Oracle® Banking Cash Management Cloud Service Receivables and Payables User Guide



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Oracle Banking Cash Management Cloud Service Receivables and Payables User Guide, Release 14.8.0.0.0

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Purpose

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

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

Audience

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

Table 1 Audience

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

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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

The related documents are as follows:

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

Conventions

The following text conventions are used in this document:

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

Screenshot Disclaimer

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

Acronyms and Abbreviations

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



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

Table 2 Acronyms and Abbreviations

Basic Actions

The basic actions performed in the screens are as follows:

Actions	Description
New	 Click New to add a new record. The system displays a new record to specify the required data. The fields marked as Required are mandatory. This button is displayed only for the records that are already created.
Save	Click Save to save the details entered or selected in the screen.
Unlock	 Click Unlock to update the details of an existing record. The system displays an existing record in editable mode. This button is displayed only for the records that are already created.
Authorize	 Click Authorize to authorize the record created. A maker of the screen is not allowed to authorize the same. Only a checker can authorize a record. This button is displayed only for the already created records. For more information on the process, refer Authorization Process.
Approve	Click Approve to approve the initiated record. • This button is displayed once you click Authorize .
Reject	Click Reject to reject the initiated record. • This button is displayed once you click Authorize .
Audit	 Click Audit to view the maker details, checker details of the particular record. This button is displayed only for the records that are already created.
Close	Click Close to close a record. This action is available only when a record is created.
Confirm	Click Confirm to confirm the action performed.
Cancel	Click Cancel to cancel the action performed.
Compare	Click Compare to view the comparison through the field values of old record and the current record. • This button is displayed in the widget once you click Authorize .

Table 3 Basic Actions



Actions	Description
View	Click View to view the details in a particular modification stage. • This button is displayed in the widget once you click Authorize .
View Difference only	Click View Difference only to view a comparison through the field element values of old record and the current record, which has undergone changes. • This button is displayed once you click Compare .
Expand All	Click Expand All to expand and view all the details in the sections. • This button is displayed once you click Compare .
Collapse All	Click Collapse All to hide the details in the sections. • This button is displayed once you click Compare .
Menu Item Search	Specify the menu name to search and select the required screens from the list.This option is used to search and navigate the required screens.
ОК	Click OK to confirm the details in the screen.

Table 3	(Cont.)	Basic	Actions
	001101	Duoio	/ 0010115

Symbols and Icons

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

Table 4	Symbols ar	nd Icons -	Common
---------	------------	------------	--------

Symbol/Icon	Function
J L	Minimize
٦	
Г 7	Maximize
LJ	
×	Close
Q	Perform Search
•	Open a list
\leftrightarrow	Date Range
H.	Add a new record
K	Navigate to the first record
X	Navigate to the last record



Symbol/Icon	Function
•	Navigate to the previous record
•	Navigate to the next record
88	Grid view
8 <u> </u>	List view
G	Refresh
団	Delete
₽	Add/Remove Columns
+	Click this icon to add a new row.
-	Click this icon to delete a row, which is already added.
i i i i i	Calendar
Û	Alerts

Table 4 (Cont.) Symbols and Icons - Common

Table 5Symbols and Icons - Widget

Symbol/Icon	Function
£	Open status
D	Unauthorized status
₽ ×	Rejected status
£	Closed status



Table 5 (Cont.) Symbols and Icons - Widget

Symbol/Icon	Function
D.	Authorized status
	Modification Number



1 Overview of Receivables and Payables

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

Overview

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

Receivables and Payables refers to instruments such as invoices, purchase orders, debit notes, and credit notes, based on which finances can be availed and settled.

- An instrument is referred to as a **Receivable** if a corporate customer is expecting to receive a payment for it. For example: Invoices are receivables for corporate customers, if they are a supplier.
- An instrument is referred to as a **Payable** if a corporate customer is expected to make a
 payment towards the instrument. For example: Invoices are payables for corporate
 customers, if they are a buyer.

Note:

Receivables and Payables module is consumed by both **Oracle® Banking Supply Chain Finance** and **Oracle® Banking Cash Management**. For more information on the cash management related functionalities, refer to the **Receivables and Payables User Guide** under the Cash Management documentation.

Benefits

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

Functionality

- E-Invoice and Purchase Order
- Debit Note and Credit Note
- Reconciliation
- Allocation of Payments
- Pricing



Home: Dashboard

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

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

Figure 1-1 Login

	Level up your security We are improving your security via a new multi-factor authentic policy. Learn more 🖸
ORACI	_E Cloud
obcstestbankpin	t01
Oracle Cloud	Account Sign In
Identity domain (Default	<i>i</i>)
User Name	
User name or en	nail
Password	
Password	
Forgot Password	?
Sigr	ı İn
Need help signin	g in?

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





Figure 1-2 Dashboard

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

- Top 5 Corporates: This portlet displays information on the top five customers with respect to their total Receivables and Payables. On clicking the table icon at the topright, the graph populates the business volume data of the same top 5 customers in tabular format.
- Aging of Invoices: This widget displays invoice aging information in the form of a doughnut. The graph displays the invoice amount volume split as per aging buckets which are configurable at the time of implementation i.e. 0-30 days, 30-60 days, and so on. Range criteria can be defined with a maximum of 6 ranges. On clicking any of the range buckets on the graph, a pop-up window appears with the list of corporates whose invoices are due for that ageing bucket. Clicking on the '+' (expand) icon against each corporate; launches invoice details pertaining to the information of that specific corporate such as supplier name, 'Invoice Due Date From', 'Invoice Due Date To'. Click the bar-chart icon on the top-right corner to change the view from doughnut (default) to bar chart. You can also flip the widget to view the same details for aging of overdue invoices.
- Invoices Raised: This portlet displays the data for financed and non-financed Invoices on monthly basis as a bar graph. On clicking the table icon on the top-right corner, the same data is displayed in tabular format with invoices grouped into monthly buckets.

On clicking the bar graph, the screen will pop up with the corporate name and aggregated invoice amount and further clicking on the '+' (expand) icon beside the corporate name launches the Invoice Inquiry screen with data of invoices specific to the corporate, along with other relevant details as per the selected date.

- **Business Volume Trends:** This widget displays the business trends (total receivables and payables) of the previous six months including the current month based on historic data. The trend line is plotted based on the highs/peak.
- **Payments Invoice Recon:** This widget provides a snapshot of the reconciliation details of payments against the entity selected, i.e., invoice, cash flow, allocation, or finance. Click the respective icons to view these details as a doughnut or as a line graph. You can view the volume percentage of payment records that are manually reconciled, auto-reconciled, partially reconciled, and unreconciled. Using the filter options, you can select a specific customer and/or modify the date range. Click the refresh icon to reset the data. If you have selected the line-graph option, you can click on specific trend-line points where the Volume (Y) axis meets the Month (X) axis. A pop-up window appears, displaying the names of the corporates and the count of records for that particular month and the reconciliation status.

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

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

2 System Parameters

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

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

- Workflow Parameters
- Dashboard Parameters
- Integration Parameters
- View System Parameters

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

2.1 View System Parameters

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

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

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

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

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

The View System Parameters screen displays.

Figure 2-1 View System Parameters

View System	Paramet	ers						
90								
System Parameters:								
OBSCFCM		e 0						
C Authorized	🔓 Open	₢ 4						
Lý Addionzed	E open							
Page 1		of 1	1 (1 - 1 of 1 item:	s) < 4 1) × >			
		111111111111111111111111111111111111111		1111				



- 3. Filter the records in the View screen:
 - a. Click Search icon to view the filters.

The user can filter the records using the following parameters:

- Record Status
- Authorization Status
- b. Select the required filter criteria and click **Search** to filter the records.
- c. Click **Reset** to reset the filter criteria.
- 4. Click **Refresh** icon to refresh the records.
- 5. Click **Options** icon and select **Unlock** to modify the records.

The System Parameters - Workflow Parameters screen displays.

System Parameters			Errors and Overrides
0		(3)	
Workflow Parameters	Dashboard Parameters	Integration Parameters	Application Parameters
Application Code	Lien Marking	Manual Invoice Processing	Auto Auth - Relationship
OBCM - Oracle Banking Ca 👻			
Auto Auth - Invoice	Auto Auth - Auto Recon	Auto Auth - Manual Recon	Auto Auth - Credit Note Creation
Auto Trigger Recon - Payment Upload	Auto Auth - PO Creation from UI	PO Creation - Bulk	File Parsing Behavior
			Reject Specific Records 🔹
Validate Linked Purchase Orders	Additional Duplication Check Required	Involce Duplication Check Parameters	Debit Note Duplication Check Parameters
Credit Note Duplication Check Parameters	PO Duplication Check Parameters	Host Bank Code	Extract all fields in Sales Contract
		123	

Figure 2-2 System Parameters - Workflow Parameters

Figure 2-3 System Parameters - Workflow Parameters

0 ———	(2)	(3)	(4)
Workflow Parameters	Dashboard Parameters	Integration Parameters	Application Parameters
Application Code	Lien Marking	Manual Invoice Processing	Auto Auth - Relationship
OBCM & OBSCF - Both 🔹			
Auto Auth - Invoice	Auto Auth - Auto Recon	Auto Auth - Manual Recon	Auto Auth - Credit Note Creation
Auto Trigger Recon - Payment Upload	Auto Auth - Dynamic Discounting	Auto Auth - PO Creation and Processing	PO Creation - Bulk
File Parsing Behavior	Validate Linked Purchase Orders	Additional Duplication Check Required	Invoice Duplication Check Parameters
Reject Specific Records 🔹			Filler 3 × Buyer Id × Invoice Date ×
Debit Note Duplication Check Parameters	Credit Note Duplication Check Parameters	PO Duplication Check Parameters	Host Bank Code
Debit Note Date × Filler 3 × Buyer Id ×	Credit Note Date × Filler 3 × Buyer Id ×	Purchase Order Date × Filler 3 × Supplier Id ×	000
Extract all fields in Sales Contract			



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

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

Field	Description
Application Code	 Select the applicable Application Code. The available options are: OBCM- Oracle Banking Cash Management OBSCF - Oracle Banking Supply Chain Finance OBCM & OBSCF - Both - Oracle Banking Cash Management & Oracle Banking Supply Chain Finance
Lien Marking	Select the toggle switch to enable or disable the Lien Marking in the host application.
Manual Invoice Processing	Select the toggle switch to enable or disable the manual enrichment required for invoice processing.
Auto Auth - Relationship	Select the toggle switch to enable or disable the auto authorization for the relationship management.
Auto Auth - Invoice	Select the toggle switch to enable or disable the auto authorization for invoice transactions.
Auto Auth - Auto Recon	Select the toggle switch to enable or disable the auto authorization for automatic reconciliation.
Auto Auth - Manual Recon	Select the toggle switch to enable or disable the auto authorization for manual reconciliation.
Auto Auth - Credit Note Creation	Select the toggle switch to enable or disable the auto authorization for credit note creation.
Auto Trigger Recon - Payment Upload	Select the toggle switch to enable or disable the auto trigger of Recon when the payment file/record is uploaded.
Auto Auth - Dynamic Discounting	Select the toggle switch to enable or disable the auto authorization for dynamic discounting.
Auto Auth - PO Creation from UI	Select the toggle switch to enable or disable the auto authorization for PO creation from UI.
Auto Auth - PO Creation and Processing	Select the toggle switch to enable or disable the auto authorization for PO creation and processing transactions.
PO Creation - Bulk	Select the toggle switch to enable or disable the auto authorization for bulk PO creation.
Validate Linked Purchase Orders	Select the toggle switch to enable or disable the validation of the purchase orders linked with invoice during creation or upload.
Additional Duplication Check Required	Select the toggle switch to enable or disable the additional duplication check while creating the instruments.
Invoice Duplication Check Parameters	Select the additional parameters to perform a duplication check while creating an invoice. You can select multiple parameters in this field.
	This field is displayed only if the Additional Duplication Check Required toggle switch is enabled.
Debit Note Duplication Check Parameters	Select the additional parameters to perform a duplication check while creating a debit note. You can select multiple parameters in this field. This field is displayed only if the Additional Duplication Check Required toggle switch is enabled.

 Table 2-1
 Workflow Parameters - Field Description

Field	Description
Credit Note Duplication Check Parameters	Select the additional parameters to perform a duplication check while creating a credit note. You can select multiple parameters in this field.
	This field is displayed only if the Additional Duplication Check Required toggle switch is enabled.
PO Duplication Check Parameters	Select the additional parameters to perform a duplication check while creating a purchase order. You can select multiple parameters in this field.
	This field is displayed only if the Additional Duplication Check Required toggle switch is enabled.
Host Bank Code	Specify the code of the host bank in which the application is implemented.
Extract all fields in Sales Contract	Select the toggle switch to enable or disable the extraction of all the fields in the Smart Maintenance screen from the uploaded Sales Contract. If a valid production key for Gen AI is available, the toggle can be enabled.

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

7. Click Next button.

The System Parameters - Dashboard Parameters screen displays.

Figure 2-4	System Parameters - Dashboard Parameters	

System Parameters				🛆 Errors & Overrides 🚽 🕇 🗙
O		2	(3
Workflow Parameters		Dashboard Parameters	Integration	Parameters
Dashboard Parameters				
6	6			
Audit			Cancel	Back Save & Close Next

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

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

Table 2-2 Dashboard Farameters - Field Description	Table 2-2	Dashboard Parameters -	Field	Description
----------------------------------------------------	-----------	------------------------	-------	-------------

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

9. Click **Next** button.

The System Parameters - Integration Parameters screen displays.

Workflow Parameters		Dashboard Parameters	Integration Parameters	
gration Parameters				
counting System Integration	Limits System Integration	Virtual Account Integration	External Payment Integration	
ublish Event - Payment Allocation	Common Core EOD	Plato Alert Integration	Invoice Cashflow Integration	
con Payment Integration	Netting Enabled			

Figure 2-5 System Parameters - Integration Parameters

On Integration Parameters tab, select the toggles to configure the integration parameters.
 For more information on fields, refer to the field description table.

 Table 2-3
 Integration Parameters - Field Description

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

11. Click **Next** button.

The System Parameters - Application Parameters screen displays.

Errors and Overrides ;; × System Parameters 0 2 0 6 Workflow Parameters Dashboard Parameters Integration Parameters Application Parameters **Application Parameters** Language ▼ Filter English V Payment Condition Terms of Sales (Incoterms) Discrepancy Code Dispute Action • 🛛 • 🖻 • 🛛 • 🖻 Select Select Select Select Adjustment Reason Industry Non-Customer Category Unit • 🛛 - 🛛 • 🛛 • 🛛 Select Select Select Select

Figure 2-6 System Parameters - Application Parameters

12. On **Application Parameters** tab, specify the fields to configure unique codes to each of the application parameters.

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

 Table 2-4
 Application Parameters - Field Description

Field Name	Description
Payment Condition	Displays the list of payment conditions in the Shipping Information tab in the Create Receivables and Payables screen.
	Click the Modify icon to add new, or view the existing payment conditions.
Terms of Sale (Incoterms)	Displays the list of sale terms in the Shipping Information tab in the Create Receivables and Payables screen.
	Click the Modify icon to add new, or view the existing sale terms.
Discrepancy Code	Displays the list of dispute codes in the Raise Dispute action in the Receivables and Payables Management screen.
	Click the Modify icon to add new, or view the existing dispute codes.
Dispute Action	Displays the list of dispute actions in the Raise Dispute action in the Receivables and Payables Management screen.
	Click the Modify icon to add new, or view the existing dispute actions.
Adjustment Reason	Displays the list of adjustment reasons in the Basic Information tab in the Create Receivables and Payables screen.
	Click the Modify icon to add new, or view the existing adjustment reasons.
Industry	Displays the list of industries in the Receivables and Payables module.
	Click the Modify icon to add new, or view the existing industries.
Non-Customer Category	Displays the list of non-customer categories in the Receivables and Payables module.
	Click the Modify icon to add new, or view the existing non-customer categories.
Unit	Displays the list of unit types in the Receivables and Payables module.
	Click the Modify icon to add new, or view the existing unit types.



13. Click the **Modify** icon next to the required application parameter for which a new code needs to be created.

The application displays the selected parameter in the section below. You can create new codes or view the existing codes.

Workflo	verameters Dashb	2 oard Parameters	3 Integration F	Parameters	4 Application Paramete	rs
Payment Condition	Status Description		Language Select	•••		
			L		∇	
Code 🗘	Status Description 💲		L	anguage 🗘	Action 0	
1	开立账户		(CHS	:	
1	Open account		(снт	:	
1	Open account		E	ENG	:	
1	Open account		E	ESP	:	
1	Ouvrir un compte		F	FRC	÷	
1	Abrir conta		ſ	POR	:	
2	كمبيالة مقابل القبول		,	ARB	:	
2	承兑汇票		(CHS	:	
2	承兌匯票		(снт	:	
2	Bill of exchange against acceptance			ENG	:	

Figure 2-7 Parameter Modification

Specify the values in the below fields and click the Add icon to add the new codes.
 For more information on fields, refer to the field description table.

Table 2-5 Parameter Modification - Field Description

Field Name	Description
Parameter Name	Displays the name of the application parameter selected for modification.
Code	Specify the unique code to be created for the selected application parameter.
Status Description	Specify the description for the code to be created. You can specify the description in the required language.
Language	Select the language for which the code is to be created.

- 15. Once you enter the details, click the Add icon to add a new code.
 - a. Once an entry is made in the grid, click in the Action column, to Edit or Delete it.
 - b. Click the Filter icon to filter the existing codes by language.
- 16. Click Save and Close to save the record and send for authorization (if applicable).

Note:

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

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



Maintenance for Receivables and Payables

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

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

Maintaining Core Reference Data

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

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

This topic contains the following subtopics:

- Accounting Maintenance
 This topic describes the information to setup the reference data for Accounting such as
 account mapping, entry codes, roles, and accounting entries in Cash Management system.
- Alerts Maintenance
 This topic describes the information to setup the reference data for Alerts such as contact details, definition and decisioning in Cash Management system.
- Charges Maintenance This topic describes the information to maintain the charges in Cash Management system.
- Commodity Maintenance This topic describes the information to maintain the commodity details to each supplier for creation of invoice data either through UI or upload.
- Customer Enrichment Maintenance
 This topic covers the procedures for updating additional information for a corporate in the
 Supply Chain Finance system. These details are then used while sending the Seller's
 information to import factor via FCI Message 1.
- Division Code Maintenance This topic describes the information to maintain the division codes for parties in Cash Management system.
- Non Customer Maintenance This topic provides the information of the non-customers.
- Payment Terms Maintenance
 This topic describes the information to maintain specific payment frequencies and dates for
 buyers making bulk payments on repetitive fixed dates.
- Reconciliation Rules Maintenance This topic describes the information to maintain the Reconciliation Rules in Cash Management system.



Relationship Maintenance

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

- Smart Maintenance
 This topic describes the systematic instructions to extract data from the loan agreement, or sales contract to create/update the relationship and program.
- Tolerance Maintenance

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

3.1 Accounting Maintenance

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

This topic contains the following subtopics:

Accounting Role

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

Entry Codes

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

- Accounting Entries
 This topic describes the information to setup the reference data for Accounting entries in Cash Management system.
- External Account Mapping

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

Internal Account Mapping

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

3.1.1 Accounting Role

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

This topic contains the following subtopics:

Create Accounting Role

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

View Accounting Role

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

3.1.1.1 Create Accounting Role

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

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

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

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

The Create Account Role screen displays.

Figure 3-1 Create Account Role

Create Account Role			🛆 Errors & Overrides	:: ×
Accounting Role Code	Accounting Role Description			
Required	Requires	a		
			Cancel	Save

4. Specify the fields on Create Account Role screen.



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

Table 3-1 Create Account Role - Field Description

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

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

3.1.1.2 View Accounting Role

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

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

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

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

- On Home screen, click Receivables And Payables. Under Receivables And Payables, click Maintenance.
- 2. Under Maintenance, click Accounting. Under Accounting, click Role.
- 3. Under Role, click View Account Role.

The View Account Role screen displays.

Figure 3-2 View Account Role

0															B=
	⊮: _CHQ_PUR	;	Accounting Role Cod	e: C	:	Accounting Role Cod BRN_COLL_A	e: CC	:	Accounting Role Cod	le:		Accounting Role Cod CHGINC_ACC	e:	:	
ccounting R U	PCOUNTRY Chq		Accounting R F	loat Suspense		Accounting R B	ranch Collectio	n GL	Accounting R L	ine Reversal Ac	count	Accounting R C	harge Income G	iL	
Unauthorized	🔓 Open	₫3	C Authorized	🔓 Open	圖1	Authorized	🔓 Open	1	C Authorized	🔓 Open	@1	C Authorized	🔓 Open	21	
ccounting Role Cod	e: CHQ_POOL	:	Accounting Role Cod REMOTEUC_C	e: CHQ_PUR	:	Accounting Role Cod CMS_WDLCA	e: SH_POOL	:	Accounting Role Cod 13	le:	:	Accounting Role Cod FCUB	e:	:	
ccounting R L	CCO Local Chequ	ie	Accounting R R	EMOTEUC Chq.		Accounting R c	ms withdrawal	cash	Accounting R 1	5		Accounting R F	CUB		
Authorized	🔓 Open	2 1	C Authorized	🔓 Open	圖1	D Authorized	🔓 Open	2 1	D Authorized	🔓 Open	23	C Authorized	🔓 Open	21	
e 1		of 4	(1 - 10 of 34 item:	s) (4	1 2	3 4 → X									

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



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

3.1.2 Entry Codes

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

This topic contains the following subtopics:

Create Entry Codes

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

View Entry Codes

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

3.1.2.1 Create Entry Codes

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

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

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

The Create Account Entry Code screen displays.



Accounting Entry C	ode	A	.ccounting Ent	try Description										
AEC12345			Accounting	Entry Desc										
Role Details														
Debit Role		D	ebit Party			Debit Amo	unt Type			Debit S	Settlement Method			
Select	•	•] [Select	-		Select		•		Sele	ct	•		
Credit Role		c	redit Party			Credit Am	ount Type			Credit	Settlement Method		_	
Select		· [Select	-		Select		•		Sele	ct	•		
												Add	Edit	Rese
								Constant of	mount Time		C 414 C 1	^	Action	^
Debit Role 🗘	Debit Party 🗘	Debit Amount Typ	xe ≎ I	Debit Settlement Method 0	Credit R	ole 0	Credit Party ≎	Credit A	anount type v		Credit Settlement Method	~	Action	ř

Figure 3-3 Create Account Entry Code

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



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

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

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

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

3.1.2.2 View Entry Codes

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

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

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

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

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

The View Account Entry Code screen displays.

Figure 3-4 View Account Entry Code

											WW/////285
20											8
Accounting Entry Code: PAYMENT	8	Accounting Entry Co EXCESS_REFU	de: JND_ACC_E	:	Accounting Entry Co EXCESS_REFU	^{de:} JND_EFT_E	. 1	Accounting Entry Co ASSIGN_ENT	de: RY	5	
Accounting PAYMENT		Accounting E	XCESS_REFUN	D_ACC_	Accounting E	XCESS_REFUND_	EFT_I	Accounting A	ssignment Entr	ry	
🕻 Authorized 🔓 Open	[2]1	C Authorized	🔓 Open	@1	C Authorized	🔓 Open	@1	C Authorized	🔓 Open	@1	
age 1	of 1	(1 - 4 of 4 items)	K (1]							
age 1	of 1	(1 - 4 of 4 items)	K ∢ 1]							
1	of 1	(1 - 4 of 4 items)	K 4 1] + X							
l	of 1	(1 - 4 of 4 items)	K 4 1] • ×							
1	of 1	(1 - 4 of 4 items)	K 4 1] •							

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



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

3.1.3 Accounting Entries

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

This topic contains the following subtopics:

Create Accounting Entries

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

View Accounting Entries

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

3.1.3.1 Create Accounting Entries

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

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

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

The Create Account Entries screen displays.



🛆 Errors & Overrides 🚽 🖕 🗙 **Create Account Entries** Filter Criteria Branch Product Event 004-FLEXCUBE-UNIVERSAL... • ALL • EOD • Charge Type Based • Charge Type • Select Accounting Entries Accounting Entry Code Accounting Entry Description Sequenc Q ~ ^ Add/Edit Reset Accounting Entry Code 0 Accounting Entry Description 0 Action 0 Sequence 0 ASSIGN_ENTRY Assignment Entry ÷ 1 Page 1 of 1 (1 of 1 items) |< ∢ 1 → >| Cancel Save

Figure 3-5 Create Account Entries

4. Specify the fields on Create Account Entries screen.



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

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

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

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

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

- 5. Click **Add/Edit** to add the details to the grid.
- 6. Click the hyperlink to view the details of the selected Accounting Entry Code.

The Accounting Entry Code Details screen displays.

Figure 3-6 Accounting Entry Code Details

SIGN_ENTRY		Assignment Entry				
Role Details						
Debit Role 🗘	Debit Party 🗘	Debit Amount Type 💲	Debit Settlement Method 🗘	Credit Role 🗘	Credit Party 🗘	Credit Amount Type 🗘
ASSIGN_ACC		ASSIGNMENT_AMT	INTERNAL_GL	BRIDGE_ACC		ASSIGNMENT_AMT
		UNASSIGNED_AMT	INTERNAL_GL	BRIDGE_ACC		UNASSIGNED_AMT

- 7. Perform the following steps to take action on the records in the grid.
 - Click [§] icon in the **Action** column to edit or delete the row.
- 8. Click **Reset** to clear the selected values, if required.
- 9. Click Save to save the record and send it for authorization (if applicable).



3.1.3.2 View Accounting Entries

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

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

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

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

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

The View Account Entries screen displays.

Figure 3-7 View Account Entries

View Account Entries								;; ×
20								8 = 8
Product: ALL		Product: ALL	00	Product: ALL	:	Product: ALL		
Event EXCESS_REFUND Filter Criteria PAYMENT_MODE_BASE Payment Mode ACCOUNT_TRANSFER Charge Type N/A		Event WRITEOFF_DISPUTE Filter Criteria IS_INSTRUMENT_FINAN Payment Mode N/A Charge Type N/A		Event AUTO_DEBIT Filter Criteria PAYMENT_PARTY_BASE Payment Mode - Charge Type -		Event EOD Filter Criteria CHARGE_TYPE_BASED Payment Mode N/A Charge Type Dr		
🗈 Authorized 🛛 🔓 Open	2	🗅 Unauthorized 🛛 🔓 Open	₫3	🗅 Authorized 🔒 Open	1	🗅 Unauthorized 🛛 🔓 Oper	₫3	
Charge Type N/A	₿2	Unauthorized	₿3	Charge Type -	⊠ 1	Unauthorized	n 🖾 3	

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


- c. **Delete/Close** To remove the record.
 - Optional: In the confirmation pop-up window, click View to view the record details.
 - Click **Proceed** to delete the record.
- d. Copy To copy the record parameters for creating a new record.
- e. View To view the record details.
- f. Reopen To reopen the closed record.

3.1.4 External Account Mapping

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

This topic contains the following subtopics:

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

3.1.4.1 Create External Account Mapping

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

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

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

The Create External Account Mapping screen displays.

Create External Account Map	ping		Errors & Overrides
Branch	Product	Event	
004-FLEXCUBE-UNIVERSAL 🔻	ALL 👻	Assignment 👻	
Currency	Party Id	Filter Criteria	
GBP 🗸	xxx xxxxxx xxx xx xxx Q	Default 👻	
Default Account	Account	Payment Mode	
		EFT 🗸	
	Required		
IFSC Code	Bank Name	Branch Name	
Required	Required	Required	
			Cancel Save
			Cancer

Figure 3-8 Create External Account Mapping



4. Specify the fields on Create External Account Mapping screen.



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

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

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

 Table 3-4
 Create External Account Mapping - Field Description

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

3.1.4.2 View External Account Mapping

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

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

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

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

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



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

The View External Account Mapping screen displays.

View External Account Ma	pping	:: ×
Q Q		≌ 問
Party Id: 000462 *	Party ld: 202298 #	
Product ALL Event RESOLVE_DISPUTE Filter Criteria DEFAULT	Product ALL Event EXCESS_REFUND Filter Criteria DEFAULT	
🗋 Unauthorized 🛆 In Progress 📝	C Authorized ⓑ Open ☑1	
Page 1	f 1 (1-2 of 2 items) <	

Figure 3-9 View External Account Mapping

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

3.1.5 Internal Account Mapping

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

This topic contains the following subtopics:

Create Internal Account Mapping

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

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

3.1.5.1 Create Internal Account Mapping

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

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

- On Home screen, click Receivables And Payables. Under Receivables And Payables, click Maintenance.
- 2. Under Maintenance, click Accounting. Under Accounting, click Internal Account Mapping.
- 3. Under Internal Account Mapping, click Create Internal Account Mapping.

The Create Internal Account Mapping screen displays.

Create Internal Accour	t Mapping						Errors & Overrides
Branch		Product		Role			
004-FLEXCUBE-UNIVERSAL	•	ALL	•	SUS	P_ACC	Q	
Account Type		Settlement Method		Accou	nt in Transaction Currency		Filter Criteria
CASA GL		Cust A/C	•				Event, Program And Party B 🔻
Event		Program		Party			
Select	-]		Q	Sear	ch	۹	
Rec Account Currency	uired	Account Number	Required	Defau	It Account	Required	
Select	▼ uired	Search	Q Required				Add/Edit Reset
Account Currency 0	Account Number 0		Contra Account Number 🛛 🗘		Default(Y/N) 0	Action 0	
GBP	GBP11199999999				Y	:	
Page 1 of 1 (1 of 1 items)							

Figure 3-10 Create Internal Account Mapping

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

Note:

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

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

Table 3-5 Create Internal Account Mapping - Field Description

Field	Description
Branch	Select the branch in which account is maintained.



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

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

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

3.1.5.2 View Internal Account Mapping

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

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

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

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

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

The View Internal Account Mapping screen displays.

iew Internal Account Mapp	ing			:
o				
roduct: ALL I	Product: ALL E	Product: ALL I	Product: ALL I	Product: ALL :
Role BRIDGE_ACC iliter Criteria DEFAULT Party N/A ivent N/A	Role SUSP_ACC Filter Criteria DEFAULT Party N/A Event N/A	Role CUST_ACC Filter Criteria EVENT_PARTY_BASED Party 202299 Event EXCESS_REFUND	Role CUST_ACC Filter Criteria EVENT_PARTY_BASED Party 202298 Event EXCESS_REFUND	Role CUST_ACC Filter Criteria EVENT_PARTY_BASED Party 202298 Event EXCESS_REFUND
Authorized 🔓 Open 🖾 1	🗅 Unauthorized 🔓 Open 📝 2	Den 21	🗅 Authorized 🔓 Open 🖾 1	🗅 Authorized 🔓 Open 🖾 1

Figure 3-11 View Internal Account Mapping

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

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

3.2 Alerts Maintenance

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

This topic contains the following subtopics:

Alert Contact Details

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

Alert Definition

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

- Alert Decisioning This topic describes the information to set and manage the alerts in Cash Management system.
- Alert Template Details

This topic describes the information to maintain the email ID and SMS content for each combination of **Template ID** and **Language**, for each corporate in Cash Management system.

Alert Template ID

This topic describes the information to create a Template ID for specific events for each corporate in Cash Management system.

3.2.1 Alert Contact Details

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

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

This topic contains the following subtopics:

- Create Alert Contact Details
 This topic describes the systematic instruction to create a record of party contact details for alerts.
- View Alert Contact Details

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



3.2.1.1 Create Alert Contact Details

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

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

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

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

The Create Alert Contact Details screen displays.

Figure 3-12 Create Alert Contact Details

Create Alert Contact Details				firmes and Overrides
Beckernal Party O Bank Users O Agents Party xxxxxxxxxxxxxxx Q				
Alert Code	© Event	C Telephone Number	© Emeil	
Page 1 (0 of 0 Items) < < 1 >>				
				Cencel

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



Table 3-6 Create Alert Contact Details - Field Description

Field	Description
External Party	External party is defaultyselected. Note: The party field or list of values will be enabled for selection of appropriate party id of respective party type.



Field	Description
Bank Users	Select the bank user for maintenance of contact number or email ID for bank users. Note: The party field or list of values will get disabled.
Agents	Select the agents for maintenance of contact no or email id for agents. Note: The party field or list of values will get disabled.
Party	Click the search icon and select the party to create alert contact details.

Table 3-6 (Cont.) Create Alert Contact Details - Field Description

5. Click **Search** icon in party field.

The **Party** screen displays.

Figure 3-13 Create Alert Contact Details-Party

tomer Type 🖲 Customer	O Non Customer O Insurance Company	0	Bank	
y Id	Party Name			
etch				
rty Id		٥	Party Name	c
data to display.				
age 1	of 0 (1-0 of 0 items)	First Pa	age	

- 6. Click Add icon to add a row for a contact.
 - a. Double click in the Alert Code column.

Click the **search** icon and select the required alert code to map the contact details for.

- b. In the Telephone Number column, specify the contact person's phone number.
- c. In the **Email** column, specify the contact person's email ID.
- d. Click Add icon to add contact details for other alert codes and repeat the above steps.
- e. Click Edit icon under the Action column to edit the contact details entered.
- f. Click **Delete** icon under the **Action** column to delete a row.
- 7. Click **Save** to save the record and send it for authorization.

3.2.1.2 View Alert Contact Details

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

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

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

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

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

The View Alert Contact Details screen displays.

Figure 3-14 View Alert Contact Details

iew Alert Conta	t Detail	\$									6
0											
^{Party:} Bank Users	1	Party: 000380		ı	Party: Agents		ı	Party: 0000389		1	
Authorized 🔓 O	pen 🛛	2 D Authorized	🔒 Closed	₫3	C Authorized	🔓 Open	₫3	C Authorized	🔓 Open	@1	
🕽 Authorized 🛛 🔓 O	pen 🛛	2 D Authorized	A Closed	₫3	C Authorized	🔓 Open	₫3	C Authorized	🔓 Open	图1	
		of 1 (1 A of ditoms)	12 4 1		N						

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

- Optional: In the confirmation pop-up window, click **View** to view the record details.
- Click **Proceed** to delete the record.
- d. Copy To copy the record parameters for creating a new record.
- e. View To view the record details.
- f. **Reopen** To reopen the closed record.

3.2.2 Alert Definition

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

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

This topic contains the following subtopics:

Create Alert Definition

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

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

3.2.2.1 Create Alert Definition

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

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

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

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

The **Create Alert Definition** screen displays.

Figure 3-15 Create Alert Definition

Required Required Particle Invoice Raise Invoice Raise				
Required Explicit vent End (***) Invoice Raise Image: Compared (***)			Invoice 👻	
Vent Effective Date Exply Date Invoice Raise	Required	Required		
	ent	Effective Date	Expiry Date	r
	nvoice Raise 🔻			
		Required		



4. Specify the fields on Create Alert Definition screen.



Table 3-7 Create Alert Definition - Field Description

Field	Description
Alert Code	Specify the unique alert code to be maintained in the system.
Alert Description	Specify the description of the alert.
Alert Category	 Select the category of the alert. The available options are: Counterparty Disassociate Credit Note File Upload Invoice Payment Purchase Order



Field	Description
Event	Select the event for which the alert should be used. The list of events are displayed based on the selected category. If the Category is selected as Counterparty Disassociate , the following events are displayed in the drop-down list: • Counterparty Onboard • Counterparty disassociate
	If the Category is selected as Credit Note , the following event is displayed in the drop-down list: • Raise
	If the Category is selected as File Upload , the following events are displayed in the drop-down list: Invoice Payment
	Credit NoteDebit Note
	 Purchase Order If the Category is selected as Invoice, the following events are displayed in the drop-down list: Raise
	 Accept Dispute Modify
	Cancel Raise In Progress
	 Accept in Progress Dispute in Progress Modify in Progress Ormal in Progress
	 Cancel in Progress If the Category is selected as Payment, the following event is displayed in the drop-down list: Create Payment
	If the Category is selected as Purchase Order , the following events are displayed in the drop-down list: Raise
	 Accept Modify Cancel Invoice Overdue
Effective Date	Click the calendar icon and select the date from which the alert is effective in the system.
Expiry Date	Click the calendar icon and select the date up to which the alert can be used in the system.

Table 3-7 (Cont.) Create Alert Definition - Field Description

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

3.2.2.2 View Alert Definition

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

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

• The status, whether Authorized, Unauthorized, or Rejected

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

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

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

The View Alert Definition screen displays.

Figure 3-16 View Alert Definition

. 0				
Alert Code:	Alert Code:	Alert Code:	Alert Code:	Alert Code:
Invoice Cancel :	AC0001	MAUTO ALERT COP :	MAUTO ALERT 001	MAUTO ALERT 004
Alert Invoice_Cancel	Alert new	Alert MAUTO_ALERT_COPY	Alert AlertInvoice1	Alert AlertInvoice4
Alert Category INVOICE	Alert Category INVOICE	Alert Category PAYMENT	Alert Category INVOICE	Alert Category INVOICE
🗅 Authorized 🔓 Open 🖾 1	🗅 Unauthorized 🔓 Open 🖾 3	🗅 Authorized 🔓 Open 🖾 1	🗅 Authorized 🔒 Open 🖾 1	🗈 Authorized 🔓 Open 🖾 1
Alert Code:	Alert Code:	Alert Code:	Alert Code:	Alert Code:
MAUTO_ALERT_006 :	MAUTO_ALERT_018 :	MAUTO_ALERT_019 👔	AC001 :	RED12 i
Alert AlertInvoiceó	Alert FileUpload2	Alert FileUpload3	Alert testing	Alert REB12dd
Alert Category INVOICE	Alert Category FILEUPLOAD	Alert Category FILEUPLOAD	Alert Category INVOICE	Alert Category COUNTERPARTY
P Authorized & Onen 121	C Authorized & Open Pil	CAuthorized & Open 1	D Unauthorized A Open 1/1	D Unauthorized 🔓 Open 🖾 1

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



f. Reopen – To reopen the closed record.

3.2.3 Alert Decisioning

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

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

This topic contains the following subtopics:

Create Alert Decisioning

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

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

3.2.3.1 Create Alert Decisioning

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

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

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

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

The Create Alert Decisioning screen displays.

_							
Create Alert Decisi	oning					firmors and Overrides	:: ×
Filter Criteria							
Alert Category		Filter Criteria					
Select	•	Select •					
	Required	Require					
Alert Decision Details							
Event		Alert Code	Description		Derivient		
Crow .					- Colora		
Select	Bentres				seect	-	
Frequency		Delivery Mode					
Select	•	Select .					
	Regulard	Recite					
						Add/Ed	dt Reset
Event	C Alert Code	C Description	Delivery Mode	0 Recipient	© Prequency	C Action	۰
No data to display.							
Page 1 (0 of 0 items)							
						Can	cel Save

Figure 3-17 Create Alert Decisioning

4. Specify the fields on Create Alert Decisioning screen.



Note:

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

 Table 3-8
 Create Alert Decisioning - Field Description

Field	Description
Alert Category	Select the category of the event for which the alert needs to be set. The options are: Counterparty Disassociate Credit Note File Upload Invoice Payment Purchase Order
Filter Criteria	Select the appropriate filter criteria for specific application of alerts. The options are: • Party and Role Based • Relationship Based • Default



Field	Description
Event	Select the event for which the alert should be used. The list of events are displayed based on the selected category. If the Category is selected as Counterparty Disassociate, the following events are displayed in the drop-down list: Counterparty Onboard Counterparty disassociate If the Category is selected as Credit Note, the following event is displayed in the drop-down list: Raise If the Category is selected as File Upload, the following events are displayed in the drop-down list: Payment Credit Note Payment Credit Note Purchase Order If the Category is selected as Invoice, the following events are displayed in the drop-down list: Raise Accept Accept Modify Cancel Raise In Progress Modify In Progress Modify In Progress Cancel In Progress Cancel In Progress Accept in the drop-down list: Create Payment If the Category is selected as Payment, the following event is displayed in the drop-down list: Raise Accept In Progress Accept In Progress Accept In Progress Accept In Progress Accept In Progress Modify In Progress Cancel In Progress Accept In Progress Modify In Progress Modify In Progress Modify In Progress Modify In the drop-down list: Create Payment If the Category is selected as Payment, the following event is displayed in the drop-down list: Raise Accept Modify Create Payment
Alert Code	Invoice Overdue Click the search icon and select from the required alert code. The list of alert codes are displayed as per selected combination of category and event
Description	Displays the description of the selected alert code.
Recipient	Select the recipient to whom the alert should be sent. The available
	 options are: Buyer Supplier Bank User
Frequency	 Select the frequency to send the alerts as follows: Online - if the alert should be sent only when the event is generated. Scheduled - if the alert should be sent one or more times prior to the generation of the event.

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



Field	Description
Delivery Mode	 Select the mode through which the alert should be sent. If the Plato Alert Integration toggle is enabled at the System Parameters screen, then the available options are: Dashboard Email SMS Whatsapp If the Plato Alert Integration toggle is disabled at the System Parameters screen, then the available options is: Email
Additional Phone	Specify the additional phone number to send the alert on.
	This field is displayed only for the WhatsApp , and SMS modes of delivery.
Additional Email	Specify the additional email address to send the alert on.
	This field is displayed only for the Email delivery mode.
Text Template for Email	Click the search icon and select the text template for an email alert.
	This field is displayed only for Online frequency and Email delivery mode.
Attachment Template for Email	Click the search icon and select the attachment template for an email alert.
	This field is displayed only for Online frequency and Email delivery mode.
Text Template for Whatsapp	Click the search icon and select the text template for the WhatsApp alert.
	This field is displayed only for Online frequency and Whatsapp delivery mode.
Text Template for SMS	Click the search icon and select the text template for an SMS alert.
	This field is displayed only for Online frequency and SMS delivery mode.
Text Template for	Specify the text template for the Dashboard alert.
	This field is displayed only for Online frequency and Dashboard delivery mode.

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

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

The Alert Schedule - Alert before Event popup screen displays.



Figure 3-18 Alert Schedule - Alert before Event

6. Specify the fields on Alert before Event tab.

Note:

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

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

Table 3-9 Alert before Event - Field Description

Field	Description	
Generate days before	Specify the number of days prior the event the alert to be sent.	
Number of Alerts	Specify the total alerts to be sent.	
Interval Days	Specify the interval in days between each alert.	

7. In Alert Schedule popup screen, select the Alert on Event tab.

The Alert Schedule - Alert on Event popup screen displays.



Figure 3-19	Alert Schedule - Alert on Event
-------------	---------------------------------

rt Scheuule			
	Alert before Event	Alert on Event	Alert after Event
t Template ID 1			
ENDEP	Q		
			Add
			700

8. Specify the fields on the Alert on Event tab.



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

Table 3-10 Alert on Event - Field Description

Field	Description
Alert Template ID 1	Click the search icon to select the template for the email alert.

9. In Alert Schedule popup screen, select the Alert after Event tab.

The Alert Schedule - Alert after Event popup screen displays.

Figure 3-20 Alert Schedule - Alert after Event

Alert Schedule		
Alert before Event	Alert on Event	Alert after Event
Generate days after		
Number of Alerts Same template for all alerts	Interval Days	
		Add Revet



10. Specify the fields on the Alert after Event tab.



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

Table 3-11 Alert after Event - Field Description

Field Description	
Generate days before	Specify the number of days after the event the alert to be sent.
Number of Alerts	Specify the total alerts to be sent.
Interval Days	Specify the interval in days between each alert.

- Click Add/Edit to add alert decision details in the grid or modify a selected records from the grid.
- 12. Perform the following steps to take action on the records in the grid.
 - a. Select the record in the grid and click **Options** icon under the **Action** column.
 - **b.** Click **Edit** to modify records in the grid.
 - c. Click Delete to remove the record.
- **13.** Click **Save** to save the record and send it for authorization.

3.2.3.2 View Alert Decisioning

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

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

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

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

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

The View Alert Decisioning screen displays.



Filter Criteria:		Filter Criteria:			Filter Criteria:			Filter Criteria:			
DEFAULT	8	RELATIONSHIP	P_BASED	8	DEFAULT		8	RELATIONSH	IP_BASED	:	
Relationship N/A		Relationship RE	L807		Relationship N	1/A		Relationship	REL701		
D Unauthorized	pen 🗹 1	D Unauthorized	🔓 Open	⊠1	C Authorized	🔓 Open	☑1	C Authorized	🗄 Closed	2 2	
Filter Criteria: RELATIONSHIP_BAS	ED :	Filter Criteria: DEFAULT		8							
Relationship REL801		Relationship N/	Ά								
🗅 Authorized 🛛 🔒 Clo	ed 🗖 2	C Authorized	🔒 Open	@1							

Figure 3-21 View Alert Decisioning

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

3.2.4 Alert Template Details

This topic describes the information to maintain the email ID and SMS content for each combination of **Template ID** and **Language**, for each corporate in Cash Management system.

This topic contains the following subtopics:

Create Alert Template Details

This topic describes the systematic instruction to create alert template details to a specific corporate.



View Alert Template Details
 This topic describes the systematic instruction to view, modify, or authorize the alert temaplate details.

3.2.4.1 Create Alert Template Details

This topic describes the systematic instruction to create alert template details to a specific corporate.

Users can maintain different text for email and SMS based on each combination of **Template ID** and **Language**.

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

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

The Create Alert Template Details screen displays.

Figure 3-22 Create Alert Template Details

Create Alert Template Deta	ils			Errors ar	1d Overrides	::×
Alert Template ID	Alert Template Description	Language		Mode		
Q			Q	Select	•	
Required			Required		Required	
Subject						
	Required					
Body		Supported Placeholders				
				1.		
	le le					
	Required					
Attachment Template						
۹						
					Cancel	Save

4. Specify the fields on Create Alert Template Details screen.



 Table 3-12
 Create Alert Template Details - Field Description

Field	Description
Alert Template ID	Click the search icon and select the specific template ID for which the text needs to be configured.
Alert Template Description	Displays the description of the selected alert template ID.



Field	Description
Language	Click the search icon and select the specific language.
Mode	Select the mode through which the alert should be sent. The available options are:
	• Email
	• SMS
Subject	Specify the subject of the email which needs to be sent.
Body	Displays the body of the alert which needs to be sent.
Supported Placeholders	Displays the supported placeholders.
Attachment Template	Click the search icon and select a specific template, if attachment needs to be sent.

Table 3-12 (Cont.) Create Alert Template Details - Field Description

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

3.2.4.2 View Alert Template Details

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

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

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

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

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

The View Alert Template Details screen displays.

Figure 3-23 View Alert Template Details

/iew Alert Template De	etails						
0							
Alert Template ID: AlertSav1		Alert Template ID: AlertTemp2_RCV	000	Alert Template ID: AlertSav1	000	Alert Template ID: AlertInvRaise1	000
Alert Templat AlertSav1 Language ENG		Alert Templat AlertTemp2_RCV Language ENG		Alert Templat AlertSav1 Language ENG		Alert Templat AlertInvRaise1 Language ENG	
🗅 Authorized 🔓 Open	[2]1	🗋 Authorized 🔓 Open	@1	🕻 Authorized 🔓 Open	2	🗋 Unauthorized 🔓 Open	2
Alert Template ID: AlertTemp3_RCV		Alert Template ID: AlertTemp1_RCV	000	Alert Template ID: 111	000	Alert Template ID: AlertSav2	
Alert Templat AlertTemp3_RCV Language ENG		Alert Templat AlertTemp1_RCV Language ENG		Alert Templat 1111 Language ENG		Alert Templat AlertSav2 Language ENG	
🗅 Authorized 🔓 Open	@1	🗅 Unauthorized 🛛 🔒 Closed	2	🗋 Authorized 🔒 Open	@1	🗅 Unauthorized 🛛 🔓 Open	23

4. Filter the records in the View screen:



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

3.2.5 Alert Template ID

This topic describes the information to create a Template ID for specific events for each corporate in Cash Management system.

This topic contains the following subtopics:

- Create Alert Template ID
 This topic describes the systematic instruction to create template ID for specific events.
- View Alert Template ID This topic describes the systematic instruction to view, modify, or authorize alert template ID.

3.2.5.1 Create Alert Template ID

This topic describes the systematic instruction to create template ID for specific events.

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

- 1. On Home screen, click Receivables And Payables. Under Receivables And Payables, click Maintenance.
- 2. Under Maintenance, click Alerts. Under Alerts, click Alert Template ID.
- 3. Under Alert Template ID, click Create Alert Template ID.

The Create Alert Template ID screen displays.



Figure 3-24	Create Alert	Template ID
-------------	--------------	--------------------

Create Alert Template ID		Errors and Overrides
Alert Template ID	Alert Template Description	Alert Category
		Select 👻
Required	Required	Required
Event		
Select 👻		
Required		
		Cancel Sa

4. Specify the fields on Create Alert Template ID screen.



Table 3-13	Create Alert	Template ID	 Field Description
-------------------	--------------	-------------	---------------------------------------

Field	Description		
Alert Template ID	Specify a unique ID for the template.		
Alert Template Description	Specify the description of the template.		
Alert Category	 Select the category of the alert. The available options are: Counterparty Disassociate Credit Note File Upload Invoice Payment Purchase Order 		



Field	Description
Event	Select the event to set the alert for. The list of events are displayed based on the selected category. If the Category is selected as Counterparty Disassociate , the following events are displayed in the dropdown list: • Counterparty Onboard
	Counterparty Disassociate
	If the Category is selected as Credit Note , the following Raise event is displayed in the dropdown list.
	If the Category is selected as File Upload , the following events are displayed in the dropdown list: • Invoice • Payment • Credit Note • Debit Note
	Purchase Order
	If the Category is selected as Invoice , the following events are displayed in the dropdown list: Raise
	Accept
	Dispute
	Modify
	Cancel
	Raise In Progress
	Accept In Progress
	Dispute In Progress
	Modify In Progress
	Cancel In Progress
	If the Category is selected as Payment , the following Create Payment event is displayed in the drop-down list.
	If the Category is selected as Purchase Order , the following events are displayed in the drop-down list: • Raise
	Accept
	Modify
	Cancel
	Invoice Overdue

Table 3-13 (Cont.) Create Alert Template ID - Field Description

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

3.2.5.2 View Alert Template ID

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

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

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

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



- 1. On Home screen, click Receivables And Payables. Under Receivables And Payables, click Maintenance.
- 2. Under Maintenance, click Alerts. Under Alerts, click Alert Template ID.
- 3. Under Alert Template ID, click View Alert Template ID.

The View Alert Template ID screen displays.

