

## 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**

## ➔ Purchase Order Acceptance

Once the PO is raised, **Seller** to accept the same through the authorization matrix it has opted (Maker Checker/ Single User/Multiple User).



User to go in

**FSCM>>Transaction>>PO Acceptance>>Initiate>>Select the entry>>Accept**

iPaCSPPro

Reports

**FSCM**

Transactions  Process 

PO Acceptance  
Initiate | Review List |  
Pending Authorization List |  
Rejected List

Transaction Enquiry


Invoice Entry


Consolidated Upload


Credit Debit Note Entry


PaCSPPro » FSCM » Transactions » PO Acceptance » Initiate ^

Search By


Sponsor Code  

Seller/Buyer Code  






 Add Another Parameter




 Search

iPaCSPPro » FSCM » Transactions » PO Acceptance » Initiate ^






Sponsor Code: CFN000235 Seller/Buyer Code: SUYASHBUYE  [Modify Filters](#) [Clear Filters](#)

0 Transactions Selected

   1 of 1  

<input type="checkbox"/>	Sponsor Name	Seller/Buyer Name	Batch Number	Total POs	Amount	Links
<input type="checkbox"/>				1	1,000.00	  

0 Transactions Selected

   1 of 1  

## ➔ 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 includes sub-items: 'Initiate', 'Review List', 'Pending Authorization List', and 'Rejected List'. Below this, other menu items are visible: 'Consolidated Upload' and 'Credit Debit Note Entry'.

The screenshot shows the 'Initiate' form for creating a new invoice. The breadcrumb trail is 'iPaCSPro > FSCM > Transactions > Invoice Entry > Initiate'. The form is divided into sections: '1.1 Entity Selection' and '1.2 Invoice Details'. In '1.1 Entity Selection', there are input fields for 'Sponsor Code' (CFN000235), 'Sponsor Name', 'Buyer/Seller Code', and 'Buyer/Seller Name'. Below these are 'Product Category' (Seller finance), 'Program Reference Number - Name' (PatanjaliSFP), 'Entity Sub Code' (with a search icon and a red note 'Provide Entity Sub Code'), and 'Entity Sub Code Description'. The 'Invoice Type' is set to 'Normal'. Section '1.2 Invoice Details' is currently empty. At the bottom, there are buttons for 'Cancel', 'Save Draft', and 'Verify Details'.

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

The screenshot shows the 'Initiate' form with '1.2 Invoice Details' filled in. The breadcrumb trail is 'iPaCSPro > FSCM > Transactions > Invoice Entry > Initiate'. The 'Invoice Number' is 1010. 'Invoice Entry Date' and 'Invoice Date' are both 17-May-2024. 'Sub Doc Type' is IN. 'Invoice Due Date' is 17-May-2024. 'Allocation Number' is empty. 'Payment Terms' is 'Enter Payment Terms'. 'Invoice Amount' is 10,000.00. 'Total Payable Amount' is 10,000.00. 'Billing Address' is 'Enter Billing Address'. 'Remarks' is 'Enter Remarks'. 'Supporting Document' is 'Choose a File To Upload' with a 'Browse' button. At the bottom, there are buttons for 'Cancel', 'Save Draft', and 'Verify Details'.

## 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' page in iPaCSPro. It features a search bar with 'Sponsor Code' as the search criteria. Below the search bar, there are buttons for 'Authorize All' and 'Reject All'. A table lists one transaction 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 iPaCSPro application. The menu is located under the 'FSCM' section and includes the following options:

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

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

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

The screenshot shows the 'Pending Authorization List' for 'Credit/Debit Note Acceptance'. It features a search bar with 'Sponsor Code' as the search criteria. Below the search bar, there is a table with the following columns:

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 navigation menu. The left sidebar contains 'Reports' and 'FSCM'. The main area is divided into 'Transactions' and 'Process'. Under 'Transactions', there are links for 'PO Acceptance', 'Invoice Entry', 'Consolidated Upload', and 'Credit Debit Note Entry'. The 'Credit Debit Note Entry' link is highlighted in yellow, and it has sub-links for 'Initiate', 'Review List', 'Pending Authorization List', and 'Rejected List'.

The screenshot shows the 'Initiate' form for Credit/Debit Note Entry. 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:** [Empty]
- 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, 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

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 ♻️

PO Acceptance    Transaction Enquiry

Invoice Entry

Consolidated Upload

- Initiate
- Review List
- Pending Authorization List

Credit Debit Note Entry

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



English

03-Jun-2024

Quick links

iPaCSPro » Dashboard

Advertisement