

Pension User Guide

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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/

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1. About This Manual

1.1 Introduction

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

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

1.2 Related Documents

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

1.3 Audience

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

1.4 Organization

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

Chapter	Description
Chapter 1	<i>About This Manual</i> explains the structure, audience, organization, and related documents of this manual.
Chapter 2	<i>Personal Identifiable Information</i> – explains the details about personal identifiable information, consent maintenance, transparent data encryption.

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>Italics 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

1.7 Abbreviations and Acronyms

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

Abbreviation/ Acronym	Meaning
MFA	Multi Factor Authentication
TDE	Transparent Data Encryption
PII	Personal Identifier Information
PAS	Pension Administration Scheme
TA	Transfer Agent
IA	Instrument Administrator

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. Pension Funds Administration

Oracle FLEXCUBE Investor Servicing component allows you to handle occupational pension and personal pension administration.

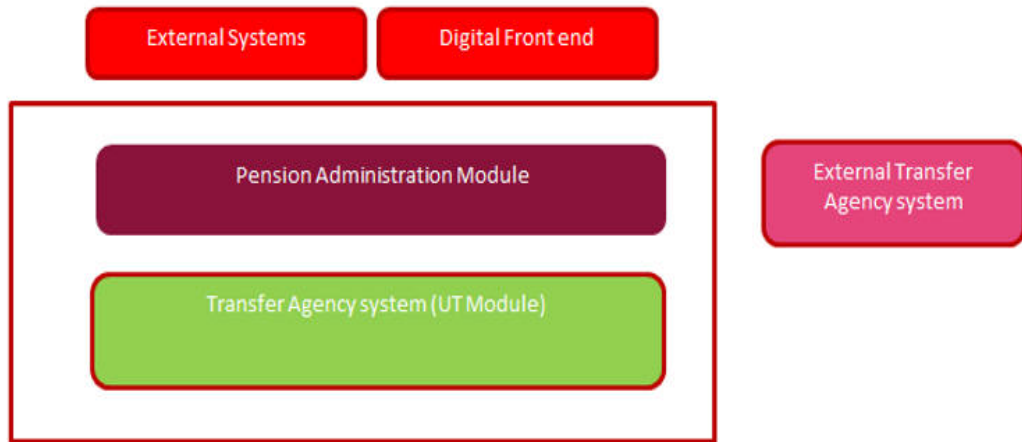
This chapter contains the following sections:

- [Section 2.1, "Introduction"](#)
- [Section 2.2, "Linkage between TA and PA"](#)
- [Section 2.3, "Module Default Information"](#)
- [Section 2.4, "Defaults Maintenance"](#)
- [Section 2.5, "Parameter Setup"](#)
- [Section 2.6, "Additional Information Maintenance"](#)
- [Section 2.7, "Entity Additional Information Mapping"](#)
- [Section 2.8, "Country Currency"](#)
- [Section 2.9, "Currency Maintenance"](#)
- [Section 2.10, "Source Currency Pair"](#)
- [Section 2.11, "Holiday Maintenance"](#)
- [Section 2.12, "Exchange Rate"](#)
- [Section 2.13, "Entity Mapping"](#)
- [Section 2.14, "Exchange Rate Source Mapping"](#)
- [Section 2.15, "Clearing Users"](#)
- [Section 2.16, "Asset Class Definition"](#)
- [Section 2.17, "Asset Class Definition Summary"](#)
- [Section 2.18, "Asset Maintenance Screen"](#)
- [Section 2.19, "Asset Maintenance Summary"](#)
- [Section 2.20, "Instrument Definition"](#)
- [Section 2.21, "Instrument Definition Summary"](#)
- [Section 2.22, "Rule Definition"](#)
- [Section 2.23, "Rule Definition Summary"](#)
- [Section 2.24, "Portfolio Type Maintenance"](#)
- [Section 2.25, "Portfolio Type Maintenance Summary"](#)
- [Section 2.26, "Portfolio Definition"](#)
- [Section 2.27, "Portfolio Definition Summary"](#)
- [Section 2.28, "Bank Details"](#)
- [Section 2.29, "Bank Details Summary"](#)
- [Section 2.30, "Identification Details"](#)
- [Section 2.31, "Identification Details Summary"](#)
- [Section 2.32, "Address Details"](#)
- [Section 2.33, "Address Details Summary"](#)
- [Section 2.34, "Party Maintenance"](#)
- [Section 2.35, "Party Maintenance Summary"](#)
- [Section 2.36, "Employee Group Maintenance"](#)
- [Section 2.37, "Employee Group Summary"](#)
- [Section 2.38, "Party Role Mapping"](#)

- [Section 2.39, "Role Mapping Summary"](#)
- [Section 2.40, "Investment Account"](#)
- [Section 2.41, "Investment Account Summary"](#)
- [Section 2.42, "Investment Account Status Change Maintenance"](#)
- [Section 2.43, "Investment Account Status Change Summary"](#)
- [Section 2.44, "Portfolio Mapping"](#)
- [Section 2.45, "Portfolio Mapping Summary"](#)
- [Section 2.46, "Investment Detail"](#)
- [Section 2.47, "Investment Summary"](#)
- [Section 2.48, "Payment Clearing Screen"](#)
- [Section 2.49, "Withdrawal Detail"](#)
- [Section 2.50, "Withdrawal Summary"](#)
- [Section 2.51, "Switch Detail"](#)
- [Section 2.52, "Switch Summary"](#)
- [Section 2.53, "Order Status of Orders"](#)
- [Section 2.54, "Allocation Details"](#)
- [Section 2.55, "View Portfolio Balance"](#)
- [Section 2.56, "Interface Maintenance"](#)
- [Section 2.57, "Interface Maintenance Summary Screen"](#)
- [Section 2.58, "Party Role Migration"](#)
- [Section 2.59, "Party Role Migration Summary"](#)
- [Section 2.60, "Party Data Merger Screen"](#)
- [Section 2.61, "Instruction Date Update Screen"](#)
- [Section 2.62, "Order Summary"](#)
- [Section 2.63, "Process Group Pension Order"](#)
- [Section 2.64, "EOD Maintenance"](#)
- [Section 2.65, "Online Interface Execution"](#)
- [Section 2.66, "Upload Status Summary"](#)
- [Section 2.67, "Pre End of Day Check"](#)
- [Section 2.68, "EOD Execution"](#)
- [Section 2.69, "Upload Status Report"](#)
- [Section 2.70, "Consent Maintenance Detail"](#)
- [Section 2.71, "Consent Maintenance Summary"](#)

2.1 Introduction

Pension record will interact with TA system for order processing. Functional environment is as follows:



You can fetch report pertaining to UH in TA, (UH which got generated as a result of orders from Pension Administration).

Following list of parameters will be used for Pension Administration module:

Param Code	Description	Whether User Maintainable
ASSETCLASSDE-TAILS	Asset Class list	Yes
CALENDARTYPE	Calendar Types	No
COMPLIANCE-CODES	The regulatory rule applicable	Yes
COUNTRYCODES	ISO Country Codes	Yes
DEALINGTYPE	Dealing Types	Yes
ENTITYTITLE	Title list for entities	Yes
HEALTHSTATUS	Health Status of the unitholder	No
IDENTIFICATION-TYPE	Identification types for unitholders	Yes
INDINVCATEGORY	Individual Investor Categories	Yes
INSTRUMENTTYPE	Instrument types	Yes
INTDIALCODE	The International Dialing Country Code	Yes
INVACCSTATUS	Investment Account Status	Yes
LIMITPERIOD	Limit Period	No
MARITALSTATUS	Marital Status	No

Param Code	Description	Whether User Maintainable
OCCUPATIONTYPE	Occupation types for individual unitholders	Yes
OWNERSHIPTYPE	Ownership Type	Yes
PARTYROLELIST	Party role list	No
PASTRANSACTION-TYPE	PAS Transaction Type	No
PENSIONACCSTATUS	PENSION ACCOUNT STATUS	Yes
SEX	Sex	No
PASIVTXNSUBTYPE	PAS Investment Transaction Sub Types	Yes
PASWDTXNSUB-TYPE	PAS Withdrawal Transaction Sub Types	Yes
PASSWTXNSUB-TYPE	PAS Switch Transaction Sub Types	Yes
PAPDISCONTRIBUTIONCCY	PAPDIS contribution currency	Yes

Note

These set of parameters are common for both LOB and PAS in integrated setup.

2.2 Linkage between TA and PA

You can link TA and Pension Administration using a scheduler. Orders, brokers will be handed off and on from and to PA with the schedulers.

An export interface will create a file in the path which will be used by an import interface to upload the data to a system.

Data will move from one system to the other either on auth, pre EOD, EOD, BOD or an event. This would be based on the scheduler configuration.

Following are the applicable event codes for Pension Administration system for users to define event based scheduler configuration:

EVENTCODE	EVENTDESCRIPTION
BE00001	BOD Completed
BE00002	EOD Started
BE00003	EOD Completed
BEPREEOD	Pre-EOD completed

The system will hand-off the amendment of address and ID detail in party to TA through interfaces only if the party has investment account mapped to a portfolio.

If any address is expired then the hand-off will be done accordingly and new address will be in effect for the relative UH.

For a party with multiple ID details, the system will hand-off only first ID detail to TA.

You can specify a deal for the UH created due to order import coming from PA.

For a UH created by order import, the reference number of UH will be investment account number of the party and this linkage will be maintained in an external table. However for the UH created, UH ID will be the reference number when queried in front end.

You need to create a new bulk client code named PA under UH bulk client details in order to Import PA Orders to TA

A 'TA to PA module handoff' EOD batch hands-off allocated transactions from PA to TA. The PA allocation handoff (IF20192130001601) will generate files only when this batch is completed in EOD activity.

You can copy a UH from PA, but while amending this UH the system will validate the same since the UH category will be P.

2.3 Module Default Information

This section contains the following topics:

[Section 2.3.1, "Invoking Module Default Detail Screen"](#)

2.3.1 Invoking Module Default Detail Screen

You can maintain module defaults and holiday preferences for PAS module using 'Module Default Detail' screen. You can invoke this screen by typing UTDMODDE in the field at the top right corner of the Application tool bar and clicking the adjoining arrow button.

For further details, refer 'Module Default Detail' section in 'Overview' chapter in 'Reference_Information' user manual.

2.4 Defaults Maintenance

This section contains the following topics:

[Section 2.4.1, "Invoking Defaults Maintenance Screen"](#)

2.4.1 Invoking Defaults Maintenance Screen

You can change the defaults for the currently logged module using 'Defaults Maintenance' screen. You can invoke this screen by typing 'PADDEFMT/ UTDDEFMT' in the field at the top right corner of the Application tool bar and clicking on the adjoining arrow button.

For further details, refer 'System Default Information' section in 'Maintaining System Parameters' chapter in 'Reference_Information' user manual.

2.5 Parameter Setup

This section contains the following topics:

[Section 2.5.1, "Invoking Parameter Setup Detail Screen"](#)

2.5.1 Invoking Parameter Setup Detail Screen

You can view and modify the parameters for the system using 'Parameter Setup Detail' screen. You can invoke this screen by typing 'UTDPARAM' in the field at the top right corner of the Application tool bar and clicking on the adjoining arrow button.

For further details, refer 'System Parameters' section in 'Maintaining System Parameters' chapter in 'Reference_Information' user manual.

2.6 Additional Information Maintenance

This section contains the following topics:

[Section 2.6.1, "Invoking Additional Information Maintenance Screen"](#)

2.6.1 Invoking Additional Information Maintenance Screen

You can create custom and non-customer additional information using 'Additional Information Maintenance' screen. You can invoke this screen by typing 'UTDADINF' in the field at the top right corner of the Application tool bar and clicking on the adjoining arrow button.

Additional Information will not flow from Pension Administration PA to TA and vice versa.

For further details, refer 'Additional Information Heads' section in 'Maintaining System Parameters' chapter in 'Reference_Information' user manual.

2.7 Entity Additional Information Mapping

This section contains the following topics:

[Section 2.7.1, "Invoking Entity Additional Information Mapping Screen"](#)

2.7.1 Invoking Entity Additional Information Mapping Screen

You can map additional information to an entity using 'Entity Additional Information Mapping' screen. You can invoke this screen by typing 'UTDENMAP' in the field at the top right corner of the Application tool bar and clicking on the adjoining arrow button.

For further details, refer 'Entity Additional Information Mapping' section in 'Maintaining System Parameters' chapter in 'Reference_Information' user manual.

2.8 Country Currency

This section contains the following topics:

- [Section 2.8.1, "Invoking Country Currency Screen"](#)

2.8.1 Invoking Country Currency Screen

To set up the country-currency association, use the 'Country Currency Maintenance Detail' screen. You can invoke this screen by typing 'UTDCONCU' in the field at the top right corner of the Application tool bar and clicking on the adjoining arrow button.

For further details, refer 'Country Association with its Currency' section in 'Maintaining Currencies' chapter in 'Reference_Information' user manual.

2.9 Currency Maintenance

This section contains the following topics:

- [Section 2.9.1, "Invoking Currency Maintenance Screen"](#)

2.9.1 Invoking Currency Maintenance Screen

You can use the 'Currency Maintenance Detail' screen to set up the currencies in the system. You can invoke this screen by typing 'UTDCURMA' in the field at the top right corner of the Application tool bar and clicking on the adjoining arrow button.

For further details, refer 'Currency Maintenance' section in 'Maintaining Currencies' chapter in 'Reference_Information' user manual.

2.10 Source Currency Pair

This section contains the following topics:

[Section 2.10.1, "Invoking Source Currency Pair Maintenance Screen"](#)

2.10.1 Invoking Source Currency Pair Maintenance Screen

You can map source to the currencies using 'Source Currency Pair Maintenance Detail' screen. You can invoke this screen by typing 'UTDSORCE' in the field at the top right corner of the Application tool bar and clicking on the adjoining arrow button.

For further details, refer 'Exchange Rate Sources' section in 'Maintaining Currencies' chapter in 'Reference_Information' user manual.

2.11 Holiday Maintenance

This section contains the following topics:

[Section 2.11.1, "Invoking Holiday Maintenance Screen"](#)

2.11.1 Invoking Holiday Maintenance Screen

You can maintain system holidays in 'Holiday Maintenance' screen. You can invoke this screen by typing 'UTDHOLID' in the field at the top right corner of the Application tool bar and clicking the adjoining arrow button.

For further details, refer 'Holiday Maintenance' section in 'Maintaining Reference Information' chapter in 'Reference_Information' user manual.

2.12 Exchange Rate

This section contains the following topics:

- [Section 2.12.1, "Invoking Exchange Rate Maintenance Screen"](#)

2.12.1 Invoking Exchange Rate Maintenance Screen

You can maintain exchange rate for the currency and source using 'Exchange Rate Maintenance' screen. You can invoke this screen by typing 'UTDEXCRM' in the field at the top right corner of the Application tool bar and clicking on the adjoining arrow button.

For further details, refer 'Exchange Rates' section in 'Maintaining Currencies' chapter in 'Reference_Information' user manual.

2.13 Entity Mapping

This section contains the following topics:

- [Section 2.13.1, "Invoking Entity Mapping Screen"](#)

2.13.1 Invoking Entity Mapping Screen

You can map an entity to PAS module using 'Entity Mapping' screen. You can invoke this screen by typing 'UTDENTMP' in the field at the top right corner of the Application tool bar and clicking on the adjoining arrow button.

For further details, refer 'Entity Mapping Detail' section in 'Maintaining Reference Information' chapter in 'Reference_Information' user manual.

2.14 Exchange Rate Source Mapping

This section contains the following topics:

- [Section 2.14.1, "Invoking Exchange Rate Source Mapping Details Screen"](#)

2.14.1 Invoking Exchange Rate Source Mapping Details Screen

You can map an exchange rate source to the PAS module using 'Exchange Rate Source Mapping Detail' screen. You can invoke this screen by typing 'UTDEXRMP' in the field at the top right corner of the Application tool bar and clicking the adjoining arrow button.

For further details, refer 'Exchange Rate Source Mapping for Different Schemas' section in 'Setting up Loads' chapter in 'Reference_Information' user manual.

2.15 Clearing Users

This section contains the following topics:

- [Section 2.15.1, "Invoking Clear User Profile Detail Screen"](#)

2.15.1 Invoking Clear User Profile Detail Screen

If a user exits the system abnormally, the administrative users can clear the logged in user profile so that the user can log in normally again

To clear a user, log in to the system as an administrative user, and type "PADCLUSR" in the field at the top right corner of the Application tool bar and click the adjoining arrow. The 'Clear User Profile Detail' screen is displayed.

The screenshot shows the 'Clear User Profile Detail' application window. It features a menu bar with 'New' and 'Enter Query' options. Below the menu bar is a 'User ID' input field. The main content area is titled 'Current Users' and displays a table with the following columns: 'User ID', 'Terminal', 'Start Time', and 'Clear'. The table is currently empty. At the bottom right of the window, there is an 'Exit' button.

User ID

Display

The system displays the user ID.

Current Users

The system displays the following values:

- User ID
- Terminal
- Start Time

Clear

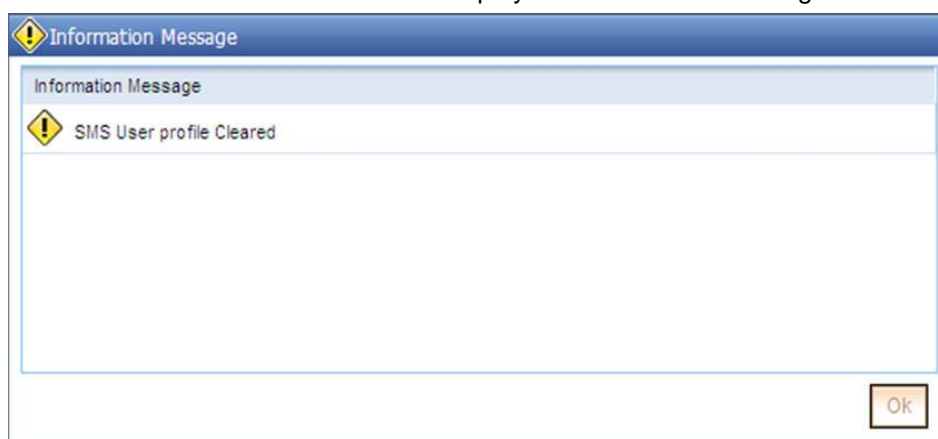
Optional

Select if the specified user has to be cleared or not from the drop-down list. The list displays the following values:

- Yes
- No

In this screen, press F7 and select the User ID from the adjoining option list which displays the users logged in currently. After specifying the user id to be cleared, press F8. Upon pressing F8, system displays the User ID, terminal and start time information. Select the option 'Yes' from 'Clear' drop-down to clear the selected user.

Now click on the unlock icon from the toolbar menu and then click on save icon. The system will clear the selected user id and will display the Information message:



Click on OK to confirm.

To clear a user, check 'Clear' in the required row, and then click 'Clear' button.

2.16 Asset Class Definition

This section contains the following topics:

- [Section 2.16.1, "Invoking Asset Class Definition Detail Screen"](#)

2.16.1 Invoking Asset Class Definition Detail Screen

You can maintain different asset classes which are managed by the pension service provider. Assets can be either managed or held away assets. You can define an asset class using 'Asset Class Definition Detail' screen. You can invoke this screen by typing 'PADASDEF' in the field at the top right corner of the Application tool bar and clicking on the adjoining arrow button.

 The "Asset Class Definition Detail" screen has a title bar with a close button. Below the title bar is a "Save" button. The main area contains four input fields: "Asset Class *" (with a search icon), "Asset Class Description" (with a help icon), "Settlement Required *" (with a dropdown menu showing "No"), and "Held Away Asset *" (with a dropdown menu showing "No"). At the bottom, there is a table with columns: "Input by", "Authorized by", "DateTime", "Mod No", "Open", "Authorization Status", and a "Cancel" button.

You can specify the following details:

Asset Class

Alphanumeric; 10 Characters; Mandatory

Specify the asset class code. Alternatively, you can select asset class code from the option list. The list displays all valid asset code maintained in the system.

Note

You need to maintain one class of type MF if it is integrated with a TA.

Asset Class Description

Display

The system displays the description for the selected asset class code.

Settlement Required

Mandatory

Select if the settlement is required for that particular asset class or not from the drop-down list. The list displays the following values:

- Yes
- No

Note

This field is applicable only for managed assets.

Held Away Asset

Mandatory

Select if the held away asset is required or not from the drop-down list. The list displays the following values:

- Yes
- No

2.17 Asset Class Definition Summary

This section contains the following topics:

- [Section 2.17.1, "Retrieving a Record in Asset Class Definition Summary Screen"](#)
- [Section 2.17.2, "Editing Asset Class Definition Record"](#)
- [Section 2.17.3, "Viewing Asset Class Definition Record"](#)
- [Section 2.17.4, "Deleting Asset Class Definition Record"](#)
- [Section 2.17.5, "Authorizing Asset Class Definition Record"](#)
- [Section 2.17.6, "Amending Asset Class Definition Record"](#)
- [Section 2.17.7, "Authorizing Amended Asset Class Definition Record"](#)

2.17.1 Retrieving a Record in Asset Class Definition Summary Screen

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

Invoke the 'Asset Class Definition Summary' screen by typing 'PASASDEF' in the field at the top right corner of the Application tool bar and clicking on the adjoining arrow button and specify any or all of the following details in the corresponding details.

- The status of the record in the Authorization Status field. If you choose the 'Blank Space' option, then all the records are retrieved.
- The status of the record in the Record Status field. If you choose the 'Blank Space' option, then all records are retrieved
- Asset Class
- Asset Class Definition

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

Note

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

- Press F7
 - Input the Asset Class
 - Press F8
-

You can perform Edit, Delete, Amend, Authorize, operations by selecting the operation from the Action list. You can also search a record by using a combination of % and alphanumeric value

2.17.2 Editing Asset Class Definition Record

You can modify the details of Asset Class Definition record that you have already entered into the system, provided it has not subsequently authorized. You can perform this operation as follows:

- Invoke the Asset Class Definition Summary screen from the Browser.
- Select the status of the record 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.
- Specify any or all of the details in the corresponding fields to retrieve the record that is to be modified.
- Click 'Search' button. All unauthorized records with the specified details are retrieved and displayed in the lower portion of the screen.
- Double click the record that you want to modify in the list of displayed records. The Asset Class Definition Detail screen is displayed.
- Select Unlock Operation from the Action list to modify the record. Modify the necessary information.

Click Save to save your changes. The Asset Class Definition Detail screen is closed and the changes made are reflected in the Asset Class Definition Summary screen.

2.17.3 Viewing Asset Class Definition Record

To view a record that you have previously input, you must retrieve the same in the Asset Class Definition Summary screen as follows:

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

2.17.4 Deleting Asset Class Definition Record

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

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

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

2.17.5 Authorizing Asset Class Definition Record

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

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

When a checker authorizes a record, details of validation, if any, that were overridden by the maker of the record during the Save operation are displayed. If any of these overrides results in an error, the checker must reject the record.

2.17.6 Amending Asset Class Definition Record

After a Asset Class Definition record is authorized, it can be modified using the Unlock operation from the Action List. To make changes to a record after authorization:

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

2.17.7 Authorizing Amended Asset Class Definition Record

An amended Asset Class Definition record must be authorized for the amendment to be made effective in the system.

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

2.18 Asset Maintenance Screen

This section contains the following topics:

- [Section 2.18.1, "Invoking Asset Maintenance Screen"](#)
- [Section 2.18.2, "Asset Details Tab"](#)
- [Section 2.18.3, "MF Limits and Charges Tab"](#)
- [Section 2.18.4, "Add Info Tab"](#)

2.18.1 Invoking Asset Maintenance Screen

You can define assets in pension module using 'Asset Maintenance' screen. You can invoke this screen by typing 'PADASMNT' in the field at the top right corner of the Application tool bar and clicking on the adjoining arrow button.

Asset Maintenance Detail

New Enter Query

Asset ID * Asset Name *

Asset Class * Asset Class Description

Asset Details MF limits and charges Add Info

Asset Base Currency * Currency Description

Metric * Metric Description

Number Of Decimals Remarks

External System

Input by	DateTime	Mod No	Record Status
Authorized by	DateTime		Authorization Status

Exit

You can specify the following details:

Asset ID

Alphanumeric; 6 Characters; Mandatory

Specify the asset ID.

Asset Name

Alphanumeric; 90 Characters; Optional

Specify the name of the asset.

Asset Class

Alphanumeric; 10 Characters; Mandatory

Specify the asset class code. Alternatively, you can select asset class code maintained in the system. The system displays all valid asset class code maintained in the system.

Asset Class Description

Display

The system displays the description for the selected asset class.

2.18.2 Asset Details Tab

Click 'Asset Details' tab in 'Asset Maintenance Detail' screen to specify the asset details.

Asset Maintenance Detail

New Enter Query

Asset ID * Asset Name *

Asset Class * Asset Class Description

Asset Details MF limits and charges Add Info

Asset Base Currency * Currency Description

Metric * Metric Description

Number Of Decimals Remarks

External System

Input by	DateTime	Mod No	Record Status	Exit
Authorized by	DateTime		Authorization Status	

You can specify the following details:

Asset Base Currency

Alphanumeric; 3 Characters; Mandatory

Specify the asset base currency. Alternatively, you can select asset base currency code maintained in the system. The system displays all valid asset base currency code maintained in the system.

Currency Description

Display

The system displays the description for the asset base currency code selected.

Metric

Alphanumeric; 100 Characters; Mandatory

Specify the metric code. Alternatively, you can select metric code maintained in the system. The system displays all valid metric code maintained in the system.

Metric Description

Display

The system displays the description for the selected metric code.

Number Of Decimals

Numeric; 12 Characters; Optional

Specify the number of decimals allowed.

External System

Alphanumeric; 255 Characters; Optional

Specify the external system details.

Remarks

Alphanumeric; 255 Characters; Optional

Specify remarks, if any.

2.18.3 MF Limits and Charges Tab

Click 'MF Limits and Charges' tab in 'Asset Maintenance Detail' screen to specify the MF limits and charges details.

The screenshot shows the 'Asset Maintenance Detail' window with the 'MF limits and charges' tab selected. The window has a title bar with a close button. Below the title bar is a 'Save' button. The main area is divided into two sections. The top section contains fields for 'Asset ID *', 'Asset Class *', 'Asset Name', and 'Asset Class Description'. The bottom section contains fields for 'Transaction Type', 'Transaction Type Description', 'Start Date *', 'End Date *', 'Min. Initial Transaction Units', 'Max. Initial Transaction Units', 'Minimum Units', 'Maximum Units', 'Step Units', 'Min. Initial Transaction Amount', 'Max. Initial Transaction Amount', 'Minimum Amount', 'Maximum Amount', and 'Step Amount'. There is also a 'Transaction Enabled? *' checkbox with 'Yes' selected. At the bottom of the window, there are fields for 'Input by', 'Authorized by', 'DateTime', 'Mod No', 'Record Status', and 'Authorization Status', along with a 'Cancel' button.

You can specify the following details:

Transaction Type

Alphanumeric; 2 Characters; Optional

Specify the type of transaction. Alternatively, you can select transaction type from the option list. The list displays all valid transaction type maintained in the system.

Transaction Type Description

Display

The system displays the description for the selected transaction type.

Start Date

Date Format; Mandatory

Select the start date from the adjoining calendar.

