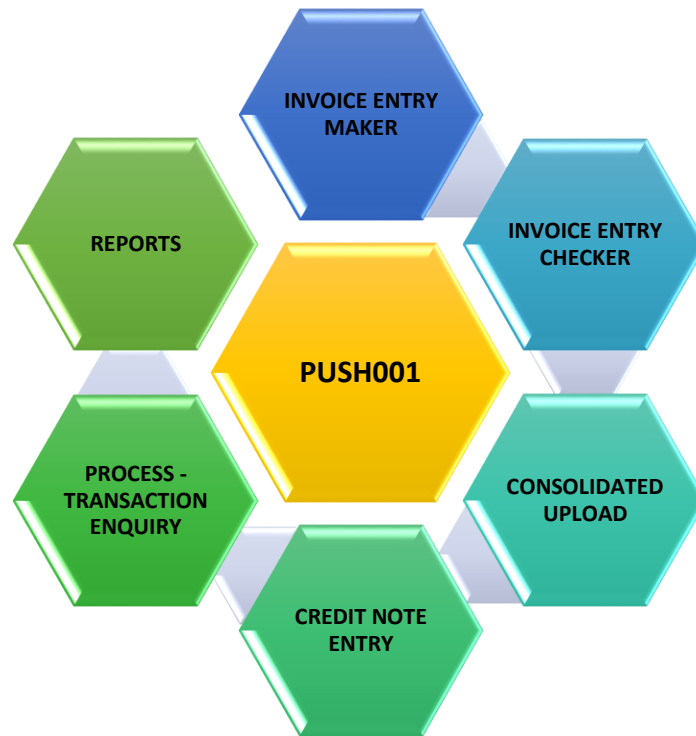


## WORKFLOW TEMPLATE FOR SELLER



**After Login into the iPaCS Portal the User enter FSCM module as shown below:**

The screenshot shows the iPaCSPro FSCM module login interface. On the left, a sidebar menu includes **Reports**, **FSCM** (highlighted with a red bar and a small icon), and a list of options: **Transactions** (with a red icon), **Process** (with a red icon), **Invoice Entry**, **Transaction Enquiry**, **Consolidated Upload**, and **Credit Debit Note Entry**. The main content area is titled **Select Login** and features two user selection buttons: **Seller** (with a person icon) and **Buyer** (with a person icon). Below these, there is a **Login As :** section with radio buttons for **Sponsor** (selected) and **Non Sponsor**. At the bottom, there is a language dropdown menu set to **English - Language** and two buttons: **Exit** and **Proceed**.

## ➡ Invoice Entry

After authorization of Purchase Order (PO), the Corporate user (Seller) can raise a single invoice or multiple invoices against a single PO by Maker ID by filling up the required fields.

User to go in **FSCM>>Transaction>>Invoice Entry>>Initiate**.

The screenshot shows the iPaCSPro application interface. On the left is a sidebar with 'Reports' and 'FSCM' (highlighted with a right arrow). The main area has two tabs: 'Transactions' (active, with a magnifying glass icon) and 'Process' (with a refresh icon). Under 'Transactions', there is a yellow box containing 'Invoice Entry' (with a sub-menu: 'Initiate', 'Review List', 'Pending Authorization List', 'Rejected List'), 'Consolidated Upload', and 'Credit Debit Note Entry'. To the right of the 'Transactions' tab is a 'Transaction Enquiry' section.

The screenshot shows the 'Initiate' form for creating a new invoice. The breadcrumb trail is 'iPaCSPro > FSCM > Transactions > Invoice Entry > Initiate'. The form has a sidebar with steps 1, 2, and 3. Step 1 is 'To Initiate New Invoice'. Step 2 is '1.1 Entity Selection'. The form fields include: 'Sponsor Code' (CFN000235), 'Sponsor Name', 'Buyer/Seller Code', 'Buyer/Seller Name', 'Product Category' (Seller finance), 'Program Reference Number - Name' (PatanjaliSFP), 'Entity Sub Code' (Select Entity Sub Code), 'Entity Sub Code Description' (Enter Entity Sub Code Description), and 'Invoice Type' (Normal). Below these are sections for '1.2 Invoice Details', '1.3 Enrichment Details', and '1.4 Purchase Order Details'. At the bottom are 'Cancel', 'Save Draft', and 'Verify Details' buttons.

After filling **Invoice** required information, **submit** by clicking **verifying detail**.

The screenshot shows the 'Initiate' form with more details filled in. The breadcrumb trail is 'iPaCSPro > FSCM > Transactions > Invoice Entry > Initiate'. The form has a sidebar with steps 1, 2, and 3. Step 1 is 'To Initiate New Invoice'. Step 2 is '1.1 Entity Selection'. Step 3 is '1.2 Invoice Details'. The form fields include: 'Invoice Number' (1010), 'Invoice Entry Date' (17-May-2024), 'Invoice Date' (17-May-2024), 'Sub Doc Type' (IN), 'Invoice Due Date' (17-May-2024), 'Days', 'Allocation Number', 'Payment Terms', 'Invoice Amount' (10,000.00), 'Total Payable Amount' (10,000.00), 'Billing Address', 'Remarks', and 'Supporting Document' (Choose a File To Upload). At the bottom are 'Cancel', 'Save Draft', and 'Verify Details' buttons.

