Back Data Propagation
Oracle FLEXCUBE Investor Servicing
Release 12.0
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1. About This Manual

1.1 Introduction

Welcome to Oracle FLEXCUBE Investor Servicing ™, a comprehensive mutual funds automation software from Oracle Financial Servicing Software Ltd. ©.

This Oracle FLEXCUBE Investor Servicing User Manual helps you use the system to achieve optimum automation of all your mutual fund investor servicing processes. It contains guidelines for specific tasks, descriptions of various features and processes in the system and general information.

1.2 Related Documents

The User Manual is organized in to various parts, each discussing a component of the Oracle FLEXCUBE Investor Servicing system.

1.3 Audience

This Fund Manager User Manual is intended for the Fund Administrator users and system operators in the AMC.

1.4 Organization

This volume of the Fund Manager User manual is organized under the following chapter sequence:

Chapter 1	*About This Manual* explains the structure, audience, organization, and related documents of this manual.
Chapter 2	*Back Data Propagation*– defines the process of entering UT and LEP transactions missed out and correcting erroneous data already entered.

1.5 Conventions Used in this Manual

Before you begin using this User Manual, it is important to understand the typographical conventions used in it.

1.5.1 General Conventions

Convention	**Type of Information**
Italic type	Functional /foreign terms Names of fields on a screen Validations for fields on a screen References to related Headings/Users Manuals For emphasis
Numbered Bullet	Step by step procedures

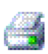
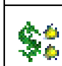
Convention	Type of Information
	This symbol when placed before text indicates a warning or an important note that you should read.

1.5.2 Keyboard Conventions

Convention	Type of Information
Keys	All keys of the keyboard are represented in capital letters. For example, <CTRL>.
Shortcut keys	All short cut keys are contained in brackets. For example, <ALT+SHIFT>.

1.6 Glossary of Icons

This User Manual may refer to all or some of the following icons.

Icons	Function
	New
	Copy
	Save
	Delete
	Unlock
	Print
	Close
	Re-open
	Reverse
	Template
	Roll-over
	Hold
	Authorize
	Liquidate

Icons	Function
	Exit
	Sign-off
	Help
	Add
	Delete

Refer the Procedures User Manual for further details about the icons.

1.7 Abbreviations and Acronyms

The following acronyms and abbreviations are adhered to in this User Manual:

Abbreviation/ Acronym	Meaning
ADMIN	User Administrator
AGY	The Agency Branch component of the system
AMC	Asset Management Company
BOD	Beginning of Day
CDSC	Contingent Deferred Sales Charge
CGT	Capital Gains Tax
CIF	Customer Information File
EOD	End of Day
EPU	Earnings per unit
FC-IS	Oracle FLEXCUBE Investor Servicing
FMG	The Fund Manager component of the system
FPADMIN	Oracle FLEXCUBE Administrator
ID	Identification
IHPP	Inflation Hedged Pension Plan
IPO	Initial Public Offering

Abbreviation/ Acronym	Meaning
LEP	Life and Endowment Products
LOI	Letter of Intent
NAV	Net Asset Value
REG	The Registrar component of the system
ROA	Rights of Accumulation
ROI	Return on Investment
SI	Standing Instructions
SMS	Security Management System
URL	Uniform Resource Locator
VAT	Value Added Tax
WAUC	Weighted Average Unit Cost

1.8 Getting Help

Online help is available for all tasks. You can get help for any function by clicking the help icon provided or by pressing F1.

2. Back Data Propagation

2.1 Introduction

Back Data Propagation refers to the process of including data that has been left out and correcting data that has been erroneously entered and can be performed for both UT and LEP transactions. This is done by replaying all the transactions for the Unit Holder that have taken place since the date of the propagation transaction and which have an impact on the unit holder balance and client contribution. Based on the correct (or complete) information that is input through the propagation record, the system will re-compute dividends, broker commissions, capital gains tax and its recovery, annuity and periodic fees.

2.2 Back Data Processing

Propagation of back data is a process wherein the system simulates all the relevant transactions for a Unit Holder from the date of propagation till current date, This is done by simulating the incomplete or incorrect transactions in a separate schema known as the report schema. For the simulation, the transaction details need to be entered in the normal or business schema and then selected for data propagation. The system will then access the latest version of the transaction that is being propagated from the main tables in the business schema and update information accordingly. The updated information will be stored in the tables of the report schema and can be viewed from the business schema.

Propagation can be done for multiple transactions at the same time, for instance if you wish, you can modify a transaction and at the same time select another transaction for deletion. Each time propagation happens, the system will generate a unique reference to identify the process and store it along with the data in the business schema. This reference will be used to retrieve the propagation data for the corresponding transaction from the report data stores after propagation.

The following transactions can be propagated:

- UT Transactions
  - IPO
  - Subscription
  - Redemption
  - Normal Switch and Pseudo switch
  - Transfer
  - SI transactions
- LEP Transactions:

- Policy Initial Investment
- Top up
- Premium
- Annuity
- Policy switches
- Recurring switches
- Surrender

Note the following:

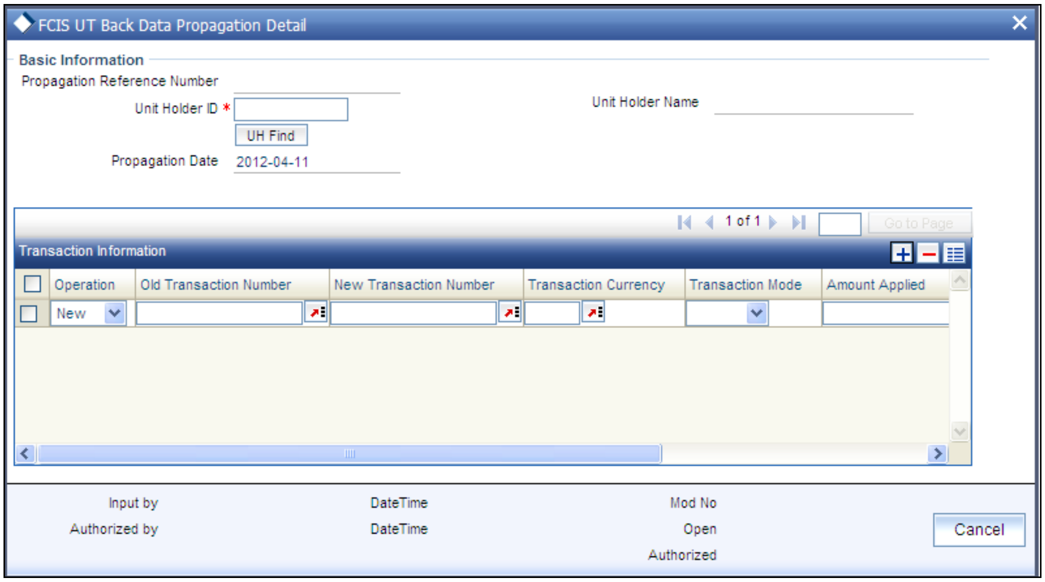
- If the transaction is unavailable in the main tables of the business schema, the system will check for its existence in the archives (of the business schema) and display an error message if the transaction cannot be traced in either of these.
- The propagation will be only a simulation in the report schema. You will not be allowed to correct data or input data missed out in the business schema.
- You cannot perform multiple operations on the same transaction
- If, after a transaction has been entered in the business schema, there is an NAV correction, the system will consider the corrected NAV for propagation

The following details will be stored in the report data stores for the propagated transactions:

- Total confirmed units before propagation
- Total confirmed units after propagation
- Total Provisional units before propagation
- Total Provisional units after propagation
- Net profit
- Net Loss

2.3 Propagating Back Data for UT

You can create a transaction that has not been input for a unit holder, delete existing erroneous data and modify certain details for an existing record in the 'FCIS UT Back Data Propagation Detail' screen. You can invoke by typing 'UTDROPUT' in the field at the top right corner of the Application tool bar and click the adjoining arrow button.



To modify or delete a transaction, you can specify the required operation, the original transaction number and change the details or delete the transaction through the ‘UT Back Data Propagation’ screen. To create a new record however, you are required to enter a new and unique transaction number along with the other details of the transaction in the ‘UT Propagate Transaction Detail’ screen. Subsequently, you need to select the new transaction number in the ‘UT Back Data Propagation’ screen to propagate the new record.

2.3.1 Fields in the FCIS UT Back Data Propagation Screen

You can enter the following details here:

2.3.1.1 Specifying Basic Information Details

Propagation Reference Number

Display Only

The system generates a unique number for each propagation process.

Unit Holder ID

Alphanumeric; Mandatory

Specify the UH for which the propagation is being done, You can use the ‘UH Find’ button to select the required UH.

Unit Holder Name

Display Only

The system displays the name of the selected UH.

Propagation Date

Display Only

The system displays the application date here.

2.3.1.2 Specifying Transaction Information Details

Operation

Alphanumeric; Mandatory

Select from the adjoining drop-down list, the kind of propagation operation that is to be done. The options are:

- New
- Modify
- Delete

The data that you are required to enter from here on depends on the type of operation you have selected.

Old Transaction Number

Alphanumeric; Mandatory only if Operation is 'Delete'

Specify the transaction number of the transaction that you wish to delete or modify. You can also select the transaction number from the adjoining option list. The list contains the reference numbers of all authorized transactions.

New Transaction Number

Alphanumeric; Mandatory for New Operation

Specify a new unique transaction number for a transaction that you wish to create. You can also select the transaction number from the adjoining option list. The list contains the reference numbers for all the transactions that were created in the 'FCIS UT Propagate Transaction Detail' screen.

Transaction Currency

Alphanumeric; Mandatory only if Operation is 'Modify'

Specify the currency in which the new transaction is to be reckoned.

Transaction Mode

Alphanumeric; Mandatory only if Operation is 'Modify'

Select, from the adjoining drop-down list, the mode of transacting. The options are:

- Amount
- Percent

- Units

Amount Applied

Mandatory if Transaction Mode is 'Amount'

If the transaction mode is amount, specify the amount for the transaction.

Percent

Numeric; Mandatory if Transaction Mode is 'Percent'

If the transaction mode is percent, specify the percentage.

Units

Numeric; Mandatory if Transaction Mode is 'Units'

If the transaction mode is units, specify the number of units for the transaction.

After entering the requisite details, click 'Save'. The system will propagate the transactions (and commissions) as per the operation specified and generate a detailed report. If any of the following transactions have taken place during the data propagation period, the system will take these into account along with the original data for reiteration:

- Dividend payout or re-investment transaction
- Applicable loads
- Periodic fees
- SI Transactions

2.3.2 FCIS UT Back Data Propagation Summary

You can perform the following operations in this screen:

2.3.2.1 Retrieving Record in FCIS UT Back Data Propagation Summary screen

You can retrieve a previously entered record in the Summary Screen, as follows:

Invoke the 'FCIS UT Back Data Propagation Summary' screen by typing 'UTSROPUT' in the field at the top right corner of the Application tool bar and clicking on the adjoining arrow button. Specify any or all of the following details in the corresponding fields:

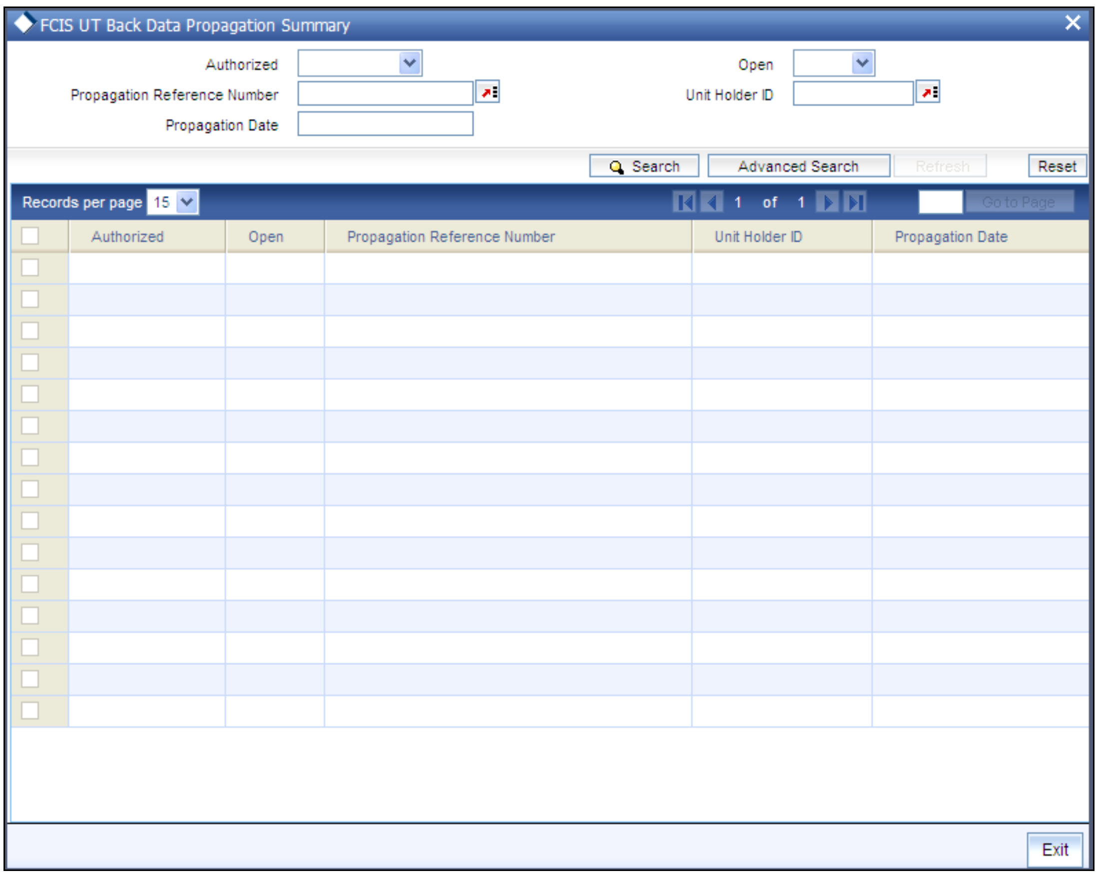
- The status of the record in the Authorized field. If you choose the 'Blank Space' option, then all the records are retrieved.
- The status of the record in the Open field. If you choose the 'Blank Space' option, then all records are retrieved
- Propagation Reference Number
- Unitholder ID

- Propagation Date

Click ‘Search’ button to view the records. All the records with the specified details are retrieved and displayed in the lower portion of the screen.

You can also retrieve the individual record detail from the detail screen by querying in the following manner:

- Press F7.
- Input the Propagation Reference Number.
- Press F8.



2.3.2.2 Viewing an FCIS UT Back Data Propagation Record

To view a record that you have previously input, you must retrieve the same in the FCIS UT Back Data Propagation Summary screen as follows:

- Invoke the FCIS UT Back Data Propagation Summary screen from the Browser.
- Select the status of the record that you want to retrieve for viewing in the Authorization Status field. You can also view all records that are either unauthorized or authorized only, by choosing the Unauthorized/ Authorized option.
- Specify any or all of the details of the record in the corresponding fields on the screen.

