

Oracle® Banking Cash Management Receivables and Payables User Guide



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Purpose

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

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

Audience

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

Table 1 Audience

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

Documentation Accessibility

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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. |
| <i>italic</i> | 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:

Table 2 Acronyms and Abbreviations

| Abbreviation | Description |
|--------------|---|
| BOP | Beginning of the Period |
| BIC | Bank Identifier Code |
| Cr | Credit |
| Dr | Debit |
| EOD | End of Day |
| EOP | End of the Period |
| EFT | Electronic Funds Transfer |
| FIFO | First In First Out |
| HAFO | Highest Amount First Out |
| LAFO | Lowest Amount First Out |
| LIFO | Last In First Out |
| MIS | Management Information System |
| OBCM | Oracle Banking Cash Management |
| OBSCF | Oracle Banking Supply Chain Finance |
| OBSCFCM | Oracle Banking Supply Chain Finance and Cash Management |
| PO | Purchase Order |
| PUA | Payment Under Approval |
| UI | User Interface |
| VAM | Virtual Account Management |

Basic Actions

The basic actions performed in the screens are as follows:

Table 3 Basic Actions

| 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. <ul style="list-style-type: none"> 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. <ul style="list-style-type: none"> 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. <ul style="list-style-type: none"> 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. <ul style="list-style-type: none"> This button is displayed once you click Authorize. |
| Reject | Click Reject to reject the initiated record. <ul style="list-style-type: none"> This button is displayed once you click Authorize. |

Table 3 (Cont.) Basic Actions

| Actions | Description |
|-----------------------------|--|
| Audit | Click Audit to view the maker details, checker details of the particular record. <ul style="list-style-type: none"> 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. <ul style="list-style-type: none"> This button is displayed in the widget once you click Authorize. |
| View | Click View to view the details in a particular modification stage. <ul style="list-style-type: none"> 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. <ul style="list-style-type: none"> This button is displayed once you click Compare. |
| Expand All | Click Expand All to expand and view all the details in the sections. <ul style="list-style-type: none"> This button is displayed once you click Compare. |
| Collapse All | Click Collapse All to hide the details in the sections. <ul style="list-style-type: none"> 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. <ul style="list-style-type: none"> This option is used to search and navigate the required screens. |
| OK | Click OK to confirm the details in the screen. |

Symbols and Icons

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

Table 4 Symbols and Icons - Common






| Symbol/Icon | Function |
|---|----------------|
|  | Minimize |
|  | Maximize |
|  | Close |
|  | Perform Search |
|  | Open a list |

Table 4 (Cont.) Symbols and Icons - Common






















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

Table 5 Symbols and Icons - Widget

| Symbol/Icon | Function |
|---|---------------------|
|  | Open status |
|  | Unauthorized status |
|  | Rejected status |
|  | Closed status |
|  | Authorized status |
|  | Modification Number |

1

Overview of Receivables and Payables

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

Overview

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

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**.

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

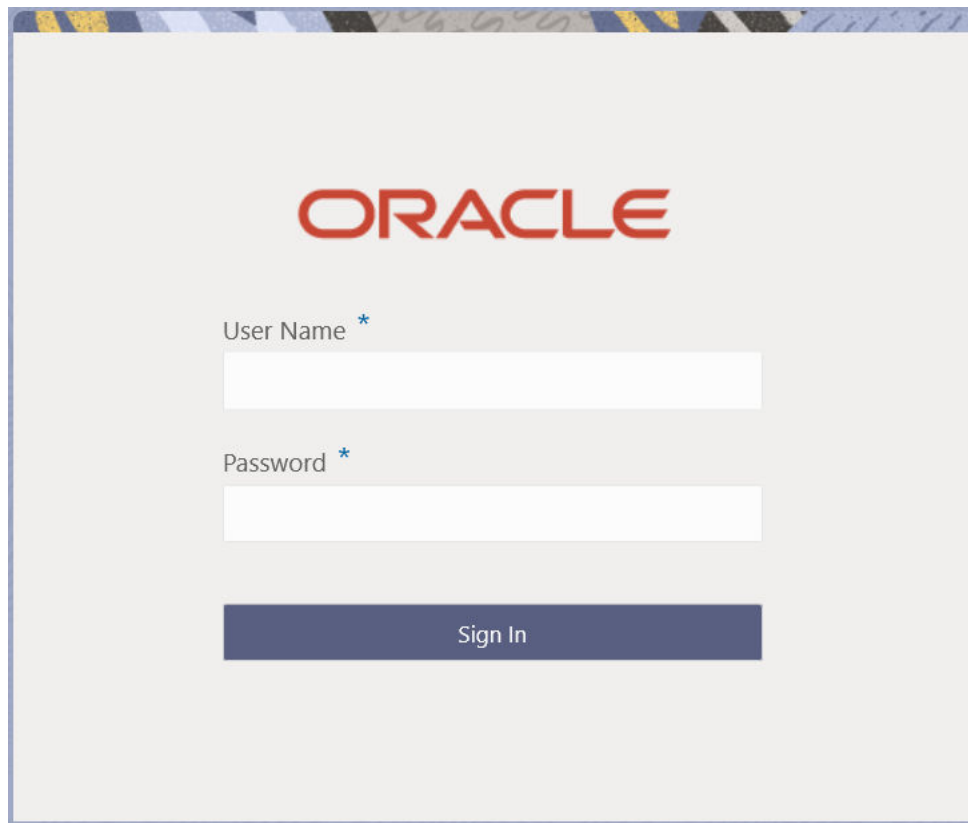
- E-Invoice and Purchase Order
- Debit Note and Credit Note
- Reconciliation
- Allocation of Payments
- Pricing

Home: Dashboard

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

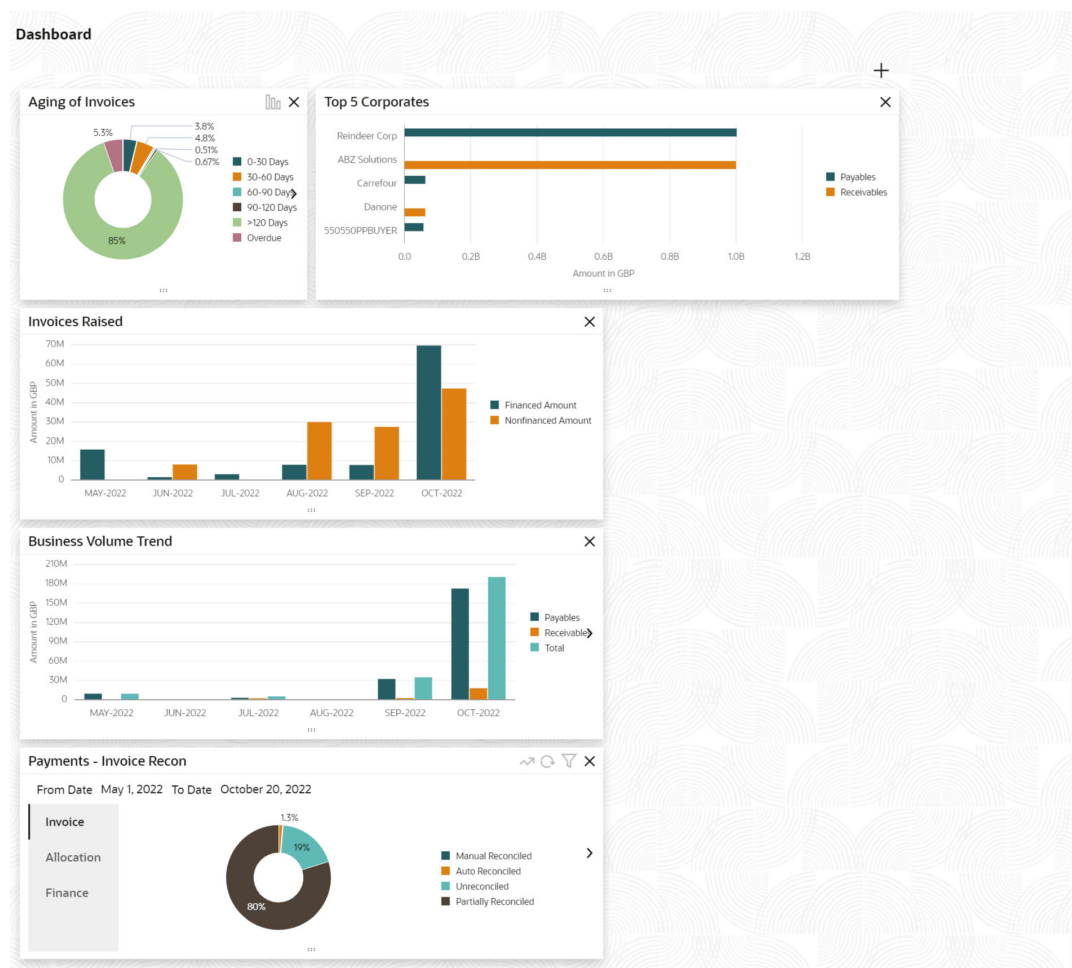
On starting the Oracle® Banking Cash Management application, the below login screen is displayed:

Figure 1-1 Login

The image shows the login screen for the Oracle Banking Cash Management application. At the top center, the word "ORACLE" is displayed in a large, bold, red font. Below the logo, there are two input fields. The first is labeled "User Name *" and the second is labeled "Password *". Both labels are in a dark grey font. Below the password field, there is a dark blue button with the text "Sign In" in white. The entire login form is centered on a light grey background.

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

Figure 1-2 Dashboard



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

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

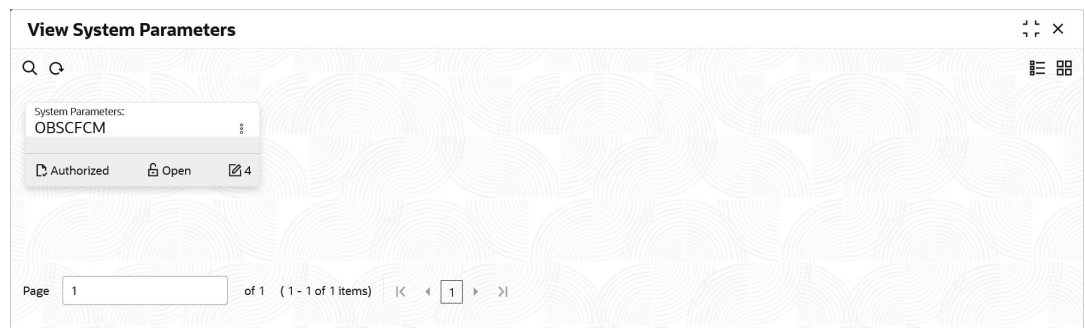
- The status, whether Authorized, Unauthorized, or Rejected
- Open or Closed
- The number of times the record has been submitted by the Maker added.

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

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

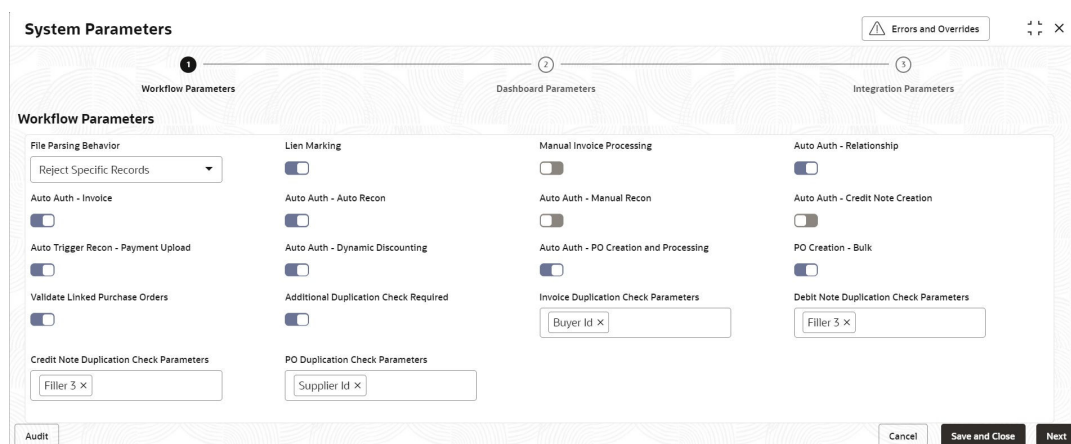
The **View System Parameters** screen displays.

Figure 2-1 View System Parameters



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.

Figure 2-2 System Parameters - Workflow Parameters



6. On **Workflow Parameters** tab, select the toggles to configure the workflow parameters.
For more information on fields, refer to the field description table.

Table 2-1 Workflow Parameters - Field Description

| Field | Description |
|----------------------------------|--|
| File Parsing Behavior | Select the type of file parsing behavior. The available options are: <ul style="list-style-type: none"> • Reject All Records - If one record in a file fails, all records should be marked as fail and the entire file should be rejected. • Reject Specific Records - If one record in a file fails, the system should move on to the other records and mark the file processing as success with relevant records failed /passed. |
| Lien Marking | Select the toggle switch to enable or disable the Lien Marking in the host application. |
| 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. |

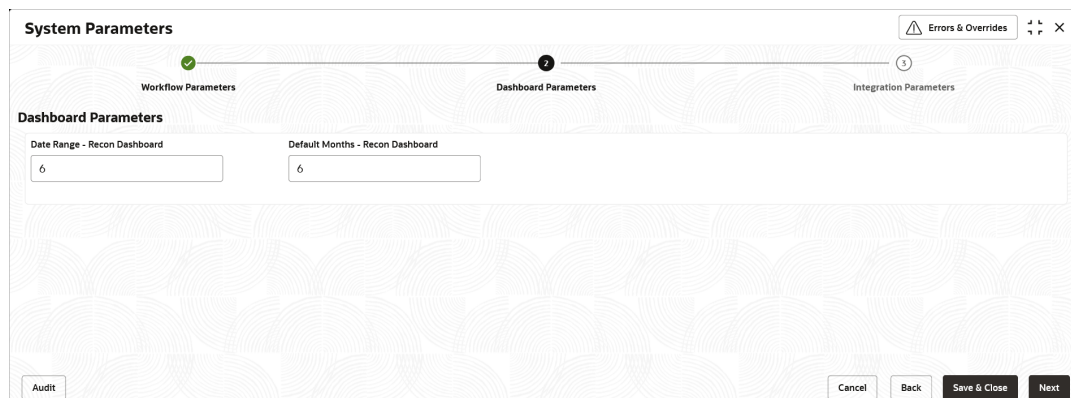
Table 2-1 (Cont.) Workflow Parameters - Field Description

| Field | Description |
|---|--|
| 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 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. |
| 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. |

- Click **Next** button.

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

Figure 2-3 System Parameters - Dashboard Parameters



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

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

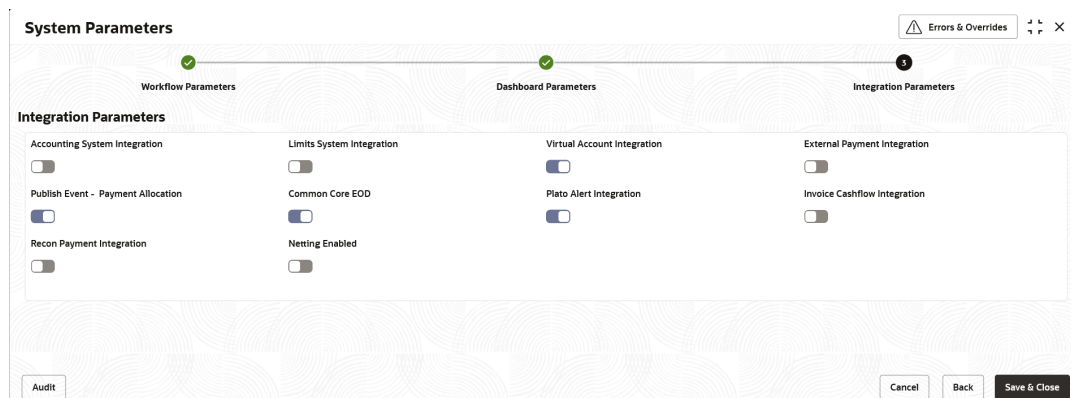
Table 2-2 Dashboard Parameters - Field Description

| Field | Description |
|---|---|
| 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. |

- Click **Next** button.

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

Figure 2-4 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. |
| Netting Enabled | Select the toggle switch to enable or disable the netting transaction for the receivables and payables. |

11. 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.

12. On the **View System Parameters** screen, click **Options** icon and then select any of the following options:
- 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**.
 - View** – To view the record details.

3

Maintenance for Receivables and Payables

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

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

Maintaining Core Reference Data

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

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

This topic contains the following subtopics:

- [Accounting Maintenance](#)
This topic describes the information to setup the reference data for Accounting such as account mapping, entry codes, roles, and accounting entries in Cash Management system.
- [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.
- [Division Code Maintenance](#)
This topic describes the information to maintain the division codes for parties in Cash Management system.
- [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.
- [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

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

 **Note:**

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

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

Table 3-1 Create Account Role - Field Description

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

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

3.1.1.2 View Accounting Role

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

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

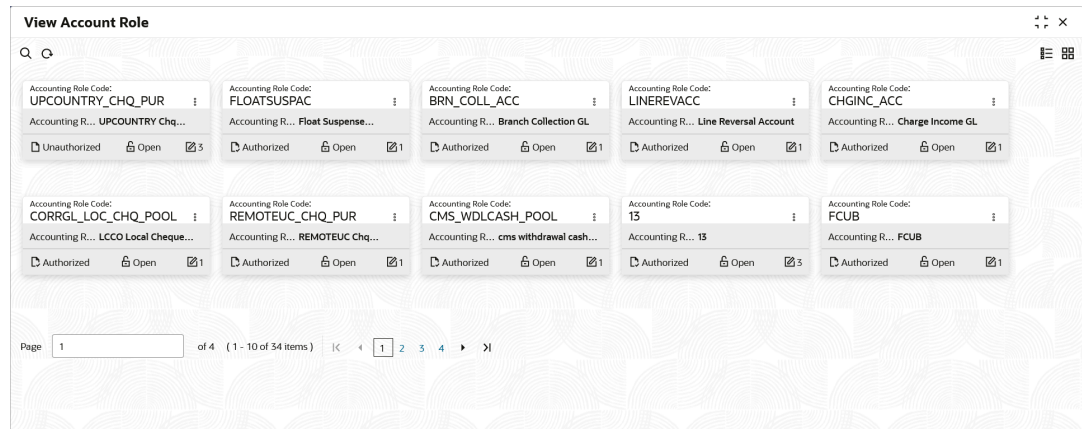
- The status, whether Authorized, Unauthorized, or Rejected
- Open or Closed
- The number of times the record has been submitted by the Maker added.

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

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

The **View Account Role** screen displays.

Figure 3-2 View Account Role



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

3.1.2 Entry Codes

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

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.

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

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

Figure 3-3 Create Account Entry Code

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

Note:

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


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

Table 3-2 Create Account Entry Code - Field Description

| Field | Description |
|-------------------------------------|--|
| 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. |

Table 3-2 (Cont.) Create Account Entry Code - Field Description

| Field | Description |
|---------------------------------|---|
| 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:

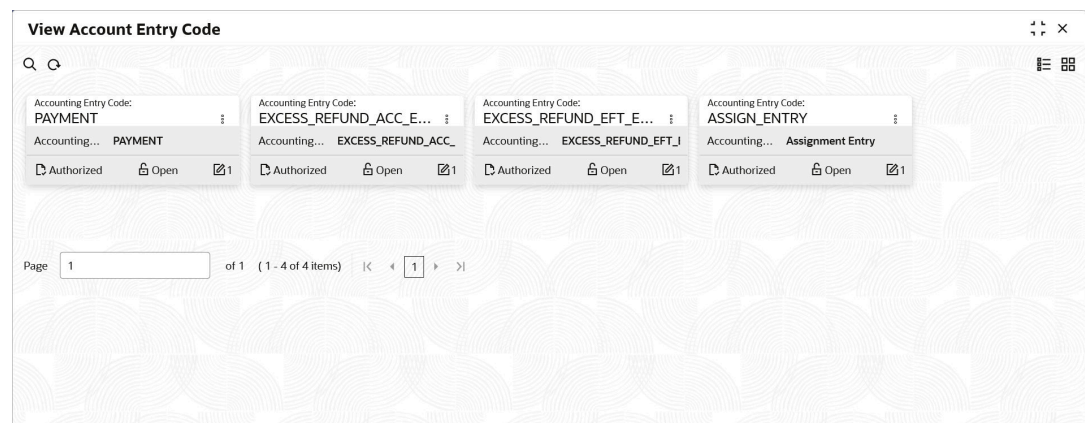
- The status, whether Authorized, Unauthorized, or Rejected
- Open or Closed
- The number of times the record has been submitted by the Maker added.

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



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

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

3.1.3 Accounting Entries

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

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.

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

The **Create Account Entries** screen displays.

Figure 3-5 Create Account Entries

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

Note:

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

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

Table 3-3 Create Account Entries - Field Description

| Field | Description |
|------------------------|--|
| 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 | <p>Select the charge type as credit or debit.</p> <p>This field is displayed only if Filter Criteria is selected as Charge Type.</p> |
| Payment Mode | <p>Select the mode of the payment.</p> <p>The available options are:</p> <ul style="list-style-type: none"> • Account Transfer • Cheque • EFT <p>This field is displayed only if Filter Criteria is selected as Instrument Status.</p> |
| Approved | <p>Switch the toggle ON, if accounting has to be set up for those instruments whose status is approved.</p> <p>This field is displayed only if Filter Criteria is selected as Approved Based.</p> |

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

| 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. |


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

| Accounting Entry Code | | Accounting Entry Description | |
|-----------------------|--|------------------------------|--|
| ASSIGN_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 |
| UNASSIGN_ACC | | UNASSIGNED_AMT | INTERNAL_GL | BRIDGE_ACC | | UNASSIGNED_AMT |

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

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:

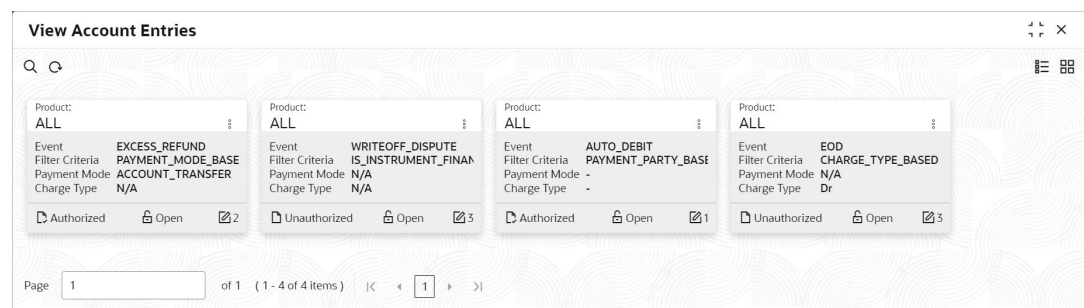
- The status, whether Authorized, Unauthorized, or Rejected
- Open or Closed
- The number of times the record has been submitted by the Maker added.

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



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

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

3.1.4 External Account Mapping

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

Figure 3-8 Create External Account Mapping

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

 **Note:**

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

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

Table 3-4 Create External Account Mapping - Field Description

| Field | Description |
|------------------------|--|
| 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. |

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

3.1.4.2 View External Account Mapping

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

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

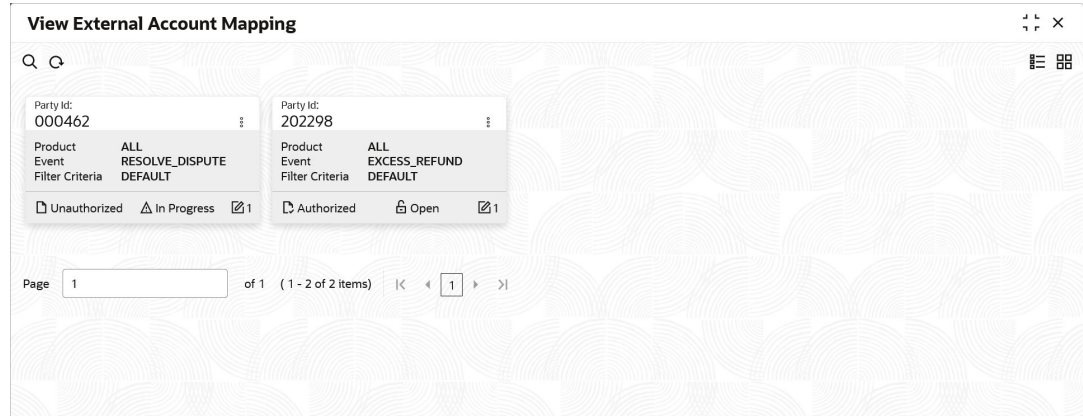
- The status, whether Authorized, Unauthorized, or Rejected
- Open or Closed
- The number of times the record has been submitted by the Maker added.

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

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

3. Under **External Account Mapping**, click **View External Account Mapping**.
The **View External Account Mapping** screen displays.

Figure 3-9 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.

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

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

Figure 3-10 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. |

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

| 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: <ul style="list-style-type: none"> • 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 . |
| Event | Select an event for account mapping. This field is displayed only if Filter Criteria selected as Event . |
| Charge Code | Select the charge code to map the account with. This field is displayed only if Filter Criteria selected as Charge Code . |
| Account Currency | Select the currency of the account to be mapped. |
| Account Number | Click the Search icon and select real/virtual account number. |
| Default Account | Use this toggle button to specify if this account should be considered as the default one. |

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

3.1.5.2 View Internal Account Mapping

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

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

- The status, whether Authorized, Unauthorized, or Rejected

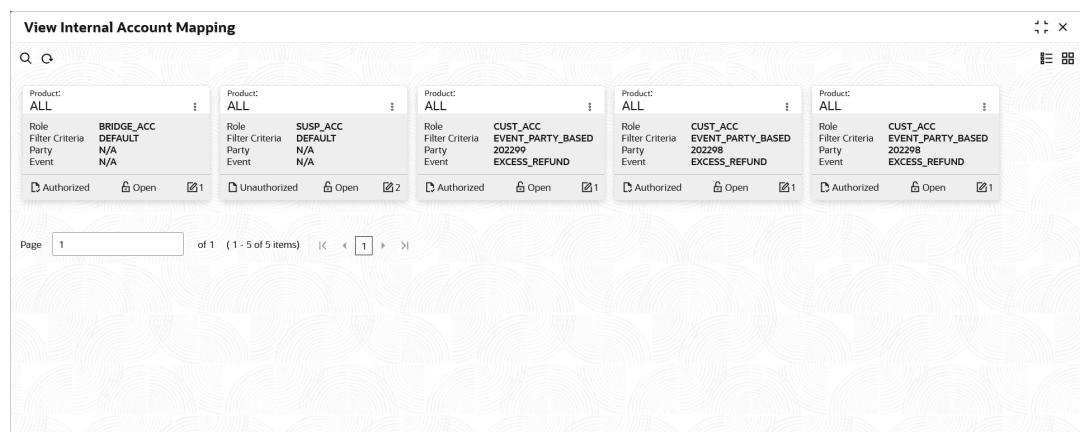
- Open or Closed
- The number of times the record has been submitted by the Maker added.

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

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

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

Figure 3-11 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:
 - 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 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.

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.

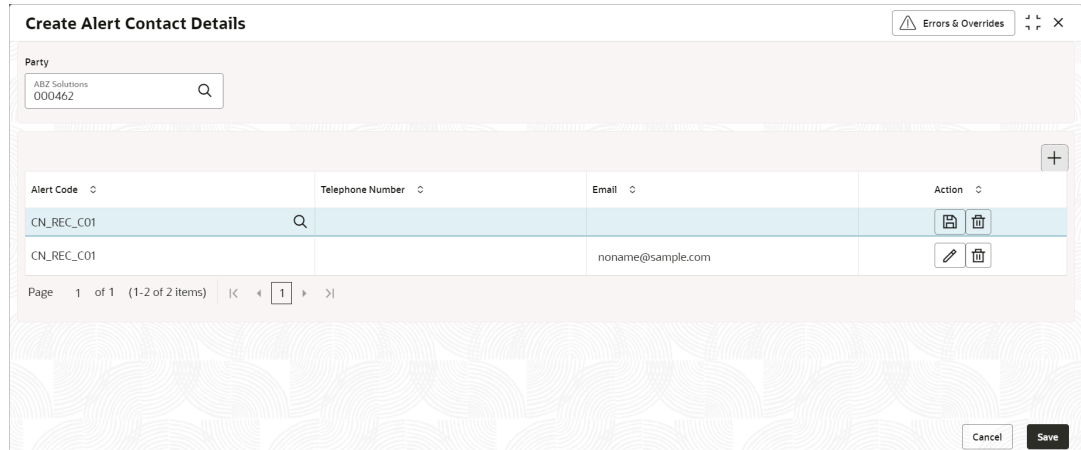
A newly created contact details record takes effect once authorized and cannot be modified thereafter.