End Date

Date Format; Mandatory

Select the end date from the adjoining calendar.

Min. Initial Transaction Units

Numeric; 27 Characters; Optional

Specify minimum initial transaction units.

Max. Initial Transaction Units

Numeric; 27 Characters; Optional

Specify maximum initial transaction units.

Minimum Units

Numeric; 27 Characters; Optional

Specify minimum units.

Maximum Units

Numeric; 27 Characters; Optional

Specify maximum units.

Step Units

Numeric; 27 Characters; Optional

Specify step units.

Transaction Enabled?

Mandatory

Select if transaction is enabled or not from the drop-down list. The list displays the following values:

- Yes
- No

Min. Initial Transaction Amount

Numeric; 30 Characters; Optional

Specify minimum initial transaction amount.

Max. Initial Transaction Amount

Numeric; 30 Characters; Optional

Specify maximum initial transaction amount.

Minimum Amount

Numeric; 30 Characters; Optional

Specify minimum amount.

Maximum Amount

Numeric; 30 Characters; Optional

Specify maximum amount.

Step Amount

Numeric; 30 Characters; Optional

Specify step amount.

Note

Held-away assets Upload will be allowed only when asset maintenance is available for the asset.

Load ID

Display

The system displays the load ID.

Load Description

Display

The system displays the description of the selected load ID.

Transaction Type

Display

The system displays the type of transaction.

Click 'Load Details' button to invoke 'Load Maintenance Detail' screen. You can view the following load information details.

- Load ID
- Value
- Slab Sequence Number
- From Amount
- To Amount
- From Units
- To Units
- From Date
- To Date
- From Period
- To Period
- From Counter
- To Counter

2.18.4 Add Info Tab

Click 'Add Info' tab in 'Asset Maintenance Details' screen to specify additional information.

The screenshot shows the 'Asset Maintenance Detail' window with the 'Add Info' tab selected. The window has a title bar 'Asset Maintenance Detail' and a 'Save' button. Below the title bar, there are input fields for 'Asset ID *', 'Asset Name *', 'Asset Class *', and 'Asset Class Description'. The 'Add Info' tab is highlighted in red. Below the tabs, there is a table with two columns: 'Other Info Field' and 'Field Value'. The table has one row with a checkmark in the first column and a blue 'p' icon in the second column. At the bottom of the window, there is a footer area with labels for 'Input by', 'Authorized by', 'DateTime', 'Mod No', 'Record Status', and 'Authorization Status', along with a 'Cancel' button.

Other Info Field

Alphanumeric; 100 Characters; Optional

Specify other informations

Field Value

Alphanumeric; 60 Characters; Optional

Specify the field value. Alternatively, you can select field value from the option list. The list displays all valid field values maintained in the system.

2.19 Asset Maintenance Summary

This section contains the following topics:

- [Section 2.19.1, "Retrieving Record in Asset Maintenance Summary Screen"](#)
- [Section 2.19.2, "Editing Asset Maintenance Record"](#)
- [Section 2.19.3, "Viewing Asset Maintenance Record"](#)
- [Section 2.19.4, "Deleting Asset Maintenance Record"](#)
- [Section 2.19.5, "Authorizing Asset Maintenance Record"](#)
- [Section 2.19.6, "Amending Asset Maintenance Record"](#)
- [Section 2.19.7, "Authorizing Amended Asset Maintenance Record"](#)

2.19.1 Retrieving Record in Asset Maintenance Summary Screen

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

Invoke the 'Asset Maintenance Summary' screen by typing 'PASASMNT' in the field at the top right corner of the Application tool bar and clicking on the adjoining arrow button. You can perform the following operations in 'Asset Maintenance Summary' screen:

Asset Maintenance Summary

Search Advanced Search Reset Clear All

Search Is Case Sensitive

Authorization Status Record Status

Asset ID Asset Class

Asset Name

Records per page 15 1 of 1 Go Lock Columns 0

Authorization Status	Record Status	Asset ID	Asset Class	Asset Name
----------------------	---------------	----------	-------------	------------

Exit

Specify any or all of the following details in the corresponding fields:

- The status of the record in the Authorization Status field. If you choose the 'Blank Space' option, then all the records are retrieved.
- The status of the record in the Record Status field. If you choose the 'Blank Space' option, then all records are retrieved
- Asset ID
- Asset Class

- Asset Name

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

2.19.2 Editing Asset Maintenance Record

You can modify the details of a record in Asset Maintenance Detail screen that you have already entered into the system, provided it has not been subsequently authorized. You can perform this operation as follows:

- Invoke the Asset Maintenance Summary screen from the Browser.
- Select the status of the record that you want to retrieve for modification in the Authorization field. You can only modify records that are unauthorized. Accordingly, choose the unauthorized option.
- Specify any or all of the details in the corresponding fields to retrieve the record that is to be modified.
- Click 'Search' button. All unauthorized records with the specified details are retrieved and displayed in the lower portion of the screen.
- Double click the record that you want to modify in the list of displayed records. The Asset Maintenance Detail screen is displayed.
- Select Unlock Operation from the Action list to modify the record. Modify the necessary information.

2.19.3 Viewing Asset Maintenance Record

To view a record that you have previously input, you must retrieve the same in the Asset Maintenance Summary screen as follows:

- Invoke the Asset Maintenance Summary screen from the Browser.
- Select the status of the record that you want to retrieve for modification in the Authorization field.
- Specify any or all of the details in the corresponding fields to retrieve the record that is to be modified.
- 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 modify in the list of displayed records. The Asset Maintenance Detail screen is displayed.

2.19.4 Deleting Asset Maintenance Record

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

- Invoke the Asset Maintenance Summary screen from the Browser.
- Select the status of the record that you want to retrieve for modification in the Authorization field.
- Specify any or all of the details in the corresponding fields to retrieve the record that is to be modified.
- 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 modify in the list of displayed records. The Asset Maintenance Detail screen is displayed.

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

2.19.5 Authorizing Asset Maintenance Record

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

- Invoke the Asset Maintenance Summary screen from the Browser.
- Select the status of the record that you want to retrieve for modification in the Authorization field. You can only authorize unauthorized records. Accordingly, choose the unauthorized option.
- Specify any or all of the details in the corresponding fields to retrieve the record that is to be modified.
- Click 'Search' button. All unauthorized records with the specified details are retrieved and displayed in the lower portion of the screen.
- Double click the record that you want to modify in the list of displayed records. The Asset Maintenance Detail screen is displayed.
- Select Authorize operation from the Action List.

When a checker authorizes a record, details of validation, if any, that were overridden by the maker of the record during the Save operation are displayed. If any of these overrides results in an error, the checker must reject the record.

2.19.6 Amending Asset Maintenance Record

After a Asset Maintenance record is authorized, it can be modified using the Unlock operation from the Action List. To make changes to a record after authorization:

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

2.19.7 Authorizing Amended Asset Maintenance Record

An amended Asset Maintenance Summary must be authorized for the amendment to be made effective in the system. The authorization of amended records can be done only from Fund Manager Module and Agency Branch module.

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

2.20 Instrument Definition

This section contains the following topics:

- [Section 2.20.1, "Invoking Instrument Definition Screen"](#)
- [Section 2.20.2, "Basic Info Tab"](#)

- [Section 2.20.3, "Related Parties Tab"](#)
- [Section 2.20.4, "Bank Details Tab"](#)
- [Section 2.20.5, "Asset Allocation Tab"](#)
- [Section 2.20.6, "Limits Tab"](#)

2.20.1 Invoking Instrument Definition Screen

You can define different instruments for investment along with limits using 'Instrument Definition' screen.

Assets need not be mapped for the instrument for which both asset class and Instrument type are not MF. The system will not validate the Asset ID passed in the upload template for Held away asset. You can use the instrument without asset for held away asset upload.

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

Instrument Definition

Save

Instrument ID *

Rule Effective Date *

Instrument Name *

Basic Info | Related Parties | Bank Details | Asset Allocation | Limits

Asset Class *

Instrument Type *

Instrument Base Currency *

Instrument Base Country *

Fiscal Start Date *

Asset Class Description

Instrument Type Description

Base Currency Description

Base Country Description

Fiscal End Date *

Input by DateTime Mod No Open

Authorized by DateTime Authorization Status

Cancel

You can specify the following details:

Instrument ID

Alphanumeric; 16 Characters; Mandatory

Specify unique ID for an investment instrument.

Instrument Name

Alphanumeric; 60 Characters; Mandatory

Specify the instrument name.

Rule Effective Date

Date Format; Mandatory

Select the rule effective date from the adjoining calendar.

Note

The rule effective date cannot be back dated.

2.20.2 Basic Info Tab

Click 'Basic Info' tab in 'Instrument Definition' screen to specify the basic information.

The screenshot shows the 'Instrument Definition' window with the 'Basic Info' tab selected. The window has a title bar with 'Instrument Definition' and standard window controls. Below the title bar is a 'Save' button. The main area contains several input fields and tabs. The tabs are 'Basic Info' (selected), 'Related Parties', 'Bank Details', 'Asset Allocation', and 'Limits'. The input fields are: 'Instrument ID *' (text), 'Rule Effective Date *' (calendar icon), 'Instrument Name *' (text), 'Asset Class *' (text with a magnifying glass icon), 'Instrument Type *' (text with a magnifying glass icon), 'Instrument Base Currency *' (text with a magnifying glass icon), 'Instrument Base Country *' (text with a magnifying glass icon), 'Fiscal Start Date *' (calendar icon), and 'Fiscal End Date *' (calendar icon). There are also text areas for 'Asset Class Description', 'Instrument Type Description', 'Base Currency Description', and 'Base Country Description'. At the bottom, there is a table with columns: 'Input by', 'Authorized by', 'DateTime', 'DateTime', 'Mod No', 'Open', 'Authorization Status', and a 'Cancel' button.

You can specify the following details:

Asset Class

Alphanumeric; 10 Characters; Mandatory

Specify the asset class code. Alternatively, you can select asset class code from the option list. The list displays all valid asset class code maintained in the system.

Asset Class Description

Display

The system displays the description for the selected asset class code.

Instrument Type

Alphanumeric; 3 Characters; Mandatory

Specify the type of instrument. Alternatively, you can select instrument type from the option list. The list displays all valid instrument type maintained in the system.

Note

Asset class and Instrument type should be set to MF if it is integrated with a TA

Instrument Type Description

Display

The system displays the description for the selected instrument type.

Instrument Base Currency

Alphanumeric; 3 Characters; Mandatory

Specify the instrument base currency. Alternatively, you can select instrument base currency from the option list. The list displays all valid instrument base currency maintained in the system.

Base Currency Description

Display

The system displays the description for the selected instrument base currency.

Instrument Base Country

Alphanumeric; 3 Characters; Mandatory

Specify the instrument base country. Alternatively, you can select instrument base country from the option list. The list displays all valid instrument base country maintained in the system.

Base Country Description

Display

The system displays the description for the selected instrument base country.

Fiscal Start Date

Date Format; Mandatory

Select the financial year start date from the adjoining calendar.

Fiscal End Date

Date Format; Mandatory

Select the financial year end date from the adjoining calendar.

2.20.3 Related Parties Tab

You can maintain related parties like trustee, custodian etc as parties in the system through party maintenance and also assign appropriate roles through party role maintenance system.

You can capture instrument administrator as related party and there can be only one instrument administrator mapped to the instrument. If more than one instrument administrator is attached to an instrument, then the system displays an error message.

Click 'Related Parties' tab in 'Instrument Definition' screen to specify related parties details.

The screenshot shows the 'Instrument Definition' window. At the top, there's a 'Save' button. Below it are input fields for 'Instrument ID *', 'Instrument Name *', and 'Rule Effective Date *'. A tabbed interface follows with 'Basic Info', 'Related Parties' (highlighted in red), 'Bank Details', 'Asset Allocation', and 'Limits'. The 'Related Parties' tab contains a table with the following structure:

Role ID	Role Description	Party ID	Party Description

At the bottom of the window, there are input fields for 'Input by', 'Authorized by', 'DateTime', 'Mod No', 'Open Authorization Status', and a 'Cancel' button.

You can specify the following details:

Role ID

Alphanumeric; 2 Characters; Optional

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

Role Description

Display

The system displays the description for the selected role ID.

Party ID

Alphanumeric; 16 Characters; Optional

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

Party Description

Display

The system displays the description for the selected party ID.

2.20.4 Bank Details Tab

You can capture bank details of instrument administrators bank accounts with account currency matching instrument currency as Instrument Bank account.

Click 'Bank Details' tab in 'Instrument Definition' screen to specify bank details of instrument administrators.

The screenshot shows the 'Instrument Definition' window with the 'Bank Details' tab selected. The 'Bank Reference Number' and 'Default' table has one row with 'Yes' selected in the 'Default' column. The bottom section contains fields for 'Input by', 'Authorized by', 'DateTime', 'Mod No', 'Open', 'Authorization Status', and a 'Cancel' button.

You can specify the following details:

Bank Reference Number

Alphanumeric; 16 Characters; Mandatory

Specify the unique reference number of bank account. Alternatively, you can select bank reference number from the option list. The list displays all valid bank reference number of the instrument administrator in instrument currency.

Default

Mandatory

Select 'Yes' option from the drop-down list to default bank account details. Else select 'No'.

2.20.5 Asset Allocation Tab

You can maintain underlying assets with investment ratio for the instrument. The system lists the fees/ charges applicable for each assets. You cannot remove an asset from the instrument if it is part of investment portfolio. You need to remove the same from portfolio mapping and then remove from instrument.

If an asset is added with over-ridable as 'No', the system will add an asset to the portfolio where the instrument is associated. This is done on authorisation of the instrument. If an asset is added to an instrument with over-ridable investment ratio as 'Yes', system will not propagate the same to portfolio mapping, the same needs to be operationally handled.

An Instrument will have same fiscal start year and end year. The system will tag assets from TA with the asset class 'MF'.

Click 'Asset Allocation' tab in 'Instrument Definition' screen to specify asset allocation details.

Instrument Definition

Save

Instrument ID * Instrument Name *

Rule Effective Date *

Basic Info | Related Parties | Bank Details | **Asset Allocation** | Limits

Asset ID *	Asset Name	Ratio	Default *	Override *
<input type="checkbox"/> <input type="text"/>			Yes <input type="button" value="v"/>	Yes <input type="button" value="v"/>

Asset Details

Input by _____ DateTime _____ Mod No _____ Record Status _____

Authorized by _____ DateTime _____ Authorized _____

Cancel

You can specify the following details:

Asset ID

Alphanumeric; 16 Characters; Mandatory

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

Asset Name

Display

The system displays the name of the selected asset ID.

Ratio

Numeric; 3 Characters; Optional

Specify the investment ratio for the asset.

Default

Mandatory

Select 'Yes' option from drop-down list to default asset allocation details. Else select 'No'.

Override

Mandatory

Select 'Yes' option from drop-down list to override the asset ratio. Else select 'No'.

Note

Asset ratio override is applicable for default investment ratio only.

2.20.5.1 Asset Details Button

After specifying all the mandatory details, click 'Asset Details' button to view the asset details. The following window is displayed:

The screenshot displays the 'Asset Details' window, which is divided into several sections. At the top, there is a header bar with the title 'Asset Details' and a close button. Below the header, there is a navigation bar with '1 of 4' and a right arrow. The main content area is divided into two columns of input fields. The left column contains: Asset ID, Start Date, Minimum Amount (.01), Minimum Units (.001), Min. Initial Transaction Amount (.01), Min. Initial Transaction Units (.001), Step Amount (.01), and Transaction Enabled? (1). The right column contains: Transaction Type, End Date, Maximum Amount (99999999), Maximum Units (99999999), Max. Initial Transaction Amount (99999999), Max. Initial Transaction Units (99999999), and Step Units (.001). Below these fields, there is a section titled 'Asset Load details' with a navigation bar showing '1 of 1' and a 'Go' button. This section contains a table with columns: Load ID, Load Description, and Transaction Type. The table has one row with a checkmark in the Load ID column. Below this, there is a section titled 'Load Details' with a navigation bar showing '1 of 1' and a 'Go' button. This section contains a table with columns: Load ID, Slab Sequence No, From Amount, To Amount, and From Units. The table has one row with a checkmark in the Load ID column. At the bottom right of the window, there is a 'Cancel' button.

Asset ID	Transaction Type
Start Date	End Date
Minimum Amount .01	Maximum Amount 99999999
Minimum Units .001	Maximum Units 99999999
Min. Initial Transaction Amount .01	Max. Initial Transaction Amount 99999999
Min. Initial Transaction Units .001	Max. Initial Transaction Units 99999999
Step Amount .01	Step Units .001
Transaction Enabled? 1	

Load ID	Load Description	Transaction Type
<input checked="" type="checkbox"/>		

Load ID	Slab Sequence No	From Amount	To Amount	From Units
<input checked="" type="checkbox"/>				

The system displays the following details:

- Asset ID
- Start Date
- Minimum Amount
- Minimum Units
- Minimum Initial Transaction Amount
- Minimum Initial Transaction Units
- Step Amount
- Transaction Enabled?

- Transaction Type
- End Date
- Maximum Amount
- Maximum Units
- Maximum Initial Transaction Amount
- Maximum Initial Transaction Units
- Step Units

Asset Load Details

- Load ID
- Load Description
- Transaction Type

Load Details

- Load ID
- Slab Sequence No
- From Amount
- To Amount
- From Units
- To Units
- From Date
- To Date
- From Period
- To Period
- From Counter
- To Counter
- Load Value

2.20.6 Limits Tab

Click 'Limits' tab in 'Instrument Definition' screen to specify limits details.

The screenshot displays the 'Instrument Definition' window with the 'Limits' tab selected. The window title is 'Instrument Definition' and it has a 'Save' button. The 'Limits' tab is highlighted in red. The form contains the following fields:

- Instrument ID * (text input)
- Instrument Name * (text input)
- Rule Effective Date * (date input with calendar icon)
- Basic Info | Related Parties | Bank Details | Asset Allocation | **Limits**
- Minimum Initial Investment (text input)
- Maximum Initial Investment (text input)
- Minimum Subsequent Contribution Amount (text input)
- Maximum Subsequent Contribution Amount (text input)
- Minimum age (text input)
- Minimum Contribution Amount Per Fiscal (text input)
- Maximum age (text input)
- Maximum Contribution Amount Per Fiscal (text input)

At the bottom of the screen, there is a table with the following columns:

Input by	DateTime	Mod No	Record Status
Authorized by	DateTime		Authorization Status

A 'Cancel' button is located to the right of the table.

You can specify the following details:

Minimum Initial Investment

Numeric; 18 Characters; Optional

Specify the minimum initial investment amount.

Maximum Initial Investment

Numeric; 18 Characters; Optional

Specify the maximum initial investment amount.

Minimum Subsequent Contribution Amount

Numeric; 18 Characters; Optional

Specify the minimum amount for subsequent contribution.

Maximum Subsequent Contribution Amount

Numeric; 18 Characters; Optional

Specify the maximum amount for subsequent contribution.

Minimum age

Numeric; 3 Characters; Optional

Specify the minimum age for investment.

Maximum age

Numeric; 3 Characters; Optional

Specify the maximum age for investment.

Minimum Contribution Amount Per Fiscal

Numeric; 18 Characters; Optional

Specify the minimum contribution amount allowed per fiscal.

Maximum Contribution Amount Per Fiscal

Numeric; 18 Characters; Optional

Specify the maximum contribution amount allowed per fiscal.

2.21 Instrument Definition Summary

This section contains the following topics:

- [Section 2.21.1, "Retrieving a Record in Instrument Definition Summary Screen"](#)
- [Section 2.21.2, "Editing Instrument Definition Record"](#)
- [Section 2.21.3, "Viewing Instrument Definition Record"](#)
- [Section 2.21.4, "Deleting Instrument Definition Record"](#)
- [Section 2.21.5, "Authorizing Instrument Definition Record"](#)
- [Section 2.21.6, "Amending Instrument Definition Record"](#)
- [Section 2.21.7, "Authorizing Amended Instrument Definition Record"](#)

2.21.1 Retrieving a Record in Instrument Definition Summary Screen

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

Invoke the 'Instrument Definition Summary' screen by typing 'PASINSDF' in the field at the top right corner of the Application tool bar and clicking on the adjoining arrow button and specify any or all of the following details in the corresponding details.

- The status of the record in the Authorization Status field. If you choose the 'Blank Space' option, then all the records are retrieved.
- The status of the record in the Open field. If you choose the 'Blank Space' option, then all records are retrieved
- Instrument ID
- Rule Effective Date
- Instrument Type
- Instrument Base Currency
- Instrument Name
- Latest Rule
- Asset Class

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

Note

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

- Press F7

- Input the Instrument ID
 - Press F8
-

You can perform Edit, Delete, Amend, Authorize, operations by selecting the operation from the Action list. You can also search a record by using a combination of % and alphanumeric value

2.21.2 Editing Instrument Definition Record

You can modify the details of Instrument Definition record that you have already entered into the system, provided it has not subsequently authorized. You can perform this operation as follows:

- Invoke the Instrument Definition Summary screen from the Browser.
- Select the status of the record 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.
- Specify any or all of the details in the corresponding fields to retrieve the record that is to be modified.
- Click 'Search' button. All unauthorized records with the specified details are retrieved and displayed in the lower portion of the screen.
- Double click the record that you want to modify in the list of displayed records. The Instrument Definition Detail screen is displayed.
- Select Unlock Operation from the Action list to modify the record. Modify the necessary information.

Click Save to save your changes. The Instrument Definition Detail screen is closed and the changes made are reflected in the Instrument Definition Summary screen.

2.21.3 Viewing Instrument Definition Record

To view a record that you have previously input, you must retrieve the same in the Instrument Definition Summary screen as follows:

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

2.21.4 Deleting Instrument Definition Record

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

- Invoke the Instrument Definition Summary screen from the Browser.
- Select the status of the record that you want to retrieve for deletion.
- Specify any or all of the details in the corresponding fields on the screen.
- Click 'Search' button. All records with the specified fields are retrieved and displayed in the lower portion of the screen.

- Double click the record that you want to delete in the list of displayed records. The Instrument Definition Detail screen is displayed.
- Select Delete Operation from the Action list. The system prompts you to confirm the deletion and the record is physically deleted from the system database.

2.21.5 Authorizing Instrument Definition Record

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

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

When a checker authorizes a record, details of validation, if any, that were overridden by the maker of the record during the Save operation are displayed. If any of these overrides results in an error, the checker must reject the record.

2.21.6 Amending Instrument Definition Record

After a Instrument Definition record is authorized, it can be modified using the Unlock operation from the Action List. To make changes to a record after authorization:

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

2.21.7 Authorizing Amended Instrument Definition Record

An amended Instrument Definition record must be authorized for the amendment to be made effective in the system.

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

2.22 Rule Definition

This section contains the following topics:

- [Section 2.22.1, "Invoking Rule Definition Screen"](#)

2.22.1 Invoking Rule Definition Screen

You can define rules for different account status using 'Rule Definition' screen. You can invoke this screen by typing 'PADRULDF' in the field at the top right corner of the Application tool bar and clicking on the adjoining arrow button.

Rule Definition Detail

Save

Account Status *

RuleID

Account Status

Rule Description *

1 of 1 Go

Order Type *	Order Type Description	Allowed *	Percentage
		Yes	

Input by
Authorized by

DateTime
DateTime

Mod No

Record Status
Authorization Status

Cancel

You can specify the following details:

Account Status

Alphanumeric; 16 Characters; Mandatory

Specify the status of the account holder. Alternatively, you can select account status from option list. The list displays all valid account status maintained in the system.

Account Status

Display

The system displays the description of the selected account status.

Rule ID

Display

The system displays the rule ID.

Rule Description

Alphanumeric; 60 Characters; Mandatory

Specify the rule description.

Order Type

Alphanumeric; 3 Characters; Mandatory

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

Order Type Description

Display

The system displays the description of the selected order type.

Allowed*Mandatory*

Select if the rule is allowed or not from the drop-down list. The list displays the following values:

- Yes
- No

Percentage*Numeric; 3 Characters; Optional*

Specify the percentage value.

The sum total should be 100.

2.23 Rule Definition Summary

This section contains the following topics:

- [Section 2.23.1, "Retrieving a Record in Rule Definition Summary Screen"](#)
- [Section 2.23.2, "Editing Rule Definition Record"](#)
- [Section 2.23.3, "Viewing Rule Definition Record"](#)
- [Section 2.23.4, "Deleting Rule Definition Record"](#)
- [Section 2.23.5, "Authorizing Rule Definition Record"](#)
- [Section 2.23.6, "Amending Rule Definition Record"](#)
- [Section 2.23.7, "Authorizing Amended Rule Definition Record"](#)

2.23.1 Retrieving a Record in Rule Definition Summary Screen

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

Invoke the 'Rule Definition Summary' screen by typing 'PASRULDF' in the field at the top right corner of the Application tool bar and clicking on the adjoining arrow button and specify any or all of the following details in the corresponding details.

- The status of the record in the Authorization Status field. If you choose the 'Blank Space' option, then all the records are retrieved.
- The status of the record in the Record Status field. If you choose the 'Blank Space' option, then all records are retrieved
- Account Status
- Rule ID
- Rule Description

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

Note

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

- Press F7
 - Input the Rule ID
 - Press F8
-

You can perform Edit, Delete, Amend, Authorize, operations by selecting the operation from the Action list. You can also search a record by using a combination of % and alphanumeric value

2.23.2 Editing Rule Definition Record

You can modify the details of Rule Definition record that you have already entered into the system, provided it has not subsequently authorized. You can perform this operation as follows:

- Invoke the Rule Definition Summary screen from the Browser.
- Select the status of the record 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.
- Specify any or all of the details in the corresponding fields to retrieve the record that is to be modified.
- Click 'Search' button. All unauthorized records with the specified details are retrieved and displayed in the lower portion of the screen.
- Double click the record that you want to modify in the list of displayed records. The Rule Definition Detail screen is displayed.
- Select Unlock Operation from the Action list to modify the record. Modify the necessary information.

Click Save to save your changes. The Rule Definition Detail screen is closed and the changes made are reflected in the Rule Definition Summary screen.

2.23.3 Viewing Rule Definition Record

To view a record that you have previously input, you must retrieve the same in the Rule Definition Summary screen as follows:

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

2.23.4 Deleting Rule Definition Record

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

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

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

2.23.5 Authorizing Rule Definition Record

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

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

When a checker authorizes a record, details of validation, if any, that were overridden by the maker of the record during the Save operation are displayed. If any of these overrides results in an error, the checker must reject the record.

2.23.6 Amending Rule Definition Record

After a Rule Definition record is authorized, it can be modified using the Unlock operation from the Action List. To make changes to a record after authorization:

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

2.23.7 Authorizing Amended Rule Definition Record

An amended Rule Definition record must be authorized for the amendment to be made effective in the system.

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

2.24 Portfolio Type Maintenance

This section contains the following topics:

- [Section 2.24.1, "Invoking Portfolio Type Maintenance Screen"](#)
- [Section 2.24.2, "Basic Details Tab"](#)
- [Section 2.24.3, "Restriction Tab"](#)
- [Section 2.24.4, "Age Based Limits Tab"](#)

2.24.1 Invoking Portfolio Type Maintenance Screen

You can create portfolio types required using 'Portfolio Type Maintenance' screen. You can define basic rules for each portfolio type. You can invoke this screen by typing 'PADPFTYP' in the field at the top right corner of the Application tool bar and clicking on the adjoining arrow button.

