status', 'Currency', 'Date From', 'Debit-Credit Indicator', 'Remitter Account Number', 'Allocation Status', 'Amount From', 'Date To', 'Payment Party', and 'Credit Account Number'. There are 'Search' and 'Reset' buttons at the bottom left, and a 'Proceed' button at the top right.

3. In the **Branch** list, select the branch for which the payment needs to be managed.
4. 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.
5. Click **Proceed** to view the search parameters.
6. Specify the fields on **Payment Management** screen.

### **Note:**

The fields, which are marked with an asterisk, are mandatory.

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

**Table 8-1 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.
<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.

- Click **Search** to view the payment records in the **List of Payments** section. The **List of Payments** screen displays.

**Figure 8-2 List of Payments**

List of Payments						
<input type="checkbox"/>	Payment Ref No	D-C Indicator	Payment Party	Counter Party	Value Date	Payment Amount
<input type="checkbox"/>	pay103	C	Carrefour		2019-08-08	\$2,590.00
<input type="checkbox"/>	pay102	C	Carrefour		2019-08-08	\$2,590.00
<input type="checkbox"/>	pay101	C	Future Group		2019-08-08	\$2,550.00
<input type="checkbox"/>	amardemopay017	C	Danone	Carrefour	2019-08-09	\$200,001.00

Page 1 (1-4 of at least 305 items) < 1 2 3 4 5 6 ... > X

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

# 9

## 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.

### 9.1 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 9-1 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 9-2 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 9-3 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 9-4 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

**Table 9-4 (Cont.) Purchase Order File - Supported Fields**

Field Column 1	Field Column 2	Field Column 3	Field Column 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 9-5 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
BASE_CN_AMOUNT	PROGRAM_ID	FILLER8	DISCOUNT_AMOUNT
NET_CN_AMOUNT	ADJUST_REASON_CODE	FILLER9	NET_COST

**Table 9-6 Debit Note – Buyer File - Supported Fields**

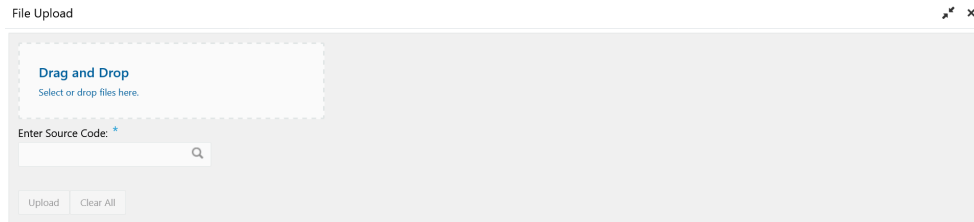
Field Column 1	Field Column 2	Field Column 3	Field Column 4
DN_NO	DISPUTED	ADJUST_REASON_CODE	SHIPMENT_ADDRESS
DN_ID	BUYER_ID	REMARKS	SHIPMENT_COUNTRY
LINK_INVOICE_NO	SUPPLIER_ID	FILLER1	EXPORT_REASON
DN_DATE	BUYER_NAME	FILLER2	SALE_TERMS
DN_DUE_DATE	SUPPLIER_NAME	FILLER3	PAYMENT_TERMS
BUYER_CODE	PREACCEPTED	FILLER4	COUNTRY_OF_ORIGIN
SUPPLIER_CODE	ACCEPTANCE_AMOUNT	FILLER5	INVOICE_NUMBER
CURRENCY	PROGRAM_ID	FILLER6	COMMODITY_CODE
BASE_DN_AMOUNT	VIRTUAL_AC_FLAG	FILLER7	COMMODITY_NAME
NET_DN_AMOUNT	REPAYMENT_AC_NO	FILLER8	QUANTITY
TAX_AMOUNT	BANK	FILLER9	UNIT_COST
DISCOUNT	BRANCH	FILLER10	TOTAL_COST
BUYER_DIV_CODE	BIC_ROUTING_CODE	SHIPMENT_NO	TAX_AMOUNT
SUPPLIER_DIV_CODE	FUNDING_REQ_AMT	SHIPMENT_DATE	DISCOUNT_AMOUNT
-	-	-	NET_COST

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 9-1 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.

