

Reports User Guide

## **Oracle FLEXCUBE Investor Servicing**

Release 12.3.0.6.1

Part Number E79758-01

September 2020

Reports User Guide  
September 2020  
Oracle Financial Services Software Limited

Oracle Park

Off Western Express Highway  
Goregaon (East)  
Mumbai, Maharashtra 400 063  
India  
Worldwide Inquiries:  
Phone: +91 22 6718 3000  
Fax: +91 22 6718 3001  
[www.oracle.com/financialservices/](http://www.oracle.com/financialservices/)

Copyright © 2007, 2020, Oracle and/or its affiliates. All rights reserved.

Oracle and Java are registered trademarks of Oracle and/or its affiliates. Other names may be trademarks of their respective owners.

U.S. GOVERNMENT END USERS: Oracle programs, including any operating system, integrated software, any programs installed on the hardware, and/or documentation, delivered to U.S. Government end users are "commercial computer software" pursuant to the applicable Federal Acquisition Regulation and agency-specific supplemental regulations. As such, use, duplication, disclosure, modification, and adaptation of the programs, including any operating system, integrated software, any programs installed on the hardware, and/or documentation, shall be subject to license terms and license restrictions applicable to the programs. No other rights are granted to the U.S. Government.

This software or hardware is developed for general use in a variety of information management applications. It is not developed or intended for use in any inherently dangerous applications, including applications that may create a risk of personal injury. If you use this software or hardware in dangerous applications, then you shall be responsible to take all appropriate failsafe, backup, redundancy, and other measures to ensure its safe use. Oracle Corporation and its affiliates disclaim any liability for any damages caused by use of this software or hardware in dangerous applications.

This software and related documentation are provided under a license agreement containing restrictions on use and disclosure and are protected by intellectual property laws. Except as expressly permitted in your license agreement or allowed by law, you may not use, copy, reproduce, translate, broadcast, modify, license, transmit, distribute, exhibit, perform, publish or display any part, in any form, or by any means. Reverse engineering, disassembly, or decompilation of this software, unless required by law for interoperability, is prohibited.

The information contained herein is subject to change without notice and is not warranted to be error-free. If you find any errors, please report them to us in writing.

This software or hardware and documentation may provide access to or information on content, products and services from third parties. Oracle Corporation and its affiliates are not responsible for and expressly disclaim all warranties of any kind with respect to third-party content, products, and services. Oracle Corporation and its affiliates will not be responsible for any loss, costs, or damages incurred due to your access to or use of third-party content, products, or services.

---

# Table of Contents

<b>1.</b>	<b>About This Manual .....</b>	<b>1-1</b>
1.1	Introduction.....	1-1
1.2	Related Documents.....	1-1
1.3	Audience.....	1-1
1.4	Organization .....	1-1
1.5	Conventions Used in this Manual.....	1-1
	1.5.1 General Conventions.....	1-2
	1.5.2 Keyboard Conventions .....	1-2
1.6	Glossary of Icons.....	1-2
1.7	Abbreviations and Acronyms.....	1-2
1.8	Getting Help.....	1-3
<b>2.</b>	<b>Reports .....</b>	<b>2-1</b>
2.1	Report Parameter Maintenance .....	2-2
	2.1.1 Invoking Report Parameter Maintenance Screen.....	2-2
2.2	Report Parameter Maintenance Summary Screen.....	2-3
	2.2.1 Invoking Report Parameter Maintenance Summary Screen .....	2-4
	2.2.2 Retrieving Report Parameters .....	2-4
	2.2.3 Editing Report Parameters .....	2-5
	2.2.4 Viewing Report Parameters.....	2-5
	2.2.5 Deleting Report Parameters .....	2-5
	2.2.6 Authorizing Report Parameters .....	2-6
	2.2.7 Amending Report Parameters .....	2-6
	2.2.8 Authorizing Amended Report Parameters.....	2-6
2.3	Unit Holder Register Report .....	2-6
	2.3.1 Generating Unit Holder Register Report.....	2-7
	2.3.2 Contents of the Unit Holder Register Report.....	2-7
2.4	Transaction Load Listings.....	2-7
	2.4.1 Generating the Transaction Load Listings.....	2-7
	2.4.2 Contents of the Transaction Load Listings Report .....	2-8
2.5	Creations/Liquidations Report .....	2-9
	2.5.1 Generating the Creations/Liquidations Report .....	2-9
	2.5.2 Contents of the Creations/Liquidations Report.....	2-10
2.6	G2-G1 Unit Conversion Post Dividend Process Report .....	2-11
	2.6.1 Generating the G2-G1 Unit Conversion Post Dividend Process Report ..	2-11
	2.6.2 Contents of G2-G1 Unit Conversion Post Dividend Process Report.....	2-12
2.7	Swinging Price Report .....	2-12
	2.7.1 Generating the Swinging Price Report .....	2-13
	2.7.2 Contents of the Swinging Price Report.....	2-13
2.8	Dilution Levy Report .....	2-14
	2.8.1 Generating the Dilution Levy Report .....	2-14
	2.8.2 Contents of Dilution Levy Report.....	2-15
2.9	Net of Sales Report for Dilution Levy .....	2-17
	2.9.1 Generating the Net of Sales Report for Dilution Levy.....	2-17
	2.9.2 Contents of Net of Sales Report for Dilution Levy .....	2-18
2.10	Creations/Liquidations History Report.....	2-19
	2.10.1 Generating the Creations/Liquidations History Report .....	2-19

2.10.2	Contents of the Creations/Liquidations Report (Trading Box)	2-20
2.11	UCITS-KIID Received Override Report	2-21
2.11.1	Generating the UCITS-KIID Received Override Report	2-21
2.11.2	Contents of the UCITS-KIID Received Override Report	2-22
2.12	UCITS-KIID Received SI Report	2-23
2.12.1	Generating UCITS-KIID Received SI Report	2-23
2.12.2	Contents of the UCITS-KIID Received SI Report	2-23
2.13	Share Class Conversion Report	2-24
2.13.1	Generating the Share Class Conversion Report	2-24
2.13.2	Contents of the Share Class Conversion Report	2-25
2.14	SI/IDS Conversion Transaction Report	2-26
2.14.1	Generating the SI/IDS Conversions Transaction Report	2-26
2.14.2	Contents of the SI/IDS Conversion Transaction Report	2-27
2.15	Global Order Report	2-29
2.15.1	Generating Global Order Report	2-29
2.15.2	Contents of the Global Order Report	2-30
2.16	Hedge Fund Report	2-32
2.16.1	Generating the Hedge Fund Report	2-32
2.16.2	Contents of the Hedge Fund Report	2-32
2.17	Series Funds Report	2-32
2.17.1	Generating the Series Funds Report	2-32
2.17.2	Contents of the Series Funds Report	2-32
2.18	Back Data Propagation Enquiry Report	2-33
2.18.1	Generating the Back Data Propagation Enquiry Report	2-33
2.18.2	Contents of the Back Data Propagation Enquiry Report	2-33
2.19	Periodic Commission as on Date Report	2-34
2.19.1	Generating the Periodic Commission as on Date Report	2-34
2.20	Stop Codes Report	2-35
2.20.1	Generating the Stop Codes Report	2-35
2.21	Common Reporting Standard Report	2-37
2.21.1	Generating Common Reporting Standard Report	2-37
2.21.2	Audit Log for UH	2-39
<b>3.</b>	<b>Generating Reports</b>	<b>3-1</b>
3.1	Activity Reports	3-2
3.1.1	Activity Report Details	3-2
3.1.2	Generating the Fund Activity Report	3-2
3.1.3	Generating Inactive Users Report	3-3
3.1.4	Generating the User Profile Info Report	3-4
3.1.5	Generating SMS Event Log Report	3-5
3.2	Broker Reports	3-6
3.2.1	Broker Reports Details	3-6
3.2.2	Broker Communique Report	3-6
3.2.3	Broker Details Report Description	3-8
3.2.4	Generating Reporting Structure for Brokers Report	3-10
3.2.5	Broker Commission Payment Report Description	3-11
3.3	Confirmation Reports	3-13
3.3.1	Generating Confirmation Reports	3-13
3.3.2	Details in Confirmation Reports	3-14
3.4	Other Reports	3-15
3.4.1	Other Reports Details	3-15

3.4.2	Generating the Allocation Error Report .....	3-15
3.4.3	Generating the Derived Load Report.....	3-16
3.4.4	Generating the Entity Details Report.....	3-17
3.4.5	Generating the Exchange Override Report .....	3-18
3.4.6	Generating Fund Price Report.....	3-19
3.4.7	Generating IDS Summary Report.....	3-20
3.4.8	Generating Income Advice Report .....	3-21
3.4.9	Generating LOI Non Fulfilment Report.....	3-22
3.4.10	Generating Transaction Load Override Report .....	3-22
3.4.11	Generating Load Override Report .....	3-25
3.4.12	Generating Trailing Commission Report .....	3-25
3.4.13	Generating Transaction Summary Report.....	3-26
3.4.14	Generating Transaction Summary Report.....	3-28
3.5	Queries .....	3-28
3.5.1	Queries Reports Details .....	3-29
3.5.2	Generating Consolidated Inquiry .....	3-29
3.5.3	Retrieving Unitholder/ CIF Basic Details in Client Enquiry Screen .....	3-31
3.5.4	Invoking Transaction Summary Screen.....	3-32
3.5.5	Viewing Details of Investor Fund Balances .....	3-34
3.5.6	Viewing Other Details.....	3-36
3.5.7	Generating Fund Price Inquiry.....	3-37
3.5.8	Generating Fund Rules Inquiry.....	3-38
3.5.9	View Jobs Scheduled .....	3-39
3.6	SI Reports.....	3-39
3.6.1	SI Reports Details.....	3-40
3.6.2	Generating Standing Instructions Amendments .....	3-40
3.6.3	Generating Standing Instructions Escalations.....	3-40
3.6.4	Generating Standing Instructions Reminders.....	3-41
3.6.5	Generating Standing Instructions Transaction Details Report.....	3-42
3.7	Transaction Reports .....	3-42
3.7.1	Generating Transaction Reports .....	3-43
3.7.2	Generating Transaction Enquiry Report.....	3-44
3.7.3	Generating Daily IPO Transactions .....	3-45
3.7.4	Generating Daily Subscription Transactions .....	3-46
3.7.5	Generating Daily Redemption Transactions.....	3-46
3.7.6	Generating Daily Switch Transactions.....	3-47
3.7.7	Generating Daily Transfer Transactions.....	3-47
3.7.8	Generating Daily Block Transactions .....	3-47
3.7.9	Generating Daily Unblock Transactions .....	3-48
3.7.10	Generating Daily Split Transactions .....	3-48
3.7.11	Generating Daily Consolidation Transactions .....	3-48
3.7.12	Generating Daily Reissue Transactions .....	3-48
3.8	UH Info Reports.....	3-48
3.8.1	UH Info Reports Details.....	3-49
3.8.2	Generating Unit Holder Acknowledgment .....	3-49
3.8.3	Generating Unit Holder Dividend Details Report.....	3-49
3.8.4	Generating Unit Holder Zero Balance Report.....	3-51
3.9	Unit Holder Reports .....	3-52
3.9.1	Printing Account Statements .....	3-52
3.9.2	Generating Auto Investment Reminder Report .....	3-54

3.9.3	Generating Unit Holder Register Report .....	3-55
3.9.4	Generating Unit Holder Holdings Summary Report.....	3-57
3.9.5	Generating Unit Holder Withholding Tax Report .....	3-60
3.10	Reinvestment Report.....	3-62
3.10.1	Generating Reinvestment Report.....	3-62
3.10.2	Contents of the Reinvestment Report screen.....	3-63
3.11	Certificate Inquiry.....	3-63
3.11.1	Generating the Certificate Inquiry Report.....	3-63
3.11.2	Contents of the Certificate Inquiry Screen.....	3-64
3.12	Certificate Printing .....	3-64
3.12.1	Printing New Certificates .....	3-65
3.12.2	Printing Duplicate Certificates .....	3-66
3.12.3	Reprinting Certificates .....	3-67
3.13	Threshold Balance Report.....	3-67
3.13.1	Threshold Balance Report Details.....	3-68
3.13.2	By Amount.....	3-68
3.13.3	By Units .....	3-69
3.13.4	Fields in Threshold Balance Report screen.....	3-69
3.14	Transfer Register Report.....	3-70
3.14.1	Generating Transfer Register Report .....	3-70
3.14.2	Fields in Transfer Register Report screen.....	3-70
3.15	Tax Statements Reports.....	3-71
3.15.1	Employee Tax IT 3(a) Report .....	3-71
3.15.2	Employee Tax IRP5 Report.....	3-73
3.15.3	Tax Deduction Directive A&D Report .....	3-74
3.15.4	Tax Deduction Directive B Report .....	3-75
3.15.5	Tax Deduction Directive Report.....	3-77
3.16	Investment Simulator .....	3-78
3.16.1	Investment Simulator Reports .....	3-78
3.16.2	For Non Pension Funds.....	3-78
3.16.3	For Pension Funds .....	3-80
3.17	Multi Transaction Error Log Report .....	3-82
3.17.1	Generating Multi Transaction Error Log Report.....	3-82
3.17.2	Contents of the Multi Transaction Error Log Report.....	3-82
3.18	Tax Credit Report .....	3-83
3.18.1	Generating Tax Credit Report .....	3-83
3.18.2	Contents of Tax Credit Report.....	3-84
3.19	Redemption Confirmation Report.....	3-84
3.19.1	Generating Red Confirmation Report.....	3-84
3.19.2	Contents of Red Confirmation Report .....	3-85
3.20	Subscription Confirmation Report.....	3-87
3.20.1	Generating Sub Confirmation Report .....	3-87
3.20.2	Contents of Sub Confirmation Report.....	3-87
3.21	Switch Confirmation Report.....	3-89
3.21.1	Generating Switch Report .....	3-89
3.21.2	Contents of Switch Report.....	3-89
3.22	Account Balance Statement Report .....	3-91
3.22.1	Generating Account Balance Statement Report.....	3-91
3.22.2	Contents of Account Balance Statement Report.....	3-92
3.23	Portfolio Holdings Report.....	3-92

3.23.1	Generating Portfolio Holdings Report .....	3-92
3.23.2	Contents of Portfolio Holdings Report .....	3-93
3.24	Portfolio Statement Report .....	3-94
3.24.1	Generating Portfolio Statement Report .....	3-94
3.24.2	Contents of Portfolio Statement Report .....	3-94
3.25	Portfolio Performance Report .....	3-95
3.25.1	Generating Portfolio Performance Report .....	3-95
3.25.2	Contents of Portfolio Performance Report .....	3-96
<b>4.</b>	<b>.....Appendix A - Reporting for Capital Gains Tax</b>	<b>4-1</b>
4.1	Capital Gains Tax .....	4-1
4.1.1	Processing Capital Gains Tax .....	4-1
4.1.2	Maintenance for Capital Gains Tax Computation .....	4-1
4.1.3	Computation of Capital Gains Tax .....	4-1
4.1.4	Weighted Average Unit Cost approach for computing Capital Gain / Loss .....	4-2
4.1.5	Computation of EUSD Average Cost/Capital Gain .....	4-6
4.1.6	Computation of Capital Gains for Redemption .....	4-6
4.1.7	Computation of Capital Gains for Transfers .....	4-7
4.1.8	Reporting in Respect of Capital Gains Calculations .....	4-7
<b>5.</b>	<b>FATCA Reports .....</b>	<b>5-1</b>
5.1	FATCA Status Report .....	5-1
5.1.1	Generating the FATCA Status Report .....	5-1
5.1.2	Contents of the FATCA Status Report .....	5-2
5.2	FATCA Recalcitrant Report .....	5-5
5.2.1	Generating FATCA Recalcitrant Report .....	5-5
5.2.2	Contents of the Report .....	5-6
5.3	FATCA Chasing Date Report .....	5-6
5.3.1	Generating FATCA Chasing Date Report .....	5-6
5.3.2	Contents of the Report .....	5-8
5.4	FATCA Document Status Report .....	5-8
5.4.1	Generating FATCA Document Status Report .....	5-8
5.4.2	Contents of the Report .....	5-10
5.5	Authorized Representative Expiry Report .....	5-10
5.5.1	Generating the Authorized Representative Expiry Report .....	5-10
5.5.2	Contents of the Report .....	5-11
<b>6.</b>	<b>Function ID Glossary .....</b>	<b>6-1</b>

---

# 1. About This Manual

## 1.1 Introduction

Welcome to Oracle FLEXCUBE Investor Servicing <sup>™</sup>, 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:

<b>Chapter 1</b>	<i>About This Manual</i> explains the structure, audience, organization, and related documents of this manual.
<b>Chapter 2</b>	<i>Reports</i> explains how to create various reports such as unit holder register report, transaction load listings, liquidations reports etc.
<b>Chapter 3</b>	<i>Appendix-C Reporting for Capital Gains Tax</i> explains computation, processing, and maintenance of capital gains tax.

## 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
<i>Italic type</i>	Functional /foreign terms Validations for fields on a screen References to related Headings/Users Manuals For emphasis
Numbered Bullet	Step by step procedures

### 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
	Exit
	Add Row
	Delete Row
	Option List

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

<b>Abbreviation/ Acronym</b>	<b>Meaning</b>
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
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. Reports

Various reports can be printed at Fund Manager level. Transaction summary reports can be printed on a daily basis or at a regular frequency. This is invariably set up as a scheduled activity of EOD.

Typically, the following users or groups are authorized to access this function:

- The Administrator
- The Fund Administrator
- The Supervisor

The reports that are available are:

### Transactions Reports

Summary Reports of all transactions can be printed at regular intervals. Also a detailed listing of all the loads that were applied for the transaction can also be generated. The Load Listing report for every transaction gives the breakup of all the loads that were applied for the transaction and the resultant effect on the price and the final units allotted.

### Performance Reports

Performance reports of top performing agency branches can be generated. This can be done for a single fund or across funds in the AMC. It can be based on either transaction units or transaction amounts. If the transaction type is not specified, then, by default, IPO Subscription, Subscription and Redemption transactions are taken into consideration.

### Fund Data Reports

Fund based reports like Fund Rule, Fund Price and Entity Details can also be printed. Reports based on the loads (Fee / Incentive) can also be generated. Generation of Standing Instructions reminders and printing of Standing Instructions report are also done at Fund Manager level. SI reminder generation is one of the EOD activities.

### Unit Holder Reports

This module also does printing of unit holder holdings and unit holder registers.

Checks that are to be given by the Fund Manager to the various entities are also generated.

The list of reports that you can generate, preview and print is as follows:

- Unit Holder Register
- Transaction Load Listings
- G2-G1 Unit Conversion Post Dividend Process Report
- Swinging Price Report
- Dilution Levy Report
- Creation/Liquidation Report
- Creation/Liquidation History Report
- UCITS-KIID Received override report
- UCITS-KIID Received SI Report
- Share Class Conversion Report
- SI & IDS Share Class Conversion Report
- Global Order Report

This chapter contains the following sections:

- [Section 2.1, "Report Parameter Maintenance"](#)
- [Section 2.2, "Report Parameter Maintenance Summary Screen"](#)
- [Section 2.3, "Unit Holder Register Report"](#)
- [Section 2.4, "Transaction Load Listings"](#)
- [Section 2.5, "Creations/Liquidations Report"](#)
- [Section 2.6, "G2-G1 Unit Conversion Post Dividend Process Report"](#)
- [Section 2.7, "Swinging Price Report"](#)
- [Section 2.8, "Dilution Levy Report"](#)
- [Section 2.9, "Net of Sales Report for Dilution Levy"](#)
- [Section 2.10, "Creations/Liquidations History Report"](#)
- [Section 2.11, "UCITS-KIID Received Override Report"](#)
- [Section 2.12, "UCITS-KIID Received SI Report"](#)
- [Section 2.13, "Share Class Conversion Report"](#)
- [Section 2.14, "SI/IDS Conversion Transaction Report"](#)
- [Section 2.15, "Global Order Report"](#)
- [Section 2.16, "Hedge Fund Report"](#)
- [Section 2.17, "Series Funds Report"](#)
- [Section 2.18, "Back Data Propagation Enquiry Report"](#)
- [Section 2.19, "Periodic Commission as on Date Report"](#)
- [Section 2.20, "Stop Codes Report"](#)
- [Section 2.21, "Common Reporting Standard Report"](#)

## **2.1 Report Parameter Maintenance**

This section contains the following topics:

- [Section 2.1.1, "Invoking Report Parameter Maintenance Screen"](#)

### **2.1.1 Invoking Report Parameter Maintenance Screen**

You can maintain report spool path for each module. The reports will be extracted from the respective folders against each module. The module code and folder names will be defined at this level. You can maintain report parameter using 'Report Parameter Maintenance' screen.

You can invoke the 'Report Parameter' screen by typing 'RPDPARAM' in the field at the top right corner of the Application tool bar and clicking on the adjoining arrow button.

Report Parameter maintenance

Save

Module Id \*

Folder Name \*

Input by	DateTime	Mod No	Open
Authorized by	DateTime	Authorized	

Cancel

You can specify the following details:

#### **Module ID**

*Alphanumeric; 30 Characters; Mandatory*

Specify the module ID.

#### **Folder Name**

*Alphanumeric; 200 Characters; Mandatory*

Specify the folder name.

## **2.2 Report Parameter Maintenance Summary Screen**

This section contains the following topics:

- [Section 2.2.1, "Invoking Report Parameter Maintenance Summary Screen"](#)
- [Section 2.2.2, "Retrieving Report Parameters"](#)
- [Section 2.2.3, "Editing Report Parameters"](#)
- [Section 2.2.4, "Viewing Report Parameters"](#)
- [Section 2.2.5, "Deleting Report Parameters"](#)
- [Section 2.2.6, "Authorizing Report Parameters"](#)
- [Section 2.2.7, "Amending Report Parameters"](#)
- [Section 2.2.8, "Authorizing Amended Report Parameters"](#)

### 2.2.1 Invoking Report Parameter Maintenance Summary Screen

You can invoke 'Report Parameter Maintenance Summary' screen by typing 'RPSPARAM' in the field at the top right corner of the Application tool bar and clicking on the adjoining arrow button.

Report Parameter maintenance Summary

Search Advanced Search Reset Clear All

Search Is Case Sensitive

Authorized  Open

Module Id

Records per page 15 1 of 1 Go Lock Columns 0

Authorized	Open	Module Id	Folder Name
------------	------	-----------	-------------

Exit

### 2.2.2 Retrieving Report Parameters

To retrieve a previously entered report parameters:

- Invoke the Report Parameter Maintenance Summary screen and specify the following:
- The authorization status of the entity in the Authorization Status field. If you choose the "Blank Space" option, then all the records are retrieved.
- Open
- Module ID

Click 'Search' button after you have specified the required details, all records with the specified details are retrieved and displayed in the lower portion of the screen.

---

#### Note

You can also retrieve an individual report parameters from the Detail screen by doing query in the following manner:

- Press F7
  - Input any parameter in the screen
  - Press F8
-

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

You can also search the record by using combination of % and alphanumeric value.

Example

You can search the record by using the combination of % and alphanumeric value.

- **Search by A%**: The system will fetch all the records whose Module ID starts from Alphabet 'A'. For example, ACCB.
- **Search by %7**: The system will fetch all the records whose Module ID has 7. For instance: ACT7

### 2.2.3 **Editing Report Parameters**

You can modify the report that you have already entered into the system, provided it has not been subsequently authorized. You can perform this operation as follows:

- Invoke the Report Parameter Maintenance Summary screen from the Browser.
- Select the authorization status of the report that you want to retrieve for modification in the Authorization Status field. You can only modify records that are unauthorized. Accordingly, choose the Unauthorized option from the drop down list.
- Specify any or all of the search parameters of the report mapping in the corresponding fields.
- Click 'Search' button. All unauthorized report parameters with the specified details are retrieved and displayed in the lower portion of the screen.
- Double click the record that you want to modify. The Report Parameter Maintenance Detail screen is displayed.
- Select Unlock Operation from Action list to modify the record. Modify the necessary information.
- Click Save to save the changes. The Report Parameter Maintenance screen is closed and the changes made are reflected in the Summary screen.

### 2.2.4 **Viewing Report Parameters**

To view the reports that you have previously entered:

- Invoke the Report Parameter Maintenance Summary Screen from the Browser.
- Select the authorization status of the reports 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 search parameters.
- Click 'Search' button. All records with the specified details are retrieved and displayed in the lower portion of the screen.
- Double click the record that you want to view. The Report Parameter Maintenance Detail screen is displayed in view mode.

### 2.2.5 **Deleting Report Parameters**

You can delete only unauthorized reports in the system. To delete a record:

- Invoke the Report Parameter Maintenance Summary screen from the Browser.
- Select the status of the reports that you want to retrieve for deletion.
- Specify any or all of the search parameters.

- Click 'Search' button. All records with the specified details are retrieved and displayed in the lower portion of the screen.
- Double click the record that you want to delete. The Report Parameter Maintenance Detail screen is displayed.
- Select Delete operation from the Action list. The system prompts you to confirm the deletion, and the record is deleted physically from the system database.

### **2.2.6 Authorizing Report Parameters**

An unauthorized report must be authorized in the system for it to be processed. To authorize a record:

- Invoke the Report Parameter Maintenance Summary screen from the Browser.
- Select the status of the report that you want to retrieve for authorization. Typically, choose the unauthorized option from the drop-down list.
- Specify any or all of the search parameters of the report 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 Report Parameter Maintenance Detail screen displayed. Select Authorize operation from Action.

### **2.2.7 Amending Report Parameters**

After a record is authorized, it can be modified using the Unlock operation from Action list. To make changes to a record after authorization, you must invoke the Unlock operation which is termed as Amend Operation.

- Invoke the Report Parameter Maintenance Summary screen from the Browser.
- Select the status of the reports that you wish to retrieve for amendment. You can only amend records that are authorized.
- Specify any or all of the search parameters.
- Click 'Search' button. All reports with the specified details are retrieved and displayed in the lower portion of the screen.
- Double click the report that you want to amend. The Report Parameter Maintenance screen is displayed in Amendment mode.
- Click the Unlock operation from the Action list to amend the parameters.
- Amend the necessary information. Click the Save button to save the changes.

### **2.2.8 Authorizing Amended Report Parameters**

An amended report must be authorized for the amendment to be made effective in the system.

The process of authorization is the same as that of normal authorization process.

## **2.3 Unit Holder Register Report**

This section contains the following topics:

- [Section 2.3.1, "Generating Unit Holder Register Report"](#)
- [Section 2.3.2, "Contents of the Unit Holder Register Report"](#)

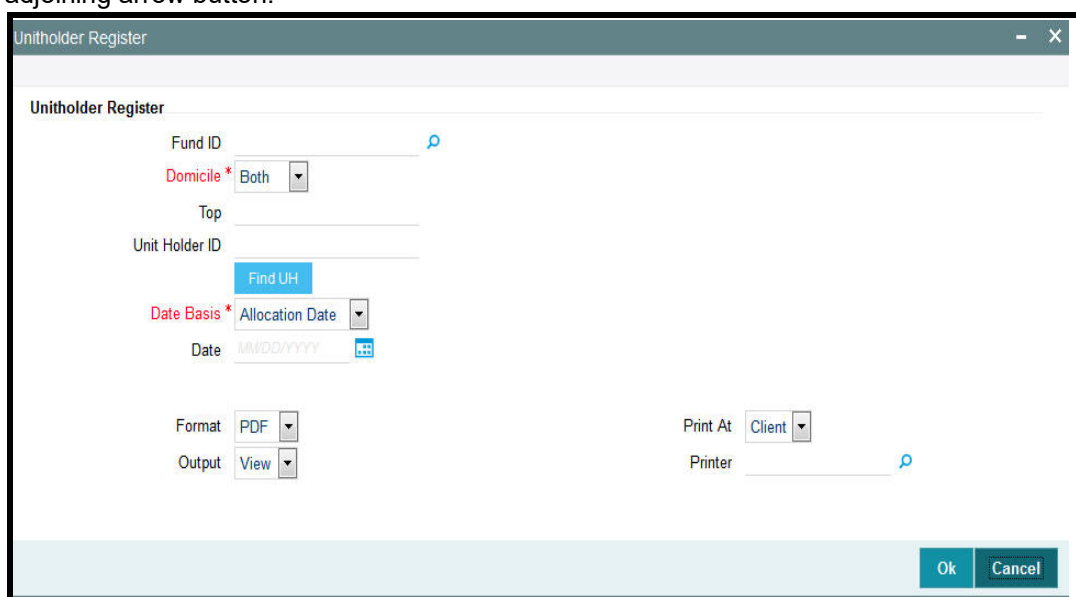


### 2.3.1 Generating Unit Holder Register Report

This report will also have the provision for printing the mailing labels for the selected unit holders.

This report will print the Unit Holder ID, Name, Address, Contact number, type of investor, country of residence, total holdings, percentage of holdings, etc. This will be printed at the Unit holder's request.

The input data required from the unit holder is Fund ID's, All Unit Holders/Top <N>, Investor Type. This report will be ordered by Unit Holder ID, Investor Type, Country of Residence, Agent, Holdings, and Zip Code. You can invoke the 'Unitholder Register' screen by typing 'UTR00127' in the field at the top right corner of the Application tool bar and clicking on the adjoining arrow button.

The screenshot shows a web application window titled "Unitholder Register". Inside the window, there is a form with several input fields and buttons. The fields include "Fund ID" with a search icon, "Domicile\*" with a dropdown menu set to "Both", "Top" with a text input, "Unit Holder ID" with a text input and a "Find UH" button, "Date Basis\*" with a dropdown menu set to "Allocation Date", and "Date" with a date picker. At the bottom left, there are "Format" and "Output" dropdown menus, with "PDF" and "View" selected respectively. At the bottom right, there are "Print At" and "Printer" dropdown menus, with "Client" and a search icon selected respectively. At the very bottom right of the window, there are "Ok" and "Cancel" buttons.

Totals of Number of Unit Holders, Total of holdings, Percentage of Holdings are computed and printed.

### 2.3.2 Contents of the Unit Holder Register Report

This report will contain all the unit holder details. It will also contain other details like total holdings and the percentage of the holdings.

## 2.4 Transaction Load Listings

This section contains the following topics:

- [Section 2.4.1, "Generating the Transaction Load Listings"](#)
- [Section 2.4.2, "Contents of the Transaction Load Listings Report"](#)

### 2.4.1 Generating the Transaction Load Listings

This report will print all details for a given transaction number. It gives a detailed listing all the loads and the amount and the net price after load.

This report will print all load details for the given transaction number.

This report will be printed Daily (Printed at the End of the Day). This report will be ordered by Load ID.

Sub totals of total amount price after load, amount after load are computed and printed for the same.

## **2.4.2    Contents of the Transaction Load Listings Report**

### **Transaction Number**

Displays the transaction Number for which the load listings are being printed.

### **Transaction Date**

Displays the date of the transaction.

### **Fund ID**

Displays the fund for which the transaction had taken place.

### **Unit Holder ID**

Displays the ID of the unit holder who made the transaction.

### **Transaction Units**

Displays the units applied for in the transaction.

### **Transaction Amount**

Displays the Amount applied at the time of the transaction.

### **Mode of Payment**

Indicates whether the transaction amount was paid by Cash, Check, DD, etc.

### **Agent**

Displays the code of the Agent where the transaction was made.

### **Branch**

Displays the code of the Branch of the Agent where the transaction was made.

### **Broker**

Displays the code of the Broker who was involved for the transaction.

### **Parent Broker**

Displays the code of the Parent Broker who was involved in the transaction.

### **Base Price**

Displays the Base Price on which the transactions were made. This Price does not include the load amounts.

### **Load ID**

Displays the Ids of the Loads that are applicable for the transaction.

### **Load Type**

Indicates whether the Load is a Fee or an Incentive.

### **From Entity**

Displays the code of the Entity from whom the load is applicable for the transaction.

### **To Entity**

Displays the code of the Entity to whom the load is applied for the transaction.

**Processing Frequency**

Displays the frequency at which the loads are processed.

**Amount**

Displays the Load amount applicable for the transaction.

**Load to Price**

Indicates whether the Load Amount is loaded to price or not.

**Plus or Minus**

Indicates whether the load amount is added or subtracted from the price.

**Free Transaction**

Indicates whether the transaction is a free transaction or not.

**Price After Load**

Displays the Transaction Price calculated after the application of the load amount to the Base Price.

**Amount After Load**

Displays the Amount calculated after the application of the load amount.

**Units Allotted**

Displays the actual number of units allotted in the transaction.

## 2.5 **Creations/Liquidations Report**

This section contains the following topics:

- [Section 2.5.1, "Generating the Creations/Liquidations Report"](#)
- [Section 2.5.2, "Contents of the Creations/Liquidations Report"](#)

### 2.5.1 **Generating the Creations/Liquidations Report**

This report is the creation or liquidations order placed with the trustee by the AMC for each fund. Reports are printed for a given processing date (allocation date) and fund.

The 'Creation Liq Details' screen allows you to enter search criteria for the generation of a Creation/Liquidation Trading Report. You can invoke this screen by typing 'UTR00210' in the

field at the top right corner of the Application tool bar and clicking on the adjoining arrow button.

