

Barclays Virtual Accounts

Allocation and Reconciliation User Guide

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1. Introduction

This guide details a list of reconciliation tools available in Barclays Virtual Accounts and explains how these can be used in your daily reconciliation processes.

These processes can be used as an alternative way to reconcile payments to a virtual account where the virtual account's IBAN, sort code and account number are not used to reconcile directly into the virtual account.

The guide will provide you with details on how to search and view any transactions that remain unreconciled between your real account and your virtual account. The following reconciliation tools are available:

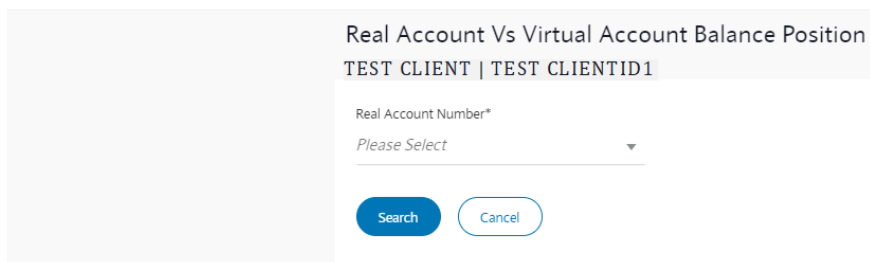
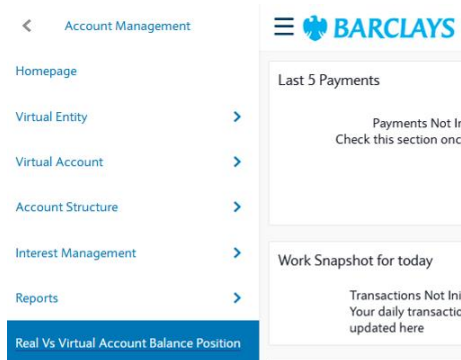
1. **Manual Allocation** – manually allocate transactions received on your real account to one or multiple virtual accounts.
2. **Create Allocation Rules** – create allocation rules to automatically allocate any payments to your real account (by matching certain conditions) to a virtual account. Each time a payment matching the condition(s) of the rule is posted to your real account, the system will make the posting to the virtual account automatically. The conditions of the rule can be any attributes relevant to the payment such as, the value in the payment details, the payment type, remitter name or bank details. The rule can be as generic or as narrow as required.
3. **Create Expected Cashflow** - you can create a one off or a recurring Expected Cashflow (inbound or outbound) to automatically allocate any payments to your real account. Cashflow is used when the transaction is expected on a certain date, for a certain amount.

2. Real Account Vs Virtual Account Balance Position

The 'Real Account Vs Virtual Account Balance Position' screen enables you to view the differences between real and virtual accounts and allows you to manually allocate, fully or partially, unreconciled transactions to one or multiple virtual accounts (*refer to the 'Manual Allocation' section in this guide*).

The following section demonstrates how to search and view the details of unmatched entries.

1. Select the menu icon and navigate to **Account Management > Virtual Account > Real Vs Virtual Account Balance Position**. This will load the View **Real Account Vs Virtual Account Balance Position** screen



2.1. Search and View Real Account Vs Virtual Account Balance Position

Below is a description of the search options available to filter and view the unmatched entries from a real or virtual account.

1. Select the Real Account Number from the dropdown list for which you want to see the unallocated entries
2. Click **Search**
3. **'Real Account Vs Virtual Account Balance Position'** screen is displayed with details of the unmatched entries from real account or virtual account under two separate tabs:

Unallocated Entries from Real Accounts Tab:

Real Account Vs Virtual Account Balance Position
NID GATES | ERICSO

Real Account Number*
2047779001185

Search Cancel

Customer Number ERICSO
Customer Name NID GATES
Real Account Number 2047779001185
Real Account Name ENIDPLC
Real Account Sort Code 204777
Real Account IBAN -
Account Currency EUR

Balances

Real Account Balance	€100.00	Virtual Accounts Total Balance	€2,476.31
Ledger Balance As of	04 Mar 2022 08:45:05 AM	Balance Difference	-€2,376.31
Available Balance	€100.00		
Available Balance As of	04 Mar 2022 08:45:05 AM		

Unallocated Entries from Real Accounts (24)

Unallocated Entries from Virtual Accounts (85)

Internal Payment Reference Number	Account Number	Credit/Debit Indicator	Value Date	End to End ID	Status	Amount
DF2302403298VSD001	2047779001185	Credit	04 May 2023	CMAOC03KVS001	Not Processed	€100.00
	2047779001185	Credit	03 May 2023	204777900118520230707112213735000	Not Processed	€77.06
DF2302403298K24001	2047779001185	Credit	04 May 2023	CMAOC03KWO101	Not Processed	€100.00
DF2302403298VSD001	2047779001185	Credit	04 May 2023	CMAOC03KVS001	Not Processed	€100.00
DF2302403298VSD001	2047779001185	Credit	04 May 2023	CMAOC03KVS001	Not Processed	€100.00
P8352765_232_1	2047779001185	Credit	04 May 2023	-	Not Processed	€11.00
P8352765_232_1	2047779001185	Credit	04 May 2023	-	Not Processed	€12.00
P8352765_232_1	2047779001185	Credit	04 May 2023	-	Not Processed	€13.00
P8352765_232_1	2047779001185	Credit	08 May 2023	-	Not Processed	€11.00
P8352765_232_1	2047779001185	Credit	08 May 2023	-	Not Processed	€2.00
				Total Amount		€1,064.06

Page 1 of 3 (1-10 of 24 items) [K] [1] [2] [3] [4] [X]

You are viewing the details of only those virtual accounts which you have an access to.

Unallocated Entries from Virtual Accounts Tab:

Real Account Vs Virtual Account Balance Position

NID GATES | ERICSO

Real Account Number*
2047779001185

Search Cancel

Customer Number ERICSO
Customer Name NID GATES
Real Account Number 2047779001185
Real Account Name ENIDPLC
Real Account Sort Code 204777
Real Account IBAN -
Account Currency EUR

Balances

Real Account Balance	€100.00	Virtual Accounts Total Balance	€2,476.31
Ledger Balance As of	04 Mar 2022 08:45:05 AM	Balance Difference	-€2,376.31
Available Balance	€100.00		
Available Balance As of	04 Mar 2022 08:45:05 AM		

Unallocated Entries from Real Accounts (24)

Unallocated Entries from Virtual Accounts (35)

Internal Payment Reference Number	Sort Code	Virtual Account Number	Credit/Debit Indicator	Value Date	End to End ID	Amount
BBZINL231280651	204777	30001449	Credit	08 May 2023	-	€100.00
BBZINL2312807341	204777	30001449	Credit	08 May 2023	-	€100.00
BBZINL2312807351	204777	30001449	Credit	08 May 2023	-	€100.00
BBZINL2312807361	204777	30001449	Credit	08 May 2023	-	€100.00
BBZINL2312807391	204777	30001449	Credit	08 May 2023	-	€178.00
BBZINL23128073A1	204777	30001449	Credit	08 May 2023	-	€178.00
BBZINL23128073C1	204777	30001449	Credit	08 May 2023	-	€178.00
BBZINL23128073D1	204777	30001449	Credit	08 May 2023	-	€178.00
BBZINL23128073E1	204777	30001449	Credit	08 May 2023	-	€178.00
BBZINL2312807371	204777	30001449	Credit	08 May 2023	-	€100.00
						€4,144.61

Page 1 of 4 (1-10 of 35 items) [K] [1] [2] [3] [4] [X]

You are viewing the details of only those virtual accounts which you have an access to.

4. View the following details:

Field Name	Field Description
Customer Name and Customer Number	The Customer name and customer number.
Real Account Number	Specify the Real Account Number from the adjoining drop down list.
Customer Number	The unique identification number of the customer.
Customer Name	The name of the customer.

Field Name	Field Description
Real Account Number	The real account number.
Real Account Name	The name of the real account.
Real Account Sort Code	The 6-digit SORT code of the real account.
Real Account IBAN	The IBAN number of the real account.
Account Currency	The currency of the real account.

Balances

Real Account Balance	The balance of the real account.
Virtual Accounts Total Balance	Total balance of all the virtual accounts associated with the real account.
Ledger Balance As of	Ledger balance on the specified date and time for the real account.
Balance Difference	Difference between the balance of the real account and total balance of the virtual accounts.
Available Balance	Available balance for the real account.
Available Balance As of	Available balance on the specified date and time for the real account.