Figure 3-25 View Alert Template ID

View Alert Template ID)									
Q Q										
Alert Template ID: AlertSav2		Alert Template ID: AlertPORaise1		:	Alert Template ID: INV123		:	Alert Template ID: A1		***
Alert Templat AlertSav2 Alert Category INVOICE		Alert Templat A Alert Category	lertPORaise1 URCHASEORDI	ER	Alert Templat In Alert Category IN	voice VOICE		Alert Templat A1 Alert Category CR	REDITNOTE	
🗅 Authorized 🔓 Open	2 4	C Authorized	🔓 Open	2	C Authorized	🔓 Open	[2]1	C Authorized	🔓 Open	@1
Alert Template ID: UTCAlertTempld	:	Alert Template ID: AlertSav1		:	Alert Template ID: AlertInvRaise1		:	Alert Template ID: Alert Temp4_R	cv	:
Alert Templat UTCAlertTempld Alert Category FILEUPLOAD		Alert Templat A Alert Category IN	lertSav1 IVOICE		Alert Templat Al Alert Category IN	ertInvRaise1 VOICE		Alert Templat Al Alert Category IN	ertTemp4_RCV VOICE	'
🗅 Unauthorized 🛛 🔓 Open	[2]1	C Authorized	🔓 Open	@1	Authorized	🔓 Open	[2]1	🗋 Unauthorized	🔓 Open	[2]1

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

3.3 Charges Maintenance

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



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

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

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

This topic contains the following subtopics:

- Charge Code This topic describes the information to setup the reference data for charge codes in Cash Management system.
- Charge Rule Maintenance

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

Charge Decisioning

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

• Charge Preferential Pricing This topic describes the information to configure the special pricing or charge application for a specific corporate in Cash Management system.

3.3.1 Charge Code

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

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

3.3.1.1 Create Charge Code

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

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

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

The Create Charge Code screen displays.



Charge Code		Charge Description		Charge Group		Charge Category	
				Select	-	Select	•
	Required		Required		Required		Required
Charge Type		Effective Date		Expiry Date			
Select	•	January 20, 2020	Ē		Ē		
	Required				Required		

Figure 3-26 Create Charge Code

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



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

Table 3-14 C	reate Charge	Code -	Field	Descriptio	n
--------------	--------------	--------	-------	------------	---

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

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



3.3.1.2 View Charge Code

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

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

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

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

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

The View Charge Code screen displays.

Figure 3-27 View Charge Code

(+0					8= 8
Charge Code: CA5	:	Charge Code: RED 1	Charge Code: 103 8	Charge Code: cc0	
Charge CA5 Application OBSCFCM		Charge RED12 45 Application OBSCFCM	Charge Fixed Percent CM Application OBSCFCM	Charge Charge Des Application OBSCFCM	
🗅 Authorized 🔓 Open	21	🗅 Unauthorized 🔓 Open 🖾 1	Authorized 🔓 Open 🖾 3	☐ Unauthorized	
Pc0	8	CA3 i	003 i	CA2 E	
Charge Charge Des111 Application OBSCFCM		Charge ChargeAuto03 Application OBSCFCM	Charge Fixed Percent CM Application OBSCFCM	Charge ChargeAuto02 Application OBSCFCM	
🗅 Unauthorized 🛛 🔓 Open	2 1	🗅 Unauthorized 🔓 Open 🖾 2	🕃 Authorized 🔓 Open 🖾 1	C Authorized 🔓 Open 🖾 1	

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

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

3.3.2 Charge Rule Maintenance

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

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

3.3.2.1 Create Charge Rule Maintenance

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

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

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

The Create Rule Maintenance screen displays.

Figure 3-28 Create Rule Maintenance

Create Rule Maintenance			🛆 Errors & Overrides 🚽 L
Charge Pricing Description	Annum Basis	Pricing Category	Pricing Method
CHARGE DESC	360 🔻	Tier Based Amount 🔻	Variable Based Fixed Amount
Pricing Currency	Charge In Txn Currency	Min/Max Validation Criteria	
GBP 👻		Percentage 👻	
Min Charge Percent	Max Charge Percent		
Min Charge Percent 🗸 🔨	Max Charge Percent 🗸 🔨		
Required	Required		
From	То	Amount	
£100.00			Add Reset
	Required	Required	
From 0	То 🗘	Amount 0	Action 0
0	100		10 :
Page 1 of 1 (1 of 1 items) < ∢ 1) × >I		
			Cancel Save



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

Note:

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

Table 3-15	Create Rule Maintenance - Field Descri	ption

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



Field	Description
Percent	Specify the charge percentage. This field is displayed only if Pricing Category is selected as Tier Based Percent or Tier Based Mixed .

Table 3-15 (Cont.) Create Rule Maintenance - Field Description

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

3.3.2.2 View Charge Rule Maintenance

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

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

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

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

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

The View Rule Maintenance screen displays.

0				e- c
				i= c
Charge Pricing Id:	Charge Pricing Id:	Charge Pricing Id:	Charge Pricing Id:	Charge Pricing Id:
PRCRULE090421_00000 :	PRCRULE090421_00000 :	PRCRULE090421_00000 8	PRCRULE090421_00000 #	PRCRULE090421_00000 8
harge DRD305	Charge new test	Charge DRD304	Charge DRD303	Charge DD0001
Application OBSCFCM	Application OBSCFCM	Application OBSCFCM	Application OBSCFCM	Application OBSCFCM
🗅 Unauthorized 🛕 In Progress 🖾 1	🗅 Authorized 🔓 Open 🖾 1	🗅 Unauthorized 🛕 In Progress 🖾 1	🗋 Unauthorized 🛕 In Progress 🖾 1	🗅 Unauthorized 🛕 In Progress 🖾 1
Charge Pricing Id:	Charge Pricing Id:	Charge Pricing Id:	Charge Pricing Id:	Charge Pricing Id:
PRCRULE090421_00000 8	PRCRULE090421_00000 8	PRCRULE090421_00000 8	PRCRULE090421_00000 1	PRCRULE090421_00000 8
Charge DD0005	Charge FixedPercentCM	Charge ghsgdh1	Charge e	Charge DRD301
Application OBSCFCM	Application OBSCFCM	Application OBSCFCM	Application OBSCFCM	Application OBSCFCM
D Unauthorized ▲ In Progress 🖾 1	🗈 Authorized 🔓 Open 🖾 1	🗅 Unauthorized 🛕 In Progress 🖾 1	🗋 Unauthorized 🛕 In Progress 🖾 1	🗅 Unauthorized 🛕 In Progress 🖾 1

Figure 3-29 View Rule Maintenance

4. Filter the records in the **View** screen:



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

3.3.3 Charge Decisioning

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

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

3.3.3.1 Create Charge Decisioning

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

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

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

The Create Charge Decisioning screen displays.



int EOD • trument Type truble •	Filter Criteria Instrument Type Status Based Instrument Status				
EOD	Instrument Type Status Based				
trument Type	Instrument Status				
invoice 👻					
	Accepted -				
ent Charges					
inherit Default Charges 🔻					
arge Code	Charge Sharing	Party To Charge			
Q		Select			
Required		Require	ed		
arge Pricing Rule	External Pricing	Charge Criteria			
~		Jeeu			
ernal Pricing System	External Pricing Identifier	External Pricing Identifier Description			
RP Pricing					
erence Tenor Start Date	Reference Tenor End Date	Effective Date	Expiry	Date	
Select -	Select -	December 3, 2020	Decer	mber 3, 2020 🗒	
to Waive	Allow Waiver	Allow Pricing Modification	Allow O	verride	
Collection Parameters					
lection Type					
Online 👻					
Calculation Parameters					
culation Type					
Online 👻					
					Add
dd (Querride Charges					
du/Overnde Charges					
haree Sharing Charge Code	C Charge Pricing Rule	Charge Criteria	Effective Date 0	Expiry Date 0	Action
la data ta diralav					
ge i (oconterns) it i i i i i					
Default Charges					
	Cuto a Churry Dation Data	A Characteria	0 Fillentics Data	0 Emilia Data	
arty To Charge		 Charge Criteria 	 Enecuve pate 	 Expiry Date 	
arty To Charge 🗘 Charge	Cons Charge Pricing Kule				

Figure 3-30 Create Charge Decisioning

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



Table 3-16 Create Charge Decisioning - Field Description

Field	Description
Event	Select the event on the occurrence of which, the charge should be applied.
Filter Criteria	Select the appropriate filter criteria on which the charge is required to be calculated and debited. This can be Default, or Instrument Type Status Based.
Instrument Type	 Select the instrument type for which the charge is to be mapped. The options are: PO Invoice Debit Note Cheque This field appears only if the Filter Criteria is selected as Instrument Type.
Field	Description
----------------------------------	----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------
Instrument Status	Select the relevant status of the instrument based on which the charge would get levied. Different charges and pricing can be configured for combination of instruments and their status. The options are: Accepted Approved Assigned Cancelled Disputed Financed Paid By Netting Paid By Recon Partial Financed Raised Rejected This field appears only if the Filter Criteria is selected as Instrument Type
Inherit Charges	Specify if default charges should be inherited as set up for default filter criteria or should be overridden as well. The options are: Inherit Default Charges Inherit Default Charges and Override
Charge Code	Select the charge code for which the decisioning is to be configured.
Charge Sharing	Switch the toggle ON if charge sharing is applicable.
Sharing Percentage Allocation	Click the link to specify the sharing percentage for each party. This link is displayed only if the Charge Sharing toggle is enabled.
Party To Charge	Select the party to be charged. The options are: Beneficiary/Counter Party Buyer Export Factor Import Factor Insurance Party Payment Party Party to Charge Supplier This field appears only if the Charge Sharing toggle is disabled.
Charge Pricing Rule	Click the search icon to select the charge pricing rule to be applied.
External Pricing	Switch the toggle ON to allow the user to configure the external pricing. By default, this toggle will be OFF.
Charge Criteria	 Select the criteria to be considered based on which the charge should be calculated. The options are: Count of POs Parent Charge Code Count of Invoice Invoice Amount PO Amount

 Table 3-16
 (Cont.) Create Charge Decisioning - Field Description



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

Table 3-16 (Cont.) Create Charge Decisioning - Field Description



Field	Description
Collection Type	Select how the charge should be collected. The options are: • Periodic • Online
Frequency	 Select the frequency of charge collection. The options are: Daily Weekly Monthly Half Yearly This field is displayed only if the Collection Type is selected as Periodic.
Reference Period	Select when the collection should take place for the selected frequency. For monthly or half-yearly frequency, the collection can take place either at the beginning of the period (BOP) or end of the
	 period (EOP). For weekly frequency, the collection can happen on a specific day of the week. This field is displayed only if the Collection Type is selected as Periodic.
Units	Specify whether the charge collection should take place as per units of specified frequency. If the monthly frequency is specified and the number of units is 2, then the charge would be collected once in two months. This field is displayed only if the Collection Type is selected as Periodic .
Calculation Parameters	Displays the fields related to Calculation Parameters under this section.
Calculation Type	Select how the charge should be calculated. The options are: • Periodic • Online
Frequency	Select the frequency of charge calculation. The options are: • Daily • Weekly • Monthly • Half Yearly This field is displayed only if the Calculation Type is selected as Periodic.

Table 3-16 (Cont.) Create Charge Decisioning - Field Description



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

Table 3-16 (Cont.) Create Charge Decisioning - Field Description

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

The Charge Sharing Allocation popup screen displays.

Party To Char	ge	Sharing Perce	ing Percentage				
Select		•	\sim	~	Add		
		Required					
Charge Sharing	\$	Sharing Percentage Allocation		\$	Action	\$	
С		100			÷		
Page 1	of 1	(1 of 1 items)	. ∢	1	> >		

Figure 3-31 Charge Sharing Allocation

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

Note:

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

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

The Charge Pricing Rule Details screen displays.



Charge Pricing Rule Details					
Charge Pricing Id	Charge Pricing Description		Annum Basis		Pricing Category
PRCRULE051022_0000005136	CRu99		360		Tier Based Percent
Pricing Method					
Slab Percent by Period					
Pricing Currency	Charge In Txn Currency		cy Min/Max Validation Criteria		Flat Charge
USD		Percentage			
Min Charge Percent Max Charge Percent Min Charge Percent Max Charge Percent					
2	99				
From \Diamond		To 0		Percent 🗘	
	0		20	3	
	20		40	5	
Page 1 of 1 (1 2 of 2 items) 1/					

Figure 3-32 Charge Pricing Rule Details

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

3.3.3.2 View Charge Decisioning

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

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

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

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

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

The View Charge Decisioning screen displays.



View Charge Decisi	oning		:: ×
20			≣ 8
Event: EOD	8	Event: EOD #	
Filter Criteria DEFAULT Instrument INVOICE Instrument FINANCED		Filter Criteria DEFAULT Instrument N/A Instrument N/A	
C Authorized	n 🖾 1	C Authorized	
age 1	of 1	(1 - 2 of 2 items) < ∢ 1 > >	

Figure 3-33 View Charge Decisioning

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

3.3.4 Charge Preferential Pricing

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

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



3.3.4.1 Create Charge Preferential Pricing

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

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

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

The Create Preferential Pricing screen displays.

Create Preferential F	ricing					2	CErrors & Overrides
ilter Criteria							
Party Id Instrument Type Statu	s -						
arty		Instrument Type		Instrument Status			
Search	Q	Select	-	Select	•		
	Required		Required		Required		
harge Code		Charge Criteria		Charge Pricing Rule		External Pricing	
	Q	Select	•		Q		
xternal Pricing System	Required	External Pricing Identifier		External Pricing Identifi	er Description		
	-						
	Required		Required		Required		
eference Tenor Start Date		Reference Tenor End Date		Effective Date		Expiry Date	
Select	•	Select	-	29-04-2022	Ē	29-04-2022	Ē
harge Application		Allow Waiver		Allow Override		Allow Pricing Modification	n
ollection Parameters		Frequency		Reference Period		Units	
Deriodic	•	Monthly	•	FOR	•		× •
Penodic	-	Monally					Required
alculation Parameters							
Online	•						
							Add R
Charge Code 🗘	Charge Pricing Rule	e 0	Charge Criteria 🗘	Effective	e Date 🗘	Expiry Date \Rightarrow	Action 0
No data to display.							
Darry (0(0.16-16-16-16-16-16-16-16-16-16-16-16-16-1							
age 1 (0 or 0 items)	K 4 1 > >						

Figure 3-34 Create Preferential Pricing

4. Specify the fields on Create Preferential Pricing screen.



Field	Description
Filter Criteria	Select the appropriate filter criteria for specific application of accounting entries. Based on the selected criteria, the Party ID, Instrument Type, Instrument Status and Customer Category fields are displayed.
Party	Click the search icon to select the party to map the preferential pricing to. This field is displayed only if the Filter Criteria is selected as Party .
Instrument Type	Select the type of instrument to map the preferential pricing to. Instrument statuses are available based on the selected instrument type. This field is displayed only if the Filter Criteria is selected as Instrument Type .
Instrument Status	Select the status of the instrument to map the preferential pricing to.
	This field is displayed only if the Filter Criteria is selected as Instrument Type .
Customer Category	Click the search icon to select the customer category.
	This field is displayed only if the Filter Criteria is selected as Customer Category .
Charge Code	Click the search icon to select the charge code for pricing configuration.
Charge Criteria	Select the criteria to be considered based on which charge should be calculated. The options are: • Count of POs • Parent Charge Code • Count of Invoices • Invoice Amount • PO Amount
Charge Pricing Rule	Click the search icon to select the charge pricing rule to be applied.
Parent Charge Code	Select the parent charge code. This field is displayed if the Charge Criteria is selected as Parent Charge Code .
External Pricing	Switch the toggle ON to allow the user to configure the external pricing. By default, this toggle will be OFF.
External Pricing System	Select the external pricing system from the dropdown list for which the external charges needs to be configured. This field appears only if the External Pricing toggle is ON.
External Pricing Identifier	Specify the unique identifier for the external pricing system. This field appears only if the External Pricing toggle is ON.
External Pricing Identifier Description	Specify the brief description about the external pricing identifier. This field appears only if the External Pricing toggle is ON.
Reference Tenor Start Date	Specify which date should be considered to calculate the start of tenor duration.
Reference Tenor End Date	Specify which date should be considered to calculate the end of tenor duration.

 Table 3-17
 Create Preferential Pricing - Field Description



Field	Description
Effective Date	Click the calendar icon to select the start date of the preferential charge validity.
Expiry Date	Click the calendar icon to select the end date of the preferential charge validity.
Charge Application	Switch the toggle ON to enable charge application.
Allow Waiver	Switch the toggle ON to enable charge waiving.
Allow Override	Switch the toggle ON to enable overriding of the charge.
Allow Pricing Modification	Switch the toggle ON to allow pricing modification.
Collection Parameters	Displays the fields related to Collections Parameters.
Collection Type	Select how the pricing should be collected. The options are: • Periodic • Online
Frequency	Select the frequency of charge collection. The options are: • Daily • Weekly • Monthly • Half Yearly
	This field is displayed only if the Collection Type is selected as Periodic .
Reference Period	Select when the collection should take place for the selected frequency.
	For monthly or half-yearly frequency, the collection can take place either at the beginning of the period (BOP) or end of the period (EOP).
	For weekly frequency, the collection can happen on a specific day of the week.
	This field is displayed only if the Collection Type is selected as Periodic .
Units	Specify whether the charge collection should take place as per units of specified frequency.
	This field is displayed only if the Collection Type is selected as Periodic .
Calculation Parameters	Displays the fields related to Calculation Parameters.
Calculation Type	Select how the pricing should be calculated. The options are: • Periodic • Online

Table 3-17 (Cont.) Create Preferential Pricing - Field Description



Field	Description
Frequency	Select the frequency of charge calculation. The options are: Daily Weekly Monthly Half Yearly This field is displayed only if the Calculation Type is selected as Periodic.
Reference Period	 Select when the calculation should take place for the selected frequency. For monthly or half-yearly frequency, the calculation can take place either at the beginning of the period (BOP) or end of the period (EOP). For weekly frequency, the calculation can happen on a specific day of the week. This field is displayed only if the Calculation Type is selected as Periodic.
Units	 Specify whether the charge calculation should take place as per units of specified frequency. This field is displayed only if the Calculation Type is selected as Periodic.
Charges Grid	Displays the details of the preferential pricing added as an entry in this grid.

Table 3-17 (Cont.) Create Preferential Pricing - Field Description

- 5. Click Add to add the details to the grid.
- 6. Click **Reset** to reset the rows in the grid.
- 7. Click the hyperlink in the table grid to view the details of the pricing rule.

The Charge Pricing Rule Details screen displays.

Figure 3-35 Charge Pricing Rule Details

Charge Pricing Rule Details						
Charge Pricing Id	Charge Pricing Des	scription	Annum Basis		Pricing Category	
PRCRULE051022_0000005136	CRu99		360		Tier Based Percent	
Pricing Method						
Blab Percent by Period						
Pricing Currency	Charge In Txn Curr	Charge In Txn Currency		riteria	Flat Charge	
JSD			Percentage			
Ain Charge Percent Max Charge Percent In Charge Percent Max Charge Percent						
2	99					
From 0		То 🗘		Percent 0		
	0	20		3		
20		40 5				



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

3.3.4.2 View Charge Preferential Pricing

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

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

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

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

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

The View Preferential Pricing screen displays.

/iew Preferential Pricir	Ig			:: ×
(+ O				
Filter Criteria: PARTY_BASED	5	Filter Criteria: PARTY_INSTRUMENT_TY 💈	Filter Criteria: PARTY_INSTRUMENT_TY :	
Party N/A Instrument N/A Instrument N/A		Party 000419 Instrument PO Instrument PARTIAL_FINANCED	Party 201914 Instrument CHEQUE LODGED	
🗅 Unauthorized 🔒 Open	[2]1	🗋 Unauthorized 🔓 Open 🖾 1	🗅 Unauthorized 🔓 Open 🖾 1	

Figure 3-36 View Preferential Pricing

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



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

3.4 Commodity Maintenance

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

This topic contains the following subtopics:

Create Commodity

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

View Commodity

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

3.4.1 Create Commodity

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

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

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

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

The Create Commodity screen displays.

BZ Solutions)00462	Q							
mmodity Code		Commodity Name		Description		Tax(%)		
							~	^
coupt/%)	Required	Country of Origin	Required	Vear				
count(%)	×	Select	•					
		beleet						
Add/Edit Reset								
ommodity Code 🛛 🌣	Commodity Name 🗘	Description 0	Tax(%) ≎	Discount(%) 0	Country of Origin 0	Year ≎	Unit Details 0	Action 0
OM123456	COMMODITY	Commodity Desc	1	0.5	IN	2000	Add/Edit	:
age 1 of 1 (1 of 1	items) < ∢ 1	► >						

Figure 3-37 Create Commodity

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



Table 3-18 Create Commodity - Field Description

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

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

Figure 3-38 Unit Details

nit		Minimum Unit		Maxin	num Unit		Unit Price	
Select	-							
Add/Edit	Reset							
Jnit ≎	Minimum Unit 🗘	Maximum Unit 🗘	Unit Price	٥	Action	٥		
KILOGRAM	0	10		100	÷			
age 1	of 1 (1 of 1 items)	< 1 →	>					
								ок

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

Table 3-19 Unit Details - Field Description

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

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

3.4.2 View Commodity

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

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

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

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

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

The View Commodity screen displays.



												11/1/2
												83
I	Supplier Id: NC00000544		1	Supplier Id: 201905		:	Supplier Id: 201930		1	Supplier Id: 201913		:
	Supplier Name	이AutoNonCust	omer	Supplier Name A	SKEY		Supplier Name Fu	ture Group		Supplier Name ITI		
2 1	C Authorized	🔓 Open	2 4	C Authorized	🔓 Open	[2]1	D Unauthorized	🔓 Open	2 1	D Unauthorized	🔓 Open	2
E	Supplier Id: 000376			Supplier Id: 000381		:	Supplier Id: 000350		1	Supplier Id: 201912		
	Supplier Name Al	pha Pharma		Supplier Name D	anone		Supplier Name FA	ISAL M		Supplier Name HS	ING WEI MAC	HINE
2	D Unauthorized	🔒 Closed	2	C Authorized	🔓 Open	1	C Authorized	🔓 Open	2 1	D Unauthorized	🔓 Open	[2] 1
		I Supplier Id: NCO0000544 Supplier Name AF I D Authorized Supplier Name AI Supplier Name AI Supplier Name AI	Suppler Id: NCO000544 Suppler Name D Authorized Suppler Id; 000376 Suppler Id; 000376 Suppler Id; 2 Unauthorized Closed	Supplier Id: :: Supplier Name PIAutoNenCustomer Supplier Name APIAutoNenCustomer I: D. Authorized 6 Open Supplier Name Alpha Pharma Supplier Name Alpha Closed 2 I: D. Unauthorized 6 Closed 2	Supplier Id: Supplier Id: Supplier Id: Supplier Id: 201905 Supplier Name APIAutoNonCustomer Supplier Name A Supplier Name A I D Authorized G Open Id: OctoS1 Supplier Id: 000376 : Supplier Name A Supplier Name Alpha Pharma Supplier Name D Supplier Name D I: OctoS1 Supplier Name Alpha Pharma I: Outhorized Closed Id:	Supplier Id: Supplier Id: Supplier Name APIAutoNonCustomer Supplier Name APIAutoNonCustomer Image: Comparison of the image of	Supplier Id: S	Supplier Id: Supplier Id: 201905 I Supplier Id: 201930 Supplier Name APIAutoNonCustomer Supplier Name ASKEY Supplier Name Fu Supplier Name Fu Supplier Name Fu I D Authorized G Open I D Unauthorized Outhorized G Open I D Unauthorized I Supplier Name Alpha Pharma Supplier Name Danone Supplier Name Fall Supplier Name Danone Supplier Name Fall I/2 Unauthorized Closed I/2 D Authorized Open I D Authorized	Supplier Id: Image:	Supplier Id: S	Supplier Id: Supplier Id: <td< td=""><td>Supplier Id: Supplier Id: <td< td=""></td<></td></td<>	Supplier Id: Supplier Id: <td< td=""></td<>

Figure 3-39 View Commodity

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

3.5 Customer Enrichment Maintenance

This topic covers the procedures for updating additional information for a corporate in the Supply Chain Finance system. These details are then used while sending the Seller's information to import factor via FCI Message 1.

This topic contains the following subtopics:

Create Customer Enrichment

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



• View Customer Enrichment

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

3.5.1 Create Customer Enrichment

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

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

- 1. On Home screen, click Receivables And Payables. Under Receivables And Payables, click Maintenance.
- 2. Under Maintenance, click Customer Enrichment. Under Customer Enrichment, click Create Customer Enrichment.

The Create Customer Enrichment - Basic Information screen displays.

Customer Enrichment			Errors and Overrides
Basic Information	E	Business Details	Payment and Account Details
Corporate			
FCICustSupp 000444 Q	View Linked FCI Messages		
Customer Name	Extended Customer Name	Address1	Address2
FCICustSupp		OFSS1A, Ambrosia Park	
			Required
Address3	Post Code	Country	
Bangalore	560001	IND	

Figure 3-40 Create Customer Enrichment - Basic Information

3. Specify the fields on Create Customer Enrichment - Basic Information screen.



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

Table 3-20 Create Customer Enrichment - Basic Information - Field Descriptio	Table 3-20	Create Customer Enrichment	- Basic Information	- Field Description
------------------------------------------------------------------------------	------------	----------------------------	---------------------	---------------------

Field	Description
Corporate	Click the Search icon and select the corporate to enrich the customer information. You can select both Customer and Non Customer.
View Linked FCI Messages	Click the hyperlink to view the details of the FCI messages linked to the selected corporate.



Field	Description
Customer Name	Displays the name of the selected corporate as fetched from the Customer or Non Customer maintenance.
Extended Customer Name	Specify the extended name of the selected corporate, if required. This field can be utilized if the customer name cannot be specified within 35 characters.
Address 1	Displays the address of the selected corporate as fetched from the Customer or Non Customer maintenance.
Address 2	Displays the address of the selected corporate as fetched from the Customer or Non Customer maintenance.
Address 3	Displays the address of the selected corporate as fetched from the Customer or Non Customer maintenance.
Post Code	Displays the postal code/zip code of the selected corporate as fetched from the Customer or Non Customer maintenance.
Country	Displays the country of the selected corporate as fetched from the Customer or Non Customer maintenance.

Table 3-20(Cont.) Create Customer Enrichment - Basic Information - FieldDescription

4. Click the View Linked FCI Messages hyperlink to view the details of the FCI messages linked to the corporate.

The Linked FCI Message screen displays.

Figure 3-41 Linked FCI Message

Message Reference Number	Message Type	Message Date	
1280433307725869056	▼ Inward	•	
MSG01	MSG01 Seller Informatio	n	View XML Format
	Field Name 🗘	Value 🗘	
	No data to display.		

Once the details are updated in the Basic Information tab, click Business Details tab.
 The Create Customer Enrichment - Business Details screen displays.

Customer Enrichment			Errors and Overrides
Basic Information	Business	Details	Payment and Account Details
orporate			
FCICustSupp 000444 Q	View Linked FCI Messages		
egistration Number	Nature of Business	Responsible Agency	Other Factors
FCIMSG11237	Fabrics	Agency 1	None
pected Total Seller Turnover	Expected Number of Buyers in your Country	Expected number of Invoices to your Country	Expected Number of Credit Notes to your Country
£10,000,000,000.00	20	50	20
pected open account turnover to your country	Expected other turnover to your Country	Normal Terms of Delivery	Charge Back (%)
		online	1
Required	Required		
arge Back Currency	Charges Back Amount	Service Required	Remarks (Message Text)
GBP 🔻	200	Full service, non recourse 🔹	
voice Currencies			
GBP ×			
720			

Figure 3-42 Create Customer Enrichment - Business Details

6. Specify the fields on Create Customer Enrichment - Business Details screen.



Field	Description
Registration Number	Specify the registration number, if the selected corporate is a Customer. Displays the registration number, if the selected corporate is a Non
	Customer as fetched from the maintenance.
Nature of Business	Specify the nature of business corporate is involved in.
Responsible Agency	Specify the type of Registration Number code used.
Other Factors	Specify the other import factors with whom the seller conducts the business i.e., if more one than factor is involved for the same corporate in the same country.
Expected Total Seller Turnover	Specify the total turnover expected from the corporate.
Expected Number of Buyers in your Country	Specify the number of buyers expected in the import factor's country for this corporate.
Expected number of Invoices to your Country	Specify the expected number of invoices which will be raised on the import factor's country for this corporate.
Expected number of Credit Notes to your Country	Specify the expected number of credit notes which will be raised on the import factor's country for this corporate.
Expected Open Account Turnover to your Country	Specify the open account turnover to on the import factor's country for this corporate.
Expected other Turnover to your Country	Specify any other turnover to on the import factor's country for this corporate.
Normal Terms of Delivery	Specify the delivery terms, if any.

Table 3-21 Create Customer Enrichment - Business Details - Field Descri



Field	Description			
Charge Back (%)	Specify the charge back percentage in cases of dispute.			
Charge Back Currency	Specify the currency of the charge back amount.			
Charge Back Amount	Specify the charge back amount in cases of dispute.			
Services Required	Specify the services required from the import factor.			
	 The available options are: Full Service, non recourse Recourse Collection only Special service (RESCUE, POM, IV) Non-notification Buyer to pay directly to EF/Seller Agency Agreement 			
Remarks (Message Text)	Specify the comments regarding the factoring, if any.			
Invoice Currencies	Select the currency for invoice. You can select a maximum of 5 currencies in this field.			

Table 3-21 (Cont.) Create Customer Enrichment - Business Details - Field Description

7. Once the details are updated in the Business Details tab, click **Payment and Account Details** tab.

The Create Customer Enrichment - Payment and Account Details screen displays.

Figure 3-43	Create Customer Enrichment - Payment and Account Details
-------------	-----------------------------------------------------------------

Customer Enrichment					Errors an	d Overrides
Basic Information		Business	Details		Payment and Accou	nt Details
Corporate						
FCICustSupp 000444 Q	View Linked FCI Messag	es				
Net Payment Terms	Primary Discount Days		Primary Discount (%)		Secondary Discount Da	iys
1 ~ ^	2	~ ^	2.0000	~ ^	2	~ ^
Secondary Discount (%)						
2.0000 ~ ^						
Bank Details						
Account Number	Bank Name		Branch Name			
Audit						Cancel

8. Specify the fields on Create Customer Enrichment - Payment and Account Details screen.





Field	Description
Net Payment Terms	Specify the payment terms, if any. For example, number of days after which the invoices can be due for payment.
Primary Discount Days	Specify the number of days applicable for the primary discount.
Primary Discount (%)	Specify the primary discount percentage.
Secondary Discount Days	Specify the number of days applicable for the secondary discount.
Secondary Discount (%)	Specify the secondary discount percentage.
Bank Details	This section displays the following fields to specify the bank details of the corporate that needs to be sent in the FCI Message.
Account Number	Specify the bank account number.
Bank Name	Specify the name of the bank.
Branch Name	Specify the branch name of the bank.

Table 3-22 Create Customer Enrichment - Payment and Account Details - Field Description

- 9. Click Cancel to cancel the creation of customer enrichment.
- 10. Click Save to save the record and send it for authorization (if applicable).

3.5.2 View Customer Enrichment

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

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

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

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

- 1. On Home screen, click Receivables And Payables. Under Receivables And Payables, click Maintenance.
- 2. Under Maintenance, click Customer Enrichment. Under Customer Enrichment, click View Customer Enrichment.

The View Customer Enrichment screen displays.

View Customer Enrich	ment										
20											≣≡
Corporate ld: 000333	1	Corporate Id: 000222		:	Corporate Id: 000666		000	Corporate Id: 000444		:	
Corporate FCICustAnchor Registration FCIMSG11237		Corporate F Registration F	CICustBuyer CIMSG11235		Corporate F Registration F	CICustSupp CIMSG11237		Corporate F Registration F	CICustSupp CIMSG11237		
🗅 Authorized 🔓 Open	1	P Authorized	£ Onen	E2 4	Authorized	f Open	121	C Authorized	🔓 Open	121	
					Lý Authonzeu						
age 1	of 1	(1 - 4 of 4 items)	K 4 1		L, Admonzed						
age 1	of 1	(1 - 4 of 4 items)	K 4 1		L'Admonzen						

Figure 3-44 View Customer Enrichment

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

3.6 Division Code Maintenance

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

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



This topic contains the following subtopics:

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

3.6.1 Create Division Code

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

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

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

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

The Create Division Code screen displays.

leate Divisi	on Code					2	Errors & Over	/ides
Party Details								
arty Id								
ABZ Solutions 000462	Q							
Division Details								
ivision Code		Division Name		Email		Tel No		
	Required	Distance Address Line2	Required	Division Address Line7		Distance Address Line 4		
IVISION Address Linei		Division Address Line2		Division Address Lines		Division Address Line4		
ountry								
bunniy	Q	Add/Edit Reset						
Division Code 🗘	Division Name 🗘	Division Address Line1 $\hat{}$	Division Address Line2 💲	Division Address Line3 🛛 🗘	Division Address Line4	≎ Country ≎	Tel No 🗘	Action 🗘
DIV1234	Divison	ABZ Solutions	XYZ Street			AUSTRALIA	987654321	÷
Page 1 of 1	(1 of 1 items) <	< 1 ▶ >						

Figure 3-45 Create Division Code

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





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

Table 3-23 Create Division Code - Field Description

- 4. Click Add/Edit to add the details to the grid. Or, click Reset to reset the fields, if required.
 - Select the record in the grid and click **Option** icon in the **Action** column.
 - Click **Edit** to modify the details.
 - Click **Delete** to remove the record.
- 5. Click **Save** to save the record and send it for authorization.

3.6.2 View Division Code

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

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

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

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

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

The View Division Code screen displays.



2 + 0											
Party Id: 000381	8	Party Id: 000462		8	Party Id: 000385		00	Party Id: 000380		:	
Party Name Danone		Party Name 🛛 🗚	BZ Solutions		Party Name Zo	omato		Party Name	Carrefour		
C Authorized 🔓 Open	121	C Authorized	🛱 Open	12	C Authorized	🛱 Open	121	C Authorized	🛱 Open	1214	
age 1] of 1	(1 - 4 of 4 items)	K 4 1	► >I							
age 1	of 1	(1 - 4 of 4 items)	K 4 1	▶ >							
age 1	of 1	(1 - 4 of 4 items)	K 4 1	► >							
age 1	of 1	(1 - 4 of 4 items)	K 4 1	► >I							
age 1	of 1	(1 - 4 of 4 items)	K 4 1	 > 							

Figure 3-46 View Division Code

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

3.7 Non Customer Maintenance

This topic provides the information of the non-customers.

Corporate/Back-office users can view their non-customers and their information through this module.

This topic contains the following subtopics:



View Non Customer

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

3.7.1 View Non Customer

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

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

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

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

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

The View Non Customer screen displays.

Ion Customer Id:	Non Customer Id:	Non Customer Id:	Non Customer Id:	Non Customer Id:
NC00000354	NC00000407	NC00000367	NC00000364	NC00000408
Vame nehB001	Name Buyer17May2	Name GCIF Solutions3	Name ADCB Bank	Name Supplier17May1
Registration No 2332893	Registration No CRNBuyer17May2	Registration No GCIFSolutions3060413	Registration No ADCB Bank222	Registration No CRNSupplier17May1
Authorized 🔓 Open 🖾 1	🗅 Authorized 🔓 Open 🖾 1	🗈 Authorized 🔓 Open 🖾 1	D Authorized 🔓 Open 🖾 2	🗅 Authorized 🔓 Open 🖾 1
Ion Customer Id:	Non Customer Id:	Non Customer Id:	Non Customer Id:	Non Customer Id:
NC00000352 :	NC00000362	NC00000332	NC00000331 :	NC00000388
Jame gcifsol	Name 060413aspbuyer	Name 190423asp1	Name 190423asp	Name aspmay10523
Registration No 4245	Registration No 060413aspbuyer	Registration No 828827382	Registration No NEHALM0013344	Registration No CRNaspmay10523
🕻 Authorized 🔓 Open 🖾 1	D Authorized 🔓 Open 🖄 1	🗅 Authorized 🔓 Open 🖾 1	🗅 Authorized 🔓 Open 🖾 1	🕻 Authorized 🔓 Open 🖄 1

Figure 3-47 View Non Customer

- 3. Filter the records in the View screen:
 - a. Click **Search** icon to view the filters. The user can filter the records by Non Customer Id, Short Name, Registration No, Authorization Status, and Record Status.
 - b. Select the required filter criteria and click Search button to filter the records.
 - c. Click Reset to reset the filter criteria.
- 4. Click **Refresh** icon to refresh the records.
- 5. Click **Options** icon and then, select any of the following options:
 - Unlock To modify the record details. Refer to the Create screen for the field level details.
 - Authorize To authorize or reject the record. Authorizing/Rejecting requires necessary access rights.



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

3.8 Payment Terms Maintenance

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

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

This topic contains the following subtopics:

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

3.8.1 Create Payment Terms

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

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

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

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

The Create Payment Terms screen displays.



reate Payment Terms						Errors & Overrides
ter Criteria						
Relationship and CounterPar 🔻						
lationship Code	Counterpar	ty Id				
Q	Search	Q				
Required	Payment Da	Required ate Calculation Basis	Minimum Credit Pe	riod	Holiday Treatment	
Sustom 🔻	Invoice [Date + Minimum Cre 🔻	4	~ ^	Next Business Date	•
ayment Schedule						
rom Day 🗘		To Day 🗘		Payment Day 🗘		Action 🗘
	-	4th	Ψ.	4th	~	1
2nd						

Figure 3-48 Create Payment Terms

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



Table 3-24	Create Payment Terms	 Field Description
------------	----------------------	---------------------------------------

Field	Description
Filter Criteria	Select the appropriate filter criteria for specific application of payment terms.
Program	Click the Search icon and select the program. This field is displayed only if the Filter Criteria is selected as Program .
Spoke	Click the Search icon and select the spoke. This field is displayed only if the Filter Criteria is selected as Spoke .
Relationship Code	Click the Search icon and select the relationship code. This field is displayed only if the Filter Criteria is selected as Relationship .
Counterparty Id	Click the Search icon and select the counterparty id. This field is displayed only if the Filter Criteria is selected as Counterparty .
Party	Click the Search icon and select the party. This field is displayed only if the Filter Criteria is selected as Party .
Frequency of Payments	Select the frequency of the payment as monthly, weekly, or custom.
Days of the Month	Select the days of the month on which payment is expected. This field is displayed only if the Frequency of Payments is selected as Monthly .
Days of the Week	Select the days of the week on which payment is expected. This field is displayed only if the Frequency of Payments is selected as Weekly .



Field	Description
Payment Date Calculation Basis	 Select the any one of the following to calculate the payment date. Invoice Date + Minimum Tenor Invoice Due Date Invoice Due Date + Minimum Tenor
Minimum Credit Period	Specify the number to define the minimum tenor for the invoice.
Holiday Treatment	Select the value to specify payment due date should be moved to next/previous day in case it falls on holiday.
Payment Schedule grid	Displays the fields to specify the custom payment schedule. This field is displayed only if the Frequency of Payments is selected as Custom .
From Day	Select the start date of the duration as per selected entity for Payment Date Calculation Basis field.
To Day	Select the end date of the duration as per selected entity for Payment Date Calculation Basis field.
Payment Day	Select the specific day of the month for payment against the specified From Day and To Day fields.

Table 3-24 (Cont.) Create Payment Terms - Field Description

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

3.8.2 View Payment Terms

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

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

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

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

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

The View Payment Terms screen displays.



Q Q				8≡ 8
Filter Criteria: DEFAULT	Filter Criteria: PROGRAM_SPOKE_BASED 8	Filter Criteria: RELATIONSHIP_COUNTE 8	Filter Criteria: PROGRAM_BASED	
Program N/A Spoke N/A Relationship N/A Counterparty Id N/A	Program PROGRAM2 Spoke 000379 Relationship N/A Counterparty Id N/A	Program N/A Spoke N/A Relationship REL702 Counterparty ld 000376	Program PROGRAM1 Spoke N/A Relationship N/A Counterparty Id N/A	
🗅 Authorized 🔓 Open 🖉	1 D Authorized Den 🗹 1	🗅 Authorized 🔓 Open 🖾 1	🗅 Authorized 🔓 Open 🖾 1	
Filter Criteria: RELATIONSHIP_BASED	Filter Criteria: PARTY_BASED 8			
Program N/A Spoke N/A Relationship REL701 Counterparty Id N/A	Program N/A Spoke N/A Relationship N/A Counterparty Id N/A			
🗈 Authorized 🔓 Open 🖉	1 🗈 Authorized 🔓 Open 🖾 3			

Figure 3-49 View Payment Terms

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

3.9 Reconciliation Rules Maintenance

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

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



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

This topic contains the following subtopics:

Reconciliation Rule Definition

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

• Reconciliation Rule Decision This topic describes the information to set the priority for the execution of recon rules.

3.9.1 Reconciliation Rule Definition

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

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

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

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

This topic contains the following subtopics:

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

3.9.1.1 Create Exact Reconciliation Rule Definition

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

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



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

The Create Reconciliation Rule Definition screen displays.

Figure 3-50 Create Exact Reconciliation Rule Definition

ate	Recon	ciliation F	lule Defini	tion			🛆 Er	rors & Overrides	11
Descript	ion			Recon Category		Recon Type	Allocation Details		
LE1				Invoice/Debit Note	es to Credi 🔻	Exact Generic	Select	•	
ict Re	con								
_		·		γ		· · · · · · · · · · · · · · · · · · ·			
ANE	OR	Fixed Value	Text between	Invoice Attributes	Credit Notes Attributes	Add Condition Add Group			
c	redit Notes	Attribute			Case Sensitive				_
	Credit No	te Number	▼ starts wi	th ABC	Yes No				Ш
									靣
									_
date ar	d Preview								
it Note	Number	starts with ABO	.)						
									-

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



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

 Table 3-25
 Create Exact Reconciliation Rule Definition - Field Description

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

 In the Exact Recon section, perform the following steps to create conditions or group of conditions:



- a. Click Add Condition to add a single line of condition. Or, click Add Group to add a group of conditions.
- **b.** Click inside the added container to view buttons for adding condition details.

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

Figure 3-51 Exact Recon - Condition/Group Details

Description				
JLE1	Invoice/Debit Notes to Credi	Exact Generic	Allocation Details Select	¥
act Recon	between Invoice Attributes Credit Notes Attribute	es Add Condition Add Group		
Credit Note Attribute Credit Note Number	Case Sensitive starts with ABC Yes No			匝
				۵

- c. Click **Fixed Values** to define the value to be validated.
- d. Click **Text between** to define the range of text to be validated.

The Exact Recon - Text Between screen displays.

Figure 3-52 Exact Recon - Text Between

e Description	Recon Category		Recon Type		Allocation Details	
ULE1	Invoice/Debit Notes to Credi	•	Exact Generic		Select	Ŧ
act Recon	d Group					
Text between and	of Select +	Credit Contains Sel	t Notes Attribute	Case Sensitive Yes No		団

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

The Exact Recon - Attributes screen displays.



Figure 3-53 Exact Recon - Attributes

eate Reconciliation Rule Definition					
e Description	Recon Category	Recon Type	Allocation Details		
	Invoice/Debit Notes to Credit N 💌	Exact Generic	Select	~	
Required					
act Recon					
AND OP starts with ands	with Contains Operator Add Condition Add G	roun			
		ioup			
Invoice Attribute					
Select 🗸				ť	
Require	í				
alidate and Preview					

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

Table 3-26 Exact Recon - Attributes

Invoice	Credit Note	FPayment i n a n c e
Base Invoice Amount	Credit Note Number	PPayment Date o d u c t C o d e
Buyer Name	Supplier Code	SCredit Account No. u p p e t N a m e



Invoice	Credit Note	FPayment
		a
		h
		c
		e
Net Invoice Amt.	Credit Note Base Amount	FBank
		ի
		e
		R
		e
		e
		h le
		C
		0
Supplier Division Code	Buver Name	ERelationship Code
		h
		a
		A
		m
		φ
Bank	Credit Note Date	PVirtual Account Owner
		6
		þ
		e
		l di
Invoice CCY	Buyer Id	BEntity Ref No.
		e de la companya de la compa
		14
		1
		P

es



Invoice	Credit Note	FPayment
		n a n c e
Payment Due Date	Net Credit Note Amount	BBranch u y e r N a a m ę
Supplier ID	Supplier Name	SFiller (10 Attributes) u p p e r D
Branch	Credit Note Number	FPayment Mode i n a n c e S t a t D a t

Table 3-26 (Cont.) Exact Recon - Attributes


Invoice	Credit Note	FPayment
		n a n c e
Filler (4 attributes)	Supplier Code	FPayment Party Id i n a n c e M a t u t y D a a t t e
PO No.	Credit Note Base Amount	FInstrument Date i n a n c e S t a t u s
Supplier Name	Buyer Name	BVirtual Account Flag o r o w e r

Table 3-26 (Cont.) Exact Recon - Attributes



Buyer Code Credit Note Expiry Date Payment Party Code Buyer Code Credit Note Expiry Date Payment Party Code Invoice Date Supplier Id Counterparty Id Invoice Date Supplier Id Counterparty Id Buyer Division Code Remarks Repayment Account No. Buyer Division Code Remarks	Invoice	Credit Note	FPavment
Buyer Code Credit Note Expiry Date Payment Party Code Buyer Code Credit Note Expiry Date Payment Party Code Invoice Date Supplier Id Counterparty Id Invoice Date Supplier Id Counterparty Id Counterparty Id Counterparty Id Buyer Division Code Remarks Repayment Account No. Buyer Division Code Remarks			
Buyer Code Credit Note Expiry Date Payment Party Code Buyer Code Credit Note Expiry Date Payment Party Code Invoice Date Supplier Id Counterparty Id Invoice Date Supplier Id Counterparty Id Invoice Date Supplier Id Counterparty Id Buyer Division Code Remarks Repayment Account No. Buyer Division Code Remarks			n a
Buyer Code Credit Note Expiry Date Payment Party Code Buyer Code Credit Note Expiry Date Payment Party Code Invoice Date Supplier Id Counterparty Id Invoice Date Supplier Id Counterparty Id Payment Account No. Buyer Division Code Remarks Payment Account No. Buyer Division Code Remarks			n
Buyer Code Credit Note Expiry Date Payment Party Code Invoice Date Supplier Id Counterparty Id Invoice Date Supplier Id Counterparty Id Repayment Account No. Buyer Division Code Remarks			C e
Invoice Date Supplier Id Counterparty Id Supplier Id Counterparty Id C C C C C C C C C C C C C C C C C C C C C C C C C C C C C C C C C C C C C C C C C C C C C C C C C C C C C C C C C C C C C C C C C C C C C C C C C C C C C C C C C C C C <td>Buyer Code</td> <td>Credit Note Expiry Date</td> <td>DPayment Party Code</td>	Buyer Code	Credit Note Expiry Date	DPayment Party Code
Invoice Date Supplier Id Invoice Date Supplier Id Counterparty Id Counterparty Id Person Counterparty Id Person Person Repayment Account No. Buyer Division Code Remarks			e
Invoice Date Supplier Id Counterparty Id Supplier Id Counterparty Id C C C C C C C C C C C C C C C C C C C C C C C C C C C C C C C C C C C C C C C C C C C C C C C C C C C C C C C C C C C C C C C C C C C C C C C C C C C C C C C C C C C C <td></td> <td></td> <td></td>			
Invoice Date Supplier Id Counterparty Id Invoice Date Supplier Id Counterparty Id Invoice Date Supplier Id Counterparty Id Invoice Date Supplier Id Invoice Date Repayment Account No. Buyer Division Code Remarks Repayment Account No. Eller (10 Attributes) Promare Defenses No.			n
Invoice Date Supplier Id Counterparty Id Invoice Date Supplier Id Counterparty Id C C C C C C C C C C C C C C C C C C C C C C C C C C C C C C C C C C C C C C C C C C C C C C C C C C C C C C C C C C C C C C C C C C C C C C C C C C C C C C C C C C C C C C C C C C C C C			μ
Invoice Date Supplier Id Counterparty Id Counterparty Id Counterparty Id Counterparty Id Counterpart Id Counter			e
Invoice Date Supplier Id Counterparty Id Invoice Date Supplier Id Counterparty Id e C C e C e C c C c C c C c C c C c C c C c C c C c C c C c C c C c C c C c C c C c C c C c C c C c C c C c C c C c C c C c C c C c C c C c C c C c C c C c C c C C C <			c
Invoice Date Supplier Id Counterparty Id Invoice Date Supplier Id Counterparty Id P P P P P P P P P P P P P P P P P P P P P P P P P P P P P P P P P P P P P P P P P P P P P P P P P P P P P P P P P P P P P P P P P P P P P P P P P P P P P P P P P P			y S
Invoice Date Supplier Id Counterparty Id Invoice Date Supplier Id Counterparty Id C C C P C C P C C P C C P C C P C C P C C P C C P C C P C C P C C P C C P C C P C C P C C P C C P C C P C C P C C P C C P C C P C C P C C P C C P C C P C C			1
Invoice Date Supplier Id Counterparty Id Buyer Division Code Remarks			a
Invoice Date Supplier Id Counterparty Id Invoice Date Supplier Id Counterparty Id Invoice Date Counterparty Id Co			u
Invoice Date Supplier Id Counterparty Id Image: Supplier Id Image: Supplier Id Image: Supplier Id Image: Supplier Id Image: Supplier Id Image: Supplier Id Image: Supplier Id Image: Supplier Id Image: Supplier Id Image: Supplier Id Image: Supplier Id Image: Supplier Id Image: Supplier Id Image: Supplier Id Image: Supplier Id Image: Supplier Id Image: Supplier Id Image: Supplier Id Image: Supplier Id Image: Supplier Id Image: Supplier Id Image: Supplier Id Image: Supplier Id Image: Supplier Id Image: Supplier Id Image: Supplier Id Image: Supplier Id Image: Supplier Id Image: Supplier Id Image: Supplier Id Image: Supplier Id Image: Supplier Id Image: Supplier Id Image: Supplier Id Image: Supplier Id Image: Supplier Id Image: Supplier Id Image: Supplier Id Image: Supplier Id Image: Supplier Id Image: Supplier Id Image: Supplier Id Image: Supplier Id Image: Supplier Id Image: Supplier Id Image: Supplier Id Image: Supplier Id Image: Supplier Id Image: Supplier Id Image: Supplier Id Image: Supplier Id Image: Supplier Id Image: Supplier			\$
Repayment Account No. Buyer Division Code Remarks Runger Division Code Remarks	Invoice Date	Supplier Id	Counterparty Id
Repayment Account No. Buyer Division Code Remarks			
Repayment Account No. Buyer Division Code Remarks			e r
Repayment Account No. Buyer Division Code Remarks			e
Repayment Account No. Buyer Division Code Remarks			s t
Repayment Account No. Buyer Division Code Remarks			c
Repayment Account No. Buyer Division Code Remarks			o I
Repayment Account No. Buyer Division Code Remarks			
Repayment Account No. Buyer Division Code Remarks			e c
Repayment Account No. Buyer Division Code Remarks			
Repayment Account No. Buyer Division Code Remarks			
Repayment Account No. Buyer Division Code Remarks Buyer Division Code Remarks			
Repayment Account No. Buyer Division Code Remarks Buyer Division Code Remarks			-
Repayment Account No. Buyer Division Code Remarks Runar Division Code Remarks			e
Repayment Account No. Buyer Division Code Remarks Runer Division Code Filler (10 Attributes) Depayment Defenses No.			9 U
Repayment Account No. Buyer Division Code Remarks Runer Division Code Filler (10 Attributes) Dependent Defenses No.			e
Repayment Account No. Buyer Division Code Remarks Buyer Division Code Filler (10, Attributes) Development Defense No.			
Repayment Account No. Buyer Division Code Remarks Buyer Division Code Filler (10 Attributes) Dependent Defense No.			Y
L Ruyer Division Code L Filler (10 Attributes)	Repayment Account No.	Buyer Division Code	Remarks
Duyer Division Code Filler (TO Altributes) Payment Reference No Invesion Due Deves Orde Deves Orde Deves Orde	Buyer Division Code	Filler (10 Attributes)	Payment Reference No
Invoice Due Date Buyer Code Counterparty Code	Invoice Due Date	Buyer Code	Counterparty Code
Buyer ID Supplier Division Code Payment Currency	Buver ID	Supplier Division Code	
Invoice No. Remarks Debit-Credit Indicator	Invoice No.	Remarks	Debit-Credit Indicator

Table 3-26 (Cont.) Exact Recon - Attributes



Invoice	Credit Note	FPayment
		n a n c e
Supplier Code	-	Remitter Account No
Payment Under Approval (PUA)	-	- Payment Amount
-	-	Interest Refund
-	-	Margin Refund
-	-	Payment Under Approval (PUA)

Table 3-26 (Cont.) Exact Recon - Attributes

Table 3-27 Exact Recon - Attributes

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



Invoice	Credit Note	Expected Cashflow	Payment
Supplier Code	-	-	Remitter Account No
Payment Under Approval (PUA)	-	-	Payment Amount
-	-	-	Interest Refund
-	-	-	Margin Refund
-	-	-	Payment Under Approval (PUA)

Table 3-27 (Cont.) Exact Recon - Attributes

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

The Allocation Basis Grid displays.

ercentage 🗘	Action \Diamond
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0	団
0	

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

3.9.1.2 Create Generic Reconciliation Rule Definition

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

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

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

The Create Reconciliation Rule Definition screen displays.

