Oracle Financial Services
Regulatory Reporting
Philippines Suspicious Transaction Report
User Guide

Release 2.5.3
April 2015

Oracle Financial Services Regulatory Reporting Suspicious Transaction Report

Release 2.5.3
April 2015

Document Control Number: 9MN11-2.5.2-01-05
Document Number: UG-15-RR-005-2.5.2-01

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Document Number: UG-15-RR-005-2.5.2-01
First Edition (April 2015)

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About This Guide

The *Oracle Financial Services Regulatory Reporting User Guide* explains the concepts behind the Oracle Financial Services Regulatory Reporting application and provides step-by-step instructions for navigating through the application.

This chapter discusses the following topics:

- Who Should Use this Guide
- How this Guide is Organized
- Where to Find More Information
- Conventions Used in this Guide

Who Should Use this Guide

The *Oracle Financial Services Regulatory Reporting User Guide* is designed for use by various users. Their roles and responsibilities, as they operate within the Oracle Financial Services Regulatory Reporting application, include the following:

- **Analyst I**: This user can access Regulatory Reports, create new reports, edit/view report details, add comments to the report, request for approval, cancel filing of reports from *Open* and *Reopen* status, reopen cancelled reports, and also view/save the final report.
- **Analyst II:** This user can access Regulatory Reports, create new reports, edit/view report details, add comments to the report, request for approval, cancel filing of reports from *Open* and *Reopen* status, reopen cancelled reports, and also view/save the final report.
- **Supervisor**: This user can access Regulatory Reports, create new reports, edit and view report details, add comments to the report. This user can also take actions on the reports such as approve, rework, and cancel filing of reports. This user can also submit the reports.
- **Auditor**: This user can view and add comments to the report.
- **RR Admin**: This user is responsible for handling various configurations required to support the report workflow.

How this Guide is Organized

The *Oracle Financial Services Regulatory Reporting User Guide PH STR* includes the following topics:

- Chapter 1, *About Regulatory Reporting*, provides an overview of the Oracle Financial Services Regulatory Reporting application.
- Chapter 2, *Getting Started*, explains the steps to login to the Oracle Financial Services Regulatory Reporting application and provides a brief overview of the various users and their roles in the Regulatory Reporting application.
- Chapter 3, *Managing Regulatory Reporting*, explains the workflow of regulatory reports.

Where to Find More Information

For additional information about the Oracle Financial Services Regulatory Reporting, refer to the following documents:

- *Oracle Financial Services Regulatory Reporting Data Model Reference Guide*: This guide explains the structure of the entities in the RR data model and provides in-depth information on managing the data in the Regulatory Reporting application.
- *Oracle Financial Services Regulatory Reporting Webservice Guide*: This guide explains how and in what format the source business data is provided to the Regulatory Reporting application through a web service for the report type.
- *Oracle Financial Services Regulatory Reporting Installation Guide*: This guide provides step-by-step instructions for installing the Oracle Financial Services Regulatory Reporting application on an existing Oracle Financial Services Behavior Detection Framework hosted in Windows environment.
- Oracle *Financial Services Regulatory Reporting Release Notes*: This guide provides details about the enhancements made to the features in the Oracle Financial Services Regulatory Reporting application.
- *Oracle Financial Services Regulatory Reporting and Administration Guide*: This guide describes comprehensive activities to be done by the Administrator in the Oracle Financial Services Regulatory Reporting application. This guide details the Regulatory Reporting application and provides information about configuring and maintaining users and static data.

To find additional information about how Oracle Financial Services solves real business problems, see our website at www.oracle.com/financialservices.

Conventions Used in this Guide

Table 1 lists the conventions used in this guide.

Table 1. Conventions Used in this Guide

Convention	Meaning
Italics	● Names of books, chapters, and sections as references ● Emphasis
Bold	● Object of an action (menu names, field names, options, button names) in a step-by-step procedure ● Commands typed at a prompt ● User input
`Monospace`	● Directories and subdirectories ● File names and extensions ● Process names ● Code sample, including keywords and variables within text and as separate paragraphs, and user-defined program elements within text
Asterisk	Mandatory fields in User Interface
<Variable>	Substitute input value

CHAPTER 1 About Regulatory Reporting

This chapter provides an overview of the Oracle Financial Services Regulatory Reporting application.

This chapter discusses the following topics:

- Introduction to Regulatory Reporting
- About Oracle Financial Services Regulatory Reporting Application
- About Philippines STR

Introduction to Regulatory Reporting

As a part of regulations and compliances, a Financial Services Organization must perform appropriate analysis and report any suspicious activities that may lead to fraud and money laundering to the regulatory authorities. These regulatory bodies are responsible for safeguarding financial institutions and consumers from abuse, providing transparency in the country's financial system, enhancing that country's security, and deterring and detecting criminal activity in the financial system.

Financial institutions are required to provide data regarding suspicious activities to their geographic region's regulatory authority. This data is delivered to the regulatory bodies through regulatory reports. These reports, depending on the regulatory geographic region, can be delivered in a paper format or in an electronic format.

About Oracle Financial Services Regulatory Reporting Application

The Oracle Financial Services Regulatory Reporting (OFSRR) application supports the management, delivery, and resolution of regulatory reports across multiple geographic regions and across multiple financial lines of business. The Regulatory Reporting application supports the generation of Suspicious Transaction Reports (STR) for various countries such as The United States of America Suspicious Activity Reports (US SAR), Nigeria (NG STR), Pakistan (PK STR), Malaysia (MY STR), Singapore (SG STR), New Zealand (NZ STR), Bahamas (BS STR), Kenya STR (KE STR), Burundi (BD STR), Uganda (UG STR), and Philippines (PH STR). Since there are several differences in requirements for paper-based formats versus electronic formats, between different geographic regions, and the data elements that are required on these STRs, the approach to satisfy the end goal is to provide a regulatory reporting framework that is configured to support paper-based and electronic formats for different geographic regions and to generate and file different types of reports.

The Regulatory Reporting application is integrated with Oracle Financial Services Financial Crime and Compliance (OFSFCCM) and allows users to **Generate PH STR** from within OFSFCCM. When a report is created in the Regulatory Reporting application through OFSFCCM, the report details are auto-populated with information from the alert or case which triggered the action to generate the draft STR. You can also manually create a new STR from OFSRR.

Users mapped to appropriate roles can update the report information and submit the report details for approval to the Supervisor. The Supervisor can approve, rework, cancel the filing or reject the cancellation request of the report. Once the STRs are approved, they can be submitted to the regulators. However, sending the documents to the regulator is the responsibility of the user and out of scope of the application.

For more information on the workflow of regulatory reports section, refer to *Table 2*.

About Philippines STR

The Anti-Money Laundering Council (AMLC) is the financial intelligence unit of the Philippines and it's vision is to be a world-class financial intelligence unit that will help establish and maintain an internationally compliant and effective anti-money laundering regime which will provide the Filipino people with a sound, dynamic and strong financial system in an environment conducive to the promotion of social justice, political stability and sustainable economic growth. The AMLC has the following mission statements:

- To protect and preserve the integrity and confidentiality of bank accounts.
- To ensure that the Philippines shall not be used as money laundering site for proceeds of any unlawful activity.
- To extend cooperation in transnational investigation and prosecution of persons involved in money laundering activities wherever committed.

One of the functions of AMLC is to receive covered or suspicious transaction reports from covered institutions like banks and all other institutions and their subsidiaries and affiliates supervised or regulated by BSP; insurance companies and all other institutions supervised or regulated by the IC; and securities dealers and other entities supervised or regulated by the SEC.

CHAPTER 2 Getting Started

This chapter explains the steps to login to the Oracle Financial Services Compliance Regulatory Reporting (OFS CRR) application and provides a brief overview of the various users and their roles in the Compliance Regulatory Reporting application.

This chapter explains the following topics:

- User Roles
- User Access
- Logging in to Compliance Regulatory Reporting
- Managing the OFSAA Application Page
- Accessing Compliance Regulatory Reporting from OFS PH STR

User Roles

The following user roles are defined in the Compliance Regulatory Reporting application:

- **Analyst I:** This user can access Regulatory Reports, create new reports, edit/view report details, add comments to the report, request for approval, cancel filing of reports from *Open* and *Reopen* status, reopen cancelled reports, and also view/save the final report.
- **Analyst II:** This user can access Regulatory Reports, create new reports, edit/view report details, add comments to the report, request for approval, cancel filing of reports from *Open* and *Reopen* status, reopen cancelled reports, and also view/save the final report. This user can also submit a Revised Report.
- **Auditor**: This user can view and add comments to the report.
- **Supervisor**: This user can access Regulatory Reports, create new reports, edit and view report details, add comments to the report. This user can also take actions on the reports such as approve, rework, and cancel filing of reports. This user can also submit the reports.
- **RR Admin**: This user is responsible for handling various configurations required to support the report workflow.

User Access

The following table explains the tasks that can be performed by various user roles in the Regulatory Reporting application.

Table 2. User Access

Function	Analyst I	Analyst II	Supervisor	Auditor	RR Admin
Access Regulatory Reporting Menu	X	X	X	X	X
Request for Approval	X	X	X	X	
Approve				X	
Rework				X	

Table 2. User Access

Function	Analyst I	Analyst II	Supervisor	Auditor	RR Admin
Cancel Filing from Open and Reopen Status	X	X	X	X	X
Cancel Filing from Requested for Approval and Approved Status				X	
Cancel Filing from E File Generated Status				X	
Add Report Comments	X	X	X	X	X
View Report	X	X	X	X	X
Generate E-File				X	
Submit E-File		X	X	X	
Generate Revised Report				X	
Reopen Cancelled Reports	X	X	X	X	
View / Edit Configuration					
Set/ View/ Edit Due Date	X	X	X	X	
Search and List menu	X	X	X	X	
Create New Report Menu	X	X	X	X	

- View Report action will get enable only when user have generated E-File/Submitted the E-File.
- Generate Revised Report action will get enable only when the user have Submitted the E-File.
- Set/ View/ Edit Due Date action will get enable to the users on the basis of roles. Please refer to section Due Date Section in General Page Rules.

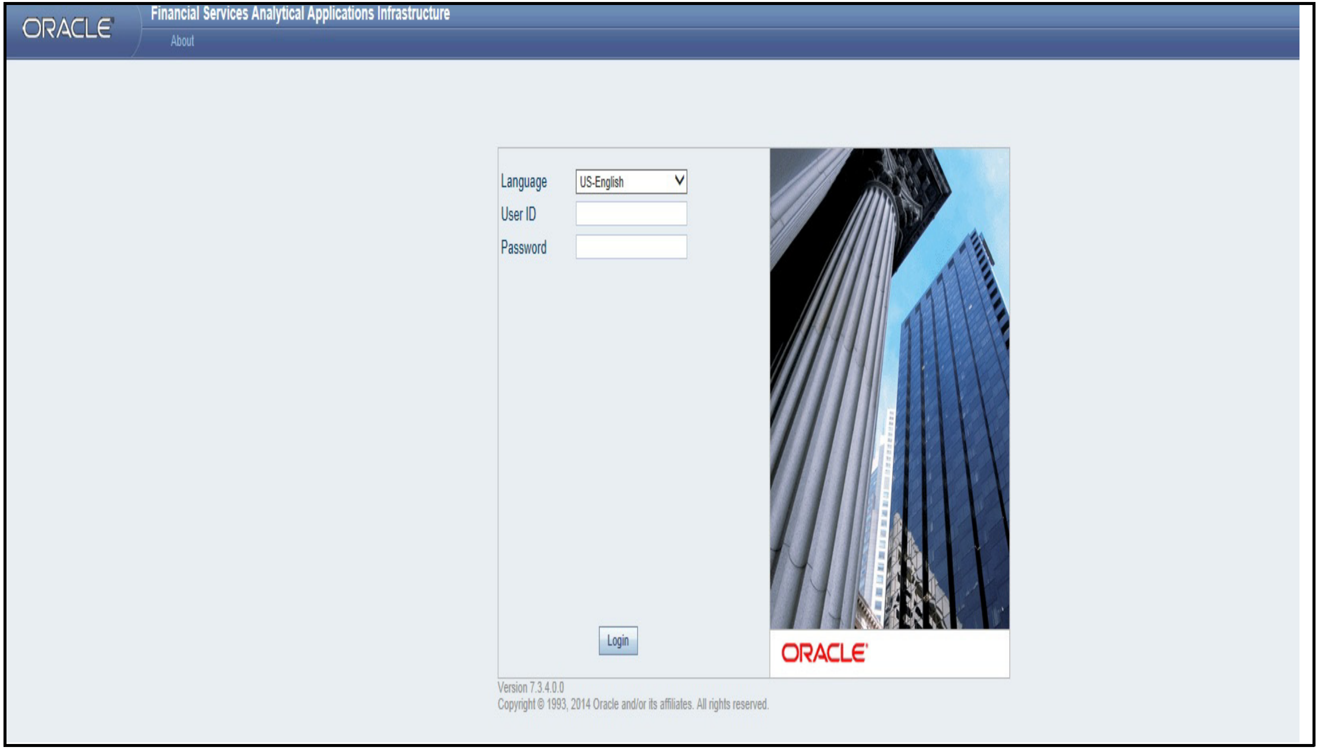
Logging in to Compliance Regulatory Reporting

To access the Compliance Regulatory Reporting application, follow these steps:

1. Enter the URL into your browser using the following format:

<scheme/ protocol>://<ip address/ hostname>:<port>/<context-name>/login.jsp

The OFSAA Login page is displayed.



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2. Select the **Language** from the Language drop-down list.
3. Enter your **User ID** and **Password**.
4. Click **Login**. The OFSAA Application page is displayed.

The OFSAA Application Page is divided into two parts:

- **Left Pane:** Displays any menus and links to modules in a tree format based on the application selected in the **Select Application** drop-down list.
- **Right Pane:** Displays any menus and links to modules in a navigational panel format based on the selection of the menu in the Left pane. It also provides a brief description of each menu or link.

Managing the OFSAA Application Page

This section describes the different panes and tabs in the OFSAA Application page.

The OFSAA Application page has the following tabs:

- Applications
- Object Administration

The following sections describe these tabs.

Applications Tab

The Applications tab lists the Regulatory Reporting application that is installed in the OFSAA setup based on the logged in user and mapped OFSAA Application User Groups.

The following menu items are available in the **Applications** tabs:

- Compliance Regulatory Reporting Pack
  - PH STR
  - User Administration
  - Webservice Configuration
  - Excel Upload (Atomic)

Object Administration Tab

Object Administration is an integral part of the Infrastructure system and allows system administrators to define the security framework with the capacity to restrict access to the data and meta data in the warehouse, based on a flexible, fine-grained access control mechanism. These activities are mainly done at the initial stage, and then as needed. This tab includes information related to the workflow of the Infrastructure Administration process with related procedures to assist, configure, and manage administrative tasks.

The Object Administration tab lists the RR Information Domain created in the OFSAA setup based on the logged in user and mapped OFSAA Application User Groups. For more information about managing Information Domains, refer to the *Administration* Guide.

The following menu items are available in the Object Administration tab:

- Financial Services Analytical Applications Infrastructure
  - Object Administration

Note:

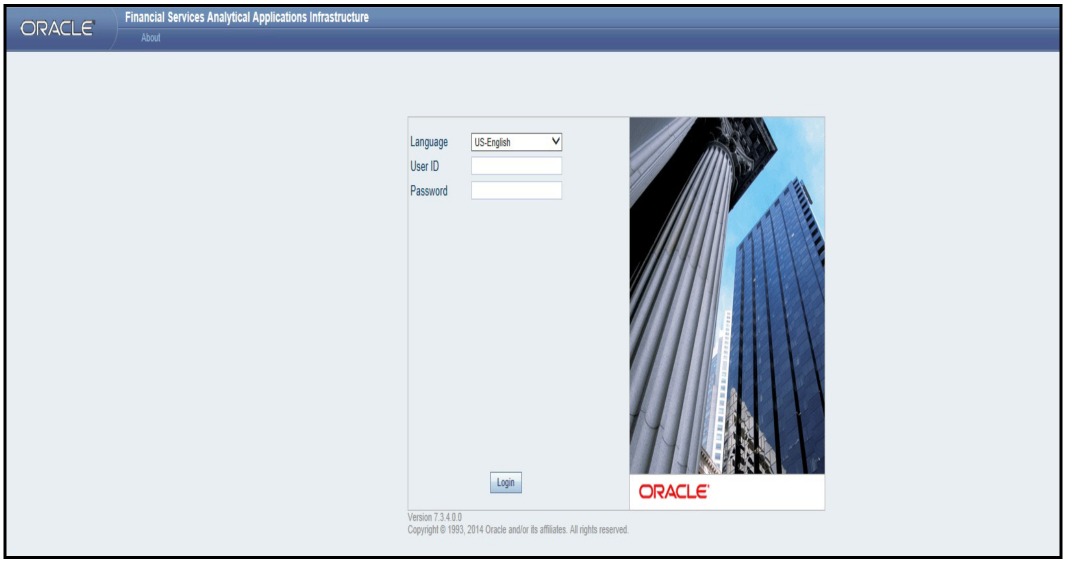
- If you've installed OFSRR without OFS PHSTR, the Oracle Financial Services Analytical Applications Infrastructure page will display the **OFSRR** link under the Home menu. Clicking **Regulatory Reporting** will navigate you to the Regulatory Reporting Search and List page.
- If you've installed OFSRR with OFS PHSTR, the Oracle Financial Services Analytical Applications Infrastructure page will display the **PHSTR** link under the Home menu. Clicking **PHSTR** will navigate you to the OFS PHSAR Home page depending upon your roles and access rights.