- Click ‘Search’ button. All records with the specified fields are retrieved and displayed in the lower portion of the screen.
- Double click the record that you want to view in the list of displayed records. The FCIS UT Back Data Propagation screen is displayed in View mode.

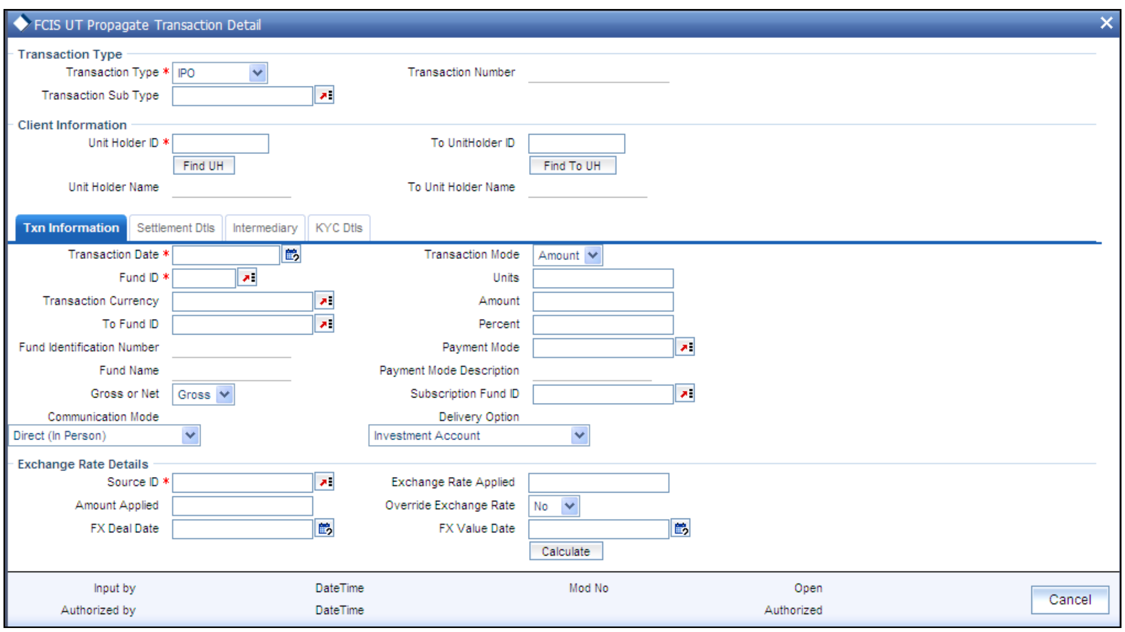
2.3.2.3 Authorizing an FCIS UT Back Data Propagation Record

An unauthorized FCIS UT Back Data Propagation record must be authorized in the system for it to be processed. To authorize a record:

- Invoke the FCIS UT Back Data Propagation Summary screen from the Browser.
- Select the status of the record that you want to retrieve for authorization. Typically, choose the unauthorized option.
- Specify any or all of the details in the corresponding fields on the screen.
- Click ‘Search’ button. All records with the specified details that are pending authorization are retrieved and displayed in the lower portion of the screen.
- Double click the record that you wish to authorize. The FCIS UT Back Data Propagation screen is displayed. Select Authorize operation from the Action List.

2.3.3 Creating New UT Transactions

If you wish to create a record that has been missed out, you can do so in the ‘FCIS UT Propagate Transaction Detail’ screen. You can invoke the screen by typing ‘UTDPRTXN' in the field at the top right corner of the Application tool bar and click the adjoining arrow button.



Enter the following details here:

Transaction Type

Alphanumeric; Mandatory

Select, from the adjoining drop-down list, the kind of transaction you want to create. The options are:

- IPO
- Subscription
- Redemption
- Switch
- Transfer

Transaction Number

Display Only

The system generates and displays a unique transaction number.

Transaction Sub Type

Display Only

The system will display the sub-type for the transaction.

Unit Holder ID

Alphanumeric; Mandatory

Specify the unit holder for the transaction. You can select the required unit holder ID by clicking the 'Find UH' button.

Unit Holder Name

Display Only

The system will display the name of the unit holder selected.

To UnitHolder ID

Alphanumeric; Only for Transfer Transactions

Specify the unit holder to whom the units are being transferred. You can select the required unit holder ID by clicking the 'Find UH' button.

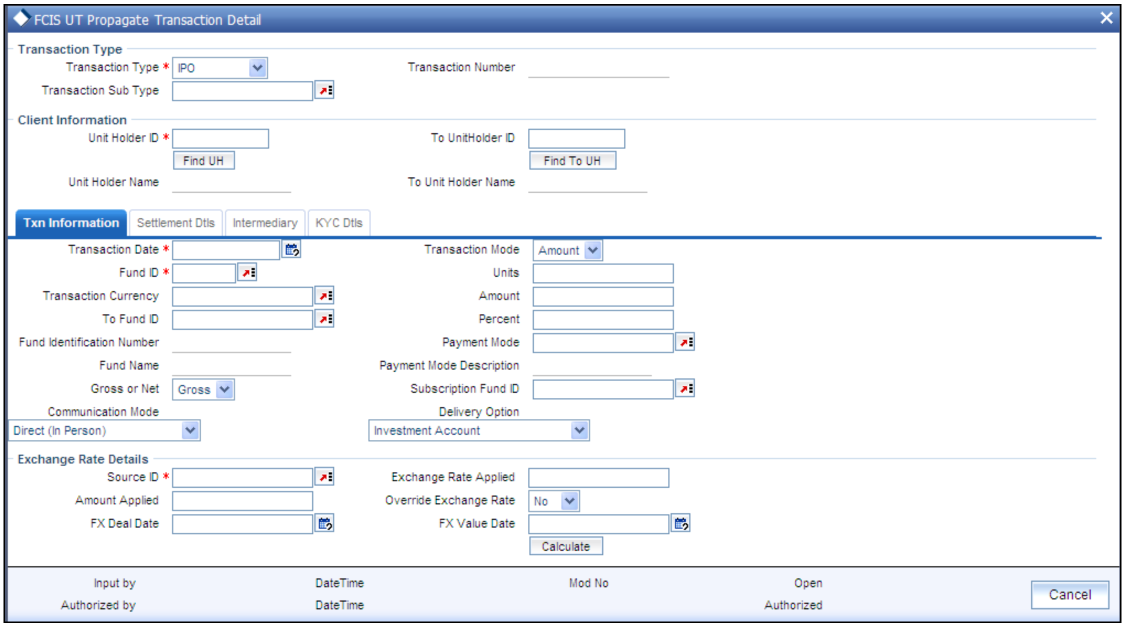
To Unit Holder Name

Display Only

The system will display the name of the unit holder selected.

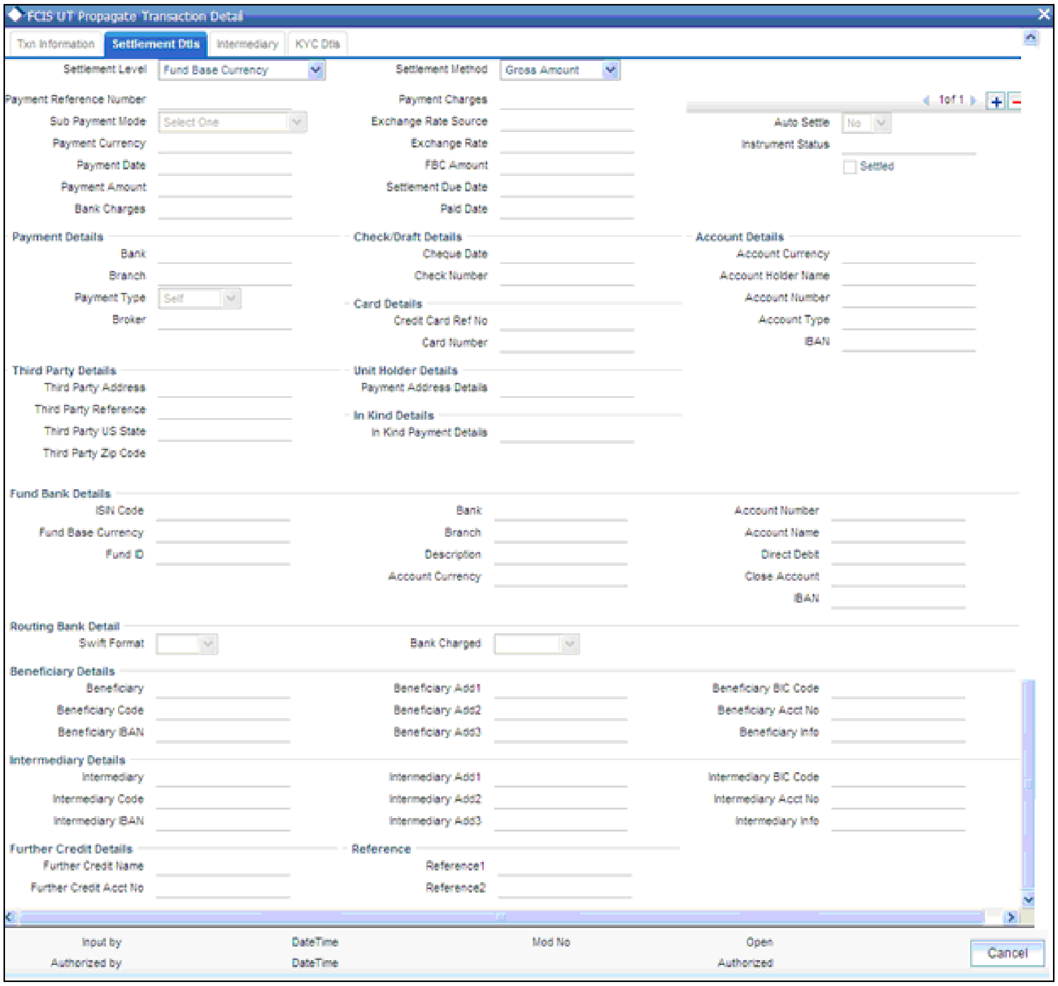
2.3.3.1 Specifying Transaction Information

In this section, you can enter the basic details for the transaction along with the exchange rates to be used.



2.3.3.2 Specifying Settlement Details

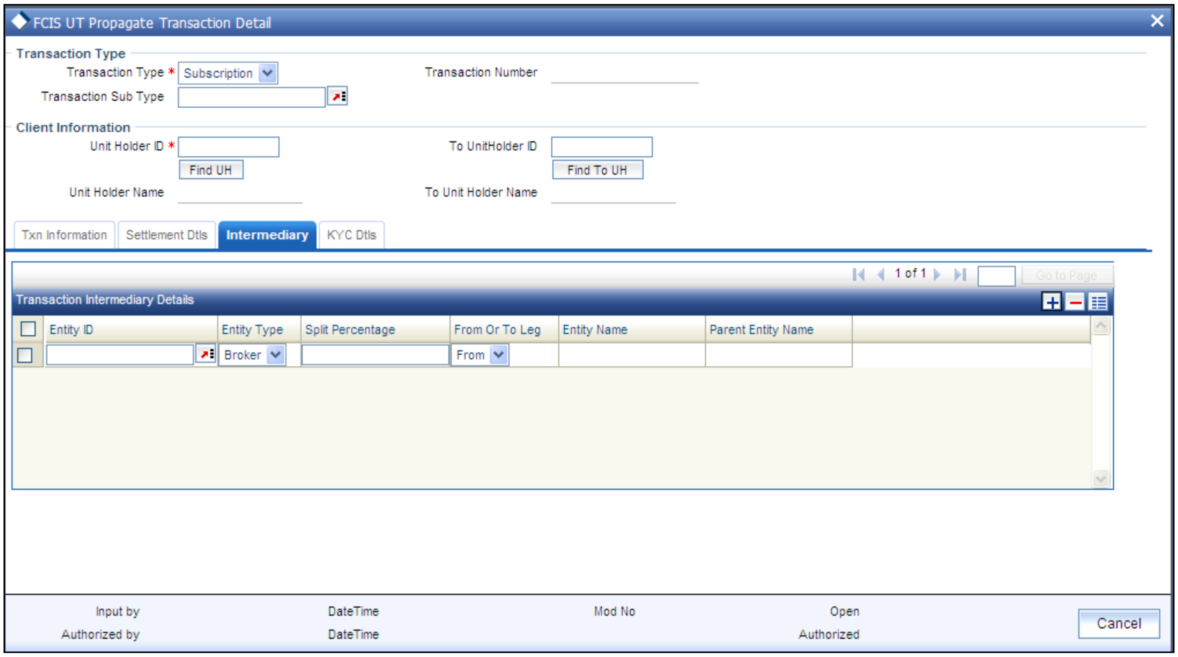
In this section, you can capture the details of settlement and payment made for the transaction in the case of IPO, subscription and redemption transactions. Payment Details link is displayed on selecting any Payment Mode other than 'Cash' and 'Against Payment'. Click the Payment Details link to invoke the Settlement Information screen.



2.3.3.3 Specifying Intermediary Details

If a broker has been identified as an intermediary for the transaction, then you must identify the same in this section, along with the commission percentage split for the broker.

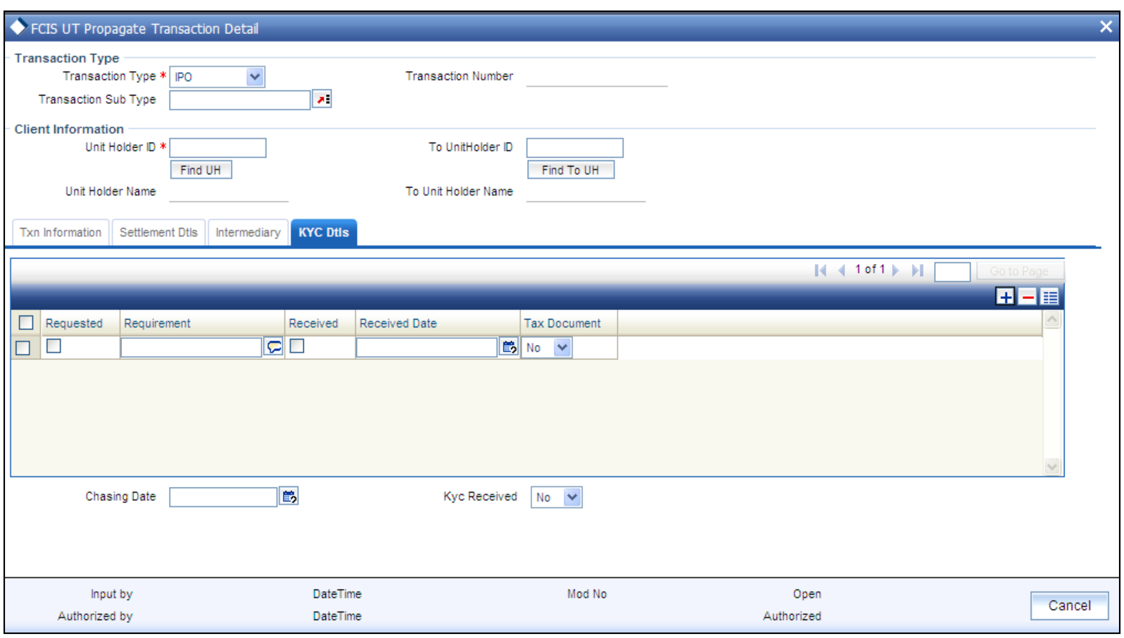
If brokers are designated as mandatory for the fund in which the transaction is being put through, then you must specify at least one broker as mandatory information in this section. If brokers are not mandatory for the fund, and you do not specify any broker in this section, then the system reckons the broker as DIRECT and designates the same as the default broker.