Figure 3-55 Create Generic Reconciliation Rule Definition

Create Reconciliation R	ule Definition		Errors & Override	5 ^J L X
Rule Description	Recon Category	Recon Type	Allocation Details	
RULE2	Invoice/Debit Notes to Credi	Exact Generic	Select	

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



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

Figure 3-56 Generic Recon Rule

Create Reconciliation	Rule Definition				s & Overrides	;; ×
Rule Description	Recon Category	Recon Type	AI	llocation Details		
RULE2	Invoice/Debit Notes to C	Exact Generic		Select	*	
Generic Recon						
Base Entity	Generic Criteria	Based On Attribute				
Invoice	HAFO	Invoice Amount	•			

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

Note:

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

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

The Allocation Basis Grid section displays.

Figure 3-57 Allocation Basis Grid

Allocation Basis Grid		+
Allocation Attribute 🗘	Percentage 🗘	Action \Diamond
Credit Account no ×	50	団
Remitter Account no ×	50	団
Page 1 of 1 (1-2 of 2 items) < ∢ 1 → >		

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



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

3.9.1.3 View Reconciliation Rule Definition

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

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

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

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

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

The View Reconciliation Rule Definition screen displays.

				8=
Rule Description: FPREXT	Rule Description: NehInvGenRule	Rule Description: nehgeninvrule	Rule Description: neh600ruleinv :	Rule Description: FPRGEN :
Rule Id RR00000241 Recon Type E Recon Category FPR	Rule Id RR00000201 Recon Type G Recon Category IPR	Rule Id RR00000291 Recon Type G Recon Category ICR	Rule Id RR00000301 Recon Type E Recon Category IPR	Rule Id RR00000242 Recon Type G Recon Category FPR
🗈 Authorized 🔓 Open 🖾 1	🗅 Authorized 🔓 Open 🖾 1	🗈 Authorized 🔓 Open 🖾 1	🕻 Authorized 🔓 Open 🖾 1	🗈 Authorized 🔓 Open 🖾 1
Rule Description: IPRGEN	Rule Description: testInnovation12	Rule Description: InvRecGenadcb	Rule Description: rule123	Rule Description: nehapril27allrule
Rule Id RR00000244 Recon Type G Recon Category IPR	Rule Id RR00000222 Recon Type E Recon Category VPA	Rule Id RR00000342 Recon Type G Recon Category IPR	Rule Id RR00000284 Recon Type E Recon Category IPR	Rule Id RR00000288 Recon Type E Recon Category VPA
🗈 Authorized 🔒 Open 🖾 1	🗅 Authorized 🔓 Open 🖉 1	🗅 Authorized 🔓 Open 🖾 1	🗅 Authorized 🔓 Open 🖾 1	🗅 Authorized 🔓 Open 🖾 1
age 1 of 3	(1 - 10 of 27 items) < (1 2 3	• н		

Figure 3-58 View Reconciliation Rule Definition

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



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

3.9.2 Reconciliation Rule Decision

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

This topic contains the following subtopics:

Create Recon Rule Decision

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

• View Recon Rule Decision This topic describes the systematic instruction to view, modify, delete, or authorize the reconciliation rule decision.

3.9.2.1 Create Recon Rule Decision

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

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

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

The Create Recon Rule Decision screen displays.



ilter Criteria							
Relationship a	nd CounterPar 🔻						
elationship Code		Counterparty Id					
NehNovCust3	Apr23 Q	Route 000383	Q				
riority		Recon Category		Recon Type		Rule Id	
		Select	•	Select	•		Q
	Required		Required		Required		Required
ule Id Description	n	Execute Generic Rule		Add/Edit R	eset		
Priority 🗘	Recon Category 💲		Recon Type 💲	Rule Id 🗘	Rule Id Description 💲	Execute Generic Rule 🛛 🌣	Action 🗘
1	Invoice/Debit Notes to Cr	edit Notes Recon	Exact	RR00000287	ICREXT	Y	:

Figure 3-59 Create Recon Rule Decision

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



Table 3-29	Create Recon Rule	Decision - Field	Description

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



Field	Description
Priority	Specify the priority to apply the rules in ascending order.
Recon Category	Select the category of recon rule being mapped. For example: Expected Debit/Credit to Payment Recon, or Invoice Payment Recon.
Recon Type	Select the type of reconciliation as either Generic or Exact rule.
Rule Id	Click Search icon to search and select all the existing rules available for recon category and type.
Rule Id Description	Displays the description of the rule based on the selected rule.
Execute Generic Recon	Select the option if generic recon is to be executed if there are more than one matching record post exact reconciliation and if generic recon rule is to be executed for matching outstanding payment to invoice or cashflowfinance. This field is enabled only if Recon Type is selected as Exact .

Table 3-29 (Cont.) Create Recon Rule Decision - Field Description

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

3.9.2.2 View Recon Rule Decision

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

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

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

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

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

The View Recon Rule Decision screen displays.



0			8:	- 99
Filter Criteria: CORPORATE_BASED :	Filter Criteria: DEFAULT	Filter Criteria: CORPORATE_BASED :	Filter Criteria: CORPORATE_BASED	
Program N/A Counterparty Id N/A Corporate Relationship N/A	Program N/A Counterparty ld N/A Corporate N/A Relationship N/A	Program N/A Counterparty ld N/A Corporate CPC SRL Relationship N/A	Program N/A Counterparty Id N/A Corporate FERRARI Relationship N/A	
🗅 Authorized 🔓 Open 🖾 11	🗅 Authorized 🔓 Open 🖾 1	🗈 Authorized 🔓 Open 🖾 1	🗈 Authorized 🔓 Open 🖾 1	
Filter Criteria: CORPORATE_BASED :	Filter Criteria: CORPORATE_BASED 8	Filter Criteria: CORPORATE_BASED :		
Program N/A Counterparty Id N/A Corporate Relationship N/A	Program N/A Counterparty ld N/A Corporate 150323 Relationship N/A	Program N/A Counterparty ld N/A Corporate Relationship N/A		
🕻 Authorized 🔓 Open 🖾 3	🗈 Authorized 🔓 Open 🖾 2	🗈 Authorized 🔓 Open 🖾 3		

Figure 3-60 View Recon Rule Decision

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

3.10 Relationship Maintenance

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

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

This topic contains the following subtopics:

ORACLE

- Create Relationship This topic describes the systematic instruction to create relationship between corporates and buyers, or suppliers counterparties.
 - View Relationship This topic describes the systematic instruction to view, modify, delete, or authorize relationship details.
 - View Non Customer This topic describes the systematic instruction to view, modify, delete, or authorize noncustomer details.

3.10.1 Create Relationship

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

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

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

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

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



Iationship Code RC12345 ective From tay 12, 2022	Rela Re Valid	tionship Description elationship Desc day Treatment	Required	Corporate Id ABC Per tud ABC 01		Q	Product C	ategory vable & Collect	tions 🗹 Pa	ayables	
RC12345 ective From tay 12, 2022	Re Valid Holi	elationship Desc d Till day Treatment	Required	ABC Pvt Ltd ABC01		Q	Recei	vable & Collect	tions 🗹 Pa	ayables	
ective From tay 12, 2022	Valid Holi	d Till day Treatment	Required	Acci							
tay 12, 2022	Holi	day Treatment	Required								
eivable Parameters	Holi	day Treatment	Required								
reivable Parameters to-Debit Applicable	Holi	day Treatment									
to-Debit Applicable	Holi	day Treatment									
	Se	alact		Auto Acceptan	ce Appl	icable	No. of Day	s			
		sieut	-								
Our due Deservation		in the second	Required	11-11-1-1-1-1-1	- D	or Orders					
	Max	imum Days Overdue			a Purcha	ise Orders					
Solost	EXCE	alact	•	Excess Retund	Paymer	1t Mode					
•	SE	and the second s		Jelect		•					
able Parameters											
to-Debit Applicable	Holi	day Treatment		Auto Acceptance Applicable			No. of Day	s			
	Se	Select									
			Required								
ow Overdue Receivables	Max	imum Days Overdue		Validate Linked	d Purcha	ase Orders					
zess Handling	Exce	ess Refund Party		Excess Refund	Paymer	nt Mode					
jelect 🔻	Se	elect	•	Select		•					
										8	+
						Maximum		Excess	Excess	EØ	
Buyer Id 🗘 Auto	o-Debit ≎	Auto Acceptance 🗘	No. of Days ≎	Allow Overdue Receivables	0	Days ≎ Overdue	Excess Handling 🗘	Refund ≎ Party	Refund ≎ Paym	Action	0
201920 Q	Yes 👻	Yes 👻		Yes	~		-	Ŧ	-	ť	ĭ
Dage 1 of 1 (1 of 1 items) 1/	4 🗔 5	N									_
ruge for (rormenta) it	` L' '	21									
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						Massiansa		Evene	Fundam	₽	
Supplier Id 🗘 Aut	o-Debit 🗘	Auto Acceptance 🗘	No.of Days ≎	Allow Overdue Receivables	٥	Days ≎ Overdue	Excess Handling 0	Refund 0 Party	Excess Refund ≎ Paym	Action	¢
201921	Yes 🔻	Yes 💌		Yes	~		Ŧ	Ŧ	v	ť	Ì
Page 1 of 1 (1 of 1 items) <	< 1 →	×									_

Figure 3-61 Create Relationship - Customer

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

reate Relationship							2	L Errors & Ove	rrides
lationship Code	R	elationship Description		Corporate Id		Product Ca	tegory		
				Search	Q	🗹 Receiv	able & Collect	ions 🛛 🗹 Pa	iyables
Required			Required		Require	d			
ective From	v	alid Till							
1ay 12, 2022			Required						
eivable Parameters									
to-Debit Applicable	н	oliday Treatment		Auto Acceptance Ap	oplicable	No. of Day			
D		Select	-						
			Required						
ow Overdue Receivables	N	laximum Days Overdue		Validate Linked Pur	chase Orders				
J									
cess Handling	E	xcess Refund Party		Excess Refund Payr	nent Mode				
Select 👻		Select	•	Select	•				
able Parameters									
ito-Debit Applicable	н	oliday Treatment		Auto Acceptance Ap	oplicable	No. of Day	•		
		Select	Pageirad						
ow Overdue Receivables	N	laximum Days Overdue	Nequileo	Validate Linked Pur	chase Orders				
D									
cess Handling	F	xcess Refund Party		Excess Refund Pavr	nent Mode				
Select 💌		Select	•	Select	-				
									₽ .
Buyer Id 🗘	Auto-Debit 🗘	Auto Acceptance 🗘	No. of Days 🗘	Allow Overdue Receivables	Maximum Days ≎ Overdue	Excess Handling 💲	Excess Refund ≎ Party	Excess Refund ≎ Paym	Action 0
NC00001206 Q									
	Yes 👻	Yes 🔻		Yes 👻		~	Ŧ	Ŧ	₫
Page 1 of 1 (1 of 1 items)	K (1)	>							
					Maximum		Excess	Excess	40
Supplier Id 🗘	Auto-Debit 🗘	Auto Acceptance 💲	No. of Days 🗘	Allow Overdue Receivables	Days ≎ Overdue	Excess Handling 💲	Refund ≎ Party	Refund ≎ Paym	Action 0
NC00001207 Q									
	Yes 🔻	Yes *		Yes 🔻		Ŧ	Ŧ	Ť	団
Page 1 of 1 (1 of 1 items)	K (1	> >							

Figure 3-62 Create Relationship - Non Customer

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



Table 3-30	Create Relationship -	Field Description
------------	-----------------------	-------------------

Field	Description
Relationship Code	Specify the unique relationship code to be created.
	This field cannot be modified once authorized.
Relationship Description	Specify the description of the code.
Corporate Id	Click the Search icon to select the corporate for whom the linkage to counterparty is required.



Field	Description
Product Category	Select the applicable product categories as Receivables and Collections and/or Payables . The Search fields and result data grid for each category is displayed upon selecting the category.
Effective From	Click the Calendar icon to select the date from which the relationship is active. The system considers the branch date, if this field is left blank.
Valid Till	Click the Calendar icon and select the date till which the relationship would be valid.
Receivable Parameters	Select the parameters required for Receivables in the following fields.
Auto-Debit Applicable	Switch the toggle ON, if the automatic debit facility is applicable for receivables at the relationship level.
Holiday Treatment	 Select the value to specify how to treat transactions falling on holidays. The options are: Previous Business Date Next Business Date
Auto Acceptance Applicable	Switch the toggle ON, if the auto acceptance should be enabled for the receivables.
No. of Days	Specify the number of day(s) post which the auto-acceptance is triggered for the receivables. This field displays only if the Auto Acceptance Applicable toggle is enabled.
Allow Overdue Receivables	Switch the toggle ON to allow the creation of overdue invoices and debit notes for the relationship.
Maximum Days Overdue	Specify the maximum number of days post the invoice/debit-note due date (if maintained), until when the creation of the receivable is allowed. This field displays only if the Allow Overdue Receivables toggle is enabled.
Validate Linked Purchase Orders †	Switch the toggle ON to validate the purchase orders linked with invoice during creation or upload.
Excess Handling	Select how excess payment made towards settling of outstanding invoice/finance, should be handled. The options are: • Refund to beneficiary or payment party • Auto-Reconcile • Manually-Reconcile • Auto-Reconcile and Refund
Excess Refund Party	 Select the party to refund the excess amounts to. The options are: Payment Party Beneficiary/Counter Party
Excess Refund Payment Mode	 Select the mode of payment for the excess payment refund. The options are: Account Transfer Cheque EFT
Payables Parameters	Select the parameters required for Payables in the following fields.

Table 3-30 (Cont.) Create Relationship - Field Description



Field	Description
Auto-Debit Applicable	Switch the toggle ON, if the automatic debit facility is applicable for payables at the relationship level.
Holiday Treatment	 Select the value to specify how to treat transactions falling on holidays. The options are: Previous Business Date Next Business Date
Auto Acceptance Applicable	Switch the toggle ON, if the auto acceptance should be enabled for the payables.
No. of Days	Specify the number of day(s) post which the auto-acceptance is triggered for the payables. This field displays only if the Auto Acceptance Applicable toggle is enabled.
Allow Overdue Receivables	Switch the toggle ON to allow the creation of overdue invoices and debit notes for the relationship.
Maximum Days Overdue	Specify the maximum number of days post the payment due date (if maintained), until when the creation of the payable is allowed. This field displays only if the Allow Overdue Receivables toggle is enabled.
Validate Linked Purchase Orders †	Switch the toggle ON to validate the purchase orders linked with invoice during creation or upload.
Excess Handling	Select how excess payment made towards settling of outstanding invoice/finance, should be handled. The options are: • Refund to beneficiary or payment party • Auto-Reconcile • Manually-Reconcile • Auto-Reconcile and Refund
Excess Refund Party	Select the party to refund the excess amounts to. The options are: • Beneficiary/Counter Party • Payment Party
Excess Refund Payment Mode	 Select the mode of payment for the excess payment refund. The options are: Account Transfer Cheque EFT

Table 3-30 (Cont.) Create Relationship - Field Description

Note:

† For existing implementations where relationships would be present, the field for Validate Linked Purchase Orders will be defaulted on the basis of System Parameter Maintenance for the same. System Parameter maintenance will be defaulted to 'Yes; but can be changed at the discretion of the bank or Financial Institution during upgrade to current release version.

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

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

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

Note:

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

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



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

The Non Customer - Basic Info screen displays.

Basic Info		Address Information	Tax Informa	tion
Non Customer Id	Name	Short Name	Category	
NC00001104			Select	•
		Required	Required	Require
Registration No	Industry	_		
F	Required	Required		
Select All	•			

Figure 3-63 Non Customer - Basic Info

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

The Non Customer - Address Information screen displays.



Ba	sic Info		Address In	formation		Tax Inform	ation	
Address Informa	tion							
Address Type		Country		Address Line 1		Address Line 2		
Select		•		Q				
	Re	quired	Rei	quired	Requ	ired		
Address Line 3		Address Line 4		Postal Code				
					Requ	iired		
Add								
Address Type 🗘	Country 🗘	Address Line 1 🗘	Address Line 2 🗘	Address Line 3 🗘	Address Line 4 🛛 🗘	Postal Code 🗘	Action 🗘	
REGISTERED	CANADA	Block 3	Cross Road			45678	÷	
Contact Info								
Preferred Communica	tion Mode	Country Code		Mobile Number		Landline Numbe	r	
Select		▼ Select		•				
	Re	equired						
Fax Number		Email						

Figure 3-64 Non Customer - Address Information

- e. In the Address Information tab, specify the address related information of the noncustomer.
- f. Click Tax Information tab.

The Non Customer - Tax Information screen displays.

Figure 3-65 Non Customer - Tax Information

on Customer			
Basic Info	Ad	dress Information	Tax Information
x Reference Number 1	Tax Reference Number 2	GIIN	
			Cancel

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

3.10.2 View Relationship

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

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



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

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

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

The View Relationship screen displays.

Relationship Description: Re	8
Relationship Description: Re	1
Relationship REL702 Relationship REL804 Relationship REL805 Relationship Reindeer17Mar Relationship RCORP0001	
Auto Y Auto Y Auto N Auto N	0285
D Authorized & Open 201 D Authorized & Open	2 3
Relationship Description: Re	1
Relationship RELB02 Relationship 190423 Relationship RCORP00000286 Relationship RCORP00000285 Relationship GORP00000285 Relationship RCORP00000285	
D Authorized & Open 23 D Authorized & Open 22 D Authorized & Open 21 D Authorized & Open	[2] 1

Figure 3-66 View Relationship

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



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

3.10.3 View Non Customer

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

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

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

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

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

The View Non Customer screen displays.

. 0				
Non Customer Id:	Non Customer Id:	Non Customer Id:	Non Customer Id:	Non Customer Id:
NC00000354	NC00000407	NC00000367	NC00000364	NC00000408 :
Name nehB001	Name Buyer17May2	Name GCIF Solutions3	Name ADCB Bank	Name Supplier17May1
Registration No 2332893	Registration No CRNBuyer17May2	Registration No GCIFSolutions3060413	Registration No ADCB Bank222	Registration No CRNSupplier17May1
🗅 Authorized 🔒 Open 🖾 1	🗅 Authorized 🔓 Open 🖾 1	🗈 Authorized 🔓 Open 🖾 1	🗈 Authorized 🔓 Open 🖾 2	🗈 Authorized 🔒 Open 🖾 1
Non Customer Id:	Non Customer Id:	Non Customer Id:	Non Customer Id:	Non Customer Id:
NC00000352	NC00000362	NC00000332	NC00000331	NC00000388 :
Name gcifsol	Name 060413aspbuyer	Name 190423asp1	Name 190423asp	Name aspmay10523
Registration No 4245	Registration No 060413aspbuyer	Registration No 828827382	Registration No NEHALM0013344	Registration No CRNaspmay10523
🗅 Authorized 🔓 Open 🖾 1	🗅 Authorized 🔓 Open 🖾 1	🗅 Authorized 🔓 Open 🖾 1	🗅 Authorized 🔓 Open 🖾 1	🗅 Authorized 🔓 Open 🖾 1

Figure 3-67 View Non Customer

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



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

3.11 Smart Maintenance

This topic describes the systematic instructions to extract data from the loan agreement, or sales contract to create/update the relationship and program.

This screen enables the user to automatically extract the data from the uploaded documents such as Loan Agreement, or Sales Contract to create/update the relationship parameters and program parameters. Smart Maintenance menu utilizes the Generative AI Service to facilitate the task.

Note:

This is an optional feature and is not enabled by default. To enable the Smart Maintenance menu, refer to **Oracle Banking Supply Chain Finance Services Installation Guide**.

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

Upload Document - New Record

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

The Upload Document step in the Smart Maintenance screen displays.



Smart Maintenance			J L 7 F
0	(2)		(4)
Upload Document	Extract Data	Relationship Maintenance	Program Maintenance
Record Status			
New In Progress			
Corporate			
Search Q	Select 👻		
•			
			Next Cancel

Figure 3-68 Upload Document - New Record

2. Specify the fields on **Upload Document** step and upload a new record.

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

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

Field Name	Description		
Corporate	Click the search icon and select the corporate party.		
Buyer/Supplier	Select the role of the corporate party.		
Document Upload	This section displays the document status, add document, etc.,		
Document Status	Click the search icon and select the supplier party.		
Add	Click the Add button to upload new document. Document screen appears. Specify the required details and Click Upload to upload the document.		
Action	 Displays the following options to view, edit, download, or delete the document. Click the Search icon to view the document. Click the Edit icon to edit the document. Click the Download icon to download the document. Click the Delete icon to delete the document. 		

3. Click Add to upload new documents

The **Document** pop-up screen displays.



	Document Code
Required	Required
Required	Document Expiry Date
Drop files here or click to select	Link Document
Selected files:	

Figure 3-69 Upload Document - Document

4. Specify the fields on **Document** screen to upload the document.



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

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

Table 3-32 Document pop-up screen - Field Dese

Field Name	Description
Document Type	Select the type of document to be uploaded.
Document Code	Select the type of document code to be uploaded.
Document Title	Specify the title for the document to be uploaded.
Document Description	Specify the description for the document to be uploaded.
Remarks	Specify any additional remarks, if required.
Document Expiry Date	Click the calendar icon to select the expiry date for the document to be uploaded.
Link Document	Click Link Document to link the uploaded document to other documents of the same customer.

5. Click **Upload** to upload the new document.

- Click Link to link the uploaded document to an existing document Id.
- Click **Cancel** to cancel the task.

Upload Document - In Progress Record

6. Click In Progress tab to continue with an in progress transaction of document upload.

The Upload Document - In Progress screen displays.

Figure 3-70 Upload Document - In Progress Record

	0	2		(4)
	Upload Document	Extract Data	Relationship Maintenance	Program Maintenance
Record Statu	15			
Nev	w In Progress			
Document R	reference Number Sales Con	tract Number Corporate		
11419	Q	Q Search	Q	
Search	Reset			
	Document Reference Number 🗘	Sales Contract Number 💲	Corporate Id 🗘	Corporate Name 🗘
¢				
÷	11419		001919	Astra Corp
≎] 'age 1	11419 of 1 (1 of 1 items) < ∢ 1 →	Я	001919	Astra Corp

7. Specify the fields on **In Progress** tab to search for the uploaded record.



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

Field Name	Description
Document Reference Number	Click the search icon and select the document reference number of the uploaded document.
Sales Contract Number	Click the search icon and select the sales contract number of the uploaded document.
Corporate	Click the search icon and select corporate who uploaded the document.

- 8. Click Search to search the records, or click Reset to reset the filter criteria.
- 9. Select the record(s) and perform any of the below action from the Upload Document step.
 - Click **Next** to go to the **Extract Data** step.
 - Click **Cancel** to cancel the task.

Extract Data



10. Click Next on Upload Document step.

The Extract Data - Relationship Parameters step displays.

(1)	-0-			- (3)		(4)		
Upload Document	Extract Data	ı	Relation	ship Maintenance		Program Maintena	ance	
iew Document		Ext	racted Data					
	Â	Relationship Parame	ters Program	Parameters				
	- 11	Sales Contract Number		Corporate		Effective Date		
THIS MASTER LOAN AddREEMENT ("Agreement") is executed at the place and on the <u>g^m</u> day, Jane month and <u>2004</u> yea out in Schedule I, between	r as set	03092024sc001		BL Corp 100488	Q	September 3, 2024		
THE BORKOWER, sitestified in Schedule 1 hereunder written Ohensinahre referred to as the "Boreower", witch expressive unless excluded for orregognant to the subject or conclusts. Ja demond to include as the care any bit, [a] in scare of an init and/or a sole preprinterhype concern — https://preprintar's here, securate, administration and generated assigns; [b] in care partnership for inplehtmer on other adjected under the Indian Publisherity Act; 1321. The patternets from time to time, the	on shall lividual se of a ir legal	Product Category		Auto-Debit		Auto Acceptance		
heirs, executors, administrators and permitted assigns; (c) in case of a company incorporated under the Companies Act, 2 1356, as the case may be) or a minimal bability partnership negatored under the Limited Liability Partnership Act, 20 successes and permitted assigns. The term "Borrower' shall include Co borrower) of the BLCORP ; term	013 (or 38 - its	Receivables and C	Collection	Yes	•	Select		
FITURE RANK, a company incorporated under the Companies Act, 1956, and registered under Banking Regulation Act having its Registered Office situated at The Fairwary, Ground and First Filoz, Survey No. 10/1, 11/2 and 12/28, Off D Koramagala Inter Hing Road, Notet to Embaryo Golf Links Routess Pirk, Dullaghatta, Rangalow - 360 071, Deviendlert er to at the "Band" which term Hall to benefation and and Links animistic monitor thereas the embry Action and The to at the "Band" which term Hall to benefation and and Links animistic monitor thereas the embry Action and File Action and the Action and Action action and Action Action and Action and Action and Action action and Action	, 1949, Iomiur, eferred #stors,	Payables						
constituted attorniys and permitted assigna) of the DTHER PART ; The Borrower and the Bank shall be referred individually as " Party " and collectively as " Parties ".		No of Days		Allow Overdue Receivab	les	Maximum Days Overdue		
WHEREAS the Borrower has approached the Bank for availing credit facility up to an amount mentioned Schedule 1 here written ("Facility") for the Busices (spliced networked) and the Bank, relying upon the representations and awarraties in the Borrower, has agreed to sanction the Facility on the terms and conditions and against the creation of the Security Is mentioned in this Agreement.	s made by ty interest	2	~ ^	Yes	-	90	~	
NOW THEREFORE THE PARTIES HERETD AGREE AS FOLLOWS:								
 The following words and expressions shall, unless the context otherwise requires, have the following meaning Facility Documents: 	in the	Excess Handling Excess Refund Party			Excess Refund Payment Mode			
11.1 "AMBlate" includes a body-corporate, partnership, association, foundation, other entity (whin incorporated or explore, which through ownership or extensive, afterstor in relieved, is, is Centrolie under common Control with, or in Control of such person. Further in case of an individual, Afflates shall in the failthree (a defined in the Compression Act, 2013) dischindividual, activation and the failthree (a defined in the Compression Act, 2013) dischindividual.	whether viled by, Il include	Auto-Reconcile and	d Refund 🔹 🔻	Beneficiary/Counter	r Party 🔹	Account Transfer		
11.1. "Andher" means the manufacture of Goods and/or such other person that is in the business of originati Goods (details of them ill be set forth in Schedela Lang(A nuthorization Latter). 11.1. "Authorization Letter" means a letter issued by the Kontower (as per the format in Schedule II) instruction Andhor to pay the meansy and et any / all Invoices awed by the Archor to the Borrower (as per the Invoi direct) to the Bank.	ng of ng an ices),	Valid Till						
11.4. "Applicable law" includes any law, directive, nois, regulation, gaideline, circular, notification, darification, darification, darification, target and the second secon	ition, ition, e any ition		Ē]				
 Application form[®] means the application form submitted by the Borrower for the Facility. "Authorisations" include approvals, cleanances, licenses, actions, authorisations, consents, resolutions, fit rulins, permissi, cortifications, exemptions etc. for undertailable, arefrontige or endocate the terms or 	ingt, f the							
Facility Documents. 11.1. "Authority" includes any government or any governmental or semi-governmental agency or body, regul authority or judicial or quasi-judicial body or administrative entity/person, public department or stata authority.	atory utory		Supplier Id 🗘		Suppli	er Name 🗘	Action	¢
 "Berrever" reast the natural and/or pirritical person who whites to avail Credit Limit, and includes a TP and/or "supplet" horover / dolar, "Andorr, as specifically derinded in Shrutchel - Sanction Terms "Busieses Dp" means a day (other than a Sanchardy or Sanday or a public holday as defined under Section of the Negetability Instruments Act, Salo or an any do extincense scelled by the shad) on which the relations 	aler" on 25 ivant	001919		Q	Astra Corp		団	
		110110		Q	Celestial Moto	rs	団	
	V	110111		Q	Nebula Auto G	iroup	団	
		110112		Q	Stellar Drive		団	
		110117		~ 	Calastia Mi	1-	ت ج	
		10115		Q	Galactic Whee	15	Ш	
		Page 1 of 2	(1-5 of 6 items)	<	► >			

Figure 3-71 Extract Data - Relationship Parameters

11. Review the fields on **Extract Data** step populated for Relationship Parameters tab. You can modify the details, if required.



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

 Table 3-34
 Extract Data - Relationship Parameters - Field Description

Field Name	Description
Sales Conract Number	Displays the sales contract number as per the uploaded document.
Corporate	Displays the corporate party as selected for whom the linkage to counterparty is required.
Effective Date	Displays the effective date from when the relationship is active.



Field Name	Description
Product Category	Displays the applicable product category.
	Receivables and Collection is selected by default, if the Anchor Corporate party and the Supplier party are same.
	Payables is selected by default, if the Corporate party and the Buyer party are same.
Auto-Debit	Displays Yes if the automatic debit facility is applicable for the Receivables and Collection / Payables at the relationship level. Else, No .
Auto Acceptance	Displays Yes if the auto acceptance is applicable for the Receivables and Collection / Payables at the relationship level. Else, No .
No of Days	Displays the no. of day(s) post which the auto-acceptance is triggered for the Receivables and Collection / Payables.
Allow Overdue Receivables	Displays Yes if the creation of overdue invoices and debit notes is allowed for the relationship. Else, No .
Maximum Days Overdue	Displays the maximum number of days post the invoice/debit-note due date (if maintained), until when the creation of the receivable is allowed.
Excess Handling	Displays how the excess payment should be handled post reconciliation of outstanding invoice/finance.
Excess Refund Party	Displays the party to refund the excess amounts post reconciliation of outstanding invoice/finance.
Valid Till	Displays the date till when the relationship is valid.
Counterparty Details	The grid table displays the counterparty details populated from the uploaded document. Multiple rows for buyer/supplier are added basis the no. of counterparties. You can validate/enrich the data extracted from the uploaded document in the table.
Buyer/Supplier Id	Displays the party Id of the buyer/supplier.
Buyer/Supplier Name	Displays the party name of the buyer/supplier.
Action	Click Delete icon to delete the counterparty.

Table 3-34 (Cont.) Extract Data - Relationship Parameters - Field Description

12. Click the **Program Parameters** tab.

The Extract Data - Program Parameters tab displays.



			Deletter	- 3			4	
Upload Document Extract D	Jata	Extractor	Relation	iship Maintenance		Program	Maintenance	
view Document		Extracted	Data					
	Î	Relationship Parameters	Program	Parameters				
LOAN AGREEMENT (SUPPLY CHAIN FRIGACE)		Anchor		Product Description		Effective Date		
THS MASTER LOAN AGREEMENT ("Agreement") is executed at the place and on the <u>5th day</u> , June month and <u>2024</u> year as set out in Schedule I, between;		BL Corp BL Corp	Q	RCVF - Receivab	les Finance 🔻	September 3, 2	2024	Ē
THE BORDOVER's destribute in schedular laterconter written (heremafter enforce) to as the "Boroser", which expression shall unliss exclude by or reoparate to the backet or coroset, be detered to include an action area (beneficial and/or a sole propertiently destributed in the schedular action and permitted analyse), (b) in case of a later action and action and action action action action action action action action and action action here, execution, administration and generated assignment action action action action action here, execution, administration and generated assignment action action action action action action action br>betwoether action action action action action action action action action action action action action action action action action action action action action action action action action action action action action action action action action action action action action action action action action action action action action action action action action action action action action action action action action action action action action action action action action action action action action action action action action action action action action action action action action action action action action action action action br>action action br>action action br>action action action action action action action action action action action action br>action action br>action action br>action action action action action action action action		Expiry Date		Assignment Applical	ble	Auto Assignment	t	
1356, as the case may be) or a limited lability partnership registered under the Limited Lability Partnership Act, 2008 - its successors and permitted assigns. The term "lionnower' shall include Co-borrower) of the BL CORP ; AND		August 31, 2025	Ē	Yes	•	Yes		•
RUTURA BANK, a company incorporated under the Companies Act, 1954, and registered under Basting Regulation Act, 1940, having its Registered Office situated at the Tairway, Ground and Trich Tairor, Sarvey Ris, 2017, 1212 and 12126, Of Domini, foromangias lover fing along Antest foroloxing official lisk Salowise Risk, Challegatta, Regulare -Selford, Deninski, for a strange and the strange controllated attomass and permitted assignal of the OTHER FART;		Acceptance Applicable		Auto Acceptance		Auto Acceptance	(Days)	
The Borrower and the Bank shall be referred individually as "Party" and collectively as "Partie". WHEREAS the Borrower has approached the Bank for availing credit facility up to an arrownt mentioned Schedule I hereunder		Yes	•	Select	•	0	~	^
within (Takility (Jot the Business (offend Anorading) and the Back, relying upon the representations and warrandos much by the Borrowsk, aspecto is satisfied to the second second second second second second second second second second metriconal in this Agreement. NOW THISEFORE THE PARTICE INITIATION CONST.		Import Factor		Min. Finance (%)		Max. Finance (%))	
Outwandshift and a set of			Q	20	~ ^	90	~	^
under common Central with, or in Control of Luch person. Further in case of an individual, Affittate shall include the Battive (as defined in the Comparise ALC 2010) of Luch Individual. 11.2. *Anchor *mann the manufacturer of Cooks and/or such other person that is in the business of originating of Cooks (datasis of whom will be set for thin 5-checkale is and/or Authorization setter) . 11.3. *Authorization letter : manual a kriter issued by the Eurower (La per the formal in 5checkute I) paintenzing an		Min Assignment (%)		Max Assignment (%))	Min. Tenor(Days))	
 Automatation terrer maker a letter fulled by the optime optime in the period of the intermediate is instructing and Archor to pay the monoy under any 1 all invoices oned by the Archor to the Entrumer (as per the Invoices), directly to the Bark. Applicable Law' Includes any law, directive, rise, regulation, guideline, circular, notification, clarification, 		0	~ ^	0	~ ^	10	~	^
publicities, instruction, requirement, constitution, decrea, judgment, legislation, order, ordinance, regulation, statute, treaty or other legislative masure (is imply an emission from there is time and shall also include any successing enactments in that regard for the time being in force) having the force of law in any jurisdiction from time to this.		Max. Tenor(Days)	ax. Tenor(Days) Interest Bearing Party		ty	Two Factor Applicable		
 "Application form" means the application form subernited by the formework for the Facility. "Authorizations" include approvals, dearances, licenses, actions, authorizations, constructs, resolutions, filings, railogs, permis, certifications, exemptions etc. for undertaking, performing or enfoccing the terms of the 		120	~ ^	Select	•	No		•
racies procumento. 11.1. "Autobicity" encloses any government or any governmental or semi-governmental agency or body, negulatory autobity or judicial or quasi-judicial body or administrative entity/gencon, public department or statutory autobity.		Auto Finance		Insurance Applicable	•	Auto-Debit		
1.1. "Borrower" means the natural and/or publical person who wales to avail Credit Limit and Includes a "Dealer" and/or "Supplier Dennewer / dealer, "Anchor", as specifically identified in Scholar I- Stanction Terms 1.1. "Dealeres Day" means aday (other than a Saturday or Sunday or a public holdray and defined under Section 25 of the NeuroScholar Instruments Act, 1881 or as may be otherwise notified by the Bank's on which the relevant		Select	•	Yes	•	Select		•
office of the Bank, as specified in the Facility Decuments is open for normal business transactions.		Grace Days		Stale Period(Days)		With Recourse		
	•	10	~ ^	20	~ ^	Yes		•
		Carles Id. A			Carlo Nama - A		A - H	
		зроке Id 🗸			Spoke Name ↓		Action 🗸	
		001919		Q	Astra Corp		団	
		110110		Q	Celestial Motors		団	
		110111		Q	Nebula Auto Gro	up	団	
		110112		Q	Stellar Drive		団	
		110113		Q	Galactic Wheels		団	
		Page 1 of 2 (1-5 c	f 6 items)	< . € 1	2 ▶ >			

Figure 3-72 Extract Data - Program Parameters

13. Review the fields on **Extract Data** step populated for Program Parameters tab. You can modify the details, if required



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

 Table 3-35
 Extract Data - Program Parameters - Field Description

Field Name	Description
Anchor	Displays the sales contract number as per the uploaded document.
Product Description	Displays the underlying finance product to be associated with the program.
Effective Date	Displays the effective date from when the program is active.

Field Name	Description
Expiry Date	Displays the expiry date until when the program is valid.
Assignment Applicable	Displays Yes if the assignment on invoice is applicable for financing. Else, No .
Auto Assignment	Displays Yes if the auto assignment is applicable post invoice upload. Else, No .
Acceptance Applicable	Displays Yes if the acceptance for invoice is applicable for financing. Else, No .
Auto Acceptance	Displays Yes if automatic acceptance is applicable for an instrument of the program. Else, No .
Auto Acceptance (Days)	Displays the number of days after which the instrument is automatically deemed as accepted under this program.
Import Factor	Displays the import factor to be linked to the spoke.
Min. Finance (%)	Displays the minimum finance percentage allowed for financing a transaction of this program.
Max. Finance (%)	Displays the maximum finance percentage allowed for financing a transaction of this program.
Min Assignment (%)	Displays the minimum percentage of the assignment amount allowed for financing a transaction of this program.
Max Assignment (%)	Displays the maximum percentage of the assignment amount allowed for financing a transaction of this program.
Min. Tenor (Days)	Displays the minimum tenor allowed for financing a transaction of this program.
Max. Tenor (Days)	Displays the maximum tenor allowed for financing a transaction of this program.
Interest Bearing Party	Displays the party that bears the interest.
Two Factor Applicable	Displays Yes if a two-factor system is applicable for the program in case the anchor is trading with foreign buyers/suppliers. Else, No .
Auto Finance	Displays Yes if auto financing is applicable under this program. Else, No .
Insurance Applicable	Displays Yes if insurance is applicable under this program. Else, No .
Auto-Debit	Displays Yes if auto debit is applicable to recover the outstanding finance due from the borrower for this spoke. Else, No .
Grace Days	Displays the number of grace days post the finance due date, within which the finance can be settled without penalty.
Stale Period (Days)	Displays the number of stale days post the invoice date, after which the invoice becomes stale and will not be financed automatically any more for this program.
With Recourse	Displays Yes if the finance is allowed with recourse. Else, No.
Spoke Details	The grid table displays the spoke details populated from the uploaded document. Multiple rows are added basis the no. of spokes. You can validate/enrich the data extracted from the uploaded document in the table.
Spoke Id	Displays the ld of the spoke.
Spoke Name	Displays the name of the spoke.
Action	Click Delete icon to delete the spoke.

- 14. Once you validate/enrich the extracted data, perform any of the below action from the **Extract Data** step.
 - Click Next to go to the Relationship Maintenance step.

• Click **Back** to go to the **Upload Document** step.

Relationship Maintenance

15. Click next on **Extract Data** step.

The Relationship Maintenance screen displays.

	1		(2)			3				- 4		
Uplo	ad Document		Extra	ct Data	Relationship Maintenance				Program Maintenance				
lationship Code		Relations	hip Description		Corporate Id				Product Category				
CORP00000718		RCOR	P00000718		BL Corp	BL Corp				□ Receivable & Collections			
ective From		Valid Till	Valid Till			100488							
ctober 17, 2022	Ē	Decem	December 12, 2099										
able Parameters													
o-Debit Applicable		Holiday T	reatment		Auto-De	bit Basis			Auto	Acceptance A	pplicable		
		Next Business Date 🔹)			
. of Days		Allow Ove	erdue Payables		Maximu	n Days Overdue			Valid	late Linked Pu	rchase Orders		
4					25)			
cess Handling	Excess Re	Excess Refund Party			Excess Refund Payment Mode								
Auto-Reconcile 🔹		Payment Party 👻			Accou	Account Transfer 🔹							
Auto-Reconcile		S.I.I.										₽ -	
Auto-Reconcile	Valid Till 🗘	Auto- Debit ≎	Auto	C No. C Of C Days	Allow Overdue ≎ Pavables	Maximum Days ≎ Overdue	Excess Handling	≎ Exces Refun Parti	s d ≎	Excess Refund Paym	≎ Auto- Debit ≎ Basis	Action \$	
Supplier Id Stellar Drive	Valid Till 0 August 31, 2025	Auto- Debit \$	Auto Acceptance Select	 No. of Days 2 	Allow Overdue Payables Yes	Maximum Days ≎ Overdue 90	Excess Handling Auto-	 Excess Refun Party Ben 	s d ≎	Excess Refund Paym Accol	 Auto- Debit ≎ Basis 	Action 0	
Supplier Id 100112 DriveQ 100112 DriveQ 180423	Valid Till 0 August 31, 2025 December 12, 2099	Auto- Debit Yes No	Auto Acceptance Select Yes	 No. of ≎ Days 2 20 	Allow Overdue Payables Yes Yes	Maximum Days Overdue ♀0 2	Excess Handling Auto-	 Excess Refun Party Ben Payr 	s d ≎	Excess Refund Paym Accol	 Auto- Debit ≎ Basis ✓ 	▶ -	
Supplier Id > 120182 DriveQ 180422 > 101142 >	Valid Till 0 August 31, 2025 December 12, 2099 August 31, 2025	Auto- Debit Yes Yes Yes Yes Yes	Auto Acceptance Select Yes Select	 No. of ⊃ Days 2 20 2 	Allow Overdue Payables Yes * Yes *	Maximum Days Overdue ≎ 90 2 90	Excess Handling Auto- Auto-	 Excess Refun Party Ben Payı Sen 	s d ≎ * *	Excess Refund Paym Accoi	Auto- Debit 0 Basis *	していたい にない にない にない にない にない にない にない にない にない にな	
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Supplier Id Supplier Id 100112 DriveQ 100122 DriveQ 100122 SolutioQ 100112 DriveQ 100112	Valid Till © August 31, 2025 December 12, 2099 August 31, 2025 August 31, 2025 August 31, 2025	Auto- Debit \diamond Yes $*$ No $*$ Yes $*$ Yes $*$	Auto Acceptance Select Yes Select Select	 ○ No. of Days 2 20 2 3 4 /ul>	Allow Overdue O Payables * Yes * Yes * Yes * Yes *	Maximum Days Overdue ≎ 90 2 90 90 90 90 90 90	Excess Handling Auto- Auto- Auto- Auto- Auto-	 Excess Refur Parts Ben Pays Ben Ben Ben Ben Ben Ben 	s d ≎ * *	Excess Refund Paym Accoi EFT Accoi Accoi	Auto- Debit 0 Basis 0 4 4 4 4 4 4 4 4 4 4 4 4 4 4 4 4 4 4 4	Return C	

Figure 3-73 Relationship Maintenance

16. Review the relationship details populated from the extracted data and validate/enrich them in the Relationship Maintenance step. For more information on the relationship maintenance, refer to Create Relationship section.

Program Maintenance

17. Click next on **Relationship Maintenance** step to save the relationship details. Click **Confirm** in the **Save** pop-up screen to submit it for authorization.

The Program Maintenance screen displays.



1	2	3	
Upload Document	Extract Data	Relationship Maintenance	Program Maintenance
Basic Information	Fina	ance Parameters	Link Spokes
Program Code	Program Name	Product	Anchor
RSMART000000048	RSMART00000048	PRD1 - This is PRD1 🔹	XXXXX XXXX 001919 Q
Relationship	Effective From	Expires On	Reconciliation Towards
RSMART00000047 Q	June 1, 2024	May 31, 2025	Select 🔹
Assignment Applicable	Auto Assignment	Acceptance Applicable	Auto Acceptance
Auto Acceptance (Days)	Two Factor Applicable	Insurance Applicable	
2 ~ ^			
			Back Save & Close

Figure 3-74 Program Maintenance

- **18.** Review the program details populated from the extracted data and validate/enrich them in the Program Maintenance step. For more information on the program maintenance, refer to Create Program Parameters section in the *Supply Chain Finance User Guide*.
- 19. Perform any of the following actions in the Program Maintenance step.
 - Click Save & Close to save the program details. Click Confirm in the Save pop-up screen to submit it for authorization.
 - Click Back to go to the Relationship Maintenance screen.

3.12 Tolerance Maintenance

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

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

This topic contains the following subtopics:

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



3.12.1 Create Tolerance

This topic describes the systematic instruction to create a tolerance.

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

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

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

The Create Tolerance screen displays.

Figure 3-75 Create Tolerance

Create Tolerance							Errors & Overrides	;; ×
Filter Criteria								
Relationship and Counterl	Par 🔻							
Relationship Code		Counterparty Id						
Relation 701	Q	Route 000383	Q					
								+
Recon Category 🗘	Cash Flow Category 🛛 🗘	Match Basis 🗘	Currency ≎	Absolute Lower Threshold	Absolute Upper Threshold	Percentage Lower Chreshold	Percentage Upper 🗘	Action 0
-	Ŧ	Ŧ	Ŧ					1
Expected Cashflow 🔍	Invoice v	AMOUNT ~	GBP ~	£100.00	£1,000.00	10	20	1
Page 1 of 1 (1-2 of 2	2 items) < ∢ 1 →	Я						
							Cancel	Save

3. Specify the fields on Create Tolerance screen.



Table 3-36 Create Tolerance - Field Description

Field	Description
Filter Criteria	 Select the appropriate filter criteria for specific application of tolerance. Available options are: Relationship and CounterParty Based Relationship based Party Based Default
Relationship Code	Click the Search icon and select the relationship code. This field is displayed only if the Filter Criteria is selected as Relationship and Counterparty Based or Relationship Based .



Field	Description
Counterparty Id	Click the Search icon and select the counterparty id. This field is displayed only if the Filter Criteria is selected as Relationship and Counterparty Based .
Party	Click the Search icon and select the party. This field is displayed only if the Filter Criteria is selected as Party Based .

Table 3-36 (Cont.) Create Tolerance - Field Description

4. Click Add icon to add rows in the grid and specify the following details in the grid.

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

	Table 3-37	Tolerance	Table Grid -	Field	Description
--	------------	-----------	--------------	-------	-------------

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

- 5. In the Action column of the grid, perform any one of the following steps:
 - Click **Delete** icon to remove that specific row. OR
 - Click Edit icon to edit the details in the grid.
- 6. Click **Save** to save the record and send it for authorization.

3.12.2 View Tolerance

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

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

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

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

- 1. On Home screen, click Receivables And Payables. Under Receivables And Payables, click Maintenance.
- 2. Under Maintenance, click Tolerance. Under Tolerance, click View Tolerance.

The View Tolerance screen displays.

Figure 3-76 View Tolerance

lew loteratice					1.
. Q					8=
Filter Criteria: RELATIONSHIP_BASED	I	Filter Criteria: PROGRAM_SPOKE_BASED :	Filter Criteria: PROGRAM_BASED	Filter Criteria: PROGRAM_SPOKE_BASED :	Filter Criteria: DEFAULT I
Program N/A Spoke N/A Relationship REL702 Counterparty Id N/A		Program PROGRAM2 Spoke 000379 Relationship N/A Counterparty ld N/A	Program PROGRAM1 Spoke N/A Relationship N/A Counterparty Id N/A	Program PROGRAM1 Spoke 000381 Relationship N/A Counterparty ld N/A	Program N/A Spoke N/A Relationship N/A Counterparty Id N/A
🗅 Authorized 🔒 Open	[2]1	🔁 Authorized 🔓 Open 🖾 3	🗅 Authorized 🔓 Open 🖾 1	🗅 Authorized 🔓 Open 🖾 1	🗅 Authorized 🔓 Open 🖾 1

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



4 Create Receivables and Payables

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

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

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

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

The Create Receivables and Payables screen displays.

Figure 4-1 Create Receivables and Payables

strument Type	Re	cord Status		Branch	Processing Date	
Select	•	New	In Progress	004-ELEXCUBE-UNIVERSAL	 April 29 2022 	Proceed

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



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

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

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

The user can create the following instruments.



Create Invoice

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

- Create Purchase Order
 This topic describes the systematic instruction to create a purchase order using Create
 Receivables and Payables screen.
- Create Debit Note This topic describes the systematic instruction to create a debit note using Create Receivables and Payables screen.
- Create Credit Note

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

4.1 Create Invoice

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

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

Basic Information

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

The Invoice - Basic Information screen displays.

				~~~~~
Basic Information	Basic Information			Screen(1,
Purchase Order,Commo	Invoice Number	Invoice Date	Invoice Value Date	Invoice Due Date
Shipment Information		October 7, 2022	Ë	Ë
Summary	Required	Relationship	Required Program	Required Buyer
	Search Q	Q	Q	Search Q
	Required Supplier Division Code	Buyer Division Code	Currency	Pre-Accepted
	Q	Q	GBP 💌	
	BIC Routing Code	Funding Request Date	Remarks	Virtual Account
		i	-	
	Bank	Branch	Repayment Account Number	
	✓ Filler Fields/Miscellaneous Fields			
	Filler1	Filler2	Filler3	Filler4
	Ē			

#### Figure 4-2 Invoice - Basic Information

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





Table 4-2 Bas	c Information -	Field	Description
---------------	-----------------	-------	-------------

Field	Description
Invoice Number	Specify the unique reference number for invoice to be created. OR Click the <b>Search</b> icon to select the existing invoice number.
	This field cannot be modified once authorized.
Invoice Date	Click the <b>Calendar</b> icon and select the date of invoice creation. By default, the system's current date is set.
Invoice Value Date	Click the <b>Calendar</b> icon and select the invoice value date. This date may be different from the invoice date.
Invoice Due Date	Click the <b>Calendar</b> icon and select the date by when the invoice is due.
Supplier	Click the <b>Search</b> icon and select the supplier of the goods/ commodity. This field cannot be modified once authorized.
Relationship	Click the <b>Search</b> icon and select the relationship of the selected supplier under which this invoice should be created. This field cannot be modified once authorized.
Program	Click the <b>Search</b> icon and select the required program under which the invoice should be created. This field is applicable to only OBSCF system.
Buyer	Click the <b>Search</b> icon and select the buyer to create the invoice for. This field cannot be modified once authorized.
Supplier Division Code	Click the <b>Search</b> icon and select the division code of the supplier.
Buyer Division Code	Click the <b>Search</b> icon and select the division code of the buyer.
Currency	Select the currency of the invoice.
Pre-Accepted	Switch the toggle ON if the invoice is pre-accepted by the buyer.
BIC Routing Code	Specify the BIC or SWIFT code of the financial institution, to send the payment amount to.
Funding Request Date	Click the calendar icon and select the date on which funding for the invoice is requested. This date can be greater than or lesser than the system's current date.
	Note: The Funding Request Date can be lesser than the system's current date only if the Allow Back-Dated Disbursement toggle is enabled in the System Parameters, Product Parameters, or Program Parameters.
Remarks	Specify the comments regarding the invoice. if any.
Virtual Account	Switch the toggle ON, if the repayment account is a virtual one.
Bank	Specify the bank name of the repayment account.
Branch	Specify the branch name of the repayment account.
Repayment Account Number	Specify the account number to send the repayment amount to.
Filler Fields/Miscellaneous Fields	Specify the desired values in the filler fields. The bank can configure these fields on Day Zero based on their requirement.

