Focus 9 – ICICI Integration Process flow

This document explains the Focus 9 – ICICI Integration process steps where the user would be able to understand the registration process, banking features and reconciliation. Through this document, the user can setup the Focus 9 application and start using the banking features at ease.

1. Account Master

Navigation: Home> Masters> Account

In this screen, the user has to add the ICICI bank account details by creating a bank account in Account Master Focus 9. The user has to enter the bank account number in the Code field.
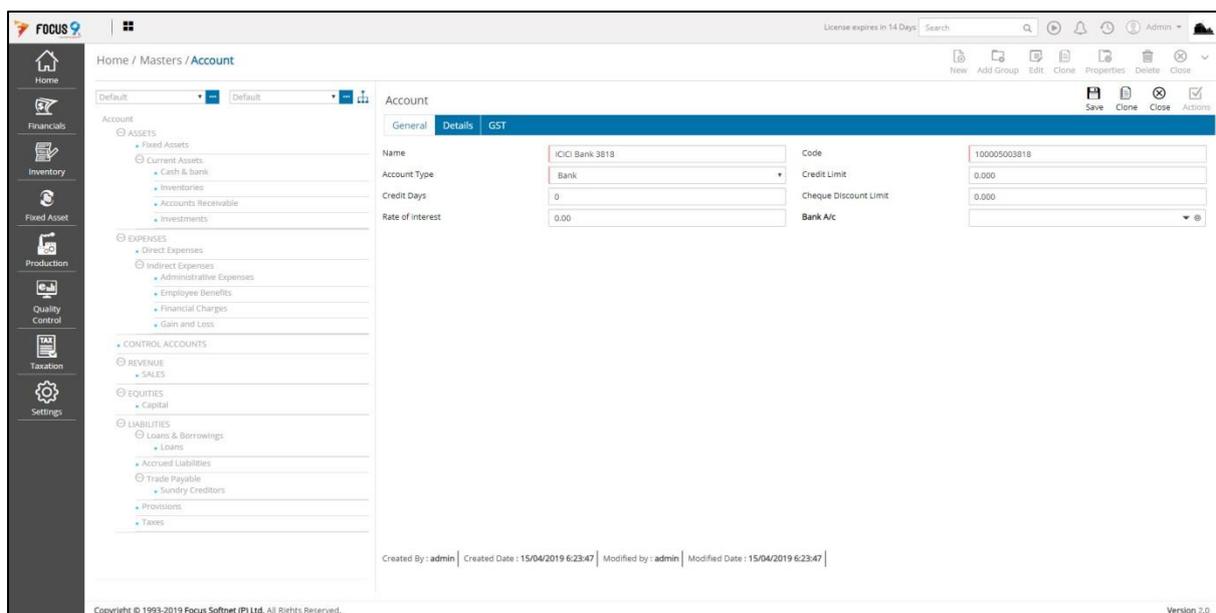
The next step is to create vendor account. While creating a vendor account, the user has to enter the bank account name, account number, IFSC code and select the default payment mode in the details tab in account master.
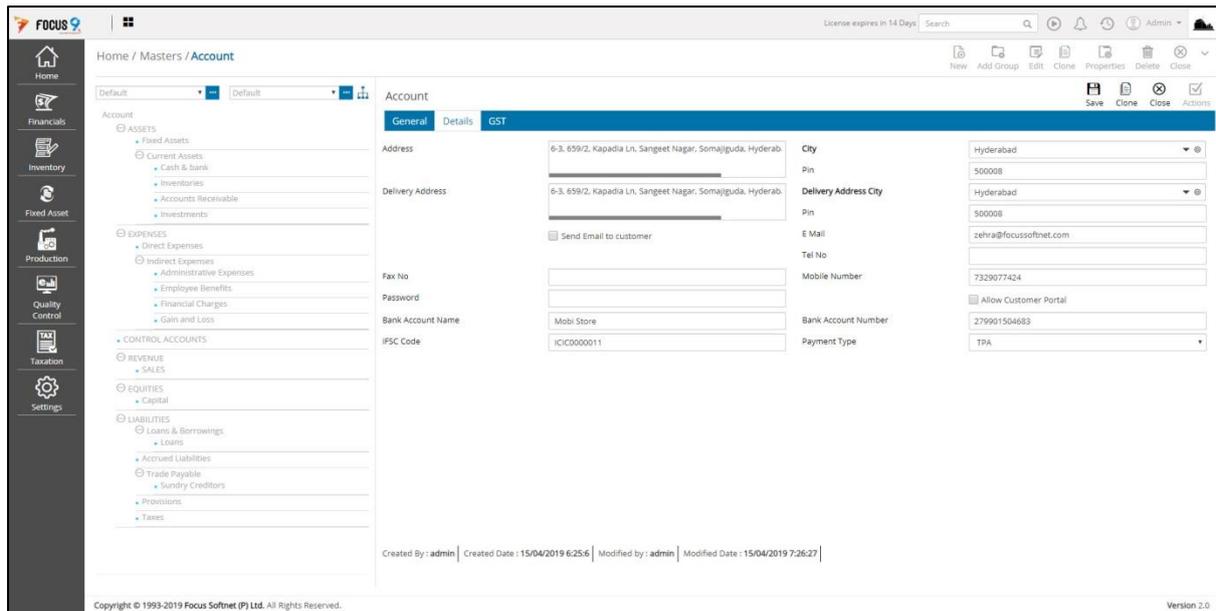
2. Online Bank Registration