2.3.3.4 Specifying KYC Details

You need to specify the list of required KYC documents for this transaction. System allows you to save the transaction even if the unit holder has not submitted all the required KYC documents. However, you will not be allowed to perform the completion operation on that transaction unless all the required documents have been received from the investor.

This feature will be available only if your installation has requested for it.



Refer the chapters 'Processing Transactions – I' and 'Processing Transactions - II' in the Agency Branch User Manual for more details on the fields in this screen.

You can also modify details of a newly created record, delete and authorize a record through this screen. Modification, however, will be allowed only if the record has not been selected for data propagation in the 'UT Back Data Propagation' screen.

STOP Note the following:

- If you put in a new transaction for transfer, the system will consider this transaction to recalculate the holdings of the Unitholder only. It will not automatically re-compute the unit balances of the unit holder to whom the transfer is being done (the To Unit Holder). Also, it will store the updated information for only the 'To Unit Holder' in the report schema tables.
- In case of a switch transaction, it will re-calculate the unit holder balances in both the 'To Fund' as well as the 'From Fund' and store details of both in the report schema tables.
- If there has been a merger or a split for a fund specified in a propagation transaction, the system will re-calculate the holdings for the propagation period.

2.3.4 FCIS UT Propagate Transaction Summary

You can perform the following operations in this screen:

2.3.4.1 Retrieving Record in FCIS UT Propagate Transaction Summary screen

You can retrieve a previously entered record in the Summary Screen, as follows:

Invoke the 'FCIS UT Propagate Transaction Summary' screen by typing 'UTSPRTXN' in the field at the top right corner of the Application tool bar and clicking on the adjoining arrow button. Specify any or all of the following details in the corresponding fields:

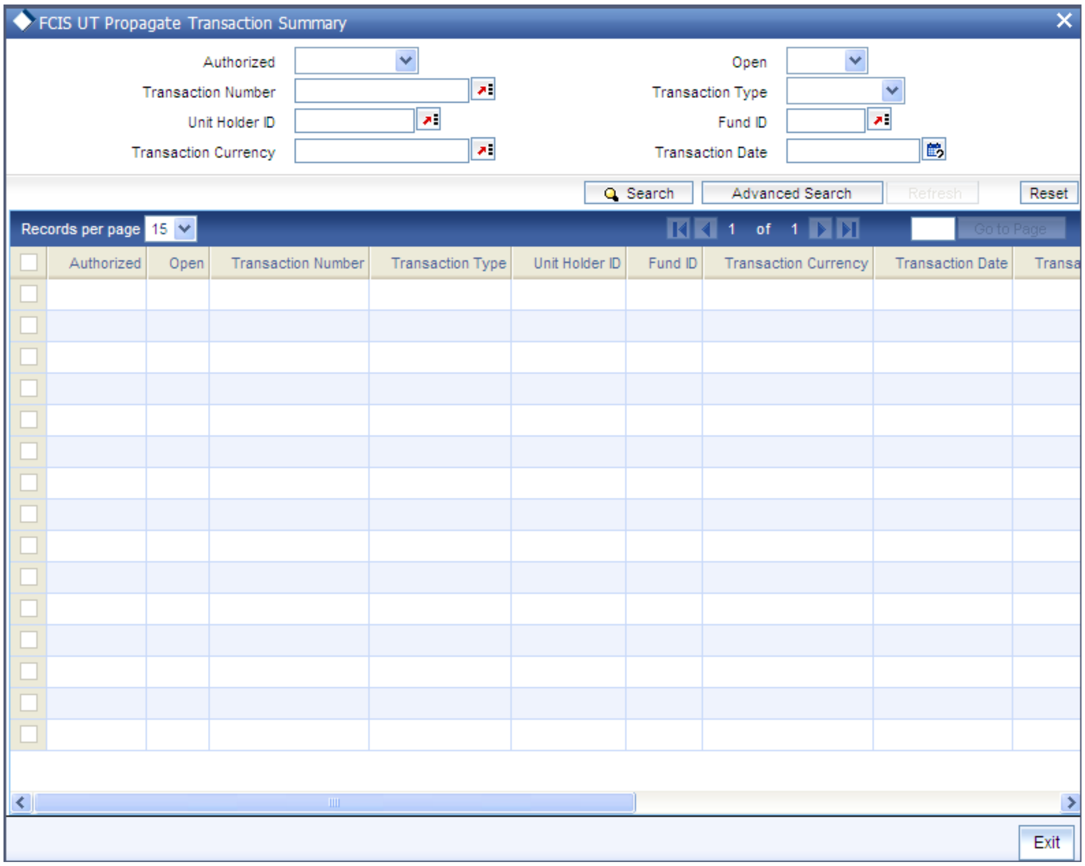
- The status of the record in the Authorized field. If you choose the 'Blank Space' option, then all the records are retrieved.
- The status of the record in the Open field. If you choose the 'Blank Space' option, then all records are retrieved
- Transaction Number
- Transaction Type
- Unitholder ID
- Fund ID
- Transaction Currency
- Transaction Date

Click 'Search' button to view the records. All the records with the specified details are retrieved and displayed in the lower portion of the screen.

You can also retrieve the individual record detail from the detail screen by querying in the following manner:

- Press F7.
- Input the Transaction Number.
- Press F8.

You can perform Edit, Delete, Amend, Authorize operations by selecting the operation from the Action list.



2.3.4.2 Editing an FCIS UT Propagate Transaction Record

You can modify the details of an FCIS UT Propagate Transaction record that you have already entered into the system, provided it has not been subsequently authorized and if it has not been attached to any propagation. If the transaction has been propagated, then you will not be allowed to modify it.

You can perform this operation as follows:

- Invoke the FCIS UT Propagate Transaction Summary screen from the Browser.
- Select the status of the record that you want to retrieve for modification in the Authorized field. You can only modify records that are unauthorized. Accordingly, choose the unauthorized option.

- Specify any or all of the details in the corresponding fields to retrieve the record that is to be modified.
- Click 'Search' button. All unauthorized records with the specified details are retrieved and displayed in the lower portion of the screen.
- Double click the record that you want to modify in the list of displayed records. The FCIS UT Propagate Transaction screen is displayed.
- Select Unlock Operation from the Action list to modify the record. Modify the necessary information.
- Click Save to save your changes. The FCIS UT Propagate Transaction screen is closed and the changes made are reflected in the FCIS UT Propagate Transaction Summary screen.

2.3.4.3 Viewing an FCIS UT Propagate Transaction Record

To view a record that you have previously input, you must retrieve the same in the FCIS UT Propagate Transaction Summary screen as follows:

- Invoke the FCIS UT Propagate Transaction Summary screen from the Browser.
- Select the status of the record that you want to retrieve for viewing in the Authorization Status field. You can also view all records that are either unauthorized or authorized only, by choosing the Unauthorized/ Authorized option.
- Specify any or all of the details of the record in the corresponding fields on the screen.
- Click 'Search' button. All records with the specified fields are retrieved and displayed in the lower portion of the screen.
- Double click the record that you want to view in the list of displayed records. The FCIS UT Propagate Transaction screen is displayed in View mode.

2.3.4.4 Deleting an FCIS UT Propagate Transaction Record

You can delete only unauthorized records in the system. To delete a record that you have previously entered:

- Invoke the FCIS UT Propagate Transaction Summary screen from the Browser.
- Select the status of the record that you want to retrieve for deletion.
- Specify any or all of the details in the corresponding fields on the screen.
- Click 'Search' button. All records with the specified fields are retrieved and displayed in the lower portion of the screen.
- Double click the record that you want to delete in the list of displayed records. The FCIS UT Propagate Transaction screen is displayed.
- Select Delete Operation from the Action list. The system prompts you to confirm the deletion and the record is physically deleted from the system database.

2.3.4.5 Authorizing an FCIS UT Propagate Transaction Record

An unauthorized FCIS UT Propagate Transaction record must be authorized in the system for it to be processed. To authorize a record:

- Invoke the FCIS UT Propagate Transaction Summary screen from the Browser.
- Select the status of the record that you want to retrieve for authorization. Typically, choose the unauthorized option.
- Specify any or all of the details in the corresponding fields on the screen.
- Click ‘Search’ button. All records with the specified details that are pending authorization are retrieved and displayed in the lower portion of the screen.
- Double click the record that you wish to authorize. The FCIS UT Propagate Transaction screen is displayed. Select Authorize operation from the Action List.

2.3.4.6 Amending an FCIS UT Propagate Transaction Record

After an FCIS UT Propagate Transaction record is authorized, it can be modified using the Unlock operation from the Action List. To make changes to a record after authorization:

- Invoke the FCIS UT Propagate Transaction Summary screen from the Browser.
- Select the status of the record that you want to retrieve for authorization. You can only amend authorized records.
- Specify any or all of the details in the corresponding fields on the screen.
- Click ‘Search’ button. All records with the specified details that are pending authorization are retrieved and displayed in the lower portion of the screen.
- Double click the record that you wish to authorize. The FCIS UT Propagate Transaction screen is displayed in amendment mode. Select Unlock operation from the Action List to amend the record.
- Amend the necessary information and click on Save to save the changes.

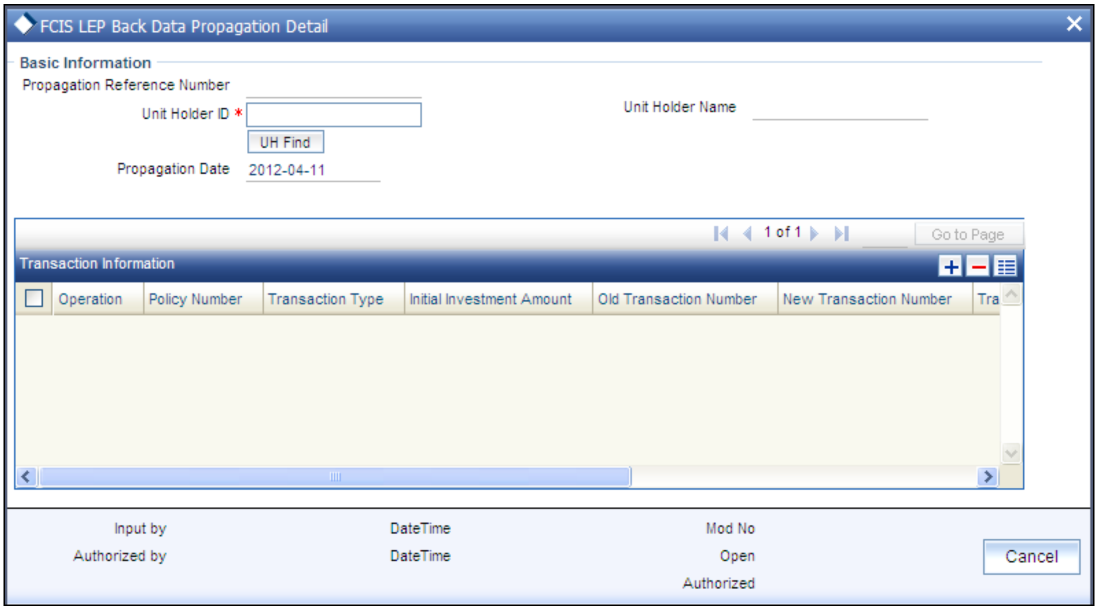
2.3.4.7 Authorizing an Amended FCIS UT Propagate Transaction Record

An amended FCIS UT Propagate Transaction record must be authorized for the amendment to be made effective in the system. The authorization of amended records can be done only from Fund Manager Module.

The subsequent process of authorization is the same as that for normal records.

2.4 Propagating Back Data for LEP

You can create transactions that have not been input for a policy holder, delete existing erroneous data and modify certain details for an existing record in the ‘FCIS LEP Back Data Propagation’ screen. You can invoke by typing ‘LEDROPLE' in the field at the top right corner of the Application tool bar and click the adjoining arrow button.



To modify or delete a transaction, you can specify the required operation, the original transaction number and change the details or delete the transaction through the ‘FCIS LEP Back Data Propagation’ screen. To create a new record however, you are required to enter a new and unique transaction number along with the other details of the transaction in the ‘FCIS LEP Propagate Transaction Detail’ screen. Subsequently, you need to select the new transaction number in the ‘FCIS LEP Back Data Propagation’ screen to propagate the new record.

2.4.1 Fields in the FCIS LEP Back Data Propagation Screen

You can enter the following details here:

2.4.1.1 Specifying Basic Information Details

Propagation Reference Number

Display Only

The system generates a unique number for each propagation process.

Unit Holder ID

Alphanumeric; Mandatory

Specify the UH for which the propagation is being done. You can use the ‘UH Find’ button to select the required UH.

Unit Holder Name

Display Only

The system displays the name of the selected UH.

Propagation Date

Display Only

The system displays the application date here.

2.4.1.2 Specifying Transaction Information Details

Operation

Alphanumeric; Mandatory

Select from the adjoining drop-down list, the kind of propagation operation that is to be done. The options are:

- New
- Modify
- Delete

The data that you are required to enter from here on depends on the type of operation you have selected.

Policy Number

Alphanumeric; Mandatory only if the Operation is Modify

Specify the policy number for which you want to propagate back data. You can also select the policy number from the adjoining option list. The list contains the reference numbers of all authorized policies.

Transaction Type

Alphanumeric; Mandatory

Select, from the adjoining drop-down list, the type of transaction to be propagated. The options are:

- Policy Initial Investment
- Topup
- Switch
- Surrender
- Annuity
- Premium
- Recurring Switch

Initial Investment Amount

Numeric; Mandatory if Transaction Type is 'Policy Initial Investment'

Enter the initial investment amount for the policy.

Old Txn Number

Alphanumeric; Mandatory if Operation is 'Delete'

Enter the transaction number of the transaction that you wish to delete or modify.

New Txn Number

Alphanumeric; Mandatory if Operation is 'New'

Specify a new unique transaction number for a transaction that you wish to create. You can also select the transaction number from the adjoining option list. The list contains the reference numbers for all the transactions that were created in the 'FCIS LEP Propagate Transaction Detail' screen.

Transaction Currency

Alphanumeric; Mandatory if Operation is 'Modify'

Specify the currency in which the new transaction is to be reckoned.

Transaction Mode

Alphanumeric; Mandatory if Operation is 'Modify'

Select, from the adjoining drop-down list, the mode of transacting. The options are:

- Amount
- Percent
- Units

Amount Applied

Mandatory if Transaction Mode is 'Amount'

If the transaction mode is amount, specify the amount for the transaction.