Portfolio Type Maintenance

Save

Portfolio Type *

Portfolio Type Description *

Basic Details Restrictions Age based Limits

Limit Currency

Limit Currency Description

Minimum Contribution per Fiscal Year

Max Contribution per Fiscal Year

Lock in Period in Days

Lock in Applicable

Input by

Authorized by

DateTime

Mod No

Record Status

Authorization Status

Cancel

You can specify the following details:

Portfolio Type

Alphanumeric; 16 Characters; Mandatory

Specify the type of portfolio.

Portfolio Type Description

Alphanumeric; 60 Characters; Mandatory

Specify the description for the selected portfolio type.

2.24.2 Basic Details Tab

Click 'Basic Details' tab in 'Portfolio Type Maintenance' screen to specify the basic details.

The screenshot shows the 'Portfolio Type Maintenance' window with the 'Basic Details' tab selected. The window has a title bar with 'Portfolio Type Maintenance' and standard window controls. Below the title bar is a 'Save' button. The main area contains several input fields: 'Portfolio Type *' and 'Portfolio Type Description *' at the top; 'Limit Currency' and 'Limit Currency Description' in the middle; 'Minimum Contribution per Fiscal Year' and 'Max Contribution per Fiscal Year' below that; and 'Lock in Applicable' with a dropdown menu (currently showing 'No') and 'Lock in Period in Days' at the bottom. There are three tabs: 'Basic Details' (active), 'Restrictions', and 'Age based Limits'. At the bottom of the window is a footer section with labels for 'Input by', 'Authorized by', 'DateTime', 'Mod No', 'Record Status', and 'Authorization Status', along with a 'Cancel' button.

You can specify the following details:

Limit Currency

Alphanumeric; 3 Characters; Optional

Specify the limit currency code. Alternatively, you can select limit currency code from the option list. The list displays all valid limit currency code maintained in the system.

Limit Currency Description

Display

The system displays the description for the selected limit currency.

Minimum Contribution per Fiscal Year

Numeric; 18 Characters; Optional

Specify the minimum contribution made per fiscal year.

Max Contribution per Fiscal Year

Numeric; 18 Characters; Optional

Specify the maximum contribution made per fiscal year.

Lock in Applicable

Optional

Select if lock in is applicable or not from the drop-down list. The list displays the following values:

- Yes
- No

Note

The system will refer the calendar days for a particular limit period.

Lock in Period in Days

Numeric; 22 Characters; Optional

Specify the lock in period in number of days format.

You need to specify this value if 'Lock in Applicable' field is set to 'Yes'.

2.24.3 Restriction Tab

Click 'Restrictions' tab in 'Portfolio Type Maintenance' screen to specify the switch and redemption details.

The screenshot shows the 'Portfolio Type Maintenance' window with the 'Restrictions' tab selected. The window has a title bar with a minus and close button. Below the title bar is a 'Save' button. The main area is divided into two columns. The left column has a tab bar with 'Basic Details', 'Restrictions' (selected), and 'Age based Limits'. Below the tabs are fields for 'Switching Allowed' (a dropdown menu with 'Yes' selected), 'No of Switches Allowed' (a text input), 'Switch Limit Period' (a text input with a magnifying glass icon), and 'Switch Limit Period Description' (a text area). The right column has fields for 'Portfolio Type Description' (a text input with a magnifying glass icon), 'Redemption Allowed' (a dropdown menu with 'Yes' selected), 'No of Redemptions Allowed' (a text input), 'Redemption Limit Period' (a text input with a magnifying glass icon), and 'Redemption Limit Period Description' (a text area). At the bottom of the window is a footer with a table containing the following columns: 'Input by', 'DateTime', 'Mod No', 'Record Status', 'Authorized by', 'DateTime', 'Authorization Status', and a 'Cancel' button.

You can specify the following details:

Switching Allowed

Optional

Select if switching is allowed or not from the drop-down list. The list displays the following values:

- Yes
- No

No of Switches allowed

Numeric; Optional

Specify the number of switches allowed in portfolio type maintenance.

Switch Limit Period

Alphanumeric; 1 Character; Optional

Specify the switch limit period. Alternatively, you can select switch limit period from the option list. The list displays all valid switch limit period maintained in the system.

You need to specify 'Number of Switches Allowed' and 'Switch Limit Period' should be specified if you have selected 'Switching Allowed' as Yes.

Switch Limit Period Description

Display

The system displays the description of the selected switch limit period.

Redemption Allowed

Optional

Select if redemption is allowed or not from the drop-down list. The list displays the following values:

- Yes
- No

No of Redemptions Allowed

Numeric; 22 Characters; Optional

Specify the number of redemption allowed in portfolio type maintenance.

Redemption Limit Period

Alphanumeric; 1 Character; Optional

Specify the redemption limit period. Alternatively, you can select redemption limit period from the option list. The list displays all valid redemption limit period maintained in the system.

You need to specify 'Number of Redemptions Allowed' and 'Redemption Limit Period' should be specified if you have selected 'Redemption Allowed' as Yes.

Redemption Limit Period Description

Display

The system displays the description of the selected redemption limit period.

2.24.4 Age Based Limits Tab

Click 'Age Based Limits' tab in 'Portfolio Type Maintenance' screen to specify age based limits details.

Portfolio Type Maintenance

Save

Portfolio Type * Portfolio Type Description *

Basic Details Restrictions **Age based Limits**

Minimum Age For Entry Maximum Age For Entry
Minimum Age For Exit Maximum Age For exit
Default Preservation Age

1 of 1 Go

From DOB *	To DOB	Preservation Age *
<input checked="" type="checkbox"/>	<input type="text"/>	<input type="text"/>

Input by
Authorized by

DateTime
DateTime

Mod No

Record Status
Authorization Status

Cancel

You can specify the following details:

Minimum Age for Entry

Numeric; 3 Characters; Optional

Specify the minimum age to start investment.

Maximum Age for Entry

Numeric; 3 Characters; Optional

Specify the maximum age to start investment.

Minimum Age for Exit

Numeric; 3 Characters; Optional

Specify the minimum age to exit from investment.

Maximum Age for Exit

Numeric; 3 Characters; Optional

Specify the maximum age to exit from investment.

Default Preservation Age

Numeric; 3 Characters; Optional

Specify the default preservation age for pension type portfolio.

From DOB

Date Format; Mandatory

Select From date of birth from the adjoining calendar.

To DOB

Date Format; Optional

Select To date of birth from the adjoining calendar.

Preservation Age

Numeric; 3 Characters; Mandatory

Specify the preservation age for pension type portfolio.

2.25 Portfolio Type Maintenance Summary

This section contains the following topic:

- [Section 2.25.1, "Retrieving a Record in Portfolio Type Maintenance Summary Screen"](#)
- [Section 2.25.2, "Editing Portfolio Type Maintenance Record"](#)
- [Section 2.25.3, "Viewing Portfolio Type Maintenance Record"](#)
- [Section 2.25.4, "Deleting Portfolio Type Maintenance Record"](#)
- [Section 2.25.5, "Authorizing Portfolio Type Maintenance Record"](#)
- [Section 2.25.6, "Amending Portfolio Type Maintenance Record"](#)
- [Section 2.25.7, "Authorizing Amended Portfolio Type Maintenance Record"](#)

2.25.1 Retrieving a Record in Portfolio Type Maintenance Summary Screen

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

Invoke the 'Portfolio Type Maintenance Summary' screen by typing 'PASPFTYP' in the field at the top right corner of the Application tool bar and clicking on the adjoining arrow button and specify any or all of the following details in the corresponding details.

- The status of the record in the Authorization Status field. If you choose the 'Blank Space' option, then all the records are retrieved.
- The status of the record in the Open field. If you choose the 'Blank Space' option, then all records are retrieved
- Portfolio Type
- Portfolio Type Description

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

Note

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

- Press F7
- Input the Portfolio Type

You can perform Edit, Delete, Amend, Authorize, operations by selecting the operation from the Action list. You can also search a record by using a combination of % and alphanumeric value

2.25.2 Editing Portfolio Type Maintenance Record

You can modify the details of Portfolio Type Maintenance record that you have already entered into the system, provided it has not subsequently authorized. You can perform this operation as follows:

- Invoke the Portfolio Type Maintenance Summary screen from the Browser.
- Select the status of the record 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.
- Specify any or all of the details in the corresponding fields to retrieve the record that is to be modified.
- Click 'Search' button. All unauthorized records with the specified details are retrieved and displayed in the lower portion of the screen.
- Double click the record that you want to modify in the list of displayed records. The Portfolio Type Maintenance Detail screen is displayed.
- Select Unlock Operation from the Action list to modify the record. Modify the necessary information.

Click Save to save your changes. The Portfolio Type Maintenance Detail screen is closed and the changes made are reflected in the Portfolio Type Maintenance Summary screen.

2.25.3 Viewing Portfolio Type Maintenance Record

To view a record that you have previously input, you must retrieve the same in the Portfolio Type Maintenance Summary screen as follows:

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

2.25.4 Deleting Portfolio Type Maintenance Record

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

- Invoke the Portfolio Type Maintenance Summary screen from the Browser.
- Select the status of the record that you want to retrieve for deletion.
- Specify any or all of the details in the corresponding fields on the screen.
- Click 'Search' button. All records with the specified fields are retrieved and displayed in the lower portion of the screen.

- Double click the record that you want to delete in the list of displayed records. The Portfolio Type Maintenance Detail screen is displayed.
- Select Delete Operation from the Action list. The system prompts you to confirm the deletion and the record is physically deleted from the system database.

2.25.5 Authorizing Portfolio Type Maintenance Record

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

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

When a checker authorizes a record, details of validation, if any, that were overridden by the maker of the record during the Save operation are displayed. If any of these overrides results in an error, the checker must reject the record.

2.25.6 Amending Portfolio Type Maintenance Record

After a Portfolio Type Maintenance record is authorized, it can be modified using the Unlock operation from the Action List. To make changes to a record after authorization:

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

2.25.7 Authorizing Amended Portfolio Type Maintenance Record

An amended Portfolio Type Maintenance record must be authorized for the amendment to be made effective in the system.

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

2.26 Portfolio Definition

This section contains the following topics

- [Section 2.26.1, "Invoking Portfolio Definition Screen"](#)
- [Section 2.26.2, "Preferences Button"](#)

2.26.1 Invoking Portfolio Definition Screen

You can define the portfolio and map instruments under portfolio using 'Portfolio Definition' screen. The system defaults the rules and limits from 'Portfolio Type Maintenance' screen. However, you can override the same at portfolio level.

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

Portfolio Definition

Save

Portfolio Type *

Portfolio ID *

Portfolio Type Description

Portfolio Description *

1 of 1 Go

<input checked="" type="checkbox"/>	Instrument ID	Instrument Name
<input checked="" type="checkbox"/>		

Preferences

Input by	DateTime	Mod No	Open
Authorized by	DateTime		Authorization Status

Cancel

You can specify the following details:

Portfolio Type

Alphanumeric; 16 Characters; Mandatory

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

Portfolio Type Description

Display

The system displays the description for the selected portfolio type.

Portfolio ID

Alphanumeric; 16 Characters; Mandatory

Specify the portfolio ID.

Portfolio Description

Alphanumeric; 60 Characters; Mandatory

Specify the description for the selected portfolio ID.

Instrument ID

Alphanumeric; 16 Characters; Mandatory

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

Instrument Name

Display

The system displays the name of the selected instrument ID.

2.26.2 Preferences Button

Click 'Preferences' button in 'Portfolio Definition' screen. The 'Preferences' screen is displayed.

Preferences

Portfolio ID

Basic Details Restrictions Age based Limits Rules

Limit Currency

Minimum Contribution per Fiscal Year

Lock in Applicable

Limit Currency Description

Max Contribution per Fiscal Year

Lock in Period in Days

Ok Cancel

You can specify the following details:

Portfolio ID

Display

The system displays the portfolio ID mentioned in 'Portfolio Definition' screen.

2.26.2.1 Basic Details Tab

Click 'Basic Details' tab in 'Preferences' screen to specify the basic information..

Preferences

Portfolio ID

Basic Details Restrictions Age based Limits Rules

Limit Currency

Minimum Contribution per Fiscal Year

Lock in Applicable

Limit Currency Description

Max Contribution per Fiscal Year

Lock in Period in Days

Ok Cancel

You can specify the following details:

Limit Currency

Alphanumeric; 3 Characters; Optional

The system displays the limit currency code based on the details mentioned in 'Portfolio Definition' screen. However, you can amend this value. You can also select limit currency code from the option list. The list displays all valid limit currency code maintained in the system.

Limit Currency Description

Display

The system displays the description of the selected limit currency code.

Minimum Contribution per Fiscal Year

Numeric; 18 Characters; Optional

The system displays the minimum contribution done per fiscal year. However, you can amend this value.

Maximum Contribution per Fiscal Year

Numeric; 18 Characters; Optional

The system displays the maximum contribution done per fiscal year. However, you can amend this value.

Lock in Applicable

Optional

Select if lock in is applicable or not from the drop-down list. The list displays the following values:

- Yes
- No

Note

The system will refer the calendar days for a particular limit period.

Lock in Period in Days

Numeric; 22 Characters; Optional

Specify the lock in period in days.

You need to specify this value if 'Lock in Applicable' field is set to 'Yes'.

2.26.2.2 Restrictions Tab

Click 'Restrictions' tab in 'Preferences' screen to specify the switch and redemption details.

The screenshot shows the 'Preferences' window with the 'Restrictions' tab selected. The 'Portfolio ID' field is at the top. Below it are four tabs: 'Basic Details', 'Restrictions' (highlighted in red), 'Age based Limits', and 'Rules'. The 'Switching Allowed' section has a dropdown menu set to 'Yes', followed by 'No of Switches Allowed' (a text input field) and 'Switch Limit Period' (a dropdown menu with a magnifying glass icon). Below these is the 'Switch Limit Period Description' text area. The 'Redemption Allowed' section has a dropdown menu set to 'Yes', followed by 'No of Redemptions Allowed' (a text input field) and 'Redemption Limit Period' (a dropdown menu with a magnifying glass icon). Below these is the 'Redemption Limit Period Description' text area. At the bottom right are 'Ok' and 'Cancel' buttons.

You can specify the following details:

Switching Allowed

Optional

Select if switching is allowed or not from the drop-down list. The list displays the following values:

- Yes
- No

No of Switches Allowed

Numeric; Optional

The system displays the number of switches allowed in portfolio type maintenance. However, you can amend this value.

Switch Limit Period

Alphanumeric; 1 Character; Optional

The system displays the number of switches allowed in portfolio type maintenance. However, you can amend this value. You can select switch limit period from the option list. The list displays all valid switch limit period maintained in the system.

You need to specify 'Number of Switches Allowed' and 'Switch Limit Period' should be specified if you have selected 'Switching Allowed' as Yes.

Switch Limit Period Description

Display

The system displays the description of the selected switch limit period.

Redemption Allowed

Optional

Select if redemption is allowed or not from the drop-down list. The list displays the following values:

- Yes
- No

No of Redemptions Allowed

Numeric; 22 Characters; Optional

The system displays the number of redemptions allowed in portfolio type maintenance. However, you can amend this value.

Redemption Limit Period

Alphanumeric; 1 Character; Optional

The system displays the redemption limit period. However, you can amend this value. You can select redemption limit period from the option list. The list displays all valid redemption limit period maintained in the system.

You need to specify 'Number of Redemptions Allowed' and 'Redemption Limit Period' should be specified if you have selected 'Redemption Allowed' as Yes.

Redemption Limit Period Description

Display

The system displays the description of the selected redemption limit period.

2.26.2.3 Age Based Limits Tab

Click 'Age Based Limits' tab in 'Preferences' screen to specify age based limits details.

Preferences

Portfolio ID

Basic Details Restrictions **Age based Limits** Rules

Minimum Age For Entry

Minimum Age For Exit

Default Preservation Age

Maximum Age For Entry

Maximum Age For exit

1 of 1 Go

From DOB *	To DOB	Preservation Age *
<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>

Ok Cancel

You can specify the following details:

Minimum Age for Entry

Numeric; 3 Characters; Optional

The system displays the minimum age to start investment. However, you can amend this value.

Maximum Age for Entry

Numeric; 3 Characters; Optional

The system displays the maximum age to start investment. However, you can amend this value.

Minimum Age for Exit

Numeric; 3 Characters; Optional

The system displays the minimum age to exit from investment. However, you can amend this value.

Maximum Age for Exit

Numeric; 3 Characters; Optional

The system displays the maximum age to exit from investment. However, you can amend this value.

Default Preservation Age

Numeric; 3 Characters; Optional

The system displays the default preservation age for pension type portfolio. However, you can amend this value.

From DOB

Date Format; Mandatory

The system displays From date of birth. However, you can amend this value.

To DOB

Date Format; Optional

The system displays To date of birth. However, you can amend this value.

Preservation Age

Numeric; 3 Characters; Mandatory

The system the preservation age for pension type portfolio. However, you can amend this value.

2.26.2.4 Rules Tab

Click 'Rules' tab in 'Preferences' screen to specify the rules.

Preferences

Portfolio ID

Basic Details Restrictions Age based Limits Rules

1 of 1 Go

RuleID	Rule Description	Account Status	Account Status Description

Ok Cancel

You can specify the following details:

Rule ID

Alphanumeric; 16 Characters; Optional

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

Rule Description

Display

The system displays the description of the selected rule ID.

Account Status

Display

The system displays the account status based on the rule ID selected.

Account Status Description

Display

The system displays the description of the account status based on the rule ID selected.

2.27 Portfolio Definition Summary

This section contains the following topics

- [Section 2.27.1, "Retrieving a Record in Portfolio Definition Summary Screen"](#)
- [Section 2.27.2, "Editing Portfolio Definition Record"](#)
- [Section 2.27.3, "Viewing Portfolio Definition Record"](#)
- [Section 2.27.4, "Deleting Portfolio Definition Record"](#)
- [Section 2.27.5, "Authorizing Portfolio Definition Record"](#)
- [Section 2.27.6, "Amending Portfolio Definition Record"](#)
- [Section 2.27.7, "Authorizing Amended Portfolio Definition Record"](#)

2.27.1 Retrieving a Record in Portfolio Definition Summary Screen

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

Invoke the 'Portfolio Definition Summary' screen by typing 'PASPFDFN' in the field at the top right corner of the Application tool bar and clicking on the adjoining arrow button and specify any or all of the following details in the corresponding details.

- The status of the record in the Authorization Status field. If you choose the 'Blank Space' option, then all the records are retrieved.
- The status of the record in the Open field. If you choose the 'Blank Space' option, then all records are retrieved
- Portfolio Type
- Portfolio Description
- Portfolio ID

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

Note

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

- Press F7
 - Input the Portfolio Type
 - Press F8
-

You can perform Edit, Delete, Amend, Authorize, operations by selecting the operation from the Action list. You can also search a record by using a combination of % and alphanumeric value

2.27.2 Editing Portfolio Definition Record

You can modify the details of Portfolio Definition record that you have already entered into the system, provided it has not subsequently authorized. You can perform this operation as follows:

- Invoke the Portfolio Definition Summary screen from the Browser.
- Select the status of the record 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.
- Specify any or all of the details in the corresponding fields to retrieve the record that is to be modified.
- Click 'Search' button. All unauthorized records with the specified details are retrieved and displayed in the lower portion of the screen.
- Double click the record that you want to modify in the list of displayed records. The Portfolio Definition Detail screen is displayed.
- Select Unlock Operation from the Action list to modify the record. Modify the necessary information.

Click Save to save your changes. The Portfolio Definition Detail screen is closed and the changes made are reflected in the Portfolio Definition Summary screen.

2.27.3 Viewing Portfolio Definition Record

To view a record that you have previously input, you must retrieve the same in the Portfolio Definition Summary screen as follows:

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

2.27.4 Deleting Portfolio Definition Record

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

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

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

2.27.5 Authorizing Portfolio Definition Record

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

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

When a checker authorizes a record, details of validation, if any, that were overridden by the maker of the record during the Save operation are displayed. If any of these overrides results in an error, the checker must reject the record.

2.27.6 Amending Portfolio Definition Record

After a Portfolio Definition record is authorized, it can be modified using the Unlock operation from the Action List. To make changes to a record after authorization:

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

2.27.7 Authorizing Amended Portfolio Definition Record

An amended Portfolio Definition record must be authorized for the amendment to be made effective in the system.

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

2.28 Bank Details

This section contains the following topics

- [Section 2.28.1, "Invoking Bank Details Screen"](#)

2.28.1 Invoking Bank Details Screen

You can maintain master bank account details using 'Bank Details' screen. You can invoke this screen by typing 'PADBKDET' in the field at the top right corner of the Application tool bar and clicking on the adjoining arrow button.

Input by	DateTime	Mod No	Record Status
Authorized by	DateTime	Authorized	Authorized

You can specify the following details:

Bank Reference Number

Display

The system displays the bank reference number.

User Reference Number

Alphanumeric; 16 Characters; Optional

Specify the user reference number to identify the bank account.

Bank

Alphanumeric; 16 Characters; Mandatory

Specify the bank name. Alternatively, you can select bank name from the option list. The list displays all valid bank names maintained in the system.

Bank Description

Display

The system displays the description of the selected bank code.

Branch

Alphanumeric; 12 Characters; Mandatory

Specify the branch name. Alternatively, you can select branch name from the option list. The list displays all valid branch names maintained in the system.

Branch Description

Display

The system displays the description of the selected branch code.

Account Type

Alphanumeric; 1 Character; Mandatory

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

Account Type Description

Display

The system displays the description of the selected account type.

Account Currency

Alphanumeric; 3 Characters; Mandatory

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

Account Currency Description

Display

The system displays the description of the selected account currency code.

Account Number

Numeric; 20 Characters; Mandatory

Specify the account number.

Account Holder Name

Alphanumeric; 20 Characters; Mandatory

Specify the name of the account holder.

IBAN

Alphanumeric; 40 Characters; Optional

Specify the IBAN details.

Verification Status

Optional

Select the tha bank details are verified or not from the drop-down list. The list displays the following values:

- Yes
- No

Last Verified Date

Date Format; Optional

Select the last verified date for the account number from the adjoining calendar.

Note

Last verified date cannot be future dated.

2.29 Bank Details Summary

This section contains the following topics:

- [Section 2.29.1, "Retrieving a Record in Bank Details Summary Screen"](#)
- [Section 2.29.2, "Editing Bank Details Record"](#)
- [Section 2.29.3, "Viewing Bank Details Record"](#)

- [Section 2.29.4, "Deleting Bank Details Record"](#)
- [Section 2.29.5, "Authorizing Bank Details Record"](#)
- [Section 2.29.6, "Amending Bank Details Record"](#)
- [Section 2.29.7, "Authorizing Amended Bank Details Record"](#)

2.29.1 Retrieving a Record in Bank Details Summary Screen

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

Invoke the 'Bank Details Summary' screen by typing 'PASBKDET' in the field at the top right corner of the Application tool bar and clicking on the adjoining arrow button and specify any or all of the following details in the corresponding details.

- The status of the record in the Authorization Status field. If you choose the 'Blank Space' option, then all the records are retrieved.
- The status of the record in the Record Status field. If you choose the 'Blank Space' option, then all records are retrieved
- Bank Reference Number
- Branch
- Account Type
- Verification Status
- Bank

- Account Holder Name
- Account Number

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

Note

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

- Press F7
 - Input the Account Number
 - Press F8
-

You can perform Edit, Delete, Amend, Authorize, operations by selecting the operation from the Action list. You can also search a record by using a combination of % and alphanumeric value

2.29.2 Editing Bank Details Record

You can modify the details of Bank Details record that you have already entered into the system, provided it has not subsequently authorized. You can perform this operation as follows:

- Invoke the Bank Details Summary screen from the Browser.
- Select the status of the record 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.
- Specify any or all of the details in the corresponding fields to retrieve the record that is to be modified.
- Click 'Search' button. All unauthorized records with the specified details are retrieved and displayed in the lower portion of the screen.
- Double click the record that you want to modify in the list of displayed records. The Bank Details Detail screen is displayed.
- Select Unlock Operation from the Action list to modify the record. Modify the necessary information.

Click Save to save your changes. The Bank Details Detail screen is closed and the changes made are reflected in the Bank Details Summary screen.

2.29.3 Viewing Bank Details Record

To view a record that you have previously input, you must retrieve the same in the Bank Details Summary screen as follows:

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

- Double click the record that you want to view in the list of displayed records. The Bank Details Detail screen is displayed in View mode.

2.29.4 Deleting Bank Details Record

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

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

2.29.5 Authorizing Bank Details Record

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

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

When a checker authorizes a record, details of validation, if any, that were overridden by the maker of the record during the Save operation are displayed. If any of these overrides results in an error, the checker must reject the record.

2.29.6 Amending Bank Details Record

After a Bank Details record is authorized, it can be modified using the Unlock operation from the Action List. To make changes to a record after authorization:

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

2.29.7 Authorizing Amended Bank Details Record

An amended Bank Details record must be authorized for the amendment to be made effective in the system.

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

2.30 Identification Details

This section contains the following topics

- [Section 2.30.1, "Invoking Identification Details Screen"](#)

2.30.1 Invoking Identification Details Screen

You can maintain identification master data using 'Identification Details' screen. You can invoke this screen by typing 'PADIDDET' in the field at the top right corner of the Application tool bar and clicking on the adjoining arrow button.

Input by	Date Time	Mod No	Record Status
Authorized by	Date Time		Authorized

You can specify the following details:

ID Reference Number

Display

The system displays the unique identification reference number.

User Reference Number

Alphanumeric; 16 Characters; Optional

Specify the user reference number to identify the bank account.

ID Type

Alphanumeric; 20 Characters; Mandatory

Specify the identification type.

ID Type description

Display

The system displays the description of the selected ID type.

ID Value

Alphanumeric; 50 Characters; Mandatory

Specify the identification value.

Issuing Authority

Alphanumeric; 50 Characters; Mandatory

Specify the issuing authority details.

Place of Issue

Alphanumeric; 3 Characters; Mandatory

Specify the place of issue. Alternatively, you can select place of issue code from the option list. The list displays all valid place of issue code maintained in the system.

Place of issue description

Display

The system displays the description of the selected place of issue code.

Issuing Country

Alphanumeric; 3 Characters; Mandatory

Specify the issuing country code. Alternatively, you can select issuing country code from the option list. The list displays all valid issuing country code maintained in the system.

Issuing country description

Display

The system displays the description of the selected issuing country code.

Date of Issue

Date Format; Mandatory

Select the issuing date from the adjoining calendar.

Verification Status

Optional

Select if the bank details are verified or not from the drop-down list. The list displays the following values:

- Yes
- No

Date of Expiry

Date Format; Optional

Select the date of expiry from the adjoining calendar.

Last Verified Date

Date Format; Optional

Select the last verified date from the adjoining calendar.

Note

You cannot specify last verified date for unverified accounts. Also, last verified date cannot be future dated.