Unallocated Entries from Real Account: The details of the unallocated entries from the real account side.

Internal Payment Reference Number	Reference number of the corresponding transaction.
Account Number	Real account number associated with the transaction.
Credit/Debit Indicator	Type of transaction (debit or credit).
Value Date	The value date of the transaction.
End to End Id	The end-to-end reference identification number for the transaction.
Status	The status of the payment e.g. Not Processed, Processed, etc.
Amount	The amount of the transaction.
Total Amount	The collective amount of all the unallocated transactions.

Field Name	Field Description
Unallocated Entries from Virtual Account: The details of the unmatched entries from the virtual account side.	
Internal Payment Reference Number	The internal reference number of the corresponding transaction.
Sort Code	Sort code of the virtual account.
Virtual Account Number	The virtual account number associated with the transaction.
Credit/Debit Indicator	Type of transaction (debit or credit).
Value Date	The value date of the transaction when it becomes effective on the account.
End to End Id	The end-to-end reference identification number for the transaction.
Amount	The amount of the payment transaction.
Total Amount	The collective amount of all the unallocated transactions from the virtual accounts.

- To view the details of a transaction in the overlay window, click on '**Internal Payment Reference Number**' link

Unallocated Entries from Real Accounts Tab:

Real Account Name		Virtual Accounts Total Balance	
Real Account Name	ENIDPLC	Virtual Accounts Total Balance	€100.00
Real Account Sort Code	204777	Balance Difference	€100.00
Real Account IBAN	-		
Account Currency	EUR		

Unallocated Entries from Real Accounts (24)		Unallocated Entries from Virtual Accounts (37)	
Internal Payment Reference Number	Account Number	Credit/Debit Indicator	Value Date
DF2302403298KSD001	2047779001185	Credit	04 May 2023
DF2302403298KSD001	2047779001185	Credit	04 May 2023
DF2302403298KSD001	2047779001185	Credit	04 May 2023
DF2302403298KSD001	2047779001185	Credit	04 May 2023
FR252765 232 1	2047779001185	Credit	08 May 2023
FR252765 232 1	2047779001185	Credit	08 May 2023
FR252765 232 1	2047779001185	Credit	08 May 2023
FR252765 232 1	2047779001185	Credit	08 May 2023
FR252765 232 1	2047779001185	Credit	08 May 2023
FR252765 232 1	2047779001185	Credit	08 May 2023

Transaction Details	
Internal Payment Reference Number	DF2302403298KSD001
End To End Id	CMA0C03KWS01
Account Number	2047779001185
Real Account IBAN	-
Account Currency	EUR
Credit/Debit Indicator	Credit
Amount	€100.00
Remitter Name	BMAP SEPA Client
Remitter Account Number	43688593
Beneficiary Name	SEPA CREDITOR
Beneficiary Account Number	20477730001449
Source Code	-
Source Reference Number	-
Booking Date	24 Jan 2023
Value Date	04 May 2023
Payment Details	Incoming
Inbound/Outbound Payment	Unreconciled
Reconciliation Status	Unreconciled
Processing Status	Not Processed

Field Name	Field Description
Remitter Account Number	The account number from which, the payment is debited.
Beneficiary Name	The name of the beneficiary.
Beneficiary Account Number	The system displays the account number to which, the payment is credited.
Source Code	The source code of the hosts for the payment transaction. E.g. OBPM, OBCM etc.
Source Reference Number	The host reference number of the transaction.
Booking Date	The date on which the transaction was booked for the account.
Value Date	The value date of the transaction when it becomes effective on the account.
Payment Details	The details of the payment transaction when it becomes effective on the account.
Inbound/Outbound Payment	The system displays whether the payment is an incoming payment or an outgoing payment.
Reconciliation Status	The system displays whether the payment is reconciled or unreconciled.
Processing Status	The status of the payment e.g. Not Processed, Processed etc.

6. View the following details:

Field Name	Field Description
Unallocated Entries from Real Accounts Tab:	
Internal Payment Reference Number	The internal reference number for the payment transaction performed on the account.
End To End Id	The end-to-end reference identification number for the transaction.
Account Number	The real account number.
Real Account IBAN	The IBAN number of the real account.
Account Currency	The currency for transactions performed on the real account.
Credit/Debit Indicator	The type of transaction whether debit or credit.
Amount	The amount for which the payment transaction is performed on the account.
Remitter Name	The name of the remitter.

Unallocated Entries from Virtual Accounts Tab:	
Internal Payment Reference Number	The internal reference number for the payment transaction performed on the account.
End To End Id	The end-to-end reference identification number for the transaction.
Sort Code	The 6-digit sort code of the account.
Virtual Account Number	The Virtual Account number of the account.
Virtual IBAN	The IBAN number of the virtual account.
Account Currency	The currency for transactions performed on the account.
Credit/Debit Indicator	The type of transaction whether debit or credit.
Amount	The amount for which the payment transaction is performed on the account.
Source Code	The source code of the hosts for the payment transaction. E.g., OBPM, OBCM etc.

Field Name	Field Description
Source Reference Number	The host reference number of the transaction.
Booking Date	The date on which the transaction was booked for the account.
Initiation Date	The date on which the transaction was initiated for the account.
Value Date	The value date of the transaction when it becomes effective on the account.
Payment Details	The details of the payment transaction when it becomes effective on the account.
Reconciled	The system displays whether the payment has been reconciled or not.

- Click **Close** to close the 'Transaction Details' overlay window and return to the 'Real Account Vs Virtual Account Balance Position' screen

3. View Payments

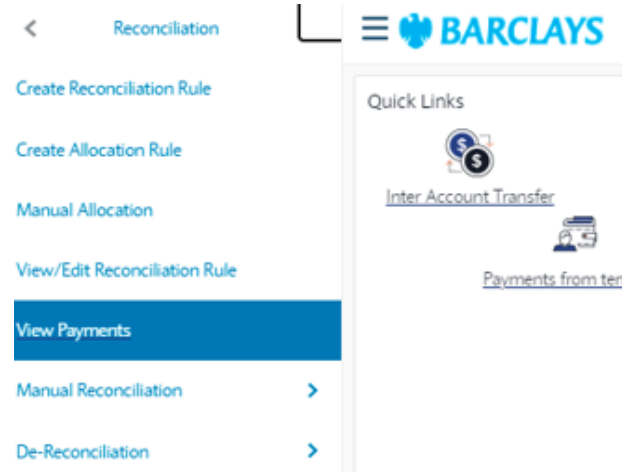
The following section demonstrates how to view the status of payments that have been allocated to a virtual account as the result of an Allocation Rule or that have been matched to an Expected Cashflow. It also allows you to view payments that remain unallocated and can be allocated manually.

Payments that have been allocated to a virtual account either via an Allocation Rule or as the result of being matched to an Expected Cashflow will have a Status of 'Matched' and an Allocation Status of 'Allocated'.

Payments that have **not** been successfully allocated to a virtual account via an Allocation Rule or have **not** been successfully matched to an Expected Cashflow will have a Status of 'Unmatched' and an Allocation Status of 'Unallocated'.

3.1. Navigate

- Select the menu icon and navigate to **Receivables Management > Reconciliation > View Payments**



Internal Payment Reference Number	Amount	Value Date	Unreconciled Amount	Account Number	Status	Allocation Status
SOLD2RHTG003	€41.39	02 Feb 2023	€0.00	232435	Matched	Allocated
INTCHCOMCZW2093	€40.00	04 Mar 2023	€40.00	22547400000612	Unmatched	Unallocated
DIAG001	€1,001.00	02 Feb 2023	€1,001.00	-	Unmatched	Unallocated
SOLD2RHTG007	€241.39	02 Feb 2023	€97.00	232435	Partially Matched	Allocated
DIAG002	€1,002.00	02 Feb 2023	€1,002.00	-	Unmatched	Partially Allocated
DIAG00011	€48,242.91	05 May 2023	€48,242.91	232435	Unmatched	Unallocated
SOLD2RHTG002	€100.00	02 Feb 2023	€0.00	232435	Matched	Allocated
INTCHCOMCZ2093	€40.00	04 Mar 2023	€40.00	22547400000612	Unmatched	Unallocated
SOLD2RHTG005	€200.00	02 Feb 2023	€36.61	232435	Partially Matched	Allocated
INTCHCOMCZW2093	€40.00	04 Mar 2023	€40.00	22547400000612	Unmatched	Unallocated



3.2. Enter the Payments Details

Below is a description of how to complete each field for a payment transaction.