Percent

Numeric; Mandatory if Transaction Mode is 'Percent'

If the transaction mode is percent, specify the percentage.

Units

Numeric; Mandatory if Transaction Mode is 'Units'

If the transaction mode is units, specify the number of units for the transaction.

After entering the requisite details, click 'Save'. The system will propagate the transactions (and commissions) as per the operation specified and generate a detailed report. If any of the following transactions have taken place during the data propagation period, the system will take these into account along with the original data for reiteration:

- Dividend payout or re-investment transaction

- Annuity, recurring switches, recurring premium or surrender transactions
- Applicable loads
- Annuity Journals
- Periodic fees
- CGT Recovery Transactions

2.4.2 FCIS LEP Back Data Propagation Summary

You can perform the following operations in this screen:

2.4.2.1 Retrieving Record in FCIS LEP Back Data Propagation Summary screen

You can retrieve a previously entered record in the Summary Screen, as follows:

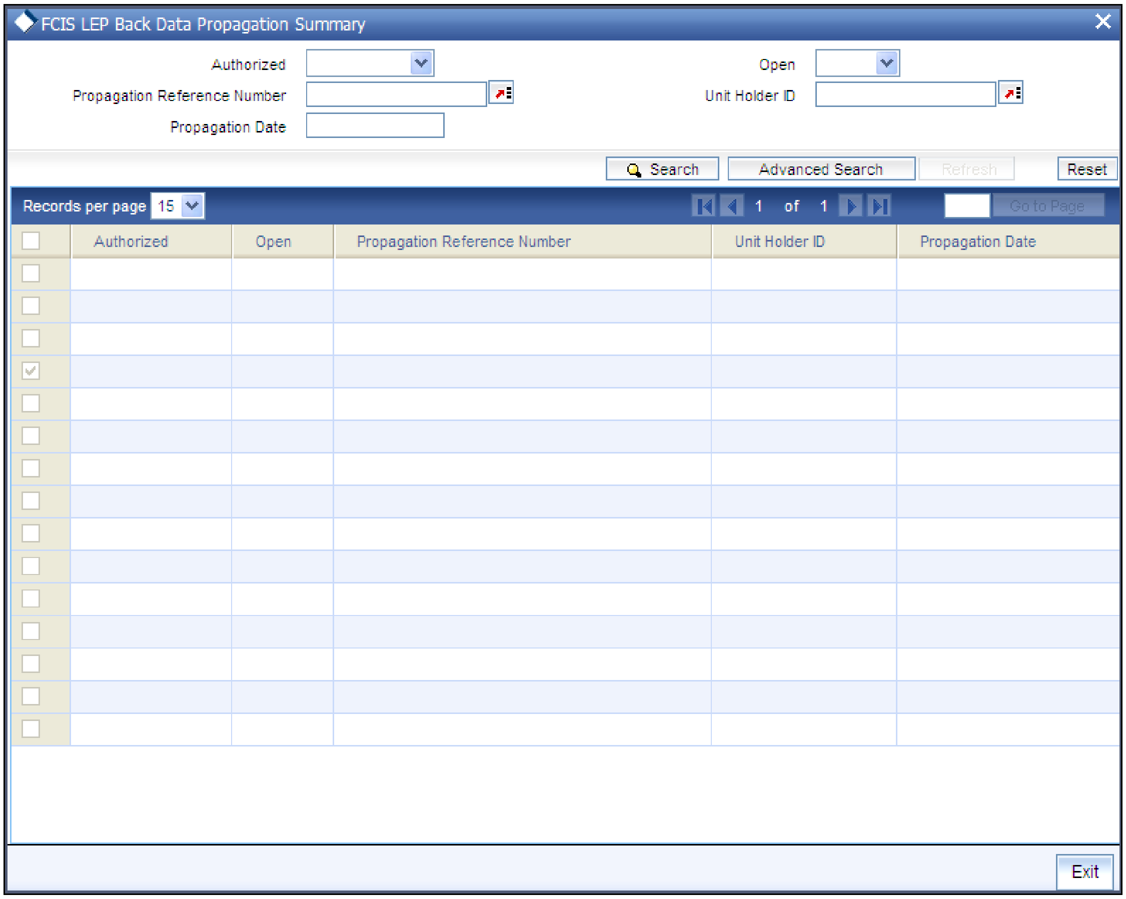
Invoke the 'FCIS LEP Back Data Propagation Summary' screen by typing 'LESROPLE' in the field at the top right corner of the Application tool bar and clicking on the adjoining arrow button. Specify any or all of the following details in the corresponding fields:

- The status of the record in the Authorized field. If you choose the 'Blank Space' option, then all the records are retrieved.
- The status of the record in the Open field. If you choose the 'Blank Space' option, then all records are retrieved
- Propagation Reference Number
- Unitholder ID
- Propagation Date

Click 'Search' button to view the records. All the records with the specified details are retrieved and displayed in the lower portion of the screen.

You can also retrieve the individual record detail from the detail screen by querying in the following manner:

- Press F7.
- Input the Propagation Reference Number.
- Press F8.



2.4.2.2 Viewing an FCIS LEP Back Data Propagation Record

To view a record that you have previously input, you must retrieve the same in the FCIS LEP Back Data Propagation Summary screen as follows:

- Invoke the FCIS LEP Back Data Propagation Summary screen from the Browser.
- Select the status of the record that you want to retrieve for viewing in the Authorization Status field. You can also view all records that are either unauthorized or authorized only, by choosing the Unauthorized/ Authorized option.
- Specify any or all of the details of the record in the corresponding fields on the screen.
- Click ‘Search’ button. All records with the specified fields are retrieved and displayed in the lower portion of the screen.
- Double click the record that you want to view in the list of displayed records. The FCIS LEP Back Data Propagation screen is displayed in View mode.

2.4.2.3 Authorizing an FCIS LEP Back Data Propagation Record

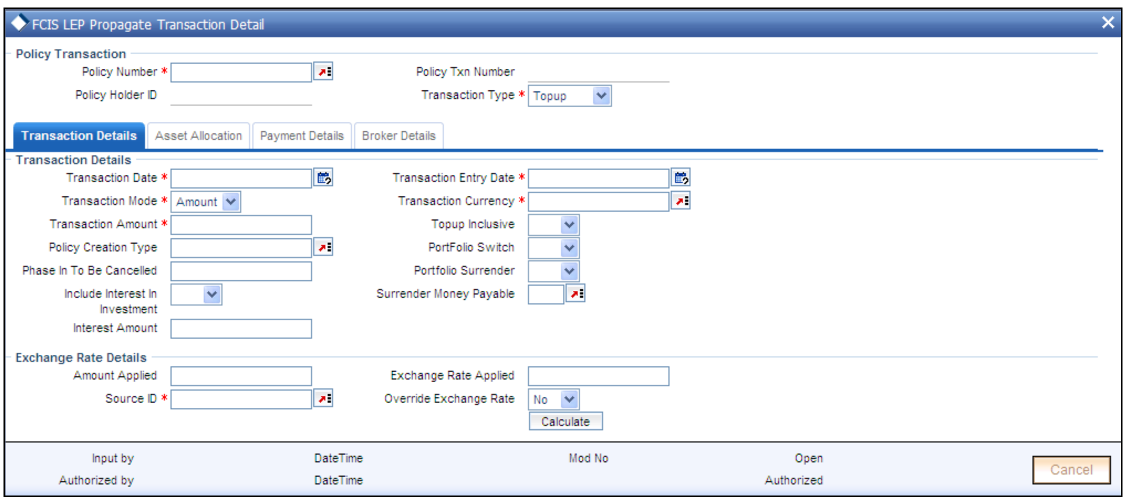
An unauthorized FCIS LEP Back Data Propagation record must be authorized in the system for it to be processed. To authorize a record:

- Invoke the FCIS LEP Back Data Propagation Summary screen from the Browser.

- Select the status of the record that you want to retrieve for authorization. Typically, choose the unauthorized option.
- Specify any or all of the details in the corresponding fields on the screen.
- Click ‘Search’ button. All records with the specified details that are pending authorization are retrieved and displayed in the lower portion of the screen.
- Double click the record that you wish to authorize. The FCIS LEP Back Data Propagation screen is displayed. Select Authorize operation from the Action List.

2.4.3 Creating New LEP Transactions

If you wish to create a new policy top-up, policy surrender or a policy switch record that has been missed out, you can do so in the ‘FCIS LEP Propagate Transaction Detail’ screen. You can invoke the screen by typing ‘LEDPRTXN’ in the field at the top right corner of the Application tool bar and click the adjoining arrow button.



Enter the basic details here. The system will default the rest:

Policy Number

Alphanumeric; Mandatory

Specify the policy number for the transaction.

Policy Holder ID

Display Only

The system displays the ID of the policy holder.

Policy Txn Number

Display Only

The system will generate the transaction number for the propagation policy transactions.

Transaction Type

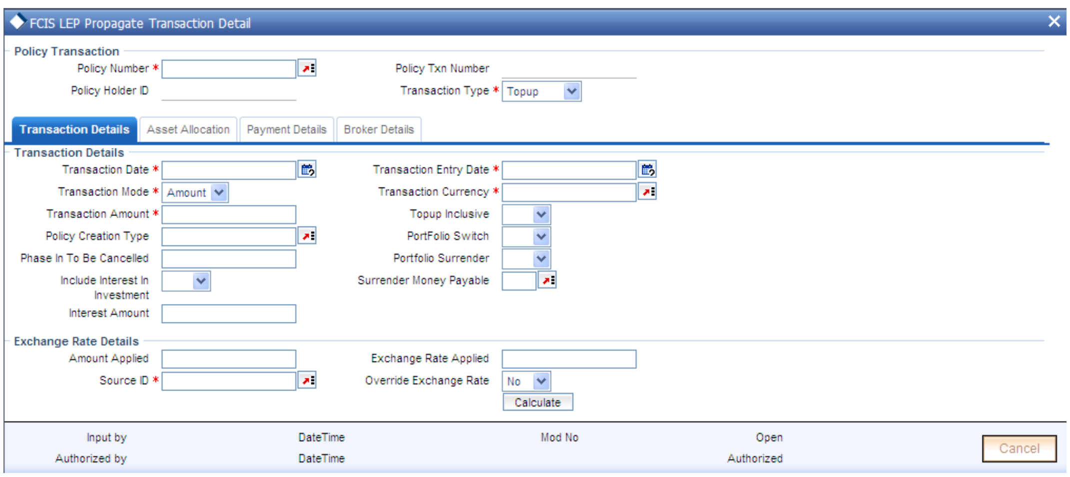
Alphanumeric; Mandatory

Select, from the adjoining drop-down list, the kind of transaction you want to create. The options are:

- Top-up
- Switch
- Surrender

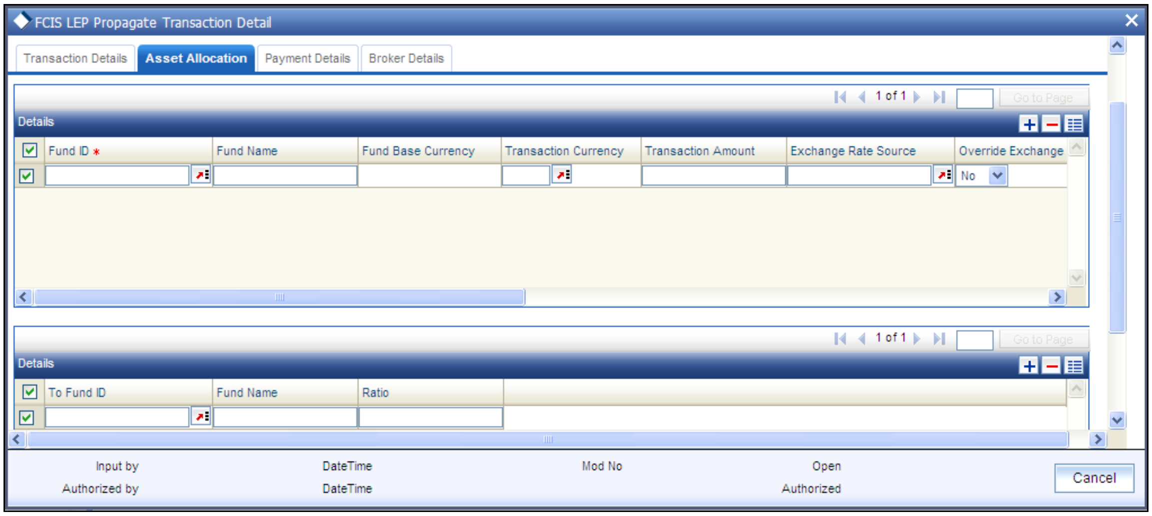
2.4.3.1 Specifying Transaction Details

Click the ‘Transaction Details’ tab to enter the main details for the transaction.



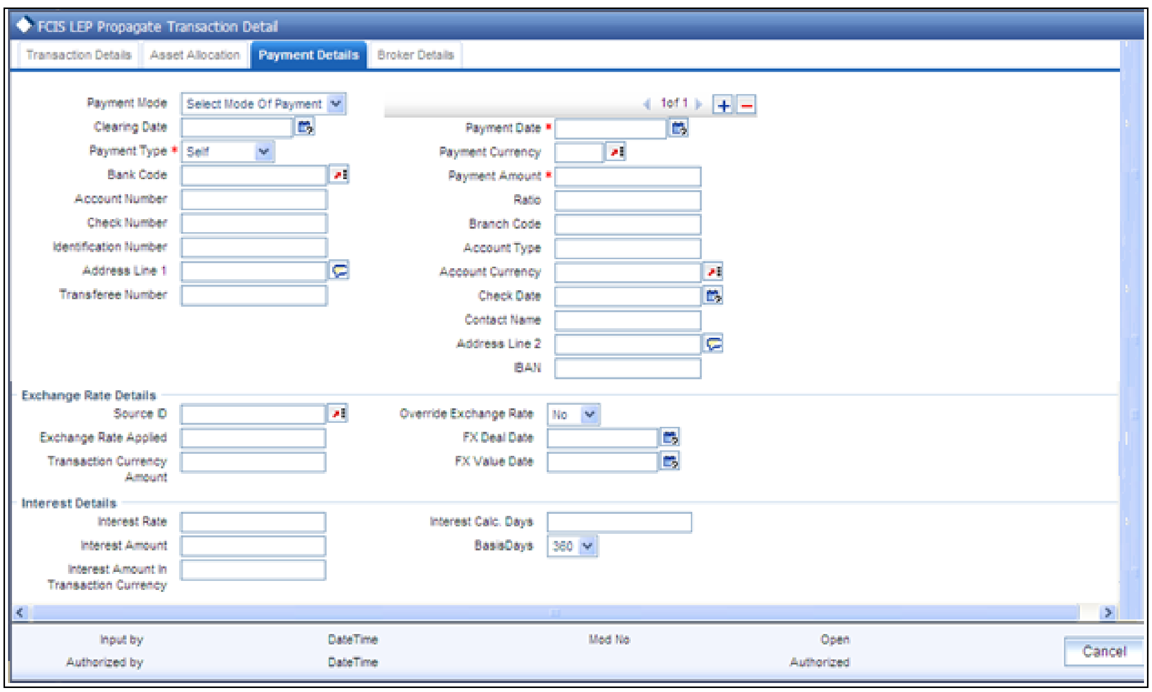
2.4.3.2 Specifying Asset Allocation Details

Click the ‘Asset Allocation’ tab to enter the asset allocation details for the transaction.



