Oracle® Banking Supply Chain Finance Cloud Service

Receivables and Payables User Guide

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Oracle Banking Supply Chain Finance Cloud Service Receivables and Payables User Guide, Release 14.7.5.0.0

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Purpose

This guide is designed to help acquaint you with the Receivables and Payables module of the Oracle® Banking Supply Chain Finance Cloud Service.

It provides an overview of the system and guides you, through the various steps involved in setting up and providing the receivables and payables 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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Access to Oracle Support

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

Diversity and Inclusion

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

Related Resources

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*
- *Supply Chain Finance User Guide*

Conventions

The following text conventions are used in this document:

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

Screenshot Disclaimer

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

Acronyms and Abbreviations

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

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 with asterisk are mandatory.
Save	Click **Save** to save the details entered or selected in the screen.
Unlock	Click **Unlock** to update the details of an existing record. The system displays an existing record in editable mode. • This option is displayed only for the records that are already created.
Authorize	Click **Authorize** to authorize the record created. A maker of the screen is not allowed to authorize the same. Only a checker can authorize a record. • This option is displayed only for the already created records.
Approve	Click **Approve** to approve the initiated record. • This button is displayed once you click **Authorize**.

Table 3 (Cont.) Basic Actions

Actions	Description
Reject	Click **Reject** to reject the initiated record. • This button is displayed once you click **Authorize**.
Audit	Click **Audit** to view the maker details, checker details of the particular record. • This button is displayed only for the records that are already created.
Close	Click **Close** to close a record. This action is available only when a record is created.
Confirm	Click **Confirm** to confirm the action performed.
Cancel	Click **Cancel** to cancel the action performed.
Compare	Click **Compare** to view the comparison through the field values of old record and the current record. • This button is displayed in the widget once you click **Authorize**.
View	Click **View** to view the details in a particular modification stage. • This button is displayed in the widget once you click **Authorize**.
View Difference only	Click **View Difference only** to view a comparison through the field element values of old record and the current record, which has undergone changes. • This button is displayed once you click **Compare**.
Expand All	Click **Expand All** to expand and view all the details in the sections. • This button is displayed once you click **Compare**.
Collapse All	Click **Collapse All** to hide the details in the sections. • This button is displayed once you click **Compare**.
Menu Item Search	Specify the menu name to search and select the required screens from the list. • This option is used to search and navigate the required screens.
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 provides an overview of the features and functionalities of the Receivables and Payables module.

Overview

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

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

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

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

Benefits

- **Visibility** – 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** – The bank can leverage flexible configuration to respond to regulatory changes and expand into new geographies.

Functionality

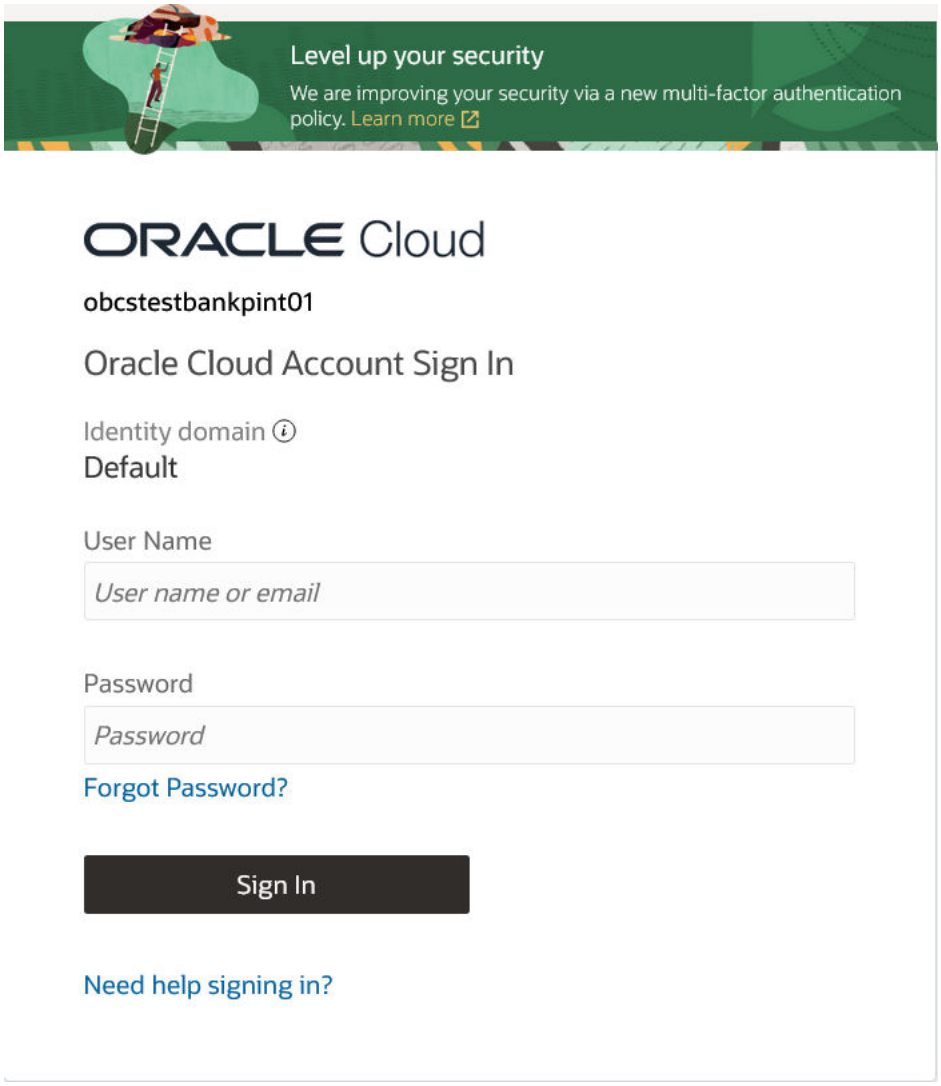
- E-Invoice and Purchase Order
- Debit Note and Credit Note
- Reconciliation
- Allocation of Payments
- Pricing

Home: Dashboard

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

On starting the Oracle® Banking Supply Chain Finance Cloud Service application, the below login screen is displayed:

Figure 1-1 Login



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 Supply Chain Finance Cloud Service Dashboard currently consists of the following mentioned portlets for Receivables and Payables management:

- **Top 5 Corporates:** This portlet displays information on the top five customers with respect to their total Receivables and Payables. On clicking the table icon at the 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 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 layout of day-zero system parameters pertaining to the Receivables and Payables module for you to view and modify, if required.

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
- Application 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:

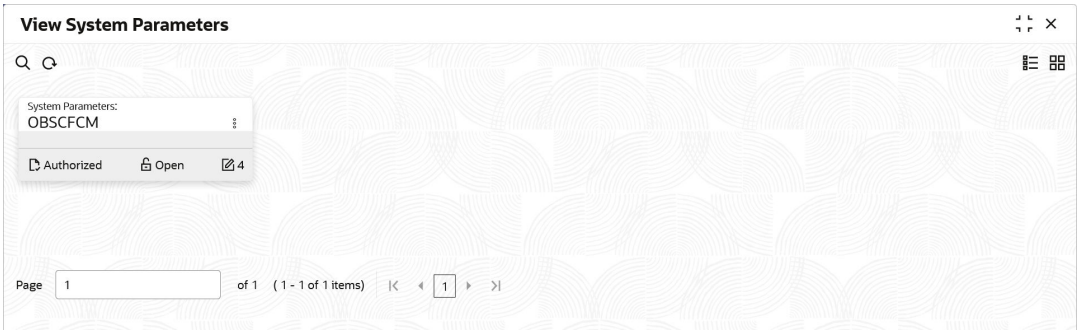
- The status, whether Authorized, Unauthorized, or Rejected
- Open or Closed
- The number of times the record has been submitted by the Maker added.

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.

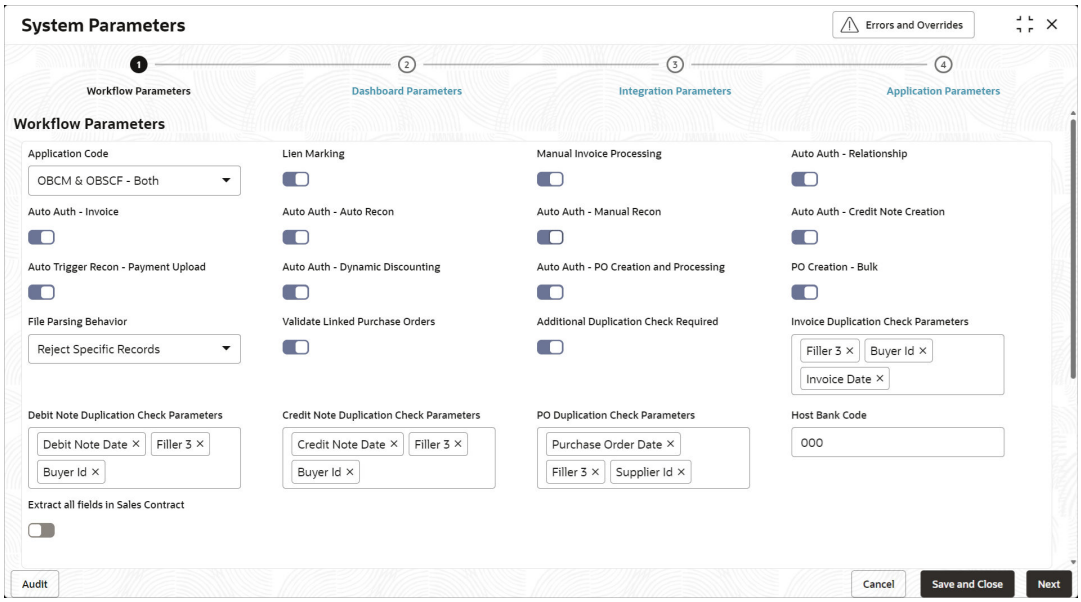
      The user can filter the records using the following parameters:

      - 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
Application Code	Select the applicable Application Code. The available options are: • **OBCM**- Oracle Banking Cash Management • **OBSCF** - Oracle Banking Supply Chain Finance • **OBCM & OBSCF - Both** - Oracle Banking Cash Management & Oracle Banking Supply Chain Finance
Lien Marking	Select the toggle switch to enable or disable the Lien Marking in the host application.
Manual Invoice Processing	Select the toggle switch to enable or disable the manual enrichment required for invoice processing.

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

Field	Description
Auto Auth - Relationship	Select the toggle switch to enable or disable the auto authorization for the relationship management.
Auto Auth - Invoice	Select the toggle switch to enable or disable the auto authorization for invoice transactions.
Auto Auth - Auto Recon	Select the toggle switch to enable or disable the auto authorization for automatic reconciliation.
Auto Auth - Manual Recon	Select the toggle switch to enable or disable the auto authorization for manual reconciliation.
Auto Auth - Credit Note Creation	Select the toggle switch to enable or disable the auto authorization for credit note creation.
Auto Trigger Recon - Payment Upload	Select the toggle switch to enable or disable the auto trigger of Recon when the payment file/record is uploaded.
Auto Auth - Dynamic Discounting	Select the toggle switch to enable or disable the auto authorization for dynamic discounting.
Auto Auth - PO Creation 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.
File Parsing Behavior	Select the type of file parsing behavior. The available options are: • Reject All Records - If one record in a file fails, all records should be marked as fail and the entire file should be rejected. • Reject Specific Records - If one record in a file fails, the system should move on to the other records and mark the file processing as success with relevant records failed/passed.
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.
Host Bank Code	Specify the code of the host bank in which the application is implemented.

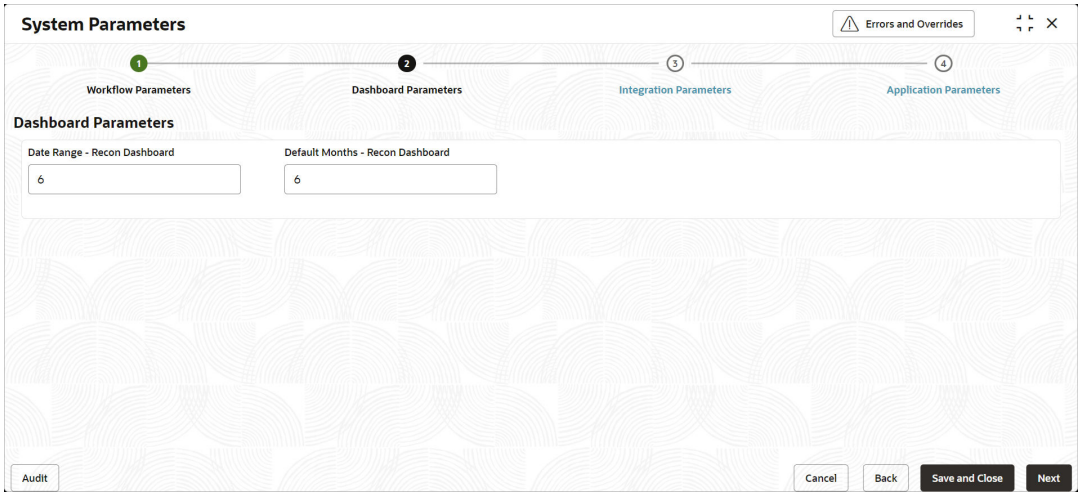
Table 2-1 (Cont.) Workflow Parameters - Field Description

Field	Description
Extract all fields in Sales Contract	Select the toggle switch to enable or disable the extraction of all the fields in the Smart Maintenance screen from the uploaded Sales Contract. If a valid production key for Gen AI is available, the toggle can be enabled. If the switch is disabled, only limited fields that are required to create a relationship/program are extracted.

7. Click **Next** button.

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

Figure 2-3 System Parameters - Dashboard Parameters



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

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

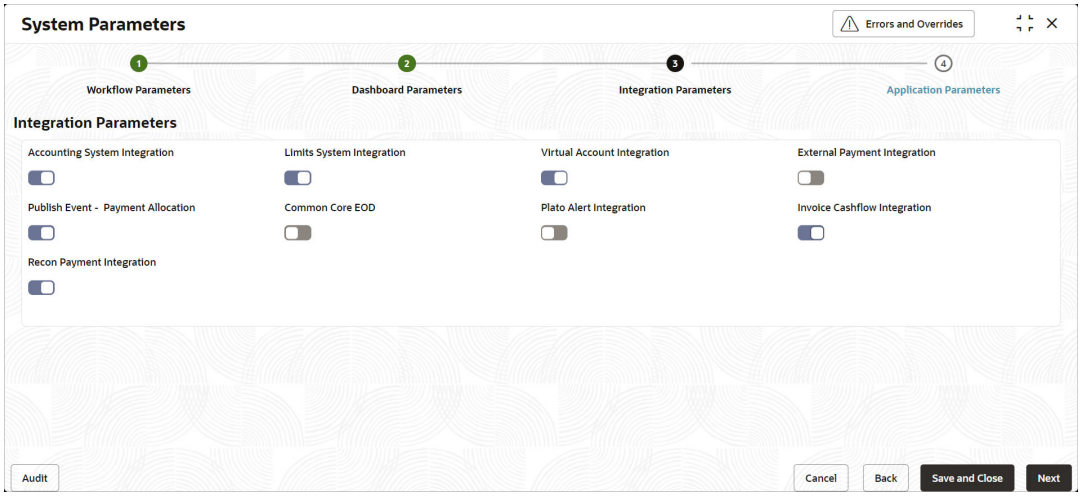
Table 2-2 Dashboard Parameters - Field Description

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

9. Click **Next** button.

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

Figure 2-4 System Parameters - Integration Parameters



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

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

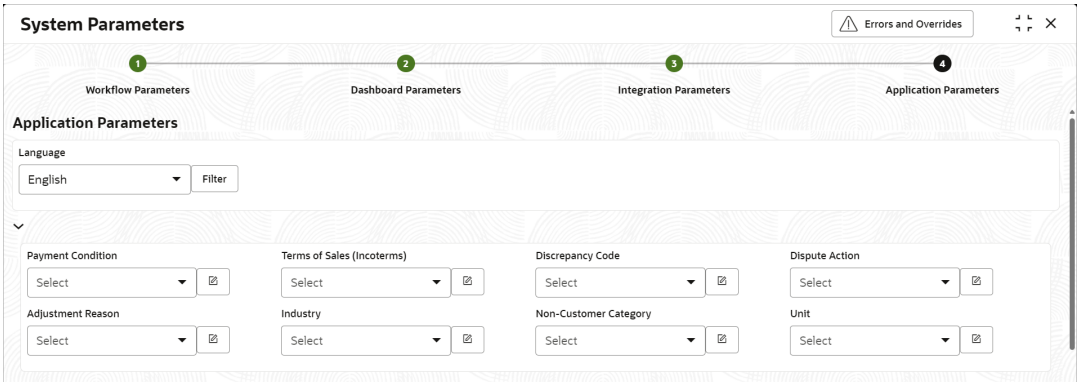
Table 2-3 Integration Parameters - Field Description

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

11. Click **Next** button.

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

Figure 2-5 System Parameters - Application Parameters



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

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

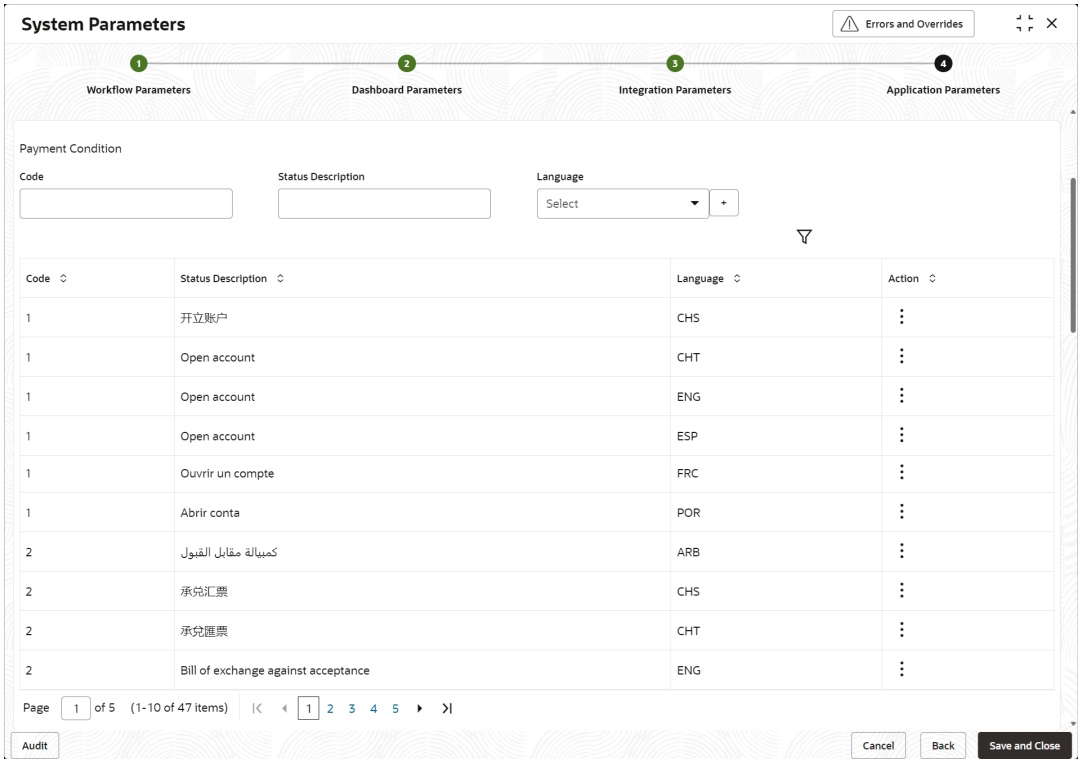
Table 2-4 Application Parameters - Field Description

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

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

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

Figure 2-6 Parameter Modification



14. Specify the values in the below fields and click the **Add** icon to add the new codes.

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

Table 2-5 Parameter Modification - Field Description

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

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

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

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

3

Maintenance for Receivables and Payables

This topic describes the maintenance of day zero reference data applicable to the Receivables and Payables module.

To initiate the operation of Receivables and Payables module within the Supply Chain Finance Cloud Service system, specific reference data must be established at the outset. This includes configuring reference data such as relationship master, reconciliation rules, charges, accounting parameters, tolerance levels, payment terms, and more. Additionally, administrators may need to be designated to handle administrative tasks, such as creating user accounts, and assigning tasks and privileges based on user profiles.

Maintaining Core Reference Data

Execution of Receivables and Payables transactions requires the establishment of essential reference data, including but not limited to the country list, currency details, customer categories, holiday schedules, financial institutions/banks list, branches, FX rates, and more.

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

This topic contains the following subtopics:

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

- Reconciliation Rules Maintenance
  This topic describes the information to maintain the Reconciliation Rules in Supply Chain Finance Cloud Service system.
- Relationship Management 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 outstanding amount and payment amount to enable automatic matching of invoices with the respective payment records.

3.1 Accounting Maintenance

This topic covers the procedures for configuring reference data related to Accounting in the Supply Chain Finance Cloud Service system, including tasks such as account mapping, defining entry codes, assigning roles, and managing accounting entries

This topic contains the following subtopics:

- Accounting Role
  This topic describes the information to setup the reference data for Accounting roles in Supply Chain Finance Cloud Service system.
- Entry Codes
  This topic describes the information to setup the reference data for entry codes in Supply Chain Finance Cloud Service system.
- Accounting Entries
  This topic describes the information to setup the reference data for Accounting entries in Supply Chain Finance Cloud Service 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 Supply Chain Finance Cloud Service system.
- Internal Account Mapping
  This topic describes the information to setup the reference data for internal account mapping in Supply Chain Finance Cloud Service system.

3.1.1 Accounting Role

This topic describes the information to setup the reference data for Accounting roles in Supply Chain Finance Cloud Service 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.

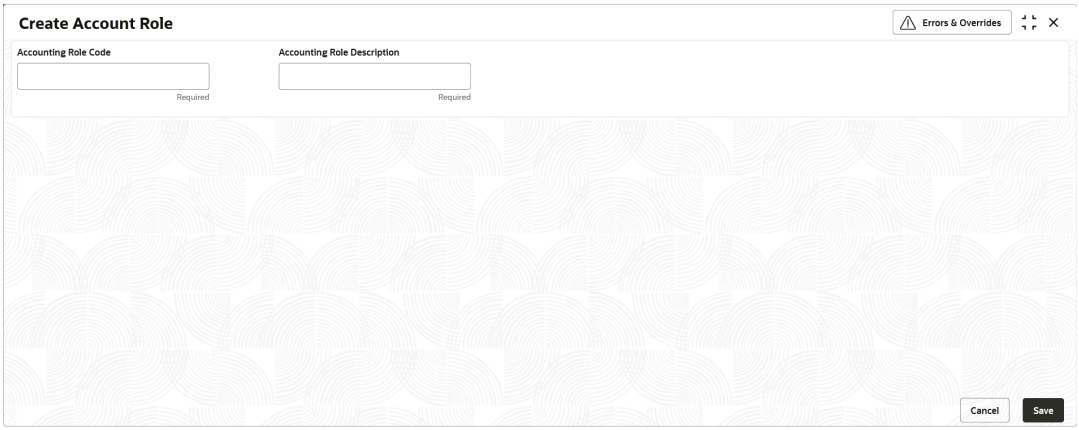
This is required to identify the Dr or Cr leg in an accounting entry. Dr or Cr legs with other parameters like amount type, are created through **Entry Codes** submenu.

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



4. 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.

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

3.1.1.2 View Accounting Role

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

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

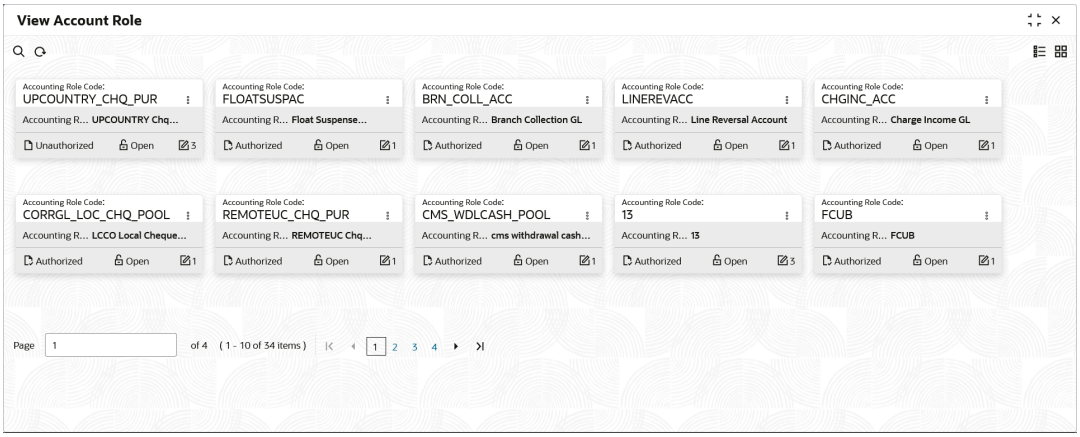
- The status, whether Authorized, Unauthorized, or Rejected
- Open or Closed
- The number of times the record has been submitted by the Maker added.

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

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 **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.
      - Click **Audit** to view the maker details, checker details of the record.
      - Click **Show History** hyperlink to view the historical data of the record.
   b. **Authorize** – To authorize or reject the record. Authorizing/Rejecting requires necessary access rights.

- Optional: Click **View** to view the record details.
- If there are more than one modifications, Click **Compare** to view the comparison through the field values of old record and the current record.
- 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 Supply Chain Finance Cloud Service 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

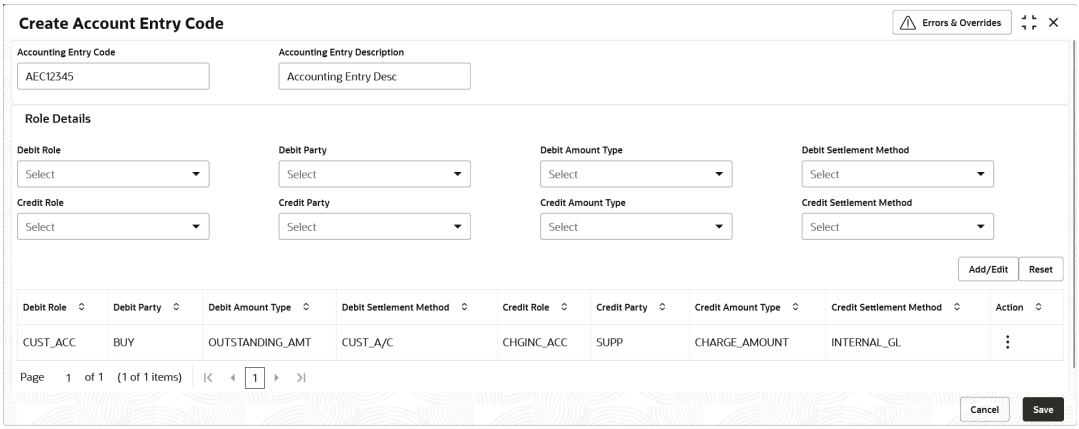
This topic describes the systematic instruction to create entry codes or Dr and Cr legs for an accounting entry.

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.
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:

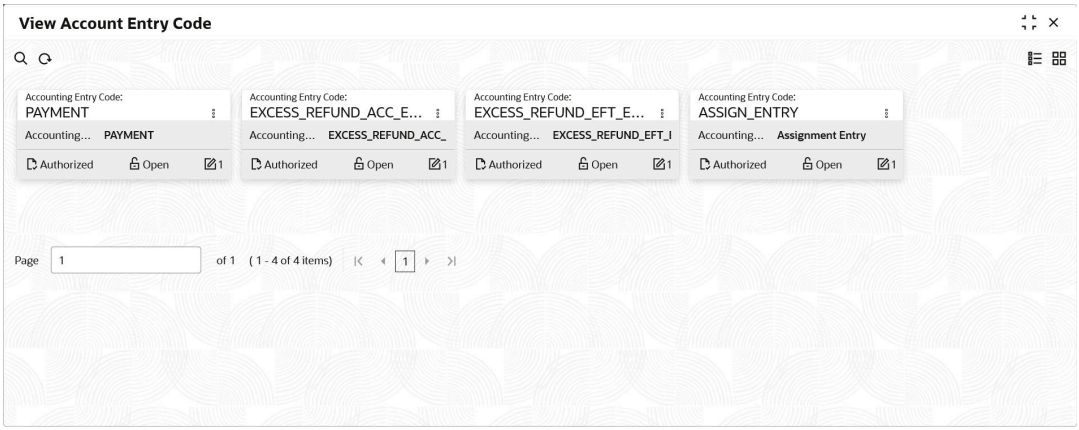
- The status, whether Authorized, Unauthorized, or Rejected
- Open or Closed
- The number of times the record has been submitted by the Maker added.

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.
      - Click **Audit** to view the maker details, checker details of the record.
      - Click **Show History** hyperlink to view the historical data of the record.
   b. **Authorize** – To authorize or reject the record. Authorizing/Rejecting requires necessary access rights.

- Optional: Click **View** to view the record details.
- If there are more than one modifications, Click **Compare** to view the comparison through the field values of old record and the current record.
- 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 Supply Chain Finance Cloud Service 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

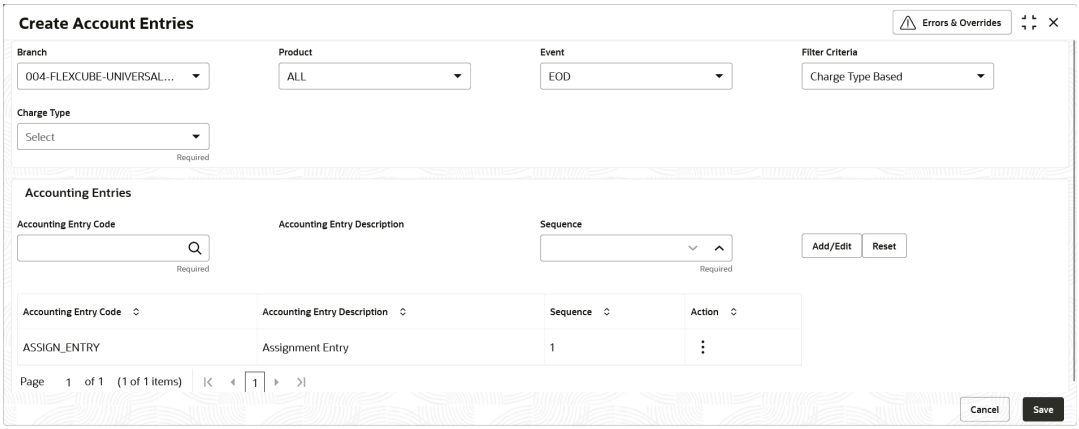
This topic describes the systematic instruction to create accounting entries by mapping entry codes with appropriate product, event, payment mode, and so on.

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



4. 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	Select the charge type as credit or debit. This field is displayed only if **Filter Criteria** is selected as **Charge Type**.
Payment Mode	Select the mode of the payment. The available options are: • **Account Transfer** • **Cheque** • **EFT** This field is displayed only if **Filter Criteria** is selected as **Instrument Status**.
Approved	Switch the toggle ON, if accounting has to be set up for those instruments whose status is approved. This field is displayed only if **Filter Criteria** is selected as **Approved Based**.
PUA	Switch the toggle ON, if the accounting has to be set up for those instruments whose payment is under approval process. This field is displayed only if **Filter Criteria** is selected as **PUA**.

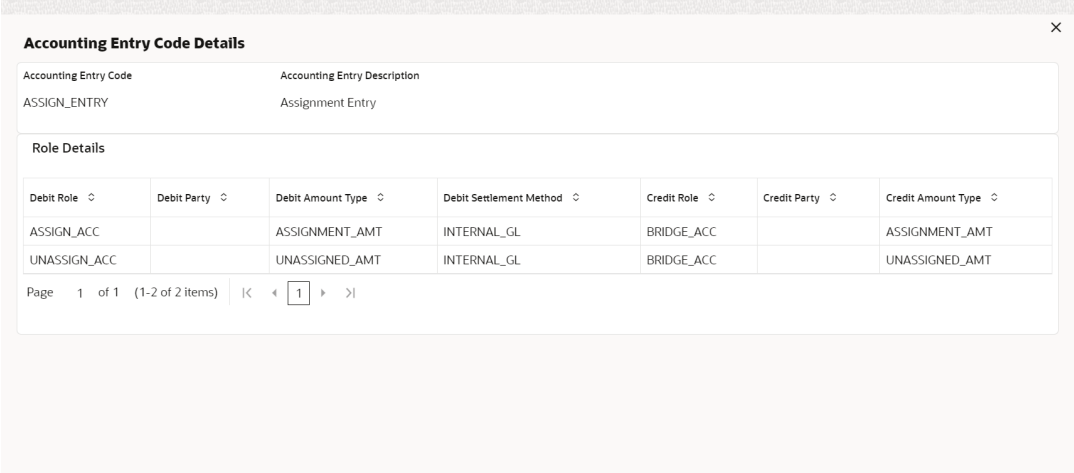
Table 3-3 (Cont.) Create Account Entries - Field Description

Field	Description
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**.
Indirect Payment	Switch the toggle ON, if accounting entry set up is required to debit supplier account for financed invoices. This field is displayed only if **Filter Criteria** is selected as **Is Indirect payment and 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



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:

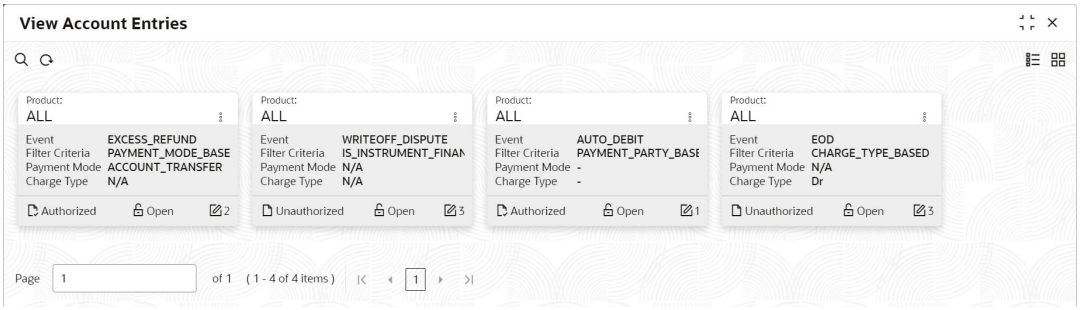
- The status, whether Authorized, Unauthorized, or Rejected
- Open or Closed
- The number of times the record has been submitted by the Maker added.

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.
      - Click **Audit** to view the maker details, checker details of the record.
      - Click **Show History** hyperlink to view the historical data of the record.
   b. **Authorize** – To authorize or reject the record. Authorizing/Rejecting requires necessary access rights.
      - Optional: Click **View** to view the record details.
      - If there are more than one modifications, Click **Compare** to view the comparison through the field values of old record and the current record.

- 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 Supply Chain Finance Cloud Service 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

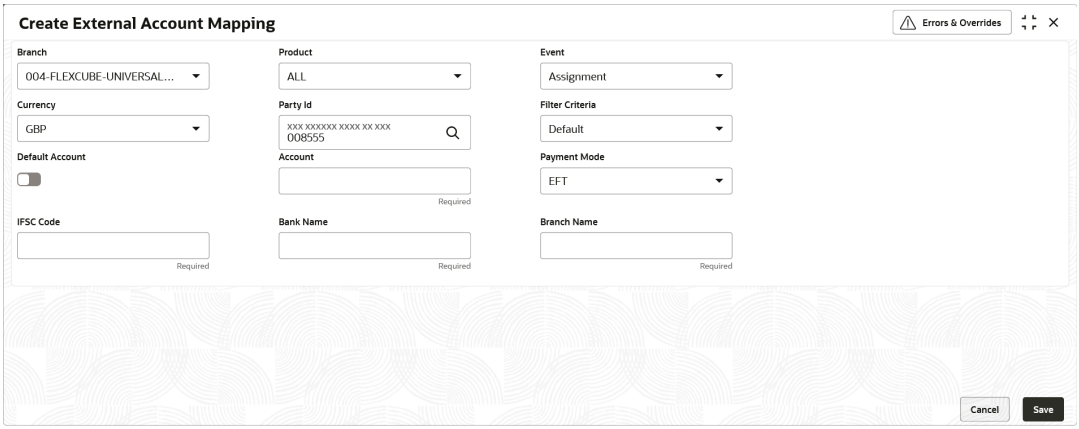
This topic describes the systematic instruction to create external account mapping. i.e. mapping of a customer external account to a specific product, event, etc.

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



4. 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.

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

3.1.4.2 View External Account Mapping

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

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

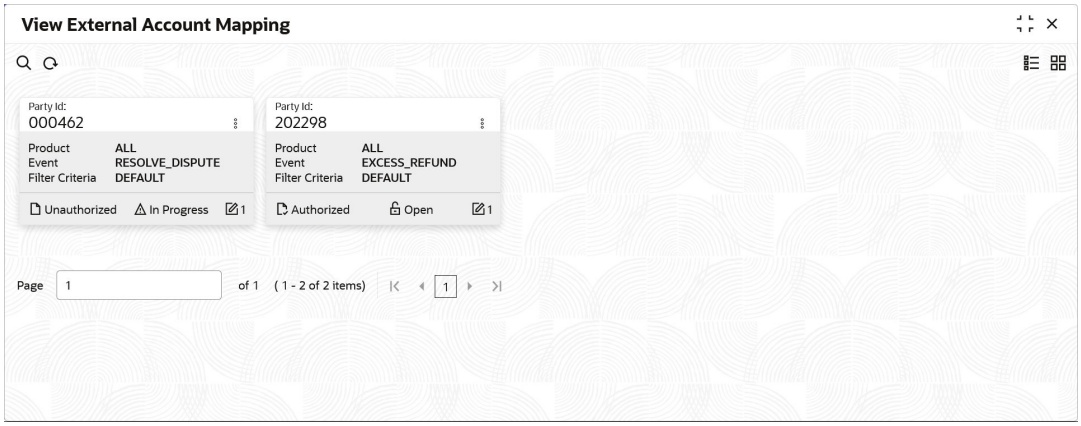
- The status, whether Authorized, Unauthorized, or Rejected
- Open or Closed
- The number of times the record has been submitted by the Maker added.

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

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

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

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.
      - Click **Audit** to view the maker details, checker details of the record.
      - Click **Show History** hyperlink to view the historical data of the record.
   b. **Authorize** – To authorize or reject the record. Authorizing/Rejecting requires necessary access rights.

- Optional: Click **View** to view the record details.
- If there are more than one modifications, Click **Compare** to view the comparison through the field values of old record and the current record.
- 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 Supply Chain Finance Cloud Service 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

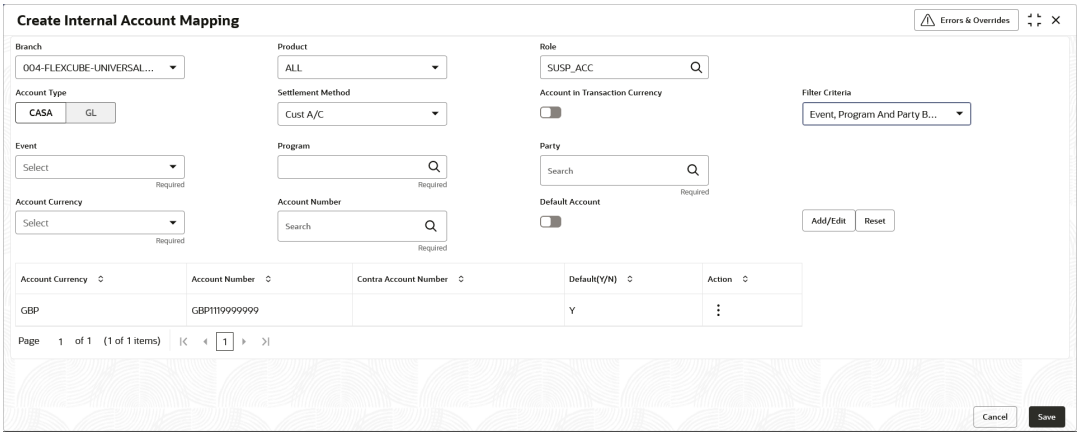
This topic describes the systematic instruction to map internal accounts (Customer accounts and Bank GL accounts) with specific accounting roles.

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

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

Field	Description
Division Code	Click the search icon and select the applicable division code for account mapping. This field is displayed only if **Filter Criteria** selected as **Division Code**.
Program	Click the search icon and select the applicable program for account mapping. This field is displayed only if **Filter Criteria** selected as **Program**.
Event	Select an event for account mapping. This field is displayed only if **Filter Criteria** selected as **Event**.
Charge Code	Select the charge code to map the account with. This field is displayed only if **Filter Criteria** selected as **Charge Code**.
Account Currency	Select the currency of the account to be mapped.
Account Number	Click the Search icon and select real/virtual account number.
Default Account	Use this toggle button to specify if this account should be considered as the default one.

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

3.1.5.2 View Internal Account Mapping

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

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

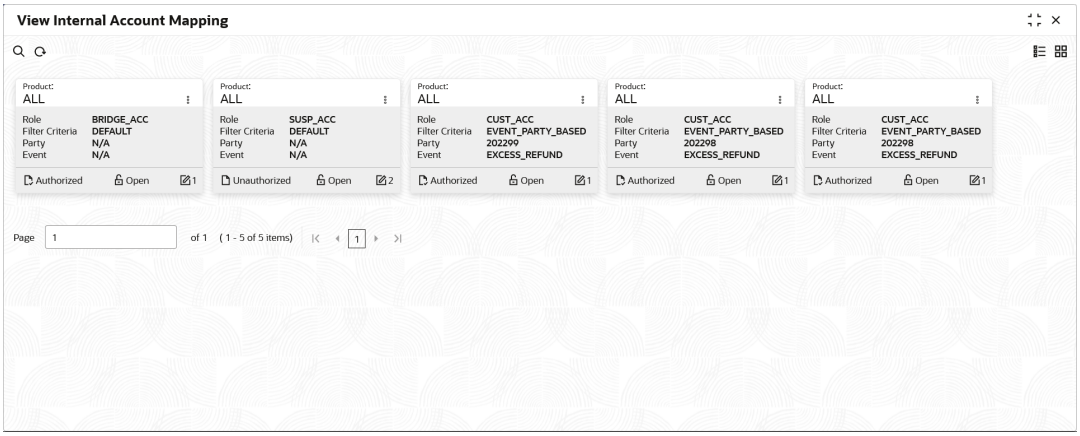
- The status, whether Authorized, Unauthorized, or Rejected
- Open or Closed
- The number of times the record has been submitted by the Maker added.

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

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

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

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.
      - Click **Audit** to view the maker details, checker details of the record.
      - Click **Show History** hyperlink to view the historical data of the record.
   b. **Authorize** – To authorize or reject the record. Authorizing/Rejecting requires necessary access rights.
      - Optional: Click **View** to view the record details.
      - If there are more than one modifications, Click **Compare** to view the comparison through the field values of old record and the current record.
      - 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 Supply Chain Finance Cloud Service 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 Supply Chain Finance Cloud Service system.
- Alert Definition
  This topic describes the information to maintain the alert definitions in Supply Chain Finance Cloud Service system.
- Alert Decisioning
  This topic describes the information to set and manage the alerts in Supply Chain Finance Cloud Service 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 Supply Chain Finance Cloud Service 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.

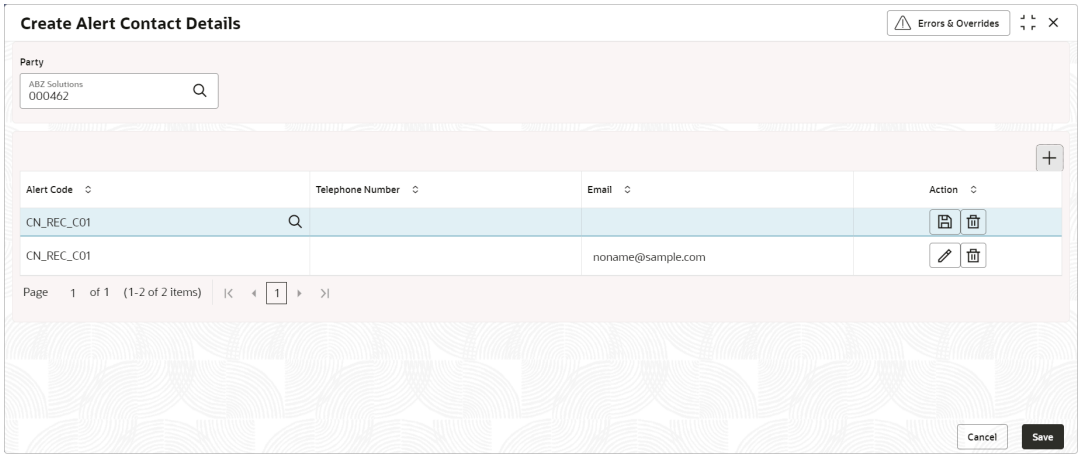
A newly created contact details record takes effect once authorized and cannot be modified thereafter.

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



4. 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.

5. Click **Add** icon to add a row for a contact.
6. 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.
7. Click **Save** to save the record and send it for authorization.

3.2.1.2 View Alert Contact Details

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

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

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

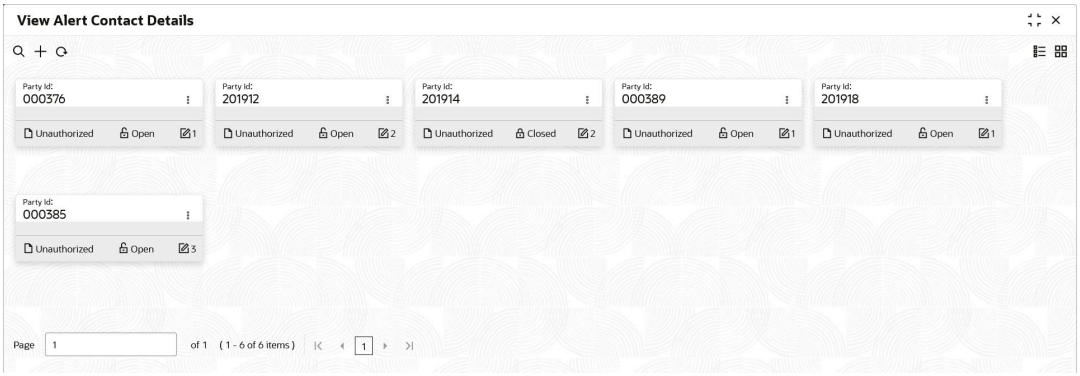
- The number of times the record has been submitted by the Maker added.

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

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

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

Figure 3-13 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.
      - Click **Audit** to view the maker details, checker details of the record.
      - Click **Show History** hyperlink to view the historical data of the record.
   b. **Authorize** – To authorize or reject the record. Authorizing/Rejecting requires necessary access rights.
      - Optional: Click **View** to view the record details.
      - If there are more than one modifications, Click **Compare** to view the comparison through the field values of old record and the current record.
      - 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 Supply Chain Finance Cloud Service 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.

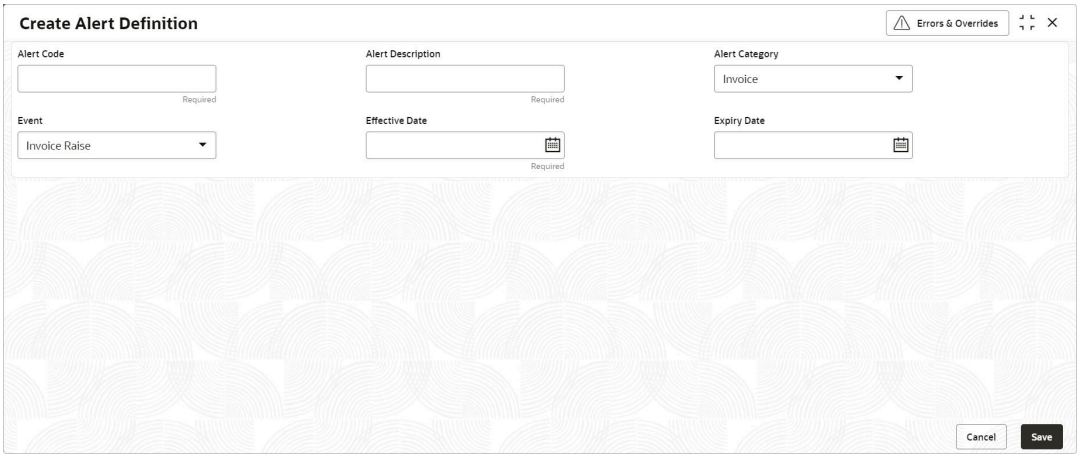
Newly created alert types take effect once authorized and cannot be modified thereafter.

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



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:

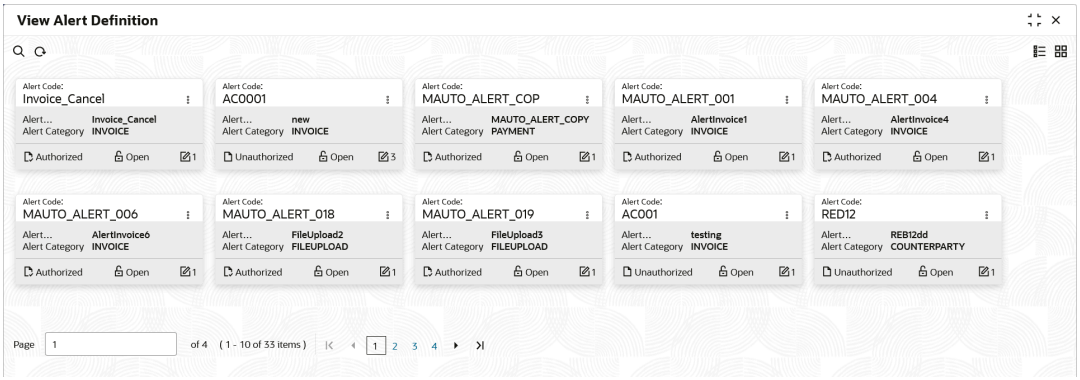
- The status, whether Authorized, Unauthorized, or Rejected
- Open or Closed
- The number of times the record has been submitted by the Maker added.

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.
      - Click **Audit** to view the maker details, checker details of the record.
      - Click **Show History** hyperlink to view the historical data of the record.
   b. **Authorize** – To authorize or reject the record. Authorizing/Rejecting requires necessary access rights.
      - Optional: Click **View** to view the record details.
      - If there are more than one modifications, Click **Compare** to view the comparison through the field values of old record and the current record.
      - 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 Supply Chain Finance Cloud Service 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.