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



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

 **Note:**

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

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

Table 3-6 Create Alert Contact Details - Field Description

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

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

3.2.1.2 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

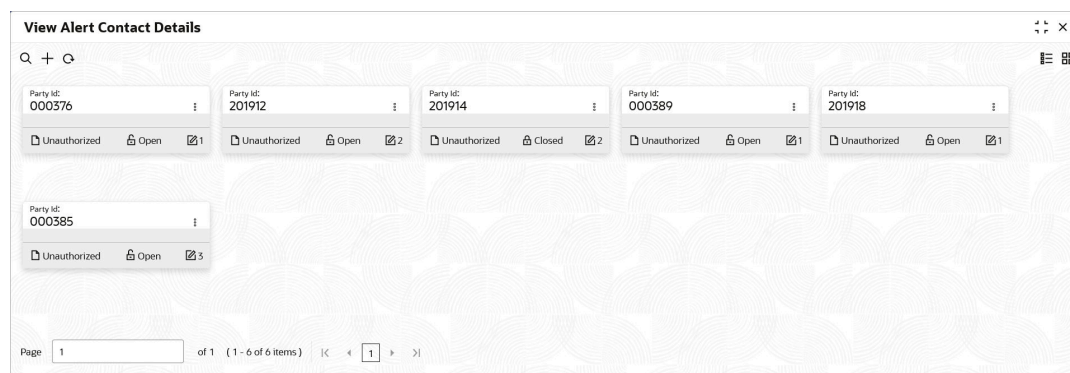
- The number of times the record has been submitted by the Maker added.

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 3-13 View Alert Contact Details



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

3.2.2 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 3-14 Create Alert Definition

The screenshot shows the 'Create Alert Definition' window. It has a title bar with 'Errors & Overrides' and window control icons. The form is organized into two rows of three fields each. The first row contains 'Alert Code' (text input, Required), 'Alert Description' (text input, Required), and 'Alert Category' (dropdown menu, currently showing 'Invoice'). The second row contains 'Event' (dropdown menu, currently showing 'Invoice Raise'), 'Effective Date' (calendar icon, Required), and 'Expiry Date' (calendar icon). Below the form is a large area with a decorative pattern. At the bottom right, there are 'Cancel' and 'Save' buttons.

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

 **Note:**

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

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

Table 3-7 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. |
| Event | Select the event for which the alert should be used. |
| Effective Date | Click the calendar icon and select the date from which the alert is effective in the system. |
| Expiry Date | Click the calendar icon and select the date up to which the alert can be used in the system. |

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:

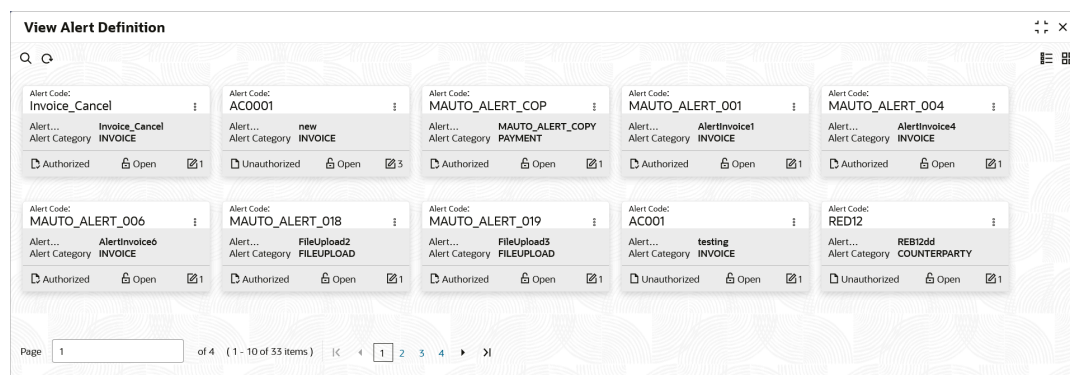
- The status, whether Authorized, Unauthorized, or Rejected
- Open or Closed
- The number of times the record has been submitted by the Maker added.

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

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

The **View Alert Definition** screen displays.

Figure 3-15 View Alert Definition



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

3.2.3 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.

Figure 3-16 Create Alert Decisioning

| Event | Alert Code | Description | Delivery Mode | Additional Details | Recipient | Generate days before | Frequency | Action |
|---------------------|----------------|---------------------|---------------|--------------------|-----------|----------------------|-----------|--------|
| Invoice File Upload | FILEUP_REC_C01 | Invoice File Upload | Dashboard | | Bank User | | Online | |

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

Note:

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

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

Table 3-8 Create Alert Decisioning - Field Description

| Field | Description |
|--------------------------------|--|
| Category | Select the category of the event for which the alert needs to be set. The options are: <ul style="list-style-type: none"> • Invoice • Purchase Order • Counter Party • Payment • File Upload • Credit Note |
| Filter Criteria | Select the appropriate filter criteria for specific application of alerts. The options are: <ul style="list-style-type: none"> • Default • Relationship Based |
| Relationship Code | Click the search icon to view and select the relationship to set the alerts for. This field appears if the Filter Criteria is selected as Relationship Based . |
| Event | Select the event to set the alert for. |
| Alert Code | Click the search icon and select from the required alert code. The list of alert codes are displayed as per selected combination of category and event. |
| Description | Displays the description of the selected alert code. |
| Recipient | Select the recipient to whom the alert should be sent. |
| Frequency | Select the frequency to send the alerts as follows: <ul style="list-style-type: none"> • 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. |
| 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: <ul style="list-style-type: none"> • Dashboard • Email • SMS • Whatsapp If the Plato Alert Integration toggle is disabled at the System Parameters screen, then the available options is: <ul style="list-style-type: none"> • 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. |

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

| Field | Description |
|--------------------------------------|--|
| Attachment Template for Email | Click the search icon and select the attachment template for an email alert. This field is displayed only for Online frequency and Email delivery mode. |
| Text Template for Whatsapp | Click the search icon and select the text template for the WhatsApp alert. This field is displayed only for Online frequency and Whatsapp delivery mode. |
| Text Template for SMS | Click the search icon and select the text template for an SMS alert. This field is displayed only for Online frequency and SMS delivery mode. |
| Text Template for Dashboard | Specify the text template for the Dashboard alert. This field is displayed only for Online frequency and Dashboard delivery mode. |

- 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 3-17 Alert Schedule - Alert before Event

- 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. |

- In **Alert Schedule** popup screen, select the **Alert on Event** tab.
The **Alert Schedule - Alert on Event** popup screen displays.

Figure 3-18 Alert Schedule - Alert on Event

- Specify the fields on the **Alert on Event** tab.

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

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

Table 3-10 Alert on Event - Field Description

| Field | Description |
|----------------------------|--|
| Text Template | Specify the text for the alert. |
| Attachment Template | Click the search icon to select the attachment template for the email alert. This field is displayed only if the Delivery Mode is selected as Email . |

- In **Alert Schedule** popup screen, select the **Alert after Event** tab.
The **Alert Schedule - Alert after Event** popup screen displays.

Figure 3-19 Alert Schedule - Alert after Event

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

 **Note:**

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

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. |

11. 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

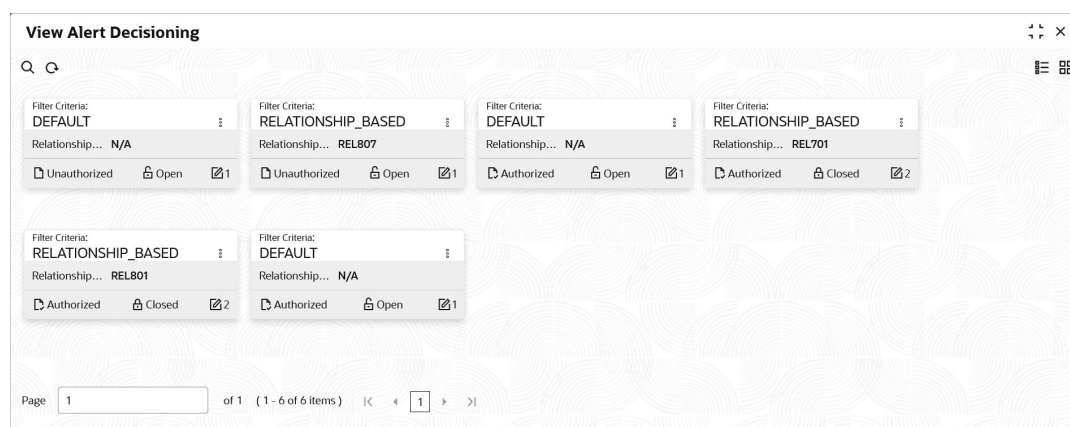
- The number of times the record has been submitted by the Maker added.

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.

Figure 3-20 View Alert Decisioning



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

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

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.

Figure 3-21 Create Charge Code

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

 **Note:**

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

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

Table 3-12 Create Charge Code - Field Description

| Field | Description |
|---------------------------|--|
| Charge Code | Specify the unique charge code to be created. |
| Charge Description | Specify the description of the charge. |
| Charge Group | Select the group to which this charge code belongs. This field is purely for the purpose of maintaining information in the Management Information System (MIS). The available options are: <ul style="list-style-type: none"> • 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:

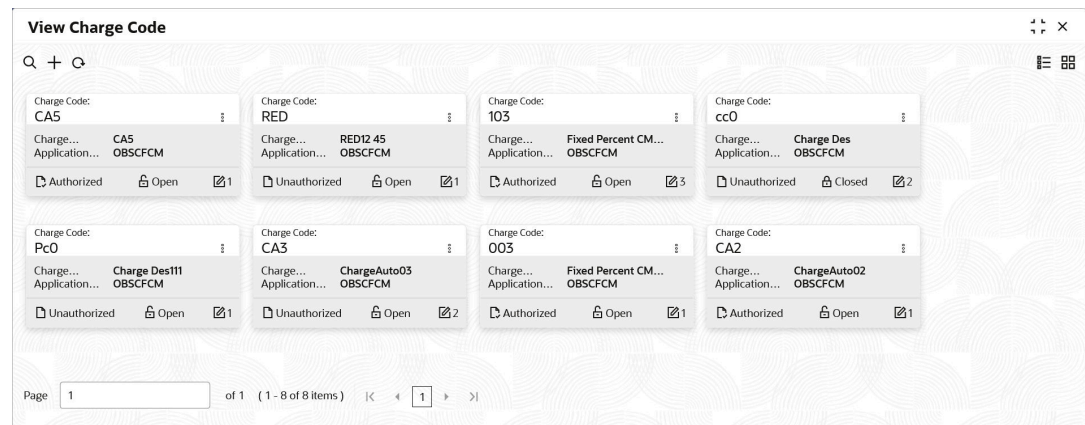
- The status, whether Authorized, Unauthorized, or Rejected
- Open or Closed
- The number of times the record has been submitted by the Maker added.

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 3-22 View Charge Code



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

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

3.3.2 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 3-23 Create Rule Maintenance

The screenshot shows the 'Create Rule Maintenance' interface. At the top right, there is an 'Errors & Overrides' section with expand/collapse and close icons. The main form is divided into several sections:

- Charge Pricing Description:** A text input field containing 'CHARGE DESC'.
- Annum Basis:** A dropdown menu set to '360'.
- Pricing Category:** A dropdown menu set to 'Tier Based Amount'.
- Pricing Method:** A dropdown menu set to 'Variable Based Fixed Amount'.
- Pricing Currency:** A dropdown menu set to 'GBP'.
- Charge In Txn Currency:** A toggle switch that is currently turned off.
- Min/Max Validation Criteria:** A dropdown menu set to 'Percentage'.
- Min Charge Percent:** A numeric input field with up/down arrows, labeled 'Required'.
- Max Charge Percent:** A numeric input field with up/down arrows, labeled 'Required'.
- From:** A text input field containing '£100.00'.
- To:** An empty text input field, labeled 'Required'.
- Amount:** An empty text input field, labeled 'Required'.
- Add / Reset:** Two buttons located to the right of the 'To' and 'Amount' fields.
- Table:** A table with four columns: 'From', 'To', 'Amount', and 'Action'. The first row contains the values '0', '100', '10', and a vertical ellipsis icon.
- Page Navigation:** At the bottom left, it shows 'Page 1 of 1 (1 of 1 items)' with navigation arrows and a '1' in a box.
- Buttons:** 'Cancel' and 'Save' buttons are located at the bottom right of the form.

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

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


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

Table 3-13 Create Rule Maintenance - Field Description

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

Table 3-13 (Cont.) Create Rule Maintenance - Field Description

| 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 . |

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:

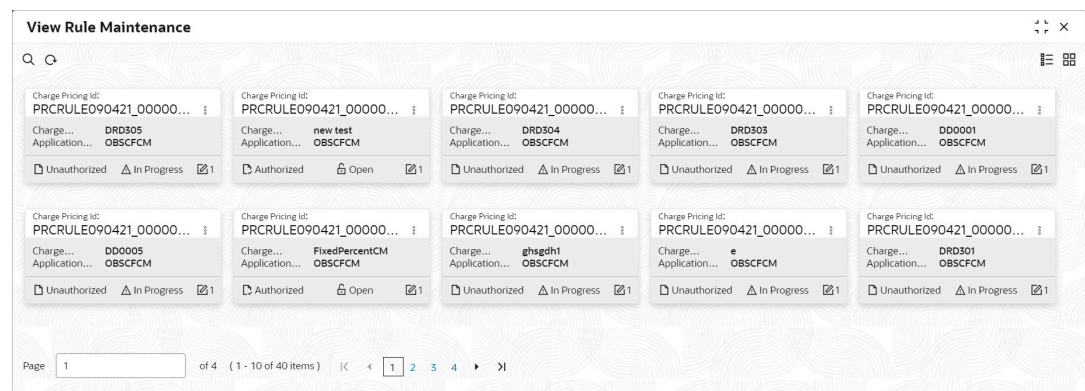
- The status, whether Authorized, Unauthorized, or Rejected
- Open or Closed
- The number of times the record has been submitted by the Maker added.

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.

Figure 3-24 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.

Figure 3-25 Create Charge Decisioning

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

Note:

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

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

Table 3-14 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. |

Table 3-14 (Cont.) Create Charge Decisioning - Field Description

| Field | Description |
|--------------------------------------|--|
| Instrument Type | <p>Select the instrument type for which the charge is to be mapped. The options are:</p> <ul style="list-style-type: none"> • PO • Invoice • Debit Note • Cheque <p>This field appears only if the Filter Criteria is selected as Instrument Type.</p> |
| Instrument Status | <p>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:</p> <ul style="list-style-type: none"> • Accepted • Approved • Assigned • Cancelled • Disputed • Financed • Partial Financed • Raised • Rejected <p>This field appears only if the Filter Criteria is selected as Instrument Type.</p> |
| Inherit Charges | <p>Specify if default charges should be inherited as set up for default filter criteria or should be overridden as well. The options are:</p> <ul style="list-style-type: none"> • 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 | <p>Select the party to be charged. The options are:</p> <ul style="list-style-type: none"> • Beneficiary/Counter Party • Buyer • Import Factor • Insurance Party • Payment Party • Party to Charge • Supplier <p>This field appears only if the Charge Sharing toggle is disabled.</p> |
| 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. |

Table 3-14 (Cont.) Create Charge Decisioning - Field Description

| Field | Description |
|--|--|
| Charge Criteria | Select the criteria to be considered based on which the charge should be calculated. The options are: <ul style="list-style-type: none"> • Count of POs • Parent Charge Code • Count of Invoice • Invoice Amount • PO Amount |
| 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: <ul style="list-style-type: none"> • Business Date • Invoice 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: <ul style="list-style-type: none"> • 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. |

Table 3-14 (Cont.) Create Charge Decisioning - Field Description

| Field | Description |
|-------------------------------|--|
| Allow Override | <p>Switch the toggle On to enable overriding of charge amount at the time of transaction processing.</p> <p>If the Auto Waive toggle is switched ON, then this toggle is switched OFF and disabled by default.</p> |
| Collection Parameters | Displays the fields related to Collection Parameters under this section. |
| Collection Type | <p>Select how the charge should be collected.</p> <p>The options are:</p> <ul style="list-style-type: none"> • Periodic • Online |
| Frequency | <p>Select the frequency of charge collection.</p> <p>The options are:</p> <ul style="list-style-type: none"> • Daily • Weekly • Monthly • Half Yearly <p>This field is displayed only if the Collection Type is selected as Periodic.</p> |
| Reference Period | <p>Select when the collection should take place for the selected frequency.</p> <p>For monthly or half-yearly frequency, the collection can take place either at the beginning of the period (BOP) or end of the period (EOP).</p> <p>For weekly frequency, the collection can happen on a specific day of the week.</p> <p>This field is displayed only if the Collection Type is selected as Periodic.</p> |
| Units | <p>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.</p> <p>This field is displayed only if the Collection Type is selected as Periodic.</p> |
| Calculation Parameters | Displays the fields related to Calculation Parameters under this section. |
| Calculation Type | <p>Select how the charge should be calculated.</p> <p>The options are:</p> <ul style="list-style-type: none"> • Periodic • Online |

Table 3-14 (Cont.) Create Charge Decisioning - Field Description

| Field | Description |
|-----------------------------|--|
| Frequency | <p>Select the frequency of charge calculation. The options are:</p> <ul style="list-style-type: none"> • Daily • Weekly • Monthly • Half Yearly <p>This field is displayed only if the Calculation Type is selected as Periodic.</p> |
| Reference Period | <p>Select when the calculation should take place for the selected frequency.</p> <p>For monthly or half-yearly frequency, the calculation can take place either at the beginning of the period (BOP) or end of the period (EOP).</p> <p>For weekly frequency, the calculation can happen on a specific day of the week.</p> <p>This field is displayed only if the Calculation Type is selected as Periodic.</p> |
| Units | <p>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.</p> <p>This field is displayed only if the Calculation Type is selected as Periodic.</p> |
| 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. |

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

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

Figure 3-26 Charge Sharing Allocation

Charge Sharing Allocation ✕

Party To Charge Sharing Percentage

Select Add

Required

| Charge Sharing | Sharing Percentage Allocation | Action |
|----------------|-------------------------------|--------|
| C | 100 | ⋮ |

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OK

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

 **Note:**

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


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

Figure 3-27 Charge Pricing Rule Details

| From | To | Percent |
|------|----|---------|
| 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 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:

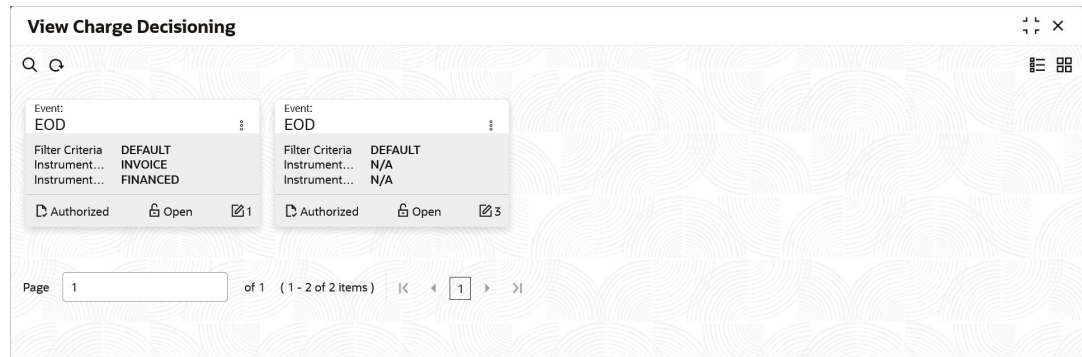
- The status, whether Authorized, Unauthorized, or Rejected
- Open or Closed
- The number of times the record has been submitted by the Maker added.

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.

Figure 3-28 View Charge Decisioning



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

3.3.4 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.

Figure 3-29 Create Preferential Pricing

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

Note:

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

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

Table 3-15 Create Preferential Pricing - Field Description

| Field | Description |
|--|--|
| Filter Criteria | Select the appropriate filter criteria for specific application of accounting entries. Based on the selected criteria, the Party ID, Instrument Type, 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: <ul style="list-style-type: none"> • 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 3-15 (Cont.) 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: <ul style="list-style-type: none"> • Periodic • Online |
| Frequency | Select the frequency of charge collection. The options are: <ul style="list-style-type: none"> • Daily • Weekly • Monthly • Half Yearly <p>This field is displayed only if the Collection Type is selected as Periodic.</p> |
| 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: <ul style="list-style-type: none"> • Periodic • Online |

Table 3-15 (Cont.) Create Preferential Pricing - Field Description

| Field | Description |
|-------------------------|--|
| Frequency | <p>Select the frequency of charge calculation. The options are:</p> <ul style="list-style-type: none"> • Daily • Weekly • Monthly • Half Yearly <p>This field is displayed only if the Calculation Type is selected as Periodic.</p> |
| Reference Period | <p>Select when the calculation should take place for the selected frequency.</p> <p>For monthly or half-yearly frequency, the calculation can take place either at the beginning of the period (BOP) or end of the period (EOP).</p> <p>For weekly frequency, the calculation can happen on a specific day of the week.</p> <p>This field is displayed only if the Calculation Type is selected as Periodic.</p> |
| Units | <p>Specify whether the charge calculation should take place as per units of specified frequency.</p> <p>This field is displayed only if the Calculation Type is selected as Periodic.</p> |
| Charges Grid | <p>Displays the details of the preferential pricing added as an entry in this grid.</p> |

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 3-30 Charge Pricing Rule Details

Charge Pricing Rule Details

| | | | |
|---|--|---|---|
| Charge Pricing Id PRCRULE051022_0000005136 | Charge Pricing Description CRu99 | Annum Basis 360 | Pricing Category Tier Based Percent |
| Pricing Method Slab Percent by Period | | | |
| Pricing Currency USD | Charge In Txn Currency <input type="checkbox"/> | Min/Max Validation Criteria Percentage | Flat Charge <input type="checkbox"/> |
| Min Charge Percent 2 | Max Charge Percent 99 | | |

| From | To | Percent |
|------|----|---------|
| 0 | 20 | 3 |
| 20 | 40 | 5 |

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

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:

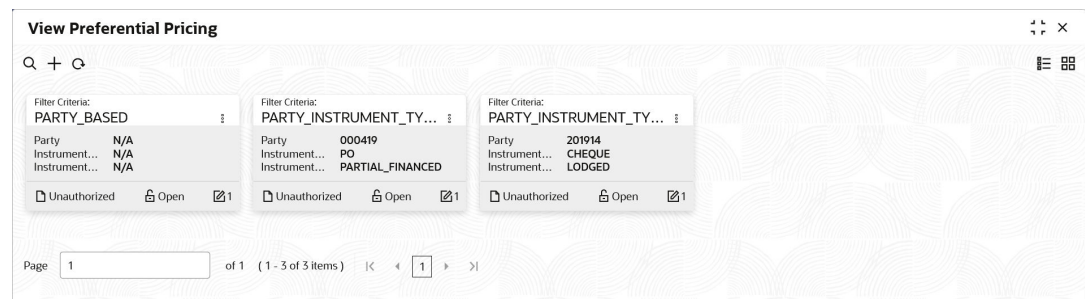
- The status, whether Authorized, Unauthorized, or Rejected
- Open or Closed
- The number of times the record has been submitted by the Maker added.

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

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

The **View Preferential Pricing** screen displays.

Figure 3-31 View Preferential Pricing



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

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

3.4 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.

Figure 3-32 Create Commodity

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

Note:

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

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

Table 3-16 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.
 - d. In the **Unit Details** column of the grid, click **Add/Edit** link to update the unit details. The **Unit Details** screen displays.

Figure 3-33 Unit Details

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

Table 3-17 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:

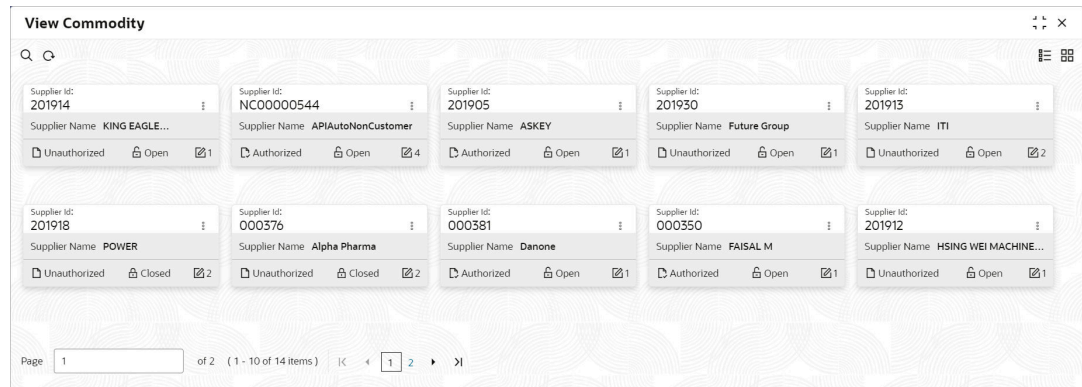
- The status, whether Authorized, Unauthorized, or Rejected
- Open or Closed
- The number of times the record has been submitted by the Maker added.

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.

Figure 3-34 View Commodity



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

3.5 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.

3.5.1 Create Division Code

This topic describes the systematic instruction to create a division code for a party.
Newly created code takes effect once authorized and cannot be modified thereafter.
Specify **User ID** and **Password**, and login to **Home** screen.

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

The **Create Division Code** screen displays.

Figure 3-35 Create Division Code

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

Note:

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

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

Table 3-18 Create Division Code - Field Description

| Field | Description |
|-------------------|---|
| Party Id | Click Search icon to search and select the party from the list. |
| Party Name | Displays the party name based on the selected Party ID. |

Table 3-18 (Cont.) Create Division Code - Field Description

| Field | Description |
|--------------------------------|--|
| 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. |

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.

3.5.2 View Division Code

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

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

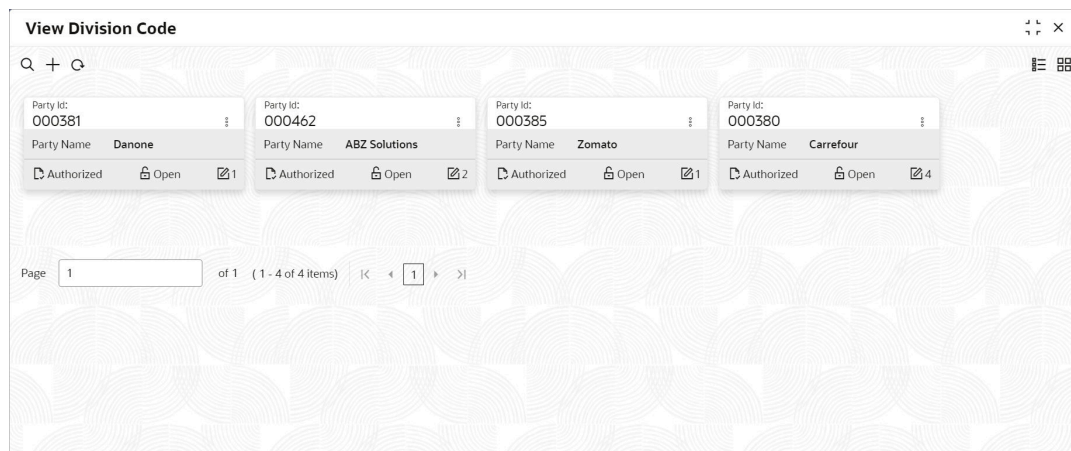
- The status, whether Authorized, Unauthorized, or Rejected
- Open or Closed
- The number of times the record has been submitted by the Maker added.

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

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

The **View Division Code** screen displays.

Figure 3-36 View Division Code



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

3.6 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.

3.6.1 Create Payment Terms

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

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

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

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

The **Create Payment Terms** screen displays.

Figure 3-37 Create Payment Terms

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

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

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

Table 3-19 Create Payment Terms - Field Description

| Field | Description |
|------------------------|---|
| Filter Criteria | Select the appropriate filter criteria for specific application of payment terms. |

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

| Field | Description |
|---------------------------------------|---|
| Relationship Code | Click the Search icon and select the relationship code. This field is displayed only if the Filter Criteria is selected as Relationship . |
| Counterparty Id | Click the Search icon and select the counterparty id. This field is displayed only if the Filter Criteria is selected as Counterparty . |
| Party | Click the Search icon and select the party. This field is displayed only if the Filter Criteria is selected as Party . |
| Frequency of Payments | Select the frequency of the payment as monthly, weekly, or custom. |
| Days of the Month | Select the days of the month on which payment is expected. This field is displayed only if the Frequency of Payments is selected as Monthly . |
| Days of the Week | Select the days of the week on which payment is expected. This field is displayed only if the Frequency of Payments is selected as Weekly . |
| Payment Date Calculation Basis | Select the any one of the following to calculate the payment date. <ul style="list-style-type: none"> • 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. |

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.