Accessing Compliance Regulatory Reporting from OFS PH STR

To access OFS CRR from OFS PH STR follow these steps:

1. Go to the **OFSAAI** Login page.

Figure 1. OFSAAI Login Page


ORACLE
Financial Services Analytical Applications Infrastructure
About
User ID
Password
Login
ORACLE

Language US-English

Version 7.3.4.0.0
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2. Select the **Language** for the application.
3. Enter your **User ID**.
4. Enter your **Password**.

5. Click **Login**. The OFSAAI Home page is displayed.

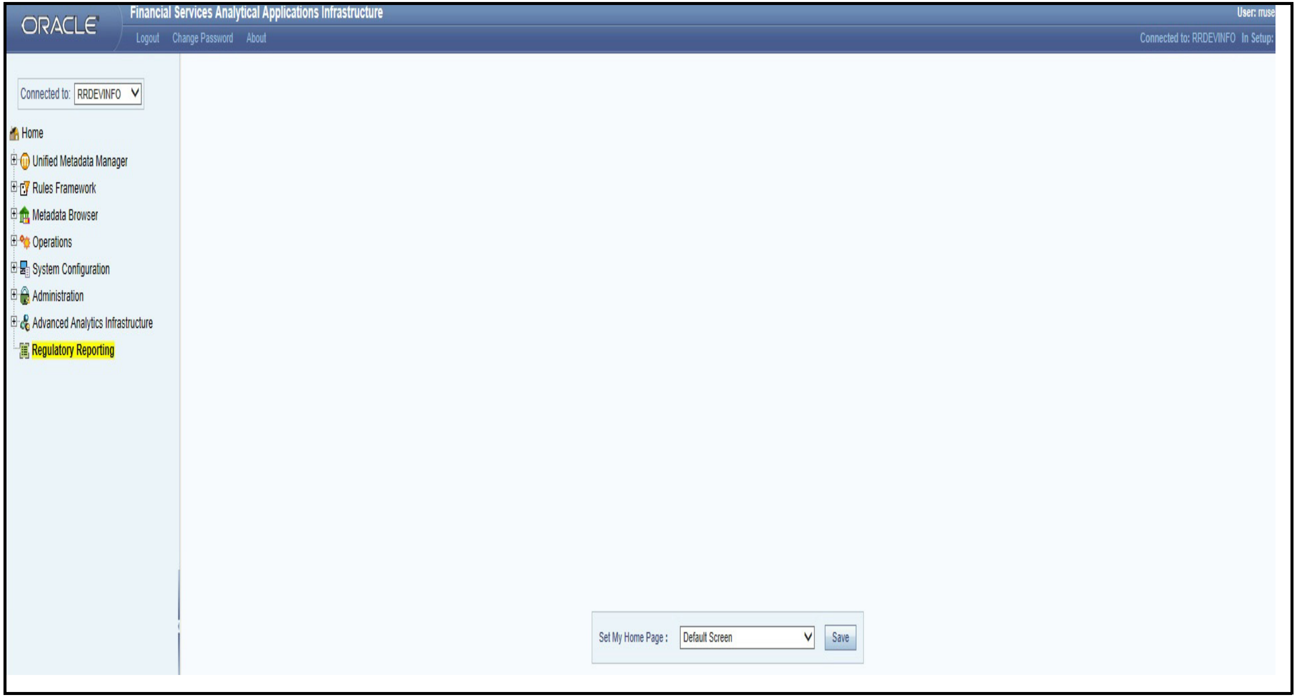
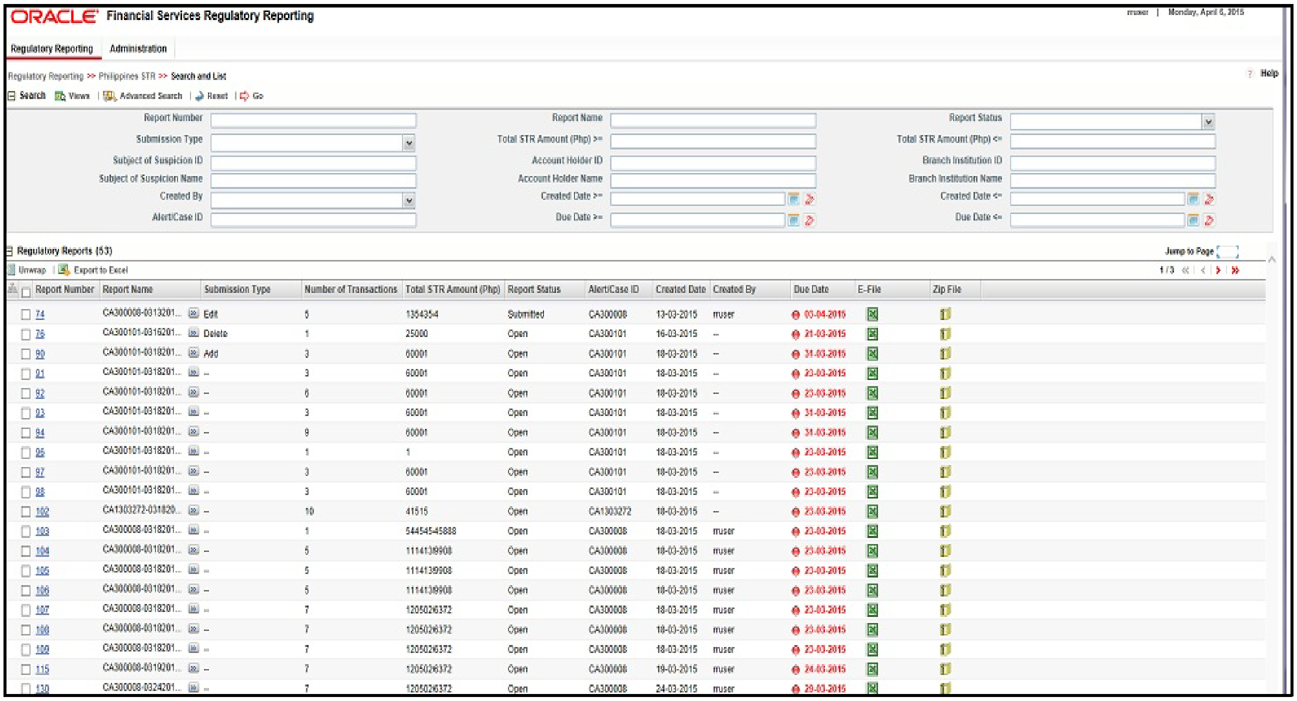

ORACLE
Financial Services Analytical Applications Infrastructure
Logout
Change Password
About
User: muse
Connected to: RRDEVINFO
In Setup:
Connected to: RRDEVINFO
Home
Unified Metadata Manager
Rules Framework
Metadata Browser
Operations
System Configuration
Administration
Advanced Analytics Infrastructure
Regulatory Reporting
Set My Home Page :
Default Screen
Save

Figure 2. OFSAAI Home Page

6. Click **Regularoty Reporting**. The OFS STR Home page is displayed depending upon the user roles and their access permissions.

7. From the Regulatory Reporting menu, hover over PH STR, and click **Search and List**. The RR Search and List page opens.

Figure 3. RR Search and List Page in OFS PHSTR


ORACLE
Financial Services Regulatory Reporting
rruser | Monday, April 6, 2015
Regulatory Reporting
Administration
Regulatory Reporting >> Philippines STR >> Search and List
Help
Search
Views
Advanced Search
Reset
Go
Report Number
Submission Type
Subject of Suspicion ID
Subject of Suspicion Name
Created By
Alert/Case ID
Report Name
Total STR Amount (Php) >=
Account Holder ID
Account Holder Name
Created Date >=
Due Date >=
Report Status
Total STR Amount (Php) <=
Branch Institution ID
Branch Institution Name
Created Date <=
Due Date <=
Regulatory Reports (53)
Jump to Page
Unwrap
Export to Excel
1 / 3

☐	Report Number	Report Name	Submission Type	Number of Transactions	Total STR Amount (Php)	Report Status	Alert/Case ID	Created Date	Created By	Due Date	E-File	Zip File
☐	74	CA300008-0313201...	Edit	5	1354354	Submitted	CA300008	13-03-2015	rruser	03-04-2015		
☐	76	CA300101-0316201...	Delete	1	25000	Open	CA300101	16-03-2015	--	21-03-2015		
☐	90	CA300101-0318201...	Add	3	60001	Open	CA300101	18-03-2015	--	31-03-2015		
☐	91	CA300101-0318201...	--	3	60001	Open	CA300101	18-03-2015	--	23-03-2015		
☐	92	CA300101-0318201...	--	6	60001	Open	CA300101	18-03-2015	--	23-03-2015		
☐	93	CA300101-0318201...	--	3	60001	Open	CA300101	18-03-2015	--	31-03-2015		
☐	94	CA300101-0318201...	--	9	60001	Open	CA300101	18-03-2015	--	31-03-2015		
☐	95	CA300101-0318201...	--	1	1	Open	CA300101	18-03-2015	--	23-03-2015		
☐	97	CA300101-0318201...	--	3	60001	Open	CA300101	18-03-2015	--	23-03-2015		
☐	98	CA300101-0318201...	--	3	60001	Open	CA300101	18-03-2015	--	23-03-2015		
☐	102	CA1303272-031820...	--	10	41515	Open	CA1303272	18-03-2015	--	23-03-2015		
☐	103	CA300008-0318201...	--	1	54454545888	Open	CA300008	18-03-2015	rruser	23-03-2015		
☐	104	CA300008-0318201...	--	5	1114139908	Open	CA300008	18-03-2015	rruser	23-03-2015		
☐	105	CA300008-0318201...	--	5	1114139908	Open	CA300008	18-03-2015	rruser	23-03-2015		
☐	106	CA300008-0318201...	--	5	1114139908	Open	CA300008	18-03-2015	rruser	23-03-2015		
☐	107	CA300008-0318201...	--	7	1205026372	Open	CA300008	18-03-2015	rruser	23-03-2015		
☐	108	CA300008-0318201...	--	7	1205026372	Open	CA300008	18-03-2015	rruser	23-03-2015		
☐	109	CA300008-0318201...	--	7	1205026372	Open	CA300008	18-03-2015	rruser	23-03-2015		
☐	115	CA300008-0319201...	--	7	1205026372	Open	CA300008	19-03-2015	rruser	24-03-2015		
☐	130	CA300008-0324201...	--	7	1205026372	Open	CA300008	24-03-2015	rruser	29-03-2015		

- Users mapped to Analyst, Auditor, and Supervisor roles can access the Regulatory Reports menu.
- Users mapped to the RR Admin role can access the Administration menu.

Based on the user roles and access permission, the Regulatory Reporting application displays the following menu options:

- **Search and List:** This menu option allows you to navigate to the Search and List page. From this page you can use various criteria to search for Regulatory Reports.
- **Create New Report:** This menu option allows you to navigate to the Create New Reports page where you can initiate a user created Regulatory Report.
- **Administration:** The Administration menu displays the following sub-menus:
  - **User Administration:** This menu option allows you to map and maintain the security attributes for each user role.
  - **Web Service Configuration:** This menu option allows you to reset the Webservice password. For more information on resetting the User ID and Password, refer to the *Oracle Financial Services Compliance Regulatory Reporting Administration Guide.*

CHAPTER 3

Managing Regulatory Reporting

This chapter provides step-by-step instructions to manage Oracle Financial Services Regulatory Reporting (OFSRR) and includes the following topics:

- Regulatory Reporting Workflow
- Creating an STR
- Searching STRs
- E-File Generation
- Submitting an STR for Approval
- Adding Comments to an STR
- Setting Due Date of an STR
- Exporting the Report Details to Excel

Regulatory Reporting Workflow

This section explains the workflow of regulatory reports for users mapped to the role of Analyst and Supervisor. The following figure depicts the workflow involved in regulatory reporting application:

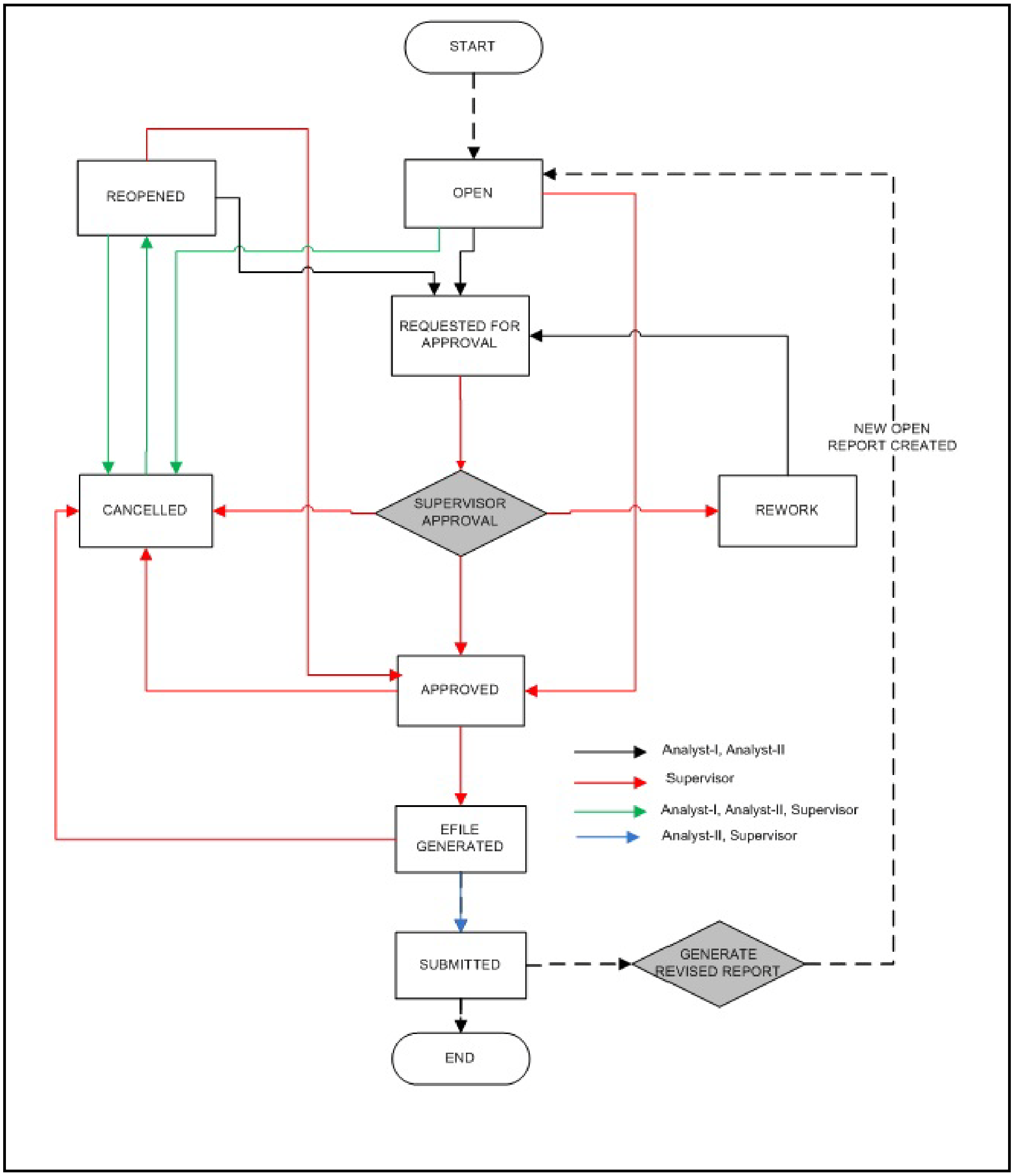

START
REOPENED
OPEN
REQUESTED FOR APPROVAL
NEW OPEN REPORT CREATED
CANCELLED
SUPERVISOR APPROVAL
REWORK
APPROVED
Analyst-I, Analyst-II
Supervisor
Analyst-I, Analyst-II, Supervisor
Analyst-II, Supervisor
EFILE GENERATED
SUBMITTED
GENERATE REVISED REPORT
END

Figure 4. Regulatory Reporting workflow for Analyst and Supervisor

An STR is created in the Regulatory Reporting application as a result of taking *Generate PH STR* action from within OFSFCCM or manually creating a report from OFSRR. When an STR is created in the Regulatory Reporting application through OFSFCCM, the report details are auto-populated with information from the alert or case which triggered the action to generate the STR. Users mapped to the role of Analyst can update the report in *Open* status and request the report details for approval. During the edit and review process, the STR is available to view as a draft report.

The Supervisor can approve, rework, and cancel filing of reports once the Analyst user has requested for approval. Supervisors can also edit the report details and approve reports directly, if needed.

