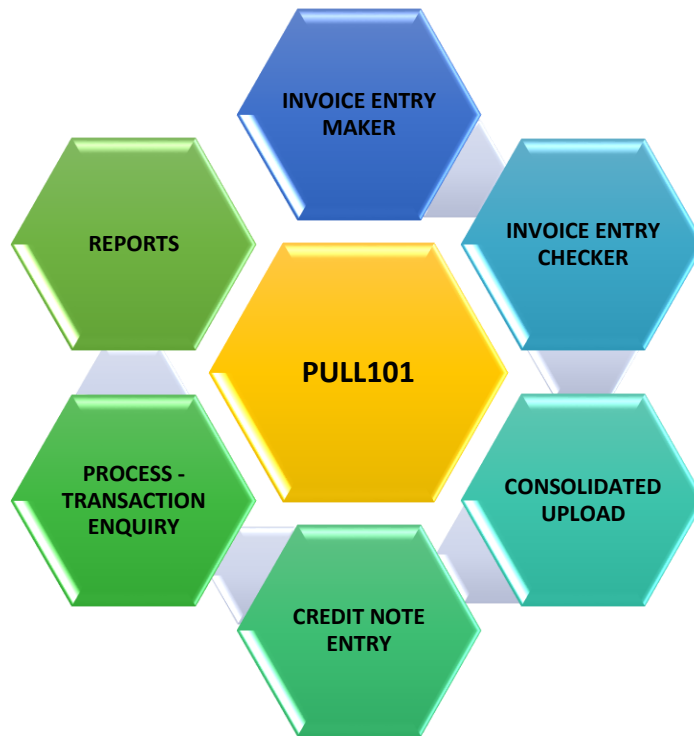


## WORKFLOW TEMPLATE FOR SELLER



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

iPaCSPro

Reports

FSCM

Transactions

Process

Invoice Entry

Transaction Enquiry

Consolidated Upload

Credit Debit Note Entry

Select Login

Seller Buyer

Login As :  Sponsor  Non Sponsor

English - Language

Exit 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 navigation sidebar with 'Reports' and 'FSCM' (highlighted with a right-pointing arrow). The main content area is divided into 'Transactions' (with a magnifying glass icon) and 'Process' (with a refresh icon). Under 'Transactions', a yellow box highlights the 'Invoice Entry' menu item, which has sub-items: 'Initiate', 'Review List', 'Pending Authorization List', and 'Rejected List'. Below this are 'Consolidated Upload' and 'Credit Debit Note Entry'. Under 'Process', the 'Transaction Enquiry' option is visible.

The screenshot shows the 'Initiate' form for creating a new invoice. The breadcrumb path is 'iPaCSPro > FSCM > Transactions > Invoice Entry > Initiate'. The form is divided into sections: '1.1 Entity Selection', '1.2 Invoice Details', '1.3 Enrichment Details', and '1.4 Purchase Order Details'. The '1.1 Entity Selection' section contains the following fields:

- Sponsor Code: CFN000235
- Sponsor Name: [Empty]
- Buyer/Seller Code: [Empty]
- Buyer/Seller Name: [Empty]
- Product Category: Seller finance
- Program Reference Number - Name: PatanjaliSFP
- Entity Sub Code: Select Entity Sub Code (with a red error message 'Provide Entity Sub Code')
- Entity Sub Code Description: Enter Entity Sub Code Description
- Invoice Type: Normal (selected)

At the bottom, there 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 the '1.2 Invoice Details' section filled in. The breadcrumb path is 'iPaCSPro > FSCM > Transactions > Invoice Entry > Initiate'. The '1.2 Invoice Details' section contains the following fields:

- 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: [Empty]
- Allocation Number: [Empty]
- Payment Terms: [Empty]
- Invoice Amount: 10,000.00
- Total Payable Amount: 10,000.00
- Billing Address: [Empty]
- Remarks: [Empty]
- Supporting Document: Choose a File To Upload (with a 'Browse' button)

At the bottom, there 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**

The screenshot shows the 'Pending Authorization List' interface. At the top, there is a search bar with 'Sponsor Code' and a search button. Below the search bar, there are buttons for 'Authorize All' and 'Reject All'. A table below shows one record with the following details:

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	✓ ✕ ⋮

## ➔ Consolidated Upload:

**Seller** can also upload multiple of invoices by consolidated upload.

**For Seller:**

The screenshot shows the 'Consolidated Upload' menu in the iPaCSPPro application. The menu is located under 'FSCM' and includes the following options:

- Consolidated Upload
- Initiate
- Review List
- Pending Authorization List
- Credit Debit Note Entry

The screenshot shows the 'Initiate' form for the Consolidated Upload process. The form includes the following fields and buttons:

- Product Category: Please Select (dropdown)
- Program: Please Select (dropdown)
- Data Layout: Please Select (dropdown)
- Upload File Name: Choose a File To Upload (text) with a 'Browse File' button
- Supporting Documents: Choose a File To Upload (text) with a 'Browse File' button
- Buttons: Cancel, Upload

The screenshot shows the 'Pending Authorization List' for 'Credit/Debit Note Acceptance'. The search bar is set to 'Sponsor Code'. The table below shows 'No Record Found'.

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 be 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 navigation menu with 'Reports' and 'FSCM'. The main area is divided into 'Transactions' and 'Process' sections. Under 'Transactions', there are links for 'Invoice Entry', 'Consolidated Upload', and 'Credit Debit Note Entry'. The 'Credit Debit Note Entry' link is highlighted in yellow and has sub-links for 'Initiate', 'Review List', 'Pending Authorization List', and 'Rejected List'. The 'Process' section contains a 'Transaction Enquiry' link.

The screenshot shows the 'Initiate' form for creating a Credit or Debit Note. The form is titled 'What would you like to create Credit or Debit Note?' and has two radio buttons: 'Credit Note' (selected) and 'Debit Note'. Below this is section '1.1 Invoice Details' with the following fields:

- Sponsor Code:** CFN000235
- Sponsor Name:** FARMALIA TRAVEL 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

Below section 1.1 are sections '1.2 Credit Note Details' and '1.3 Enrichment Details'. At the bottom right 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

1.1 Invoice Details

2 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     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

FSCM >

Transactions 🔍

Process 🔄

- 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  
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

