Oracle Banking Digital Experience Cloud Service

Receivables Payables Management

Release 25.1.2.0.0
G55621-01
April 2026

ORACLE

Oracle Banking Digital Experience Cloud Service Receivables Payables Management, Release 25.1.2.0.0

G55621-01

Contents

8 Reconciliation

9 Mobile Touchpoints

Index

Preface

Purpose

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

Before you Begin

Kindly refer to our Getting Started User Guide for common elements, including Symbols and Icons, Conventions Definitions, and so forth.

Audience

This document is intended for the following audience:

- Customers
- Partners

Documentation Accessibility

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

Access to Oracle Support

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

Critical Patches

Oracle advises customers to get all their security vulnerability information from the Oracle Critical Patch Update Advisory, which is available at Critical Patches, Security Alerts and Bulletins. All critical patches should be applied in a timely manner to ensure effective security, as strongly recommended by Oracle Software Security Assurance.

Diversity and Inclusion

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

Related Resources

For more information on Oracle Banking Digital Experience Patchset Release 22.1.0.0.0, refer to the following documents:

- Oracle Banking Digital Experience Licensing Guide
- Oracle Banking Digital Experience Installation Manuals

Conventions

The following text conventions are used in this document:

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

Acronyms and Abbreviations

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

Abbreviation	Description
OBDX	Oracle Banking Digital Experience

Basic Actions

Most of the screens contain icons to perform all or a few of the basic actions. The actions which are called here are generic, and it varies based on the usage and the applicability. The table below gives a snapshot of them:

Table 1 Basic Actions and Descriptions

Action	Description
Back	In case you missed to specify or need to modify the details in the previous segment, click **Back** to navigate to the previous segment.
Cancel	Click **Cancel** to cancel the operation input midway without saving any data. You will be alerted that the input data would be lost before confirming the cancellation.
Next	On completion of input of all parameters, click **Next** to navigate to the next segment.
Save	On completion of input of all parameters, click **Save** to save the details.
Save & Close	Click **Save & Close** to save the data captured. The saved data will be available in **View Business Product** with *In Progress* status. You can work on it later by picking it from the **View Business Product**.
Submit	On completing the input of all parameters, click **Submit** to proceed with executing the transaction.
Reset	Click **Reset** to clear the data entered.
Refresh	Click **Refresh** to update the transaction with the recently entered data.

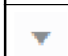
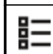
Table 1 (Cont.) Basic Actions and Descriptions

Action	Description
Download	Click **Download** to download the records in PDF or XLS format.

Symbols and Icons

The following are the symbols/icons you are likely to find in this guide:

Table 2 Symbols and Icons

Symbols and Icons	Description
	Add data segment
	Close
	Maximize
	Minimize
	Open a list
	Open calendar
	Perform search
	View options
	View records in a card format for better visual representation.
	View records in tabular format for better visual representation.

Post-requisites

After finishing all the requirements, please log out from the Home screen.

1
Associated Party Management

This topic provides the information on Associated Party Management.

This topic contains following sub-topics:

- Introduction to Associated Party Management
- Onboard Associated Party
  On-boarding an Associated Party refers to introducing your trade partner to the Supply Chain Finance or Cash Management system.
- FAQ
- KYC Documents Upload
  This feature allows the associated party corporate who is not a customer of the bank, to uploadits KYC documents. The bank then can complete the KYC validity of the corporate using the documents.
- OBDX Channel access to Associated Parties (Non Customer)
  The on-boarded associated parties are allowed to transact on the same portal for raising invoices, effecting and accepting payments, availing finances and performing other transactions.
- View Associated Parties
  This topic provides systematic instructions to view the associated party details.

1.1 Introduction to Associated Party Management

The features built for the corporate user in Associated Party Management are as follows:

- On-board Associated Party
- View Associated Party

> **Note**
>
> The Associated Party Management module is only supported on **Desktops/Laptops** and on **Landscape** mode of **Tablet** devices.

1.2 Onboard Associated Party

On-boarding an Associated Party refers to introducing your trade partner to the Supply Chain Finance or Cash Management system.

This is the first step in supply chain finance or cash management business. The Associated Party is the other party in the trade of the Corporate, who may or may not be a customer of the bank. The associated party could be a buyer or a supplier.

Using this option, you can on-board your associated party so that you can link your party to the program for Supply Chain Finance business or add your receivables or payables through Cash

Management module against the Associated Party. The Associated Party that is on-boarded can be a customer of the bank or may not be the customer of the bank. This is identified by Back Office through a de-dupe check run on the party's details.

User must have valid corporate login credentials.

To onboard an associated party:

1. Perform any of the following actions:
   - From the **Dashboard**, click the **Toggle Menu**, then click **Receivables/Payables**, **Associated Party Management**, and **Onboard Associated Party**.
   - From the **Dashboard**, click the **Toggle Menu**, then click **Receivables/Payables**, **Associated Party Management**, and **View Associated Parties**, and then **Onboard new** link.
   - From the **Dashboard**, click the **Toggle Menu**, then click **Supply Chain Finance**, **Overview**, **Quick Links**, and **Onboard Associated Party**.

   The **Onboard Associated Party- Associated Party Details** screen appears.

Figure 1-1 Onboard Associated Party- Associated Party Details

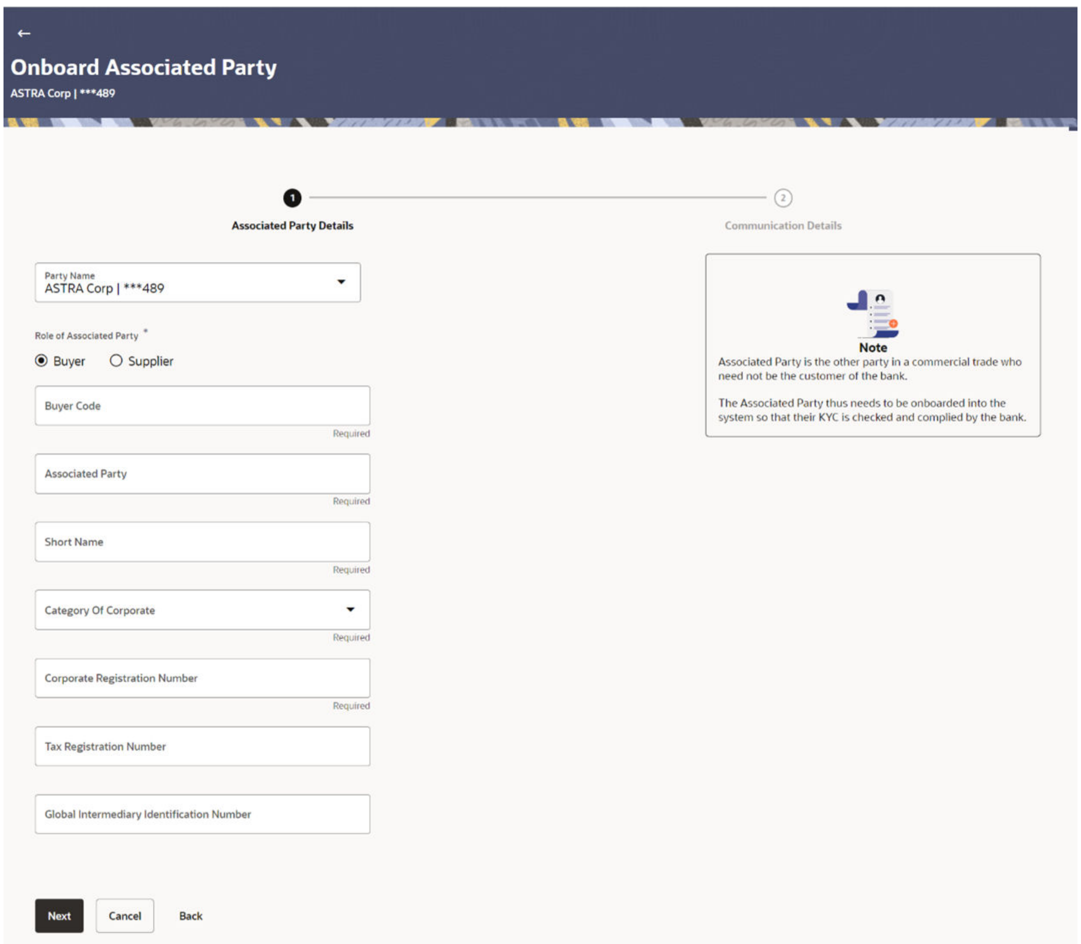


Table 1-1 Field Description

Field Name	Description
Onboard Associated Party – Associated Party Details step	This section displays the Onboard Associated Party – Associated Party Details step.
Party Name	Select the party name from the dropdown list in which the associated party must be onboarded. By default, the primary party/gcif of the logged-in user is selected. **Note**: Only accessible parties are displayed to the user.
Role of Associated Party	Specify the role of the associated party. The options are: • **Buyer** • **Supplier**
Buyer Code	Specify the buyer code. This field is displayed, only if the **Buyer** option is selected in the **Role of Associated Party** field.
Supplier Code	Specify the supplier code. This field is displayed, only if the **Supplier** option is selected in the **Role of Associated Party** field.
Party Name	Specify the name of the associated party to be on-boarded.
Short Name	Specify the short name of the associated party.
Category Of Corporate	Select the category that the associated party falls under. The options are: • **Others** • **Partnership firm** • **Public Limited Company** • **Private Limited Company**
Corporate Registration Number	Specify the registration number of the associated party.
Tax Registration Number	Specify the tax registration number of the associated party.
Global Intermediary Identification Number	Specify the GIIN that has been issued by the IRS, if relevant.

2. Once you enter the required data in the Associated Party Details step, click **Next**, to proceed to the **Communication Details** step. Or, do one of the following:
   - Click **Cancel** to cancel the transaction.
   - Click **Back** to navigate back to the previous screen.

   On clicking Next, the **Onboard Associated Party- Communication Details** screen appears.

Figure 1-2 Onboard Associated Party- Communication Details

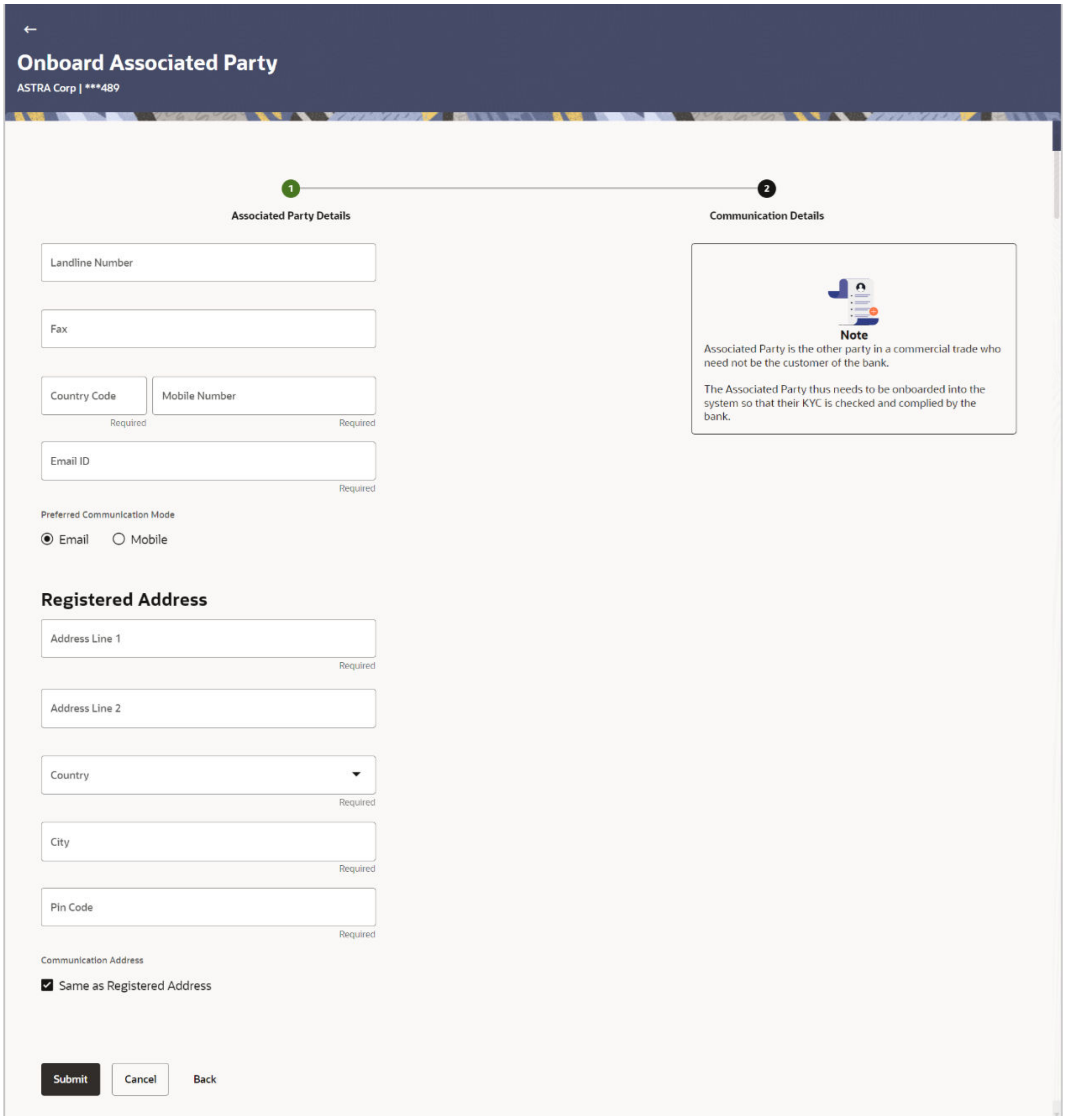


Table 1-2 Field Description

Field Name	Description
Onboard Associated Party – Communication Details step	This section displays the Onboard Associated Party – Communication Details step.
Landline Number	Enter the landline number of the associated party.
Add Fax	Click the **Add Fax** link to add the fax number of the associated party. To delete the added fax number, click  .
Mobile Number	Specify the mobile number of the associated party along with the country code.
Email ID	Specify the email ID of the associated party.

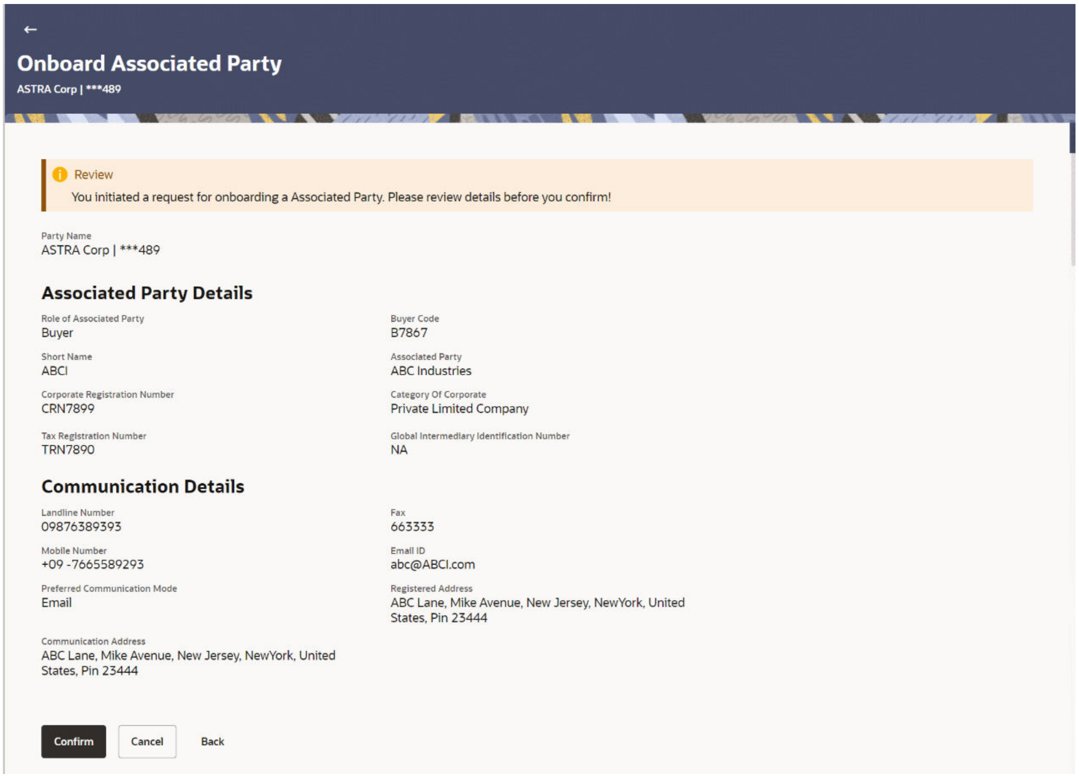
Table 1-2 (Cont.) Field Description

Field Name	Description
Preferred Communication Mode	Select the preferred mode for communication with the associated party. The options are: • **Email** • **Mobile**
Registered Address	This section displays the registered address.
Address Line 1- 2	Specify the lines 1 and 2 of the registered address of the associated party.
Country	Select the country of the associated party.
State	Select the state of the associated party.
City	Specify the city where the associated party is based in.
PIN Code	Specify the pin code of the associated party.
Communication Address	This section displays the Communication address.
Same as Registered Address	Select the check box if you wish to use the registered address as the communication address. Below fields are enabled only if the **Same as Registered Address** check box is unchecked.
Address Line 1- 2	Enter lines 1 and 2 of the communication address of the associated party.
Country	Select the country of the associated party.
State	Select the state of the associated party.
City	Specify the city where the associated party is based in.
PIN Code	Specify the pin code of the associated party.

3. Once you enter the required details in the **Communication Details** step, click **Submit** to on-board your associated party. Or, do one of the following:
   - Click **Cancel** to cancel the transaction.
   - Click **Back** to navigate back to the previous screen.

   On clicking **Submit**, the Review screen appears.

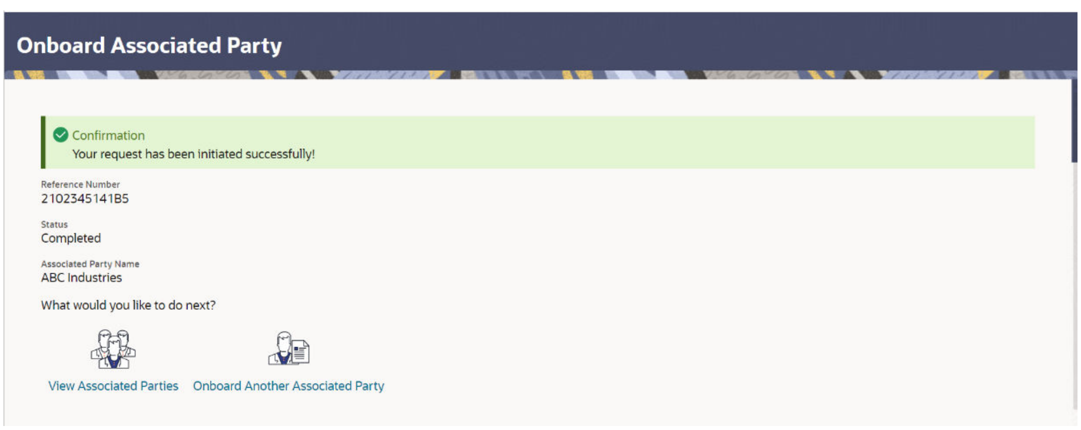
Figure 1-3 Onboard Associated Party – Review Screen



4. In the Review screen, verify the details, and click **Confirm**. Or, perform any of the following actions:
   - Click **Cancel** to cancel the transaction.
   - Click **Back** to navigate back to the previous screen.

   On clicking **Confirm**, a confirmation message of request initiation for on-boarding the associated party appears, along with the reference number and status of the transaction.

Figure 1-4 Onboard Associated Party – Confirmation



5. In the Confirmation screen, perform any of the following actions:
   - Click the **View Associated Parties** link to view the details of existing associated parties.

- Click the **Onboard Another Associated party** link to on-board a new associated party.

> **Note**
>
> Once the **Onboard Associated Party** transaction is submitted by the Corporate Maker, it is sent for approval. It appears in the **Pending for Approval** list of the Corporate Approver. The Approver can approve, or reject, or send the transaction back to the Maker for modifications, with relevant comments. Relevant notifications are sent to the Maker.
>
> The Maker can then view, claim, and edit the transaction. Upon modification, it can be submitted for approval again. The Approver again has the option to approve, reject or send the transaction back for modification. There is no limit to the number of times the transaction can be sent back for modification.
>
> Once approved, the transaction appears in the Approver's **My Approved List**.

1.3 FAQ

1. **Who is an Associated Party?**
   The Corporate party's customer with whom they trade is their associated party. In Supply Chain Finance parlance, the customer added in the Program by an Anchor (logged-in corporate party) is termed as Associated Party. This customer needs to be on-boarded as an associated party before linking to the Program.
2. **What if the Associated Party is a customer of the Bank?**
   The Associated Party may or may not be a customer of the bank. If the Anchor wants to link an associated party to a program, then the associated party must first be on-boarded to the system.
3. **If the Associated Party is an existing customer of the Bank, will the on-boarding of this party create a new party ID for them?**
   When the associated party is on-boarded and the details are submitted to the Bank's Supply Chain Finance system, a de-dupe check is performed. During this de-dupe check, if the Supply Chain Finance system identifies the associated party as an existing customer then the existing party ID itself is assigned, else a new party ID is assigned.
4. **Can the Associated Party get portal access for Supply Chain Finance / Cash Management?**
   Yes, the associated party will get portal access for Supply Chain Finance / Cash Management.
5. **How will the associated party get OBDX portal access, if they are not a customer of the Bank?**
   The associated party who is not a customer of the Bank, has a party ID assigned by the back office. This party ID resides in the Supply Chain Finance or Cash Management back office system. OBDX portal access can be given to a non customer party ID that is residing in the Supply Chain Finance or Cash Management back office system. Details are explained in the 'OBDX Channel access to Associated Parties (Non Customer)' section of this document.

1.4 KYC Documents Upload

This feature allows the associated party corporate who is not a customer of the bank, to uploadits KYC documents. The bank then can complete the KYC validity of the corporate using the documents.

The Associated Party who is non-customer, receives a link on its email id. The associated party then needs to access the link which will redirect the corporate to the browser where it will direct or guide the associated party to upload the documents. On submitting the documents, the same are stored in the document management system and the content id is conveyed to the Bank who can then access these documents using the content id.

User must have valid corporate login credentials.

To upload KYC documents:

1. On successful on-boarding of the associated party (who is not a customer of the Bank), the Bank sends a link to upload KYC documents on the associated party's email ID (which is captured during the on-boarding).
2. Click the link in the email. The screen to upload KYC documents appears.

Figure 1-5 Onboard Associated Party- Upload KYC Documents

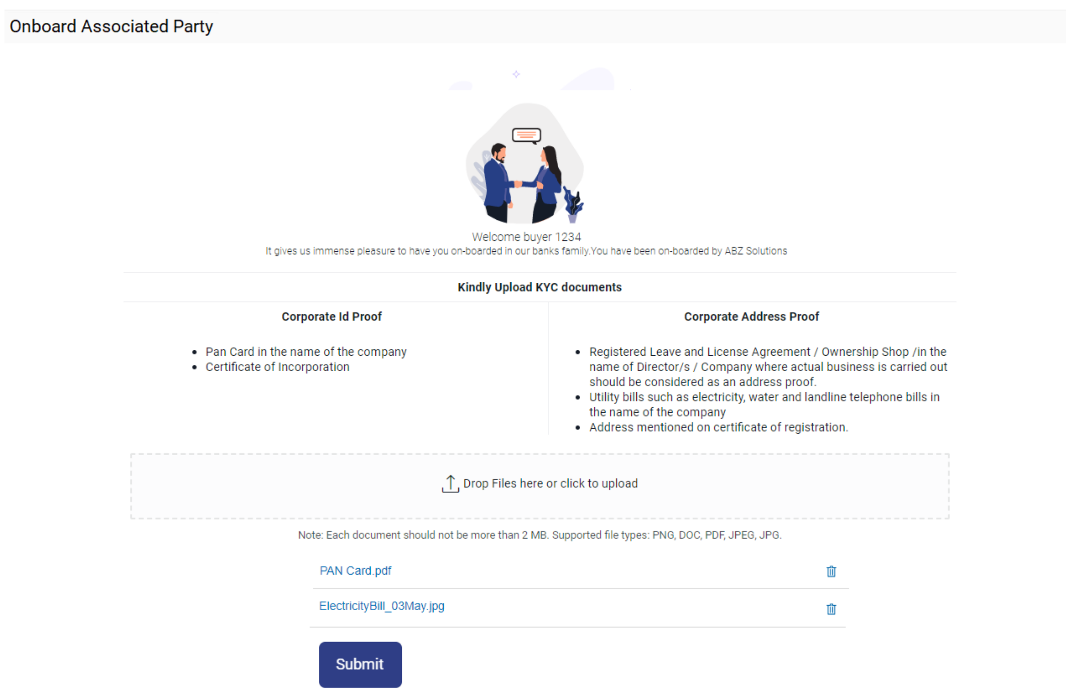


Table 1-3 Field Description

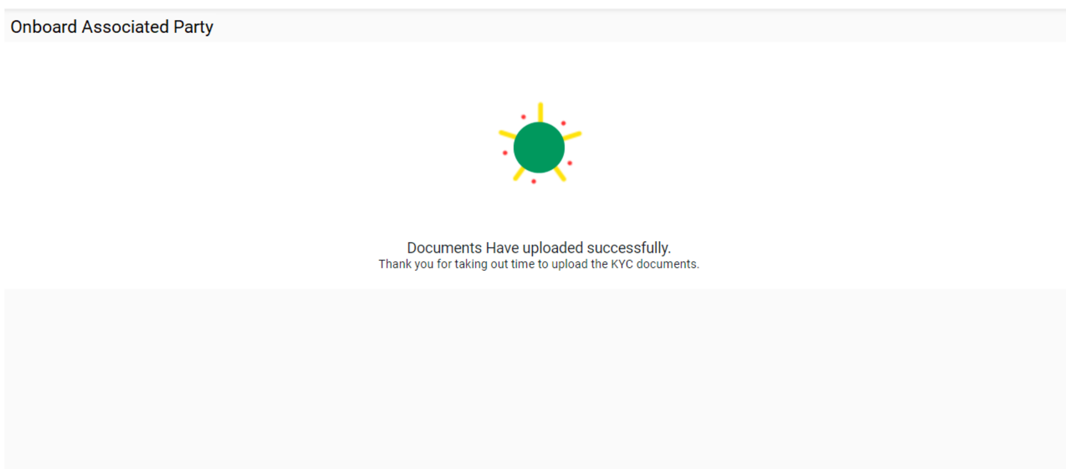
Field Name	Description
Onboarded Associated Party	This section displays the Onboarded Associated Party details.

Table 1-3 (Cont.) Field Description

Field Name	Description
Drop Files here or click to upload	Click to browse and upload the ID proof or address proof documents or drag-and-drop the files to be uploaded. **Note**: File size should not be more than 2MB. Supported file types: .PNG, DOC, PDF, JPG, JPEG. Multiple documents can be uploaded at a time.

3. Once you upload the document, its name appears as a hyperlink. You can click this hyperlink to open the document. Or, to delete the uploaded document, click against it.
4. Click **Submit** to complete the uploading process. A Confirmation message regarding the uploading appears.

Figure 1-6 Onboard Associated Party- Success screen



1.5 OBDX Channel access to Associated Parties (Non Customer)

The on-boarded associated parties are allowed to transact on the same portal for raising invoices, effecting and accepting payments, availing finances and performing other transactions.

The associated parties that are customers of the Bank, are provided with channel access as per BAU and can have access to business transactions.

Parties that are NOT customers of the Bank are also provided channel access. A feature is built-in for the Bank Admin to provide the required access.

The workflow or steps to be followed to provide access to a Non Customer Party ID is the same as that of a Customer of the Bank. All the features of the OBDX framework namely, User Management, Limits and Approvals, corporate admin and Audit Log are applicable to this Party ID too. For more details, refer **User Manual Oracle Banking Digital Experience Core**. Pre-shipped roles such as Non Customer Maker, Non Customer Checker and Non Customer

Viewer are available along with relevant dashboards. For more details, refer **User Manual Oracle Banking Digital Experience Corporate Customer Services**.

Mandatory Role Transaction Mapping (RTM) should be done by the admin for the pre-shipped roles.

Access to the following is recommended;

- Supply Chain Finance, Manage Invoices, Associated Party Management, Purchase Order Management, and Cash Management – All Transactions.
- Customer Servicing – Aggregator, Limits, User Limits.
- Essentials – Mails
- Widgets – Inside Corporate, Dashboard quick links, Finance Maturing, Invoice Time line, Overdue Finances, Overdue Invoices, Top Programs, Limits Widget.

If access to any other transactions is given to the non-customer user, then those transactions are reflected in the hamburger menu but since the customer does not have an account in the Bank the other screens will not have any data displayed.

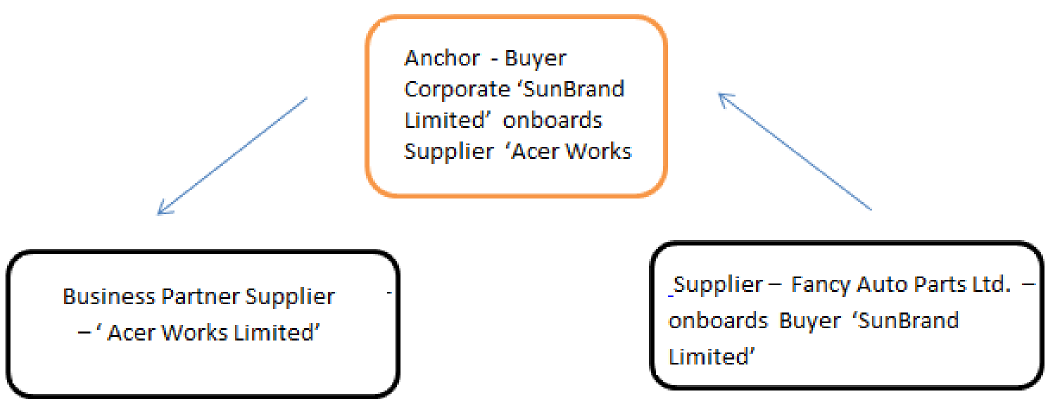
The Bank Admin can define which transactions are to be accessible to a non-customer through RTM. Similarly, bank admin can either enable or disable the corporate admin feature for non-customers. Access of Create Program and On-board Associated Party are NOT given in the RTM if these functionality are not supported by the host.

1.6 View Associated Parties

This topic provides systematic instructions to view the associated party details.

A Corporate party can get a view of all their associated parties through the 'View Associated Parties' screen.
All its customers on-boarded by the Corporate can be viewed on this screen. Corporate will also be able to view its Anchors here.

Figure 1-7 Illustration – Parties Involved:



Explanation:

Corporate SunBrand Limited logs on to the Portal and navigates to 'View Associated Parties, then both the corporates 'Acer Works Limited' who is the associated party of 'SunBrand

Limited' and 'Fancy Auto Parts Limited' who has on-boarded 'SunBrand Limited' will be displayed.

The details of each of the associated party are displayed on accessing the respective Party. Details of associated party like his address and contact number along with the associated programs and its invoices are displayed

If the party is a buyer and not a Supplier, then 'Payables' data is displayed on the page for Program widget, vice-versa for if party is Supplier the 'Receivables' data is displayed. If party is buyer as well as Supplier, then 'Receivables' data is displayed default on the screen and the Switcher is set to 'Receivables'.

User must have valid corporate login credentials.

To view associated parties:

1. Perform any of the following actions:
   - From the **Dashboard**, click the **Toggle Menu**, then click **Receivables/Payables**, **Associated Party Management**, and **View Associated Party**.
   - From the **Dashboard**, click the **Toggle Menu**, then click **Supply Chain Finance**, **Overview**, **Quick Links**, and **View Associated Party**.

   The **View Associated Parties** screen appears, with a set of on-boarded party tiles.

   > **Note**
   >
   > You can narrow down the set by using the filter options and the **Search** field.

Figure 1-8 View Associated Parties - Search Result

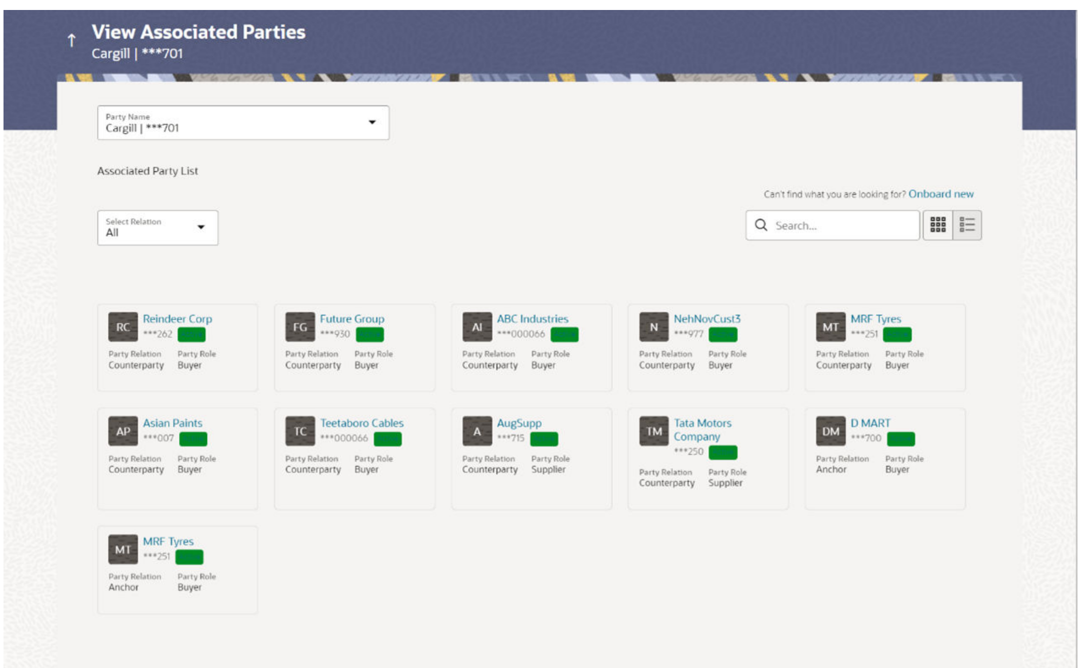
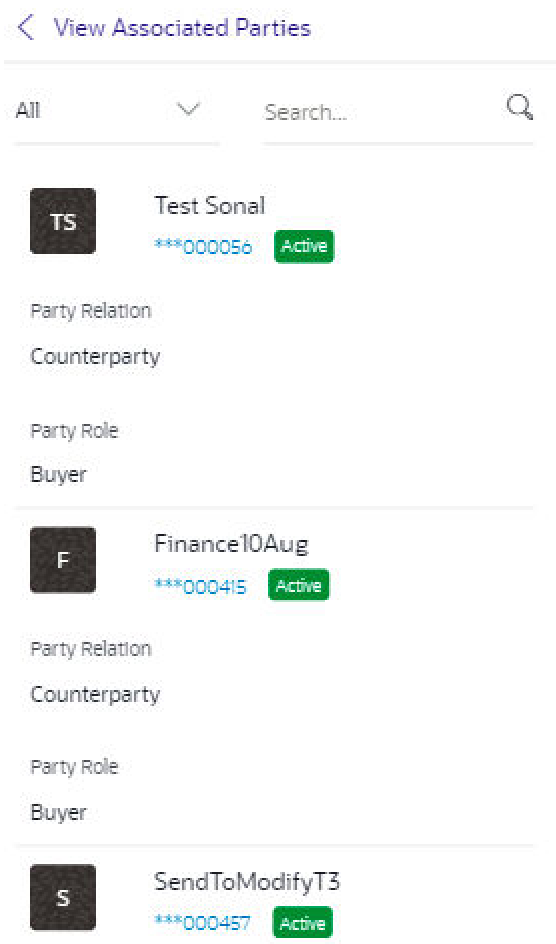


Figure 1-9 View Associated Parties (on mobile device)



> **Note**
>
> The **View Associated Parties** screen can also be viewed on a mobile device. The features and functionality available on the desktop computers, such as hyperlinks, search filters, the dropdown field to select Anchor party or Counterparty, are also available on the mobile device.

Table 1-4 Field Description

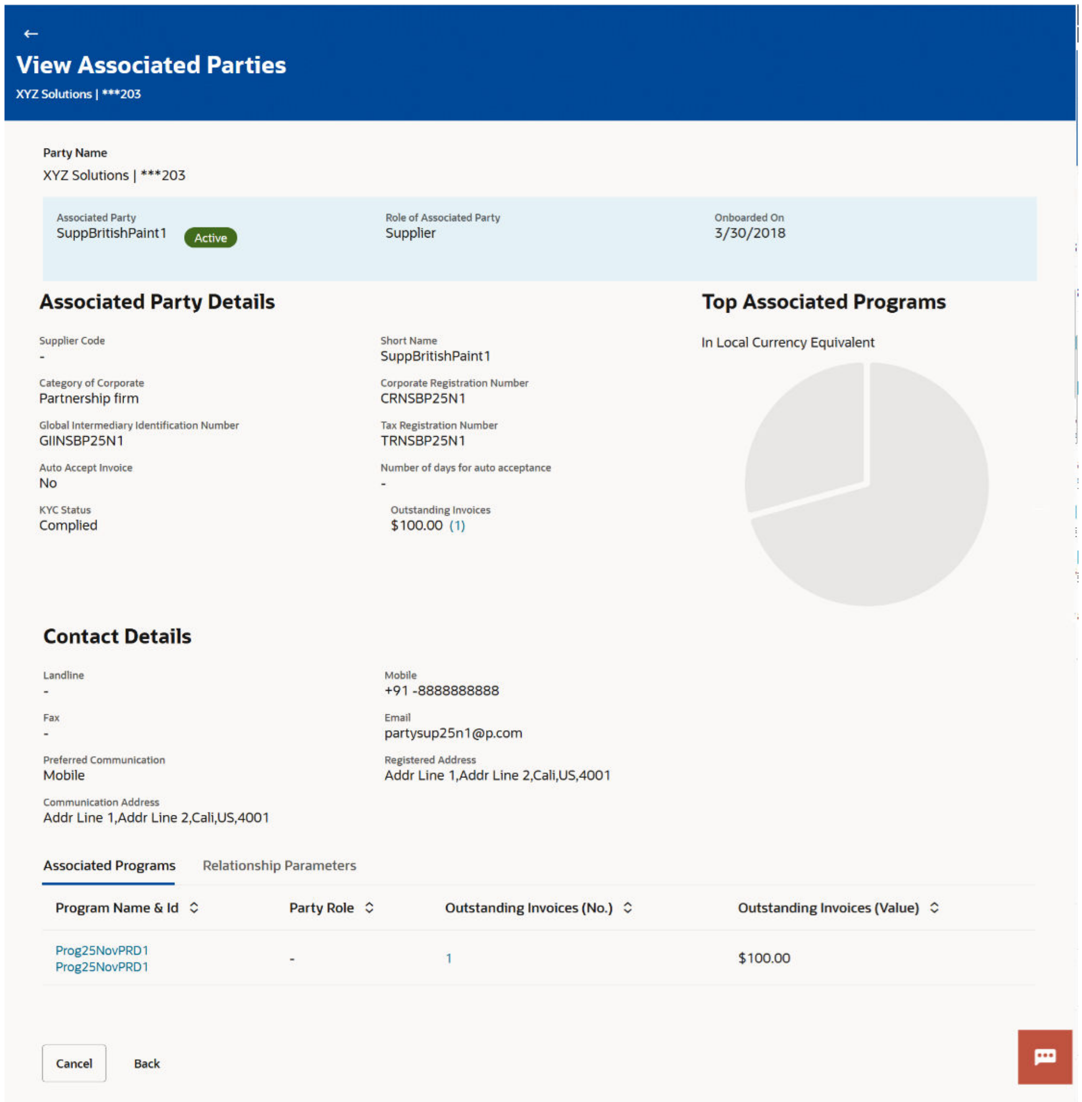
Field Name	Description
View Associated Parties	This section displays View Associated Parties details in tile form.
Party Name & ID	Displays the name and ID of the logged-in corporate party.
Associated Party List	This section displays Associated Parties list.
Can't find what you are looking for? Onboard new	Click the **Onboard new** link to on-board a new associated party.

Table 1-4 (Cont.) Field Description

Field Name	Description
Filter List	Select the required option to filter the associated parties. The options are: • **All** • **Anchor** • **Counterparty**
Search	Enter the corporate's name or ID to search for that party. **Note**: Click or to view details in the card (tile) view or list view.
Associated Party Tile	A tile is displayed for each associated party, with the following fields.
Associated Party Initials, Name, ID and Status	Displays the associated party's initials, name along with ID. The status of the party (Active / Inactive) is also displayed. **Note** To view further details of the party, click the respective party tile / party name link.
Associated Party Initials, Name, ID and Status	Displays the associated party's initials, name along with ID. The status of the party (Active / Inactive) is also displayed. **Note** To view further details of the party, click the respective party tile / party name link.
Party Relation	Displays the relation of the associated party (Anchor or Counterparty).
Party Role	Displays the role of the associated party (Buyer or Supplier).

2. In the Associated Party List section, click on an associated party tile (in case of card or tile view) or associated party name link (in case of list view) to view their details.
3. Click the required party tile, to view more details.

Figure 1-10 View Associated Party Details



> **Note**
>
> The **View Associated Parties** screen can also be viewed on a mobile device. All details present in the desktop version, such as hyperlinks, graphs, invoice list, and so on, are also available on the mobile device.

Table 1-5 Field Description

Field Name	Description
Party Name	Displays the name and ID of the logged-in corporate party.
Associated Party Name	Displays the name of the associated party.
Role of Counterparty	Displays the role of the associated party, whether Buyer or Supplier.
Onboarded On	Displays the date on which the party was on-boarded.
Status	Displays the status of the associated party, whether Active or Inactive.

Table 1-5 (Cont.) Field Description

Field Name	Description
Counterparty Details	This section displays the counter party details. **Note**: If the counterparty is also a customer of the bank, then these details are not displayed to the logged-in party. Instead, an image is displayed stating: 'As the associated party is a bank customer, their basic and contact details cannot be displayed for security purposes'.
Buyer Code	Displays the buyer code. This field is displayed only if **Role of Counterparty** is **Buyer**.
Supplier Code	Displays the supplier code. This field is displayed only if **Role of Counterparty** is **Supplier**.
Short Name	Displays the short name of the associated party.
Category of Corporate	Displays the category that the associated party falls under.
Corporate Registration Number	Displays the corporate registration number of the associated party.
Global Intermediary Identification Number	Displays the GIIN assigned by the IRS to the associated party.
Tax Registration Number	Displays the tax registration number of the associated party.
Auto Accept Invoice	Displays **Yes** if the invoices are set to be auto accepted for the associated party, and **No** otherwise.
Number of days for auto acceptance	Displays the number of days after which the 'raised' invoices are deemed as 'accepted'. This field is displayed only if **Auto Accept Invoice** is set as **Yes**.
KYC Status	Displays the KYC status of the associated party.
Outstanding Invoices	Displays the total outstanding invoice amounts in the respective currencies along with the numbers. Click the 'numbers' link to visit the **View Receivables/Payables** screen. For more information, refer the **View Receivables/Payables** section in this document.
Contact Details	This section displays the counter party details. **Note**: If the counterparty is also a customer of the bank, then these details are not displayed to the logged-in party. Instead, an image is displayed stating: 'As the associated party is a bank customer, their basic and contact details cannot be displayed for security purposes'.
Landline	Displays the landline number of the associated party.
Mobile	Displays the mobile number of the associated party.
Fax	Displays the fax number of the associated party.
Email	Displays the email address of the associated party.
Preferred Communication	Displays the preferred communication mode set for the associated party.
Registered Address	Displays the registered address of the associated party.
Communication Address	Displays the communication address of the associated party.
Top Associated Programs	Displays the total value of receivables or payables with the name of the program in a donut chart. The top 4 performing programs are displayed on the basis of their receivables / payables. The amounts are specified in local currency equivalent and derived from Outstanding Invoices. **Note**: This widget is visible only if the Oracle Banking Supply Chain Finance application is implemented by the bank. Additionally, this widget does not appear if the associated party is not linked to any program.

Table 1-5 (Cont.) Field Description

Field Name	Description
Associated Programs	Displays a list of programs linked to the associated party under which invoices have been raised. This section is visible only if the Oracle Banking Supply Chain Finance application is implemented by the bank. **Note**: A program appears in this table only if one or more invoices have been linked to it..
Program Name & Id	Displays the name and ID of the program. The name of the program is a hyperlink which when clicked displays the View Program screen. For more information, refer the **View Programs** section in **User Manual Oracle Banking Digital Experience Corporate Supply Chain Finance**.
Party Role	Displays the role of the associated party, in the program.
Outstanding Invoices (No.)	Displays the count of invoices outstanding between the two parties, under the program. This number is a hyperlink, which when clicked displays the **View Receivables/Payables** screen. For more information, refer the **View Receivables/Payables** section in this document.
Outstanding Invoices (Value)	Displays the value of invoices outstanding between the two parties, under the program.
Status	Displays the status of the program.

4. Click **Cancel** to cancel the transaction. Or, click **Back** to navigate back to the previous screen.

2

Receivables/Payables Management

Receivables/Payables Management includes the following features:

- **Associated Party Management -** On-boarding, Viewing, KYC document uploading.
- **Receivables/Payables Management**
  - Invoices – Creation, Viewing, Editing, Accepting, Raising Dispute, Resolving Dispute, Assignment.
  - Debit Notes – Creation, Viewing.
  - Credit Notes – Creation, Viewing.
- **Purchase Order Management -** Creation, Viewing, Editing, Accepting.
- **Payments Management** – Bulk payments file uploading and viewing.
- **Reconciliation -** Rule creation, edit and inquiry of the reconciliation and allocation rules. Manual reconciliation, manual allocation, and de-reconciliation.

This topic contains following sub-topics:

- Create Receivables/Payables
  This topic provides systematic instructions to create Receivables/Payables.
- View/Edit Receivables/Payables
  This topic provides systematic instructions to view a list of receivables/payables (invoices and debit notes) based on the corporate party's role as a buyer or supplier.

2.1 Create Receivables/Payables

This topic provides systematic instructions to create Receivables/Payables.

Financial instruments such as invoices and debit notes are categorized as Receivables or Payables. They are referred to as, 'Receivables' when the logged-in corporate party is the Supplier; and 'Payables' when the logged-in corporate party is the Buyer.

> **Note**
>
> Certain 'Receivables/Payables' transactions are only supported on **Desktops/ Laptops** and on **Landscape** mode of **Tablet** devices.

The features built for the corporate user for managing receivables/payables are as follows:

- Online Creation
- Invoice Creation with Document Upload (applicable only for invoices)
- Creation through Bulk File Upload
- Edit
- Accept

- View
- Cancel – (prior to it being accepted)
- Save as Template
- Delete Template
- Raising Dispute
- Resolving Dispute
- Assignment

- Invoices
  An invoice is a bill sent from the seller to the buyer, documenting what has been purchased and what payment is owed.
- Debit Notes
  A Debit Note can be interpreted as a request to increase the value agreed upon in the invoice.
- FAQ

2.1.1 Invoices

An invoice is a bill sent from the seller to the buyer, documenting what has been purchased and what payment is owed.

It is also known as a bill or contract of sale. An invoice allows the business owner or freelancer, to keep track of business transactions and make sure that they get paid.

An invoice is an important underlying instrument used in trade and Supply Chain and Cash Management. A commercial invoice is universally used in trade between a buyer and supplier. Financing of Supply Chain also takes place against such Invoices. In OBDX, we have built in the functionality to handle invoices as receivables and payables.

A corporate user (either buyer or supplier) can raise an invoice directly from the portal. Invoices can be created by manually entering the invoice details online, or using an existing template, or uploading the scanned copy of a physical invoice, or through file upload for bulk invoices creation. Based on the status of an invoice, a corporate user can edit, accept, partially accept, cancel, or request finance, directly from the portal.

> **Note**
>
> The application controls the creation of overdue invoices, based on a configuration flag. You are allowed to create invoices that are overdue, only if this flag is enabled.

- Create Online Invoice
  This topic provides systematic instructions to create the Online Invoice.
- Bulk Invoice Creation
  This topic provides systematic instructions to create Bulk invoices.

2.1.1.1 Create Online Invoice

This topic provides systematic instructions to create the Online Invoice.

Creation of invoices is an important transaction provided on the Portal. Using this option, corporate users can create single or multiple invoices online for the buyer in the Supply Chain Finance program.

Post submission of the invoice, an option is provided to save the content as a Template. The template can be reused for creating invoices for the same corporate party.

Once the user creates invoices, they must be approved by an approver (if the approval flow has been set). The designated corporate approver is notified. The approver can either approve or reject the transaction. In case of rejection, the approver can send the transaction back to the corporate user (maker) to make the required modifications and re-submit it for approval.

User must have valid corporate login credentials.

To create invoice(s) online:

- Perform any of the following actions:
  - From the **Dashboard**, click the **Toggle Menu**, then click **Receivables/Payables**, **Receivables/Payables Management**, and **Create Receivables/Payables**.
  - From the **Dashboard**, click the **Toggle Menu**, then click **Supply Chain Finance**, **Overview**, **Quick Links**, and **Create Invoice**.

  The **Create Receivable/Payable** screen appears.

Figure 2-1 Create Receivable/Payable

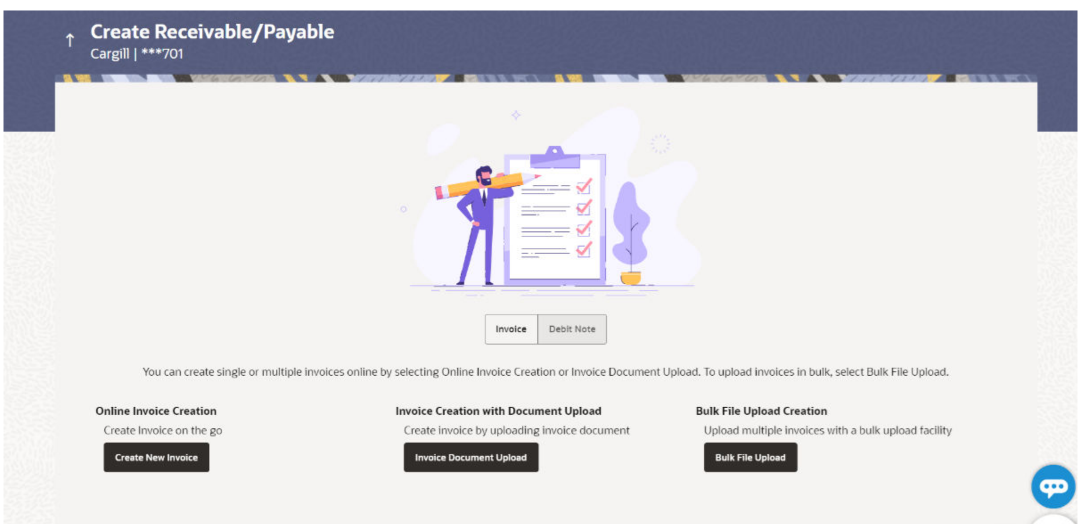


Table 2-1 Field Description

Field Name	Description
Party Name & ID	Displays the name and ID of the logged-in corporate party.
Invoice/Debit Note	Select the **Invoice** option.

Table 2-1 (Cont.) Field Description

Field Name	Description
Online Invoice Creation	Indicates the option to create invoice records by manual entry of invoice details.
Invoice Creation with Document Upload	Indicates the option to create an invoice record by uploading the actual invoice document image.
Bulk File Upload Creation	Indicates the option to create bulk invoice records through file upload.

- Online Invoice Creation (manual entry)
  This topic provides systematic instructions to create the Online Invoice manually.
- Create Invoice using Templates
  This topic provides systematic instructions to save the data entered during invoice creation, as a template.
- Create Invoice with Document Upload
  This topic provides systematic instructions to create invoices online by uploading scanned copies of the physical invoice document.

2.1.1.1.1 Online Invoice Creation (manual entry)

This topic provides systematic instructions to create the Online Invoice manually.

A corporate user, based on their role, can create one or more invoices in one single transaction.

To create invoice(s):

1. Perform any of the following actions:
   - From the **Dashboard**, click the **Toggle Menu**, then click **Receivables/Payables**, **Receivables/Payables Management**, and **Create Receivables/Payables**.
   - From the **Dashboard**, click the **Toggle Menu**, then click **Supply Chain Finance**, **Overview**, **Quick Links**, and **Create Invoice**.
2. In the **Create Receivable/Payable** screen, select the **Invoice** option and then click the **Create New Invoice** button, to create invoice records manually.

   The **Create Receivables/Payables** screen appears starting with the **New Invoice** tab.

Figure 2-2 Create Receivables/Payables - New Invoice

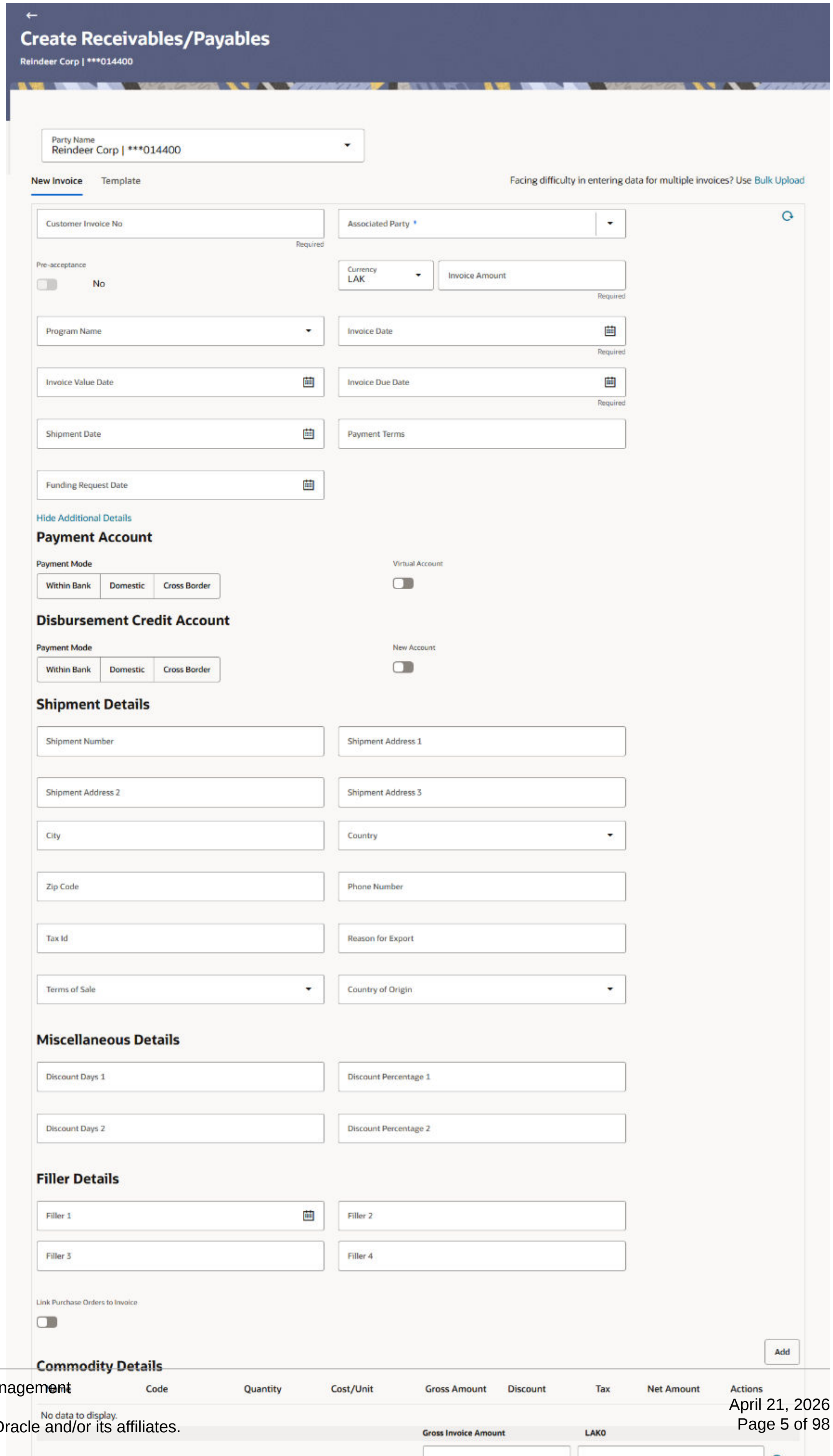


Table 2-2 Field Description

Field Name	Description
Party Name & ID	Displays the name and ID of the logged-in corporate party.
New Invoice	This section displays New Invoice details.
Facing difficulty in entering data for multiple invoices? Use Bulk Upload	Click the **Bulk Upload** link to navigate to the **File Upload** screen for creating invoices in bulk.
Customer Invoice No	Specify the customer's own reference number of the invoice.
Associated Party	Select the associated party to link the invoice from all on-boarded associated parties. The list of on-boarded associated party is categorized by: • Anchor Buyer • Anchor Supplier • Counter Party Buyer • Counter Party Supplier On selecting an associated party, the role of the party as **Buyer** or **Supplier**, appears below this field.
Invoice Amount	Specify the gross invoice amount. This amount is before tax and discount. It should be the gross amount of the commodities.
Pre-acceptance	This toggle is set to 'No' and is disabled if the logged-in party is the supplier. It is set to 'Yes' and is disabled if the logged-in party is the buyer.
Name of Program	Select the program to which the invoice should be linked. Programs linked to the selected associated party are listed. This field is visible only if the Oracle Banking Supply Chain Finance application is implemented by the bank.
Auto Accept	Displays whether the invoice will be auto accepted or not. If the invoice will be auto-accepted, then the number of days post creation to auto-acceptance, is displayed. This field appears on selecting a program. It is populated based on the auto acceptance setting in the program definition. For more information on programs, refer the **Create Program** section in **Oracle Banking Digital Experience Corporate Supply Chain Finance User Manual**.
Auto Finance	Displays whether the invoice will be auto financed or not. This field appears on selecting a program. It is populated based on the auto finance setting in the program definition. For more information on programs, refer the **Create Program** section in **Oracle Banking Digital Experience Corporate Supply Chain Finance User Manual**.
Invoice Date	Click the calendar icon and select the date of creation of the invoice. The **Invoice Date** should be greater than the **Purchase OrderDate**. You cannot enter a future date.
Invoice Value Date	Click the calendar icon and select the invoice value date. This date can be earlier than the **Invoice Date**.
Invoice Due Date	Click the calendar icon and select the date on which the invoice payment is due. The **Invoice Due Date** should be greater than or equal to the **Invoice Date**.
Shipment Date	Click the calendar icon and select the date when the shipment is expected to take place. The **Shipment Date** should be greater than the **Purchase Order Date** and greater than or equal to the **Invoice Date**.
Payment Terms	Specify the terms agreed for the payment of the invoice.

Table 2-2 (Cont.) Field Description

Field Name	Description
Funding Request Date	Specify the date when the invoice should be funded or financed. This date should be greater than the current business date. This field is visible only if the Oracle Banking Supply Chain Finance application is implemented by the bank.
Show Additional Details	Click **Show Additional Details** link to add additional details such as payment account, shipment, miscellaneous, and filler details.
Payment Account	User can provide the account details to receive the invoice payment. These details should be belonging to the Supplier corporate.
Payment Mode	Select the payment mode to create new invoice. The options are: • **Within Bank** • **Domestic** • **Cross Border**
Within Bank	If the **Payment Mode** is selected as **Within Bank**. The **Account Number** drop-down will be displayed. The drop-down will list all the accounts belonging to the logged in corporate or the corporate selected in the party drop-down. The accounts will be listed and displayed if they have access for **OBDX**.
Domestic	If the **Payment Mode** is selected as **Domestic**. Here user can enter the account details with any other bank to receive the invoice payment. The following details are required to be entered. • **Account Number** • **Account Name** • **Bank Name** • **Branch** • **Bank Code** **Note:** These details will be displayed only when the new account switch is OFF.
Cross Border	If the **Payment Mode** is selected as **Cross Border**. User needs to enter the **Account Number** or and **Account Name** with a bank in different country where the invoice payment is expected to receive. The bank details also required to be provided. Select the **SWIFT Code** or enter the **Bank Address**.
Transfer Via Intermediary Bank	Switch this toggle ON, if the transfer is via intermediary bank. **Intermediary Bank** details can be provided by giving the **SWIFT Code** of the bank or by entering the **Bank Name** and **Address**. To provide the **SWIFT Code**, click on the **Lookup Link**. SWIFT Code can be searched using **BIC Code** or **Bank Name**. **Note**: **Intermediary Bank** is applicable only for cross border payment mode.
Virtual Account	Switch this toggle ON, if the account is a virtual account.
Disbursement Credit Account	User can provide the account details to receive the disbursement proceeds in case the invoice is financed. These details should be belonging to the Supplier corporate.
Payment Mode	Select the payment mode to receive the finance proceeds for the invoice. The options are: • **Within Bank** • **Domestic** • **Cross Border**

Table 2-2 (Cont.) Field Description

Field Name	Description
Within Bank	If the **Payment Mode** is selected as **Within Bank**. The **Account Number** drop-down will be displayed. The drop-down will list all the accounts as fetched from the internal account mapping maintenance of host system. These accounts are maintained to credit the finance proceeds. The accounts fetched and will be listed in the drop-down only if they have been mapped to OBDX. The following details will display. • **Account Name** • **Branch** • **Currency** **Note**: These details will be displayed only when the **New Account** switch is Off.
Domestic	If the **Payment Mode** is selected as **Domestic**. The drop-down will list the accounts from external account mapping maintenance of the host system. The account details belong to some other bank maintained in some other bank in the country and maintained in the host system to receive the finance proceeds when the invoice is financed. The following details will display. • **Bank Name** • **Branch** • **Account Number** • **Bank Code** • **Currency** **Note**: These details will be displayed only when the **New Account** switch is Off.
Cross Border	If the **Payment Mode** is selected as **Cross Border**. The drop-down will list all the corporate accounts as fetched from the external account mapping maintenance of the host system. The account details belong to the bank in another country and mapped in the host system to receive the finance proceeds when the invoice is financed. The following details will display. • **Account Number** • **Bank Name** • **Branch** • **Account Name** • **Bank Code** • **Currency** **Note:** These details will be displayed only when the **New Account** switch is Off.

Table 2-2 (Cont.) Field Description

Field Name	Description
New Account	Switch this toggle On, if corporates are required to receive the finance disbursement funds into a new account which is not maintained with host SCF system. **Note**: If the **Payment Mode** is selected as **Within Bank** and **New Account** toggle is On, then the drop-down will list all the accounts present in the Bank. This list will not be restricted to accounts maintained in SCF host only. **Note**: If the **Payment Mode** is selected as **Domestic** and **New Account** toggle is On, the following details will display, and these are required to be entered. • **Account Number** • **Account Name** • **Bank Name** • **Branch** • **Bank Code** **Note**: If the **Payment Mode** is selected as **Cross Border** and **New Account** toggle is On, user needs to enter the **Account Number** or **IBAN** as applicable as per within bank, domestic or cross border and **Account Name**. And select the **Bank Details** as **SWIFT Code** or **Bank Address** to enter the details.
Transfer Via Intermediary Bank	Switch this toggle ON, if the transfer is via intermediary bank. **Intermediary Bank** details can be provided by giving the **SWIFT Code** of the bank or by entering the **Bank Name** and **Address**. To provide the SWIFT Code, click on the **Lookup Link**. SWIFT Code can be searched using **BIC Code** or **Bank Name**. **Note**: **Intermediary Bank** is applicable only for cross border payment mode.
Shipment Details	This section displays Shipment details.
Shipment Number	Specify the shipment number.
Shipment Address 1 - 3	Specify the shipment address in the fields provided.
Shipment City	Specify the city to ship the goods to.
Shipment Country	Select the country to ship the goods to.
Zip Code	Specify the zip code to ship the goods to.
Phone Number	Specify the contact number of the person who will receive the shipment.
Tax Id	Specify the unique tax ID if the shipment charge includes tax amount.
Reason for Export	Specify the relevant reason of export.

Table 2-2 (Cont.) Field Description

Field Name	Description
Terms of Sale	Specify the applicable 3-digit Info terms code. The available values are: • EXW | Ex Works • FAS | Free Alongside Ship • FCA | Free Carrier • FOB | Free On Board • CPT | Carriage Paid To • CFR | Cost and Freight • CIP | Carriage and Insurance Paid To • CIF | Cost Insurance and Freight • DAP | Delivered at Place • DPU | Delivered at Place Unloaded • DDP | Delivered Duty Paid
Country of Origin	Specify the country from where the shipment will originate.
Miscellaneous Details	This section displays the Miscellaneous details.
Discount Days 1	Specify the primary discount days.
Discount Percentage 1	Specify the primary discount percentage.
Discount Days 2	Specify the secondary discount days.
Discount Percentage 2	Specify the secondary discount percentage.
Filler Details	This section displays the Filler details.
Filler Fields 1 to 4	This section displays the Filler Label Fields. The bank can configure these fields on Day 0, based on their requirement.
Link Purchase Orders to Invoice	Switch the toggle ON to link the purchase orders to invoice. The **Link Purchase Orders** overlay screen appears.

Link Purchase Orders Overlay

This overlay window appears when you switch the Link Purchase Orders to Invoice toggle ON.

> **Note**
>
> You can now link purchase orders of a different currency to an invoice. If multiple purchase orders are linked to an invoice, then the purchase orders should be of same currency.

Figure 2-3 Link Purchase Orders Overlay

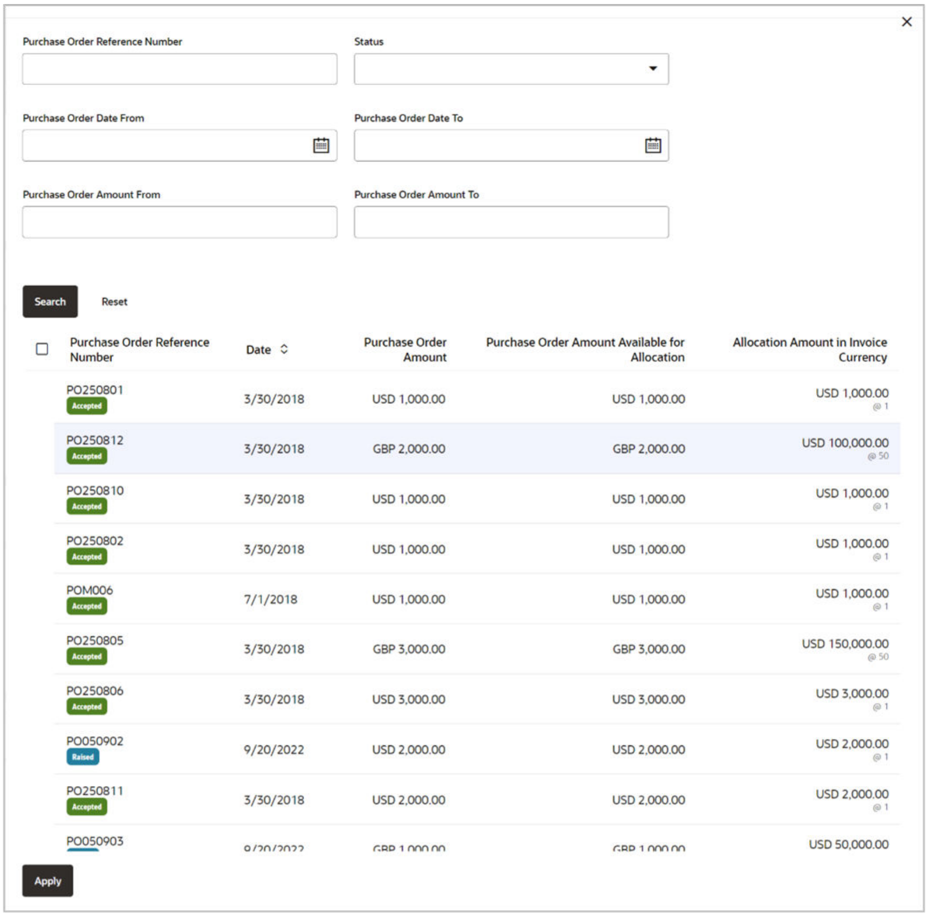


Table 2-3 Field Description

Field Name	Description
Purchase Order Reference Number	Enter the reference number of the purchase order to be searched.
Status	Select the status of the purchase order to be searched.
Purchase Order Date From	Indicates an option to search for purchase orders created within a specific date range. Click the calendar icon and select the From and To dates.
Purchase Order Date To	Indicates an option to search for purchase orders created within a specific date range. Click the calendar icon and select the From and To dates.
Purchase Order Amount From	Indicates an option to search for purchase orders based on an amount range. Enter the From and To amounts.
Purchase Order Amount To	Indicates an option to search for purchase orders based on an amount range. Enter the From and To amounts.
Search	Purchase Orders list displays for the logged-in party and selected associated party combination for buyer and supplier.
Search Results - List of Purchase Order	This section displays the Search Results.

Table 2-3 (Cont.) Field Description

Field Name	Description
Check Box	To select all the purchase orders in the list, select the main check box. To select purchase orders, select the check boxes beside those purchase orders.
Purchase Order Reference Number Status	Displays the unique reference number of the purchase order with respect to the Supply Chain Finance application. Also displays the status of the purchase order.
Date	Displays the date on which the purchase order has been created.
Purchase Order Amount	Displays the purchase order amount.
Purchase Order Amount Available for Allocation	Displays the purchase order amount available for allocation in purchase order currency.
Allocation Amount in Invoice CurrencyExchange Rate	Displays the purchase order amount available for allocation in invoice currency. It also displays the exchange rate between invoice currency and purchase order currency.

3. Specify the required details, and click **Search**.

   The purchase order records of the select buyer supplier combination appear based on the search criteria.

4. Select the check box beside the purchase order records to be linked to the invoice.
5. Click **Apply** to add the list of purchase orders to link to the invoice.

   Once you link the purchase orders to the invoice, you can optionally add the commodity details.

6. To add a commodity, click **Add** in the **Commodity Details** section.

   The **Add Commodity Details** overlay window appears.

> **Note**
>
> a. If you link the purchase orders that has the commodity details already added to the invoice, **Add** field for commodity details will not get displayed. Commodity details section displays the commodities applicable for the linked purchase orders. If there are no commodities added to any of the linked purchase orders, then the **Add** field is enabled to add the details.
>
> b. If Commodity details section displays the commodities applicable for the linked purchase orders.

Figure 2-4 Add Commodity Details

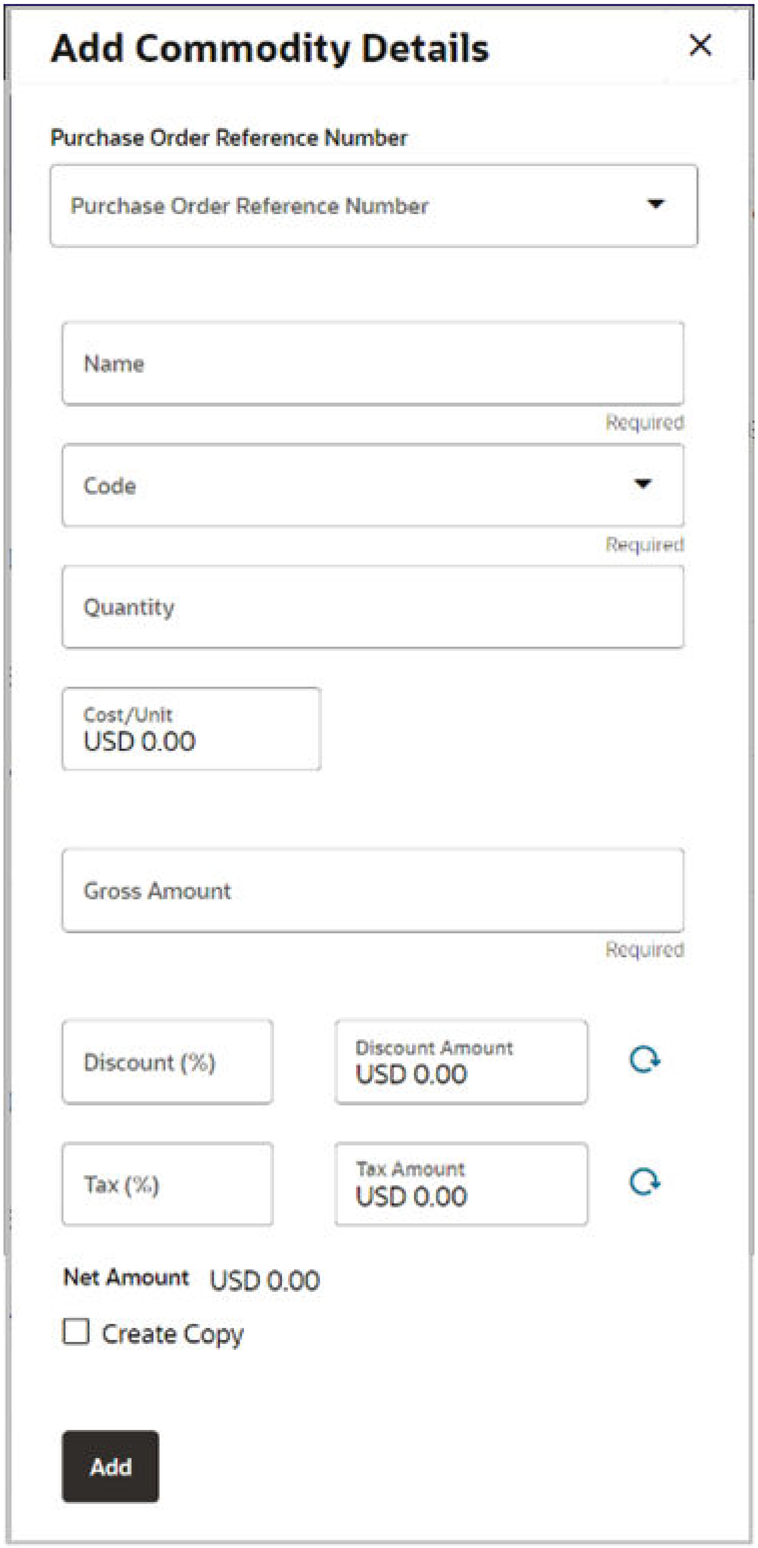


Table 2-4 Field Description

Field Name	Description
Name	Specify the name of the commodity.
Code	Select the code of the commodity. This value should be selected from the commodity code list. **Note**: This drop-down field displays the list of commodity code(s) maintained for the selected supplier party.
Quantity	Specify the quantity of the commodity being purchased.
Cost/Unit	Specify the cost per unit of the commodity.
Gross Amount	Specify the gross commodity amount. It also gets auto calculated if quantity and cost per unit are entered. It is the product of the entered quantity and cost per unit. Gross Amount = Cost/Unit * Quantity
Discount	Specify any discount being offered on the commodity. You can either enter the percentage of discount (in the first field) or the actual discount amount (in the second field). When you enter any one of these values, the other value is automatically calculated and displayed. **Note**: This field is auto populated if a discount percentage is maintained for the selected commodity code. Click  to reset the values.
Tax	Specify any tax being charged on the commodity. You can either enter the percentage of tax (in the first field) or the actual tax amount (in the second field). When you enter any one of these values, the other value is automatically calculated and displayed. **Note**: This field is auto populated if a tax percentage is maintained for the selected commodity code. Click  to reset the values.
Net Amount	Displays the net commodity amount. This is automatically calculated as follows: Net Amount = Gross Amount – Discount + Tax
Create Copy	Select this check box to create a copy of the commodity details entered. On clicking the **Add** button, a commodity record is created in the **Commodity Details** section.

7. You can further add commodities by clicking **Add**, and filling out the required details.

Figure 2-5 Create Receivables/Payables – Link Purchase Orders to Invoice and Commodity Details Section Updated

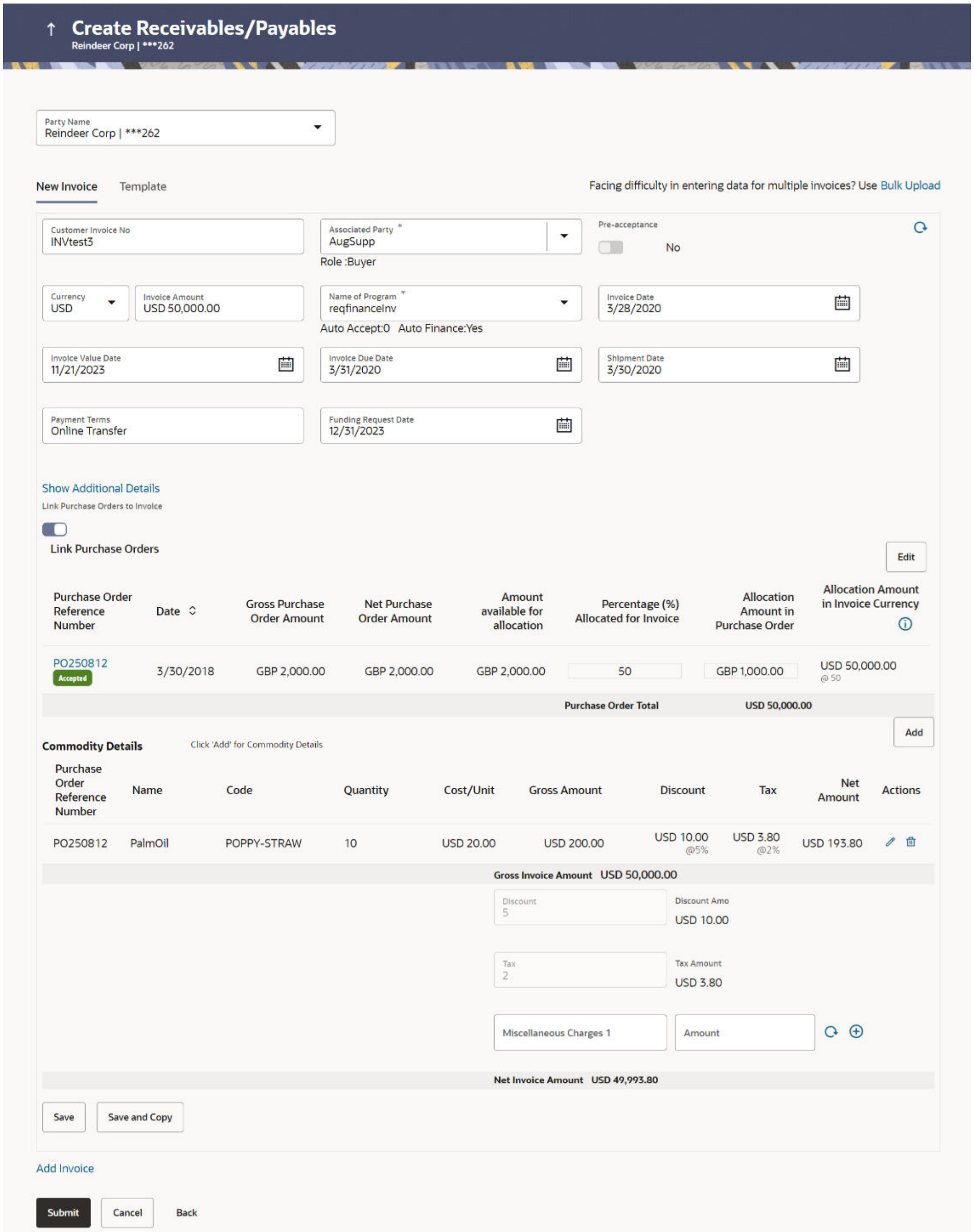


Table 2-5 Field Description

Field Name	Description
Link Purchase Order	This section displays the list of purchase orders to be linked to the invoice once you add them.
Purchase Order Reference Number Status	Displays the unique reference number of the purchase order Also displays the status of the purchase order.

Table 2-5 (Cont.) Field Description

Field Name	Description
Date	Displays the date on which the purchase order has been created.
Gross Purchase Order Amount	Displays the gross purchase order amount.
Net Purchase Order Amount	Displays the total purchase order amount, after deducting the discount and then applying the tax. **Note:** The **Net Purchase Order Amount** gets automatically calculated as follows: Net Purchase Order Amount = Gross Purchase Order Amount - Discount Value + Tax Amount
Amount Available for Allocation	Displays the purchase order amount available for allocation to Invoice.
Percentage (%) Allocated for Invoice	Specify the percentage of available purchase order amount to be allocated for invoice. This value is automatically calculated and displayed if you enter the amount allocated for invoice.
Allocation Amount in Purchase Order Currency	Displays the purchase order amount allocated for invoice in purchase order currency. This value is automatically calculated and displayed if you enter the percentage allocated for invoice.
Allocation Amount in Invoice Currency	Displays the purchase order amount allocated for invoice in invoice currency. This value is automatically calculated and displayed if you enter the percentage allocated for invoice.
Purchase Order Total	Displays the total amount allocated from purchase order to the invoice in invoice currency. This value is automatically calculated and displayed.
Commodity Details	This section displays the commodity detail records, once you add them. Multiple commodities can be added.
Purchase Order Reference Number	Displays the reference number of the purchase order against the commodity added.
Name	Displays the name of the commodity.
Code	Displays the code of the commodity.
Quantity	Displays the quantity of the commodity being purchased.
Cost/Unit	Displays the cost per unit of the commodity.
Gross Amount	Displays the total gross amount of the commodity being purchased. It is the product of the entered quantity and cost per unit. Gross Amount = Cost per unit * Quantity
Discount Exchange Rate	Displays the discount amount and percentage being offered on the commodity. The exchange rate between invoice currency and purchase order currency is displayed if a purchase order is linked to an invoice.
Tax Exchange Rate	Displays the tax amount and percentage being charged on the commodity. The exchange rate between invoice currency and purchase order currency is displayed if a purchase order is linked to an invoice.
Net Amount	Displays the net amount of the commodity being purchased. It is automatically calculated as follows: Net Amount = Gross Amount – Discount + Tax

Table 2-5 (Cont.) Field Description

Field Name	Description
Actions	Indicates the actions that can be performed on the commodity record. • Click to edit the record. • Click to remove the record. Following fields are present below the Commodity Details section, and are applicable at the invoice-level.
Gross Invoice Amount	Displays the total gross amount of all the added commodities if **Link Purchase Orders to Invoice** toggle switch is Off. Displays the gross purchase order amount if the **Link Purchase Orders to Invoice** toggle switch is On.
Discount	Displays the total discount amount of all the commodities added. The average discount percentage of all added commodities is also displayed. Click to reset the values. Total Discount % = (Total discount amount / Total invoice amount) *100 **Note**: When commodity records are added, the discount value of each commodity is aggregated and populated here. This value cannot then be modified. However, if commodity records are not added, then this field is editable and the discount value or percentage can be entered here.
Tax	Displays the total tax amount of all the commodities added. The average tax percentage of all added commodities is also displayed. Click to reset the values. Total Tax % = (Total tax amount / Total invoice amount) *100 **Note:** When commodity records are added, the tax value of each commodity is aggregated and populated here. This value cannot then be modified. However, if commodity records are not added, then this field is editable and the tax value or percentage can be entered here.
Miscellaneous Charges	Add the name and amount of any other miscellaneous charge applicable. Use to add another charge. A maximum of 2 miscellaneous charges can be added. Click to reset the values. **Note:** If a purchase order is linked to an invoice, the miscellaneous charge amount is inherited from the purchase orders.
Net Invoice Amount	Displays the total invoice amount that the buyer must pay, after deducting the discount and then applying the tax. **Note:** The **Net Invoice Amount** gets automatically calculated as follows: Net Invoice Amount = Gross Invoice Amount - Discount Value + Tax Amount
	Indicates an option to reset the fields. This icon is present on the top right corner of the screen.

Table 2-5 (Cont.) Field Description

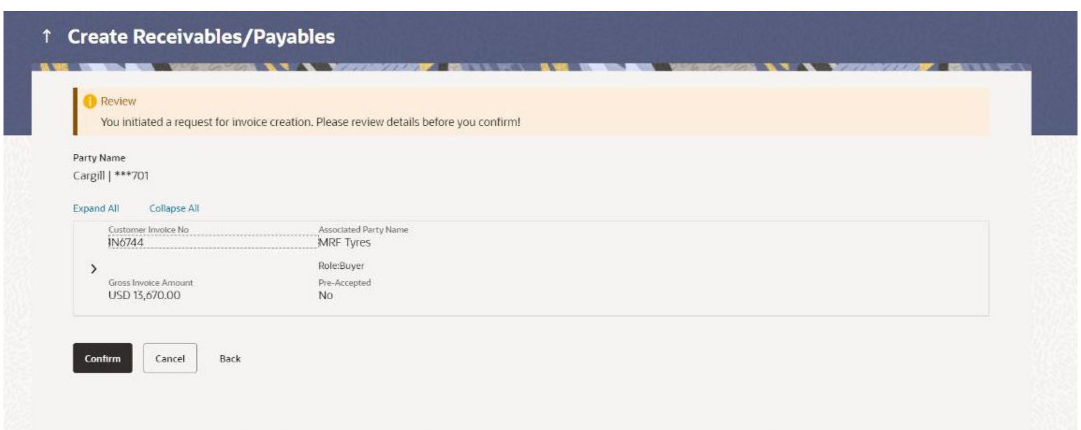
Field Name	Description
Duplicate Invoice	Indicates an option to add another invoice with the same details.
Add Invoice	Indicates an option to add another blank invoice. You can create multiple invoices using this link.

8. Modify the amount in the **Invoice Amount** field above the **Commodity Details** section, to match the **Gross Invoice Amount** of all commodities.
9. Click **Save** to save the invoice. Or, do one of the following:
   - Click **Save and Copy** to save the invoice details and create a copy.
   - To clear the fields, click the  icon in the top right side of the screen.

> **Note**
>
> On clicking the **Save** button, the invoice being created appears in a panel with in the top right corner. Click this icon to edit the invoice.

10. To create another new invoice in the transaction, click the **Add Invoice** link.
    - Add required details as mentioned in the steps above.
11. Click **Submit** to submit the transaction, once all required invoices have been added. The Review screen appears. Or, do one of the following:
    - Click **Cancel** to cancel the transaction.
    - Click **Back** to navigate back to the previous screen.

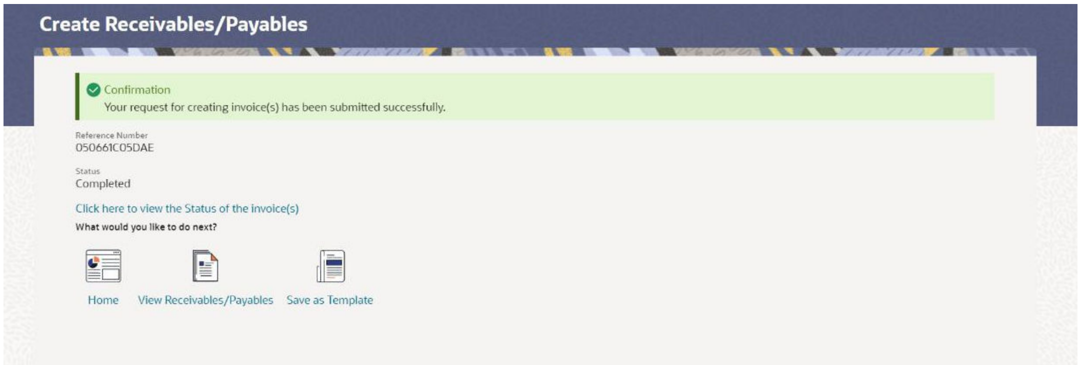
Figure 2-6 Create Receivables/Payables - Review Screen



12. In the **Review** screen, verify the details and click **Confirm**.

    A confirmation message of request initiation for the invoice(s) creation appears along with the reference number.
13. Perform any of the following actions:
    - Click **Back** to navigate back to the previous screen.
    - Click **Cancel** to cancel the transaction.

Figure 2-7 Create Receivables/Payables - Confirmation



14. Click the **Save as Template** link to save the details of the created invoice as a template. Or, do one of the following:
    - Click the **View Receivables/Payables** link to view the details of existing invoices. The **View Invoice** screen appears.
    - Click the **Home** link to go to the main dashboard.

The invoice is created and submitted for authorization.

2.1.1.1.2 Create Invoice using Templates

This topic provides systematic instructions to save the data entered during invoice creation, as a template.

This option is available upon successful creation of an invoice. You can use this template in the future to create invoices for the same party. This saves the efforts of re-entering the data.

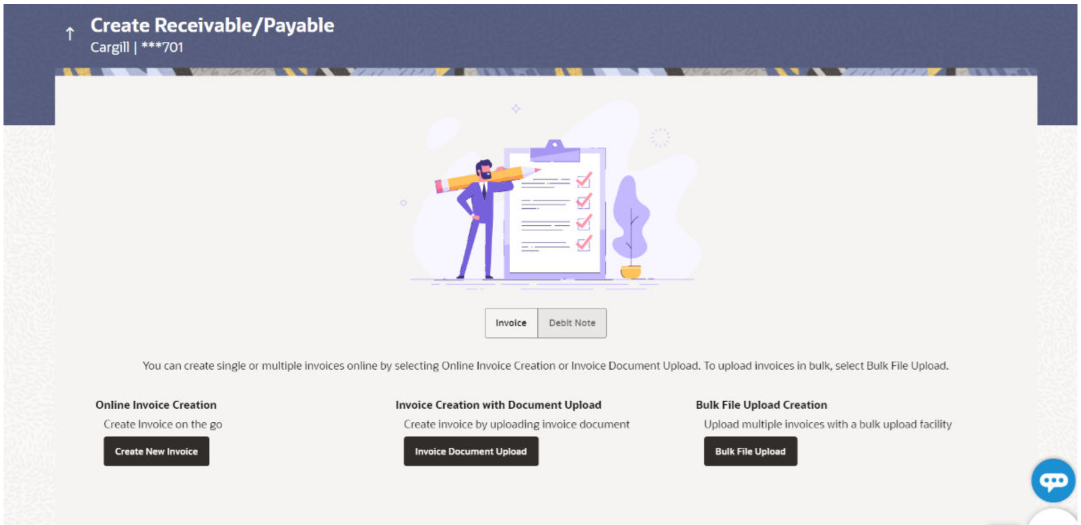
User must have valid corporate login credentials.

To create invoice using a template:

1. Perform any of the following actions:
    - From the **Dashboard**, click the **Toggle Menu**, then click **Receivables/Payables**, **Receivables/Payables Management**, and **Create Receivables/Payables**.
    - From the **Dashboard**, click the **Toggle Menu**, then click **Supply Chain Finance**, **Overview**, **Quick Links**, and **Create Invoice**.

   The **Create Receivable/Payable** screen appears.

Figure 2-8 Create Receivable/Payable



2. On navigating to the **Create Receivable/Payable** screen, select the Invoice option, and then click the **Create New Invoice** button.
3. Click the **Template** tab.

   A list of existing templates appears.

Figure 2-9 Create Receivables/Payables – Template tab

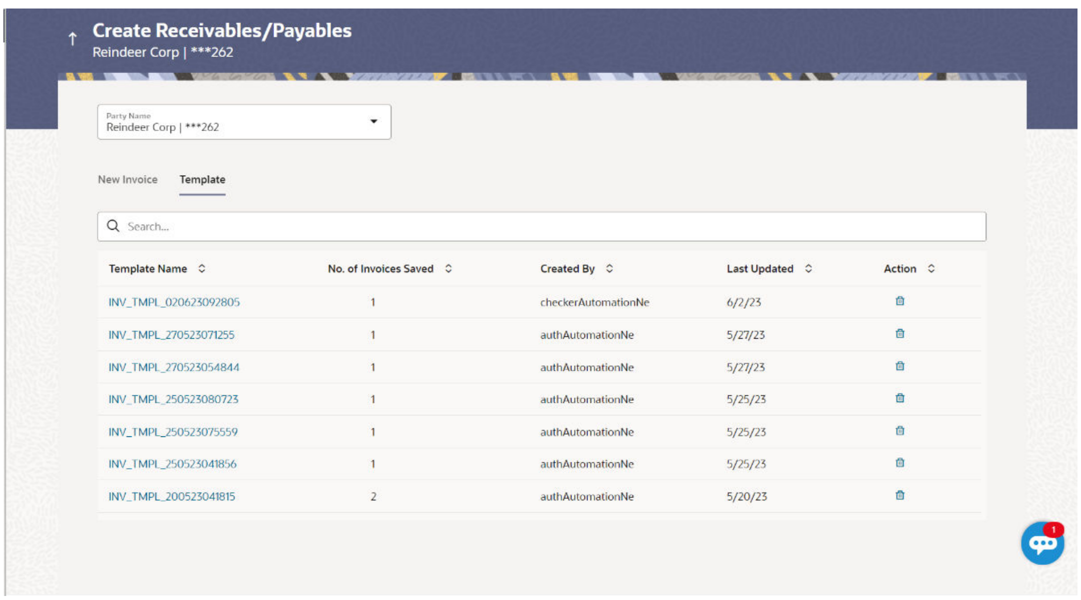


Table 2-6 Field Description

Field Name	Description
Party Name	Select the party name from the dropdown list in which the invoice must be created. By default, the primary party/gcif of the logged-in user is selected. **Note:** Only accessible parties are displayed to the user.
Search	Specify the partial or full name of the template to search for specific templates. As you type the name, the relevant templates appear in the list.
Template Name	Displays the name of the invoice template, as a hyperlink. Click this hyperlink to open the **New Invoice** screen, with the template details populated in the respective fields.
No. of Invoices Saved	Displays the number of invoices saved under the template.
Created By	Displays the name of the corporate user who created the template.
Last Updated	Displays the last updated date of the invoice template.
Action	Click to delete the invoice template.

4. Navigate through the pages to the required template, or use the **Search** field to find a specific template.
5. Click the desired **Template Name** link. The template details are populated in the **Create Receivables/Payables – New Invoice** screen.
   - Click against the template to delete the existing invoice template. A popup message appears to confirm the deletion.
     – Click **Yes** to delete the invoice template. Or, click **No** to cancel the deletion of the invoice template.
6. Add or modify the required details.
7. Click **Save** to save the invoice. Or, do one of the following:
   - Click the **Save and Copy** to add a new invoice with same details entered in the current invoice.
   - Click the **Add Invoice** link at the bottom of the screen, to add another invoice.
   - Click at the top right corner of an invoice, to clear the existing data.
8. Click **Submit** to submit the transaction. The Review screen appears. Or, do one of the following:
   - Click **Cancel** to cancel the transaction.
   - Click **Back** to navigate back to the previous screen.
9. In the Review screen, verify the details, and click **Confirm**. A confirmation message of request initiation for invoice(s) creation appears along with the reference number. Or, do one of the following:
   - Click **Cancel** to cancel the transaction.
   - Click **Back** to navigate back to the previous screen.

The invoice is created and submitted for authorization.

2.1.1.1.3 Create Invoice with Document Upload

This topic provides systematic instructions to create invoices online by uploading scanned copies of the physical invoice document.

On uploading the image the data gets extracted and auto populated in the invoice fields. The can be reviewed by the user and correct if any incorrect data is extracted.
The Banks have the option to choose the extraction tool for extracting the data of the uploaded instrument. This option is available in the bank’s admin login. Before uploading the invoice document, make sure the maintenance **Invoice/PO Data Extraction Tool** is defined in the System Configuration screen, which can either be selected as NLP or Cohere. For more information, refer to **Oracle Banking Digital Experience System Configuration** manual.

User must have valid corporate login credentials.

To create an invoice through document upload:

1. Perform any of the following actions:
   - From the **Dashboard**, click the **Toggle Menu**, then click **Receivables/Payables**, **Receivables/Payables Management**, and **Create Receivables/Payables**.
   - From the **Dashboard**, click the **Toggle Menu**, then click **Supply Chain Finance**, **Overview**, **Quick Links**, and **Create Invoice**.

   The **Create Receivable/Payable** screen appears.

Figure 2-10 Create Receivable/Payable

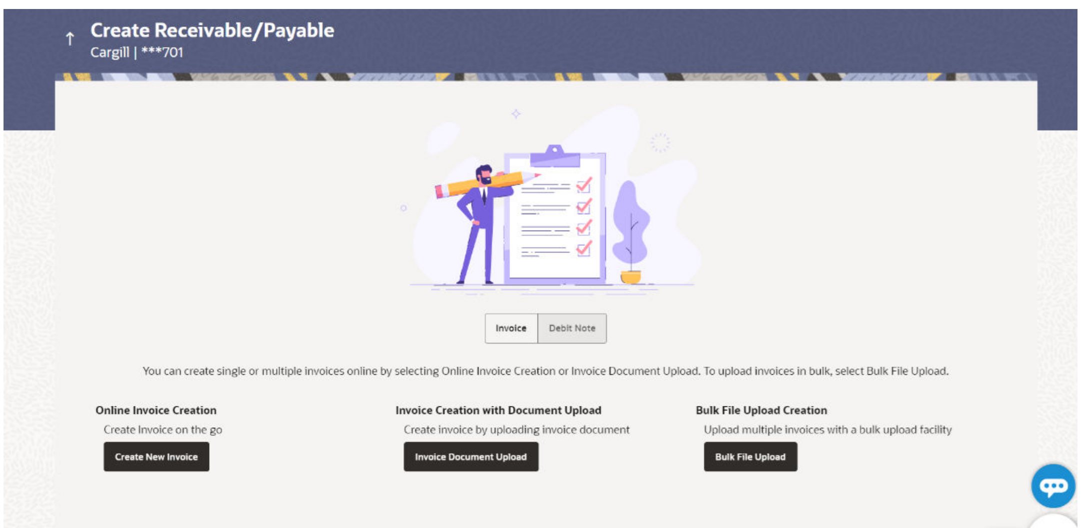


Table 2-7 Field Description

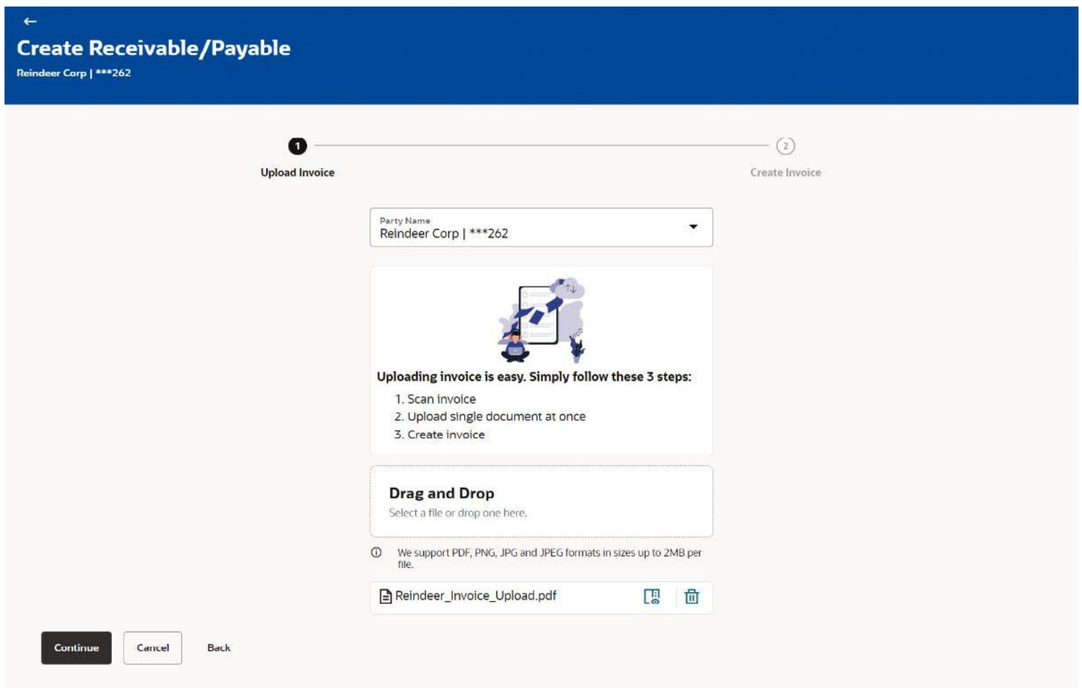
Field Name	Description
Party Name & ID	Displays the name and ID of the logged-in corporate party.
Invoice/Debit Note	Select the **Invoice** option.
Online Invoice Creation	Indicates the option to create invoice records by manual entry of invoice details.

Table 2-7 (Cont.) Field Description

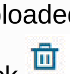
Field Name	Description
Invoice Creation with Document Upload	Indicates the option to create an invoice record by uploading the actual invoice document image.
Bulk File Upload Creation	Indicates the option to create bulk invoice records through file upload.

2. In the **Create Receivable/Payable** screen, select the **Invoice** option and then click the **Invoice Document Upload** button. The **Create Receivables/Payables** screen appears starting with the **Upload Invoice** step.

Figure 2-11 Create Receivables/Payables – Upload Invoice



3. In the **Upload Invoice** step, either click to browse and select the required file, or, drag and drop the file in the space provided. An entry for the uploaded file appears in the section below.

> **Note**
>
> To preview an uploaded file, click the **Preview** link beside it. To remove an uploaded file, click  .

4. Click **Continue** to go to the **Create Invoice** step. Or, do one of the following:
   - Click **Cancel** to cancel the transaction.
   - Click **Back** to go to the previous screen.

Figure 2-12 Create Receivables/Payables - Create Invoice - Basic Details

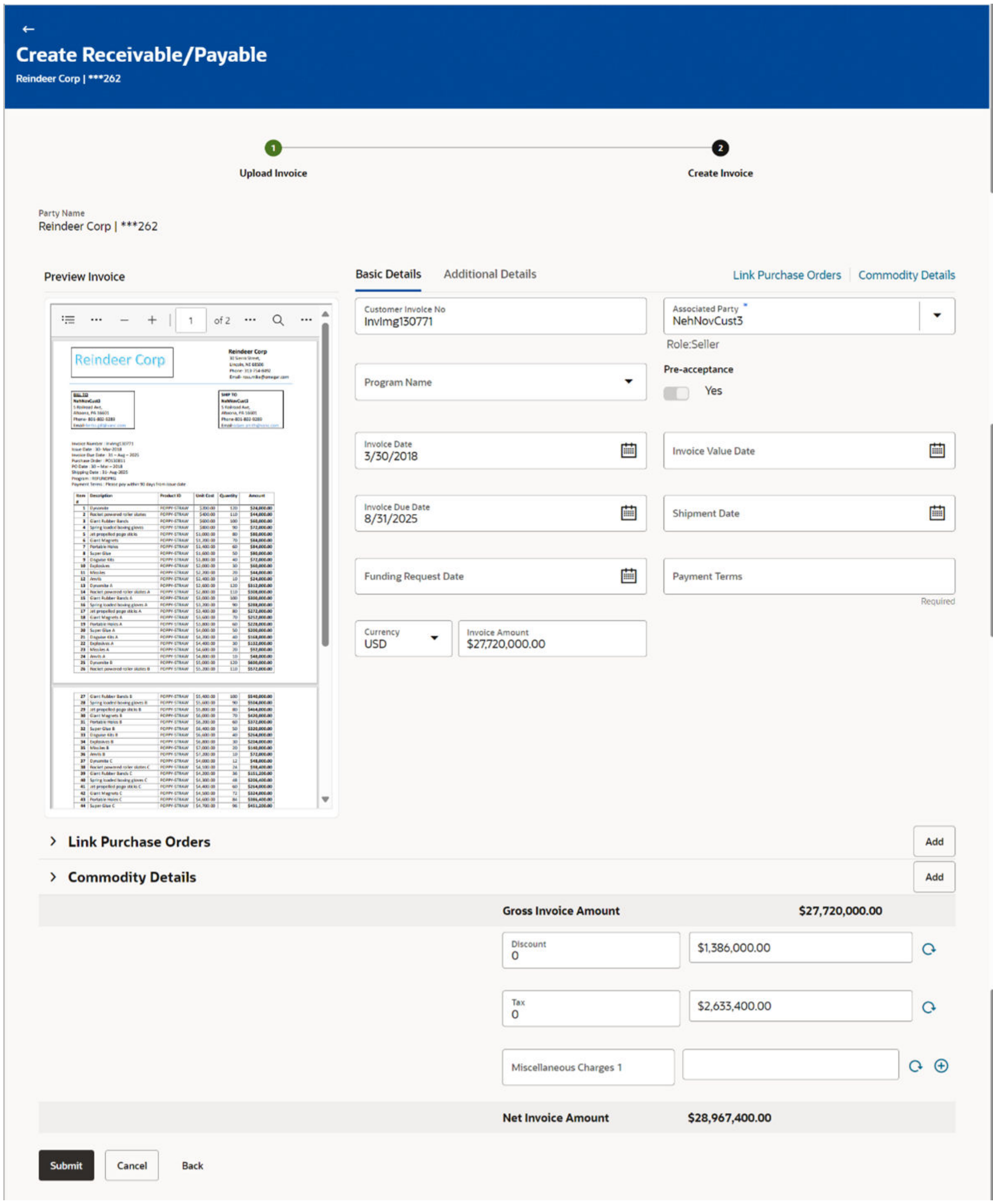


Figure 2-13 Create Receivables/Payables - Create Invoice - Additional Details

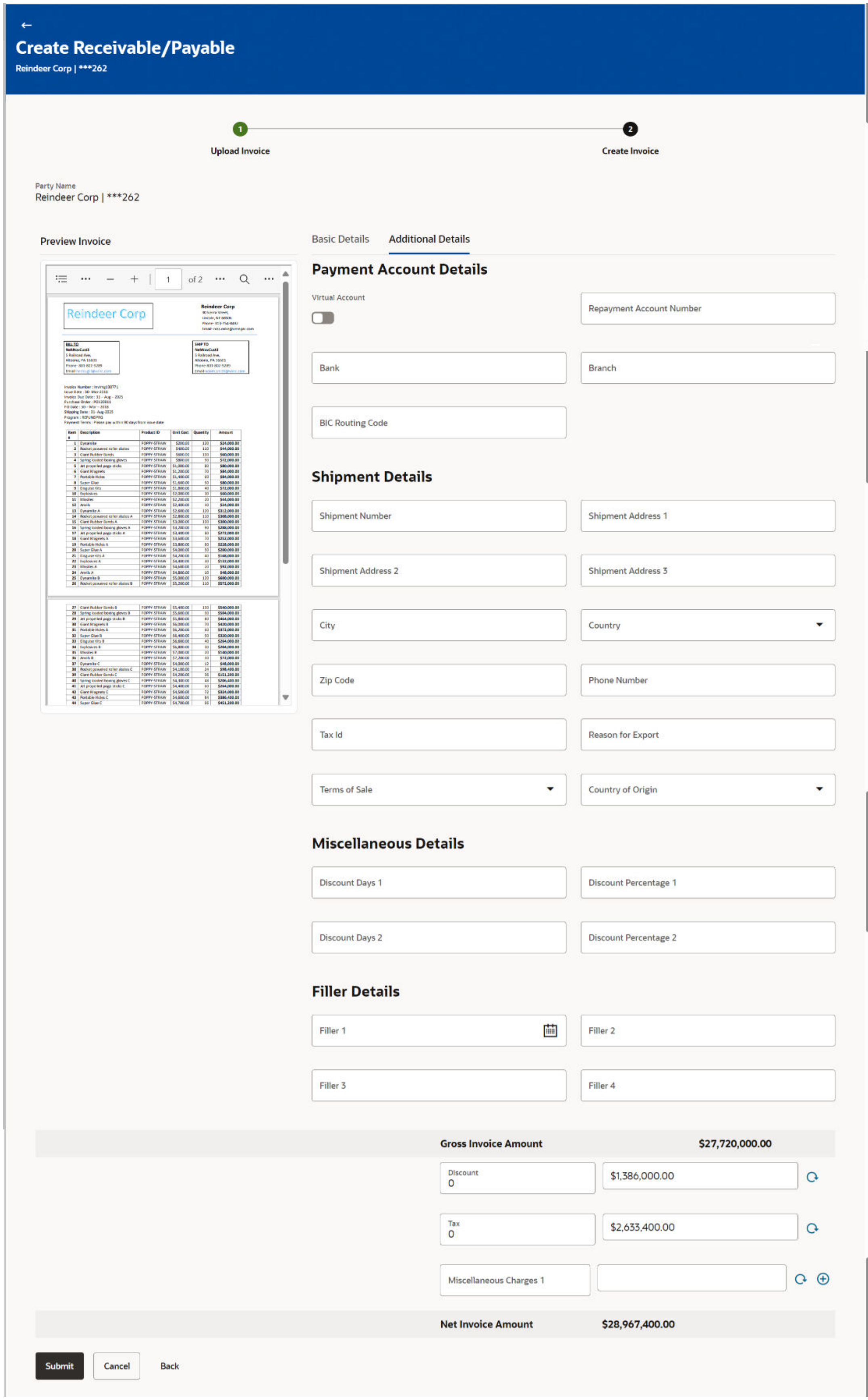


Table 2-8 Field Description

Field Name	Description
Party Name & ID	Displays the name and ID of the logged-in corporate party.
Create Invoice step	The values that have been extracted from the invoice image (except for commodity details) are automatically populated in the respective fields. You can edit these values, if required.
Customer Invoice No	Indicates the customer's own reference number of the invoice.
Associated Party	Indicates the associated party with whom the invoice is to be linked. A list of all on-boarded associated parties is available for selection. On selecting an associated party, the role of the party as **Buyer** or **Supplier**, appears below this field.
Program Name	Indicates the program to which the invoice needs to be linked. Programs linked to the selected associated party are listed. This field is visible only if the Oracle Banking Supply Chain Finance application is implemented by the bank.
Auto Accept	Displays whether the invoice will be auto accepted or not. It is populated based on the auto acceptance setting in the program definition and is non-editable. For more information, refer the **Create Program** section in **User Manual Oracle Banking Digital Experience Corporate Supply Chain Finance**.
Auto Finance	Displays whether the invoice will be auto financed or not. It is populated based on the auto finance setting in the program definition and is non-editable. For more information, refer the **Create Program** section in **User Manual Oracle Banking Digital Experience Corporate Supply Chain Finance**.
Pre-acceptance	This toggle is set to 'No' and is disabled if the logged-in party is the supplier. It is set to 'Yes' and is disabled if the logged-in party is the buyer.
Invoice Date	Indicates the date of creation of the invoice. The **Invoice Date** should be greater than the **Purchase OrderDate**.
Invoice Value Date	Click the calendar icon and select the invoice value date. This date can be earlier than the **Invoice Date**.
Invoice Due Date	Indicates the date on which the invoice payment is due. The **Invoice Due Date** should be greater than or equal to the **Invoice Date**.
Shipment Date	Indicates the date when the shipment is expected to take place. The **Shipment Date** should be greater than the **Purchase Order Date** and greater than or equal to the **Invoice Date**.
Funding Request Date	Enter the date when the invoice should be funded. This field is visible only if the Oracle Banking Supply Chain Finance application is implemented by the bank.
Payment Terms	Indicates the terms agreed for the payment of the invoice.
Invoice Amount	Indicates the total invoice amount of all commodities being purchased, along with the currency.
Additional Details	Click **Additional Details** tab to add additional details such as payment account, shipment, miscellaneous, and filler details.
Virtual Account	Switch this toggle ON, if the account is a virtual account.
Repayment Account Number	Specify the account number to send the repayment amount to.
Bank	Specify the bank name of the repayment account number
Branch	Specify the branch name of the repayment account number

Table 2-8 (Cont.) Field Description

Field Name	Description
BIC Routing Code	Specify the BIC or SWIFT code of the financial institution, to send the payment amount to.
Shipment Details	This section displays Shipment details.
Shipment Number	Specify the shipment number.
Shipment Address 1 - 3	Specify the shipment address in the fields provided.
Shipment City	Specify the city to ship the goods to.
Shipment Country	Select the country to ship the goods to.
Zip Code	Specify the zip code to ship the goods to.
Phone Number	Specify the contact number of the person who will receive the shipment.
Tax Id	Specify the unique tax ID if the shipment charge includes tax amount.
Reason for Export	Specify the relevant reason of export.
Terms of Sale	Specify the applicable 3-digit Incoterms code. The available values are: • EXW | Ex Works • FAS | Free Alongside Ship • FCA | Free Carrier • FOB | Free On Board • CPT | Carriage Paid To • CFR | Cost and Freight • CIP | Carriage and Insurance Paid To • CIF | Cost Insurance and Freight • DAP | Delivered at Place • DPU | Delivered at Place Unloaded • DDP | Delivered Duty Paid
Country of Origin	Specify the country from where the shipment will originate.
Miscellaneous Details	This section displays the Miscellaneous details.
Discount Days 1	Specify the primary discount days.
Discount Percentage 1	Specify the primary discount percentage.
Discount Days 2	Specify the secondary discount days.
Discount Percentage 2	Specify the secondary discount percentage.
Filler Details	This section displays the Filler details.
Filler Fields 1 to 4	This section displays the Filler Label Fields. The bank can configure these fields on Day 0, based on their requirement.

5. Click the **Add** button to link the purchase orders to invoice.

   The **Link Purchase Orders** overlay screen appears.

Link Purchase Orders Overlay

This overlay window appears when you click the Add button in the Link Purchase Orders section.

> **Note**
>
> You can now link purchase orders of a different currency to an invoice. If multiple purchase orders are linked to an invoice, then the purchase orders should be of same currency.

Figure 2-14 Link Purchase Orders Overlay

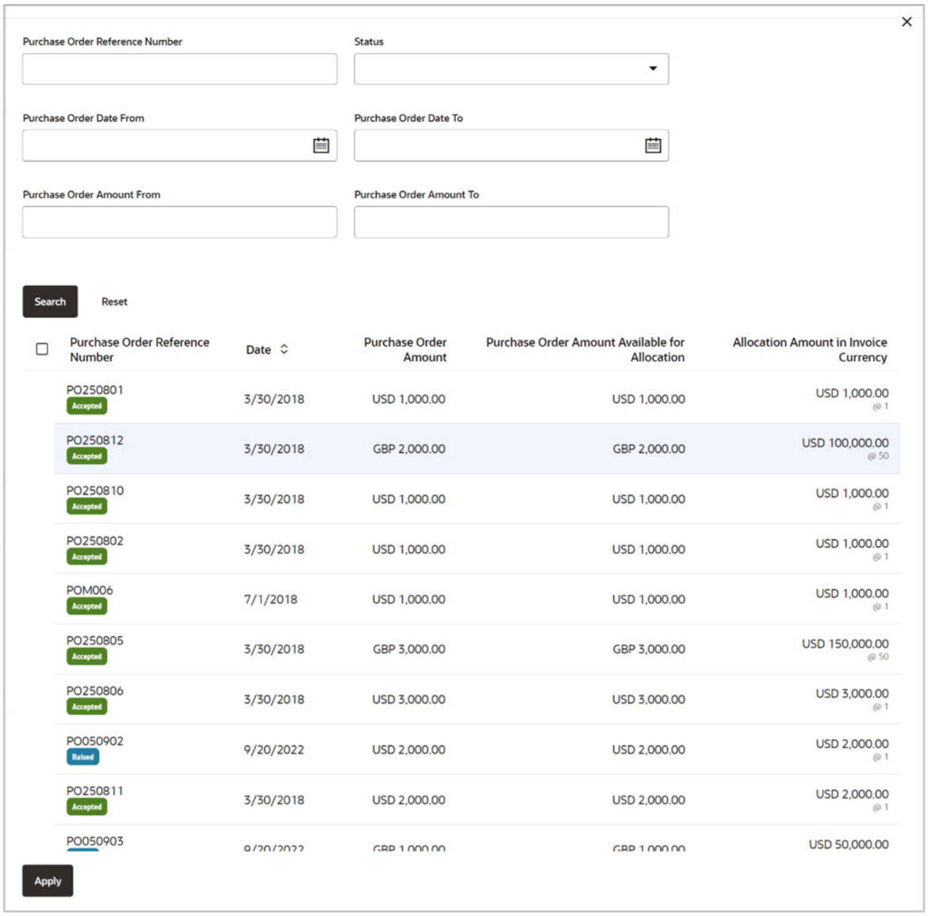


Table 2-9 Field Description

Field Name	Description
Purchase Order Reference Number	Enter the reference number of the purchase order to be searched.
Status	Select the status of the purchase order to be searched.
Purchase Order Date From	Indicates an option to search for purchase orders created within a specific date range. Click the calendar icon and select the From and To dates.
Purchase Order Date To	Indicates an option to search for purchase orders created within a specific date range. Click the calendar icon and select the From and To dates.
Purchase Order Amount From	Indicates an option to search for purchase orders based on an amount range. Enter the From and To amounts.
Purchase Order Amount To	Indicates an option to search for purchase orders based on an amount range. Enter the From and To amounts.
Search	Purchase Orders list displays for the logged-in party and selected associated party combination for buyer and supplier.
Search Results - List of Purchase Order	This section displays the Search Results.

Table 2-9 (Cont.) Field Description

Field Name	Description
Check Box	To select all the purchase orders in the list, select the main check box. To select purchase orders, select the check boxes beside those purchase orders.
Purchase Order Reference Number Status	Displays the unique reference number of the purchase order with respect to the Supply Chain Finance application. Also displays the status of the purchase order.
Date	Displays the date on which the purchase order has been created.
Purchase Order Amount	Displays the purchase order amount.
Purchase Order Amount Available for Allocation	Displays the purchase order amount available for allocation in purchase order currency.
Allocation Amount in Invoice CurrencyExchange Rate	Displays the purchase order amount available for allocation in invoice currency. It also displays the exchange rate between invoice currency and purchase order currency.

6. Specify the required details, and click **Search**.

   The purchase order records of the select buyer supplier combination appear based on the search criteria.

7. Select the check box beside the purchase order records to be linked to the invoice.

8. Click **Apply** to add the list of purchase orders to link to the invoice.

   Once you link the purchase orders to the invoice, you can optionally add the commodity details.

9. To add a commodity, click **Add** in the **Commodity Details** section.

   The **Commodity Details** overlay window appears.

Figure 2-15 Commodity Details

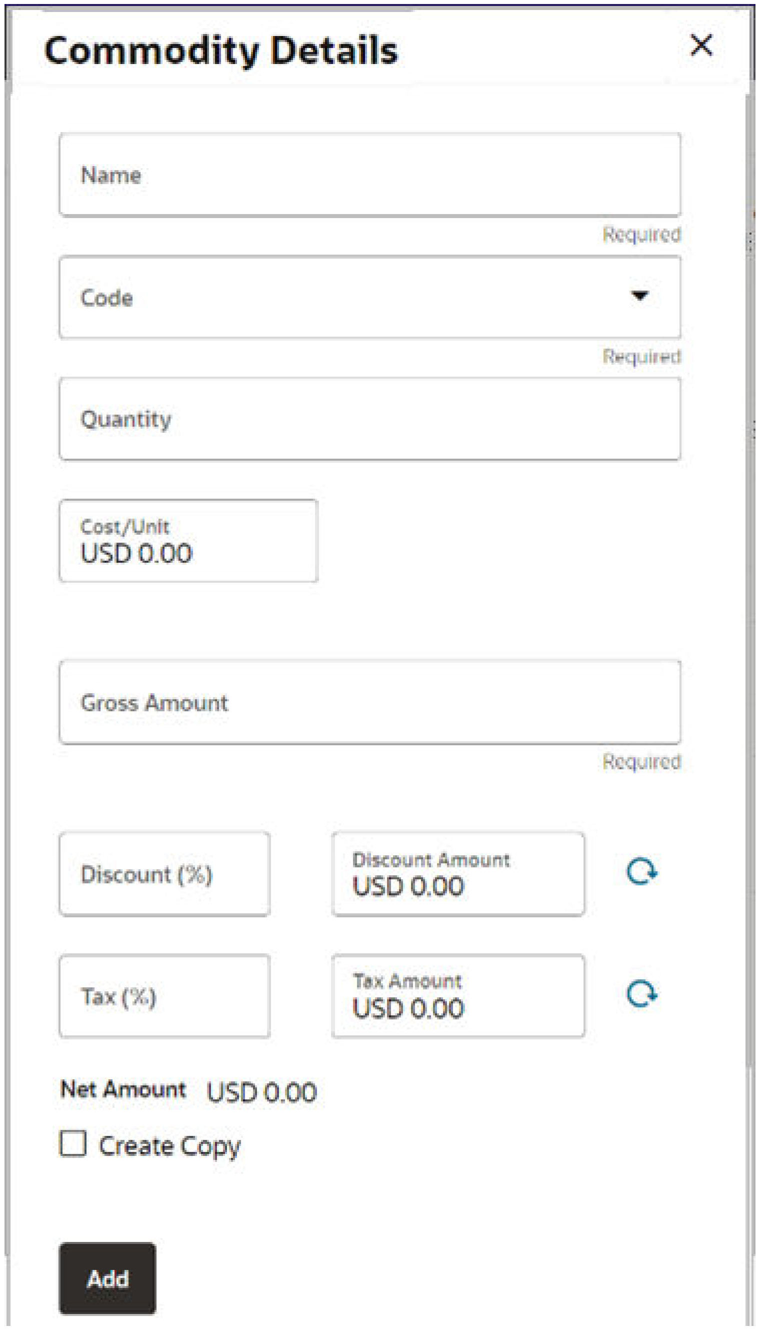


Table 2-10 Field Description

Field Name	Description
Name	Specify the name of the commodity.
Code	Select the code of the commodity. This value should be selected from the commodity code list. **Note**: This drop-down field displays the list of commodity code(s) maintained for the selected supplier party.
Quantity	Specify the quantity of the commodity being purchased.

Table 2-10 (Cont.) Field Description

Field Name	Description
Cost/Unit	Specify the cost per unit of the commodity.
Gross Amount	Specify the gross commodity amount. It also gets auto calculated if quantity and cost per unit are entered. It is the product of the entered quantity and cost per unit. Gross Amount = Cost/Unit * Quantity
Discount	Specify any discount being offered on the commodity. You can either enter the percentage of discount (in the first field) or the actual discount amount (in the second field). When you enter any one of these values, the other value is automatically calculated and displayed. **Note**: This field is auto populated if a discount percentage is maintained for the selected commodity code. Click  to reset the values.
Tax	Specify any tax being charged on the commodity. You can either enter the percentage of tax (in the first field) or the actual tax amount (in the second field). When you enter any one of these values, the other value is automatically calculated and displayed. **Note**: This field is auto populated if a tax percentage is maintained for the selected commodity code. Click  to reset the values.
Net Amount	Displays the net commodity amount. This is automatically calculated as follows: Net Amount = Gross Amount – Discount + Tax
Create Copy	Select this check box to create a copy of the commodity details entered. On clicking the **Add** button, a commodity record is created in the **Commodity Details** section.