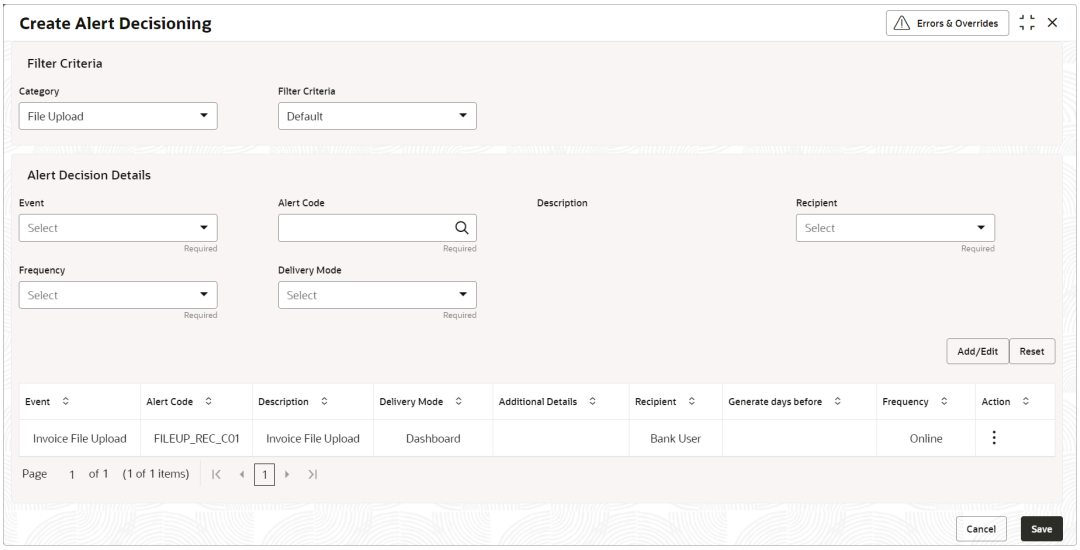
Newly set decisioning records take effect once authorized. The phone number and email ID are obtained from the records maintained in the **Alert Contact Details** screen. Additional contact information can be entered in this screen.

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



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: • **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: • **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: • **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: • **Dashboard** • **Email** • **SMS** • **Whatsapp** If the **Plato Alert Integration** toggle is disabled at the **System Parameters** screen, then the available options is: • **Email**
Additional Phone	Specify the additional phone number to send the alert on. This field is displayed only for the **WhatsApp**, and **SMS** modes of delivery.
Additional Email	Specify the additional email address to send the alert on. This field is displayed only for the **Email** delivery mode.

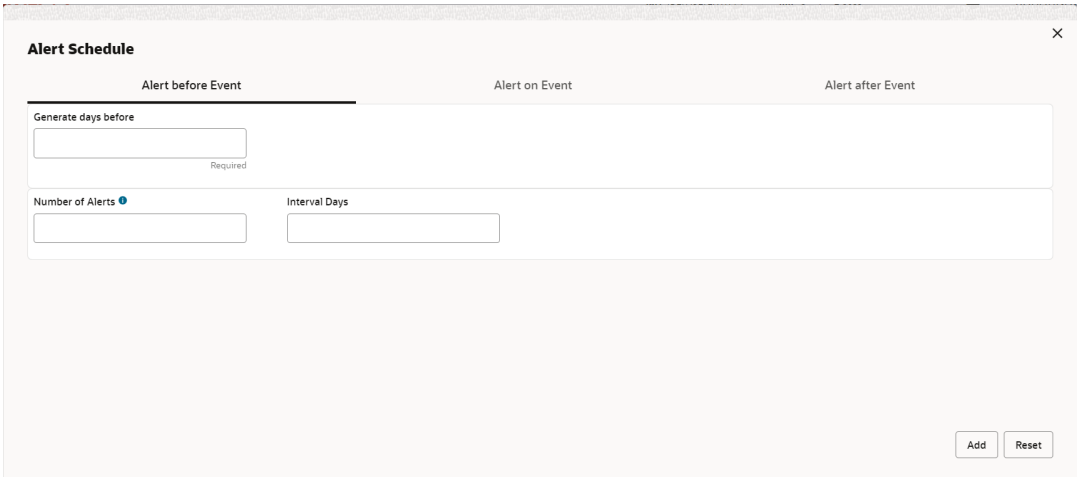
Table 3-8 (Cont.) Create Alert Decisioning - Field Description

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

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

   The **Alert Schedule - Alert before Event** popup screen displays.

Figure 3-17 Alert Schedule - Alert before Event



6. Specify the fields on **Alert before Event** tab.

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

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

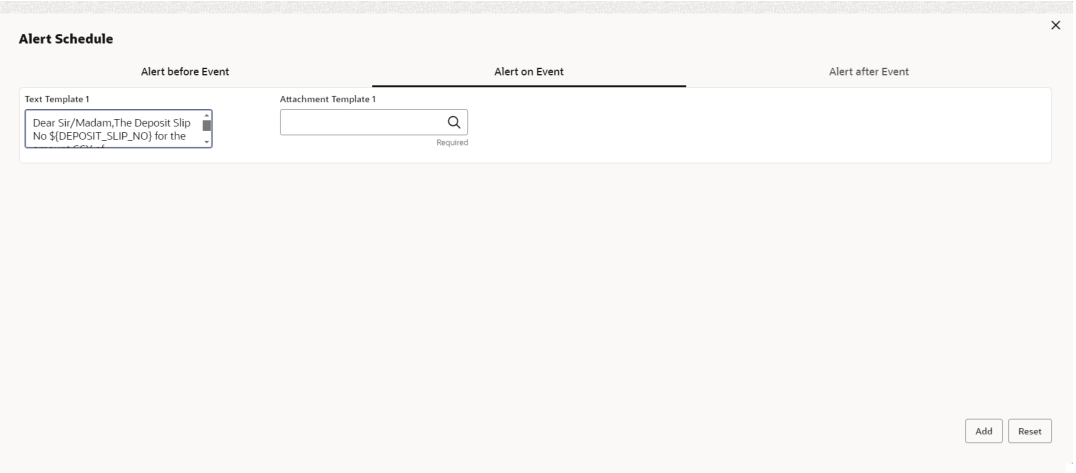
Table 3-9 Alert before Event - Field Description

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

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

   The **Alert Schedule - Alert on Event** popup screen displays.

Figure 3-18 Alert Schedule - Alert on Event



8. 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.

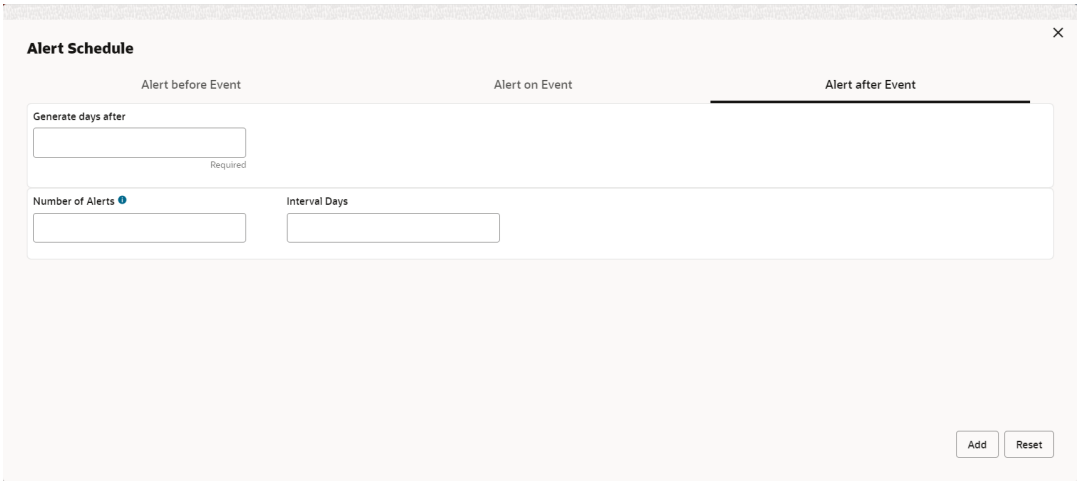
Table 3-10 Alert on Event - Field Description

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**.

9. 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:

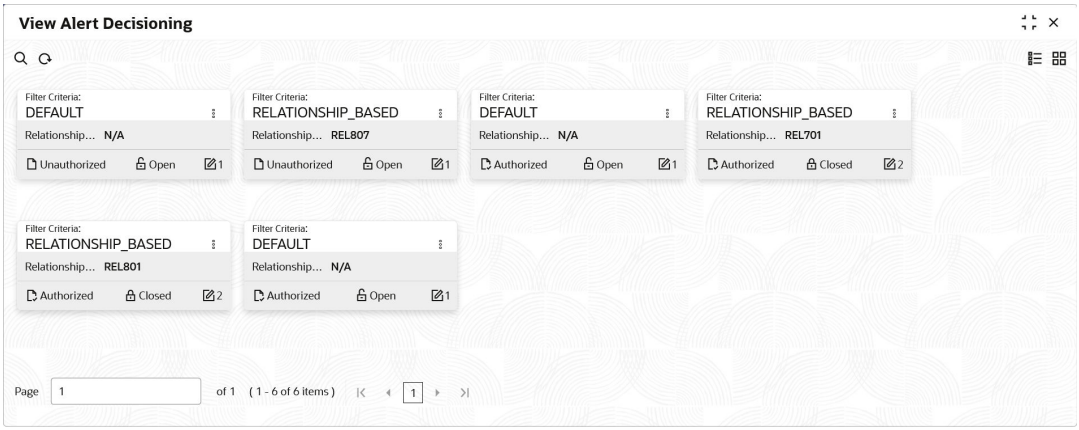
- The status, whether Authorized, Unauthorized, or Rejected
- Open or Closed
- The number of times the record has been submitted by the Maker added.

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.
      - Click **Audit** to view the maker details, checker details of the record.
      - Click **Show History** hyperlink to view the historical data of the record.
   b. **Authorize** – To authorize or reject the record. Authorizing/Rejecting requires necessary access rights.

- Optional: Click **View** to view the record details.
- If there are more than one modifications, Click **Compare** to view the comparison through the field values of old record and the current record.
- 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 Supply Chain Finance Cloud Service 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 Supply Chain Finance Cloud Service 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 Supply Chain Finance Cloud Service system.
- Charge Decisioning
  This topic describes the information to map the charge rule template and charge code to a specific products in Supply Chain Finance Cloud Service system.
- Charge Preferential Pricing
  This topic describes the information to configure the special pricing or charge application for a specific corporate in Supply Chain Finance Cloud Service system.

3.3.1 Charge Code

This topic describes the information to setup the reference data for charge codes in Supply Chain Finance Cloud Service 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

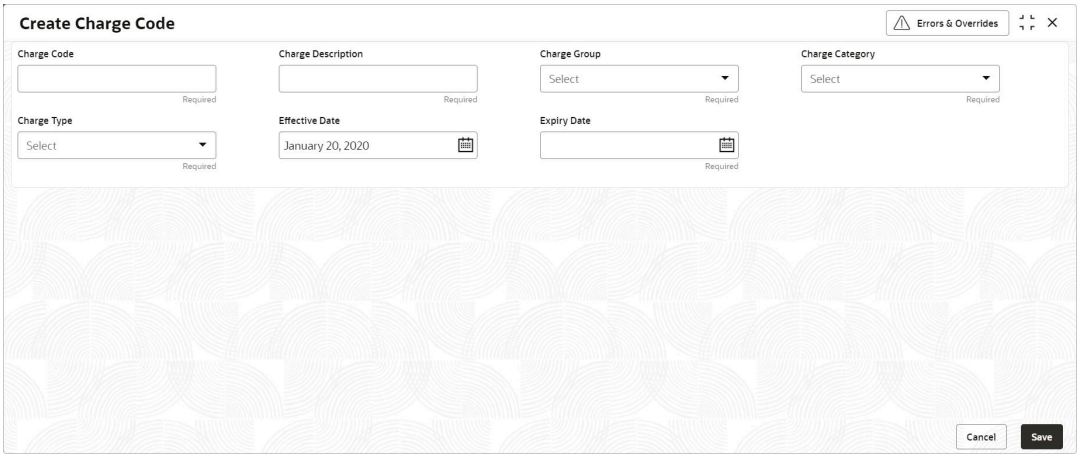
This topic describes the systematic instruction to manage the charge code.

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: • **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:

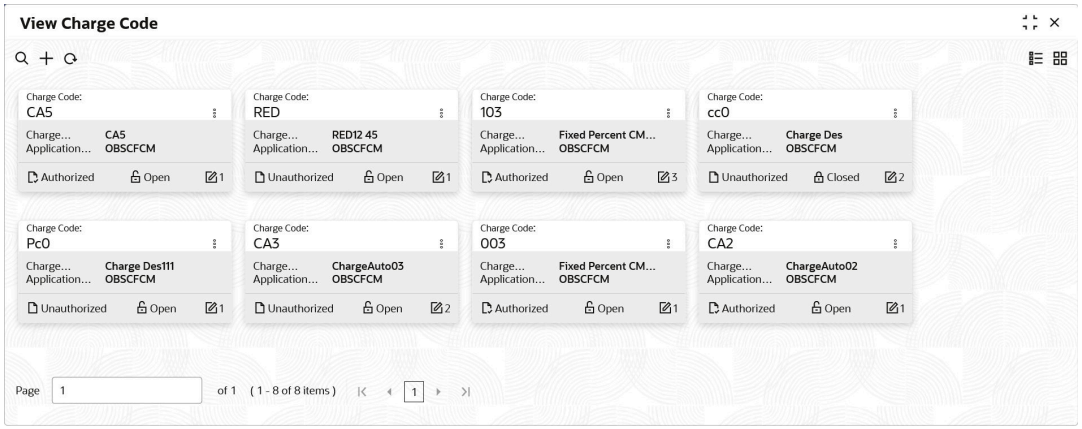
- The status, whether Authorized, Unauthorized, or Rejected
- Open or Closed
- The number of times the record has been submitted by the Maker added.

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.
      - Click **Audit** to view the maker details, checker details of the record.
      - Click **Show History** hyperlink to view the historical data of the record.
   b. **Authorize** – To authorize or reject the record. Authorizing/Rejecting requires necessary access rights.
      - Optional: Click **View** to view the record details.
      - If there are more than one modifications, Click **Compare** to view the comparison through the field values of old record and the current record.
      - 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 Supply Chain Finance Cloud Service 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

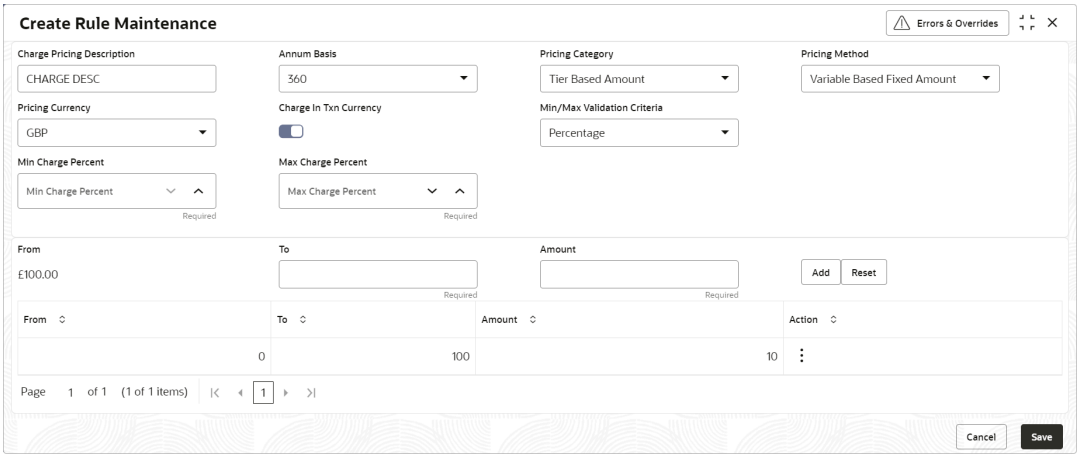
This topic describes the systematic instruction to define rules for charge pricing/charge calculation based on the bank's requirements.

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



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.

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

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

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

3.3.2.2 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:

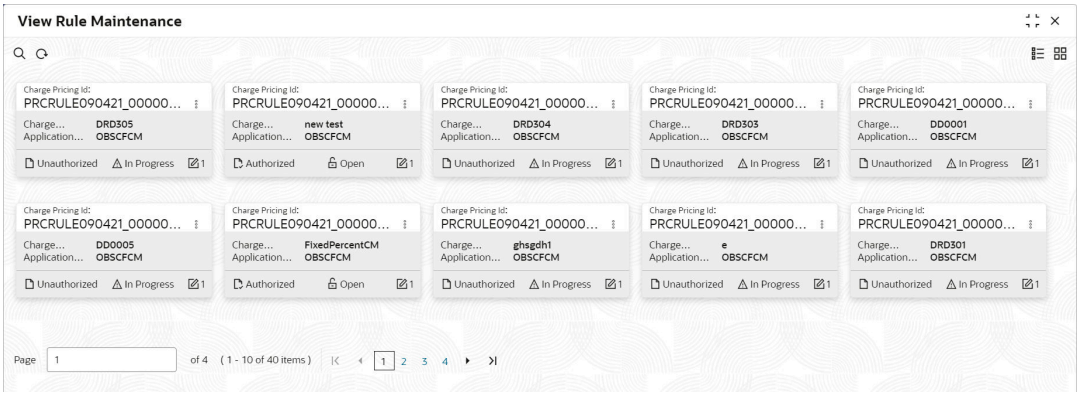
- The status, whether Authorized, Unauthorized, or Rejected
- Open or Closed
- The number of times the record has been submitted by the Maker added.

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.
      - Click **Audit** to view the maker details, checker details of the record.
      - Click **Show History** hyperlink to view the historical data of the record.
   b. **Authorize** – To authorize or reject the record. Authorizing/Rejecting requires necessary access rights.

- Optional: Click **View** to view the record details.
- If there are more than one modifications, Click **Compare** to view the comparison through the field values of old record and the current record.
- 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 Supply Chain Finance Cloud Service 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

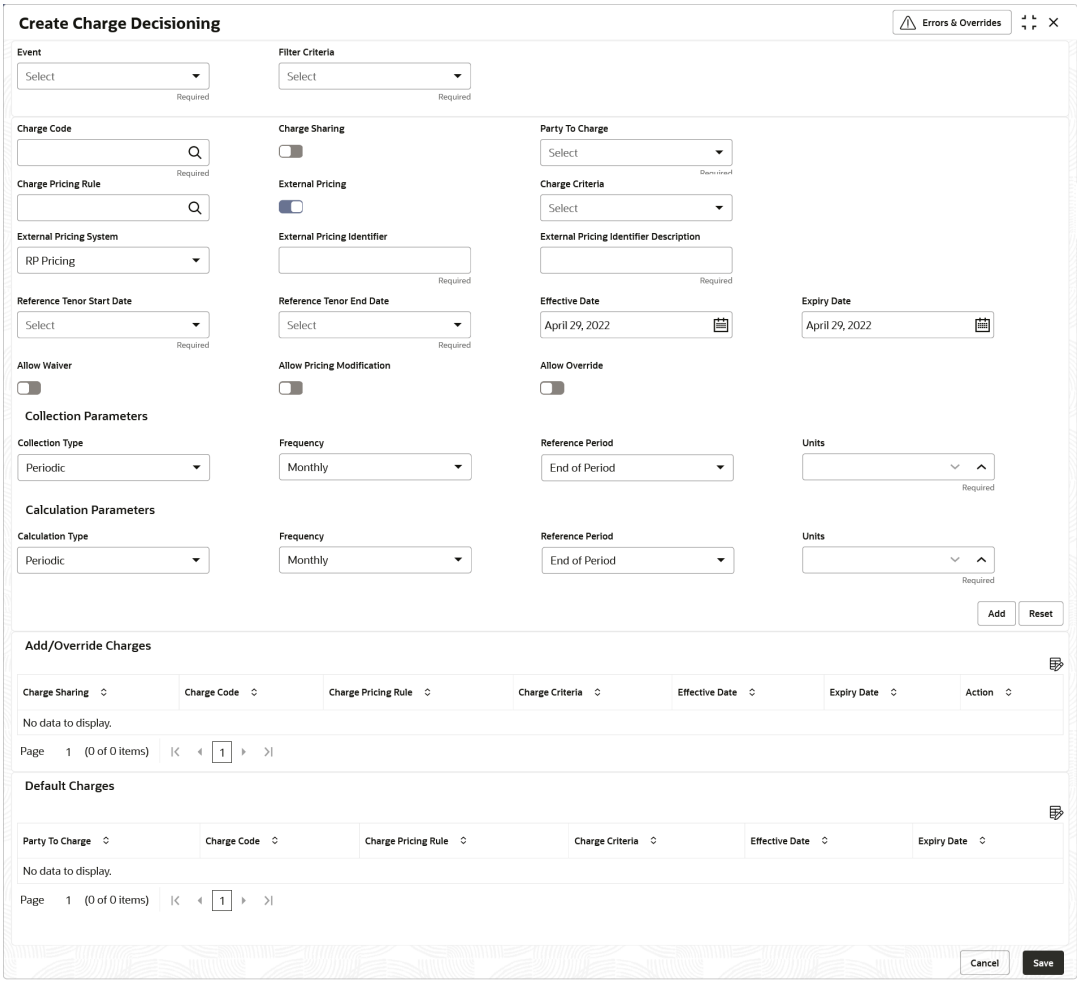
This topic describes the systematic instruction to map the charge rule and charge code to a specific product.

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



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

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

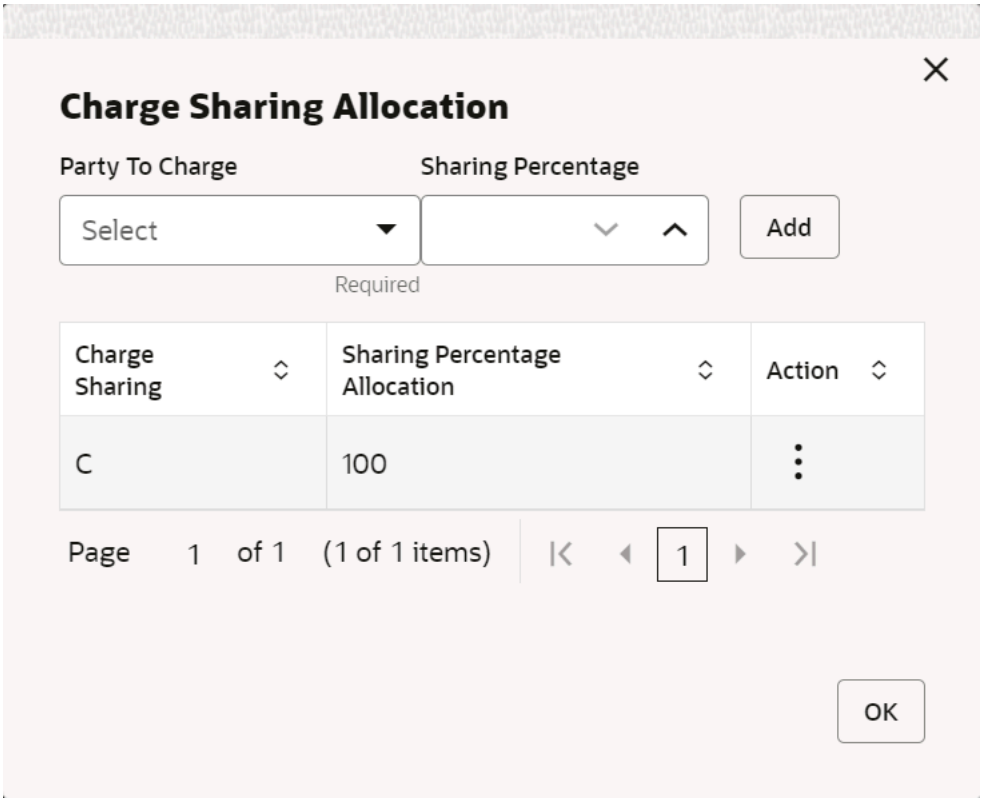
Table 3-14 (Cont.) Create Charge Decisioning - Field Description

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

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



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.

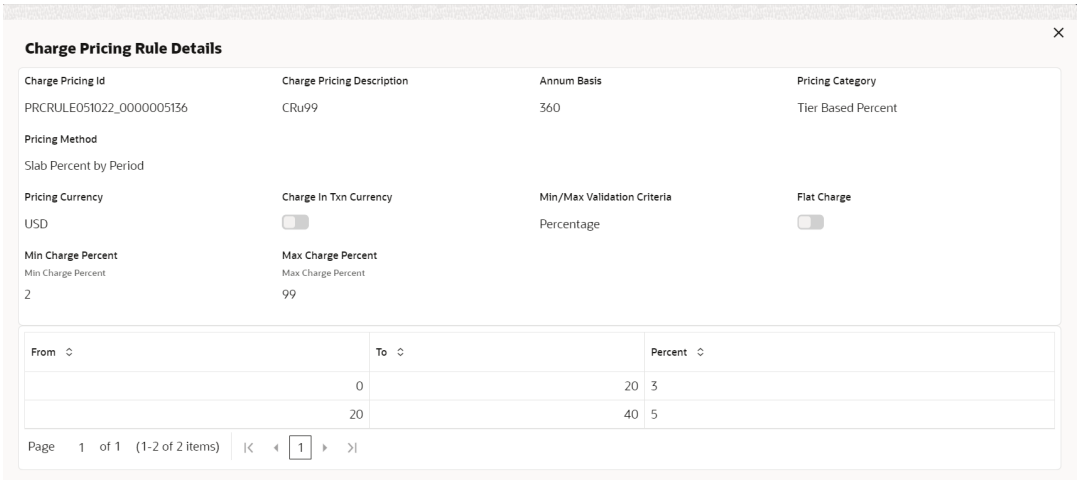
f. Click **OK** to save the charge sharing details.

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



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:

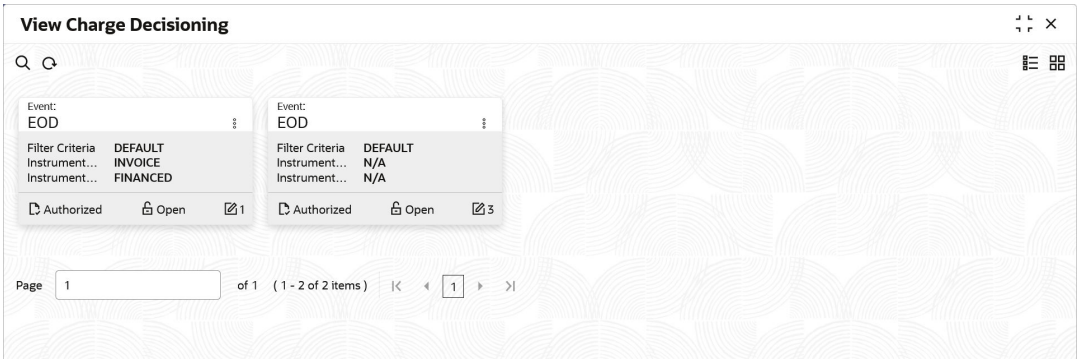
- The status, whether Authorized, Unauthorized, or Rejected
- Open or Closed
- The number of times the record has been submitted by the Maker added.

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.
      - Click **Audit** to view the maker details, checker details of the record.
      - Click **Show History** hyperlink to view the historical data of the record.
   b. **Authorize** – To authorize or reject the record. Authorizing/Rejecting requires necessary access rights.
      - Optional: Click **View** to view the record details.
      - If there are more than one modifications, Click **Compare** to view the comparison through the field values of old record and the current record.
      - 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 Supply Chain Finance Cloud Service 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

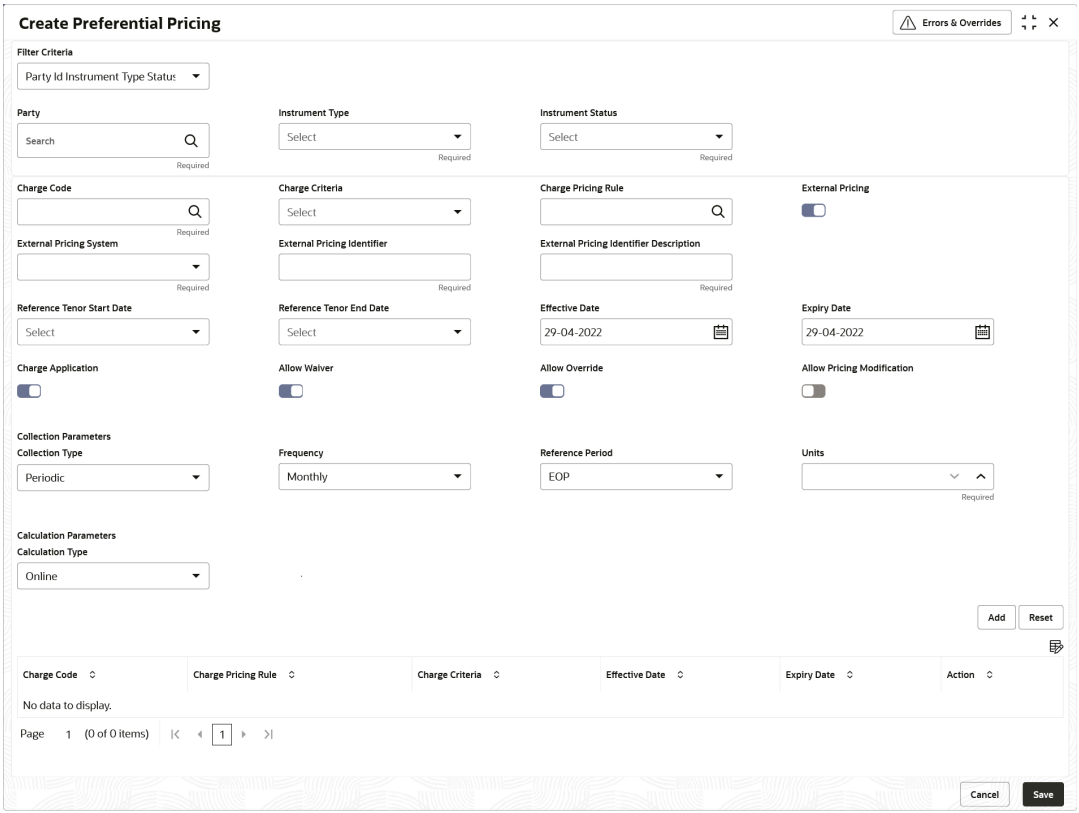
This topic describes the systematic instruction to maintain the charges for specific products or parties.

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: • **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.

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

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

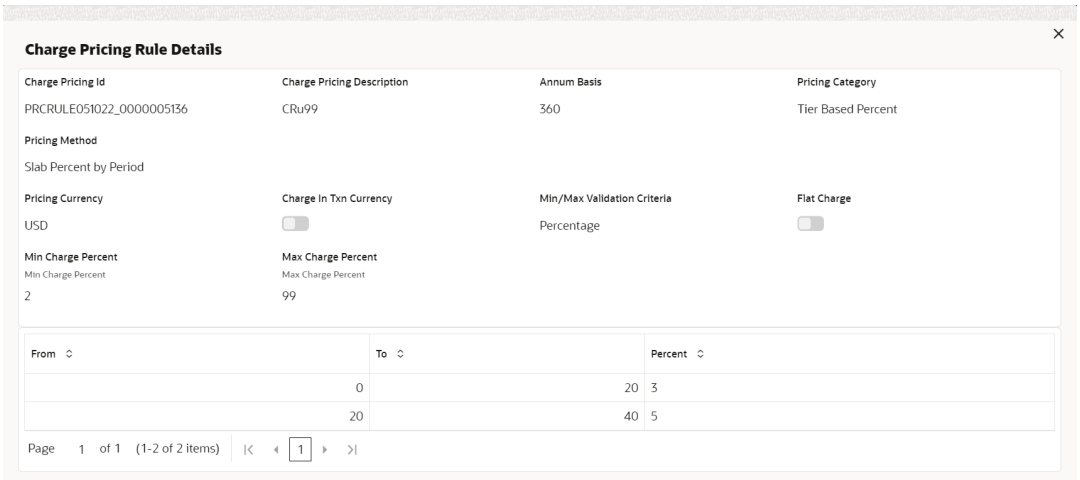
Table 3-15 (Cont.) Create Preferential Pricing - Field Description

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

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



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:

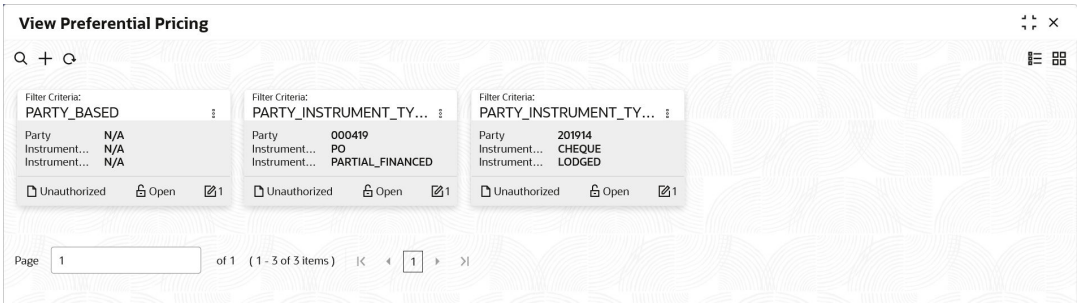
- The status, whether Authorized, Unauthorized, or Rejected
- Open or Closed
- The number of times the record has been submitted by the Maker added.

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.

- Click **Audit** to view the maker details, checker details of the record.
- Click **Show History** hyperlink to view the historical data of the record.

b. **Authorize** – To authorize or reject the record. Authorizing/Rejecting requires necessary access rights.

- Optional: Click **View** to view the record details.
- If there are more than one modifications, Click **Compare** to view the comparison through the field values of old record and the current record.
- 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.

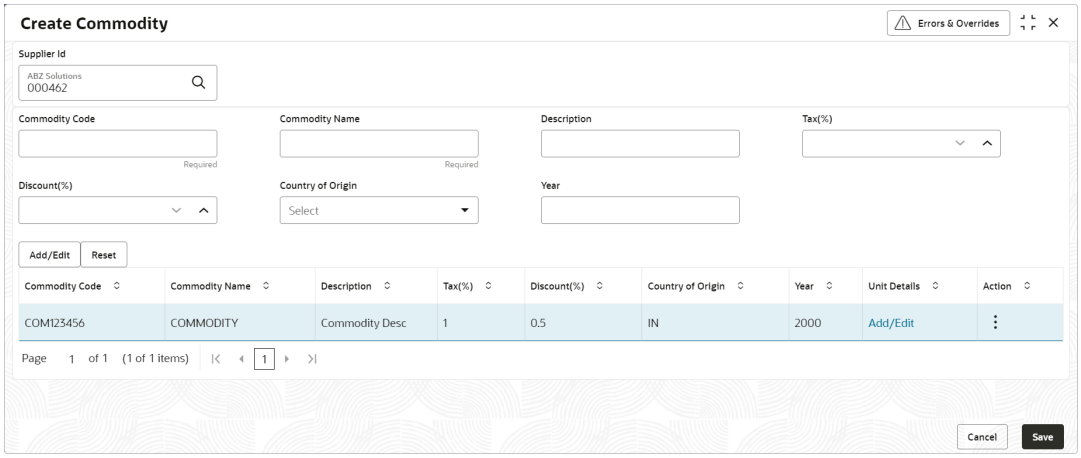
Newly created alert types take effect once authorized and cannot be modified thereafter.

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.

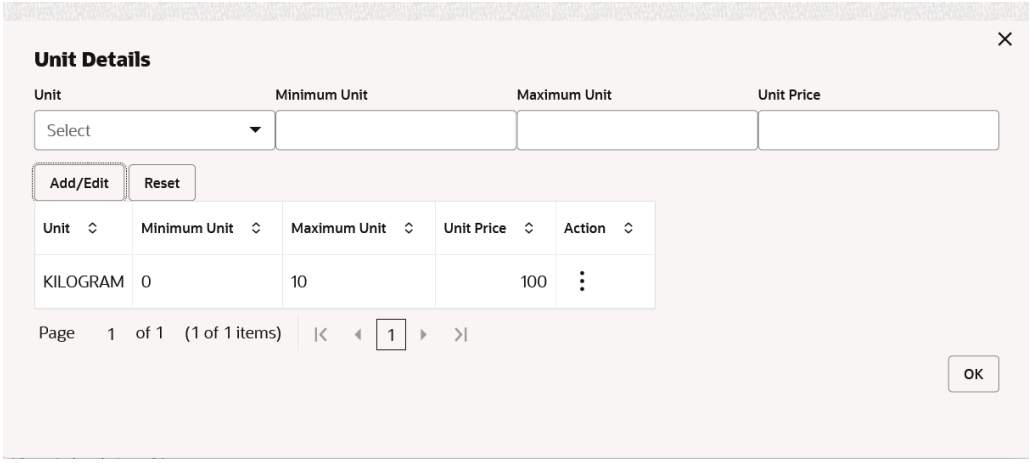
Table 3-16 Create Commodity - Field Description

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:

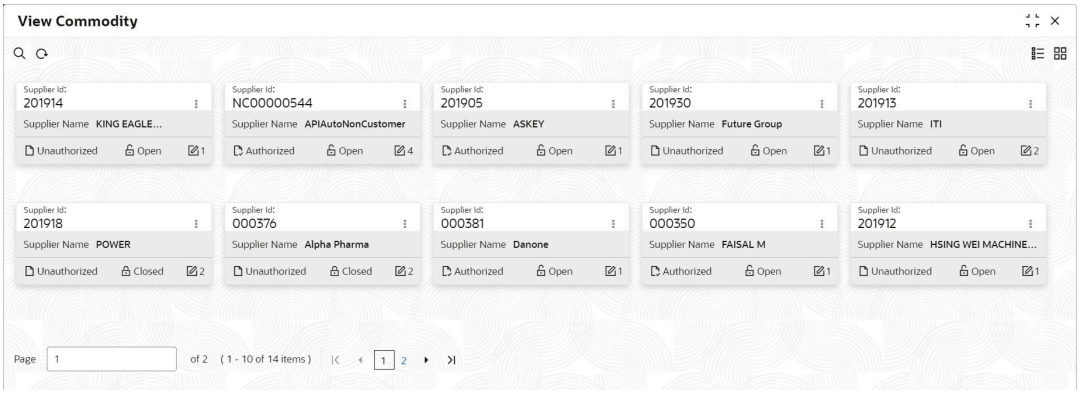
- The status, whether Authorized, Unauthorized, or Rejected
- Open or Closed
- The number of times the record has been submitted by the Maker added.

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.
      - Click **Audit** to view the maker details, checker details of the record.
      - Click **Show History** hyperlink to view the historical data of the record.
   b. **Authorize** – To authorize or reject the record. Authorizing/Rejecting requires necessary access rights.
      - Optional: Click **View** to view the record details.
      - If there are more than one modifications, Click **Compare** to view the comparison through the field values of old record and the current record.
      - Select the record and click **Approve** to approve the record.
      - Select the record and click **Reject** to reject the record. Specify the relevant comments in the pop-up window that appears, and click **Confirm**.
   c. **Delete/Close** – To remove the record.
      - Optional: In the confirmation pop-up window, click **View** to view the record details.
      - Click **Proceed** to delete the record.
   d. **Copy** – To copy the record parameters for creating a new record.
   e. **View** – To view the record details.
   f. **Reopen** – To reopen the closed record.

3.5 Customer Enrichment Maintenance

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

This topic contains the following subtopics:

- Create Customer Enrichment
  This topic describes the systematic instruction to create customer enrichment entries by mapping entry codes with appropriate product, event, payment mode, and so on.
- View Customer Enrichment
  This topic describes the systematic instruction to view, modify, delete, or authorize the customer enrichment that have been created.

3.5.1 Create Customer Enrichment

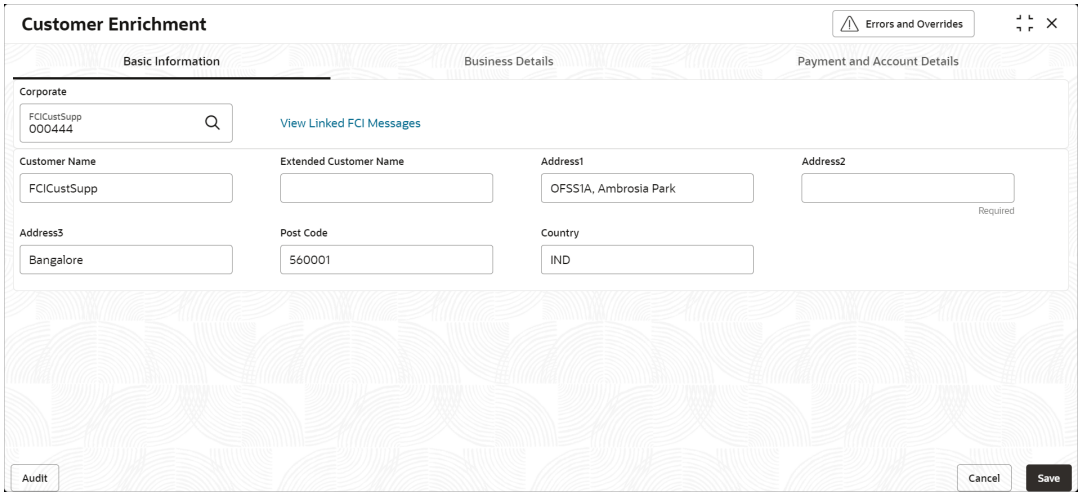
This topic describes the systematic instruction to create customer enrichment entries by mapping entry codes with appropriate product, event, payment mode, and so on.

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

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

   The **Create Customer Enrichment - Basic Information** screen displays.

Figure 3-35 Create Customer Enrichment - Basic Information



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

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

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

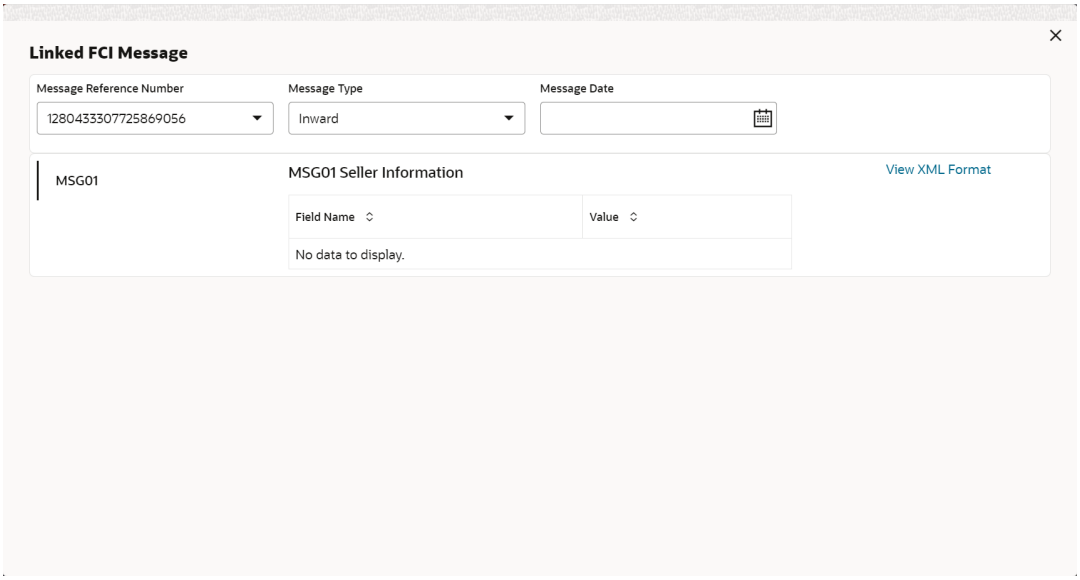
Table 3-18 Create Customer Enrichment - Basic Information - Field Description

Field	Description
Corporate	Click the Search icon and select the corporate to enrich the customer information. You can select both Customer and Non Customer.
View Linked FCI Messages	Click the hyperlink to view the details of the FCI messages linked to the selected corporate.
Customer Name	Displays the name of the selected corporate as fetched from the Customer or Non Customer maintenance.
Extended Customer Name	Specify the extended name of the selected corporate, if required. This field can be utilized if the customer name cannot be specified within 35 characters.
Address 1	Displays the address of the selected corporate as fetched from the Customer or Non Customer maintenance.
Address 2	Displays the address of the selected corporate as fetched from the Customer or Non Customer maintenance.
Address 3	Displays the address of the selected corporate as fetched from the Customer or Non Customer maintenance.
Post Code	Displays the postal code/zip code of the selected corporate as fetched from the Customer or Non Customer maintenance.
Country	Displays the country of the selected corporate as fetched from the Customer or Non Customer maintenance.

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

   The **Linked FCI Message** screen displays.

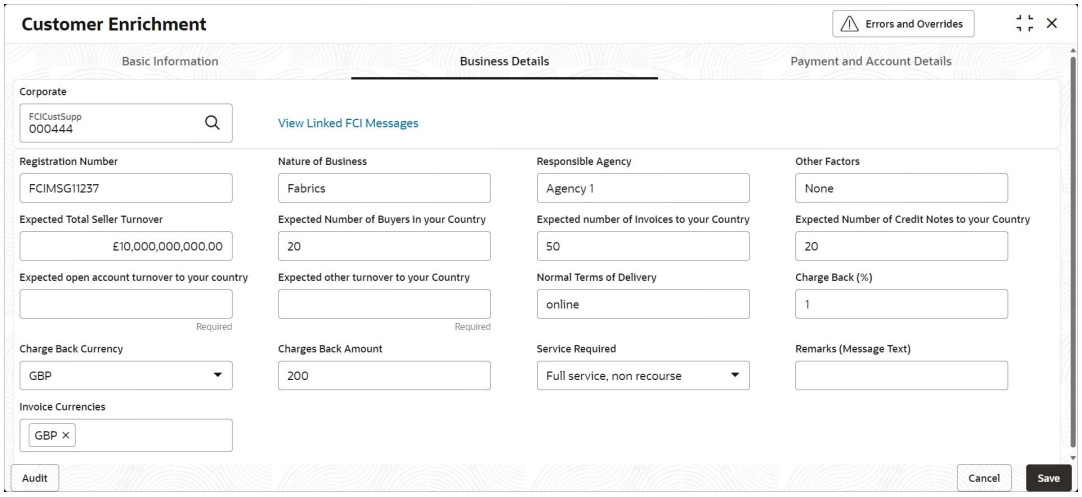
Figure 3-36 Linked FCI Message



5. Once the details are updated in the Basic Information tab, click **Business Details** tab.

   The **Create Customer Enrichment - Business Details** screen displays.

Figure 3-37 Create Customer Enrichment - Business Details



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

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

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

Table 3-19 Create Customer Enrichment - Business Details - Field Description

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

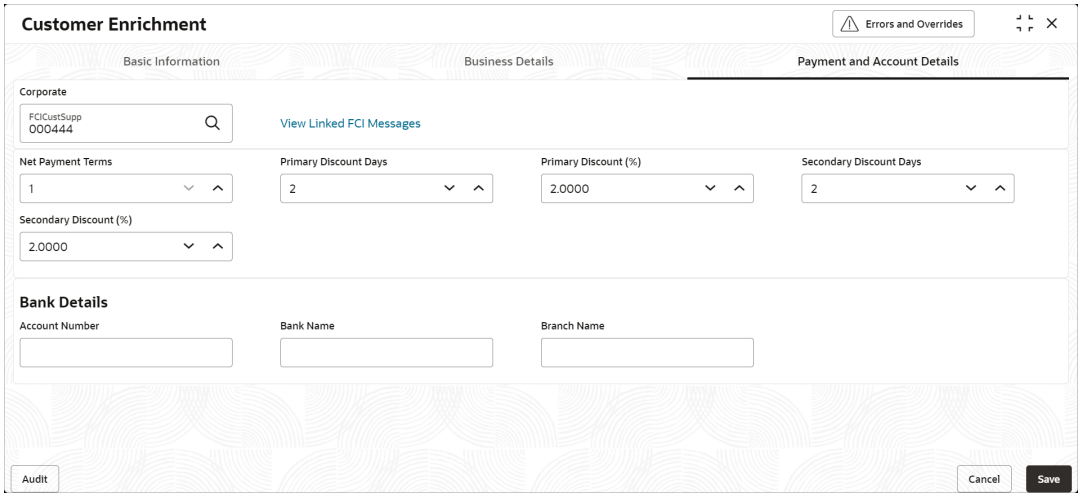
Table 3-19 (Cont.) Create Customer Enrichment - Business Details - Field Description

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

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

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

Figure 3-38 Create Customer Enrichment - Payment and Account Details



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

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

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

Table 3-20 Create Customer Enrichment - Payment and Account Details - Field Description

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

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

3.5.2 View Customer Enrichment

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

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

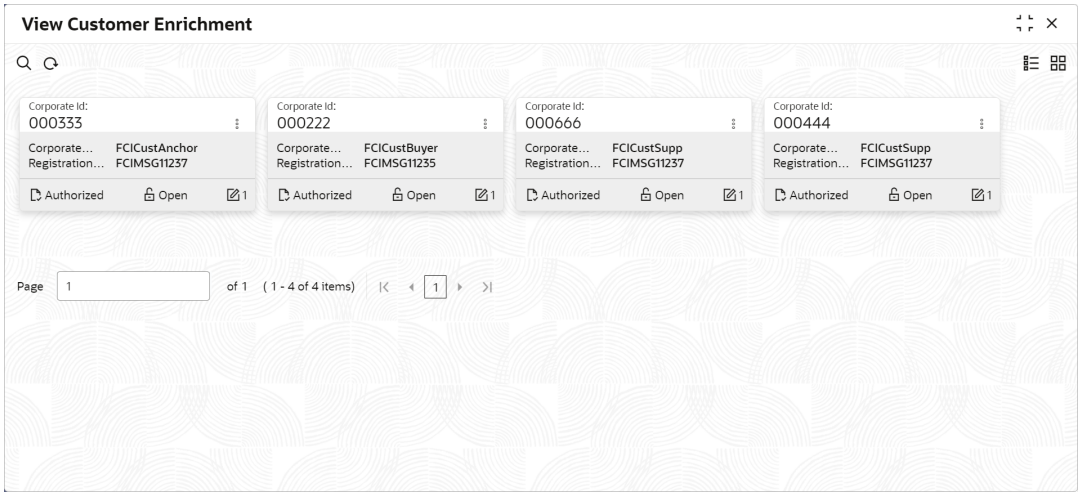
- The status, whether Authorized, Unauthorized, or Rejected
- Open or Closed
- The number of times the record has been submitted by the Maker added.

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

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

   The **View Customer Enrichment** screen displays.

Figure 3-39 View Customer Enrichment



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

3.6 Division Code Maintenance

This topic describes the information to maintain the division codes for parties in Supply Chain Finance Cloud Service system.