2.31 Identification Details Summary

This section contains the following topics

- [Section 2.31.1, "Retrieving a Record in Identification Details Summary Screen"](#)
- [Section 2.31.2, "Editing Identification Details Record"](#)
- [Section 2.31.3, "Viewing Identification Details Record"](#)
- [Section 2.31.4, "Deleting Identification Details Record"](#)
- [Section 2.31.5, "Authorizing Identification Details Record"](#)
- [Section 2.31.6, "Amending Identification Details Record"](#)
- [Section 2.31.7, "Authorizing Amended Identification Details Record"](#)

2.31.1 Retrieving a Record in Identification Details Summary Screen

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

Invoke the 'Identification Details Summary' screen by typing 'PASIDDET' in the field at the top right corner of the Application tool bar and clicking on the adjoining arrow button and specify any or all of the following details in the corresponding details.

Identification Details Summary

Search Advanced Search Reset Clear All

Search Is Case Sensitive

Authorized Record Status

ID Reference Number ID Type

ID Number Verification Status

Records per page 15 1 of 1 Go Lock Columns 0

Authorized	Record Status	ID Reference Number	ID Type	ID Number	Verification Status	User Reference Number	Place of Issue
------------	---------------	---------------------	---------	-----------	---------------------	-----------------------	----------------

Exit

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

- The status of the record in the Record Status field. If you choose the 'Blank Space' option, then all records are retrieved
- ID Reference Number
- ID Value
- ID Type
- Verification Status

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

Note

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

- Press F7
 - Input the ID Reference Number
 - Press F8
-

You can perform Edit, Delete, Amend, Authorize, operations by selecting the operation from the Action list. You can also search a record by using a combination of % and alphanumeric value

2.31.2 Editing Identification Details Record

You can modify the details of Identification Details record that you have already entered into the system, provided it has not subsequently authorized. You can perform this operation as follows:

- Invoke the Identification Details Summary screen from the Browser.
- Select the status of the record 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.
- Specify any or all of the details in the corresponding fields to retrieve the record that is to be modified.
- Click 'Search' button. All unauthorized records with the specified details are retrieved and displayed in the lower portion of the screen.
- Double click the record that you want to modify in the list of displayed records. The Identification Details Detail screen is displayed.
- Select Unlock Operation from the Action list to modify the record. Modify the necessary information.

Click Save to save your changes. The Identification Details Detail screen is closed and the changes made are reflected in the Identification Details Summary screen.

2.31.3 Viewing Identification Details Record

To view a record that you have previously input, you must retrieve the same in the Identification Details Summary screen as follows:

- Invoke the Identification Details Summary screen from the Browser.
- Select the status of the record that you want to retrieve for viewing in the Authorization Status field. You can also view all records that are either unauthorized or authorized only, by choosing the unauthorized / Authorized option.

- Specify any or all of the details of the record in the corresponding fields on the screen.
- Click 'Search' button. All records with the specified fields are retrieved and displayed in the lower portion of the screen.
- Double click the record that you want to view in the list of displayed records. The Identification Details Detail screen is displayed in View mode.

2.31.4 Deleting Identification Details Record

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

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

2.31.5 Authorizing Identification Details Record

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

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

When a checker authorizes a record, details of validation, if any, that were overridden by the maker of the record during the Save operation are displayed. If any of these overrides results in an error, the checker must reject the record.

2.31.6 Amending Identification Details Record

After a Identification Details record is authorized, it can be modified using the Unlock operation from the Action List. To make changes to a record after authorization:

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

2.31.7 Authorizing Amended Identification Details Record

An amended Identification Details record must be authorized for the amendment to be made effective in the system.

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

2.32 Address Details

This section contains the following topics

- [Section 2.32.1, "Invoking Address Details Screen"](#)

2.32.1 Invoking Address Details Screen

You can maintain address details using 'Address Details' screen. You can invoke this screen by typing 'PADADDET' in the field at the top right corner of the Application tool bar and clicking on the adjoining arrow button.

The screenshot displays the 'Address Details' application window. At the top, there is a title bar with 'Address Details' and standard window controls. Below the title bar is a 'Save' button. The main area is divided into several sections:

- Address Reference Number:** A text field with a yellow background.
- User Reference Number:** A text field.
- Address Line 1 *:** A text field.
- Address Line 2:** A text field.
- Address Line 3:** A text field.
- Effective From Date *:** A date picker field.
- Effective To Date:** A date picker field.
- BIC Code:** A text field.
- City:** A text field.
- State:** A text field.
- Country *:** A dropdown menu with a magnifying glass icon.
- Country Description:** A text field.
- Zip Code:** A text field.
- Website:** A text field.
- Email Address:** A text field.

Below these fields are two sections for contact details:

- Primary Contact Details:**
 - Primary Contact Person:** A text field.
 - ISD Mobile Number 1:** A text field with a magnifying glass icon.
 - ISD Mobile Number 2:** A text field with a magnifying glass icon.
 - ISD Fax:** A text field with a magnifying glass icon.
 - ISD Fixed line:** A text field with a magnifying glass icon.
 - Primary Contact Instruction:** A text field with a magnifying glass icon.
 - Primary Contact Designation:** A text field.
 - Mobile Number 1:** A text field.
 - Mobile Number 2:** A text field.
 - Fax:** A text field.
 - Fixed line:** A text field.
 - Extension:** A text field.
- Secondary Contact Details:**
 - Secondary Contact Person:** A text field.
 - ISD Mobile Number 1:** A text field with a magnifying glass icon.
 - ISD Fixed line:** A text field with a magnifying glass icon.
 - Secondary Contact Instruction:** A text field with a magnifying glass icon.
 - Secondary Contact Designation:** A text field.
 - Mobile Number:** A text field.
 - Fixed line:** A text field.
 - Extension:** A text field.

At the bottom, there is a table with four columns: 'Input by', 'DateTime', 'Mod No', and 'Record Status'. The 'Input by' column has a sub-column 'Authorized by'. The 'Record Status' column has a sub-column 'Authorized'. A 'Cancel' button is located at the bottom right of the table.

You can specify the following details:

Address Reference Number

Display

The system displays the automatically generated address reference number.

User Reference Number

Alphanumeric; 16 Characters; Optional

Specify the user reference number.

Address Line 1

Alphanumeric; 105 Characters; Mandatory

Specify the address details.

Address Line 2

Alphanumeric; 105 Characters; Optional

Specify the address details.

Address Line 3

Alphanumeric; 105 Characters; Optional

Specify the address details.

City

Alphanumeric; 80 Characters; Optional

Specify the city name.

State

Alphanumeric; 80 Characters; Optional

Specify the state name.

Country

Alphanumeric; 3 Characters; Mandatory

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

Country Description

Display

The system displays the description of the selected country code.

Effective From Date

Date Format; Mandatory

Select the effective From date from the adjoining calendar.

Effective To Date

Date Format; Optional

Select the effective To date from the adjoining calendar.

Note

Effective To Date should not be less than Effective From Date.

BIC Code

Alphanumeric; 16 Characters; Optional

Specify the BIC code.

Zip Code

Alphanumeric; 10 Characters; Optional

Specify the zip code of the customer.

Website

Alphanumeric; 100 Characters; Optional

Specify the website details of the customer.

Email Address

Alphanumeric; 100 Characters; Optional

Specify the e-mail address of the customer.

Primary Contact Details**Primary Contact Person**

Alphanumeric; 100 Characters; Optional

Specify the primary contact person details.

Primary Contact designation

Alphanumeric; 100 Characters; Optional

Specify the designation of the customer.

ISD Mobile Number 1

Alphanumeric; 10 Characters; Optional

Specify ISD code to be used to prefix while dialling mobile number of the customer.

Mobile Number 1

Alphanumeric; 60 Characters; Optional

Specify the mobile number of the customer.

ISD Mobile Number 2

Alphanumeric; 10 Characters; Optional

Specify the alternative ISD code to be used to prefix while dialling mobile number of the customer.

Mobile Number 2

Alphanumeric; 60 Characters; Optional

Specify the alternative mobile number of the customer.

ISD Fax

Alphanumeric; 10 Characters; Optional

Specify ISD code to be used to prefix while dialling fax number of the customer.

Fax

Alphanumeric; 60 Characters; Optional

Specify the fax number of the customer.

ISD Fixed line

Alphanumeric; 10 Characters; Optional

Specify ISD code to be used to prefix while dialling fixed line number of the customer.

Fixed line

Alphanumeric; 60 Characters; Optional

Specify the fixed line number of the customer.

Primary Contact Instruction

Alphanumeric; 100 Characters; Optional

Specify the primary contact details.

Extension

Alphanumeric; 60 Characters; Optional

Specify the extension number of the customer.

Secondary Contact Details**Secondary Contact Person**

Alphanumeric; 100 Characters; Optional

Specify the secondary contact person details.

Secondary Contact designation

Alphanumeric; 100 Characters; Optional

Specify the designation of the customer.

ISD Mobile Number 1

Alphanumeric; 10 Characters; Optional

Specify ISD code to be used to prefix while dialling mobile number of the secondary contact person.

Mobile Number

Alphanumeric; 60 Characters; Optional

Specify the mobile number of the secondary contact person.

ISD Fixed line

Alphanumeric; 10 Characters; Optional

Specify ISD code to be used to prefix while dialling fixed line number of the secondary contact person.

Fixed line

Alphanumeric; 60 Characters; Optional

Specify the fixed line number of the secondary contact person.

Secondary Contact Instruction

Alphanumeric; 100 Characters; Optional

Specify the secondary contact details.

Extension

Alphanumeric; 60 Characters; Optional

Specify the extension number of the secondary contact person.

2.33 Address Details Summary

This section contains the following topics

- [Section 2.33.1, "Retrieving a Record in Address Details Summary Screen"](#)
- [Section 2.33.2, "Editing Address Details Record"](#)
- [Section 2.33.3, "Viewing Address Details Record"](#)
- [Section 2.33.4, "Deleting Address Details Record"](#)
- [Section 2.33.5, "Authorizing Address Details Record"](#)

- [Section 2.33.6, "Amending Address Details Record"](#)
- [Section 2.33.7, "Authorizing Amended Address Details Record"](#)

2.33.1 Retrieving a Record in Address Details Summary Screen

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

Invoke the 'Address Details Summary' screen by typing 'PASADDET' in the field at the top right corner of the Application tool bar and clicking on the adjoining arrow button and specify any or all of the following details in the corresponding details.

- The status of the record in the Authorization Status field. If you choose the 'Blank Space' option, then all the records are retrieved.
- The status of the record in the Record Status field. If you choose the 'Blank Space' option, then all records are retrieved
- Address Reference Number
- City
- Address Line 1
- Mobile Number 1
- User Reference Number
- Address Line 2

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

Note

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

- Press F7
 - Input the Address Reference Number
 - Press F8
-

You can perform Edit, Delete, Amend, Authorize, operations by selecting the operation from the Action list. You can also search a record by using a combination of % and alphanumeric value

2.33.2 Editing Address Details Record

You can modify the details of Address Details record that you have already entered into the system, provided it has not subsequently authorized. You can perform this operation as follows:

- Invoke the Address Details Summary screen from the Browser.
- Select the status of the record 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.
- Specify any or all of the details in the corresponding fields to retrieve the record that is to be modified.
- Click 'Search' button. All unauthorized records with the specified details are retrieved and displayed in the lower portion of the screen.
- Double click the record that you want to modify in the list of displayed records. The Address Details Detail screen is displayed.
- Select Unlock Operation from the Action list to modify the record. Modify the necessary information.

Click Save to save your changes. The Address Details Detail screen is closed and the changes made are reflected in the Address Details Summary screen.

2.33.3 Viewing Address Details Record

To view a record that you have previously input, you must retrieve the same in the Address Details Summary screen as follows:

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

2.33.4 Deleting Address Details Record

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

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

2.33.5 Authorizing Address Details Record

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

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

When a checker authorizes a record, details of validation, if any, that were overridden by the maker of the record during the Save operation are displayed. If any of these overrides results in an error, the checker must reject the record.

2.33.6 Amending Address Details Record

After a Address Details record is authorized, it can be modified using the Unlock operation from the Action List. To make changes to a record after authorization:

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

2.33.7 Authorizing Amended Address Details Record

An amended Address Details record must be authorized for the amendment to be made effective in the system.

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

2.34 **Party Maintenance**

This section contains the following topics:

- [Section 2.34.1, "Invoking Party Maintenance Screen"](#)
- [Section 2.34.2, "Individual Details Tab"](#)
- [Section 2.34.3, "Corporate Details Tab"](#)
- [Section 2.34.4, "Director Details Tab"](#)
- [Section 2.34.5, "Address Details Tab"](#)
- [Section 2.34.6, "Bank Details Tab"](#)
- [Section 2.34.7, "Identification Details Tab"](#)
- [Section 2.34.8, "Tax Compliance Tab"](#)
- [Section 2.34.9, "Add Info Details Tab"](#)

2.34.1 **Invoking Party Maintenance Screen**

You can create customers and other parties in the system. The system creates any person/institution involved in pension processing as parties and attaches respective roles. The system identifies each party by a unique Party ID.

You cannot amend Address, Bank and Identification details from 'Party Maintenance' screen. You can amend the same from standalone screens only. However, you cannot amend the bank details even in stand-alone screen except last verified date and status.

Any amendment done in party screen which has the role of investor or employee will be hand-off to TA system to enrich the investor accounts.

The following section data from party screen will be hand-off to TA:

- Basic individual/corporate details
- Director details for corporate parties
- Address details
- Bank and ID details

Following details will not be hand-off to TA:

- Tax compliance
- Additional information

Note

- Unitholder Income distribution setup (UH IDS) for the pension investment accounts in FCIS should be of re-investments only. The system validates the same using 'Pre-EOD check'.
 - The Pre-EOD sequence number '3050' checks the number of IDS setup with payout option, for Pension Administration investment accounts.
-

You can maintain party details using 'Party Maintenance Detail' screen. You can invoke this screen by typing 'PADPARTY' 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:

Party ID

Alphanumeric; 16 Characters; Mandatory

Specify the party ID.

Party Type

Mandatory

Select the type of party from the drop-down list. The list displays the following values:

- Individual
- Corporate

Protected Investor Level

Mandatory

Select the protected investor level from the drop-down list. The list displays the following values:

- Classified
- Unclassified

Preferred Currency

Alphanumeric; 3 Characters; Optional

Specify the preferred currency code. Alternatively, you can select preferred currency code from the option list. The list displays all valid preferred currency code maintained in the system.

If preferred currency is not provided, then the default bank account currency will be the preferred currency for that account. If preferred currency is provided, there should be at least one bank account maintained for that preferred currency.

You can still capture a party with preferred currency passed without bank details.

Note

If broker and other entities are coming from TA to Pension Administration, then any amendment of such entities in Pension Administration will NOT be handed off the TA. The system will consider TA details as final record. Add info will not be passed on from TA to Pension Administration and vice versa.

Preferred Currency Description

Display

The system displays the description of the selected preferred currency code.

Title

Alphanumeric; 3 Characters; Mandatory

Specify the title assigned to the customer. Alternatively, you can select the title from the option list. The list displays all valid titles maintained in the system.

First Name

Alphanumeric; 100 Characters; Mandatory

Specify the first name of the customer.

Middle Name

Alphanumeric; 100 Characters; Optional

Specify the middle name of the customer.

Last Name

Alphanumeric; 100 Characters; Optional

Specify the last name of the customer.

2.34.2 Individual Details Tab

Select 'Individual Details' tab in 'Party Maintenance Detail' screen to specify individual details. This tab is enabled only if you have selected 'Party Type' filed as 'Individual'.

The screenshot shows the 'Party Maintenance Detail' window with the 'Individual Details' tab selected. The window has a title bar with a 'Save' button and standard window controls. The main area contains several input fields and tabs. The 'Individual Details' tab is active, showing fields for 'Date Of Birth', 'Marital Status', 'Occupation', 'Gender', 'Nationality', 'Country Of Domicile', 'Country of Birth', 'Health Status', and 'Father / Spouse Name'. To the right, there are fields for 'Title', 'First Name', 'Middle Name', 'Last Name', and a 'Minor' dropdown. Below these fields, there are description fields for 'Marital Status Description', 'Occupation Description', 'Gender Description', 'Nationality Description', 'Domicile Description', 'Country of Birth Description', and 'Health Status Description'. At the bottom, there is a footer section with fields for 'Input by', 'Authorized by', 'DateTime', 'Mod No', 'Record Status', and 'Authorized', along with a 'Cancel' button.

Input by	DateTime	Mod No	Record Status
Authorized by	DateTime		Authorized

You can specify the following details:

Date Of Birth

Date Format; Optional

Select the date of birth from adjoining calendar.

Minor

Optional

Select if the customer is minor or not from the drop-down list. The list displays the following values:

- Yes
- No

Marital Status

Alphanumeric; 1 Character; Optional

The system displays the marital status of the customer. However, you can amend this value. Alternatively, you can select marital status from the option list. The list displays all valid marital status maintained in the system.

Marital Status Description

Display

The system displays the description for the selected marital status.

Occupation

Alphanumeric; 3 Characters; Optional

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

Occupation Description

Display

The system displays the description for the selected occupation code.

Gender

Alphanumeric; 1 Character; Optional

The system displays the gender code of the customer. However, you can amend this value. Alternatively, you can select gender code from the option list. The list displays all valid gender code maintained in the system.

Gender Description

Display

The system displays the description for the gender code.

Nationality

Alphanumeric; 3 Characters; Optional

The system displays the nationality of the customer. However, you can amend this value. Alternatively, you can select nationality code from the option list. The list displays all valid nationality code maintained in the system.

Nationality Description

Display

The system displays the description of the selected nationality code.

Country Of Domicile

Alphanumeric; 3 Characters; Optional

The system displays the country of domicile of the customer. However, you can amend this value. Alternatively, you can select country of domicile from the option list. The list displays all valid country of domicile maintained in the system.

Domicile Description

Display

The system displays the description of the selected country of domicile.

Country of Birth

Alphanumeric; 3 Characters; Optional

The system displays the country of birth of the customer. However, you can amend this value. Alternatively, you can select country of birth from the option list. The list displays all valid country of birth maintained in the system.

Country of Birth Description

Display

The system displays the description of the selected country of birth.

Health Status

Alphanumeric; 1 Character; Optional

Specify the health status of the customer. Alternatively, you can select health status from the option list. The list displays all valid health status maintained in the system.

Health Status Description

Display

The system displays the description of the selected health status.

Father / Spouse Name

Alphanumeric; 105 Characters; Optional

Specify the customer's father's name or spouse's name if married.

2.34.3 Corporate Details Tab

Click 'Corporate Details' tab in 'Party Maintenance Detail' screen to specify the corporate details. This tab is enabled only if you have selected 'Party Type' as 'Corporate'.

The screenshot shows the 'Party Maintenance Detail' window with the 'Corporate Details' tab selected. The window has a title bar with 'Party Maintenance Detail' and standard window controls. Below the title bar is a 'Save' button. The form is divided into several sections. The top section contains fields for 'Party ID *', 'Party Type *' (set to 'Corporate'), 'Protected Investor Level *' (set to 'Unclassified'), 'Preferred Currency', and 'Preferred Currency Description'. To the right of these are fields for 'Title *' (set to 'Mr.'), 'First Name *', 'Middle Name', and 'Last Name'. Below this is a tabbed interface with tabs for 'Individual Details', 'Corporate Details' (which is active and highlighted in red), 'Director Details', 'Address Details', 'Bank Details', 'Identification Details', 'Tax Compliance', and 'Add Info Details'. The 'Corporate Details' tab contains fields for 'Registered Name', 'Authorized Signatory 1', 'Authorized Signatory 2', 'Authorized Signatory 3', 'Incorporation Country', 'Date of Incorporation', 'Min No. of Signatories', 'Corporation Type', 'CorporationType Description', and 'Country Of Incorporation Desc'. At the bottom of the window is a footer area with labels for 'Input by', 'Authorized by', 'DateTime', 'Mod No', 'Record Status', and 'Authorized', along with a 'Cancel' button.

You can specify the following details:

Registered Name

Alphanumeric; 100 Characters; Optional

Specify the registered name of the corporate.

Authorized Signatory 1

Alphanumeric; 100 Characters; Optional

Specify the authorized signatory details for corporate accounts.

Authorized Signatory 2

Alphanumeric; 100 Characters; Optional

Specify the authorized signatory details for corporate accounts.

Authorized Signatory 3

Alphanumeric; 100 Characters; Optional

Specify the authorized signatory details for corporate accounts.

Incorporation Country

Alphanumeric; 3 Characters; Optional

Select the incorporation country code of the corporate. Alternatively, you can select country of incorporation code from the option list. The list displays all valid country code maintained in the system.

Country Of Incorporation Desc

Display

The system displays the description for the selected country of incorporation code.

Date of Incorporation

Date Format; Optional

Select the date of incorporation from the adjoining calendar.

Min No. of Signatories

Numeric; 22 Characters; Optional

Specify the minimum number of signatories.

Corporation Type

Alphanumeric; 3 Characters; Optional

Specify the type of corporation selected for corporate account. Alternatively, you can select corporation type from the option list. The list displays all valid corporation type maintained in the system.

Corporation Type Description

Display

The system displays the description for the selected corporation type.

2.34.4 Director Details Tab

Click 'Director Details' tab in 'Party Maintenance Detail' screen to specify the corporate details. This tab is enabled only if you have selected 'Party Type' as 'Corporate'.

The screenshot shows the 'Party Maintenance Detail' window with the 'Director Details' tab selected. The form includes fields for Party ID, Party Type (set to Corporate), Protected Investor Level (set to Unclassified), Preferred Currency, and Preferred Currency Description. On the right, there are fields for Title (set to Mr.), First Name, Middle Name, and Last Name. Below the tabs, there is a table with columns: Director ID, Director Name, Percentage, and Controlling Person. The table has one row with a checkmark in the first column, a search icon in the second, and 'No' in the fourth. At the bottom, there are input and authorized fields for Input by, Authorized by, DateTime, Mod No, Record Status, and Authorized, along with a 'Cancel' button.

Director ID *	Director Name	Percentage *	Controlling Person
<input checked="" type="checkbox"/>	<input type="text"/>		No

You can specify the following details:

Director ID

Alphanumeric; 16 Characters; Mandatory

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

Director Name

Display

The system displays the name of the selected director ID.

Percentage

Numeric; 3 Characters; Mandatory

Specify the share percentage.

The sum total should be 100.

Controlling Person

Optional

Select if the director is controlling person or not from the drop-down list. The list displays the following values:

- Yes
- No

2.34.5 Address Details Tab

Click 'Address Details' tab in 'Party Maintenance Detail' screen to specify the address details.

Party Maintenance Detail

Save

Party ID *

Party Type *

Protected Investor Level *

Preferred Currency

Preferred Currency Description

Title *

First Name *

Middle Name

Last Name

Individual Details | Corporate Details | Director Details | **Address Details** | Bank Details | Identification Details | Tax Compliance | Add Info Details

Address Reference Number

Address Type

Address Line 1 *

Address Line 2

Address Line 3

Effective From Date *

Effective To Date

BIC Code

User Reference Number

City

State

Country *

Country Description

Zip Code

Website

Email

Primary Contact Details

Primary Contact Person

ISD Mobile Number 1

ISD Mobile Number 2

ISD Fax

ISD Fixed line

Primary Contact Instruction

Primary Contact Designation

Mobile Number 1

Mobile Number 2

Fax

Fixed line

Extension

Secondary Contact Details

Secondary Contact Person

ISD Mobile Number 1

ISD Fixed line

Secondary Contact Instruction

Secondary Contact Designation

Mobile Number

Fixed line

Extension

Input by DateTime Mod No Record Status

Authorized by DateTime Authorized

Cancel

You can specify the following details:

Address Reference Number

Alphanumeric; 16 Characters; Optional

Specify the address reference number. Alternatively, you can select address reference number from the option list. The list displays all valid address reference number maintained in the system.

Once you specify the address reference number, the system displays the following details:

- Address Type

- Address Line 1
- Address Line 2
- Address Line 3
- Effective From Date
- Effective To Date
- BIC Code
- Address Reference Number
- Address Type
- Address Line 1
- Address Line 2
- Address Line 3
- Effective From Date
- Effective To Date
- BIC Code

Primary Contact Details

- Primary Contact Person
- ISD Mobile Number 1
- ISD Mobile Number 2
- ISD Fax
- ISD Fixed line
- Primary Contact Instruction
- Primary Contact designation
- Mobile Number 1
- Mobile Number 2
- Fax
- Fixed line
- Extension

Secondary Contact Details

- Secondary Contact Person
- ISD Mobile Number 1
- ISD Fixed line
- Secondary Contact Instruction
- Secondary Contact designation
- Mobile Number
- Fixed line
- Extension

If you have not specified address reference number, then you need to fill the above details manually.

Address Type

Optional

Select the type of address from the drop-down list. The list displays the following values:

- Correspondence Address
- Alternate Address
- SWIFT Address

Address Line 1

Alphanumeric; 105 Characters; Mandatory

Specify the address details.

Address Line 2

Alphanumeric; 105 Characters; Optional

Specify the address details.

Address Line 3

Alphanumeric; 105 Characters; Optional

Specify the address details.

Effective From Date

Date Format; Mandatory

Select the effective From date from the adjoining calendar.

Effective To Date

Date Format; Optional

Select the effective To date from the adjoining calendar.

BIC Code

Alphanumeric; 16 Characters; Optional

Specify the Bank Identifier Code (BIC) of the entity.

User Reference Number

Alphanumeric; 16 Characters; Optional

Specify the user reference number.

City

Alphanumeric; 80 Characters; Optional

Enter the city where the customer is located.

State

Alphanumeric; 80 Characters; Optional

Enter the State name of the mentioned city.

Country

Alphanumeric; 3 Characters; Optional

Specify the country code of the customer. Alternatively, you can select country code from the option list. The list displays all valid country code maintained in the system.

Country Description

Display

The system displays the description of the selected country code.

Zip Code

Alphanumeric; 10 Characters; Optional

Specify the zip code of the city of residence of the customer.

Website

Alphanumeric; 100 Characters; Optional

Specify the website details.

Email

Alphanumeric; 100 Characters; Optional

Specify the address of the customer.

Primary Contact Details**Primary Contact Person**

Alphanumeric; 100 Characters; Optional

Specify the primary contact person's name.

ISD Mobile Number 1

Alphanumeric; 60 Characters; Optional

Specify the primary contact person's ISD mobile number.

ISD Mobile Number 2

Alphanumeric; 60 Characters; Optional

Specify the primary contact person's alternative ISD mobile number.

ISD Fax

Alphanumeric; 60 Characters; Optional

Specify the primary contact person's ISD fax number.

ISD Fixed line

Alphanumeric; 60 Characters; Optional

Specify the primary contact person's ISD fixed line number.

Primary Contact Instruction

Alphanumeric; 100 Characters; Optional

Specify the primary contact instruction details.

Primary Contact Designation

Alphanumeric; 100 Characters; Optional

Specify the primary contact designation details.

Mobile Number 1

Alphanumeric; 60 Characters; Optional

Specify the primary contact person's mobile number.

Mobile Number 2

Alphanumeric; 60 Characters; Optional

Specify the primary contact person's alternative mobile number.

Fax

Alphanumeric; 60 Characters; Optional

Specify the primary contact person's fax number.

Fixed line

Alphanumeric; 60 Characters; Optional

Specify the primary contact person's fixed line number.

Extension

Alphanumeric; 60 Characters; Optional

Specify the primary contact person's extension number of the fixed line.

Secondary Contact Details

Secondary Contact Person

Alphanumeric; 100 Characters; Optional

Specify the secondary contact person's name.