10. Check all the extracted details and add or modify any value, if required.

Figure 2-16 Create Receivables/Payables – Link Purchase Orders to Invoice and Commodity Details

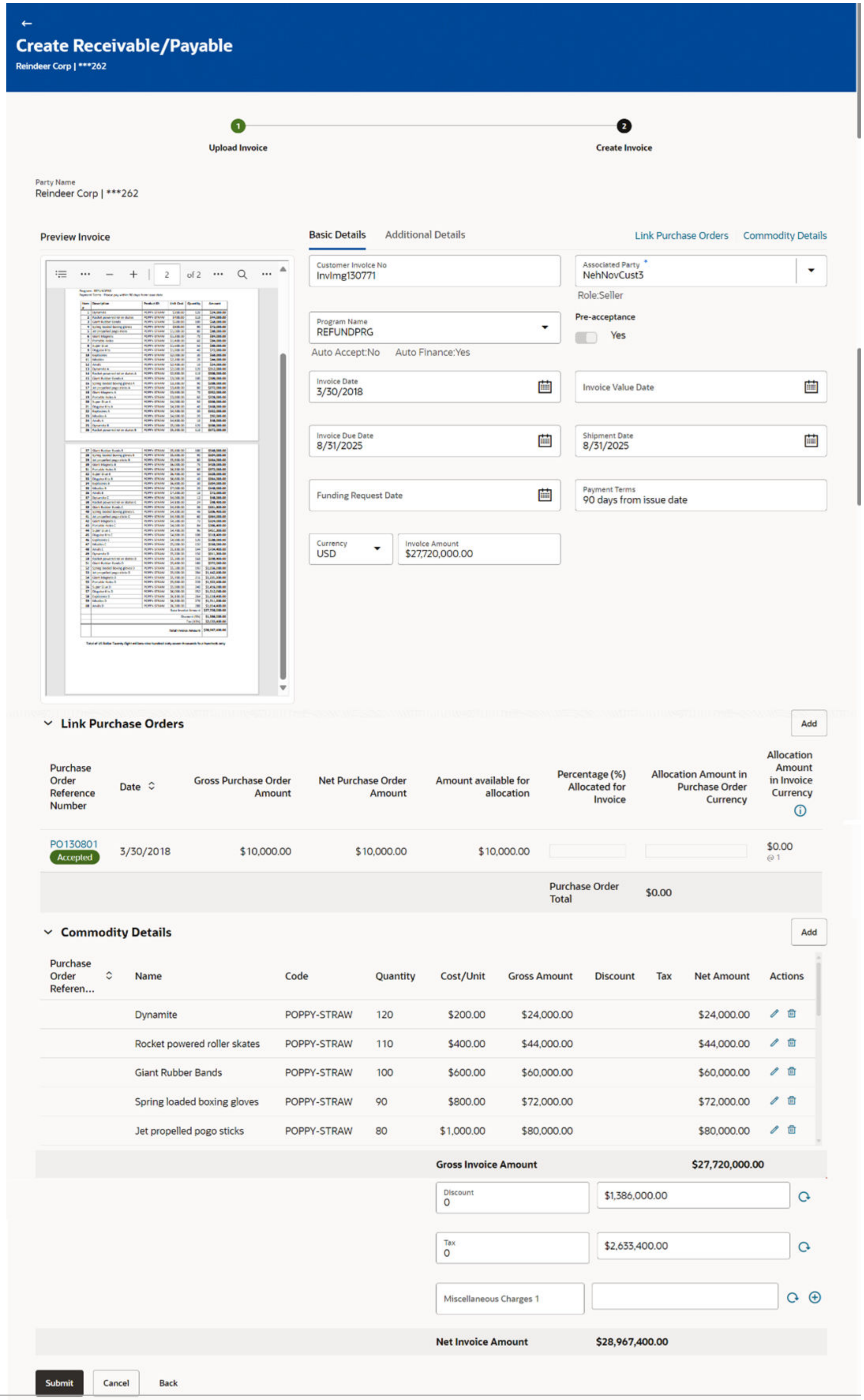


Table 2-11 Field Description

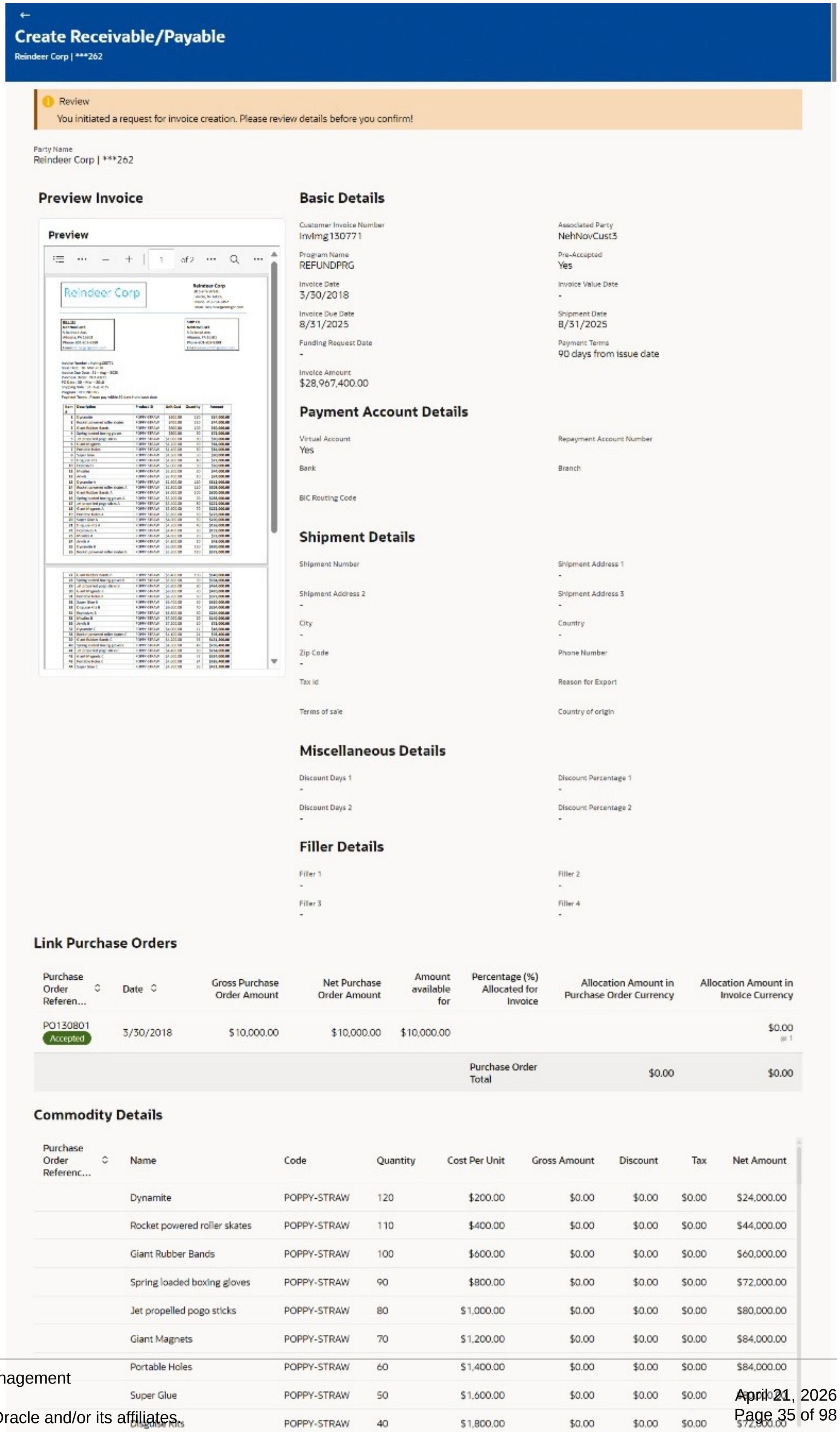
Field Name	Description
Link Purchase Order	This section displays the list of purchase orders to be linked to the invoice once you add them.
Purchase Order Reference Number Status	Displays the unique reference number of the purchase order. Also displays the status of the purchase order below the reference number.
Date	Displays the date on which the purchase order has been created.
Gross Purchase Order Amount	Displays the gross purchase order amount.
Net Purchase Order Amount	Displays the total purchase order amount, after deducting the discount and then applying the tax. **Note**: The Net Purchase Order Amount gets automatically calculated as follows: Net Purchase Order Amount = Gross Purchase Order Amount - Discount Value + Tax Amount
Amount Available for Allocation	Displays the purchase order amount available for allocation to Invoice.
Percentage (%) Allocated for Invoice	Enter the percentage of available purchase order amount to be allocated for invoice. This value is automatically calculated and displayed if you enter the amount allocated for invoice.
Allocation Amount in Purchase Order Currency	Displays the purchase order amount allocated for invoice in purchase order currency. This value is automatically calculated and displayed if you enter the percentage allocated for invoice.
Allocation Amount in Invoice Currency	Displays the purchase order amount allocated for invoice in invoice currency. This value is automatically calculated and displayed if you enter the percentage allocated for invoice.
Purchase Order Total	Displays the total amount allocated from purchase order to the invoice in invoice currency. This value is automatically calculated and displayed.
Commodity Details	This section displays the commodity detail records once you add them. Multiple commodities can be added.
Name	Displays the name of the commodity.
Code	Displays the code of the commodity.
Quantity	Displays the quantity of the commodity being purchased.
Cost/Unit	Displays the cost per unit of the commodity in the invoice currency.
Gross Amount	Displays the total gross amount of the commodity being purchased. It is the product of the entered quantity and cost per unit. Gross Amount = Cost per unit * Quantity
Discount Exchange Rate	Displays the discount amount and percentage being offered on the commodity. The exchange rate between invoice currency and purchase order currency is displayed if a purchase order is linked to an invoice.
Tax Exchange Rate	Displays the tax amount and percentage being charged on the commodity. The exchange rate between invoice currency and purchase order currency is displayed if a purchase order is linked to an invoice.
Net Amount	Displays the net amount of the commodity being purchased. It is automatically calculated as follows: Net Amount = Gross Amount – Discount + Tax

Table 2-11 (Cont.) Field Description

Field Name	Description
Actions	Indicates the actions that can be performed on the commodity record. • Click  to edit the record. • Click  to remove the record.
Gross Invoice Amount	Displays the total gross amount of all the added commodities.
Discount	Displays the total discount amount of all the commodities added. The average discount percentage of all added commodities is also displayed. Click refresh to reset the values. Total Discount % = (Total discount amount / Total invoice amount) *100 **Note**: When commodity records are not added, the discount value of the purchase orders is populated here. **Note**: When commodity records are added, the discount value of each commodity is aggregated and populated here. This value cannot then be modified. However, if commodity records are not added, then this field is editable, and the discount value or percentage can be entered here.
Tax	Displays the total tax amount of all the commodities added. The average tax percentage of all added commodities is also displayed. Click refresh to reset the values. **Note**: When commodity records are not added, the tax value of the purchase orders is populated here. **Note**: When commodity records are added, the tax value of each commodity is aggregated and populated here. This value cannot then be modified. However, if commodity records are not added, then this field is editable, and the discount value or percentage can be entered here.
Miscellaneous Charges	Add the name and amount of any other miscellaneous charge applicable. Use  to add another charge. A maximum of 2 miscellaneous charges can be added. Click refresh to reset the values. **Note**: If a purchase order is linked to an invoice, the miscellaneous charge amount is inherited from the purchase orders.
Net Invoice Amount	Displays the total invoice amount that the buyer must pay, after deducting the discount and then applying the tax. **Note**: The **Net Invoice Amount** gets automatically calculated as follows: Net Invoice Amount = Gross Invoice Amount - Discount Value + Tax Amount + Miscellaneous Charges

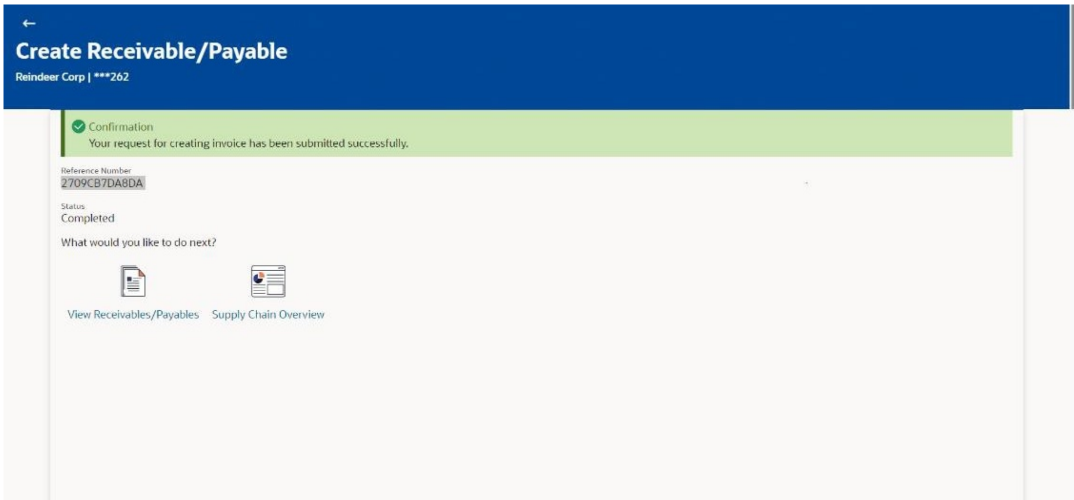
11. Click **Submit** to submit the transaction. The Review screen appears. Or, do one of the following:
    - Click **Cancel** to cancel the transaction.
    - Click **Back** to navigate back to the previous screen.

Figure 2-17 Create Receivables Payables – Link Purchase Orders to Invoice and Commodity Details - Review



12. In the Review screen, verify the details, and click **Confirm**. A confirmation message appears with the reference number and status of the transaction.
    - Click **Cancel** to cancel the transaction.
    - Click **Back** to navigate back to the previous screen.

Figure 2-18 Create Receivables Payables – Link Purchase Orders to Invoice and Commodity Details - Confirmation



13. Click **View Invoice** link to view a list of existing invoices. Or, click the **Supply Chain Overview** link to go to the supply chain dashboard.

The invoice is created and submitted for authorization.

2.1.1.2 Bulk Invoice Creation

This topic provides systematic instructions to create Bulk invoices.

Using this option, corporates can create invoices in bulk by uploading a file. The file must contain the invoice details and its commodity records in a specific format and sequence.

User must have valid corporate login credentials.

To create invoices in bulk:

1. Perform any of the following actions:
    - From the **Dashboard**, click the **Toggle Menu**, then click **Receivables/Payables**, **Receivables/Payables Management**, and **Create Receivables/Payables**.
    - From the **Dashboard**, click the **Toggle Menu**, then click **Supply Chain Finance**, **Overview**, **Quick Links**, and **Create Invoice**.

    The **Create Receivables/Payables** screen appears.

Figure 2-19 Create Receivable/Payable

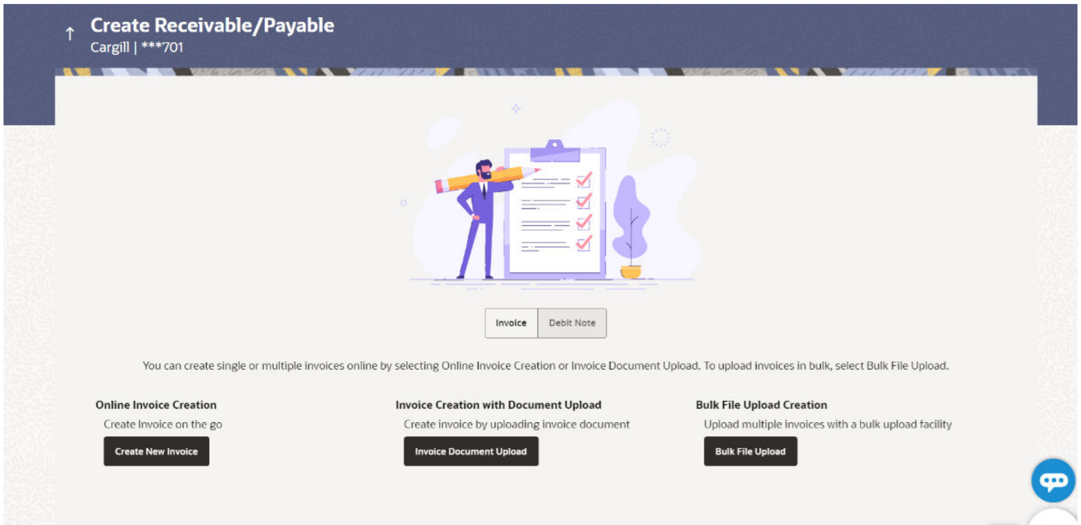


Table 2-12 Field Description

Field Name	Description
Party Name & ID	Displays the name and ID of the logged-in corporate party.
Invoice/Debit Note	Select the **Invoice** option.
Online Invoice Creation	Indicates the option to create invoice records by manual entry of invoice details.
Invoice Creation with Document Upload	Indicates the option to create an invoice record by uploading the actual invoice document image.
Bulk File Upload Creation	Indicates the option to create bulk invoice records through file upload.

2. In the **Create Receivable/Payable** screen, select the **Invoice** option and then click the **Bulk File Upload** button.

   The **File Upload** screen appears.

3. For more information on the procedure of uploading the file, refer **User Manual Oracle Banking Digital Experience Corporate Bulk File Upload – Receivables Payables Management**. Use the file template detailed below for upload.

- Bulk Invoice File Template
  This topic provides systematic instructions to upload bulk invoices.
- Bulk Invoice File Template(Link Purchase Order to Invoice)
  This topic provides systematic instructions to upload Bulk invoices.

2.1.1.2.1 Bulk Invoice File Template

This topic provides systematic instructions to upload bulk invoices.

Create Invoices Format – Allows user to upload invoice records in bulk along with the commodity records. This format does not support the user to link purchase order to invoices. To link purchase orders to invoices, refer **Bulk Invoice File Template (Link Purchase Order to Invoice)**.

The file to be uploaded should have data in a specific sequence. For each invoice, there must be a top row with indicator ‘I’, which specifies invoice-level parameters. For each commodity under the invoice, there must be a row with indicator ‘C’, which specifies the commodity-levelparameters. Refer this file for the sequence: Bulk Invoice File Template

Note

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

Table 2-13 Field Description

Field Name	Description
Invoice Record Details	The following fields are specific to the invoice as a whole. This row must be present for each invoice being added.
Indicator	Specify the indicator. Enter ‘**I**’ for an invoice row.
Customer Invoice Number	Specify the customer’s own invoice number.
Invoice Date	Specify the date of creation of the invoice. This should not be a future date.
Invoice Due Date	Specify the date when the invoice payment is due. This should be greater than the invoice date.
Currency	Specify the currency of the invoice amount.
Gross Invoice Amount	Specify the total invoice amount.
Buyer Id	Specify the ID associated with the buyer.
Supplier Id	Specify the ID associated with the supplier.
Buyer Name	Specify the name of the buyer.
Supplier Name	Specify the name of the supplier.
Program Code	Specify the program code associated with the invoice. This field is applicable only if the **Oracle Banking Supply Chain Finance** application is implemented by the bank.
Discount Amount	Specify the total discount amount applicable for all commodities being purchased.
Tax Amount	Specify the total tax amount applicable, on all commodities being purchased.
Net Invoice Amount	Specify the net invoice amount. Net Invoice Amount = Gross Invoice Amount – Discount Amount + Tax Amount
Acceptance Amount	Specify the invoice amount that has been accepted.
Purchase Order Number	Specify the reference number of the purchase order corresponding to the invoice.
Funding Request Date	Specify the date when the invoice should be funded. This field is applicable only if the Oracle Banking Supply Chain Finance application is implemented by the bank.
Commodity Record Details	The following fields are specific to a commodity. You must add a row for each commodity being purchased, under the respective invoice row.
Indicator	Specify the indicator. Enter **C** for a row at the commodity level.
Customer Invoice Number	Specify the customer’s own invoice number.

Table 2-13 (Cont.) Field Description

Field Name	Description
Commodity Code	Specify the code associated with the commodity.
Commodity Name	Specify the name of the commodity.
Quantity	Specify the quantity of the commodity.
Cost Per Unit	Specify the cost per unit of the commodity.
Gross Amount	Specify the total cost of the commodity. Gross Amount = Cost Per Unit * Quantity
Discount Amount	Specify the discount amount applicable to the commodity.
Tax Amount	Specify the tax amount applicable to the commodity.
Net Amount	Specify the net amount of the commodity. Net Amount = Gross Amount – Discount Amount + Tax Amount

1. Select the file identifier, select the file to be uploaded, and click **Upload**.
2. For more information on the procedure of uploading the file, refer **User Manual Oracle Banking Digital Experience Corporate Bulk File Upload – Supply Chain Finance**.

The invoices are uploaded.

2.1.1.2.2 Bulk Invoice File Template(Link Purchase Order to Invoice)

This topic provides systematic instructions to upload Bulk invoices.

Create Invoice with Purchase Order format - Allows user to upload invoice records in bulk along with the commodity records and allows linkage of Purchase Order.
The file to be uploaded should have data in a specific sequence. For each invoice, there must be a top row with indicator ‘I’, which specifies invoice-level parameters. For each purchase order to be linked to the invoice, there must be a row with indicator ‘P’, which specifies the purchase order level parameters. For each commodity under the invoice, there must be a row with indicator ‘C’, which specifies the commodity-level parameters. Refer this file for the sequence: Bulk Invoice Upload Template Bulk Invoice File Template(Link Purchase Order to Invoice).

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

Table 2-14 Field Description

Field Name	Description
Invoice Record Details	The following fields are specific to the invoice as a whole. This row must be present for each invoice being added.
Indicator	Specify the indicator. Enter ‘**I**’ for an invoice row.
Customer Invoice Number	Specify the customer’s own invoice number.

Table 2-14 (Cont.) Field Description

Field Name	Description
Invoice Date	Specify the date of creation of the invoice. This should not be a future date.
Invoice Due Date	Specify the date when the invoice payment is due. This should be greater than the invoice date.
Currency	Specify the currency of the invoice amount.
Gross Invoice Amount	Specify the total invoice amount.
Buyer Id	Specify the ID associated with the buyer.
Supplier Id	Specify the ID associated with the supplier.
Buyer Name	Specify the name of the buyer.
Supplier Name	Specify the name of the supplier.
Program Code	Specify the program code associated with the invoice. This field is applicable only if the **Oracle Banking Supply Chain Finance** application is implemented by the bank.
Discount Amount	Specify the total discount amount applicable for all commodities being purchased.
Tax Amount	Specify the total tax amount applicable, on all commodities being purchased.
Net Invoice Amount	Specify the net invoice amount. Net Invoice Amount = Gross Invoice Amount – Discount Amount + Tax Amount
Acceptance Amount	Specify the invoice amount that has been accepted.
Purchase Order Number	Specify the reference number of the purchase order corresponding to the invoice.
Funding Request Date	Specify the date when the invoice should be funded. This field is applicable only if the Oracle Banking Supply Chain Finance application is implemented by the bank.
Buyer Code	Specify the code associated with the buyer.
Supplier Code	Specify the code associated with the supplier
Buyer Division Code	Specify the division code of the buyer.
Supplier Division Code	Specify the division code of the supplier.
Tax ID	Specify the unique tax ID if shipment charge includes tax amount.
Payment Terms	Specify the agreed payment terms.
Terms of Sale (Incoterms)	Specify the applicable 3-digit Incoterms code. The available values are: • EXW | Ex Works • FAS | Free Alongside Ship • FCA | Free Carrier • FOB | Free On Board • CPT | Carriage Paid To • CFR | Cost and Freight • CIP | Carriage and Insurance Paid To • CIF | Cost Insurance and Freight • DAP | Delivered at Place • DPU | Delivered at Place Unloaded • DDP | Delivered Duty Paid
Reason for Export	Specify the relevant reason of export.
Shipment Number	Specify the shipment number.
Shipment Date	Specify the date of shipment.

Table 2-14 (Cont.) Field Description

Field Name	Description
Shipment Address	Specify the the address to ship the goods to.
Shipment City	Specify the city to ship the goods to.
Shipment Country	Select the country to ship the goods to.
Zip Code	Specify the zip code to ship the goods to.
Country of Origin	Specify the country from where the shipment will originate.
Phone Number	Specify the contact number of the person who will receive the shipment.
Virtual A/c Flag*	Specify **Y** if the repayment is to be made to a virtual account number, and **N** if the repayment is to be made to a physical account number.
Payment Account number**	Specify the account number to which the payment is to be made. This field is mandatory if the **Virtual A/c Flag** is set to **Y**.
Bank_Name_For_P AN	Specify the name of the bank. Where the account number mentioned in Payment Account Number. PAN refers to Payment Account Number.
Branch_Name_For_P AN	Specify the the Branch code of the PAN..
Bank_Code For PAN	Specify the IFSC code here if the payment mode is EFT (mentioned in Payment mode for PAN field) else enter Swift code if payment mode is CBT.
Remarks	Specify any remarks, if applicable.
Filler Fields 1 to 4	This section displays the Filler Label Fields. The bank can configure these fields on Day 0, based on their requirement.
ACCOUNT_NAME_FOR_ PAN	Specify the the account name of the Payment Account Number.
Payment_Mode_For_PA N	Specify the payment mode whether it is an internal account transfer or EFT or Cross border transfer. For internal account transfer, domestic account, or cross border account respectively. Acceptable values are AC/EFT/CBT.
Bene_Addr1_for_PAN	Specify the beneficiary's address line1 for Payment Account Number. Applicable only for CBT.
Bene_Addr2_for_PAN	Specify the beneficiary's address line 2 for Payment Account Number.
Bene_Addr3_for_PAN	Specify the beneficiary's address line 3 for Payment Account Number.
Bene_Addr4_for_PAN	Specify the beneficiary's address line 4 for Payment Account Number.
Bene_cntry_for_PAN	Specify the beneficiary's country for Payment Account Number.
Bene_Phone_for_PAN	Specify the beneficiary's phone for Payment Account Number.
Bene_Email_for_PAN	Specify the beneficiary's Email ID for Payment Account Number.
Intermediary_Bank_Cod e_For_PAN	Specify the Intermediary bank swift code here if Payment Credit Mode is CBT.
Intermediary_Bank_Nam e_For_PAN	Specify the Intermediary bank name.
Intermediary_Bank_Add r1_For_PAN	Specify the Intermediary bank Address.
Intermediary_Bank_Add r2_For_PAN	Specify the Intermediary bank Address.
Intermediary_Bank_Add r3_For_PAN	Specify the Intermediary Bank Address.
Intermediary_Bank_Add r4_For_PAN	Specify the Intermediary Bank Address.

Table 2-14 (Cont.) Field Description

Field Name	Description
Disbursement_Credt_Account	Specify the an account number to receive the finance disbursement proceeds when the invoice is financed. It can be a CASA or a GL account. If it's an account with any other bank in the country or if the account is in some another country even through the number should be mentioned in the same field. Disbursement credit account will be hereafter referred as DCA.
Account Name for DCA	Specify the account name for the entered DCA.
Payment_Mode_For_DC A	Specify the payment mode whether it is an internal account transfer or EFT or Cross Border Transfer. Acceptable values are AC/EFT/CBT. For internal account transfer, domestic account, or cross border account respectively.
Bene_Addr1_for_DCA	Specify the beneficiary's address line 1 for Disbursement Credit Account. Applicable only for CBT.
Bene_Addr2_for_DCA	Specify the beneficiary's address line 2 for Disbursement Credit Account.
Bene_Addr3_for_DCA	Specify the beneficiary's address line 3 for Disbursement Credit Account.
Bene_Addr4_for_DCA	Specify the beneficiary's address line 4 for Disbursement Credit Account.
Bene_cntry_for_DCA	Specify the beneficiary's country for Disbursement Credit Account.
Bene_Phone_for_DCA	Specify the beneficiary's phone number for Disbursement Credit Account.
Bene_Email_for_DCA	Specify the beneficiary's Email ID for Disbursement Credit Account.
Bene_Name_for_DCA	Specify the name of the bank.
Branch_Name_for_DCA	Specify the Branch code of the DCA.
Bank _Code _For_DCA	Specify thethe IFSC code here if Payment Credit Mode if EFT and can enter the swift BIC if the Payment credit mode is CBT.
Intermediary_Bank_Code_For_DCA	Specify the Intermediary bank swift code here if Payment Credit Mode is CBT.
Intermediary_Bank_Name_For_DCA	Specify the Intermediary Bank Name.
Intermediary_Bank_Addr1_For_DCA	Specify the Intermediary Bank Address.
Intermediary_Bank_Addr2_For_DCA	Specify the Intermediary Bank Address.
Intermediary_Bank_Addr3_For_DCA	Specify the Intermediary Bank Address.
Intermediary_Bank_Addr4_For_DCA	Specify the Intermediary Bank Address.

2.1.2 Debit Notes

A Debit Note can be interpreted as a request to increase the value agreed upon in the invoice.

Debit notes may be raised under the following circumstances: the supplier has delivered goods in excess of those stated in the invoice, or an error in pricing.

A corporate user (either buyer or supplier) can raise a debit note directly from the portal. Debit notes can be created by manually entering the details online, or using an existing template, or through file upload for bulk debit notes creation.

> **Note**
>
> The Debit Notes Transactions are only supported on **Desktops/Laptops** and on **Landscape** mode of **Tablet** devices.
>
> The application controls the creation of overdue debit notes, based on a configuration flag. You are allowed to create debit notes that are overdue, only if this flag is enabled.

- Online Debit Note Creation
  This topic provides systematic instructions to create the Online Debit Note.
- Bulk Debit Note Creation
  This topic provides systematic instructions to create debit note records in bulk through file upload.

2.1.2.1 Online Debit Note Creation

This topic provides systematic instructions to create the Online Debit Note.

Using this option, corporate users can create single or multiple debit notes online for the buyer in the Supply Chain Finance program.
Post submission of the debit note, an option is provided to save the content as a Template. The template can be reused for creating debit notes for the same program and associated corporate party.

Once the user creates debit notes, they must be approved by an approver (if the approval flow has been set). The designated corporate approver is notified. The approver can either approve or reject the transaction. In case of rejection, the approver can send the transaction back to the corporate user (maker) to make the required modifications and re-submit it for approval.

User must have valid corporate login credentials.

To create debit note(s) online:

- From the **Dashboard**, click the **Toggle Menu**, then click **Receivables/Payables**, **Receivables/Payables Management**, and **Create Receivables/Payables**.

  The **Create Receivable/Payable** screen appears.

  Figure 2-20 Create Receivable/Payable - Create New Debit Note

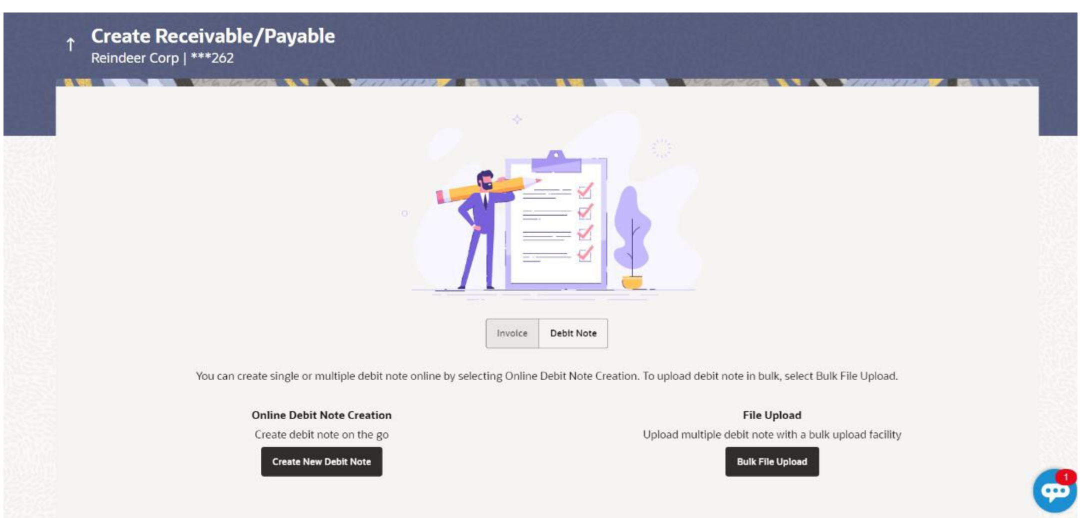


Table 2-15 Field Description

Field Name	Description
Party Name & ID	Displays the name and ID of the logged-in corporate party.
Invoice/Debit Note	Select the **Debit Note** option.
Online Debit Note Creation	Indicates the option to create debit note records by manual entry of the details.
Bulk File Upload Creation	Indicates the option to create bulk debit note records through file upload.

- Create Online Debit Note (manual entry)
  This topic provides systematic instructions to create the Online Debit Note manually.
- Create Debit Notes using Templates
  This topic provides systematic instructions to create Debit notes using saved templates.

2.1.2.1.1 Create Online Debit Note (manual entry)

This topic provides systematic instructions to create the Online Debit Note manually.

A corporate user, based on their role, can create one or more debit notes in one single transaction.

User must have valid corporate login credentials.

To create debit note(s):

1. From the **Dashboard**, click the **Toggle Menu**, then click **Receivables/Payables**, **Receivables/Payables Management**, and **Create Receivables/Payables**.
2. Navigate to the above path. In the **Create Receivable/Payable** screen, select the **Debit Note** option and then click the **Create New Debit Note** button, to create debit note records manually.

   The **New Debit Note** tab appears.

Figure 2-21 New Debit Note

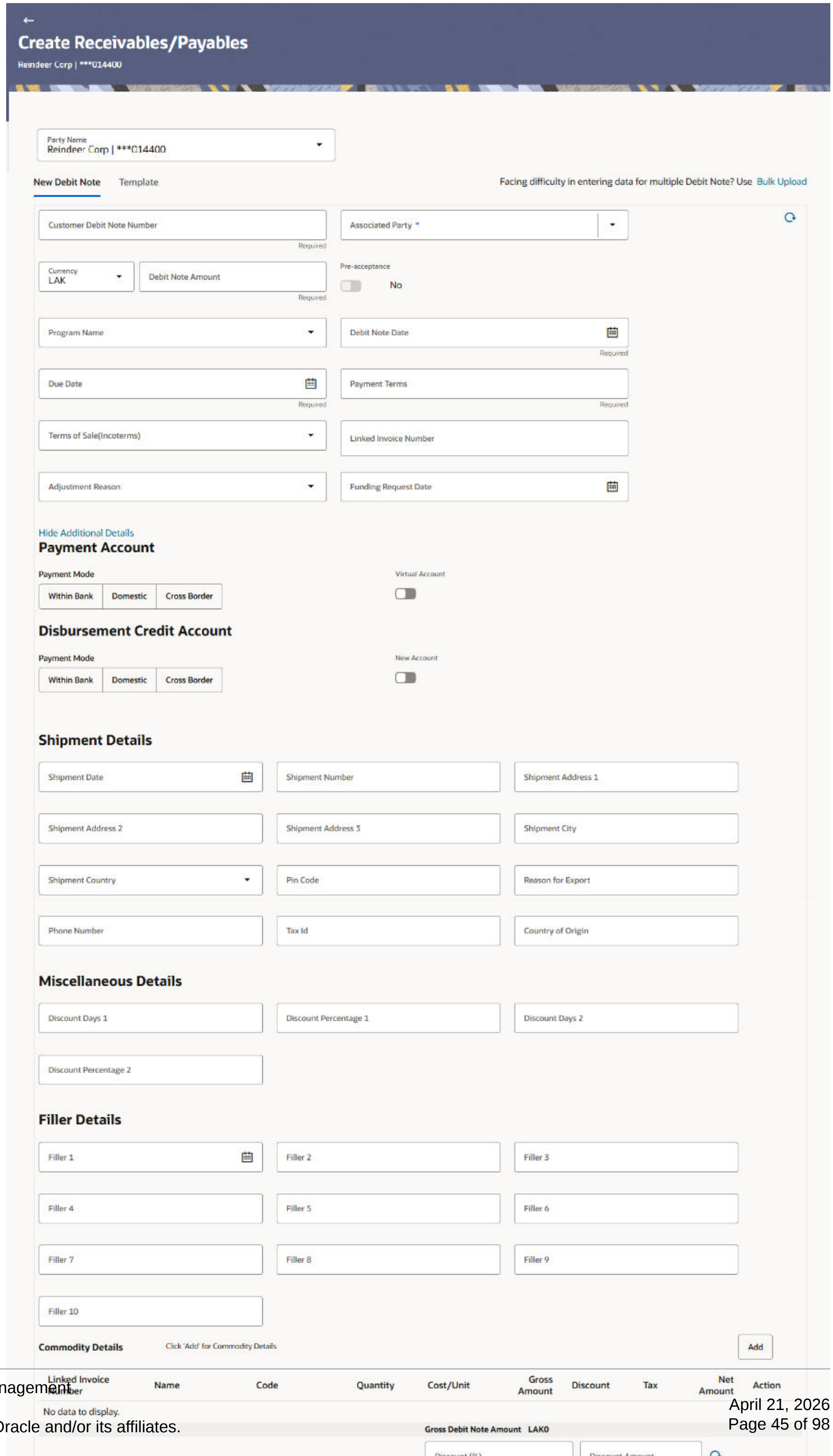


Table 2-16 Field Description

Field Name	Description
Party Name & ID	Displays the name and ID of the logged-in corporate party.
New Debit Note	This section displays New Debit Note details.
Multiple Online Debit Note Creation	This section displays Multiple Online Debit Note Creation details.
Facing difficulty in entering data for multiple Debit Note? Use Bulk Upload	Click the **Bulk Upload** link to navigate to the **File Upload** screen for creating debit notes in bulk.
Customer Debit Note Number	Specify the customer's own reference number for the debit note.
Associated Party	User can search invoices or debit note by selecting the associated party. The list of on-boarded associated party is categorized by: • Anchor Buyer • Anchor Supplier • Counter Party Buyer • Counter Party Supplier On selecting an associated party, the role of the party as **Buyer** or **Supplier**, appears below this field.
Debit Note Amount	Select the debit note currency and enter the gross debit note amount (not including tax or discount).
Pre-acceptance	This toggle is set to 'No' and is disabled if the logged-in party is the supplier. It is set to 'Yes' and is disabled if the logged-in party is the buyer.
Program Name	Select the program to which the debit note should be linked. Programs linked to the selected associated party are listed. This field is visible only if the Oracle Banking Supply Chain Finance application is implemented by the bank.
Auto Accept	Displays the number of days post creation when the debit note will be deemed as accepted. This field appears on selecting a program. It is displayed only if auto-acceptance is enabled at the program-level. For more information on programs, refer the **Create Program** section in **User Manual Oracle Banking Digital Experience Corporate Supply Chain Finance**.
Auto Finance	Displays whether the debit note will be auto financed or not. This field appears on selecting a program. It is populated based on the auto finance setting in the program definition. For more information on programs, refer the **Create Program** section in **User Manual Oracle Banking Digital Experience Corporate Supply Chain Finance**.
Debit Note Date	Click the calendar icon and select the date of creation of the debit note. The selected date should be less than or equal to the current date. By default the current date is displayed.
Due Date	Click the calendar icon and select the date on which the debit note payment is due. The **Due Date** should be greater than or equal to the **Debit Note Date**.
Payment Terms	Specify the terms agreed for the payment of the debit note.

Table 2-16 (Cont.) Field Description

Field Name	Description
Terms of Sale	Specify the applicable 3-digit Incoterms code. The available values are: • **EXW | Ex Works** • **FAS | Free Alongside Ship** • **FCA | Free Carrier** • **FOB | Free On Board** • **CPT | Carriage Paid To** • **CFR | Cost and Freight** • **CIP | Carriage and Insurance Paid To** • **CIF | Cost Insurance and Freight** • **DAP | Delivered at Place** • **DPU | Delivered at Place Unloaded** • **DDP | Delivered Duty Paid**
Linked Invoice Number	Select the invoice that should be linked to the debit note. Once you link invoice(s), the **Populate Commodity Details from Invoice** toggle is enabled, and the commodities from the invoice(s) appear in the **Commodity Details** grid of the debit note.
Adjustment Reason	Select the reason for adjusting the invoice amount.
Funding Request Date	Specify the date when the debit note should be funded. This field is visible only if the Oracle Banking Supply Chain Finance application is implemented by the bank.
Show Additional Details	Click **Show Additional Details** link to add additional details such as payment account, shipment, miscellaneous, and filler details.
Payment Account	User can provide the account details to receive the invoice payment. These details should be belonging to the Supplier corporate.
Payment Mode	Select the payment mode to create new invoice. The options are: • **Within Bank** • **Domestic** • **Cross Border**
Within Bank	If the **Payment Mode** is selected as **Within Bank**. The **Account Number** drop-down will be displayed. The drop-down will list all the accounts belonging to the logged in corporate or the corporate selected in the party drop-down. The accounts will be listed and displayed if they have access for **OBDX**.
Domestic	If the **Payment Mode** is selected as **Domestic**. Here user can enter the account details with any other bank to receive the invoice payment. The following details are required to be entered. • **Account Number** • **Account Name** • **Bank Name** • **Branch** • **Bank Code** **Note:** These details will be displayed only when the new account switch is OFF.
Cross Border	If the **Payment Mode** is selected as **Cross Border**. User needs to enter the **Account Number** or and **Account Name** with a bank in different country where the invoice payment is expected to receive. The bank details also required to be provided. Select the **SWIFT Code** or enter the **Bank Address**.

Table 2-16 (Cont.) Field Description

Field Name	Description
Transfer Via Intermediary Bank	Switch this toggle ON, if the transfer is via intermediary bank. **Intermediary Bank** details can be provided by giving the **SWIFT Code** of the bank or by entering the **Bank Name** and **Address**. To provide the **SWIFT Code**, click on the **Lookup Link**. SWIFT Code can be searched using **BIC Code** or **Bank Name**. **Note**: **Intermediary Bank** is applicable only for cross border payment mode.
Virtual Account	Switch this toggle ON, if the account is a virtual account.
Disbursement Credit Account	User can provide the account details to receive the disbursement proceeds in case the invoice is financed. These details should be belonging to the Supplier corporate.
Payment Mode	Select the payment mode to receive the finance proceeds for the invoice. The options are: • **Within Bank** • **Domestic** • **Cross Border**
Within Bank	If the **Payment Mode** is selected as **Within Bank**. The **Account Number** drop-down will be displayed. The drop-down will list all the accounts as fetched from the internal account mapping maintenance of host system. These accounts are maintained to credit the finance proceeds. The accounts fetched and will be listed in the drop-down only if they have been mapped to OBDX. The following details will display. • **Account Name** • **Branch** • **Currency** **Note**: These details will be displayed only when the **New Account** switch is Off.
Domestic	If the **Payment Mode** is selected as **Domestic**. The drop-down will list the accounts from external account mapping maintenance of the host system. The account details belong to some other bank maintained in some other bank in the country and maintained in the host system to receive the finance proceeds when the invoice is financed. The following details will display. • **Bank Name** • **Branch** • **Account Number** • **Bank Code** • **Currency** **Note**: These details will be displayed only when the **New Account** switch is Off.

Table 2-16 (Cont.) Field Description

Field Name	Description
Cross Border	If the **Payment Mode** is selected as **Cross Border**. The drop-down will list all the corporate accounts as fetched from the external account mapping maintenance of the host system. The account details belong to the bank in another country and mapped in the host system to receive the finance proceeds when the invoice is financed. The following details will display. • **Account Number** • **Bank Name** • **Branch** • **Account Name** • **Bank Code** • **Currency** **Note:** These details will be displayed only when the **New Account** switch is Off.
New Account	Switch this toggle On, if corporates are required to receive the finance disbursement funds into a new account which is not maintained with host SCF system. **Note**: If the **Payment Mode** is selected as **Within Bank** and **New Account** toggle is On, then the drop-down will list all the accounts present in the Bank. This list will not be restricted to accounts maintained in SCF host only. **Note**: If the **Payment Mode** is selected as **Domestic** and **New Account** toggle is On, the following details will display, and these are required to be entered. • **Account Number** • **Account Name** • **Bank Name** • **Branch** • **Bank Code** **Note**: If the **Payment Mode** is selected as **Cross Border** and **New Account** toggle is On, user needs to enter the **Account Number** or **IBAN** as applicable as per within bank, domestic or cross border and **Account Name**. And select the **Bank Details** as **SWIFT Code** or **Bank Address** to enter the details.
Transfer Via Intermediary Bank	Switch this toggle ON, if the transfer is via intermediary bank. **Intermediary Bank** details can be provided by giving the **SWIFT Code** of the bank or by entering the **Bank Name** and **Address**. To provide the SWIFT Code, click on the **Lookup Link**. SWIFT Code can be searched using **BIC Code** or **Bank Name**. **Note**: **Intermediary Bank** is applicable only for cross border payment mode.
Shipment Details	This section displays Shipment details.
Shipment Date	Click the calendar icon and select the date when the shipment is taking place.
Shipment Number	Specify the shipment number.
Shipment Address 1 - 3	Specify the shipment address in the fields provided.
Shipment City	Specify the city to ship the goods to.
Shipment Country	Select the country to ship the goods to.
Pin Code	Enter the pin code to ship the goods to.
Reason of Export	Specify the relevant reason of export.

Table 2-16 (Cont.) Field Description

Field Name	Description
Phone Number	Specify the contact number of the person who will receive the shipment.
Tax Id	Specify the unique tax ID if the shipment charge includes tax amount.
Country of Origin	Specify the country from where the shipment will originate.
Miscellaneous Details	This section displays the Miscellaneous details.
Discount Days 1	Specify the primary discount days.
Discount Percentage 1	Specify the primary discount percentage.
Discount Days 2	Specify the secondary discount days.
Discount Percentage 2	Specify the secondary discount percentage.
Filler Details	This section displays the Filler details.
Filler Fields 1 to 4	This section displays the Filler Label Fields. The bank can configure these fields on Day 0, based on their requirement.
Populate Commodity Details from Invoice	This toggle is automatically enabled when you link invoices to the debit note in the **Linked Invoice Number** field. The **Commodity Details** section gets populated with the commodities from the linked invoice(s), when this toggle is enabled. Switch this toggle off in case you want to remove the commodities from the debit note.

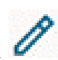
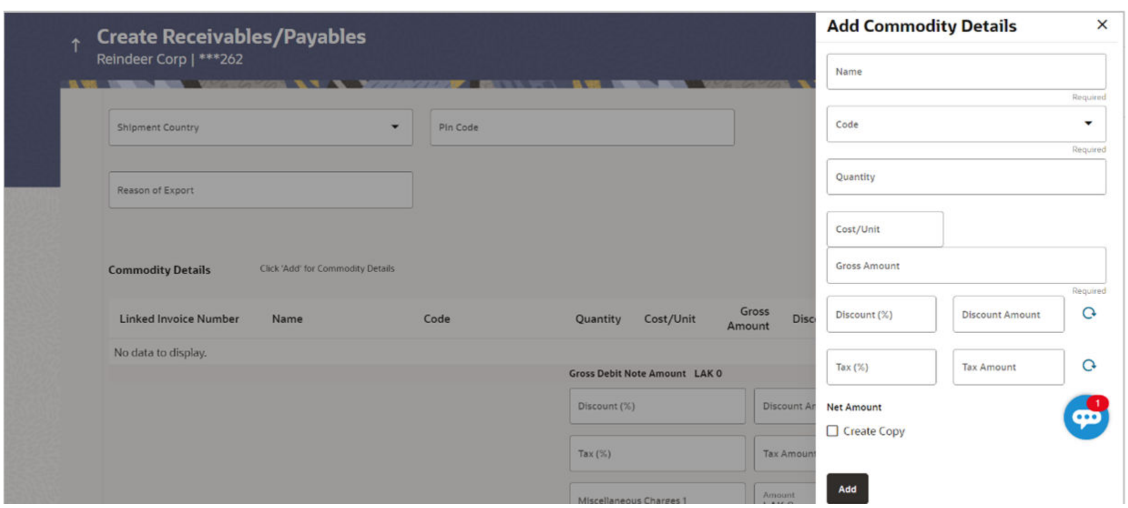
3. Once you enter the above details, you can optionally add/modify the commodity details.
   - To add a commodity record, click **Add**. An overlay window appears, where you can add the commodity details.
   - To modify an existing commodity record, click  .
   - To delete a commodity record, click  .

Figure 2-22 Add Commodity Details



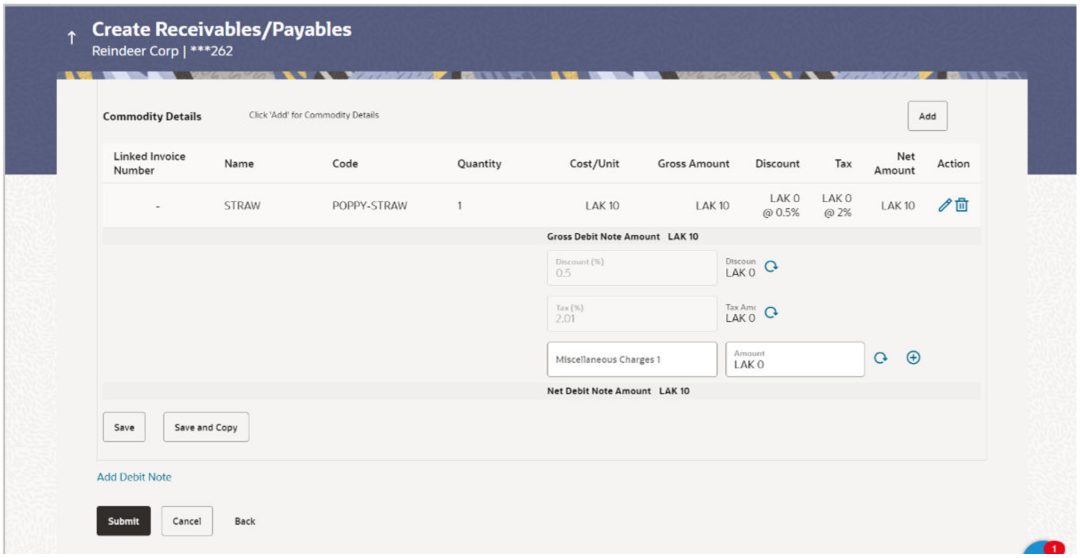
> **Note**
>
> An overlay window appears when you click **Add** in the **Commodity Details** section.

Table 2-17 Field Description

Field Name	Description
Name	Specify the name of the commodity for which the debit note is being raised.
Code	Select the code of the commodity. This value should be selected from the commodity code drop-down list. **Note:** This drop-down field displays the list of commodity code(s) maintained for the selected supplier party.
Quantity	Specify the quantity of the commodity for which the debit note is being raised.
Cost/Unit	Specify the cost per unit of the commodity.
Gross Amount	Specify the gross commodity amount. It also gets auto calculated if quantity and cost per unit are entered. It is the product of the entered quantity and cost per unit. Gross Amount = Cost/Unit * Quantity
Discount	Specify any discount being offered on the commodity. You can either enter the percentage of discount (in the first field) or the actual discount amount (in the second field). When you enter any one of these values, the other value is automatically calculated and displayed. Click  to reset the values.
Tax	Specify any tax being charged on the commodity. You can either enter the percentage of tax (in the first field) or the actual tax amount (in the second field). When you enter any one of these values, the other value is automatically calculated and displayed. Click  to reset the values.
Create Copy	Select this check box to create a copy of the commodity details entered. On clicking the **Add** button, a commodity record is created in the **Commodity Details** section.

4. You can further add commodities by clicking **Add**, and filling out the required details.

Figure 2-23 New Debit Note - Commodity Details Section Updated

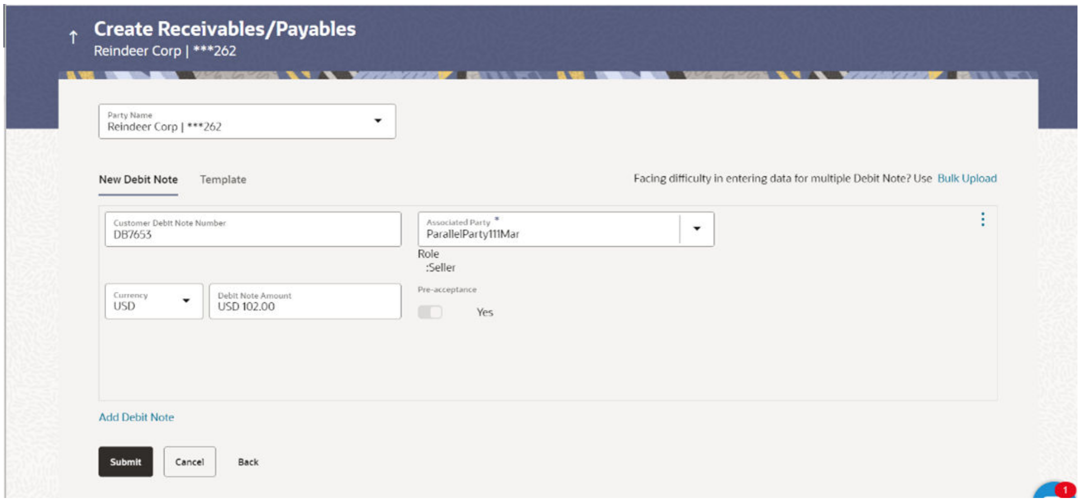


Field Name	Description
Commodity Details	This section displays the commodity detail records, once you add them. Multiple commodities can be added.
Linked Invoice Number	Displays the invoice number that the commodity belongs to.
Name	Displays the name of the commodity.
Code	Displays the code of the commodity.
Quantity	Displays the quantity of the commodity.
Cost/Unit	Displays the cost per unit of the commodity.
Gross Amount	Displays the total gross amount of the commodity. It is the product of the entered quantity and cost per unit. Gross Amount = Cost per unit * Quantity
Discount	Displays the discount amount and percentage being offered on the commodity.
Tax	Displays the tax amount and percentage being charged on the commodity.
Net Amount	Displays the net amount of the commodity. It is automatically calculated as follows: Net Amount = Gross Amount – Discount + Tax
Actions	Indicates the actions that can be performed on the commodity record. • Click to edit the record. • Click to remove the record. **The following fields are present below the Commodity Details section, and are applicable at the invoice-level.**
Gross Debit Note Amount	Displays the total gross amount of all the added commodities.

Field Name	Description
Discount	Displays the total discount amount of all the commodities added. The average discount percentage of all added commodities is also displayed. Click to reset the values. Total Discount % = (Total discount amount / Total debit note amount) *100 **Note:** When commodity records are added, the discount value of each commodity is aggregated and populated here. This value cannot then be modified. However, if commodity records are not added, then this field is editable and the discount value or percentage can be entered here.
Tax	Displays the total tax amount of all the commodities added. The average tax percentage of all added commodities is also displayed. Click to reset the values. Total Tax % = (Total tax amount / Total debit note amount) *100 **Note:** When commodity records are added, the tax value of each commodity is aggregated and populated here. This value cannot then be modified. However, if commodity records are not added, then this field is editable and the tax value or percentage can be entered here.
Miscellaneous Charges	Add the name and amount of any other miscellaneous charge applicable. Use to add another charge. A maximum of 2 miscellaneous charges can be added. Click to reset the values.
Net Debit Note Amount	Displays the overall debit note amount to be paid by the buyer. **Note:** The **Net Debit Note Amount** gets automatically calculated as follows: Net Debit Note Amount = Gross Debit Note Amount - Discount Value + Tax Amount
	Indicates an option to reset the fields. This icon is present on the top right corner of the screen.

5. Modify the amount in the **Debit Note Amount** field above the Commodity Details section, to match the **Gross Debit Note Amount**, of all commodities.
6. Click **Save** to save the debit note. Or, do one of the following:
   - Click **Save and Copy** to save the debit note and to create an editable copy.
   - To clear the fields, click the icon in the top right side of the screen.

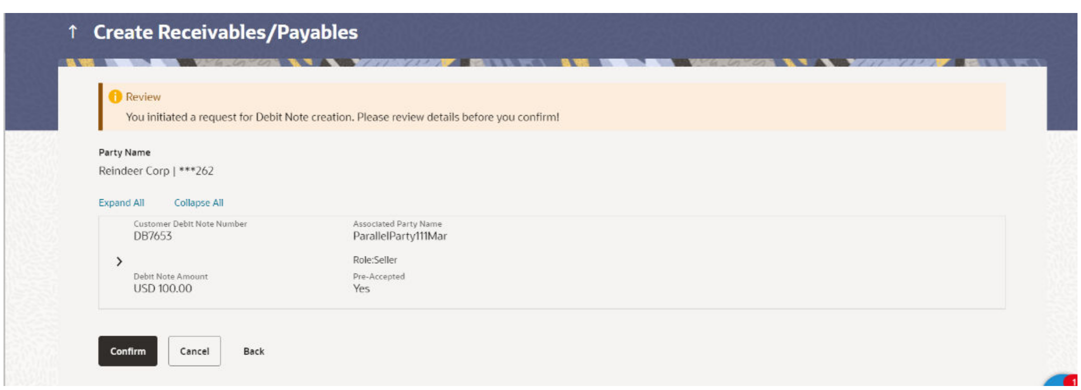
Figure 2-24 On Clicking Save



> **Note**
>
> On clicking the **Save** button, the debit note being created appears in a panel with in the top right corner. Click this icon to edit the debit note, if required.

7. To create another new debit note in the transaction, click the **Add Debit Note** link.
   - Add required details as mentioned in the steps above.
8. Click **Submit** to submit the transaction, once all required debit notes have been added. The Review screen appears. Or, do one of the following:
   - Click **Cancel** to cancel the transaction.
   - Click **Back** to navigate back to the previous screen.

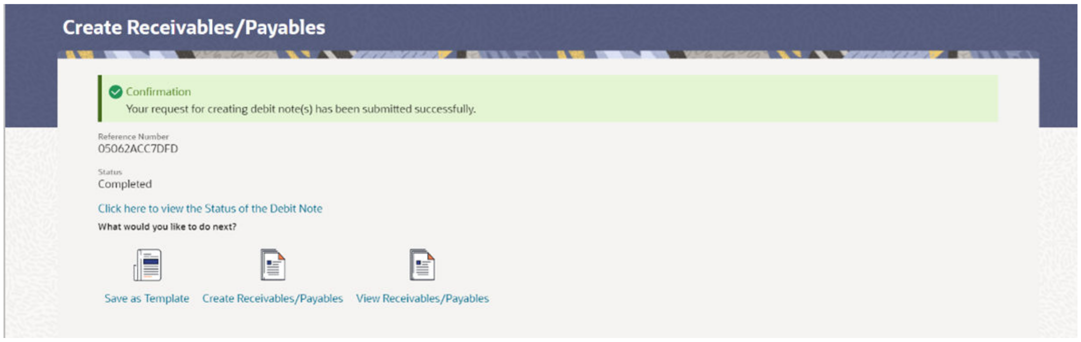
Figure 2-25 Create Debit Note – Review Screen



9. In the Review screen, verify the details and click **Confirm**. A confirmation message appears with the reference number and status of the transaction. Or, do one of the following:
   - Click **Cancel** to cancel the transaction.

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

Figure 2-26 Create Debit Note - Confirmation



> ⓘ **Note**
>
> You can view the details of the debit note just created, by clicking the '**Click here to view the Status of the Debit Note**' link.

10. Click the **Save as Template** link to save the details of the created debit note as a template. Or, do one of the following:
    - Click the **View Receivables/Payables** link to view the existing invoices and debit notes.
    - Click the **Go To Dashboard** link to go to the main dashboard.

The debit note is created and submitted for authorization.

2.1.2.1.2 Create Debit Notes using Templates

This topic provides systematic instructions to create Debit notes using saved templates.

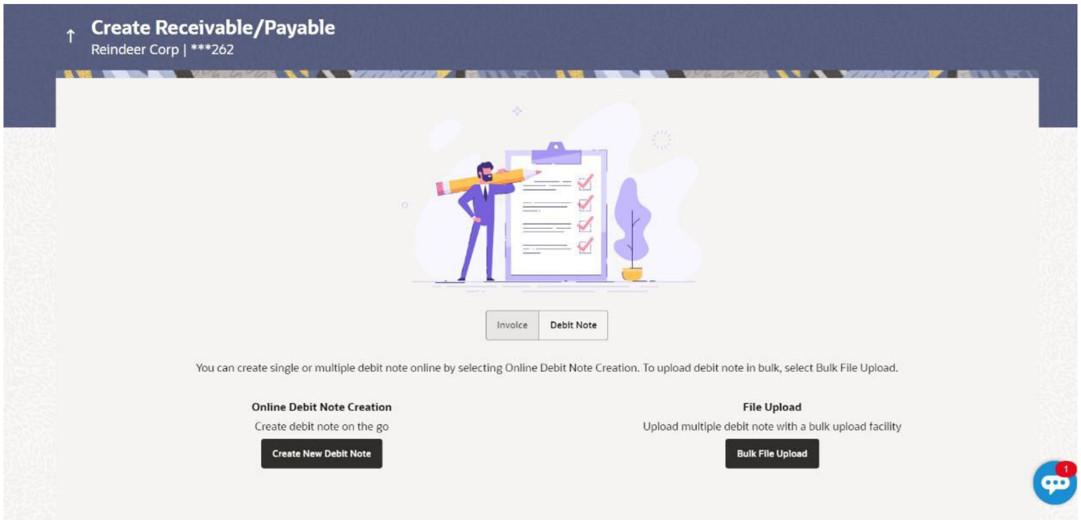
You can save the data entered during debit note creation, as a template. This option is available upon successful creation of a debit note. You can use this template in the future to create debit notes for the same program and associated party. This saves the efforts of re-entering the data.

User must have valid corporate login credentials.

To view and use templates for creation of debit notes:

1. From the **Dashboard**, click the **Toggle Menu**, then click **Receivables/Payables**, **Receivables/Payables Management**, and **Create Receivables/Payables**.
2. Navigate to the above path and click **Debit Note**.

Figure 2-27 Create Debit Note



3. On navigating to the **Create Receivable/Payable** screen, select the **Debit Note** option and then click the **Create New Debit Note** button.
4. Click the **Template** tab.

   A list of existing templates appears.

Figure 2-28 Create Receivables/Payables - New Debit Note– Template tab

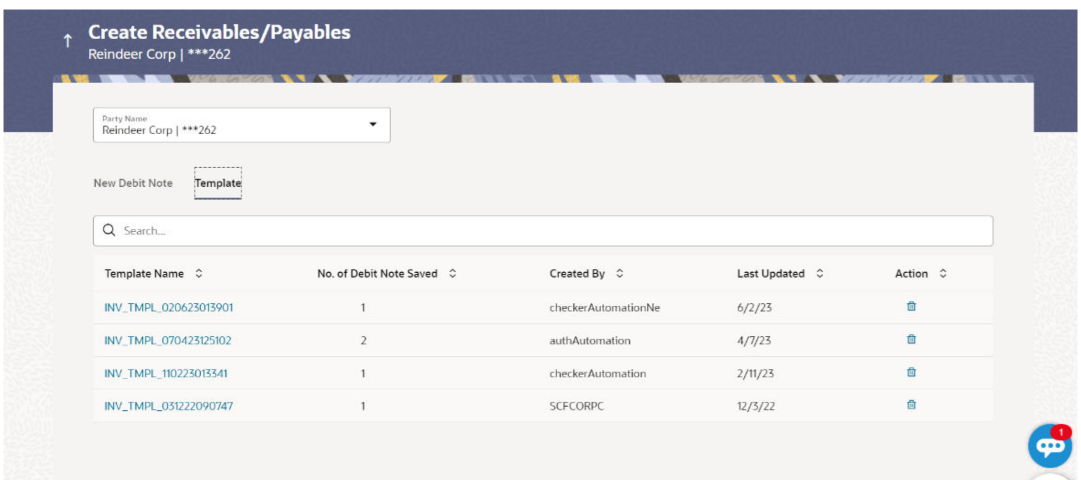


Table 2-18 Field Description

Field Name	Description
Party Name	Select the party name from the dropdown list in which the debit note must be created. By default, the primary party/gcif of the logged-in user is selected. **Note:** Only accessible parties are displayed to the user.
Search	Specify the partial or full name of the template to search for specific templates. As you type the name, the relevant templates appear in the list.

Table 2-18 (Cont.) Field Description

Field Name	Description
Template Name	Displays the name of the debit note template, as a hyperlink. Click this hyperlink to open the **New Debit Note** screen, with the template details populated in the respective fields.
No. of Debit Note Saved	Displays the number of debit notes saved under the template.
Created By	Displays the name of the corporate user who created the template.
Last Updated	Displays the last updated date of the debit note template.
Action	Click to delete the debit note template.

5. Navigate through the pages to the required template, or use the **Search** field to find a specific template.
6. Click the desired **Template Name** link. The template details are populated in the New **Debit Note** tab.
   - To delete an existing debit note template, click . A popup message appears to confirm the deletion.
     – Click **Yes** to delete the debit note template.
     – Cick **No** to cancel the deletion of the debit note template.
7. Add or modify the required details.
8. Click **Save** to save the debit note. Or, do one of the following:
   - Click the **Save and Copy** link to create a copy of the debit note in editable mode.
   - Click the **Add Debit Note** link at the bottom of the screen, to add another debit note.
   - Click at the top right corner of a debit note, to delete it.
   - Click at the top right corner of a debit note, to clear the existing data.
9. Click **Submit** to submit the transaction. The Review screen appears. Or, do one of the following:
   - Click **Cancel** to cancel the transaction.
   - Click **Back** to navigate back to the previous screen.
10. In the Review screen, verify the details, and click **Confirm**. A confirmation message appears with the reference ID and status of the transaction. Or, do one of the following:
    - Click **Cancel** to cancel the transaction.
    - Click **Back** to navigate back to the previous screen.

2.1.2.2 Bulk Debit Note Creation

This topic provides systematic instructions to create debit note records in bulk through file upload.

User must have valid corporate login credentials.

To create debit notes in bulk:

1. Perform any of the following actions:

- From the **Dashboard**, click the **Toggle Menu**, then click **Receivables/Payables**, **Receivables/Payables Management**, **Create Receivables/Payables** and **Debit Note**.
- From the **Dashboard**, click the **Toggle Menu**, then click **File Upload**, and **File Upload**.
- From the **Dashboard**, click **Quick Links**, and **File Upload**.

The **Create Receivables/Payables** screen appears.

Figure 2-29 Create Receivables/Payables

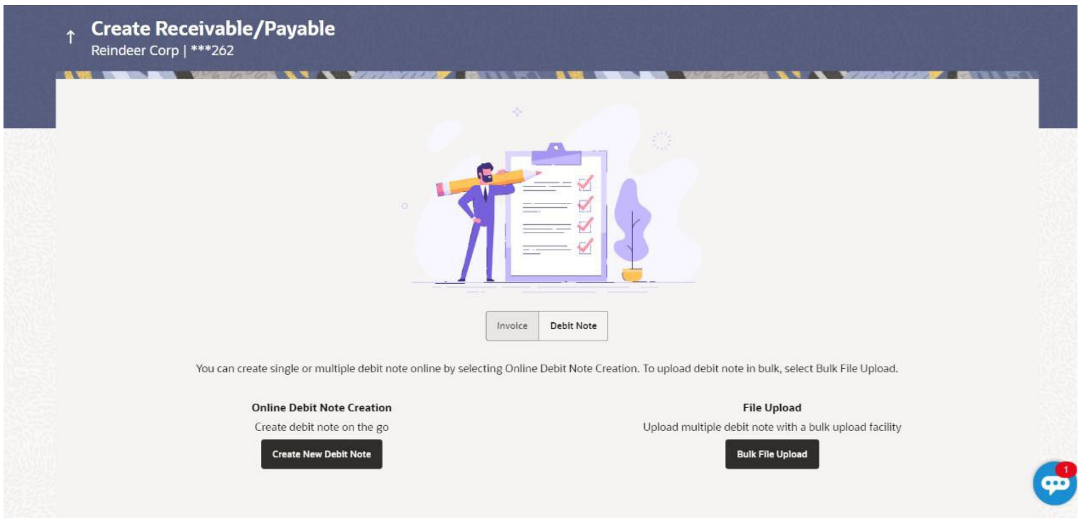


Table 2-19 Field Description

Field Name	Description
Party Name & ID	Displays the name and ID of the logged-in corporate party.
Invoice/Debit Note	Select the **Debit Note** option.
Online Debit Note Creation	Indicates the option to create debit note records by manual entry of the details.
File Upload	Indicates the option to create bulk debit note records through file upload.

2. In the **Create Receivable/Payable** screen, select the **Debit Note** option and then click the **Bulk File Upload** button.

   The **File Upload** screen appears.

3. Create the file to be uploaded in the format shown below.

- Bulk Debit Note File Template
  This topic provides systematic instructions to upload Bulk Debit Note.

2.1.2.2.1 Bulk Debit Note File Template

This topic provides systematic instructions to upload Bulk Debit Note.

The file to be uploaded should have data in a specific sequence. For each debit note, there must be a top row with indicator ‘DN’, which specifies debit-note-level parameters. For each commodity under the debit note, there must be a row with indicator ‘C’, which specifies the commodity-level parameters. Refer this file for the upload file format: Bulk Debit Note Upload Template.

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

Table 2-20 Field Description

Field Name	Description
Debit Note Record Details	The following fields are specific to a debit note. You must add a row for each debit note record.
Indicator	Specify **DN** in this field. This is a mandatory field.
Debit Note Reference Number	Specify the customer's reference number for the debit note. This is a mandatory field.
Link Invoice Number	Specify the invoice reference numbers to be associated with the debit note. You can provide multiple invoice numbers using the pipe separator. **Note:** The invoice numbers provided here should belong to the same party ID for which the debit note is being uploaded. The invoice numbers provided here should also belong to the same buyer-supplier combination, as that of the debit note. The invoices specified in this field should not have been cancelled. Debit notes cannot be raised against cancelled invoices.
Debit Note Date	Specify the date of creation of the debit note. This date should not be greater than the current business date. It should also not be less than the invoice date. This is a mandatory field.
Debit Note Due Date	Specify the due date of the debit note.
Buyer Code**	Specify the code associated with the buyer.
Supplier Code**	Specify the code associated with the supplier.
Currency*	Specify the debit note currency. A 3-digit currency code as per ISO standards is acceptable. This is a mandatory field.
Base Debit Note Amount*	Specify the gross debit note amount.
Discount Amount	Specify the discount amount applicable on the base debit note amount.
Tax Amount	Enter the applicable tax amount.
Net Debit Note Amount*	Specify the net debit note amount, post application of discount and tax. This is a mandatory field. Net Debit Note Amount = Base Debit Note Amount – Discount Amount + Tax Amount
Buyer Division Code	Specify the division code of the buyer.
Supplier Division Code	Specify the division code of the supplier.
Disputed	Specify **Y** if the debit note is disputed by the buyer, and **N**, otherwise.
Buyer ID*	Specify the party ID of the buyer.
Supplier ID*	Specify the party ID of the supplier.
Buyer Name	Specify the name of the buyer.
Supplier Name	Specify the name of the supplier.

Table 2-20 (Cont.) Field Description

Field Name	Description
Acceptance Amount	Specify the debit note amount that is accepted by the buyer. This amount should be less than or equal to the **Net Debit Note Amount**.
Program ID	Specify the ID of the program associated with the debit note. This ID should be the same as the program ID associated with the linked invoices. This field is applicable only if the Oracle Banking Supply Chain Finance application is implemented by the bank.
Virtual A/c Flag*	Specify **Y** if the repayment is to be made to a virtual account number, and **N** if the repayment is to be made to a physical account number.
Payment Account Number**	Specify the account number to which the payment is to be made. This field is mandatory of the **Virtual A/c Flag** is set to **Y**.
Bank_Name_For_P AN	Specify the name of the bank. Where the account number mentioned in Payment Account Number. PAN refers to Payment Account Number.
Branch_Name_For_P AN	Specify the the Branch code of the PAN..
Bank_Code For PAN	Specify the IFSC code here if the payment mode is EFT (mentioned in Payment mode for PAN field) else enter Swift code if payment mode is CBT.
Funding Request Date	Specify the date when the debit note should be funded. This field is applicable only if the Oracle Banking Supply Chain Finance application is implemented by the bank.
Funding Request Amount	Specify the amount for which funding is requested. This should be less than or equal to the **Acceptance Amount**. This field is applicable only if the Oracle Banking Supply Chain Finance application is implemented by the bank.
Adjustment Reason	Specify the reason for adjustment. The available values are: • **Pricing Error** • **Allowance/Charge Error** • **Extension Error** • **Quantity Contested** • **Pallet/Container Charge Error** • **Freight Deducted** • **Tax Deducted** • **Items not received**
Remarks	Specify any remarks, if applicable.
Shipment Number	Specify the unique reference number of the shipment.
Shipment Date	Specify the date of the shipment.
Shipment Address	Specify the destination address of the shipment.
Shipment Country	Specify the destination country of the shipment.
Reason for Export	Specify the reason for export.

Table 2-20 (Cont.) Field Description

Field Name	Description
Terms of Sale(Incoterms)	Specify the applicable 3-digit Incoterms code. The available values are: • **EXW | Ex Works** • **FAS | Free Alongside Ship** • **FCA | Free Carrier** • **FOB | Free On Board** • **CPT | Carriage Paid To** • **CFR | Cost and Freight** • **CIP | Carriage and Insurance Paid To** • **CIF | Cost Insurance and Freight** • **DAP | Delivered at Place** • **DPU | Delivered at Place Unloaded** • **DDP | Delivered Duty Paid**
Payment Terms	Enter the agreed payment terms.
Country of Origin	Specify the name of the country from where the shipment originated.
Filler Fields 1 to 4	This section displays the Filler Label Fields. The bank can configure these fields on Day 0, based on their requirement. The following fields are specific to a commodity. You must add a row for each commodity in the debit note.
ACCOUNT_NAME_FOR_PAN	Specify the the account name of the Payment Account Number.
Payment_Mode_For_PA N	Specify the payment mode whether it is an internal account transfer or EFT or Cross border transfer. For internal account transfer, domestic account, or cross border account respectively. Acceptable values are AC/EFT/CBT.
Bene_Addr1_for_PAN	Specify the beneficiary's address line1 for Payment Account Number. Applicable only for CBT.
Bene_Addr2_for_PAN	Specify the beneficiary's address line 2 for Payment Account Number.
Bene_Addr3_for_PAN	Specify the beneficiary's address line 3 for Payment Account Number.
Bene_Addr4_for_PAN	Specify the beneficiary's address line 4 for Payment Account Number.
Bene_cntry_for_PAN	Specify the beneficiary's country for Payment Account Number.
Bene_Phone_for_PAN	Specify the beneficiary's phone for Payment Account Number.
Bene_Email_for_PAN	Specify the beneficiary's Email ID for Payment Account Number.
Intermediary_Bank_Code_For_PAN	Specify the Intermediary bank swift code here if Payment Credit Mode is CBT.
Intermediary_Bank_Name_For_PAN	Specify the Intermediary bank name.
Intermediary_Bank_Addr1_For_PAN	Specify the Intermediary bank Address.
Intermediary_Bank_Addr2_For_PAN	Specify the Intermediary bank Address.
Intermediary_Bank_Addr3_For_PAN	Specify the Intermediary Bank Address.
Intermediary_Bank_Addr4_For_PAN	Specify the Intermediary Bank Address.
Account Name for DCA	Specify the account name for the entered DCA.
Payment_Mode_For_DC A	Specify the payment mode whether it is an internal account transfer or EFT or Cross Border Transfer. Acceptable values are AC/EFT/CBT. For internal account transfer, domestic account, or cross border account respectively.

Table 2-20 (Cont.) Field Description

Field Name	Description
Bene_Addr1_for_DCA	Specify the beneficiary's address line 1 for Disbursement Credit Account. Applicable only for CBT.
Bene_Addr2_for_DCA	Specify the beneficiary's address line 2 for Disbursement Credit Account.
Bene_Addr3_for_DCA	Specify the beneficiary's address line 3 for Disbursement Credit Account.
Bene_Addr4_for_DCA	Specify the beneficiary's address line 4 for Disbursement Credit Account.
Bene_cntry_for_DCA	Specify the beneficiary's country for Disbursement Credit Account.
Bene_Phone_for_DCA	Specify the beneficiary's phone number for Disbursement Credit Account.
Bene_Email_for_DCA	Specify the beneficiary's Email ID for Disbursement Credit Account.
Bene_Name_for_DCA	Specify the name of the bank.
Branch_Name_for_DCA	Specify the Branch code of the DCA.
Bank _Code _For_DCA	Specify thethe IFSC code here if Payment Credit Mode if EFT and can enter the swift BIC if the Payment credit mode is CBT.
Intermediary_Bank_Code_For_DCA	Specify the Intermediary bank swift code here if Payment Credit Mode is CBT.
Intermediary_Bank_Name_For_DCA	Specify the Intermediary Bank Name.
Intermediary_Bank_Addr1_For_DCA	Specify the Intermediary Bank Address.
Intermediary_Bank_Addr2_For_DCA	Specify the Intermediary Bank Address.
Intermediary_Bank_Addr3_For_DCA	Specify the Intermediary Bank Address.
Intermediary_Bank_Addr4_For_DCA	Specify the Intermediary Bank Address.

2.1.3 FAQ

1. **Who can create invoices/debit notes?**
   Invoices/debit notes can be created into the banks system by a supplier or a buyer, with valid login credentials and access rights. If the invoice/debit note is being created by a buyer then the pre-acceptance flag gets defaulted as ‘Yes’ as it is implied that the buyer is accepting the invoice/debit note. If the invoice/debit note is being raised by a supplier, then the pre-acceptance flag gets defaulted as ‘No’.
2. **Can I create multiple invoices/debit notes for different buyers?**
   Yes, a corporate can create multiple invoices/debit notes online, for different buyers.
3. **How many invoices/debit note can I create at a time?**
   There is no upper limit for creation of multiple invoices/debit note at one time. The user can create as many invoices/debit note as required.
4. **How many templates can I save in total?**
   There is no limit set for maximum number of templates that can be created.

2.2 View/Edit Receivables/Payables

This topic provides systematic instructions to view a list of receivables/payables (invoices and debit notes) based on the corporate party's role as a buyer or supplier.

On selection of Buyer view, you can view all the payables as of current date where the corporate party's role is that of a buyer in the program, and on selection of Supplier view, you can view all the receivables as of current date where the party's role is that of a supplier in the program.

- For viewing invoices/debit notes - User must have valid corporate login credentials.
- For editing invoices/debit notes - User must have valid corporate login credentials for creation of invoices/debit notes.

To view receivables/payables:

1. Perform any of the following actions:
    - From the **Dashboard**, click the **Toggle Menu**, then click **Receivables/Payables**, **Receivables/Payables Management**, and **View/Edit Receivables/Payables**.
    - From the **Dashboard**, click the **Toggle Menu**, then click **Supply Chain Finance**, **Overview**, **Quick Links**and **View Invoice**.

    The **Select Role** pop-up window appears.

    Figure 2-30 Select Role pop-up

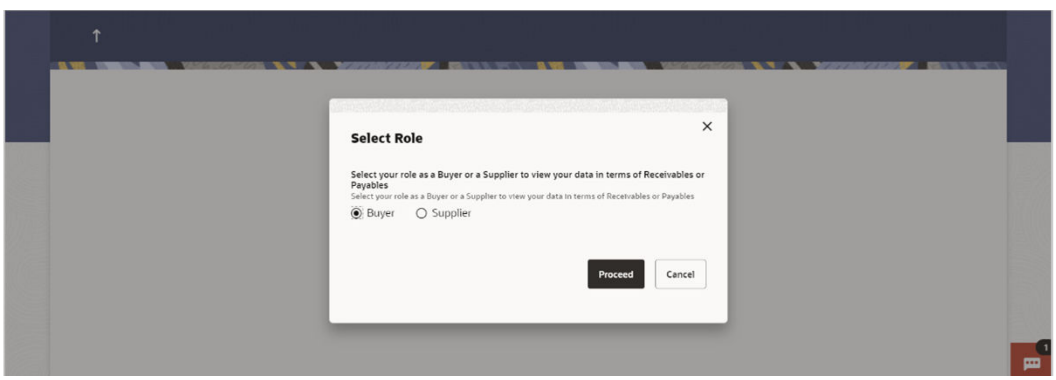
    

    Table 2-21 Field Description

Field Name	Description
Select Role	Select the role of the corporate party to view data in terms of Receivables or Payables. The options are: • **Buyer** • **Supplier**

2. In the **Select Role** pop-up window, select either the **Buyer** or the **Supplier** option to view your data in terms of Receivables or Payables.
3. Click **Proceed**. The **View Receivables/Payables** screen appears. Or, click **Cancel** to cancel the transaction.

Figure 2-31 View Receivables/Payables screen (for Buyer Role)

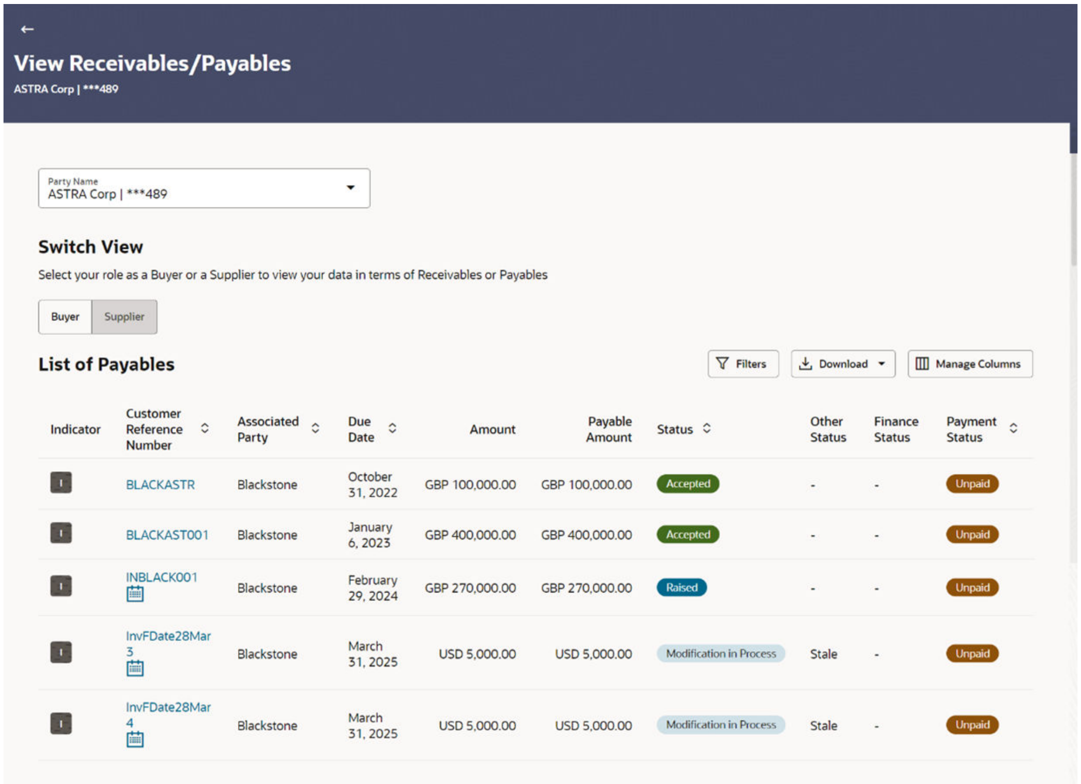


Figure 2-32 View Receivables/Payables screen (for Supplier Role)

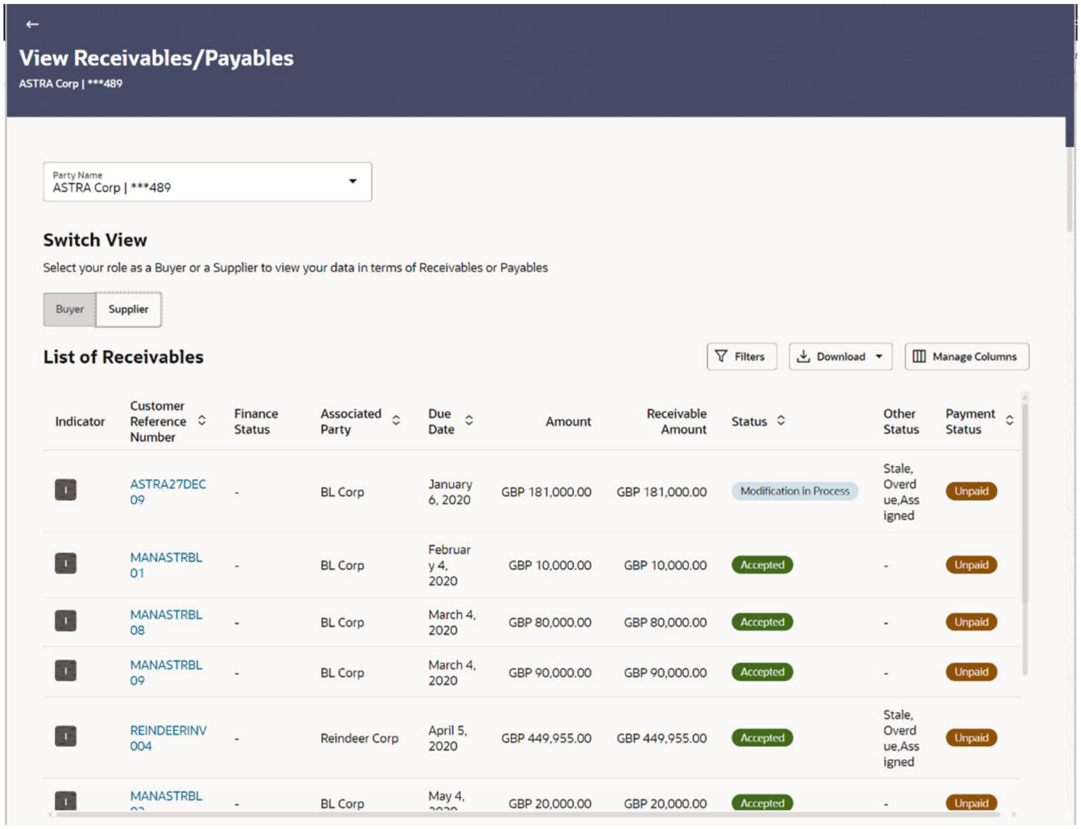


Table 2-22 Field Description

Field Name	Description
View Receivables/ Payables	This screen displays a list of invoices and debit notes based on the role of the logged-in party.
Party Name	Select the party name from the dropdown list to view the applicable list of receivables/payables. By default, the primary party/gcif of the logged-in user is selected. **Note:** Only accessible parties are displayed to the user. Based on the party selection, the list of receivables/payables is displayed.
Switch View	Indicates the option to view the receivables/payables based on the corporate party's role. The options are: • **Buyer** • **Supplier**
	Click this icon to filter the receivables/payables, based on certain criteria. For more information, refer the **Filter (overlay window for View Receivables/Payables)** section below.
Download	Click this linkto download the list of receivables/payables in CSV or PDF format.
	Click this link to personalize the columns i.e., rearrange/remove columns in the search result grid. The Manage Columns overlay window appears. For more information, refer the **Manage Columns (overlay window for View Receivables/Payables)** section below.

Table 2-22 (Cont.) Field Description

Field Name	Description
List of Receivables / List of Payables	A list of receivables/payables is displayed in this section. If the 'Buyer' role is selected, then this section displays a list of payables. And if the 'Supplier' role is selected, then a list of receivables is displayed. **Note:** By default, the list displays the receivables/payables with the due dates greater than or lesser than the **Current Business Date** by 3 months. You can configure the number of months in the System Configuration. For more information, refer to **Oracle Banking Digital ExperienceSystem Configuration** manual.
No. of Record(s)	Displays the total number of receivables/payables listed by default or after a filter criteria is applied.
Indicator	Displays 'I' for an invoice and 'D' for a debit note.
Customer Reference Number	Indicates the unique reference number of the receivable/payable. This is a hyperlink which when clicked displays the details of the receivable/payable. Refer the **View Invoice Details** and the **View Debit Note Details** sections for more information. Click the calendar icon to view the **Funding Request Date**. This icon is present only if the Funding Request Date has been captured during receivable/payable creation.
Associated Party	User can search the receivables/payables by providing the associated party. The drop-down lists all the on-boarded associated parties and the list of on-boarded associated party is categorized by: • Anchor Buyer • Anchor Supplier • Counter Party Buyer • Counter Party Supplier
Due Date	Displays when the receivable/payable is due.
Amount	Displays the total receivable/payable amount.
Receivable/Payable Amount	Displays the amount that is yet to be received/paid. The **Offer Details** ( ) icon is displayed beside this amount, if any offer has been applied to the invoice or debit note. On clicking this icon, the Early Payment Discounts overlay window appears with the details of the offer. For more details, refer the **Early Payment Discounts (from View Discount Offer Details)**section below.
Status	Displays the status of the receivable/payable.
Other Status	Displays the other status of the receivable/payable. This value can be one of the following: • **Approved** • **Asssigned** • **Indirect Payment** • **Overdue** • **Payment Under Approval** • **Stale**
Payment Status	Displays the status of payment of the receivable/payable. This can be one of the following: • **Paid** • **Partially Paid** • **Payment in Process** • **Unpaid**

Table 2-22 (Cont.) Field Description

Field Name	Description
Finance Status	Displays the status of any finance availed against the instrument. This value can be one of the following: • **Financed** • **Partially Financed** • **Finance in Process** • **Rejected** **Note:** If Finance is rejected, an info icon will show up to present the partner's response, which could be based on their feedback or if the user removed it. If the instrument has not been financed, or if the finance is in progress, then this field remains blank.

Filter (overlay window for Receivables/Payables)

This overlay window appears when you click  in the **View Receivables/Payables** screen.

Figure 2-33 Search

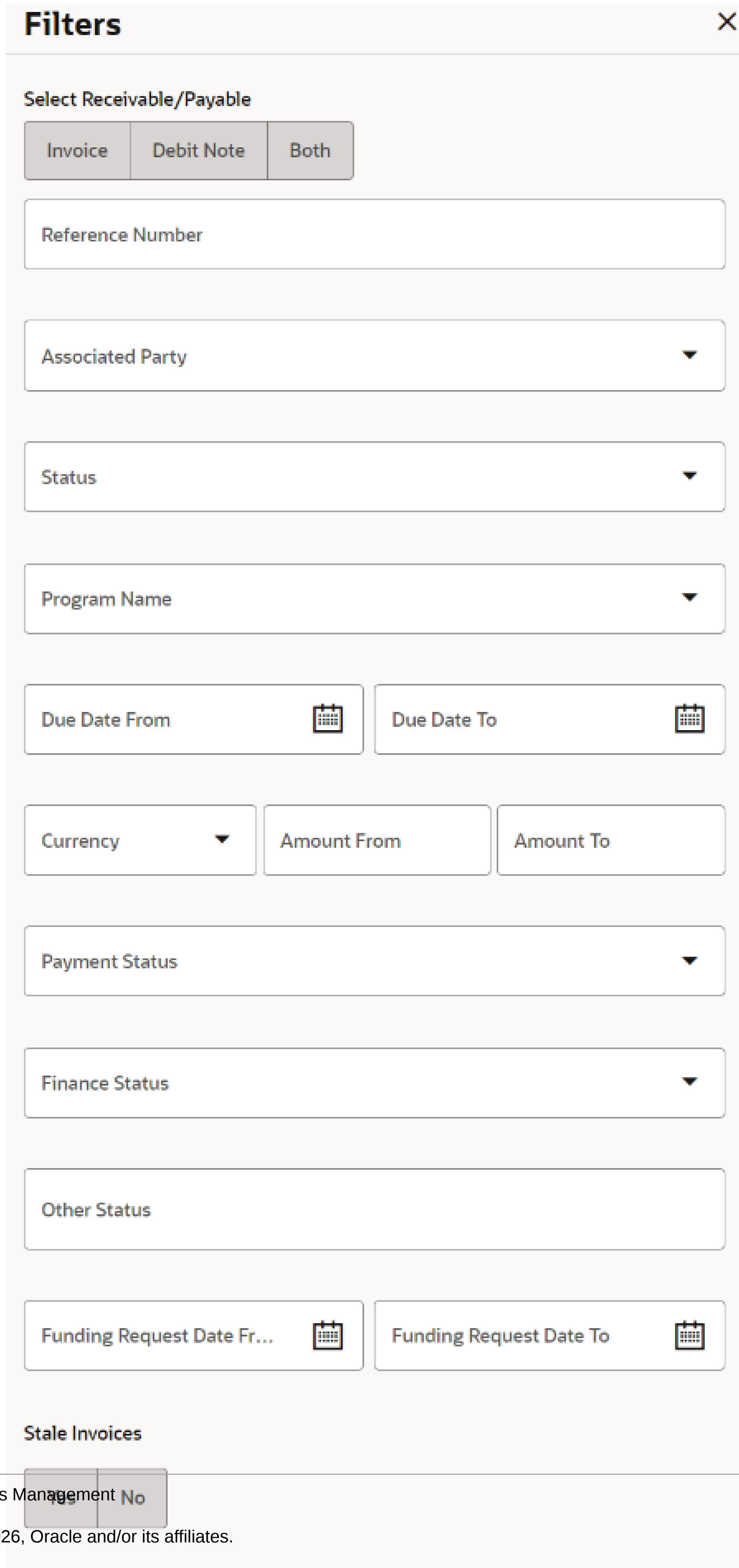


Table 2-23 Field Description

Field Name	Description
Select Receivable/Payable	Select the required receivable/payable for viewing. The options are: • **Invoice** • **Debit Note** • **Both** The **Both** option is selected by default.
Reference Number	Indicates an option to search for the receivables/payables using the customer's own reference number.
Associated Party Name	Indicates an option to search for the receivables/payables based on the counter party associated.
Status	Indicates an option to search for the receivables/payables based on their status. The options are: • **Overdue** • **Disputed** • **Cancellation in Process** • **Cancelled** • **Raising Dispute in Process** • **Resolving Dispute in Process** • **Raised** • **Acceptance in Process** • **Accepted** • **Rejected** • **Approved** • **Assignment in Process** • **Assigned** • **Modification in Process**
Program Name	Indicates an option to retrieve the receivables/payables associated with a particular program. This field is visible only if the Oracle Banking Supply Chain Finance application is implemented by the bank.
Due Date From/To	Indicates the option to retrieve the receivables/payables that are due in a specific time range.
Amount Range Currency From/To	Indicates the option to search for the receivables/payables of a particular currency, within a specific amount range.
Payment Status	Indicates an option to retrieve the receivables/payables with payments in a particular status. The options are: • **Paid** • **Unpaid** • **Partially Paid** • **Payment in Process**
Finance Status	Indicates an option to search for receivables/payables based on their finance status, whether financed, or partially financed. The options are: • **Financed** • **Partially Financed** • **Finance in Process** This field is visible only if the Oracle Banking Supply Chain Finance application is implemented by the bank.

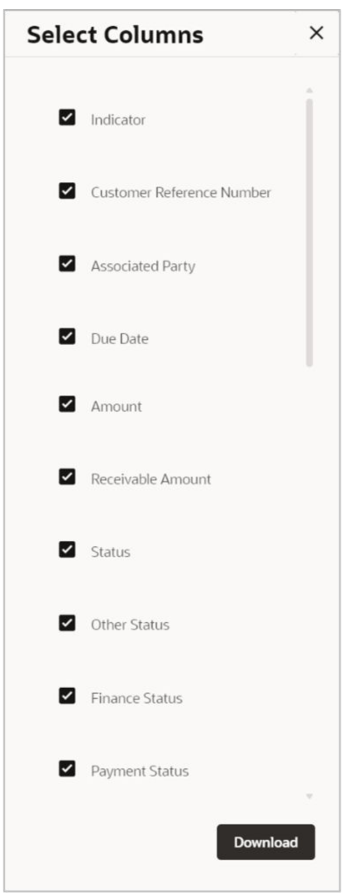
Table 2-23 (Cont.) Field Description

Field Name	Description
Other Status	Indicates an option to filter receivables/payables based on the status. The options are: • **Approved** • **Asssigned** • **Indirect Payment** • **Overdue** • **Payment Under Approval** • **Stale**
Funding Request Date From/To	Indicates the option to retrieve the receivables/payables with funding request dates in a specific time range.
Stale Invoices	Indicates an option to retrieve invoices based on whether they are stale or not. Select 'Yes' to retrieve stale invoices and 'No', otherwise.

4. To filter the list of receivables/payables, either use the Search field or the Filter ( ) option.
5. Click **Download** and select the CSV from the dropdown list.

   The **Select Columns** overlay screen appears.

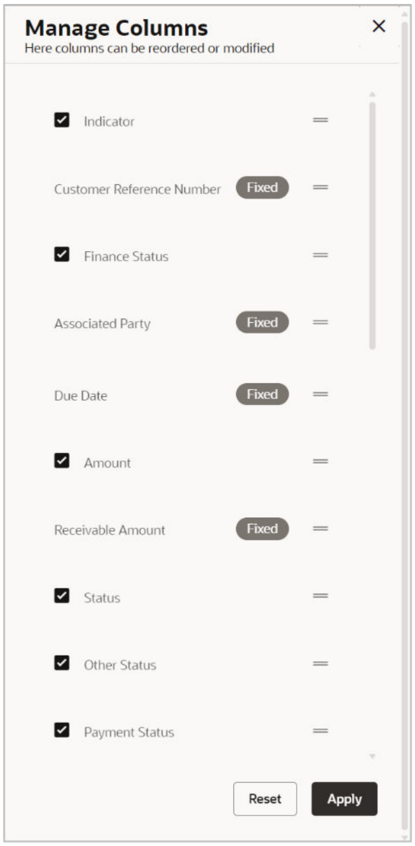
Figure 2-34 View Receivables/Payables – Select Columns



6. Click **Download** to download the payment lists in CSV or PDF format with selected columns.

7. Click **Manage Columns** to reorder or modify or save column preferences in view payment screen.

Figure 2-35 Manage Columns (overlay window for View Receivables/Payables)



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

8. To view the details of a specific receivable/payable, click the **Customer Reference Number** link. For an invoice, the **View Invoice Details** screen appears. For a debit note, the **View Debit Note Details** screen appears.

- View Invoice Details
  This topic provides systematic instructions to view the detailed information of the invoice.
- View Debit Note Details
  This topic provides systematic instructions to view Debit Note details.

2.2.1 View Invoice Details

This topic provides systematic instructions to view the detailed information of the invoice.

This screen appears if you click the Customer Reference Number link of a particular invoice in the View Receivables/Payables screen. It displays the detailed information of the invoice. The invoice details present in the desktop version, are also available on the mobile device. However, actions such as accepting invoices, editing, initiating finance, raising dispute, and so on, are only available on desktop computers at present. You can view the following details:

- Itemized amount details
- Additional Invoice details
- Netting Details
- Commodity details, if they have been added during creation.
- Reconciliation details, if the invoice has been partially or fully reconciled with payment(s).
- Finances details, if finance has been availed against the invoice.
- Offer details, if any discount offers have been applied to the invoice.
- Margin Settlement, if any margin amount is applicable for the invoice after partially or fully reconciled with payment(s).
- Linked Purchase Order, if the purchase order is linked during invoice creation.

The party that has raised the invoice can edit, delete, or cancel the invoice from this screen, based on the status of the invoice. The party that is liable to make the payment can accept the invoice, or request finance from this screen.

To view invoice details:

1. Perform any of the following actions:
   - From the **Dashboard**, click the **Toggle Menu**, then click **Receivables/Payables**, **Receivables/Payables Management**, and **View/Edit Receivables/Payables**.
   - From the **Dashboard**, click the **Toggle Menu**, then click **Supply Chain Finance**, **Overview**, **Quick Links**and **View Invoice**.

   The **Select Role** pop-up window appears.
2. Select the required role and click **Proceed**.

   The **View Receivables/Payables** screen appears.
3. Click the **Customer Reference Number** link of a particular invoice to view its details

   The **View Invoice Details** screen appears.

Figure 2-36 View Invoice Details

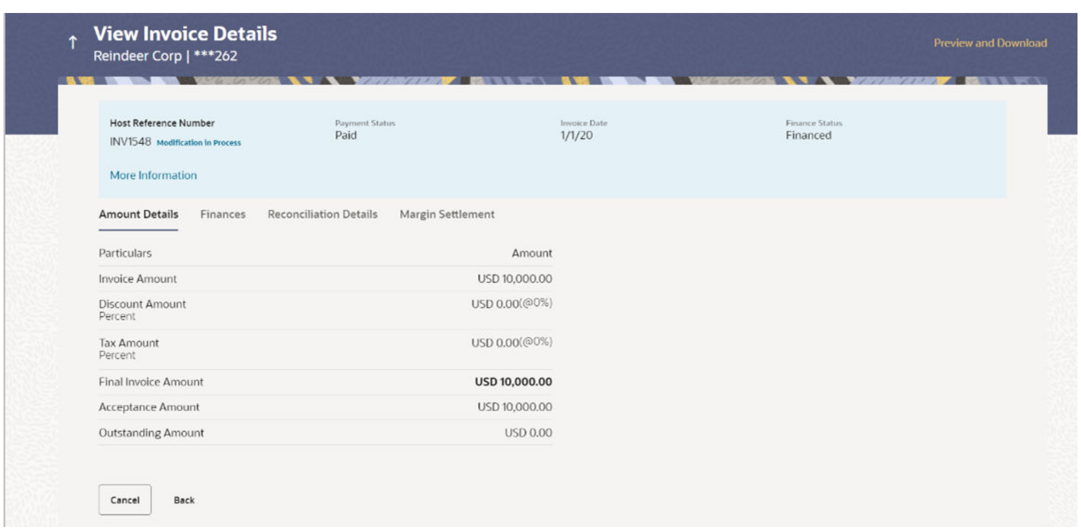
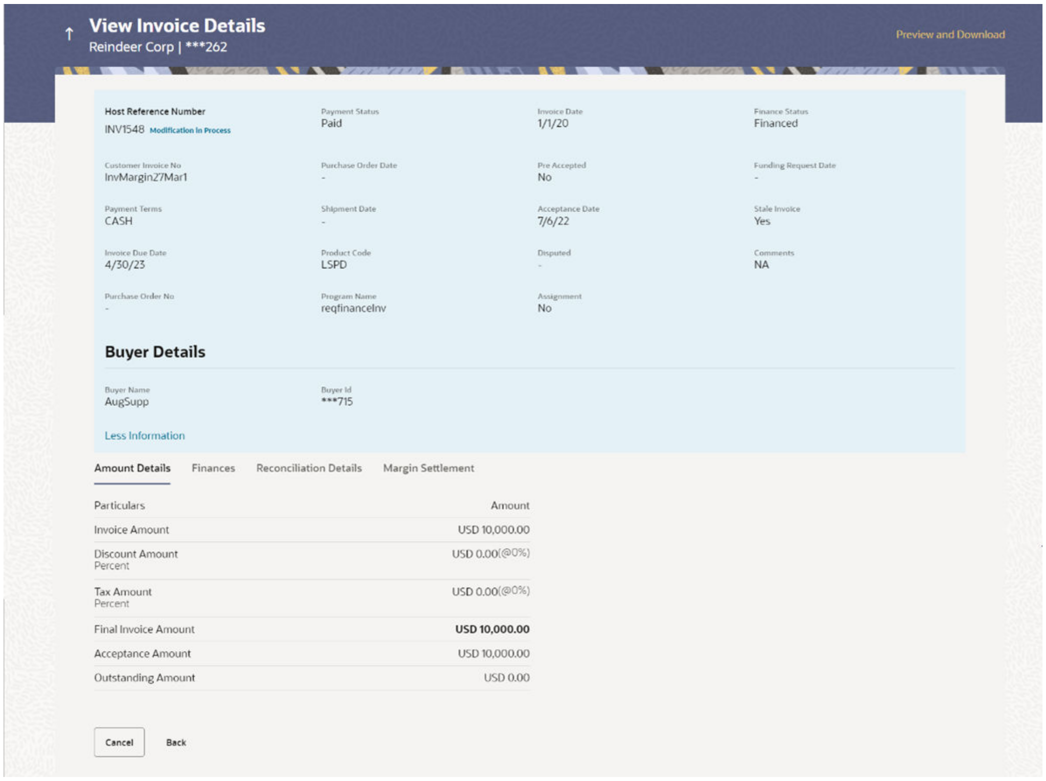


Figure 2-37 View Invoice Details - More Information



Note

The **View Invoice Details** screen can also be viewed on a mobile device. The invoice details present in the desktop version, are also available on the mobile device. However, actions such as accepting invoices, editing, initiating finance, raising dispute, and so on, are only available on desktop computers at present.

Table 2-24 Field Description

Field Name	Description
Party Name & ID	Displays the name and ID of the logged-in corporate party.
Host Reference Number Status	Displays the reference number of the invoice as fetched from the host. The status of the invoice is also displayed.
Payment Status	Displays the status of the payment of the invoice.
Invoice Date	Displays the date of creation of the invoice.
Finance Status	Displays whether the invoice has been financed, not financed, or partially financed. This field is visible only if the Oracle Banking Supply Chain Finance application is implemented by the bank.
Customer Invoice No	Displays the reference number assigned to the invoice by the corporate party.
Payment Terms	Displays any payment terms captured during the creation of the invoice.
Invoice Due Date	Displays the date when the invoice must be fully paid off.

Table 2-24 (Cont.) Field Description

Field Name	Description
Purchase Order No	Displays the associated purchase order number.
Purchase Order Date	Displays the date of creation of the purchase order.
Shipment Date	Displays when the purchased goods are to be shipped to the destination.
Product Code	Displays the product associated with the program. This field is visible only if the Oracle Banking Supply Chain Finance application is implemented by the bank.
Program Name	Displays the program associated with the invoice. This field is visible only if the Oracle Banking Supply Chain Finance application is implemented by the bank.
Pre Accepted	Displays 'Yes' of the invoice is pre-accepted, else, displays 'No'.
Acceptance Date	Displays the date of acceptance.
Disputed	Displays whether any dispute has been raised against the invoice.
Assignment	Displays whether the invoice has been assigned for further processing. This field is visible only if the Oracle Banking Supply Chain Finance application is implemented by the bank.
Funding Request Date	Displays the date when funding has been requested. This field is visible only if the Oracle Banking Supply Chain Finance application is implemented by the bank.
Funding Request Amount	Displays the funding amount that has been requested. This field is displayed only if a funding request date has been captured during creation of the invoice. This field is visible only if the Oracle Banking Supply Chain Finance application is implemented by the bank.
Stale Invoice	Displays 'Yes' if the invoice is stale and 'No' otherwise.
Documents	Displays the names of documents that have been uploaded. These names are hyperlinks, which when clicked open the document.
Comments	Displays any associated comments.
Supplier Details/Buyer Details	This section displays the Supplier Details/Buyer Details.
Supplier Name / Buyer Name	Displays the name of the associated party.
Supplier Id / Buyer Id	Displays the ID of the associated party.
Supplier Address / Buyer Address	Displays the address of the associated party.

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

- Amount Details
- Additional Invoice Details
- Netting Details
- Reconciliation Details
- Commodity Details
- Advices
- Charges
- History
- Finances (Applicable only if the Oracle Banking Supply Chain Finance application is implemented by the bank)

- Offer Details
- Margin Settlement
- Linked Purchase Order

> **Note**
>
> These tabs can also be viewed on a mobile device.

4. Click the **Amount Details** tab to view the amount details of the invoice.

Figure 2-38 View Invoice Details – Amount Details tab

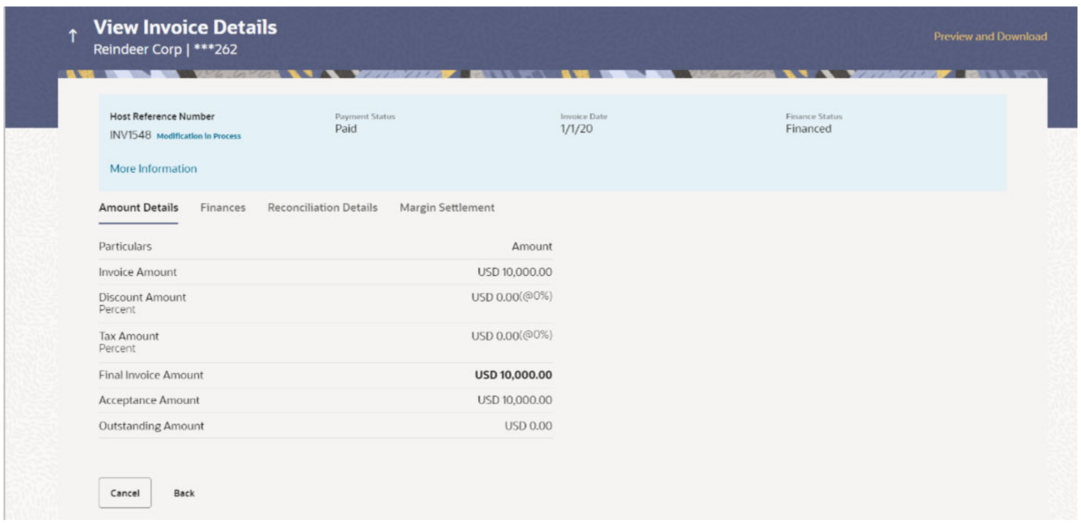


Table 2-25 Field Description

Field Name	Description
Amount Details tab	The itemized categories appear under **Particulars** and the respective amounts appear under **Amount**.
Invoice Amount	Displays the invoice amount along with the currency.
Discount Amount Percentage	Displays the discount amount based on the discount percentage, along with the percentage value.
Tax Amount Percentage	Displays the tax amount based on the tax percentage, along with the percentage value.
Final Invoice Amount	Displays the net calculated value on the basis of discount and tax values that are entered. **Note**: The **Final Invoice Amount** gets auto calculated as follows: Final Invoice Amount = Invoice Amount - Discount Amount + Tax Amount.
Acceptance Amount	Displays the invoice amount that has been accepted.
Outstanding Amount	Displays the invoice amount that is outstanding.

5. Click the **Additional Invoice Details** tab to view the additional invoice details of the invoice.

Figure 2-39 View Invoice Details – Additional Invoice Details tab

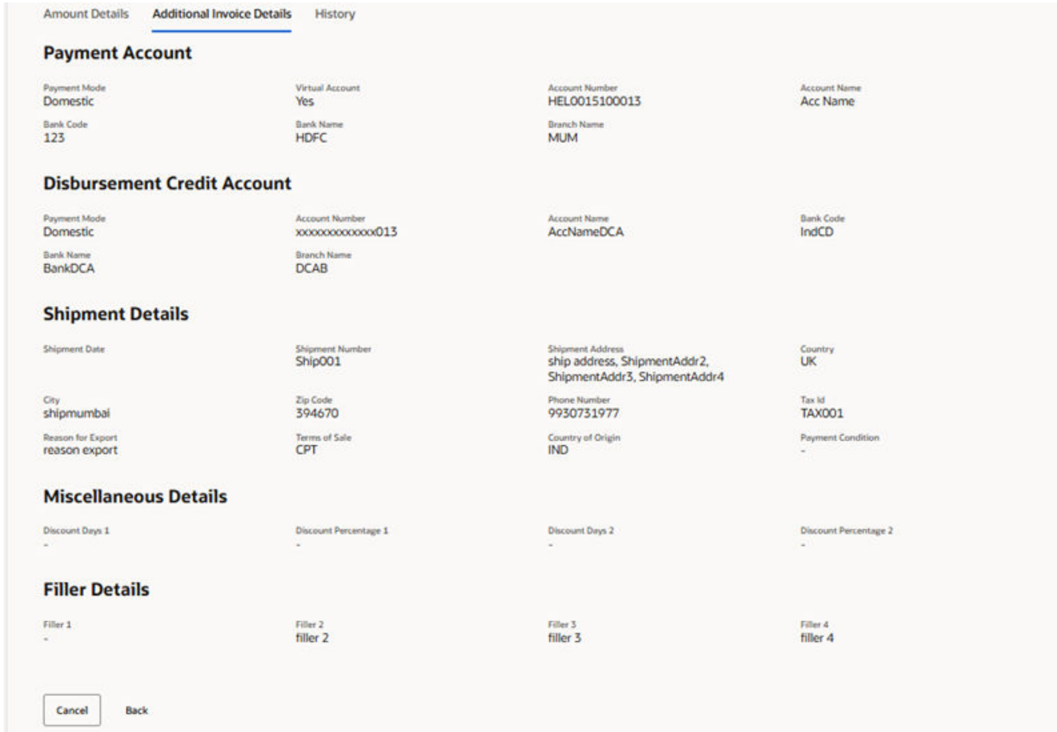


Table 2-26 Field Description

Field Name	Description
Additional Invoice Details tab	The additional invoice details tab appears next to the **Amount Details** tab.
Payment Account Details	This section displays Payment Account details.
Payment Mode	Displays the mode of the payment.
Virtual Account	Displays **True** if the repayment account is a virtual one.
Account Number	Displays the account number.
Account Name	Displays the name of the account.
Bank Code	Displays the code of the bank.
Bank Name	Displays the bank name of the payment account.
Branch Name	Displays the branch name of the payment account.
BIC Routing Code	Displays the BIC or SWIFT code of the financial institution, to send the payment account.
Disbursement Credit Account	This section displays Disbursement Credit Account details.
Payment Mode	Displays the mode of the payment.
Account Number	Displays the account number.
Account Name	Displays the name of the account.
Bank Code	Displays the code of the bank.
Bank Name	Displays the bank name of the payment account.
Branch Name	Displays the branch name of the payment account.
Shipment Details	This section displays Shipment details.

Table 2-26 (Cont.) Field Description

Field Name	Description
Shipment Number	Displays the shipment number.
Shipment Address	Displays the destination address of the shipment.
Shipment City	Displays the destination city of the shipment.
Shipment Country	Displays the destination country of the shipment.
Zip Code	Displays the zip code of the shipment.
Phone Number	Displays the contact number of the shipment.
Tax Id	Displays the unique tax ID if the shipment charge includes tax amount.
Reason for Export	Displays the reason for export.
Terms of Sale	Displays the applicable 3-digit Incoterms code.
Country of Origin	Displays the country from where the shipment will originate.
Miscellaneous Details	This section displays the Miscellaneous details.
Discount Days 1	Displays the primary discount days.
Discount Percentage 1	Displays the primary discount percentage.
Discount Days 2	Displays the secondary discount days.
Discount Percentage 2	Displays the secondary discount percentage.
Filler Details	This section displays the Filler details.
Filler Fields 1 to 4	This section displays the Filler Label Fields. The bank can configure these fields on Day 0, based on their requirement.

6. Click the **Netting Details** tab to view the netting details of the invoice.

Figure 2-40 View Invoice Details – Netting Details tab

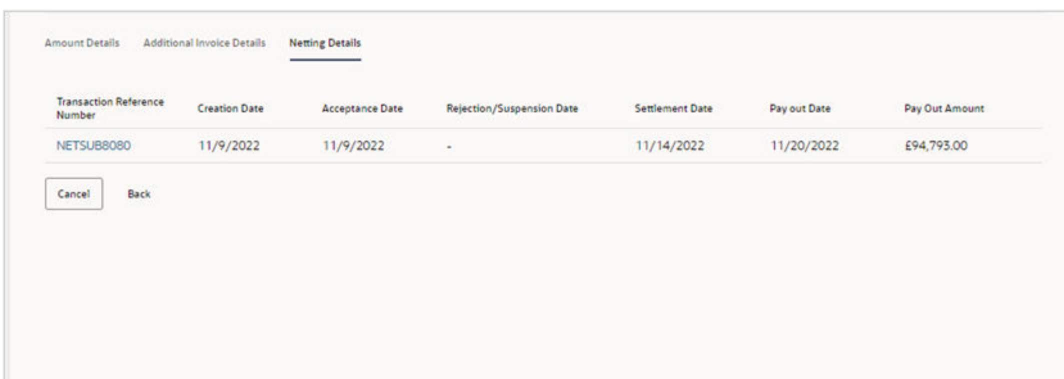


Table 2-27 Field Description

Field Name	Description
Netting Details	The tab allows the user to view the details of netting transaction (summary page) linked to invoice that have been considered for netting.
Transaction Reference Number	Displays the details of the netting transaction reference number of the invoice. The netting details are displayed by clicking on a hyperlink..

Table 2-27 (Cont.) Field Description

Field Name	Description
Create Date	Displays the create date of payment of credit note.
Acceptance Date	Displays the acceptance date when the netting has been performed.
Rejection/Suspension Date	Displays the rejection/suspension date when the netting has been performed.
Settlement Date	Displays the unique rule ID. For the rule being created, this field appears blank. An ID is assigned once the rule is created.
Pay out Date	Displays the pay out date when the netting has been performed.
Pay Out Amount	Displays the pay out amount in the currency of the invoice.

7. Click the **Reconciliation Details** tab to view the reconciliation details of the invoice.

Figure 2-41 View Invoice Details – Reconciliation Details tab

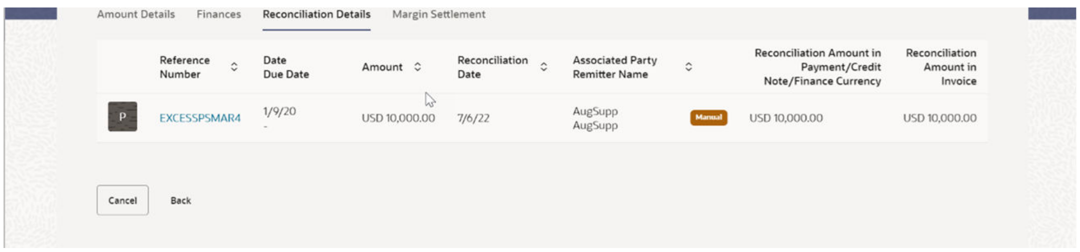


Table 2-28 Field Description

Field Name	Description
Reconciliation Details tab	This tab appears if the invoice is reconciled against payments/credit notes. Multiple payments/credit notes may have been reconciled against an invoice.
Indicator	Displays 'P' if the invoice has been reconciled with a payment and 'C' if it has been reconciled with a credit note.
Reference Number	Displays the reference number of the payment/credit note that has been reconciled with the invoice record. This is a hyperlink, which when clicked displays the payment/credit note details. For more information, refer the **View Payments (details)** section / **View Credit Note Details** section in this user manual.
Date Due Date	Displays the date of payment / due date of credit note.
Amount	Displays the payment/credit note amount.
Reconciliation Date	Displays the date when the reconciliation has been performed.
Associated Party / Beneficiary Name	Displays the name of the associated party, in case of an inflow payment. Displays the name of the beneficiary, in case of an outflow payment.
Rule ID	Displays the unique rule ID. For the rule being created, this field appears blank. An ID is assigned once the rule is created.
Reconciliation Amount in Payment/Credit Note Currency	Displays the reconciliation amount in the currency of the payment/ credit note.
Reconciliation Amount in Invoice Currency	Displays the reconciliation amount in the currency of the invoice.

8. Click the **Commodity Details** tab to view the commodity details of the invoice.

Figure 2-42 View Invoice Details – Commodity Details tab

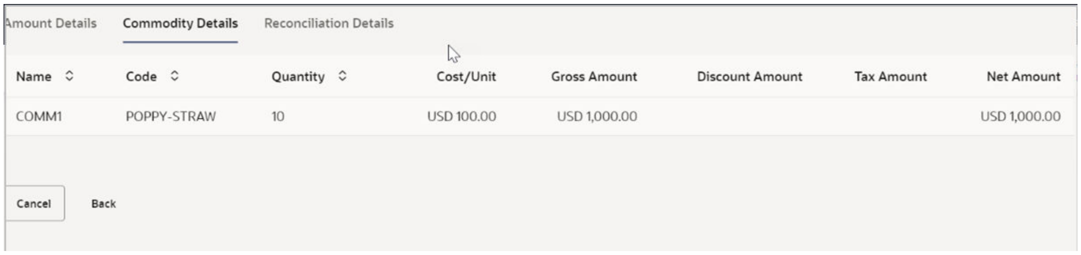


Table 2-29 Field Description

Field Name	Description
Commodity Details tab	This tab appears only if the commodity details have been entered during creation of invoice.
Name	Displays the name of the purchased commodity.
Code	Displays the code of the commodity.
Quantity	Displays the quantity of commodity purchased.
Cost/Unit	Displays the cost per unit of the commodity.
Gross Amount	Displays the total amount of the commodity. This is the product of quantity and cost per unit.
Discount Amount	Displays the discount amount and percentage offered on the commodity.
Tax Amount	Displays the tax amount and percentage charged on the commodity.
Net Amount	Displays the net amount for the commodity. Net Amount = Gross Amount – Discount + Tax.

9. Click the **Advices** tab to view the Advices details of the invoice.

Advices

This tab will display all the advices for specific events of the invoice. If the advice is generated by the host system, then the same will be visible in the Advices tab. The tab appears only if record is present for the invoice, otherwise the tab will not appear.

Figure 2-43 View Invoice Details – Advices tab

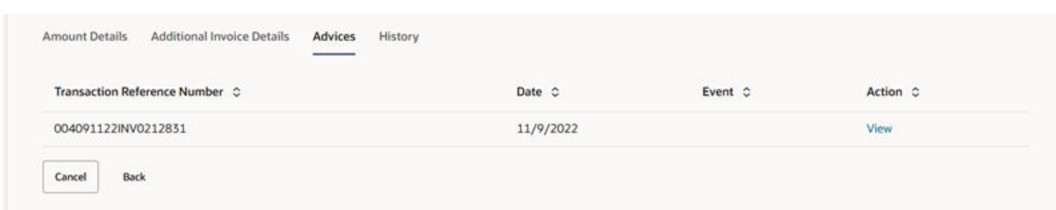


Table 2-30 Field Description

Field Name	Description
Transaction Reference Number	Displays the transaction reference number.
Date	Displays the date of the invoice has been created.
Event	Displays the event of the invoice.
Action	Click on View to see the advice details in PDF format. User can also download the Advice detail PDF by clicking the download icon.

10. Click the **Charges** tab to view the commodity details of the invoice.

Figure 2-44 View Invoice Details – Charges tab

Table 2-31 Field Description

Field Name	Description
Date	Displays the date of the invoice.
Descriptions	Displays the description of the invoice.
Event	Displays the event of the invoice.
Type	Displays the type of the receivable/payables.
Account Number	Displays the account number of the invoice.
Charge Basis Amount	Displays the charge basis amount of the invoice.
Amount	Displays the amount of the invoice.
Status	Displays the status of the invoice.

11. Click the **History** tab to view the history of the invoice.

This History tab will be visible to show the changes in invoice life cycle, along with any comments added during each event in the process.

Figure 2-45 View Invoice Details – History tab

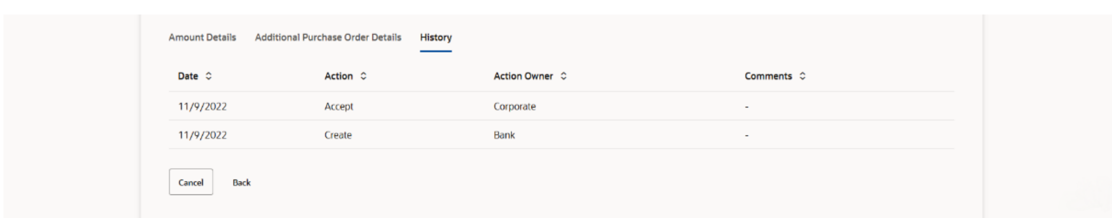


Table 2-32 Field Description

Field Name	Description
Date	Displays the date of the invoice order.
Action	Displays the action, which needs to be performed.
Action Owner	Displays action owner.
Comments	Displays comments provided by the user during processing the transaction.

12. Click the **Finances Details** tab to view the finance details of the invoice.

> **Note**
>
> This tab is visible only if the Oracle Banking Supply Chain Finance application is implemented by the bank.

Figure 2-46 View Invoice Details – Finances tab

Table 2-33 Field Description

Field Name	Description
Finances tab	This tab appears if finances have been availed against the invoice. Multiple finances can be availed for an invoice.
Finance Reference No.	Displays the reference number of the availed finance. This is a hyperlink, which when clicked opens the **View Finance** details screen. For more information, refer the **View Finance Details** section in **User Manual Oracle Banking Digital Experience Corporate Supply Chain Finance**.
Finance Date	Displays the date when the finance amount was disbursed.
Maturity Date	Displays the date when the finance must be fully repaid.
Interest Rate	Displays the rate of interest charged on the finance.
Financed Amount	Displays the amount that was financed.
Outstanding Amount	Displays the outstanding amount to be paid.
Status	Displays the status of the finance.

13. Click the **Offer Details** tab to view the offer details of the invoice.

Figure 2-47 View Invoice Details - Offer Details tab

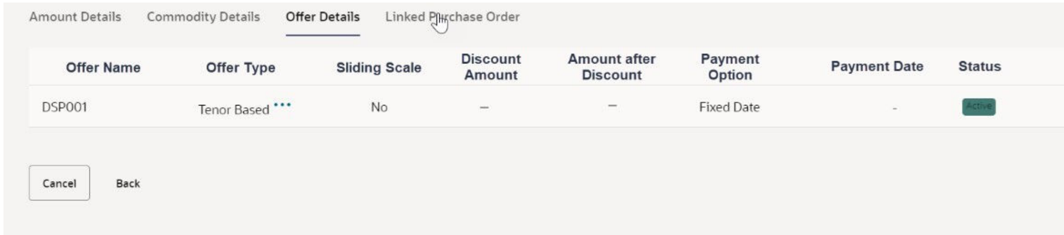
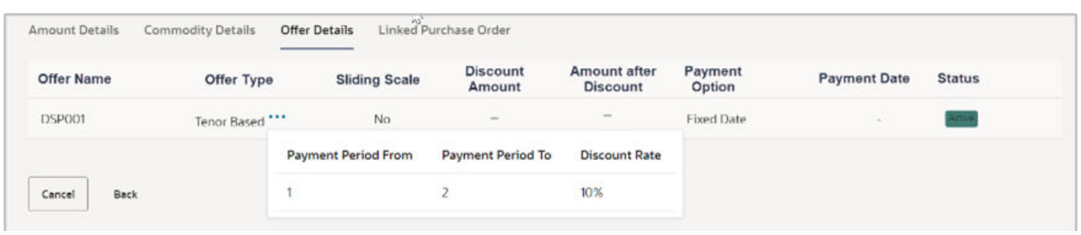


Table 2-34 Field Description

Field Name	Description
Offer Details tab	This tab appears if any offer has been applied to the invoice.
Offer Name	Displays the name of the applied offer.
Offer Type	Displays whether the offer is Fixed or Tenor Based. On clicking the icon beside the ‘Tenor Based’ option, a pop-up window appears with the tenors and the applicable discount rates. The **Payment Period From** and **Payment Period To** are expressed in terms of number of days from the date of invoice creation. The **Discount Rate** column is displayed if the ‘Sliding Scale Applicable’ has been disabled during discount offer creation. In case ‘Sliding Scale Applicable’ has been enabled, then the **Highest Possible Discount Rate** and the **Lowest Possible Discount Rates** are displayed for each tenor. Refer the **Offer Details** tab given below this table.
Sliding Scale	Displays ‘Yes’ if sliding scale discount is applicable, and ‘No’, otherwise.
Discount Amount	Displays the discount amount applicable.
Amount After Discount	Displays the invoice amount after application of discount.
Payment Option	Displays the option selected for payment. This can be one of the following: • **Fixed** • **Flexible** • **Both**
Payment Date	Displays the date of payment.
Status	Displays the colour-coded status of the offer.



14. Click the **Margin Settlement** tab to view the margin settlement details of the invoice.

> **Note**
>
> This tab is visible only if the Oracle Banking Supply Chain Finance application is implemented by the bank.

Figure 2-48 View Invoice Details – Margin Settlement tab

Table 2-35 Field Description

Field Name	Description
Margin Settlement tab	This tab appears if an invoice for which lesser finance is availed and is reconciled against the payment for full outstanding value of the invoice. Post settlement of the finance, the balance amount remaining out of the payment is termed as the Margin which would be either refunded or reconciled as per set up.
Indicator	Displays ‘F’ if the invoice has been reconciled with a payment.
Finance Reference No.	Displays the reference number of the payment/credit note that has been reconciled with the invoice record. This is a hyperlink, which when clicked displays the payment/credit note details. For more information, refer the **View Payments (details)** section / **View Credit Note Detail**s section in this user manual. Displays the status as Refunded if the margin amount is refunded to the associated party. Click the ( ) icon to view the refund details i.e., refund transaction number, refund party, refund account, and bank code.
Date Due Date	Displays the date of payment / due date of credit note.
Amount	Displays the payment/credit note amount.
Reconciliation Date	Displays the date when the reconciliation has been performed.
Associated Party / Beneficiary Name	Displays the name of the associated party, in case of an inflow payment. Displays the name of the beneficiary, in case of an outflow payment.
Rule ID	Displays the unique rule ID. For the rule being created, this field appears blank. An ID is assigned once the rule is created.
Reconciliation Amount in Payment/Credit Note Currency	Displays the reconciliation amount in the currency of the payment/ credit note.
Reconciliation Amount in Invoice Currency	Displays the reconciliation amount in the currency of the invoice.

15. Click the **View Invoice Details – Linked Purchase Order** tab to view the offer details of the invoice.

Figure 2-49 View Invoice Details - Linked Purchase Order tab

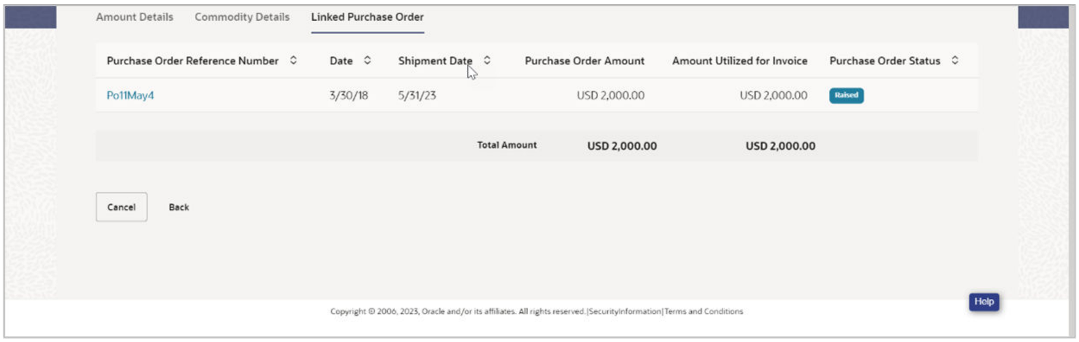


Table 2-36 Field Description

Field Name	Description
Linked Purchase Order tab	This tab appears if purchase orders are linked against the invoice.
Purchase Order Reference Number	Displays the unique reference number of the purchase order. This is a hyperlink, which when clicked displays the purchase order details. For more information, refer the **View Purchase Order Details** section.
Date	Displays the date on which the purchase order has been created.
Shipment Date	Displays the date on which the shipment has been sent.
Purchase Order Amount	Displays the purchase order amount in purchase order currency
Amount Utilized for Invoice Exchange Rate	Displays the purchase order amount utilized for invoice in invoice currency. It also displays the exchange rate between invoice currency and purchase order currency. The exchange rate is displayed only if the invoice and purchase order are of different currencies.
Finance Status	Displays the status of any finance availed against the instrument. This value can be one of the following: • **Financed** • **Partially Financed** • **Finance in Process** If the instrument has not been financed, or if the finance is in progress, then this field remains blank.

16. Perform any of the following actions, depending on the status of the invoice and payment, and the role of the logged-in corporate party.
    - **Accept –** Refer the **Accept Invoice** section under Manage Invoices in this document.
    - **Edit -** Refer the **Edit Invoice** section under Manage Invoices in this document.
    - **Cancel -** Refer the **Cancel Invoice** section under Manage Invoices in this document.
    - **Raise Dispute -** Refer the **Raise Dispute** section under Manage Invoices in this document.
    - **Resolve Dispute -** Refer the **Resolve Dispute** section under Manage Invoices in this document.
    - **Assign -** Refer the **Assignment of Invoice** section under Manage Invoices in this document.
    - **Request Finance -** From the View Invoice Details screen, the borrowing party can request for finance against an invoice that is ACCEPTED or PARTIALLY ACCEPTED,

and with payment status being UNPAID or PARTIALLY PAID. The borrowing party can be either buyer or supplier, based on the attributes of the Program linking these parties. An invoice can be fully or partially financed based on the configuration set by the bank, and the configured borrowing limits of the corporate party. Based on whether the invoice is fully or partially financed, the status of the invoice changes to FINANCED or PARTIALLY FINANCED.

17. Click **Download** to download the invoice details in PDF format. Or click to close the window.

- Preview and Download Invoice
  This topic provides systematic instructions to preview and download the invoice.

2.2.1.1 Preview and Download Invoice

This topic provides systematic instructions to preview and download the invoice.

To preview and download the invoice:

1. Navigate to the **View Invoice Details** screen:
2. In the **View Invoice Details** screen, click **Preview and Download**.

   The **Invoice Details** overlay window appears.

   The invoice fields displayed here are the ones entered during the creation of the invoice.