## 9.2 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**.

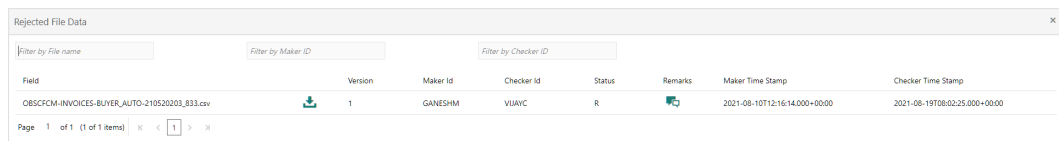
The **View File Upload Status** screen displays.

**Figure 9-2 View File Upload Status**

File Name	Maker Id	Checker Id	Total Records	Approved	Successful	Failed	Maker Time Stamp	Checker Time Stamp	Status	Action
OBSCFM-INVOICES-SELLER_253706992411.csv	OBDX	OBDXC	1	1	1	0	2021-11-24T06:38:53.000+00:00	2021-11-24T06:38:54.000+00:00	Processed	
OBCM-INSTRUMENT-COLLECTIONS_34_4.csv	KRINAS	KRINAM	1	1	1	0	2021-11-23T12:29:08.000+00:00	2021-11-23T12:29:19.000+00:00	Processed	
OBCM-INSTRUMENT-COLLECTIONS_34_3.csv	KRINAS	KRINAM	1	1	0	1	2021-11-23T12:26:54.000+00:00	2021-11-23T12:27:23.000+00:00	Processed	
OBCM-INSTRUMENT-COLLECTIONS_34_2.csv	KRINAM	KRINAS	1	1	0	1	2021-11-23T12:22:22.000+00:00	2021-11-23T12:22:51.000+00:00	Processed	
OBCM-INSTRUMENT-COLLECTIONS_34_1.csv	KRINAS	KRINAM	1	1	1	0	2021-11-22T05:48:42.000+00:00	2021-11-22T06:02:23.000+00:00	Processed	
OBSCFM-PAYMENT_MANUAL_ALLOC_01506.csv	SAWITAR	SWETA	7	7	7	0	2021-11-20T08:55:36.000+00:00	2021-11-20T08:56:10.000+00:00	Processed	
OBSCFM-PAYMENT_AUTO_210520201_219.csv	GANESHM		0	0	0	0	2021-11-19T15:11:38.000+00:00		Unprocessed	
OBSCFM-INVOICES-BUYER_AUTO_210520201_770.csv	GANESHM		0	0	0	0	2021-11-19T15:11:12.000+00:00		Unprocessed	
OBCM-CASHFLOW-TRANSACTION_169Maya2.csv	OBDX	OBDXC	1	1	0	1	2021-11-19T06:29:41.000+00:00	2021-11-19T06:29:50.000+00:00	Processed	
OBCM-CASHFLOW-TRANSACTION_169Maya1.csv	OBDX	OBDXC	1	1	0	1	2021-11-19T06:27:53.000+00:00	2021-11-19T06:28:05.000+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 9-3 Rejected Files**

Field	Version	Maker Id	Checker Id	Status	Remarks	Maker Time Stamp	Checker Time Stamp
OBSCFCM-INVOICES-BUYER_AUTO-210520203_833.csv	1	GANESHM	VIAVC	R		2021-08-10T12:16:14.000+0000	2021-08-19T08:02:25.000+0000

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.

# 10

## 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.

### 10.1 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 **Cash Management**. Under **Cash Management**, click **Receivables & Payables**.
2. Under **Receivables & Payables**, click **Inquiry**. Under **Inquiry**, click **Accounting Inquiry**.  
The **Accounting Inquiry** screen displays.

**Figure 10-1 Accounting Inquiry**

- Specify the fields on **Accounting Inquiry** screen.

 **Note:**

The fields, which are marked with an asterisk, are mandatory.