ISD Mobile Number 1

Alphanumeric; 60 Characters; Optional

Specify the secondary contact person's ISD mobile number.

ISD Fixed line

Alphanumeric; 60 Characters; Optional

Specify the secondary contact person's ISD fixed line number.

Secondary Contact Instruction

Alphanumeric; 100 Characters; Optional

Specify the secondary contact instruction details.

Secondary Contact Designation

Alphanumeric; 100 Characters; Optional

Specify the secondary contact designation details.

Mobile Number

Alphanumeric; 60 Characters; Optional

Specify the secondary contact person's mobile number.

Fixed line

Alphanumeric; 60 Characters; Optional

Specify the secondary contact person's fixed line number.

Extension

Alphanumeric; 60 Characters; Optional

Specify the secondary contact person's extension number of the fixed line.

2.34.6 Bank Details Tab

Click 'Bank Details' tab in 'Party Maintenance Detail' screen to specify the bank details.

Party Maintenance Detail

Save

Party ID *

Party Type *

Protected Investor Level *

Preferred Currency

Preferred Currency Description

Title *

First Name *

Middle Name

Last Name

Individual Details Corporate Details Director Details Address Details **Bank Details** Identification Details Tax Compliance Add Info Details

1 of 1

Bank Reference Number

Ownership Type *

Bank Code *

Branch Code *

Account Type *

Account Currency *

Account Number *

Account Holder Name *

IBAN

User Reference Number

Ownership Type Description

Bank Name

Branch Name

Account Type Description

Currency Description

Verification Status

Last Verified Date

Input by DateTime Mod No Record Status

Authorized by DateTime Authorized

Cancel

You can specify the following details:

Bank Reference Number

Alphanumeric; 16 Characters; Optional

Select bank reference number from the option list. The list displays all valid bank reference number maintained in the system.

Once you specify the bank reference number, the system displays the following details:

- Bank Code
- Branch Code
- Account Type
- Account Currency
- Account Number
- Account Holder Name
- IBAN
- User Reference Number
- Ownership Type Description

- Bank Name
- Branch Name
- Account Type Description
- Currency Description
- Verification Status
- Last Verified Date

If you have not specified bank reference number, then you need to fill the above details manually.

User Reference Number

Alphanumeric; 16 Characters; Optional

Specify the user reference number.

Ownership Type

Alphanumeric; 1 Character; Mandatory

Specify the type of ownership. Alternatively, you can select ownership type from the option list. The list displays all valid ownership type maintained in the system.

Ownership Type Description

Display

The system displays the description of the selected ownership type.

Bank Code

Alphanumeric; 16 Characters; Optional

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

Bank Name

Display

The system displays the name of the selected bank code.

Branch Code

Alphanumeric; 12 Characters; Optional

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

Branch Name

Display

The system displays the name of the selected branch code.

Account Type

Alphanumeric; 1 Character; Optional

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

Account Type Description

Display

The system displays the name of the selected account type.

Account Currency

Alphanumeric; 3 Characters; Optional

Specify the account currency code. Alternatively, you can select account currency code from the option list. The list displays all valid account currency code maintained in the system.

Currency Description

Display

The system displays the name of the selected account currency code.

Account Number

Alphanumeric; 16 Characters; Optional

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

Account Holder Name

Alphanumeric; 100 Characters; Optional

Specify the name of the owner of the account holder.

IBAN

Alphanumeric; 40 Characters; Optional

Specify the IBAN (International Bank Account Number) of the account holder.

Verification Status

Optional

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

- Verified
- Unverified

Last Verified Date

Date Format; Optional

Select the last verified date from the adjoining calendar.

2.34.7 Identification Details Tab

Click 'Identification Details' tab in 'Party Maintenance Detail' screen to specify the identification details.

The screenshot shows the 'Party Maintenance Detail' window with the 'Identification Details' tab selected. The window has a title bar with 'Party Maintenance Detail' and standard window controls. Below the title bar is a 'Save' button. The main area contains two columns of input fields. The left column includes: 'Party ID *' (text), 'Party Type *' (dropdown with 'Corporate' selected), 'Protected Investor Level *' (dropdown with 'Unclassified' selected), 'Preferred Currency' (text), 'Preferred Currency Description' (text), 'ID Reference Number' (text), 'Identification Type' (text), 'Identification Number' (text), 'Place of Issue' (text), 'Issuing Country' (text), 'Date of Issue' (calendar), and 'Date of Expiry' (calendar). The right column includes: 'Title * Mr.' (text), 'First Name *' (text), 'Middle Name' (text), 'Last Name' (text), 'User Reference Number' (text), 'ID Type Description' (text), 'Issuing Authority' (text), 'Place of Issue Description' (text), 'Issuing Country Description' (text), 'Verification Status' (dropdown with 'Unverified' selected), and 'Last Verified Date' (calendar). Below the input fields is a tab bar with 'Individual Details', 'Corporate Details', 'Director Details', 'Address Details', 'Bank Details', 'Identification Details' (selected), 'Tax Compliance', and 'Add Info Details'. A pagination bar shows '1 of 1' with navigation arrows. At the bottom is a footer with 'Input by', 'DateTime', 'Mod No', 'Record Status', 'Authorized by', 'Authorized', and a 'Cancel' button.

You can specify the following details:

ID Reference Number

Alphanumeric; 16 Characters; Optional

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

Once you specify the ID reference number, the system displays the following details:

- Identification Type
- Identification Number
- Place of Issue
- Issuing Country
- Date of Issue
- Date of Expiry
- User Reference Number
- ID Type Description

- Issuing Authority
- Place of Issue Description
- Issuing Country Description
- Verification Status
- Last Verified Date

If you have not specified ID reference number, then you need to fill the above details manually.

User Reference Number

Alphanumeric; 16 Characters; Optional

Specify the user reference number.

Identification Type

Alphanumeric; 3 Characters; Mandatory

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

ID Type Description

Display

The system displays the description for the selected identification type.

Identification Number

Alphanumeric; 50 Characters; Optional

Specify the identification number.

Issuing Authority

Alphanumeric; 50 Characters; Optional

Specify the issuing authority details.

Place of Issue

Alphanumeric; 3 Characters; Optional

Specify the place of issue details. Alternatively, you can select place of issue from the option list. The list displays all valid place of issue details maintained in the system.

Place of Issue Description

Display

The system displays the description for the selected place of issue code.

Issuing Country

Alphanumeric; 3 Characters; Optional

Specify the issuing country code. Alternatively, you can select issuing country code from the option list. The list displays all valid issuing country code maintained in the system.

Issuing Country Description

Display

The system displays the description for the selected issuing country code.

Date of Issue

Date Format; Optional

Select the date of issue from the adjoining calendar.

Date of Expiry

Date Format; Optional

Select the date of expiry from the adjoining calendar.

Verification Status

Optional

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

- Verified
- Unverified

Last Verified Date

Date Format; Optional

Select the last verified date from the adjoining calendar.

2.34.8 Tax Compliance Tab

Click 'Tax Compliance' tab in 'Party Maintenance Detail' screen to specify the tax compliance details.

The screenshot shows the 'Party Maintenance Detail' window with the 'Tax Compliance' tab selected. The window has a title bar with 'Party Maintenance Detail' and standard window controls. Below the title bar is a 'Save' button. The main form area contains several fields: 'Party ID *' (text box), 'Party Type *' (dropdown menu with 'Corporate' selected), 'Protected Investor Level *' (dropdown menu with 'Unclassified' selected), 'Preferred Currency' (text box), 'Preferred Currency Description' (text box), 'Title * Mr.' (text box), 'First Name *' (text box), 'Middle Name' (text box), and 'Last Name' (text box). Below these fields is a tabbed interface with the following tabs: 'Individual Details', 'Corporate Details', 'Director Details', 'Address Details', 'Bank Details', 'Identification Details', 'Tax Compliance' (highlighted in red), and 'Add Info Details'. Below the tabs is a table with the following columns: 'Tax Compliance', 'Compliance Description', 'Tax Jurisdiction', 'Tax Jurisdiction Compliance Description', 'Indicia', and 'Compli'. The table has one row with a checkbox in the 'Tax Compliance' column, a blue magnifying glass icon in the 'Compliance Description' column, a blue magnifying glass icon in the 'Tax Jurisdiction' column, and 'No' and 'Non' in the 'Indicia' and 'Compli' columns respectively. At the bottom of the window is a footer area with the following fields: 'Input by', 'DateTime', 'Mod No', 'Record Status', 'Authorized by', 'DateTime', 'Authorized', and a 'Cancel' button.

You can specify the following details:

Tax Compliance

Alphanumeric; 3 Characters; Mandatory

Specify the tax compliance codes based on rules maintained at PARAMS. Alternatively, you can select tax compliance code from the option list. The list displays all valid tax compliance maintained in the system.

Compliance Description

Display

The system displays the description of the selected tax compliance code.

Tax Jurisdiction

Alphanumeric; 3 Characters; Mandatory

Specify the tax jurisdiction code. Alternatively, you can select tax jurisdiction code from the option list. The list displays all valid tax jurisdiction code maintained in the system.

Tax Jurisdiction Compliance Description

Display

The system displays the description of the selected tax jurisdiction compliance code.

Indicia

Optional

Select if indicia is available or not from the drop-down list. The list displays the following values:

- Yes
- No

Compliance Status

Optional

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

- Reportable
- Non Reportable

2.34.9 Add Info Details Tab

Click 'Add Info' tab in 'Party Maintenance Detail' screen to specify the mapped additional information.

The screenshot shows the 'Party Maintenance Detail' window with the 'Add Info Details' tab selected. The form contains the following fields:

- Party ID * (text input)
- Party Type * (dropdown menu, currently set to 'Individual')
- Protected Investor Level * (dropdown menu, currently set to 'Unclassified')
- Preferred Currency (text input)
- Title * (text input, currently set to 'Mr.')
- First Name * (text input)
- Middle Name (text input)
- Last Name (text input)
- Preferred Currency Description (text input)

Below the form is a table with the following structure:

Other Info Field	Field Value

At the bottom of the screen, there is a footer area with the following fields:

Input by	DateTime	Mod No	Record Status	Cancel
Authorized by	DateTime		Authorized	

You can specify the following details:

Other Info Field

Display

The system displays the other information maintained for party maintenance.

Field Value

Alphanumeric; 60 Characters; Optional

Specify the field value.

Note

Add Info is module specific for TA and Pension Administration.

2.35 Party Maintenance Summary

This section contains the following topics:

- [Section 2.35.1, "Retrieving a Record in Party Maintenance Summary Screen"](#)

- [Section 2.35.2, "Editing Party Maintenance Record"](#)
- [Section 2.35.3, "Viewing Party Maintenance Record"](#)
- [Section 2.35.4, "Deleting Party Maintenance Record"](#)
- [Section 2.35.5, "Authorizing Party Maintenance Record"](#)
- [Section 2.35.6, "Amending Party Maintenance Record"](#)
- [Section 2.35.7, "Authorizing Amended Party Maintenance Record"](#)

2.35.1 **Retrieving a Record in Party Maintenance Summary Screen**

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

Invoke the 'Party Maintenance Summary' screen by typing 'PASPARTY' in the field at the top right corner of the Application tool bar and clicking on the adjoining arrow button and specify any or all of the following details in the corresponding details.

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

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

Note

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

- Press F7
 - Input the Party ID
 - Press F8
-

You can perform Edit, Delete, Amend, Authorize, operations by selecting the operation from the Action list. You can also search a record by using a combination of % and alphanumeric value

2.35.2 Editing Party Maintenance Record

You can modify the details of Party Maintenance record that you have already entered into the system, provided it has not subsequently authorized. You can perform this operation as follows:

- Invoke the Party Maintenance Summary screen from the Browser.
- Select the status of the record that you want to retrieve for modification in the Authorized field. You can only modify records that are unauthorized. Accordingly, choose the Unauthorized option.
- Specify any or all of the details in the corresponding fields to retrieve the record that is to be modified.
- Click 'Search' button. All unauthorized records with the specified details are retrieved and displayed in the lower portion of the screen.
- Double click the record that you want to modify in the list of displayed records. The Party Maintenance Detail screen is displayed.
- Select Unlock Operation from the Action list to modify the record. Modify the necessary information.

Click Save to save your changes. The Party Maintenance Detail screen is closed and the changes made are reflected in the Party Maintenance Summary screen.

2.35.3 Viewing Party Maintenance Record

To view a record that you have previously input, you must retrieve the same in the Party Maintenance Summary screen as follows:

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

2.35.4 Deleting Party Maintenance Record

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

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

2.35.5 Authorizing Party Maintenance Record

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

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

When a checker authorizes a record, details of validation, if any, that were overridden by the maker of the record during the Save operation are displayed. If any of these overrides results in an error, the checker must reject the record.

2.35.6 Amending Party Maintenance Record

After a Party Maintenance record is authorized, it can be modified using the Unlock operation from the Action List. To make changes to a record after authorization:

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

2.35.7 Authorizing Amended Party Maintenance Record

An amended Party Maintenance record must be authorized for the amendment to be made effective in the system.

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

2.36 Employee Group Maintenance

This section contains the following topics:

- [Section 2.36.1, "Invoking Employee Group Maintenance Screen"](#)

2.36.1 Invoking Employee Group Maintenance Screen

You can define employer and employee groups using 'Employee Group Maintenance' screen. Only employers can maintain contribution percentage for a group of employees. You can invoke 'Employee Group Maintenance' screen by typing 'PADGRPMT' in the field at the top right corner of the Application tool bar and clicking on the adjoining arrow button.

Portfolio ID *	Portfolio Description	Minimum Contribution % *	Maximum Contribution % *

You can specify the following details:

Employer Code

Alphanumeric; 12 Characters; Mandatory

Specify the employer code.

Employer Name

Alphanumeric; 255 Characters; Mandatory

Specify the name of the selected employer code. Alternatively, you can select employer name from the option list. The list displays all valid employer names maintained in the system.

Group Code

Alphanumeric; 12 Characters; Mandatory

Specify the group code.

Group Description

Alphanumeric; 255 Characters; Mandatory

Specify the description for the selected group code.

Portfolio Contribution Limits

Portfolio ID

Alphanumeric; 16 Characters; Mandatory

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

Portfolio Description

Display

The system displays the description for the selected portfolio ID.

Minimum Contribution %

Numeric; 5 Characters; Optional

Specify the minimum contribution percentage for investment.

Maximum Contribution %

Numeric; 5 Characters; Optional

Specify the maximum contribution percentage for investment.

You need to maintain at least one portfolio limits for a group. The system will validate the same, else will display an error message. The system will also validate if minimum contribution is greater than maximum contribution, else the system displays an error message as "E-MINMAXCONT - Minimum Contribution cannot be greater than Maximum contribution".

2.37 Employee Group Summary

This section contains the following topics:

- [Section 2.37.1, "Retrieving Record in Employee Group Summary Screen"](#)
- [Section 2.37.2, "Editing Employee Group Record"](#)
- [Section 2.37.3, "Viewing Employee Group Record"](#)
- [Section 2.37.4, "Deleting Employee Group Record"](#)
- [Section 2.37.5, "Authorizing Employee Group Record"](#)
- [Section 2.37.6, "Amending Employee Group Record"](#)
- [Section 2.37.7, "Authorizing Amended Employee Group Record"](#)

2.37.1 Retrieving Record in Employee Group Summary Screen

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

You can invoke the 'Employee Group Summary' screen by typing 'PASGRPMT' in the field at the top right corner of the Application tool bar and clicking on the adjoining arrow button. You can perform the following operations in 'Employee Group Summary' screen:

Specify any or all of the following details in the corresponding fields:

- The status of the record in the Authorization Status field. If you choose the 'Blank Space' option, then all the records are retrieved.
- The status of the record in the Record Status field. If you choose the 'Blank Space' option, then all records are retrieved
- Employer Code
- Group Code
- Group Description

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

2.37.2 Editing Employee Group Record

You can modify the details of a record in Employee Group Details screen that you have already entered into the system, provided it has not been subsequently authorized. You can perform this operation as follows:

- Invoke the Employee Group Summary screen from the Browser.

- Select the status of the record that you want to retrieve for modification in the Authorization field. You can only modify records that are unauthorized. Accordingly, choose the unauthorized option.
- Specify any or all of the details in the corresponding fields to retrieve the record that is to be modified.
- Click 'Search' button. All unauthorized records with the specified details are retrieved and displayed in the lower portion of the screen.
- Double click the record that you want to modify in the list of displayed records. The Employee Group Details screen is displayed.
- Select Unlock Operation from the Action list to modify the record. Modify the necessary information.

2.37.3 Viewing Employee Group Record

To view a record that you have previously input, you must retrieve the same in the Employee Group Summary screen as follows:

- Invoke the Employee Group Summary screen from the Browser.
- Select the status of the record that you want to retrieve for modification in the Authorization field.
- Specify any or all of the details in the corresponding fields to retrieve the record that is to be modified.
- 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 modify in the list of displayed records. The Employee Group Details screen is displayed.

2.37.4 Deleting Employee Group Record

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

- Invoke the Employee Group Summary screen from the Browser.
- Select the status of the record that you want to retrieve for modification in the Authorization field.
- Specify any or all of the details in the corresponding fields to retrieve the record that is to be modified.
- 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 modify in the list of displayed records. The Employee Group Details screen is displayed.
- Select Delete Operation from the Action list. The system prompts you to confirm the deletion and the record is physically deleted from the system database.

2.37.5 Authorizing Employee Group Record

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

- Invoke the Employee Group Summary screen from the Browser.
- Select the status of the record that you want to retrieve for modification in the Authorization field. You can only authorize unauthorized records. Accordingly, choose the unauthorized option.

- Specify any or all of the details in the corresponding fields to retrieve the record that is to be modified.
- Click 'Search' button. All unauthorized records with the specified details are retrieved and displayed in the lower portion of the screen.
- Double click the record that you want to modify in the list of displayed records. The Employee Group Details screen is displayed.
- Select Authorize operation from the Action List.

When a checker authorizes a record, details of validation, if any, that were overridden by the maker of the record during the Save operation are displayed. If any of these overrides results in an error, the checker must reject the record.

2.37.6 Amending Employee Group Record

After a Employee Group Details record is authorized, it can be modified using the Unlock operation from the Action List. To make changes to a record after authorization:

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

2.37.7 Authorizing Amended Employee Group Record

An amended Employee Group Summary must be authorized for the amendment to be made effective in the system. The authorization of amended records can be done only from Fund Manager Module and Agency Branch module.

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

2.38 Party Role Mapping

This section contains the following topics:

- [Section 2.38.1, "Intermediary Hand-off from PA to TA"](#)
- [Section 2.38.2, "Invoking Party Role Mapping Screen"](#)
- [Section 2.38.3, "Employment History Button"](#)

2.38.1 Intermediary Hand-off from PA to TA

Intermediary hand-off from TA to PA is as follows:

- Intermediaries and entities created in Integrated TA system will flow to PA system from TA. In Pension Administration, system will create party and automatically maps a party role as part of upload of these entities in the system.
- The system updates the external reference ID with the broker ID during broker upload into Pension Administration from TA

- For these intermediaries or entities, if investor role is attached and you try capture orders, the same will fail, as broker does not have ID details captured in TA.
- You need to amend the party and add ID details else the transactions will not be successful.

Note

This approach is supported for party role B - Broker only.

2.38.2 Invoking Party Role Mapping Screen

You can map roles to parties created through party maintenance system. You can map a party to multiple roles in the system using 'Role Mapping' screen. You can invoke this screen by typing 'PADPRROL' 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:

Basic Information

Party Role

Alphanumeric; 2 Characters; Mandatory

Specify the party role to which party ID is attached. Alternatively, you can select party role code from the option list. The list displays all valid party role code maintained in the system.

Role Description

Display

The system displays the description of the selected party role code.

Party ID

Alphanumeric; 16 Characters; Mandatory

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

Party Name

Display

The system displays the name of the selected party ID.

Employee ID

Alphanumeric; 20 Characters; Mandatory if Role is EP

Specify the employee ID.

External reference ID

Alphanumeric; 16 Characters; Optional

Specify the employee reference ID.

If you have not specified the external reference ID, then the system will auto generate the same.

Compliance Status

Optional

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

- Yes
- No

Employer Details**Employer Code**

Alphanumeric; 12 Characters; Optional

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

This data is mandatory if Employee (EP) is maintained as a party role.

Employer Name

Display

The system displays the name of the selected employer code.

Employee ID

Alphanumeric; 20 Characters; Optional

Specify the employee ID.

Note

For employee role, employee ID cannot be null. In same organisation, two employees cannot have same Employee ID.

Date Of Joining

Date Format; Optional

Select date of joining of the employee from the adjoining calendar.

If you do not specify date of joining details, then the system displays an error message as "Date of joining is blank".

Date of joining should not be greater than application date.

Date of joining should be greater than previous relieving date.

Date of joining can be modified only when employer code changes.

Date of joining should not get overlapped with the another employment for the same employee.

Date of joining should not get overlapped with the another employment for the same employee.

Group Code

Alphanumeric; 12 Characters; Optional

Specify the group code. Alternatively, you can select group code from the option list. The list displays all valid group code maintained for the employer in the system,

Group Description

Display

The system displays the description of the selected group code.

Previous Relieving Date

Date Format; Optional

Select previous relieving date of the employee from the adjoining calendar.

When you map an employee with a new employer, the system will display a warning message that Relieving Date with previous employer is not updated. However, you can override this warning and map the employee to new employer.

Date of relieving should not be greater than application date.

Date of relieving should not be greater than or equal to the Max date of joining.

Date of relieving should not get overlapped with the another employment for the same employee.

You need to raise error if previous to previous employers relieving date is not updated. New mapping is not allowed in this case. You can change employment for a party through party role amendment

You can change the Date of Joining and if available can input the Previous relieving date.

The above validation is illustrated as follows:

Operation	Action	Employee	Employee ID	Employer	DOJ	Previous relieving date	Remarks	Result	Warning/Error message
NEW	New Employer	EMP0001	GO8239	GOOGLE	1-Jan-00	Blank	First Employer	Save with NO warning	No warning/error message

Operation	Action	Employee	Employee ID	Employer	DOJ	Previous relieving date	Remarks	Result	Warning/Error message
MODIFY	Change in employer	EMP0001	IN23222	INTEL	15-May-04	Blank	Warning will be shown as previous relieving date for GOOGLE is blank	Saving with warning	E-REL-DATE - Relieving date not updated for previous employer
MODIFY	Update relieving date	EMP0001	IN23222	INTEL	15-May-04	10-May-04	Relieving date for GOOGLE updated	Save with NO warning	No warning/error message
MODIFY	Change in employer	EMP0001	KY00023	KYC ORP	20-Jan-12		Warning will be shown as previous relieving date of INTEL is blank	Saving with warning	E-REL-DATE - Relieving date not updated for previous employer

Operation	Action	Employee	Employee ID	Employer	DOJ	Previous relieving date	Remarks	Result	Warning/Error message
MODIFY	Change in employer	EMP0001	IB03340	IBM			Since Relieving date for INTEL is not updated, user will not be allowed to switch from current employer KYCORP to new employer IBM	Error - Save not allowed	E-RELOLDEMP - Relieving date not updated for previous employer. New mapping not allowed.

2.38.3 Employment History Button

Click 'Employment History' button in 'Role Mapping' screen. The 'Employment History' screen is displayed. You can also invoke this screen by typing 'PADEHROL' in the field at the top

right corner of the Application tool bar and clicking on the adjoining arrow button and specify any or all of the following details in the corresponding details.

You can specify the following details:

Party ID

Display

The system displays the party ID mentioned in 'Role Mapping' screen.

Party Name

Display

The system displays the description of the selected party ID.

Click 'Execute Query' button to view the following details:

- Employee ID
- Employer Code
- Employer Name
- Date Of Joining
- Previous Relieving Date
- Log Date

2.39 Role Mapping Summary

This section contains the following topics:

- [Section 2.39.1, "Retrieving a Record in Role Mapping Summary Screen"](#)
- [Section 2.39.2, "Editing Role Mapping Record"](#)
- [Section 2.39.3, "Viewing Role Mapping Record"](#)
- [Section 2.39.4, "Deleting Role Mapping Record"](#)
- [Section 2.39.5, "Authorizing Role Mapping Record"](#)
- [Section 2.39.6, "Amending Role Mapping Record"](#)

- [Section 2.39.7, "Authorizing Amended Role Mapping Record"](#)

2.39.1 Retrieving a Record in Role Mapping Summary Screen

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

Invoke the 'Role Mapping Summary' screen by typing 'PASPRROL' in the field at the top right corner of the Application tool bar and clicking on the adjoining arrow button and specify any or all of the following details in the corresponding details.

- The status of the record in the Authorization Status field. If you choose the 'Blank Space' option, then all the records are retrieved.
- The status of the record in the Open field. If you choose the 'Blank Space' option, then all records are retrieved
- Party Role
- External Reference ID
- Employee ID
- Party ID
- Employer Code

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

Note

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

- Press F7
 - Input the Party ID
 - Press F8
-

You can perform Edit, Delete, Amend, Authorize, operations by selecting the operation from the Action list. You can also search a record by using a combination of % and alphanumeric value

2.39.2 Editing Role Mapping Record

You can modify the details of Role Mapping record that you have already entered into the system, provided it has not subsequently authorized. You can perform this operation as follows:

- Invoke the Role Mapping Summary screen from the Browser.
- Select the status of the record 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.
- Specify any or all of the details in the corresponding fields to retrieve the record that is to be modified.
- Click 'Search' button. All unauthorized records with the specified details are retrieved and displayed in the lower portion of the screen.
- Double click the record that you want to modify in the list of displayed records. The Role Mapping Detail screen is displayed.
- Select Unlock Operation from the Action list to modify the record. Modify the necessary information.

Click Save to save your changes. The Role Mapping Detail screen is closed and the changes made are reflected in the Role Mapping Summary screen.

2.39.3 Viewing Role Mapping Record

To view a record that you have previously input, you must retrieve the same in the Role Mapping Summary screen as follows:

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

2.39.4 Deleting Role Mapping Record

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

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

2.39.5 Authorizing Role Mapping Record

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

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

When a checker authorizes a record, details of validation, if any, that were overridden by the maker of the record during the Save operation are displayed. If any of these overrides results in an error, the checker must reject the record.

2.39.6 Amending Role Mapping Record

After a Role Mapping record is authorized, it can be modified using the Unlock operation from the Action List. To make changes to a record after authorization:

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

2.39.7 Authorizing Amended Role Mapping Record

An amended Role Mapping record must be authorized for the amendment to be made effective in the system.

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

2.40 Investment Account

This section contains the following topics:

- [Section 2.40.1, "Invoking Investment Account Detail Screen"](#)
- [Section 2.40.2, "Basic Info Tab"](#)
- [Section 2.40.3, "Intermediary Tab"](#)
- [Section 2.40.4, "Bank Details Tab"](#)
- [Section 2.40.5, "Beneficiary Details Tab"](#)
- [Section 2.40.6, "Joint Account Details Tab"](#)
- [Section 2.40.7, "Nominee Details Tab"](#)
- [Section 2.40.8, "Add Info Details Tab"](#)

2.40.1 Invoking Investment Account Detail Screen

If KYCAML client country is switched ON in LOB schema, then:

- A new UH category called 'P-PENSION' to be made available
- KYCAML setup should not be done for this category investor accounts
- ALLKYC received for PAS accounts and transactions will be stamped as Yes.