Creation Liq Details

Fund ID

Fund Identification Number

Date \* MM/DD/YYYY

Format PDF

Output View

Print At Client

Printer

Ok Exit

In this screen, you must specify the following as mandatory sorting parameters for the generation of the report:

- The fund for which you want to generate the trading report, in the Fund ID field. If you specify the fund, the ISIN Code of the selected fund is displayed in the ISIN Code field. If you do not specify any fund, all the funds maintained in the system will be considered.
- The ISIN Code of the fund for which you want to generate trading reports, in the Fund Identification Number field. If you specify the ISIN Code of a fund, the ID of the fund is displayed in the Fund field. If you do not specify any fund, all the funds maintained in the system will be considered.
- The date for which trading data must be retrieved, in the Date field.

## 2.5.2 Contents of the Creations/Liquidations Report

The following details are displayed:

- The Fund Custodian Details
  - The Custodian Name and Address
  - The Fund Name and Address
  - Date on which report is printed
- Transaction processing details
  - Transaction Date
  - Number of units
  - Creation/Liquidation price
  - Creation/Liquidation amount available in the system
- Bank Details
  - Transfer Amount
  - Fund Pay-In Account Bank Name
  - Fund Pay-In Account Number
  - Fund Pay-In Account Type

- Custodian Bank Name
- Custodian Bank Account Number
- Custodian Bank Account Type

## 2.6 **G2-G1 Unit Conversion Post Dividend Process Report**

This section contains the following topics:

- [Section 2.6.1, "Generating the G2-G1 Unit Conversion Post Dividend Process Report"](#)
- [Section 2.6.2, "Contents of G2-G1 Unit Conversion Post Dividend Process Report"](#)

### 2.6.1 **Generating the G2-G1 Unit Conversion Post Dividend Process Report**

The system segregates funds into two buckets: Group 1 and Group 2. Set of units which have undergone distribution at least once are termed as 'Group 1' unit whereas set of units which are yet to receive any kind of distribution are termed as 'Group 2' units. This report shows the units conversion from G2 to G1 units at the transaction level, post distributions. This report also displays the zero distributions of all funds.

The 'G2 -G1 Unit Conversion Post Dividend Process' screen allows you to enter the search criteria for the generation of a G2-G1 Unit Conversion Post Dividend report. You can invoke this screen by typing "UTRDG1G2" in the field at the top right corner of the application tool bar and clicking on the adjoining arrow button.

The screenshot shows a software window titled "G2 to G1 unit conversion post dividend process". Inside the window, there are several input fields and buttons. On the left, there is a "FundID \*" field with a search icon (magnifying glass) to its right, and a "Fund Name" field below it. In the center, there is a "Format" dropdown menu with "PDF" selected, and an "Output" dropdown menu with "View" selected. On the right, there is a "Payment Number \*" field with a search icon, a "Print At" dropdown menu with "Client" selected, and a "Printer" field with a search icon. At the bottom right of the window, there are two buttons: "Ok" and "Exit".

In this screen, you must specify the following as mandatory parameters for the generation of the report:

- Fund ID: Select the fund ID from the adjoining option list. On selection of the Fund ID, the name of the fund is displayed in the Fund Name field.
- Payment Number: Select the payment number from the adjoining option list.

## 2.6.2 Contents of G2-G1 Unit Conversion Post Dividend Process Report

### Header Section

**Title**

Displays the name of the report.

**Fund ID**

Displays Fund ID for which the report is being generated.

**Payment Number**

Displays the Payment Number of the selected fund.

**Report Generation Date**

Displays the application date.

**Generated By**

Displays the maker ID.

### Details Section

**Date**

Displays the date as of which the units were converted.

**UH ID**

Displays the identification number of the Unit Holder.

**UH Name**

Displays the name of the Unit Holder.

**Fund ID**

Displays the fund ID for which the distribution process is complete.

**Fund Name**

Displays the name of the fund for which the distribution process is complete.

**Payment Number**

Displays the payment number of the fund for which the distribution process is complete.

**Total G1 Units**

Displays the total G1 units.

**No. of Units moved to G1 bucket as part of distribution process**

Displays the number of units moved to the G1 bucket for the selected dividend number.

**Transaction Category of Units**

Displays the transaction category of units. The following options are displayed:

- Advised
- Legacy
- Execution

## 2.7 Swinging Price Report

This section contains the following topics:

- [Section 2.7.1, "Generating the Swinging Price Report"](#)

- [Section 2.7.2, "Contents of the Swinging Price Report"](#)

### 2.7.1 **Generating the Swinging Price Report**

The Swinging Price for a fund is computed based on the net of sales value. The 'Swinging Price' report displays the net of sales value for the allotted transaction.

You can invoke this screen by typing "UTRSPREP" in the field at the top right corner of the application tool bar and clicking on the adjoining arrow button. You can generate a report on adhoc basis for any date which is less than the application date. The system fetches records based on the specified date and not the current application date. If a future date is selected, then the system displays an error message.

In this screen, you must specify the following as mandatory parameters for the generation of the report:

- From Date
- To Date
- Fund ID: Select the fund ID from the adjoining option list. The option list consists of all funds in which the Swinging Price Basis is not Null. Active funds are only considered.
- Fund family ID: Select the fund family ID from the adjoining option list. The option list consists of all funds in which the Swinging Price Basis is not Null. You can also select all the fund families by selecting the option All.

### 2.7.2 **Contents of the Swinging Price Report**

#### **Header Section**

##### **Title**

Displays the name of the report.

##### **Report Date**

Displays the application date.

##### **Report Generation Date**

Displays the application date.

**Generated By**

Displays the maker ID who has generated the report.

**Details Section****Fund ID**

Displays the fund ID for which the swinging price report is generated.

**Fund Name**

Displays the name of the fund associated with the fund ID.

**Swinging Price Basis**

Displays the Swinging Price Basis associated with the fund such as mid, offer, or bid.

**Threshold Basis**

Displays the threshold basis as amount or percentage.

**Threshold Value**

Displays the Threshold Value for the semi swinging price basis fund.

**Fund Corpus**

Displays the fund corpus which is calculated as:

BOD outstanding units \* NAV allocation date

**Total Inflow**

Displays the total inflow used to calculate the net sales value.

**Total Outflow**

Displays the total outflow used to calculate the net sales value.

**Net Sales**

Displays the net sales value which is computed as follows:

Total Inflow - Total Outflow

**Price Basis Applied**

Displays the price basis applied as offer, mid, or bid.

## **2.8 Dilution Levy Report**

This section contains the following topics:

- [Section 2.8.1, "Generating the Dilution Levy Report"](#)
- [Section 2.8.2, "Contents of Dilution Levy Report"](#)

### **2.8.1 Generating the Dilution Levy Report**

To view all the trades that have attracted dilution levy, you can invoke the 'Dilution Levy' report. You can invoke this screen by typing 'UTRDLREP' in the field at the top right corner of the application tool bar and clicking on the adjoining arrow button. You can generate a report



on adhoc basis for any date which is the current date or less than the application date. If a future date is selected, then the system displays an error message.

The screenshot shows a software window titled "Dilution Levy Report". The window contains several input fields and controls. At the top left, there is a "Fund ID \*" field. Below it are "From Date \*" and "To Date \*" fields, each with a date picker icon. Further down are "Format" and "Output" dropdown menus, with "Format" set to "PDF" and "Output" set to "View". On the right side, there is a "Print At" dropdown menu set to "Client" and a "Printer" field. At the bottom right corner, there are "Ok" and "Exit" buttons.

In this screen, you must specify the following as mandatory parameters for the generation of the report:

- From Date
- To Date
- Fund ID: Select the fund ID from the adjoining option list. The option list consists of all funds in which Dilution Levy is marked as 'Yes'.
- Generation Date
- Generated By

## 2.8.2 Contents of Dilution Levy Report

### Headers Section

#### **Title**

Displays the name of the report.

#### **Date Range**

Displays the 'From Date' and 'To Date' for which the report is generated.

#### **Report Generation Date**

Displays the application date,

#### **Generated By**

Displays the maker ID who has generated this report.

## **Details Section**

### **Transaction Date**

Displays the transaction date.

### **Allocation Date**

Displays the allocation date.

### **Fund ID**

Displays the fund ID for which the report is generated.

### **Fund Name**

Displays the name of the fund for which the report is generated.

### **Fund Based Currency**

Displays the fund currency.

### **Fund Corpus**

Displays the fund corpus as on the transaction date which is computed as follows:

BOD Outstanding Units \* NAV as of transaction allocation date

### **Unit Holder ID**

Displays the identification number of the unit holder.

### **Transaction Number**

Displays the transaction number.

### **Transaction Type Description**

Displays the transaction type.

### **Ref Type Description**

Displays the reference type.

### **Param Code**

Displays the Param Code as S or A. S indicates that dilution levy is applicable to specific transactions and A indicates that dilution levy is applicable for all transactions for the unit holder, fund, and transaction type combination.

### **Transaction Mode**

Displays the transaction mode as Units or Amount.

### **Transaction Value**

Displays the transaction value which is computed as follows:

Units/Transaction Currency + Amount

### **Breach Amount**

Displays the breach amount in the fund based currency.

### **Gross Amount**

Displays the gross amount.

### **Dilution Levy Amount**

Displays the dilution levy amount which is attached to the transaction.

## 2.9 Net of Sales Report for Dilution Levy

This section contains the following topics:

- [Section 2.9.1, "Generating the Net of Sales Report for Dilution Levy"](#)
- [Section 2.9.2, "Contents of Net of Sales Report for Dilution Levy"](#)

### 2.9.1 Generating the Net of Sales Report for Dilution Levy

To view the net of sales details of the unitholders for the fund family, you can invoke the 'Net of Sales Report for Dilution Levy'. You can invoke this screen by typing 'UTRDLNS' in the field at the top right corner of the application tool bar and clicking on the adjoining arrow button. You can generate a report on adhoc basis for any date which is the current date or less than the application date. If a future date is selected, then the system displays an error message as 'Date should not be greater than Application Date'.

The screenshot shows a software window titled "Net of Sales Report for Dilution Levy". Inside the window, there are several input fields and buttons. At the top left, there is a "Date \*" field with a calendar icon. Below it is a "Fund Family" field with a search icon. To the right of these, there is a "Format" dropdown menu currently set to "PDF", and an "Output" dropdown menu currently set to "View". Further right, there is a "Print At" dropdown menu currently set to "Client", and a "Printer" field with a search icon. At the bottom right of the window, there are two buttons: "Ok" and "Exit".

In this screen, you must specify the following parameters for the generation of the report:

#### **Date**

*Date Format; Mandatory*

Specify the date for which the system needs to fetch the report.

#### **Fund Family**

Specify the fund family. Alternatively, you can select fund family from the option list. The list displays all valid fund family maintained in the system.

#### **Format**

*Optional*

Select the format from the drop-down list. The list displays the following values:

- PDF
- HTML

- Excel
- Excel (.xlsx)
- RTF

### **Output**

#### *Optional*

Select the output from the drop-down list. The list displays the following values:

- View
- Print
- Spool

### **Print At**

#### *Optional*

Select the printing location from the drop-down list. The list displays the following values:

- Client
- Server

### **Printer**

#### *Optional*

Specify the printer details from adjoining option list.

## **2.9.2 Contents of Net of Sales Report for Dilution Levy**

### **Headers Section**

#### **Title**

Displays the Fund Family Net Sales Report for Dilution Levy.

#### **Report Date**

Displays the Current Application Date.

#### **Generated By**

Displays the maker ID who has generated this report.

### **Details Section**

#### **Fund Family ID**

Displays the Fund Family to which the fund belongs.

#### **Family Description**

Displays the description of the Fund Family.

#### **Inflow Breach Factor**

The breach factor that has been maintained at the Fund Family Level.

#### **Outflow breach Factor**

The breach factor that has been maintained at the Fund Family Level.

#### **Reference Currency**

Displays the reference currency for the fund family.

#### **Corpus Amount**

It is the fund corpus amount in reference currency at fund family level.

## **Tabular Section**

### **Unitholder ID**

Displays Unitholders who transacted in the fund family.

### **Total Inflow**

The total Inflow amount in reference currency within the fund Family for the unitholder.

### **Total Outflow**

The total Outflow amount in reference currency within the fund Family for the unitholder.

### **Net Sales Consideration**

The net sales consideration at fund family level for the unitholder.

### **Dilution Levy Load Applied**

Displays whether the Dilution load applicable to all the transactions or not.

## **2.10 Creations/Liquidations History Report**

This section contains the following topics:

- [Section 2.10.1, "Generating the Creations/Liquidations History Report"](#)
- [Section 2.10.2, "Contents of the Creations/Liquidations Report \(Trading Box\)"](#)

### **2.10.1 Generating the Creations/Liquidations History Report**

This report is the creation or liquidations order history placed with the trustee by the AMC for each fund for three working days prior to the current order date. Reports are printed for a given range of allocation dates and fund.

The 'Creation Liq History' screen allows you to enter search criteria for the generation of a Creation/Liquidation Trading History Report. You can invoke this screen by typing 'UTR00211' in the field at the top right corner of the Application tool bar and clicking on the adjoining arrow button.

Creation Liq History

From Date \* MMDDYYYY

To Date \* MMDDYYYY

Fund ID

Fund Identification Number

Days \*

Format PDF

Output View

Print At Client

Printer

Ok Exit

In this screen, you must specify the following as mandatory sorting parameters for the generation of the report:

- The fund for which you want to generate the trading history report, in the Fund ID field. If you specify the fund, the ISIN Code of the selected fund is displayed in the ISIN Code field. If you do not specify any fund, all the funds maintained in the system will be considered.
- The ISIN Code of the fund for which you want to generate trading history reports, in the Fund Identification Number field. If you specify the ISIN Code of a fund, the ID of the fund is displayed in the Fund field. If you do not specify any fund, all the funds maintained in the system will be considered.
- The dates that specify the period between which you want to view the trading history details, in the From Date and To Date fields.
- Number of days

## **2.10.2 Contents of the Creations/Liquidations Report (Trading Box)**

### **Report Heading**

Report heading includes the Fund ID, Fund Name, Report From Date and Report To Date.

### **Status**

Displays the status 'Processed OK' by default.

### **Value Date**

Displays the price date of the trading record.

### **Processing Date**

Displays the Allocation date of trading record.

### **Units Created**

If the transaction type is of Creation, the number of units created for the day is displayed.

### **Units Liquidated**

If the transaction type is of Liquidation, the number of units liquidated for the day is displayed.

### **Creation Price**

Displays the unit price of trading record.

### **Liquidation Price**

Displays the unit price of trading record.

### **Amount Created**

Displays the trading amount.

Trading amount = Creation Price \* Units created

### **Amount Liquidated**

Displays the trading amount

Liquidation Price \* Units Liquidated

### **Units In Issue**

Displays the sum total of all units prior to the valuation date of the corresponding trading record for the fund

### **Client Units**

Displays the sum total of all units prior to the valuation date of the corresponding trading record for the fund

**Statutory Bal**

Displays the balance of unit holder account with account type as "Statutory" in the reporting fund

**Unit Inflows**

Displays the Net settlement In for trading allocation date.

**Unit Outflows**

Displays the Net settlement out for trading allocation date

**Nett Position**

Nett Position = Unit Inflows - Unit Outflows - Trading Balance

**Date Captured**

Displays the date on which the record was processed.

**Captured By**

Displays the Maker ID of the creator of the record.

## 2.11 UCITS-KIID Received Override Report

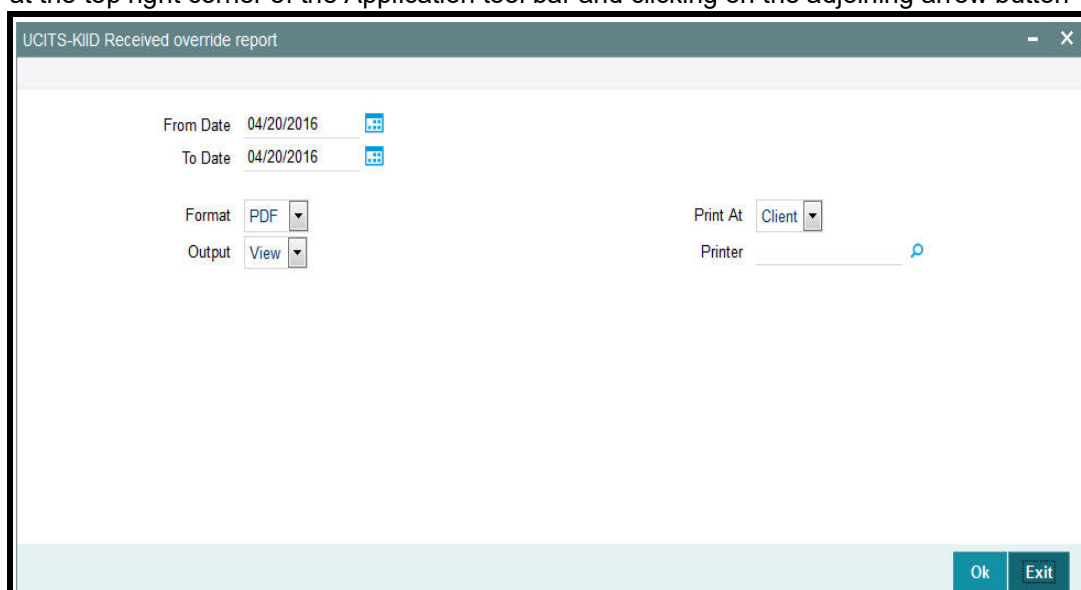
This section contains the following topics:

- [Section 2.11.1, "Generating the UCITS-KIID Received Override Report"](#)
- [Section 2.11.2, "Contents of the UCITS-KIID Received Override Report"](#)

### 2.11.1 Generating the UCITS-KIID Received Override Report

This report is used to check list of Unit holders where the KIID field is selected as 'Yes' during Transaction level and the UH level mapping is updated. This includes the system generated transactions for UT and LEP, such as, premiums annuities, recurring switches, periodic fee etc.

You can invoke 'UCITS-KIID Received Override Report' screen by typing 'UTR305' in the field at the top right corner of the Application tool bar and clicking on the adjoining arrow button



The screenshot shows a window titled "UCITS-KIID Received override report". Inside the window, there are several input fields and buttons. On the left, there are "From Date" and "To Date" fields, both set to "04/20/2016", each with a calendar icon to its right. Below these are "Format" and "Output" dropdown menus, both currently set to "PDF" and "View" respectively. On the right side, there are "Print At" and "Printer" fields, both set to "Client". At the bottom right of the window, there are "Ok" and "Exit" buttons.

In this screen, you must specify the following as mandatory parameters for the generation of the report:

- From Date
- To Date

## **2.11.2 Contents of the UCITS-KIID Received Override Report**

### **Headers Section**

#### **Title**

Displays the name of the report.

#### **Date Range**

Displays the 'From Date' and 'To Date' for which the report is generated.

#### **Report Generation Date**

Displays the application date,

#### **Generated By**

Displays the maker ID who has generated this report.

### **Details Section**

#### **UH ID**

Displays the unit holder ID.

#### **UH Name**

Displays the unit holder Name.

#### **Product ID**

Displays the Insurance linked Product ID for ILP transaction.

#### **Policy No**

Displays the policy ID of the LEP Transaction.

#### **Fund ID**

Displays the UCITS Fund ID for which the flag was over ridden at transaction level.

#### **Fund Name**

Displays the fund name.

#### **Transaction Date**

Displays the transaction date.

#### **Transaction Type**

Displays the type of transactions such as subscription, redemption, policy maintenance etc.

#### **Policy Transaction No**

Displays the transaction number for which the KIID was over ridden from No ridden from No to Yes for Policy Transactions.

#### **UT Transaction No**

Displays the transaction number for which the KIID was over ridden from No ridden from No to Yes.

#### **Maker Date**

Displays the maker date.



### Maker ID

Displays the transaction maker ID.

## 2.12 UCITS-KIID Received SI Report

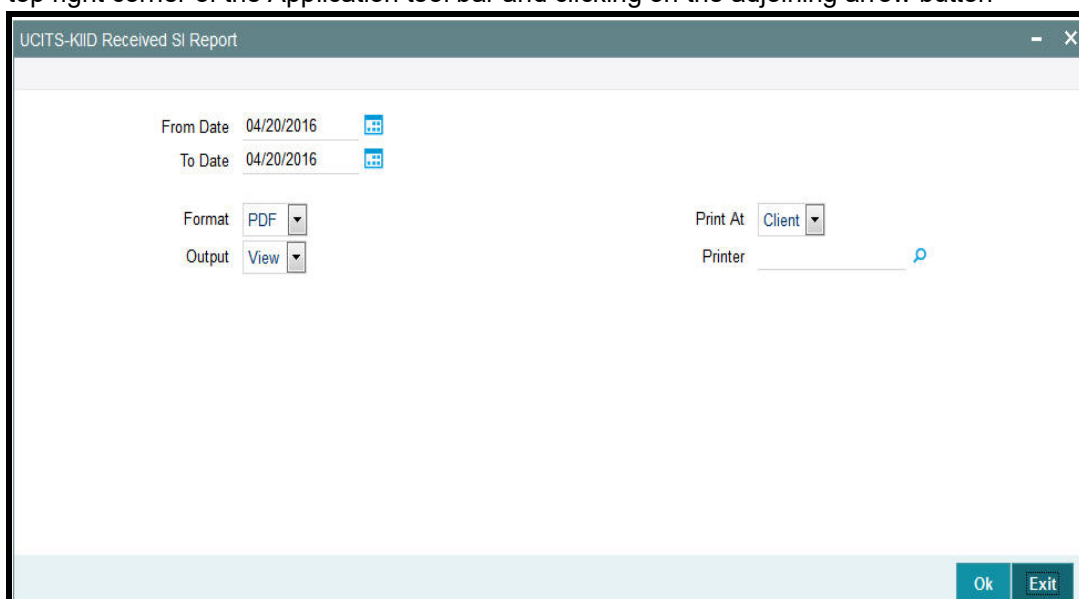
This section contains the following topics:

- [Section 2.12.1, "Generating UCITS-KIID Received SI Report"](#)
- [Section 2.12.2, "Contents of the UCITS-KIID Received SI Report"](#)

### 2.12.1 Generating UCITS-KIID Received SI Report

This report is used to check lists of Standing Instruction's where the KIID Flag is made Yes during SI maintenance and the UH level mapping is updated.

You can invoke 'UCITS-KIID Received SI Report' screen by typing 'UTR306' in the field at the top right corner of the Application tool bar and clicking on the adjoining arrow button



In this screen, you must specify the following as mandatory parameters for the generation of the report:

- From Date
- To Date

### 2.12.2 Contents of the UCITS-KIID Received SI Report

#### Headers Section

##### Title

Displays the name of the report.

##### Date Range

Displays the 'From Date' and 'To Date' for which the report is generated.

##### Report Generation Date

Displays the application date,

**Generated By**

Displays the maker ID who has generated this report.

**Details Section****UH ID**

Displays the unit holder ID.

**UH Name**

Displays the unit holder Name.

**Fund ID**

Displays the UCITS Fund ID for which the flag was over ridden at SI maintenance.

**Fund Name**

Displays the fund name.

**SI Start Date**

Displays SI Start date.

**SI/Plan Ref No**

Displays reference number of SI.

**Maker Date**

Displays the maker date.

**Maker ID**

Displays the transaction maker ID.

## **2.13 Share Class Conversion Report**

This section contains the following topics:

- [Section 2.13.1, "Generating the Share Class Conversion Report"](#)
- [Section 2.13.2, "Contents of the Share Class Conversion Report"](#)

### **2.13.1 Generating the Share Class Conversion Report**

Share Class report is a fund wise report which displays the total units (including G1/G2 split) which is under conversion on a given day.

You can invoke this screen by typing 'UTRSCCVN' in the field at the top right corner of the application tool bar and clicking on the adjoining arrow button.

Share Class Conversion

From Fund Id

To Fund ID

From Date \*

To Date \*

Format

Output

Print At

Printer

Ok Exit

In this screen, you must specify the following as mandatory parameters for the generation of the report:

- From Fund: This field displays all funds where conversion allowed is selected as 'Yes'. Select the appropriate fund ID from the adjoining option list.
- To Fund: This field displays all funds where conversion allowed is selected as 'Yes'. Select the appropriate fund ID from the adjoining option list.
- From Date
- To Date: The default value displayed here is the application date.

## 2.13.2 Contents of the Share Class Conversion Report

### Header Section

#### **Title**

Displays the name of the report.

#### **Report as on Date**

Displays the application date.

#### **Report Generation Date**

Displays the application date.

#### **Generated By**

Displays the maker ID who has generated the report.

### Details Section

#### **From Fund**

Displays the 'From Fund' ID for which the report is generated.

#### **From Fund Name**

Displays the name of the fund associated with the fund ID.

**To Fund**

Displays the 'To Fund' ID for which the report is generated.

**To Fund Name**

Displays the name of the fund associated with the fund ID.

**Conversion Factor**

Displays the conversion factor value.

**Conversion Date**

Displays the conversion factor date.

**Unit Holder ID**

Displays the unit holder ID associated with the fund.

**Unit Holder Name**

Displays the first name and the last name of the unit holder.

**Units under Conversion**

Displays the units available for conversion

**G1 Units Balance**

Displays the G1 units available for conversion.

**G2 Units Balance**

Displays the G2 units available for conversion.

**Converted Units**

Displays the units converted after applying the conversion factor.

**Converted G1 Units**

Displays the G1 Units available post conversion.

**Converted G2 Units**

Displays the G2 Units available post conversion.

**Blocked Units**

Displays the details of the blocked units.

**Provisional Units**

Displays the details of provisional units.

## **2.14 SI/IDS Conversion Transaction Report**

This section contains the following topics:

- [Section 2.14.1, "Generating the SI/IDS Conversions Transaction Report"](#)
- [Section 2.14.2, "Contents of the SI/IDS Conversion Transaction Report"](#)

### **2.14.1 Generating the SI/IDS Conversions Transaction Report**

SI/IDS Conversion Transaction report provides details on the Standing Instructions (SI) and Income Distribution Setup for the fund (From Fund) of all unit holders which have undergone conversion during the given date range.

You can invoke this screen by typing 'UTRSIIDS' in the field at the top right corner of the application tool bar and clicking on the adjoining arrow button.

In this screen, you must specify the following as mandatory parameters for the generation of the report:

- From Fund: This field displays all funds where conversion allowed is selected as 'Yes'. Select the appropriate fund ID from the adjoining option list.
- To Fund: This field displays all funds where conversion allowed is selected as 'Yes'. Select the appropriate fund ID from the adjoining option list.
- SI Status: Select the appropriate SI status from the adjoining option list. The values are as follows:
  - Active
  - Cancelled
  - Paused
- From Date
- To Date: The default value displayed here is the application date.

## 2.14.2 **Contents of the SI/IDS Conversion Transaction Report**

### **Header Section**

#### **Title**

Displays the name of the report.

#### **Report as on Date**

Displays the application date.

#### **Report Generation Date**

Displays the application date.

#### **Generated By**

Displays the maker ID who has generated the report.

## **Details Section**

### **From Fund**

Displays the 'From Fund' ID for which the report is generated.

### **From Fund Name**

Displays the name of the fund associated with the fund ID.

### **Unit Holder ID**

Displays the unit holder ID associated with the fund.

### **Unit Holder Name**

Displays the first name and the last name of the unit holder.

### **Conversion Date**

Displays the conversion transaction date.

### **SI Number**

Displays the Standing Instruction reference number.

### **SI Status**

Displays the status of the standing instructions.

### **SI Transaction Type**

Displays the transaction type as Switch, Subscription, Redemption, or Transfer.

### **SI Start Date**

Displays the From Date of the Standing Instructions.

### **SI End Date**

Displays the To Date of the Standing Instructions.

### **Frequency**

Displays the frequency as any one of the following values:

- Daily
- Weekly,
- Monthly
- Quarterly
- Half Yearly
- Yearly
- Bi- Weekly

### **To Fund ID**

Displays the identification number of the fund.

### **To Fund Name**

Displays the name of the selected fund ID.

### **To UH ID**

Displays the unit holder identification number.

### **IDS Rule Effective Date**

Displays the effective date of the income distribution setup rule.

**Status**

Displays the status as Active/Inactive

**Distribution Mode**

Displays the distribution mode as Full Payment, Full Re-investment, or Both.

**Payment Percentage**

Displays the payment percentage.

**Re-investment Percentage**

Displays the re-investment percentage.

**Payment Currency**

Displays the currency in which is the payment is made.

**Payment Mode**

Displays the mode of payment as transfer or check.

**Reinvestment UH ID**

Displays the unit holder ID for reinvestment.

**Reinvestment UH Name**

Displays the unit holder name for reinvestment.

**Reinvestment Fund ID**

Displays the fund ID of reinvestment.

**Split Percentage**

Displays the split percentage.

## **2.15 Global Order Report**

This section contains the following topics:

- [Section 2.15.1, "Generating Global Order Report"](#)
- [Section 2.15.2, "Contents of the Global Order Report"](#)

### **2.15.1 Generating Global Order Report**

The Global Order report details the list of transactions grouped in a GO and also provides details of a specific transaction appearing under a specific GO. You can invoke this screen by

typing 'UTRGOREP' in the field at the top right corner of the application tool bar and clicking on the adjoining arrow button.

The screenshot shows a window titled "Global Order Transaction Report". Inside the window, there are several input fields and controls:

- GO Date:** A text field with a date mask "MM/DD/YYYY" and a calendar icon.
- GO Number:** A text field with a magnifying glass icon.
- Transaction Number:** A text field with a magnifying glass icon.
- Format:** A dropdown menu with "PDF" selected.
- Output:** A dropdown menu with "View" selected.
- Print At:** A dropdown menu with "Client" selected.
- Printer:** A text field with a magnifying glass icon.

At the bottom right of the window, there are two buttons: "Ok" and "Exit".

In this screen, you must specify any of the following as mandatory parameters for the generation of the report:

- GO Date: Displays the Global Order Generation Date. The default value is the application date.
- GO Number
- Transaction Number

## 2.15.2 Contents of the Global Order Report

### Header Section

#### **Title**

Displays the name of the report.

#### **Report as on Date**

Displays the application date.

#### **Report Generation Date**

Displays the application date.

#### **Generated By**

Displays the maker ID who has generated the report.

#### **GO Number**

Displays the GO generation number.

#### **GO Date**

Displays GO generation date.

#### **GO Transaction Type**

Displays the GO transaction type as Subscription or Redemption.



**AMC ID**

Displays the Asset Management ID associated with the Global Order.

**Fund ID**

Displays the Fund ID associated with the Global Order.

**GO Mode**

Displays the GO mode as amount or units.

**GO Status**

Displays the GO status as any one of the following:

- Pending Confirmation
- GO Confirmed
- GO Rejected
- Price Mismatch
- Unit Mismatch
- Amount Mismatch

**GO Confirmed Amount**

Displays the confirmed amount.

**GO Confirmed Units**

Displays the confirmed units.

**GO Price Date**

Displays the date of the global order pricing.

**GO Confirmed Price**

Displays the confirmed price as on price date.

**Details Section****Transaction Number**

Displays the subscription or Redemption transaction number.

**Reference Number**

Displays the reference number of the related subscription or redemption transaction.

**Unit Holder ID**

Displays the Unit Holder Identification number.

**Transaction Type**

Displays the transaction type as subscription or redemption.

**Transaction Value**

Displays the transaction value as amount or units.

**Transaction Date**

Displays the subscription or redemption transaction date.

**Transaction Category**

Displays the transaction category as advised, legacy, or execution

## 2.16 Hedge Fund Report

This section contains the following topics:

- [Section 2.16.1, "Generating the Hedge Fund Report"](#)
- [Section 2.16.2, "Contents of the Hedge Fund Report"](#)

### 2.16.1 Generating the Hedge Fund Report

Hedge Fund Report displays the details related to a hedge fund, based on the transaction date range and Fund ID.

### 2.16.2 Contents of the Hedge Fund Report

The following details related to hedge funds are displayed in the report:

- Fund Id
- Performance Fee Calculation method
- Application Date
- Transaction Date
- Unit Holder ID
- Transaction Number
- Event Id
- Element Id and description
- Value associated with the element

## 2.17 Series Funds Report

This section contains the following topics:

- [Section 2.17.1, "Generating the Series Funds Report"](#)
- [Section 2.17.2, "Contents of the Series Funds Report"](#)

### 2.17.1 Generating the Series Funds Report

The Series Funds Report shows the computed net NAV values of available 'Series Funds' for a particular date. The optional parameters based on which the report is generated are listed below:

- Lead Fund
- Fund ID
- Date

If Lead Fund is specified then the report will contain net NAV of the lead fund and all of its follow up series funds. If fund ID is provided, then the report will contain net NAV of the given fund only. If the Lead Fund and Fund ID are not specified, the report will contain the net NAV of all available series funds. If the Date is not specified, the report will show the net NAV details for the application date.

### 2.17.2 Contents of the Series Funds Report

The report contains the following details:

- Fund ID

- Lead Fund
- Effective Date
- Fund Base Currency
- GNAV
- NNAV

## 2.18 Back Data Propagation Enquiry Report

This section contains the following topics:

- [Section 2.18.1, "Generating the Back Data Propagation Enquiry Report"](#)
- [Section 2.18.2, "Contents of the Back Data Propagation Enquiry Report"](#)

### 2.18.1 Generating the Back Data Propagation Enquiry Report

The Back Data Propagation Enquiry Report shows the details of the transactions for UT and LEP. You can generate this report by typing 'UTRPRQRY' in the field at the top right corner of the Application tool bar and clicking on the adjoining arrow button.