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

**Table 10-1 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 10-2 Accounting Inquiry - Search Results**

Reference Number	Event	Debit/Credit	Account Number	Currency	Amount	Entry Posting Status	Value Date
0040104211NV92603	Paid	Debit	944901234	USD	12.00	Processing	2020-01-09
0040104211NV92603	Paid	Credit	944901235	USD	12.00	Processing	2020-01-09
0040104211NV92605	Paid	Debit				Processing	2020-01-09
0040104211NV92605	Paid	Credit	CAN91432	USD	7.00	Processing	2020-01-09
0041704211NV93016	Assignment	Debit	944901234	USD	10,000.00	Processing	2020-01-09
0041704211NV93016	Assignment	Credit	944901235	USD	10,000.00	Processing	2020-01-09
0041804211NV93092	Assignment	Debit	944901234	USD	1,000.00	Processing	2020-01-09
0041804211NV93092	Assignment	Credit	944901235	USD	1,000.00	Processing	2020-01-09
0041804211NV93096	Assignment	Debit	944901234	USD	1,000.00	Processing	2020-01-09
0041804211NV93096	Assignment	Credit	944901235	USD	1,000.00	Processing	2020-01-09
0041804211NV93101	Assignment	Debit	944901234	USD	7,350.00	Processing	2020-01-09
0041804211NV93101	Assignment	Credit	944901235	USD	7,350.00	Processing	2020-01-09
0041804211NV93104	Assignment	Debit	944901234	USD	1,000.00	Processing	2020-01-09
0041804211NV93104	Assignment	Credit	944901235	USD	1,000.00	Processing	2020-01-09
0041804211NV93106	Paid	Debit	944901234	USD	100.00	Processing	2020-01-09
0041804211NV93106	Paid	Credit	944901235	USD	100.00	Processing	2020-01-09
0041804211NV93108	Assignment	Debit	944901234	USD	1,000.00	Processing	2020-01-09
0041804211NV93108	Assignment	Credit	944901235	USD	1,000.00	Processing	2020-01-09
0041804211NV93111	Paid	Debit	944901234	USD	100.00	Processing	2020-01-09
0041804211NV93111	Paid	Credit	944901235	USD	100.00	Processing	2020-01-09

5. Click on the hyperlinked data in the columns to view more details of the record.

## 10.2 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 **Cash Management**. Under **Cash Management**, click **Receivables & Payables**.
2. Under **Receivables & Payables**, click **Inquiry**. Under **Inquiry**, click **Charge Inquiry**.

The **Charge Inquiry** screen displays.

**Figure 10-3 Charge Inquiry**

Charge Inquiry			
Hide Search ▲			
Branch 004-LM BRANCH	Event Select	Party Search	Party Role Select
Charge Code	Charge Group Select	Txn Ref No.	Charge Type Select
Charge Account	Date Reference Basis Select	Date Range	Collection Type Select
<input type="button" value="Search"/> <input type="button" value="Reset"/>			

3. Specify the fields on **Charge Inquiry** screen.

### Note:

The fields, which are marked with an asterisk, are mandatory.

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

**Table 10-2 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.
<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.

The **Charge Inquiry - Search Results** screen displays.

**Figure 10-4 Charge Inquiry - Search Results**

Txn Ref No.	Event	Party	Charge Code	Collection Date	Charge Currency	Charge Amount	Collection Type
OBINVCHG1329	EOD	Wilson Food Dist LLC	Variable Amt By Count CM	2019-11-06	USD	\$50.00	Batch
OBINVCHG1329	EOD	Wilson Food Dist LLC	Fixed Percent CM Charge	2019-11-06	USD	\$0.00	Online

5. Click the hyperlinked data in the columns to view more details.

## 10.3 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 **Cash Management**. Under **Cash Management**, click **Receivables & Payables**.
2. Under **Receivables & Payables**, click **Inquiry**. Under **Inquiry**, click **Credit Note Inquiry**.




The **Credit Note Inquiry** screen displays.

**Figure 10-5 Credit Note Inquiry**

The screenshot shows the 'Credit Note Inquiry' window with a search interface. It includes fields for File Reference Number, Credit Note Number, Buyer, Supplier, Relationship, Program, Date Reference Basis, Date Range, Credit Note Status, Reconciliation Status, Amount From, and Amount To. There are search icons and a 'Search' button at the bottom.