If the STR is approved by the Supervisor, the Regulatory Reporting application generates the STR in final Word format after all the necessary validations. The STR is then manually submitted to the Regulator. Submission to the Regulator occurs outside of OFSRR. The STR status can then be marked as *Submitted* in the Regulatory Reporting application.

The Supervisor can cancel the submitted reports. The STR status changes to *Cancelled.*

If required, the Supervisor can send the reports for rework when the report is in *Request for Approval* status. The analyst must then rework and re-submit the report for approval. This process continues until the report is approved or cancelled.

The application allows authorized users to reopen cancelled reports. The STR status then changes to *Reopened.*

For the complete list of actions an Analyst, Auditor, and Supervisor can perform on various report statuses, refer to *Table* .

For more information on user roles, refer to *Table 2, "User Access," on page 3*.

An STR has a life cycle which begins with the *Open* status and ends when it is in *Submitted* status.

To view the report details, click the report name in the RR Search and List page.

If the report is already opened by another user, the following message is displayed: *This report is currently locked by another user. You will not be able to edit/take action on the report. Do you wish to open report details in read only mode?*

Table 3. Action that can be performed in various statuses

Report Status	Possible Actions	Who can Perform	Report Status Changes To
Open	Request for Approval	Analyst I, Analyst II	Requested for Approval
	Approve	Supervisor	Approved
	Cancel Filing	Analyst I, Analyst II Supervisor	Cancelled
Reopened	Request for Approval	Analyst I, Analyst II	Requested for Approval
	Approve	Supervisor	Approved
	Cancel Filing	Analyst I, Analyst II Supervisor	Cancelled
Requested for Approval	Approve	Supervisor	Approved
	Rework	Supervisor	Rework
	Cancel Filing	Supervisor	Cancelled
Approved	Submitted	Supervisor	Submitted
	Cancel Filing	Supervisor	Cancelled
E-file generated	Submit	Analyst-II, Supervisor	Submitted
	Cancel Filing	Analyst-II, Supervisor	Cancelled
Rework	Request for Approval	Analyst I, Analyst II	Requested for Approval
Submitted	Generate Revised Report	Analyst-I, Analyst-II, Supervisor	No change in status.
Cancelled	Reopen	Analyst-I, Analyst-II, Supervisor	Reopened

Note: Generating a Revised Report from a Submitted report will not affect the status of the current report. Newly created reports will be in Open status.

The following table explains in which statuses an Analyst I, Analyst II, Auditor, and Supervisor user can edit the report details.

Table 4. Statuses in which Reports are editable by users

Status	Edit Report Details			
	Analyst I	Analyst II	Supervisor	Auditor
Open	X	X	X	
Reopened	X	X	X	
Requested for Approval			X	
Approved				
Rework	X	X	X	
E-File Generated				
Submitted				
Cancelled				

Note: Reports with Submission Type as “Delete” will always be in View only mode.

You cannot edit the report details when the report is in **View Only** mode. You can add comments to an STR in all the statuses. For more information, refer to *Table 5*.

Table 5. Statuses in which Reports are viewed by users

Status	View Report Details			
	Analyst I	Analyst II	Supervisor	Auditor
Open	X	X	X	X
Reopened	X	X	X	X
Requested for Approval	X	X	X	X
Approved	X	X	X	X
Rework	X	X	X	X
E-File Generated		X		
Submitted	X	X	X	X
Cancelled	X	X	X	X

Creating an STR

You can create a new STR whenever you identify a suspicious transaction and want to report it to the Regulator. You can manually create a new report from within OFSRR or through OFSFCCM.

This section covers the following topics:

- Creating STR from OFSFCCM
- Creating a New STR from OFSRR

Creating STR from OFSFCCM

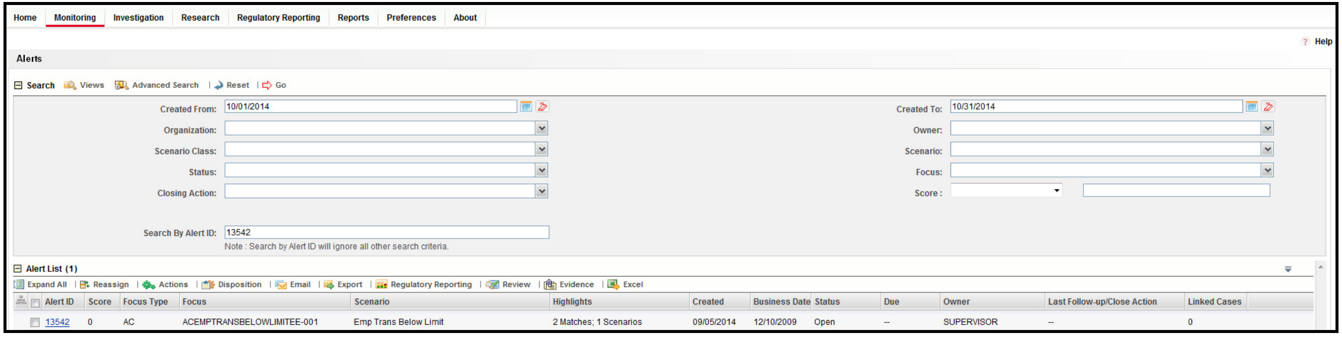
When a user with appropriate access permission performs the **Generate PH STR** action on an alert or a case from OFSFCCM, the data is passed to the OFSRR through the web service and a new STR is created in the OFSRR. This section displays the following topics:

- Creating STR on an Alert
- Creating STR on a Case

Creating STR on an Alert

To create an STR on an alert from OFSFCCM, follow these steps:

1. From OFSFCCM Home page, select **Alerts** from the **Monitoring** menu.


Home
Monitoring
Investigation
Research
Regulatory Reporting
Reports
Preferences
About
Help
Alerts
Search
Views
Advanced Search
Reset
Go
Organization:
Scenario Class:
Status:
Closing Action:
Owner:
Scenario:
Focus:
Score :
Alert List (1)
Expand All
Reassign
Actions
Disposition
Email
Export
Regulatory Reporting
Review
Evidence
Excel

Created From: 10/01/2014

Created To: 10/31/2014

Search By Alert ID: 13542

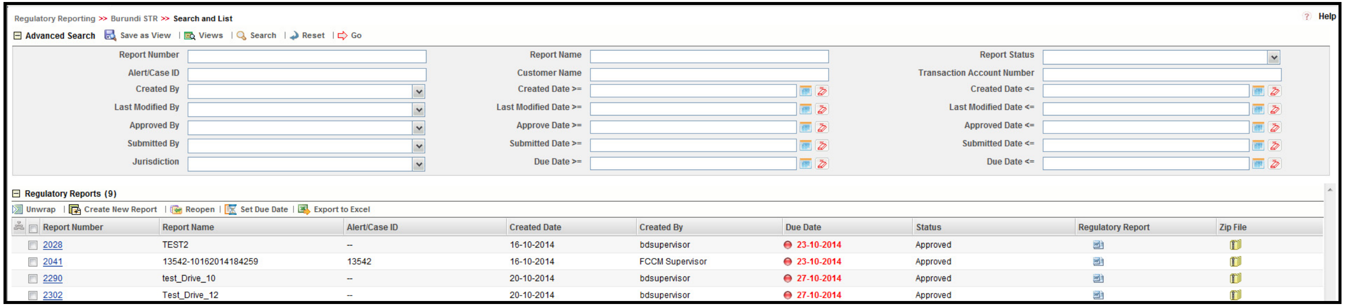
Note : Search by Alert ID will ignore all other search criteria.

Alert ID	Score	Focus Type	Focus	Scenario	Highlights	Created	Business Date	Status	Due	Owner	Last Follow-up/Close Action	Linked Cases
☐ 13542	0	AC	ACEMPTRANSBELOWLIMITEE-001	Emp Trans Below Limit	2 Matches; 1 Scenarios	09/05/2014	12/10/2009	Open	--	SUPERVISOR	--	0

Figure 5. Alerts Search and List Page

2. Click **Advanced Search.**

3. Select the required **Scenario Class** and **Focus Type** from the drop-down list.


Regulatory Reporting >> Burundi STR >> Search and List
Help
Advanced Search
Save as View
Views
Search
Reset
Go
Report Number
Alert/Case ID
Created By
Last Modified By
Approved By
Submitted By
Jurisdiction
Report Name
Customer Name
Created Date >=
Last Modified Date >=
Approve Date >=
Submitted Date >=
Due Date >=
Report Status
Transaction Account Number
Created Date <=
Last Modified Date <=
Approved Date <=
Submitted Date <=
Due Date <=
Regulatory Reports (9)
Unwrap
Create New Report
Reopen
Set Due Date
Export to Excel

Report Number	Report Name	Alert/Case ID	Created Date	Created By	Due Date	Status	Regulatory Report	Zip File
☐ 2028	TEST2	--	16-10-2014	bdsupervisor	● 23-10-2014	Approved		
☐ 2041	13542-10162014184259	13542	16-10-2014	FCCM Supervisor	● 23-10-2014	Approved		
☐ 2290	test_Drive_10	--	20-10-2014	bdsupervisor	● 27-10-2014	Approved		
☐ 2302	Test_Drive_12	--	20-10-2014	bdsupervisor	● 27-10-2014	Approved		

Figure 6. Alerts Advanced Search

Note: You can generate STRs only for specific a Scenario Class and Focus Type. For more information, refer to *Alert Management and Case Management User Guides.*

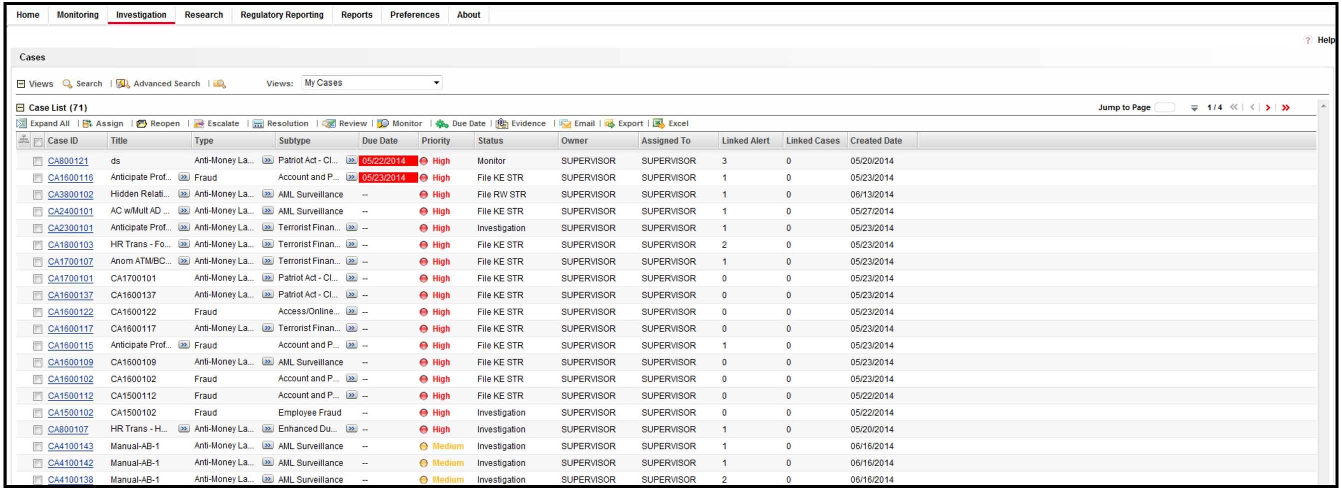
4. Click **Go**.
5. Select the required alerts from the Alert Search and List page and click **Regulatory Reporting** in the Action bar.
6. Select **Generate PH STR** from the Choose Action drop-down list in the *Monitoring Actions* Window and enter the comments.
7. Click **Save**. The following confirmation message is displayed: *Would you like to save these actions?*
8. Click **OK.** A success message is displayed along with the alert ID. Click **OK**.
9. Navigate to the RR Search and List page. The latest alert on which **Generate PH STR** action was taken is displayed in the RR Search and List page.

   Note: You can also perform **Generate PH STR** on multiple alerts from the Alert Search and List page.

Creating STR on a Case

To create an STR on a case from OFSFCCM, follow these steps:

1. From the OFSFCCM home page, select **Cases - AML/Fraud** under the **Investigation** menu.



	Case ID	Title	Type	Subtype	Due Date	Priority	Status	Owner	Assigned To	Linked Alert	Linked Cases	Created Date
☐	CA800121	ds	Anti-Money La...	Patriot Act - Cl...	05/22/2014	High	Monitor	SUPERVISOR	SUPERVISOR	3	0	05/20/2014
☐	CA1600116	Anticipate Prof...	Fraud	Account and P...	05/23/2014	High	File KE STR	SUPERVISOR	SUPERVISOR	1	0	05/23/2014
☐	CA3800102	Hidden Relati...	Anti-Money La...	AML Surveillance	--	High	File RW STR	SUPERVISOR	SUPERVISOR	1	0	06/13/2014
☐	CA2400101	AC w/Mult AD ...	Anti-Money La...	AML Surveillance	--	High	File KE STR	SUPERVISOR	SUPERVISOR	1	0	05/27/2014
☐	CA2300101	Anticipate Prof...	Anti-Money La...	Terrorist Finan...	--	High	Investigation	SUPERVISOR	SUPERVISOR	1	0	05/23/2014
☐	CA1800103	HR Trans - Fo...	Anti-Money La...	Terrorist Finan...	--	High	File KE STR	SUPERVISOR	SUPERVISOR	2	0	05/23/2014
☐	CA1700107	Anom ATM/BC...	Anti-Money La...	Terrorist Finan...	--	High	File KE STR	SUPERVISOR	SUPERVISOR	1	0	05/23/2014
☐	CA1700101	CA1700101	Anti-Money La...	Patriot Act - Cl...	--	High	File KE STR	SUPERVISOR	SUPERVISOR	0	0	05/23/2014
☐	CA1600137	CA1600137	Anti-Money La...	Patriot Act - Cl...	--	High	File KE STR	SUPERVISOR	SUPERVISOR	0	0	05/23/2014
☐	CA1600122	CA1600122	Fraud	Access/Online...	--	High	File KE STR	SUPERVISOR	SUPERVISOR	0	0	05/23/2014
☐	CA1600117	CA1600117	Anti-Money La...	Terrorist Finan...	--	High	File KE STR	SUPERVISOR	SUPERVISOR	0	0	05/23/2014
☐	CA1600115	Anticipate Prof...	Fraud	Account and P...	--	High	File KE STR	SUPERVISOR	SUPERVISOR	1	0	05/23/2014
☐	CA1600109	CA1600109	Anti-Money La...	AML Surveillance	--	High	File KE STR	SUPERVISOR	SUPERVISOR	0	0	05/23/2014
☐	CA1600102	CA1600102	Fraud	Account and P...	--	High	File KE STR	SUPERVISOR	SUPERVISOR	0	0	05/23/2014
☐	CA1500112	CA1500112	Fraud	Account and P...	--	High	File KE STR	SUPERVISOR	SUPERVISOR	0	0	05/22/2014
☐	CA1500102	CA1500102	Fraud	Employee Fraud	--	High	Investigation	SUPERVISOR	SUPERVISOR	0	0	05/22/2014
☐	CA800107	HR Trans - H...	Anti-Money La...	Enhanced Du...	--	High	Investigation	SUPERVISOR	SUPERVISOR	1	0	05/20/2014
☐	CA4100143	Manual-AB-1	Anti-Money La...	AML Surveillance	--	Medium	Investigation	SUPERVISOR	SUPERVISOR	1	0	06/16/2014
☐	CA4100142	Manual-AB-1	Anti-Money La...	AML Surveillance	--	Medium	Investigation	SUPERVISOR	SUPERVISOR	1	0	06/16/2014
☐	CA4100138	Manual-AB-1	Anti-Money La...	AML Surveillance	--	Medium	Investigation	SUPERVISOR	SUPERVISOR	2	0	06/16/2014

Figure 7. Cases AML/Fraud Search and List Page

2. Select one or more cases in *New* statuses from the Search & Case List page using the check boxes, and click the **Resolution** action category.
3. Select **Generate PH STR** from the Select Action drop-down list in the *Investigation Actions* Window and enter the comments.
4. Click **Save**. The following confirmation message is displayed: *Would you like to save these actions?*
5. Click **OK**. A success message is displayed along with the Case ID. Click **OK**.
6. Navigate to the RR Search and List page. The latest case on which Generate PH STR action was taken is displayed in the RR Search and List page.

Note: You can also perform the **Generate PH STR** action from the Case Details page of a case.

Sending Acknowledgement to OFSFCCM from Regulatory Reporting

OFSRR sends a positive acknowledgment to OFSFCCM when all the mandatory information verification is completed successfully.

By default, the **ECM STATUS UPDATE FLAG is** set to **Y**. If the status is set to **Y**, then the OFSRR application will send all the status updates to OFSFCCM. If the status is set to **N**, then the OFSRR application will not send any status updates to the OFSFCCM.

