

Oracle® Banking Cash Management Receivables and Payables User Guide



Release 14.7.0.1.0
F79438-01
February 2023

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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
Overview of Receivables and Payables	This topic describes the information on the overview, benefits and functionalities of Receivables and Payables module.
Maintenance for Receivables and Payables	This topic describes the maintenance of such reference information for the Receivables and Payables module.
Create Receivables and Payables	This topic describes the systematic instructions to create invoices/ purchase orders/debit notes/credit notes.
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).
Machine Learning	This topic describes the information to train the system for feeding the invoice/PO details.
Manual Allocation	This topic describes the systematic instructions to allocate payments in virtual accounts.
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.
Payment Management	This topic describes the systematic instruction to stop the payment from being reconciled automatically or manually.

Table 2 (Cont.) List of Topics

Topic	Description
File Management	This topic describes the information on the File Management functionality provided in Receivables and Payables module.
Inquiries	This topic describes the information on the various inquiries supported in the Receivables & Payables module.
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.
Process Codes	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.

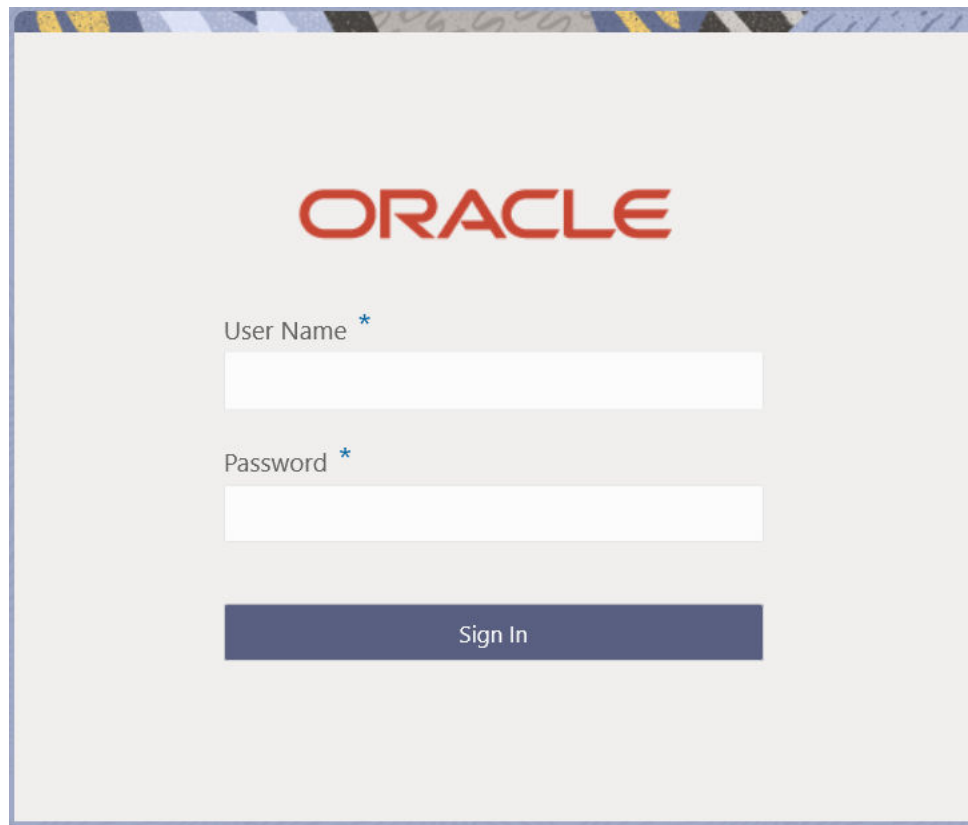
Functionality

- E-Invoice/Purchase Order
- Reconciliation
- Pricing

Home: Dashboard

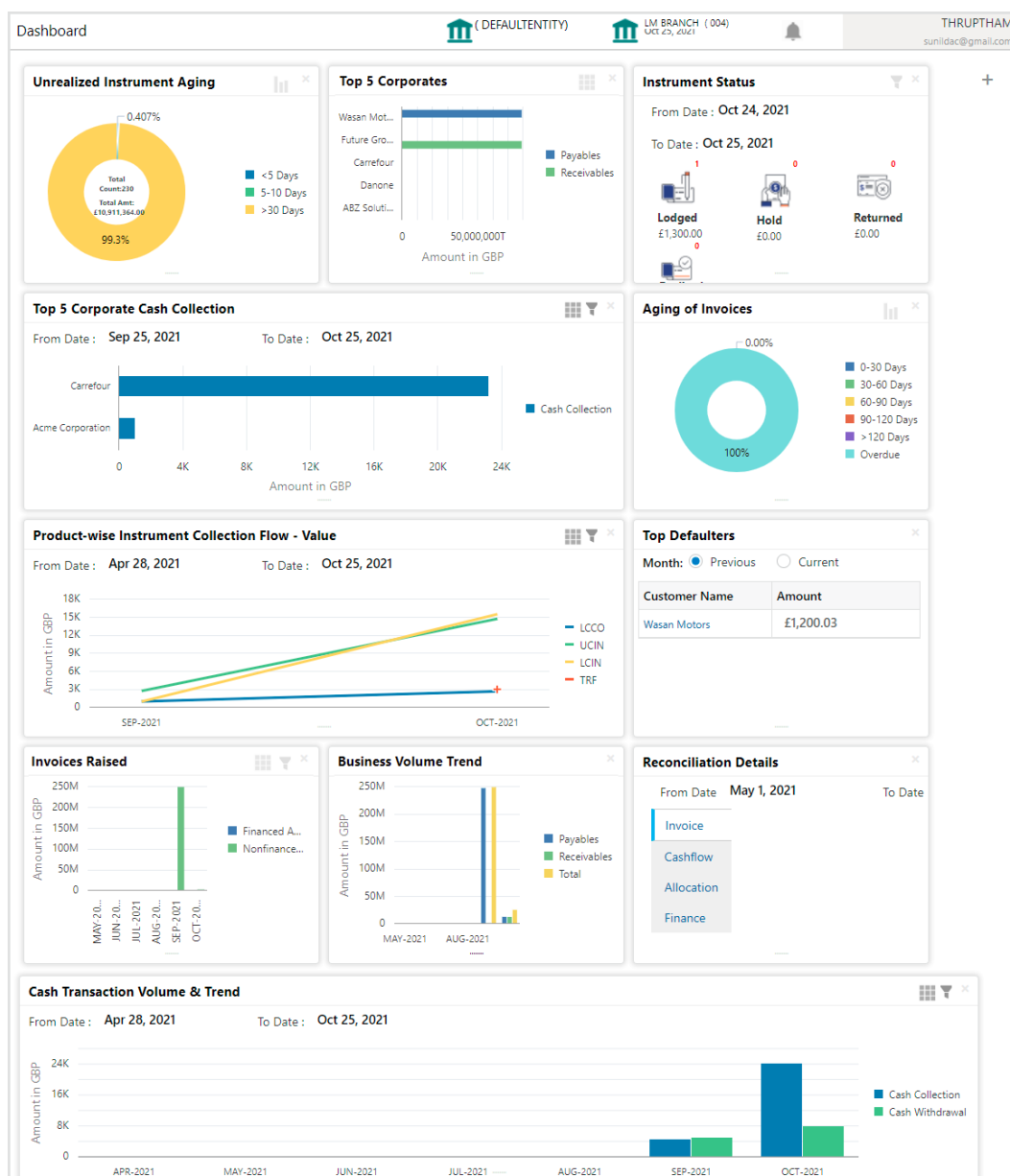
Successfully signing into the Oracle Banking Cash Management application displays the Dashboard as your home screen. It is a collection of various portlets that are displayed based on your role and access rights. The Dashboard enables easy access and analysis of transactional and static data through 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 LoginThe image shows a login form for Oracle. At the top, the Oracle logo is displayed in red. Below the logo, there are two input fields. The first is labeled "User Name" with a blue asterisk indicating it is required. The second is labeled "Password" with a blue asterisk indicating it is required. Below these fields 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

System Parameters

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

The day-zero parameters are segregated into the following data segments.

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

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

2.1 View System Parameters

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

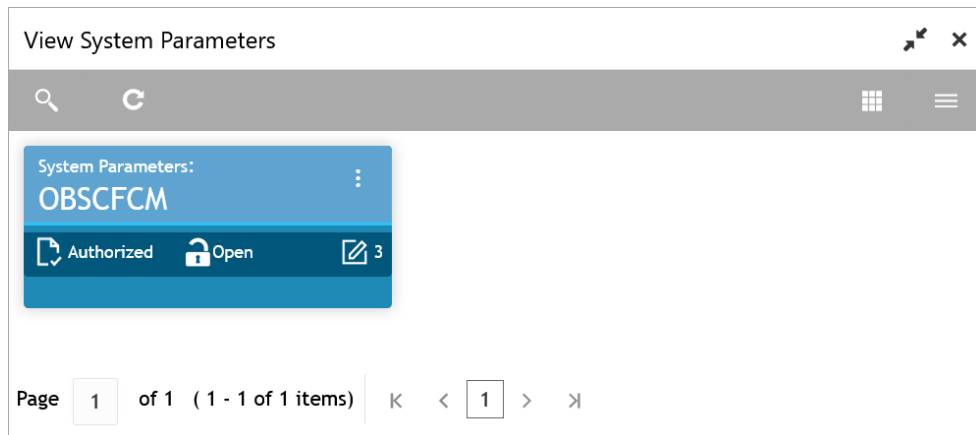
A tile is present for each record that has been created. The bottom portion of each record-tile displays the following:

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

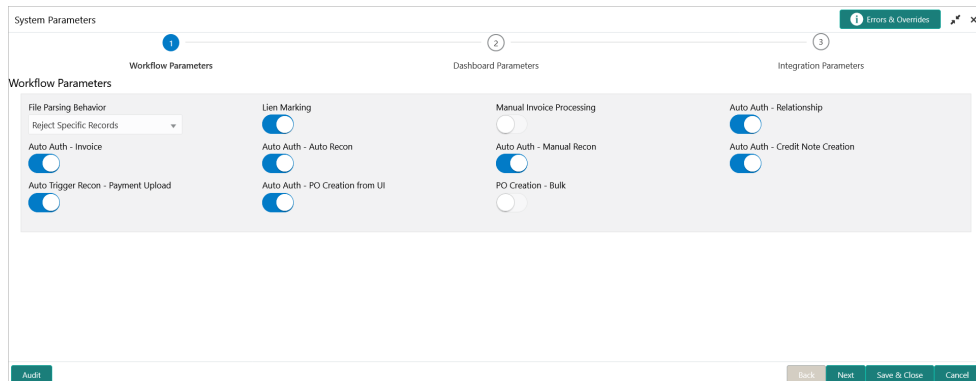
Specify **User ID** and **Password**, and login to **Home** screen.

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

The **View System Parameters** screen displays.

Figure 2-1 View System Parameters

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

Figure 2-2 System Parameters - Workflow Parameters

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

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

Table 2-1 Workflow Parameters - Field Description

Field	Description
File Parsing Behavior	Select the type of file parsing behavior. The available options are: - Reject All Records - If one record in a file fails, all records should be marked as fail and the entire file should be rejected. - Reject Specific Records - If one record in a file fails, the system should move on to the other records and mark the file processing as success with relevant records failed / passed.
Lien Marking	Select the toggle switch to enable or disable the Lien Marking in the host application.

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

Field	Description
Manual Invoice Processing	Select the toggle switch to enable or disable the manual enrichment required for invoice processing.
Auto Auth - Relationship	Select the toggle switch to enable or disable the auto authorization for the relationship management.
Auto Auth - Invoice	Select the toggle switch to enable or disable the auto authorization for invoice transactions.
Auto Auth - Auto Recon	Select the toggle switch to enable or disable the auto authorization for automatic reconciliation.
Auto Auth - Manual Recon	Select the toggle switch to enable or disable the auto authorization for manual reconciliation.
Auto Auth - Credit Note Creation	Select the toggle switch to enable or disable the auto authorization for credit note creation.
Auto Trigger Recon - Payment Upload	Select the toggle switch to enable or disable the auto trigger of Recon when the payment file/record is uploaded.
Auto Auth - Dynamic Discounting	Select the toggle switch to enable or disable the auto authorization for dynamic discounting.
Auto Auth - PO Creation from UI	Select the toggle switch to enable or disable the auto authorization for PO creation from UI.
PO Creation - Bulk	Select the toggle switch to enable or disable the auto authorization for bulk PO creation.

- Click **Next** button.

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

Figure 2-3 System Parameters - Dashboard Parameters

System Parameters

Workflow Parameters Dashboard Parameters Integration Parameters

Dashboard Parameters

Transaction History Days - Cashflows: 100

Date Range - Recon Dashboard: 6

Default Months - Recon Dashboard: 6

Audit Back Next Save & Close Cancel

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

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

Table 2-2 Dashboard Parameters - Field Description

Field	Description
Transaction History Days - Cashflows	Specify the number of days for which the transaction history details has to be displayed on the dashboard.
Date Range - Recon Dashboard	Specify the number of days for which the reconciliation details has to be displayed on the dashboard.
Default Months - Recon Dashboard	Specify the number of months for which the reconciliation details has to be displayed on the dashboard.

7. Click **Next** button.

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

Figure 2-4 System Parameters - Integration Parameters

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

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

Table 2-3 Integration Parameters - Field Description

Field	Description
Accounting System Integration	Select the toggle switch to enable or disable the integration with accounting system.
Limits System Integration	Select the toggle switch to enable or disable the integration with limits system.
Virtual Account Integration	Select the toggle switch to enable or disable the integration with Virtual Account Management system.
Publish Event - Payment Allocation	Select the toggle switch to enable or disable the publishing event for payment allocation to external applications.
Common Core EOD	Select the toggle switch to enable or disable the common core integration for EOD.
Allow Cashflow ML	Select the toggle switch to enable or disable the population of cashflow based on AI/Machine learning.
Plato Alert Integration	Select the toggle switch to enable or disable the integration with plato alerts system.
Invoice Cashflow Integration	Select the toggle switch to enable or disable the invoice integration with cashflow system.

Table 2-3 (Cont.) Integration Parameters - Field Description

Field	Description
Recon Payment Integration	Select the toggle switch to enable or disable the integration with payment system for reconciliation.

9. Click **Save and Close** to save the record.
10. On the **View System Parameters** screen, click **Options** icon and then select any of the following options:
 - a. **Authorize** – To authorize or reject the record. Authorizing/Rejecting requires necessary access rights.
 - Optional: Click **View** to view the record details.
 - Select the record and click **Approve** to approve the record.
 - Select the record and click **Reject** to reject the record. Specify the relevant comments in the pop-up window that appears, and click **Confirm**.
 - b. **View** – To view the record details.

3

Maintenance for Receivables and Payables

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

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.

3.1 Accounting Maintenance

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

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

3.1.1 Accounting Role

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

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

3.1.1.1 Create Accounting Role

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

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

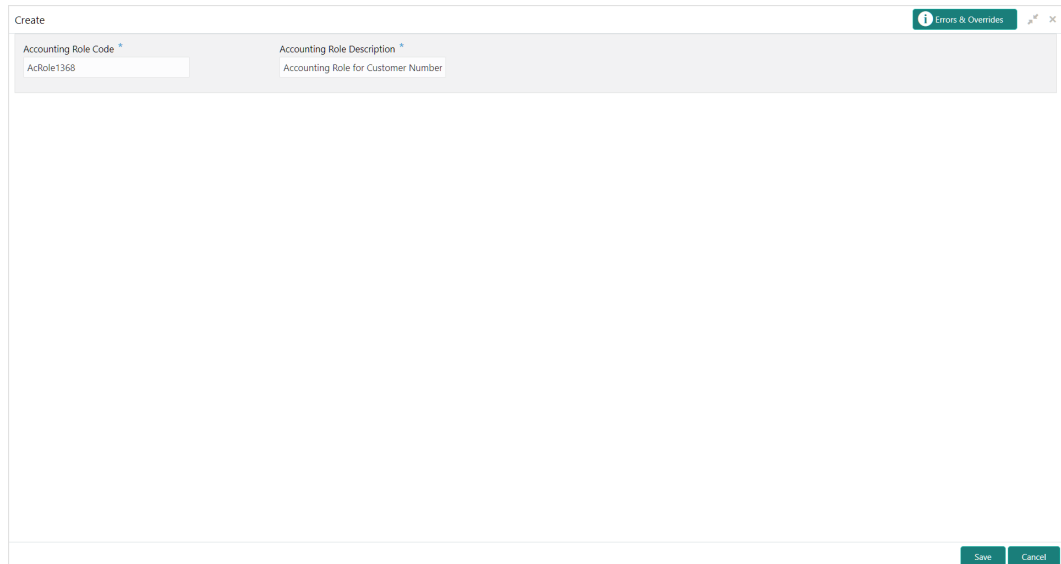
Specify **User ID** and **Password**, and login to **Home** screen.

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

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

The **Create Accounting Role** screen displays.

Figure 3-1 Create Accounting Role



- 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 3-1 Create Accounting Role - Field Description

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

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

3.1.1.2 View Accounting Role

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

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

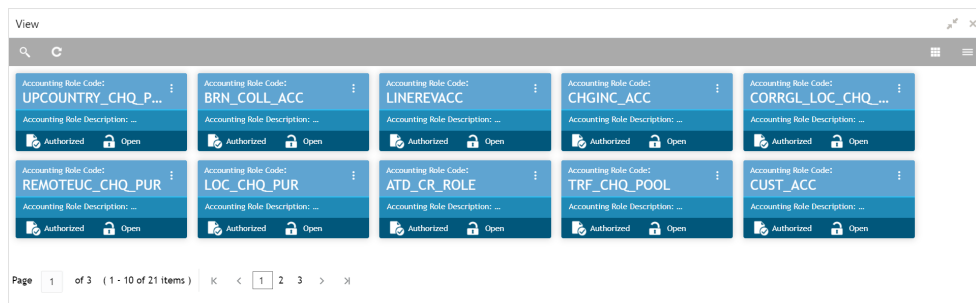
- The status, whether Authorized, Unauthorized, or Rejected
- Open or Closed
- The number of times the record has been submitted by the Maker added.

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

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.

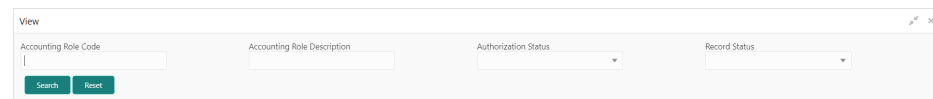
Figure 3-2 View Accounting Role



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 3-3 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.

3.1.2 Entry Codes

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

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

3.1.2.1 Create Entry Codes

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

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

1. On **Home** screen, click **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 3-4 Create Entry Codes

Create

Accounting Entry Code * AC2463

Accounting Entry Description * Accounting Entries for 2463

Role Details

Debit Role: Customer Account

Debit Party: Buyer

Debit Amount Type: Total Outstanding Amount

Debit Settlement Method: EFT

Credit Role: Charge Income GL

Credit Party: Supplier

Credit Amount Type: Total Outstanding Amount

Credit Settlement Method: EFT

Table:

Debit Role	Debit Party	Debit Amount Type	Debit Settlement Method	Credit Role	Credit Party	Credit Amount Type	Credit Settlement Method	Action
CUST_ACC	BUY	TOTAL_OS_AMT	EFT	CHGINC_ACC	SUPP	TOTAL_OS_AMT	EFT	

Page 1 of 1 (1 of 1 Items)

Buttons: Add/Edit, Reset, Save, Cancel

- 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 3-2 Create Entry Codes - Field Description

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

- 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.

3.1.2.2 View Entry Codes

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

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

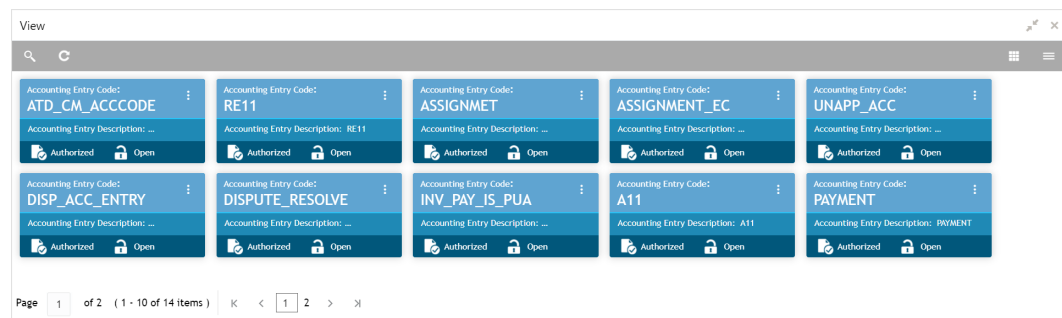
- The status, whether Authorized, Unauthorized, or Rejected
- Open or Closed
- The number of times the record has been submitted by the Maker added.

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

1. On **Home** screen, click **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**.

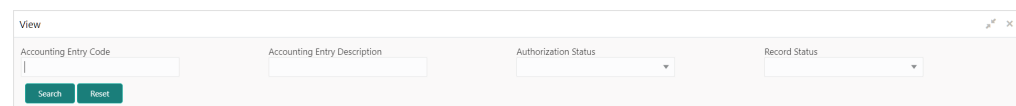
The **View Entry Codes** screen displays.

Figure 3-5 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 3-6 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.

3.1.3 Accounting Entries

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

- [Create Accounting Entries](#)
This topic describes the systematic instruction to create accounting entries by mapping entry codes with appropriate product, event, payment mode, and so on.
- [View Accounting Entries](#)
This topic describes the systematic instruction to view, modify, delete, or authorize the accounting entries that have been created.

3.1.3.1 Create Accounting Entries

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

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

1. On **Home** screen, click **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 3-7 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 3-3 Create Accounting Entries - Field Description

Field	Description
Branch	Select the branch to add accounting entries for. Values in this field are listed based on your access rights.
Product	Select the product to add accounting entries for. User can select 'ALL' to create the entry code for all the products.
Event	Select the event to add accounting entries for.
Filter Criteria	Select the filter criteria for specific application of accounting entries.
Charge Type	Select the charge type as credit or debit. This field is displayed only if Filter Criteria is selected as Charge Type.
Payment Mode	Select the mode of the payment. The available options are: • Account Transfer • Cheque • EFT This field is displayed only if Filter Criteria is selected as Instrument Status.

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

Field	Description
Approved	Switch the toggle ON, if accounting has to be set up for those instruments whose status is approved. This field is displayed only if Filter Criteria is selected as Approved Based .
PUA	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 Filter Criteria is selected as PUA .
Payment Party	Select the payment party if the accounting entry set up is separate for a specific payment party. This field is displayed only if Filter Criteria is selected as Payment Party .
Is Financed	Switch the toggle ON, if accounting entry is to be set up separately for financed and non-financed instruments. This field is displayed only if Filter Criteria is selected as Is Instrument Financed .
Accounting Entry Code	Click the search icon to select the required accounting entry code.
Accounting Entry Description	Displays the description of the selected entry code.
Sequence	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).

3.1.3.2 View Accounting Entries

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

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

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

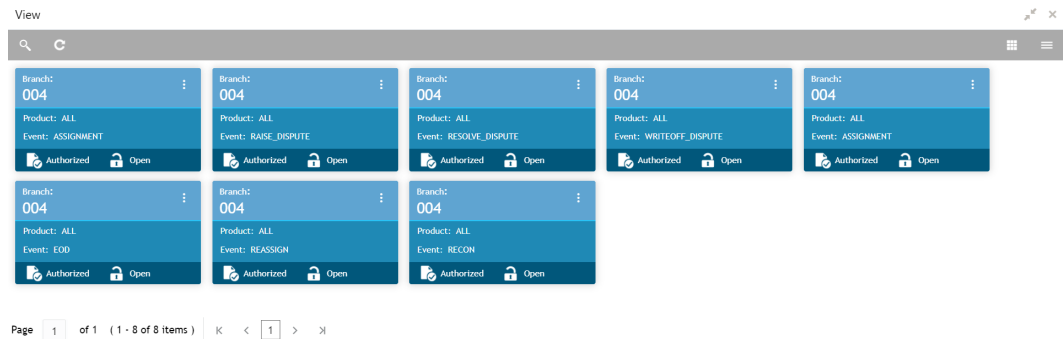
Specify **User ID** and **Password**, and login to **Home** screen.