In this screen, select the 'Propagation Reference Number' and click 'OK'. The system will display the 'UnitHolder ID' and 'Propagation Date'. It will also display a screen in which you specify your printing preferences.

### 2.18.2 Contents of the Back Data Propagation Enquiry Report

The system will accordingly generate a report which has the following details:

- Investor Fund Balances
- Standing Instruction Details
- Income Distribution Setup Details
- Transaction Summary
- Dividend Distribution Details
- Capital Gains Transactions Tax Details
- Broker Commission Details

Refer the chapter 'Back Data Propagation' for a detailed list of contents for each section.

## 2.19 Periodic Commission as on Date Report

This section contains the following topic:

- [Section 2.19.1, "Generating the Periodic Commission as on Date Report"](#)

### 2.19.1 Generating the Periodic Commission as on Date Report

The Periodic Commission as on date report shows the details of mock accruals such as the last run date for a reference number of fund or group of funds.

You can generate this report by typing 'UTRPERCM' in the field at the top right corner of the Application tool bar and clicking on the adjoining arrow button.

In this screen, you must specify the following as mandatory parameters for the generation of the report:

- Fund/Product/Group
- Fund/Product/Group ID
- Reference Number

#### Header Section

##### **Title**

Displays the name of the report.

##### **Report Generation Date**

Displays the application date.

##### **Report From Date**

Displays the from date of the report generation ( last accrued min date will be the from date i.e. last accrual date+1.

**Report To Date**

Displays the To date of the report generation (last accrued max date will be the to date ie less than application date)

**Generated By**

Displays the maker ID.

**Details Section****Reference number/Fund ID/Product ID/Group ID**

Displays Trailer Fee Reference ID

**Policy Number**

Displays Policy Number

**Currency**

Displays Currency Name

**From Entity Type**

Displays From Entity Type

**To Entity Type**

Displays To Entity Type details

**From Entity**

Displays From Entity details

**To Entity**

Displays To Entity details.

**Holdings**

Displays Holdings for the reference ID selected

**AUM**

Displays Asset under management for the Fund ID/Group ID/ Product ID

**Accrued Amount**

Displays Accrued Amount

## **2.20 Stop Codes Report**

This section contains the following topic:

- [Section 2.20.1, "Generating the Stop Codes Report"](#)

### **2.20.1 Generating the Stop Codes Report**

The Stop Code Reports will provide details of all the Stop Codes mapped to the Unit Holder.

You can generate this report by typing 'UTRSTREP' in the field at the top right corner of the Application tool bar and clicking on the adjoining arrow button.

Stop code

Unit Holder ID \*

Unit Holder Name

Stop Code Description

Find UH

Stop Code

Format PDF

Output View

Print At Client

Printer

Ok Exit

In this screen, you must specify the following as mandatory parameters for the generation of the report:

- UnitHolder ID
- UnitHolder Name
- Stop Account Code
- Stop Account Description

### **Header Section**

#### **Title**

Displays the name of the report.

#### **Report As On Date**

Displays the date as on which date the report is generated.

#### **Report Generation Date**

Displays the application date.

#### **Generated By**

Displays the maker ID.

### **Details Section**

#### **UnitHolder ID**

Displays unit holder ID.

#### **UnitHolder Name**

Displays unit holder name.

**Stop Code**

Displays stop code.

**Stop Code Description**

Displays stop code description.

**Stop Code Reason**

Displays stop code reason.

**Effective Date**

Displays effective date.

**Release Date**

Displays release date.

## 2.21 Common Reporting Standard Report

This section contains the following topic:

- [Section 2.21.1, "Generating Common Reporting Standard Report"](#)

### 2.21.1 Generating Common Reporting Standard Report

The common reporting standard report requirement will be available as part of interface and following are details are required as part of the report extract:

**Tax Rule type**

The rule type for which the reporting needs to be extracted.

**Tax Jurisdiction**

The Tax jurisdiction for which the reportable accounts need to be reported.

**From Date and To Date**

If the date is not user input during interface definition the from and to date will be defaulted from the tax rule maintenance.

**Account Balance Date**

This is operationally controlled and is mandatory.

The system will pick the accounts for extraction which are marked as reportable (Y-Yes) to the tax jurisdiction, irrespective of indicia field.

**Interface ID**

The interface ID is IF20160680000201.

The report extract will report the Tax Rule Type, From and To date, Tax jurisdiction and account balance date along with the following details:

CRS Reporting Requirement	Logic and field mapping	Logic and field mapping
	Individual	Corporate
Reporting Financial Institution name	Source entity mapped at UH	Source entity mapped at UH
Reporting financial account number	Entity ID	Entity ID

<b>CRS Reporting Requirement</b>	<b>Logic and field mapping Individual</b>	<b>Logic and field mapping Corporate</b>
Name	First Name	Company Name
	Last	NA
	Middle	NA
Address	Correspondence address line 1	Correspondence address line 1
	Line 2	Line 2
	City	City
	Country	Country
Account number (UH ID) or any external reference number of the account or both	Unit holder ID/reference number	Unit holder ID/reference number
Tax Identification details	TAX Id- reporting jurisdiction Tax id	TAX Id- reporting jurisdiction Tax id
Date	Date of birth	NA
Place of birth	Country of birth	Country of incorporation
Director details	NA	Director ID
	NA	Director Name
	NA	Date of birth
	NA	Place of birth
	NA	Address line 1
		Address line 2
	NA	City
		Country
		Note: If multiple Director ID's mapped then all details will be listed
Account balance and value	The account balance as on	The account balance
Total Gross amount of dividend (calendar year) will be determined on the last day of calendar year or appropriate reporting period	Total gross dividend amount for the last financial year defined at the Tax compliance setup	Total gross dividend amount for the last financial year defined at the Tax compliance setup



CRS Reporting Requirement	Logic and field mapping	Logic and field mapping
	Individual	Corporate
Total Gross proceeds from sale/redemptions- will be determined on the last day of calendar year or appropriate reporting period	Total Gross proceeds from sale/redemptions- for the financial year defined at the Tax compliance setup	Total Gross proceeds from sale/redemptions- for the financial year defined at the Tax compliance setup
Information reported must identify the currency in which each amount is denominated.-	The value will be USD and incase other currency FX will be applied to arrive the value in USD	The value will be USD and incase other currency FX will be applied to arrive the value in USD
Account Status	Active/Closed	Active/Closed

#### Note

- The report extracts will be available for a Tax jurisdiction and you can copy the same parameter for a new jurisdiction.
- The account balance value will be considered at UH level only and will be for confirmed units (includes blocked units) and will be as on the extraction date and the NAV will be the latest price and FX available.
- For dividends, the system will consider only the payouts and not re-investments (to report this the from and to date from report parameter will be considered)
- The total gross proceeds from sale/redemption will be reported for based on the from and to date in the report parameter.
- The account balance date will report the account balance as on the date input (ideally CRS mandates the date to be 31 Dec of the previous year)
- The exchange rate source used will be from default maintenance.

### 2.21.2 Audit Log for UH

The changes at unit holder will be available as part of the interface extracts and the output reference for a Unit holder changes are as follows. The parameter to execute the details will be Tax rule type and UH ID.

Interface ID: IF20160680000502

Tax Compliance	Entity Type	Entity ID	Log Date	Tax Jurisdiction	Logging Reason	Criteria Matched	Indicia update	Compliance status
CRS	U	AGVO804	7/26/2014	GER-MANY	New Indicia	Tel 1	1	R
CRS	U	AGVO804	7/26/2014		CHANGE		1	N
CRS	U	AGVO804	7/26/2014				1	N

Tax Compliance	Entity Type	Entity ID	Log Date	Tax Jurisdiction	Logging Reason	Criteria Matched	Indicia update	Compliance status
CRS	U	AGVO804	7/26/2014				1	N
CRS	U	AGVO804	7/26/2014				1	N
CRS	U	AGVO804	7/26/2014				1	N
CRS	U	AGVO804	7/26/2014				0	N
CRS	U	AGVO804	7/26/2014				0	N
CRS	U	AGVO804	7/26/2014	SPAIN	New Indicia	Linked UH	1	R
CRS	U	AGVO804	7/26/2014		CHANGE		1	N
CRS	U	AGVO804	7/26/2014				1	N
CRS	U	AGVO804	7/26/2014				1	N
CRS	U	AGVO804	7/26/2014				0	N
CRS	U	AGVO804	7/26/2014				0	N
CRS	U	AGVO804	7/26/2014	POR-TUGAL	New Indicia	Tax jurisdiction	1	R
CRS	U	AGVO804	7/26/2014				1	R
CRS	U	AGVO804	7/26/2014				1	R
CRS	U	AGVO804	7/26/2014				1	R

---

## 3. Generating Reports

Oracle FLEXCUBE Investor Servicing provides an extensive reporting facility. You can query the database to obtain pre-defined reports relating to any aspect of fund management, entity management, transaction processing or security.

The reports are grouped into the following categories:

- Activity Reports
- Broker Reports
- Certificate Printing
- Confirmation Reports
- Inquiry
- LEP Reports
- Other Reports
- Print Reports
- Queries
- Reinvestment Report
- SI Reports
- Threshold Balance
- Transfer Register
- Transaction Reports
- UH Info Reports
- Unit Holder Reports

This chapter contains the following sections:

- [Section 3.1, "Activity Reports"](#)
- [Section 3.2, "Broker Reports"](#)
- [Section 3.3, "Confirmation Reports"](#)
- [Section 3.4, "Other Reports"](#)
- [Section 3.6, "SI Reports"](#)
- [Section 3.7, "Transaction Reports"](#)
- [Section 3.8, "UH Info Reports"](#)
- [Section 3.9, "Unit Holder Reports"](#)
- [Section 3.10, "Reinvestment Report"](#)
- [Section 3.11, "Certificate Inquiry"](#)
- [Section 3.12, "Certificate Printing"](#)
- [Section 3.13, "Threshold Balance Report"](#)
- [Section 3.14, "Transfer Register Report"](#)
- [Section 3.15, "Tax Statements Reports"](#)
- [Section 3.16, "Investment Simulator"](#)
- [Section 3.17, "Multi Transaction Error Log Report"](#)
- [Section 3.18, "Tax Credit Report"](#)
- [Section 3.19, "Redemption Confirmation Report"](#)
- [Section 3.20, "Subscription Confirmation Report"](#)

- [Section 3.21, "Switch Confirmation Report"](#)
- [Section 3.22, "Account Balance Statement Report"](#)
- [Section 3.23, "Portfolio Holdings Report"](#)
- [Section 3.24, "Portfolio Statement Report"](#)
- [Section 3.25, "Portfolio Performance Report"](#)

## 3.1 **Activity Reports**

This section contains the following topics:

- [Section 3.1.1, "Activity Report Details"](#)
- [Section 3.1.2, "Generating the Fund Activity Report"](#)
- [Section 3.1.3, "Generating Inactive Users Report"](#)
- [Section 3.1.4, "Generating the User Profile Info Report"](#)
- [Section 3.1.5, "Generating SMS Event Log Report"](#)

### 3.1.1 **Activity Report Details**

The reports in this section display data regarding the logging of activities performed by the users that access the Oracle FLEXCUBE system. These are mainly security management related reports.

### 3.1.2 **Generating the Fund Activity Report**

This report will print the Activity Summary or Super Sheet of the fund for the day. It is printed on request. You can invoke the 'Fund Activity Detail' screen by typing 'UTR00033' in the field at the top right corner of the Application tool bar and clicking on the adjoining arrow button.

Enter the search criteria and click 'Ok' button to generate the report.

#### 3.1.2.1 **Contents of the Fund Activity Report**

##### **Subscription**

The sum of the total subscription, in units and amounts that have been made.

**Switch To**

The sum of the total Switch transactions, in units and amounts that have been made to this fund.

**Total Subscriptions**

The sum of the total Subscription, in units and amounts that have been made. This includes Subscriptions and Switch To this fund.

**Redemption**

The sum of the total redemption, in units and amounts that have been made.

**Switch From**

The sum of the total Switches, in units and amounts that have been made from this fund.

**Dividends**

The sum of the total Dividends, in units and amounts that have been declared.

**Total Redemption**

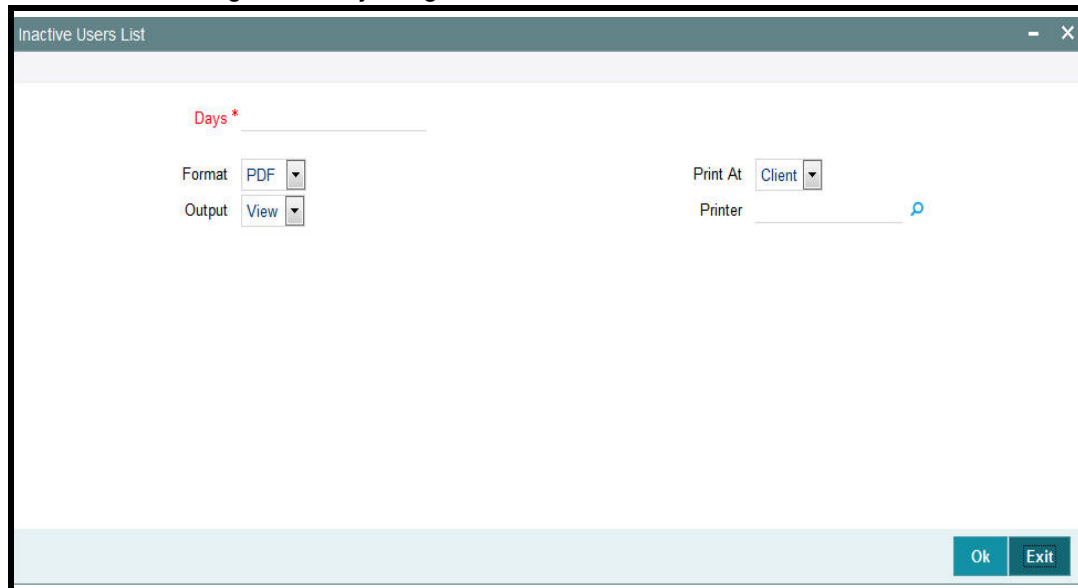
The sum of the total Redemption, in units and amounts that have been made. This includes redemption, switch from this fund, dividends.

**Net**

This is the Total Subscriptions minus the Total Redemption made.

### 3.1.3 Generating Inactive Users Report

This report is generated to view the details of the inactive users. You can invoke the 'Inactive Users List' screen by typing 'UTR00193' in the field at the top right corner of the Application tool bar and clicking on the adjoining arrow button.



Enter the search criteria and click 'Ok' button to generate the report.

In this screen, the following are the parameters for the generation of the report:

- The number of days from the application date since when the user's status has been inactive.
- The language in which the report must appear.

- The mandatory box needs to be checked against the fields which are mandatory for the generation of the report.

### 3.1.4 **Generating the User Profile Info Report**

This report is generated to view the details of the inactive users. You can invoke the 'User Profile Info' screen by typing 'UTR00192' in the field at the top right corner of the Application tool bar and clicking on the adjoining arrow button.

The screenshot shows a web-based application window titled "User Profile Info". The window contains the following elements:

- User Status:** A dropdown menu currently showing "ALL".
- Format:** A dropdown menu currently showing "PDF".
- Output:** A dropdown menu currently showing "View".
- Print At:** A dropdown menu currently showing "Client".
- Printer:** A text input field followed by a magnifying glass icon for search.
- Buttons:** "Ok" and "Exit" buttons located at the bottom right of the window.

Enter the search criteria and click 'Ok' button to generate the report.

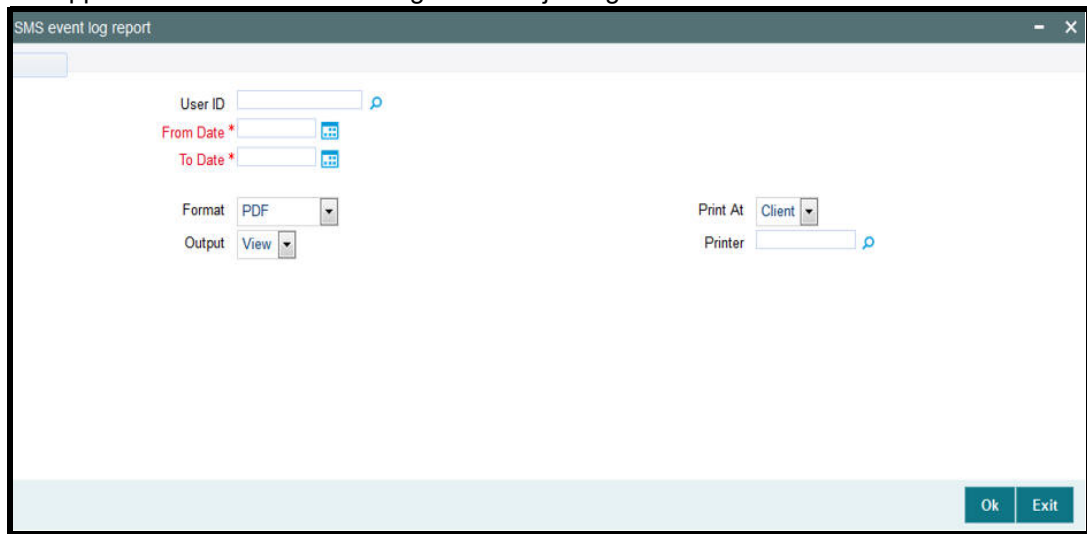
#### 3.1.4.1 **Contents of the User Profile Info Report**

In this screen, the following are the parameters for the generation of the report:

- The user's status the options being
  - Disable
  - Enable
  - All
- The language in which the report must appear.
- The mandatory box needs to be checked against the fields which are mandatory for the generation of the report.

### 3.1.5 Generating SMS Event Log Report

This report is generated to view the details of the events logged by the user. You can invoke the 'SMS event log report' screen by typing 'UTRPEVLG' in the field at the top right corner of the Application tool bar and clicking on the adjoining arrow button.



You can specify the following details:

#### **User ID**

*Optional*

Select the user ID from the list of values. The list consists of all user IDs maintained in the system.

#### **From Date**

*Date Format; Mandatory*

Select From date from the adjoining calendar.

#### **To Date**

*Date Format; Mandatory*

Select To date from the adjoining calendar.

#### **Format**

*Optional*

Select the format from the drop-down list. The list displays the following values:

- PDF
- HTML
- Excel
- Excel (.xlsx)
- RTF

#### **Output**

*Optional*

Select the output from the drop-down list. The list displays the following values:

- View
- Print

- Spool

#### **Print At**

##### *Optional*

Select the printing location from the drop-down list. The list displays the following values:

- Client
- Server

#### **Printer**

*Alphanumeric; 15 Characters; Optional*

Specify the printer details from adjoining option list.

Enter the search criteria and click 'OK' button to generate the report.

## **3.2 Broker Reports**

This section contains the following topics:

- [Section 3.2.1, "Broker Reports Details"](#)
- [Section 3.2.2, "Broker Communique Report"](#)
- [Section 3.2.3, "Broker Details Report Description"](#)
- [Section 3.2.4, "Generating Reporting Structure for Brokers Report"](#)
- [Section 3.2.5, "Broker Commission Payment Report Description"](#)

### **3.2.1 Broker Reports Details**

Any information related to brokers in the system can be displayed by generating the reports in the reports in this section.

### **3.2.2 Broker Communique Report**

This report shows you the commission details for a broker, over a period, with summaries as well as fund-wise and transaction-wise groupings.

Also, this report shows you the value of the broker's holdings in each fund, along with the CASA account balances.

The following details are displayed in the report:

#### **3.2.2.1 Broker Details**

In this section of the report, the Name, Code, Telephone and Facsimile Numbers, Mobile Number, Email Address and Postal Address of the concerned broker are displayed.

Also, the Last Paid On Date, which refers to the last commission payment date and the Next Payment On Date are displayed.

The VAT Registration Number is also displayed.

#### **3.2.2.2 Summary of Commission Details**

Here, the summary details of commissions that have accrued to this broker over the given time period are displayed. This includes the following information:

- The Payment Dates of the Commissions



- The Opening Balance
- The Commission Accrued, Earned, Paid and Reinvested

Here, the commission accrued will include the commission that has accrued from transactions for which the payment instruments have not been cleared, too. This portion of the commission is not paid out till the payment instruments are cleared.

### **3.2.2.3 Payment Details**

The details of each commission payment are displayed here. Both Check as well as Transfer payments are displayed under the appropriate head.

For Check Payments, the following details are available for view:

- The Payment Reference Number and Payment Date
- The Check Amount, the Check Number, the Clearing Date and the Clearing Status.

For Transfer Payments, the following details are available for view:

- The Payment Date
- The Transfer Amount, Transfer Bank Name and Branch Name
- The Transfer Account Type and Account Number.

The commission paid out will not include the commission that has accrued from transactions for which the payment instruments have not been cleared. This portion of the commission is not paid out till the payment instruments are cleared.

### **3.2.2.4 Commission Details Grouped by Transaction and Fund**

In this section, the details of commission in each fund, grouped according to transactions, are displayed. For each transaction that has resulted in a commission payment, the following details are displayed:

- Client Details such as the Unit Holder that has entered into the transaction and the Unit Holder Number.
- Transaction Details such as the Transaction Date and Type, the Number of Units involved in the transaction, the Buy Price and the Amount in fund base currency.
- Commission Details, such as the Commission Earned

If the payment instrument for the transaction is not cleared, the commission as a result of the transaction is processed and accrued, but it is not paid out till the payment instrument is cleared.

### **3.2.2.5 Unit holder Balances across Funds and CASA Account Balances**

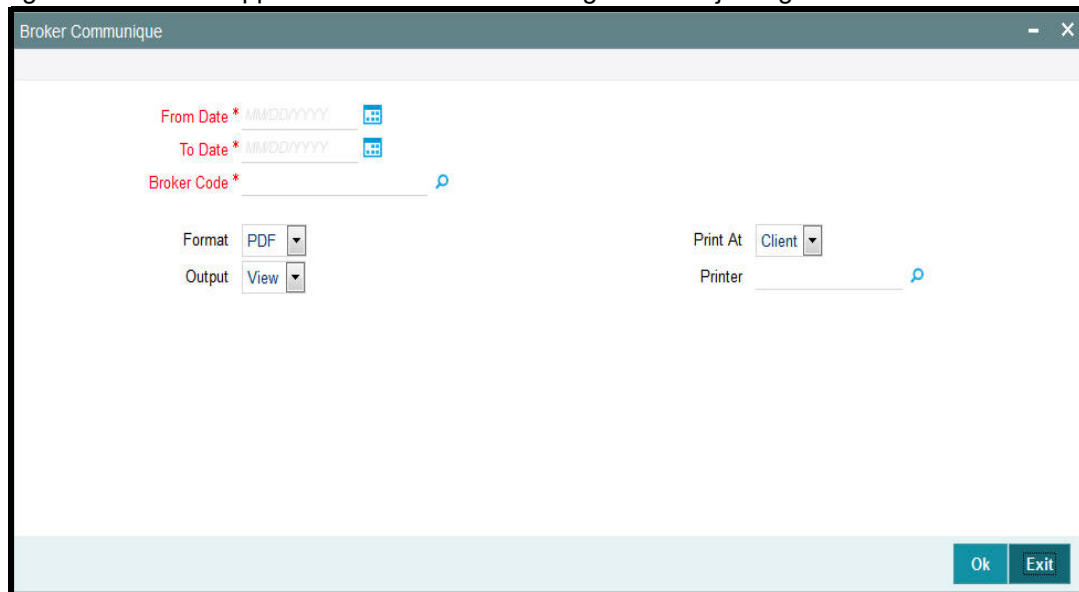
In the final section of this report, the fund-wise balances held by each unit holder whose introducer broker is the broker for whom the report is being printed, are displayed. For each unit holder, the following details are displayed fund-wise:

- The Unit Balance in each of the funds, with Provisional Units and Blocked Units. The Value of Fund Holdings is also displayed, in unit holder currency.
- The Total Value of Holdings of the unit holder across funds is also summed up and displayed in fund base currency.
- The CASA Account Balance for the unit holder is also displayed.
- The Total Blocked Amount, across funds, is also displayed.

The Grand Total of Holdings is the sum of all the total values of holdings for all unit holders across funds. This is also displayed in the report.

### 3.2.2.6 **Generating Broker Communique Report**

You can invoke the 'Broker Communique' screen by typing 'UTR00107' in the field at the top right corner of the Application tool bar and clicking on the adjoining arrow button.



In this screen, you must specify the following as mandatory sorting parameters for the generation of the report:

- The dates that specify the period between which you want to view the broker details, in the From Date and To Date fields.
- The code of the broker for whom you want to view the details between the specified dates, in the Broker Code field. (This specification is not mandatory. If not specified, the details for all brokers between the two specified dates will be displayed)
- The language in which the report must appear, in the Report Language field.

After making your specifications, click 'Ok' button.

### 3.2.3 **Broker Details Report Description**

This report displays all information regarding the Broker that you have entered in the broker's record, in the 'Broker Maintenance' screen. The information is logically grouped under the following heads:

- Broker Details such as the Broker Name and the Parent Broker Name.
- Contact Details
- Commission Details
- Bank Details
- Income Distribution Set-up Details
- Reinvestment Setup Details

#### 3.2.3.1 **Broker Details**

In this portion of the report, the following details are displayed:

- The Broker's Name
- The Broker's Code (i.e., the broker's identification within the system)
- The name of the Parent Broker to whom this broker reports.
- The Broker Code of this Parent Broker

### **3.2.3.2 Contact Details**

In this portion of the report, the following details are displayed:

- The Broker's complete address, with the City, State and Zip Code.
- The Broker's telephone, fax and cell-phone numbers.
- The name of the Contact Person for this broker.

### **3.2.3.3 Commission Details**

In this portion of the report, the following details are displayed:

- The VAT details of the broker (i.e, whether the broker is a VAT Registered Broker or not, and if so, his VAT Registration Number)
- The hierarchical commission percentage that is payable to this Broker.
- The Commission Payment Frequency, with the Next Payment Date, Last Payment Date, Last Payment Number and Last Processed Date.
- The Commission that has been carried forward.

### **3.2.3.4 Bank Details**

In this portion of the report, the following details are displayed:

- The name and branch name of the Bank where the Broker has an account.
- The ID of the account in the concerned Bank which must be used to make or receive payments regarding this broker, and the name of the Account Holder. If this is the default account for this broker, this will also be mentioned.

### **3.2.3.5 Income Distribution Set-up Details**

In this portion of the report, all details that pertain to the income distribution set-up for this broker are displayed, as follows:

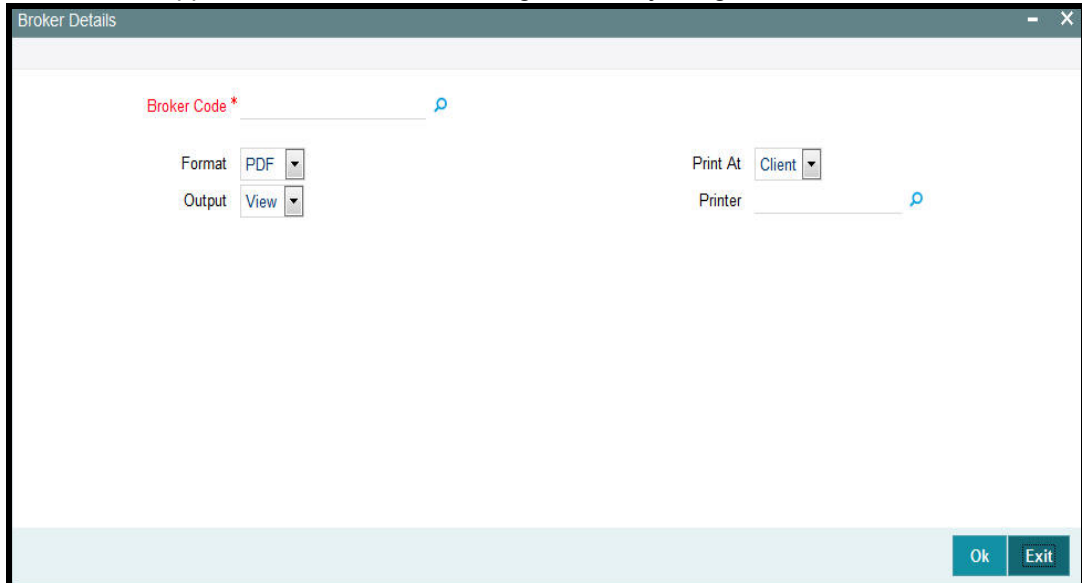
- The Income Distribution Mode, the Payment Split Percentage and the Check or Transfer Payment Split Percentage.
- The Transfer Details such as the Account Type, Number, Bank Name and Branch Name.

### **3.2.3.6 Reinvestment Setup Details**

In this portion of the report, all details that pertain to the Reinvestment Options set up for this Broker are displayed, such as the Reinvestment Unit Holder ID, the Reinvestment Fund ID and the Split Percentage.

### 3.2.3.7 Generating Broker Details Report

You can invoke the 'Broker Details' screen by typing 'UTR00048' in the field at the top right corner of the Application tool bar and clicking on the adjoining arrow button.



In this screen, you must specify the code of the broker whose details you want to view, in the Broker Code field. as mandatory sorting parameters for the generation of the report. After making your specifications, click 'OK' button.

### 3.2.4 Generating Reporting Structure for Brokers Report

This report may also be termed as the Broker Hierarchy Report. You can use it to view the details and the framework of the reporting structure in a given Hierarchy Structure, for a given Parent Broker. The following details are displayed at each Reporting Hierarchy Level:

- The Broker Code, Name and Address details, the Telephone, Cell Phone, Fax Numbers and the E-Mail Address.
- The Code of the Broker to whom the concerned Broker reports
- Commission Percentage payable by the broker to the immediate Parent Broker in the hierarchy
- The Commission Payment Frequency
- The Last Paid On and Next Payment On dates
- The carried forward Commission
- The VAT Registration Number

You can invoke the 'Broker Hierarchy' screen by typing 'UTR00046' in the field at the top right corner of the Application tool bar and clicking on the adjoining arrow button.

Broker Hierarchy

Broker Code \*

Level Number

Format PDF

Output View

Print At Client

Printer

Ok Exit

#### 3.2.4.1 Contents of the Broker Hierarchy Report

In this screen, you must specify the following as sorting parameters for the generation of the report:

- The code of the broker whose hierarchy structure details are to be displayed, in the Broker Code field.
- The level number of the selected broker in the hierarchy. Specify this in the level number field.

---

##### **Note**

None of these details are mandatory.

---

After making your specifications, click 'Ok' button. The report details are displayed.

#### 3.2.5 Broker Commission Payment Report Description

You can use this report to view the details of commission payment and commission reinvestment processing for a broker.

The information that is displayed is grouped under the following heads:

- Broker Details
- Commission Details
- Payment Details
- Reinvestment Details
- Broker Journal Details

##### 3.2.5.1 Broker Details

In this section of the report, the Name, Code, Telephone Number and Postal Address of the concerned broker are displayed.

### **3.2.5.2 Commission Details**

Here, the details of commissions that have accrued to this broker over the given time period are displayed. This includes the following information:

- The Payment Dates of the Commissions
- The Opening Balance
- The Commission Accrued, Paid and Reinvested

Here, the commission accrued will include the commission that has accrued from transactions for which the payment instruments have not been cleared, too. This portion of the commission is not paid out till the payment instruments are cleared.

- The VAT Amount
- The VAT Registration Number
- Whether VAT Amount has been paid or not.

### **3.2.5.3 Payment Details**

The details of each commission payment are displayed here. Both Check as well as Transfer payments are displayed under the appropriate head.

For Check Payments, the following details are available for view:

- The Payment Reference Number and Payment Date
- The Check Amount, the Check Number, the Clearing Date and the Clearing Status.

For Transfer Payments, the following details are available for view:

- The Payment Date
- The Transfer Amount, Transfer Bank Name and Branch Name
- The Transfer Account Type and Account Number.

The commission paid out will not include the commission that has accrued from transactions for which the payment instruments have not been cleared. This portion of the commission is not paid out till the payment instruments are cleared.

### **3.2.5.4 Reinvestment Details**

The details of the reinvestment options that are set up for this broker are displayed here. These details include the Payment Date corresponding to the commission which is being reinvested in part or full, the Reinvestment Unit Holder ID, Reinvestment Fund ID and the Reinvestment Amount.

### **3.2.5.5 Broker Journal Details**

The details of the journal of commission payment for this broker are displayed here. This includes transaction number corresponding to the journal entry, Adjustment of payments of commissions, Payables and Receivables for the broker resulting from the transaction and the Remarks, if any.

### 3.2.5.6 Generating Broker Commission Payment Report

You can invoke the 'Commission Payment' screen by typing 'UTR00083' in the field at the top right corner of the Application tool bar and clicking on the adjoining arrow button.

The screenshot shows a software window titled "Commission Payment". Inside, there's a section labeled "User Information". It contains three input fields: "From Date \*" with a date picker icon, "To Date \*" with a date picker icon, and "Broker Code" with a search icon. Below these are two dropdown menus: "Format" set to "PDF" and "Output" set to "View". To the right, there are two more dropdowns: "Print At" set to "Client" and "Printer" with a search icon. At the bottom right corner, there are two buttons: "Ok" and "Exit".

In this screen, you must specify the following as mandatory sorting parameters for the generation of the report:

- The dates that specify the period between which you want to view the commission payment details, in the From Date and To Date fields.
- The code of the broker for whom you want to view the commission details between the specified dates, in the Broker Code field.