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

Purchase Order, Commodity and Pricing

5. Click Next on Basic Information tab.

The Invoice - Commodity and Pricing screen displays.

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

Basic Information	Purchase O	rder,C	Commod	ity ar	nd Pricing														Screen(
Purchase Order,Commo		Invoice N Inv14703	Number 3			8	Buyer GCIF2 Sol	olutions				Supplier GCIF Solu	itions			Inv 202	nvoice Due D 023-12-12	ate	
Shipment Information	Link Purchase Or	ders																	
Summary																			
	Link Purchase	e Order	rs																
	Purchase Order Number	Orr An	urchase rder mount	¢	Purchase Order Available Amount	r o	Invoice Amount	Allocated ht(PO CCY)	Exchang Rate	e o	Invoic Amou	e Allocated int(Inv CCY)	¢	Invoice Allocation Percentaj	n 0 ge	Purchase O Available Ar Post-linkag	Order Amount Ige	¢	Action
	No data to dis	play.																	
	Add Commodities	s																	
	Commodity E	Details																	
	Commodity E Commodity Name	PO Numbe	ber ≎	Unit	Quantity 🗘	Unit Cost	¢ 5	Discount o	Disco Amo	ount	٥	Tax % ≎	Tax Amou	nt ≎	Net Cost (PO Ccy)	≎ Net CcyJ	et Cost(Inv y)	¢	Action
	Commodity E Commodity Name No data to dis	PO Numbe play.	ber ≎	Unit	Quantity 🗘	Unit Cost	¢ 2	Discount ç	Disco Amo	ount unt	¢	Tax %	Tax Amou	nt ≎	Net Cost (PO Ccy)	≎ Net Ccy)	et Cost(Inv y)	¢	Action
	Commodity D Commodity Name No data to dis Pricing Detail Currency	PO Numbe play.	ber Ĉ	Unit	Quantity \$	Unit Cost	≎ ^E >	Discount 🦿	Disco	ount unt Discou	©	Tax ≎	Tax Amou	nt ≎	Net Cost (PO Ccy) Discount	≎ Net Ccy)	et Cost(Inv y)	\$	Action
	Commodity D Commodity Name No data to dis Pricing Detail Currency GBP	PO Numbe play.	\$	Unit	Quantity 🗘 Base Inv	Unit Cost	≎ ^E 2	Discount &	Disca Amo	Discou	≎ Int Perce	Tax % ≎	Tax Amou	nt ≎	Net Cost (PO Ccy) Discount	Net Ccy)	et Cost(Inv y)	¢ GBP (	Action
	Commodity D Commodity Name No data to dis Pricing Detail Currency GBP Tax(%)	PO Numbe play.	þer ≎	Unit	Quantity 0 Base Inv	Unit Cost Dice Amor	≎ 2 2	Discount & C %	Disco Amo	Discou 0.00 Total In	≎ Int Perce	Tex ≎ % ≎	Tax Amou	nt \$	Net Cost (PO Ccy) Discount	≎ Net Ccy)	et Cost(Inv y)	¢ GBP (	Action
	Commodity D Commodity Name No data to dis Pricing Detail Currency GBP Tex(%) 0.0000	PO Numbe play.	ber ≎	Unit	Quantity C Base Inv Tax Amo	Unit Cost Dice Amor	≎ ^E ?	Discount %	Disce Amo	Discou Discou O.OC Total In GBP C	≎ Int Perce 000 nvoice A 0.00	Tex % ≎	Tax Amou	nt ≎	Net Cost (PO Ccy) Discount	≎ Net Ccyj	et Cost(Inv y)	≎ GBP (	Action
	Commodity D Commodity Name No data to dis Pricing Detail Currency GBP Tax(%) 0.0000 Misc Charge 1 Det	PO Numbr play. Is	¢	Unit	Quantity 0 Base Inv Tax Amo	Unit Cost Dice Amor	≎ ^E ? unt ount	Discount %	Discr Amo	Discou O.OC Total II GBP C Misc C	≎ int Perce 000 nvoice A 0.00	Tex ≎ % ≎	Tax Amou	nt ≎	Net Cost (PO Ccy) Discount	Net Ccy) : Amount arge 2 Amount	et Cost(Inv y)	¢ GBP (	Action
	Commodity D Commodity Name No data to dis Pricing Detail Currency GBP Tax(%) 0.0000 Misc Charge 1 Det	PO Numbe play.	ber ≎	Unit	Quantity 0 Base Inv Tax Amo Misc Che	Unit Cost olce Amor	≎ ^E % unt	Discount of the second of the	Disc: Amo	Discou O.OC Total II GBP C Misc C		Tax ≎ % ≎	Tax Amou	nt	Net Cost (PO Ccy) Discount	<ul> <li>Net Ccyl</li> <li>Amount</li> </ul>	et Cost(inv y)	GBP (	Action
	Commodity D Commodity Name No data to dis Pricing Detail Currency GBP Tax(%) 0.0000 Misc Charge 1 Detail Net Involce Amou	PO Numbe play. Is	¢ ¢	Unit	Quantity O	Unit Cost olce Amou unt arge 1 Amo	≎ 2 vunt	Discount c % GBP 0 GBP 0 GBP 0	.00 .00	Discou Discou O.OC Total II GBP C Misc C	int Perce     int Perce     int OOO     involce A     int OO     involce A     intra Perce     intra Percee     intra Perceeeeeeeeeeeeeeeeeeeeeeeeeeeeeeeeeee	Tex ≎ % ≎	Tax Amou	nt	Net Cost (PO Ccy) Discount Misc Che	Net Ccyj : Amount arge 2 Amou Discount Pe	et Cost(Inv y) sunt	GBP (	Action
	Commodity D Commodity Name No data to dis Pricing Detail Currency GBP Tax(%) 0.0000 Misc Charge 1 Det Net Involce Amou GBP 0.00	PO Numbro Numbro Secondaria Secon	ber ≎	Unit	Quantity © Base Inv Tax Amo Misc Che Acceptai	Unit Cost oice Amou unt rge 1 Amo	¢ 2 2 uunt uunt	Discount ¢ % GBP 0 GBP 0 GBP 0 GBP 0	<ul> <li>Disci Amo</li> <li>.00</li> <li>.00</li> <li>.00</li> </ul>	Discou Discou O.OC Total II GBP C Misc C	int Perco     nvolce A     0.00     ry Discore	Tex ≎ % ≎ entage Amount Desc uut Days	Tax Amou	nt \$	Net Cost (PO Ccy) Discount Misc Che	Net Ccy) : Amount arge 2 Amou Discount Pe	et Cost(Inv y) punt Percentage	¢ GBP ( GBP (	Action

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

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

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

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

The Link Purchase Orders screen displays.



#### Figure 4-4 Link Purchase Orders

ogram	Select	Amount From	Amount To	~ ^
Date Range Requirec	PO Number			
Fetch Reset				
Fetch Reset PO Number PO Date	PO Amount	Invoice Allocated Amount	Purchase Order Available Amount	t

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

The relevant purchase order records are displayed.

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

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

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

Field	Description
Purchase Order Number	Displays the purchase order numbers of the same buyer-seller combination as the invoice.
Purchase Order Amount	Displays the purchase order amount.
Purchase Order Available Amount	Displays the purchase order amount as purchase order available amount. Once a purchase order is linked to an invoice, Purchase Order Available Amount = Purchase Order Amount - Invoice Allocated Amount.
Invoice Allocated Amount (PO CCY)	Displays the invoice amount allocated to a purchase order in PO currency. This field is editable and allows you to add the amount manually as well. On entering this value, the invoice allocation percentage is automatically updated. If Purchase Order Available Amount is greater than or equal to Invoice Amount, the entire invoice amount is allocated to the PO by default. If not, the invoice Amount to the extent of PO Available Amount is allocated to the purchase order.
Exchange Rate	Displays the exchange rate between invoice currency and PO currency.
Invoice Allocated Amount (Inv CCY)	Displays the invoice amount allocated to a purchase order in invoice currency.
Invoice Allocation Percentage	Displays the percentage of invoice amount allocated to a purchase order. This field is editable and allows you to add the percentage manually as well. On entering this value, the invoice allocated amount is automatically updated.
Purchase Order Available Amount Post-Linkage	Displays the available purchase order amount post the linkage with invoice.



Table 4-4	(Cont.) Link Purchase Orders - Field Description
-----------	--------------------------------------------------

Field	Description
Action	<ul> <li>Displays the following options to edit or delete the purchase order record.</li> <li>Click Edit icon to edit the record.</li> <li>Click Delete icon to delete the record.</li> </ul>

- 7. Switch the Add Commodities toggle ON to add the Commodity details.
- 8. In the Add Commodities section, click Add icon to add the commodity details.

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

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

Field	Description
Commodity Details	Displays the fields related to the Commodity details. This section appears if the <b>Add Commodities</b> toggle is switched ON.
Commodity Name	Displays the commodity name based on the selected commodity code.
PO Number	Displays the reference number of the linked purchase orders.
Unit	Select the measuring unit for the goods.
Quantity	Specify the quantity of the goods as per selected measuring unit.
Unit Cost	Specify a single unit's cost of the goods.
Discount (%)	Specify the percentage of discount to be applied on the total cost.
Discount Amount	Displays the discount amount based on the discount percentage.
Tax (%)	Specify the percentage of tax to be applied on total amount post discounting.
Tax Amount	Displays the tax amount based on tax percentage.
Net Cost (PO Ccy)	Displays the total amount of the commodity after discount, and inclusion of tax. Total Net Cost should be equal to Total Invoice Allocated Amount. The value is displayed in the PO Currency.
Net Cost (Inv Ccy)	Displays the total amount of the commodity after discount, and inclusion of tax. Total Net Cost should be equal to Total Invoice Allocated Amount. The value is displayed in the Invoice Currency.
Action	<ul> <li>Displays the following options to edit or delete the commodity details.</li> <li>Click Edit icon to edit the record.</li> <li>Click Delete icon to delete the record.</li> </ul>

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

## Note:

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

Field	Description
Currency	Displays the selected currency.
Base Invoice Amount	Displays the base amount of the invoice. This field is editable and allows you to add the base amount manually, if the Base Invoice Amount is greater than or equal to the Total Net Cost.
Discount Percentage	Specify the percentage of discount to be applied on the base invoice amount. Discount percentage is auto-calculated based on entered discount amount.
Discount Amount	Specify the amount to be discounted from the base invoice amount. Discount amount is auto-calculated based on entered discount percentage.
Tax (%)	Specify the percentage of tax to be levied on the total invoice amount. Tax percentage is auto-calculated based on entered tax amount.
Tax Amount	Specify the amount of tax to be levied on the total invoice amount. Tax amount is auto-calculated based on entered tax percentage.
Total Invoice Amount	Displays the total invoice amount post calculating base invoice amount, discount, and tax.
Misc Charge 1 Desc	Specify the description of the miscellaneous charges to be added in total invoice amount.
Misc Charge 1 Amount	Specify the miscellaneous charge amount to be added in total invoice amount.
Misc Charge 2 Desc	Specify the description of another miscellaneous charges to be added in total invoice amount.
Misc Charge 2 Amount	Specify the miscellaneous charge amount to be added in total invoice amount.
Net Invoice Amount	Displays the net invoice amount post adding miscellaneous charges in the total invoice amount.
Acceptance Amount	Specify the invoice amount that has been accepted by the Buyer.
Primary Discount Days	Specify the primary discount days.
Primary Discount Percentage	Specify the primary discount percentage.
Secondary Discount Days	Specify the secondary discount days.
Secondary Discount Percentage	Specify the secondary discount percentage.

Table 4-6 Pricing Details - Field Description

**10.** Perform any of the following action from the **Commodity and Pricing** screen:

- Click Next to go to the Shipment Information screen.
- Click Save and Close to save the invoice details and submit it for authorization.
- Click **Back** to go to the **Basic Information** screen.
- Click **Cancel** to cancel the creation of the invoice.

#### **Shipment Information**

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

The Invoice - Shipment Information screen displays.

Basic Information	Shipment Information			Screen(3/4
Purchase Order,Commo	Invoice Number INV1234567	Buyer Danone	Supplier XXXXXXXX	Invoice Due Date 2023-06-30
Shipment Information	Shipment Date	Shipment Number	Shipment Address	Shipment Country
Summary	Ē			Select 🔹
	City	Zip Code	Phone Number	Tax ID
	Reason for Export	Terms of Sales (Incoterms)	Net Payment Terms	Country of Origin
	Payment Condition	Select	•	Select
	Select 👻			

Figure 4-5 Invoice - Shipment Information

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



Table 4-7	Shipment Information	<ul> <li>Field Description</li> </ul>
-----------	----------------------	---------------------------------------

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

Field	Description
Terms of Sale(Incoterms)	<ul> <li>Select any of the following terms of sales:</li> <li>DAF – Delivered At Frontier</li> <li>DES - Delivered Ex Ship</li> <li>DEQ - Delivered Ex Quay</li> <li>DDU - Delivered Duty Unpaid</li> <li>CIP - Carriage and Insurance Paid To</li> <li>CPT - Carriage Paid To</li> <li>CIF - Cost, Insurance and Freight</li> <li>CFR - Cost and Freight</li> <li>FOB - Free On Board</li> <li>DDP - Delivered Duty Paid</li> <li>FCA - Free Carrier</li> <li>EXW - Ex Works</li> <li>FAS - Free Alongside Ship</li> </ul>
Net Payment Terms	Specify the terms of payments, if any.
Country of Origin	Select the country from where the shipment is being sent.
Payment Condition	<ul> <li>Select the payment condition. The options are:</li> <li>Open Account</li> <li>Bill of exchange against acceptance</li> <li>Bill of exchange against payment</li> <li>Documents through banks</li> <li>Instalment payment without draft</li> <li>Instalment payment with draft</li> <li>Other</li> </ul>

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

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

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

#### Summary

14. Click Next on Shipment Information tab.

The Invoice - Summary screen displays.

ic mornation	Summary								
chase Order,Commo	Invoice Information		Relationship In	formation	Remai	ks			
pment Information	Invoice Number: Inv14703 Invoice Date: 2022-10-17 Invoice Due Date: 2022-10-25 Payment Due Date: 2022-10-25 Net Invoice Amount: £11,438.23 Pricing Details		Relationship Name Supplier : Astra Buyer : BL Corp Valid Till : 2031-11-						
	Invoice Amount : £11,011 Discount(%) : 2	00							
	Discont Amount : £220.22 Tag(%): 6 Tas Amount : £647.45 Total Invoice Amount : £11,438.23 Total Charges : £0.00 Net Invoice Amount : £11,438.23		Discount, Mourt: E220,22 Tax(%) : 6 Tax Amount : E647,45 Total Invoice Amount : E11,438,23 Total Charges : E0.00 Net Invoice Amount : E11,438,23 Shipment Number Shipment Date Country of Origin Shipment Number Shipment Date Country of Origin Shipment Address Reason for Export Terms of Sales (Incoterms) N 444, Tensor Lane Payment Condition Bill of exchange against payment						
	Commodity Details								
	Commodity Code 🗘	Commodity Name \Rightarrow	Quantity 🗘	Unit Cost 🗘	Discount Amount 0	Tax Amount \Rightarrow	Net Cost 🗘		
	PaintTeal	Teal Paint	11	1001	£220.2	2 £647.45	£11,438.23		
	Page 1 of 1 (1 o	f 1 items)  < 4 1	► >I						

#### Figure 4-6 Invoice - Summary

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

#### Note:

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

## 4.2 Create Purchase Order

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

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

The Purchase Order - Basic Information screen displays.

Basic Information	Basic Information					Screer
Commodity and Pricing	External PO No	PO Date		Buyer		Relationship
Shipment Information		October 7, 2022	Ē	Search	Q	Q
shipment mormation	Required				Required	Required
Summary	Program	Supplier		Buyer Division Code		Supplier Division Code
	Q	Search	Q		Q	Q
	Currency	Pre-Accepted		Funding Request Date		Remarks
	GBP 🔻				Ē	-
	✓ Filler Fields/Miscellaneous Fields					
	Filler1	Filler2		Filler3		Filler4
	Filler5	Filleró				

Figure 4-7 Purchase Order - Basic Information

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



Table 4-8 Basic Information - Field Description

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

Field	Description
Funding Request Date	Click the calendar icon and select the date on which funding for the purchase order is requested. This date can be greater than or lesser than the system's current date.
	Note: The Funding Request Date can be lesser than the system's current date only if the Allow Back-Dated Disbursement toggle is enabled in the System Parameters, Product Parameters, or Program Parameters.
Remarks	Specify the comments regarding the purchase order, if any.
Filler Fields/Miscellaneous Fields	Specify the desired values in the filler fields. The bank can configure these fields on Day Zero based on their requirement.

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

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

#### **Commodity and Pricing**

5. Click Next on Basic Information tab.

The Purchase Order - Commodity and Pricing screen displays.

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

Purchase Order																		د ۲	5
Basic Information	Commodity	Commodity and Pricing													Screen(2/4)				
Commodity and Pricing Shipment Information	External PO Number PUR12345			Buyer XXXXXXXX					Sup Dar	oplier none			PO Date 2022-04-29						
Summary	Add Commodities																		
	Commodity De	etails																	
	Commodity Name	Unit		Quantity	٥	Unit Cost	٥	Discount %	٥	Discount Amount	٥	Tax %	٥	Tax Amount	٥	Net Cost	٥	Action	¢
	Zinc	KILOGRAM	*	1			100		0		£0.00		0		£0.00	£1	100.00	P	ť
	Pricing Details Currency	5	Ba	se PO Amo	unt				Discou	nt Percentage				Discou	nt Amou	nt			
	GBP						GBP 10	00.00	0.00	00		$\sim$	^				(	GBP 0.0	00
	Tax(%)		Та	ix Amount					Total P	0 Amount									
	0.0000	~ ^					GBP	0.00	GBP 10	00.00									
	Misc Charge 1 Desc	:	м	isc Charge 1	Amou	int			Misc Charge 2 Desc				Misc Charge 2 Amount						
							GBP	0.00									(	GBP 0.0	0
	Net PO Amount		Ac	ceptance A	mount	t													
	GBP 100 00						GBP 10	00.00											

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



## Note:

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

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

Table 4-9	<b>Commodity Details - Field Description</b>
-----------	----------------------------------------------

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

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



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

 Table 4-10
 Pricing Details - Field Description

Field	Description
Currency	Displays the selected currency.
Base PO Amount	Displays the total gross amount of all commodities that have been added. This field is editable and allows you to add the base amount manually as well.

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

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

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

#### **Shipment Information**

9. Click Next on Commodity and Pricing tab.

The Purchase Order - Shipment Information screen displays.



Shiphent mormation			Screen(3/4
External PO Number PUR12345	Buyer XXXXXXXXX	Supplier Danone	PO Date 2022-04-29
Requested Shipment Date	Ship To	Shipment Address	Shipment Country
Ē			Select 💌
City	Zip Code	Phone Number	Tax ID
Reason for Export	Terms of Sales (incoterms)	Payment Terms	Country of Origin
Promised Shipment Date	Select		Select
	External PO Number PUR12345 Requested Shipment Date	External PO Number PURIZ345     Buyer XXXXXXXXXXX       Requested Shipment Date     Ship To       City     Zip Code       City     Zip Code       Presson for Export     Terms of Sales (Incoterms)       Select     Select	External PO Number PURI2345     Buyer XXXXXXXXXXX     Supplier Danone       Requested Shipment Date     Ship To     Shipment Address       Image: City     Zip Code     Phone Number       City     Zip Code     Phone Number       Select     Select     Select

Figure 4-9 Purchase Order - Shipment Information

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



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

Field	Description
External PO Number	Displays the reference number of the purchase order.
Buyer	Displays the name of the buyer.
Supplier	Displays the name of the supplier.
PO Date	Displays the date of creation of the purchase order.
Requested Shipment Date	Click the Calendar icon and select the date on which the buyer expects commodity to get dispatched.
Ship To	Specify the name of the location where shipment should be sent.
Shipment Address	Specify the complete address where shipment should be sent.
Shipment Country	Specify the country to send the shipment to.
City	Select the city to send the shipment to.
Zip Code	Specify the postal code to send the shipment to.
Phone Number	Specify the contact number of the shipment company.
Tax Id	Specify the unique tax id if shipment charge includes tax amount.
Reason for Export	Specify the reason for exporting the shipment.

Field	Description			
Terms of Sale(Incoterms)	Select any of the below terms of sales:         DAF – Delivered At Frontier         DES - Delivered Ex Ship         DEQ - Delivered Ex Quay         DDU - Delivered Duty Unpaid         CIP - Carriage and Insurance Paid To         CIF - Cost, Insurance and Freight         FOB - Free On Board         DDP - Delivered Duty Paid			
	<ul> <li>FCA - Free Carrier</li> <li>EXW - Ex Works</li> <li>FAS - Free Alongside Ship</li> </ul>			
Payment Terms	Specify the terms of payments, if any.			
Country of Origin	Select the country from where the shipment is being sent.			
Promised Shipment Date	Click the Calendar icon and select the date agreed by the supplier to send the shipment.			

#### Table 4-11 (Cont.) Shipment Information - Field Description

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

#### Summary

12. Click Next on Shipment Information tab.

The Purchase Order - Summary screen displays.



Basic Information	Summary											
Commodity and Pricing	Purchase Order Infor	mation	Relationshin	Information	Remar	ks						
hipment Information	External PO No : PUR1234	5	Relationship Nan	ne · Relation701		NJ						
Summary	PO Date : 2022-04-29 Net PO Amount : £100.00 Pricing Details		Supplier : Danor Buyer : XXXXXX Valid Till : 2030-	ne XXX -04-30								
	Base PO Amount : 100 Discount(%) : 0 Discount Amount : £0.0 Tax(%) : 0 Tax Amount : £0.00	D										
	Total PO Amount : £100.	.00	Shipment Information									
	Net PO Amount : £100.0	0	Requested Shipn 2023-06-01 Shipment Addres ADDRESS NAM	nent Date Promised 2023-00 ss Reason for Exp IE 1 Export Purpo	i Shipment Date Country of Ori 5-30 IN bort Terms of Sales (Incoterms) ose	igin Payment Ter INDIAN	rms					
	Commodity Details											
	Commodity Code 🗘	Commodity Name 💲	Quantity 🗘	Unit Cost 🗘	Discount Amount 🗘	Tax Amount	\$	Net Cost 🗘				
	Zinc	Zinc	1	100	£0.00		£0.00	£100.00				
	Page 1 of 1 (1 c	of 1 items) K 4	► >									

Figure 4-10 Purchase Order - Summary

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

# 4.3 Create Debit Note

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

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

The Debit Note - Basic Information screen displays.



basic information	Basic Information					Screet
Commodity and Pricing	Debit Note Number	Link Invoice		Debit Note Date		Debit Note Due Date
Shipment Information			Q	October 7, 2022	iii (	Ē
Summary	Required					Required
,	Supplier	Relationship		Program		Buyer
	Search Q	Q			Q	Search O
	Required	Required				
	Supplier Division Code	Buyer Division Code		Currency		Adjustment Reason
	Q	Q		GBP	•	Select 🔻
						Required
	Funding Request Date	Remarks		Pre-Accepted		BIC Routing Code
		-				
	Virtual Account	Bank		Branch		Repayment Account Number
	✓ Filler Fields/Miscellaneous Fields					
	Filler1	Filler2		Filler3		Filler4
	İ					
	Filler5	Filleró		Filler7		Filler8
	Filler9	Filler10				

Figure 4-11 Debit Note - Basic Information

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

The Link Invoice screen displays.

Supplier		Relationship		Buyer						
Danone 000381 Q Invoice Number		REL701	Q	000380 Q						
		Amount From		Amount To			Currency			
			£10,000.00		£20,000,000.00	GBP 👻				
© Fetch	Invoice Number 🗘		Invoice Date 🗘	Invoice Du	ue Date 🗘		Invoice Amount 🗘			
	BHINV22		2022-04-29	2023-06	2023-06-30		20000			
	27FEB2301		2022-04-28		-01		11000			
]	CASHAUTO-INVO-001		2022-04-29	2023-07-	-06		1000			

Figure 4-12 Link Invoice

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





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

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

Table 4-12 Link Invoice - Field Description

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

## Note:

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

 Table 4-13
 Basic Information - Field Description

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



Field	Description
Buyer Division Code	Click the Search icon and select the division code of the selected buyer.
Currency	Select the currency of the debit note. In case of linked invoice, the currency is auto-populated.
Adjustment Reason	Select the adjustment reason to be considered for creation of debit note.
Funding Request Date	Click the calendar icon and select the date on which funding for the debit note is requested. This date can be greater than or lesser than the system's current date.
	Note: The Funding Request Date can be lesser than the system's current date only if the Allow Back-Dated Disbursement toggle is enabled in the System Parameters, Product Parameters, or Program Parameters.
Remarks	Specify the remarks about the debit note, if any.
Pre-Accepted	Switch the toggle ON if the debit note is pre-accepted by the buyer.
BIC Routing Code	Specify the BIC or SWIFT code of the financial institution, to send the payment amount to.
Virtual Account	Switch the toggle ON, if the repayment account is a virtual one.
Bank	Specify the bank name of the repayment account.
Branch	Specify the branch name of the repayment account.
Repayment Account Number	Specify the account number to send the repayment amount to.
Filler Fields/Miscellaneous Fields	Specify the desired values in the filler fields. The bank can configure these fields on Day Zero based on their requirement.

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

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

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

#### **Commodity and Pricing**

8. Click Next on Basic Information tab.

The Debit Note - Commodity and Pricing screen displays.



Basic Information	Commodity and Pricing				Scr										Scre			
Commodity and Pricing	Debit Not	te Number	Buye	r				Sup	oplier					Debi	t Note Du	e Date		
ihipment Information	DEB1234	Carr	Carrefour Danone								2023	-06-30						
ummary	Inherit Commodities		Add Commodities															
	Commodity Details																	
Invoice Number Commodity Name		Commodity Name	Unit Quantity Cost			≎ Discount % Discount Amount ≎					Tax %	٥	≎ Tax ≎ Amount		Net Cost 0		Action	
	Day0Inv1	Zinc	KILOGRAM ~	1		100		0		£0.00		0		£0.00	£10	00.00	I	
	Pricing Details																	
	Currency		Base Debit Note Amoun	t		Dis	count Percenta	age				Discount Amount						
	GBP			GBP 100.00	0.000 V Amount		^		GBP 0.00									
	Təx(%)		Tax Amount															
	0.0000 · · · GBP 0.00 GBP 100.00																	
	Misc Charge 1 Desc		Misc Charge 1 Amount			Misc Charge 2 Desc						Misc Charge 2 Amount						
				GBP 0.00							GBP 0.00							
	Net Debit Note Amount		Acceptance Amount															
	GBP 100.00			GBP 100.00														

Figure 4-13 Debit Note - Commodity and Pricing

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



 Table 4-14
 Commodity Details - Field Description

Field	Description
Debit Note Number	Displays the reference number of the debit note.
Buyer	Displays the name of the buyer.
Supplier	Displays the name of the supplier.
Debit Note Due Date	Displays the date when the debit note is due.
Inherit Commodities	Switch this toggle ON to inherit commodity details from the linked invoice(s).
	This toggle is displayed only if one or more invoices have been linked.
Add Commodities	Switch this toggle ON to add the commodities for which the debit note is being raised.
Invoice Number	Select the invoice whose commodity record is to be linked to the debit note.
Commodity Name	Click the search icon to select the required commodity.
Unit	Select the measuring unit for the goods.
Quantity	Specify the quantity of the goods as per selected measuring unit.
Unit Cost	Specify a single unit's cost of the goods.
Discount (%)	Specify the percentage of discount to be applied on the total cost.
Discount Amount	Displays the discount amount based on the discount percentage.



Field	Description					
Tax (%)	Specify the percentage of tax to be applied on total amount post discounting.					
Tax Amount	Displays the tax amount based on tax percentage.					
Net Cost	Displays the net costing based on all the previous fields.					
Action	<ul> <li>Displays the following options to edit or delete the commodity details.</li> <li>Click Edit icon to edit the record.</li> <li>Click Delete icon to delete the record.</li> </ul>					

Table 4-14 (Cont.) Commodity Details - Field Description

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

#### Note:

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

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

 Table 4-15
 Pricing Details - Field Description

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

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

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

#### **Shipment Information**

12. Click Next on Commodity and Pricing tab.

The Debit Note - Shipment Information screen displays.

Debit Note				;; ×
Basic Information	Shipment Information			Screen(3/4)
<ul> <li>Commodity and Pricing</li> </ul>	Debit Note Number	Buyer	Supplier	Debit Note Due Date
Shipment Information	DEBI254507	Carretour	Danone	2023-06-50
C	Shipment Date	Shipment Number	Shipment Address	Shipment Country
o Summary	<b></b>			Select 👻
	City	Zip Code	Phone Number	Tax ID
	Reason for Export	Terms of Sales (Incoterms)	Payment Terms	Country of Origin
		Select		Select 🗸

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

13. Specify the fields on Shipment Information screen.



Table 4-16 Shipment Information - Field Description

Field	Description
Shipment Date	Click the Calendar icon and select the date on which the buyer expects commodity to get dispatched.
Shipment Number	Specify the unique shipment number to track the shipment.
Shipment Address	Specify the complete address where shipment should be sent.
Shipment Country	Specify the country to send the shipment to.
City	Select the city to send the shipment to.



Field	Description					
Zip Code	Specify the postal code to send the shipment to.					
Phone Number	Specify the contact number of the shipment company.					
Tax Id	Specify the unique tax id if shipment charge includes tax amount.					
Reason for Export	Specify the reason for exporting the shipment.					
Terms of Sale(Incoterms)	<ul> <li>Select any of the below terms of sales:</li> <li>DAF - Delivered At Frontier</li> <li>DES - Delivered Ex Ship</li> <li>DEQ - Delivered Ex Quay</li> <li>DDU - Delivered Duty Unpaid</li> <li>CIP - Carriage and Insurance Paid To</li> <li>CPT - Carriage Paid To</li> <li>CIF - Cost, Insurance and Freight</li> <li>CFR - Cost and Freight</li> <li>FOB - Free On Board</li> <li>DDP - Delivered Duty Paid</li> <li>FCA - Free Carrier</li> <li>EXW - Ex Works</li> <li>FAS - Free Alongside Ship</li> </ul>					
Payment Terms	Specify the terms of payments, if any.					
Country of Origin	Select the country from where the shipment is being sent.					

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

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

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

#### Summary

15. Click Next on Shipment Information tab.

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



	Summary								Screen(-
Commodity and Pricing	Debit Note Informatio	n							
Shipment Information Summary	Debit Note Number : DEB123 Debit Note Date : 2022-04-3 Debit Note Due Date : 2023- Payment Due Date : - Net Debit Note Amount : £10	84567 29 06-30 10.00	Relationship Name : Supplier : Danone Buyer : Carrefour Valid Till : 2030-04	-30	-				
	Pricing Details	(100.00							
	Discount(%) : 0 Discount Amount : £0.00	2100.00							
	Tax(%): 0		Shipment Infor	mation					
	Tax Amount : EUUD Total Debit Note Amount : E Total Charges : E0:00 Net Debit Note Amount : EN	£100.00	Shipment Number SHI12345678 Shipment Address ADDRESS NAME	Shipment Date Country of 2023-06-15 CAN Reason for Export Terms of Export Purpose CFR	Origin f Sales (Incoterms)	Payment Terms			
	Commodity Details					NSTIII <i>IIIIIIIII</i> IIII			
	Commodity Code 0	Commodity Name 0	Quantity ≎	Unit Cost © Discount	Amount 0	Tax Amount 0	Net Cost 0		
	Page 1 of 1 (1 of	Előő.öő							
	Linked Invoice Details								
	Invoice Number 🗘	Invoice Amount	Invoice Date 🗘	Invoice Due Date 🗘	Invoice Status	a O Payment	Status 0		
	Day0Inv1	£1,200.00	2022-04-28	2022-05-12	RAISED	UNPAID	)		
	Page 1 of 1 (1 of	1 items)  <	×						

Figure 4-15 Debit Note - Summary

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

#### Note:

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

# 4.4 Create Credit Note

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

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

The Credit Note - Basic Information screen displays.

Basic Information	Basic Information						Screen(1,
Commodity and Pricing	Credit Note Number	Link Invoice		Credit Note Date		Credit Note Expiry Date	
Summary			Q	October 7, 2022	Ē		曲
	Required						Required
	Supplier	Relationship		Program		Buyer	
	Search Q	Q			Q	Search	Q
	Required	Require	d				
	Supplier Division Code	Buyer Division Code		Currency		Adjustment Reason	
	Q	Q		GBP	•	Select	•
	Remarks						
	Remarks						
	Remarks	Filler2		Filler3		Filler4	
	Remarks  Filler Fields/Miscellaneous Fields Filler1	Filler2		Filler3		Filler4	
	Remarks  -  Filler Fields/Miscellaneous Fields  Filler1  Filler5	Filler2		Filler3		Filler4	
	Remarks  Filler Fields/Miscellaneous Fields Filler1  Filler5	Filler2		Filler3		Filler4	

Figure 4-16 Credit Note - Basic Information

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

The Link Invoice screen displays.

Supplier		Relationship	1	Buyer		
XXXXXXXXX 000380	X Q	REL701	Q	Danone	Q	
Invoice Nun	nber	r Amount From		Amount To	Currency	
					GBP	•
Fetch						
٥	Invoice Number 🗘	Invoice Date 🗘		Invoice Due Date 🗘	Invoice Amoun	t ≎
~	161201	2022-04-28		2090-12-28		1000
	Net0203016	2022-04-28		2023-03-02		
	02112022	2022-04-03		2022-11-30		900
	arsedtfy	2022-04-28		2023-04-21		100
	301220225	2022-04-28		2080-12-29		800
	27FEB2302	2022-04-28		2023-02-02		10000
	301220223	2022-04-28		2060-12-30		8000
	161203	2022-04-28		2022-12-01		8000
	301220221	301220221 2022-04-28		2090-12-31		1000

Figure 4-17 Link Invoice

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



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

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

Table 4-17 Link Invoice - Field Description

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



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

Table 4-18 Basic Information - Field Description

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



Field	Description
Supplier	Click the Search icon and select the supplier for the credit note. In case of linked invoice, the supplier is auto-populated.
Relationship	Click the Search icon and select the any of the relationship maintained for the selected supplier. In case of linked invoice, the relationship is auto-populated.
Program	Click the Search icon and select the program to create the credit note for. In case of linked invoice, the program is auto-populated. This field is applicable only for OBSCF system.
Buyer	Click the Search icon and select the buyer for the credit note. In case of linked invoice, the buyer is auto-populated.
Supplier Division Code	Click the Search icon and select the division code of the selected supplier.
Buyer Division Code	Click the Search icon and select the division code of the selected buyer.
Currency	Select the currency of the credit note. In case of linked invoice, the currency is auto-populated.
Adjustment Reason	Select the adjustment reason to be considered for creation of credit note.
Remarks	Specify the remarks about the credit note, if any.
Filler Fields/Miscellaneous Fields	Specify the desired values in the filler fields. The bank can configure these fields on Day Zero based on their requirement.

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

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

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

#### **Commodity and Pricing**

8. Click Next on Basic Information tab.

The Credit Note - Commodity and Pricing screen displays.



ieur note												11	
Basic Information	Commodity and Pricing										Screen		
Commodity and Pricing	Credit Note Number			Buyer				Supplier		Credit Note Expiry Date			
Summary	1	234567			XXXXXX			XXXXXXXXX			2023-06-30		
	Inherit Commodities	5		Add Commodit	ies								
	Commodity De	tails											
	Invoice Number	Commodity Name	Unit	Quantity 0	Unit Cost 🗘	Discount %		Discount Amount 💲	Tax% ≎	Tax Amount 💲	Net Cost 🗘	Action 0	
	No data to displa	) data to display.											
	Pricing Details												
	Currency		Base Credit No	dit Note Amount			count Percentage		Discount Amount				
	GBP				GBF	0.00 ×	0.0000 ~ ^				GBP 0.00		
	Tax(%)			Tax Amount			Total Credit Note Amount						
	0.0000 v A			GBP 0.00			GBP 0.00						
				Misc Charge 1 A	Amount		Misc Charge 2 Desc			Misc Charge 2 Amount			
				GBP 0.00					GBP 0.00		0.00		
	Net Credit Note Ame	ount											
	GBP 0.00												

Figure 4-18 Credit Note - Commodity and Pricing

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



Table 4-19 Commodity Details - Field Description

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



Field	Description
Discount Amount	Displays the discount amount based on the discount percentage.
Tax (%)	Specify the percentage of tax to be applied on total amount post discounting.
Tax Amount	Displays the tax amount based on tax percentage.
Net Cost	Displays the net costing based on all the previous fields.
Action	<ul><li>Displays the following options to edit or delete the commodity details.</li><li>Click Edit icon to edit the record.</li></ul>
	Click <b>Delete</b> icon to delete the record.

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

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



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

Table 4-20	Pricing	Details -	Field	Descri	ption

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



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

#### Summary

12. Click Next on Shipment Information tab.

The Credit Note - Summary screen displays.

an Note												
sic Information	Summary											
mmodity and Pricing	Credit Note Information		Relationship Info	ormation	Remarks							
nmary	Credit Note Number : 1234567 Credit Note Date : 2022-04-29 Credit Note Expiry Date : 2023- Net Credit Note Amount : £1275	06-30 22	Relationship Name : F Supplier : XXXXXXX Buyer : XXXXXX Valid Till : 2030-04-	REL701 KX 50								
	Pricing Details											
	Base Credit Note Amount : E1 Discount(%) : 4 Discount Amount : E4.00 Tax(%) : 2 Tax Amount : E1.92	00.00										
	Total Credit Note Amount : É' Total Charges : £30.00 Net Credit Note Amount : £12	97.92										
	Commodity Details	Commodity Details										
	Commodity Code 🛛 😂	Commodity Name 🗘	Quantity 0	Unit Cost © Discount Am	nount 🌣 🛛 Tax Amou	nt ≎ NetCost ≎						
	No data to display.	No data to display.										
	Page 1 (0 of 0 items)	Page 1 (0 of 0 items)  ( ( 1 ) )										
	Linked Invoice Details											
	Invoice Number 🗘	Invoice Amount 🗘	Invoice Date 0	Invoice Due Date 0	Invoice Status	Payment Status 🗘						
	161201	£1,000.00	2022-04-28	2090-12-28	RAISED	UNPAID						
		toms) 1/ /	N									
	Page 1 of 1 (1 of 1)	terns) K 4 1 P	21									

#### Figure 4-19 Credit Note - Summary

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



# 5 Receivables and Payables Management

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

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

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

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

The Receivables and Payables Management screen displays.

Figure 5-1 Receivables and Payables Management

Receivables and Payables Management									
Branch	Instrument Type	Action		Processing Date					
004-FLEXCUBE-U •	Select	Select	•	April 29, 2022	Ē	Proceed			
	Requin	rd	Required						

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



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

Table 5-1 Receivables and Payables Management - Field Description

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

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

The Invoice & Debit Note - Search Parameter screen displays.



Figure 5-2 Invoice & Debit Note - Search Parameter

ile Name	Reference Number	Buyer	Supplier	
		Search	Q Search	Q
Required	Required		Required	Required
lelationship	Date Reference Basis	Date Range	Currency	
Q	Select 🔹	⇔	Select	•
mount Reference Basis	Amount From	Amount To		
Select 🔹				
Search Reset				

The Purchase Order - Search Parameter screen displays.

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

	FONUMBER	Buyer	Supplier	
		Search Q	Search	Q
Required	Required	Required		Required
lationship	Date Reference Basis	Date Range	Currency	
Q	Select 🔹	₩↔	Select	-
nount From	Amount To			

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



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

# 5.1 Accept Receivables and Payables

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

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

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

The Accept Invoice/Debit Note screen displays.



anc	h		Instrument	Туре			Actio	n		P	rocessing Date				
004	I-FLEXCUBE-U	*	Invoice &	Dr Note	-		Ac	ept	Ŧ		April 29, 2022			Proceed	
ihow	Search 👻														
nvoi	ice/Dr Note List														
	Reference Number $\diamond$	Instru Type	iment	Buyer 0	Supplier 0	Program	٥	Issue 0 Date	Net Amount	Remarks 🗘	Acceptance amount	New Acceptance Amount	٥	Stale Status	
~	Net0203018	Invoi	ce	Danone	Carrefour			2022-04-28	\$990.00		\$0.00			N	
	arsedtfy	Invoi	ce	Danone	Carrefour			2022-04-28	£100.00		£0.00			N	
	27FEB2302	Invoi	ce	Danone	Carrefour			2022-04-28	£10,000.00		£0.00			Ν	
Page	1 of 1 (1-3	of 3 item	is)  <	(1)→	-										
Rema	rks			Acceptar	ce Amount										
								-	Undo						
Sum	mary														
otal I	nstruments			Total Acc	eptance Amount										
otari															

#### Figure 5-4 Accept Invoice/Debit Note

The Accept Purchase Order screen displays.

### Figure 5-5 Accept Purchase Order

Branch	I.	In	strument Type			Action			Processin	g Date			
004	-FLEXCUBE-U	-	Purchase Order		-	Accept		*	April 29	, 2022		P	roceed
Show	Search 🚽												
Purcl	nase Order List												
	PO Number 0	Buyer 0	Supplier 0	Program 0	Relationship 0	PO ≎ Date	Promised Shipment O Date	PO Amount [©]	Remarks 0	Acceptance O Amount	New Acceptance O Amount	Stale Status O	Stale Status
	MAUTO-PO-905	Carrefour	Danone		REL701	2018-01-09	2023-01-08		Editing PO			N	Ν
	P1	Carrefour	Danone		REL701	2021-04-09						Ν	Ν
	1345	Carrefour	Danone		REL701	2019-11-29		\$9,900.00	test			Ν	Ν
	P008	Carrefour	Danone		REL701	2021-04-05		£111.00				N	Ν
	POTest1234	Carrefour	Danone		REL701	2022-04-28		£110.00				N	N
	PO09	Carrefour	Danone		REL701	2021-04-01		£111.00				N	N
	SavNewPO1001	Carrefour	Danone		REL701	2022-04-29		£1,300.00				N	Ν
	IPDanone017	Carrefour	Danone		REL701	2018-01-01	2021-01-01	\$10,000.00		\$1,000.00		N	Ν
	POTestawscdv1	Carrefour	Danone		REL701	2018-01-01	2021-01-01	\$10,000.00		\$1,000.00		N	Ν
	MAUTO-PO-904	Carrefour	Danone		REL701	2018-01-09		\$10,200.00	Creating a PO			N	Ν
Page	1 of 2 (1-1	0 of 14 item	ns)  < ∢ [	1 2 🕨	N								
temar	ks			Acceptance Amo	unt								
							Apply	Undo					
Sumi	mary												
otal li	nstruments			Total Acceptance	Amount								

5. Optional: In the **Reference/PO Number** column, click the link to view the details of the instrument.



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

## 5.2 Assignment Receivables and Payables

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

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

#### Note:

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

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

The Assignment Receivables and Payables screen displays.



srancn			Instrument	Туре		Ad	tion			Processing	Date			
004	FLEXCUBE-UNI 👻		Invoice		~		Assignment		Ŧ	October	7, 2022		Proce	ed
Show S	Search 🚽													
nvoid	e/Dr Note List													
0	Reference Number 🗘	1	nstrument Çype	Buyer 🗘	Supplier 🗘	Program 🗘	lssue Date ≎	Net Amount ≎	Remarks 🗘	Use Earmarked ≎ Limits	Assignable Amount	Assignment Amount	New Assignment Amount	Stale State
	InvoiceTest2	I	nvoice	Carrefour	Danone	This is PROGRAM	11 2022-09-20	\$5,000.00		No	\$5,000.00	\$0.00		N
	InvoiceTest1	I	nvoice	Carrefour	Danone	This is PROGRAM	11 2022-09-20	\$2,000.00		No	\$2,000.00	\$0.00		N
	testingBoth_1	I	nvoice	Carrefour	Danone	This is PROGRAM	11 2022-09-20	\$100,000.00		No	\$100,000.00	\$0.00		N
0	INVOCT0601	1	nvoice	Carrefour	Danone	This is PROGRAM	11 2022-09-20	\$10,000.00		No	\$10,000.00	\$0.00		N
	INVOCT0901	I	nvoice	Carrefour	Danone	This is PROGRAM	11 2022-09-20	\$10,000.00		No	\$10,000.00	\$0.00		N
	INVNOV270001	I	nvoice	Carrefour	Danone	This is PROGRAM	11 2022-09-27	\$1,000.00		No	\$1,000.00	\$0.00		N
	INVNOV29002	I	nvoice	Carrefour	Danone	This is PROGRAM	11 2022-09-28	\$1,000.00		No	\$1,000.00	\$0.00		N
Page	1 of 4 (1-10 of 3	34	items) I<	∢ 1 2	34	х								
Remark	s			Use E	armarked Limits			Auto-Apportion	0		Assignme	ent Amount		
					1									
													Required	
Appl	y Undo													
Sumr	narv													
'otal Ir	istruments			Total	Amount									

#### Figure 5-6 Assignment Receivables and Payables

- 5. Optional: In the **Reference Number** column, click the link to view the details of the instrument.
- 6. Select the invoice(s)/debit note(s) to be assigned.
- Optional: In the Remarks field, enter the remarks for the assignment of the invoice(s)/debit note(s).
- 8. Switch ON the **Auto-Apportion** toggle to assign the invoice/debit note with total assignment amount or with multiple invoice(s)/debit note(s) of lesser amount.

#### Note:

If the **Auto-Apportion** switch is ON, the Assignment Amount entered will be apportioned equally across the selected invoices/debit notes. If switch is OFF, the Assignment Amount entered will be applied as-is to all the selected invoices/debit notes.

- 9. Click **Apply** to make changes in the grid.
- **10.** If required, click **Undo** to revert the applied changes.
- 11. Click Submit to submit the assignment and send it for authorization (if applicable).

# **5.3 Cancel Receivables and Payables**

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

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

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

The Cancel Invoice/Debit Note screen displays.

Re	ceivables and Payabl	es Management							::×
Invoid	e/Dr Note List								
	Reference Number 0	Instrument Type 🗘	Buyer 0	Supplier 0	Program 0	Issue Date 🗘	Net Amount 0	Remarks 0	Stale Status 🗘
	16JAN2309	Invoice	Carrefour	Danone		2022-04-28	£1,000.00	Updated through netting settlement job	N
	Sav05	Invoice	Carrefour	Danone		2022-04-28	£2,200.00		N
	SavInv002Day0	Invoice	Carrefour	Danone		2022-04-28	£2,500.00		Ν
	SavInv001Day0	Invoice	Carrefour	Danone		2022-04-28	\$2,450.00		Ν
	Sav4Day0	Invoice	Carrefour	Danone		2022-04-28	£1,100.00		N
	Net0203017	Invoice	Carrefour	Danone		2022-04-28	E98.00		N
	27FEB2301	Invoice	Carrefour	Danone		2022-04-28	£110,000.00		Ν
2	18JAN2301	Invoice	Carrefour	Danone		2022-04-28	£889.11		N
	Sav04	Invoice	Carrefour	Danone		2022-04-28	£2,100.00		N
Page	1 of 1 (1-9 of 9 items)	$ \langle -\langle 1 \rangle \rangle >  $							
Remark	5	Apph	/ Undo						
Sumn	nary	Total A	nount						
2				£110,889.11					
								Submit Cancel	

#### Figure 5-7 Cancel Invoice/Debit Note

The Cancel Purchase Order screen displays.



Branch Instrum			Instrument Type	rument Type		Action			Processing Date			
		*	Purchase Order	•	Cancel		Ŧ	April 29, 20	122		Proceed	
Show	Search 🗸											
Purcl	nase Order List											
	PO Number 💲	Buyer	• \$ Supplier \$	Program 🗘	Relationship 🗘	PO Date 🗘	Promised Shipment Da	nte ≎	PO Amount 0	Remarks 🗘	Stale Status	
	P1	Carre	efour Danone		REL701	2021-04-09					Ν	
	MAUTO-PO-902	Carre	four Danone		REL701	2018-01-09			¢10 200 00	Creating a DO	Ν	
	POTest1234	Carre	four Danone		REL701	2022-04-28			£110.00		Ν	
	SAVAPRPO01	Carre	efour Danone		REL701	2021-04-09			¢2 000 00		Ν	
	SAVAPRPO119	Carre	four Danone		REL701	2021-04-09					Ν	
	PO09	Carre	efour Danone		REL701	2021-04-01			£111.00		Ν	
	SavNewPO1001	Carre	four Danone		REL701	2022-04-29			£1 X00 00		N	
Page Remar	1 of 3 (1-10)	of 22 iter	ms) K ∢ 1	2 3 ▶ >l								
Sumi	mary											
Total Instruments			To	Total Amount								

Figure 5-8 Cancel Purchase Order

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

## 5.4 Edit Receivables and Payables

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

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

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

The Edit Invoice screen displays.