Navigation: Home> Online Payments> Online Bank Registration

In the Online Bank Registration screen, the user can register the ICICI bank account details with Focus 9 application for all future transactions.
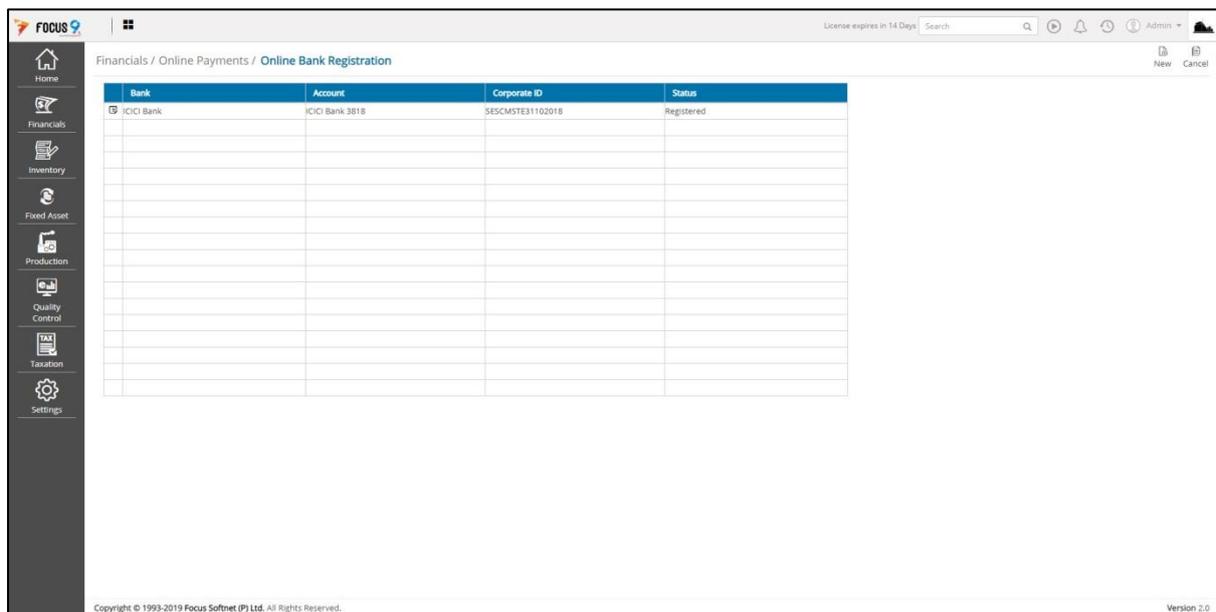
Click on "New" button to open the ICICI online registration form.

The user has to select the ICICI bank and enter the ICICI corporate banking details. The user is required to setup a pin for the account. This pin will be used for payments, viewing statements and for bank reconciliation process.

The user can also opt for OTPs to be received every time the user tries to perform any banking transactions.