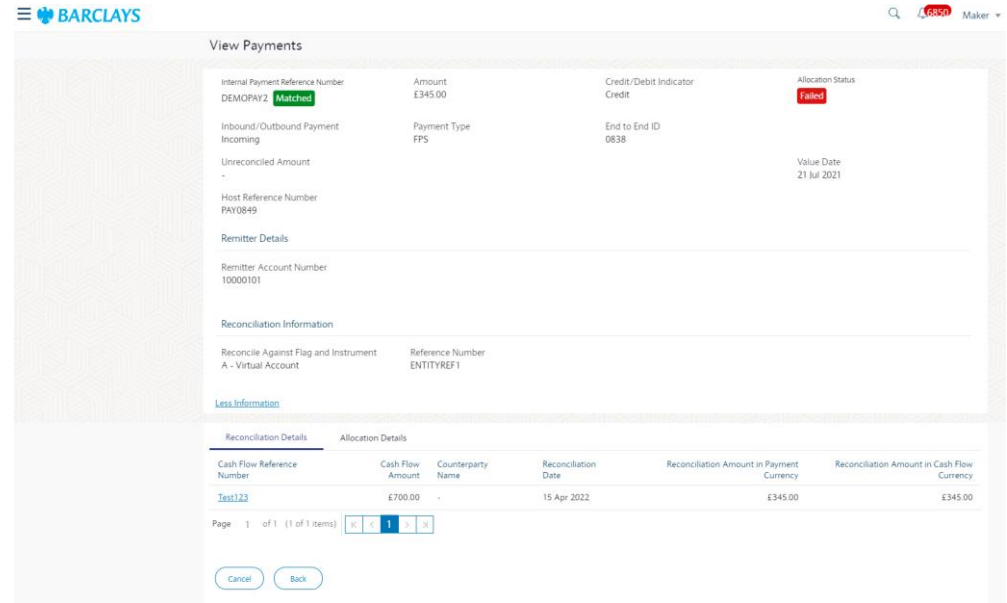
- Capture the following fields:

Field Name	Field Description
Party Name & ID	The name and ID of the client of the logged-in user.

Search  Click option to search for specific payment records.

Field Name	Field Description
	Click the filter icon () to filter the payment records based on payment type, date range, amount range, reference number, and status. For more information on the fields in this window, refer to the Payment Search (overlay window) section at the end of 'Enter the Manual Reconciliation Details' subsection.
Payment Reference Number	The unique reference number assigned to the payment. Click this hyperlink to view the details of the payment. For more information, refer to the details in table for View Payments screen below. The incoming or outgoing icon is also displayed beside the reference number.
Payment Amount	The payment amount.
Payment Date	The date of payment.
Unreconciled Amount	Amount that is not yet reconciled.
Account Number	The real account number from which the payment has been initiated.
Status	The status of the payment.

2. Enter the required details and click **Apply**. A list of relevant payments display in the payments panel of the **Manual Allocation** screen
3. To view the details of a specific payment record, Click link under **Payment Reference Number** on the **View Payments** Screen
4. **View Payments – Reconciliation Details tab** – only appears if the payment has been reconciled with Expected Cash Flows



View Payments – Allocation Details tab: This tab appears only if the payment status is 'Allocated' or 'Partially Allocated'.

View Payments

Internal Payment Reference Number DEMOPAY4	Amount £123.00	Credit/Debit Indicator Credit	Allocation Status Allocated
Inbound/Outbound Payment Incoming	Payment Type FPS	End to End ID 0838	Value Date 21 Jul 2021
Unreconciled Amount £123.00			
Host Reference Number PAY0975			
Remitter Details			
Remitter Account Number 10000101			
Reconciliation Information			
Reconcile Against Flag and Instrument A - Virtual Account	Reference Number ENTITYREF1		

[Less Information](#)

Allocation Details				
Allocation Date	Virtual Account Number	Allocated Amount	Allocation Type	Status
04 Mar 2024	204523-90000213	£23.00	Manual	Success
04 Mar 2024	204523-00002283	£100.00	Manual	Success

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Cancel Back

5. View the following details on the **View Payments** Screen:

Field Name	Field Description
Internal Payment Reference Number	The unique reference number of the payment. The payment status will show as Matched or Unmatched.
Amount	The payment amount.
Credit/Debit Indicator	The system displays whether the amount has been credited to or debited from the account.
Allocation status	If the payment has been allocated or not.
Click Less Information to collapse the expanded detail section or More Information to expand the section and view additional details.	
Inbound/Outbound Payment	The system displays whether the payment is incoming or outgoing.
Payment Type	The type of payment, whether incoming or outgoing.

Field Name	Field Description
End to End ID	The end-to-end reference identification number for the transaction.
Unreconciled Amount	Any amount that is not yet reconciled.
Value Date	Displays the date of the transaction
Host Reference Number	The customer's reference number for the payment.
Internal Payment Reference Number	The unique reference number of the payment. The payment status will show as Matched or Unmatched.
Remitter Account Details	
Remitter Account Number	The account number of the remitter or beneficiary. If the payment is incoming, then this field displays the remitter account number. If the payment is outgoing, then this field displays the beneficiary account number.
Reconciliation Information	
Reconcile Against Flag and Instrument	Shows whether the payment has been reconciled against a virtual account(A) or an expected cashflow(E).
Reference Number	The unique reference number of the payment transaction which has been reconciled.
View Payments - Reconciled Details Tab: The Reconciliation Details tab appears only if the payment has been reconciled with cash flows.	
Cash Flow Reference Number	The reference number of the cash flow that the payment has been reconciled with. Click this hyperlink to view the details of the cash flow. For more information on the fields in the View Cash Flow Details screen, refer to the View Cash Flow Details section.
Cash Flow Amount	The total cash flow amount.
Counterparty Name	The name of the associated party of the payment.
Reconciliation Date	The date of reconciliation.
Reconciliation Amount in Payment Currency	The amount that has been reconciled and the currency.
Reconciliation Amount in Cash Flow Currency	The amount that has been reconciled in the cash flow.
View Payments - Allocation Details Tab	
Allocation Date	The date of payment allocation.
Virtual Account Number	The virtual account number to which the payment has been allocated.
Allocated Amount	The amount that has been allocated.

Field Name	Field Description
Allocation Type	The type of allocation.
Status	The status of the allocation whether Success or Failed.

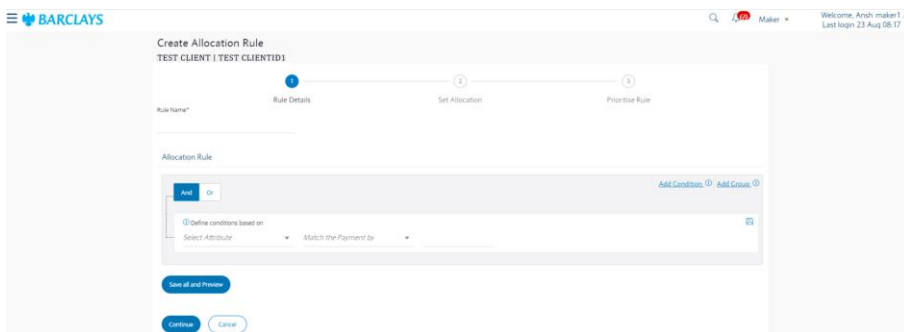
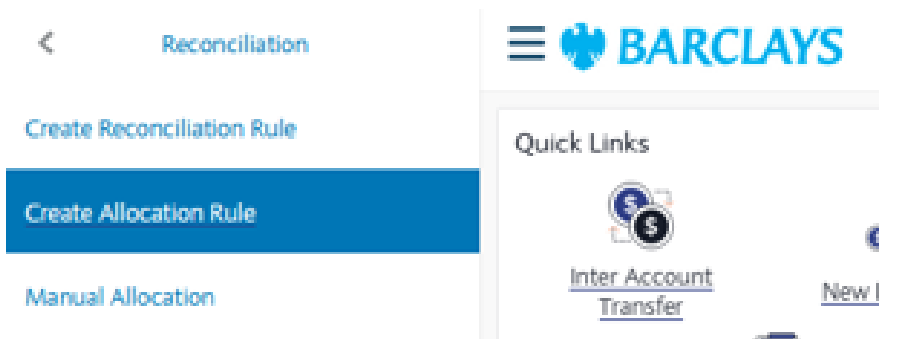
6. Click the **Cash Flow Reference Number** link to view the details of the cash flow

4. Creating an Allocation Rule.

Allocation is the process where payments are allocated to virtual accounts. The following section demonstrates how to create rules for automatic allocation of payments to specific virtual accounts by matching of various payment attributes.