3.6.2 View Payment Terms

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

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

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

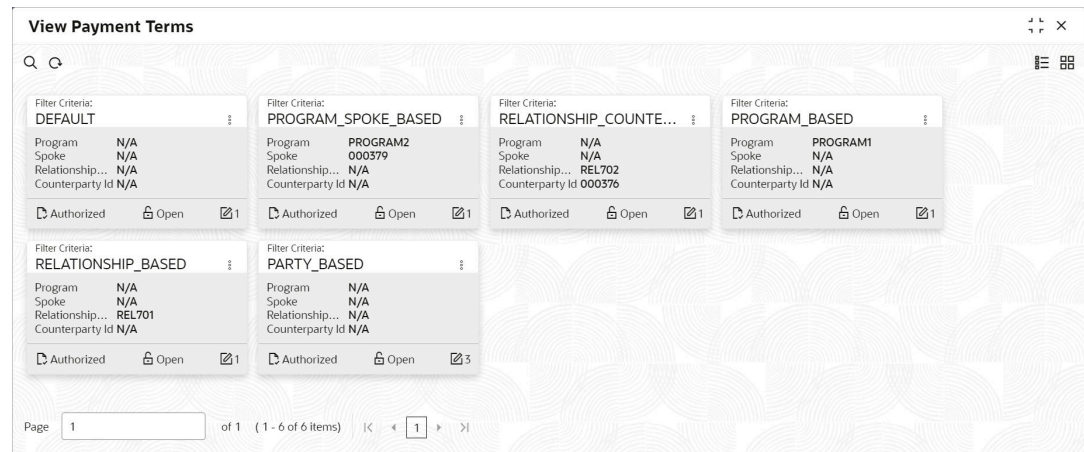
- The number of times the record has been submitted by the Maker added.

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

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

The **View Payment Terms** screen displays.

Figure 3-38 View Payment Terms



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

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

3.7 Reconciliation Rules Maintenance

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

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

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

This topic contains the following subtopics:

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

3.7.1 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.

3.7.1.1 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 3-39 Create Exact Reconciliation Rule Definition

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

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

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

Table 3-20 Create Exact Reconciliation Rule Definition - Field Description

| Field | Description |
|-------------------------|--|
| Rule Description | Specify the description of recon rule. |

Table 3-20 (Cont.) Create Exact Reconciliation Rule Definition - Field Description

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

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

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

Figure 3-40 Exact Recon - Condition/Group Details

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

Figure 3-41 Exact Recon - Text Between

The screenshot shows the 'Create Reconciliation Rule Definition' window. At the top, there are fields for 'Rule Description' (RULE1), 'Recon Category' (Invoice/Debit Notes to Credit...), 'Recon Type' (Exact, Generic), and 'Allocation Details' (Select). Below this is the 'Exact Recon' section, which includes a toolbar with 'AND', 'OR', 'Add Condition', and 'Add Group'. A condition is defined as 'Text between' followed by two required text input fields, 'and', another required text input field, 'of', a required 'Invoice Attribute' dropdown menu, 'Contains', a required 'Credit Notes Attribute' dropdown menu, and 'Case Sensitive' with 'Yes' and 'No' radio buttons. A 'Validate and Preview' button is at the bottom left, and 'Cancel' and 'Save' buttons are at the bottom right.

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

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

Figure 3-42 Exact Recon - Attributes

The screenshot shows the 'Create Reconciliation Rule Definition' window. At the top, there are fields for 'Rule Description' (empty), 'Recon Category' (Invoice/Debit Notes to Credit N), 'Recon Type' (Exact, Generic), and 'Allocation Details' (Select). Below this is the 'Exact Recon' section, which includes a toolbar with 'AND', 'OR', 'starts with', 'ends with', 'Contains', 'Operator', 'Add Condition', and 'Add Group'. A condition is defined as 'Invoice Attribute' followed by a required 'Invoice Attribute' dropdown menu. A 'Validate and Preview' button is at the bottom left, and 'Cancel' and 'Save' buttons are at the bottom right.

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

Table 3-21 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 |

Table 3-21 (Cont.) Exact Recon - Attributes

| Invoice | Credit Note | Expected Cashflow | Payment |
|------------------------------|-------------------------|----------------------------|------------------------------|
| Invoice CCY | Buyer Id | Bank Account Number | Entity Ref No. |
| Payment Due Date | Net Credit Note Amount | Counterparty Name | Branch |
| Supplier ID | Supplier Name | Free Field (10 Attributes) | Filler (10 Attributes) |
| Branch | Credit Note Number | Code | Payment Mode |
| Filler (4 attributes) | Supplier Code | Amount | Payment Party Id |
| PO No. | Credit Note Base Amount | Counterparty Id | Instrument Date |
| Supplier Name | Buyer Name | Customer Reference No | Virtual Account Flag |
| Buyer Code | Credit Note Expiry Date | Description | Payment Party Code |
| Invoice Date | Supplier Id | Expected Date | Counterparty Id |
| Repayment Account No. | Buyer Division Code | Virtual Account Number | Remarks |
| Buyer Division Code | Filler (10 Attributes) | - | Payment Reference No |
| Invoice Due Date | Buyer Code | - | Counterparty Code |
| BIC/Routing Code | Currency | - | Beneficiary Id |
| Buyer ID | Supplier Division Code | - | Payment Currency |
| Invoice No. | Remarks | - | Debit-Credit Indicator |
| Supplier Code | - | - | Remitter Account No |
| Payment Under Approval (PUA) | - | - | Payment Amount |
| - | - | - | Interest Refund |
| - | - | - | Margin Refund |
| - | - | - | Payment Under Approval (PUA) |

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

The **Allocation Basis Grid** displays.

Figure 3-43 Allocation Basis Grid

| Allocation Attribute | Percentage | Action |
|-----------------------|------------|--------|
| Credit Account no × | 50 | |
| Remitter Account no × | 50 | |

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

6. In the **Allocation Basis Grid** section, perform the following steps to define 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.

3.7.1.2 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 3-44 Create Generic Reconciliation Rule Definition

Create Reconciliation Rule Definition Errors & Overrides

| | | | |
|---------------------------|---|------------------------------------|------------------------------|
| Rule Description RULE2 | Recon Category Invoice/Debit Notes to Credi... | Recon Type Exact Generic | Allocation Details Select |
|---------------------------|---|------------------------------------|------------------------------|

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

Note:

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

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

Table 3-22 Create Generic Reconciliation Rule Definition - Field Description

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

Figure 3-45 Generic Recon Rule

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

Note:

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

- a. In the **Generic Criteria** list, select the generic rule to be defined. viz. FIFO – First In First Out, LIFO – Last In First Out, HAFO – Highest Amount First Out and LAFO – Least Amount First Out.
- b. In the **Based On Attribute** list, select the entity 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 3-46 Allocation Basis Grid

The screenshot shows a table titled "Allocation Basis Grid" with a "+" icon in the top right corner. The table has three columns: "Allocation Attribute", "Percentage", and "Action". The first row contains "Credit Account no x", "50", and a trash icon. The second row contains "Remitter Account no x", "50", and a trash icon. Below the table, there is a pagination bar showing "Page 1 of 1 (1-2 of 2 items)" and navigation arrows.

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

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

6. In the **Allocation Basis Grid** section, perform the following steps to define 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.

3.7.1.3 View Reconciliation Rule Definition

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

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

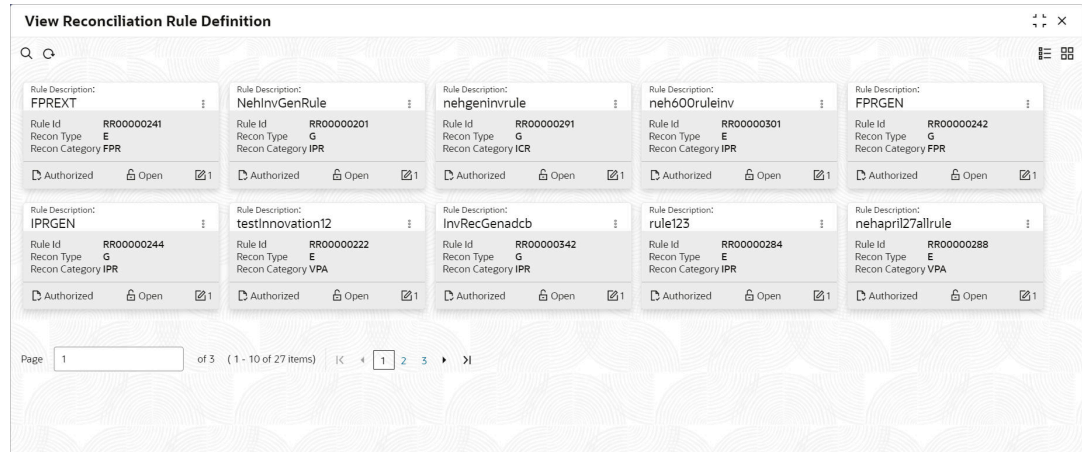
- The status, whether Authorized, Unauthorized, or Rejected
- Open or Closed
- The number of times the record has been submitted by the Maker added.

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

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

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

Figure 3-47 View Reconciliation Rule Definition



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

3.7.2 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.

3.7.2.1 Create Recon Rule Decision

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

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

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

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

Figure 3-48 Create Recon Rule Decision

Create Recon Rule Decision

Filter Criteria: Relationship and CounterPar...
 Relationship Code: NehNovCust3Apr23
 Counterparty Id: Route 000383
 Priority: [Required]
 Recon Category: [Required]
 Recon Type: [Required]
 Rule Id: [Required]

Execute Generic Rule: [Toggle]

Buttons: Add/Edit, Reset

| Priority | Recon Category | Recon Type | Rule Id | Rule Id Description | Execute Generic Rule | Action |
|----------|---|------------|------------|---------------------|----------------------|--------|
| 1 | Invoice/Debit Notes to Credit Notes Recon | Exact | RR00000287 | ICREXT | Y | ⋮ |

Page 1 of 1 (1 of 1 items)

Buttons: Cancel, Save

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

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

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

Table 3-23 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: <ul style="list-style-type: none"> • Corporate Based • CounterParty Based • Relationship and CounterParty Based • Relationship Based • Default |
| 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 . |
| Priority | Specify the priority to apply the rules in ascending order. |
| Recon Category | Select the category of recon rule being mapped. For example: Expected Debit/Credit to Payment Recon , or Invoice Payment Recon . |
| Recon Type | Select the type of reconciliation as either Generic or Exact rule. |
| Rule Id | Click Search icon to search and select all the existing rules available for recon category and type. |
| Rule Id Description | Displays the description of the rule based on the selected rule. |
| Execute Generic Recon | Select the option if generic recon is to be executed if there are more than one matching record post exact reconciliation and if generic recon rule is to be executed for matching outstanding payment to invoice or cashflow. This field is enabled only if Recon Type is selected as Exact . |

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

3.7.2.2 View Recon Rule Decision

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

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

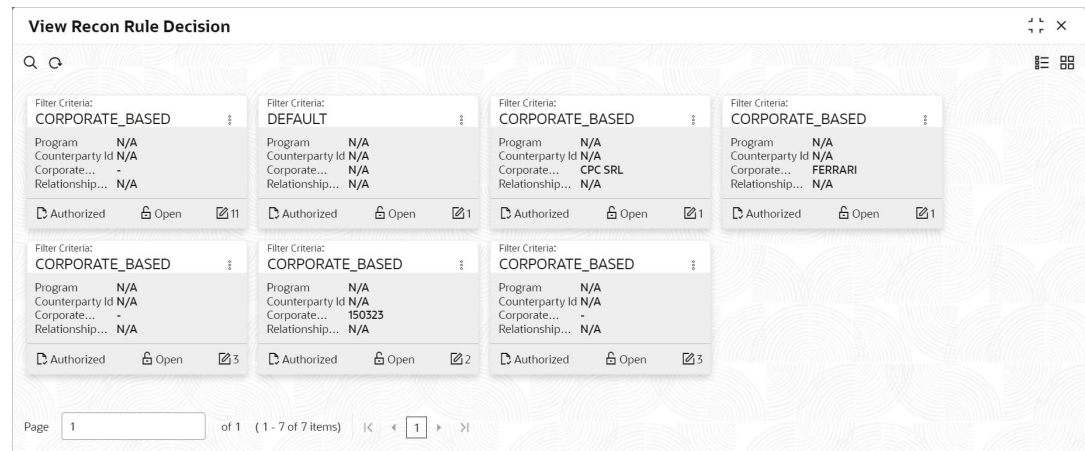
- The status, whether Authorized, Unauthorized, or Rejected
- Open or Closed
- The number of times the record has been submitted by the Maker added.

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

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

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

Figure 3-49 View Recon Rule Decision



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

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

3.8 Relationship Maintenance

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

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

This topic contains the following subtopics:

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

3.8.1 Create Relationship

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

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

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

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

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

Figure 3-50 Create Relationship - Customer

Create Relationship
Errors & Overrides

Relationship Code
RC12345

Effective From
May 12, 2022

Relationship Description
Relationship Desc

Valid Till
Required

Corporate Id
ABC Pvt Ltd
ABC01

Product Category
 Receivable & Collections Payables

Receivable Parameters

Auto-Debit Applicable

Allow Overdue Receivables

Excess Handling
Select

Holiday Treatment
Select Required

Maximum Days Overdue

Excess Refund Party
Select

Auto Acceptance Applicable

Validate Linked Purchase Orders

Excess Refund Payment Mode
Select

No. of Days

Payable Parameters

Auto-Debit Applicable

Allow Overdue Receivables

Excess Handling
Select

Holiday Treatment
Select Required

Maximum Days Overdue

Excess Refund Party
Select

Auto Acceptance Applicable

Validate Linked Purchase Orders

Excess Refund Payment Mode
Select

No. of Days

| Buyer Id | Auto-Debit | Auto Acceptance | No. of Days | Allow Overdue Receivables | Maximum Days Overdue | Excess Handling | Excess Refund Party | Excess Refund Paym... | Action |
|------------------------------------|------------|-----------------|-------------|---------------------------|----------------------|-----------------|---------------------|-----------------------|--------|
| REG INTERNATIONAL CO LTD 201920 | Yes | Yes | | Yes | | | | | |

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

| Supplier Id | Auto-Debit | Auto Acceptance | No. of Days | Allow Overdue Receivables | Maximum Days Overdue | Excess Handling | Excess Refund Party | Excess Refund Paym... | Action |
|---|------------|-----------------|-------------|---------------------------|----------------------|-----------------|---------------------|-----------------------|--------|
| ROUND TABLE CREATIVE PRINTING C 201921 | Yes | Yes | | Yes | | | | | |

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

Cancel Save

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

Figure 3-51 Create Relationship - Non Customer

The screenshot shows the 'Create Relationship' form with the following sections:

- Relationship Code:** Required field.
- Relationship Description:** Required field.
- Corporate Id:** Search field with a search icon.
- Effective From:** Date field (May 12, 2022).
- Valid Till:** Date field.
- Product Category:** Checkboxes for 'Receivable & Collections' and 'Payables'.
- Receivable Parameters:**
 - Auto-Debit Applicable: Toggle switch.
 - Allow Overdue Receivables: Toggle switch.
 - Excess Handling: Dropdown menu.
 - Holiday Treatment: Dropdown menu.
 - Maximum Days Overdue: Text field.
 - Excess Refund Party: Dropdown menu.
 - Auto Acceptance Applicable: Toggle switch.
 - No. of Days: Text field.
 - Validate Linked Purchase Orders: Toggle switch.
 - Excess Refund Payment Mode: Dropdown menu.
- Payable Parameters:** (Identical structure to Receivable Parameters).
- Buyer Table:**

| Buyer Id | Auto-Debit | Auto Acceptance | No. of Days | Allow Overdue Receivables | Maximum Days Overdue | Excess Handling | Excess Refund Party | Excess Refund Paym... | Action |
|---------------------|------------|-----------------|-------------|---------------------------|----------------------|-----------------|---------------------|-----------------------|--------|
| Buyer NCC0001206 | Yes | Yes | | Yes | | | | | |
- Supplier Table:**

| Supplier Id | Auto-Debit | Auto Acceptance | No. of Days | Allow Overdue Receivables | Maximum Days Overdue | Excess Handling | Excess Refund Party | Excess Refund Paym... | Action |
|------------------------|------------|-----------------|-------------|---------------------------|----------------------|-----------------|---------------------|-----------------------|--------|
| Supplier NCC0001207 | Yes | Yes | | Yes | | | | | |

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

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

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

Table 3-24 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. |

Table 3-24 (Cont.) Create Relationship - Field Description

| 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: <ul style="list-style-type: none"> • 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: <ul style="list-style-type: none"> • 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: <ul style="list-style-type: none"> • Payment Party • Beneficiary/Counter Party |
| Excess Refund Payment Mode | Select the mode of payment for the excess payment refund. The options are: <ul style="list-style-type: none"> • Account Transfer • Cheque • EFT |
| Payables Parameters | Select the parameters required for Payables in the following fields. |

Table 3-24 (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: <ul style="list-style-type: none"> • 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: <ul style="list-style-type: none"> • 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: <ul style="list-style-type: none"> • Beneficiary/Counter Party • Payment Party |
| Excess Refund Payment Mode | Select the mode of payment for the excess payment refund. The options are: <ul style="list-style-type: none"> • Account Transfer • Cheque • EFT |

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

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

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

 **Note:**

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

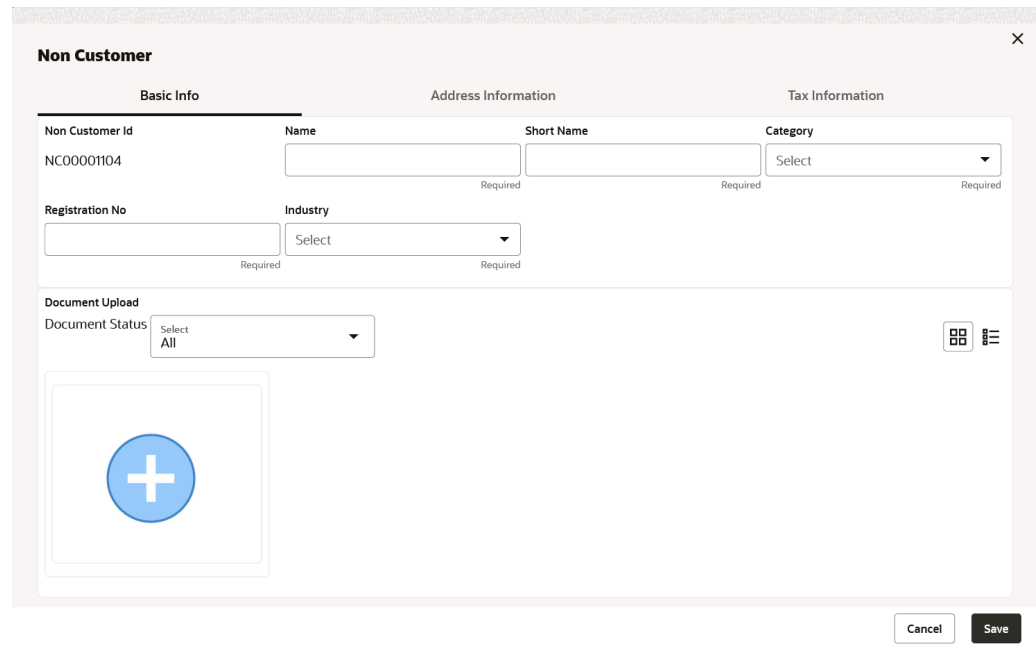
6. Perform the following steps in the grid.
 - a. Click **Search** icon in the Buyer/Supplier Name and select the buyer/supplier.
 - b. Click **Add** icon to add Non Customer details.

 **Note:**

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

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

Figure 3-52 Non Customer - Basic Info



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

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

Figure 3-53 Non Customer - Address Information

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

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

Figure 3-54 Non Customer - Tax Information

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

3.8.2 View Relationship

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

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

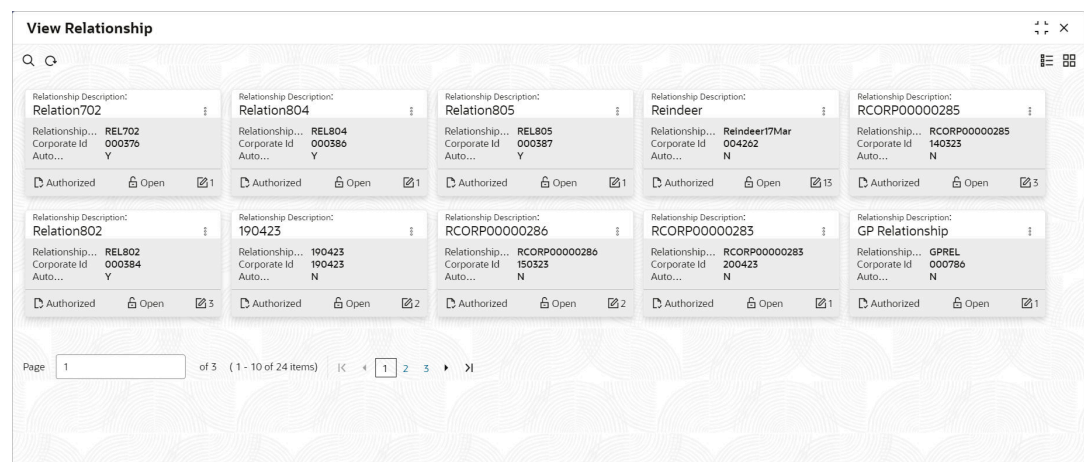
- The status, whether Authorized, Unauthorized, or Rejected
- Open or Closed
- The number of times the record has been submitted by the Maker added.

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

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

The **View Relationship** screen displays.

Figure 3-55 View Relationship



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

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

3.8.3 View Non Customer

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

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

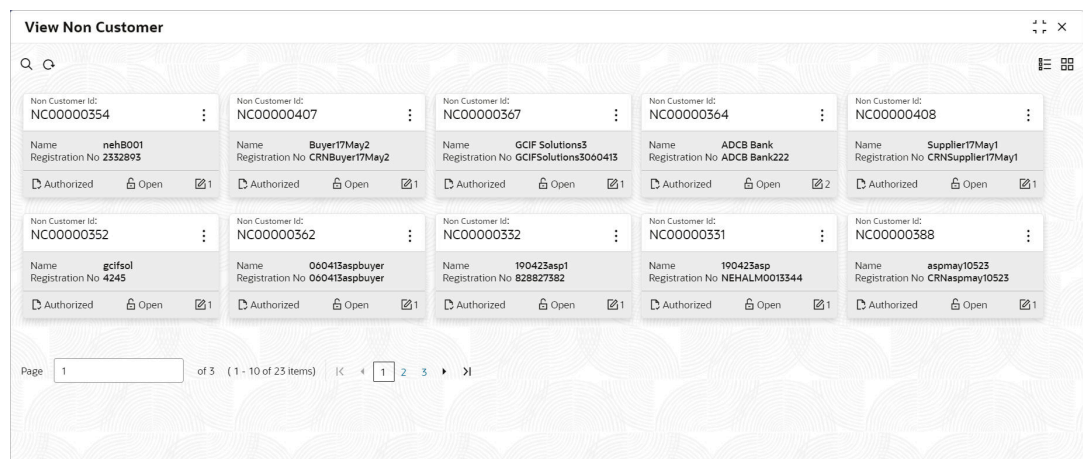
- The status, whether Authorized, Unauthorized, or Rejected
- Open or Closed
- The number of times the record has been submitted by the Maker added.

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

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

The **View Non Customer** screen displays.

Figure 3-56 View Non Customer



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

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

3.9 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.

3.9.1 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 3-57 Create Tolerance

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

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

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

Table 3-25 Create Tolerance - Field Description

| Field | Description |
|--------------------------|---|
| Filter Criteria | Select the appropriate filter criteria for specific application of tolerance. |
| 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 . |

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 3-26 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. |

Table 3-26 (Cont.) Tolerance Table Grid - Field Description

| Field | Description |
|-----------------------------------|---|
| 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.

3.9.2 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:

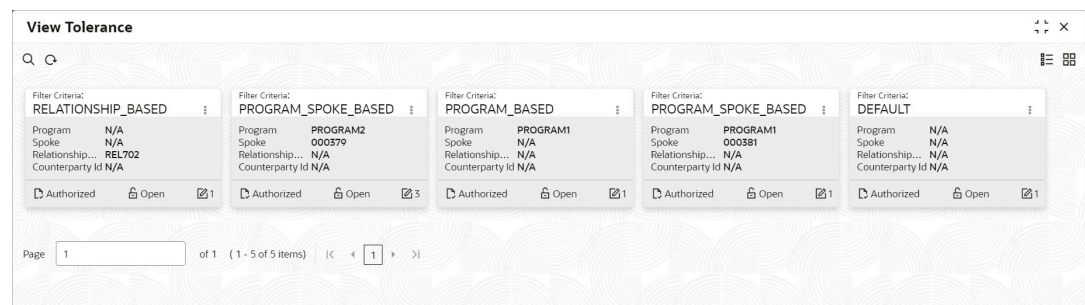
- The status, whether Authorized, Unauthorized, or Rejected
- Open or Closed
- The number of times the record has been submitted by the Maker added.

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 3-58 View Tolerance



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

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

4

Create Receivables and Payables

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

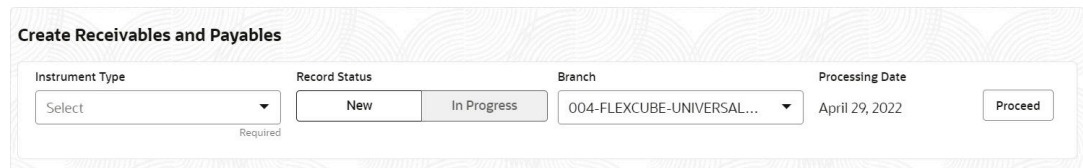
The user can search the invoices/purchase orders/debit notes/credit notes based on various parameters such as reference number, supplier, buyer, date range, and so on and change their processing status.

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

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

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

Figure 4-1 Create Receivables and Payables



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

 **Note:**

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

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

Table 4-1 Create Receivables and Payables - Field Description

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

The user can create the following instruments.

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

4.1 Create Invoice

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

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

Basic Information

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

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

Figure 4-2 Invoice - Basic Information

The screenshot shows the 'Invoice - Basic Information' screen. The left sidebar contains a navigation menu with 'Basic Information' selected. The main area is titled 'Basic Information' and contains the following fields:

- Invoice Number * (Inv14701)
- Supplier * (Danone 000381)
- Supplier Division Code
- BIC Routing Code
- Bank
- Invoice Date * (Oct 5, 2022)
- Relationship * (REL701)
- Buyer Division Code
- Funding Request Date
- Branch
- Invoice Value Date * (Dec 22, 2023)
- Program (This is PROGRAM1)
- Currency * (GBP)
- Remarks (-)
- Repayment Account Number
- Invoice Due Date * (Dec 29, 2023)
- Buyer * (Carrefour 000360)
- Pre-Accepted (checked)
- Virtual Account (unchecked)

At the bottom, there are buttons for 'Back', 'Next', 'Save & Close', and 'Cancel'. The screen title is 'Invoice' and the page number is 'Screen (1 / 4)'.


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

Note:

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

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

Table 4-2 Basic Information - Field Description

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

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

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

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

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

The **Link Purchase Orders** screen displays.

Figure 4-4 Link Purchase Orders

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

The relevant purchase order records are displayed.

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

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

Table 4-4 Link Purchase Orders - Field Description

| Field | Description |
|---|--|
| 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 | Displays the following options to edit or delete the purchase order record. <ul style="list-style-type: none"> Click Edit icon to edit the record. Click Delete icon to delete the record. |

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

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

Table 4-5 Commodity Details - Field Description

| Field | Description |
|---------------------------|--|
| 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. |
| 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 | Displays the following options to edit or delete the commodity details. <ul style="list-style-type: none"> Click Edit icon to edit the record. Click Delete icon to delete the record. |

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

 **Note:**

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

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

Table 4-6 Pricing Details - Field Description

| Field | Description |
|--------------------------------------|--|
| 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. |

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.

Figure 4-5 Invoice - Shipment Information

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

 **Note:**

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

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

Table 4-7 Shipment Information - Field Description

| Field | Description |
|--------------------------|---|
| 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. |

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

| Field | Description |
|---------------------------------|--|
| Terms of Sale(Incoterms) | Select any of the following terms of sales: <ul style="list-style-type: none"> • DAF – Delivered At Frontier • DES - Delivered Ex Ship • DEQ - Delivered Ex Quay • DDU - Delivered Duty Unpaid • CIP - Carriage and Insurance Paid To • CPT - Carriage Paid To • CIF - Cost, Insurance and Freight • CFR - Cost and Freight • FOB - Free On Board • DDP - Delivered Duty Paid • FCA - Free Carrier • EXW - Ex Works • FAS - Free Alongside Ship |
| 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 | Select the payment condition. The options are: <ul style="list-style-type: none"> • Open Account • Bill of exchange against acceptance • Bill of exchange against payment • Documents through banks • Instalment payment without draft • Instalment payment with draft • Other |

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.

Figure 4-6 Invoice - Summary

Invoice

Screen(4/4)

Summary

Invoice 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

Invoice Amount : £11,011.00
 Discount(%) : 2
 Discount Amount : £220.22
 Tax(%) : 6
 Tax Amount : £647.45
 Total Invoice Amount : £11,438.23
 Total Charges : £0.00
 Net Invoice Amount : £11,438.23

Relationship Information

Relationship Name : AstraRel
 Supplier : Astra
 Buyer : BL Corp
 Valid Till : 2031-11-30

Remarks

Shipment Information

| Shipment Number | Shipment Date | Country of Origin |
|-----------------|---------------|-------------------|
| 33533 | 2023-12-23 | AUS |

Shipment Address Reason for Export Terms of Sales (Incoterms) Net Payment Terms
 444, Tensor Lane
 Payment Condition
 Bill of exchange against payment

Commodity Details

| Commodity Code | Commodity Name | Quantity | Unit Cost | Discount Amount | Tax Amount | Net Cost |
|----------------|----------------|----------|-----------|-----------------|------------|------------|
| Paint/Teal | Teal Paint | 11 | 1001 | £220.22 | £647.45 | £11,438.23 |

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Cancel Back Save and Close

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.