#### Figure 5-9 Edit Invoice

Receiv	eceivables and Payables Management 🧨 🗴											
Branch	*	Inst	rument Type *			Action *			Proces	ssing Date *		
004-0	04-FLEXCUBE-UNIVERSAL 💌	Inv	oice		v	Edit		v	Oct 5			
Pro	reed											
Show S	earch 🔻											
Invoi	ce/Dr Note List											
Bulk E	lit											
	Reference Number	Instrument Type	Buyer	Supplier	Program		Issue Date	Net Amount		Remarks	Due Date	Review Edits
	IOP	Invoice	Carrefour	Danone	This is PROGRAM1		2022-08-09		\$10,000.00		2023-05-16	
	IOP1	Invoice	Carrefour	Danone	This is PROGRAM1		2022-08-09		\$10,000.00		2023-05-19	
	IP2	Invoice	Carrefour	Danone	This is PROGRAM1		2022-08-09		\$10,000.00		2023-05-03	
	тте	Invoice	Carrefour	Danone	This is PROGRAM1		2022-07-06		\$10,000.00		2023-03-15	
	NUTAN-INV-01	Invoice	Carrefour	Danone	INV00380Prg		2022-09-07		\$17,000.00		2022-10-07	
	π1	Invoice	Carrefour	Danone	This is PROGRAM1		2022-12-07		\$7,777.00		2022-12-14	
							2022 12 07		co. 000. 00			
	TEST12	Invoice	Carrefour	Danone	This is PROGRAM1		2022-12-07		\$8,888.00	assigned	2022-12-14	
	TEST12 TEST11	Invoice Invoice	Carrefour Carrefour	Danone Danone	This is PROGRAM1 This is PROGRAM1		2022-12-07		\$9,999.00	assigned	2022-12-14	
	TEST12 TEST11 TEST_CURRENCY_INVOICE_01	Invoice Invoice Invoice	Carrefour Carrefour Carrefour	Danone Danone Danone	This is PROGRAM1 This is PROGRAM1 This is PROGRAM1		2022-12-07 2022-09-08		\$8,888.00 \$9,999.00 €5,000.00	assigned	2022-12-14 2022-12-07 2023-06-30	

### Figure 5-10 Edit Invoice - Basic Details

Receivables and Payables Management						×*
Basic Det	ails		Shipment Information		Pricing	
Invoice Date	Invoice Value Date		Invoice Due Date		Program	
<b></b>		<b></b>		<b> </b>		Q
upplier Division Code	Buyer Division Code		Repayment Account Number		Funding Request Date	
٩		Q				<u></u>
Bank	Branch		BIC Routing Code		Remarks	
firtual Account	elds					
Filler1	Filler2		Filler3		Filler4	
<b></b>						
-undo						
oummary otal Instruments	Total Amount					
					Submit Cancel	

Figure 5-11 Edit Invoice - Shipment Information

Basic Details	Shipm	ent Information	Pricing		
ihlpment Date	Shipment Number	Shipment Address	Shipment Country		
	Zip Code	Phone Number	Tax ID		
leason for Export	Terms of Sales (Incoterms)	Net Payment Terms	Country of Origin		
Payment Condition Select					
Apply Undo					



### Figure 5-12 Edit Invoice - Pricing

	Basic Details		Shipment Information	Pricing
Primary Discount Days	× *	Primary Discount Percentage	Secondary Discount Days	Secondary Discount Percentage
Misc Charge 1 Desc		Misc Charge 2 Desc		
Apply Undo				

### The Edit Debit Note screen displays.

#### Figure 5-13 Edit Debit Note

Receiva	bles and Payables Manag	ement										د مر
Branch	*		Instrument Typ	e *		Action *			Proc	essing Date *		
004-00	4-FLEXCUBE-UNIVERSAL	<b>v</b>	Debit Note		w.	Edit		Ŧ	Oct		<u>i</u>	1
Proc	eed											
Show Se	earch 🔻											
Invoic	e/Dr Note List											
Bulk Ed	it											
Q.												
	Reference Number	Instrument Type	Buyer	Supplier	Program		Issue Date	Net Amount		Remarks	Due Date	Review Edits
	MAUTO-DEBIT-INQ	Debit Note	Carrefour	Danone	This is PROGRAM1		2022-10-05		\$10,020.00	Remarks	2022-11-05	
	MAUTO-DEBIT-INQ1	Debit Note	Carrefour	Danone	This is PROGRAM1		2022-10-05		\$10,020.00	Remarks	2022-11-05	
	MAUTO-DEBIT-RaD2	Debit Note	Carrefour	Danone	This is PROGRAM1		2022-10-05		\$10,020.00	Remarks	2022-11-05	
	MAUTO-DEBIT-RaD11	Debit Note	Carrefour	Danone	This is PROGRAM1		2022-10-05		\$10,020.00	Remarks	2022-11-05	
	MAUTO-DEBIT-ASSI	Debit Note	Carrefour	Danone	This is PROGRAM1		2022-10-05		\$10,020.00	Remarks	2022-11-05	
	MAUTO-DEBIT-ASSI1	Debit Note	Carrefour	Danone	This is PROGRAM1		2022-10-05		\$10,020.00	Remarks	2022-11-05	
	MAUTO-DEBIT-IFIN1	Debit Note	Carrefour	Danone	This is PROGRAM1		2022-10-05		\$10,020.00	Remarks	2022-11-05	
	MAUTO-DEBIT-EDIT	Debit Note	Carrefour	Danone			2022-10-05		\$10,020.00	Remarks	2022-11-05	
	MAUTO-DEBIT-EDIT1	Debit Note	Carrefour	Danone			2022-10-05		\$10,020.00	Remarks	2022-11-05	
	MAUTO-DEBIT-CAN1	Debit Note	Carrefour	Danone			2022-10-05		\$10,020.00	Remarks	2022-11-05	
Page	1 of 2 (1-10 of 16 items)	) к < 1 2 >	ж									

#### Figure 5-14 Edit Debit Note - Basic Details

Receivables and Payables Man	agement					,* >
	Basic Details		Shipment Information		Pricing	
Debit Note Date Buyer Division Code	<b>≝</b>	Debit Note Due Date	Program Funding Request Date	Q.	Supplier Division Code	
Branch Virtual Account		BIC Routing Code	Adjustment Reason Select	¥	Remarks	
✓ Filler Fields/Miscellan Filler1 Filler5 Filler9	eous Fields	Filler2 Filler6 Filler10	Filler3 Filler7		Filler4 Filler8	
Apply Undo Summary Total Instruments		Total Amount			Submit Gancel	



	Basic Details		Sł	ipment Information		Pricing
Shipment Date		Shipment Number		Shipment Address	Shipment Country	
City		Zip Code		Phone Number	Tax ID	
Reason for Export		Terms of Sales (Incoterms)		Net Payment Terms	Country of Origin	
ason for Export yment Condition		Terms of Sales (Incoterms) Select	v	Net Payment Terms	Country of Origin Select	Ţ
Select	v					

#### Figure 5-15 Edit Debit Note - Shipment Information

#### Figure 5-16 Edit Debit Note - Pricing

	Basic Details		Shipment Information	Pricing
Primary Discount Days	× •	Primary Discount Percentage	Secondary Discount Days	Secondary Discount Percentage
Misc Charge 1 Desc		Misc Charge 2 Desc		
Apply Undo				

The Edit Purchase Order screen displays.

#### Figure 5-17 Edit Purchase Order

Receiva	ables and Payables	Manageme	nt							1
Branch	*			Instrument Type *		Action *		Processing Date *		
004-00	04-FLEXCUBE-UNIVER	RSAL v		Purchase Order	w.	Edit	Ψ.	Oct 5, 2022		
Proc	eed									
Show Se	earch 🔻									
Purch Bulk Ed	ase Order List ^{it}									
	PO Number	Buyer	Supplier	Program	Relationship 🔺	PO Date	Promised Shipment Date	PO Amount	Remarks	Review Edits
	BLASTRAPO4A	BL CORP	ASTRA CORP		ASTRAREL	2022-10-03	2022-11-15	£20,600.00		
	BLASTRAPO2A	BL CORP	ASTRA CORP		ASTRAREL	2022-10-03	2022-11-15	£82,400.00		
	BLASTRAPO1A	BL CORP	ASTRA CORP		ASTRAREL	2022-10-03	2022-11-15	£41,200.00		
	BLASTRAPO5A	BL CORP	ASTRA CORP		ASTRAREL	2022-10-03	2022-11-15	£20,600.00		
	ASTRABLPO1	BL CORP	ASTRA CORP	ASTRA PO Finance	ASTRAREL	2022-10-04		£12,360.00		
	BLASTRAPO3A	BL CORP	ASTRA CORP		ASTRAREL	2022-10-03	2022-11-15	£4,120.00		
	POASTRA00113	BL CORP	ASTRA CORP	ASTRA PO Finance	ASTRAREL	2022-10-05		£11,000.00		
	POASTRA00112	BL CORP	ASTRA CORP	ASTRA PO Finance	ASTRAREL	2022-10-05		£85,000.00		
	POASTRA00112	BL CORP	ASTRA CORP	ASTRA PO Finance	ASTRAREL	2022-10-05		£85,000.00		
	PO4BL	BL CORP	ASTRA CORP	ASTRA PO Finance	ASTRAREL	2022-10-05		£7,000.00		
Page	1 of 1 (1-9 of 9	items) K	$\langle 1 \rangle \rightarrow$							



E	Basic Details		Shipment Information		Pricing	
PO Date	Progra	n Q	Supplier Division Code	٩,	Buyer Division Code	0,
Funding Request Date	Remark	s				
▲ Filler Fields/Miscellane	ous Fields					
Filler1	Filler2		Filler3		Filler4	
Filler5	Filler6					
Apply Undo						
Summary						
Total Instruments	Total	Amount				

Figure 5-18 Edit Purchase Order - Basic Details

Figure 5-19 Edit Purchase Order - Shipment Information

	Basic Details		Sh	ipment Information		Pricing	
Requested Shipment Date		Promised Shipment Date		Ship To		Shipment Address	
Shipment Country		City		Zip Code		Phone Number	
Select	*						
Tax ID		Reason for Export		Terms of Sales (Incoterms)		Payment Terms	
				Select	w.		
Country of Origin							
Select	Ŧ						
Apply Undo							

Figure 5-20 Edit Purchase Order - Pricing

	Basic Details		Shipment Information	Pricing
Misc Charge 1 Desc		Misc Charge 2 Desc		
Apply Undo				

- 5. Optional: In the **Reference/PO Number** column, click the link to view the details of the instrument.
- 6. Select the invoice/debit note/PO to be edited.

The existing information gets auto-populated in the respective fields in the **Basic Details**, **Shipment Information** and **Pricing** tabs.

7. Switch the Bulk Edit toggle ON to edit the multiple instruments together.

### Note:

Bulk edits can be done for instruments of the same buyer and seller only.

8. Specify/Modify the required fields.



#### Note:

Refer the **Create Receivables and Payables** topic for more information on the fields.

- 9. Click Apply to make changes in the grid.
- 10. If required, click Undo to revert the applied changes.
- Click View Edits hyperlink in the Review Edits column to view the modified information. The View Edits popup screen displays.

#### Figure 5-21 View Edits

View Edits			×
Description	Old Value	New Value	
Basic Details			
Due Date	2022-12-16	2022-12-23	
Funding Request Date	-	2023-12-21	
Virtual Account	-	No	
Pricing			
Primary Discount Percentage	0	2	

 Click Submit to accept the invoice/debit note/purchase order and send it for authorization (if applicable).

### 5.5 Initiate Finance for Receivables and Payables

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

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

#### Note:

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

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



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

The Initiate Finance - Invoice/Debit Note screen displays.

sranc	h			Instrument 1	ype		Act	tion	P	rocessing Date		
004	4-FLEXCUBE-UNIV	ERSAL 👻		Invoice		<b>*</b>	1	nitiate Finance 👻		January 20, 2020	(iii)	
Pro	ceed											
show	Search 🖌											
nvo	ice/Dr Note List											
	Reference O Number	Instrument O Type	Buyer ≎	Supplier 0	Program 0	Issue Date 0	Net o Amount	Remarks 0	Financeable Amount	o Financed o Amount o	New Financed O Amount	Stale Status
	INV001Test	Invoice	Carrefour	Danone	This is PROGRAM1	2020-01-20	\$500.00		\$400.00	\$0.00		Ν
	JAQ001	Invoice	Carrefour	Danone	This is PROGRAM1	2020-01-20	\$1,000.00		\$800.00	\$0.00		Ν
	TR	Invoice	Carrefour	Danone	This is PROGRAM1	2020-01-20	\$10,200.00		\$8,160.00	\$0.00		Ν
	MAY23001	Invoice	Carrefour	Danone	This is PROGRAM1	2020-01-20	\$1,234.00	123456789012345678901234567890123-	\$987.20	\$0.00		Ν
	TTEST	Invoice	Carrefour	Danone	This is PROGRAM1	2020-01-20	\$9,999.00		\$7,999.20	\$0.00		N
	TTEST1	Invoice	Carrefour	Danone	This is PROGRAM1	2020-01-20	\$10,000.00		\$8,000.00	\$0.00		N
	TTEST2	Invoice	Carrefour	Danone	This is PROGRAM1	2020-01-20	\$15,000.00		\$12,000.00	\$0.00		Ν
	YU	Invoice	Carrefour	Danone	This is PROGRAM1	2020-01-20	\$10,200.00		\$8,160.00	\$0.00		N
	TFB204	Invoice	Carrefour	Danone	This is PROGRAM1	2020-01-20	\$1,000.00		\$800.00	\$0.00		Ν
	QATEST03	Invoice	Carrefour	Danone	This is PROGRAM1	2020-01-20	\$8,888.00		\$7,110.40	\$0.00		N
Page	e 1 of 4 (1-	10 of 32 items)	< 1 :	2 3 4 +	н							
ema	rks			Auto-Apport	tion O		Fin	ance Amount	-			
										Apply Undo		
um	mary											
otal I	Instruments			Total Amour	ıt		Tot	al Finance Amount				

#### Figure 5-22 Initiate Finance - Invoice/Debit Note

The Initiate Finance - Purchase Order screen displays.



anci	n			Instrument	Type			Action				Processing Date		
004	I-FLEXCUBE-UNIVERS	AL *		Purchase	e Order	×		Initi	ate Finance	×		January 20, 2020		
Pro	head													
show	Search 🚽													
ourc	hase Order List													
	PO Number \$	Buyer 🗘	Supplier \$	Program \$	Relationship \$	PO Date 0	Promised Shipment Date	¢	PO Amount	Remarks \$	Financeable Amount	≎ Financed ≎	New Financed Amount	Stale Status
	MAUTO-PO-ACC1	Carrefour	Danone	This is PRGPO	REL701	2020-01-20	2020-03-20		\$1,000.00		\$1,000.00	\$0.00		Ν
	MAUTO-PO-INQ	Carrefour	Danone	This is PRGPO	REL701	2020-01-20	2020-03-20		\$1,000.00		\$0.00	\$0.00		N
	IW12112	Carrefour	Danone	This is PRGPO	REL701	2020-01-20	2020-12-24		\$10,000.00		\$10,000.00	\$0.00		N
	4543543	Carrefour	Danone	This is PRGPO	REL701	2020-01-20			£100.00		£100.00	£0.00		Ν
	MAUTO-PO-FIN1	Carrefour	Danone	This is PRGPO	REL701	2020-01-20	2020-03-20		\$1,000.00		\$0.00	\$0.00		Ν
	MAUTO-PO-INQ1	Carrefour	Danone	This is PRGPO	REL701	2020-01-20	2020-03-20		\$1,000.00		\$0.00	\$0.00		Ν
	654645	Carrefour	Danone	This is PRGPO	REL701	2020-01-20			£100.00		£100.00	£0.00		Ν
	MAUTO-PO-FIN	Carrefour	Danone	This is PRGPO	REL701	2020-01-20	2020-03-20		\$1,000.00		\$0.00	\$0.00		N
	P0001	Carrefour	Danone	This is PRGPO	REL701	2020-01-20			\$100.00		\$100.00	\$0.00		N
	MAUTO-PO-LPROG	Carrefour	Danone	This is PRGPO	REL701	2020-01-20	2020-03-20		\$1,000.00	Link Program PO	\$1,000.00	\$0.00		Ν
Dage	1 of 2 (1-10 d	of 17 items)	K - € 1	2 × >I										
emai	ks			Auto-Appor	rtion O			Financ	e Amount					
												Apply Undo		
jum	mary													
otal I	nstruments			Total Amou	nt			Total F	Inance Amount					

Figure 5-23 Initiate Finance - Purchase Order

- Optional: In the Reference/PO Number column, click the link to view the details of the instrument.
- 6. Select the invoice/debit note/PO to be financed.
- 7. Optional: In the **Remarks** field, enter the remarks about new finance amount.
- 8. Switch ON the **Auto-Apportion** switch to initiate the finance with available financial amount or with multiple finances of lesser amount.

#### Note:

If the **Auto-Apportion** switch is ON, the Finance Amount entered will be apportioned equally across the selected invoices/debit notes/PO. If the switch is OFF, the Finance Amount entered will be applied as-is to all the selected invoices/debit notes/PO.

- 9. In the **Finance Amount** field, enter the amount to be financed.
- **10.** Click **Apply** to make changes in the grid.
- **11**. If required, click **Undo** to revert the applied changes.
- **12.** Click **Submit** to initiate finance and send it for authorization (if applicable).

A finance disbursement task is created in the **Free Tasks**, which can be acquired and processed.



#### Note:

For more information, refer the **Finance Disbursement** section in the **Oracle Banking Supply Chain Finance User Guide**.

### 5.6 Link Program for Receivables and Payables

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

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

#### Note:

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

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

The Link Program - Invoice/Debit Note screen displays.

#### Figure 5-24 Link Program - Invoice/Debit Note

Rec	eivables and Payables I	Managemer	nt							
Branch			Instrument Type			Action		Processing Date		
004-	FLEXCUBE-UNIVERSAL 🔻		Invoice	Ŧ		Link Program	Ŧ	January 20, 202		
Proce	ed									
Show Se	earch 🚽									
Invoic	e/Dr Note List									
	Reference Number 0	Instrument Type	• •	Buyer 🗘	Supplier \$	Program 0	Issue Date 🗘	Net Amount 🗘	Remarks 🗘	Stale Status 🗘
	IN001	Invoice		Carrefour	Danone		2020-01-20	\$9.90		Ν
Page	1 of 1 (1 of 1 items)  <									
∂emark:	5		Program Q Link Program			Apply Undo				
Summ Total Ins	<b>iary</b> itruments		Total Amount							
								Submit	ncel	

The Link Program - Purchase Order screen displays.

Branch			Instrument	Type		Action		Processing Date		
004	-FLEXCUBE-UNIVERSAL 🔻		Purchase	Order	×	Link Program	*	January 20, 2020	1	
Proc	eed									
Show S	search 🚽									
Purch	nase Order List									
	PO Number 0	Buyer 🗘	Supplier 🗘	Program 🗘	Relationship 🗘	PO Date 🗢	Promised Shipment Date 0	PO Amount 🗘	Remarks 0	Stale Status 🛛 🗘
	MAUTO-PO-EDIT1	Carrefour	Danone		REL701	2020-01-20	2020-03-20	\$1,000.00		N
	MAUTO-PO-LPROG1	Carrefour	Danone		REL701	2020-01-20	2020-03-20	\$1,000.00		N
	MAUTO-PO-EDIT	Carrefour	Danone		REL701	2020-01-20	2023-08-27	\$1,000.00	Edit PO	N
	MAUTO-PO-002	Carrefour	Danone		REL701	2017-01-10	2017-01-10	\$9,900.00	Create PO	N
Page	1 of 1 (1-4 of 4 items)	< - € 1	▶ >							
Remarl	is .		Program							
			Q Link	Program		Apply	do			
Sumr	nary									
Total Ir	istruments		Total Amou	it						
								Submit Cancel		

#### Figure 5-25 Link Program - Purchase Order

- Optional: In the Reference/PO Number column, click the link to view the details of the instrument.
- 6. Select the invoice/debit note/PO to link a program for.
- 7. Optional: In the **Remarks** field, enter the remarks for the program linking.
- 8. Click Link Program, and select the program to be linked.
- 9. Click Apply to make changes in the grid.
- **10.** If required, click **Undo** to revert the applied changes.
- 11. Click **Submit** to link the program and send it for authorization.

A link program task is created in the **Free Tasks** under **Instruments** menu, which can be acquired and processed.

### 5.7 Raise Dispute for Receivables and Payables

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

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

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

The Raise Dispute for Invoice/Debit Note screen displays.



-		Instrument Type			Action		D-	ocaccing Data		
004	-FLEXCUBE-U	Invoice & Dr Note		Ŧ	Raise Dispute	~	A	pril 29, 2022		Proceed
Show :	Search 👻									
nvoi	ce/Dr Note List									
	Reference Number 0	Instrument Type 🌣	Buyer 0	Supplier 0	Issue Date 🗘	Net Amount 0	Remarks 0	Dispute Amount 0	Dispute Code 🗘	Stale Status
	INVMAY0501	Invoice	Carrefour	Danone	2021-04-09	\$1,000.00				Υ
	INVJ0010011	Invoice	Carrefour	Danone	2022-04-03	\$5,000.00				Υ
	181003	Invoice	Carrefour	PEGATRON	2021-04-09	£3,500.00		£700.00	6	Ν
	04102022	Invoice	Carrefour	PEGATRON	2021-04-09	£10,000.00				Ν
	TT2	Invoice	Carrefour	Danone	2021-04-09	\$10,000.00				Y
	VR005	Invoice	Carrefour	Danone	2018-01-09	\$5,000.00				Y
<b>v</b>	Danone12006	Invoice	Carrefour	Danone	2021-04-09	\$5,000.00		\$1,000.00	1	Y
<b>v</b>	VR014	Invoice	Carrefour	Danone	2018-01-09	\$5,000.00		\$1,000.00	1	Y
	VR016	Invoice	Carrefour	Danone	2018-01-09	\$5,000.00				Y
	INVJ0027	Invoice	Carrefour	Danone	2021-04-09	\$5,000.00				Υ
Page	1 of 10 (1-10 of 1	00 items) 🛛 🤇 🖣 🗌	1 2 3 4	5 10 >	Я					
Remar	ks	Disp	ute Amount			Dispute Code				
						Select		Apply	Undo	
sumr	mary									
otal Ir	nstruments	Tota	l Dispute Amoun	t						
2				\$2,000	.00					

Figure 5-26 Raise Dispute for Invoice/Debit Note

- 5. Optional: In the **Reference Number** column, click the link to view the details of the instrument.
- 6. Select the invoice/debit note to raise the dispute for.
- 7. Optional: In the **Remarks** field, enter the remarks for the disputed amount.
- 8. In the **Dispute Amount** field, enter the disputed amount.
- 9. In the **Dispute Code** field, enter select the code for which the dispute is raised.
- 10. Click Apply to make changes in the grid.
- 11. If required, click Undo to revert the applied changes.
- Click Submit to raise dispute for the invoice/debit note and send it for authorization (if applicable).

### 5.8 Reassign Receivables and Payables

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

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

#### Note:

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

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

The Reassign Invoice/Debit Note screen displays.

#### Figure 5-27 Reassign Invoice/Debit Note

JBE-UNIVERSAL 🔻	Invoice	Ŧ		Re-Assignment	~	January 20, 202		
lote List								
rence Number 0	Instrument Type 0	Buyer 0	Supplier 0	Program ≎	Issue Date 🗘	Net Amount 0	Remarks 0	Stale Status 🗢
006	Invoice	Blackstone	Salt	GP Program	2020-01-20	\$1,111.11	assign	N
of 1 (1 of 1 items)  < 4	1 > >							
	Apply Unde	•						
ts	Total Amount							
of	Ce Number ○ 6 1 (1 of 1 items)	ce Number         0         Instrument Type         0           6         Invoice         Invoice         Invoice           1         (1 of 1 items)         (< < 1 > >)         (	Ce Number         C         Instrument Type         D         Buyer         Elackstone           1         (1 of 1 items)          <<	Number 0         Instrument Type 0         Buyer 0         Suppler 0           6         Invoice         Blackstone         Salt           1         (1 of 1 items)         i< (1 > )         i             Apply         Undo         Image: Comparison of the part of the part of the part of the part of the part of the part of the part of the part of the part of the part of the part of the part of the part of the part of the part of the part of the part of the part of the part of the part of the part of the part of the part of the part of the part of the part of the part of the part of the part of the part of the part of the part of the part of the part of the part of the part of the part of the part of the part of the part of the part of the part of the part of the part of the part of the part of the part of the part of the part of the part of the part of the part of the part of the part of the part of the part of the part of the part of the part of the part of the part of the part of the part of the part of the part of the part of the part of the part of the part of the part of the part of the part of the part of the part of the part of the part of the part of the part of the part of the part of the part of the part of the part of the part of the part of the part of the part of the part of the part of the part of the part of the part of the part of the part of the part of the part of the part of the part of the part of the part of the part of the part of the part of the part of the part of the part of the part of the part of the part of the part of the part of the part of the part of the part of the part of the part of the part of the part of the part of the part of the part of the part of the part of the part of the part of the part of the part of the part of the part of the part of the part of the part of t	Ce Number ©         Instrument Type ©         Buyer ©         Supplier ©         Program ©           6         Invoice         Blackstone         Salt         GP Program           1         (1 of 1 titems)         (< (1 > >)         Image         Image         Image	Ce Number ©         Instrument Type ©         Buyer ©         Suppler ©         Program ©         Base Date ©           6         Invoice         Blackstone         Salt         GP Program         2020-01-20           1         (1 of 1 ltem)         (<	Ce Number ©         Instrument Type ©         Buyer ©         Supplier ©         Program ©         Issue Date ©         Net Amount ©           6         Inmoice         Blackstone         Salt         GP Program         2020-01-20         \$11111           1         (1 of 1 items)                   i         > >         Immoire         <	Centurine C         Instrument Type 0         Boyer 0         Supplier 0         Program 0         Issue Date 0         Net Amount 0         Remarks 0           6         Innoice         Blackstone         Salt         GP Program         2020-01-20         Still111         assign           1         (1 of 11 terms)         (         1         > )               Salt         GP Program         2020-01-20         Still111         assign           1         (1 of 11 terms)         (         1         > )               Salt         GP Program         2020-01-20         Still111         assign           1         (1 of 11 terms)         (         1         > )                 Salt         Salt         GP Program         2020-01-20         Still111         assign           1         (1 of 11 terms)         (         1         Apply         Undo             Salt         Salt         Salt         Salt         Salt         Salt         Salt         Salt         Salt

- 5. Optional: In the **Reference Number** column, click the link to view the details of the instrument.
- 6. Select the invoice/debit note to be re-assigned.
- 7. Optional: In the **Remarks** field, enter the remarks for re-assigning the invoice/debit note.
- 8. Click **Apply** to make changes in the grid.
- 9. If required, click Undo to revert the applied changes.
- 10. Click Submit to re-assign the invoice/debit note and send it for authorization (if applicable).

### 5.9 Resolve Dispute on Receivables and Payables

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

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

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

The Resolve Dispute on Invoice/Debit Note screen displays.



ranch	Ins	trument Type		Action		F	rocessing Date		
004-	FLEXCUBE-U 🔻	nvoice & Dr Note	Ŧ	Resolve Disp	ute	•	April 29, 2022		Proceed
how S	earch 🚽								
nvoic	e/Dr Note List								
	Reference Number 🗘	Instrument Type 🛛 🌣	Buyer 🗘	Supplier 🗘	Program 🗘	lssue Date 🗘	Net Amount 🗘	Remarks 🗘	Stale Status 🗘
	181003	Invoice	Carrefour	PEGATRON		2021-04-09	£3,500.00		Ν
	VR010	Invoice	Carrefour	Danone		2018-01-09	\$5,000.00	W	Y
	INVDEC1602	Invoice	Carrefour	Danone		2021-04-05	\$1,000.00	000380	Y
	INV001	Invoice	Carrefour	Danone		2021-04-09	\$909.00	Raise Dispute	Ν
~	DNAN011	Debit Note	Carrefour	Danone		2018-01-28	\$5,000.00	Raise Dispute	Y
~	TU	Invoice	Carrefour	Danone		2021-04-09	\$1,000.00	Raise Dispute	Ν
	17004	Invoice	Carrefour	PEGATRON		2021-04-09	£10,000.00		Ν
age	1 of 1 (1-7 of 7 items)	$ \langle - \langle 1 \rangle \rightarrow - \rangle $							
emark	5								
		Apply	Jndo						
iumn	ary								
otal In	truments								

Figure 5-28 Resolve Dispute on Invoice/Debit Note

- 5. Optional: In the **Reference Number** column, click the link to view the details of the instrument.
- 6. Select the invoice/debit note to resolve the dispute for.
- 7. Optional: In the **Remarks** field, enter the remarks for the disputed resolution.
- 8. Click **Apply** to make changes in the grid.
- 9. If required, click Undo to revert the applied changes.
- Click Submit to resolve dispute on the invoice/debit note and send it for authorization (if applicable).

### 5.10 Write Off Disputed Receivables and Payables

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

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

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

The Write Off Disputed Invoice/Debit Note screen displays.

#### **Receivables and Payables Management** 11 × ent Type essing Date Show Search Invoice/Dr Note List MAUTO-INV-ReD1 Invoice Carrefour Danone This is PROGRAM1 2020-01-20 \$10,020.00 Remarks N MAUTO-INV-WOD1 Invoice Carrefour This is PROGRAM1 2020-01-20 \$10,020.00 Rer Danone Page 1 of 1 (1-2 of 2 items) |< (1 → ) Apply Undo Summary Submit Cancel

#### Figure 5-29 Write Off Disputed Invoice/Debit Note

- 5. Optional: In the **Reference Number** column, click the link to view the details of the instrument.
- 6. Select the invoice/debit note to write-off the dispute for.
- 7. Optional: In the **Remarks** field, enter the remarks for writing-off the disputed amount.
- 8. Click **Apply** to make changes in the grid.
- 9. If required, click **Undo** to revert the applied changes.
- **10.** Click **Submit** to write-off the disputed invoice/debit note and send it for authorization (if applicable).

# 5.11 Mark PUA (Payment Under Approval) for Receivables and Payables

This topic describes the systematic instruction to mark PUA (Payment Under Approval) for the invoices/debit notes.

**Payment under Approval** is a scenario where the buyer defaults, the import factor may make a payment to the export factor by extension to the seller.

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

#### Note:

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

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

The Mark PUA for Invoice/Debit Note screen displays.



#### Figure 5-30 Mark PUA for Invoice/Debit Note

Rec	eivables and Payable	s Managemei	nt								::>
Branch			Instrument Type			Action			Processing	g Date	
004-1	LEXCUBE-UNIVERSAL 🔻		Invoice		-	Mar	k PUA	v	January	20, 2020	
Proce	ed										
Show Se	arch 🗸										
Invoice	e/Dr Note List										
	Reference Number 0	Instrument Type 0	Buyer	C Supplie	er O	Program 0	Issue Date 🗘	Net Amount 0	Remarks 0	Payment Date 🗘	Stale Status 🛛 🗘
	GP1006	Invoice	Blacks	tone Salt		GP Program	2020-01-20	\$1,111.11	assign		N
Page	1 of 1 (1 of 1 items)	$\leftarrow$ 1 $\rightarrow$ $\rightarrow$									
Remarks											
			Apply Und	lo							
Summ	ary										
Total Ins	truments		Total Amount								

- 5. Optional: In the **Reference Number** column, click the link to view the details of the instrument.
- 6. Select the invoice/debit note to be marked for PUA.
- 7. Optional: In the **Remarks** field, enter the remarks for marking invoice/debit note as PUA.
- 8. Click **Apply** to make changes in the grid.
- 9. If required, click **Undo** to revert the applied changes.
- 10. Click Submit to mark PUA and send it for authorization (if applicable).

### 5.12 Mark Indirect Payment for Receivables and Payables

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

**Indirect Payment** is a two-factor payment scenario where the buyer directly pays the supplier bypassing the import factor and export factor.

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

#### Note:

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

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

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

Branch		In	strument Type		Action			Processing	g Date	
004-	FLEXCUBE-UNIVERSAL 🔻		Invoice	Ŧ	Mar	k Indirect Payment	*	January	20, 2020	
Proce	ed									
Show S	earch 👻									
Invoic	e/Dr Note List									
	Reference Number 0	Instrument Type 0	Buyer 0	Supplier \$	Program 0	Issue Date 🗘	Net Amount 🗘	Remarks \$	Payment Date \$	Stale Status 🗘
	GP1006	Invoice	Blackstone	Salt	GP Program	2020-01-20	\$1,111.11	assign		N
Page	1 of 1 (1 of 1 items)	$ \langle -\langle 1 \rangle \rightarrow  $								
ðemark	s									
		7 [	Apply Undo							
Summ	nary									
Total In:	struments	То	otal Amount							

Figure 5-31 Mark Indirect Payment for Invoice/Debit Note

- 5. Optional: In the **Reference Number** column, click the link to view the details of the instrument.
- 6. Select the invoice/debit note to be marked for indirect payment.
- Optional: In the Remarks field, enter the remarks for marking the invoice/debit note for indirect payment.
- 8. Click **Apply** to make changes in the grid.
- 9. If required, click Undo to revert the applied changes.
- Click Submit to mark the invoice/debit note for indirect payment and send it for authorization (if applicable).

### 5.13 Accept Early Payment for Receivables and Payables

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

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

#### Note:

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

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

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

	h		Instrume	nt Type			Action			Processin	g Date			
004	I-FLEXCUBE-UNI	*	Invoice	e	~		Accept Earl	y Payment Offe	r 🔻	Octobe	17, 2022			Proceed
Show	Search 🚽													
nvoi	ce/Dr Note List													
	Reference Number	Instrume Type	nt _O	Buyer 0	Supplier 0	Program 0	lssue 🗘 Date	Net Amount	Remarks 🗘	Outstanding Amount	Discount %	Discount Amount	Early Payment ≎ Date	Stale Status
	InvDisc18Nov1	Invoice		AugSupp	Reindeer Corp	reqfinancelnv	2022-09-26	\$70,000.00		\$70,000.00				N
~	InvFinStory27Nov1	Invoice		AugSupp	Reindeer Corp	reqfinancelnv	2022-09-27	\$1,111.00		\$1,111.00				N
Page	1 of 1 (1-2 o	f 2 items)	<	< 1 →	>									
lemar	rks			_				Early Payr	nent Discount S	ichedule				
					Discount Offe	rs					Acce	Reject	Undo	
Sum Total I	mary nstruments			Tot	al Amount									
	in a content o													

Figure 5-32 Accept Early Payment - Invoice/Debit Note

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

The **Discount Offers** screen displays.

		Days Elapsed From	ы ≎	Days Elapsed To	≎ Sli ap	ding scale plicable	Discount Rate	٥	Upper Discount Rat Threshold	e 0	Lower Discount f Threshold	Rate ≎ I	Slidin applic	g scale 🗘			
		0		429	N		10						Ν				
		Page	1 of	1 (1 of	1 items)	< -∢ 1	$\rightarrow$ $\rightarrow$										
leference 🗘	Instrumen Type	t o	Inovice Date	≎ In D	ivoice ue Date	<ul> <li>Outstandi</li> <li>Amount</li> </ul>	ng 🗘	Payn Date	nent 0 From	Payme Date T	ont ≎	Discount %	٥	Upper Disco Rate Thresh	unt 0 old	Lower Discount Rate Threshold	¢
nvFinStory27Nov1	Invoice		2022-0	9-27 20	023-11-30	\$1,111.00											

#### Figure 5-33 Discount Offers

#### Note:

Valid discounts that have been created and linked using Dynamic Discount Management, are displayed under Discount Offers.

9. If the applicable discount offer created for the invoice/debit note is **Fixed Payment Date**, then select the Early Payment Date and click **OK**.



- 10. If the applicable discount offer created for the invoice/debit note is **Pay by Date**, then **Early Payment Discount Schedule** hyperlink gets displayed.
- 11. Click Accept to make changes in the grid.
- **12.** Click **Reject** to reject the offer.
- 13. If required, click Undo to revert the applied changes.
- 14. Click Submit to send it for authorization (if applicable).

### 5.14 Link Purchase Orders for Receivables and Payables

This topic describes the systematic instruction to link the Purchase Orders for the invoices.

Perform the following steps post searching the invoices for the Link Purchase Orders action:

#### Note:

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

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

The Link Purchase Orders screen displays.



				instrument Type				Actio	n		Proc	essing Date	
004	-FLEXCUBE-UNIVERSA	.L ¥		Invoice		Ŧ		Lin	k Purchase Orders	~	Jar	nuary 20, 2020 🛗	
Dem													
how	Search 🕳												
ivoi	ce/Dr Note List												
	Reference O Number	Buyer 0	Supplier 0	Program ≎	Issue 0 Date	٥	٥	PO 0 Number	Purchase Order ≎ Available	Invoice Allocated C Amount	Purchase Order Available Amount Post	Remarks ^	Stale Status
	MAY23001	Carrefour	Danone	This is PROGRAM1	2020-01-20	\$1,234.00	\$0.00					123456789012345678901234567890123	N
	MAUTO-INV-INQ1	Carrefour	Danone	This is PROGRAM1	2020-01-20	\$10,020.00	\$0.00					Remarks	N
	MAUTO-INV-TFACC1	Carrefour	Danone	This is PROGRAM1	2020-01-20	\$10,020.00	\$0.00					Remarks	N
	MAUTO-INV-LINK1	Carrefour	Danone	This is PROGRAM1	2020-01-20	\$10,020.00	\$0.00					Remarks	N
	MAUTO-INV-CAN1	Carrefour	Danone	This is PROGRAM1	2020-01-20	\$10,020.00	\$0.00					Remarks	N
	MAUTO-INV-ASSI1	Carrefour	Danone	This is PROGRAM1	2020-01-20	\$10,020.00	\$0.00					Remarks	N
	MAUTO-INV-TFIFIN1	Carrefour	Danone	This is PROGRAM1	2020-01-20	\$10,020.00	\$0.00					Remarks	N
	MAUTO-INV-RaD2	Carrefour	Danone	This is PROGRAM1	2020-01-20	\$10,020.00	\$0.00					Remarks	N
	MAUTO-INV-LPR	Carrefour	Danone	This is PROGRAM1	2020-01-20	\$10,020.00	\$0.00					Remarks	N
	MAUTO-INV-INQ	Carrefour	Danone	This is PROGRAM1	2020-01-20	\$10,020.00	\$0.00					Remarks	N
age	1 of 4 (1-10 of	37 items)	< - ∢ 1	2 3 4 · >I									
mar	ks							_					
				Link Purchase C	Irders			Ap	ply Undo				
umi	nary												
otal I	nstruments			Total Amount									

#### Figure 5-34 Link Purchase Orders

- Optional: In the Reference/PO Number column, click the link to view the details of the instrument.
- 6. Select the invoice to link a purchase order.
- 7. Optional: In the **Remarks** field, enter the remarks for the purchase order linking.
- 8. Click Link Purchase Orders, and select the purchase order to be linked.
- 9. Click **Apply** to make changes in the grid.
- **10.** If required, click **Undo** to revert the applied changes.
- **11.** Click **Submit** to link the purchase orders and send it for authorization (if applicable).

A link purchase order task is created in the **Free Tasks** under **Instruments** menu, which can be acquired and processed.

### 5.15 Reject Receivables and Payables

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

Only the invoices/debit notes/PO which are raised and not financed can be rejected. A rejection of an instrument is different from cancellation, when rejected, the said status will be captured against the instrument and the same instrument number can be re-uploaded/re-created.

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

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

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

The Reject Invoice/Debit Note screen displays.

Iranch	I	Instrument Type		Action		Pro	ocessing Date		
004	-FLEXCUBE 🔻	Invoice & Dr Note	*	Reject			lovember 9, 2022		Proceed
show !	Search 🚽								
nvoi	ce/Dr Note List								
	Reference Number 🗘	Instrument Type 💲	Buyer 🗘	Supplier 🗘	Program 🗘	Issue Date 🗘	Net Amount 🗘	Remarks 0	Stale Status 🗘
	SavMay23	Invoice	Carrefour	Danone		2022-11-09	£7,800.00		Ν
	INVTestFinanceable	Invoice	Carrefour	Danone	This is PROGRAM1	2022-10-17	\$1,000.00		N
	24031415201300001	Invoice	Carrefour	Danone		2022-11-01	\$2.00	JAN2024_921PS	Ν
	24031415201300003	Invoice	Carrefour	Danone		2022-11-01	\$2.00	JAN2024_921PS	Ν
	24031415202000002	Invoice	Carrefour	Danone		2022-11-01	\$2.00	JAN2024_921PS	N
	24031415202000003	Invoice	Carrefour	Danone		2022-11-01	\$2.00	JAN2024_921PS	N
	24031415201700002	Invoice	Carrefour	Danone		2022-11-01	\$2.00	JAN2024_921PS	N
	INV061523FCI10	Invoice	Carrefour	Danone		2024-08-24	\$100.00		N
	INV040723001	Invoice	Carrefour	Danone	This is PROGRAM1	2020-01-20	\$100.00		N
	24031114424200005	Invoice	Carrefour	Danone		2022-11-01	\$2.00	JAN2024_921PS	N
oage emar	1 of 9 (1-10 of 8 ks	9 items)  < 4 1 2	2 3 4 5	. 9 <b>} } </b>					
umr	mary								
otal Ir	nstruments	Total Reje	ction Amount						

#### Figure 5-35 Reject Invoice/Debit Note

The Reject Purchase Order screen displays.



		Instrume	nt Type		Action			Processing Da	te		
004	FLEXCUBE	▼ Purcha	se Order	-	Reject		*	November 9	9, 2022	i	Proceed
show S	Search 👻										
Purch	ase Order List										
	PO Number 🗘	Buyer 🗘	Supplier 🗘	Program 🗘	Relationship 🗘	PO Date 🗘	Promised Sh	ipment Date 🗘	PO Amount 0	Remarks 🗘	Stale Status
	PoDet202Sep	Reindeer Corp	NehNovCust3	reqFinance Po	NehNovCust3Apr23	2018-03-30	2024-09-12	2	\$3,300.00		Y
	PoLink17Oct1	Reindeer Corp	NehNovCust3	reqFinance Po	NehNovCust3Apr23	2022-09-20			£2,000.00		N
	View1Po02Sep	Reindeer Corp	NehNovCust3	reqFinance Po	NehNovCust3Apr23	2018-03-30	2024-09-12	2	\$3,300.00		Υ
	POProg1708	XXXXXXXX XXX	xxxxxxxxxxxxx	reqFinance Po	NehNovCust3Apr23	2020-12-01			\$1,000.00		Y
	POProg17081	XXXXXXXX XXX	xxxxxxxxxxxx	reqFinance Po	NehNovCust3Apr23	2020-12-01			\$1,000.00		Y
	PoLink20Oct2	Reindeer Corp	NehNovCust3	poFinProg	Reindeer17Mar	2022-09-20			\$1,111.00		Y
	PoAbz20Oct6	Reindeer Corp	ABZ Solutions	pweo	Reindeer17Mar	2018-03-30	2024-10-31		£1,000.00		Υ
	PoAbz20Oct5	Reindeer Corp	ABZ Solutions	pweo	Reindeer17Mar	2018-03-30	2024-10-31		£2,000.00		Y
	PoAbz20Oct8	Reindeer Corp	ABZ Solutions	pweo	Reindeer17Mar	2018-03-30	2024-10-01		\$3,000.00		Y
	PoAbz20Oct7	Reindeer Corp	ABZ Solutions	pweo	Reindeer17Mar	2018-03-30	2024-10-30	0	£3,000.00		Y
Page	1 of 31 (	1-10 of 308 items	< - ∢ 1 2	345	31 → >I						
emark	(5										
			Apply	Undo							

#### Figure 5-36 Reject Purchase Order

- 5. Optional: In the **Reference/PO Number** column, click the link to view the details of the instrument.
- 6. Select the invoice/debit note/PO to be rejected.
- 7. Optional: In the **Remarks** field, enter the remarks for the reason of rejection.
- 8. Click **Apply** to make changes in the grid.
- 9. If required, click **Undo** to revert the applied changes.
- 10. Click Submit to reject the invoice/debit note/PO and send it for authorization (if applicable).

### o Machine Learning

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

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

Create Use Case

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

Create Annotated File

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

Model Training

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

- Model Management This topic describes the systematic instruction to authorize trained models created form the annotated file.
- Upload Documents
   This topic describes the systematic instruction to upload the scanned images of the invoice/PO to be auto-fetched by system and create invoice/PO from the same.
- View Transaction Log

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

### 6.1 Create Use Case

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

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

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

The Use Case Definition screen displays.



8= 00
ē— OC

#### Line Oren Definition

Click Add icon to create a use case. 3.

The Tag Maintenance screen displays.

Figure 6-2 Tag Maintenance

Tag M	aintenance				1. ×
Use Case N	ame	Description	Modification Number	Straigh	t Through Processing
INV1234		Tags for Invoice		Yes	; O No
					+ -
	Tag Display Sequence	Tag Screen Dis	play ≎ Tag Nar	ne Annotation Tag	Default Value
<b>Z</b>	1	Invoice Amou	unt InnovA	Amt Y	
	2	Invoice Numb	ber InnovN	lum N	
Page	1 of 1 (1-2 of 2 items)  <	1 > >			
					Cancel

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

### 6.2 Create Annotated File

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

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

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

- 1. On Home screen, click Machine Learning. Under Machine Learning, click NLP Tool Kit.
- 2. Under NLP Tool Kit, click Annotator.

The **Annotator** screen displays.

Annotator						د ۲
Action Type	Source File Definitio	on		Document Type		
<ul> <li>Create New Annotated File</li> </ul>	Source File:	Source file name	Select File	Select	•	Get Labels
O Edit Created Annotated File	Annotated File:	Annotated File Name	Select File	Annotated File Nar Source file name	ne:	Create Training File
Original File		Text Form			Annotations	
					Tag Name	Tag Value
					No data to display.	
		Document co	inverted to text will			
Document will appear her	e	be dis	played here			

#### Figure 6-3 Annotator

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

#### Figure 6-4 Annotator - Select Annotation Label

Annotator						::>	
Action Type	Source File Definitio	20	Select Annotation Label		Type		
Create New Annotated File	Source File:	INV_6_GBP.jpg	Amount	e Purchase Order 🔹		Get Labels	
O Edit Created Annotated File	Annotated File:	Annotated File Name	Buyer Id	l File Nar	ne:	Create Training File	
			Buyer Name	6-16R			
riginal File	دم.	Text Form	Currency	7 8	Annotations		
	ABC INC	ABC INC 7324 St Paul St.,	Discount Amount		Tag Name	Tag Value	
<b>*</b>	7324 St Paul St., New City,NY 10956 Phone: 166-181-086 Email: enhance/Email: ena	New City,NY 10956 Phone 166181986 Email mhassel@msn.com	Discount Percentage		Amount		
BILL TO		BILL TO Buyer 2003 ABC AUTO  PONO  8586)R3G 9126 PO DATE 2011/10/22	Net Po Amount	Buyer Id			
Buyer-2003 ADC-AUTO 9326 Pin Clark Dr., Grand Island, NE 68801	INVOICE NO. MH748PL INVOICE DATE 2011/09/23 PO NO. 8556/83G PO DATE 2011/10/22 DUE DATE 2011/10/26	INVOICE NO. MH748PL INVOICE DATE Grand Island, NE 68801 DUE DATE 2011/10/26	PO Date		Buyer Name		
Phone-943-720.930 Email-daveed@live.com	QUANTITY AMOUNT	Phone 943720930 Email daveed@live.com ITEM# DESCRIPTION	PreAccepted Flag		Currency		
1 Air Conditioners COR4AD 256.52	4 1026.08	QUANTITY AMOUNT 1026.08 PRODUCT ID CKX4AD			Discount Amount		
	Sub Total 1025.08 Discount 58.54 % 600.67	UNIT COST 256.52 Sub Total 1026.08 Discount 58.54	600.67		Discount Percentage		
If you have any question concerning this invoice, contact Liacob. (IF	VAT 89.67 % 920.09 Total Amount GBP 1345.5	% 920.09 GBP 1345.5			Net Po Amount		

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



### 6.3 Model Training

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

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

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

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

The Model Training screen displays.

Figure 6-5 Model Training

Model Training				::>
Model Type      NLP(NER)      Document Classification				
	Use Case Na Training Corpus P Run Refere	me Select Usecase Na Path	ame 👻	
	Over All	Precision 0	Recall 🗘	F1-Score 0
No data to display	Tag Name ≎ No data to display.	Precision 0	Recall 🗘	F1-Score 0
				Train Model Save Mod

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



Model Training					: ;;>
Model Type      NLP(NER)     O Document Classification					
12	Use Case	Name	Corporate Invoice	•	
10	Training Corpus	s Path erence	UcrVqxsT48		
0.0	Over All	Precis	sion 0	Recall 0	F1-Score 🗘
0.6		0.935	55	0.956	0.9457
0.4	Tag Name 🗘		Precision 0	Recall \$	F1-Score 🗘
0.2	Amount		0.8947	0.8947	0.8947
	Buyer Code		1	1	1
0.0 1 2 3 4	Buyer Name		0.8947	1	0.9444
- precision - recall - fiscore	Invoice No.		1	1	1 Train Model Save Mod

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



### 6.4 Model Management

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

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

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

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

The **Model Management** screen displays.

. + Q				1 8
Usecase Name: chqr	Usecase Name: Document_Classification	Usecase Name: corpPOOBDX :	Usecase Name: corpinv	
Mod No 2 N	Mod No 2 Y	Mod No 2 N	Mod No 11 N	
🕻 Authorized 🔓 Open 🖾 2	🗅 Authorized 🔓 Open 🖾 2	D Authorized	🗅 Authorized 🔓 Open 🖾 11	
Usecase Name: COTPPO	Usecase Name: corpInvOBDX			
Mod No 8 N	Mod No 10 N			
🗈 Authorized 🔓 Open 🖾 8	🗈 Authorized 🔓 Open 🖾 10			

#### Figure 6-7 Model Management

- 3. Click **Options** icon and then perform the following steps to modify, audit, authorize, or remove a use case:
  - Click Authorize to authorize the closed records. The Model Management - Authorize screen displays.

#### Figure 6-8 Model Management - Authorize

Model Management		
R + 0		
Mod Number12 Compare	Mod Number13 Compare	
Done By RAGHUNATHM Done On 16/9/2022 Record Status Open	Done By         RAGHUNATHM           Done On         16/9/2022           Record Status         Open	
Once Auth Yes View	Once Auth Yes View	
		Can

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



#### Figure 6-9 Model Management - Unlock

Case Name pinv			Model Type NER			
un Reference	Training Date	Precision	Recall	F1 score	Active	
OSRxgtfx	06/11/2019	0.986	0.977	0.981		Tag Parameter
gRfnFv95	06/11/2019	0.986	0.977	0.981		Tag Parameter
PgOkL6Hn	06/11/2019	0.986	0.977	0.981		Tag Parameter
uianqo3lv	13/04/2021	1	0.8	0.889		Tag Parameter
Eq5Hjoa1J	13/04/2021	1	1	1		Tag Parameter
age 1 of 2 (1	-5 of 7 items)  < ∢ 1	2 · >				

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

The Tag Parameters screen displays.

#### Figure 6-10 Tag Parameters

lodel Name	Model Type	Run I	Reference
orpinv	NER	ePg(	DkL6Hn
Tag Name 🗘	Precision $\hat{~}$	Recall 🗘	F1 Score 🗘
amount	1	0.938	0.968
buyerCode	1	0.938	0.968
buyerName	1	1	1
currency	1	1	1
discPct	1	1	1

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

### 6.5 Upload Documents

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

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

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

The Document Upload screen displays.



ocument Upload		
can and Upload Document		
elect File           . Select File           Jame of loaded file will appear here!	Document Type	Uploa
riginal Document		
Document to be processed will be display	ed here for reference	

#### Figure 6-11 Document Upload

3. Click **Select File** and choose the invoice/PO image to be uploaded.

The **Document Upload** screen displays.