4.1. Navigate

1. Select the menu icon and navigate to **Receivables Management > Reconciliation > Create Allocation Rule**



4.2. Enter the Allocation Rule Details

Below is a description of how to complete each field to create an allocation Rule.

4.2.1. Rule Details

Below is a description of how to complete each field on the **Allocation Rule – Rule details** screen.

1. Capture the following details in the **Create Rule** step of the **Create Allocation Rule** screen

Field Name	Field Description
Client Name & ID	The name and ID of the client of the logged-in user.
Rule Name*	Enter the name to be assigned to the rule. Enter 1 or more characters, up to a maximum of 150
Add Condition	The option to add a condition for allocation.
Add Group	The option to add a group of conditions using 'AND' / 'OR'.
AND / OR	Specify the conditions for creating the allocation rule.

Select from the drop down menu, the attribute of the payment to be compared.


The options are:



- Internal Payment Reference Number – This is a unique reference number used for identifying individual payments.
- Payment Type
- Dr Or Cr (Debit or Credit transaction) – This identifies whether the transaction is a credit or debit against the account.
- Beneficiary Account Number
- Remitter Account Number
- Payment Details – This allows allocation via the payment narrative.
- Currency
- Amount
- Initiating Party Name
- Beneficiary Name
- Remitter Name
- Ultimate Remitter Name
- Remitter Bank Code – Sort code of the remitter account
- Category Purpose Code – would need to be checked with BAs
- Value Date
- Beneficiary Bank Code – Sort code of the beneficiary account
- End to End ID – This is the external payment reference.

Select Attribute *

Field Name	Field Description
	<ul style="list-style-type: none"> Customer ID
Match the payment by*	Select from the drop down menu, the parameter to be used for matching the payment. The options are: = > <
Value*	Enter the value that the attribute is to be compared with.

All fields marked with * are mandatory

- A group should have more than 1 condition or group
 - In the Allocation Rule section, build the condition(s) as per requirement. Once a condition is added click  to save it

- Once a condition is added and saved, click  to edit it, or click  to delete it. Note: Do not use the same condition more than once when creating a rule. Doing so will cause an issue with the allocation

- You can define similar individual conditions or a group of conditions by clicking **Add Condition** or **Add Group** using the 'AND' or 'OR' options

3. Once all conditions are defined, click **Save all and Preview**

4. Click Continue to move to the next stage 'Set Allocation'

- The system matches the text from payment details irrespective of the case of the text. For example, if the rule has the matching text as 'dummy reference 123', then the system matches texts with various case like 'Dummy Reference 123' or 'DUMMY REFERENCE 123' or 'DUMMY reference 123' or 'Dummy ReFeReNcE 123'

- The system performs matching of reference text that you maintain in the rule against the text obtained in the payment. For example, if the rule has the matching texts 'details Ref1', then the system checks if this text is present anywhere in the payment details field of the payment transaction. If the text in the rule is 'details Ref1' and the text in the payment details field is 'sample details Ref1', then the system considers this a match

4.2.2. Set Allocation

In this step, you can select the virtual account to allocate the payment to.

- Capture the following fields:

Field Name	Field Description
Allocation Basis	Accounts Based allocation is pre-selected to indicate allocation to virtual accounts.
Serial Number	Displays the serial number of the allocation account.
Allocation Account	Select a virtual account from the drop down menu.



- Click Continue to go to the **Prioritise Rule** step once the allocation details are set.

4.2.3. Prioritise Rule

In this step, you can assign priority to an allocation rule. The system checks the allocation rule with priority 1 first, If the criteria matches, the payment will be allocated to a virtual account based on that rule. Otherwise, it will check priority 2 rule and so on.

Below is a description of how to assign priority to an allocation rule in **Allocation Rule – Prioritise Rule** screen.

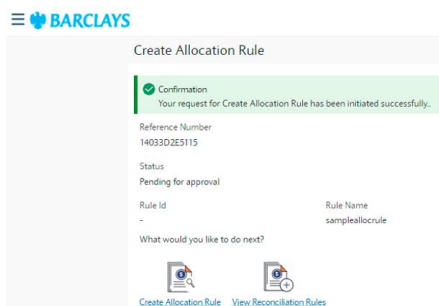
- Capture the following details:

Field Name	Field Description
Allocation Rules: A list of existing rules for the same conditions, is displayed. You can set the priority on the rule being created. You can also modify the priority on an existing rule.	
Search	Click  . The system indicates an option to search for a specific rule.
Rule ID	Displays the unique rule ID that has automatically been assigned to the rule. For the rule being created, the ID is yet to be generated. The field will display "Current" in this case
Rule Name	The name assigned to the rule.
Priority	The priority assigned to the rule. Note: For the rule being created, the priority assigned by default is, one incremental to the highest priority assigned to the existing rules. You can change this priority under the Priority column, if required. For an existing rule, click  to edit and modify the priority.

- Click **Submit** to submit the Allocation Rule details
- After selecting **Submit** the **Review** screen appears, this allows you to verify the Allocation Rule details. Select **Confirm**

Create Allocation Rule - Review Screen

- The confirmation message with the reference number and status of the operation is displayed

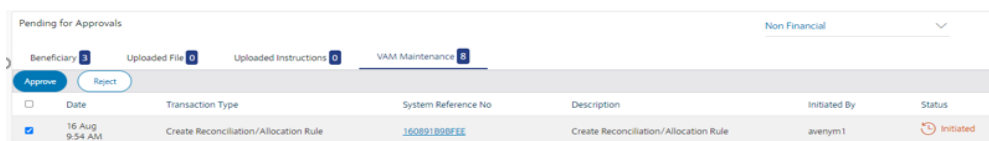


- In the Confirmation screen, click the View Allocation Rules link to view the existing Allocation rules. **OR** Click the **Create Allocation Rule** link to create another allocation rule.

4.3. Authorise Allocation Rule

The following section demonstrates how to authorise Allocation Rules.

- User must have 'Authorisation' rights to view '**Pending for Approvals**' on the screen
- Select **Non-Financial**
- Click on '**VAM Maintenance**'. The screen shows requests pending for authorisation after the allocation rule creation or modification



- Select the checkbox for the record to authorise
- You can also view the details of an individual record before authorisation
 - Click the '**reference number**' hyperlink for the record you wish to view. To authorise the record, refer details below **OR** ..Click **Back** to navigate to dashboard
 - If any modifications are required, the approver can add relevant comments and send the details of the transaction back, using the **Send to Modify** feature. The '**Modification Comment**' window is displayed. Provide comments for modification and Click **Send To Modify** OR Click **Cancel** if you do not wish to send the record for modification. Once the required modifications are made, it can be re-submitted

To approve a pending request

- Click **Approve**. Enter the Comment for approval for the selected operation in the '**Approval Comment**' window that appears and click **Approve** again. A success message will be shown. **OR**

Click **Cancel** if you wish to cancel the authorisation.

To Reject a pending request

- Click **Reject**. Enter the Comment for rejection for the selected operation in the '**Rejection Comment**' window that appears and click **Reject** again. A success message will be shown. **OR**

Click **Cancel** to cancel the authorisation

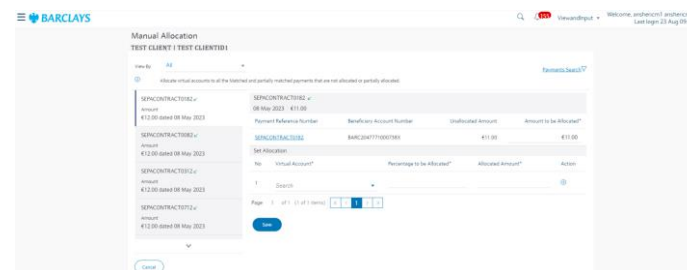
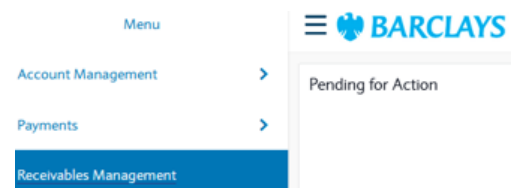
5. Manual Allocation

The following section demonstrates how to manually allocate payments to the required virtual accounts. You can use manual allocation if the execution of the allocation rule has not completed, or if allocation rules are not set

Note: The system, by default, displays all the partially matched, unallocated or partially allocated payments for manual allocation. You can select a single payment and allocate it to a single virtual account or you can allocate to multiple virtual accounts by splitting the amounts to be allocated or setting the percentage(s) of allocation. The total percentage should always be 100

5.1. Navigate

- Select the menu icon and navigate to **Receivables Management > Reconciliation > Manual Allocation**. This will load the **Manual Allocation** screen



5.2. Enter the Manual Allocation Details

Below is a description of how to complete each field for a manual allocation record.