Figure 4-7 Purchase Order - Basic Information

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

Note:


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

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

Table 4-8 Basic Information - Field Description

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

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

| Field | Description |
|---|--|
| Pre-Accepted | Switch the toggle ON if the purchase order is pre-accepted by the supplier. |
| 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. <div style="border: 1px solid #ccc; background-color: #e6f2ff; padding: 10px; margin-top: 10px;"> <p> Note:</p> <p>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.</p> </div> |
| 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. |

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

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

 **Note:**

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

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

Table 4-9 Commodity Details - Field Description

| Field | Description |
|---------------------------|--|
| 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 | Displays the following options to edit or delete the commodity details. <ul style="list-style-type: none"> Click Edit icon to edit the record. Click Delete icon to delete the record. |

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

 **Note:**

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

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

Table 4-10 Pricing Details - Field Description

| Field | Description |
|-----------------|---------------------------------|
| Currency | Displays the selected currency. |

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

| Field | Description |
|-----------------------------|---|
| Base PO Amount | Displays the total gross amount of all commodities that have been added. This field is editable and allows you to add the base amount manually as well. |
| Discount Percentage | Displays the overall discount percentage received on the base amount. This field is editable and allows you to add the percentage manually as well. |
| Discount Amount | Displays the overall discount amount received. This field is editable and allows you to add the amount manually as well. |
| Tax (%) | Displays the overall tax percentage. This field is editable and allows you to add the percentage manually as well. |
| Tax Amount | Displays the overall tax amount. This field is editable and allows you to add the amount manually as well. |
| Total PO Amount | Displays the total PO amount post calculating base PO amount, discount, and tax. |
| Misc Charge 1 Desc | Specify the description of the miscellaneous charges to be added in total PO amount. |
| Misc Charge 1 Amount | Specify the miscellaneous charge amount to be added in total PO amount. |
| Misc Charge 2 Desc | Specify the description of another miscellaneous charges to be added in total PO amount. |
| Misc Charge 2 Amount | Specify the miscellaneous charge amount to be added in total PO amount. |
| Net PO Amount | Displays the net PO amount post adding miscellaneous charges in the total PO amount. |

- a. Click **Add** icon to add rows in the grid.
- b. In the **Action** column of grid, perform any one of the following steps:
 - Click **Delete** icon to remove that specific row.
 - Click **Edit** icon and specify the commodity details in the grid.
8. Perform any of the below action from the **Commodity and Pricing** screen.
 - Click **Next** to go to the **Shipment Information** screen.
 - Click **Save 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.

Figure 4-9 Purchase Order - Shipment Information

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

Note:

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

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

Table 4-11 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. |

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

| Field | Description |
|---------------------------------|--|
| Terms of Sale(Incoterms) | Select any of the below terms of sales: <ul style="list-style-type: none"> • DAF – Delivered At Frontier • DES - Delivered Ex Ship • DEQ - Delivered Ex Quay • DDU - Delivered Duty Unpaid • CIP - Carriage and Insurance Paid To • CPT - Carriage Paid To • CIF - Cost, Insurance and Freight • CFR - Cost and Freight • FOB - Free On Board • DDP - Delivered Duty Paid • FCA - Free Carrier • EXW - Ex Works • FAS - Free Alongside Ship |
| Payment Terms | Specify the terms of payments, if any. |
| Country of Origin | Select the country from where the shipment is being sent. |
| Promised Shipment Date | Click the Calendar icon and select the date agreed by the supplier to send the shipment. |

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

- Click **Next** to go to the **Summary** screen.
- Click **Save 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.

Figure 4-10 Purchase Order - Summary

Purchase Order Summary

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

Pricing Details

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

Relationship Information

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

Remarks

-

Shipment Information

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

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

Commodity Details

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

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Cancel Back Save & Close

- 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.

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

Figure 4-11 Debit Note - Basic Information

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

The **Link Invoice** screen displays.

Figure 4-12 Link Invoice

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

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

Note:

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

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

Table 4-12 Link Invoice - Field Description

| Field | Description |
|-----------------------|--|
| Supplier | Click Search icon and select the supplier of the invoice. In case of linked invoice, the relationship is auto-populated. |
| Relationship | Click Search 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. |

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

**Note:**


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

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

Table 4-13 Basic Information - Field Description

| Field | Description |
|-------------------------------|--|
| 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. |
| Buyer Division Code | Click the Search icon and select the division code of the selected buyer. |

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

| Field | Description |
|---|---|
| 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. <div style="border: 1px solid #0070C0; padding: 5px; background-color: #E6F2FF;"> <p> 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.</p> </div> |
| 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. |

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.

Figure 4-13 Debit Note - Commodity and Pricing

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

Note:

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

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

Table 4-14 Commodity Details - Field Description

| Field | Description |
|----------------------------|---|
| 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. |

Table 4-14 (Cont.) Commodity Details - Field Description

| Field | Description |
|-------------------|--|
| Tax (%) | Specify the percentage of tax to be applied on total amount post discounting. |
| Tax Amount | Displays the tax amount based on tax percentage. |
| Net Cost | Displays the net costing based on all the previous fields. |
| Action | Displays the following options to edit or delete the commodity details. <ul style="list-style-type: none"> Click Edit icon to edit the record. Click Delete icon to delete the record. |

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.

Figure 4-14 Debit Note - Shipment Information

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

Note:

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

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

Table 4-16 Shipment Information - Field Description

| Field | Description |
|-------------------------|---|
| 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. |

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

| 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) | Select any of the below terms of sales: <ul style="list-style-type: none"> • DAF – Delivered At Frontier • DES - Delivered Ex Ship • DEQ - Delivered Ex Quay • DDU - Delivered Duty Unpaid • CIP - Carriage and Insurance Paid To • CPT - Carriage Paid To • CIF - Cost, Insurance and Freight • CFR - Cost and Freight • FOB - Free On Board • DDP - Delivered Duty Paid • FCA - Free Carrier • EXW - Ex Works • FAS - Free Alongside Ship |
| Payment Terms | Specify the terms of payments, if any. |
| Country of Origin | Select the country from where the shipment is being sent. |

14. Perform any of the below action from the **Shipment Information** screen:
- Click **Next** to go to the **Summary** screen.
 - Click **Save 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.

Figure 4-15 Debit Note - Summary

Debit Note Summary

Debit Note Information

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

Relationship Information

Relationship Name : REL701
 Supplier : Danone
 Buyer : Carrefour
 Valid Till : 2030-04-30

Pricing Details

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

Shipment Information

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

| Shipment Address | Reason for Export | Terms of Sales (Incoterms) | Payment Terms |
|------------------|-------------------|----------------------------|---------------|
| ADDRESS NAME | Export Purpose | CFR | INR |

Commodity Details

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

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Linked Invoice Details

| Invoice Number | Invoice Amount | Invoice Date | Invoice Due Date | Invoice Status | Payment Status |
|----------------|----------------|--------------|------------------|----------------|----------------|
| Day0Inv1 | £1,200.00 | 2022-04-28 | 2022-05-12 | RAISED | UNPAID |

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Cancel Back Save & Close

16. 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.

Figure 4-16 Credit Note - Basic Information

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

The **Link Invoice** screen displays.

Figure 4-17 Link Invoice

| | Invoice Number | Invoice Date | Invoice Due Date | Invoice Amount |
|-------------------------------------|----------------|--------------|------------------|----------------|
| <input checked="" type="checkbox"/> | 161201 | 2022-04-28 | 2090-12-28 | 1000 |
| <input type="checkbox"/> | Net0203016 | 2022-04-28 | 2023-03-02 | 1 |
| <input type="checkbox"/> | 02112022 | 2022-04-03 | 2022-11-30 | 900 |
| <input type="checkbox"/> | arsedtfy | 2022-04-28 | 2023-04-21 | 100 |
| <input type="checkbox"/> | 301220225 | 2022-04-28 | 2080-12-29 | 800 |
| <input type="checkbox"/> | 27FEB2302 | 2022-04-28 | 2023-02-02 | 10000 |
| <input type="checkbox"/> | 301220223 | 2022-04-28 | 2060-12-30 | 8000 |
| <input type="checkbox"/> | 161203 | 2022-04-28 | 2022-12-01 | 8000 |
| <input type="checkbox"/> | 301220221 | 2022-04-28 | 2090-12-31 | 1000 |

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

Note:

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

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

Table 4-17 Link Invoice - Field Description

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

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

 **Note:**

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

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

Table 4-18 Basic Information - Field Description

| Field | Description |
|--------------------------------|---|
| Credit Note Number | Specify a unique reference number for the credit note to be created. OR Click Calendar icon and select an existing credit note number. This field cannot be modified once authorized. |
| Link Invoice | Click Search icon to find the invoice(s) to link the credit note to. |
| Credit Note Date | Click Calendar icon and select the date on which credit note is created. |
| Credit Note Expiry Date | Click Calendar icon and select the date till when the credit note is valid. |
| Supplier | Click the Search icon and select the supplier for the credit note. In case of linked invoice, the supplier is auto-populated. |
| Relationship | Click the Search icon and select the any of the relationship maintained for the selected supplier. In case of linked invoice, the relationship is auto-populated. |

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

| Field | Description |
|---|---|
| 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. |

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.

Figure 4-18 Credit Note - Commodity and Pricing

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

 **Note:**

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

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

Table 4-19 Commodity Details - Field Description

| Field | Description |
|--------------------------------|--|
| 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. |
| 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 | Displays the following options to edit or delete the commodity details. <ul style="list-style-type: none"> Click Edit icon to edit the record. Click Delete icon to delete the record. |

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

 **Note:**

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

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

Table 4-20 Pricing Details - Field Description

| Field | Description |
|---------------------------------|---|
| 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.

Figure 4-19 Credit Note - Summary

The screenshot shows the 'Credit Note Summary' screen with the following sections:

- Credit Note Information:**
 - Credit Note Number : 1234567
 - Credit Note Date : 2022-04-29
 - Credit Note Expiry Date : 2023-06-30
 - Net Credit Note Amount : £12792
- Pricing Details:**
 - Base Credit Note Amount : £100.00
 - Discount(%) : 4
 - Discount Amount : £4.00
 - Tax(%) : 2
 - Tax Amount : £1.92
 - Total Credit Note Amount : £9792
 - Total Charges : £30.00
 - Net Credit Note Amount : £12792
- Relationship Information:**
 - Relationship Name : REL701
 - Supplier : XXXXXXXXXX
 - Buyer : XXXXXXXX
 - Valid Till : 2030-04-30
- Remarks:** -
- Commodity Details:**

| Commodity Code | Commodity Name | Quantity | Unit Cost | Discount Amount | Tax Amount | Net Cost |
|---------------------|----------------|----------|-----------|-----------------|------------|----------|
| No data to display. | | | | | | |
- Linked Invoice Details:**

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

At the bottom right, there are three buttons: **Cancel**, **Back**, and **Save & Close**.

13. Review the detail of the credit note being created and perform any of the below action from the **Summary** screen.
- Click **Save 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



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

 **Note:**

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

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

Table 5-1 Receivables and Payables Management - Field Description

| Field | Description |
|------------------------|---|
| 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

The screenshot shows a search parameter form for Invoices and Debit Notes. It features a grid of input fields: File Name, Reference Number, Buyer, and Supplier (all marked as Required); Relationship, Date Reference Basis, Date Range, and Currency; and Amount Reference Basis, Amount From, and Amount To. Each field has a search icon or a dropdown menu. At the bottom, there are 'Search' and 'Reset' buttons.

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

Figure 5-3 Purchase Order - Search Parameter

The screenshot shows a search parameter form for Purchase Orders. It features a grid of input fields: File Name, PO Number, Buyer, and Supplier (all marked as Required); Relationship, Date Reference Basis, Date Range, and Currency; and Amount From and Amount To. Each field has a search icon or a dropdown menu. At the bottom, there are 'Search' and 'Reset' buttons.

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.

5.1 Accept Receivables and Payables

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

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

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

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

Figure 5-4 Accept Invoice/Debit Note

The screenshot shows the 'Receivables and Payables Management' interface. At the top, there are search filters: Branch (004-FLEXCUBE-U...), Instrument Type (Invoice & Dr Note), Action (Accept), and Processing Date (April 29, 2022). A 'Proceed' button is visible. Below the filters is a 'Show Search' dropdown. The main area displays an 'Invoice/Dr Note List' table with columns: Reference Number, Instrument Type, Buyer, Supplier, Program, Issue Date, Net Amount, Remarks, Acceptance Amount, New Acceptance Amount, and State Status. The first row is selected, showing Reference Number 'Net0203018', Instrument Type 'Invoice', Buyer 'Danone', Supplier 'Carrefour', Issue Date '2022-04-28', Net Amount '\$990.00', and State Status 'N'. Below the table is a pagination control showing 'Page 1 of 1 (1-3 of 3 items)'. At the bottom, there are input fields for 'Remarks' and 'Acceptance Amount', with 'Apply' and 'Undo' buttons. A 'Summary' section at the very bottom shows 'Total Instruments' and 'Total Acceptance Amount' input fields, with 'Submit' and 'Cancel' buttons.

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

The **Accept Purchase Order** screen displays.

Figure 5-5 Accept Purchase Order

Receivables and Payables Management

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

Show Search

Purchase Order List

| PO Number | Buyer | Supplier | Program | Relationship | PO Date | Promised Shipment Date | PO Amount | Remarks | Acceptance Amount | New Acceptance Amount | State Status | State Status |
|-------------------------------|-----------|----------|---------|--------------|------------|------------------------|-------------|---------------|-------------------|-----------------------|--------------|--------------|
| MAUTO-PO-905 | Carrefour | Danone | | REL701 | 2018-01-09 | 2023-01-08 | | Editing PO | | | N | N |
| P1 | Carrefour | Danone | | REL701 | 2021-04-09 | | | | | | N | N |
| 1345 | Carrefour | Danone | | REL701 | 2019-11-29 | | \$9,900.00 | test | | | N | N |
| PO08 | Carrefour | Danone | | REL701 | 2021-04-05 | | £111.00 | | | | N | N |
| 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 | N |
| IPDanone017 | Carrefour | Danone | | REL701 | 2018-01-01 | 2021-01-01 | \$10,000.00 | | \$1,000.00 | | N | N |
| POTestawscdv1 | Carrefour | Danone | | REL701 | 2018-01-01 | 2021-01-01 | \$10,000.00 | | \$1,000.00 | | N | N |
| MAUTO-PO-904 | Carrefour | Danone | | REL701 | 2018-01-09 | | \$10,200.00 | Creating a PO | | | N | N |

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Remarks: [] Acceptance Amount: [] Apply Undo

Summary
Total Instruments: [] Total Acceptance Amount: []

Submit Cancel

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

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.

Figure 5-6 Assignment Receivables and Payables

The screenshot shows the 'Receivables and Payables Management' interface. At the top, there are search filters for Branch (004-FLEXCUBE-UNI...), Instrument Type (Invoice), Action (Assignment), and Processing Date (October 7, 2022). A 'Proceed' button is visible. Below the filters is a table titled 'Invoice/Dr Note List' with columns: Reference Number, Instrument Type, Buyer, Supplier, Program, Issue Date, Net Amount, Remarks, Use Earmarked Limits, Assignable Amount, Assignment Amount, New Assignment Amount, and Stale Status. The table contains 8 rows of data. Below the table is a pagination control showing 'Page 1 of 4 (1-10 of 34 Items)'. At the bottom of the screen, there are controls for 'Remarks', 'Use Earmarked Limits' (toggle OFF), 'Auto-Apportion' (toggle ON), and 'Assignment Amount' (text input). There are 'Apply' and 'Undo' buttons, and a 'Summary' section with 'Total Instruments' and 'Total Amount' fields. 'Submit' and 'Cancel' buttons are at the bottom right.

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.
7. 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.

Figure 5-7 Cancel Invoice/Debit Note

Receivables and Payables Management

Invoice/Dr Note List

| <input type="checkbox"/> | Reference Number | Instrument Type | Buyer | Supplier | Program | Issue Date | Net Amount | Remarks | Stale Status |
|-------------------------------------|------------------|-----------------|-----------|----------|---------|------------|-------------|--|--------------|
| <input type="checkbox"/> | 16JAN2309 | Invoice | Carrefour | Danone | | 2022-04-28 | £1,000.00 | Updated through netting settlement job | N |
| <input type="checkbox"/> | Sav05 | Invoice | Carrefour | Danone | | 2022-04-28 | £2,200.00 | | N |
| <input type="checkbox"/> | SavInv002Day0 | Invoice | Carrefour | Danone | | 2022-04-28 | £2,500.00 | | N |
| <input type="checkbox"/> | SavInv001Day0 | Invoice | Carrefour | Danone | | 2022-04-28 | \$2,450.00 | | N |
| <input type="checkbox"/> | Sav4Day0 | Invoice | Carrefour | Danone | | 2022-04-28 | £1,100.00 | | N |
| <input type="checkbox"/> | Net0203017 | Invoice | Carrefour | Danone | | 2022-04-28 | £98.00 | | N |
| <input checked="" type="checkbox"/> | 27FEB2301 | Invoice | Carrefour | Danone | | 2022-04-28 | £110,000.00 | | N |
| <input checked="" type="checkbox"/> | 18JAN2301 | Invoice | Carrefour | Danone | | 2022-04-28 | £889.11 | | N |
| <input type="checkbox"/> | Sav04 | Invoice | Carrefour | Danone | | 2022-04-28 | £2,100.00 | | N |

Page 1 of 1 (1-9 of 9 items) < < 1 > >

Remarks

Apply Undo

Summary

Total Instruments: 2

Total Amount: £110,889.11

Submit Cancel

The **Cancel Purchase Order** screen displays.

Figure 5-8 Cancel Purchase Order

The screenshot shows the 'Receivables and Payables Management' interface. At the top, there are search filters for Branch, Instrument Type (set to 'Purchase Order'), Action (set to 'Cancel'), and Processing Date (set to 'April 29, 2022'). A 'Proceed' button is visible. Below the filters is a 'Purchase Order List' table with the following data:

| PO Number | Buyer | Supplier | Program | Relationship | PO Date | Promised Shipment Date | PO Amount | Remarks | State Status |
|------------------------------|-----------|----------|---------|--------------|------------|------------------------|------------|-----------|--------------|
| P1 | Carrefour | Danone | | REL701 | 2021-04-09 | | | | N |
| MAUTO-PO-902 | Carrefour | Danone | | REL701 | 2018-01-09 | | 410,700.00 | Cancelled | N |
| POTest1234 | Carrefour | Danone | | REL701 | 2022-04-28 | | €100.00 | | N |
| SAVAPRPO01 | Carrefour | Danone | | REL701 | 2021-04-09 | | €2,000.00 | | N |
| SAVAPRPO19 | Carrefour | Danone | | REL701 | 2021-04-09 | | | | N |
| PO09 | Carrefour | Danone | | REL701 | 2021-04-01 | | €100.00 | | N |
| SavNewPO1001 | Carrefour | Danone | | REL701 | 2022-04-29 | | €1,200.00 | | N |

Below the table is a 'Remarks' field with 'Apply' and 'Undo' buttons. At the bottom right, there are 'Submit' and 'Cancel' buttons.

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

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

Receivables and Payables Management

Branch: 004-004-FLEXCUBE-UNIVERSAL... Instrument Type: Invoice Action: Edit Processing Date: Oct 5, 2022

Proceed

Show Search

Invoice/Dr Note List

Bulk Edit

| Reference Number | Instrument Type | Buyer | Supplier | Program | Issue Date | Net Amount | Remarks | Due Date | Review Edits |
|---|-----------------|-----------|----------|------------------|------------|-------------|----------|------------|--------------|
| <input type="checkbox"/> IOP | Invoice | Carrefour | Danone | This is PROGRAM1 | 2022-08-09 | \$10,000.00 | | 2023-05-16 | |
| <input type="checkbox"/> IOP1 | Invoice | Carrefour | Danone | This is PROGRAM1 | 2022-08-09 | \$10,000.00 | | 2023-05-19 | |
| <input type="checkbox"/> IP2 | Invoice | Carrefour | Danone | This is PROGRAM1 | 2022-08-09 | \$10,000.00 | | 2023-05-03 | |
| <input type="checkbox"/> TT6 | Invoice | Carrefour | Danone | This is PROGRAM1 | 2022-07-06 | \$10,000.00 | | 2023-03-15 | |
| <input type="checkbox"/> NUTIAN-INV-01 | Invoice | Carrefour | Danone | INV00380Prg | 2022-09-07 | \$17,000.00 | | 2022-10-07 | |
| <input type="checkbox"/> TT1 | Invoice | Carrefour | Danone | This is PROGRAM1 | 2022-12-07 | \$7,777.00 | | 2022-12-14 | |
| <input type="checkbox"/> TEST12 | Invoice | Carrefour | Danone | This is PROGRAM1 | 2022-12-07 | \$8,888.00 | assigned | 2022-12-14 | |
| <input type="checkbox"/> TEST11 | Invoice | Carrefour | Danone | This is PROGRAM1 | 2022-12-07 | \$9,999.00 | | 2022-12-07 | |
| <input type="checkbox"/> TEST_CURRENCY_INVOICE_01 | Invoice | Carrefour | Danone | This is PROGRAM1 | 2022-09-08 | \$5,000.00 | | 2023-06-30 | |
| <input type="checkbox"/> CDINV00007 | Invoice | Carrefour | Danone | This is PROGRAM1 | 2022-07-11 | \$2.00 | | 2022-09-13 | |

Page 1 of 24 (1-10 of 236 items) 1 2 3 4 5 ... 24 > X

Figure 5-10 Edit Invoice - Basic Details

Receivables and Payables Management

Basic Details Shipment Information Pricing

Invoice Date: [Calendar] Invoice Value Date: [Calendar] Invoice Due Date: [Calendar] Program: [Search]

Supplier Division Code: [Search] Buyer Division Code: [Search] Repayment Account Number: [Text] Funding Request Date: [Calendar]

Bank: [Text] Branch: [Text] BIC Routing Code: [Text] Remarks: [Text]

Virtual Account:

Filler Fields/Miscellaneous Fields

Filler1: [Calendar] Filler2: [Text] Filler3: [Text] Filler4: [Text]

Apply Undo

Summary

Total Instruments: [Text] Total Amount: [Text]

Submit Cancel

Figure 5-11 Edit Invoice - Shipment Information

Receivables and Payables Management

Basic Details Shipment Information Pricing

Shipment Date: [Calendar] Shipment Number: [Text] Shipment Address: [Text] Shipment Country: [Select]

City: [Text] Zip Code: [Text] Phone Number: [Text] Tax ID: [Text]

Reason for Export: [Text] Terms of Sales (Incoterms): [Select] Net Payment Terms: [Text] Country of Origin: [Select]

Payment Condition: [Select]

Apply Undo

Figure 5-12 Edit Invoice - Pricing

The **Edit Debit Note** screen displays.

Figure 5-13 Edit Debit Note

| 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-ASS1 | Debit Note | Carrefour | Danone | This is PROGRAM1 | 2022-10-05 | \$10,020.00 | Remarks | 2022-11-05 | |
| MAUTO-DEBIT-ASS11 | Debit Note | Carrefour | Danone | This is PROGRAM1 | 2022-10-05 | \$10,020.00 | Remarks | 2022-11-05 | |
| MAUTO-DEBIT-IRIN1 | 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 | |

Figure 5-14 Edit Debit Note - Basic Details

Figure 5-15 Edit Debit Note - Shipment Information

Figure 5-16 Edit Debit Note - Pricing

The **Edit Purchase Order** screen displays.

Figure 5-17 Edit Purchase Order

Receivables and Payables Management

Branch: 004-004-FLEXCUBE-UNIVERSAL-... Instrument Type: Purchase Order Action: Edit Processing Date: Oct 5, 2022

Proceed

Show Search

Purchase Order List

Bulk Edit

| | PO Number | Buyer | Supplier | Program | Relationship | PO Date | Promised Shipment Date | PO Amount | Remarks | Review Edits |
|--------------------------|--------------|---------|------------|------------------|--------------|------------|------------------------|------------|---------|--------------|
| <input type="checkbox"/> | BLASTRAPO4A | BL CORP | ASTRA CORP | | ASTRAREL | 2022-10-03 | 2022-11-15 | £20,600.00 | | |
| <input type="checkbox"/> | BLASTRAPO2A | BL CORP | ASTRA CORP | | ASTRAREL | 2022-10-03 | 2022-11-15 | £82,400.00 | | |
| <input type="checkbox"/> | BLASTRAPO1A | BL CORP | ASTRA CORP | | ASTRAREL | 2022-10-03 | 2022-11-15 | £41,200.00 | | |
| <input type="checkbox"/> | BLASTRAPO5A | BL CORP | ASTRA CORP | | ASTRAREL | 2022-10-03 | 2022-11-15 | £20,600.00 | | |
| <input type="checkbox"/> | ASTRABLPO1 | BL CORP | ASTRA CORP | ASTRA PO Finance | ASTRAREL | 2022-10-04 | | £12,360.00 | | |
| <input type="checkbox"/> | BLASTRAPO3A | BL CORP | ASTRA CORP | | ASTRAREL | 2022-10-03 | 2022-11-15 | £4,120.00 | | |
| <input type="checkbox"/> | POASTRA00113 | BL CORP | ASTRA CORP | ASTRA PO Finance | ASTRAREL | 2022-10-05 | | £11,000.00 | | |
| <input type="checkbox"/> | POASTRA00112 | BL CORP | ASTRA CORP | ASTRA PO Finance | ASTRAREL | 2022-10-05 | | £85,000.00 | | |
| <input type="checkbox"/> | POASTRA00112 | BL CORP | ASTRA CORP | ASTRA PO Finance | ASTRAREL | 2022-10-05 | | £85,000.00 | | |
| <input type="checkbox"/> | PO4BL | BL CORP | ASTRA CORP | ASTRA PO Finance | ASTRAREL | 2022-10-05 | | £7,000.00 | | |

Page 1 of 1 (1-9 of 9 items) < 1 >

Figure 5-18 Edit Purchase Order - Basic Details

Figure 5-19 Edit Purchase Order - Shipment Information

Figure 5-20 Edit Purchase Order - Pricing

- Optional: In the **Reference/PO Number** column, click the link to view the details of the instrument.

- Select the invoice/debit note/PO to be edited.

The existing information gets auto-populated in the respective fields in the **Basic Details**, **Shipment Information** and **Pricing** tabs.

- 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.

- 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.
11. 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

| 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 |

12. 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.

Figure 5-22 Initiate Finance - Invoice/Debit Note

Receivables and Payables Management

Branch: 004-FLEXCUBE-UNIVERSAL... Instrument Type: Invoice Action: Initiate Finance Processing Date: January 20, 2020

Proceed

Show Search

Invoice/Dr Note List

| Reference Number | Instrument Type | Buyer | Supplier | Program | Issue Date | Net Amount | Remarks | Financeable Amount | Financed Amount | New Financed Amount | State Status |
|-------------------------------------|-----------------|-----------|----------|------------------|------------|-------------|------------------------------------|--------------------|-----------------|---------------------|--------------|
| <input type="checkbox"/> INV001Test | Invoice | Carrefour | Danone | This is PROGRAM1 | 2020-01-20 | \$500.00 | | \$400.00 | \$0.00 | | N |
| <input type="checkbox"/> JAQ001 | Invoice | Carrefour | Danone | This is PROGRAM1 | 2020-01-20 | \$1,000.00 | | \$800.00 | \$0.00 | | N |
| <input type="checkbox"/> TR | Invoice | Carrefour | Danone | This is PROGRAM1 | 2020-01-20 | \$10,200.00 | | \$8,160.00 | \$0.00 | | N |
| <input type="checkbox"/> MAY23001 | Invoice | Carrefour | Danone | This is PROGRAM1 | 2020-01-20 | \$1,234.00 | 1234567890123456789012345678901234 | \$987.20 | \$0.00 | | N |
| <input type="checkbox"/> TTEST | Invoice | Carrefour | Danone | This is PROGRAM1 | 2020-01-20 | \$9,999.00 | | \$7,999.20 | \$0.00 | | N |
| <input type="checkbox"/> TTEST1 | Invoice | Carrefour | Danone | This is PROGRAM1 | 2020-01-20 | \$10,000.00 | | \$8,000.00 | \$0.00 | | N |
| <input type="checkbox"/> TTEST2 | Invoice | Carrefour | Danone | This is PROGRAM1 | 2020-01-20 | \$15,000.00 | | \$12,000.00 | \$0.00 | | N |
| <input type="checkbox"/> YU | Invoice | Carrefour | Danone | This is PROGRAM1 | 2020-01-20 | \$10,200.00 | | \$8,160.00 | \$0.00 | | N |
| <input type="checkbox"/> TFBZ04 | Invoice | Carrefour | Danone | This is PROGRAM1 | 2020-01-20 | \$1,000.00 | | \$800.00 | \$0.00 | | N |
| <input type="checkbox"/> QATEST03 | Invoice | Carrefour | Danone | This is PROGRAM1 | 2020-01-20 | \$8,888.00 | | \$7,110.40 | \$0.00 | | N |

Page 1 of 4 (1-10 of 32 items) |< < 1 2 3 4 > >|

Remarks: Auto-Apportion Finance Amount:

Summary

Total Instruments: Total Amount: Total Finance Amount:

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

Figure 5-23 Initiate Finance - Purchase Order

Receivables and Payables Management

Branch: 004-FLEXCUBE-UNIVERSAL... Instrument Type: Purchase Order Action: Initiate Finance Processing Date: January 20, 2020

Proceed

Show Search

| PO Number | Buyer | Supplier | Program | Relationship | PO Date | Promised Shipment Date | PO Amount | Remarks | Financeable Amount | Financed Amount | New Financed Amount | State Status |
|--------------------------------|-----------|----------|---------------|--------------|------------|------------------------|-------------|-----------------|--------------------|-----------------|---------------------|--------------|
| MAUTO-PO-ACC1 | Carrefour | Danone | This is PRGPO | REL701 | 2020-01-20 | 2020-03-20 | \$1,000.00 | | \$1,000.00 | \$0.00 | | N |
| 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 | | N |
| MAUTO-PO-FIN1 | Carrefour | Danone | This is PRGPO | REL701 | 2020-01-20 | 2020-03-20 | \$1,000.00 | | \$0.00 | \$0.00 | | N |
| MAUTO-PO-INQ1 | Carrefour | Danone | This is PRGPO | REL701 | 2020-01-20 | 2020-03-20 | \$1,000.00 | | \$0.00 | \$0.00 | | N |
| 654645 | Carrefour | Danone | This is PRGPO | REL701 | 2020-01-20 | | £100.00 | | £100.00 | £0.00 | | N |
| 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 | | N |

Page 1 of 2 (1-10 of 17 Items) | 1 2 >

Remarks: Auto-Apportion Finance Amount:

Summary
Total Instruments: Total Amount: Total Finance Amount:

- Optional: In the **Reference/PO Number** column, click the link to view the details of the instrument.
- Select the invoice/debit note/PO to be financed.
- Optional: In the **Remarks** field, enter the remarks about new finance amount.
- Switch ON the **Auto-Apportion** switch to initiate the finance with available financial amount or with multiple finances of lesser amount.