#### Figure 6-12 Document Upload

Scan and Unload Document		
Select File	Document Type	
▲ Select File	Corporate Purchase Order	Uploa
NV_6_GBP.jpg		
Priginal Document		
	ABC INC	
	ABC INC 7324 St Paul St.,	
4	<b>ABC INC</b> 7324 St Paul St., New City,NY 10956	
-	<b>ABC INC</b> 7324 St Paul St., New City,NY 10956 Phone- 166-181-986	
•	ABC INC 7324 St Paul St., New City,NY 10956 Phone- 166-181-986 Email- mhassel@msn.cc	m
BILL TO	ABC INC 7324 St Paul St., New City,NY 10956 Phone- 166-181-986 Email- mhassel@msn.cc	m
BILL TO	ABC INC 7324 St Paul St., New City,NY 10956 Phone- 166-181-986 Email- mhassel@msn.cc	m

- 4. In the **Document Type** list, select any of the following:
  - Corporate Invoice
  - Corporate Purchase Order
- 5. Click Upload to initiate the invoice/PO data upload in the system as per active model.

## 6.6 View Transaction Log

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

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



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

The Transaction Log screen displays.

Document Typ	•	Status Fro	m Date	To Date	i	O	
Document Id	Tag Value(s) 🗘	Document Type 🗘	Model Reference 🗘	Processing Date 🗘	Status 🗘	Failure Reason 🗘	Training Required 🗘
19609	•+	corppo-Corporate Purchase Order	CXzeatkvSf	13/04/2021	PROCESSED		Ν
19608	•+	corppo-Corporate Purchase Order		13/04/2021			
19606	•+	corpinv-Corporate Invoice	3Eq5Hjoa1J	13/04/2021	PROCESSED		Ν
19605	•+	corpinv-Corporate Invoice		13/04/2021	ERROR	Unable to complete File Processing	Υ
19603	•+	corpinv-Corporate Invoice		13/04/2021	ERROR	Unable to complete File Processing	Υ
9602	•+	corpinv-Corporate Invoice	3uiango3lv	13/04/2021	PROCESSED		N

Figure 6-13 Transaction Log

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



# 7 Dynamic Discount Management

This topic describes the systematic instruction to create discount rate rules on behalf of supplier or buyer and link them to instruments such as invoices and debit notes.

Buyer or Supplier are entitled to early payment discount if the payment is made before invoice due date. Newly created records take effect once authorized.

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

#### **Dynamic Discount**

1. On Home screen, click Receivables And Payables. Under Receivables And Payables, click Dynamic Discount Management.

The Dynamic Discount step in the Dynamic Discount Management screen displays.

#### Figure 7-1 Dynamic Discount

	0			2		3	
	Dynamic Discount			Receivables Link	tage	Summary	
iscount Rule Description		Requestor Party Role		Buyer		Relationship	
		Buyer	•	Carro	four Q	REL701	Q
	Required						
ounter Party Role		Supplier		Effecti	ve Date	Expiry Date	
upplier		Danone 000381	Q	June	1, 2023	July 1, 2023	Ē
iscount Type		Currency					
Tenor Based Discount	•	USD	•				
strument Amount From		Instrument Amount To		Min Te	nor	Max Tenor	
	\$100.00	\$	10,000.00	9	~ ^	21 🗸	^
ito Applicable		Applicability Basis					
		Pay by Date	•				
Elapsed Tenor From 0	Elapsed Tenor To 🛛 🗘	Sliding scale applicable	0	Discount Rate 0	Upper Discount Rate Threshold 🗘	Lower Discount Rate Threshold 0	Action 0
1	10			7			1 1

2. Specify the fields on Dynamic Discount step to create a discounting rule.



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

Table 7-1 Dynamic Discount - Field Description

Field Name	Description
Discount Rule Description	Specify a description for the discount rule.
	This field cannot be modified once authorized.



Field Name	Description
Requestor Party Role	Select role of the requestor party as buyer or supplier.
Buyer	Click the search icon and select the buyer party.
	This field is displayed only if <b>Requestor Party Role</b> is selected as <b>Buyer</b> .
Supplier	Click the search icon and select the supplier party.
	This field is displayed only if <b>Requestor Party Role</b> is selected as <b>Supplier</b> .
Relationship	Click the search icon and select the relationship code of the requestor party.
Counter Party Role	Counterparty is auto-populated based on selected requestor party role.
Buyer	Click the search icon and select the counterparty.
	This field is displayed is auto-populated based on selected requestor party role.
Supplier	Click the search icon and select the counterparty.
	This field is displayed is auto-populated based on selected requestor party role.
Effective Date	Click the calendar icon and select the date from when the discount template takes effect.
Expiry Date	Click the calendar icon and select the date till when the discount template can be used.
Discount Type	Select whether the discount should be fixed or tenor based.
Discount Rate	Specify the rate of discount.
	This field is displayed only when 'Fixed Discount' is selected as the discount type.
Currency	Select the currency of the instrument to apply the discount rule to.
Instrument Amount From	Specify the starting amount of the range for the instrument. The discount rate is applied to those instruments whose amounts are greater than or equal to the specified amount.
Instrument Amount To	Specify the ending amount of the range for the instrument. The discount rate is applied to those instruments whose amounts are less than or equal to the specified amount.
Min Tenor	Specify the minimum tenor for the instrument.
Max Tenor	Specify the maximum tenor for the instrument.
Auto Applicable	Switch the toggle ON if the discount rule should be applied automatically to eligible instruments, once created and authorized.
Applicability Basis	Select the basis for applicability of the discount rule.
	The options are:
	Pay by Date     Fixed Payment Date
	Both
	This field is editable only if the Auto Applicable toggle is disabled.

 Table 7-1
 (Cont.) Dynamic Discount - Field Description



Field Name	Description
Auto Applicable Basis	Select the basis for auto-applicability of the discount rule.
	The options are: <ul> <li>Pay by Date</li> <li>Final Department Date</li> </ul>
	Fixed Payment Date     This field is editable only if the Auto Applicable toggle is enabled
Farky Daymant Data	Click the solander icen and solart the date for early neurost
Early Payment Date	This field is displayed only when value for 'Auto Applicable Basis' is selected as 'Fixed Payment Date'.
Grid	This grid is displayed only if the selected discount type is 'Tenor Based Discount'.
Add	Click Add icon to add the tenors and their respective discounts.
Elapsed Tenor From	Select the number of days from the start of the tenor after which the discount offer should be applicable.
Elapsed Tenor To	Select the number of days from the start of the tenor up to which the discount offer should be applicable.
Sliding scale applicable	Switch this toggle ON, to enable a sliding discount rate. Specify the upper and lower discount rate thresholds if this toggle is enabled.
Discount Rate	Specify the discount percentage. This column is displayed only if the Sliding scale applicable toggle is disabled.
Upper Discount Rate Threshold	Specify the upper discount percentage applicable for the sliding rate.
Lower Discount Rate Threshold	Specify the lower discount percentage applicable for the sliding scale.
Action	<ul><li>Displays the following options to edit or delete the tenor record.</li><li>Click Edit to edit a row.</li></ul>
	Click <b>Delete</b> to remove a row.

Table 7-1 (Cont.) Dynamic Discount - Field Description

- 3. Perform any of the below action from the **Dynamic Discount** step.
  - Click Next to go to the Receivables Linkage step.
  - Click **Cancel** to cancel the creation of the discounting rule.

#### **Receivables Linkage**

This step displays a list of instruments that are eligible for discount rule linking.

4. Click Next on Dynamic Discount step.

The Receivables Linkage step displays.



	~			-				
	1) Dynamic Discount			Receivables Linkage			Summary	
Discount P	Rule Description	Requestor Party Role		Counter Party		Relationship		
Discount	for Carrefour	Carrefour		Danone		REL701		
ffective E	Date	Expiry Date		Discount Type		Auto Applica	ble	
023-06	-01	2023-07-01		TENOR_BASE	)	N		
Applicabil	ity Basis							
PAY_BY_	DATE							
leference	Number	Program		Payment Status				
			Q	Select	•			
Date Refe	rence Basis	Date Range		Currency		Amount Refe	erence Basis	
Select	•	⇔	iiii	USD	~	Select	•	
Amount F	rom	Amount To						
Search	Reset							
	Reference Number 🛛 🗘	Currency 🗘	Receivables Amount 🛛 🗘		Issue Date 🗘	Due Date 🛛 🗘	Outstanding Amt 🛛 🗘	
~	03INV2004	USD		200.00	2020-01-20	2020-01-29		200.0
-	MAY23001	USD		1,234.00	2020-01-20	2020-01-30		1,234.0
~	02INV2004	USD		200.00	2020-01-20	2020-01-29		200.0
☑ ₽age	1 of 1 (1-3 of 3 items)  < ∢	I → >I						
☑ Page Summ	1 of 1 (1-3 of 3 items)  < ∢							
Page Summ Total Ins	1 of 1 (1-3 of 3 items)  < ∢	I → >  Total Amount						
Page Summ Total Ins	1 of 1 (1-3 of 3 items) K ∢ . ary truments	Total Amount	\$1,634.00					
Page Summ Total Ins	1 of 1 (1-3 of 3 items)  < < ary truments	Total Amount	\$1,634.00					

#### Figure 7-2 Receivables Linkage

5. Specify the fields on **Receivables Linkage** step.

Note: The fields marked as Required are mandatory.

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

Table 7-2 Receivables Linkage - Field Description

Field Name	Description
<b>Discount Rule Description</b>	Displays the description of the discount rule being created.
Requestor Party	Displays the name of the requestor party.
Counter Party	Displays the name of the counter party.
Relationship	Displays the relationship code associated with the requestor and counter parties.
Effective Date	Displays the date from when the discount rule is effective.
Expiry Date	Displays the date up to which the discount rule is effective.
Discount Type	Displays the type of the discount, whether fixed or tenor based.
Auto Applicable	Displays ${\bf Y}$ if the discount rule is to be applied automatically, and ${\bf N}$ otherwise.
Applicability Basis	Displays the basis of discount applicability, if Auto Applicable is ${f N}$ .
Auto Applicable Basis	Displays the basis of discount applicability, if Auto Applicable is Y.
Search fields	This section displays various fields to search for instruments like invoices and debit notes, to link to the discount rule.
Reference Number	Specify the unique reference number to search for instruments.

Field Name	Description
Program	Click the search icon and select the program to search for instruments.
Payment Status	Select the payment status to search for instruments.
Date Reference Basis	Select the date reference basis to search for instruments based on a specific date, such as date of creation of the instrument, or due date, and so on.
Date Range	Click the calendar icons and select the start and end dates for the date range search.
Currency	Select the currency to search for instruments.
Amount Reference Basis	Select the amount reference basis to search for instruments based on a specific amount, such as acceptance amount, financeable amount.
Amount From	Specify the lower limit for the amount range search.
Amount To	Specify the upper limit for the amount range search.

 Table 7-2
 (Cont.) Receivables Linkage - Field Description

 Once you specify the search criteria, Click Search to search the receivables records. The list of receivables records displays.

Field Name	Description
Reference Number	Displays the reference number of the instrument. This is a hyperlink which when clicked displays the details of the instrument.
Currency	Displays the currency of the instrument.
Receivables Amount	Displays the instrument amount.
Issue Date	Displays the date of issue of the instrument.
Due Date	Displays the due date of the instrument.
Outstanding Amount	Displays the amount which is yet to be paid.
Total Instruments	Displays the total number of instruments selected, for linking the discount rule to.
Total Amount	Displays the total outstanding amount of the selected instruments.

- 7. Select the receivables record to link the discount rule to.
- 8. Perform any of the below action from the Receivables Linkage step.
  - Click Next to go to the Summary step.
  - Click **Back** to go to the **Dynamic Discount** step.

#### Summary

9. Click next on Receivables Linkage step.

The **Summary** screen displays.



#### Figure 7-3 Summary

Dynamic Discount Management						;: ×	
0							
Dyna	amic Discount		Receival	teceivables Linkage		Summary	
Discount Rule Description	Rec	Requestor Party		Counter Party		Relationship	
DD1	Ca	Carrefour		Danone		REL701	
Effective Date	Exp	Expiry Date		Discount Type		Auto Applicable	
2023-06-01	2023-07-01			TENOR_BASED		N	
Applicability Basis	Applicability Basis						
PAY_BY_DATE							
Reference Number 0	Relationship 0	Payment Status 🗘	Currency 0	Receivables Amount	Issue Date 🗘	Due Date 🗘	Outstanding Amt 0
03INV2004	REL701	UNPAID	USD	200.00	2020-01-20	2020-01-29	200.00
02INV2004	REL701	UNPAID	USD	200.00	2020-01-20	2020-01-29	200.00
Page         1         of 1         (1-2 of 2 items)         (<         1         >         )           Submit         Back							

Table 7-4 Summary - Field Description

Field Name	Description
Discount Rule Description	Displays the description of the discount rule being created.
Requestor Party	Displays the name of the requestor party.
Counter Party	Displays the name of the counter party.
Relationship	Displays the relationship code associated with the requestor and counter parties.
Effective Date	Displays the date from when the discount rule is effective.
Expiry Date	Displays the date up to which the discount rule is effective.
Discount Type	Displays the type of the discount, whether fixed or tenor based.
Auto Applicable	Displays ${\bf Y}$ if the discount rule is to be applied automatically, and ${\bf N}$ otherwise.
Applicability Basis	Displays the basis of discount applicability, if Auto Applicable is ${f N}.$
Auto Applicable Basis	Displays the basis of discount applicability, if Auto Applicable is Y.
Reference Number	Displays the reference number of the instrument. This is a hyperlink which when clicked displays the details of the instrument.
Relationship	Displays the relationship associated with the parties involved.
Payment Status	Displays the payment status of the instrument.
Currency	Displays the currency of the instrument.
Receivables Amount	Displays the instrument amount.
Issue Date	Displays the date of issue of the instrument.
Due Date	Displays the due date of the instrument.
Outstanding Amount	Displays the amount which is yet to be paid.

- **10.** Review the details of the discount rule being created and perform any of the following action from the **Summary** screen.
  - Click **Submit** to save the discount details and submit it for authorization.
  - Click **Back** to go to the **Receivables Linkage** screen.

# 8 Manual Allocation

This topic describes the systematic instruction to allocate payments in virtual accounts, invoice, or finance.

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

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

1. On Home screen, click Receivables And Payables. Under Receivables And Payables, click Manual Allocation.

The Manual Allocation screen displays.

Manual Allocation					
Branch	Action		Processing Date		
004-FLEXCUBE-UNIVERSAL •	Allocate	•	January 20, 2020	Proceed	
ayment Reference Number	Payment Mode		Debit-Credit Indicator	Payment Party	
	Select	-	Select	▼ Search	Q
Counter Party	Beneficiary		Account Owner	Remitter Account Nur	nber
Search Q	Search	Q	Search	2 Search	Q
Credit Account Number	Payment Towards		Recon Status	Allocation Status	
Search Q	Virtual Account	•	Select	Unallocated ×	
Amount Reference	Currency		Amount From	Amount To	
Select 👻	Select	Ψ.			
Date Reference Basis	Date From		Date To		
Select 👻				***	

#### Figure 8-1 Manual Allocation

- 2. In the **Branch** list, select the branch for which payment allocation needs to be done. By default, branch of the logged-in user is selected.
- In the Action list, select the action as Allocate or De-Allocate for allocation or deallocation of the payment respectively.
- 4. Click **Proceed** to view the search parameters to search payment record(s).

The Manual Allocation - Search screen displays.



#### Manual Allocation :: × Branch Processing Date • 004-FLEXCUBE-UNIVERSAL... • Proceed Allocate January 20, 2020 Payment Reference Number Debit-Credit Indicator Payment Mode Payment Party • Select Select • Search Q Counter Party Beneficiary Account Owner Remitter Account Number Search Q Search Q Search Q Search Q Credit Account Number Payment Towards Recon Status Allocation Status • Virtual Account Select Unallocated × Search Amount Reference Amount From Amount To Select • Select Date Reference Basis Date To Date From • Select Search Reset

#### Figure 8-2 Manual Allocation - Search

5. Specify the fields on Manual Allocation screen.

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

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

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

#### Table 8-1 Manual Allocation - Field Description


Field	Description
Amount To	Specify the end of the amount-range within which the payment needs to be searched.
Date Reference Basis	Select the value to specify the reference for date criteria.
Date From	Click the Calendar icon and select the starting-range of the payment/ value date.
Date To	Click the Calendar icon and select the range-ending of the payment/ value date.

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

6. Click **Search** to view the payment records.

The List of Payments section displays.

		0 —				2		
		Allocation				Summary		
t of	Payments							
	Payment Ref No 🛛 🗘	Debit-Credit Indicator 🛛 🗘	Payment Party 🗘	Value Date 🗘	Unallocated Payment Amt 🛛 🗘	Amt to be Allocated 🛛 🗘	Allocation Basis 0	Allocation Details 🗘
~	AUTPAY17	С	Carrefour	2020-01-20	USD 10,000.00		Select 👻	
	AUTPAY16	С	Carrefour	2020-01-20	USD 5,000.00		Select	
2	nehadcbjo284337121	D	PIRAEUS BANK	2020-01-20	GBP 1,500.00		Attribute Based	
	IMAY000035	с	VBUYER	2020-01-20	USD 1,200.00		Select	
	IMAY000036	С	VBUYER	2020-01-20	USD 800.00		Select	
Page	1	of 1 (1-5 of 5 items)	< 1 → >					

Figure 8-3 List of Payments

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

- 7. Select the payment record and then under the **Allocation Basis** column, select the value to specify whether the allocation needs to be done based on account or attribute.
- 8. In the Amt to be Allocated column, enter the amount to allocate.
- In the Allocation Details column, click the Rule Details link to specify the allocation details.

The Allocation Details screen displays.



#### Figure 8-4 Allocation Details

mt to be Allocated	Allocation Basis			
SD 4,588.00	Attribute			
Allocation Attribute 🗘	Virtual Account	Amount Allocated  🗘	Percentage 🗘	Action 🗘
Counterparty Id ×		USD 455.13	9.92	
age 1 of 1 (1 of 1 item	ns)  < -{ 1 + 2			

- 10. Perform the following steps in the Allocation Details pop-up screen.
  - a. Click Add icon to add a row for a virtual account and double click in each field of the row to add/edit the details.
  - **b.** In the **Allocation Attribute** field, select the attribute to allocate the virtual account for. This field is displayed only for attribute based allocation selection.
  - c. In the Virtual Account field, click the Search icon to fetch and then select the virtual account to be allocated. This fields is displayed only for account based allocation selection.
  - d. In the **Amount Allocated** field, enter the amount to be allocated to the selected virtual account.

The **Percentage** field is auto-calculated based on total amount to be allocated.

e. In the Percentage field, enter the percentage of the amount being allocated.

The Amount Allocated field is auto-calculated based on total amount to be allocated.

- f. If required, repeat the above steps to add more rows.
- g. Click **Delete** icon to remove a row or Edit icon () to modify the allocation details.
- h. Click Save to save the allocation details.
- **11.** Click **Proceed** to view the allocation summary.

The Allocation Summary section displays.

#### Figure 8-5 Allocation Summary

External Payment Ref No	Payment Party 🗘	Counter Party 🗘	Beneficiary 0	Payment Amount 🛛 🗘	Amt to be Allocated 🛛 🗘
▼AUTOMATION_ONLY_001	Carrefour	Danone	Danone	GBP 10,000.00	GBP 1,000.00
Virtual Account	Amount Allocated 🛛 🗘	Pe	ercentage 🗘		
10077	GBP 1,000.00	10	00		
▼ AUTOMATION_ONLY_002	Carrefour	Danone	Danone	GBP 10,000.00	GBP 1,000.00
Virtual Account	Amount Allocated 🛛 🗘	Pe	ercentage 🗘		
10076	GBP 1,000.00	10	00		
					Back Submit

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



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

If De-Allocate option is selected:

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

The Confirmation message for de-allocation displays.

16. Click Confirm.

The status of the transaction message displays.

## 9 Manual Reconciliation

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

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

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

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

Search

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

Reconcile

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

De-Reconcile

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

### 9.1 Search

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

This topic contains the following subtopics:

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

### 9.1.1 Invoice/Debit Notes to Payments/Credit Notes Recon

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

1. On Home screen, click Receivables And Payables. Under Receivables And Payables, click Manual Recon.

The Manual Recon screen displays.

### Figure 9-1 Manual Recon

Manual Recon				;
Action	Recon Category	Branch	Processing Date	
De Reconcile 🔹	Expected Cashflow to Payment 🔹	004-FLEXCUBE-UNIVERSAL-B	April 29, 2022	Proceed

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

The Manual Recon - Search section displays.

n		Recon Category	Branch		Processing Date	
oncile	•	Invoice / Debit Notes to Paymen	004-ELEXCUBE-UNIVERS	AL-B 🔻	October 17, 2022	Proc
onene		involce/ bebit Notes to Fugitien		AL D	00000117,2022	
nvoice - Payments/Cre	dit Notes Searcl	h				
oices						
iyer		Supplier	Invoice Number		Invoice Currency	
Search	Q	Search Q			Select	•
Hide Advance Search						
ate Reference Basis		Date From	Date To		Relationship	
Select	•	Ē	<b>.</b>	Ē		Q
rogram		Amount Reference Basis	Amount From		Amount To	
	Q	Select	•			
ccount Number						
Search	0					
	~					
yments and Credit Not	es Search					
yments						
ayment Number		Date Reference Basis	Date From		Date To	
		Select	,	Ē		Ē
ayment Party		Beneficiary Id	Payment Type		Remarks	
Search	Q	Search Q	Select	•		
	-					
<ul> <li>Hide Advance Search</li> </ul>		Payment Mode	Dabit Cradit Indicator		Permitter Account Number	
ounter Party	0	Select	Select	•		0
Search	Q	Select	Jelect		Search	Q
redit Account Number		Payment Currency	Amount From		Amount To	
Search	Q	Select	•			
ccount Owner		Relationship	Program		Payment Towards	
Caaveb	0	C	1	Q	Select	•
Search	Q			-		
ndirect Payment						
ndirect Payment Select	•					
edit Notes	•					
direct Payment Select edit Notes redit Note Number	•	Buyer	Supplier		Remarks	
ndirect Payment Select edit Notes redit Note Number	•	Buyer Search O	Supplier	0	Remarks	
ndirect Payment Select edit Notes redit Note Number	•	Buyer Search Q	Supplier Search	Q	Remarks	
direct Payment Select edit Notes redit Notes Number Hide Advance Search	•	Buyer Search Q	Supplier Search	Q	Remarks	
Hidrect Payment Select edit Notes redit Note Number Hide Advance Search urrency	• 	Buyer Search Q Amount From	Supplier Search Amount To	Q	Remarks Relationship	
Hilect Payment Select edit Notes redit Note Number Hile Advance Search urrency Select	• 	Buyer Search Q Amount From	Supplier Search Amount To	Q	Remarks Relationship	Q
Hirect Payment Select edit Notes redit Notes redit Note Number	• 	Buyer Search Q Amount From Date From	Supplier Search Amount To Date To	Q	Remarks Relationship Program	Q
Adirect Payment Select edit Notes edit Notes edit Note Number Hide Advance Search urrency Select select Select Select	• 	Buyer Search Q Amount From Dete From	Supplier Search Amount To Date To	Q	Remarks Relationship Program	Q
direct Payment Select edit Notes edit Notes Hide Advance Search urrency Select ate Reference Basis Select hidrect Payment	• 	Buyer Search Q Amount From Date From	Supplier Search Amount To Date To	Q e	Remarks Relationship Program	Q
ddirect Payment Select edit Notes edit Notes Hide Advance Search urrency Select ate Reference Basis Select direct Payment Select	• 	Buyer Search Q Amount From Date From	Supplier Search Amount To Date To	Q	Remarks Relationship Program	Q

### Figure 9-2 Manual Recon - Search



6. Specify the fields on Manual Recon - Search screen.



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

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

Table 9-1 Manual Recon - Field Description

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



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

Table 9-1 (Cont.) Manual Recon - Field Description



Field	Description
Program	Click the Search icon to select the linked program. This field is applicable only to the Oracle Banking Supply Chain Finance system.
Indirect Payment	Select whether any indirect payment is made.

### Table 9-1 (Cont.) Manual Recon - Field Description

- 7. Optional: Click Reset clear the selected values.
- 8. Click Search to view the result.

### 9.1.2 Expected Cashflow to Payments Recon

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

1. On Home screen, click Receivables And Payables. Under Receivables And Payables, click Manual Recon.

The Manual Recon screen displays.

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

The Manual Recon screen displays.



Manual Recon						
on	Recon Category		Branch		Processing Date	
e Reconcile	Expected Cashflow to	Payment 🔻	004-FLEXCUBE-UNIVERSAL-E	BI 🔻	April 29, 2022	Proces
Expected Cashflow Payment	t Search					
econcile Method	Reconciliation Reference	No	Reconcile Date From		Reconcile Date To	
Select	•	Q		Ē		<b>H</b>
xpected Cashflow						
Corporate	Cashflow Type		Counter Party		Corporate Reference Number	
Search	Q Select	•	Search	Q		
Hide Advance Search						
Expected Date From	Expected Date To		Account Number		Expected Currency	
			Search	Q	Select	•
Expected Amount From	Expected Amount To					
Payments						
Payment Number	Date Reference Basis		Date From		Date To	
	Select	•		i i i i i i i i i i i i i i i i i i i		Ē
Payment Party	Debit-Credit Indicator		Account Owner			
Search	Q Select	•	Search	Q		
Hide Advance Search						
Remarks	Payment Mode		Beneficiary Id		Remitter Account Number	
	Select	•	Search	Q	Search	Q
Credit Account Number	Payment Currency		Amount From		Amount To	
Search	Q Select	•				

### Figure 9-3 Manual Recon

6. Specify the fields on Manual Recon screen.



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

Table 9-2	Expected	Cashflow	Recon -	Field	Descriptio	'n
-----------	----------	----------	---------	-------	------------	----

Field	Description
Reconcile Method	Specify whether the reconciliation was done by using 'Auto' or 'Manual' method. This field is displayed only when 'Action' is selected as 'De Reconcile'.
Reconciliation Reference No	Click the Search icon to select the reconciliation reference number. This field is mandatory and displayed for only 'Manual' de- reconciliation method.
Reconcile Date From	Click the Calendar icon to specify start date of range within which record was reconciled. This field is displayed only when 'Action' is selected as 'De Reconcile'.

Field	Description
Reconcile Date To	Click the Calendar icon to specify end date of range within which record was reconciled.
	This field is displayed only when 'Action' is selected as 'De Reconcile'.
Expected Cashflow	Displays the following fields under the Expected Cashflow section.
Corporate	Click the Search icon to select the corporate from whom the cashflow is expected.
Cashflow Type	Select the value to specify whether it is inflow or outflow of cash.
Counter Party	Click the Search icon to select the counter party involved.
Corporate Reference Number	Specify the corporate reference number to search the cashflow details for.
Expected Date From	Click the Calendar icon and select the date from when the cashflow is expected.
Expected Date To	Click the Calendar icon and select the date till when the cashflow is expected.
Account Number	Click the Search icon to select the account number.
Expected Currency	Specify the currency in which cashflow is expected.
Expected Amount From	Specify the lowest amount of the range.
Expected Amount To	Specify the highest amount of the range.
Payments	Displays the following fields under the Payments section.
Payment Number	Specify the unique reference number generated while making a payment.
Date Reference Basis	Select the reference basis of the date range as payment date or value date.
Date From	Click the Calendar icon and select the start of the date-range.
Date To	Click the Calendar icon and select the end of the date-range.
Payment Party	Click the Search icon to select the party who made the payment.
Debit-Credit Indicator	Select the value to specify whether the transaction is of debit or credit type.
Account Owner	Click the Search icon and select the owner of the account.
Payment Type	Select the option that the payment is to be made towards.
Remarks	Specify the remarks added in the transaction.
Payment Mode	Select the mode by using which payment was done. For example: Account Transfer, NEFT etc.
Beneficiary Id	Click the Search icon to select the beneficiary id or name who received the payment. In case if supplier is selected in the 'Invoice' search parameter; then the same gets auto-populated here.
Remitter Account Number	Click the Search icon and select the remitter account of the transaction.
Credit Account Number	Click the Search icon and select the account credited with the amount.
Payment Currency	Select the currency in which payment is done.
Amount From	Select the minimum amount of the payment range.
Amount To	Select the maximum amount of the payment range.
Payment Towards	Select what the payment has been made towards.

### Table 9-2 (Cont.) Expected Cashflow Recon - Field Description

7. Optional: Click **Reset** clear the selected values.

8. Click Search to view the result.

### 9.2 Reconcile

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

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

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

Ma	nual Recon												-	r.
ction			Recon	Category			Bra	inch		Proce	ssing Date			
Recor	ncile	•	Expe	ected Cashf	ow to Pa	yment 🔻	0	004-FLEXCUBE-UNIVERS	AL-BI 🔻	April	29, 2022		Proceed	
• Ex	pected Cashflow Pay	/ment Sea	rch											
			Reconcilation	1						2 Allocation				
Selec	esy	▼ Required												
xpec	Corporate $\Diamond$ Coun	nter Party	Corporate Re	efNo ≎	Туре С	Unreconciled Amt	0	Payment Ref No 🗘	Amt to	be Reconciled(Exp	Ccy) 0	Amt to be Reconcile	ed(Pay Ccy)	<
	Carrefour Dano	one	MARCAREO	QA10035	I.		\$0.19							
	Carrefour Dano	one	MARCAREO	QA10035	I.	\$1,700,0	00.00							
	Carrefour Dano	one	MARCAREO	QA10035	I.	\$1,700,0	00.00							
'age ayme	1 of 6 (1-4 of 23	items)	<	345	6 ►	×								
0	Payment Ref No 🛛 🗘	1	Payment 🗘	Counter Party	0	Unreconciled 🗘	Dr/Cr	≎ Corporate Ref ≎	Amt to be Reconciled(P	ay Ccy) 🗘	Amt to be Reconciled(	(Exp Ccy)	Rule Details	
	NOVSUNPAY004	1	Danone	Carrefour		\$100,001.00	С						Details	
	MARpayrefCteslaSAV1	1003083	Danone	Carrefour		\$100,001.00	С						Details	
	NOVSUNPAY003	1	Danone	Carrefour		\$100,001.00	С						Details	
כ	NOVSUNPAY005	1	Danone	Carrefour		\$99,251.00	С						Details	
age	1 of 10 (1-4 of 3	7 items)	<	3 4 9	i 10	→ >I								
													Pro	

Figure 9-4 Reconciliation

- 2. In the **Reconcile By** field, select any of the following:
  - One Invoice/cashflows to Many Payment/Credit Notes To reconcile single invoice/cashflow from multiple payments/credit notes.
  - One Payment to Many Cashflow To reconcile multiple cashflow from single payment.
  - Many Invoice to One Payment/Credit Note To reconcile multiple invoices from single payment/credit note.

#### For One Invoice/cashflow to Many Payment/Credit Notes:

 In the Invoices/Debit Note/Expected CashflowInvoices/Debit Notes section, select the invoice/debit note/cashflow to reconcile.

The One Invoice/Cashflow to Many Payment/Credit NotesOne Invoice to Many Payment/Credit Notes option selected.

Figure 9-5	One Invoice to Many Payment/Credit Notes
------------	------------------------------------------

				Reco	oncilation									2 Allocatio	'n				
Reconci	ile By																		
One I	Invoice to Many Pay	me	•																
Invoic	es																		
¢	Buyer 0	Supplier C	; Ir	nvoice Nur	mber 0	Outstand	ling Amt 🗘	Inv D	ue Date 🗘	Paym	ent/Credit Note Nun	nber 0	Amt to	be Reconciled(Inv Ccy)	0	Amt to be Reconciled(F	Pay / Cr	Note Ccy)	0
✓	Reindeer Corp	ABZ Solut	ions I	nvDet4D	ec1		£100.00	2023	3-11-06						£0.00				
Page Payme	1 of 1 (1 of ents	1 items)	K	€ 1	→ >														
٥	Payment Number	Paren Numb	it Paymer ber	nt o	Payment Value Date	٥	Payment Party	0	Unreconciled Amt	٥	Beneficiary 🗘	Involce Number	٥	Amt to be Reconciled(Pay Ccy)	٥	Amt to be Reconciled(Inv Ccy)	0	Rule Details	٥
	EXCESSPSMAY6				2020-01-0	09	AugSupp		\$10,0	00.00	Reindeer Corp							Details	
	EXCESSPSMAY7				2020-01-0	09	AugSupp		\$10,0	00.00	Reindeer Corp							Details	
	OBDXTrunkPayt12	2			2020-01-1	15	ABZ Solution	ns	\$	10.00	NehNovCust1							Details	
	OBDXTrunkPaym	nt1			2020-01-1	15	ABZ Solution	ns	\$10	00.00	NehNovCust1	InvDet4D	lec1					Details	
	OBDXTrunkPaym	nt1			2020-01-1	15	ABZ Solution	ns	\$1	00.00	NehNovCust1	InvDet4D	lec1					Details	
Page Credit	1 of 10 (1-4	l of 37 iter	ms)	< ∢ [	1 2 3	45	10 🕨	ы			1					I			
٥	Credit Note Number	≎ Cri Da	edit Note te	٥	Buyer 🗘	L A	Unreconciled Amt	٥	Supplier 🗘	li M	nvoice 🗘	Amt to be Ccy)	e Reconc	iled(Cr Note 🗘	Amt to Ccy)	be Reconciled(Inv	¢	Rule Details	٥
~	32313	20	00-05-0	90	Reindee	r Corp	LAK	24,324	ABZ Solutio	ons I	nvDet4Dec1							Details	
	323	20	00-05-0	02	Reindee	r Corp	LAK	2,332	ABZ Solutio	ons								Details	
	3323	20	03-05-0	01	Reindee	r Corp	LÆ	AK 323	ABZ Solutio	ons								Details	

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



				Re	concilatio	n					A	llocation			
leconcile	2 By														
One In	woice to Many	Payme	•												
nvoice	S														
0	Buyer 🗘	Supplier	0	Invoice Numbe	r 0	Outstanding Amt	Inv Du	ie Date 🗘	Payment/Cr	edit Note Number 🛛 🗘	Amt to be Reconciled(Inv C	cy) 0	Amt to be Reconciled(Pay	/ Cr Note Cc	у) ≎
~	AugSupp	Reinde	er Corp	InvExcess3M	ay3	\$8,	000.00 2023	-07-31				\$0.00	0		
Page	1 of 1 (1	of 1 items	)  <	< 1 →	>										
ayme	nts														
٥	Payment Num	ber 0	Parent Pa	yment Number	¢ F	Payment Party 🗘	Unreconciled A	mt ≎	Beneficiary 0	Invoice Number 0	Amt to be Reconciled(Pay Ccy)	≎ An	nt to be Reconciled(Inv Ccy)	C Rub	e Details
~	IRECONOR41	11			(	Carrefour	5	\$1,000.00	Danone	InvExcess3May3				Det	tails
~	PAY01				(	Carrefour	ş	\$1,000.00	Danone	InvExcess3May3				Det	tails
	PAY02				(	Carrefour	5	\$1,000.00	Danone					Det	tails
	PAY0104		EXCESS	MAYTC3	,	AugSupp	\$	\$1,000.00	Reindeer Corp					Det	tails
Dage	1 of 13 (	[1-4 of 51	tems)	K 4 1	2 3 4	5 13 🕨	Я								
redit l	Notes														
¢	Credit Note N	lumber 0		Buyer ≎	Unrecon	ciled Amt 🗘	Supplier 0	Invi	oice Number 0	Amt to be Reconciler	l(Cr Note Ccy) ≎	Amt to be Rea	conciled(Inv Ccy) 0	Rule De	rtails 0
	4444432			AugSupp		LAK 4,323	ABZ Solution	5						Details	5
~	645454			AugSupp		LAK 243,434	ABZ Solution	s Inv	Excess3May3					Details	5
~	3423			AugSupp		LAK 21,123	ABZ Solution	s Inv	Excess3May3					Details	5
	CN260401			AugSupp		£2,000.00	Reindeer Corp							Details	5

- 4. In the Payments/Credit Notes section,
  - a. Select the payment(s)/credit notes to reconcile.
  - b. In the Amt to be Reconciled (Pay/Cr Note Ccy) column, enter the amount to reconcile in payment/credit notes currency.



### For One Payment to Many Cashflow:

5. In the **Payments** section, select the payment to reconcile by.

The One Payment to Many Cashflow option selected.

			1 Reconcilation						(	2) ation		
Reconci	le By											
One l	Payment to Many (	Cash 🔻										
Payme	ents											
٥	Payment Ref No	Payment Party	≎ Counter ≎ Party ≎	Unreconciled Amt	٥	Dr/Cr 🗘	Corporate Ref No	Amt to be R Ccy)	Reconciled(Pay 🗘	Amt to be Reco Ccy)	onciled(Exp 🗘	Rule Details
~	NOVSUNPAYOO	3 Danone	Carrefour	\$10	0,001.00	С						Details
Page Expec	1 of 1 (1 of ted Cashflow	1 items)  < 4	1 > >									
٥	Corporate 0	Counter Party 0	Corporate Ref No 🛛 🗘	Туре ≎	Unrecond	iled Amt 🗘	Payment Ref No 0		Amt to be Reconcile	d(Exp Ccy) 🗘	Amt to be Reconci	led(Pay Ccy)
~	Carrefour	Danone	MARCAREQA1802	I.		\$98,999.25	NOVSUNPAY003					
~	Carrefour	Danone	MARCAREQA1803	I.		\$-1,512,791.8	NOVSUNPAY003					
~	Carrefour	Danone	MARCAREQA1804	I.		\$-1,512,791.8	NOVSUNPAY003					
-												

### Figure 9-7 One Payment to Many Cashflow

#### 6. In the Expected Cashflow section,

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

### For Many Invoices to One Payment/Credit Note:

7. In the Payments/Credit Notes section, select the payment/credit note to reconcile by.

The Many Invoices to One Payment/Credit Note option selected.



				1000											
econcil	e By														
Many	Invoices to One	e Payme	•												
ayme	nts														
٥	Payment Num	ber C	Parent P	Payment Number 🛛 🗘	Pa	syment Party 🗘	Unrecon	iciled Amt 🗘	Bene	ficiary ≎ Ir	woice Number 0	Amt to be Reconciled(Pay Ccy	) 0 Am	nt to be Reconciled(Inv Ccy) 0	Rule Detail:
~	PAY0102		EXCES!	S3MAY23TC3	A	ugSupp		\$2,000.0	00 Rein	deer Corp			\$850.00		Details
Page	1 of 1 (1	of 1 items	)  <	$\leftarrow$ 1 $\rightarrow$ $\rightarrow$											
redit	Notes														
0	Credit Note M	lumber 0		Buyer ≎ U	nreconci	lled Amt ≎	Supplier	r O	Invoice Nu	ımber 0	Amt to be Reconciled	l(Cr Note Ccy) ≎	Amt to be Rec	conciled(Inv Ccy) 0	Rule Details
~	CN260404			AugSupp		\$2,000.00	Reinde	er Corp							Details
>age	1 of 1 (1	of 1 items	) (<	$\langle 1 \rangle \rightarrow  $											
nvoice	s														
٥	Buyer ≎	Supplier	¢	Invoice Number	0	Outstanding Amt	0	Inv Due Date	0	Payment/Credit	Note Number 🗘	Amt to be Reconciled(Inv (	icy) ≎	Amt to be Reconciled(Pay / Cr	Note Ccy) 🗘
~	AugSupp	Reindee	er Corp	Inv070401		\$2,	00.00	2023-04-30		PAY0102			\$100.00	0	4
	AugSupp	Reindee	er Corp	INVov2212		£10,	000.00	2023-07-06							
~	AugSupp	Reindee	er Corp	Inv2May1		\$1,	00.00	2023-04-30		PAY0102			\$500.00	0	\$

Figure 9-8 Many Invoices to One Payment/Credit Note

- 8. In the Invoices section,
  - a. Select the invoice(s) to be reconciled.
  - b. In the Amt to be Reconciled (Inv Ccy) field, enter the amount to be reconciled in invoice currency.
- 9. Optional: In the Rule Details column, click Details hyperlink to view rule details.
- 10. Click **Proceed** to move to the **Allocation** stage.

The **Allocation** screen displays.

- **11.** Perform the following steps to allocate payment manually:
  - a. In the **Allocation Required** column, enable the toggle to allocate account and percentage.
  - b. In the Virtual Account column, select the account to be allocated.
  - c. In the Allocated Amount column, specify the amount to be allocated for the respective virtual account.
  - d. In the Percentage column, specify the percentage of the amount.
- 12. Click Submit to confirm the reconciliation and send the record for authorization.

### Note:

A cashflow record is automatically created for every new invoice/debit note record, if the 'Create Cashflow from Invoice' system-level configuration flag is set to 'Yes'. In this case, the 'Not to be Reconciled Directly' record-level flag is also defaulted to 'Y', so that if the invoice is reconciled with payments or credit notes, then the corresponding cashflow record should not be considered for auto or manual reconciliation. The same is true with reconciliation of debit notes with payments or credit notes.

### 9.3 De-Reconcile

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

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

1. On Home screen, click Receivables And Payables. Under Receivables And Payables, click Manual Recon.

The Manual Recon screen displays.

Manual Recon												
Action	Recon Category	Branch	Processing Date									
De Reconcile 🔹	Expected Cashflow to Payment	004-FLEXCUBE-UNIVERSAL-B	April 29, 2022	Proceed								

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

The Manual Recon - Search section displays.

		Recon Category		Branch	Processing Date	
Reconcile	•	Invoice/Debit Notes to Paymen	•	004-FLEXCUBE-UNIVERSAL-B	October 17, 2022	Proceed
Invoice - Payments/Cred	lit Notes Searc	h				
concile Method		Reconciliation Reference No		Reconcile Date From	Reconcile Date To	
Auto	•		Q			Ē
voices						
uyer		Supplier		Invoice Number	Invoice Currency	
Search	Q	Search	Q		Select	•
Hide Advance Search						
ate Reference Basis		Date From		Date To	Relationship	2
Select	•			<u> </u>		Q
Irogram	0	Amount Reference Basis		Amount From	Amount To	
	ų	Select	•			
Account Number						
Search	Q					
ayment transer						
Payment Number		Date Reference Basis		Date From	Date To	
ayment name		Select	•	line in the second second second second second second second second second second second second second second s		tiii)
Payment Party		Select	•	Remarks		tinii
Payment Party	0	Select Beneficiary Id Search	•	Remarks		i
Payment Party Search	Q	Select Beneficiary Id Search	• Q	Remarks		Ē
Payment Party Search Mide Advance Search Counter Party	Q	Select Beneficiary Id Search Payment Mode	• Q	Remarks Debit-Credit Indicator	Remitter Account Number	Ē
Payment Party Search Hide Advance Search Counter Party Search	Q	Select Beneficiary Id Search Payment Mode Select	• Q	Remarks Debit-Credit Indicator Select	Remitter Account Number Search	ä
Payment Party Search Hide Advance Search Counter Party Search Search Tredit Account Number	Q	Select Beneficiary Id Search Payment Mode Select Payment Currency	• Q	Remarks Debit-Credit Indicator Select Amount From	Remitter Account Number Search Amount To	ů) Q
Payment Party Search Hide Advance Search Counter Party Search Credit Account Number Search	Q Q Q	Select Beneficiary Id Search Peyment Mode Select Peyment Currency Select	• Q •	Remarks Debit-Credit Indicetor Select Amount From	Remitter Account Number Search Amount To	Q
Payment Party Search Hide Advance Search Counter Party Search Credit Account Number Search Account Owner	Q Q Q	Select Beneficiary Id Search Peyment Mode Select Peyment Currency Select Relationship	• Q	Remarks Debit-Credit Indicetor Select Amount From Program	Remitter Account Number Search Amount To	Q
Payment Party Search Hide Advance Search Counter Party Search Credit Account Number Search Account Owner Search	Q Q Q	Select Beneficiary id Search Payment Mode Select Payment Currency Select Relationship	• • •	Remarks Debit-Credit Indicator Select Amount From Program Q	Remitter Account Number Search Amount To Indirect Payment Select	۵ ۹
Payment Party Search Hide Advance Search Counter Party Search Credit Account Number Search Account Owner Search	Q Q Q	Select Beneficiary id Search Payment Mode Select Payment Currency Select Relationship	• Q •	Remarks Debit-Credit Indicator Select Amount From Program Q	Remitter Account Number Search Amount To Indirect Payment Select	۵ ۹
Payment Party Search Alide Advance Search Credit Account Number Search Account Owner Search redit Notes	Q Q Q Q	Select Beneficiary id Search Payment Mode Select Payment Currency Select Relationship	• Q •	Remarks Debit-Credit Indicator Select Amount From Program Q	Remitter Account Number Search Amount To Indirect Payment Select	۵ ۹
Payment Party Search Alide Advance Search Counter Party Search Credit Account Number Search Account Owner Search redit Notes Credit Notes Credit Notes Credit Note Number	Q Q Q Q	Select Beneficiary id Search Payment Mode Select Payment Currency Select Relationship Buyer	• Q • Q	Remarks Debit-Credit Indicator Select Amount From Program Q Supplier	Remitter Account Number Search Amount To Indirect Payment Select Remarks	۵ ۹
Payment Party Search Hide Advance Search Counter Party Search Credit Account Number Search Account Owner Search redit Notes Credit Notes	Q Q Q Q	Select Beneficiary Id Search Payment Mode Select Payment Currency Select Relationship Buyer Search	• • • • • •	Remarks  Debit-Credit indicator  Select  Amount From  Program  Supplier  Search Q	Remitter Account Number Search Amount To Indirect Payment Select Remarks	Q
Payment Party Search Hide Advance Search Counter Party Search Credit Account Number Search Account Owner Search redit Notes Credit Notes Life Advance Search	α α α α	Select Beneficiary Id Search Payment Mode Select Payment Currency Select Relationship Buyer Search	• • • • • •	Remarks  Debit-Credit indicator  Select  Amount From  Program  Supplier  Search Q	Remitter Account Number Search Amount To Indirect Payment Select Remarks	Q
Payment Party Search A Hide Advance Search Counter Party Search Credit Account Number Search Account Owner Search Credit Notes Credit Notes Credit Notes Credit Note Number I Hide Advance Search Currency	Q Q Q Q	Select Beneficiary Id Search Payment Mode Select Payment Currency Select Relationship Buyer Search Amount From	• Q • Q Q	Remarks  Debit-Credit indicator  Select  Amount From  Program  Supplier  Search Q  Amount To	Remitter Account Number Search Amount To Indirect Payment Select Remarks Relationship	CQ
Payment Party Search Hide Advance Search Counter Party Search Credit Account Number Search Account Owner Search redit Notes Credit Notes Credit Notes Life Advance Search Credit Notes Credit Notes Credit Notes Credit Notes Credit Notes Credit Notes Credit Notes Credit Notes Credit Notes Credit Notes Credit Notes Credit Notes Credit Notes Credit Notes Credit Notes Credit Notes Credit Notes Credit Notes Credit Notes Credit Notes Credit Notes Credit Notes Credit Notes Credit Notes Credit Notes Credit Notes Credit Notes Credit Notes Credit Notes Credit Notes Credit Notes Credit Notes Credit Notes Credit Notes Credit Notes Credit Notes Credit Notes Credit Notes Credit Notes Credit Notes Credit Notes Credit Notes Credit Notes Credit Notes Credit Notes Credit Notes Credit Notes Credit Notes Credit Notes Credit Notes Credit Notes Credit Notes Credit Notes Credit Notes Credit Notes Credit Notes Credit Notes Credit Notes Credit Notes Credit Notes Credit Notes Credit Notes Credit Notes Credit Notes Credit Notes Credit Notes Credit Notes Credit Notes Credit Notes Credit Notes Credit Notes Credit Notes Credit Notes Credit Notes Credit Notes Credit Notes Credit Notes Credit Notes Credit Notes Credit Notes Credit Notes Credit Notes Credit Notes Credit Notes Credit Notes Credit Notes Credit Notes Credit Notes Credit Notes Credit Notes Credit Notes Credit Notes Credit Notes Credit Notes Credit Notes Credit Notes Credit Notes Credit Notes Credit Notes Credit Notes Credit Notes Credit Notes Credit Notes Credit Notes Credit Notes Credit Notes Credit Notes Credit Notes Credit Notes Credit Notes Credit Notes Credit Notes Credit Notes Credit Notes Credit Notes Credit Notes Credit Notes Credit Notes Credit Notes Credit Notes Credit Notes Credit Notes Credit Notes Credit Notes Credit Notes Credit Notes Credit Notes Credit Notes Credit Notes Credit Notes Credit Notes Credit Notes Credit Notes Credit Notes Credit Notes Credit Notes Credit Notes Credit Notes Credit Notes Credit Notes Credit Notes Credit Notes Credit Notes Credit Notes Cred		Select Beneficiary Id Search Payment Mode Select Payment Currency Select Relationship Buyer Search Amount From	• • • • • • •	Remarks  Remarks  Debit-Credit indicator  Select  Amount From  Program  Supplier  Supplier  Search Q  Amount To	Remitter Account Number Search Amount To Indirect Payment Select Remarks Relationship	CQ 
Payment Party Search A Hide Advance Search Counter Party Search Credit Account Number Search Account Owner Search Credit Notes Credit Notes Credit Notes Credit Notes Credit Notes Credit Notes Credit Notes Credit Notes Credit Notes Credit Notes Credit Notes Credit Notes Credit Notes Credit Notes Credit Notes Credit Notes Credit Notes Credit Notes Credit Notes Credit Notes Credit Notes Credit Notes Credit Notes Credit Notes Credit Notes Credit Notes Credit Notes Credit Notes Credit Notes Credit Notes Credit Notes Credit Notes Credit Notes Credit Notes Credit Notes Credit Notes Credit Notes Credit Notes Credit Notes Credit Notes Credit Notes Credit Notes Credit Notes Credit Notes Credit Notes Credit Notes Credit Notes Credit Notes Credit Notes Credit Notes Credit Notes Credit Notes Credit Notes Credit Notes Credit Notes Credit Notes Credit Notes Credit Notes Credit Notes Credit Notes Credit Notes Credit Notes Credit Notes Credit Notes Credit Notes Credit Notes Credit Notes Credit Notes Credit Notes Credit Notes Credit Notes Credit Notes Credit Notes Credit Notes Credit Notes Credit Notes Credit Notes Credit Notes Credit Notes Credit Notes Credit Notes Credit Notes Credit Notes Credit Notes Credit Notes Credit Notes Credit Notes Credit Notes Credit Notes Credit Notes Credit Notes Credit Notes Credit Notes Credit Notes Credit Notes Credit Notes Credit Notes Credit Notes Credit Notes Credit Notes Credit Notes Credit Notes Credit Notes Credit Notes Credit Notes Credit Notes Credit Notes Credit Notes Credit Notes Credit Notes Credit Notes Credit Notes Credit Notes Credit Notes Credit Notes Credit Notes Credit Notes Credit Notes Credit Notes Credit Notes Credit Notes Credit Notes Credit Notes Credit Notes Credit Notes Credit Notes Credit Notes Credit Notes Credit Notes Credit Notes Credit Notes Credit Notes Credit Notes Credit Notes Credit Notes Credit Notes Credit Notes Credit Notes Credit Notes Credit Notes Credit Notes Credit Notes Credit Notes Credit Notes Credit Notes Credit Notes Credit Notes Credit Notes Credit N		Select Beneficiary Id Search Payment Mode Select Payment Currency Select Relationship Buyer Search Amount From Date From	• • • • • • •	Remarks  Remarks  Debit-Credit indicator  Select  Amount From  Program  Supplier  Supplier  Search Q  Amount To  Date To	Remitter Account Number         Search         Amount To         Indirect Payment         Select         Remarks         Relationship         Program	Q
Payment Party Search  Hide Advance Search Counter Party Search Credit Account Number Search Account Owner Search Credit Notes Credit Notes Credit Notes Credit Notes Credit Notes Credit Notes Select Dete Reference Basis Select		Select Beneficiary Id Search Payment Mode Select Payment Currency Select Relationship Buyer Search Amount From Date From	<ul> <li>▼</li> <li></li> <li>&lt;</li></ul>	Remarks  Remarks  Debit-Credit indicator  Select  Amount From  Program  Supplier  Search Q  Amount To  Date To	Remitter Account Number Search Amount To Indirect Payment Select Remarks Relationship Program	Q Q Q Q
Payment Party Search Hide Advance Search Counter Party Search Credit Account Number Search Account Owner Search redit Notes Credit Notes Credit Note Number Hide Advance Search Currency Select Date Reference Basis Select Indirect Payment		Select Beneficiary Id Search Payment Mode Select Payment Currency Select Relationship Buyer Search Amount From Date From	<ul> <li>▼</li> <li>Q</li> <li>▼</li> <li>Q</li> <li>Q</li> <li>Q</li> <li>Q</li> <li>(1)</li> <li>(1)<td>Remarks  Remarks  Rem</td><td>Remitter Account Number Search Amount To Indirect Payment Select Remarks Relationship Program</td><td>Q</td></li></ul>	Remarks  Remarks  Remarks  Remarks  Remarks  Remarks  Remarks  Remarks  Remarks  Remarks  Remarks  Remarks  Remarks  Remarks  Remarks  Remarks  Remarks  Remarks  Remarks  Remarks  Remarks  Remarks  Remarks  Remarks  Remarks  Remarks  Remarks  Remarks  Remarks  Remarks  Remarks  Remarks  Remarks  Remarks  Remarks  Remarks  Remarks  Remarks  Remarks  Remarks  Remarks  Remarks  Remarks  Remarks  Remarks  Remarks  Remarks  Remarks  Remarks  Remarks  Remarks  Remarks  Remarks  Remarks  Remarks  Remarks  Remarks  Remarks  Remarks  Remarks  Remarks  Remarks  Remarks  Remarks  Remarks  Remarks  Remarks  Remarks  Remarks  Remarks  Remarks  Remarks  Remarks  Remarks  Remarks  Remarks  Remarks  Remarks  Remarks  Remarks  Remarks  Remarks  Remarks  Remarks  Remarks  Remarks  Remarks  Remarks  Remarks  Remarks  Remarks  Remarks  Remarks  Remarks  Remarks  Remarks  Remarks  Remarks  Remarks  Remarks  Remarks  Remarks  Remarks  Remarks  Remarks  Remarks  Remarks  Remarks  Remarks  Remarks  Remarks  Remarks  Remarks  Remarks  Remarks  Remarks  Remarks  Remarks  Remarks  Remarks  Remarks  Remarks  Remarks  Remarks  Remarks  Remarks  Remarks  Remarks  Remarks  Remarks  Remarks  Remarks  Remarks  Remarks  Remarks  Remarks  Remarks  Remarks  Remarks  Remarks  Remarks  Remarks  Remarks  Remarks  Remarks  Remarks  Remarks  Remarks  Remarks  Remarks  Remarks  Remarks  Remarks  Remarks  Remarks  Remarks  Remarks  Remarks  Remarks  Remarks  Remarks  Remarks  Remarks  Remarks  Remarks  Remarks  Remarks  Remarks  Remarks  Remarks  Remarks  Remarks  Remarks  Remarks  Remarks  Remarks  Remarks  Remarks  Remarks  Remarks  Remarks  Remarks  Remarks  Remarks  Remarks  Remarks  Remarks  Remarks  Remarks  Remarks  Remarks  Remarks  Remarks  Remarks  Remarks  Remarks  Remarks  Remarks  Remarks  Remarks  Remarks  Remarks  Remarks  Remarks  Remarks  Remarks  Remarks  Remarks  Remarks  Remarks  Remarks  Remarks  Remarks  Remarks  Remarks  Remarks  Remarks  Remarks  Remarks  Remarks  Remarks  Remarks  Remarks  Remarks  Remarks  Remarks  Remarks  Rem	Remitter Account Number Search Amount To Indirect Payment Select Remarks Relationship Program	Q

### Figure 9-10 Manual Recon - Search

6. Specify the search parameters and click **Search** button.

For Invoice/Debit Notes to Payments/Credit Notes:

The Invoice/Debit Notes to Payments/Credit Notes section displays.