Invoice Details

Figure 2-50 Preview and Download - Invoice Details

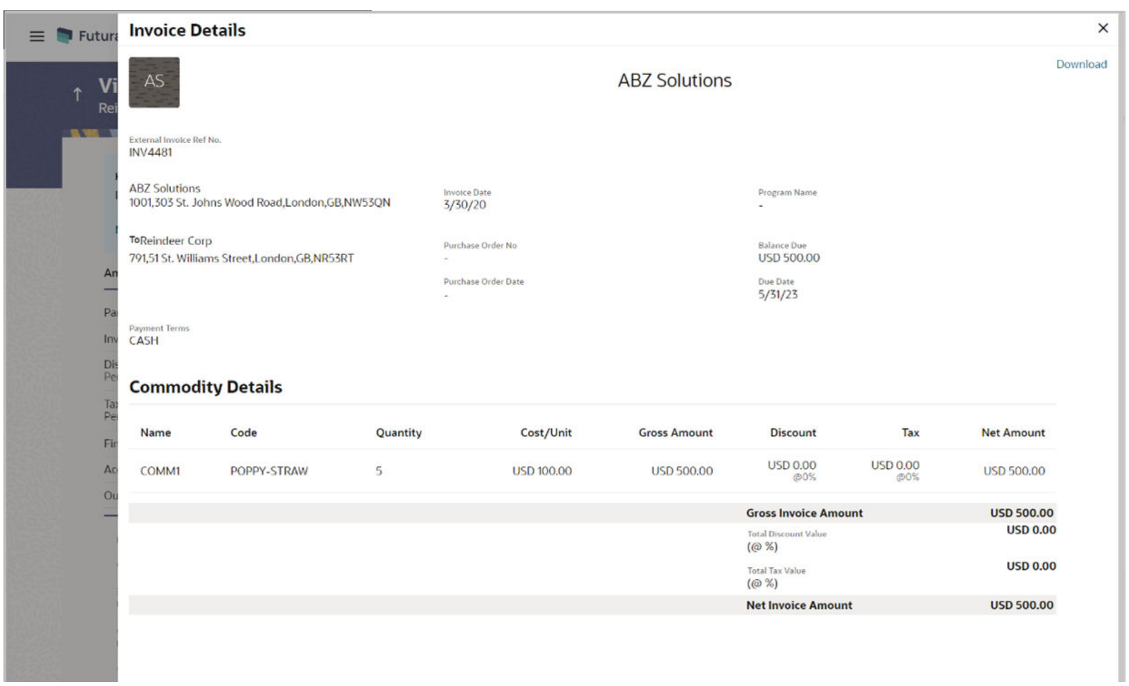


Table 2-37 Field Description

Field Name	Description
Invoice Details overlay window	This overlay screen displays the invoice details.
External Invoice Ref No.	Displays the customer's own invoice reference number.
Download	Click to download the invoice in PDF format.
Party name & address	Displays the name and address of the supplier.
Invoice Date	Displays the date on which the invoice has been raised.
Program Name	Displays the program to which the invoice is linked. This field is visible only if the Oracle Banking Supply Chain Finance application is implemented by the bank.
To	Displays the name and address of the buyer.
Purchase Order No	Displays the customer's purchase order number.
Purchase Order Date	Displays the date on which the purchase order has been raised.
Balance Due	Displays the invoice due amount along with the currency.
Due Date	Displays the invoice due date.
Payment Terms	Displays the agreed terms for payment of the invoice.
Commodity Details	
Name	Displays the name of the commodity.
Code	Displays the code of the commodity.
Quantity	Displays the quantity of the commodity being purchased.
Cost/Unit	Displays the cost per unit of the commodity.
Gross Amount	Displays the gross amount of the commodity along with the currency. It is the product of the entered quantity and cost per unit. Gross Amount = Quantity * Cost/Unit
Discount	Displays the discount applicable to the commodity.
Tax	Displays the tax applicable to the commodity.
Net Amount	Displays the net amount of the commodity. Net Amount = Gross Amount – Discount + Tax
Gross Invoice Amount	Displays the total amount of all the commodities being purchased (gross amount).
Total Discount Value	Displays the total discount amount of all the commodities added. The average discount percentage of all added commodities is also displayed. Total Discount % = (Sum of discount amount of all commodities / Sum of gross amount of all commodities) *100
Total Tax Value	Displays the total tax amount of all the commodities added. The average tax percentage of all added commodities is also displayed. Total Tax % = [Sum of tax amount of all commodities / (Sum of gross amount of all commodities - Sum of discount amount of all commodities)] *100

Table 2-37 (Cont.) Field Description

Field Name	Description
Net Invoice Amount	Displays the calculated value on basis of discount and tax values entered. **Note** The **Net Invoice Amount** gets auto calculated as follows: Net Invoice Amount = Gross Invoice Amount - Total Discount Value + Total Tax Value

3. Click **Download** to download the invoice details in PDF format. Or click × to close the window.

2.2.2 View Debit Note Details

This topic provides systematic instructions to view Debit Note details.

This screen appears if you click the Customer Reference Number link of a particular debit note in the View Receivables/Payables screen.
You can view the following details:

- Itemized amount details
- Commodity details, if they have been added during creation.
- Linked invoices
- Reconciliation details, if reconciled.
- Finances details, if finance has been availed against the debit note.
- Margin Settlement, if any margin amount is applicable for the debit note after partially or fully reconciled with payment(s).
- For viewing invoices/debit notes - User must have valid corporate login credentials.
- For editing invoices/debit notes - User must have valid corporate login credentials for creation of invoices/debit notes, norder to be able to edit them.

To view debit note details:

1. From the **Dashboard**, click the **Toggle Menu**, then click **Receivables/Payables**, **Receivables/Payables Management**, and **View/Edit Receivables/Payables**.

   The **Select Role** pop-up window appears.
2. Select the required role and click **Proceed**.

   The **View Receivables/Payables** screen appears.
3. Click the **Customer Reference Number** link of a particular debit note to view its details.

Figure 2-51 View Debit Note Details

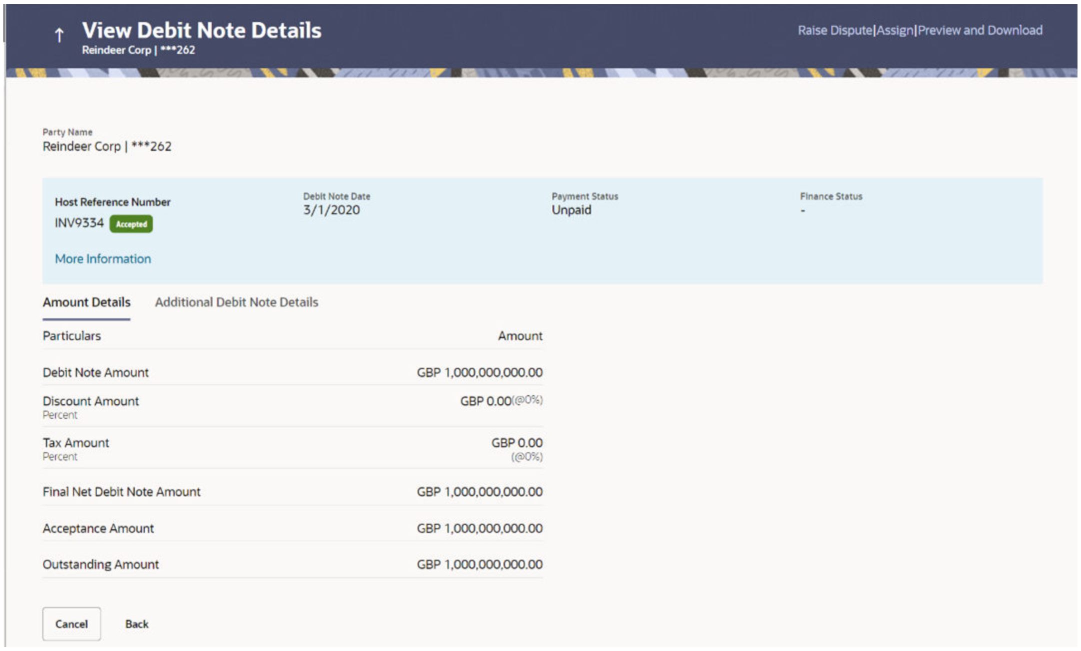
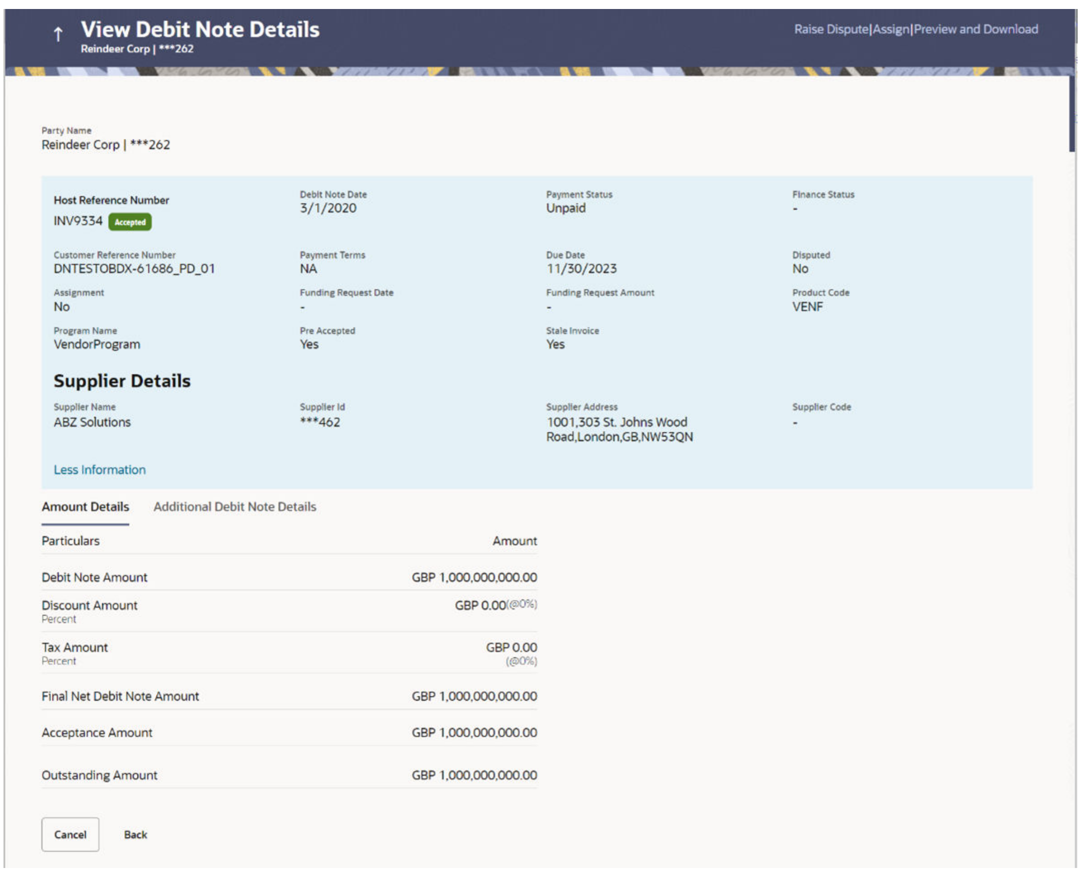


Figure 2-52 View Debit Note Details - More Information



Note

The **View Debit Note Details** screen can also be viewed on a mobile device. The debit note details present in the desktop version, are also available on the mobile device.

Table 2-38 Field Description

Field Name	Description
Party Name & ID	Displays the name and ID of the logged-in corporate party.
Host Reference Number Status	Displays the reference number of the debit note as fetched from the host. The status of the debit note is also displayed.
Date	Displays the date of creation of the debit note.
Payment Status	Displays the status of the payment of the debit note.
Finance Status	Displays whether the debit note has been financed, not financed, or partially financed. This field is visible only if the Oracle Banking Supply Chain Finance application is implemented by the bank.
Pre Accepted	Displays 'Yes' of the debit note is pre-accepted, else, displays 'No'.
Customer Reference Number	Displays the reference number assigned to the debit note by the corporate party.
Payment Terms	Displays any payment terms captured during the creation of the debit note.
Due Date	Displays the date when the debit note must be fully paid off.
Disputed	Displays whether any dispute has been raised against the debit note.
Assignment	Displays 'Yes' if the debit note has been assigned. This field is visible only if the Oracle Banking Supply Chain Finance application is implemented by the bank.
Funding Request Date	Displays the date when funding has been requested. This field is visible only if the Oracle Banking Supply Chain Finance application is implemented by the bank.
Funding Request Amount	Displays the funding amount that has been requested. This field is displayed only if a funding request date has been captured during creation of the debit note. This field is visible only if the Oracle Banking Supply Chain Finance application is implemented by the bank.
Product Code	Displays the product code associated with the debit note. This field is visible only if the Oracle Banking Supply Chain Finance application is implemented by the bank.
Program Name	Displays the program associated with the debit note. This field is visible only if the Oracle Banking Supply Chain Finance application is implemented by the bank.
Pre Accepted	Displays 'Yes' if the debit note is pre-accepted and 'No' otherwise.
Stale Invoice	Displays 'Yes' if the debit note is stale and 'No' otherwise.
Supplier Details/Buyer Details	This section displays the Supplier Details/Buyer Details.
Supplier Name / Buyer Name	Displays the name of the associated party.
Supplier Id / Buyer Id	Displays the ID of the associated party.
Supplier Address / Buyer Address	Displays the address of the associated party.

Table 2-38 (Cont.) Field Description

Field Name	Description
Supplier Code / Buyer Code	Displays the code linked to the associated party.

The following tabs are present in the **View Debit Note Details** screen:

- Amount Details
- Additional Debit Note Details
- History
- Reconciliation Details
- Commodity Details
- Finances (Applicable only if the Oracle Banking Supply Chain Finance application is implemented by the bank)
- Linked Invoices
- Margin Settlement

> **Note**
>
> These tabs can also be viewed on a mobile device.

4. Click the **Amount Details** tab to view the amount details of the debit note.

Figure 2-53 View Debit Note Details – Amount Details tab

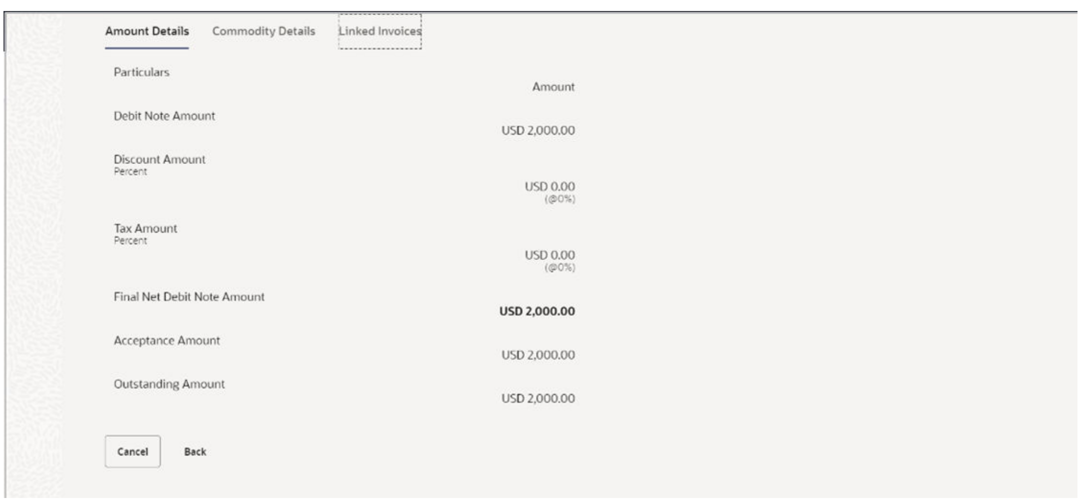


Table 2-39 Field Description

Field Name	Description
Amount Details tab	The itemized categories appear under **Particulars** and the respective amounts appear under **Amount**.
Debit Note Amount	Displays the debit note amount along with the currency.

Table 2-39 (Cont.) Field Description

Field Name	Description
Discount Amount Percentage	Displays the discount amount based on the discount percentage, along with the percentage value.
Tax Amount Percentage	Displays the tax amount based on the tax percentage, along with the percentage value.
Net Debit Note Amount	Displays the net calculated value on the basis of discount and tax values that are entered. **Note:** The **Net Debit Note Amount** gets auto calculated as follows: Net Debit Note Amount = Debit Note Amount - Discount Amount + Tax Amount.
Acceptance Amount	Displays the debit note amount that has been accepted.
Outstanding Amount	Displays the debit note amount that is outstanding.

5. Click the **Additional Debit Note Details** tab to view the reconciliation details of the debit note.

Figure 2-54 View Debit Note Details – Additional Debit Note Details

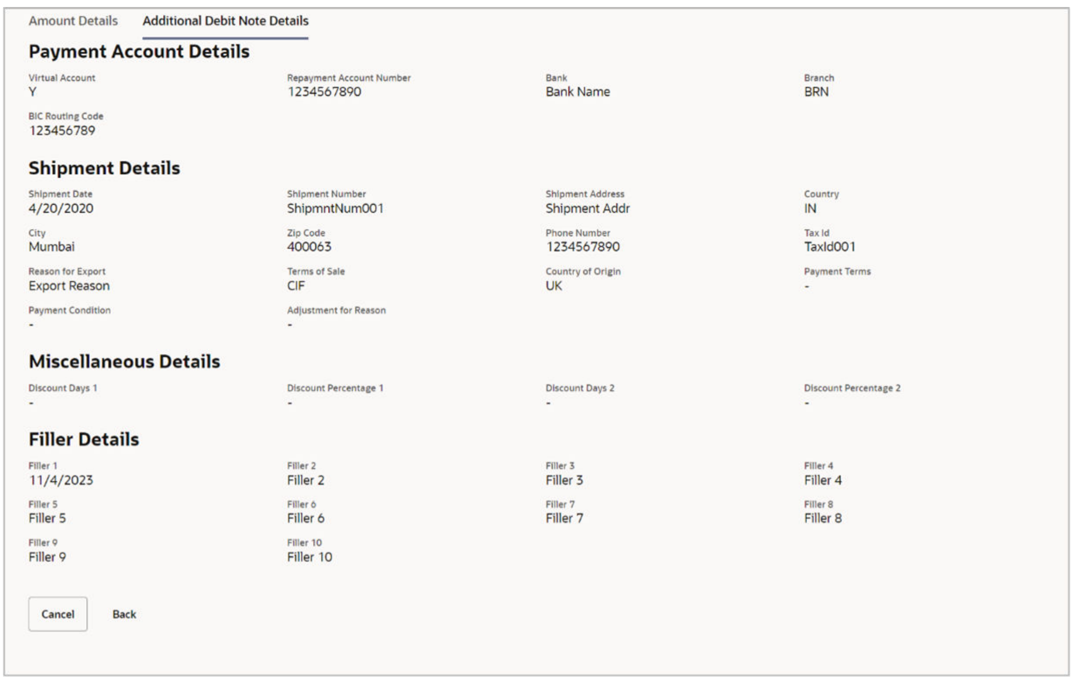


Table 2-40 Field Description

Field Name	Description
Additional Debit Note Details tab	The additional Debit Note details tab appears next to the **Amount Details** tab.
Payment Account Details	This section displays Payment Account details.
Payment Mode	Displays the mode of the payment.
Virtual Account	Displays **True** if the repayment account is a virtual one.
Account Number	Displays the account number.

Table 2-40 (Cont.) Field Description

Field Name	Description
Account Name	Displays the account name of the payment account.
Bank Code	Displays the bank code of the payment account.
Bank Name	Displays the bank name of the payment account.
Branch Name	Displays the branch name of the payment account.
Disbursement Credit Account	This section displays Disbursement Credit Account details.
Payment Mode	Displays the mode of the payment.
Account Number	Displays the account number.
Account Name	Displays the name of the account.
Bank Code	Displays the code of the bank.
Bank Name	Displays the bank name of the payment account.
Branch Name	Displays the branch name of the payment account.
Shipment Details	This section displays Shipment details.
Shipment Number	Displays the shipment number.
Shipment Address	Displays the destination address of the shipment.
City	Displays the destination city of the shipment.
Country	Displays the destination country of the shipment.
Zip Code	Displays the zip code of the shipment.
Phone Number	Displays the contact number of the shipment.
Tax Id	Displays the unique tax ID if the shipment charge includes tax amount.
Reason for Export	Displays the reason for export.
Terms of Sale	Displays the applicable 3-digit Incoterms code.
Country of Origin	Displays the country from where the shipment will originate.
Payment Terms	Displays any payment terms captured during debit note creation.
Adjustment Reason	Displays the reason for raising the debit note.
Miscellaneous Details	This section displays the Miscellaneous details.
Discount Days 1	Displays the primary discount days.
Discount Percentage 1	Displays the primary discount percentage.
Discount Days 2	Displays the secondary discount days.
Discount Percentage 2	Displays the secondary discount percentage.
Filler Details	This section displays the Filler details.
Filler Fields 1 to 10	This section displays the Filler Label Fields. The bank can configure these fields on Day 0, based on their requirement.

6. Click the **Reconciliation Details** tab to view the reconciliation details of the debit note.

Figure 2-55 View Debit Note Details – Reconciliation Details tab

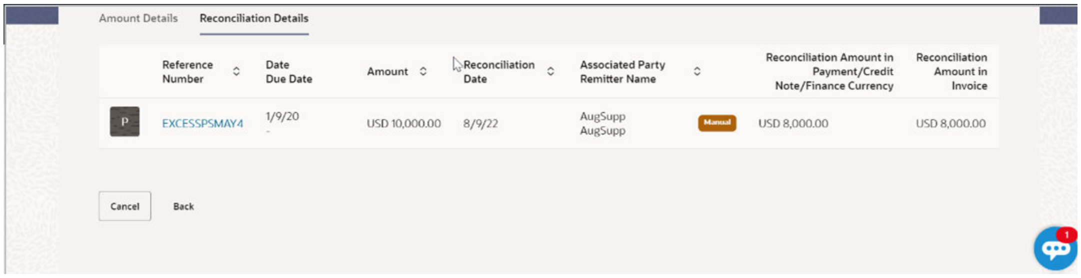


Table 2-41 Field Description

Field Name	Description
Reconciliation Details tab	This tab appears if the debit note is reconciled against payments. Multiple payments may have been reconciled against a debit note.
Indicator	Displays ‘P’ if the debit note has been reconciled with a payment and ‘C’ if it has been reconciled with a credit note.
Reference Number	Displays the reference number of the payment/credit note that has been reconciled with the debit note record. This is a hyperlink, which when clicked displays the payment/credit note details. For more information, refer the **View Payments (details)** section / **View Credit Note Details** section in this user manual.
Date Due Date	Displays the date of payment / due date of credit note.
Amount	Displays the payment/credit note amount.
Reconciliation Date	Displays the date when the reconciliation has been performed.
Associated Party / Beneficiary Name	Displays the name of the associated party, in case of an inflow payment. Displays the name of the beneficiary, in case of an outflow payment.
Reconciliation Amount in Payment/Credit Note Currency	Displays the reconciliation amount in the currency of the payment/ credit note.
Reconciliation Amount in Debit Note Currency	Displays the reconciliation amount in the currency of the debit note.

7. Click the **Commodity Details** tab to view the commodity details of the debit note.

Figure 2-56 View Debit Note Details – Commodity Details

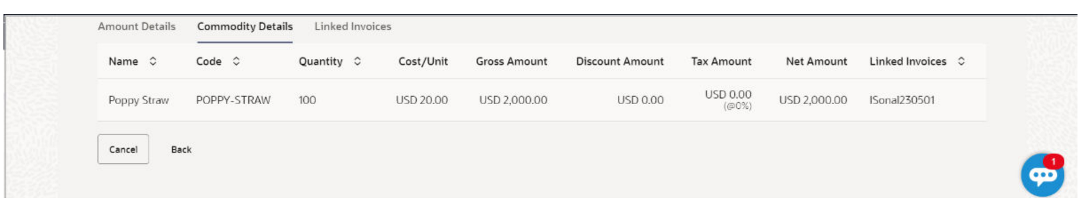


Table 2-42 Field Description

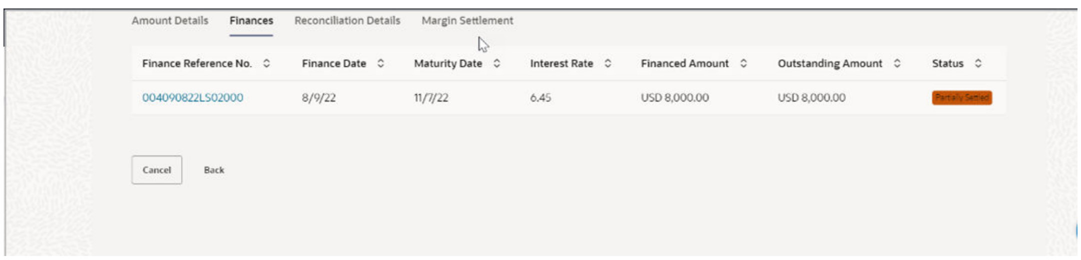
Field Name	Description
Commodity Details tab	This tab appears only if the commodity details have been entered during creation of debit note.

Table 2-42 (Cont.) Field Description

Field Name	Description
Name	Displays the name of the commodity.
Code	Displays the code of the commodity.
Quantity	Displays the quantity of commodity.
Cost/Unit	Displays the cost per unit of the commodity.
Gross Amount	Displays the total amount of the commodity. This is the product of quantity and cost per unit.
Discount Amount	Displays the discount amount and percentage offered on the commodity.
Tax Amount	Displays the tax amount and percentage charged on the commodity.
Net Amount	Displays the net amount for the commodity. Net Amount = Gross Amount – Discount + Tax.
Linked Invoices	Displays the reference number of the linked invoice.

8. Click the **Finances Details** tab to view the finance details of the debit note.

Figure 2-57 View Debit Note Details – Finances tab



> **Note**
>
> This tab is visible only if the Oracle Banking Supply Chain Finance application is implemented by the bank.

Table 2-43 Field Description

Field Name	Description
Finances tab	This tab appears if finances have been availed against the debit note. Multiple finances can be availed for a debit note.
Finance Reference No.	Displays the reference number of the availed finance. This is a hyperlink, which when clicked opens the **View Finance** details screen. For more information, refer the **View Finance Details** section in **User Manual Oracle Banking Digital Experience Corporate Supply Chain Finance**.
Finance Date	Displays the date when the finance amount was disbursed.
Maturity Date	Displays the date when the finance must be fully repaid.
Interest Rate	Displays the rate of interest charged on the finance.
Financed Amount	Displays the amount that was financed.

Table 2-43 (Cont.) Field Description

Field Name	Description
Outstanding Amount	Displays the outstanding amount to be paid.
Status	Displays the status of the finance.

9. Click the **Linked Invoices** tab to view the linked invoice(s) details of the debit note.

Figure 2-58 View Debit Note Details – Linked Invoices tab

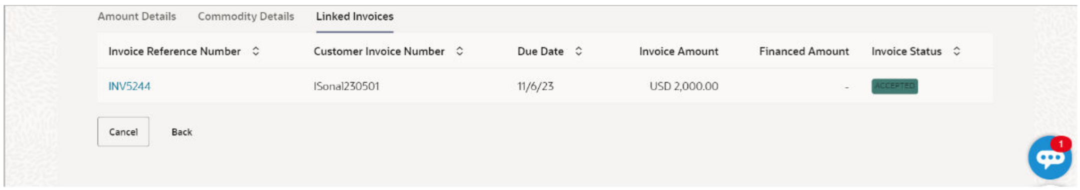


Table 2-44 Field Description

Field Name	Description
Linked Invoices tab	This tab appears if the debit note has been linked with invoices.
Invoice Reference No.	Displays the reference number of the invoice. This is a hyperlink which when clicked displays the details of the invoice.
Customer Invoice No.	Displays the customer's reference number of the invoice.
Due Date	Displays the due date of the invoice.
Invoice Amount	Displays the invoice amount.
Financed Amount	Displays the invoice amount that has been financed.
Invoice Status	Displays the status of the invoice.

10. Click the **History** tab to view the history of the Debit Note.

This History tab will be visible to show the changes in Debit Note lifecycle, along with any comments added during each event in the process.

Figure 2-59 View Debit Note Details – History tab

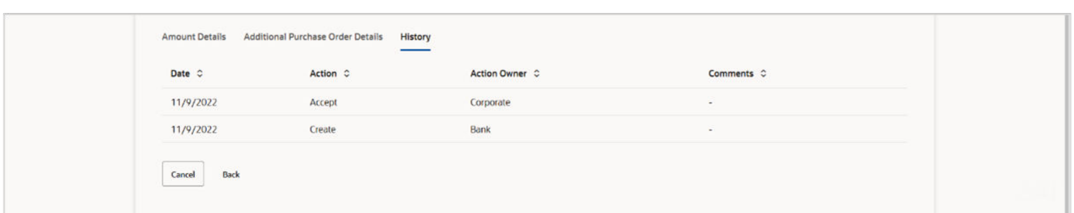


Table 2-45 Field Description

Field Name	Description
Date	Displays the date of the invoice order.
Action	Displays the action, which needs to be performed.

Table 2-45 (Cont.) Field Description

Field Name	Description
Action Owner	Displays action owner.
Comments	Displays comments provided by the user during processing the transaction.

11. Click the **Margin Settlement** tab to view the margin settlement details of the Debit Note.

> **Note**
>
> This tab is visible only if the Oracle Banking Supply Chain Finance application is implemented by the bank.

Figure 2-60 View Debit Note Details – Margin Settlement tab

Table 2-46 Field Description

Field Name	Description
Margin Settlement tab	This tab appears if the debit note for which lesser finance is availed and is reconciled against the payment for full outstanding value of the debit note. Post settlement of the finance, the balance amount remaining out of the payment is termed as the Margin which would be either refunded or reconciled as per set up.
Indicator	Displays 'F' if the invoice has been reconciled with a payment.
Reference No.	Displays the reference number of the payment/credit note that has been reconciled with the invoice record. This is a hyperlink, which when clicked displays the payment/credit note details. For more information, refer the **View Payments (details)** section / **View Credit Note Detail**s section in this user manual. Displays the status as Refunded if the margin amount is refunded to the associated party. Click the (ⓘ) icon to view the refund details i.e., refund transaction number, refund party, refund account, and bank code.
Date Due Date	Displays the date of payment / due date of credit note.
Amount	Displays the payment/credit note amount.
Reconciliation Date	Displays the date when the reconciliation has been performed.

Table 2-46 (Cont.) Field Description

Field Name	Description
Associated Party / Beneficiary Name	Displays the name of the associated party, in case of an inflow payment. Displays the name of the beneficiary, in case of an outflow payment.
Rule ID	Displays the unique rule ID. For the rule being created, this field appears blank. An ID is assigned once the rule is created.
Reconciliation Amount in Payment/Credit Note Currency	Displays the reconciliation amount in the currency of the payment/ credit note.
Reconciliation Amount in Invoice Currency	Displays the reconciliation amount in the currency of the debit note.

12. In the **View Debit Note Details** screen, click **Preview and Download**.

    The **Debit Note Details** overlay window appears. The debit note fields displayed here are the ones entered during the creation of the debit note.

Figure 2-61 Preview and Download Debit Note

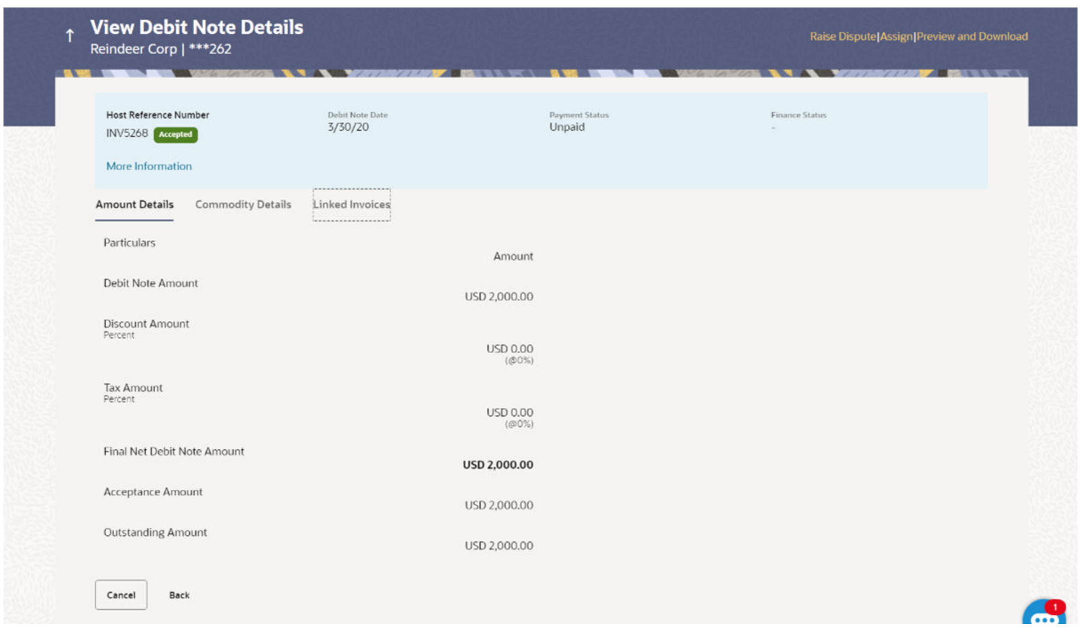


Table 2-47 Field Description

Field Name	Description
Debit Note Details overlay window	The secction displays the **Debit Note Details** overlay window details.
External Invoice Ref No.	Displays the customer's own reference number.
Download	Click to download the debit note in PDF format.
Party name & address	Displays the name and address of the supplier.
Debit Note Date	Displays the date on which the debit note has been raised.
Program Name	Displays the program linked to the debit note.
To	Displays the name and address of the buyer.

Table 2-47 (Cont.) Field Description

Field Name	Description
Linked Invoice Number	Displays the reference numbers of the invoices linked to the debit note.
Balance Due	Displays the balance debit note amount to be paid.
Adjustment Reason	Displays the reason for adjusting the initial invoice amount.
Due Date	Displays the due date of the debit note.
Payment Terms	Displays the agreed terms of payment.
Terms of Sale	Displays the 3-digit Info terms code.
Shipment Date	Displays the date of the shipment.
Shipment Country	Displays the destination country of the shipment.
Commodity Details	The section displays the Commodity details.
Linked Invoice Number	Displays the reference number of the invoice linked to the specific commodity.
Name	Displays the name of the commodity.
Code	Displays the code of the commodity.
Quantity	Displays the quantity of the commodity.
Cost/Unit	Displays the cost per unit of the commodity.
Gross Amount	Displays the gross amount of the commodity along with the currency. It is the product of the entered quantity and the cost per unit. Gross Amount = Quantity * Cost/Unit
Discount	Displays the discount applicable to the commodity.
Tax	Displays the tax applicable to the commodity.
Net Amount	Displays the net amount of the commodity. Net Amount = Gross Amount – Discount + Tax
Gross Debit Note Amount	Displays the total amount of all the commodities (gross amount).
Total Discount Value	Displays the total discount amount of all the commodities added. The average discount percentage of all added commodities is also displayed. Total Discount % = (Sum of discount amount of all commodities / Sum of gross amount of all commodities) *100
Total Tax Value	Displays the total tax amount of all the commodities added. The average tax percentage of all added commodities is also displayed. Total Tax % = [Sum of tax amount of all commodities / (Sum of gross amount of all commodities - Sum of discount amount of all commodities)] *100
Net Debit Note Amount	Displays the calculated value on basis of discount and tax values entered. **Note**: The **Net Invoice Amount** gets auto calculated as follows: Net Invoice Amount = Gross Invoice Amount - Total Discount Value + Total Tax Value

13. Click **Download** to download the debit note details in PDF format. Or click to close the window.

3 Dynamic Discounting

Dynamic Discounting is a solution that provides suppliers with the option of receiving early payment in exchange for a discount on their invoice.

Suppliers propose to offer discount if paid early where as buyers can also propose to pay early in exchange for a discount.

Dynamic discounting is typically applied on an invoice-by-invoice basis, with the discount generally expressed as a percentage of the face value of the invoice. Dynamic discounting is a true win-win solution that benefits both trading partners. Not only does this solution strengthen each party's financial health, it also improves relationships throughout the supply chain.

The “dynamic” component refers to the option of offering variable discounts based on the dates of payment to suppliers. In most cases, the earlier the payment is made, the greater the discount.

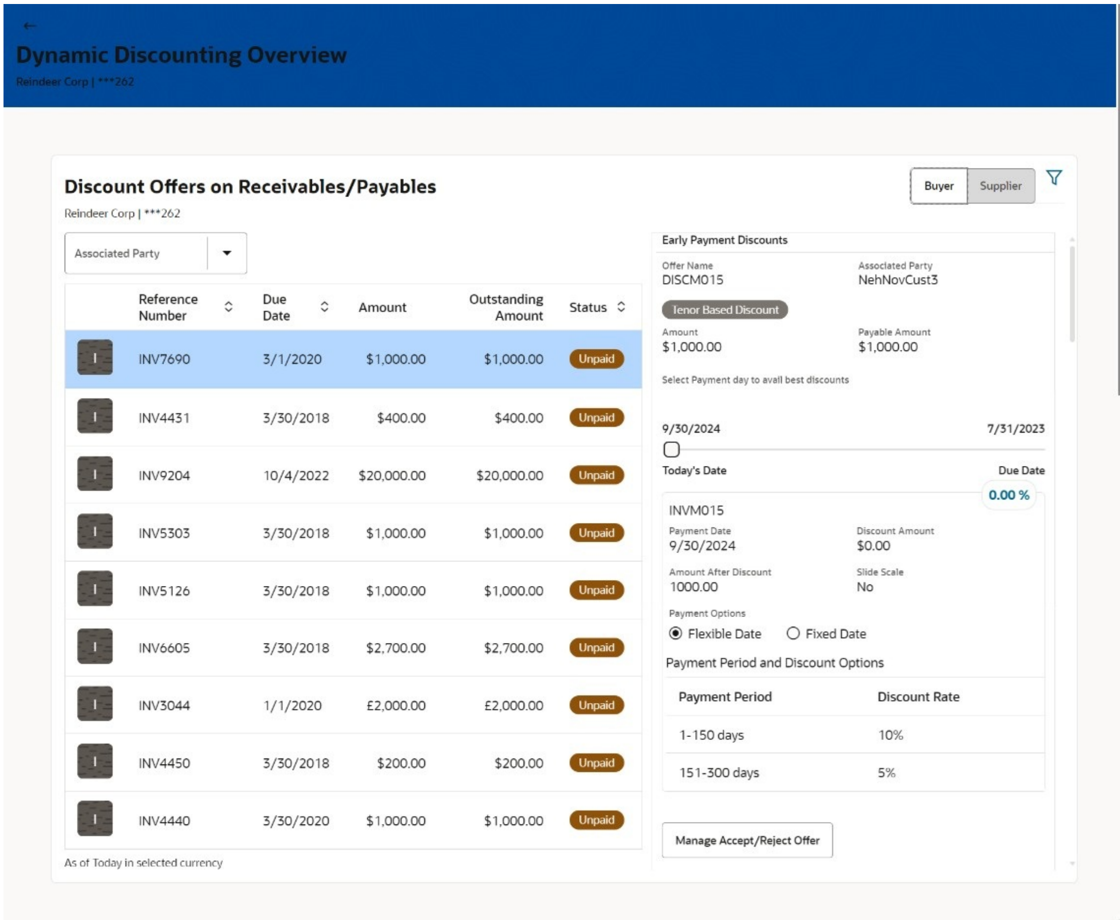
> **Note**
>
> The Dynamic Discounting feature is not displayed if the Supply Chain Finance Module is not implemented by the bank.

- Overview
  This topic describes the overview of the dynamic discounting.
- Create Discount Offer
  This topic provides systematic instructions to create a discount offer.
- View Discount Offer
  This topic provides systematic instructions to view the discount offers that have been created.

3.1 Overview

This topic describes the overview of the dynamic discounting.

Figure 3-1 Dynamic Discounting Overview



Discount Offers on Receivables/Payables – This widget displays the list of Receivables/Payables for which discount offers are available. The details can be viewed separately for the party's roles as Buyer and Supplier. You can select the associated party from the dropdown to view the applicable receivables/payables and discount offers. The reference number, due date, amount, outstanding amount, and the status are displayed for each receivables/payables record. On clicking each record, details of discount offer displays in the right with an option to accept/reject the discount offer. On clicking the Accept/Reject Discount Offer link in the widget, Accept/Reject Discount Offer option in the Manage Receivables/Payables screen appears. For more information, refer the Accept/Reject Discount Offer. You can also view the applicable discount offers of other accessible parties, by clicking the filter icon and selecting the required party name.

Click this  icon to filter the discount offers based on party name. On selection, the widget displays the discount offers of the selected party.

3.2 Create Discount Offer

This topic provides systematic instructions to create a discount offer.

To create discount offer:

1. From the **Dashboard**, click the **Toggle Menu**, then click **Receivables/Payables**, **Dynamic Discounting**, and **Create Discount Offer**.

The **Create Discount Offers** screen appears.

Figure 3-2   Create Discount Offers

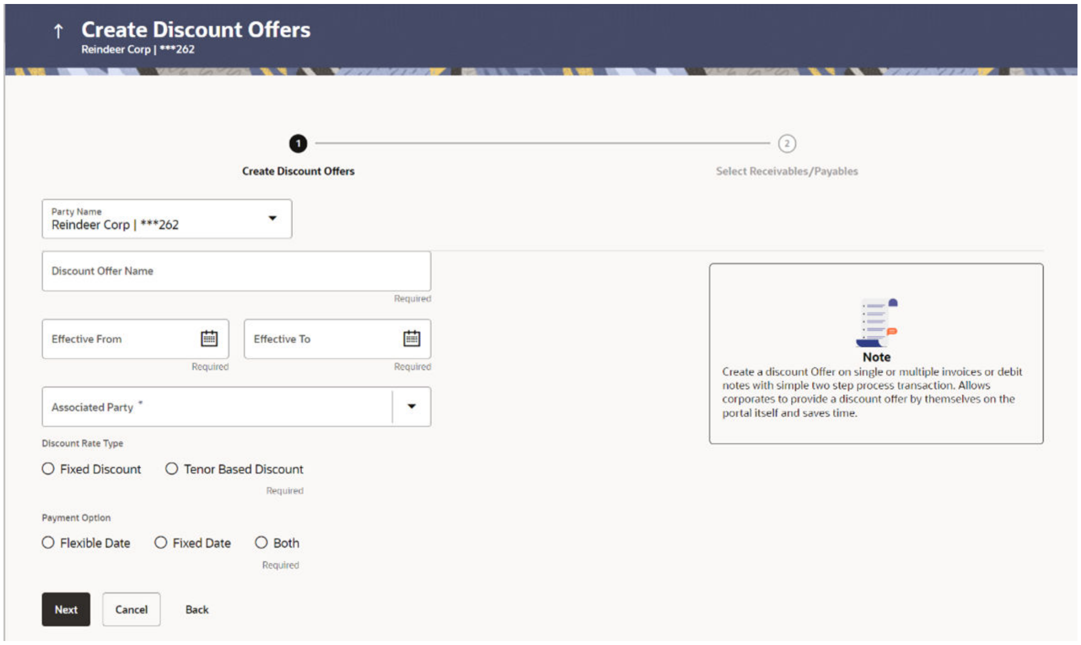
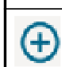


Table 3-1   Field Description

Field Name	Description
Create Discount Offers	This section displays Create Discount Offers details.
Party Name	Select the party name from the dropdown list in which the discount offer must be created. By default, the primary party/gcif of the logged-in user is selected. **Note:** Only accessible parties are displayed to the user.
Discount Offer Name	Specify the name to be associated with the discount offer being created.
Effective Date	Click the calendar icons and set the start and end dates for the validity of the discount offer.
Associated Party	Select the associated party to link the discount offers from all on-boarded associated parties. The list of on-boarded associated party is categorized by: • Anchor Buyer • Anchor Supplier • Counter Party Buyer • Counter Party Supplier On selecting an associated party, the role of the party as **Buyer** or **Supplier**, appears below this field.

Table 3-1 (Cont.) Field Description

Field Name	Description
Discount Rate Type	Select whether the discount rate will be fixed or tenor based. For the **Fixed** option, a fixed discount rate will be applied to the receivable/ payable outstanding amount. For the **Tenor Based** option, variable discount rates are applicable based on the number of days within which the receivable/payable is paid off. The following scenarios are applicable if you select the **Fixed** option from the **Discount Rate Type** field. For more information, refer **If the Discount Rate Type is Fixed** section. The following scenarios are applicable if you select the **Tenor Based** option from the **Discount Rate Type** field. For more information, refer **If the Discount Rate Type is Tenor Based** section.
Sliding Scale Applicable	Enable this switch if the discount rate to be applied should reduce as the payment day advances. When Sliding Scale Applicable is switched ON: • In case of **Fixed** discount rate, if the payment is made on the same day as invoice creation, then the entire discount is applied to the invoice amount. As each day advances, the discount rate slides down by the average discount per day from the invoice creation date till the invoice due date. • In case of **Tenor Based** discount type, two columns are added to the Tenor Based table, namely, Highest Possible Discount Rate and Lowest Possible Discount Rate. On the starting day of the tenor, the highest possible discount rate is offered on the invoice amount. The discount rate then gradually slides down by the average discount per day from the start day of the tenor to the final day of the tenor. On the final day of the tenor, the lowest possible discount rate is offered.
Discount Rate	Specify the discount rate to be applied for the offer. This field appears if you select the **Fixed** option from the **Discount Rate Type** field.
Payment Period From	Specify the starting day of the tenor.
Payment Period To	Specify the final day of the tenor.
Discount Rate	Specify the discount percentage applicable for the tenor. This field is applicable only if **Sliding Scale** option is switched OFF.
	Click the add icon to add another tenor and applicable discount rate.
	Click the delete icon to delete a specific tenor.
Highest Possible Discount Rate	Specify the upper threshold of discount rate that should be offered on the first day of the tenor.
Lowest Possible Discount Rate	Specify the lower threshold of discount rate that should be offered on the final day of the tenor.
Payment Option	Select the required payment option. If you select **Flexible**, then the applicable discount is offered on the day of the payment as per the offer maintenance. If you select **Fixed**, then a specific day must be selected during the acceptance of discount offer in Manage Receivables/Payables. Discount is offered only when the payment is made on that specific day. If you select **Both**, then an option to select between 'Flexible' and 'Fixed' payment options is provided during the acceptance of discount offer in Manage Receivables/Payables.

If the **Discount Rate Type** is **Fixed**.

- **Scenario 1**: For **Discount Rate Type - Fixed**, **Sliding Scale Applicable – OFF**

  The Discount Rate field appears. The discount entered in this field, is applied whenever the payment is made on any day from the invoice creation day to the invoice due day.

- **Scenario 2**: For **Discount Rate Type – Fixed**, **Sliding Scale Applicable – ON**

  The Discount Rate field appears. The discount entered in this field is offered on the day of invoice creation. Then, as each day advances, the discount rate reduces by the average discount value per day from invoice creation day to invoice due day. No discount is offered past the due day. For example, if the invoice creation day is Day 1 and invoice due day is Day 10, and the discount rate offered is 10%, then on Day 1, 10% discount is offered on the invoice amount. Then as each day advances, the discount is reduced by 1%, so on Day 2, the discount offered is 9%. On Day 5, the discount offered is 5%. And on Day 10, the discount offered is 1%.

If the **Discount Rate Type** is **Tenor Based**.

- **Scenario 1**: For **Discount Rate Type – Tenor Based**, **Sliding Scale Applicable – OFF**

  A tabular section appears, with Payment Period From, Payment Period To, and Discount Rate columns for entering the tenor and discount details. For each tenor entered, a fixed discount rate is offered. For example:

Payment Period From	Payment Period To	Discount
1	10	10
11	20	5

If invoice payment is made any day from the 1st to 10th day of invoice creation, a fixed discount of 10% is offered on the invoice amount. From the 11th to the 20th day of invoice creation, a discount of 5% is offered on the invoice amount.

Scenario 2: For **Discount Rate Type – Tenor Based**, **Sliding Scale Applicable – ON**

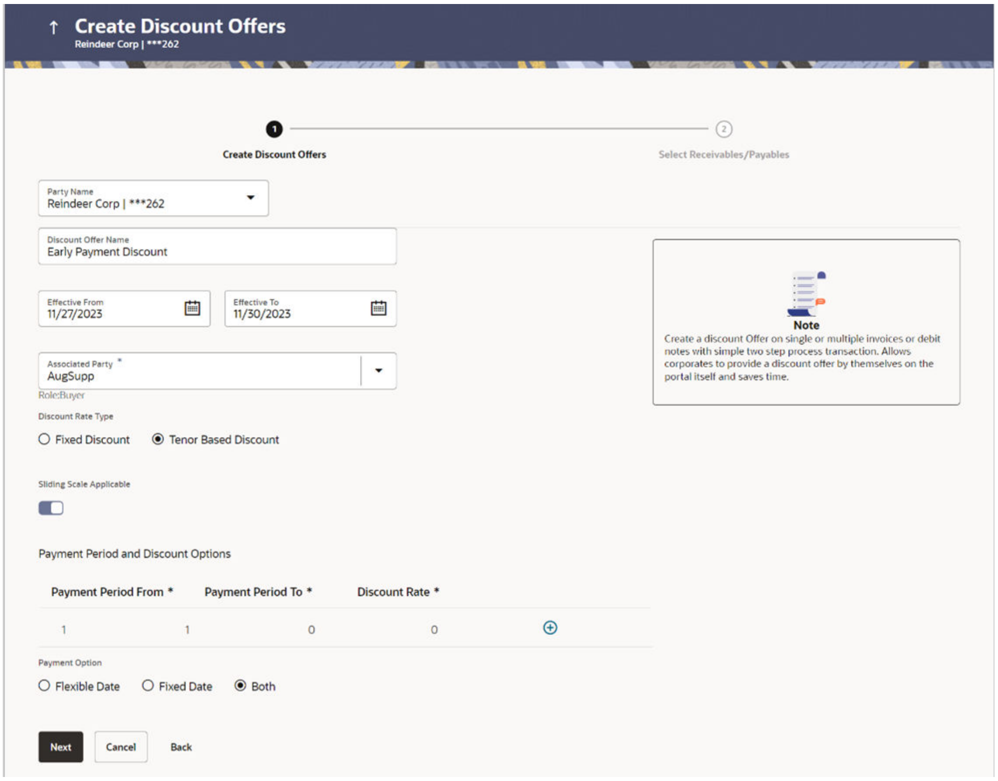
A tabular section appears, with Payment Period From, Payment Period To, Highest Possible Discount Rate, and Lowest Possible Discount Rate columns. The discount rate for each tenor, starts with the highest possible value on the Payment Period From day. It then slides down by the average discount rate per day from the Payment Period From day to the Payment Period To day, for each tenor. For example:

Payment Period From	Payment Period To	Highest Possible Discount Rate	Lowest Possible Discount Rate
1	5	20	15
6	10	14	10

If invoice payment is made on the 1st day, then a discount of 20% is offered on the invoice amount. As each day advances, the discount is reduced by 1%. So on the 2nd day, the discount offered is 19%. On the 5th day, discount offered is 15%, and so on.

2. In the **Create Discount Offers** stage, enter the details as mentioned above.

Figure 3-3 Create Discount Offers



3. Click **Next** to go to the **Select Receivables/Payables** stage. Or, do one of the following:
   - Click **Back** to go to the previous screen.
   - Click **Cancel** to cancel the creation of the discount offer.

Figure 3-4   Select Receivables/Payables

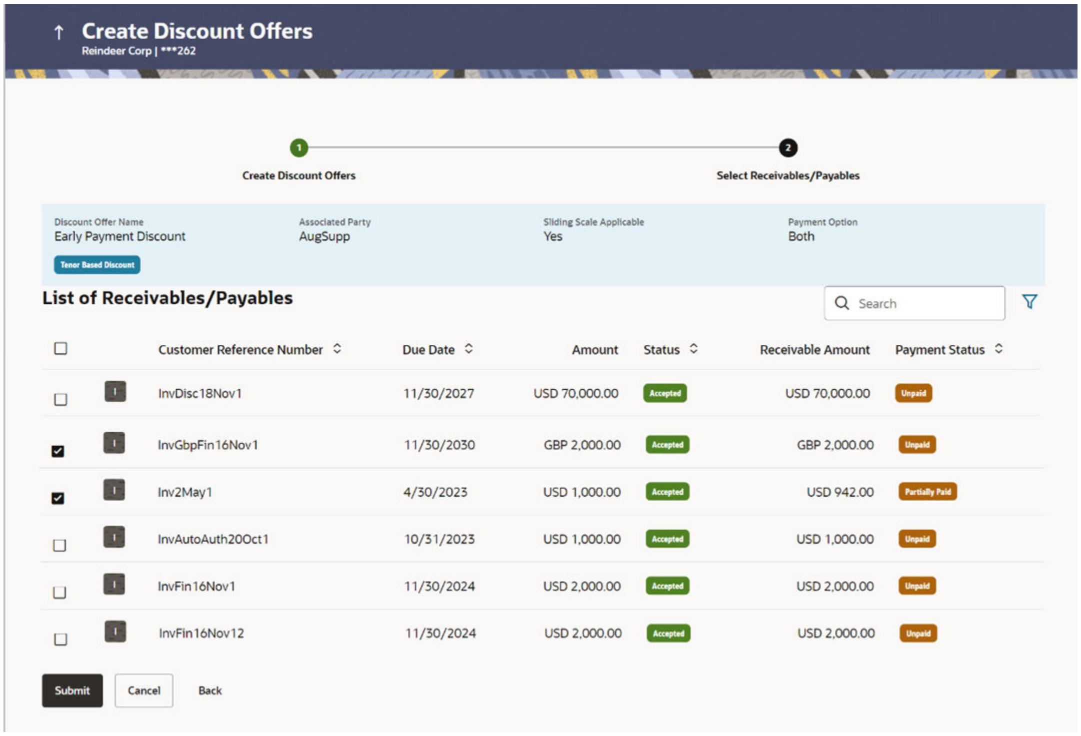


Table 3-2   Field Description

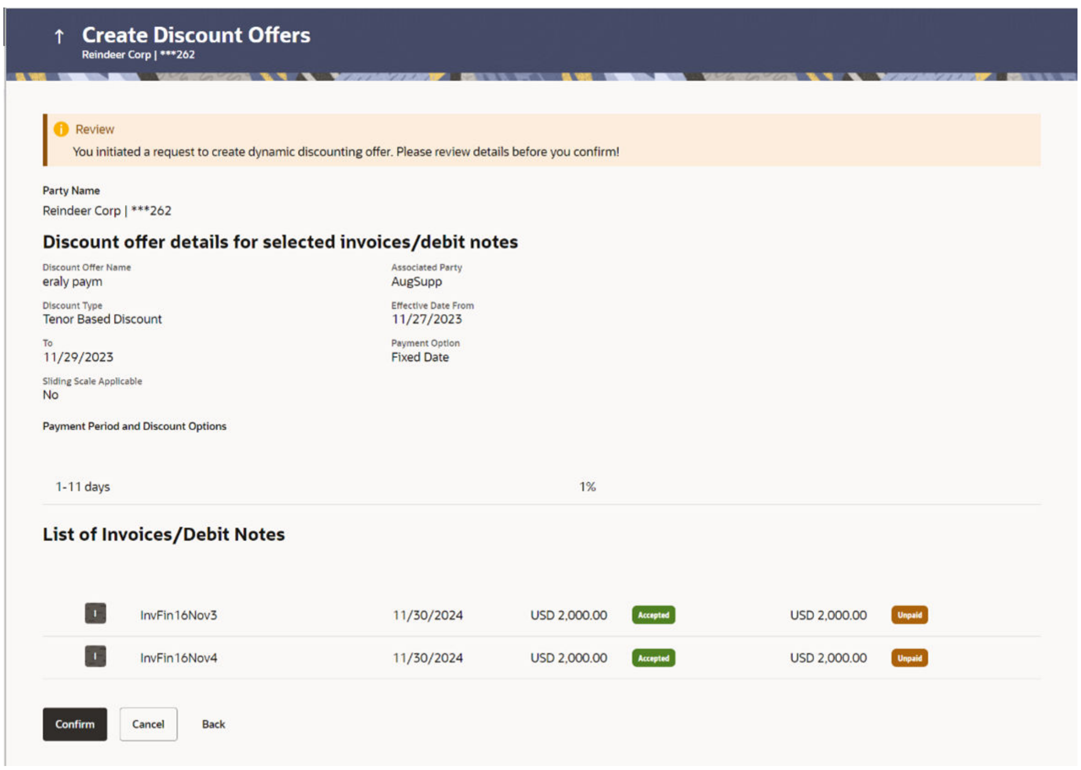
Field Name	Description
Select Receivables/ Payables	This section displays Receivables and Payables details.
Discount Offer Name	Displays the name of the discount offer being created. The colour-coded rate type, whether fixed or tenor-based, is displayed beside the discount offer name.
Associated Party	Displays the name of the selected associated party.
Sliding Scale Applicable	Displays 'Yes' if sliding scale of discount rate is applicable, and 'No', otherwise.
Payment Option	Displays the payment option selected, whether fixed, or flexible, or both.
List of Receivables/ Payables	This section displays List of Receivables/Payables.
Search	Specify the partial or complete search string to search for the invoices to apply the discount offer to.
	Click the filter icon and enter the required search criteria to search for required invoices to apply the offer to. A Search overlay window appears. For more details about the search criteria in this overlay window refer the **Search (overlay window)** section under View/Edit Receivables/Payables, in this user manual.
Check Box	Select a specific check box beside an invoice or the main check box to select all invoices listed.
Indicator	Displays 'I' for invoice.

Table 3-2 (Cont.) Field Description

Field Name	Description
Customer Reference Number	Displays the unique reference number assigned to the invoice.
Due Date	Displays the date on which the invoice is due to be fully paid.
Amount	Displays the invoice amount.
Status	Displays the status of the invoice.
Receivable/Payable Amount	Displays the amount that is yet to be received/paid.
Payment Status	Displays the status of the payment, whether unpaid or partially paid.

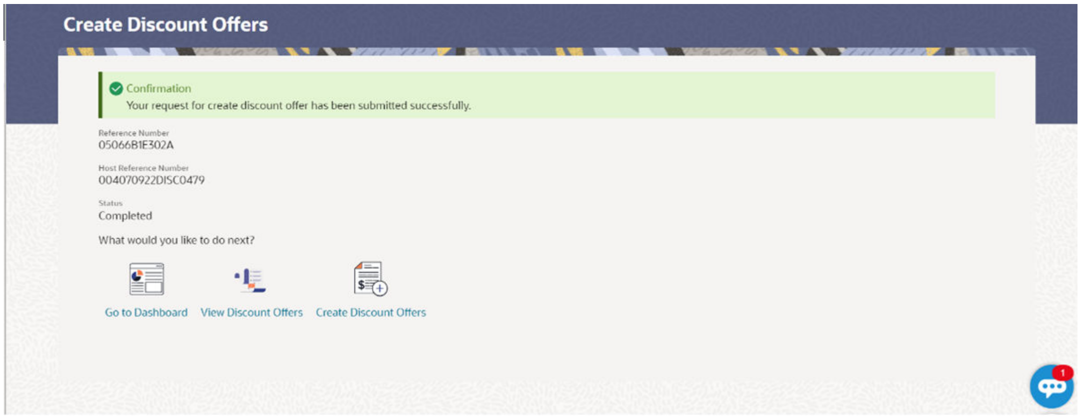
4. Once you select the required invoice(s) to apply the offer to, click **Submit**. The Review screen appears. Or, do one of the following:
   - Click **Back** to go to the previous screen.
   - Click **Cancel** to cancel the creation of discount offer.

Figure 3-5 Review screen



5. Once you review the details of the discount offer being created, click **Confirm**. The Confirmation screen appears. Or, do one of the following:
   - Click **Back** to go to the previous screen.
   - Click **Cancel** to cancel the creation of discount offer.

Figure 3-6 Confirmation



6. Click **Create Discount Offers** to create another offer. Or, do one of the following:
   - Click **View Discount Offers** to view the existing discount offers.
   - Click **Go to Dashboard** to go to the dashboard.

3.3 View Discount Offer

This topic provides systematic instructions to view the discount offers that have been created.

To view the discount offer:

1. From the **Dashboard**, click the **Toggle Menu**, then click **Receivables/Payables**, **Dynamic Discounting**, and **View Discount Offer**.

   The **View Discount Offer** screen appears.

Figure 3-7 View Discount Offer

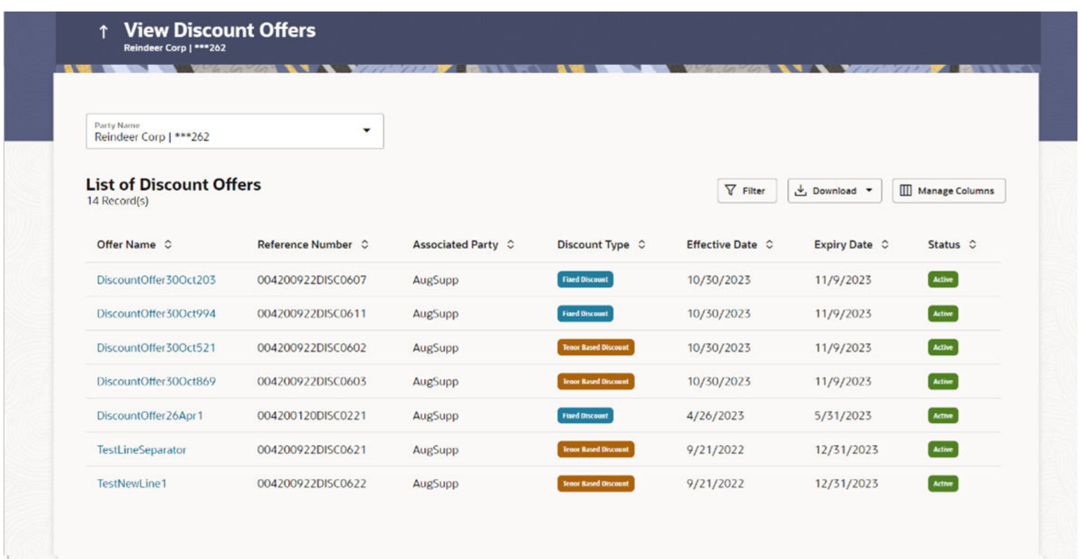


Table 3-3   Field Description

Field Name	Description
Party Name & ID	Select the party name from the dropdown list to view the applicable list of discount offers. By default, the primary party/gcif of the logged-in user is selected. **Note:** Only accessible parties are displayed to the user. Based on the party selection, the list of discount offers is displayed.
Filter	Click the filter icon to filter the discount offers based on certain search criteria. The Search overlay window appears. For more information, refer the **Search (overlay window for Discount Offers)** section below.
Download	Click this link to download the list of discount offers in CSV format.
Manage Columns	Click **Manage Columns** to personalize the columns i.e., rearrange/ remove columns in the search result grid. The **Manage Columns overlay window** appears. For more information, refer the **Manage Columns (overlay window for Discount Offers)** section below.
List of Discount Offers	This section displays List of Discount Offers.
Offer Name	Displays the name of the offer. This is a hyperlink, which when clicked opens the Discount Offer details. For more information, refer the **View Discount Offer Details** section below.
Reference Number	Displays the reference number of the discount offer, fetched from the host.
Associated Party	User can search the offer by selecting the associated party. The drop-down lists all the on-boarded associated parties and the list of on-boarded associated party is categorized by: • Anchor Buyer • Anchor Supplier • Counter Party Buyer • Counter Party Supplier
Discount Type	Displays whether the discount offer is a Fixed Discount or Tenor Based Discount.
Effective Date	Displays the start date of validity of the discount offer.
Expiry Date	Displays the final date of validity of the discount offer.
Status	Displays the status of the discount offer.

Search (overlay window for Discount Offers)

This overlay window appears when you click  in the **View Discount Offers** screen.

Figure 3-8 Search (overlay window for Discount Offers)

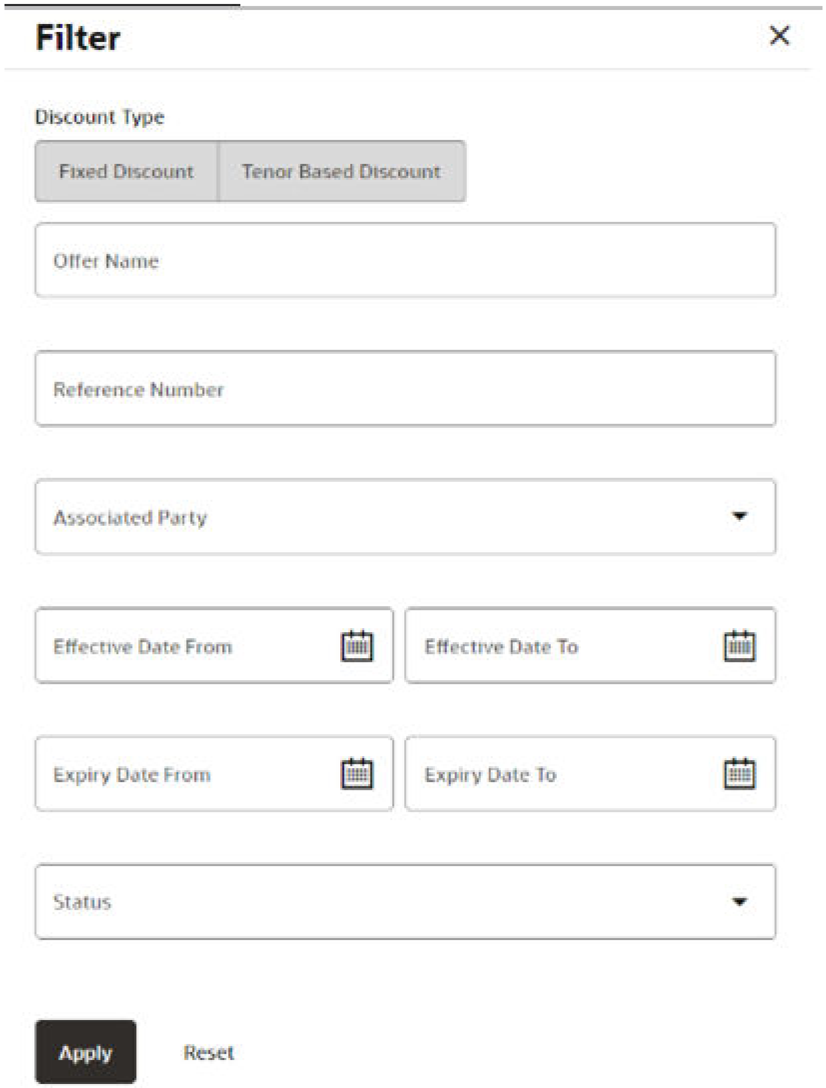


Table 3-4 Field Description

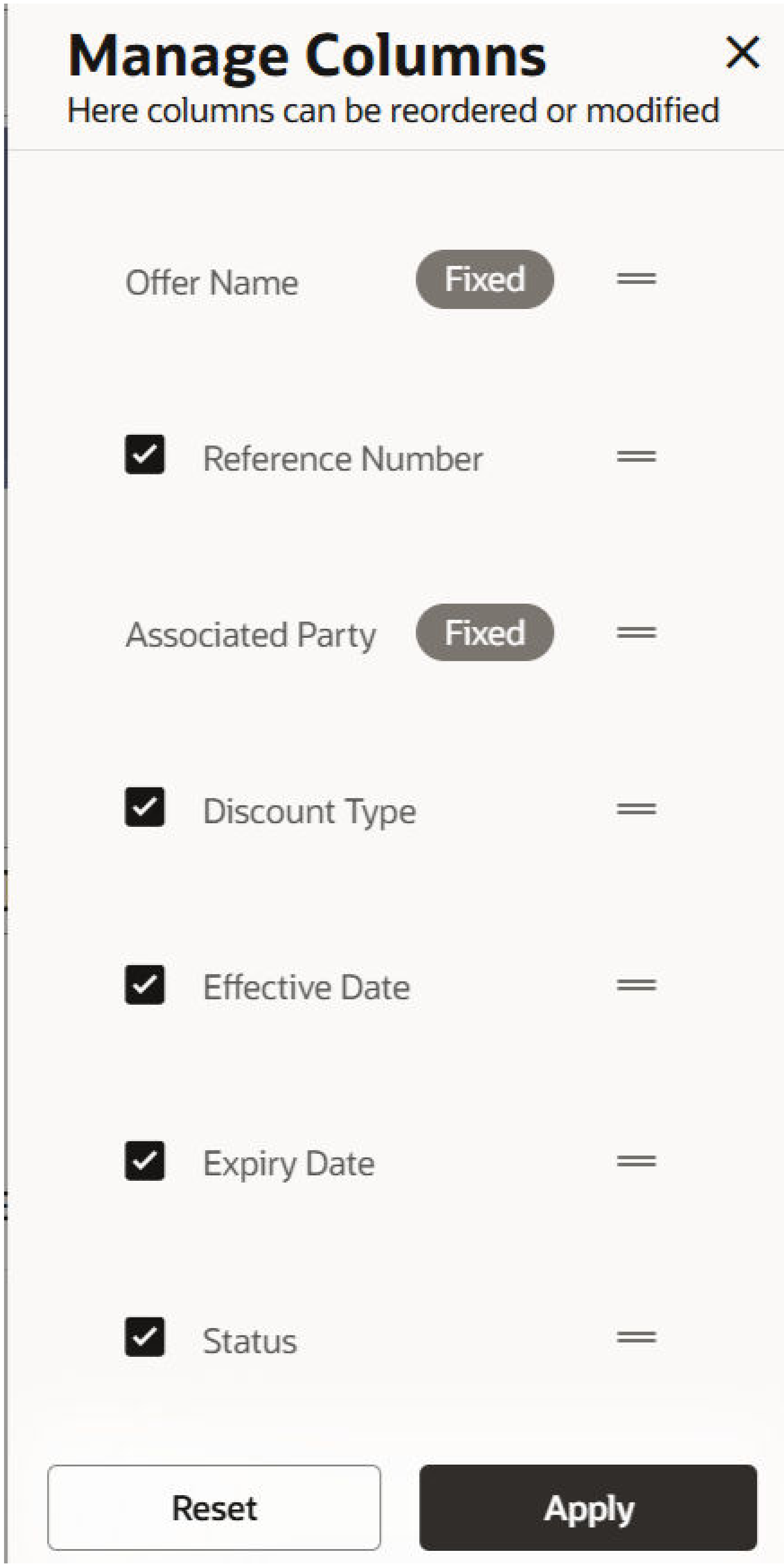
Field Name	Description
Search	This section displays the Search related fields
Discount Type	Select the type of discount to be searched, whether Fixed, or Tenor Based.
Offer Name	Specify the name of the discount offer to be searched.
Reference Number	Specify the reference number of the discount offer to be searched.
Associated Party	Select the associated party linked to the discount offer(s).
Effective Date From - To	Indicates an option to search for discount offers whose effective dates lie within a specific time period. Click the calendar icons and select the start and end dates of the required period.
Expiry Date From - To	Indicates an option to search for discount offers whose expiry dates lie within a specific time period. Click the calendar icons and select the start and end dates of the required period.

Table 3-4 (Cont.) Field Description

Field Name	Description
Status	Select the status of the discount offers to be searched, whether Active or Expired. Once the required search criteria have been entered, click **Apply** to get the relevant search results. Or click **Reset** to reset the search criteria.

2. Click **Manage Columns** to reorder or modify or save column preferences in View Discout Offer screen.

Figure 3-9 Manage Columns (overlay window for View Discout Offer)



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

b. Click **Reset** to reset the columns preferences.

3. Click the **Offer Name** hyperlink of a discount offer in the **View Discount Offers** page to view its details.

Figure 3-10 View Discount Offer Details

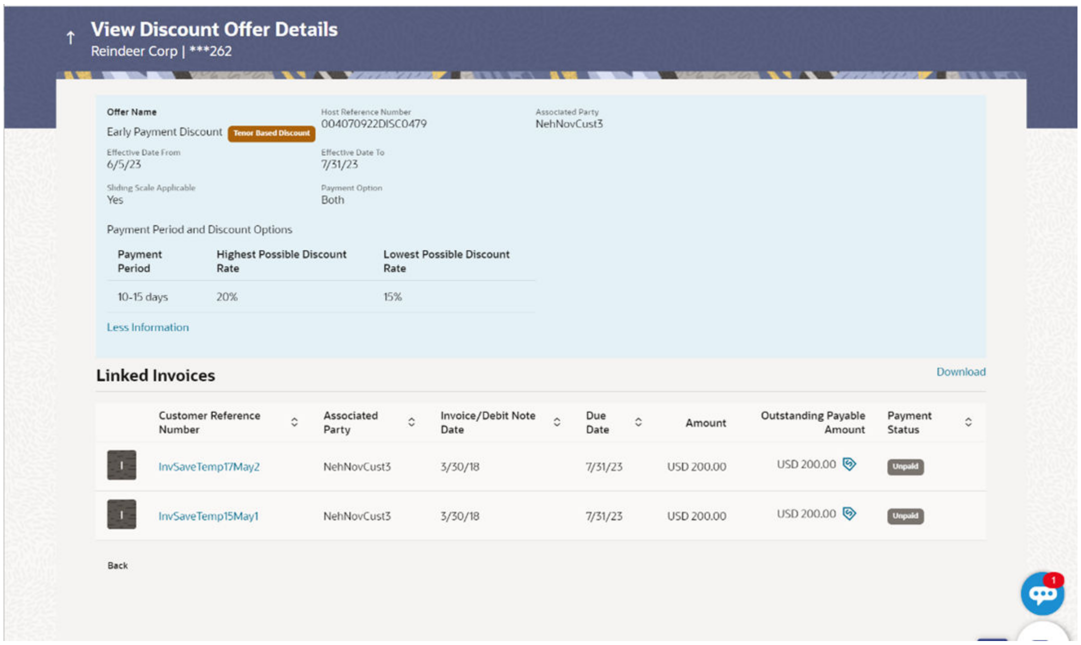


Table 3-5 Field Description

Field Name	Description
Party Name & ID	Displays the name of the logged-in corporate party.
Offer Name	Displays the name of the discount offer. Also displays the colour-coded discount type of the offer, whether **Fixed Discount** or **Tenor Based Discount**.
Host Reference Number	Displays the reference number of the offer, assigned by the host.
Associated Party	Displays the name of the associated party linked with the discount offer.
Discount Rate	Displays the fixed discount percentage being offered. This field is displayed in case of Fixed Discount type.
Effective Date From	Displays the start date of validity of the discount offer.
Effective Date To	Displays the final date of validity of the discount offer.
Sliding Scale Applicable	Displays ‘Yes’ if sliding scale is applicable, and ‘No’, otherwise.
Payment Option	Displays the option for making the payment, whether Fixed Date, Flexible Date, or Both.
Payment Period and Discount Options	The following fields appear in tabular format in case of Tenor Based Discount type: Payment Period, Discount Rate, Highest Possible Discount Rate, and Lowest Possible Discount Rate.

Table 3-5 (Cont.) Field Description

Field Name	Description
Payment Period	Displays the 'from' – 'to' days for which the discount rate or the sliding discount rate is applicable. This is applicable only in case of Tenor Based Discount type.
Discount Rate	Displays the discount rate applicable for the payment period. This is applicable only in case of Tenor Based Discount type, and if sliding scale is not applicable.
Highest Possible Discount Rate	Displays the starting discount rate for the payment period. This is applicable only in case of Tenor Based Discount type, and if sliding scale is applicable.
Lowest Possible Discount Rate	Displays the final discount rate for the payment period. This is applicable only in case of Tenor Based Discount type, and if sliding scale is applicable.

Figure 3-11 Linked Invoices tab

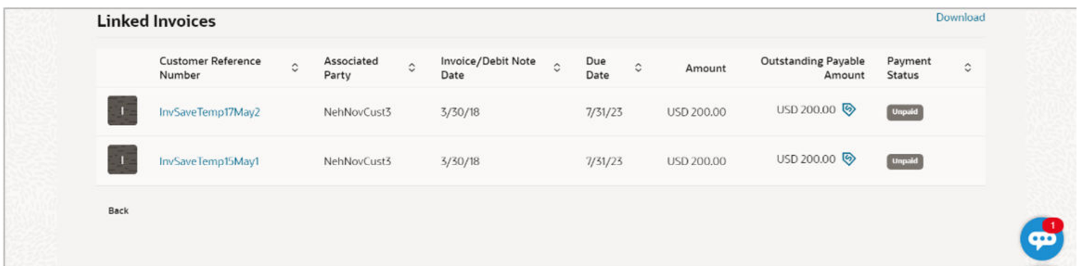


Table 3-6 Field Description

Field Name	Description
Download	Indicates an option to download the linked invoices list in CSV format.
Indicator	Displays 'I' for invoice.
Customer Reference Number	Displays the invoice reference number. This is a hyperlink which when clicked displays the details of the invoice. Refer the **View Invoice Details** section for more information.
Associated Party	Displays the name of the associated party linked with the invoice.
Invoice/Debit Note Date	Displays the date of creation of the invoice.
Due Date	Displays the date when the invoice is due for full payment.
Amount	Displays the invoice amount.
Outstanding Receivable/ Payable Amount	Displays the invoice amount that is yet to be received/paid. The discount offer icon is also displayed beside the amount, which when clicked displays the **Early Payment Discounts** overlay window. Refer the **Early Payment Discounts (from View Discount Offer Details)** section below.
Payment Status	Displays the payment status, whether unpaid, or partially paid.

Figure 3-12 Early Payment Discounts (from View Discount Offer Details)

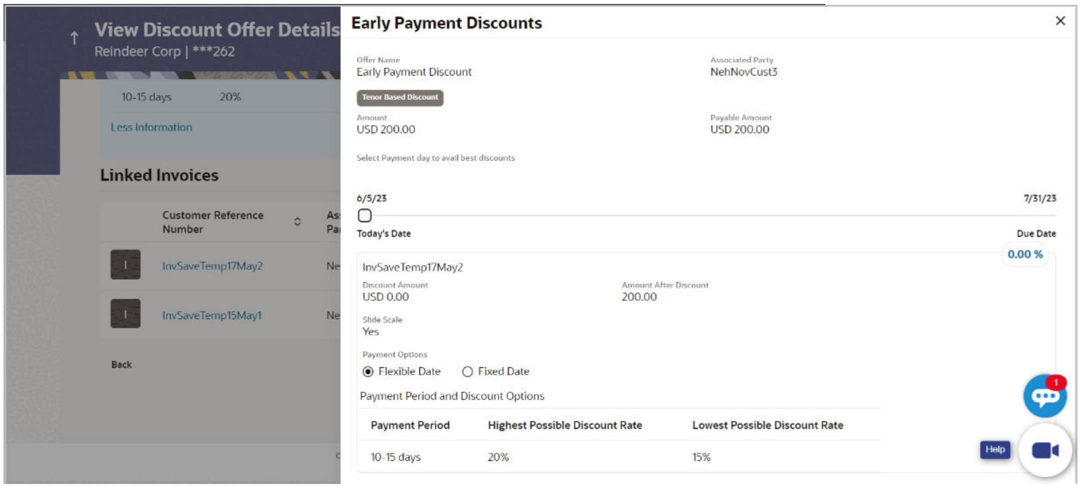


Table 3-7 Field Description

Field Name	Description
Offer Name Discount Rate Type	Displays the name of the applied offer. The colour-coded discount rate type is also displayed below the offer name. This can be either **Fixed** or **Tenor Based**.
Associated Party	Displays the name of the associated party linked with the invoice record.
Amount	Displays the invoice amount.
Receivable Amount	Displays the outstanding invoice amount.
Select Payment day to avail best discounts	Move the slider along the date line to select a particular payment date to view the discount being offered on that date. The start date of the slider is always the current business date. The due date of the receivable/payable is the end date of the slider. The payment date and discount rate are displayed in the receivable/payable tile below.
Receivable/Payable tile	The applicable discount rate is displayed in the top right corner of this tile.
Reference Number	Displays the reference number of the receivable/payable.
Payment Date	Displays the payment date that is selected using the slider.
Discount Amount	Displays the discount amount applicable.
Amount After Discount	Displays the receivable/payable amount after application of discount.
Slide Scale	Displays **Yes** if the **Sliding Scale Applicable** switch has been enabled during discount offer creation, and **No**, otherwise.
Payment Option	Displays the payment option that has been selected during discount offer creation. This can be one of the following: • **Fixed** • **Flexible** • **Both**
Payment Period and Discount Options	This section is displayed only for **Tenor Based** discount rate type. It displays a table with the **Payment Period** and the applicable **Discount Rate**. In case Slide Scale is 'Yes', then instead of Discount Rate, the **Highest Possible Discount Rate** and the **Lowest Possible Discount Rate** are displayed.

4
Manage Receivables/Payables

This topic provides systematic instructions to corporate user to manage all receivables/payables associated with the corporate party.

The portal provides a single screen to the corporate party, for all possible actions that can be taken on receivables/payables. At present, the following actions can be effected on relevant receivables/payables.

- Accept
- Accept/Reject Discount Offer
- Edit
- Cancel
- Raise Dispute
- Resolve Dispute
- Assignment

> **Note**
>
> These actions are not available on a mobile device at present.

To manage receivables/payables:

1. From the **Dashboard**, click the **Toggle Menu**, then click **Receivables/Payables**, **Receivables/Payables Management**, and **Manage Receivables/Payables**.

Figure 4-1 Manage Receivables/Payables

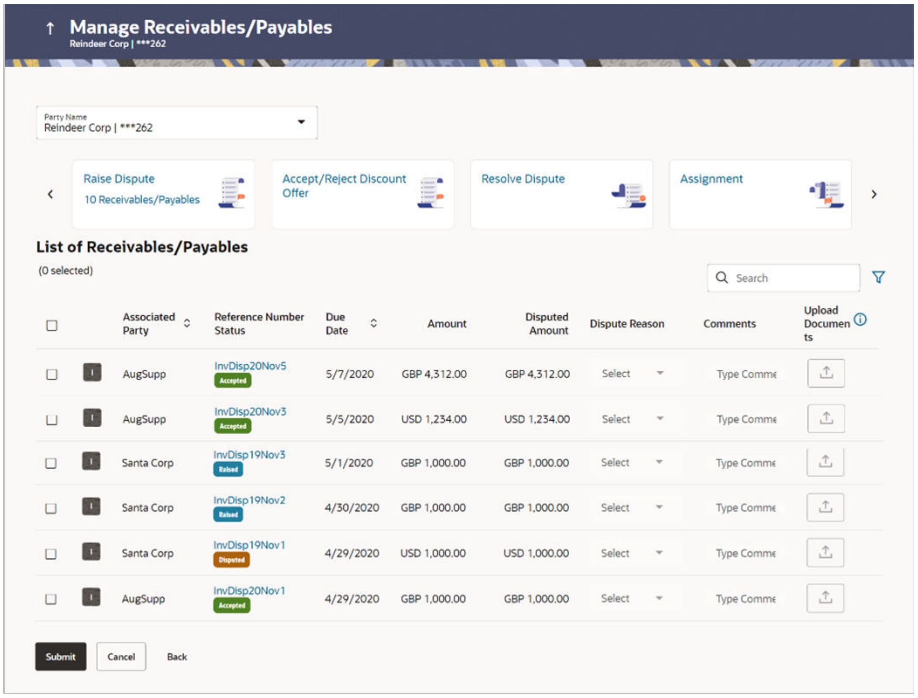


Table 4-1 Manage Receivables/Payables - Field Description

Field Name	Description
Party Name	Select the party name from the dropdown list to view the applicable list of receivables/payables. By default, the primary party/gcif of the logged-in user is selected. **Note:** Only accessible parties are displayed to the user. Based on the party selection, the list of receivables/payables is displayed.
Action Tiles	Select the required action to be effected on the relevant receivables/payables. On selecting an action tile, the number of receivables/payables that can be effected by that action, appears in the respective tile. The **List of Receivables/Payables** section is also updated with the relevant receivables/payables records. The options available are: • Accept - For more information, refer the **Accept** section below. • Accept/Reject Discount Offer – For more information, refer the **Accept/Reject Discount Offer** section below. • Edit - For more information, refer the **Edit** section below. • Cancel - For more information, refer the **Cancel** section below. • Raise Dispute – For more information, refer the **Raise Dispute** section below. • Resolve Dispute – For more information, refer the **Resolve Dispute** section below. • Assignment – For more information, refer the **Assignment** section below.

This topic contains following sub-topics:

- Accept/Reject
  This topic provides systematic instructions to accept receivables/payables to convey the agreement to pay the receivable/payable amount.
- Accept/Reject Discount Offer
  This topic provides systematic instructions for the supplier to either accept or reject discount offers that have been linked to invoices.
- Edit
  This topic provides systematic instructions to modify the receivable/payable.
- Cancel
  This topic provides systematic instructions to the supplier tocancel a receivable/payable.
- Raise Dispute
  This topic provides systematic instructions to raise a dispute against the receivable/payable.
- Resolve Dispute
  This topic provides systematic instructions to resolve disputes that have been raised against receivables/payables.
- Assignment
  This topic provides systematic instructions to a corporate party to assign the responsibility of handling their receivables/payables to a factor.
- Search (overlay window for Manage Receivables/Payables)
  This topic provides systematic instructions to search for receivables/payables based on the filter criteria.

4.1 Accept/Reject

This topic provides systematic instructions to accept receivables/payables to convey the agreement to pay the receivable/payable amount.

The corporate party with the role of ‘Buyer’ can accept receivables/payables to convey the agreement to pay the receivable/payable amount. You can partially accept the receivables/payables by entering a part of the total amount that you wish to accept. This resets the receivable/payable amount to the remaining value after partial acceptance.

> **Note**
>
> Only the corporate party with the role of **Buyer**, can accept receivables/payables. Also, only those receivables/payables with status as **Raised**, and payment status as **Unpaid**, can be accepted.

To accept receivables/payables:

1. Perform any of the following actions:
   - From the **Dashboard**, click the **Toggle Menu**, then click **Receivables/Payables**, **Receivables/Payables Management**, and **Manage Receivables/Payables**.
   - From the **Dashboard**, click the **Toggle Menu**, then click **Receivables/Payables**, **Receivables/Payables Management**, then **View/Edit Receivables/Payables** and then **Customer Reference Number link of RAISED invoice/debit note**.

   The **Manage Receivables/Payables** screen appears.
2. In the **Manage Receivables/Payables** screen, click the **Accept** tile.

A list of receivables/payables that are in the **Raised** status, appears.

Figure 4-2 Manage Receivables/Payables – Accept action selected

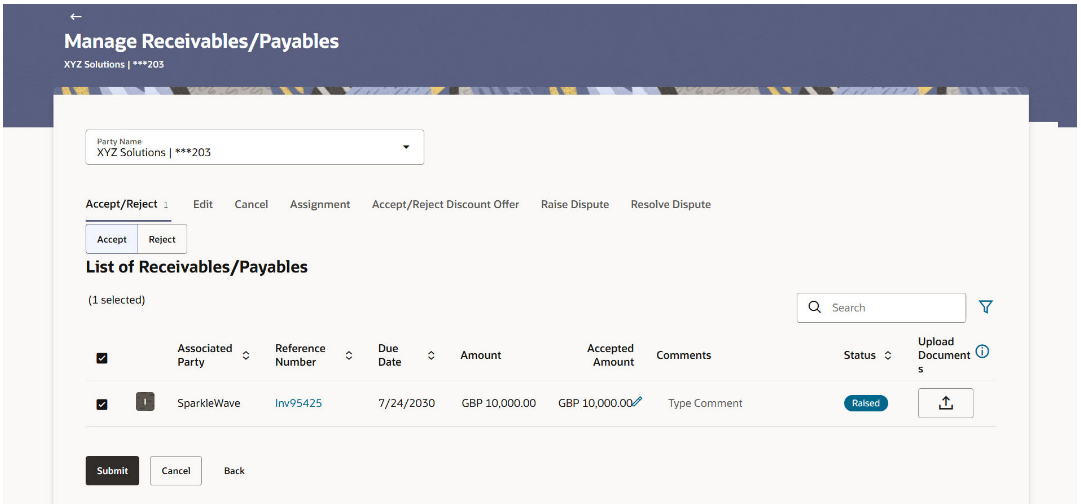


Table 4-2 Manage Receivables/Payables – Accept

Field Name	Description
List of Receivables/ Payables (number selected)	This section displays a list of receivables/payables against which the ‘Accept’ action can be effected. Once you select one or more receivables/payables to accept, the number of receivables/payables selected appears in brackets.
Search	Specify the partial or full receivable/payable reference number / associated party name / status to search for specific receivable/ payable. The results appear as and when you enter the data.
	Click this icon to filter the receivables/payables, based on certain criteria. For more information, refer the **Search (overlay window for Manage Receivables/Payables)** section below.
Check Box	To select all the receivables/payables in the list, select the main check box. To select specific receivables/payables, select the check boxes beside those receivables/payables. If you select more than one receivable/payable, the following message appears: You may add comments for all selected receivables/payables. Click Here. **Note** To add comments for all selected receivables/payables: **a.** Click the **Click Here** link. A pop-up window appears. **b.** Add relevant comments. **c.** Click **Apply** to apply the same. Or, click **Cancel** to cancel adding the comments.

Table 4-2 (Cont.) Manage Receivables/Payables – Accept

Field Name	Description
Indicator	Displays 'I' for invoice.
Associated Party	User can search the receivables/payables by providing the associated party. The drop-down lists all the on-boarded associated parties and the list of on-boarded associated party is categorized by: • Anchor Buyer • Anchor Supplier • Counter Party Buyer • Counter Party Supplier
Reference Number	Displays the customer reference number of the receivable/payable. The reference number is a hyperlink, which when clicked, displays the receivable/payable details in an overlay window.
Due Date	Displays the date on which the receivable/payable must be fully paid.
Amount	Displays the total receivable/payable amount.
Accepted Amount	Indicates the receivable/payable amount that is acceptable to the buyer. By default, the total receivable/payable amount is displayed in this field. Once you select a receivable/payable, this field becomes editable. **Note** The receivable/payable can be fully or partially accepted. To partially accept a receivable/payable: a. Select the check box beside the receivable/payable to be partially accepted. b. Click  and enter the amount that you wish to accept. c. Click  to save the entered amount.
Comments	Specify the remarks if any, while accepting the receivable/payable. Once you select a receivable/payable, this field becomes editable. **Note** Remarks are mandatory in case of partially accepting the receivable/payable.
Status	Displays the status of the receivable/payable.

Table 4-2 (Cont.) Manage Receivables/Payables – Accept

Field Name	Description
Upload Documents	Click to upload relevant documents. Once you select a receivable/payable, this icon becomes clickable. The following document formats are supported: JPEG, JPG, PNG, and PDF. A maximum of 5 documents can be uploaded. Once you upload documents, the number of documents uploaded appears as a hyperlink in brackets, beside this icon. On clicking this hyperlink, a pop-up window appears with the names of the documents uploaded. To delete an uploaded document, click beside the document in the pop-up window. **Note** These documents can also be viewed and downloaded by the approver/checker.

3. Once you select the required receivables/payables, update the **Accepted Amount** field if required, and add relevant comments.
   - You can also click and upload relevant documents, if required.
4. Click **Submit**. The Review screen appears. Or, do one of the following:
   - Click **Cancel** to cancel the transaction.
   - Click **Back** to go to the previous screen.
5. Review the details and click **Confirm**. A confirmation message appears with the reference number and status of the transaction. Or, do one of the following:
   - Click **Cancel** to cancel the transaction.
   - Click **Back** to go to the previous screen.

To Reject receivables/payables:

6. In the **Manage Receivables/Payables** screen, click the **Reject** tile.

   A list of receivables/payables that are in the **Raised** status, appears.

Figure 4-3 Manage Receivables/Payables – Reject action selected

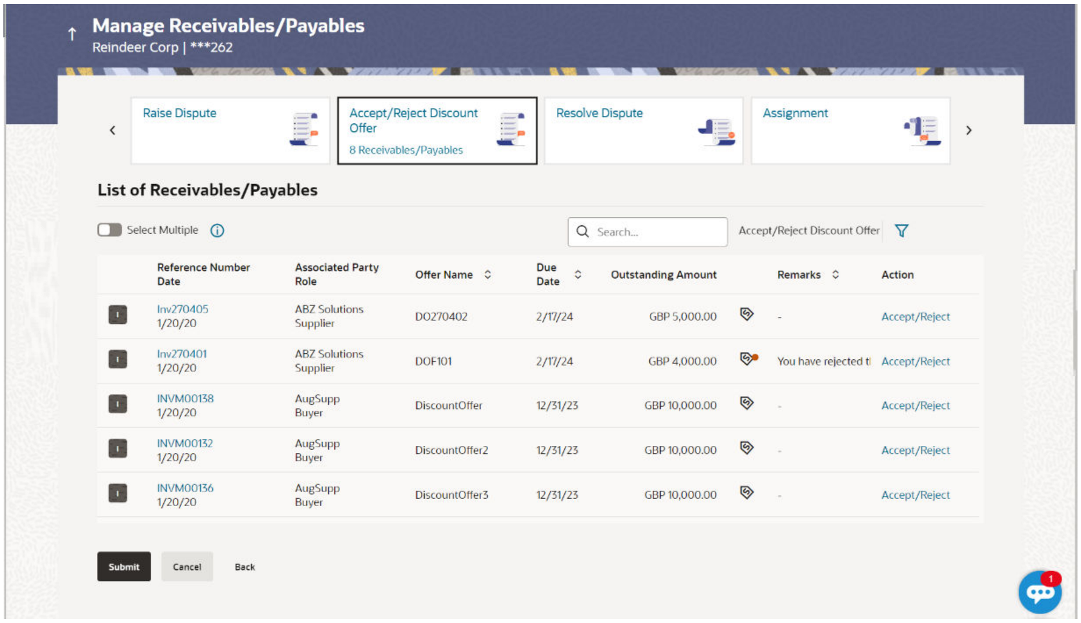


Table 4-3 Manage Receivables/Payables – Reject

Field Name	Description
List of Receivables/ Payables (number selected)	This section displays a list of receivables/payables against which the 'Reject' action can be effected. Once you select one or more receivables/payables to accept, the number of receivables/payables selected appears in brackets.
Search	Specify the partial or full receivable/payable reference number / associated party name / status to search for specific receivable/ payable. The results appear as and when you enter the data.
	Click this icon to filter the receivables/payables, based on certain criteria. For more information, refer the **Search (overlay window for Manage Receivables/Payables)** section below.

Table 4-3 (Cont.) Manage Receivables/Payables – Reject

Field Name	Description
Check Box	To select all the receivables/payables in the list, select the main check box. To select specific receivables/payables, select the check boxes beside those receivables/payables. If you select more than one receivable/payable, the following message appears: You may add comments for all selected receivables/payables. Click Here. **Note** To add comments for all selected receivables/payables: **a.** Click the **Click Here** link. A pop-up window appears. **b.** Add relevant comments. **c.** Click **Apply** to apply the same. Or, click **Cancel** to cancel adding the comments.
Indicator	Displays 'I' for invoice.
Associated Party	Displays the name of the associated party linked with the receivable/ payable.
Reference Number	Displays the customer reference number of the receivable/payable. The reference number is a hyperlink, which when clicked, displays the receivable/payable details in an overlay window.
Due Date	Displays the date on which the receivable/payable must be fully paid.
Amount	Displays the total receivable/payable amount.
Accepted Amount	Indicates the receivable/payable amount that is acceptable to the buyer. By default, the total receivable/payable amount is displayed in this field. Once you select a receivable/payable, this field becomes editable. **Note** The receivable/payable can be fully or partially accepted. To partially accept a receivable/payable: **a.** Select the check box beside the receivable/payable to be partially accepted. **b.** Click and enter the amount that you wish to accept. **c.** Click to save the entered amount.

Table 4-3 (Cont.) Manage Receivables/Payables – Reject

Field Name	Description
Comments	Specify the remarks if any, while accepting the receivable/payable. Once you select a receivable/payable, this field becomes editable. **Note** Remarks are mandatory in case of partially accepting the receivable/payable.
Status	Displays the status of the receivable/payable.
Upload Documents	Click to upload relevant documents. Once you select a receivable/payable, this icon becomes clickable. The following document formats are supported: JPEG, JPG, PNG, and PDF. A maximum of 5 documents can be uploaded. Once you upload documents, the number of documents uploaded appears as a hyperlink in brackets, beside this icon. On clicking this hyperlink, a pop-up window appears with the names of the documents uploaded. To delete an uploaded document, click beside the document in the pop-up window. **Note** These documents can also be viewed and downloaded by the approver/checker.

7. You can also click and upload relevant documents, if required.
8. Click **Submit**. The Review screen appears. Or, do one of the following:
   - Click **Cancel** to cancel the transaction.
   - Click **Back** to go to the previous screen.
9. Review the details and click **Confirm**. A confirmation message appears with the reference number and status of the transaction. Or, do one of the following:
   - Click **Cancel** to cancel the transaction.
   - Click **Back** to go to the previous screen.

4.2 Accept/Reject Discount Offer

This topic provides systematic instructions for the supplier to either accept or reject discount offers that have been linked to invoices.

This option is available only if the Oracle Banking Supply Chain Finance application is implemented by the bank.

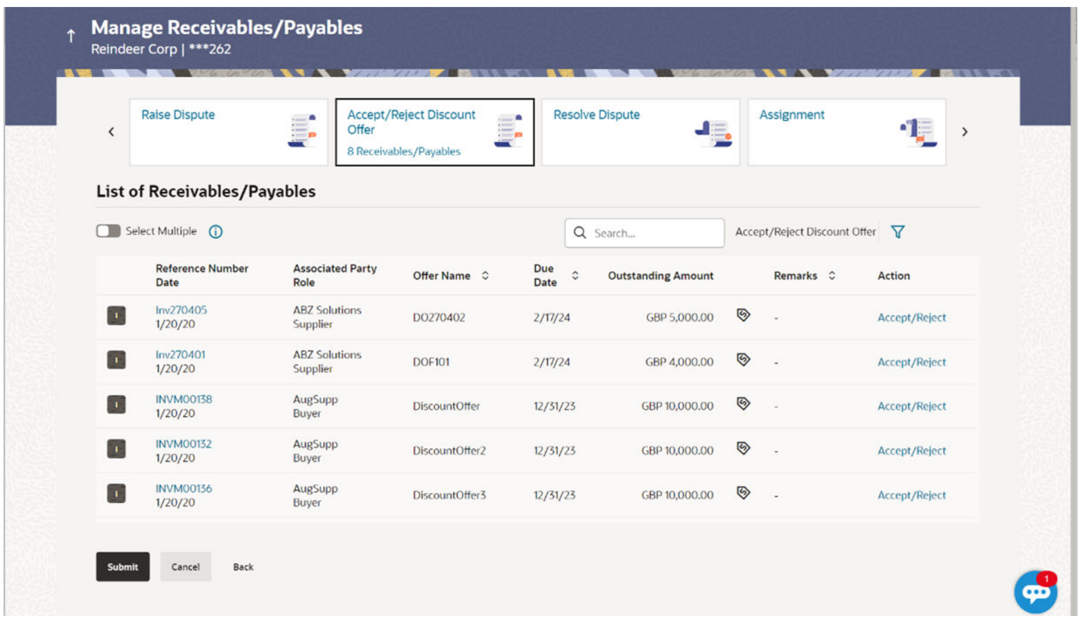
> **Note**
>
> The Accept/Reject Discount Offer tile is not displayed if the Supply Chain Finance Module is not implemented by the bank.

To accept/reject discount offers:

1. Navigate to **Manage Receivables/Payables** screen.
2. In the **Manage Receivables/Payables** screen, click the **Accept/Reject Discount Offer** tile.

   A list of relevant receivables/payables appears on which a discount offer each has been raised.

Figure 4-4 Manage Receivables/Payables – Accept/Reject Discount Offer action selected



Field Name	Description
List of Receivables/ Payables (number selected)	This section displays a list of receivables/payables against which the ‘Accept/Reject Discount Offer’ action can be effected. Once you select one or more receivables/payables, the number of receivables/ payables selected appears in brackets.
Select Multiple	Switch on to select multiple receivables/payables for accepting/ rejecting discount offers. Multiple discount offers can be accepted/ rejected in the same transaction, only when the name of the discount offers, the date and the due date of the receivable/payable are the same. Once this switch is enabled, check boxes appear beside the receivables/payables, for selection.
Search	Specify the partial or full receivable/payable reference number / associated party name / status to search for specific receivables/ payables. The results appear as and when you enter the data.

Field Name	Description
Accept/Reject Discount Offer	This hyperlink is enabled only when the **Select Multiple** switch is enabled and when you select one or more receivables/payables. It enables accepting/rejecting the offer applied to multiple receivables/ payables in one click. Only those receivables/payables can be selected, whose date and due date are the same and where the same offer has been applied. On clicking this link, the **Early Payment Discounts** overlay window appears where you can view and accept/reject the linked discount offer. For more information, refer the **Early Payment Discounts** section below.
	Click this icon to filter the receivables/payables, based on certain criteria. For more information, refer the **Search (overlay window for Manage Receivables/Payables)** section below.
Check Box	To select all the receivables/payables in the list, select the main check box. To select specific receivables/payables, select the check boxes beside those receivables/payables. The check boxes appear only when the **Select Multiple** switch is enabled.
Indicator	Displays 'I' for invoice.
Reference Number Date	Displays the unique reference number of the receivable/payable. The reference number is a hyperlink, which when clicked, displays the receivable/payable details in an overlay window. The date of creation of the receivable/payable is also displayed.
Associated Party Role	User can search the receivables/payables by providing the associated party. The drop-down lists all the on-boarded associated parties and the list of on-boarded associated party is categorized by: • Anchor Buyer • Anchor Supplier • Counter Party Buyer • Counter Party Supplier
Offer Name	Displays the name of the offer linked to the receivable/payable.
Due Date	Displays the date when the receivable/payable must be fully paid off.
Outstanding Amount	Displays the receivable/payable amount that is yet to be received/ paid. The discount offer icon is displayed beside this amount.
Remarks	Once you accept or reject a discount offer, this field displays relevant remarks (regarding the acceptance or rejection).
Action	Indicates an option to either accept or reject the discount offer. On clicking this link, the **Early Payment Discounts** overlay window appears where you can view and accept/reject the linked discount offer. For more information, refer the **Early Payment Discounts** section below.

Figure 4-5 Early Payment Discounts

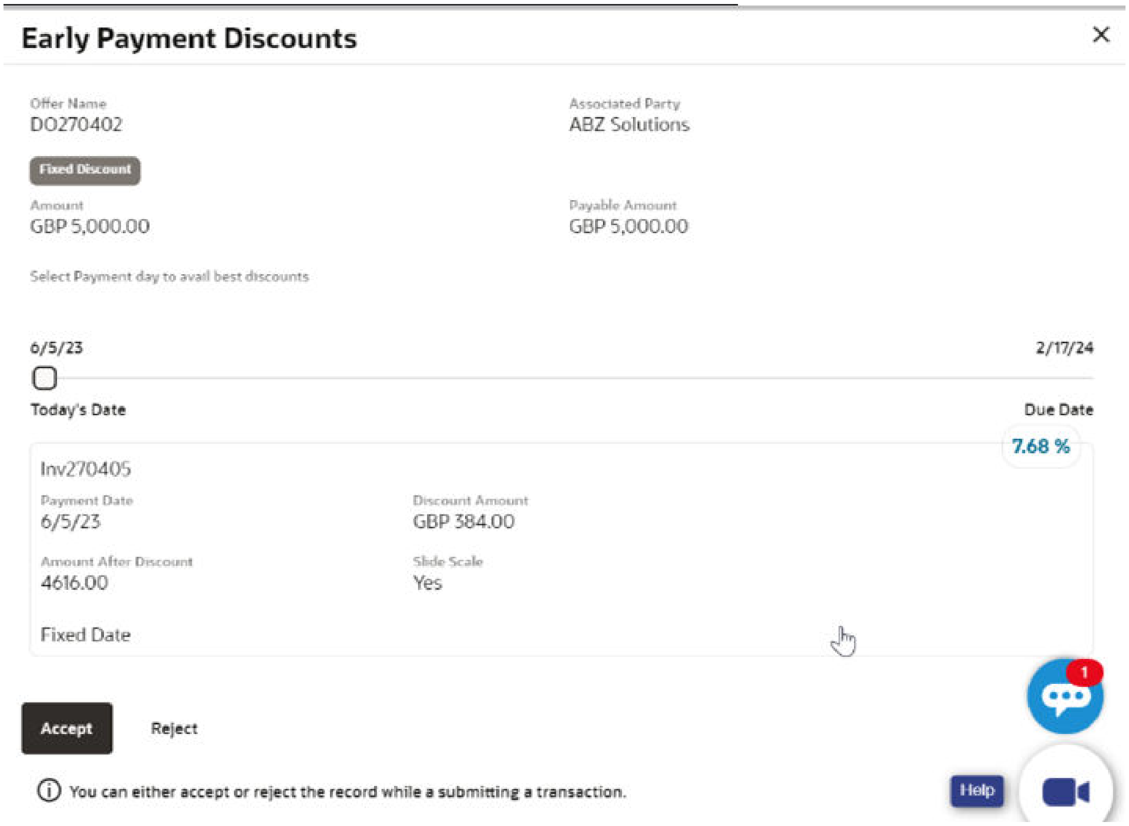


Table 4-4 Early Payment Discounts - Field Description

Field Name	Description
Offer Name Discount Rate Type	Displays the name of the applied offer. The colour-coded discount rate type is also displayed below the offer name. This can be either **Fixed** or **Tenor Based**.
Associated Party	User can search the receivables/payables by providing the associated party. The drop-down lists all the on-boarded associated parties and the list of on-boarded associated party is categorized by: • Anchor Buyer • Anchor Supplier • Counter Party Buyer • Counter Party Supplier
Amount	Displays the receivable/payable amount. If the **Select Multiple** Switch is enabled, then this field displays the total amount of all the selected receivables/payables.
Receivable Amount	Displays the outstanding receivable amount. If the **Select Multiple** Switch is enabled, then this field displays the total outstanding amount of all the selected receivables/payables.
Select Payment day to avail best discounts	Move the slider along the date line to select a particular payment date and to view the discount being offered on that date. The start date of the slider is always the current business date. The invoice due date is the end date of the slider. The payment date and discount rate are displayed in the receivable/payable tile below.

Table 4-4 (Cont.) Early Payment Discounts - Field Description

Field Name	Description
Receivable/Payable tile(s)	If the **Select Multiple** switch is enabled, then a tile is displayed for each selected invoice. The applicable discount rate is displayed in the top right corner of each tile.
Reference Number	Displays the reference number of the receivable/payable.
Payment Date	Displays the payment date that is selected using the slider.
Discount Amount	Displays the discount amount applicable.
Amount After Discount	Displays the receivable/payable amount after application of discount.
Slide Scale	Displays **Yes** if the **Sliding Scale Applicable** switch has been enabled during discount offer creation, and **No**, otherwise.
Payment Option	Displays **Flexible**, in case this option has been selected during discount offer creation. This field is not editable in this case. You can use the date selection slider to view what discount is available on what date. Displays **Fixed**, in case this option has been selected during discount offer creation. This field is not editable in this case. Use the date selection slider above to set a fixed date for payment. The discount offer is applicable only when the payment is done on this particular date. Displays both ‘Fixed’ and ‘Flexible’ if **Both** option has been selected during discount offer creation. In this case, you can select either the **Fixed Date** or the **Flexible Date** option for payment. If you select the **Fixed Date** option, then use the date selection slider above to set a fixed date for payment. The discount offer is applicable only when the payment is done on this particular date.
Payment Period and Discount Options	This section is displayed only for **Tenor Based** discount rate type. It displays a table with the **Payment Period** and the applicable **Discount Rate**. In case Slide Scale is ‘Yes’, then instead of Discount Rate, the **Highest Possible Discount Rate** and the **Lowest Possible Discount Rate** are displayed.

3. In the **Early Payment Discounts** overlay window:
    - If the **Payment Option** is **Fixed**, then set the payment date by using the slider under **Select Payment day to avail best discounts**.
    - If the **Payment Option** is **Both**, then select either Fixed Date or Flexible Date for payment. If the Fixed Date option is selected, then set the payment date by using the slider under **Select Payment day to avail best discounts**.
4. Click **Accept** to accept the discount offer. Or, click **Reject** to reject the discount offer

Figure 4-6 On Clicking Accept

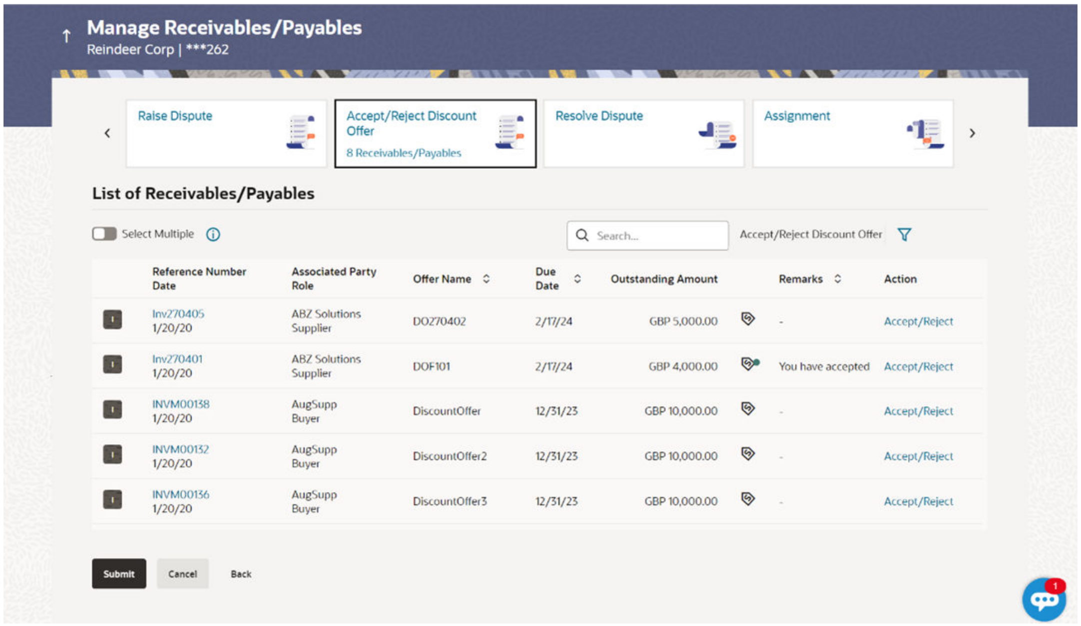
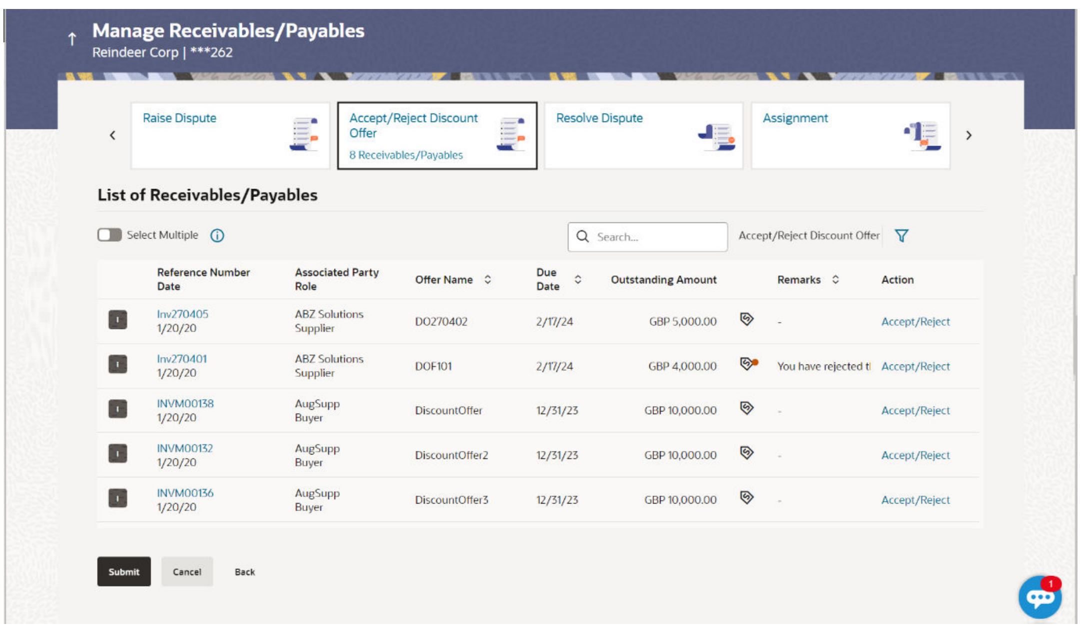
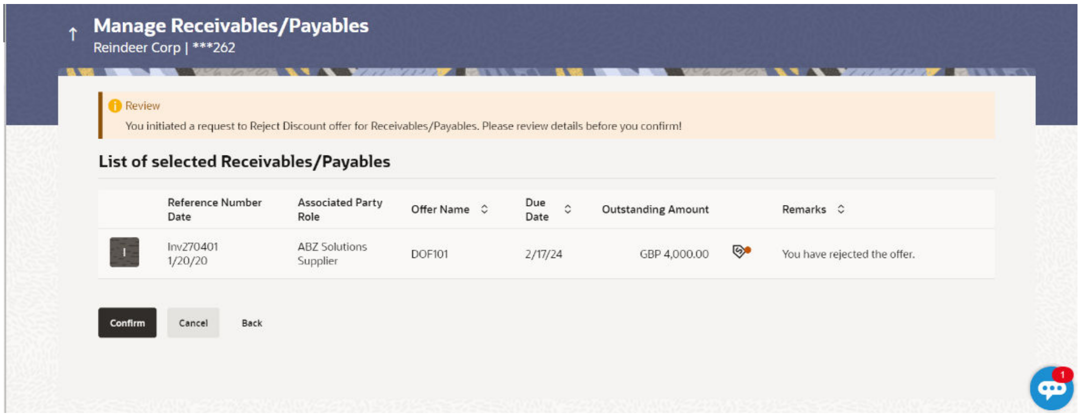


Figure 4-7 On Clicking Reject



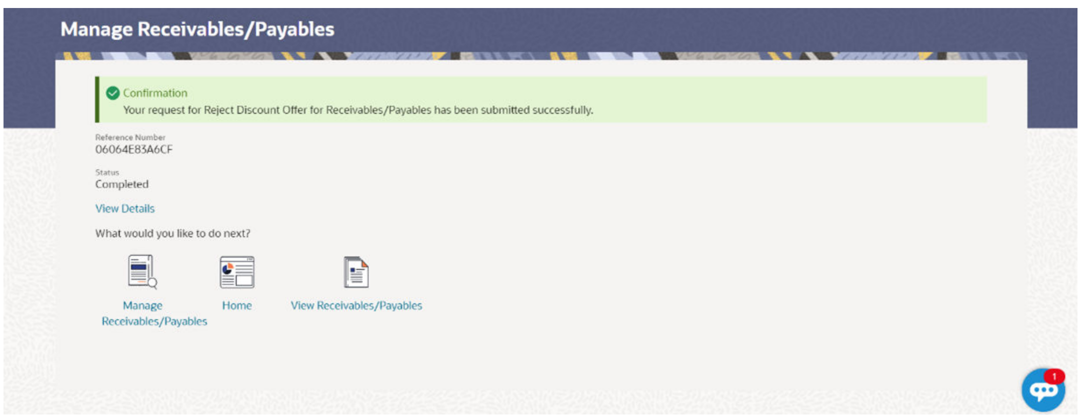
5. Click **Submit** to submit the accept/reject discount offer transaction. The **Review** screen appears. Or, do one of the following:
   - Click **Cancel** to cancel the transaction.
   - Click **Back** to go to the previous screen.

Figure 4-8 Review Screen



6. Review the details and click **Confirm**. A confirmation message appears with the reference number and status of the transaction.
   - Click **Cancel** to cancel the transaction.
   - Click **Back** to go to the previous screen.

Figure 4-9 Confirmation Screen



4.3 Edit

This topic provides systematic instructions to modify the receivable/payable.

The supplier can modify one or more receivables/payables.

To edit receivables/payables:

1. Perform any of the following actions:
   - From the **Dashboard**, click the **Toggle Menu**, then click **Receivables/Payables**, **Receivables/Payables Management**, and **Manage Receivables/Payables**.
   - From the **Dashboard**, click the **Toggle Menu**, then click **Receivables/Payables**, **Receivables/Payables Management**, then **View/Edit Receivables/Payables** and then **Customer Reference Number link of RAISED invoice/debit note**.

   The **Manage Receivables/Payables** screen appears.
2. In the **Manage Receivables/Payables** screen, click the **Edit** tile.

A list of relevant receivables/payables appears.

Figure 4-10 Manage Receivables/Payables – Edit action selected

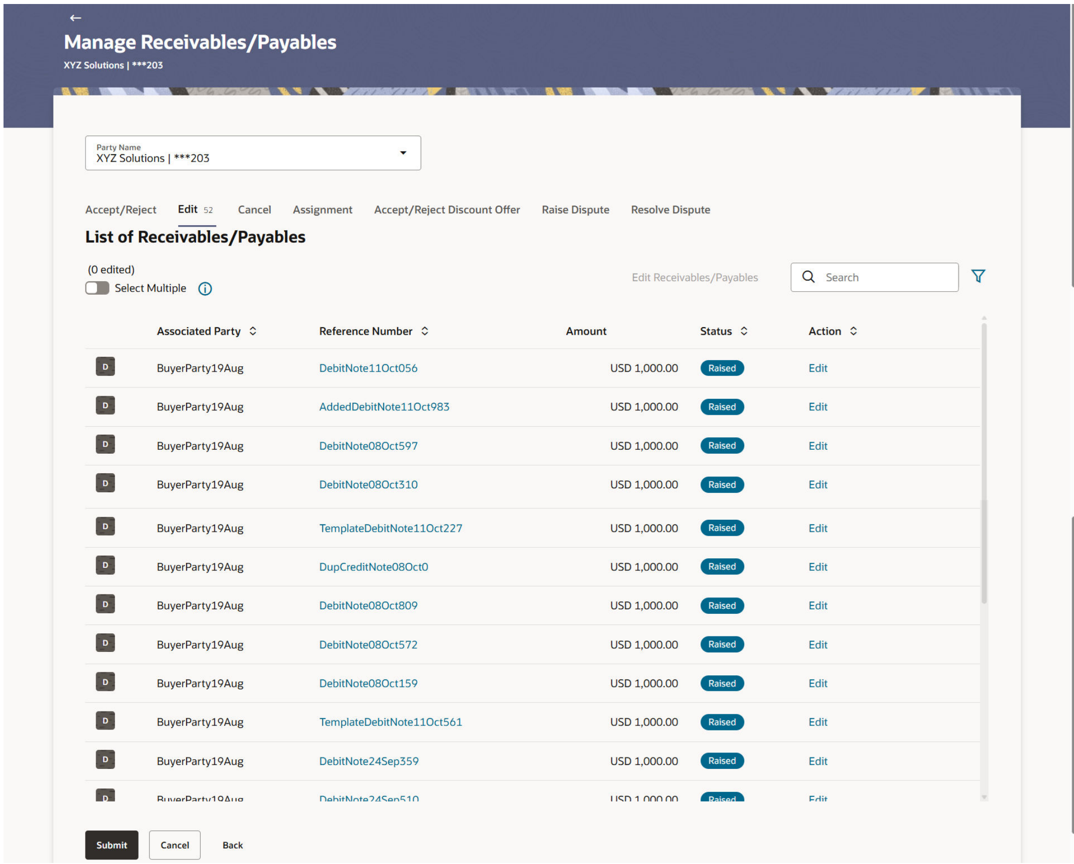


Table 4-5 Manage Receivables/Payables – Edit - Field Description

Field Name	Description
List of Receivables/ Payables (number selected)	This section displays a list of receivables/payables against which the 'Edit' action can be effected. Once you select one or more receivables/payables to edit, the number of receivables/payables selected appears in brackets.
Search	Specify the partial or full receivable/payable reference number / associated party name / status to search for specific receivables/ payables. The results appear as and when you enter the data.
	Click this icon to filter the receivables/payables, based on certain criteria. For more information, refer the **Search (overlay window for Manage Receivables/Payables)** section below.
Select Multiple	Switch this toggle On, to edit multiple receivable/payable records together.
Check Box	To select all the receivables/payables in the list, select the main check box. To select specific receivables/payables, select the check boxes beside those receivables/payables. This check box becomes visible only if **Select Multiple** toggle switch is On.

Table 4-5 (Cont.) Manage Receivables/Payables – Edit - Field Description

Field Name	Description
Edit Receivables/Payables	Click **Edit Receivables/Payables** to edit multiple receivable/payable records. This link becomes clickable only if both **Select Multiple** toggle switch is On and multiple receivable/payable records are selected.
Indicator	Displays 'I' for an invoice and 'D' for a debit note.
Associated Party	User can search the receivables/payables by providing the associated party. The drop-down lists all the on-boarded associated parties and the list of on-boarded associated party is categorized by: • Anchor Buyer • Anchor Supplier • Counter Party Buyer • Counter Party Supplier
Reference Number	Displays the unique reference number of the receivable/payable. The reference number is a hyperlink, which when clicked, displays the receivable/payable details in an overlay window.
Amount	Displays the total receivable/payable amount.
Status	Displays the status of the receivable/payable.
Action	Click **Edit** to edit the individual receivable/payable record.
View Edited Details	Click this link to view the edited details of a receivable/payable.

3. Click **Edit** to edit a receivable/payable.

   The **Edit Overlay Window** appears.
   Manage Receivables/Payables – Edit (Overlay Window)

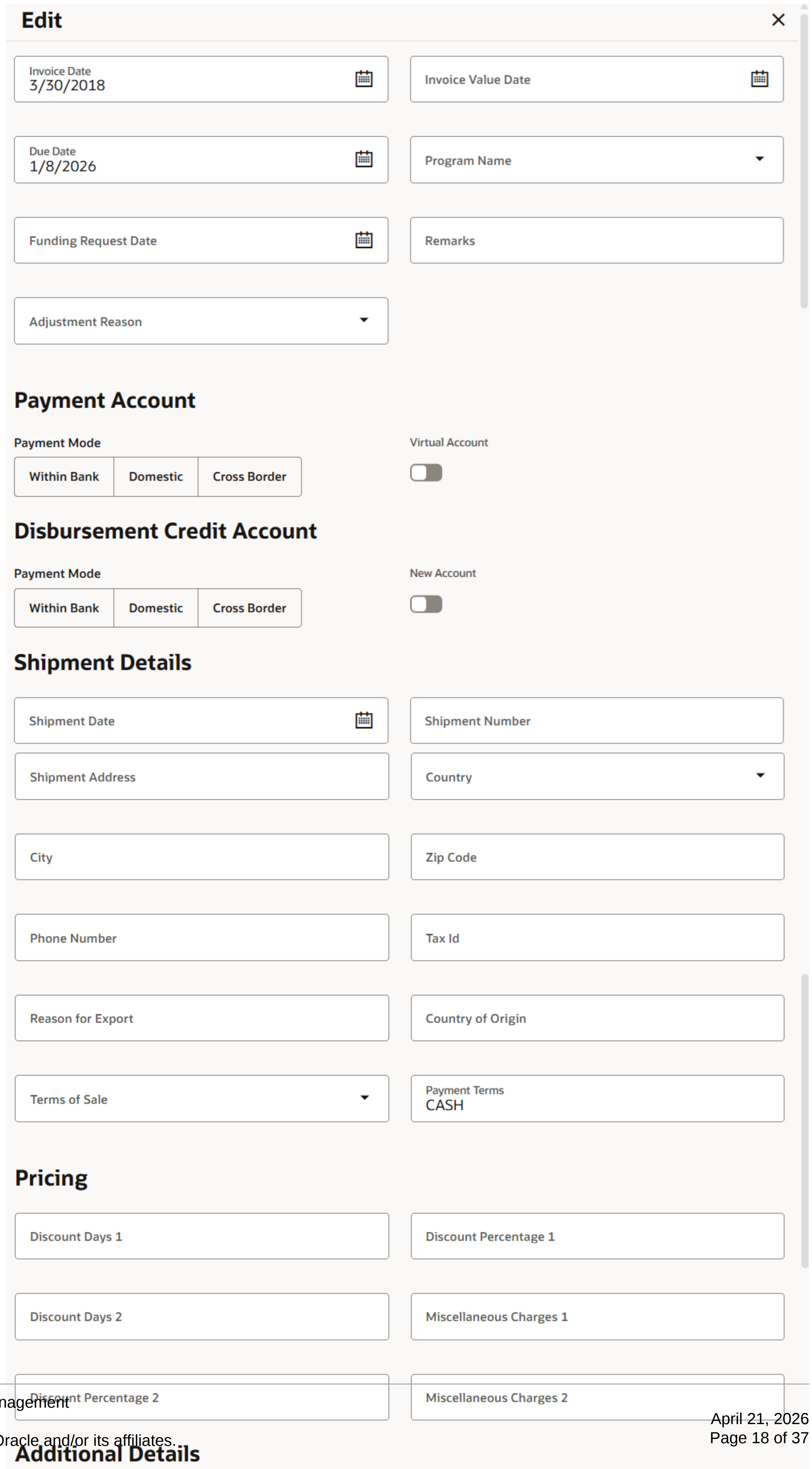

Edit
Invoice Date
3/30/2018
Invoice Value Date
Due Date
1/8/2026
Program Name
Funding Request Date
Remarks
Adjustment Reason
Payment Account
Payment Mode
Within Bank
Domestic
Cross Border
Virtual Account
Disbursement Credit Account
Payment Mode
Within Bank
Domestic
Cross Border
New Account
Shipment Details
Shipment Date
Shipment Number
Shipment Address
Country
City
Zip Code
Phone Number
Tax Id
Reason for Export
Country of Origin
Terms of Sale
Payment Terms
CASH
Pricing
Discount Days 1
Discount Percentage 1
Discount Days 2
Miscellaneous Charges 1
Discount Percentage 2
Miscellaneous Charges 2
Additional Details

Table 4-6 Manage Receivables/Payables – Edit (Overlay Window) - Field Description

Field Name	Description
Invoice Date	Click the calendar icon and select the date of creation of the invoice. The **Invoice Date** should be greater than the **Purchase OrderDate**. You cannot enter a future date. This field cannot be edited if a discount offer is accepted.
Invoice Value Date	Click the calendar icon and select the invoice value date. This date can be earlier than the **Invoice Date**. This field cannot be edited if a discount offer is accepted.
Due Date	Click the calendar icon and select the date on which the invoice payment is due. The **Invoice Due Date** should be greater than or equal to the **Invoice Date**. This field cannot be edited if a discount offer is accepted or if the invoice is financed.
Program Name	Select the program to which the invoice should be linked. Programs linked to the selected associated party are listed. This field cannot be edited once an invoice is financed.
Funding Request Date	Specify the date when the invoice should be funded or financed. This date should be greater than the current business date. This field cannot be edited once an invoice is financed.
Remarks	Specify any remarks, if applicable.
Adjustment Reason	Select the reason for adjustment.
Bank Details	This section displays the Bank Details related fields.
Virtual Account	Switch this toggle On, if the repayment account is a virtual one.
Repayment Account Number	Specify the account number to send the repayment amount to.
Bank	Specify the bank name of the repayment account number.
Branch	Specify the branch name of the repayment account number.
BIC Routing Code	Specify the BIC or SWIFT code of the financial institution, to send the payment amount to.
Shipment Details	This section displays the Shipment Details related fields.
Shipment Date	Specify the shipment date.
Shipment Number	Specify the shipment number.
Shipment Address	Specify the shipment address.
Shipment City	Specify the city to ship the goods to.
Shipment Country	Select the country to ship the goods to.
Zip Code	Specify the zip code to ship the goods to.
Phone Number	Specify the contact number of the person who will receive the shipment.
Tax Id	Specify the unique tax ID if the shipment charge includes tax amount.
Reason for Export	Specify the relevant reason of export.