After making your specifications, click 'Ok' button. The report details are displayed.

## 3.3 Confirmation Reports

This section contains the following topics:

- [Section 3.3.1, "Generating Confirmation Reports"](#)
- [Section 3.3.2, "Details in Confirmation Reports"](#)

### 3.3.1 Generating Confirmation Reports

The Oracle FLEXCUBE Investor Servicing (FC-IS) system provides the facility of printing confirmation reports for all allocated transactions that have been confirmed on a given business day.

The transaction type confirmation report generation screen is displayed

The screenshot shows the 'IPO Confirmation' window. It has a title bar with standard window controls. The main area contains the following fields and controls:

- Fund ID (text field)
- Fund Identification Number (text field)
- From Transaction Number (text field)
- To Transaction Number (text field)
- From Unit Holder ID (text field)
- To Unit Holder ID (text field)
- From Date (text field with calendar icon)
- To Date (text field with calendar icon)
- Header Display (text field)
- Footer Display (text field)
- Duplicate Required (Yes/No dropdown)
- Communication Mode (text field)
- From Batch (text field)
- Include Related Parties (checkbox)
- Format (PDF dropdown)
- Output (View dropdown)
- Print At (Client dropdown)
- Printer (text field)

Buttons include 'Find' (next to From Unit Holder ID and To Unit Holder ID), 'Ok', and 'Exit' at the bottom right.

In this screen, you must specify the following as mandatory sorting parameters for the generation of the report:

- The ID of the fund, for which you want to view the confirmed transactions on a given business day (or range of dates).
- The language in which the report must appear, in the Report Language field.

You could also print or view it as required by the user, by making appropriate specifications in the remaining fields of the generation screen, as follows:

- To reflect all allocated and confirmed transactions of any transaction type or a particular transaction type, between any two dates.
- To reflect all allocated and confirmed transactions from a given transaction number to a given transaction number, between any two dates.
- To reflect all allocated and confirmed transactions requested by a range of unit holders, between any two dates.
- To reflect all allocated and confirmed transactions requested by a particular unit holder, between any two dates.
- To reflect all allocated and confirmed transactions, for a range of unit holders or all unit holders, between a range of dates bounded by a From and To Date.
- To reflect all allocated and confirmed transactions, for a range of unit holders or all unit holder, on a given date.

After making your specifications, click 'Ok' button. The report details are displayed.

### 3.3.2 **Details in Confirmation Reports**

The following details are printed in the report:

- The ID, name and the address details of the unit holder that has requested the transaction.



- The transaction date.
- The fund in which the unit holder has requested the transaction.
- The market value of the total investments held by the unit holder in the AMC as on the dates of printing the confirmation report.
- The opening and closing balance for the unit holder in the fund as a result of the transaction.
- The volume of the transaction in number of units.
- The payment details for the transaction.
- The transaction number.
- The fees break-up for the transaction.

In the case of switch transaction, confirmation notes are printed for both the legs of the transaction. For transfer transactions, separate confirmation notes are printed for both the transferor and the transferee.

## 3.4 **Other Reports**

This section contains the following topics:

- [Section 3.4.1, "Other Reports Details"](#)
- [Section 3.4.2, "Generating the Allocation Error Report"](#)
- [Section 3.4.3, "Generating the Derived Load Report"](#)
- [Section 3.4.4, "Generating the Entity Details Report"](#)
- [Section 3.4.5, "Generating the Exchange Override Report"](#)
- [Section 3.4.6, "Generating Fund Price Report"](#)
- [Section 3.4.7, "Generating IDS Summary Report"](#)
- [Section 3.4.8, "Generating Income Advice Report"](#)
- [Section 3.4.9, "Generating LOI Non Fulfilment Report"](#)
- [Section 3.4.10, "Generating Transaction Load Override Report"](#)
- [Section 3.4.11, "Generating Load Override Report"](#)
- [Section 3.4.12, "Generating Trailing Commission Report"](#)
- [Section 3.4.13, "Generating Transaction Summary Report"](#)
- [Section 3.4.14, "Generating Transaction Summary Report"](#)

### 3.4.1 **Other Reports Details**

Some other types of reports are discussed here.

### 3.4.2 **Generating the Allocation Error Report**

This report displays the errors logged by the allocation process between any two dates.

The FMG Allocation Error Report screen is as shown. You can invoke the 'Allocation Errors' screen by typing 'UTR00066' in the field at the top right corner of the Application tool bar and clicking on the adjoining arrow button.

In this screen, you must specify the following as mandatory sorting parameters for the generation of the report:

- The dates that enclose the period during which you want to view the corresponding allocation error data, in the From Date and To Date fields.
- The language in which the report must appear, in the Report Language field.

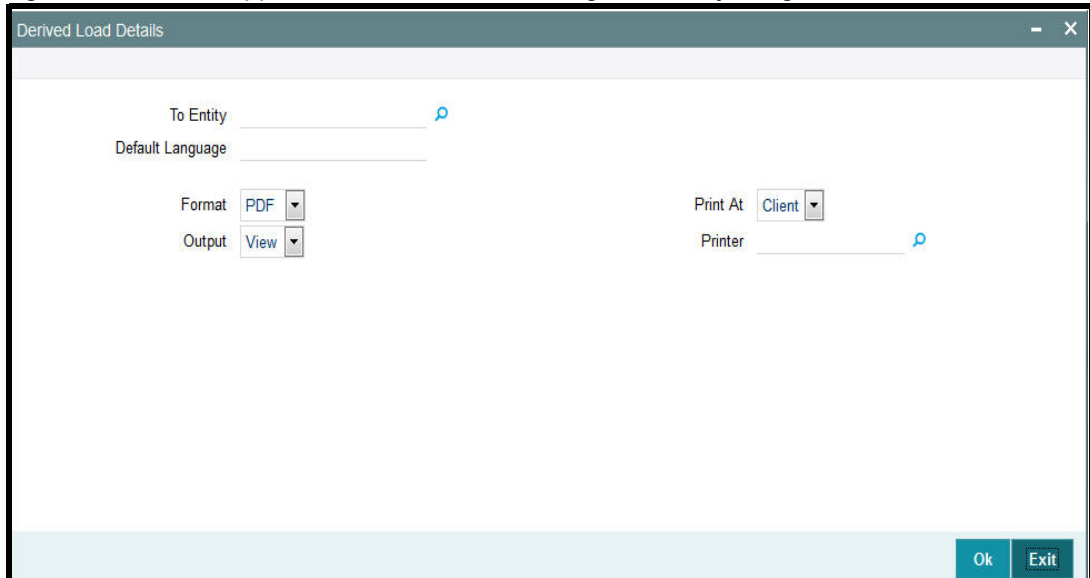
After making your specifications, click 'Ok' button. The report details are displayed.

### 3.4.3 Generating the Derived Load Report

This report can be used to obtain a list of all the authorized loads that have been set up in the system and the loads that are dependent on the same. There are no parameters for the report. It will list the following details, grouped by the information item, Parent Load.

- The ID of the derived Load
- The description of the derived load
- The Parent Load that the specified load is mapped to
- The Load Percentage
- The Type of the receiving Entity( or the To Entity)
- The ID of the receiving Entity( or the To Entity)
- The Criteria for this derived load
- Mandatory / Optional Option
- The Priority for the derived load
- The Rule Effective Date of the derived load

You can invoke the 'Derived Load Details' screen by typing 'UTR00063' in the field at the top right corner of the Application tool bar and clicking on the adjoining arrow button.



In this screen, you must specify the following as mandatory sorting parameters for the generation of the report:

- The entity that is the recipient for the proceeds of the derived load, in the To Entity field. (This specification is not mandatory)
- The language in which the report must appear, in the Report Language field.

After making your specifications, click 'Ok' button. The report details are displayed.

### **3.4.4 Generating the Entity Details Report**

This report displays all the entities present in the system - all the AMC, Registrars and Trustees.

It is printed on request, and the details are ordered according to Entity Type and Entity ID. All the static data that is available for the entities is displayed, such as the entity type, name, address, contact person, authorized signatory, phone number, fax number, etc.

You can invoke the 'Entity Details' screen by typing 'UTR00062' in the field at the top right corner of the Application tool bar and clicking on the adjoining arrow button.

The screenshot shows a window titled 'Entity Details'. It contains two columns of dropdown menus. The left column has 'Format' with 'PDF' selected and 'Output' with 'View' selected. The right column has 'Print At' with 'Client' selected and a 'Printer' field with a magnifying glass icon. At the bottom right, there are 'Ok' and 'Exit' buttons.

Enter the following details:

- Output: Select any one of the following output:
  - View
  - Spool
- Format :Select any one of the following format:
  - HTML
  - RTF
  - PDF

Enter the printing options and Click 'Ok' button to print.

### 3.4.5 **Generating the Exchange Override Report**

This report displays details of overridden exchange rates for a fund on a given date. The details are displayed grouped by each Agent Code.

The following details are displayed:

- Transaction Number
- Applied Exchange Rate
- Overridden Exchange Rate
- The Variance percentage
- The Source ID of the Source from which the applied exchange rate was derived.

You can invoke the 'Exchange Rate Overrides' screen by typing 'UTR00065' in the field at the top right corner of the Application tool bar and clicking on the adjoining arrow button.

The screenshot shows a window titled "Exchg Rate Overrides". Inside the window, there are several input fields and buttons. At the top left, there is a "Fund ID" field with a search icon. Below it is a "Date" field with a date picker icon. To the right of these, there is a "Format" dropdown menu with "PDF" selected, and an "Output" dropdown menu with "View" selected. Further right, there is a "Print At" dropdown menu with "Client" selected, and a "Printer" field with a search icon. At the bottom right of the window, there are two buttons: "Ok" and "Exit".

In this screen, you must specify the following as mandatory sorting parameters for the generation of the report:

- The ID of the fund, for which the exchange rate override was performed, in the Fund ID field.
- The date on which the exchange rate was overridden, in the Date field.
- The language in which the report must appear, in the Report Language field.

After making your specifications, click 'Ok' button. The report details are displayed.

### 3.4.6 **Generating Fund Price Report**

This report will contain all the data with respect to the Fund Price maintenance. It will contain details of the Real NAV per unit, Declared NAV for fund base currency, and fund price currencies in case of COE Funds, Total assets, Outstanding Units, Total Foreign Investors Outstanding Units, Total number of Unit Holders. It also has details of the base prices of the all the transactions that are operational with the fund as of that particular date.

The output will include all the FPC for currency of expression fund. You can invoke the 'Fund Price Details' screen by typing 'UTR00040' in the field at the top

right corner of the Application tool bar and clicking on the adjoining arrow button.

The screenshot shows a window titled "Fund Price Details". It contains the following fields and controls:

- Fund ID \***: A text input field with a magnifying glass icon.
- Fund Identification Number**: A disabled text input field.
- Date \***: A date input field with a calendar icon and a placeholder "MM/DD/YYYY".
- Format**: A dropdown menu currently set to "PDF".
- Output**: A dropdown menu currently set to "View".
- Print At**: A dropdown menu currently set to "Client".
- Printer**: A text input field with a magnifying glass icon.
- Ok** and **Exit**: Buttons at the bottom right of the window.

In this screen, you must specify the following as mandatory sorting parameters for the generation of the report:

- The ID of the fund, for which you want to view the price details, in the Fund ID field. (this is not a mandatory specification)
- The date on which you want to view the price details, in the Date field.
- The language in which the report must appear, in the Report Language field.

After making your specifications, click 'Ok' button. The report details are displayed.

### **3.4.7 Generating IDS Summary Report**

To obtain a summary of income distribution payments made for a fund, you can use this report.

You can invoke the 'Income Distribution' screen by typing 'UTR00115' in the field at the top right corner of the Application tool bar and clicking on the adjoining arrow button.

In this screen, you must specify the following as mandatory sorting parameters for the generation of the report:

- The ID of the fund, for which you want to view the price details, in the Fund ID field.
- The number of the payment made as a result of the income distribution cycle, in the Payment Number field.
- The language in which the report must appear, in the Report Language field.

After making your specifications, click 'Ok' button. The report details are displayed.

### 3.4.8 **Generating Income Advice Report**

You can invoke the 'Income Advice Detail' screen by typing 'UTR00110' in the field at the top right corner of the Application tool bar and clicking on the adjoining arrow button.

In this screen, you must specify the following as mandatory sorting parameters for the generation of the report:

- The ID of the fund for which the income payment was made, in the Fund ID field.
- The number of the payment made as a result of the income distribution cycle, in the Payment Number field.

You can also specify any of the following to fine tune your search:

- The ID of the unit holder for whom the income payment was made, in the Unit Holder field.
- The details of the payment, such as the Payment Mode and the Payment Date.

After making your specifications, click 'Ok' button. The report details are displayed.

### 3.4.9 **Generating LOI Non Fulfilment Report**

This report displays details of Letter of Intent indemnifications by unit holders that have not been fulfilled in the LOI Period.

You can invoke the 'LOI Non Fulfilment' screen by typing 'UTR00104' in the field at the top right corner of the Application tool bar and clicking on the adjoining arrow button.

LOI Non Fulfilment

Unit Holder ID

CIF Number

Date \*

Status \*

Format

Output

Print At

Printer

You can specify any of the following as sorting parameters for the generation of the report:

- The ID of the unit holder that has not fulfilled the LOI indemnification amount, in the Unit Holder field.
- The customer or CIF number under which the unit holder that has not fulfilled the LOI is placed, in the Customer field.

After making your specifications, click 'Ok' button. A screen with print options is displayed. Enter the printing options and Click 'Ok' button to print.

### 3.4.10 **Generating Transaction Load Override Report**

This report presents a list of all transactions that have overridden loads, and have been entered from the branch where it is being generated. The details of each override such as the



original percentage/amount, override percentage/amount and the load calculation method are displayed.

The report may be generated based on the Transaction From Date and To Date.

### **3.4.10.1 Fields in Transaction Load Override Report screen**

#### **Transaction Number**

*Display Only*

In this field, the transaction numbers of the transactions for which the load is applicable are displayed.

#### **Transaction Date**

*Display Only*

The dates of the concerned transactions are displayed here.

#### **Unit Holder Number**

*Display Only*

The ID of the unit holder who has made the transaction is displayed here.

#### **Unit Holder Name**

*Display Only*

The name of the unit holder who has made the transaction is displayed here.

#### **Fund ID**

*Display Only*

The Fund ID of the transaction, if any, is displayed here.

#### **Broker Code**

*Display Only*

The Code of the Broker that is involved in the transaction, if any, is displayed here.

#### **Load ID**

*Display Only*

The IDs of the loads that are applicable to the given transaction is displayed here.

#### **Transaction Mode**

*Display Only*

This shows whether the transaction is based on Units or Transaction Amount

#### **Value Applied**

*Display Only*

The transaction amount, upon which the load has been computed, is displayed here.

#### **Original Load Percentage**

*Display Only*

If the load is computed as a percentage, the original percentage that had been applicable before the override is displayed here.

#### **Override Load Percentage**

*Display Only*

If the load is computed as a percentage, the percentage became applicable after the override is displayed here.

**Original Load Amount**

*Display Only*

If the load is computed as an amount, the new amount that had been applicable before the override is displayed here.

**Override Load Amount**

*Display Only*

If the load is computed as an amount, the new amount that became applicable after the override is displayed here.

**Date Allotted**

*Display Only*

If the transaction has been allotted, the date on which the allotment took place is displayed here.

**Units Allotted**

*Display Only*

If the transaction has been allotted, the number of units that were allotted at the time of allotment is displayed here.

**Maker ID**

*Display Only*

The ID of the user who actually entered the override is displayed here.

**Checker ID**

*Display Only*

The ID of the user who actually authorized the override is displayed here.

**Agent Code**

*Display Only*

The Agent Code of the Agency from where the override was performed and entered into the system is displayed here.

**Branch Code**

*Display Only*

The Branch Code of the Agency from where the override was performed and entered into the system is displayed here.

**Override Module**

*Display Only*

The Module (FUNDMANAGER/AGENCY BRANCH) where the override was actually done is displayed here.

### 3.4.11 Generating Load Override Report

You can invoke the 'Load Override Detail' screen by typing 'UTR00094' in the field at the top right corner of the Application tool bar and clicking on the adjoining arrow button.

Load Override Detail

From Date \* MM/DD/YYYY

To Date \* MM/DD/YYYY

Format PDF

Output View

Print At Client

Printer

Ok Exit

In this screen, you must specify the the dates that enclose the period during which you want to view the details of load overrides that have been performed, in the From Date and To Date fields as sorting parameter for the generation of the report.

After making your specifications, click 'Ok' button. A screen with print options is displayed. Enter the printing options and Click 'Ok' button to print.

### 3.4.12 Generating Trailing Commission Report

This report displays details of the trailing commissions paid to brokers, across all funds, for a given period.

The following details are displayed:

- The Transaction Number
- Last Processed on Date
- The From and to Branches
- The Basis Amount
- The equivalent basis amount in Euro Currency
- The Load Amount
- The equivalent load amount in Euro Currency
- The Referral Entity
- The Load ID
- The To Entity Type and To Entity ID.
- The From Entity Type.

You can invoke the 'Trailing Commission' screen by typing 'UTR00152' in the field at the top right corner of the Application tool bar and clicking on the adjoining arrow button.

Trailing Commission Broker

Trailing Commission

Trail Commission Year \*

Broker Code \*

Format PDF

Output View

Print At Client

Printer

Ok Exit

In this screen, you must specify the following as mandatory sorting parameters for the generation of the report:

- The dates that enclose the period during which you want to view the details of trailing commission accruals, in the From Date and To Date fields.
- The entity that is the recipient for the proceeds of the trailing commission, in the To Entity field
- The language in which the report must appear, in the Report Language field.

You can also choose the ID of the fund for which you want to view the details of trailing commission accruals, in the Fund ID field.

After making your specifications, click 'Ok' button. The report details are displayed.

### 3.4.13 **Generating Transaction Summary Report**

This report displays all the transactions of any selected type received for a given date for which units have been allotted, between any two dates. It must typically be printed by the AMC at the end of the day after the unit price is allotted.

The details are ordered according to agent / branch / transaction numbers. The report is printed fund-wise.

Sub totals of total units subscribed, amount subscribed, total fee and consideration for each branch is also calculated and printed for the same.

Grand totals of total units subscribed, amount subscribed, total fee and consideration across all branches for the agent are also calculated and printed for the transactions.

#### 3.4.13.1 **Transaction Summary Report Information**

For each transaction type, the following details are displayed:

**Unit Holder ID**

The IDs of the unit holders who have entered into transactions of the selected type for the day.

**Unit Holder Name**

The Full Name (Title, First Name, Last Name and Middle Name) of the unit holders who have entered into transactions of the selected type for the day.

**Agent Code**

The code of the Agent where transactions of the selected type were entered into the system.

**Branch Code**

The code of the Agency Branch where transactions of the selected type were entered into the system.

**Broker**

The code of the broker involved in the transaction.

**Sub Broker**

The code of the sub-broker involved in the transaction.

**Amount or Units**

Enter the mode of the transaction.

**Transaction Value**

Enter the value of the transaction, in amount, units or percentage of holdings, as applicable to the transaction mode and the transaction type.

**Net Units Allotted**

Enter the actual number of units that have been allotted for the transaction.

**Total VAT %**

The rate of VAT charged on the fee for the transaction.

**Total Fee**

Enter the sum of all the fees applicable for the transaction.

**Total Incentive**

Enter the sum of all the Incentives applicable for the transaction.

**Gross Fee**

Enter the total fee applicable for the transaction. It is the sum of the total fees and the total VAT % that is applicable for the transaction.

**Net Consideration**

Enter the net consideration for the transaction. It is the total amount applied (Transaction Amount) minus the gross fee.

**Total Amount**

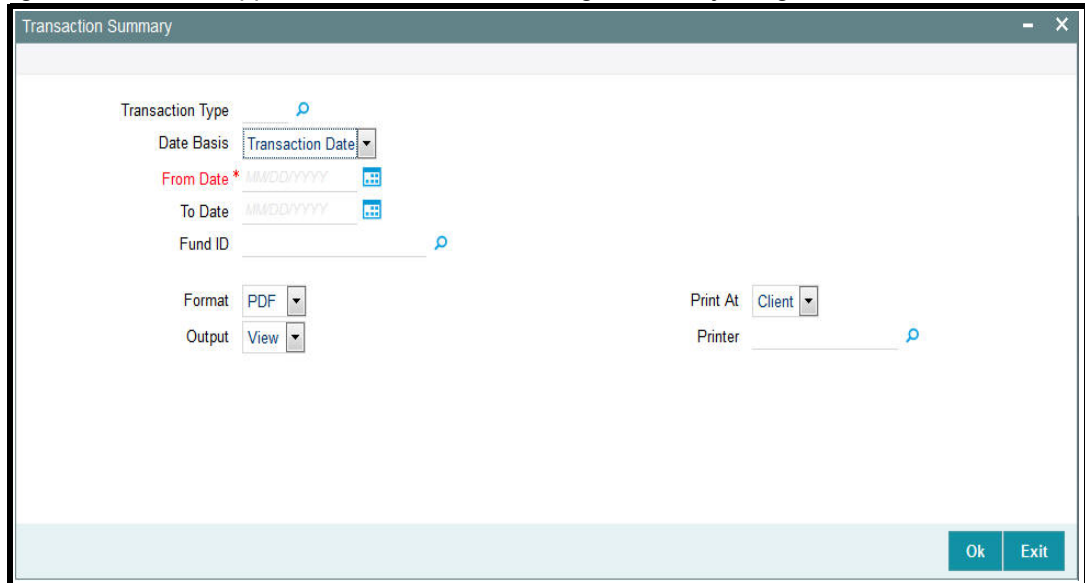
Displays the total amount value of transactions for the transaction type made for the day.

**Remarks**

Enter the Remarks for the transaction.

### 3.4.14 Generating Transaction Summary Report

You can invoke the 'Transaction Summary' screen by typing 'UTR00001' in the field at the top right corner of the Application tool bar and clicking on the adjoining arrow button.



This report displays all the transactions of any selected type received for a given date for which units have been allotted, between any two dates. It must typically be printed by the AMC at the end of the day after the unit price is allotted.

The details are ordered according to agent / branch / transaction numbers. The report is printed fund-wise.

Sub totals of total units subscribed, amount subscribed, total fee and consideration for each branch is also calculated and printed for the same.

Grand totals of total units subscribed, amount subscribed, total fee and consideration across all branches for the agent are also calculated and printed for the transactions.

In this screen, you must specify the following as mandatory sorting parameters for the generation of the report:

- The basis for the dates that will form the period for which you want details of all allotted transactions. Specify this in the Date Basis field.
- The dates that enclose the period during which you want to view the details of transactions that have been allotted, in the From Date and To Date fields.

You can also obtain the details specific to a particular transaction type, or a fund, or both, by selecting the transaction type in the Transaction Type field, and / or the ID of the fund in the Fund ID field.

After making your specifications, click 'Ok' button. A screen with print options is displayed. Enter the printing options and Click 'Ok' button to print.

## 3.5 Queries

This section contains the following topics:

- [Section 3.5.1, "Queries Reports Details"](#)

- [Section 3.5.2, "Generating Consolidated Inquiry"](#)
- [Section 3.5.3, "Retrieving Unitholder/ CIF Basic Details in Client Enquiry Screen"](#)
- [Section 3.5.4, "Invoking Transaction Summary Screen"](#)
- [Section 3.5.5, "Viewing Details of Investor Fund Balances"](#)
- [Section 3.5.6, "Viewing Other Details"](#)
- [Section 3.5.7, "Generating Fund Price Inquiry"](#)
- [Section 3.5.8, "Generating Fund Rules Inquiry"](#)
- [Section 3.5.9, "View Jobs Scheduled"](#)

### **3.5.1 Queries Reports Details**

You can use this section of the Reports to query the database for any details regarding the following information:

- Unit holder accounts or CIF customer accounts
- Fund rules
- Fund prices
- Jobs that have been scheduled through the Scheduler Services

### **3.5.2 Generating Consolidated Inquiry**

You can view any details related to any unit holder account or CIF customer account at any point of time using the Consolidated Inquiry query. The number of unit holders that you are able to access depends upon the agency branches you are mapped to and the groups of unit holders that you are restricted to.

You can invoke the 'Consolidated Enquiry Summary' screen by typing 'UTSCOINQ' in the field at the top right corner of the Application tool bar and clicking on the adjoining arrow button.:

Each time you query a UH in this screen, the system displays all details pertaining to the UH only if you are mapped to the following:

- The agency branch of the UH
- The group to which the default intermediary agent of the UH belongs

If you are mapped to all the groups, then you can view the information of all the unit holders with-in the mapped agency branches.

The details regarding the account that you can view include the following:

- Unit holder/ CIF information
- Investor fund balance
- Certificates
- Standing Instructions
- Income Distribution Setup
- Summaries of transactions entered into by the unit holder / CIF account customer
- G1 Holding of the investor for the given fund ID
- G2 holding of the investor for the given fund ID
- Equalization Income
- Gross income of the Unit holder and Fund ID.
- Payment Date



- Reinvestment Date
- The Unit holders currency of expression maintained at the UHCOE maintenance for the fund and Uh combination
- The unit holders preferred currency maintained at unit holder maintenance
- The value of the holding in UH currency of expression
- The value of the holding in UH preferred currency

### **3.5.3 Retrieving Unitholder/ CIF Basic Details in Client Enquiry Screen**

- To retrieve a CIF customer account, check the CIF No radio button in the Find For section.
- To retrieve a non-CIF unit holder account, check the Unit Holder ID radio button in the Find For section.
- Specify the search parameters for the unit holder or CIF customer, in the Find On section. You can specify a Client ID, First, Middle or Last Name, Reference Number or Identification Number. Specify the value for this parameter in the Search Value field and click the View Information button. The Client Enquiry Find Results screen is opened, with the results of your search displayed as a list.
- Click the Unit Holder ID of the account for which you want to view the details. The details are displayed in the main Client Enquiry screen, in the Unit Holder Basic Details section.

### 3.5.4 Invoking Transaction Summary Screen

You can view transaction details using 'Transaction Summary' screen. You can invoke this screen by typing 'UTDACCST' in the field at the top right corner of the Application tool bar and clicking on the adjoining arrow button.

Transaction Summary

Unit Holder ID \*  Find UH

Allocation From Date  Allocation To Date

Fund ID  Data

Fetch

Details

1 of 1 Go

Product ID	Policy Number	Product Name	Fund ID	Transaction Number	Transaction Date	Transaction Description
------------	---------------	--------------	---------	--------------------	------------------	-------------------------

Fund Transaction CDSC Details

Ok Cancel

You can specify the following details:

**Unit Holder ID**

*Alphanumeric; 8 Characters; Mandatory*

Specify the unit holder ID.

**Allocation From Date**

*Date Format; Optional*

Select allocation from date from the adjoining calendar.

**Allocation To Date**

*Date Format; Optional*

Select allocation To date from the adjoining calendar.

## **Fund ID**

*Alphanumeric; 8 Characters; Mandatory*

Specify the fund ID. Alternatively, you can select fund ID from the option list. The list displays all the valid fund ID maintained in the system.

After specifying the above details, clicking 'Fetch' button, the system will display the following details:

- Product ID
- Policy Number
- Product Name
- Fund ID
- Transaction Number
- Transaction Date
- Transaction Description
- Units
- Price Details
- Book Value
- Running Total (Units)
- Status
- Gross Amount in FBC
- Net Amount in FBC
- Total Fees
- HWM + Hurdle

### **3.5.4.1 Fund Button**

Clicking 'Fund' button, the system will display the details related to fund.

### **3.5.4.2 Transaction Button**

Clicking 'Transaction' button, the system will display the details related to transaction.

### **3.5.4.3 CSDC Details Button**

Clicking 'CSDC Details' button, the system will display the following details:

- Fund ID
- ISIN Code
- Unit Holder ID
- CIF Number
- Unit Holder Name
- Transaction Number
- Transaction Date
- Fund Name

## **Inflow Transaction**

- Transaction Number
- Transaction Type
- CDSC

- Entry Date
- Entry Shares
- Entry Cost
- CDSC Due
- Balance Units
- Unit Price
- Estimated CDSC Due

### **Outflow Transaction**

- Transaction Number
- Lot Price
- Free Shares
- Entry Shares
- Age in Months
- CDSC Rate
- CDSC Amount

## **3.5.5 Viewing Details of Investor Fund Balances**

After you have retrieved the details of the account so that it is displayed in the main Client Enquiry screen, click the Investor Fund Balances button to view the holdings balance of the investor in each of the funds of the AMC.

You can also invoke 'Investor Fund Balance Summary' screen by typing 'UTDFNBAL' in the field at the top right corner of the Application tool bar and click the adjoining arrow. The screen is displayed

Investor Fund Balance

Execute Query

Unit Holder ID \*

Find UH

Fund balances Detail

1 of 1

Go

Fund ID *	Fund Name *	Fund Base Currency *	UH Currency of expression	Policy Number *	F
-----------	-------------	----------------------	---------------------------	-----------------	---

Total Blocked Amount or Holdings

Total Blocked Amount

Total Holdings in UH Currency

Purchase

Redeem

Switch

New St

Unit Block Details | Category-wise Balance

Cancel

In addition to viewing the fund details of a unit holder, you can perform the following operations through the links in this screen:

- Purchase – On clicking this link, the 'Subscription' screen gets displayed for the selected unit holder and fund combination. You can then input the transaction amount, mode of payment and settlement date and then save the subscription transaction.
- Redeem – On clicking this link, the redemption screen gets displayed to capture a new redemption for the selected unit holder and fund combination. This process validates the zero balance in the fund. Here too you need to input minimal mandatory information to save the transaction.
- Switch – On clicking this link, the 'Switch' screen gets displayed to capture a switch transaction for that unit holder and fund combination. The selected fund is treated as a 'From Fund'. This also validates the zero balance in the 'From Fund'.
- New SI – Through this link you can invoke the 'SI' screen for the selected unit holder and fund combination. You can set up a new SI from here.
- Modify SI – This link opens the SI summary screen in 'Amend' mode and lets you amend an existing SI for the selected fund.

You can view the following fund balance details:

- Fund ID
- Fund Name
- Fund Base Currency
- UH Currency of Expression
- Policy Number
- Product ID
- Unit Balance
- Total Blocked Units
- FBC redeemable
- FBC Holding
- UHBC Redeemable
- Average Cost
- Provisional Units
- UHBC Holding
- Balance in Currency of Expression
- UH Preferred Currency
- Balance in UH Preferred Currency
- G1 Units
- G2 Units

You can also view financier and fund-wise blocked units and total number of units blocked in the 'Total Block Units' screen. You can invoke this screen by clicking the 'Total Blocked Units' button in the 'Investor Fund Balance Summary' screen.

During block transaction, if the financier name is not maintained, then all the records will be categorized and consolidated under financier as 'others'.

---

#### Note

You will be able to open the subscription /redemption/switch/SI screens from the Client Enquiry Fund Balances screen provided you have the SMS rights to open and transact in those screens.

---

### 3.5.6 Viewing Other Details

After you have retrieved the details of the account so that it is displayed in the main Client Enquiry screen, fine tune your query as follows:

- To retrieve transaction information for the unit holder, check the Transactions radio button in the Information section.
- To retrieve information related to the account profile of the unit holder, check the Static radio button in the Information section
- To view a history of the data, which will show the details of changes made since the account was opened, check the History radio button in the Data section.

- To view data that is the latest for the account (the effective data present in the database as on the date of query) check the Live radio button in the Data section.
- To view data pertaining to the last month, check the Last Month radio button in the Time Basis section. For data in the last quarter, check the Last Month radio button.
- After you have made all these specifications, click the Show button.
- The following additional buttons appear at the bottom of the screen, in the Transaction Information - Live section:
  - Standing Instructions
  - Certificates
  - Help Desk
  - Income Distribution Setup
  - Transaction Summary
  - Entity Note Pad Capture
  - Entity Note Pad View
- To capture information about any entity involved in the transaction, click on the Entity Note Pad Capture button.
- Click on the appropriate button to view the required data.

### 3.5.7 Generating Fund Price Inquiry

You can view all the details regarding the fund prices for any fund on a given business date, using this query. You can also invoke 'Investor Fund Balance Summary' screen by typing 'UTDFPRIC' in the field at the top right corner of the Application tool bar and click the adjoining arrow.

The screenshot displays the 'Fund Price Detail' application window. At the top, there is a 'Save' button. Below it, the 'Fund ID' field is highlighted in red. To the right, the 'Effective Date' field is marked with a red asterisk and a date picker icon. Below these, the 'Fund Base Currency' and 'ISIN No' fields are visible. The 'NAV Computation' section contains several checkboxes: 'Net Asset Value' (checked), 'Total Assets', and 'Formula Builder'. Below this, there are fields for 'Real NAV/Lot', 'Floor Price', 'FI Outstanding Units', 'Outstanding Units', 'Reflect In Trading' (with a dropdown menu), 'Swinging Price Basis', and 'Swinging Price'. To the right of these, there are fields for 'NAV Lot', 'Total Net Assets', 'No. of Unit Holders', 'Declared NAV/Lot', 'Ceiling Price', 'Amend Transactions' (with a dropdown menu set to 'No'), 'High Water Mark (HWM)', 'Hurdle Rate', and 'HWM + Hurdle'. An 'OK' button is located at the bottom right of this section. Below the 'NAV Computation' section, there are two tabs: 'Fund Base Currency Details' (selected) and 'Additional Information'. The 'Transaction Details' section shows a table with columns: 'Effective Date', 'Transaction Type', 'Base Price', 'Base Price Constant', and 'Allocation Vs. Register Capital'. The table currently shows 1 of 1 records. At the bottom of the window, there is a 'Fund Price Currency Details' section with fields for 'Input by', 'DateTime', 'Mod No', 'Open', 'Authorized by', and 'Authorized'. 'Ok' and 'Cancel' buttons are at the bottom right.