**Pending for Authorization:**

In case of maker checker concept, invoice entry to be authorized by the Checker ID.

User has to go in **FSCM>>Transaction>>Invoice Entry>>Listing>>Tick the Box>>Submit**

Quick links

PATANJALI CHECKER ANCHOR

Search By

Sponsor Code

Search

0 Transactions Selected

Authorize All

Reject All

Refresh

1 of 1

Sponsor Name	Seller/Buyer Name	Batch Number	Invoice Number	Tracking ID	Invoice Date	Invoice Due Date	Invoice Amount	Last Action	Transaction Status	Action
					17-May-2024	17-May-2024	10,000.00	Create	Doc Unauthorized	<div>✓✕⋮</div>

➔ **Consolidated Upload:**  
**Seller** can also upload multiple of invoices by consolidated upload.

**For Seller:**

iPaCSPro

Reports

FSCM

Transactions

Process

Invoice Entry

Transaction Enquiry

Consolidated Upload

Initiate | Review List | Pending Authorization List

Credit Debit Note Entry

iPaCSPro > FSCM > Transactions > Consolidated Upload > Initiate

1.1 Consolidated Upload Details

Product Category

Program

Data Layout

Upload File Name

Supporting Documents

Cancel

Upload

iPaCSPro > FSCM > Transactions > Credit/Debit Note Acceptance > Pending Authorization List

Search By

Sponsor Code

Search

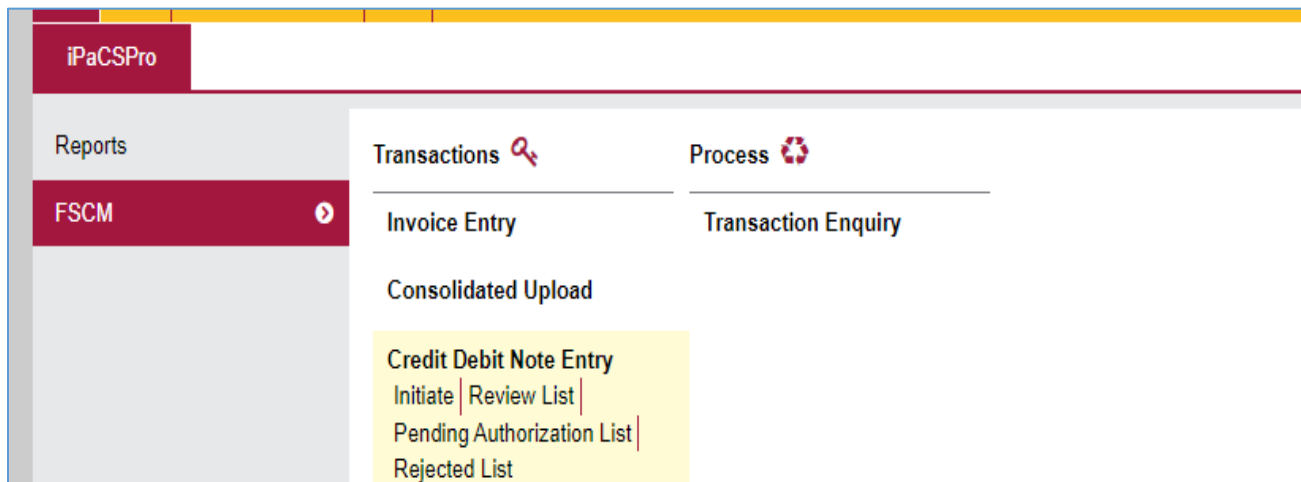
Sponsor Name	Seller/Buyer Name	Total Credit Debit Notes	Total Credit Debit Note Amount	Batch Number
No Record Found				