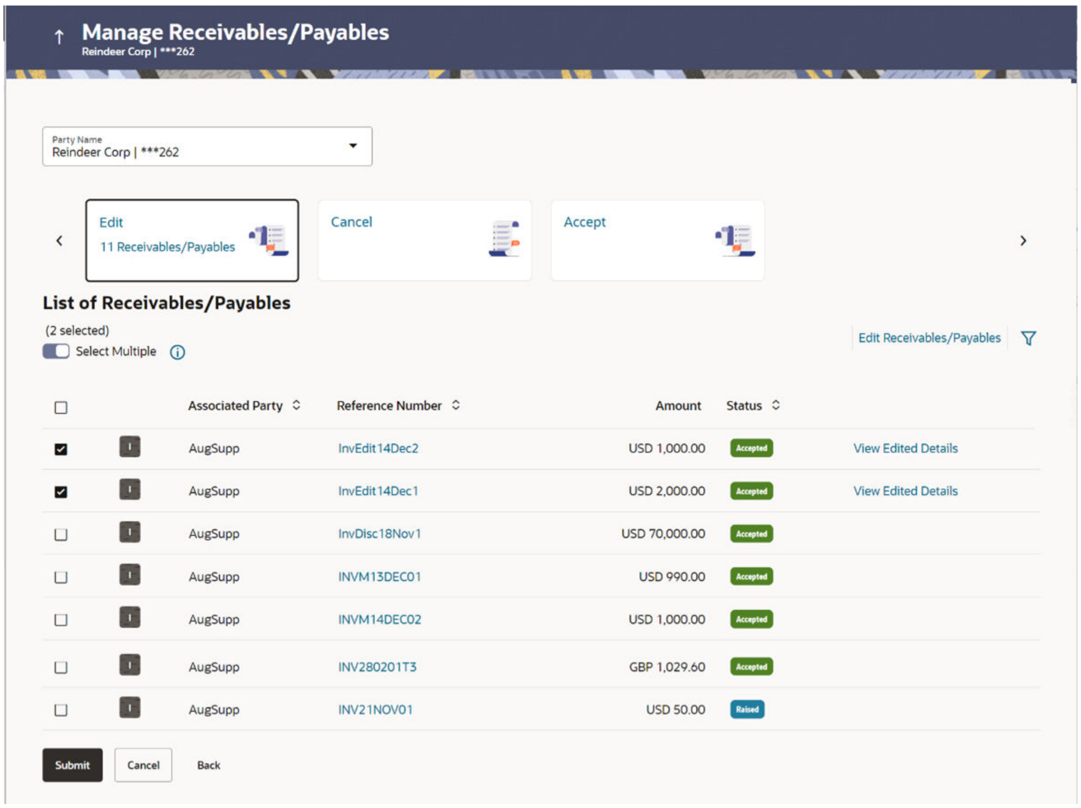
Table 4-6 (Cont.) Manage Receivables/Payables – Edit (Overlay Window) - Field Description

Field Name	Description
Terms of Sale	Specify the applicable 3-digit Incoterms code. The available values are: • **EXW | Ex Works** • **FAS | Free Alongside Ship** • **FCA | Free Carrier** • **FOB | Free On Board** • **CPT | Carriage Paid To** • **CFR | Cost and Freight** • **CIP | Carriage and Insurance Paid To** • **CIF | Cost Insurance and Freight** • **DAP | Delivered at Place** • **DPU | Delivered at Place Unloaded** • **DDP | Delivered Duty Paid**
Country of Origin	Specify the country from where the shipment will originate.
Payment Terms	Specify the payment terms.
Pricing Details	This section displays the Pricing Details related fields.
Discount Days 1	Specify the primary discount days.
Discount Percentage 1	Specify the primary discount percentage.
Discount Days 2	Specify the secondary discount days.
Discount Percentage 2	Specify the secondary discount percentage.
Miscellaneous Charges Des 1	Specify the miscellaneous charges.
Miscellaneous Charges 2	Specify the miscellaneous charges.
Additional Details	This section displays the Additional Details.
Filler Fields	Specify the required information in the filler fields.
Upload Documents	Click to upload relevant documents. Once you select a receivable/payable, this icon becomes clickable. The following document formats are supported: JPEG, JPG, PNG, and PDF. A maximum of 5 documents can be uploaded. Once you upload documents, the number of documents uploaded appears as a hyperlink in brackets, beside this icon. On clicking this hyperlink, a pop-up window appears with the names of the documents uploaded. To delete an uploaded document, click beside the document in the pop-up window. **Note** These documents can also be viewed and downloaded by the approver/checker.

4. To edit multiple records, switch the **Select Multiple** toggle switch to On. Select the required receivable/payable records and click the **Edit Receivables/Payables** link.

> **Note**
>
> a. Bulk edit can be executed only if the **Associated Party**, **Invoice Status,** and **Payment Status** values of the receivables/payables are same.
>
> b. If you edit multiple records, data modified will be applied across the selected records. If any record was modified using edit link of individual record, then the previously modified data will get overridden on clicking **Apply**.

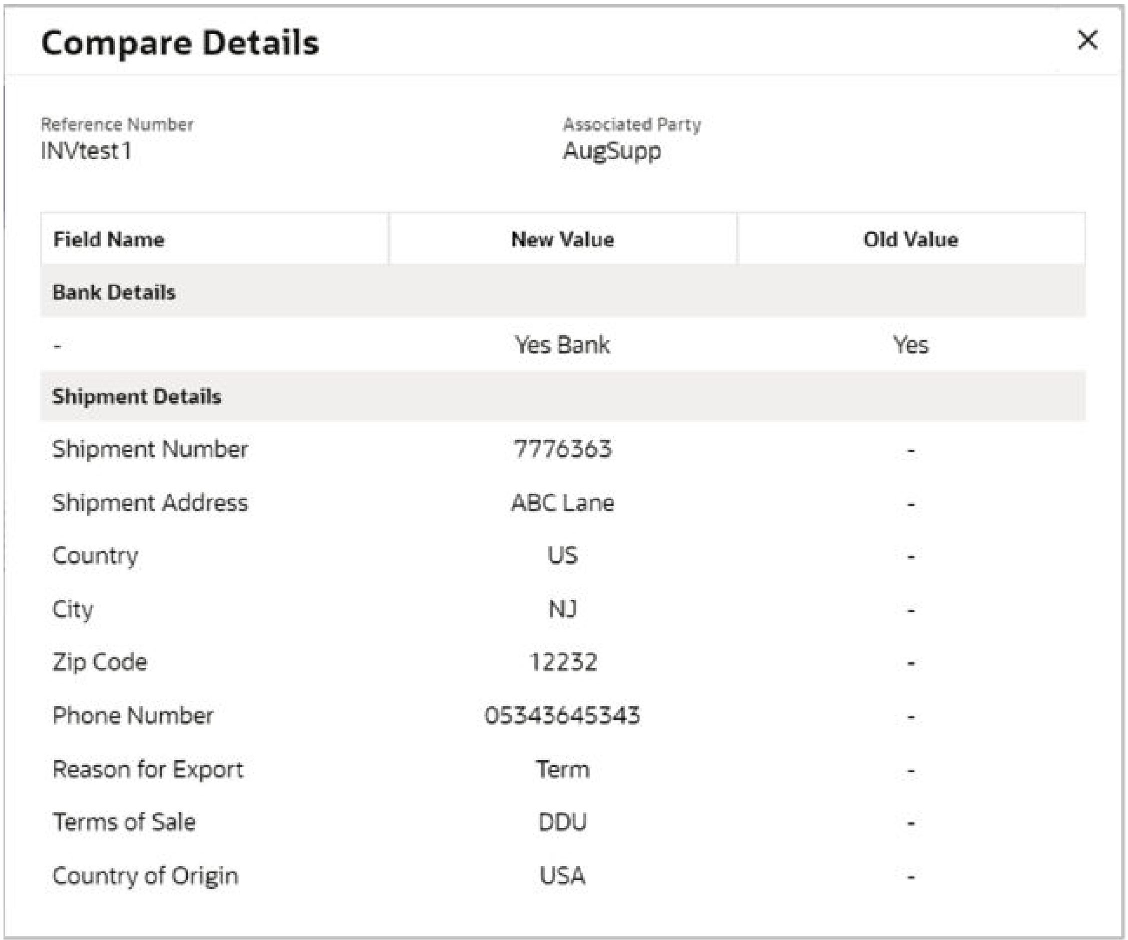
Figure 4-11 After Selecting Records



5. Update the required fields as shown in **Manage Receivables/Payables – Edit (Overlay Window)**.
6. Click **Apply** to save the details. OR Click Reset to reset the details.
7. Click **View Edited Details** link.

   The **Compare Details** overlay window appears. Compare all the edited details and modify if required.

Compare Details



8. Click **Submit**. The Review screen appears. Or, do one of the following:
   - Click **Cancel** to cancel the transaction.
   - Click **Back** to go to the previous screen.
9. Review the details and click **Confirm**. A confirmation message appears with the reference number and status of the transaction. Or, do one of the following:
   - Click **Cancel** to cancel the transaction.
   - Click **Back** to go to the previous screen.

4.4 Cancel

This topic provides systematic instructions to the supplier tocancel a receivable/payable.

Using this option, the supplier can cancel a receivable/payable. This action can only be performed on receivables/payables in the RAISED and UNPAID status.

To cancel receivables/payables:

1. Perform any of the following actions:
   - From the **Dashboard**, click the **Toggle Menu**, then click **Receivables/Payables**, **Receivables/Payables Management**, and **Manage Receivables/Payables**.

- From the **Dashboard**, click the **Toggle Menu**, then click **Receivables/Payables**, **Receivables/Payables Management**, then **View/Edit Receivables/Payables** and then **Customer Reference Number link of RAISED invoice/debit note**.

The **Manage Receivables/Payables** screen appears.

2. In the **Manage Receivables/Payables** screen, click the **Cancel** tile.

   A list of receivables/payables that are in the **Raised** and **Unpaid** status, appears.

Figure 4-12 Manage Receivables/Payables – Cancel action selected

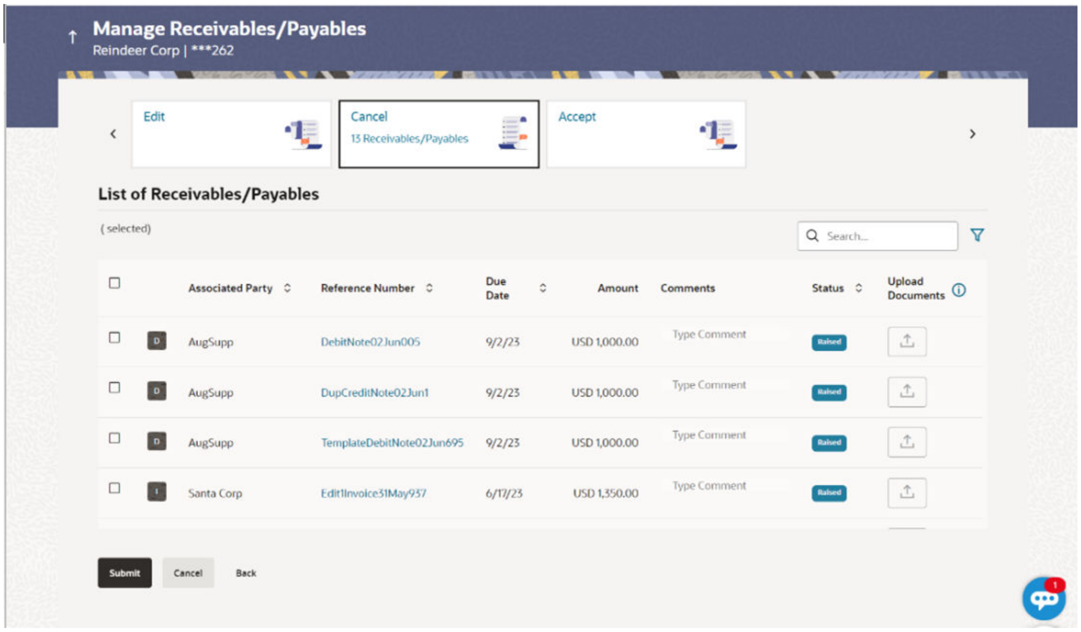


Table 4-7 Manage Receivables/Payables – Cancel - Field Description

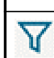
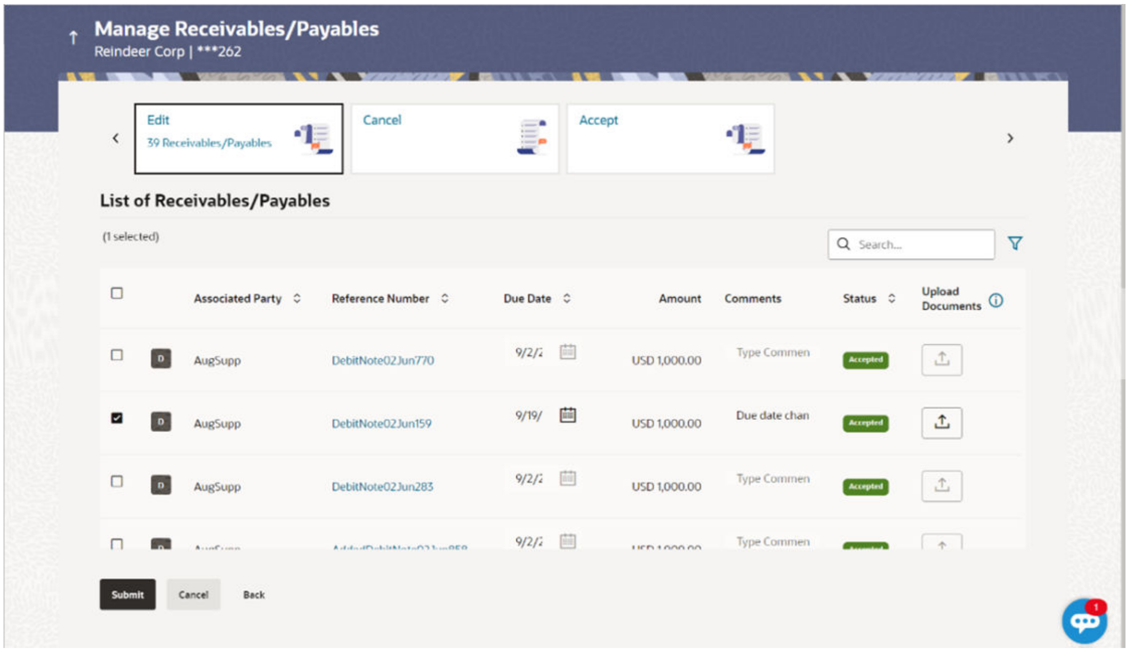
Field Name	Description
List of Receivables/ Payables (number selected)	This section displays a list of receivables/payables against which 'Cancel' action can be effected. Once you select one or more receivables/payables to cancel, the number of receivables/payables selected appears in brackets.
Search	Specify the partial or full receivable/payable reference number / associated party name / status to search for specific receivables/ payables. The results appear as and when you enter the data.
	Click this icon to filter the receivables/payables, based on certain criteria. For more information, refer the **Search (overlay window for Manage Receivables/Payables)** section below.

Table 4-7 (Cont.) Manage Receivables/Payables – Cancel - Field Description

Field Name	Description
Check Box	To select all the receivables/payables in the list, select the main check box. To select specific receivables/payables, select the check boxes beside those receivables/payables. If you select more than one receivable/payable, the following message appears: ⓘ You may add comments for all selected receivables/payables. **Click Here**. **Note** To add comments for all selected receivables/payables: **a.** Click the **Click Here** link. A pop-up window appears. **b.** Add relevant comments. **c.** Click **Apply** to apply the same. Or, click **Cancel** to cancel adding the comments.
Indicator	Displays 'I' for invoice and 'D' for debit note.
Associated Party	User can search the receivables/payables by providing the associated party. The drop-down lists all the on-boarded associated parties and the list of on-boarded associated party is categorized by: • Anchor Buyer • Anchor Supplier • Counter Party Buyer • Counter Party Supplier
Reference Number	Displays the unique reference number of the receivable/payable. The reference number is a hyperlink, which when clicked, displays the receivable/payable details in an overlay window.
Due Date	Displays the date on which the receivable/payable must be fully paid.
Amount	Displays the total receivable/payable amount.
Comments	Specify relevant comments. Once you select a receivable/payable, this field becomes editable.
Status	Displays the status of the receivable/payable.
Upload Documents	Click ⭱ to upload relevant documents. Once you select a receivable/payable, this icon becomes clickable. The following document formats are supported: JPEG, JPG, PNG, and PDF. A maximum of 5 documents can be uploaded. Once you upload documents, the number of documents uploaded appears as a hyperlink in brackets, beside this icon. On clicking this hyperlink, a pop-up window appears with the names of the documents uploaded. To delete an uploaded document, click beside the document in the pop-up window. **Note**: These documents can also be viewed and downloaded by the approver/checker.

Figure 4-13 After Selecting Records



3. Once you select the required receivable/payable to cancel, enter relevant comments.
   - You can also click  and upload relevant documents, if required.
4. Click **Submit**. The Review screen appears. Or, do one of the following:
   - Click **Cancel** to cancel the transaction.
   - Click **Back** to go to the previous screen.
5. Review the details and click **Confirm**. A confirmation message appears with the reference number and status of the transaction. Or, do one of the following:
   - Click **Cancel** to cancel the transaction.
   - Click **Back** to go to the previous screen.

4.5 Raise Dispute

This topic provides systematic instructions to raise a dispute against the receivable/payable.

If a corporate party (either Buyer or Supplier) does not agree with the details of a receivable/payable, they can raise a dispute against the receivable/payable.

To raise dispute against a receivable/payable:

1. Perform any of the following actions:
   - From the **Dashboard**, click the **Toggle Menu**, then click **Receivables/Payables**, **Receivables/Payables Management**, and **Manage Receivables/Payables.**
   - From the **Dashboard**, click the **Toggle Menu**, then click **Receivables/Payables**, **Receivables/Payables Management**, then **View/Edit Receivables/Payables** and then **Customer Reference Number link of RAISED invoice/debit note**.

   The **Manage Receivables/Payables** screen appears.

2. In the **Manage Receivables/Payables** screen, click the **Raise Dispute** link or the **Raise Dispute** tile.

   A list of receivables/payables that on which dispute can be raised, appears.

Figure 4-14 Manage Receivables/Payables – Raise Dispute action selected

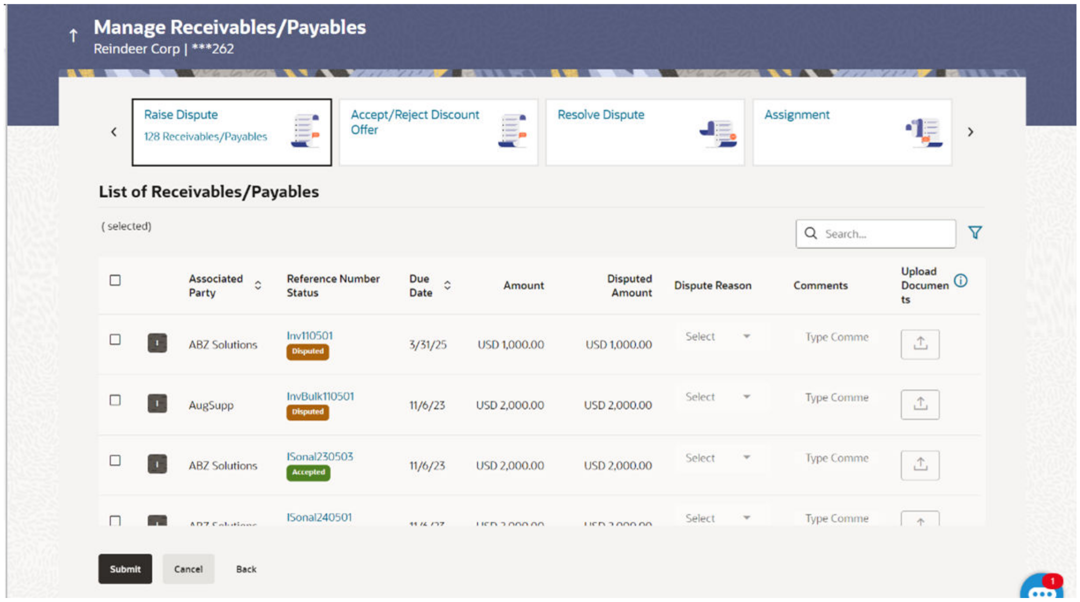


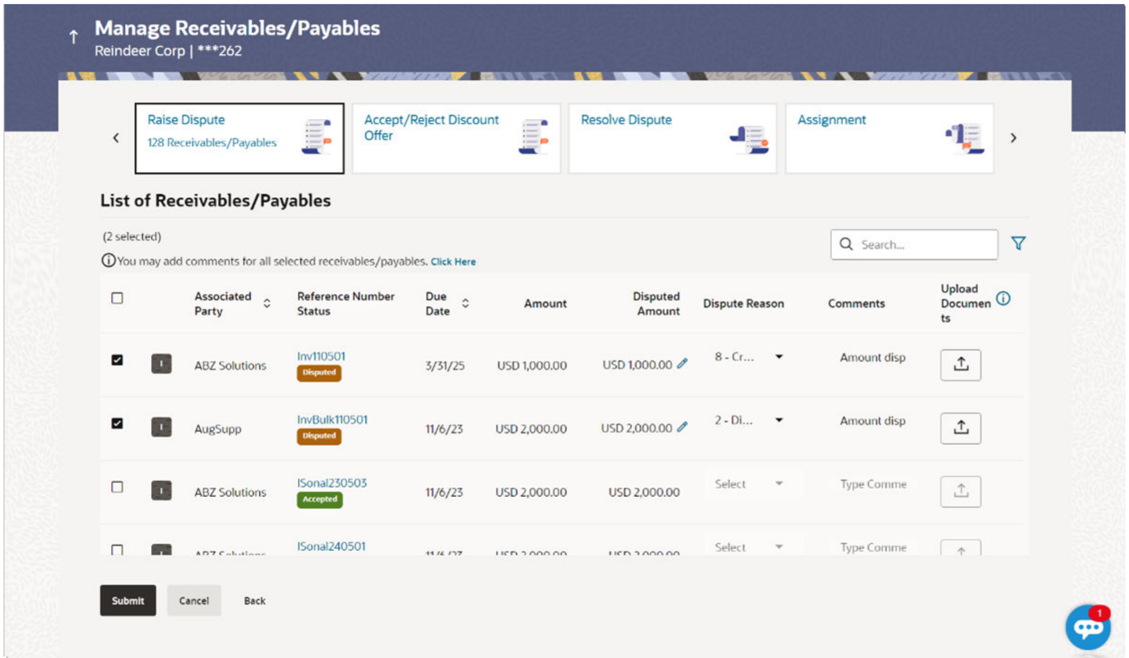
Table 4-8 Manage Receivables/Payables – Raise Dispute - Field Description

Field Name	Description
List of Receivables/ Payables (number selected)	This section displays a list of receivables/payables against which 'Raise Dispute' action can be effected. Once you select one or more receivables/payables to raise dispute against, the number of receivables/payables selected appears in brackets.
Search	Specify the partial or full receivable/payable reference number / associated party name / status to search for specific receivables/ payables. The results appear as and when you enter the data.
	Click this icon to filter the receivables/payables, based on certain criteria. For more information, refer the **Search (overlay window for Manage Receivables/Payables)** section below.
Check Box	To select all the receivables/payables in the list, select the main check box. To select specific receivables/payables, select the check boxes beside those receivables/payables. If you select more than one receivable/payable, the following message appears:  You may add comments for all selected receivables/payables. Click Here. **Note**: To add comments for all selected receivables/payables: a. Click the **Click Here** link. A pop-up window appears. b. Add relevant comments. c. Click **Apply** to apply the same. Or, click **Cancel** to cancel adding the comments.

Table 4-8 (Cont.) Manage Receivables/Payables – Raise Dispute - Field Description

Field Name	Description
Indicator	Displays 'I' for an invoice and 'D' for a debit note.
Associated Party	User can search the receivables/payables by providing the associated party. The drop-down lists all the on-boarded associated parties and the list of on-boarded associated party is categorized by: • Anchor Buyer • Anchor Supplier • Counter Party Buyer • Counter Party Supplier
Reference Number Status	Displays the unique reference number of the receivable/payable along with its status. The reference number is a hyperlink, which when clicked, displays the receivable/payable details in an overlay window.
Due Date	Displays the date on which the receivable/payable must be fully paid.
Amount	Displays the total receivable/payable amount.
Disputed Amount	Indicates the amount that is being disputed. By default, the total receivable/payable amount is displayed in this field. Once you select a receivable/payable, this field becomes editable. **Note:** You can edit this field as follows: a. Select the check box beside the receivable/payable to be partially accepted. b. Click and enter the amount that you wish to accept. c. Click to save the entered amount.
Dispute Reason	Select the reason for the dispute from this list. Once you select a receivable/payable, this field becomes editable.
Comments	Specify any relevant comments. Once you select a receivable/payable, this field becomes editable.
Upload Documents	Click to upload relevant documents. Once you select a receivable/payable, this icon becomes clickable. The following document formats are supported: JPEG, JPG, PNG, and PDF. A maximum of 5 documents can be uploaded. Once you upload documents, the number of documents uploaded appears as a hyperlink in brackets, beside this icon. On clicking this hyperlink, a pop-up window appears with the names of the documents uploaded. To delete an uploaded document, click beside the document in the pop-up window. **Note:** These documents can also be viewed and downloaded by the approver/checker.

Figure 4-15 After Selecting Records



3. Once you select the required receivable/payable, update the **Disputed Amount** field, select the reason for dispute, and enter relevant comments.
   - You can also click  and upload relevant documents, if required.
4. Click **Submit**. The Review screen appears. Or, do one of the following:
   - Click **Cancel** to cancel the transaction.
   - Click **Back** to go to the previous screen.
5. Review the details and click **Confirm**. A confirmation message appears with the reference number and status of the transaction. Or, do one of the following:
   - Click **Cancel** to cancel the transaction.
   - Click **Back** to go to the previous screen.

4.6 Resolve Dispute

This topic provides systematic instructions to resolve disputes that have been raised against receivables/payables.

A corporate user can use this option to resolve disputes that have been raised against receivables/payables.

> **Note**
>
> The **Resolve Dispute** action can be effected only on those receivables/payables that have disputes raised against them.

To resolve a dispute raised against a receivable/payable:

1. Perform any of the following actions:

- From the **Dashboard**, click the **Toggle Menu**, then click **Receivables/Payables**, **Receivables/Payables Management**, and **Manage Receivables/Payables.**
- From the **Dashboard**, click the **Toggle Menu**, then click **Receivables/Payables**, **Receivables/Payables Management**, then **View/Edit Receivables/Payables** and then **Customer Reference Number link of RAISED invoice/debit note**.

The **Manage Receivables/Payables** screen appears.

2. In the **Manage Receivables/Payables** screen, click the **Resolve Dispute** link or the **Resolve Dispute** tile.

   A list of disputed receivables/payables, appears.

3. In the **Manage Receivables/Payables** screen that appears, either click the **Resolve Dispute** link or the **Resolve Dispute** tile.

   A list of disputed receivables/payables, appears.

Figure 4-16 Manage Receivables/Payables – Resolve Dispute action selected

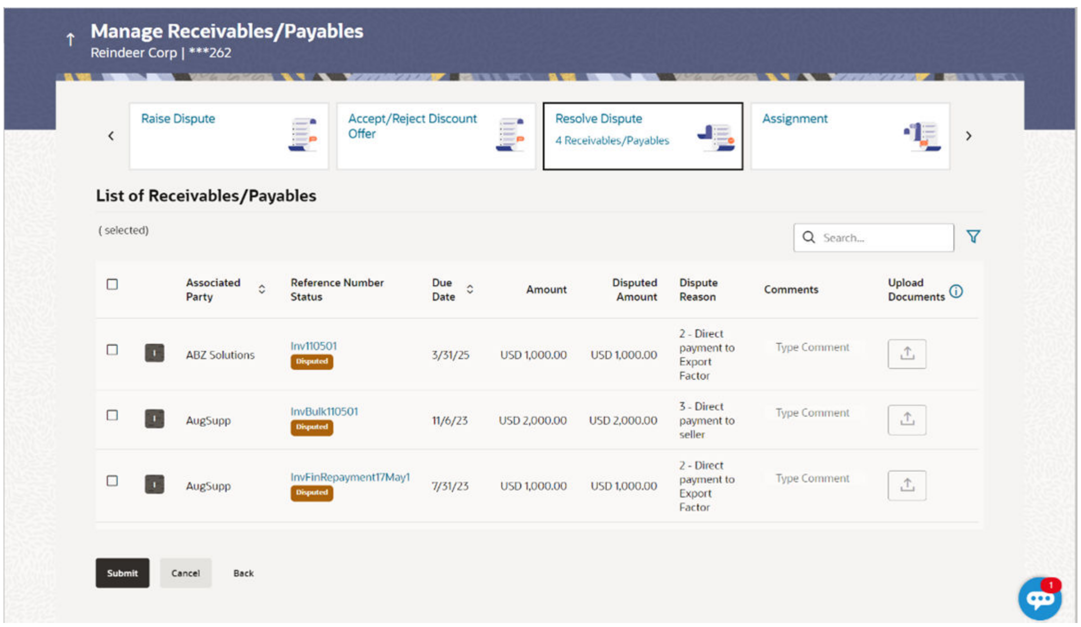


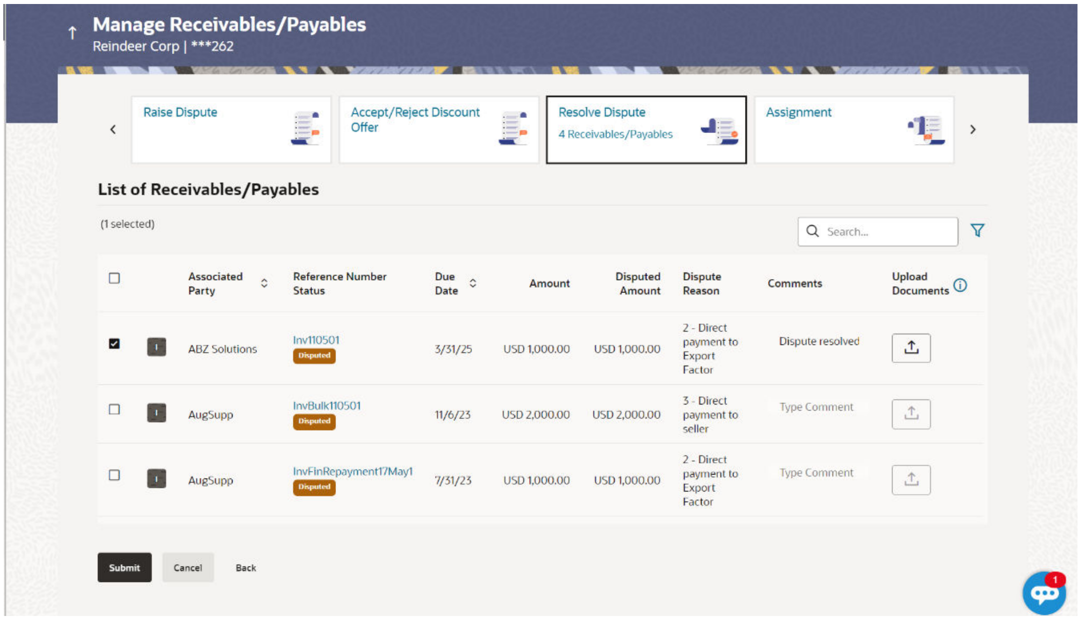
Table 4-9 Manage Receivables/Payables – Resolve Dispute - Field Description

Field Name	Description
List of Receivables/ Payables (number selected)	This section displays a list of receivables/payables against which 'Resolve Dispute' action can be effected. Once you select one or more receivables/payables to resolve dispute against, the number of receivables/payables selected appears in brackets.
Search	Specify the partial or full receivable/payable reference number / associated party name / status to search for specific receivables/ payables. The results appear as and when you enter the data.
	Click this icon to filter the receivables/payables, based on certain criteria. For more information, refer the **Search (overlay window for Manage Receivables/Payables)** section below.

Table 4-9 (Cont.) Manage Receivables/Payables – Resolve Dispute - Field Description

Field Name	Description
Check Box	To select all the receivables/payables in the list, select the main check box. To select specific receivables/payables, select the check boxes beside those receivables/payables. If you select more than one receivable/payable, the following message appears: ⓘ You may add comments for all selected receivables/payables. Click Here. **Note**: a. Click the **Click Here** link. A pop-up window appears. b. Add relevant comments. c. Click **Apply** to apply the same. Or, click **Cancel** to cancel adding the comments.
Indicator	Displays ‘I’ for an invoice and ‘D’ for a debit note.
Associated Party	User can search the receivables/payables by providing the associated party. The drop-down lists all the on-boarded associated parties and the list of on-boarded associated party is categorized by: • Anchor Buyer • Anchor Supplier • Counter Party Buyer • Counter Party Supplier
Reference Number Status	Displays the unique reference number of the receivable/payable along with its status. The reference number is a hyperlink, which when clicked, displays the receivable/payable details in an overlay window. Also displays the status of the receivable/payable.
Due Date	Displays the date on which the receivable/payable must be fully paid.
Amount	Displays the total receivable/payable amount.
Disputed Amount	Displays the amount that is being disputed.
Dispute Reason	Displays the reason for the dispute.
Comments	Specify any relevant comments. Once you select a receivable/payable, this field becomes editable.
Upload Documents	Click to upload relevant documents. Once you select a receivable/payable, this icon becomes clickable. The following document formats are supported: JPEG, JPG, PNG, and PDF. A maximum of 5 documents can be uploaded. Once you upload documents, the number of documents uploaded appears as a hyperlink in brackets, beside this icon. On clicking this hyperlink, a pop-up window appears with the names of the documents uploaded. To delete an uploaded document, click beside the document in the pop-up window. **Note** These documents can also be viewed and downloaded by the approver/checker.

Figure 4-17 After Selecting Records



4. Once you select the required receivable/payable, enter relevant comments.
   - You can also click  and upload relevant documents, if required.
5. Click **Submit**. The Review screen appears. Or, do one of the following:
   - Click **Cancel** to cancel the transaction.
   - Click **Back** to go to the previous screen.
6. Review the details and click **Confirm**. A confirmation message appears with the reference number and status of the transaction. Or, do one of the following:
   - Click **Cancel** to cancel the transaction.
   - Click **Back** to go to the previous screen.

4.7 Assignment

This topic provides systematic instructions to a corporate party to assign the responsibility of handling their receivables/payables to a factor.

This process is referred to as assignment. The responsibilities can include collecting, distributing, financing, repayment, and so on. This option is available only if the Oracle Banking Supply Chain Finance application is implemented by the bank.

> **Note**
>
> The Assignment tile is not displayed if the Supply Chain Finance Module is not implemented by the bank.
>
> If the 'Acceptance Applicable' flag is enabled for the program associated with the receivable/payable, then the receivable/payable is available for assignment only after it has been 'Accepted'. Else, the receivable/payable is available for assignment regardless of its status.

To perform assignment of receivables/payables:

1. Perform any of the following actions:
   - From the **Dashboard**, click the **Toggle Menu**, then click **Receivables/Payables**, **Receivables/Payables Management**, and **Manage Receivables/Payables.**
   - From the **Dashboard**, click the **Toggle Menu**, then click **Receivables/Payables**, **Receivables/Payables Management**, then **View/Edit Receivables/Payables** and then **Customer Reference Number link of RAISED invoice/debit note**.

   The **Manage Receivables/Payables** screen appears.
2. In the **Manage Receivables/Payables** screen that appears, click the **Assignment** tile.

   A list of receivables/payables on which the assignment action can be effected, appears.

Figure 4-18 Manage Receivables/Payables – Assignment action selected

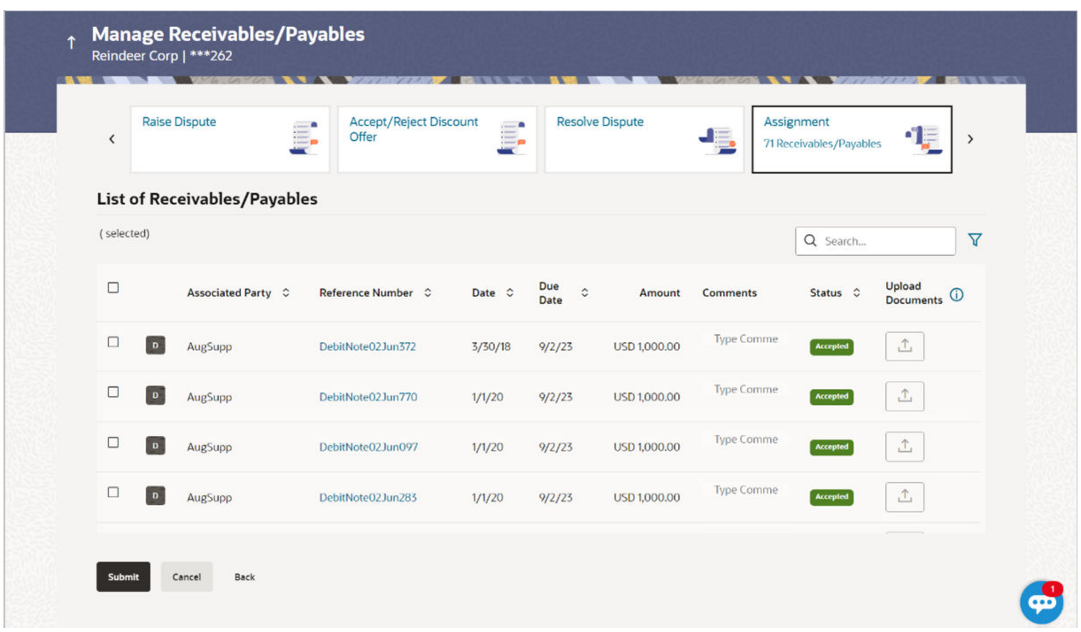


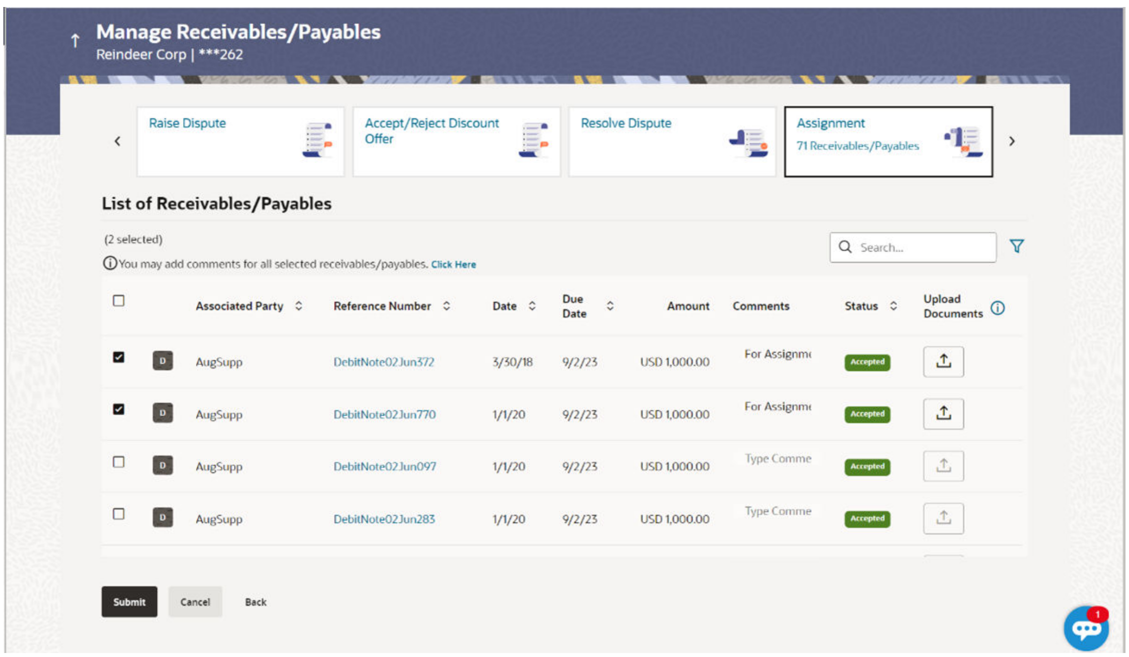
Table 4-10 Manage Receivables/Payables – Assignment - Field Description

Field Name	Description
List of Receivables/ Payables (number selected)	This section displays a list of receivables/payables against which the 'Assignment' action can be effected. Once you select one or more receivables/payables to assign, the number of receivables/payables selected appears in brackets.
Search	Enter the partial or full receivable/payable reference number / associated party name / status to search for specific receivables/ payables. The results appear as and when you enter the data.
	Click this icon to filter the receivables/payables, based on certain criteria. For more information, refer the **Search (overlay window for Manage Receivables/Payables)** section below.
Check Box	To select all the receivables/payables in the list, select the main check box. To select specific receivables/payables, select the check boxes beside those receivables/payables. If you select more than one receivable/payable, the following message appears: You may add comments for all selected receivables/payables. Click Here. **Note** To add comments for all selected receivables/payables: **a.** Click the **Click Here** link. A pop-up window appears. **b.** Add relevant comments. **c.** Click **Apply** to apply the same. Or, click **Cancel** to cancel adding the comments.
Indicator	Displays 'I' for an invoice and 'D' for a debit note.
Associated Party	User can search the receivables/payables by providing the associated party. The drop-down lists all the on-boarded associated parties and the list of on-boarded associated party is categorized by: • Anchor Buyer • Anchor Supplier • Counter Party Buyer • Counter Party Supplier
Reference Number	Displays the unique reference number of the receivable/payable. This is a hyperlink, which when clicked, displays the receivable/payable details in an overlay window.
Date	Displays the date of creation of the receivable/payable.
Due Date	Displays the date on which the receivable/payable must be fully paid.
Amount	Displays the total receivable/payable amount.
Comments	Enter any relevant comments. Once you select a receivable/payable, this field becomes editable.
Status	Displays the status of the receivable/payable.

Table 4-10 (Cont.) Manage Receivables/Payables – Assignment - Field Description

Field Name	Description
Upload Documents	Click to upload relevant documents. Once you select a receivable/payable, this icon becomes clickable. The following document formats are supported: JPEG, JPG, PNG, and PDF. A maximum of 5 documents can be uploaded. Once you upload documents, the number of documents uploaded appears as a hyperlink in brackets, beside this icon. On clicking this hyperlink, a pop-up window appears with the names of the documents uploaded. To delete an uploaded document, click beside the document in the pop-up window. **Note** These documents can also be viewed and downloaded by the approver/checker.

Figure 4-19 After Selecting Records



3. Once you select the required receivables/payables, enter relevant comments.
   - You can also click and upload relevant documents, if required.
4. Click **Submit**. The Review screen appears. Or, do one of the following:
   - Click **Cancel** to cancel the transaction.
   - Click **Back** to go to the previous screen.
5. Review the details and click **Confirm**. A confirmation message appears with the reference number and status of the transaction. Or, do one of the following:

- Click **Cancel** to cancel the transaction.
- Click **Back** to go to the previous screen.

4.8 Search (overlay window for Manage Receivables/Payables)

This topic provides systematic instructions to search for receivables/payables based on the filter criteria.

This overlay window appears when you click the  icon in the **Manage Receivables/ Payables** screen.

Figure 4-20 Search (overlay window for Manage Receivables/Payables)

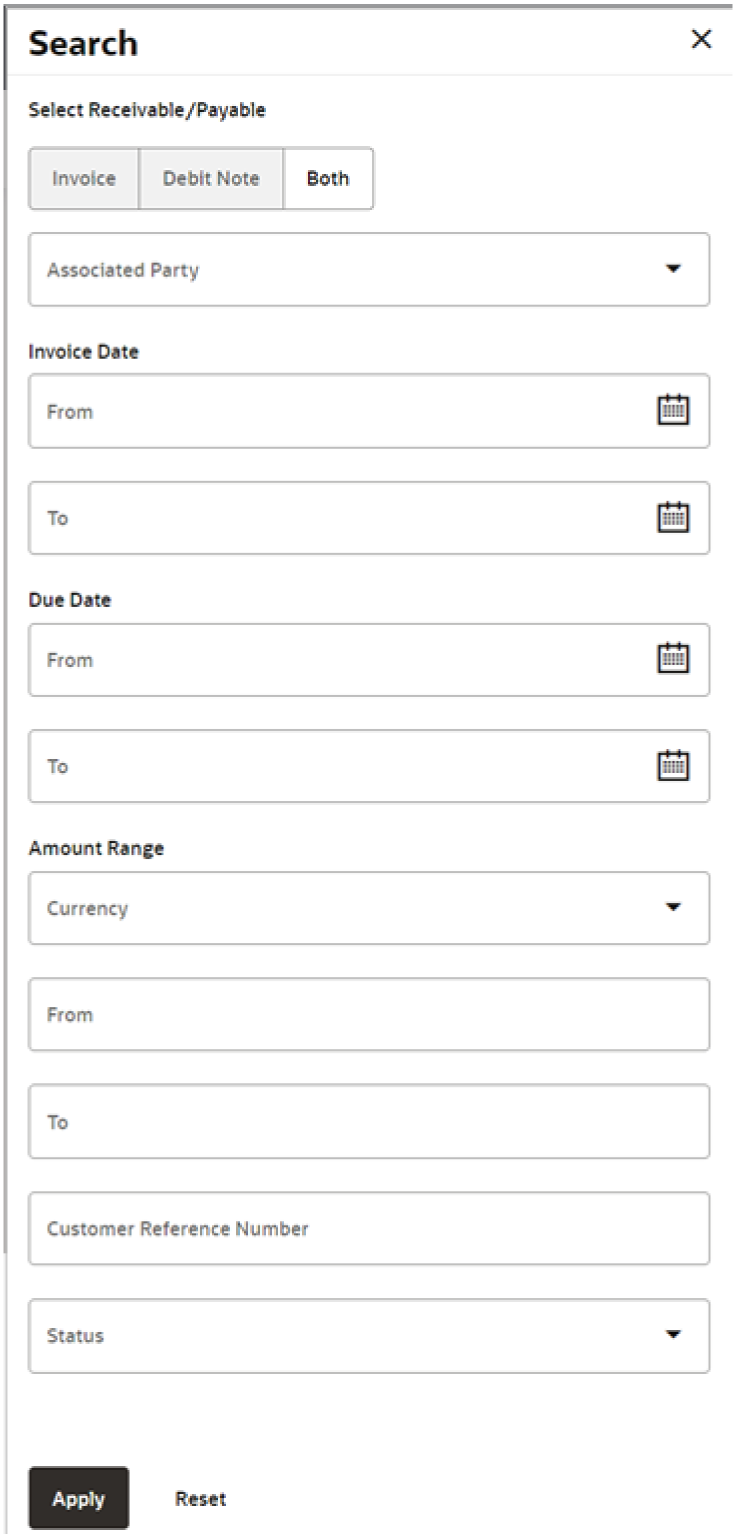


Table 4-11 Search (overlay window for Manage Receivables/Payables) - Field Description

Field Name	Description
Select Receivable/Payable	Select the type of receivable/payable to take action on. The options are: • **Invoice** • **Debit Note** • **Both**
Associated Party	Select the associated party to link the Receivables/Payables from all on-boarded associated parties. The list of on-boarded associated party is categorized by: • Anchor Buyer • Anchor Supplier • Counter Party Buyer • Counter Party Supplier On selecting an associated party, the role of the party as **Buyer** or **Supplier**, appears below this field.
Discount Offer	Indicates an option to search for receivables/payables based on the discount offer linked to them. This list displays all discount offers that have been created. You can select a specific discount offer to view specific receivables/payables, or the 'All Offers' option to view all receivables/payables. This field appears only for the **Accept/Reject Discount Offer** option.
Date From - To	Indicates an option to search for receivables/payables created within a specific date range. Click the calendar icon and select the **From** and **To** dates.
Due Date From - To	Indicates an option to search for receivables/payables that are due in a specific date range. Click the calendar icon and select the **From** and **To** dates.
Amount Range Currency From/To	Indicates an option to search for receivables/payables based on an amount range. Select the required currency from the **Currency** list, and enter the **From** and **To** amounts.
Customer Reference Number	Indicates an option to search for receivables/payables based on the reference number.
Status	Indicates an option to search for receivables/payables based on their status. • The status is set to **Disputed** by default, when filtering receivables/payables for **Resolve Dispute**. The status cannot be edited in this case. • The status is set to **Raised**, by default, when filtering receivables/payables for **Cancel**, or **Accept**. The status cannot be edited in these cases.

5
Credit Notes

In general, a Credit Note can be interpreted as a receipt or an invoice given by a shop to a customer who has returned goods.

This can then be offset against future purchases. It is essentially an instruction to debit the supplier and credit the buyer. Credit notes may be raised under the following circumstances:

- The supplier fails to deliver goods of the same value as the buyer's payment, assuming that the buyer has made an advance payment.
- The rate charged on an earlier invoice is higher than the actual rate.
- The buyer pays prior to the due date leading the supplier to provide a discount by way of a credit note.
- Items (commodities) raised in the invoice are returned by the buyer.

> **Note**
>
> The Credit Notes Transactions are only supported on **Desktops/Laptops** and on **Landscape** mode of **Tablet** devices.

Credit note records can be created using one of the following:

- Online Credit Note Creation (manual entry)
- Create Credit Notes using Templates
- Bulk Credit Note Creation

- Create Online Credit Note
  This topic provides systematic instructions to create a single or multiple credit notes online.
- View Credit Note
  This topic provides systematic instructions to the corporate users to view the credit notes, with respect to the corporate's role as buyer or supplier.

5.1 Create Online Credit Note

This topic provides systematic instructions to create a single or multiple credit notes online.

Using this option, corporate users can create single or multiple credit notes online. Post submission of the credit note, an option is provided to save the content as a Template. The template can be reused for creating credit notes for the same program and associated corporate party.
Once the user creates credit notes, they must be approved by an approver (if the approval flow has been set). The designated corporate approver is notified. The approver can either approve or reject the transaction. In case of rejection, the approver can send the transaction back to the corporate user (maker) to make the required modifications and re-submit it for approval.

User must have valid corporate login credentials.

To create a Credit Note:

1. From the **Dashboard**, click the **Toggle Menu**, then click **Receivables/Payables**, **Receivables/Payables Management**, and **Create Credit Note**.

   The **Create Credit Note** screen appears.

Figure 5-1 Create Credit Note

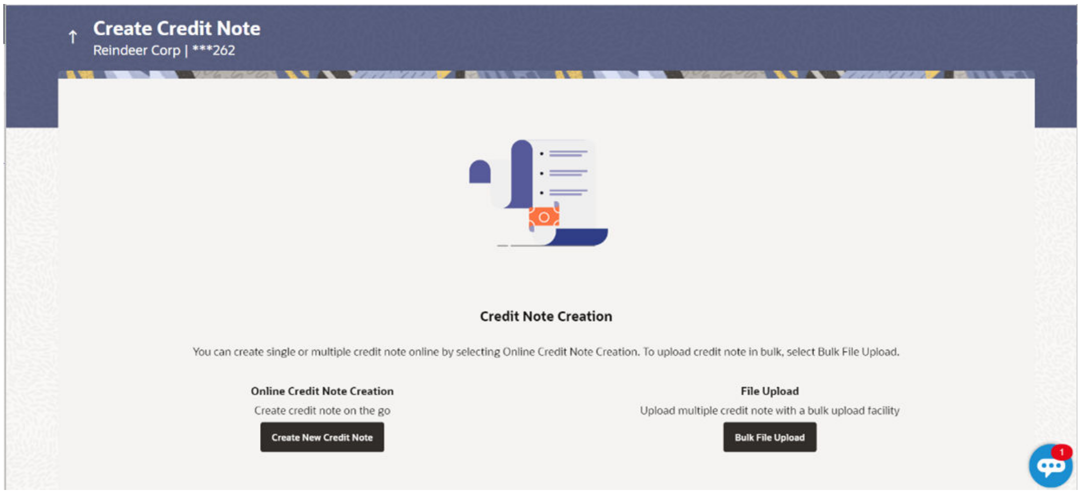


Table 5-1 Create Credit Note - Field Description

Field Name	Description
Party Name	Displays the name of the logged-in corporate party.
Online Credit Note Creation	Indicates the option to create credit note records by manual entry of the details.
File Upload	Indicates the option to create bulk credit note records through file upload.

2. In the **Create Credit Note** screen, click **Create New Credit Note** to create credit note records manually.

- Online Credit Note Creation (manual entry)
  This topic provides systematic instructions to create one or more credit notes in one single transaction.
- Create Credit Notes using Templates
  This topic provides systematic instructions to create a credit using a template.
- Bulk Credit Note Creation
  This topic provides systematic instructions to create Credit note records in bulk through file upload.

5.1.1 Online Credit Note Creation (manual entry)

This topic provides systematic instructions to create one or more credit notes in one single transaction.

A corporate user, based on their role, can create one or more credit notes in one single transaction.

To create credit note(s):

1. From the **Dashboard**, click the **Toggle Menu**, then click **Receivables/Payables**, **Receivables/Payables Management**, and **Create Credit Note**.

   The **Create Credit Note** screen appears.

2. In the **Create Credit Note** screen, click **Create New Credit Note** to create credit note records manually.

   The **New Credit Note** tab appears.

Figure 5-2 New Credit Note

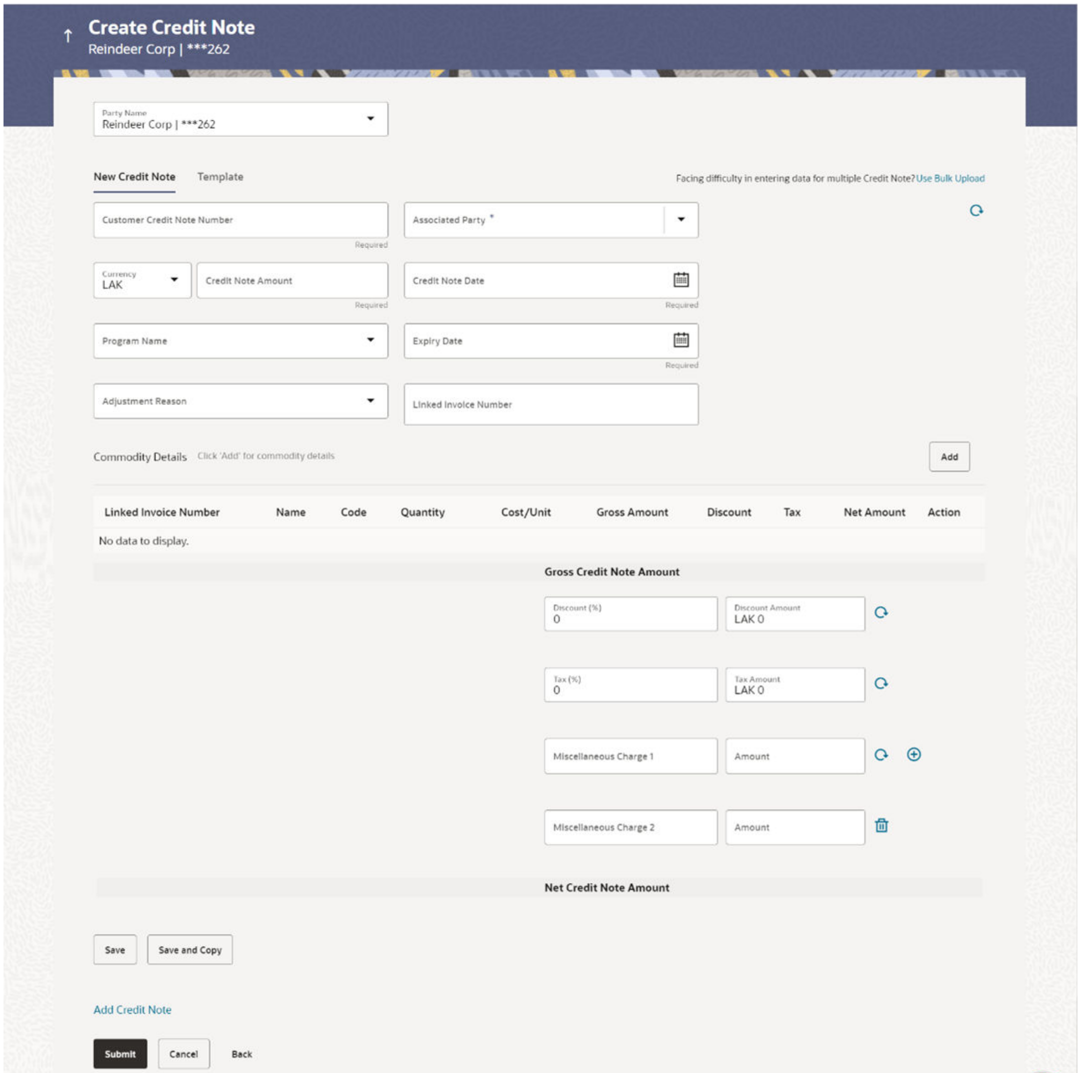


Table 5-2 Create Credit Note -New Credit Note - Field Description

Field Name	Description
Party Name	Select the party name from the dropdown list in which the credit note must be created. By default, the primary party/gcif of the logged-in user is selected. **Note:** Only accessible parties are displayed to the user.
New Credit Note	This section displays the **New Credit Note** related fields.

Table 5-2 (Cont.) Create Credit Note -New Credit Note - Field Description

Field Name	Description
Facing difficulty in entering data for multiple Credit Note? Use Bulk Upload	Click the **Use Bulk Upload** link to navigate to the **File Upload** screen for creating credit notes in bulk.
Customer Credit Note Number	Specify the customer's own reference number for the credit note.
Associated Party	Select the associated party to link the credit note from all on-boarded associated parties. The list of on-boarded associated party is categorized by: • Anchor Buyer • Anchor Supplier • Counter Party Buyer • Counter Party Supplier On selecting an associated party, the role of the party as **Buyer** or **Supplier**, appears below this field.
Program Name	Select the program to which the credit note should be linked. Programs linked to the selected associated party are listed. This field is visible only if the Oracle Banking Supply Chain Finance application is implemented by the bank.
Auto Accept	Displays the number of days post creation when the credit note will be deemed as accepted. This field appears on selecting a program. It is displayed only if auto-acceptance is enabled at the program-level. For more information on programs, refer the **Create Program** section in **User Manual Oracle Banking Digital Experience Corporate Supply Chain Finance**.
Auto Finance	Displays whether the credit note will be auto financed or not. This field appears on selecting a program. It is populated based on the auto finance setting in the program definition. For more information on programs, refer the **Create Program** section in **User Manual Oracle Banking Digital Experience Corporate Supply Chain Finance**.
Credit Note Amount	Select the credit note currency and enter the gross credit note amount (not including tax or discount).
Credit Note Date	Click the calendar icon and select the date of creation of the credit note.
Expiry Date	Click the calendar icon and select the date on which the credit note expires. The **Expiry Date** should be greater than or equal to the **Credit Note Date**.
Adjustment Reason	Select the reason for adjusting the invoice amount.
Linked Invoice Number	Select the invoice that should be linked to the credit note. Once you link invoice(s), the **Populate Commodity Details from Invoice** toggle is enabled, and the commodities from the invoice(s) appear in the **Commodity Details** grid of the credit note.
Populate Commodity Details from Invoice	This toggle is automatically enabled when you link invoices to the credit note in the **Linked Invoice Number** field. The **Commodity Details** section gets populated with the commodities from the linked invoice(s), when this toggle is enabled. Switch this toggle off in case you want to remove the commodities from the credit note.

3. Once you enter the above details, you can optionally add/modify the commodity details.

a. To add a commodity record, click **Add**. An overlay window appears, where you can capture the commodity details.

b. To modify an existing commodity record, click  .

c. To delete a commodity record, click  .

4. Click **Add** in the **Commodity Details** section.

   The **Add Commodity Details** overlay window appears.

Figure 5-3 Add Commodity Details

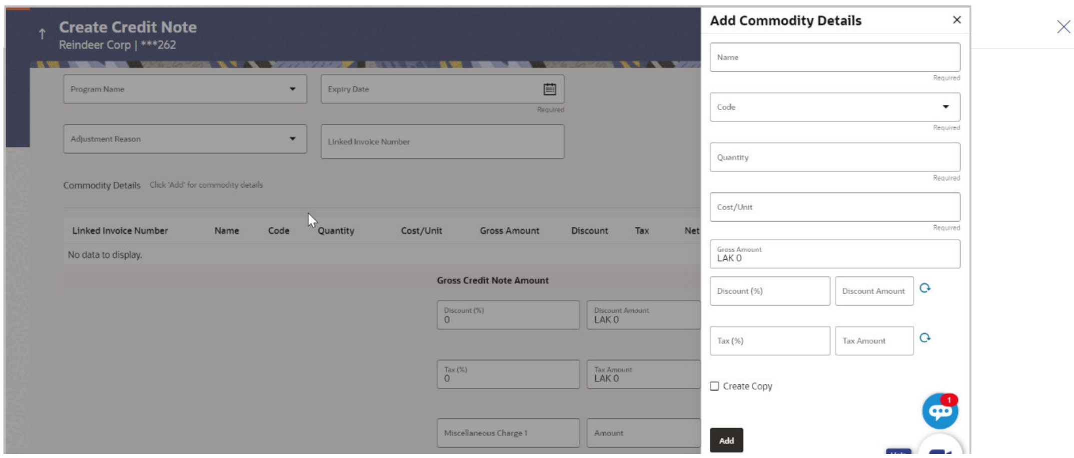


Table 5-3 Add Commodity Details - Field Description

Field Name	Description
Name	Specify the name of the commodity for which the credit note is being raised.
Code	Select the code of the commodity. This value should be selected from the commodity code dropdown list. **Note:** This dropdown field displays the list of commodity code(s) maintained for the selected supplier party.
Quantity	Specify the quantity of the commodity for which the credit note is being raised.
Cost/Unit	Specify the cost per unit of the commodity.
Gross Amount	Specify the gross commodity amount. It also gets auto calculated if quantity and cost per unit are entered. It is the product of the entered quantity and cost per unit. Gross Amount = Cost/Unit * Quantity
Discount	Specify any discount offered on the commodity. You can either enter the percentage of discount (in the first field) or the actual discount amount (in the second field). When you enter any one of these values, the other value is automatically calculated and displayed. **Note**: This field is auto populated if a discount percentage is maintained for the selected commodity code. Click  to reset the values.

Table 5-3 (Cont.) Add Commodity Details - Field Description

Field Name	Description
Tax	Specify any tax charged on the commodity. You can either enter the percentage of tax (in the first field) or the actual tax amount (in the second field). When you enter any one of these values, the other value is automatically calculated and displayed. **Note**: This field is auto populated if a tax percentage is maintained for the selected commodity code. Click to reset the values.
Net Amount	Displays the net amount of the commodity. It is automatically calculated as follows: Net Amount = Gross Amount – Discount + Tax
Create Copy	Select this check box to create a copy of the commodity details entered. On clicking the **Add** button, a commodity record is created in the **Commodity Details** section.

5. You can further add commodities by clicking **Add**, and filling out the required details.

Figure 5-4 Commodity Added

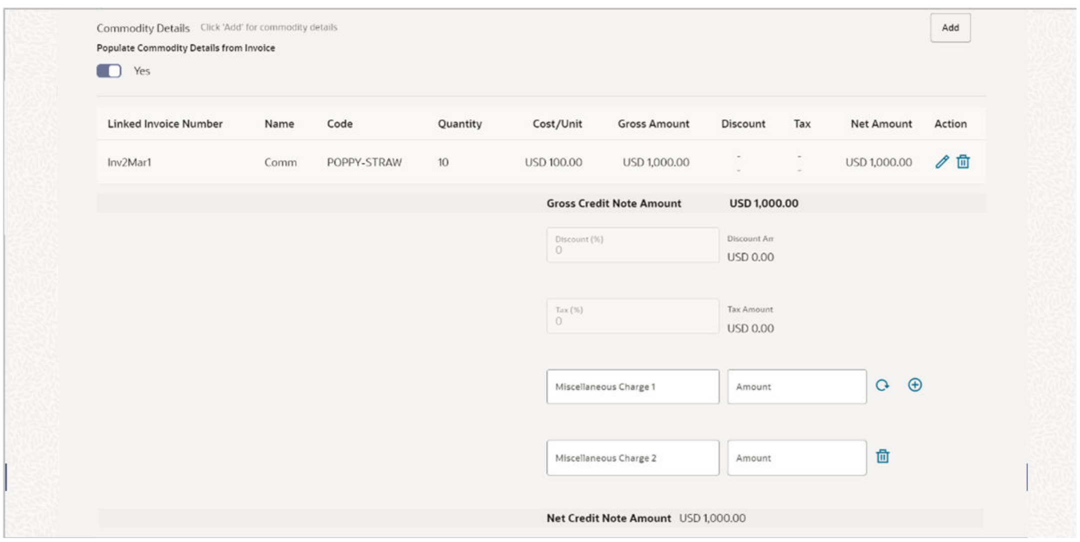


Table 5-4 Commodity Added - Field Description

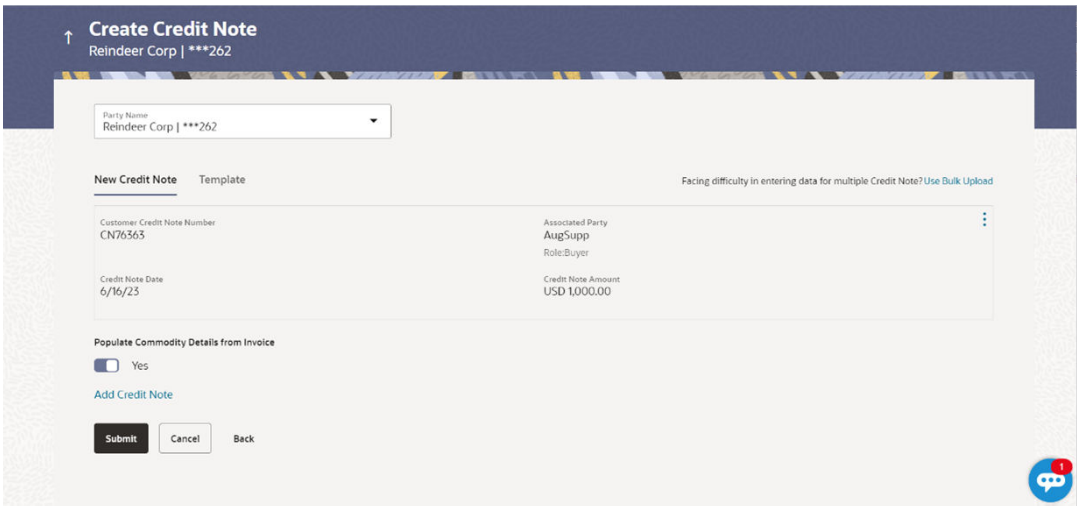
Field Name	Description
Commodity Details	This section displays the commodity detail records, once you add them. Multiple commodities can be added.
Linked Invoice Number	Displays the invoice number of the commodity.
Name	Displays the name of the commodity.
Code	Displays the code of the commodity.
Quantity	Displays the quantity of the commodity.
Cost/Unit	Displays the cost per unit of the commodity.

Table 5-4 (Cont.) Commodity Added - Field Description

Field Name	Description
Gross Amount	Displays the total gross amount of the commodity. It is the product of the entered quantity and cost per unit. Gross Amount = Cost per unit * Quantity
Discount	Displays the discount amount and percentage offered on the commodity.
Tax	Displays the tax amount and percentage charged on the commodity.
Net Amount	Displays the net amount of the commodity. It is automatically calculated as follows: Net Amount = Gross Amount – Discount + Tax
Actions	Indicates the actions that can be performed on the commodity record. • Click to edit the record. • Click to remove the record. The following fields are present below the Commodity Details section, and are applicable at the invoice-level.
Gross Credit Note Amount	Displays the total gross amount of all the added commodities.
Discount	Displays the total discount amount of all the commodities added. The average discount percentage of all added commodities is also displayed. Click to reset the values. Total Discount % = (Total discount amount / Total debit note amount) *100 **Note:** When commodity records are added, the discount value of each commodity is aggregated and populated here. This value cannot then be modified. However, if commodity records are not added, then this field is editable and the discount value or percentage can be entered here.
Tax	Displays the total tax amount of all the commodities added. The average tax percentage of all added commodities is also displayed. Click to reset the values. Total Tax % = (Total tax amount / Total debit note amount) *100 **Note:** When commodity records are added, the tax value of each commodity is aggregated and populated here. This value cannot then be modified. However, if commodity records are not added, then this field is editable and the tax value or percentage can be entered here.
Miscellaneous Charges	Add the name and amount of any other miscellaneous charge applicable. Use to add another charges. A maximum of 2 miscellaneous charges can be added. Click to reset the values.
Net Credit Note Amount	Displays the overall credit note amount that is owed to the buyer. **Note:** The **Net Credit Note Amount** gets automatically calculated as follows: Net Credit Note Amount = Gross Credit Note Amount - Discount Value + Tax Amount.
	Indicates an option to reset the fields. This icon is present on the top right corner of the screen.

6. Modify the amount in the **Credit Note Amount** field above the **Commodity Details** section, to match the **Gross Credit Note Amount**, of all commodities.
7. Click **Save** to save the debit note. Or, do one of the following:
   - Click **Save and Copy** to save the credit note and to create an editable copy.
   - To clear the fields, click the icon in the top right side of the screen

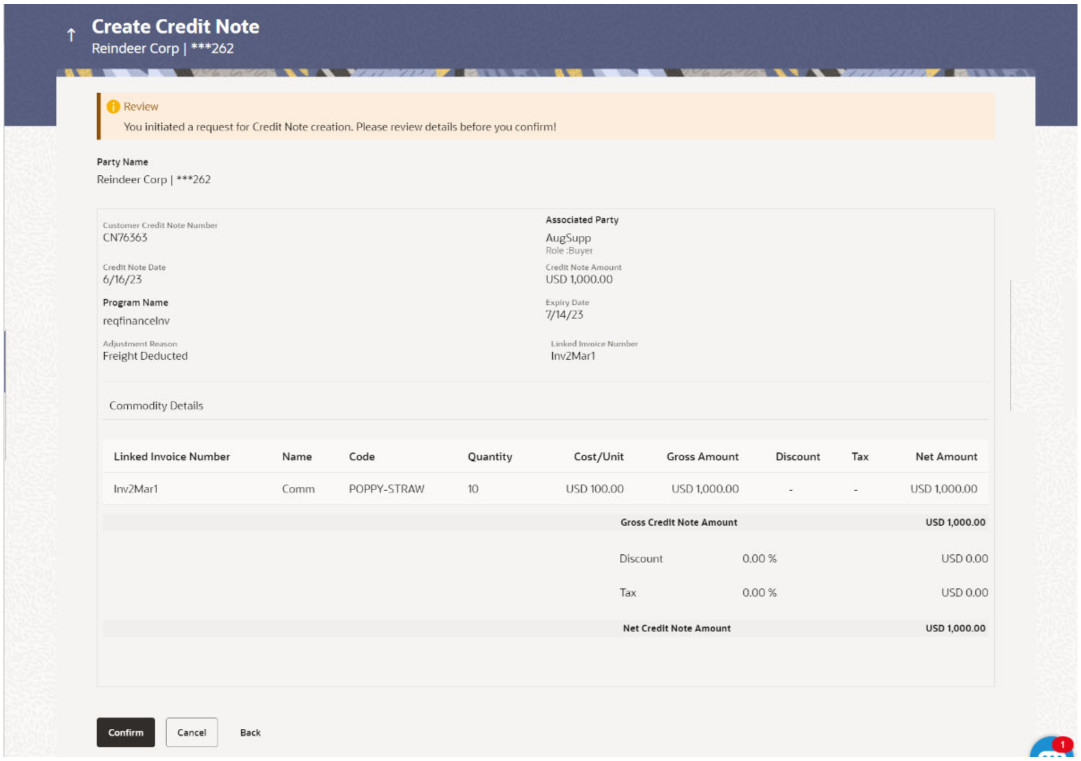
Figure 5-5 On Clicking Save



> **Note**
>
> On clicking the **Save** button, the credit note being created appears in a panel with in the top right corner. Click this icon to edit / copy / delete the credit note, if required

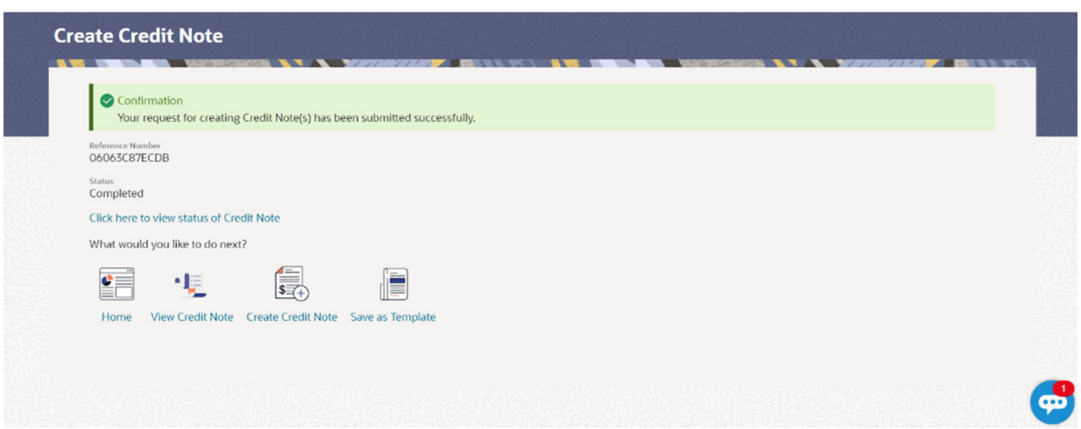
8. To create another new credit note in the transaction, click the **Add Credit Note** link.
   - Add required details as mentioned in the steps above.
9. Click **Submit** to submit the transaction, once all required credit notes have been added. The Review screen appears. Or, do one of the following:
   - Click **Cancel** to cancel the transaction.
   - Click **Back** to go to the previous screen.

Figure 5-6 Create Credit Note – Review Screen



10. In the Review screen, verify the details and click **Confirm**. A confirmation message appears with the reference number and status of the transaction.
    - Click **Cancel** to cancel the transaction.
    - Click **Back** to go to the previous screen.

Figure 5-7 Create Credit Note – Confirmation Screen



> **Note**
>
> You can view the details of the credit note just created, by clicking the '**Click here to view status of Credit Note**' link.

11. Click the **Save as Template** link to save the details of the created credit note as a template. Or, do one of the following:
    - Click the **View Credit Note** link to view the details of existing credit notes. The **View Credit Note** screen appears.
    - Click the **Create Credit Note** link to create another credit note.
    - Click the **Go To Dashboard** link to go to the main dashboard.

5.1.2 Create Credit Notes using Templates

This topic provides systematic instructions to create a credit using a template.

You can save the data entered during credit note creation, as a template. This option is available upon successful creation of a credit note. You can use this template in the future to create credit notes for the same program and associated party. This saves the efforts of re-entering the data.

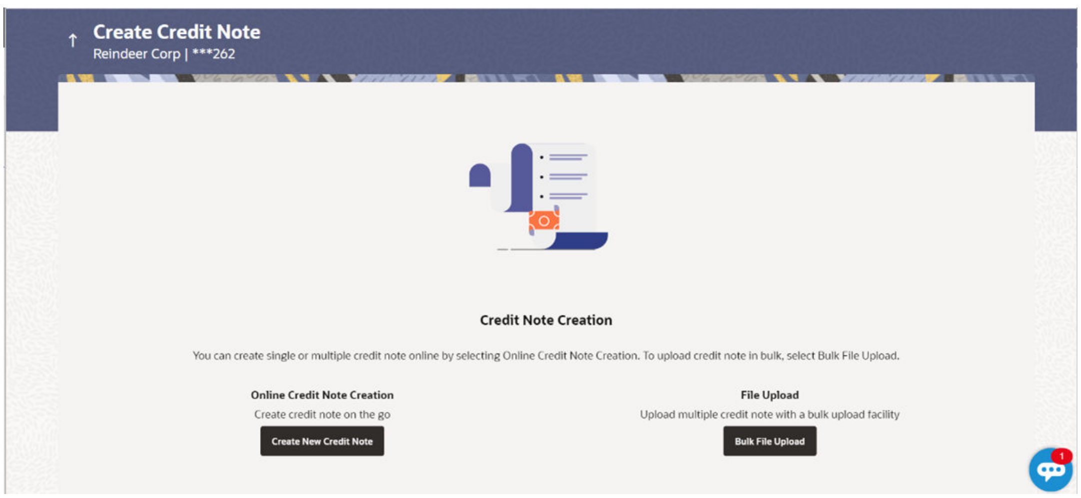
User must have valid corporate login credentials.

To view and use templates for creation of credit notes:

1. From the **Dashboard**, click the **Toggle Menu**, then click **Receivables/Payables**, **Receivables/Payables Management**, and **Create Credit Note**.

   The **Create Credit Note** screen appears.

   Figure 5-8 Create Credit Note

2. On navigating to the **Create Credit Note** screen, click **Create New Credit Note**.

   The **Create Credit Note** screen appears.

3. Click the **Template** tab.

   A list of existing templates appear.

Figure 5-9 Create Credit Note – Template tab

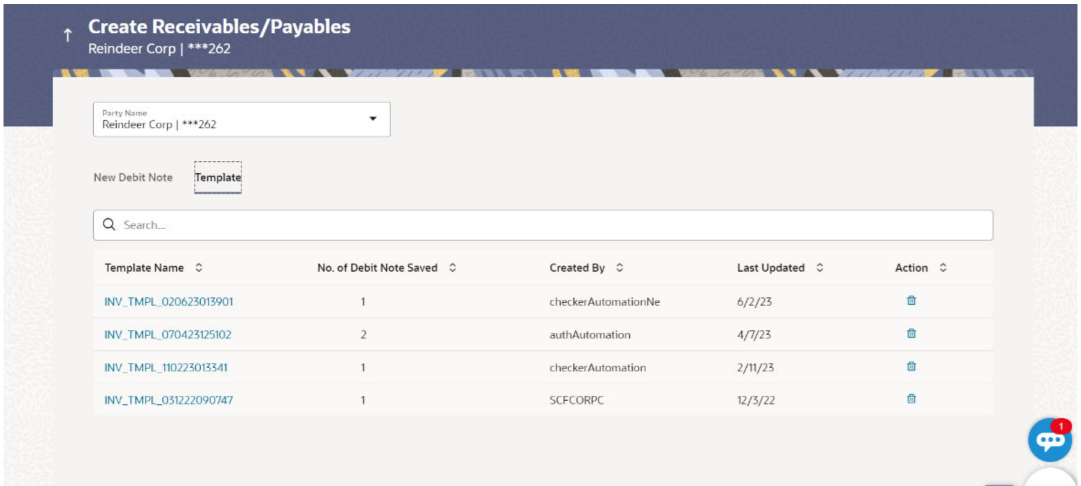


Table 5-5 Create Credit Note – Template - Field Description

Field Name	Description
Party Name	Select the party name from the dropdown list in which the credit note must be created. By default, the primary party/gcif of the logged-in user is selected. **Note:** Only accessible parties are displayed to the user.
Search	Specify the partial or full name of the template to search for specific templates. As you type the name, the relevant templates appear in the list.
Template Name	Displays the name of the credit note template, as a hyperlink. Click this hyperlink to open the **New Credit Note** screen, with the template details populated in the respective fields.
No. of Credit Note Saved	Displays the number of credit notes saved under the template.
Created By	Displays the name of the corporate user who created the template.
Last Updated	Displays the last updated date of the credit note template.
Action	Click to delete the credit note template.

4. Navigate through the pages to the required template, or use the **Search** field to find a specific template.
5. Click the desired **Template Name** link. The template details are populated in the New Credit Note tab.
6. Optionally: Click against the template to delete the existing credit note template. A popup message appears to confirm the deletion.
   - Click **Yes** to delete the credit note template.
   - Click **No** to cancel the deletion of the credit note template.
7. Add or modify the required details.
8. Click **Save** to save the credit note. Or, do one of the following:
   - Click the **Save and Copy** link to create a copy of the credit note in editable mode.
   - Click the **Add Credit Note** link at the bottom of the screen, to add another credit note.

- Click  at the top right corner of a credit note, to delete it.
- Click  at the top right corner of a credit note, to clear the existing data.

9. Click **Submit**. The Review screen appears. Or, do one of the following:
   - Click **Cancel** to cancel the transaction.
   - Click **Back** to go to the previous screen.
10. Review the details and click **Confirm**. A confirmation message appears with the reference number and status of the transaction. Or, do one of the following:
    - Click **Cancel** to cancel the transaction.
    - Click **Back** to go to the previous screen.

5.1.3 Bulk Credit Note Creation

This topic provides systematic instructions to create Credit note records in bulk through file upload.

User must have valid corporate login credentials.

To create credit notes in bulk:

1. Perform any of the following actions:
   - From the **Dashboard**, click the **Toggle Menu**, then click **File Upload**, and then **File Upload**.
   - From the **Dashboard**, click the **Quick Links**, then click **File Upload**.
   - From the **Dashboard**, click the **Toggle Menu**, then click **Receivables/Payables**, **Receivables/Payables Management**, and then **Create Credit Note**.

   The **Create Credit Note** screen appears.

Figure 5-10 Create Credit Note

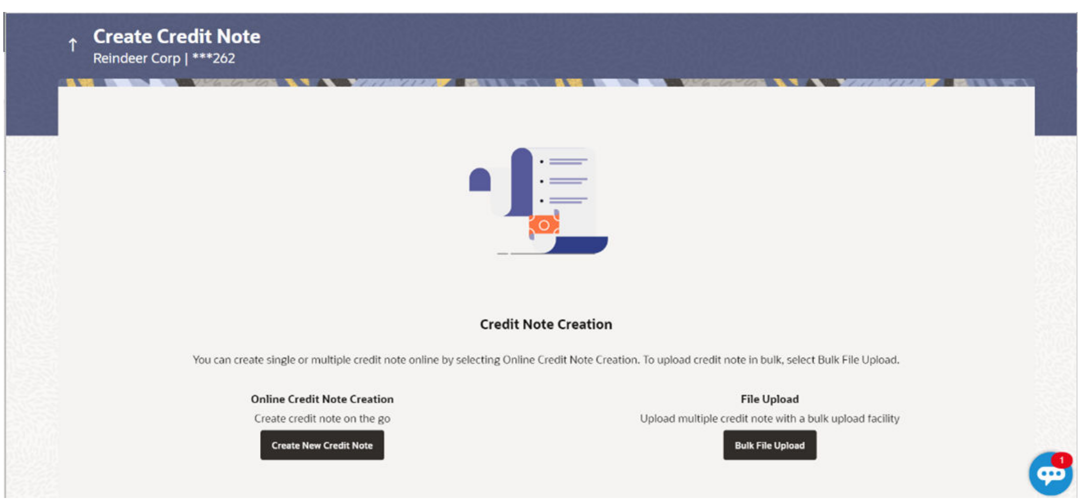


Table 5-6 Create Credit Note - Field Description

Field Name	Description
Party Name	Displays the name of the logged-in corporate party.
Online Credit Note Creation	Indicates the option to create credit note records by manual entry of the details.
File Upload	Indicates the option to create bulk credit note records through file upload.

2. In the **Create Credit Note** screen, click **Bulk File Upload**.

   The **File Upload** screen appears.

3. For more information on the procedure of uploading the file, refer **User Manual Oracle Banking Digital Experience Corporate Bulk File Upload – Receivables Payables Management**. Use the file template detailed below for upload.

Bulk Credit Note File Template

The file to be uploaded should have data in a specific sequence. For each credit note, there must be a top row with indicator ‘CN’, which specifies credit-note-level parameters. For each commodity under the credit note, there must be a row with indicator ‘C’, which specifies the commodity-level parameters. Refer this file for the upload file format: Bulk Credit Note Upload Template

Table 5-7 Bulk Credit Note File Template - Field Description

Field Name	Description
Bulk Credit Note File Template	The following fields are specific to a credit note. You must add a row for each credit note record.
Indicator	Specify **CN** in this field. This is a mandatory field.
Cr. Note Reference Number	Specify the customer’s reference number for the credit note. This is a mandatory field.
Link Invoice Number	Specify the invoice reference numbers to be associated with the credit note. You can provide multiple invoice numbers using the pipe separator. **Note:** The invoice numbers provided here should belong to the same party ID for which the credit note is being uploaded. The invoice numbers provided here should also belong to the same buyer-supplier combination, as that of the credit note. The invoices specified in this field should not have been cancelled. Credit notes cannot be raised against cancelled invoices.
Cr Note Date	Specify the date of creation of the credit note. This date should not be greater than the current business date. It should also not be less than the invoice date. This is a mandatory field.
Cr Note Expiry Date	Specify the expiry date of the credit note.
Buyer Code**	Specify the code associated with the buyer.
Supplier Code**	Specify the code associated with the supplier.
Currency*	Specify the credit note currency. A 3-digit currency code as per ISO standards is acceptable. This is a mandatory field.
Base Cr Note Amount*	Specify the gross credit note amount.
Discount Amount	Specify the discount amount applicable on the base credit note amount.
Tax Amount	Specify the applicable tax amount.

Table 5-7 (Cont.) Bulk Credit Note File Template - Field Description

Field Name	Description
Net Cr Note Amount*	Specify the net credit note amount, post application of discount and tax. This is a mandatory field. Net Cr Note Amount = Base Cr Note Amount – Discount Amount + Tax Amount
Buyer Division Code	Specify the division code of the buyer.
Supplier Division Code	Specify the division code of the supplier.
Buyer ID*	Specify the party ID of the buyer.
Supplier ID*	Specify the party ID of the supplier.
Buyer Name	Specify the name of the buyer.
Supplier Name	Specify the name of the supplier.
Program ID	Specify the ID of the program associated with the credit note. This ID should be the same as the program ID associated with the linked invoices. This field is applicable only if the Oracle Banking Supply Chain Finance application is implemented by the bank.
Adjustment Reason	Specify the reason for adjustment. The available values are: • **Pricing Error** • **Allowance/Charge Error** • **Extension Error** • **Quantity Contested** • **Pallet/Container Charge Error** • **Freight Deducted** • **Tax Deducted** • **Items not received**
Remarks	Specify any remarks, if applicable. The following fields are specific to a commodity. You must add a row for each commodity in the credit note.
Indicator**	Specify **C** for a commodity row.
Credit Note reference number	Specify the reference number of the credit note. This is a mandatory field.
Invoice Number**	Specify the invoice reference number of the commodity. This number should also be listed in the **Linked Invoice Number** field of the credit note. **Note**: Only one invoice number is allowed in this field. If the commodity is linked with multiple invoices, then a commodity row should be added for each invoice.
Commodity Code**	Specify the unique code of the commodity. This code should be the same as that present in the linked invoice in the credit note.
Commodity Name	Specify the name of the commodity. This name should be the same as that present in the linked invoice in the credit note.
Quantity**	Specify the quantity of the commodity.
Unit Cost	Specify the cost per unit of the commodity.
Gross Total of Commodity	Specify the total cost of the commodity. Gross Amount = Unit Cost * Quantity
Discount Amount	Specify the discount amount applicable to the commodity.
Tax Amount	Specify the tax amount applicable to the commodity.
Net Amount**	Specify the net amount of the commodity. Net Amount = Gross Total of Commodity – Discount Amount + Tax Amount

4. Select the file identifier, select the file to be uploaded, and click **Upload**.
5. For more information on the procedure of uploading the file, refer **User Manual Oracle Banking Digital Experience Corporate Bulk File Upload – Supply Chain Finance**.

The credit notes are uploaded.

5.2 View Credit Note

This topic provides systematic instructions to the corporate users to view the credit notes, with respect to the corporate's role as buyer or supplier.

To view credit notes:

1. From the **Dashboard**, click the **Toggle Menu**, then click **Receivables/Payables**, **Receivables/Payables Management**, and then**View Credit Note**.

   The **View Credit Note** screen appears.

Figure 5-11   View Credit Note

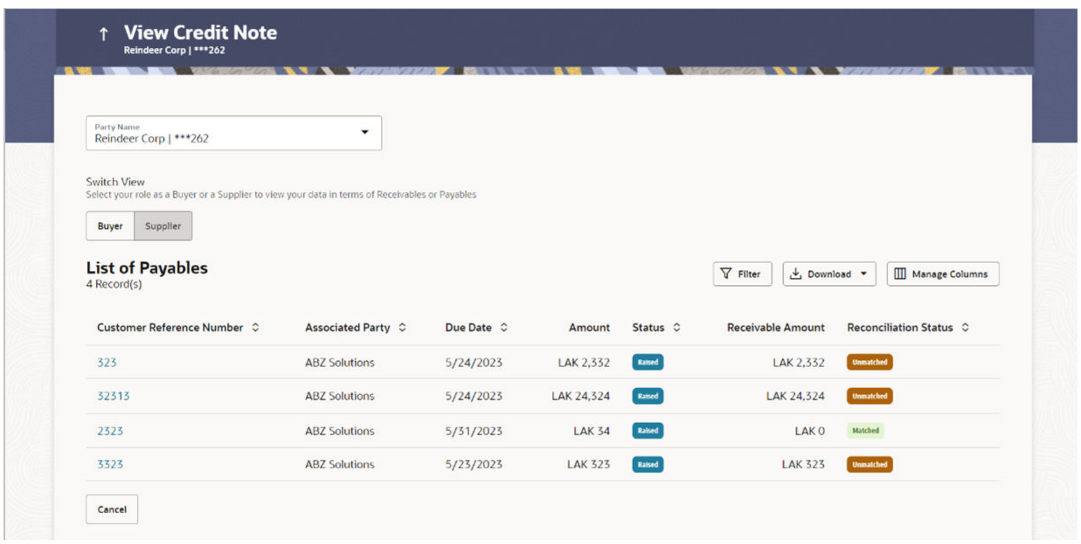


Table 5-8   View Credit Note – Field Description

Field Name	Description
Party Name	Select the party name from the dropdown list to view the applicable list of credit notes. By default, the primary party/gcif of the logged-in user is selected. **Note:** Only accessible parties are displayed to the user. Based on the party selection, the list of credit notes is displayed.
Switch View	Indicates the option to view the credit notes based on the corporate party's role. The options are: • **Buyer** • **Supplier**

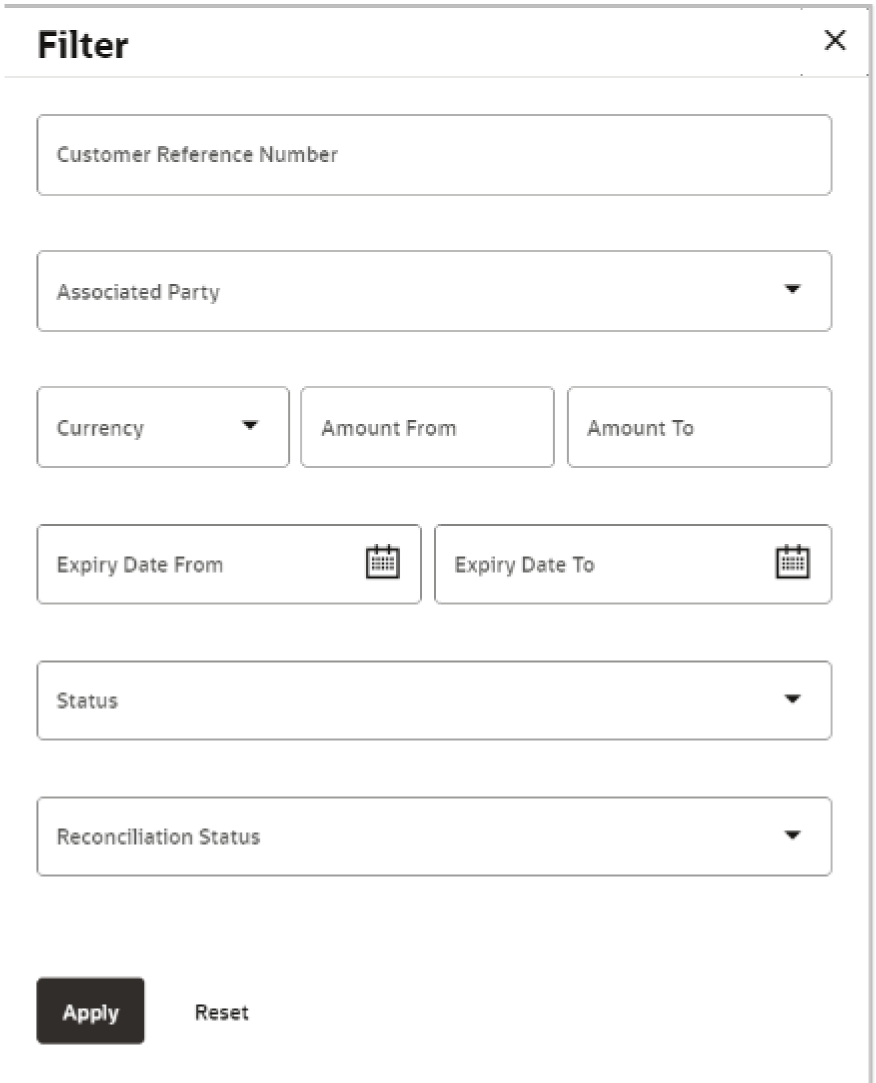
Table 5-8 (Cont.) View Credit Note – Field Description

Field Name	Description
	Click this icon to filter the credit notes, based on certain criteria. For more information, refer the **Search (overlay window for View Credit Note)** section below.
Download	Click this link to download the list of finances in CSV or PDF format.
Manage Columns	Click this link to personalize the columns i.e., rearrange/remove columns in the search result grid. The Manage Columns overlay window appears. For more information, refer the **Manage Columns (overlay window for View Credit Notes)** section below.
List of Receivables/ Payables	Displays a list of credit notes based on the entered search criteria, for the party's role as supplier or buyer. The credit notes are displayed as: • Receivables, if the role of the logged-in party is selected as '**Buyer**' in the Switch View field. • Payables, if the role of the logged-in party is selected as '**Supplier**' in the Switch View field.
Customer Reference Number	Displays the customer's reference number for the credit note as fetched from the Host. This is a hyperlink which when clicked displays the details of the credit note. For more information, refer the **View Credit Note Details** section, in this document.
Associated Party	User can search the receivables/payables by providing the associated party. The drop-down lists all the on-boarded associated parties and the list of on-boarded associated party is categorized by: • Anchor Buyer • Anchor Supplier • Counter Party Buyer • Counter Party Supplier
Expiry Date	Displays the expiry date of the credit note as fetched from the Host.
Amount	Displays the credit note amount along with the currency as fetched from the Host.
Status	Displays the status of the credit note. This can be one of the following: • **Raised** • **Expired** • **Cancelled**
Payable Amount / Receivable Amount	Displays the amount payable / receivable depending on the role selected. If the role is of a buyer, then it is the receivable amount, else it is the payable amount.
Reconciliation Status	Displays the payment status of the credit note. This can be one of the following: • **Matched** • **Partially Matched** • **Reconciliation in Process** • **Unmatched**

2. You can perform the following actions in the **View Credit Note** screen:
   - Click the **Customer Reference Number** link to view the details of the credit note.
   - Click **Download** to download the credit notes list in CSV format.
   - Click **Cancel** to go to the main dashboard.

Search (overlay window for View Credit Note)

Figure 5-12 View Credit Note - Filter (overlay window for View Credit Note)



This window appears on clicking  in the **View Credit Note** screen.

Table 5-9 View Credit Note - Filter - Field Description

Field Name	Description
Customer Reference Number	Indicates an option to search for a credit note using the reference number.
Associated Party	Indicates an option to search for credit notes based on the associated party.
Amount Range Currency From-To	Indicates an option to search for credit notes based on a particular currency and amount range.
Expiry Date From-To	Indicates an option to search for credit notes that expire in a specific period.

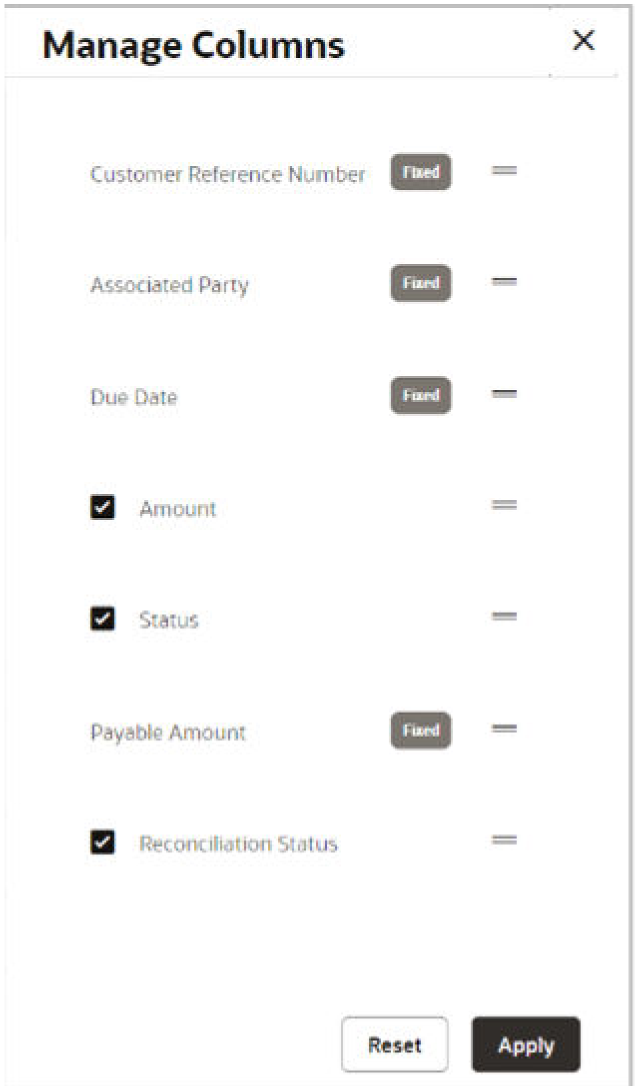
Table 5-9 (Cont.) View Credit Note - Filter - Field Description

Field Name	Description
Status	Indicates an option to search for credit notes based on the status. The options available are: • **Raised** • **Expired** • **Cancelled**
Reconciliation Status	Indicates an option to search for credit notes based on the reconciliation status. The options available are: • **Matched** • **Partially Matched** • **Reconciliation in Process** • **Unmatched**

On clicking **Apply**, a list of relevant credit notes is displayed. On clicking **Reset**, the data entered in the **Filter** overlay window is cleared.

3. Click **Manage Columns** to reorder or modify or save column preferences in View Credit Note screen.

Figure 5-13 Manage Columns (overlay window for View Credit Note)



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

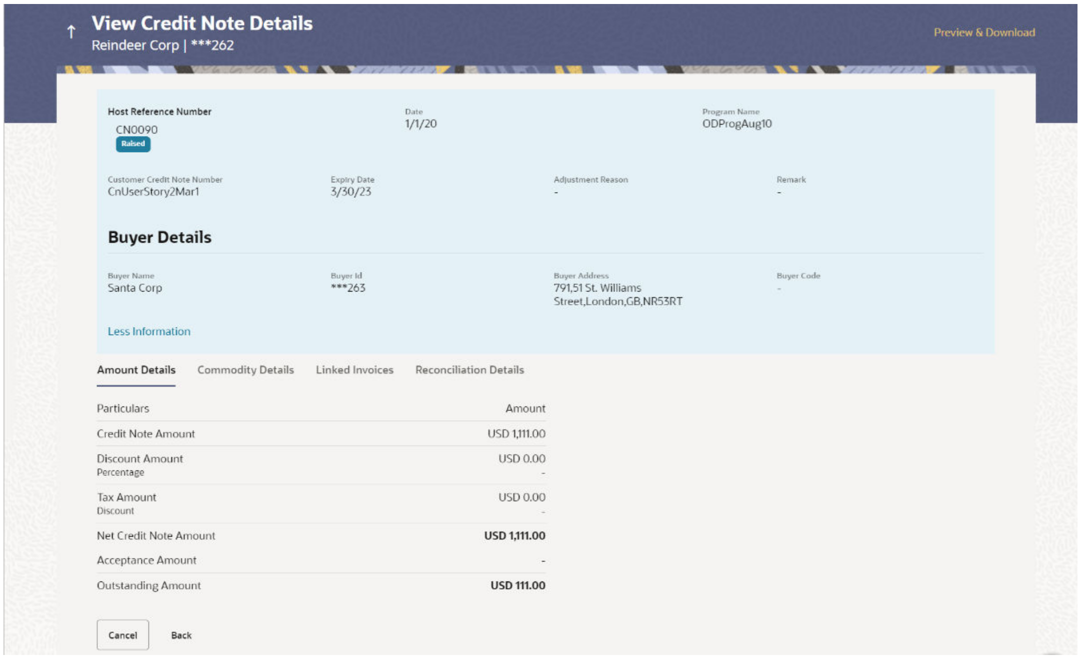
b. Click **Reset** to reset the columns preferences.

4. Click **Download** and select the file format to download the Credit Note list. At present the CSV format is supported.

View Credit Note Details

5. Click the **Customer Reference Number** link of a particular credit note in the **View Credit Note** screen, to view its details.

Figure 5-14 View Credit Note Details



Note

The **View Credit Note Details** screen can also be viewed on a mobile device. The credit note details present in the desktop version, are also available on the mobile device.

Table 5-10 View Credit Note Details - Field Description

Field Name	Description
View Credit Note Details	It displays the detailed information of the credit note. You can view the following details: • Itemized amount details • Commodity details, if they have been added during creation. • Linked invoices • Reconciliation details, if reconciled.
Party Name	Displays the name and ID of the logged-in corporate party.
Preview & Download	Click the link to download the credit note details in PDF format. This file is password protected. The password is a combination of the first four letters of the corporate user name in UPPERCASE followed by the date of birth/establishment in DDMM format.
Host Reference Number Status	Displays the unique reference number of the credit note fetched from the host. The status of the credit note is also displayed.
Date	Displays the date on which the credit note has been created.
Program Name	Displays the name of the program linked with the credit note. The following fields appear if you click the **More Information** link. You can hide the fields by clicking the **Less Information** link.

Table 5-10 (Cont.) View Credit Note Details - Field Description

Field Name	Description
Customer Credit Note Number	Displays the customer's credit note reference number.
Expiry Date	Displays the date on which the credit note expires.
Payment Terms	Displays the terms agreed for the payment of the credit note.
Adjustment Reason	Displays the reason for adjustment of the initial invoice amount.
Remark	Displays the entered remarks.
Buyer Details / Supplier Details	If the associated party is the supplier, then the supplier details are displayed. If the associated party is the buyer, then the buyer details are displayed.
Buyer Name/ Supplier Name	Displays the name of the associated party.
Buyer Id / Supplier Id	Displays the ID of the associated party.
Buyer Address / Supplier Address	Displays the address of the associated party.
Buyer Code / Supplier Code	Displays the code of the associated party.

The following tabs are present in the **View Credit Note Details** screen:

- Amount Details
- Commodity Details
- Linked Invoices
- Reconciliation Details

> **Note**
>
> These tabs can also be viewed on a mobile device.

6. Click the **Amount Details** tab to view the amount details of the credit note.

   The **View Credit Note Details – Amount Details** screen appears.

Figure 5-15 View Credit Note Details – Amount Details tab

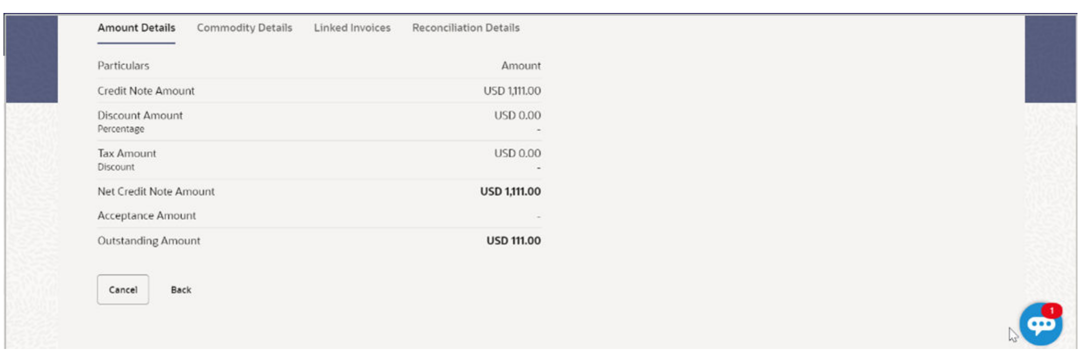


Table 5-11 View Credit Note Details – Amount Details - Field Description

Field Name	Description
Amount Details tab	The itemized categories appear under **Particulars** and the respective amounts appear under **Amount**.
Credit Note Amount	Displays the credit note amount along with the currency.
Discount Amount Percentage	Displays the discount amount based on the discount percentage, along with the percentage value.
Tax Amount Percentage	Displays the tax amount based on the tax percentage, along with the percentage value.
Net Credit Note Amount	Displays the net calculated value on the basis of discount and tax values that are entered. **Note:** The **Net Credit Note Amount** gets auto calculated as follows: Net Credit Note Amount = Credit Note Amount - Discount Amount + Tax Amount.
Acceptance Amount	Displays the credit note amount that has been accepted.
Outstanding Amount	Displays the credit note amount that is outstanding.

7. Click the **Commodity Details** tab to view the commodity details of the credit note.

   The **View Credit Note Details – Commodity Details** screen appears.

Figure 5-16 View Credit Note Details – Commodity Details

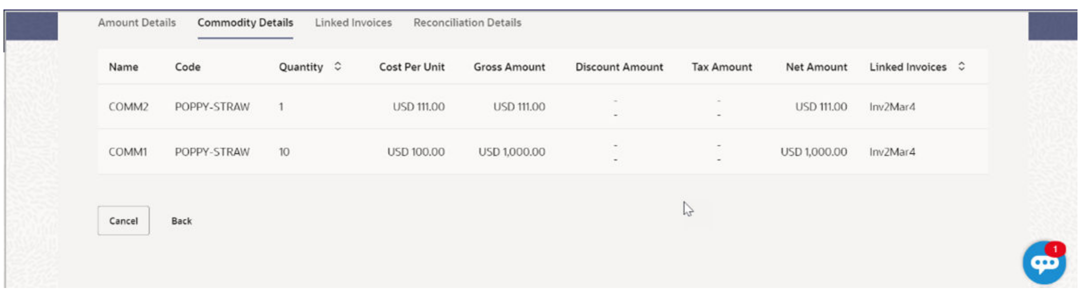


Table 5-12 View Credit Note Details – Commodity Details - Field Description

Field Name	Description
Commodity Details tab	This tab appears only if the commodity details have been entered during creation of credit note.
Name	Displays the name of the commodity.
Code	Displays the code of the commodity.
Quantity	Displays the quantity of commodity.
Cost Per Unit	Displays the cost per unit of the commodity.
Gross Amount	Displays the total amount of the commodity. This is the product of quantity and cost per unit.
Discount	Displays the discount amount and percentage offered on the commodity.
Tax	Displays the tax amount and percentage charged on the commodity.
Net Amount	Displays the net amount for the commodity. Net Amount = Gross Amount – Discount + Tax.
Linked Invoice Number	Displays the reference number of the linked invoice.

8. Click the **History** tab to view the commodity details of the credit note.

   This History tab will be visible to show the changes in invoice lifecycle, along with any comments added during each event in the process.

   The **View Credit Note Details – History** screen appears.

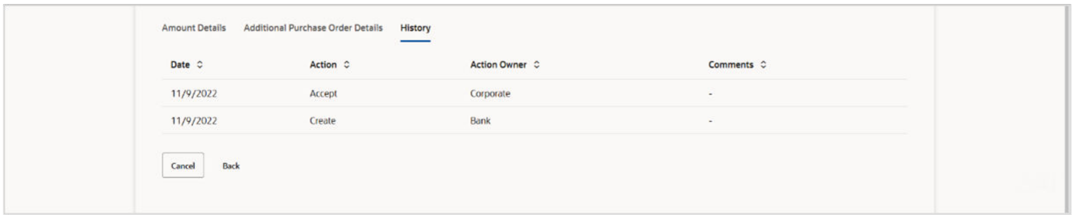


Table 5-13 View Credit Note Details – History - Field Description

Field Name	Description
Date	Displays the date of the invoice order.
Action	Displays the action, which needs to be performed.
Action Owner	Displays action owner.
Comments	Displays comments provided by the user during processing the transaction.

9. Click the **Linked Invoices** tab to view the linked invoices of the credit note.

   The **View Credit Note Details – Linked Invoices** screen appears.

Figure 5-17 View Credit Note Details – Linked Invoices tab

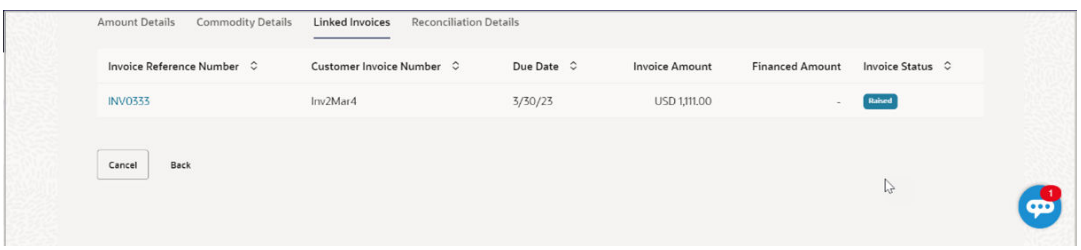


Table 5-14 View Credit Note Details – Linked Invoices - Field Description

Field Name	Description
Linked Invoices tab	This tab appears if the credit note has been linked with invoices.
Invoice Reference Number	Displays the reference number of the invoice. This is a hyperlink which when clicked displays the details of the invoice.
Customer Invoice Number	Displays the customer's reference number of the invoice.
Due Date	Displays the due date of the invoice.
Invoice Amount	Displays the invoice amount.
Financed Amount	Displays the invoice amount that has been financed.
Invoice Status	Displays the status of the invoice.

10. Click the **Reconciliation Details** tab to view the reconciliation details of the credit note.

    The **View Credit Note Details – Reconciliation Details** screen appears.

Table 5-15 View Credit Note Details – Reconciliation Details - Field Description

Field Name	Description
Reconciliation Details tab	This tab appears if the credit note is reconciled against payments. Multiple payments may have been reconciled against a credit note.
Payment Reference Number	Displays the reference number of the payment that has been reconciled with the credit note record. This is a hyperlink, which when clicked displays the payment details. For more information, refer the **View Payments (details)** section in this user manual.
Payment Date	Displays the date of payment.
Payment Amount	Displays the amount of the payment.
Reconciliation Date	Displays the date when the reconciliation has been performed.
Remitter Name / Beneficiary Name	Displays the name of the remitter, in case of an inflow payment. Displays the name of the beneficiary, in case of an outflow payment.
Reconciliation Amount in Payment Currency	Displays the reconciliation amount in the currency that the payment has been made in.
Reconciliation Amount in Credit Note Currency	Displays the reconciliation amount in the currency of the credit note.

11. You can perform the following actions from the **View Credit Note Details** screen:
    - Click the **Preview & Download** link to preview and download the credit note.
    - Click **Cancel** to go to the main dashboard.
    - Click **Back** to go to the previous screen.
12. In the **View Credit Note Details** screen, click **Preview and Download**.

    The credit note details overlay window appears. The credit note fields displayed here are the ones entered during the creation of the credit note.

Figure 5-18 View Credit Note Details - Credit Note Details

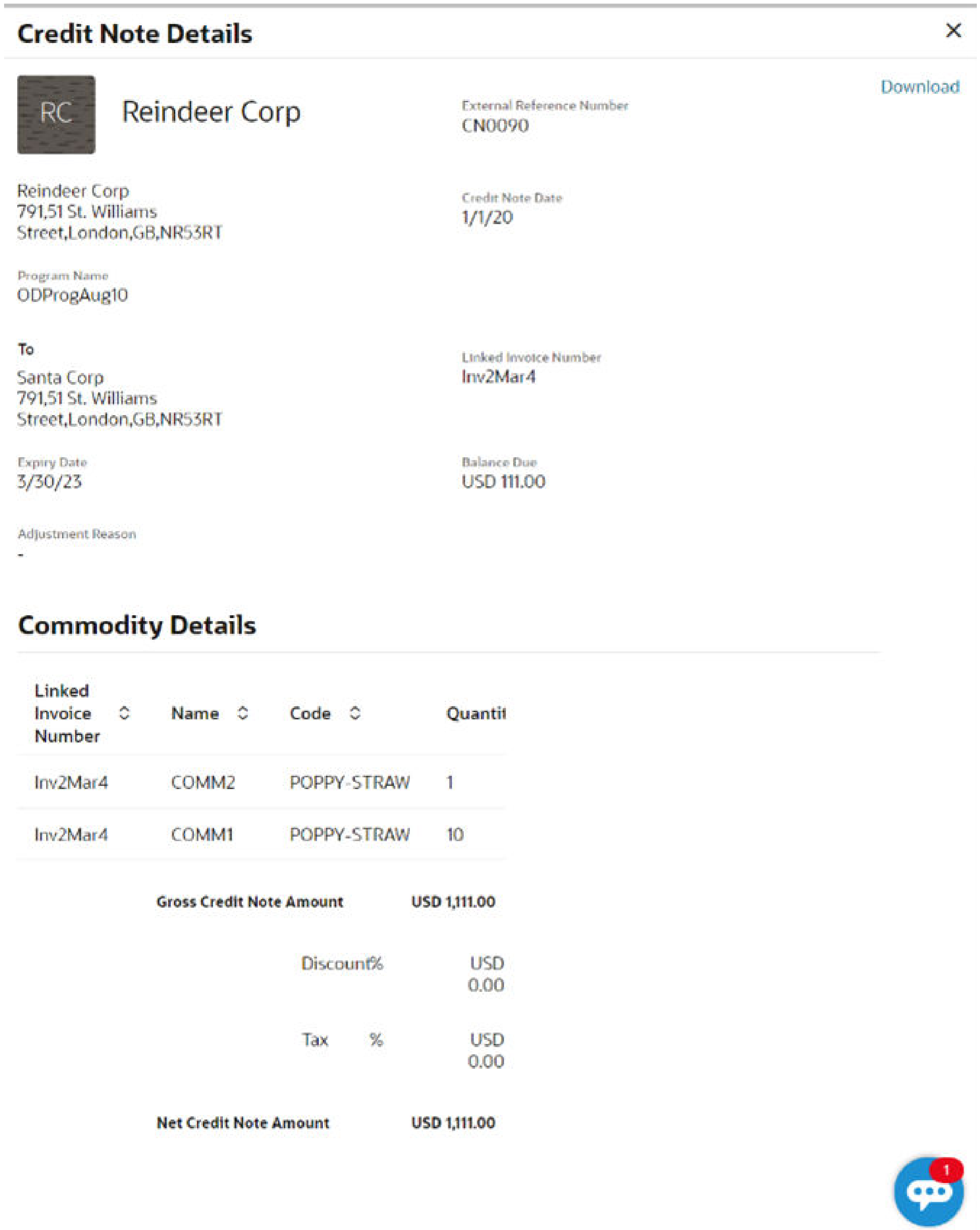


Table 5-16 View Credit Note Details - Credit Note Details - Field Description

Field Name	Description
Credit Note Details overlay window	This section displays the credit note details overlay window fields.
Download	Click to download the debit note in PDF format.
External Reference Number	Displays the customer’s own reference number.

Table 5-16 (Cont.) View Credit Note Details - Credit Note Details - Field Description

Field Name	Description
Party name & address	Displays the name and address of the supplier.
Credit Note Date	Displays the date on which the credit note has been raised.
Program Name	Displays the program linked to the credit note.
To	Displays the name and address of the buyer.
Linked Invoice Number	Displays the reference numbers of the invoices linked to the credit note.
Balance Due	Displays the balance credit note amount to be paid.
Expiry Date	Displays the expiry date of the credit note.
Adjustment Reason	Displays the reason for adjusting the initial invoice amount.
Commodity Details	This section displays the **Commodity Details** related fields.
Linked Invoice Number	Displays the reference number of the invoice linked to the specific commodity.
Name	Displays the name of the commodity.
Code	Displays the code of the commodity.
Quantity	Displays the quantity of the commodity.
Cost/Unit	Displays the cost per unit of the commodity.
Gross Amount	Displays the gross amount of the commodity along with the currency. It is the product of the entered quantity and the cost per unit. Gross Amount = Quantity * Cost/Unit
Discount Amount	Displays the discount applicable to the commodity.
Tax Amount	Displays the tax applicable to the commodity.
Net Amount	Displays the net amount of the commodity. Net Amount = Gross Amount – Discount Amount + Tax Amount
Gross Credit Note Amount	Displays the total amount of all the commodities (gross amount).
Discount	Displays the total discount amount of all the commodities added. The average discount percentage of all added commodities is also displayed. Total Discount % = (Sum of discount amount of all commodities / Sum of gross amount of all commodities) *100
Tax	Displays the total tax amount of all the commodities added. The average tax percentage of all added commodities is also displayed. Total Tax % = [Sum of tax amount of all commodities / (Sum of gross amount of all commodities - Sum of discount amount of all commodities)] *100
Net Credit Note Amount	Displays the calculated value on basis of discount and tax values entered. **Note:** The **Net Credit Note Amount** gets auto calculated as follows: Net Credit Note Amount = Gross Credit Note Amount - Discount + Tax

13. Click **Download** to download the credit note details in PDF format. Or click × to close the window.

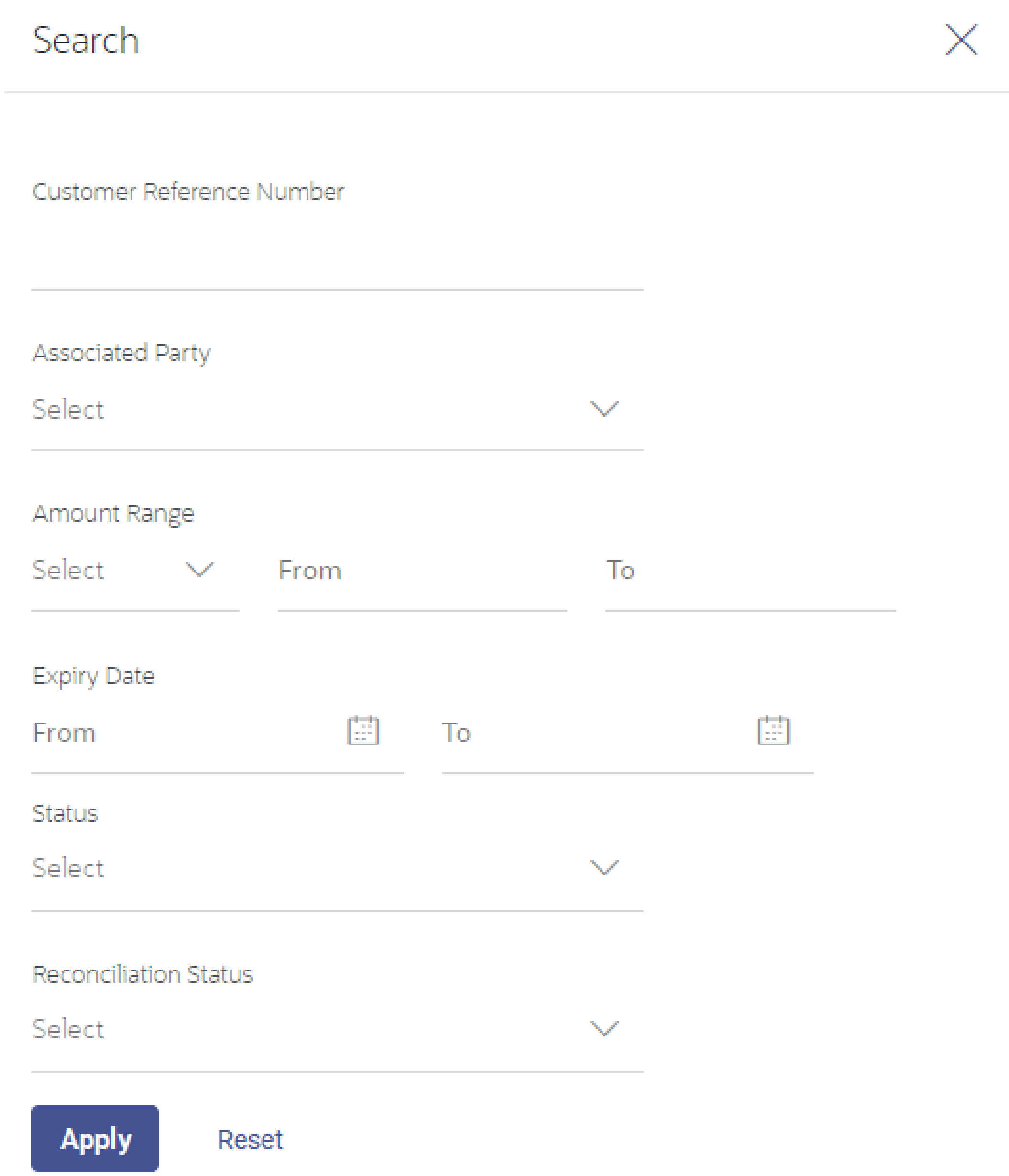
(Optional) Enter the result of the procedure here.

- Search (overlay window for View Credit Note)
  This window appears when you click in the View Credit Notes screen.

5.2.1 Search (overlay window for View Credit Note)

This window appears when you click in the View Credit Notes screen.

Figure 5-19 Search (overlay window for View Credit Note)



Field Name	Description
Search (overlay window)	
Customer Reference Number	Indicates an option to search for a credit note using the reference number.

Field Name	Description
Associated Party	Indicates an option to search for credit notes based on the associated party.
Amount Range **Currency** **From-To**	Indicates an option to search for credit notes based on a particular currency and amount range.
Expiry Date **From-To**	Indicates an option to search for credit notes that expire in a specific period.
Status	Indicates an option to search for credit notes based on the status. The options available are: • Raised • Expired • Cancelled
Reconciliation Status	Indicates an option to search for credit notes based on the reconciliation status. The options available are: • Matched • Partially Matched • Reconciliation in Process • Unmatched

On clicking **Apply**, a list of relevant credit notes is displayed. On clicking **Reset**, the data entered in the **Search** overlay window is cleared.

6 Purchase Order Management

Purchase order is a formal document sent by the buyer to the supplier, for purchasing products/services.

It essentially contains details of the commodities that the buyer wishes to purchase, the quantities required, the shipping address, and so on.

In OBDX, purchase orders are created by a corporate with the role of 'Buyer'. A corporate supplier can also create purchase orders, based on a system configuration flag called 'Allow PO creation by Supplier'. This flag can be accessed by the system administrator. If set to 'Yes', a corporate supplier is also allowed to create purchase orders. If set to 'No', then purchase order creation is only restricted to corporate buyers. For more details on system configuration, refer User Manual Oracle Banking Digital Experience System Configuration.

If the purchase order is created by the buyer, then the supplier can accept it, directly from the portal. The buyer can edit and modify the purchase order prior to it being accepted by the supplier. If the purchase order is created by the supplier, then it is automatically deemed as accepted. The purchase order cannot be edited, in this case.

Purchase orders with status as 'Accepted', can be financed, either by the buyer or the supplier, based on who is set as borrower in the linked program

The features built for the corporate user in Purchase Order Management are as follows:

- Overview
- Online Purchase Order Creation
- Purchase Order Creation with Document Upload
- Bulk File Upload Purchase Order Creation
- Edit Purchase Order
- Accept/ Reject Purchase Order
- View Purchase Orders
- Cancel Purchase Orders
- Save Purchase Order as Template
- Delete Purchase Order Template
- Request Finance against Purchase Orders (through Supply Chain Finance module)

> **Note**
>
> The Purchase Order Management Transactions are only supported on **Desktops/ Laptops** and on **Landscape** mode of **Tablet** devices.

This topic contains following sub-topics:

- Overview
  This screen gives an overview of the purchase orders associated with the corporate party.

- [Create Purchase Order Online](#)
  This topic provides systematic instructions to create purchase orders manually by entering the data, or by uploading a file with the bulk purchase-order entries.
- [View / Edit Purchase Order](#)
  This topic provides systematic instructions to the corporate to view and edit the details of purchase order.
- [FAQ](#)

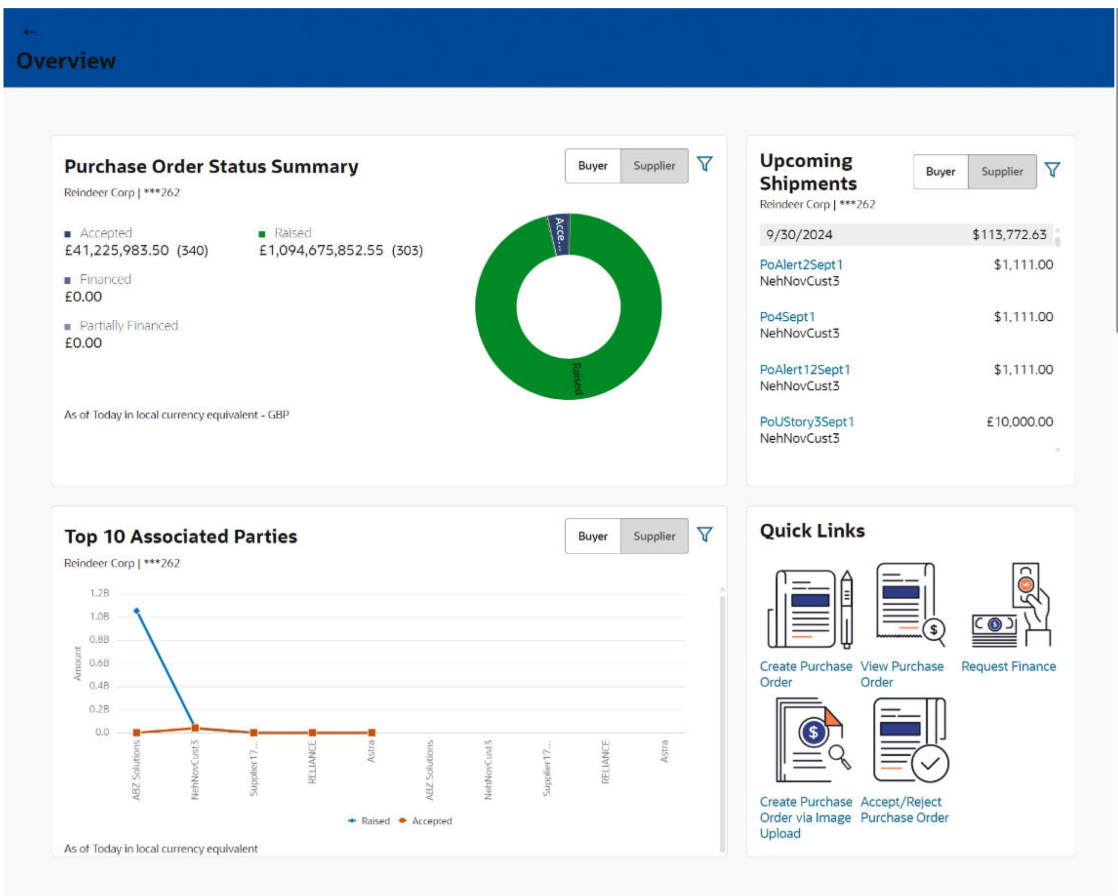
6.1 Overview

This screen gives an overview of the purchase orders associated with the corporate party.

The Purchase Order Overview screen consists of the following widgets:

- Purchase Order Status Summary
- Upcoming Shipments
- Top 10 Associated Parties
- Quick Links

Figure 6-1 Purchase Order Dashboard



Purchase Order Status Summary

This widget lists the total amount associated with purchase orders in each status. The amounts are specified in the equivalent local currency. A graphical representation of this data is presented by the donut graph. The percentage equivalents of the amounts can be seen by clicking or hovering the cursor over the respective sections in the graph. The data is available for both roles of the corporate party – Buyer and Supplier.

Click to filter the purchase order status based on party name. On selection, thewidget displays the purchase order status of the selected party.

Upcoming Shipments

This widget displays details of the upcoming shipments of the corporate party. Separate views are available for the corporate party's role as Buyer and Supplier. The following details are displayed for each shipment: the purchase order reference number, the counter party name, and the purchase order amount. On clicking the purchase order reference number link, the View Purchase Order (details) screen appears. For more information on this screen, refer the **View Purchase Order Details** section in this document.

Click to filter the upcoming shipments based on party name. On selection, thewidget displays the upcoming shipments of the selected party

Top 10 Associated Parties

This widget displays a graphical representation of the top 10 counter parties linked with the logged-in corporate party, for each of their roles – Buyer and Supplier. This widget provides a quick view of the top 10 associated parties of the corporate based on the value of purchase orders in Raised and Accepted status.

Click to filter the associated parties based on party name. On selection, thewidget displays the associated parties of the selected party

Quick Links

The most commonly used transactions are provided as quick links for quick access. Following transactions are provided as quick links:

- Create Purchase Order
- View Purchase Order
- Request Finance
- Create Purchase Order via Image Upload
- Accept/Reject Purchase Order

6.2 Create Purchase Order Online

This topic provides systematic instructions to create purchase orders manually by entering the data, or by uploading a file with the bulk purchase-order entries.

The data entered manually can be saved as a template for future use. Once the user creates purchase order(s), they must be approved by an approver (if the approval flow has been set).

The designated corporate approver is notified. The approver can either approve or reject the transaction. In case of rejection, the approver can send the transaction back to the corporate user (maker) to make the required modifications and re-submit for approval.

To create purchase orders manually:

1. From the **Dashboard**, click the **Toggle Menu**, then click **Receivables/Payables**, then **Purchase Order Management**, and then **Create Purchase Orders**.

   The **Create Purchase Order** screen displays.

