

## WORKFLOW TEMPLATE FOR SELLER



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

The screenshot displays the iPaCSPro portal interface. On the left, a sidebar menu includes 'Reports', 'FSCM' (highlighted), and 'Credit Debit Note Entry'. The main content area is titled 'Select Login' and features two user role buttons: 'Seller' and 'Buyer'. Below these, there are radio buttons for 'Sponsor' (selected) and 'Non Sponsor'. A language dropdown menu is set to 'English - Language'. At the bottom right, there are 'Exit' and 'Proceed' buttons, with 'Proceed' being highlighted.

## ➔ 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, 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 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 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 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: Enter Allocation Number
- Payment Terms: [Empty]
- Invoice Amount: 10,000.00
- Total Payable Amount: 10,000.00
- Billing Address: Enter Billing Address
- Remarks: Enter Remarks
- Supporting Document: 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. At the top, there is a navigation breadcrumb: 'iPaCSPPro > FSCM > Transactions > Invoice Entry > Pending Authorization List'. Below this is a search bar with 'Sponsor Code' as the search criteria. A table below the search bar shows 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 iPaCSPPro navigation menu. The 'FSCM' menu item is highlighted. Under 'FSCM', there are two main sections: 'Transactions' and 'Process'. Under 'Transactions', there are 'Invoice Entry' and 'Transaction Enquiry'. Under 'Process', there is a 'Consolidated Upload' section with sub-items: 'Initiate', 'Review List', and 'Pending Authorization List'. Below this, there is a 'Credit Debit Note Entry' option.

The screenshot shows the 'Consolidated Upload > Initiate' form. It has the following fields and controls:

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

The screenshot shows the 'Pending Authorization List' page for 'Credit/Debit Note Acceptance'. It has the same search bar as the previous screenshot. 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', and 'Batch Number'. The table is currently empty, with the text 'No Record Found' displayed in the center.

## ➔ 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 with a right-pointing arrow). The main content area is divided into two columns: 'Transactions' (with a magnifying glass icon) and 'Process' (with a refresh icon). 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'. Under 'Process', there is a link for 'Transaction Enquiry'.

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 is divided into three sections: 1. Selection: 'What would you like to create Credit or Debit Note?' with radio buttons for 'Credit Note' (selected) and 'Debit Note'. 2. 1.1 Invoice Details: A grid of input fields for 'Sponsor Code' (CFN000235), 'Sponsor Name' (FARMERS UNION LIMITED), 'Seller/Buyer Code' (dropdown), 'Seller/Buyer Name', 'Product Category' (dropdown), 'Program Reference Number' (dropdown), 'Entity Sub Code' (dropdown), 'Entity Sub Code Description', 'Invoice Number' (dropdown), 'Invoice Amount', 'Invoice Generation Date' (calendar), and 'Invoice Due Date' (calendar). 3. 1.2 Credit Note Details and 1.3 Enrichment Details: These sections are currently empty. 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