3. Specify the fields on **Credit Note Inquiry** screen.

 **Note:**  
The fields, which are marked with an asterisk, are mandatory.

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

**Table 10-3 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.

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

The **Credit Note Inquiry - Search Results** screen displays.

**Figure 10-6 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
CR49	Carrefour	Danone	2021-01-01	2021-05-12	USD	1,000.00	Raised	Completed

5. Click the hyperlinked data in the columns to view more details.

## 10.4 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.

1. On **Home** screen, click **Cash Management**. Under **Cash Management**, click **Receivables & Payables**.
2. Under **Receivables & Payables**, click **Inquiry**. Under **Inquiry**, click **Payment Inquiry**.

The **Payment Inquiry** screen displays.

**Figure 10-7 Payment Inquiry**

3. Specify the fields on **Payment Inquiry** screen.

**Note:**

The fields, which are marked with an asterisk, are mandatory.

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

**Table 10-4 Payment Inquiry - Field Description**

Field	Description
<b>File Name</b>	Specify the file name to search for.

Table 10-4 (Cont.) Payment Inquiry - Field Description

Field	Description
<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 and select the party who has made the payment.
<b>Counter Party</b>	Click the Search icon and select the counterparty.
<b>Beneficiary</b>	Click the Search icon and select the beneficiary of the payment.
<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 OBSCF 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 and select 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.

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

The **Payment Inquiry - Search Results** screen displays.

Figure 10-8 Payment Inquiry - Search Results

Payment Reference Number	Dr/Cr Indicator	Value Date	Currency	Payment Amount	Recon Status	Allocation Status
<a href="#">RECONMAY2901</a>	Debit	2020-01-09	GBP	100.00	Part-Reconciled	Unallocated
<a href="#">RECONMAY2902</a>	Debit	2020-01-09	GBP	100.00	Part-Reconciled	Unallocated
<a href="#">MA00021</a>	Debit	2019-12-31	USD	15,000.00	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 and Allocation Details.


**Figure 10-9 Payment Details**



Details					
Payment Details		Reconciled Cashflow Details		Allocation Details	
Flag	Dr/Cr Indicator	Payment Reference Number	Payment Date		
<b>Expected Cashflow</b>	<b>Credit</b>	<b>APR0002</b>	<b>2018-03-30</b>		
Payment Currency	Payment Amount	Allocation Reqd	Credit Account Number		
<b>USD</b>	<b>\$100,001.00</b>	<b>Y</b>	<b>72920049</b>		
Unreconciled Payment Amount	Unallocated Payment Amount	Reconciled Amount	Allocated Amount		
<b>\$0.00</b>	<b>\$100,001.00</b>	<b>\$100,001.00</b>	<b>\$0.00</b>		
Recon Status	Allocation Status	Payment Party Code	Counter Party Code		
<b>Reconciled</b>	<b>Unallocated</b>	-	-		
Counter Party Id	Beneficiary Id	Payment Party Name	Counter Party Name		
<b>000380</b>	<b>000380</b>	<b>Danone</b>	<b>Carrefour</b>		
Beneficiary Name	File Name	Virtual Account Owner	Payment Mode		
<b>Carrefour</b>	<b>OBSCFCM-PAYMENT_MANUAL_...</b>	<b>000380</b>	<b>EFT</b>		
Virtual A/C Flag	Auto Reconcile	Entity Ref No	Remarks		
<b>Y</b>	<b>Y</b>	-	<b>This is Cashflow for tesla1111</b>		
Program Code	Relationship Code	Instrument Date	Remitter A/C No		
-	-	<b>2020-01-01</b>	<b>987678953</b>		
Bank Code	Bank	Branch	Mandate Reference Number		
<b>001</b>	<b>001</b>	<b>001</b>	<b>001</b>		

- Click **Reconciled Cashflow Details** tab.

The **Reconciled Cashflow Details** tab displays.

**Figure 10-10 Reconciled Cashflow Details**

Details							
Payment Details		Reconciled Cashflow Details			Allocation Details		
External Reference Number	Corporate Reference Number	Corporate	Counter Party Id	Expected Amount	Recon Type	Recon Reference Number	Cashflow 1
MARCAREQASAV00011		000380	000381	\$100,001.19	Auto 	004191021REC20150	I

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 **Note:**

Click the information icon under **Recon Type** column to view the recon rule that has been applied.