Figure 6-2 Create Purchase Order

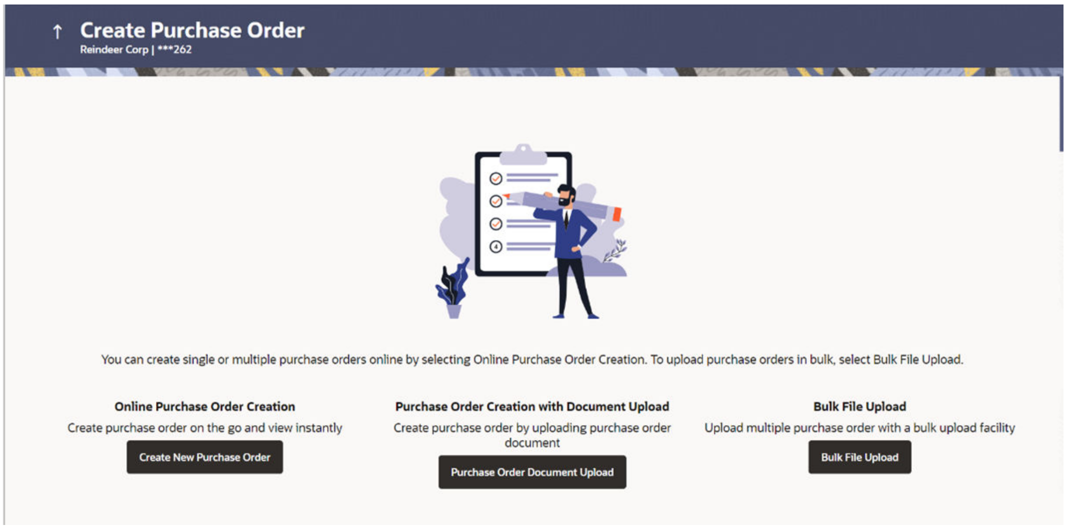


Table 6-1 Create Purchase Order - Field Description

Field Name	Description
Party Name	Displays the name and ID of the logged-in corporate party.
Online Purchase Order Creation	Indicates the option to create purchase order records by manual entry of purchase order details.
Purchase Order Creation with Document Upload	Indicates the option to create a purchase order record by uploading the actual purchase order document.
Bulk File Upload	Indicates the option to create purchase order records in bulk, through file upload.

- Online Purchase Order Creation (manual entry)
  This topic provides systematic instructions to a corporate user to create one or more purchase orders in one single transaction, based on their role.
- Create Purchase Order using Template
  This topic provides systematic instructions to a corporate user to create one or more purchase orders using a template.
- Create Purchase Order with Document Upload
  This topic provides systematic instructions to a corporate user to create purchase orders online by uploading scanned copies of the physical purchase order document.

6.2.1 Online Purchase Order Creation (manual entry)

This topic provides systematic instructions to a corporate user to create one or more purchase orders in one single transaction, based on their role.

User must have valid corporate login credentials.

To create purchase order(s) online:

1. From the **Dashboard**, click the **Toggle Menu**, then click **Receivables/Payables**, then **Purchase Order Management**, and then **Create Purchase Orders**.

   The **Create Purchase Order** screen appears.

2. In the **Create Purchase Order** screen, click **Create New Purchase Order** to create purchase order records manually.

   The **Create Purchase Order** screen appears, starting with the **New Purchase Order** tab.

Figure 6-3 Create Purchase Order - New Purchase Order

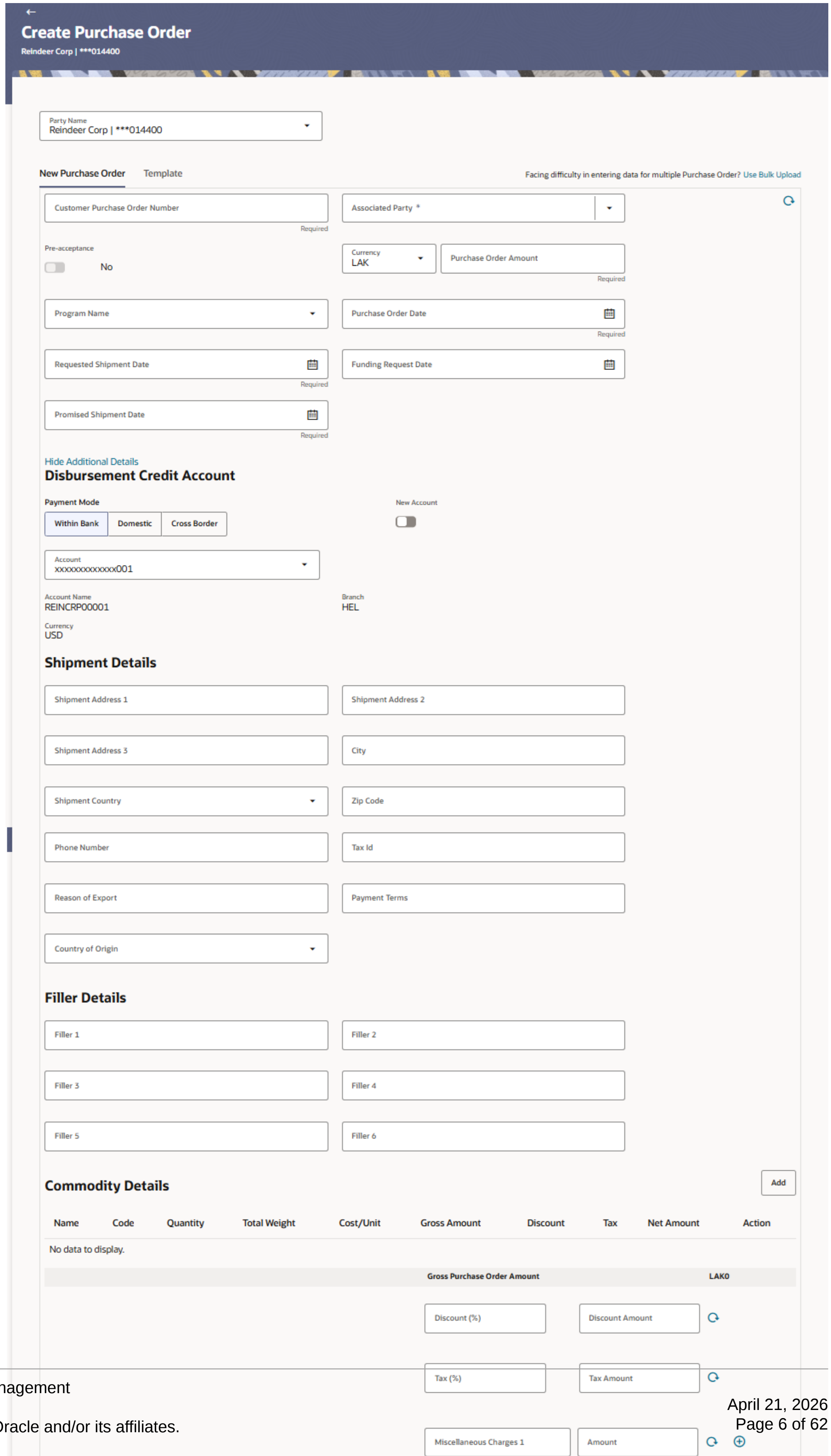


Table 6-2 Create Purchase Order - New Purchase Order - Field Description

Field Name	Description
Party Name	Select the party name from the drop-down list in which the purchase order must be created. By default, the primary party/gcif of the logged-in user is selected. **Note:** Only accessible parties are displayed to the user.
New Purchase Order	This section displays the **New Purchase Order** tab details.
Facing difficulty in entering data for multiple Purchase Order? Use Bulk Upload	Click the **Bulk Upload** link to navigate to the **File Upload** screen for creating purchase orders in bulk.
Customer Purchase Order Number	Specify the corporate's own reference number associated with the purchase order.
Associated Party	Select the associated party to link the purchase order from all on-boarded associated parties. The list of on-boarded associated party is categorized by: • Anchor Buyer • Anchor Supplier • Counter Party Buyer • Counter Party Supplier On selecting an associated party, the role of the party as **Buyer** or **Supplier**, appears below this field. **Note**: Selecting an associated party is restricted by the value of the 'Allow PO Creation by Supplier' flag in the corporate admin settings. If this flag is set to 'No', then only an associated party with the role of 'supplier' is allowed to be selected. If set to 'Yes', then an associated party with the role of 'buyer' or 'supplier' can be selected.
Purchase Order Amount	Select the currency and enter the amount of the purchase order. This purchase order amount should match with the total gross amount of the commodity grid.
Pre-acceptance	This toggle is set to 'Yes' and is disabled if the logged-in party is the supplier. It is set to 'No' and is disabled if the logged-in party is the buyer.
Program Name	Select the program under which the purchase order is to be created. Once you select a program, the Auto Accept and Auto Finance fields appear with the values that have been set in the program. This field is visible only if the Oracle Banking Supply Chain Finance application is implemented by the bank.
Auto Accept	Displays 'Yes' if the purchase order will be auto-accepted, and 'No' otherwise. This parameter is set at the program-level.
Auto Finance	Displays 'Yes' if the purchase order will be auto-financed, and 'No' otherwise. This parameter is set at the program-level.
Purchase Order Date	Click the calendar icon and select the date on which the purchase order is created.
Requested Shipment Date	Click the calendar icon and select the date on which the buyer expects the shipment to get dispatched.
Funding Request Date	Click the calendar icon and select the date on which funding for the purchase order is requested.
Promised Shipment Date	Click the calendar icon and select the date agreed by the supplier to send the shipment.
Show Additional Details	Click **Show Additional Details** link to add additional details such as shipment address, reason of export, payment terms, country of origin, and terms of sale.

Table 6-2 (Cont.) Create Purchase Order - New Purchase Order - Field Description

Field Name	Description
Disbursement Credit Account	User can provide the account details to receive the disbursement proceeds in case the purchase order is financed. These details should be belonging to the Supplier corporate.
Payment Mode	Select the payment mode to receive the finance proceeds for the purchase order. The options are: • **Within Bank** • **Domestic** • **Cross Border**
Within Bank	If the **Payment Mode** is selected as **Within Bank**. The **Account Number** drop-down will be displayed. The drop-down will list all the accounts as fetched from the internal account mapping maintenance of host system. These accounts are maintained to credit the finance proceeds. The accounts fetched will be listed in the drop-down only if they have been mapped to **OBDX**. The following details will display. • **Account Name** • **Branch** • **Currency** **Note**: These details will be displayed only when the **New Account** switch is Off.
Domestic	If the **Payment Mode** is selected as Domestic. The drop-down will list the accounts from external account mapping maintenance of the host system. The account details belong to some other bank in the country and maintained in the host system to receive the finance proceeds when the purchase is financed. The following details will display. • **Account Number** • **Bank Name** • **Branch** • **Account Name** • **Bank Code** • **Currency** **Note**: These details will be displayed only when the **New Account** switch is Off.
Cross Border	If the **Payment Mode** is selected as **Cross Border**. The drop-down will list all the corporate accounts as fetched from the external account mapping maintenance of the host system. The account details belong to the bank in another country and mapped in the host system to receive the finance proceeds when the purchase order is financed. The following details will display. • **Account Number** • **Bank Name** • **Branch** • **Bank Code** • **Currency** **Note**: These details will be displayed only when the **New Account** switch is Off.

Table 6-2 (Cont.) Create Purchase Order - New Purchase Order - Field Description

Field Name	Description
New Account	Switch this toggle On, if corporates are required to receive the finance disbursement funds into a new account which is not maintained with host SCF system. **Note**: If the **Payment Mode** is selected as **Within Bank** and **New Account** toggle is On, then the drop-down will list all the accounts present in the Bank. This list will not be restricted to accounts maintained in SCF host only. **Note**: If the **Payment Mode** is selected as **Domestic** and **New Account** toggle is On, the following details will display, and these are required to be entered. • **Account Number** • **Account Name** • **Bank Name** • **Branch** • **Bank Code** **Note**: If the **Payment Mode** is selected as **Cross Border** and **New Account** toggle is On, user needs to enter the **Account Number** or **IBAN** as applicable as per within bank, domestic or cross border and **Account Name**. And select the **Bank Details** as **SWIFT Code** or **Bank Address** to enter the details.
Transfer Via Intermediary Bank	Switch this toggle ON, if the transfer is via intermediary bank. **Intermediary Bank** details can be provided by giving the **SWIFT Code** of the bank or by entering the **Bank Name** and **Address**. To provide the **SWIFT Code**, click on the **Lookup Link**. **SWIFT Code** can be searched using **BIC Code** or **Bank Name**.
Shipment Address Line 1 to 3	Specify the complete address to send the shipment to.
City	Specify the city to send the shipment to.
Country	Specify the country to send the shipment to.
Zip Code	Specify the pin code to send the shipment to.
Phone Number	Specify the contact number of the person who will receive the shipment.
Tax Id	Specify the unique tax ID if the shipment charge includes tax amount.
Reason for Export	Specify the reason for exporting the shipment.
Payment Terms	Specify terms of payments, if any.
Country of Origin	Specify the country from where the shipment will originate.
Terms of Sale	Select the relevant terms of sale: • CFR – Cost and Freight • CIF – Cost, Insurance and Freight • CIP – Carriage and Insurance Paid To (Insert place of destination) • CPT – Carriage Paid To (Insert place of destination) • DAF – Delivered At Frontier • DDP – Delivered Duty Paid (Insert place of destination) • DDU – Delivered Duty Unpaid • DEQ – Delivered Ex Quay • EXW – Ex Works (Insert place of delivery) • FAS – Free Alongside Ship (insert name of port of loading) • FCA - Free Carrier (Insert named place of delivery) • FOB – Free On Board

Table 6-2 (Cont.) Create Purchase Order - New Purchase Order - Field Description

Field Name	Description
Filler Details	This section displays the Filler Details.
Filler 1 to 6	This section displays the Filler Label Fields. The bank can configure these fields on Day 0, based on their requirement.

3. Once you enter the above details, click **Add** in the **Commodity Details** section, to add the commodities being purchased.

   The **Add Commodity Details** overlay window appears.

Figure 6-4 Add Commodity Details

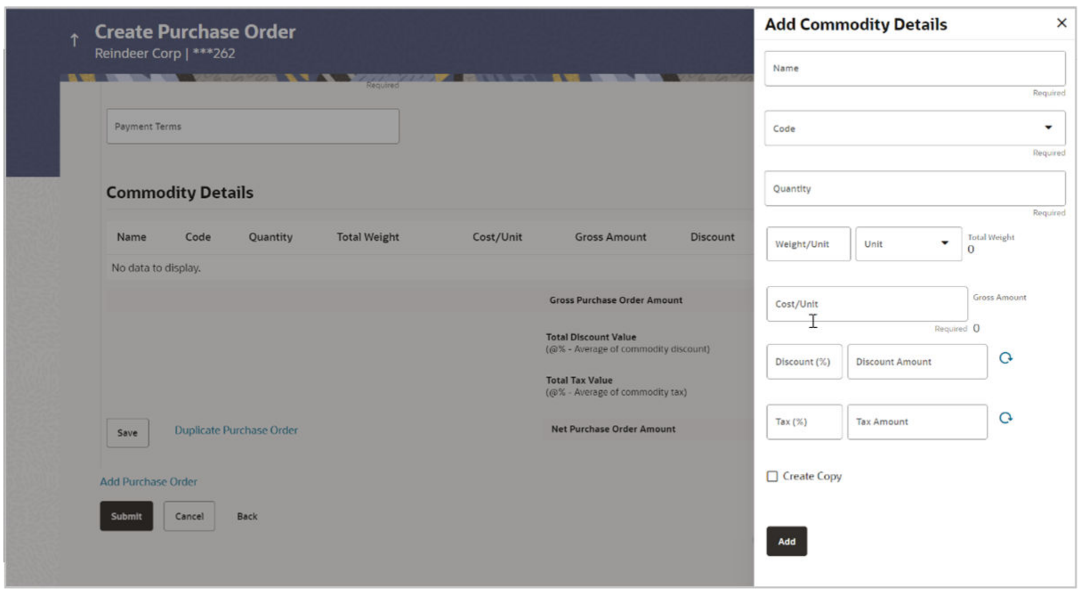


Table 6-3 Add Commodity Details - Field Description

Field Name	Description
Name	Specify the name of the commodity being purchased.
Code	Select the code of the commodity. This value should be selected from the commodity code drop-down list. **Note:** This drop-down field displays the list of commodity code(s) maintained for the selected supplier party.
Quantity	Specify the commodity quantity required.
Weight/Unit	Specify the weight per unit of the commodity. Also select the unit of measurement to be used for weight.
Total Weight	Displays the total weight of the commodity. This value is automatically calculated and displayed. It is the product of the values in the **Quantity** and **Weight/Unit** fields.
Cost/Unit	Enter the cost per unit of the commodity.
Gross Amount	Displays the total cost of the commodity. This value is automatically calculated and displayed. It is the product of the values in the **Quantity** and **Cost/Unit** fields.

Table 6-3 (Cont.) Add Commodity Details - Field Description

Field Name	Description
Discount	Specify any discount being offered on the purchase. You can either enter the percentage of discount (in the first field) or the actual discount amount (in the second field). When you enter any one of these values, the other value is automatically calculated and displayed. Click  to reset the values.
Tax	Specify any tax being charged on the purchase. You can either enter the percentage of tax (in the first field) or the actual tax amount (in the second field). When you enter any one of these values, the other value is automatically calculated and displayed. Click  to reset the values.
Net Amount	Displays the net amount (after application of discount and tax) of the commodity being purchased. **Note:** The **Net Amount** gets auto calculated as follows: Net Amount = Gross Amount - Discount amount + Tax amount
Create Copy	Select this check box, to make a copy of the commodity details entered.

4. Once the commodity details are recorded in the overlay window, click **Add**.

   A record is created in the **Commodity Details** section.

Figure 6-5 Create Purchase Order - Commodity Details Section Updated

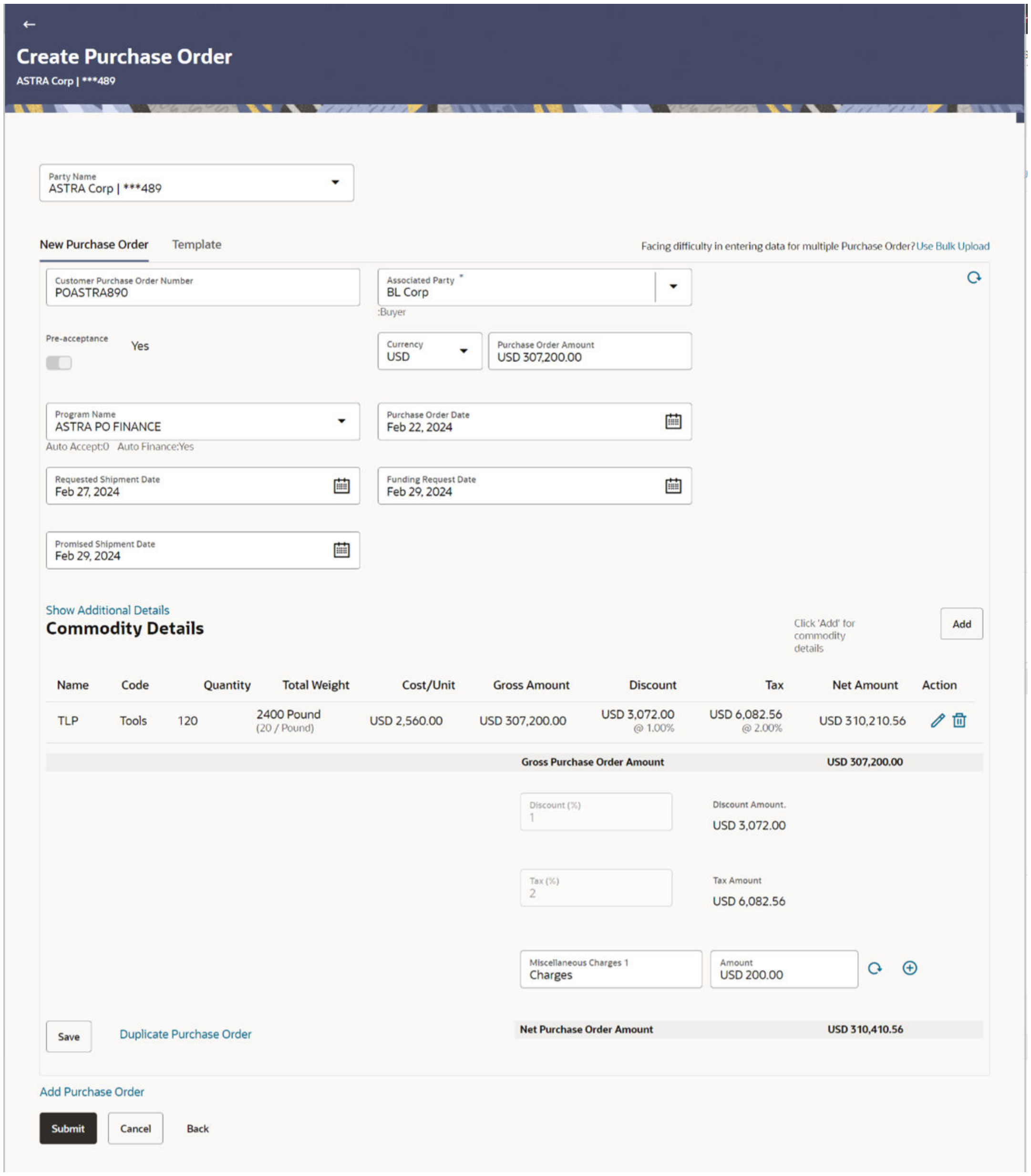


Table 6-4 Create Purchase Order - Field Description

Field Name	Description
Commodity Details	This section displays the commodity details, once you add them. Multiple commodities can be added.
Name	Displays the name of the commodity.
Code	Displays the code of the commodity.
Quantity	Displays the required quantity of the commodity.
Total Weight	Displays the total weight of the commodity, along with the weight per unit.
Cost/Unit	Displays the cost per unit of the commodity.

Table 6-4 (Cont.) Create Purchase Order - Field Description

Field Name	Description
Gross Amount	Displays the gross amount of the commodity.
Discount	Displays the discount amount applicable, along with the discount percentage.
Tax	Displays the tax amount applicable, along with the tax percentage.
Net Amount	Displays the net amount of the commodity, after application of discount and tax.
Action	Indicates the actions that can be performed on the commodity record. • : Click this icon to edit the commodity details. • : Click this icon to remove the commodity details entered.
Gross Purchase Order Amount	Displays the total gross amount of the purchase order. This is the sum of the gross amounts of all added commodities. This value should be equal to the value in the **Purchase Order Amount** field. If not, you must adjust the value in the **Purchase Order Amount** field accordingly.
Discount (%) / Discount Amount	Displays the total discount amount of all the commodities added. The average discount percentage of all added commodities is also displayed. Click to reset the values. Discount % = (Total discount amount / Total gross purchase order amount) *100 **Note:** When commodity records are added, the discount value of each commodity is aggregated and populated here. This value cannot be modified. However, if commodity records are not added, then this field is editable, and the discount value or percentage can be entered here.
Tax (%) / Tax Amount	Displays the total tax amount of all the commodities added. The average tax percentage of all added commodities is also displayed. Click to reset the values. Tax % = (Total tax amount / Total purchase order amount) *100 **Note:** When commodity records are added, the tax value of each commodity is aggregated and populated here. This value cannot be modified. However, if commodity records are not added, then this field is editable, and the tax value or percentage can be entered here.
Miscellaneous Charges and Amount	Add the name and amount of any other miscellaneous charge applicable. • Use to add another charge. A maximum of two miscellaneous charges can be added. • Click to reset the values.
Net Purchase Order Amount	Displays the total net amount, after deducting the discount value and then applying the tax value. Net Purchase Order Amount = Gross Purchase Order Amount – Total Discount amount + Total Tax amount

Table 6-4 (Cont.) Create Purchase Order - Field Description

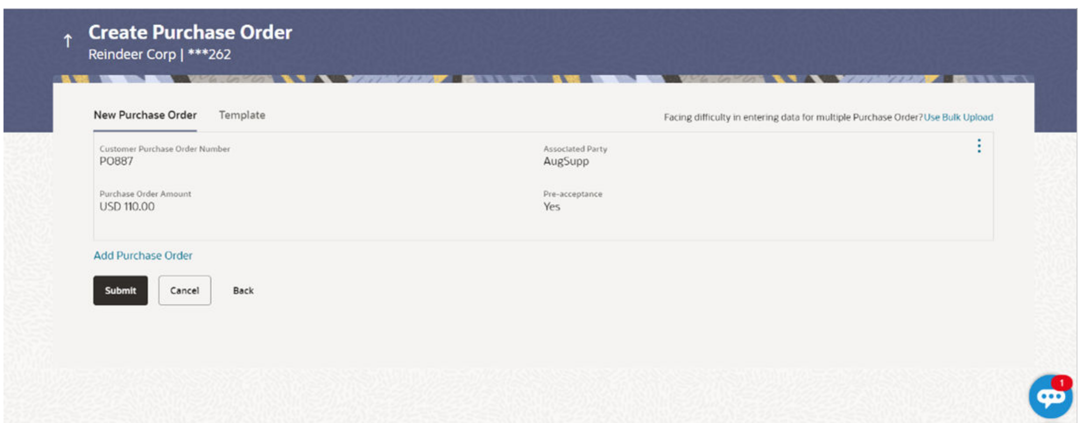
Field Name	Description
Duplicate Purchase Order	Click this link to add another purchase order with the same details.
Add Purchase Order	Click this link to add another blank purchase order. You can create multiple purchase orders using this link.

5. Ensure that the amount in the **Purchase Order Amount** field is the same as the **Gross Purchase Order Amount**.

6. Click **Save** to save the purchase order. Or, to clear the fields, click the  icon in the top right side of the screen.

> **Note**
>
> On clicking **Save**, the application validates the selected associated party, based on the corporate admin setting, ‘Allow PO Creation by Supplier’. If this flag is set to ‘No’, then the application allows purchase order creation only if the logged-in party is the buyer and the selected associated party is the supplier. If the flag is set to ‘Yes’, then there are no restrictions on purchase order creation.

Figure 6-6 Upon Clicking Save



7. To create another purchase order in the transaction, with the same details as the current one, click the **Duplicate Purchase Order** link. The current purchase order is automatically saved and a duplicate one is added.

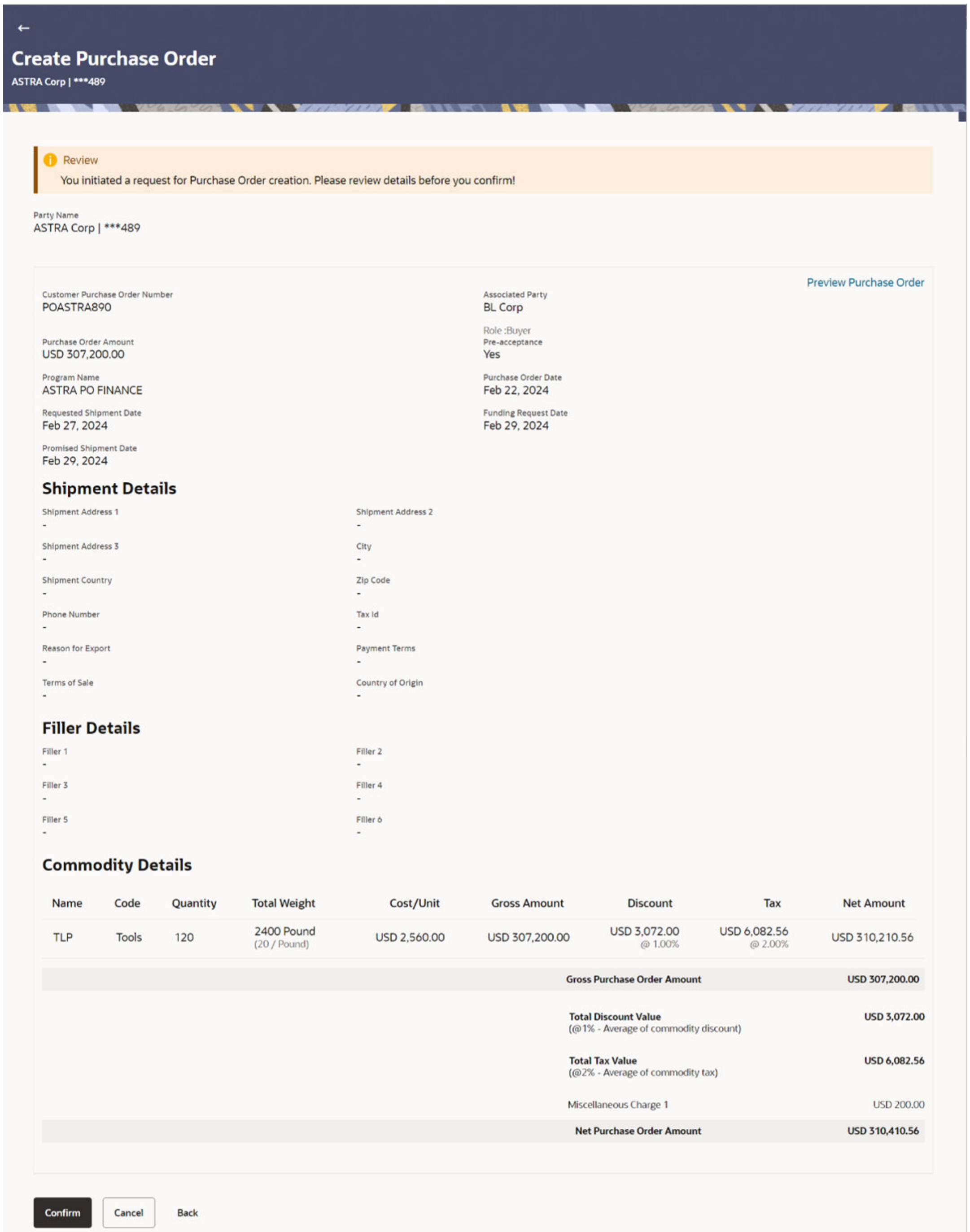
> **Note**
>
> On clicking **Duplicate Purchase Order**, the application validates the selected associated party, based on the corporate admin setting, ‘Allow PO Creation by Supplier’. If this flag is set to ‘No’, then the application allows purchase order creation only if the logged-in party is the buyer and the selected associated party is the supplier. If the flag is set to ‘Yes’, then there are no restrictions on purchase order creation.

- Click ⋮ beside a purchase order to edit, copy, or delete it, if required.

8. To create another new purchase order in the transaction, click the **Add Purchase Order** link.
   - Add required details as mentioned in the steps above.
9. Click **Submit** to submit the transaction, once all required purchase orders have been added.
   - Click **Cancel** to cancel the transaction.
   - Click **Back** to navigate back to the previous screen.

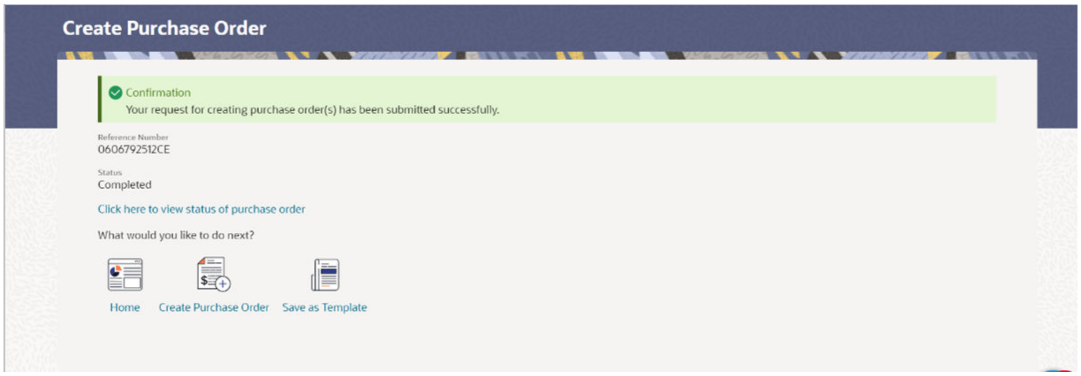
   The **Review** screen appears. Or, do one of the following:

Figure 6-7   Create Purchase Order – Review Screen



10. In the **Review** screen that appears, verify the details, and click **Confirm**. A confirmation message of request submission for purchase order creation appears along with the reference number and status. Or, do one of the following:
    - Click **Cancel** to cancel the transaction.
    - Click **Back** to navigate back to the previous screen.

Figure 6-8 Create Purchase Order – Confirmation Screen



11. Click **Save as Template** to save the purchase order details as a template for future use. Or, do one of the following:
    - Click the link provided to view the status of the purchase order along with other details.
    - Click **Go To Dashboard** to go to the dashboard.
    - Click **Create Purchase Order** to create further purchase orders.

6.2.2 Create Purchase Order using Template

This topic provides systematic instructions to a corporate user to create one or more purchase orders using a template.

You can save the data entered during purchase order creation, as a template. This option is available upon successful creation of a purchase order. You can use this template in the future to create purchase orders for the same party. This saves the efforts of re-entering the data.

User must have valid corporate login credentials.

To view and use templates for creation of purchase orders:

1. From the **Dashboard**, click the **Toggle Menu**, then click **Receivables/Payables**, then **Purchase Order Management**, and then **Create Purchase Orders**.

   The **Create Purchase Order** screen appears.
2. In the **Create Purchase Order** screen, click the **Template** tab.

   A list of existing templates appears.

Figure 6-9 Create Purchase Order - Template

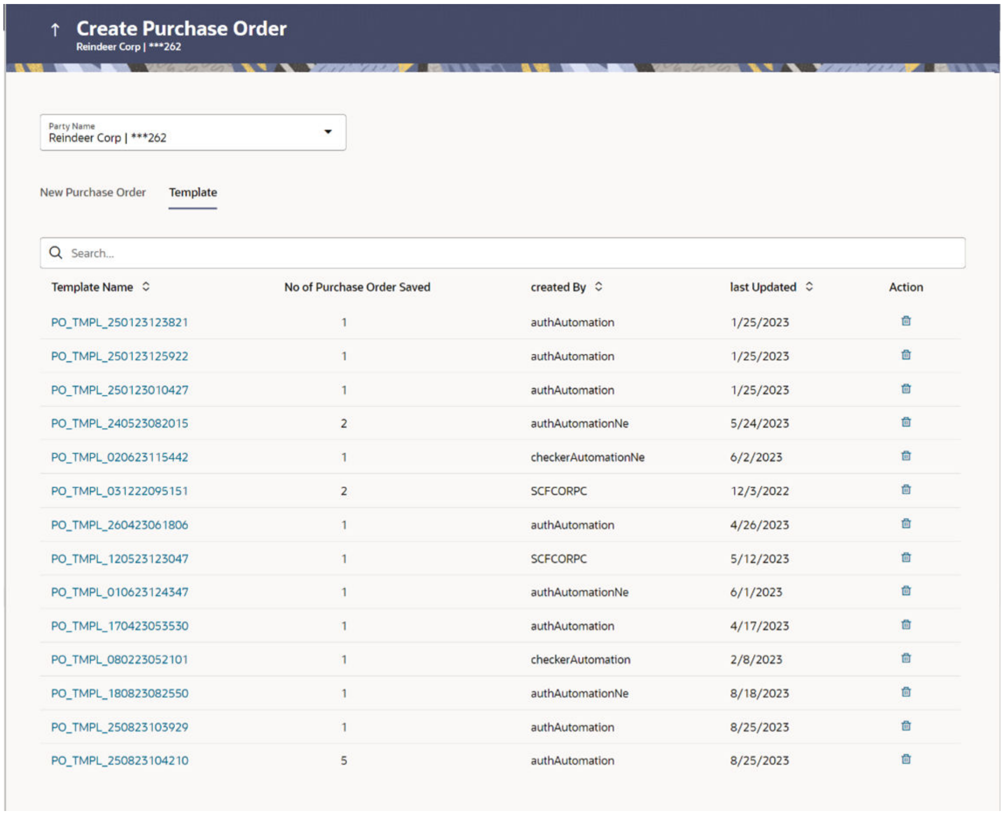


Table 6-5 Create Purchase Order - Template - Field Description

Field Name	Description
Search	Indicates an option to search for specific purchase orders.
Template Name	Displays the name of the purchase order template.
No. of Purchase Orders Saved	Displays the number of purchase orders saved under the template.
Created By	Displays the name of corporate user who created the template.
Last Updated	Displays the last updated date of the purchase order template.
Actions	Click the icon to delete the purchase order template.

3. Navigate through the pages to the required template, or use the **Search** field to find a specific template.
4. Click the desired **Template Name** link.

   The template details appear.
5. Optionally: Click against the template to delete the existing purchase order template. A popup message appears to confirm the deletion. Do one of the following:
   - Click **Yes** to delete the template.
   - Click **No** to cancel the deletion.
6. Click and select the **Edit** option.

The template details are populated in the **New Purchase Order** screen.

7. Add or modify the data as required.
8. Click **Save** to save the purchase order.
9. Click the **Duplicate Purchase Order** link to add another purchase order with same details entered in the current one. Or, click the **Add Purchase Order** link to club another purchase order in the transaction.
10. Click **Submit** to submit the transaction. The Review screen appears. Or, do one of the following:
    - Click **Cancel** to cancel the transaction.
    - Click **Back** to navigate back to the previous screen.
11. In the Review screen, verify the details and click **Confirm**. A confirmation message of request initiation for purchase order creation appears along with the reference number and status. Or, do one of the following:
    - Click **Cancel** to cancel the transaction.
    - Click **Back** to navigate back to the previous screen.

6.2.3 Create Purchase Order with Document Upload

This topic provides systematic instructions to a corporate user to create purchase orders online by uploading scanned copies of the physical purchase order document.

Using this option, corporate users can create purchase orders online by uploading scanned copies of the physical purchase order document.

The Banks have the option to choose the extraction tool for extracting the details of the uploaded instrument. Before uploading the purchase order document, make sure the maintenance **Invoice/PO Data Extraction Tool** is defined in the System Configuration screen, which can either be selected as NLP or Cohere. For more information, refer to **Oracle Banking Digital Experience System Configuration** manual.

User must have valid corporate login credentials.

To create a purchase order through document upload:

1. From the **Dashboard**, click the **Toggle Menu**, then click **Receivables/Payables**, then **Purchase Order Management**, and then **Create Purchase Orders**.

   The **Create Purchase Order** screen displays.

Figure 6-10 Create Purchase Order

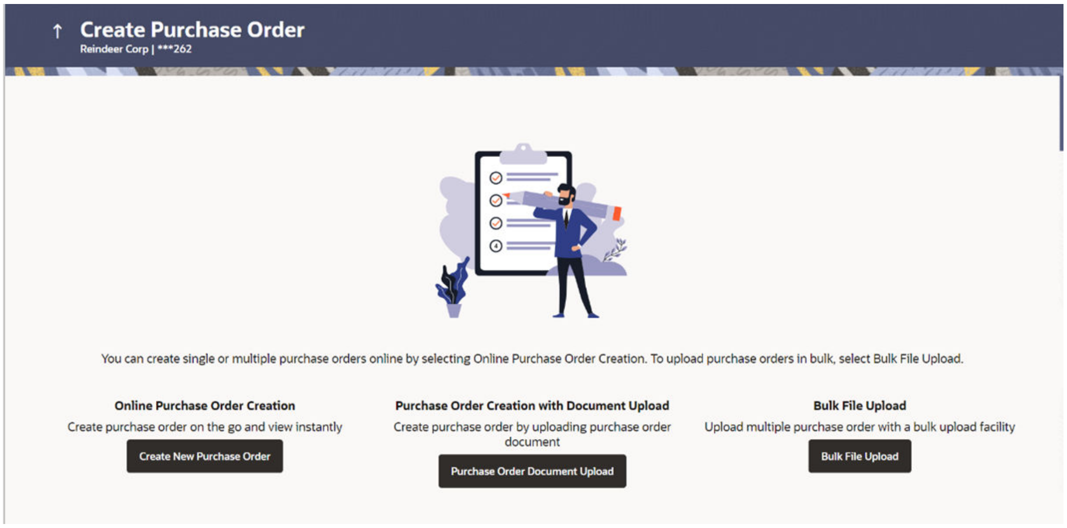


Table 6-6 Field Description

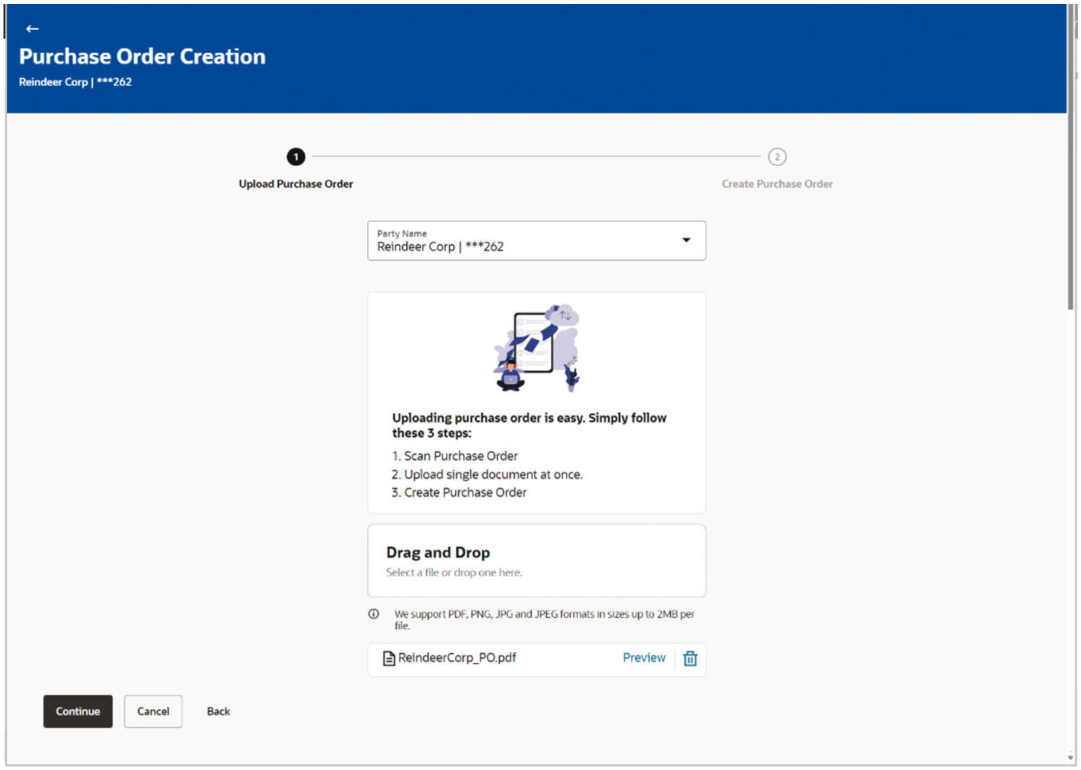
Field	Description
Party Name	Displays the name of the logged-in corporate party.
Online Purchase Order Creation	Indicates the option to create purchase order records by manual entry of purchase order details.
Purchase Order Creation with Document Upload	Indicates the option to create a purchase order record by uploading the actual purchase order document.
Bulk File Upload	Indicates the option to create purchase order records in bulk, through file upload.

2. In the **Create Purchase Order** screen, click **Purchase Order with Document Upload**.

   The **Create Purchase Order** screen appears, starting with the **New Purchase Order** tab.
3. Scan the physical purchase order and save it in one of the following formats: PDF, PNG, JPG, JPEG. Ensure that the file size does not exceed 2MB.
4. In the **Create Purchase Order** screen, click the **Purchase Order Document Upload** button.

   The **Automatic Purchase Order Creation** screen appears starting with the **Upload Purchase Order** step.

Figure 6-11   Automatic Purchase Order Creation



5. In the **Upload Purchase Order** step, either click + to browse and select the required file, or, drag and drop the file in the space provided.

> **Note**
>
> To preview an uploaded file, click the link beside it. To remove an uploaded file, click .

6. Click **Continue** to go to the **Create Purchase Order** step. Or, do one of the following:
   - Click **Cancel** to cancel the transaction.
   - Click **Back** to go to the previous screen.
7. The data from the purchase order is automatically read and populated in the relevant fields. Check the details and add or modify any field, if required.

Figure 6-12 Automatic Purchase Order Creation

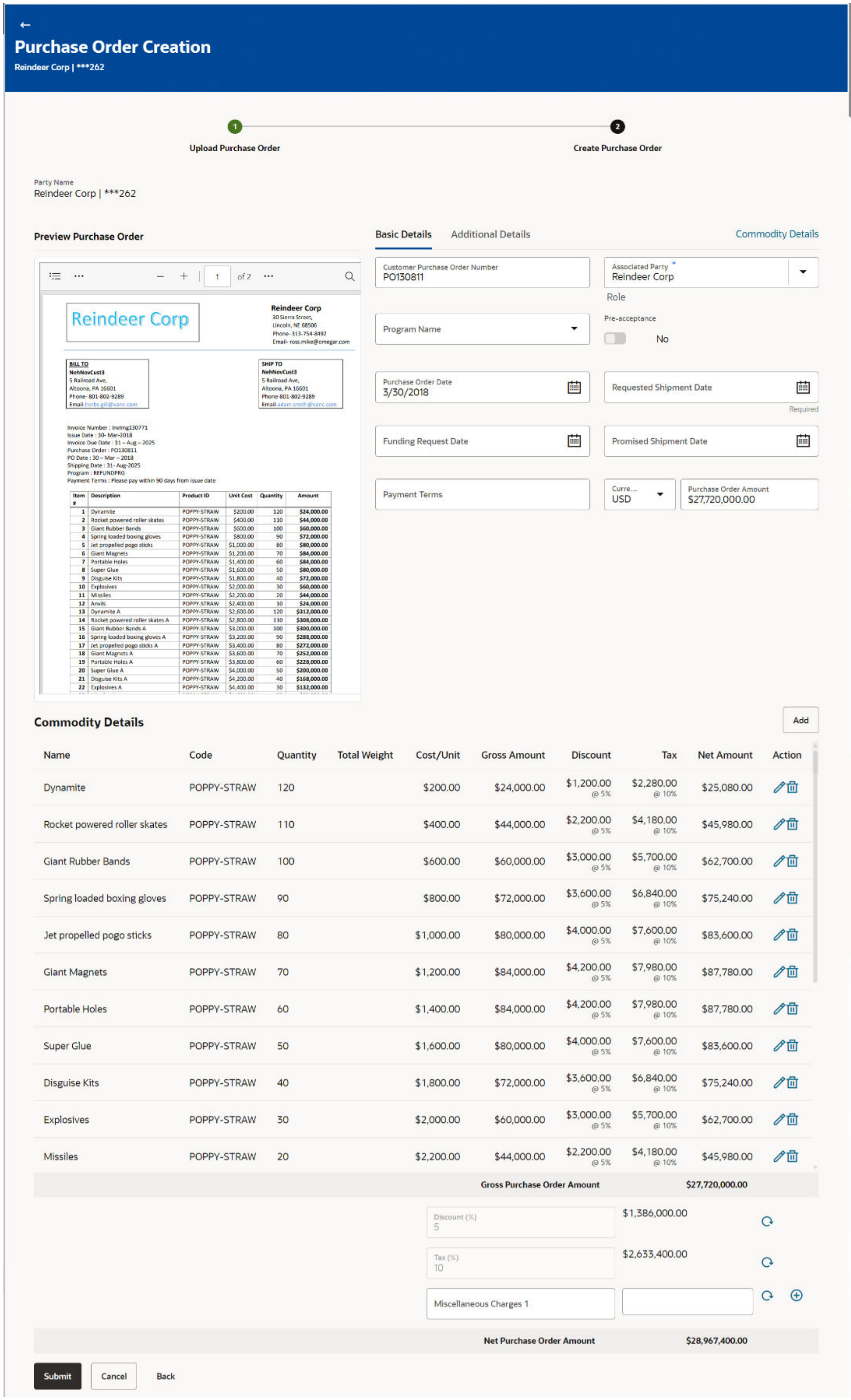


Table 6-7 Automatic Purchase Order Creation - Field Description

Field Name	Description
Party Name	Displays the name and ID of the logged-in corporate party.
Create Purchase Order step	The values that have been extracted from the invoice image (except for commodity details) are automatically populated in the respective fields. You can edit these values, if required.
Basic Details	This section displays the Basic tab details.
Customer Purchase Order Number	Indicates the customer's own reference number of the purchase order.
Associated Party	Indicates the associated party with whom the purchase order is to be linked. A list of all on-boarded associated parties is available for selection. On selecting an associated party, the role of the party as **Buyer** or **Supplier**, appears below this field.
Program Name	Indicates the program to which the purchase order needs to be linked. Programs linked to the selected associated party are listed. This field is visible only if the Oracle Banking Supply Chain Finance application is implemented by the bank.
Auto Accept	Displays whether the purchase order will be auto accepted or not. It is populated based on the auto acceptance setting in the program definition and is non-editable. For more information, refer the **Create Program** section in **User Manual Oracle Banking Digital Experience Corporate Supply Chain Finance**.
Auto Finance	Displays whether the purchase order will be auto financed or not. It is populated based on the auto finance setting in the program definition and is non-editable. For more information, refer the **Create Program** section in **User Manual Oracle Banking Digital Experience Corporate Supply Chain Finance**.
Pre-acceptance	This toggle is set to 'Yes' and is disabled if the logged-in party is the supplier. It is set to 'No' and is disabled if the logged-in party is the buyer.
Purchase Order Date	Indicates the date of creation of the purchase order.
Requested Shipment Date	Indicates the date when the shipment is expected to take place. The **Shipment Date** should be greater than the **Purchase Order Date**.
Funding Request Date	Click the calendar icon and select the date on which funding for the purchase order is requested.
Promised Shipment Date	Click the calendar icon and select the date agreed by the supplier to send the shipment.
Payment Terms	Indicates the terms agreed for the payment of the purchase order.
Purchase Order Amount	Indicates the total purchase order amount of all commodities being purchased, along with the currency.
Additional Details	Click the **Additional Details** tab to add additional details such as shipment address, reason of export, payment terms, country of origin, and terms of sale.
Shipment Address Line 1 to 3	Specify the complete address to send the shipment to.
City	Specify the city to send the shipment to.
Country	Specify the country to send the shipment to.
Zip Code	Specify the pin code to send the shipment to.
Phone Number	Specify the contact number of the person who will receive the shipment.

Table 6-7 (Cont.) Automatic Purchase Order Creation - Field Description

Field Name	Description
Tax Id	Specify the unique tax ID if the shipment charge includes tax amount.
Reason for Export	Specify the reason for exporting the shipment.
Payment Terms	Specify terms of payments, if any.
Country of Origin	Specify the country from where the shipment will originate.
Terms of Sale	Select the relevant terms of sale: • CFR – Cost and Freight • CIF – Cost, Insurance and Freight • CIP – Carriage and Insurance Paid To (Insert place of destination) • CPT – Carriage Paid To (Insert place of destination) • DAF – Delivered At Frontier • DDP – Delivered Duty Paid (Insert place of destination) • DDU – Delivered Duty Unpaid • DEQ – Delivered Ex Quay • EXW – Ex Works (Insert place of delivery) • FAS – Free Alongside Ship (insert name of port of loading) • FCA - Free Carrier (Insert named place of delivery) • FOB – Free On Board
Filler Details	This section displays the Filler Details.
Filler 1 to 6	This section displays the Filler Label Fields. The bank can configure these fields on Day 0, based on their requirement.

8. The commodity details are extracted automatically and added in the Commodity section. To add more commodities, click **Add** in the **Commodity Details** section.

   The **Add Commodity Details** overlay window appears.

Figure 6-13 Add Commodity Details

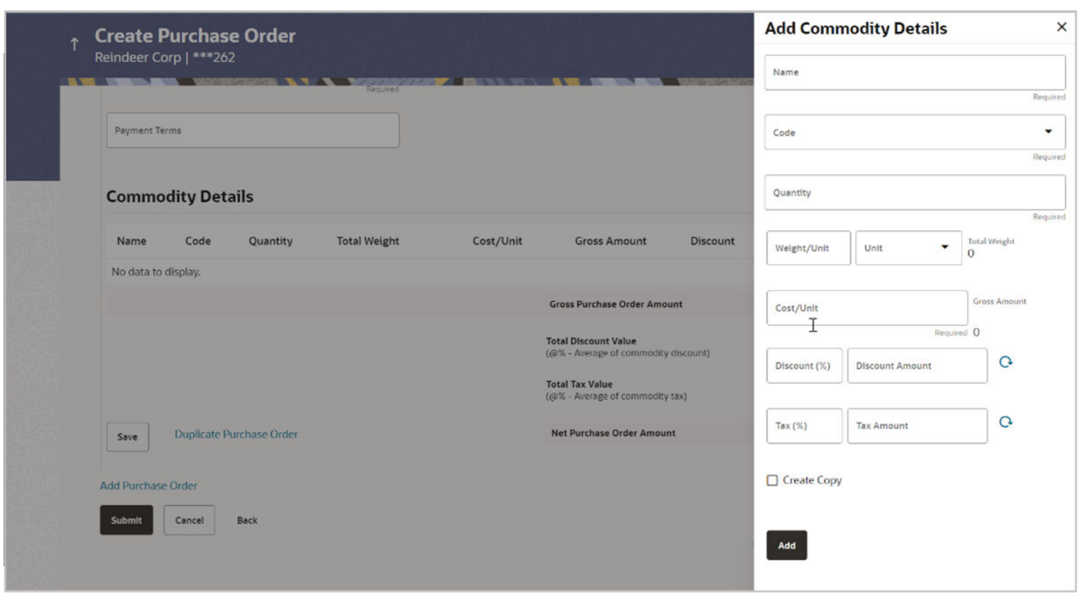


Table 6-8 Add Commodity Details - Field Description

Field Name	Description
Name	Specify the name of the commodity being purchased.
Code	Select the code of the commodity. This value should be selected from the commodity code dropdown list. **Note:** This dropdown field displays the list of commodity code(s) maintained for the selected supplier party.
Quantity	Specify the commodity quantity required.
Weight/Unit	Specify the weight per unit of the commodity. Also select the unit of measurement to be used for weight.
Total Weight	Displays the total weight of the commodity. This value is automatically calculated and displayed. It is the product of the values in the **Quantity** and **Weight/Unit** fields.
Cost/Unit	Enter the cost per unit of the commodity.
Gross Amount	Displays the total cost of the commodity. This value is automatically calculated and displayed. It is the product of the values in the **Quantity** and **Cost/Unit** fields.
Discount	Specify any discount being offered on the purchase. You can either enter the percentage of discount (in the first field) or the actual discount amount (in the second field). When you enter any one of these values, the other value is automatically calculated and displayed. Click to reset the values.
Tax	Specify any tax being charged on the purchase. You can either enter the percentage of tax (in the first field) or the actual tax amount (in the second field). When you enter any one of these values, the other value is automatically calculated and displayed. Click to reset the values.
Net Amount	Displays the net amount (after application of discount and tax) of the commodity being purchased. **Note:** The **Net Amount** gets auto calculated as follows: Net Amount = Gross Amount - Discount amount + Tax amount
Create Copy	Select this check box, to make a copy of the commodity details entered.

9. Once the commodity details are recorded in the overlay window, click **Add**.

   A record is created in the **Commodity Details** section.

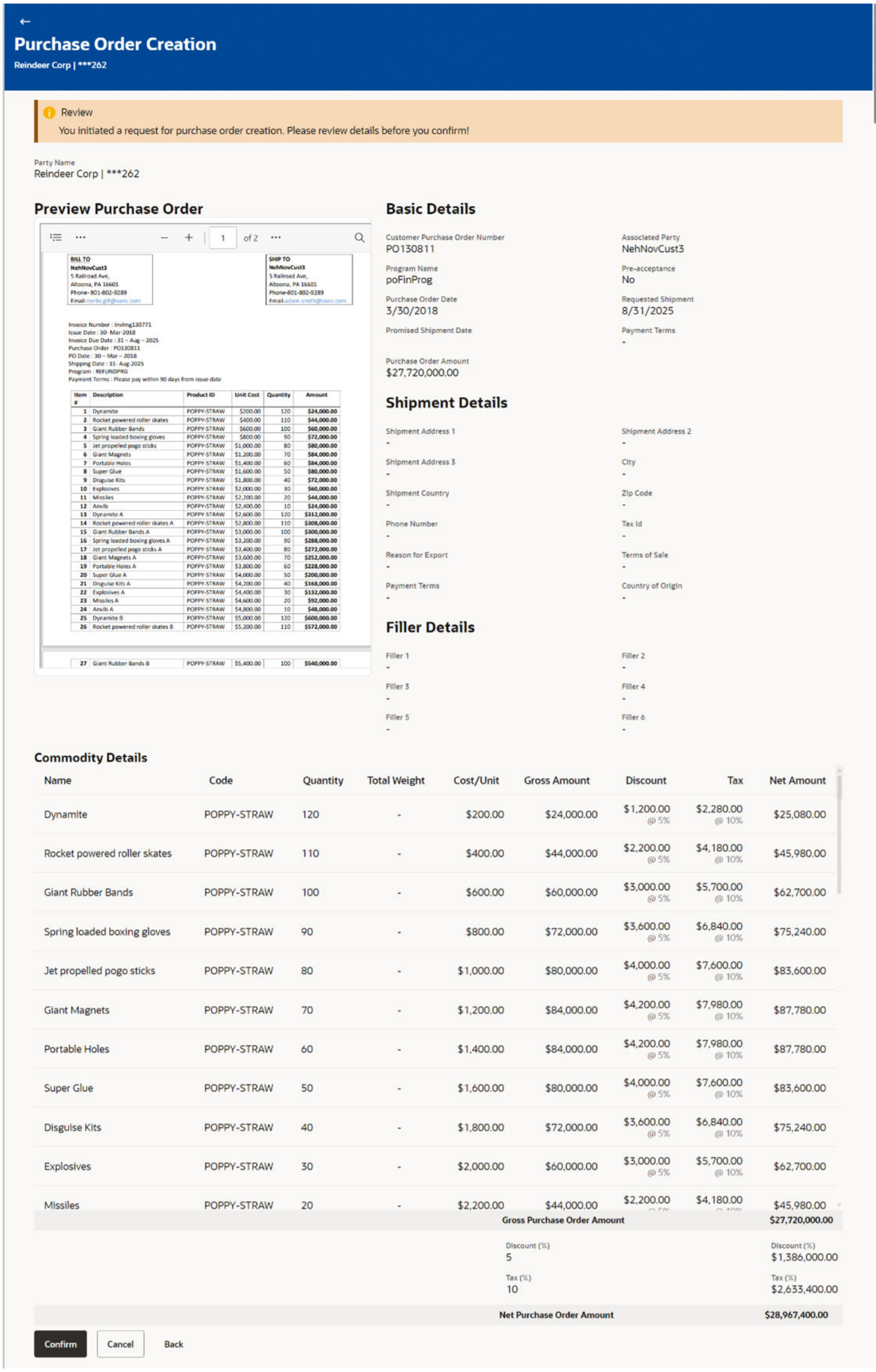
Field Name	Description
Commodity Details	This section displays the commodity details, once you add them. Multiple commodities can be added.
Name	Displays the name of the commodity.
Code	Displays the code of the commodity.
Quantity	Displays the required quantity of the commodity.
Total Weight	Displays the total weight of the commodity, along with the weight per unit.
Cost/Unit	Displays the cost per unit of the commodity.
Gross Amount	Displays the gross amount of the commodity.
Discount	Displays the discount amount applicable, along with the discount percentage.

Field Name	Description
Tax	Displays the tax amount applicable, along with the tax percentage.
Net Amount	Displays the net amount of the commodity, after application of discount and tax.
Action	Indicates the actions that can be performed on the commodity record. • : Click this icon to edit the commodity details. • : Click this icon to remove the commodity details entered.
Gross Purchase Order Amount	Displays the total gross amount of the purchase order. This is the sum of the gross amounts of all added commodities. This value should be equal to the value in the **Purchase Order Amount** field. If not, you must adjust the value in the **Purchase Order Amount** field accordingly.
Discount (%) / Discount Amount	Displays the total discount amount of all the commodities added. The average discount percentage of all added commodities is also displayed. Click to reset the values. Discount % = (Total discount amount / Total gross purchase order amount) *100 **Note:** When commodity records are added, the discount value of each commodity is aggregated and populated here. This value cannot be modified. However, if commodity records are not added, then this field is editable, and the discount value or percentage can be entered here.
Tax (%) / Tax Amount	Displays the total tax amount of all the commodities added. The average tax percentage of all added commodities is also displayed.Click to reset the values. Tax % = (Total tax amount / Total purchase order amount) *100 **Note:** When commodity records are added, the tax value of each commodity is aggregated and populated here. This value cannot be modified. However, if commodity records are not added, then this field is editable, and the tax value or percentage can be entered here.
Miscellaneous Charges and Amount	Add the name and amount of any other miscellaneous charge applicable. • Use to add another charge. A maximum of two miscellaneous charges can be added. • Click to reset the values.
Net Purchase Order Amount	Displays the total net amount, after deducting the discount value and then applying the tax value. Net Purchase Order Amount = Gross Purchase Order Amount – Total Discount amount + Total Tax amount

10. Ensure that the amount in the **Purchase Order Amount** field is the same as the **Gross Purchase Order Amount**.
11. Click **Submit** to submit the purchase order. The **Review** screen appears. Or, do one of the following:

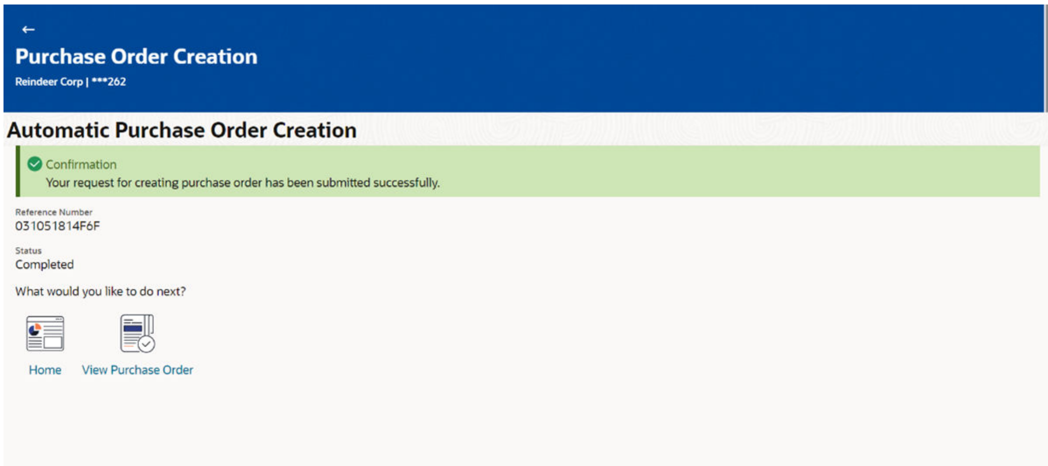
- Click **Cancel** to cancel the transaction.
- Click **Back** to go to the previous screen.

Figure 6-14 Create Purchase Order – Review Screen



12. In the **Review** screen, verify the details and click **Confirm**. A confirmation message appears, with the reference number and status of the transaction. Or, do one of the following:
    - Click **Cancel** to cancel the transaction.
    - Click **Back** to go to the previous screen.

Figure 6-15 Create Purchase Order – Confirmation Screen



The purchase order is created and submitted for authorization.

- Bulk Purchase Order Creation
  This topic provides systematic instructions to corporates can create purchase orders in bulk by uploading a file. The file must contain the purchase order details in a specific format and sequence.

6.2.3.1 Bulk Purchase Order Creation

This topic provides systematic instructions to corporates can create purchase orders in bulk by uploading a file. The file must contain the purchase order details in a specific format and sequence.

User must have valid corporate login credentials.

To create purchase orders in bulk:

1. From the **Dashboard**, click the **Toggle Menu**, then click **Receivables/Payables**, then **Purchase Order Management**, and then **Create Purchase Orders**.

   The **Create Purchase Order** screen displays.

Figure 6-16 Create Purchase Order

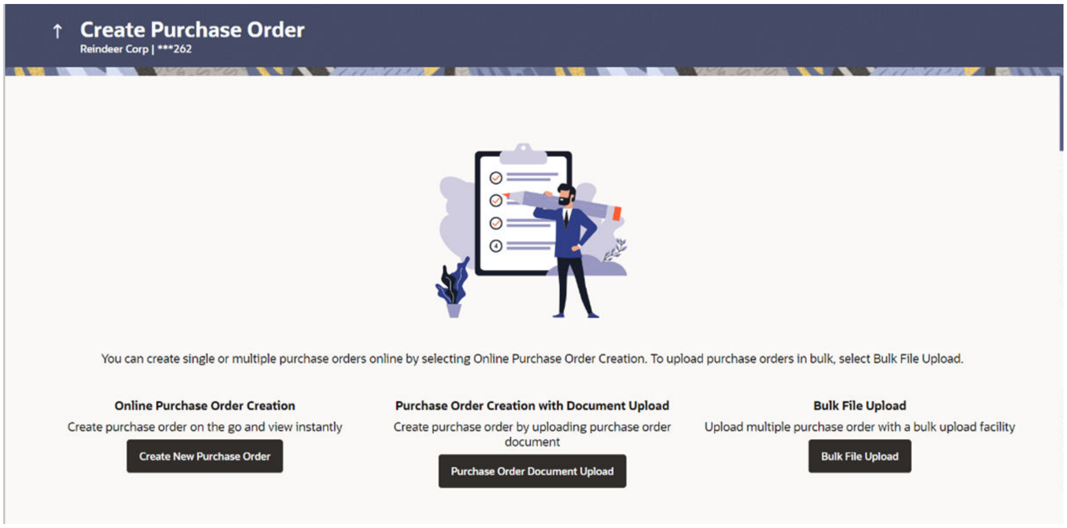


Table 6-9 Create Purchase Order - Field Description

Field Name	Description
Party Name	Displays the name and ID of the logged-in corporate party.
Online Purchase Order Creation	Indicates the option to create purchase order records by manual entry of purchase order details.
Purchase Order Creation with Document Upload	Indicates the option to create a purchase order record by uploading the actual purchase order document.
Bulk File Upload	Indicates the option to create purchase order records in bulk, through file upload.

2. In the **Create Purchase Order** screen, click **Bulk File Upload**.

   The **File Upload** screen appears.

3. Create the file to be uploaded in the format shown below.

For each purchase order, there must be a top row with indicator 'P' which specifies purchase order level parameters. For each commodity under the purchase order, there must be a row with indicator 'C' which specifies the commodity-level parameters. Refer this file for the sequence: Bulk Purchase Order Upload Template.

Table 6-10 Bulk PO Upload Template - Field Description

Field Name	Description
Bulk PO Upload Template	The following fields are specific to the purchase order as a whole. This row must be present for each purchase order being added.
Indicator	Specify the indicator. Enter **P** for a row at the purchase order level.
Customer Purchase Order Number	Specify the customer's own purchase order number.
Purchase Order Date	Specify the date of creation of the purchase order.
Requested Shipment Date	Specify the date of shipment. This should be greater than PO date.
Currency	Specify the currency of the purchase order amount.

Table 6-10 (Cont.) Bulk PO Upload Template - Field Description

Field Name	Description
Gross Purchase Order Amount	Specify the total purchase order amount.
Buyer Id	Specify the ID associated with the buyer.
Supplier Id	Specify the ID associated with the supplier.
Buyer Name	Specify the name of the buyer.
Supplier Name	Specify the name of the supplier.
Discount Amount	Specify the total discount amount applicable for all commodities being purchased.
Tax Amount	Specify the total tax amount applicable, on all commodities being purchased.
Miscellaneous Charge 1 Description	Specify the description of any miscellaneous charge, if any.
Miscellaneous Charge 1 Amount	Specify the miscellaneous charge amount, if any.
Miscellaneous Charge 2 Description	Specify the description of any miscellaneous charge, if any.
Miscellaneous Charge 2 Amount	Specify the miscellaneous charge amount, if any.
Net Purchase Order Amount	Specify the net purchase order amount. Net PO Amount = Gross Purchase Order Amount – Discount Amount + Tax Amount
Acceptance Amount	Specify the purchase order amount that has been accepted.
Buyer Division Code	Specify the division code associated with the buyer.
Supplier Division Code	Specify the division code associated with the supplier.
Shipment Address 1	Specify address line 1 of the shipment address.
Shipment Address 2	Specify address line 2 of the shipment address.
Shipment Address 3	Specify address line 3 of the shipment address.
City	Specify the city of the shipment address.
Country	Specify the country of the shipment address.
Zip	Specify the pin code of the shipment address.
Program Code	Specify the program code associated with the purchase order. This field is applicable only if the Oracle Banking Supply Chain Finance application is implemented by the bank.
Promised Shipment Date	Click the calendar icon and select the date agreed by the supplier to send the shipment.
Country of Origin	Specify the country from where the shipment will originate.
Phone Number	Specify the contact number of the person who will receive the shipment.
Tax Id	Specify the unique tax ID if the shipment charge includes tax amount.
Reason for Export	Specify the reason for exporting the shipment.

Table 6-10 (Cont.) Bulk PO Upload Template - Field Description

Field Name	Description
Terms of Sale	Select the relevant terms of sale: • CFR – Cost and Freight • CIF – Cost, Insurance and Freight • CIP – Carriage and Insurance Paid To (Insert place of destination) • CPT – Carriage Paid To (Insert place of destination) • DAF – Delivered At Frontier • DDP – Delivered Duty Paid (Insert place of destination) • DDU – Delivered Duty Unpaid • DEQ – Delivered Ex Quay • EXW – Ex Works (Insert place of delivery) • FAS – Free Alongside Ship (insert name of port of loading) • FCA - Free Carrier (Insert named place of delivery) • FOB – Free On Board
Payment Terms	Specify terms of payments, if any.
Funding Request Date	Click the calendar icon and select the date on which funding for the purchase order is requested.
Filler 1 to 6	This section displays the Filler Label Fields. The bank can configure these fields on Day 0, based on their requirement. The following fields are specific to a commodity. You must add a row for each commodity being purchased, under the respective purchase order.
Disbursement Credit Account	Enter account number to receive the finance disbursement proceeds to PO finance. payment. It can be a CASA or a GL account or of the account is in some another country even through the number should be mentioned in the same field. Disbursement credit account will be hereafter referred as DCA.
Account Name for DCA	Enter the account name of the Disbursement Credit Name
Payment Mode for DCA	Enter the payment mode whether it is an internal account transfer or EFT or Cross Border Transfer.
Bene_Addr1_for_DCA	Acceptable values are AC/EFT/CBT. For internal account transfer, domestic account, or cross border account respectively. Enter the beneficiary's address line1 for Disbursement Credit Account. Applicable only for CBT.
Bene_Addr2_for_DCA	Enter the beneficiary's address line2 for Disbursement Credit Account.
Bene_Addr3_for_DCA	Enter the beneficiary's address line3 for Disbursement Credit Account.
Bene_Addr2_for_DCA	Enter the beneficiary's address line4 for Disbursement Credit Account.
Bene_cntry_for_DCA	Enter the beneficiary's country for Disbursement Credit Account.
Bene_Phone_for_DCA	Enter the beneficiary's Phone number for Disbursement Account.
Bene_Email_for_DCA	Enter the beneficiary's email id for Disbursement Credit Account.
Bank_Name_For_DCA	Enter the Name of the Bank.
Branch_Name _For_DCA	Enter the Branch code of the DCA.
Bank _Dentifier_Code _For_DCA	Enter the IFSC code here if Payment Credit Mode if EFT and can enter the swift BIC if the Payment credit mode is CBT.
Intermediary_Bank_Code_For_DCA	Enter the Intermediary bank swift code here if Payment Credit Mode is CBT.
Intermediary_Bank_Name_For_DCA	Enter the Intermediary Bank Name.
Intermediary_Bank_Addr1_For_DCA	Enter the Intermediary Bank Address.
Intermediary_Bank_Addr1_For_DCA	Enter the Intermediary Bank Address.

Table 6-10 (Cont.) Bulk PO Upload Template - Field Description

Field Name	Description
Intermediary_Bank_Addr1_For_DCA	Enter the Intermediary Bank Address.
Intermediary_Bank_Addr1_For_DCA	Enter the Intermediary Bank Address.

4. Select the file identifier, select the file to be uploaded, and click **Upload**.
5. For more information on the procedure of uploading the file, refer **User Manual Oracle Banking Digital Experience Corporate Bulk File Upload – Supply Chain Finance**.

The purchase orders are uploaded.

6.3 View / Edit Purchase Order

This topic provides systematic instructions to the corporate to view and edit the details of purchase order.

- View Purchase Order
  This topic provides systematic instructions to view a list of purchase orders based on the corporate party's role as a buyer or supplier.
- Edit Purchase Order
  This topic provides systematic instructions to the buyer to edit the required details in the purchase order, and submit for approval, if the approval flow has been set.
- Cancel Purchase Order
  This topic provides systematic instructions to a the buyer to cancel a purchase order. This action can only be performed on purchase orders in the RAISED status.
- Accept / Reject Purchase Order
  This topic provides systematic instructions for a supplier to accept or reject purchase orders to convey the agreement or disagreement to supply the required commodities.

6.3.1 View Purchase Order

This topic provides systematic instructions to view a list of purchase orders based on the corporate party's role as a buyer or supplier.

On selection of Buyer view, you can view all the purchase orders as of current date where the corporate party's role is that of a buyer in the program. On selection of Supplier view, you can view all the purchase orders as of current date where the party's role is that of a supplier in the program.

User must have valid corporate login credentials.

To view purchase orders:

1. From the **Dashboard**, click the **Toggle Menu**, then click **Receivables/Payables**, then **Purchase Order Management**, and then **View Purchase Orders**.

   The **Select Role** pop-up window appears.

Figure 6-17 Select Role pop-up window

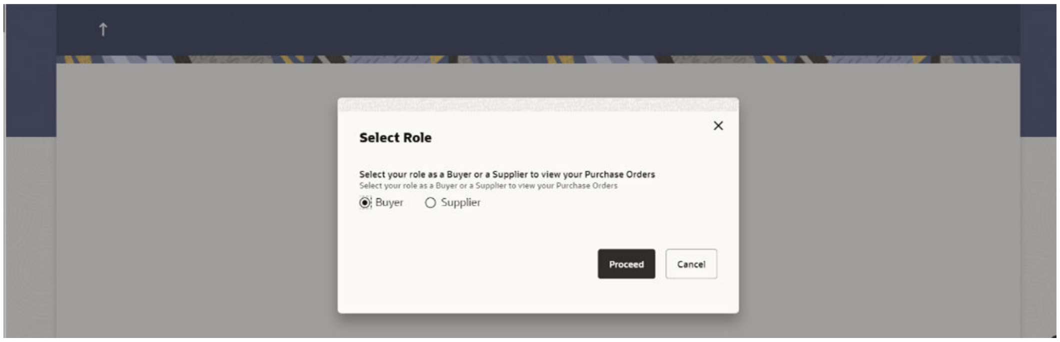


Table 6-11 Select Role pop-up window - Field Description

Field Name	Description
Select Role	Select the role of the corporate party to view the required purchase orders. The options are: • **Buyer** • **Supplier**

2. In the **Select Role** pop-up window, select either the **Buyer** or the **Supplier** option.
3. Click **Proceed** to view the existing purchase orders or, click **Cancel** to cancel the transaction..

   The **View Purchase Order** screen appears.

Figure 6-18 View Purchase Order Search Result - Buyer Role

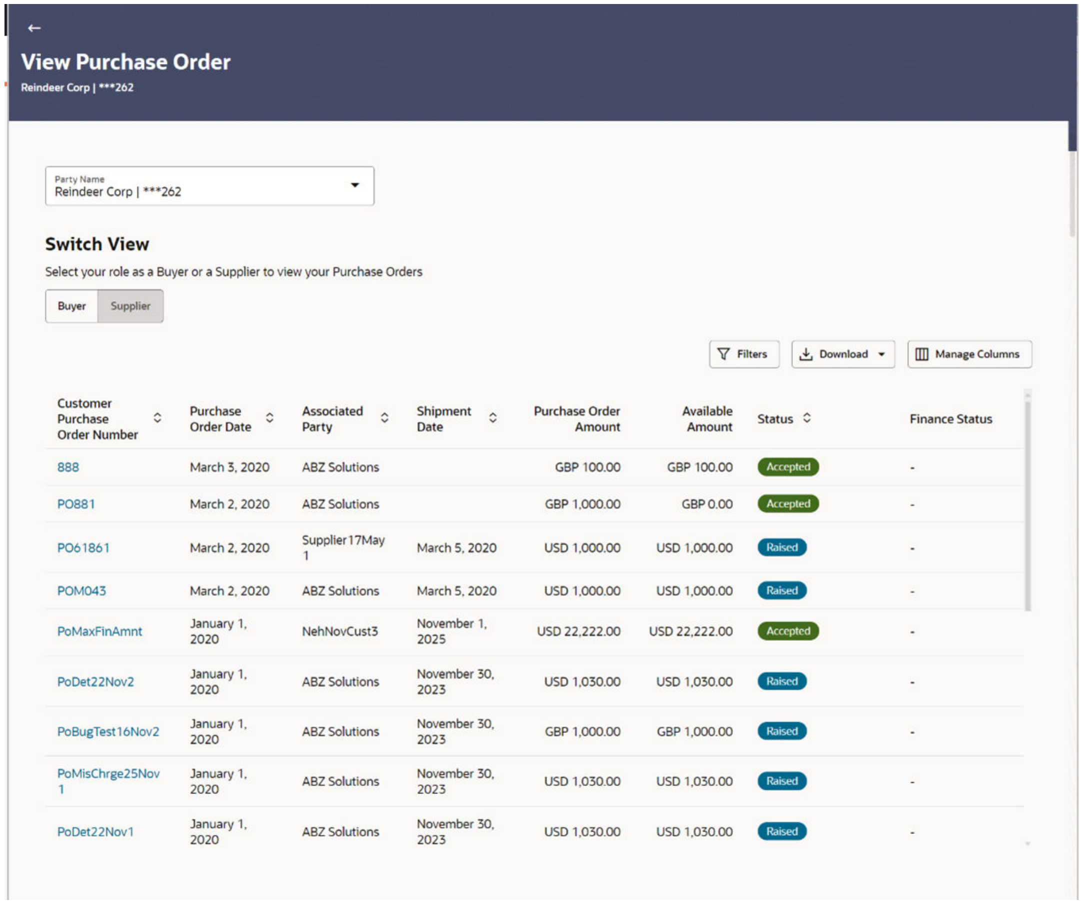


Figure 6-19 View Purchase Order Search Result- Supplier Role

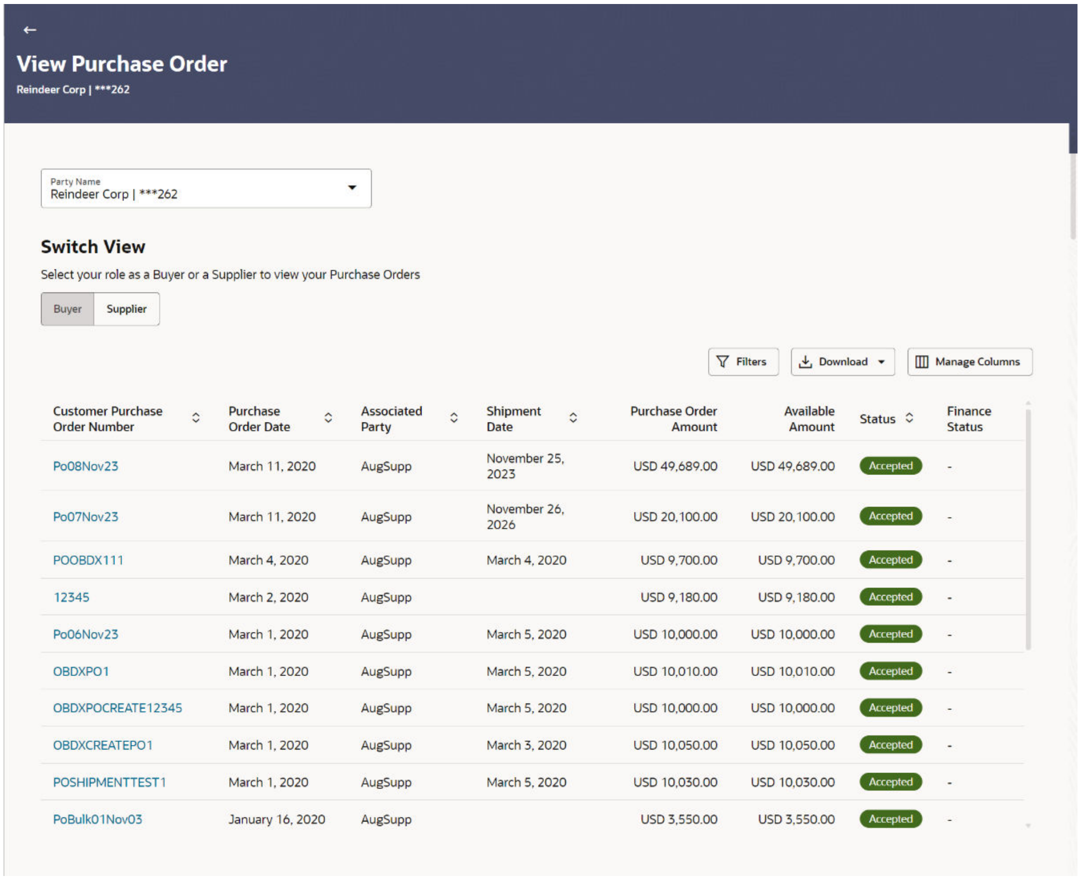


Table 6-12 View Purchase Order - Field Description

Field Name	Description
Party Name	Select the party name from the dropdown list to view the applicable list of purchase orders. By default, the primary party/gcif of the logged-in user is selected. **Note:** Only accessible parties are displayed to the user. Based on the party selection, the list of purchase orders is displayed.
Switch View	Indicates the options to view the purchase orders based on the logged-in corporate party's role. The options are: • **Buyer** • **Supplier**
Filter	Click this icon to filter the purchase orders based on certain criteria. For more information, refer the **Filter (overlay window for View Purchase Orders)** section below.
Download	Click this linkto download the list of finances in CSV or PDF format.
Manage Columns	Click this link to personalize the columns i.e., rearrange/remove columns in the search result grid. The Manage Columns overlay window appears. For more information, refer the **Manage Columns (overlay window for View Purchase Orders)** section below.

Table 6-12 (Cont.) View Purchase Order - Field Description

Field Name	Description
Search Filter	Click this link to personalize the columns i.e., rearrange/remove columns in the search result grid. The **Manage Columns overlay window** appears. For more information, refer the **Manage Columns (overlay window for View Purchase Orders)** section below.
List of Purchase Orders	A list of purchase orders appears on this section. **Note:** By default, the list displays the purchase orders with the due dates greater than or lesser than the **Current Business Date** by 3 months.
No. of Record(s)	Displays the total number of purchase orders listed by default or after a filter criteria is applied.
Customer Purchase Order Number	Displays the reference number of the purchase order as fetched from the Host. This is a hyperlink which when clicked displays the details of the purchase order. For more information, refer the **View Purchase Order Details** section below.
Purchase Order Date	Displays the date of the purchase order as fetched from the Host.
Associated Party	User can search the receivables/payables by providing the associated party. The drop-down lists all the on-boarded associated parties and the list of on-boarded associated party is categorized by: • Anchor Buyer • Anchor Supplier • Counter Party Buyer • Counter Party Supplier
Shipment Date	Displays the shipment date, as fetched from the Host.
Purchase Order Amount	Displays the purchase order amount, as fetched from the Host.
Available Amount	Displays the balance available amount of the Final purchase order amount post linkage of an Invoice.
Status	Displays the status of the purchase order.
Associated Party Name	Indicates an option to search for purchase order(s) based on the counter party associated with the purchase order(s).
Finance Status	Displays the status of any finance availed against the purchase order. This value can be one of the following: • **Financed** • **Partially Financed**

View Purchase Order - Filter (overlay window)

This overlay window appears when you click in the **View Purchase Order** screen.

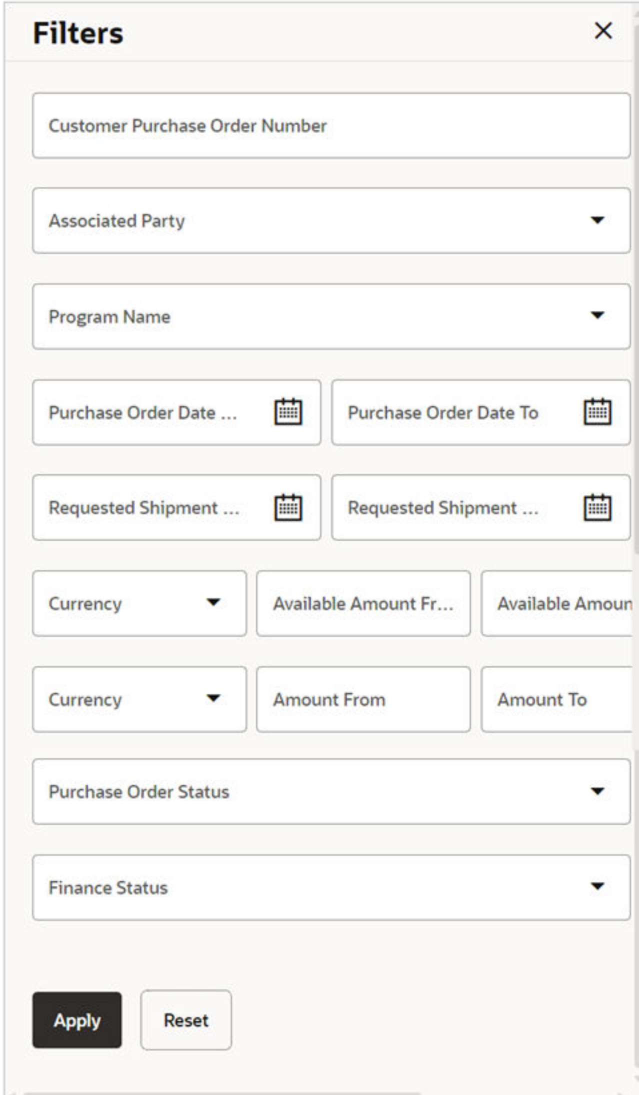


Table 6-13 View Purchase Order - Field Description

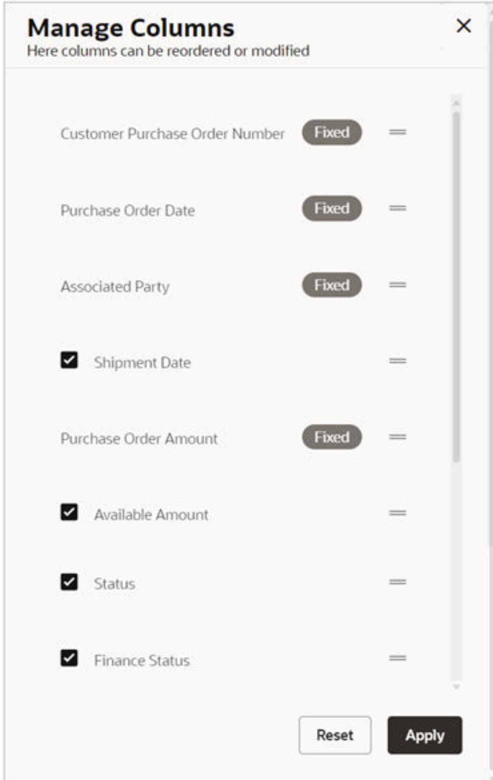
Field Name	Description
Customer Purchase Order Number	Indicates an option to filter for purchase orders using the customer's own reference number.
Associated Party Name	Indicates an option to filter for purchase order(s) based on the counter party associated with the purchase order(s).
Program Name	Indicates an option to filter purchase orders associated with a particular program. This field is visible only if the Oracle Banking Supply Chain Finance application is implemented by the bank.
Purchase Order Date From - To	Indicates the option to search for purchase orders that have been raised within a specific date range. You can select the dates by clicking the icon in the From and To fields.

Table 6-13 (Cont.) View Purchase Order - Field Description

Field Name	Description
Request Shipment Date From - To	Indicates the option to filter for purchase orders that are shipped within a specific date range. You can select the dates by clicking the icon in the From and To fields.
Purchase Order Available Amount From - To	Indicates the option to filter purchase order available amount with amounts in a specific range. You can select the required currency from the Currency list, and enter the amount range in the From and To fields.
Purchase Order Amount From - To	Indicates the option to filter purchase orders with amounts in a specific range. You can select the required currency from the Currency list, and enter the amount range in the From and To fields.
Purchase Order Status	Indicates an option to search for purchase orders based on their status. The options are: • Raised • Cancelled • Accepted • Financed (Available only if the Oracle Banking Supply Chain Finance application is implemented by the bank) • Partially Financed (Available only if the Oracle Banking Supply Chain Finance application is implemented by the bank) • Rejected
Finance Status	Indicates an option to filter purchase orders based on their finance status. (Available only if the Oracle Banking Supply Chain Finance application is implemented by the bank) The options are: • Financed • Partially Financed

4. Enter the filter criteria, and click **Filter**. The purchase orders list appears based on the entered search criteria. Or, do one of the following:
   - Click **Clear** to reset the search parameters.
   - Click the **Create New Purchase Order** link to create a purchase order on the go and view it instantly.
5. Click **Manage Columns** to reorder or modify or save column preferences in View Purchase Order screen.

Figure 6-20 View Purchase Order - Manage Columns



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

b. Click **Reset** to reset the columns preferences.

6. Click **Download** and select the file format to download the Credit Note list. At present the CSV format is supported.

7. Click the **Customer Purchase Order Number** link of a specific purchase order, to view its details.

View Purchase Order Details
This screen appears if you click the Customer Purchase Order Number **link** from the View Purchase Order search results. It displays the details of the selected purchase order.

Figure 6-21 View Purchase Order Details – for Buyer role

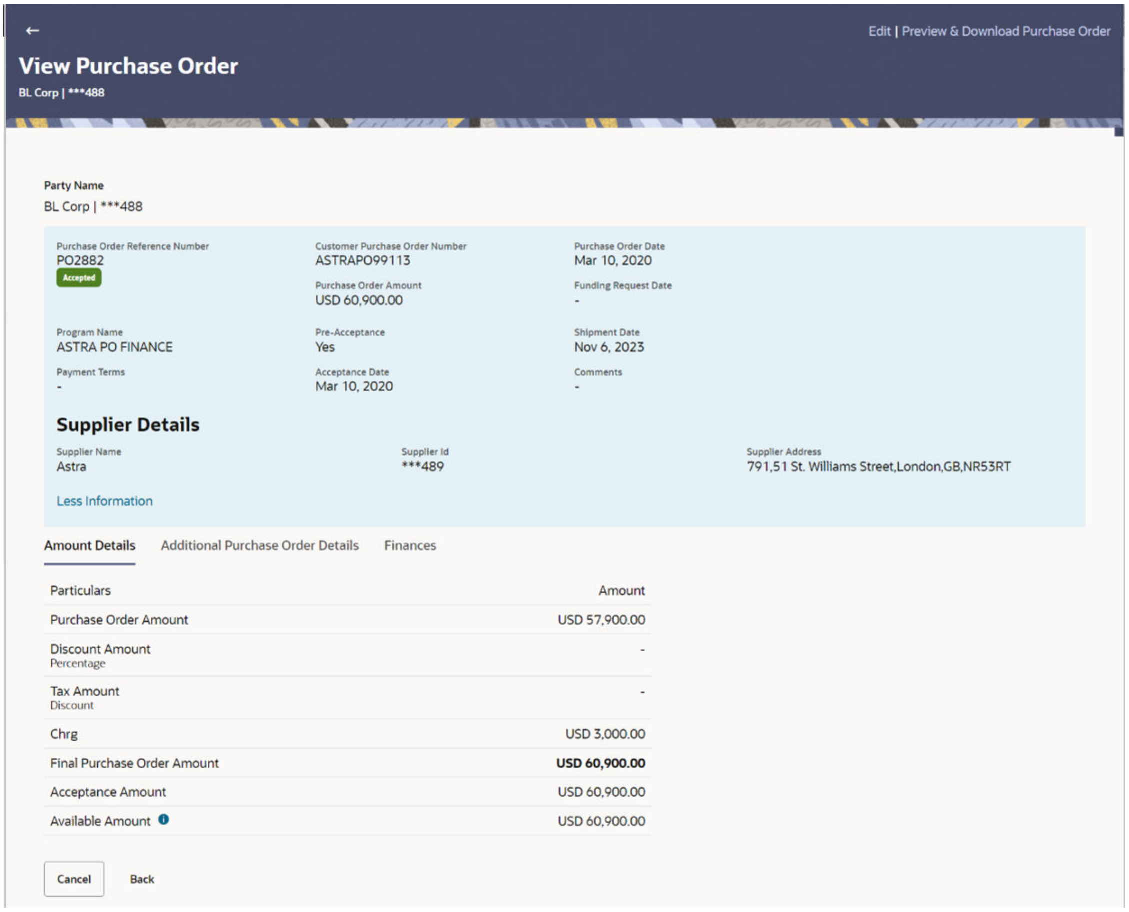


Figure 6-22 View Purchase Order Details – for Supplier role

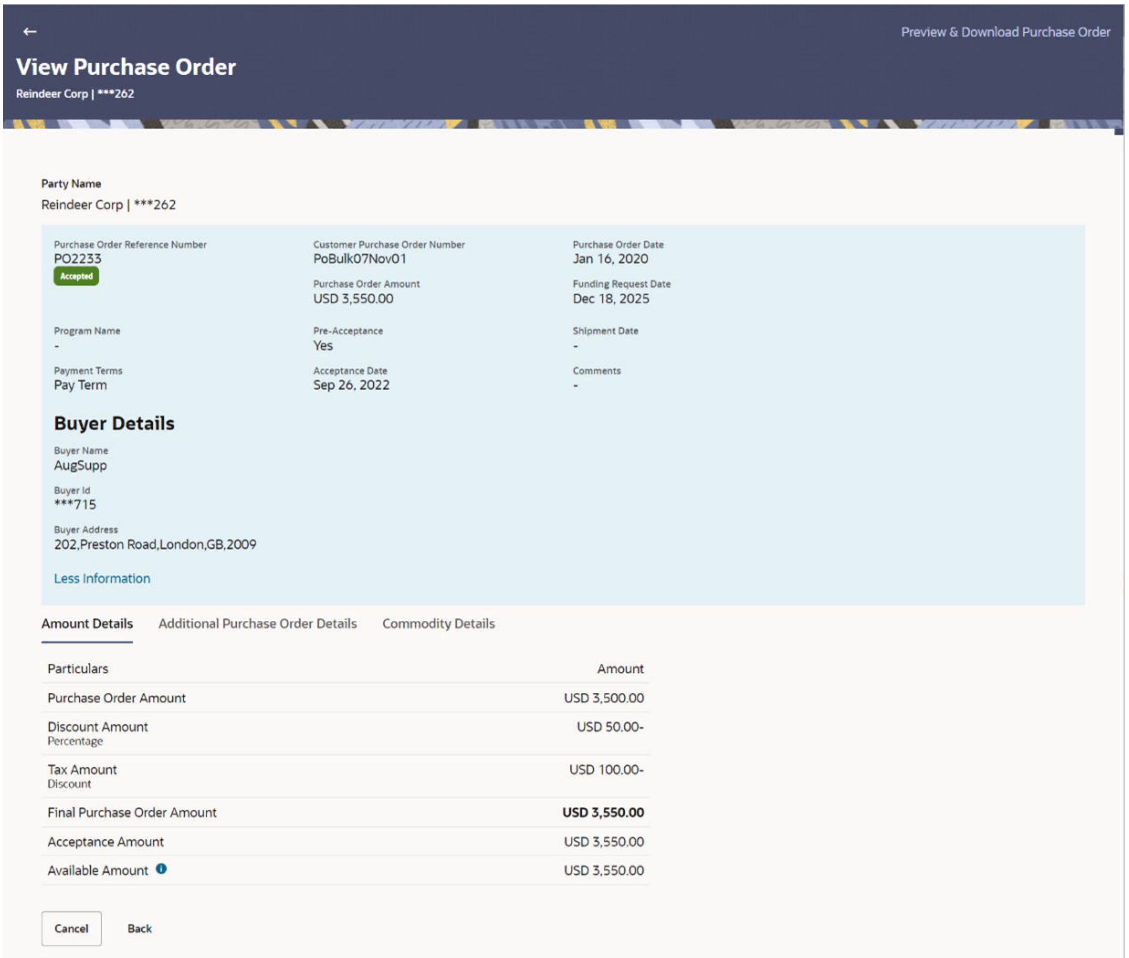


Table 6-14 View Purchase Order Details – Field Description

Field Name	Description
Party Name	Displays the name and ID of the logged-in corporate party.
Purchase Order Reference Number <Status>	Displays the unique reference number of the purchase order with respect to the Supply Chain Finance application. Also displays the current status of the purchase order.
Customer Purchase Order Number	Displays the reference number present on the purchase order document.
Purchase Order Amount	Displays the purchase order amount.
Purchase Order Date	Displays the date on which the purchase order has been created.
Program Name	Displays the name of the program associated with the purchase order. This field is visible only if the Oracle Banking Supply Chain Finance application is implemented by the bank.
Payment Terms	Displays the payment terms that have been agreed.

Table 6-14 (Cont.) View Purchase Order Details – Field Description

Field Name	Description
Pre-Acceptance	If the logged-in party is a buyer, then this field displays the following: • '**Yes**' if the purchase order is to be deemed as accepted upon being raised. • '**No**' if the purchase order must be explicitly accepted by the supplier. If the logged-in party is a supplier, this field displays '**Yes**' by default.
Acceptance Date	Displays the date on which the purchase order has been accepted.
Shipment Date	Displays the date on which the purchased commodity is shipped.
Shipment Address	Displays the shipment address.
Comments	Displays any applicable comments.
Buyer Details / **Supplier Details**	This section displays the details of the associated party, whether buyer or supplier.
Buyer Name / Supplier Name	Displays the name of the associated party.
Buyer Id / Supplier Id	Displays the ID of the associated party.
Buyer Address / Supplier Address	Displays the address of the associated party.
Amount Details	The particulars are displayed along with the respective amounts.
Purchase Order Amount	Displays the purchase order amount.
Discount Amount Percentage	Displays the applicable discount amount and percentage.
Tax Amount Percentage	Displays the applicable tax amount and percentage.
Miscellaneous Charges	Displays the miscellaneous charges. This field appears only if charges are applied on the purchase order.
Final Purchase Order Amount	Displays the net purchase order amount after application of discount and tax.
Acceptance Amount	Displays the amount that has been accepted by the supplier. This field appears only for purchase orders that have been accepted.
Available Amount	Displays the balance available amount of the Final purchase order amount post linkage of an Invoice.

8. Click the **Additional Purchase Order Details** tab to view the additional purchase order details.

   The **View Purchase Order – Additional Purchase Order Details** screen appears.

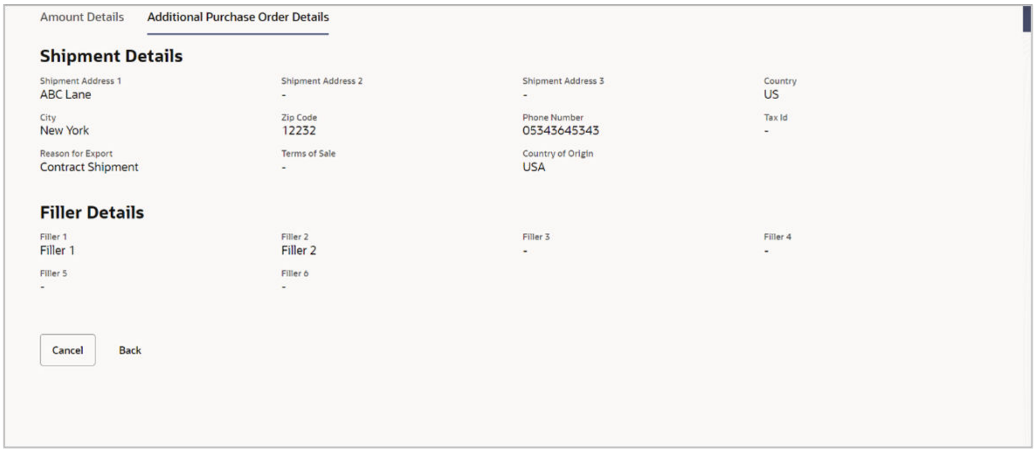


Table 6-15 View Purchase Order – Additional Purchase Order Details - Field Description

Field Name	Description
Payment Mode	Displays the mode of the payment.
Account Number	Displays the account number.
Account Name	Displays the name of the account.
Bank Code	Displays the bank code.
Bank Name	Displays the bank name.
Branch Name	Displays the name of the branch.
Shipment Details	This section displays the **Shipment Details**.
Shipment Address Line 1 to 3	Displays the address lines of the shipment address.
City	Displays the city of the shipment address.
Country	Displays the country of the shipment address.
Zip Code	Displays the pin code of the shipment address.
Phone Number	Displays the phone number of the shipment address.
Tax Id	Displays the unique tax ID of the purchase order.
Reason for Export	Displays the reason for exporting the shipment.
Country of Origin	Displays the country of origin of the shipment.
Payment Terms	Displays the relevant terms of sale.
Filler 1 to 6	Displays the Filler Label Fields. The bank can configure these fields on Day 0, based on their requirement.

9. Click the **History** tab.

   This History tab will be visible to show the changes in invoice lifecycle, along with any comments added during each event in the process.

   The **View Purchase Order – History** screen appears.

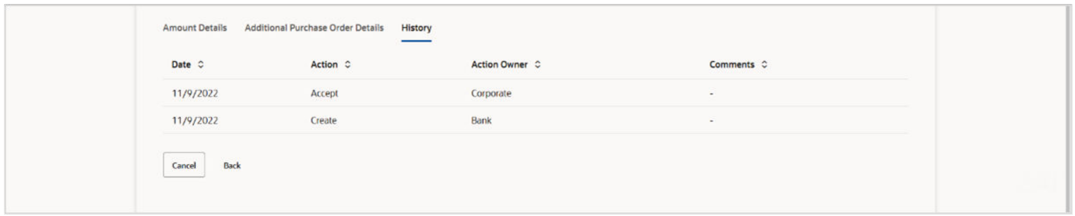


Table 6-16 View Purchase Order – History - Field Description

Field Name	Description
Date	Displays the date of the invoice order.
Action	Displays the action, which needs to be performed.
Action Owner	Displays action owner.
Comments	Displays comments provided by the user during processing the transaction.

10. Click the **Commodity Details** tab to view the commodity details.

    The **View Purchase Order – Commodity Details** screen appears.

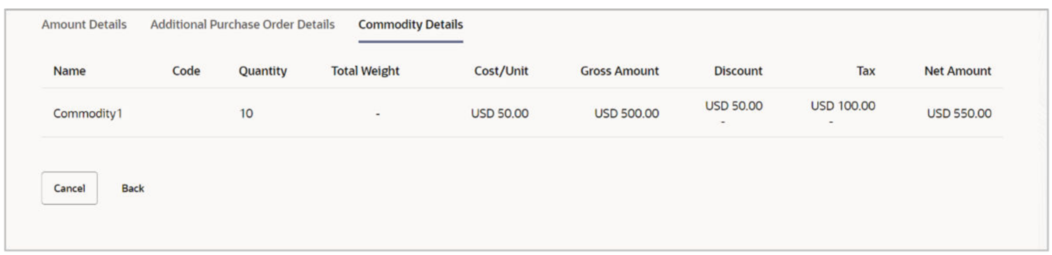


Table 6-17 View Purchase Order – Commodity Details - Field Description

Field Name	Description
Name	Displays the name of the commodity.
Code	Displays the code of the commodity.
Quantity	Displays the quantity of commodity.
Cost Per Unit	Displays the cost per unit of the commodity.
Gross Amount	Displays the total amount of the commodity. This is the product of quantity and cost per unit.
Discount	Displays the discount amount and percentage offered on the commodity.
Tax	Displays the tax amount and percentage charged on the commodity.
Net Amount	Displays the net amount for the commodity. Net Amount = Gross Amount – Discount + Tax.

11. Click the **Linked Invoices** details.

    This tab appears if purchase orders are linked against the invoice during invoice creation.

    The **View Purchase Order – Linked Invoices** screen appears.

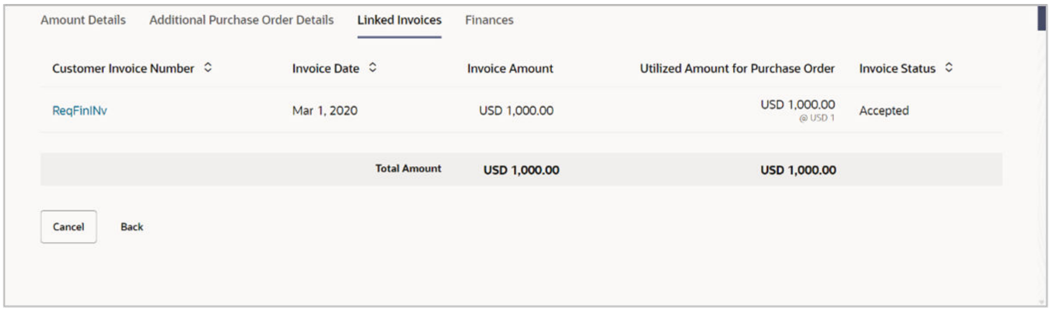


Table 6-18 View Purchase Order – Linked Invoices - Field Description

Field Name	Description
Customer Invoice Number	Displays the customer's reference number of the invoice. This is a hyperlink, which when clicked displays the details of the invoice. For more information, refer the **View Invoice Details** section
Invoice Date	Displays the date of creation of the invoice.
Invoice Amount	Displays the invoice amount in invoice currency.
Utilized Amount for Purchase OrderExchange Rate	Displays the purchase order amount utilized for invoice in purchase order currency. It also displays the exchange rate between invoice currency and purchase order currency. The exchange rate is displayed only if the invoice and purchase order are of different currencies.
Invoice Status	Displays the status of the invoice.

12. Click the **Finances** details.

    This tab appears if the purchase order is financed.

    The **View Purchase Order – Finances** screen appears.

Table 6-19 View Purchase Order – Finances - Field Description

Field Name	Description
Finance Reference Number	Displays the finance reference number of the linked finance. This is a hyperlink, which when clicked displays the details of the linked finance.
Finance Date	Displays the disbursement date(value date) of the finance.
Maturity Date	Displays the maturity date of the finance.
Interest Rate	Displays the net interest rate of the finance.
Finance Amount	Displays the disbursement amount of the finance.

Table 6-19 (Cont.) View Purchase Order – Finances - Field Description

Field Name	Description
Outstanding Amount	Displays the outstanding amount of the finance.
Status	Displays the status of the finance.

13. You can perform the following actions on the **View Purchase Order** details screen as a Buyer:
    - Preview the purchase order (in an overlay window) and download a copy, by clicking the **Preview & Download Purchase Order** link.
    - Edit a purchase order, by clicking the **Edit** link.
    - Cancel a purchase order by clicking the **Cancel Purchase Order** link. This is applicable only for purchase orders that are in **RAISED** status.
14. You can perform the following actions on the **View Purchase Order** details screen as a Supplier:
    - Preview the purchase order (in an overlay window) and download a copy, by clicking the **Preview & Download Purchase Order** link.
    - Accept or reject a raised purchase order, by clicking **Accept** or **Reject**. This is applicable only for purchase orders that are in **RAISED** status.
15. In the **View Purchase Order** details screen, click **Preview & Download Purchase Order**.

    The **Purchase Order** overlay window appears. The fields displayed here are the ones entered during the creation of the purchase order.

Figure 6-23 Purchase Order Preview

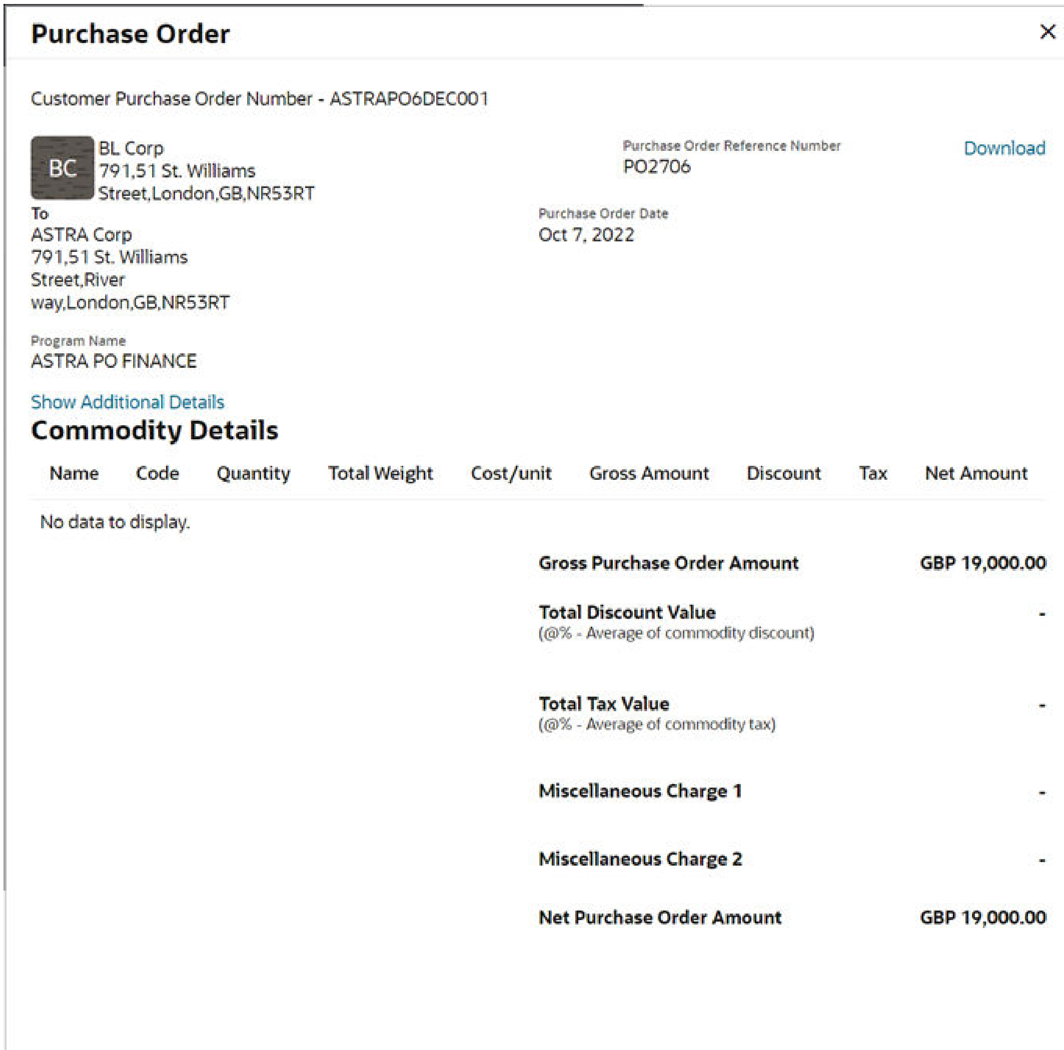


Table 6-20 Purchase Order Preview - Field Description

Field Name	Description
Party Name	Displays the name and address of the buyer.
Purchase Order Reference Number	Displays the customer's reference number for the purchase order.
To	Displays the name and address of the supplier.
Purchase Order Date	Displays the date of creation of the purchase order.
Payment Term	Displays any agreed terms of the purchase order.
Program Name	Displays the name of the program linked to the purchase order. This field is visible only if the Oracle Banking Supply Chain Finance application is implemented by the bank.
Shipment Date	Displays the date of shipment of the purchased goods.
Shipping Address	Displays the address for the shipment.
Commodity Details	This section displays the commodity details.
Name	Displays the name of the commodity.

Table 6-20 (Cont.) Purchase Order Preview - Field Description

Field Name	Description
Code	Displays the code of the commodity.
Quantity	Displays the quantity of the commodity being purchased.
Total Weight	Displays the total weight of the commodity being purchased.
Cost / unit	Displays the cost per unit of the commodity.
Gross Amount	Displays the total amount of the commodity being purchased, along with the currency. This value is automatically calculated as follows:- Gross Amount = Quantity * Cost per unit
Discount	Displays the discount amount applicable on the commodity.
Tax	Displays the tax amount applicable on the commodity.
Net Amount	Displays the amount after considering the discount and tax amounts. This value is automatically calculated as follows:- Net Amount = Gross Amount – Discount + Tax
Gross Purchase Order Amount	Displays the sum of the gross amounts of all the commodities being purchased.
Total Discount Value **(@ %-Average of commodity discount)**	Displays the sum of the discounts offered on all the commodities being purchased. Also displays the average discount.
Total Tax Value **(@ %-Average of commodity tax)**	Displays the sum of the taxes applicable on all the commodities being purchased. Also displays the average tax.
Net Purchase Order Amount	Displays the sum of the net amounts of all the commodities being purchased. This value is also calculated as follows:- Net Purchase Order Amount = Gross Purchase Order Amount - Total Discount Value + Total Tax Value

16. Click **Download** to download the purchase order details in PDF format. Or, click ✕ to close the window.

6.3.2 Edit Purchase Order

This topic provides systematic instructions to the buyer to edit the required details in the purchase order, and submit for approval, if the approval flow has been set.

The designated corporate approver is notified, in this case. The approver can either approve or reject the transaction. In case of rejection, the approver can send the transaction back to the corporate user (maker), to make modifications as required, and re-submit for approval.

> **Note**
>
> 1. A supplier can only create purchase orders, but cannot edit them once created.
> 2. If a purchase order has been accepted by the supplier, then only the Shipment Date can be edited by the buyer. If a purchase order is in the ‘Raised’ status, and yet to be accepted by the supplier, then all parameters can be modified, except for Customer Purchase Order Number, Associated Party, and Program.

User must have valid corporate login credentials and must be the buyer.

To edit purchase orders:

1. From the **Dashboard**, click the **Toggle Menu**, then click **Receivables/Payables**, then **Purchase Order Management**, and then **Edit Purchase Orders**.

   The **Edit Purchase Orders** screen appears.

Figure 6-24 Edit Purchase Orders

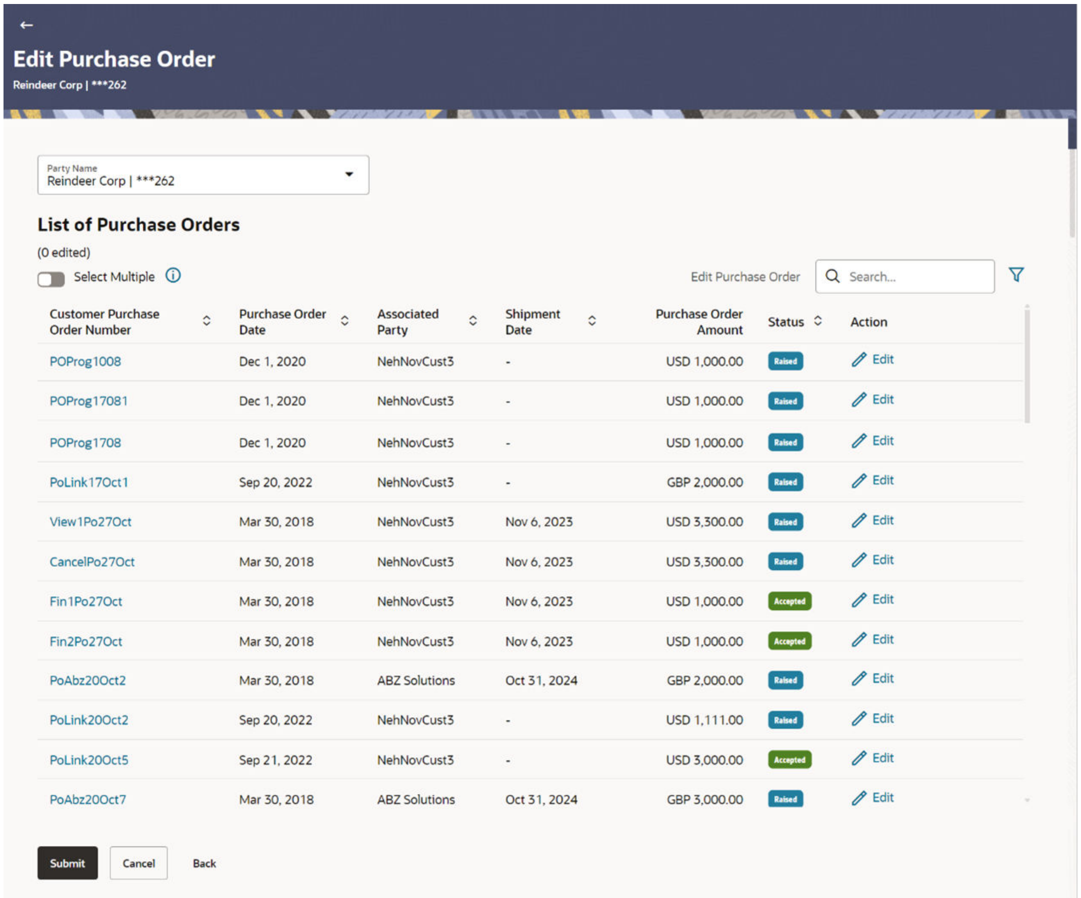


Table 6-21 Edit Purchase Orders - Field Description

Field Name	Description
Party Name	Select the party name from the drop-down list to view the applicable list of purchase orders. By default, the primary party/gcif of the logged-in user is selected. **Note:** Only accessible parties are displayed to the user. Based on the party selection, the list of purchase orders is displayed.
List of Purchase Orders	This section displays a list of purchase orders that can be edited.
Number of Record(s) edited / selected	This field displays the number of purchase orders edited. If **Select Multiple** toggle is switch is On, then this field displays the number of purchase orders selected for editing.
Search	Specify the partial or full purchase order reference number / associated party name / status to search for specific purchase orders. The results appear as and when you enter the data.

Table 6-21 (Cont.) Edit Purchase Orders - Field Description

Field Name	Description
	Click this icon to filter the purchase orders, based on certain criteria. For more information, refer the **Search (overlay window for Purchase Orders)**section below
Select Multiple	Switch this toggle On, to edit multiple purchase orders records together.
Check Box	To select all the purchase orders in the list, select the main check box. To select specific purchase orders, select the check boxes beside those purchase orders. This check box becomes visible only if **Select Multiple** toggle switch is On.
Edit Purchase Order	Click **Edit Purchase Order** to edit multiple purchase order records. This link becomes clickable only if both **Select Multiple** toggle switch is On and multiple purchase order records are selected.
Customer Purchase Order Number	Displays the reference number of the purchase order as fetched from the Host. This is a hyperlink which when clicked displays the details of the purchase order.
Purchase Order Date	Displays the date of the purchase order has been created.
Associated Party	User can search the receivables/payables by providing the associated party. The drop-down lists all the on-boarded associated parties and the list of on-boarded associated party is categorized by: • Anchor Buyer • Anchor Supplier • Counter Party Buyer • Counter Party Supplier
Shipment Date	Displays the date on which the purchased commodity is shipped.
Purchase Order Amount	Displays the purchase order amount.
Status	Displays the status of the purchase order.
Action	Click **Edit** to edit the individual purchase order record.
View Edited Details	Click this link to view the edited details of a purchase order.

Search Filter (overlay window for Edit Purchase Order)

This overlay window appears when you click the icon in the **Edit Purchase Order** screen.

Figure 6-25 Edit Purchase Order - Search Filter (

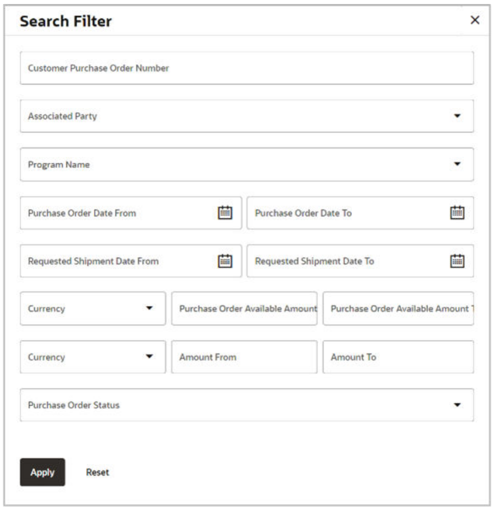


Table 6-22 Edit Purchase Order - Field Description

Field Name	Description
Customer Purchase Order Number	Indicates an option to filter for purchase orders using the customer's own reference number.
Associated Party Name	Indicates an option to filter for purchase order(s) based on the counter party associated with the purchase order(s).
Program Name	Indicates an option to filter purchase orders associated with a particular program. This field is visible only if the Oracle Banking Supply Chain Finance application is implemented by the bank.
Purchase Order Date From - To	Indicates the option to search for purchase orders that have been raised within a specific date range. You can select the dates by clicking the icon in the From and To fields.
Request Shipment Date From - To	Indicates the option to filter for purchase orders that are shipped within a specific date range. You can select the dates by clicking the icon in the From and To fields.
Purchase Order Available Amount From - To	Indicates the option to filter purchase order available amount with amounts in a specific range. You can select the required currency from the Currency list, and enter the amount range in the From and To fields.
Purchase Order Amount From - To	Indicates the option to filter purchase orders with amounts in a specific range. You can select the required currency from the Currency list, and enter the amount range in the From and To fields.

Table 6-22 (Cont.) Edit Purchase Order - Field Description

Field Name	Description
Purchase Order Status	Indicates an option to search for purchase orders based on their status. The options are: • Raised • Cancelled • Accepted • Financed (Available only if the Oracle Banking Supply Chain Finance application is implemented by the bank) • Partially Financed (Available only if the Oracle Banking Supply Chain Finance application is implemented by the bank) • Rejected

Edit Purchase Order/s – Edit Overlay Window

Figure 6-26 Edit Purchase Order/s – Edit Overlay Window

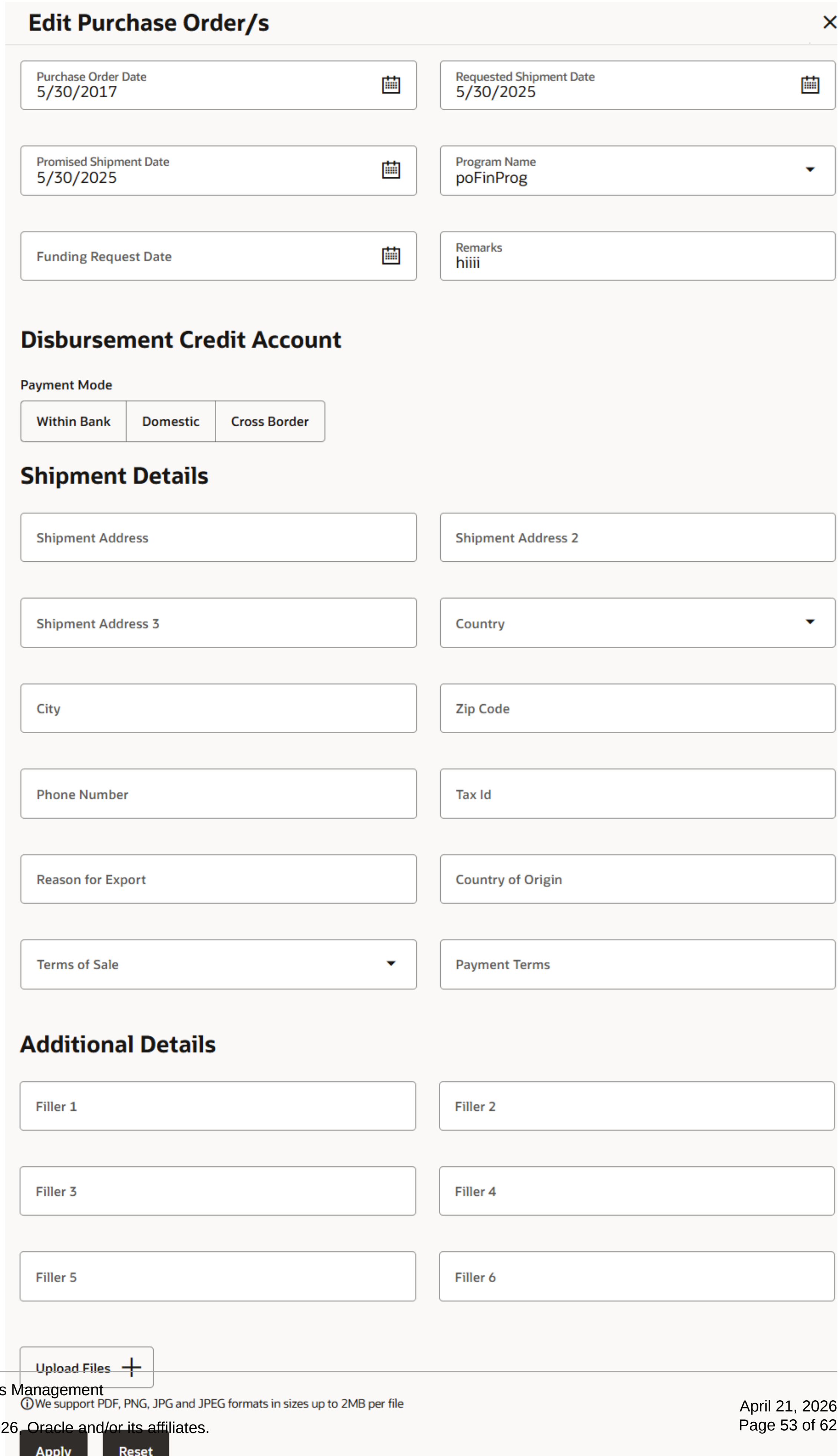

Edit Purchase Order/s
Purchase Order Date
5/30/2017
Requested Shipment Date
5/30/2025
Promised Shipment Date
5/30/2025
Program Name
poFinProg
Funding Request Date
Remarks
hiiii
Disbursement Credit Account
Payment Mode
Within Bank
Domestic
Cross Border
Shipment Details
Shipment Address
Shipment Address 2
Shipment Address 3
Country
City
Zip Code
Phone Number
Tax Id
Reason for Export
Country of Origin
Terms of Sale
Payment Terms
Additional Details
Filler 1
Filler 2
Filler 3
Filler 4
Filler 5
Filler 6
Upload Files
We support PDF, PNG, JPG and JPEG formats in sizes up to 2MB per file
Apply
Reset

Table 6-23 Edit Purchase Order/s – Edit Overlay Window - Field Description

Field Name	Description
Purchase Order Date	Click the calendar icon and select the date of creation of the purchase order.
Requested Shipment Date	Click the calendar icon and select the requested shipment date. This date cannot be earlier than the **Current Business Date**.
Promised Shipment Date	Click the calendar icon and select the date agreed by the supplier to send the shipment. This date cannot be earlier than the **Current Business Date**.
Program Name	Select the program to which the purchase order should be linked. Programs linked to the selected associated party are listed. This field cannot be edited once an purchase order is financed.
Funding Request Date	Click the calendar icon and select the date when the funding for the purchase order is requested. This date cannot be greater than the **Invoice Due Date,** and cannot be lesser than the **Invoice Date** or the **Invoice Value Date** whichever is earlier. This field cannot be edited once the PO is financed.
Remarks	Specify any remarks, if applicable.
Disbursement Credit Account	This section displays the following fields. **Note**: The edit of Disbursement Credit Account is restricted if the purchase order is financed.
Payment Mode	The user needs to choose the payment mode on the basis the account is present in the same bank, different bank or outside country to receive the finance proceeds.
Within Bank	If the **Payment Mode** is selected as **Within Bank**. The **Account Number** drop-down will be displayed. The drop-down will list all the accounts as fetched from the internal account mapping maintenance of host system. These accounts are maintained to credit the finance proceeds. The accounts fetched will be listed in the drop-down only if user has OBDX access to accounts. The following details will display. • **Account Name** • **Branch** • **Currency** **Note**: These details will be displayed only when the **New Account** switch is Off.
Domestic	If the **Payment Mode** is selected as Domestic. The drop-down will list the accounts from external account mapping maintenance of the host system. The account details belong to some other bank in the country and maintained in the host system to receive the finance proceeds when the purchase is financed. The following details will display. • **Account Number** • **Bank Name** • **Branch** • **Account Name** • **Bank Code** • **Currency** **Note**: These details will be displayed only when the **New Account** switch is Off.