1. In the **Manual Allocation** screen, use the **View By** list and/or the filter options to get a list of records
2. Capture the following fields:



Field Name	Field Description
View By	Select the payment records to view. Options are: <ul style="list-style-type: none"> • All • Saved for Allocation • Incoming Payments • Outgoing Payments



Option to filter the payment records based on selected parameters. For more information on the fields in this window, refer the **Payment Search (overlay window)** section at the end of 'Enter the Manual Reconciliation Details' subsection.

Payments Panel

In the Manual Allocation screen, the panel on the left-hand side displays a list of matched and partially matched payments that have not been allocated or are partially allocated. You can use the View By field and the filter option to narrow down this list.

Payment Reference Number The unique reference number of the payment. The (incoming)  or (outgoing)  indicator is also displayed.

Payment Amount The currency and amount of the payment.

Payment Date The date on which the payment occurred.

Selected Payment

By default, the first payment in the payments panel appears selected. You can select a different record for allocation, as required. The details of the selected payment record are displayed in the main section, with the following fields:



Payment Reference Number The reference number of the payment assigned by the client. Click this hyperlink to view the details of the payment. For more information, refer the details in table for **View Payments** screen in this document.

Remitter Account Number The account number from which the payment originated.

Field Name	Field Description
Unallocated Amount	The amount that is yet to be allocated.
Amount to be Allocated	Specify the payment amount to be allocated in the current transaction. By default, the value in the Unallocated Amount field is displayed. Note: This amount can be changed to partially allocate a specific amount.

Set Allocation

You can search and set the virtual accounts and their allocation percentages. The allocated amount of all added accounts should be 100% of the **Amount to be Allocated**.


No	The sequence number of the allocation details.
Virtual Account	Set the virtual account to which the payment should be allocated. Click Fetch Virtual Account based on attributes link to search and find the required virtual account. The Set Virtual Account Attributes pop-up window appears. For more information on the fields in this window, refer to the Set Virtual Account Attributes section below.
Percentage to be Allocated	Enter the percentage of the payment to be allocated to the selected virtual account. If you enter a percentage in this field, the Allocated Amount field gets updated automatically. Note: The total percentage allocated to all virtual accounts should be less than or equal to 100.
Allocated Amount	Enter the amount to be allocated to the selected virtual account. If you enter an amount in this field, the Percentage to be Allocated field gets updated automatically. Note: The total amount allocated to all the virtual accounts should be less than or equal to the Amount to be Allocated.
Action	Click  to add further virtual accounts. Or click  to delete an added account.

3. Click Payment Reference Number on the **Manual Allocation** Screen. The **Manual Allocation -View Details** screen appears



4. View the following details:

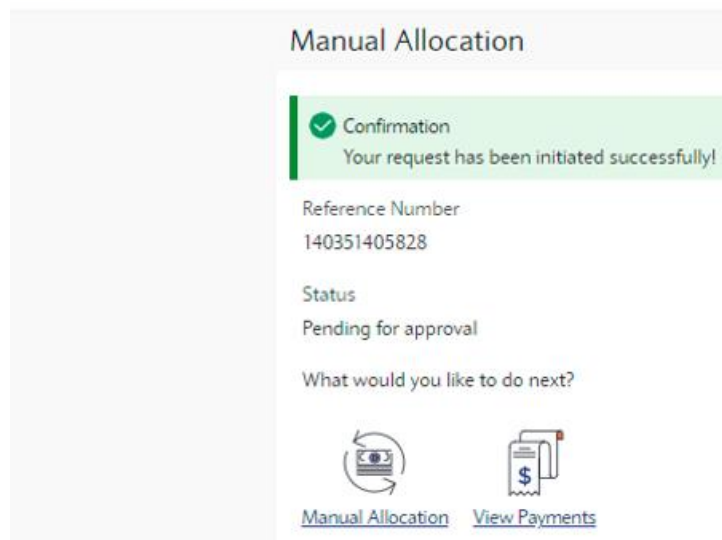
Field Name	Field Description
Payment Reference Number	The reference number of the payment.
Status	The status of the payment whether Matched, or Partially Matched
Amount	The amount of the payment.
Credit/Debit Indicator	Type of transaction (debit or credit).

Field Name	Field Description
Account Number	The virtual account for crediting or debiting the payment amount.
Allocation Status	The status of the allocation of the payment whether allocated, unallocated or partially allocated.
Inbound/Outbound Payment	Displays whether the payment is an incoming payment or an outgoing payment.
Payment Type	The type of the payment. Incoming or Outgoing.
End to End Id	The end-to-end reference identification number for the transaction.
Unreconciled Amount	The unmatched amount of the payment.
Value Date	The value date of the transaction when it becomes effective on the account.
Host Reference Number	The reference number of the host for the payment transaction.
Remitter Account Number	The account number from which the payment originated.
Remitter Name	The name of the remitter.
Remitter Bank Code	The code of the remitter's
Beneficiary Details	
Beneficiary Account Number	The account number of the beneficiary.
Beneficiary Name	The name of the beneficiary.
Beneficiary Bank Code	The code of the beneficiary 's bank.
Additional Details	
Payment Details	Details of the payment transaction e.g. internal reference number, reference details, narrative etc
Reconciliation information	
Reconcile Against Flag and Instrument	Shows whether the payment has been reconciled against a virtual account(A) or an expected cashflow(E).
Reference Number	The unique reference number of the payment transaction which has been reconciled.
View Payments - Reconciled Details Tab: The Reconciliation Details tab appears only if the payment has been reconciled with cash flows.	

Field Name	Field Description
Cash Flow Reference Number	The reference number of the cash flow that the payment has been reconciled with. Click this hyperlink to view the details of the cash flow. For more information on the fields in the View Cash Flow Details screen, refer to the View Cash Flow Details section.
Cash Flow Amount	The total cash flow amount.
Counterparty Name	The name of the associated party of the payment.
Reconciliation Date	The date of the reconciliation.
Reconciliation Amount in Payment Currency	The amount reconciled or matched in the currency of the payment transaction.
Reconciliation Amount in Cash Flow Currency	The amount reconciled or matched in the currency of the expected cash flow transaction.
View Payments - Allocation Details Tab. This tab appears only if the payment has been allocated	
Allocation Date	The date of payment allocation.
Virtual Account Number	The virtual account number to which the payment has been allocated.
Allocated Amount	The amount that has been allocated.
Allocation Type	The type of allocation e.g. Manual or Automatic.
5.	Click the filter icon () to filter the payment records based on payment type, date range, amount range, reference number, and status. For more information on the fields in this window, refer the Payment Search (overlay window) section at the end of 'Enter the Manual Reconciliation Details' subsection
6.	Once you have completed the details, click Apply to generate a list of relevant payments in the payments panel in the Manual Allocation screen
7.	In the Manual Allocation screen, from the payments panel on the left-hand side, select the required payment record to be allocated. The selected payment details appear in the main section. In the Set allocation section, click Fetch Virtual Account on the basis of attributes link. The Set Virtual Account Attributes pop-up window appears
8.	In the Set Virtual Account Attributes window, select the required option from the Payment Attribute list
9.	Click Fetch . A list of relevant virtual accounts appears. Select the required account
10.	Click Set Account . The selected account appears in the Set allocation section.

11. Enter the required payment percentage to be allocated to the virtual account in the Percentage to be Allocated field. The Allocated Amount field gets updated automatically. Alternatively, enter the required amount to be allocated to the virtual account in the Allocated Amount field. The Percentage to be Allocated field gets updated automatically

12. To add further virtual accounts, click . Click  to delete an added account
13. Having completed the details, click **Save** to save the virtual accounts added. The payment that has been selected for allocation is tagged as **'Saved for Allocation'**. Or click Undo to remove the added accounts
14. Click **Submit** to submit the Allocation details
15. After selecting **Submit** the **Review** screen appears, this allows you to verify the manual allocation details. Select **Confirm** to pass the record for authorisation
16. On the **Manual Allocation Review** Screen, click link under **Payment Reference Number** column to view the details of the payment record
17. Click **Show Less** to collapse the expanded detail section or **Show More** to expand the section and view additional details of the record
18. The system displays the confirmation message with the reference number and status of the operation. Example Below:



19. Click the **Manual Allocation** link to perform another manual allocation operation. OR Click the **View Payments** link to view a list of payments.