You can capture the investment account for parties using 'Investment Account Detail' screen. You can invoke this screen by typing 'PADINVAC' in the field at the top right corner of the Application tool bar and clicking on the adjoining arrow button.

Investment Account Detail

Save

Account ID User Reference Number*

Party ID Party Name

Basic Info Intermediary Bank Details Beneficiary Details Joint Account Details Nominee Details Add Info Details

Basic Information

Account Operation Type* Account Opening Date*

Investor Type Investor Type Description

Investor Category* Investor Category Description

Dealing Type Dealing Type Description

Guardian ID Guardian Name

Account Status Account Status Description

Pension Account Pension Account Description

Account Closure Status

Input by	DateTime	Mod No	Record Status
Authorized by	DateTime		Authorization Status

Cancel

You can specify the following details:

Account ID

Display

The system auto generates the account ID.

User Reference Number

Alphanumeric; 16 Characters; Mandatory

Specify the user reference number.

Party ID

Alphanumeric; 12 Characters; Mandatory

Specify the party ID for which the investment account is created. Alternatively, you can select party ID from the option list. The list displays all valid party ID maintained in the system.

Party Name

Display

The system displays the name of the selected party ID.

2.40.2 Basic Info Tab

Click 'Basic Info' tab in 'Investment Account Detail' screen to specify basic information.

The screenshot shows the 'Investment Account Detail' window with the 'Basic Info' tab selected. The window has a title bar with 'Investment Account Detail' and standard window controls. Below the title bar is a 'Save' button. The main area contains several input fields and tabs. The tabs are 'Basic Info' (selected), 'Intermediary', 'Bank Details', 'Beneficiary Details', 'Joint Account Details', 'Nominee Details', and 'Add Info Details'. The 'Basic Information' section includes: 'Account ID' (text box), 'Party ID' (text box with a magnifying glass icon), 'User Reference Number*' (text box), 'Party Name' (text box with a magnifying glass icon), 'Account Operation Type*' (dropdown menu showing 'Single'), 'Account Opening Date*' (calendar icon showing '2015-01-13'), 'Investor Type' (text box), 'Investor Category*' (text box with a magnifying glass icon), 'Investor Type Description' (text box), 'Investor Category Description' (text box), 'Dealing Type' (text box with a magnifying glass icon), 'Dealing Type Description' (text box), 'Guardian ID' (text box with a magnifying glass icon), 'Guardian Name' (text box with a magnifying glass icon), 'Account Status' (text box showing 'N' with a magnifying glass icon), 'Account Status Description' (text box showing 'Normal'), 'Pension Account' (text box showing 'N' with a magnifying glass icon), 'Pension Account Description' (text box showing 'No'), and 'Account Closure Status' (text box). At the bottom, there is a table with columns: 'Input by', 'DateTime', 'Mod No', 'Record Status', 'Authorized by', 'DateTime', 'Authorization Status', and a 'Cancel' button.

Input by	DateTime	Mod No	Record Status
Authorized by	DateTime		Authorization Status

Basic Information

Account Operation Type

Mandatory

Select the account operation type from the drop-down list. The list displays the following values:

- Single
- Joint

Account Opening Date

Date Format Mandatory

Select the account opening date from the adjoining calendar.

Investor Type

Alphanumeric; 2 Characters; Optional

Specify the type of investor. Alternatively, you can select investor type from the option list. The list displays all valid investor type maintained in the system.

Investor Type Description

Display

The system displays the description of the selected investor type.

Investor Category

Alphanumeric; 2 Characters; Mandatory

Specify the investor's category. Alternatively, you can select the investor category from option list. The list displays all valid investor categories maintained in the system.

Investor Category Description

Display

The system displays the description for the selected investor category.

Dealing Type

Alphanumeric; 3 Characters; Optional

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

Dealing Type Description

Display

The system displays the description of the selected dealing type.

Guardian ID

Alphanumeric; 12 Characters; Optional

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

Guardian Name

Display

The system displays the name of the selected guardian ID.

Account Status

Alphanumeric; 1 Character; Optional

The system displays the status of the account. However, you can amend this value. Alternatively, you can select account status from option list. The list displays all valid account status maintained in the system.

Account Status Description

Display

The system displays the description of the selected account status.

Pension Account

Alphanumeric; 1 Character; Optional

The system displays the status of the pension account. However, you can amend this value. Alternatively, you can select pension account status from option list. The list displays all valid pension account status maintained in the system.

Pension Account Description

Display

The system displays the description of the selected pension account status.

Account Closure Status

Display

The system displays the status of the closure of the account.

2.40.3 Intermediary Tab

Click 'Intermediary' tab in 'Investment Account Detail' screen to specify intermediary details screen.

The screenshot shows the 'Investment Account Detail' window. At the top, there's a 'Save' button. Below it, there are input fields for 'Account ID', 'Party ID', 'User Reference Number*', and 'Party Name'. A tabbed interface below these fields has 'Basic Info', 'Intermediary' (highlighted in red), 'Bank Details', 'Beneficiary Details', 'Joint Account Details', 'Nominee Details', and 'Add Info Details'. The 'Intermediary' tab is active, showing a table with columns: 'Intermediary ID', 'Intermediary Name', 'Split Percentage *', and 'Default *'. The table has one row with a search icon in the 'Intermediary ID' column, a search icon in the 'Intermediary Name' column, and a 'Yes' dropdown in the 'Default *' column. At the bottom of the window, there are fields for 'Input by', 'DateTime', 'Mod No', 'Record Status', 'Authorized by', and 'Authorization Status', along with a 'Cancel' button.

You can specify the following details:

Intermediary ID

Alphanumeric; 12 Characters; Optional

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

Intermediary Name

Display

The system displays the name of the selected intermediary ID.

Split Percentage

Numeric; 3 Characters; Mandatory

Specify the split percentage details.

The sum total should be 100

Default

Mandatory

Select if the values has to be defaulted or not from the drop-down list. The list displays the following values:

- Yes
- No

2.40.4 Bank Details Tab

Click 'Bank Details' tab in 'Investment Account Detail' screen to specify the bank details.

The screenshot shows the 'Investment Account Detail' window with the 'Bank Details' tab selected. The window has a title bar with 'Investment Account Detail' and standard window controls. Below the title bar is a 'Save' button. The main area contains several input fields: 'Account ID', 'Party ID', 'User Reference Number *', and 'Party Name'. Below these fields are tabs for 'Basic Info', 'Intermediary', 'Bank Details' (which is highlighted in red), 'Beneficiary Details', 'Joint Account Details', 'Nominee Details', and 'Add Info Details'. Below the tabs is a table with columns: 'Bank Reference Number', 'Default *', 'Direct Debit Applicable *', and 'Bank Details'. The first row of the table has a checkbox, a search icon, and dropdown menus for 'Default' (set to 'No') and 'Direct Debit Applicable' (set to 'Yes'). Below the table is a 'Bank Details' button. At the bottom of the window is a footer with fields for 'Input by', 'DateTime', 'Mod No', 'Record Status', 'Authorized by', and 'Authorization Status', along with a 'Cancel' button.

You can specify the following details:

Bank Reference Number

Alphanumeric; 16 Characters; Optional

Specify the bank reference number. Alternatively, you can select bank reference number from the option list. The list displays all valid bank accounts mapped to the party.

Default

Mandatory

Select if the bank details has to be defaulted or not from the drop-down list. The list displays the following values:

- Yes
- No

Direct Debit Applicable

Mandatory

Select if direct debit is applicable or not from the drop-down list. The list displays the following values:

- Yes
- No

2.40.4.1 Bank Details Button

Click 'Bank Details' button in 'Investment Account Detail' screen. The 'Bank Details' screen is displayed (PADBKDET).

The screenshot shows a web application window titled "Bank Details" with a standard window control bar (minimize, maximize, close). Below the title bar is a "Save" button. The main content area contains two columns of input fields. The left column includes: "Bank Reference Number" (text box), "Bank*" (text box with a blue icon), "Branch*" (text box with a blue icon), "Account Type*" (text box with a blue icon), "Account Currency*" (text box with a blue icon), "Account Number*" (text box), "Account Holder Name*" (text box), and "IBAN" (text box). The right column includes: "User Reference Number" (text box), "Bank Description" (text box), "Branch Description" (text box), "Account Type Description" (text box), "Account Currency Description" (text box), "Verification Status" (dropdown menu with "No" selected), and "Last Verified Date" (text box with a calendar icon). At the bottom of the window is a light blue footer bar containing labels for "Input by", "DateTime", "Mod No", "Record Status", "Authorized by", "Authorized", and a "Cancel" button.

The system displays the following details:

- Bank Reference Number
- Bank
- Branch
- Account Type
- Account Currency
- Account Number
- Account Holder Name
- IBAN
- User Reference Number
- Bank Description
- Branch Description
- Account Type Description
- Account Currency Description
- Verification Status
- Last Verified Date

2.40.5 Beneficiary Details Tab

Click 'Beneficiary Details' tab in 'Investment Account Detail' screen to specify the beneficiary details.

The screenshot shows the 'Investment Account Detail' window with the 'Beneficiary Details' tab selected. The window has a title bar with 'Investment Account Detail' and standard window controls. Below the title bar is a 'Save' button. The form contains several input fields: 'Account ID', 'Party ID' (with a search icon), 'User Reference Number *' (with a red asterisk), and 'Party Name' (with a search icon). Below these fields is a tabbed interface with the following tabs: 'Basic Info', 'Intermediary', 'Bank Details', 'Beneficiary Details' (highlighted in red), 'Joint Account Details', 'Nominee Details', and 'Add Info Details'. Below the tabs is a table with the following columns: 'Beneficiary Type', 'Beneficiary ID', 'Beneficiary Name', and 'Award Percentage *'. The table has one row with the value 'Primary' in the 'Beneficiary Type' column. Below the table is a footer section with the following fields: 'Input by', 'DateTime', 'Mod No', 'Record Status', 'Authorized by', 'DateTime', 'Authorization Status', and a 'Cancel' button.

You can specify the following details:

Beneficiary Type

Optional

Select the type of beneficiary from the drop-down list. The list displays the following values:

- Primary
- Secondary

Beneficiary ID

Alphanumeric; 12 Characters; Optional

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

Beneficiary Name

Display

The system displays the name of the selected beneficiary ID.

Award Percentage

Numeric; 3 Characters; Mandatory

Specify the beneficiary award percentage.

The sum total should be 100.

2.40.6 Joint Account Details Tab

Click 'Joint Account Details' tab in 'Investment Account Detail' screen to specify the joint account details.

The screenshot displays the 'Investment Account Detail' window. At the top, there is a 'Save' button. Below it, fields for 'Account ID', 'Party ID', 'User Reference Number *', and 'Party Name' are visible. A tabbed interface at the bottom includes 'Basic Info', 'Intermediary', 'Bank Details', 'Beneficiary Details', 'Joint Account Details' (which is highlighted in red), 'Nominee Details', and 'Add Info Details'. The 'Joint Account Details' tab contains a table with columns: 'Joint Holder Type', 'Joint Holder ID', and 'Joint Holder Name'. The 'Joint Holder Type' column has a dropdown menu currently showing 'First'. Below the table, there are input fields for 'Input by', 'DateTime', 'Mod No', 'Record Status', 'Authorized by', and 'Authorization Status'. A 'Cancel' button is located at the bottom right of the form.

You can specify the following details:

Joint Holder Type

Optional

Select the type of joint holder from the drop-down list. The list displays the following values:

- First
- Second
- Third

Joint Holder ID

Alphanumeric; 12 Characters; Optional

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

Joint Holder Name

Display

The system displays the name of the selected joint holder ID.

2.40.7 Nominee Details Tab

Click 'Nominee Details' tab in 'Investment Account Detail' screen to specify the nominee details.

The screenshot shows the 'Investment Account Detail' window with the 'Nominee Details' tab selected. The window has a title bar with a 'Save' button. Below the title bar, there are input fields for 'Account ID', 'Party ID', 'User Reference Number *', and 'Party Name'. A tabbed interface below these fields includes 'Basic Info', 'Intermediary', 'Bank Details', 'Beneficiary Details', 'Joint Account Details', 'Nominee Details' (which is highlighted in red), and 'Add Info Details'. Below the tabs is a table with columns: 'Nominee Type', 'Nominee ID', 'Nominee Name', and 'Award Percentage *'. The 'Nominee Type' column has a dropdown menu with 'First' selected. The table has a scrollbar on the right. At the bottom of the window, there are fields for 'Input by', 'DateTime', 'Mod No', 'Record Status', 'Authorized by', 'DateTime', and 'Authorization Status'. A 'Cancel' button is located at the bottom right.

You can specify the following details:

Nominee Type

Optional

Select the type of nominee from the drop-down list. The list displays the following values:

- First
- Second
- Third

Nominee ID

Alphanumeric; 12 Characters; Optional

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

Nominee Name

Display

The system displays the name of the selected nominee ID.

Award Percentage

Numeric; 3 Characters; Mandatory

Specify the nominee award percentage.

The sum total should be 100.

2.40.8 Add Info Details Tab

Click 'Add Info' tab in 'Investment Account Detail' screen to specify the mapped additional information.

The screenshot shows the 'Investment Account Detail' window. At the top, there's a 'Save' button. Below it, there are input fields for 'Account ID', 'Party ID', 'User Reference Number*', and 'Party Name'. A tabbed interface below these fields includes 'Basic Info', 'Intermediary', 'Bank Details', 'Beneficiary Details', 'Joint Account Details', 'Nominee Details', and 'Add Info Details' (which is highlighted in red). Below the tabs is a table with two columns: 'Other Info Field' and 'Field Value'. The table is currently empty. At the bottom, there's a footer section with labels for 'Input by', 'DateTime', 'Mod No', 'Record Status', 'Authorized by', and 'Authorization Status', along with a 'Cancel' button.

You can specify the following details:

Other Info Field

Display

The system displays the other information maintained for investment account.

Field Value

Alphanumeric; 60 Characters; Optional

Specify the field value.

2.41 Investment Account Summary

This section contains the following topics:

- [Section 2.41.1, "Retrieving a Record in Investment Account Summary Screen"](#)
- [Section 2.41.2, "Editing Investment Account Record"](#)
- [Section 2.41.3, "Viewing Investment Account Record"](#)
- [Section 2.41.4, "Deleting Investment Account Record"](#)
- [Section 2.41.5, "Authorizing Investment Account Record"](#)
- [Section 2.41.6, "Amending Investment Account Record"](#)
- [Section 2.41.7, "Authorizing Amended Investment Account Record"](#)

2.41.1 Retrieving a Record in Investment Account Summary Screen

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

Invoke the 'Investment Account Summary' screen by typing 'PASINVAC' in the field at the top right corner of the Application tool bar and clicking on the adjoining arrow button and specify any or all of the following details in the corresponding details.

- The status of the record in the Authorization Status field. If you choose the 'Blank Space' option, then all the records are retrieved.
- The status of the record in the Open field. If you choose the 'Blank Space' option, then all records are retrieved
- Account ID
- Party ID
- User Reference Number
- Account Opening Date

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

Note

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

- Press F7
- Input the Account ID

You can perform Edit, Delete, Amend, Authorize, operations by selecting the operation from the Action list. You can also search a record by using a combination of % and alphanumeric value

2.41.2 Editing Investment Account Record

You can modify the details of Investment Account record that you have already entered into the system, provided it has not subsequently authorized. You can perform this operation as follows:

- Invoke the Investment Account Summary screen from the Browser.
- Select the status of the record 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.
- Specify any or all of the details in the corresponding fields to retrieve the record that is to be modified.
- Click 'Search' button. All unauthorized records with the specified details are retrieved and displayed in the lower portion of the screen.
- Double click the record that you want to modify in the list of displayed records. The Investment Account Detail screen is displayed.
- Select Unlock Operation from the Action list to modify the record. Modify the necessary information.

Click Save to save your changes. The Investment Account Detail screen is closed and the changes made are reflected in the Investment Account Summary screen.

2.41.3 Viewing Investment Account Record

To view a record that you have previously input, you must retrieve the same in the Investment Account Summary screen as follows:

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

2.41.4 Deleting Investment Account Record

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

- Invoke the Investment Account Summary screen from the Browser.
- Select the status of the record that you want to retrieve for deletion.
- Specify any or all of the details in the corresponding fields on the screen.
- Click 'Search' button. All records with the specified fields are retrieved and displayed in the lower portion of the screen.

- Double click the record that you want to delete in the list of displayed records. The Investment Account Detail screen is displayed.
- Select Delete Operation from the Action list. The system prompts you to confirm the deletion and the record is physically deleted from the system database.

2.41.5 Authorizing Investment Account Record

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

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

When a checker authorizes a record, details of validation, if any, that were overridden by the maker of the record during the Save operation are displayed. If any of these overrides results in an error, the checker must reject the record.

2.41.6 Amending Investment Account Record

After a Investment Account record is authorized, it can be modified using the Unlock operation from the Action List. To make changes to a record after authorization:

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

2.41.7 Authorizing Amended Investment Account Record

An amended Investment Account record must be authorized for the amendment to be made effective in the system.

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

2.42 Investment Account Status Change Maintenance

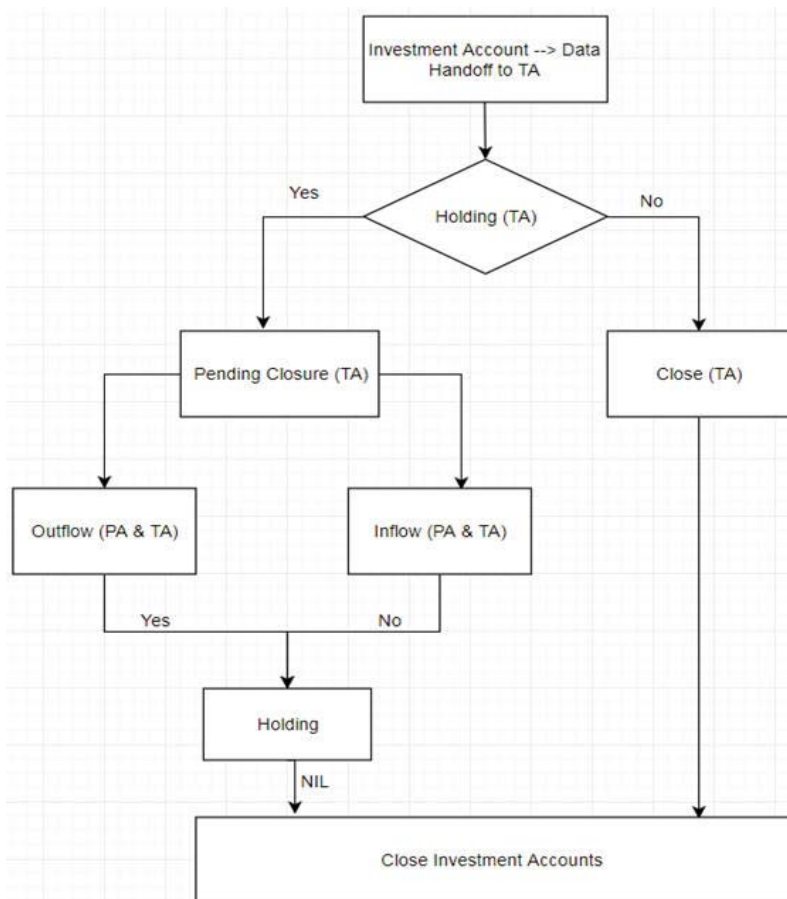
This section contains the following topics:

- [Section 2.42.1, "Invoking Investment Account Status Change Detail Screen"](#)

2.42.1 Invoking Investment Account Status Change Detail Screen

If an account has units, status of account will be pending closure when it is marked to closed. After this no inflows will be allowed to the account. Also, you can redeem the account completely through withdrawals and can mark it to closure.

You can change the status of an investment account for a particular party using 'Investment Account Status Change Detail' screen. You can invoke this screen by typing 'PADACCLS' in the field at the top right corner of the Application tool bar and clicking on the adjoining arrow button..



Investment Account Status Change Detail

Save

Account ID

Party ID

Closure Remarks

Account Status
Active

Change Date

Party Name

Closure Reference No

Current Status

Input by
Authorized by

DateTime
DateTime

Mod No

Record Status
Authorization Status

Cancel

You can specify the following details:

Account ID

Alphanumeric; 16 Characters; Optional

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

Party ID

Display

The system displays the party ID for the selected account ID.

Party Name

Display

The system displays the party name for the selected account ID.

Change Date

Date Format; Optional

Select the change date from the adjoining calendar.

Closure Remarks

Alphanumeric; 255 Characters; Optional

Specify remarks, if any.

Closure Reference No

Alphanumeric; 16 Characters; Optional

Specify the closure reference number.

Account Status

Optional

Select the status of the account from the drop-down list. The list displays the following values:

- Active
- Closed

Current Status

Display

The system displays the current status of the account.

For the accounts closed in PAS (with Closed Account field set to Yes), the system will send the investment account hand-off file to TA. Upon receiving the file, TA will trigger UH account closure for all unitholders under the account.

2.43 Investment Account Status Change Summary

This section contains the following topic:

- [Section 2.43.1, "Retrieving a Record in Investment Account Status Change Summary Screen"](#)
- [Section 2.43.2, "Editing Investment Account Status Change Record"](#)
- [Section 2.43.3, "Viewing Investment Account Status Change Record"](#)
- [Section 2.43.4, "Deleting Investment Account Status Change Record"](#)
- [Section 2.43.5, "Authorizing Investment Account Status Change Record"](#)
- [Section 2.43.6, "Amending Investment Account Status Change Record"](#)
- [Section 2.43.7, "Authorizing Amended Investment Account Status Change Record"](#)

2.43.1 Retrieving a Record in Investment Account Status Change Summary Screen

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

Invoke the 'Investment Account Status Change Summary' screen by typing 'PASACCLS' in the field at the top right corner of the Application tool bar and clicking on the adjoining arrow button and specify any or all of the following details in the corresponding details.

Investment Account Status Change Summary

Search Advanced Search Reset Clear All

Search Is Case Sensitive

Authorized Record Status

Account ID Change Date

Closure Reference No

Records per page 15 1 of 1 Go Lock Columns 0

Authorized	Record Status	Account ID	Change Date	Closure Reference No	Account Status	Closure Remarks
------------	---------------	------------	-------------	----------------------	----------------	-----------------

Exit

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

- The status of the record in the Record Status field. If you choose the 'Blank Space' option, then all records are retrieved
- Account ID
- Change Date
- Closure Reference No

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

Note

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

- Press F7
 - Input the Account ID
 - Press F8
-

You can perform Edit, Delete, Amend, Authorize, operations by selecting the operation from the Action list. You can also search a record by using a combination of % and alphanumeric value

2.43.2 Editing Investment Account Status Change Record

You can modify the details of Investment Account Status Change record that you have already entered into the system, provided it has not subsequently authorized. You can perform this operation as follows:

- Invoke the Investment Account Status Change Summary screen from the Browser.
- Select the status of the record that you want to retrieve for modification in the Authorized field. You can only modify records that are unauthorized. Accordingly, choose the Unauthorized option.
- Specify any or all of the details in the corresponding fields to retrieve the record that is to be modified.
- Click 'Search' button. All unauthorized records with the specified details are retrieved and displayed in the lower portion of the screen.
- Double click the record that you want to modify in the list of displayed records. The Investment Account Status Change Detail screen is displayed.
- Select Unlock Operation from the Action list to modify the record. Modify the necessary information.

Click Save to save your changes. The Investment Account Status Change Detail screen is closed and the changes made are reflected in the Investment Account Status Change Summary screen.

2.43.3 Viewing Investment Account Status Change Record

To view a record that you have previously input, you must retrieve the same in the Investment Account Status Change Summary screen as follows:

- Invoke the Investment Account Status Change Summary screen from the Browser.
- Select the status of the record that you want to retrieve for viewing in the Authorized field. You can also view all records that are either unauthorized or authorized only, by choosing the unauthorized / Authorized option.

- Specify any or all of the details of the record in the corresponding fields on the screen.
- Click 'Search' button. All records with the specified fields are retrieved and displayed in the lower portion of the screen.
- Double click the record that you want to view in the list of displayed records. The Investment Account Status Change Detail screen is displayed in View mode.

2.43.4 Deleting Investment Account Status Change Record

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

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

2.43.5 Authorizing Investment Account Status Change Record

An unauthorized Investment Account Status Change record must be authorized in the system for it to be processed. To authorize a record:

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

When a checker authorizes a record, details of validation, if any, that were overridden by the maker of the record during the Save operation are displayed. If any of these overrides results in an error, the checker must reject the record.

2.43.6 Amending Investment Account Status Change Record

After a Investment Account Status Change record is authorized, it can be modified using the Unlock operation from the Action List. To make changes to a record after authorization:

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

2.43.7 Authorizing Amended Investment Account Status Change Record

An amended Investment Account Status Change record must be authorized for the amendment to be made effective in the system.

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

2.44 Portfolio Mapping

This section contains the following topics

- [Section 2.44.1, "Invoking Portfolio Mapping Screen"](#)

2.44.1 Invoking Portfolio Mapping Screen

Any investment into instruments can be done under a portfolio, hence portfolio mapping is mandatory for any investments. Online screens will list the mapped portfolios for the parties.

You can define the portfolio for party role combination using 'Portfolio Mapping' screen. You can map the portfolio for the following roles:

- Portfolio mapping for Employer - Its mandatory that portfolio mapping should be done for each portfolio at employer level and this will be used as default asset allocation for all employees under the employer. Upon selection of the instrument, the system will default all the assets pertaining to the instrument along with default ratio and overridable indicator.
- Portfolio mapping for Employee - The system will not allow portfolio mapping for employees if the same is not done for employer. The Employee assets is a subset of employers assets defined as part of employer portfolio. You can define multiple portfolios and their underlying instruments and assets. Upon selection of the instrument, the system will default all the assets pertaining to the instrument along with default ratio and overridable indicator
- Portfolio mapping for Private Investor - You can define multiple portfolios and their underlying instruments and assets. Once you select an instrument, the system will list down all the instruments under the portfolio. Upon selection of the instrument, the system will default all the assets pertaining to the instrument along with default ratio and overridable indicator.

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

The screenshot shows the 'Portfolio Mapping' application window. At the top, there is a title bar with the text 'Portfolio Mapping' and standard window controls. Below the title bar is a 'Save' button. The main area is divided into several sections:

- Party Details:** This section contains five input fields: 'Party Role *', 'Party ID *', 'Account ID', 'Role Description', and 'Party Name'. Each of the first three fields has a magnifying glass icon to its right, indicating a search or lookup function.
- Portfolio Details:** This section contains two input fields: 'Portfolio ID *' and 'Portfolio Description'.
- Instrument Details:** This section contains three input fields: 'Instrument ID *', 'Instrument Ratio *', and 'Instrument Name'. The 'Instrument ID *' and 'Instrument Ratio *' fields have magnifying glass icons. There is also a blue button labeled 'Instrument Details' to the right of the 'Instrument Name' field.
- Asset Details:** This section is a table with the following columns: 'Asset ID', 'Asset Name', 'Ratio', and 'Override'. The table is currently empty.

At the bottom of the window, there is a status bar with several fields: 'Input by', 'Authorized by', 'DateTime', 'Mod No', 'Open', and 'Authorization Status'. To the right of these fields are two buttons: 'Ok' and 'Cancel'.