The following information is sent as a part of the positive acknowledgment:

- Alert/Case ID (Alert/Case ID)
- Acknowledgment Code – 0 (Meaning successful)
- Report ID (System Generated)
- Report Status

If there are any errors, the Regulatory Reporting application sends a negative acknowledgment to OFSFCCM. The error may be due to the following reasons:

- User ID failure
- Unsuccessful mandatory information verification
- System/Application Error

The negative acknowledgment sent to OFSFCCM contains the following details:

- Alert/Case ID
- Acknowledgment Code
    - 1 stands for Invalid User ID
    - 2 stands for Mandatory Information Missing
    - 3 stands for Format Failure
    - 4 stands for System/Application Error
- Error Description

  Note: If an alert or case fails to successfully complete the Generate BDPHUG STR action, then the failure is recorded in the alert or case audit history.

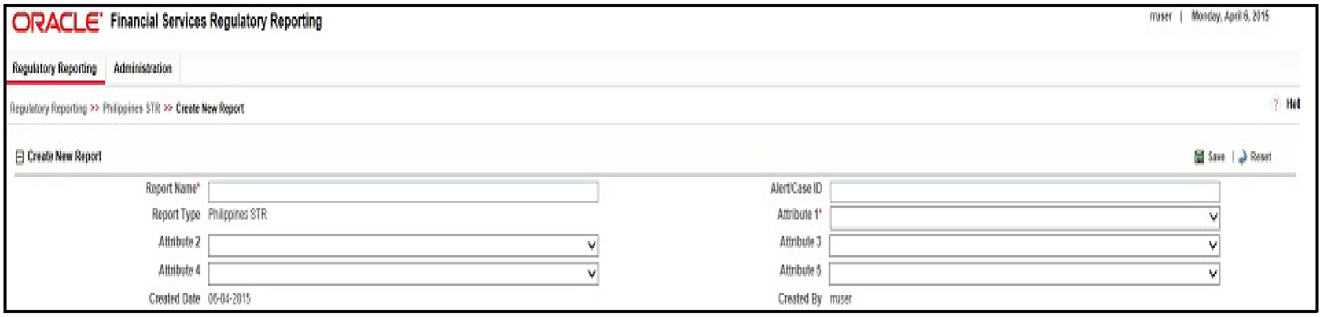
Creating a New STR from OFSRR

When you identify a transaction of a suspicious behavior that is not reported in the OFSFCCM, and want to report the transaction to the regulator, you can manually create a new STR using the **Create New Report** option in OFS Regulatory Reporting.

Note: Users mapped to the role of Analyst and Supervisor can create a new regulatory report.

To create a new STR from OFSRR, follow these steps:

1. From the Regulatory Reporting menu, hover over PH STR and click **Create New Report**. The Create New Report page is displayed.


ORACLE Financial Services Regulatory Reporting
muser | Monday, April 6, 2015
Regulatory Reporting
Administration
Regulatory Reporting >> Philippines STR >> Create New Report
? Hel
Create New Report
Save | Reset
Report Name*
Alert/Case ID
Attribute 1*
Attribute 2
Attribute 3
Attribute 4
Attribute 5

Report Type Philippines STR
Created Date 06-04-2015
Created By muser

Figure 8. Create New Report

2. Enter the required information in the fields.

   Note: Always specify values for fields marked as required. Required fields are identified by a red asterisk.

The following table explains the fields in the Create New Report section:.

Table 6. Creating New Report

Fields	Description
Report Name	Enter a name for the report being created. **Note:** This field is a mandatory field.
Alert/Case ID	Enter the Alert/Case ID associated with the suspicious transaction.
Report Type	This field is auto-populated with the report type. **Note:** This field cannot be edited.
Attribute 1	Classifies the attribute of a report being created. The attributes that are available in the drop-down list are based upon your firm's configuration. For example, Jurisdiction. **Note:** This is a mandatory field.
Attribute 2	Classifies the attribute of a report being created. The attributes that are available in the drop-down list are based upon your firm's configuration. For example, Business Domain.
Attribute 3	Classifies the attribute of a report being created. The attributes that are available in the drop-down list are based upon your firm's configuration. For example, Case Type.

Table 6. Creating New Report

Fields	Description
Attribute 4	Classifies the attribute of a report being created. The attributes that are available in the drop-down list are based upon your firm's configuration. For example, Sub Type.
Attribute 5	Classifies the attribute of a report being created. The attributes that are available in the drop-down list are based upon your firm's configuration. For example, Organization.
Created Date	This field is auto-populated with the current system date. **Note:** This field cannot be edited.
Created By	This field is auto-populated with the logged in user's name. **Note:** This field cannot be edited.

3. Click **Save**. The following confirmation message is displayed: <> *Report created successfully. Click Ok to view the report details or Cancel to create more reports.*
4. Click **OK**. The Report Details page is displayed.

   A new STR is created and the due date is set as per the number of days configured by your administrator in the static data table. The status of the new STR is set to *Open*.

Note: The report details of the manually created STR are not sent to OFSFCCM.

Searching STRs

The Regulatory Reporting Search and List page enables you to filter the list of reports that you want to view and analyze. The Regulatory Reporting search bar supports three types of search namely, Views, Simple Search, and Advanced Search.

The Reports List displays the list of reports that meet the criteria specified on the Regulatory Reporting Search bar.

This section explains the following topics:

- Searching Reports Using Simple Search
- Searching Reports Using Advanced Search
- Searching Reports Using Pre-defined Views

Searching Reports Using Simple Search

This search is based on a limited set of search components and helps to retrieve the required reports details.

To search for reports using the simple search components, follow these steps:

1. Navigate to the Search and List page.

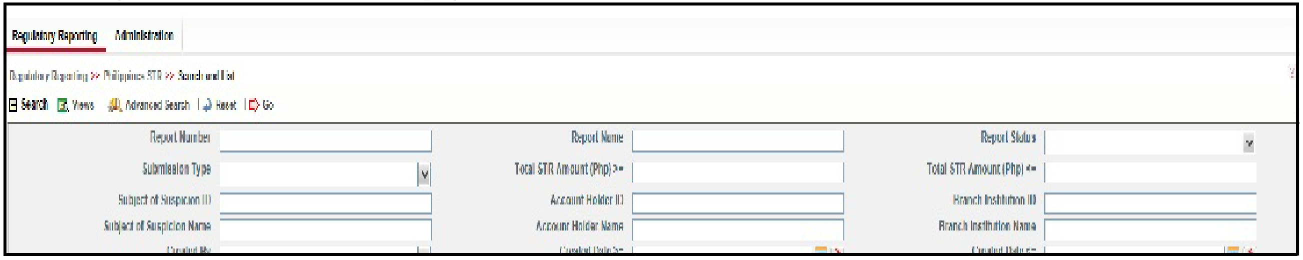

Regulatory Reporting
Administration
Regulatory Reporting >> Philippines STR >> Search and List
Search
Views
Advanced Search
Reset
Go
Report Number
Report Name
Report Status
Submission Type
Total STR Amount (Php) >=
Total STR Amount (Php) <=
Subject of Suspicion ID
Account Holder ID
Branch Institution ID
Subject of Suspicion Name
Account Holder Name
Branch Institution Name

Figure 9. Searching Reports using Simple Search

Note: By default, the basic **Search** option is selected.

2. Enter the details in the relevant search fields to retrieve the list of reports. For detailed descriptions of search fields, refer *Table 7*.
3. Click **Go**. The relevant search list is displayed.

   Note: If there is no match for the entered search criteria, the application displays the following message: *No Data Found*.

Searching Reports Using Advanced Search

The Advanced Search offers the same search fields as provided for a simple search with an additional set of fields. If you know any of the report details such as Report Name, Report Status, Alert/Case ID, Transaction Account Number, Jurisdiction, Approved By, Approved Date, Submitted By, Submitted Date, and so on, then you can filter the list of reports using the advanced search components.

To search for reports using advanced search components, follow these steps:

1. Navigate to Regulatory Reporting.

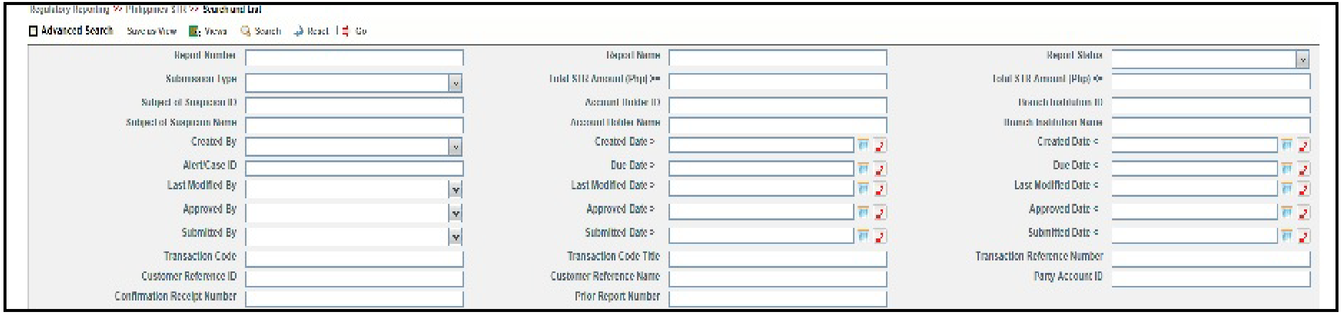

Regulatory Reporting >> Philippines STR >> Search and List
☐ Advanced Search
Save as View
Views
Search
Reset
Go
Report Number
Submission Type
Subject of Suspicion ID
Subject of Suspicion Name
Created By
Alert/Case ID
Last Modified By
Approved By
Submitted By
Transaction Code
Customer Reference ID
Confirmation Receipt Number
Report Name
Total STR Amount (Php) >=
Account Holder ID
Account Holder Name
Created Date >
Due Date >
Last Modified Date >
Approved Date >
Submitted Date >
Transaction Code Title
Customer Reference Name
Prior Report Number
Report Status
Total STR Amount (Php) <=
Branch Institution ID
Branch Institution Name
Created Date <
Due Date <
Last Modified Date <
Approved Date <
Submitted Date <
Transaction Reference Number
Party Account ID

Figure 10. Advanced Search

2. Click **Advanced Search** on the **Search** tool bar

Note: The application supports right-click options on some columns within the List header that allow users to specify sorting as well as hide or display columns.

- **Ascending** - This option allows you to sort the selected column in ascending order.
- **Descending** - This option allows you to sort the selected column in descending order.
- **Clear sort** - This option allows you to clear the selected sort option.
- **Field Chooser** - This option allows you to hide or display columns within the current list as well as modify the width of the columns. Click **OK** on Field Chooser to save the selected settings for the current session or click **Save** will save the selected settings for future logins.

3. Enter the search components to filter the reports.

Search Components (Simple Search and Advanced Search)

The following table provides the description of the search components that display in the Search bar:

Table 7. Components of RR Search Bar

Criteria	Description	Search Components of Simple and Advanced Search
Report Number	Enter the Report Number in the text field to search for details of the exact report. You can enter a maximum of 255 characters in this field.	Simple Search and Advanced Search
Report Name	Enter the report name to display the list of reports with name as specified in the search criteria. You can enter a maximum of 50 characters in this field.	Simple Search and Advanced Search

Table 7. Components of RR Search Bar

Criteria	Description	Search Components of Simple and Advanced Search
Report Status	Select the report status from the drop-down list to display reports in the selected status. Following are the options available for the Report status drop-down list: ● Open ● Requested for Approval ● Approved ● Rework ● E-File Generated ● Submitted ● Cancelled ● Reopened **Note:** This field allows searching of reports with multiple options selected.	Simple Search and Advanced Search
Submission Type	Enter the Submission Type from the drop-down list. The options available are: ● Add ● Edit ● Delete	Simple Search and Advanced Search
Total STR Amount (Php) >=	Enter the value of the Total Amount reported in the STR.This amount is reported in the Base Currency.	Simple Search and Advanced Search
Total STR Amount (Php) <=	Enter the value of the Total Amount reported in the STR. This amount is reported in the Base Currency.	Simple Search and Advanced Search
Subject of Suspicion	Enter the value for Subject of Suspicion ID. This field searches for the Customer ID for the customers marked as Subject.	Simple Search and Advanced Search
Account Holder ID	Enter the Account Holder ID.This will search for Customer ID for the customers marked as Account Holders.	Simple Search and Advanced Search
Branch Institution	Enter the Branch Institution ID. This will search for the Branch Institution Code.	Simple Search and Advanced Search.
Subject of Suspicion Name	Enter the Subject of Suspicion Name. This will search for Customer Name marked as Subject	Simple Search and Advanced Search.
Account Holder Name	Enter the name of the Account Holder. This will search for Customer Name marked as Account Holders.	Simple Search and Advanced Search.

Table 7. Components of RR Search Bar

Criteria	Description	Search Components of Simple and Advanced Search
Branch Institution Name	Enter the name of the Branch Institution. This will search for Branch Institution Name.	Simple Search and Advanced Search
Created By	Select the users to search based on users who have created reports from the drop-down list.The drop down displays the list of all the users who have created the reports. The drop-down must display the user names of all the users.	Simple Search and Advanced Search
Created Date >=	Select the created date from the calendar to display reports having a created date greater than or equal to the specified date.	Simple Search and Advanced Search
Created Date <=	Select the created date from the calendar to display reports having a created date lesser than or equal to the specified date.	Simple Search and Advanced Search
Alert/Case ID	Enter the Alert/Case ID to display reports with the selected Alert/Case ID. You can perform a multiple Alert/Case IDs search by entering a string of comma-separated values in this field. This search is case-sensitive. You can enter a maximum of 255 characters in this field. **Note:** Alert/Case ID is the identifier that has triggered the creation of report in Regulatory Reporting application.	Simple Search and Advanced Search
Due Date>=	Select the due date from the calendar to display reports having a due date greater than or equal to the specified date. The date should be in DD-MM-YYYY format.	Simple Search and Advanced Search
Due Date<=	Select the due date from the calendar to display reports having a due date lesser than or equal to the specified date. The date should be in DD-MM-YYYY format. **Note:** If there is a value provided for Due Date>= and if there is no value provided for Due Date<=, then Due Date<= is the current system date.	Simple Search and Advanced Search
Last Modified By	Select the user who has last modified the report from the drop-down list. **Note:** This field allows searching of reports with multiple options selected with user names displayed as drop-down options.	Advanced Search
Last Modified Date >=	Select the last modified date from the calendar to display reports having a last modified date greater than or equal to the specified date. The date should be in DD-MM-YYYY format. **Note:** You can either perform a range search using ‘Last Modified Date >=’ and ‘Last Modified Date <=’ or use them independently.	Advanced Search

Table 7. Components of RR Search Bar

Criteria	Description	Search Components of Simple and Advanced Search
Last Modified Date <=	Select the Last Modified Date from the calendar to display reports having a last modified date lesser than or equal to the specified date. The date should be in DD-MM-YYYY format. If value is populated for Last Modified Date >= and no value provided for Last Modified Date <= consider Last Modified Date <= as the current system date. The date should be in DD-MM-YYYY format. **Validations:** 1. While performing a range search, if you enter a value in ‘Last Modified Date <=’ less than ‘Last Modified Date >=’, the application displays the following message: *Please enter a 'Last Modified Date <=' which is equal to or greater than 'Last Modified Date >='.* 2. If you enter a value in ‘Last Modified Date <=’ greater than the system date, the application displays the following message: *Please enter a 'Last Modified Date <=' which is earlier than or equal to sysdate.*	Advanced Search
Approved By	Select the name of the approver to search for reports approved by the selected user. **Note:** This field allows searching of reports with multiple options selected with user names displayed as drop-down options.	Advanced Search
Approved Date >=	Select the approved date from the calendar to display reports having an approved date greater than or equal to the specified date. The date should be in DD-MM-YYYY format.	Advanced Search
Approved Date <=	Select the approved date from the calendar to display reports having an approved date lesser than or equal to the specified date. If value is populated for Approved Date >= and no value provided for Approved Date <= consider Approved Date <= as the current system date. The date should be in DD-MM-YYYY format. **Validations:** 1. While performing a range search, if you enter a value in ‘Approved Date <=’ less than ‘Approved Date >=’, the application displays the following message: *Please enter a 'Approved Date <=' which is equal to or greater than Approved Date >=.* 2. If you enter a value in ‘Approved Date <=’ greater than the system date, the application displays the following message: *Please enter a 'Approved Date <=' which is earlier than or equal to sysdate.*	Advanced Search
Submitted By	Select the name of the user from the drop-down list options to search for reports submitted by the selected user. **Note:** This field allows searching of reports with multiple options selected.	Advanced Search

Table 7. Components of RR Search Bar

Criteria	Description	Search Components of Simple and Advanced Search
Submitted Date >=	Select the submitted date from the calendar to display reports having a submitted date greater than or equal to the specified date. The date should be in DD-MM-YYYY format.	Advanced Search
Submitted Date <=	Select the submitted date from the calendar to display reports having a submitted date lesser than or equal to the specified date. **Validations:** 1. While performing a range search, if you enter a value in ‘Submitted Date <=’ less than ‘Submitted Date >=’, the application displays the following message: *Please enter a 'Submitted Date <=' which is equal to or greater than “Submitted Date >='.* 2. If you enter a value in ‘Submitted Date <=’ greater than the system date, the application displays the following message: *Please enter a 'Submitted Date <=' which is earlier than or equal to sysdate.*	Advanced Search
Transaction Code	Enter the Transaction code in this field.This will search for Transaction Code for the transactions reported in the STR. You can enter multiple codes by adding comma as a se pera tor between them.	Advanced Search
Transaction Code Title	Enter the Transaction Code Title. This will search for Title of Transaction Code for the transactions reported in the STR.	Advanced Search
Transaction Reference	Enter the Transaction Reference Number. This field allows you to search the reports via the Transaction Reference number of the transactions reported in the STR.	Advanced Search
Confirmation Receipt	Enter the Confirmation Receipt Number. This field allows you to search the reports using the confirmation receipt number received as acknowledgement after submitting the report to the regulator.	Advanced Search
Customer Reference	Enter the Customer Reference Number.This will search for Customer ID for the customers included as Involved Parties in the STR.	Advanced Search
Party Account ID	Enter the Party Account ID. This field allows you to search the reports as per the account IDs of the involved parties reported in the STR.	Advanced Search
Prior Report Number	Enter the prior Report Number. This field allows you to search the reports on the basis the report number of the original report stored in the revised report.	Advanced Search

3. Click **Go**. The relevant search list is displayed.

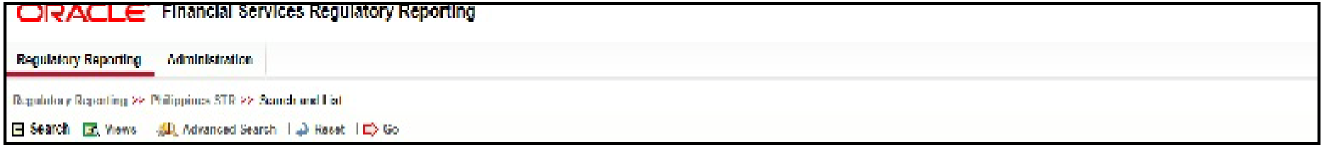
   Note: If there is no match for the entered search criteria, the application displays the following message: *No Data Found*.