1. On **Home** screen, click **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.

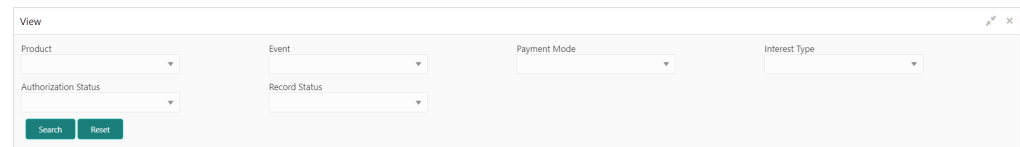
Figure 3-8 View Accounting Entries



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 3-9 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.

3.1.4 External Account Mapping

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

This topic contains the following subtopics:

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

3.1.4.1 Create External Account Mapping

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

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

1. On **Home** screen, click **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 3-10 Create External Account Mapping

Branch *	Product *	Event *
004-LM BRANCH	ALL	EOD
Currency *	Party Id *	Filter Criteria
USD	Sun Group Limited 001626	Default
Default Account	Account *	Payment Mode *
☒	1245796534875	EFT
IFSC Code *	Bank Name *	Branch Name *
CITI0845001	CITI Bank	New York

Save Cancel

- 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 3-4 Create External Account Mapping - Field Description

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

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

3.1.4.2 View External Account Mapping

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

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

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

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

- 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 3-11 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 3-12 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.

3.1.5 Internal Account Mapping

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

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

3.1.5.1 Create Internal Account Mapping

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

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

1. On **Home** screen, click **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 3-13 Create Internal Account Mapping

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

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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 3-5 Create Internal Account Mapping - Field Description

Field	Description
Branch	Select the branch in which account is maintained.
Product	Select the product for which internal account mapping is to be maintained. The user can select ALL if the account is to be used for all the products.
Role	Click the search icon to select the accounting role to map the account to.
Account Type	Switch the toggle button to select either CASA or GL for the mapping.
Settlement Method	Select the settlement method corresponding to the account type.
Account in Transaction Currency	Use this toggle button to specify whether the accounting should be done in transaction currency or not.
Filter Criteria	Select any one of the following criteria: • Party and Division Code Based • Event and Party Based • Party Based • Event Based • Charge Code Based • Default
Party	Click the search icon and select the party to whose account is to be mapped. This field is displayed only if Filter Criteria selected as Party .
Division Code	Click the search icon and select the applicable division code. This field is displayed only if Filter Criteria selected as Division Code .
Event	Select an event for account mapping. This field is displayed only if Filter Criteria selected as Event .
Charge Code	Select the charge code to map the account with. This field is displayed only if Filter Criteria selected as Charge Code .
Account Currency	Select the currency of the account to be mapped.
Account Number	Click the Search icon and select real/virtual account number.
Default Account	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.

3.1.5.2 View Internal Account Mapping

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

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

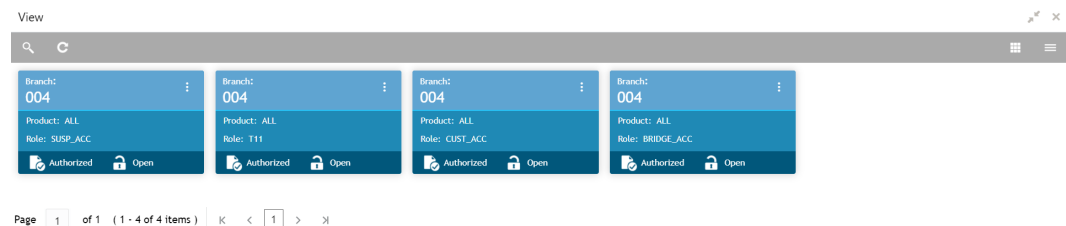
- The status, whether Authorized, Unauthorized, or Rejected
- Open or Closed
- The number of times the record has been submitted by the Maker added.

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

1. On **Home** screen, click **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.

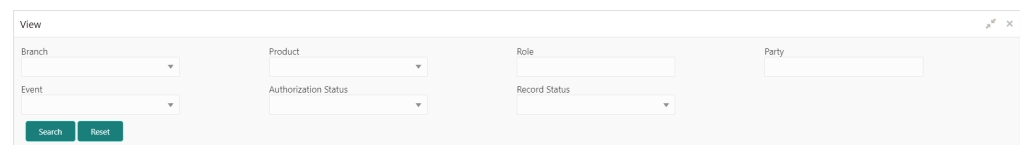
Figure 3-14 View Internal Account Mapping



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 3-15 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.

3.2 Charges Maintenance

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

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

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

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

This topic contains the following subtopics:

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

- [Charge Preferential Pricing](#)

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

3.2.1 Charge Code

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

- [Create Charge Code](#)

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

- [View Charge Code](#)

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

3.2.1.1 Create Charge Code

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

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

1. On **Home** screen, click **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 3-16 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 3-6 Create Charge Code - Field Description

Field	Description
Charge Code	Specify the unique charge code to be created.
Charge Description	Specify the description of the charge.
Charge Group	Select the group to which this charge code belongs. This field is purely for the purpose of maintaining information in the Management Information System (MIS). The available options are: • Rebates • Tax • Commission • Fee
Charge Category	Select the value to specify whether charge is of tax or standard category.
Charge Type	Specify if this charge code is of debit or credit type.
Effective Date	Click the calendar icon to select the start date of the charge code validity.
Expiry Date	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.

3.2.1.2 View Charge Code

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

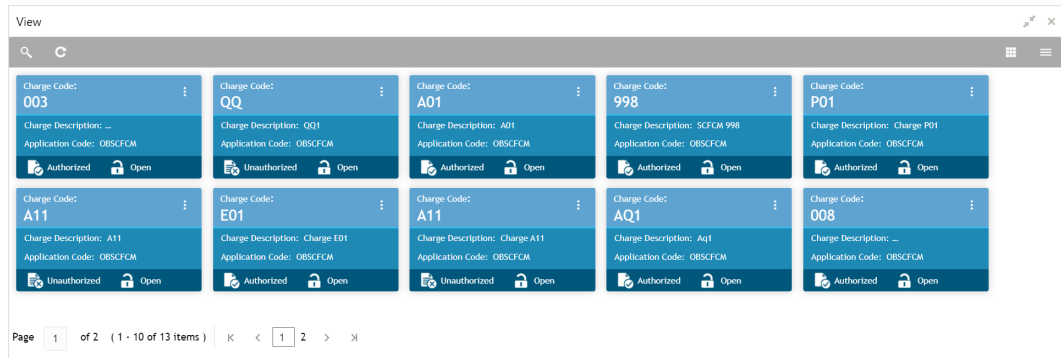
A tile is present for each record that has been created. The bottom portion of each record-tile displays the following:

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

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

1. On **Home** screen, click **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**.

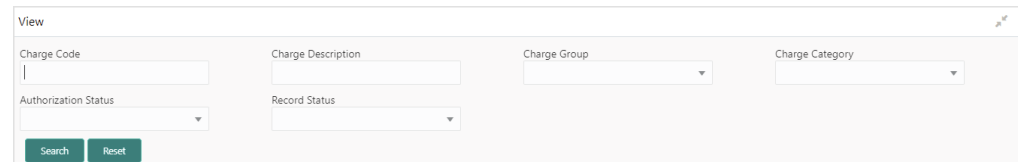
The **View Charge Code** screen displays.

Figure 3-17 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 3-18 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.

3.2.2 Charge Rule Maintenance

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

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

3.2.2.1 Create Charge Rule Maintenance

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

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

1. On **Home** screen, click **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 3-19 Create Charge Rule Maintenance

The screenshot shows the 'Create' screen for Charge Rule Maintenance. It includes several input fields and a table for defining rules.

Input Fields:

- Charge Pricing Description *
- Annum Basis: 366
- Pricing Category: Tier Based Mixed
- Pricing Method: Slab Mixed by Period
- Pricing Currency: Select
- Charge In Ten Currency: ☐
- Min/Max Validation Criteria: Select

Rule Definition Table:

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

Page 1 of 1 (1-2 of 2 items) | Add | Reset | Save | Cancel

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 3-7 Create Charge Rule Maintenance - Field Description

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

5. Click **Add** to add the charge rule details to the grid.
 - a. Select the record in the grid and then click  icon in the **Action** column.
 - b. Click **Edit** to edit the selected row.
 - c. Click **Delete** to delete the selected row.

6. Click **Reset** to reset the fields, if required.
7. Click **Save** to save the record and send it for authorization.

3.2.2.2 View Charge Rule Maintenance

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

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

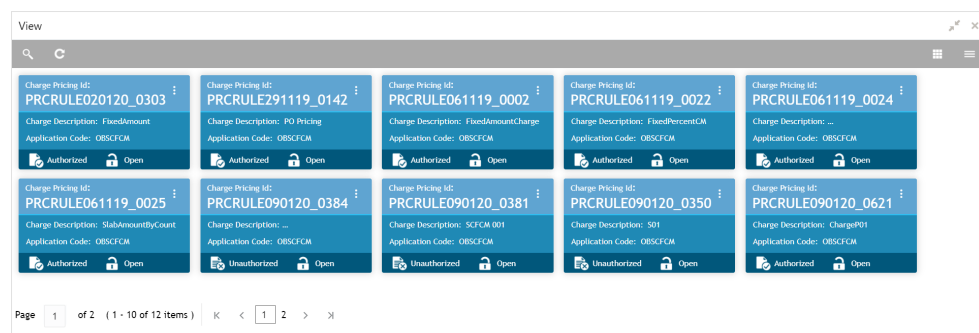
- The status, whether Authorized, Unauthorized, or Rejected
- Open or Closed
- The number of times the record has been submitted by the Maker added.

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

1. On **Home** screen, click **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.

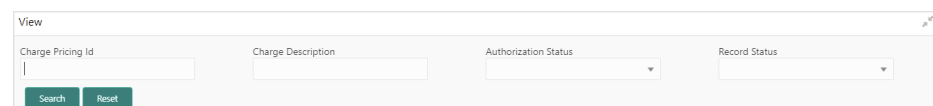
Figure 3-20 View Charge Rule Maintenance



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 3-21 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.

3.2.3 Charge Decisioning

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

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

3.2.3.1 Create Charge Decisioning

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

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

1. On **Home** screen, click **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 3-22 Create Charge Decisioning

- 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 3-8 Create Charge Decisioning - Field Description

Field	Description
Event	Select the event on the occurrence of which, the charge should be applied.
Filter Criteria	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.
Instrument Type	Select the instrument type for which the charge is to be mapped. This field appears if the filter criteria is selected as Instrument Type .
Instrument Status	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 Instrument Type .
Inherit Charges	Specify if default charges should be inherited as set up for default filter criteria or should be overridden as well.
Charge Code	Select the charge code for which the decisioning is to be configured.
Charge Sharing	Switch the toggle ON if charge sharing is applicable.

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

Field	Description
Sharing Percentage Allocation	Click the link to specify the sharing percentage for each party. This link is displayed only if the Charge Sharing toggle is enabled.
Party To Charge	Select the party to be charged. This field is displayed if you disable Charge Sharing .
Charge Pricing Rule	Click the search icon to select the charge pricing rule to be applied.
Charge Criteria	Select the criteria to be considered based on which the charge should be calculated. The available options are: - Count of POs - Parent Charge Code - Count of Invoice - Invoice Amount - PO Amount
Parent Charge Code	Select the parent charge code. The field displays if the Charge Criteria is selected as Parent Charge Code .
Reference Tenor Start Date	Specify which date should be considered to calculate the start of charge tenor duration
Reference Tenor End Date	Specify which date should be considered to calculate the end of charge tenor duration.
Effective Date	Click the calendar icon to select the start date of the charge decisioning validity.
Expiry Date	Click the calendar icon to select the end date of the charge decisioning validity.
Auto Waive	Switch the toggle ON to enable automatic charge waiving at the time of transaction processing. This field is displayed only if filter criteria is selected as Instrument Type Status Based .
Allow Waive	Switch the toggle ON to enable manual charge waiving at the time of transaction processing. If the Auto Waive toggle is switched ON, then this toggle is switched OFF and disabled by default.
Allow Pricing Modification	Switch the toggle On to allow pricing rule modification at the time of transaction processing. If the Auto Waive toggle is switched ON, then this toggle is switched OFF and disabled by default.
Allow Override	Switch the toggle On to enable overriding of charge amount at the time of transaction processing. If the Auto Waive toggle is switched ON, then this toggle is switched OFF and disabled by default
Collection Parameters	Displays the fields related to Collection Parameters under this section.
Collection Type	Specify how the charge should be collected.

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

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

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

Field	Description
Default Charges	Displays the default charges configured for the selected event in this grid, if the Inherit Charges is selected as Inherit Default Charges . These charges cannot be modified.

5. Click **Sharing Percentage Allocation** link to specify the sharing percentage for each party.

The **Charge Sharing Allocation** popup screen displays.

Figure 3-23 Charge Sharing Allocation

Charge Sharing Allocation

Party To Charge * Sharing Percentage *

Select 50 Add

Charge Sharing	Sharing Percentage Allocation	Action
BUY	50	⋮
SUPP	50	⋮

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

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

Note:

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

- e. If required, click icon under the **Action** column in the grid and then click **Edit** to modify details or click **Delete** to remove the record.
 - f. Click **OK** to save the charge sharing details.
6. Click **Add** to add the details to the grid.

7. Perform the following steps to take action on the records in the grid:
 - a. Select the record in the grid and click **Options** icon in the **Action** column.
 - b. Click **Edit** to modify the details.
 - c. Click **Delete** to remove the record.
8. Click **Save** to save the data and send it for authorization.

3.2.3.2 View Charge Decisioning

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

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

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

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

1. On **Home** screen, click **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.

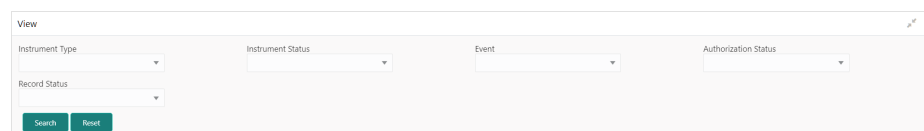
Figure 3-24 View Charge Decisioning



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 3-25 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.

3.2.4 Charge Preferential Pricing

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

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

3.2.4.1 Create Charge Preferential Pricing

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

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

1. On **Home** screen, click **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 3-26 Create Charge Preferential Pricing

- 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 3-9 Create Charge Preferential Pricing - Field Description

Field	Description
Filter Criteria	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.
Party	Click the search icon to select the party to map the preferential pricing to.
Instrument Type	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 Filter Criteria is selected as Instrument Type .
Instrument Status	Select the status of the instrument to map the preferential pricing to. This field is displayed only if the Filter Criteria is selected as Instrument Type .
Charge Code	Click the search icon to select the charge code for pricing configuration.

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

Field	Description
Charge Criteria	Select the criteria to be considered based on which charge should be calculated.
Charge Pricing Rule	Click the search icon to select the charge pricing rule to be applied.
Parent Charge Code	Select the parent charge code. This field is displayed if the Charge Criteria is selected as Parent Charge Code .
Reference Tenor Start Date	Specify which date should be considered to calculate the start of tenor duration.
Reference Tenor End Date	Specify which date should be considered to calculate the end of tenor duration.
Effective Date	Click the calendar icon to select the start date of the preferential charge validity.
Expiry Date	Click the calendar icon to select the end date of the preferential charge validity.
Charge Application	Switch the toggle ON to enable charge application.
Allow Waive	Switch the toggle ON to enable charge waiving.
Allow Override	Switch the toggle ON to enable overriding of the charge.
Allow Pricing Modification	Switch the toggle ON to allow pricing modification.
Collection Parameters	Displays the fields related to Collections Parameters.
Collection Type	Specify how the pricing should be collected.
Frequency	Specify the frequency of charge collection. This field is displayed only if the Collection Type is selected as Batch .
Reference Period	Specify when the collection should take place for the selected frequency. This field is displayed only if the Collection Type is selected as Batch .
Units	Specify whether the charge collection should take place as per units of specified frequency. This field is displayed only if the Collection Type is selected as Batch .
Calculation Parameters	Displays the fields related to Calculation Parameters.
Calculation Type	Specify how the pricing should be calculated.
Frequency	Specify the frequency of charge calculation. This field is displayed only if the Calculation Type is selected as Batch .
Reference Period	Specify when the calculation should take place for the selected frequency. This field is displayed only if the Calculation Type is selected as Batch .

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

Field	Description
Units	Specify whether the charge calculation should take place as per units of specified frequency. This field is displayed only if the Calculation Type is selected as Batch .
Charges Grid	Displays the details of the preferential pricing added as an entry in this grid.

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

3.2.4.2 View Charge Preferential Pricing

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

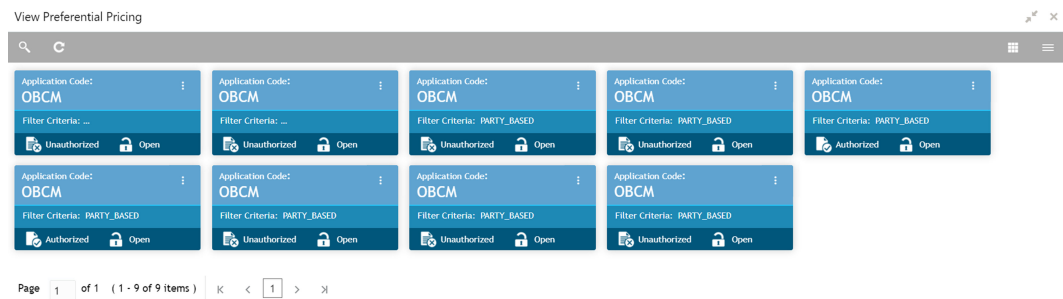
A tile is present for each record that has been created. The bottom portion of each record-tile displays the following:

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

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

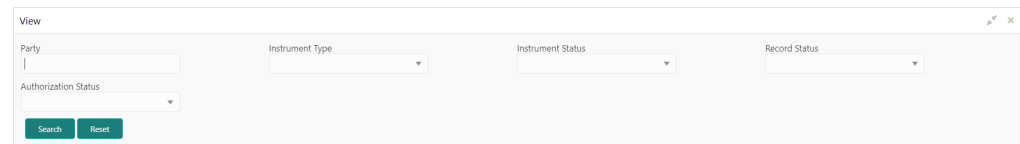
1. On **Home** screen, click **Cash Management**. Under **Cash Management**, click **Receivables & Payables**.
2. Under **Receivables & Payables**, click **Maintenance**. Under **Maintenance**, click **Charges**.
3. Under **Charges**, click **Charge Preferential Pricing**. Under **Charge Preferential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

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

Figure 3-27 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 3-28 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.

3.3 Commodity Maintenance

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

This topic contains the following subtopics:

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

3.3.1 Create Commodity

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

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

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

1. On **Home** screen, click **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 3-29 Create Commodity

The screenshot shows the 'Create Commodity' web form. It includes a search bar for 'Supplier Id' with the value 'REGATRON 201901'. Below this are several input fields: 'Commodity Code' (CMD1759FEGA847), 'Commodity Name' (Tyres), 'Description' (19 Inch Tyres), 'Tax(%)' (2.0000), 'Discount(%)' (1.0000), 'Country of Origin' (United States), and 'Year' (2021). Each field has a small asterisk indicating it is mandatory. At the bottom left are 'Add/Edit' and 'Reset' buttons. At the top right is an 'Errors & Overrides' tab.

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 3-10 Create Commodity - Field Description

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

5. Click **Add/Edit** to add the details to the grid.

The **Commodity Table Grid** displays.

Figure 3-30 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)   

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

Figure 3-31 Unit Details

Unit	Minimum Unit	Maximum Unit	Unit Price
Kilogram	10	100	250

Unit	Minimum Unit	Maximum Unit	Unit Price	Action
KILOGRAM	10	100	250	⋮

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

Table 3-11 Unit Details - Field Description

Field	Description
Unit	Specify the measuring unit for the commodity.
Minimum Unit	Specify the minimum units required for the commodity.
Maximum Unit	Specify the maximum units allowed for the commodity.
Unit Price	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.

3.3.2 View Commodity

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

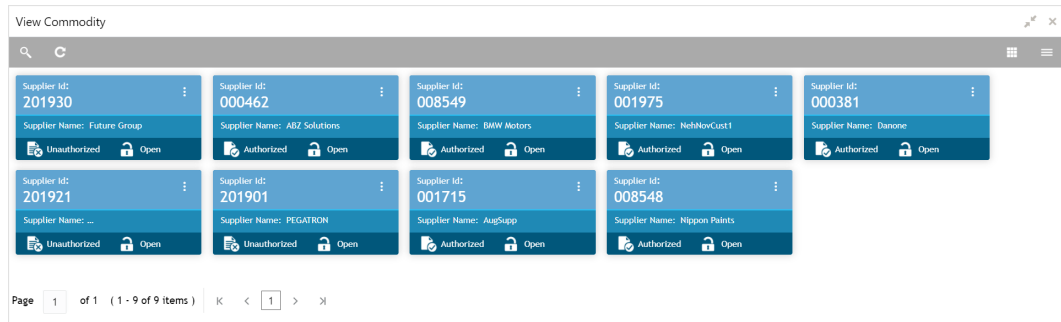
A tile is present for each record that has been created. The bottom portion of each record-tile displays the following:

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

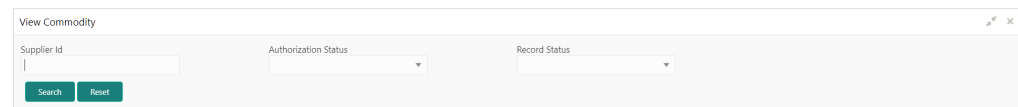
Specify **User ID** and **Password**, and login to **Home** screen.

1. On **Home** screen, click **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 3-32 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 3-33 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.

3.4 Division Code Maintenance

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

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

This topic contains the following subtopics:

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

3.4.1 Create Division Code

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

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

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

1. On **Home** screen, click **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 3-34 Create Division Code

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	

Page 1 of 1 (1 of 1 items)

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 3-12 Create Division Code - Field Description

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

3.4.2 View Division Code

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

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

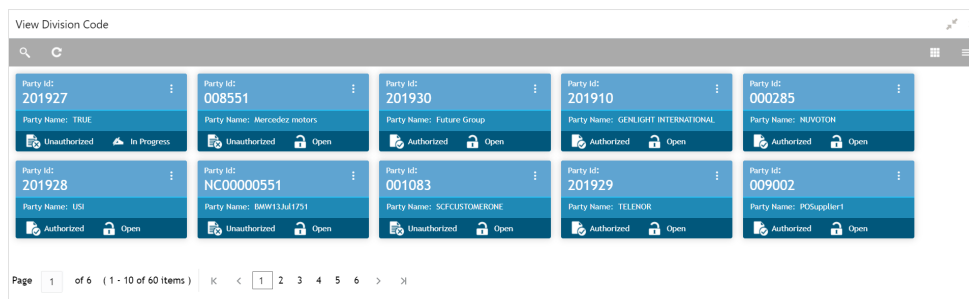
- The status, whether Authorized, Unauthorized, or Rejected
- Open or Closed
- The number of times the record has been submitted by the Maker added.