You can specify the following details:

Party Role

Alphanumeric; 16 Characters; Mandatory

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

Role Description

Display

The system displays the description of the selected party role ID.

Party ID

Alphanumeric; 16 Characters; Mandatory

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

Party Name

Display

The system displays the name of the selected party ID.

Account ID

Alphanumeric; 16 Characters; Optional

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

Portfolio Details**Portfolio ID**

Alphanumeric; 16 Characters; Mandatory

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

Portfolio Description

Display

The system displays the description of the selected portfolio ID.

Instrument Details**Instrument ID**

Alphanumeric; 16 Characters; Mandatory

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

Instrument Name

Display

The system displays the description of the selected instrument ID.

Instrument Ratio

Numeric; 5 Characters; Mandatory

Specify the instrument ratio.

Asset Details

After specifying the mandatory details, click 'Instrument Details' button. The system displays the following values:

- Asset ID
- Asset Name
- Ratio
- Override

2.45 Portfolio Mapping Summary

This section contains the following topics

- [Section 2.45.1, "Retrieving a Record in Portfolio Mapping Summary Screen"](#)
- [Section 2.45.2, "Editing Portfolio Mapping Record"](#)
- [Section 2.45.3, "Viewing Portfolio Mapping Record"](#)
- [Section 2.45.4, "Deleting Portfolio Mapping Record"](#)
- [Section 2.45.5, "Authorizing Portfolio Mapping Record"](#)
- [Section 2.45.6, "Amending Portfolio Mapping Record"](#)
- [Section 2.45.7, "Authorizing Amended Portfolio Mapping Record"](#)

2.45.1 Retrieving a Record in Portfolio Mapping Summary Screen

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

Invoke the 'Portfolio Mapping Summary' screen by typing 'PASPFMAP' in the field at the top right corner of the Application tool bar and clicking on the adjoining arrow button and specify any or all of the following details in the corresponding details.

[illegible]

- The status of the record in the Authorization Status field. If you choose the 'Blank Space' option, then all the records are retrieved.
- The status of the record in the Open field. If you choose the 'Blank Space' option, then all records are retrieved
- Party ID
- Party Role
- Account ID

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

Note

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

- Press F7
 - Input the Party ID
 - Press F8
-

You can perform Edit, Delete, Amend, Authorize, operations by selecting the operation from the Action list. You can also search a record by using a combination of % and alphanumeric value

2.45.2 Editing Portfolio Mapping Record

You can modify the details of Portfolio Mapping record that you have already entered into the system, provided it has not subsequently authorized. You can perform this operation as follows:

- Invoke the Portfolio Mapping Summary screen from the Browser.
- Select the status of the record 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.
- Specify any or all of the details in the corresponding fields to retrieve the record that is to be modified.
- Click 'Search' button. All unauthorized records with the specified details are retrieved and displayed in the lower portion of the screen.
- Double click the record that you want to modify in the list of displayed records. The Portfolio Mapping Detail screen is displayed.
- Select Unlock Operation from the Action list to modify the record. Modify the necessary information.

Click Save to save your changes. The Portfolio Mapping Detail screen is closed and the changes made are reflected in the Portfolio Mapping Summary screen.

2.45.3 Viewing Portfolio Mapping Record

To view a record that you have previously input, you must retrieve the same in the Portfolio Mapping Summary screen as follows:

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

2.45.4 Deleting Portfolio Mapping Record

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

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

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

2.45.5 Authorizing Portfolio Mapping Record

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

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

When a checker authorizes a record, details of validation, if any, that were overridden by the maker of the record during the Save operation are displayed. If any of these overrides results in an error, the checker must reject the record.

2.45.6 Amending Portfolio Mapping Record

After a Portfolio Mapping record is authorized, it can be modified using the Unlock operation from the Action List. To make changes to a record after authorization:

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

2.45.7 Authorizing Amended Portfolio Mapping Record

An amended Portfolio Mapping record must be authorized for the amendment to be made effective in the system.

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

2.46 Investment Detail

This section contains the following topics:

- [Section 2.46.1, "Invoking Investment Detail Screen"](#)
- [Section 2.46.2, "Order Details Tab"](#)

- [Section 2.46.3, "Instrument Details Tab"](#)
- [Section 2.46.4, "Intermediary Details Tab"](#)
- [Section 2.46.5, "Add Info Details Tab"](#)
- [Section 2.46.6, "Settlement Details Button"](#)
- [Section 2.46.7, "Allocation Details Button"](#)

2.46.1 Invoking Investment Detail Screen

You can maintain investment details for the parties under a portfolio. You can map a portfolio before capturing investments for a party. The system will not allow you to capture the parties without ID details and address details.

For group pension – auto contributions

The employer level portfolio is mandatory for the portfolios in which employee invests in.

For group pensions, if in case employee portfolio details are not maintained and the transaction comes in for employee for the transacted portfolio, then the system follows the employer portfolio set up.

In case employee portfolio details are not maintained and adjustment transaction comes in for employee investment screen (online), the transaction will fail. For adjustment transaction portfolio mapping is mandatory for the employee.

When investment is done for the first time, TA system will trigger UH Account creation, number of UH being created depends on the number of portfolio mapping done for that investment account.

For Portfolio-Instrument-Account combination, the system creates an UH in TA.

In case only employer portfolio mapping is done for group pension, then the system will create 2 UH for employer and employee.

You can maintain investment detail using 'Investment Detail' screen. You can invoke this screen by typing 'PADINVDE' in the field at the top right corner of the Application tool bar and clicking on the adjoining arrow button.

The screenshot displays the 'Investment Detail' application window. At the top, there is a 'Save' button. The main form is divided into several sections:

- Top Section:** Includes 'Order Number', 'Reference Number', 'Portfolio ID *', 'Portfolio Description', and 'Instruction Date *' (set to 06/26/2019). There are 'Enrich' and 'Reset' buttons next to the Portfolio Description field.
- Tabs:** A row of tabs includes 'Order Details' (selected), 'Instrument Details', 'Intermediary Details', and 'Add Info Details'.
- Order Details Section:** Contains fields for 'Party ID', 'Account ID', 'Investment Order Type *' (set to 1), 'Order Currency *', 'Payment Mode *' (set to T), 'Order Mode' (set to Amount), and 'Order Status' (set to Transaction unauthorised).
- Right Section:** Includes 'Party Name', 'Remarks', 'Order Type Description' (set to Investment), 'Currency Description', 'Payment Mode Description' (set to Money Transfer), and 'Order Value *'.
- Bottom Section:** Features 'Settlement Details' and 'Allocation Details' tabs, along with 'Input By', 'Authorized By', 'DateTime', 'Authorized' (set to Unauthorized), 'Record Status' (set to Open), and a 'Cancel' button.

You can specify the following details:

Order Number

Display

The system displays the order number.

Reference Number

Alphanumeric; 16 Characters; Optional

Specify the reference number,

Portfolio ID

Alphanumeric; 16 Characters; Mandatory

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

Portfolio Description

Display

The system displays the description of the selected portfolio ID.

Instruction Date

Date Format; Mandatory

The system defaults the application date. However, you can amend this value to specify the future date.

Note

Future date cannot be a system holiday. The system does not allow back dated instructions.

If holiday is declared after maintaining a future dated instruction, system will not update the order details automatically.

After specifying the mandatory details, click 'Enrich' button. The system displays the party details based on the portfolio ID selected.

2.46.2 Order Details Tab

Click 'Order Details' tab in 'Investment Detail' screen to specify order details.

The screenshot shows the 'Investment Detail' window with the 'Order Details' tab selected. The window has a title bar with 'Investment Detail' and standard window controls. Below the title bar is a 'Save' button. The main area is divided into two columns. The left column contains fields for 'Order Number', 'Portfolio ID *' (with a search icon), 'Instruction Date *' (with a calendar icon), 'Party ID', 'Account ID', 'Investment Order Type *' (with a dropdown), 'Order Currency *' (with a dropdown), 'Payment Mode *' (with a dropdown), 'Order Mode' (with a dropdown set to 'Amount'), and 'Order Status' (displaying 'Transaction unauthorised'). The right column contains fields for 'Reference Number', 'Portfolio Description' (with a search icon), 'Party Name' (with a search icon), 'Remarks' (with a search icon), 'Order Type Description' (displaying 'Investment'), 'Currency Description', 'Payment Mode Description' (displaying 'Money Transfer'), and 'Order Value *'. There are 'Enrich' and 'Reset' buttons between the columns. At the bottom, there are tabs for 'Settlement Details' and 'Allocation Details'. The footer contains fields for 'Input By', 'Authorized By', 'DateTime', 'Authorized' (with a dropdown), 'Unauthorized' (with a dropdown), 'Record Status' (with a dropdown set to 'Open'), and a 'Cancel' button.

You can specify the following details:

Party ID

Display

The system displays the party ID based on the portfolio ID selected.

Party Name

Display

The system displays the name of the party based on the portfolio ID selected.

Remarks

Alphanumeric; 255 Characters; Optional

Specify remarks, if any.

Account ID

Display

The system displays the account number of the party based on the portfolio ID selected.

Investment Order Type

Alphanumeric; 3 Characters; Mandatory

Specify the investment order type. Alternatively, you can select investment order type from the option list. The list displays all valid investment order type maintained in the system.

Order Type Description

Display

The system displays the description of the selected investment order type.

Order Currency

Alphanumeric; 3 Characters; Mandatory

Specify the order currency code. Alternatively, you can select the currency code from the option list. The list displays all valid currency code maintained in the system.

Currency Description

Display

The system displays the description of the selected order currency code.

Payment Mode

Alphanumeric; 2 Characters; Mandatory

Specify the mode of payment. Alternatively, you can select the payment mode from the option list. The list displays all valid payment mode maintained in the system.

Payment Mode Description

Display

The system displays the description of the selected payment mode.

Order Mode

Display

The system displays the mode or order.

Order Value

Numeric; 18 Characters; Mandatory

Specify the order value.

Order Status

Display

The system displays the status of the order.

2.46.3 Instrument Details Tab

Click 'Instrument Details' tab in 'Investment Detail' screen to specify the instrument details.

The screenshot shows the 'Investment Detail' window with the 'Instrument Details' tab selected. The interface includes the following elements:

- Top Section:** Fields for Order Number, Reference Number, Portfolio ID (with a search icon), Portfolio Description (with a search icon), and Instruction Date (pre-filled with 06/26/2019). There are 'Enrich' and 'Reset' buttons next to the Portfolio Description field.
- Tab Navigation:** A row of tabs: 'Order Details', 'Instrument Details' (highlighted in red), 'Intermediary Details', and 'Add Info Details'.
- Instrument Fields:** Fields for Instrument ID (with a search icon), Instrument Name (with a search icon), and Instrument Ratio.
- Asset Table:** A table with columns: Asset ID (with a search icon), Asset Name (with a search icon), Ratio, and Overridable (a dropdown menu currently showing 'No'). The table has a 'Go' button and navigation controls (1 of 1, +, -).
- Bottom Section:** Labeled 'Settlement Details | Allocation Details'. It contains fields for Input By, Authorized By, DateTime, and Record Status (a dropdown menu currently showing 'Open'). There is also an 'Authorized' dropdown menu currently showing 'Unauthorized' and a 'Cancel' button.

You can specify the following details:

Instrument ID

Alphanumeric; 16 Characters; Mandatory

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

Instrument Name

Display

The system displays the name of the instrument for the selected instrument ID.

Instrument Ratio

Numeric; 5 Characters; Optional

Specify the numeric ratio.

Asset ID

Alphanumeric; 16 Characters; Mandatory

The system defaults the asset ID based on the instrument ID selected. However, you can amend this value if 'Overridable' field is set to 'Yes'.

Asset Name

Display

The system displays the name of the selected asset ID.

Ratio

Numeric; 5 Characters; Optional

Specify the ratio.

Overridable

Mandatory

Select 'Yes' option from the drop-down list to over-write the instrument details. Else select 'No'.

2.46.4 Intermediary Details Tab

Click 'Intermediary Details' tab in 'Investment Detail' screen to specify intermediary details.

The screenshot shows the 'Investment Detail' screen with the 'Intermediary Details' tab selected. The screen is divided into several sections:

- Top Section:** Contains input fields for 'Order Number', 'Reference Number', 'Portfolio ID *', and 'Portfolio Description'. There is also an 'Instruction Date *' field with the value '06/26/2019'. Below these fields are 'Enrich' and 'Reset' buttons.
- Tab Bar:** Located below the top section, it includes tabs for 'Order Details', 'Instrument Details', 'Intermediary Details' (which is highlighted in red), and 'Add Info Details'.
- Table Section:** A table with the following columns: 'Intermediary ID', 'Intermediary Name', and 'Split Percentage'. The table currently shows one row with a search icon in the 'Intermediary ID' column.
- Bottom Section:** Contains fields for 'Input By', 'Authorized By', 'DateTime', and 'Record Status'. There are also dropdown menus for 'Authorized' (set to 'Unauthorized') and 'Record Status' (set to 'Open'). A 'Cancel' button is located at the bottom right.

You can specify the following details:

Intermediary ID

Alphanumeric; 12 Characters; Optional

The system displays the intermediary ID based on the investment account. However, you can override the same.

Intermediary Name

Display

The system displays the name of the selected intermediary ID.

Split Percentage

Numeric; 3 Characters; Optional

Specify the split percentage details.

The sum total should be 100.

2.46.5 Add Info Details Tab

Click 'Add Info Details' tab in 'Investment Detail' screen to specify the mapped additional information.

The screenshot shows the 'Investment Detail' window with the 'Add Info Details' tab selected. The window has a title bar with a close button. Below the title bar is a 'Save' button. The main area contains several input fields: 'Order Number', 'Portfolio ID *', 'Instruction Date * 06/26/2019', 'Reference Number', and 'Portfolio Description'. There are 'Enrich' and 'Reset' buttons next to the 'Portfolio Description' field. Below these fields are four tabs: 'Order Details', 'Instrument Details', 'Intermediary Details', and 'Add Info Details' (which is highlighted in red). Below the tabs is a table with two columns: 'Other Info Field' and 'Field Value'. The table has two rows: 'TXN ADD INFO' with value 'TXN1' and 'Required Date (DD-MM)' with a value. Below the table are 'Settlement Details' and 'Allocation Details' sections. At the bottom, there are fields for 'Input By', 'Authorized By', 'DateTime', 'Authorized' (with a dropdown menu set to 'Unauthorized'), and 'Record Status' (with a dropdown menu set to 'Open'). A 'Cancel' button is located at the bottom right.

Other Info Field	Field Value
TXN ADD INFO	TXN1
Required Date (DD-MM)	

You can specify the following details:

Other Info Field

Alphanumeric; 100 Characters; Optional

Specify the other information.

Field Value

Alphanumeric; 60 Characters; Optional

Specify the field value.

2.46.6 Settlement Details Button

Click 'Settlement Details' button in 'Investment Detail' screen to specify settlement details.

Payment Details	
Payment Reference Number	PY20150020000201
Payment Currency	ZAR
Payment Amount	0.000
Bank Reference Number	BK20150020000101
Auto Settle	Yes

Bank Details	
Settled	Yes
Paid Date	
Cheque Number	
Cheque Date	
Settlement Due Date	

Bank Details

OK Exit

You can specify the following details:

Payment Reference Number

Display

The system displays the payment reference number.

Payment Currency

Display

The system displays the payment currency code.

Payment Amount

Numeric; 18 Characters; Optional

Specify the payment amount.

Bank Reference Number

Alphanumeric; 16 Characters; Optional

Specify the bank reference number. Alternatively, you can select bank reference number from the option list. The list displays all valid bank reference number maintained in the system.

Auto Settle

Optional

Select 'Yes' from drop-down list to enable auto clearing of pension orders. Else select 'No'.

The system defaults this field based on 'Mode of Payment Detail' (PADMPAYS) screen maintenance (PADMPAYS). However, you can amend this field till the order is settled.

Derivation of Settlement due date if Auto Settle field is selected as 'Yes'

The system will default settlement due date to order date + maximum clearing period in case of money transfer.

The system will default settlement due date to cheque date + maximum clearing period in case of cheque.

If settlement due date is specified by the user, system will validate whether the settlement due date is less than or equal to maximum clearing date.

Settlement due date should be between minimum clearing date and maximum clearing date.

Derivation of Settlement due date if Auto Settle field is selected as 'No'

The system will default settlement due to order date for money transfer and cheque date in case of cheque payment.

Settlement due date cannot be lesser than order date for money transfer and cheque date in case of cheque being payment instrument.

Settled

Optional

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

- Yes
- No

Paid Date

Date Format; Optional

Select the paid date from the adjoining calendar.

Paid date can be back dated, but should be greater than order date/ cheque date + minimum clearing period in calendar days.

Cheque Number

Alphanumeric; 20 Characters; Optional

Specify the cheque number.

Cheque Date

Date Format; Optional

Select the date to be mentioned in the cheque from the adjoining calendar.

Settlement Due Date

Date Format; Optional

Select the date when the settlement is expected to be settled from the adjoining calendar.

If you leave this field blank, then the system will derive this during the order capture.

Post settlement of an order, you cannot change the settlement details.

Post save, if payment mode is changed, system will clear the settlement details and user needs to re-input the settlement detail. This will be allowed till the order is settled.

Settlement due date for Withdrawal will be the day when the order is completed. This will be updated when confirmation of order completion is received from TA.

Bulk order amendment/settlement (Orders generated through CFU or PAPDIS)

You cannot amend order value and settlement details for bulk order investments

You cannot settle bulk orders using 'Investment Detail' (PADINVDE) screen. The same needs to be done from 'Payment Clearing Detail' (PADPYCLR) screen.

Bulk investment orders can be settled/rejected from payment clearing screen only.

2.46.6.1 Bank Details Button

Click 'Bank Details' button in 'Settlement Details' screen to view bank details.

Input by	DateTime	Mod No	Record Status
Authorized by	DateTime		Authorized

For Group pensions, the system defaults the Instrument Administrators bank account during the hand-off. For private investments, the system will use the bank accounts of the parties mapped at investment account level (PADINVAC).

The system displays the following details:

- Bank Reference Number
- Bank
- Branch
- Account Type
- Account Currency
- Account Number
- Account Holder Name
- IBAN
- User Reference Number
- Bank description
- Branch Description
- Account Type Description
- Account Currency Description
- Verification Status
- Last Verified Date

You can amend all the details except in the header post authorization prior to order hand-off to TA.

2.46.7 Allocation Details Button

Click 'Allocation Details' button in 'Switch Detail' screen to specify allocation details. The 'Allocation Details' screen (PADALLOC) is displayed.

Allocation details

Execute Query

Order Number *

From Leg To Leg

Instrument ID	Instrument Name	Instrument Ratio	Amount	Status	
---------------	-----------------	------------------	--------	--------	--

Asset ID	Order Amount	Settlement Amount	Load Amount	Order Currency	
----------	--------------	-------------------	-------------	----------------	--

Cancel

You can specify the following details:

Order Number

Alphanumeric; 16 Characters; Mandatory

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

2.46.7.1 From Leg Tab

Click 'From Leg' tab in 'Allocation Details' screen to view allocation details:

The screenshot shows the 'Allocation details' window. At the top, there is a search bar labeled 'Execute Query' with a text input field for 'Order Number *' and a magnifying glass icon. Below this, there are two tabs: 'From Leg' (which is selected and highlighted in red) and 'To Leg'. The main area contains two data tables. The first table has columns: Instrument ID, Instrument Name, Instrument Ratio, Amount, Status, and a checkbox. The second table has columns: Asset ID, Order Amount, Settlement Amount, Load Amount, Order Currency, and a checkbox. Both tables are currently empty. At the bottom right, there is a 'Cancel' button.

You can view the following details:

- Instrument ID
- Instrument Name
- Instrument Ratio
- Amount
- Status
- Asset ID
- Order Amount
- Settlement Amount
- Load Amount
- Order Currency
- Net Amount
- Allocation Date
- Unit Price
- Asset Base Currency
- Allotted Units
- Status

2.46.7.2 To Leg Tab

Click 'To Leg' tab in 'Allocation Details' screen to view allocation details:

Allocation details

Execute Query

Order Number *

From Leg **To Leg**

Instrument ID	Instrument Name	Instrument Ratio	Amount	Status	
---------------	-----------------	------------------	--------	--------	--

Asset ID	Order Amount	Settlement Amount	Load Amount	Order Currency	
----------	--------------	-------------------	-------------	----------------	--

Cancel

You can view the following details:

- Instrument ID
- Instrument Name
- Instrument Ratio
- Amount
- Status
- Asset ID
- Order Amount
- Settlement Amount
- Load Amount
- Order Currency
- Net Amount
- Allocation Date
- Unit Price
- Asset Base Currency
- Allotted Units
- Status

On saving the withdrawal, the system validates the same with available balance and allow or restrict that particular withdrawal.

You can check the available balance for the Party ID, portfolio ID and account ID using View Balance (PADPFBAL) launch form.

The system defaults the instruments and assets mapped to the portfolio with the default ratios. You cannot override the same.

The system splits the transaction percentage within the instruments and eventually to assets according to the default percentage.

2.47 Investment Summary

This section contains the following topics:

- [Section 2.47.1, "Retrieving a Record in Investment Summary Screen"](#)
- [Section 2.47.2, "Editing Investment Record"](#)
- [Section 2.47.3, "Viewing Investment Record"](#)
- [Section 2.47.4, "Deleting Investment Record"](#)
- [Section 2.47.5, "Authorizing Investment Record"](#)
- [Section 2.47.6, "Amending Investment Record"](#)
- [Section 2.47.7, "Authorizing Amended Investment Record"](#)

2.47.1 Retrieving a Record in Investment Summary Screen

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

Invoke the 'Investment Summary' screen by typing 'PASINVDE' in the field at the top right corner of the Application tool bar and clicking on the adjoining arrow button and specify any or all of the following details in the corresponding details.

- The status of the record in the Authorization Status field. If you choose the 'Blank Space' option, then all the records are retrieved.
- The status of the record in the Record Status field. If you choose the 'Blank Space' option, then all records are retrieved
- Order Number
- Order Status
- Party ID
- Instruction Date
- Checker ID
- Reference Number
- Portfolio ID
- Account ID
- Maker ID

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

Note

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

- Press F7
 - Input the Party ID
 - Press F8
-

You can perform Edit, Delete, Amend, Authorize, operations by selecting the operation from the Action list. You can also search a record by using a combination of % and alphanumeric value

2.47.2 Editing Investment Record

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

- Invoke the Investment Summary screen from the Browser.
- Select the status of the record 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.
- Specify any or all of the details in the corresponding fields to retrieve the record that is to be modified.
- Click 'Search' button. All unauthorized records with the specified details are retrieved and displayed in the lower portion of the screen.
- Double click the record that you want to modify in the list of displayed records. The Investment Detail screen is displayed.
- Select Unlock Operation from the Action list to modify the record. Modify the necessary information.

Click Save to save your changes. The Investment Detail screen is closed and the changes made are reflected in the Investment Summary screen.

2.47.3 Viewing Investment Record

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

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

2.47.4 Deleting Investment Record

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

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

2.47.5 Authorizing Investment Record

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

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

When a checker authorizes a record, details of validation, if any, that were overridden by the maker of the record during the Save operation are displayed. If any of these overrides results in an error, the checker must reject the record.

2.47.6 Amending Investment Record

After a Investment record is authorized, it can be modified using the Unlock operation from the Action List.

You can amend the order only till hand-off. Post order is handed off, you cannot amend an order.

To make changes to a record after authorization:

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

2.47.7 Authorizing Amended Investment Record

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

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

2.48 Payment Clearing Screen

This section contains the following topics:

- [Section 2.48.1, "Invoking Payment Clearing Screen"](#)
- [Section 2.48.2, "Bank Details Button"](#)

2.48.1 Invoking Payment Clearing Screen

You can settle unsettled transactions using 'Payment Clearing Detail' screen. You can invoke this screen by typing 'PADPYCLR' in the field at the top right corner of the Application tool bar and clicking on the adjoining arrow button.

The screenshot shows the 'Payment Clearing Detail' application window. It has a header bar with the title 'Payment Clearing Detail'. Below the header is a section labeled 'Execute Query'. This section contains several input fields: 'Operation' (a dropdown menu currently showing 'Clearing'), 'Clearing Level' (a dropdown menu currently showing 'Order'), 'Order Number' (a text field with a search icon), 'Batch Reference Number' (a text field), and 'Employer Code' (a text field). To the right of these fields are two buttons: 'Clear All' and 'Reject All'. Below the 'Execute Query' section is a table. The table has a header row with the following columns: 'Order Number', 'Payment Reference Number', 'Bank Reference Number', 'Batch Reference Number', and 'Employer Code'. The table body is currently empty. At the bottom of the window, there is a section labeled 'Bank Details' and a 'Cancel' button.

You can specify the following details:

Operation

Optional

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

- Clearing
- Authorize Clearing

Clearing Level

Optional

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

- Order
- Batch

Order Number

Alphanumeric; 16 Characters; Optional

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

This field is enabled only if you have selected 'Clearing Level' as 'Order'.

Batch Reference Number

Alphanumeric; 16 Characters; Optional

Select the batch reference number. Alternatively, you can select batch reference number from the option list. The list displays all valid batch reference number maintained in the system.

This field is enabled only if you have selected 'Clearing Level' as 'Batch'.

Employer Code

Alphanumeric; 12 Characters; Optional

Select the employer code. Alternatively, you can select employer code from the option list. The list displays all valid employer code maintained in the system.

This field is enabled only if you have selected 'Clearing Level' as 'Batch'.

Click 'Clear All' option to clear the specified details.

Click 'Reject All' option to reject the specified details.

Click 'Execute Query' option to view the following details:

- Order Number
- Payment Reference Number
- Bank Reference Number
- Batch Reference Number
- Employer Code
- Payment Amount
- Cheque Date
- Check Number

Clearing Status

Optional

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

- Clear - On authorization, if you select this option then the transactions will be settled
- Reject - On authorization, if you select this option then the transactions will be reversed and the settlement status will be 'R'.

Remarks

Alphanumeric; 255 Characters; Optional

Specify remarks, if any.

You cannot edit or delete the records once saved. For batch, single clearing /rejection will clear/reject payment for all underlying orders. Once cleared /rejected, the system will clear the status and gets updated in settlement section of the underlying transaction.

2.48.2 Bank Details Button

Click 'Bank Details' button in 'Payment Clearing Detail' screen. The 'Bank Details' screen is displayed (PADBKDET).

The system displays the following details:

- Bank Reference Number
- Bank
- Branch
- Account Type
- Account Currency
- Account Number
- Account Holder Name
- IBAN
- User Reference Number
- Bank description
- Branch Description
- Account Type Description
- Account Currency Description
- Verification Status
- Last Verified Date

2.49 Withdrawal Detail

This section contains the following topics:

- [Section 2.49.1, "Invoking Withdrawal Detail Screen"](#)
- [Section 2.49.2, "Order Details Tab"](#)
- [Section 2.49.3, "Instrument Details Tab"](#)
- [Section 2.49.4, "Intermediary Details Tab"](#)
- [Section 2.49.5, "Add Info Details Tab"](#)

- [Section 2.49.6, "Settlement Details Button"](#)
- [Section 2.49.7, "Allocation Details Button"](#)
- [Section 2.49.8, "View Balance Button"](#)

2.49.1 Invoking Withdrawal Detail Screen

You can capture withdrawal details using 'Withdrawal Detail' screen. You can define basic rules for each portfolio type. You can invoke this screen by typing 'PADWITHD' 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:

Order Number

Display

The system displays the order number.