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

This topic contains the following subtopics:

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

3.6.1 Create Division Code

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

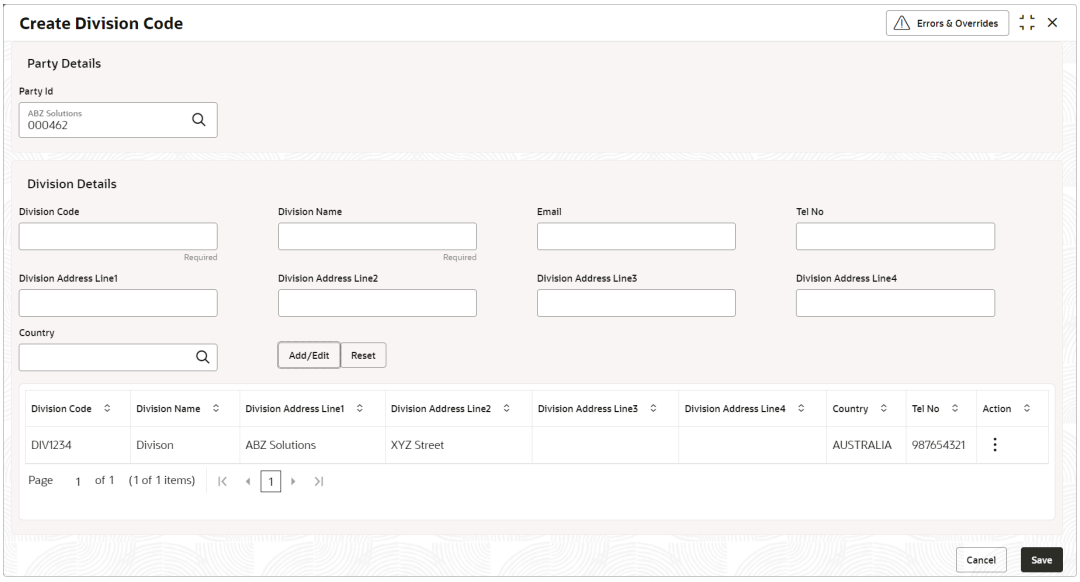
Newly created code takes effect once authorized and cannot be modified thereafter.

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

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

   The **Create Division Code** screen displays.

Figure 3-40 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 3-21 Create Division Code - Field Description

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

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

3.6.2 View Division Code

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

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

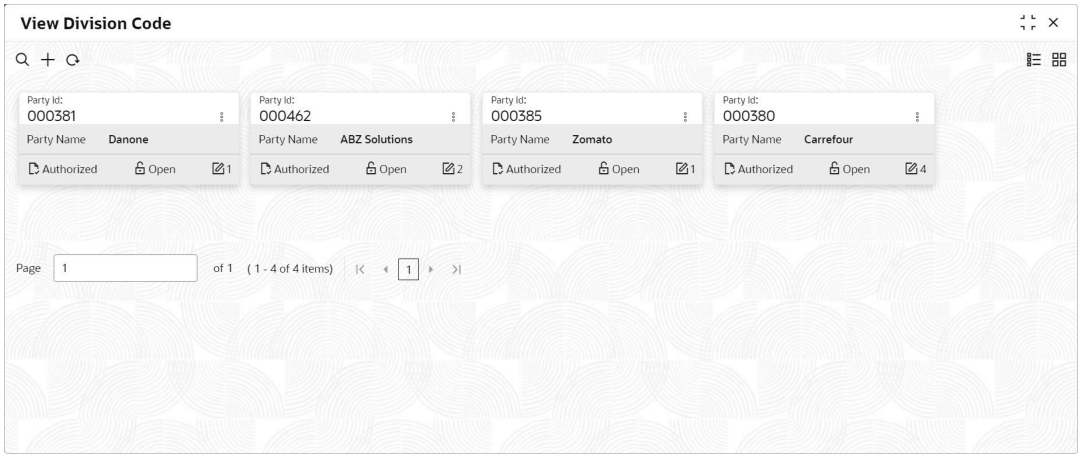
- The status, whether Authorized, Unauthorized, or Rejected
- Open or Closed
- The number of times the record has been submitted by the Maker added.

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

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

   The **View Division Code** screen displays.

Figure 3-41 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.
      - Click **Audit** to view the maker details, checker details of the record.
      - Click **Show History** hyperlink to view the historical data of the record.
   b. **Authorize** – To authorize or reject the record. Authorizing/Rejecting requires necessary access rights.
      - Optional: Click **View** to view the record details.
      - If there are more than one modifications, Click **Compare** to view the comparison through the field values of old record and the current record.
      - Select the record and click **Approve** to approve the record.
      - Select the record and click **Reject** to reject the record. Specify the relevant comments in the pop-up window that appears, and click **Confirm**.
   c. **Delete/Close** – To remove the record.
      - Optional: In the confirmation pop-up window, click **View** to view the record details.
      - Click **Proceed** to delete the record.
   d. **Copy** – To copy the record parameters for creating a new record.
   e. **View** – To view the record details.
   f. **Reopen** – To reopen the closed record.

3.7 Non Customer Maintenance

This topic provides the information of the non-customers.

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

This topic contains the following subtopics:

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

3.7.1 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:

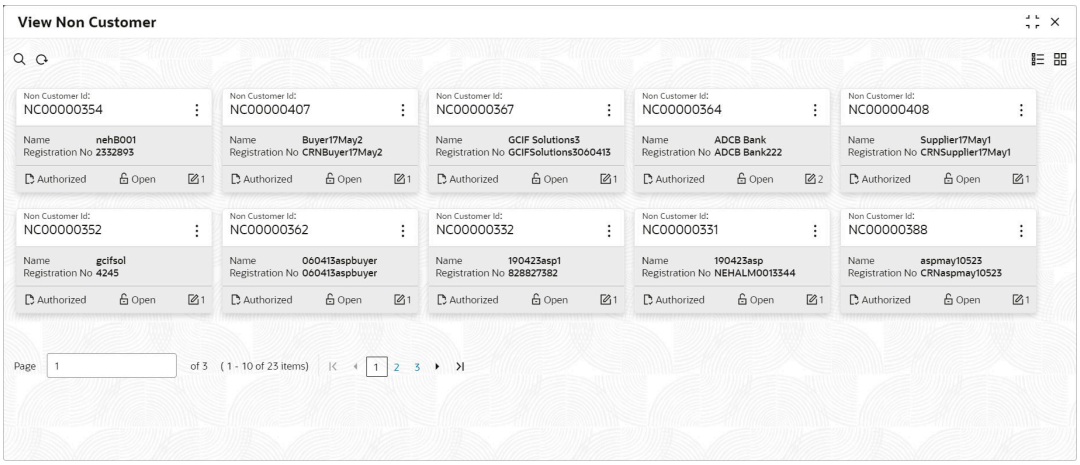
- The status, whether Authorized, Unauthorized, or Rejected
- Open or Closed
- The number of times the record has been submitted by the Maker added.

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 3-42 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.
      - Click **Audit** to view the maker details, checker details of the record.
      - Click **Show History** hyperlink to view the historical data of the record.
   b. **Authorize** – To authorize or reject the record. Authorizing/Rejecting requires necessary access rights.
      - Optional: Click **View** to view the record details.
      - If there are more than one modifications, Click **Compare** to view the comparison through the field values of old record and the current record.
      - Select the record and click **Approve** to approve the record.
      - Select the record and click **Reject** to reject the record. Specify the relevant comments in the pop-up window that appears, and click **Confirm**.
   c. **Delete/Close** – To remove the record.
      - Optional: In the confirmation pop-up window, click **View** to view the record details.
      - Click **Proceed** to delete the record.
   d. **Copy** – To copy the record parameters for creating a new record.
   e. **View** – To view the record details.
   f. **Reopen** – To reopen the closed record.

3.8 Payment Terms Maintenance

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

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

This topic contains the following subtopics:

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

3.8.1 Create Payment Terms

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

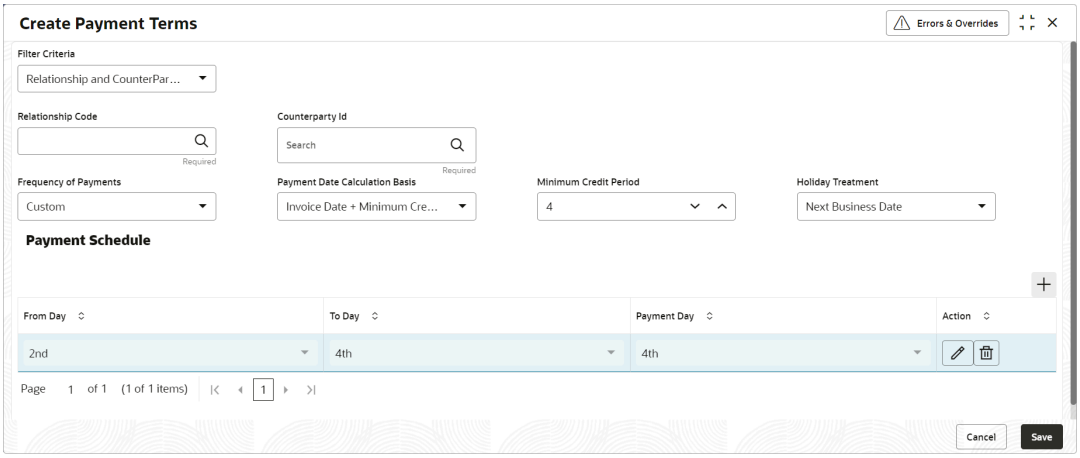
Newly created payment terms takes effect once authorized.

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 3-43 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 3-22 Create Payment Terms - Field Description

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

Table 3-22 (Cont.) Create Payment Terms - Field Description

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

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

3.8.2 View Payment Terms

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

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

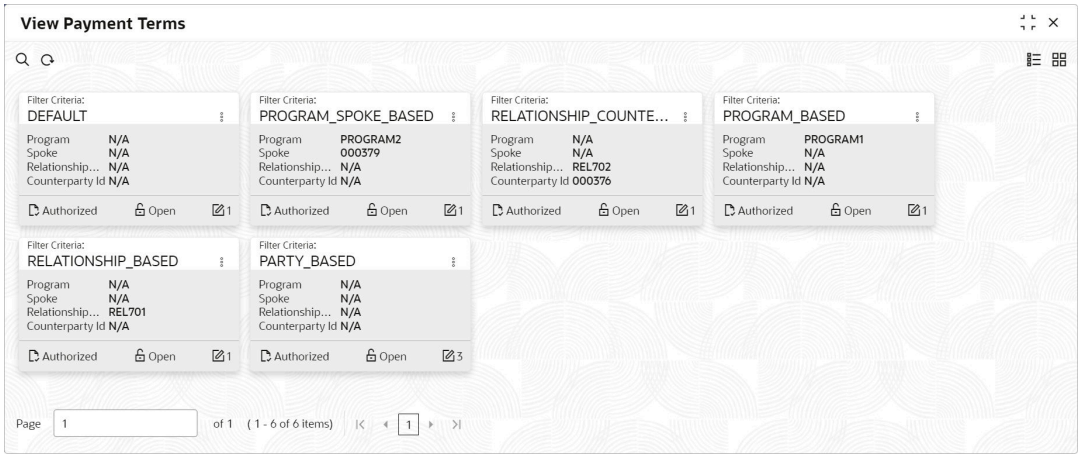
- The status, whether Authorized, Unauthorized, or Rejected
- Open or Closed
- The number of times the record has been submitted by the Maker added.

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

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

   The **View Payment Terms** screen displays.

Figure 3-44 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.
      - Click **Audit** to view the maker details, checker details of the record.
      - Click **Show History** hyperlink to view the historical data of the record.
   b. **Authorize** – To authorize or reject the record. Authorizing/Rejecting requires necessary access rights.
      - Optional: Click **View** to view the record details.
      - If there are more than one modifications, Click **Compare** to view the comparison through the field values of old record and the current record.
      - Select the record and click **Approve** to approve the record.
      - Select the record and click **Reject** to reject the record. Specify the relevant comments in the pop-up window that appears, and click **Confirm**.
   c. **Delete/Close** – To remove the record.
      - Optional: In the confirmation pop-up window, click **View** to view the record details.
      - Click **Proceed** to delete the record.
   d. **Copy** – To copy the record parameters for creating a new record.
   e. **View** – To view the record details.
   f. **Reopen** – To reopen the closed record.

3.9 Reconciliation Rules Maintenance

This topic describes the information to maintain the Reconciliation Rules in Supply Chain Finance Cloud Service system.

Reconciliation is one of the core modules of Oracle® Banking Supply Chain Finance Cloud Service application which can be performed for **Invoice 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.
- **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 Supply Chain Finance Cloud Service system.
- Reconciliation Rule Decision
  This topic describes the information to set the priority for the execution of recon rules.

3.9.1 Reconciliation Rule Definition

This topic describes the information to configure recon rules for reconciliation category in Supply Chain Finance Cloud Service 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’.

This topic contains the following subtopics:

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

3.9.1.1 Create Exact Reconciliation Rule Definition

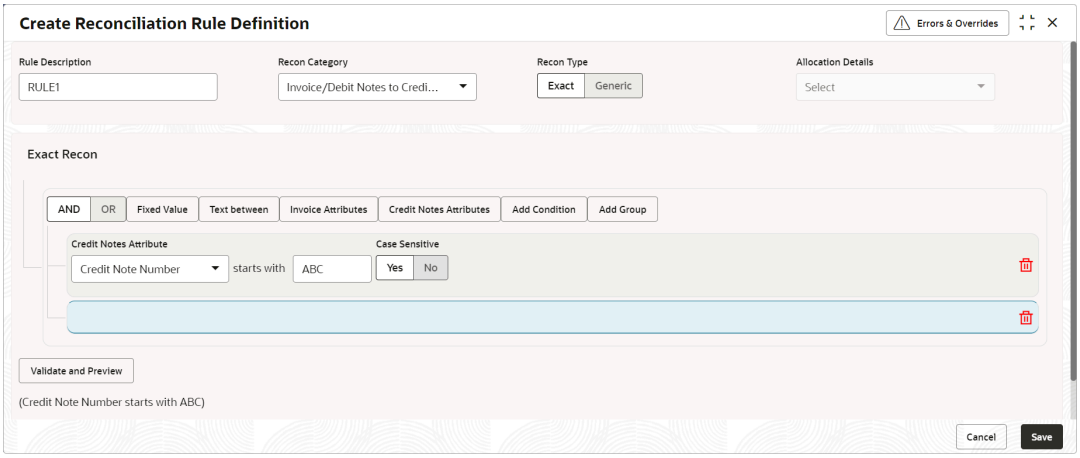
This topic describes the systematic instruction for setting up recon rule for Exact reconciliation category.

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

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

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

Figure 3-45 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 3-23 Create Exact Reconciliation Rule Definition - Field Description

Field	Description
Rule Description	Specify the description of recon rule.
Recon Category	Select any one of the below categories of recon for which rule is defined. • Invoice/Debit Notes to Credit Notes Recon • Invoice/Debit Notes to Payment Recon • Finance Payment Recon • Allocation of Payment to Virtual Accounts
Recon Type	Select **Exact** as the category of the Recon definition.

Table 3-23 (Cont.) Create Exact Reconciliation Rule Definition - Field Description

Field	Description
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 finance/payment/invoice.

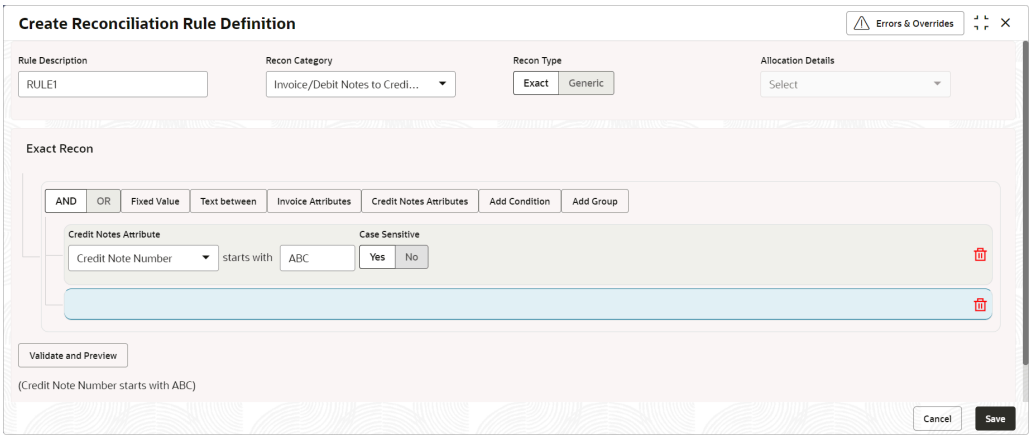
5. In the **Exact Recon** section, perform the following steps to create conditions or group of conditions:

   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**, or **Payment Attributes** (depending on the selected recon category).

Figure 3-46 Exact Recon - Condition/Group Details

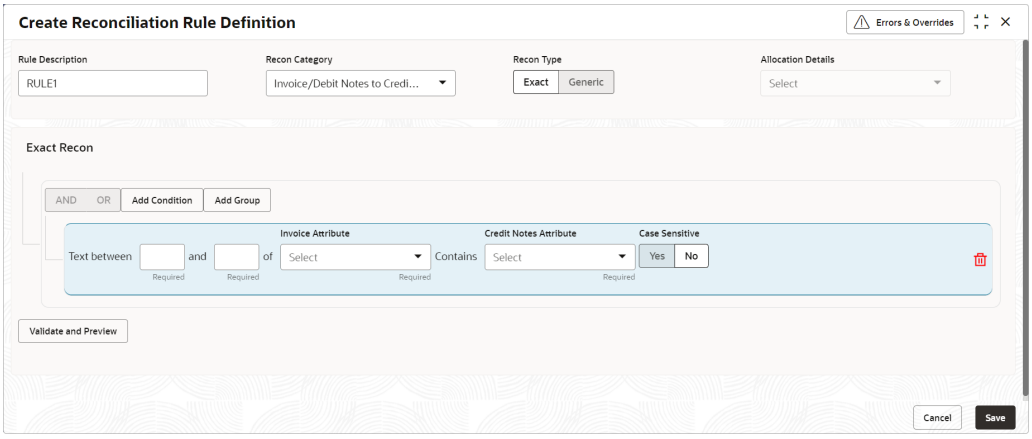


   c. Click **Fixed Values** to define the value to be validated.

   d. Click **Text between** to define the range of text to be validated.

      The **Exact Recon - Text Between** screen displays.

Figure 3-47 Exact Recon - Text Between

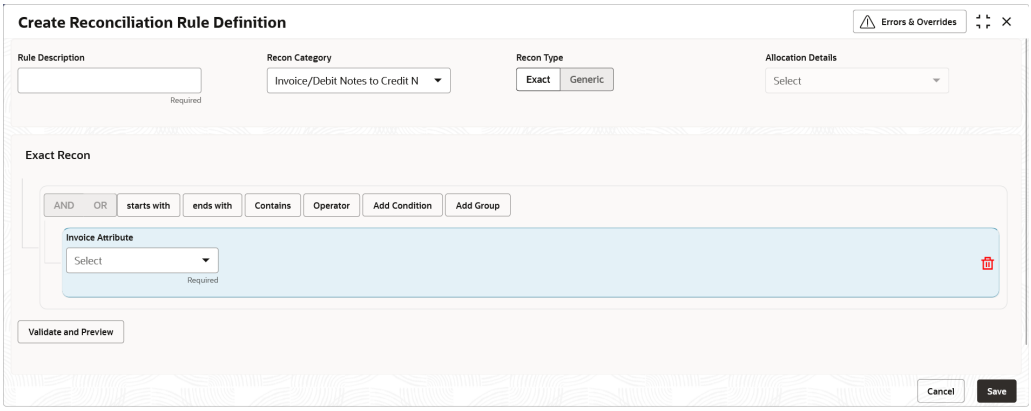


e. Select the **Case Sensitive** as **Yes** or **No** to check the case sensitivity of the field value while recon execution.

f. Click **Invoice/Finance Attributes** to define condition for invoice/finance details. Or click **Payment Attributes** to define condition for payment details.

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

Figure 3-48 Exact Recon - Attributes



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

Table 3-24 Exact Recon - Attributes

Invoice	Credit Note	Finance	Payment
Base Invoice Amount	Credit Note Number	Product Code	Payment Date
Buyer Name	Supplier Code	Supplier Name	Credit Account No.
Net Invoice Amt.	Credit Note Base Amount	Finance Reference No	Bank
Supplier Division Code	Buyer Name	Finance Amount	Relationship Code
Bank	Credit Note Date	Program Code	Virtual Account Owner
Invoice CCY	Buyer Id	Buyer ID	Entity Ref No.
Payment Due Date	Net Credit Note Amount	Buyer Name	Branch
Supplier ID	Supplier Name	Supplier ID	Filler (10 Attributes)
Branch	Credit Note Number	Finance Start Date	Payment Mode
Filler (4 attributes)	Supplier Code	Finance Maturity Date	Payment Party Id
PO No.	Credit Note Base Amount	Finance Status	Instrument Date
Supplier Name	Buyer Name	Borrower	Virtual Account Flag
Buyer Code	Credit Note Expiry Date	Delinquency Status	Payment Party Code
Invoice Date	Supplier Id	Interest Collection Frequency	Counterparty Id
Repayment Account No.	Buyer Division Code	-	Remarks

Table 3-24 (Cont.) Exact Recon - Attributes

Invoice	Credit Note	Finance	Payment
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	Program ID	-	Remitter Account No
Payment Under Approval (PUA)	Indirect Payment Flag	-	Payment Amount
-	-	-	Interest Refund
-	-	-	Margin Refund
-	-	-	Payment Under Approval (PUA)
-	-	-	Indirect Payment Flag
-	-	-	Instrument Cleared
-	-	-	Payment Type
-	-	-	Program Code

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.

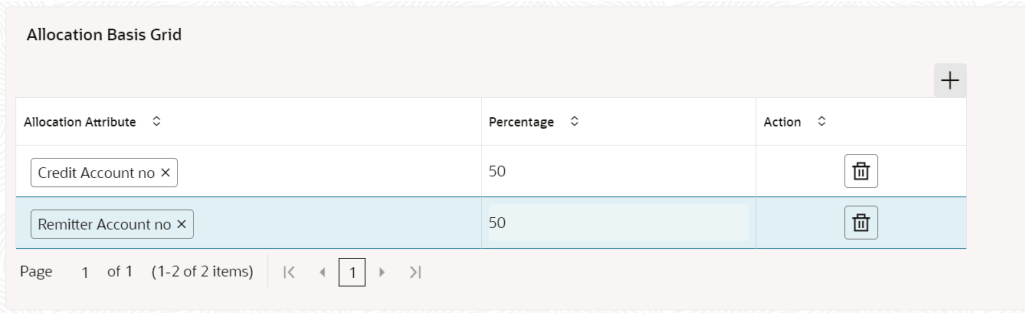
j. Click **Delete** icon to delete the condition located at the right-bottom of the condition container.

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 3-49 Allocation Basis Grid



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.

3.9.1.2 Create Generic Reconciliation Rule Definition

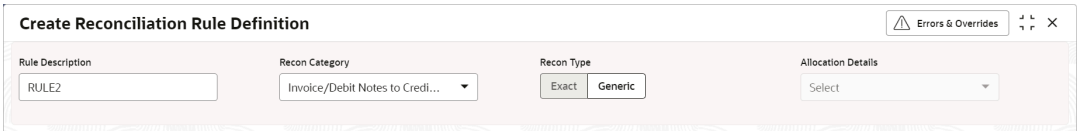
This topic describes the systematic instruction for setting up recon rule for 'Generic' reconciliation category.

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

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

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

Figure 3-50 Create Generic Reconciliation Rule Definition



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

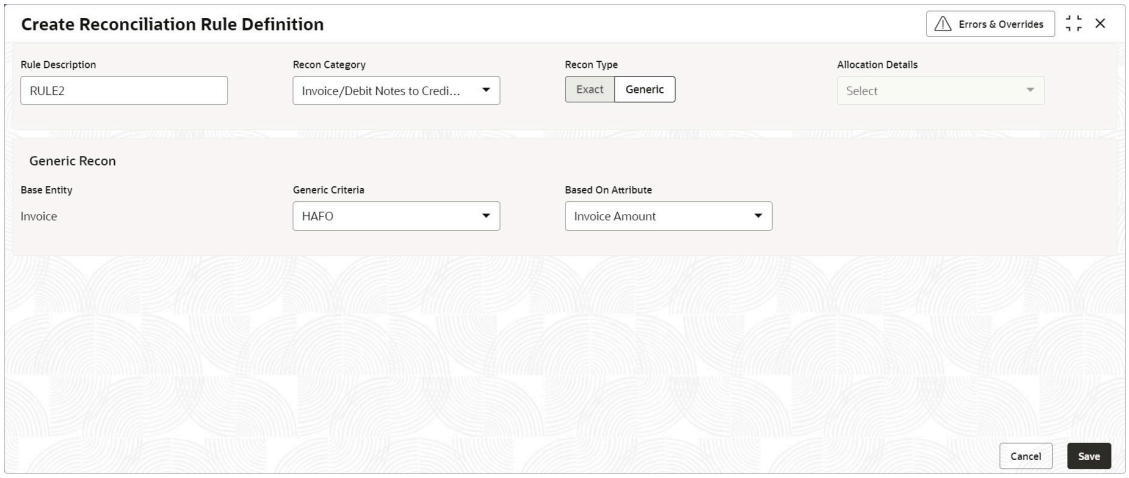
> **Note:**
>
> The fields marked as **Required** are mandatory.

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

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

Field	Description
Rule Description	Specify the description of recon rule.
Recon Category	Select any one of the below category of recon for which rule is defined. • Invoice/Debit Notes to Credit Notes Recon • Invoice/Debit Notes to Payment Recon • Finance 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 3-51 Generic Recon Rule



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

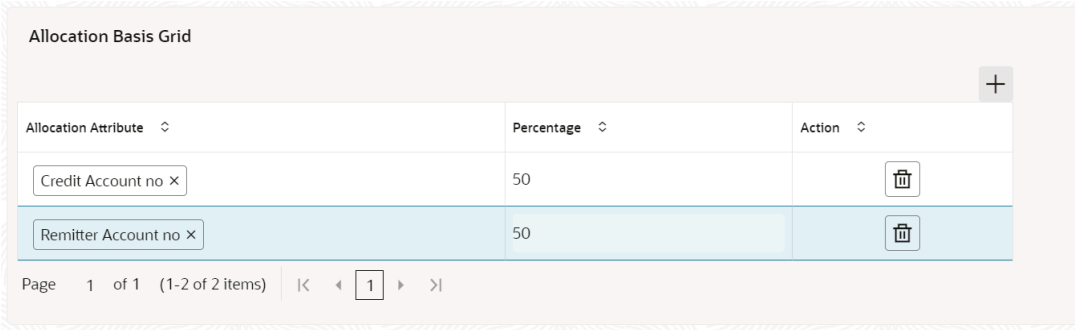
> **Note:**
>
> The **Base Entity** is auto-populated based on selected **Recon Category**.

   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 3-52 Allocation Basis Grid



6. In the **Allocation Basis Grid** section, perform the following steps to define account/ attribute allocation basis which the allocation would be done and percentage.

   a. Click **Add** icon to add a new row.

   b. Double click the row to add/edit attribute/account and appropriate percentage.

   c. Repeat the above steps to add more attributes.

d. Click **Delete** icon under **Action** column to remove the allocation row.

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

3.9.1.3 View Reconciliation Rule Definition

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

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

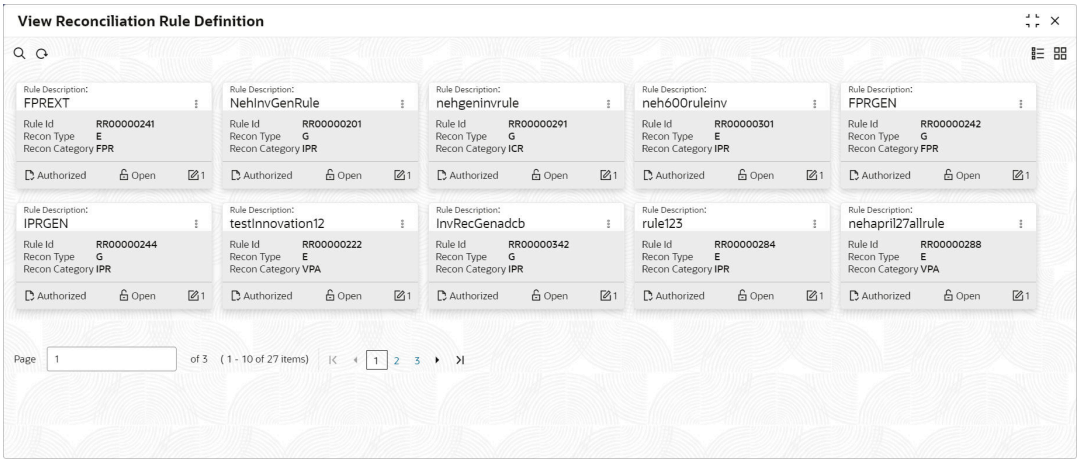
- The status, whether Authorized, Unauthorized, or Rejected
- Open or Closed
- The number of times the record has been submitted by the Maker added.

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

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 3-53 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.

- Click **Audit** to view the maker details, checker details of the record.
- Click **Show History** hyperlink to view the historical data of the record.

b. **Authorize** – To authorize or reject the record. Authorizing/Rejecting requires necessary access rights.

- Optional: Click **View** to view the record details.
- If there are more than one modifications, Click **Compare** to view the comparison through the field values of old record and the current record.
- Select the record and click **Approve** to approve the record.
- Select the record and click **Reject** to reject the record. Specify the relevant comments in the pop-up window that appears, and click **Confirm**.

c. **Delete/Close** – To remove the record.

- Optional: In the confirmation pop-up window, click **View** to view the record details.
- Click **Proceed** to delete the record.

d. **Copy** – To copy the record parameters for creating a new record.

e. **View** – To view the record details.

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

3.9.2 Reconciliation Rule Decision

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

This topic contains the following subtopics:

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

3.9.2.1 Create Recon Rule Decision

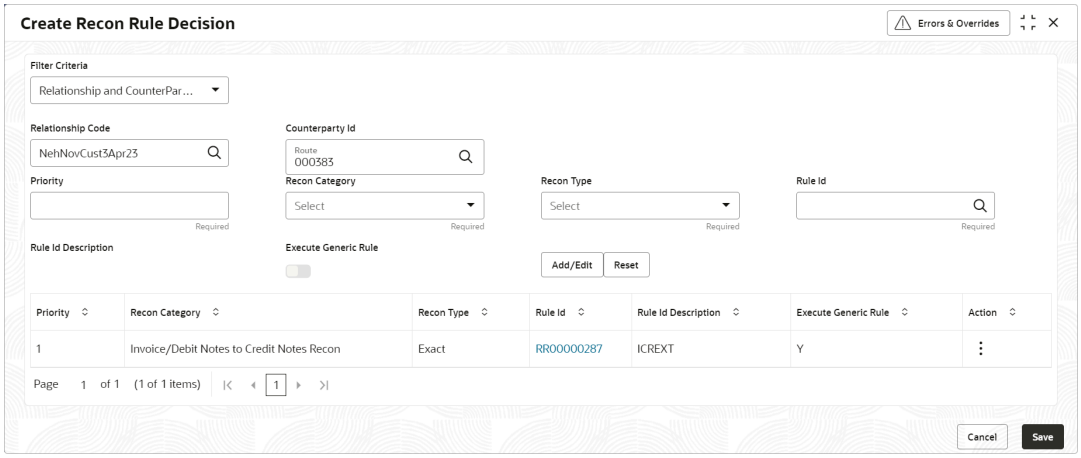
This topic describes the systematic instruction for mapping recon rule to a corporate or product or counterparty and assign appropriate priority in case multiple rules are mapped to a specific entity.

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

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

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

Figure 3-54 Create Recon Rule Decision



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 3-26 Create Recon Rule Decision - Field Description

Field	Description
Filter Criteria	Select the appropriate filter criteria to map the reconciliation rule for specific application. The available options are: • **Program and CounterParty Based** • **Program Based** • **Corporate Based** • **CounterParty Based** • **Relationship and CounterParty Based** • **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**.

Table 3-26 (Cont.) Create Recon Rule Decision - Field Description

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

3.9.2.2 View Recon Rule Decision

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

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

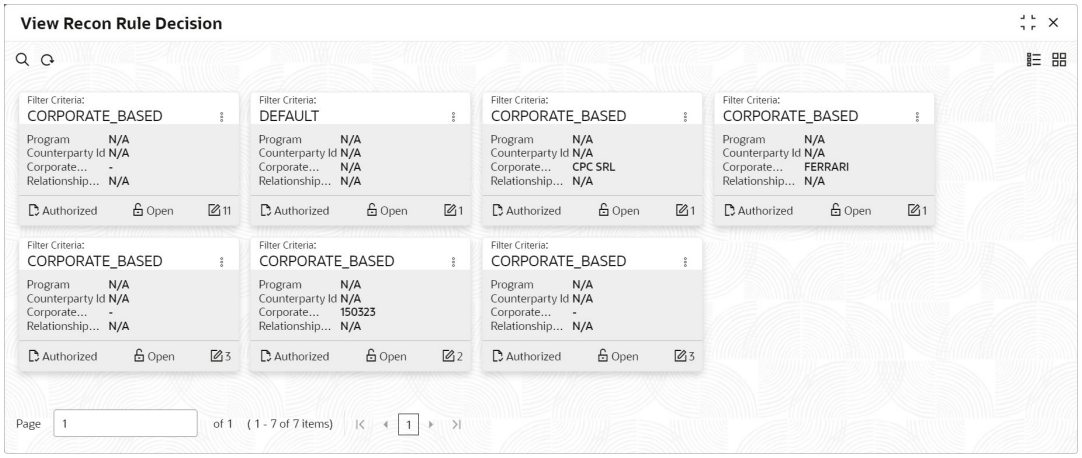
- The status, whether Authorized, Unauthorized, or Rejected
- Open or Closed
- The number of times the record has been submitted by the Maker added.

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

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

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

Figure 3-55 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.
      - Click **Audit** to view the maker details, checker details of the record.
      - Click **Show History** hyperlink to view the historical data of the record.
   b. **Authorize** – To authorize or reject the record. Authorizing/Rejecting requires necessary access rights.
      - Optional: Click **View** to view the record details.
      - If there are more than one modifications, Click **Compare** to view the comparison through the field values of old record and the current record.
      - Select the record and click **Approve** to approve the record.
      - Select the record and click **Reject** to reject the record. Specify the relevant comments in the pop-up window that appears, and click **Confirm**.
   c. **Delete/Close** – To remove the record.
      - Optional: In the confirmation pop-up window, click **View** to view the record details.
      - Click **Proceed** to delete the record.
   d. **Copy** – To copy the record parameters for creating a new record.
   e. **View** – To view the record details.
   f. **Reopen** – To reopen the closed record.

3.10 Relationship Management 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.

3.10.1 Create Relationship

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

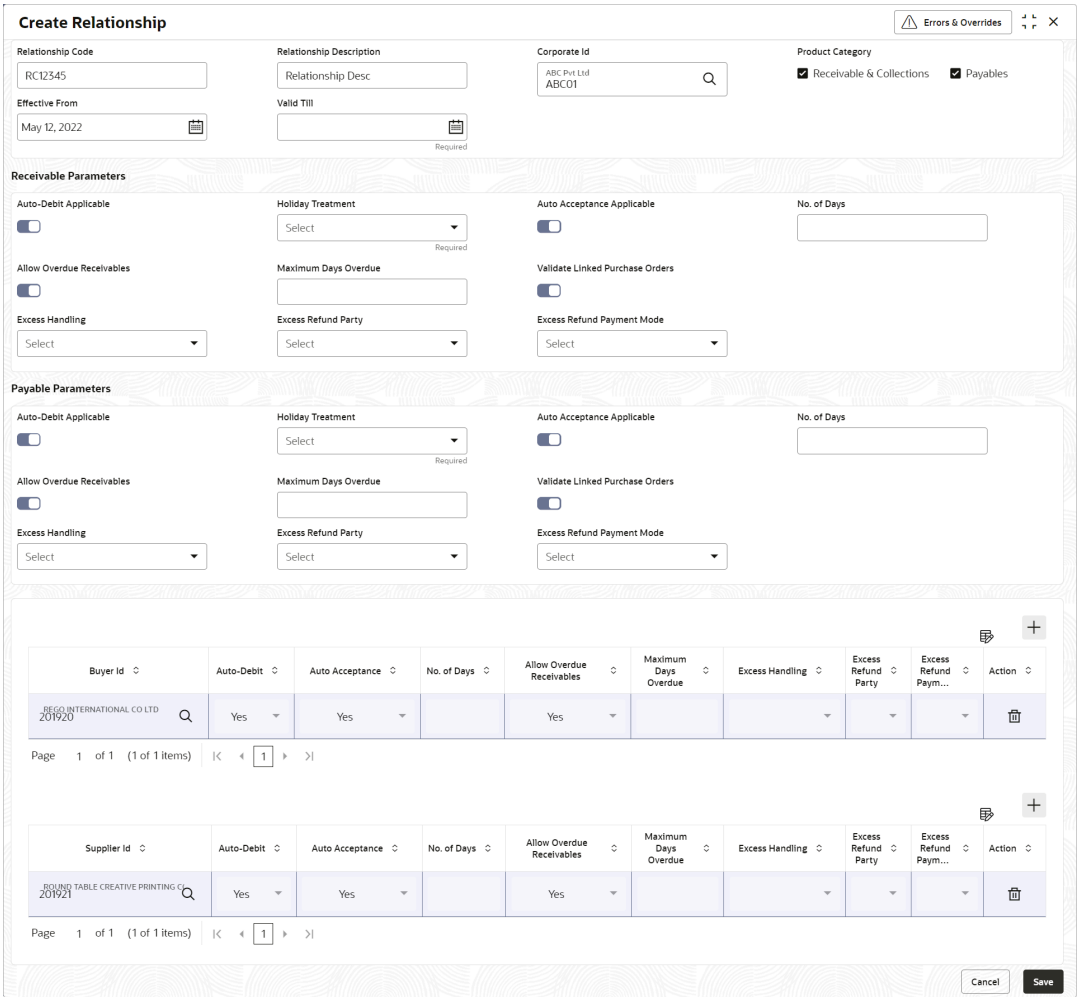
Newly created relationships take effect once authorized and cannot be modified post authorization. However, the counterparty can be added/modified.

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

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

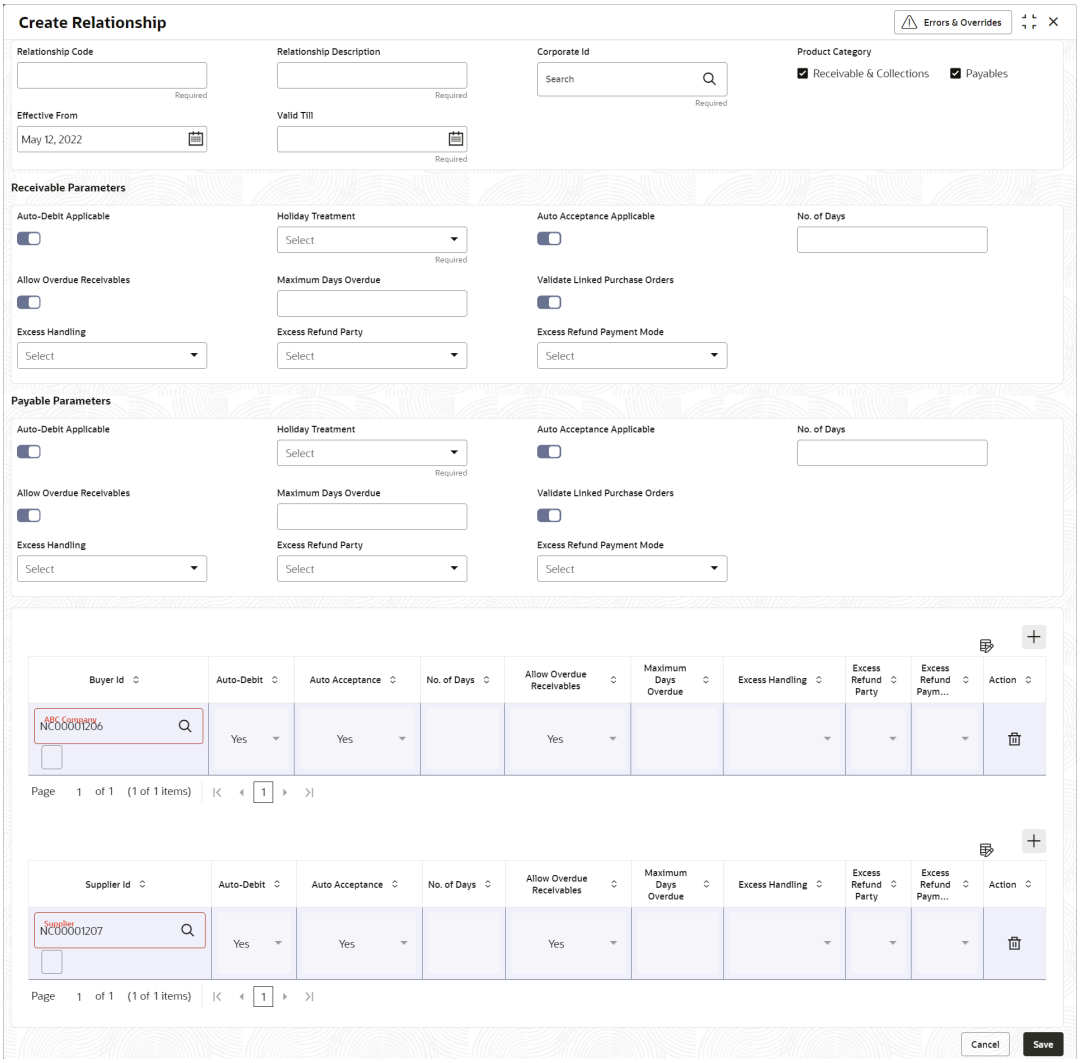
   The **Create Relationship - Customer** screen displays if the **Corporate Id** is selected with the Customer.

Figure 3-56 Create Relationship - Customer



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

Figure 3-57 Create Relationship - Non Customer



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 3-27 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 3-27 (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: • **Previous Business Date** • **Next Business Date**
Auto-Debit Basis	Select the basis on which of the instruments should be auto-debited on the finance/invoice due date. The available options are: • **Accepted Instruments** - The account is auto-debited when the invoice/debit note is in the **Accepted** status, and **Reconciliation Towards** is set to **Invoice**. • **All Instruments** - The account is auto-debited when **Reconciliation Towards** is set to **Invoice**, irrespective of whether the invoice/debit note is accepted or financed. This field is displayed only if **Auto Debit Applicable** is enabled. By default, **All Instruments** is selected.
Auto Acceptance Applicable	Switch the toggle ON, if the auto acceptance should be enabled for the receivables.
No. of Days	Specify the number of day(s) post which the auto-acceptance is triggered for the receivables. This field displays only if the **Auto Acceptance Applicable** toggle is enabled.
Allow Overdue Receivables	Switch the toggle ON to allow the creation of overdue invoices and debit notes for the relationship.
Maximum Days Overdue	Specify the maximum number of days post the invoice/debit-note due date (if maintained), until when the creation of the receivable is allowed. This field displays only if the **Allow Overdue Receivables** toggle is enabled.
Validate Linked Purchase Orders †	Switch the toggle ON to validate the purchase orders linked with invoice during creation or upload.
Excess Handling	Select how excess payment made towards settling of outstanding invoice/finance, should be handled. The options are: • **Refund to beneficiary or payment party** • **Auto-Reconcile** • **Manually-Reconcile** • **Auto-Reconcile and Refund**

Table 3-27 (Cont.) Create Relationship - Field Description

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

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

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

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

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

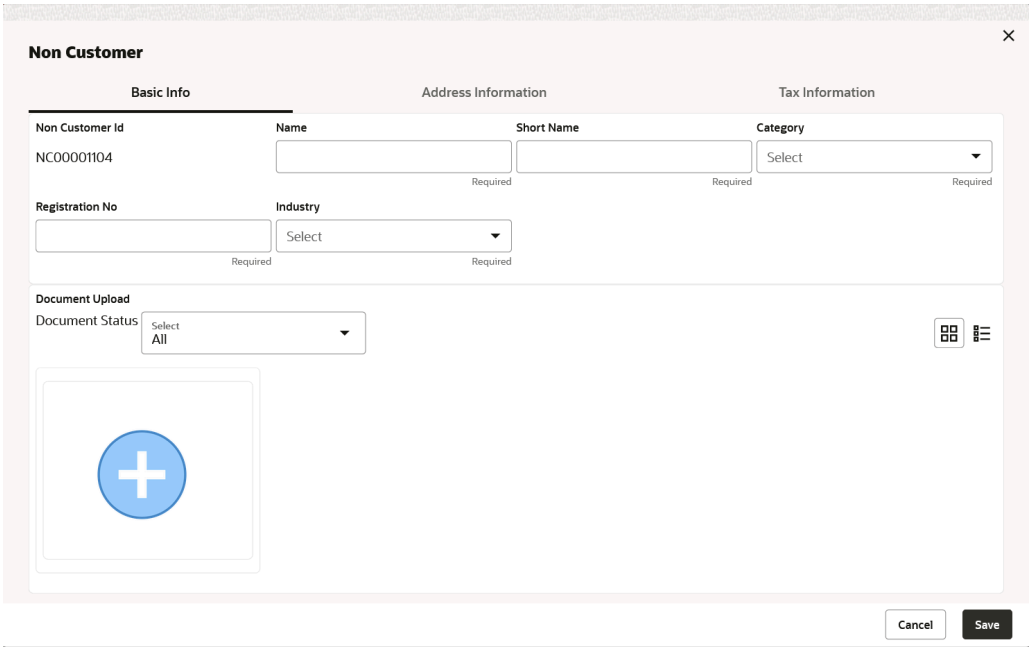
> **Note:**
>
> If you click 'Confirm', the values of Auto-Debit Applicable, Holiday Treatment, Auto Acceptance Applicable, No. of Days, Allow Overdue Receivables, and Maximum Days Overdue fields are percolated to the counterparty being added. On clicking 'Cancel', these fields remain NULL at the counterparty-level.

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

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

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

Figure 3-58 Non Customer - Basic Info

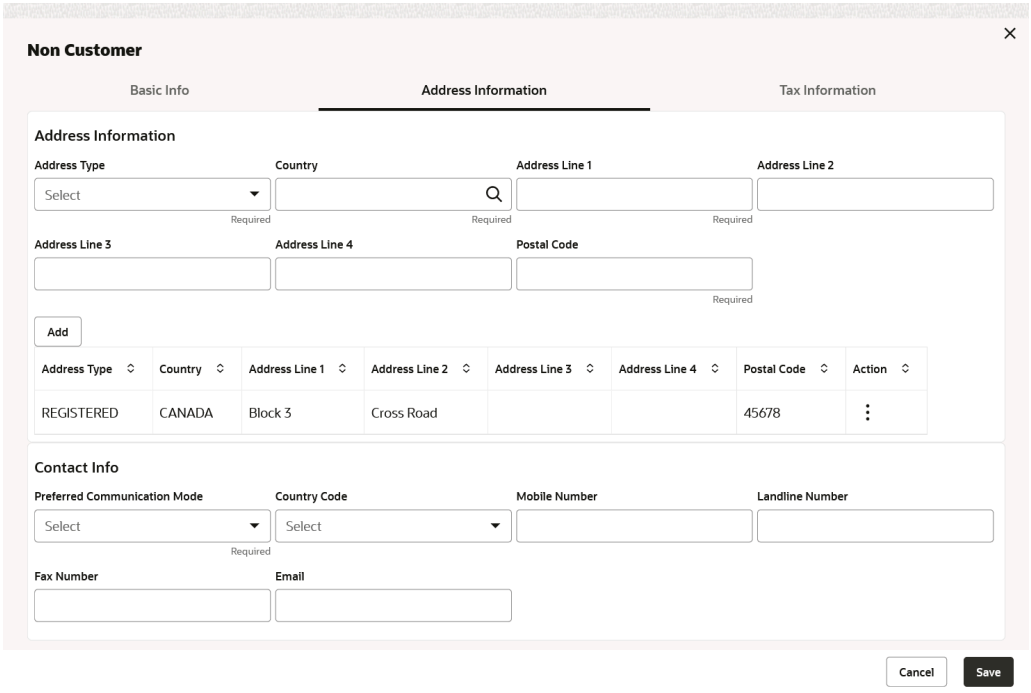


c. In the **Basic Info** tab, specify the non-customer basic details such as name, category, registration number, and industry. The user can also upload documents of the non-customers.

d. Click **Address Information** tab.

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

Figure 3-59 Non Customer - Address Information

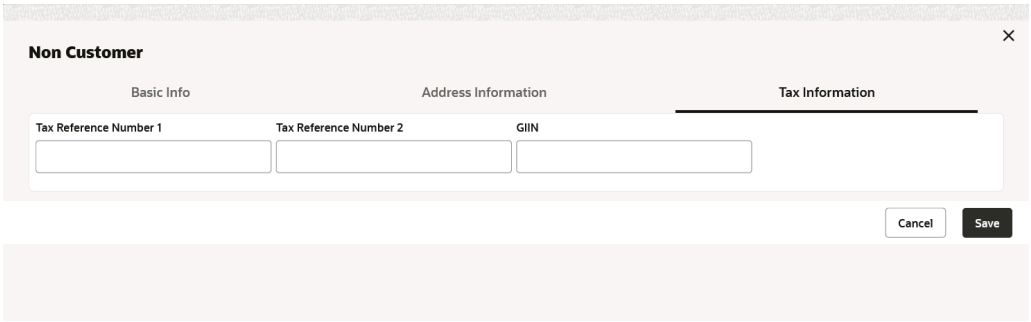


e. In the **Address Information** tab, specify the address related information of the non-customer.

f. Click **Tax Information** tab.

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

Figure 3-60 Non Customer - Tax Information



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.

3.10.2 View Relationship

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

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

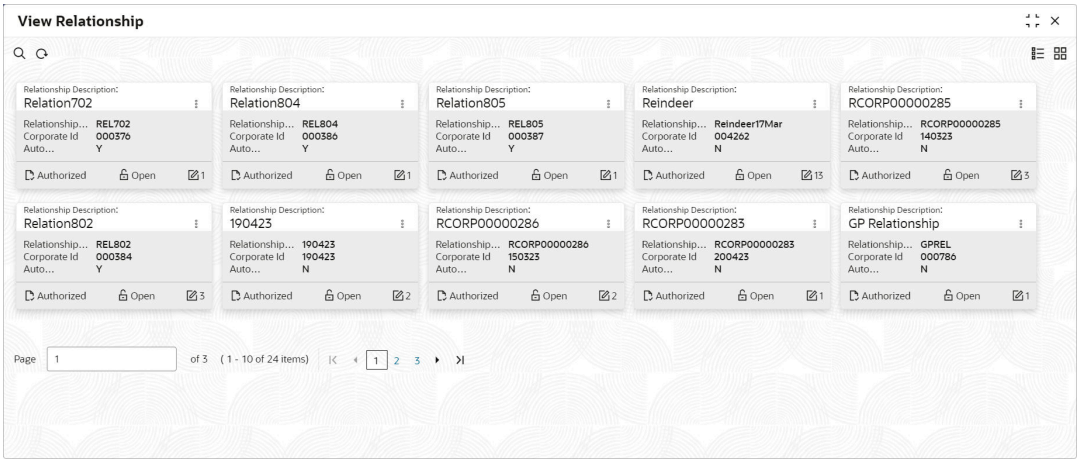
- The status, whether Authorized, Unauthorized, or Rejected
- Open or Closed
- The number of times the record has been submitted by the Maker added.