Select the fund for which you want to view the fund prices, in the Select Fund From List field. Also specify the date for which you want to view details of the prevalent price as on that date, in the Effective Date field. Click the View button to trigger the query.

The details of the fund price prevalent for the selected fund on the specified date are displayed in the Fund Setup Details section and the Fund Price Transaction Details section.

In the Fund Setup Details section, the fund price record that would have been entered for the selected fund in the Fund Price screen in the Fund Manager component on the specified date is displayed. In the Fund Price Transaction Details section, the details for each transaction type are displayed.

### 3.5.8 Generating Fund Rules Inquiry

You can view all the details regarding the authorized fund rules defined for any fund that are effective on the application date, using this query.

You can invoke 'Fund Rule' screen by typing 'UTDFNDRL' in the field at the top right corner of the Application tool bar and click the adjoining arrow. The View Fund Rule screen is opened.

The screenshot displays the 'Fund Rules Detail' window with a 'Save' button at the top left. The form is organized into three main columns of fields:

- Left Column:** Fund ID \*, Rule Effective Date \*, Fund Start Date \*, Fund Name \*, Fund Name Short \*, Fiscal Year Start Date \*, Fiscal Year End Date \*, Primary Registration Address \*, Fund Identification Number, Fund Base Currency \*, Fund Base Currency Description, Min Amt for Tax ID-Indv \*, Min Amt for Tax ID-Corp \*, Existing Fund? (No/Yes dropdown).
- Middle Column:** Fund Class \* (Open-Ended dropdown), AMC \*, AMC Description, Legal Entity, Legal Entity Description, Brokers Mandatory? \* (No/Yes dropdown), Fund Enabled? \* (Yes/No dropdown), Minimum Holding Period (0), Fund Tax ID, Fund Ticker Symbol, IRA Investments Allowed (No/Yes dropdown), Fund Suspended? \* (No/Yes dropdown), Umbrella Fund? (No/Yes dropdown), Umb. Fund, Currency of Expression Fund (No/Yes dropdown).
- Right Column:** Fund Type \*, Fund Type Description, Fund Family \*, Fund Family Description, Fund Country \*, Fund Country Description, Registrar \*, Registrar Description, Trustee \*, Trustee Description, Custodian \*, Custodian Description, Hedge Fund (No/Yes dropdown), Relationship Termination Date (MM/DD/YYYY).

At the bottom, there is a navigation bar with links: Multi Language Details | Shares Characteristics | General Operating Rules | Transaction Processing Rules | Fund Restriction | Fund Transaction Currencies | Corporate Actions | Fund Load | Fund Formula Setup | Additional Information | Specific Fund Price Date | Amount Limit for IRA Transactions | Fund Delivery Instructions | Fund Investment Account | SI Specific Information | KYC Maintenance | Documents | Hedge Funds | Fund Price Currencies.

The bottom status bar includes fields for Input by, Authorized by, DateTime, Mod No, Open, and Authorized, along with a 'Cancel' button.



Select the fund for which you want to view the fund rules, in the Select Fund From List field. Click the View button to trigger the query.

The details of all the fund rules that are effective for the selected fund on the specified date are displayed in the screen.

Click on any of the links to see the details for any of the fund rules for the fund.

### 3.5.9 View Jobs Scheduled

You can view details regarding any scheduler activities, using this query. This includes details of jobs that are scheduled for execution as on the application date. You can invoke the 'View Jobs Scheduled' screen by typing 'UTDJBVIW' in the field at the top right corner of the Application tool bar and clicking on the adjoining arrow button.

The screenshot shows the 'View Jobs Scheduled' application window. It includes a title bar, an 'Execute Query' section with a 'View Scheduler' subsection, and a 'View Scheduler Details' section. The 'View Scheduler' section contains a 'Scheduler Execution' dropdown menu and two date input fields for 'All Runs between Date Range'. The 'View Scheduler Details' section shows a table with columns for Job ID, Next Run Start Time, Frequency Basis, Event Code, Job Submission Time, and Effective Sta. The table is currently empty, and there is a 'Cancel' button at the bottom right.

Select the fund for which you want to view the fund rules, in the Select Fund From List field. Also specify the date range for which you want to view details of the scheduler activity, in the All Runs between Date Range Between fields. Click 'Ok' button to trigger the query.

The details of all the scheduled jobs as on the application date are displayed in the screen.

Click the Show Future Runs button to see the details for any future scheduled executions of the jobs.

## 3.6 SI Reports

This section contains the following topics:

- [Section 3.6.1, "SI Reports Details"](#)
- [Section 3.6.2, "Generating Standing Instructions Amendments"](#)
- [Section 3.6.3, "Generating Standing Instructions Escalations"](#)

- [Section 3.6.4, "Generating Standing Instructions Reminders"](#)
- [Section 3.6.5, "Generating Standing Instructions Transaction Details Report"](#)

### 3.6.1 **SI Reports Details**

These reports display details of standing instructions maintained for investors.

### 3.6.2 **Generating Standing Instructions Amendments**

You can use this report to view details about amendments to standing instructions maintained for investors that were affected between any two dates.

You can invoke the 'SI Amendment Details' screen by typing 'UTR00078' in the field at the top right corner of the Application tool bar and clicking on the adjoining arrow button.

In this screen, you must specify the dates that enclose the period during which the amendments were made any standing instructions maintained for any investor, in the From Date and To Date fields as the sorting parameter for the generation of the report.

Click 'Ok' button after making your specifications. A screen with print options is displayed. Enter the printing options and click 'Ok' button to print.

### 3.6.3 **Generating Standing Instructions Escalations**

You can use this report to view details about escalations to standing instruction amounts for investors.

You can invoke the 'SI Escalation Detail' screen by typing 'UTR00073' in the field at the top right corner of the Application tool bar and clicking on the adjoining arrow button.

SI Escalation Detail

From Date MMDDYYYY

To Date MMDDYYYY

Unit Holder ID

Find UH

FundID

Format PDF

Output View

Print At Client

Printer

Ok Exit

Click 'Ok' button to generate the report. A screen with print options is displayed. Enter the printing options and Click 'Ok' button to print.

### 3.6.4 Generating Standing Instructions Reminders

This report will print the reminders for any standing instructions for the given fund. It is generated based on the reminder action period. This is a word interface document with standard template. It will contain information telling that SI has been generated and needs to be processed.

You can invoke the 'SI Reminder Details' screen by typing 'UTR00079' in the field at the top right corner of the Application tool bar and clicking on the adjoining arrow button.

SI Reminder Details

Format PDF

Output View

Print At Client

Printer

Ok Exit

In this screen, you must specify the language in which the report must appear, in the Report Language field for the generation of the report:

After making your specifications, click 'Ok' button . A screen with print options is displayed. Enter the printing options and Click 'Ok' button to print.

### 3.6.5 **Generating Standing Instructions Transaction Details Report**

This report will print all the standing instructions for the given fund as of that date. It will only print the details of those standing instructions that are effective as of that date. Details of elapsed standing instructions will not be printed.

This report is typically printed as a monthly or quarterly report.

Details of the transactions that have been generated for the standing instructions are also printed. The data is ordered according to the standing instructions ID.

Along with the transaction details, any applicable fees, details of check numbers and dates for post dated checks, provided this option is available. Escalation details and the unit holder contact address details are also displayed.

You can invoke the 'SI Details' screen by typing 'UTR00067' in the field at the top right corner of the Application tool bar and clicking on the adjoining arrow button.

The screenshot shows a software window titled "SI Details". Inside the window, there are two input fields at the top: "Fund ID" and "Unit Holder ID". Below "Unit Holder ID" is a blue button labeled "Find UH". In the center-left area, there are two dropdown menus: "Format" with "PDF" selected and "Output" with "View" selected. To the right of these, there are two more dropdown menus: "Print At" with "Client" selected and "Printer" which is currently empty. At the bottom right of the window, there are two buttons: "Ok" and "Exit".

You can view any standing instructions maintained in any fund for any unit holder, by specifying the required fund in the Fund ID field and the ID of the unit holder in the Unit Holder ID field.

After making your specifications, click 'Ok' button. The report details are displayed.

## 3.7 **Transaction Reports**

This section contains the following topics:

- [Section 3.7.1, "Generating Transaction Reports"](#)
- [Section 3.7.2, "Generating Transaction Enquiry Report"](#)
- [Section 3.7.3, "Generating Daily IPO Transactions"](#)

- [Section 3.7.4, "Generating Daily Subscription Transactions"](#)
- [Section 3.7.5, "Generating Daily Redemption Transactions"](#)
- [Section 3.7.6, "Generating Daily Switch Transactions"](#)
- [Section 3.7.7, "Generating Daily Transfer Transactions"](#)
- [Section 3.7.8, "Generating Daily Block Transactions"](#)
- [Section 3.7.9, "Generating Daily Unblock Transactions"](#)
- [Section 3.7.10, "Generating Daily Split Transactions"](#)
- [Section 3.7.11, "Generating Daily Consolidation Transactions"](#)
- [Section 3.7.12, "Generating Daily Reissue Transactions"](#)

### 3.7.1 **Generating Transaction Reports**

The Transaction reports displays information about transactions of any type received from investors on any given business day. The output will be Market value in currency of expression and price in currency of expression.

You can invoke 'IPO Confirmation' screen by typing 'UTR00103' in the field at the top right corner of the Application tool bar and click the adjoining arrow.

The screenshot shows the 'IPO Confirmation' window with the following fields and controls:

- Fund ID**: Input field with a search icon.
- Fund Identification Number**: Input field.
- From Transaction Number**: Input field.
- To Transaction Number**: Input field.
- From Unit Holder ID**: Input field.
- To Unit Holder ID**: Input field with a 'Find' button.
- From Date \***: Input field with a calendar icon.
- To Date \***: Input field with a calendar icon.
- Header Display**: Input field with a search icon.
- Footer Display**: Input field with a search icon.
- Duplicate Required**: Dropdown menu set to 'Yes'.
- Communication Mode**: Input field with a search icon.
- From Batch**: Input field.
- Include Related Parties**: Checkbox.
- Format**: Dropdown menu set to 'PDF'.
- Output**: Dropdown menu set to 'View'.
- Print At**: Dropdown menu set to 'Client'.
- Printer**: Input field with a search icon.
- Ok** and **Exit** buttons at the bottom right.

In this screen, you must specify the following as mandatory sorting parameters for the generation of the report:

- The status of the transaction, whether authorized or unauthorized, in the Unauthorized/Authorized field.
- The dates that enclose the period during which the transactions were received, in the From Date and To Date fields. To indicate a business day, specify the same date in both fields.

You can also specify a unit holder to retrieve transactions received only for the unit holder on the business day.

After making your specifications, click 'Ok' button. A screen with print options is displayed. Enter the printing options and Click 'Ok' button to print.

### 3.7.2 Generating Transaction Enquiry Report

The Transaction Enquiry report displays all the transactions details made by all the unit holders maintained in the system on a desired search criteria.

You can invoke the 'Transaction Enquiry Report' screen by typing 'UTR00228' in the field at the top right corner of the Application tool bar and click the adjoining arrow.

The screenshot shows the 'Transaction Enquiry Report' window. It features a search criteria section with the following fields and controls:

- Unit Holder ID: Text field with a 'Find UH' button.
- Fund ID: Text field with a magnifying glass icon.
- AMC Code: Text field with a magnifying glass icon.
- Agent Code: Text field with a magnifying glass icon.
- Transaction Type: Text field with a magnifying glass icon.
- Transaction Currency: Text field with a magnifying glass icon.
- Allocation From Date: Text field with a calendar icon.
- Allocation To Date: Text field with a calendar icon.
- From Maker Date: Text field with a calendar icon.
- To Maker Date: Text field with a calendar icon.
- From Transaction Date: Text field with a calendar icon.
- To Transaction Date: Text field with a calendar icon.
- Format: Dropdown menu with 'PDF' selected.
- Output: Dropdown menu with 'View' selected.
- Print At: Dropdown menu with 'Client' selected.
- Printer: Text field with a magnifying glass icon.

At the bottom right of the window are 'Ok' and 'Exit' buttons.

Enter the search criteria and click 'Ok' button to generate the report.

Based on the selected criteria, the following details are displayed in the report:

- Transaction Number
- Old Transaction Number

- Reference Number
- Unit Holder
- Fund Name
- Transaction Type
- Transaction Date
- Transaction Currency
- Transaction Mode
- Transaction Value
- Current Transaction Status
- AMC ID
- Dealing Date

### **3.7.2.1 Fields in Transaction Enquiry Report Screen**

#### **Unit Holder ID**

Enter the ID of the unit holder for whom the transaction report is being generated.

#### **From Maker Date, To Maker Date**

Enter the date range to generate a report displaying all the transactions created by all the unit holders maintained in the system.

#### **From Transaction Date, To Transaction Date**

Enter the date range to generate a report displaying all the transaction details made by all the unit holders maintained in the system.

#### **From Allocation Date, To Allocation Date**

Enter the date range to generate a report displaying all the allotted transactions made by all the unit holders in the system.

#### **AMC**

Select the AMC to generate a report displaying all the transactions made by all the unit holders in the selected AMC.

#### **Distributor**

Select the distributor to generate a report displaying all the transactions made by all the unit holders for a selected distributor.

#### **Fund ID**

Select the fund ID to generate a report displaying all the transactions made by all the unit holders for a selected fund ID.

#### **Transaction Type**

Select the type of transaction for which the transaction enquiry report is being generated.

#### **Currency**

Select the currency for which the transaction enquiry report is being generated.

### **3.7.3 Generating Daily IPO Transactions**

This report will print all the IPO transactions (both authorized and unauthorized transactions) received on the current business day at the Agency Branch.

Typically, the Agency Branch prints this report at the end of the day.

### **3.7.3.1 By Fund**

Click the IPO – By Fund option to group the transactions fund-wise.

Totals and sub totals will be shown at the following levels:

- Amount received for each type of payment for every fund.
- Total amount received for every fund.
- Total amount received for the day.

### **3.7.3.2 By Payment Mode**

Click the IPO – By Payment option to group the transactions according to the mode of payment as well as fund-wise.

Totals and sub totals will be shown at the following levels:

- Amount received for each fund for that payment type.
- Total amount received for each payment type.
- Total amount received for the day.

## **3.7.4 Generating Daily Subscription Transactions**

This report will print all the subscription transactions (both authorized and unauthorized transactions) received on the current business day at the Agency Branch.

Typically, the Agency Branch prints this report at the end of the day.

### **3.7.4.1 By Fund**

Click the Purchases – By Fund option to group the transactions fund-wise.

Totals and sub totals will be shown at the following levels:

- Amount received for each type of payment for every fund.
- Total amount received for every fund.
- Total amount received for the day.

### **3.7.4.2 By Payment Type**

Click the Purchases – By Payment option to group the transactions according to the mode of payment as well as fund-wise.

Totals and sub totals will be shown at the following levels:

- Amount received for each fund for that payment type.
- Total amount received for each payment type.
- Total amount received for the day.

## **3.7.5 Generating Daily Redemption Transactions**

This report will print all the redemption transactions (both authorized and unauthorized transactions) received on the current business day at the Agency Branch.

Typically, the Agency Branch prints this report at the end of the day.



### **3.7.5.1 By Fund**

Click the Sales – By Fund option to group the transactions fund-wise.

Totals and sub totals will be shown at the following levels:

- Amount received for each type of payment for every fund.
- Total amount received for every fund.
- Total amount received for the day.

### **3.7.5.2 By Payment Type**

Click the Sales – By Payment option to group the transactions according to the mode of payment as well as fund-wise.

Totals and sub totals will be shown at the following levels:

- Amount received for each fund for that payment type.
- Total amount received for each payment type.
- Total amount received for the day.

### **3.7.6 Generating Daily Switch Transactions**

This report will print all the switch transactions (both authorized and unauthorized transactions) received on the current business day at the Agency Branch.

Typically, the Agency Branch prints this report at the end of the day.

Totals and sub totals will be shown at the following levels:

- Units switched for every fund.
- Total units switched across all the funds.

### **3.7.7 Generating Daily Transfer Transactions**

This report will print all the transfer transactions (both authorized and unauthorized transactions) received on the current business day at the Agency Branch.

Typically, the Agency Branch prints this report at the end of the day.

Totals and sub totals will be shown at the following levels:

- Units transferred for every fund.
- Total units transferred across all the funds.

### **3.7.8 Generating Daily Block Transactions**

This report will print all the block transactions (both authorized and unauthorized transactions) received on the current business day at the Agency Branch.

Typically, the Agency Branch prints this report at the end of the day.

Totals and sub totals will be shown at the following levels:

- Units blocked for every fund.
- Total units blocked across all the funds.

### **3.7.9 Generating Daily Unblock Transactions**

This report will print all the unblock transactions (both authorized and unauthorized transactions) received on the current business day at the Agency Branch.

Typically, the Agency Branch prints this report at the end of the day.

Totals and sub totals will be shown at the following levels:

- Units unblocked for every fund.
- Total units unblocked across all the funds.

### **3.7.10 Generating Daily Split Transactions**

This report will print all the split transactions (both authorized and unauthorized transactions) received on the current business day at the Agency Branch. Typically, the Agency Branch prints this report at the end of the day.

Totals and sub totals will be shown at the following levels:

- Units split for every fund.
- Total units split across all the funds.

### **3.7.11 Generating Daily Consolidation Transactions**

This report will print all the consolidation transactions (both authorized and unauthorized transactions) received on the current business day at the Agency Branch.

Typically, the Agency Branch prints this report at the end of the day.

Totals and sub totals will be shown at the following levels:

- Units consolidated for every fund.
- Total units consolidated across all the funds.

### **3.7.12 Generating Daily Reissue Transactions**

This report will print all the transfer transactions (both authorized and unauthorized transactions) received on the current business day at the Agency Branch.

Typically, the Agency Branch prints this report at the end of the day.

Totals and sub totals will be shown at the following levels:

- Units reissued for every fund.
- Total units reissued across all the funds.

## **3.8 UH Info Reports**

This section contains the following topics:

- [Section 3.8.1, "UH Info Reports Details"](#)
- [Section 3.8.2, "Generating Unit Holder Acknowledgment"](#)
- [Section 3.8.3, "Generating Unit Holder Dividend Details Report"](#)
- [Section 3.8.4, "Generating Unit Holder Zero Balance Report"](#)

### 3.8.1 UH Info Reports Details

These reports display information regarding unit holder / CIF accounts.

### 3.8.2 Generating Unit Holder Acknowledgment

Use this report to list the acknowledgement reports generated for new unit holder accounts.

You can invoke the 'Acknowledgement' screen by typing 'UTR00095' in the field at the top right corner of the Application tool bar and clicking on the adjoining arrow button.

The screenshot shows a window titled "Acknowledgement". It contains several input fields and buttons. At the top, there is a dropdown menu labeled "Authorized/Unauthorized ?" with "Authorized" selected. Below it is a text field for "Unit Holder ID" with a "Find UH" button to its right. Further down is a date field for "A/C Opening Date" with a calendar icon. Below the date field are two text fields for "Header Display" and "Footer Display", each with a help icon. A checkbox labeled "Include Related Parties" is located below the footer display field. At the bottom left, there are two dropdown menus: "Format" with "PDF" selected and "Output" with "View" selected. At the bottom right, there is a "Print At" dropdown with "Client" selected and a "Printer" field with a help icon. At the very bottom right, there are two buttons: "Ok" and "Exit".

You can generate a report specific to a unit holder account, or the authorization status of the accounts, or to any unit holder account opened on a certain date, by specifying:

- The date on which you want to view all the unit holder accounts opened, in the Account Opening Date field.
- The ID of the unit holder whose specific account you want to generate an acknowledgement for.
- The authorization status, in the Unauthorized / Authorized field.

After making your specifications, click 'Ok' button. A screen with print options is displayed. Enter the printing options and Click 'Ok' button to print.

### 3.8.3 Generating Unit Holder Dividend Details Report

This report may be generated to view previous dividend payments for a unit holder in a fund. The payment details are presented, along with the reinvestment details and EPU component breakups. The following information is presented:

- The name, address and ID of the unit holder whose dividend payment details are being displayed in this report.
- The name of the fund for which the dividend declaration and payment was made.
- The payment date for the payment cycle that is being viewed.

- The total dividend paid to the unit holder, the tax deducted and the net dividend paid out for the particular payment cycle. (This represents the dividend distributed for the payment cycle under view)
- The payment details as under the following:
  - Total payment amount (i.e., the pay out component of the dividend)
  - Amounts paid out by check and amounts paid out by transfer.
  - The check details (Bank and branch of issue, date of issue and check number)
  - The transfer details (Bank and branch name, account type and account number)
- The reinvestment details as under the following:
  - The Reinvestment Unit Holder ID and Name
  - The Reinvestment Fund ID and Name
  - The amount reinvested in each Unit Holder ID/Fund combination
  - The reinvestment transaction numbers
- The earnings by components as under:
  - The ID and description of the component which the unit holder has derived a portion of his income from.
  - The breakup of the earnings of the unit holder by component. Each figure in the breakup represents the summation of the product of the component value and the Freeze Holding Units for each declaration in the Payment Cycle.

You can invoke the 'Dividend Details' screen by typing 'UTR00070' in the field at the top right corner of the Application tool bar and clicking on the adjoining arrow button.

In this screen, you must specify the following as mandatory sorting parameters for the generation of the report:

- The number of the dividend payment, in the Payment Number field.
- The fund for which the dividend was declared, that resulted in dividend payment to unit holders, in the Fund ID field.

You can also obtain this report specific to a unit holder by specifying the ID of the unit holder account in the Unit Holder ID field.

After making your specifications, click 'Ok' button. A screen with print options is displayed. Enter the printing options and Click 'Ok' button to print.

### 3.8.4 **Generating Unit Holder Zero Balance Report**

This report will print the summary of the list of unit holders whose balances have become zero for the given fund along with the date on which the balances touched zero.

#### 3.8.4.1 **Unit Holder Zero Balance Report Information**

##### **Unit Holder ID**

*12 Character Maximum, Alphanumeric, Display*

This is the ID of the unit holder whose balance has become zero.

##### **Unit Holder Name**

*12 Character Maximum, Alphanumeric, Display*

This field displays the Name of the unit holder whose balance has become zero.

##### **Date**

*Date, Display*

This is the Date as of which the unit holder balance became zero.

You can invoke the 'Zero Balance Details' screen by typing 'UTR00044' in the field at the top right corner of the Application tool bar and clicking on the adjoining arrow button.

Zero Balance Details

Zero Balance Date \* MM/DD/YYYY

Fund ID \*

Fund Identification Number

Format PDF

Output View

Print At Client

Printer

Ok Exit

In this screen, you must specify the following as mandatory sorting parameters for the generation of the report:

- The date on which the last transaction for the unit holder was accepted, in the Last Transaction field.
- The fund, in the Fund ID field.

After making your specifications, click 'Ok' button. A screen with print options is displayed. Enter the printing options and Click 'Ok' button to print.

## 3.9 Unit Holder Reports

This section contains the following topics:

- [Section 3.9.1, "Printing Account Statements"](#)
- [Section 3.9.2, "Generating Auto Investment Reminder Report"](#)
- [Section 3.9.3, "Generating Unit Holder Register Report "](#)
- [Section 3.9.4, "Generating Unit Holder Holdings Summary Report"](#)
- [Section 3.9.5, "Generating Unit Holder Withholding Tax Report"](#)

### 3.9.1 Printing Account Statements

For the given fund, the Account Statement of all the Unit Holders is printed. By availing of the Holdings Statement option, the Holdings Statement can be printed along with the Account Statement. It is printed as per the Account Statement Period. Account statements can either be printed as of the latest market value or as of the market value on the end date of the account statement period.

In case the fund is a currency of expression fund, the output to show the UH currency of expression, total value in UH currency of expression, NAV in currency of expression; else this will be shown as blank.

You must specify the Fund ID, unit holder ID range, date range and report language as mandatory information to generate the report. Also, indicate whether the market value of the investor's holdings is 'Latest' or as of the report's 'To date'.

In case the fund is a currency of expression fund, the output will be the UH currency of expression, total value in UH currency of expression, NAV in currency of expression; else this will be shown as blank.

You can invoke the 'Account. Statement' screen by typing 'UTR00137' in the field at the top right corner of the Application tool bar and clicking on the adjoining arrow button.

The screenshot shows the 'Account Statement' application window. It features several input fields and controls for generating a report. At the top, there's a 'Fund ID' field with a search icon. Below it is a 'Fund Identification Number' field. Then, there are 'From Unit Holder ID' and 'To Unit Holder ID' fields, each with a 'Find' button. Below these are 'From Date' and 'To Date' fields, both showing 'MM/DD/YYYY' and a calendar icon. The 'Market Value' is set to 'Latest' with a dropdown arrow. There's an unchecked checkbox for 'Include Related Parties'. At the bottom left, there are 'Format' (set to 'PDF') and 'Output' (set to 'View') dropdowns. At the bottom right, there are 'Print At' (set to 'Client') and 'Printer' fields, both with search icons. Finally, there are 'Ok' and 'Exit' buttons at the very bottom right.

### **3.9.1.1 Fields in Account Statement screens**

#### **AMC Name**

*40 Character Maximum, Alphanumeric, Display*

The Name of the Asset Management Company to which the Fund belongs is displayed.

#### **AMC Address**

*255 Character Maximum, Alphanumeric, Display*

The Address of the Asset Management Company, to which the Fund belongs, is displayed.

#### **Unit Holder ID**

*12 Character Maximum, Alphanumeric, Display*

The ID of the Unit Holder, for whom the Account Statement is to be printed, is displayed.

#### **Unit Holder Name**

*100 Character Maximum, Alphanumeric, Display*

The Name of the Unit Holder, for whom the Account Statement is to be printed, is displayed.

#### **Unit Holder Address**

*255 Character Maximum, Alphanumeric, Display*

The Address of the Unit Holder, for whom the Account Statement is to be printed, is displayed.

#### **Fund ID**

*Alphanumeric, Display*

The ID of the Fund, for which the Account Statement is to be printed, is displayed.

#### **Fund Name**

*Alphanumeric, Display*

The Full Name of the Fund, for which the Account Statement is to be printed, is displayed.

#### **Transaction Date**

*Display*

Displays the date on which the transaction took place.

#### **Transaction Type**

*25 Character Maximum, Alphanumeric, Display*

The type of transaction that has affected the Unit Holder balance is displayed.

#### **Units Transacted**

*Numeric, Display*

The Number of Units transacted for the given transaction is displayed.

#### **Transaction Number**

*Display*

This displays the transaction number.

#### **Price**

*Alphanumeric, Display*

Displays the price at which the transaction was affected.

#### **Market Value**

*Display*

Displays the market value in currency of expression and price in currency of expression.

## Unit Balance

*Numeric, Display*

The balance Number of Units at the end of the given transaction is displayed.

Page 1 of 2

Unit Holder Name: Mr. Steve7 Jonson  
Contact Address: NA  
City:  
State:  
Zip Code:

CIF Number: 990000242  
Unit Holder No: AGTR132  
Date: 11/01/2008

**UNIT HOLDER ACCOUNT STATEMENT**

FOR THE PERIOD 01/01/2007 To 31/03/2008

Date	Transaction Type	Book Value	Unit Price	Units Transacted	Unit Balance	Market Value	Gross amount	Net amount (in Fundbase currency)	Load amount
FUNDST FUNDST									
CORF2222222									
All Book Values are in ZAR									
	Opening Balance	0.00			0.00				
1/10/2007	Normal Purchase	10000.00	0.00	1000.00	1000.00		10000.00	10000.00	
1/10/2007	UT Interest Transaction - Original	1000.00	0.00	100.00	100.00		1000.00	1000.00	
1/10/2007	UT Interest Transaction - Reversal	1000.00	0.00	(100.00)	1000.00		1000.00	1000.00	
1/10/2007	UT Interest Transaction - Amended	0.00	0.00	0.00	1000.00		0.00	0.00	

### 3.9.2 Generating Auto Investment Reminder Report

This report will print the details of redemption transaction for which payment is held back due to the unit holder being FICA non-compliant. The report also displays the Auto Investment date i.e. the date on which the redemption will be automatically invested back in the fund. You can invoke the 'Auto Invest Reminder' screen by typing 'UTR00212' in the field at the top right corner of the Application tool bar and clicking on the adjoining arrow button.

Auto Invest Reminder

Fund ID

Unit Holder ID

Format

Output

Print At

Printer



You must specify the Fund ID, the unit holder, report language as mandatory information, and click 'Ok' button to generate the report. A screen with print options is displayed. Enter the printing options and Click 'Ok' button to print.

**Fund ID**

*6 Character Maximum, Alphanumeric, Display*

This field displays the Fund ID and the Name of the fund for which the report is to be printed.

**Unit Holder**

*12 Character Maximum, Alphanumeric, Display*

*Display Only*

The ID of the unit holder who has made the transaction is displayed here.

**Transaction Number**

*Display Only*

In this field, the transaction numbers of the transactions for which the unit holder is FICA non-compliant are displayed.

**Transaction Date**

*Display Only*

The dates of the concerned transactions are displayed here.

**Allocation Date**

*Display Only*

If the transaction has been allotted, the date on which the allotment took place is displayed here.

**Investment Date**

*Display Only*

This field displays the date on which the amount must be reinvested into the fund if the investor continues to be FICA non-compliant.

**Reminder Date**

*Display Only*

This field displays the date on which the reminder must be sent out to the FICA non-compliant investor.

### **3.9.3 Generating Unit Holder Register Report**

This report will print the details of Fund Holdings of the Unit holder. The mailing label of the selected Unit holders can also be printed. You can invoke the 'Unitholder Register' screen by

typing 'UTR00127' in the field at the top right corner of the Application tool bar and clicking on the adjoining arrow button.

You can use this screen to:

- Generate Unit Holder Register Report.
- Print Unit Holder Register Report.
- Preview Unit Holder Register Report.

You can specify the Fund ID, Domicile of the unit holder and report language as mandatory information and the top number of records with sort parameters, to generate the report.

You can specify the date, as on which the details must be displayed in the report. You can opt for details as of:

- the Allocation Date, Transaction Date or Price Date (select the required option in the Date Basis field)
- a required date of your choosing (select the required date in the Date field)

The Report has Totals / subtotals for Number of Unit holders, Total of Holdings, Percentage of Holdings.

### 3.9.3.1 **Fields in Unit Holder Register Report screen**

#### **Fund ID**

*6 Character Maximum, Alphanumeric, Display*

This field displays the Fund ID and the Name of the fund for which the Unit holder holding details are to be printed.

#### **Fund Name**

*20 Character Maximum, Alphanumeric, Display*

Enter the Fund ID and the Name of the fund for which the Unit holder holding details are to be printed.

#### **Date**

*Date, Display*

This displays the Date on which the Report is printed.

**Unit Holder ID**

*12 Character Maximum, Alphanumeric, Display*

This displays the ID of the Unit holder for whom the Fund Holdings are being printed.

**Unit Holder Name**

*85 Character Maximum, Alphanumeric, Display*

This displays the Full Name (Title + First Name + Last Name) of the Unit holder for whom the Fund Holding details are being printed.

**Type of Investor**

*1 Character Maximum, Alphanumeric, Display*

This displays the type of the Unit holder, whether Individual or Corporate, for whom the Fund Holding details are being printed.

**Corresponding Address**

*1 Character Maximum, Alphanumeric, Display*

This displays the Address of the Unit holder for whom the Fund Holding details are being printed. This could be the permanent or the secondary address of the Unit holder as per the Unit holder's instructions as to where his correspondence is to be made.

**Telephone Number**

*1 Character Maximum, Alphanumeric, Display*

This displays the Telephone Number of the Unit holder for whom the Fund Holding details are being printed.

**Country of Residence**

*3 Character Maximum, Alphanumeric, Display*

This displays the Country of residence of the Unit holder for whom the Fund Holdings are being printed.

**Agent Code**

*3 Character Maximum, Alphanumeric, Display*

This displays the Agent Code, where the corresponding Unit Holder account was opened.

**Total Holdings**

*Numeric, Display*

This shows the Unit Balance of the unit holder on the date when the report was printed.

**Percentage of Holdings**

*Numeric, Display*

This shows the percentage of holdings of the unit holder. This is a derived field based on the Total Holdings of the unit holder.

### **3.9.4 Generating Unit Holder Holdings Summary Report**

This report will print details of the Unit Holder Holdings in terms of distribution by Nationality or distribution by holdings.

This report will have two parts:

- Distribution By Nationality
- Distribution By Holdings

You can invoke the 'Holdings Details' screen by typing 'UTR00124' in the field at the top right corner of the Application tool bar and clicking on the adjoining arrow button.

Holdings Details

Fund ID \*

Format PDF

Output View

Print At Client

Printer

Ok Exit

The Report takes the Fund ID as the input. It has Totals / Sub-totals for the Number of Unit Holders, Number of Units and Percentage of Units.