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

1. On **Home** screen, click **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.

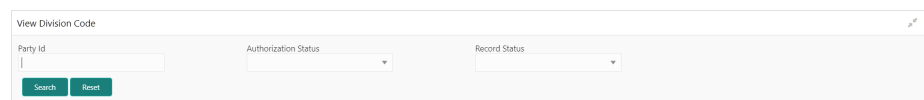
Figure 3-35 View Division Code



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 3-36 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.

3.5 Reconciliation Rules Maintenance

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

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

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

This topic contains the following subtopics:

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

3.5.1 Reconciliation Rule Definition

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

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

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

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

This topic contains the following subtopics:

- [Create Exact Reconciliation Rule Definition](#)
This topic describes the systematic instruction for setting up recon rule for Exact reconciliation category.
- [Create Generic Reconciliation Rule Definition](#)
This topic describes the systematic instruction for setting up recon rule for 'Generic' reconciliation category.

- [View Reconciliation Rule Definition](#)
This topic describes the systematic instruction to view, modify, delete, or authorize the reconciliation rule definitions.

3.5.1.1 Create Exact Reconciliation Rule Definition

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

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

1. On **Home** screen, click **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 3-37 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 3-13 Create Exact Reconciliation Rule Definition - Field Description

Field	Description
Rule Description	Specify the description of recon rule.

Table 3-13 (Cont.) Create Exact Reconciliation Rule Definition - Field Description

Field	Description
Recon Category	Select any one of the below categories of recon for which rule is defined. • Invoice/Debit Notes to Credit Notes Recon • Invoice/Debit Notes to Payment Recon • Expected Cashflow To Payment Recon • Allocation of Payment to Virtual Accounts
Recon Type	Select Exact as the category of the Recon definition.
Allocation Details	If allocation required, then select the appropriate value to specify whether the allocation should be done based on the account or attribute of entity like cashflow/payment/invoice.

5. In the **Exact Recon** section, perform the following steps to create conditions or group of conditions:
 - a. Click **Add Condition** to add a single line of condition. Or, click **Add Group** to add a group of conditions.
 - b. Click inside the added container to view buttons for adding condition details.

The **Exact Recon - Condition/Group Details** screen displays with the **Fixed Value**, **Text between**, **Invoice/Payment Attributes**, **Payment Attributes**, or **Cashflow/Payment Attributes** (depending on the selected recon category).

Figure 3-38 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 3-39 Exact Recon - Text Between

The screenshot shows the 'Exact Recon' configuration screen. At the top, there are fields for 'Rule Description', 'Recon Category' (set to 'Invoice/Debit Notes to Credit No...'), 'Recon Type' (set to 'Exact'), and 'Allocation Details' (set to 'Select'). Below these, the 'Exact Recon' section contains a logic builder. It starts with 'AND' and 'OR' buttons. A 'Fixed Value' field is present. The main logic is 'Text between [] and [] of [] Contains []'. The 'Invoice Attribute' is set to 'Select', 'Credit Notes Attribute' is set to 'Select', and 'Case Sensitive' is set to 'Yes'. There are 'Add Condition' and 'Add Group' buttons on the right. At the bottom, there is a 'Validate and Preview' button and 'Save' and 'Cancel' buttons.

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

The **Exact Recon - Attributes** screen displays.

Figure 3-40 Exact Recon - Attributes

The screenshot shows the 'Exact Recon' configuration screen, similar to Figure 3-39. The 'Recon Category' is 'Invoice/Debit Notes to Credit No...' and 'Recon Type' is 'Exact'. The 'Exact Recon' section shows a logic builder with 'AND' and 'OR' buttons. A 'starts with' button is highlighted. Below it, the 'Invoice Attribute' is set to 'Select'. There are 'Add Condition' and 'Add Group' buttons on the right. At the bottom, there is a 'Validate and Preview' button and 'Save' and 'Cancel' buttons.

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

Table 3-14 Exact Recon - Attributes

Invoice	Credit Note	Expected Cashflow	Payment
Base Invoice Amount	Credit Note Number	External Reference No	Payment Date
Buyer Name	Supplier Code	Cashflow Type	Credit Account No.
Net Invoice Amt.	Credit Note Base Amount	Revised Expected Date	Bank
Supplier Division Code	Buyer Name	Narration/Remarks	Relationship Code

Table 3-14 (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 3-41 Allocation Basis Grid

Allocation Attribute	Percentage	Action
Buyer ID	50	
Supplier ID	50	

Page 1 (1 of 2 items) Save Cancel

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

3.5.1.2 Create Generic Reconciliation Rule Definition

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

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

1. On **Home** screen, click **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 3-42 Create Generic Reconciliation Rule Definition

Create

Errors & Overrides

Rule Description * BaseGen

Recon Category * Invoice Payment Recon

Recon Type * Exact Generic

Allocation Details Attribute Based

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 3-15 Create Generic Reconciliation Rule Definition - Field Description

Field	Description
Rule Description	Specify the description of recon rule.
Recon Category	Select any one of the below category of recon for which rule is defined. • Invoice/Debit Notes to Credit Notes Recon • Invoice/Debit Notes to Payment Recon • Expected Cashflow To Payment Recon • Allocation of Payment to Virtual Accounts
Recon Type	Select Generic as the category of the Recon definition.
Allocation Basis	Select the value to specify whether the allocation should be done based on account or attribute.

Figure 3-43 Generic Recon Rule

Generic Recon

Base Entity: Invoice

Generic Criteria: HAFO

Based On Attribute: Outstanding Invoice Amount

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

Note:

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

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

The **Allocation Basis Grid** section displays.

Figure 3-44 Allocation Basis Grid

Allocation Basis Grid

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

Page 1 (1 of 2 items) < 1 >

Save Cancel

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.
- Click **Add** icon to add a new row.
 - Double click the row to add/edit attribute/account and appropriate percentage.
 - Repeat the above steps to add more attributes.

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

3.5.1.3 View Reconciliation Rule Definition

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

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

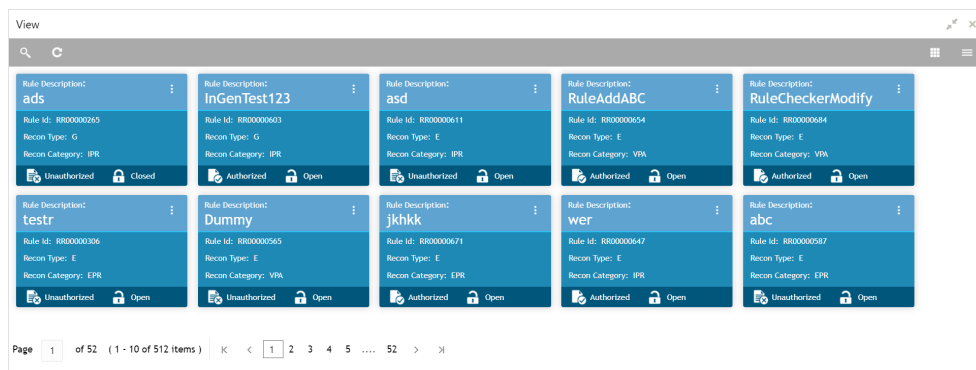
- The status, whether Authorized, Unauthorized, or Rejected
- Open or Closed
- The number of times the record has been submitted by the Maker added.

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

1. On **Home** screen, click **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.

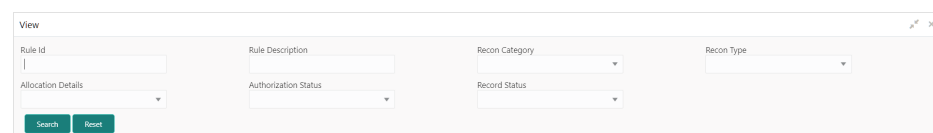
Figure 3-45 View Reconciliation Rule Definition



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 3-46 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.

3.5.2 Reconciliation Rule Decision

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

This topic contains the following subtopics:

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

3.5.2.1 Create Recon Rule Decision

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

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

1. On **Home** screen, click **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 3-47 Create Recon Rule Decision

The screenshot shows the 'Create Recon Rule Decision' screen. It features a form with several fields marked with an asterisk (*), indicating they are mandatory. The fields include 'Filter Criteria', 'Relationship and CounterParty Based', 'Relationship Code', 'Counterparty Id', 'Recon Category', 'Recon Type', 'Rule Id', and 'Rule Description'. The 'Filter Criteria' dropdown is set to 'Relationship and CounterParty Based'. The 'Relationship Code' is 'PEGA123'. The 'Counterparty Id' is 'PEGATRON 201901'. The 'Recon Category' is 'Expected Cashflow to Payment Recon'. The 'Recon Type' is 'Exact'. The 'Rule Id' is 'RR00000224'. The 'Rule Description' is 'expected cash flow'. There is a toggle for 'Execute Generic Rule' set to 'Y'. Below the form is a table with the following data:

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

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

- 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 3-16 Create Recon Rule Decision - Field Description

Field	Description
Filter Criteria	Select the appropriate filter criteria to map the reconciliation rule for specific application. The available options are: - Corporate Based - CounterParty Based - Relationship and CounterParty Based - Relationship Based - Default
Counterparty Id	Click the Search icon and select the counterparty to setup the recon rule for. This field is displayed only if the Filter Criteria is selected as CounterParty Based .
Corporate	Click the Search icon and select the corporate to setup the recon rule for. This field is displayed only if the Filter Criteria is selected as Corporate Based .

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

Field	Description
Relationship Code	Click the Search icon and select the relationship to setup the recon rule for. This field is displayed only if the Filter Criteria is selected as Relationship Based .
Priority	Specify the priority to apply the rules in ascending order.
Recon Category	Select the category of recon rule being mapped. For example: Expected Debit/Credit to Payment Recon , or Invoice Payment Recon .
Recon Type	Select the type of reconciliation as either Generic or Exact rule.
Rule Id	Click Search icon to search and select all the existing rules available for recon category and type.
Rule Id Description	Displays the description of the rule based on the selected rule.
Execute Generic Recon	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 Recon Type is selected as Exact .

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

3.5.2.2 View Recon Rule Decision

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

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

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

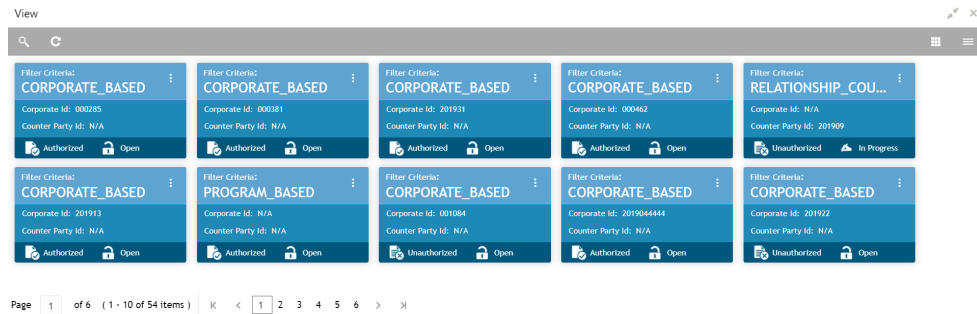
Specify **User ID** and **Password**, and login to **Home** screen.

1. On **Home** screen, click **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.

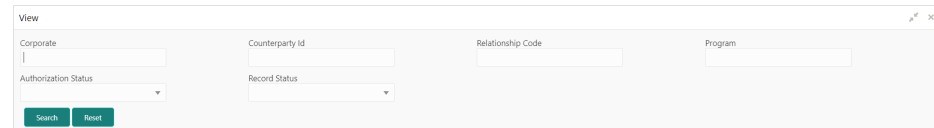
Figure 3-48 View Recon Rule Decision



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 3-49 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.

3.6 Tolerance Maintenance

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

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

This topic contains the following subtopics:

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

3.6.1 Create Tolerance

This topic describes the systematic instruction to create a tolerance.

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

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

1. On **Home** screen, click **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 3-50 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 3-17 Create Tolerance - Field Description

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

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

Table 3-18 Tolerance Table Grid - Field Description

Field	Description
Recon Category	Select the recon category to add the tolerance for.
Cash Flow Category	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.
Match Basis	Select the value to be matched from the reconciliation record. For example: AMOUNT
Currency	Select the currency to be considered for threshold amount/percentage.
Absolute Lower Threshold	Specify the lower absolute variance of either amount.
Absolute Upper Threshold	Specify the upper absolute variance of either amount.
Percentage Lower Threshold	Specify the lower percentage variance of either amount.
Percentage Upper Threshold	Specify the upper percentage variance of either amount.

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

3.6.2 View Tolerance

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

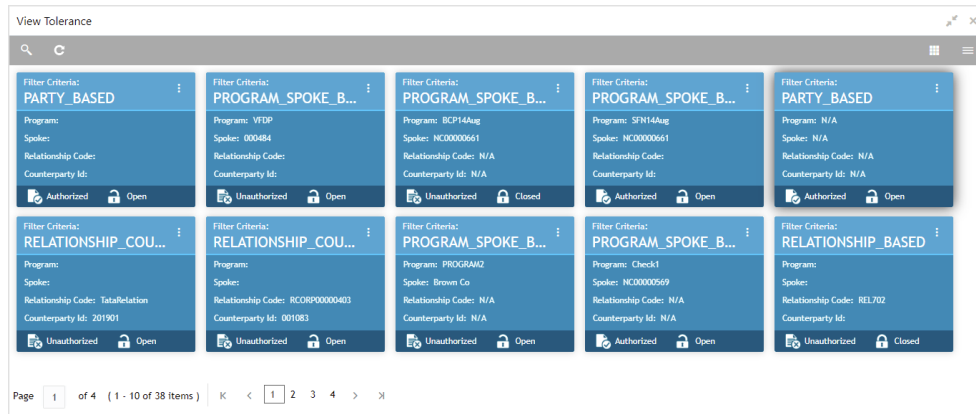
A tile is present for each record that has been created. The bottom portion of each record-tile displays the following:

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

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

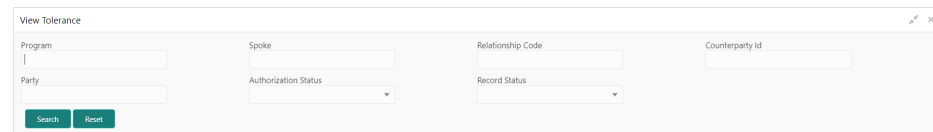
1. On **Home** screen, click **Cash Management**. Under **Cash Management**, click **Receivables & Payables**.
2. Under **Receivables & Payables**, click **Maintenance**. Under **Maintenance**, click **Tolerance**.
3. Under **Tolerance**, click **View Tolerance**.

The **View Tolerance** screen displays.

Figure 3-51 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 3-52 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.

3.7 Payment Terms Maintenance

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

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

This topic contains the following subtopics:

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

3.7.1 Create Payment Terms

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

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

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

1. On **Home** screen, click **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 3-53 Create Payment Terms

Create Payment Terms

Filter Criteria *

Relationship and CounterParty B...

Relationship Code *
Relation8001

Counterparty Id *
MERCER CORPORATION
201916

Frequency of Payments *
Custom

Payment Date Calculation Basis *
Invoice Due Date + Minimum Te...

Minimum Credit Period *
2

Holiday Treatment *
Next Business Date

Payment Schedule

From Day	To Day	Payment Day	Action
3rd	4th	5th	[Check] [Delete]
2nd	2nd	3rd	[Check] [Delete]
1st	1st	2nd	[Check] [Delete]

Page 1 of 1 (1-3 of 3 items)

Save Cancel

- 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 3-19 Create Payment Terms - Field Description

Field	Description
Filter Criteria	Select the appropriate filter criteria for specific application of payment terms.
Relationship Code	Click the Search icon and select the relationship code. This field is displayed only if the Filter Criteria is selected as Relationship .
Counterparty Id	Click the Search icon and select the counterparty id. This field is displayed only if the Filter Criteria is selected as Counterparty .
Party	Click the Search icon and select the party. This field is displayed only if the Filter Criteria is selected as Party .
Frequency of Payments	Select the frequency of the payment as monthly, weekly, or custom.
Days of the Month	Select the days of the month on which payment is expected. This field is displayed only if the Frequency of Payments is selected as Monthly .
Days of the Week	Select the days of the week on which payment is expected. This field is displayed only if the Frequency of Payments is selected as Weekly .
Payment Date Calculation Basis	Select the any one of the following to calculate the payment date. • Invoice Date + Minimum Tenor • Invoice Due Date • Invoice Due Date + Minimum Tenor
Minimum Credit Period	Specify the number to define the minimum tenor for the invoice.
Holiday Treatment	Select the value to specify payment due date should be moved to next/previous day in case it falls on holiday.
Payment Schedule grid	Displays the fields to specify the custom payment schedule. This field is displayed only if the Frequency of Payments is selected as Custom .
From Day	Select the start date of the duration as per selected entity for 'Payment Date Calculation Basis' field.
To Day	Select the end date of the duration as per selected entity for 'Payment Date Calculation Basis' field.
Payment Day	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.

3.7.2 View Payment Terms

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

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

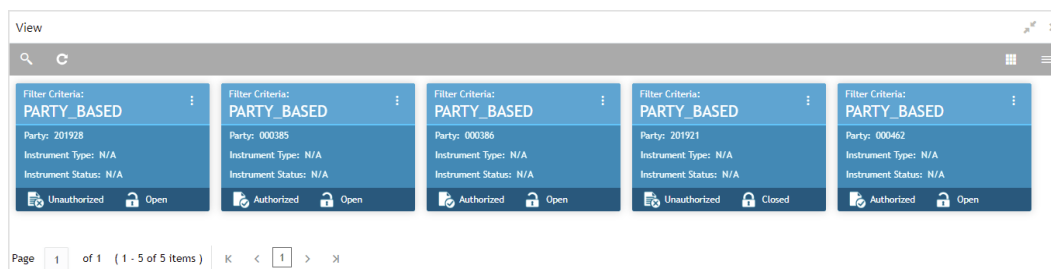
- The status, whether Authorized, Unauthorized, or Rejected
- Open or Closed
- The number of times the record has been submitted by the Maker added.

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

1. On **Home** screen, click **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.

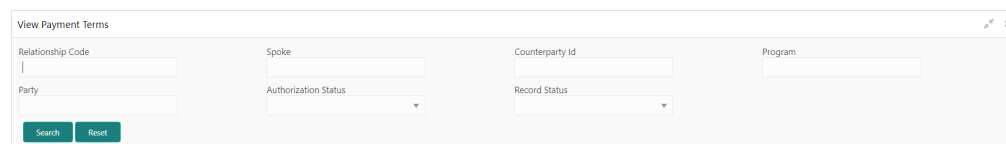
Figure 3-54 View Payment Terms



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 3-55 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.

3.8 Relationship Maintenance

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

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

This topic contains the following subtopics:

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

3.8.1 Create Relationship

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

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

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

1. On **Home** screen, click **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 3-56 Create Relationship - Customer

Create Relationship

Relationship Code *: RC98

Relationship Description *: Cole Importer Relationships

Corporate Id *: Cole Importers 200113

Product Category *: ☒ Receivable & Collections ☒ Payables

Effective From *: Mar 30, 2022

Valid Till *: Aug 31, 2031

Auto-Debit Applicable: ☐

Holiday Treatment *: Next Business Date

Auto Acceptance Applicable: ☒

No. of Days: 3

Allow Overdue Receivables: ☒

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 Business...	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 Business...	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 3-57 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 3-20 Create Relationship - Field Description

Field	Description
Relationship Code	Specify the unique relationship code to be created. This field cannot be modified once authorized.
Relationship Description	Specify the description of the code.
Corporate Id	Click the Search icon to select the corporate for whom the linkage to counterparty is required.
Product Category	Select the applicable product categories as 'Receivables & Collections' and/or 'Payables'. The data grid for each category is displayed upon selecting the category.
Effective From	Click the Calendar icon to select the date from which the relationship is active. The system considers the branch date, if this field is left blank.
Valid Till	Click the Calendar icon and select the date till which the relationship would be valid.
Auto Debit Applicable	Switch the toggle ON, if automatic debit facility is applicable at relationship level.
Holiday Treatment	Select the value to specify how to treat transactions falling on holidays.

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

Field	Description
Auto Acceptance Applicable	Switch the toggle ON, if auto acceptance should be enabled.
No. of Days	Specify the number of day(s) post which the auto-acceptance is triggered for an invoice.
Allow Overdue Receivables	Switch the toggle ON to allow creation of overdue invoices and debit notes for the relationship.
Maximum Days Overdue	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 3-58 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 3-59 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 3-60 Non Customer - Tax Information

Non Customer

Basic Info Address Information Tax Information

Tax Reference Number 1: CESS Tax Reference Number 2: SERVICE GIIN: FNUJ20321094Q23563

Save Cancel

- 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.

3.8.2 View Relationship

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

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

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

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

1. On **Home** screen, click **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 3-61 View Relationship

View Relationship

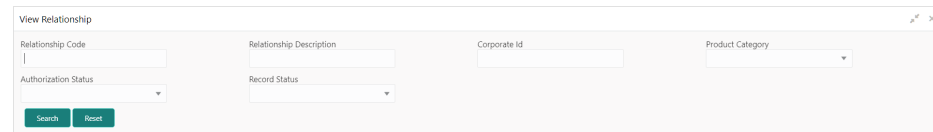
Relationship Description: RCORP00000302 Relationship Code: RCORP00000302 Corporate Id: 000485 Auto Acceptance: N Authorized Open	Relationship Description: F and B Manufacturi... Relationship Code: RCORP00000384 Corporate Id: 000485 Auto Acceptance: Y Authorized Open	Relationship Description: RCORP00000344 Relationship Code: RCORP00000344 Corporate Id: 008727 Auto Acceptance: Y Authorized Open	Relationship Description: Relation1102 Relationship Code: REL1102 Corporate Id: 201929 Auto Acceptance: Y Authorized Open	Relationship Description: ENH NEW Relationship Code: ENH2 Corporate Id: 201917 Auto Acceptance: N Authorized Open
Relationship Description: Relation001 Relationship Code: REL001 Corporate Id: NC00000465 Auto Acceptance: Y Authorized Open	Relationship Description: Rogo international w... Relationship Code: Relationcode3444 Corporate Id: 201920 Auto Acceptance: Y Authorized Open	Relationship Description: PO Relationship Relationship Code: SCORP00000230 Corporate Id: 000463 Auto Acceptance: N Authorized Open	Relationship Description: Sony Cash Managem... Relationship Code: SonyCms Corporate Id: 987651 Auto Acceptance: N Authorized Open	Relationship Description: REL DESC Relationship Code: TESTRELATIONSHIP Corporate Id: 001835 Auto Acceptance: N Authorized Open

Page 1 of 9 (1 - 10 of 85 items) | < 1 2 3 4 5 ... 9 > |

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 3-62 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.

3.8.3 View Non Customer

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

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

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

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

1. On **Home** screen, click **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 3-63 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 3-64 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.

3.9 Alerts Maintenance

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

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

3.9.1 Alert Contact Details

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

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

This topic contains the following subtopics:

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

3.9.1.1 Create Alert Contact Details

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

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

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

1. On **Home** screen, click **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 3-65 Create Alert Contact Details

Alert Code	Telephone Number	Email	Action
ACCIDEC	919957684265	acct@dec.com	

- 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 3-21 Create Alert Contact Details - Field Description

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

3.9.1.2 View Alert Contact Details

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

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

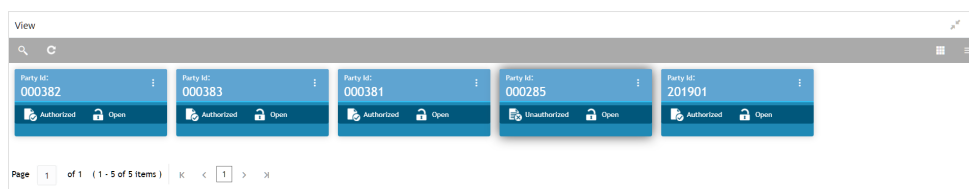
- The status, whether Authorized, Unauthorized, or Rejected
- Open or Closed
- The number of times the record has been submitted by the Maker added.