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

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

   The **View Relationship** screen displays.

Figure 3-61 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.
      - Click **Audit** to view the maker details, checker details of the record.
      - Click **Show History** hyperlink to view the historical data of the record.
   b. **Authorize** – To authorize or reject the record. Authorizing/Rejecting requires necessary access rights.
      - Optional: Click **View** to view the record details.
      - If there are more than one modifications, Click **Compare** to view the comparison through the field values of old record and the current record.
      - Select the record and click **Approve** to approve the record.
      - Select the record and click **Reject** to reject the record. Specify the relevant comments in the pop-up window that appears, and click **Confirm**.
   c. **Delete/Close** – To remove the record.
      - Optional: In the confirmation pop-up window, click **View** to view the record details.
      - Click **Proceed** to delete the record.
   d. **Copy** – To copy the record parameters for creating a new record.
   e. **View** – To view the record details.
   f. **Reopen** – To reopen the closed record.

3.11 Tolerance Maintenance

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

Reconciliation of repayments with invoices 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 outstanding amount and payment amount to enable automatic matching of invoices with the respective payment records. Tolerances allow outstanding payments and invoice 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 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.

3.11.1 Create Tolerance

This topic describes the systematic instruction to create a tolerance.

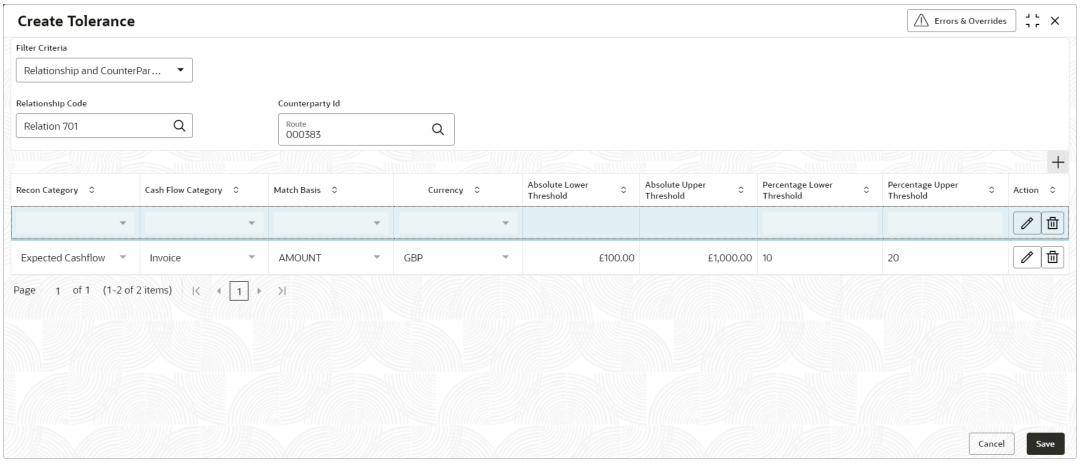
Newly created tolerance takes effect once authorized and cannot be modified thereafter.

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 3-62 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 3-28 Create Tolerance - Field Description

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

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 3-29 Tolerance Table Grid - Field Description

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

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

3.11.2 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:

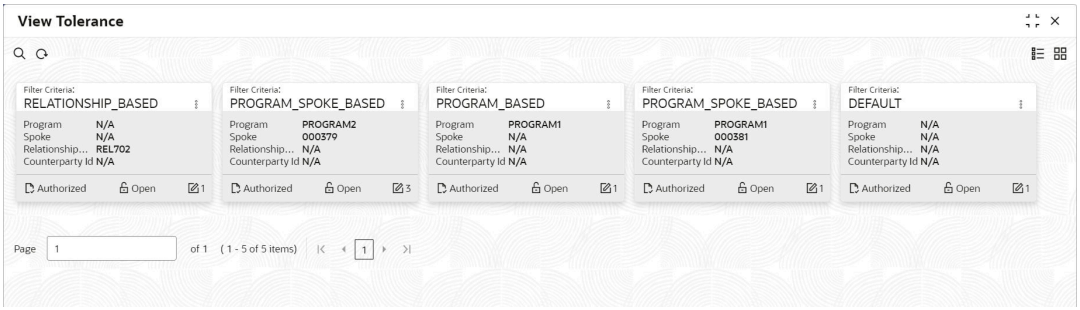
- The status, whether Authorized, Unauthorized, or Rejected
- Open or Closed
- The number of times the record has been submitted by the Maker added.

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 3-63 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.
      - Click **Audit** to view the maker details, checker details of the record.
      - Click **Show History** hyperlink to view the historical data of the record.
   b. **Authorize** – To authorize or reject the record. Authorizing/Rejecting requires necessary access rights.
      - Optional: Click **View** to view the record details.
      - If there are more than one modifications, Click **Compare** to view the comparison through the field values of old record and the current record.

- 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.

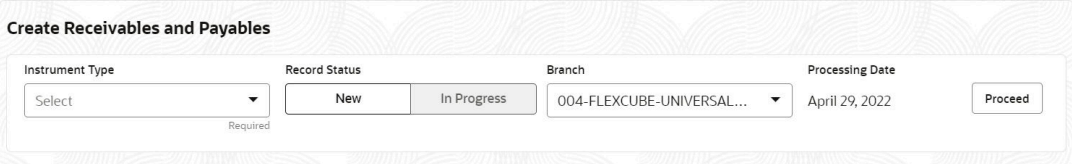
The user can search the invoices/purchase orders/debit notes/credit notes based on various parameters such as reference number, supplier, buyer, date range, and so on and change their processing status.

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: • **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.

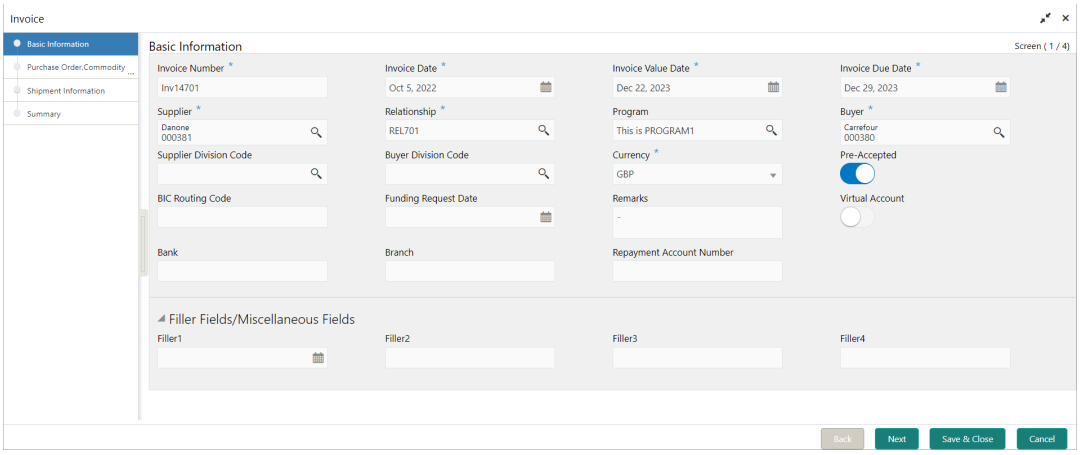
1. On **Create Receivables and Payables** screen, select **Invoice** from the **Instrument Type** list.

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



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 only to the Oracle Banking Supply Chain Finance 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.

Table 4-2 (Cont.) Basic Information - Field Description

Field	Description
Use Earmarked Limits	Switch this toggle ON to enable the invoice to utilize the earmarked limits. This toggle switch is displayed only if the selected **Program** selected has **Factoring Profile** defined. This field is applicable only for the Oracle Banking Supply Chain Finance system.

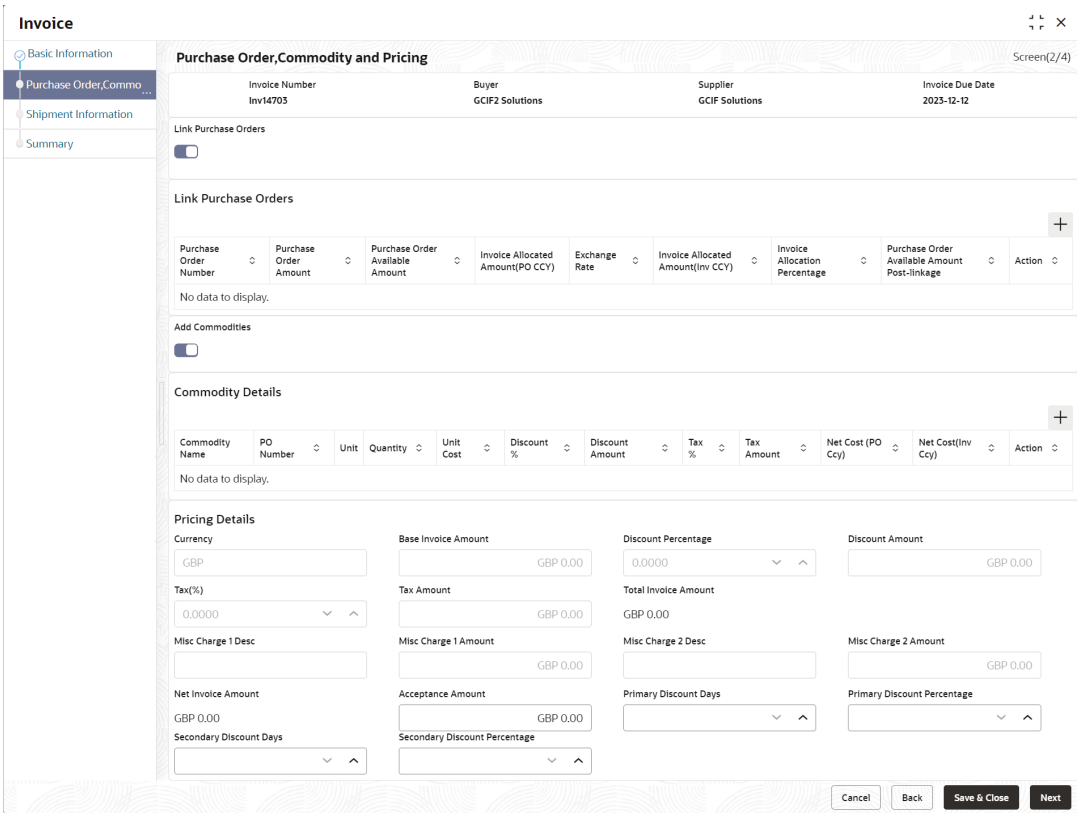
4. Perform any of the below action from the **Basic Information** screen.
   - Click **Next** to go to the **Purchase Order, Commodity and Pricing** screen.
   - Click **Save and Close** to save the invoice details and submit it for authorization.
   - Click **Cancel** to cancel the creation of the invoice.

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

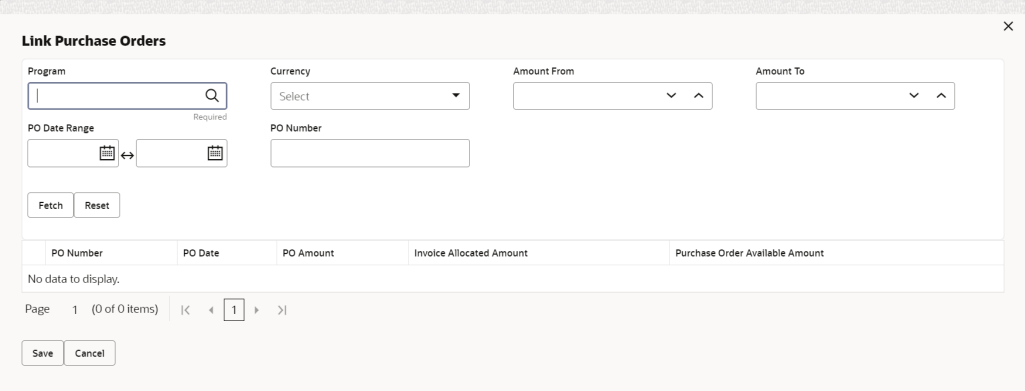
Field	Description
Invoice Number	Displays the reference number of the invoice.
Buyer	Displays the name of the buyer.
Supplier	Displays the name of the supplier.
Invoice Due Date	Displays the date when the invoice is due.

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.

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

Field	Description
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.
Action	Displays the following options to edit or delete the purchase order record. • Click **Edit** icon to edit the record. • Click **Delete** icon to delete the record.

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

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

Table 4-5 Commodity 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.

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

Field	Description
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. • Click **Edit** icon to edit the record. • Click **Delete** icon to delete the record.

9. 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.

Table 4-6 (Cont.) Pricing Details - Field Description

Field	Description
Primary Discount Percentage	Specify the primary discount percentage.
Secondary Discount Days	Specify the secondary discount days.
Secondary Discount Percentage	Specify the secondary discount percentage.

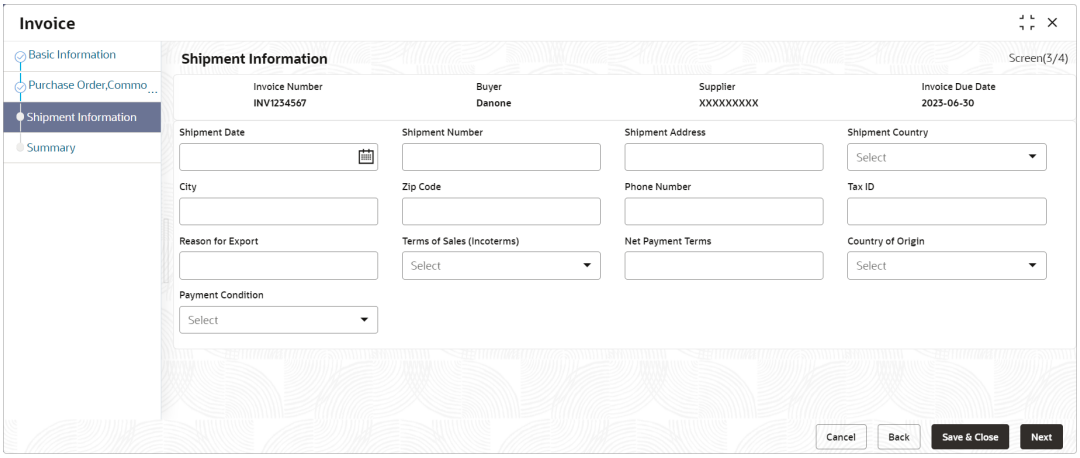
10. Perform any of the following action from the **Commodity and Pricing** screen:
    - Click **Next** to go to the **Shipment Information** screen.
    - Click **Save and Close** to save the invoice details and submit it for authorization.
    - Click **Back** to go to the **Basic Information** screen.
    - 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



12. 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.

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

Field	Description
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.
Terms of Sale(Incoterms)	Select any of the following terms of sales: • DAF – Delivered At Frontier • DES - Delivered Ex Ship • DEQ - Delivered Ex Quay • DDU - Delivered Duty Unpaid • CIP - Carriage and Insurance Paid To • 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: • Open Account • Bill of exchange against acceptance • Bill of exchange against payment • Documents through banks • Instalment payment without draft • Instalment payment with draft • Other

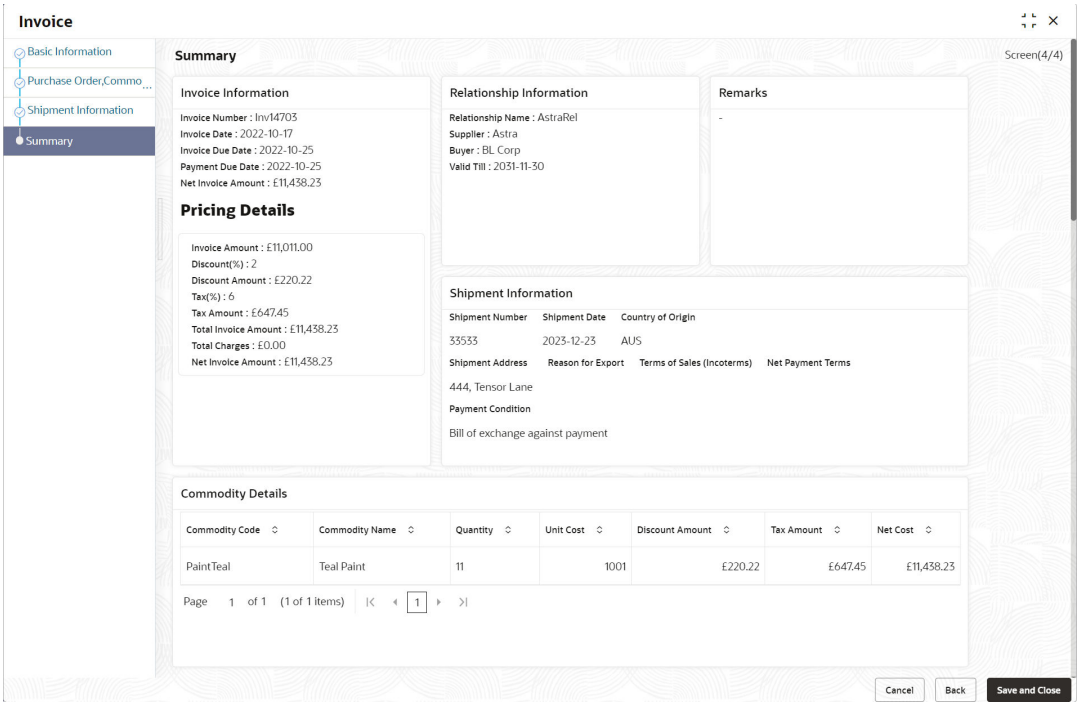
13. Perform any of the below action from the **Shipment Information** screen:
    - Click **Next** to go to the **Summary** screen.
    - Click **Save and Close** to save the invoice details and submit it for authorization.
    - Click **Back** to go to the **Commodity and Pricing** screen.
    - Click **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



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.

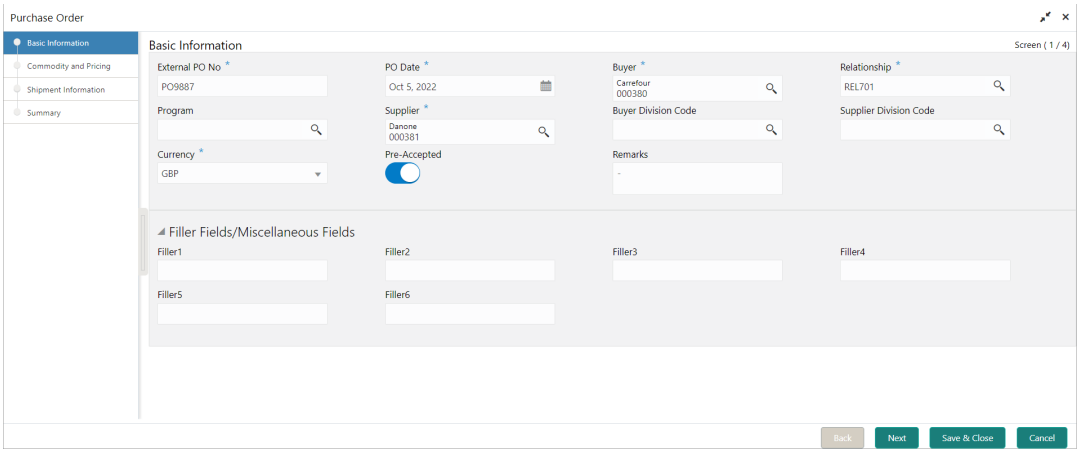
4.2 Create Purchase Order

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



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 4-8 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. **Note:** The Funding Request Date can be lesser than the system's current date only if the **Allow Back-Dated Disbursement** toggle is enabled in the System Parameters, Product Parameters, or Program Parameters.
Remarks	Specify the comments regarding the purchase order, if any.
Filler Fields/Miscellaneous Fields	Specify the desired values in the filler fields. The bank can configure these fields on Day Zero based on their requirement.

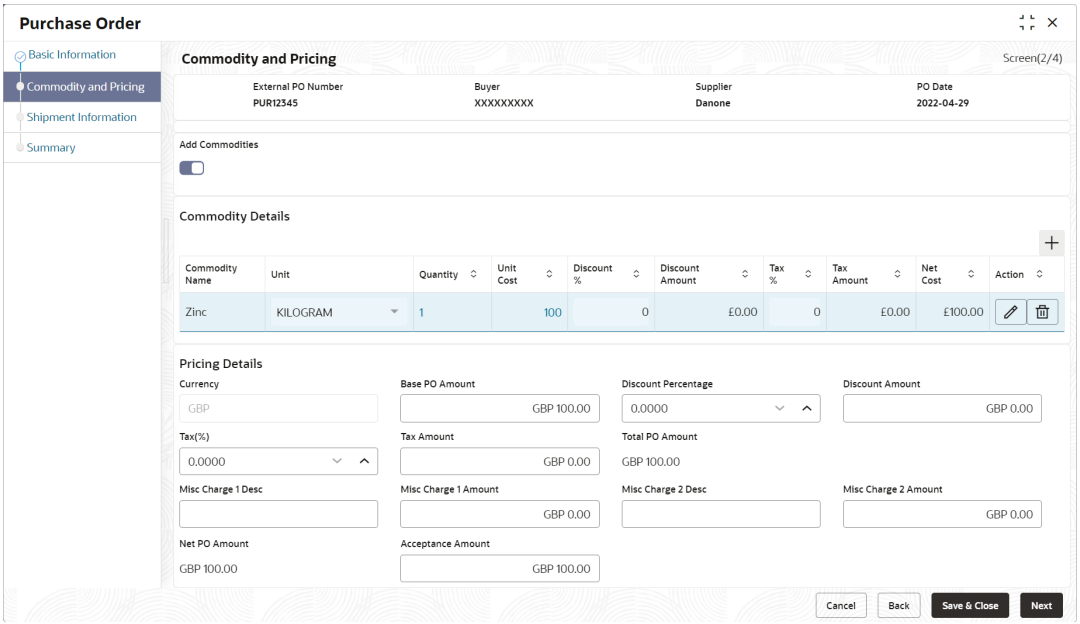
4. Perform any of the below action from the **Basic Information** screen:
   - Click **Next** to go to the **Commodity and Pricing** screen.
   - Click **Save and Close** to save the PO details and submit it for authorization.
   - Click **Cancel** to cancel the creation of the PO.

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. • 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.

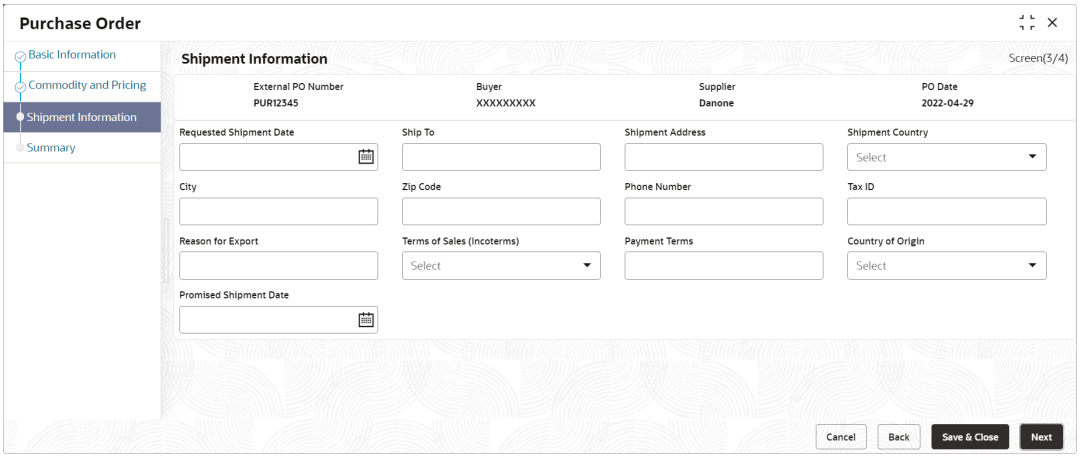
8. Perform any of the below action from the **Commodity and Pricing** screen.
   - Click **Next** to go to the **Shipment Information** screen.
   - Click **Save and Close** to save the PO details and submit it for authorization.
   - Click **Back** to go to the **Basic Information** screen.
   - Click **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



10. 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: • 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.

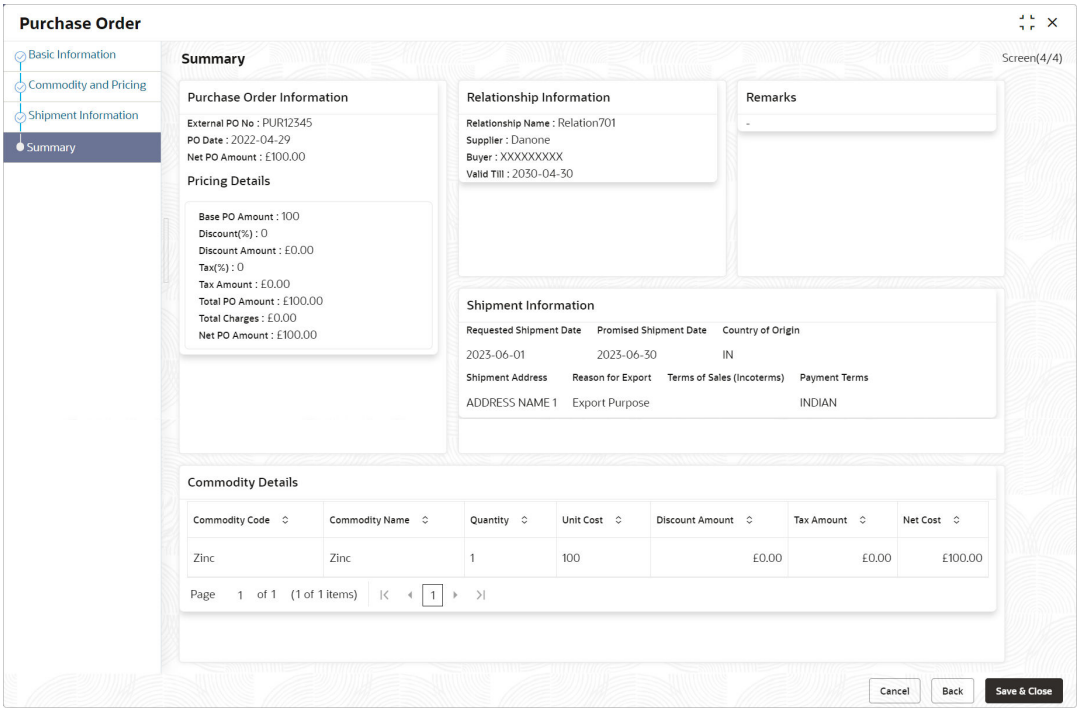
11. Perform any of the below action from the **Shipment Information** screen:
    - Click **Next** to go to the **Summary** screen.
    - Click **Save and Close** to save the PO details and submit it for authorization.
    - Click **Back** to go to the **Commodity and Pricing** screen.
    - Click **Cancel** 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



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

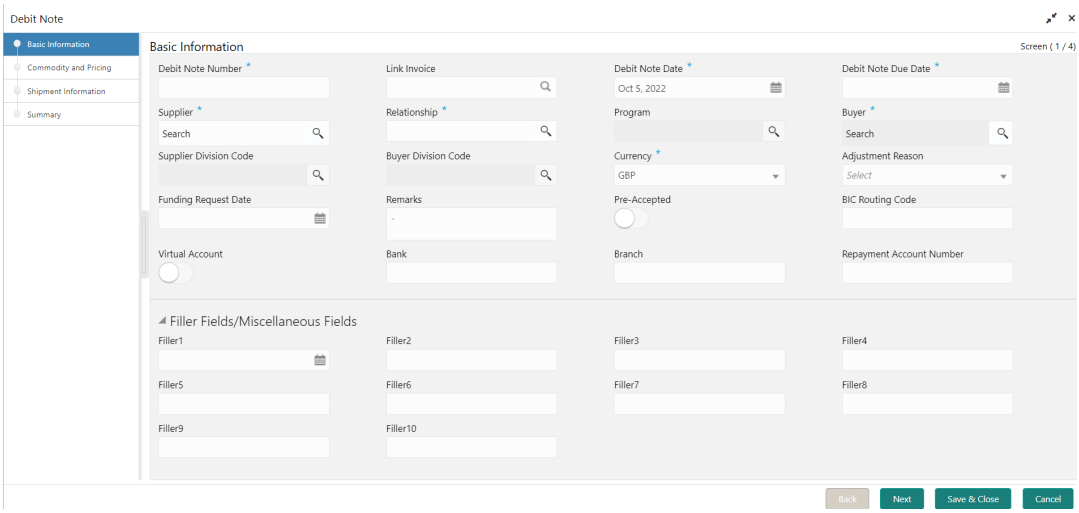
4.3 Create Debit Note

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

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

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

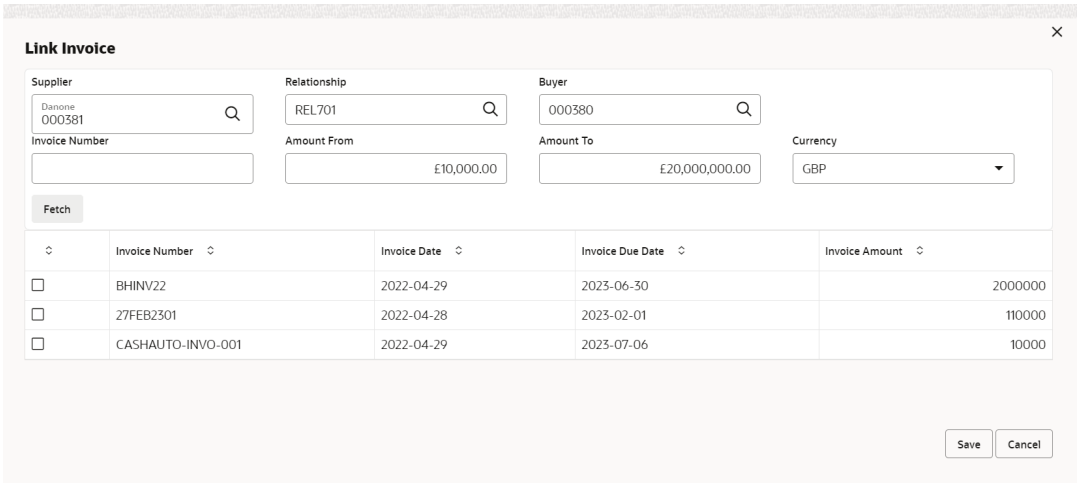
Figure 4-11 Debit Note - Basic Information



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



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. **Note:** The Funding Request Date can be lesser than the system's current date only if the **Allow Back-Dated Disbursement** toggle is enabled in the System Parameters, Product Parameters, or Program Parameters.
Remarks	Specify the remarks about the debit note, if any.
Pre-Accepted	Switch the toggle ON if the debit note is pre-accepted by the buyer.
BIC Routing Code	Specify the BIC or SWIFT code of the financial institution, to send the payment amount to.
Virtual Account	Switch the toggle ON, if the repayment account is a virtual one.
Bank	Specify the bank name of the repayment account.
Branch	Specify the branch name of the repayment account.
Repayment Account Number	Specify the account number to send the repayment amount to.
Filler Fields/Miscellaneous Fields	Specify the desired values in the filler fields. The bank can configure these fields on Day Zero based on their requirement.

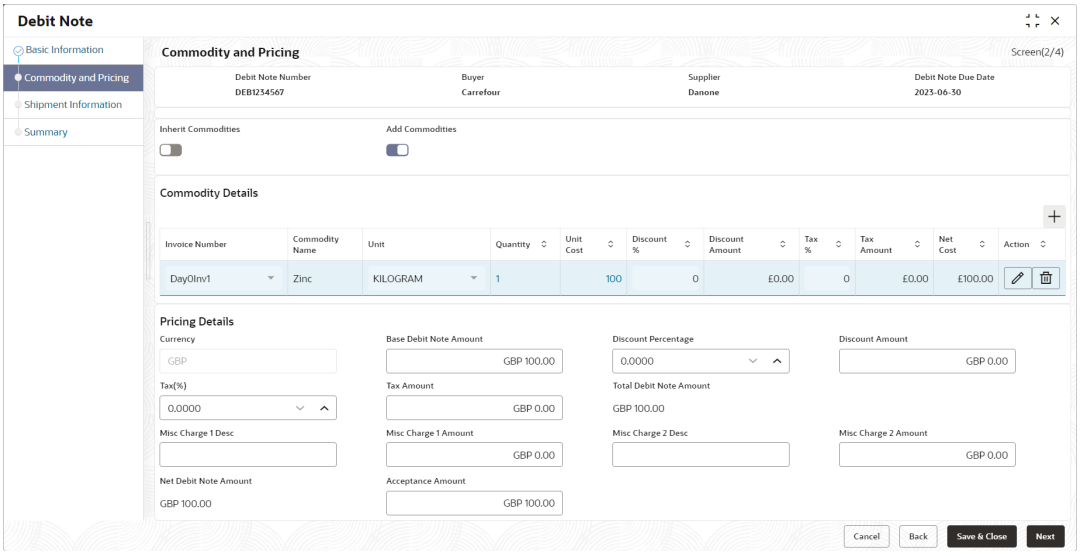
7. Perform any of the below action from the **Basic Information** screen:
   - Click **Next** to go to the **Commodity and Pricing** screen.
   - Click **Save and Close** to save the debit note details and submit it for authorization.
   - Click **Cancel** to cancel the creation of the debit note.

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



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 4-14 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. • 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.

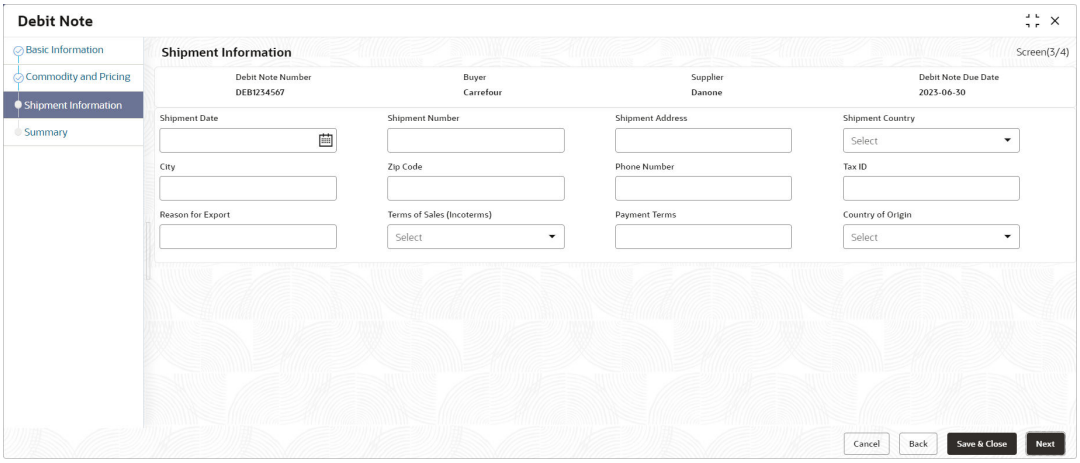
- Click **Next** to go to the **Shipment Information** screen.
- Click **Save and Close** to save the debit note details and submit it for authorization.
- Click **Back** to go to the **Basic Information** screen.
- Click **Cancel** to cancel the creation of the debit note.

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: • 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.

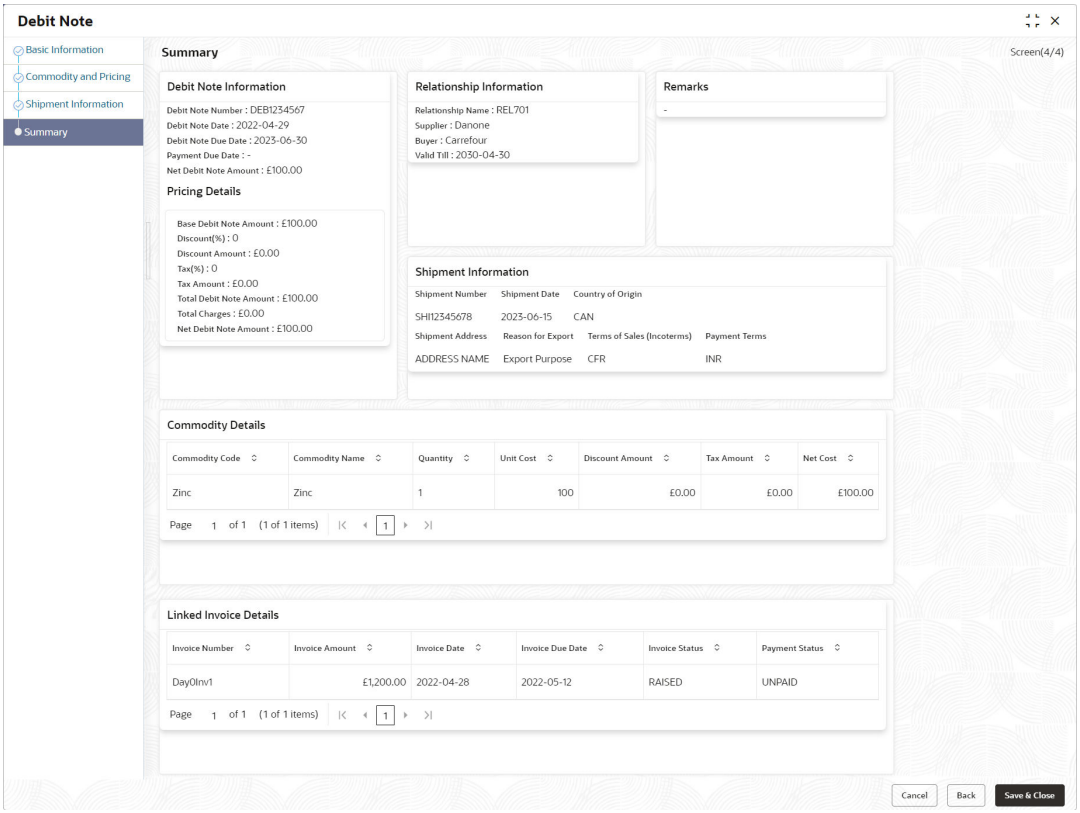
14. Perform any of the below action from the **Shipment Information** screen:
    - Click **Next** to go to the **Summary** screen.
    - Click **Save and Close** to save the debit note details and submit it for authorization.
    - Click **Back** to go to the **Commodity and Pricing** screen.
    - 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



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.

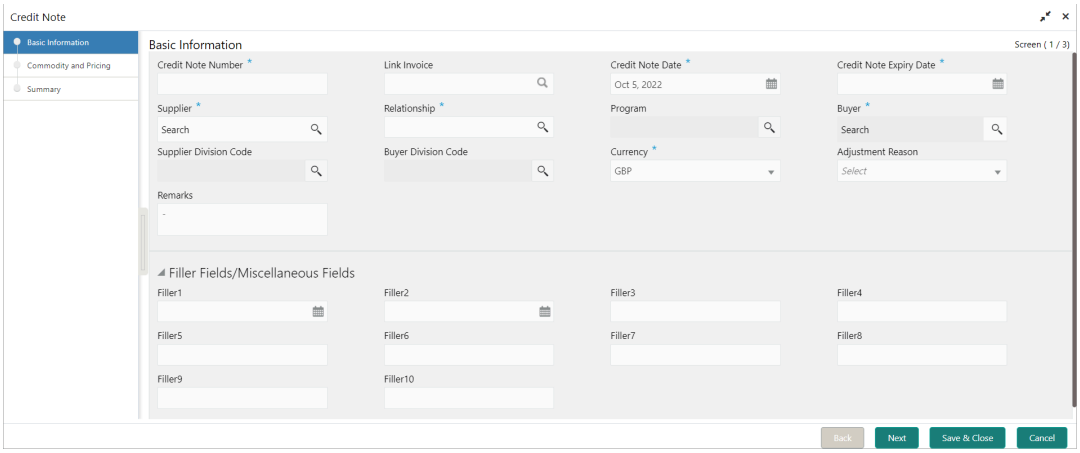
4.4 Create Credit Note

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.

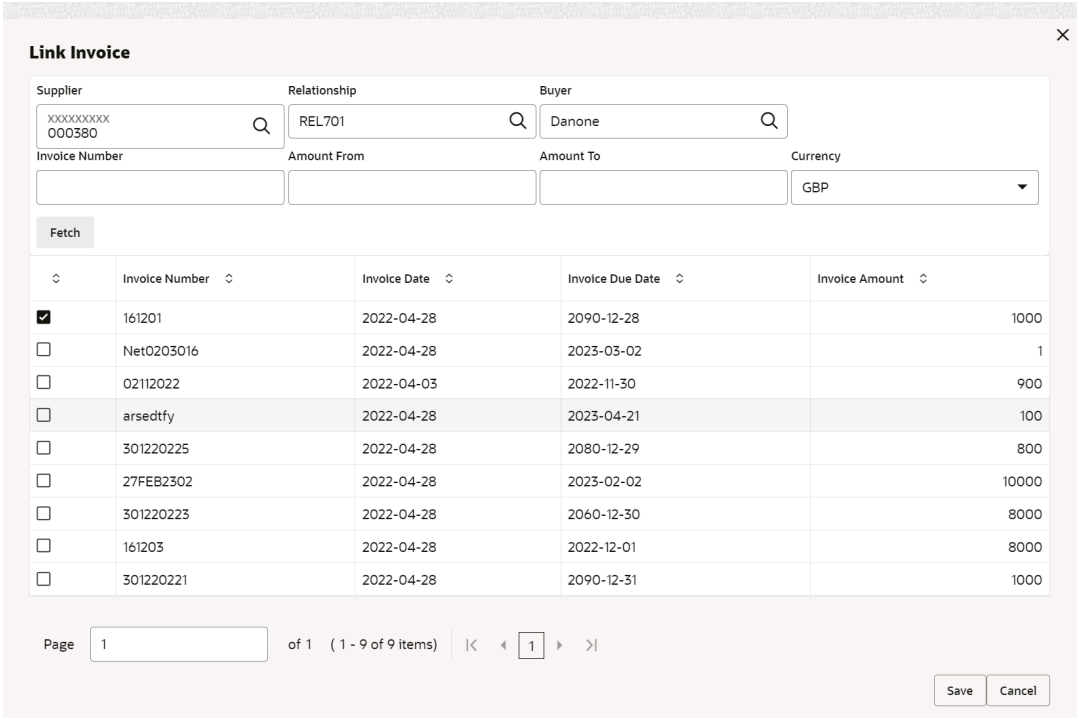
Figure 4-16 Credit Note - Basic Information



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



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.

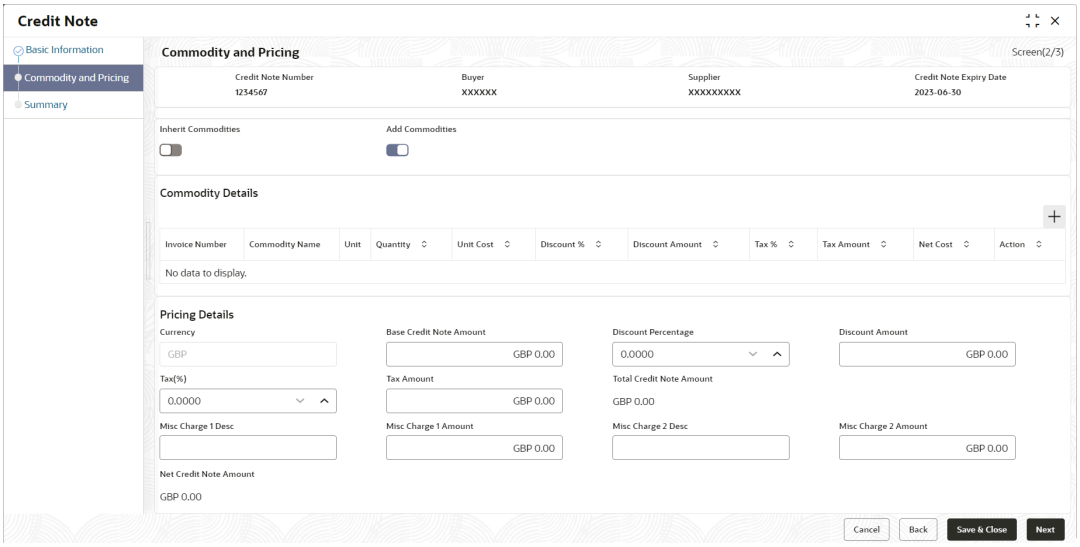
7. Perform any of the below action from the **Basic Information** screen:
   - Click **Next** to go to the **Commodity and Pricing** screen.
   - Click **Save and Close** to save the credit note details and submit it for authorization.
   - Click **Cancel** to cancel the creation of the credit note.

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. • 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.

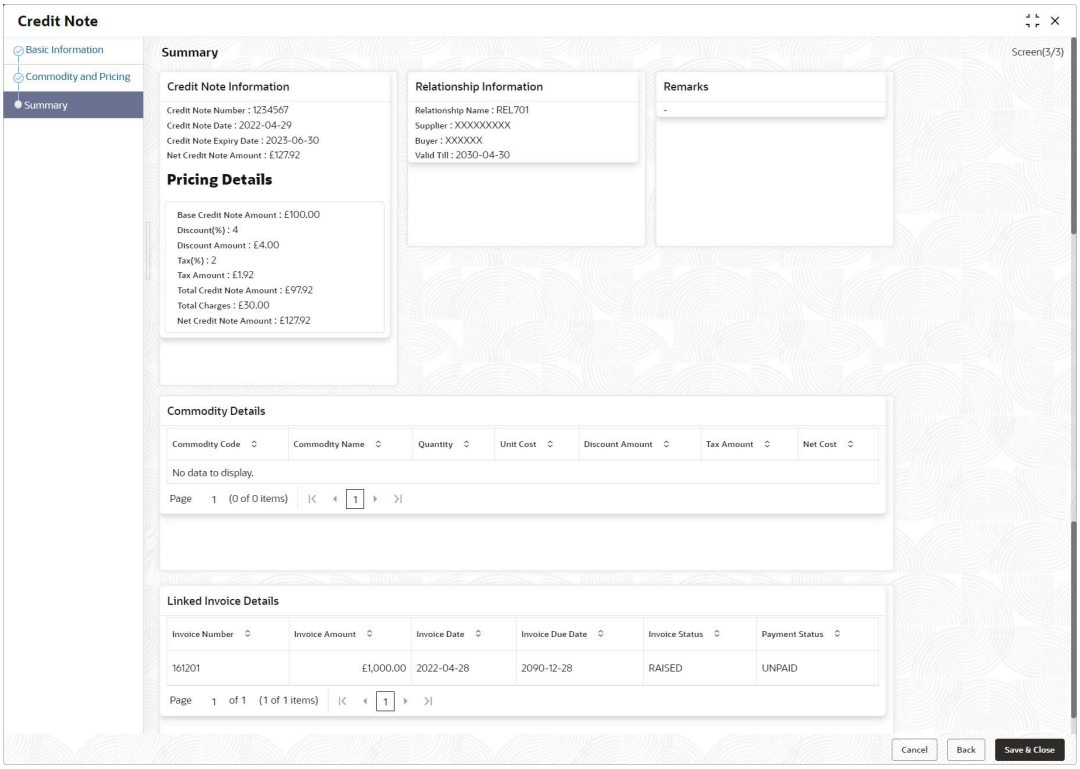
11. Perform any of the below action from the **Commodity and Pricing** screen.
    - Click **Next** to go to the **Summary** screen.
    - Click **Save and Close** to save the credit note details and submit it for authorization.
    - Click **Back** to go to the **Basic Information** screen.
    - Click **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



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 provides a systematic guide on processing and executing various actions related to instruments such as Invoices, Purchase Orders, Debit Notes, and combinations of Invoices & Debit Notes.

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.

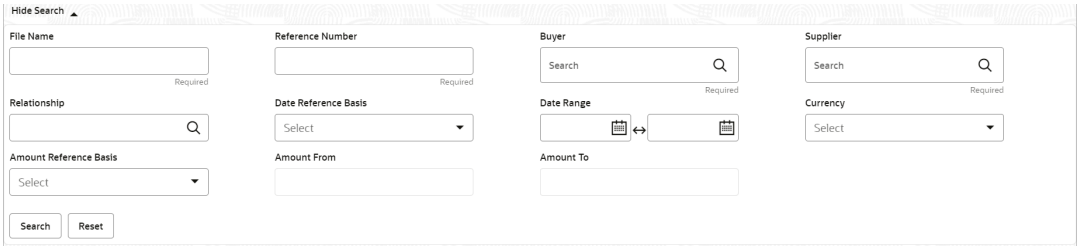
Table 5-1 Receivables and Payables Management - Field Description

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.

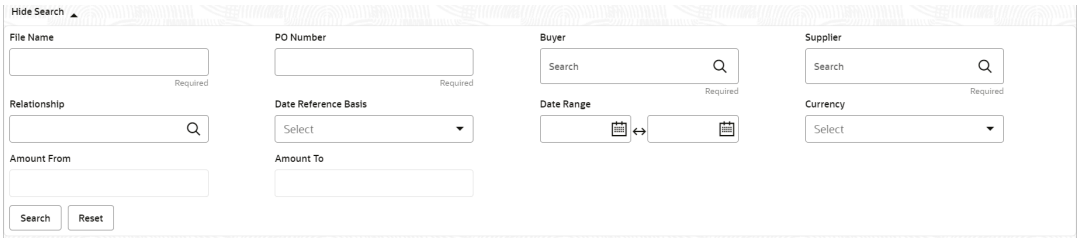
   The **Invoice & Debit Note - Search Parameter** screen displays.

Figure 5-2 Invoice & Debit Note - Search Parameter



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

Figure 5-3 Purchase Order - Search Parameter



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.
- Accept Early Payment for Receivables and Payables
  This topic describes the systematic instruction to accept the invoices/debit notes for early payment offer.
- Edit Receivables and Payables
  This topic describes the systematic instruction to edit the invoices/debit notes/purchase orders.
- Mark Indirect Payment for Receivables and Payables
  This topic describes the systematic instruction to mark indirect payment for the disputed invoices/debit notes.
- 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.

- Link Purchase Orders for Receivables and Payables
  This topic describes the systematic instruction to link the Purchase Orders for the invoices.
- 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.
- 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.
- Reject Receivables and Payables
  This topic describes the systematic instruction to reject the invoices/debit notes/purchase orders.
- 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.