Searching Reports Using Pre-defined Views

Views search helps you to quickly filter the reports based on the pre-defined search queries.

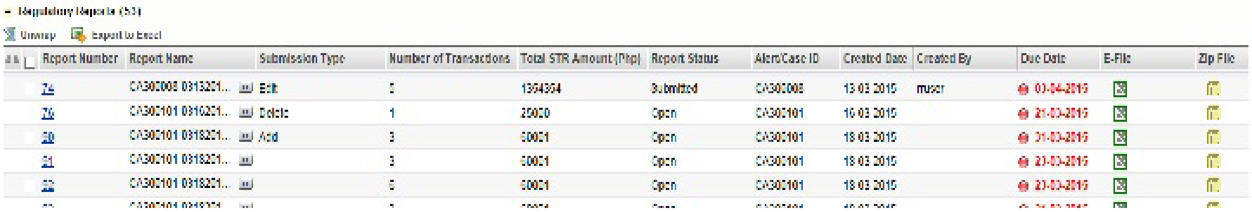
To search for reports using pre-defined views, follow these steps:

1. Navigate to **Regulatory Reporting**.


ORACLE Financial Services Regulatory Reporting
Regulatory Reporting
Administration
Regulatory Reporting >> Philippines STR >> Search and List
Search
Views
Advanced Search
Reset
Go

1. **Searching reports using Pre-defined Views**

Figure 11. Searching Reports using Pre-defined Views



	Report Number	Report Name	Submission Type	Number of Transactions	Total STR Amount (Php)	Report Status	Alert/Case ID	Created Date	Created By	Due Date	E-File	Zip File
	74	CA302008 0313201...	Edit	5	1354354	Submitted	CA302008	13 03 2015	muser	03-04-2015		
	76	CA302101 0316201...	Delete	1	25000	Open	CA302101	16 03 2015		21-03-2015		
	80	CA302101 0318201...	Add	3	50001	Open	CA302101	18 03 2015		31-03-2015		
	81	CA302101 0318201...		3	50001	Open	CA302101	18 03 2015		23-03-2015		
	82	CA302101 0318201...		5	50001	Open	CA302101	18 03 2015		23-03-2015		

Note: By default, the Regulatory Reporting Search and List page displays all the records.

2. Click **Views** from the Search bar.
3. Select any of the pre-defined views from the Views drop-down list. The List page refreshes to show results matching the View criteria.

The following table explains the different types of pre-defined views available.

Table 8. Pre-defined Views

Views	Description
Open/ Reopened/Rework - Reports Last Modified by Me	Select **Open/ Reopened - Reports Last Modified by Me** from the drop-down list to display the list of reports in *Open* or *Reopened*, or *Rework* status for which the logged in user is the last modifier. **Note:** This option is the default view for an Analyst user.
Reports Awaiting Approval	Select **Reports Awaiting Approval** from the drop-down list to display the list of reports in *Requested for Approval* status. **Note:** This option is the default view for a Supervisor user.
Reports Overdue	Select **Reports Overdue** from the drop-down list to display the list of reports that have exceeded their due dates. When an STR is past its due date or when the due date is same as the system date, the STRs in the reports list are highlighted in ***Red*** color.
Reports Submitted in Last 3 Months	Select **Reports Submitted in Last 3 Months** from the drop-down list to display the list of reports that were submitted in the last three months. **Note:** This option is the default view for a user logged in as a Reviewer.
All Views saved by user	Select any of the views that you have created and saved using **Save as View** to display the reports as per the view selected. For more information, refer to Saving Views.

Saving Views

The Save as View action allows you to save the search criteria as a view. The saved views will be available in the **Views** drop-down list.

To save a view, follow these steps:

1. Navigate to the Search and List page and click **Advanced Search**.
2. Enter the search criteria you want to save as view.
3. Click **Save as View.** The *Save as View* window is displayed.

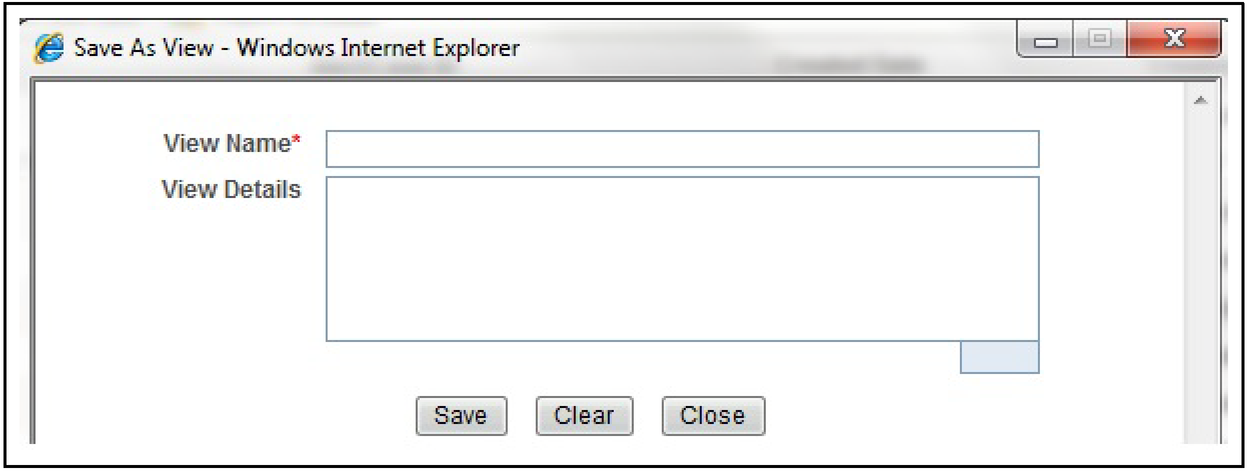


Figure 12. Save As View Window

4. Enter the view name and view details. The View details box in the *Save as View* window allows a maximum of 255 characters. As you begin entering the comments, the word count displayed below the comments box keeps decreasing. If you try to enter more than 255 characters in this box, the following message is displayed: *Number of characters exceeded.*
5. Click **Save**. The following message is displayed: *Add Operation Successful.*
6. Click **OK**. The view is saved and is displayed in the **Views** drop-down list.

The saved view is available only to the user creating the view and will not be available to any other users.

Submitting an STR for Approval

This process involves the following steps:

- Entering Report Details
- Taking Action on Reports

Entering Report Details

The Report Details page allows users mapped to the role of Analyst and Supervisor to enter or update report information depending upon the report status. For more information on various statuses in which an Analyst, Auditor, and Supervisor user can edit the report details, refer to *Table 4*.

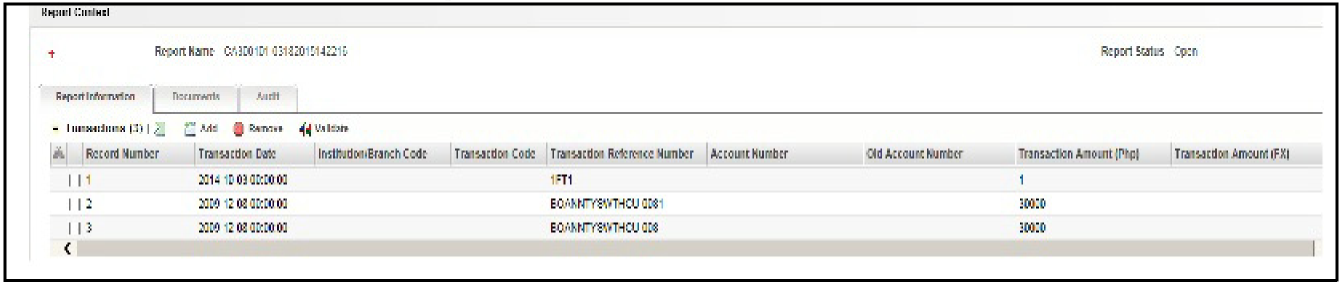
Click the report name in the RR Search and List page to navigate to the Report Details page.

The Report Details page allows you to manage following sections:

- Report Context
- Managing Report Information
- Managing Documents
- Viewing Audit

Report Context

The Report Context section in the Regulatory Reporting (RR) Details page displays information about the report and is non-editable. It contains minimize and maximize buttons that allow you to expand and collapse the details in the Report Context. By default, the report context container is minimized.



Report Name CA300101 03182015142215

Report Status Open

Record Number	Transaction Date	Institution/Branch Code	Transaction Code	Transaction Reference Number	Account Number	Old Account Number	Transaction Amount (Php)	Transaction Amount (FX)
1	2014 10 03 00:00:00			1FT1			1	
2	2009 12 08 00:00:00			EOANNTYSWTHCU 0081			30000	
3	2009 12 08 00:00:00			EOANNTYSWTHCU 008			30000	

Figure 13. Report Context

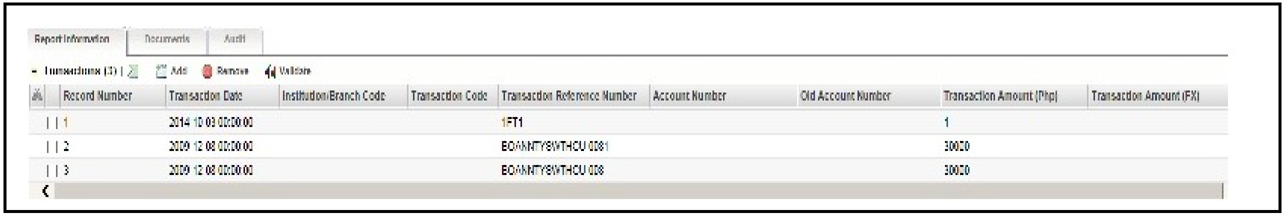
The report context includes the following information:

- Report Name
- Report Status
- Alert/Case ID
- Report Number
- Submission Type
- Number of Transactions
- Total STR Amount (Php)
- Created By

- Due Date
- Last Modified By
- Approved By
- Created Date
- Last Modified Date
- Approved Date
- Prior Report Number
- Confirmation Receipt Number

Managing Report Information

This tab refers to the **Report Information** section in final STR.



Record Number	Transaction Date	Institution/Branch Code	Transaction Code	Transaction Reference Number	Account Number	Old Account Number	Transaction Amount (Php)	Transaction Amount (FX)
1	2014 10 03 00:00:00			1FT1			1	
2	2009 12 08 00:00:00			BOANNTYSWTHCU 0081			30000	
3	2009 12 08 00:00:00			BOANNTYSWTHCU 008			30000	

Figure 14. Report Information Tab

The Report Information tab is the default tab selected when you navigate to the Report Details page.

This section discusses the following topics:

- Transaction Details
    - Details of Correspondent Bank (if applicable)
    - Securities Transaction Details (If applicable)
- Securities Transaction Details
    - Involved Party Details

Transaction Details

This section shows the details of the trans at ion reported for suspicious activity.

The Transaction Detail has the following options:

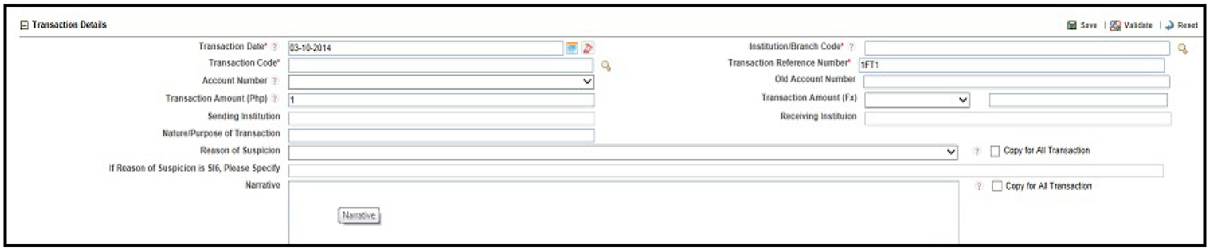
- Adding Transactions:
- Editing and Viewing Transactions.
- Removing Transactions.
- Validating Transactions.

The transaction grid lists all transaction that is recovered from Alerts or Cases. The system displays five transaction records in a single page in the grid.

Adding Transactions:

Click **Add** in the Transactions grid. The Transaction Details window is displayed.

Figure 15. Transaction Grid


Transaction Details
Save
Validate
Reset
Transaction Code*
Account Number
Sending Institution
Nature/Purpose of Transaction
Reason of Suspicion
If Reason of Suspicion is SI6, Please Specify
Narrative
Institution/Branch Code*
Old Account Number
Transaction Amount (Fx)
Receiving Instituion
☐ Copy for All Transaction
☐ Copy for All Transaction
Narrative

Transaction Date* 03-10-2014

Transaction Amount (Php) 1

Transaction Reference Number* 1FT1

The following table explains the fields in the Transaction Details section once a Transaction is added.

Table 9. Transaction Details

Fields	Description
Transaction Date	Select the date of the transaction from calender look-up in DD-MM-YYYY format. You can manually enter the date in this field.
Branch Code	Click the Lookup to search Branch Code through Code and Name. For more details see Editing and Viewing Transactionssection. In the look up, branch code can be searched with comma separated or wild card.
Transaction Code	Click the Lookup to search Transaction Code through Code and Title.For more details see Editing and Viewing Transactionssection.
Transaction Reference Number	Enter the Transaction Reference Number. Maximum length allowed is 20.
Account	Select the account number from the drop-down list. When you have selected a single Account Holder, the account of that party will be displayed in the drop-down list. If you have select multiple account holders, then the drop-down will list all the account holders and you need to select one from the list.
Old Account	Enter the old account number in this field. The max mi mum number allowed is 40.
Transaction Amount (Php)	Enter the transaction amount involved during the transaction.
Transaction Amount (FX)	Select the currency from the drop-down list and provide the value of the transaction amount.
Sending Institution	Enter the name for the Sending Institution in the text box. Maximum characters allowed is 90.
Receiving Institution	Enter the name for the Receiving Institution in the text box. Maximum characters allowed is 90.
Nature/Purpose of Transaction	Enter the nature and purpose of the transaction. Maximum characters allowed in this field is 30.
Reason for Suspicion	Select the reason for suspicion from the drop-down list.
If Reason of Suspicion is SI6, please specify	Enter the details if the Reason of Suspicion is S1. The maximum characters allowed in this field is 800. **Note:** SI6 code is defined as - The transaction is similar, analogous or identical to any of the foregoing.

Table 9. Transaction Details

Fields	Description
Copy for all Transactions	Check this box if you want the reason of suspicion to be copied to all transactions currently associated to the current report.
Narrative	Enter the narrative describing the transaction.

Editing and Viewing Transactions

To view the details of a transaction, follow these steps:

1. Navigate to the **Report Details** page.
2. Select the check-box of the transaction record in the Transactions grid you want to view or edit.
3. The Transaction Details section is displayed below the Transaction grid with the details.
4. The Involved Party details for this transaction is displayed in the Involved Party Grid.

For more details refer to Securities Transaction Details.