When the user clicks on "Register" button, the request is sent. The user must login into their CIB portal and approve the ICICI bank account integration request. The status will be updated as "Registered" at this step.
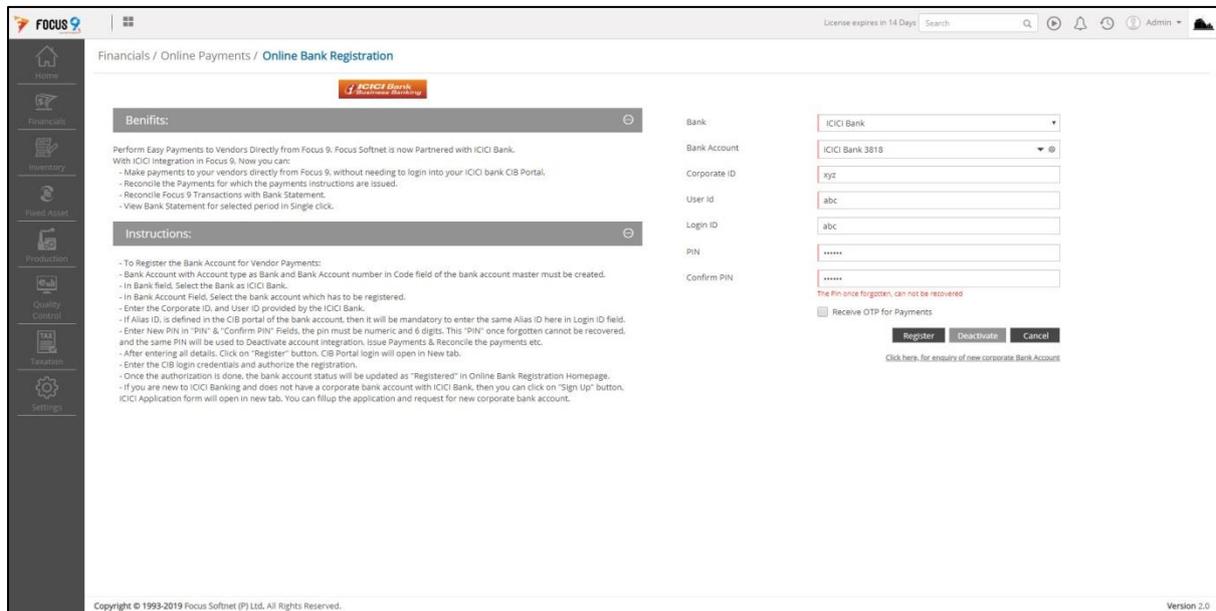
3. Issue Payment to Bank

Navigation: Home> Online Payments> Issue Payment to Bank

At this step, the user can issue the payment to the bank. Firstly, the user needs to select the date range and bank account for which the payments are issued.

In the next screen, the application will display the unprocessed and failed payments in the body grid. The user can filter the body gird based on various statuses such as issued but not approved, approved by bank, failed etc.

The user has to select the payment, Payment Type, enter the PIN and then click on Issue Instructions button, to issue the payment instructions to bank. The transactions will be processed for payment and once the payment instructions are issued successfully the payments status will be updated as "Issued", along with the transaction id.

If there is any authorization defined in the CIB portal, for a particular range of amount then the status of the payments will be updated as, "Issued but not approved", along with the transaction id. The user has to login into the CIB portal and approve the payment request.

4. Reconcile Payments

Navigation: Home> Online Payments> Reconcile Payments

In Reconcile Payments screen, the user can manually reconcile the payments. At first, the user needs to select the date range and bank account for which the reconciliation is performed.

In the next screen, the application will display the issued payments in the body grid. The payments along with the status and transaction id are displayed.

The user has to select the payment, enter the pin and click on "reconcile with bank" to reconcile the payments. The payments are processed, if the reconciliation is successful, then the status will be updated as "Approved", along with the reconcile id.