5.3. Authorise Manual Allocation Details

The following section demonstrates how to authorise Manual Allocation.

1. User must have 'Authorisation' rights to view the count for **'Pending for Approvals'** screen
2. Select **Non-Financial**
3. Click on **'VAM Maintenance'** to load the screen with requests pending for authorisation after the Expected Cash Flow creation or modification

Date	Transaction Type	Reference No	Description	Initiated By	Status
14 Mar 8:25 AM	Manual Allocation	14031CE0005D	Manual Allocation	profm1	Initiated

4. Select checkbox for the record which you need to authorise
5. Click the 'Reference No' hyperlink for the record you wish to view
 - To authorise the record refer to the details below
 - If any modifications are required, the approver can add relevant comments and send the details of the transaction back to the initiating user, by the **Send to Modify** feature. The **'Modification Comment'** window is displayed. Provide comments for modification and click **Send to Modify**. Once the required modifications are made, the initiating user can re-submit the operation
 - Click **Show More** to display additional details of the manual allocation. Click **Show Less** to collapse the pane with additional details of the manual allocation

To approve a pending request

1. Click **Approve**. Enter any comments for the selected operation in the **'Approval Comment'** window and click **Approve** again

To Reject a pending request

1. Click **Reject**. Enter any comments for the selected operation in the **'Rejection Comment'** window and click **Reject** again

6. Creating Expected Cash Flow

You can create an Expected Cash Flow if you wish to automatically allocate a one off or a recurring payment to a virtual account.

To create an Expected Cash Flow the Amount, the Currency and the Payment Details are used to match the transaction and automatically move the funds in or out of the virtual account.

Expected Cashflows can be Inflow (credit entries) and Outflow (debit entries). Recurring Expected Cash Flows can be daily, weekly, monthly or quarterly frequencies for a set period of time.

Creation of an Expected Cash Flow can be useful when receiving and invoice on a specific date or for a specific amount, or if a recurring payment is expected.

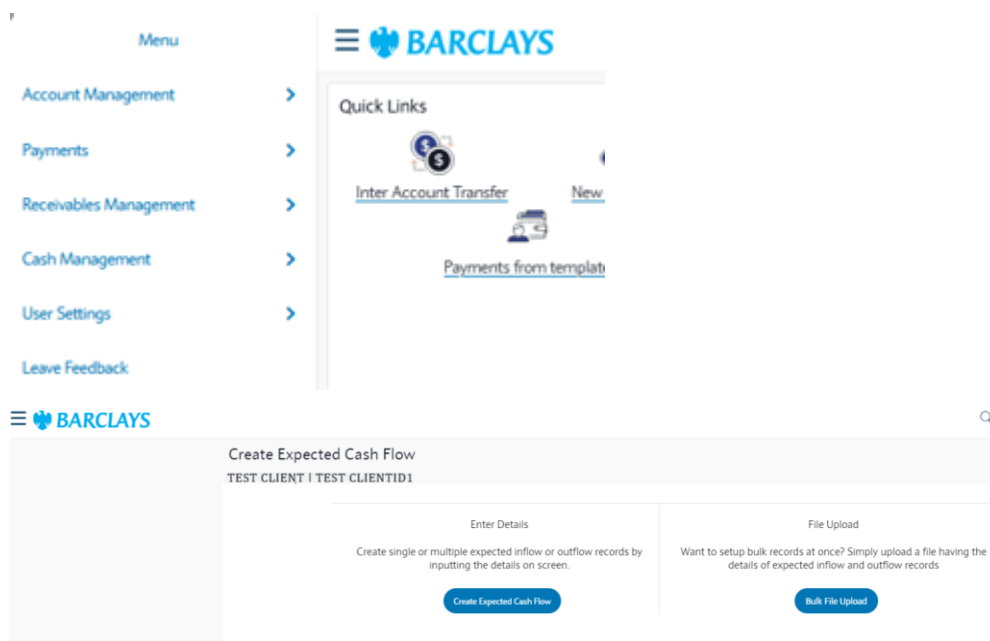
It is recommended that when setting up an Expected Cash Flow the standard attributes are used. These are: **Amount, Currency and Payment Details**. These attributes are linked to the default reconciliation rule which is already available in the system and require no action to set up.

Other attributes are available to use, however will require the setting up of an additional Reconciliation Rule. If this is required, please refer to the separate guide on how to do this: Reconciliation Rule Management User Guide.

The following section demonstrates how to create single or recurring Expected Cash Flow(s).

6.1. Navigate

1. Select the menu icon and navigate to **Cash Management > Cash Flow > Create Expected Cash Flow**



2. Click **Create Expected Cash Flow**. The following screen will be displayed

The screenshot shows the 'Create Expected Cash Flow' form with the following fields and options:

- Type:** Radio buttons for Inflow (selected) and Outflow.
- Payment Date*:** Text input field.
- Select Date:** Calendar icon.
- Payment Reference*:** Text input field.
- Expected Narrative*:** Text input field.
- Real Account:** Dropdown menu with 'Select Real Account'.
- Virtual Account*:** Dropdown menu with 'Select Virtual Account' and a search icon.
- Amount*:** Text input field with 'USD' selected in a dropdown.
- Remitter Details:**
 - Remitter Account Number
 - Remitter Bank Code
 - Remitter Name
- Beneficiary Details:**
 - Beneficiary Account Number
 - Beneficiary Name
 - Beneficiary Bank Code
- Other Details:**
 - End to End ID
 - Recurring: Toggle switch (currently off).
- Add:** Blue button at the bottom.

6.2. Enter the Expected Cash Flow Details

Below is a description of how to complete each field for an Expected Cash Flow using the system default Reconciliation Rule.

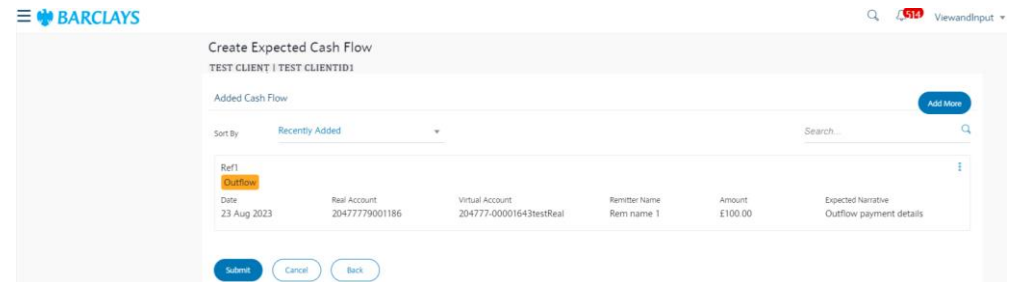
Items marked as not required below will need an additional Reconciliation Rule set up. Please refer to Reconciliation Rule Management User Guide.

1. Capture the following details:

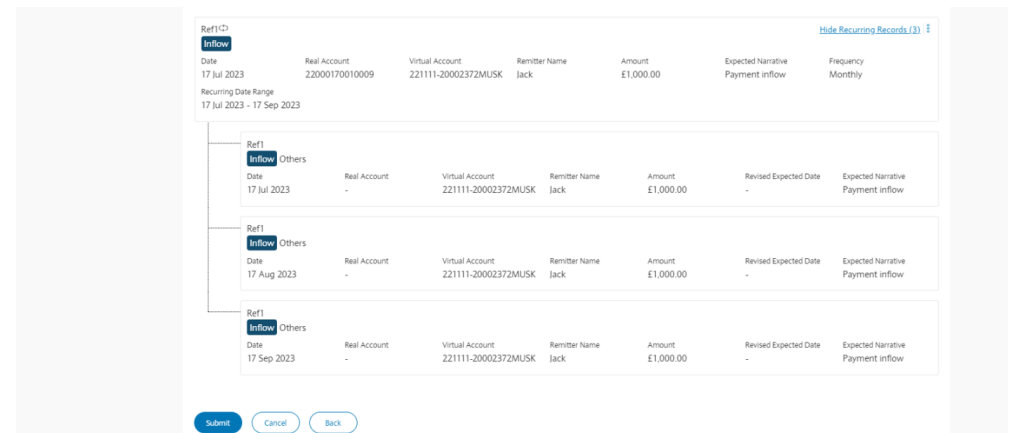
Field Name	Field Description
Type	Specify whether the cash is incoming or outgoing. Options are Inflow (receipt) and Outflow (payment).
Expected Date	Select the date the expected cashflow is expected to be posted to the account.
Payment Reference Number	Specify a reference to identify the expected cashflow. Enter 1 or more alphanumeric characters, up to a maximum of 20. This number should be unique.
Expected Narrative	Enter the details (for example an invoice number) you are expecting the payment to be matched against . Enter 0 or more alphanumeric characters, up to a maximum of 100.
Real Account	Select the real account number.
Virtual Account	Select the virtual account number.
Amount	Enter Amount between 10 and 9,999,999,999,999.99. Enter 'From' amount less than 'To' amount.
Currency	Specify the currency.
Recurring	Switch the toggle on, if the expected cash flow will be recurring. Note: For a recurring transaction, a number of cash flow records are automatically created, linked to the frequency, start date and end date.
Frequency	This field is enabled if you select 'Recurring' Field option. Specify the frequency of cash flow. The Options are: Daily, Weekly, Fortnightly, Monthly or Quarterly
From Date	The start date for a recurring Expected Cash Flow
To Date	The end date for a recurring Expected Cash Flow
End to End ID	Not required. If this field is used a new reconciliation rule will need to be completed. Please refer to the Reconciliation User Guide.
Remitter Details	Not required. If this field is used a new reconciliation rule will need to be completed. Please refer to the Reconciliation User Guide.
Beneficiary Details	Not required. If this field is used a new reconciliation rule will need to be completed. Please refer to the Reconciliation User Guide.