Removing Transactions

To remove a transaction follow these steps:

1. Navigate to the **Report Details** page.
2. Select a record in the Involved Transactions grid and click **Remove**. The following message is displayed: *Are you sure you want to Remove this record?*
3. Click **OK**. The following message is displayed: *Record Removed successfully.*
4. Click **OK**. The transaction is removed from the Transaction grid.

Validating Transactions

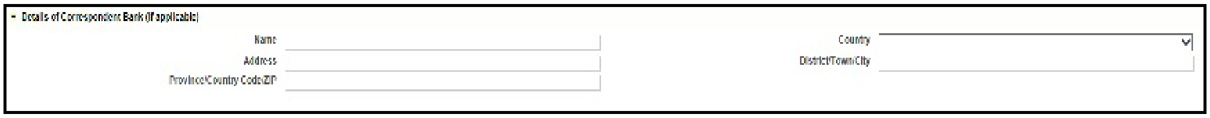
If you click on **Validation**, the system validates the following:

- All Mandatory fields are entered. If any required field is left blank the system displays error message as per the transaction codes.
- All the Mandatory fields depend on the transaction codes selected.
- To check the information in selected transaction record is complete or not.
- Transaction code is not missing from the Transaction Details section.

Details of Correspondent Bank (If applicable)

This section is applicable only for certain Transaction Codes.

Figure 16. Details of Correspondent Bank


- Details of Correspondent Bank (If applicable)
Name
Address
Province/Country Code/ZIP
Country
District/Town/City

The following table explains the fields for the Correspondent Bank:

Table 10. Details of Correspondent Bank

Field	Description
Name	Enter the name of the Corespondent Bank.
Country	Select the country from the drop-down list.
Address	Enter the address of the Correspondent Bank.
District/Town/City	Enter the district, town or the city of the Correspondent Bank.
Province/Country Code/ZIP	Enter the zip or pin code.

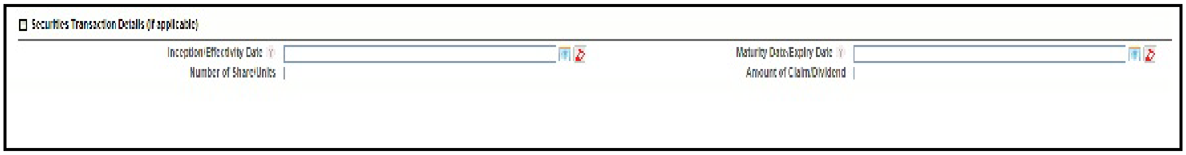
Securities Transaction Details (If applicable)

The following table explains the fields for the Securities Transaction Bank Details.

Details of Securities Transactions

Field	Description
Inception/Effectivity Date	Select the transaction effective date in DD-MM-YYYY format from the calender look-up.
Maturity Date/Expiry Date	Select the date of maturity or expiry in DD-MM-YYYY format from the calender look-up.
Number of Shares/Units	Enter the number of units or shares in this field.
Amount of Claim/ Dividend	Enter the amount of claim or dividend.
Net Ass est Value	Enter the Net Asset value.

Figure 17. Securities Transaction Details


☐ Securities Transaction Details (If applicable)
Inception/Effectivity Date
Maturity Date/Expiry Date
Number of Share/Units
Amount of Claim/Dividend

Involved Parties

The involved party grid lists all the Involved parties of the selected transaction when the user selects a transaction in the transaction grid.The system display five involved party records at single page in the involved party grid.

Involved party grid is displayed along with the transaction detail section for a se let ed transaction.

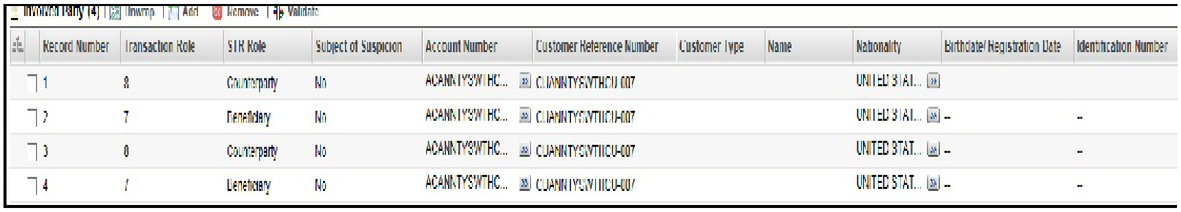
For more info refer toTransaction Details. The Involved party has two sections:

- *Involved Party Grid*
- *Adding an Involved Party*

Involved Party Grid

The Involved Party Grid displays the details about the involved party.

Figure 18. Involved Party Grid



Record Number	Transaction Role	STR Role	Subject of Suspicion	Account Number	Customer Reference Number	Customer Type	Name	Nationality	Birthdate/ Registration Date	Identification Number
1	8	Counterparty	No	ACANNTYSWTHC...	CUANNTYSWTHCU-007			UNITED STAT...		
2	7	Beneficiary	No	ACANNTYSWTHC...	CUANNTYSWTHCU-007			UNITED STAT...	--	-
3	8	Counterparty	No	ACANNTYSWTHC...	CUANNTYSWTHCU-007			UNITED STAT...	--	-
4	7	Beneficiary	No	ACANNTYSWTHC...	CUANNTYSWTHCU-007			UNITED STAT...	--	-

The following fields are displayed in this section:

- Record Number
- Transaction Role
- STR Role
- Subject of Suspicion
- Account Number
- Customer Reference Number
- Customer Type
- Name
- Nationality
- Birthdate/Registration Date
- Identification Number

Editing and Viewing Details of an Involved Party

To Edit an Involved Party details, follow these steps:

1. Navigate to the **Report Details** page.
2. Select the check-box of the Involved Party record in the grid.
3. The Involved Party Details section is displayed below the grid for you to view or edit the information.
4. The transaction details for this involved party is displayed in the Transaction Detail section.

For more details refer to Transaction Details section.

Removing Involved Party

To remove an Involved Party follow these steps:

1. Navigate to the **Report Details** page.
2. Select a record in the Involved Party grid and click **Remove**. The following message is displayed: *Are you sure you want to Remove this record?*
3. Click **OK**. The following message is displayed: *Record Removed successfully.*
4. Click **OK**. The record is removed from the Involved Party grid.

Validating Involved Party Grid

If you click on Validation, the system validates the following:

- All Mandatory fields are entered. If any required field is blank, the application displays error message as per the transaction codes.
- All the Mandatory fields depend on the transaction codes selected.
- Transaction code is not missing from the selected Transaction.
- To check whether required parties is present or not for the selected transaction.
- To check whether the required information for each party is present or not.

The following is the priority of how validations happens for this grid:

Table 1. Involved Party Grid Validation

Priority	Validations	Error Message
1	For the Involved Party Grid, if the selected Transaction does not have transaction code.	*Please provide Transaction Code for the selected transaction.*
2	Check whether required parties is present or not for the selected transaction.	● *Required mandatory party with STR role as Account Holder is missing. Also, Please mark at least one party as Subject of suspicion.* ● *Please mark at least one party as Subject of suspicion.*
3	Check the conditions in following manner :- 1. If STR Role is not given for the given Involved party except for Transaction code ZSTR. 2. If STR Role is given for the Involved Party for Transaction code ZSTR. 3. If required mandatory fields are missing in Report Information tab for required Transaction codes.	*Records are missing required mandatory information. Please validate each records for more inputs.*

Involved Party Details

The Involved Party Details section has the following options:

- Adding an Involved Party
- Validating Involved Party Grid Grid

Adding an Involved Party

To add an Involved Party follow these steps:

1. Click **Add** in the Involved Party grid. The Involved Party Details window is displayed.

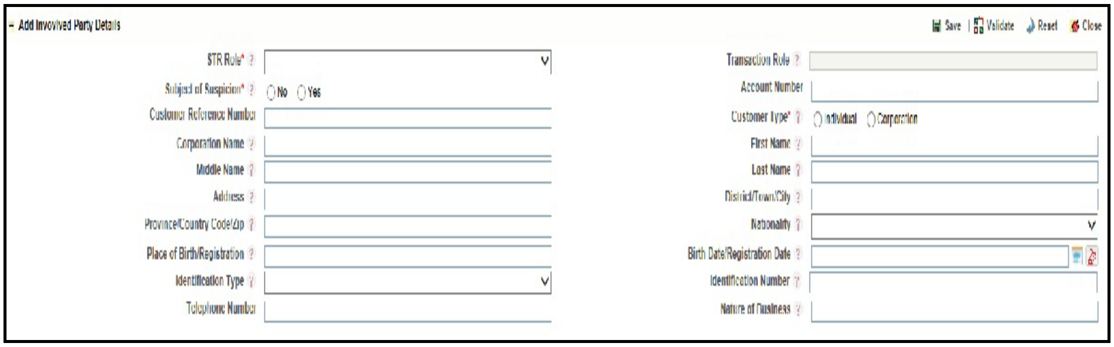

Add Involved Party Details
Save
Validate
Reset
Close
STR Role*
Subject of Suspicion*
No
Yes
Customer Reference Number
Corporation Name
Middle Name
Address
Province/Country Code/Zip
Place of Birth/Registration
Identification Type
Telephone Number
Transaction Role
Account Number
Customer Type*
Individual
Corporation
First Name
Last Name
District/Town/City
Nationality
Birth Date/Registration Date
Identification Number
Nature of Business

Figure 19. Add Involved Party

The following table explains the fields in the Add Involved Party section:

Table 11. Involved Party Grid

Field	Description
STR Role	Select the STR Role from the drop-down list. The following is the list of the party types: ● Account Issuer ● Beneficiary ● Counter party ● Other Participants ● Transactor **Note:** This is required for all Transactions Codes other than "*ZSTR - STR Transactions*"
Transaction Role	The transaction role is displayed in this field. This is a non-editable field.
Subject of Suspicion	Select **Yes** or **No** from the radio button. If the value selected is **Yes**, then the Involved Party is marked as Subject of Suspicion. If the value selected is **No**, then the Involved Party is not marked as Subject of Suspicion.
Account	Enter the account number of the Involved Party. The maximum characters allowed is 40.
Customer Reference	Enter the customer reference number for the Involved Party.The maximum characters allowed is 30.
Customer Type	Select **Corporation** or **Individual** from the radio button. If the value is selected as Corporation, then the Involved party is treated as corporation. If the value is selected as Individual, then the Involved Party is treated as Individual.
Corporation Name	This field is enabled only when you select the customer type as **Corporation**. Enter the name of the Corporation.The maximum characters allowed is 30.
First Name	This field is enabled only when the Customer Type selected is **Individual.** Enter the First Name of the customer.The maximum characters allowed is 30. This is a mandetory field.
Middle Name	This field is enabled only when the Customer Type selected is **Individual.** Enter the Middle Name of the customer.The maximum characters allowed is 30.This is a mandetory field

Table 11. Involved Party Grid

Field	Description
Last Name	This field is enabled only when the Customer Type selected is **Individual.** Enter the Last Name of the customer.The maximum characters allowed is 30.This is a mandetory field
Address	Enter the address of the Customer.The maximum characters allowed is 50.
District/Town/City	Enter the District, Town or City for the Customer.The maximum characters allowed is 50.
Province/Country Code/ZIP	Enter the zip code for the Customer.The maximum characters allowed is 50.
Nationality	Select the Nationality of the customer from the drop-down list.
Place of Birth/Registration	Enter the place of birth (individual) or place of registration (corporation) for the customer. The maximum characters allowed is 90.
Birth date/Registration Date	Enter the date of birth of the individual or the date of registration for the corporation. **Validations:** *In case of Individual:* If the difference between the current date and the birth date is not less than 150, then the system displays error message. *In case of Corporation* If the registration year is less than 1521, then the system displays error message. If the date given is more than the system date then the system displays error message. The date should always be in DD-MM-YYYY format.
Identification Type	Select the identification type from the drop-down list.
Identification Number	Enter the Identification Number for the customer.Maximum characters allowed is 30.
Telephone Number	Enter the telephone number for the customer. Maximum characters allowed is 15.
Nature of Business	Enter the Nature of Business for the customer. Maximum characters allowed is 35.

Validating Involved Party Details

If you click on Validate, the following actions is validated by the application:

1. All Mandatory fields are entered. If any required field is blank, the system displays an error message.

The following is the priority of how validations happens for this section:

Table 12. Validation of Involved Party Details

Prio rity	Validations	Error Message
1	If you did not provide any STR role for the given involved party and Transaction code is not ZSTR Or If Transaction code is ZSTR and you have provided a STR Role.	● *You have specified a transaction code which requires an STR Role. Please provide a role. or* ● *You have specified an STR Role which is not required for transaction code "ZSTR - STR transactions".*
2	To check the information in selected involved party record is complete or not.	● *All fields with the exception of Customer Reference Number and Telephone Number are required for this STR Role.* ● *Required mandatory information- Customer Type, applicable Name fields, Place of Birth/Registration, Nationality, Identification Type, Identification Number or Nature of Business is missing for this party marked as Subject.*
3	In you enter comma or single/double quotes in text fields. As comma or single/double quotes is not allowed in csv.	*Text fields are not allowed to contain commas, or single or double quotes. Please correct the data.*

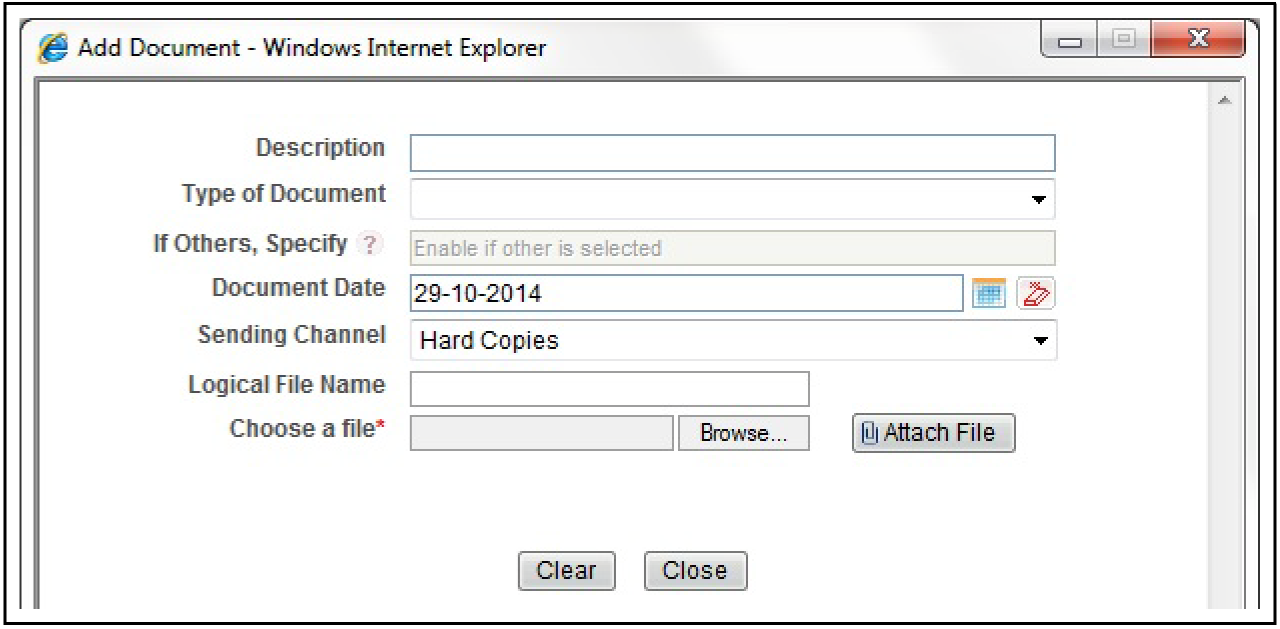
Managing Documents

The Documents tab allows you to attach and remove documents related to an STR. While filing the STR with the regulatory authorities, you can also send additional documents. Sending the documents to the Regulator is the responsibility of the user and is out of scope of the application.

Users mapped to the role of an Analyst and Supervisor can attach and delete documents in various statuses except when the report is in *View Only* mode. For more information on various statuses in which an Analyst, Auditor, and Supervisor user can edit the report details, refer to *Table 4*.

To attach a document, follow these steps:

1. Navigate to the Report Details page.
2. Click **Documents**. The Documents section is displayed.
3. Click **Add**. The Add Document window is displayed.



Add Document - Windows Internet Explorer

Description:

Type of Document:

If Others, Specify: Enable if other is selected

Document Date: 29-10-2014

Sending Channel: Hard Copies

Logical File Name:

Choose a file*:

Figure 20. Add Document Window

4. The following table explains the fields in the Document tab.

Table 13. Add Document Fields description

Fields	Description
Description	Enter a brief description about the document attached.
Document Date	Enter the relevant Transaction date of the document being attached.
Logical File Name	Enter a logical file name for the document. **Note:** If there is no logical name entered, then the document name will be considered as the Logical File Name.
Choose a File	Browse the file on your machine and upload the file

5. Click **Attach File**. The following message is displayed: *Add Operation Successful*
6. You are navigated to the *Add Document* Window where you can add another document or you can click **OK** to close the window.