## ➡ Credit/Debit Note Entry:

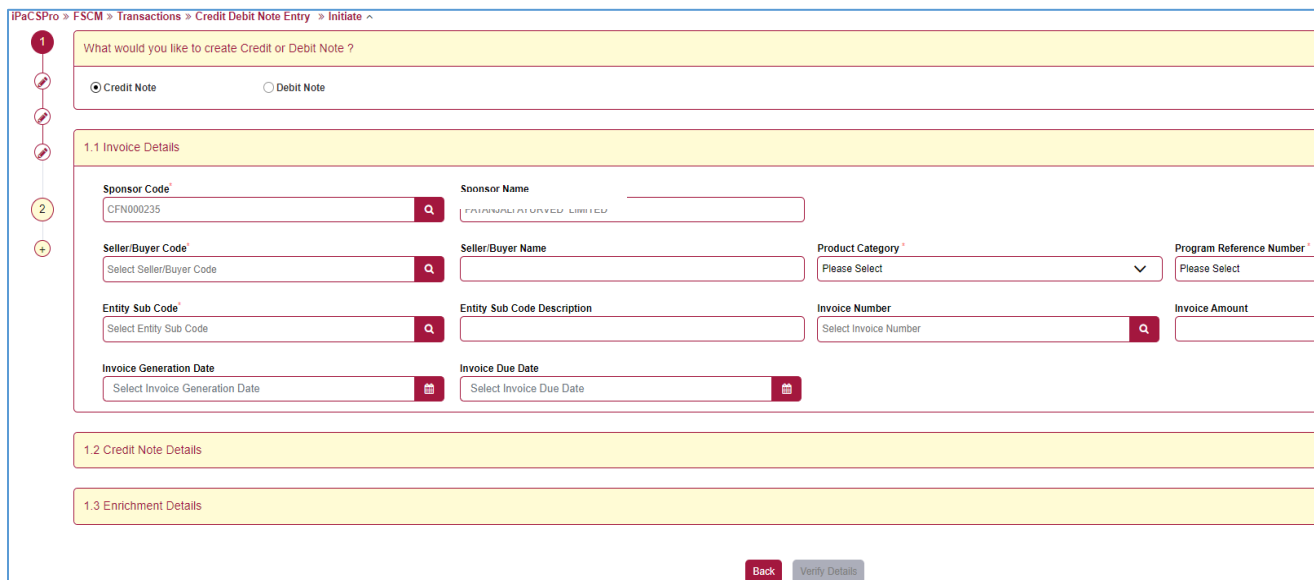
**Sellers** can also Issue Credit/Debit Note in case of any discrepancy in the invoice or in the number of items as per the mutual understanding between the buyer and seller.

The same can generic or Invoice specific.

**User to go in FSCM>Transaction>Credit Debit Note Entry> Initiate**



The screenshot shows the iPaCSPro application interface. On the left is a sidebar with 'Reports' and 'FSCM' (highlighted with a right arrow). The main area has two tabs: 'Transactions' (with a magnifying glass icon) and 'Process' (with a refresh icon). Under 'Transactions', there are links for 'Invoice Entry', 'Consolidated Upload', and a highlighted 'Credit Debit Note Entry' section. This section contains links for 'Initiate', 'Review List', 'Pending Authorization List', and 'Rejected List'. Under 'Process', there is a link for 'Transaction Enquiry'.



The screenshot shows the 'Initiate' form for 'Credit Debit Note Entry'. The breadcrumb trail at the top is 'iPaCSPro » FSCM » Transactions » Credit Debit Note Entry » Initiate ^'. The form is divided into several sections:

- Section 1:** 'What would you like to create Credit or Debit Note ?' with radio buttons for 'Credit Note' (selected) and 'Debit Note'.
- Section 1.1 Invoice Details:** Contains multiple input fields:
  - Sponsor Code:** CFN000235
  - Sponsor Name:** FARMALAT UNIV. LIMITED
  - Seller/Buyer Code:** Select Seller/Buyer Code
  - Seller/Buyer Name:** (empty)
  - Product Category:** Please Select
  - Program Reference Number:** Please Select
  - Entity Sub Code:** Select Entity Sub Code
  - Entity Sub Code Description:** (empty)
  - Invoice Number:** Select Invoice Number
  - Invoice Amount:** (empty)
  - Invoice Generation Date:** Select Invoice Generation Date
  - Invoice Due Date:** Select Invoice Due Date
- Section 1.2 Credit Note Details:** (empty)
- Section 1.3 Enrichment Details:** (empty)

At the bottom right, there are 'Back' and 'Verify Details' buttons.

iPaCSPro » FSCM » Transactions » Credit Debit Note Entry » Initiate ^

- 1 What would you like to create Credit or Debit Note ?  
☒ Credit Note ☐ Debit Note
- 2 1.1 Invoice Details
- 1.2 Credit Note Details
 

Credit Note Reference Number * Enter Credit Note Reference Number	Credit Note Date * 06-Jun-2024	Allocation Number Enter Allocation Number	Document type * Please Select
Credit Note Amount * INR <input type="text"/> Enter Credit Note Amount			
Valid Till Date Select Valid Till Date	Remarks Enter Remarks		
- 1.3 Enrichment Details

[Back](#) [Verify Details](#)

## ➡ Reports:

List of report available for audit purpose, daily check and tally of data in the system for easy reconciliation.

iPaCSPro	
Reports	FSCM
FSCM	Audit Trail Report Generic Reports Master Report

## ➡ Transaction enquiry:

The data related to transactions, seller can be enquiring with this menu.

**For seller:**

iPaCSPro		
Reports	Transactions 🔍	Process 🔄
FSCM	Invoice Entry Consolidated Upload Credit Debit Note Entry	Transaction Enquiry Initiate

English

Quick links

iPaCSPRO » Reports » FSCM » Generic Reports » Generate

Generic Reports - Generate

Product Name

FSCM

Category Name

Please Select Category

Please Select Category

Transaction

Limit Reports

### ➡ Logout from the Module:

**Logout option** to be used to exit from the application.

To log out of the system: From the menu bar, click on (**Logout Icon**). The following message appears