5.1 Accept Receivables and Payables

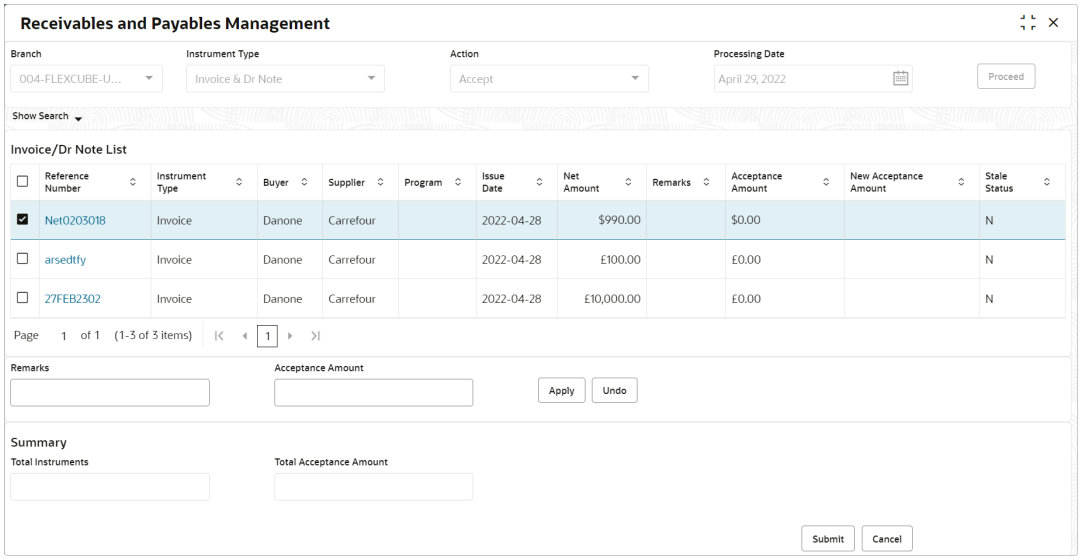
This topic describes the systematic instruction to accept the invoices/debit notes/purchase orders.

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.

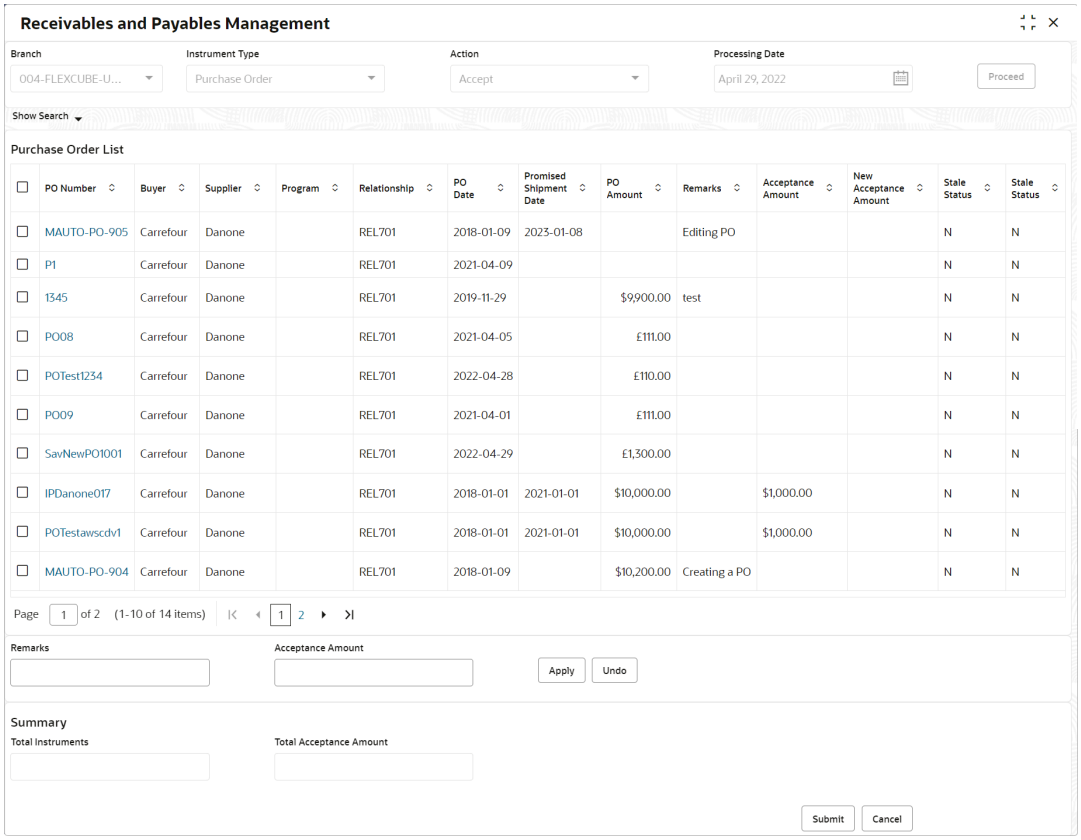
   The **Accept Invoice/Debit Note** screen displays.

Figure 5-4 Accept Invoice/Debit Note



The **Accept Purchase Order** screen displays.

Figure 5-5 Accept Purchase Order



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

6. Select the invoice/debit note/PO to be 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

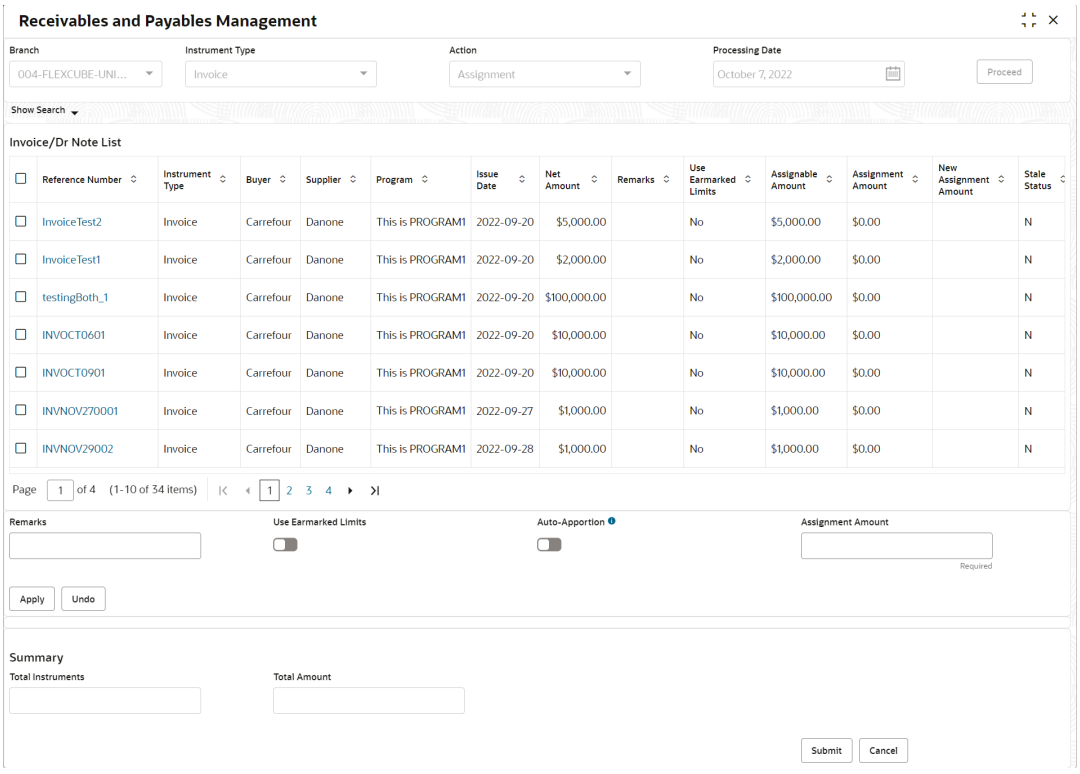
This topic describes the systematic instruction to assign the invoices/debit notes.

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

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



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 **Use Earmarked Limits** toggle to authorize the invoice/debit note to utilize the earmarked limits.
9. 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.

10. Click **Apply** to make changes in the grid.
11. If required, click **Undo** to revert the applied changes.
12. Click **Submit** to submit the assignment and send it for authorization (if applicable).

5.3 Cancel Receivables and Payables

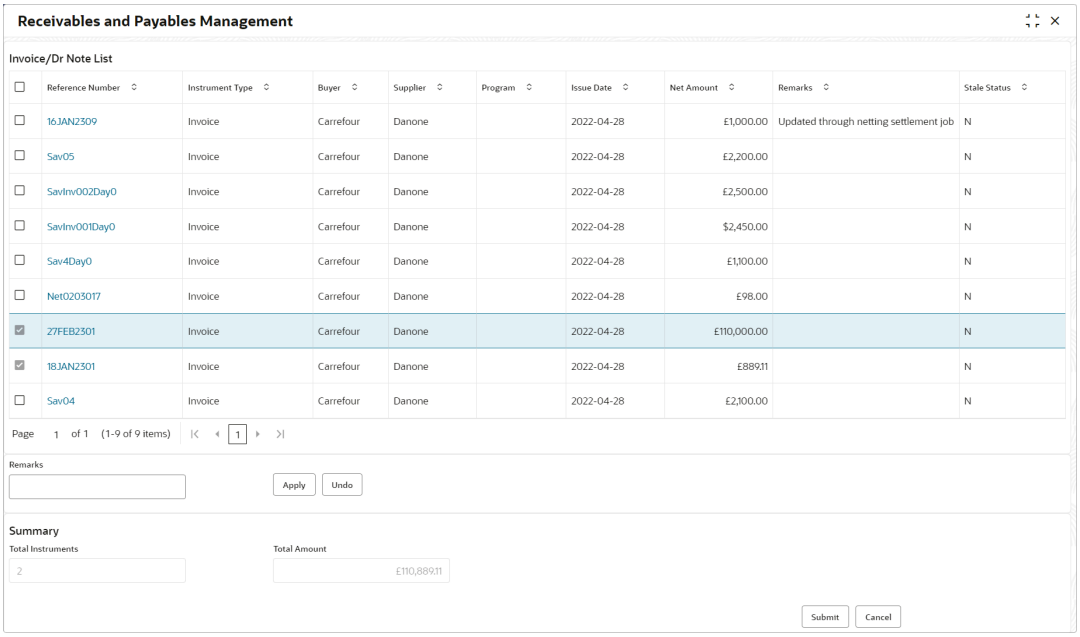
This topic describes the systematic instruction to cancel the invoices/debit notes/purchase orders.

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.

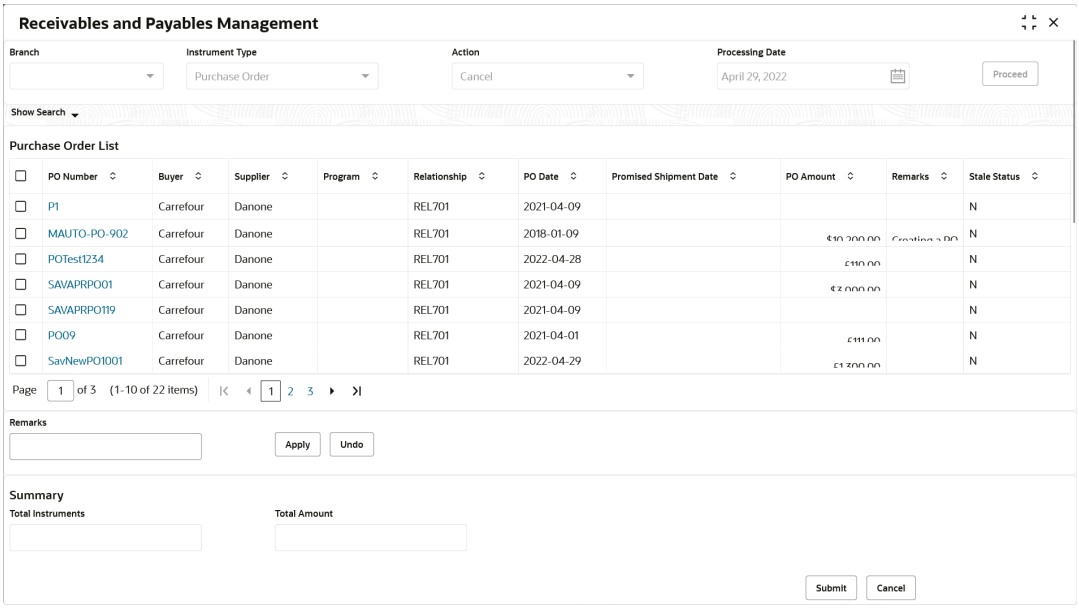
   The **Cancel Invoice/Debit Note** screen displays.

Figure 5-7 Cancel Invoice/Debit Note



The **Cancel Purchase Order** screen displays.

Figure 5-8 Cancel Purchase Order



5. Optional: In the **Reference/PO Number** column, click the link to view the details of the instrument.
6. Select the invoice/debit note/PO to be 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 Accept Early Payment for Receivables and Payables

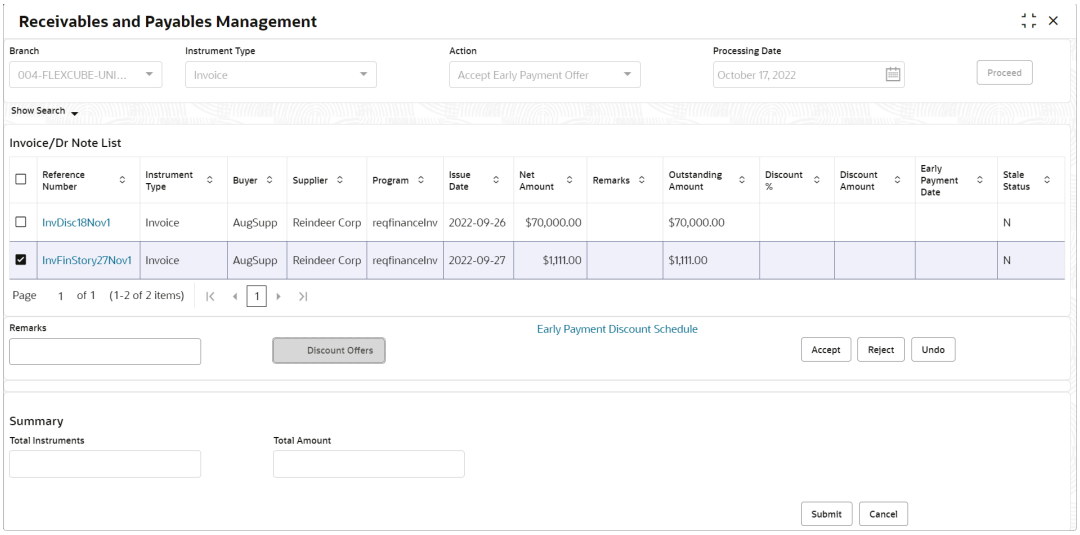
This topic describes the systematic instruction to accept the invoices/debit notes for early payment offer.

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

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.

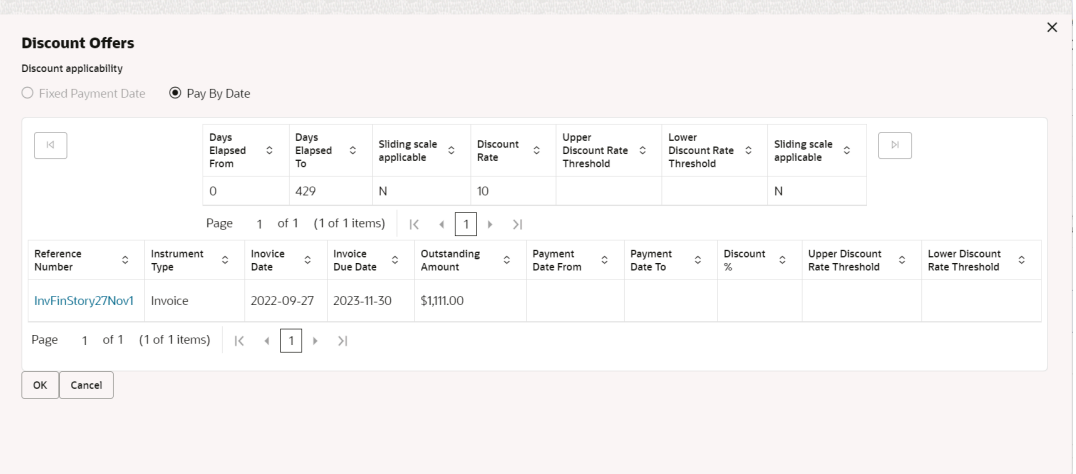
Figure 5-9 Accept Early Payment - Invoice/Debit Note



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 5-10 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).

5.5 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 5-11 Edit Invoice

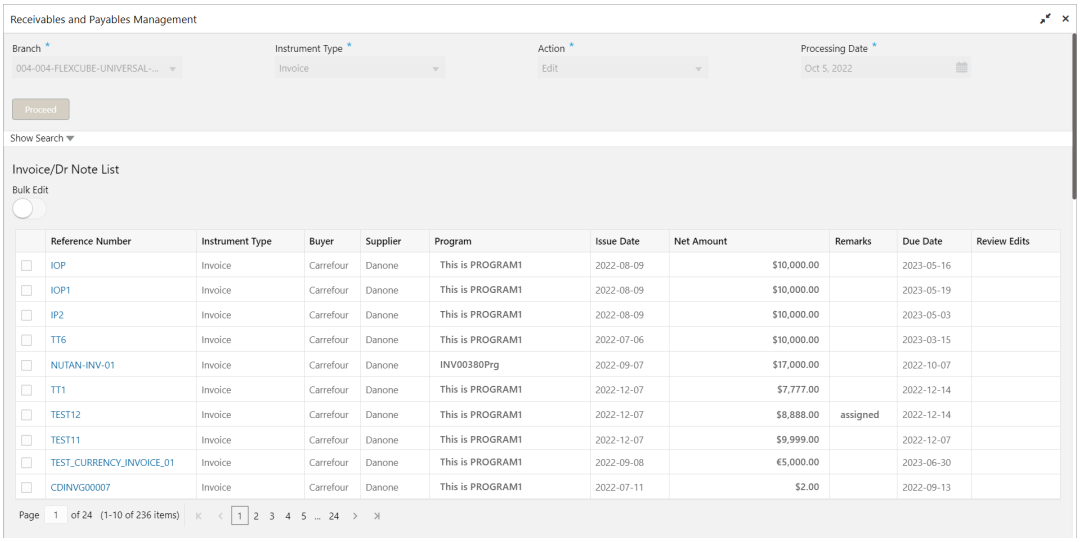


Figure 5-12 Edit Invoice - Basic Details

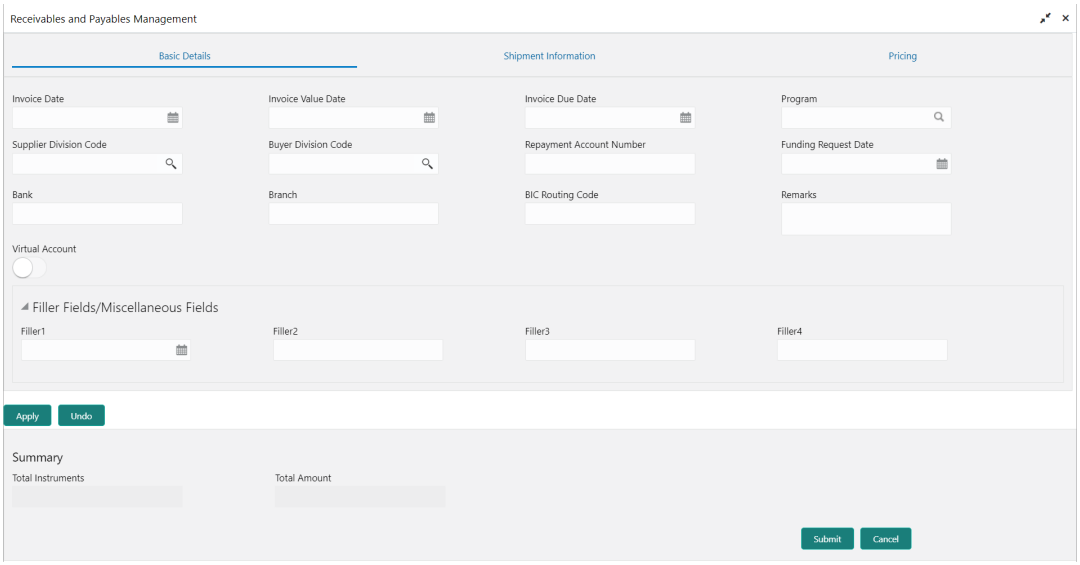


Figure 5-13 Edit Invoice - Shipment Information

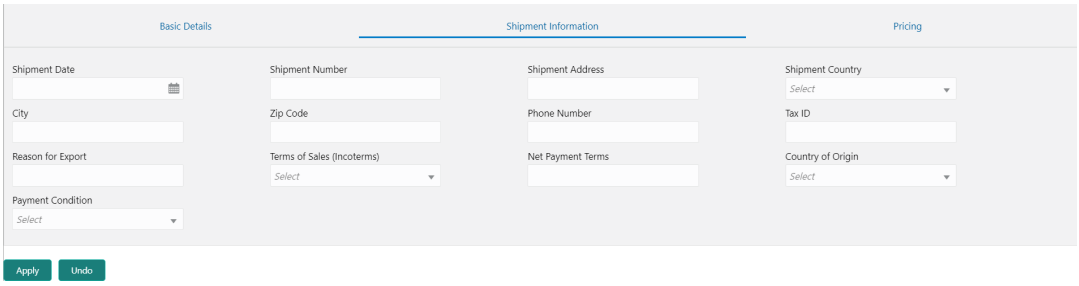
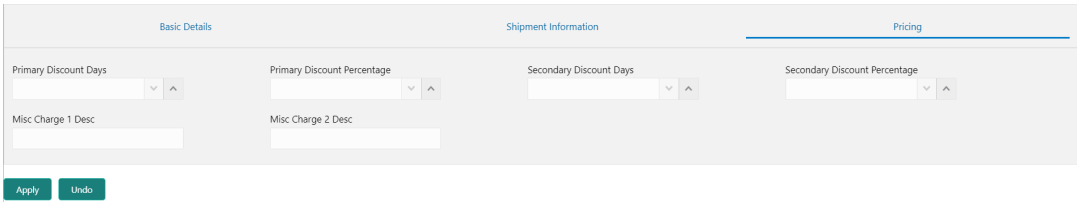


Figure 5-14 Edit Invoice - Pricing



The **Edit Debit Note** screen displays.

Figure 5-15 Edit Debit Note

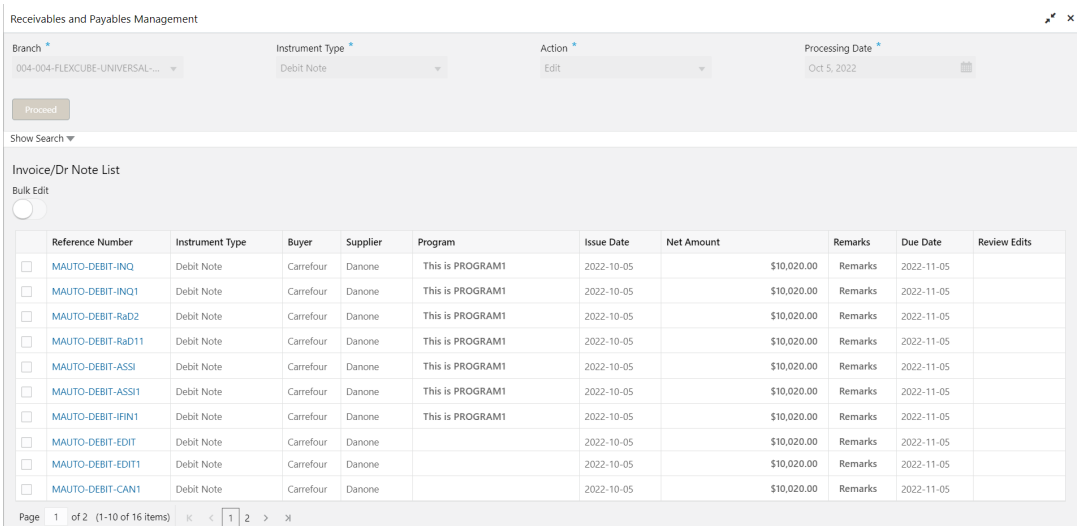


Figure 5-16 Edit Debit Note - Basic Details

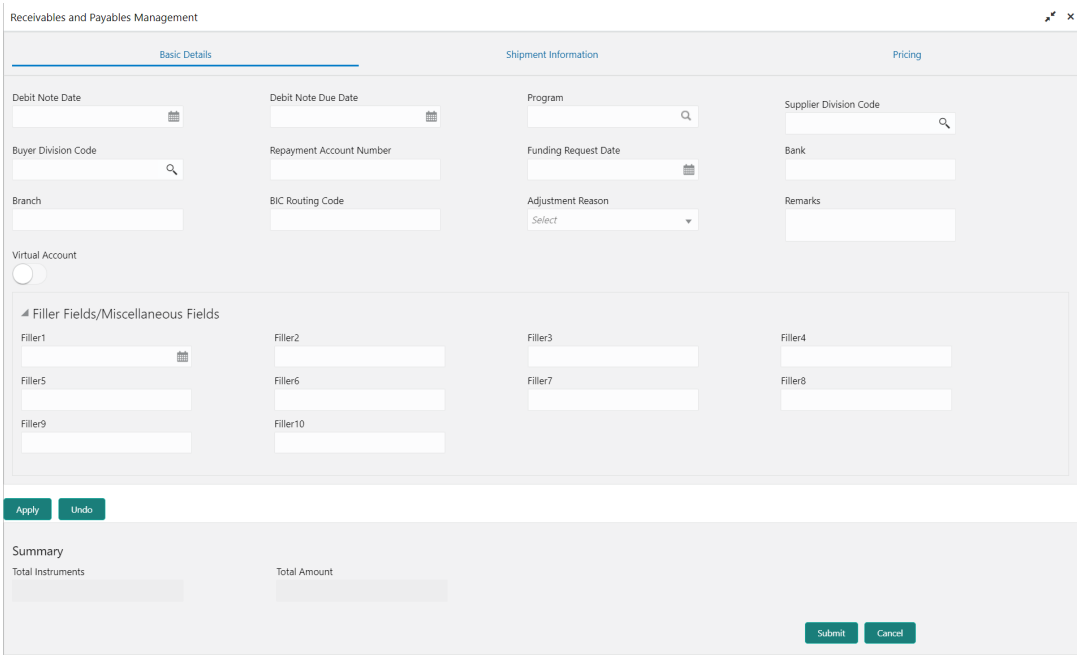


Figure 5-17 Edit Debit Note - Shipment Information

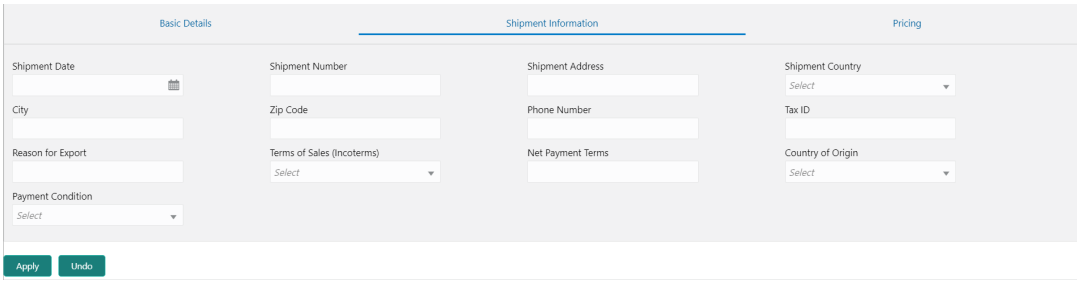
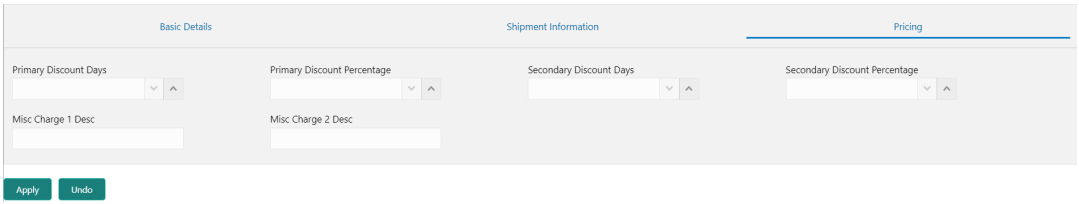


Figure 5-18 Edit Debit Note - Pricing



The **Edit Purchase Order** screen displays.

Figure 5-19 Edit Purchase Order

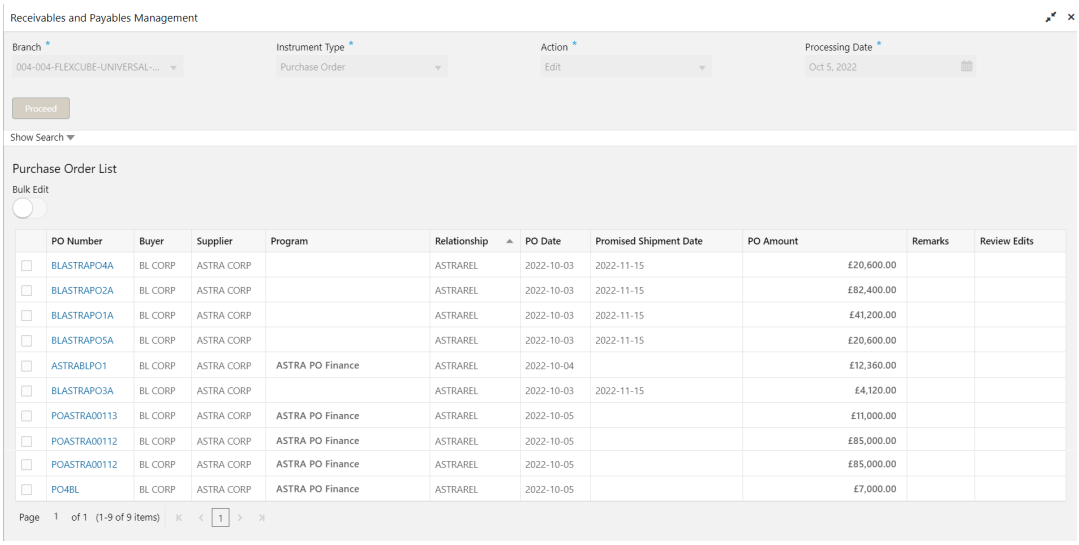


Figure 5-20 Edit Purchase Order - Basic Details

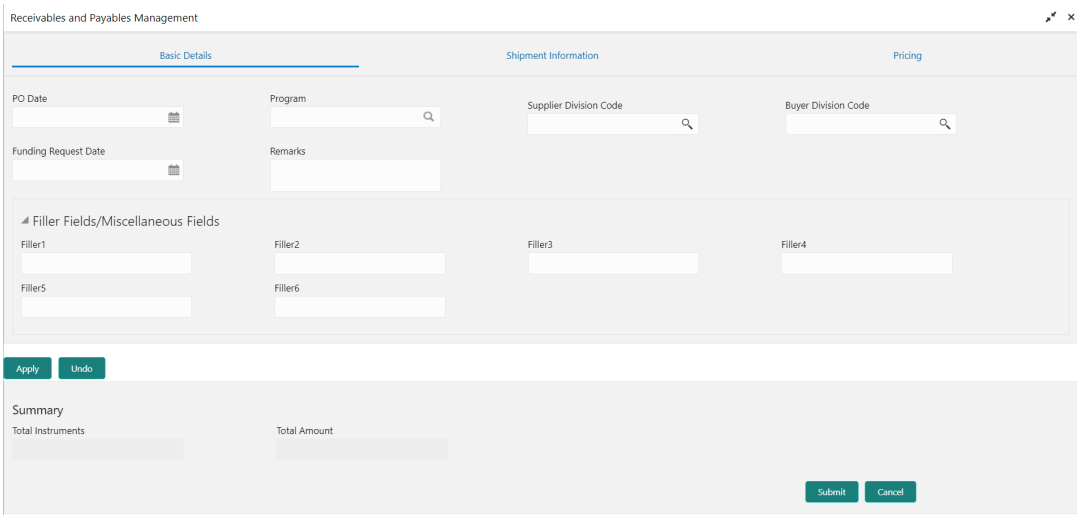


Figure 5-21 Edit Purchase Order - Shipment Information

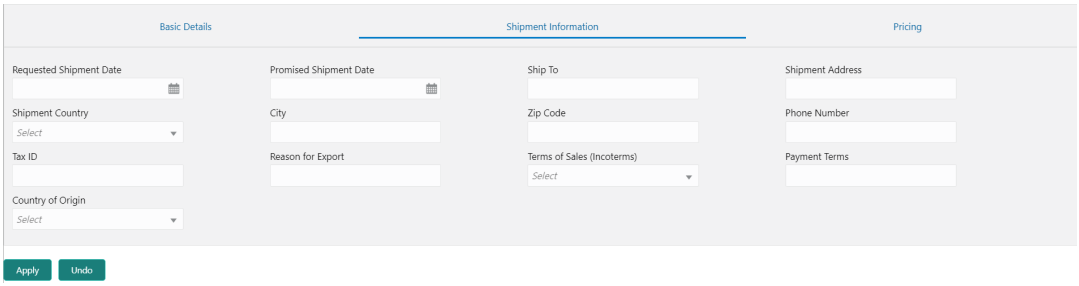
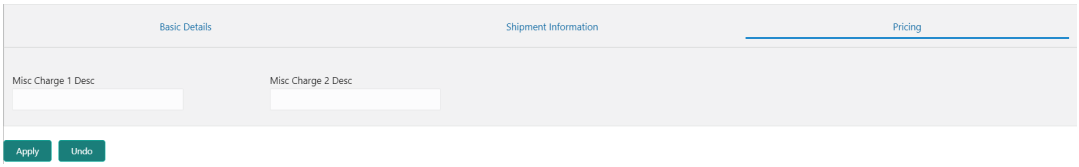


Figure 5-22 Edit Purchase Order - Pricing



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

   The existing information gets auto-populated in the respective fields in the **Basic Details**, **Shipment Information** and **Pricing** tabs.
7. Switch the **Bulk Edit** toggle ON to edit the multiple instruments together.

> **Note:**
>
> Bulk edits can be done for instruments of the same buyer and seller only.

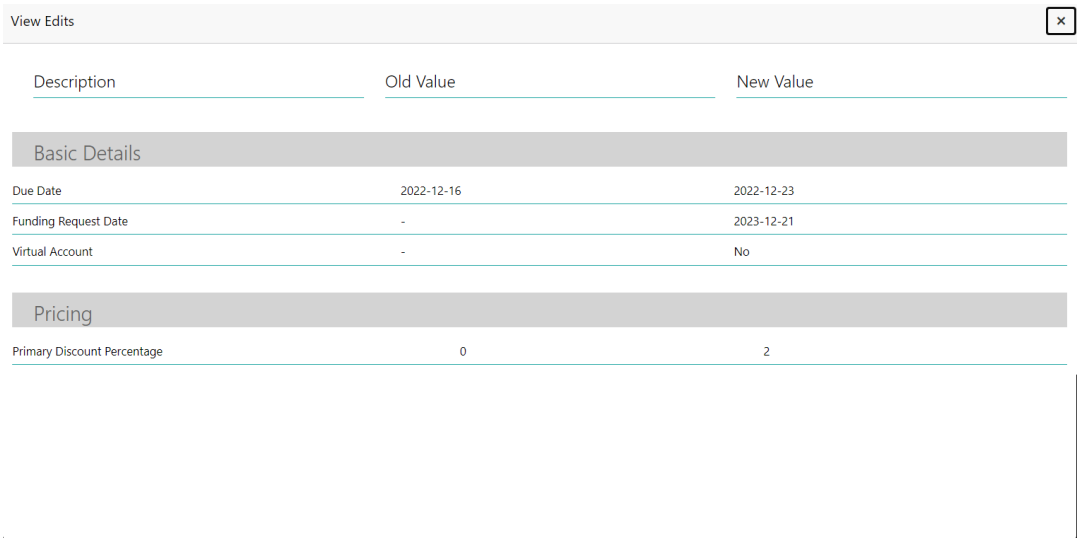
8. Specify/Modify the required fields.

> **Note:**
>
> Refer the **Create Receivables and Payables** topic for more information on the fields.

9. Click **Apply** to make changes in the grid.
10. If required, click **Undo** to revert the applied changes.
11. Click **View Edits** hyperlink in the **Review Edits** column to view the modified information.

    The **View Edits** popup screen displays.

Figure 5-23 View Edits



12. Click **Submit** to accept the invoice/debit note/purchase order and send it for authorization (if applicable).

5.6 Mark Indirect Payment for Receivables and Payables

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

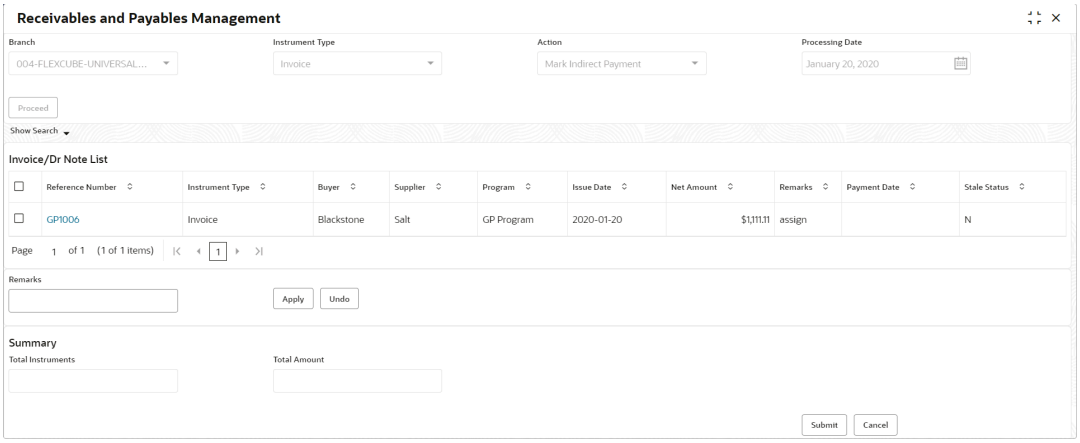
Indirect Payment is a two-factor payment scenario where the buyer directly pays the supplier bypassing the import factor and export factor.

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

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 5-24 Mark Indirect Payment for Invoice/Debit Note



5. Optional: In the **Reference Number** column, click the link to view the details of the instrument.
6. Select the invoice/debit note to be marked for indirect payment.
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).

5.7 Initiate Finance for Receivables and Payables

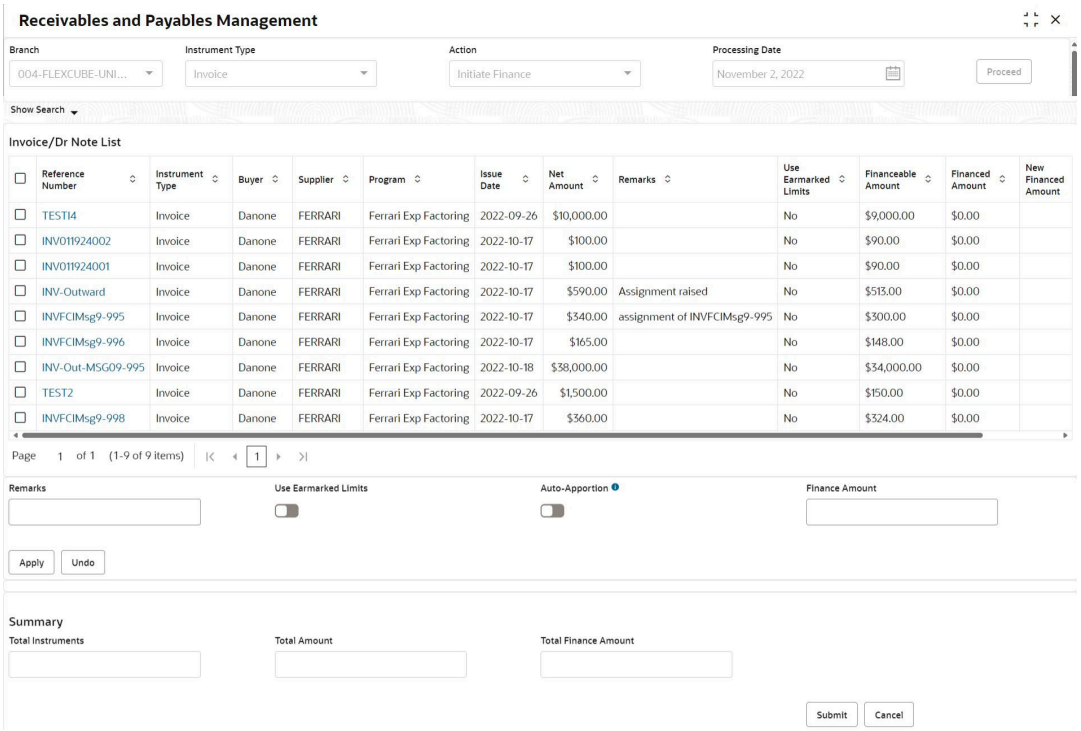
This topic describes the systematic instruction to initiate finance for the invoices/debit notes/ purchase orders that are linked to a program and have been accepted.

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

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.

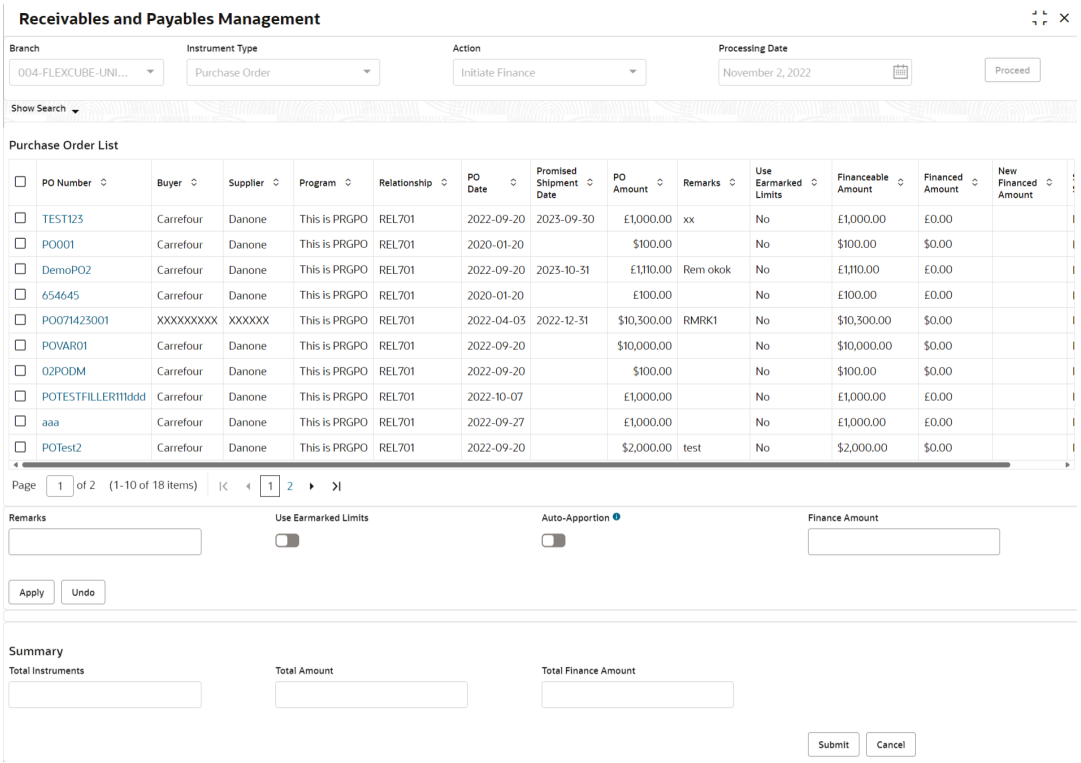
   The **Initiate Finance - Invoice/Debit Note** screen displays.

Figure 5-25 Initiate Finance - Invoice/Debit Note



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

Figure 5-26 Initiate Finance - Purchase Order



5. Optional: In the **Reference/PO Number** column, click the link to view the details of the instrument.
6. Select the invoice/debit note/PO to be financed.
7. Optional: In the **Remarks** field, enter the remarks about new finance amount.
8. Switch ON the **Use Earmarked Limits** toggle to authorize the invoice/debit note/purchase order to utilize the earmarked limits.
9. 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.

10. In the **Finance Amount** field, enter the amount to be financed.
11. Click **Apply** to make changes in the grid.
12. If required, click **Undo** to revert the applied changes.
13. 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***.

5.8 Link Program for Receivables and Payables

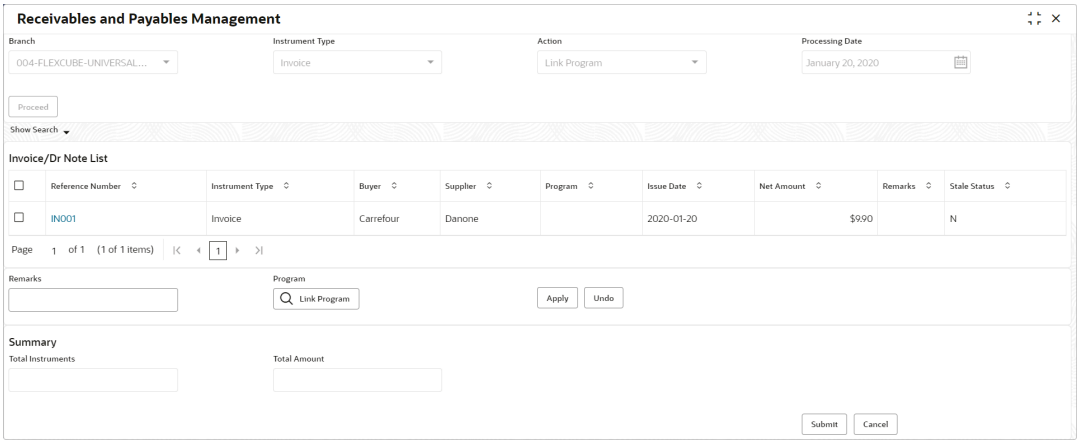
This topic describes the systematic instruction to link program for the invoices/debit notes/ purchase orders.

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

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.

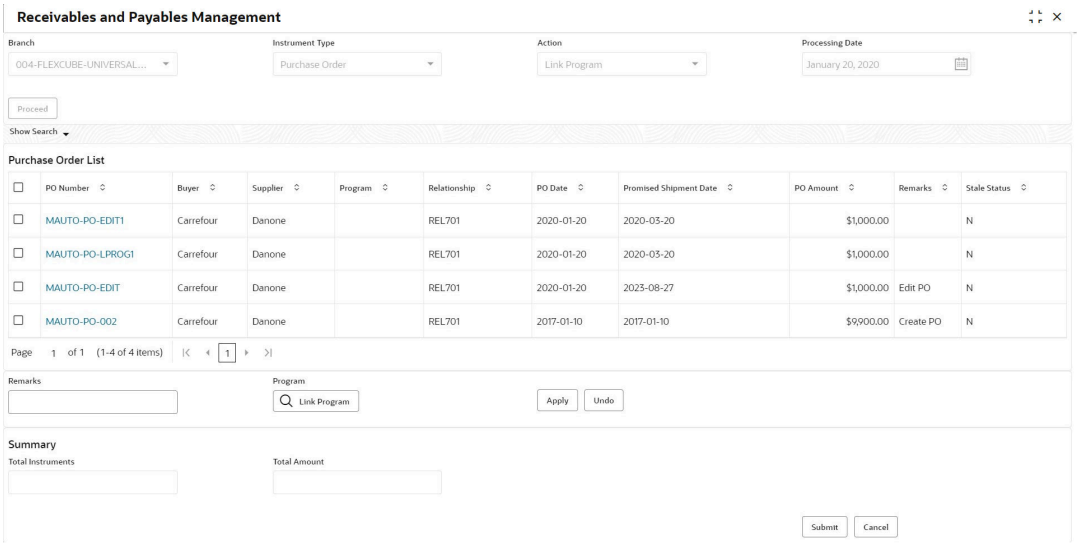
   The **Link Program - Invoice/Debit Note** screen displays.

Figure 5-27 Link Program - Invoice/Debit Note



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

Figure 5-28 Link Program - Purchase Order



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

A link program task is created in the **Free Tasks** under **Instruments** menu, which can be acquired and processed.

5.9 Link Purchase Orders for Receivables and Payables

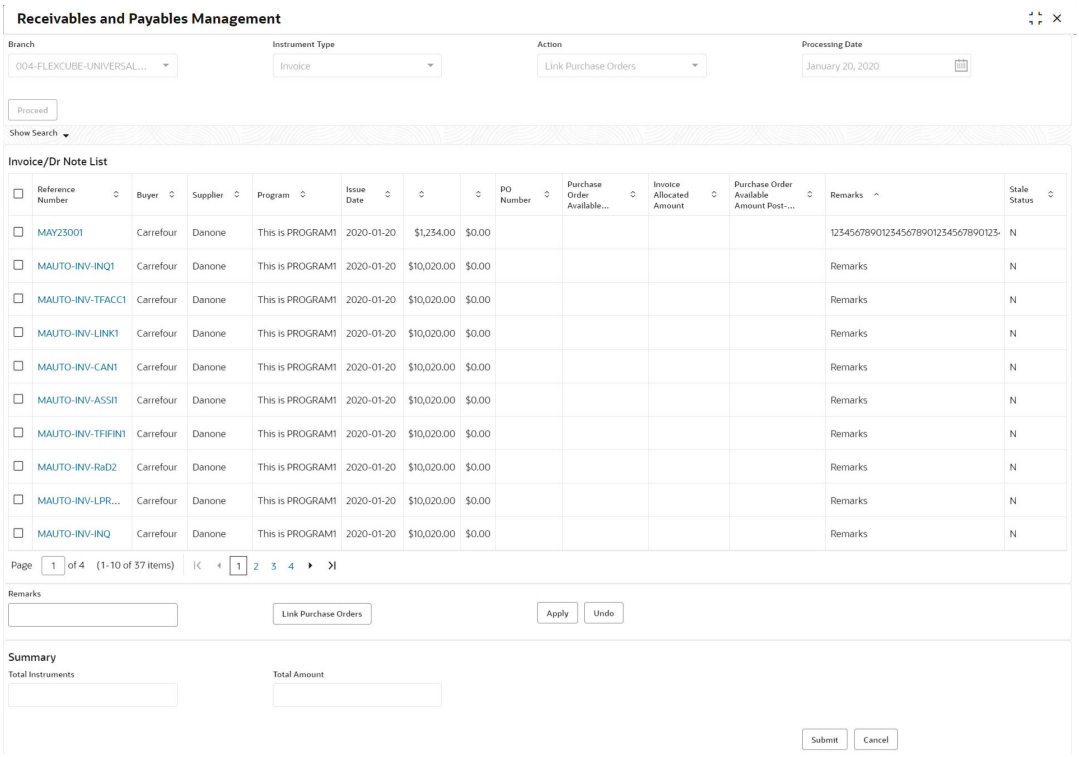
This topic describes the systematic instruction to link the Purchase Orders for the invoices.

Perform the following steps post searching the invoices for the **Link Purchase Orders** action:

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 5-29 Link Purchase Orders



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.

5.10 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.