 **Note:**

If the **Auto-Apportion** switch is ON, the Finance Amount entered will be apportioned equally across the selected invoices/debit notes/PO. If the switch is OFF, the Finance Amount entered will be applied as-is to all the selected invoices/debit notes/PO.

- In the **Finance Amount** field, enter the amount to be financed.
- Click **Apply** to make changes in the grid.
- If required, click **Undo** to revert the applied changes.
- Click **Submit** to initiate finance and send it for authorization (if applicable).

A finance disbursement task is created in the **Free Tasks**, which can be acquired and processed.

 **Note:**

For more information, refer the **Finance Disbursement** section in the **Oracle Banking Supply Chain Finance User Guide**.

5.6 Link Program for Receivables and Payables

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

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

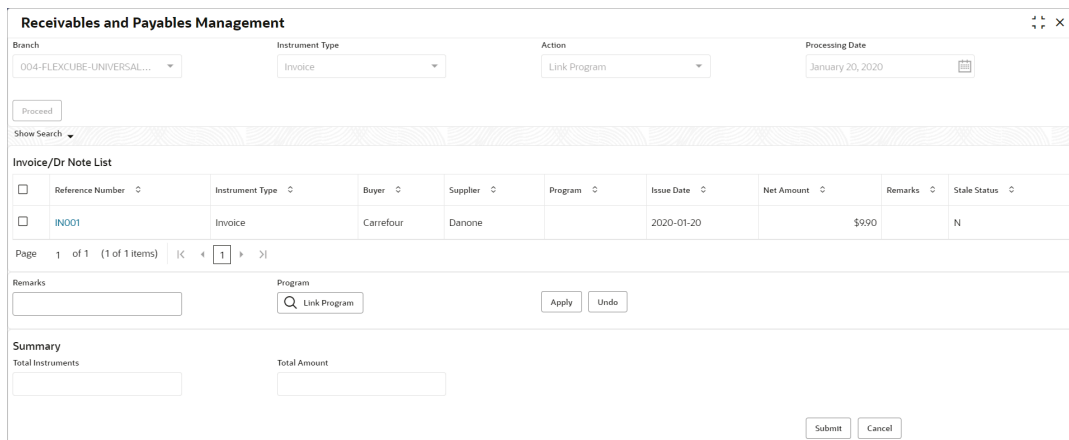
 **Note:**

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

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

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

Figure 5-24 Link Program - Invoice/Debit Note



Receivables and Payables Management

Branch: 004-FLEXCUBE-UNIVERSAL... Instrument Type: Invoice Action: Link Program Processing Date: January 20, 2020

Proceed

Show Search

| Reference Number | Instrument Type | Buyer | Supplier | Program | Issue Date | Net Amount | Remarks | State Status |
|------------------|-----------------|-----------|----------|---------|------------|------------|---------|--------------|
| IN001 | Invoice | Carrefour | Danone | | 2020-01-20 | \$990 | | N |

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

Remarks: [Text Field] Program: [Link Program] [Apply] [Undo]

Summary: Total Instruments: [Text Field] Total Amount: [Text Field]

[Submit] [Cancel]

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

Figure 5-25 Link Program - Purchase Order

Receivables and Payables Management

Branch: 004-FLEXCUBE-UNIVERSAL... Instrument Type: Purchase Order Action: Link Program Processing Date: January 20, 2020

Proceed

Show Search

| PO Number | Buyer | Supplier | Program | Relationship | PO Date | Promised Shipment Date | PO Amount | Remarks | State 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 >|

Remarks: Program:

Summary

Total Instruments: Total Amount:

5. Optional: In the **Reference/PO Number** column, click the link to view the details of the instrument.
6. Select the invoice/debit note/PO to link a program for.
7. Optional: In the **Remarks** field, enter the remarks for the program linking.
8. Click **Link Program**, and select the program to be linked.
9. Click **Apply** to make changes in the grid.
10. If required, click **Undo** to revert the applied changes.
11. Click **Submit** to link the program and send it for authorization.

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.

Figure 5-26 Raise Dispute for Invoice/Debit Note

Receivables and Payables Management

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

Show Search

Invoice/Dr Note List

| <input type="checkbox"/> | Reference Number | Instrument Type | Buyer | Supplier | Issue Date | Net Amount | Remarks | Dispute Amount | Dispute Code | Stale Status |
|-------------------------------------|------------------|-----------------|-----------|----------|------------|-------------|---------|----------------|--------------|--------------|
| <input type="checkbox"/> | INVMAY0501 | Invoice | Carrefour | Danone | 2021-04-09 | \$1,000.00 | | | | Y |
| <input type="checkbox"/> | INVJ001001 | Invoice | Carrefour | Danone | 2022-04-03 | \$5,000.00 | | | | Y |
| <input type="checkbox"/> | 181003 | Invoice | Carrefour | PEGATRON | 2021-04-09 | £3,500.00 | | £700.00 | 6 | N |
| <input type="checkbox"/> | 04102022 | Invoice | Carrefour | PEGATRON | 2021-04-09 | €10,000.00 | | | | N |
| <input type="checkbox"/> | TT2 | Invoice | Carrefour | Danone | 2021-04-09 | \$10,000.00 | | | | Y |
| <input type="checkbox"/> | VR005 | Invoice | Carrefour | Danone | 2018-01-09 | \$5,000.00 | | | | Y |
| <input checked="" type="checkbox"/> | Danone12006 | Invoice | Carrefour | Danone | 2021-04-09 | \$5,000.00 | | \$1,000.00 | 1 | Y |
| <input checked="" type="checkbox"/> | VR014 | Invoice | Carrefour | Danone | 2018-01-09 | \$5,000.00 | | \$1,000.00 | 1 | Y |
| <input type="checkbox"/> | VR016 | Invoice | Carrefour | Danone | 2018-01-09 | \$5,000.00 | | | | Y |
| <input type="checkbox"/> | INVJ0027 | Invoice | Carrefour | Danone | 2021-04-09 | \$5,000.00 | | | | Y |

Page: 1 of 10 (1-10 of 100 items) |< < 1 2 3 4 5 ... 10 > >|

Remarks: Dispute Amount: Dispute Code:

Summary

Total Instruments: Total Dispute Amount:

- Optional: In the **Reference Number** column, click the link to view the details of the instrument.
- Select the invoice/debit note to raise the dispute for.
- Optional: In the **Remarks** field, enter the remarks for the disputed amount.
- In the **Dispute Amount** field, enter the disputed amount.
- In the **Dispute Code** field, enter select the code for which the dispute is raised.
- Click **Apply** to make changes in the grid.
- 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

The screenshot shows the 'Receivables and Payables Management' interface. At the top, there are search filters: Branch (004-FLEXCUBE-UNIVERSAL...), Instrument Type (Invoice), Action (Re-Assignment), and Processing Date (January 20, 2020). A 'Proceed' button is visible. Below the filters is a 'Show Search' dropdown. The main area contains an 'Invoice/Dr Note List' table with the following data:

| Reference Number | Instrument Type | Buyer | Supplier | Program | Issue Date | Net Amount | Remarks | Stale Status |
|------------------|-----------------|------------|----------|------------|------------|------------|---------|--------------|
| GPI006 | Invoice | Blackstone | Salt | GP Program | 2020-01-20 | \$1,111.11 | assign | N |

Below the table is a 'Remarks' field with 'Apply' and 'Undo' buttons. At the bottom, there is a 'Summary' section with 'Total Instruments' and 'Total Amount' fields. 'Submit' and 'Cancel' buttons are located at the bottom right.

5. Optional: In the **Reference Number** column, click the link to view the details of the instrument.
6. Select the invoice/debit note to be re-assigned.
7. Optional: In the **Remarks** field, enter the remarks for re-assigning the invoice/debit note.
8. Click **Apply** to make changes in the grid.
9. If required, click **Undo** to revert the applied changes.
10. Click **Submit** to re-assign the invoice/debit note and send it for authorization (if applicable).

5.9 Resolve Dispute on Receivables and Payables

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

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

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

Figure 5-28 Resolve Dispute on Invoice/Debit Note

The screenshot shows the 'Receivables and Payables Management' window. At the top, there are search filters for Branch (004-FLEXCUBE-U...), Instrument Type (Invoice & Dr Note), Action (Resolve Dispute), and Processing Date (April 29, 2022). Below these is a 'Show Search' dropdown and a 'Proceed' button. The main area is titled 'Invoice/Dr Note List' and contains a table with the following data:

| Reference Number | Instrument Type | Buyer | Supplier | Program | Issue Date | Net Amount | Remarks | Stale Status |
|------------------|-----------------|-----------|----------|---------|------------|------------|---------------|--------------|
| 181003 | Invoice | Carrefour | PEGATRON | | 2021-04-09 | £3,500.00 | | N |
| VR010 | Invoice | Carrefour | Danone | | 2018-01-09 | \$5,000.00 | w | Y |
| INVDEC1602 | Invoice | Carrefour | Danone | | 2021-04-05 | \$1,000.00 | 000380 | Y |
| INV001 | Invoice | Carrefour | Danone | | 2021-04-09 | \$909.00 | Raise Dispute | N |
| DNAN011 | Debit Note | Carrefour | Danone | | 2018-01-28 | \$5,000.00 | Raise Dispute | Y |
| TU | Invoice | Carrefour | Danone | | 2021-04-09 | \$1,000.00 | Raise Dispute | N |
| 17004 | Invoice | Carrefour | PEGATRON | | 2021-04-09 | £10,000.00 | | N |

Below the table is a 'Remarks' field with an 'Apply' button and an 'Undo' button. A 'Summary' section shows 'Total Instruments' as 2. At the bottom right, there are 'Submit' and 'Cancel' buttons.

- Optional: In the **Reference Number** column, click the link to view the details of the instrument.
- Select the invoice/debit note to resolve the dispute for.
- Optional: In the **Remarks** field, enter the remarks for the disputed resolution.
- Click **Apply** to make changes in the grid.
- 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**.
- Click **Proceed** to view the search parameters.
- Specify the value for at least one mandatory field to search the instrument(s).
- Click **Search** to view the search results.

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

Figure 5-29 Write Off Disputed Invoice/Debit Note

Receivables and Payables Management

Branch: 004-FLEXCUBE-UNIVERSAL... Instrument Type: Invoice Action: Write off dispute Processing Date: January 20, 2020

Proceed

Show Search

Invoice/Dr Note List

| | | | | | | | | | |
|--------------------------|--------------------------------|---------|-----------|--------|------------------|------------|-------------|---------|---|
| <input type="checkbox"/> | MAUTO-INV-ReD1 | Invoice | Carrefour | Danone | This is PROGRAM1 | 2020-01-20 | \$10,020.00 | Remarks | N |
| <input type="checkbox"/> | MAUTO-INV-W001 | Invoice | Carrefour | Danone | This is PROGRAM1 | 2020-01-20 | \$10,020.00 | Remarks | N |

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

Remarks: Apply Undo

Summary
Total Instruments:

Submit Cancel

5. Optional: In the **Reference Number** column, click the link to view the details of the instrument.
6. Select the invoice/debit note to write-off the dispute for.
7. Optional: In the **Remarks** field, enter the remarks for writing-off the disputed amount.
8. Click **Apply** to make changes in the grid.
9. If required, click **Undo** to revert the applied changes.
10. Click **Submit** to write-off the disputed invoice/debit note and send it for authorization (if applicable).

5.11 Mark PUA (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

The screenshot shows the 'Receivables and Payables Management' interface. At the top, there are search filters: Branch (004-FLEXCUBE-UNIVERSAL...), Instrument Type (Invoice), Action (Mark PUA), and Processing Date (January 20, 2020). Below these is a 'Proceed' button and a 'Show Search' dropdown. The main area is titled 'Invoice/Dr Note List' and contains a table with the following data:

| Reference Number | Instrument Type | Buyer | Supplier | Program | Issue Date | Net Amount | Remarks | Payment Date | State Status |
|------------------------|-----------------|------------|----------|------------|------------|------------|---------|--------------|--------------|
| GP1006 | Invoice | Blackstone | Salt | GP Program | 2020-01-20 | \$1,111.11 | assign | | N |

Below the table is a 'Remarks' field with 'Apply' and 'Undo' buttons. At the bottom right are 'Submit' and 'Cancel' buttons.

5. Optional: In the **Reference Number** column, click the link to view the details of the instrument.
6. Select the invoice/debit note to be marked for PUA.
7. Optional: In the **Remarks** field, enter the remarks for marking invoice/debit note as PUA.
8. Click **Apply** to make changes in the grid.
9. If required, click **Undo** to revert the applied changes.
10. Click **Submit** to mark PUA and send it for authorization (if applicable).

5.12 Mark Indirect Payment for Receivables and Payables

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

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.

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

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

Figure 5-31 Mark Indirect Payment for Invoice/Debit Note

The screenshot shows the 'Receivables and Payables Management' interface. At the top, there are dropdown menus for 'Branch' (004-FLEXCUBE-UNIVERSAL...), 'Instrument Type' (Invoice), 'Action' (Mark Indirect Payment), and 'Processing Date' (January 20, 2020). Below these is a 'Proceed' button and a 'Show Search' dropdown. The main area is titled 'Invoice/Dr Note List' and contains a table with the following data:

| Reference Number | Instrument Type | Buyer | Supplier | Program | Issue Date | Net Amount | Remarks | Payment Date | State Status |
|------------------|-----------------|------------|----------|------------|------------|------------|---------|--------------|--------------|
| GP1006 | Invoice | Blackstone | Salt | GP Program | 2020-01-20 | \$1,111.11 | assign | | N |

Below the table is a 'Remarks' field with an 'Apply' button and an 'Undo' button. At the bottom right, there are 'Submit' and 'Cancel' buttons.

5. Optional: In the **Reference Number** column, click the link to view the details of the instrument.
6. Select the invoice/debit note to be marked for indirect payment.
7. Optional: In the **Remarks** field, enter the remarks for marking the invoice/debit note for indirect payment.
8. Click **Apply** to make changes in the grid.
9. If required, click **Undo** to revert the applied changes.
10. Click **Submit** to mark the invoice/debit note for indirect payment and send it for authorization (if applicable).

5.13 Accept Early Payment for Receivables and Payables

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

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



Note:

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

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

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

Figure 5-32 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.

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.

Figure 5-34 Link Purchase Orders

Receivables and Payables Management

Branch: 004-FLEXCUBE-UNIVERSAL... Instrument Type: Invoice Action: Link Purchase Orders Processing Date: January 20, 2020

Proceed

Show Search

Invoice/Dr Note List

| Reference Number | Buyer | Supplier | Program | Issue Date | | PO Number | Purchase Order Available... | Invoice Allocated Amount | Purchase Order Available Amount Post... | Remarks | Scale 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-TFACCI | 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-CANI | 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 |

Page 1 of 4 (1-10 of 37 items) |< 1 2 3 4 >|

Remarks:

Summary

Total Instruments: Total Amount:

5. Optional: In the **Reference/PO Number** column, click the link to view the details of the instrument.
6. Select the invoice 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.

6

Machine Learning

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

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

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

6.1 Create Use Case

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

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

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

The **Use Case Definition** screen displays.

Figure 6-1 Use Case Definition

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

Figure 6-2 Tag Maintenance

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

6.2 Create Annotated File

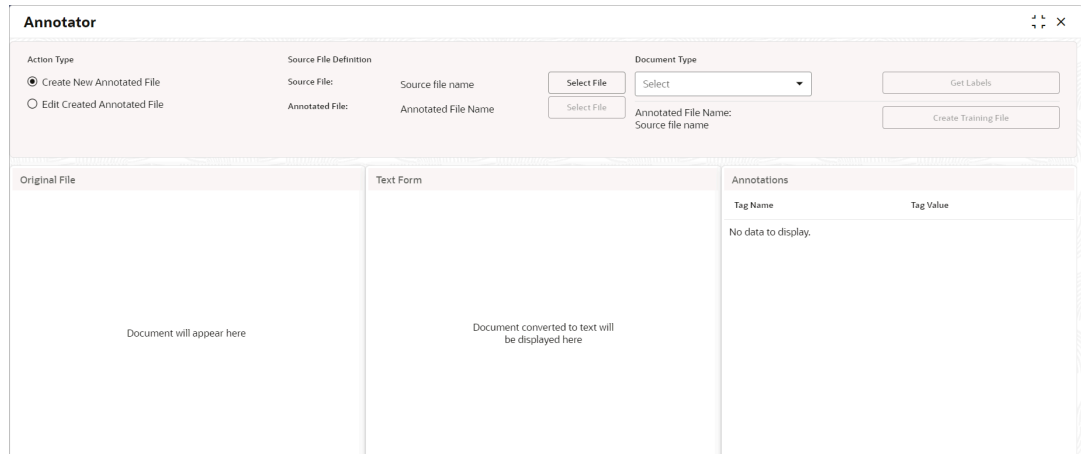
This topic describes the systematic instruction to create an annotated file where the user can insert an invoice/PO image file and tag the labels to extract the values from images.

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

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

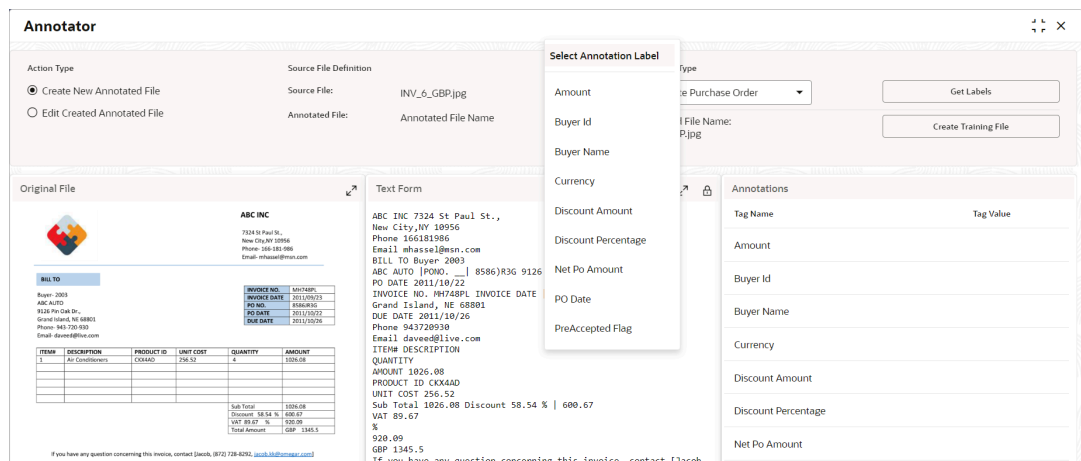
1. On **Home** screen, click **Machine Learning**. Under **Machine Learning**, click **NLP Tool Kit**.
2. Under **NLP Tool Kit**, click **Annotator**.
The **Annotator** screen displays.

Figure 6-3 Annotator



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

Figure 6-4 Annotator - Select Annotation Label



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

6.3 Model Training

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

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

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

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

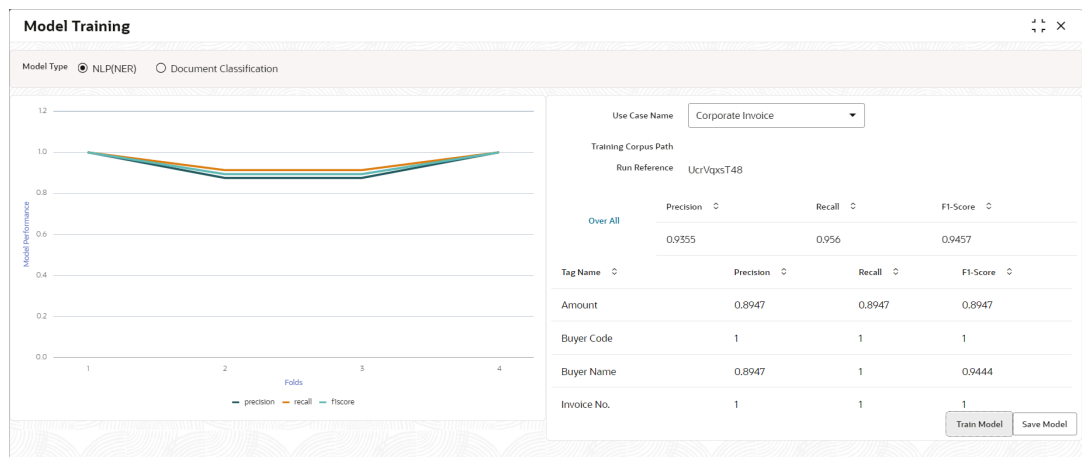
The **Model Training** screen displays.

Figure 6-5 Model Training

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

The **Model Training - Trained Model** screen displays.

Figure 6-6 Model Training - Trained Model



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

6.4 Model Management

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

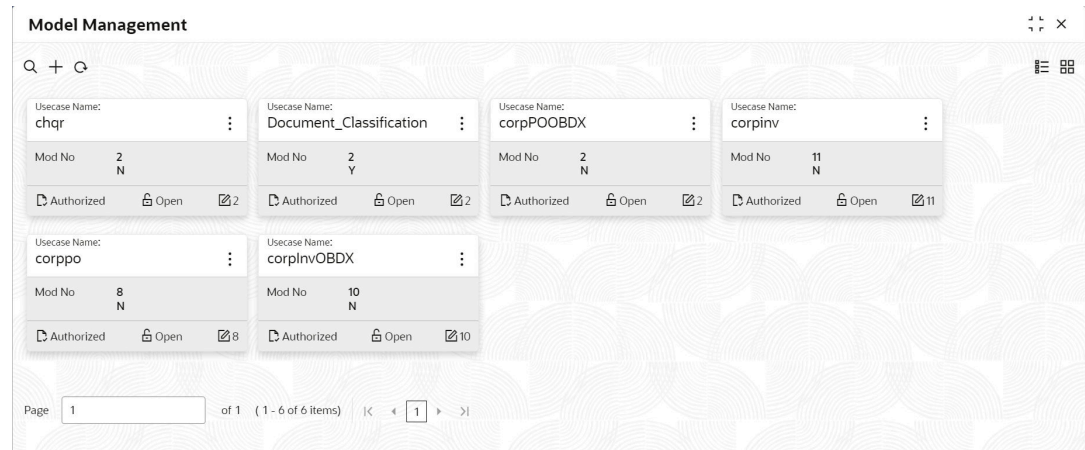
By using this screen, the user can set an active annotated model to be utilized by machine learning engine.

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

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

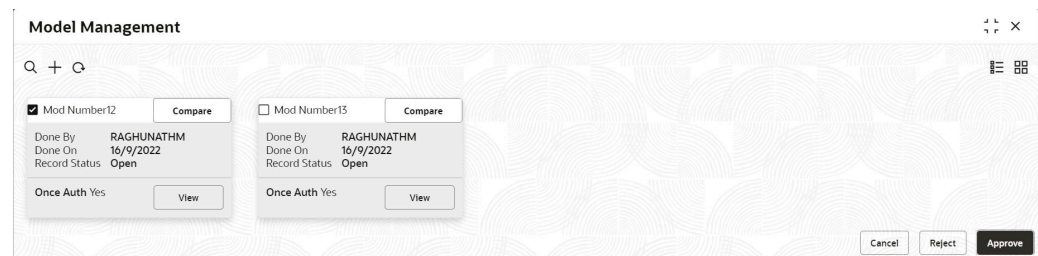
The **Model Management** screen displays.

Figure 6-7 Model Management



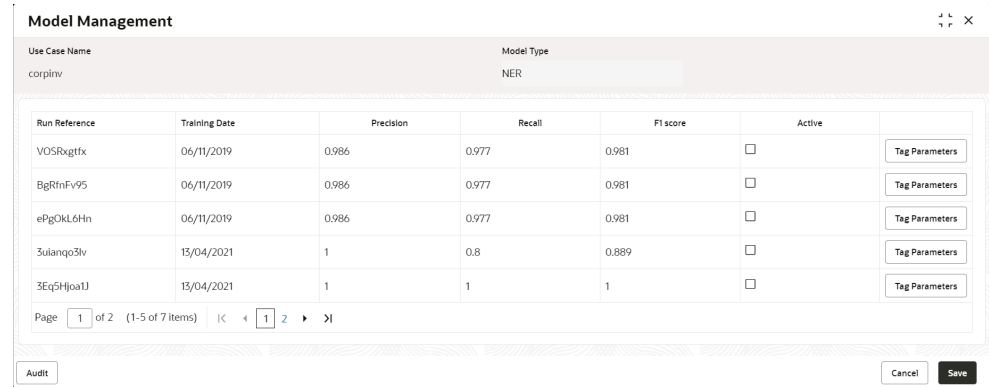
3. Click **Options** icon and then perform the following steps to modify, audit, authorize, or remove a use case:
 - Click **Authorize** to authorize the closed records. The **Model Management - Authorize** screen displays.

Figure 6-8 Model Management - Authorize



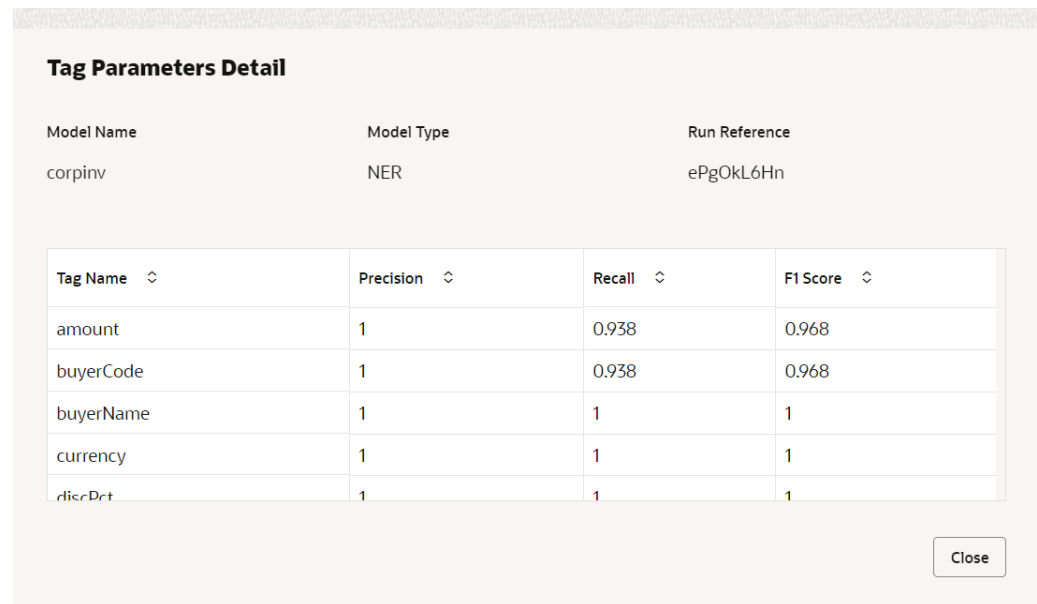
- Perform the following steps to authorize the open records.
 - Click **Unlock** and then select the required row under **Active** column. The **Model Management - Unlock** screen displays.

Figure 6-9 Model Management - Unlock



- 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



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

6.5 Upload Documents

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

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

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

The **Document Upload** screen displays.

Figure 6-11 Document Upload

Document Upload

Scan and Upload Document

Select File Document Type

Name of loaded file will appear here!