Editing the Document Details

All the fields in the document grid are in editable mode.

To edit the fields, follow these steps:

1. Navigate to the Report Details page.
2. Click the **Documents** tab.

   The list of added documents associated with the report are displayed in the Documents grid.
3. Select the check box at the beginning of an added document row or click anywhere in the row.

   The document record changes into an editable mode.
4. Edit the required field.
5. Click **Save**. The following message is displayed: *Update Operation Successful*.
6. Click **OK**. The document is updated with the latest changes.

Removing Documents

The Document tab allows you to remove the documents attached to a report.

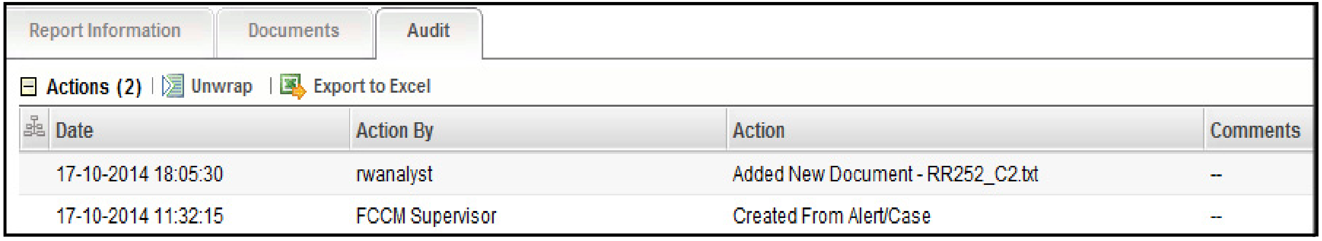
To remove the documents attached, follow these steps:

1. Navigate to the Report Details page.
2. Click the **Documents** tab.

   The list of documents associated to the reports is displayed in the Documents grid.
3. Select the check box of the document you want to delete.
4. Click **Remove**. The following message is displayed: *Are you sure you want to remove this record (s)?*
5. Click **OK**. The following message is displayed: *Record Removed Successfully*.
6. Click **OK**. The document is removed from the Documents grid.

Viewing Audit

The Audit tab displays actions taken on the report.



Date	Action By	Action	Comments
17-10-2014 18:05:30	rwanalyst	Added New Document - RR252_C2.txt	--
17-10-2014 11:32:15	FCCM Supervisor	Created From Alert/Case	--

Figure 21. Audit Tab

The Audit tab displays the Actions grid

The Actions grid displays all the actions taken on the regulatory report. This grid displays the following fields.

Table 14. Actions Grid Field Descriptions

Fields	Description
Date	Displays the date on which the action occurred.
Action By	Displays the name of the user who performed the action.
Action	Displays a short description of the action. OFSRR captures the following actions in the Audit tab: ● Created From Alert/Case ● Created Manually ● Modified Report Information ● Added New Document ● Modified Document ● Removed Document
Comments	Displays the comments entered by the user while performing an action.

Taking Action on Reports

The Report Details page allows the authorized users to take the following actions on reports.

- Requesting the Report for Approval
- Approving Reports
- Reworking on Reports
- Cancel Filing of Reports
- Reopening Reports
- E- File Generation
- Submitting Reports
- Generate Revised Report

Requesting the Report for Approval

After updating the report details, they must be validated. The Report Details page allows authorized users to validate the report details and then submit the report for approval. When the user submits the report for approval, it is validated if the mandatory fields within the report are displayed. When a report is requested for approval, the status of the report changes to *Requested for Approval.*

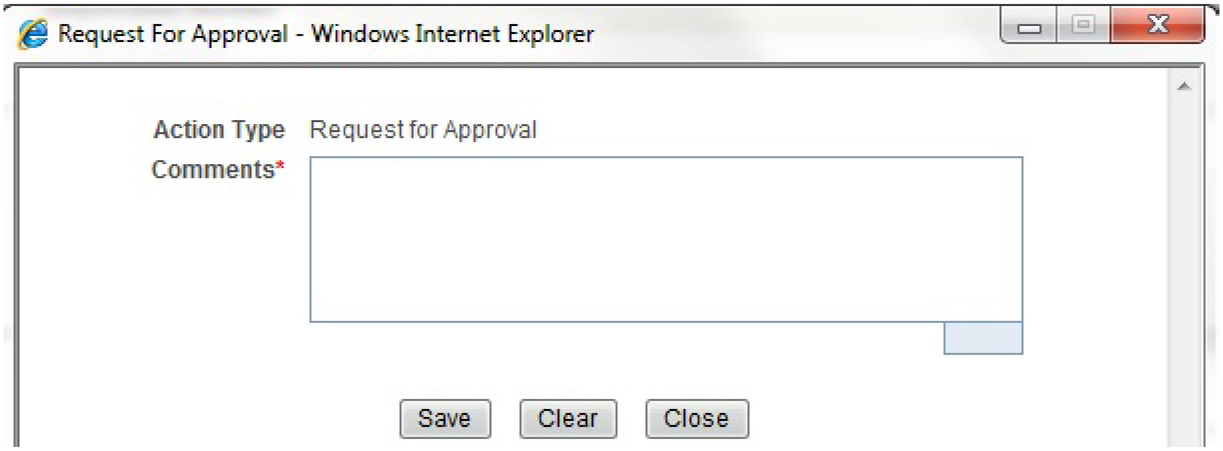
A Supervisor can view/edit the report submitted for approval by an analyst and can either approve the report, send the reports for rework or cancel filing of the report.

For more information, refer to *Table 2*.

To submit a report for approval, an analyst must follow these steps:

1. Navigate to the Reports Details page of report in either *Open, Reopen, or Rework* status.
2. Click **Request for Approval**.

Figure 22. Request for Approval



Action Type Request for Approval

Comments*

3. Enter the comments in the *Request for Approval* window.

Note: The comments box in the Request for Approval window allows entering a maximum of 255 characters. As you begin entering the comments, the word count displayed below the comments box keeps decreasing. If you try to enter more than 255 characters in the Comments box, the following error message is displayed: *Number of characters exceeded.*

If you click Save, without entering the comments in the Request for Approval window, the following error message is displayed: *Mandatory fields are not entered.*

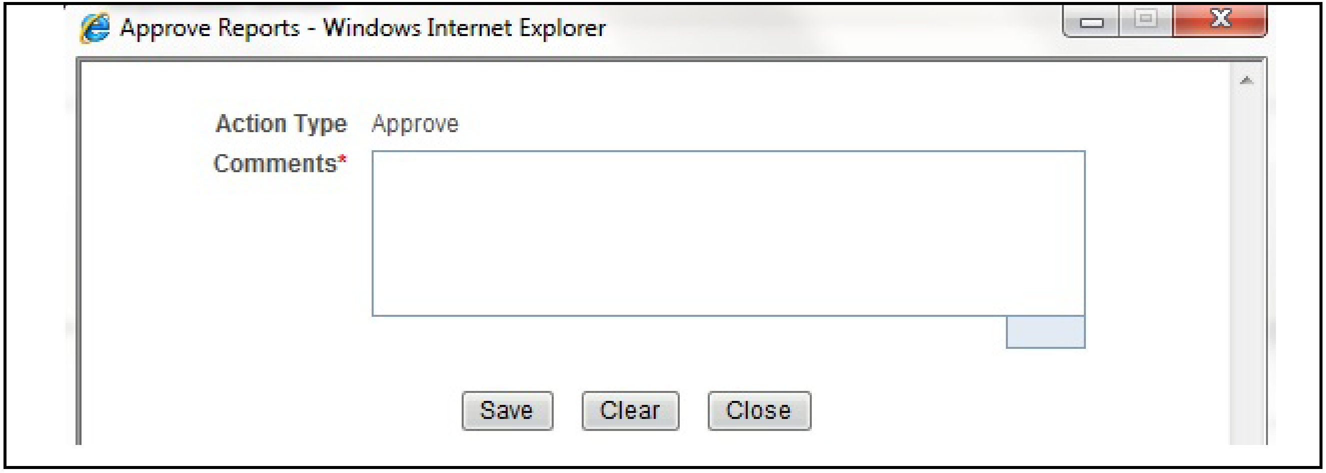
4. Click **Save.** The following message is displayed: *Add Operation Successful.*
5. Click **OK**. The Report Details page is displayed and the status of the STR changes to *Requested for Approval*. The Actions grid in the **Audit** tab tracks both the actions and the comments entered while performing the **Request for Approval** action.

Approving Reports

Authorized users can approve a report when it is in *Open*, *Reopened*, *Requested for Approval*, or *Rework* status. For more information, refer to *Table 3*.

To approve an STR, follow these steps:

1. Navigate to the Report Details page of a report in *Open*, *Reopened*, *Requested for Approval*, or *Rework* status
2. Click **Approve**.



Approve Reports - Windows Internet Explorer

Action Type Approve

Comments*

Figure 23. Approve Reports Window

3. Enter the comments in the *Approve* window.

Note: The comments box in the *Approve* window allows entering a maximum of 255 characters. As you begin entering the comments, the word count displayed below the comments box keeps decreasing. If you try to enter more than 255 characters in the Comments box, the following message is displayed: *Number of characters exceeded.*

If you click **Save**, without entering the comments in the *Approve* window, the following message is displayed: *Mandatory fields are not entered.*

4. Click **Save**. The following message is displayed: *Update Operation Successful.*
5. Click **OK**. The Report Details page is displayed and the status of the report changes to *Approved.*

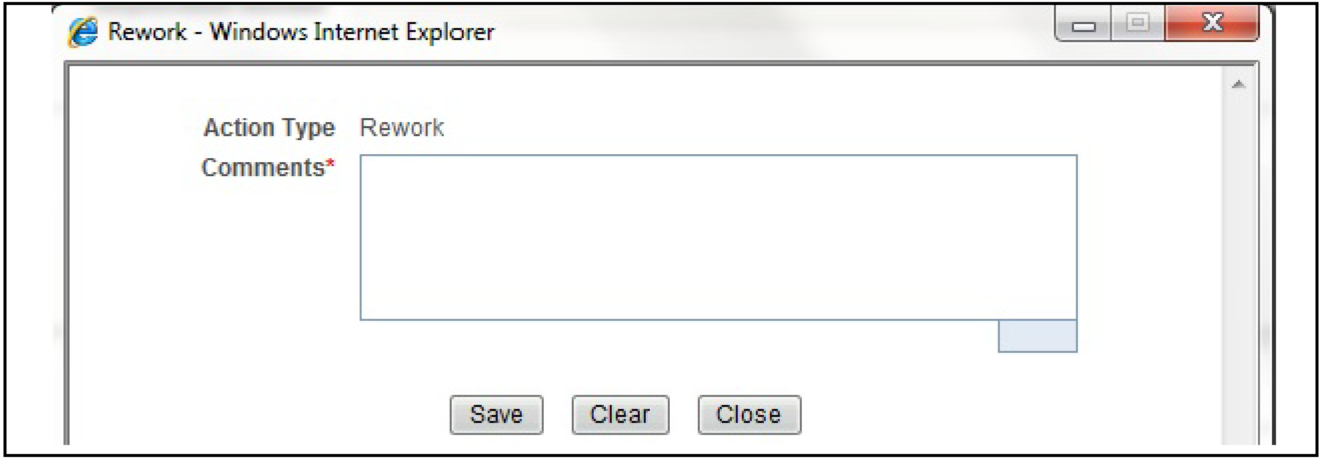
Reworking on Reports

A Supervisor can send reports for rework if there is incomplete or inaccurate information in the report, or for additional investigation. The Report Details page allows a Supervisor to take Rework action on reports.

If a report is sent for rework, the Analyst must rework on the report and submit again for approval. The process continues until the report is approved or cancelled.

To send a report for rework, follow these steps:

1. Navigate to the Report Details page.
2. Click **Rework**. The *Rework* window is displayed.



Action Type Rework
Comments*

Figure 24. Rework Window

3. Enter the comments in the *Rework* window.

   Note: The comments box in the *Rework* window allows entering a maximum of 255 characters. As you begin entering the comments, the word count displayed below the comments box keeps decreasing. If you try to enter more than 255 characters in the Comments box, the following message is displayed: *Number of characters exceeded.*

   If you click **Save**, without entering the comments in the *Rework* window, the following message is displayed: *Mandatory fields are not entered.*

4. Click **Save.** The following message is displayed: *Update Operation Successful.*
5. Click **OK**. The Report Details page is displayed and the status of the STR changes to *Rework*.

   Note: The Actions section in the **Audit** tab tracks both the actions and the comments entered while performing the **Rework** action.

Cancel Filing of Reports

If the users determine that a report should not be filed, then they can cancel it.

The Report Details page allows authorized users to cancel the reports from being filed. For more information on users who can take cancel filing action, refer to *Table 2*.

Once the report is cancelled, you cannot edit the report details and the report changes into **View Only** mode.

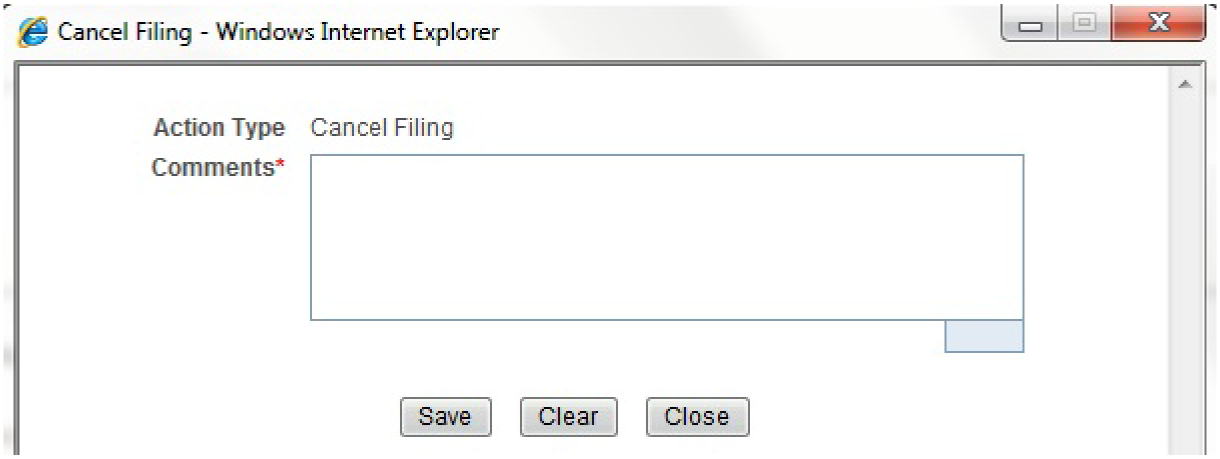
Note: A cancelled report can be reopened by authorized users.

To cancel the filing of a report, follow these steps:

1. Navigate to the Report Details page.

2. Click **Cancel Filing**. The *Cancel Filing* window is displayed.

Figure 25. Cancel Filing Window



Action Type Cancel Filing
Comments*

3. Enter the comments in the *Cancel Filing* window.

   Note: The comments box in the *Cancel Filing* window allows entering a maximum of 255 characters. As you begin entering the comments, the word count displayed below the comments box keeps decreasing. If you try to enter more than 255 characters in the Comments box, the following message is displayed: *Number of characters exceeded*.

   If you click **Save** without entering the comments in the *Cancel Filing* window, the following message is displayed: *Mandatory fields are not entered*.

4. Click **Save.** The following message is displayed: *Update Operation Successful*.
5. Click **OK**. The Report Details page is displayed and the status of the STR changes to *Cancelled*. The due date of the report is deleted on taking cancelled action

   Note: The Actions section in the **Audit** tab tracks both the actions and the comments entered while performing the **Cancel** action.

Reopening Reports

The Search and List page and the Report Details page allows authorized users to initiate reopen action on a report.

For more information, refer to *Table 2*.

To reopen a report from Report Details page, follow these steps:

1. Navigate to the Report Details page of a report in *Cancelled* status.
2. Click **Reopen**. The *Reopen Reports* window is displayed.

Figure 26. Reopen Reports Window from Report Details Page

3. Set the due date and enter the comments in the *Reopen* window. If you set the Due Date Required Flag attribute to **Y**, you must enter a due date. If you set the Due Date Required Flag attribute to **N**, you can optionally enter a due date.