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

1. On **Home** screen, click **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.

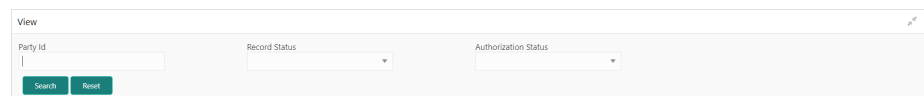
Figure 3-66 View Alert Contact Details



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 3-67 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.

3.9.2 Alert Definition

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

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

This topic contains the following subtopics:

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

3.9.2.1 Create Alert Definition

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

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

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

1. On **Home** screen, click **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 3-68 Create Alert Definition

Create

Alert Code *
InvDueDate

Alert Description *
First Alert for Invoice Due Date

Alert Category *
Invoice

Event *
Invoice Raise

Effective Date *
Nov 1, 2021

Expiry Date
Oct 31, 2022

Save Cancel

- 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 3-22 Create Alert Definition - Field Description

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

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

3.9.2.2 View Alert Definition

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

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

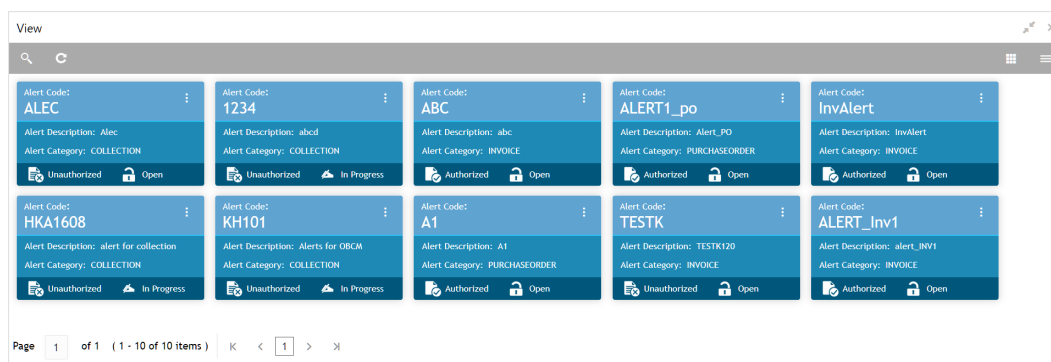
- The status, whether Authorized, Unauthorized, or Rejected
- Open or Closed

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

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

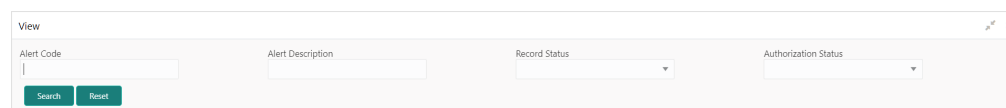
1. On **Home** screen, click **Cash Management**. Under **Cash Management**, click **Receivables & Payables**.
2. Under **Receivables & Payables**, click **Maintenance**. Under **Maintenance**, click **Alerts**.
3. Under **Alerts**, click **Alert Definition**. Under **Alert Definition**, click **View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

Figure 3-69 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 3-70 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.

3.9.3 Alert Decisioning

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

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

This topic contains the following subtopics:

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

3.9.3.1 Create Alert Decisioning

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

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

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

1. On **Home** screen, click **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 3-71 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

Recipient *
Supplier

Frequency *
Online

Additional Phone *
0013553467289

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 3-23 Create Alert Decisioning - Field Description

Field	Description
Category	Select the category to set the alerts for.
Filter Criteria	Select the appropriate filter criteria for specific application of alerts.
Relationship Code	Click the search icon and select the relationship to set the alerts for. This field appears if the Filter Criteria is selected as Relationship Based .
Event	Select the event to set the alert for.
Alert Code	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.
Description	Displays the description of the selected alert code.
Recipient	Select the recipient to whom the alert should be sent.
Frequency	Select the frequency to send the alerts as follows: - Select Online if the alert should be sent only when the event is generated. - Select Scheduled if the alert should be sent one or more times prior to the generation of the event.
Delivery Mode	Select the mode through which the alert should be sent.

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

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

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

The **Alert Schedule** popup screen displays.

Figure 3-72 Alert Schedule

The screenshot shows a web form titled "Alert Schedule". It contains two input fields: "Number of Alerts" with a value of 2 and an information icon, and "Interval Days" with a value of 1. Below these are two text template fields, "Text Template 1" and "Text Template 2", both containing the text "Alert for Instrument Clearing". At the bottom right of the form are two buttons: "Add" and "Reset".

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

3.9.3.2 View Alert Decisioning

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

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

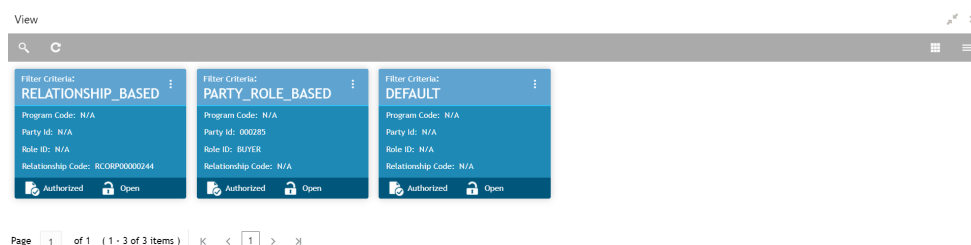
- The status, whether Authorized, Unauthorized, or Rejected
- Open or Closed
- The number of times the record has been submitted by the Maker added.

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

1. On **Home** screen, click **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.

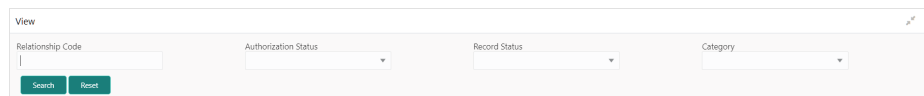
Figure 3-73 View Alert Decisioning



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 3-74 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.

4

Create Receivables and Payables

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

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

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

1. On **Home** screen, click **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 4-1 Create Receivables and Payables

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 4-1 Create Receivables and Payables - Field Description

Field	Description
Instrument Type	Select the instrument type. The available options are: • Invoice • Purchase Order • Debit Note • Credit Note
Record Status	Click on the respective switch to create a new/existing invoices.
Branch	Specify your branch. By default, the branch of the logged-in user is selected.
Processing Date	Displays the date on which the instrument is processed.

The user can create the following instruments.

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

4.1 Create Invoice

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

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

Basic Information

2. Click **Proceed** to view the screen for populating the invoice details.
The **Invoice - Basic Information** screen displays.

Figure 4-2 Invoice - Basic Information

The screenshot displays the 'Invoice - Basic Information' screen. On the left, a sidebar lists 'Basic Information', 'Commodity and Pricing', 'Shipment Information', and 'Summary'. The 'Basic Information' section is active. The main content area contains several input fields: 'Invoice Number' (INV284942912), 'Invoice Date' (Jan 1, 2020), 'Invoice Due Date' (Feb 9, 2021), 'Supplier' (WINBOND 000419), 'Buyer' (E MBI PLASTICS CO LTD 201909), 'Relationship' (RCKappa), 'Program', 'Currency' (USD), 'Pre-Accepted' (radio button), 'Buyer Division Code', 'Supplier Division Code', 'Funding Request Date', and 'Remarks'. The screen is labeled 'Screen (1 / 4)' in the top right corner. At the bottom, there are buttons for 'Back', 'Next', 'Save & Close', and '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 4-2 Basic Information - Field Description

Field	Description
Invoice Number	Specify the unique reference number for invoice to be created. OR Click the Search icon to select the existing invoice number. This field cannot be modified once authorized.
Invoice Date	Click the Calendar icon and select the date of invoice creation. By default, the system's current date is set.
Invoice Due Date	Click the Calendar icon and select the date by when the invoice is due.
Supplier	Click the Search icon and select the supplier of the goods/ commodity. This field cannot be modified once authorized.
Relationship	Click the Search icon and select the relationship of the selected supplier under which this invoice should be created. This field cannot be modified once authorized.
Program	Click the Search icon and select the required program under which the invoice should be created. This field is applicable to only OBSCF system.
Buyer	Click the Search icon and select the buyer to create the invoice for. This field cannot be modified once authorized.
Supplier Division Code	Click the Search icon and select the division code of the supplier.
Buyer Division Code	Click the Search icon and select the division code of the buyer.
Currency	Select the currency of the invoice.
Pre-Accepted	Switch the toggle ON if the invoice is pre-accepted by the buyer.
BIC Routing Code	Specify the BIC or SWIFT code of the financial institution, to send the payment amount to.
Funding Request Date	Click the Calendar icon and select the date on which funding for the invoice was requested.
Remarks	Specify the comments regarding the invoice, if any.
Virtual Account	Switch the toggle ON, if the repayment account is a virtual one.
Repayment Account Number	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 4-3 Invoice - 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 4-3 Commodity Details - Field Description

Field	Description
Invoice Number	Displays the reference number of the invoice.
Buyer	Displays the name of the buyer.
Supplier	Displays the name of the supplier.
Invoice Due Date	Displays the date when the invoice is due.
Add Commodities	Switch this toggle ON to add the commodities being purchased.
Commodity Details	Displays the fields related to the Commodity details. This section appears if the 'Add Commodities' toggle is switched ON.
Commodity Name	Displays the commodity name based on the selected commodity code.
Unit	Select the measuring unit for the goods.
Quantity	Specify the quantity of the goods as per selected measuring unit.
Unit Cost	Specify a single unit's cost of the goods.
Discount (%)	Specify the percentage of discount to be applied on the total cost.
Discount Amount	Displays the discount amount based on the discount percentage.

Table 4-3 (Cont.) Commodity Details - Field Description

Field	Description
Tax (%)	Specify the percentage of tax to be applied on total amount post discounting.
Tax Amount	Displays the tax amount based on tax percentage.
Net Cost	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 4-4 Pricing Details - Field Description

Field	Description
Currency	Displays the selected currency.
Base Invoice Amount	Displays the base amount of the invoice. Modify the base invoice amount, if required.
Discount Percentage	Specify the percentage of discount to be applied on the base invoice amount. Discount percentage is auto-calculated based on entered discount amount.
Discount Amount	Specify the amount to be discounted from the base invoice amount. Discount amount is auto-calculated based on entered discount percentage.
Tax (%)	Specify the percentage of tax to be levied on the total invoice amount. Tax percentage is auto-calculated based on entered tax amount.
Tax Amount	Specify the amount of tax to be levied on the total invoice amount. Tax amount is auto-calculated based on entered tax percentage.
Total Invoice Amount	Displays the total invoice amount post calculating base invoice amount, discount, and tax.
Misc Charge 1 Desc	Specify the description of the miscellaneous charges to be added in total invoice amount.
Misc Charge 1 Amount	Specify the miscellaneous charge amount to be added in total invoice amount.
Misc Charge 2 Desc	Specify the description of another miscellaneous charges to be added in total invoice amount.
Misc Charge 2 Amount	Specify the miscellaneous charge amount to be added in total invoice amount.
Net Invoice Amount	Displays the net invoice amount post adding miscellaneous charges in the total invoice amount.
Acceptance Amount	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 4-4 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 4-5 Shipment Information - Field Description

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

Table 4-5 (Cont.) Shipment Information - Field Description

Field	Description
Shipment Date	Click the Calendar icon and select the date on which the buyer expects commodity to get dispatched.
Shipment Number	Specify the unique shipment number to track the shipment.
Shipment Address	Specify the complete address where shipment should be sent.
Shipment Country	Select the country to send the shipment to.
City	Select the city to send the shipment to.
Zip Code	Specify the postal code to send the shipment to.
Phone Number	Specify the contact number of the shipment company.
Tax Id	Specify the unique tax id if shipment charge includes tax amount.
Reason for Export	Specify the reason for exporting the shipment.
Terms of Sale(Incoterms)	Select any of the following terms of sales: • DAF – Delivered At Frontier • DES - Delivered Ex Ship • DEQ - Delivered Ex Quay • DDU - Delivered Duty Unpaid • CIP - Carriage and Insurance Paid To (Insert place of destination) • CPT - Carriage Paid To (Insert place of destination) • CIF - Cost, Insurance and Freight • CFR - Cost and Freight • FOB - Free On Board • DDP - Delivered Duty Paid (Insert place of destination). • FCA - Free Carrier (Insert named place of delivery) • EXW - Ex Works (Insert place of delivery) • FAS - Free Alongside Ship (insert name of port of loading)
Payment Terms	Specify the terms of payments, if any.
Country of Origin	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 4-5 Invoice - Summary

Invoice

Summary

Invoice Information

Invoice Number : INV284942912
 Invoice Date : 2020-01-01
 Invoice Due Date : 2021-02-09
 Payment Due Date : 2021-02-09
 Net Invoice Amount : \$2,575.00

Pricing Details

Invoice Amount : \$2,400.00
 Discount(%) : 1
 Discount Amount : \$24.00
 Tax(%) : 0
 Tax Amount : \$0.00
 Total Invoice Amount : \$2,376.00
 Total Charges : \$199.00
 Net Invoice Amount : \$2,575.00

Relationship Information

Relationship Name : RCKappa
 Supplier : WINBOND
 Buyer : E MEI PLASTICS CO LTD
 Valid Till : 2030-12-31

Remarks

Shipment Information

Shipment Number : SHP1235264NY235
 Shipment Date : 2021-01-09
 Country of Origin : USA
 Shipment Address : W40 Street 13 Block 4 New
 Reason for Export : Extreme shortfall
 Terms of Sales (Incoterms) : CIP
 Payment Terms : -

Commodity Details

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

Page 1 (0 of 0 items) < 1 >

Back Next Save & Close Cancel

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'.

4.2 Create Purchase Order

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

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

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

Figure 4-6 Purchase Order - Basic Information

- 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 4-6 Basic Information - Field Description

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

Table 4-6 (Cont.) Basic Information - Field Description

Field	Description
Buyer Division Code	Click Search icon and select the division code of the buyer.
Supplier Division Code	Click Search icon and select the division code of the supplier.
Currency	Select the currency of the purchase order.
Pre-Accepted	Switch the toggle ON if the purchase order is pre-accepted by the supplier.
Remarks	Specify the comments regarding the purchase order, if any.

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

Commodity and Pricing

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

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

Figure 4-7 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 4-7 Commodity Details - Field Description

Field	Description
External PO Number	Displays the reference number of the purchase order.
Buyer	Displays the name of the buyer.
Supplier	Displays the name of the supplier.
PO Date	Displays the date of creation of the purchase order.
Add Commodities	Switch this toggle ON to add the commodities being purchased.
Commodity Details	Displays the fields related to the Commodity details. This section appears if the 'Add Commodities' toggle is switched ON.
Commodity Name	Displays the commodity name based on the selected commodity code.
Unit	Select the measuring unit for the goods.
Quantity	Specify the quantity of the goods as per selected measuring unit.
Unit Cost	Specify a single unit's cost of the goods.
Discount (%)	Specify the percentage of discount to be applied on the total cost.
Discount Amount	Displays the discount amount based on the discount percentage.
Tax (%)	Specify the percentage of tax to be applied on total amount post discounting.
Tax Amount	Displays the tax amount based on tax percentage.
Net Cost	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 4-8 Pricing Details - Field Description

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

Table 4-8 (Cont.) Pricing Details - Field Description

Field	Description
Total PO Amount	Displays the total PO amount post calculating base PO amount, discount, and tax.
Misc Charge 1 Desc	Specify the description of the miscellaneous charges to be added in total PO amount.
Misc Charge 1 Amount	Specify the miscellaneous charge amount to be added in total PO amount.
Misc Charge 2 Desc	Specify the description of another miscellaneous charges to be added in total PO amount.
Misc Charge 2 Amount	Specify the miscellaneous charge amount to be added in total PO amount.
Net PO Amount	Displays the net PO amount post adding miscellaneous charges in the total PO amount.

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

Shipment Information

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

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

Figure 4-8 Purchase Order - Shipment Information

Purchase Order

Screen (3 / 4)

Basic Information

Commodity and Pricing

Shipment Information

Summary

Shipment Information

External PO Number
PUR554872

Buyer
GENLIGHT INTERNATIONAL

Supplier
ABB Ltd

PO Date
2020-01-13

Requested Shipment Date
Nov 30, 2021

Ship To

City

Zip Code

Shipment Address

Phone Number

Shipment Country
Select

Reason for Export

Terms of Sales (Incoterms)
Select

Payment Terms

Tax ID

Country of Origin
Select

Promised Shipment Date
Nov 30, 2021

Back Next Save & Close Cancel

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 4-9 Shipment Information - Field Description

Field	Description
Requested Shipment Date	Click the Calendar icon and select the date on which the buyer expects commodity to get dispatched.
Ship To	Specify the name of the location where shipment should be sent.
Shipment Address	Specify the complete address where shipment should be sent.
Shipment Country	Specify the country to send the shipment to.
City	Select the city to send the shipment to.
Zip Code	Specify the postal code to send the shipment to.
Phone Number	Specify the contact number of the shipment company.
Tax Id	Specify the unique tax id if shipment charge includes tax amount.
Reason for Export	Specify the reason for exporting the shipment.
Terms of Sale(Incoterms)	Select any of the below terms of sales: • DAF – Delivered At Frontier • DES - Delivered Ex Ship • DEQ - Delivered Ex Quay • DDU - Delivered Duty Unpaid • CIP - Carriage and Insurance Paid To (Insert place of destination) • CPT - Carriage Paid To (Insert place of destination) • CIF - Cost, Insurance and Freight • CFR - Cost and Freight • FOB - Free On Board • DDP - Delivered Duty Paid (Insert place of destination). • FCA - Free Carrier (Insert named place of delivery) • EXW - Ex Works (Insert place of delivery) • FAS - Free Alongside Ship (insert name of port of loading)
Payment Terms	Specify the terms of payments, if any.
Country of Origin	Select the country from where the shipment is being sent.
Promised Shipment Date	Click the Calendar icon and select the date agreed by the supplier to send the shipment.

11. Perform any of the below action from the **Shipment Information** screen:

- Click **Next** to go to the **Summary** screen.
- Click **Save & Close** to save the PO details and submit it for authorization.
- Click **Back** to go to the **Commodity and Pricing** screen.
- Click **Cancel** to cancel the creation of the PO.

Summary

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

Figure 4-9 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(\$): \$600.00
Tax(\$): \$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 : 2021-11-30
Promised Shipment Date : 2021-11-30
Country of Origin : -
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.						

Page 1 (0 of 0 items)

Back Next Save & Close Cancel

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

4.3 Create Debit Note

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

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

Figure 4-10 Debit Note - Basic Information

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

The **Link Invoice** screen displays.

Figure 4-11 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 4-10 Link Invoice - Field Description

Field	Description
Supplier	Click Search icon and select the supplier of the invoice.
Relationship	Click Search icon and select the any of the relationship maintained for the selected supplier. In case of linked invoice, the relationship is auto-populated.
Buyer	Click Search icon and select the buyer for the credit note. In case of linked invoice, the buyer is auto-populated.
Invoice Number	Specify the specific invoice to search for.
Amount From	Specify the minimum amount of the invoice respectively to filter the invoice search.
Amount To	Specify the maximum amount of the invoice respectively to filter the invoice search.
Currency	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 4-11 Basic Information - Field Description

Field	Description
Debit Note Date	Click the Calendar icon and select the date on which debit note is created.
Debit Note Due Date	Click the Calendar icon and select the date by when the debit note is due.
Supplier	Click the Search icon and select the supplier for the debit note. In case of linked invoice, the supplier is auto-populated.
Relationship	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.
Program	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.
Buyer	Click the Search icon and select the buyer for the debit note. In case of linked invoice, the buyer is auto-populated.
Supplier Division Code	Click the Search icon and select the division code of the selected supplier.

Table 4-11 (Cont.) Basic Information - Field Description

Field	Description
Buyer Division Code	Click the Search icon and select the division code of the selected buyer.
Currency	Select the currency of the debit note. In case of linked invoice, the currency is auto-populated.
Adjustment Reason	Select the adjustment reason to be considered for creation of debit note.
Funding Request Date	Click the Calendar icon and select the requested date for funding the debit note.
Remarks	Specify the remarks about the debit note, if any.
Pre-Accepted	Switch the toggle ON if the debit note is pre-accepted by the buyer.
BIC Routing Code	Specify the BIC or SWIFT code of the financial institution, to send the payment amount to.
Virtual Account	Switch the toggle ON, if the repayment account is a virtual one.
Repayment Account Number	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 4-12 Debit Note - Commodity and Pricing

Debit Note

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

Commodity and Pricing

Debit Note Number: DB245719 | Buyer: ABB Ltd | Supplier: PEGATRON | Debit Note Due Date: 2020-06-16

Inherit Commodities: ☐ | Add Commodities: ☐

Pricing Details

Currency: GBP | Base Debit Note Amount: GBP10,000.00 | Discount Percentage: 5.0000 | Discount Amount: GBP500.00

Tax(%): 4.0000 | Tax Amount: GBP380.00 | Total Debit Note Amount: GBP9,880.00

Misc Charge 1 Desc: | Misc Charge 1 Amount: GBP120.00 | Misc Charge 2 Desc: | Misc Charge 2 Amount: GBP0.00

Service Charge: | Net Debit Note Amount: GBP10,000.00

Back | Next | Save & Close | Cancel

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 4-12 Commodity Details - Field Description

Field	Description
Commodity Name	Displays the commodity name based on the selected commodity code.
Unit	Select the measuring unit for the goods.
Quantity	Specify the quantity of the goods as per selected measuring unit.
Unit Cost	Specify a single unit's cost of the goods.
Discount (%)	Specify the percentage of discount to be applied on the total cost.
Discount Amount	Displays the discount amount based on the discount percentage.
Tax (%)	Specify the percentage of tax to be applied on total amount post discounting.
Tax Amount	Displays the tax amount based on tax percentage.
Net Cost	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 4-13 Pricing Details - Field Description

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

Table 4-13 (Cont.) Pricing Details - Field Description

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

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

Shipment Information

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

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

Figure 4-13 Debit Note - Shipment Information

Debit Note

Basic Information
Commodity and Pricing
Shipment Information
Summary

Shipment Information

Debit Note Number: DB245719
Buyer: ABB Ltd
Supplier: PEGATRON
Debit Note Due Date: 2020-06-16

Shipment Date: Feb 10, 2020
Shipment Number: D5963WX749
Shipment Address:
Shipment Country: UK
City:
Zip Code:
Phone Number:
Tax ID:
Reason for Export:
Terms of Sales (Incoterms): FAS
Payment Terms:
Country of Origin: UK

Back Next Save & Close Cancel

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 4-14 Shipment Information - Field Description

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

Table 4-14 (Cont.) Shipment Information - Field Description

Field	Description
Terms of Sale(Incoterms)	Select any of the below terms of sales: • DAF – Delivered At Frontier • DES - Delivered Ex Ship • DEQ - Delivered Ex Quay • DDU - Delivered Duty Unpaid • CIP - Carriage and Insurance Paid To (Insert place of destination) • CPT - Carriage Paid To (Insert place of destination) • CIF - Cost, Insurance and Freight • CFR - Cost and Freight • FOB - Free On Board • DDP - Delivered Duty Paid (Insert place of destination). • FCA - Free Carrier (Insert named place of delivery) • EXW - Ex Works (Insert place of delivery) • FAS - Free Alongside Ship (insert name of port of loading)
Payment Terms	Specify the terms of payments, if any.
Country of Origin	Select the country from where the shipment is being sent.