▲ Invo	Invoice - Payments/Credit Notes Search													
Invoices	nvoices/Payments Expand All Collapse All													
	Payment/Credit Note Number 🛛 🗘	Amount to Match 🗘	Payment Party 💲	Invoice Number 0	Buyer 🗘	Supplier 🗘	Reconciled Inv Amt 🛛 🗘	Reconciled Amount 🗘	Allocation Required 0					
	CTEST	\$800.00		TTEST	Carrefour	Danone	\$9,999.00	\$800.00						
Page	o	f1 (1-1 of 1 items)  <	( ( 1 ) → )						Proceed					

Figure 9-11 Invoice/Debit Notes to Payments/Credit Notes

For Expected Cashflow to Payment:

The Expected Cashflow to Payment section displays.

Figure 9-12 Expected Cashflow to Payment

Man	ual Recon							:: ×
▼ Exp	ected Cashflow Payment Search							
Cashflo	w/Payments							
								Expand All Collapse All
	Payment Ref No 🗘	Payment Party ≎ Corporate Ref No ≎	Corporate ≎	Type ≎	Expected Amt 🗘	Reconciled Pay Amt 0	Reconciled Cashflow Amt 0	Allocation Required \$
	► MARpayrefCteslaSAVI1003087	Danone	000380	I	\$100,001.19	\$89,600.05	\$89,600.05	
	MARpayrefCteslaSAV11003087	Danone	000380	I	\$100,001.19	\$89,599.86	\$89,599.86	
	► MARpayrefCteslaSAVI1003087	Danone	000380	I	\$100,001.19	\$89,599.86	\$89,599.86	
	► MARpayrefCteslaSAVI1003087	Danone	000380	I	\$100,001.19	\$89,599.86	\$89,599.86	
	MARpayrefCteslaSAV11003087	Danone	000380	I	\$100,001.19	\$89,599.86	\$89,599.86	
Page	18 of 33	(86 - 90 of 163 items ) K 4 1	16 17 18	33 🔸	н			
								Proceed

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



## 10 Payment Management

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

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

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

 On Home screen, click Receivables And Payables. Under Receivables And Payables, click Payment Management.

The Payment Management screen displays.

#### Figure 10-1 Payment Management

Payment Management .					
Branch	Action	Processing Date			
004-FLEXCUBE-UNIVERSAL	Select	January 20, 2020	Proceed		
	Not to be Auto-Recon				
	Mark Refund				
	Not to be Recon				

- 2. In the **Branch** list, select the branch for which the payment needs to be managed.
- 3. In the Action list, select any one of the following:
  - Not to be Recon: To stop payment from being manually reconciled.
  - Not to be Auto-Recon: To stop payment from being automatically reconciled.
  - Mark for Refund: To mark the unreconciled portion of a payment for refund. This action is applicable only to unreconciled or part-reconciled payments, which are not in processing stage, and which have flags set to 'l' (invoice), or 'F' (finance), or null.
- 4. Click **Proceed** to view the search parameters.
- 5. Specify the fields on **Payment Management** screen.

### Note:

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

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

#### Table 10-1 Payment Management - Field Description

Field	Description
Payment Number	Specify the payment reference number to be searched.
Payment Mode	Select the mode of payment to search the payment by.



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

Table 10-1 (Cont.) Payment Management - Field Description

6. Click Search to view the payment records in the List of Payments section.

The List of Payments screen displays.

Figure 10-2 List of Payments

Payment Number 💲	Parent Payment Number 💲	Payment Party 0	Counter Party 💲	Payment Amount 🛛 🗘	Unreconciled Payment Amount 0	Refund Party		Refund Payment Mode	
PAY0104	EXCESSMAYTC3	AugSupp	AugSupp	\$2,000.00	\$1,000.00	Beneficiary/Counter Party	Ŧ	Account Transfer	
PAY0102	EXCESS3MAY23TC3	AugSupp	AugSupp	\$2,000.00	\$2,000.00	Beneficiary/Counter Party	Ŧ	Account Transfer	
EXCESSPSMAY2		AugSupp	AugSupp	\$10,000.00	\$10,000.00	Payment Party	Ŧ	Account Transfer	
EXCESSPSMAY3		AugSupp	AugSupp	\$10,000.00	\$10,000.00	Payment Party	Ŧ	Account Transfer	
EXCESSPSMAY4		AugSupp	AugSupp	\$10,000.00	\$10,000.00	Payment Party	Ŧ	Account Transfer	

7. Optional: Click the **Payment Number** hyperlink to view more details.

The Summary screen displays the details of the payment.



Summary			
Flag	Dr/Cr Indicator	Payment Reference Number	Payment Date
Invoice	Credit	PAY0104	2020-01-09
Payment Currency	Payment Amount	Allocation Reqd	Credit Account Number
USD	\$2,000.00	Ν	HEL0171500030
Unreconciled Payment Amount	Unallocated Payment Amount	Reconciled Amount	Allocated Amount
\$1,000.00	\$2,000.00	\$1,000.00	\$0.00
Recon Status	Allocation Status	Payment Party Code	Counter Party Code
	Unallocated	PPCode	CPCode
Counter Party Id	Beneficiary Id	Payment Party Name	Counter Party Name
001715	004262	AugSupp	AugSupp
Beneficiary Name	File Name	Virtual Account Owner	Payment Mode
Reindeer Corp	OBSCFCM-PAYMENT_EXCESS	001715	ACCOUNT_TRANSFER
Virtual A/C Flag	Auto Reconcile	Entity Ref No	Remarks
N	Ν	InvExcess3Tc3May3	N:SonalCR
Program Code	Relationship Code	Instrument Date	Remitter A/C No
reqfinanceInv			HEL0426200042
Bank Code	Bank	Branch	Mandate Reference Number
			M01
Credit Note Reference	EFT Ref No	Generic Appropriation	Specific Appropriation
CR01	838		-

Figure 10-3 Summary

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

# 11 File Management

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

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

Upload Files

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

View File Upload Status
 This topic describes the systematic instruction to manage the status of the uploaded files.

### 11.1 Upload Files

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

The uploaded files are not processed until it is approved. The file can contain data records of cashflow codes and cashflow transactions etc. The file can contain data records of invoices, purchase orders, payments, counterparties and so on. The file format accepted by the system includes ".csv" files.

### **Payment File**

Naming Convention: OBSCF-PAYMENT_suffix.csv

The file name should begin with 'OBSCF-PAYMENT'. The suffix can be a string that makes the file name unique.

Field Column 1	Field Column 2	Field Column 3	Field Column 4
DEBIT_CREDIT_INDIAT OR	CREDIT_ACC_NO	PROGRAM_CODE	FILLER1
PAYMENT_NO	AUTO_RECONCILE	REMITTER_ACC_NO	FILLER2
CURRENCY	FLAG	BANK_CODE	FILLER3
AMOUNT	ENTITY_REF_NO	EFT_REF_NO	FILLER4
GEN_APPROPRIATION	REMARKS	INSTRUMENT_DATE	FILLER5
SPEC_APPROPRIATIO	PAYMENT_PARTY_ID	INSTRUMENT_BANK	FILLER6
PAYMENT_MODE	PAYMENT_PARTY_NA ME	INSTRUMENT_BRANC H	FILLER7
PAYMENT_DATE	COUNTERPARTY_ID	MANDATE_REF_NO	FILLER8
PAYMENT_PARTY_CO DE	COUNTERPARTY_NAM E	CREDIT_NOTE_REF_N O	FILLER9

Table 11-1 Payment File - Supported Fields



Table 11-1	(Cont.)	Payment File -	Supported	Fields
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Field Column 1	Field Column 2	Field Column 3	Field Column 4
COUNTERPARTY_COD E	BENEFICIARY_ID	ALLOCATION_REQUIR ED	FILLER10
VIRTUAL_AC_FLAG	BENEFICIARY_NAME	-	-

### **Relationship File**

Naming Convention: OBSCF-RELATIONSHIP-MASTER_suffix.csv

The file name should begin with 'OBSCF-RELATIONSHIP-MASTER'. The suffix can be a string that makes the file name unique.

Table 11-2	<b>Relationship File</b>	- Supported Fields
------------	--------------------------	--------------------

Field Column 1	Field Column 2	Field Column 3	Field Column 4
INDICATOR	REGISTRATION_NUMB ER	ADDRESS_LINE_2	TAX_REF_NO_2
CORPORATE_ID	PARTY_TYPE	ADDRESS_LINE_3	GIIN
EFF_FROM_DATE	STATUS	ADDRESS_LINE_4	EXPIRES_ON
EXPIRES_ON	PROGRAM_CODE	PIN	AUTO_DEBIT_APPLICA BLE
AUTO_DEBIT_APPLICA BLE	NAME	COUNTRY	HOLIDAY_TREATMENT
HOLIDAY_TREATMENT	SHORT_NAME	PREFFERED_COMM_ MODE	AUTO_ACCEPTANCE
AUTO_ACCEPTANCE	INDUSTRY	MOBILE_NUMBER	NO_OF_DAYS
NO_OF_DAYS	CATEGORY	PHONE_NUMBER	EXTERNAL_CODE
INDICATOR	ADDRESS_TYPE	EMAIL	DIVISION_CODE
CORPORATE_ID	COUNTRY_CODE	FAX_NUMBER	CORPORATE_DIVISIO N_CODE
COUNTERPARTYID	ADDRESS_LINE_1	TAX_REF_NO_1	-

### Invoice File

Naming Convention: OBSCF-INVOICE-BUYER_suffix.csv or OBSCF-INVOICE-SELLER_suffix.csv

The file name should begin with 'OBSCF-INVOICE-BUYER' or 'OBSCF-INVOICE-SELLER'. The suffix can be a string that makes the file name unique.

Field Column 1	Field Column 2	Field Column 3	Field Column 4
INDICATOR	NET_INV_AMOUNT	SUPPLIER_ID	BANK
INVOICE_NO	TAX_AMOUNT	BUYER_NAME	BRANCH
INVOICE_DATE	DISCOUNT	SUPPLIER_NAME	BIC_ROUTING_CODE
INVOICE_DUE_DATE	PO_NUMBER	PREACCEPTED	FUNDING_REQ_AMT
BUYER_CODE	BUYER_DIV_CODE	ACCEPTANCE_AMOUN	FILLER1

Table 11-3 Invoice File - Supported Fields



Table 11-3	(Cont.) Invoice	File - Supported Fields
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Field Column 1	Field Column 2	Field Column 3	Field Column 4
SUPPLIER_CODE	SUPPLIER_DIV_CODE	PROGRAM_ID	FILLER2
CURRENCY	DISPUTED	VIRTUAL_AC_FLAG	FILLER3
BASE_INV_AMOUNT	BUYER_ID	REPAYMENT_AC_NO	FILLER4
-	-	-	INVOICE_ID

### Invoice File to link multiple POs

Naming Convention: OBSCFCM-INVOICES-PO-BUYER_suffix.csv or OBSCFCM-INVOICES-PO-SELLER_suffix.csv

The file name should begin with 'OBSCFCM-INVOICES-PO-BUYER' or 'OBSCFCM-INVOICES-PO-SELLER'. The suffix can be a string that makes the file name unique.

### Table 11-4 Invoice File to link multiple POs - Supported Fields

Field Column 1	Field Column 2	Field Column 3	Field Column 4
INDICATOR	DISCOUNT2 DAYS	BANK	SHIPMENT ADDRESS
INVOICE_NO	DISCOUNT2 PERC	BRANCH	SHIPMENT COUNTRY
INVOICE_DATE	BUYER_DIV_CODE	BIC_ROUTING_CODE	CITY
INVOICE_VALUE_DATE	SUPPLIER_DIV_CODE	FUNDING_REQ_AMT	ZIP CODE
INVOICE_DUE_DATE	DISPUTED	FILLER1	PHONE NUMBER
BUYER_CODE	BUYER_ID	FILLER2	TAX ID
SUPPLIER_CODE	SUPPLIER_ID	FILLER3	REASON FOR EXPORT
CURRENCY	BUYER_NAME	FILLER4	TERMS OF SALE
BASE_INV_AMOUNT	SUPPLIER_NAME	INVOICE_ID	COUNTRY OF ORIGIN
NET_INV_AMOUNT	PREACCEPTED	FUNDING_REQ_DATE	REMARKS
TAX_AMOUNT	ACCEPTANCE_AMOUN T	NET PMT TERMS	MISC CHARGE1 DESC
DISCOUNT	PROGRAM_ID	PMT CONDITION	MISC CHARGE1 AMOUNT
DISCOUNT1 DAYS	VIRTUAL_AC_FLAG	SHIPMENT DATE	MISC CHARGE2 DESC
DISCOUNT1 PERC	REPAYMENT_AC_NO	SHIPMENT NUMBER	MISC CHARGE2 AMOUNT
РО	-	-	-
INDICATOR	PO NUMBER	INVOICE_AMOUNT_AL LOCATED	-
COMMODITY	-	-	-
INDICATOR	COMMODITY_NAME	TOTAL_COST	NET_COST
PO_NUMBER	QUANTITY	TAX_AMOUNT	-
COMMODITY_CODE	UNIT_COST	DISCOUNT_AMOUNT	-

### **Purchase Order File**

Naming Convention: OBSCF-PURCHASE-ORDER-BUYER_suffix.csv or OBSCF-PURCHASE-ORDER-SELLER_suffix.csv

The file name should begin with 'OBSCF-PURCHASE-ORDER-BUYER' or 'OBSCF-PURCHASE-ORDER-SELLER'. The suffix can be a string that makes the file name unique.

Field Column 1	Field Column 2	Field Column 3	Field Column 4
INDICATOR	TAX AMOUNT	TAX ID	MISC CHARGE 2 DESC
EXTERNAL PO NO.	NET PO AMOUNT	REQUESTED SHIPMENT DATE	MISC CHARGE 2 AMOUNT
PO DATE	ACCEPTED AMOUNT	SHIPMENT TO	FILLER 1
PROMISED SHIPMENT DATE	BUYER DIVISION CODE	PHONE NUMBER	FILLER 2
CURRENCY	SUPPLIER DIVISION CODE	REASON FOR EXPORT	FILLER 3
BASE PO AMOUNT	PRE-ACCEPTED	TERMS OF SALE	FILLER 4
BUYER ID	FUNDING REQUEST AMOUNT	PAYMENT TERMS	FILLER 5
SUPPLIER ID	SHIPMENT ADDRESS	COUNTRY OF ORIGIN	FILLER 6
BUYER NAME	COUNTRY	REMARKS	-
SUPPLIER NAME	ZIP	MISC CHARGE 1 DESC	-
DISCOUNT AMOUNT	CITY	MISC CHARGE 1 AMOUNT	-
COMMODITY LIST	-	-	-
INDICATOR	COMMODITY CODE	COMMODITY NAME	QUANTITY
COST PER UNIT	TOTAL COST	TAX AMOUNT	DISCOUNT AMOUNT
-	-	-	NET AMOUNT

Table 11-5	Purchase	Order File -	Supported	Fields
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### Credit Note - Seller File

Naming Convention: OBSCF-CREDIT-NOTE-BUYER_suffix.csv or OBSCF-CREDIT-NOTE-SELLER_suffix.csv

The file name should begin with 'OBSCF-CREDIT-NOTE-BUYER' or 'OBSCF-CREDIT-NOTE-SELLER'. The suffix can be a string that makes the file name unique.

Field Column 1	Field Column 2	Field Column 3	Field Column 4
CN_NO	TAX_AMOUNT	REMARKS	FILLER10
CN_ID	DISCOUNT	FILLER1	INVOICE_NUMBER
LINK_INVOICE_NO	BUYER_DIV_CODE	FILLER2	COMMODITY_CODE
CN_DATE	SUPPLIER_DIV_CODE	FILLER3	COMMODITY_NAME
CN_EXPIRY_DATE	BUYER_ID	FILLER4	QUANTITY
BUYER_CODE	SUPPLIER_ID	FILLER5	UNIT_COST
SUPPLIER_CODE	BUYER_NAME	FILLER6	TOTAL_COST
CURRENCY	SUPPLIER_NAME	FILLER7	TAX_AMOUNT
BASE_CN_AMOUNT	PROGRAM_ID	FILLER8	DISCOUNT_AMOUNT
NET_CN_AMOUNT	ADJUST_REASON_CO DE	FILLER9	NET_COST

Table 11-6 Credit Note – Seller File - Supported Fields

**Debit Note - Buyer File** 

Naming Convention: OBSCF-DEBIT-NOTE-BUYER_suffix.csv or OBSCF-DEBIT-NOTE-SELLER_suffix.csv

The file name should begin with 'OBSCF-DEBIT-NOTE-BUYER' or 'OBSCF-DEBIT-NOTE-SELLER'. The suffix can be a string that makes the file name unique.

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

Table 11-7 Debit Note – Buyer File - Supported Fields

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

 On Home screen, click File Management. Under File Management, click File Upload. The File Upload screen displays.

Figure 11-1 File Upload

File Upload				, . ×
Drag and Drop Select or drop files here.				
Enter Source Code:	Q Required			

- 2. Drag and drop the file to be uploaded in the highlighted box. or, Click inside the highlighted box to select the file to be uploaded.
- 3. In the Enter Source Code field, specify the source code of the application to associate the file records to.



 Click Upload to upload the records from the file. Once the file is uploaded, it cannot be deleted.

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

### 11.2 View File Upload Status

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

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

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

The View File Upload Status screen displays.

### Figure 11-2 View File Upload Status

View File Upload Status										::×
Filter by File Name       Filter by Status	Filter by Maker ID Filter by Upload Date: Start Date	0	Filter by Checker I Filter by Upload Da	D ate: End Date 🗮	1	Filter	Clear Filters		Rejec	Refresh ted Files
File Name 0	Maker Id 0	Checker Id 0	Total Records 0	Approved 0	Successful 0	Failed 0	Maker Time Stamp 0	Checker Time Stamp 0	Status 0	Action
OBSCFCM-RELATIONSHIP-MASTER_112_Savi_newformat_val	pofield2.csv OBCMQAUSER4	OBCMQAUSER3	1	1	1	0	2023-06-07 T09:20:48.000+00:00	2023-06-07 T09:20:58.000+00:00	Processed	:
OBSCFCM-RELATIONSHIP-MASTER_112_Savi_newformat_val	pofield1.csv OBCMQAUSER4	OBCMQAUSER3	1	1	1	0	2023-06-07 T09:17:53.000+00:00	2023-06-07 T09:18:10.000+00:00	Processed	:
OBSCFCM-RELATIONSHIP-MASTER_112_Savi_newformat_val	pofield.csv OBCMQAUSER4	OBCMQAUSER3	1	1	0	1	2023-06-07 T09:15:04.000+00:00	2023-06-07 T09:16:10.000+00:00	Processed	:
OBSCFCM-RELATIONSHIP-MASTER_newformat_11.csv	OBCMQAUSER3	OBCMQAUSER4	1	1	0	1	2023-06-07 T05:12:14.000+00:00	2023-06-07 T05:13:28.000+00:00	Processed	:
OBSCFCM-PAYMENT_CM_ALLOC_004.csv	OBCMQAUSER2	OBCMQAUSER3	10	10	1	9	2023-05-31 T09:38:25.000+00:00	2023-05-31 T09:39:00.000+00:00	Processed	:
OBSCFCM-INVOICES-BUYER_Danone1103_BH_31May.csv	USERS	OBCMQAUSER1	2	2	2	0	2023-05-31 T06:27:10.000+00:00	2023-05-31 T06:27:36.000+00:00	Processed	:
OBSCFCM-INVOICES-BUYER_Danone1103_BH_31May2023.cs	V OBCMQAUSER1	USER5	2	2	0	2	2023-05-31 T06:24:19.000+00:00	2023-05-31 T06:24:44.000+00:00	Processed	:
Page 1 of 64 (1-10 of 631 items) K 4 1 2	3 4 5 64 <b>▶ &gt;</b>									

- 2. Specify any of the following criteria to filter the listed file jobs:
  - In the **Filter by File Name** field, specify the partial or complete name of the file.
  - In the **Filter by Maker ID** field, specify the partial or complete Maker ID used to create the file record(s).
  - In the Filter by Checker ID field, specify the partial or complete Checker ID used to authorize the file.
  - From the Filter by Status list, select the required status of the file(s) to be filtered.
  - In the Filter by Upload Date: Start Date and Filter by Upload Date: End Date, select the start and end dates to filter file records by upload date.
- Upon selecting the required filter criteria, click Filter to view the filtered records. To clear the filter criteria fields, click Clear Filters.
- 4. If required, click **Refresh** to refresh the listed files.
- 5. Perform any of the following actions on the file records:
  - a. Click **Download** icon to download the file.
  - b. Click View Remarks in the Action column to view the comments added while uploading the file.
  - c. Click View Status in the Action column to view more details of the uploaded file.
  - d. Click Approve in the Action column to approve the file.

This option is displayed only for files that are in the **Unprocessed** state.

e. Click **Reject** in the **Action** column to reject the file.

This option is displayed only for files that are in the **Unprocessed** state.

6. Click **Rejected Files** to view the list of rejected files.

The Rejected Files screen displays.

### Figure 11-3 Rejected Files

Filter by File name Filter by Maker ID		Filter by C	hecker ID			
Iter by Upload Date: Start Date 👜 Filter by Upload Date	e: End Date 🔛		Filter Clear F	ilters		
File Name 🗢	Version 0	Maker Id 🗘	Checker ld 🗘	Status 🗘 Remarks	Maker Time Stamp 🗘	Checker Time Stamp
OBCM-CASHFLOW-TRANSACTION_OBCM_29Apr_ALL.csv	1	USER1	USER2	Rejected	2022-04-29 T13:18:08.000+00:00	2022-04-29 T13:26:00.000+00:0
DBSCFCM-INVOICES-BUYER_AUTO-210520203_959.csv	1	USER1	USER2	Rejected	2022-03-14 T06:47:02.000+00:00	2022-03-14 T07:00:43.000+00:0
DBSCFCM-PAYMENT_AUTO-210520201.csv	1	QAUSER1	USER2	Rejected	2021-09-27 T07:45:27.000+00:00	2022-03-14 T07:01:38.000+00:0
DBSCFCM-INVOICES-BUYER_AUTO-210520203.csv	2	QAUSER1	USER2	Rejected	2021-09-27 T07:45:08.000+00:00	2022-03-14 T07:02:01.000+00:0

- 7. Perform any of the following actions on the file records:
  - a. Click **Download** icon to download the file.
  - **b.** Click **View Remarks** in the **Action** column to view the comments added while rejecting the file.
  - c. Click View Status in the Action column to view more details of the rejected file.

# 12 Inquiries

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

Accounting Inquiry

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

Charge Inquiry

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

Credit Note Inquiry

This topic describes the systematic instruction to inquire credit notes applied to the customer based on the various criteria such as Credit Note Number, Buyer, Supplier, Date Range, and so on.

Payment Inquiry

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

Purchase Order Inquiry

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

Receivables Inquiry

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

## 12.1 Accounting Inquiry

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

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

- 1. On Home screen, click Receivables And Payables. Under Receivables And Payables, click Inquiry.
- 2. Under Inquiry, click Accounting Inquiry.

The Accounting Inquiry screen displays.



### Figure 12-1 Accounting Inquiry

Accounting Inquiry				::×
Hide Search				
Branch	Reference Number	Event	Party	
004-FLEXCUBE-UNIVERSAL 🔻		Select 👻	Search C	٤.
Account Number	Accounting Entry Type	Entry Posting Status		
Search Q	Select 👻	Select 👻		
Date Reference Basis	Date Range			
Select 👻				
Search Reset				

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



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

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

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

The Accounting Inquiry - Search Results screen displays.

### Figure 12-2 Accounting Inquiry - Search Results

Accounting Inquiry						;; ×		
Show Search 🖕								₽
Reference Number 0	Instrument Number 0	Event 0	Debit/Credit 0	Account Number 0	Currency 0	Amount ©	Entry Posting Status 💲	Value Date 🗘
004210623PAY1850		Excess Refund	Credit				Processing	2020-01-20
Page 1	of 1 (1 - 1 of 1 items)	K ← 1 →	×					

5. Click the **Reference Number** to view the details of the account.



## 12.2 Charge Inquiry

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

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

- 1. On Home screen, click Receivables And Payables. Under Receivables And Payables, click Inquiry.
- 2. Under Inquiry, click Charge Inquiry.

The Charge Inquiry screen displays.

Charge Inquiry			:: ×
Hide Search 🛓			
Branch	Event	Party	Party Role
004-FLEXCUBE-UNIVERSAL-B	Select 💌	Search Q	Select 🗸
Charge Code	Charge Group	Txn Ref No.	Charge Type
Q	Select 👻		Select 👻
nstrument Type	Charge Account	Date Reference Basis	Date Range
Select 👻	Search Q	Select 👻	
Collection Type	Status	External Pricing	
Select 🔹	Select	·	

Figure 12-3 Charge Inquiry

3. Specify the fields on Charge Inquiry screen.

### Note:

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

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

Table 12-2	Charge	Inquiry -	- Field	Description
------------	--------	-----------	---------	-------------

Field	Description
Branch	Select the required branch to proceed further. By default, the branch of the logged-in user is selected.
Event	Select the event to which the charge is applicable.
Party	Click the search icon and select the party that has been charged.
Party Role	Select the role of the party.
Charge Code	Click the search icon and select the charge code to inquire for.
Charge Group	Select the group to which the charge code belongs.
Txn Ref No.	Specify the reference number or charge reference number to inquire for.
Charge Type	Select the value to specify whether the type of charge is <b>Debit</b> or <b>Credit</b> .



Field	Description			
Instrument Type	Select the value to specify whether the instrument type is invoice/ debit note or purchase order.			
Charge Account	Click the Search icon and select the account in which charges takes effect.			
Date Reference Basis	<ul> <li>Select the type of date range to be applied for search.</li> <li>Calculation Date – To list all relevant charges only on the basis of calculation irrespective of its posting details.</li> <li>Posting Date – To list all relevant charges only on the basis of posting irrespective of when it was calculated.</li> </ul>			
Date Range	Click the Calendar icon and select the start date and end date of the date range.			
Collection Type	Select whether the charge has been collected <b>Online</b> or in a <b>Periodic</b> .			
Status	Select the value to specify the status of charge. The options are: • Auto Waived • Modified • Overriden • Waived			
External Pricing	Select the value to specify whether external pricing is applied. The options are: ALL Yes No			

 Table 12-2
 (Cont.) Charge Inquiry - Field Description

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

The Charge Inquiry - Search Result screen displays.

Figure 12-4	Charge	Inquiry -	- Search	Result
-------------	--------	-----------	----------	--------

Charge Inquiry								1.
ow search 👻								
kn Ref No. ≎	Event 0	Party 0	Charge Code 🗘	Collection Date 0	Charge Currency 0	Charge Amount 0	Status 🗘	Collection Type 0
BINVCHG0000001	EOD	FERRARI	Y10		USD	\$0.00	-	Online
BINVCHG0000002	EOD	Carrefour	Y10		USD	\$0.00	-	Online
BINVCHG0000003	EOD	FERRARI	Y10		USD	\$0.00	-	Online
BINVCHG0000004	EOD	Carrefour	Y10		USD	\$0.00	-	Online
BINVCHG0000005	EOD	RELIANCE	Y10		USD	\$0.00	-	Online
BINVCHG0000006	EOD	MBUYER	Y10		USD	\$0.00	-	Online
BINVCHG0000007	EOD	RELIANCE	Y10		USD	\$0.00	-	Online
BINVCHG0000008	EOD	MBUYER2	Y10		USD	\$0.00	-	Online
BINVCHG0000009	EOD	VBUYER	Y10		USD	\$0.00	-	Online
BINVCHG0000017	EOD	Carrefour	Y10		GBP	£0.00	-	Online
BINVCHG0000018	EOD	VBUYER	Y10		USD	\$4,488.53	-	Online
BINVCHG0000019	EOD	Customer 000555	Y10		USD	\$0.00	-	Online
BINVCHG0000020	EOD	Carrefour	Y10		USD	\$0.00	-	Online

5. Click the **Txn Ref No** link to view the details of the charge.



×

### 12.3 Credit Note Inquiry

This topic describes the systematic instruction to inquire credit notes applied to the customer based on the various criteria such as Credit Note Number, Buyer, Supplier, Date Range, and so on.

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

- 1. On Home screen, click Receivables And Payables. Under Receivables And Payables, click Inquiry.
- 2. Under Inquiry, click Credit Note Inquiry.

The Credit Note Inquiry screen displays.

Credit Note Inquiry			
Hide Search 🚽			
File Reference Number	Credit Note Number	Buyer	Supplier
		Search	Q Search Q
Relationship	Program	Credit Note Status	Reconciliation Status
Q	Q	Select	Select
Date Reference Basis	Date Range	Currency	Amount From
Select	₩ ↔ ₩	Select	<b>~</b>
Amount To	Indirect Payment		
	Select		

### Figure 12-5 Credit Note Inquiry

3. Specify the fields on Credit Note Inquiry screen.



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

Table 12-3	Credit Note	Inquiry -	Field	Descrip	otion
------------	-------------	-----------	-------	---------	-------

Field	Description
File Reference Number	Specify the unique reference number of the file used for uploading credit note.
Credit Note Number	Specify the specific credit note number to search for.
Buyer	Click the Calendar icon and select the buyer mentioned in the credit note.
Supplier	Click the Calendar icon and select the supplier mentioned in the credit note.
Relationship	Click the Calendar icon and select the relationship for which the credit note is created.
Program	Click the search icon and select the program under which the credit note is created. This field is applicable only for OBSCF system.



Field	Description
Credit Note Status	Select the status of credit note to filter the search result.
Reconciliation Status	Select the recon status of the credit note to filter the search result.
Date Reference Basis	Select the type of date range to be applied for search.
Date Range	Click the Calendar icon and select the start date and end date of the date range.
Currency	Select the currency of the transaction.
Amount From	Specify the minimum credit note amount to be considered for the search.
Amount To	Specify the maximum credit note amount to be considered for the search.
Indirect Payment	<ul> <li>Select the value to specify whether any indirect payment is made.</li> <li>The options are:</li> <li>Yes</li> <li>No</li> </ul>

Table 12-3 (Cont.) Credit Note Inquiry - Field Description

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

The Credit Note Inquiry - Search Results screen displays.

Figure 12-6	Credit Note	Inquiry -	Search	Results
-------------	-------------	-----------	--------	---------

now Search 🖕								
Credit Note Number 🗘	Buyer ≎	Supplier 0	Credit Note Date 0	Credit Note Expiry Date 0	Currency 🗘	Credit Note Amount	Credit Note Status 🗘	Transaction Status 🗘
QA11	Carrefour	Danone	2020-01-20	2022-12-28	USD	5,000.00	Raised	Completed
MAUTO-CREDIT-INQ	Carrefour	Danone	2020-01-20	2020-04-20	USD	10,000.00	Raised	Completed
1433443	Carrefour	Danone	2020-01-20	2020-05-20	GBP	100.00	Raised	Completed
545435	Carrefour	Danone	2020-01-20	2020-04-20	GBP	100.00	Raised	Completed
DS	Carrefour	Danone	2020-01-20	2023-05-09	USD	1,000.00	Raised	Completed
JCN	Carrefour	Danone	2020-01-20	2023-05-11	USD	10,000.00	Raised	Completed
Z1	Carrefour	Danone	2020-01-20	2023-05-04	GBP	1,000.00	Raised	Completed
MAUTO-CREDIT-002	Carrefour	Danone	2020-01-20	2023-11-19	USD	9,800.00	Raised	Completed
MAUTO-CREDIT-001	Carrefour	Danone	2020-01-20	2023-11-19	USD	9,900.00	Raised	Completed
AUTO-CREDIT-003	Carrefour	Danone	2020-01-20	2023-11-19	USD	10,200.00	Raised	Completed
CTEST1	Carrefour	Danone	2020-01-20	2023-04-25	USD	10,000.00	Raised	Completed
CTEST2	Carrefour	Danone	2020-01-20	2023-04-25	USD	15,000.00	Raised	Completed
45435	Carrefour	Danone	2020-01-20	2023-05-30	USD	100.00	Raised	Completed
ARABJIRA0011	Carrefour	Danone	2020-01-20	2022-12-28	USD	5,000.00	Raised	Completed
ARABJIRA011011	Carrefour	Danone	2020-01-20	2022-12-28	USD	5,000.00	Raised	Completed
CD	Carrefour	Danone	2020-01-20	2023-05-03	USD	10,000.00	Raised	Completed
QA12	Carrefour	Danone	2020-01-20	2022-12-28	USD	5,000.00	Raised	Completed
OP	Carrefour	Danone	2020-01-20	2023-05-10	USD	10,000.00	Raised	Completed
TEST	Carrefour	Danone	2020-01-20	2023-04-25	USD	8,888.00	Raised	Completed
CR55778	Carrefour	Danone	2020-01-20	2023-06-30	GBP	100.00	Raised	Completed

5. Click the Credit Note Number link to view the details of the credit note.

### 12.4 Payment Inquiry

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

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



- 1. On Home screen, click Receivables And Payables. Under Receivables And Payables, click Inquiry.
- 2. Under Inquiry, click Payment Inquiry.

The Payment Inquiry screen displays.

Payment Inquiry						(; ×
Hide Search						
File Name		Payment Reference Number		Debit-Credit Indicator	Payment Party	
				Select 👻	Search G	L
Counter Party		Beneficiary		Credit Account Number	Remitter Account Number	_
Search Q		Search	۹			
Payment Mode		Bank		Entity Reference Number	Relationship	
Select •						2
Currency		Payment Amount From		Payment Amount To		
Select ·						
Remarks		Date Reference Basis		Date Range	Recon Status	
		Select	•		Select	
Allocation Status		Posting Status				
Select		Select				
Search Reset						
						B
Payment Reference Number	0	Dr/Cr Indicator 0	Value Date 0	Currency O Payment Amount	Recon Status     Al	ocation Status 0
No data to daplay.						
· · · · · · · · · · · · · · · · · · ·						
Page 1 of 0 (1-0 of 0 (terms)   < 4 > >						

Figure 12-7 Payment Inquiry

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



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

 Table 12-4
 Payment Inquiry - Field Description

Field	Description
File Name	Specify the file name to search for.
Payment Reference Number	Specify the unique payment reference number to search for. It is generated by the remitting bank in case of EFT credit and host bank in case of account transfer or debit.
Debit-Credit Indicator	Select the payment type as debit or credit to search for.
Payment Party	Click the Search icon to view and select the party who has made the payment.
Counter Party	Click the Search icon to view and select the counterparty.
Beneficiary	Click the Search icon to view and select the beneficiary of the payment.
Credit Account Number	Specify the account number into which the payment is credited.
Remitter Account Number	Specify the account number from which the payment is debited.
Payment Mode	Select the mode through which payment is made.
Bank	Specify the bank name included in the payment details.
Entity Reference No	Specify the entity reference number linked with the payment.
Relationship	Click the Search icon and select the relationship code of the payment party or counterparty.



Field	Description			
Program	Click the Search icon and select the program of the payment party or counterparty. This field is applicable only for Oracle Banking Supply Chain Finance system.			
Currency	Select the currency in which the payment is made.			
Payment Amount From	Specify the lowest payment amount of the range.			
Payment Amount To	Specify the highest payment amount of the range.			
Remarks	Specify the remarks added in the payment transaction.			
Date Reference Basis	Select the reference basis of the date range as <b>Payment Date</b> or <b>Value Date</b> .			
Date Range	Click the Calendar icon to view and select the start date and end date of the date range. Maximum date range can be of 1 year.			
Recon Status	Select the reconciliation status of the payment to search from. The user can select multiple recon statuses. The options are: Not to be Auto-Reconciled Reconciled Part-Reconciled Not to be Reconciled Unreconciled			
Allocation Status	Select the payment allocation status to filter the search result. The options are: • Allocated • Failed • Part-Allocated • Unallocated			
Posting Status	Select the posting status of the payment to search from. The options are: • Completed • Pending • Not Initiated			

Table 12-4 (Cont.) Payment Inquiry - Field Description

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

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

### Figure 12-8 Payment Inquiry - Search Results

Payment Inquiry						::×
show Search 🖕						
						(
Payment Reference Number 0	Dr/Cr Indicator 0	Value Date 0	Currency 0	Payment Amount 0	Recon Status 0	Allocation Status 0
PAY_QA_RJ_GBP_003	Debit	2020-08-22	GBP	£700.0	Reconciled	Unallocated
PAY_QA_RJ_GBP_004	Debit	2020-08-22	GBP	£700.0	Reconciled	Unallocated
PAY_QA_RJ_GBP_010	Credit	2020-08-22	GBP	£700.0	Reconciliation in Progress	Unallocated
PAY_QA_RJ_ALLOC_GBP_002	Credit	2020-08-22	GBP	£700.0	Unreconciled	Partially Allocated
PAY_QA_RJ_GBP_005	Debit	2020-08-22	GBP	£700.0	Reconciled	Unallocated
PAY_QA_RJ_GBP_009	Credit	2020-08-22	GBP	£700.0	Reconciliation in Progress	Unallocated
PAY_QA_RJ_GBP_006	Debit	2020-08-22	GBP	£700.0	Reconciled	Unallocated
PAY_QA_RJ_GBP_008	Debit	2020-08-22	GBP	£700.0	Unreconciled	Unallocated
PAY_QA_RJ_ALLOC_GBP_003	Credit	2020-08-22	GBP	£700.0	Unreconciled	Partially Allocated
PAY_QA_RJ_ALLOC_GBP_004	Credit	2020-08-22	GBP	£700.0	Unreconciled	Partially Allocated
PAY_QA_RJ_GBP_011	Credit	2020-08-22	GBP	E700.0	Unreconciled	Unallocated
PAY_QA_RJ_GBP_001	Debit	2020-08-22	GBP	E700.0	Unreconciled	Unallocated
PAY_QA_RJ_GBP_002	Debit	2020-08-22	GBP	£700.0	Reconciled	Unallocated
PAY_QA_RJ_GBP_007	Debit	2020-08-22	GBP	£700.0	Reconciled	Unallocated
PAY_QA_RJ_ALLOC_GBP_001	Credit	2020-08-22	GBP	£700.0	Unreconciled	Unallocated
Page 1 of 1 (1-15 of 15 items)  ζ (1) > )						

5. Click **Payment Reference Number** hyperlink to view more details.

The **Payment Details** pop-up screen displays with the following tabs: Payment Details, Reconciled Cashflow DetailsReconciled Invoice Details, Allocation Details and Excess Payment Details.

### Figure 12-9 Payment Details

Datalla			×
Details			
Payment Details	Reconciled Cashflow Details	Allocation Details	Excess Payment Details
Flag	Dr/Cr Indicator	Payment Reference Number	Payment Date
Expected Cashflow	Debit	PAY_QA_RJ_GBP_003	2020-08-22
Payment Currency	Payment Amount	Allocation Required	Credit Account Number
GBP	£700.0	Y	1000487
Unreconciled Payment Amount	Unallocated Payment Amount	Reconciled Amount	Allocated Amount
£0.0	£700.0	£700.0	£0.0
Recon Status	Allocation Status	Payment Party Code	Counter Party Code
Reconciled	Unallocated		
Counter Party Id	Beneficiary Id	Payment Party Name	Counter Party Name
000481	000481	Bank481	
Beneficiary Name	File Name	Virtual Account Owner	Payment Mode
Bank481	-	000481	ACCOUNT_TRANSFER
Virtual A/C Flag	Auto Reconcile	Entity Ref No	Remarks
N	Y	EPR_CF_RJ_003	remarks11
Program Code	Relationship Code	Instrument Date	Remitter A/C No
		2020-08-22	987678953
Bank Code	Bank	Branch	Mandate Reference Number
SBI	SBI	Pune	I
Credit Note Reference	EFT Ref No	Generic Appropriation	Specific Appropriation
CR01	838		-

6. Click Reconciled Cashflow Details tab.

The Reconciled Cashflow Details tab displays.
etails	R	econciled Cash	flow Details		Allocation D	etails	Exc	ess Pavment	Details
Corporate Reference ≎ Number	Corporate 🗘	Counter Party ld $\hat{~}$	Expected Amount $\diamond$	Recon Type ≎	Recon Reference Number	Cashflow Type	Reconciliation Status	Action \$	Reconciliation of the second second second second second second second second second second second second second second second second second second second second second second second second second second second second second second second second second second second second second second second second second second second second second second second second second second second second second second second second second second second second second second second second second second second second second second second second second second second second second second second second second second second second second second second second second second second second second second second second second second second second second second second second second second second second second second second second second second second second second second second second second second second second second second second second second second second second second second second second second second second second second second second second second second second second second second second second second second second second second second second second second second second second second second second second second second second second second second second second second second second second second second second second second second second second second second second second second second second second second second second second second second second second second second second second second second second second second second second second second second second second second second second second second second second second second second second second second second second second second second second second second second second second second second second second second second second second second second second second second second second second second second second second second second second second second second second second second second second second second second second second second second second second second second second second second s
MARCAREQA1801	000380	000381	\$100,001.19	Manual	REF2005230004294	1	Unreconciled	Reconcile	2022-04-29
	atails prporate eference ≎ umber ARCAREQA1801	rtails R prorate ference Corporate Corporate ARCAREQA1801 000380	vrporate ference         Corporate         Counter Party id           ARCAREQA1801         000380         000381	Statilis         Reconciled Cashflow Details           vporate treence.         Corporate         Counter         Expected         Amount         Amount         Amount         Amount         Amount         Amount         State         Amount         State         Amount         State         State	stalls         Reconciled Cashflow Details           vporate ference umber         Corporate         Counter         Expected Amount         Recon           ARCAREQA1801         000380         000381         \$100,001.19         Manual	Statilis     Reconciled Cashflow Details     Allocation D       orporate inference umber     Corporate Corporate     Counter Perty Id     Expected Amount     Recon Type     Recon Reference Number       ARCAREQAI801     000380     000381     \$100,001.19     Manual     REF2005230004294	Statilis     Reconciled Cashflow Details     Allocation Details       vporate inference umber     Corporate Party Id     Counter Party Id     Expected Amount     Recon Reference Type     Ceon Reference Number     Cashflow Type       ARCAREQA1801     000380     000381     \$100,001/9     Manual     REF2005230004294     I	Statilis     Reconciled Cashflow Details     Allocation Details     Execonciled Cashflow Details     Execonciled Cashflow Details     Execonciled Cashflow Details     Execonciled Cashflow Details     Execonciled Cashflow Details     Execonciled Cashflow Details     Execonciled Cashflow Details     Execonciled Cashflow Details     Execonciled Cashflow Details     Execonciled Cashflow Details     Execonciled Cashflow Details     Reconciled Cashflow Details     Execonciled Cashflow Details     Reconciled Cashflow Details	Itatilis     Reconciled Cashflow Details     Allocation Details     Excess Payment       vporate inference umber     Corporate     Counter Party Id     Expected Amount     Recon Reference Type     Cashflow Number     Cashflow Type     Reconcillation Status     Action     Action       ARCAREQA1801     000380     000381     \$100,001/9     Manual     REF2005230004294     I     Unreconciled     Reconcile

Figure 12-10 Reconciled Cashflow Details



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

7. Click Reconciled Invoice Details tab.

The Reconciled Invoice Details tab displays.

Figure 12-11	Reconciled	<b>Invoice Details</b>
--------------	------------	------------------------

Details	tails									×		
Pay	Payment Details Reconciled Invoice Details				Allocation Details			Excess Payment Details				
Invoice Reference ≎ Number	Supplier 🗘	Buyer ≎	Invoice Date	Invoice Due ≎ Date	Payment Due ≎ Date	Recon Type $\diamond$	Recon Reference 🗘 Number	Net Invoice Amount	Reconciliation Status	Action 0	Reconciliation Date	Paid Amou
RFPDINV4	RFPDSUPPLIER	RFPDBUYER	2022-10-20	2022-11-20	2022-11-21	Auto	004201022REC17219	\$1,000.00	Part-Reconciled	Reconcile	2022-10-20	\$1,00
Page 1 of	1 (1 of 1 items)	<	1 > >									

#### Note:

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

8. Click Allocation Details tab.

The Allocation Details tab displays.



						10000				1000000
Details										×
Payment Details		Reconciled Cashflow	Details		Allocation Details			Excess Payment De	tails	
Virtual Account Number	≎ Date ≎	Recon Type 🗘	VAM Reference Number	0	Status	¢	Amount (Payment Currency)	٥	Reason	¢
No data to display.										
age 1 (0of0πemes) K 4 [1] >	м									

#### Figure 12-12 Allocation Details

Figure 12-13 Allocation Details

Details							×
Payment Details		Reconciled Invoice De	ails	Allocation Details		Excess Payment	Details
irtual Account Number 🛛 🗘	Date 🗘	Recon Type 🗘	VAM Reference Number \$	Status 🗘	Amount (Payment Ccy)	\$	Reason 🗘
lo data to display.							
Be I (erronome) (( ,							

9. Click Excess Payment Details tab.

The Excess Payment Details tab displays.

# Figure 12-14 Excess Payment Details

Details						×
Payment Details	Reconciled Cashflow Details	All	ocation Details		Excess Payment Det	ails
					Expand All	Collapse All
Excess Payment Reference Number 🛛 🗘		Value Date 💲		Excess Amount	0	



,	ŀ	econciled Invoice Details	A	llocation Details	Excess Pay	ment Details Expand All Collapse
ccess Payment Reference Num	iber 🌣 Value Date	C Excess Amount	0			
• PAY1372	2022-10-2	0 \$200.00				
Excess Amount Status 🗘	Reconciled 0	Recon/Refund Amount 💲	Recon Type 💲	Beneficiary Name 🗘	Beneficiary Account 💲	Beneficiary IFSC
Refunded	N/A	\$200.00	N/A	RFPDSUPPLIER	123123	IFSC123123

#### Figure 12-15 Excess Payment Details

# 12.5 Purchase Order Inquiry

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

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

- 1. On Home screen, click Receivables And Payables. Under Receivables And Payables, click Inquiry.
- 2. Under Inquiry, click Purchase Order Inquiry.

The Purchase Order Inquiry screen displays.

#### Figure 12-16 Purchase Order Inquiry

Purchase Order Inquiry			
Hide Search			
File Reference Number	PO Number	Buyer	Supplier
		Search Q	Search Q
Program	PO Status	Finance Status	Amount Reference Basis
Q	Select	▼ Select	Select 👻
Currency	PO Amount From	PO Amount To	Date Reference Basis
Select 👻			Funding Request Date 🔹

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



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



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

Table 12-5 Purchase Order Inquiry - Field Description

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

The Purchase Order Inquiry - Search Results screen displays.