2. Once you have added the required details, click **Add**. The added Expected Cash Flow list is updated:


Added Cash Flow – One-time Cash Flow Record





3. Click **Show recurring Records**. The **Create Expected Cash Flow** screen updates to display details of recurring records

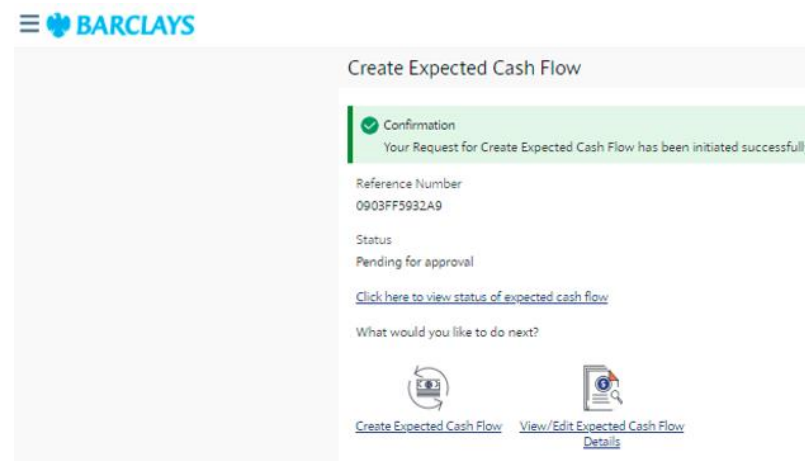


4. View the following fields:

Field Name	Field Description
Sort By	Select a list of options to sort the cash flow entries. Options are: Recently Added, Expected Date, Type, Currency
Search	Click  option to search for a specific Expected Cash Flow based on the search text entered.
Date	The expected date of expected cash flow.
Customer Reference Number and Type	The customer's reference number for the expected cash flow and the type of cash flow (Inflow or Outflow)
Real Account	The real account number of the client for the expected cash flow.
Virtual Account	The virtual account number of the client for the expected cash flow. The account number and name of the virtual account are displayed.
Remitter Name	The name of the remitter. Note: it will remain blank if not populated during the creation of the Expected Cash Flow.
Amount	The amount of the Expected Cash Flow.
Expected Narrative	The narrative of the Expected Cash Flow.
Recurring	Switch the toggle on if the Expected Cash Flow is to be recurring. Note: On selecting a recurring transaction, when you submit the cash flow set up, 'n' number of cash flow records are automatically created, depending on the frequency, start date and end date.
Frequency	Frequency of the recurrence of the Expected Cash Flow. Options are: Daily, Weekly, Fortnightly, Monthly, Quarterly
Recurring Date Range	Displays the date range within which the cash flow recurrence will happen.
Show/Hide Recurring Records (number)	Click this link to show or hide all the recurring cash flows.

- To edit or delete the added entry, click  beside the record, and select **Edit** or **Delete**
 - Edit: Update the required details and click Save
 - Delete: When you click 'Delete', the system displays a warning message. Click **Yes** to proceed or click **No** to undo deletion
- To add further Expected Cash Flows, click **Add More** on top right corner
- Click **Submit**

- After selecting **Submit**, the **Review** screen allows you to verify the updates. Select Confirm Click  to edit the record
- Confirmation message with the reference number and status of the operation will display. Example below:



- Click on link **Click here to view status of Expected Cash Flow**. The Expected **Cash Flow Details** will show in the overlay window
- Click **Create Expected Cash Flow** to perform another cash flow. Click **View/Edit Expected Cash Flow Details** to view a list of existing expected cash flows
- Authorise the record
- Once the cash flow record is created and authorised, it reconciles with the payment record based on the rule maintained between cashflow and payment attributes. The Reconciliation rules need to be set up for auto reconciliation. Refer section 'Creating Reconciliation Rule', 'Searching and Viewing Reconciliation Rule', 'Amending Reconciliation Rule' for more details

6.3. Authorise Expected Cash Flow Details

- User must have 'Authorisation' rights to view the count for '**Pending for Approvals**'



2. Select **Non-Financial**
3. Click on **'VAM Maintenance'**. The requests pending for authorisation are shown
4. Select checkbox for the record which you wish to authorise
5. You can also view the details of an individual record before authorisation
 - Click the 'reference number' hyperlink for the record you wish to view

To approve or reject a pending request

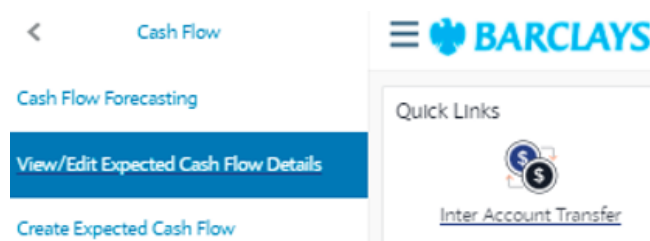
1. Click **Approve** or **Reject**. Enter a Comment in the **Comment** window and click **Approve** or **Reject** again. The success message will be shown. **OR** Click **Cancel** to cancel the authorisation

7. Searching and Viewing Expected Cash Flow Details

Note: By default, only future dated records will be displayed. You can search for records that will occur within a specific date range.

7.1. Navigate

1. Select the menu icon and navigate to **Cash Management > Cash Flow > View/Edit Expected Cash Flow Details**. This will load the **View/Edit Expected Cash Flow Details** screen



View/Edit Expected Cash Flow Details
TEST CLIENT | TEST CLIENTID1

Period from 01 Aug 2020 to 21 Aug 2024

Customer Reference Number	Real Account	Virtual Account	Date	Type	Amount	Status
CASHFLOW	20477779001185	204777-30001449	08 May 2023	Inflow	€100.00	Reconciled
CASHFLOW	20477779001185	204777-10007382	08 May 2023	Inflow	€120.00	Unreconciled
Sanity305	20477779001185	204777-00001619	17 Jul 2023	Inflow	€1.50	Unreconciled
Sanity401	20477779001186	204777-00001643	24 Jul 2023	Inflow	€3.00	Unreconciled
ABC1245	20477779001186	204777-00001643	24 Jul 2023	Inflow	€5.00	Reconciled
Sanity202	20477779001185	204777-00002658	01 Aug 2023	Inflow	€4.00	Unreconciled
Sanity204	20477779001186	204777-20008206	01 Aug 2023	Inflow	€2.80	Unreconciled
Sanity203	20477779001185	204777-10007390	14 Aug 2023	Inflow	€1.80	Unreconciled
Sanity206	20477779001186	204777-20008206	14 Aug 2023	Inflow	€1.50	Unreconciled
Sanity205	20477779001186	204777-20008206	14 Aug 2023	Inflow	€1.90	Unreconciled

Page 1 of 4 (1-10 of 40 items)

Cancel Back

7.2. Search and View Expected Cash Flow Details

Below is a description of the search options to filter the cash flow records and additional information for each record.