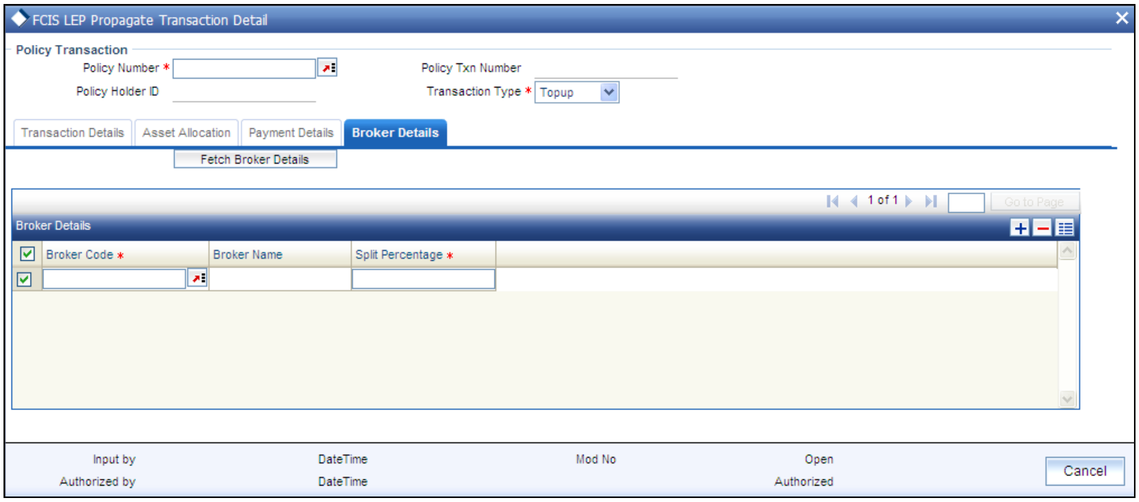
2.4.3.3 Specifying Payment Details

Click the ‘Payment Details’ tab to enter the payment details for the transaction.



2.4.3.4 Specifying Broker Details

Click the ‘Broker Details’ tab to enter details of brokers for the transaction.



Refer the following chapters for more details on the fields in this screen

- Policy
- Policy Transactions – Top Up
- Policy Transactions – Switch
- Policy Transactions – Surrender

2.4.4 FCIS LEP Propagate Transaction Summary

You can perform the following operations in this screen:

2.4.4.1 Retrieving Record in FCIS LEP Propagate Transaction Summary screen

You can retrieve a previously entered record in the Summary Screen, as follows:

Invoke the 'FCIS LEP Propagate Transaction Summary' screen by typing 'LESPRTXN' in the field at the top right corner of the Application tool bar and clicking on the adjoining arrow button. Specify any or all of the following details in the corresponding fields:

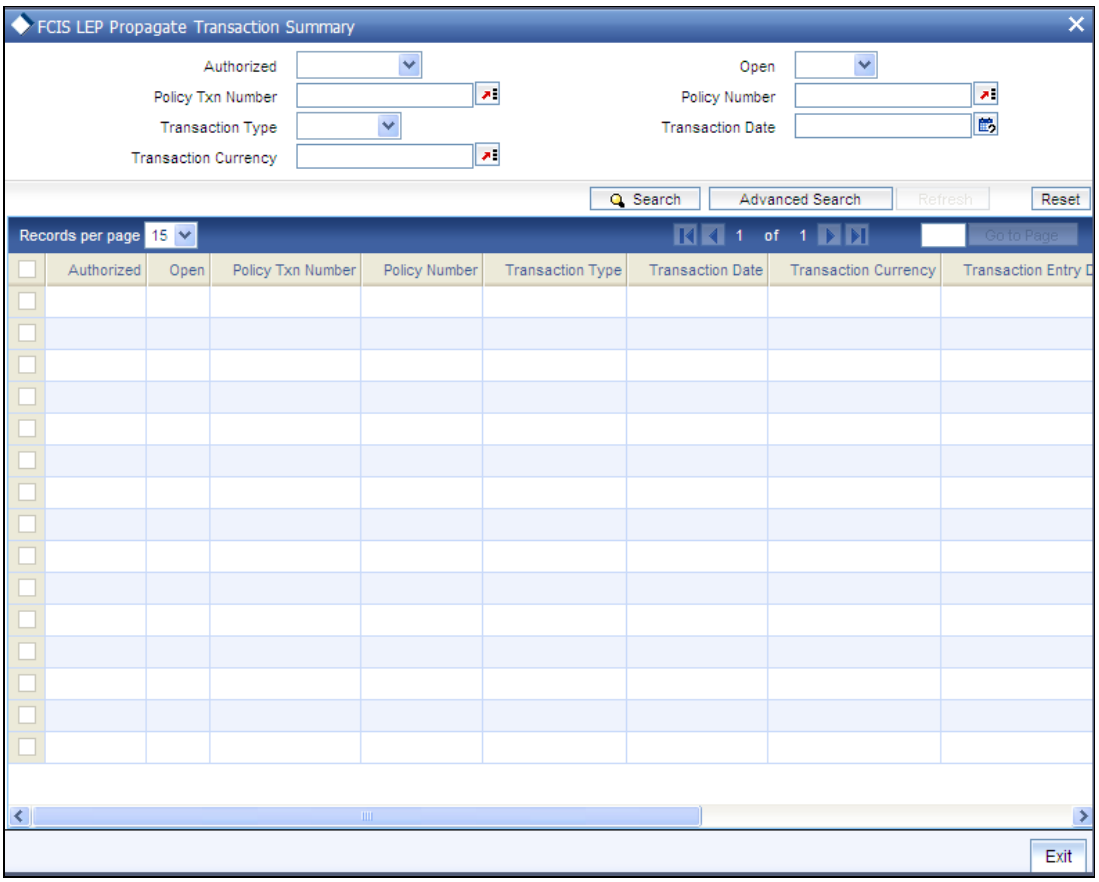
- The status of the record in the Authorized field. If you choose the 'Blank Space' option, then all the records are retrieved.
- The status of the record in the Open field. If you choose the 'Blank Space' option, then all records are retrieved
- Policy Txn Number
- Policy Number
- Transaction Type
- Transaction Date
- Transaction Currency

Click ‘Search’ button to view the records. All the records with the specified details are retrieved and displayed in the lower portion of the screen.

You can also retrieve the individual record detail from the detail screen by querying in the following manner:

- Press F7.
- Input the Policy Txn Number.
- Press F8.

You can perform Edit, Delete, Amend, Authorize operations by selecting the operation from the Action list.



2.4.4.2 Editing an FCIS LEP Propagate Transaction Record

You can modify the details of an FCIS LEP Propagate Transaction record that you have already entered into the system, provided it has not been subsequently authorized and if it has not been attached to any propagation. If the transaction has been propagated, then you will not be allowed to modify it.

You can perform this operation as follows:

- Invoke the FCIS LEP Propagate Transaction Summary screen from the Browser.
- Select the status of the record that you want to retrieve for modification in the Authorized field. You can only modify records that are unauthorized. Accordingly, choose the unauthorized option.
- Specify any or all of the details in the corresponding fields to retrieve the record that is to be modified.
- Click ‘Search’ button. All unauthorized records with the specified details are retrieved and displayed in the lower portion of the screen.
- Double click the record that you want to modify in the list of displayed records. The FCIS LEP Propagate Transaction screen is displayed.
- Select Unlock Operation from the Action list to modify the record. Modify the necessary information.
- Click Save to save your changes. The FCIS LEP Propagate Transaction screen is closed and the changes made are reflected in the FCIS LEP Propagate Transaction Summary screen.

2.4.4.3 Viewing an FCIS LEP Propagate Transaction Record

To view a record that you have previously input, you must retrieve the same in the FCIS LEP Propagate Transaction Summary screen as follows:

- Invoke the FCIS LEP Propagate Transaction Summary screen from the Browser.
- Select the status of the record that you want to retrieve for viewing in the Authorization Status field. You can also view all records that are either unauthorized or authorized only, by choosing the Unauthorized/ Authorized option.
- Specify any or all of the details of the record in the corresponding fields on the screen.
- Click ‘Search’ button. All records with the specified fields are retrieved and displayed in the lower portion of the screen.
- Double click the record that you want to view in the list of displayed records. The FCIS LEP Propagate Transaction screen is displayed in View mode.

2.4.4.4 Deleting an FCIS LEP Propagate Transaction Record

You can delete only unauthorized records in the system. To delete a record that you have previously entered:

- Invoke the FCIS LEP Propagate Transaction Summary screen from the Browser.
- Select the status of the record that you want to retrieve for deletion.
- Specify any or all of the details in the corresponding fields on the screen.
- Click ‘Search’ button. All records with the specified fields are retrieved and displayed in the lower portion of the screen.
- Double click the record that you want to delete in the list of displayed records. The FCIS LEP Propagate Transaction screen is displayed.

- Select Delete Operation from the Action list. The system prompts you to confirm the deletion and the record is physically deleted from the system database.

2.4.4.5 Authorizing an FCIS LEP Propagate Transaction Record

An unauthorized FCIS LEP Propagate Transaction record must be authorized in the system for it to be processed. To authorize a record:

- Invoke the FCIS LEP Propagate Transaction Summary screen from the Browser.
- Select the status of the record that you want to retrieve for authorization. Typically, choose the unauthorized option.
- Specify any or all of the details in the corresponding fields on the screen.
- Click 'Search' button. All records with the specified details that are pending authorization are retrieved and displayed in the lower portion of the screen.
- Double click the record that you wish to authorize. The FCIS LEP Propagate Transaction screen is displayed. Select Authorize operation from the Action List.

2.4.4.6 Amending an FCIS LEP Propagate Transaction Record

After an FCIS LEP Propagate Transaction record is authorized, it can be modified using the Unlock operation from the Action List. To make changes to a record after authorization:

- Invoke the FCIS LEP Propagate Transaction Summary screen from the Browser.
- Select the status of the record that you want to retrieve for authorization. You can only amend authorized records.
- Specify any or all of the details in the corresponding fields on the screen.
- Click 'Search' button. All records with the specified details that are pending authorization are retrieved and displayed in the lower portion of the screen.
- Double click the record that you wish to authorize. The FCIS LEP Propagate Transaction screen is displayed in amendment mode. Select Unlock operation from the Action List to amend the record.
- Amend the necessary information and click on Save to save the changes.

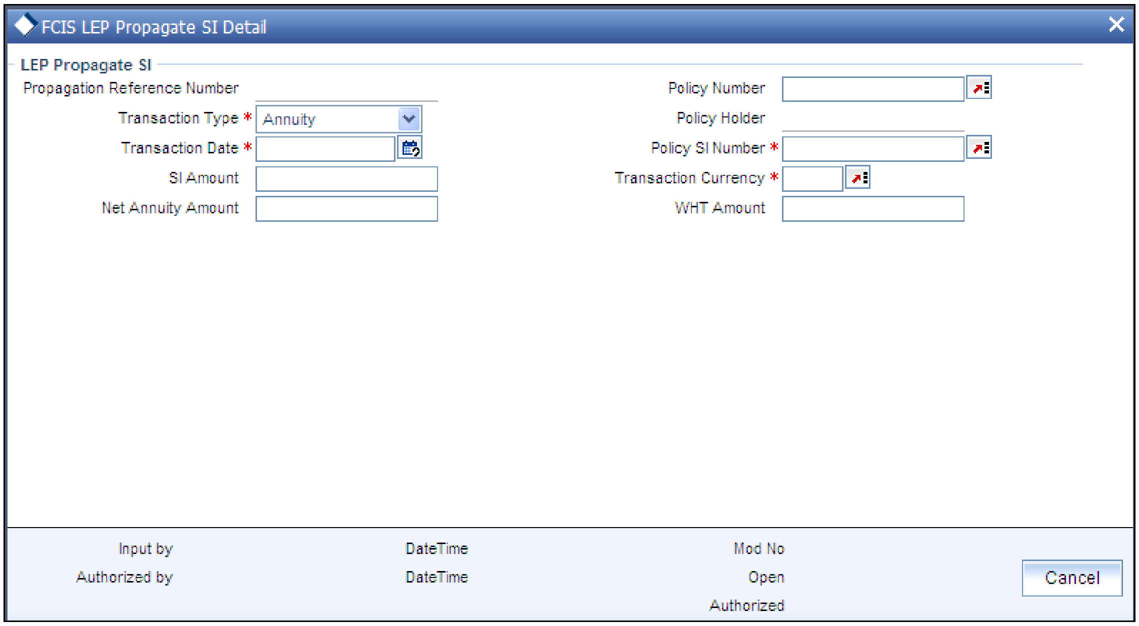
2.4.4.7 Authorizing an Amended FCIS LEP Propagate Transaction Record

An amended FCIS LEP Propagate Transaction record must be authorized for the amendment to be made effective in the system. The authorization of amended records can be done only from Fund Manager Module.

The subsequent process of authorization is the same as that for normal records.

2.4.5 Creating Annuities and Premium Transactions

Similar to the way policy transactions are entered in the system, annuities and premium related transactions can be entered for propagation in the ‘FCIS LEP Propagate SI Details’. You can invoke this screen by typing ‘LEDPROSI’ in the field at the top right corner of the Application tool bar and click the adjoining arrow button.



Enter the following details:

Transaction Type

Alphanumeric; Mandatory

Select, from the adjoining drop-down list, the transaction type. You have the following options:

- Annuity
- Recurring Premium
- Recurring Switch

Transaction Date

Date Format; Mandatory

Specify the date of transaction.

SI Amount

Numeric; Optional

This is the value for which the SI will be generated.. You can give either SI amount or Net Annuity amount and WHT amount. If SI amount alone is entered system will compute the WHT amount if applicable. If SI amount is given, Net annuity amount and WHT amount should not be specified.

Net Annuity Amount

Numeric; Optional

You can enter either SI amount or Net Annuity amount and WHT amount. If Net annuity amount and WHT amount are entered, the system will generate an SI with Net annuity amount and a WHT redemption transaction for the WHT amount.

Policy Number

Alphanumeric; Optional

Enter the policy number for which SI should be generated.

Policy Holder

Display

The system will display the Unitholder of the policy.

Policy SI Number

Alphanumeric; Mandatory

You need to choose the policy SI maintenance for which an adhoc SI to be generated

Transaction Currency

Alphanumeric; Mandatory

Enter the transaction currency for the SI transaction.

WHT Amount

Numeric; Optional

You can enter either SI amount or Net Annuity amount and WHT amount. If Net annuity amount and WHT amount is entered, the system will generate an SI with Net annuity amount and a WHT redemption transaction for the WHT amount.