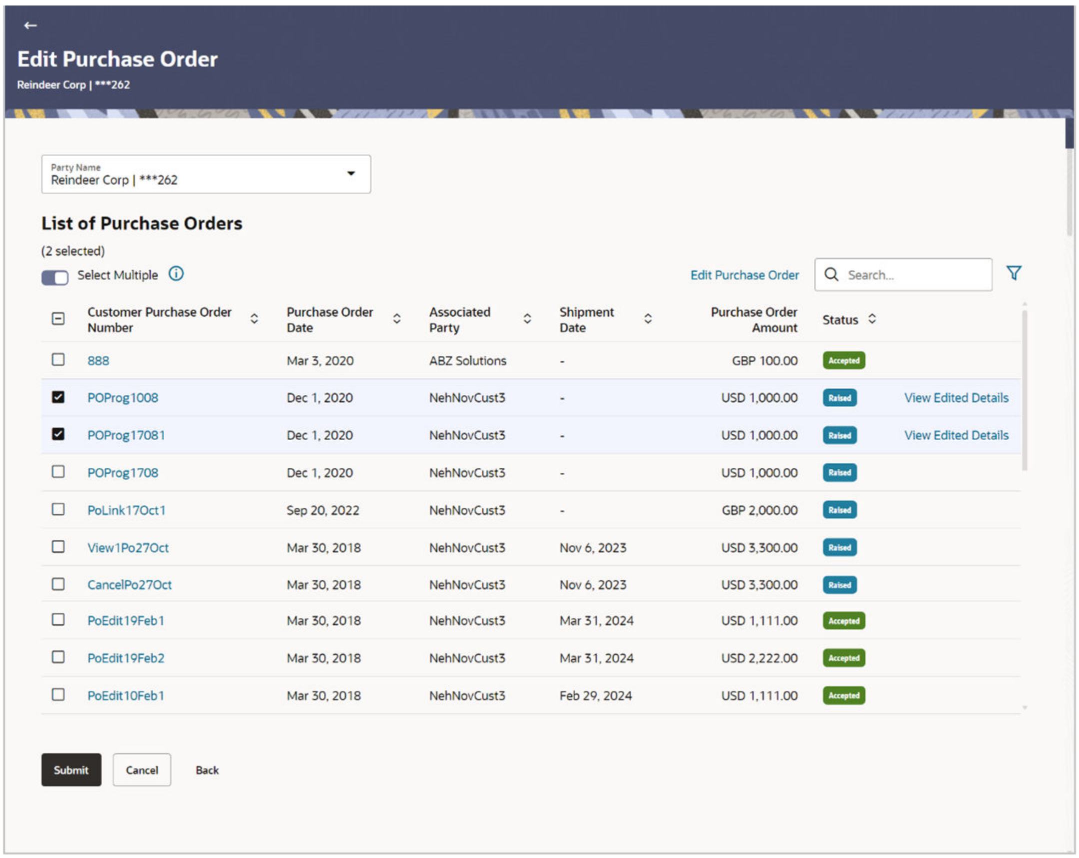
Table 6-23 (Cont.) Edit Purchase Order/s – Edit Overlay Window - Field Description

Field Name	Description
Cross Border	If the **Payment Mode** is selected as **Cross Border**. The drop-down will list all the corporate accounts as fetched from the external account mapping maintenance of the host system. The account details belong to the bank in another country and mapped in the host system to receive the finance proceeds when the purchase order is financed. The following details will display. • **Account Number** • **Bank Name** • **Branch** • **Bank Code** • **Currency** **Note**: These details will be displayed only when the **New Account** switch is Off.
Shipment Details	This section displays the **Shipment Details**.
Shipment Address Line 1 to 3	Displays the address lines of the shipment address.
City	Specify the city of the shipment address.
Country	Displays the country of the shipment address.
Zip Code	Displays the pin code of the shipment address.
Phone Number	Displays the phone number of the shipment address.
Shipment City	Specify the city to ship the goods to.
Zip Code	Specify the zip code to ship the goods to.
Phone Number	Specify the contact number of the person who will receive the shipment.
Tax Id	Specify the unique tax ID if the shipment charge includes tax amount.
Reason for Export	Specify the reason for exporting the shipment.
Country of Origin	Specify the country of origin of the shipment.
Payment Terms	Specify the relevant terms of sale.
Additional Details	This section displays the Additional Details.
Filler Fields	Specify the required information in the filler fields.
Upload Files	Click  to upload relevant documents. The following document formats are supported: JPEG, JPG, PNG, and PDF. A maximum of 5 documents can be uploaded. Once you upload documents, the number of documents uploaded appears as a hyperlink in brackets, beside this icon. On clicking this hyperlink, a pop-up window appears with the names of the documents uploaded. To delete an uploaded document, click beside the document in the pop-up window. This field is visible only if you edit the records individually. **Note**: These documents can also be viewed and downloaded by the approver/checker.

2. To edit multiple records, switch the **Select Multiple** toggle switch to On. Select the required purchase order records and click the **Edit Purchase Order** link.

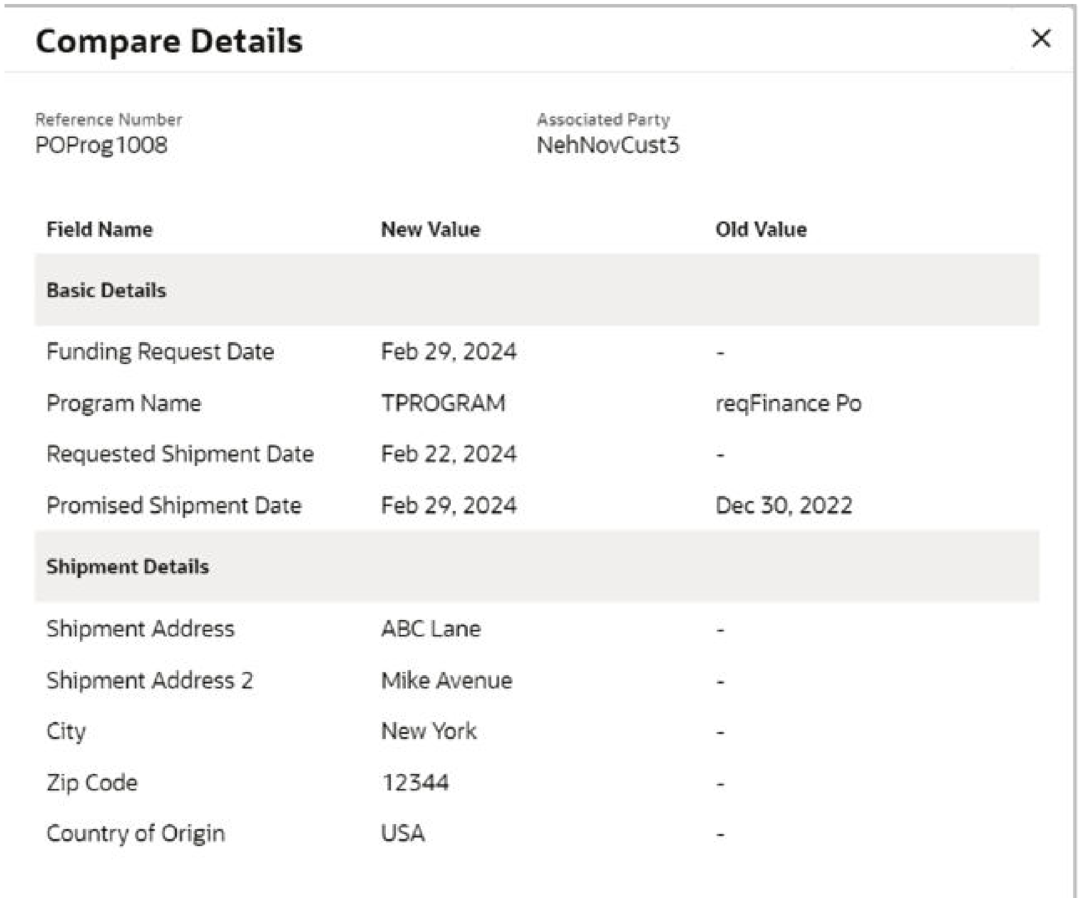
> **Note**
>
> a. Bulk edit can be executed only if the **Associated Party**, **Purchase Order Status,** and **Finance Status** values of the purchase orders are same.
>
> b. If you edit multiple records, data modified will be applied across the selected records. If any record was modified using edit link of individual record, then the previously modified data will get overridden on clicking **Apply**.

Figure 6-27 After Selecting Records



3. Update the required fields as shown in **Edit Purchase Order/s (Overlay Window)**.
4. Click **Apply** to save the details. OR Click Reset to reset the details.
5. Click **View Edited Details** link.

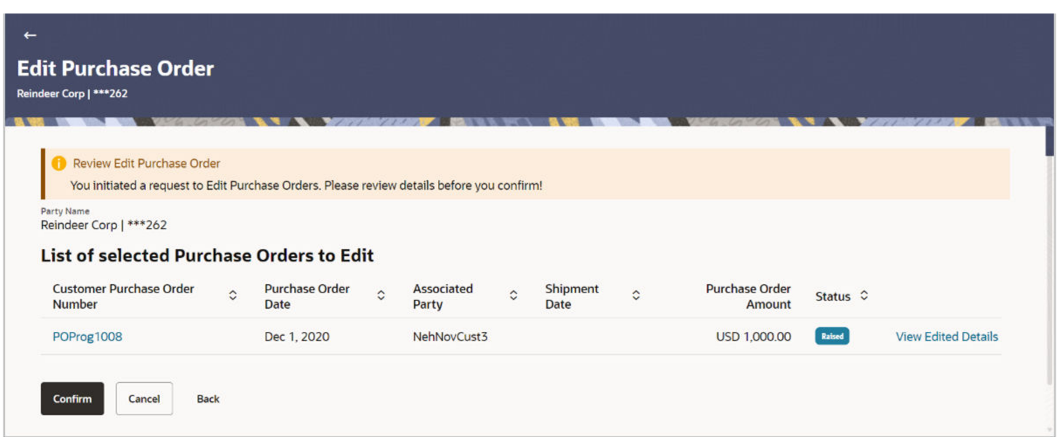
   The **Compare Details** overlay window appears. Compare all the edited details and modify if required.
   Edit Purchase Order - Compare Details



6. Click **Submit**. Or, do one of the following:
   - Click **Cancel** to cancel the transaction.
   - Click **Back** to go to the previous screen.

   The **Review** screen appears.

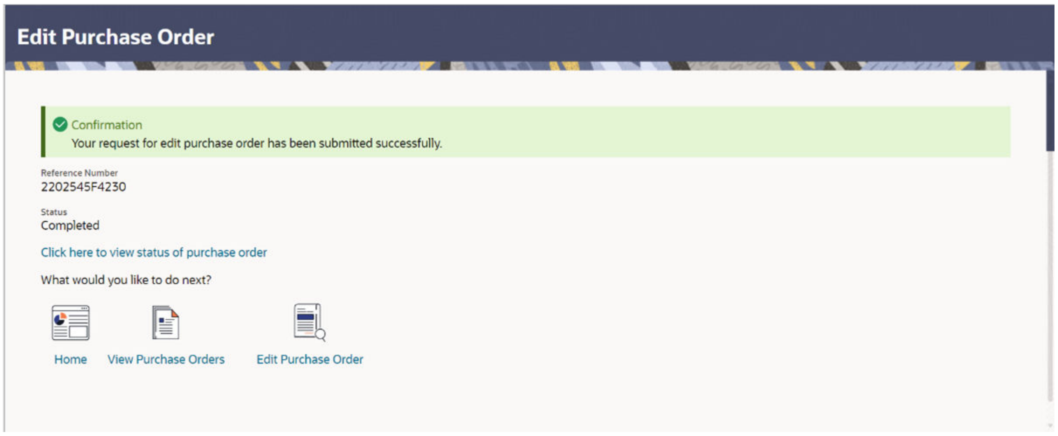
Figure 6-28   Edit Purchase Order – Review Screen



7. Review the details and click **Confirm**. A confirmation message appears with the reference number and status of the transaction. Or, do one of the following:

- Click **Cancel** to cancel the transaction.
- Click **Back** to go to the previous screen.

Figure 6-29 Edit Purchase Order – Confirmation



6.3.3 Cancel Purchase Order

This topic provides systematic instructions to a the buyer to cancel a purchase order. This action can only be performed on purchase orders in the RAISED status.

> **Note**
>
> A supplier can only create purchase orders, but cannot cancel them once created.

User must have valid corporate login credentials.

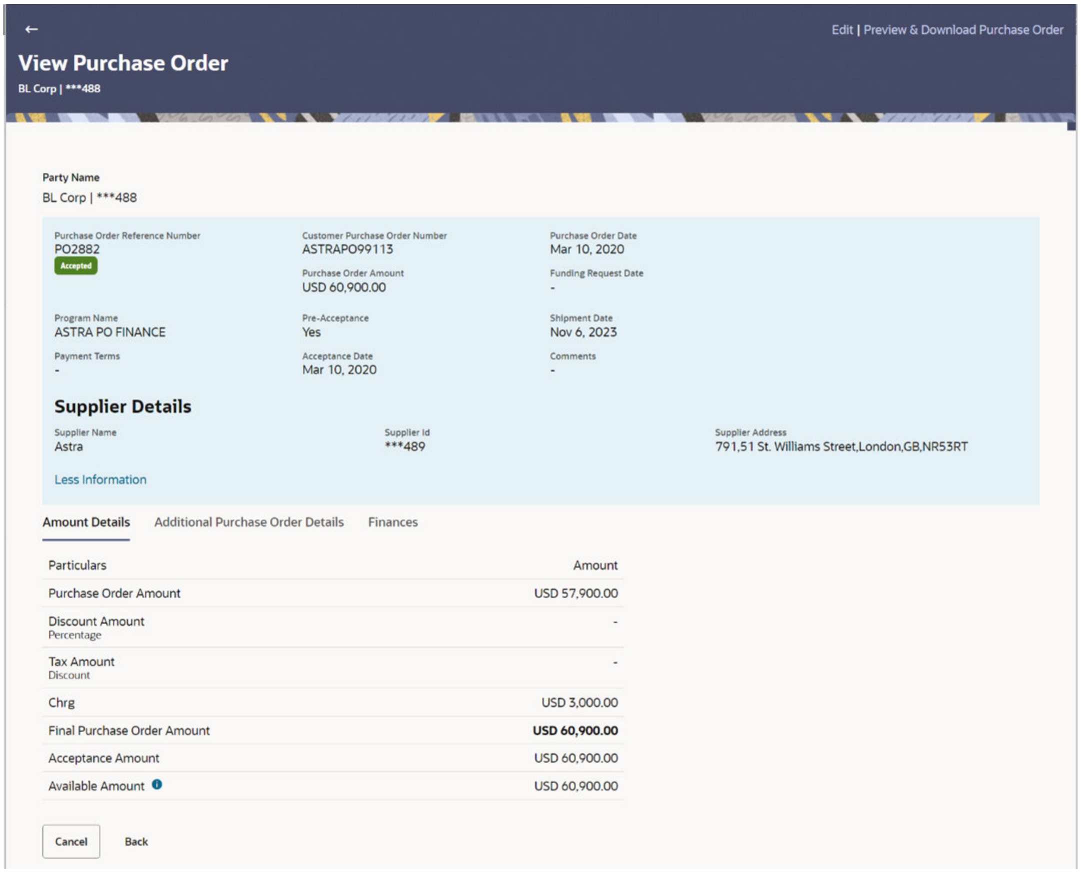
To cancel a purchase order:

1. From the **Dashboard**, click the **Toggle Menu**, then click **Receivables/Payables**, then **Purchase Order Management**, and then **View Purchase Orders**.

   The **Select Role** pop-up window appears.
2. In the **Select Role** pop-up window that appears, select the **Buyer** option.
3. Click **Proceed** to view the existing purchase orders. Or, click **Cancel** to cancel the transaction.

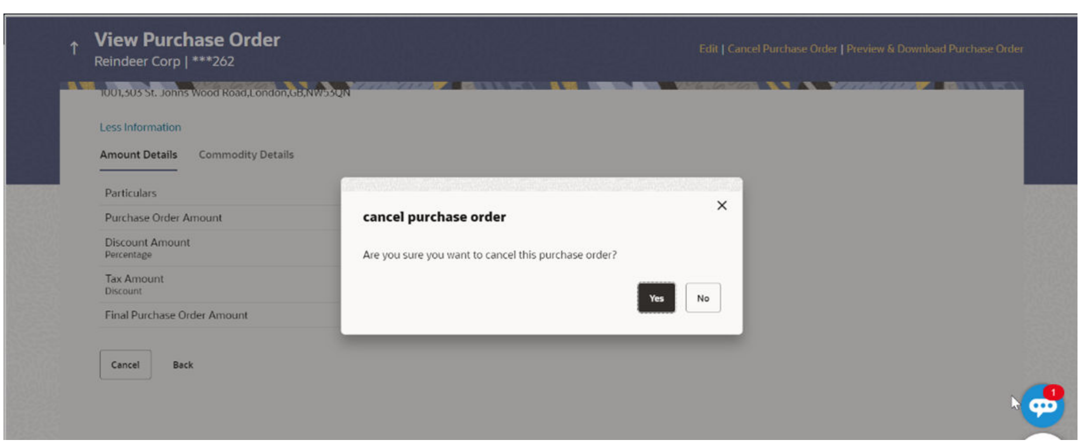
   The **View Purchase Order** screen appears.
4. Specify the search criteria and click **Search**. The purchase orders list appears based on the entered search criteria. Or, click **Clear** to reset the search parameters.
5. Click the **Customer Purchase Order Number** of the purchase order record (in RAISED status) to be cancelled. The details of the specific purchase order appear in the **View Purchase Order** screen.

Figure 6-30 View Purchase Order Details – for Buyer role

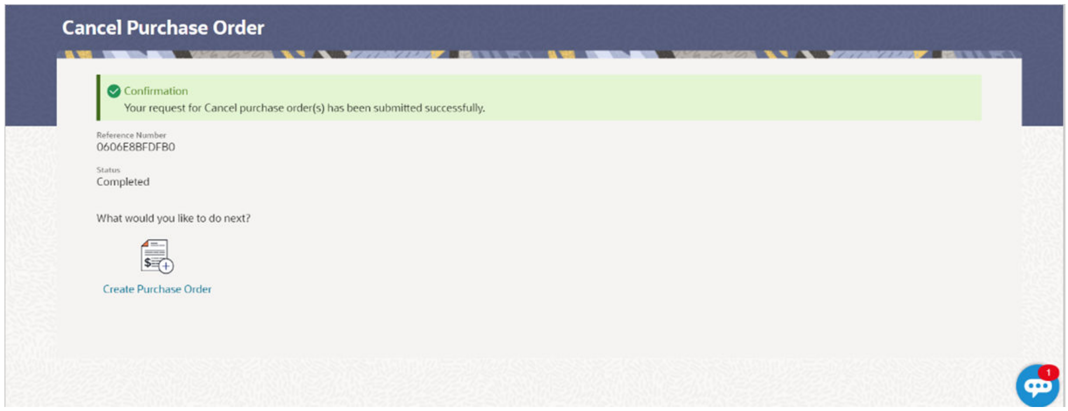


6. Click **Cancel Purchase Order** to cancel the purchase order and stop it from being accepted by the supplier. The cancel purchase order pop-up window appears. Or, do one of the following:
   - Click **Edit** to modify the purchase order. The **Edit Purchase Order** screen appears.
   - Click **Preview & Download Purchase Order**, to view the purchase order details and download a copy.
   - Click **Cancel** to cancel the transaction.
   - Click **Back** to navigate back to the previous screen.

Figure 6-31 Cancel Purchase Order



7. Click **Yes** to cancel the purchase order. A Confirmation message appears with the reference number and status of the transaction. Or, click **No** to stay on the **View Purchase Order** details screen.



6.3.4 Accept / Reject Purchase Order

This topic provides systematic instructions for a supplier to accept or reject purchase orders to convey the agreement or disagreement to supply the required commodities.

One or more purchase orders can either be accepted or rejected in a single transaction.

Once the transaction is complete, the designated corporate approver is notified, in case an approval flow is set. The approver can either approve or reject the transaction. In case of rejection, the approver can send the transaction back to the corporate user (maker), to make modifications as required, and re-submit for approval.

Note

1. Only that corporate party with the role of **Supplier** can accept or reject purchase orders. In addition, only those purchase orders with status as **Raised** can be accepted or rejected.
2. If the supplier is creating the purchase orders, then they are pre-accepted by default, when raised.

User must have valid corporate login credentials.

To accept / reject purchase order(s):

1. From the **Dashboard**, click the **Toggle Menu**, then click **Receivables/Payables**, then **Purchase Order Management**, and then **Accept/Reject Purchase Order**.

   The **Accept / Reject Purchase Order** screen appears with a list of purchase orders with status as **Raised**, and where the logged-in party is the supplier.
2. To search for a specific purchase order, specify either the associate party name, or purchase order number, or purchase order amount, or accepted purchase order amount, in the **Search** field.
3. Click .

The relevant purchase orders appear.

Figure 6-32 Accept / Reject Purchase Order

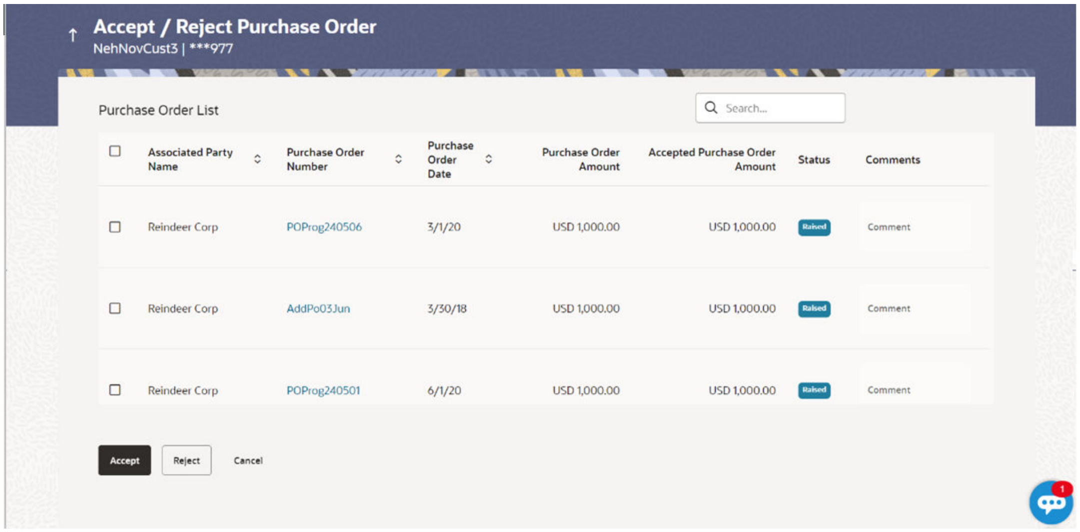


Table 6-24 Accept / Reject Purchase Order - Field Description

Field Name	Description
Party Name	Displays the name and ID of the logged-in corporate party.
Search By	Indicates an option to search for specific purchase orders, by entering either the associate party name, or purchase order number, or purchase order amount, and clicking .
Purchase Order List	This section displays the Purchase Order List related fields.
Associated Party Name	Displays the name of the associated party.
Purchase Order Number	Displays the purchase order reference number as a hyperlink. If you click this link, an image of the physical purchase order appears in an overlay window.
Purchase Order Date	Displays the date when the purchase order has been created.
Purchase Order Amount	Displays the amount of the purchase order.
Accepted Purchase Order Amount	Displays the accepted purchase order amount.
Status	Displays the status of the purchase order.
Comments	Specify the remarks if any while accepting / rejecting the purchase order. **Note**: Remarks are mandatory if rejecting the purchase order.

4. Select the check box(es) beside the purchase order(s) to be accepted/rejected.
5. In the **Comments** field, enter the remarks if rejecting the purchase order.
6. Click **Accept / Reject** to accept/ reject the selected purchase order(s). The Review screen appears. Or click **Cancel** to cancel the transaction.
7. In the **Review** screen, verify the details and click **Confirm**. A confirmation message of request initiation of acceptance/ rejection of purchase order(s) appears along with the reference number and status. Or, do one of the following:
   - Click **Cancel** to cancel the transaction.

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

The purchase order is accepted/rejected and sent for authorization.

6.4 FAQ

1. **Who can create a purchase order?**
   A purchase order can be created by a supplier or a buyer, with valid login credentials. If the purchase order is being created by a supplier then the pre-acceptance flag gets defaulted as 'Yes' as it is implied that the supplier is accepting the purchase order. If the purchase order is being raised by a buyer, then the pre-acceptance flag can be set to yes or no based on the user's requirement.
2. **Can I create multiple purchase orders for different suppliers?**
   Yes, a corporate can create multiple purchase orders online for different suppliers.
3. **How many purchase orders can I create at a time?**
   There is no upper limit for creation of purchase orders at one time (in a single transaction). You can create as many purchase orders as required.
4. **Can I create 2 purchase orders in one single transaction, such that one is a fresh purchase order and the other is from a template?**
   Yes. When you create a fresh purchase order, you must first save it. Then you can click on the Templates tab, and select the next purchase order template to be added.

7

Payments Management

This topic describes the details of payments made and how to manage the payment.

This topic contains following sub-topics:

- View Payments
  This topic provides systematic instructions to the corporate to view the details of payments made.
- Payment File Upload – File Template
  This topic provides systematic instructions to Payment records can be created in bulk through file upload
- FAQ

7.1 View Payments

This topic provides systematic instructions to the corporate to view the details of payments made.

User must have valid corporate login credentials.

To view payment details:

1. From the **Dashboard**, click the **Toggle Menu**, then click **Receivables/Payables**, **Payments Management**, and then **View Payments**.

   The **View Payments** screen appears.

Figure 7-1 View Payments

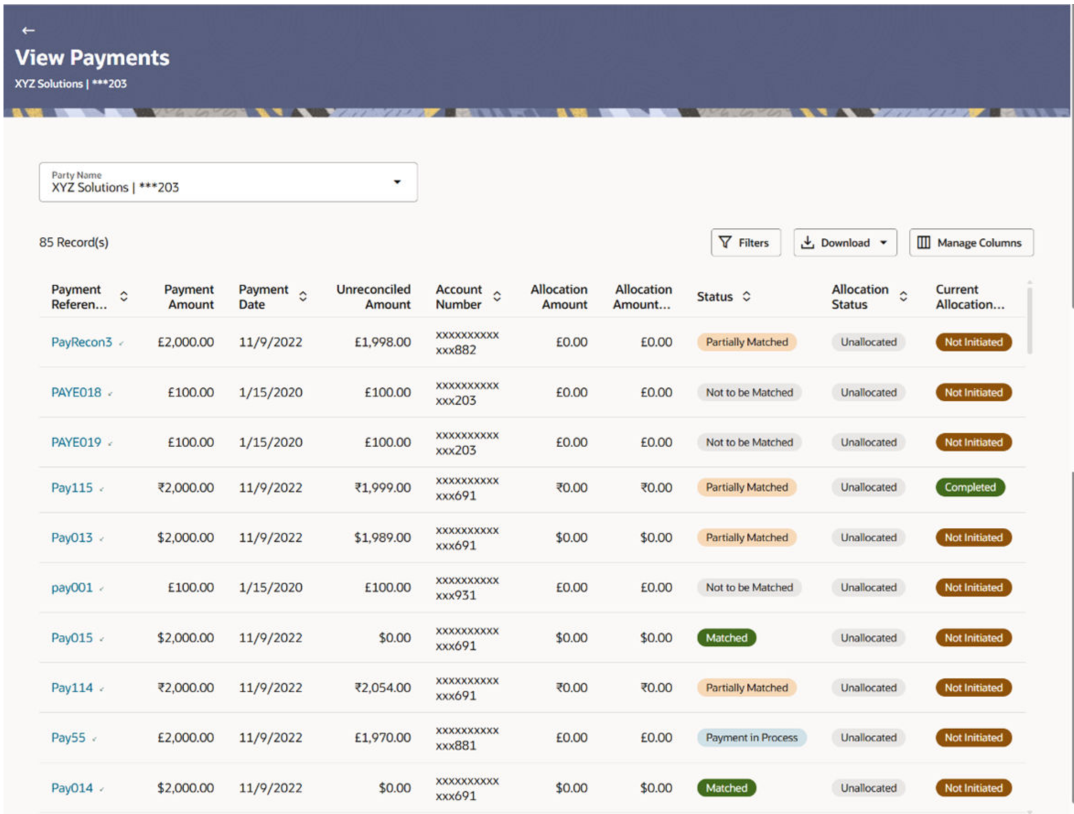


Table 7-1 View Payments - Field Description

Field Name	Description
Party Name	Select the party name from the dropdown list to view the applicable list of payments. By default, the primary party/gcif of the logged-in user is selected. **Note:** Only accessible parties are displayed to the user. Based on the party selection, the list of payments is displayed.
Payments Details	This section displays the Payments Details.
Search	Indicates an option to search for specific payment records.
	Indicates an option to filter the payment records based on payment type, date range, amount range, reference number, and status. For more information, refer the **Payment Search** section below.
Download	Indicates an option to download the payment records search results.
Payment Reference Number	Displays the unique reference number assigned to the payment. This is a hyperlink which when clicked displays the details of the payment. For more information, refer the **View Payments (details)** section below. The incoming / outgoing icon is also displayed beside the reference number.
Payment Amount	Displays the payment amount.
Payment Date	Displays the date of the payment.
Unreconciled Amount	Displays any amount that is not yet reconciled.

Table 7-1 (Cont.) View Payments - Field Description

Field Name	Description
Account Number	Displays either the real account number, or the International Bank Account Number (IBAN) based on the configuration set by the bank.
Allocation Amount	Displays the successfully posted allocation amount for a payment in Allocation Amount.
Allocation Amount in Progress	Displays the allocation amount pending for posting.
Status	Displays the status of the payment. This can be one of the following: • **Matched** • **Unmatched** • **Partially Matched** • **Not to be Matched** • **Reconciliation in Process**
Allocation Status	Displays the status of payments allocation of the payment record. This can be one of the following: • **Allocated** • **Partially Allocated** • **Unallocated**
Current Allocation Status	Displays the posting status of the last allocation done. The current allocation status can be: • **Completed** • **Pending** • **Not Initiated**
Remark	Displays remarks, if any.
Bank Code	Displays the code of the other bank involved in the payment.
Bank Name	Displays the name of the other bank involved in the payment
Branch Name	Displays the name of the branch of the other bank.
Reconciliation and Allocation Information	This section is displays the Reconciliation and Allocation Information details.
Reconcile Against Flag and Instrument	Displays the flag and instrument against which the payment has-been/will-be reconciled. The instrument can be a receivable (such as invoice/debit note), finance, or cashflow.
Reference Number	Displays the reference number of the instrument against which the payment has-been/will-be reconciled. This can be the invoice/debit note reference number, the finance reference number, or the cashflow reference number.
Auto-Reconciliation Required	Displays 'Yes' if the instrument is eligible for auto-reconciliation, and 'No', otherwise.
Allocation Required	Displays 'Yes' if the instrument is eligible for allocation, and 'No', otherwise.
Finance Related Information	This section appears if these details have been provided in the bulk payment file that has been uploaded.
Program Code	Displays the program code associated with the finance.
Appropriation while Settlement	Displays the order of repayment with respect to principal, interest, and overdue interest.
Specific Appropriation	Displays the amounts allotted to repayment of principal, interest and overdue interest.
Additional Details	This section displays the Filler Label Fields. The financial institution can configure these fields on Day 0, based on their requirement.

Payment Search

This overlay window appears when you click the icon in the **View Payments** screen.

Figure 7-2 View Payments - Filters

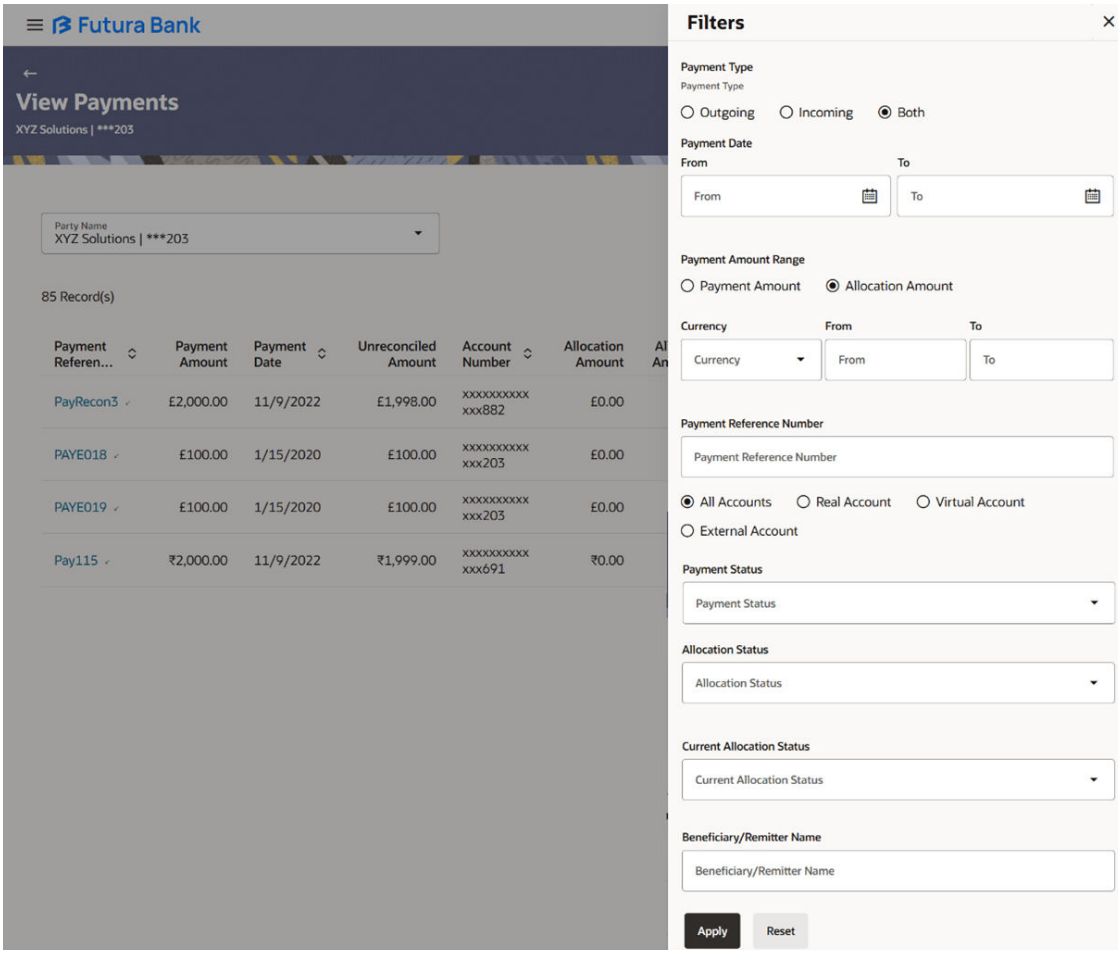


Table 7-2 View Payments - Filters - Field Description

Field Name	Description
Payment Type	Indicates the option to filter payments based on payment type. The payment types available are: • **Incoming** • **Outgoing** • **Both**
Payment Date From - To	Indicates the option to filter payments that occurred within a date range. You can select the dates by clicking the icon in the **From** and **To** fields.

Table 7-2 (Cont.) View Payments - Filters - Field Description

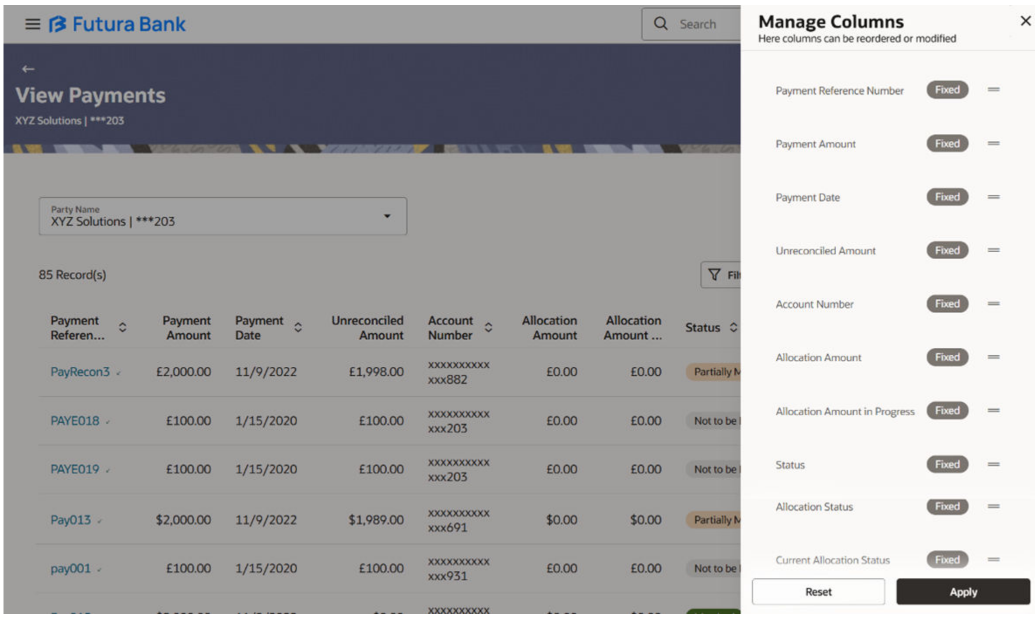
Field Name	Description
Payment Amount Range Currency From - To	This option allows user to filter payments by specifying a range of amounts based on payment and allocation, focusing on amounts within a specific range. You can select either **Payment Amount** or **Allocation Amount** to search the payment records. You can select the required currency from the **Currency** list, and enter the amount range in the **From** and **To** fields.
Payment Reference Number	Indicates an option to filter payments based on the customer's payment reference number.
Accounts	Indicates the option to filter payments based on the type of account used for payment. The options available are: • **All Accounts** • **Real Account** • **Virtual Account** • **External Account** **Note**: 'IBAN' can be listed instead of 'Real Account' and 'Virtual Account', if the configuration at the bank-level is set to display IBAN.
Payment Status	Indicates the option to filter payments based on payment status. The options are: • **Matched** • **Partially Matched** • **Unmatched** • **Reconciliation in Process** • **Not to be Matched**
Allocation Status	Indicates an option to filter payments based on their allocation status. The options are: • **Allocated** • **Partially Allocated** • **Unallocated**
Current Allocation Status	Displays the posting status of the last allocation done. The current allocation status can be: • **Completed** • **Pending** • **Not Initiated**
Beneficiary/Remitter Name	Specify the name of the beneficiary or remitter of the payment. The application matches the exact name entered and fetches results accordingly. • This field appears as **Beneficiary/Remitter Name**, if the **Both** option is selected from the Payment Type field. • This field appears as **Beneficiary Name**, if the **Outgoing** option is selected from the Payment Type field. • This field appears as **Remitter Name**, if the **Incoming** option is selected from the Payment Type field.

2. In the **View Payments** screen, search for the required payments using the **Search** field.
3. To narrow the search results, click the icon. The **Payment Search** overlay window appears.
   - Specify the required details, and click **Apply**. Or, click **Reset** to reset the filter fields.

   The payment records appear based on the search criteria.

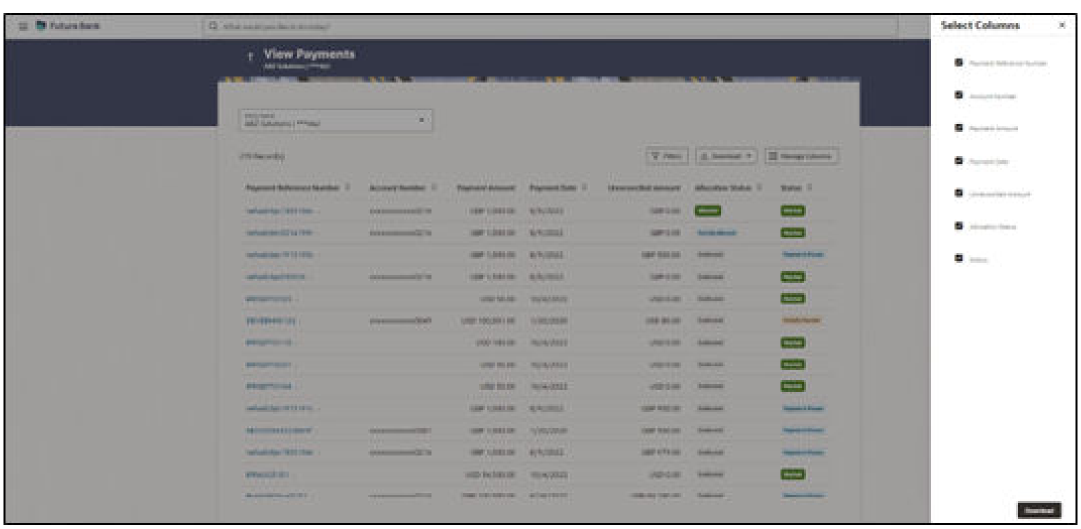
4. To view the details of a specific payment record, click the **Payment Reference Number** link. The payment details screen appears. Or, do one of the following:
   - Click **Download** to download the search results.
   - Click **Cancel** to go back to the main dashboard.
5. Click **Manage Columns** to reorder or modify or save column preferences in View Payments screen.

Figure 7-3 View Payments - Manage Columns



   a. Click **Apply** to apply the modified columns preferences.
   b. Click **Reset** to reset the columns preferences.
6. Click **Download** and select the file format to download the Payment list. At present the CSV format is supported.

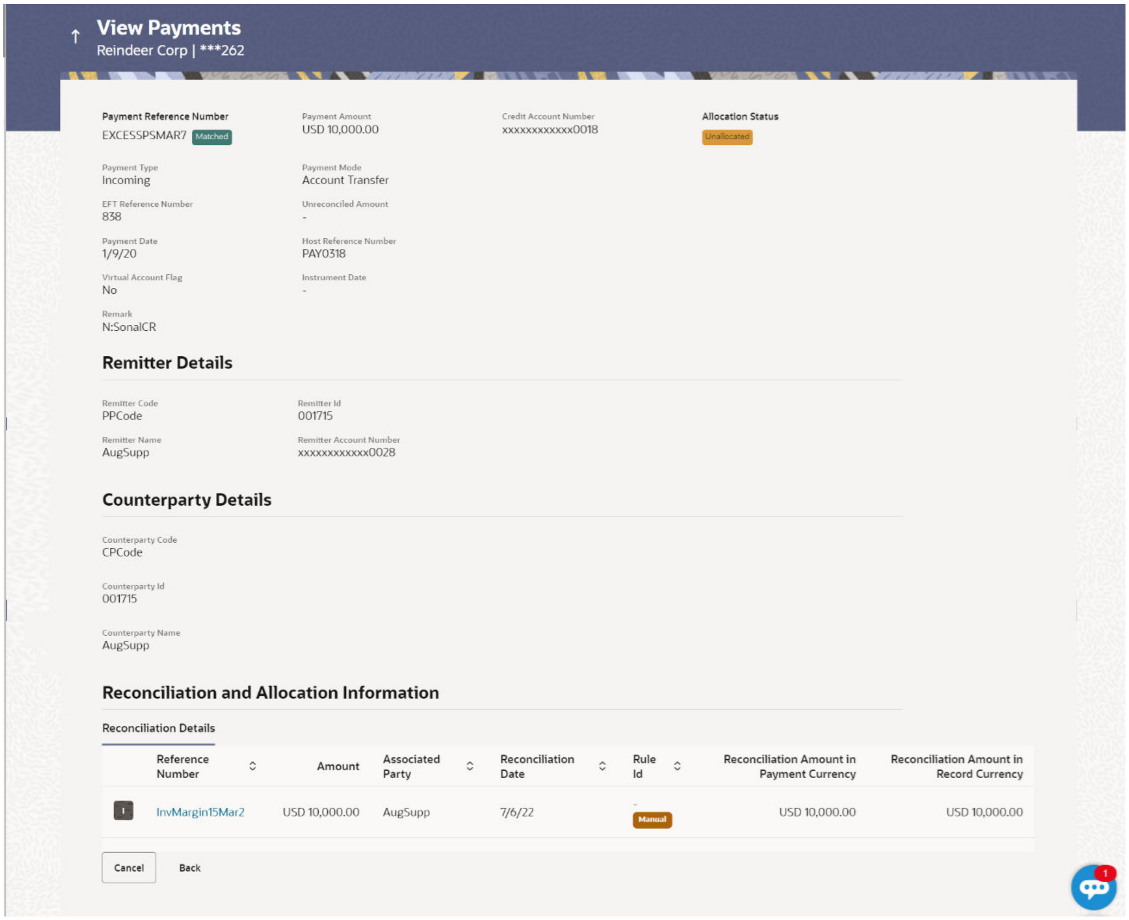
   The **Select Columns** overlay screen appears.



View Payments (details)

This screen appears when you click the **Payment Reference Number** of a particular payment record in the **View Payments** screen.

Figure 7-4   View Payments (details)



> **Note**
>
> The **View Payments** screen can also be viewed on a mobile device. The payment details present in the desktop version, are also available on the mobile device.

Table 7-3   View Payments (details) - Field Description

Field Name	Description
Party Name	Displays the name and ID of the logged-in corporate party.
Payment Reference Number Payment Status	Displays the unique reference number of the payment. Also displays the reconciliation status of the payment.
Payment Amount	Displays the payment amount.

Table 7-3 (Cont.) View Payments (details) - Field Description

Field Name	Description
Credit Account Number / Debit Account Number	Displays the masked account number involved in the payment. If the payment is of incoming type, then 'Credit Account Number' is displayed, and if the payment is of outgoing type, then 'Debit Account Number' is displayed. The account number can be either a real account number or an IBAN, based on the configuration set by the bank.
Allocation Status	Displays the status of allocation of the payment.
Payment Type	Displays the type of payment, whether incoming or outgoing.
Payment Mode	Displays the mode in which the payment has been made.
EFT Reference Number	Displays the unique reference number assigned to the electronic transfer.
Unreconciled Amount	Displays any amount that is not yet reconciled.
Payment Date	Displays the date of the payment.
Host Reference Number	Displays the reference number of the payment, assigned by the host system.
Virtual Account Flag	Displays 'Yes' if a virtual account has been used for the payment, and 'No', otherwise.
Instrument Date	Displays the date of the instrument, if one has been used for the payment.
Remark	Displays any remarks entered during the payment.
Remitter Details	This section is displayed if the payment is of 'incoming' type with respect to the logged-in party.
Remitter Code	Displays the code assigned to the remitter by the remitter's financial institution.
Remitter Id	Displays the remitter's unique ID.
Remitter Name	Displays the remitter's name.
Remitter Account Number	Displays the masked account number used by the remitter to make the payment. **Note**: The IBAN can be displayed instead of real and virtual account numbers, if the configuration at the bank-level is set to display IBAN.
Beneficiary Details	This section is displayed if the payment is of 'outgoing' type with respect to the logged-in party.
Beneficiary Code	Displays the code assigned to the beneficiary by the beneficiary's financial institution.
Beneficiary Id	Displays the beneficiary's unique ID.
Beneficiary Name	Displays the beneficiary's name.
Beneficiary Account Number	Displays the masked account number of the beneficiary to which the payment has been made. **Note**: The IBAN can be displayed instead of real and virtual account numbers, if the configuration at the bank-level is set to display IBAN.
Counterparty Details	This section is displays counterparty details.
Counterparty Code	Displays the code of the counterparty.
Counterparty Id	Displays the counterparty's unique ID.
Counterparty Name	Displays the counterparty's name.
Bank Details	This section is displays bank details.
Bank Code	Displays the code of the other bank involved in the payment.
Bank Name	Displays the name of the other bank involved in the payment.
Branch Name	Displays the name of the branch of the other bank.

Table 7-3 (Cont.) View Payments (details) - Field Description

Field Name	Description
Reconciliation and Allocation Information	This section is displays reconciliation and allocation information details.
Reconcile Against Flag and Instrument	Displays the flag and instrument against which the payment has-been/will-be reconciled. The instrument can be a receivable (such as invoice/debit note), finance, or cashflow.
Reference Number	Displays the reference number of the instrument against which the payment has-been/will-be reconciled. This can be the invoice/debit note reference number, the finance reference number, or the cashflow reference number.
Auto-Reconciliation Required	Displays 'Yes' if the instrument is eligible for auto-reconciliation, and 'No', otherwise.
Allocation Required	Displays 'Yes' if the instrument is eligible for allocation, and 'No', otherwise.
Finance Related Information	This section appears if these details have been provided in the bulk payment file that has been uploaded.
Program Code	Displays the program code associated with the finance.
Appropriation while Settlement	Displays the order of repayment with respect to principal, interest, and overdue interest.
Specific Appropriation	Displays the amounts allotted to repayment of principal, interest and overdue interest.
Additional Details	This section displays theFiller Label Fields. The financial institution can configure these fields on Day 0, based on their requirement.

The **View Payments** screen consists of the following tabs:

- Reconciliation Details
- Allocation Details

> **Note**
>
> These tabs can also be viewed on a mobile device.

7. Click the **Reconciliation Details** tab to view the details.

> **Note**
>
> This tab appears only if the payment has been reconciled with invoices/debit notes/cash flows.

Figure 7-5 View Payments – Reconciliation Details tab

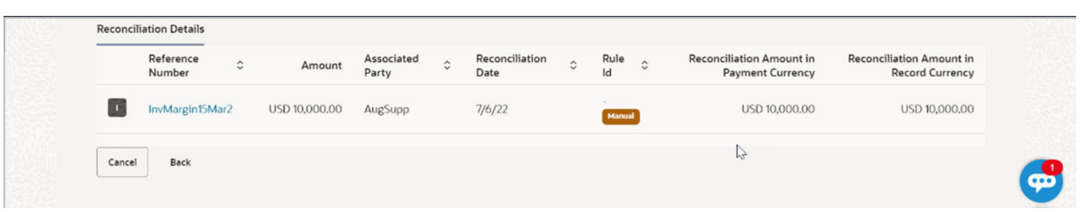


Table 7-4 View Payments – Reconciliation Details tab - Field Description

Field Name	Description
View Payments - Reconciliation Details tab	The Reconciliation Details tab appears only if the payment has been reconciled with invoices/debit notes/cash flows.
Indicator	Displays what instrument has been reconciled with the payment. Displays ‘I’ for invoice, ‘D’ for debit note, and ‘C’ for cash flow.
Reference Number	Displays the reference number of the cash flow / invoice /debit note that the payment has been reconciled with. This is a hyperlink which when clicked displays the details of the cash flow / invoice. For more information on the fields in the View Cash Flow Details screen, refer the **View Cash Flow Details** section in **Corporate Cash Management User Manual**. For more information on the fields in the **View Invoice** screen, refer the **View Invoice Details** section in this user manual. For more information on the fields in the **View Debit Note** screen, refer the **View Debit Note Details** section in this user manual.
Amount	Displays the total cash flow / invoice / debit note amount.
Associated Party	Displays the name of the associated party of the payment.
Reconciliation Date	Displays the date of reconciliation.
Reconciliation Amount in Payment Currency	Displays the amount that has been reconciled in the currency in which the payment has been made.
Reconciliation Amount in Record Currency	Displays the amount that has been reconciled in the cash flow / invoice / debit note currency.

Balance Payments Handling

The records appearing under this section are as a result of any balance amount post execution of auto reconciliation. The payment remaining post reconciliation is handled as per the maintenance set for the party.

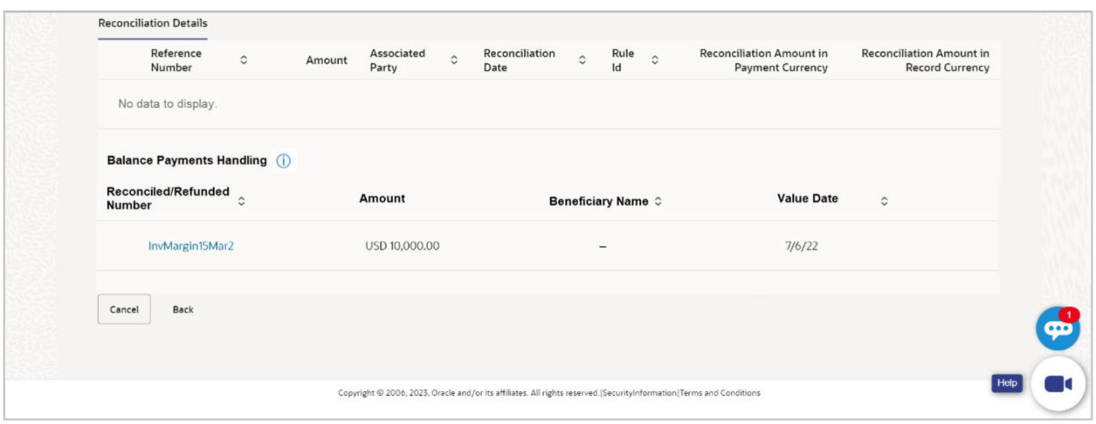


Table 7-5 View Payments – Reconciliation Details tab - Balance Payments Handling - Field Description

Field Name	Description
Indicator	Displays ‘F’ if the cash flow / invoice /debit note if the balance payment has been reconciled against an outstanding finance.

Table 7-5 (Cont.) View Payments – Reconciliation Details tab - Balance Payments Handling - Field Description

Field Name	Description
Reconciled / Refund Number	Displays the reference number of the cash flow / invoice /debit note that the payment has been reconciled with. This is a hyperlink which when clicked the user is navigated to a page that displays the details of the cash flow / invoice / debit note. Displays the status as **Refunded** if the excess amount is refunded to the associated party. Click to view the refund details i.e., refund transaction number, refund party, refund account, and bank code.
Amount	Displays the total amount reconciled / refunded.
Associated Party/ Beneficiary Name	Displays the name of the associated party, in case of an inflow payment. Displays the name of the beneficiary, in case of an outflow payment.
Value Date	Displays the date of reconciliation/refund.
Reconciliation Amount in Payment Currency	Displays the amount that has been reconciled in the currency in which the payment has been made. This field is applicable only for reconciliation.
Reconciliation Amount in Record Currency	Displays the amount that has been reconciled in the cash flow / invoice / debit note currency. This field is applicable only for reconciliation.

8. Click the **Reference Number** link to view the details of the cash flow / invoice / debit note. Or, do one of the following:
   - Click **Back** to go to the previous screen.
   - Click **Cancel** to go to the dashboard
9. Click the **Allocation Details** tab to view the details.

> **Note**
>
> This tab appears only if the payment status is 'Allocated' or 'Partially Allocated', which means that the payment has been either fully or partially allocated to virtual account(s).

Figure 7-6 View Payments – Allocation Details tab

Table 7-6 View Payments – Allocation Details - Field Description

Field Name	Description
Allocation Date	Displays the date of payment allocation.

Table 7-6 (Cont.) View Payments – Allocation Details - Field Description

Field Name	Description
Virtual Account Number	Displays the virtual account number to which the payment has been allocated.
Allocation Rule and Type	Displays the name of the allocation rule applied. Also displays the type of allocation, whether manual or auto.
Allocated Amount	Displays the amount that has been allocated.
Status	Displays the virtual account wise the posting status of manual allocation done. The status can be: • **Success** • **Failure** • **Pending**

10. Do one of the following:
    - Click **Back** to go to the previous screen.
    - Click **Cancel** to go to the dashboard

7.2 Payment File Upload – File Template

This topic provides systematic instructions to Payment records can be created in bulk through file upload

User must have valid corporate login credentials.

To create payments in bulk:

1. From the **Dashboard**, click the **Toggle Menu**, then click **File Upload**, and then **File Upload** .

   The **File Upload** screen appears.

2. Create the file to be uploaded in the format shown below. For more information on the procedure of uploading the file, refer **Corporate Bulk File Upload – Receivables Payables Management User Manual**.

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

Table 7-7 Field Description

Field Name	Description
Payment File Upload – File Template	The following fields should be entered in a row for a payment record.

Table 7-7 (Cont.) Field Description

Field Name	Description
Payment Type	Specify **O** for outgoing and **I** for incoming payment. This is a mandatory field. **Note:** If the payment type is incoming, then the **Beneficiary ID** should be that of the logged-in party. If the payment type is outgoing, then the **Payment Party ID** should be that of the logged-in party.
Customer Payment Reference Number	Specify the customer's own unique reference number for the payment. This is a mandatory field.
Payment Currency	Specify the currency in which the payment is made. A 3-digit currency code as per ISO standards is acceptable. This is a mandatory field.
Payment Amount	Specify the amount paid. This is a mandatory field.
Finance Repayment Appropriation	Specify the sequence of repayment for principal, interest, and overdue amount. Example: OIP.
Finance Repayment Specific Appropriation	Specify the amounts paid for the repayment appropriation. For example: P:3000.00|I:500.00|O:900.00
Payment Mode	Specify the mode of payment. This is a mandatory field. The acceptable values are: • ACT_TRANSFER • NEFT • CASH • CHEQUE • RTGS
Payment Date	Specify the date of payment in the DD-MM-YYYY format. This is a mandatory field.
Payment Party Code	Specify the code of the party making the payment. You can either provide a value in this field, or in the **Payment Party ID** field.
Counter Party Code	Specify the code of the counter party, in the payment transaction. You can either provide a value in this field, or in the **Counter Party ID** field. A counter party in this context is generally a third party like a bank or any other medium to the transaction.
Payment to Virtual Account	Specify whether the payment is being made to a virtual account or not. Enter **Y** if the payment is to a virtual account, and **N**, otherwise. This is a mandatory field.
Credit Account Number	Specify the account number to which the payment is credited to. This field is mandatory if the **Payment Type** is incoming (I). This can be either the real account number, or the International Bank Account Number (IBAN) based on the configuration set by the bank.
Auto Reconciliation	Specify whether the payment should be auto reconciled, or not. If you enter **Y**, then the payment is auto reconciled on upload of file. If you enter **N**, the payment will have to be manually reconciled. This is a mandatory field.
Is Payment for Cashflow OR Invoice OR Finance	Specify **E** for expected cash flow payment, **I** for invoice payment, and **F** for finance payment.
Cash flow OR Invoice OR Finance Reference Number	Specify the reference number of the expected cash flow record / invoice / finance, as applicable. If multiple options are applicable, If the payment is made towards multiple options, then you can enter the reference numbers as follows: Invoice Ref No | Finance Ref No | Expected Dr/Cr Ref No

Table 7-7 (Cont.) Field Description

Field Name	Description
Remarks	Specify any remarks, if applicable. If specific values are not provided in the respective fields, then they can be provided in the Remarks field. Multiple references can be made using a pipe separator as given below: N:Narration | E: Expected Dr/Cr Ref No | I: Invoice Ref No| F:Finance Ref No| P:Program code| R: Relationship Code | PPC: Payment Party Code | CPC: Counterparty Code
Payment Party ID	Specify the ID of the party making the payment. You can either provide a value in this field, or in the **Payment Party Code** field.
Payment Party Name	Specify the name of the party making the payment.
Counter Party ID	Specify the ID of the counter party. You can either provide a value in this field, or in the **Counter Party Code** field.
Counter Party Name	Specify the name of the counter party.
Beneficiary ID	Specify the ID of the beneficiary of the payment.
Beneficiary Name	Specify the name of the beneficiary of the payment.
Program Code	Specify the program code applicable for the payment.
Remitter Account Number	Specify the account number from which the payment is initiated. This field is mandatory if the **Payment Type** is outgoing (O). This can be either the real account number, or the International Bank Account Number (IBAN) based on the configuration set by the bank.
Fund Transfer or Cheque Reference Number	Specify the external reference number of the payment, in case of fund transfer or cheque payment.
Mandate Reference Number	Specify the reference number of the mandate.
Credit Note Reference Number	Specify the reference number of the credit note.
Allocation Required	Specify **Y** if allocation is required, and **N**, otherwise. This is a mandatory field.
Payment Under Approval	Specify **Y** if the payment is under approval, and **N** otherwise. Payment under Approval is a scenario wherein the bank may choose to invoke the insurance claim in the event of a default.
Indirect Payment	Specify **Y** if the payment is an indirect one, and **N**, otherwise. Indirect payment is a scenario where the buyer directly makes the payment to the supplier instead of through the factors.
Instrument Cleared	Specify **Y** if the instrument is cleared, and **N**, otherwise.
Bank Charges	Specify the charges, if any, that may be levied by the factor.
Deduction Amount	Specify the deduction amount, if any.
Filler Details	This section displays the filler details.
Filler Fields 1 to 10	Specify the required information in the filler fields.

3. Select the file identifier, select the file to be uploaded, and click **Upload**.

The payments are uploaded.

7.3 FAQ

1. **Does View Payments also display the payments that are domestic, internal and international in nature or any other payment from the party's corporate account?**

No, here payment records uploaded by corporate for reconciliation are reflected or those payment records received from the payments engine to the Supply Chain Finance / Cash Management system are reflected.

8

Reconciliation

Reconciliation is the process where payments are reconciled or matched with invoices/cash flows.

Invoice records or cash flow records are generally created in advance. However, the actual payment occurs at a later point of time. Using the Reconciliation feature, you can match the payments with invoices and cash flow records.

Reconciliation can either be automated or performed manually. Reconciliation rules are created for the automation. Rules are essentially conditions that are defined; invoice / cash flow records and payments that meet the specified conditions are matched together.

In case a reconciled record must be unmatched, you can use the De-reconciliation option.

Allocation is the process where payments are allocated to virtual accounts. This process can also be automated through rules, or can be performed manually.

This topic contains following sub-topics:

- Overview
- Create Reconciliation Rule
  This topic provides systematic instructions to create reconciliation rules from the portal using the 'Create Reconciliation Rule' transaction.
- Create Allocation Rule
  This topic provides systematic instructions to create rules for automatic allocation of payments to specific virtual accounts.
- View/Edit Reconciliation/Allocation Rule
  Using this screen, you can view the reconciliation rules and the allocation rules that have been created. You can also edit these rules, if required.
- Manual Reconciliation
  Payments and credit notes can be manually reconciled with invoices, debit notes, and cash-flows.
- Manual Allocation
  Using this screen, the corporate user can manually allocate payments to the required virtual accounts.
- De-Reconciliation
  Payments that have been reconciled against invoices or cash flows can be de-reconciled. One or more records can be de-reconciled in a single transaction.

8.1 Overview

The Reconciliation Overview screen consists of the following widgets:

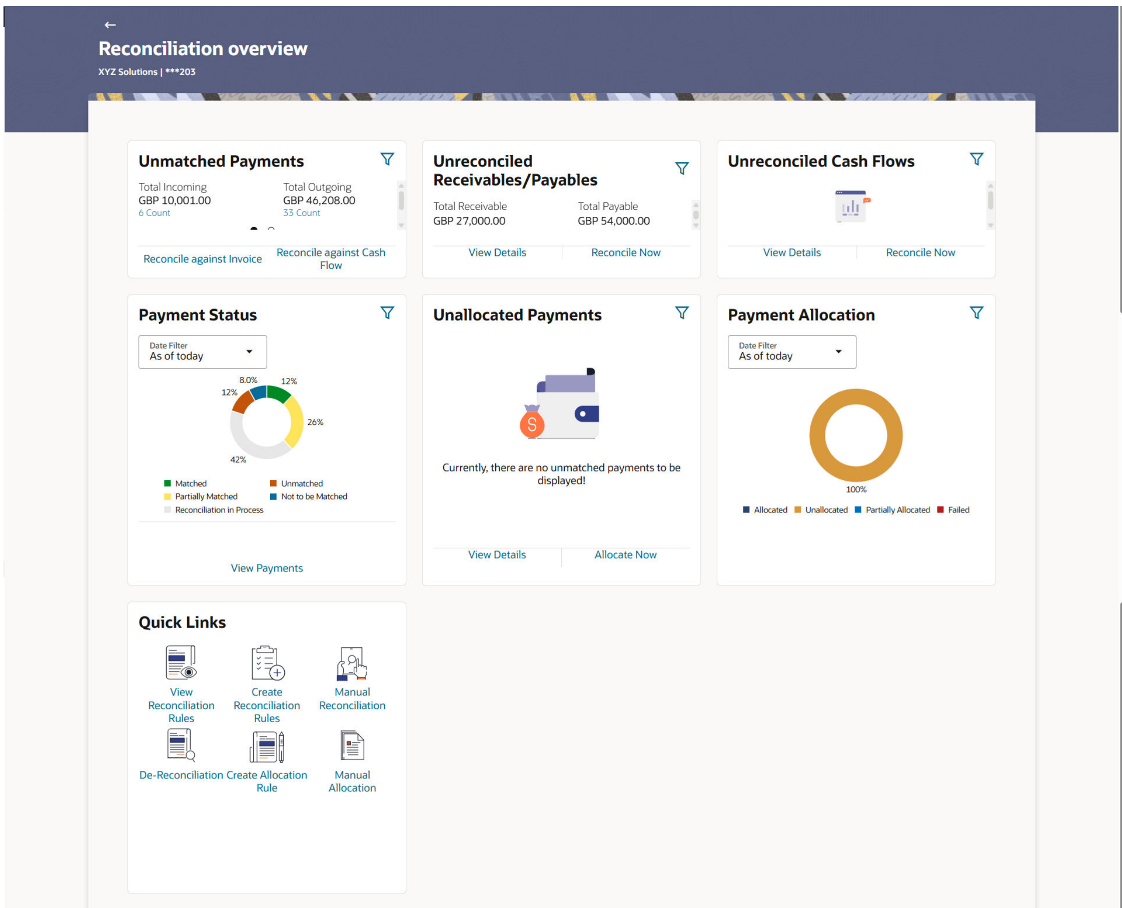
- Unmatched Payments
- Unreconciled Receivables/Payables
- Unreconciled Cash Flows
- Payment Status

- Payment Allocation
- Unallocated Payments
- Quick Links

To view the Reconciliation Overview

1. From the **Dashboard**, click the **Toggle Menu**, then click **Receivables/Payables**, **Reconciliation** and then **Overview**.

Figure 8-1 Reconciliation Overview



- **Unmatched Payments** – This widget gives the total incoming and outgoing payment amounts that have not been matched under a specific currency. Swipe across the widget to view the data for other supported currencies. The count of payments for both incoming and outgoing is also displayed for each currency. The count for each type (incoming and outgoing), is a hyperlink which when clicked, displays the **View Payments** screen with the list of unmatched payments of the respective type. On clicking the **Reconcile against Invoice** link, the **Manual Reconciliation** screen appears where the unreconciled invoices can be reconciled. For more information on this screen, refer the **Invoices/Debit Notes against Payments/Credit Notes** section under **Manual Reconciliation**, in this document. On clicking the **Reconcile against Cash Flow** link, the **Manual Reconciliation** screen appears where the unreconciled cash flow records can be reconciled. For more information on this screen, refer the **Cash Flow against Payment** section under **Manual Reconciliation**, in this document

- **Unreconciled Receivables/Payables** – This widget gives the unreconciled amount details for receivables and payables. The receivables/payables can include both invoices and debit notes. The counts of invoices and debit notes for each type (receivables and payables) are also displayed. Swipe across the widget to view the data for other supported currencies. On clicking the **View Details** link, the **View Receivables/Payables** screen appears. For more information on this screen, refer the **View/Edit Receivables/Payables** screen in this document. On clicking the **Reconcile Now** link, the **Manual Reconciliation** screen appears where the unreconciled receivables/payables can be reconciled. For more information on this screen, refer the **Invoices/Debit Notes against Payments/Credit Notes** section under **Manual Reconciliation**, in this document.
- **Unreconciled Cash Flows** – This widget gives the total inflow and outflow cash flow amounts that are unreconciled. The number of cash flows for each type (inflow and outflow) is also displayed. Swipe across the widget to view the data for other supported currencies. On clicking the **View Details** link, the **View/Edit Expected Cash Flow Details** screen appears. For more information on this screen, refer the respective section in **User Manual Oracle Banking Digital Experience Corporate Cash Management**. On clicking the **Reconcile Now** link, the **Manual Reconciliation** screen appears where the unreconciled cash flow records can be reconciled. For more information on this screen, refer the **Cash Flow against Payment** section under **Manual Reconciliation**, in this document.
- **Payment Status** – This widget displays a donut graph that depicts the percentage of payments in various status with respect to payments matching. This data can be viewed for both incoming and outgoing payments, as of current date, last month, last quarter, and a custom date range. On clicking the **View Payments** link, the **View Payments** screen appears. For more information on this screen, refer the **View Payments** section in this document.
- **Payment Allocation** – This widget displays a donut graph that depicts the percentage of payments in various status with respect to payments allocation. This data can be viewed for both incoming and outgoing payments, as of current date, last month, last quarter, and a custom date range.
- **Unallocated Payments** – This widget displays a donut graph that depicts the percentages of unallocated payments, for incoming and outgoing payments. The total payment amounts and the count of payments that are unallocated are also displayed for the incoming and outgoing payments. Swipe across the widget to view the data for other supported currencies. On clicking the **View Details** link, the **View Payments** screen appears with the list of unallocated payments. For more information on this screen, refer the **View Payments** section in this document. On clicking the **Allocate Now** link, the **Manual Allocation** screen appears. For more information on this screen, refer the **Manual Allocation** section in this document.
- **Quick Links** – The most commonly used transactions are provided as quick links for quick access. Following transactions are provided as quick links:
  - Create Reconciliation Rules
  - Create Allocation Rule
  - View/Edit Reconciliation/Allocation Rules
  - Manual Reconciliation
  - Manual Allocation
  - De-Reconciliation

8.2 Create Reconciliation Rule

This topic provides systematic instructions to create reconciliation rules from the portal using the 'Create Reconciliation Rule' transaction.

These transactions enable them to create rules to reconcile their cash flows/invoices against the payments or to allocate payments to virtual accounts. While defining reconciliation rules, user would also be able to specify allocation parameters required to allocate the matched payment to virtual account. Thus, the OBCM application can perform allocation post successful reconciliation of payment with expected cash flows/invoices or can perform stand-alone allocation on unreconciled payment records, provided the allocation rules are set up. Two types of reconciliation rules can be configured: Exact and Generic.

Generic Rules

These rules are applicable to all invoices/cash flows that are reconcilable. A corporate party can have only one generic rule per reconciliation-type (one rule for invoices and payments reconciliation, and one rule for expected cash flows and payments reconciliation). Generic rules are applied as per generic criteria such as, FIFO, LIFO, HAFO, and LAFO.

- FIFO – (first in, first out) Oldest invoice/cash-flow, will get reconciled first.
- LIFO – (last in, first out) Latest invoice/cash-flow, will get reconciled first.
- HAFO – (highest amount, first out) Invoice/Cash-flow with highest amount, will get reconciled first.
- LAFO – (lowest amount, first out) Invoice/Cash-flow with lowest amount, will get reconciled first.

Exact Rules

An Exact rule is a customized rule defined by the corporate to match cash-flow/invoice attributes and payment attributes for reconciliation. Both single sided and double sided conditions can be configured in an exact rule. A single sided condition includes defining a single attribute of either payment or expected-cash-flow/invoice entity along with the pattern explained below; whereas a double sided condition includes defining both cash-flow/invoice and payment attributes with operator conditions along with the specific patterns on their respective matching attributes.

Below patterns are provided to the corporate in order to define exact rules. They can be used in combination with the available operators:

For double-sided conditions:

- 'Text Between Two Positions' – where the text or string between defined signs/positions will be used for reconciliation.
- Exact Attribute – Where exact value of the attributes selected would be used for reconciliation.

Example of using exact attributes in a double-sided rule: Payment Ref No {operator such as =/</>} Cash Flow Ref No OR Payment Narration = Cash Flow Narration

For single-sided conditions:

- Using operators ‘<’, ‘>’, or ‘=’. For example: Payment Ref No = ABC464664
- Starts with* – Where a value following the entered string will be used for reconciliation. For example, Cash flow narration starts with XYZ

- Ends with* – Where a value preceding the entered string will be used for reconciliation. For example, Cash flow narration ends with XYZ

An exact rule enables the corporate to add rule conditions with AND/OR operators based on attributes of a cash-flow/invoice record and/or a payment record. A facility to create groups of conditions with the AND/OR operators is also available.

The complete rule creation is a three-step process, where in the first step the corporate can create a generic or exact rule. The second step involves defining an allocation rule and the final step involves setting a priority for the rule.

To create a reconciliation rule:

1. Perform any of the following actions:
   - From the **Dashboard**, click the **Toggle Menu**, then click **Receivables/Payables**, **Reconciliation** and **Create Reconciliation Rule**.
   - From the **Dashboard**, click the **Toggle Menu**, then click **Receivables/Payables**, **Reconciliation**, **Overview**, **Quick Links** and **Create Reconciliation Rules**.

   The **Create Reconciliation Rules** screen appears with Step1 **Rule Details**.
2. In the **Rule Details** step of the **Create Reconciliation Rule** screen, specify the required details.

Figure 8-2 Create Reconciliation Rule - Rule Details

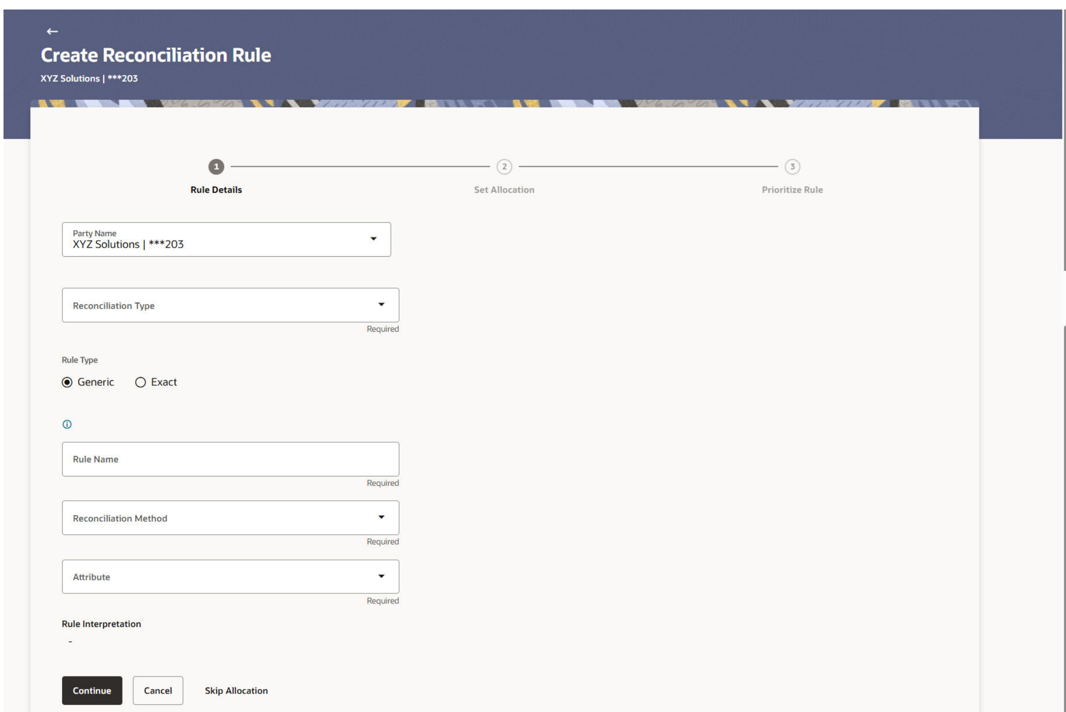


Table 8-1 Create Reconciliation Rule - Field Description

Field Name	Description
Party Name	Select the party name from the dropdown list in which the reconciliation rule must be created. By default, the primary party/gcif of the logged-in user is selected. **Note**: Only accessible parties are displayed to the user.
Rule Details	This section displays Rule details related fields.
Reconciliation Type	Select the reconciliation type. The options are: • **Invoices/Debit Notes to Credit Notes Recon** • **Invoices/Debit Notes to Payment Recon** • **Expected Cashflow to Payment Recon**
Rule Type	Select whether the rule being created is a generic one or an exact one. The options are: • **Generic** • **Exact**
Rule Name	Specify the name to be assigned to the rule being created.
Apply Generic Rule	This switch appears if you select the **Exact** option from the **Rule Type** field. Enable this switch to apply the corresponding generic rule on the remaining unreconciled records, post execution of the exact rule.

3. Based on the option you select in the **Rule Type** field (**Generic** or **Exact**), enter further details.

- Generic Rule
  This topic provides systematic instructions to create generic rule.
- Exact Rule
  This topic provides systematic instructions to create Exact rule.
- Recon Rule overlay window
  This topic provides systematic instructions to view the recon rule details. This window appears when you click the Rule Id link in the Prioritize Rule step when creating a reconciliation rule.

8.2.1 Generic Rule

This topic provides systematic instructions to create generic rule.

User must have valid corporate login credentials.

To create a generic reconciliation rule:

1. Perform any of the following actions:
   - From the **Dashboard**, click the **Toggle Menu**, then click **Receivables/Payables**, **Reconciliation** and **Create Reconciliation Rule**.
   - From the **Dashboard**, click the **Toggle Menu**, then click **Receivables/Payables**, **Reconciliation**, **Overview**, **Quick Links** and **Create Reconciliation Rules**.

   The **Create Reconciliation Rule** screen appears.

Figure 8-3 Create Reconciliation Rule

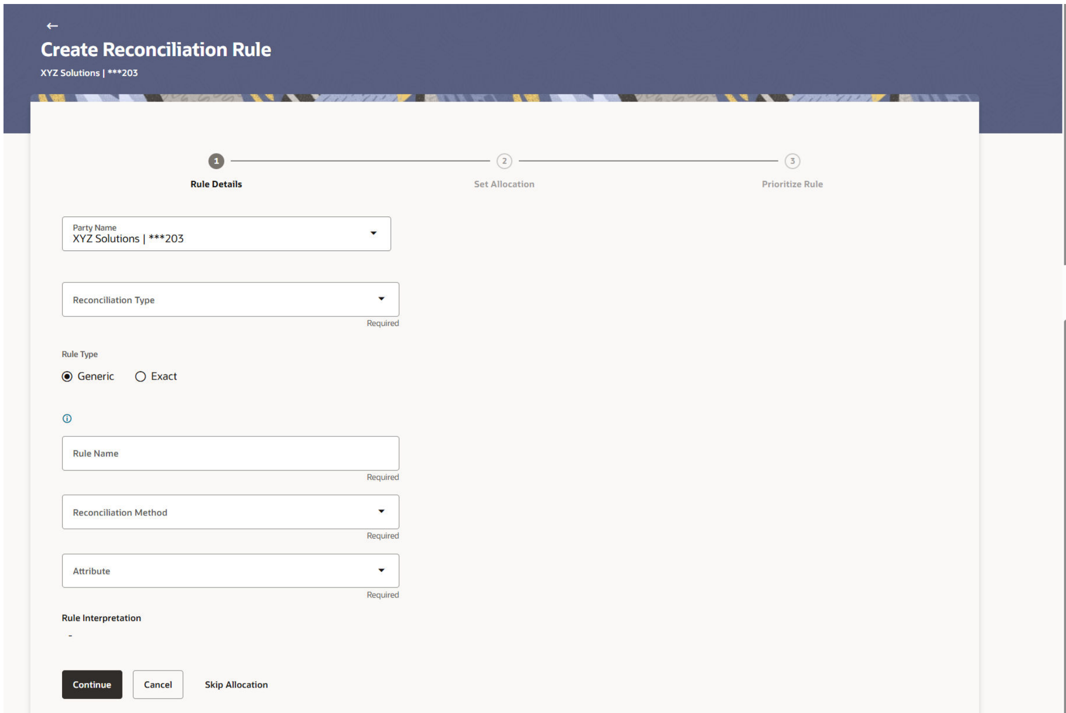
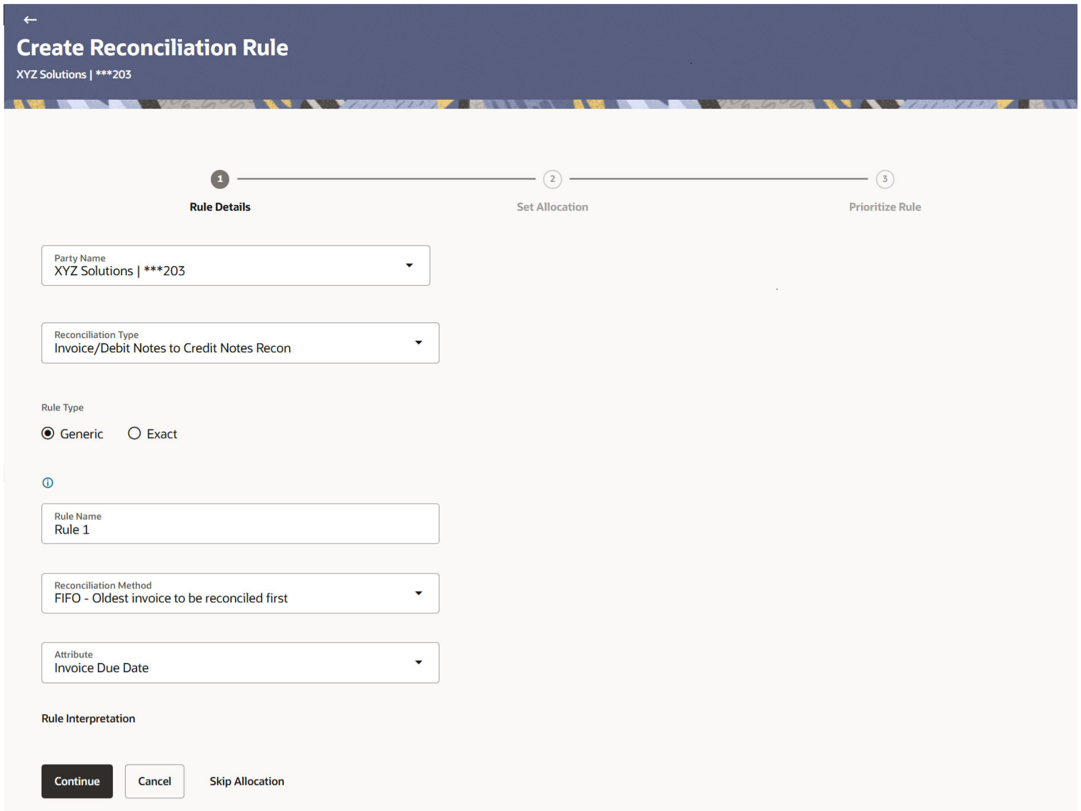


Table 8-2 Create Reconciliation Rule - Generic Rule - Field Description

Field Name	Description
Generic option	These fields appear if you select the **Generic** option.
Reconciliation Method	Select how the rule is applied to the invoice/cash-flow records for reconciliation. This field appears if you select the **Generic** option in the **Rule Type** field. The options are: • **FIFO – Oldest invoice/cash-flow to be reconciled first** • **LIFO – Latest invoice/cash-flow to be reconciled first** • **HAFO – Invoice/Cash-flow with highest amount to be reconciled first** • **LAFO – Invoice/Cash-flow with lowest amount to be reconciled first**
Attribute	Select the attribute to be used for applying the reconciliation method. This field appears if you select the **Generic** option in the **Rule Type** field. For Invoice and Payments reconciliation: • **For FIFO and LIFO, the options are: Invoice Date; Invoice Due Date.** • **For HAFO and LAFO, the options are: Invoice Amount; Outstanding Invoice Amount.** For Cash Flow and Payments reconciliation: • **For FIFO and LIFO, the options are: Expected Date; Revised Expected Date.** • **For HAFO and LAFO, the option is: Amount.**
Rule Interpretation	Displays the rule that is set, based on the options you select in the **Reconciliation Method** and **Attribute** fields. This field appears if you select the **Generic** option in the **Rule Type** field.

Figure 8-4 Create Generic Rule



2. If you select the **Generic** option under **Rule Type**, enter the details as stated above.
3. Click **Continue** to go to the **Set Allocation** step. Or, do one of the following:
   - Click **Cancel** to cancel the transaction.
   - Click **Back** to reset and start with the **Rule Details** step again.
   - Click **Skip Allocation** to go to the **Prioritize Rule** step.

Figure 8-5 Set Allocation – Account Based

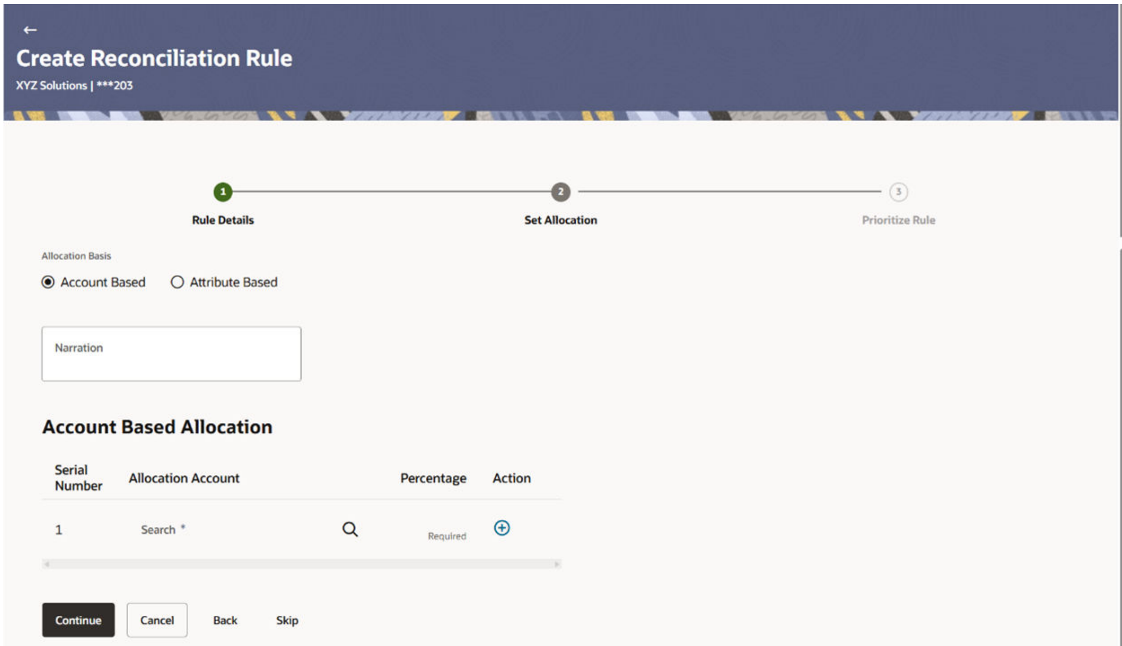


Figure 8-6 Set Allocation – Attribute Based

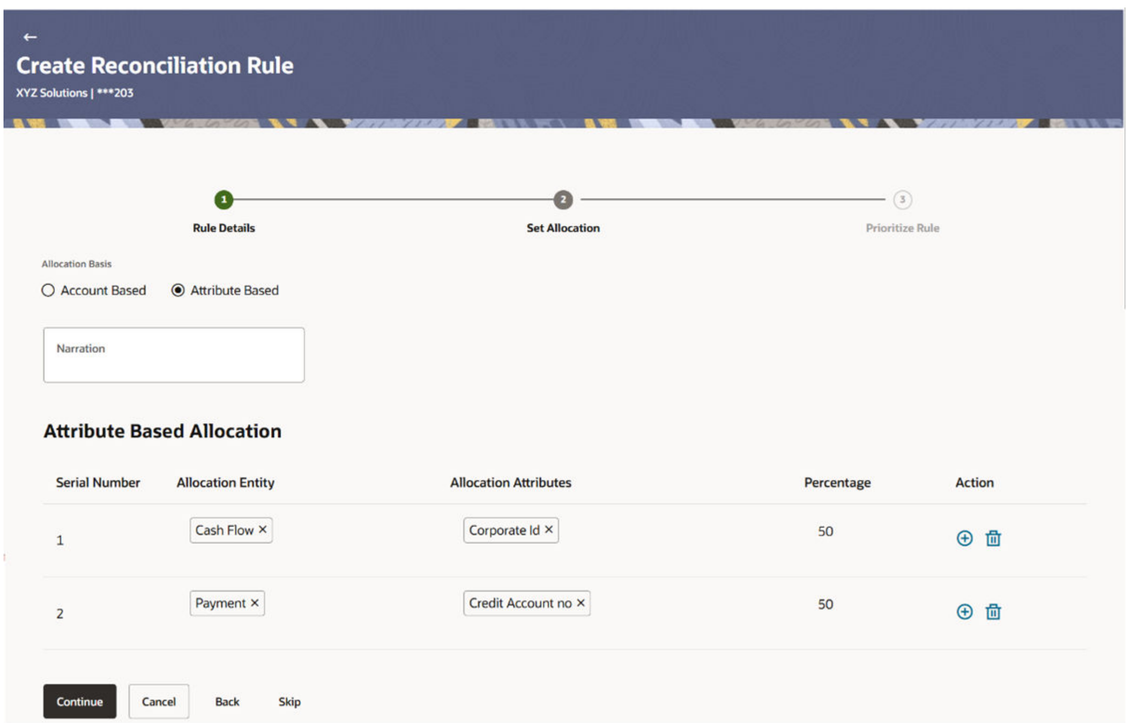


Table 8-3 Set Allocation Field Description

Field Name	Description
Party Name	Displays the name and ID of the logged-in corporate party.

Table 8-3 (Cont.) Set Allocation Field Description

Field Name	Description
Set Allocation	In this step, you can set the percentages to be allocated to specific virtual accounts. You must ensure that the sum of the allocated percentages should be 100. **Note:** Set Allocation step is not applicable for Reconciliation type **Invoice/Debit Note and Credit Note**. Please skip the step to proceed to **Prioritize Rule** step.
Allocation Basis	Select whether allocation should be virtual accounts-based or attributes-based. • If you select the **Account Based** option, then you can directly set the virtual accounts for allocation. • If you select the **Attribute Based** option, then you can set attributes for allocation. The virtual accounts that are mapped to these attributes will be used for allocation.
Narration	Specify the narration for reconciliation rule creation.
Account Based Allocation	This section appears if you select the **Account Based** option in the **Allocation Basis** field.
Serial Number	Displays the serial number of the allocation account.
Allocation Account	Select a virtual account to assign an allocation percentage.
Percentage	Specify the percentage of payment to be allocated to the virtual account.
Action	Click to add further virtual accounts. Or click to delete an added account.
Attribute Based Allocation	This section appears if you select the **Attribute Based** option in the **Allocation Basis** field. This option can be used to allocate specific percentages of the payment towards specific attributes. The amount corresponding to the payment percentage set, is allocated to the virtual accounts mapped to these attributes.
Serial Number	Displays the serial number of the attribute.
Allocation Entity	Select the entity whose attribute should be considered for setting an allocation percentage.
Allocation Attributes	Select the attribute for which the allocation percentage should be set.
Percentage	Specify the percentage of payment to be allocated to the attribute.
Action	Click to add further attributes. Or click to delete an added attribute.

4. Once the allocation details are set, click **Continue** to go to the **Prioritize Rule** step. Or, do one of the following:
    - Click **Cancel** to cancel the transaction.
    - Click **Back** to reset and start with the **Rule Details** step again.
    - Click **Skip** to skip the **Set Allocation** step.

Figure 8-7 Prioritize Rule

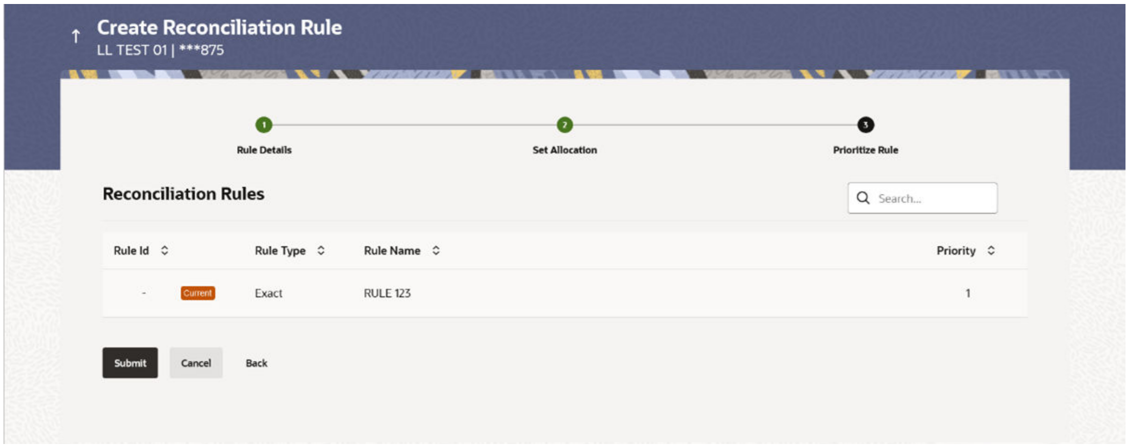


Table 8-4 Prioritize Rule - Field Description

Field Name	Description
Party Name	Displays the name and ID of the logged-in corporate party.
Prioritize Rule	This section displays Prioritize Rule details related fields.
Reconciliation Rules	A list of existing rules is displayed. You can set the priority on the rule being created, and also modify the priority on an existing rule, if required. For the rule being created, the keyword ‘**Current’** is displayed beside it. For a rule whose priority is modified, the keyword ‘**Modified’** is displayed beside it.
Search	Indicates an option to search for a specific reconciliation rule.
Rule Id	Displays the unique rule ID. For the rule being created, this field appears blank. An ID is assigned once the rule is created. The IDs of the other rules in this column are hyperlinks, which when clicked display the rule details in an overlay window. For more information, refer the **Recon Rule overlay window** section below. The keyword “Current” is displayed beside the rule being created. The keyword “Modified” is displayed beside any rule whose priority has been changed.
Rule Type	Displays whether the rule is a generic or an exact one.
Rule Name	Displays the name assigned to the rule.
Priority	Indicates the priority assigned to the rule. **Note** For the rule being created, the priority assigned by default is, one incremental to the highest priority assigned to the existing rules (highest priority + 1). You can change this priority, if required. For an existing rule, click Edit icon to edit and modify the priority, if required.

5. In the **Prioritize Rule** step, you can modify the priority assigned to the rule being created, under the **Priority** column, if required. You can also modify the priority on an existing rule, if required.
6. Click **Submit** to submit the transaction. The **Review** screen appears. Or, do one of the following:
   - Click **Cancel** to cancel the transaction.
   - Click **Back** to go to the previous screen.

Figure 8-8 Create Reconciliation Rule - Review Screen (Exact)

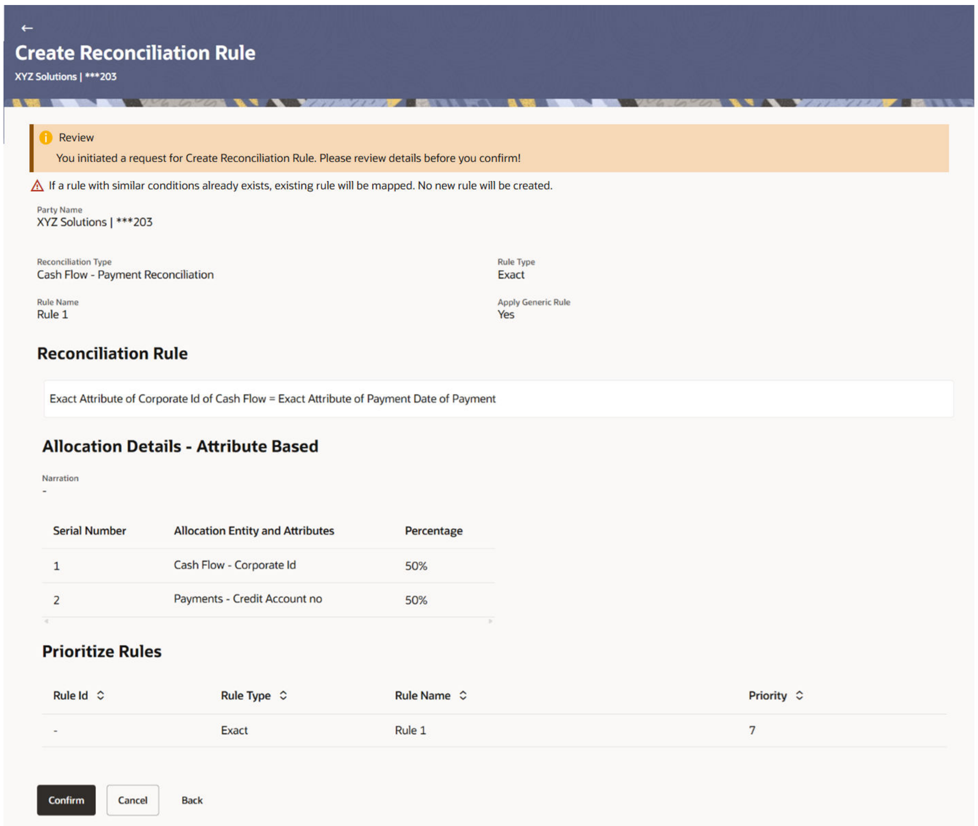


Figure 8-9 Create Reconciliation Rule - Review Screen (Generic)

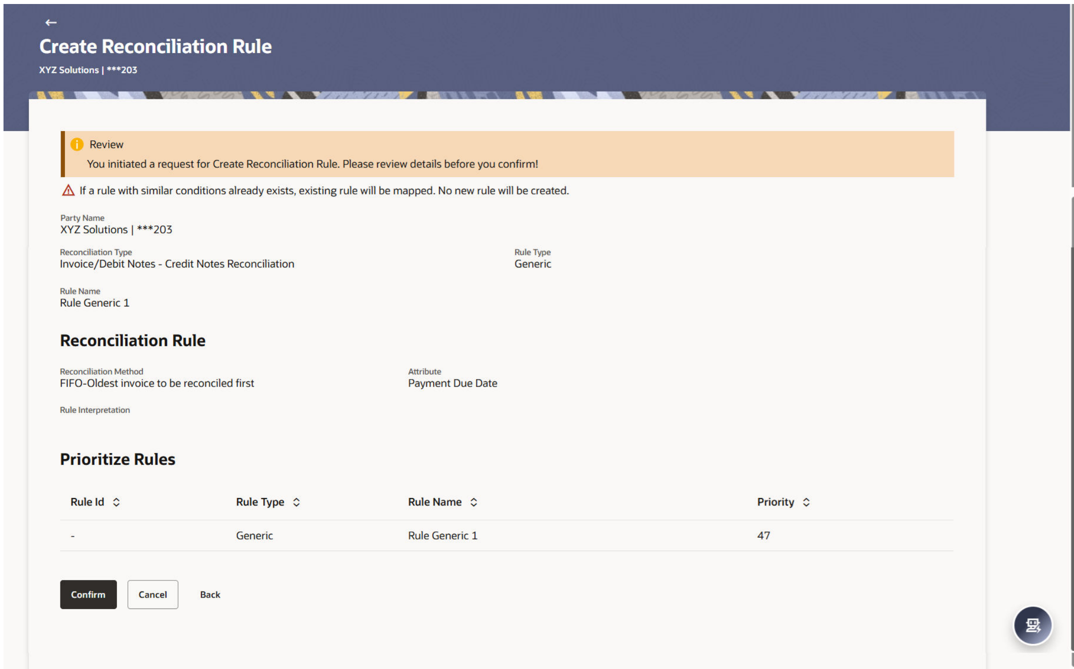
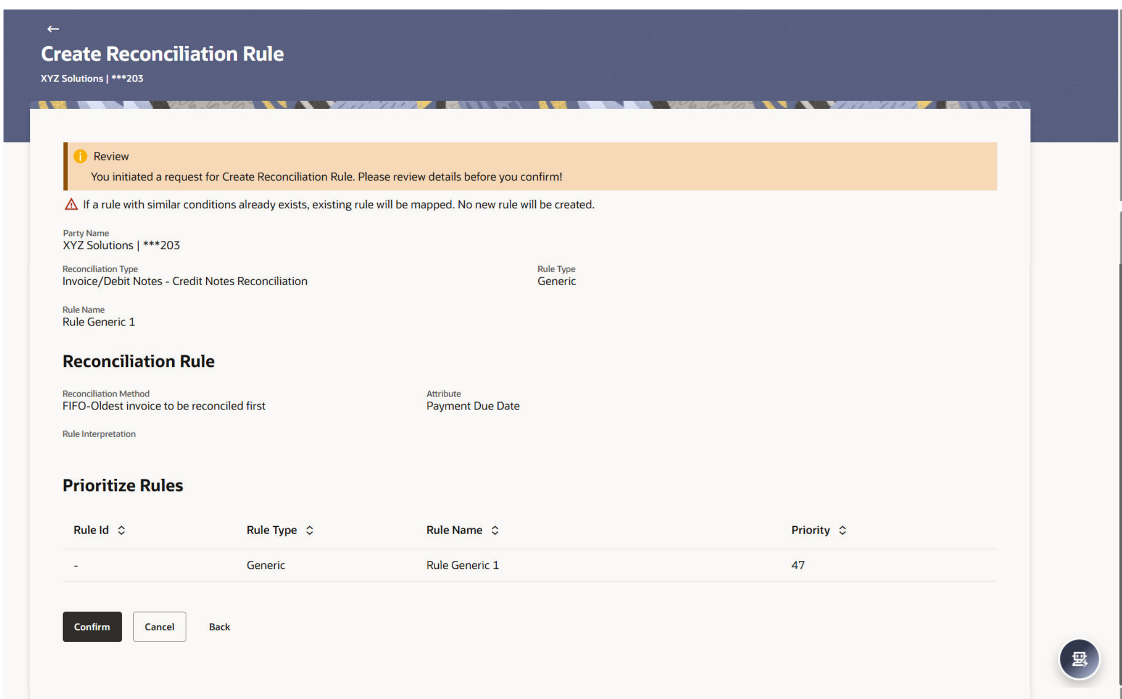
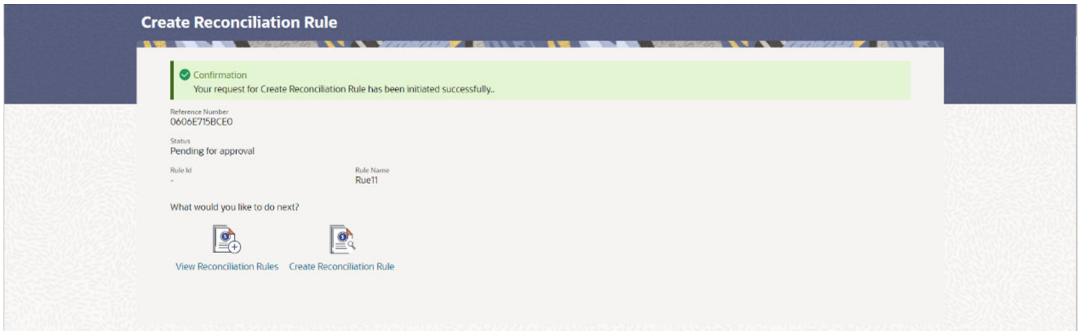


Figure 8-10 Create Reconciliation Rule - Review Screen



7. In the Review screen, verify the details and click **Confirm**. A Confirmation message appears, with the reference number and status of the transaction. Or, do one of the following:
   - Click **Cancel** to cancel the transaction.
   - Click **Back** to go to the previous screen.

Figure 8-11 Create Reconciliation Rule – Confirmation



8. In the Confirmation screen, click the **View Reconciliation Rules** link to view the existing reconciliation rules. Or, click the **Create Reconciliation Rule** link to create another rule.

The generic recon rule is created and sent for authorization.

8.2.2 Exact Rule

This topic provides systematic instructions to create Exact rule.

For Exact Rule Both single sided and double sided conditions can be configured. A single sided condition includes defining a single attribute of either payment or expected-cash-flow/ invoice entity along with the pattern. whereas a double sided condition includes defining both cash- flow/invoice and payment attributes with operator conditions along with the specific patterns on their respective matching attributes.

User must have valid corporate login credentials.

To create an exact reconciliation rule:

1. Navigate to the **Create Reconciliation Rule** screen.

Figure 8-12 Create Reconciliation Rule

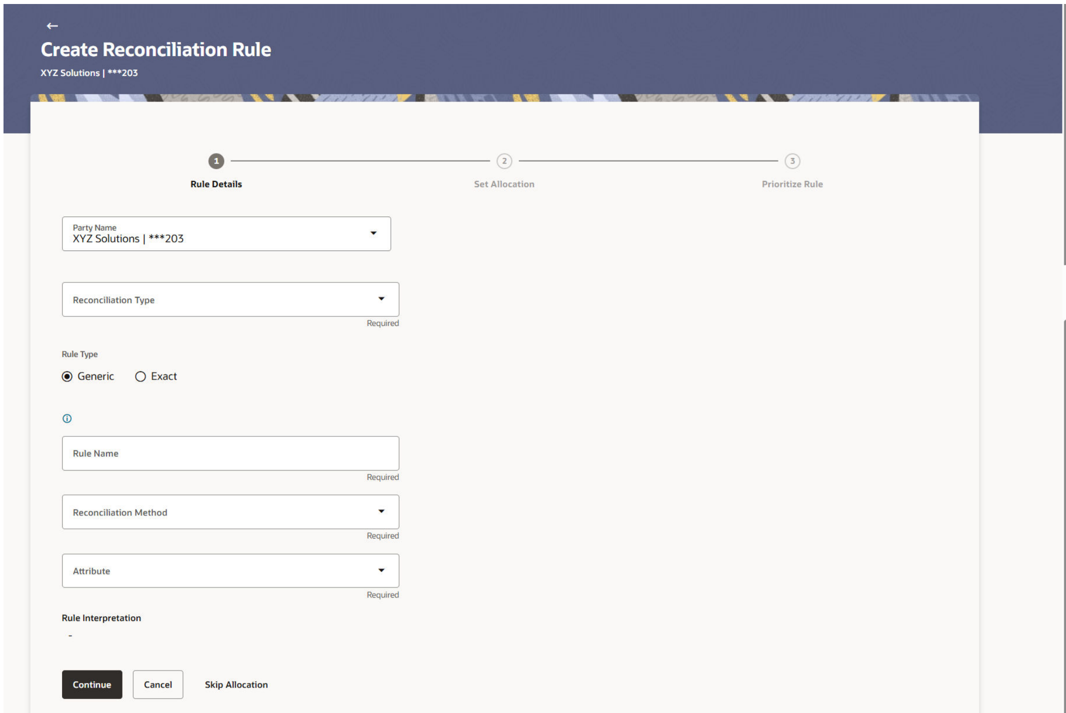


Table 8-5 Create Reconciliation Rule - Exact Rule - Field Description

Field Name	Description
Exact option	These fields appear if you select the **Exact** option.
Reconciliation Rule	You should add either one double sided condition with invoice/cash flow and payment; or one or more single sided conditions along with a double sided condition, for invoice/cash flow and for payment.
Add Condition	Indicates an option to add a condition for Exact reconciliation.
Add Group	Indicates an option to add a group of conditions that are clubbed together by logical operator ‘AND’ or ‘OR’.
AND / OR	Indicates the logical operator to be used for clubbing the conditions for creating the Exact reconciliation rule.
Select Entity	Select the required entity for building the condition. The following options are available: For Invoice-Credit Note reconciliation: • **Invoice** • **Credit Note** • **Invoice and Credit Note** For Invoice-Payment reconciliation: • **Invoice** • **Payment** • **Invoice and Payment** For Cash Flow-Payment reconciliation: • **Cash Flow** • **Payment** • **Cash Flow and Payment**

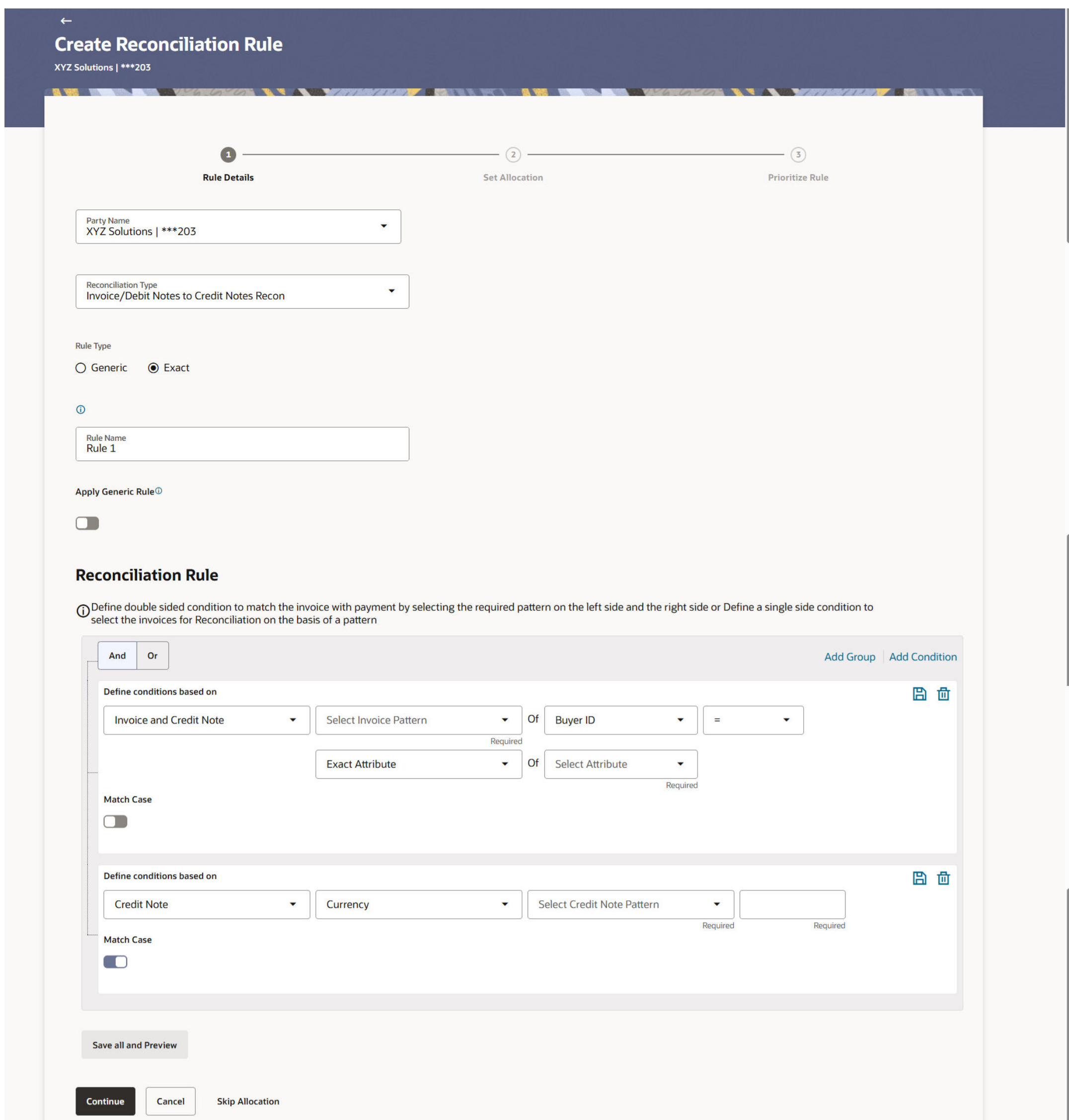
Table 8-5 (Cont.) Create Reconciliation Rule - Exact Rule - Field Description

Field Name	Description
Single-Sided Condition	You can create single-sided conditions by selecting a specific entity (Invoice/ Cash-Flow or Payment) and then comparing an attribute of this entity with a specific value. A single sided condition should always be created along with at least one double sided condition. The following fields appear for a single sided condition.
Select Attribute	Select the attribute of the entity to be compared.
Relational Operator	Select the relational operator or pattern to be used for comparison. The options available are: • **=** • **<** • **>** • != • **Starts with** • **Ends with**
Value	Specify the value that the attribute is to be compared with.
Match Case	Select the toggle to match the value with case sensitive.
Double-Sided Condition	You can create double-sided conditions by selecting a specific entity (Invoice/Cashflow and Credit Note/Payment) and then comparing an attribute of one entity with a relevant attribute of the other entity. For example, for the Invoice and Payment double-sided condition, the Net Invoice Amount can be compared with the Payment Amount. The following fields appear for a double-sided condition.
Entities	Select the entities combination for creating the double-sided condition.
Select Pattern	Select the pattern to be used for the attribute (of the first entity) to be compared. The options available are: • **Exact Attribute** • **Text Between Two Positions** – On selecting this option, two fields appear where you can enter the position (numerical values). The attribute text between these positions is used for comparison. • **Likewise Match** – On selecting this option, the relational operator defaults to **Contains In** and Right Hand Side pattern will be defaulted to **Likewise Match**
Select Attribute	Select the attribute of the first entity to be compared.
Relational Operator	Select the relational operator to be used for comparison. The options available are: • = • > • < • != • Contains In – This option appears only if the **Select Pattern** is selected as **Likewise Match.**

Table 8-5 (Cont.) Create Reconciliation Rule - Exact Rule - Field Description

Field Name	Description
Select Pattern	Select the pattern to be used for the attribute (of the second entity) to be compared. The options available are: • **Exact Attribute** • **Text Between Two Positions** – On selecting this option, two fields appear where you can enter the position (numerical values). The attribute text between these positions is used for comparison. • **Likewise Match** – On selecting this option, the relational operator defaults to **Contains In** and Left Hand Side pattern will be defaulted to **Likewise Match**.
Select Attribute	Select the attribute of the second entity to be compared.
Match Case	Select the toggle to match the value with case sensitive.

Figure 8-13 Create Exact Rule



2. If you select the **Exact** option in the **Rule Type** field, then in the **Reconciliation Rule** section, build condition(s) as per requirement, as follows.
   a. You can define either two or more single-sided condition or one more double-sided condition, or both. You can also define a group of conditions.
   b. In the single-sided condition, you can select either Invoice/Cash-Flow or Payment.
      i. Select the attribute to be used for comparing.
      ii. Select the appropriate relational operator or pattern for comparing.
      iii. Enter the value that must be used for comparing.
   c. In the double-sided condition (Invoice/Cash-Flow and Payment), you can select an attribute of the Invoice/Cash-Flow and compare it with an attribute of the Payment.
      i. Select the required pattern for the attribute of the first entity. If you select 'Text Between Sign' then enter the two signs in the attribute, in the fields that appear. If you select 'Text Between Two Positions' then enter the numerical positions in the attribute, in the fields that appear.
      ii. Select the attribute of the first entity to be used for comparing.
      iii. Select the appropriate relational operator.
      iv. Select the required pattern for the attribute of the second entity.
      v. Select the attribute of the second entity to be used for comparing.
   d. Once a condition is defined, click to save it.
   e. You can define similar individual conditions or a group of conditions by clicking **Add Condition** or **Add Group**, and bind them together using the 'AND' or 'OR' logical operator.
   f. Once all conditions are defined, click **Save all and Preview** to save and preview all added conditions.
3. Click **Continue** to go to the **Set Allocation** step. Or, do one of the following:
   - Click **Cancel** to cancel the transaction.
   - Click **Back** to reset and start with the **Rule Details** step again.
   - Click **Skip Allocation** to go to the **Prioritize Rule** step.

> **Note**
>
> a. Once a condition is added and saved, click Edit icon to edit it, or click Delete icon to delete it.
>
> b. If you skip the **Set Allocation** step during rule creation, then the matched and partially matched payments can be allocated to virtual accounts through Allocation Rule or Manual Allocation. For more information, refer the **Create Allocation Rule** and **Manual Allocation** sections in this document.

Figure 8-14 Set Allocation – Account Based

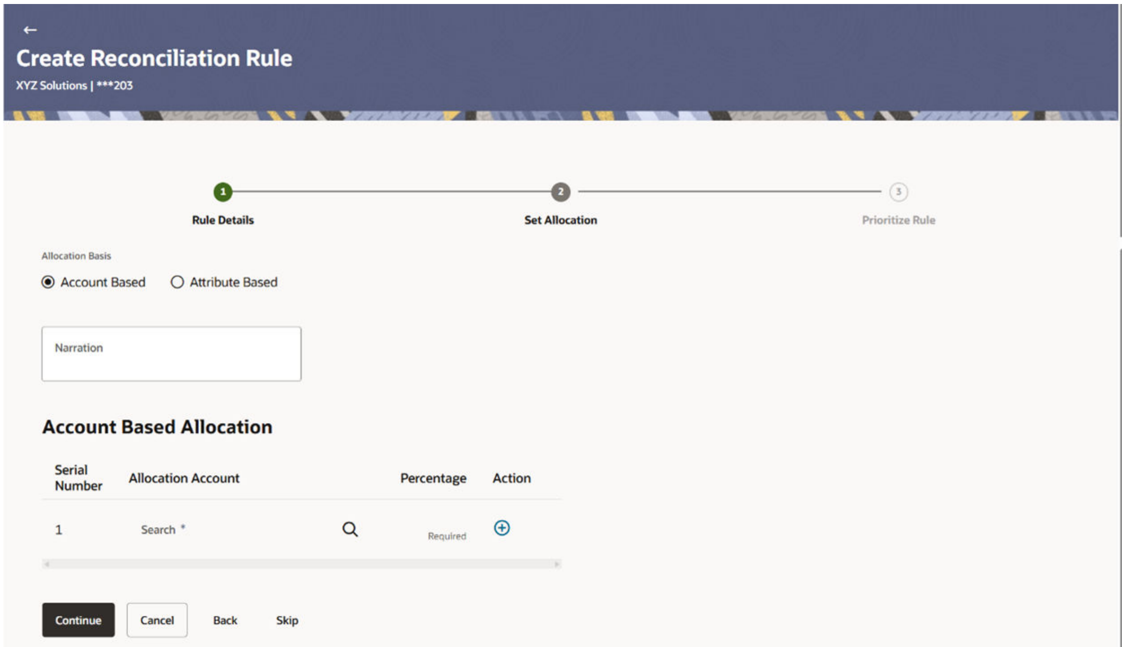


Figure 8-15 Set Allocation – Attribute Based

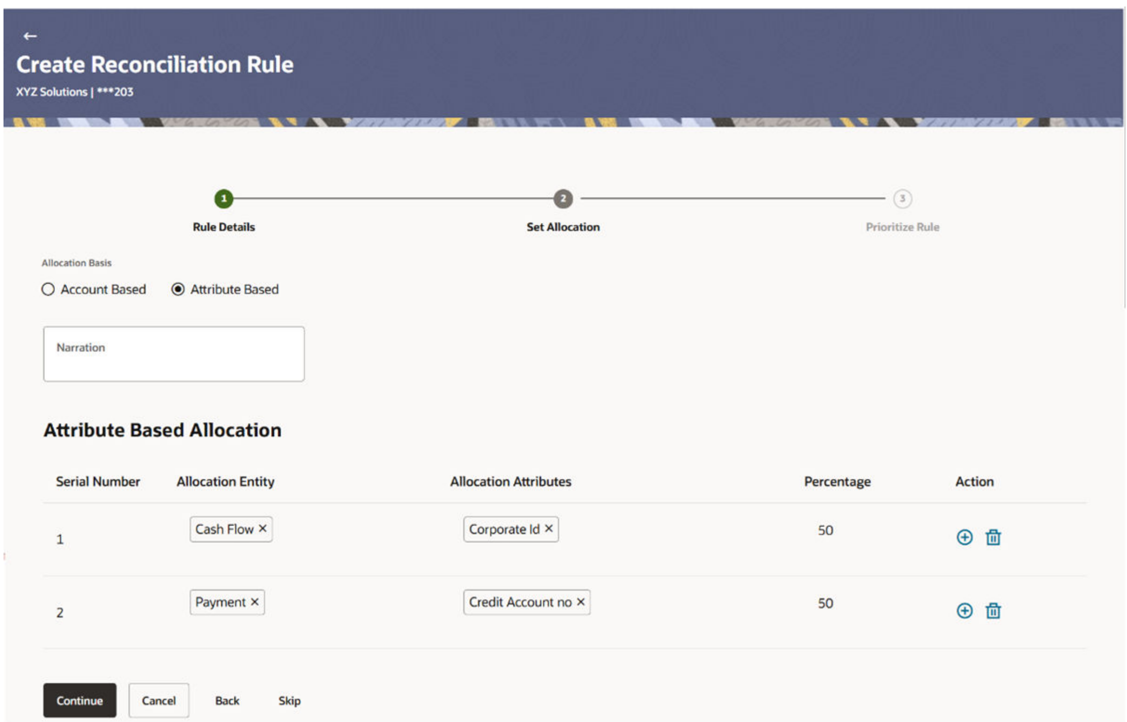


Table 8-6 Set Allocation Field Description

Field Name	Description
Party Name	Displays the name and ID of the logged-in corporate party.

Table 8-6 (Cont.) Set Allocation Field Description

Field Name	Description
Set Allocation	In this step, you can set the percentages to be allocated to specific virtual accounts. You must ensure that the sum of the allocated percentages should be 100. **Note:** Set Allocation step is not applicable for Reconciliation type **Invoice/Debit Note and Credit Note**. Please skip the step to proceed to **Prioritize Rule** step.
Allocation Basis	Select whether allocation should be virtual accounts-based or attributes-based. • If you select the **Account Based** option, then you can directly set the virtual accounts for allocation. • If you select the **Attribute Based** option, then you can set attributes for allocation. The virtual accounts that are mapped to these attributes will be used for allocation.
Narration	Specify the narration for reconciliation rule creation.
Account Based Allocation	This section appears if you select the **Account Based** option in the **Allocation Basis** field.
Serial Number	Displays the serial number of the allocation account.
Allocation Account	Select a virtual account to assign an allocation percentage.
Percentage	Specify the percentage of payment to be allocated to the virtual account.
Action	Click to add further virtual accounts. Or click to delete an added account.
Attribute Based Allocation	This section appears if you select the **Attribute Based** option in the **Allocation Basis** field. This option can be used to allocate specific percentages of the payment towards specific attributes. The amount corresponding to the payment percentage set, is allocated to the virtual accounts mapped to these attributes.
Serial Number	Displays the serial number of the attribute.
Allocation Entity	Select the entity whose attribute should be considered for setting an allocation percentage.
Allocation Attributes	Select the attribute for which the allocation percentage should be set.
Percentage	Specify the percentage of payment to be allocated to the attribute.
Action	Click to add further attributes. Or click to delete an added attribute.

4. Once the allocation details are set, click **Continue** to go to the **Prioritize Rule** step. Or, do one of the following:
   - Click **Cancel** to cancel the transaction.
   - Click **Back** to reset and start with the **Rule Details** step again.
   - Click **Skip** to skip the **Set Allocation** step.

Figure 8-16 Prioritize Rule

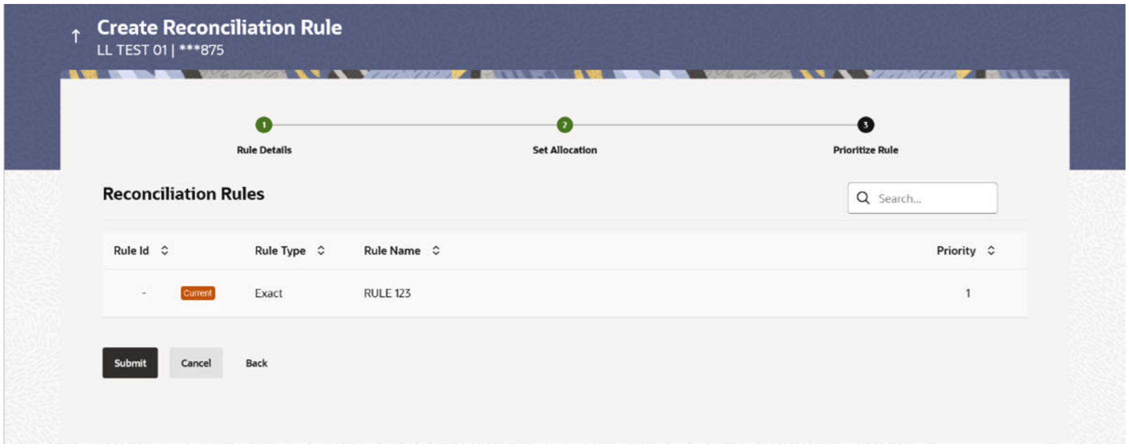


Table 8-7 Prioritize Rule - Field Description

Field Name	Description
Party Name	Displays the name and ID of the logged-in corporate party.
Prioritize Rule	This section displays Prioritize Rule details related fields.
Reconciliation Rules	A list of existing rules is displayed. You can set the priority on the rule being created, and also modify the priority on an existing rule, if required. For the rule being created, the keyword '**Current'** is displayed beside it. For a rule whose priority is modified, the keyword '**Modified'** is displayed beside it.
Search	Indicates an option to search for a specific reconciliation rule.
Rule Id	Displays the unique rule ID. For the rule being created, this field appears blank. An ID is assigned once the rule is created. The IDs of the other rules in this column are hyperlinks, which when clicked display the rule details in an overlay window. For more information, refer the **Recon Rule overlay window** section below. The keyword "Current" is displayed beside the rule being created. The keyword "Modified" is displayed beside any rule whose priority has been changed.
Rule Type	Displays whether the rule is a generic or an exact one.
Rule Name	Displays the name assigned to the rule.
Priority	Indicates the priority assigned to the rule. **Note** For the rule being created, the priority assigned by default is, one incremental to the highest priority assigned to the existing rules (highest priority + 1). You can change this priority, if required. For an existing rule, click Edit icon to edit and modify the priority, if required.

5. In the **Prioritize Rule** step, you can modify the priority assigned to the rule being created, under the **Priority** column, if required. You can also modify the priority on an existing rule, if required.
6. Click **Submit** to submit the transaction. The **Review** screen appears. Or, do one of the following:
   - Click **Cancel** to cancel the transaction.
   - Click **Back** to go to the previous screen.