Note: The comments box in the *Reopen* window allows entering a maximum of 255 characters. As you begin entering the comments, the word count displayed below the comments box keeps decreasing. If you try to enter more than 255 characters in the Comments box, the following message is displayed: *Number of characters exceeded.*

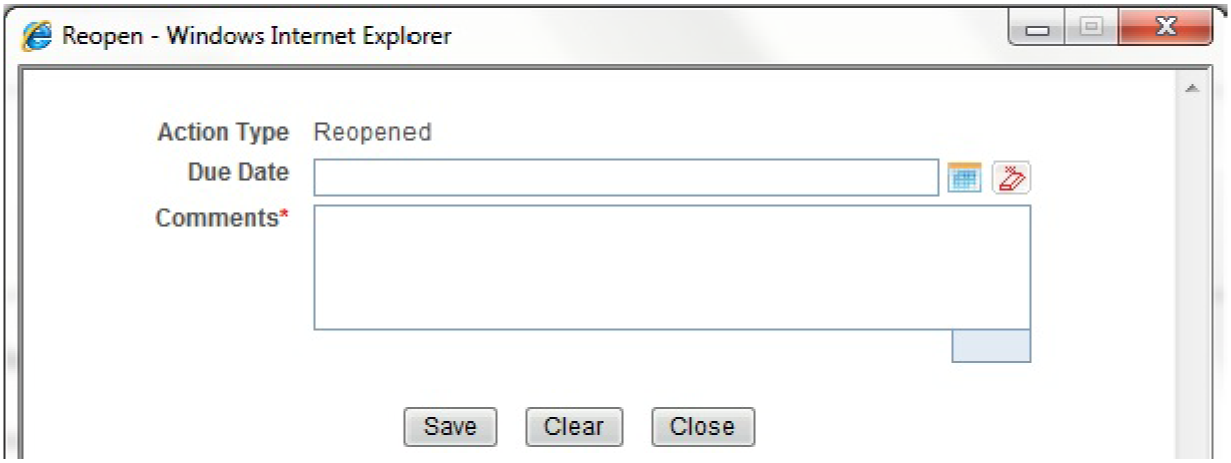
If you click **Save** without entering the comments in the *Reopen* window, the following error message is displayed: *Mandatory fields are not entered.*

4. Click **Save.** The following message is displayed: *Update Operation Successful.*
5. Click **OK**. The Report Details page is displayed and the status of the report changes to *Reopen*ed.

Note: The Actions section in the Audit tab tracks both the **Actions** and the **Comments** entered while performing the Reopen action.

To reopen a report from RR Search and List page, follow these steps:

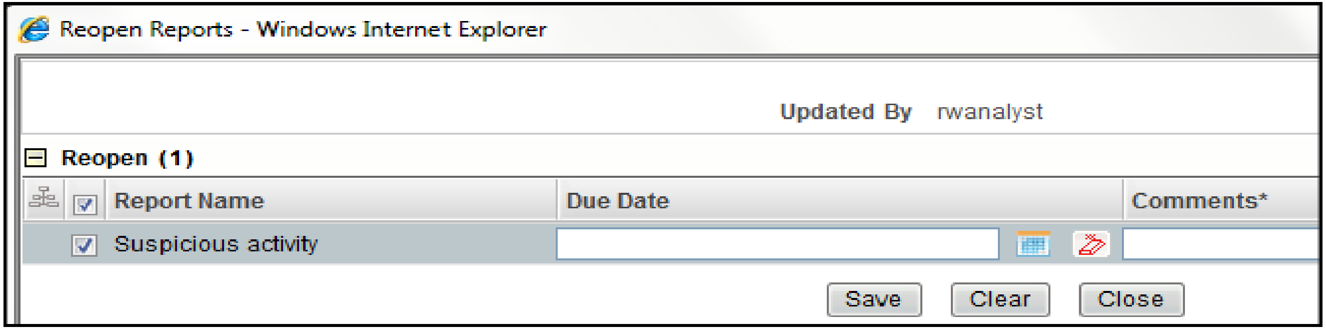
1. Navigate to the RR Search and List page.
2. Select the check box of the report(s) you want to reopen.



Action Type Reopened

Note: You can select multiple reports from the search and list page and collectively reopen them. If you try to perform reopen action on reports other than in *Cancelled* status, the application displays the following message: *Some reports are not in Cancelled state. Reopen action can only be taken on Cancelled reports. Please deselect those reports and try again.*

3. Click **Reopen**. The *Reopen Reports* window is displayed.



Updated By rwanalyst

☑	Report Name	Due Date	Comments*
☑	Suspicious activity		

Figure 27. Reopen Reports Window from Search and List Page

4. Set the due date and enter the comments in the *Reopen* window.

Note: The comments box in the *Reopen* window allows entering a maximum of 255 characters. As you begin entering the comments, the word count displayed below the comments box keeps decreasing. If you try to enter more than 255 characters in the Comments box, the following message is displayed: *Number of characters exceeded.*

If you click **Save** without entering the comments in the Reopen report window, the following error message is displayed: *Mandatory fields are not entered.*

5. Click **Save.** The following message is displayed: *Update Operation Successful.*
6. Click **OK**. The RR Search and List page is displayed and the status of the report changes to *Reopen*.

Note: If you try to reopen reports other than in *Cancelled* or *Submitted* status, the application displays the following message: *Some reports are not in Cancelled or Submitted state. Reopen action can only be taken on Cancelled or Submitted reports. Please deselect those reports and try again.*

E- File Generation

Once the report is in the *Approved* status, you can generate an E-file for the same. To Generate E-File follow these steps:

1. Click **Search and List.**
2. Select the Reports which are in *Approved* status. The Report Details Page is displayed.
3. Click **Generate E-File**. The Generate E-File action pop up box is displayed.
4. Enter the Comments in the text box.
5. Click **Save** to save the data.
6. The final CSV report is generated.

Submitting Reports

To submit a report from RR Search and List page, follow these steps:

1. Navigate to the RR Search and List page.
2. Select the Reports which are in *E-File Generated* status. The Report Details screen is displayed.
3. Click **Submit.** The Submit action pop up box is displayed.
4. Enter the Confirmation Receipt Number.
5. Enter your Comments in the text field.
6. Click **Save** to save the data. The status of the STR changes to *Submitted.*

Generate Revised Report

If the submitted report is deleted or requires modification, then you can generate a revised report post submission.

To generate a revised report, follow these steps:

1. Click **Generate Revised Report** option from the Report Details screen. The "Generate Revised Report" action pop-up window is displayed.

images
to be
added
soon

Figure 28. Generate Revised Report Window

2. Select the **Submission Type** from the drop-down list. The options are: **Edit** and **Delete**.
3. Enter the comments in the Generate Revised Report window.
4. Click **Save** to save the data.

The newly created report has the information same as that of original report. The newly created report will record the originating report number as the Prior Report Number.

Note: Newly Created Report with submission type as *Delete* should be non-Editable.

Newly Created Reports of both types (Edit or Delete) would be created in "*Open Status*" and will follow normal workflow as other reports.

When you select the Submission Type from the drop-down list, the system would check the audit entry dependent on the Submission Type selected.

a. If system does not find any Generate Revised Report entry, then it would directly displays the Generate Revised Report window to create a revised report.

b. If system finds a Generate Revised Report entry in the audit, then it would display the warning message to indicate that the submission type of revised report was created.

If you select **OK**, then the system would show generate revised report popup and a new report would be created. The system displays a message indicating that the report with that submission type was created.

If the user selects **Cancel**, then the system would close the message popup and the user would remain on the current report with no changes made.

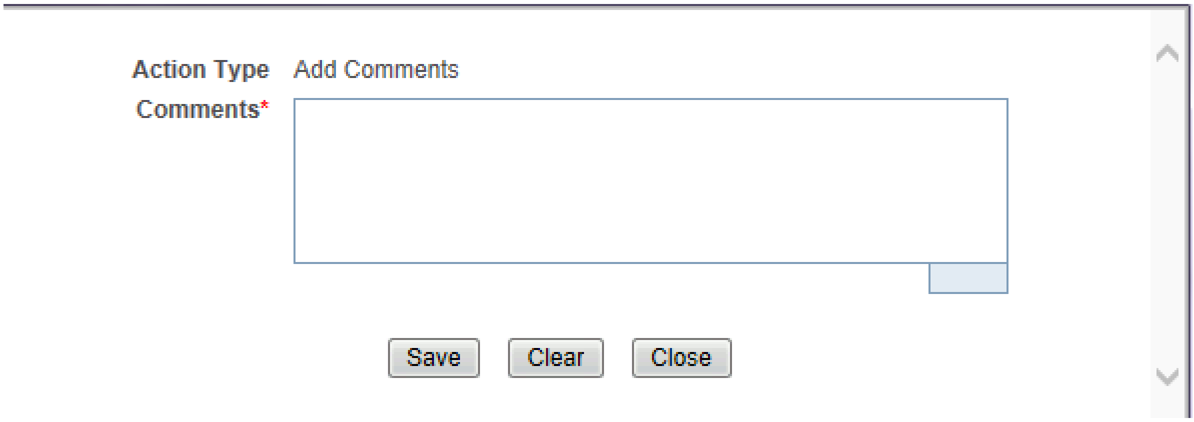
Adding Comments to an STR

The Report Details page allows users mapped to the role of Analyst I, Analyst II, Auditor, and Supervisor to add comments to a report. You can add comments to a report in any status.

To add comments to a report, follow these steps:

1. Navigate to the Report Details page of a report.
2. Click **Add Comments**. The *Add Comments* window is displayed.

Figure 29. Add Comments Window



Action Type Add Comments

3. Enter the comments in the *Add Comments* window.

   The comments box in the *Add Comments* window allows entering a maximum of 255 characters. As you begin entering the comments, the word count displayed below the comments box keeps decreasing. If you try to enter more than 255 characters in the Comments box, the following error message is displayed: *Number of characters exceeded*.

   If you click **Save**, without entering the comments in the *Add Comments* window, the following error message is displayed*: Mandatory fields are not entered.*
4. Click **Save**. The following message is displayed: *Update Operation Successful*.
5. Click **OK**. The *Add Comments* window closes and displays the Report Details page.

   Note: The Actions grid in the Audit tab tracks both the actions and the comments entered while performing the **Add Comments** action.

Setting Due Date of an STR

Analyst and Supervisor users can set a due date or modify an existing due date of a STR.

Note: The **Set Due Date** action is available in the Regulatory Reporting application only when you set the **Edit Due Date Flag** attribute to **Y** in the *Application Parameters* table.

The following table explains the various statuses where the Analyst and Supervisor users can perform the Set Due Date action:

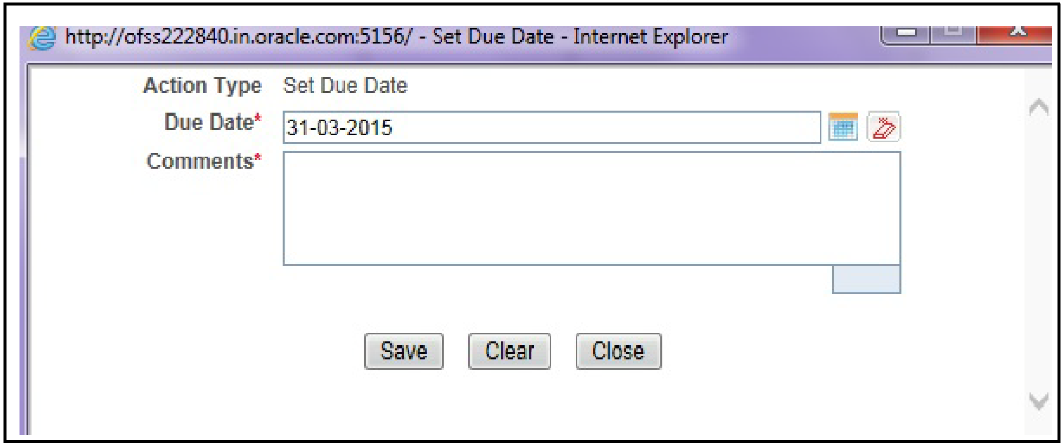
Statuses where Analyst and Supervisor can perform Set Due Date action

	Roles		
Menus	**Analyst I**	**Analyst II**	**Supervisor**
Open	X	X	X
Reopened	X	X	X
Requested for Approval	X	X	X
Rework	X	X	X
Approved	X	X	X

Note: A auditor user can only view the Due Date but cannot set or edit it.

To set the due date of a report from the Report Details page, follow these steps:

1. Navigate to the Report Details page of a report.
2. Click **Set Due Date**. The *Set Due Date* window is displayed.



http://ofss222840.in.oracle.com:5156/ - Set Due Date - Internet Explorer

Action Type Set Due Date

Due Date* 31-03-2015

Comments*

Figure 30. Set Due Date Window

3. To set a due date, select a date from the calender icon.

   Note: This field is a mandatory field.

4. Enter the comments in the *Set Due Date* window.

Note: The comments box in the *Set Due Date* window allows entering a maximum of 255 characters. As you begin entering the comments, the word count displayed below the comments box keeps decreasing. If you try to enter more than 255 characters in the Comments box, the following message is displayed: *Number of characters exceeded.*

If you click **Save** without entering the Set Due Date and Comments, in the *Set Due Date* window, the following error message is displayed: *Mandatory fields are not entered.*

5. Click **Save**. The following message is displayed: *Update Operation Successful.*
6. Click **OK**. The Report Details page is displayed.

   Note: The Actions section in the **Audit** tab tracks both the actions and the comments entered while performing the **Set Due Date** action.

To set the due date of an STR from the RR Search and List page, follow these steps:

1. Navigate to the RR Search and List page.
2. Select the check-box of the report you want to set a due date for.
3. Click **Set Due Date** in the Action bar. The Set Due Date window is displayed.

   Note: If the selected report already has a due date set, then the existing due date can be edited. While setting a due date if you include reports that are in Submitted or Cancelled status, the following warning message is displayed: *Some of the reports are in Submitted or Cancelled state. Due date cannot be set on these reports. Please deselect those reports and try again.*
4. To set a due date, select a date from the calender icon.

   Note: This field is a mandatory field.
5. Enter the comments in the *Set Due Date* window.

   Note: The comments box in the *Set Due Date* window allows entering a maximum of 255 characters. As you begin entering the comments, the word count displayed below the comments box keeps decreasing. If you try to enter more than 255 characters in the Comments box, the following message is displayed: *Number of characters exceeded.*

   If you click **Save** without entering the Set Due Date and Comments, in the *Set Due Date* window, the following error message is displayed: *Mandatory fields are not entered.*
6. Click **Save**. The following message is displayed: *Update Operation Successful.*
7. Click **OK**. The RR Search and List page is displayed.

Note: The Actions section in the **Audit** tab tracks both the actions and the comments entered while performing the **Set Due Date** action.

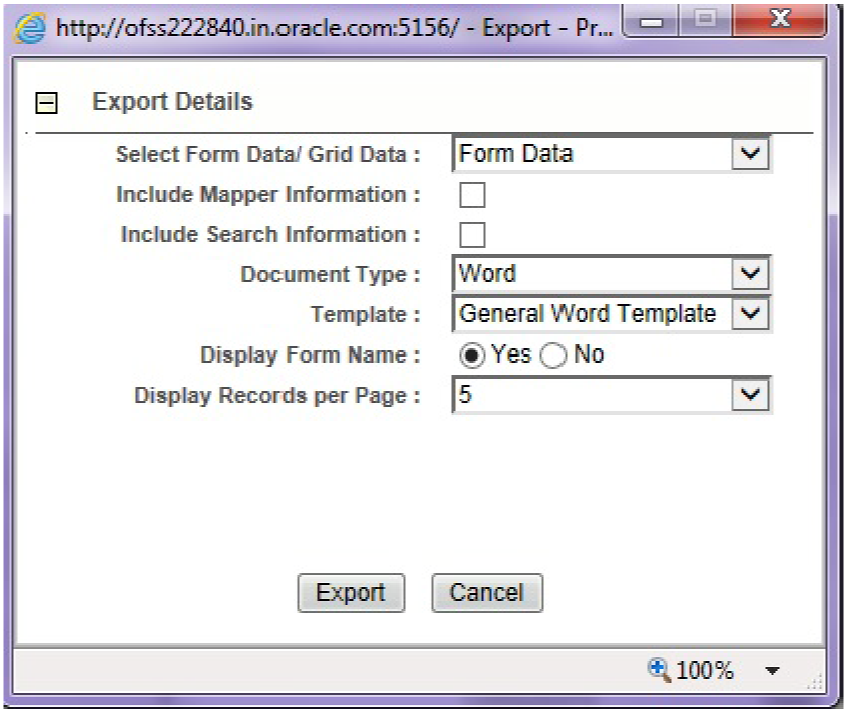
Exporting the Report Details to Excel

The RR Search and List page allows you to export the report list into an Excel template.

To export the report details into an Excel template, follow these steps:

1. Navigate to the RR Search and List page.
2. Click **Export to Excel**. The *Export Properties* Window is displayed.

Figure 31. Export Properties Window



http://ofss222840.in.oracle.com:5156/ - Export - Pr...

Export Details

Select Form Data/ Grid Data : Form Data
Include Mapper Information : ☐
Include Search Information : ☐
Document Type : Word
Template : General Word Template
Display Form Name : ● Yes ○ No
Display Records per Page : 5

All the reports in the RR Search and List page are exported into an Excel template. You cannot export individual reports into Excel.

3. Set Document Type as **Excel** and select Form Data/Grid Data as **Grid** Data.
4. Click **Export** in the Export Properties dialog box.

   When processing is complete, the data is displayed in an Internet Explorer window with a dialog box.
5. Click **Save** from the dialog box. The Save As dialog box is displayed.
6. Select a directory location where you want to save the file.
7. Enter a new name in the File Name field or the application automatically generates a name for the file to accept.
8. Click **Save**.

   The application saves your file to the specified location.

   Note: Open the file in Microsoft Excel to edit as needed.