Original Document

Document to be processed will be displayed here for reference

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

Figure 6-12 Document Upload


Document Upload

Scan and Upload Document

Select File Document Type

INV_6_GBP.jpg

Original Document



ABC INC

7324 St Paul St.,
New City, NY 10956
Phone- 166-181-986
Email- mhassel@msn.com

BILL TO

Buyer- 2003

| | |
|---------------------|------------|
| INVOICE NO. | MH748PL |
| INVOICE DATE | 2011/09/23 |

4. In the **Document Type** list, select any of the following:
 - Corporate Invoice
 - Corporate Purchase Order
5. Click **Upload** to initiate the invoice/PO data upload in the system as per active model.

6.6 View Transaction Log

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

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

1. On **Home** screen, click **Machine Learning**. Under **Machine Learning**, click **Operation**.
2. Under **Operation**, click **Transaction Log**.
The **Transaction Log** screen displays.

Figure 6-13 Transaction Log

The screenshot shows the 'Transaction Log' interface. At the top, there are four filter fields: 'Document Type', 'Status', 'From Date', and 'To Date'. Below these is a table with the following columns: Document Id, Tag Value(s), Document Type, Model Reference, Processing Date, Status, Failure Reason, and Training Required. The table contains six rows of data. At the bottom, there is a pagination bar showing 'Page 31 of 41 (181-186 of 244 items)' and navigation icons.

| 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 | | N |
| 19608 | | corppo-Corporate Purchase Order | | 13/04/2021 | | | |
| 19606 | | corpinv-Corporate Invoice | 3Eq5Hjoa1J | 13/04/2021 | PROCESSED | | N |
| 19605 | | corpinv-Corporate Invoice | | 13/04/2021 | ERROR | Unable to complete File Processing | Y |
| 19603 | | corpinv-Corporate Invoice | | 13/04/2021 | ERROR | Unable to complete File Processing | Y |
| 19602 | | corpinv-Corporate Invoice | 3ulianqo3lv | 13/04/2021 | PROCESSED | | N |

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

7

Manual Allocation

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

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

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

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

The **Manual Allocation** screen displays.

Figure 7-1 Manual Allocation

The screenshot shows the 'Manual Allocation' interface. It features a grid of search and selection fields. The 'Branch' dropdown is set to '004-FLEXCUBE-UNIVERSAL...'. The 'Action' dropdown is set to 'Allocate'. The 'Processing Date' is 'January 20, 2020'. Other fields include 'Payment Reference Number', 'Counter Party', 'Credit Account Number', 'Amount Reference', 'Date Reference Basis', 'Payment Mode', 'Beneficiary', 'Payment Towards', 'Currency', 'Date From', 'Debit-Credit Indicator', 'Account Owner', 'Recon Status', 'Amount From', 'Date To', 'Payment Party', 'Remitter Account Number', 'Allocation Status' (set to 'Unallocated X'), and 'Amount To'. A 'Proceed' button is located in the top right corner. At the bottom left, there are 'Search' and 'Reset' buttons.

2. In the **Branch** list, select the branch for which payment allocation needs to be done. By default, branch of the logged-in user is selected.
3. In the **Action** list, select the action as **Allocate** or **De-Allocate** for allocation or de-allocation of the payment respectively.
4. Click **Proceed** to view the search parameters to search payment record(s).

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

Figure 7-2 Manual Allocation - Search

This screenshot is identical to Figure 7-1, showing the 'Manual Allocation' screen with the same search and selection fields and layout.

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

 **Note:**

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

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

Table 7-1 Manual Allocation - Field Description

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

- Click **Search** to view the payment records.

The **List of Payments** section displays.

Figure 7-3 List of Payments

| Payment Ref No | Debit-Credit Indicator | Payment Party | Value Date | Unallocated Payment Amt | Amt to be Allocated | Allocation Basis | Allocation Details |
|--|------------------------|---------------|------------|-------------------------|---------------------|------------------|--------------------|
| <input checked="" type="checkbox"/> AUTPAY17 | C | Carrefour | 2020-01-20 | USD 10,000.00 | | Select | |
| <input type="checkbox"/> AUTPAY16 | C | Carrefour | 2020-01-20 | USD 5,000.00 | | Select | |
| <input checked="" type="checkbox"/> nehadjbjo284337121 | D | PIRAEUS BANK | 2020-01-20 | GBP 1,500.00 | | Select | |
| <input type="checkbox"/> IMAY000035 | C | VBUYER | 2020-01-20 | USD 1,200.00 | | Select | |
| <input type="checkbox"/> IMAY000036 | C | VBUYER | 2020-01-20 | USD 800.00 | | Select | |

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

7. Select the payment record and then under the **Allocation Basis** column, select the value to specify whether the allocation needs to be done based on account or attribute.
8. In the **Amt to be Allocated** column, enter the amount to allocate.
9. In the **Allocation Details** column, click the **Rule Details** link to specify the allocation details.

The **Allocation Details** screen displays.

Figure 7-4 Allocation Details

| Allocation Attribute | Virtual Account | Amount Allocated | Percentage | Action |
|----------------------|-----------------|------------------|------------|--------|
| Counterparty Id | | USD 455.13 | 9.92 | |

10. Perform the following steps in the **Allocation Details** pop-up screen.
 - a. Click **Add** icon to add a row for a virtual account and double click in each field of the row to add/edit the details.
 - b. In the **Allocation Attribute** field, select the attribute to allocate the virtual account for. This field is displayed only for attribute based allocation selection.
 - c. In the **Virtual Account** field, click the Search icon to fetch and then select the virtual account to be allocated. This fields is displayed only for account based allocation selection.
 - d. In the **Amount Allocated** field, enter the amount to be allocated to the selected virtual account.

The **Percentage** field is auto-calculated based on total amount to be allocated.

- e. In the **Percentage** field, enter the percentage of the amount being allocated.
The **Amount Allocated** field is auto-calculated based on total amount to be allocated.
 - f. If required, repeat the above steps to add more rows.
 - g. Click **Delete** icon to remove a row or Edit icon () to modify the allocation details.
 - h. Click **Save** to save the allocation details.
11. Click **Proceed** to view the allocation summary.
The **Allocation Summary** section displays.

Figure 7-5 Allocation Summary

| External Payment Ref No | Payment Party | Counter Party | Beneficiary | Payment Amount | Amt to be Allocated | | | | | | |
|--|------------------|---------------|-------------|----------------|---------------------|-----------------|------------------|------------|-------|--------------|-----|
| ▼ AUTOMATION_ONLY_001 | Carrefour | Danone | Danone | GBP 10,000.00 | GBP 1,000.00 | | | | | | |
| <table border="1"> <thead> <tr> <th>Virtual Account</th> <th>Amount Allocated</th> <th>Percentage</th> </tr> </thead> <tbody> <tr> <td>10077</td> <td>GBP 1,000.00</td> <td>100</td> </tr> </tbody> </table> | | | | | | Virtual Account | Amount Allocated | Percentage | 10077 | GBP 1,000.00 | 100 |
| Virtual Account | Amount Allocated | Percentage | | | | | | | | | |
| 10077 | GBP 1,000.00 | 100 | | | | | | | | | |
| ▼ AUTOMATION_ONLY_002 | Carrefour | Danone | Danone | GBP 10,000.00 | GBP 1,000.00 | | | | | | |
| <table border="1"> <thead> <tr> <th>Virtual Account</th> <th>Amount Allocated</th> <th>Percentage</th> </tr> </thead> <tbody> <tr> <td>10076</td> <td>GBP 1,000.00</td> <td>100</td> </tr> </tbody> </table> | | | | | | Virtual Account | Amount Allocated | Percentage | 10076 | GBP 1,000.00 | 100 |
| Virtual Account | Amount Allocated | Percentage | | | | | | | | | |
| 10076 | GBP 1,000.00 | 100 | | | | | | | | | |

Back Submit

- 12. If required, click **Expand All** to view allocation details or **Collapse All** to hide the same.
 - 13. Click **Submit** to send the record(s) for authorization.
- If **De-Allocate** option is selected:
- 14. On **List of Payments** section, select the payment to be de-allocated.
 - 15. Click **Proceed**.
The Confirmation message for de-allocation displays.
 - 16. Click **Confirm**.
The status of the transaction message displays.

8

Manual Reconciliation

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

In Manual Reconciliation, the back-office user can search and reconcile records basis on invoice related attributes, 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.

8.1 Search

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

This topic contains the following subtopics:

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

8.1.1 Invoice/Debit Notes to Payments/Credit Notes Recon

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

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

The **Manual Recon** screen displays.

Figure 8-1 Manual Recon

| 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.

Figure 8-2 Manual Recon - Search

| Manual Recon | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
|---|-------------------------------|--------------------------|-------------------------|--------------------|----------------------|----------------|------------------|--------|--------|--------|--------|-----------------------|----------------|--------------|---------|----------------------|-------------|-----------|--------------|-----------------------|--|--|--------|----------------------|------------------------|------------------------|-------------------------|--------|--------|--------|--------|-----------------------|------------------|-------------|-----------|--------|--------|--|--|---------------|--------------|---------|-----------------|--------|--------|--------|--------|------------------|--------|--|--|--------|--|--|--|
| Action | Recon Category | Branch | Processing Date | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| Reconcile | Invoice/Debit Notes to Paymen | 004-FLEXCUBE-UNIVERSAL-B | October 17, 2022 | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| Proceed | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| <p>▲ Invoice - Payments/Credit Notes Search</p> | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| <p>Invoices</p> <table border="1"> <tr> <td>Buyer</td> <td>Supplier</td> <td>Invoice Number</td> <td>Invoice Currency</td> </tr> <tr> <td>Search</td> <td>Search</td> <td></td> <td>Select</td> </tr> <tr> <td colspan="4">▲ Hide Advance Search</td> </tr> <tr> <td>Date Reference Basis</td> <td>Date From</td> <td>Date To</td> <td>Relationship</td> </tr> <tr> <td>Select</td> <td></td> <td></td> <td>Search</td> </tr> <tr> <td>Program</td> <td>Amount Reference Basis</td> <td>Amount From</td> <td>Amount To</td> </tr> <tr> <td>Search</td> <td>Select</td> <td></td> <td></td> </tr> <tr> <td>Account Number</td> <td colspan="3">Search</td> </tr> <tr> <td>Search</td> <td colspan="3"></td> </tr> </table> | | | | Buyer | Supplier | Invoice Number | Invoice Currency | Search | Search | | Select | ▲ Hide Advance Search | | | | Date Reference Basis | Date From | Date To | Relationship | Select | | | Search | Program | Amount Reference Basis | Amount From | Amount To | Search | Select | | | Account Number | Search | | | Search | | | | | | | | | | | | | | | | | | | |
| Buyer | Supplier | Invoice Number | Invoice Currency | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| Search | Search | | Select | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| ▲ Hide Advance Search | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| Date Reference Basis | Date From | Date To | Relationship | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| Select | | | Search | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| Program | Amount Reference Basis | Amount From | Amount To | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| Search | Select | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| Account Number | Search | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| Search | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| <p>Payments and Credit Notes Search</p> <p>Payments</p> <table border="1"> <tr> <td>Payment Number</td> <td>Date Reference Basis</td> <td>Date From</td> <td>Date To</td> </tr> <tr> <td></td> <td>Select</td> <td></td> <td></td> </tr> <tr> <td>Payment Party</td> <td>Beneficiary Id</td> <td>Payment Type</td> <td>Remarks</td> </tr> <tr> <td>Search</td> <td>Search</td> <td>Select</td> <td></td> </tr> <tr> <td colspan="4">▲ Hide Advance Search</td> </tr> <tr> <td>Counter Party</td> <td>Payment Mode</td> <td>Debit-Credit Indicator</td> <td>Remitter Account Number</td> </tr> <tr> <td>Search</td> <td>Select</td> <td>Select</td> <td>Search</td> </tr> <tr> <td>Credit Account Number</td> <td>Payment Currency</td> <td>Amount From</td> <td>Amount To</td> </tr> <tr> <td>Search</td> <td>Select</td> <td></td> <td></td> </tr> <tr> <td>Account Owner</td> <td>Relationship</td> <td>Program</td> <td>Payment Towards</td> </tr> <tr> <td>Search</td> <td>Search</td> <td>Search</td> <td>Select</td> </tr> <tr> <td>Indirect Payment</td> <td colspan="3">Select</td> </tr> <tr> <td>Select</td> <td colspan="3"></td> </tr> </table> | | | | Payment Number | Date Reference Basis | Date From | Date To | | Select | | | Payment Party | Beneficiary Id | Payment Type | Remarks | Search | Search | Select | | ▲ Hide Advance Search | | | | Counter Party | Payment Mode | Debit-Credit Indicator | Remitter Account Number | Search | Select | Select | Search | Credit Account Number | Payment Currency | Amount From | Amount To | Search | Select | | | Account Owner | Relationship | Program | Payment Towards | Search | Search | Search | Select | Indirect Payment | Select | | | Select | | | |
| Payment Number | Date Reference Basis | Date From | Date To | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| | Select | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| Payment Party | Beneficiary Id | Payment Type | Remarks | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| Search | Search | Select | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| ▲ Hide Advance Search | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| Counter Party | Payment Mode | Debit-Credit Indicator | Remitter Account Number | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| Search | Select | Select | Search | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| Credit Account Number | Payment Currency | Amount From | Amount To | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| Search | Select | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| Account Owner | Relationship | Program | Payment Towards | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| Search | Search | Search | Select | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| Indirect Payment | Select | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| Select | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| <p>Credit Notes</p> <table border="1"> <tr> <td>Credit Note Number</td> <td>Buyer</td> <td>Supplier</td> <td>Remarks</td> </tr> <tr> <td></td> <td>Search</td> <td>Search</td> <td></td> </tr> <tr> <td colspan="4">▲ Hide Advance Search</td> </tr> <tr> <td>Currency</td> <td>Amount From</td> <td>Amount To</td> <td>Relationship</td> </tr> <tr> <td>Select</td> <td></td> <td></td> <td>Search</td> </tr> <tr> <td>Date Reference Basis</td> <td>Date From</td> <td>Date To</td> <td>Program</td> </tr> <tr> <td>Select</td> <td></td> <td></td> <td>Search</td> </tr> <tr> <td>Indirect Payment</td> <td colspan="3">Select</td> </tr> <tr> <td>Select</td> <td colspan="3"></td> </tr> </table> <p>Search Reset</p> | | | | Credit Note Number | Buyer | Supplier | Remarks | | Search | Search | | ▲ Hide Advance Search | | | | Currency | Amount From | Amount To | Relationship | Select | | | Search | Date Reference Basis | Date From | Date To | Program | Select | | | Search | Indirect Payment | Select | | | Select | | | | | | | | | | | | | | | | | | | |
| Credit Note Number | Buyer | Supplier | Remarks | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| | Search | Search | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| ▲ Hide Advance Search | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| Currency | Amount From | Amount To | Relationship | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| Select | | | Search | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| Date Reference Basis | Date From | Date To | Program | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| Select | | | Search | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| Indirect Payment | Select | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| Select | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |

6. Specify the fields on **Manual Recon - Search** screen. **Note:**

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

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

Table 8-1 Manual Recon - Field Description

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

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

| Field | Description |
|--------------------------------|---|
| Date Reference Basis | Select the reference basis of the date range as payment date or value date. |
| Date From | Click the Calendar icon and select the start of the date-range. |
| Date To | Click the Calendar icon and select the end of the date-range. |
| Payment Party | Click the Search icon to select the party who made the payment. |
| Beneficiary Id | Click the Search icon to select the beneficiary id or name who received the payment. In case if supplier is selected in the 'Invoice' search parameter; then the same gets auto-populated here. |
| Payment 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 8-1 (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. |

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

8.1.2 Expected Cashflow to Payments Recon

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

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

The **Manual Recon** screen displays.

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

The **Manual Recon** screen displays.

Figure 8-3 Manual Recon

Manual Recon
⌵ ⌵ ⌵

Action

Recon Category

Branch

Processing Date

Expected Cashflow Payment Search

Reconcile Method

Reconciliation Reference No

Reconcile Date From

Reconcile Date To

Expected Cashflow

Corporate

Cashflow Type

Counter Party

Corporate Reference Number

Hide Advance Search

Expected Date From

Expected Date To

Account Number

Expected Currency

Expected Amount From

Expected Amount To

Payments

Payment Number

Date Reference Basis

Date From

Date To

Payment Party

Debit-Credit Indicator

Account Owner

Hide Advance Search

Remarks

Payment Mode

Beneficiary Id

Remitter Account Number


Credit Account Number

Payment Currency

Amount From

Amount To

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

 **Note:**

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

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

Table 8-2 Expected Cashflow Recon - Field Description

| Field | Description |
|------------------------------------|--|
| 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'. |

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8-6

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

| 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. |

7. Optional: Click **Reset** clear the selected values.

- Click **Search** to view the result.

8.2 Reconcile

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

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

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

Figure 8-4 Reconciliation

The screenshot shows the 'Manual Recon' interface. At the top, there are search filters: Action (Reconcile), Recon Category (Expected Cashflow to Payment), Branch (004-FLEXCUBE-UNIVERSAL-B), and Processing Date (April 29, 2022). A 'Proceed' button is visible. Below the filters is a section for 'Expected Cashflow Payment Search' with a progress indicator showing '1' for Reconciliation and '2' for Allocation. A 'Reconcile By' dropdown menu is set to 'Select'. The main area contains two tables:

Expected Cashflow

| Corporate | Counter Party | Corporate Ref No | Type | Unreconciled Amt | Payment Ref No | Amt to be Reconciled(Exp Ccy) | Amt to be Reconciled(Pay Ccy) |
|--------------------------|---------------|------------------|----------------|------------------|----------------|-------------------------------|-------------------------------|
| <input type="checkbox"/> | Carrefour | Danone | MARCAREQA10035 | I | \$0.19 | | |
| <input type="checkbox"/> | Carrefour | Danone | MARCAREQA10035 | I | \$1,700,000.00 | | |
| <input type="checkbox"/> | Carrefour | Danone | MARCAREQA10035 | I | \$1,700,000.00 | | |

Page 1 of 6 (1-4 of 23 items)

Payments

| Payment Ref No | Payment Party | Counter Party | Unreconciled Amt | Dr/Cr | Corporate Ref No | Amt to be Reconciled(Pay Ccy) | Amt to be Reconciled(Exp Ccy) | Rule Details |
|--------------------------|--------------------------|---------------|------------------|--------------|------------------|-------------------------------|-------------------------------|--------------|
| <input type="checkbox"/> | NOVSUNPAY004 | Danone | Carrefour | \$100,001.00 | C | | | Details |
| <input type="checkbox"/> | MARpayrefTeslaSAV1003083 | Danone | Carrefour | \$100,001.00 | C | | | Details |
| <input type="checkbox"/> | NOVSUNPAY003 | Danone | Carrefour | \$100,001.00 | C | | | Details |
| <input type="checkbox"/> | NOVSUNPAY005 | Danone | Carrefour | \$99,251.00 | C | | | Details |

Page 1 of 10 (1-4 of 37 items)

- 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 Cashflow/Invoices/Debit Notes** section, select the invoice/debit note/cashflow to reconcile.

The **One Invoice/Cashflow to Many Payment/Credit Notes** option selected.

Figure 8-5 One Invoice/Cashflow to Many Payment/Credit Notes

1 Reconciliation 2 Allocation

Reconcile By
One Invoice to Many Payme...

Invoices

| Buyer | Supplier | Invoice Number | Outstanding Amt | Inv Due Date | Payment/Credit Note Number | Amt to be Reconciled(Inv Ccy) | Amt to be Reconciled(Pay / Cr Note Ccy) |
|---------|---------------|----------------|-----------------|--------------|----------------------------|-------------------------------|---|
| AugSupp | Reindeer Corp | InvExcess3May5 | \$8,000.00 | 2025-07-31 | | \$0.00 | |

Page 1 of 1 (1 of 1 items)

Payments

| Payment Number | Parent Payment Number | Payment Party | Unreconciled Amt | Beneficiary | Invoice Number | Amt to be Reconciled(Pay Ccy) | Amt to be Reconciled(Inv Ccy) | Rule Details |
|----------------|-----------------------|---------------|------------------|---------------|----------------|-------------------------------|-------------------------------|--------------|
| IRECONOR4111 | | Carrefour | \$1,000.00 | Danone | InvExcess3May5 | | | Details |
| PAY01 | | Carrefour | \$1,000.00 | Danone | InvExcess3May5 | | | Details |
| PAY02 | | Carrefour | \$1,000.00 | Danone | | | | Details |
| PAY0104 | EXCESSMAYTC3 | AugSupp | \$1,000.00 | Reindeer Corp | | | | Details |

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Credit Notes

| Credit Note Number | Buyer | Unreconciled Amt | Supplier | Invoice Number | Amt to be Reconciled(Cr Note Ccy) | Amt to be Reconciled(Inv Ccy) | Rule Details |
|--------------------|---------|------------------|---------------|----------------|-----------------------------------|-------------------------------|--------------|
| 4444432 | AugSupp | LAK 4,323 | ABZ Solutions | | | | Details |
| 645454 | AugSupp | LAK 243,434 | ABZ Solutions | InvExcess3May5 | | | Details |
| 3423 | AugSupp | LAK 21,123 | ABZ Solutions | InvExcess3May5 | | | Details |
| CN260401 | AugSupp | £2,000.00 | Reindeer Corp | | | | Details |

Page 1 of 4 (1-4 of 13 items)

Proceed

4. In the **Payments/Credit Notes** section,
 - a. Select the payment(s)/credit notes to reconcile.
 - b. In the **Amt to be Reconciled (Pay/Cr Note Ccy)** column, enter the amount to reconcile in payment/credit notes currency.

For One Payment to Many Cashflow:

5. In the **Payments** section, select the payment to reconcile by.
The **One Payment to Many Cashflow** option selected.

Figure 8-6 One Payment to Many Cashflow

Expected Cashflow Payment Search

1 Reconciliation 2 Allocation

Reconcile By
One Payment to Many Cash...

Payments

| Payment Ref No | Payment Party | Counter Party | Unreconciled Amt | Dr/Cr | Corporate Ref No | Amt to be Reconciled(Pay Ccy) | Amt to be Reconciled(Exp Ccy) | Rule Details |
|----------------|---------------|---------------|------------------|-------|------------------|-------------------------------|-------------------------------|--------------|
| NOVSUNPAY003 | Danone | Carrefour | \$100,001.00 | C | | | | Details |

Page 1 of 1 (1 of 1 items)

Expected Cashflow

| Corporate | Counter Party | Corporate Ref No | Type | Unreconciled Amt | Payment Ref No | Amt to be Reconciled(Exp Ccy) | Amt to be Reconciled(Pay Ccy) |
|-----------|---------------|------------------|------|------------------|----------------|-------------------------------|-------------------------------|
| Carrefour | Danone | MARCAREQA1802 | I | \$98,999.25 | NOVSUNPAY003 | | |
| Carrefour | Danone | MARCAREQA1803 | I | \$-1,512,791.81 | NOVSUNPAY003 | | |
| Carrefour | Danone | MARCAREQA1804 | I | \$-1,512,791.81 | NOVSUNPAY003 | | |
| Carrefour | Danone | MARCAREQA180111 | I | \$-1,512,792.87 | NOVSUNPAY003 | | |

Page 1 of 6 (1-4 of 23 items)

Proceed

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

For Many Invoices to One Payment/Credit Note:

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

Figure 8-7 Many Invoices to One Payment/Credit Note

Reconciliation
Allocation

Reconcile By
Many Invoices to One Payme...

Payments

| Payment Number | Parent Payment Number | Payment Party | Unreconciled Amt | Beneficiary | Invoice Number | Amt to be Reconciled(Pay Ccy) | Amt to be Reconciled(Inv Ccy) | Rule Details |
|---|-----------------------|---------------|------------------|---------------|----------------|-------------------------------|-------------------------------|-------------------------|
| <input checked="" type="checkbox"/> PAY0102 | EXCESS3MAY23TC3 | AugSupp | \$2,000.00 | Reindeer Corp | | \$850.00 | | Details |

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

Credit Notes

| Credit Note Number | Buyer | Unreconciled Amt | Supplier | Invoice Number | Amt to be Reconciled(Cr Note Ccy) | Amt to be Reconciled(Inv Ccy) | Rule Details |
|--|---------|------------------|---------------|----------------|-----------------------------------|-------------------------------|-------------------------|
| <input checked="" type="checkbox"/> CN260404 | AugSupp | \$2,000.00 | Reindeer Corp | | | | Details |

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

Invoices

| Buyer | Supplier | Invoice Number | Outstanding Amt | Inv Due Date | Payment/Credit Note Number | Amt to be Reconciled(Inv Ccy) | Amt to be Reconciled(Pay / Cr Note Ccy) |
|---|---------------|----------------|-----------------|--------------|----------------------------|-------------------------------|---|
| <input checked="" type="checkbox"/> AugSupp | Reindeer Corp | Inv070401 | \$2,000.00 | 2025-04-30 | PAY0102 | \$100.00 | \$100.00 |
| <input type="checkbox"/> AugSupp | Reindeer Corp | INVov2212 | E10,000.00 | 2025-07-06 | | | |
| <input checked="" type="checkbox"/> AugSupp | Reindeer Corp | Inv2May1 | \$1,000.00 | 2025-04-30 | PAY0102 | \$500.00 | \$500.00 |
| <input type="checkbox"/> AugSupp | Reindeer Corp | InvExcess3May2 | \$8,000.00 | 2025-07-31 | | | |

Page 2 of 5 (5-8 of 20 items) | < 1 2 3 4 5 >

Proceed

8. In the **Invoices** section,
 - a. Select the invoice(s) to be reconciled.
 - b. In the **Amt to be Reconciled (Inv Ccy)** field, enter the amount to be reconciled in invoice currency.
9. Optional: In the **Rule Details** column, click **Details** hyperlink to view rule details.
10. Click **Proceed** to move to the **Allocation** stage. The **Allocation** screen displays.
11. Perform the following steps to allocate payment manually:
 - a. In the **Allocation Required** column, enable the toggle to allocate account and percentage.
 - b. In the **Virtual Account** column, select the account to be allocated.
 - c. In the **Allocated Amount** column, specify the amount to be allocated for the respective virtual account.
 - d. In the **Percentage** column, specify the percentage of the amount.
12. Click **Submit** to confirm the reconciliation and send the record for authorization.

 **Note:**

A cashflow record is automatically created for every new invoice/debit note record, if the 'Create Cashflow from Invoice' system-level configuration flag is set to 'Yes'. In this case, the 'Not to be Reconciled Directly' record-level flag is also defaulted to 'Y', so that if the invoice is reconciled with payments or credit notes, then the corresponding cashflow record should not be considered for auto or manual reconciliation. The same is true with reconciliation of debit notes with payments or credit notes.

8.3 De-Reconcile

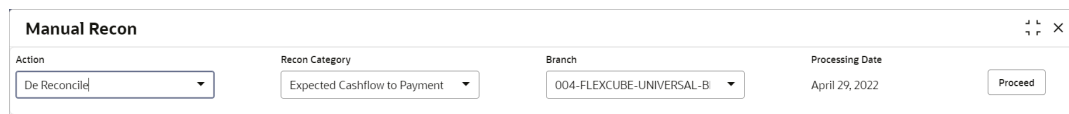
This topic describes the systematic instruction to select multiple records or single record to de-reconcile.

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

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

The **Manual Recon** screen displays.

Figure 8-8 Manual Recon



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

| Action | Recon Category | Branch | Processing Date | Buttons |
|--------------|------------------------------|--------------------------|-----------------|---------|
| De Reconcile | Expected Cashflow to Payment | 004-FLEXCUBE-UNIVERSAL-B | April 29, 2022 | Proceed |

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

The **Manual Recon - Search** section displays.

Figure 8-9 Manual Recon - Search

Manual Recon
⌵ ⌵ ⌵ ⌵

Action

Recon Category

Branch

Processing Date

▲ Invoice - Payments/Credit Notes Search

Reconcile Method

Reconciliation Reference No

Reconcile Date From

Reconcile Date To

Invoices

Buyer

Supplier

Invoice Number

Invoice Currency

▲ Hide Advance Search

Date Reference Basis

Date From

Date To

Relationship

Program

Amount Reference Basis

Amount From

Amount To

Account Number

Payments and Credit Notes Search

Payments

Payment Number

Date Reference Basis

Date From

Date To

Payment Party

Beneficiary Id

Remarks

▲ Hide Advance Search

Counter Party

Payment Mode

Debit-Credit Indicator

Remitter Account Number

Credit Account Number

Payment Currency

Amount From

Amount To

Account Owner

Relationship

Program

Indirect Payment

Credit Notes

Credit Note Number

Buyer

Supplier

Remarks

▲ Hide Advance Search

Currency

Amount From

Amount To

Relationship

Date Reference Basis

Date From

Date To

Program

Indirect Payment

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.