2.4.6 FCIS LEP Propagate SI Summary

You can perform the following operations in this screen:

2.4.6.1 Retrieving Record in FCIS LEP Propagate SI Summary screen

You can retrieve a previously entered record in the Summary Screen, as follows:

Invoke the 'FCIS LEP Propagate SI Summary' screen by typing 'LESPROSI' in the field at the top right corner of the Application tool bar and clicking on the adjoining arrow button. Specify any or all of the following details in the corresponding fields:

- The status of the record in the Authorized field. If you choose the 'Blank Space' option, then all the records are retrieved.

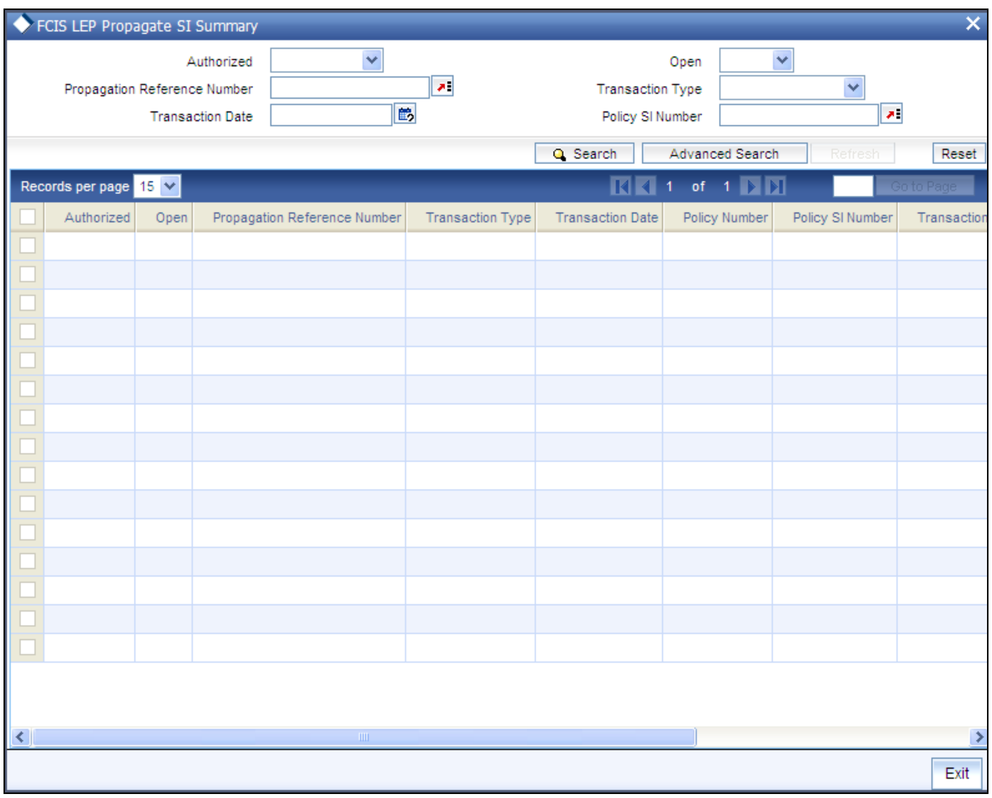
- The status of the record in the Open field. If you choose the 'Blank Space' option, then all records are retrieved
- Propagation Reference Number
- Transaction Type
- Transaction Date
- Policy SI Number

Click 'Search' button to view the records. All the records with the specified details are retrieved and displayed in the lower portion of the screen.

You can also retrieve the individual record detail from the detail screen by querying in the following manner:

- Press F7.
- Input the Propagation Reference Number.
- Press F8.

You can perform Edit, Delete, Amend, Authorize operations by selecting the operation from the Action list.



2.4.6.2 Editing an FCIS LEP Propagate SI Record

You can modify the details of an FCIS LEP Propagate SI record that you have already entered into the system, provided it has not been subsequently authorized. You can perform this operation as follows:

- Invoke the FCIS LEP Propagate SI Summary screen from the Browser.
- Select the status of the record that you want to retrieve for modification in the Authorized field. You can only modify records that are unauthorized. Accordingly, choose the unauthorized option.
- Specify any or all of the details in the corresponding fields to retrieve the record that is to be modified.
- Click ‘Search’ button. All unauthorized records with the specified details are retrieved and displayed in the lower portion of the screen.
- Double click the record that you want to modify in the list of displayed records. The FCIS LEP Propagate SI screen is displayed.
- Select Unlock Operation from the Action list to modify the record. Modify the necessary information.
- Click Save to save your changes. The FCIS LEP Propagate SI screen is closed and the changes made are reflected in the FCIS LEP Propagate SI Summary screen.

2.4.6.3 Viewing an FCIS LEP Propagate SI Record

To view a record that you have previously input, you must retrieve the same in the FCIS LEP Propagate SI Summary screen as follows:

- Invoke the FCIS LEP Propagate SI Summary screen from the Browser.
- Select the status of the record that you want to retrieve for viewing in the Authorization Status field. You can also view all records that are either unauthorized or authorized only, by choosing the Unauthorized/ Authorized option.
- Specify any or all of the details of the record in the corresponding fields on the screen.
- Click ‘Search’ button. All records with the specified fields are retrieved and displayed in the lower portion of the screen.
- Double click the record that you want to view in the list of displayed records. The FCIS LEP Propagate SI screen is displayed in View mode.

2.4.6.4 Deleting an FCIS LEP Propagate SI Record

You can delete only unauthorized records in the system. To delete a record that you have previously entered:

- Invoke the FCIS LEP Propagate SI Summary screen from the Browser.
- Select the status of the record that you want to retrieve for deletion.
- Specify any or all of the details in the corresponding fields on the screen.

- Click ‘Search’ button. All records with the specified fields are retrieved and displayed in the lower portion of the screen.
- Double click the record that you want to delete in the list of displayed records. The FCIS LEP Propagate SI screen is displayed.
- Select Delete Operation from the Action list. The system prompts you to confirm the deletion and the record is physically deleted from the system database.

2.4.6.5 Authorizing an FCIS LEP Propagate SI Record

An unauthorized FCIS LEP Propagate SI record must be authorized in the system for it to be processed. To authorize a record:

- Invoke the FCIS LEP Propagate SI Summary screen from the Browser.
- Select the status of the record that you want to retrieve for authorization. Typically, choose the unauthorized option.
- Specify any or all of the details in the corresponding fields on the screen.
- Click ‘Search’ button. All records with the specified details that are pending authorization are retrieved and displayed in the lower portion of the screen.
- Double click the record that you wish to authorize. The FCIS LEP Propagate SI screen is displayed. Select Authorize operation from the Action List.

2.4.6.6 Amending an FCIS LEP Propagate SI Record

After an FCIS LEP Propagate SI record is authorized, it can be modified using the Unlock operation from the Action List. To make changes to a record after authorization:

- Invoke the FCIS LEP Propagate SI Summary screen from the Browser.
- Select the status of the record that you want to retrieve for authorization. You can only amend authorized records.
- Specify any or all of the details in the corresponding fields on the screen.
- Click ‘Search’ button. All records with the specified details that are pending authorization are retrieved and displayed in the lower portion of the screen.
- Double click the record that you wish to authorize. The FCIS LEP Propagate SI screen is displayed in amendment mode. Select Unlock operation from the Action List to amend the record.
- Amend the necessary information and click on Save to save the changes.

2.4.6.7 Authorizing an Amended FCIS LEP Propagate SI Record

An amended FCIS LEP Propagate SI record must be authorized for the amendment to be made effective in the system. The authorization of amended records can be done only from Fund Manager Module.

The subsequent process of authorization is the same as that for normal records.

2.4.7 Processing Transactions

You can propagate different combinations of transactions and operations in the back data propagation and transaction screens. The workflow for each combination of transaction and operation is detailed in the table below:

Transaction	Operation	Scenario	Workflow
Policy Initial Investment	Modify Only initial investment amount modification would be supported.	Policy captured with wrong initial investment amount.	In LEP back propagation screen, select the Investor, policy number and input the initial investment amount. Operation would be Modify and transaction type would be “Policy Initial Investment” Click ‘Save’.
Topup	Add	Top-up transaction was missed.	In Propagate LEP Transaction screen (Function ID: LEDPRTXN), capture a top-up transaction for the appropriate policy and investor. In LEP back propagation screen, select the Investor, policy number and select operation as ‘New’ and new transaction number should be the newly captured top-up transaction. Transaction type should be ‘Top-up’ here. Click ‘Save’.
	Delete	Top-up transaction captured in a wrong fund/investor.	In LEP back propagation screen, select the Investor, policy number and select operation as ‘Delete’ and old transaction number should be the top-up transaction in business schema. Transaction type should be ‘Top-up’ here. Click ‘Save’.
	Modify	Top-up transaction captured in a wrong amount.	In LEP back propagation screen, select the Investor, policy number and select operation as ‘Modify’ and old transaction number should be the top-up transaction in business schema. Transaction Amount/Transaction Units would be used to input the modified value.

Transaction	Operation	Scenario	Workflow
			Transaction type should be 'Top-up' here. Click 'Save'.
Switch	Add	Missed policy switch transaction	In Propagate LEP Transaction screen (Function ID: LEDPRTXN), capture a switch transaction for the appropriate policy and investor. In LEP back propagation screen, select the Investor, policy number and select operation as 'New' and new transaction number should be the newly captured Switch transaction. Transaction type should be 'Switch' here. Click 'Save'.
	Delete	Switch captured in wrong fund.	In LEP back propagation screen, select the Investor, policy number and select operation as 'Delete' and old transaction number should be the switch transaction which needs to be deleted. Transaction type should be 'Switch' here. Click 'Save'.
	Modify	Say switch transaction was captured with wrong asset allocation details.	Add row in transaction details grid, select the old transaction number as wrongly inputted switch transaction number and operation should be selected as "Delete". In Propagate LEP Transaction screen (Function ID: LEDPRTXN), capture a switch transaction for the appropriate policy, investor and proper asset allocation. In LEP back propagation screen, select the Investor, policy number and select operation as 'New' and new transaction number should be the newly generated Switch transaction. Transaction type should be 'Switch' here.

Transaction	Operation	Scenario	Workflow
			Click ‘Save’.
Surrender	Add	Missed Surrender transaction	In Propagate LEP Transaction screen (Function ID: LEDPRTXN), capture the surrender transaction for the appropriate policy and investor. In LEP back propagation screen, select the Investor, policy number and select operation as ‘New’ and new transaction number should be the newly captured surrender transaction. Transaction type should be ‘Surrender’ here. Click ‘Save’.
	Delete	Wrongly captured surrender	In LEP back propagation screen, select the Investor, policy number and select operation as ‘Delete’ and old transaction number should be the surrender transaction in business schema. Transaction type should be ‘Surrender’ here. Click ‘Save’.
	Modify	Surrender transaction captured with wrong amount	In LEP back propagation screen, select the Investor, policy number and select operation as ‘Modify’ and old transaction number should be the surrender transaction in business schema. Transaction Amount/Transaction Units/Percentage would be used to input the modified value. Transaction type should be ‘Surrender’ here. Click ‘Save’.
Annuity	Add	Missed Annuity	In LEP Propagation SI transaction screen (Function ID: LEDPROSI) capture the missed annuity, In LEP back propagation screen, select the Investor, policy number and select operation as ‘New’ and new transaction number should be the newly captured annuity transaction.

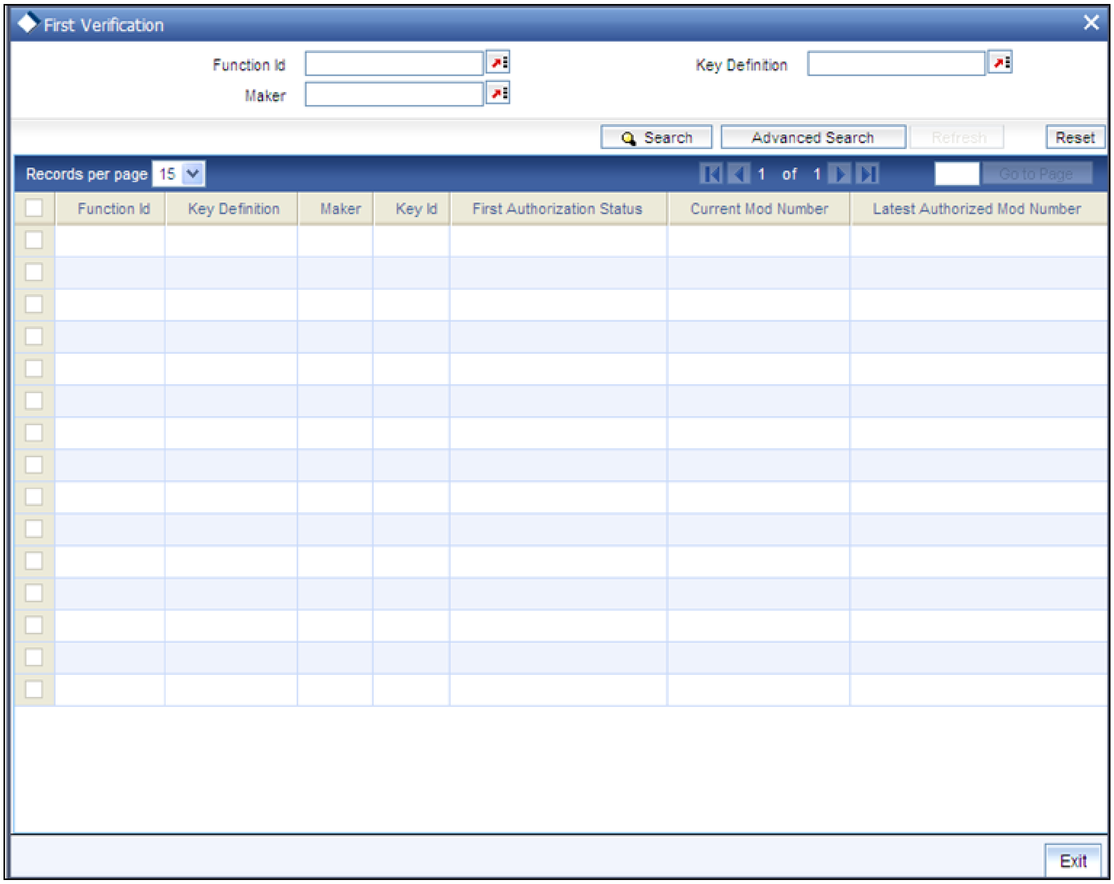
Transaction	Operation	Scenario	Workflow
			Transaction type should be ‘Annuity’ here. Click ‘Save’.
	Delete	Wrongly generated Annuity	In LEP back propagation screen, select the Investor, policy number and select operation as ‘Delete’ and old transaction number should be the Annuity transaction in business schema. Transaction type should be ‘Annuity’ here. Click ‘Save’.
	Modify	Not-revised Annuity	In LEP Propagation SI transaction screen (Function ID: LEDPROSI) capture the not-revised annuity with proper annuity amount, In LEP back propagation screen, select the Investor, policy number and select operation as ‘New’ and new transaction number should be the newly captured annuity transaction. Transaction type should be ‘Annuity’ here. Add another row in transaction grid, select the Investor, policy number and select operation as ‘Delete’ and old transaction number should be the Annuity transaction in business schema. Transaction type should be ‘Annuity’ here. Click ‘Save’.
Premium	Add	Missed Premium	In LEP Propagation SI transaction screen (Function ID: LEDPROSI) capture the missed annuity, In LEP back propagation screen, select the Investor, policy number and select operation as ‘New’ and new transaction number should be the newly captured premium transaction. Transaction type should be ‘Premium’