### 3.9.4.1 Fields in Unit Holder Holdings Summary Report Screen

Unit Holder Holdings Report as of 11/1/2008

MFUND20

MF-1000000020

	No. of Unit Holders	No. of Units	% of Units	No. of Unit Holders	No. of Units	% of Units	No. of Unit Holders	No. of Units	% of Units
<b>Distribution By Nationality</b>									
	All			Corporate			Individual		
Local	13.00	270,580.09	100.00	0.00	0.00	0.00	13.00	270,580.09	100.00
Foreign	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Total	13.00	270,580.09	100.00	0.00	0.00	0.00	13.00	270,580.09	100.00
<b>Fund Details</b>									
	Standard Lot Equals			0.00			Par value		
							10.00		

Printed on 11/14/2007 4:54:55PM Omia Registrar Page 1 of 1

**Fund ID**

*6 Character Maximum, Alphanumeric, Display*

This is the Fund ID of the fund for which the unit holder holdings summary report is to be printed.'

**Fund Name**

*20 Character Maximum, Alphanumeric, Display*

This displays the Name of the fund for which the Unit Holder holdings Summary Report is to be printed.

**Part A (Main)****Distribution by Nationality**

*Type*

*1 Character Maximum, Alphanumeric, Display*

This indicates the category of the unit holder (Local or Foreigner).

**Number**

*Numeric, Display*

This shows the number of the unit holder that falls in this category.

**Units**

*Numeric, Display*

This displays Number of Units that fall under this category type.

**Percentage of Units**

*Numeric, Display*

This shows the percentage based on Units.

**Part A (Sub)****Distribution by Investor type**

*Type*

*1 Character Maximum, Alphanumeric, Display*

This indicates the category of the unit holder (Corporate or Individual)

**Number**

*Numeric, Display*

This is the number of the unit holders who fall into this category type.

**Units**

*Numeric, Display*

This is the Number of Units that fall under this category type.

**Percentage of Units**

*Numeric, Display*

This displays the percentage based on Units.

## **Part B (Main)**

### **Distribution by Holdings**

*Type*

*1 Character Maximum, Alphanumeric, Display*

This indicates the category of the unit holder. Type is based on the unit holder's holdings based on units.

- Holdings over 0.5 Percentage
- Holdings not over 0.5 Percentage but more than one board lot
- Holdings not over one board lot

### **Number**

*Numeric, Display*

This is the number of the unit holders who fall into this category type.

### **Units**

*Numeric, Display*

This is the Number of Units that fall under this category type.

### **Percentage of Units**

*Numeric, Display*

This is the percentage based on Units.

## **Part B (Sub)**

### **Distribution by Investor type**

*Type*

*1 Character Maximum, Alphanumeric, Display*

This indicates the category of the unit holder (Corporate or Individual).

### **Number**

*Numeric, Display*

This is the number of unit holders who fall into this category type.

### **Units**

*Numeric, Display*

This is the Number of Units that fall under this category type.

### **Percentage of Units**

*Numeric, Display*

This is the percentage based on Units.

## **3.9.5 Generating Unit Holder Withholding Tax Report**

Based on the Unit Holder Dividend Payment information, the withholdings tax certificate / form can be printed for those unit holders who have requested for tax to be deducted at source.

This report will print the number of units, the dividend rate per unit, the total dividend, minus the income tax net payable and dividend reference number for every unit holder. This is printed for each Dividend Payment Period and is ordered by the unit holder.

You can invoke the 'Withholding Tax' screen by typing 'UTR00134' in the field at the top right corner of the Application tool bar and clicking on the adjoining arrow button.

You must specify the ID of the fund, dividend payment number and report language as mandatory information to generate the report. You can also specify the Investor Category and the Investor Status.

### 3.9.5.1 Fields in Withholdings Tax Report screen

#### User Information

##### **Fund ID**

*6 Character Maximum, Alphanumeric, Display*

This is the ID of the fund for which the Unit Holder Withholdings tax screen is printed.

##### **Fund Name**

*20 Character Maximum, Alphanumeric, Display*

This is the Name of the fund for which the Unit Holder Withholdings tax form is printed.

##### **Date**

*Date, Display*

This is the date of issuance of the Withholdings Tax form.

##### **Unit Holder ID**

*12 Character Maximum, Alphanumeric, Display*

This is the ID of the unit holder for whom the Tax form is being printed.

##### **Unit Holder Name**

*12 Character Maximum, Alphanumeric, Display*

This is the Name of the unit holder for whom the Tax form is being printed.

##### **Address**

*255 Character Maximum, Alphanumeric, Display*

This is the Address for correspondence with the unit holder, for whom the Fund Holdings details are being printed. This could be the Permanent address or the secondary address of the unit holder depending upon the unit holder's instructions.

**Zip Code**

*6 Character Maximum, Alphanumeric, Display*

This is the Zip Code of the unit holder's address.

**Unit Holder Tax ID**

*12 Character Maximum, Alphanumeric, Display*

This is the Tax ID of the unit holder for whom the Tax form is being printed.

**Body of the Letter****Units**

*Numeric, Display*

This is the Unit Balance for the fund on the Book Closing Date

**Pay per Unit**

*Numeric, Display*

This is the Rate of Dividend per Unit

**Total**

*Numeric, Display*

This is the Unit Balance multiplied by the Rate of Dividend per Unit

**Tax**

*20 Character Maximum, Alphanumeric, Display*

This is the Withholdings Tax percentage multiplied by Total.

**Net**

*20 Character Maximum, Alphanumeric, Display*

This is the Total minus the Withholdings Tax

**Reference Number**

*20 Character Maximum, Alphanumeric, Display*

This is the Dividend reference Number

Other information like the name of the issue, the designation, the division and the contact number are printed at the end of the report.

## **3.10 Reinvestment Report**

This section contains the following topics:

- [Section 3.10.1, "Generating Reinvestment Report"](#)
- [Section 3.10.2, "Contents of the Reinvestment Report screen"](#)

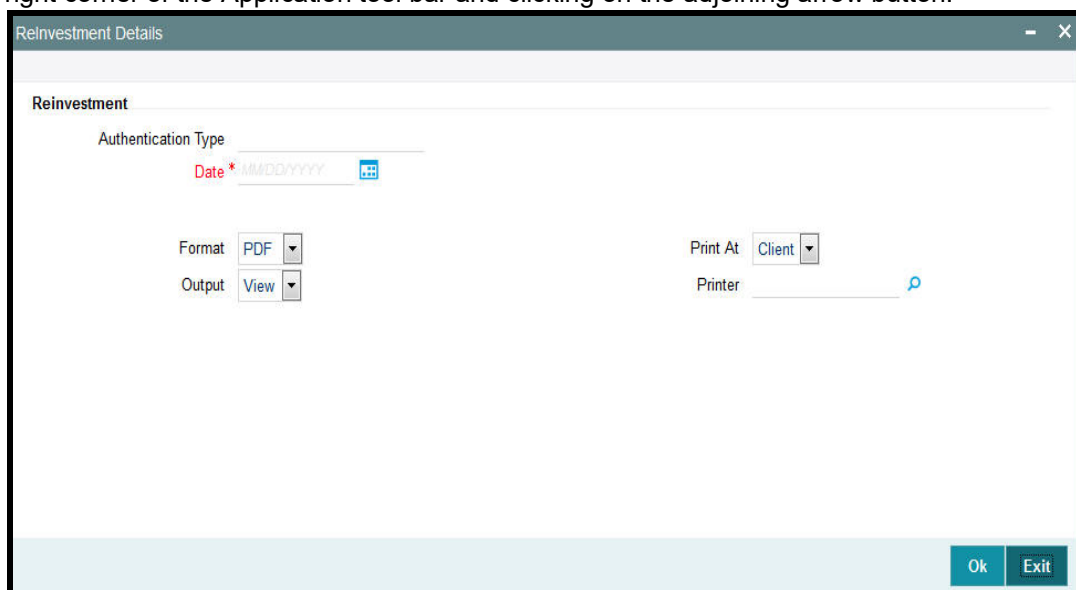
### **3.10.1 Generating Reinvestment Report**

This report will print the list of unit holders who have requested for reinvestment of their dividend earnings.

This report will print the list of all the unit holders who have requested for reinvestment for a given fund. This Report is printed ad-hoc or before dividend payment and is ordered by unit holder ID.



You can invoke the 'Reinvestment Details' screen by typing 'UTR00128' in the field at the top right corner of the Application tool bar and clicking on the adjoining arrow button.



You must specify the date on which the reinvestment transaction was authorized. Click 'Ok' button to generate the report. A screen with print options is displayed. Enter the printing options and Click 'Ok' button to print.

### 3.10.2 Contents of the Reinvestment Report screen

#### Reinvestment

##### **Unit Holder ID**

*12 Character Maximum, Alphanumeric, Display*

This is the ID of the unit holder who has requested for reinvestment.

##### **Unit Holder Name**

*85 Character Maximum, Alphanumeric, Display*

This is the Name of the unit holder who has requested for reinvestment.

##### **Fund ID**

*12 Character Maximum, Alphanumeric, Display*

The Fund ID in which the unit holder wants to reinvest.

## 3.11 Certificate Inquiry

This section contains the following topics:

- [Section 3.11.1, "Generating the Certificate Inquiry Report"](#)
- [Section 3.11.2, "Contents of the Certificate Inquiry Screen"](#)

### 3.11.1 Generating the Certificate Inquiry Report

You can use this screen to query about certificates issued in respect of allocated transactions.

Select the fund, Certificate Status and Allocation Date for whom the Certificate details are to be viewed or printed using the Find option. This screen shows the Certificate details for the specified criteria.

### **3.11.2 Contents of the Certificate Inquiry Screen**

#### **Fund ID**

*6 Character Maximum, Alphanumeric, Display*

The ID of the fund whose Certificate Details are to be viewed or printed, is displayed.

#### **Certificate Status**

*1 Character Maximum, Alphanumeric, Display*

The Status of the Certificate is displayed.

#### **Transaction Number**

*12 Character Maximum, Alphanumeric, Display*

The Transaction Number of the Certificate, whose details are to be viewed or printed, is displayed.

#### **Unit Holder ID**

*12 Character Maximum, Alphanumeric, Display*

The ID of the unit holder, whose Certificate details are to be viewed or printed, is displayed.

#### **Certificate Number**

*Numeric, Display*

The Number of the Certificate, whose details are to be viewed or printed, is displayed.

#### **Units**

*Numeric, Display*

The Number of certified units of the Certificate, whose details are to be viewed or printed, is displayed.

#### **Envelope Number**

*15 Character Maximum, Alphanumeric, Display*

The Number of Envelope generated by the Franking Machine for the Certificate, whose details are to be viewed or printed, is displayed.

#### **New Envelope Number**

*15 Character Maximum, Alphanumeric, Display*

The New Number of Envelope generated by the Franking Machine for the Certificate, whose details are to be viewed or printed, is displayed.

## **3.12 Certificate Printing**

This section contains the following topics:

- [Section 3.12.1, "Printing New Certificates"](#)
- [Section 3.12.2, "Printing Duplicate Certificates"](#)
- [Section 3.12.3, "Reprinting Certificates"](#)

### 3.12.1 Printing New Certificates

The certificates are printed once the allocation of units is made for the unit holder. These are certificates that are being printed for the first time. This report will print certificates for the given range and fund.

You can invoke the 'New Certificate' screen by typing 'UTR00129' in the field at the top right corner of the Application tool bar and clicking on the adjoining arrow button.

You must specify the Fund ID, the certificate number range, and the date range within which the transaction was authorized, to generate the report. You can also specify the unit holder ID as a parameter for the generation of the certificates.

Click 'Ok' button to generate the report. A screen with print options is displayed. Enter the printing options and Click 'Ok' button to print.

#### 3.12.1.1 Fields in Printing New Certificates screen

##### **Fund**

*12 Character Maximum, Alphanumeric, Optional*

Select the Fund Name for which the new certificates are to be printed, from the list provided.

##### **Unit Holder ID**

*12 Character Maximum, Alphanumeric, Optional*

Enter the ID of the unit holder for whom the Certificate is being printed.

##### **From Certificate Number**

*Numeric, Optional*

Enter the beginning of the range of new certificates to be printed.

##### **To Certificate Number**

*Numeric, Optional*

Enter the end of the range of new certificates to be printed.

### **From Allocation Date**

*Date, Optional*

Enter the start date for the Allocation.

### **To Allocation Date**

*Date, Optional*

Enter the end date for the Allocation.

### **User Input**

*Alphanumeric, Mandatory*

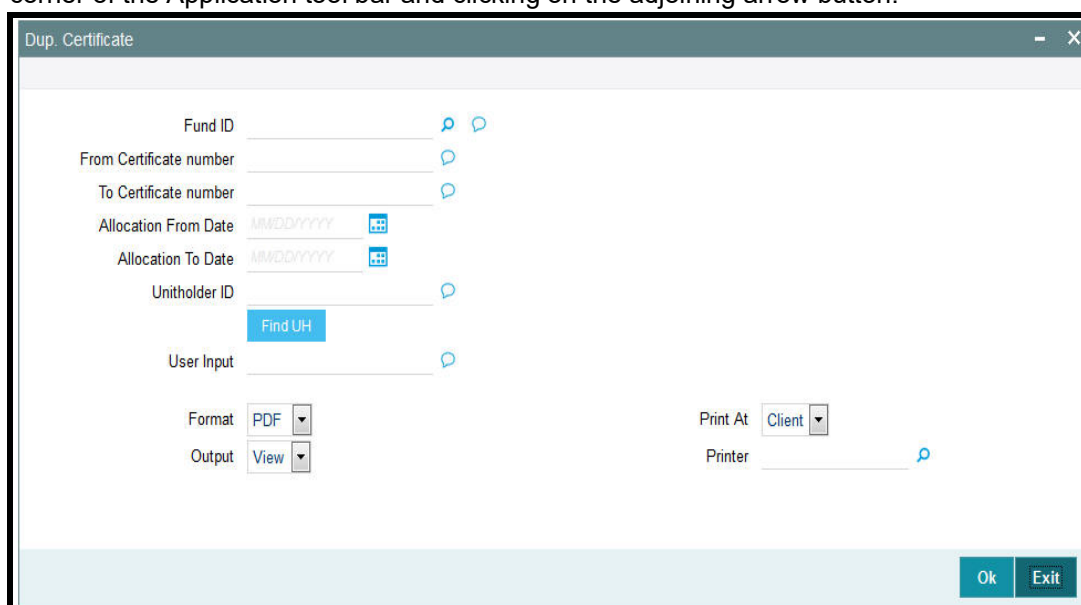
Enter any characteristic or remark relating to the certificate.

If no options are chosen for either of the above, then, on clicking 'Ok' button the system automatically prints all the certificates.

## **3.12.2 Printing Duplicate Certificates**

The certificates are printed once the allocation of units is made for the unit holder. These are certificates are printed after the first print. This report will print certificates for the given range and fund.

You can invoke the 'Dup. Certificate' screen by typing 'UTR00130' in the field at the top right corner of the Application tool bar and clicking on the adjoining arrow button.



### **3.12.2.1 Fields in Dup. Certificate Screen**

#### **Fund**

*12 Character Maximum, Alphanumeric, Mandatory*

Select the Fund Name for which the duplicate certificates are to be printed, from the list provided.

#### **Unit Holder ID**

*12 Character Maximum, Alphanumeric, Optional*

Enter the ID of the unit holder for whom the duplicate certificate is being printed.

**From Certificate Number**

*Numeric, Mandatory*

Enter the beginning of the range of duplicate certificates to be printed.

**To Certificate Number**

*Numeric, Mandatory*

Enter the end of the range of duplicate certificates to be printed.

**From Allocation Date**

*Date, Mandatory*

Enter the start date for the Allocation.

**To Allocation Date**

*Date, Mandatory*

Enter the end date for the Allocation.

**User Input**

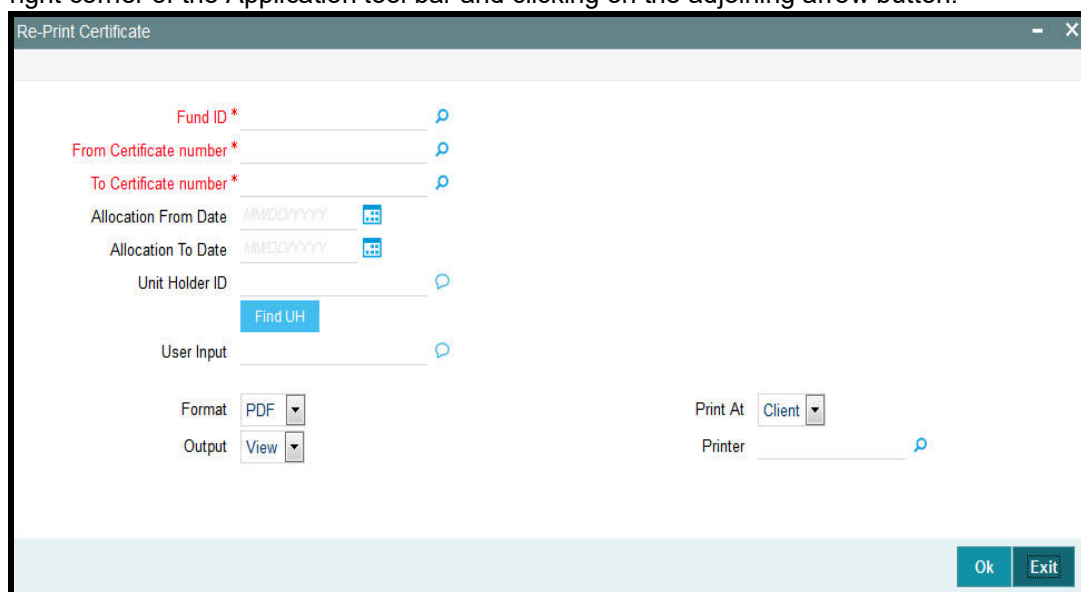
*Alphanumeric, Optional*

Enter any characteristic or remark relating to the duplicate certificate.

### 3.12.3 Reprinting Certificates

The certificates are printed once the allocation of units is made for the unit holder. These are certificates that are reprinted. This report will print certificates for the given range and fund.

You can invoke the 'Re-Print Certificate' screen by typing 'UTR00131' in the field at the top right corner of the Application tool bar and clicking on the adjoining arrow button.



## 3.13 Threshold Balance Report

This section contains the following topics:

- [Section 3.13.1, "Threshold Balance Report Details"](#)
- [Section 3.13.2, "By Amount"](#)
- [Section 3.13.3, "By Units"](#)

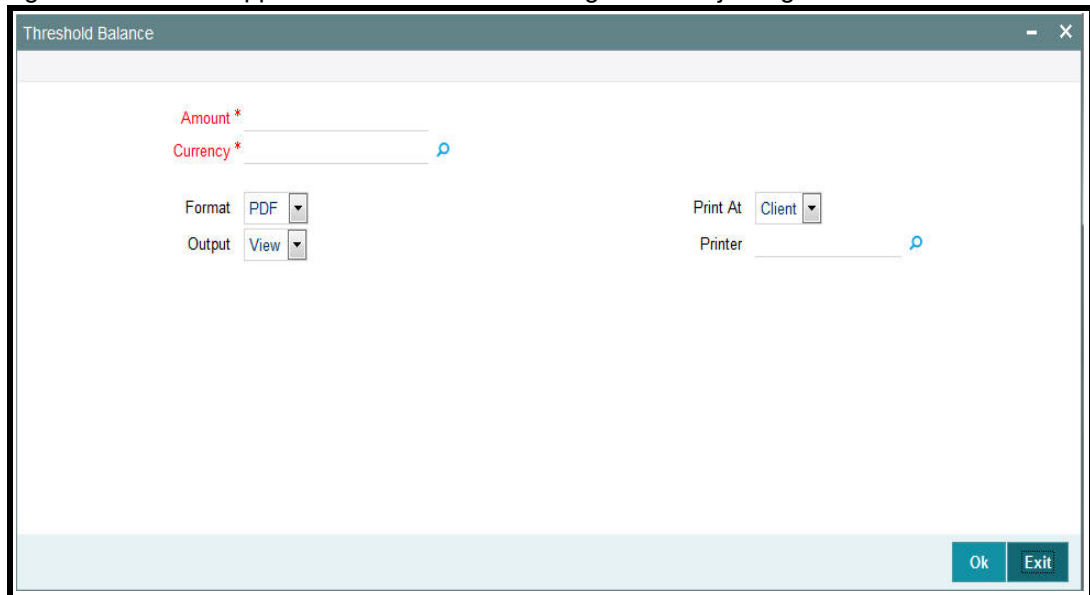
- [Section 3.13.4, "Fields in Threshold Balance Report screen"](#)

### 3.13.1 **Threshold Balance Report Details**

This report will print the Unit Balance of the Unit holders whose Balances fall below a specified limit entered in terms of Units / Amount. If the Calculation Mode is in terms of Amount, the number of units for the entered Amount as per the latest Fund Price is calculated. This Report is printed at a Fund Level.

### 3.13.2 **By Amount**

You can invoke the 'Threshold Balance' screen by typing 'UTR00126' in the field at the top right corner of the Application tool bar and clicking on the adjoining arrow button.

The screenshot shows a window titled "Threshold Balance". Inside the window, there are two input fields at the top: "Amount \*" and "Currency \*", both with red asterisks and a magnifying glass icon to the right of the "Currency \*" field. Below these, there are two groups of controls. The first group has "Format" with a dropdown menu showing "PDF" and "Output" with a dropdown menu showing "View". The second group has "Print At" with a dropdown menu showing "Client" and "Printer" with a text input field and a magnifying glass icon. At the bottom right of the window, there are two buttons: "Ok" and "Exit".

Enter the search criteria and click 'Ok' button to generate the report.

### 3.13.3 By Units

You can invoke the 'Threshold Unit Bal' screen by typing 'UTR00132' in the field at the top right corner of the Application tool bar and clicking on the adjoining arrow button.

Threshold Unit Bal

Number Of Units \*

Format PDF

Output View

Print At Client

Printer

Ok Exit

Enter the search criteria and click 'Ok' button to generate the report.

### 3.13.4 Fields in Threshold Balance Report screen

#### **Calculation Mode**

*1 Character Maximum, Alphanumeric, Mandatory*

Select the Calculation Mode (Units / Amount) of the Unit holder.

#### **Value**

*Numeric, Mandatory*

Enter the Threshold value based on which the Report is generated.

#### **Number of Units**

*Numeric, Display*

This is the Number of Units held by the unit holder in the given fund, on the day of book closing.

#### **Total Dividend**

*Numeric, Display*

This is the Total Dividend that is applicable to the unit holder for the given fund, based on the Units held.

#### **Dividend Date**

*Date, Display*

This is the Date of Dividend Payment.

#### **Net Paid**

*Numeric, Display*

This is the Net amount paid to the unit holder after tax.

**Tax Withheld**

*Numeric, Display*

This is the Amount of Withholdings tax deducted from the unit holder dividend.

**Authorized Signatory**

*20 Character Maximum, Alphanumeric, Display*

This is the name of the person who is the Authorized signatory for Withholdings Tax.

**Date**

*Date, Display*

This is the date of reporting, usually the date when the report is being generated.

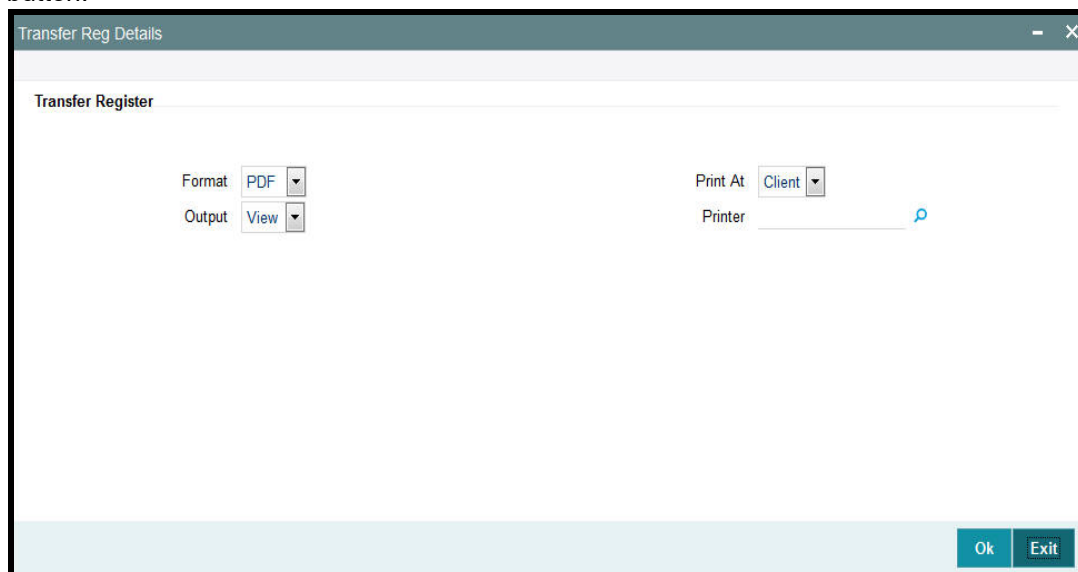
## 3.14 Transfer Register Report

This section contains the following topics:

- [Section 3.14.1, "Generating Transfer Register Report"](#)
- [Section 3.14.2, "Fields in Transfer Register Report screen"](#)

### 3.14.1 Generating Transfer Register Report

This report will print the details of all Transfers affected by the Registrar. The Registrar will print this report. You can invoke the 'Transfer Reg Details' screen by typing 'UTR00121' in the field at the top right corner of the Application tool bar and clicking on the adjoining arrow button.



Click 'Ok' button to generate the report.

### 3.14.2 Fields in Transfer Register Report screen

**Transfer Register Report****Unit Holder ID**

*12 Character Maximum, Alphanumeric, Display*

The ID of the Unit holder that has transferred the units is displayed here.



**Transaction Date**

*Date, Display*

Enter the date on which the transaction occurred is shown here.

**Transfer Deed Number**

*12 Character Maximum, Alphanumeric, Display*

This is the Reference number or deed reference number of the Transaction.

**Transaction Number**

*12 Character Maximum, Alphanumeric, Display*

This is the Transaction Number generated by the system for this transaction.

**Transfer Number**

*12 Character Maximum, Alphanumeric, Display*

This is the Transfer Number provided by the Registrar.

**Transfer Date**

*Date, Display*

This is the date of the Transfer provided by the Registrar.

**Units Transferred**

*Numeric, Display*

This is the Number of Units transferred.

## **3.15 Tax Statements Reports**

This section contains the following topics:

- [Section 3.15.1, "Employee Tax IT 3\(a\) Report"](#)
- [Section 3.15.2, "Employee Tax IRP5 Report"](#)
- [Section 3.15.3, "Tax Deduction Directive A&D Report"](#)
- [Section 3.15.4, "Tax Deduction Directive B Report"](#)
- [Section 3.15.5, "Tax Deduction Directive Report"](#)

### **3.15.1 Employee Tax IT 3(a) Report**

This report will be printed for redemption transactions confirmed allocated within the specified period for a given fund and unitholder. Only those redemption transactions whose settlement amount is lesser than or equal to 2000 reckoned in the fund base currency will be considered.

The Employee Tax 3(a) Report screen allows you to enter search criteria for the generation of an Employee Tax Report. You can invoke the 'Employee Tax Details' screen by typing

'UTR00216' in the field at the top right corner of the Application tool bar and clicking on the adjoining arrow button.

In this screen, the following are the parameters for the generation of the report:

- The type of report to be printed.
- The ID of the fund, for which redemption transaction was performed, in the Fund ID field. If you do not specify any fund, all the funds maintained in the system will be considered.
- The fund identification number
- The ID of the unit holder for whom the tax statement is to be printed, in the UnitHolder field.
- The dates that specify the period between which you want to view the tax statement details, in the From Date and To Date fields.
- The language in which the report must appear.
- The mandatory box needs to be checked against the fields which are mandatory for the generation of the report.

### 3.15.1.1 **Details in Employee Tax IT3(a) Reports**

The following details are printed in the report:

- The fund in which the unit holder has requested the transaction.
- A unique Eight digit IT3(a) code generated by FC-IS
- The PAYE reference number captured for each fund
- The tax assessment end date
- The address details of the unitholder's employer.
- The following employee details
  - First, Middle and Last name of the unit holder
  - Identification Type and Number
  - Passport Number
  - Date of Birth
  - Residential address details
  - Income tax number

- Unit Holder Account Number
- Date of employment
- Employment period
- The details of the income sources and the redemption settlement amount in terms of the fund base currency
- The gross remuneration details
- Tax deduction details

### 3.15.2 **Employee Tax IRP5 Report**

This report will be printed for redemption transactions confirmed allocated within the specified period for a given fund and unitholder. Only those redemption transactions whose settlement amount is greater than 2000 reckoned in the fund base currency will be considered.

The Employee Tax IRP5 Report screen allows you to enter search criteria for the generation of an Employee Tax Report.

You can invoke the 'Employee Tax IRP5' screen by typing 'UTR00217' in the field at the top right corner of the Application tool bar and clicking on the adjoining arrow button.

In this screen, you must specify the following as mandatory sorting parameters for the generation of the report:

- The type of report to be printed.
- The ID of the fund, for which redemption transaction was performed, in the Fund ID field. If you do not specify any fund, all the funds maintained in the system will be considered.
- The ID of the unit holder for whom the tax statement is to be printed, in the UnitHolder field.
- The dates that specify the period between which you want to view the tax statement details, in the From Date and To Date fields.
- The mandatory box needs to be checked against the fields which are mandatory for the generation of the report.

### 3.15.2.1 Details in Employee Tax IRP 5 Reports

The following details are printed in the report:

- The fund in which the unit holder has requested the transaction.
- A unique Eight digit IRP 5 code generated by FC-IS
- The PAYE reference number captured for each fund
- The tax assessment end date
- The address details of the unitholder's employer.
- The following employee details
  - First, Middle and Last name of the unit holder
  - Identification Type and Number
  - Passport Number
  - Date of Birth
  - Residential address details
  - Income tax number
  - Unit Holder Account Number
  - Date of employment
  - Employment period
- The details of the income sources and the redemption settlement amount in terms of the fund base currency
- The gross remuneration details
- Tax deduction details

### 3.15.3 Tax Deduction Directive A&D Report

This report will be printed for switch transactions confirmed allocated within the specified period for a given fund and unitholder. This report is applicable on death/retirement of a member.

The Tax Deduction Directive A&D Report screen allows you to enter search criteria for the generation of a request for tax deduction directive. You can invoke the 'Tax Ded. Directive' screen by typing 'UTR00213' in the field at the top right corner of the Application tool bar and clicking on the adjoining arrow button.

The screenshot shows the 'Tax Ded. Directive A' application window. It contains the following fields and controls:

- Report Id \***: A text input field.
- Fund ID**: A text input field with a magnifying glass icon.
- Fund Identification Number**: A text input field.
- Unit Holder ID**: A text input field.
- Find UH**: A blue button.
- From Date \***: A date input field with a calendar icon.
- To Date \***: A date input field with a calendar icon.
- Format**: A dropdown menu with 'PDF' selected.
- Output**: A dropdown menu with 'View' selected.
- Print At**: A dropdown menu with 'Client' selected.
- Printer**: A text input field with a magnifying glass icon.
- Ok** and **Exit**: Buttons at the bottom right.

In this screen, you must specify the following as mandatory sorting parameters for the generation of the report:

- The type of report to be printed.
- The ID of the fund, for which switch transaction was performed, in the Fund ID field. If you do not specify any fund, all the funds maintained in the system will be considered.
- The ID of the unit holder for whom the tax statement is to be printed, in the UnitHolder field.
- The dates that specify the period between which you want to view the tax statement details, in the From Date and To Date fields.
- The mandatory box needs to be checked against the fields which are mandatory for the generation of the report.

### **3.15.3.1 Details in Tax Deduction Directive A&D Reports**

The following details are printed in the report:

- The tax assessment end date
- Unit holder Tax ID
- The following member details
  - First and Last name of the unit holder
  - Identification Type and Number
  - Annual Income
  - Date of Birth
  - Residential address details
- The details of the fund in which the unit holder has requested the transaction. This includes:
  - Contact details, name and type of the fund
  - Fund PAYE reference number
- The details of the gross lump sum due to the unit holder. This includes:
  - Reason for the directive
  - Allocation date of the redemption transaction
  - Gross lump sum amount
  - The dates that specify the period between the unit holder invested into the fund
- The details of the salary earned by the unit holder.
- The contact address details of the unitholder's employer.

### **3.15.4 Tax Deduction Directive B Report**

This report will be printed for switch transactions confirmed allocated within the specified period for a given fund and unitholder. This report is applicable on withdrawal of funds from preservation pension/provident fund.

The Tax Deduction Directive B Report screen allows you to enter search criteria for the generation of a request for tax deduction directive B. You can invoke the 'Tax Ded. Directive

B' screen by typing 'UTR00214' in the field at the top right corner of the Application tool bar and clicking on the adjoining arrow button.

In this screen, you must specify the following as mandatory sorting parameters for the generation of the report:

- The type of report to be printed.
- The ID of the fund, for which switch transaction was performed, in the Fund ID field. If you do not specify any fund, all the funds maintained in the system will be considered.
- The fund identification number
- The ID of the unit holder for whom the tax statement is to be printed, in the UnitHolder field.
- The dates that specify the period between which you want to view the tax statement details, in the From Date and To Date fields.
- The mandatory box needs to be checked against the fields which are mandatory for the generation of the report.