Figure 8-10 Invoice/Debit Notes to Payments/Credit Notes

Invoice - Payments/Credit Notes Search

Invoices/Payments Expand All Collapse All

| <input type="checkbox"/> | Payment/Credit Note Number | Amount to Match | Payment Party | Invoice Number | Buyer | Supplier | Reconciled Inv Amt | Reconciled Amount | Allocation Required |
|--------------------------|----------------------------|-----------------|---------------|----------------|-----------|----------|--------------------|-------------------|--------------------------|
| <input type="checkbox"/> | CTEST | \$800.00 | | TTEST | Carrefour | Danone | \$9999.00 | \$800.00 | <input type="checkbox"/> |

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

Proceed

For Expected Cashflow to Payment:

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

Figure 8-11 Expected Cashflow to Payment

Manual Recon

Expected Cashflow Payment Search

Cashflow/Payments Expand All Collapse All

| <input type="checkbox"/> | Payment Ref No | Payment Party | Corporate Ref No | Corporate | Type | Expected Amt | Reconciled Pay Amt | Reconciled Cashflow Amt | Allocation Required |
|--------------------------|------------------------------|---------------|------------------|-----------|------|--------------|--------------------|-------------------------|--------------------------|
| <input type="checkbox"/> | ▶ MARpayrefCteslaSAV11003087 | Danone | | 000380 | I | \$100,001.19 | \$89,600.05 | \$89,600.05 | <input type="checkbox"/> |
| <input type="checkbox"/> | ▶ MARpayrefCteslaSAV11003087 | Danone | | 000380 | I | \$100,001.19 | \$89,599.86 | \$89,599.86 | <input type="checkbox"/> |
| <input type="checkbox"/> | ▶ MARpayrefCteslaSAV11003087 | Danone | | 000380 | I | \$100,001.19 | \$89,599.86 | \$89,599.86 | <input type="checkbox"/> |
| <input type="checkbox"/> | ▶ MARpayrefCteslaSAV11003087 | Danone | | 000380 | I | \$100,001.19 | \$89,599.86 | \$89,599.86 | <input type="checkbox"/> |
| <input type="checkbox"/> | ▶ MARpayrefCteslaSAV11003087 | Danone | | 000380 | I | \$100,001.19 | \$89,599.86 | \$89,599.86 | <input type="checkbox"/> |

Page 18 of 33 (86 - 90 of 163 items) | < 1 ... 16 17 18 ... 33 >

Proceed

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

9

Payment Management

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

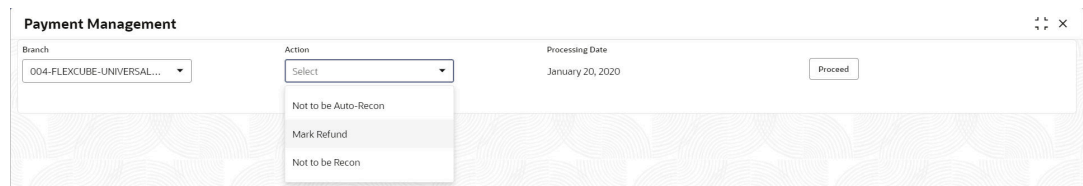
By using this screen, the user can mark the payment for 'Not to be Reconciled' or 'Not to be Auto-Reconciled'

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

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

The **Payment Management** screen displays.

Figure 9-1 Payment Management



2. In the **Branch** list, select the branch for which the payment needs to be managed.
3. In the **Action** list, select any one of the following:
 - **Not to be Recon**: To stop payment from being manually reconciled.
 - **Not to be Auto-Recon**: To stop payment from being automatically reconciled.
 - **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 'I' (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 9-1 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. |

Table 9-1 (Cont.) Payment Management - Field Description

| 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 | Select the entity towards which the payment has been initiated. The options are: <ul style="list-style-type: none"> • None • Virtual Account • Expected Cashflow • Finance • Invoice |
| 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. |

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

Figure 9-2 List of Payments

| Payment Number | Parent Payment Number | Payment Party | Counter Party | Payment Amount | Unreconciled Payment Amount | Refund Party | Refund Payment Mode |
|----------------|-----------------------|---------------|---------------|----------------|-----------------------------|---------------------------|---------------------|
| PAY0104 | EXCESSMAYTC3 | AugSupp | AugSupp | \$2,000.00 | \$1,000.00 | Beneficiary/Counter Party | Account Transfer |
| PAY0102 | EXCESSMAY23TC3 | AugSupp | AugSupp | \$2,000.00 | \$2,000.00 | Beneficiary/Counter Party | Account Transfer |
| EXCESSPSMAY2 | | AugSupp | AugSupp | \$10,000.00 | \$10,000.00 | Payment Party | Account Transfer |
| EXCESSPSMAY3 | | AugSupp | AugSupp | \$10,000.00 | \$10,000.00 | Payment Party | Account Transfer |
| EXCESSPSMAY4 | | AugSupp | AugSupp | \$10,000.00 | \$10,000.00 | Payment Party | Account Transfer |

Page 1 of 2 (1-5 of 8 items) |< < 1 2 > > Submit

7. Optional: Click the **Payment Number** hyperlink to view more details. The **Summary** screen displays the details of the payment.

Figure 9-3 Summary

| Summary | | | |
|-----------------------------|----------------------------------|--------------------------|--------------------------|
| Flag | Dv/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 | N | HELO171500030 |
| 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 | CPCCode |
| 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 | N | InvExcess3Tc3May3 | N:SonalCR |
| Program Code | Relationship Code | Instrument Date | Remitter A/C No |
| reqfinancelnv | | | HELO426200042 |
| Bank Code | Bank | Branch | Mandate Reference Number |
| | | | M01 |
| Credit Note Reference | EFT Ref No | Generic Appropriation | Specific Appropriation |
| CR01 | 838 | | - |

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

10

File Management

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

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

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

10.1 Upload Files

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

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

Table 10-1 Payment File - Supported Fields

| Field Column 1 | Field Column 2 | Field Column 3 | Field Column 4 |
|---------------------------|------------------------|-------------------------|----------------|
| DEBIT_CREDIT_INDIA TOR | 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 N | 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 |
| COUNTERPARTY_COD E | BENEFICIARY_ID | ALLOCATION_REQUIR ED | FILLER10 |
| VIRTUAL_AC_FLAG | BENEFICIARY_NAME | - | - |

Table 10-2 Relationship File - Supported Fields

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

Table 10-3 Invoice File - Supported Fields

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

Table 10-4 Invoice File to link multiple POs - Supported Fields

| Field Column 1 | Field Column 2 | Field Column 3 | Field Column 4 |
|--------------------|-------------------|------------------|-------------------|
| INDICATOR | 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 |

Table 10-4 (Cont.) Invoice File to link multiple POs - Supported Fields

| Field Column 1 | Field Column 2 | Field Column 3 | Field Column 4 |
|------------------|-------------------|--------------------------|---------------------|
| TAX_AMOUNT | ACCEPTANCE_AMOUNT | 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 |
| PO | - | - | - |
| INDICATOR | PO NUMBER | INVOICE_AMOUNT_ALLOCATED | - |
| COMMODITY | - | - | - |
| INDICATOR | COMMODITY_NAME | TOTAL_COST | NET_COST |
| PO_NUMBER | QUANTITY | TAX_AMOUNT | - |
| COMMODITY_CODE | UNIT_COST | DISCOUNT_AMOUNT | - |

Table 10-5 Purchase Order File - Supported Fields

| Field Column 1 | Field Column 2 | Field Column 3 | Field Column 4 |
|------------------------|------------------------|-------------------------|----------------------|
| INDICATOR | 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 10-6 Credit Note – Seller File - Supported Fields

| Field Column 1 | Field Column 2 | Field Column 3 | Field Column 4 |
|-----------------|----------------|----------------|----------------|
| CN_NO | TAX_AMOUNT | REMARKS | FILLER10 |
| CN_ID | DISCOUNT | FILLER1 | INVOICE_NUMBER |
| LINK_INVOICE_NO | BUYER_DIV_CODE | FILLER2 | COMMODITY_CODE |

Table 10-6 (Cont.) Credit Note – Seller File - Supported Fields

| Field Column 1 | Field Column 2 | Field Column 3 | Field Column 4 |
|----------------|--------------------|----------------|-----------------|
| CN_DATE | SUPPLIER_DIV_CODE | FILLER3 | COMMODITY_NAME |
| CN_EXPIRY_DATE | BUYER_ID | FILLER4 | QUANTITY |
| BUYER_CODE | SUPPLIER_ID | FILLER5 | UNIT_COST |
| SUPPLIER_CODE | BUYER_NAME | FILLER6 | TOTAL_COST |
| CURRENCY | SUPPLIER_NAME | FILLER7 | TAX_AMOUNT |
| BASE_CN_AMOUNT | PROGRAM_ID | FILLER8 | DISCOUNT_AMOUNT |
| NET_CN_AMOUNT | ADJUST_REASON_CODE | FILLER9 | NET_COST |

Table 10-7 Debit Note – Buyer File - Supported Fields

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

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

1. On **Home** screen, click **File Management**. Under **File Management**, click **File Upload**.
The **File Upload** screen displays.

Figure 10-1 File Upload

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

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

10.2 View File Upload Status

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

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

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

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

Figure 10-2 View File Upload Status

| File Name | Maker Id | Checker Id | Total Records | Approved | Successful | Failed | Maker Time Stamp | Checker Time Stamp | Status | Action |
|--|--------------|--------------|---------------|----------|------------|--------|-----------------------------------|-----------------------------------|-----------|--------|
| OBSFCM-RELATIONSHIP-MASTER_112_Savi_newformat_valpolfield2.csv | OBCMQUAUSER4 | OBCMQUAUSER3 | 1 | 1 | 1 | 0 | 2023-06-07 T09:20:46.000+00:00 | 2023-06-07 T09:20:58.000+00:00 | Processed | ⋮ |
| OBSFCM-RELATIONSHIP-MASTER_112_Savi_newformat_valpolfield1.csv | OBCMQUAUSER4 | OBCMQUAUSER3 | 1 | 1 | 1 | 0 | 2023-06-07 T09:17:53.000+00:00 | 2023-06-07 T09:18:10.000+00:00 | Processed | ⋮ |
| OBSFCM-RELATIONSHIP-MASTER_112_Savi_newformat_valpolfield.csv | OBCMQUAUSER4 | OBCMQUAUSER3 | 1 | 1 | 0 | 1 | 2023-06-07 T09:15:04.000+00:00 | 2023-06-07 T09:16:10.000+00:00 | Processed | ⋮ |
| OBSFCM-RELATIONSHIP-MASTER_newformat_11.csv | OBCMQUAUSER3 | OBCMQUAUSER4 | 1 | 1 | 0 | 1 | 2023-06-07 T05:12:14.000+00:00 | 2023-06-07 T05:13:28.000+00:00 | Processed | ⋮ |
| OBSFCM-PAYMENT_CM_ALLOC_004.csv | OBCMQUAUSER2 | OBCMQUAUSER3 | 10 | 10 | 1 | 9 | 2023-05-31 T09:38:25.000+00:00 | 2023-05-31 T09:39:00.000+00:00 | Processed | ⋮ |
| OBSFCM-INVOICES-BUYER_Danone1103_BH_31May.csv | USERS | OBCMQUASER1 | 2 | 2 | 2 | 0 | 2023-05-31 T06:27:30.000+00:00 | 2023-05-31 T06:27:36.000+00:00 | Processed | ⋮ |
| OBSFCM-INVOICES-BUYER_Danone1103_BH_31May2023.csv | OBCMQUASER1 | USERS | 2 | 2 | 0 | 2 | 2023-05-31 T06:24:19.000+00:00 | 2023-05-31 T06:24:44.000+00:00 | Processed | ⋮ |

2. Specify any of the following criteria to filter the listed file jobs:
 - In the **Filter by File Name** field, specify the partial or complete name of the file.

- In the **Filter by Maker ID** field, specify the partial or complete Maker ID used to create the file record(s).
 - In the **Filter by Checker ID** field, specify the partial or complete Checker ID used to authorize the file.
 - From the **Filter by Status** list, select the required status of the file(s) to be filtered.
 - In the **Filter by Upload Date: Start Date** and **Filter by Upload Date: End Date**, select the start and end dates to filter file records by upload date.
3. Upon selecting the required filter criteria, click **Filter** to view the filtered records. To clear the filter criteria fields, click **Clear Filters**.
 4. 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 10-3 Rejected Files

| File Name | Version | Maker Id | Checker Id | Status | Remarks | Maker Time Stamp | Checker Time Stamp |
|--|---------|----------|------------|----------|---------|-----------------------------------|-----------------------------------|
| OBCM-CASHFLOW-TRANSACTION_OBCM_29Apr_ALL.csv | 1 | USER1 | USER2 | Rejected | | 2022-04-29 T13:18:08.000+00:00 | 2022-04-29 T13:26:00.000+00:00 |
| OBSFCM-INVOICES-BUYER_AUTO-210520203_959.csv | 1 | USER1 | USER2 | Rejected | | 2022-03-14 T06:47:02.000+00:00 | 2022-03-14 T07:00:43.000+00:00 |
| OBSFCM-PAYMENT_AUTO-210520201.csv | 1 | QAUSER1 | USER2 | Rejected | | 2021-09-27 T07:45:27.000+00:00 | 2022-03-14 T07:01:38.000+00:00 |
| OBSFCM-INVOICES-BUYER_AUTO-210520203.csv | 2 | QAUSER1 | USER2 | Rejected | | 2021-09-27 T07:45:08.000+00:00 | 2022-03-14 T07:02:01.000+00:00 |

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.

11

Inquiries

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

- [Accounting Inquiry](#)
This topic describes the systematic instruction to search for accounting entries based on various criteria such as File Reference Number, Event, Product, Party, Account Number, and so on.
- [Charge Inquiry](#)
This topic describes the systematic instruction to inquire charges applied to the customer based on the various criteria such as Charge Type, Charge Account, Transaction Reference Number, Date range, etc.
- [Credit Note Inquiry](#)
This topic describes the systematic instruction to inquire credit notes applied to the customer based on the various criteria such as 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.

11.1 Accounting Inquiry

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

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

1. On **Home** screen, click **Receivables And Payables**. Under **Receivables And Payables**, click **Inquiry**.
2. Under **Inquiry**, click **Accounting Inquiry**.
The **Accounting Inquiry** screen displays.

Figure 11-1 Accounting Inquiry

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

Note:

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

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

Table 11-1 Accounting Inquiry - Field Description

| Field | Description |
|------------------------------|--|
| 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 | Select the basis for a date range search. Available options are: <ul style="list-style-type: none"> Processing Date Value Date |
| Date Range | Click the calendar icons and select the start and end dates of the date range for the selected Date Reference Basis . |

- Click **Search** to view the search results.
The **Accounting Inquiry - Search Results** screen displays.

Figure 11-2 Accounting Inquiry - Search Results

- Click the **Reference Number** to view the details of the account.

11.2 Charge Inquiry

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

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

1. On **Home** screen, click **Receivables And Payables**. Under **Receivables And Payables**, click **Inquiry**.
2. Under **Inquiry**, click **Charge Inquiry**.

The **Charge Inquiry** screen displays.

Figure 11-3 Charge Inquiry

The screenshot shows the 'Charge Inquiry' application window. It features a search interface with a 'Hide Search' toggle and a grid of search filters. The filters include:

- Branch:** A dropdown menu with '004-FLEXCUBE-UNIVERSAL-B' selected.
- Event:** A dropdown menu with 'Select'.
- Party:** A search box with a magnifying glass icon.
- Party Role:** A dropdown menu with 'Select'.
- Charge Code:** A search box with a magnifying glass icon.
- Charge Group:** A dropdown menu with 'Select'.
- Txn Ref No.:** A search box with a magnifying glass icon.
- Charge Type:** A dropdown menu with 'Select'.
- Instrument Type:** A dropdown menu with 'Select'.
- Charge Account:** A search box with a magnifying glass icon.
- Date Reference Basis:** A dropdown menu with 'Select'.
- Date Range:** A date range selector with two calendar icons and a double-headed arrow.
- Collection Type:** A dropdown menu with 'Select'.
- Status:** A dropdown menu with 'Select'.
- External Pricing:** A dropdown menu with 'Select'.

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

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

Note:

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

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

Table 11-2 Charge Inquiry - Field Description

| Field | Description |
|---------------------|--|
| Branch | Select the required branch to proceed further. By default, the branch of the logged-in user is selected. |
| Event | Select the event to which the charge is applicable. |
| Party | Click the search icon and select the party that has been charged. |
| Party Role | Select the role of the party. |
| Charge Code | Click the search icon and select the charge code to inquire for. |
| Charge Group | Select the group to which the charge code belongs. |
| Txn Ref No. | Specify the reference number or charge reference number to inquire for. |
| Charge Type | Select the value to specify whether the type of charge is Debit or Credit . |

Table 11-2 (Cont.) Charge Inquiry - Field Description

| 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 | Select the type of date range to be applied for search. <ul style="list-style-type: none"> • Calculation Date – To list all relevant charges only on the basis of calculation irrespective of its posting details. • Posting Date – To list all relevant charges only on the basis of posting irrespective of when it was calculated. |
| Date Range | Click the Calendar icon and select the start date and end date of the date range. |
| Collection Type | Select whether the charge has been collected Online or in a Periodic . |
| Status | Select the value to specify the status of charge. The options are: <ul style="list-style-type: none"> • Auto Waived • Modified • Overriden • Waived |
| External Pricing | Select the value to specify whether external pricing is applied. The options are: <ul style="list-style-type: none"> • ALL • Yes • No |

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

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

Figure 11-4 Charge Inquiry - Search Result

The screenshot shows the 'Charge Inquiry' search results interface. At the top, there is a 'Show Search' dropdown and a search icon. Below is a table with columns: Txn Ref No., Event, Party, Charge Code, Collection Date, Charge Currency, Charge Amount, Status, and Collection Type. The table contains 20 rows of data. At the bottom, there is a pagination control showing 'Page 1 of 50 (1 - 20 of 995 items)' and navigation arrows.

| Txn Ref No. | Event | Party | Charge Code | Collection Date | Charge Currency | Charge Amount | Status | Collection Type |
|-----------------|-------|-----------------|-------------|-----------------|-----------------|---------------|--------|-----------------|
| OBINVCHG0000001 | EOD | FERRARI | Y10 | | USD | \$0.00 | - | Online |
| OBINVCHG0000002 | EOD | Carrefour | Y10 | | USD | \$0.00 | - | Online |
| OBINVCHG0000003 | EOD | FERRARI | Y10 | | USD | \$0.00 | - | Online |
| OBINVCHG0000004 | EOD | Carrefour | Y10 | | USD | \$0.00 | - | Online |
| OBINVCHG0000005 | EOD | RELIANCE | Y10 | | USD | \$0.00 | - | Online |
| OBINVCHG0000006 | EOD | MBUYER | Y10 | | USD | \$0.00 | - | Online |
| OBINVCHG0000007 | EOD | RELIANCE | Y10 | | USD | \$0.00 | - | Online |
| OBINVCHG0000008 | EOD | MBUYER2 | Y10 | | USD | \$0.00 | - | Online |
| OBINVCHG0000009 | EOD | VBUYER | Y10 | | USD | \$0.00 | - | Online |
| OBINVCHG0000017 | EOD | Carrefour | Y10 | | GBP | £0.00 | - | Online |
| OBINVCHG0000018 | EOD | VBUYER | Y10 | | USD | \$4,488.53 | - | Online |
| OBINVCHG0000019 | EOD | Customer 000555 | Y10 | | USD | \$0.00 | - | Online |
| OBINVCHG0000020 | EOD | Carrefour | Y10 | | USD | \$0.00 | - | Online |

5. Click the **Txn Ref No** link to view the details of the charge.

11.3 Credit Note Inquiry

This topic describes the systematic instruction to inquire credit notes applied to the customer based on the various criteria such as 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.

Figure 11-5 Credit Note Inquiry

The screenshot shows the 'Credit Note Inquiry' interface with the following fields and controls:

- File Reference Number:** Text input field.
- Relationship:** Text input field with a search icon.
- Date Reference Basis:** Dropdown menu with 'Select' option.
- Amount To:** Text input field.
- Credit Note Number:** Text input field.
- Program:** Text input field with a search icon.
- Date Range:** Two date pickers connected by a double-headed arrow.
- Indirect Payment:** Dropdown menu with 'Select' option.
- Buyer:** Text input field with a search icon.
- Credit Note Status:** Dropdown menu with 'Select' option.
- Currency:** Dropdown menu with 'Select' option.
- Supplier:** Text input field with a search icon.
- Reconciliation Status:** Dropdown menu with 'Select' option.
- Amount From:** Text input field.
- Search and Reset buttons:** Located at the bottom left.

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



Note:

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

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

Table 11-3 Credit Note Inquiry - Field Description

| Field | Description |
|------------------------------|---|
| 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. |

Table 11-3 (Cont.) Credit Note Inquiry - Field Description

| 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 | Select the value to specify whether any indirect payment is made. The options are: <ul style="list-style-type: none"> • Yes • No |

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

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

Figure 11-6 Credit Note Inquiry - Search Results

| Credit Note Number | Buyer | Supplier | Credit Note Date | Credit Note Expiry Date | Currency | Credit Note Amount | Credit Note Status | Transaction Status |
|--------------------|-----------|----------|------------------|-------------------------|----------|--------------------|--------------------|--------------------|
| QA11 | Carrefour | Danone | 2020-01-20 | 2022-12-28 | USD | 5,000.00 | Failed | Completed |
| MAUTO-CREDIT-INQ | Carrefour | Danone | 2020-01-20 | 2020-04-20 | USD | 10,000.00 | Failed | Completed |
| 4433443 | Carrefour | Danone | 2020-01-20 | 2020-05-20 | GBP | 100.00 | Failed | Completed |
| 545435 | Carrefour | Danone | 2020-01-20 | 2020-04-20 | GBP | 100.00 | Failed | Completed |
| DS | Carrefour | Danone | 2020-01-20 | 2023-05-09 | USD | 1,000.00 | Failed | Completed |
| JCN | Carrefour | Danone | 2020-01-20 | 2023-05-11 | USD | 10,000.00 | Failed | Completed |
| Z1 | Carrefour | Danone | 2020-01-20 | 2023-05-04 | GBP | 1,000.00 | Failed | Completed |
| MAUTO-CREDIT-002 | Carrefour | Danone | 2020-01-20 | 2023-11-19 | USD | 9,800.00 | Failed | Completed |
| MAUTO-CREDIT-001 | Carrefour | Danone | 2020-01-20 | 2023-11-19 | USD | 9,900.00 | Failed | Completed |
| MAUTO-CREDIT-003 | Carrefour | Danone | 2020-01-20 | 2023-11-19 | USD | 10,200.00 | Failed | Completed |
| CTEST1 | Carrefour | Danone | 2020-01-20 | 2023-04-25 | USD | 10,000.00 | Failed | Completed |
| CTEST2 | Carrefour | Danone | 2020-01-20 | 2023-04-25 | USD | 15,000.00 | Failed | Completed |
| 45435 | Carrefour | Danone | 2020-01-20 | 2023-05-30 | USD | 100.00 | Failed | Completed |
| ARABJIRA0011 | Carrefour | Danone | 2020-01-20 | 2022-12-28 | USD | 5,000.00 | Failed | Completed |
| ARABJIRA01011 | Carrefour | Danone | 2020-01-20 | 2022-12-28 | USD | 5,000.00 | Failed | Completed |
| CD | Carrefour | Danone | 2020-01-20 | 2023-05-03 | USD | 10,000.00 | Failed | Completed |
| QA12 | Carrefour | Danone | 2020-01-20 | 2022-12-28 | USD | 5,000.00 | Failed | Completed |
| COP | Carrefour | Danone | 2020-01-20 | 2023-05-10 | USD | 10,000.00 | Failed | Completed |
| CTEST | Carrefour | Danone | 2020-01-20 | 2023-04-25 | USD | 8,888.00 | Failed | Completed |
| CR55778 | Carrefour | Danone | 2020-01-20 | 2023-06-30 | GBP | 100.00 | Failed | Completed |

5. Click the **Credit Note Number** link to view the details of the credit note.

11.4 Payment Inquiry

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

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


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.

Figure 11-7 Payment Inquiry

The screenshot shows the 'Payment Inquiry' interface with the following fields and controls:

- File Name:** Text input field.
- Counter Party:** Search input field with a magnifying glass icon.
- Payment Mode:** Dropdown menu with 'Select' option.
- Program:** Search input field with a magnifying glass icon.
- Remarks:** Text input field.
- Allocation Status:** Dropdown menu with 'Select' option.
- Search/Reset:** Buttons at the bottom left.
- Payment Reference Number:** Text input field.
- Beneficiary:** Search input field with a magnifying glass icon.
- Bank:** Text input field.
- Currency:** Dropdown menu with 'Select' option.
- Date Reference Basis:** Dropdown menu with 'Select' option.
- Debit-Credit Indicator:** Dropdown menu with 'Select' option.
- Credit Account Number:** Text input field.
- Entity Reference Number:** Text input field.
- Payment Amount From:** Text input field.
- Date Range:** Date range selector with calendar icons.
- Payment Party:** Search input field with a magnifying glass icon.
- Remitter Account Number:** Text input field.
- Relationship:** Search input field with a magnifying glass icon.
- Payment Amount To:** Text input field.
- Recon Status:** Dropdown menu with 'Select' option.

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

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

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

Table 11-4 Payment Inquiry - Field Description

| Field | Description |
|---------------------------------|--|
| 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. |

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

| 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 Payment Date or Value Date . |
| Date Range | Click the Calendar icon to view and select the start date and end date of the date range. Maximum date range can be of 1 year. |
| Recon Status | Select the reconciliation status of the payment to search from. The user can select multiple recon statuses. |
| Allocation Status | Select the payment allocation status to filter the search result. |

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

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

Figure 11-8 Payment Inquiry - Search Results

| Payment Reference Number | Dr/Cr Indicator | Value Date | Currency | Payment Amount | Recon Status | Allocation Status |
|--------------------------|-----------------|------------|----------|----------------|-----------------|-------------------|
| PAYIPRO020014 | Debit | 2020-01-20 | USD | 9,500.00 | Unreconciled | Unallocated |
| AUTPAY01 | Credit | 2020-01-20 | USD | 1,000.00 | Unreconciled | Unallocated |
| PAYIPRO020011 | Debit | 2020-01-20 | USD | 9,500.00 | Unreconciled | Unallocated |
| IRECONR4111 | Credit | 2017-11-01 | USD | 1,000.00 | Unreconciled | Unallocated |
| AUTPAY17 | Credit | 2020-01-20 | USD | 10,000.00 | Reconciled | Unallocated |
| PAYIPRO020012 | Debit | 2020-01-20 | USD | 9,500.00 | Unreconciled | Unallocated |
| AUTPAY16 | Credit | 2020-01-20 | USD | 5,000.00 | Reconciled | Unallocated |
| PAYIPRO020015 | Debit | 2020-01-20 | GBP | 9,500.00 | Unreconciled | Unallocated |
| PAYIPRO010015 | Debit | 2020-01-20 | GBP | 9,500.00 | Unreconciled | Unallocated |
| AUTPAY03 | Credit | 2020-01-20 | USD | 1,000.00 | Part-Reconciled | Unallocated |
| PAYIPRO010014 | Debit | 2020-01-20 | USD | 9,500.00 | Unreconciled | Unallocated |
| PAY01 | Credit | 2017-11-01 | USD | 1,000.00 | Unreconciled | Unallocated |
| AUTPAY04 | Credit | 2020-01-20 | USD | 1,000.00 | Unreconciled | Unallocated |
| PAYIPRO010011 | Debit | 2020-01-20 | USD | 9,500.00 | Unreconciled | Unallocated |
| PAYIPRO010012 | Debit | 2020-01-20 | USD | 9,500.00 | Unreconciled | Unallocated |
| AUTPAY15 | Credit | 2020-01-20 | USD | 1,000.00 | Reconciled | Unallocated |
| PAY02 | Credit | 2017-11-01 | USD | 1,000.00 | Unreconciled | Unallocated |
| AUTPAY02 | Credit | 2020-01-20 | USD | 1,000.00 | Reconciled | Unallocated |
| PAYIPRO010013 | Debit | 2020-01-20 | USD | 9,500.00 | Unreconciled | Unallocated |
| PAYIPRO020013 | Debit | 2020-01-20 | USD | 9,500.00 | Unreconciled | Unallocated |

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- Click **Payment Reference Number** hyperlink to view more details.

The **Payment Details** pop-up screen displays with the following tabs: Payment Details, Reconciled Cashflow Details, Reconciled Invoice Details, Allocation Details and Excess Payment Details.

Figure 11-9 Payment Details

| Details | | | |
|-----------------------------|----------------------------|--------------------------|--------------------------|
| Payment Details | Reconciled Invoice Details | Allocation Details | Excess Payment Details |
| Flag | Dr/Cr Indicator | Payment Reference Number | Payment Date |
| Invoice | Credit | AUTPAY17 | 2020-01-20 |
| Payment Currency | Payment Amount | Allocation Req'd | Credit Account Number |
| USD | \$10,000.00 | Y | |
| Unreconciled Payment Amount | Unallocated Payment Amount | Reconciled Amount | Allocated Amount |
| \$0.00 | \$10,000.00 | \$10,000.00 | \$0.00 |
| Recon Status | Allocation Status | Payment Party Code | Counter Party Code |
| Reconciled | Unallocated | | |
| Counter Party Id | Beneficiary Id | Payment Party Name | Counter Party Name |
| 000381 | 000381 | Carrefour | Danone |
| Beneficiary Name | File Name | Virtual Account Owner | Payment Mode |
| Danone | OBSCFCM-PAYMENT_AUTPAY... | 000381 | ACCOUNT_TRANSFER |
| Virtual A/C Flag | Auto Reconcile | Entity Ref No | Remarks |
| Y | Y | ITEST2 | - |
| Program Code | Relationship Code | Instrument Date | Remitter A/C No |
| PROGRAM1 | REL701 | | |
| Bank Code | Bank | Branch | Mandate Reference Number |
| | | | M01 |
| Credit Note Reference | EFT Ref No | Generic Appropriation | Specific Appropriation |
| CR01 | 838 | | - |

- Click **Reconciled Cashflow Details** tab.