Figure 8-17 Create Reconciliation Rule - Review Screen (Exact)

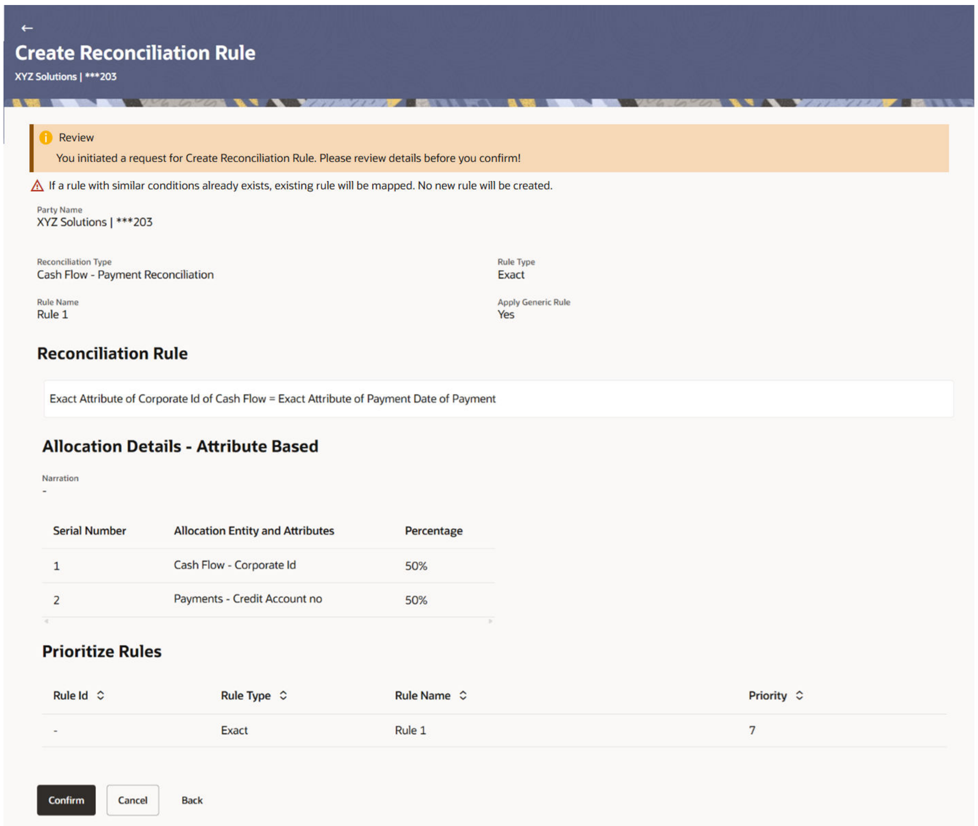


Figure 8-18 Create Reconciliation Rule - Review Screen (Generic)

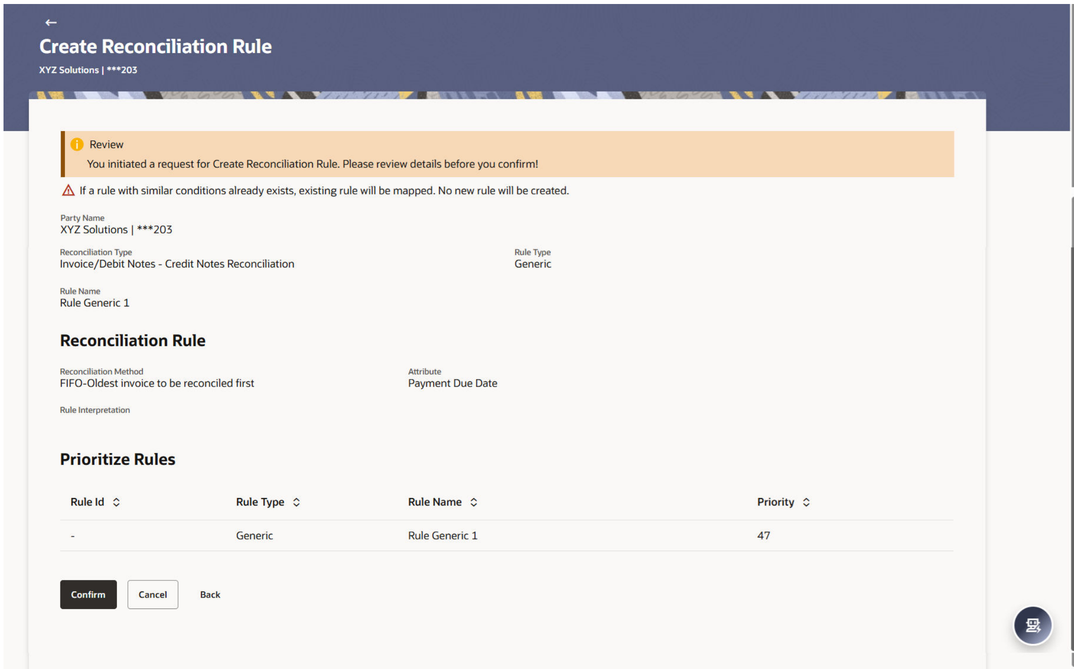
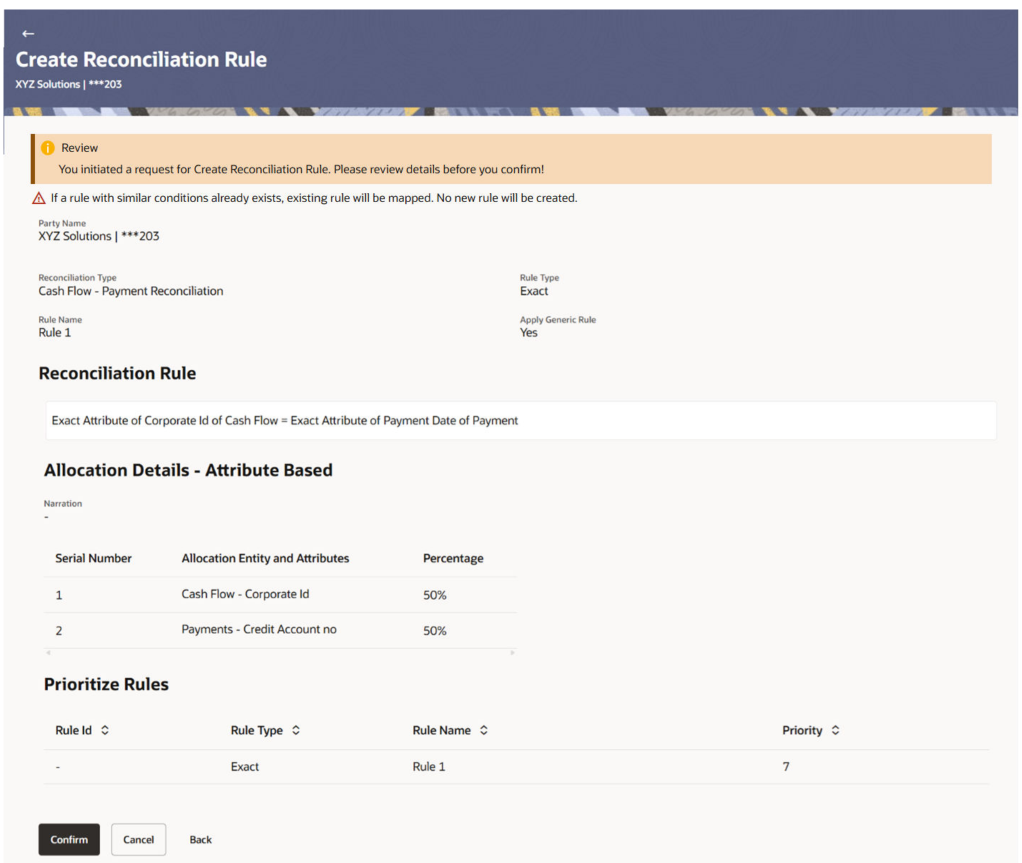
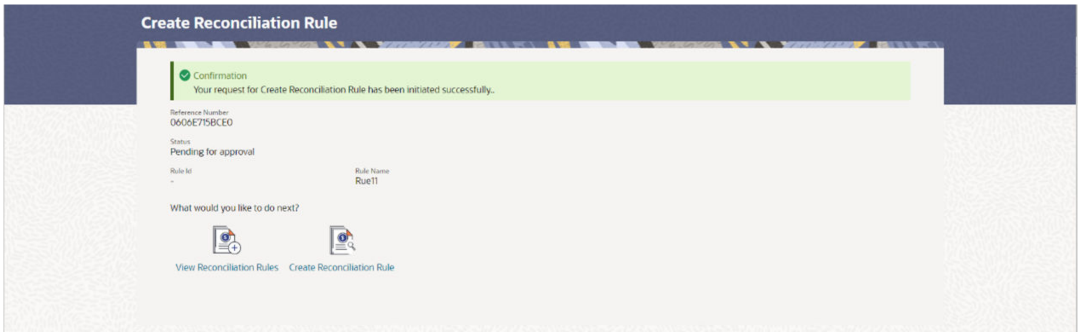


Figure 8-19 Create Reconciliation Rule - Review Screen



7. In the Review screen, verify the details and click **Confirm**. A Confirmation message appears, with the reference number and status of the transaction. Or, do one of the following:
   - Click **Cancel** to cancel the transaction.
   - Click **Back** to go to the previous screen.

Figure 8-20 Create Reconciliation Rule – Confirmation



8. In the Confirmation screen, click the **View Reconciliation Rules** link to view the existing reconciliation rules. Or, click the **Create Reconciliation Rule** link to create another rule.

The exact recon rule is created and sent for authorization.

8.2.3 Recon Rule overlay window

This topic provides systematic instructions to view the recon rule details. This window appears when you click the Rule Id link in the Prioritize Rule step when creating a reconciliation rule.

Figure 8-21 Recon Rule overlay window

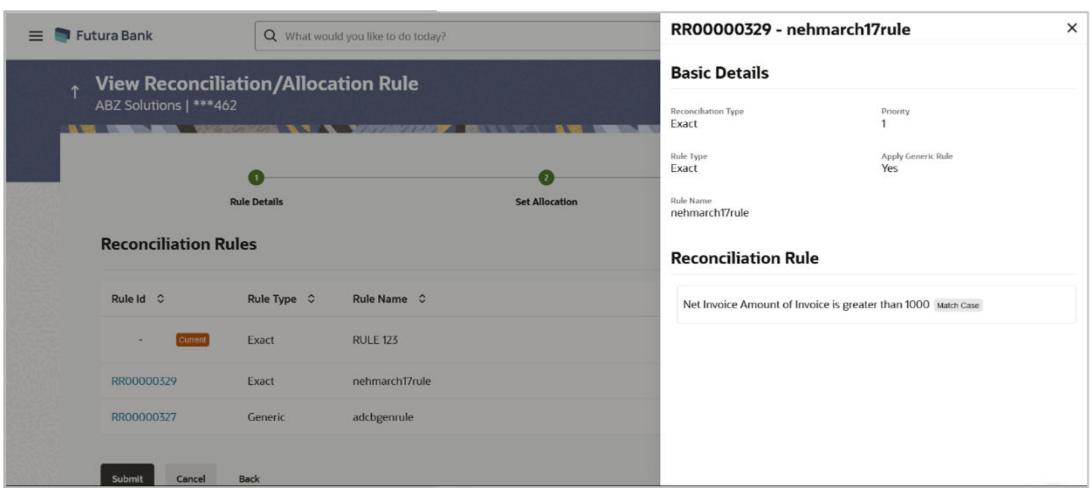


Table 8-8 Recon Rule overlay window - Field Description

Field Name	Description
Rule ID and Rule Name	Displays the rule ID and name at the top of the overlay window.

Table 8-8 (Cont.) Recon Rule overlay window - Field Description

Field Name	Description
Basic Details	This section displays the Basic Details.
Reconciliation Type	Displays whether the reconciliation is for invoices/debit notes and payments/credit notes, or expected cashflows and payments.
Priority	Displays the priority assigned to the rule.
Rule Type	Displays whether the rule is **Exact** or **Generic**.
Apply Generic Rule	Displays **Yes** if generic rule application is enabled, and **No**, otherwise.
Rule Name	Displays the name of the rule.
Reconciliation Rule	This section displays the entire rule that has been configured.
Allocation Details – Account Based	This section is displayed if account-based allocation has been selected for the rule.
Serial Number	Displays the serial number of the allocation.
Allocation Account	Displays the masked account number of the allocation.
Percentage	Displays the percentage allotted to the allocation account.
Allocation Details – Attribute Based	This section is displayed if attribute-based allocation has been selected for the rule.
Serial Number	Displays the serial number of the allocation.
Allocation Entity and Attributes	Displays the entity and the selected attribute of the allocation.
Percentage	Displays the percentage allotted for the allocation.

8.3 Create Allocation Rule

This topic provides systematic instructions to create rules for automatic allocation of payments to specific virtual accounts.

The allocation can be performed manually as well. For more information, refer the **Manual Allocation** section in this document.

User must have valid corporate login credentials.

To create an allocation rule:

1. From the **Dashboard**, click the **Toggle Menu**, then click **Receivables/Payables**, **Reconciliation**, and **Create Allocation Rule**.

   The **Create Allocation Rule** screen appears.

2. In the **Rule Details** step of the **Create Allocation Rule** screen, specify the required details.

Figure 8-22 Create Allocation Rule - Rule Details

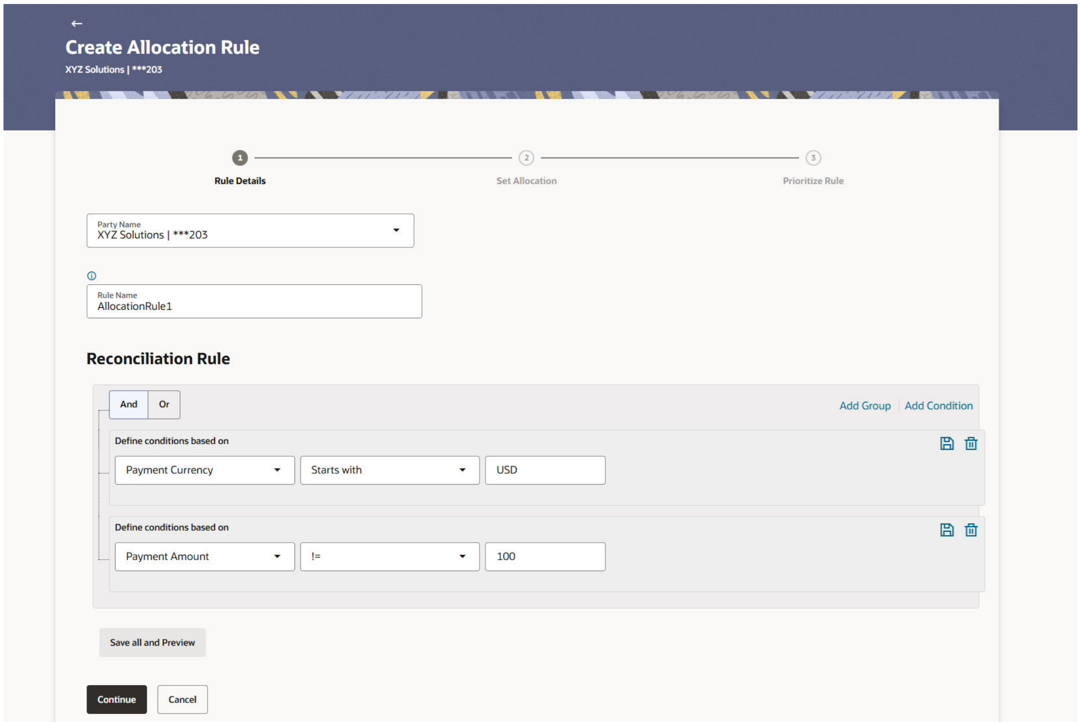


Table 8-9 Create Allocation Rule - Rule Details Field Description

Field Name	Description
Party Name	Select the party name from the drop-down list in which the reconciliation rule must be created. By default, the primary party/gcif of the logged-in user is selected. **Note**: Only accessible parties are displayed to the user.
Rule Details	This section displays Rule details related fields.
Rule Name	Specify the name to be assigned to the rule.
Reconciliation Rule	Specify the Reconciliation Rule details based on description of following table:
Add Condition	Indicates an option to add a condition for allocation.
Add Group	Indicates an option to add a group of conditions that are clubbed together by logical operator ‘AND’ or ‘OR’.
AND / OR	Indicates the logical operator to be used for clubbing the conditions for creating the allocation rule.
Select Attribute	Select the attribute of the payment to be compared.
Match the Payment by	Select the relational operator or pattern to be used for matching the payment.

Table 8-9 (Cont.) Create Allocation Rule - Rule Details Field Description

Field Name	Description
Value	Specify the value that the attribute is to be compared with. The options available are: • **=** • **<** • **>** • != • **Starts with** • **Ends with** • **Contains**
Save all and Preview	Click this link to save and preview all added conditions.

3. In the **Rule Name** field, enter the name to be assigned to the rule.
4. In the **Reconciliation Rule** section, build the condition(s) as per requirement:
   a. Select the attribute to be used for comparing.
   b. Select the appropriate relational operator or pattern for comparing, from the **Match the payment by** list.
   c. Specify the value to compare the attribute value with.
   d. Once a condition is defined, click  to save it.
   e. You can define similar individual conditions or a group of conditions by clicking **Add Condition** or **Add Group**, and binding them together using the ‘AND’ or ‘OR’ logical operator.
   f. Once all conditions are defined, click **Save all and Preview** to save and preview all added conditions.

> **Note**
>
> Once a condition is added and saved, click  to edit it, or  click to delete it.

5. Click **Continue** to go to the **Set Allocation** step. Or, do one of the following:
   - Click **Cancel** to cancel the transaction.
   - Click **Back** to reset the fields and start with the **Rule Details** step again.

Figure 8-23 Set Allocation – Account Based

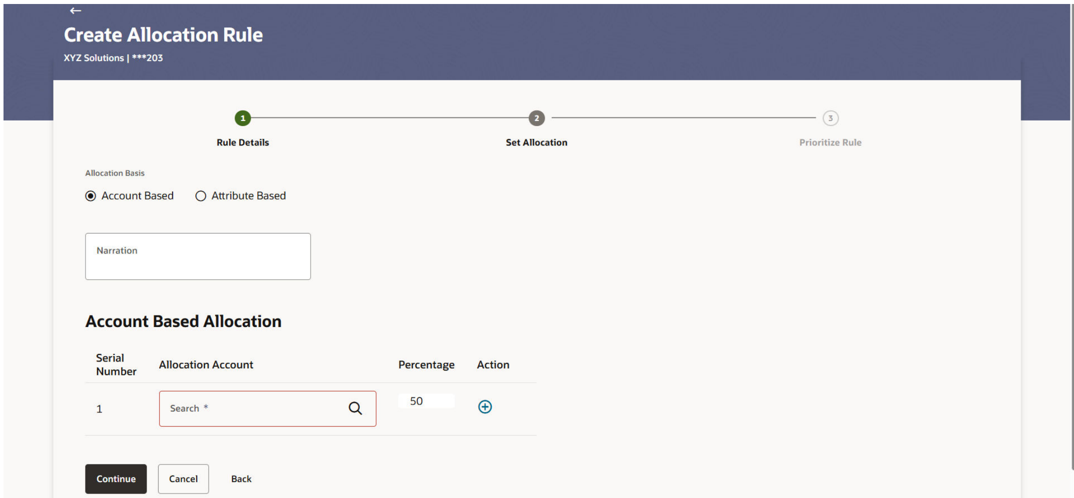


Figure 8-24 Set Allocation – Attribute Based

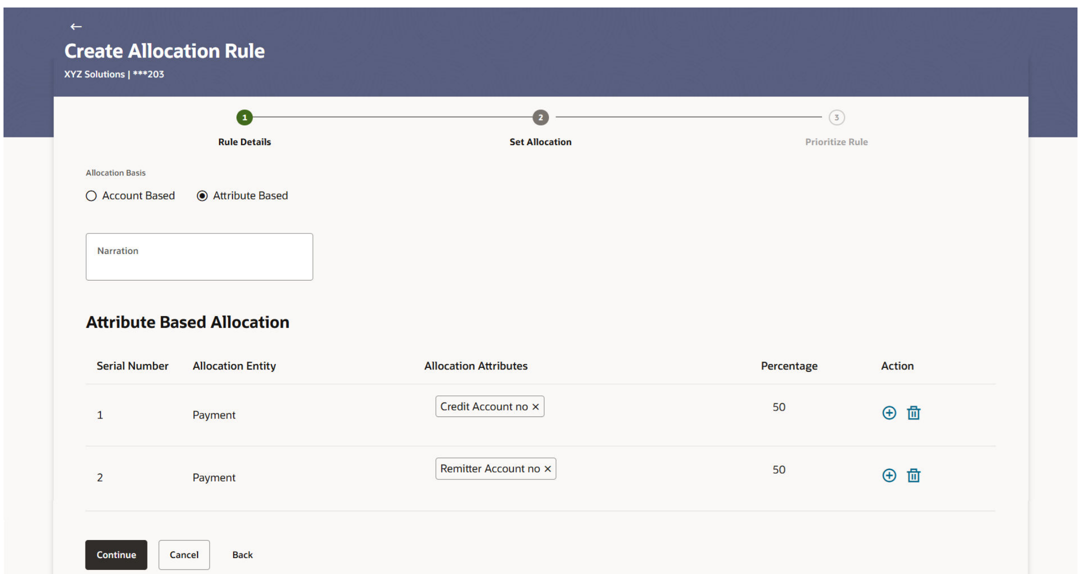


Table 8-10 Create Allocation Rule - Set Allocation Field Description

Field Name	Description
Party Name	Displays the name of the logged-in corporate party.
Set Allocation	In this step, you can set the percentages to be allocated to specific virtual accounts. You must ensure that the sum of the allocated percentages should be 100.
Allocation Basis	Select whether allocation should be virtual accounts-based or attributes-based.
Narration	Specify the narration text.
Account Based Allocation	This section appears if you select the **Account Based** option in the **Allocation Basis** field.

Table 8-10 (Cont.) Create Allocation Rule - Set Allocation Field Description

Field Name	Description
Serial Number	Displays the serial number of the allocation account.
Allocation Account	Select a virtual account to assign an allocation percentage.
Percentage	Specify the percentage of payment to be allocated to the virtual account.
Action	Click to add further virtual accounts. Or click to delete an added account.
Attribute Based Allocation	This section appears if you select the **Attribute Based** option in the **Allocation Basis** field. This option can be used to allocate specific percentages of the payment towards specific payment attributes (such as credit account number, remitter account number, payment party ID, and so on), which are mapped to specific virtual accounts.
Serial Number	Displays the serial number of the attribute.
Allocation Entity	Displays ‘Payment’ by default.
Allocation Attributes	Select the attribute for which the allocation percentage should be set.
Percentage	Select the percentage of payment to be allocated to the attribute.
Action	Click to add further attributes. Or click to delete an added attribute.

6. Once the allocation details are set, click **Continue** to go to the **Prioritize Rule** step. Or, do one of the following:
   - Click **Cancel** to cancel the transaction.
   - Click **Back** to go back to the previous screen.

Figure 8-25 Create Allocation Rule - Prioritize Rule

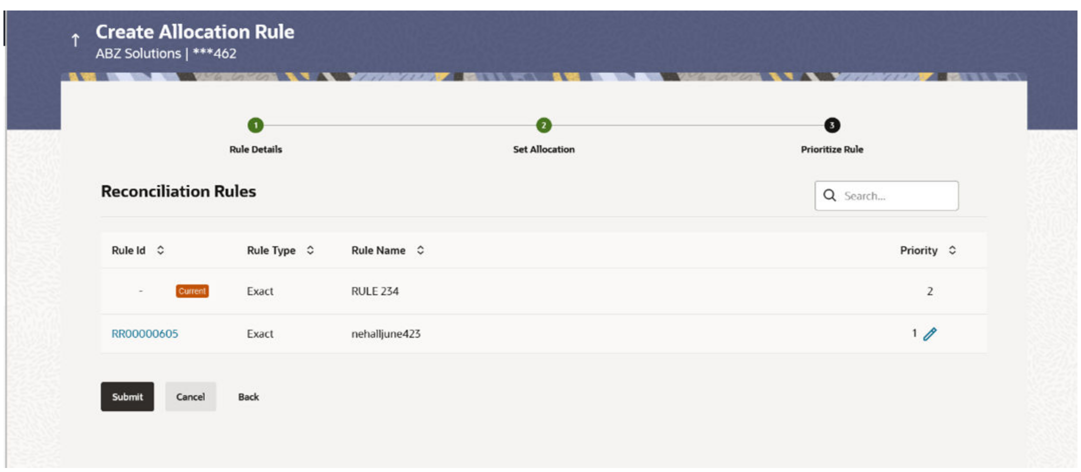


Table 8-11 Create allocation Rule - Prioritize Rule Field Description

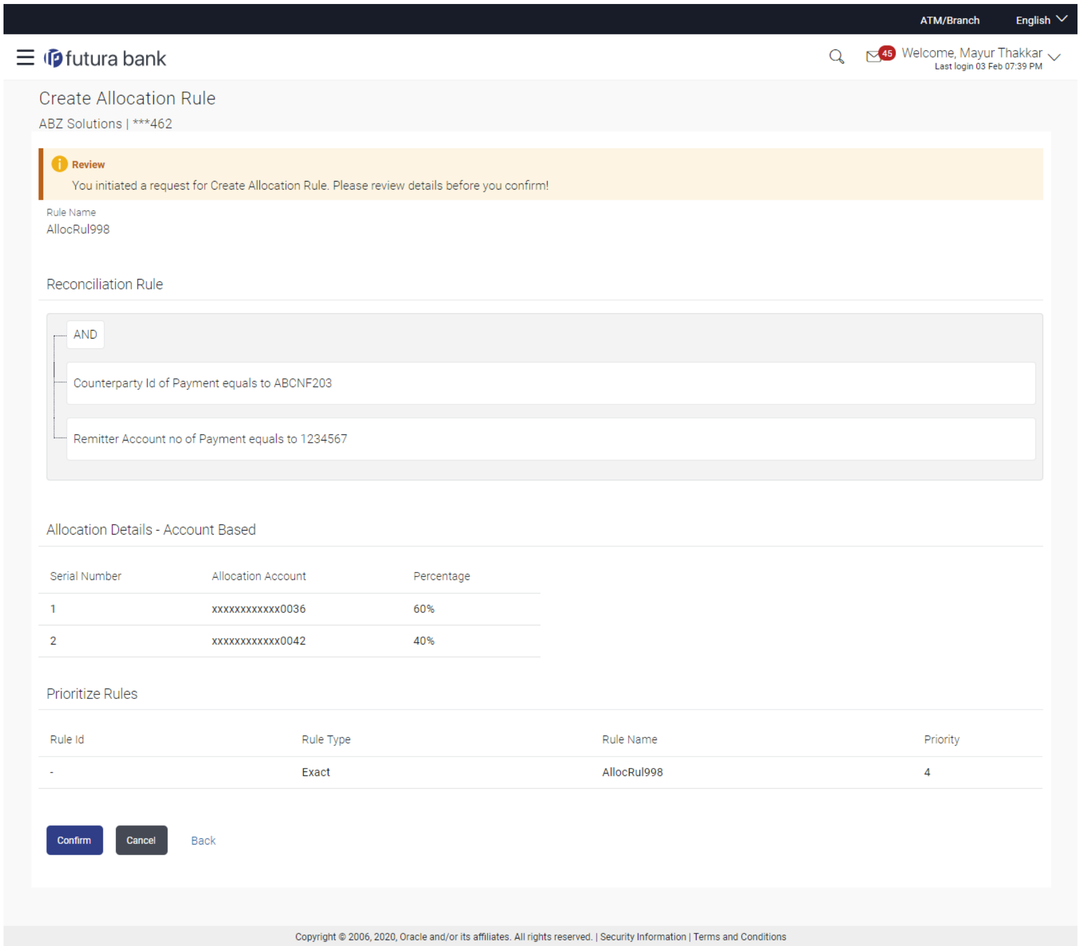
Field Name	Description
Party Name	Displays the name and ID of the logged-in corporate party.

Table 8-11 (Cont.) Create allocation Rule - Prioritize Rule Field Description

Field Name	Description
Prioritize Rule	This section displays Prioritize Rule details related fields. A list of existing rules for the same set of conditions is displayed. You can set the priority on the rule being created. You can also modify the priority on an existing rule.
Search	Indicates an option to search for a specific rule.
Rule Id	Displays the unique rule ID. For the rule being created, this field appears blank. An ID is assigned once the rule is created. The IDs of the other rules in this column are hyperlinks, which when clicked display the rule details in an overlay window. For more information, refer the **Allocation Rule overlay window** section below. The keyword "Current" is displayed beside the rule being created. The keyword "Modified" is displayed beside any rule whose priority has been changed.
Rule Type	Displays 'Exact' by default.
Rule Name	Displays the name assigned to the rule.
Priority	Indicates the priority assigned to the rule. **Note** For the rule being created, the priority assigned by default is, one incremental to the highest priority assigned to the existing rules (highest priority + 1). You can change this priority, if required. For an existing rule, click  to edit and modify the priority, if required.

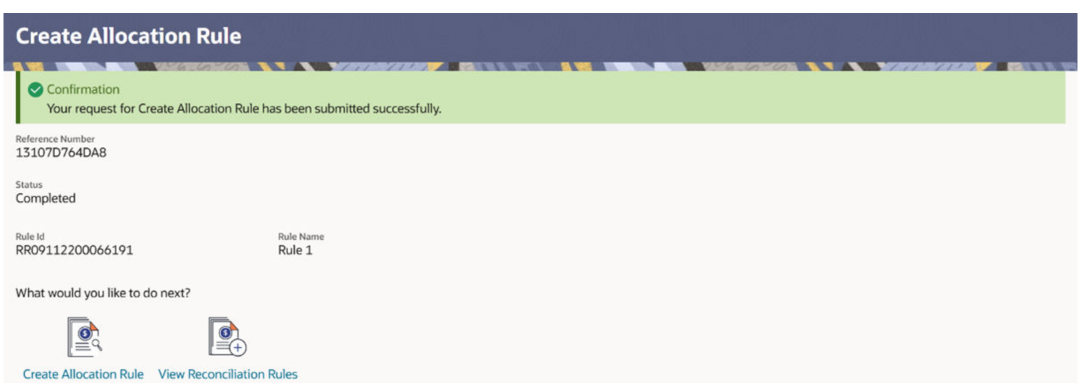
7. In the **Prioritize Rule** step, specify the priority to be set against the rule being created, under the **Priority** column. You can also modify the priority on an existing rule, if required.
8. Click **Submit** to submit the transaction. The Review screen appears. Or, do one of the following:
   - Click **Cancel** to cancel the transaction.
   - Click **Back** to go back to the previous screen.

Figure 8-26 Create Allocation Rule - Review Screen



9. In the **Review** screen, verify the details and click **Confirm**. A confirmation message appears, with the reference number of the transaction and its status. Or, do one of the following:
   - Click **Cancel** to cancel the transaction.
   - Click **Back** to go back to the previous screen.

Figure 8-27 Create Allocation Rule – Confirmation



10. In the Confirmation screen, click the **View Reconciliation Rules** link to view the existing reconciliation rules. Or, click the **Create Allocation Rule** link to create another allocation rule.

The Allocation Rule is created and sent for authorization.

- [Allocation Rule overlay window](#)
  This window appears when you click the Rule Id link in the Prioritize Rule step when creating an allocation rule.

8.3.1 Allocation Rule overlay window

This window appears when you click the Rule Id link in the Prioritize Rule step when creating an allocation rule.

Figure 8-28 Allocation Rule overlay window

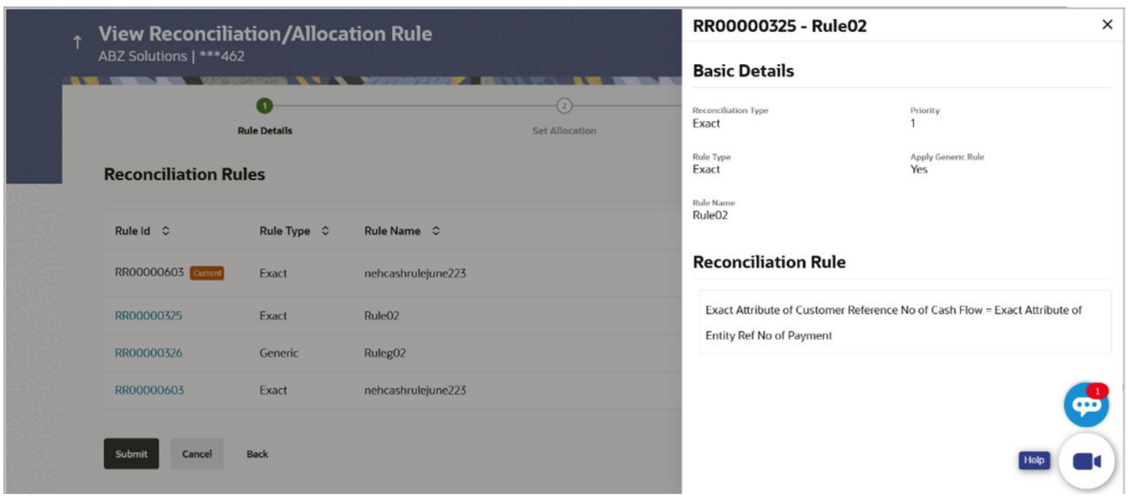


Table 8-12 Allocation Rule overlay window - Field Description

Field Name	Description
Rule ID and Rule Name	Displays the rule ID and name at the top of the overlay window.
Basic Details	This section displays the Basic Details.
Reconciliation Type	This field appears blank for allocation rule.
Priority	Displays the priority assigned to the allocation rule.
Rule Type	Displays **Exact** by default.
Apply Generic Rule	Displays **No** by default.
Rule Name	Displays the name of the rule.
Reconciliation Rule	This section displays the entire rule that has been configured.
Allocation Details – Account Based	This section is displayed if account-based allocation has been selected for the rule.
Serial Number	Displays the serial number of the allocation.
Allocation Account	Displays the masked account number of the allocation.
Percentage	Displays the percentage allotted to the allocation account.
Allocation Details – Attribute Based	This section is displayed if attribute-based allocation has been selected for the rule.

Table 8-12 (Cont.) Allocation Rule overlay window - Field Description

Field Name	Description
Serial Number	Displays the serial number of the allocation.
Allocation Entity and Attributes	Displays the entity and the selected attribute of the allocation.
Percentage	Displays the percentage allotted for the allocation.

8.4 View/Edit Reconciliation/Allocation Rule

Using this screen, you can view the reconciliation rules and the allocation rules that have been created. You can also edit these rules, if required.

This topic contains following sub-topics:

- View Reconciliation Rules
  This topic provides systematic instructions to view the reconciliation rules and the allocation rules that have been created. You can also edit these rules, if required.
- Edit Reconciliation Rule
  This topic provides systematic instructions to edit a reconciliation / allocation rule.
- View/Edit Allocation Rule
  This topic provides systematic instructions to view and edit the Allocation Rule.
- Delete Reconciliation/Allocation Rule
  This topic provides systematic instructions to delete a reconciliation / allocation rule.

8.4.1 View Reconciliation Rules

This topic provides systematic instructions to view the reconciliation rules and the allocation rules that have been created. You can also edit these rules, if required.

User must have valid corporate login credentials.

To view reconciliation rules:

1. From the **Dashboard**, click the **Toggle Menu**, then click **Receivables/Payables**, **Reconciliation**, and **View/Edit Reconciliation/Allocation Rule**.
2. Navigate to the above path.

   The **View Reconciliation Rules** screen appears.

Figure 8-29 View Reconciliation Rules

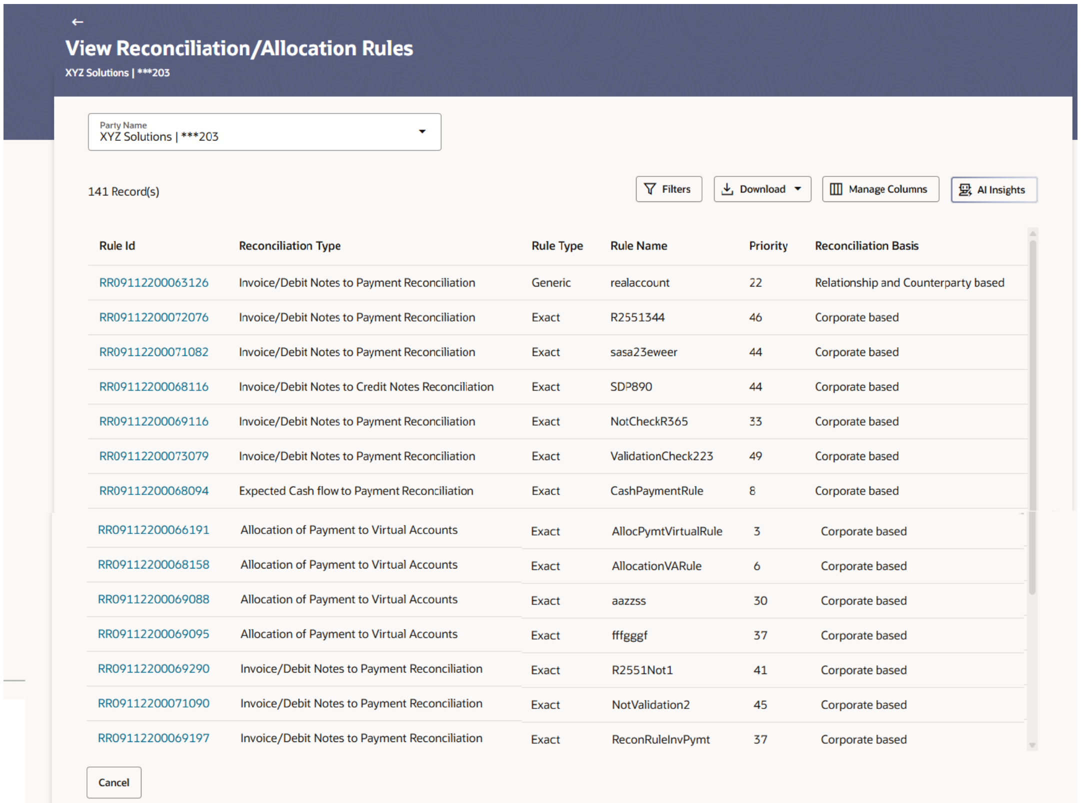


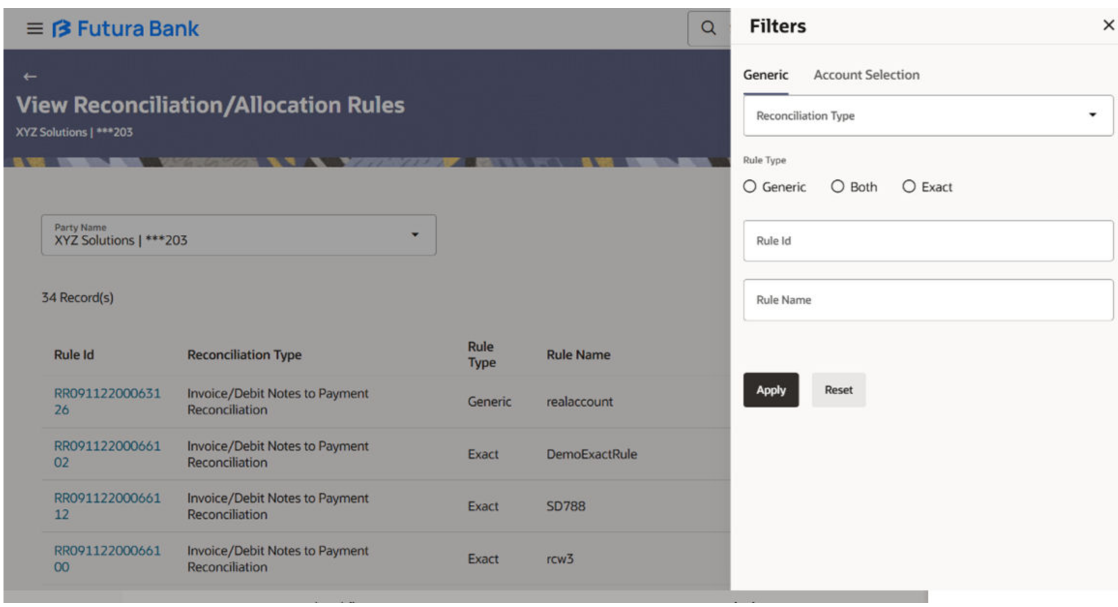
Table 8-13 View Reconciliation Rules - Field Description

Field Name	Description
Party Name	Select the party name from the dropdown list to view the applicable list of reconciliation rules. By default, the primary party/gcif of the logged-in user is selected. **Note:** Only accessible parties are displayed to the user. Based on the party selection, the list of reconciliation rules is displayed.
Filter	Click this icon to filter the reconciliation rule records based on certain criteria. For more details, refer to the fields in **Filters (overlay window for View Reconciliation Rules)** below.
Download	Indicates an option to download the reconciliation rules list in CSV format.
Manage Columns	Click this link to personalize the columns i.e., rearrange/remove columns in the search result grid. The Manage Columns overlay window appears. For more information, refer the **Manage Columns (overlay window for View Receivables/Payables)** section below. A list of reconciliation rules is displayed (based on search criteria) with the following fields.
AI Insights	Click this button to view the Reconciliation Inquiry and get the instant assistance to locate specific rules and manage and apply them effectively.

Table 8-13 (Cont.) View Reconciliation Rules - Field Description

Field Name	Description
Rule Id	Displays the unique ID of the rule. This is a hyperlink which when clicked displays the details of the reconciliation rule. For more information on the fields, refer the **View Reconciliation Rule (details)** section in this document. A label below Rule Id is displayed as "System defined" to inform the corporate user that the rule is defined by the bank.
Reconciliation Type	Displays the type of payment the reconciliation rule has been created for.
Rule Type	Displays whether the rule is Generic or Exact.
Rule Name	Displays the name of the rule.
Priority	Displays the priority of the rule.
Reconciliation Basis	Displays the reconciliation criteria like Corporate based, Relationship based, Counterparty based, Program based, Relationship and Counterparty based, Program and Counterparty based or Default.

Figure 8-30 View Reconciliation Rules - Filter - Generic



This window appears on clicking  in the View Reconciliation Rules screen.

Table 8-14 View Reconciliation Rules - Field Description

Field Name	Description
Filters - Generic	The user can filter the records using Generic filter criteria as below:
Reconciliation Type	Indicates an option to filter the rules by the type of reconciliation. The options are: • **Invoice/Debit Notes to Credit Notes Recon** • **Invoice/Debit Notes to Payment Recon** • **Finance Payment Recon** • **Expected Cashflow to Payment Recon** • **Allocation of Payment to Virtual Accounts**

Table 8-14 (Cont.) View Reconciliation Rules - Field Description

Field Name	Description
Rule Type	Indicates an option to filter the rules based on rule type. The options are: • **Exact** • **Generic** • **Both** - To view both exact and generic rules. This option appears selected by default.
Rule Id	Indicates an option to filter the rules by ID.
Rule Name	Indicates an option to filter the rules by name.

Figure 8-31 View Reconciliation Rules - Filter - Account Selection

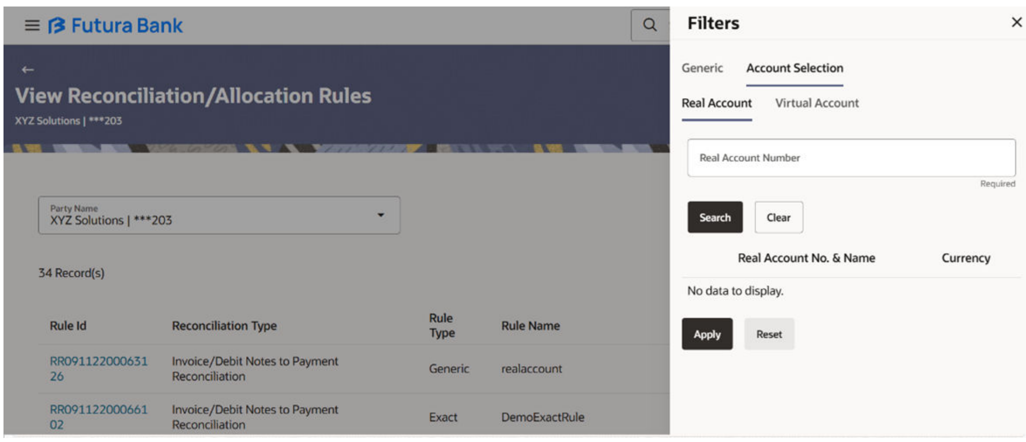


Table 8-15 View Reconciliation Rules - Filter - Account Selection - Field Description

Field Name	Description
Filters - Account Selection	The user can filter the records using Account Selection filter criteria as below:
Account Selection	Indicates an option to filter the recon/allocation rule by Real /Virtual account. The options are: • **Real Account** • **Virtual Account** **Note**: a. The user can search and view only those real /virtual accounts for which they have access. b. The user can search and view only the real or virtual accounts they have access to.
Real Account Number	Specify the real account number to filter the rules based on Real Account Number. This field appears if you select **Real Account**.
Real Account No. & Name	Displays the real account number and name. This field appears if you select **Real Account**.
Currency	Displays the currency of the real account. This field appears if you select **Real Account**.

Table 8-15 (Cont.) View Reconciliation Rules - Filter - Account Selection - Field Description

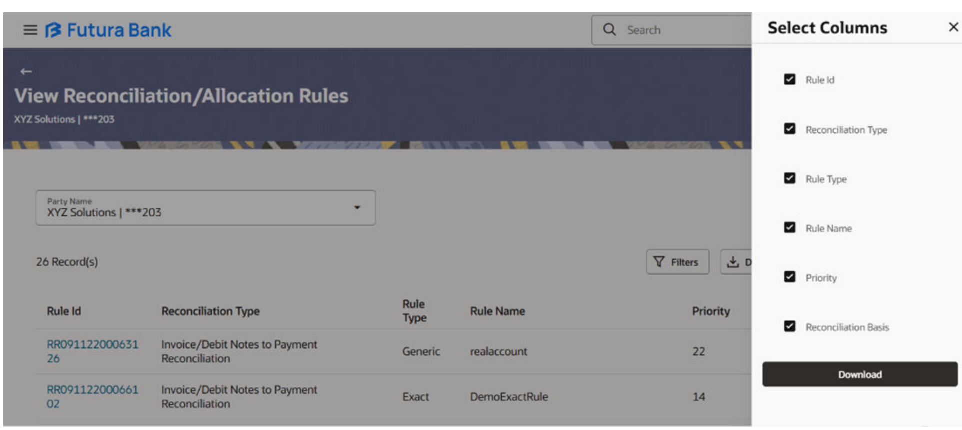
Field Name	Description
Virtual Account Number	Specify the virtual account number to filter the rules based on Virtual Account Number. This field appears if you select **VirtualAccount**.
Virtual Account Name	Specify the virtual account holder name to filter the rules based on Virtual Account Name. This field appears if you select **VirtualAccount**.
Virtual Account No. & Name	Displays the Virtual account number and name. This field appears if you select **VirtualAccount**.
Currency	Displays the currency of the virtual account. This field appears if you select **Virtual Account**.

3. In the **View Reconciliation/Allocation Rules** screen, search for the required rules using the Filter field.
4. To narrow the search results, click the  icon. The **Filters** overlay window appears.
5. Perform any of the following actions:
   - Specify the required details and click **Apply**.
   - Click **Reset** to reset the filter fields.
6. To view the details of a specific reconciliation rules, click the **Rule Id** of a particular rule record.

   The **View Reconciliation Rule** screen appears. For more information, refer the **View Reconciliation Rule (details)** section below.
7. Click **Download** and select the file format to download the reconciliation rules list. At present the CSV format is supported.

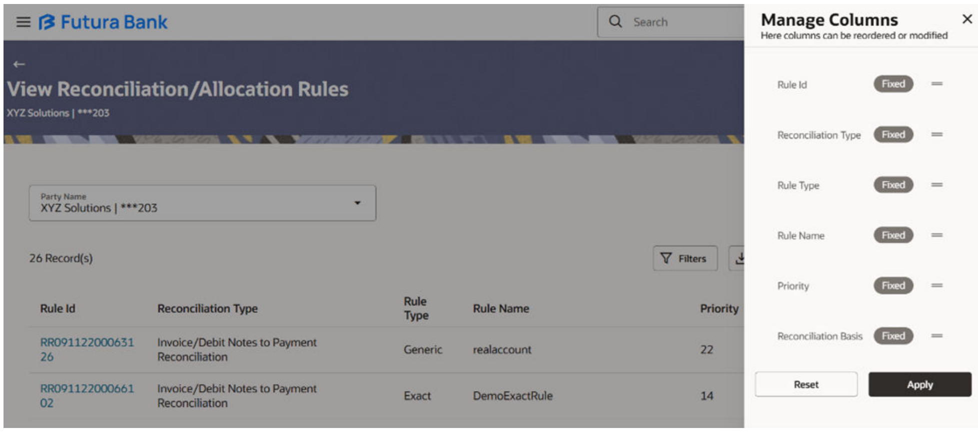
   The **Select Columns** overlay screen appears.

Figure 8-32 View Reconciliation Rule – Select Columns



8. Click **Download** to download the payment lists in CSV or PDF format with selected columns.
9. Click **Manage Columns** to reorder or modify or save column preferences in View Reconciliation Rule screen.

Figure 8-33 Manage Columns (overlay window for View Reconciliation Rule)



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

b. Click **Reset** to reset the columns preferences.

- View Reconciliation Rules
  This topic provides systematic instructions to view the reconciliation details for all Recon criteria.

8.4.1.1 View Reconciliation Rules

This topic provides systematic instructions to view the reconciliation details for all Recon criteria.

This screen appears on clicking the rule ID link of a specific reconciliation rule from the View Reconciliation Rules screen. It displays the rule details.
The user can view the Recon details for all Recon criteria like Corporate based, Relationship based, Counterparty based, Program based, Relationship and Counterparty based, Program and Counterparty based or Default.

User must have valid corporate login credentials.

To view reconciliation rules:

1. Navigate to **View Reconciliation Rules** screen.
2. Click the **Rule Id** of a record with **Rule Type** as **Exact**.

   The **View Reconciliation Rules** screen with details of **Exact Rule Type**appears.

Figure 8-34 View Reconciliation Rule – Exact

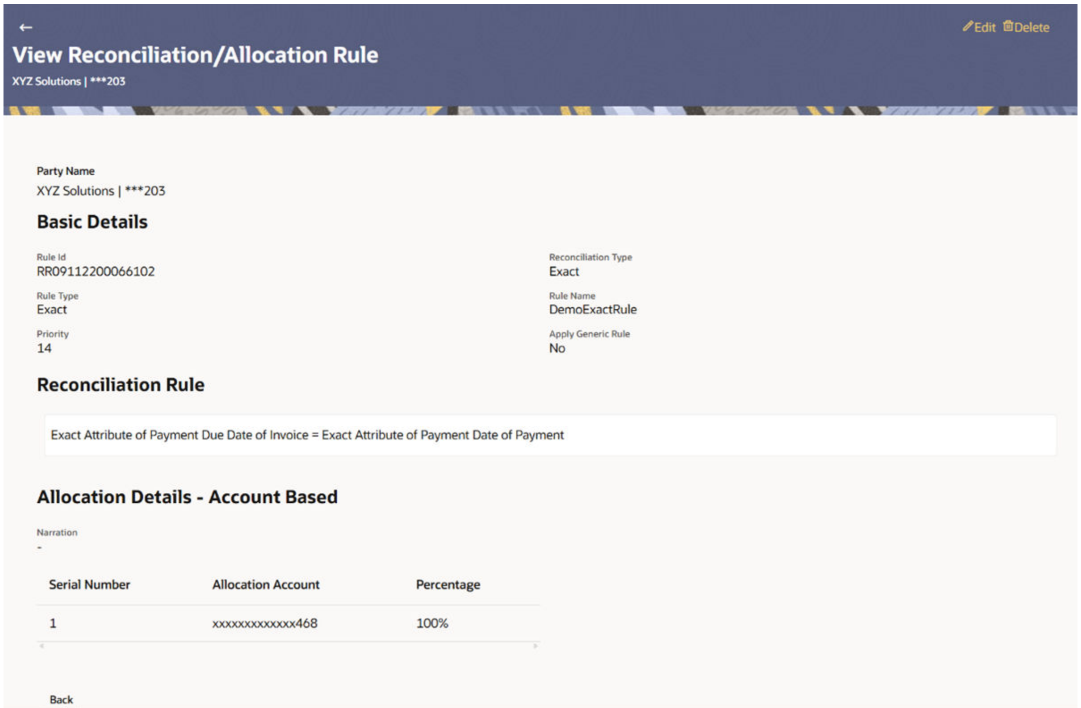
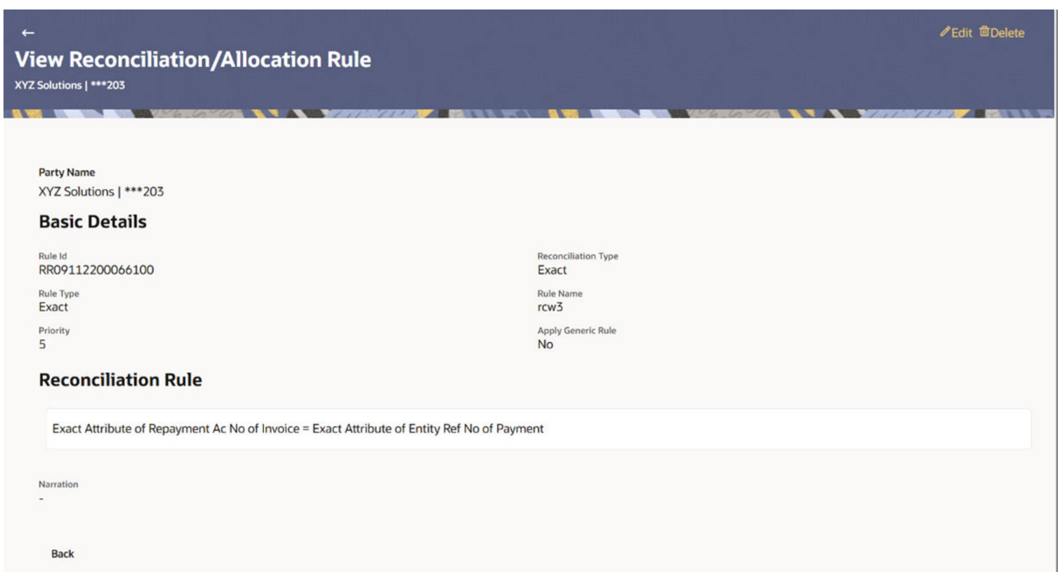


Figure 8-35 View Reconciliation Rule – Exact – Corporate Based



3. Click the **Rule Id** of a record with **Rule Type** as **Generic**.

   The **View Reconciliation Rules** screen with details of **Generic Rule Type**appears.

Figure 8-36 View Reconciliation Rule – Generic

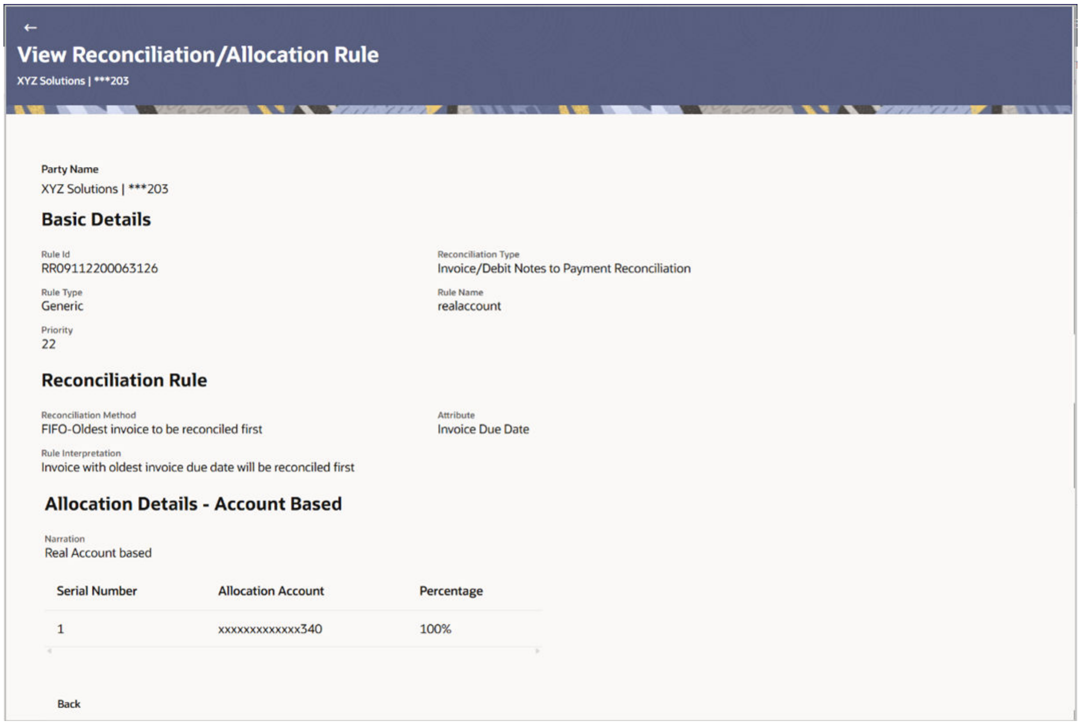


Table 8-16 View Reconciliation Rule – Generic - Field Description

Field Name	Description
Party Name	Displays the name of the logged-in corporate party.
Basic Details	This section displays the basic details.
Rule Id	Displays the rule ID of the reconciliation rule.
Reconciliation Type	Displays the type of payment the reconciliation rule has been created for.
Rule Type	Displays whether the rule is generic or exact.
Rule Name	Displays the name of the rule.
Priority	Displays the priority of the rule. If a payment meets the criteria of more than one rule, then the rule with the higher priority (1 being highest) is applied.
Apply Generic Rule	Displays whether apply generic rule is selected as ‘yes’ or ‘no’. 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.
Reconciliation Rule	For an Exact rule, this section displays the rule that has been defined. The rule can be a combination of single sided conditions or double sided conditions or both. The conditions are clubbed together either by the AND or the OR relational operator. A single sided condition includes a single attribute of either payment or expected-cash-flow/invoice entity compared to a specific value using logical operators; whereas a double sided condition includes both cash-flow/ invoice and payment attributes with operator conditions along with the specific patterns on their respective matching attributes.
Narration	Displays the narration.
Reconciliation Rule	For a Generic rule, the following fields appear.

Table 8-16 (Cont.) View Reconciliation Rule – Generic - Field Description

Field Name	Description
Reconciliation Method	Displays the method employed for reconciliation. The options can be: • **LIFO – Latest invoice/cash flow to be reconciled first** • **FIFO – Oldest invoice/cash flow to be reconciled first** • **LAFO – Lowest amount to be reconciled first** • **HAFO – Highest amount to be reconciled first**
Attributes	Displays the attribute on which the reconciliation method will be applied. • If the reconciliation criteria is either LIFO or FIFO, then a date-specific attribute is present in this field. • If the reconciliation criteria is either LAFO or HAFO, then an amount-specific attribute is present in this field.
Rule Interpretation	Displays the interpretation of the reconciliation method applicable.
Account Based Allocation	This section appears if **Account Based** option has been selected in the **Allocation Basis** field.
Serial Number	Displays the serial number of the allocation account.
Allocation Account	Displays the virtual account that has been selected for allocation.
Percentage	Displays the percentage of payment allocated.
Attribute Based Allocation	This section appears if the **Attribute Based** option has been selected for allocation..
Serial Number	Displays the serial number of the entity and attribute combination.
Allocation Entity and Attributes	Displays the entity and their respective attributes that have been selected for allocation.
Percentage	Displays the percentage of payment allocated.

4. From the **View Reconciliation Rule** (details) screen, you can do the following:
   - Edit the reconciliation rule, by clicking **Edit**.
   - Delete the reconciliation rule, by clicking **Delete**.
   - Go back to the **View Reconciliation Rules** screen, which displays a list of existing reconciliation rules, by clicking **Back**.

8.4.2 Edit Reconciliation Rule

This topic provides systematic instructions to edit a reconciliation / allocation rule.

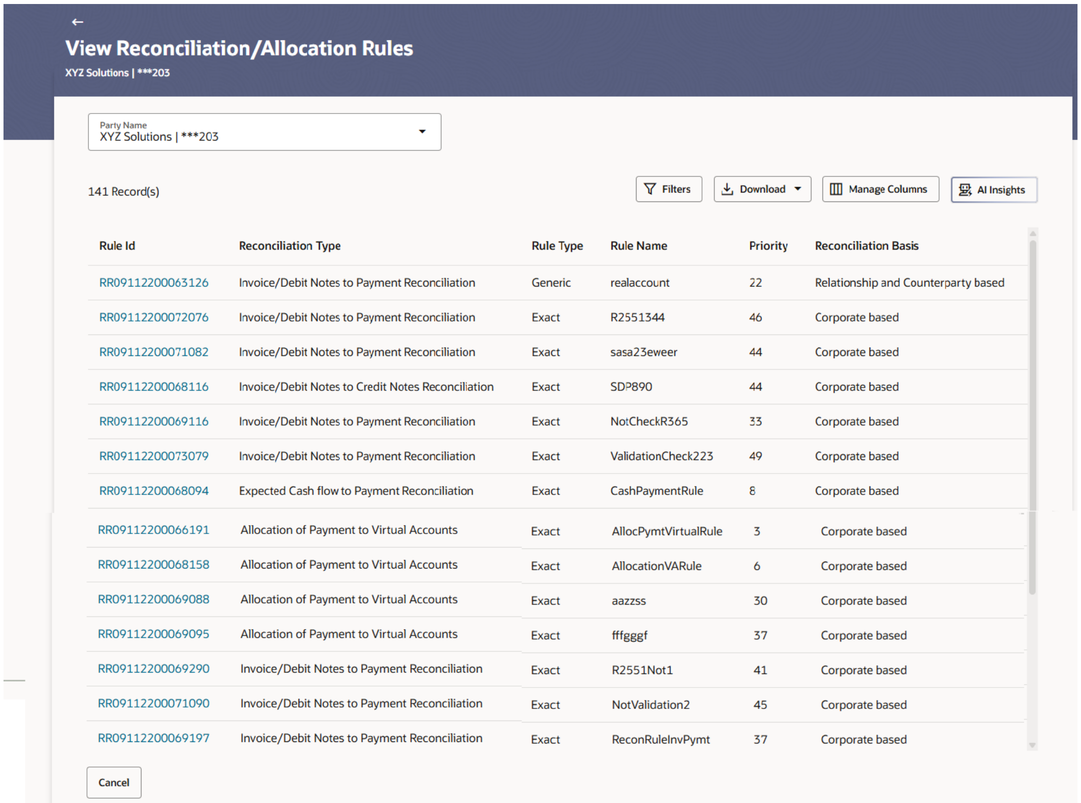
User must have valid corporate login credentials.

To edit a reconciliation rule:

1. From the **Dashboard**, click the **Toggle Menu**, then click **Receivables/Payables**, **Reconciliation**, and **View/Edit Reconciliation/Allocation Rule**.

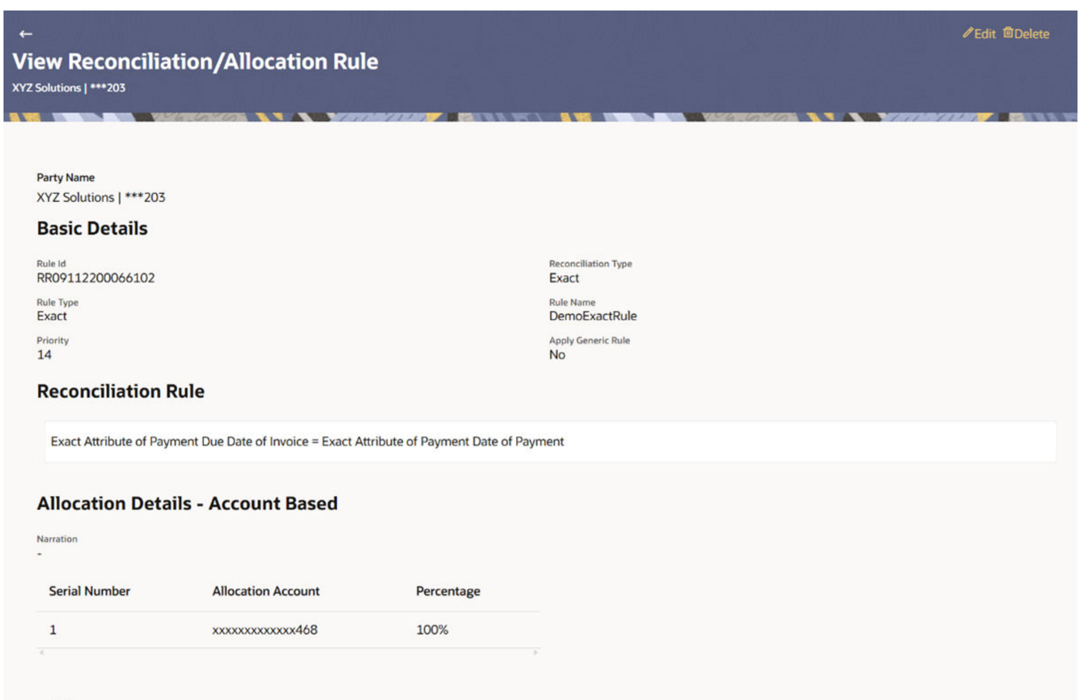
   The **View Reconciliation/ Allocation Rules** screen appears.

Figure 8-37 View Reconciliation/ Allocation Rules



2. Click the **Rule Id** link of the rule to be viewed/edited. The **View Reconciliation Rule** (details) screen appears. Or, click **Cancel** to cancel the transaction.

Figure 8-38 View Reconciliation Rule (details)



3. Click the **Edit** link to edit the reconciliation rule. The **Edit Reconciliation Rule** screen appears. Or, click **Back** to go to the previous screen.

Figure 8-39 Edit Reconciliation Rule – Generic Rule

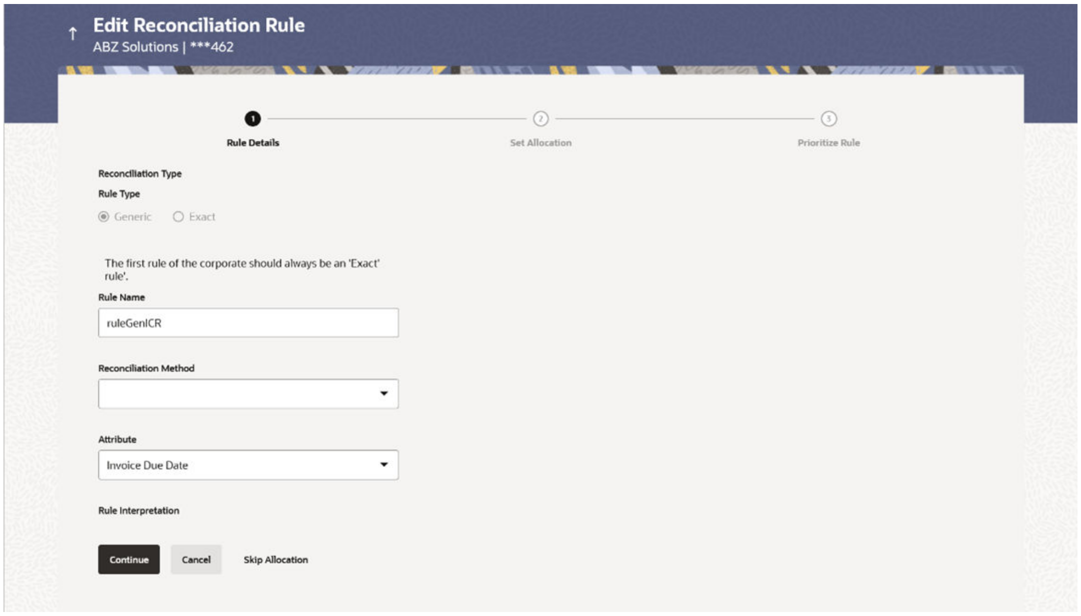


Figure 8-40   Edit Reconciliation Rule – Exact Rule

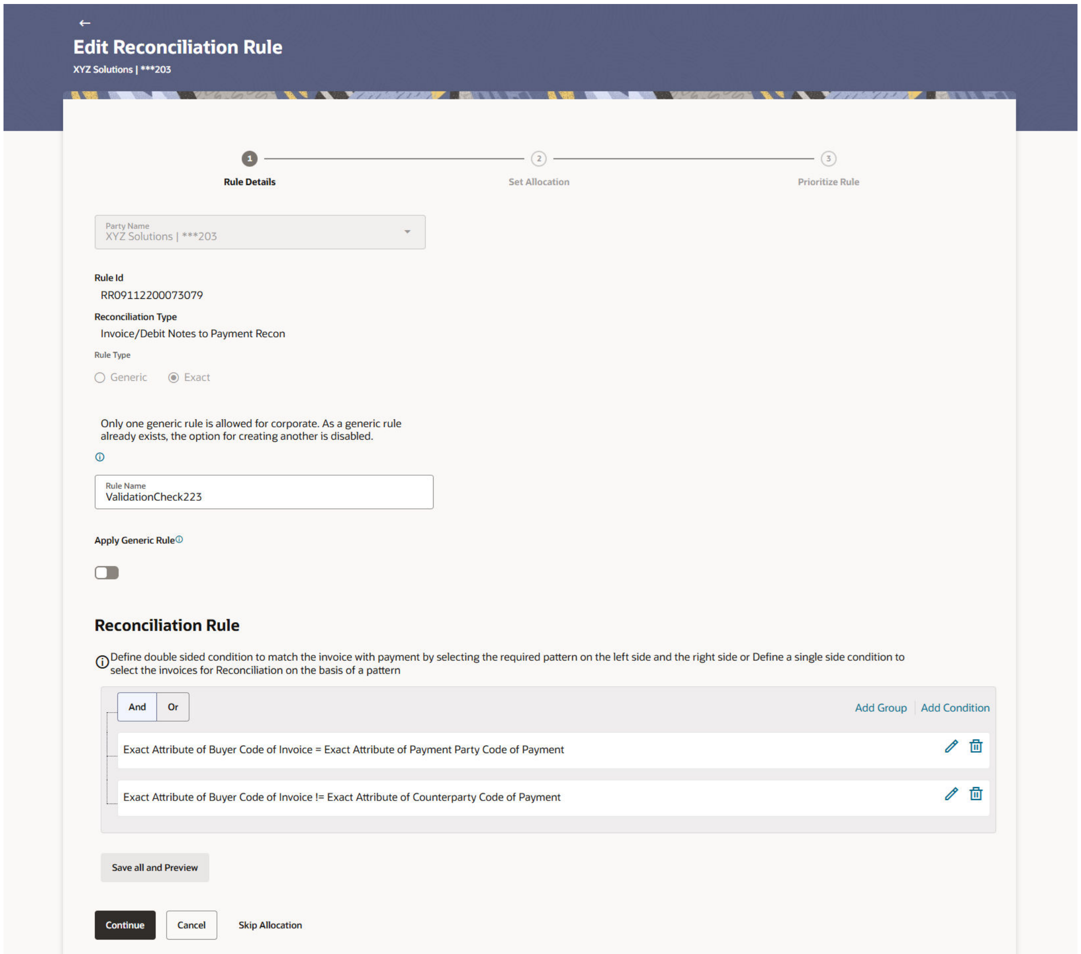


Table 8-17   Edit Reconciliation Rule - Field Description

Field Name	Description
Party Name	Displays the name of the logged-in corporate party.
Rule Details (train stop)	This section displays Rule details related fields.
Rule Id	Displays the unique ID assigned that is automatically assigned to the rule during creation. This field is not editable.
Reconciliation Type	Displays whether the reconciliation is for invoices and payments, or expected cash-flows and payments. This field is not editable.
Rule Type	Displays whether the rule is a generic or an exact one. This field is not editable.
Rule Name	Indicates the name of the rule. This field is editable.

Table 8-17 (Cont.) Edit Reconciliation Rule - Field Description

Field Name	Description
Reconciliation Method	Indicates how the rule is applied to the invoice/cash-flow records for reconciliation. This field is displayed only for **Generic** rule type. It is editable. The options are: • **FIFO – Oldest invoice/cash-flow to be reconciled first** • **LIFO – Latest invoice/cash-flow to be reconciled first** • **HAFO – Invoice/Cash-flow with highest amount to be reconciled first** • **LAFO – Invoice/Cash-flow with lowest amount to be reconciled first**
Attribute	Indicates the attribute used for applying the reconciliation method. This field is displayed only for **Generic** rule type. It is editable. For Invoice and Payments reconciliation: • For FIFO and LIFO, the options are: Invoice Date; Invoice Due Date. • For HAFO and LAFO, the options are: Invoice Amount; Outstanding Invoice Amount. For Cash Flow and Payments reconciliation: • For FIFO and LIFO, the options are: Expected Date; Revised Expected Date. • For HAFO and LAFO, the option is: Amount.
Rule Interpretation	Displays the rule that is set, based on the options you select in the **Reconciliation Method** and **Attribute** fields. This field is displayed only for **Generic** rule type.
Reconciliation Rule	This section appears only for **Exact** rule type. It displays the conditions that have been set during creation. The entire section is editable.
Add Condition	Indicates an option to add a condition for Exact reconciliation.
Add Group	Indicates an option to add a group of conditions that are clubbed together by logical operators 'AND' or 'OR'.
AND / OR	Indicates the logical operator to be used for clubbing the conditions for creating the Exact reconciliation rule.
Single-Sided Condition	You can create single-sided conditions by selecting a specific entity (Invoice/ Cash-Flow or Payment) and then comparing an attribute of this entity with a specific value. The following fields appear for a single sided condition.
Select Entity	Select the required entity for building the condition.
Select Attribute	Select the attribute of the entity to be compared.
Select Pattern	Select the relational operator or pattern to be used for comparison.
Value	Specify the value that the attribute is to be compared with. The options available are: • **=** • **<** • **>** • != • **Starts with** • **Ends with**
Match Case	Select the toggle to match the value with case sensitive.

Table 8-17 (Cont.) Edit Reconciliation Rule - Field Description

Field Name	Description
Double-Sided Condition	You can create double-sided conditions by comparing an attribute of one entity with a relevant attribute of the other entity. For example, for the Invoice and Payment double-sided condition, the Net Invoice Amount can be compared with the Payment Amount. The following fields appear for a double-sided condition.
Entities	Select the entities combination for creating the double-sided condition.
Select Pattern	Select the pattern to be used for the attribute (of the first entity) to be compared. The options available are: • **Exact Attribute** • **Text Between Two Positions** – On selecting this option, two fields appear where you can enter the position (numerical values). The attribute text between these positions is used for comparison. • **Likewise Match** - On selecting this option, the relational operator defaults to **Contains In** and Left Hand Side pattern will be defaulted to **Likewise Match**.
Select Attribute	Select the attribute of the first entity to be compared.
Relational Operator	Select the relational operator to be used for comparison.
Select Pattern	Select the pattern to be used for the attribute (of the second entity) to be compared. The options available are: • **Exact Attribute** • **Text Between Two Positions** – On selecting this option, two fields appear where you can enter the position (numerical values). The attribute text between these positions is used for comparison. • **Likewise Match** - On selecting this option, the relational operator defaults to **Contains In** and Left Hand Side pattern will be defaulted to **Likewise Match**
Select Attribute	Select the attribute of the second entity to be compared.
Match Case	Select the toggle to match the value with case sensitive.
Save all and Preview	Click this link to save and preview all added conditions.

4. Modify the required details in the **Rule Details** step.
5. Click **Continue** to go to the **Set Allocation** step. Or, do one of the following:
   - Click **Cancel** to cancel the transaction.
   - Click **Skip Allocation** to skip the **Set Allocation** train stop and move to the **Prioritize Rule** train stop.

Figure 8-41 Edit Reconciliation Rule – Set Allocation step – Attribute Based

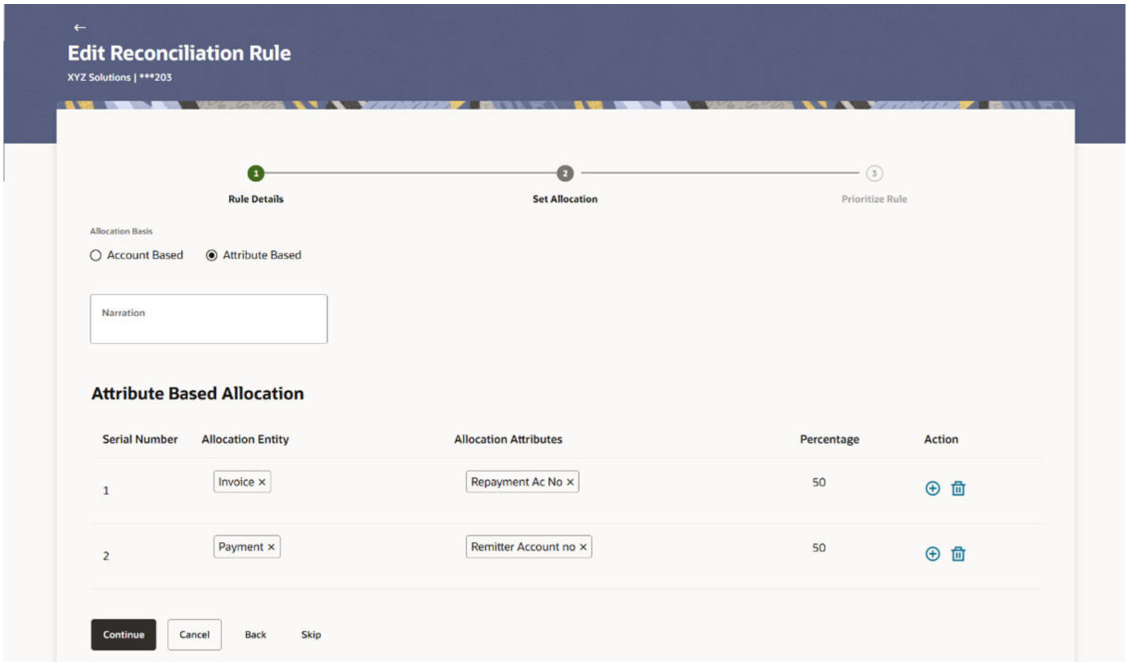


Figure 8-42 Edit Reconciliation Rule – Set Allocation step – Account Based

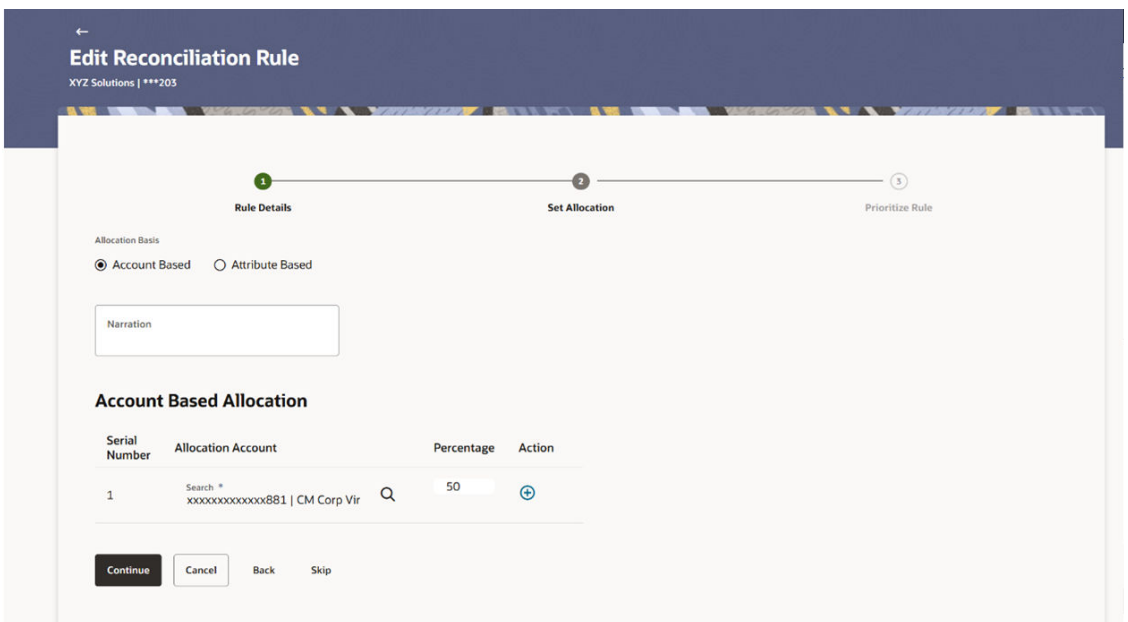


Table 8-18 Edit Reconciliation Rule - Set Allocation - Field Description

Field Name	Description
Party Name	Displays the name of the logged-in corporate party.

Table 8-18 (Cont.) Edit Reconciliation Rule - Set Allocation - Field Description

Field Name	Description
Set Allocation	In this step, you can set the percentages to be allocated to specific virtual accounts. You must ensure that the sum of the allocated percentages should be 100.
Allocation Basis	Select whether the allocation should be virtual accounts-based or attributes-based. • If you select the **Account Based** option, then you can directly set the virtual accounts for allocation. • If you select the **Attribute Based** option, then you can set attributes for allocation. The virtual accounts that are mapped to these attributes will be used for allocation.
Narration	Specify the narration text.
Account Based Allocation	This section appears if you have selected the **Account Based** option in the **Allocation Basis** field.
Serial Number	Displays the serial number of the allocation account.
Allocation Account	Select a virtual account to assign an allocation percentage.
Percentage	Specify the percentage of payment to be allocated to the virtual account.
Action	Click to add further virtual accounts. Or click to delete an added account.
Attribute Based Allocation	This section appears if you select the **Attribute Based** option in the **Allocation Basis** field. This option can be used to allocate specific percentages of the payment towards specific attributes. The amount corresponding to the payment percentage set, is allocated to the virtual accounts mapped to these attributes.
Serial Number	Displays the serial number of the attribute.
Allocation Entity	Select the entity whose attribute should be considered for setting an allocation percentage.
Allocation Attributes	Select the attribute for which the allocation percentage should be set.
Percentage	Enter the percentage of payment to be allocated to the attribute.
Action	Click to add further attributes. Or click to delete an added attribute.

6. Modify the allocation details if required.
7. Click **Continue** to go to the **Prioritize Rule** step. Or, do one of the following:
   - Click **Cancel** to cancel the transaction.
   - Click **Back** to go to the previous screen.
   - Click **Skip** to skip modifying the allocation and to move to the **Prioritize Rule** train stop.

Figure 8-43 Edit Reconciliation Rule – Prioritize Rule step

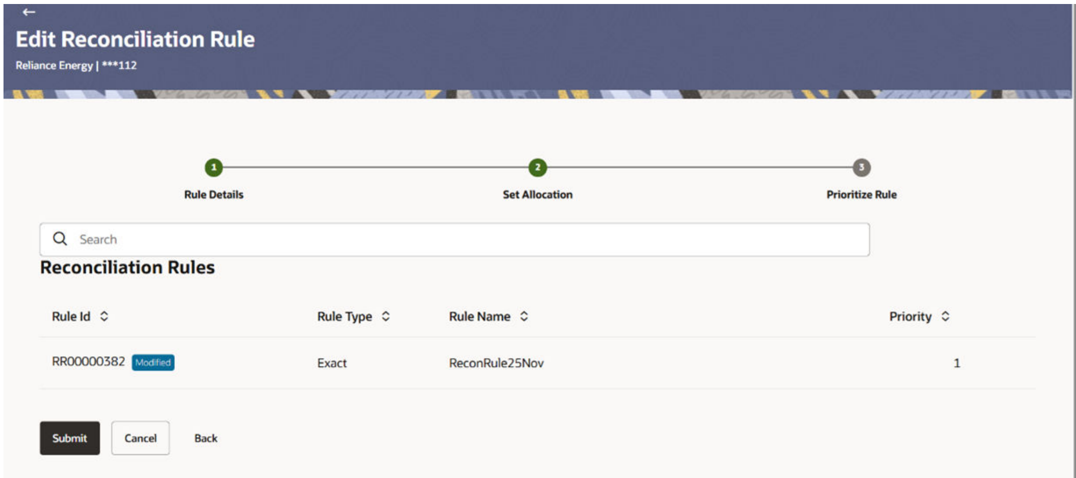


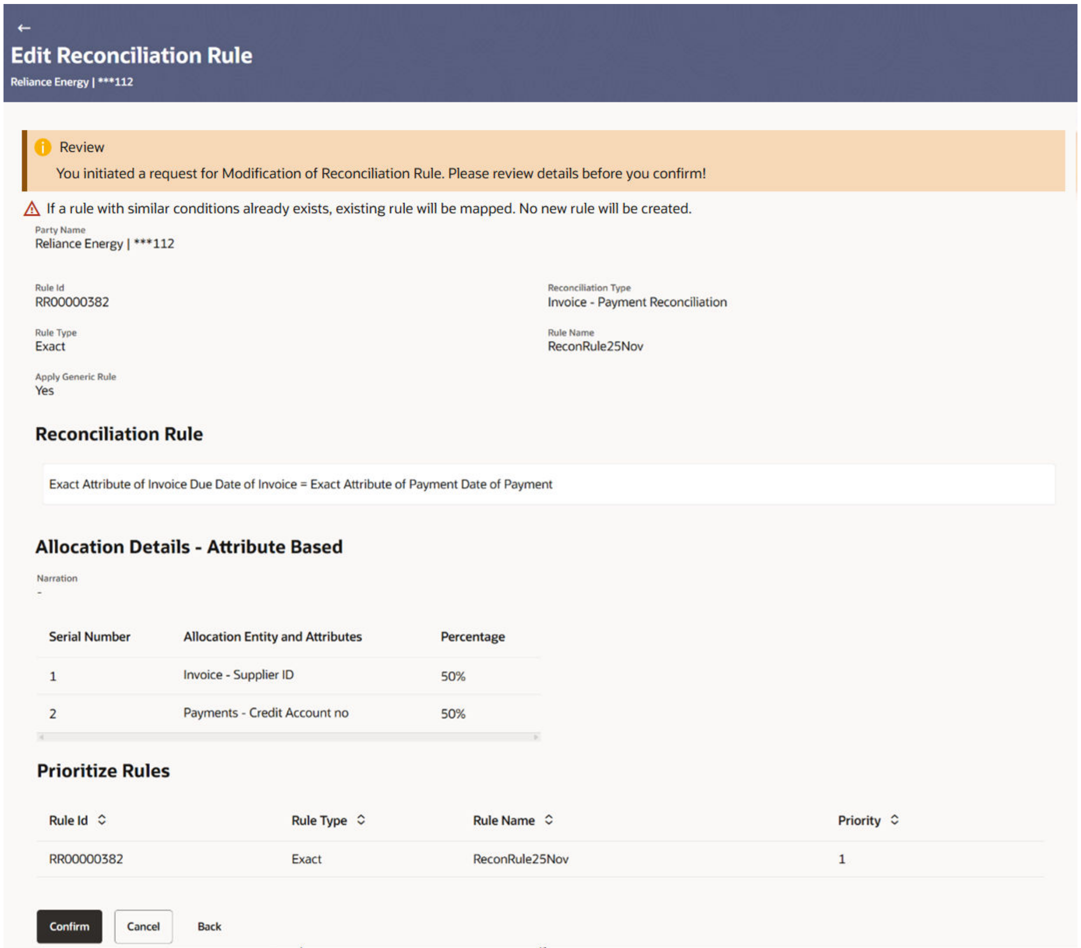
Table 8-19 Edit Reconciliation Rule – Prioritize Rule Field Description

Field Name	Description
Party Name	Displays the name and ID of the logged-in corporate party.
Prioritize Rule	This section displays Prioritize Rule details related fields. A list of existing rules for the same set of conditions is displayed. You can set the priority on the rule being created. You can also modify the priority on an existing rule.
Reconciliation Rules	This section displays the reconciliation rules.
Search	Indicates an option to search for a specific reconciliation rule.
Rule Id	Displays the unique rule ID that has been assigned to the rule. Except for the rule being edited, all other IDs are hyperlinks, which when clicked display the rule details in an overlay window. For more information, refer the **Recon Rule overlay window** section below. The keyword “Current” is displayed beside the rule being edited. The keyword “Modified” is displayed beside any rule whose priority has been changed.
Rule Type	Displays whether the rule is a generic or an exact one.
Rule Name	Displays the name assigned to the rule.
Priority	Indicates the priority assigned to the rule. **Note** For the rule being edited, you can modify the priority. For other existing rules, click to edit and modify the priority, if required.

8. Modify the priority of the rules, if required.
9. Click **Submit** to submit the transaction. The Review screen appears. Or, do one of the following:
   - Click **Cancel** to cancel the transaction.

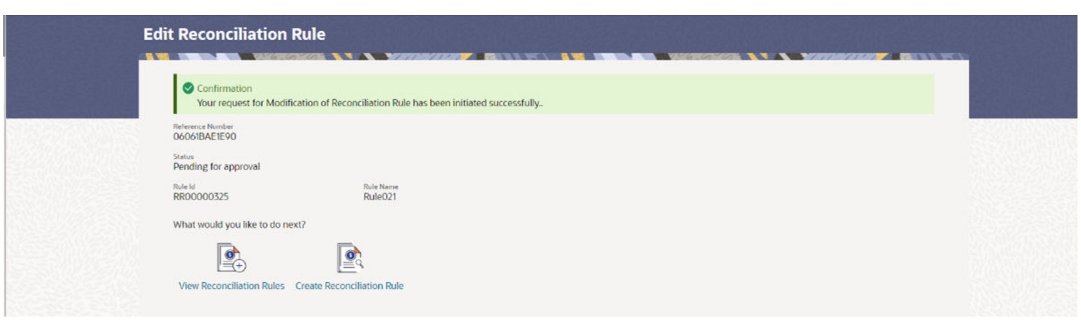
- Click **Back** to go to the previous screen.

Figure 8-44 Edit Reconciliation Rule – Review Screen



10. In the Review screen, verify the details and click **Confirm**. A confirmation message appears with the reference number and status of the transaction. Or, do one of the following:
    - Click **Cancel** to cancel the transaction.
    - Click **Back** to go to the previous screen.

Figure 8-45 Edit Reconciliation Rule – Confirmation Screen



11. In the confirmation screen, click the **View Reconciliation Rules** link to view the existing rules. Or, click the **Create Reconciliation Rule** link to create a new rule.

- [Recon Rule overlay window](#)
  This topic provides systematic instructions to view the recon rule details. This window appears when you click the Rule Id link in the Prioritize Rule step when creating a reconciliation rule.

8.4.2.1 Recon Rule overlay window

This topic provides systematic instructions to view the recon rule details. This window appears when you click the Rule Id link in the Prioritize Rule step when creating a reconciliation rule.

Figure 8-46 Recon Rule overlay window

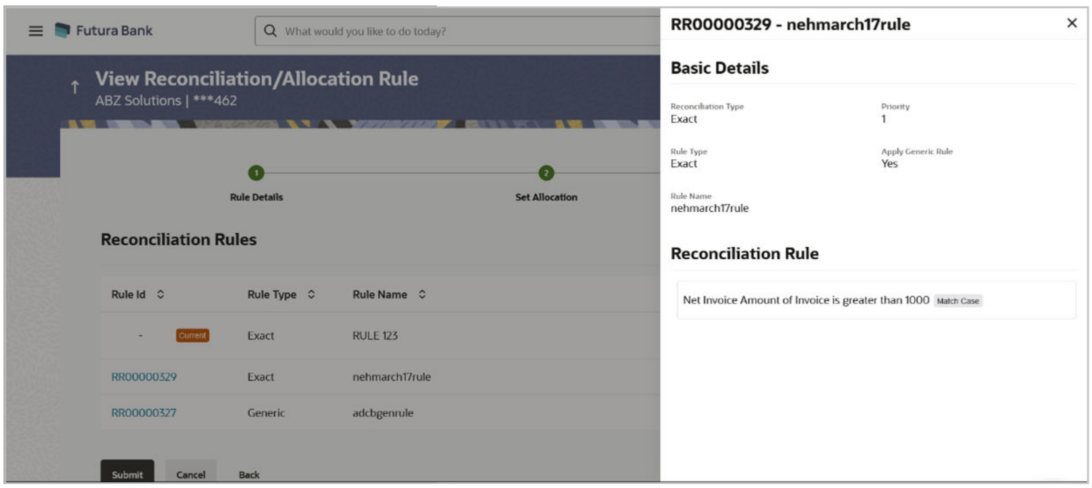


Table 8-20 Recon Rule overlay window - Field Description

Field Name	Description
Rule ID and Rule Name	Displays the rule ID and name at the top of the overlay window.
Basic Details	This section displays the Basic Details.
Reconciliation Type	Displays whether the reconciliation is for invoices/debit notes and payments/credit notes, or expected cashflows and payments.
Priority	Displays the priority assigned to the rule.
Rule Type	Displays whether the rule is **Exact** or **Generic**.
Apply Generic Rule	Displays **Yes** if generic rule application is enabled, and **No**, otherwise.
Rule Name	Displays the name of the rule.
Reconciliation Rule	This section displays the entire rule that has been configured.
Allocation Details – Account Based	This section is displayed if account-based allocation has been selected for the rule.
Serial Number	Displays the serial number of the allocation.
Allocation Account	Displays the masked account number of the allocation.
Percentage	Displays the percentage allotted to the allocation account.
Allocation Details – Attribute Based	This section is displayed if attribute-based allocation has been selected for the rule.
Serial Number	Displays the serial number of the allocation.

Table 8-20 (Cont.) Recon Rule overlay window - Field Description

Field Name	Description
Allocation Entity and Attributes	Displays the entity and the selected attribute of the allocation.
Percentage	Displays the percentage allotted for the allocation.

8.4.3 View/Edit Allocation Rule

This topic provides systematic instructions to view and edit the Allocation Rule.

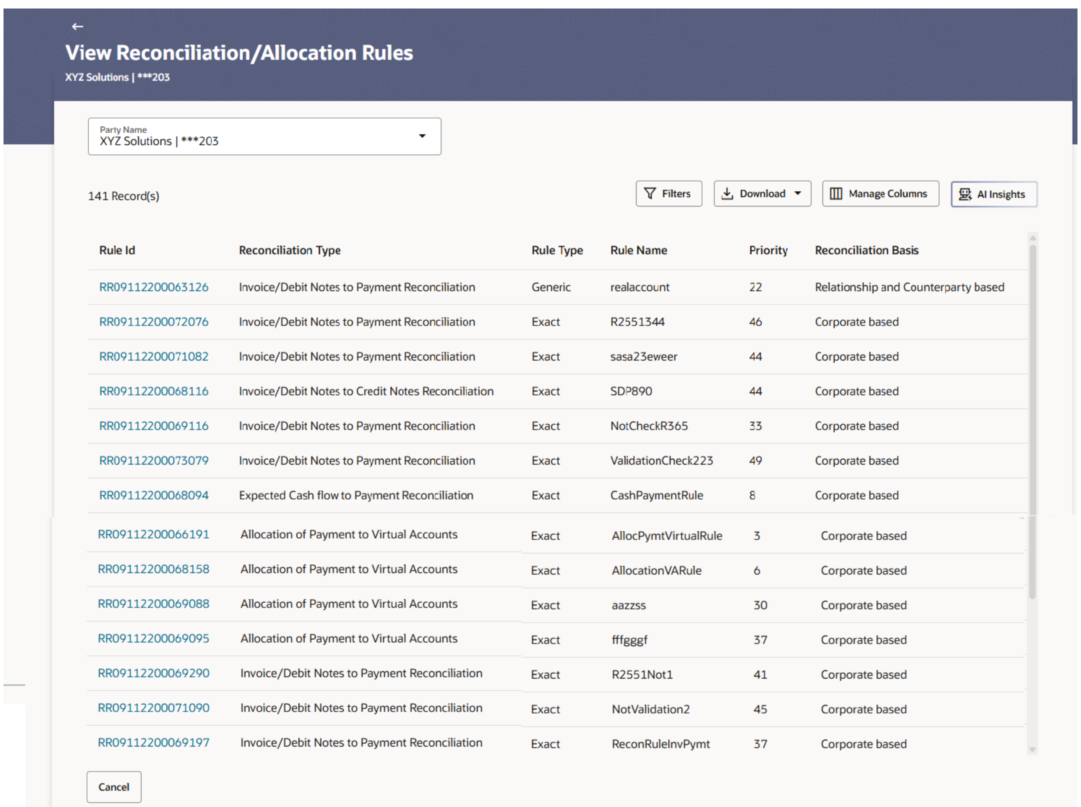
User must have valid corporate login credentials.

To view/edit an allocation rule:

1. From the **Dashboard**, click the **Toggle Menu**, then click **Receivables/Payables**, **Reconciliation**, and **View/Edit Reconciliation/Allocation Rule**.

   The **View Reconciliation Rule** screen appears.

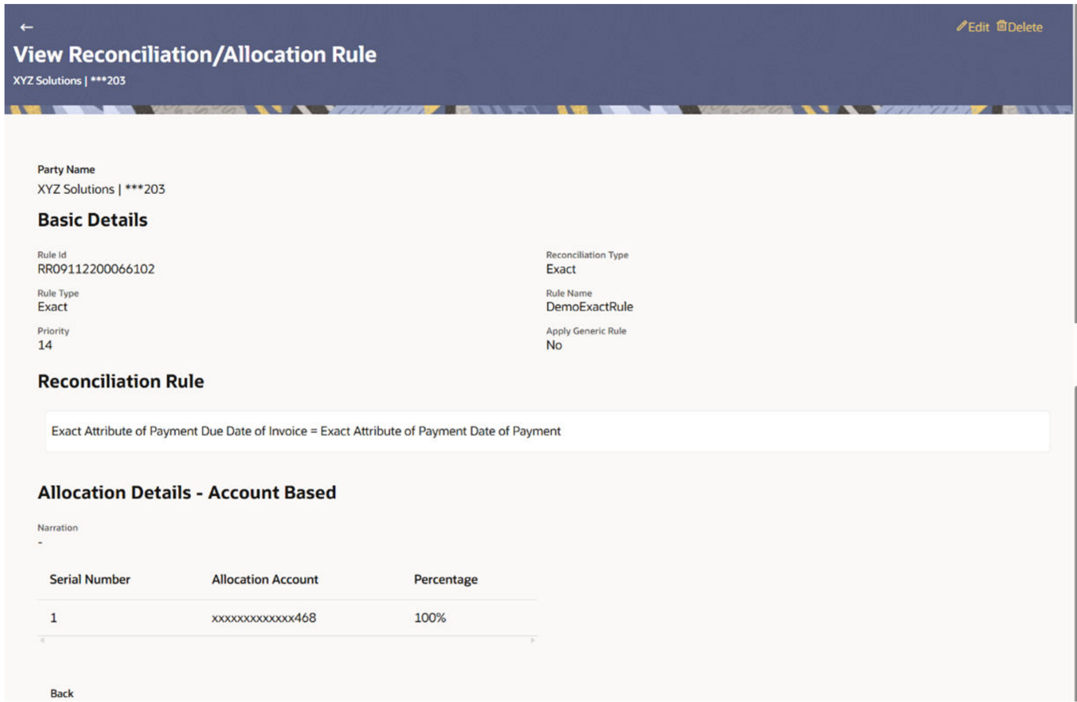
   Figure 8-47 View Reconciliation Rules

2. Click the **Rule Id** of the required allocation rule.

   The **View Reconciliation Rule** screen appears.

Figure 8-48 View Reconciliation Rule



3. Click **Edit**. For a system-defined rule, an alert message pops up. For a corporate-defined rule, the **Edit Allocation Rule** screen appears. Or, click **Back** to go to the previous screen.

Figure 8-49 Create Allocation Rule (appears when editing a system-defined rule)

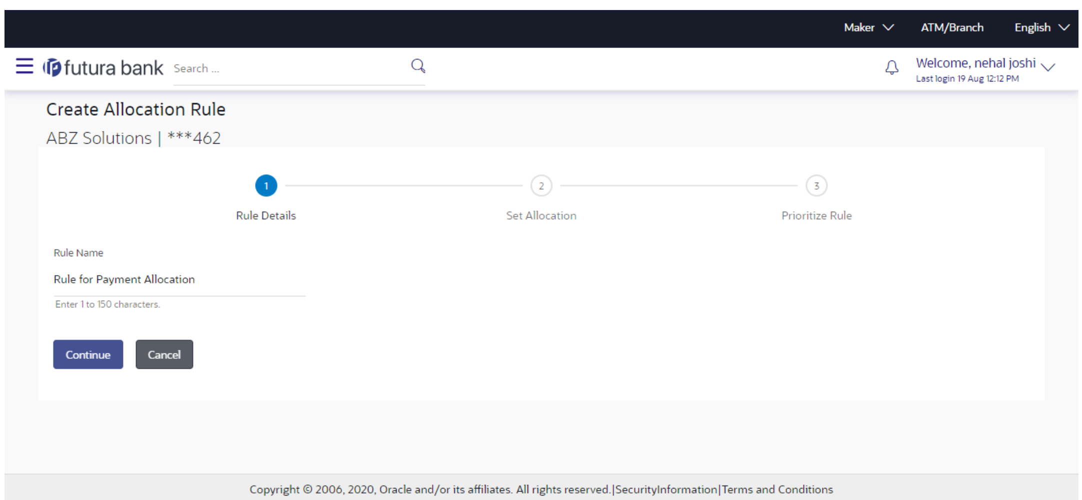


Figure 8-50 Edit Allocation Rule (appears when editing a corporate-defined rule)

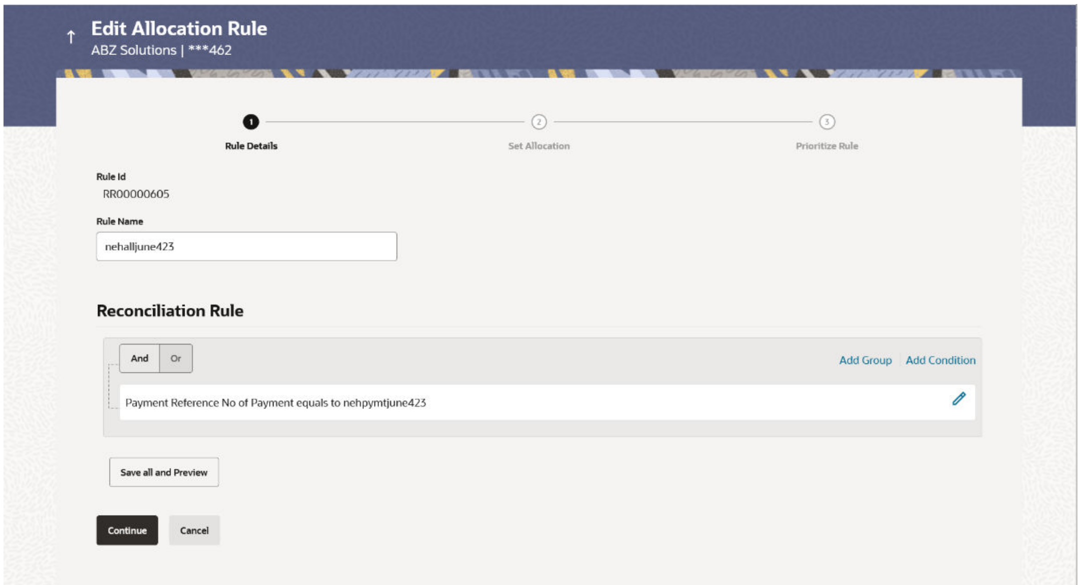


Table 8-21 Edit Allocation Rule - Field Description

Field Name	Description
Party Name	Displays the name of the logged-in corporate party.
Rule Details	This section displays Rule details related fields.
Rule Id	Displays the unique ID assigned to the rule during creation. This field in not editable.
Rule Name	Indicates the name assigned to the rule. This field is editable.
Reconciliation Rule	This section displays the conditions that have been set during creation. It is fully editable.
Add Condition	Indicates an option to add a condition for allocation.
Add Group	Indicates an option to add a group of conditions that are clubbed together by logical operator 'AND' or 'OR'.
AND / OR	Indicates the logical operator to be used for clubbing the conditions for creating the allocation rule.
Select Attribute	Select the attribute of the payment to be compared.
Match the payment by	Select the relational operator or pattern to be used for matching the payment.
Value	Specify the value that the attribute is to be compared with. The options available are: • = • < • > • != • **Starts with** • **Ends with**
Save all and Preview	Click this link to save and preview all added conditions.

4. In the **Rule Name** field, enter the name to be assigned to the rule.
5. In the **Reconciliation Rule** section, build the condition(s) as per requirement:

a. Select the attribute to be used for comparing.
b. Select the appropriate relational operator or pattern for comparing, from the **Match the payment by** list.
c. Enter the value to compare the attribute value with.
d. Once a condition is defined, click to save it.
e. You can define similar individual conditions or a group of conditions by clicking **Add Condition** or **Add Group**, and binding them together using the ‘AND’ or ‘OR’ logical operator.
f. Once all conditions are defined, click **Save all and Preview** to save and preview all added conditions.

> **Note**
>
> Once a condition is added and saved, click to edit it, or click to delete it.

6. Click **Continue** to go to the **Set Allocation** step. Or, click **Cancel** to cancel the transaction.

Figure 8-51 Set Allocation – Account Based

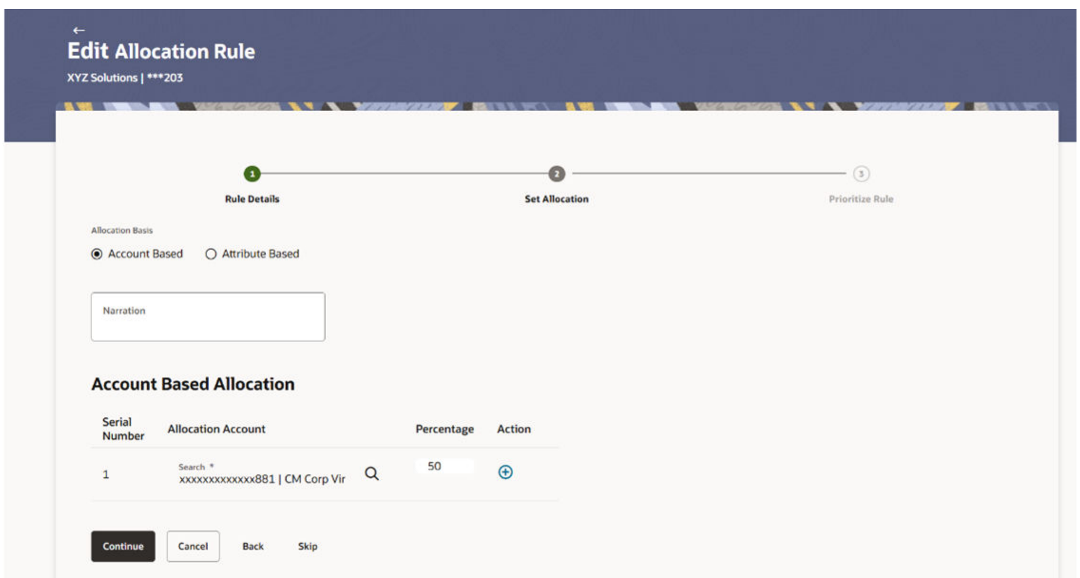


Figure 8-52 Set Allocation – Attribute Based

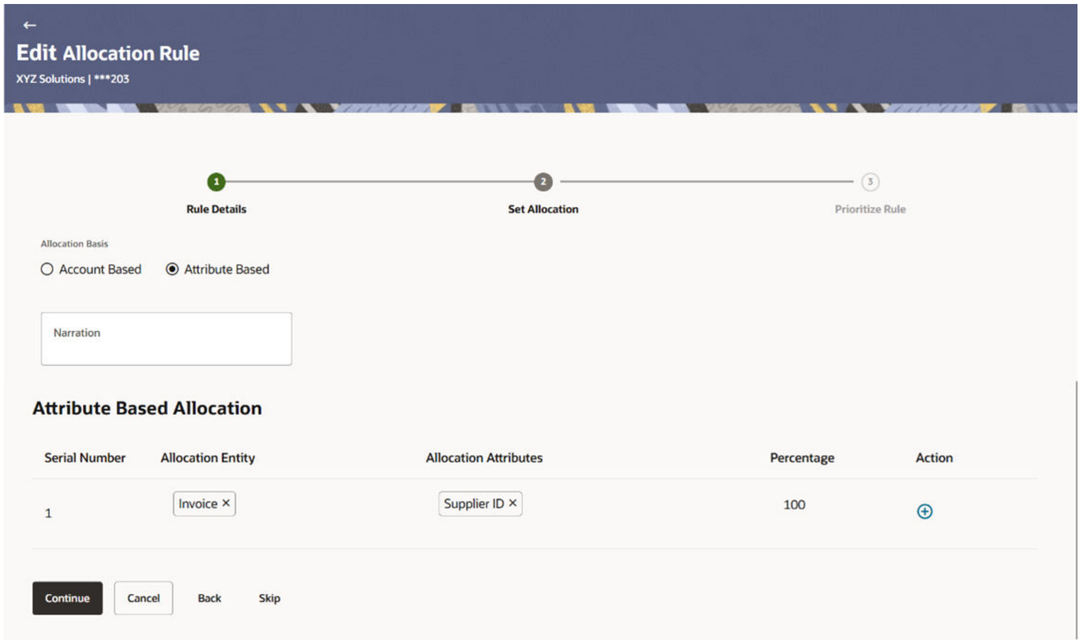


Table 8-22 Edit Allocation Rule - Set Allocation - Field Description

Field Name	Description
Party Name	Displays the name of the logged-in corporate party.
Set Allocation	In this step, you can modify the percentages that have been allocated either to specific virtual accounts, or towards specific payment attributes. You must ensure that the sum of the allocated percentages should be 100. This section is fully editable.
Allocation Basis	Select whether the allocation should be virtual accounts-based or attributes-based.
Narration	Specify the narration text.
Account Based Allocation	This section appears if you have selected the **Account Based** option in the **Allocation Basis** field.
Serial Number	Displays the serial number of the allocation account.
Allocation Account	Select a virtual account to assign an allocation percentage.
Percentage	Specify the percentage of payment to be allocated to the virtual account.
Action	Click to add further virtual accounts. Or click to delete an added account.
Attribute Based Allocation	This section appears if you select the **Attribute Based** option in the **Allocation Basis** field. This option can be used to allocate specific percentages of the payment towards specific payment attributes (such as credit account number, remitter account number, payment party ID, and so on), which are mapped to specific virtual accounts.
Serial Number	Displays the serial number of the attribute.
Allocation Entity	Displays 'Payment' by default.
Allocation Attributes	Select the attribute for which the allocation percentage should be set.
Percentage	Select the percentage of payment to be allocated to the attribute.

Table 8-22 (Cont.) Edit Allocation Rule - Set Allocation - Field Description

Field Name	Description
Action	Click to add further attributes. Or click to delete an added attribute.

7. Once the allocation details are set, click **Continue** to go to the **Prioritize Rule** step. Or, do one of the following:
   - Click **Cancel** to cancel the transaction.
   - Click **Back** to go back to the previous screen.

Figure 8-53 Prioritize Rule

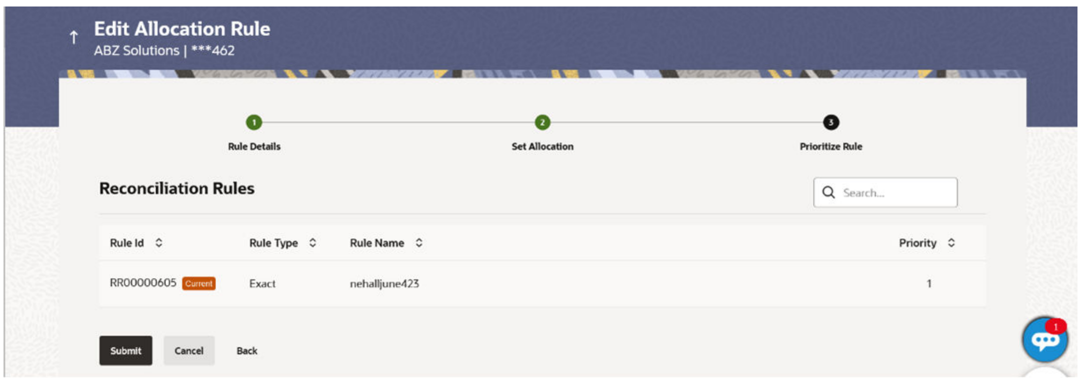


Table 8-23 Edit Allocation Rule - Prioritize Rule - Field Description

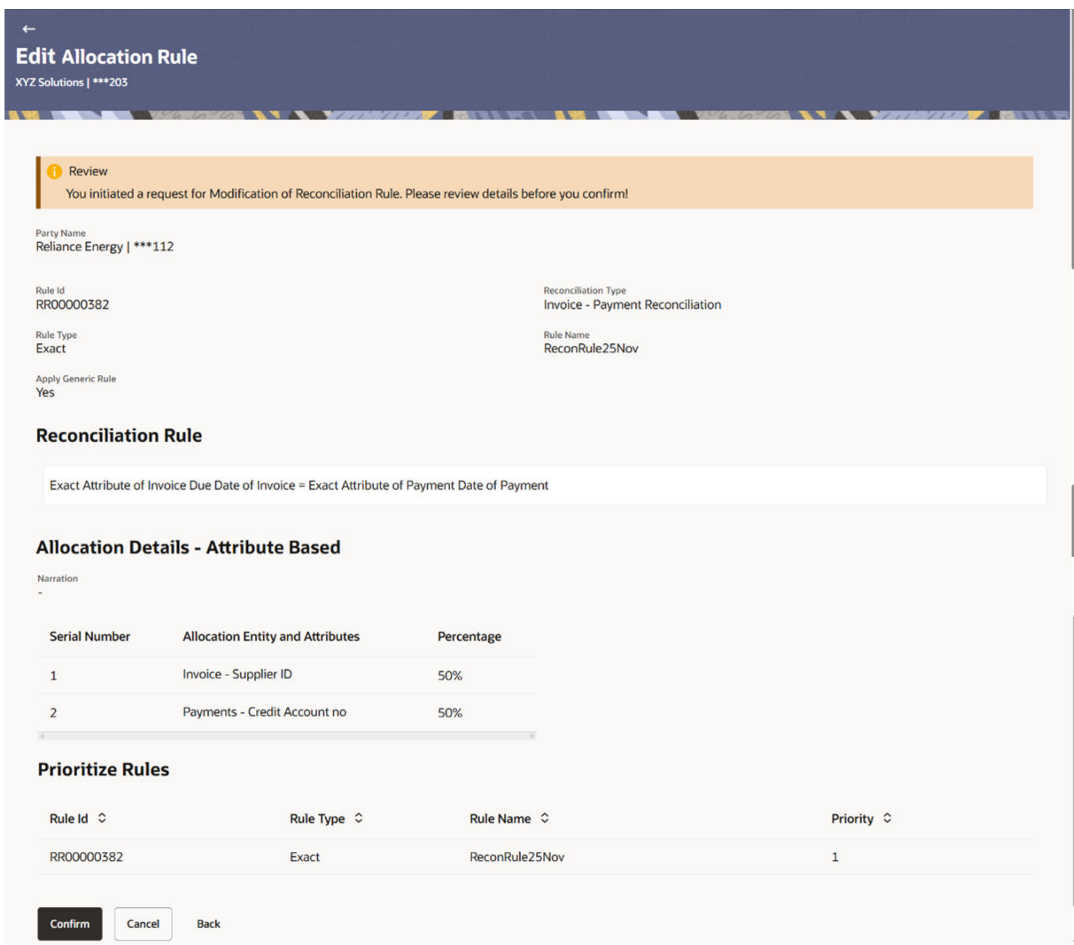
Field Name	Description
Party Name	Displays the name and ID of the logged-in corporate party.
Prioritize Rule	This section displays Prioritize Rule details related fields. A list of existing rules for the same set of conditions is displayed. You can set the priority on the rule being created. You can also modify the priority on an existing rule.
Search	Indicates an option to search for a specific rule.
Reconciliation Rules	This section displays the reconciliation rules.
Rule Id	Displays the unique rule ID that has been assigned to the rule. Except for the rule being edited, all other IDs are hyperlinks, which when clicked display the rule details in an overlay window. For more information, refer the **Allocation Rule overlay window** section below. The keyword **Current** is displayed beside the rule being edited. The keyword **Modified** is displayed beside any rule whose priority has been changed.
Rule Type	Displays **Exact** by default.
Rule Name	Displays the name assigned to the rule.

Table 8-23 (Cont.) Edit Allocation Rule - Prioritize Rule - Field Description

Field Name	Description
Priority	Indicates the priority assigned to the rule. **Note:** For the rule being edited, you can modify the priority. For other existing rules, click to edit and modify the priority, if required.

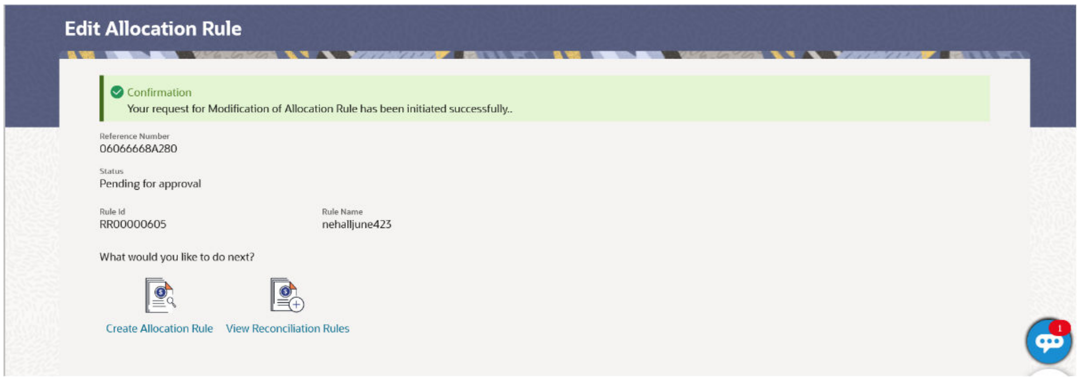
8. In the **Prioritize Rule** step, enter the priority to be set against the rule being modified, under the **Priority** column. You can also modify the priority of other existing rules, if required.
9. Click **Submit** to submit the transaction. The Review screen appears. Or, do one of the following:
   - Click **Cancel** to cancel the transaction.
   - Click **Back** to go back to the previous screen.

Figure 8-54 Edit Allocation Rule - Review Screen



10. In the Review screen, verify the details and click **Confirm**. A confirmation message appears, with the reference number of the transaction and its status. Or, do one of the following:
    - Click **Cancel** to cancel the transaction.
    - Click **Back** to go back to the previous screen.

Figure 8-55 Edit Allocation Rule – Confirmation



11. In the confirmation screen, click the **View Reconciliation Rules** link to view the existing reconciliation/allocation rules. Or, click the **Create Allocation Rule** link to create another allocation rule.

- Allocation Rule overlay window
  This window appears when you click the Rule Id link in the Prioritize Rule step when creating an allocation rule.

8.4.3.1 Allocation Rule overlay window

This window appears when you click the Rule Id link in the Prioritize Rule step when creating an allocation rule.

Figure 8-56 Allocation Rule overlay window

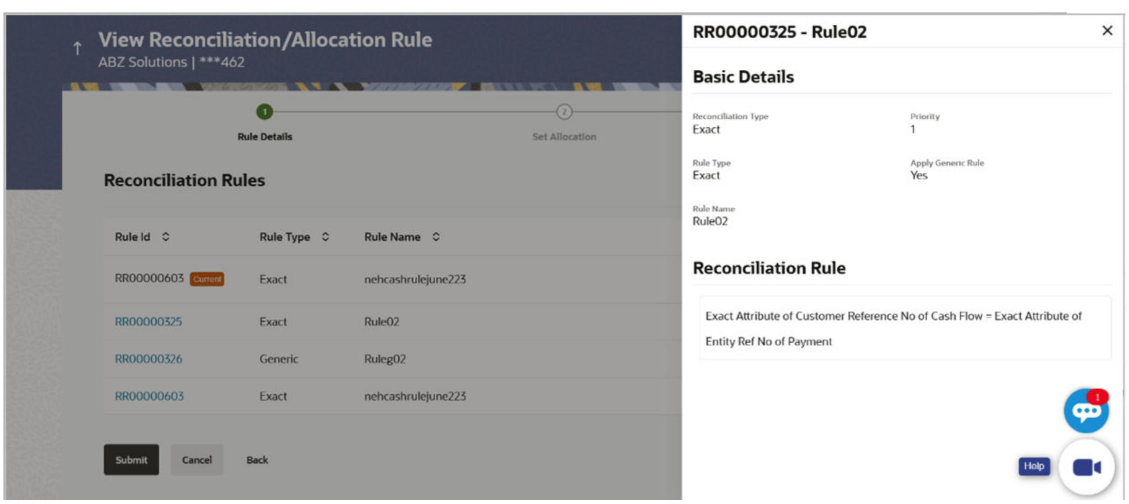


Table 8-24 Allocation Rule overlay window - Field Description

Field Name	Description
Rule ID and Rule Name	Displays the rule ID and name at the top of the overlay window.
Basic Details	This section displays the Basic Details.
Reconciliation Type	This field appears blank for allocation rule.
Priority	Displays the priority assigned to the allocation rule.
Rule Type	Displays **Exact** by default.
Apply Generic Rule	Displays **No** by default.
Rule Name	Displays the name of the rule.
Reconciliation Rule	This section displays the entire rule that has been configured.
Allocation Details – Account Based	This section is displayed if account-based allocation has been selected for the rule.
Serial Number	Displays the serial number of the allocation.
Allocation Account	Displays the masked account number of the allocation.
Percentage	Displays the percentage allotted to the allocation account.
Allocation Details – Attribute Based	This section is displayed if attribute-based allocation has been selected for the rule.
Serial Number	Displays the serial number of the allocation.
Allocation Entity and Attributes	Displays the entity and the selected attribute of the allocation.
Percentage	Displays the percentage allotted for the allocation.

8.4.4 Delete Reconciliation/Allocation Rule

This topic provides systematic instructions to delete a reconciliation / allocation rule.

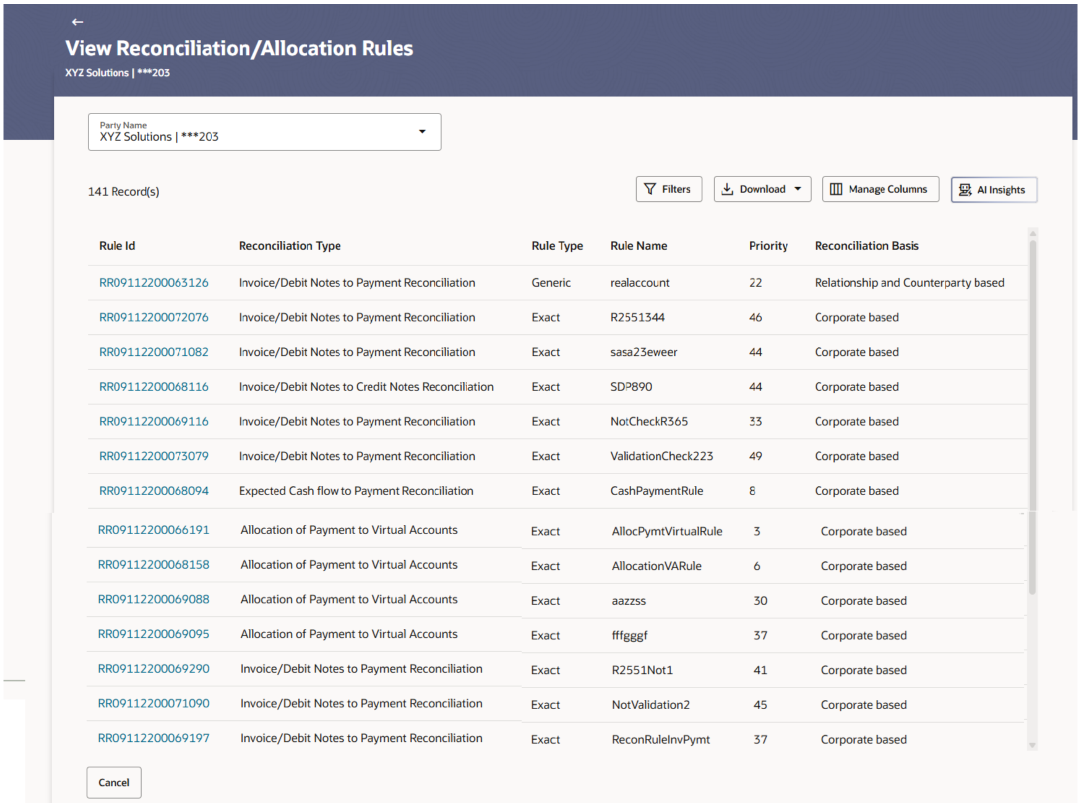
This option lets the user delete the recon/allocation if the delete role is assigned by the bank administrator to stop unauthorized actions. The user can only delete recon/allocation rules that are based on corporate recon criteria. The delete link appears in recon details only for corporate based recon/allocation rules.

To delete a reconciliation/allocation rule:

1. In the **View Reconciliation/Allocation Rule** screen, click the filter options or use search field to search the reconciliation rule.

   The **View Reconciliation/Allocation Rule** screen with search results appears.

Figure 8-57 View Reconciliation/Allocation Rule



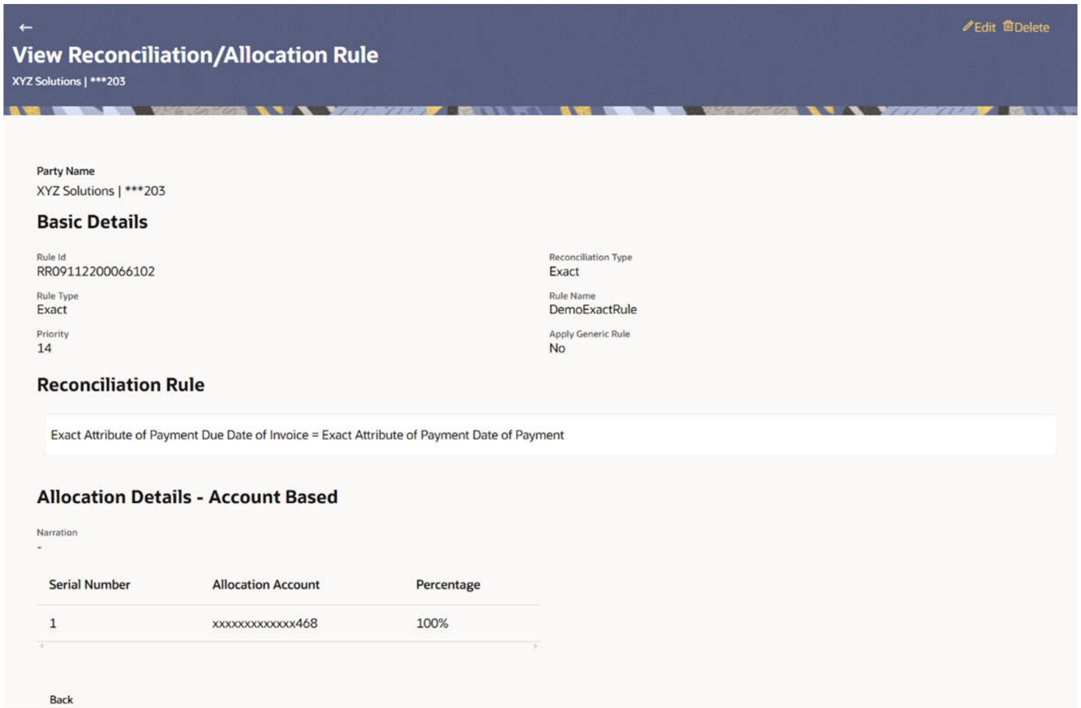
2. Click the **Rule Id** link of the rule to be deleted.

   The **View Reconciliation Rule** (details) screen appears.

3. Click the **Delete** link of the rule to to delete the reconciliation/allocation rule.

   An alert message displays, if the user tries to delete recon/allocation rule that is the only rule of rule decisioning.

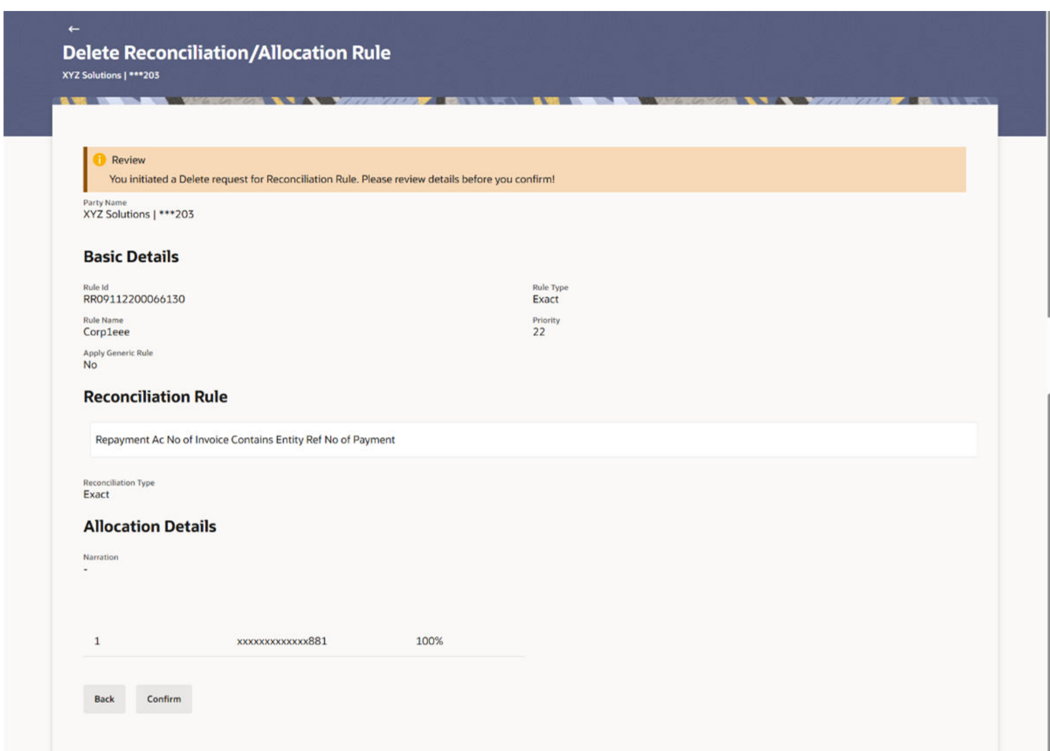
Figure 8-58 Delete Reconciliation/Allocation Rule



4. Click **Delete** to proceed with the deletion process.

   For a corporate-defined rule the **Delete Reconciliation/Allocation Rule – Review** screen appears.

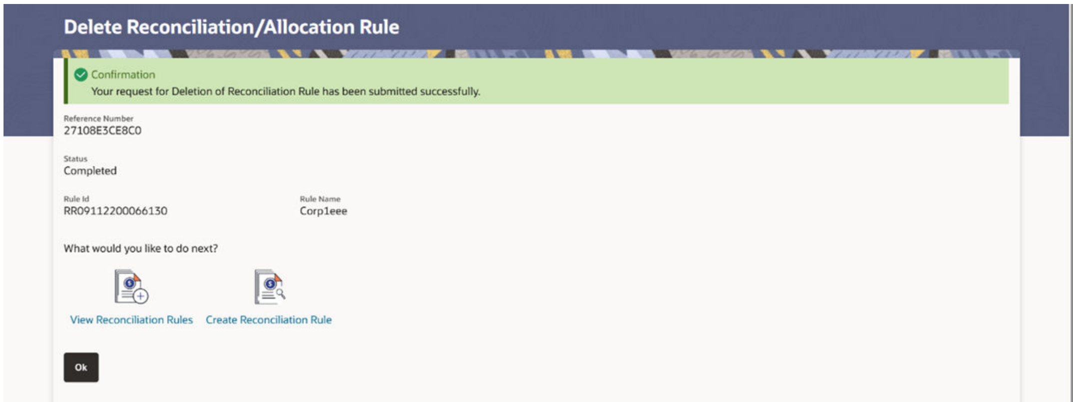
Figure 8-59 Delete Reconciliation/Allocation Rule – Review



5. Click **Back** to go to the previous screen.
6. Click **Confirm**.

   The **Delete Reconciliation/Allocation Rule** screen with the successful rule deletion message appears.

Figure 8-60 Delete Reconciliation/Allocation Rule – Confirmation



8.5 Manual Reconciliation

Payments and credit notes can be manually reconciled with invoices, debit notes, and cash-flows.