1. Click to show the Overlay **Search** Screen to enter search criteria. For more information on the fields in this window, refer the **Cash Flow Search (overlay window)** section at the end of 'Enter the Manual Reconciliation Details' section
2. Once you have completed your search Criteria, click **Apply**. The **View/Edit Expected Cash Flow Details screen** will update to display only cash flow records based on the search parameters

Field Name	Field Description
From Date/To date	The period for the selected cash flow records.
Search	Click to search for specific cash flow records, based on the search text entered.
Filter	Click . The Overlay Screen to enter search criteria.
Customer Reference Number	The customer's own reference number for the cash flow.

Date	The expected date of expected cash flow.
Type	Inflow or Outflow
Amount	The amount of the expected cash flow.
Status	The status of the expected cash flow, whether Reconciled, Unreconciled, or Partially Reconciled.




Icon to indicate that the expected cash flow record is recurring. If this icon is not displayed beside a record, it is a one-time transaction.

Click this icon displayed next to a record.
Options: Edit, Delete, View Details.

Note: The system does not allow you to edit or delete a reconciled record.



3. To display details of a record click  and select **'View Details'**

Field Name	Field Description
Expected Date	The expected date of expected cash flow.
Real Account	The real account number for the expected cash flow.
Amount	The amount of the expected cash flow.
Outstanding Amount	The outstanding amount of the expected cash flow.
Payment Date	The date on which a payment occurred.
External Reference Number	The reference number associated with the payment.
Revised Expected Date	The revised date when the cash flow is expected to take place.
Virtual Account	The virtual account number.
Expected Narrative	Remarks or comments entered while creating the expected cash flow.
Payment Reference Number	The reference number of the payment that has been reconciled with the expected cash flow. Click to view payment details.
Payment Date	The date of the payment.

Payment Amount The amount of the payment.

Remitter Name The name of the remitter. Note: will remain blank if not populated during the creation of the cash flow.

Reconciliation Date The date when the reconciliation completed.

Reconciliation Amount in Payment Currency The reconciliation amount in the relevant currency.

Reconciliation Amount in Cash Flow Currency The reconciliation amount in the relevant currency.



8. Amending or Deleting Expected Cash Flow

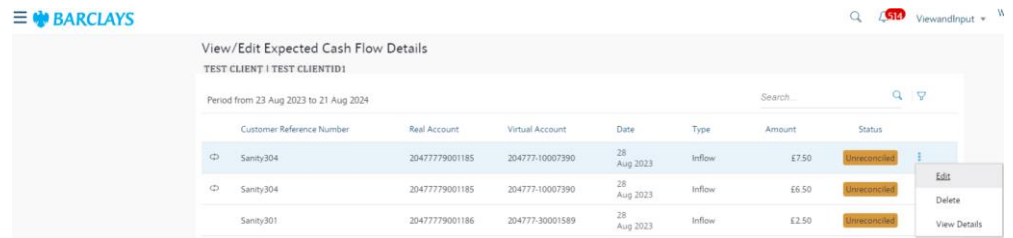
Note: You cannot edit or delete a reconciled record.

8.1. Navigate


1. Select the menu icon and navigate to **Cash Management > Cash Flow > View/Edit Expected Cash Flow Details**

8.2. Amend Expected Cash Flow Details

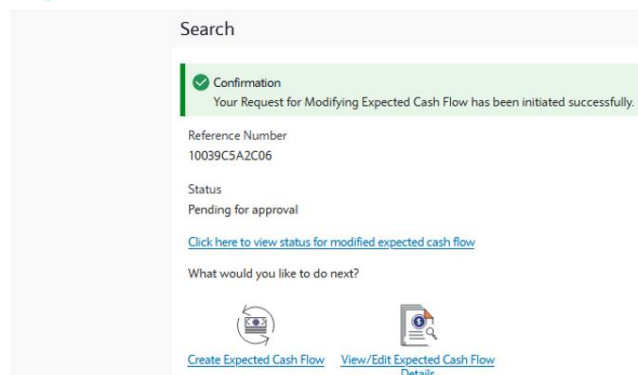
1. Click  to show the Overlay Search Screen to enter search criteria. For more information on the fields in this window, refer the **Cash Flow Search (overlay window)** section at the end of 'Enter the Manual Reconciliation Details' section
2. Once you have completed your search Criteria, click **Apply**. The **View/Edit Expected Cash Flow Details screen** will update
3. Click  icon displayed next to a record. Select **Edit**. The **Modify Expected Cash Flow screen** is displayed



4. Update the required details. Click **Save**. The **View/Edit Expected Cash Flow Details screen** shows with record updated as Edited

5. Click  icon displayed next to a record. Options are:


- **Undo Edit** – To revert the changes made, select Undo. A Confirmation message is shown. Click **Yes** to proceed or **No**
 - **View Details**- Select this option to view the updated details for the record
6. After selecting **Save**, the **Review** screen allows you to verify the updates. Select **Confirm** to pass the amendment for authorisation. A success message shows the reference number





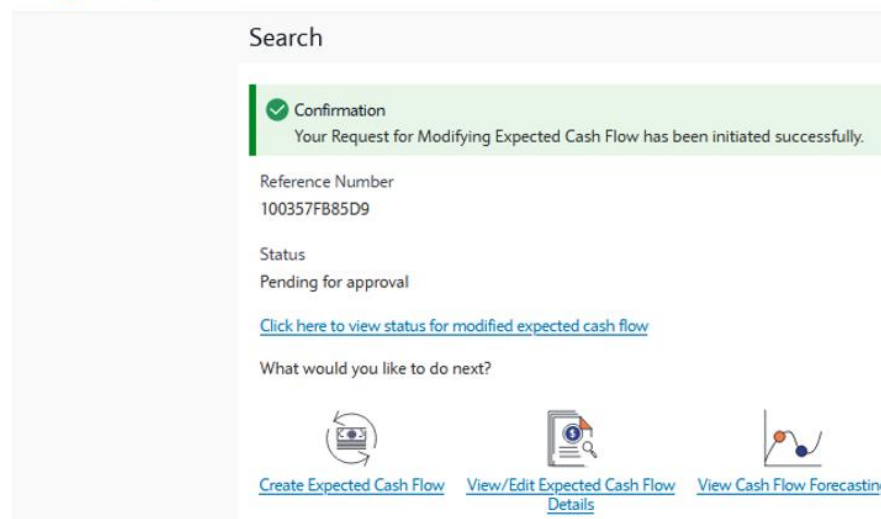
7. Click on **Click here to view status of modified expected cash flow**. The **Cash Flow Details will display in** the overlay window
8. Click **Create Expected Cash Flow**
Click **View/Edit Expected Cash Flow Details** to view a list of expected cash flow records that have been created
9. Authorise the record after any amendments
10. Once the cash flow record is created and authorised, it gets reconciled with the payment record based on the rule maintained between cashflow and payment attributes. Reconciliation rules need to be set up for auto reconciliation. Refer section 'Creating Reconciliation Rule', 'Searching and Viewing Reconciliation Rule', 'Amending Reconciliation Rule' for more details

8.3. Delete Expected Cash Flow Details

The system does not allow you to edit or delete a reconciled record

1. Navigate to the **View/Edit Expected Cash Flow Details** screen
2. Click  and enter the cash flow search criteria. Click **Apply**. The **View/Edit Expected Cash Flow Details** screen is updated to display the cash flow details

3. Click  icon displayed next to a record. Select **Delete**. The overlay screen shows for editing the expected cash flow record
4. Click **Delete**. A warning message shows for you to confirm. Click **Yes** to delete. The **View/Edit Expected Cash Flow Details** screen shows with the record updated with **Deleted indicator**
5. **Note:** For a recurring cash flow, select whether the deletion is only for the 'Current record' or for 'Current and following record'
6. Click  icon displayed next to a record updated as deleted. The system displays the options as **Undo** and **View Details**
 - **Undo**– Select this option to reverse the deletion operation. A Confirmation message shows to confirm. Click **Yes** to proceed with changes reversal or click **No**. The record shows with 'Deleted' indicator removed against the record and Edit, Delete, view details options available again.
 - **View Details**- Select to view the details of the record.
7. The **Review** screen appears. Click on **View Details** and verify the details. Click **Confirm** to pass for authorisation. A confirmation message shows with the reference number



8. Click on link **Click here to view status of modified expected cash flow**. The **Cash Flow Details** shows in the overlay window

9. Click **Create Expected Cash Flow** to perform another cash flow. Click **View/Edit Expected Cash Flow Details** to view a list of existing expected cash flows

8.4. Authorise Expected Cash Flow Details Amendment or Deletion

Refer to section 'Creating Edit Expected Cash Flow Details > Authorise Expected Cash Flow Details'.

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