Transaction	Operation	Scenario	Workflow
			here. Click ‘Save’.
	Delete	Wrongly generated Premium	In LEP back propagation screen, select the Investor, policy number and select operation as ‘Delete’ and old transaction number should be the premium transaction in business schema. Transaction type should be ‘Premium’ here. Click ‘Save’.
	Modify	Wrongly generated with wrong value	In LEP Propagation SI transaction screen (Function ID: LEDPROSI) capture the SI transaction with proper premium amount. In LEP back propagation screen, select the Investor, policy number and select operation as ‘New’ and new transaction number should be the newly captured premium transaction. Transaction type should be ‘Premium’ here. Add another row in transaction grid, select the Investor, policy number and select operation as ‘Delete’ and old transaction number should be the premium transaction in business schema. Transaction type should be ‘Premium’ here. Click ‘Save’.
Recurring Switch	Add	Missed SI Switch	In LEP Propagation SI transaction screen (Function ID: LEDPROSI) capture the missed recurring switch. In LEP back propagation screen, select the Investor, policy number and select operation as ‘New’ and new transaction number should be the newly captured switch transaction. Transaction type should be ‘Recurring

Transaction	Operation	Scenario	Workflow
			Switch' here. Click 'Save'.
	Delete	Wrongly generated Switch	In LEP back propagation screen, select the Investor, policy number and select operation as 'Delete' and old transaction number should be the recurring switch transaction in business schema. Transaction type should be 'Recurring Switch' here. Click 'Save'.
	Modify	Wrongly generated with wrong value	In LEP Propagation SI transaction screen (Function ID: LEDPROSI) capture recurring switch transaction In LEP back propagation screen, select the Investor, policy number and select operation as 'New' and new transaction number should be the newly captured recurring switch transaction. Transaction type should be 'Recurring Switch here. Add another row in transaction grid, select the Investor, policy number and select operation as 'Delete' and old transaction number should be the recurring switch transaction in business schema. Transaction type should be 'Recurring Switch' here. Click 'Save'.

2.5 Authorizing Back Data Transactions

The system requires dual authorization for the transactions that have been propagated. The first-time authorization is done from the 'First Verification' screen and subsequently from the summary screens for LEP and UT. You can invoke the 'First Verification' screen by typing 'CSSVERFY' in the field at the top right corner of the Application tool bar and clicking on the adjoining arrow button.



In this screen, you can retrieve records by specifying any of the following parameters and clicking 'Search'

- Function Id
- Maker
- Key Definition

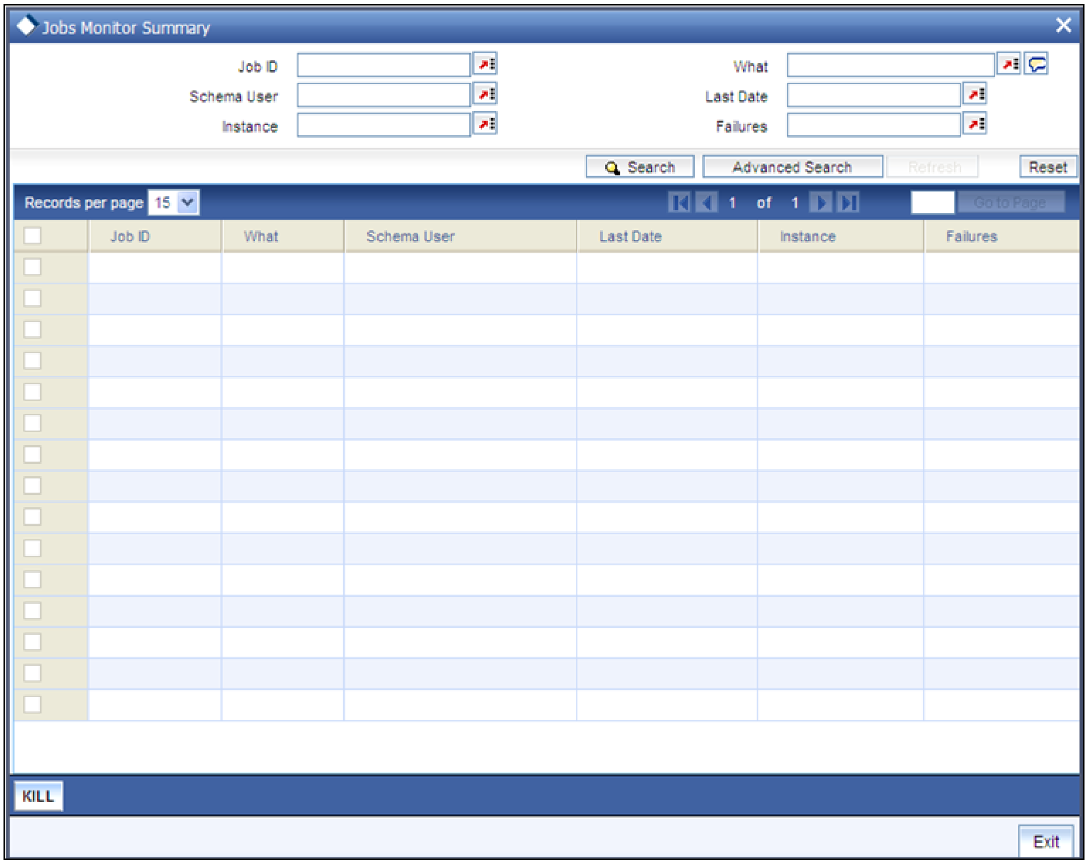
The system will retrieve the records matching the parameters specified. If you do not enter any parameter before clicking 'Search', the system will display all the unauthorized UT and LEP records. Double-click the required record and click 'Accept'. The system will perform the first level of authorization and redirect the record to the respective summary screen, from where you can perform the second level of authorization.

2.6 Running Debugs for Propagation

When you run the data propagation process for LEP and UT, you can keep track of the processing using the debug facility. To enable this facility, you need to maintain a parameter **'PROPAGATIONLOG'** in the 'Parameter Setup Detail' screen which you can invoke by typing UTDPARAM' in the field at the top right corner of the Application tool bar and clicking on the adjoining arrow button. You are required to maintain the value of this parameter as '1' to have a debug written. To disable the debug, maintain the value as '0'.

2.7 Viewing Propagation Jobs

As part of propagation, you will need to run EOD continuously to update the data from the date of transaction input till the current date. This is done through jobs. You can view the jobs that are being run and terminate the ones that you do not require in the 'Jobs Monitor Summary' screen. To invoke this screen, type 'CSSJMNTR' in the field at the top right corner of the Application tool bar and click the adjoining arrow button.



In this screen, you can retrieve records by specifying criteria for the search and clicking the 'Search' button. You can query on the following parameters:

- Job ID
- Schema User
- Instance
- What
- Last Date
- Failures

The system will fetch the records that match the criteria. If you do not enter any criterion before clicking 'Search', the system will fetch all the job records.

To update the records, click ‘Refresh’. The system will display a job for as long as it is running. If the job has been completed, it will no longer be visible in this screen.

To terminate a job, select the job record and click ‘KILL’. The system will terminate the job.

2.8 Impact of Propagation

There can be an impact on the following processes due to data propagation:

2.8.1 Load Computation

There can be a difference in the load computed after propagation and the original load computation if:

- the load is unit based and there has been an increase (or decrease) in the number of units due to propagation
- the outflow is linked to an inflow and the exit load is based on a period

2.8.2 Dividend Reinvestments

These will differ if transactions have been wrongly entered initially. During propagation, the system will pick up the balance based on the correct information entered and generate the dividend re-investment transactions. This calculation will however be based on the original IDS for the unit holder, that is, the IDS maintained at the time of initial processing.

2.8.3 Ageing (FIFO) Units

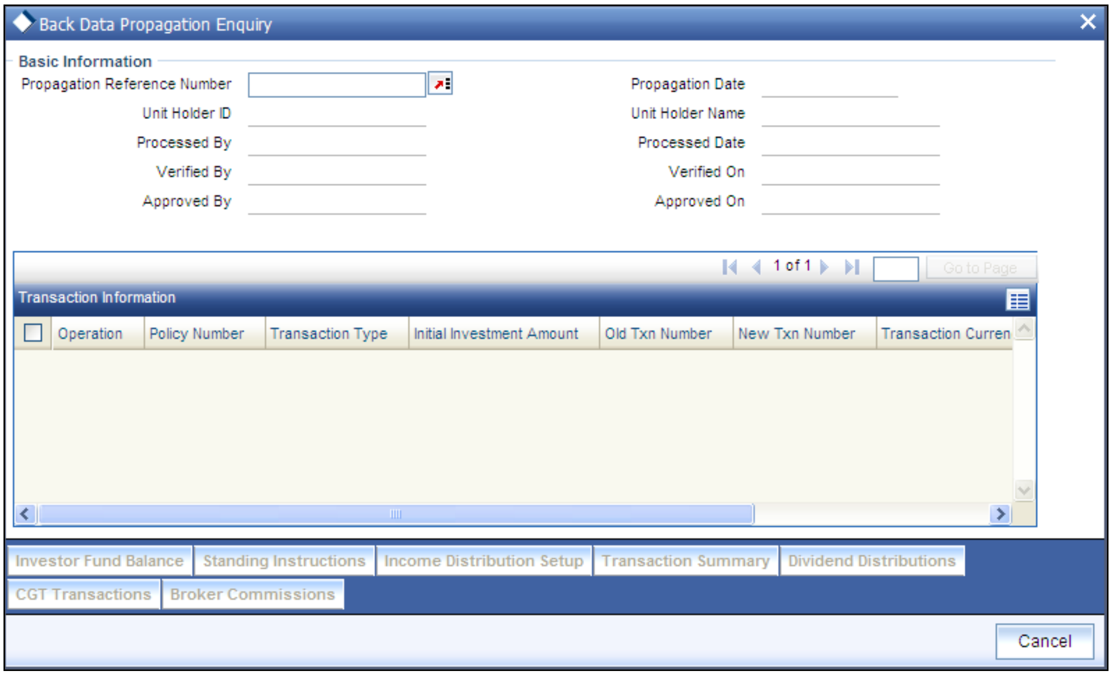
If there has been a change in the allocation status of a transaction, the system will consider only the original allocation status of a transaction during data propagation. For instance, if the original allocation status of a transaction is ‘Provisional’ and subsequently the status changes to ‘Confirmed’, while reiterating the transactions, the system will consider the status as ‘Provisional’ and carry out the calculations accordingly.

2.8.4 Linked Transactions Processing

For linked transactions, where an inflow transaction that is linked to an outflow transaction is being modified, the system will check if the outflow transaction is affected due to data propagation. If it is, the outflow transaction will not be generated.

2.9 Viewing Back Data Propagation Details

You can view the details that have been propagated using the ‘Back Data Propagation Enquiry’ screen. You can invoke the screen by typing ‘UTDPRQRY' in the field at the top right corner of the Application tool bar and click the adjoining arrow button.

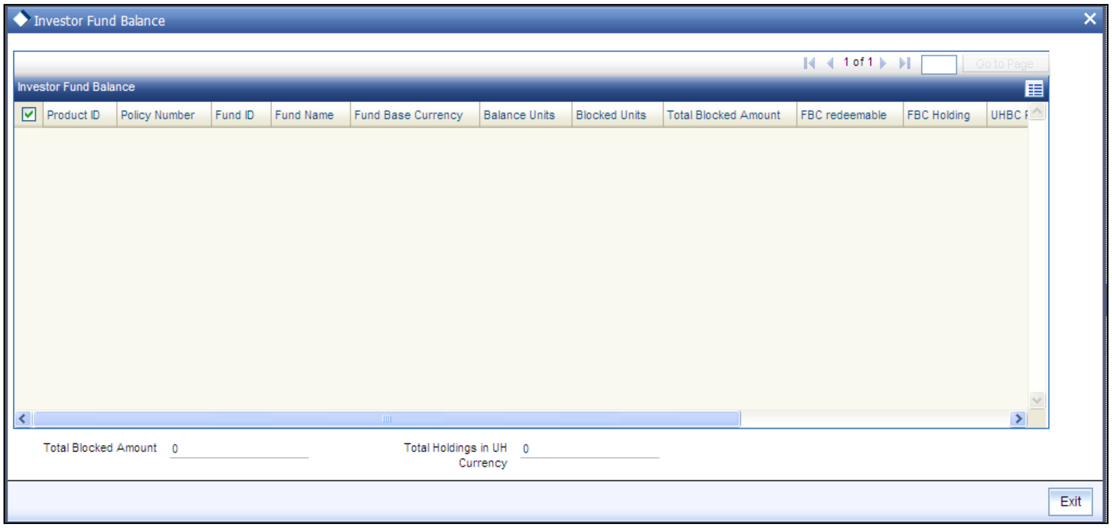


In this screen, press F7, enter the ‘Propagation Reference Number’ and press F8. The system will display the following details for the propagated query:

- Operation
- Policy Number
- Transaction Type
- Initial Investment Amount
- Old Txn Number
- New Txn Number
- Transaction Currency
- Amount Applied
- Units
- Percent

2.9.1 Viewing Investor Fund Balances

Click the ‘Investor Fund Balance’ button in the ‘Back Data Propagation Screen’ to view the fund balances propagated.