14. Perform any of the below action from the **Shipment Information** screen:

- Click **Next** to go to the **Summary** screen.
- Click **Save & Close** to save the debit note details and submit it for authorization.
- Click **Back** to go to the **Commodity and Pricing** screen.
- Click **Cancel** to cancel the creation of the debit note.

Summary

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

The **Debit Note - Summary** screen displays.

Figure 4-14 Debit Note - Summary

The screenshot displays the 'Debit Note - Summary' screen. On the left, there is a navigation pane with tabs: 'Basic Information', 'Commodity and Pricing', 'Shipment Information', and 'Summary' (which is currently selected). The main area is divided into several sections:

- Debit Note Information:**
 - Debit Note Number : DB245719
 - Debit Note Date : 2020-01-16
 - Debit Note Due Date : 2020-06-16
 - Payment Due Date : -
 - Net Debit Note Amount : £10,000.00
- Pricing Details:**
 - Base Debit Note Amount : £10,000.00
 - Discount(%) : 5
 - Discount Amount : £500.00
 - Tax(%) : 4
 - Tax Amount : £380.00
 - Total Debit Note Amount : £9,880.00
 - Total Charges : £120.00
 - Net Debit Note Amount : £10,000.00
- Relationship Information:**
 - Relationship Name : RCORP00000742
 - Supplier : PEGATRON
 - Buyer : ABB Ltd
 - Valid Till : 2099-05-17
- Shipment Information:**
 - Shipment Number : DS963WX749
 - Shipment Date : 2020-02-10
 - Country of Origin : UK
 - Shipment Address : -
 - Reason for Export : -
 - Terms of Sales (Incoterms) : FAS
 - Payment Terms : -
- Remarks:** (Empty text area)
- Commodity Details:**

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

At the bottom right, there are four buttons: 'Back', 'Next', 'Save & Close', and 'Cancel'. The 'Next' button is highlighted.

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'.

4.4 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 4-15 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 4-16 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 4-15 Link Invoice - Field Description

Field	Description
Supplier	Click Search icon and select the supplier of the invoice.
Relationship	Click Search icon and select the any of the relationship maintained for the selected supplier. In case of linked invoice, the relationship is auto-populated.
Buyer	Click Search icon and select the buyer for the credit note. In case of linked invoice, the buyer is auto-populated.
Invoice Number	Specify the specific invoice to search for.
Amount From	Specify the minimum amount of the invoice respectively to filter the invoice search.
Amount To	Specify the maximum amount of the invoice respectively to filter the invoice search.
Currency	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 4-16 Basic Information - Field Description

Field	Description
Credit Note Number	Specify a unique reference number for the credit note to be created. OR Click Calendar icon and select an existing credit note number. This field cannot be modified once authorized.
Link Invoice	Click Search icon to find the invoice(s) to link the credit note to.
Credit Note Date	Click Calendar icon and select the date on which credit note is created.
Credit Note Expiry Date	Click Calendar icon and select the date till when the credit note is valid.
Supplier	Click the Search icon and select the supplier for the credit note. In case of linked invoice, the supplier is auto-populated.
Relationship	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.
Program	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.
Buyer	Click the Search icon and select the buyer for the credit note. In case of linked invoice, the buyer is auto-populated.
Supplier Division Code	Click the Search icon and select the division code of the selected supplier.
Buyer Division Code	Click the Search icon and select the division code of the selected buyer.
Currency	Select the currency of the credit note. In case of linked invoice, the currency is auto-populated.
Adjustment Reason	Select the adjustment reason to be considered for creation of credit note.
Funding Request Date	Click the Calendar icon and select the requested date for funding the credit note.
Remarks	Specify the remarks about the credit note, if any.

7. Perform any of the below action from the **Basic Information** screen:

- Click **Next** to go to the **Commodity and Pricing** screen.
- Click **Save & Close** to save the credit note details and submit it for authorization.
- Click **Cancel** to cancel the creation of the credit note.

Commodity and Pricing

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

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

Figure 4-17 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 4-17 Commodity Details - Field Description

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

Table 4-17 (Cont.) Commodity Details - Field Description

Field	Description
Discount (%)	Specify the percentage of discount to be applied on the total cost.
Discount Amount	Displays the discount amount based on the discount percentage.
Tax (%)	Specify the percentage of tax to be applied on total amount post discounting.
Tax Amount	Displays the tax amount based on tax percentage.
Net Cost	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 4-18 Pricing Details - Field Description

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

- a. Click **Add** icon to add rows in the grid.

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

Summary

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

The **Credit Note - Summary** screen displays.

Figure 4-18 Credit Note - Summary

The screenshot shows the 'Credit Note - Summary' screen. On the left is a navigation pane with tabs: 'Basic Information', 'Commodity and Pricing', and 'Summary' (selected). The main area is divided into several sections:

- 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:** A table with 7 columns: Commodity Code, Commodity Name, Quantity, Unit Cost, Discount Amount, Tax Amount, and Net Cost.

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)

At the bottom right, there are four buttons: 'Back', 'Next', 'Save & Close', and 'Cancel'.

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

5

Receivables and Payables Management

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

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

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

1. On **Home** screen, click **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 5-1 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 5-1 Receivables and Payables Management - Field Description

Field	Description
Branch	Specify your branch. By default, the branch of the logged-in user is selected.
Instrument Type	Select the instrument to be managed.
Action	Select the action to be taken on the instrument.
Processing Date	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 5-2 Invoice & Debit Note - Search Parameter

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

Figure 5-3 Purchase Order - Search Parameter

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.

5.1 Accept Receivables and Payables

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

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

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

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

Figure 5-4 Accept Invoice/Debit Note

Receivables and Payables Management
Invoice/Dr Note List

☐	Reference Number	Instrument Type	Buyer	Supplier	Program	Issue Date	Net Amount	Remarks	Acceptance Amount	New Acceptance Amount	Stale St
☒	INV-MARCH1702	Invoice	Carrefour	Danone		2020-01-09	£100.00		£0.00	£80.00	N
☐	INV-MARCH1703	Invoice	Carrefour	Danone		2020-01-09	£100.00	Remarks	£0.00		N
☐	MAUTO-DEBIT-003	Debit Note	Carrefour	Danone	This is PR	2018-01-11	¥10,200.00	Resolve Disq	¥0.00		N
☐	051716293772739440	Invoice	Carrefour	Danone		2021-10-25	£7,000.00	performanc	£0.00		N
☐	TE4	Invoice	Carrefour	Danone		2021-10-25	£700.00		£0.00		N
☐	ALERTTEST	Invoice	Carrefour	Danone		2021-10-19	\$10,000.00		\$0.00		Y
☐	TE1	Invoice	Carrefour	Danone		2021-10-25	£7,000.00		£0.00		N
☐	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 5-5 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

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

Page 1 of 5 (1-10 of 44 items) < 1 2 3 4 5 > X

Remarks Acceptance Amount £6,900.00 Apply Undo

Summary
Total Instruments 1
Total Acceptance Amount £6,900.00 Submit Cancel

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

5.2 Assign Receivables and Payables

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

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



Note:

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

- On **Receivables and Payables Management** screen, select the action as **Assignment**.
- Click **Proceed** to view the search parameters.

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

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

Figure 5-6 Assign Receivables and Payables

Receivables and Payables Management

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

Proceed

Show Search ▾

Invoice/Dr Note List

☐	Reference Number	Instrument Type	Buyer	Supplier	Program	Issue Date	Net Amount	Remarks	Stale Status
☒	INVFE2711	Invoice	Carrefour	Danone	This is PROGRAM1	2020-01-09	\$1,000.00	Assignmer	N

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

Remarks

Apply Undo

Summary

Total Instruments 1 Total Amount \$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 assigned.
7. Optional: In the **Remarks** field, enter the remarks for the assignment of the invoice/debit note.
8. Click **Apply** to make changes in the grid.
9. If required, click **Undo** to revert the applied changes.
10. Click **Submit** to submit the assignment and send it for authorization (if applicable).

5.3 Cancel Receivables and Payables

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

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

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

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

Figure 5-7 Cancel Invoice/Debit Note

Receivables and Payables Management

Invoice/Dr Note List

☐	Reference Number	Instrument Type	Buyer	Supplier	Program	Issue Date	Net Amount	Remarks	State Status
☒	INVMARCH1702	Invoice	Carrefour	Danone		2020-01-09	£100.00	Cancellation	N
☐	INVMARCH1703	Invoice	Carrefour	Danone		2020-01-09	£100.00	Remarks	N
☐	TE1	Invoice	Carrefour	Danone		2021-10-25	£7,000.00		N
☐	TE2	Invoice	Carrefour	Danone		2021-10-25	£7,000.00		N
☐	051716293772739440	Invoice	Carrefour	Danone		2021-10-25	£7,000.00	performar	N
☐	TE4	Invoice	Carrefour	Danone		2021-10-25	£700.00		N
☐	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

£100.00

Submit Cancel

The **Cancel Purchase Order** screen displays.

Figure 5-8 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

☐	PO Number	Buyer	Supplier	Program	Relationship	PO Date	Promised Shipment Date	PO Amount	Remarks	State Status
☒	POFEB2601	Carrefour	Danone		REL701	2020-01-30		\$1,000.00	Cancellation	N

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

Remarks

Apply Undo

Summary

Total Instruments

Total Amount

\$1,000.00

Submit Cancel

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

5.4 Edit Receivables and Payables

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

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

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

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

Figure 5-9 Edit Invoice/Debit Note

Receivables and Payables Management

Branch *
004-LM BRANCH

Instrument Type *
Invoice & Dr Note

Action *
Edit

Processing Date *
Oct 25, 2021

Proceed

Show Search ▾

Invoice/Dr Note List

☐	Reference Number	Instrument Type	Buyer	Supplier	Program	Issue Date	Net Amount	Remarks	Due Date	New Due Date	Funding Request Date	New Funding Request C
☒	INVFE2711	Invoice	Carrefour	Danone	This is PR	2020-01-09	\$1,000.00	Edit	2020-02-28	2021-10-25		

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

Remarks

New Due Date

New Funding Request Date

Apply

Undo

Summary

Total Instruments

Total Amount

1

\$1,000.00

Submit

Cancel

The **Edit Purchase Order** screen displays.

Figure 5-10 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).

5.5 Initiate Finance for Receivables and Payables

This topic describes the systematic instruction to initiate finance for the invoices/debit notes/purchase orders that are linked to a program and have been accepted.

Perform the following steps post searching the invoices/debit notes/PO for the **Initiate Finance** action:



Note:

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

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

The **Initiate Finance - Invoice/Debit Note** screen displays.

Figure 5-11 Initiate Finance - Invoice/Debit Note

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

☐	Reference Number	Instrument Type	Buyer	Supplier	Program	Issue Date	Net Amount	Remarks	Financeable Amount	Financed Amount	New Financed Amount	Stale Stat
☒	MAUTO-INV-006	Invoice	Carrefour	Danone	This is PR	2018-01-10	\$10,000.00	Initiate FI	\$9,000.00	\$0.00	\$8,000.00	N

Below the table is a pagination bar showing 'Page 1 of 1 (1 of 1 items)'. To the right of the table, there are input fields for 'Remarks', 'Single/Multiple Finance' (radio buttons), and 'Finance Amount', with 'Apply' and 'Undo' buttons. At the bottom, there is a 'Summary' section with 'Total Instruments' (1), 'Total Amount' (\$10,000.00), and 'Total Finance Amount' (\$8,000.00), along with 'Submit' and 'Cancel' buttons.

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

Figure 5-12 Initiate Finance - Purchase Order

The screenshot shows the 'Receivables and Payables Management' interface for Purchase Orders. At the top, there are dropdown menus for 'Branch' (004-LM BRANCH), 'Instrument Type' (Purchase Order), 'Action' (Initiate Finance), and 'Processing Date' (Oct 25, 2021). A 'Proceed' button is visible. Below this is a 'Show Search' dropdown. The main section is titled 'Purchase Order List' and contains a table with the following data:

☐	PO Number	Buyer	Supplier	Program	Relationship	PO Date	Promised Shipment Date	PO Amount	Remarks	Financeable Amount	Financed Amount	New Financed Amount
☒	OCT06-01	Carrefour	Danone	This is PR	REL701	2020-05-06	2020-05-28	\$10,000.00				
☐	OCT06-02	Carrefour	Danone	This is PR	REL701	2020-05-06	2020-05-28	\$10,000.00				
☐	STALEPO2107	Carrefour	Danone	BOSE Pro	REL701	2020-01-14		\$1.00		\$1.00	\$0.00	

Below the table is a pagination bar showing 'Page 1 of 1 (1-3 of 3 items)'. To the right of the table, there are input fields for 'Remarks', 'Single/Multiple Finance' (radio buttons), and 'Finance Amount', with 'Apply' and 'Undo' buttons. At the bottom, there is a 'Summary' section with 'Total Instruments' (1), 'Total Amount' (\$10,000.00), and 'Total Finance Amount' (\$8,000.00), along with 'Submit' and 'Cancel' buttons.

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**.

5.6 Link Program for Receivables and Payables

This topic describes the systematic instruction to link program for the invoices/debit notes/purchase orders.

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

 Note:

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

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

The **Link Program - Invoice/Debit Note** screen displays.

Figure 5-13 Link Program - Invoice/Debit Note

Receivables and Payables Management

Branch * 004-LM BRANCH Instrument Type * Invoice & Dr Note Action * Link Program Processing Date * Oct 25, 2021

Proceed

Show Search ▼

Invoice/Dr Note List

☐	Reference Number	Instrument Type	Buyer	Supplier	Program	Issue Date	Net Amount	Remarks	Stale Status
☒	INVMARCH1702	Invoice	Carrefour	Danone	PROGRAM	2020-01-09	£100.00	Remarks	N

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

Remarks

Program

Link Program

Apply Undo

Summary

Total Instruments 1

Total Amount £100.00

Submit Cancel

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

Figure 5-14 Link Program - Purchase Order

Receivables and Payables Management

Branch * 004-LM BRANCH Instrument Type * Purchase Order Action * Link Program Processing Date * Oct 25, 2021

Proceed

Show Search ▼

Purchase Order List

☐	PO Number	Buyer	Supplier	Program	Relationship	PO Date	Promised Shipment Date	PO Amount	Remarks	Stale Status
☒	POFEB2501	Carrefour	Danone	BOSE Program	REL701	2020-01-30		\$1,000.00		N

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

Remarks

Program

Link Program

Apply Undo

Summary

Total Instruments 1

Total Amount \$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 link a program for.
7. Optional: In the **Remarks** field, enter the remarks for the program linking.
8. Click **Link Program**, and select the program to be linked.
9. Click **Apply** to make changes in the grid.
10. If required, click **Undo** to revert the applied changes.
11. Click **Submit** to link the program and send it for authorization (if applicable).

5.7 Raise Dispute for Receivables and Payables

This topic describes the systematic instruction to raise dispute for the invoices/debit notes.

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

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

The **Raise Dispute for Invoice/Debit Note** screen displays.

Figure 5-15 Raise Dispute for Invoice/Debit Note

Receivables and Payables Management

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

Proceed

Show Search ▾

Invoice/Dr Note List

☐	Reference Number	Instrument Type	Buyer	Supplier	Program	Issue Date	Net Amount	Remarks	Dispute Amount	Dispute Code	Stale Status
☒	INV/FEB2711	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 Select 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).

5.8 Reassign Receivables and Payables

This topic describes the systematic instruction to reassign the invoices/debit notes.

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



Note:

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

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

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

Figure 5-16 Reassign Invoice/Debit Note

Receivables and Payables Management

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

Proceed

Show Search

Reference Number	Instrument Type	Buyer	Supplier	Program	Issue Date	Net Amount	Remarks	Stale Status
☒ MAUTO-DEBIT-003	Debit Note	Carrefour	Danone	This is PROGRAM1	2018-01-11	₹10,200.00	Re-assignr	N
☐ 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).

5.9 Resolve Dispute on Receivables and Payables

This topic describes the systematic instruction to resolve dispute on the invoices/debit notes.

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

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

The **Resolve Dispute on Invoice/Debit Note** screen displays.

Figure 5-17 Resolve Dispute on Invoice/Debit Note

Receivables and Payables Management

004-LM BRANCH Invoice & Dr Note Resolve Dispute Oct 25, 2021

Proceed

Show Search

Invoice/Dr Note List

	Reference Number	Instrument Type	Buyer	Supplier	Program	Issue Date	Net Amount	Remarks	Stale Status
☒	IMMIDanoneDN0221	Debit Note	Carrefour	Danone		2018-01-28	\$5,000.00	Resolved I	Y
☐	IMMIDanoneDN0223	Debit Note	Carrefour	Danone		2018-01-28	\$5,000.00	REMARK	Y
☐	IMMIDanoneDN0226	Debit Note	Carrefour	Danone		2018-01-28	\$5,000.00	REMARK	Y
☐	IMMIDanoneDN0227	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 resolve the dispute for.
7. Optional: In the **Remarks** field, enter the remarks for the disputed resolution.
8. Click **Apply** to make changes in the grid.
9. If required, click **Undo** to revert the applied changes.
10. Click **Submit** to resolve dispute on the invoice/debit note and send it for authorization (if applicable).

5.10 Write Off Disputed Receivables and Payables

This topic describes the systematic instruction to write off the disputed invoices/debit notes.

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

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

The **Write Off Disputed Invoice/Debit Note** screen displays.

Figure 5-18 Write Off Disputed Invoice/Debit Note

Receivables and Payables Management

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

Proceed

Show Search ▼

Invoice/Dr Note List

☐	Reference Number	Instrument Type	Buyer	Supplier	Program	Issue Date	Net Amount	Remarks	Stale Status
☒	IMmDanoneDN0221	Debit Note	Carrefour	Danone		2018-01-28	\$5,000.00	Writing o	y
☐	IMmDanoneDN0223	Debit Note	Carrefour	Danone		2018-01-28	\$5,000.00	REMARK	y
☐	IMmDanoneDN0226	Debit Note	Carrefour	Danone		2018-01-28	\$5,000.00	REMARK	y
☐	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).

5.11 Mark PUA for Receivables and Payables

This topic describes the systematic instruction to mark PUA for the invoices/debit notes.

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

**Note:**

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

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

The **Mark PUA for Invoice/Debit Note** screen displays.

Figure 5-19 Mark PUA for Invoice/Debit Note

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
☐ INVTST102	Invoice	Wasan Motors	Future Group	AUTOPRG1	RCORP00000244	2020-01-09	\$1,000.00		
☐ INVS103	Invoice	Wasan Motors	Future Group	AUTOPRG1	RCORP00000244	2020-01-07	\$10,000.00		ASSIGNED
☐ INVS106	Invoice	Wasan Motors	Future Group	AUTOPRG1	RCORP00000244	2020-01-13	\$10,000.00		ASSIGNED
☒ INVTST101	Invoice	Wasan Motors	Future Group	AUTOPRG1	RCORP00000244	2020-01-09	\$1,000.00		For PUA
☒ 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).

5.12 Mark Indirect Payment for Receivables and Payables

This topic describes the systematic instruction to mark indirect payment for the disputed invoices/debit notes.

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



Note:

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

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

The **Mark Indirect Payment for Invoice/Debit Note** screen displays.

Figure 5-20 Mark Indirect Payment for Invoice/Debit Note

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

☐	Reference Number	Instrument Type	Buyer	Supplier	Program	Issue Date	Net Amount	Payment Date	Remarks
☐	ANPM102	Invoice	Wasan Motors	Future Group	AUTOPRG1	2020-01-04	\$10,001.00		
☐	INVS102	Invoice	Wasan Motors	Future Group	AUTOPRG1	2020-01-07	\$10,000.00		PUA
☐	INVTST102	Invoice	Wasan Motors	Future Group	AUTOPRG1	2020-01-09	\$1,000.00		
☐	INVS103	Invoice	Wasan Motors	Future Group	AUTOPRG1	2020-01-07	\$10,000.00		ASSIGNED
☒	AN107A	Invoice	Wasan Motors	Future Group	AUTOPRG1	2020-01-04	\$2,000.00		For Indirec
☐	INVAPR270401	Invoice	Wasan Motors	Future Group	AUTOPRG1	2020-01-13	\$1,000.00		
☐	INVTST101	Invoice	Wasan Motors	Future Group	AUTOPRG1	2020-01-09	\$1,000.00		
☐	AN106A	Invoice	Wasan Motors	Future Group	AUTOPRG1	2020-01-04	\$2,000.00		
☐	INVIJAN2502	Invoice	Wasan Motors	Future Group	AUTOPRG1	2020-01-09	\$1,000.00		
☐	INVS106	Invoice	Wasan Motors	Future Group	AUTOPRG1	2020-01-13	\$10,000.00		ASSIGNED

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

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).

5.13 Accept Early Payment for Receivables and Payables

This topic describes the systematic instruction to accept the invoices/debit notes for early payment offer.

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



Note:

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

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

The **Accept Early Payment - Invoice/Debit Note** screen displays.

Figure 5-21 Accept Early Payment - Invoice/Debit Note

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

Page 1 of 1 (1-3 of 3 items)

Remarks: Accept Early Payment Offer

Early Payment Date: May 25, 2022

Discount Offers

Apply Undo

Summary

Total Instruments:

Total Amount:

Submit Cancel

5. Optional: In the **Reference** column, click the link to view the details of the instrument.
6. Select the invoice/debit note to be accepted for early payment offer.
7. Optional: In the **Remarks** field, enter the remarks about early payment.
8. Click **Discount Offers** and select the early payment date, and then click **OK**.

The **Discount Offers** screen displays.

Figure 5-22 Discount Offers

Discount Offers

Early Payment Date
Sep 2, 2021

1

2

PRCRULE130120_1041

PRCRULE130120_1001

Discount Rate Applicable

Total Invoice Amount

Total Discount Amount

Notional Payment Amount

5

\$5,000.00

\$250.00

\$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).

6

Machine Learning

This topic describes the information to train the system for feeding the invoice/PO details.

By using NLP toolkit under Machine Learning, the user can train the system to fetch data from images (pdf or jpg format) of invoice/PO. Invoice engine reads the data extracted from images and creates invoices from the same.

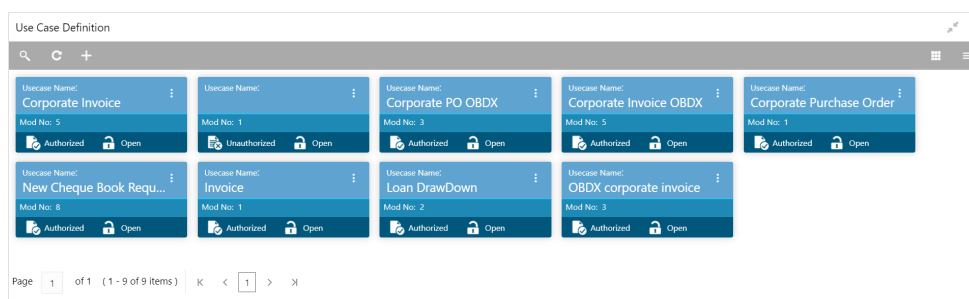
- [Create Use Case](#)
This topic describes the systematic instruction to create, modify, authorize, and view the use cases to be utilized for machine learning.
- [Create Annotated File](#)
This topic describes the systematic instruction to create an annotated file where the user can insert an invoice/PO image file and tag the labels to extract the values from images.
- [Model Training](#)
This topic describes the systematic instruction to train the model created by using Annotator.
- [Model Management](#)
This topic describes the systematic instruction to authorize trained models created from the annotated file.
- [Upload Documents](#)
This topic describes the systematic instruction to upload the scanned images of the invoice/PO to be auto-fetched by system and create invoice/PO from the same.
- [View Transaction Log](#)
This topic describes the systematic instruction to view status-wise processing details of each uploaded documents.