The **Reconciled Cashflow Details** tab displays.

Figure 11-10 Reconciled Cashflow Details

| Details | | | | | | | | | | | |
|---------------------------|----------------------------|-----------------------------|------------------|-----------------|------------|------------------------|---------------|------------------------|-----------|---------------------|--|
| Payment Details | | Reconciled Cashflow Details | | | | Allocation Details | | Excess Payment Details | | | |
| External Reference Number | Corporate Reference Number | Corporate | Counter Party Id | Expected Amount | Recon Type | Recon Reference Number | Cashflow Type | Reconciliation Status | Action | Reconciliation Date | |
| MARCAREQA1935 | MARCAREQA1801 | 000380 | 000381 | \$100,001.19 | Manual | REF2005230004294 | I | Unreconciled | Reconcile | 2022-04-29 | |

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 **Note:**

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

- Click **Allocation Details** tab.

The **Allocation Details** tab displays.

Figure 11-11 Allocation Details

8. Click **Excess Payment Details** tab.
The **Excess Payment Details** tab displays.

Figure 11-12 Excess Payment Details

Figure 11-13 Excess Payment Details

11.5 Purchase Order Inquiry

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


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

1. On **Home** screen, click **Receivables And Payables**. Under **Receivables And Payables**, click **Inquiry**.
2. Under **Inquiry**, click **Purchase Order Inquiry**.
The **Purchase Order Inquiry** screen displays.

Figure 11-14 Purchase Order Inquiry

The screenshot shows the 'Purchase Order Inquiry' interface. It features a search bar at the top right. Below it, there are several input fields and dropdown menus arranged in a grid. The fields include: File Reference Number (text input), PO Number (text input), Buyer (text input with search icon), Supplier (text input with search icon), Program (text input with search icon), PO Status (dropdown menu), Finance Status (text input with search icon), Amount Reference Basis (dropdown menu), Currency (dropdown menu), PO Amount From (text input), PO Amount To (text input), Date Reference Basis (dropdown menu), and Date Range (two date pickers with a range icon). At the bottom left, there are 'Search' and 'Reset' buttons.

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

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

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

Table 11-5 Purchase Order Inquiry - Field Description

| Field | Description |
|-------------------------------|--|
| 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: <ul style="list-style-type: none"> • Accepted • Cancelled • Raised • Rejected |
| Finance Status | Select the finance status of the PO to filter the search result by. The options are: <ul style="list-style-type: none"> • Financed • Part Financed • Not Financed |
| Amount Reference Basis | Select the reference for an amount range search. The options are: <ul style="list-style-type: none"> • Financeable Amount • PO Amount |
| Currency | Select the required currency. |

Table 11-5 (Cont.) Purchase Order Inquiry - Field Description

| Field | Description |
|-----------------------------|---|
| 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: <ul style="list-style-type: none"> • 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. |

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

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

Figure 11-15 Purchase Order Inquiry - Search Results

The screenshot shows a web interface titled "Purchase Order Inquiry" with a search bar and a "Purchase Order List" table. The table has columns for PO Number, Buyer, Supplier, PO Date, Currency, PO Amount, and PO Status. The data rows are as follows:

| PO Number | Buyer | Supplier | PO Date | Currency | PO Amount | PO Status |
|-------------------|-------|----------|------------|----------|-------------|-----------|
| POASTRA | | | 2022-09-26 | GBP | £176,715.00 | |
| ASTRAP0889 | | | 2022-09-26 | GBP | £62,328.00 | |
| POTEST5529 | | | 2022-09-28 | USD | \$80,440.02 | |
| POTEST55292 | | | 2022-09-28 | USD | \$8,986.21 | |
| TestPO6Dec | | | 2022-10-07 | USD | \$10,000.00 | ACCEPTED |
| POTESTFILLERsdfds | | | 2022-09-28 | USD | \$9,999.00 | ACCEPTED |
| 0IPODM | | | 2022-10-14 | USD | | |
| 0IPODM | | | 2022-10-14 | USD | | ACCEPTED |

5. Click the reference number link in the **PO Number** column to view the details of the purchase order.

11.6 Receivables Inquiry

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

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

1. 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 11-16 Receivables Inquiry

The screenshot shows the 'Receivables Inquiry' interface with the following fields and controls:

- File Name:** Text input field.
- Instrument Type:** Dropdown menu with 'Select' option.
- Reference Number:** Text input field.
- Buyer:** Search icon and dropdown menu.
- Supplier:** Search icon and dropdown menu.
- Relationship:** Search icon and dropdown menu.
- Program:** Search icon and dropdown menu.
- Instrument Status:** Multi-select dropdown menu.
- Other Status:** Multi-select dropdown menu.
- Payment Status:** Dropdown menu with 'Select' option.
- Finance Status:** Dropdown menu with 'Select' option.
- Amount Reference Basis:** Multi-select dropdown menu.
- Currency:** Dropdown menu with 'Select' option.
- Amount From:** Text input field.
- Amount To:** Text input field.
- Date Range:** Two date pickers with a range selector between them.
- Buttons:** 'Search' and 'Reset' buttons at the bottom left.

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

Note:

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

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

Table 11-6 Receivables Inquiry - Field Description

| Field | Description |
|--------------------------|---|
| 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 | 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. <ul style="list-style-type: none"> • Overdue • Approved • Assigned • Indirect Payment • Payment Under Approval • Stale |

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

| Field | Description |
|-------------------------------|---|
| Payment Status | Select the payment status to filter the search results. <ul style="list-style-type: none"> • Partial Paid • Paid • Unpaid |
| Finance Status | Select the finance status to filter the search results. Available options are: <ul style="list-style-type: none"> • 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 | Select the value to specify the reference for date criteria: <ul style="list-style-type: none"> • Invoice/Debit Note Date • Invoice/Debit Note Due Date • Actual Payment Date • Payment Due Date • Funding Request Date |
| Date Range | Click the Calendar icon and select the start date and end date of the date range. |

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

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

Figure 11-17 Receivables Inquiry - Search Results

| Reference Number | Instrument Type | Buyer | Supplier | Issue Date | Due Date | Currency | Invoice Amount | Instrument Status | Netting Status | Historical Status |
|-------------------|-----------------|-----------|----------|------------|------------|----------|----------------|-------------------|----------------|-------------------|
| MAUTO-DEBIT-IFIN1 | Debit Note | Carrefour | Danone | 2020-01-20 | 2020-02-20 | USD | 10,020.00 | Accepted | - | Details |
| TR | Invoice | Carrefour | Danone | 2020-01-20 | 2023-04-16 | USD | 10,200.00 | Based | - | Details |
| TTEST1 | Invoice | Carrefour | Danone | 2020-01-20 | 2023-04-19 | USD | 10,000.00 | Based | - | Details |
| ITEST1 | Invoice | Carrefour | Danone | 2020-01-20 | 2020-04-07 | USD | 5,000.00 | Accepted | - | Details |
| 78768768 | Invoice | Carrefour | Danone | 2020-01-20 | 2023-05-22 | GBP | 100.00 | Based | - | Details |
| MAUTO-INV-LPROG | Invoice | Carrefour | Danone | 2020-01-20 | 2023-11-19 | USD | 10,010.00 | Based | - | Details |
| MAUTO-INV-RED | Invoice | Carrefour | Danone | 2020-01-20 | 2020-02-20 | USD | 10,020.00 | Based | - | Details |
| TFB203 | Invoice | Carrefour | Danone | 2020-01-20 | 2020-01-28 | USD | 1,000.00 | Based | - | Details |
| MAUTO-DEBIT-RED2 | 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 | Based | - | Details |
| MAUTO-INV-004 | Invoice | Carrefour | Danone | 2020-01-20 | 2023-11-19 | USD | 9,909.90 | Accepted | - | Details |
| MAUTO-DEBIT-EDIT1 | Debit Note | Carrefour | Danone | 2020-01-20 | 2020-02-20 | USD | 10,020.00 | Based | - | Details |
| MAUTO-DEBIT-PROG1 | Debit Note | Carrefour | Danone | 2020-01-20 | 2023-11-19 | USD | 10,010.00 | Based | - | Details |
| DOP | Debit Note | Carrefour | Danone | 2020-01-20 | 2023-05-19 | USD | 10,200.00 | Accepted | - | Details |
| MAUTO-DEBIT-RED | Debit Note | Carrefour | Danone | 2020-01-20 | 2020-02-20 | USD | 10,020.00 | Based | - | Details |
| MAUTO-INV-TFIFIN | Invoice | Carrefour | Danone | 2020-01-20 | 2020-02-20 | USD | 10,020.00 | Accepted | - | Details |
| MAUTO-INV-003 | Invoice | Carrefour | Danone | 2020-01-20 | 2023-11-19 | USD | 9,909.90 | Accepted | - | Details |
| DNTEST02 | Debit Note | Carrefour | Danone | 2020-01-20 | 2022-12-28 | USD | 5,000.00 | Accepted | - | Details |
| MAY23001 | Invoice | Carrefour | Danone | 2020-01-20 | 2020-01-30 | USD | 1,234.00 | Based | - | Details |
| CTEST | Invoice | Carrefour | Danone | 2020-01-20 | 2023-04-12 | USD | 1,000.00 | Based | - | Details |

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

12

Batch Jobs


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

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

EOD Batch

Table 12-1 EOD Batch

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

 **Note:**

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

Independent Batch

Table 12-2 Independent Batch

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

13

Process Codes

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

Cash Management

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

Table 13-1 Functional Activity Code - Cash Management

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



Note:

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

Recon

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

Table 13-2 Functional Activity Code - Recon

| Stage | Functional Activity Code | Description |
|-----------------------------------|----------------------------------|---|
| Processing | SCFCM_FA_PROCESSING_AUTH_REJECT | This is a stage before authorization in which transaction is under processing before rejection. |
| CL Exception | SCFCM_FA_CL_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. |

 **Note:**

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

Instrument

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

Table 13-3 Functional Activity Code - Instrument

| Stage | Functional Activity Code | Description |
|-----------------|-----------------------------------|---|
| MITagCorrection | SCFCM_FA_TXN_CREATE_ EXCEPTION | The transaction falls in this stage when transaction is not automatically created through file upload due to missing of tags. |

Table 13-3 (Cont.) Functional Activity Code - Instrument

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

 **Note:**

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

A

Functional Activity Codes

Table A-1 List of Functional Activity Codes

| Screen Name/API Name | Functional Activity Code | Action | Description |
|----------------------|--|-----------|---|
| Accounting Entries | SCFCM_FA_ACCNT_ENTRIES_CREATE_SERVICE | Create | Create Accounting Entries |
| Accounting Entries | SCFCM_FA_ACCNT_ENTRIES_VIEW_SERVICE | View | View Accounting Entries |
| Accounting Entries | SCFCM_FA_ACCNT_ENTRIES_VIEW_AUTHORIZE_SERVICE | Authorize | Authorize the Accounting Entries record |
| Accounting Entries | SCFCM_FA_ACCNT_ENTRIES_VIEW_UPDATE_SERVICE | Unlock | Unlock and edit the Accounting Entries record |
| Accounting Entries | SCFCM_FA_ACCNT_ENTRIES_VIEW_DELETE_SERVICE | Delete | Delete the Accounting Entries record |
| Accounting Entries | SCFCM_FA_ACCNT_ENTRIES_VIEW_CLOSE_SERVICE | Close | Close the Accounting Entries record |
| Accounting Entries | SCFCM_FA_ACCNT_ENTRIES_VIEW_REOPEN_SERVICE | Reopen | Reopen a closed Accounting Entries record |
| Accounting Entries | SCFCM_FA_ACCNT_ENTRIES_VIEW_COPY_SERVICE | Copy | 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_SERVICE | 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_SERVICE | Close | Close the Entry Codes record |
| Entry Codes | SCFCM_FA_ACCNT_ENTRY_CODE_VIEW_REOPEN_SERVICE | Reopen | Reopen a closed Entry Codes record |
| Entry Codes | SCFCM_FA_ACCNT_ENTRY_CODE_VIEW_DELETE_SERVICE | Delete | Delete an existing Entry Codes record |
| Entry Codes | SCFCM_FA_ACCNT_ENTRY_CODE_VIEW_COPY_SERVICE | Copy | Copy and create a new Entry Codes record |

Table A-1 (Cont.) 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_SERVICE | Authorize | Authorize the External Account Mapping record |
| External Account Mapping | OBSCFCM_FA_EXT_ACC_M APP_VIEW_CLOSE_SERVICE | Close | Close the External Account Mapping record |
| External Account Mapping | OBSCFCM_FA_EXT_ACC_M APP_VIEW_REOPEN_SERVICE | Reopen | Reopen a closed External Account Mapping record |
| External Account Mapping | OBSCFCM_FA_EXT_ACC_M APP_VIEW_DELETE_SERVICE | Delete | Delete an existing External Account Mapping record |
| External Account Mapping | OBSCFCM_FA_EXT_ACC_M APP_VIEW_UPDATE_SERVICE | Unlock | Unlock and edit the External Account Mapping record |
| External Account Mapping | OBSCFCM_FA_EXT_ACC_M APP_VIEW_COPY_SERVICE | Copy | 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_SERVICE | Unlock | Unlock and edit the Internal Account Mapping record |
| Internal Account Mapping | OBSCFCM_FA_INT_ACC_M APP_VIEW_AUTHORIZE_SERVICE | Authorize | Authorize the Internal Account Mapping record |
| Internal Account Mapping | OBSCFCM_FA_INT_ACC_M APP_VIEW_CLOSE_SERVICE | Close | Close the Internal Account Mapping record |
| Internal Account Mapping | OBSCFCM_FA_INT_ACC_M APP_VIEW_REOPEN_SERVICE | Reopen | Reopen a closed Internal Account Mapping record |
| Internal Account Mapping | OBSCFCM_FA_INT_ACC_M APP_VIEW_DELETE_SERVICE | Delete | Delete an existing Internal Account Mapping record |
| Internal Account Mapping | OBSCFCM_FA_INT_ACC_M APP_VIEW_COPY_SERVICE | Copy | Copy and create a new Internal Account Mapping record |
| Alert Contact Details | OBSCFCM_FA_ALERTCONT ACTDETAILS_CREATE_SERVICE | Create | Create Alert Contact Details |
| Alert Contact Details | OBSCFCM_FA_ALERTCONT ACTDETAILS_VIEW_SERVICE | View | View Alert Contact Details |

Table A-1 (Cont.) List of Functional Activity Codes

| Screen Name/API Name | Functional Activity Code | Action | Description |
|-----------------------|---|-----------|---|
| Alert Contact Details | OBSCFCM_FA_ALERTCONT ACTDETAILS_VIEW_AUTHO RIZE_SERVICE | Authorize | Authorize the Alert Contact Details record |
| Alert Contact Details | OBSCFCM_FA_ALERTCONT ACTDETAILS_VIEW_UPDAT E_SERVICE | Unlock | Unlock and edit the Alert Contact Details record |
| Alert Contact Details | OBSCFCM_FA_ALERTCONT ACTDETAILS_VIEW_CLOSE _SERVICE | Close | Close the Alert Contact Details record |
| Alert Contact Details | OBSCFCM_FA_ALERTCONT ACTDETAILS_VIEW_REOPE N_SERVICE | Reopen | Reopen a closed Alert Contact Details record |
| Alert Contact Details | OBSCFCM_FA_ALERTCONT ACTDETAILS_VIEW_DELET E_SERVICE | Delete | Delete an existing Alert Contact Details record |
| Alert Contact Details | OBSCFCM_FA_ALERTCONT ACTDETAILS_VIEW_COPY_ SERVICE | Copy | Copy and create a new Alert Contact Details record |
| Alert Decisioning | OBSCFCM_FA_ALERT_DEC ISION_CREATE_SERVICE | Create | Create Alert Decisioning |
| Alert Decisioning | OBSCFCM_FA_ALERT_DEC ISION_VIEW_SERVICE | View | View Alert Decisioning |
| Alert Decisioning | OBSCFCM_FA_ALERT_DEC ISION_VIEW_UPDATE_SER VICE | Unlock | Unlock and edit the Alert Decisioning record |
| Alert Decisioning | OBSCFCM_FA_ALERT_DEC ISION_VIEW_AUTH_SERVIC E | Authorize | Authorize the Alert Decisioning record |
| Alert Decisioning | OBSCFCM_FA_ALERT_DEC ISION_VIEW_DELETE_SER VICE | Delete | Delete an existing Alert Decisioning record |
| Alert Decisioning | OBSCFCM_FA_ALERT_DEC ISION_VIEW_CLOSE_SERVI CE | Close | Close the Alert Decisioning record |
| Alert Decisioning | OBSCFCM_FA_ALERT_DEC ISION_VIEW_REOPEN_SER VICE | Reopen | Reopen a closed Alert Decisioning record |
| Alert Decisioning | OBSCFCM_FA_ALERT_DEC ISION_VIEW_COPY_SERVI CE | Copy | Copy and create a new Alert Decisioning record |
| Alert Definition | OBSCFCM_FA_ALERT_DEF N_CREATE_SERVICE | Create | Create Alert Definition |
| Alert Definition | OBSCFCM_FA_ALERT_DEF N_VIEW_SERVICE | View | View Alert Definition |
| Alert Definition | OBSCFCM_FA_ALERT_DEF N_VIEW_AUTH_SERVICE | Authorize | Authorize the Alert Definition record |
| Alert Definition | OBSCFCM_FA_ALERT_DEF N_VIEW_DELETE_SERVICE | Delete | Delete an existing Alert Definition record |
| Alert Definition | OBSCFCM_FA_ALERT_DEF N_VIEW_CLOSE_SERVICE | Close | Close the Alert Definition record |

Table A-1 (Cont.) List of Functional Activity Codes

| Screen Name/API Name | Functional Activity Code | Action | Description |
|-----------------------------|---|-----------|--|
| Alert Definition | OBSCFCM_FA_ALERT_DEFINITION_VIEW_REOPEN_SERVICE | Reopen | Reopen a closed Alert Definition record |
| Alert Definition | OBSCFCM_FA_ALERT_DEFINITION_VIEW_MODIFY_SERVICE | Unlock | Unlock and edit the Alert Definition record |
| Alert Definition | OBSCFCM_FA_ALERT_DEFINITION_VIEW_COPY_SERVICE | Copy | Copy and create a new Alert Definition record |
| Charge Code | OBSCFCM_FA_CHGMASTER_CREATE_SERVICE | Create | Create Charge Code |
| Charge Code | OBSCFCM_FA_CHGMASTER_VIEW_SERVICE | View | View Charge Code |
| Charge Code | OBSCFCM_FA_CHGMASTER_VIEW_AUTHORIZE_SERVICE | Authorize | Authorize the Charge Code record |
| Charge Code | OBSCFCM_FA_CHGMASTER_VIEW_UPDATE_SERVICE | Unlock | Unlock and edit the Charge Code record |
| Charge Code | OBSCFCM_FA_CHGMASTER_VIEW_CLOSE_SERVICE | Close | Close the Charge Code record |
| Charge Code | OBSCFCM_FA_CHGMASTER_VIEW_REOPEN_SERVICE | Reopen | Reopen a closed Charge Code record |
| Charge Code | OBSCFCM_FA_CHGMASTER_VIEW_DELETE_SERVICE | Delete | Delete an existing Charge Code record |
| Charge Code | OBSCFCM_FA_CHGMASTER_VIEW_COPY_SERVICE | Copy | Copy and create a new Charge Code record |
| Charge Decisioning | SCFCM_FA_CHGDEC_CREATE_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 | Copy | Copy and create a new Charge Decisioning record |
| Charge Preferential Pricing | OBSCFCM_FA_CHGPREFPRC_CREATE_SERVICE | Create | Create Charge Preferential Pricing |
| Charge Preferential Pricing | OBSCFCM_FA_CHGPREFPRC_VIEW_SERVICE | View | View Charge Preferential Pricing |
| Charge Preferential Pricing | OBSCFCM_FA_CHGPREFPRC_VIEW_AUTHORIZE_SERVICE | Authorize | Authorize the Charge Preferential Pricing record |

Table A-1 (Cont.) List of Functional Activity Codes

| Screen Name/API Name | Functional Activity Code | Action | Description |
|-----------------------------|--|-----------|--|
| 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 |
| Charge Preferential Pricing | OBSCFCM_FA_CHGPREFP RC_VIEW_COPY_SERVICE | Copy | 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 | Copy | 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 |

Table A-1 (Cont.) List of Functional Activity Codes

| Screen Name/API Name | Functional Activity Code | Action | Description |
|----------------------|--|-----------|--|
| 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 | Copy | Copy and create a new Commodity record |
| Division Code | OBSCFCM_FA_DIVISIONCO DE_CREATE_SERVICE | Create | Create Division Code |
| 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 | Copy | 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_SERVI CE | 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 |

Table A-1 (Cont.) List of Functional Activity Codes

| Screen Name/API Name | Functional Activity Code | Action | Description |
|--------------------------------|---|-----------|---|
| Payment Terms | OBSCFCM_FA_PAYMENT_TERMS_VIEW_AUTHORIZE_SERVICE | Authorize | Authorize the Payment Terms record |
| Payment Terms | OBSCFCM_FA_PAYMENT_TERMS_VIEW_CLOSE_SERVICE | Close | Close the Payment Terms record |
| Payment Terms | OBSCFCM_FA_PAYMENT_TERMS_VIEW_REOPEN_SERVICE | Reopen | Reopen a closed Payment Terms record |
| Payment Terms | OBSCFCM_FA_PAYMENT_TERMS_VIEW_DELETE_SERVICE | Delete | Delete an existing Payment Terms record |
| Payment Terms | OBSCFCM_FA_PAYMENT_TERMS_VIEW_UPDATE_SERVICE | Unlock | Unlock and edit the Payment Terms record |
| Payment Terms | OBSCFCM_FA_PAYMENT_TERMS_VIEW_COPY_SERVICE | Copy | Copy and create a new Payment Terms record |
| Recon Rule Decision | OBSCFCM_FA_RECONRULEDEC_CREATE_SERVICE | Create | Create Recon Rule Decision |
| Recon Rule Decision | OBSCFCM_FA_RECONRULEDEC_VIEW_SERVICE | View | View Recon Rule Decision |
| Recon Rule Decision | OBSCFCM_FA_RECONRULEDEC_VIEW_AUTH_SERVICE | Authorize | Authorize the Recon Rule Decision record |
| Recon Rule Decision | OBSCFCM_FA_RECONRULEDEC_VIEW_CLOSE_SERVICE | Close | Close the Recon Rule Decision record |
| Recon Rule Decision | OBSCFCM_FA_RECONRULEDEC_VIEW_DELETE_SERVICE | Delete | Reopen a closed Recon Rule Decision record |
| Recon Rule Decision | OBSCFCM_FA_RECONRULEDEC_VIEW_REOPEN_SERVICE | Reopen | Delete an existing Recon Rule Decision record |
| Recon Rule Decision | OBSCFCM_FA_RECONRULEDEC_VIEW_UPDATE_SERVICE | Unlock | Unlock and edit the Recon Rule Decision record |
| Recon Rule Decision | OBSCFCM_FA_RECONRULEDEC_VIEW_COPY_SERVICE | Copy | Copy and create a new Recon Rule Decision record |
| Reconciliation Rule Definition | OBSCFCM_FA_RECONRULEDEFN_CREATE_SERVICE | Create | Create Reconciliation Rule Definition |
| Reconciliation Rule Definition | OBSCFCM_FA_RECONRULEDEFN_VIEW_SERVICE | View | View Reconciliation Rule Definition |
| Reconciliation Rule Definition | OBSCFCM_FA_RECONRULEDEFN_VIEW_AUTH_SERVICE | Authorize | Authorize the Reconciliation Rule Definition record |
| Reconciliation Rule Definition | OBSCFCM_FA_RECONRULEDEFN_VIEW_CLOSE_SERVICE | Close | Close the Reconciliation Rule Definition record |

Table A-1 (Cont.) List of Functional Activity Codes

| Screen Name/API Name | Functional Activity Code | Action | Description |
|--------------------------------|---|-----------|---|
| Reconciliation Rule Definition | OBSCFCM_FA_RECONRUL EDEFN_VIEW_DELETE_SE RVIC | Delete | Delete an existing Reconciliation Rule Definition record |
| Reconciliation Rule Definition | OBSCFCM_FA_RECONRUL EDEFN_VIEW_REOPEN_SE RVIC | Reopen | Reopen a closed Reconciliation Rule Definition record |
| Reconciliation Rule Definition | OBSCFCM_FA_RECONRUL EDEFN_VIEW_UPDATE_SE RVIC | Unlock | Unlock and edit the Reconciliation Rule Definition record |
| Reconciliation Rule Definition | OBSCFCM_FA_RECONRUL EDEFN_VIEW_COPY_SERV IC | Copy | Copy and create a new Reconciliation Rule Definition record |
| Relationship Management | OBSCFCM_FA_RELATIONM ASTER_CREATE_SERV IC | Create | Create Relationship Management |
| Relationship Management | OBSCFCM_FA_RELATIONM ASTER_VIEW_SERV IC | View | View Relationship Management |
| Relationship Management | OBSCFCM_FA_RELATIONM ASTER_VIEW_AUTHORIZE_ SERV IC | Authorize | Authorize the Relationship Management record |
| Relationship Management | OBSCFCM_FA_RELATIONM ASTER_VIEW_CLOSE_SER VIC | Close | Close the Relationship Management record |
| Relationship Management | OBSCFCM_FA_RELATIONM ASTER_VIEW_REOPEN_SE RVIC | Reopen | Reopen a closed Relationship Management record |
| Relationship Management | OBSCFCM_FA_RELATIONM ASTER_VIEW_DELETE_SE RVIC | Delete | Delete an existing Relationship Management record |
| Relationship Management | OBSCFCM_FA_RELATIONM ASTER_VIEW_UPDATE_SE RVIC | Unlock | Unlock and edit the Relationship Management record |
| Relationship Management | OBSCFCM_FA_RELATIONM ASTER_VIEW_COPY_SERV IC | Copy | Copy and create a new Relationship Management record |
| Tolerance | OBSCFCM_FA_TOLERANC E_CREATE_SERV IC | Create | Create Tolerance |
| Tolerance | OBSCFCM_FA_TOLERANC E_VIEW_SERV IC | View | View Tolerance |
| Tolerance | OBSCFCM_FA_TOLERANC E_VIEW_AUTHORIZE_SER VIC | Authorize | Authorize the Tolerance record |
| Tolerance | OBSCFCM_FA_TOLERANC E_VIEW_CLOSE_SERV IC | Close | Close the Tolerance record |
| Tolerance | OBSCFCM_FA_TOLERANC E_VIEW_REOPEN_SERV IC | Reopen | Reopen a closed Tolerance record |
| Tolerance | OBSCFCM_FA_TOLERANC E_VIEW_DELETE_SERV IC | Delete | Delete an existing Tolerance record |
| Tolerance | OBSCFCM_FA_TOLERANC E_VIEW_UPDATE_SERV IC | Unlock | Unlock and edit the Tolerance record |

Table A-1 (Cont.) List of Functional Activity Codes

| Screen Name/API Name | Functional Activity Code | Action | Description |
|------------------------------------|---|------------------------------------|--|
| Tolerance | OBSCFCM_FA_TOLERANCE_VIEW_COPY_SERVICE | Copy | Copy and create a new Tolerance record |
| Create Receivables & Payables | OBSCFCM_FA_RECEIVABLE_TXN_SERVICE | Create Receivables & Payables | Create Receivables and Payables |
| Manual Allocation | OBSCFCM_FA_MANUALALLOCATION_TXN_SERVICE | Manual Allocation | Menu is to allocate payments |
| Manual Recon | OBSCFCM_FA_MANUALRECON_TXN_SERVICE | Manual Recon | Menu is to create reconciliation transaction |
| Payment Management | SCFCM_FA_PAYMENT_MGMT_SERVICE | Payment Management | Menu is to manage payment transactions |
| Receivables and Payment Management | SCFCM_FA_RECVBLES_PAYBLES_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_INQUIRY_SERVICE | Credit Note Inquiry | Menu for Credit Note Inquiry |
| Payment Inquiry | SCFCM_FA_PAYMENT_INQUIRY_SERVICE | Payment Inquiry | Menu for Payment Inquiry |
| Purchase Order Inquiry | SCFCM_FA_PO_INQUIRY_SERVICE | 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_VIEW_SERVICE | View System Parameters | View the System Parameter |
| System Parameters | SCFCM_FA_SYS_PARAM_VIEW_AUTHORIZE_SERVICE | Authorize | Authorize the System Parameters record |
| System Parameters | SCFCM_FA_SYS_PARAM_VIEW_DELETE_SERVICE | Delete | Delete an existing System Parameter record |
| System Parameters | SCFCM_FA_SYS_PARAM_VIEW_UPDATE_SERVICE | Unlock | Unlock and edit the System Parameter record |

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