5. Bank Statement ICICI

Navigation: Home> Online Payments> Bank Statement ICICI

In Focus 9, the user can view the bank statement of their ICICI bank account. Select the date range, bank account and enter the pin, the bank statement for the selected ICICI bank account will be directly fetched from ICICI bank server in real time.
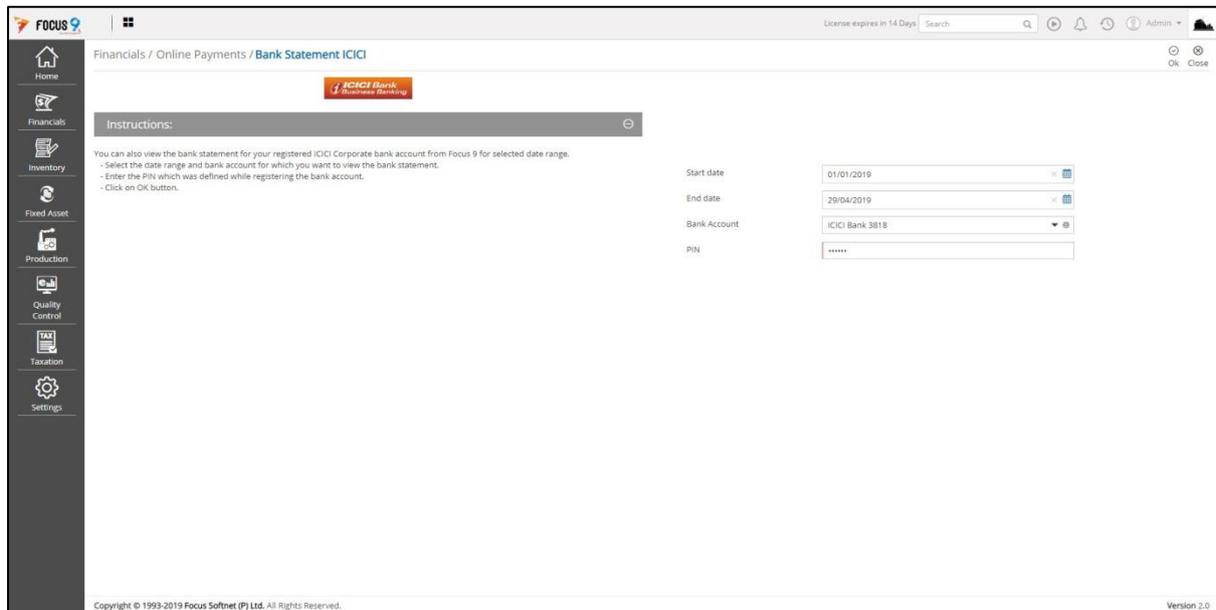
6. Online Bank Reconciliation

Navigation: Home> Online Payments> Online Bank Reconciliation

In this screen, the user can perform the reconciliation for pending vouchers for which the bank reconciliation is not done.

The user has to select the date range and bank account and enter the pin.

In the next page, the application displays the two grids where in the left grid i.e. focus data displays the Focus 9 transactions and the right grid i.e. bank data grid displays the bank account transactions.

The transactions of Focus 9 are matched with the bank transactions by using cheque numbers and unique IDs.

In the Mismatched Entries, user can view the list of bank entries which are not matched with focus 9 entries. Basically, displays the bank entries which are not present in focus 9.

The user can select the voucher type, voucher and click on raise voucher and raise the transaction manually in focus 9 and reconcile the same entry.

To update the status from pending to cleared, the user has to select the voucher, clearance date and click on save button. The BRS status of the transaction will be updated as Cleared.

Ok   Close

Instructions:

You can also reconcile, the transactions which are manually added in focus 9. The matching of the transactions between focus 9 entries and bank entries will be done, to reconcile the transactions. Once the transactions are matched you can select the focus 9 transaction and save it. The Bank Reconciliation status of the transaction will be updated as cleared.
- To Reconcile the transactions:
- Select the date range to load the Focus 9 transactions and Bank transactions.
- Select the Bank Account for which you want to reconcile the transactions and enter the PIN which was defined while registering the bank account.
- Click on "OK" button.
- You will be redirected to Main screen.
- In Focus data Grid, Manually entered transactions and the transactions for whom the reconciliation is done by using reconcile payments will be displayed with status as cleared will be displayed.
- The grid will have "Cleared" and "Pending" Bank Reconciliation status transactions.
- In Bank Data grid, Bank account transactions will be displayed.
- Focus data transactions will be matched with Bank data grid transactions using Cheque Number's and Unique ID.
- In Focus Data grid, You can select the matched transactions and enter the clearance date and save the screen.
- Bank Reconciliation status for that transaction will be updated as cleared.
- You can raise the transaction voucher, for mismatch entries from Mismatch Entries Pop Up.
- Once the transaction is raised, it will match with the bank entry(if the details entered are correct) and user can follow the same process to update the bank reconciliation status of that transaction as cleared.

Start date	01/01/2019
End date	29/04/2019
Bank Account	ICICI Bank 3818
PIN	••••••