6.1 Create Use Case

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

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

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

Figure 6-1 Use Case Definition

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

Figure 6-2 Tag Maintenance

The screenshot shows the 'Tag Maintenance' window. It includes the following fields:

- Use Case Name:** New Invoice
- Description:** Tags of Invoice from File Upload.
- Mod No:**
- Straight Through Processing:** Yes (selected) / No

Below the form is a table with the following columns: Tag Display Sequence, Tag Screen Display, Tag Name, Annotation Tag, and Default Value.

Tag Display Sequence	Tag Screen Display	Tag Name	Annotation Tag	Default Value
1	Invoice Number	InvNum	Y	
2	Invoice Amount	InvAmt	Y	

At the bottom right, there are 'Save' and 'Cancel' buttons. A pagination bar at the bottom left shows 'Page 1 of 1 (1 of 2 items)'.

4. In the **Use Case Name** field, enter name of the use case to be defined.
5. In the **Description** field, enter the description of the use case.
6. In the **Straight Through Processing** option, select **Yes** in case if the use case should be auto-processed without user intervention. Else, select **No**.
7. Click **Add** icon to add a row for tag information.
8. Double click on the row in table edit the tag details.
9. Select the row and then click **Remove** icon to delete the row.
10. Click **Save** to create the use case and send it for authorization.

6.2 Create Annotated File

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

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

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

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

Figure 6-3 Annotator

The screenshot shows the 'Annotator' interface with three main sections: Action Type, Source File Definition, and Document Type. The Action Type section has three radio buttons: 'Create New Annotated File' (selected), 'Edit Created Annotated File', and 'Error Correction'. The Source File Definition section has fields for 'Source File' (with a 'Select File' button), 'Annotated File' (with a 'Select File' button), and 'Retrieved Doc Id' (with a 'Get File' button). The Document Type section has a 'Select' dropdown, 'Get Labels' button, 'Annotated File Name' field (containing 'Source File Name.txt'), and a 'Create Training File' button. Below these are three large empty boxes labeled 'Original File', 'Text Form', and 'Annotations'.

3. In the **Action Type**, select the **Create New Annotated File** option.
4. In the **Source File**, click **Select File** and then select the invoice/PO image file.
5. In the **Document Type** list, select the created use case.
6. Click **Get Labels** to populate the tag names in the **Annotations** box.

The **Annotator - Select Annotation Label** screen displays.

Figure 6-4 Annotator - Select Annotation Label

The screenshot shows the 'Annotator' interface with the 'Source File' set to 'Invoice.jpg' and 'Document Type' set to 'Corporate Invoice'. The 'Annotations' section is populated with a list of tag names and their values. A 'Select Annotation Label' dropdown menu is open, showing a list of labels. The 'Original File' section displays a sample invoice from Olivia Ltd. to Vancouver Logistics Ltd. The 'Text Form' section shows the text content of the invoice.

Tag Name	Tag Value
Amount	
Buyer Code	38201
Buyer Name	Vancouver Logistics Ltd.
Currency	
Discount Percentage	
Discounted Amount	
Invoice Date	
Invoice Due Date	
Invoice No.	
Net Invoice Amount	

Select Annotation Label

- Amount
- Currency
- Discount Percentage
- Discounted Amount
- Invoice Date
- Invoice Due Date
- Invoice No.
- Net Invoice Amount
- Purchase Order No.
- Supplier Name

7. In the **Text Form** box, highlight the value and right click to select the annotation label (tag name).
8. Click **Create Training File** to create the annotated file

6.3 Model Training

This topic describes the systematic instruction to train the model created by using Annotator.

The user can have only one active trained model at a time.

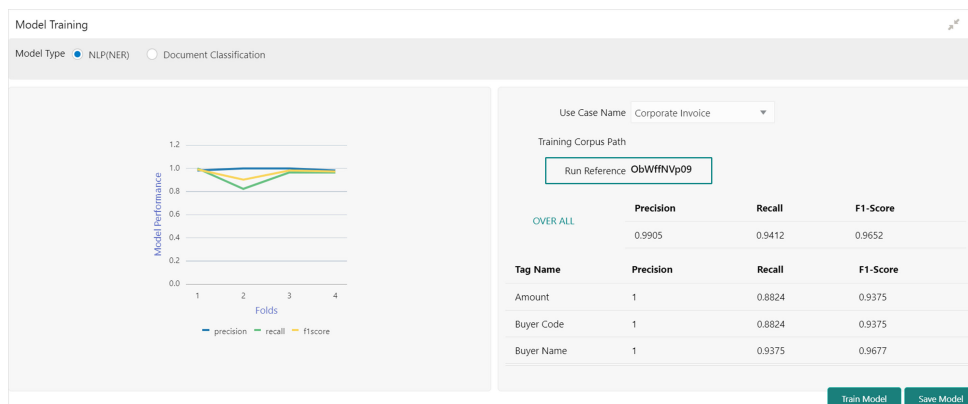
Specify **User ID** and **Password**, and login to **Home** screen.

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

Figure 6-5 Model Training

3. In the **User Case Name** list, select any one of the created use case.
4. Click **Train Model** to generate the reference number of the trained model.
The **Model Training - Trained Model** screen displays.

Figure 6-6 Model Training - Trained Model



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

6.4 Model Management

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

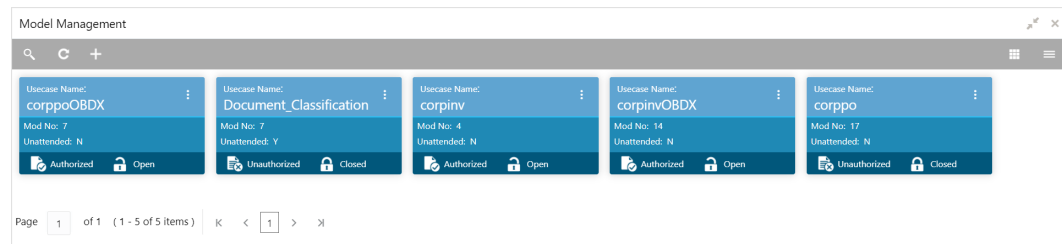
By using this screen, the user can set an active annotated model to be utilized by machine learning engine.

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

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

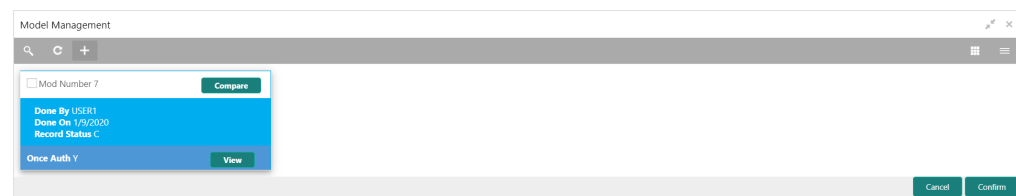
The **Model Management** screen displays.

Figure 6-7 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 6-8 Model Management - Authorize



- Perform the following steps to authorize the open records.
 - Click **Unlock** and then select the required row under **Active** column. The **Model Management - Unlock** screen displays.

Figure 6-9 Model Management - Unlock

Run Reference	Training Date	Precision	Recall	F1 score	Active	
EsOrGApb0A	08/01/2021	0.991	0.963	0.977	☐	Tag Parameters
yCpQbomNYL	02/12/2020	0.991	0.977	0.984	☒	Tag Parameters
zSDSsmwcl	02/03/2021	0.991	0.941	0.965	☐	Tag Parameters
9EBkplhix	02/03/2021	0.991	0.941	0.965	☐	Tag Parameters

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

Save Cancel

- Click **Save** to send the record for authorization.
- Click **View** to view the model and click **Tag Parameters** to view the tag parameter details.
The **Tag Parameters** screen displays.

Figure 6-10 Tag Parameters

Tag Name	Precision	Recall	F1 Score
amount	1	0.938	0.968
buyerCode	1	0.938	0.968
buyerName	1	1	1
currency	1	0.938	0.968
discPct	1	1	1

Close

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

6.5 Upload Documents

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

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

1. On **Home** screen, click **Machine Learning**. Under **Machine Learning**, click **Operation**.
2. Under **Operation**, click **Document Upload**.

The **Document Upload** screen displays.

Figure 6-11 Document Upload

Document Upload

LM BRANCH (004)
Jan 9, 2020

Scan and Upload Document

Select File

Document Type

Upload

Name of loaded file will appear here!

Original Document

Document to be processed will be displayed here for reference

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

Figure 6-12 Document Upload

Document Upload

LM BRANCH (004)
Jan 9, 2020

Scan and Upload Document

Select File

Document Type

Upload

Invoice.jpg

Corporate Invoice

Original Document



Olivia Ltd.

30 Sierra Street,
Lincoln, NE 68506
Phone- 313-754-8492
Email- ross.mike@omegar.com

BILL TO

Buyer- 38201
Vancouver Logistics Ltd.
5 Railroad Ave,
Altoona, PA 16601
Phone- 801-802-9289
Email- herbe.gill@vanc.com

INVOICE	1792011
INVOICE DATE	13-09-2018
PO NUMBER	PO98202
PO DATE	16-09-2018
DUE DATE	16-10-2018

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.

6.6 View Transaction Log

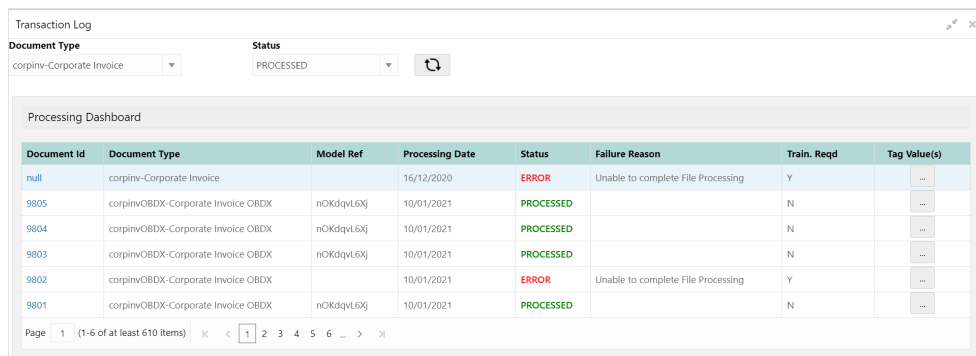
This topic describes the systematic instruction to view status-wise processing details of each uploaded documents.

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

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

The **Transaction Log** screen displays.

Figure 6-13 Transaction Log



The screenshot shows the 'Transaction Log' window. At the top, there are filters for 'Document Type' (set to 'corpinv-Corporate Invoice') and 'Status' (set to 'PROCESSED'), along with a 'Refresh' icon. Below the filters 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	nOKdqvtL6Xj	10/01/2021	PROCESSED		N	--
9804	corpinvOBDX-Corporate Invoice OBDX	nOKdqvtL6Xj	10/01/2021	PROCESSED		N	--
9803	corpinvOBDX-Corporate Invoice OBDX	nOKdqvtL6Xj	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	nOKdqvtL6Xj	10/01/2021	PROCESSED		N	--

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

- 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.

7

Manual Allocation

This topic describes the systematic instruction to allocate payments in virtual accounts.

Only payments that are unallocated or partially allocated with the 'Allocation Required' flag set to "Y" in the payment records can be manually allocated from this screen.

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

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

The **Manual Allocation** screen displays.

Figure 7-1 Manual Allocation

Manual Allocation

Branch *
004-LM BRANCH

Action *
Select

Processing Date
Jan 20, 2020

Proceed

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 7-2 Manual Allocation - Search

Payment Reference Number

Counter Party

Credit Account Number

Amount Reference

Date Reference Basis

Payment Mode

Beneficiary

Payment Towards

Currency

Date From

Debit-Credit Indicator

Account Owner

Recon Status

Amount From

Date To

Payment Party

Search

Remitter Account Number

Allocation Status

Amount To

Search

Reset

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 7-1 Manual Allocation - Field Description

Field	Description
Payment Reference Number	Specify the payment reference number to be searched.
Payment Mode	Select the mode of payment to search the payment by.
Debit-Credit Indicator	Select the value to specify whether the payment is for credit or debit.
Payment Party	Click the Search icon and select the party making the payment.
Counter Party	Click the Search icon and select the counter-party for the payment.
Beneficiary	Click the Search icon and select the beneficiary of the payment.
Account Owner	Click the Search icon and select the owner of the account.
Remitter Account Number	Click the Search icon and select the remitter's account number used for the payment.
Credit Account Number	Click the Search icon and select the account of the beneficiary.
Payment Towards	Select the entity towards which the payment has been initiated: • None • Finance • Invoice • Expected Cashflow • Virtual Account
Recon Status	Select the current recon status of the payment.
Allocation Status	Select the allocation status for reconciliation of the payment.
Amount Reference	Select the value to specify the reference for amount criteria.
Currency	Select the currency of the amount.
Amount From	Specify the start of the amount-range within which the payment needs to be searched.
Amount To	Specify the end of the amount-range within which the payment needs to be searched.
Date Reference Basis	Select the value to specify the reference for date criteria.
Date From	Click the Calendar icon and select the starting-range of the payment/value date.
Date To	Click the Calendar icon and select the range-ending of the payment/value date.

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

Figure 7-3 List of Payments

The screenshot shows the 'List of Payments' section in a software application. At the top, there are two tabs: 'Allocation' (active) and 'Summary'. Below the tabs is a table with the following columns: Payment Ref No, Debit-Credit Indicator, Payment Party, Value Date, Unallocated Payment Amt, Amt to be Allocated, Allocation Basis, and Allocation Details. The table contains one row with the following data: Payment Ref No: RECONOCT1801, Debit-Credit Indicator: C, Payment Party: Carrefour, Value Date: 2020-01-09, Unallocated Payment Amt: USD49,810.00, Amt to be Allocated: USD30,000.00, Allocation Basis: Account Based, and Allocation Details: Rule Details. Below the table, there is a pagination bar showing 'Page 1 of 1 (1 - 1 of 1 items)' and navigation icons. A dropdown menu is open for the 'Allocation Basis' column, showing options: Select, Account Based, and Attribute Based. A 'Proceed' button is located at the bottom right of the interface.

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 7-4 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 X	1000160	USD15,000.00	50	 
Remitter Account no X	1000014	USD15,000.00	50	 

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



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 7-5 Allocation Summary

Expand All Collapse All

External Payment Ref No	Payment Party	Counter Party	Beneficiary	Payment Amount	Amt to be Allocated
RECONOCT1801	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.

8

Manual Reconciliation

This topic describes the information to manually 'Reconcile' or 'De Reconcile' the payments/credit notes against invoices or cashflows in case of exceptions in the auto recon process.

In Manual Reconciliation, the back-office user can search and reconcile records basis on invoice related attributes, payment related attribute, or cashflow related attributes depending upon the selected reconciliation category. From the search result, user can choose how to reconcile the data i.e. 'One Invoice to Many Payments' or 'Many Invoice to One Payment' or 'One Cashflow to Many Payment', and so on.

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

The user can select a value from the list for the field 'Reconciled by'. Based on the value selected, the grid below will enable/disable 'Invoices/Cashflows' and/or 'Payments' row post selection.

- [Search](#)
This topic describes the information to search the transactions for performing the manual reconciliation differs as per the recon category.
- [Reconcile](#)
This topic describes the systematic instruction to select multiple records or single record to reconcile.
- [De-Reconcile](#)
This topic describes the systematic instruction to select multiple records or single record to de-reconcile.

8.1 Search

This topic describes the information to search the transactions for performing the manual reconciliation differs as per the recon category.

This topic contains the following subtopics:

- [Invoice/Debit Notes to Payments/Credit Notes Recon](#)
This topic describes the systematic instruction to search the invoices/payments to reconcile or de-reconcile.
- [Expected Cashflow to Payments Recon](#)
This topic describes the systematic instruction to search the invoices/payments to reconcile or de-reconcile.

8.1.1 Invoice/Debit Notes to Payments/Credit Notes Recon

This topic describes the systematic instruction to search the invoices/payments to reconcile or de-reconcile.

1. On **Home** screen, click **Cash Management**. Under **Cash Management**, click **Receivables & Payables**.
2. Under **Receivables & Payables**, click **Manual Recon**.
The **Manual Recon** screen displays.

Figure 8-1 Manual Recon

The screenshot shows the 'Manual Recon' screen 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.

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 8-2 Manual Recon - Search

The screenshot shows the 'Manual Recon - Search' screen with the following fields and values:

Buyer	Supplier	Invoice Number	Invoice Currency
Search	Search		Select

Additional fields include: Date Reference Basis (Select), Program (Search), Account Number (Search), Date From (Calendar), Date To (Calendar), Relationship (Search), Amount Reference Basis (Select), Amount From, and Amount To.

Figure 8-3 Payments and Credit Notes Search

The screenshot shows the 'Payments and Credit Notes Search' screen with the following fields and values:

Payment Number	Date Reference Basis	Date From	Date To
	Select	Calendar	Calendar

Additional fields include: Payment Party (Search), Beneficiary Id (Search), Payment Towards (Invoice), Remarks, Counter Party (Search), Payment Mode (Select), Debit-Credit Indicator (Select), Remitter Account Number (Search), Credit Account Number (Search), Payment Currency (Select), Amount From, Amount To, Account Owner (Search), Relationship (Search), and Program (Search).

Below the search fields, there is a section for 'Credit Notes' with fields: Credit Note Number, Buyer (Search), Supplier (Search), and Remarks.

At the bottom, there are 'Search' and 'Reset' buttons.

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 8-1 Manual Recon - Field Description

Field	Description
Reconcile Method	Specify whether the reconciliation was done by using 'Auto' or 'Manual' method. This field is displayed only when 'Action' is selected as 'De Reconcile'.
Reconciliation Reference No	Click the Search icon to select the reconciliation reference number. This field is mandatory and displayed for only 'Manual' de-reconciliation method.
Reconcile Date From	Click the Calendar icon to specify start date of range within which record was reconciled. This field is displayed only when 'Action' is selected as 'De Reconcile'.
Reconcile Date To	Click the Calendar icon to specify end date of range within which record was reconciled. This field is displayed only when 'Action' is selected as 'De Reconcile'.
Invoices	Displays the following fields under the Invoices section.
Buyer	Click the Search icon to search buyer mentioned in the invoice.
Supplier	Click the Search icon to search supplier by whom invoice is generated.
Invoice Number	Specify the specific internal invoice reference number to search.
Invoice Currency	Specify the currency selected for Invoice.
Date Reference Basis	Select the value to specify the reference for date criteria.
Date From	Click the Calendar icon to specify the start date of range for selected date reference basis.
Date To	Click the Calendar icon to specify the end date of range for selected date reference basis.
Relationship	Click the Search icon to select the relationship code used in the transaction.
Program	Click the Search icon to select the program linked with the invoice. This field is applicable to only OBSCF system.
Amount Reference Basis	Select the reference basis of the amount range as base invoice amount or net invoice amount.
Amount From	Specify the lowest amount of the range.
Amount To	Specify the highest amount of the range.
Account Number	Click the Search icon to select the account number. This field is enabled only after selecting supplier.
Payments	Displays the following fields under the Payments section.
Payment Number	Specify the unique reference number generated while making a payment.

Table 8-1 (Cont.) Manual Recon - Field Description

Field	Description
Date Reference Basis	Select the reference basis of the date range as payment date or value date.
Date From	Click the Calendar icon and select the start of the date-range.
Date To	Click the Calendar icon and select the end of the date-range.
Payment Party	Click the Search icon to select the party who made the payment.
Beneficiary Id	Click the Search icon to select the beneficiary id or name who received the payment. In case if supplier is selected in the 'Invoice' search parameter; then the same gets auto-populated here.
Payment Towards	Select the option that the payment is to be made towards.
Remarks	Specify the remarks added in the transaction.
Counter Party	Click the Search icon to select the counterparty.
Payment Mode	Select the mode by using which payment was done. For example: Account Transfer, NEFT etc.
Debit-Credit Indicator	Select the value to specify whether the transaction is of debit or credit type.
Remitter Account Number	Click the Search icon and select the remitter account of the transaction.
Credit Account Number	Click the Search icon and select the account credited with the amount.
Payment Currency	Select the currency in which payment is done.
Amount From	Select the minimum amount of the payment range.
Amount To	Select the maximum amount of the payment range.
Account Owner	Click the Search icon and select the owner of the account.
Relationship	Click the Search icon to select the relationship code used in the transaction.
Credit Notes	Displays the following fields under the Credit Notes section.
Credit Note Number	Specify the unique reference number generated for the credit note.
Buyer	Click the Search icon to search buyer mentioned in the credit note.
Supplier	Click the Search icon to search supplier by whom credit note is generated.
Remarks	Specify the remarks added in the transaction.
Currency	Specify the currency selected for credit note.
Amount From	Select the minimum amount of the credit note range.
Amount To	Select the maximum amount of the credit note range.
Relationship	Click the Search icon to select the relationship code used in the transaction.
Date Reference Basis	Select the reference basis of the date range as payment date or value date.
Date From	Click the Calendar icon and select the start of the date-range.
Date To	Click the Calendar icon and select the end of the date-range.

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

8.1.2 Expected Cashflow to Payments Recon

This topic describes the systematic instruction to search the invoices/payments to reconcile or de-reconcile.

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

The **Manual Recon** screen displays.

Figure 8-4 Manual Recon

The screenshot shows the 'Manual Recon' interface. It includes a top section with filters: 'Action' (set to 'De Reconcile'), 'Recon Category' (set to 'Expected Cashflow to Payment'), 'Branch' (set to '004-LM BRANCH'), and 'Processing Date' (set to 'Jan 9, 2020'). Below this is a 'Reconcile Method' dropdown set to 'Manual'. The main section is titled 'Expected Cashflow' and contains several search fields: 'Corporate' (with a search icon), 'Cashflow Type' (dropdown), 'Counter Party' (with a search icon), 'Corporate Reference Number', 'Expected Date From' (with a calendar icon), 'Expected Date To' (with a calendar icon), 'Account Number' (with a search icon), 'Expected Currency' (dropdown), 'Expected Amount From', and 'Expected Amount To'. A 'Proceed' button is located in the top right corner.

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 8-5 Manual Recon - Payments

The screenshot shows the 'Manual Recon - Payments' interface. It includes a top section with filters: 'Payment Number', 'Payment Party' (with a search icon), 'Remarks' (with a search icon), 'Credit Account Number' (with a search icon), 'Date Reference Basis' (dropdown), 'Debit-Credit Indicator' (dropdown), 'Payment Mode' (dropdown), 'Payment Currency' (dropdown), 'Date From' (with a calendar icon), 'Account Owner' (with a search icon), 'Beneficiary Id' (with a search icon), 'Amount From', 'Date To' (with a calendar icon), 'Payment Towards' (dropdown), 'Remitter Account Number' (with a search icon), and 'Amount To'. At the bottom, there are 'Search' and 'Reset' buttons.