#### **3.15.4.1 Details in Tax Deduction Directive B Reports**

The following details are printed in the report:

- The tax assessment end date
- Unit holder Tax ID
- The following member details
  - First and Last name of the unit holder
  - Identification Type and Number
  - Date of Birth
  - Annual Income
  - Residential address details
- The details of the fund in which the unit holder has requested the transaction. This includes:
  - Contact details, name and type of the fund
  - Fund PAYE reference number

- The details of the gross lump sum due to the unit holder. This includes:
  - Reason for the directive
  - Allocation date of the redemption transaction
  - Gross lump sum amount
  - The dates that specify the period between the unit holder invested into the fund
- The details of the salary earned by the unit holder.

### 3.15.5 Tax Deduction Directive Report

This report will be printed for switch transactions confirmed allocated within the specified period for a given fund and unitholder. This report is applicable retirement annuity funds.

The 'Tax Deduction Directive Report' screen allows you to enter search criteria for the generation of a request for tax deduction directive. You can invoke the 'Tax Ded. Directive' screen by typing 'UTR00215' in the field at the top right corner of the Application tool bar and clicking on the adjoining arrow button.

In this screen, you must specify the following as mandatory sorting parameters for the generation of the report:

- The type of report to be printed.
- The ID of the fund, for which switch transaction was performed, in the Fund ID field. If you do not specify any fund, all the funds maintained in the system will be considered.
- The fund identification number
- The ID of the unit holder for whom the tax statement is to be printed, in the UnitHolder field.
- The dates that specify the period between which you want to view the tax statement details, in the From Date and To Date fields.
- The language in which the report must appear.
- The mandatory box needs to be checked against the fields which are mandatory for the generation of the report.

### **3.15.5.1 Details in Tax Deduction Directive C Reports**

The following details are printed in the report:

- The tax assessment end date
- Unit holder Tax ID
- The following member details
  - First and Last name of the unit holder
  - Identification Type and Number
  - Date of Birth
  - Annual Income
  - Residential address details
- The details of the fund in which the unit holder has requested the transaction. This includes :
  - Contact details, name and type of the fund
  - Fund PAYE reference number
- The details of the gross lump sum due to the unit holder. This includes:
  - Reason for the directive
  - Allocation date of the redemption transaction
  - Gross lump sum amount
  - The dates that specify the period between the unit holder invested into the fund

## **3.16 Investment Simulator**

This section contains the following topics:

- [Section 3.16.1, "Investment Simulator Reports"](#)
- [Section 3.16.2, "For Non Pension Funds"](#)
- [Section 3.16.3, "For Pension Funds"](#)

### **3.16.1 Investment Simulator Reports**

Oracle FLEXCUBE provides you with the option of investment simulator for both; pension and non pension funds.

### **3.16.2 For Non Pension Funds**

For a given period, you can simulate the NAV for various combination of fund IDs and investment amount. Based on the application date (i.e. the date of subscription), redemption date, fund ID and the investment amount, the profit based on the NAV as per the days of subscription and redemption will be calculated by the investment simulator along with the gross amount and displayed.

---

#### **Note**

The investment simulator does not consider any loads or taxes set up in the system.

---



You can invoke 'Investment Simulator – Non Pension Funds' screen by typing 'UTDHINAV' in the field at the top right corner of the Application tool bar and click the adjoining arrow.

For a given period, you can simulate the NAV for various combination of fund IDs and investment amount. Based on the application date (i.e. the date of subscription), redemption date, fund ID and the investment amount, the profit based on the NAV as per the days of subscription and redemption will be calculated by the investment simulator along with the gross amount and displayed.

#### From Date

Specify the date from which you wish to simulate the NAV for various combination of fund IDs and investment amount.

#### To Date

Specify the date till which you wish to simulate the NAV for various combination of fund IDs and investment amount.

Click on the '**Simulate**' button to simulate the investment. The following details are displayed:

#### Fund ID

*6 Characters Maximum, Alphanumeric; Mandatory*

Select the ID of the funds which are Historic NAV Based as captured in the General Operating Rules screen.

---

#### Note

Only the funds for which the option 'Historic NAV Based' has been selected for the field 'Investment Simulation Method' in the General Operating Rules screen will be listed in the option list provided.

---

You can not simulate the investment option for the same fund more than once and thus the Fund ID should not be repeated in the panel.

**Fund ISIN***12 Characters Maximum; Alphanumeric; Mandatory*

Select the ISIN Code of the selected fund.

**Investment Amount***Numeric, Mandatory*

Specify the amount that you wish to invest. The value here should be greater than zero.

**From date NAV***Display*

Depending on the selected fund and the From Period, the NAV Value is displayed here.

**To date NAV***Display*

Depending on the selected fund and the To Period, the NAV is displayed here.

**Gross Profit***Display*

The Gross profit is displayed here and is calculated as follows:

$$(\text{To Date NAV} - \text{From Date NAV}) * (\text{Investment Amount} / \text{From Date NAV})$$
**Gross Balance***Display*

The Gross balance is displayed here and is calculated as follows:

$$(\text{Investment Amount} / \text{From Date NAV}) * \text{To Date NAV}.$$
**3.16.3 For Pension Funds**

You can invoke 'Investment Simulator –Pension Funds' screen by typing 'UTDPENFD' in the field at the top right corner of the Application tool bar and click the adjoining arrow.

FCIS also allows you to simulate the tax saving in a pension fund. It demonstrates the value of tax liability of the customer in case no investments are made and compares it with a scenario, where a specified investment is made by the customer.

---

**Note**

The investment simulator does not consider any loads or taxes set up in the system.

---

The following are the fields in this screen.:

**Annual Gross Income**

*Numeric; Mandatory*

Specify the gross annual income of the investor.

**Pension fund contribution in the year**

*Numeric; Mandatory*

Indicate the pension fund contribution that the investor has made or wishes to make during the year.

**INSS paid in the year**

*Numeric; Optional*

Indicate INSS paid in the year. This field is optional. In case the INSS paid during the year is not specified the same will be calculated based on the Load ID for INSS.

INSS load ID, IR Calculation Basis and IR. Aliquot load are also parameterized in system parameters under 'INVSIMULATOR '. If there is any changes in the load, than the load maintenance should be changed and not the system parameters.

Click on the 'Simulate' button to simulate the investment. Click on the 'Clear' button if you wish to clear the panel of the choices that have been made.

On simulation the following details are displayed.

**INSS paid in the year**

*Display*

The INSS paid as specified above with or without the pension fund is displayed here.

**Deduction amount**

*Display*

The deduction amount is displayed here.

**IR Calculation Basis**

*Display*

The minimum of the two values one of which is arrived at by adding the values of INSS and the Pension fund contribution in the year and the other by calculating the Limit for deduction by applying Percentage Limit for IR Contribution on the annual gross income, is deducted from the gross annual income to get the IR Calculation Basis, which is displayed here.

**I.R. Aliquot**

*Display*

The IR percentage is calculated based on the Load Id for IR and displayed here.

### Installment to Deduct

#### Display

The Installment to deduct amount is calculated based on the Load Id for IR and displayed here.

### IR Due

#### Display

The IR percentage is applied to the IR calculation basis and subtracted from the Installment to Deduct. This result gives the IR amount due from the investor which is displayed here.

## 3.17 Multi Transaction Error Log Report

This section contains the following topics:

- [Section 3.17.1, "Generating Multi Transaction Error Log Report"](#)
- [Section 3.17.2, "Contents of the Multi Transaction Error Log Report"](#)

### 3.17.1 Generating Multi Transaction Error Log Report

You can view the multiple transactions errors occurred and their status using 'Multi Transaction Error Log Report' screen. You can invoke this screen by typing 'UTR00218' in the field at the top right corner of the Application tool bar and click the adjoining arrow.

The screenshot shows the 'Multi Transaction Error Log Report' application window. The window has a title bar with the text 'Multi Transaction Error Log Report' and standard window controls. The main area contains several input fields and buttons. On the left, there is a 'Unit Holder ID' field with a 'Find UH' button next to it. Below this is a 'CIF Number' field. Further down is a 'Wrapper Transaction Number' field. To the right of these fields are 'From Date' and 'To Date' fields, both with date pickers. Below the date fields are 'Format' and 'Output' dropdown menus, with 'PDF' and 'View' selected respectively. On the right side of the window, there is a 'Print At' dropdown menu with 'Client' selected, and a 'Printer' field with a search icon. At the bottom right of the window, there are 'Ok' and 'Exit' buttons.

### 3.17.2 Contents of the Multi Transaction Error Log Report

You can specify the following details:

#### Unit Holder

##### Optional

Specify the unit holder ID for whom you want to generate the report.

**CIF Number**

*Optional*

Specify the customer information number of the unit holder.

**Wrapper Transaction Number**

*Optional*

Specify the wrapper transaction number of the multi transaction for which you want to generate report.

**From Date**

*Date; Optional*

Enter the date from when you want to generate the report.

**To Date**

*Date; Optional*

Enter the date till when you want to generate the report.

## 3.18 Tax Credit Report

This section contains the following topics:

- [Section 3.18.1, "Generating Tax Credit Report"](#)
- [Section 3.18.2, "Contents of Tax Credit Report"](#)

### 3.18.1 Generating Tax Credit Report

You can view the tax credit report to view all unit holder and dividend details for which tax credit /reversal has been successful/unsuccessful. You can invoke this screen by typing 'UTRTAXCR' in the field at the top right corner of the Application tool bar and click the adjoining arrow.

The screenshot shows a software window titled "Tax Credit". Inside the window, there are several input fields and controls:

- From Date \***: A text field with a date mask "MM/DD/YYYY" and a calendar icon.
- To Date \***: A text field with a date mask "MM/DD/YYYY" and a calendar icon.
- FundID \***: A text field with a magnifying glass icon.
- ProcessingMode \***: A dropdown menu currently showing "ALL".
- Format**: A dropdown menu currently showing "PDF".
- Output**: A dropdown menu currently showing "View".
- Print At**: A dropdown menu currently showing "Client".
- Printer**: A text field with a magnifying glass icon.

At the bottom right of the window, there are two buttons: "Ok" and "Exit".

### 3.18.2 Contents of Tax Credit Report

You can specify the following details:

**From Date**

*Date; Optional*

Enter the date from when you want to generate the report.

**To Date**

*Date; Optional*

Enter the date till when you want to generate the report.

**Tax Credit Mode**

*Optional*

Specify the tax credit mode from the adjoining drop-down list. Following are the options available:

- All
- Processed
- Reversed

**Fund ID**

*Alphanumeric; 6 Characters; Optional*

Specify the fund ID. This adjoining option list displays all valid fund ID maintained in the system. You can choose the appropriate one.

**Record Status**

*Optional*

Select the status of the record from the adjoining drop-down list. Following are the options available:

- Both
- Successful
- Unsuccessful

## 3.19 Redemption Confirmation Report

This section contains the following topics:

- [Section 3.19.1, "Generating Red Confirmation Report"](#)
- [Section 3.19.2, "Contents of Red Confirmation Report"](#)

### 3.19.1 Generating Red Confirmation Report

You can view the redemption confirmation report. The output will be Market value in currency of expression and price in currency of expression.

You can invoke this screen by typing 'UTR00099' in the field at the top right corner of the Application tool bar and click the adjoining arrow.

The screenshot shows a window titled "Red Confirmation" with a sub-header "Redemption Confirmation". The form contains the following fields and controls:

- Fund ID**: A text field with a search icon.
- Fund Identification Number**: A text field.
- From Date**: A date field with a calendar icon.
- To Date**: A date field with a calendar icon.
- From Transaction Number**: A text field.
- To Transaction Number**: A text field.
- From Unit Holder ID**: A text field with a "Find" button below it.
- To Unit Holder ID**: A text field with a "Find" button below it.
- Header Display**: A text field with a search icon.
- Footer Display**: A text field with a search icon.
- Duplicate Required**: A dropdown menu with "Yes" selected.
- Communication Mode**: A text field with a search icon.
- From Batch**: A dropdown menu with "Yes" selected.
- Include Related Parties**: A checkbox.
- Format**: A dropdown menu with "PDF" selected.
- Output**: A dropdown menu with "View" selected.
- Print At**: A dropdown menu with "Client" selected.
- Printer**: A text field with a search icon.

### 3.19.2 Contents of Red Confirmation Report

You can specify the following details:

#### **Fund ID**

*Alphanumeric; 8 Characters; Mandatory*

Specify the fund ID. Alternatively, you can select fund ID from the option list. The system displays all valid fund ID maintained in the system.

#### **Fund Identification Number**

*Display*

The system displays the fund identification number.

#### **From Date**

*Date; Optional*

Enter the date from when you want to generate the report.

#### **To Date**

*Date; Optional*

Enter the date till when you want to generate the report.

#### **From Transaction Number**

*Alphanumeric; 16 Characters; Mandatory*

Specify the transaction number details.

**To Transaction Number**

*Alphanumeric; 16 Characters; Mandatory*

Specify the transaction number details.

**From Unit Holder ID**

*Alphanumeric; 16 Characters; Mandatory*

Specify the unit holder ID details.

**To Unit Holder ID**

*Alphanumeric; 16 Characters; Mandatory*

Specify the unit holder ID details.

**Header Display**

*Alphanumeric; 16 Characters; Mandatory*

Specify the header details to be displayed.

**Footer Display**

*Alphanumeric; 16 Characters; Mandatory*

Specify the footer details to be displayed.

**Duplicate Required**

*Mandatory*

Select if duplication of record is required or not from the drop-down list. The list displays the following values:

- Yes
- No

**Communication Mode**

*Alphanumeric; 16 Characters; Mandatory*

Specify the communication mode.

**From Batch**

*Mandatory*

Specify the batch details.

**Include Related Parties**

*Mandatory*

Check this box if related parties details are to be included.

Enter the following details:

- Output: Select any one of the following output:
  - View
  - Spool
- Format: Select any one of the following format:
  - HTML
  - RTF
  - PDF

Enter the printing options and Click 'Ok' button to print.



## 3.20 Subscription Confirmation Report

This section contains the following topics:

- [Section 3.20.1, "Generating Sub Confirmation Report"](#)
- [Section 3.20.2, "Contents of Sub Confirmation Report"](#)

### 3.20.1 Generating Sub Confirmation Report

You can view the subscription confirmation report. The output will be Market value in currency of expression and price in currency of expression.

You can invoke this screen by typing 'UTR00098' in the field at the top right corner of the Application tool bar and click the adjoining arrow.

The screenshot shows the 'Sub. Confirmation' window with the following fields and controls:

- Fund ID (text field with a magnifying glass icon)
- Fund Identification Number (text field)
- From Transaction Number (text field)
- To Transaction Number (text field)
- From Unit Holder ID (text field)
- To Unit Holder ID (text field)
- From Date (date field with a calendar icon)
- To Date (date field with a calendar icon)
- Header Display (text field with a magnifying glass icon)
- Footer Display (text field with a magnifying glass icon)
- Duplicate Required (Yes/No dropdown menu)
- Communication Mode (text field with a magnifying glass icon)
- From Batch (Yes/No dropdown menu)
- Include Related Parties (checkbox)
- Format (PDF dropdown menu)
- Output (View dropdown menu)
- Print At (Client dropdown menu)
- Printer (text field with a magnifying glass icon)
- Ok and Exit buttons at the bottom right.

### 3.20.2 Contents of Sub Confirmation Report

You can specify the following details:

#### Fund ID

*Alphanumeric; 8 Characters; Mandatory*

Specify the fund ID. Alternatively, you can select fund ID from the option list. The system displays all valid fund ID maintained in the system.

#### Fund Identification Number

*Display*

The system displays the fund identification number.

#### From Date

*Date; Optional*

Enter the date from when you want to generate the report.

**To Date**

*Date; Optional*

Enter the date till when you want to generate the report.

**From Transaction Number**

*Alphanumeric; 16 Characters; Mandatory*

Specify the transaction number details.

**To Transaction Number**

*Alphanumeric; 16 Characters; Mandatory*

Specify the transaction number details.

**From Unit Holder ID**

*Alphanumeric; 16 Characters; Mandatory*

Specify the unit holder ID details.

**To Unit Holder ID**

*Alphanumeric; 16 Characters; Mandatory*

Specify the unit holder ID details.

**Header Display**

*Alphanumeric; 16 Characters; Mandatory*

Specify the header details to be displayed.

**Footer Display**

*Alphanumeric; 16 Characters; Mandatory*

Specify the footer details to be displayed.

**Duplicate Required**

*Mandatory*

Select if duplication of record is required or not from the drop-down list. The list displays the following values:

- Yes
- No

**Communication Mode**

*Alphanumeric; 16 Characters; Mandatory*

Specify the communication mode.

**From Batch**

*Mandatory*

Specify the batch details.

**Include Related Parties**

*Mandatory*

Check this box if related parties details are to be included.

Enter the following details:

- Output: Select any one of the following output:
  - View
  - Spool
- Format :Select any one of the following format:

- HTML
- RTF
- PDF

Enter the printing options and Click 'Ok' button to print.

## 3.21 Switch Confirmation Report

This section contains the following topics:

- [Section 3.21.1, "Generating Switch Report"](#)
- [Section 3.21.2, "Contents of Switch Report"](#)

### 3.21.1 Generating Switch Report

You can view the switch report. The output will be Market value in currency of expression and price in currency of expression.

You can invoke this screen by typing 'UTR00101' in the field at the top right corner of the Application tool bar and click the adjoining arrow.

### 3.21.2 Contents of Switch Report

You can specify the following details:

#### **Fund ID**

*Alphanumeric; 8 Characters; Mandatory*

Specify the fund ID. Alternatively, you can select fund ID from the option list. The system displays all valid fund ID maintained in the system.

**Fund Identification Number***Display*

The system displays the fund identification number.

**From Date***Date; Optional*

Enter the date from when you want to generate the report.

**To Date***Date; Optional*

Enter the date till when you want to generate the report.

**From Transaction Number***Alphanumeric; 16 Characters; Mandatory*

Specify the transaction number details.

**To Transaction Number***Alphanumeric; 16 Characters; Mandatory*

Specify the transaction number details.

**From Unit Holder ID***Alphanumeric; 16 Characters; Mandatory*

Specify the unit holder ID details.

**To Unit Holder ID***Alphanumeric; 16 Characters; Mandatory*

Specify the unit holder ID details.

**Header Display***Alphanumeric; 16 Characters; Mandatory*

Specify the header details to be displayed.

**Footer Display***Alphanumeric; 16 Characters; Mandatory*

Specify the footer details to be displayed.

**Duplicate Required***Mandatory*

Select if duplication of record is required or not from the drop-down list. The list displays the following values:

- Yes
- No

**Communication Mode***Alphanumeric; 16 Characters; Mandatory*

Specify the communication mode.

**From Batch***Mandatory*

Specify the batch details.

## Include Related Parties

### Mandatory

Check this box if related parties details are to be included.

Enter the following details:

- Output: Select any one of the following output:
  - View
  - Spool
- Format :Select any one of the following format:
  - HTML
  - RTF
  - PDF

Enter the printing options and Click 'Ok' button to print.

## 3.22 Account Balance Statement Report

This section contains the following topics:

- [Section 3.22.1, "Generating Account Balance Statement Report"](#)
- [Section 3.22.2, "Contents of Account Balance Statement Report"](#)

### 3.22.1 Generating Account Balance Statement Report

You can view the account balance statement report. In case the fund is a currency of expression fund, the output will be the UH currency of expression, total value in UH currency of expression, else this will be shown as blank (report output to show the currency of expression, latest available NAV in price currency and Total balance in UHCOE)

You can invoke this screen by typing 'UTR00168' in the field at the top right corner of the Application tool bar and click the adjoining arrow.

Ac. Balance Statement

User Information

Fund ID

Fund Identification Number

Unit Holder ID

Find UH

Date \*

Format PDF

Output View

Print At Client

Printer

Ok Exit

### 3.22.2 Contents of Account Balance Statement Report

You can specify the following details:

#### **Fund ID**

*Alphanumeric; 8 Characters; Mandatory*

Specify the fund ID. Alternatively, you can select fund ID from the option list. The system displays all valid fund ID maintained in the system.

#### **Fund Identification Number**

*Display*

The system displays the fund identification number.

#### **Unit Holder ID**

*Alphanumeric; 16 Characters; Mandatory*

Specify the unit holder ID.

#### **Date**

*Date Format; Mandatory*

Specify the date.range to generate the account balance statement.

Enter the following details:

- Output: Select any one of the following output:
  - View
  - Spool
- Format :Select any one of the following format:
  - HTML
  - RTF
  - PDF

Enter the printing options and Click 'Ok' button to print.

## 3.23 Portfolio Holdings Report

This section contains the following topics:

- [Section 3.23.1, "Generating Portfolio Holdings Report"](#)
- [Section 3.23.2, "Contents of Portfolio Holdings Report"](#)

### 3.23.1 Generating Portfolio Holdings Report

You can view the Portfolio Holdings report. In case the fund is a currency of expression fund, the output will be the UH currency of expression, NAV in currency of expression, total value in UH currency of expression and Present value (in unit holder currency of expression), else this will be shown as blank.

You can invoke this screen by typing 'UTR00184' in the field at the top right corner of the Application tool bar and click the adjoining arrow.

Portfolio Holdings

Unit Holder ID  Find UH

CIF Number

Format PDF   
Output View

Print At Client   
Printer

Ok Exit

### 3.23.2 Contents of Portfolio Holdings Report

You can specify the following details:

#### **Unit Holder ID**

*Alphanumeric; 16 Characters; Mandatory*

Specify the unit holder ID.

#### **CIF Number**

*Display*

The system displays the CIF Number.

Enter the following details:

- Output: Select any one of the following output:
  - View
  - Spool
- Format :Select any one of the following format:
  - HTML
  - RTF
  - PDF

Enter the printing options and Click 'Ok' button to print.

## 3.24 Portfolio Statement Report

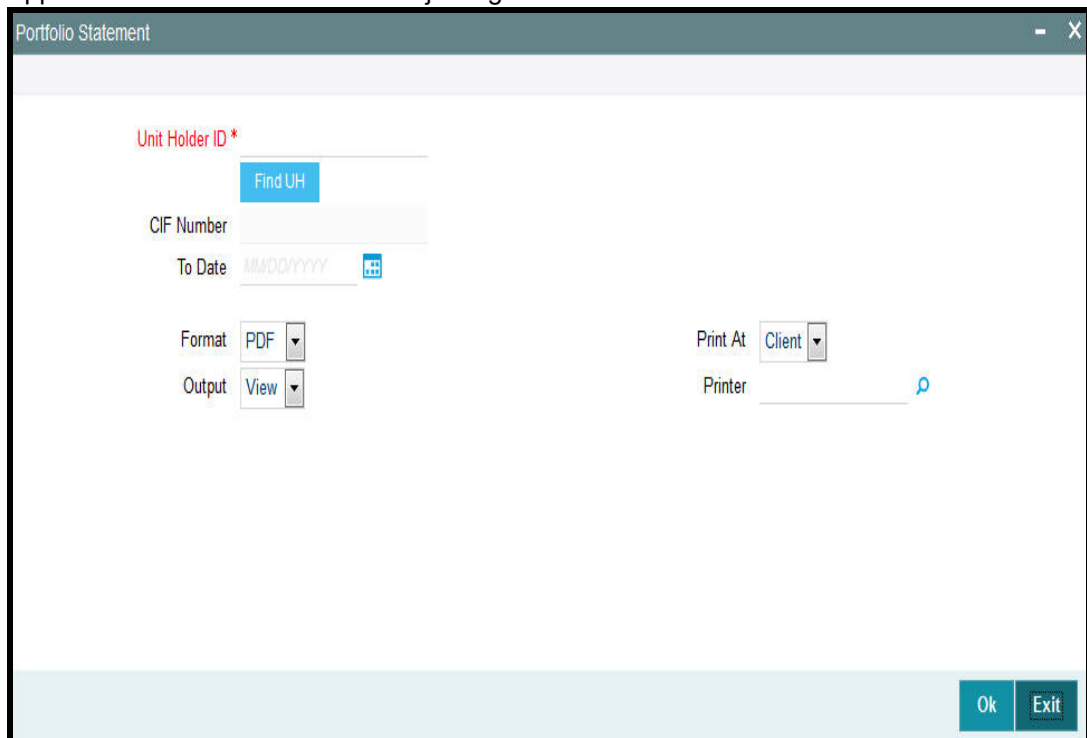
This section contains the following topics:

- [Section 3.24.1, "Generating Portfolio Statement Report"](#)
- [Section 3.24.2, "Contents of Portfolio Statement Report"](#)

### 3.24.1 Generating Portfolio Statement Report

You can view the Portfolio Statement report. The output will be Present value ( in unit holder currency of expression), NAV in currency of expression.

You can invoke this screen by typing 'UTR00194' in the field at the top right corner of the Application tool bar and click the adjoining arrow.



The screenshot shows a window titled "Portfolio Statement". Inside the window, there are several input fields and buttons. At the top left, there is a red label "Unit Holder ID \*" followed by a text input field and a blue "Find UH" button. Below this, there is a "CIF Number" label followed by a text input field. To the right of the CIF Number field is a "To Date" label followed by a date input field with a calendar icon. Below the CIF Number field, there are two dropdown menus: "Format" with "PDF" selected and "Output" with "View" selected. To the right of these, there is a "Print At" label followed by a dropdown menu with "Client" selected, and a "Printer" label followed by a text input field and a magnifying glass icon. At the bottom right of the window, there are two buttons: "Ok" and "Exit".

### 3.24.2 Contents of Portfolio Statement Report

You can specify the following details:

#### Unit Holder ID

*Alphanumeric; 16 Characters; Mandatory*

Specify the unit holder ID.

#### CIF Number

*Display*

The system displays the CIF Number.

#### To Date

*Date Format; Optional*

Specify the date till which you wish to generate the portfolio statement report.



Enter the following details:

- Output: Select any one of the following output:
  - View
  - Spool
- Format :Select any one of the following format:
  - HTML
  - RTF
  - PDF

Enter the printing options and Click 'Ok' button to print.

## 3.25 Portfolio Performance Report

This section contains the following topics:

- [Section 3.25.1, "Generating Portfolio Performance Report"](#)
- [Section 3.25.2, "Contents of Portfolio Performance Report"](#)

### 3.25.1 Generating Portfolio Performance Report

You can view the Portfolio performance report.

Performance report will display UH currency of expression also in case the fund is a currency of expression fund and Present value (in unit holder currency of expression)

You can invoke this screen by typing 'UTR00195' in the field at the top right corner of the Application tool bar and click the adjoining arrow.

The screenshot shows a software window titled "Portfolio Performance". Inside the window, there are several input fields and buttons. At the top left, there is a red label "Unit Holder ID \*" followed by a text input field and a blue "Find UH" button. Below this is a "CIF Number" text input field. Further down is a "To Date" text input field with a date picker icon. To the right of these fields are two dropdown menus: "Format" with "PDF" selected and "Output" with "View" selected. On the far right, there is a "Print At" dropdown menu with "Client" selected, and a "Printer" text input field with a printer icon. At the bottom right of the window, there are two buttons: "Ok" and "Exit".

### 3.25.2 Contents of Portfolio Performance Report

You can specify the following details:

#### **Unit Holder ID**

*Alphanumeric; 16 Characters; Mandatory*

Specify the unit holder ID.

#### **CIF Number**

*Display*

The system displays the CIF Number.

#### **To Date**

*Date Format; Optional*

Specify the date till which you wish to generate the portfolio performance report.

Enter the following details:

- Output: Select any one of the following output:
  - View
  - Spool
- Format :Select any one of the following format:
  - HTML
  - RTF
  - PDF

Enter the printing options and Click 'Ok' button to print.

---

## 4. Appendix A - Reporting for Capital Gains Tax

This chapter contains the following sections:

- [Section 4.1, "Capital Gains Tax"](#)

### 4.1 Capital Gains Tax

This section contains the following topics:

- [Section 4.1.1, "Processing Capital Gains Tax"](#)
- [Section 4.1.2, "Maintenance for Capital Gains Tax Computation"](#)
- [Section 4.1.3, "Computation of Capital Gains Tax"](#)
- [Section 4.1.4, "Weighted Average Unit Cost approach for computing Capital Gain / Loss"](#)
- [Section 4.1.5, "Computation of EUSD Average Cost/Capital Gain"](#)
- [Section 4.1.6, "Computation of Capital Gains for Redemption"](#)
- [Section 4.1.7, "Computation of Capital Gains for Transfers"](#)
- [Section 4.1.8, "Reporting in Respect of Capital Gains Calculations"](#)

#### 4.1.1 Processing Capital Gains Tax

The gains made by an investor over investments attract taxation, and the tax applied is called the Capital Gains Tax.

Oracle FLEXCUBE Investor Servicing provides the facility to compute and deduct capital gains tax on a unit holder's gains. Reporting on the computation of the tax, at each transaction level, is also available.

In case transactions are reversed or backdated, appropriate reversal and adjustment transaction entries are initiated and processed, along with adjustments to the gain. A history of transactions, with the appropriate reversals and adjustments, can be obtained as a report.

#### 4.1.2 Maintenance for Capital Gains Tax Computation

To set up the processing of capital gains tax in the system, you must do the following:

- Set up the capital gains tax as a load in the Load Definition screen. The frequency of processing for the tax must be 'Post-allocation'.
- Associate the load with the funds for which capital gains tax processing must be done, in the Fund Load Maintenance profile for each fund.
- In the Entity Maintenance record for the AMC or Distributor, specify the effective date following which capital gains computations must be performed.
- If any expressions for the NAV have been defined in the Fund Formula Maintenance record for a price component for a fund, you can indicate the component that must be excluded in the calculations for capital gains tax, as desired.

#### 4.1.3 Computation of Capital Gains Tax

The computation of capital gains tax applicable on transactions on a fund is triggered as part of the allocation process after the fees; price and units calculations in respect of the transaction are completed.

#### 4.1.4 **Weighted Average Unit Cost approach for computing Capital Gain / Loss**

The system uses the Weighted Average Unit Cost approach for calculation of capital gains. By this approach, the 'gain' (upon which the tax may be applied) is computed based on the weighted average unit cost for the unit holder.

The Weighted Average Unit Cost (WAUC) is computed for each transaction that results in an inflow (i.e., subscription, switch-to or transfer-to), but not for a transaction that results in an outflow (redemption, switch-from or transfer-from). The gains are computed based on the WAUC, for each outflow transaction.

The computations of WAUC begin from the effective date for capital gains calculations maintained for the entity (AMC or Distributor) in the Entity Maintenance.

---

##### **Note**

It must be remembered that this feature of capital gains computation is only available if your installation has specifically requested for it.

---

##### **Some important terms**

The following terms must be taken into consideration to understand the process of WAUC or gain calculation for a transaction:

- An 'original transaction' is a normal transaction entered and allocated in the system on any date.
- A 'reversal transaction' is a transaction in which the amount, units or percentage applied for in an original transaction is amended to zero, on a date later than the allocation date of the original transaction.
- A 'backdated transaction' is one that is entered with a transaction date being earlier than the allocation date.
- A 'dependant transaction' is a transaction entered for a unit holder and fund, for which the transaction date is earlier than that of a reversal or backdated transaction for the same unit holder / fund combination.
- An 'adjustment transaction' is an original transaction for which the WAUC or the gain / loss has been recalculated because the transaction was 'dependant' on a reversal or backdated transaction.

From the effective date following which capital gains computation is to be done, the WAUC on every inflow transaction and the gain on every outflow transaction is computed. The system also facilitates the processing of the effect of reversed and backdated transactions on the WAUC and the gain.

A counter is also maintained by the system to identify the order in which transactions are allotted.

##### **Definitions**

The following empirical expressions are employed in the computation:

For WAUC,

$$W(i) = ( W(i-1) * B(i-1) + A(i) ) / ( B(i) )$$

If transaction (i) is an outflow transaction,  $W(i) = W(i-1)$

Capital Gain / Loss is calculated only on outflow transactions. If the transaction (i) is an outflow transaction,

$$G(i) = (U(i) * W(i-1)) - A(i) + C(i)$$

If the transaction (i) is an inflow transaction, then  $G(i) = 0$ .

Where,

Variable	Variable Definition
(i)	A counter maintained by the system to identify the order in which transactions are allotted. It is incremented by 1 each time a transaction is allotted, and in the order in which transactions are allotted in the system.
W(i)	WAUC corresponding to the 'i'th transaction. For instance, W(3) indicates the WAUC corresponding to the third transaction allotted.
W(i-1)	This is computed by summing up the WAUC for transaction (i-1), taking into account the original transaction and any subsequent adjustments due to backdated and / or reversal transactions.
B(i)	The unit balance after the allocation of the 'i'th transaction. It is calculated according to the order in which transactions are allotted.
A(i)	The transaction amount in the 'i'th transaction. This would be Amount Applied, or Switch Amount, Transfer Amount, or Redemption Amount, depending upon the transaction type. For the transaction modes 'units' or 'percentage', it is calculated.
W(0)	The WAUC corresponding to the start of capital gains calculations, i.e., the effective date for capital gains calculations. This could default to zero, but there could be an upload of starting WAUC through the Bulk Upload functions.
B(0)	The unit balance at the start of capital gains calculations (the effective date). If the 1 <sup>st</sup> original transaction occurs after the effective date, this unit balance is zero. If the 1 <sup>st</sup> original transaction occurs before the effective date, this is the sum of units allocated and confirmed for all transactions before the effective date.
G(i)	The Capital Gain (or Loss) corresponding to the 'i'th transaction. A Capital Loss occurs when G(i) is negative.
U(i)	The number of units allotted on the 'i'th Transaction.
C(i)	The excluded price component factor. It is calculated as (sum of excluded price components) * (number of units allotted in the 'i'th transaction)

#### **Recalculation of WAUC and Capital Gain / Loss for original and dependant transactions**

Reversal and backdated transactions have the effect of causing a recomputation of WAUC and Capital Gain / Loss for any original or dependant transactions that have been entered or allocated after the transaction date of the reversal or backdated transaction.