Purchase Order Inqui	iry					:: ×
Show Search 👻						
Purchase Order List						B
PO Number 💲	Buyer 🗘	Supplier 0	PO Date 🗘	Currency 0	PO Amount 0	PO Status 💲
POASTRA			2022-09-26	GBP	£176,715.00	)
ASTRAP0889			2022-09-26	GBP	£62,328.00	)
POTEST5529			2022-09-28	USD	\$80,440.0	2
POTEST55292			2022-09-28	USD	\$8,986.2	1
TestPO6Dec			2022-10-07	USD	\$10,000.00	ACCEPTED
POTESTFILLERsdfds			2022-09-28	USD	\$9,999.00	ACCEPTED
01PODM			2022-10-14	USD		
ORDODM			2022 10 14	LICD	£100.00	ACCENTED

Figure 12-17 Purchase Order Inquiry - Search Results

 Click the reference number link in the PO Number column to view the details of the purchase order.

# 12.6 Receivables Inquiry

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

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

- On Home screen, click Receivables And Payables. Under Receivables And Payables, click Inquiry.
- 2. Under Inquiry, click Receivables Inquiry.

The Receivables Inquiry screen displays.

#### Figure 12-18 Receivables Inquiry

Receivables Inquiry			-
Hide Search			
File Name	Instrument Type	Reference Number	Buyer
	Select 👻		Search Q
Supplier	Relationship	Program	Instrument Status
Search Q	Q	Q	Select 👻
Other Status	Payment Status	Finance Status	Amount Reference Basis
Select	Select 👻	Select 🔹	Select 👻
Currency	Amount From	Amount To	
Select 👻			
Date Reference Basis	Date Range		
Select 🔹	₩		
Search Reset			

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



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



Field	Description
File Name	Specify the name of the file used for uploading invoice.
Instrument Type	Select the instrument type to specify whether the inquiry is for invoice or debit note.
Reference Number	Specify the complete or partial reference number of the instrument to search for.
Buyer	Click the Search icon to select the buyer mentioned in the invoice.
Supplier	Click the Search icon to select the supplier mentioned in the invoice.
Relationship	Click the Search icon to select the relationship used for creating the invoice.
Program	Click the Search icon to select the program linked with the invoice. This field is applicable only for Oracle Banking Supply Chain Finance system.
Instrument Status	Select the current instrument status to filter the search results. An invoice may have multiple attributes and a search can be performed on all these through a multi-select option for the instrument status field.
Other Status	<ul> <li>Select the applicable status to filter the search results. An invoice/ debit note may have multiple attributes and a search can be performed on all these through a multi-select option for the other status field.</li> <li>Overdue</li> <li>Approved</li> <li>Assigned</li> <li>Indirect Payment</li> <li>Payment Under Approval</li> <li>Stale</li> </ul>
Payment Status	<ul> <li>Select the payment status to filter the search results.</li> <li>Partial Paid</li> <li>Paid</li> <li>Unpaid</li> </ul>
Finance Status	Select the finance status to filter the search results. Available options are: • Financed • Part Financed • Not Financed
Amount Reference Basis	Select the reference for an amount range search.
Currency	Select the currency of the instrument.
Amount From	Specify the starting range of instrument amount to search.
Amount To	Specify the ending range of instrument amount to search.
Date Reference Basis	<ul> <li>Select the value to specify the reference for date criteria:</li> <li>Invoice/Debit Note Date</li> <li>Invoice/Debit Note Due Date</li> <li>Actual Payment Date</li> <li>Payment Due Date</li> <li>Funding Request Date</li> </ul>
Date Range	Click the Calendar icon and select the start date and end date of the date range.

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

The Receivables Inquiry - Search Results screen displays.

how Search 🖕										
Reference Number 🗘	Instrument Type 🗘	Buyer 0	Supplier \$	Issue Date 🗘	Due Date 🗘	Currency 0	Invoice Amount 0	Instrument Status 🗘	Netting Status 🗘	Historical Status
MAUTO-DEBIT-IFIN1	Debit Note	Carrefour	Danone	2020-01-20	2020-02-20	USD	10,020.00	Accepted	-	Details
TR	Invoice	Carrefour	Danone	2020-01-20	2023-04-16	USD	10,200.00	Raised	-	Details
TTEST1	Invoice	Carrefour	Danone	2020-01-20	2023-04-19	USD	10,000.00	Raised		Details
TEST1	Invoice	Carrefour	Danone	2020-01-20	2020-04-07	USD	5,000.00	Accepted	-	Details
78768768	Invoice	Carrefour	Danone	2020-01-20	2023-05-22	GBP	100.00	Raised	-	Details
MAUTO-INV-LPROG	Invoice	Carrefour	Danone	2020-01-20	2023-11-19	USD	10,010.00	Raised	-	Details
AUTO-INV-ReD	Invoice	Carrefour	Danone	2020-01-20	2020-02-20	USD	10,020.00	Raised	-	Details
FB203	Invoice	Carrefour	Danone	2020-01-20	2020-01-28	USD	1,000.00	Raised	-	Details
MAUTO-DEBIT-RaD2	Debit Note	Carrefour	Danone	2020-01-20	2020-02-20	USD	10,020.00	Accepted	-	Details
DB6767	Debit Note	Carrefour	Danone	2020-01-20	2023-06-30	GBP	100.00	Raised	-	Details
MAUTO-INV-004	Invoice	Carrefour	Danone	2020-01-20	2023-11-19	USD	9,909.90	Accepted	-	Details
AUTO-DEBIT-EDIT1	Debit Note	Carrefour	Danone	2020-01-20	2020-02-20	USD	10,020.00	Raised	-	Details
MAUTO-DEBIT-PROG1	Debit Note	Carrefour	Danone	2020-01-20	2023-11-19	USD	10,010.00	Raised	-	Details
OOP	Debit Note	Carrefour	Danone	2020-01-20	2023-05-19	USD	10,200.00	Accepted	-	Details
MAUTO-DEBIT-ReD	Debit Note	Carrefour	Danone	2020-01-20	2020-02-20	USD	10,020.00	Raised	-	Details
MAUTO-INV-TFIFIN	Invoice	Carrefour	Danone	2020-01-20	2020-02-20	USD	10,020.00	Accepted	-	Details
MAUTO-INV-003	Invoice	Carrefour	Danone	2020-01-20	2023-11-19	USD	9,909.90	Accepted	-	Details
ONTEST02	Debit Note	Carrefour	Danone	2020-01-20	2022-12-28	USD	5,000.00	Accepted	-	Details
MAY23001	Invoice	Carrefour	Danone	2020-01-20	2020-01-30	USD	1,234.00	Raised	-	Details
CTEST	Invoice	Carrefour	Danone	2020-01-20	2023-04-12	USD	1,000.00	Raised	-	Details

Figure 12-19 Receivables Inquiry - Search Results

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

# 13 Batch Jobs

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

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

#### EOD Batch

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

#### Table 13-1 EOD Batch

#### Note:

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



# Independent Batch

S No	Event Name	Description
1	Auto-Reconciliation	This job reconciles transactions for invoice, debit note, and finance, with payment/credit note based on configured auto-recon rules.
2	Future Dated Disbursement Processing	This job processes transactions with future dated disbursements.
3	Auto Debit Finance	This job processes auto debits for finance transactions as per configurations defined in the system.
4	Auto Debit Invoice	This job processes auto debits for invoice transactions as per configurations defined in the system.
5	Refund	This job processes refunds of excess, margin, and interest (where discounted loans are prematurely settled) against respective invoice-payment and finance settlement transactions as per configuration defined in the system.

# Note:

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

# 14 Process Codes

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

#### **Cash Management**

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

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

#### Table 14-1 Functional Activity Code - Cash Management

#### Note:

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

#### Finance

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



Table 14-2	Functional	Activity	Code -	Finance
	i anotional	7.00LIVILY	0040	1 11100

Stage	Functional Activity Code	Description
LimitProcessingEx ception	LimitProcessingException	This is a stage before authorization and transaction falls in this stage when maintenance of limits is not done properly.
CreditApprovalExc eption	CreditApprovalException	This is a stage before authorization and transaction falls in this stage when exception handling behavior has been maintained as STOP in the Product Parameters screen for limit amount and limit expiry breach.
CreateAdhocLimits TransactionExcepti on	CreateAdhocLimitsTransactio nException	This is a stage before authorization and transaction falls in this stage if there is a technical error while identifying Adhoc limits applicability in transaction.
InitiateWorkflowFor AdhocLimitTxnExc eption	InitiateWorkflowForAdhocLimi tTxnException	This is a stage before authorization and transaction falls in this stage if there is a technical error due to which a transaction for Adhoc limits is not initiated in the system.
AutoFinanceExcept ion	AUTOFIN_EXCEPTION	This is a stage before authorization and after limit is blocked. Transaction falls in this stage when auto processing is enabled, and it fails due to financing validations being done as per finance parameters maintained in Product/Program/Interest/ Accounting/Charges.
Processing	PROCESSING	This is a stage before authorization and after limit is blocked. Transaction falls in this stage when auto-processing is disabled in Program/Product parameters.
Authorization	AUTHORIZATION	This is authorization step wherein user can either Approve/Reject the record. Transaction falls in this stage when auto-authorization is disabled in Product/Program parameters.
Loan Integration Exception	OBCL_EXCEPTION	This stage is after authorization and transaction falls in this stage when integration with lending product (OBCL) to create contracts or make payment fails.
AccountingEntries PostException	ACC_ENTRIES_EXCEPTION	This stage is after authorization and transaction falls in this stage when accounting entries posting integration is configured as 'Yes' in system parameters with another product and posting fails.
AccountPostingRes ponseAwaited	ACCPOSTING_RESPONSE_ AWAITED (Not be mapped on screen)	This stage is after authorization and transaction falls in this stage if accounting entries posting integration is configured as 'Yes' in system parameters with another product and the mode of integration is asynchronous and transaction is waiting for response.
ExternalPaymentE xception	EXTERNAL_PAYMENT_EXC EPTION	This stage is after authorization and transaction falls in this stage when external payment integration is required as per payment mode in transaction and external payment system integration fails.
OutgoingPaymentR esponseAwaited	OUTPAY_RESPONSE_AWAI TED (Not be mapped on screen)	This stage is after authorization and transaction falls in this stage when external payment integration is required as per payment mode in transaction and integration is asynchronous and transaction is waiting for response.



Stage	Functional Activity Code	Description
LimitsUpdateExcep tion	LIMITS_UPDATE_EXCEPTIO N	This stage is after authorization and transaction falls in this stage when limits utilization/release fails due to technical error. The user can retry the transaction after the technical error is resolved.
FinanceMasterUpd ate	POSTAUTH_UPDATE_EXCE PTION	This stage is after authorization and transaction falls in this stage when work table to main table approval update fails due to technical errors. The user can retry the transaction after the technical error is resolved.
InstrumentUpdateE xception	INSTRUMENT_UPDATE_EX CEPTION	This stage is after authorization and transaction falls in this stage when update of linked invoice/PO as financed/paid fails due to technical errors. The user can retry the transaction after the technical error is resolved.
AlertsException	ALERTS_EXCEPTION	This stage is after authorization and transaction falls in this stage when alerts generation for transaction fails due to technical errors. The user can retry the transaction after the technical error is resolved.
ReconCompletionE xception	RECON_COMPLETION_EX CEPTION	This stage is after authorization and transaction falls in this stage for settlement transactions when payment is initiated through Finance Payment Recon (FPR) and FIFO (First In First Out) is not completed and status of the same cannot be found due to technical errors. The user can retry the transaction after the technical error is resolved.
ReconAuthorizatio nException	RECON_AUTHORIZATION_ EXCEPTION	This stage is after authorization and transaction falls in this stage for settlement transactions when payment is initiated through Finance Payment Recon (FPR) and FIFO (First In First Out) is not completed and status of recon of current finance settlement is not updated due to technical errors. The user can retry the transaction after the technical error is resolved.
ReconStepAuthoriz ationException	RECON_STEP_AUTHORIZA TION_EXCEPTION	This stage is after authorization and transaction falls in this stage for settlement transactions when payment is initiated through Finance Payment Recon (FPR) and FIFO (First In First Out) is not completed and status of payment corresponding to current finance settlement is not updated due to technical errors. The user can retry the transaction after the technical error is resolved.

Table 14-2 (Cont.) Functional Activity Code - Finance

#### Note:

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

#### Recon

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

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

#### Table 14-3 Functional Activity Code - Recon

## Note:

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

#### Discounting

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

Stage	Functional Activity Code	Description
Authorization	AUTHORIZATION	This is authorization step wherein user can either Approve/Reject the record. Transaction falls in this stage when auto-authorization is disabled in Product/Program parameters.
masterUpdateExce ption	MASTER_UPDATE_EXCEPT ION	This stage is after authorization and transaction falls in this stage when work table to main table update fails due to technical errors. The user can retry the transaction after the technical error is resolved.

#### Table 14-4 Functional Activity Code - Discounting

# Note:

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

#### Instrument

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

Stage	Functional Activity Code	Description
MITagCorrection	SCFCM_FA_TXN_CREATE_ EXCEPTION	The transaction falls in this stage when transaction is not automatically created through file upload due to missing of tags.
Create Instrument Exception	SCFCM_FA_TXN_CREATE_ EXCEPTION	This is a stage before authorization and transaction falls in this stage if there is a technical error while creating a transaction for instrument.
Processing	SCFCM_FA_TXN_PROC	This is a stage before authorization and transaction falls in this stage when auto-processing is disabled in Program/Product parameters.
Transaction Rejection Approval	SCFCM_FA_TXN_REJECTI ON	This is a stage after authorization and transaction falls in this stage when it is rejected.
CL Exception	SCFCM_FA_CL_EXCEPTIO N	This stage is after authorization and transaction falls in this stage when integration for corporate lending is configured as 'Yes' in system parameters with another product and it fails.
Accounting Regeneration Exception	SCFCM_FA_AC_REGEN_EX CEPTION	This stage is after authorization and transaction falls in this stage when integration for accounting entries re-generation is configured as 'Yes' in system parameters with another product and regenerating the same fails.
Authorization	SCFCM_FA_TXN_AUTH	This is authorization step wherein user can either Approve/Reject the record. Transaction falls in this stage when auto-authorization is disabled in Product/Program parameters.

#### Table 14-5 Functional Activity Code - Instrument



Stage	Functional Activity Code	Description
Accounting Post Exception	SCFCM_FA_ACC_POST_EX	This stage is after authorization and transaction falls in this stage when accounting entries posting integration is configured as 'Yes' in system parameters with another product and posting fails.
Limits Update Exception	SCFCM_FA_LIMITS_UPD_E X	This stage is after authorization and transaction falls in this stage when limits utilization/release fails due to technical error. The user can retry the transaction after the technical error is resolved.
Instrument Master Update Exception	SCFCM_FA_MASTER_UPD_ EXCEPTION	This stage is after authorization and transaction falls in this stage when update of linked instrument in the master table fails due to technical errors. The user can retry the transaction after the technical error is resolved.
File Upload Exception	SCFCM_FA_FILE_UPLOAD_ EX	This is a stage before authorization and transaction falls in this stage when upload of file fails.
Portal Response Exception	SCFCM_FA_PORTAL_RES_ EX	This is a stage where in portal does not respond due to the technical error. The user can retry the transaction after the technical error is resolved.

#### Table 14-5 (Cont.) Functional Activity Code - Instrument

# Note:

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

# A Functional Activity Codes

Screen Name/API Name	Functional Activity Code	Action	Description
Accounting Entries	SCFCM_FA_ACCNT_ENTRI ES_CREATE_SERVICE	Create	Create Accounting Entries
Accounting Entries	SCFCM_FA_ACCNT_ENTRI ES_VIEW_SERVICE	View	View Accounting Entries
Accounting Entries	SCFCM_FA_ACCNT_ENTRI ES_VIEW_AUTHORIZE_SER VICE	Authorize	Authorize the Accounting Entries record
Accounting Entries	SCFCM_FA_ACCNT_ENTRI ES_VIEW_UPDATE_SERVIC E	Unlock	Unlock and edit the Accounting Entries record
Accounting Entries	SCFCM_FA_ACCNT_ENTRI ES_VIEW_DELETE_SERVIC E	Delete	Delete the Accounting Entries record
Accounting Entries	SCFCM_FA_ACCNT_ENTRI ES_VIEW_CLOSE_SERVICE	Close	Close the Accounting Entries record
Accounting Entries	SCFCM_FA_ACCNT_ENTRI ES_VIEW_REOPEN_SERVI CE	Reopen	Reopen a closed Accounting Entries record
Accounting Entries	SCFCM_FA_ACCNT_ENTRI ES_VIEW_COPY_SERVICE	Сору	Copy and create a new Accounting Entries record
Entry Codes	SCFCM_FA_ACCNT_ENTRY CODE_CREATE_SERVICE	Create	Create Entry Codes
Entry Codes	SCFCM_FA_ACCNT_ENTRY CODE_VIEW_SERVICE	View	View Entry Codes
Entry Codes	SCFCM_FA_ACCNT_ENTRY CODE_VIEW_UPDATE_SER VICE	Unlock	Unlock and edit the Entry Codes record
Entry Codes	SCFCM_FA_ACCNT_ENTRY CODE_VIEW_AUTHORIZE_ SERVICE	Authorize	Authorize the Entry Codes record
Entry Codes	SCFCM_FA_ACCNT_ENTRY CODE_VIEW_CLOSE_SERV ICE	Close	Close the Entry Codes record
Entry Codes	SCFCM_FA_ACCNT_ENTRY CODE_VIEW_REOPEN_SE RVICE	Reopen	Reopen a closed Entry Codes record
Entry Codes	SCFCM_FA_ACCNT_ENTRY CODE_VIEW_DELETE_SER VICE	Delete	Delete an existing Entry Codes record
Entry Codes	SCFCM_FA_ACCNT_ENTRY CODE_VIEW_COPY_SERVI CE	Сору	Copy and create a new Entry Codes record

#### Table A-1 List of Functional Activity Codes



Screen Name/API Name	Functional Activity Code	Action	Description
External Account Mapping	OBSCFCM_FA_EXT_ACC_M APP_CREATE_SERVICE	Create	Create External Account Mapping
External Account Mapping	OBSCFCM_FA_EXT_ACC_M APP_VIEW_SERVICE	View	View External Account Mapping
External Account Mapping	OBSCFCM_FA_EXT_ACC_M APP_VIEW_AUTHORIZE_SE RVICE	Authorize	Authorize the External Account Mapping record
External Account Mapping	OBSCFCM_FA_EXT_ACC_M APP_VIEW_CLOSE_SERVIC E	Close	Close the External Account Mapping record
External Account Mapping	OBSCFCM_FA_EXT_ACC_M APP_VIEW_REOPEN_SERV ICE	Reopen	Reopen a closed External Account Mapping record
External Account Mapping	OBSCFCM_FA_EXT_ACC_M APP_VIEW_DELETE_SERVI CE	Delete	Delete an existing External Account Mapping record
External Account Mapping	OBSCFCM_FA_EXT_ACC_M APP_VIEW_UPDATE_SERVI CE	Unlock	Unlock and edit the External Account Mapping record
External Account Mapping	OBSCFCM_FA_EXT_ACC_M APP_VIEW_COPY_SERVIC E	Сору	Copy and create a new External Account Mapping record
Internal Account Mapping	OBSCFCM_FA_INT_ACC_M APP_CREATE_SERVICE	Create	Create Internal Account Mapping
Internal Account Mapping	OBSCFCM_FA_INT_ACC_M APP_VIEW_SERVICE	View	View Internal Account Mapping
Internal Account Mapping	OBSCFCM_FA_INT_ACC_M APP_VIEW_UPDATE_SERVI CE	Unlock	Unlock and edit the Internal Account Mapping record
Internal Account Mapping	OBSCFCM_FA_INT_ACC_M APP_VIEW_AUTHORIZE_SE RVICE	Authorize	Authorize the Internal Account Mapping record
Internal Account Mapping	OBSCFCM_FA_INT_ACC_M APP_VIEW_CLOSE_SERVIC E	Close	Close the Internal Account Mapping record
Internal Account Mapping	OBSCFCM_FA_INT_ACC_M APP_VIEW_REOPEN_SERV ICE	Reopen	Reopen a closed Internal Account Mapping record
Internal Account Mapping	OBSCFCM_FA_INT_ACC_M APP_VIEW_DELETE_SERVI CE	Delete	Delete an existing Internal Account Mapping record
Internal Account Mapping	OBSCFCM_FA_INT_ACC_M APP_VIEW_COPY_SERVIC E	Сору	Copy and create a new Internal Account Mapping record
Charge Code	OBSCFCM_FA_CHGMASTE R_CREATE_SERVICE	Create	Create Charge Code
Charge Code	OBSCFCM_FA_CHGMASTE R_VIEW_SERVICE	View	View Charge Code

	Table A-1	(Cont.) List of Functional Activity Codes
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Table A-1	(Cont.) List of Functional Activity Codes
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Screen Name/API Name	Functional Activity Code	Action	Description
Charge Code	OBSCFCM_FA_CHGMASTE R_VIEW_AUTHORIZE_SERV ICE	Authorize	Authorize the Charge Code record
Charge Code	OBSCFCM_FA_CHGMASTE R_VIEW_UPDATE_SERVICE	Unlock	Unlock and edit the Charge Code record
Charge Code	OBSCFCM_FA_CHGMASTE R_VIEW_CLOSE_SERVICE	Close	Close the Charge Code record
Charge Code	OBSCFCM_FA_CHGMASTE R_VIEW_REOPEN_SERVIC E	Reopen	Reopen a closed Charge Code record
Charge Code	OBSCFCM_FA_CHGMASTE R_VIEW_DELETE_SERVICE	Delete	Delete an existing Charge Code record
Charge Code	OBSCFCM_FA_CHGMASTE R_VIEW_COPY_SERVICE	Сору	Copy and create a new Charge Code record
Charge Decisioning	SCFCM_FA_CHGDEC_CRE ATE_SERVICE	Create	Create Charge Decisioning
Charge Decisioning	SCFCM_FA_CHGDEC_VIEW _SERVICE	View	View Charge Decisioning
Charge Decisioning	SCFCM_FA_CHGDEC_VIEW _AUTHORIZE_SERVICE	Authorize	Authorize the Charge Decisioning record
Charge Decisioning	SCFCM_FA_CHGDEC_VIEW _AMEND_SERVICE	Unlock	Unlock and edit the Charge Decisioning record
Charge Decisioning	SCFCM_FA_CHGDEC_VIEW _CLOSE_SERVICE	Close	Close the Charge Decisioning record
Charge Decisioning	SCFCM_FA_CHGDEC_VIEW _REOPEN_SERVICE	Reopen	Reopen a closed Charge Decisioning record
Charge Decisioning	SCFCM_FA_CHGDEC_VIEW _DELETE_SERVICE	Delete	Delete an existing Charge Decisioning record
Charge Decisioning	SCFCM_FA_CHGDEC_VIEW _COPY_SERVICE	Сору	Copy and create a new Charge Decisioning record
Charge Preferential Pricing	OBSCFCM_FA_CHGPREFP RC_CREATE_SERVICE	Create	Create Charge Preferential Pricing
Charge Preferential Pricing	OBSCFCM_FA_CHGPREFP RC_VIEW_SERVICE	View	View Charge Preferential Pricing
Charge Preferential Pricing	OBSCFCM_FA_CHGPREFP RC_VIEW_AUTHORIZE_SE RVICE	Authorize	Authorize the Charge Preferential Pricing record
Charge Preferential Pricing	OBSCFCM_FA_CHGPREFP RC_VIEW_UPDATE_SERVIC E	Unlock	Unlock and edit the Charge Preferential Pricing record
Charge Preferential Pricing	OBSCFCM_FA_CHGPREFP RC_VIEW_CLOSE_SERVIC E	Close	Close the Charge Preferential Pricing record
Charge Preferential Pricing	OBSCFCM_FA_CHGPREFP RC_VIEW_REOPEN_SERVI CE	Reopen	Reopen a closed Charge Preferential Pricing record
Charge Preferential Pricing	OBSCFCM_FA_CHGPREFP RC_VIEW_DELETE_SERVIC E	Delete	Delete an existing Charge Preferential Pricing record



Screen Name/API Name	Functional Activity Code	Action	Description
Charge Preferential Pricing	OBSCFCM_FA_CHGPREFP RC_VIEW_COPY_SERVICE	Сору	Copy and create a new Charge Preferential Pricing record
Charge Rule Maintenance	OBSCFCM_FA_CHARGES_ RULE_CREATE_SERVICE	Create	Create Charge Rule Maintenance
Charge Rule Maintenance	OBSCFCM_FA_CHARGES_ RULE_VIEW_SERVICE	View	View Charge Rule Maintenance
Charge Rule Maintenance	OBSCFCM_FA_CHARGES_ RULE_VIEW_CLOSE_SERVI CE	Close	Close the Charge Rule Maintenance record
Charge Rule Maintenance	OBSCFCM_FA_CHARGES_ RULE_VIEW_REOPEN_SER VICE	Reopen	Reopen a closed Charge Rule Maintenance record
Charge Rule Maintenance	OBSCFCM_FA_CHARGES_ RULE_VIEW_DELETE_SER VICE	Delete	Delete an existing Charge Rule Maintenance record
Charge Rule Maintenance	OBSCFCM_FA_CHARGES_ RULE_VIEW_AUTHORIZE_S ERVICE	Authorize	Authorize the Charge Rule Maintenance record
Charge Rule Maintenance	OBSCFCM_FA_CHARGES_ RULE_VIEW_MODIFY_SER VICE	Unlock	Unlock and edit the Charge Rule Maintenance record
Charge Rule Maintenance	OBSCFCM_FA_CHARGES_ RULE_VIEW_COPY_SERVI CE	Сору	Copy and create a new Charge Rule Maintenance record
Commodity	OBSCFCM_FA_COMMODM ASTER_CREATE_SERVICE	Create	Create Commodity
Commodity	OBSCFCM_FA_COMMODM ASTER_VIEW_SERVICE	View	View Commodity
Commodity	OBSCFCM_FA_COMMODM ASTER_VIEW_AUTHORIZE_ SERVICE	Authorize	Authorize the Commodity record
Commodity	OBSCFCM_FA_COMMODM ASTER_VIEW_CLOSE_SER VICE	Close	Close the Commodity record
Commodity	OBSCFCM_FA_COMMODM ASTER_VIEW_REOPEN_SE RVICE	Reopen	Reopen a closed Commodity record
Commodity	OBSCFCM_FA_COMMODM ASTER_VIEW_DELETE_SE RVICE	Delete	Delete an existing Commodity record
Commodity	OBSCFCM_FA_COMMODM ASTER_VIEW_UPDATE_SE RVICE	Unlock	Unlock and edit the Commodity record
Commodity	OBSCFCM_FA_COMMODM ASTER_VIEW_COPY_SERVI CE	Сору	Copy and create a new Commodity record
Division Code	OBSCFCM_FA_DIVISIONCO DE_CREATE_SERVICE	Create	Create Division Code

Table A-1	(Cont.) List of Functional Activity (	Codes



Screen Name/API	Functional Activity Code	Action	Description
Name			
Division Code	OBSCFCM_FA_DIVISIONCO DE_VIEW_SERVICE	View	View Division Code
Division Code	OBSCFCM_FA_DIVISIONCO DE_VIEW_AUTHORIZE_SE RVICE	Authorize	Authorize the Division Code record
Division Code	OBSCFCM_FA_DIVISIONCO DE_VIEW_CLOSE_SERVICE	Close	Close the Division Code record
Division Code	OBSCFCM_FA_DIVISIONCO DE_VIEW_REOPEN_SERVI CE	Reopen	Reopen a closed Division Code record
Division Code	OBSCFCM_FA_DIVISIONCO DE_VIEW_DELETE_SERVIC E	Delete	Delete an existing Division Code record
Division Code	OBSCFCM_FA_DIVISIONCO DE_VIEW_UPDATE_SERVIC E	Unlock	Unlock and edit the Division Code record
Division Code	OBSCFCM_FA_DIVISIONCO DE_VIEW_COPY_SERVICE	Сору	Copy and create a new Division Code record
Non Customer	OBSCFCM_FA_NONCUSTO MER_VIEW_SERVICE	View	View Non Customer
Non Customer	OBSCFCM_FA_NONCUSTO MER_VIEW_CLOSE_SERVI CE	Close	Close the Non Customer record
Non Customer	OBSCFCM_FA_NONCUSTO MER_VIEW_DELETE_SERVI CE	Delete	Delete an existing Non Customer record
Non Customer	OBSCFCM_FA_NONCUSTO MER_VIEW_REOPEN_SERV ICE	Reopen	Reopen a closed Non Customer record
Non Customer	OBSCFCM_FA_NONCUSTO MER_VIEW_MODIFY_SERVI CE	Unlock	Unlock and edit the Non Customer record
Non Customer	OBSCFCM_FA_NONCUSTO MER_VIEW_AUTH_SERVIC E	Authorize	Authorize the Non Customer record
Payment Terms	OBSCFCM_FA_PAYMENT_T ERMS_CREATE_SERVICE	Create	Create Payment Terms
Payment Terms	OBSCFCM_FA_PAYMENT_T ERMS_VIEW_SERVICE	View	View Payment Terms
Payment Terms	OBSCFCM_FA_PAYMENT_T ERMS_VIEW_AUTHORIZE_ SERVICE	Authorize	Authorize the Payment Terms record
Payment Terms	OBSCFCM_FA_PAYMENT_T ERMS_VIEW_CLOSE_SERV ICE	Close	Close the Payment Terms record
Payment Terms	OBSCFCM_FA_PAYMENT_T ERMS_VIEW_REOPEN_SE RVICE	Reopen	Reopen a closed Payment Terms record



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Screen Name/API Name	Functional Activity Code	Action	Description
Payment Terms	OBSCFCM_FA_PAYMENT_T ERMS_VIEW_DELETE_SER VICE	Delete	Delete an existing Payment Terms record
Payment Terms	OBSCFCM_FA_PAYMENT_T ERMS_VIEW_UPDATE_SER VICE	Unlock	Unlock and edit the Payment Terms record
Payment Terms	OBSCFCM_FA_PAYMENT_T ERMS_VIEW_COPY_SERVI CE	Сору	Copy and create a new Payment Terms record
Recon Rule Decision	OBSCFCM_FA_RECONRUL EDEC_CREATE_SERVICE	Create	Create Recon Rule Decision
Recon Rule Decision	OBSCFCM_FA_RECONRUL EDEC_VIEW_SERVICE	View	View Recon Rule Decision
Recon Rule Decision	OBSCFCM_FA_RECONRUL EDEC_VIEW_AUTH_SERVIC E	Authorize	Authorize the Recon Rule Decision record
Recon Rule Decision	OBSCFCM_FA_RECONRUL EDEC_VIEW_CLOSE_SERVI CE	Close	Close the Recon Rule Decision record
Recon Rule Decision	OBSCFCM_FA_RECONRUL EDEC_VIEW_DELETE_SER VICE	Delete	Reopen a closed Recon Rule Decision record
Recon Rule Decision	OBSCFCM_FA_RECONRUL EDEC_VIEW_REOPEN_SER VICE	Reopen	Delete an existing Recon Rule Decision record
Recon Rule Decision	OBSCFCM_FA_RECONRUL EDEC_VIEW_UPDATE_SER VICE	Unlock	Unlock and edit the Recon Rule Decision record
Recon Rule Decision	OBSCFCM_FA_RECONRUL EDEC_VIEW_COPY_SERVI CE	Сору	Copy and create a new Recon Rule Decision record
Reconcilation Rule Definition	OBSCFCM_FA_RECONRUL EDEFN_CREATE_SERVICE	Create	Create Reconcilation Rule Definition
Reconcilation Rule Definition	OBSCFCM_FA_RECONRUL EDEFN_VIEW_SERVICE	View	View Reconcilation Rule Definition
Reconcilation Rule Definition	OBSCFCM_FA_RECONRUL EDEFN_VIEW_AUTH_SERVI CE	Authorize	Authorize the Reconcilation Rule Definition record
Reconcilation Rule Definition	OBSCFCM_FA_RECONRUL EDEFN_VIEW_CLOSE_SER VICE	Close	Close the Reconcilation Rule Definition record
Reconcilation Rule Definition	OBSCFCM_FA_RECONRUL EDEFN_VIEW_DELETE_SE RVICE	Delete	Delete an existing Reconcilation Rule Definition record
Reconcilation Rule Definition	OBSCFCM_FA_RECONRUL EDEFN_VIEW_REOPEN_SE RVICE	Reopen	Reopen a closed Reconcilation Rule Definition record
Reconcilation Rule Definition	OBSCFCM_FA_RECONRUL EDEFN_VIEW_UPDATE_SE RVICE	Unlock	Unlock and edit the Reconcilation Rule Definition record



Screen Name/API Name	Functional Activity Code	Action	Description
Reconcilation Rule Definition	OBSCFCM_FA_RECONRUL EDEFN_VIEW_COPY_SERV ICE	Сору	Copy and create a new Reconcilation Rule Definition record
Relationship Management	OBSCFCM_FA_RELATIONM ASTER_CREATE_SERVICE	Create	Create Relationship Management
Relationship Management	OBSCFCM_FA_RELATIONM ASTER_VIEW_SERVICE	View	View Relationship Management
Relationship Management	OBSCFCM_FA_RELATIONM ASTER_VIEW_AUTHORIZE_ SERVICE	Authorize	Authorize the Relationship Management record
Relationship Management	OBSCFCM_FA_RELATIONM ASTER_VIEW_CLOSE_SER VICE	Close	Close the Relationship Management record
Relationship Management	OBSCFCM_FA_RELATIONM ASTER_VIEW_REOPEN_SE RVICE	Reopen	Reopen a closed Relationship Management record
Relationship Management	OBSCFCM_FA_RELATIONM ASTER_VIEW_DELETE_SE RVICE	Delete	Delete an existing Relationship Management record
Relationship Management	OBSCFCM_FA_RELATIONM ASTER_VIEW_UPDATE_SE RVICE	Unlock	Unlock and edit the Relationship Management record
Relationship Management	OBSCFCM_FA_RELATIONM ASTER_VIEW_COPY_SERVI CE	Сору	Copy and create a new Relationship Management record
Tolerance	OBSCFCM_FA_TOLERANC E_CREATE_SERVICE	Create	Create Tolerance
Tolerance	OBSCFCM_FA_TOLERANC E_VIEW_SERVICE	View	View Tolerance
Tolerance	OBSCFCM_FA_TOLERANC E_VIEW_AUTHORIZE_SERV ICE	Authorize	Authorize the Tolerance record
Tolerance	OBSCFCM_FA_TOLERANC E_VIEW_CLOSE_SERVICE	Close	Close the Tolerance record
Tolerance	OBSCFCM_FA_TOLERANC E_VIEW_REOPEN_SERVIC E	Reopen	Reopen a closed Tolerance record
Tolerance	OBSCFCM_FA_TOLERANC E_VIEW_DELETE_SERVICE	Delete	Delete an existing Tolerance record
Tolerance	OBSCFCM_FA_TOLERANC E_VIEW_UPDATE_SERVICE	Unlock	Unlock and edit the Tolerance record
Tolerance	OBSCFCM_FA_TOLERANC E_VIEW_COPY_SERVICE	Сору	Copy and create a new Tolerance record
Create Receivables & Payables	OBSCFCM_FA_RECEIVEPA YABLE_TXN_SERVICE	Create Receivables & Payables	Create Receivables and Payables
Manual Allocation	OBSCFCM_FA_MANUALALL OCATION_TXN_SERVICE	Manual Allocation	Menu is to allocate payments
Manual Recon	OBSCFCM_FA_MANUALRE	Manual Recon	Menu is to create reconciliation transaction

 Table A-1 (Cont.) List of Functional Activity Codes



Screen Name/API Name	Functional Activity Code	Action	Description
Payment Management	SCFCM_FA_PAYMENT_MG MNT_SERVICE	Payment Management	Menu is to manage payment transactions
Receivables and Payment Management	SCFCM_FA_RECVBLES_PA YBLES_MGMNT_SERVICE	Receivables and Payment Management	Menu for Receivables and Payment Management
Accounting Inquiry	SCFCM_FA_ACC_TXN_ENQ _VIEW_SERVICE	Accounting Inquiry	Menu for Accounting Inquiry
Charge Inquiry	OBSCFCM_FA_CHARGES_ ENQUIRY_SERVICE	Charge Inquiry	Menu for Charge Inquiry
Credit Note Inquiry	SCFCM_FA_CRNOTE_INQU IRY_SERVICE	Credit Note Inquiry	Menu for Credit Note Inquiry
Payment Inquiry	SCFCM_FA_PAYMENT_INQ UIRY_SERVICE	Payment Inquiry	Menu for Payment Inquiry
Purchase Order Inquiry	SCFCM_FA_PO_INQUIRY_S ERVICE	Purchase Order Inquiry	Menu for Purchase Order Inquiry
Receivables Inquiry	SCFCM_FA_RECEIVABLES_ INQUIRY_SERVICE	Receivables Inquiry	Menu for Receivables Inquiry
System Parameters	SCFCM_FA_SYS_PARAM_V IEW_SERVICE	View System Parameters	View the System Parameter
System Parameters	SCFCM_FA_SYS_PARAM_V IEW_AUTHORIZE_SERVICE	Authorize	Authorize the System Parameters record
System Parameters	SCFCM_FA_SYS_PARAM_V IEW_DELETE_SERVICE	Delete	Delete an existing System Parameter record
System Parameters	SCFCM_FA_SYS_PARAM_V IEW_UPDATE_SERVICE	Unlock	Unlock and edit the System Parameter record
System Parameters	SCFCM_FA_APPLICATION_ PARAM_VIEW_SERVICE	View	View the application parameter
Alert	OBSCFCM_SFS_FA_GENE RATE_ALERT	Generate	Generate the Alert
Alert Template	OBSCFCM_SFS_FA_ALERT _TMPLT_VALIDATE_RESOU RCE	Validate	Validate the Alert Template
Alert Template	OBSCFCM_SFS_FA_ALERT _TMPLT_UPDATE_RESOUR CE	Update	Update the Alert Template
Alert Template	OBSCFCM_SFS_FA_ALERT _TMPLT_UNLOCK_RESOUR CE	Unlock	Unlock the Alert Template
Alert Template	OBSCFCM_SFS_FA_ALERT _TMPLT_UNAUTHORIZE_R ESOURCE	Unauthorize	Unauthorize the Alert Template
Alert Template	OBSCFCM_SFS_FA_ALERT _TMPLT_SUMMARY_RESO URCE	Summary	Summary for Alert Template
Alert Template	OBSCFCM_SFS_FA_ALERT _TMPLT_SUBMIT_RESOUR CE	Submit	Submit the Alert Template

Table A-1	(Cont.) List of Functional Activity Codes



Table A-1	(Cont.) List of Functional Activit	y Codes

Screen Name/API Name	Functional Activity Code	Action	Description
Alert Template	OBSCFCM_SFS_FA_ALERT _TMPLT_REOPEN_RESOUR CE	Reopen	Reopen the Alert Template
Alert Template	OBSCFCM_SFS_FA_ALERT _TMPLT_REJECT_RESOUR CE	Reject	Reject the Alert Template
Alert Template	OBSCFCM_SFS_FA_ALERT _TMPLT_GET_RESOURCE	Get	Get the Alert Template
Alert Template	OBSCFCM_SFS_FA_ALERT _TMPLT_DTL_VALIDATE_RE SOURCE	Validate	Validate the Alert Template
Alert Template	OBSCFCM_SFS_FA_ALERT _TMPLT_DTL_UPDATE_RES OURCE	Update	Update the Alert Template
Alert Template	OBSCFCM_SFS_FA_ALERT _TMPLT_DTL_UNLOCK_RE SOURCE	Unlock	Unlock the Alert Template
Alert Template	OBSCFCM_SFS_FA_ALERT _TMPLT_DTL_UNAUTHORIZ E_RESOURCE	Unauthorize	Unauthorize the Alert Template
Alert Template	OBSCFCM_SFS_FA_ALERT _TMPLT_DTL_SUMMARY_R ESOURCE	Summary	Summary for Alert Template
Alert Template	OBSCFCM_SFS_FA_ALERT _TMPLT_DTL_SUBMIT_RES OURCE	Submit	Submit the Alert Template
Alert Template	OBSCFCM_SFS_FA_ALERT _TMPLT_DTL_REOPEN_RE SOURCE	Reopen	Reopen the Alert Template
Alert Template	OBSCFCM_SFS_FA_ALERT _TMPLT_DTL_REJECT_RES OURCE	Reject	Reject the Alert Template
Alert Template	OBSCFCM_SFS_FA_ALERT _TMPLT_DTL_GET_RESOU RCE	Get	Get the Alert Template
Alert Template	OBSCFCM_SFS_FA_ALERT _TMPLT_DTL_GET_MESSA GE	Get	Get the Alert Template
Alert Template	OBSCFCM_SFS_FA_ALERT _TMPLT_DTL_GET_DELIVE RY_MODE	Get	Get the Alert Template
Alert Template	OBSCFCM_SFS_FA_ALERT _TMPLT_DTL_DELETE_RES OURCE	Delete	Delete the Alert Template
Alert Template	OBSCFCM_SFS_FA_ALERT _TMPLT_DTL_CREATE_RES OURCE	Create	Create the Alert Template
Alert Template	OBSCFCM_SFS_FA_ALERT _TMPLT_DTL_COPY	Сору	Copy the Alert Template



Screen Name/API Name	Functional Activity Code	Action	Description
Alert Template	OBSCFCM_SFS_FA_ALERT _TMPLT_DTL_CLOSE_RES OURCE	Close	Close the Alert Template
Alert Template	OBSCFCM_SFS_FA_ALERT _TMPLT_DTL_AUTHORIZE_ RESOURCE	Authorize	Authorize the Alert Template
Alert Template	OBSCFCM_SFS_FA_ALERT _TMPLT_DTL_AGGREGATE _RESOURCE	Aggregate	Aggregate the Alert Template
Alert Template	OBSCFCM_SFS_FA_ALERT _TMPLT_DTL_ACTION_RES OURCE	Action	Action on Alert Template
Alert Template	OBSCFCM_SFS_FA_ALERT _TMPLT_DELETE_RESOUR CE	Delete	Delete the Alert Template
Alert Template	OBSCFCM_SFS_FA_ALERT _TMPLT_CREATE_RESOUR CE	Create	Create the Alert Template
Alert Template	OBSCFCM_SFS_FA_ALERT _TMPLT_COPY	Сору	Copy the Alert Template
Alert Template	OBSCFCM_SFS_FA_ALERT _TMPLT_CLOSE_RESOURC E	Close	Close the Alert Template
Alert Template	OBSCFCM_SFS_FA_ALERT _TMPLT_AUTHORIZE_RES OURCE	Authorize	Authorize the Alert Template
Alert Template	OBSCFCM_SFS_FA_ALERT _TMPLT_AGGREGATE_RES OURCE	Aggregate	Aggregate the Alert Template
Alert Template	OBSCFCM_SFS_FA_ALERT _TMPLT_ACTION_RESOUR CE	Action	Action in the Alert Template
Alert Definition	OBSCFCM_SFS_FA_ALERT _DEF_VALIDATE_RESOURC E	Validation	Validation Resource in Alert Definition
Alert Definition	OBSCFCM_SFS_FA_ALERT _DEF_UPDATE_RESOURCE	Update	Update in Alert Defintion
Alert Definition	OBSCFCM_SFS_FA_ALERT _DEF_UNAUTHORIZE_RES OURCE	Unauthorize	Unauthorize the Alert Definition
Alert Definition	OBSCFCM_SFS_FA_ALERT _DEF_SUMMARY	Summary	Summary on Alert Definition
Alert Definition	OBSCFCM_SFS_FA_ALERT _DEF_SUBMIT_RESOURCE	Submit	Submit in the Alert Definition
Alert Definition	OBSCFCM_SFS_FA_ALERT _DEF_RESOURCE_AGGRE GATE	Aggregate	Aggregate in Alert Definition
Alert Definition	OBSCFCM_SFS_FA_ALERT _DEF_REOPEN_RESOURC E	Reopen	Reopen the closed Alert Definition

 Table A-1 (Cont.) List of Functional Activity Codes



Screen Name/API Name	Functional Activity Code	Action	Description
Alert Definition	OBSCFCM_SFS_FA_ALERT _DEF_REJECT_RESOURCE	Reject	Reject the Alert Definition
Alert Definition	OBSCFCM_SFS_FA_ALERT _DEF_GET_BY_RESOURCE ID	Get	Get by Resource ID in Alert Definition
Alert Definition	OBSCFCM_SFS_FA_ALERT _DEF_DELETE_RESOURCE	Delete	Delete the Alert Definition
Alert Definition	OBSCFCM_SFS_FA_ALERT _DEF_CREATE_RESOURCE	Create	Create the Alert Definition
Alert Definition	OBSCFCM_SFS_FA_ALERT _DEF_CLOSE	Close	Close the Alert Definition
Alert Definition	OBSCFCM_SFS_FA_ALERT _DEF_AUTHORIZE_RESOU RCE	Authorize	Authorize resource in Alert Definition
Alert Definition	OBSCFCM_SFS_FA_ALERT _DEF_ALERT_EVENT	Alert Event	Alert Event in Alert Definition
Alert Definition	OBSCFCM_SFS_FA_ALERT _DEF_ALERT_COPY	Сору	Copy new Alert Definition
Alert Definition	OBSCFCM_SFS_FA_ALERT _DEF_ALERT_CATEGORY	Alert Category	Alert Category in Alert Definition
Alert Definition	OBSCFCM_SFS_FA_ALERT _DEF_ALERT_BATCH_END POINT	Alert Batch	Alert Batch in the Alert Definition
Alert Definition	OBSCFCM_SFS_FA_ALERT _DEF_ALERTS_EMAIL_MES SAGE	Alerts Email	Alert email message in Alert Definition
Alert Definition	OBSCFCM_SFS_FA_ALERT _DEF_ACTION	Action	Action in the Alert Decisioning
Alert Decisioning	OBSCFCM_SFS_FA_ALERT _DECISIONING_VALIDATE_ RESOURCE	Validate	Validate resource in Alert Decisioning
Alert Decisioning	OBSCFCM_SFS_FA_ALERT _DECISIONING_UPDATE_R ESOURCE	Update	Update resource in Alert Decisioning
Alert Decisioning	OBSCFCM_SFS_FA_ALERT _DECISIONING_UNAUTHOR IZE_RESOURCE	Unauthorize	Unauthorize in Alert Decisioning
Alert Decisioning	OBSCFCM_SFS_FA_ALERT _DECISIONING_SUMMARY	Summary	Summary on the Alert Decisioning
Alert Decisioning	OBSCFCM_SFS_FA_ALERT _DECISIONING_SUBMIT_R ESOURCE	Submit	Submit resource in Alert Decisioning
Alert Decisioning	OBSCFCM_SFS_FA_ALERT _DECISIONING_RESOURC E_AGGREGATE	Aggregate	Resource Aggregate in Alert Decisioning
Alert Decisioning	OBSCFCM_SFS_FA_ALERT _DECISIONING_REOPEN_R ESOURCE	Reopen	Reopen the resource in Alert Decisioning



Table A-1	(Cont.) List of Functional Activity	/ Codes

Screen Name/API Name	Functional Activity Code	Action	Description
Alert Decisioning	OBSCFCM_SFS_FA_ALERT _DECISIONING_REJECT_R ESOURCE	Reject	Reject the resource in Alert Decisioning
Alert Decisioning	OBSCFCM_SFS_FA_ALERT _DECISIONING_GET_BY_R ESOURCEID	Get	Get by resource ID in Alert Decisioning
Alert Decisioning	OBSCFCM_SFS_FA_ALERT _DECISIONING_DETAILS	Details	Alert Decisioning
Alert Decisioning	OBSCFCM_SFS_FA_ALERT _DECISIONING_DELETE_R ESOURCE	Delete	Delete the Alert Decisioning
Alert Decisioning	OBSCFCM_SFS_FA_ALERT _DECISIONING_CREATE_R ESOURCE	Create	Create the Alert Decisioning
Alert Decisioning	OBSCFCM_SFS_FA_ALERT _DECISIONING_COPY	Сору	Copy the Alert Decisioning
Alert Decisioning	OBSCFCM_SFS_FA_ALERT _DECISIONING_CLOSE	Close	Close the Alert Decisioning
Alert Decisioning	OBSCFCM_SFS_FA_ALERT _DECISIONING_AUTHORIZ E_RESOURCE	Authorize	Authorize the Alert Decisioning
Alert Decisioning	OBSCFCM_SFS_FA_ALERT _DECISIONING_ADD_LOG	Add	Add log in Alert Decisioning
Alert Decisioning	OBSCFCM_SFS_FA_ALERT _DECISIONING_ACTION	Action	Action on the Alert Decisioning
Alert Contact Details	OBSCFCM_SFS_FA_ALERT CONTACTDETAILS_VALIDAT E_RESOURCE	Validate	Validate the Alert Contact Details
Alert Contact Details	OBSCFCM_SFS_FA_ALERT CONTACTDETAILS_UPDATE _RESOURCE	Update	Update the Alert Contact Details
Alert Contact Details	OBSCFCM_SFS_FA_ALERT CONTACTDETAILS_UNAUT HORIZE_RESOURCE	Unauthorize	Unauthorize the Alert Contact Details
Alert Contact Details	OBSCFCM_SFS_FA_ALERT CONTACTDETAILS_SUMMA RY	Summary	Summary in the Alert Contact Details
Alert Contact Details	OBSCFCM_SFS_FA_ALERT CONTACTDETAILS_SUBMIT _RESOURCE	Submit	Submit the Alert Contact Details
Alert Contact Details	OBSCFCM_SFS_FA_ALERT CONTACTDETAILS_RESOU RCE_AGGREGATE	Resource	Resource the Alert Contact Details
Alert Contact Details	OBSCFCM_SFS_FA_ALERT CONTACTDETAILS_REOPE N_RESOURCE	Reopen	Reopen the Alert Contact Details
Alert Contact Details	OBSCFCM_SFS_FA_ALERT CONTACTDETAILS_REJECT _RESOURCE	Reject	Reject the Alert Contact Details



Screen Name/API Name	Functional Activity Code	Action	Description
Alert Contact Details	OBSCFCM_SFS_FA_ALERT CONTACTDETAILS_GET_BY _RESOURCEID	Get	Get the Alert Contact Details
Alert Contact Details	OBSCFCM_SFS_FA_ALERT CONTACTDETAILS_DELETE _RESOURCE	Delete	Delete the Alert Contact Details
Alert Contact Details	OBSCFCM_SFS_FA_ALERT CONTACTDETAILS_CREATE _RESOURCE	Create	Create the Alert Contact Details
Alert Contact Details	OBSCFCM_SFS_FA_ALERT CONTACTDETAILS_COPY	Сору	Copy the Alert Contact Details
Alert Contact Details	OBSCFCM_SFS_FA_ALERT CONTACTDETAILS_CLOSE	Close	Close the Alert Contact Details
Alert Contact Details	OBSCFCM_SFS_FA_ALERT CONTACTDETAILS_AUTHO RIZE_RESOURCE	Authorize	Authorize the Alert Contact Details
Alert Contact Details	OBSCFCM_SFS_FA_ALERT CONTACTDETAILS_ACTION	Action	Action in Alert Contact Details



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