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 8-2 Expected Cashflow Recon - Field Description

Field	Description
Reconcile Method	Specify whether the reconciliation was done by using 'Auto' or 'Manual' method. This field is displayed only when 'Action' is selected as 'De Reconcile'.
Reconciliation Reference No	Click the Search icon to select the reconciliation reference number. This field is mandatory and displayed for only 'Manual' de-reconciliation method.
Reconcile Date From	Click the Calendar icon to specify start date of range within which record was reconciled. This field is displayed only when 'Action' is selected as 'De Reconcile'.
Reconcile Date To	Click the Calendar icon to specify end date of range within which record was reconciled. This field is displayed only when 'Action' is selected as 'De Reconcile'.
Expected Cashflow	Displays the following fields under the Expected Cashflow section.
Corporate	Click the Search icon to select the corporate from whom the cashflow is expected.
Cashflow Type	Select the value to specify whether it is inflow or outflow of cash.
Counter Party	Click the Search icon to select the counter party involved.
Corporate Reference Number	Specify the corporate reference number to search the cashflow details for.
Expected Date From	Click the Calendar icon and select the date from when the cashflow is expected.
Expected Date To	Click the Calendar icon and select the date till when the cashflow is expected.
Account Number	Click the Search icon to select the account number.
Expected Currency	Specify the currency in which cashflow is expected.
Expected Amount From	Specify the lowest amount of the range.
Expected Amount To	Specify the highest amount of the range.
Payments	Displays the following fields under the Payments section.
Payment Number	Specify the unique reference number generated while making a payment.
Date Reference Basis	Select the reference basis of the date range as payment date or value date.
Date From	Click the Calendar icon and select the start of the date-range.
Date To	Click the Calendar icon and select the end of the date-range.
Payment Party	Click the Search icon to select the party who made the payment.
Debit-Credit Indicator	Select the value to specify whether the transaction is of debit or credit type.
Account Owner	Click the Search icon and select the owner of the account.
Payment Towards	Select the option that the payment is to be made towards.

Table 8-2 (Cont.) Expected Cashflow Recon - Field Description

Field	Description
Remarks	Specify the remarks added in the transaction.
Payment Mode	Select the mode by using which payment was done. For example: Account Transfer, NEFT etc.
Beneficiary Id	Click the Search icon to select the beneficiary id or name who received the payment. In case if supplier is selected in the 'Invoice' search parameter; then the same gets auto-populated here.
Remitter Account Number	Click the Search icon and select the remitter account of the transaction.
Credit Account Number	Click the Search icon and select the account credited with the amount.
Payment Currency	Select the currency in which payment is done.
Amount From	Select the minimum amount of the payment range.
Amount To	Select the maximum amount of the payment range.

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

8.2 Reconcile

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

1. On **Manual Recon** screen, specify the required details and click **Search**.

The **Reconciliation** screen displays with the invoices/debit notes/cashflows and payments/credit notes are populated in the grid. In case, multiple unreconciled invoices/debit notes/cashflows and/or payments/credit notes will be populated.

Figure 8-6 Reconciliation

The screenshot shows the 'Reconciliation' screen with two main sections: 'Expected Cashflow' and 'Payments'.

Expected Cashflow Section:

- At the top, there are two tabs: 'Reconciliation' (active) and 'Allocation'.
- Below the tabs is a 'Reconcile By' dropdown menu with a 'Select' button.
- The 'Expected Cashflow' table has the following columns: Corporate, Counter Party, Corporate Ref No, Type, Unreconciled Amt, Payment Ref No, Amt to be Reconciled(Exp Cy), and Amt to be Reconciled(Pay Cy).
- The table contains four rows of data, each with a checkbox in the 'Corporate' column.
- Below the table is a pagination bar showing 'Page 1 (1-4 of at least 169 items)' and navigation buttons.

Payments Section:

- The 'Payments' table has the following columns: Payment Ref No, Payment Party, Counter Party, Unreconciled Amt, Dr/Cr, Corporate Ref No, Amt to be Reconciled(Pay Cy), Amt to be Reconciled(Exp Cy), and Rule Details.
- The table contains four rows of data, each with a checkbox in the 'Payment Ref No' column.
- Below the table is a pagination bar showing 'Page 1 (1-4 of at least 26 items)' and navigation buttons.
- A 'Proceed' button is located at the bottom right of the screen.

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 8-7 One Invoice/Cashflow to Many Payment/Credit Notes

Expected Cashflow Payment Search

Reconciliation Allocation

Reconcile By *
One Cashflow to Many Payment

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)
☒	Carrefour	Danone	REFFEB2201	I	\$30,000.00		\$21,795.00	

Page 2 (1 of 1 items) K < 1 > X

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
☐	aMAVCAREQAPAY9010	Danone	Carrefour	\$22,000.50	C				
☒	aMAVCAREQAPAY6004	Tesla Services	Carrefour	\$10,890.50	C	REFFEB2201	\$10,890.00	\$10,890.00	
☒	aMAVCAREQAPAY6009	Danone	Carrefour	\$10,905.00	C	REFFEB2201	\$10,905.00	\$10,905.00	
☐	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 8-8 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
☒ aMAYCAREQAPAY9010	Danone	Carrefour	\$22,000.50	C		\$5,080.00		

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

Expected Cashflow

Corporate	Counter Party	Corporate Ref No	Type	Unreconciled Amt	Payment Ref No	Amt to be Reconciled(Exp Ccy)	Amt to be Reconciled(Pay Ccy)
☐ Carrefour	GENLIGHT INTERNATIONAL	DemoCM1006	I	£3,790.00			
☒ Carrefour	MERCIER CORPORATION	DemoCM1007	I	£2,100.00	aMAYCAREQAPAY9010	£2,100.00	\$2,667.00
☒ Carrefour	GENLIGHT INTERNATIONAL	DemoCM1008	I	£1,900.00	aMAYCAREQAPAY9010	£1,900.00	\$2,413.00
☐ Carrefour	MERCIER CORPORATION	DemoCM1009	I	£3,300.00			

Page 1 of 1 (1-4 of at least 169 items) < 1 2 3 4 5 6 ... >

Proceed

6. In the **Expected Cashflow** section,
 - a. Select the cashflow records to reconcile with.
 - b. In the **Amt to be Reconciled (Exp Ccy)** column, enter the amount to be reconciled in cashflow currency.

For Many Invoices to One Payment/Credit Note:

7. In the **Payments/Credit Notes** section, select the payment/credit note to reconcile by. The **Many Invoices to One Payment/Credit Note** option selected.

Figure 8-9 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
☐ RECONSEP27772	Future Group	\$10,000.00	Wasan Motors		\$0.00		
☐ RECONSEP27778	Future Group	\$10,000.00	Wasan Motors				
☐ RECONSEP27777	Future Group	\$10,000.00	Wasan Motors				
☐ RECONSEP27778	Future Group	\$10,000.00	Wasan Motors				

Page 1 of 1 (1-4 of at least 287 items) < 1 2 3 4 5 6 ... >

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
☒ DanoneCN008	Carrefour	\$5,000.00	Danone		\$4,419.50		

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

Invoices

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

Page 1 of 1 (1-4 of at least 101 items) < 1 2 3 4 5 6 ... >

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.

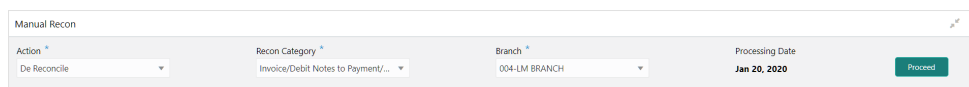
8.3 De-Reconcile

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

The user can use this option to de-reconcile 'Invoice/Debit Notes to Payment/Credit Notes' or 'Expected Cashflow to Payment' that are reconciled incorrectly due to some erroneous mapping of payments to an invoice/cashflow either automatically or manually.

1. On **Home** screen, click **Cash Management**. Under **Cash Management**, click **Receivables & Payables**.
2. Under **Receivables & Payables**, click **Manual Recon**.
The **Manual Recon** screen displays.

Figure 8-10 Manual Recon



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

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 8-11 Manual Recon - Search

Invoice - Payments/Credit Notes Search

Reconcile Method: Reconciliation Reference No: Reconcile Date From: Reconcile Date To:

Invoices

Buyer: Supplier: Invoice Number: Invoice Currency:

▼ Advance Search

Payments and Credit Notes Search

Payments

Payment Number: Date Reference Basis: Date From: Date To:

Payment Party: Beneficiary Id: Remarks:

▼ Advance Search

Credit Notes

Credit Note Number: Buyer: Supplier: Remarks:

▼ Advance Search

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 8-12 Invoice/Debit Notes to Payments/Credit Notes

Invoice - Payments/Credit Notes Search

Invoices/Payments

Expand AllCollapse All

☐	Payment/Credit Note Number	Amount to Match	Payment Party	Invoice Number	Buyer	Supplier	Reconciled Inv Amt	Reconciled Amount	Allocation Required								
☒	APRINVAYSUNILAUQQA201	\$10.00	Carrefour	VRINV238	Carrefour	Danone	\$1,200.00	\$10.00	☐								
<table><tr><th>Virtual Account</th><th>Payment Currency</th><th>Allocated Amount</th><th>Percentage</th></tr><tr><td>1000165</td><td>USD</td><td>10</td><td>100</td></tr></table>										Virtual Account	Payment Currency	Allocated Amount	Percentage	1000165	USD	10	100
Virtual Account	Payment Currency	Allocated Amount	Percentage														
1000165	USD	10	100														
☐	ALLOCIAN2301	£7.00	Carrefour	12345678	Carrefour	Danone	£90.00	\$10.00	☐								
☐	PAYAUGAuto4444	\$105.50	Carrefour	invManualReconDerecon	Carrefour	Danone	\$9,999.00	\$105.50	☐								
☐	PAYAUGAuto44444444	\$200.00	Carrefour	AUGINVQAAuto44444444	Carrefour	Danone	\$1,200.00	\$200.00	☐								
☐	PYMTUITEST1666	\$10.50		INVNOV179	Carrefour	Danone	\$10,000.00	\$10.50	☐								

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X

Proceed

For Expected Cashflow to Payment:

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

Figure 8-13 Expected Cashflow to Payment

Expected Cashflow Payment Search

Cashflow/Payments [Expand All](#) [Collapse All](#)

☐	Payment Ref No	Payment Party	Corporate Ref No	Corporate	Type	Expected Amt	Reconciled Pay Amt	Reconciled Cashflow Amt	Allocation Required
☐	payrefCtesla51002	Tesla Services	CAREQA1002	000380	I	\$100,002.25	\$100,002.25	\$100,002.25	☐
☐	payrefCtesla51001	Tesla Services	CAREQA1001	000380	I	\$100,001.19	\$100,001.00	\$100,001.00	☐
☐	payrefCtesla51002	Tesla Services	CAREQA1003	000380	I	\$100,001.19	\$50,000.00	\$50,000.00	☐
☐	payrefCtesla51004	Tesla Services	CAREQA1006	000380	I	\$100,002.25	\$999.00	\$999.00	☐
☐	RECONFEB2201	Danone	REFFEB2201	000380	I	\$30,000.00	\$100.00	\$100.00	☐

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

[Proceed](#)

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

9

Payment Management

This topic describes the systematic instruction to stop the payment from being reconciled automatically or manually.

By using this screen, the user can mark the payment for 'Not to be Reconciled' or 'Not to be Auto-Reconciled'

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

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

The **Payment Management** screen displays.

Figure 9-1 Payment Management

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 9-1 Payment Management - Field Description

Field	Description
Payment Reference Number	Specify the payment reference number to be searched.
Payment Mode	Select the mode of payment to search the payment by.
Debit-Credit Indicator	Select the value to specify whether the payment is of type credit or debit.
Payment Party	Click the Search icon and select the party making the payment.
Counter Party	Click the Search icon and select the counter-party for the payment.
Beneficiary	Click the Search icon and select the beneficiary of the payment.
Remitter Account Number	Click the Search icon and select the remitter's account number used for the payment.
Credit Account Number	Click the Search icon and select the account of the beneficiary.
Payment Towards	Select the entity towards which the payment has been initiated i.e. Invoice (I) or Cashflow (E).
Recon Status	Select the current recon status of the payment.
Allocation Status	Select the allocation status of the payment.
Amount Reference	Select the value to specify the reference for amount criteria.
Currency	Select the currency of the amount.
Amount From	Specify the start of the amount-range within which the payment needs to be searched.
Amount To	Specify the end of the amount-range within which the payment needs to be searched.
Date Reference Basis	Select the value to specify the reference for date criteria.
Date From	Click the Calendar icon and select the starting-range of the payment/value date.
Date To	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 9-2 List of Payments

List of Payments						
☐	Payment Ref No	D-C Indicator	Payment Party	Counter Party	Value Date	Payment Amount
☐	pay103	C	Carrefour		2019-08-08	\$2,590.00
☐	pay102	C	Carrefour		2019-08-08	\$2,590.00
☐	pay101	C	Future Group		2019-08-08	\$2,550.00
☐	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						
						Submit

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

10

File Management

This topic describes the information on the File Management functionality provided in Receivables and Payables module.

The **File Management** functionality enables you to upload files in a pre-defined format. These files are auto-processed by the system based on their type and set rules. The process is mainly divided into two screens:

- [Upload Files](#)
This topic describes the systematic instruction to upload a file for entering the instrument collection data into the system.
- [View File Upload Status](#)
This topic describes the systematic instruction to manage the status of the uploaded files.

10.1 Upload Files

This topic describes the systematic instruction to upload a file for entering the instrument collection data into the system.

The uploaded files are not processed until it is approved. The file can contain data records of cashflow codes and cashflow transactions etc. The file format accepted by the system includes “.csv” files.

Table 10-1 Payment File - Supported Fields

Field Column 1	Field Column 2	Field Column 3	Field Column 4
DEBIT_CREDIT_INDIA TOR	VIRTUAL_AC_FLAG	BENEFICIARY_ID	FILLER1
PAYMENT_NO	CREDIT_ACC_NO	BENEFICIARY_NAME	FILLER2
CURRENCY	AUTO_RECONCILE	PROGRAM_CODE	FILLER3
AMOUNT	FLAG	REMITTER_ACC_NO	FILLER4
GEN_APPROPRIATION	ENTITY_REF_NO	BANK_CODE	FILLER5
SPEC_APPROPRIATIO N	REMARKS	EFT_REF_NO	FILLER6
PAYMENT_MODE	PAYMENT_PARTY_ID	INSTRUMENT_DATE	FILLER7
PAYMENT_DATE	PAYMENT_PARTY_NA ME	INSTRUMENT_BANK	FILLER8
PAYMENT_PARTY_CO DE	COUNTERPARTY_ID	INSTRUMENT_BRANC H	FILLER9
COUNTERPARTY_CO DE	COUNTERPARTY_NA ME	MANDATE_REF_NO	FILLER10
-	CREDIT_NOTE_REF_ NO	ALLOCATION_REQUIR ED	-

Table 10-2 Relationship File - Supported Fields

Field Column 1	Field Column 2	Field Column 3	Field Column 4
INDICATOR	REGISTRATION_NUMBER	ADDRESS_LINE_2	TAX_REF_NO_2
CORPORATE_ID	PARTY_TYPE	ADDRESS_LINE_3	GIIN
EFF_FROM_DATE	STATUS	ADDRESS_LINE_4	EXPIRES_ON
EXPIRES_ON	PROGRAM_CODE	PIN	AUTO_DEBIT_APPLICABLE
AUTO_DEBIT_APPLICABLE	NAME	COUNTRY	HOLIDAY_TREATMENT
HOLIDAY_TREATMENT	SHORT_NAME	PREFERRED_COMM_MODE	AUTO_ACCEPTANCE
AUTO_ACCEPTANCE	INDUSTRY	MOBILE_NUMBER	NO_OF_DAYS
NO_OF_DAYS	CATEGORY	PHONE_NUMBER	EXTERNAL_CODE
INDICATOR	ADDRESS_TYPE	EMAIL	DIVISION_CODE
CORPORATE_ID	COUNTRY_CODE	FAX_NUMBER	CORPORATE_DIVISION_CODE
COUNTERPARTYID	ADDRESS_LINE_1	TAX_REF_NO_1	-

Table 10-3 Invoice File - Supported Fields

Field Column 1	Field Column 2	Field Column 3	Field Column 4
INDICATOR	NET_INV_AMOUNT	SUPPLIER_ID	BANK
INVOICE_NO	TAX_AMOUNT	BUYER_NAME	BRANCH
INVOICE_DATE	DISCOUNT	SUPPLIER_NAME	BIC_ROUTING_CODE
INVOICE_DUE_DATE	PO_NUMBER	PREACCEPTED	FUNDING_REQ_AMT
BUYER_CODE	BUYER_DIV_CODE	ACCEPTANCE_AMOUNT	FILLER1
SUPPLIER_CODE	SUPPLIER_DIV_CODE	PROGRAM_ID	FILLER2
CURRENCY	DISPUTED	VIRTUAL_AC_FLAG	FILLER3
BASE_INV_AMOUNT	BUYER_ID	REPAYMENT_AC_NO	FILLER4
-	-	-	INVOICE_ID

Table 10-4 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 10-4 (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
COMMODITY LIST	-	-	-
Indicator	Commodity Code	Commodity Name	Quantity
Cost per unit	Total Cost	Tax Amount	Discount Amount
-	-	-	Net Amount

Table 10-5 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 10-6 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 10-1 File Upload

2. Drag and drop the file to be uploaded in the highlighted box. or, Click inside the highlighted box to select the file to be uploaded.
3. In the **Enter Source Code** field, specify the source code of the application to associate the file records to.
4. Click **Upload** to upload the records from the file. Once the file is uploaded, it cannot be deleted.

A message appears stating that the file has been uploaded successfully.

10.2 View File Upload Status

This topic describes the systematic instruction to manage the status of the uploaded files.

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

1. On **Home** screen, click **File Management**. Under **File Management**, click **View File Upload Status**.

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

Figure 10-2 View File Upload Status

File Name	Maker Id	Checker Id	Total Records	Approved	Successful	Failed	Maker Time Stamp	Checker Time Stamp	Status	Action
OBSCFM-INVOICES-SELLER_253706990411.csv	OBDK	OBDKIC	1	1	1	0	2021-11-24T06:38:53.000+00:00	2021-11-24T06:38:54.000+00:00	Processed	
OBSCM-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	
OBSCM-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	
OBSCM-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	
OBSCM-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	SAVITAR	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_210520203_770.csv	GANESHM		0	0	0	0	2021-11-19T15:11:12.000+00:00		Unprocessed	
OBSCM-CASHFLOW-TRANSACTION_169Maya2.csv	OBDK	OBDKIC	1	1	0	1	2021-11-19T06:29:41.000+00:00	2021-11-19T06:29:50.000+00:00	Processed	
OBSCM-CASHFLOW-TRANSACTION_169Maya1.csv	OBDK	OBDKIC	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 10-3 Rejected Files

Rejected File Data

Filter by File name

Filter by Maker ID

Filter by Checker ID

Field	Version	Maker Id	Checker Id	Status	Remarks	Maker Time Stamp	Checker Time Stamp
OBSFCM-INVOICES-BUYER_AUTO-210520203_833.csv	1	GANESHM	VUAVIC	R		2021-08-10T12:16:14.000+00:00	2021-08-19T08:02:25.000+00:00

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5. Perform any of the following actions on the file records:
 - a. Click **Download** icon to download the file.
 - b. Click **Remarks** icon to view the comments added while uploading the file.
 - c. Click **Approve** in the Action column to process the file.
 - d. Click **Details** to view details of the processed file.
 - e. Click **Retry** in the Action column to retry the processing if required.

11

Inquiries

This topic describes the information on the various inquiries supported in the Receivables & Payables module.

- [Accounting Inquiry](#)
This topic describes the systematic instruction to search for accounting entries based on various criteria such as File Reference Number, Event, Product, Party, Account Number, and so on.
- [Charge Inquiry](#)
This topic describes the systematic instruction to inquire charges applied to the customer based on the various criteria such as Charge Type, Charge Account, Transaction Reference Number, Date range, etc.
- [Credit Note Inquiry](#)
This topic describes the systematic instruction to inquire credit notes applied to the customer based on the various criteria such as Charge Type, Charge Account, Transaction Reference Number, Date range, etc.
- [Payment Inquiry](#)
This topic describes the systematic instruction to inquire real time status of payment based on the various criteria such as Payment Reference Number, Payment Party, Counterparty, Payment Range, Date Range, etc.
- [Purchase Order Inquiry](#)
This topic describes the systematic instruction to search for purchase orders based on various criteria such as File Reference Number, Purchase Order Number, Party, Purchase Order Status, Date Range, Currency and Amount Range.
- [Receivables Inquiry](#)
This topic describes the systematic instruction to search for the invoices/debit notes based on the various criteria such as File Reference Number, External Invoice Number, Internal Invoice Reference Number, Buyer/Supplier, Status, Due Dates, etc.

11.1 Accounting Inquiry

This topic describes the systematic instruction to search for accounting entries based on various criteria such as File Reference Number, Event, Product, Party, Account Number, and so on.

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

1. On **Home** screen, click **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 11-1 Accounting Inquiry

The screenshot shows the 'Accounting Inquiry' window with the following fields:

- Branch:** A dropdown menu with '004-LM BRANCH' selected.
- Reference Number:** A text input field.
- Event:** A dropdown menu with 'Select'.
- Party:** A text input field with a search icon.
- Account Number:** A text input field with a search icon.
- Accounting Entry Type:** A dropdown menu with 'Select'.
- Entry Posting Status:** A dropdown menu with 'Select'.
- Date Reference Basis:** A dropdown menu with 'Select'.
- Date Range:** Two calendar icons for selecting a date range.

At the bottom, there are 'Search' and 'Reset' buttons.

- 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 11-1 Accounting Inquiry - Field Description

Field	Description
Branch	Select the required branch.
Reference Number	Specify the reference number.
Event	Select the event to search the accounting information for.
Product	Select the product to inquire the accounting for.
Party	Click the search icon to select the party.
Account Number	Click the search icon to select the account number.
Accounting Entry Type	Select the account entry type.
Entry Posting Status	Specify the status of the accounting entry to inquire for.
Date Reference Basis	Select the basis for a date range search. Available options are: Processing Date Value Date
Date Range	Click the calendar icons and select the start and end dates of the date range for the selected Date Reference Basis .

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

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

Figure 11-2 Accounting Inquiry - Search Results

Accounting Inquiry							
Show Search ▾							
Reference Number	Event	Debit/Credit	Account Number	Currency	Amount	Entry Posting Status	Value Date
004010421INV92603	Paid	Debit	944901234	USD	12.00	Processing	2020-01-09
004010421INV92603	Paid	Credit	944901235	USD	12.00	Processing	2020-01-09
004010421INV92605	Paid	Debit				Processing	2020-01-09
004010421INV92605	Paid	Credit	CAN91432	USD	7.00	Processing	2020-01-09
004170421INV93016	Assignment	Debit	944901234	USD	10,000.00	Processing	2020-01-09
004170421INV93016	Assignment	Credit	944901235	USD	10,000.00	Processing	2020-01-09
004180421INV93092	Assignment	Debit	944901234	USD	1,000.00	Processing	2020-01-09
004180421INV93092	Assignment	Credit	944901235	USD	1,000.00	Processing	2020-01-09
004180421INV93096	Assignment	Debit	944901234	USD	1,000.00	Processing	2020-01-09
004180421INV93096	Assignment	Credit	944901235	USD	1,000.00	Processing	2020-01-09
004180421INV93101	Assignment	Debit	944901234	USD	7,350.00	Processing	2020-01-09
004180421INV93101	Assignment	Credit	944901235	USD	7,350.00	Processing	2020-01-09
004180421INV93104	Assignment	Debit	944901234	USD	1,000.00	Processing	2020-01-09
004180421INV93104	Assignment	Credit	944901235	USD	1,000.00	Processing	2020-01-09
004180421INV93106	Paid	Debit	944901234	USD	100.00	Processing	2020-01-09
004180421INV93106	Paid	Credit	944901235	USD	100.00	Processing	2020-01-09
004180421INV93108	Assignment	Debit	944901234	USD	1,000.00	Processing	2020-01-09
004180421INV93108	Assignment	Credit	944901235	USD	1,000.00	Processing	2020-01-09
004180421INV93111	Paid	Debit	944901234	USD	100.00	Processing	2020-01-09
004180421INV93111	Paid	Credit	944901235	USD	100.00	Processing	2020-01-09

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

11.2 Charge Inquiry

This topic describes the systematic instruction to inquire charges applied to the customer based on the various criteria such as Charge Type, Charge Account, Transaction Reference Number, Date range, etc.