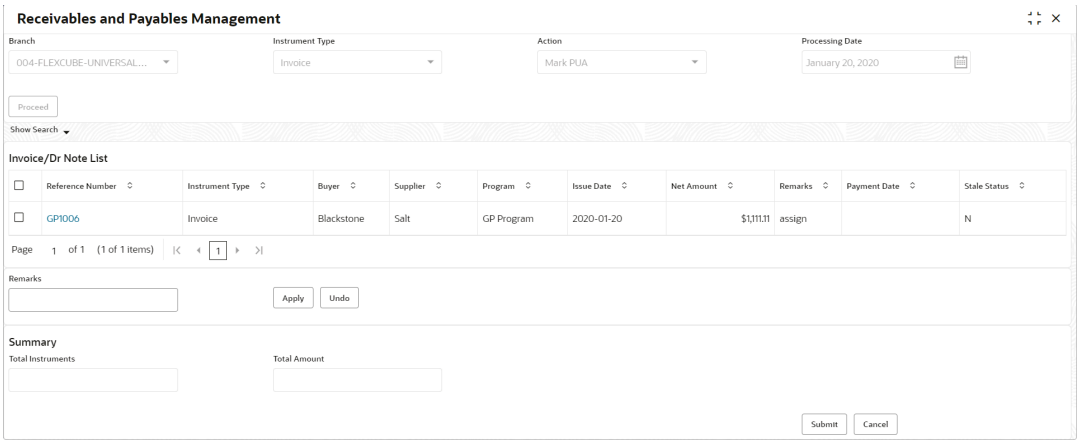
Payment under Approval is a scenario where the buyer defaults, the import factor may make a payment to the export factor by extension to the seller.

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

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



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).

5.11 Raise Dispute for Receivables and Payables

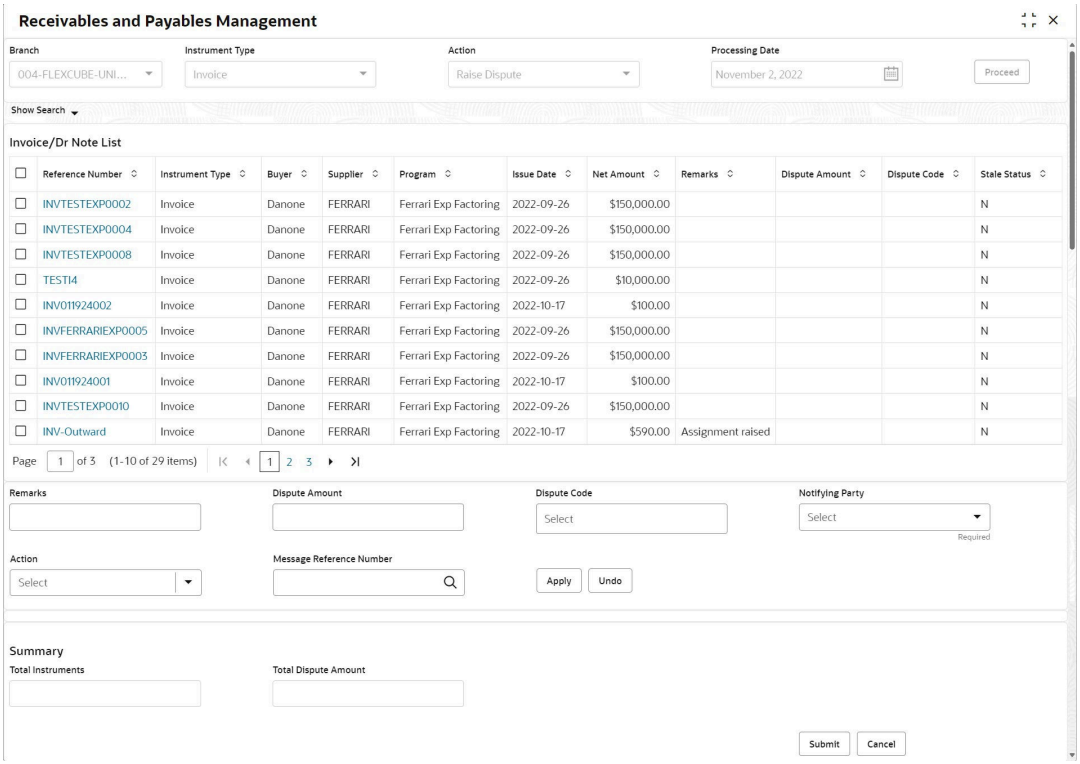
This topic describes the systematic instruction to raise dispute for the invoices/debit notes.

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 5-31 Raise Dispute for Invoice/Debit Note



5. Optional: In the **Reference Number** column, click the link to view the details of the instrument.
6. Select the invoice/debit note to raise the dispute for.
7. Optional: In the **Remarks** field, enter the remarks for the disputed amount.
8. In the **Dispute Amount** field, enter the disputed amount.
9. In the **Dispute Code** field, select the code for which the dispute is raised.
10. In the **Notifying Party** field, select the party to be notified for whom the dispute is raised.
11. In the **Action** field, select the action performed as part of the dispute raised.
12. In the **Message Reference Number** field, click the search icon and select the message to be linked to the dispute raised.
13. Click **Apply** to make changes in the grid.
14. If required, click **Undo** to revert the applied changes.
15. Click **Submit** to raise dispute for the invoice/debit note and send it for authorization (if applicable).

5.12 Reassign Receivables and Payables

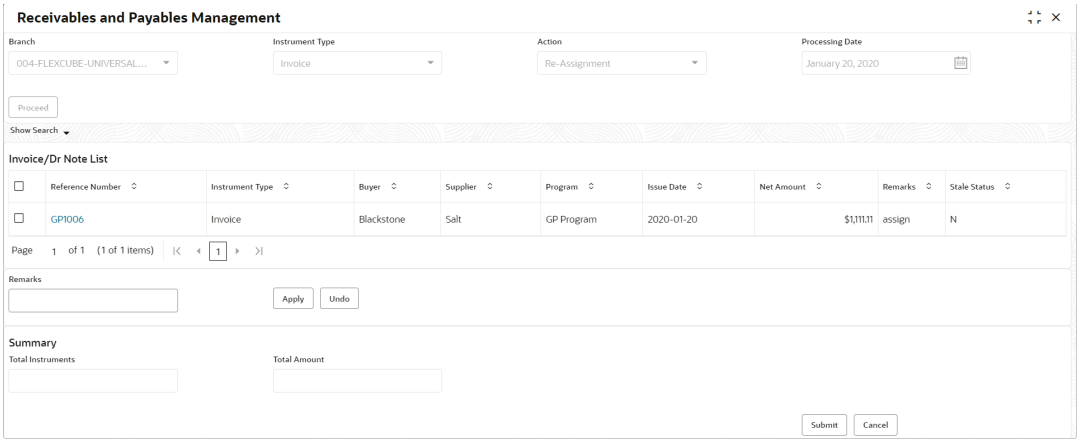
This topic describes the systematic instruction to reassign the invoices/debit notes.

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

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 5-32 Reassign Invoice/Debit Note



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

5.13 Reject Receivables and Payables

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

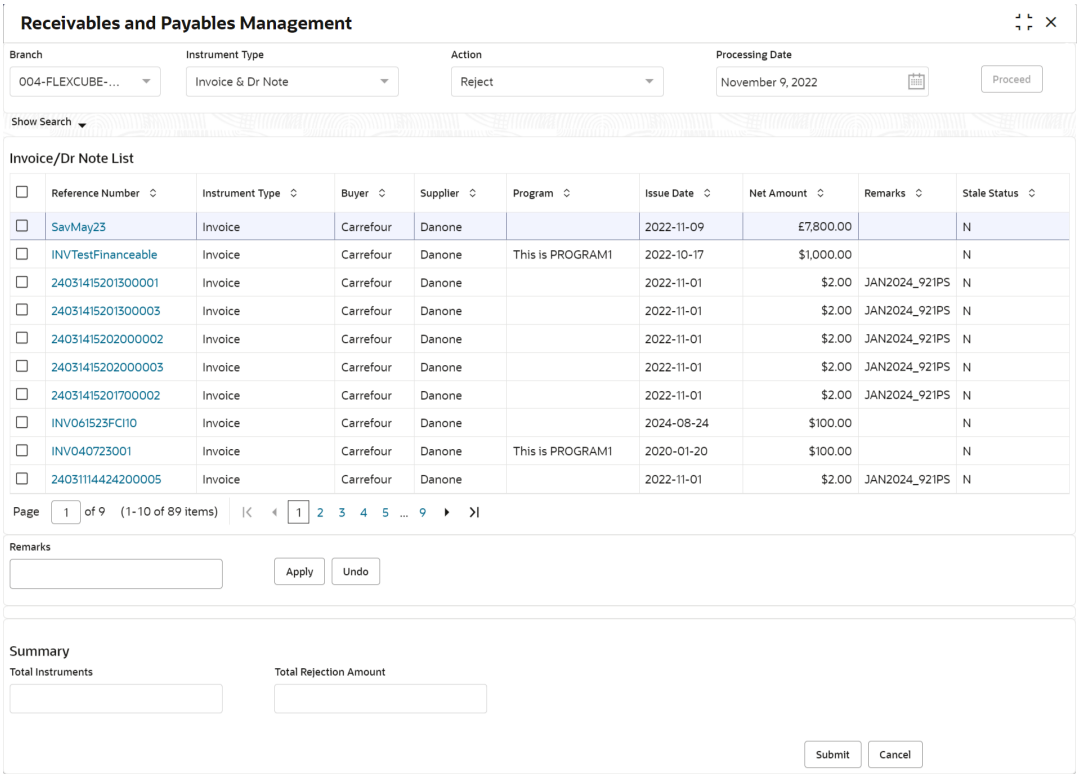
Only the invoices/debit notes/PO which are raised and not financed can be rejected. A rejection of an instrument is different from cancellation, when rejected, the said status will be captured against the instrument and the same instrument number can be re-uploaded/re-created.

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

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

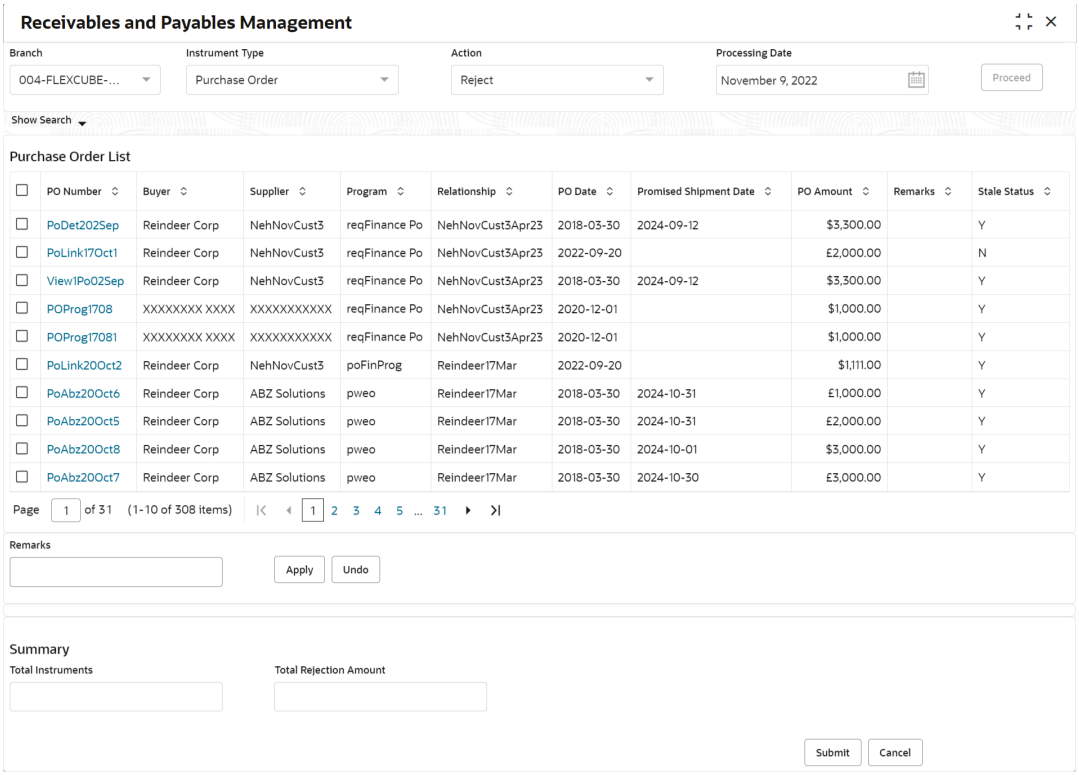
   The **Reject Invoice/Debit Note** screen displays.

Figure 5-33 Reject Invoice/Debit Note



The **Reject Purchase Order** screen displays.

Figure 5-34 Reject Purchase Order



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

5.14 Resolve Dispute on Receivables and Payables

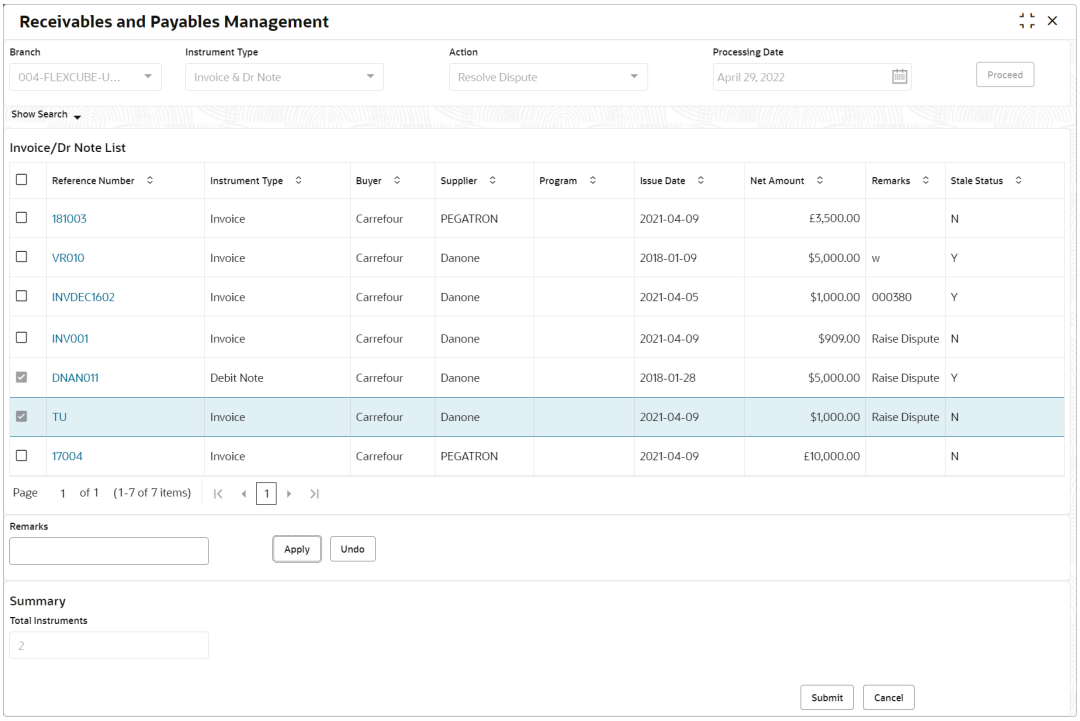
This topic describes the systematic instruction to resolve dispute on the invoices/debit notes.

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 5-35 Resolve Dispute on Invoice/Debit Note



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

5.15 Write Off Disputed Receivables and Payables

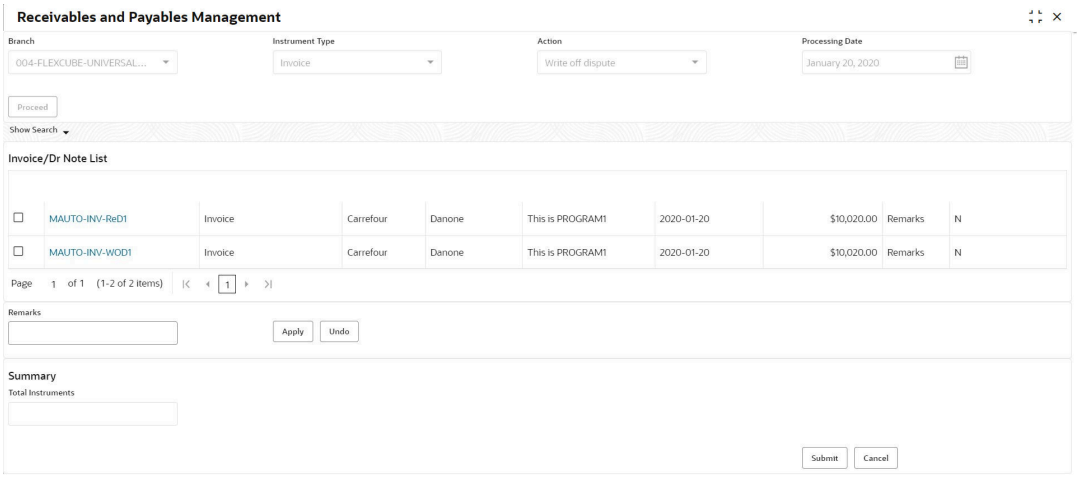
This topic describes the systematic instruction to write off the disputed invoices/debit notes.

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

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

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

Figure 5-36 Write Off Disputed Invoice/Debit Note



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

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 form the annotated file.
- Upload Documents
  This topic describes the systematic instruction to upload the scanned images of the invoice/PO to be auto-fetched by system and create invoice/PO from the same.
- View Transaction Log
  This topic describes the systematic instruction to view status-wise processing details of each uploaded documents.

6.1 Create Use Case

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

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

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

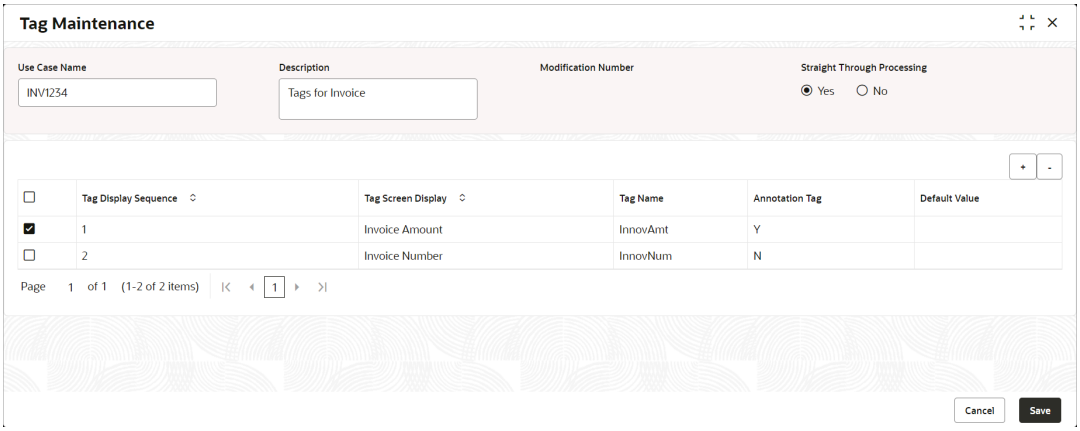
   The **Use Case Definition** screen displays.

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.

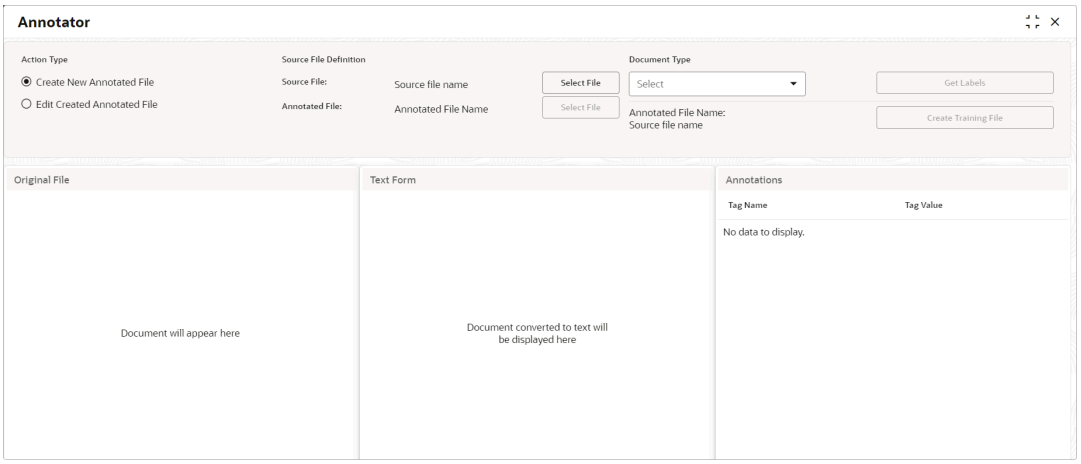
By using this sub-menu, the user can create the annotated file.

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.

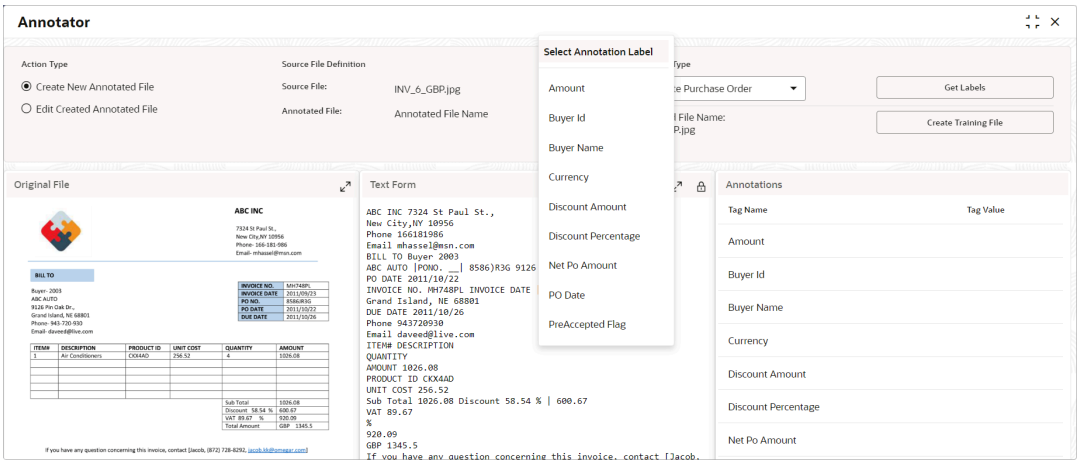
Figure 6-3 Annotator



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.

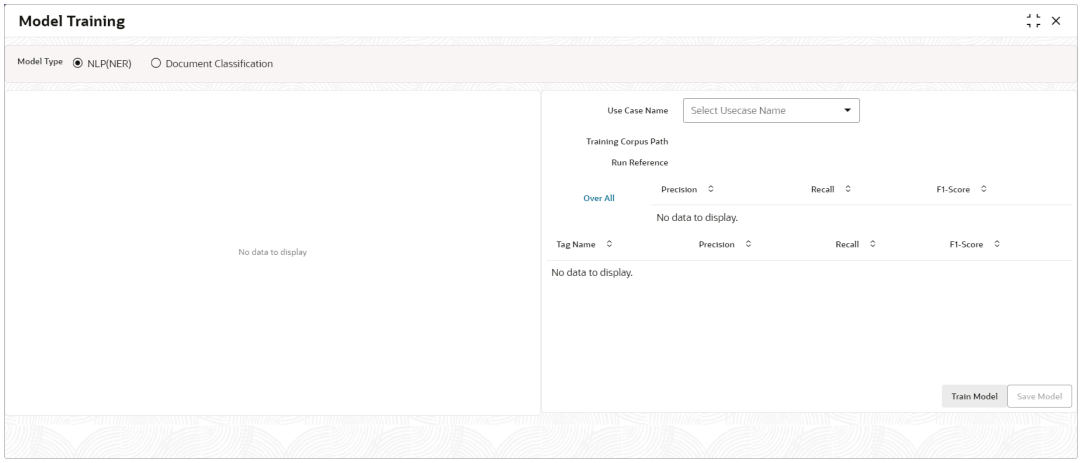
The user can have only one active trained model at a time.

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.

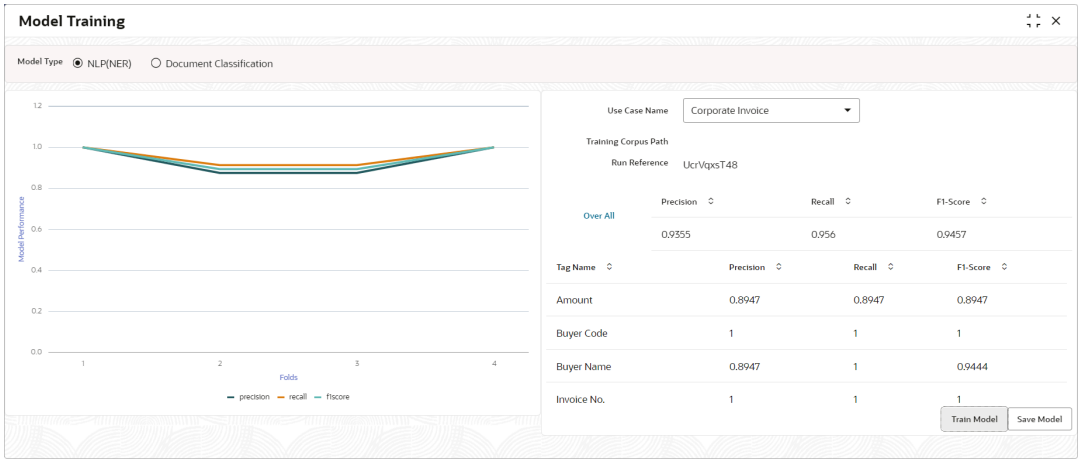
Figure 6-5 Model Training



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 form the annotated file.

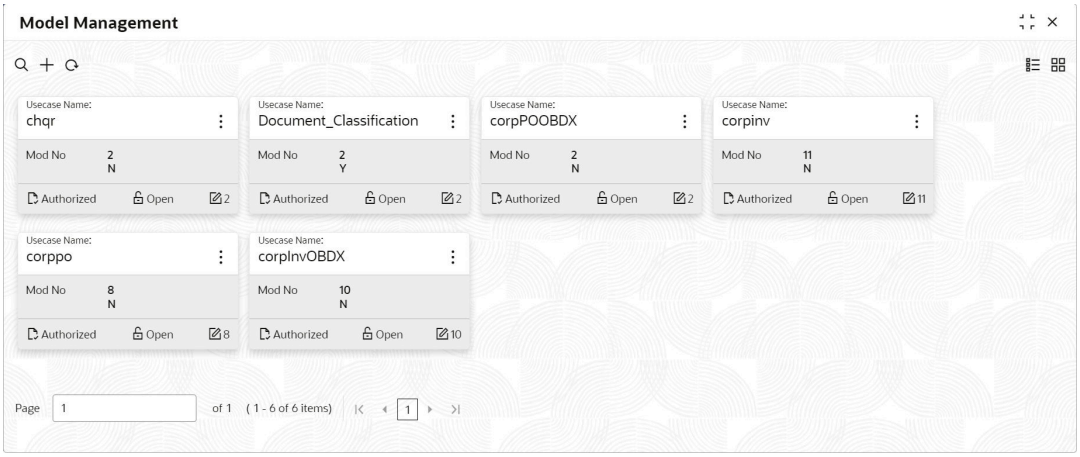
By using this screen, the user can set an active annotated model to be utilized by machine learning engine.

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

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

   The **Model Management** screen displays.

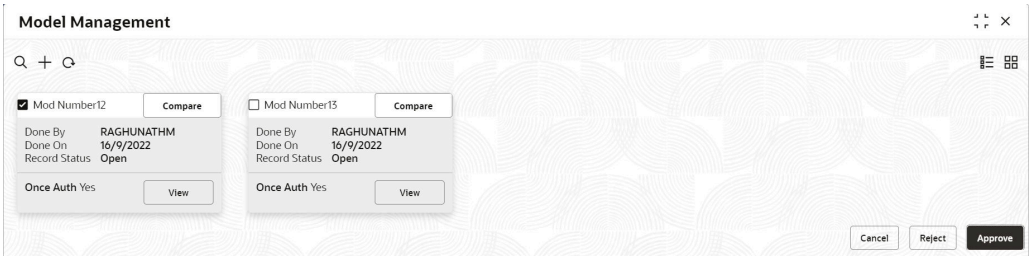
Figure 6-7 Model Management



3. Click **Options** icon and then perform the following steps to modify, audit, authorize, or remove a use case:

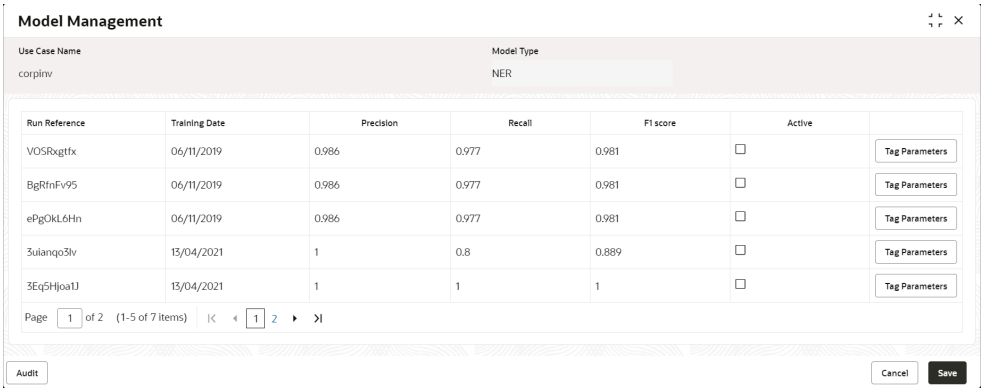
   - Click **Authorize** to authorize the closed records.
     The **Model Management - Authorize** screen displays.

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.

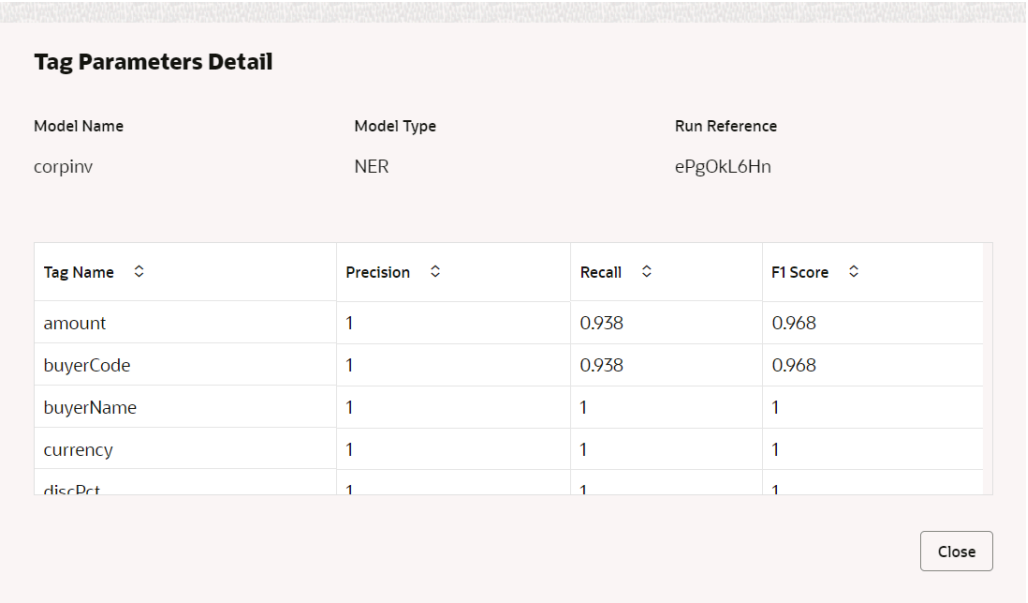
Figure 6-9 Model Management - Unlock



– 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

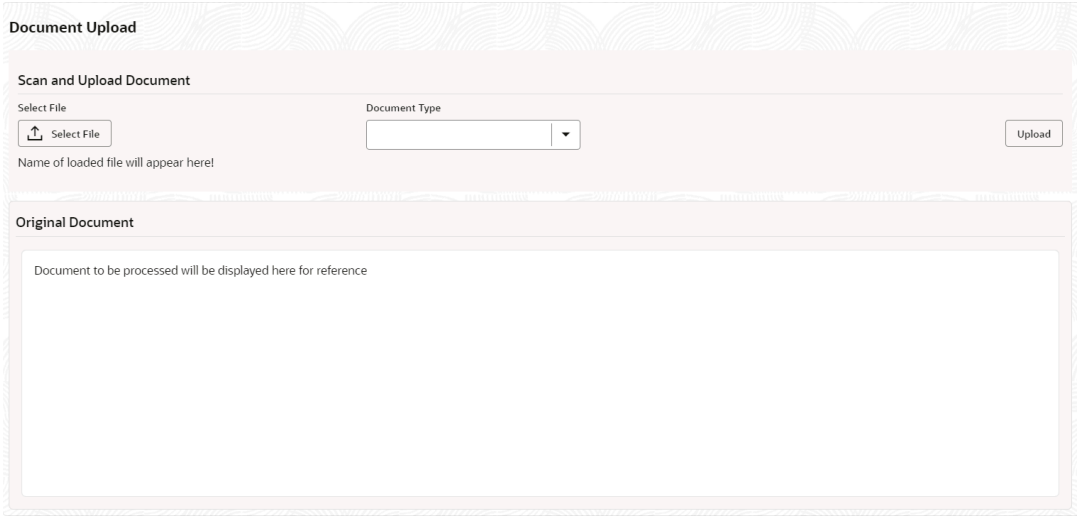
This topic describes the systematic instruction to upload the scanned images of the invoice/PO to be auto-fetched by system and create invoice/PO from the same.

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.

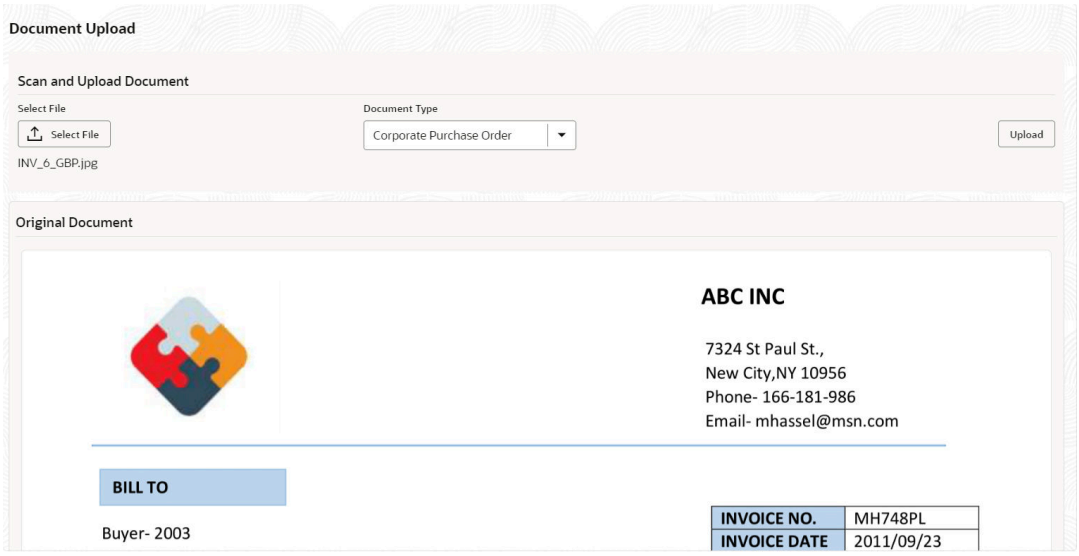
Figure 6-11 Document Upload



3. Click **Select File** and choose the invoice/PO image to be uploaded.

   The **Document Upload** screen displays.

Figure 6-12 Document Upload



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

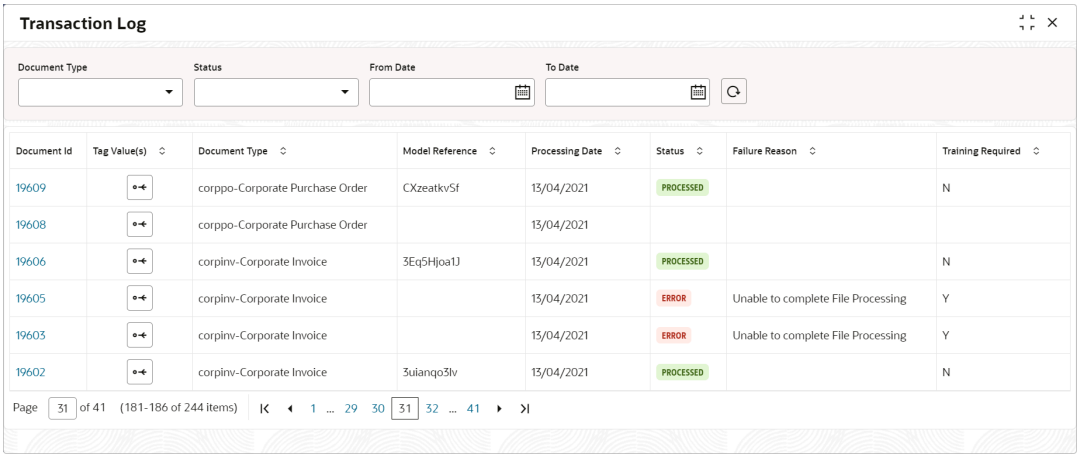
This topic describes the systematic instruction to view status-wise processing details of each uploaded documents.

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



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

7

Dynamic Discount Management

This topic describes the systematic instruction to create discount rate rules on behalf of supplier or buyer and link them to instruments such as invoices and debit notes..

Buyer or Supplier are entitled to early payment discount if the payment is made before invoice due date. Newly created records take effect once authorized.

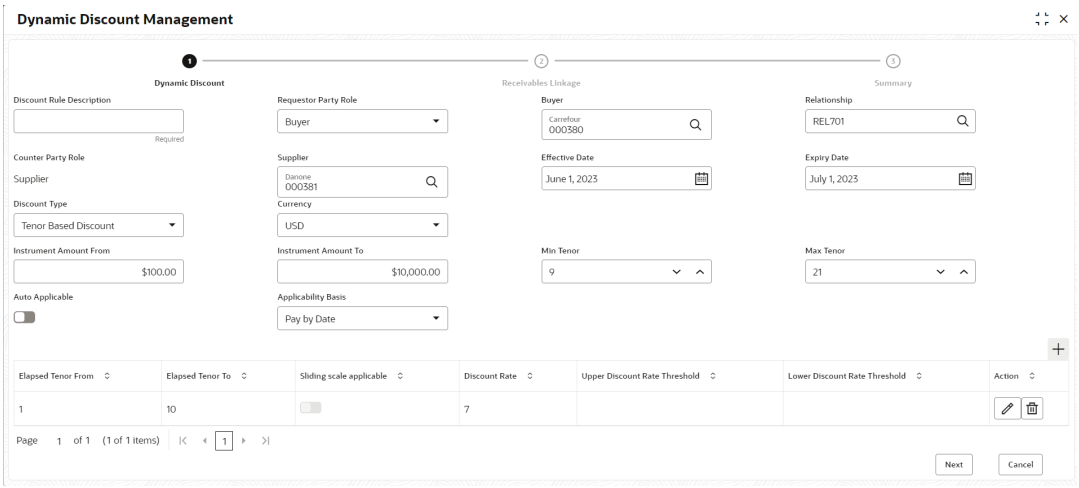
Specify **User ID** and **Password**, and login to **Home** screen.

Dynamic Discount

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

   The **Dynamic Discount** step in the **Dynamic Discount Management** screen displays.

Figure 7-1 Dynamic Discount



2. Specify the fields on **Dynamic Discount** step to create a discounting rule.

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

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

Table 7-1 Dynamic Discount - Field Description

Field Name	Description
Discount Rule Description	Specify a description for the discount rule. This field cannot be modified once authorized.

Table 7-1 (Cont.) Dynamic Discount - Field Description

Field Name	Description
Requestor Party Role	Select role of the requestor party as buyer or supplier.
Buyer	Click the search icon and select the buyer party. This field is displayed only if **Requestor Party Role** is selected as **Buyer**.
Supplier	Click the search icon and select the supplier party. This field is displayed only if **Requestor Party Role** is selected as **Supplier**.
Relationship	Click the search icon and select the relationship code of the requestor party.
Counter Party Role	Counterparty is auto-populated based on selected requestor party role.
Buyer	Click the search icon and select the counterparty. This field is displayed is auto-populated based on selected requestor party role.
Supplier	Click the search icon and select the counterparty. This field is displayed is auto-populated based on selected requestor party role.
Effective Date	Click the calendar icon and select the date from when the discount template takes effect.
Expiry Date	Click the calendar icon and select the date till when the discount template can be used.
Discount Type	Select whether the discount should be fixed or tenor based.
Discount Rate	Specify the rate of discount. This field is displayed only when 'Fixed Discount' is selected as the discount type.
Currency	Select the currency of the instrument to apply the discount rule to.
Instrument Amount From	Specify the starting amount of the range for the instrument. The discount rate is applied to those instruments whose amounts are greater than or equal to the specified amount.
Instrument Amount To	Specify the ending amount of the range for the instrument. The discount rate is applied to those instruments whose amounts are less than or equal to the specified amount.
Min Tenor	Specify the minimum tenor for the instrument.
Max Tenor	Specify the maximum tenor for the instrument.
Auto Applicable	Switch the toggle ON if the discount rule should be applied automatically to eligible instruments, once created and authorized.
Applicability Basis	Select the basis for applicability of the discount rule. The options are: • Pay by Date • Fixed Payment Date • Both This field is editable only if the Auto Applicable toggle is disabled.

Table 7-1 (Cont.) Dynamic Discount - Field Description

Field Name	Description
Auto Applicable Basis	Select the basis for auto-applicability of the discount rule. The options are: • Pay by Date • Fixed Payment Date This field is editable only if the Auto Applicable toggle is enabled.
Early Payment Date	Click the calendar icon and select the date for early payment. This field is displayed only when value for 'Auto Applicable Basis' is selected as 'Fixed Payment Date'.
Grid	**This grid is displayed only if the selected discount type is 'Tenor Based Discount'.**
Add	Click **Add** icon to add the tenors and their respective discounts.
Elapsed Tenor From	Select the number of days from the start of the tenor after which the discount offer should be applicable.
Elapsed Tenor To	Select the number of days from the start of the tenor up to which the discount offer should be applicable.
Sliding scale applicable	Switch this toggle ON, to enable a sliding discount rate. Specify the upper and lower discount rate thresholds if this toggle is enabled.
Discount Rate	Specify the discount percentage. This column is displayed only if the Sliding scale applicable toggle is disabled.
Upper Discount Rate Threshold	Specify the upper discount percentage applicable for the sliding rate.
Lower Discount Rate Threshold	Specify the lower discount percentage applicable for the sliding scale.
Action	Displays the following options to edit or delete the tenor record. • Click **Edit** to edit a row. • Click **Delete** to remove a row.

3. Perform any of the below action from the **Dynamic Discount** step.
   - Click **Next** to go to the **Receivables Linkage** step.
   - Click **Cancel** to cancel the creation of the discounting rule.

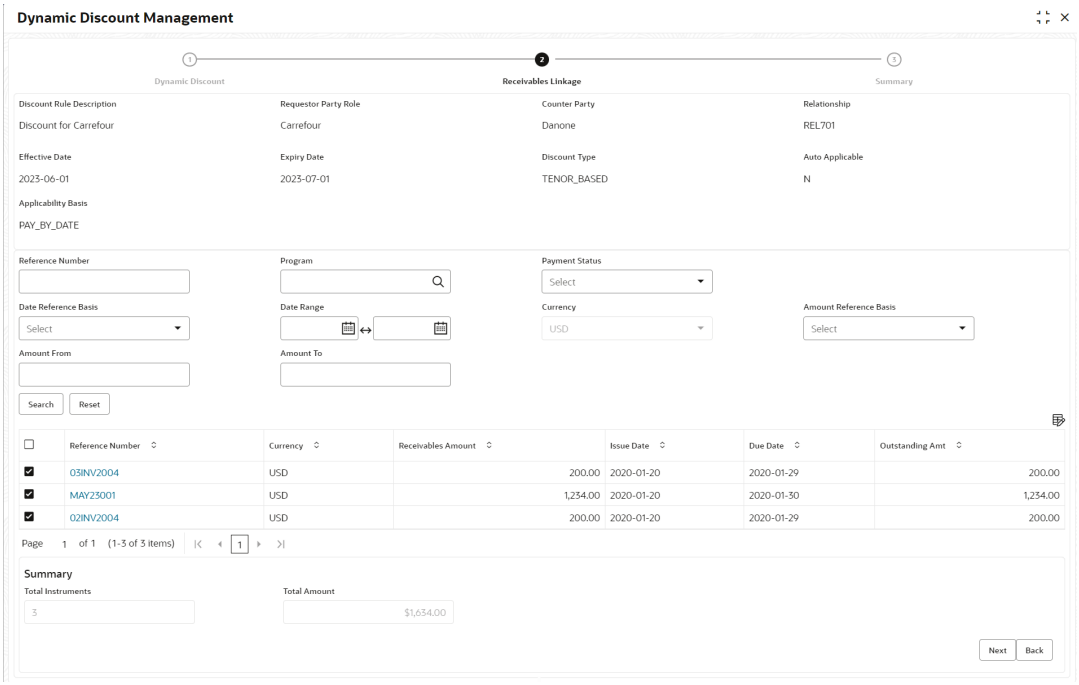
Receivables Linkage

This step displays a list of instruments that are eligible for discount rule linking.

4. Click **Next** on **Dynamic Discount** step.

   The **Receivables Linkage** step displays.

Figure 7-2 Receivables Linkage



5. Specify the fields on **Receivables Linkage** step.

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

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

Table 7-2 Receivables Linkage - Field Description

Field Name	Description
Discount Rule Description	Displays the description of the discount rule being created.
Requestor Party	Displays the name of the requestor party.
Counter Party	Displays the name of the counter party.
Relationship	Displays the relationship code associated with the requestor and counter parties.
Effective Date	Displays the date from when the discount rule is effective.
Expiry Date	Displays the date up to which the discount rule is effective.
Discount Type	Displays the type of the discount, whether fixed or tenor based.
Auto Applicable	Displays **Y** if the discount rule is to be applied automatically, and **N** otherwise.
Applicability Basis	Displays the basis of discount applicability, if Auto Applicable is **N**.
Auto Applicable Basis	Displays the basis of discount applicability, if Auto Applicable is **Y**.
Search fields	**This section displays various fields to search for instruments like invoices and debit notes, to link to the discount rule.**
Reference Number	Specify the unique reference number to search for instruments.

Table 7-2 (Cont.) Receivables Linkage - Field Description

Field Name	Description
Program	Click the search icon and select the program to search for instruments.
Payment Status	Select the payment status to search for instruments.
Date Reference Basis	Select the date reference basis to search for instruments based on a specific date, such as date of creation of the instrument, or due date, and so on.
Date Range	Click the calendar icons and select the start and end dates for the date range search.
Currency	Select the currency to search for instruments.
Amount Reference Basis	Select the amount reference basis to search for instruments based on a specific amount, such as acceptance amount, financeable amount.
Amount From	Specify the lower limit for the amount range search.
Amount To	Specify the upper limit for the amount range search.

6. Once you specify the search criteria, Click **Search** to search the receivables records.

   The list of receivables records displays.

Table 7-3 Receivables Linkage - Field Description

Field Name	Description
Reference Number	Displays the reference number of the instrument. This is a hyperlink which when clicked displays the details of the instrument.
Currency	Displays the currency of the instrument.
Receivables Amount	Displays the instrument amount.
Issue Date	Displays the date of issue of the instrument.
Due Date	Displays the due date of the instrument.
Outstanding Amount	Displays the amount which is yet to be paid.
Total Instruments	Displays the total number of instruments selected, for linking the discount rule to.
Total Amount	Displays the total outstanding amount of the selected instruments.

7. Select the receivables record to link the discount rule to.
8. Perform any of the below action from the **Receivables Linkage** step.
   - Click **Next** to go to the **Summary** step.
   - Click **Back** to go to the **Dynamic Discount** step.

Summary

9. Click next on **Receivables Linkage** step.

   The **Summary** screen displays.

Figure 7-3 Summary

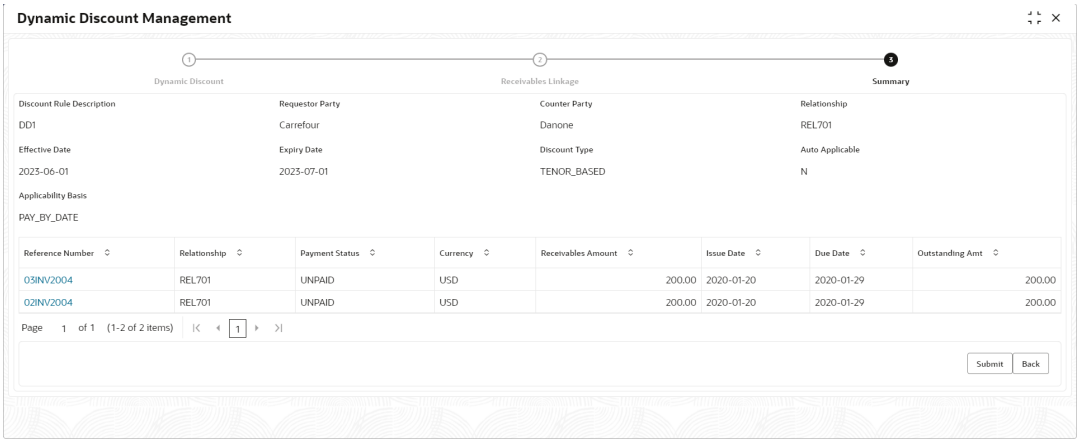


Table 7-4 Summary - Field Description

Field Name	Description
Discount Rule Description	Displays the description of the discount rule being created.
Requestor Party	Displays the name of the requestor party.
Counter Party	Displays the name of the counter party.
Relationship	Displays the relationship code associated with the requestor and counter parties.
Effective Date	Displays the date from when the discount rule is effective.
Expiry Date	Displays the date up to which the discount rule is effective.
Discount Type	Displays the type of the discount, whether fixed or tenor based.
Auto Applicable	Displays **Y** if the discount rule is to be applied automatically, and **N** otherwise.
Applicability Basis	Displays the basis of discount applicability, if Auto Applicable is **N**.
Auto Applicable Basis	Displays the basis of discount applicability, if Auto Applicable is **Y**.
Reference Number	Displays the reference number of the instrument. This is a hyperlink which when clicked displays the details of the instrument.
Relationship	Displays the relationship associated with the parties involved.
Payment Status	Displays the payment status of the instrument.
Currency	Displays the currency of the instrument.
Receivables Amount	Displays the instrument amount.
Issue Date	Displays the date of issue of the instrument.
Due Date	Displays the due date of the instrument.
Outstanding Amount	Displays the amount which is yet to be paid.

10. Review the details of the discount rule being created and perform any of the following action from the **Summary** screen.
    - Click **Submit** to save the discount details and submit it for authorization.
    - Click **Back** to go to the **Receivables Linkage** screen.

8

Manual Allocation

This topic describes the systematic instruction to allocate payments in virtual accounts, invoice, or finance.

