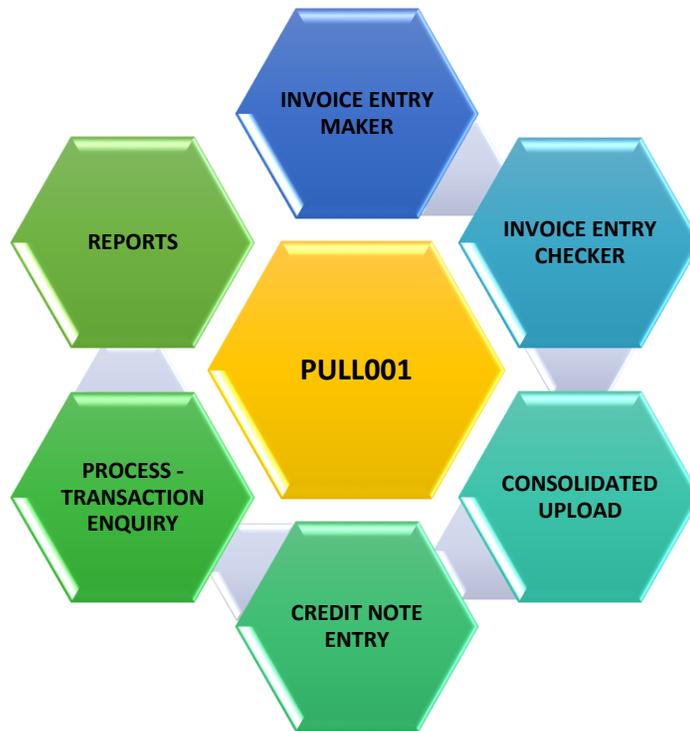


## WORKFLOW TEMPLATE FOR SELLER



**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 two sections: '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, there are links for 'Consolidated Upload' and 'Credit Debit Note Entry'. Under 'Process', there is a link for 'Transaction Enquiry'.

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', '1.2 Invoice Details', '1.3 Enrichment Details', and '1.4 Purchase Order Details'. In the '1.1 Entity Selection' section, the following fields are visible: 'Sponsor Code' (CFN000235), 'Sponsor Name', 'Buyer/Seller Code', 'Buyer/Seller Name', 'Product Category' (Seller finance), 'Program Reference Number - Name' (PatanjaliSFP), 'Entity Sub Code' (with a search icon and a red error message 'Provide Entity Sub Code'), and 'Entity Sub Code Description'. The 'Invoice Type' is set to 'Normal'. At the bottom, there are 'Cancel', 'Save Draft', and 'Verify Details' buttons.

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

This screenshot shows the 'Initiate' form with more information filled in. The breadcrumb trail is 'iPaCSPro > FSCM > Transactions > Invoice Entry > Initiate'. The '1.2 Invoice Details' section is expanded, showing: 'Invoice Number' (1010), 'Invoice Entry Date' (17-May-2024), 'Invoice Date' (17-May-2024), and 'Sub Doc Type' (IN). The 'Invoice Due Date' is set to 17-May-2024. The 'Allocation Number' field is empty. 'Payment Terms' is set to 'Net 30'. The 'Invoice Amount' is 10,000.00. The 'Total Payable Amount' is also 10,000.00. There are fields for 'Billing Address', 'Remarks', and 'Supporting Document' (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' as the search criteria. Below the search bar, there are buttons for 'Authorize All' and 'Reject All'. A table below displays 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:

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

The screenshot shows the '1.1 Consolidated Upload Details' form. It includes the following fields and controls:

- Product Category:** A dropdown menu with 'Please Select' as the current selection.
- Program:** A dropdown menu with 'Please Select' as the current selection.
- Data Layout:** A dropdown menu with 'Please Select' as the current selection.
- Upload File Name:** A text input field with a 'Browse File' button next to it.
- Supporting Documents:** A text input field with a 'Browse File' button next to it.
- Buttons:** 'Cancel' and 'Upload' buttons are located at the bottom of the form.

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 application interface. On the left is a navigation sidebar with 'Reports' and 'FSCM' (highlighted). The main content 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 breadcrumb path is 'iPaCSPro > FSCM > Transactions > Credit Debit Note Entry > Initiate'. The form has a progress indicator on the left with steps 1, 2, and 3. Step 1 is the current step, titled 'What would you like to create Credit or Debit Note?'. It contains two radio buttons: 'Credit Note' (selected) and 'Debit Note'. Below this is section '1.1 Invoice Details' with the following fields:

- Sponsor Code:** Text field with value 'CFN000235' and a search icon.
- Sponsor Name:** Text field.
- Seller/Buyer Code:** Text field with 'Select Seller/Buyer Code' and a search icon.
- Seller/Buyer Name:** Text field.
- Product Category:** Dropdown menu with 'Please Select' and a downward arrow.
- Program Reference Number:** Text field with 'Please Select'.
- Entity Sub Code:** Text field with 'Select Entity Sub Code' and a search icon.
- Entity Sub Code Description:** Text field.
- Invoice Number:** Text field with 'Select Invoice Number' and a search icon.
- Invoice Amount:** Text field.
- Invoice Generation Date:** Text field with 'Select Invoice Generation Date' and a calendar icon.
- Invoice Due Date:** Text field with 'Select Invoice Due Date' and a calendar icon.

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

- 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