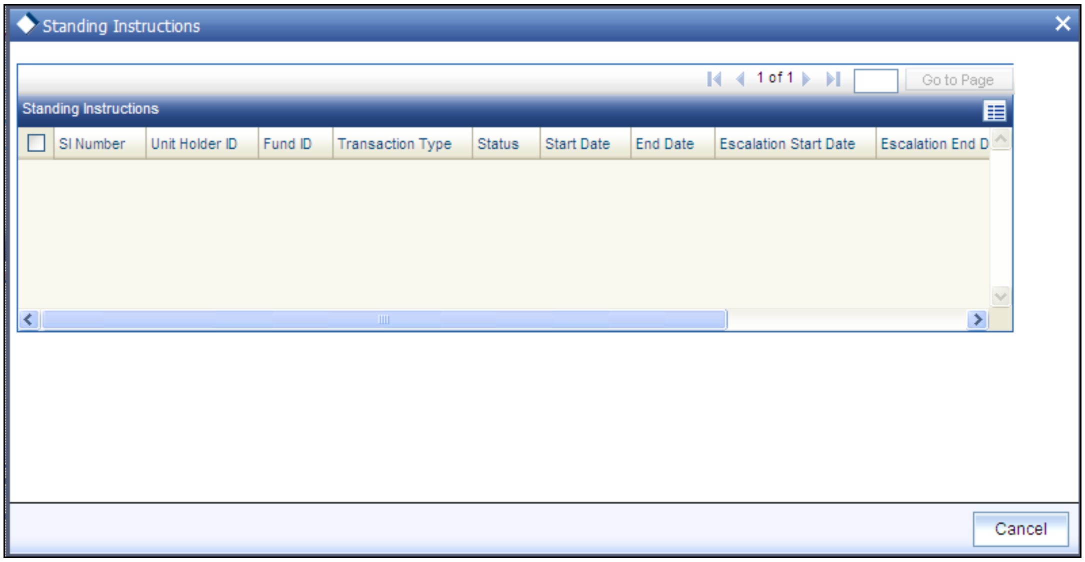


The following details are displayed:

- Product ID
- Policy Number
- Fund ID
- Fund Name
- Fund Base Currency
- Balance Units
- Blocked Units
- Total Blocked Amount
- FBC redeemable
- FBC Holding
- UHBC Redeemable
- Average Cost
- Provisional Units
- UHBC Holding
- Total Blocked Amount
- Total Holdings in UH currency

2.9.2 Viewing Standing Instruction Details

Click the ‘Standing Instructions’ button in the ‘Back Data Propagation Screen’ to view the standing instructions details propagated.

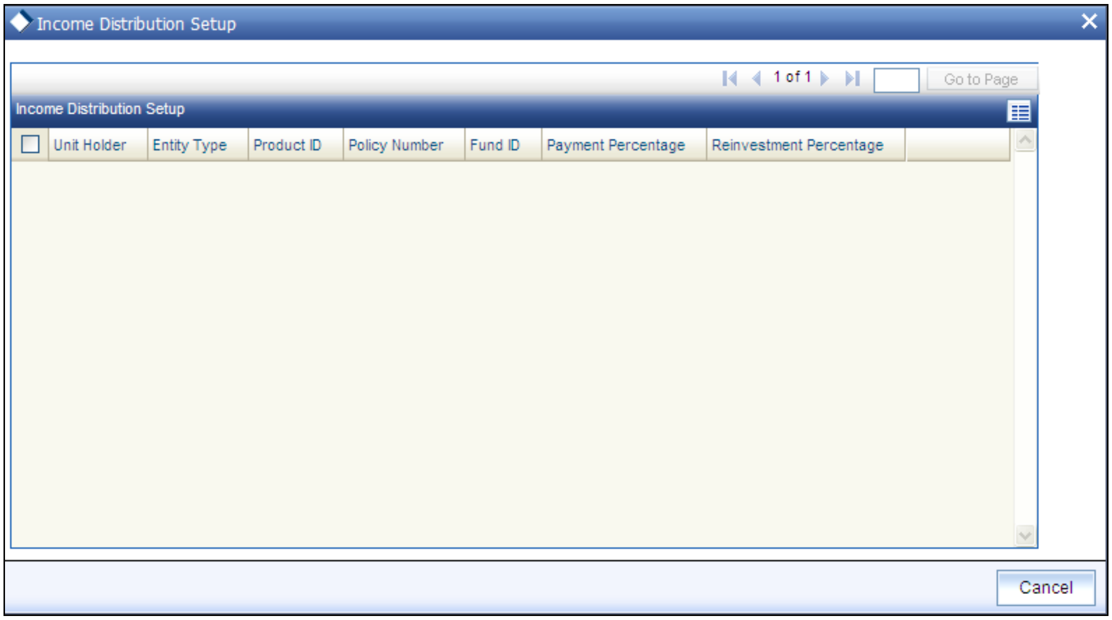


The following details are displayed:

- SI Number
- Unit Holder ID
- Fund ID
- Transaction Type
- Status
- Start Date
- End Date
- Escalation Start Date
- Escalation End Date
- Last Processed Date
- SI Description

2.9.3 Viewing Income Distribution Setup Details

Click the ‘Income Distribution Setup’ button in the ‘Back Data Propagation Screen’ to view details of the income distribution propagated.

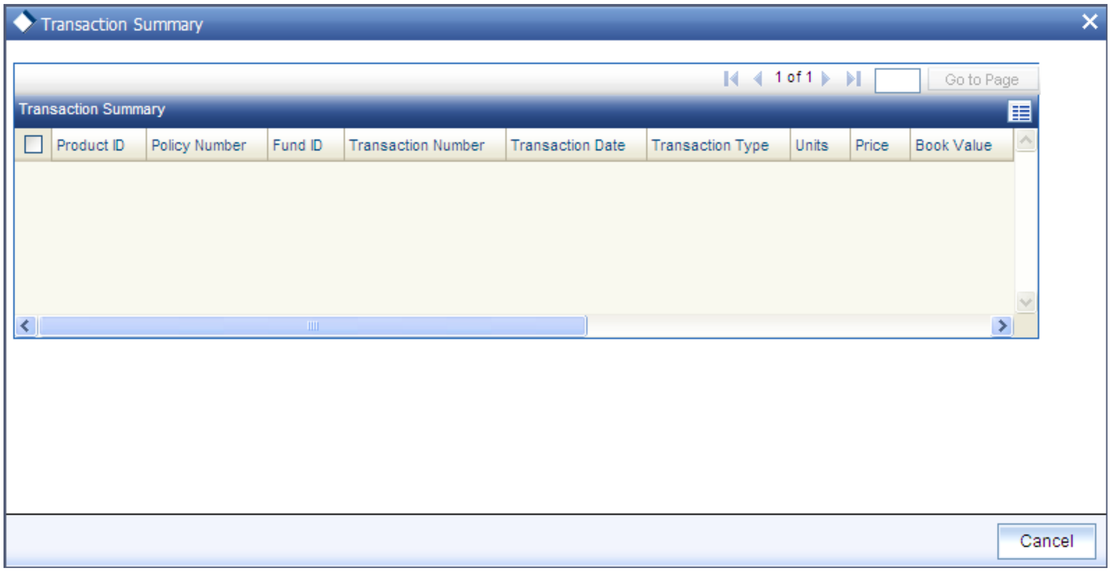


The following details are displayed:

- Unit Holder
- Entity Type
- Product ID
- Policy Number
- Fund ID
- Payment Percentage
- Reinvestment Percentage

2.9.4 Viewing Transaction Summary

Click the ‘Transaction Summary’ button in the ‘Back Data Propagation Screen’ to view a summary of the transactions propagated.

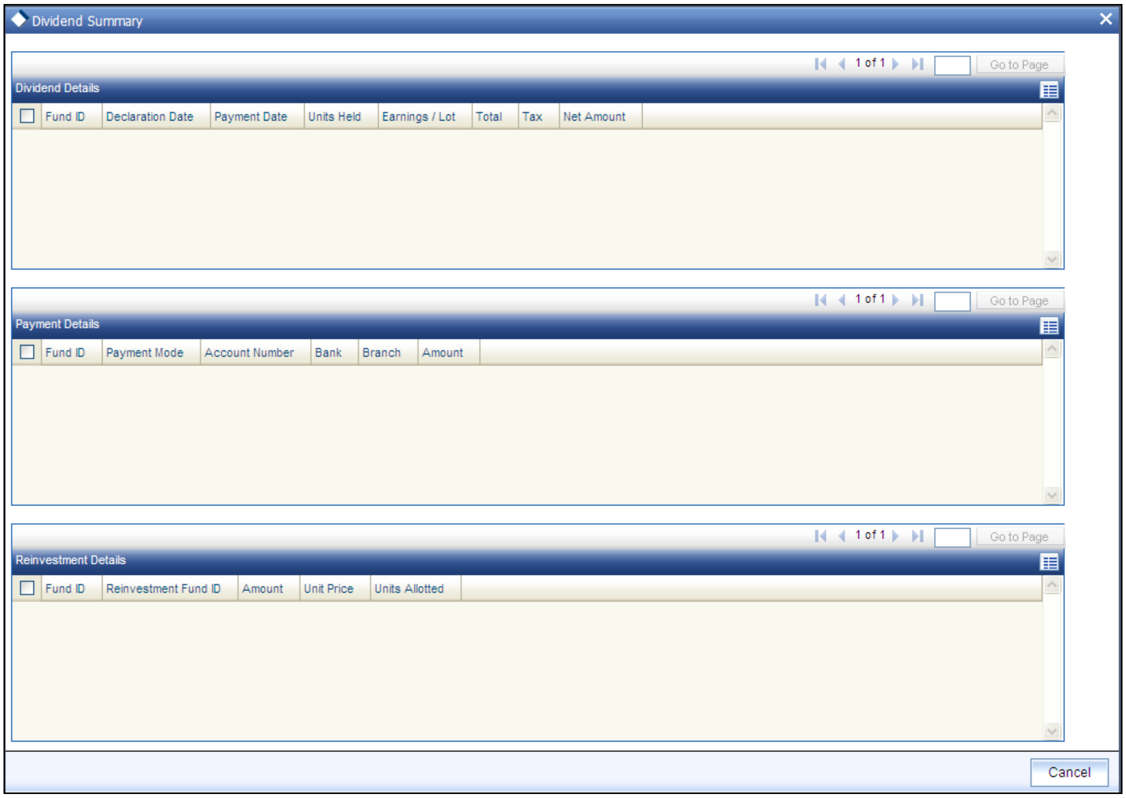


The following details are displayed:

- Product ID
- Policy Number
- Fund ID
- Transaction Date
- Transaction Type
- Units
- Price
- Book Value
- Running Total
- Status
- Gross Amt in FBC
- Net Amt in FBC
- Broker Commission
- Other Fees

2.9.5 Viewing Dividend Distribution Details

Click the ‘Dividend Distributions’ button in the ‘Back Data Propagation Screen’ to view the details of dividend propagated.



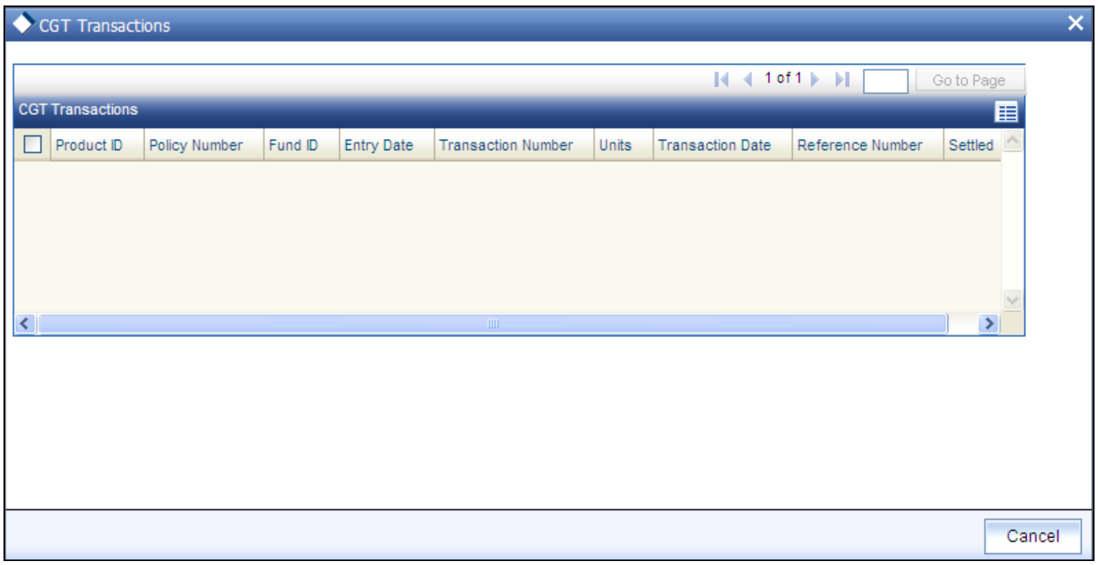
The following details are displayed:

- Dividend Details
  - Fund ID
  - Declaration Date
  - Payment Date
  - Units Held
  - Earnings/Lot
  - Total
  - Tax
  - Net Amount
- Payment Details
  - Fund ID
  - Payment Mode
  - Account Number
  - Bank
  - Branch
  - Amount
- Reinvestment Details

- Fund ID
- Reinvestment Fund ID
- Amount
- Unit Price
- Units Allotted

2.9.6 Viewing Capital Gains Transactions Tax Details

Click the ‘CGT Transactions’ button in the ‘Back Data Propagation Screen’ to view the details of capital gains tax.

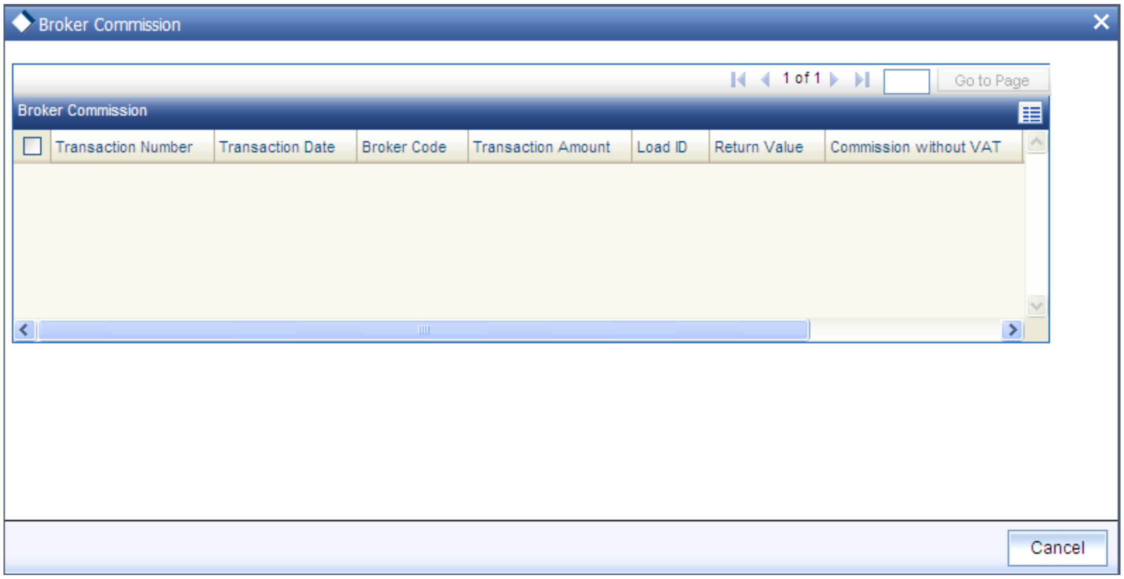


The following details are displayed:

- Product ID
- Policy Number
- Fund ID
- Entry Date
- Transaction Number
- Units
- Transaction Date
- Reference Number
- Settled

2.9.7 Viewing Broker Commission Details

Click the ‘Broker Commissions’ button in the ‘Back Data Propagation Screen’ to view the details of commission details for brokers.



The following details are displayed:

- Transaction Number
- Transaction Date
- Broker Code
- Transaction Amount
- Load ID
- Return Value
- Commission without VAT
- VAT
- Commission with VAT

Back Data Propagation
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