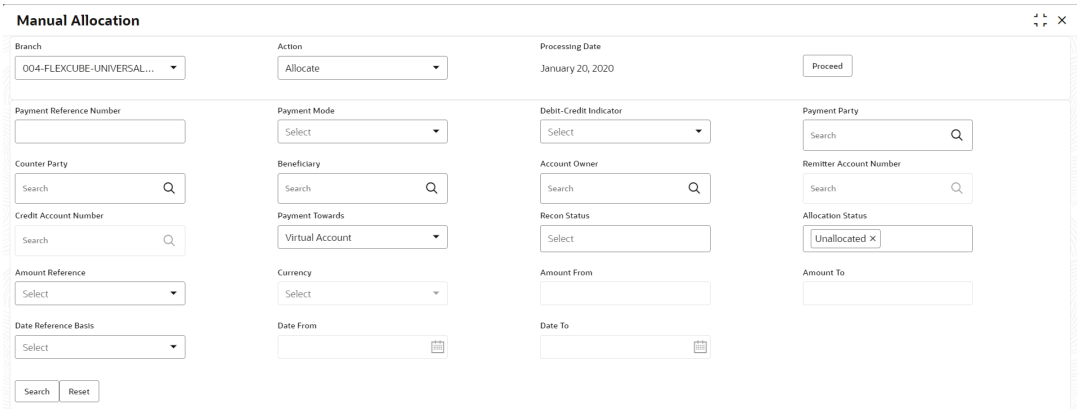
Only payments that are unallocated or partially allocated with the ‘Allocation Required’ flag set to "Y" in the payment records can be manually allocated from this screen.

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

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

   The **Manual Allocation** screen displays.

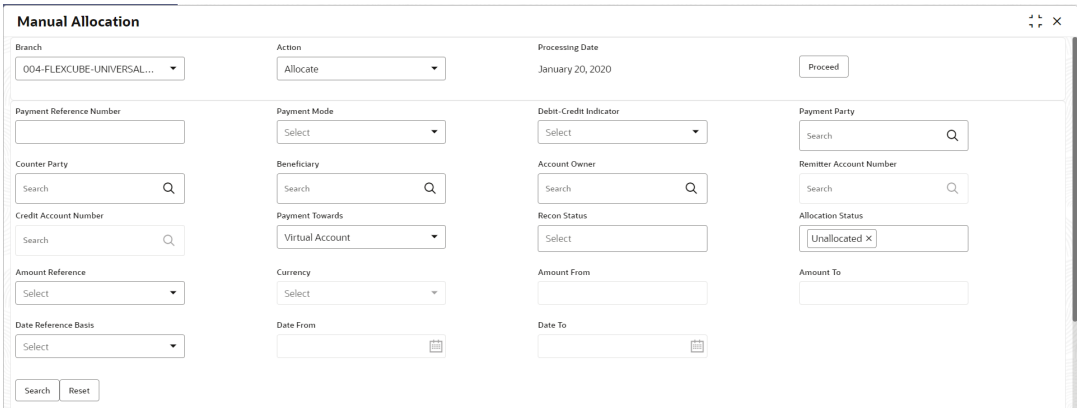
Figure 8-1 Manual Allocation



2. In the **Branch** list, select the branch for which payment allocation needs to be done. By default, branch of the logged-in user is selected.
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 8-2 Manual Allocation - Search



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

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

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

Table 8-1 Manual Allocation - Field Description

Field	Description
Payment Reference Number	Specify the payment reference number to be searched.
Payment Mode	Select the mode of payment to search the payment by.
Debit-Credit Indicator	Select the value to specify whether the payment is for credit or debit.
Payment Party	Click the Search icon and select the party making the payment.
Counter Party	Click the Search icon and select the counter-party for the payment.
Beneficiary	Click the Search icon and select the beneficiary of the payment.
Account Owner	Click the Search icon and select the owner of the account.
Remitter Account Number	Click the Search icon and select the remitter's account number used for the payment.
Credit Account Number	Click the Search icon and select the account of the beneficiary.
Payment Towards	Select the entity towards which the payment has been initiated: • None • Finance • Invoice • 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.

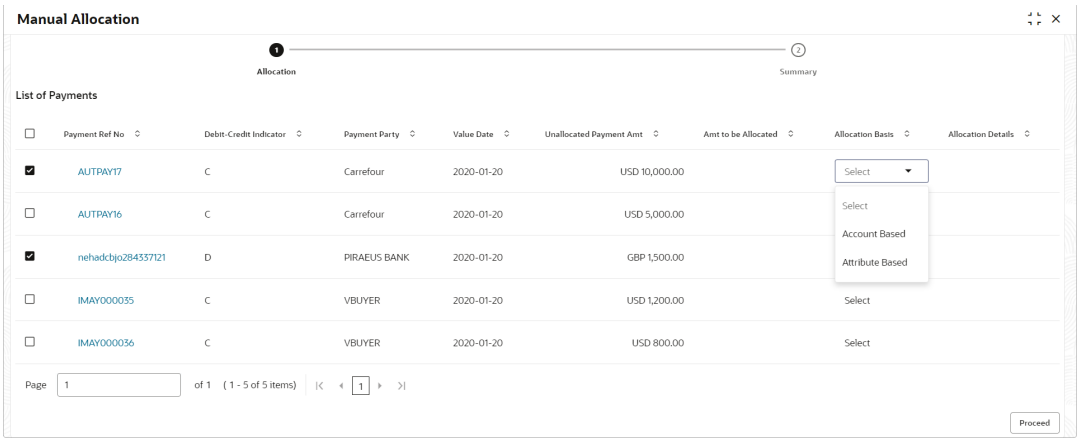
Table 8-1 (Cont.) Manual Allocation - Field Description

Field	Description
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.

   The **List of Payments** section displays.

Figure 8-3 List of Payments

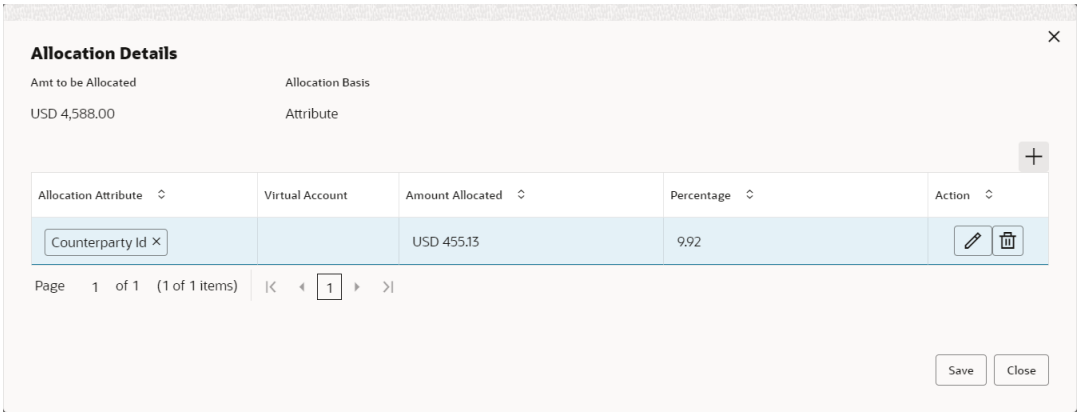


Based on the option selected from the Action list, perform the following steps:
If **Allocate** option is selected:

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

   The **Allocation Details** screen displays.

Figure 8-4 Allocation Details



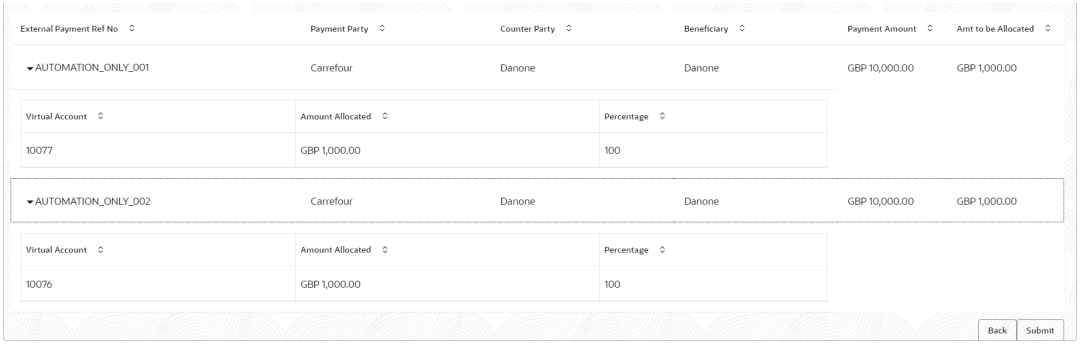
10. Perform the following steps in the **Allocation Details** pop-up screen.
    a. Click **Add** icon to add a row for a virtual account and double click in each field of the row to add/edit the details.
    b. In the **Allocation Attribute** field, select the attribute to allocate the virtual account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

       The **Percentage** field is auto-calculated based on total amount to be allocated.
    e. In the **Percentage** field, enter the percentage of the amount being allocated.

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

    The **Allocation Summary** section displays.

Figure 8-5 Allocation Summary



12. If required, click **Expand All** to view allocation details or **Collapse All** to hide the same.
13. Click **Submit** to send the record(s) for authorization.

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

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

    The Confirmation message for de-allocation displays.
16. Click **Confirm**.

    The status of the transaction message displays.

9
Manual Reconciliation

This topic describes the information to manually ‘Reconcile’ or ‘De Reconcile’ the payments/ credit notes against invoices 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 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’, 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’ and/or ‘Payments’ row post selection.

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

9.1 Search

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

This topic contains the following subtopics:

- Invoice/Debit Notes to Payments/Credit Notes Recon
  This topic describes the systematic instruction to search the invoices/payments to reconcile or de-reconcile.

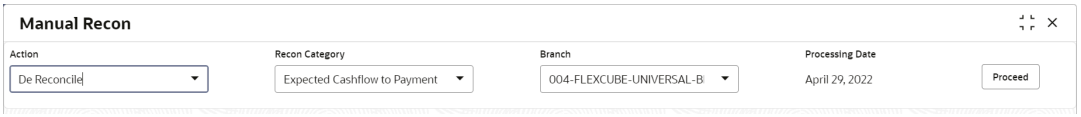
9.1.1 Invoice/Debit Notes to Payments/Credit Notes Recon

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

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

   The **Manual Recon** screen displays.

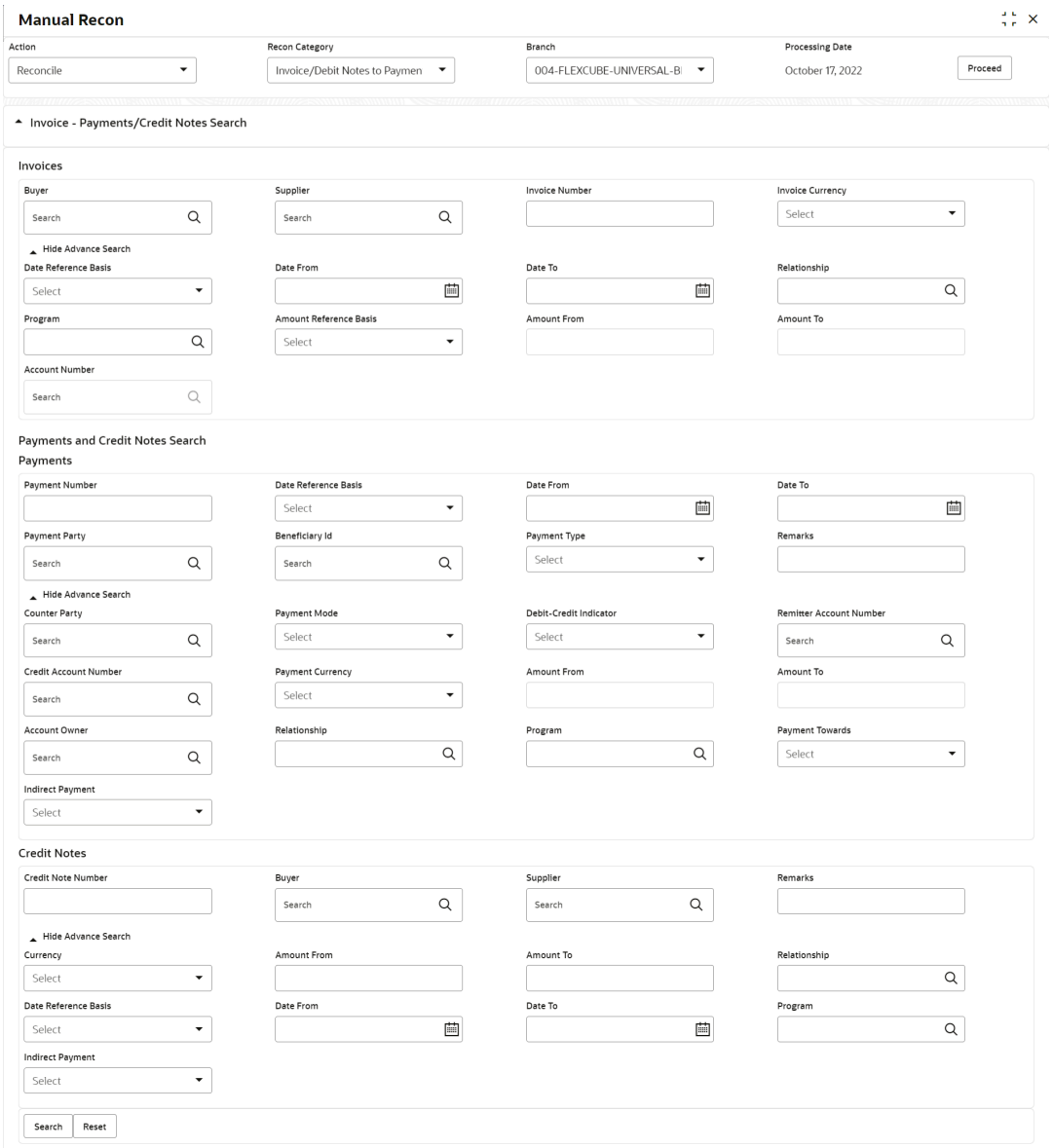
Figure 9-1 Manual Recon



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 9-2 Manual Recon - Search



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 9-1 Manual Recon - Field Description

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

Table 9-1 (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 9-1 (Cont.) Manual Recon - Field Description

Field	Description
Program	Click the Search icon to select the linked program. This field is applicable only to the Oracle Banking Supply Chain Finance system.
Indirect Payment	Select whether any indirect payment is made.

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

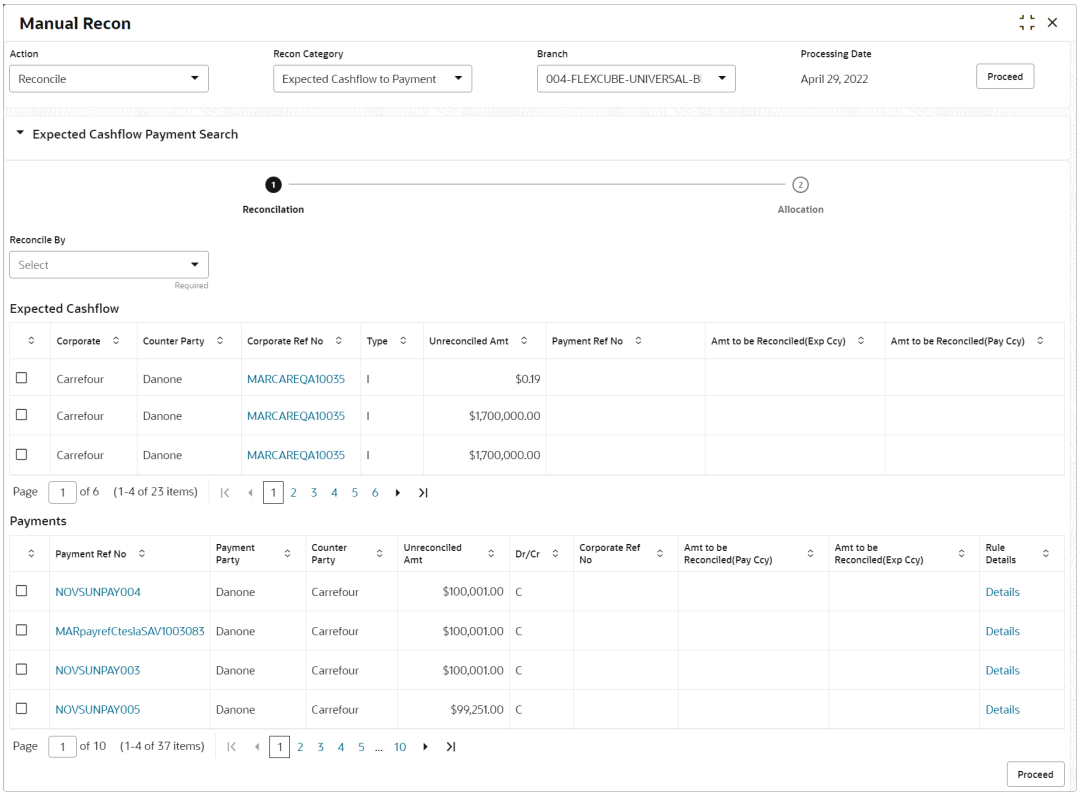
9.2 Reconcile

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

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

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

Figure 9-3 Reconciliation



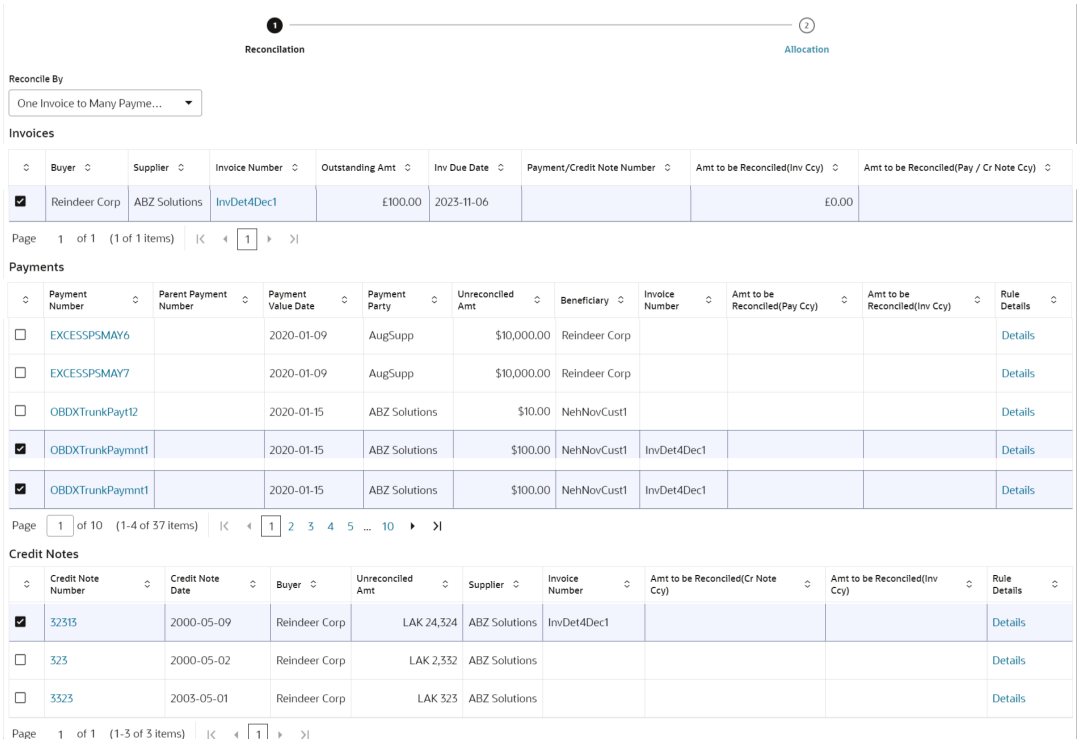
2. In the **Reconcile By** field, select any of the following:
   - **One Invoice to Many Payment/Credit Notes** – To reconcile single invoice from multiple payments/credit notes.
   - **Many Invoice to One Payment/Credit Note** – To reconcile multiple invoices from single payment/credit note.

For One Invoice to Many Payment/Credit Notes:

3. In the **Invoices/Debit Notes** section, select the invoice/debit note to reconcile.

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

Figure 9-4 One Invoice to Many Payment/Credit Notes



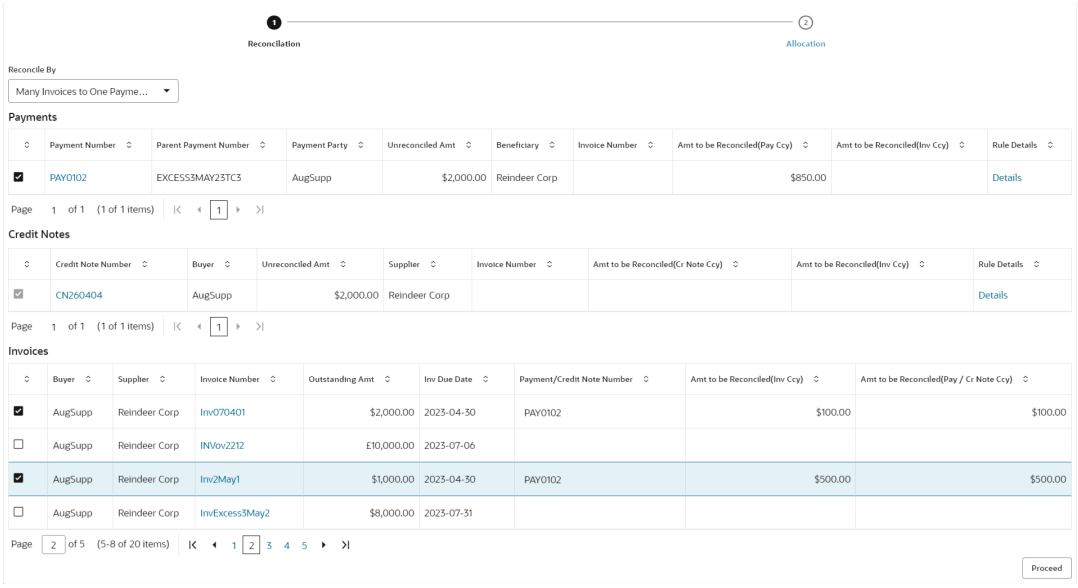
4. In the **Payments/Credit Notes** section,
   a. Select the payment(s)/credit notes to reconcile.
   b. In the **Amt to be Reconciled (Pay/Cr Note Ccy)** column, enter the amount to reconcile in payment/credit notes currency.

For Many Invoices to One Payment/Credit Note:

5. 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 9-5 Many Invoices to One Payment/Credit Note



6. 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.
7. Optional: In the **Rule Details** column, click **Details** hyperlink to view rule details.
8. Click **Proceed** to move to the **Allocation** stage.

   The **Allocation** screen displays.
9. 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 **Message Reference Number** column, click the search icon to select the relevant message to link with the reconciliation.
   c. In the **Virtual Account** column, select the account to be allocated.
   d. In the **Allocated Amount** column, specify the amount to be allocated for the respective virtual account.
   e. In the **Percentage** column, specify the percentage of the amount.
10. Click **Submit** to confirm the reconciliation and send the record for authorization.

9.3 De-Reconcile

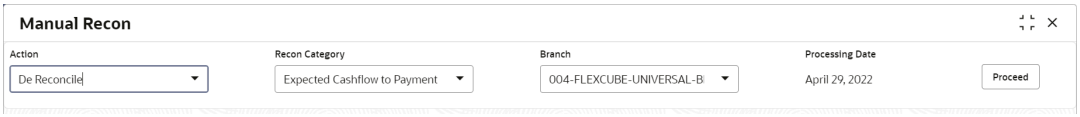
This topic describes the systematic instruction to select multiple records or single record to de-reconcile.

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

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

The **Manual Recon** screen displays.

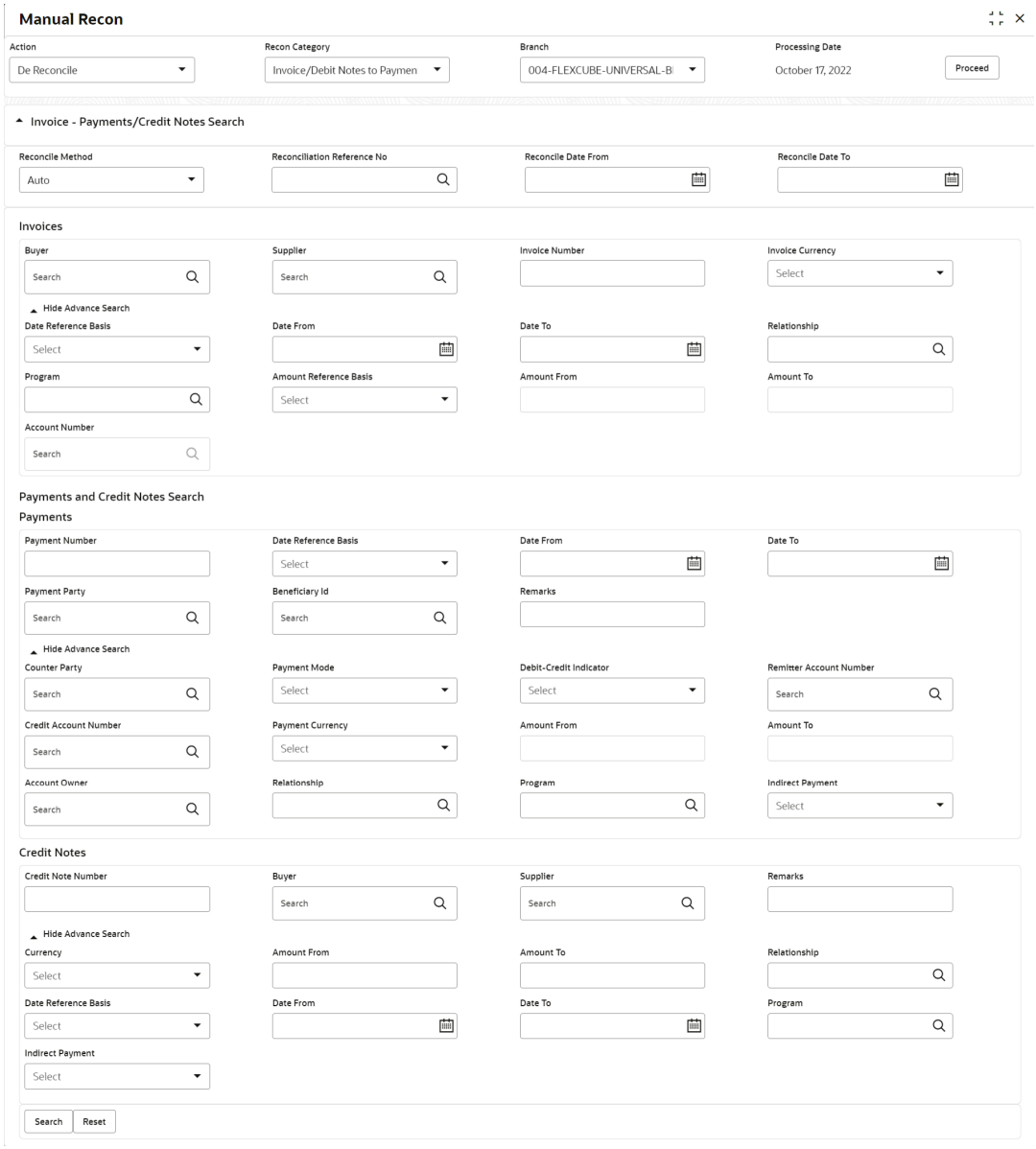
Figure 9-6 Manual Recon



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 9-7 Manual Recon - Search

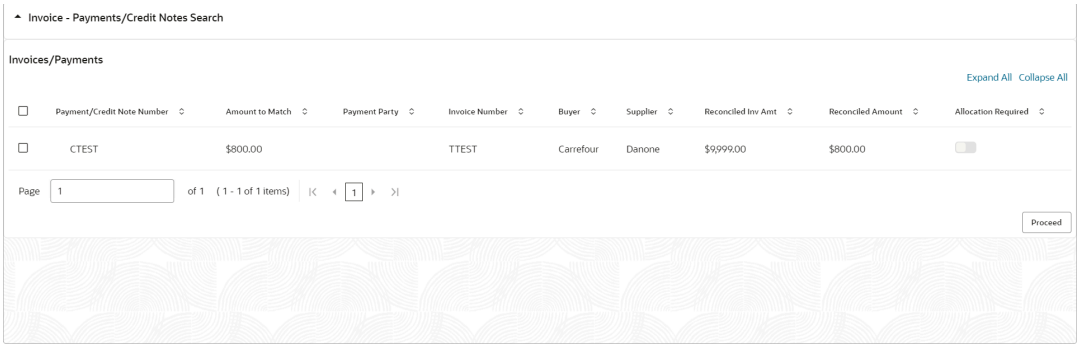


6. Specify the search parameters and click **Search** button.

   For Invoice/Debit Notes to Payments/Credit Notes:

   The **Invoice/Debit Notes to Payments/Credit Notes** section displays.

Figure 9-8 Invoice/Debit Notes to Payments/Credit Notes



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

10

Payment Management

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

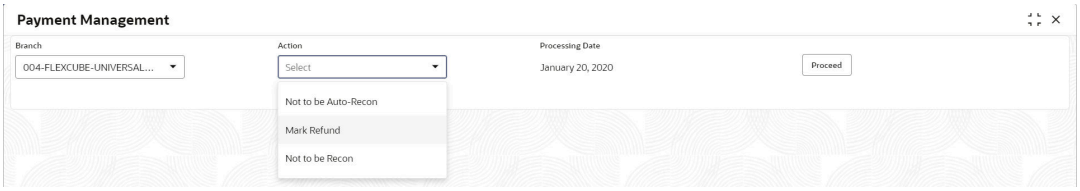
By using this screen, the user can mark the payment for ‘Not to be Reconciled’ or ‘Not to be Auto-Reconciled’

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

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

   The **Payment Management** screen displays.

Figure 10-1 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 10-1 Payment Management - Field Description

Field	Description
Payment Number	Specify the payment reference number to be searched.
Payment Mode	Select the mode of payment to search the payment by.

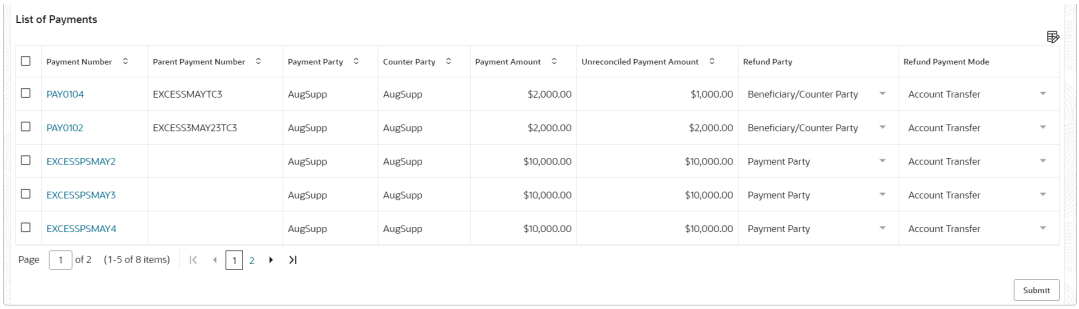
Table 10-1 (Cont.) Payment Management - Field Description

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: • None • Virtual Account • 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.

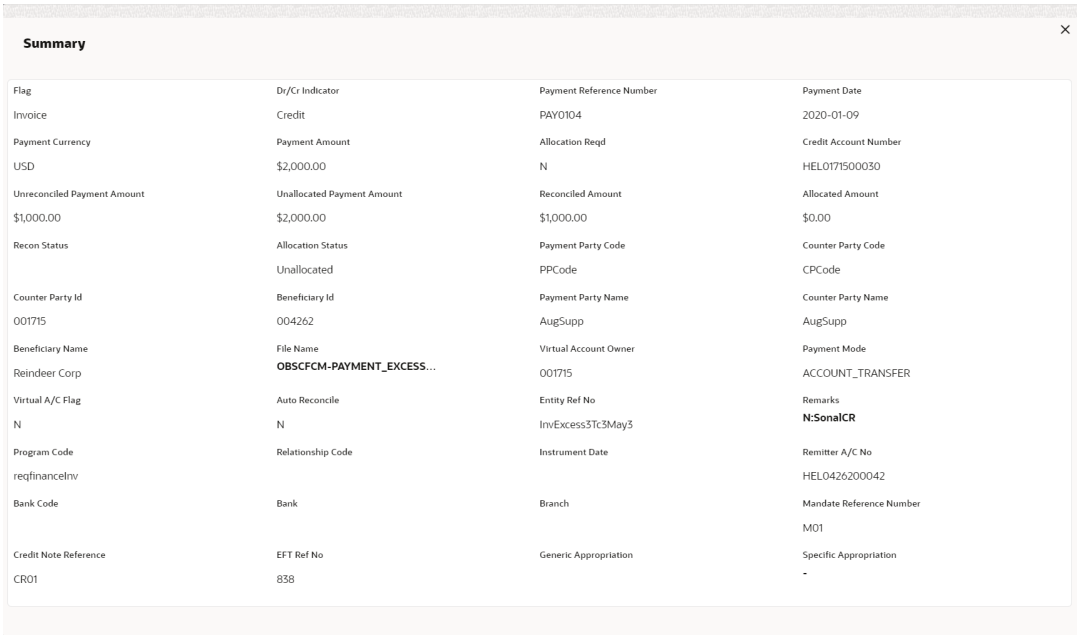
Figure 10-2 List of Payments



7. Optional: Click the **Payment Number** hyperlink to view more details.

   The **Summary** screen displays the details of the payment.

Figure 10-3 Summary



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

11
File Management

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

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

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

11.1 Upload Files

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

The uploaded files are not processed until it is approved. The file can contain data records of invoices, purchase orders, payments, counterparties and so on. The file format accepted by the system includes ".csv" files.

Payment File

Naming Convention: OBSCF-PAYMENT_suffix.csv

The file name should begin with 'OBSCF-PAYMENT'. The suffix can be a string that makes the file name unique.

Field Column 1	Field Column	Field Column 3	Field Column 4
PAYMENT_NUMBER	REMITTER_ACC_NO	ALLOCATION_REQUIRED	FILLER3
PAYMENT_CURRENCY	BANK_CODE	PARTY_PAYMENT_CODE	FILLER4
PAYMENT_AMOUNT	EFT_REF_NO	COUNTERPARTY_CODE	FILLER5
PAYMENT_MODE	INSTRUMENT_DATE	AUTORECONCILE	FILLER6
PAYMENT_DATE	INSTRUMENT_BANK	COUNTERPARTY_ID	FILLER7
CREDIT_ACC_NO	INSTRUMENT_BRANCH	IS_PUA	FILLER8
FLAG	MANDATE_REF_NO	IS_INDIRECT_PAYMENT	FILLER9
ENTITY_REF_NO	CREDIT_NOTE_REF_NO	BANK_CHARGE_AMT	FILLER10
REMARKS	VIRTUAL_AC_FLAG	DEDUC_AMT	EXTERNAL_CHANNEL_IDENTIFIER_REFERENCE

Field Column 1	Field Column	Field Column 3	Field Column 4
PAYMENT_PARTY_ID	DEBIT_CREDIT_INDICATOR	INSTRUMENT_CLEARED	-
BENEFICIARY_ID	GENERIC_APPROPRIATION	FILLER1	-
PROGRAM_CODE	SPECIFIC_APPROPRIATION	FILLER2	-

Relationship File

Naming Convention: OBSCF-RELATIONSHIP-MASTER_suffix.csv

The file name should begin with 'OBSCF-RELATIONSHIP-MASTER'. The suffix can be a string that makes the file name unique.

Table 11-1 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	PREFFERED_COMM_MODE	AUTO_ACCEPTANCE
AUTO_ACCEPTANCE	INDUSTRY	MOBILE_NUMBER	NO_OF_DAYS
NO_OF_DAYS	CATEGORY	PHONE_NUMBER	EXTERNAL_CODE
INDICATOR	ADDRESS_TYPE	EMAIL	DIVISION_CODE
CORPORATE_ID	COUNTRY_CODE	FAX_NUMBER	CORPORATE_DIVISION_CODE
COUNTERPARTYID	ADDRESS_LINE_1	TAX_REF_NO_1	-

Invoice File

Naming Convention: OBSCF-INVOICE-BUYER_suffix.csv or OBSCF-INVOICE-SELLER_suffix.csv

The file name should begin with 'OBSCF-INVOICE-BUYER' or 'OBSCF-INVOICE-SELLER'. The suffix can be a string that makes the file name unique.

Table 11-2 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

Table 11-2 (Cont.) Invoice File - Supported Fields

Field Column 1	Field Column 2	Field Column 3	Field Column 4
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

Invoice File to link multiple POs

Naming Convention: OBSCFCM-INVOICES-PO-BUYER_suffix.csv or OBSCFCM-INVOICES-PO-SELLER_suffix.csv

The file name should begin with 'OBSCFCM-INVOICES-PO-BUYER' or 'OBSCFCM-INVOICES-PO-SELLER'. The suffix can be a string that makes the file name unique.

Table 11-3 Invoice File to link multiple POs - Supported Fields

Field Column 1	Field Column 2	Field Column 3	Field Column 4
INDICATOR	DISCOUNT2 DAYS	BANK	SHIPMENT ADDRESS
INVOICE_NO	DISCOUNT2 PERC	BRANCH	SHIPMENT COUNTRY
INVOICE_DATE	BUYER_DIV_CODE	BIC_ROUTING_CODE	CITY
INVOICE_VALUE_DATE	SUPPLIER_DIV_CODE	FUNDING_REQ_AMT	ZIP CODE
INVOICE_DUE_DATE	DISPUTED	FILLER1	PHONE NUMBER
BUYER_CODE	BUYER_ID	FILLER2	TAX ID
SUPPLIER_CODE	SUPPLIER_ID	FILLER3	REASON FOR EXPORT
CURRENCY	BUYER_NAME	FILLER4	TERMS OF SALE
BASE_INV_AMOUNT	SUPPLIER_NAME	INVOICE_ID	COUNTRY OF ORIGIN
NET_INV_AMOUNT	PREACCEPTED	FUNDING_REQ_DATE	REMARKS
TAX_AMOUNT	ACCEPTANCE_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
-	-	-	USE_EARMARKED_LIMITS
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	-

Purchase Order File

Naming Convention: OBSCF-PURCHASE-ORDER-BUYER_suffix.csv or OBSCF-PURCHASE-ORDER-SELLER_suffix.csv

The file name should begin with ‘OBSCF-PURCHASE-ORDER-BUYER’ or ‘OBSCF-PURCHASE-ORDER-SELLER’. The suffix can be a string that makes the file name unique.

Table 11-4 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

Credit Note - Seller File

Naming Convention: OBSCF-CREDIT-NOTE-BUYER_suffix.csv or OBSCF-CREDIT-NOTE-SELLER_suffix.csv

The file name should begin with ‘OBSCF-CREDIT-NOTE-BUYER’ or ‘OBSCF-CREDIT-NOTE-SELLER'. The suffix can be a string that makes the file name unique.

Table 11-5 Credit Note – Seller File - Supported Fields

Field Column 1	Field Column 2	Field Column 3	Field Column 4
CN_NO	TAX_AMOUNT	REMARKS	FILLER10
CN_ID	DISCOUNT	FILLER1	INVOICE_NUMBER
LINK_INVOICE_NO	BUYER_DIV_CODE	FILLER2	COMMODITY_CODE
CN_DATE	SUPPLIER_DIV_CODE	FILLER3	COMMODITY_NAME
CN_EXPIRY_DATE	BUYER_ID	FILLER4	QUANTITY
BUYER_CODE	SUPPLIER_ID	FILLER5	UNIT_COST
SUPPLIER_CODE	BUYER_NAME	FILLER6	TOTAL_COST
CURRENCY	SUPPLIER_NAME	FILLER7	TAX_AMOUNT
BASE_CN_AMOUNT	PROGRAM_ID	FILLER8	DISCOUNT_AMOUNT

Table 11-5 (Cont.) Credit Note – Seller File - Supported Fields

Field Column 1	Field Column 2	Field Column 3	Field Column 4
NET_CN_AMOUNT	ADJUST_REASON_CODE	FILLER9	NET_COST

Debit Note - Buyer File

Naming Convention: OBSCF-DEBIT-NOTE-BUYER_suffix.csv or OBSCF-DEBIT-NOTE-SELLER_suffix.csv

The file name should begin with 'OBSCF-DEBIT-NOTE-BUYER' or 'OBSCF-DEBIT-NOTE-SELLER'. The suffix can be a string that makes the file name unique.

Table 11-6 Debit Note – Buyer File - Supported Fields

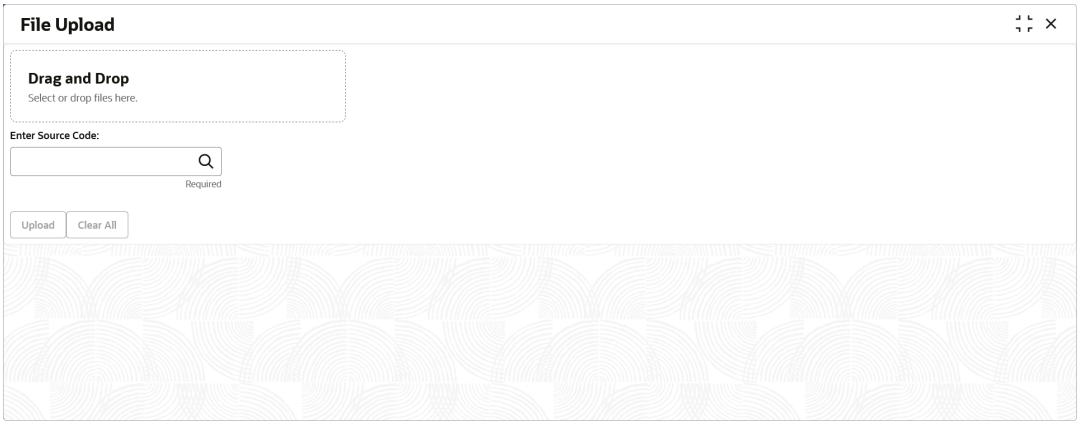
Field Column 1	Field Column 2	Field Column 3	Field Column 4
DN_NO	DISPUTED	ADJUST_REASON_CODE	SHIPMENT_ADDRESS
DN_ID	BUYER_ID	REMARKS	SHIPMENT_COUNTRY
LINK_INVOICE_NO	SUPPLIER_ID	FILLER1	EXPORT_REASON
DN_DATE	BUYER_NAME	FILLER2	SALE_TERMS
DN_DUE_DATE	SUPPLIER_NAME	FILLER3	PAYMENT_TERMS
BUYER_CODE	PREACCEPTED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

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

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

   The **File Upload** screen displays.

Figure 11-1 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.

11.2 View File Upload Status

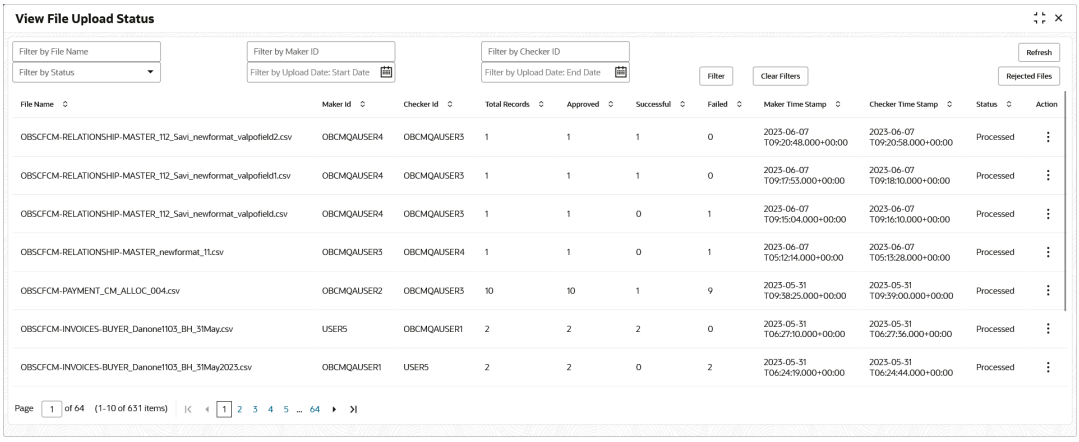
This topic describes the systematic instruction to manage the status of the uploaded files.

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

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

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

Figure 11-2 View File Upload Status



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.

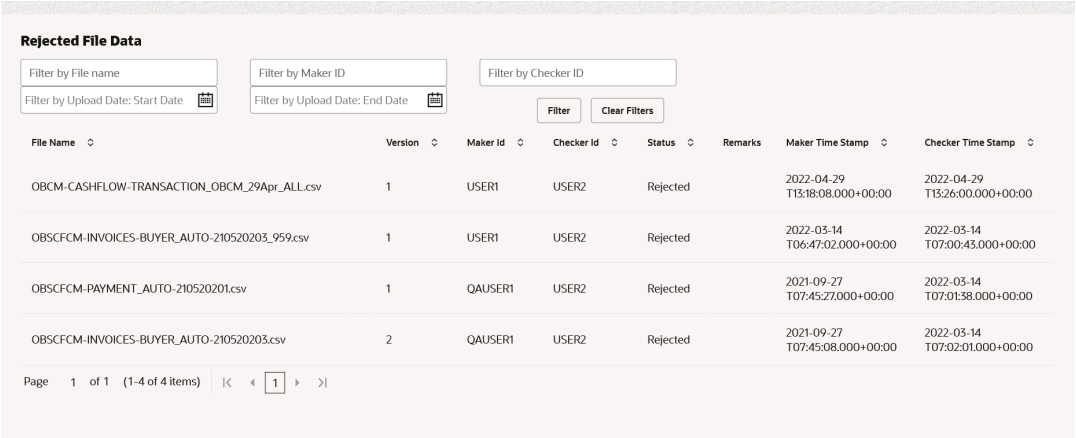
3. Upon selecting the required filter criteria, click **Filter** to view the filtered records. To clear the filter criteria fields, click **Clear Filters**.
4. If required, click **Refresh** to refresh the listed files.
5. Perform any of the following actions on the file records:
   a. Click **Download** 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 11-3 Rejected Files



7. Perform any of the following actions on the file records:
   a. Click **Download** icon to download the file.
   b. Click **View Remarks** in the **Action** column to view the comments added while rejecting the file.
   c. Click **View Status** in the **Action** column to view more details of the rejected file.

12
Inquiries

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

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

12.1 Accounting Inquiry

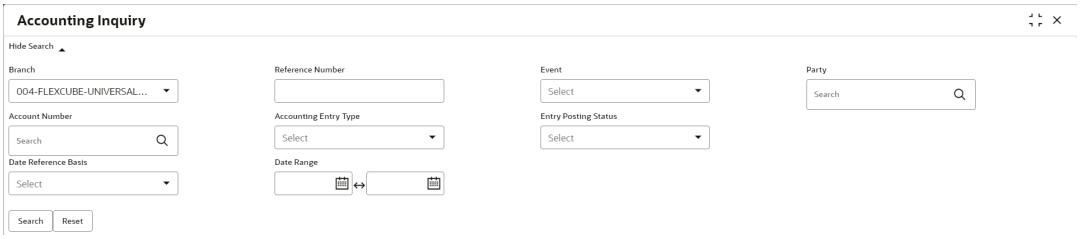
This topic describes the systematic instruction to search for accounting entries based on various criteria such as File Reference Number, Event, Product, Party, Account Number, and so on.

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

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

   The **Accounting Inquiry** screen displays.

Figure 12-1 Accounting Inquiry



3. 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.

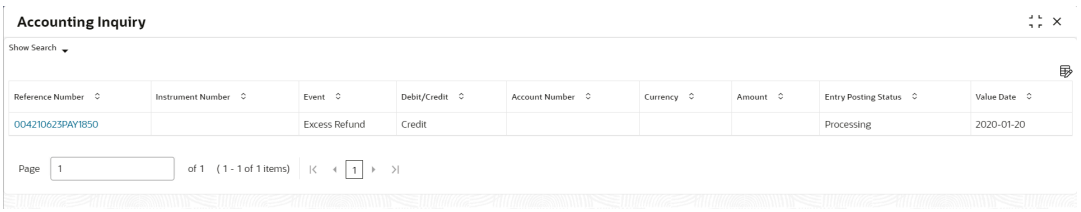
Table 12-1 Accounting Inquiry - Field Description

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: • **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**.

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

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

Figure 12-2 Accounting Inquiry - Search Results



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

12.2 Charge Inquiry

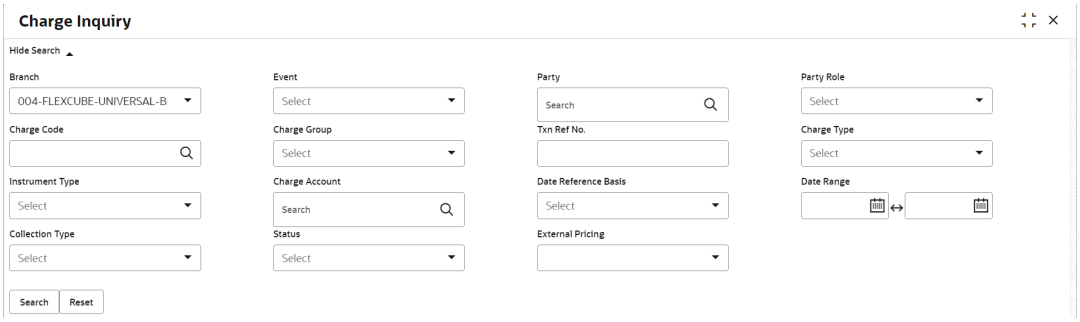
This topic describes the systematic instruction to inquire charges applied to the customer based on the various criteria such as Charge Type, Charge Account, Transaction Reference Number, Date range, etc.

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

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

   The **Charge Inquiry** screen displays.