The recomputation involves initiating adjustment transactions to offset the effect of the reversal or backdating on the WAUC or the Capital Gain / Loss.

The process of recalculation can be summarized in the following steps:

1. Reconstruction of the transaction history with the backdated or reversal transactions

2. Calculation of an opening unit balance and opening WAUC for the reconstructed transaction history
3. Calculation of the Gain / Loss and WAUC for the reconstructed transactions
4. Calculation of the adjustment in Gain / Loss and WAUC in respect of each backdated or reversal transaction
5. Steps 1-4 are repeated for each backdated and reversal transaction on the application date.
6. Calculation of Gain / Loss and WAUC in respect of transactions with transaction date being the application date

The reconstruction of the transaction history will have the following information:

Information head	Remarks
Transaction Number	<p>For an "Original Transaction", this is the transaction number of the "Original Transaction"</p> <p>For a "Reversal Transaction", this is the transaction number of the "Reversal Transaction" that is being reversed.</p> <p>For an 'Adjustment Transaction' this is the transaction number of the 'Original Transaction' which is being adjusted, not the transaction number of the associated 'Reversal' or 'Backdated Transaction'.</p>
Linked Transaction Number (LTN)	<p>For an "Original Transaction", this is null.</p> <p>For a "Reversal Transaction" this is null.</p> <p>For an "Adjustment Transaction" this is the transaction number of the "Reversal Transaction" or "Backdated Transaction" that is associated with that "Original Transaction".</p>
Old Transaction Number (OTN)	<p>For an "Original Transaction" that has been reversed, this is the transaction number of the "Original Transaction".</p> <p>For a "Reversal Transaction" this is the transaction number of the "Original Transaction" that is being reversed.</p> <p>For all other transaction types, this is null</p>
Unit Holder ID (UH ID)	This is the Unit Holder ID associated with the "Transaction Number", above
Fund ID	This is the Fund ID associated with the "Transaction Number", above
Transaction Type Description	<p>For an "Original Transaction" this would be Subscription, Switch In, Transfer To, Redemption, Switch Out or Transfer From.</p> <p>For a "Reversal Transaction" this would be the Transaction Description of the Original Transaction concatenated with the word "Reversal". For instance, "Subscription Reversal"</p> <p>For an "Adjustment Transaction" this should be the Transaction Description of the "Original Transaction" concatenated with the word "Adjustment", for instance, "Redemption Adjustment".</p>

Information head	Remarks
Transaction Amount (Amount)	<p>This is the gross transaction amount associated with the “Transaction Number”, above.</p> <p>It will be positive for inflow transactions and reversals of outflow transactions, and negative for outflow transactions and reversal of inflow transactions.</p>
Effective Unit Price (Price)	<p>This is the effective transaction price, calculated as (Amount) / (Units), as the Transaction Base Price is stored with the transaction where the fees are mapped as a load to amount. For a reversal transaction, this should be the unit price of the transaction being reversed.</p>
Confirmed Units Allotted (Units)	<p>This is the number of confirmed units allotted associated with the “Transaction Number”, above. These are the units switched out of the From Fund for Switch Out transactions and the units switched into the To Fund for Switch In transactions.</p> <p>For Reversal Transactions, this will have the same value but opposite sign of the Original Transaction’s units.</p> <p>The Amount must be positive for inflow transactions and reversals of outflow transactions, and negative for outflow transactions and reversal of inflow transactions.</p>
Unit Balance (Balance)	<p>This is the unit balance after allocation of the current record.</p>
Weighted Average Unit Cost (WAUC)	<p>For Original Transactions, this is the WAUC calculated according to the definition described above.</p>
Excluded Price Components	<p>This is the excluded price component factor. It is computed as (Sum of excluded price components) * (units allotted), and the absolute value is considered. If the sum of excluded price components falls below zero, it is defaulted to zero.</p>
Weighted Average Gain or Loss (Gain)	<p>This is gain or loss for the transaction, calculated according to the rules described above.</p>
Transaction Date (Value Date)	<p>This is the transaction date corresponding to the “Transaction Number” transaction.</p>
Date Allotted	<p>The date on which the “Transaction Number” transaction is allocated.</p>
WAUC Adjustment (WAUC Adj)	<p>For an “Original Transaction” this value is zero. For an Adjustment Transaction, this is the WAUC of the Adjusted / Reversed transaction, less the WAUC of the Original Transaction, less the sum of all prior WAUC adjustments in respect of the Transaction Number of the current record.</p>

Information head	Remarks
Gain or Loss Adjustment (Gain Adj)	For an Original Transaction this value is zero.  For an Adjustment Transaction, this is the Gain or Loss calculated on the Adjustment Transaction, less the Gain or Loss on the Original Transaction, less the Gain or Loss Adjustment on all previous transactions where the Transaction Number is the Transaction Number for the Adjustment Transaction, and Transaction Number <> Linked Transaction Number.
Entry Date and Time	This is the server date and time, at which the record is inserted into the database.
Record Indicator	This will be "NML" for normal transactions, "ADJ" for Adjustments and "REV" for Reversals. For Reversals, this code will be "NML" for the Original Transaction.

#### 4.1.5 **Computation of EUSD Average Cost/Capital Gain**

To comply with EUSD (European Union Savings Directive), average cost/capital gain must be computed. EUSD came into effect on 1<sup>st</sup> July, 2005. For transactions recorded after 1<sup>st</sup> July, 2005, the Weighted Average Unit Cost approach is applicable for the computation of capital gains. However, for transactions recorded prior to 1<sup>st</sup> July, 2005, the average cost is the first NAV after 1<sup>st</sup> July, 2005.

For every transaction done by the unitholder, system tracks the average cost on the TIS (Taxable Income for the Subscription), maintained as part of fund price formula. During redemption, the difference between the TIS for the redemption's price date and the TIS average cost is the basis on which the gain is computed.

The following expression is used to compute gain:

Gain = Minimum of (TIS Component for the price day – TIS WAC) and (Unit cost or NAV – EUSD WAC)

Unit cost is used for all computations of EUSD WAC and EUSD Gain. However, if the transaction does not have any load (other than the CGT load) then the NAV is used instead of the unit cost.

Even if one of the components is less than or equal to 0, capital gain is treated as 0. The following example illustrates this:

#### 4.1.6 **Computation of Capital Gains for Redemption**

The unit holders, without the joint holders, system will apply the tax on entire capital gain depending on the tax applicability if the RECOVERCGT is checked at Unit holder level.

The unit holders, having joint holders, system will split the Capital gain proportionately amongst all the holders and apply the tax depending on the tax applicability of RECOVERCGT selected as a part of Unit holder/Joint holder set up at Unit holder/Joint holder level.



#### 4.1.7 **Computation of Capital Gains for Transfers**

If 'Change of Beneficial Ownership' and 'RECOVERCGT' boxes are checked during Transfer transaction as part of Unit holder/Joint holder and if the set up is 1, then system will apply tax on capital gain.

If Change of Beneficial Ownership option is not selected, during Transfer transaction, then system will not apply tax on capital gain.

The tax calculation will be done as follows:

- On transaction unitization date
- Calculation details will be stored separately for each unit holder/ joint holder for information and reporting purposes.
- Settlement Amount at transaction level will reflect the tax deduction
- Capital gains balance check taking place with unit holder fund holdings will not consider provisional holdings in the fund.

#### 4.1.8 **Reporting in Respect of Capital Gains Calculations**

You can obtain a report of the recalculations of Gain / Loss and the WAUC, in respect of each transaction, in the following format:

Information head	Remarks
Transaction Number	For an "Original Transaction", this is the transaction number of the "Original Transaction"  For a "Reversal Transaction", this is the transaction number of the "Reversal Transaction"  For an "Adjustment Transaction" this is the transaction number of the "Original Transaction" which is being adjusted, not the transaction number of the associated "Reversal" or "Backdated" Transaction.
Linked Transaction Number (LTN)	For an "Original Transaction", this is null.  For a "Reversal Transaction" this is the transaction number of the Reversal Transaction.  For an "Adjustment Transaction" this is the transaction number of the "Reversal Transaction" or "Backdated Transaction" that is associated with that specific "Original Transaction".
Old Transaction Number (OTN)	For an "Original Transaction" that has been reversed, this is the transaction number of the "Original Transaction".  For a "Reversal Transaction" this is the transaction number of the "Original Transaction" that is being reversed.  For all other transaction types, this is null
Unit Holder ID (UH ID)	This is the Unit Holder ID associated with the "Transaction Number", above

Information head	Remarks
Fund ID	This is the Fund ID associated with the “Transaction Number”, above
Transaction Type Description (Txn Type)	<p>For an “Original Transaction” this would be Subscription, Switch In, Transfer To, Redemption, Switch Out or Transfer From.</p> <p>For a “Reversal Transaction” this would be the Transaction Description of the Original Transaction concatenated with the word “Reversal”, for example, “Subscription Reversal”</p> <p>For an “Adjustment Transaction” this should be the Transaction Description of the “Original Transaction” concatenated with the word “Adjustment”, for example, “Redemption Adjustment”.</p>
Transaction Amount (Amount)	<p>This is the gross transaction amount associated with the “Transaction Number” above. For Reversal Transactions, this amount would be equal in value to that of the Original Transaction, but opposite in sign</p> <p>The Amount must be positive for inflow transactions and reversals of outflow transactions, and negative for outflow transactions and reversal of inflow transactions.</p> <p>For “Adjustment Transactions”, the amount must be changed zero.</p>
Effective Unit Price (Price)	The price will be the same as the price used in the calculation above to reconstruct the Transaction History. Note that the price cannot be calculated here, as for Adjustment Transactions, the amount and units are both changed to zero.
Confirmed Units Allotted (Units)	<p>These are the confirmed units allotted associated with the “Transaction Number”, above. These are the units switched out of the From Fund for Switch Out transactions and the units switched into the To Fund for Switch In transactions.</p> <p>For Reversal Transactions, this would take the same value but opposite sign of the Original Transaction’s units.</p> <p>The Units must be positive for inflow transactions and reversals of outflow transactions, and negative for outflow transactions and reversal of inflow transactions.</p> <p>For “Adjustment Transactions”, the units must be changed to zero.</p>
Weighted Average Unit Cost (WAUC)	<p>For Original Transactions, this is the WAUC calculated according to the definition described in this document.</p> <p>For Reversal or Adjusted Transactions, this is the adjusted WAUC calculated from the reconstructed transaction history.</p>
Excluded Price Components	This is the excluded price component factor. It is computed as (Sum of excluded price components) * (units allotted), and the absolute value is considered. If the sum of excluded price components falls below zero, it is defaulted to zero.
Weighted Average Gain or Loss (Gain)	<p>For an Original Transaction, this is the gain or loss for the transaction, calculated according to the rules described in this document.</p> <p>For an Adjustment or Reversal transaction, this would be the Gain or Loss Adjustment associated with that transaction.</p>

Information head	Remarks
Transaction Date (Value Date)	This is the transaction date corresponding to the "Transaction Number" transaction.
Date Allotted	The date on which the "Transaction Number" transaction is allocated.
WAUC Adjustment (WAUC Adj)	For an "Original Transaction", this value is zero. For a Reversal Transaction or an Adjustment Transaction, this is the WAUC of the Adjusted / Reversed transaction, less the WAUC of the Original Transaction, less the sum of all prior WAUC adjustments in respect of the Transaction Number of the current record.
Entry Date and Time	This is the server date and time at which the record is inserted into the Transaction History Reconstruction Table.
Record Indicator	This will be "NML" for Normal Transaction, "ADJ" for Adjustments and "REV" for Reversals. For Reversals this code will be "NML" for the Original Transaction.

The following reports may be obtained:

- Weighted Average Gain or Loss Detail Report
- Weighted Average Gain or Loss Detail Report

#### Weighted Average Gain or Loss Summary Report

This report is obtained for every Unit Holder ID, Fund Base Currency and Fund ID combination, from the details in the report format explained above. The following details are presented:

- Unit Holder ID
- Fund Currency
- Fund Name (Long Name)
- Opening Weighted Average Cost – The Opening Weighted Average Cost is calculated as (Opening Unit Balance) \* (Opening Weighted Average Unit Cost). The Opening Unit Balance is the unit balance of the transaction where the Entry Date is immediately prior to the "From Date" parameter. The Opening Weighted Average Unit Cost is the Weighted Average Unit Cost of same transaction.
- Inflows – This is the sum of the "Amount" values for inflow transactions added to the sum of the "Amount" values in respect of reversal of inflow transactions. The "Amount" values for reversals of inflow transactions are considered negative, and the "Amount" for Adjustment Transactions is zero. This sum is calculated for transactions where the entry date of the transaction is between the user-entered From and To dates.
- Outflows – This is the sum of the "Amount" values for outflow transactions added to the sum of the "Amount" values in respect of reversal of outflow transactions. The "Amount" values for reversals of outflow transactions are considered negative, and the "Amount" for Adjustment Transactions is zero. This sum is calculated for transactions where the entry date of the transaction is between the user-entered From and To dates.
- Gain or Loss – This is the sum of the Gain or Loss for all transactions where the "Entry Date" is between the user-entered From and To dates.
- Closing WA Cost – The Closing Weighted Average Cost is calculated as (Opening WA Cost) + (Inflows) – (Outflows) + (Gain or Loss)
- Check – The check is to ensure that the Closing WA Cost, as calculated above, balances with the Weighted Average Unit Cost. The check is calculated as (Closing WA

Cost) – (Weighted Average Cost associated with the last transaction where the “Entry Date” is less than or equal to the To Date) \* (Unit Balance as at the To Date, calculated by “Entry Date”)

### **Weighted Average Gain or Loss Report**

This report is obtained for every Unit Holder ID, Fund Base Currency and Fund ID combination, from the details in the report format explained above. Totals are presented for amount, units and gain for each fund, and also for all funds of the same currency. The following details are displayed for the reconstructed transaction history:

- Unit Holder ID
- Fund Base Currency
- Fund ID
- Transaction Number
- Transaction Type
- Amount
- Price
- Units
- WAUC
- Gain
- Value Date
- WAUC Adjustment
- Entry Date

---

## 5. FATCA Reports

Oracle FLEXCUBE Investor Servicing provides FATCA related reporting facility. Following are the reports that are related to FATCA:

- FATCA Status Report
- FATCA Recalcitrant Report
- FATCA Chasing Date Report
- FATCA Document Status Report
- Authorized Representative Expiry Report

This chapter contains the following sections:

- [Section 5.1, "FATCA Status Report"](#)
- [Section 5.2, "FATCA Recalcitrant Report"](#)
- [Section 5.3, "FATCA Chasing Date Report"](#)
- [Section 5.4, "FATCA Document Status Report"](#)
- [Section 5.5, "Authorized Representative Expiry Report"](#)

### 5.1 FATCA Status Report

This section contains the following topics:

- [Section 5.1.1, "Generating the FATCA Status Report"](#)
- [Section 5.1.2, "Contents of the FATCA Status Report"](#)

#### 5.1.1 Generating the FATCA Status Report

You can generate FATCA US Indicia report using 'FATCA Status Report' screen. This report provides information on the entities where US indicia is available in their records. To invoke

the screen, type 'UTR300' in the field at the top right corner of the application toolbar and click the adjoining arrow button.

The screenshot shows a window titled "FATCA Status Report". Inside the window, there are several input fields and buttons. On the left side, there are four labels with corresponding input fields: "Entity Type" with a dropdown menu showing "All", "FATCA Classification" with a text input field and a magnifying glass icon, "Description" with a text input field, and "FATCA Status" with a dropdown menu showing "All". Below these, there are two more labels: "Format" with a dropdown menu showing "PDF" and "Output" with a dropdown menu showing "View". On the right side, there are two labels: "Print At" with a dropdown menu showing "Client" and "Printer" with a text input field and a magnifying glass icon. At the bottom right of the window, there are two buttons: "Ok" and "Exit".

### 5.1.2 Contents of the FATCA Status Report

You can specify the following report parameters:

#### **Entity Type**

Select the entity type from the adjoining drop-down list. The options available are:

- All
- Unit Holder
- CIF
- Auth rep
- Agent
- Agency Branch
- Agency Officer
- IFA
- Broker Code

#### **FATCA Classification**

Select the FATCA classification from the adjoining option list.

#### **Description**

The system defaults the description.

**FATCA Status**

Select the status of FATCA from the adjoining drop-down list.

- All
- Pending Classification
- Pending Classification Partial
- Compliant
- Recalcitrant

The report contains the following details:

**Header Section**

Field	Description
Title	Name of the report
Report as on Date	Date as on which date the report is generated
Report Generation Date	Application date
Generated by	Maker ID

**Detail Section**

Field	Description
Entity Name	First name and last name of the corresponding UH
FATCA Classification	FATCA classification of the UH
FATCA Classification Reason	FATCA classification reason of the UH
FATCA Compliant	FATCA compliance status of the UH
FATCA Status	FATCA Status of the UH
Nationality	Nationality of the corresponding UH
Dual Nationality	Dual nation of the corresponding UH
Country of Birth	Country of birth of the corresponding UH
Country of Incorporation	Country of incorporation of the corresponding UH
Country of Domicile	Country of domicile of the corresponding UH
Correspondence Address	Address lines 1 to 4 with name of the country, separated by comma
Alternate Address	Alternate address lines 1 to 4 with name of the country, separated by comma
Registered/permanent Address	Registered permanent address lines 1 to 4 with name of the country, separated by comma
Telephone Number1	Country code and the first telephone number
Telephone Number2	Country code and the second telephone number
Cell Phone Number	Country code and the cell phone number
TAX ID	TAX ID of the corresponding UH
TAX Circle	TAX circle of the corresponding UH
TAX ID Expiry Date	Expiry date of the Tax ID of the corresponding UH
Auth Rep ID	Authorized representative if any
Auth Rep Name	First and last names of the authorized representative
Auth rep US Indicia Available	Value in the field 'US Indicia Available' for authorized representative CIF



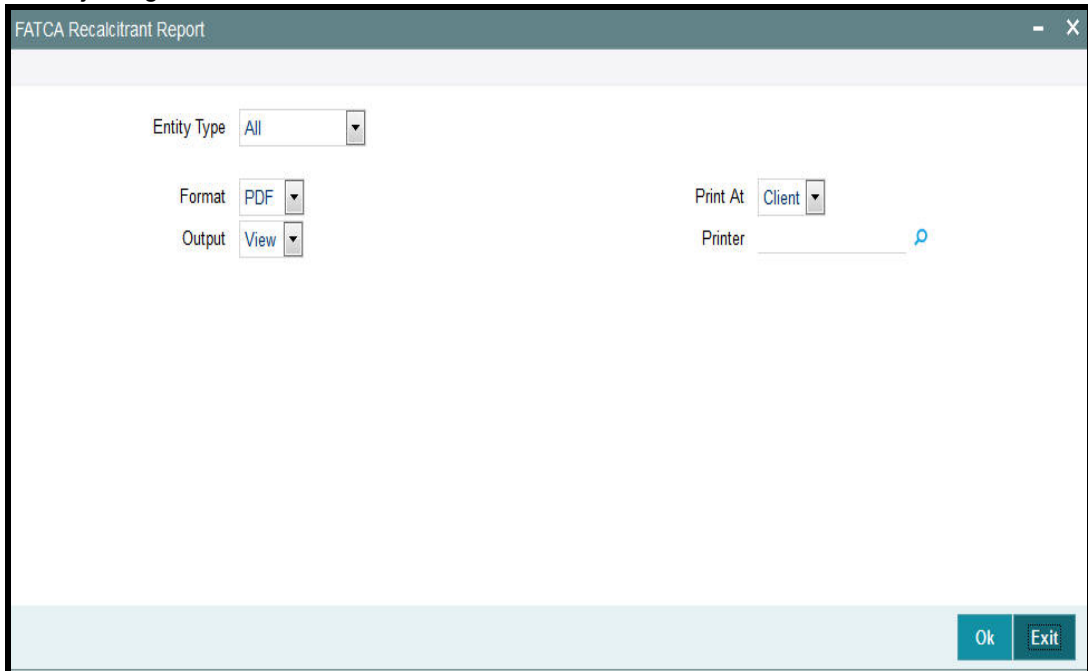
## 5.2 FATCA Recalcitrant Report

This section contains the following topics:

- [Section 5.2.1, "Generating FATCA Recalcitrant Report"](#)
- [Section 5.2.2, "Contents of the Report"](#)

### 5.2.1 Generating FATCA Recalcitrant Report

You can generate FATCA Recalcitrant report using 'FATCA Recalcitrant Report' screen. This report provides information on total number of recalcitrant accounts in the records. To invoke the screen, type 'UTR301' in the field at the top right corner of the application toolbar and click the adjoining arrow button.



The screenshot shows a software window titled "FATCA Recalcitrant Report". Inside the window, there are several configuration options: "Entity Type" is set to "All", "Format" is set to "PDF", "Output" is set to "View", "Print At" is set to "Client", and there is a "Printer" field with a search icon. At the bottom right of the window, there are "Ok" and "Exit" buttons.

You can specify the following report parameters:

#### **Entity**

Specify the entity code for which the report is being generated. The option list displays following options:

- All
- Customer (CIF)
- Unit Holder (UH)
- Broker
- Authorised Representative
- Related Party (Auth Rep, Nominee and Joint Holder)

Select the appropriate one.

Once you have set the parameters, click 'OK' button. The system generates the report in MS Excel format.

### 5.2.2 Contents of the Report

The report contains the following details:

#### Header Section

Field	Description
Title	Name of the report
Report As On Date	Date as on which date the report is generated
Report Generation Date	Date on which the report was generated
Generated by	Maker ID

#### Detail Section

Field	Description
Entity Type	Individual / Corporate
Number of Recalcitrant Accounts	Total number of recalcitrant accounts
Total Holding Value	Total holding value of all the recalcitrant accounts

## 5.3 FATCA Chasing Date Report

This section contains the following topics:

- [Section 5.3.1, "Generating FATCA Chasing Date Report"](#)
- [Section 5.3.2, "Contents of the Report"](#)

### 5.3.1 Generating FATCA Chasing Date Report

You can generate FATCA Chasing Date report using 'FATCA Chasing Date Report' screen. This report provides information on all the entities whose chasing date has expired or will expire within a specific period mentioned in the report options. To invoke the screen, type

'UTR302' in the field at the top right corner of the application toolbar and click the adjoining arrow button.

The screenshot shows a window titled "FATCA Chasing Date Report". Inside the window, there are several input fields and buttons. On the left side, there is a "Report as On" field with a date input showing "MM/DD/YYYY" and a calendar icon. Below it is an "Entity Type" dropdown menu currently set to "All". Further down is a "No of Days" text input field. In the center, there are two more dropdowns: "Format" set to "PDF" and "Output" set to "View". On the right side, there is a "Print At" dropdown set to "Client" and a "Printer" field with a search icon. At the bottom right of the window, there are two buttons: "Ok" and "Exit".

### Report As On

Specify the date as on which the report needs to be generated. You can use the adjoining date button to select the appropriate date from the calendar.

### Entity

Specify the entity code for which the report is being generated. The option list displays following options:

- All
- Customer (CIF)
- Unit Holder (UH)
- Broker
- Authorized Representative
- Related Party (Auth Rep, Nominee and Joint Holder)

Select the appropriate one.

### No of Days

You can include the entities with chasing date that are about to expire in a certain number of days. Specify the number of days here.

Once you have set the parameters, click 'OK' button. The system generates the report in MS Excel format.

### 5.3.2 Contents of the Report

The report contains the following details:

#### Header Section

Field	Description
Title	Name of the report
Report As On Date	Date as on which date the report is generated
Entity Type	The type of entity, whether individual, corporate, entity, broker or auth rep
Entity ID	The ID of the entity
No of Days	The number of days for which the documentation is pending
Report Generation Date	The date on which the report was generated
Generated by	Maker ID

#### Detail Section

Field	Description
Entity Details	
Entity	Unit holder
Entity ID	ID of the entity listed
Document Details	
Document ID	The document ID maintained as part of Entity FATCA Classification Maintenance
Document Name	Name of the Document (the document type maintained against each entity in the document maintenance)
Expiry Date	Date of expiry of that document

## 5.4 FATCA Document Status Report

This section contains the following topics:

- [Section 5.4.1, "Generating FATCA Document Status Report"](#)
- [Section 5.4.2, "Contents of the Report"](#)

### 5.4.1 Generating FATCA Document Status Report

You can generate FATCA Document Status report using 'FATCA Document Status' screen. This report provides information on the status of the FATCA documents. To invoke the

screen, type 'UTR303' in the field at the top right corner of the application toolbar and click the adjoining arrow button.

The screenshot shows a window titled "FATCA Document Status Report". Inside the window, there are several input fields and buttons. At the top left, there is an "Expiry Date" field with a placeholder "MM/DD/YYYY" and a calendar icon. Below it is an "Entity Type" dropdown menu with "All" selected. To the right of these, there is a "Print At" dropdown menu with "Client" selected, and a "Printer" field with a search icon. Below the "Expiry Date" and "Entity Type" fields, there are two buttons: "Format" with a dropdown menu showing "PDF" and "Output" with a dropdown menu showing "View". At the bottom right of the window, there are two buttons: "Ok" and "Exit".

You can specify the following report parameters:

### Expiry Date

Specify the expiry date of the documents that should be covered the report. You can use the adjoining date button to select the appropriate date from the calendar.

### Entity

Specify the entity for which the report needs to be generated. The option list displays the following options:

- All
- Customer (CIF)
- Unit Holder (UH)
- Broker
- Related Party (Auth Rep, Nominee and Joint Holder)

Once you have set the parameters, click 'OK' button. The system generates the report in MS Excel format.

## 5.4.2 Contents of the Report

The report contains the following details:

### Header Section

Field	Description
Title	Name of the report
Report Generation Date	Date as on which date the report is generated
Expiry Date	Expiry date provided in the search criteria
Generated by	Maker ID

### Detail Section

Field	Description
Entity Details	
Entity	Entity name
Entity ID	ID of the entity listed
Document Details	
Document ID	The document ID maintained as part of Entity FATCA Classification Maintenance
Document Name	Name of the document (the document type that will be maintained against each entity)
Expiry Date	Date of expiry of that document

For a given entity, you can find the details of multiple documents in the report.

## 5.5 Authorized Representative Expiry Report

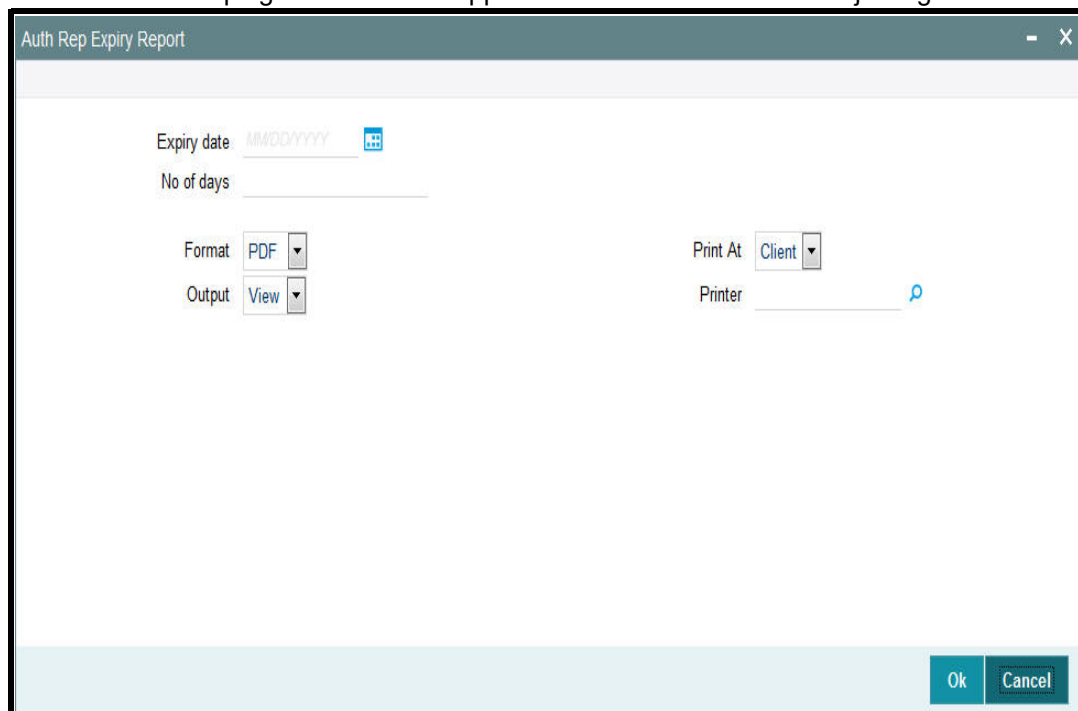
This section contains the following topics:

- [Section 5.5.1, "Generating the Authorized Representative Expiry Report"](#)
- [Section 5.5.2, "Contents of the Report"](#)

### 5.5.1 Generating the Authorized Representative Expiry Report

You can generate Authorized Representative Expiry Report using 'Auth Rep Expiry Report' screen. This report provides information on the status of the authorized representatives that

have expired or are going to expire on the date of report. To invoke the screen, type 'UTR304' in the field at the top right corner of the application toolbar and click the adjoining arrow button.



You can specify the following report parameters:

#### **Date**

Specify the date as on which you need to generate the report. You can use the adjoining date button to select the appropriate date from the calendar.

#### **Auth Rep**

Select the authorized representative for whom you are generating the report. You can select the appropriate one from the option list.

#### **No of Days**

You can include the authorized representatives that are about to expire in a certain number of days. Specify the number of days here.

Once you have set the parameters, click 'OK' button. The system generates the report in MS Excel format.

### **5.5.2 Contents of the Report**

The report contains the following details:

#### **Header Section**

Field	Description
Title	Name of the report
Report Generation Date	Date as on which date the report is generated

Field	Description
Generated by	Maker ID

#### Detail Section

Field	Description
Entity	
Entity	Entity name
Entity ID	Authorized representative ID
Document Details	
Expiry Date	Date of expiry of the authorized representative
Linked UH Details	UH ID of the linked unit holder
Linked UH ID	Name of the linked unit holder
No of Days	The number of days left for expiry



---

## 6. Function ID Glossary

### G

GENERATING .....3-1

### R

RPDPARAM .....2-3

RPSPARAM .....2-4

### U

UTDACCST .....3-32

UTDFNBAL .....3-34

UTDFNDRL .....3-38

UTDFPRIC .....3-37

UTDHINAV .....3-79

UTDJBVIW .....3-39

UTDPENFD .....3-80

UTR00001 .....3-28

UTR00033 .....3-2

UTR00040 .....3-19

UTR00044 .....3-51

UTR00046 .....3-11

UTR00048 .....3-10

UTR00062 .....3-18

UTR00063 .....3-17

UTR00065 .....3-19

UTR00066 .....3-16

UTR00067 .....3-42

UTR0007 .....3-41

UTR00070 .....3-50

UTR00073 .....3-41

UTR00078 .....3-40

UTR00079 .....3-41

UTR00083 .....3-13

UTR00094 .....3-25

UTR00095 .....3-49

UTR00098 .....3-87

UTR00099 .....3-85

UTR00101 .....3-89

UTR00103 .....3-43

UTR00104 .....3-22

UTR00107 .....3-8

UTR00110 .....3-21

UTR00115 .....3-21

UTR00121 .....3-70

UTR00124 .....3-58

UTR00126 .....3-68

UTR00127 .....2-7, 3-56

UTR00128 .....3-63

UTR00129 .....3-65

UTR00130 .....3-66

UTR00131 .....3-67

UTR00132 .....3-69

UTR00134 .....3-61

UTR00137 .....3-52

UTR00152 .....3-26

UTR00168 .....3-91

UTR00184 .....3-93

UTR00192 .....3-4

UTR00193 .....3-3

UTR00194 .....3-94

UTR00195 .....3-95

UTR00210 .....2-9

UTR00211 .....2-19

UTR00212 .....3-54

UTR00213 .....3-74

UTR00214 .....3-76

UTR00215 .....3-77

UTR00216 .....3-72

UTR00217 .....3-73

UTR00218 .....3-82

UTR00228 .....3-44

UTR300 .....5-2

UTR301 .....5-5

UTR302 .....5-7

UTR303 .....5-9

UTR304 .....5-11

UTR305 .....2-21

UTR306 .....2-23

UTRDG1G2 .....2-11

UTRDLNS .....2-17

UTRDLREP .....2-14

UTRGOREP .....2-30

UTRPERCM .....2-34

UTRPEVLG .....3-5

UTRPRQRY .....2-33

UTRSCCVN .....2-25

UTRSIIDS .....2-27

UTRSPREP .....2-13

UTRSTREP .....2-36

UTRTAXCR .....3-83

UTSCOINQ .....3-30