- Invoices/Debit Notes against Payments/Credit Notes
  This topic provides systematic instructions to manually reconcile invoices or debit notes against payments or credit notes.
- Cash Flow against Payment
  This topic provides systematic instructions to manually reconcile cash flow against payment.

8.5.1 Invoices/Debit Notes against Payments/Credit Notes

This topic provides systematic instructions to manually reconcile invoices or debit notes against payments or credit notes.

To manually reconcile invoices or debit notes against payments or credit notes:

1. From the **Dashboard**, click the **Toggle Menu**, then click **Receivables/Payables**, **Reconciliation**, **Manual Reconciliation**, and **Receivables/Payables against Payment/ Credit Note**.

   The **Manual Reconciliation** screen appears.

Figure 8-61 Manual Reconciliation

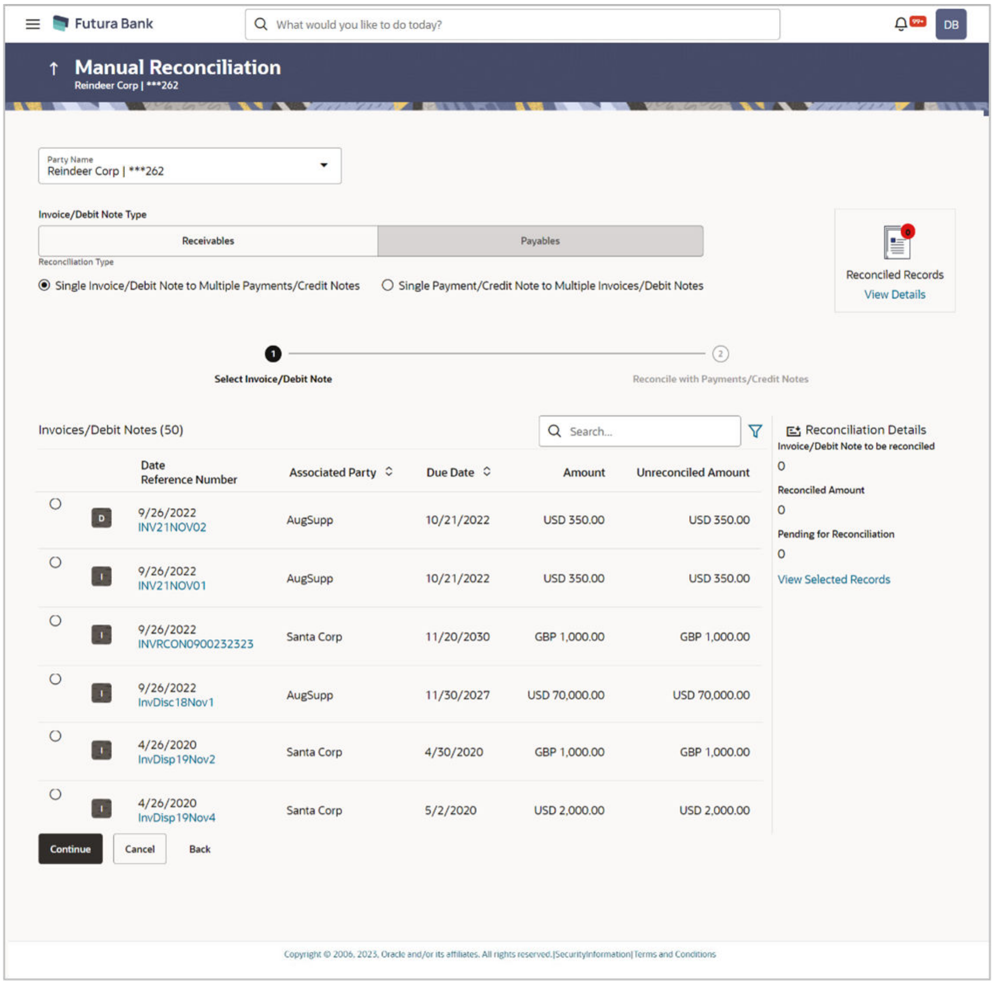


Table 8-25 Manual Reconciliation - Field Description

Field Name	Description
Party Name	Select the party name from the dropdown list in which the manual reconciliation for invoices/debit notes must be created. By default, the primary party/gcif of the logged-in user is selected. **Note**: Only accessible parties are displayed to the user.
Invoice/Debit Note Type	Select either the Receivables option or the Payables option, based on the corporate customer’s role. • If the corporate is a supplier, then select the **Receivables** option. • If the corporate is a buyer, then select the **Payables** option.

Table 8-25 (Cont.) Manual Reconciliation - Field Description

Field Name	Description
Reconciliation Type	Select the type of reconciliation to be performed. The reconciliation procedure steps are populated based on the option you select. The options are: • **Single Invoice/Debit Note to Multiple Payments/Credit Notes**: If you select this option, the application lets you select the required invoice or debit note in the 1st step, and the payments and/or credit notes in the 2nd step. For more information, refer the **Single Invoice/Debit Note to Multiple Payments/Credit Notes** section in this user manual. • **Single Payment/Credit Note to Multiple Invoices/Debit Notes**: If you select this option, the application lets you select the required payment or credit note in the 1st step, and the invoices and/or debit notes in the 2nd step. For more details, refer the **Single Payment/Credit Note to Multiple Invoices/Debit Notes** section in this user manual.

2. In the **Manual Reconciliation** screen, select the appropriate option from the **Invoice/Debit Note Type** field.
3. From the **Reconciliation Type** field, select either the **Single Invoice/Debit Note to Multiple Payments/Credit Notes** option or the **Single Payment/Credit Note to Multiple Invoices/Debit Notes** option.

- Single Invoice/Debit Note to Multiple Payments/Credit Notes
  This topic provides systematic instructions to select an invoice or a debit note and one or more payments/credit notes to reconcile with.
- Single Payment/Credit Note to Multiple Invoices/Debit Notes
  This topic provides systematic instructions to reconcile the Multiple invoices and/or debit notes with a single payment or credit note.
- Invoice/Debit Note Search (overlay window)
  This topic provides systematic instructions to view the recon rule details to search for specific invoices/debit notes. This overlay window appears when you click the Filter icon.
- Payments/Credit Notes Search (overlay window)
  This topic provides systematic instructions to search for specific payments/credit notes records. This overlay window appears when you click the Filter icon.

8.5.1.1 Single Invoice/Debit Note to Multiple Payments/Credit Notes

This topic provides systematic instructions to select an invoice or a debit note and one or more payments/credit notes to reconcile with.

If you select this option, then a list of invoices and debit notes appears. These invoices and debit notes are unreconciled or partially reconciled. You can select an invoice or a debit note and one or more payments/credit notes to reconcile with. Upon selection, you can save these details, and add another record to be reconciled in the same transaction.

User must have valid corporate login credentials.

To manually reconcile a single invoice or debit note against payments or credit notes:

1. From the **Dashboard**, click the **Toggle Menu**, then click **Receivables/Payables**, **Reconciliation**, **Manual Reconciliation**, and **Receivables/Payables against Payment/ Credit Note**.

   The **Manual Reconciliation** screen appears.

Figure 8-62 Manual Reconciliation

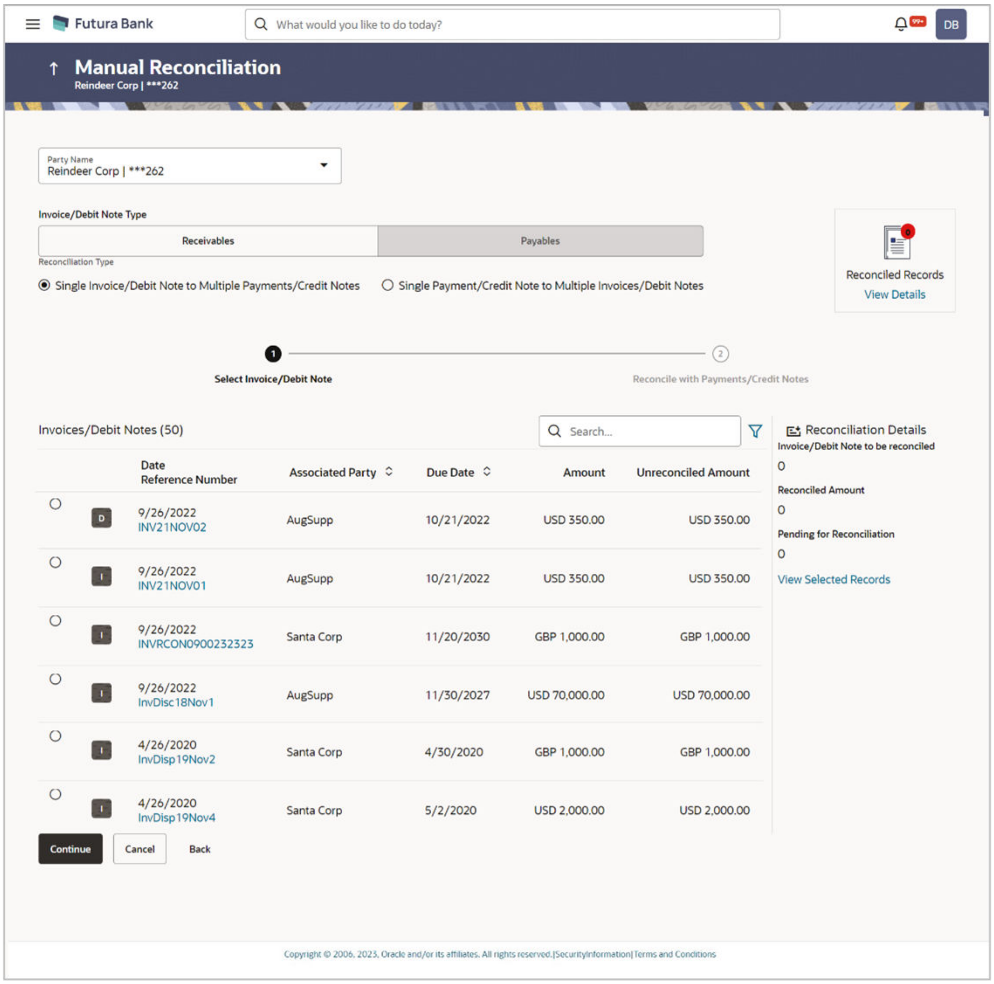


Table 8-26 Manual Reconciliation - Field Description

Field Name	Description
Select Invoice/Debit Note	This step appears if you select the **Single Invoice/Debit Note to Multiple Payments/Credit Notes** option from the **Reconciliation Type** field. A list of unreconciled / partially-reconciled invoices and debit notes is displayed. You can select either an invoice or a debit note from the list.
Invoice/Debit Note Type	Displays the total number of invoices and debit notes available in the list.
Search	Indicates an option to search for specific invoices/debit notes.
	Click this icon to filter the invoices/debit notes based on certain criteria. The **Invoice/Debit Note Search** overlay window appears. For more information on the fields in this window, refer the **Invoice/ Debit Note Search** section in this document.
Selector	Indicates the option to select the invoice/debit note.
Indicator	Displays ‘I’ for invoice and ‘D’ for debit note.

Table 8-26 (Cont.) Manual Reconciliation - Field Description

Field Name	Description
Date Reference Number	Displays the date of the invoice/debit note and its reference number as a hyperlink. You can click this link to view the invoice/debit note details in an overlay window. The fields displayed in the overlay window are the same as those present in the **View Invoice Details** screen / **View Debit Note Details** screen in this document.
Associated Party	Displays the name of the associated or counter party.
Due Date	Displays the due date of the invoice/debit note.
Amount	Displays the total invoice/debit note amount.
Unreconciled Amount	Displays the unreconciled invoice/debit note amount.
Reconciliation Details section	This section, present on the right hand side of the Manual Reconciliation screen, is automatically updated when you select the invoice/debit note and payments/credit notes for reconciliation.
Invoice/Debit Note to be reconciled	Displays the invoice/debit note amount to be reconciled, once you select an invoice/debit note in the 1st step of manual reconciliation.
Reconciled Amount	Displays the total payments/credit notes amount. This field is updated once you select the payments and/or credit notes in the 2nd step of manual reconciliation.
Pending for Reconciliation	Displays the difference between the amounts in the fields above.
View Selected Records	Click this link to view the details of the selected invoice/debit note and payments and/or credit notes. An overlay window appears with the details of the selected records.
Reconciled Records	This section (present on the top right side of the Manual Reconciliation screen) displays the number of records that you have saved for reconciliation by clicking **Save and Add Another.** You can click the **View Details** link to view the details of these saved records, which appear in an overlay window. To remove a saved record, click  beside it.

2. If you select the **Single Invoice/Debit Note to Multiple Payments/Credit Notes** option, then in the **Select Invoice/Debit Note** step, select the required invoice or debit note to reconcile. You can use the **Search** field and filter options to find the required record.
3. Click **Continue** to proceed to the **Reconcile with Payments/Credit Notes** step. Or, do one of the following:
   - Click **Cancel** to cancel the transaction.
   - Click **Back** to go to the dashboard.

Figure 8-63 Reconcile with Payments/Credit Notes

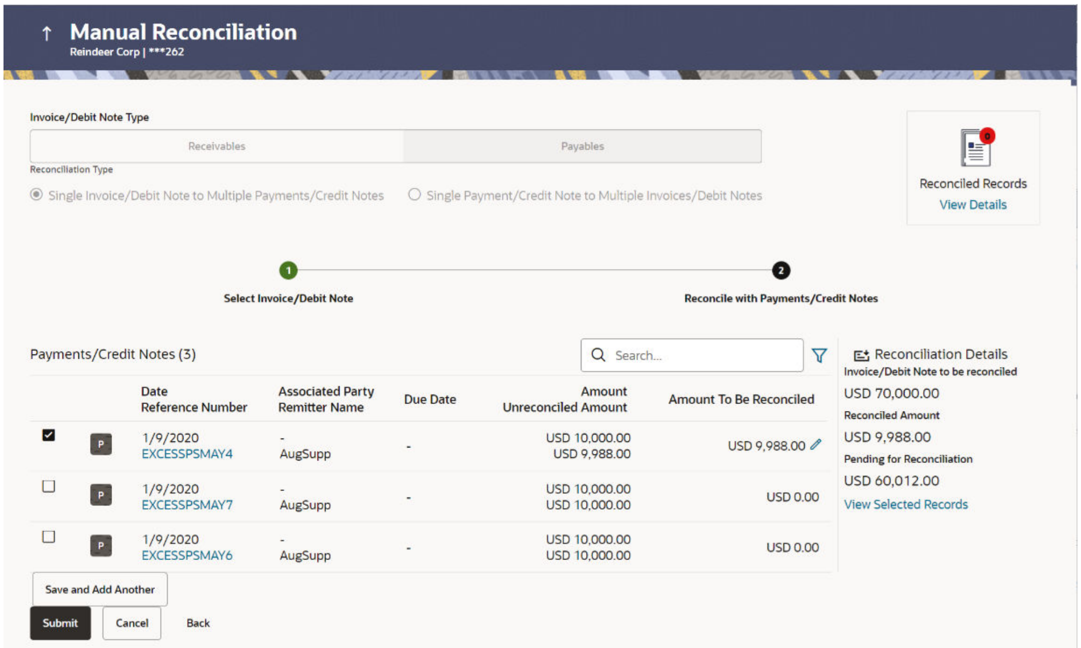


Table 8-27 Reconcile with Payments/Credit Notes - Field Description table

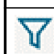
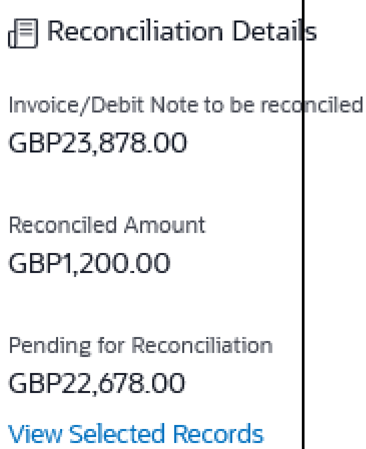
Field Name	Description
Reconcile with Payments/ Credit Notes	This step appears when you select an invoice/debit note and click **Continue**. You can select multiple payments/credit notes for reconciliation.
Payments/Credit Notes (number)	Displays the total number of payment and credit note records available in the list.
Search	Indicates an option to search for specific payments/credit notes.
	Click this icon to filter the payments and credit notes based on certain criteria. The **Payments/Credit Notes Search** overlay window appears. For more information on the fields in this window, refer the **Payments/Credit Notes Search** section in this document. The following fields are present in the payments/credit notes grid.
Check box	Indicates the option to select the payment/credit note record.
Indicator	Displays 'P' for payment and 'C' for credit note.
Date Reference Number	Displays the date of the payment/credit note and its reference number as a hyperlink. You can click this link to view the payment/ credit note details in an overlay window. The fields displayed in the overlay window are the same as those present in the **View Payment (details)**screen / **View Credit Note Details** screen in this document.
Associated Party Remitter Name	Displays the name of the associated party and the remitter.
Due Date	Displays the expiry date in case of a credit note record. For a payment record, this field is blank.
Amount Unreconciled Amount	Displays the total payment/credit note amount and the unreconciled amount.

Table 8-27 (Cont.) Reconcile with Payments/Credit Notes - Field Description table

Field Name	Description
Amount To Be Reconciled	Indicates the payment/credit note amount that is yet to be reconciled. Once you select a payment/credit note record, you can edit and modify the amount to be reconciled, if required. **Note** To edit this field: **a.** Select the required payment/credit note record. **b.** Click and modify the amount. **c.** Click to save the amount.
Reconciliation Details section **Figure 8-64 Reconciliation Details** 	This section, present on the right hand side of the Manual Reconciliation screen, is automatically updated when you select the invoice/debit note and payments/credit notes for reconciliation.
Payment/Credit Note to be reconciled	Displaysthe payment/credit note amount to be reconciled, once you select an payment/credit note in the 1st step of manual reconciliation.
Reconciled Amount	Displays the total payments/credit notes amount. This field is updated once you select the payments and/or credit notes in the 2nd step of manual reconciliation.
Pending for Reconciliation	Displays the difference between the amounts in the fields above.
View Selected Records	Click this link to view the details of the selected invoice/debit note and payments and/or credit notes. An overlay window appears with the details of the selected records.

4. In the **Reconcile with Payments/Credit Notes** step, select the required payments and/or credit notes to reconcile with.

5. In the **Amount To Be Reconciled** field, click to edit the amount and then click to save the changes, if required.
6. Click **Save and Add Another** to save the details and select another invoice/debit note to reconcile against payments/credit notes.
   - To view a list of records that you have already saved, click the **View Details** link in the **Reconciled Records** section, on the top right side of the Manual Reconciliation screen.

     An overlay window appears with the saved records. To delete a record, click .
7. Click **Submit** to submit the transaction. The Review screen appears. Or, do one of the following:
   - Click **Cancel** to cancel the transaction.
   - Click **Back** to go to the dashboard.
8. In the **Review** screen, verify the selected details and click **Confirm**. A confirmation message appears, with the status and reference number of the transaction. Or, do one of the following:
   - Click **Cancel** to cancel the transaction.
   - Click **Back** to go to the dashboard.

Once the transaction is submitted, the approver is notified. If any modifications are required, the approver can add relevant comments and send the transaction back to the maker, using the Send to Modify feature. Once the required modifications are made, the maker can re-submit the transaction.

8.5.1.2 Single Payment/Credit Note to Multiple Invoices/Debit Notes

This topic provides systematic instructions to reconcile the Multiple invoices and/or debit notes with a single payment or credit note.

If you select this option, then a list of unreconciled and partially-reconciled payments and credit notes appears. You can select a payment or a credit note and one or more invoices/debit notes to reconcile. Upon selection, you can save these details, and add another record to be reconciled in the same transaction.

To manually reconcile invoices/debit notes against a single payment or credit note:

1. From the **Dashboard**, click the **Toggle Menu**, then click **Receivables/Payables**, **Reconciliation**, **Manual Reconciliation**, and **Receivables/Payables against Payment/ Credit Note**.

   The **Manual Reconciliation** screen appears.
2. In the **Manual Reconciliation** screen, select the appropriate option from the **Invoice/Debit Note Type** field.
3. From the **Reconciliation Type** field, select the **Single Payment/Credit Note to Multiple Invoices/Debit Notes** option.

   A list of unreconciled or partially reconciled payments/credit notes appears.
4. In the **Select Payment/Credit Note** step, select the required payment or credit note to reconcile. You can use the **Search** field and filter options to find the required record.

Figure 8-65 Select Payment/Credit Note

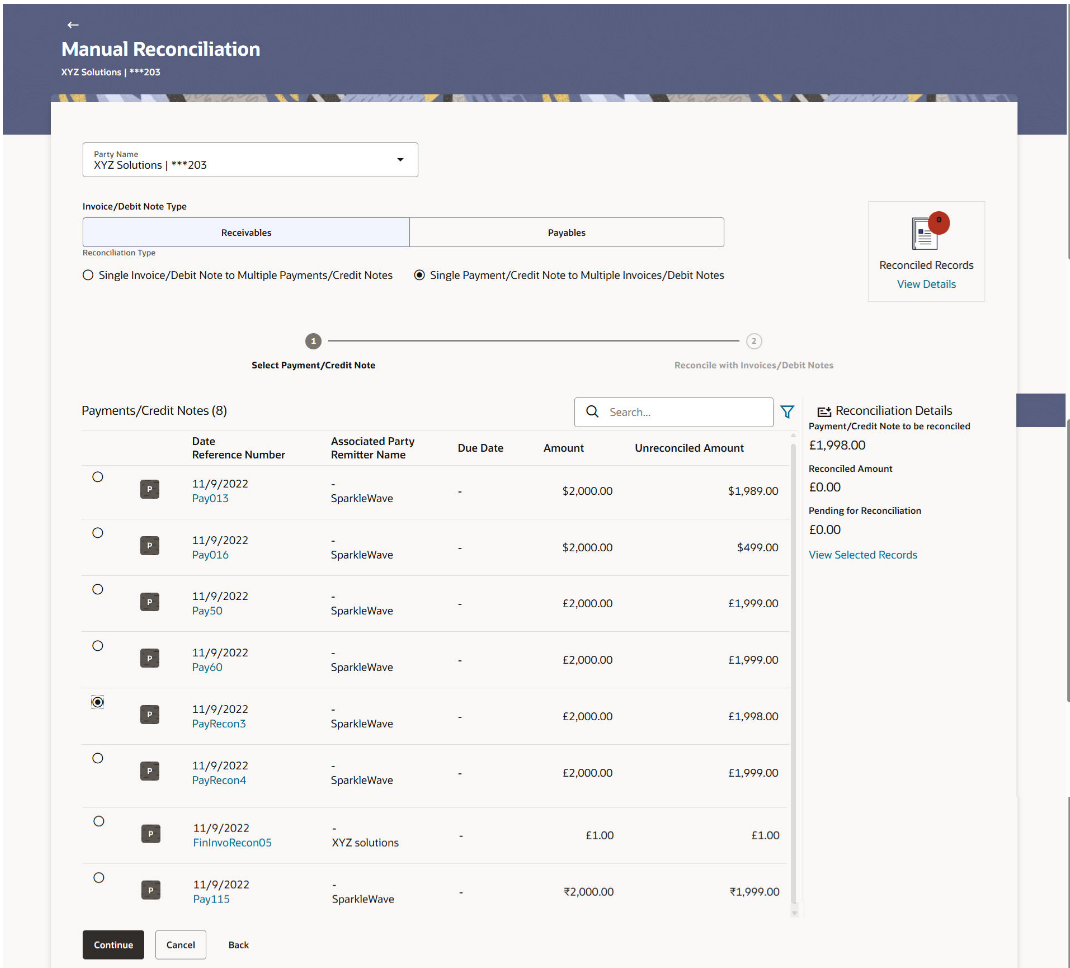
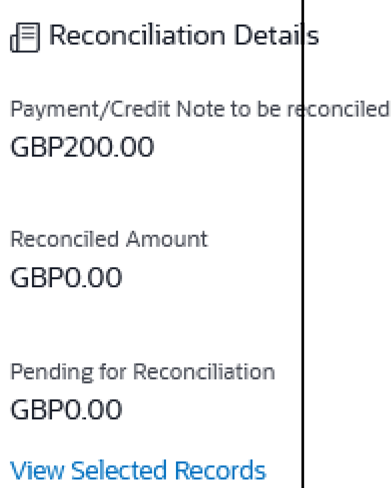


Table 8-28 Select Payment/Credit Note - Field Description

Field Name	Description
Select Payment/Credit Note	This step appears if you select the **Single Payment/Credit Note Multiple Invoices/Debit Notes** option from the **Reconciliation Type** field. A list of unreconciled / partially-reconciled payments and credit notes is displayed. You can select one payment or credit note from the list.
Payments/Credit Notes (number)	Displays the total number of payments and credit notes available in the list.
Search	Indicates an option to search for specific payments/credit notes.
	Click this icon to filter the payments based on certain criteria. The **Payment/Credit Note Search** overlay window appears. For more information on the fields in this window, refer the **Payment/Credit Note Search** section in this document. The following fields are present in the payments/credit notes grid.
Selector	Indicates the option to select the payment/credit note.
Indicator	Displays 'P' for payment and 'C' for credit note.

Table 8-28 (Cont.) Select Payment/Credit Note - Field Description

Field Name	Description
Date Reference Number	Displays the date of the payment/credit note and its reference number as a hyperlink. You can click this link to view the payment/credit note details in an overlay window. For more information on the fields displayed, refer the **ViewPayment Details** section or the **View Credit Note Details** section in this document.
Associated Party Remitter Name	Displays the name of the associated party and the remitter.
Due Date	Displays the expiry date in case of a credit note record. For a payment record, this field is blank.
Amount	Displays the total payment/credit note amount.
Unreconciled Amount	Displays the payment/credit note amount that has not yet been reconciled.
Reconciliation Details section 	This section, present on the right hand side of the Manual Reconciliation screen, is automatically updated when you select the payment/credit note and invoices/debit notes for reconciliation.
Payment/Credit Note to be reconciled	Displays the payment/credit note amount to be reconciled, once you select a payment/credit note in the 1st step of manual reconciliation.
Reconciled Amount	Displays the total invoices/debit notes amount. This field is updated once you select the invoices and/or debit notes in the 2nd step of manual reconciliation.
Pending for Reconciliation	Displays the difference between the amounts in the fields above.
View Selected Records	Click this link to view the details of the selected payment/credit note and invoices and/or debit notes. An overlay window appears with the details of the selected records.
Reconciled Records	This section (present on the top right side of the Manual Reconciliation screen) displays the number of records that you have saved for reconciliation by clicking **Save and Add Another.** You can click the **View Details** link to view the details of these saved records, which appear in an overlay window. To remove a saved record, click  beside it.

5. Click **Continue** to proceed to the **Reconcile with Invoices/Debit Notes** step. Or, do one of the following:

- Click **Cancel** to cancel the transaction.
- Click **Back** to go to the dashboard.

Figure 8-66   Reconcile with Invoices/Debit Notes

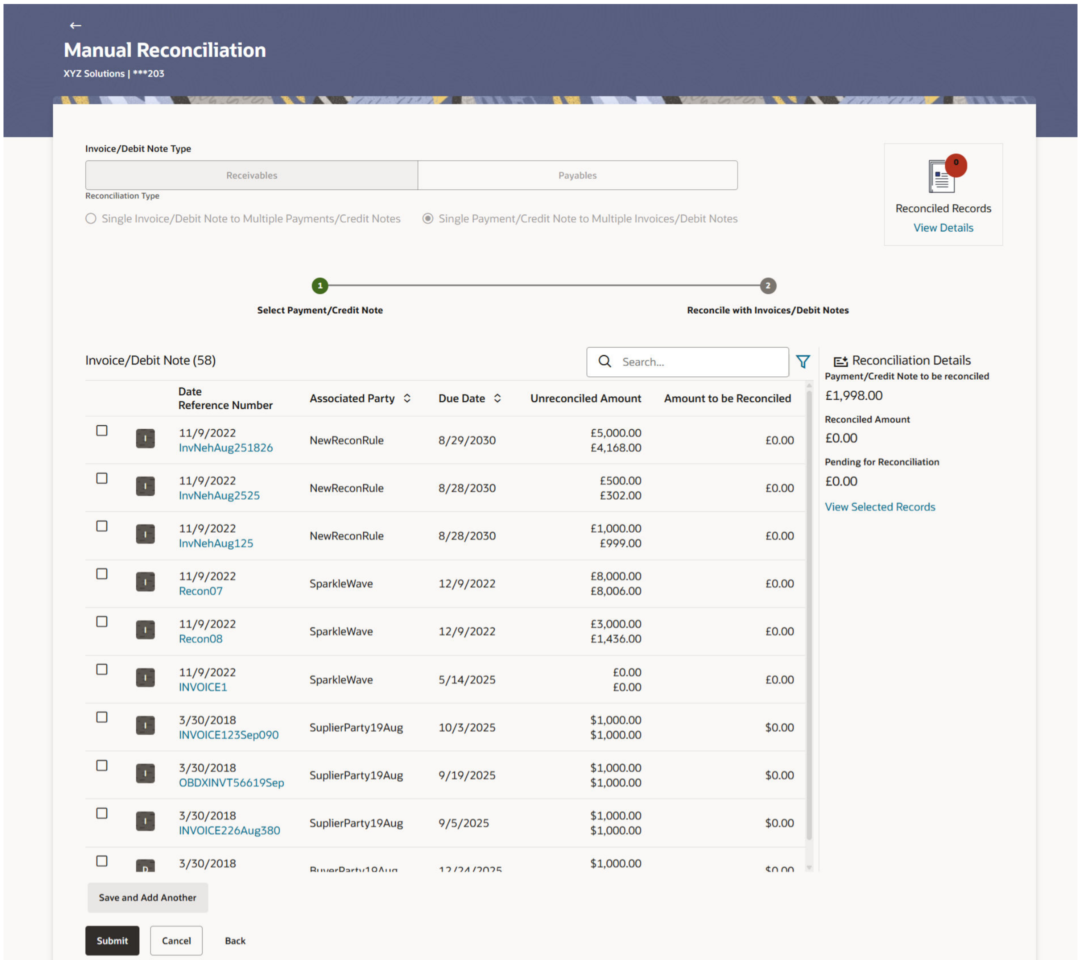


Table 8-29   Reconcile with Invoices/Debit Notes - Field Description

Field Name	Description
Reconcile with Invoices/ Debit Notes	This step appears when you select a payment/credit note and click **Continue**. You can select multiple invoices and debit notes for reconciliation.
Invoice/Debit Note (number)	Displays the total number of invoices and debit notes available in the list.
Search	Indicates an option to search for specific invoices or debit notes.
	Click this icon to filter the invoices/debit notes based on certain criteria. The **Invoice/Debit Note Search** overlay window appears. For more information on the fields in this window, refer the **Invoice/ Debit Note Search** section in this document. The following fields are present in the invoices/debit notes grid.
Check box	Indicates the option to select the invoice/debit note record.

Table 8-29 (Cont.) Reconcile with Invoices/Debit Notes - Field Description

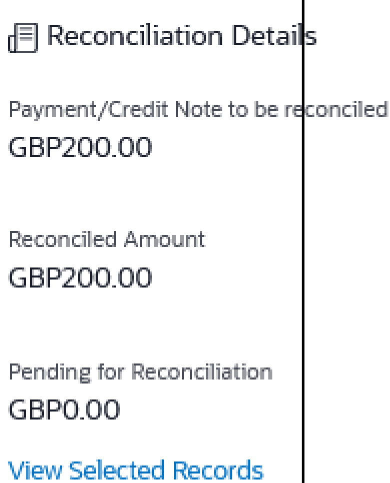
Field Name	Description
Indicator	Displays ‘I’ for invoice and ‘D’ for debit note.
Date **Reference Number**	Displays the date of the invoice/debit note and its reference number as a hyperlink. You can click this link to view the invoice/debit note details in an overlay window. For more information on the fields displayed, refer the **ViewInvoice Details** section or the **View Debit Note Details** section in this document.
Associated Party	Displays the name of the associated or counter party.
Due Date	Displays the due date of the invoice/debit note.
Amount Unreconciled Amount	Displays the total invoice/debit note amount and the unreconciled amount.
Amount to be Reconciled	Indicates the invoice/debit note amount that is yet to be reconciled. Once you select an invoice/debit note record, you can edit and modify the amount to be reconciled, if required. **Note** To edit this field: **a.** Select the required invoice/debit note record. **b.** Click  and modify the amount. **c.** Click  to save the amount.
Reconciliation Details section **Figure 8-67 Reconciliation Details** 	This section, present on the right hand side of the Manual Reconciliation screen, is automatically updated when you select the payment/credit note and invoices/debit notes for reconciliation.

Table 8-29 (Cont.) Reconcile with Invoices/Debit Notes - Field Description

Field Name	Description
Payment/Credit Note to be reconciled	Displays the payment/credit note amount to be reconciled, once you select a payment/credit note in the 1st step of manual reconciliation.
Reconciled Amount	Displays the total invoices/debit notes amount. This field is updated once you select the invoices and/or debit notes in the 2nd step of manual reconciliation.

6. In the **Reconcile with Invoices/Debit Notes** step, select the required invoices and debit notes to reconcile with.
7. In the **Amount to be Reconciled** field, click to edit the amount and then click to save the changes, if required.
8. Click **Save and Add Another** to save the details and select another payment/credit note to reconcile against invoices/debit notes.
   - To view a list of records that you have already saved, click the **View Details** link in the **Reconciled Records** section, on the top right side of the Manual Reconciliation screen. An overlay window appears with the saved records. To delete a record, click .
9. Click **Submit** to submit the transaction. The Review screen appears. Or, do one of the following:
   - Click **Cancel** to cancel the transaction.
   - Click **Back** to go to the dashboard.
10. In the Review screen, verify the selected details and click **Confirm**. A confirmation message appears, with the status and reference number of the transaction. Or, do one of the following:
    - Click **Cancel** to cancel the transaction.
    - Click **Back** to go to the dashboard.

Once the transaction is submitted, the approver is notified. If any modifications are required, the approver can add relevant comments and send the transaction back to the maker, using the **Send to Modify** feature. Once the required modifications are made, the maker can re-submit the transaction.

8.5.1.3 Invoice/Debit Note Search (overlay window)

This topic provides systematic instructions to view the recon rule details to search for specific invoices/debit notes. This overlay window appears when you click the Filter icon.

Figure 8-68 Invoice/Debit Note Search (overlay window)

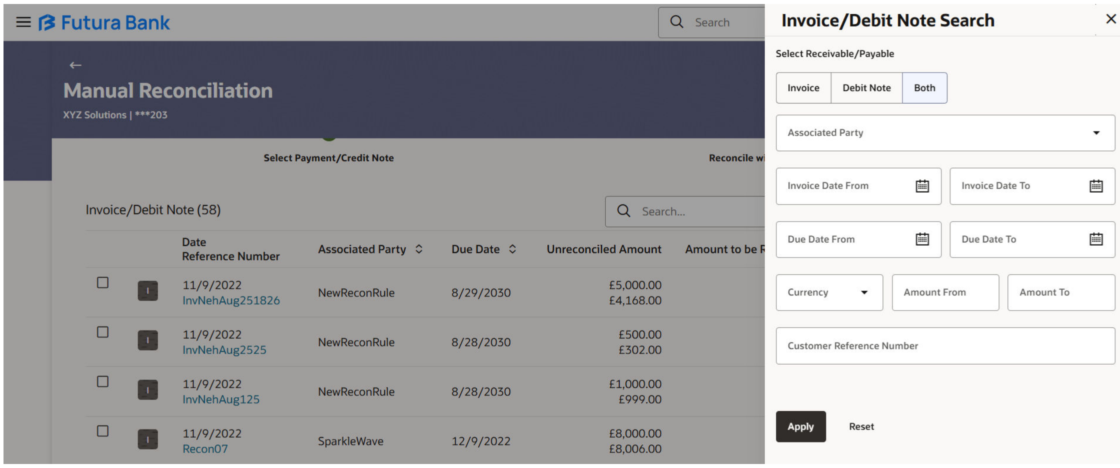


Table 8-30 Invoice/Debit Note Search overlay window - Field Description

Field Name	Description
Search By	Indicates an option to filter the records based on invoices only, or debit notes only, or both.
Associated Party Name	Select the name of the associated party whose invoices/debit notes need to be filtered.
Date From/To	Specify the date range of invoices/debit notes creation, for filtering the required records.
Due Date From/To	Specify the date range for when the invoices/debit notes are due, for filtering the required records.
Amount Range Currency From/To	Select the currency and enter the amount range to filter the required invoices/debit notes.
Reference Number	Specify the reference number of the invoice/debit note to search for.

1. On selecting/entering the required details, click **Apply** to apply the filter criteria, or, click **Reset** to reset the entered data.

8.5.1.4 Payments/Credit Notes Search (overlay window)

This topic provides systematic instructions to search for specific payments/credit notes records. This overlay window appears when you click the Filter icon.

Figure 8-69 Payments/Credit Notes Search (overlay window)

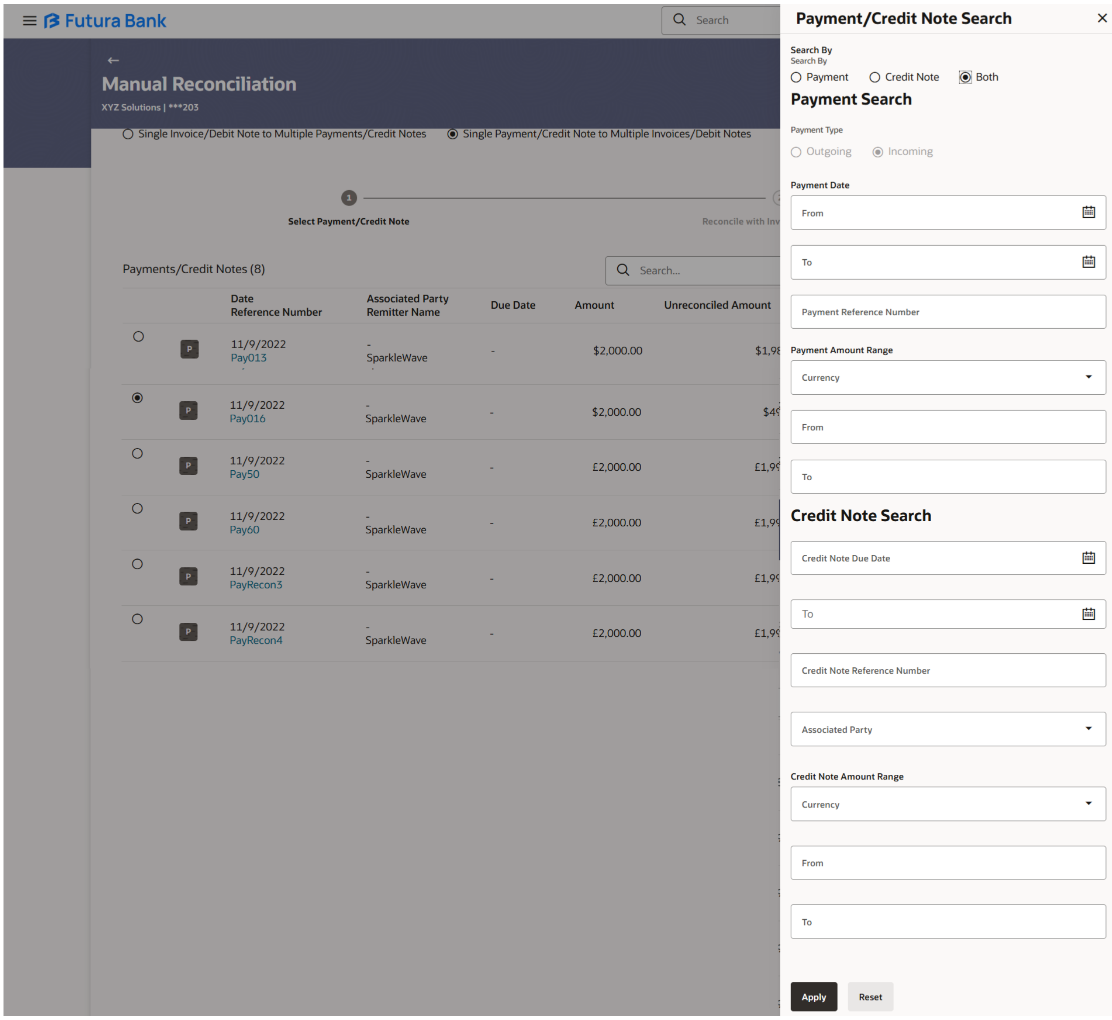


Table 8-31 Payments/Credit Notes Search - Field Description

Field Name	Description
Search By	Indicates an option to filter the records based on payments only, or credit notes only, or both.
Payment Search	This section appears when you select the **Payment** option or the **Both** option in the **Search By** field.
Payment Type	Displays the type of payment, whether Incoming or Outgoing. This field is not editable.
Payment Date From/To	Specify the date range for filtering the required payment records.
Payment Reference Number	Specify the reference number of the payment record to be filtered.
Payment Amount Range **Currency** **From/To**	Select the currency and enter the payment amount range to filter the required payment records.
Credit Note Search	This section appears when you select the **Credit Note** option or the **Both** option in the **Search By** field.
Credit Note Due Date From/To	Specify the date range within which the credit notes to search for, will expire.

Table 8-31 (Cont.) Payments/Credit Notes Search - Field Description

Field Name	Description
Credit Note Reference Number	Specify the reference number of the credit note record to be filtered.
Associated Party	Select the name of the associated party whose payments/credit notes are to be filtered.
Credit Note Amount Range Currency From/To	Select the currency and enter the credit note amount range to filter the required records.

1. On selecting/entering the required details, click **Apply** to apply the filter criteria, or, click **Reset** to reset the entered data.

8.5.2 Cash Flow against Payment

This topic provides systematic instructions to manually reconcile cash flow against payment.

To manually reconcile cash flow against payment:

1. From the **Dashboard**, click the **Toggle Menu**, then click **Receivables/Payables**, **Manual Reconciliation**, and then **Cash Flow against Payment**.

   The **Cash Flow against Payment** screen appears.

Figure 8-70 Cash Flow against Payment

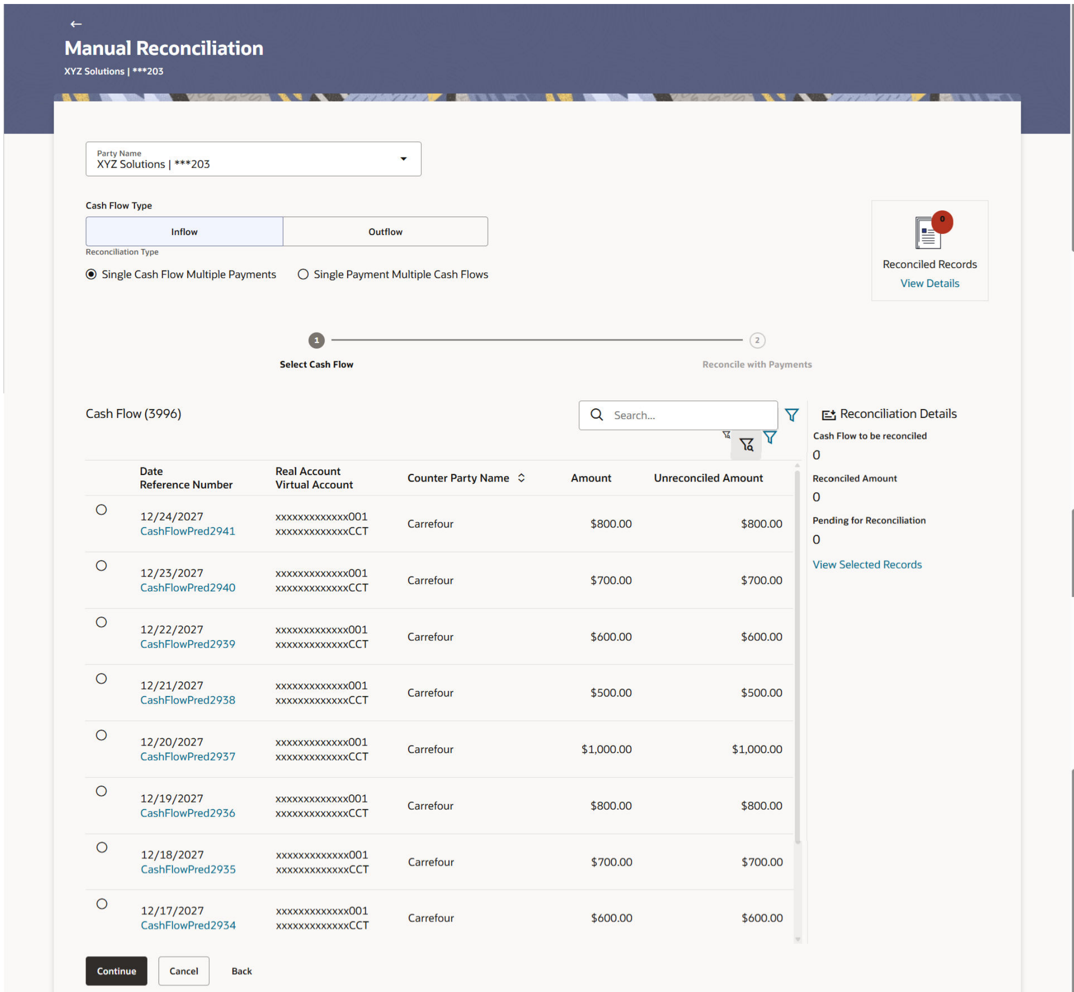


Table 8-32 Cash Flow against Payment - Field Description

Field Name	Description
Party Name	Select the party name from the dropdown list in which the manual reconciliation for cashflow must be created. By default, the primary party/gcif of the logged-in user isselected. **Note**: Only accessible parties are displayed to the user.
CashFlow Type	Select the type of the cash flow, whether inflow or outflow.

Table 8-32 (Cont.) Cash Flow against Payment - Field Description

Field Name	Description
Reconciliation Type	Select the type of reconciliation to be performed. The reconciliation procedure steps are populated based on the option you select. The options are: • **Single Cash Flow Multiple Payments**: If you select this option, the application lets you select the required cashflow in the 1st step, and reconcile with payments in the 2nd step. For more information, refer the **Single Cash Flow Multiple Payments** section in this usermanual. • **Single Payment Multiple Cash Flows**: If you select this option, the application lets you select the required paymentin the 1st step, and reconcile with cash flows in the 2nd step. For more details, refer the **Single Payment Multiple Cash Flows** section in this User Guide.

2. In the **Manual Reconciliation** screen, select the appropriate option from the **CashFlow Type**field.

This topic caotains following sub-topics.

- Single Cash Flow Multiple Payments
  This topic provides systematic instructions to reconcile a single cashflow with multiple payments.
- Single Payment Multiple Cash Flows
  This topic provides systematic instructions to reconcile multiple cashflow records with a single payment.

8.5.2.1 Single Cash Flow Multiple Payments

This topic provides systematic instructions to reconcile a single cashflow with multiple payments.

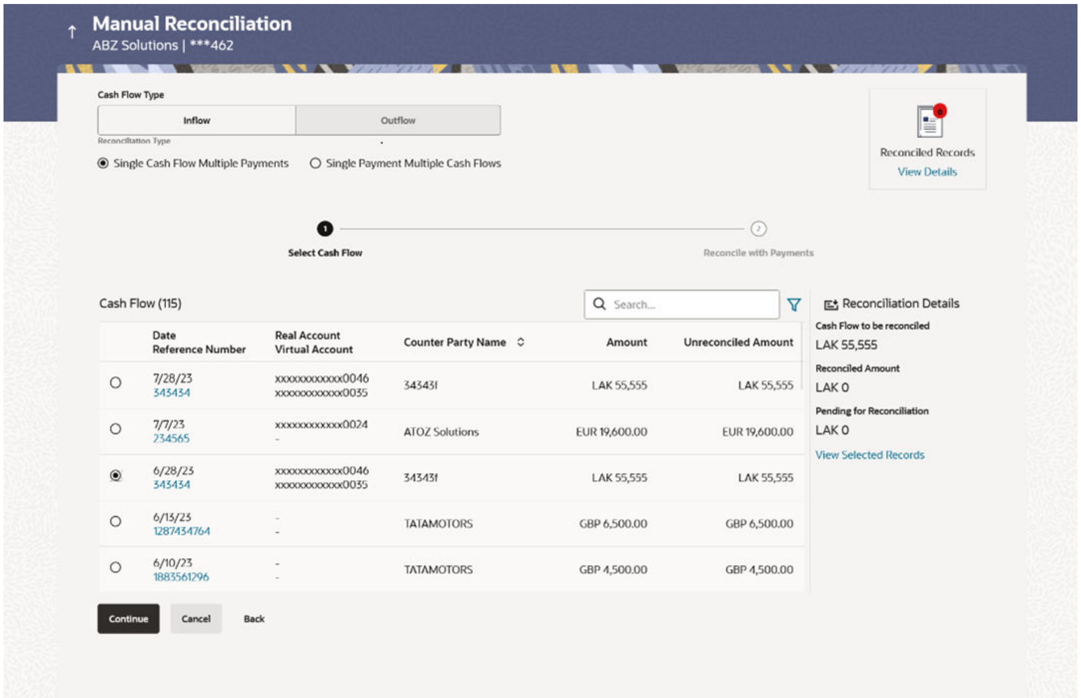
If you select this option, then a list of cash flow records appears. These cash flow records are unreconciled or partially reconciled. You can select a cash flow record and one or more payments to reconcile. Upon selection, you can save these details, and add another cash flow-payments record to be reconciled in the same transaction.

To manually reconcile a single cashflow against multiple payments:

1. From the **Dashboard**, click the **Toggle Menu**, then click **Receivables/Payables**, **Manual Reconciliation**, and then **Cash Flow against Payment**.

   The **Cash Flow against Payment** screen appears.

Figure 8-71 Manual Reconciliation - Select Cash Flow



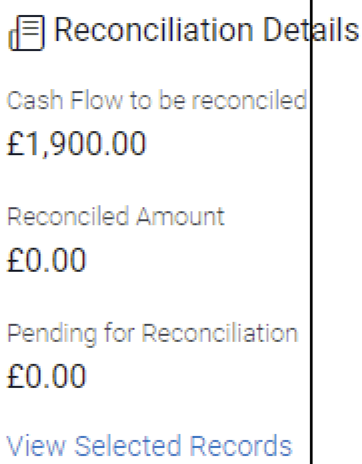
2. Select the **Single Cash Flow Multiple Payments** option from the **Reconciliation Type** field.

   A list of unreconciled / partially-reconciled cash flow records is displayed. You can select one cash flow record from the list.

Table 8-33 Select Cash Flow - Field Description

Field Name	Description
Cash Flow (number)	Displays the total number of cash flow records available in the list.
Search	Indicates an option to search for specific cash flow records.
	Click this icon to filter the cash flow records based on certain criteria. The **Cash Flow Search** overlay window appears. For more information on the fields in this window, refer the **Cash Flow Search** section in this document.
Date Reference Number	Displays the date of the cash flow and its reference number as a hyperlink. You can click this link to view the cash flow details in an overlay window. For more information on the fields displayed, refer the **Cash Flow Details overlay window** section below.
Real Account Virtual Account	Displays the real and virtual account numbers (in masked format), from which the cash flow was initiated.
Counter Party Name	Displays the name of the associated or counter party.
Amount	Displays the total cash flow amount.
Unreconciled Amount	Displays the unreconciled cash flow amount.

Table 8-33 (Cont.) Select Cash Flow - Field Description

Field Name	Description
Reconciliation Details section 	This section, present on the right hand side of the Manual Reconciliation screen, is automatically updated when you select the cash flow record and payments for reconciliation.
Cash Flow to be reconciled	Displays the cash flow amount to be reconciled, once you select a cash flow record in the 1st step of manual reconciliation.
Reconciled Amount	Displays the total payments amount. This field is updated once you select the payments in the 2nd step of manual reconciliation.
Pending for Reconciliation	Displays the difference between the amounts in the fields above.
View Selected Records	Click this link to view the details of the selected cash flow records and payments. An overlay window appears with the details of the selected records.

Cash Flow Details overlay window

This window appears when you click the **Date Reference Number** hyperlink.

Figure 8-72 Cash Flow Details overlay window

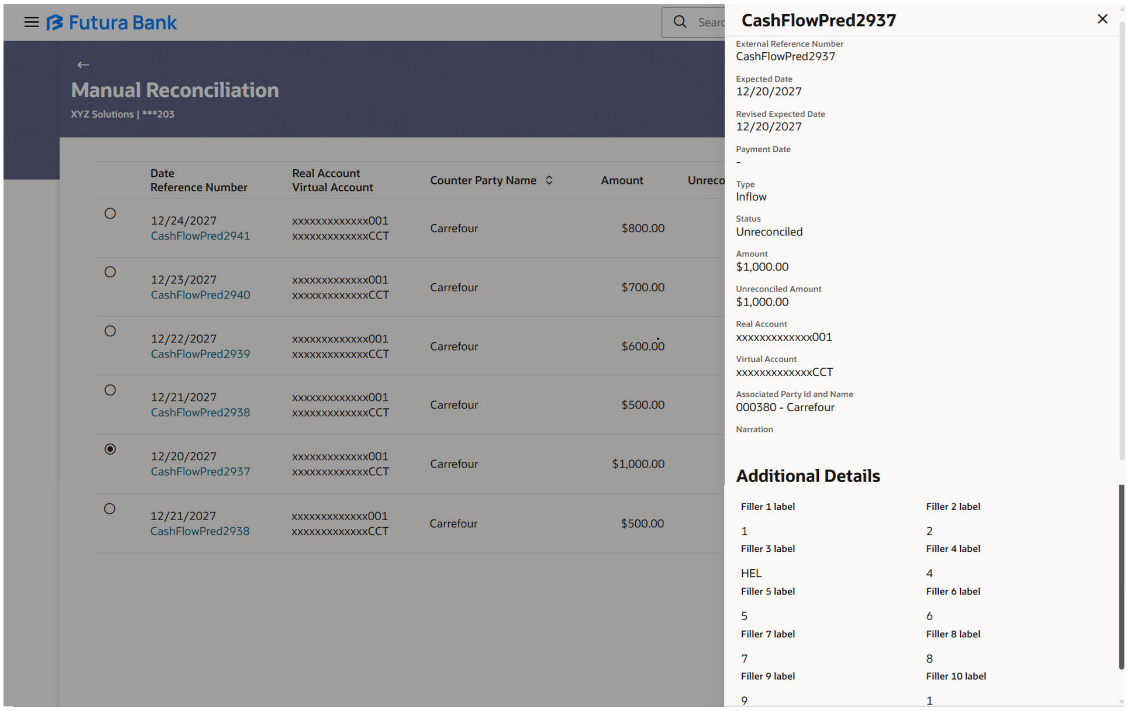


Table 8-34 Cash Flow Details overlay window - Field Description

Field Name	Description
Cash Flow Reference Number	Displays the cash flow reference number assigned by the host, as the heading of the overlay window.
External Reference Number	Displays the external cash flow reference number.
Expected Date	Displays the expected date of the cash flow transaction.
Revised Expected Date	Displays the revised expected date of the cash flow transaction.
Payment Date	Displays the date of the payment.
Type	Displays the type of cash flow, whether inflow or outflow.
Status	Displays the status of the cash flow.
Amount	Displays the cash flow amount.
Unreconciled Amount	Displays the amount that is not yet reconciled.
Real Account	Displays the real account number involved in the cash flow transaction.
Virtual Account	Displays the virtual account number involved in the cash flow transaction.
Associated Party Id and Name	Displays the name and ID of the counter party involved in the cash flow transaction.
Narration	Displays any narration text/comments.
Additional Details	This section displays the Filler Label Fields. The financial institution can configure these fields on Day 0, based on their requirement.

3. From the **Reconciliation Type** field, select the **Single Cash Flow Multiple Payments** option.

   A list of unreconciled or partially reconciled cash flow records appears.

4. In the **Select Cash Flow** step, select the required cashflow record to reconcile. You can use the **Search** field and filter options to find the required record.
5. Click **Continue** to proceed to the **Reconcile with Payments** step. Or, do one of the following:
   - Click **Cancel** to cancel the transaction.
   - Click **Back** to go to the dashboard.

Figure 8-73 Reconcile with Payments

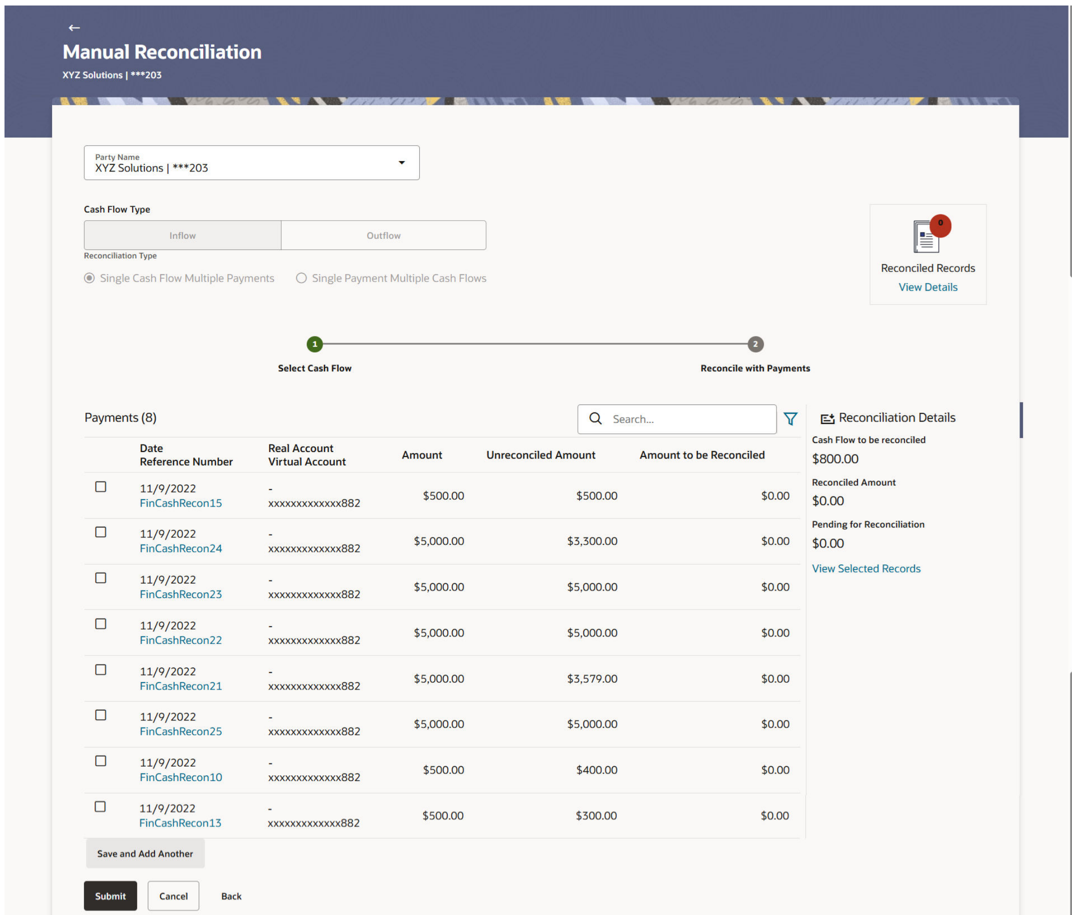


Table 8-35 Reconcile with Payments - Field Descriptio

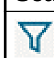
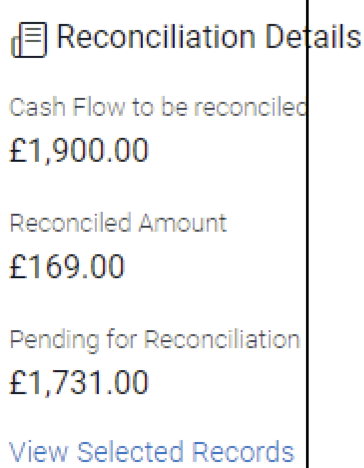
Field Name	Description
Reconcile with Payments	This step appears when you select a cash flow record and click **Continue**. You can select multiple payments for reconciliation.
Payments (number)	Displays the total number of payment records available in the list.
Search	Indicates an option to search for specific payments.
	Click this icon to filter the payments based on certain criteria. The **Payment Search** overlay window appears. For more information on the fields in this window, refer the **Payment Search** section in this document.

Table 8-35 (Cont.) Reconcile with Payments - Field Descriptio

Field Name	Description
Date Reference Number	Displays the date of the payment and its reference number as a hyperlink. You can click this link to view the payment details in an overlay window. For more information on the fields displayed, refer the **Payment Details overlay window** section below.
Real Account Virtual Account	Displays the real and virtual account numbers (in masked format), from which the payment was initiated.
Amount	Displays the total payment amount.
Unreconciled Amount	Displays the payment amount that has not yet been reconciled.
Amount to be Reconciled	Indicates the payment amount to be reconciled. You can click to edit and modify the amount if required, and then click to save it.
Reconciliation Details section 	This section, present on the right hand side of the Manual Reconciliation screen, is automatically updated when you select the cash flow record and payments for reconciliation.
Cash Flow to be reconciled	Displays the cash flow amount to be reconciled, once you select a cash flow record in the 1st step of manual reconciliation.
Reconciled Amount	Displays the total payments amount. This field is updated once you select the payments in the 2nd step of manual reconciliation.
Pending for Reconciliation	Displays the difference between the amounts in the fields above.
View Selected Records	Click this link to view the details of the selected cash flow records and payments. An overlay window appears with the details of the selected records.
Selected Record	This overlay window appears when you click the **View Selected Records** link. It displays the details of the selected cash flow and payments to be reconciled.
Reconciled Records	This section (present on the top right side of the Manual Reconciliation screen) displays the number of records that you have saved for reconciliation by clicking **Save and Add Another.** You can click the **View Details** link to view the details of these saved cash flow-payments records, which appear in an overlay window. To remove a saved record, click beside it.

Payment Details overlay window

This window appears when you click the payment reference number hyperlink.

Figure 8-74 Payment Details overlay window

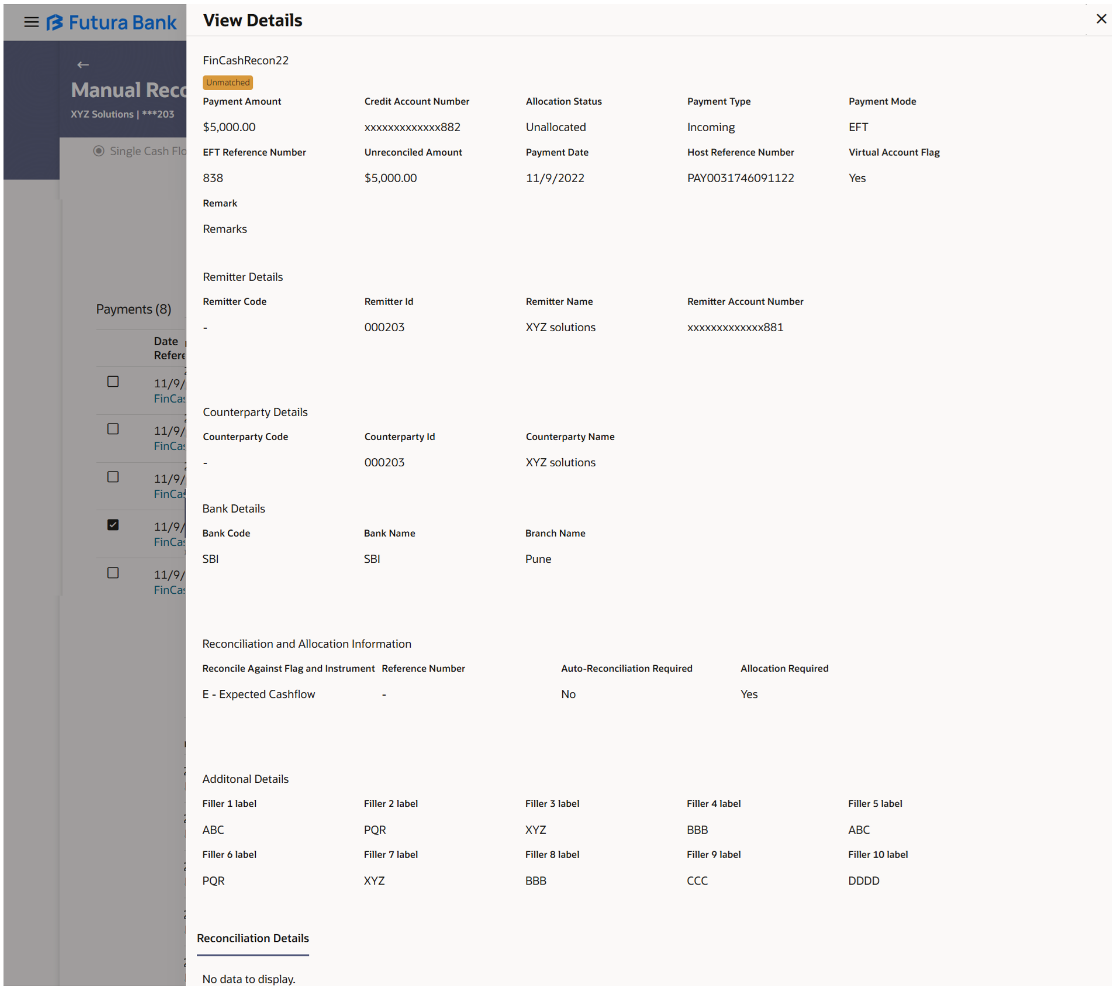


Table 8-36 Reconcile with Payments - Field Description

Field Name	Description
Payment Reference Number	Displays the payment reference number assigned by the host.
Payment Amount	Displays the payment amount.
Credit Account Number	Displays the credit account number of the payment record.
Allocation Status	Displays the allocation status of the payment record.
Payment Type	Displays the type of payment, whether incoming or outgoing.
Payment Mode	Displays the mode in which the payment has been made.
EFT Reference Number	Displays the unique reference number assigned to the electronic transfer.
Unreconciled Amount	Displays any amount that is not yet reconciled.
Payment Date	Displays the date of the payment.
Host Reference Number	Displays the reference number of the payment, assigned by the host system.

Table 8-36 (Cont.) Reconcile with Payments - Field Description

Field Name	Description
Virtual Account Flag	Displays 'Yes' if a virtual account has been used for the payment, and 'No', otherwise.
Instrument Date	Displays the date of the instrument, if one has been used for the payment.
Remark	Displays remarks, if any.
Remitter Details	This section is displayed if the payment is of 'incoming' type with respect to the logged-in party.
Remitter Code	Displays the code assigned to the remitter by the remitter's financial institution.
Remitter Id	Displays the remitter's unique ID.
Remitter Name	Displays the remitter's name.
Remitter Account Number	Displays the masked account number used by the remitter to make the payment. **Note**: The IBAN can be displayed instead of real and virtual account numbers, if the configuration at the bank-level is set to display IBAN.
Beneficiary Details	This section is displayed if the payment is of 'outgoing' type with respect to the logged-in party.
Beneficiary Code	Displays the code assigned to the beneficiary by the beneficiary's financial institution.
Beneficiary Id	Displays the beneficiary's unique ID.
Beneficiary Name	Displays the beneficiary's name.
Beneficiary Account Number	Displays the masked account number used by the beneficiary to which the payment has been made. **Note**: The IBAN can be displayed instead of real and virtual account numbers, if the configuration at the bank-level is set to display IBAN.
Counterparty Details	This section is displays the Counterparty details.
Counterparty Code	Displays the code of the counterparty.
Counterparty Id	Displays the counterparty's unique ID.
Counterparty Name	Displays the counterparty's name.
Bank Details	This section is displays the bank details.
Bank Code	Displays the code of the other bank involved in the payment.
Bank Name	Displays the name of the other bank involved in the payment
Branch Name	Displays the name of the branch of the other bank.
Reconciliation and Allocation Information	This section is displays the Reconciliation and Allocation Information details.
Reconcile Against Flag and Instrument	Displays the flag and instrument against which the payment has-been/will-be reconciled. The instrument can be a receivable (such as invoice/debit note), finance, or cashflow.
Reference Number	Displays the reference number of the instrument against which the payment has-been/will-be reconciled. This can be the invoice/debit note reference number, the finance reference number, or the cashflow reference number.
Auto-Reconciliation Required	Displays 'Yes' if the instrument is eligible for auto-reconciliation, and 'No', otherwise.
Allocation Required	Displays 'Yes' if the instrument is eligible for allocation, and 'No', otherwise.
Finance Related Information	This section appears if these details have been provided in the bulk payment file that has been uploaded.

Table 8-36 (Cont.) Reconcile with Payments - Field Description

Field Name	Description
Program Code	Displays the program code associated with the finance.
Appropriation while Settlement	Displays the order of repayment with respect to principal, interest, and overdue interest.
Specific Appropriation	Displays the amounts allotted to repayment of principal, interest and overdue interest.
Additional Details	This section displays the Filler Label Fields. The financial institution can configure these fields on Day 0, based on their requirement.

6. In the **Reconcile with Payments** step, select the required payments to reconcile.
7. In the **Amount To Be Reconciled** field, click to edit the amount and then click to save the changes, if required.
8. Click **Save and Add Another** to save the details and select another cash flow record to reconcile against payments.
   - To view a list of records that you have already saved, click the **View Details** link in the **Reconciled Records** section, on the top right side of the Manual Reconciliation screen. An overlay window appears with the saved cash flow-payments records. To delete a record, click .
9. Click **Submit** to submit the transaction. The Review screen appears. Or, do one of the following:
   - Click **Cancel** to cancel the transaction.
   - Click **Back** to go to the dashboard.
10. In the Review screen, verify the selected details and click **Confirm**. A confirmation message appears, with the status and reference number of the transaction. Or, do one of the following:
   - Click **Cancel** to cancel the transaction.
   - Click **Back** to go to the dashboard.

Once the transaction is submitted, the approver is notified. If any modifications are required, the approver can add relevant comments and send the transaction back to the maker, using the **Send to Modify** feature. Once the required modifications are made, the maker can re-submit the transaction.

8.5.2.2 Single Payment Multiple Cash Flows

This topic provides systematic instructions to reconcile multiple cashflow records with a single payment.

If you select this option, then a list of unreconciled and partially-reconciled payments appears. You can select a payment and one or more cash flow records to reconcile. Upon selection, you can save these details, and add another payment-cash flows record to be reconciled in the same transaction.

To manually reconcile cashflow records against a single payment:

1. From the **Dashboard**, click the **Toggle Menu**, then click **Receivables/Payables**, **Manual Reconciliation**, and then **Cash Flow against Payment**.

   The **Cash Flow against Payment** screen appears.

2. From the **Reconciliation Type** field, select the **Single Payment Multiple Cash Flows** option.

   A list of unreconciled or partially reconciled payment records appears.

3. In the **Select Payment** step, select the required payment to reconcile. You can use the **Search** field and filter options to find the required record.

Figure 8-75 Select Payment

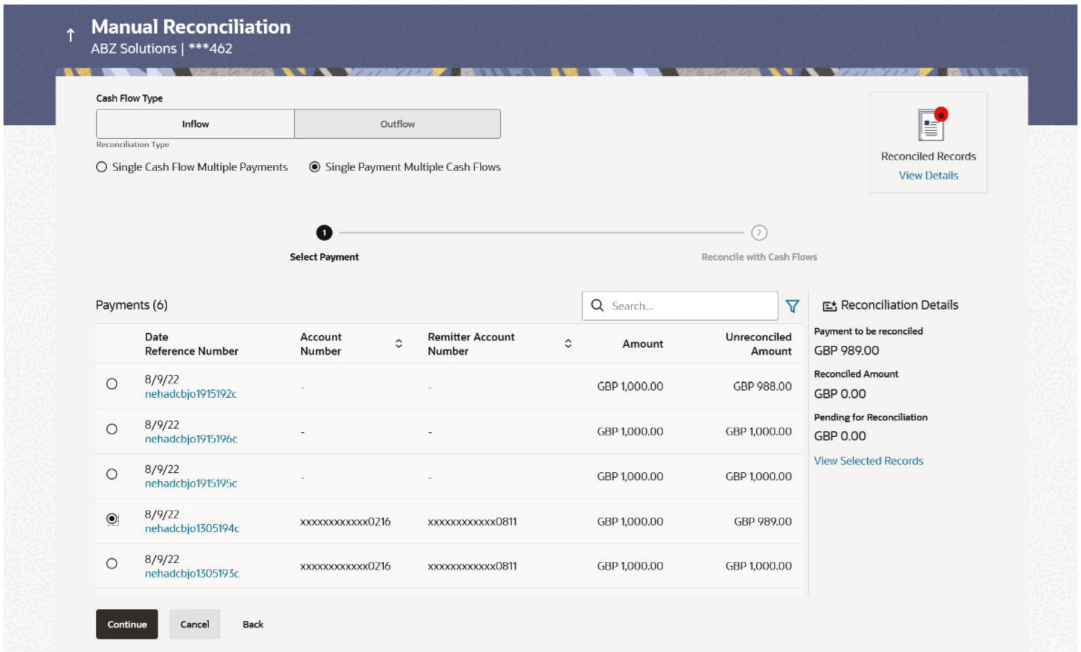


Table 8-37 Select Payment - Field Description

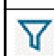
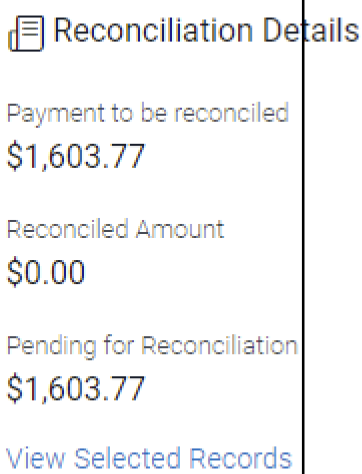
Field Name	Description
Select Payment	This step appears if you select the **Single Payment Multiple Cash Flows** option from the **Reconciliation Type** field. A list of unreconciled / partially-reconciled payments is displayed. You can select one payment from the list.
Payments (number)	Displays the total number of payments available in the list.
Search	Indicates an option to search for specific payments.
	Click this icon to filter the payments based on certain criteria. The **Payment Search** overlay window appears. For more information on the fields in this window, refer the **Payment Search** section in this document.
Date Reference Number	Displays the date of the payment and its reference number as a hyperlink. You can click this link to view the payment details in an overlay window. For more information on the fields displayed, refer the **Payment Details overlay window** section below.
Real Account Virtual Account	Displays the real and virtual account numbers (in masked format), from which the payment was initiated.
Remitter Account Number / Beneficiary Account Number	Displays the default account number of the remitter / beneficiary, based on whether the payment is incoming or outgoing

Table 8-37 (Cont.) Select Payment - Field Description

Field Name	Description
Amount	Displays the total payment amount.
Unreconciled Amount	Displays the payment amount that has not yet been reconciled.
Reconciliation Details section 	This section, present on the right hand side of the Manual Reconciliation screen, is automatically updated when you select the payment and cash flow records for reconciliation.
Payment to be reconciled	Displays the payment amount to be reconciled, once you select a payment in the 1st step of manual reconciliation.
Reconciled Amount	Displays the total cash flow amount. This field is updated once you select the cash flow records in the 2nd step of manual reconciliation.
Pending for Reconciliation	Displays the difference between the amounts in the fields above.
View Selected Records	Click this link to view the details of the selected payment and cash flow records. An overlay window appears with the details of the selected records.

Payment Details overlay window

This window appears when you click the payment reference number hyperlink.

Table 8-38 Select Payment - Field Description

Field Name	Description
Payment Reference Number	Displays the payment reference number assigned by the host.
External Reference Number	Displays the external payment reference number.
Payment Date	Displays the date of the payment.
Type	Displays the type of payment, whether incoming or outgoing.
Status	Displays the status of the payment.
Remitter Account Number / Beneficiary Account Number	Displays the remitter account number in case of an incoming payment, and beneficiary account number in case of an outgoing payment.
Amount	Displays the payment amount.
Unreconciled Amount	Displays the amount that is not yet reconciled.
Real Account	Displays the real account number involved in the payment.

Table 8-38 (Cont.) Select Payment - Field Description

Field Name	Description
Virtual Account	Displays the virtual account number involved in the payment.
Remark	Displays remarks, if any.

4. Click **Continue** to proceed to the **Reconcile with Cash Flows** step. Or, do one of the following:
   - Click **Cancel** to cancel the transaction.
   - Click **Back** to go to the dashboard.

Figure 8-76 Reconcile with Cash Flows

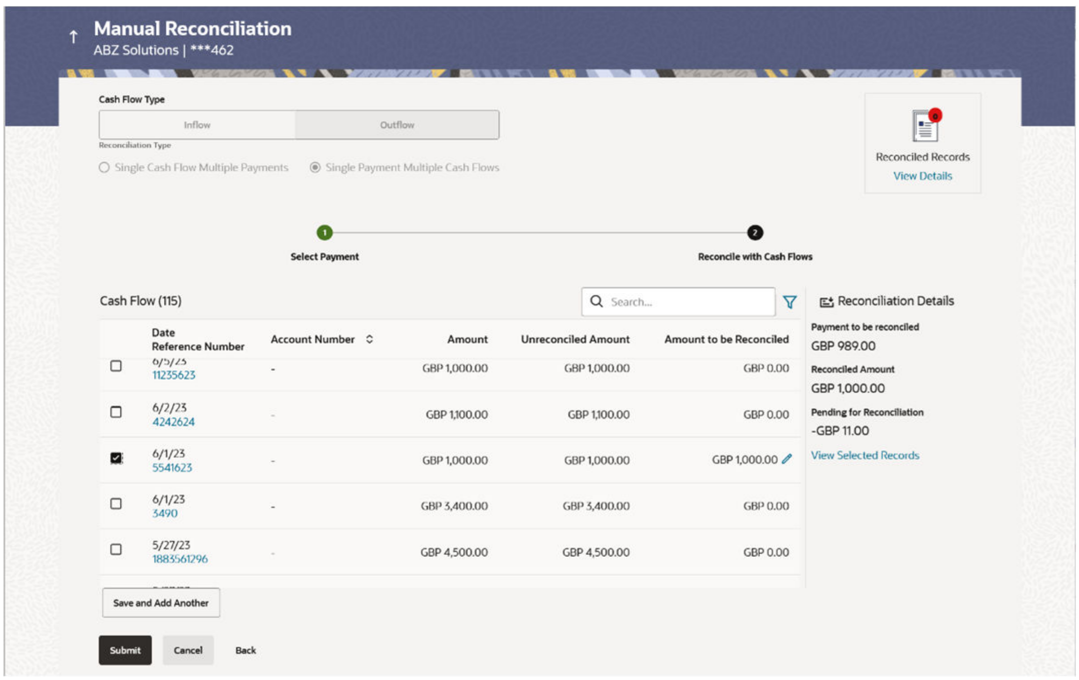


Table 8-39 Reconcile with Cash Flows - Field Description

Field Name	Description
Reconcile with Cash Flows	This step appears when you select a payment and click **Continue**. You can select multiple cash flow records for reconciliation.
Cash Flow (number)	Displays the total number of cash flow records available in the list.
Search	Indicates an option to search for specific cash flow records.
	Click this icon to filter the cash flow records based on certain criteria. The **Cash Flow Search** overlay window appears. For more information on the fields in this window, refer the **Cash Flow Search** section in this document.
Date Reference Number	Displays the date of the cash flow and its reference number as a hyperlink. You can click this link to view the cash flow details in an overlay window. For more information on the fields displayed, refer the **Cash Flow Details overlay window** section below.

Table 8-39 (Cont.) Reconcile with Cash Flows - Field Description

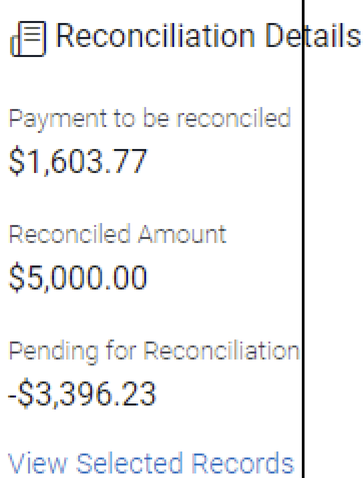
Field Name	Description
Associated Party Name	Displays the name of the associated or counter party.
Amount	Displays the total cash flow amount.
Unreconciled Amount	Displays the unreconciled cash flow amount.
Amount to be Reconciled	Indicates the cash flow amount to be reconciled. You can click to edit and modify the amount if required, and then click to save it.
Reconciliation Details section 	This section, present on the right hand side of the Manual Reconciliation screen, is automatically updated when you select the payment and cash flow records for reconciliation.
Payment to be reconciled	Displays the payment amount to be reconciled, once you select a payment in the 1st step of manual reconciliation.
Reconciled Amount	Displays the total cash flow amount. This field is updated once you select the cash flow records in the 2nd step of manual reconciliation.
Pending for Reconciliation	Displays the difference between the amounts in the fields above.
View Selected Records	Click this link to view the details of the selected payment and cash flow records. An overlay window appears with the details of the selected records.
Selected Record	This overlay window appears when you click the **View Selected Records** link. It displays the details of the selected payment and cash flow records to be reconciled.
Reconciled Records	This section (present on the top right side of the Manual Reconciliation screen) displays the number of records that you have saved for reconciliation by clicking **Save and Add Another.** You can click the **View Details** link to view the details of these saved payment-cash flows records, which appear in an overlay window. To remove a saved record, click beside it.
Cash Flow Details overlay window	This window appears when you click the cash flow reference number hyperlink.
Cash Flow Reference Number	Displays the cash flow reference number assigned by the host.

Table 8-39 (Cont.) Reconcile with Cash Flows - Field Description

Field Name	Description
External Reference Number	Displays the external cash flow reference number.
Payment Date	Displays the date of the payment.
Type	Displays the type of cash flow, whether inflow or outflow.
Status	Displays the status of the cash flow.
Amount	Displays the cash flow amount.
Unreconciled Amount	Displays the amount that is not yet reconciled.
Real Account	Displays the real account number involved in the cash flow.
Virtual Account	Displays the virtual account number involved in the cash flow.
Associated Party ID and Name	Displays the name and ID of the counter party involved in the cash flow.
Linked Reference Number	Displays the linked reference number of the cash flow.
Narration	Displays any narration text/comments.

5. In the **Reconcile with Cash Flows** step, select the required cash flow records to reconcile.
6. In the **Amount To Be Reconciled** field, click to edit the amount and then click to save the changes, if required.
7. Click **Save and Add Another** to save the details and select another payment to reconcile against cash flow records.
   - To view a list of records that you have already saved, click the **View Details** link in the **Reconciled Records** section, on the top right side of the Manual Reconciliation screen. An overlay window appears with the saved payment-cash flows records. To delete a record, click .
8. Click **Submit** to submit the transaction. The Review screen appears. Or, do one of the following:
   - Click **Cancel** to cancel the transaction.
   - Click **Back** to go to the dashboard.
9. In the Review screen, verify the selected details and click **Confirm**. A confirmation message appears, with the status and reference number of the transaction. Or, do one of the following:
   - Click **Cancel** to cancel the transaction.
   - Click **Back** to go to the dashboard.

Once the transaction is submitted, the approver is notified. If any modifications are required, the approver can add relevant comments and send the transaction back to the maker, using the **Send to Modify** feature. Once the required modifications are made, the maker can re-submit the transaction.

- Cash Flow Search (overlay window)

  This overlay window appears when you click the icon to search for specific cash flow records.

- Payment Search (overlay window)
  This overlay window appears when you click the Filter icon to search for specific payment records.

8.5.2.2.1 Cash Flow Search (overlay window)

This overlay window appears when you click the  icon to search for specific cash flow records.

Figure 8-77 Cash Flow Search (overlay window)

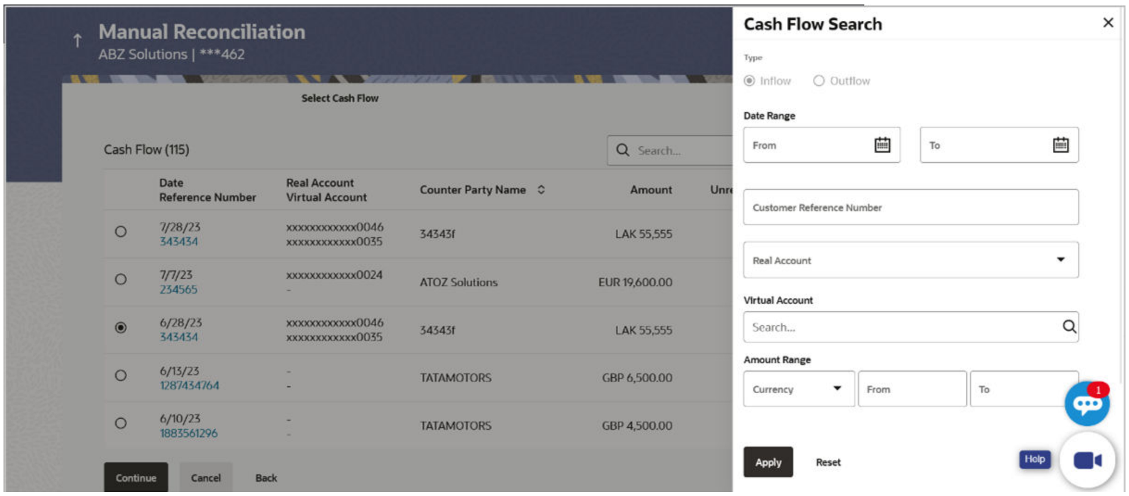


Table 8-40 Cash Flow Search - Field Description

Field Name	Description
Type	Displays the type of cash flow, whether Inflow or Outflow. This field is not editable.
Date Range From/To	Specify the date range for filtering the required cash flow records.
Customer Reference Number	Specify the customer’s own reference number of the cash flow record to be filtered.
Real Account	Specify the real account number associated with the cash flow records to be filtered.
Virtual Account	Specify the virtual account number associated with the cash flow records to be filtered.
Amount Range Currency From/To	Select the currency and enter the cash flow amount range, to filter the required cash flow records.

1. On selecting/entering the required details, click **Apply** to apply the filter criteria, or, click **Reset** to reset the entered data.

8.5.2.2.2 Payment Search (overlay window)

This overlay window appears when you click the Filter icon to search for specific payment records.

Figure 8-78 Payment Search (overlay window)

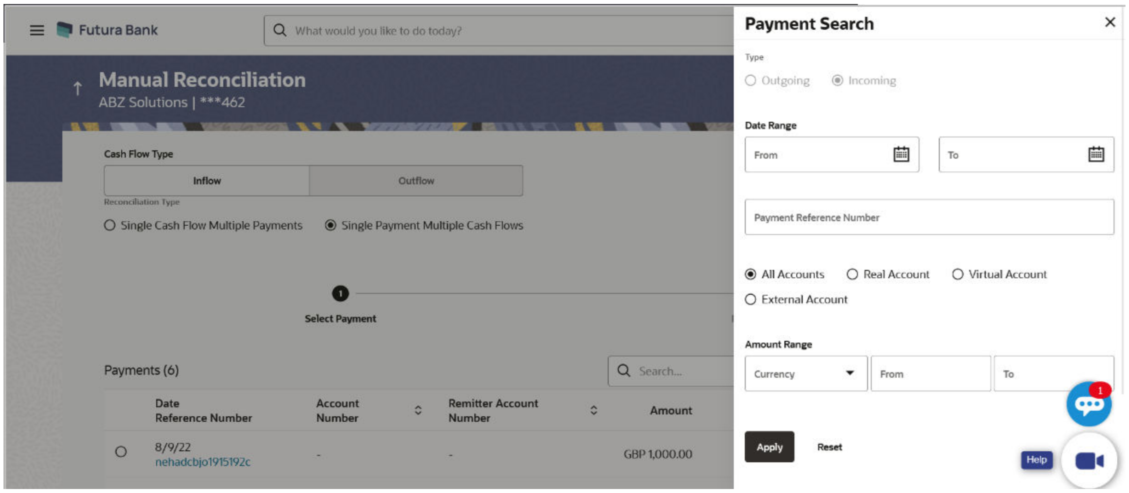


Table 8-41 Payment Search - Field Description

Field Name	Description
Type	Displays the type of payment, whether Incoming or Outgoing. This field is not editable.
Date Range From/To	Specify the date range for filtering the required payment records.
Payment Reference Number	Specify the reference number of the payment record to be filtered.
Real Account	Specify the real account number associated with the payment records to be filtered.
Virtual Account	Specify the virtual account number associated with the payment records to be filtered.
Amount Range Currency From/To	Select the currency and enter the payment amount range to filter the required payment records.

1. On selecting/entering the required details, click **Apply** to apply the filter criteria, or, click **Reset** to reset the entered data.

8.6 Manual Allocation

Using this screen, the corporate user can manually allocate payments to the required virtual accounts.

The manual allocation transaction can be used by corporates to manually allocate payments to accounts, in cases where the execution of the allocation rule has failed or for payments that do not have rules set.

The screen, by default, displays all the matched or partially matched and unallocated or partially allocated payments for manual allocation.

The user can select a single payment and allocate it to a single or multiple virtual accounts and set the corresponding percentage(s) of allocation. The total percentage should always be 100.

Allocation of virtual account can also be based on payment attributes. Payments attributes are listed. The user can select a single or multiple attributes. The values of these attributes are used to make a call to the Virtual Accounts Management system, which in response, returns the associated virtual account. That virtual account is mapped to the payment. Multiple accounts can be mapped by setting the percentage for each. The total percentage should always be 100.

To perform manual allocation:

1. From the **Dashboard**, click the **Toggle Menu**, then click **Receivables/Payables**, **Reconciliation**, and **Manual Allocation**.

   The **Manual Allocation** screen appears.

2. In the **Manual Allocation** screen, use the **View By** list and/or the filter options to get a list of required payment records.

Figure 8-79 Manual Allocation

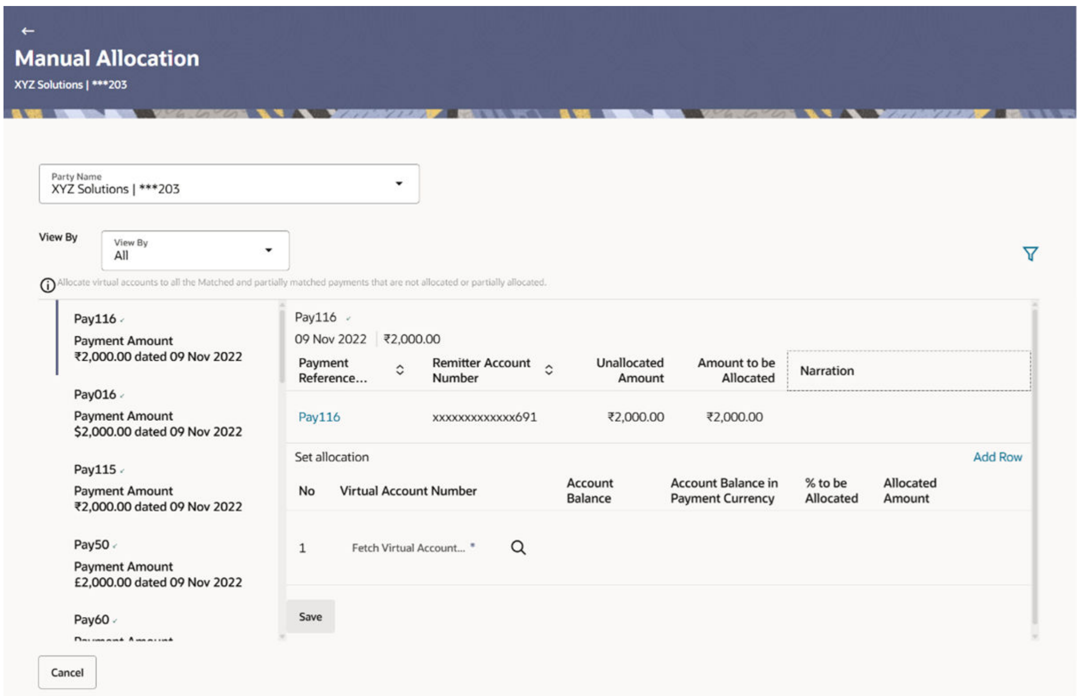


Table 8-42 Manual Allocation - Field Description

Field Name	Description
Party Name	Displays the name and ID of the logged-in corporate party.
View By	Indicates an option to view the payment records based on the following criteria: • **Saved for Allocation** • **Incoming Payments** • **Outgoing Payments**
	Indicates an option to filter the payment records based on selected parameters. Refer the **Payments Search overlay window** section below, for more details.
Payments Panel	In the **Manual Allocation** screen, the panel on the left hand side displays a list of matched and partially matched payments that have not been allocated or are partially allocated. You can use the **View By** field and the filter option to narrow down this list.

Table 8-42 (Cont.) Manual Allocation - Field Description

Field Name	Description
Payment Reference Number	Displays the unique reference number of the payment. The (incoming) or (outgoing) indicator is also displayed.
Payment Amount	Displays the currency and amount of the payment.
Payment Date	Displays the date on which the payment occurred.
Selected Payment	By default, the first payment in the payments panel appears selected. You can select a different record for allocation, as required. The details of the selected payment record are displayed in the main section, with the following fields:
Payment Reference Number	Displays the unique reference number of the payment. The (incoming) or (outgoing) indicator is also displayed.
Payment Date	Displays the date on which the payment occurred.
Payment Amount	Displays the currency and amount of the payment.
External Reference Number	Displays the reference number of the payment assigned by the corporate party. This is a hyperlink which when clicked displays the details of the payment. For more information on the payment details, refer the **View Payments (details)** section in this document.
Remitter Account Number	Displays the account number from which the payment originated.
Unallocated Amount	Displays the amount that is yet to be allocated.
Amount to be Allocated	Specify the payment amount to be allocated in the current transaction. By default, the value in the **Unallocated Amount** field is displayed.
Narration	Specify the narration.
Set Allocation	You can search and set the virtual accounts and their allocation percentages in this section.The sum of percentages of all added accounts should be 100.
Virtual Account	Set the virtual account to which the payment should be allocated. Click the **Fetch Virtual Account on the basis of attributes** link to search and find the required virtual account. The **Set Virtual Account Attributes** pop-up window appears. For more information on the fields in this window, refer the **Set Virtual Account Attributes** section below.
Percentage to be Allocated	Specify the percentage of the payment to be allocated to the selected virtual account. If you enter a percentage in this field, the **Allocated Amount** field gets updated automatically. **Note:** The total percentage allocated to all virtual accounts should be less than or equal to 100.
Allocated Amount	Specify the amount to be allocated to the selected virtual account. If you enter an amount in this field, the **Percentage to be Allocated** field gets updated automatically. **Note:** The total amount allocated to all the virtual accounts should be less than or equal to the **Amount to be Allocated** amount.
Add Row	Click the link to add further virtual accounts. Or click to delete an added account.

3. Click the icon to open the **Payment Search overlay window.**

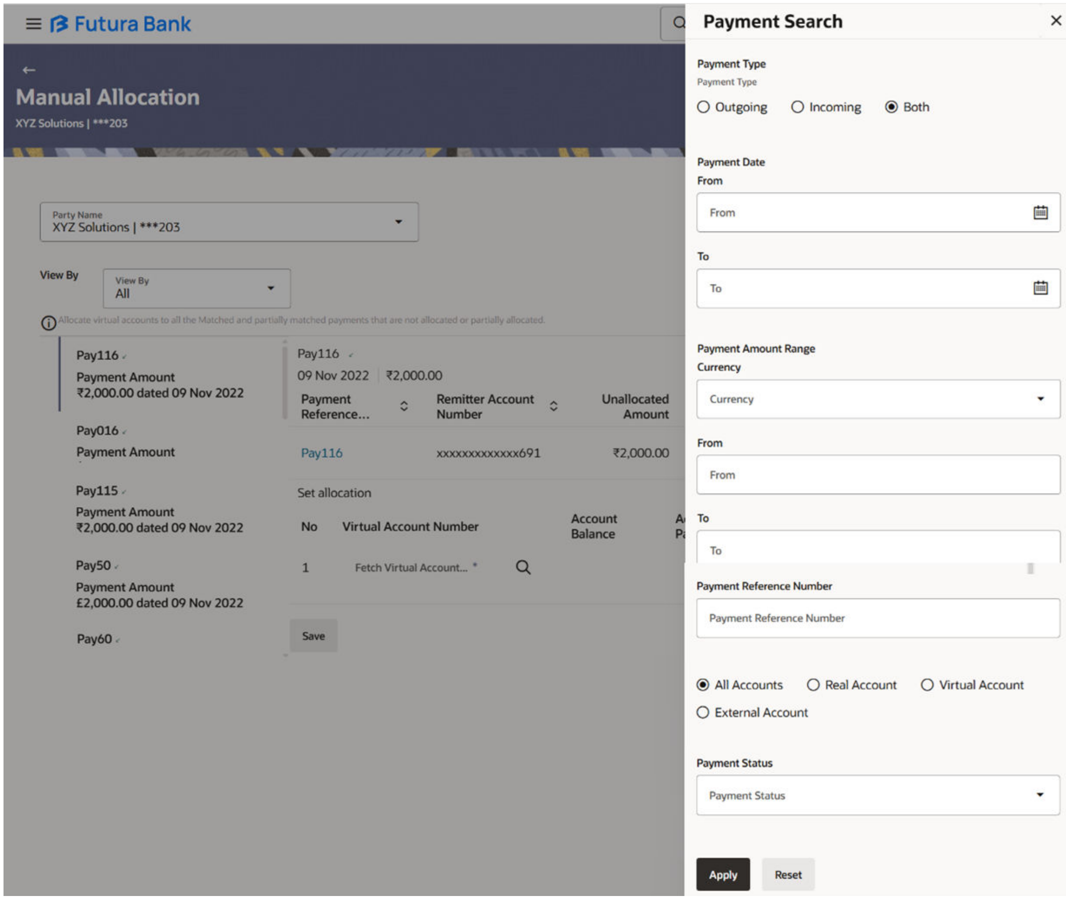


Table 8-43 Payment Search overlay window - Field Description

Field Name	Description
Payment Type	Indicates an option to filter the payment records based on payment type. The options available are: • **Incoming** • **Outgoing** • **Both**
Payment Date From - To	Indicates an option to filter the payment records based on a date range.
Payment Amount Range Currency From-To	Indicates an option to filter the payment records based on an amount range.
Payment Reference Number	Indicates an option to filter the payment records based on reference number.
Type of account being credited	Indicates an option to filter the payment records based on the type of account being credited - a specific real account, or a specific virtual account, or both. The options are: • **Real Account** – On selecting this option, a list of real account numbers (in masked format) associated with the logged-in party is displayed. The required account can be selected. • **Virtual Account** – On selecting this option, a list of virtual account numbers (in masked format) associated with the logged-in party is displayed. The required account can be selected. • **Both**

Table 8-43 (Cont.) Payment Search overlay window - Field Description

Field Name	Description
Payment Status	Indicates an option to filter the payment records based on payment status.

4. In the **Payment Search** overlay window, enter the required search criteria.
5. Click **Apply**.

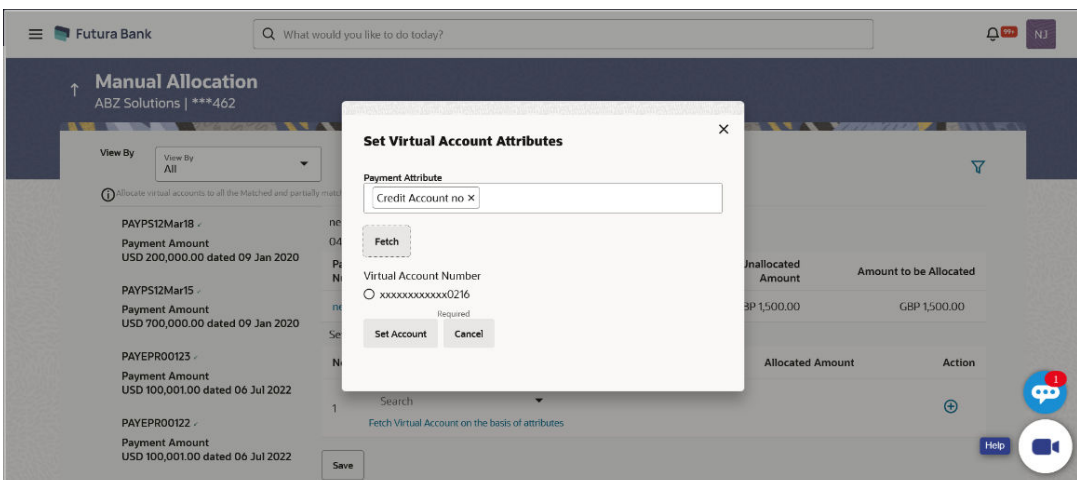
   A list of relevant payments appears in the payments panel in the Manual Allocation screen.

   - Or, click **Reset** to clear the data entered.
6. In the **Manual Allocation** screen, from the payments panel on the left hand side, select the required payment record to be allocated.

   The selected payment details appear in the main section.
7. In the **Set allocation** section, click the **Fetch Virtual Account on the basis of attributes** link.

   The **Set Virtual Account Attributes** pop-up window appears.

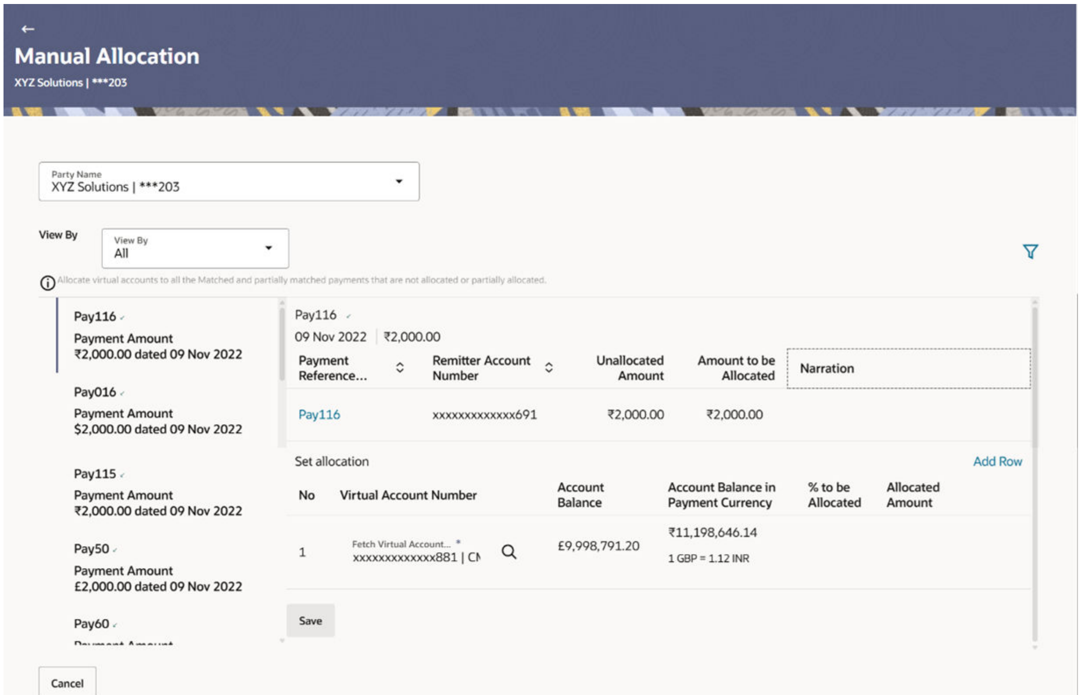
Figure 8-80 Set Virtual Account Attributes



8. In the **Set Virtual Account Attributes** window, select the required option from the **Payment Attribute** list.
9. Click **Fetch**.

   A list of relevant virtual accounts appears.
10. Select the required account.
11. Click **Set Account**. The selected account appears in the **Set allocation** section. Or, click **Cancel** to cancel setting the virtual account.

Figure 8-81   Manual Allocaiton - Set Allocation



12. Specify the required payment percentage to be allocated to the virtual account in the **Percentage to be Allocated** field. The **Allocated Amount** field gets updated automatically. Or enter the required amount to be allocated to the virtual account in the **Allocated Amount** field.

    The **Percentage to be Allocated** field gets updated automatically.

13. To add further virtual accounts, click .

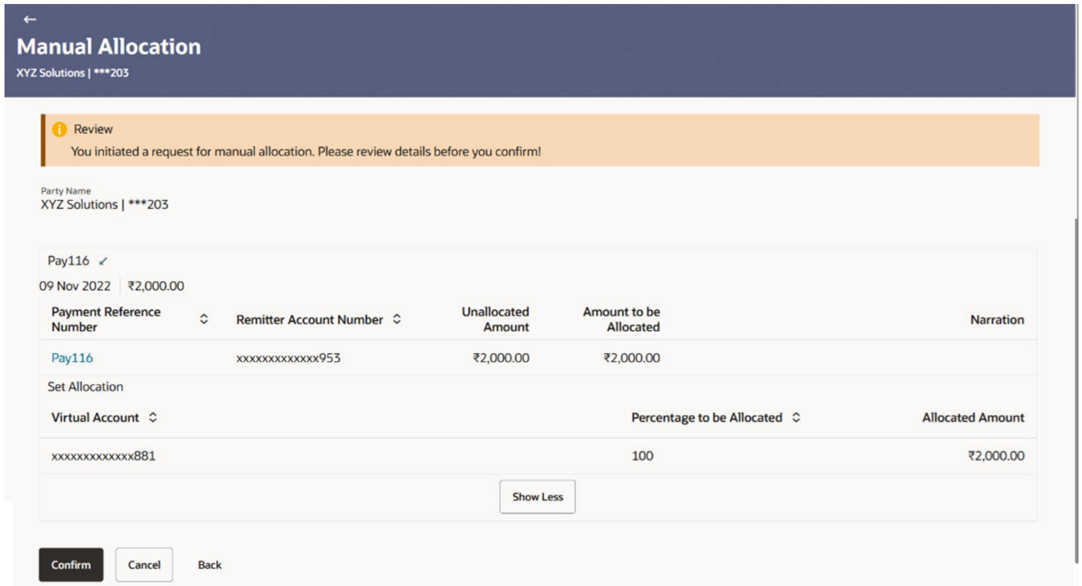
> **Note**
>
> Click  to delete an added account.

14. Click **Save** to save the virtual accounts added. The payment that has been selected for allocation is tagged as ‘**Saved for Allocation**’.

> **Note**
>
> Click **Undo** to remove the added accounts.

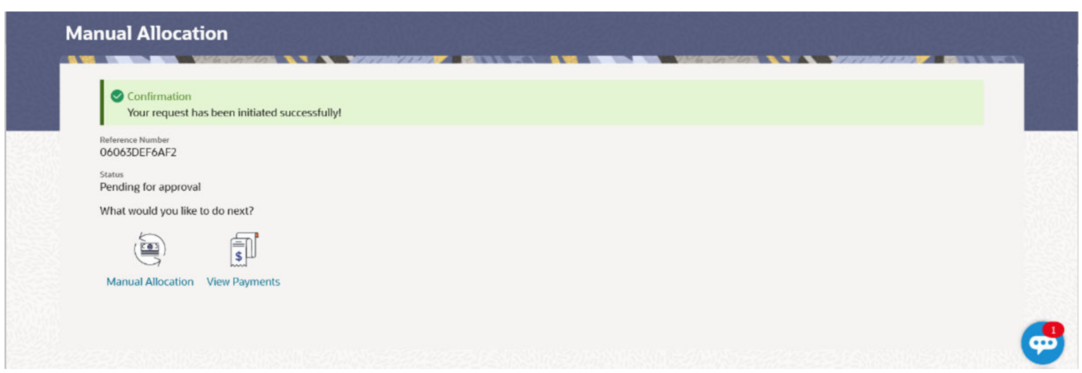
15. Click **Submit** to submit the allocation. The **Review** screen appears. Or, do one of the following:
    - Click **Cancel** to cancel the transaction.
    - Click **Back** to go to the main dashboard.

Figure 8-82 Manual Allocation - Review Screen



16. In the **Review** screen, verify the details and click **Confirm**. A confirmation message appears with the reference number and status of the transaction. Or, do one of the following:
    - Click **Cancel** to cancel the transaction.
    - Click **Back** to go to the previous screen.

Figure 8-83 Manual Allocation – Confirmation



17. Click the **Manual Allocation** link to perform another manual allocation transaction. Or, click the **View Payments** link to view a list of payments.

8.7 De-Reconciliation

Payments that have been reconciled against invoices or cash flows can be de-reconciled. One or more records can be de-reconciled in a single transaction.

- Invoice - Payment
  This topic provides systematic instructions to de-reconcile invoice payment.
- Cash Flow - Payment
  This topic provides systematic instructions to de-reconcile cash flow and payment.

8.7.1 Invoice - Payment

This topic provides systematic instructions to de-reconcile invoice payment.

User must have valid corporate login credentials.

To de-reconcile invoice and payment:

1. From the **Dashboard**, click the **Toggle Menu**, then click **Receivables/Payables**, **Reconciliation**, **De-Reconciliation**, and **Invoice - Payment**.

   The **De-reconcilition** screen appears.

Figure 8-84 De-Reconciliation

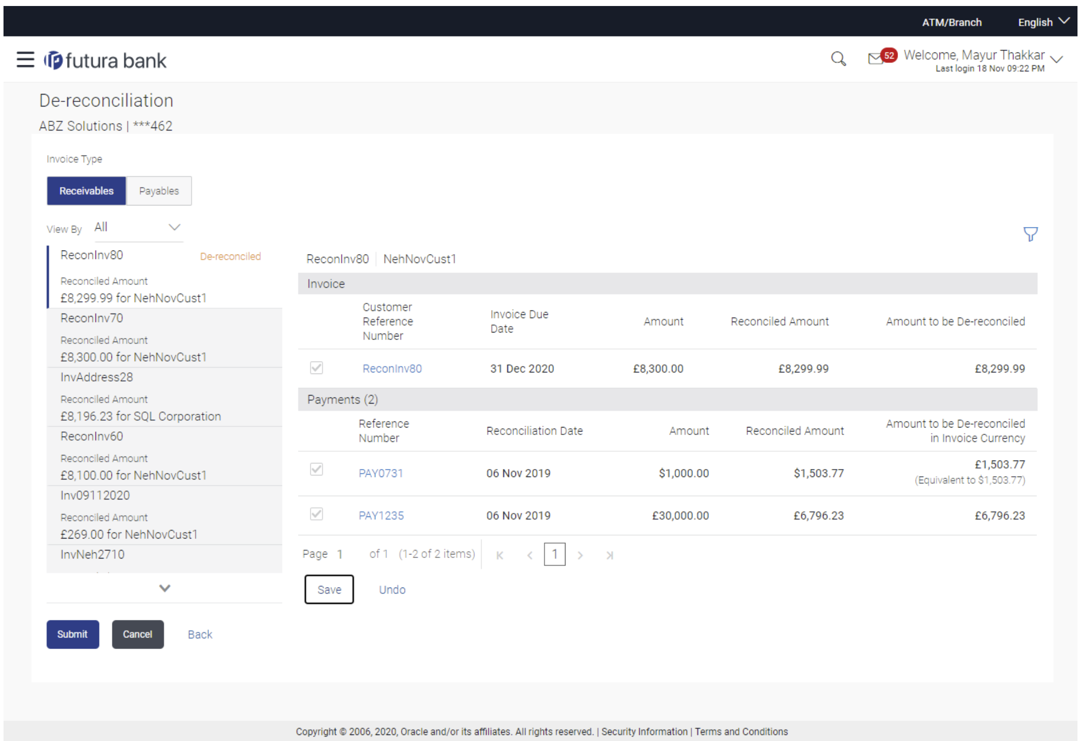


Table 8-44 De-reconciliation -Field Description

Field Name	Description
Party Name	Select the party name from the dropdown list in which the de-reconciliation for invoice must be created. By default, the primary party/gcif of the logged-in user is selected. **Note:** Only accessible parties are displayed to the user.
Invoice Type	Select the type of invoice to be de-reconciled. The options are: • **Receivables** • **Payables**
View By	Indicates the option to view the invoices as de-reconciled / not de-reconciled / all. Based on your selection, a list of invoices appears in a pane, with the invoice reference number, reconciled amount, and the associated party name.

Table 8-44 (Cont.) De-reconciliation -Field Description

Field Name	Description
	Indicates the option to filter the reconciled invoice-payment records based on date range and reference numbers. When you click this icon, the **Search** overlay window appears. For more information on the fields in this window, refer the **Search** section below.
Invoice Reference Number & Associated Party Name	The reference number and associated party name of the invoice selected from the **View By** pane are displayed.
Invoice	This section displays the details of the invoice selected from the **View By** pane.
Customer Reference Number	Displays the reference number present on the invoice. This is a hyperlink which when clicked displays the details of the invoice in an overlay window.
Invoice Due Date	Displays the date by when the invoice amount must be fully paid.
Amount	Displays the total amount of the invoice.
Reconciled Amount	Displays the amount that has been reconciled.
Amount to be De-reconciled	Displays the invoice amount that can be de-reconciled.
Payments (number)	This section displays the payments that have been reconciled against the invoice.
Reference Number	Displays the reference number of the payment. This is a hyperlink which when clicked displays the details of the payment in an overlay window.
Reconciliation Date	Displays the date on which reconciliation has been performed.
Amount	Displays the payment amount.
Reconciled Amount	Displays the amount that has been reconciled.
Amount to be De-reconciled in Invoice Currency	Displays the payment amount in invoice currency that can be de-reconciled.
Search	This overlay window appears when you click the icon in the De-reconciliation screen.
Reconciled Date Range From / To	Indicates an option to filter the invoice-payment records based on a date range within which they have been reconciled.
Customer Invoice Reference Number	Indicates the option to filter the invoice-payment records based on the reference number present on the invoice.
Host Invoice Reference Number	Indicates the option to filter the invoice-payment records based on the reference number assigned by the host to the invoice.
Customer Payment Reference Number	Indicates the option to filter the invoice-payment records based on the customer's reference number of the payment.
Host Payment Reference Number	Indicates the option to filter the invoice-payment records based on the reference number assigned by the host to the payment.

2. In the **De-reconciliation** screen, use the **View By** list to view the required reconciled invoices.
3. Click on the required invoice in the **View By** pane. You can also use to filter the records.
4. Select the check box beside the invoice to be de-reconciled.
5. Select the check box(es) beside the payment(s) to be de-reconciled.
6. Click **Save**. The keyword 'De-reconciled' appears beside the invoice in the **View By** pane.

- Click **Undo** to undo the saving, if required.

7. If further invoice-payment records must be de-reconciled, then repeat the above steps again.
8. Once all required records have been saved for de-reconciliation, click **Submit**. The Review screen appears. Or, do one of the following:
   - Click **Cancel** to cancel the transaction.
   - Click **Back** to go to the previous screen.
9. Review the details and click **Confirm**. A confirmation message of the de-reconciliation appears. Or, do one of the following:
   - Click **Cancel** to cancel the transaction.
   - Click **Back** to go to the previous screen.

Once the transaction is submitted, the approver is notified. If any modifications are required, the approver can add relevant comments and send the transaction back to the maker, using the **Send to Modify** feature. Once the required modifications are made, the maker can re-submit the transaction.

8.7.2 Cash Flow - Payment

This topic provides systematic instructions to de-reconcile cash flow and payment.

User must have valid corporate login credentials.

To de-reconcile cash flow and payment:

1. From the **Dashboard**, click the **Toggle Menu**, then click **Receivables/Payables**, **Reconciliation**, **De-Reconciliation**, and **Cash Flow - Payment**.

   The De-reconciliation screen appears.

Figure 8-85 De-Reconciliation

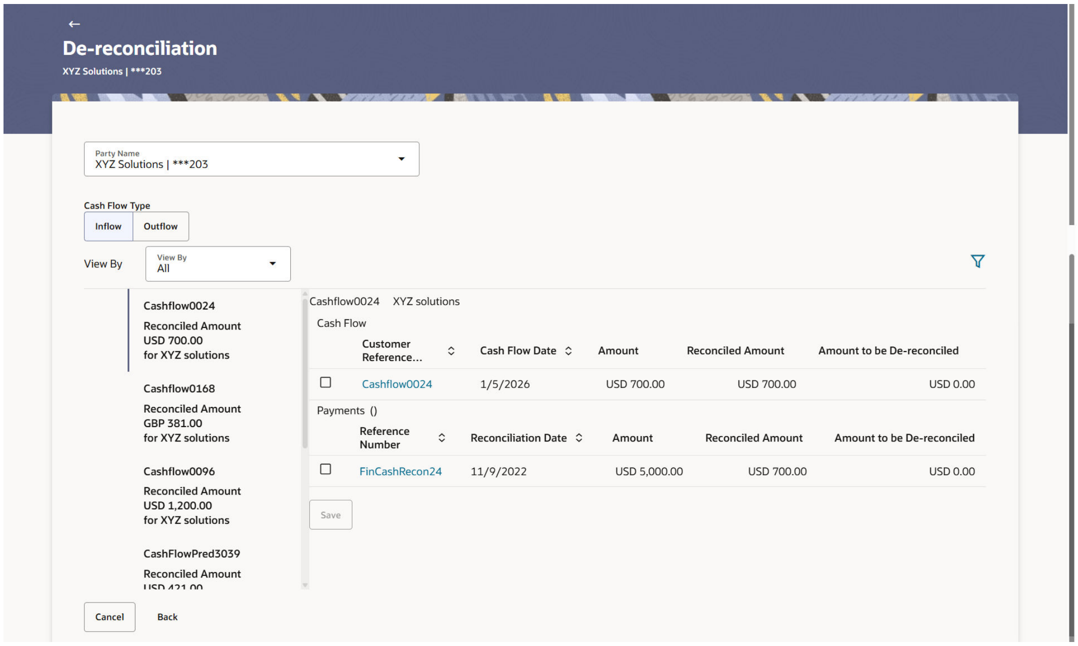


Table 8-45 De-Reconciliation - Field Description

Field Name	Description
Party Name	Select the party name from the dropdown list in which the de-reconciliation for cashflow must be created. By default, the primary party/gcif of the logged-in user is selected. **Note:** Only accessible parties are displayed to the user.
Cash Flow Type	Select the type of cash flow to be de-reconciled. The options are: • **Inflow** • **Outflow**
View By	Indicates the option to view the cash flows as de-reconciled / not de-reconciled / all. Based on your selection, a list of cash flows appears in a pane, with the cash flow reference number, reconciled amount, and the associated party name.
	Indicates the option to filter the reconciled cash flow-payment records based on date range and reference numbers. When you click this icon, the **Search** overlay window appears. For more information on the fields in this window, refer the **Search** section below.
Cash Flow Reference Number	The reference number of the cash flow selected from the **View By** pane is displayed.
Cash Flow	This section displays the details of the cash flow selected from the **View By** pane.
Customer Reference Number	Displays the reference number of the cash flow. This is a hyperlink which when clicked displays the details of the cash flow in an overlay window.
Cash Flow Date	Displays the date of the cash flow.
Amount	Displays the total amount of the cash flow.
Reconciled Amount	Displays the amount that has been reconciled.
Amount to be De-reconciled	Displays the cash flow amount that can be de-reconciled.
Payments (number)	This section displays the payments that have been reconciled against the cash flow.
Reference Number	Displays the reference number of the payment. This is a hyperlink which when clicked displays the details of the payment in an overlay window.
Reconciliation Date	Displays the date on which reconciliation has been performed.
Amount	Displays the payment amount.
Reconciled Amount	Displays the amount that has been reconciled.
Amount to be De-reconciled in Cash Flow Currency	Displays the payment amount in cash flow currency that can be de-reconciled.
Search	This overlay window appears when you click the  icon in the De-reconciliation screen.
Reconciled Date Range From / To	Indicates an option to filter the cash flow-payment records based on a date range within which they have been reconciled.
Customer Cash Flow Reference Number	Indicates the option to filter the cash flow-payment records based on the reference number of the cash flow.
Host Cash Flow Reference Number	Indicates the option to filter the cash flow-payment records based on the reference number assigned by the host to the cash flow.
Customer Payment Reference Number	Indicates the option to filter the cash flow -payment records based on the customer's reference number of the payment.

Table 8-45 (Cont.) De-Reconciliation - Field Description

Field Name	Description
Host Payment Reference Number	Indicates the option to filter the cash flow-payment records based on the reference number assigned by the host to the payment.

2. In the **De-reconciliation** screen, use the **View By** list to view the required reconciled cash flows.
3. Click on the required cash flow in the **View By** pane. You can also use  to filter the records.
4. Select the check box beside the cash flow to be de-reconciled.
5. Select the check box(es) beside the payment(s) to be de-reconciled.
6. Click **Save**. The keyword ‘De-reconciled’ appears beside the cash flow in the **View By** pane.
   - Click **Undo** to undo the saving, if required.
7. If further cash flow-payment records must be de-reconciled, then repeat the above steps again.
8. Once all required records have been saved for de-reconciliation, click **Submit**. The Review screen appears. Or, do one of the following:
   - Click **Cancel** to cancel the transaction.
   - Click **Back** to go to the previous screen.
9. In the Review screen, verify the details and click **Confirm**. A confirmation message of the de-reconciliation appears. Or, do one of the following:
   - Click **Cancel** to cancel the transaction.
   - Click **Back** to go to the previous screen.

Once the transaction is submitted, the approver is notified. If any modifications are required, the approver can add relevant comments and send the transaction back to the maker, using the **Send to Modify** feature. Once the required modifications are made, the maker can re-submit the transaction.

9

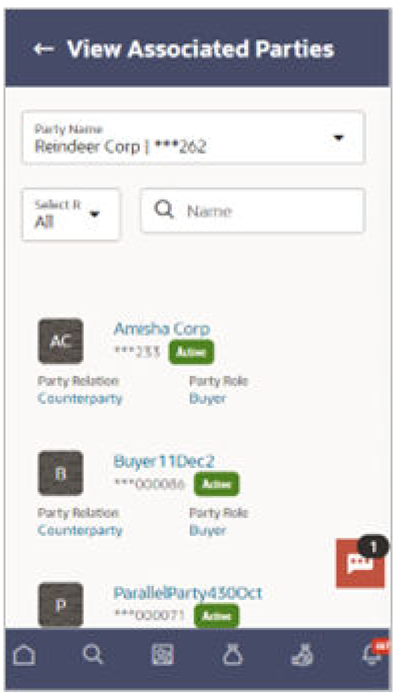
Mobile Touchpoints

This functionality allows a corporate user to perform and view Oracle Banking Digital Experience – Receivables and Payables Management transactions on the mobile screen.

> **Note**
>
> Functionality and Information displayed in each widget (columns, links, Graphs, charts, etc.,) depends on the access to Real Accounts user has. All features available on a web browser on desktop computers, such as, hyperlinks, search filters, download option, and so on, are also available on the mobile device. The details displayed on each program card are also the same as that on the web browser.

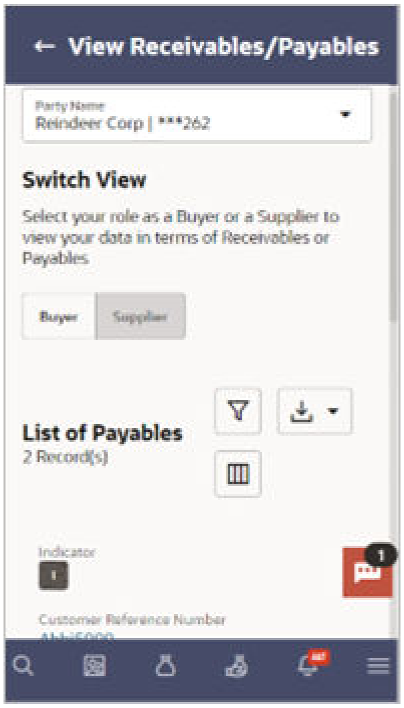
The below screens gives an idea how the data in widget will be shown on mobile screen:

View Associated Parties



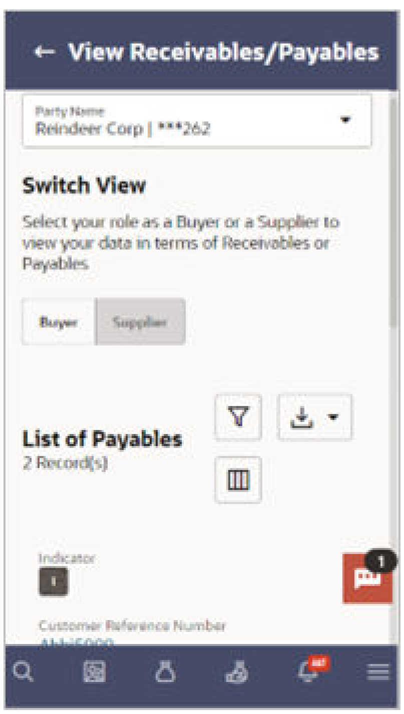
View Receivables/Payables - For Buyer Role

Figure 9-1 For Buyer Role

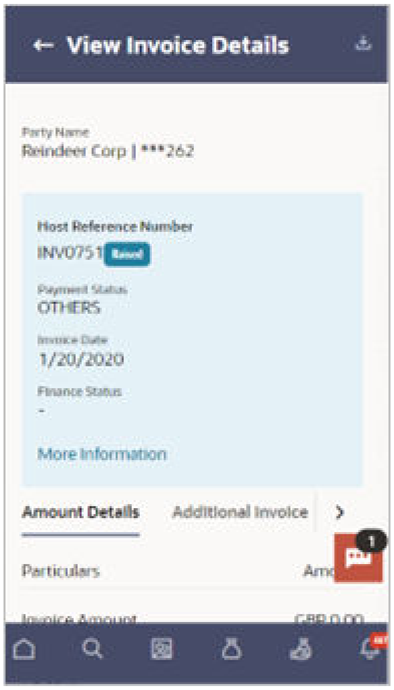


View Receivables/Payables - For Supplier Role

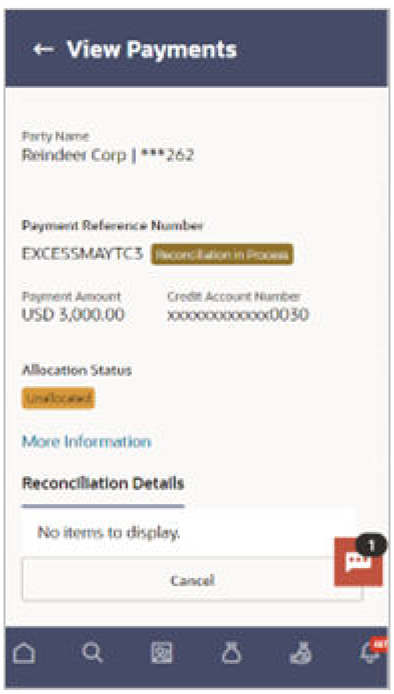
Figure 9-2 For Supplier Role



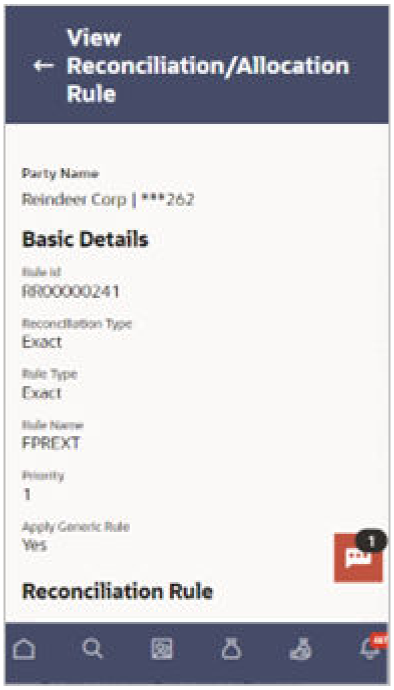
View Invoice Details



View Payment Details



View Reconciliation Rule



The below list of transactions are enabled on mobile application:

Table 9-1 Screen Name and Transaction Type

Screen Name	Transaction Type
Purchase Order Management Dashboard	Purchase Order Status Summary Upcoming Shipments Top 10 Associated Parties Quick Links Overdue Finances
Transaction screens	View Associated Parties View Associated Party Details View Receivables/Payables View Invoice Details View Debit Note Details View Credit Note View Credit Note Details View Payments View Payments Details View Reconciliation Rule View Reconciliation Rule Details Onboard Associated Party Edit Purchase Order Accept/Reject Purchase Order View Discount Offers

The below list of transactions are not supported on mobile application:

Table 9-2 Screen Name and Transaction Type

Screen Name	Transaction Type
Transaction screens	KYC Documents Upload Create Receivables/Payables Manage Receivables/Payables Create Credit Note Create Purchase Order Create Reconciliation Rule Create Allocation Rule Edit Reconciliation Rule Manual Reconciliation Manual Allocation De-Reconciliation Create Discount Offers

Index

V