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

- On **Home** screen, click **Cash Management**. Under **Cash Management**, click **Receivables & Payables**.
- Under **Receivables & Payables**, click **Inquiry**. Under **Inquiry**, click **Charge Inquiry**.

The **Charge Inquiry** screen displays.

Figure 11-3 Charge Inquiry

Charge Inquiry			
Hide Search ▲			
Branch 004-LM BRANCH	Event Select	Party Search	Party Role Select
Charge Code Search	Charge Group Select	Trn Ref No. Search	Charge Type Select
Charge Account Search	Date Reference Basis Select	Date Range Calendar icon	Collection Type Select
Search Reset			

- 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 11-2 Charge Inquiry - Field Description

Field	Description
Branch	Select the required branch to proceed further. By default, the branch of the logged-in user is selected.
Event	Select the event to which the charge is applicable.
Party	Click the search icon and select the party that has been charged.
Party Role	Select the role of the party.
Charge Code	Click the search icon and select the charge code to inquire for.
Charge Group	Select the group to which the charge code belongs.
Txn Ref No.	Specify the reference number or charge reference number to inquire for.
Charge Type	Select the value to specify whether the type of charge is Debit or Credit .
Charge Account	Click the Search icon and select the account in which charges takes effect.
Date Reference Basis	Select the type of date range to be applied for search. • Calculation Date – To list all relevant charges only on the basis of calculation irrespective of its posting details. • Posting Date – To list all relevant charges only on the basis of posting irrespective of when it was calculated.
Date Range	Click the Calendar icon and select the start date and end date of the date range.
Collection Type	Select whether the charge has been collected Online or in a Batch .

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

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

Figure 11-4 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

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

11.3 Credit Note Inquiry

This topic describes the systematic instruction to inquire credit notes applied to the customer based on the various criteria such as Charge Type, Charge Account, Transaction Reference Number, Date range, etc.

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

- On **Home** screen, click **Cash Management**. Under **Cash Management**, click **Receivables & Payables**.
- Under **Receivables & Payables**, click **Inquiry**. Under **Inquiry**, click **Credit Note Inquiry**.

The **Credit Note Inquiry** screen displays.

Figure 11-5 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, Currency, Amount From, and Amount To. There are search icons and a 'Search' button at the bottom.

- 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 11-3 Credit Note Inquiry - Field Description

Field	Description
File Reference Number	Specify the reference number.
Credit Note Number	Specify the specific credit note number to search for.
Buyer	Click the Calendar icon and select the buyer mentioned in the credit note.
Supplier	Click the Calendar icon and select the supplier mentioned in the credit note.
Relationship	Click the Calendar icon and select the relationship for which the credit note is created.
Program	Click the search icon and select the program under which the credit note is created. This field is applicable only for OBSCF system.
Credit Note Status	Select the current status of credit note to filter the search result.
Reconciliation Status	Select the recon status of the credit note to filter the search result.
Date Reference Basis	Select the type of date range to be applied for search.
Date Range	Click the Calendar icon and select the start date and end date of the date range.
Currency	Select the currency of the transaction.
Amount From	Specify the minimum credit note amount to be considered for the search.
Amount To	Specify the maximum credit note amount to be considered for the search.

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

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

Figure 11-6 Credit Note Inquiry - Search Results

Credit Note Inquiry								
Show Search ▼								
Credit Note Number	Buyer	Supplier	Credit Note Date	Credit Note Expiry Date	Currency	Credit Note Amount	Credit Note Status	Transaction Status
CR49	Carrefour	Danone	2021-01-01	2021-05-12	USD	1,000.00	Raised	Completed
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- Click the hyperlinked data in the columns to view more details.

11.4 Payment Inquiry

This topic describes the systematic instruction to inquire real time status of payment based on the various criteria such as Payment Reference Number, Payment Party, Counterparty, Payment Range, Date Range, etc.

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

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

The **Payment Inquiry** screen displays.

Figure 11-7 Payment Inquiry

Payment Inquiry			
Hide Search ▲ File Name Counter Party Search Payment Mode Select Program Remarks Allocation Status Select	Payment Reference Number Beneficiary Search Bank Currency Select Date Reference Basis Select	Debit-Credit Indicator Select Credit Account Number Search Entity Reference Number Payment Amount From Date Range [] [] [] []	Payment Party Search Remitter Account Number Relationship Search Payment Amount To Recon Status Select
Search Reset			

- 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 11-4 Payment Inquiry - Field Description

Field	Description
File Name	Specify the file name to search for.

Table 11-4 (Cont.) Payment Inquiry - Field Description

Field	Description
Payment Reference Number	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.
Debit-Credit Indicator	Select the payment type as debit or credit to search for.
Payment Party	Click the Search icon to view and select the party who has made the payment.
Counter Party	Click the Search icon to view and select the counterparty.
Beneficiary	Click the Search icon to view and select the beneficiary of the payment.
Credit Account Number	Specify the account number into which the payment is credited.
Remitter Account Number	Specify the account number from which the payment is debited.
Payment Mode	Select the mode through which payment is made.
Bank	Specify the bank name included in the payment details.
Entity Reference No	Specify the entity reference number linked with the payment.
Relationship	Click the Search icon and select the relationship code of the payment party or counterparty.
Program	Click the Search icon and select the program of the payment party or counterparty. This field is applicable only for Oracle Banking Supply Chain Finance system.
Currency	Select the currency in which the payment is made.
Payment Amount From	Specify the lowest payment amount of the range.
Payment Amount To	Specify the highest payment amount of the range.
Remarks	Specify the remarks added in the payment transaction.
Date Reference Basis	Select the reference basis of the date range as Payment Date or Value Date .
Date Range	Click the Calendar icon to view and select the start date and end date of the date range. Maximum date range can be of 1 year.
Recon Status	Select the reconciliation status of the payment to search from. The user can select multiple recon statuses.
Allocation Status	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 11-8 Payment Inquiry - Search Results

Payment Reference Number	Dr/Cr Indicator	Value Date	Currency	Payment Amount	Recon Status	Allocation Status
RECONMAY2901	Debit	2020-01-09	GBP	100.00	Part-Reconciled	Unallocated
RECONMAY2902	Debit	2020-01-09	GBP	100.00	Part-Reconciled	Unallocated
MA00021	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, Allocation Details and Excess Payment Details.

Figure 11-9 Payment Details

Details			
Payment Details		Reconciled Cashflow Details	Allocation Details
Flag	Dr/Cr Indicator	Payment Reference Number	Payment Date
Expected Cashflow	Credit	APR0002	2018-03-30
Payment Currency	Payment Amount	Allocation Req	Credit Account Number
USD	\$100,001.00	Y	72920049
Unreconciled Payment Amount	Unallocated Payment Amount	Reconciled Amount	Allocated Amount
\$0.00	\$100,001.00	\$100,001.00	\$0.00
Recon Status	Allocation Status	Payment Party Code	Counter Party Code
Reconciled	Unallocated	-	-
Counter Party Id	Beneficiary Id	Payment Party Name	Counter Party Name
000380	000380	Danone	Carrefour
Beneficiary Name	File Name	Virtual Account Owner	Payment Mode
Carrefour	OBSFCM-PAYMENT_MANUAL_...	000380	EFT
Virtual A/C Flag	Auto Reconcile	Entity Ref No	Remarks
Y	Y	-	This is Cashflow for tesla1111
Program Code	Relationship Code	Instrument Date	Remitter A/C No
-	-	2020-01-01	987678953
Bank Code	Bank	Branch	Mandate Reference Number
CP1	CP1	CP1	CP1

- Click **Reconciled Cashflow Details** tab.

The **Reconciled Cashflow Details** tab displays.

Figure 11-10 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 11-11 Allocation Details

Details						
Payment Details			Allocation Details		Excess Payment Details	
Virtual Account Number	Date	Recon Type	VAM Reference Number	Status	Amount (Payment Ccy)	Reason
1014878		Manual		FAILURE	£6.00	Allocation :- Internal Error occurred during allocating in VAM
1014929		Manual		FAILURE	£5.00	Allocation :- Internal Error occurred during allocating in VAM
1014879		Manual		FAILURE	£7.00	Allocation :- Internal Error occurred during allocating in VAM
1014931		Manual		FAILURE	£70.00	Allocation :- 1014931 account doesnt have a real account mapped
Page 1 of 2 (1-4 of 5 items) ◀ 1 2 ▶						

- Click **Excess Payment Details** tab.

The **Excess Payment Details** tab displays.

Figure 11-12 Excess Payment Details

Details		
Payment Details	Reconciled Cashflow Details	Allocation Details
Excess Payment Details		
Expand All Collapse All		
Excess Payment Reference Number	Value Date	Excess Amount

11.5 Purchase Order Inquiry

This topic describes the systematic instruction to search for purchase orders based on various criteria such as File Reference Number, Purchase Order Number, Party, Purchase Order Status, Date Range, Currency and Amount Range.

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

- On **Home** screen, click **Cash Management**. Under **Cash Management**, click **Receivables & Payables**.
- Under **Receivables & Payables**, click **Inquiry**. Under **Inquiry**, click **Purchase Order Inquiry**.

The **Purchase Order Inquiry** screen displays.

Figure 11-13 Purchase Order Inquiry

The screenshot shows the 'Purchase Order Inquiry' window. It contains several search filters arranged in a grid. On the left, there are fields for 'File Reference Number', 'Relationship', and 'PO Amount From'. In the center, there are fields for 'PO Number', 'Program', and 'PO Amount To'. On the right, there are fields for 'Buyer', 'Supplier', 'PO Status', 'Currency', and 'Date Range'. Each field has a search icon or a dropdown arrow. At the bottom left, there are 'Search' and 'Reset' buttons.

- 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 11-5 Purchase Order Inquiry - Field Description

Field	Description
File Reference Number	Specify the unique reference number of the file used for uploading purchase orders.
PO Number	Specify the reference number of the purchase order.
Buyer	Click the Calendar icon and select the buyer mentioned in the purchase order.
Supplier	Click the Calendar icon and select the supplier mentioned in the purchase order.
Relationship	Click the Calendar icon and select the relationship for which the purchase order is created.
Program	Click the search icon and select the program under which the purchase order is created. This field is applicable only for OBSCF system.
PO Status	Select the current status of purchase order to filter the search result.
Finance Status	Select the finance status of the PO to filter the search result by. Available options are: Financed Part Financed Not Financed
Amount Reference Basis	Select the reference for an amount range search.
Currency	Select the required currency.
PO Amount From	Specify the 'from' amount of the purchase order amount range.
PO Amount To	Specify the 'to' amount of the purchase order amount range.
Date Range	Click the Calendar icon to select the start date and end date of the purchase order date range.

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

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

Figure 11-14 Purchase Order Inquiry - Search Results

Purchase Order Inquiry						
Show Search ▾						
Purchase Order List						
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
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- Click the hyperlinked data in the columns to view more details.

11.6 Receivables Inquiry

This topic describes the systematic instruction to search for the invoices/debit notes based on the various criteria such as File Reference Number, External Invoice Number, Internal Invoice Reference Number, Buyer/Supplier, Status, Due Dates, etc.

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

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

The **Receivables Inquiry** screen displays.

Figure 11-15 Receivables Inquiry

Receivables Inquiry			
Hide Search ▲			
File Name 	Instrument Type Select	Reference Number 	Buyer Search
Supplier Search	Relationship 	Program 	Instrument Status Select
Payment Status Select	Finance Status Select	Date Reference Basis Select	Date Range
Amount Reference Basis Select	Currency Select	Amount From 	Amount To
Search Reset			

- 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 11-6 Receivables Inquiry - Field Description

Field	Description
File Name	Specify the name of the file used for uploading invoice.

Table 11-6 (Cont.) Receivables Inquiry - Field Description

Field	Description
Instrument Type	Select the instrument type to specify whether the inquiry is for invoice or debit note.
Reference Number	Specify the complete or partial reference number of the instrument to search for.
Buyer	Click the Search icon to select the buyer mentioned in the invoice.
Supplier	Click the Search icon to select the supplier mentioned in the invoice.
Relationship	Click the Search icon to select the relationship used for creating the invoice.
Program	Click the Search icon to select the program linked with the invoice. This field is applicable only for OBSCF system.
Instrument Status	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.
Payment Status	Select the payment status to filter the search results.
Finance Status	Select the finance status to filter the search results. Available options are: • Financed • Part Financed • Not Financed
Date Reference Basis	Select the value to specify the reference for date criteria: • Invoice/Debit Note Date • Invoice/Debit Note Due Date • Actual Payment Date • Payment Due Date • Funding Request Date
Date Range	Click the Calendar icon and select the start date and end date of the date range.
Amount Reference Basis	Select the reference for an amount range search.
Currency	Select the currency of the instrument.
Amount From	Specify the starting range of instrument amount to search.
Amount To	Specify the ending range of instrument amount to search.

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

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

Figure 11-16 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	Raised	Details
InvMatch18	Invoice	NehNovCust1	ABZ Solutions	2020-09-18	2020-09-30	USD	1,000.00	Raised	Details
INV23451	Invoice	NehNovCust1	ABZ Solutions	2020-10-09	2020-10-22	USD	1,500.00	Raised	Details
INV365	Invoice	Xuangs cars	F AND B MANUF AND CONSUMPTION CORP	2020-09-03	2020-09-03	USD	1,539.00	Raised	Details
INV16121804	Invoice	NehNovCust1	ABZ Solutions	2020-09-24	2020-09-30	USD	2,000.00	Raised	Details
INVTest01	Invoice	NehNovCust1	ABZ Solutions	2020-09-29	2020-09-30	USD	2,000.00	Raised	Details
INV16121806	Invoice	NehNovCust1	ABZ Solutions	2020-09-24	2020-09-30	USD	3,000.00	Raised	Details
31092020	Invoice	NehNovCust1	ABZ Solutions	2020-09-29	2020-10-30	USD	6,500.00	Raised	Details
24092020	Invoice	NehNovCust1	ABZ Solutions	2020-09-23	2020-09-30	USD	7,500.00	Raised	Details
InvRec25	Invoice	NehNovCust1	ABZ Solutions	2020-09-22	2020-09-30	USD	8,500.00	Raised	Details
InvUSD4	Invoice	NehNovCust1	ABZ Solutions	2020-10-04	2020-10-30	USD	555.00	Raised	Details
inv1101	Invoice	NehNovCust1	ABZ Solutions	2020-10-01	2020-10-30	USD	1,123.00	Raised	Details
INV02092001	Invoice	OBDXBuyer Paints	OBDXSupp Paints	2020-09-02	2020-09-30	USD	1,234.00	Raised	Details
INV02092001	Invoice	OBDXBuyer Paints	OBDXSupp Paints	2020-09-02	2020-09-30	USD	1,234.00	Raised	Details
INV02092003	Invoice	OBDXBuyer Paints	OBDXSupp Paints	2020-09-02	2020-09-30	USD	1,234.00	Raised	Details
INV01020304	Invoice	OBDXBuyer Paints	OBDX SCFCMS	2020-09-03	2020-10-07	USD	1,234.00	Finance	Details
INV55	Invoice	OBDXBuyer Paints	OBDX SCFCMS	2020-09-09	2020-09-09	USD	22.00	Accepted	Details
INV119	Invoice	OBDXBuyer Paints	OBDX SCFCMS	2020-09-11	2020-09-11	USD	23.00	Accepted	Details
INV25	Invoice	OBDXBuyer Paints	OBDX SCFCMS	2020-09-10	2020-09-10	USD	44.00	Accepted	Details
INV512	Invoice	OBDXBuyer Paints	OBDX SCFCMS	2020-09-09	2020-09-09	USD	74.00	Accepted	Details

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

12

Batch Jobs

This topic describes the events that are part of Beginning of Day (BOD) and End of Day (EOD) batch jobs run by the system on daily basis.

There are several activities required to be performed on a daily basis in the system. These activities are run by the system as a batch jobs at the beginning and/or end of the day.

EOD Batch

Table 12-1 EOD Batch

S No	Event Name	Description
1	Stale Invoice	This event marks the Invoices as stale based on the configured settings for each product.
2	Stale PO	This event marks the POs as stale based on the configured settings for each product.
3	Invoice Acceptance	This event changes invoice status as accepted based on the configurations set in the system.
4	Overdue Invoices	Updating the invoices as overdue.
5	Invoice Charges	This event calculates the charges for invoices. Invoices are grouped into different bunches and all the applicable charges are applied for the particular bunch. Once the charges are applied, those are calculated immediately if they are online charges. In case of periodic charges, charges are calculated if the charge calculation date matches with the business date on which EOD is run. Accounting entries are posted once charges are calculated.
6	PO Charges	This event calculates charges for the purchase orders. Purchase orders are grouped into different bunches and all the applicable charges are applied for a particular bunch. Once the charges are applied, those are calculated immediately if they are online charges. In case of periodic charges, charges are calculated if the charge calculation date matches with the business date on which EOD is run. Accounting entries posted once charges are calculated.
7	Charges Batch Processing	This event calculates & collect periodic charges. All the charges for all the transactions present in the system are calculated and account entries are posted if the charge calculation date matches with the business date on which EOD is run.



Note:

Refer the **Branch EOD** section in **Oracle Banking Common Core User Guide** to configure, invoke and view the EOD batch jobs.

Independent Batch

Table 12-2 Independent Batch

S No	Event Name	Description
1	Auto-Reconciliation	This job reconciles transactions for invoice, debit note, and finance, with payment/credit note based on configured auto-recon rules.
2	Future Dated Disbursement Processing	This job processes transactions with future dated disbursements.
3	Auto Debit Finance	This job processes auto debits for finance transactions as per configurations set in the system.
4	Auto Debit Invoice	This job processes auto debits for invoice transactions as per configurations set in the system.



Note:

Refer the **Task Management** section in **Tasks User Guide** to create, view, configure, trigger, and view status of the tasks.

Process Codes

This topic describes the information on the manual stages along with the functional activity codes.

Cash Management

The following table represents the manual stages in Cash Management workflow along with the functional activity codes which can be used for mapping in role activity screen under Security Management System menu.

Table 13-1 Functional Activity Code - Cash Management

Stage	Functional Activity Code	Description
Processing	CMS_FA_MANUAL_ENRICHMENT	This is the processing stage of instrument collection where the maker can submit/reject an entry of instrument. If the entry is rejected, the record will be deleted and if submitted, then the transaction will be sent to the Authorization stage.
Authorization	CMS_FA_AUTHORISATION	This is the authorization stage of instrument collection / instrument management, where the checker can approve/reject an entry of instrument.
Rework	CMS_FA_CMSWK_REWORK	If the checker rejects an entry, it goes to the rework stage where the maker can do the required modifications to the entry and submit it again.
Posting Accounting Entries Exception	CMS_FA_POSTING_ACC_EXCEPTION	This is the accounting-posting workflow stage exception, where posting to FCUBS fails due to errors. These errors need to be resolved.
Accounting Generation Exception	CMS_FA_ACC_GEN_EXCEPTION	This is the accounting-generation workflow stage exception, where accounting generation fails due to accounting setup errors. These accounting setup errors need to be resolved.



Note:

Refer the **Role** section on **Oracle Banking Security Management System User Guide** to understand procedure for creating roles and assigning activity to it.

Recon

The following table represents the manual stages in Recon workflow along with the functional activity codes which can be used for mapping in role activity screen under Security Management System menu.

Table 13-2 Functional Activity Code - Recon

Stage	Functional Activity Code	Description
Processing	SCFCM_FA_PROCESSING_AUTH_REJECT	This is a stage before authorization in which transaction is under processing before rejection.
CL Exception	SCFCM_FA_CL_EXCEPTION	This stage is after authorization and transaction falls in this stage when integration for corporate lending is configured as 'Yes' in system parameters with another product and it fails.
Accounting Regeneration Exception	SCFCM_FA_AC_REGEN_EXCEPTION	This stage is after authorization and transaction falls in this stage when integration for accounting entries re-generation is configured as 'Yes' in system parameters with another product and regenerating the same fails.
Authorization	SCFCM_FA_PROCESSING_AUTH	This is authorization step wherein user can either Approve/Reject the record. Transaction falls in this stage when auto-authorization is disabled in Product/Program parameters.
Accounting Post Exception	SCFCM_FA_ACC_POST_EX	This stage is after authorization and transaction falls in this stage when accounting entries posting integration is configured as 'Yes' in system parameters with another product and posting fails.
Limits Update Exception	SCFCM_FA_LIMITS_UPDATE_EX	This stage is after authorization and transaction falls in this stage when limits utilization/release fails due to technical error. The user can retry the transaction after the technical error is resolved.
VAM Integration Exception	SCFCM_VAM_INTG_AUTH	This stage is after authorization and transaction falls in this stage when integration with virtual account management system fails.
Master Update Retry	SCFCM_FA_MASTER_UPDATE_ERROR	This stage is after authorization and transaction falls in this stage when work table to main table approval update fails due to technical errors. The user can retry the transaction after the technical error is resolved.

**Note:**

Refer the **Role** section on **Oracle Banking Security Management System User Guide** to understand procedure for creating roles and assigning activity to it.

Instrument

The following table represents the manual stages in Instrument workflow along with the functional activity codes which can be used for mapping in role activity screen under Security Management System menu.

Table 13-3 Functional Activity Code - Instrument

Stage	Functional Activity Code	Description
MITagCorrection	SCFCM_FA_TXN_CREATE_EXCEPTION	The transaction falls in this stage when transaction is not automatically created through file upload due to missing of tags.
Create Instrument Exception	SCFCM_FA_TXN_CREATE_EXCEPTION	This is a stage before authorization and transaction falls in this stage if there is a technical error while creating a transaction for instrument.
Processing	SCFCM_FA_TXN_PROC	This is a stage before authorization and transaction falls in this stage when auto-processing is disabled in Program/Product parameters.
Transaction Rejection Approval	SCFCM_FA_TXN_REJECTION	This is a stage after authorization and transaction falls in this stage when it is rejected.
CL Exception	SCFCM_FA_CL_EXCEPTION	This stage is after authorization and transaction falls in this stage when integration for corporate lending is configured as 'Yes' in system parameters with another product and it fails.
Accounting Regeneration Exception	SCFCM_FA_AC_REGEN_EXCEPTION	This stage is after authorization and transaction falls in this stage when integration for accounting entries re-generation is configured as 'Yes' in system parameters with another product and regenerating the same fails.
Authorization	SCFCM_FA_TXN_AUTH	This is authorization step wherein user can either Approve/Reject the record. Transaction falls in this stage when auto-authorization is disabled in Product/Program parameters.
Accounting Post Exception	SCFCM_FA_ACC_POST_EX	This stage is after authorization and transaction falls in this stage when accounting entries posting integration is configured as 'Yes' in system parameters with another product and posting fails.
Limits Update Exception	SCFCM_FA_LIMITS_UPD_EX	This stage is after authorization and transaction falls in this stage when limits utilization/release fails due to technical error. The user can retry the transaction after the technical error is resolved.
Instrument Master Update Exception	SCFCM_FA_MASTER_UPD_EXCEPTION	This stage is after authorization and transaction falls in this stage when update of linked instrument in the master table fails due to technical errors. The user can retry the transaction after the technical error is resolved.
File Upload Exception	SCFCM_FA_FILE_UPLOAD_EX	This is a stage before authorization and transaction falls in this stage when upload of file fails.
Portal Response Exception	SCFCM_FA_PORTAL_RES_EX	This is a stage where in portal does not respond due to the technical error. The user can retry the transaction after the technical error is resolved.

**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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