- Click **Allocation Details** tab.

The **Allocation Details** tab displays.

**Figure 10-11 Allocation Details**

Details					
Payment Details		Reconciled Cashflow Details		Allocation Details	
Virtual Account Number	Allocation Date	Recon Type	VAM Reference Number	Allocation Status	Allocation Amount (Payment Ccy)
1000487	2021-10-19	Manual	006ZJNL1808903gB	SUCCESS	£120.00
1000487	2021-10-19	Manual	006ZJNL1808903gB	SUCCESS	£120.00

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## 10.5 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 **Cash Management**. Under **Cash Management**, click **Receivables & Payables**.
2. Under **Receivables & Payables**, click **Inquiry**. Under **Inquiry**, click **Purchase Order Inquiry**.

The **Purchase Order Inquiry** screen displays.

**Figure 10-12 Purchase Order Inquiry**

Purchase Order Inquiry

Hide Search ▲

File Reference Number <input type="text"/>	PO Number <input type="text"/>	Buyer <input type="text"/> Search	Supplier <input type="text"/> Search
Relationship <input type="text"/> Search	Program <input type="text"/> Search	PO Status <input type="text"/> Select	Currency <input type="text"/> Select
PO Amount From <input type="text"/>	PO Amount To <input type="text"/>	Date Range <input type="text"/> →	

Search Reset

3. Specify the fields on **Purchase Order Inquiry** screen.

 **Note:**

The fields, which are marked with an asterisk, are mandatory.

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

**Table 10-5 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.

**Table 10-5 (Cont.) Purchase Order Inquiry - Field Description**

Field	Description
<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.
<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.

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

The **Purchase Order Inquiry - Search Results** screen displays.

**Figure 10-13 Purchase Order Inquiry - Search Results**

PO Number	Buyer	Supplier	PO Date	Currency	PO Amount	PO Status
op43	Mumbai Indians	ABZ Solutions	2020-10-01	GBP		ACCEPTED
PO122568	OBDX SCFCMS	OBDXSupp Paints	2020-10-01	USD		ACCEPTED
PO122569	OBDX SCFCMS	OBDXSupp Paints	2020-10-01	USD		ACCEPTED
PO122569567	OBDX SCFCMS	OBDXSupp Paints	2020-10-01	USD		ACCEPTED

5. Click the hyperlinked data in the columns to view more details.

## 10.6 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.

1. On **Home** screen, click **Cash Management**. Under **Cash Management**, click **Receivables & Payables**.
2. Under **Receivables & Payables**, click **Inquiry**. Under **Inquiry**, click **Receivables Inquiry**.

The **Receivables Inquiry** screen displays.

**Figure 10-14 Receivables Inquiry**

The screenshot shows a 'Receivables Inquiry' window with a search interface. It includes a 'Hide Search' toggle and several filter fields: File Name, Instrument Type (dropdown), Reference Number, Buyer (with search icon), Supplier (with search icon), Relationship (with search icon), Program (with search icon), Instrument Status (multi-select), Payment Status (dropdown), Finance Status (dropdown), Date Reference Basis (dropdown), Date Range (calendar icon), Amount Reference Basis (dropdown), Currency (dropdown), Amount From, and Amount To. At the bottom left, there are 'Search' and 'Reset' buttons.

- Specify the fields on **Receivables Inquiry** screen.

**Note:**

The fields, which are marked with an asterisk, are mandatory.