Figure 12-3 Charge Inquiry



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

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

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

Table 12-2 Charge Inquiry - Field Description

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

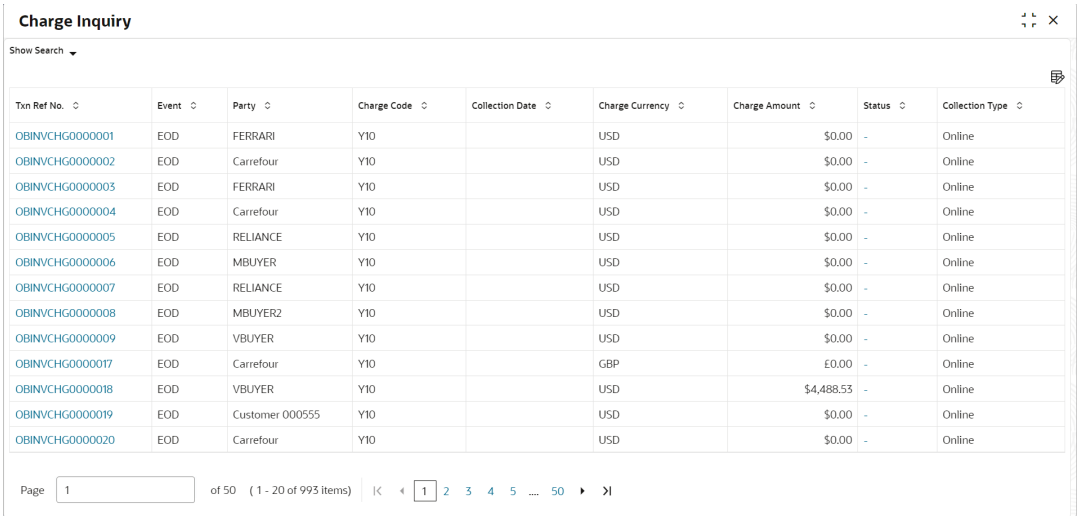
Table 12-2 (Cont.) Charge Inquiry - Field Description

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. • **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: • **Auto Waived** • **Modified** • **Overridden** • **Waived**
External Pricing	Select the value to specify whether external pricing is applied. The options are: • **ALL** • **Yes** • **No**

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

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

Figure 12-4 Charge Inquiry - Search Result



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

12.3 Credit Note Inquiry

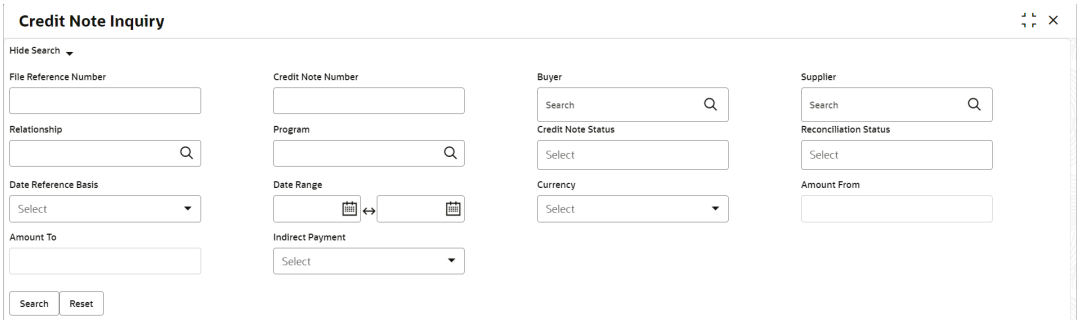
This topic describes the systematic instruction to inquire credit notes applied to the customer based on the various criteria such as Credit Note Number, Buyer, Supplier, Date Range, and so on.

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

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

   The **Credit Note Inquiry** screen displays.

Figure 12-5 Credit Note Inquiry



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 12-3 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.

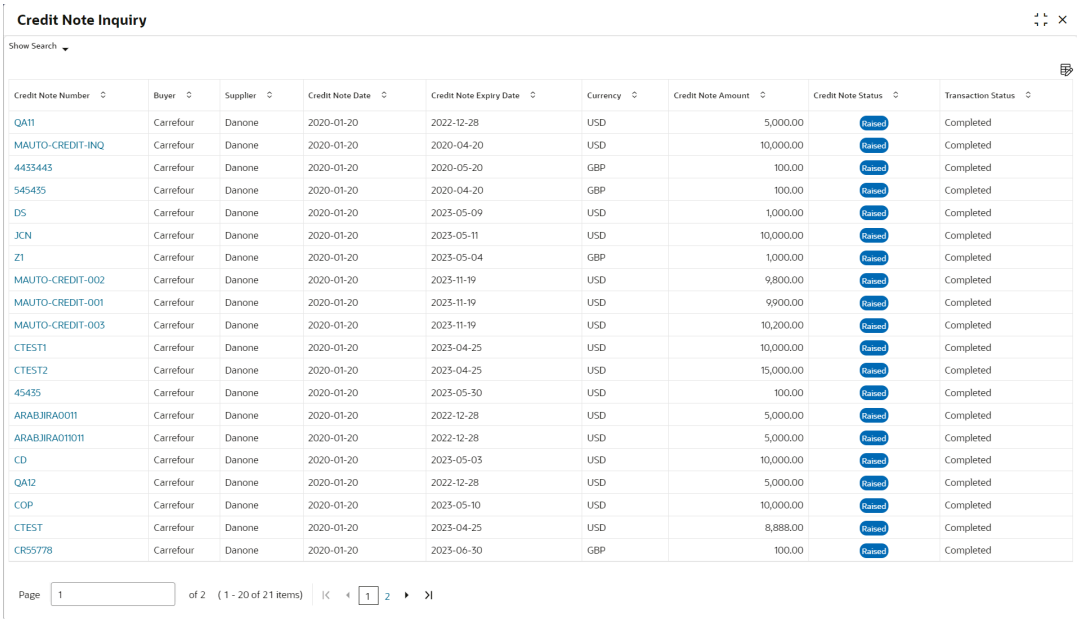
Table 12-3 (Cont.) Credit Note Inquiry - Field Description

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: • **Yes** • **No**

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

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

Figure 12-6 Credit Note Inquiry - Search Results



5. Click the **Credit Note Number** link to view the details of the credit note.

12.4 Payment Inquiry

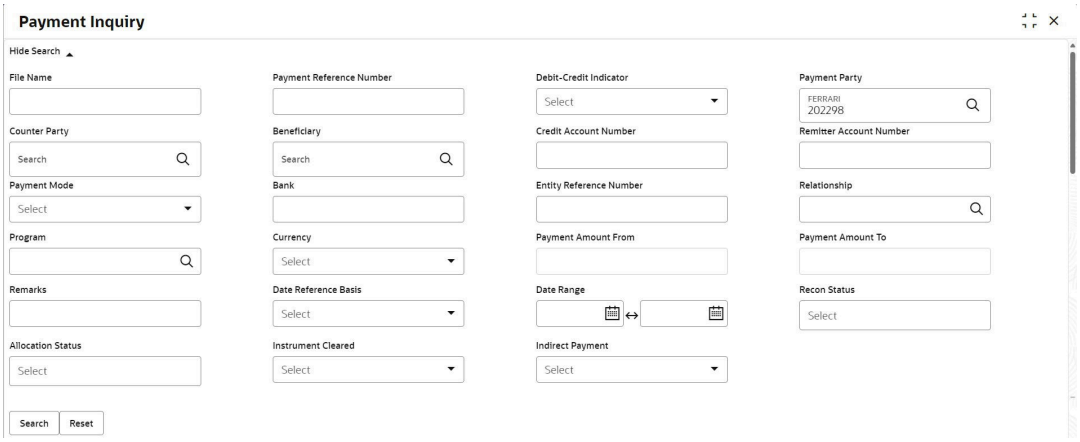
This topic describes the systematic instruction to inquire real time status of payment based on the various criteria such as Payment Reference Number, Payment Party, Counterparty, Payment Range, Date Range, etc.

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

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

   The **Payment Inquiry** screen displays.

Figure 12-7 Payment Inquiry



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 12-4 Payment Inquiry - Field Description

Field	Description
File Name	Specify the file name to search for.
Payment Reference Number	Specify the unique payment reference number to search for. It is generated by the remitting bank in case of EFT credit and host bank in case of account transfer or debit.
Debit-Credit Indicator	Select the payment type as debit or credit to search for.
Payment Party	Click the Search icon to view and select the party who has made the payment.
Counter Party	Click the Search icon to view and select the counterparty.
Beneficiary	Click the Search icon to view and select the beneficiary of the payment.
Credit Account Number	Specify the account number into which the payment is credited.
Remitter Account Number	Specify the account number from which the payment is debited.
Payment Mode	Select the mode through which payment is made.
Bank	Specify the bank name included in the payment details.
Entity Reference No	Specify the entity reference number linked with the payment.
Relationship	Click the Search icon and select the relationship code of the payment party or counterparty.

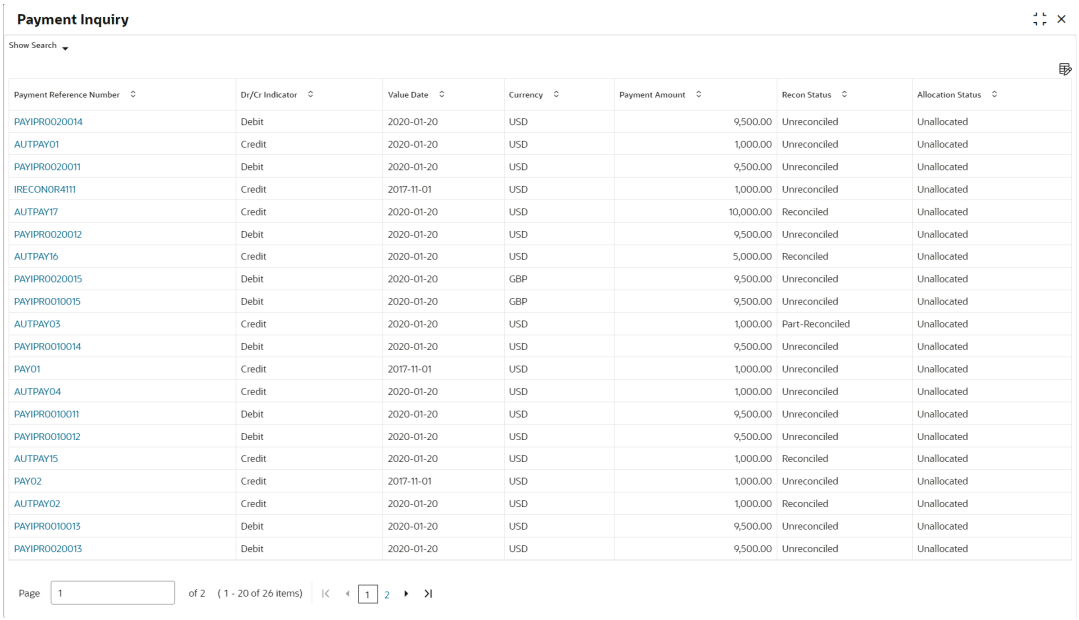
Table 12-4 (Cont.) Payment Inquiry - Field Description

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.
Instrument Cleared	Select the instrument status of the payment to search from. The options are: • **Uncleared** • **Cleared**
Indirect Payment	Select the value to specify whether any indirect payment is made. The options are: • **Yes** • **No**

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

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

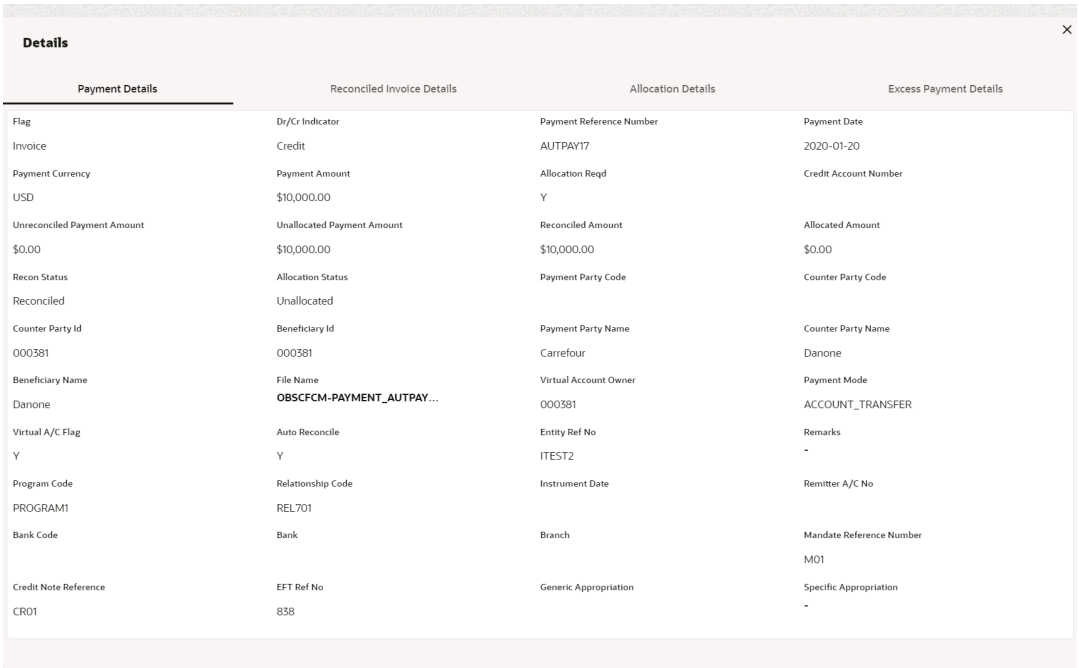
Figure 12-8 Payment Inquiry - Search Results



5. Click **Payment Reference Number** hyperlink to view more details.

   The **Payment Details** pop-up screen displays with the following tabs: Payment Details, Reconciled Invoice Details, Allocation Details and Excess Payment Details.

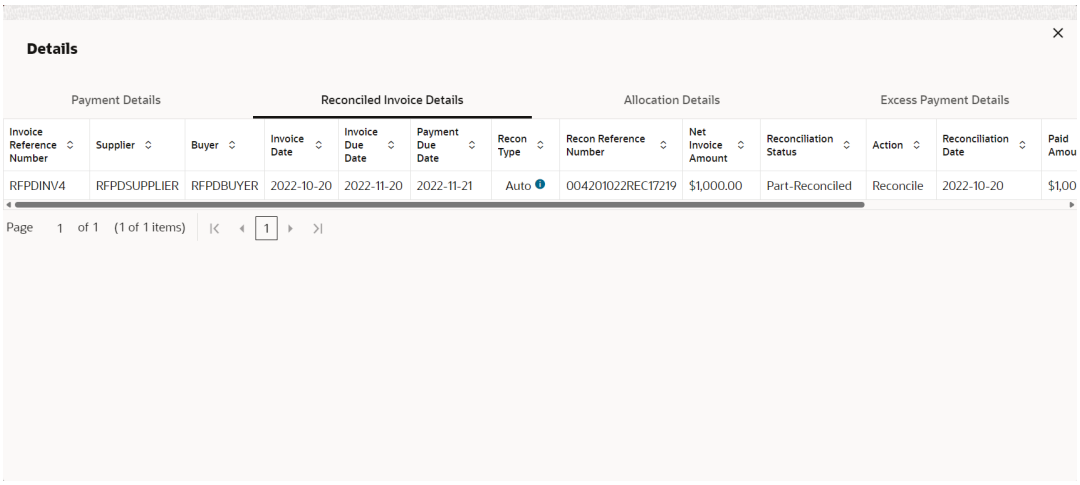
Figure 12-9 Payment Details



6. Click **Reconciled Invoice Details** tab.

   The **Reconciled Invoice Details** tab displays.

Figure 12-10 Reconciled Invoice Details

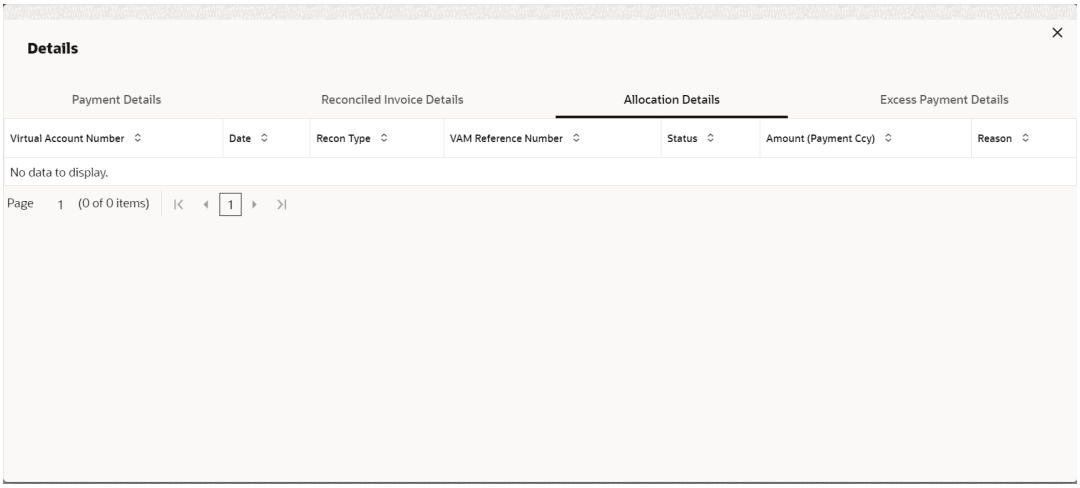


> **Note:**
>
> Click the information icon under **Recon Type** column to view the recon rule that has been applied.

7. Click **Allocation Details** tab.

   The **Allocation Details** tab displays.

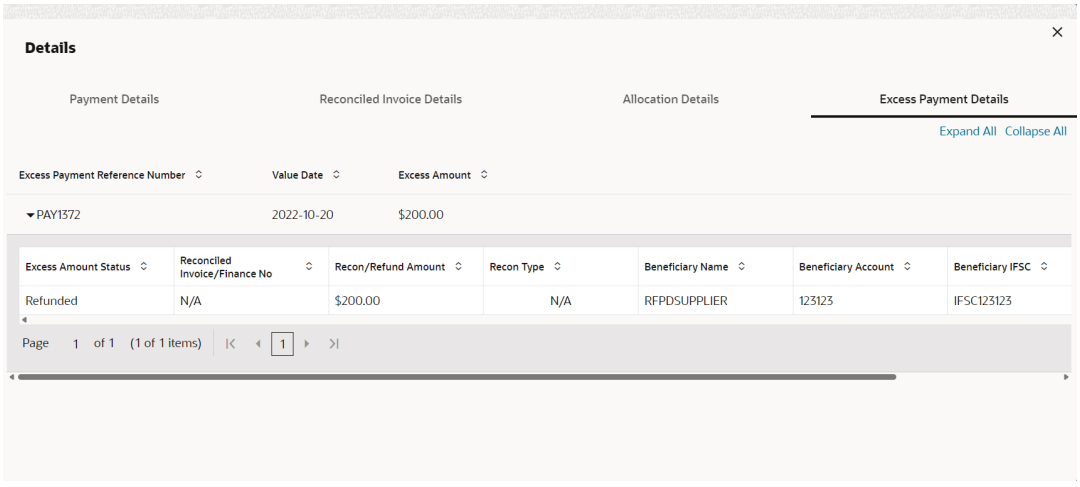
Figure 12-11 Allocation Details



8. Click **Excess Payment Details** tab.

   The **Excess Payment Details** tab displays.

Figure 12-12 Excess Payment Details



12.5 Purchase Order Inquiry

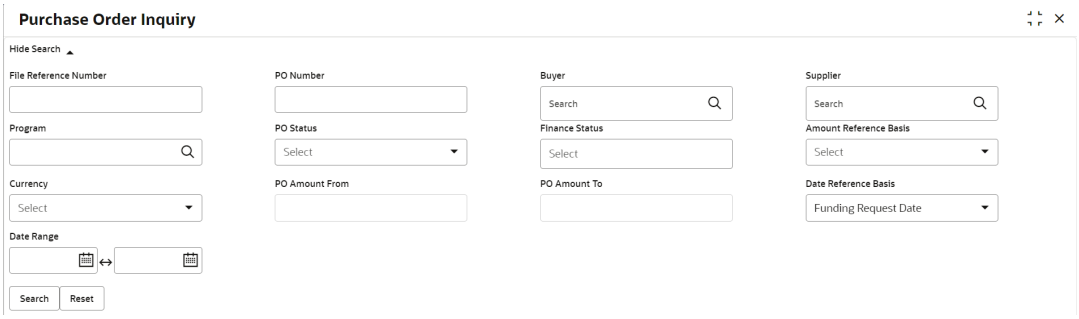
This topic describes the systematic instruction to search for purchase orders based on various criteria such as File Reference Number, Purchase Order Number, Party, Purchase Order Status, Date Range, Currency and Amount Range.

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

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

   The **Purchase Order Inquiry** screen displays.

Figure 12-13 Purchase Order Inquiry



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 12-5 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.

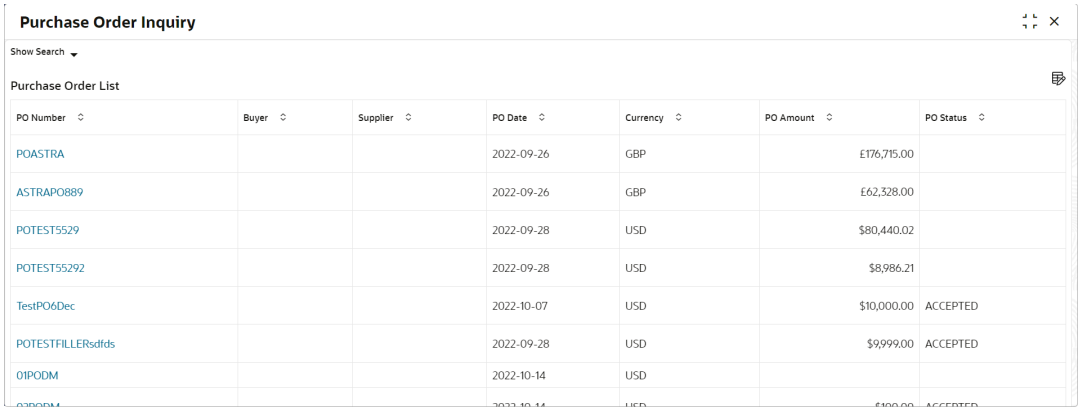
Table 12-5 (Cont.) Purchase Order Inquiry - Field Description

Field	Description
PO Status	Select the status of purchase order to filter the search result. The options are: • **Accepted** • **Cancelled** • **Raised** • **Rejected**
Finance Status	Select the finance status of the PO to filter the search result by. The options are: • **Financed** • **Part Financed** • **Not Financed**
Amount Reference Basis	Select the reference for an amount range search. The options are: • **Financeable Amount** • **PO Amount**
Currency	Select the required currency.
PO Amount From	Specify the 'from' amount of the purchase order amount range.
PO Amount To	Specify the 'to' amount of the purchase order amount range.
Date Reference Basis	Select the reference for a date range search. The options are: • **Funding Request Date** • **PO Date**
Date Range	Click the Calendar icon to select the start date and end date of the purchase order date range.

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

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

Figure 12-14 Purchase Order Inquiry - Search Results



5. Click the reference number link in the **PO Number** column to view the details of the purchase order.

12.6 Receivables Inquiry

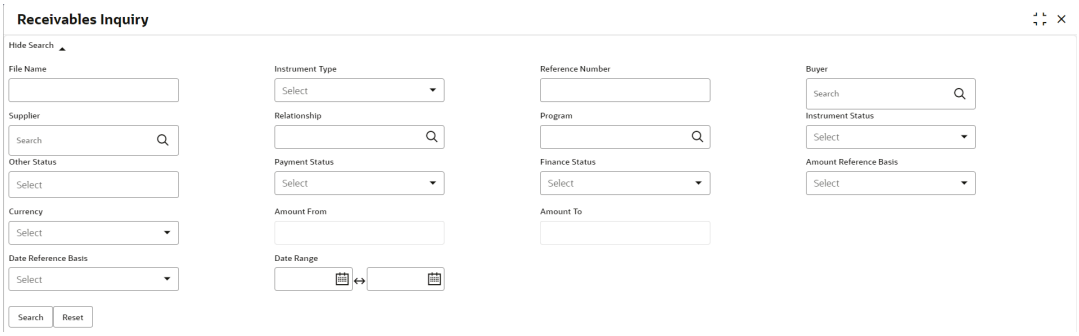
This topic describes the systematic instruction to search for the invoices/debit notes based on the various criteria such as File Reference Number, External Invoice Number, Internal Invoice Reference Number, Buyer/Supplier, Status, Due Dates, etc.

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

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 12-15 Receivables Inquiry



3. 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 12-6 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.

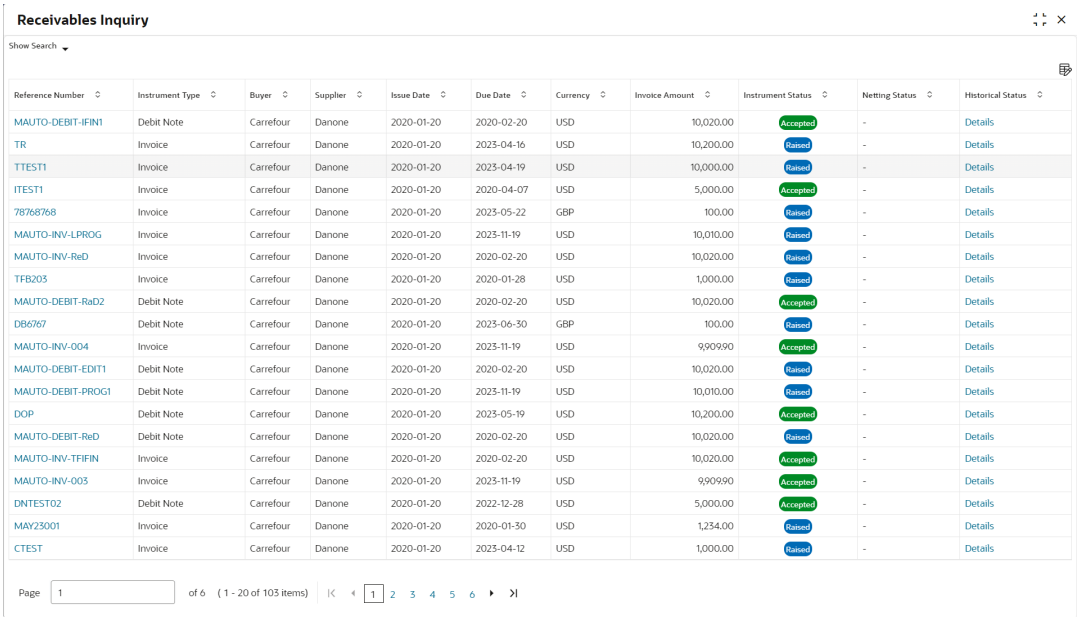
Table 12-6 (Cont.) Receivables Inquiry - Field Description

Field	Description
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. • **Overdue** • **Approved** • **Assigned** • **Indirect Payment** • **Payment Under Approval** • **Stale**
Payment Status	Select the payment status to filter the search results. • **Partial Paid** • **Paid** • **Unpaid**
Finance Status	Select the finance status to filter the search results. Available options are: • **Financed** • **Part Financed** • **Not Financed**
Amount Reference Basis	Select the reference for an amount range search.
Currency	Select the currency of the instrument.
Amount From	Specify the starting range of instrument amount to search.
Amount To	Specify the ending range of instrument amount to search.
Date Reference Basis	Select the value to specify the reference for date criteria: • **Invoice/Debit Note Date** • **Invoice/Debit Note Due Date** • **Actual Payment Date** • **Payment Due Date** • **Funding Request Date**
Date Range	Click the Calendar icon and select the start date and end date of the date range.

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

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

Figure 12-16 Receivables Inquiry - Search Results



Receivables Inquiry

Show Search

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	Raised	-	Details
TTEST1	Invoice	Carrefour	Danone	2020-01-20	2023-04-19	USD	10,000.00	Raised	-	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	Raised	-	Details
MAUTO-INV-LPROG	Invoice	Carrefour	Danone	2020-01-20	2023-11-19	USD	10,010.00	Raised	-	Details
MAUTO-INV-ReD	Invoice	Carrefour	Danone	2020-01-20	2020-02-20	USD	10,020.00	Raised	-	Details
TFB203	Invoice	Carrefour	Danone	2020-01-20	2020-01-28	USD	1,000.00	Raised	-	Details
MAUTO-DEBIT-RaD2	Debit Note	Carrefour	Danone	2020-01-20	2020-02-20	USD	10,020.00	Accepted	-	Details
DB6767	Debit Note	Carrefour	Danone	2020-01-20	2023-06-30	GBP	100.00	Raised	-	Details
MAUTO-INV-004	Invoice	Carrefour	Danone	2020-01-20	2023-11-19	USD	9,909.90	Accepted	-	Details
MAUTO-DEBIT-EDIT1	Debit Note	Carrefour	Danone	2020-01-20	2020-02-20	USD	10,020.00	Raised	-	Details
MAUTO-DEBIT-PROG1	Debit Note	Carrefour	Danone	2020-01-20	2023-11-19	USD	10,010.00	Raised	-	Details
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	Raised	-	Details
MAUTO-INV-TFIFIN	Invoice	Carrefour	Danone	2020-01-20	2020-02-20	USD	10,020.00	Accepted	-	Details
MAUTO-INV-003	Invoice	Carrefour	Danone	2020-01-20	2023-11-19	USD	9,909.90	Accepted	-	Details
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	Raised	-	Details
CTEST	Invoice	Carrefour	Danone	2020-01-20	2023-04-12	USD	1,000.00	Raised	-	Details

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

13

Batch Jobs

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

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

EOD Batch

Table 13-1 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 13-2 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.

14
Process Codes

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

Finance

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

Table 14-1 Functional Activity Code - Finance

Stage	Functional Activity Code	Description
LimitProcessingException	LimitProcessingException	This is a stage before authorization and transaction falls in this stage when maintenance of limits is not done properly.
CreditApprovalException	CreditApprovalException	This is a stage before authorization and transaction falls in this stage when exception handling behavior has been maintained as STOP in the Product Parameters screen for limit amount and limit expiry breach.
CreateAdhocLimitsTransactionException	CreateAdhocLimitsTransactionException	This is a stage before authorization and transaction falls in this stage if there is a technical error while identifying Adhoc limits applicability in transaction.
InitiateWorkflowForAdhocLimitTxnException	InitiateWorkflowForAdhocLimitTxnException	This is a stage before authorization and transaction falls in this stage if there is a technical error due to which a transaction for Adhoc limits is not initiated in the system.
AutoFinanceException	AUTOFIN_EXCEPTION	This is a stage before authorization and after limit is blocked. Transaction falls in this stage when auto processing is enabled, and it fails due to financing validations being done as per finance parameters maintained in Product/Program/Interest/ Accounting/Charges.
Processing	PROCESSING	This is a stage before authorization and after limit is blocked. Transaction falls in this stage when auto-processing is disabled in Program/Product parameters.
Authorization	AUTHORIZATION	This is authorization step wherein user can either Approve/Reject the record. Transaction falls in this stage when auto-authorization is disabled in Product/Program parameters.
Loan Integration Exception	OBCL_EXCEPTION	This stage is after authorization and transaction falls in this stage when integration with lending product (OBCL) to create contracts or make payment fails.
AccountingEntries PostException	ACC_ENTRIES_EXCEPTION	This stage is after authorization and transaction falls in this stage when accounting entries posting integration is configured as ‘Yes’ in system parameters with another product and posting fails.

Table 14-1 (Cont.) Functional Activity Code - Finance

Stage	Functional Activity Code	Description
AccountPostingResponseAwaited	ACCPOSTING_RESPONSE_AWAITED (Not be mapped on screen)	This stage is after authorization and transaction falls in this stage if accounting entries posting integration is configured as 'Yes' in system parameters with another product and the mode of integration is asynchronous and transaction is waiting for response.
ExternalPaymentException	EXTERNAL_PAYMENT_EXCEPTION	This stage is after authorization and transaction falls in this stage when external payment integration is required as per payment mode in transaction and external payment system integration fails.
OutgoingPaymentResponseAwaited	OUTPAY_RESPONSE_AWAITED (Not be mapped on screen)	This stage is after authorization and transaction falls in this stage when external payment integration is required as per payment mode in transaction and integration is asynchronous and transaction is waiting for response.
LimitsUpdateException	LIMITS_UPDATE_EXCEPTION	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.
FinanceMasterUpdate	POSTAUTH_UPDATE_EXCEPTION	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.
InstrumentUpdateException	INSTRUMENT_UPDATE_EXCEPTION	This stage is after authorization and transaction falls in this stage when update of linked invoice/PO as financed/paid fails due to technical errors. The user can retry the transaction after the technical error is resolved.
AlertsException	ALERTS_EXCEPTION	This stage is after authorization and transaction falls in this stage when alerts generation for transaction fails due to technical errors. The user can retry the transaction after the technical error is resolved.
ReconCompletionException	RECON_COMPLETION_EXCEPTION	This stage is after authorization and transaction falls in this stage for settlement transactions when payment is initiated through Finance Payment Recon (FPR) and FIFO (First In First Out) is not completed and status of the same cannot be found due to technical errors. The user can retry the transaction after the technical error is resolved.
ReconAuthorizationException	RECON_AUTHORIZATION_EXCEPTION	This stage is after authorization and transaction falls in this stage for settlement transactions when payment is initiated through Finance Payment Recon (FPR) and FIFO (First In First Out) is not completed and status of recon of current finance settlement is not updated due to technical errors. The user can retry the transaction after the technical error is resolved.

Table 14-1 (Cont.) Functional Activity Code - Finance

Stage	Functional Activity Code	Description
ReconStepAuthorizationException	RECON_STEP_AUTHORIZATION_EXCEPTION	This stage is after authorization and transaction falls in this stage for settlement transactions when payment is initiated through Finance Payment Recon (FPR) and FIFO (First In First Out) is not completed and status of payment corresponding to current finance settlement is not updated due to technical errors. The user can retry the transaction after the technical error is resolved.

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 14-2 Functional Activity Code - Recon

Stage	Functional Activity Code	Description
Processing	SCFCM_FA_PROCESSING_AUTH_REJECT	This is a stage before authorization in which transaction is under processing before rejection.
CL Exception	SCFCM_FA_CL_EXCEPTION	This stage is after authorization and transaction falls in this stage when integration for corporate lending is configured as 'Yes' in system parameters with another product and it fails.
Accounting Regeneration Exception	SCFCM_FA_AC_REGEN_EXCEPTION	This stage is after authorization and transaction falls in this stage when integration for accounting entries re-generation is configured as 'Yes' in system parameters with another product and regenerating the same fails.
Authorization	SCFCM_FA_PROCESSING_AUTH	This is authorization step wherein user can either Approve/Reject the record. Transaction falls in this stage when auto-authorization is disabled in Product/Program parameters.
Accounting Post Exception	SCFCM_FA_ACC_POST_EX	This stage is after authorization and transaction falls in this stage when accounting entries posting integration is configured as 'Yes' in system parameters with another product and posting fails.
Limits Update Exception	SCFCM_FA_LIMITS_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.
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.

Table 14-2 (Cont.) Functional Activity Code - Recon

Stage	Functional Activity Code	Description
Master Update Retry	SCFCM_FA_MASTER_UPDATE_ERROR	This stage is after authorization and transaction falls in this stage when work table to main table approval update fails due to technical errors. The user can retry the transaction after the technical error is resolved.

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

Discounting

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

Table 14-3 Functional Activity Code - Discounting

Stage	Functional Activity Code	Description
Authorization	AUTHORIZATION	This is authorization step wherein user can either Approve/Reject the record. Transaction falls in this stage when auto-authorization is disabled in Product/Program parameters.
masterUpdateException	MASTER_UPDATE_EXCEPTION	This stage is after authorization and transaction falls in this stage when work table to main table update fails due to technical errors. The user can retry the transaction after the technical error is resolved.

> **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 14-4 Functional Activity Code - Instrument

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

Note:

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

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_ENTRYCODE_CREATE_SERVICE	Create	Create Entry Codes
Entry Codes	SCFCM_FA_ACCNT_ENTRYCODE_VIEW_SERVICE	View	View Entry Codes
Entry Codes	SCFCM_FA_ACCNT_ENTRYCODE_VIEW_UPDATE_SERVICE	Unlock	Unlock and edit the Entry Codes record
Entry Codes	SCFCM_FA_ACCNT_ENTRYCODE_VIEW_AUTHORIZE_SERVICE	Authorize	Authorize the Entry Codes record
Entry Codes	SCFCM_FA_ACCNT_ENTRYCODE_VIEW_CLOSE_SERVICE	Close	Close the Entry Codes record
Entry Codes	SCFCM_FA_ACCNT_ENTRYCODE_VIEW_REOPEN_SERVICE	Reopen	Reopen a closed Entry Codes record
Entry Codes	SCFCM_FA_ACCNT_ENTRYCODE_VIEW_DELETE_SERVICE	Delete	Delete an existing Entry Codes record
Entry Codes	SCFCM_FA_ACCNT_ENTRYCODE_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_MAPP_CREATE_SERVICE	Create	Create External Account Mapping
External Account Mapping	OBSCFCM_FA_EXT_ACC_MAPP_VIEW_SERVICE	View	View External Account Mapping
External Account Mapping	OBSCFCM_FA_EXT_ACC_MAPP_VIEW_AUTHORIZE_SERVICE	Authorize	Authorize the External Account Mapping record
External Account Mapping	OBSCFCM_FA_EXT_ACC_MAPP_VIEW_CLOSE_SERVICE	Close	Close the External Account Mapping record
External Account Mapping	OBSCFCM_FA_EXT_ACC_MAPP_VIEW_REOPEN_SERVICE	Reopen	Reopen a closed External Account Mapping record
External Account Mapping	OBSCFCM_FA_EXT_ACC_MAPP_VIEW_DELETE_SERVICE	Delete	Delete an existing External Account Mapping record
External Account Mapping	OBSCFCM_FA_EXT_ACC_MAPP_VIEW_UPDATE_SERVICE	Unlock	Unlock and edit the External Account Mapping record
External Account Mapping	OBSCFCM_FA_EXT_ACC_MAPP_VIEW_COPY_SERVICE	Copy	Copy and create a new External Account Mapping record
Internal Account Mapping	OBSCFCM_FA_INT_ACC_MAPP_CREATE_SERVICE	Create	Create Internal Account Mapping
Internal Account Mapping	OBSCFCM_FA_INT_ACC_MAPP_VIEW_SERVICE	View	View Internal Account Mapping
Internal Account Mapping	OBSCFCM_FA_INT_ACC_MAPP_VIEW_UPDATE_SERVICE	Unlock	Unlock and edit the Internal Account Mapping record
Internal Account Mapping	OBSCFCM_FA_INT_ACC_MAPP_VIEW_AUTHORIZE_SERVICE	Authorize	Authorize the Internal Account Mapping record
Internal Account Mapping	OBSCFCM_FA_INT_ACC_MAPP_VIEW_CLOSE_SERVICE	Close	Close the Internal Account Mapping record
Internal Account Mapping	OBSCFCM_FA_INT_ACC_MAPP_VIEW_REOPEN_SERVICE	Reopen	Reopen a closed Internal Account Mapping record
Internal Account Mapping	OBSCFCM_FA_INT_ACC_MAPP_VIEW_DELETE_SERVICE	Delete	Delete an existing Internal Account Mapping record
Internal Account Mapping	OBSCFCM_FA_INT_ACC_MAPP_VIEW_COPY_SERVICE	Copy	Copy and create a new Internal Account Mapping record
Alert Contact Details	OBSCFCM_FA_ALERTCONTACTDETAILS_CREATE_SERVICE	Create	Create Alert Contact Details
Alert Contact Details	OBSCFCM_FA_ALERTCONTACTDETAILS_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_ALERTCONTACTDETAILS_VIEW_AUTHORIZE_SERVICE	Authorize	Authorize the Alert Contact Details record
Alert Contact Details	OBSCFCM_FA_ALERTCONTACTDETAILS_VIEW_UPDATE_SERVICE	Unlock	Unlock and edit the Alert Contact Details record
Alert Contact Details	OBSCFCM_FA_ALERTCONTACTDETAILS_VIEW_CLOSE_SERVICE	Close	Close the Alert Contact Details record
Alert Contact Details	OBSCFCM_FA_ALERTCONTACTDETAILS_VIEW_REOPEN_SERVICE	Reopen	Reopen a closed Alert Contact Details record
Alert Contact Details	OBSCFCM_FA_ALERTCONTACTDETAILS_VIEW_DELETE_SERVICE	Delete	Delete an existing Alert Contact Details record
Alert Contact Details	OBSCFCM_FA_ALERTCONTACTDETAILS_VIEW_COPY_SERVICE	Copy	Copy and create a new Alert Contact Details record
Alert Decisioning	OBSCFCM_FA_ALERT_DECISION_CREATE_SERVICE	Create	Create Alert Decisioning
Alert Decisioning	OBSCFCM_FA_ALERT_DECISION_VIEW_SERVICE	View	View Alert Decisioning
Alert Decisioning	OBSCFCM_FA_ALERT_DECISION_VIEW_UPDATE_SERVICE	Unlock	Unlock and edit the Alert Decisioning record
Alert Decisioning	OBSCFCM_FA_ALERT_DECISION_VIEW_AUTH_SERVICE	Authorize	Authorize the Alert Decisioning record
Alert Decisioning	OBSCFCM_FA_ALERT_DECISION_VIEW_DELETE_SERVICE	Delete	Delete an existing Alert Decisioning record
Alert Decisioning	OBSCFCM_FA_ALERT_DECISION_VIEW_CLOSE_SERVICE	Close	Close the Alert Decisioning record
Alert Decisioning	OBSCFCM_FA_ALERT_DECISION_VIEW_REOPEN_SERVICE	Reopen	Reopen a closed Alert Decisioning record
Alert Decisioning	OBSCFCM_FA_ALERT_DECISION_VIEW_COPY_SERVICE	Copy	Copy and create a new Alert Decisioning record
Alert Definition	OBSCFCM_FA_ALERT_DEFN_CREATE_SERVICE	Create	Create Alert Definition
Alert Definition	OBSCFCM_FA_ALERT_DEFN_VIEW_SERVICE	View	View Alert Definition
Alert Definition	OBSCFCM_FA_ALERT_DEFN_VIEW_AUTH_SERVICE	Authorize	Authorize the Alert Definition record
Alert Definition	OBSCFCM_FA_ALERT_DEFN_VIEW_DELETE_SERVICE	Delete	Delete an existing Alert Definition record
Alert Definition	OBSCFCM_FA_ALERT_DEFN_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_DEFN_VIEW_REOPEN_SERVICE	Reopen	Reopen a closed Alert Definition record
Alert Definition	OBSCFCM_FA_ALERT_DEFN_VIEW_MODIFY_SERVICE	Unlock	Unlock and edit the Alert Definition record
Alert Definition	OBSCFCM_FA_ALERT_DEFN_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_CHGPREFPRC_VIEW_UPDATE_SERVICE	Unlock	Unlock and edit the Charge Preferential Pricing record
Charge Preferential Pricing	OBSCFCM_FA_CHGPREFPRC_VIEW_CLOSE_SERVICE	Close	Close the Charge Preferential Pricing record
Charge Preferential Pricing	OBSCFCM_FA_CHGPREFPRC_VIEW_REOPEN_SERVICE	Reopen	Reopen a closed Charge Preferential Pricing record
Charge Preferential Pricing	OBSCFCM_FA_CHGPREFPRC_VIEW_DELETE_SERVICE	Delete	Delete an existing Charge Preferential Pricing record
Charge Preferential Pricing	OBSCFCM_FA_CHGPREFPRC_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_SERVICE	Close	Close the Charge Rule Maintenance record
Charge Rule Maintenance	OBSCFCM_FA_CHARGES_RULE_VIEW_REOPEN_SERVICE	Reopen	Reopen a closed Charge Rule Maintenance record
Charge Rule Maintenance	OBSCFCM_FA_CHARGES_RULE_VIEW_DELETE_SERVICE	Delete	Delete an existing Charge Rule Maintenance record
Charge Rule Maintenance	OBSCFCM_FA_CHARGES_RULE_VIEW_AUTHORIZE_SERVICE	Authorize	Authorize the Charge Rule Maintenance record
Charge Rule Maintenance	OBSCFCM_FA_CHARGES_RULE_VIEW_MODIFY_SERVICE	Unlock	Unlock and edit the Charge Rule Maintenance record
Charge Rule Maintenance	OBSCFCM_FA_CHARGES_RULE_VIEW_COPY_SERVICE	Copy	Copy and create a new Charge Rule Maintenance record
Commodity	OBSCFCM_FA_COMMODMASTER_CREATE_SERVICE	Create	Create Commodity
Commodity	OBSCFCM_FA_COMMODMASTER_VIEW_SERVICE	View	View Commodity
Commodity	OBSCFCM_FA_COMMODMASTER_VIEW_AUTHORIZE_SERVICE	Authorize	Authorize the Commodity record
Commodity	OBSCFCM_FA_COMMODMASTER_VIEW_CLOSE_SERVICE	Close	Close the Commodity record
Commodity	OBSCFCM_FA_COMMODMASTER_VIEW_REOPEN_SERVICE	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_COMMODMASTER_VIEW_DELETE_SERVICE	Delete	Delete an existing Commodity record
Commodity	OBSCFCM_FA_COMMODMASTER_VIEW_UPDATE_SERVICE	Unlock	Unlock and edit the Commodity record
Commodity	OBSCFCM_FA_COMMODMASTER_VIEW_COPY_SERVICE	Copy	Copy and create a new Commodity record
Customer Enrichment	SCF_FA_OBSCF_SERVICE	Create	Create Customer Enrichment
Customer Enrichment	SCF_FA_OBSCF_SERVICE	View	View Customer Enrichment
Division Code	OBSCFCM_FA_DIVISIONCODE_CREATE_SERVICE	Create	Create Division Code
Division Code	OBSCFCM_FA_DIVISIONCODE_VIEW_SERVICE	View	View Division Code
Division Code	OBSCFCM_FA_DIVISIONCODE_VIEW_AUTHORIZE_SERVICE	Authorize	Authorize the Division Code record
Division Code	OBSCFCM_FA_DIVISIONCODE_VIEW_CLOSE_SERVICE	Close	Close the Division Code record
Division Code	OBSCFCM_FA_DIVISIONCODE_VIEW_REOPEN_SERVICE	Reopen	Reopen a closed Division Code record
Division Code	OBSCFCM_FA_DIVISIONCODE_VIEW_DELETE_SERVICE	Delete	Delete an existing Division Code record
Division Code	OBSCFCM_FA_DIVISIONCODE_VIEW_UPDATE_SERVICE	Unlock	Unlock and edit the Division Code record
Division Code	OBSCFCM_FA_DIVISIONCODE_VIEW_COPY_SERVICE	Copy	Copy and create a new Division Code record
Non Customer	OBSCFCM_FA_NONCUSTOMER_VIEW_SERVICE	View	View Non Customer
Non Customer	OBSCFCM_FA_NONCUSTOMER_VIEW_CLOSE_SERVICE	Close	Close the Non Customer record
Non Customer	OBSCFCM_FA_NONCUSTOMER_VIEW_DELETE_SERVICE	Delete	Delete an existing Non Customer record
Non Customer	OBSCFCM_FA_NONCUSTOMER_VIEW_REOPEN_SERVICE	Reopen	Reopen a closed Non Customer record
Non Customer	OBSCFCM_FA_NONCUSTOMER_VIEW_MODIFY_SERVICE	Unlock	Unlock and edit the Non Customer record
Non Customer	OBSCFCM_FA_NONCUSTOMER_VIEW_AUTH_SERVICE	Authorize	Authorize the Non Customer record

Table A-1 (Cont.) List of Functional Activity Codes

Screen Name/API Name	Functional Activity Code	Action	Description
Payment Terms	OBSCFCM_FA_PAYMENT_TERMS_CREATE_SERVICE	Create	Create Payment Terms
Payment Terms	OBSCFCM_FA_PAYMENT_TERMS_VIEW_SERVICE	View	View Payment Terms
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
Reconcilation Rule Definition	OBSCFCM_FA_RECONRULEDEFN_CREATE_SERVICE	Create	Create Reconcilation Rule Definition
Reconcilation Rule Definition	OBSCFCM_FA_RECONRULEDEFN_VIEW_SERVICE	View	View Reconcilation Rule Definition

Table A-1 (Cont.) List of Functional Activity Codes

Screen Name/API Name	Functional Activity Code	Action	Description
Reconcilation Rule Definition	OBSCFCM_FA_RECONRULEDEFN_VIEW_AUTH_SERVICE	Authorize	Authorize the Reconcilation Rule Definition record
Reconcilation Rule Definition	OBSCFCM_FA_RECONRULEDEFN_VIEW_CLOSE_SERVICE	Close	Close the Reconcilation Rule Definition record
Reconcilation Rule Definition	OBSCFCM_FA_RECONRULEDEFN_VIEW_DELETE_SERVICE	Delete	Delete an existing Reconcilation Rule Definition record
Reconcilation Rule Definition	OBSCFCM_FA_RECONRULEDEFN_VIEW_REOPEN_SERVICE	Reopen	Reopen a closed Reconcilation Rule Definition record
Reconcilation Rule Definition	OBSCFCM_FA_RECONRULEDEFN_VIEW_UPDATE_SERVICE	Unlock	Unlock and edit the Reconcilation Rule Definition record
Reconcilation Rule Definition	OBSCFCM_FA_RECONRULEDEFN_VIEW_COPY_SERVICE	Copy	Copy and create a new Reconcilation Rule Definition record
Relationship Management	OBSCFCM_FA_RELATIONMASTER_CREATE_SERVICE	Create	Create Relationship Management
Relationship Management	OBSCFCM_FA_RELATIONMASTER_VIEW_SERVICE	View	View Relationship Management
Relationship Management	OBSCFCM_FA_RELATIONMASTER_VIEW_AUTHORIZE_SERVICE	Authorize	Authorize the Relationship Management record
Relationship Management	OBSCFCM_FA_RELATIONMASTER_VIEW_CLOSE_SERVICE	Close	Close the Relationship Management record
Relationship Management	OBSCFCM_FA_RELATIONMASTER_VIEW_REOPEN_SERVICE	Reopen	Reopen a closed Relationship Management record
Relationship Management	OBSCFCM_FA_RELATIONMASTER_VIEW_DELETE_SERVICE	Delete	Delete an existing Relationship Management record
Relationship Management	OBSCFCM_FA_RELATIONMASTER_VIEW_UPDATE_SERVICE	Unlock	Unlock and edit the Relationship Management record
Relationship Management	OBSCFCM_FA_RELATIONMASTER_VIEW_COPY_SERVICE	Copy	Copy and create a new Relationship Management record
Smart Maintenance	SCF_FA_OBSCFCM_SERVICE	Smart Maintenance	Menu to extract data from Sales Contract to create/ update relationship and program.
Tolerance	OBSCFCM_FA_TOLERANCE_CREATE_SERVICE	Create	Create Tolerance
Tolerance	OBSCFCM_FA_TOLERANCE_VIEW_SERVICE	View	View Tolerance

Table A-1 (Cont.) List of Functional Activity Codes

Screen Name/API Name	Functional Activity Code	Action	Description
Tolerance	OBSCFCM_FA_TOLERANCE_VIEW_AUTHORIZE_SERVICE	Authorize	Authorize the Tolerance record
Tolerance	OBSCFCM_FA_TOLERANCE_VIEW_CLOSE_SERVICE	Close	Close the Tolerance record
Tolerance	OBSCFCM_FA_TOLERANCE_VIEW_REOPEN_SERVICE	Reopen	Reopen a closed Tolerance record
Tolerance	OBSCFCM_FA_TOLERANCE_VIEW_DELETE_SERVICE	Delete	Delete an existing Tolerance record
Tolerance	OBSCFCM_FA_TOLERANCE_VIEW_UPDATE_SERVICE	Unlock	Unlock and edit the Tolerance record
Tolerance	OBSCFCM_FA_TOLERANCE_VIEW_COPY_SERVICE	Copy	Copy and create a new Tolerance record
Create Receivables & Payables	OBSCFCM_FA_RECEIVEPAYABLE_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_MGMNT_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
File Upload	CMC_FA_GET_ALL_DOC_PROC	File Upload	Menu for File Upload

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