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

**Table 10-6 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.
<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>

**Table 10-6 (Cont.) Receivables Inquiry - Field Description**

Field	Description
<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 10-15 Receivables Inquiry - Search Results**

Receivables Inquiry ✖

Show Search ▼

Reference Number	Instrument Type	Buyer	Supplier	Issue Date	Due Date	Currency	Invoice Amount	Instrument Status	Historical Status
1132020	Invoice	NehNovCust1	ABZ Solutions	2020-10-03	2020-10-30	USD	500.00	<span style="color: blue;">Raised</span>	<a href="#">Details</a>
InvMatch18	Invoice	NehNovCust1	ABZ Solutions	2020-09-18	2020-09-30	USD	1,000.00	<span style="color: blue;">Raised</span>	<a href="#">Details</a>
INV23451	Invoice	NehNovCust1	ABZ Solutions	2020-10-09	2020-10-22	USD	1,500.00	<span style="color: blue;">Raised</span>	<a href="#">Details</a>
INV365	Invoice	Xuangs cars	F AND B MANUF AND CONSUMPTION CORP	2020-09-03	2020-09-03	USD	1,539.00	<span style="color: blue;">Raised</span>	<a href="#">Details</a>
INV16121804	Invoice	NehNovCust1	ABZ Solutions	2020-09-24	2020-09-30	USD	2,000.00	<span style="color: blue;">Raised</span>	<a href="#">Details</a>
INVTest01	Invoice	NehNovCust1	ABZ Solutions	2020-09-29	2020-09-30	USD	2,000.00	<span style="color: blue;">Raised</span>	<a href="#">Details</a>
INV16121806	Invoice	NehNovCust1	ABZ Solutions	2020-09-24	2020-09-30	USD	3,000.00	<span style="color: blue;">Raised</span>	<a href="#">Details</a>
31092020	Invoice	NehNovCust1	ABZ Solutions	2020-09-29	2020-10-30	USD	6,500.00	<span style="color: blue;">Raised</span>	<a href="#">Details</a>
24092020	Invoice	NehNovCust1	ABZ Solutions	2020-09-23	2020-09-30	USD	7,500.00	<span style="color: blue;">Raised</span>	<a href="#">Details</a>
InvRec25	Invoice	NehNovCust1	ABZ Solutions	2020-09-22	2020-09-30	USD	8,500.00	<span style="color: blue;">Raised</span>	<a href="#">Details</a>
InvUSD4	Invoice	NehNovCust1	ABZ Solutions	2020-10-04	2020-10-30	USD	555.00	<span style="color: blue;">Raised</span>	<a href="#">Details</a>
inv1101	Invoice	NehNovCust1	ABZ Solutions	2020-10-01	2020-10-30	USD	1,123.00	<span style="color: blue;">Raised</span>	<a href="#">Details</a>
INV02092001	Invoice	OBDBuyer Paints	OBDXSupp Paints	2020-09-02	2020-09-30	USD	1,234.00	<span style="color: blue;">Raised</span>	<a href="#">Details</a>
INV02092001	Invoice	OBDBuyer Paints	OBDXSupp Paints	2020-09-02	2020-09-30	USD	1,234.00	<span style="color: blue;">Raised</span>	<a href="#">Details</a>
INV02092003	Invoice	OBDBuyer Paints	OBDXSupp Paints	2020-09-02	2020-09-30	USD	1,234.00	<span style="color: blue;">Raised</span>	<a href="#">Details</a>
INV01020304	Invoice	OBDBuyer Paints	OBDX SCFCMS	2020-09-03	2020-10-07	USD	1,234.00	<span style="color: blue;">Raised</span>	<a href="#">Details</a>
INV55	Invoice	OBDBuyer Paints	OBDX SCFCMS	2020-09-09	2020-09-09	USD	22.00	<span style="color: green;">Accepted</span>	<a href="#">Details</a>
INV119	Invoice	OBDBuyer Paints	OBDX SCFCMS	2020-09-11	2020-09-11	USD	23.00	<span style="color: green;">Accepted</span>	<a href="#">Details</a>
INV25	Invoice	OBDBuyer Paints	OBDX SCFCMS	2020-09-10	2020-09-10	USD	44.00	<span style="color: green;">Accepted</span>	<a href="#">Details</a>
INV512	Invoice	OBDBuyer Paints	OBDX SCFCMS	2020-09-09	2020-09-09	USD	74.00	<span style="color: green;">Accepted</span>	<a href="#">Details</a>

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- Click the hyperlinked data in the columns to view more details.



# 11

## 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 11-1 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 11-2 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.

# 12

## 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 12-1 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 12-2 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 12-3 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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