Reference Number

Alphanumeric; 16 Characters; Optional

Specify the reference number. If you do not specify the value in this field, then the system generates the reference number.

Portfolio ID

Alphanumeric; 16 Characters; Mandatory

Specify the portfolio ID. Alternatively, you can select portfolio ID from the option list. The list displays all valid portfolio ID which have balance for the parties.

Portfolio Description

Display

The system displays the description of the selected portfolio ID.

Instruction Date

Date Format; Mandatory

The system defaults the application date. However, you can amend this value to specify the future date.

Note

Future date cannot be a system holiday. The system does not allow back dated instructions.

After specifying the mandatory details, click 'Enrich' button. The system displays the party, instrument and asset details based on the balance for the portfolio ID selected.

2.49.2 Order Details Tab

Click 'Order Details' tab in 'Withdrawal Detail' screen to specify order details.

The screenshot shows the 'Withdrawal Detail' window with the 'Order Details' tab selected. The window has a title bar with a close button. Below the title bar is a 'Save' button. The main area is divided into two columns. The left column contains fields for 'Order Number', 'Portfolio ID *' (with a magnifying glass icon), 'Instruction Date *' (set to '2015-01-13' with a calendar icon), 'Party ID', 'Account ID', 'Withdrawal Order Type *' (set to '1' with a magnifying glass icon), 'Order Currency *', 'Payment Mode *' (set to 'T' with a magnifying glass icon), 'Order Mode' (set to 'Amount' with a dropdown arrow), and 'Order Status'. The right column contains fields for 'Reference Number', 'Portfolio Description', 'Party Name' (with a magnifying glass icon), 'Remarks' (with a magnifying glass icon), 'Order Type Description' (set to 'Withdrawal'), 'Currency Description', 'Payment Mode Description' (set to 'Money Transfer'), and 'Order Value *'. Below these fields are 'Enrich' and 'Reset' buttons. At the bottom of the window, there are tabs for 'Settlement Details', 'Allocation Details', and 'View Balance'. The 'Settlement Details' tab is active, showing fields for 'Input By', 'Authorized By', 'DateTime', and 'Open' (with a dropdown arrow). There are also 'Authorized' and 'Unauthorized' checkboxes, and a 'Cancel' button.

You can specify the following details:

Party ID

Display

The system displays the party ID based on the portfolio ID selected.

Party Name

Display

The system displays the name of the party based on the portfolio ID selected.

Account ID

Display

The system displays the account number of the party based on the portfolio ID selected.

Remarks

Alphanumeric; 255 Characters; Optional

Specify remarks, if any.

Withdrawal Order Type

Alphanumeric; 3 Characters; Mandatory

Specify the withdrawal order type. Alternatively, you can select withdrawal order type from the option list. The list displays 'Withdrawal' order type maintained in the system.

The system uses 'PASWDTXNSUBTYPE' param code to maintain the withdrawal order type.

Order Type Description

Display

The system displays the description of the selected withdrawal order type.

Order Currency

Alphanumeric; 3 Characters; Mandatory

Specify the order currency code. Alternatively, you can select the currency code from the option list. The list displays all valid currency code maintained in the system.

Currency Description

Display

The system displays the description of the selected order currency code.

Payment Mode

Alphanumeric; 2 Characters; Mandatory

Specify the payment mode. Alternatively, you can select the mode of payment from the option list. The list displays all valid payment mode maintained in the system.

Payment Mode Description

Display

The system displays the description of the selected mode of payment.

Order Mode

Optional

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

- Amount
- Percentage

Order Value

Numeric; 18 Characters; Mandatory

Specify the order value.

Order Status

Display

The system displays the status of the order.

2.49.3 Instrument Details Tab

Click 'Instrument Details' tab in 'Withdrawal Detail' screen to view the instrument details.

The screenshot shows the 'Withdrawal Detail' window with the 'Instrument Details' tab selected. The window has a title bar with a close button. Below the title bar is a 'Save' button. The main area contains several input fields and buttons. On the left, there are fields for 'Order Number', 'Portfolio ID *' (with a magnifying glass icon), 'Instruction Date *' (with a calendar icon and the value '2015-01-13'), 'Instrument ID *', and 'Instrument Ratio'. On the right, there are fields for 'Reference Number', 'Portfolio Description' (with a magnifying glass icon), and 'Instrument Name'. Below these fields are 'Enrich' and 'Reset' buttons. A tab bar at the bottom of the main area shows 'Order Details', 'Instrument Details' (selected), 'Intermediary Details', and 'Add Info Details'. Below the tab bar is a table with columns 'Asset ID *', 'Asset Name', and 'Ratio'. The table is currently empty. At the bottom of the window, there are links for 'Settlement Details', 'Allocation Details', and 'View Balance'. Below these links are input fields for 'Input By', 'Authorized By', 'DateTime', and 'Open', along with a 'Cancel' button.

Withdrawal Detail

Save

Order Number

Reference Number

Portfolio ID *

Portfolio Description

Instruction Date * 2015-01-13

Enrich

Reset

Order Details Instrument Details Intermediary Details Add Info Details

Instrument ID *

Instrument Name

Instrument Ratio

1 of 1 Go

Asset ID *	Asset Name	Ratio
------------	------------	-------

Settlement Details | Allocation Details | View Balance

Input By

Authorized By

DateTime

Authorized Unauthorized

Open Open

Cancel

The system displays the following details based on the selected portfolio ID:

- Instrument ID
- Instrument Name
- Instrument Ratio
- Asset ID
- Asset Name
- Ratio

2.49.4 Intermediary Details Tab

Click 'Intermediary Details' tab in 'Withdrawal Detail' screen to specify intermediary details.

The screenshot shows the 'Withdrawal Detail' window with the 'Intermediary Details' tab selected. The window has a title bar with a close button. Below the title bar is a 'Save' button. The main area contains several input fields: 'Order Number', 'Reference Number', 'Portfolio ID *' (with a search icon), 'Portfolio Description' (with a search icon), and 'Instruction Date *' (with a calendar icon and the value '2015-01-13'). There are 'Enrich' and 'Reset' buttons next to the 'Portfolio Description' field. Below these fields is a tab bar with 'Order Details', 'Instrument Details', 'Intermediary Details' (highlighted in red), and 'Add Info Details'. Below the tab bar is a table with the following columns: 'Intermediary ID', 'Intermediary Name', and 'Split Percentage'. The table has one row with a search icon in the first column. Below the table is a footer area with 'Settlement Details', 'Allocation Details', and 'View Balance' links. At the bottom, there are input fields for 'Input By', 'Authorized By', 'DateTime', and 'Open', along with a 'Cancel' button.

You can specify the following details:

Intermediary ID

Alphanumeric; 12 Characters; Optional

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

Intermediary Name

Display

The system displays the name of the selected intermediary ID.

Split Percentage

Numeric; 3 Characters; Optional

Specify the split percentage details.

The sum total should be 100.

The system will split the transaction percentage within the instruments and eventually to assets according to the default percentage.

2.49.5 Add Info Details Tab

Click 'Add Info Details' tab in 'Withdrawal Detail' screen to view additional information.

The screenshot shows the 'Withdrawal Detail' window with the 'Add Info Details' tab selected. The window has a title bar with a close button. Below the title bar is a 'Save' button. The main area contains several input fields: 'Order Number', 'Portfolio ID *' (with a magnifying glass icon), 'Instruction Date *' (with a calendar icon and value '2015-01-13'), 'Reference Number', and 'Portfolio Description' (with a magnifying glass icon). There are 'Enrich' and 'Reset' buttons next to the 'Portfolio Description' field. Below these fields is a tab bar with 'Order Details', 'Instrument Details', 'Intermediary Details', and 'Add Info Details' (which is highlighted in red). Below the tab bar is a table with two columns: 'Other Info Field' and 'Field Value'. The table is currently empty. At the bottom of the window, there is a footer section with 'Settlement Details | Allocation Details | View Balance' and a 'Cancel' button. The footer also contains fields for 'Input By', 'Authorized By', 'DateTime', and 'Open'.

You can view the following details:

- Other Info Field
- Field Value

2.49.6 Settlement Details Button

Click 'Settlement Details' button in 'Withdrawal Detail' screen to specify settlement details.

The screenshot shows the 'Settlement Details' window. It has a title bar with a close button. The main area contains several input fields: 'Payment Reference Number' (value: PY20150020000201), 'Payment Currency' (value: ZAR), 'Payment Amount' (value: 0.000), 'Bank Reference Number' (value: BK20150020000101), and 'Auto Settle' (value: Yes). There are also fields for 'Settled' (value: Yes), 'Paid Date', 'Cheque Number', 'Cheque Date', and 'Settlement Due Date'. At the bottom of the window, there is a 'Bank Details' section and 'Ok' and 'Exit' buttons.

You can specify the following details:

Payment Reference Number

Display

The system displays the payment reference number.

Payment Currency

Display

The system displays the payment currency code.

Payment Amount

Numeric; 18 Characters; Optional

Specify the payment amount.

Bank Reference Number

Alphanumeric; 16 Characters; Optional

Specify the bank reference number. Alternatively, you can select bank reference number from the option list. The list displays all valid bank reference number maintained in the system for the investment account of a party.

Settled

Optional

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

- Yes
- No

Paid Date

Date Format; Optional

Select the paid date from the adjoining calendar.

Cheque Number

Alphanumeric; 20 Characters; Optional

Specify the cheque number.

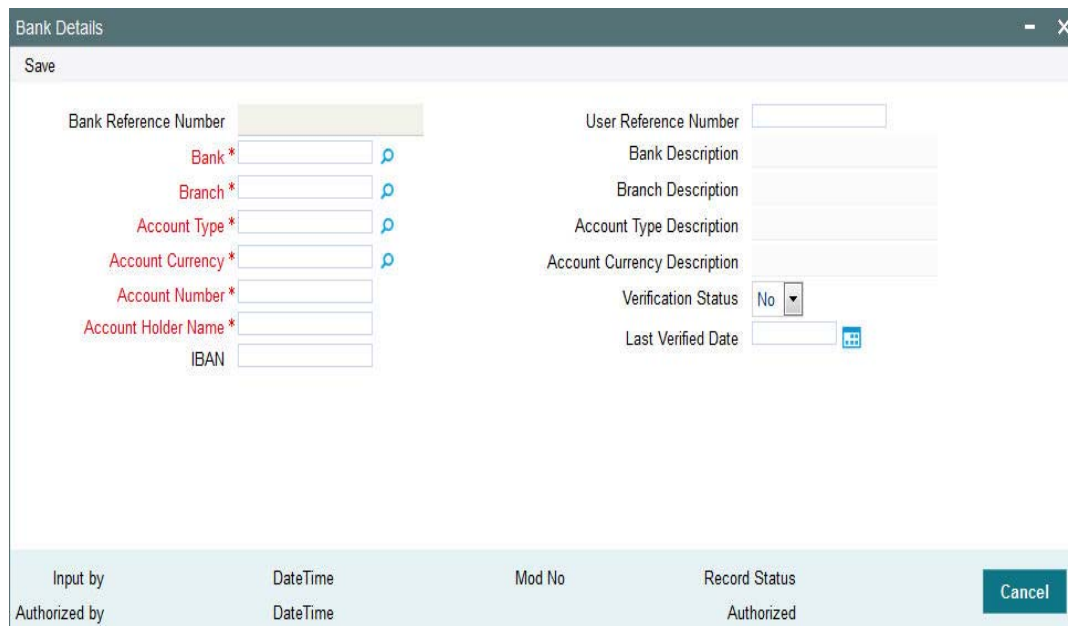
Cheque Date

Date Format; Optional

Select the date to be mentioned in the cheque from the adjoining calendar.

2.49.6.1 Bank Details Button

Click 'Bank Details' button in 'Settlement Details' screen to view bank details.



The screenshot shows a 'Bank Details' window with a title bar containing a minus and close button. Below the title bar is a 'Save' button. The form is divided into two columns. The left column contains: 'Bank Reference Number' (text input), 'Bank *' (text input with a magnifying glass icon), 'Branch *' (text input with a magnifying glass icon), 'Account Type *' (text input with a magnifying glass icon), 'Account Currency *' (text input with a magnifying glass icon), 'Account Number *' (text input), 'Account Holder Name *' (text input), and 'IBAN' (text input). The right column contains: 'User Reference Number' (text input), 'Bank Description' (text input), 'Branch Description' (text input), 'Account Type Description' (text input), 'Account Currency Description' (text input), 'Verification Status' (dropdown menu with 'No' selected), and 'Last Verified Date' (text input with a calendar icon). At the bottom of the form is a table with four columns: 'Input by', 'DateTime', 'Mod No', and 'Record Status'. Below these columns are labels: 'Authorized by', 'DateTime', 'Authorized', and 'Authorized'. A 'Cancel' button is located at the bottom right of the form.

For Group pensions, the system defaults the Instrument Administrators bank account during the hand-off. For private investments, the system will use the bank accounts of the parties mapped at investment account level (PADINVAC).

The system displays the following details:

- Bank Reference Number
- Bank
- Branch
- Account Type
- Account Currency
- Account Number
- Account Holder Name
- IBAN
- User Reference Number
- Bank description
- Branch Description
- Account Type Description
- Account Currency Description
- Verification Status
- Last Verified Date

You can amend all the details except in the header post authorization prior to order hand-off to TA.

2.49.7 Allocation Details Button

Click 'Allocation Details' button in 'Switch Detail' screen to specify allocation details. The 'Allocation Details' screen (PADALLOC) is displayed.

Allocation details

Execute Query

Order Number *

From Leg To Leg

Instrument ID	Instrument Name	Instrument Ratio	Amount	Status	
---------------	-----------------	------------------	--------	--------	--

Asset ID	Order Amount	Settlement Amount	Load Amount	Order Currency	
----------	--------------	-------------------	-------------	----------------	--

Cancel

You can specify the following details:

Order Number

Alphanumeric; 16 Characters; Mandatory

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

2.49.7.1 From Leg Tab

Click 'From Leg' tab in 'Allocation Details' screen to view allocation details:

The screenshot shows the 'Allocation details' window. At the top, there is a search bar labeled 'Execute Query' with a text input field for 'Order Number *' and a magnifying glass icon. Below this, there are two tabs: 'From Leg' (which is highlighted in red) and 'To Leg'. The main area contains two data tables. The first table has columns: Instrument ID, Instrument Name, Instrument Ratio, Amount, and Status. The second table has columns: Asset ID, Order Amount, Settlement Amount, Load Amount, Order Currency, and a small 'N' icon. Both tables are currently empty. At the bottom right, there is a 'Cancel' button.

You can view the following details:

- Instrument ID
- Instrument Name
- Instrument Ratio
- Amount
- Status
- Asset ID
- Order Amount
- Settlement Amount
- Load Amount
- Order Currency
- Net Amount
- Allocation Date
- Unit Price
- Asset Base Currency
- Allotted Units
- Status

2.49.7.2 To Leg Tab

Click 'To Leg' tab in 'Allocation Details' screen to view allocation details:

Allocation details

Execute Query

Order Number *

From Leg **To Leg**

Instrument ID	Instrument Name	Instrument Ratio	Amount	Status
---------------	-----------------	------------------	--------	--------

Asset ID	Order Amount	Settlement Amount	Load Amount	Order Currency	N
----------	--------------	-------------------	-------------	----------------	---

Cancel

You can view the following details:

- Instrument ID
- Instrument Name
- Instrument Ratio
- Amount
- Status
- Asset ID
- Order Amount
- Settlement Amount
- Load Amount
- Order Currency
- Net Amount
- Allocation Date
- Unit Price
- Asset Base Currency
- Allotted Units
- Status

Post allocation, you can view allocation details through the allocation details (PADALLOC) launch form. This launch form can be viewed as a standalone screen as well.

You can reset the order details in header and remove the data from tabs beneath other than defaults.

In case of unallotted amount based order, the system will compute the unallotted units as follows:

Unallotted units = Amount/ (Latest Available NAV * (1 - Fluctuation %))

Fluctuation % is a system level param value that can be maintained in 'Parameter Maintenance' screen (UTDPARAM) considering the maximum fluctuation in price that can happen. The system maintains the Param Code as 'FLUCTUATIONPERCENT'.

2.49.8 View Balance Button

Click 'View Balance' button in 'Switch Detail' screen to view the portfolio balance. The 'View Portfolio Balance' (PADPFBAL) screen is displayed.

View Portfolio Balance

Execute Query

Party ID *

Party Name

Portfolio ID

Portfolio Description

Portfolio Balance

1 of 1 Go

Portfolio ID	Portfolio Description	Account ID	Unit Balance	Currency	Market Value
--------------	-----------------------	------------	--------------	----------	--------------

Instrument Balance

1 of 1 Go

Instrument ID	Instrument Description	Unit Balance	Holdings Ratio	Instrument Currency	Market Value
---------------	------------------------	--------------	----------------	---------------------	--------------

Asset Balance

1 of 1 Go

Asset ID	Asset Name	Balance Units	Holdings Ratio	Asset Base Currency	Market Value
----------	------------	---------------	----------------	---------------------	--------------

Cancel

You can view the following details:

- Party ID
- Party Name
- Portfolio ID
- Portfolio Description

PF Balance

- Portfolio ID
- Portfolio Description
- Account ID
- Unit Balance
- Currency
- Market Value

Instrument Balance

- Instrument ID
- Instrument Description
- Unit Balance
- Holding Ratio
- Instrument Currency
- Market Value

Asset Balance

- Asset ID
- Asset Name
- Balance Units
- Holding Ratio
- Asset Base Currency
- Market Value

2.50 Withdrawal Summary

This section contains the following topics:

- [Section 2.50.1, "Retrieving a Record in Withdrawal Summary Screen"](#)
- [Section 2.50.2, "Editing Withdrawal Record"](#)
- [Section 2.50.3, "Viewing Withdrawal Record"](#)
- [Section 2.50.4, "Deleting Withdrawal Record"](#)
- [Section 2.50.5, "Authorizing Withdrawal Record"](#)
- [Section 2.50.6, "Amending Withdrawal Record"](#)
- [Section 2.50.7, "Authorizing Amended Withdrawal Record"](#)

2.50.1 Retrieving a Record in Withdrawal Summary Screen

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

Invoke the 'Withdrawal Summary' screen by typing 'PASWITHD' in the field at the top right corner of the Application tool bar and clicking on the adjoining arrow button and specify any or all of the following details in the corresponding details.

- The status of the record in the Authorization Status field. If you choose the 'Blank Space' option, then all the records are retrieved.
- The status of the record in the Record Status field. If you choose the 'Blank Space' option, then all records are retrieved
- Order Number
- Order Status
- Party ID
- Instruction Date
- Reference Number
- Portfolio ID
- Account ID

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

Note

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

- Press F7
 - Input the Party ID
 - Press F8
-

You can perform Edit, Delete, Amend, Authorize, operations by selecting the operation from the Action list. You can also search a record by using a combination of % and alphanumeric value

2.50.2 Editing Withdrawal Record

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

- Invoke the Withdrawal Summary screen from the Browser.
- Select the status of the record 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.
- Specify any or all of the details in the corresponding fields to retrieve the record that is to be modified.
- Click 'Search' button. All unauthorized records with the specified details are retrieved and displayed in the lower portion of the screen.
- Double click the record that you want to modify in the list of displayed records. The Withdrawal Detail screen is displayed.
- Select Unlock Operation from the Action list to modify the record. Modify the necessary information.

Click Save to save your changes. The Withdrawal Detail screen is closed and the changes made are reflected in the Withdrawal Summary screen.

2.50.3 Viewing Withdrawal Record

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

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

2.50.4 Deleting Withdrawal Record

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

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

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

2.50.5 Authorizing Withdrawal Record

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

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

When a checker authorizes a record, details of validation, if any, that were overridden by the maker of the record during the Save operation are displayed. If any of these overrides results in an error, the checker must reject the record.

2.50.6 Amending Withdrawal Record

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

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

2.50.7 Authorizing Amended Withdrawal Record

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

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

2.51 Switch Detail

This section contains the following topics

- [Section 2.51.1, "Invoking Switch Detail Screen"](#)
- [Section 2.51.2, "Order Details Tab"](#)

- [Section 2.51.3, "From Instrument Tab"](#)
- [Section 2.51.4, "To Instrument Tab"](#)
- [Section 2.51.5, "Intermediary Details Tab"](#)
- [Section 2.51.6, "Add Info Details Tab"](#)
- [Section 2.51.7, "View Balance Button"](#)
- [Section 2.51.8, "Allocation Details Button"](#)

2.51.1 Invoking Switch Detail Screen

You can capture switch detail using 'Switch Detail' screen. You can invoke this screen by typing 'PADSWIDE' 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:

Order Number

Display

The system displays the order number.

Reference Number

Alphanumeric; 16 Characters; Optional

Specify the reference number,

Portfolio ID

Alphanumeric; 16 Characters; Mandatory

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

Portfolio Description

Display

The system displays the description of the selected portfolio ID.

Instruction Date

Date Format; Mandatory

The system defaults the application date. However, you can amend this value to specify the future date.

Note

Future date cannot be a system holiday. The system does not allow back dated instructions.

If holiday is declared after maintaining a future dated instruction, system will not update the order details automatically.

After specifying the mandatory details, click 'Enrich' button. The system displays the party details based on the portfolio ID selected.

2.51.2 Order Details Tab

Click 'Order Details' tab in 'Switch Detail' screen to specify order details.

Switch Detail Screen

Save

Order Number

Portfolio ID *

Instruction Date * 2015-01-06

Reference Number

Portfolio Description

Enrich

Reset

Order Details | From Instrument | To Instrument | Intermediary Details | Add Info Details

Party ID

Account ID

Switch Order Type * 2

Order Currency *

Order Mode Amount

Order Status

Party Name

Remarks

Order Type Description Switch across instrument

Currency Description

Order Value *

Switch Order Status

View Balance | Allocation Details

Input By

Authorized By

DateTime

DateTime

Authorized Unauthorized

Open Open

Cancel

You can specify the following details:

Party ID

Display

The system displays the party ID based on the portfolio ID selected.

Party Name

Display

The system displays the name of the party based on the portfolio ID selected.

Account ID

Display

The system displays the account number of the party based on the portfolio ID selected.

Remarks

Alphanumeric; 255 Characters; Optional

Specify remarks, if any.

Switch Order Type

Alphanumeric; 3 Characters; Mandatory

Specify the switch order type. Alternatively, you can select switch order type from the option list. The list displays 'Switch Across Instrument' value.

Order Type Description

Display

The system displays the description of the selected switch order type.

Order Currency

Alphanumeric; 3 Characters; Mandatory

Specify the order currency code. Alternatively, you can select the currency code from the option list. The list displays all valid currency code maintained in the system.

Currency Description

Display

The system displays the description of the selected order currency code.

Order Mode

Optional

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

- Amount
- Percentage

Order Value

Numeric; 18 Characters; Mandatory

Specify the order value.

You need to specify the 'Order Value' if you have selected 'Order Mode' as 'Percentage'.

Order Status

Display

The system displays the status of the order.

Switch Order Status

Display

The system displays the in-legs order status.

2.51.3 From Instrument Tab

Click 'From Instrument' tab in 'Switch Detail' screen to view the instrument details.

Switch Detail Screen

Save

Order Number Reference Number

Portfolio ID * Portfolio Description

Instruction Date * 01/07/2015

Enrich

Reset

Order Details **From Instrument** To Instrument Intermediary Details Add Info Details

Instrument ID * Instrument Name

Instrument Ratio *

1 of 1 Go

Asset ID *	Asset Name	Ratio *
------------	------------	---------

View Balance | Allocation Details

Input By DateTime Authorization Status

Authorized By DateTime Record Status

Cancel

The system displays the following details based on the selected portfolio ID:

- Instrument ID
- Instrument Name
- Instrument Ratio
- Asset ID
- Asset Name
- Ratio

2.51.4 To Instrument Tab

Click 'To Instrument' tab in 'Switch Detail' screen to specify the instrument details.

The screenshot shows the 'Investment Detail' form with the 'To Instrument' tab selected. The form is divided into several sections:

- Order Details:** Includes fields for Order Number, Portfolio ID (marked with a red asterisk), Instruction Date (06/26/2019), Reference Number, and Portfolio Description. There are 'Enrich' and 'Reset' buttons.
- Instrument Details:** Includes fields for Instrument ID (marked with a red asterisk), Instrument Ratio, and Instrument Name.
- Table:** A table with columns: Asset ID (checked), Asset Name, Ratio, and Overridable. The 'Overridable' column has a dropdown menu with 'No' selected.
- Settlement Details | Allocation Details:** Includes fields for Input By, Authorized By, DateTime, and Record Status (Open).
- Buttons:** 'Cancel' button at the bottom right.

You can specify the following details:

Instrument ID

Alphanumeric; 16 Characters; Mandatory

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

Instrument Name

Display

The system displays the name of the instrument for the selected instrument ID.

Instrument Ratio

Numeric; 5 Characters; Mandatory

Specify the numeric ratio.

Asset ID

Alphanumeric; 16 Characters; Mandatory

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

Asset Name

Display

The system displays the name of the selected asset ID.

Ratio

Numeric; 5 Characters; Optional

Specify the ratio.

Override

Display

The system displays the override status.

2.51.5 Intermediary Details Tab

Click 'Intermediary Details' tab in 'Switch Detail' screen to specify intermediary details.

Switch Detail Screen

Save

Order Number

Reference Number

Portfolio ID *

Portfolio Description

Instruction Date * 01/07/2015

Enrich

Reset

Order Details | From Instrument | To Instrument | **Intermediary Details** | Add Info Details

1 of 1 Go

Intermediary ID *	Intermediary Name	Split Percentage *
<input type="text"/>	<input type="text"/>	<input type="text"/>

View Balance | Allocation Details

Input By DateTime Authorization Unauthorized

Authorized By DateTime Status

Record Status Open

Cancel

You can specify the following details:

Intermediary ID

Alphanumeric; 12 Characters; Optional

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

Intermediary Name

Display

The system displays the name of the selected intermediary ID.

Split Percentage

Numeric; 3 Characters; Optional

Specify the split percentage details.

The sum total should be 100.

The system will split the transaction percentage within the instruments and eventually to assets according to the default percentage.

2.51.6 Add Info Details Tab

Click 'Add Info Details' tab in 'Switch Detail' screen to view additional information.

The screenshot displays the 'Switch Detail Screen' with a 'Save' button at the top left. The form contains several input fields: 'Order Number', 'Portfolio ID *' (with a magnifying glass icon), 'Instruction Date *' (set to 01/07/2015 with a calendar icon), 'Reference Number', and 'Portfolio Description' (with a magnifying glass icon). Below these fields are 'Enrich' and 'Reset' buttons. A tabbed interface at the bottom of the form shows 'Order Details', 'From Instrument', 'To Instrument', 'Intermediary Details', and 'Add Info Details' (which is highlighted in red). Below the tabs is a table with two columns: 'Other Info Field' and 'Field Value'. The table is currently empty. At the bottom of the screen, there are fields for 'Input By', 'Authorized By', 'DateTime', and 'Authorization Status' (with a dropdown menu showing 'Unauthorized' and 'Open'). A 'Cancel' button is located at the bottom right.

You can view the following details:

- Other Info Field
- Field Value

2.51.7 View Balance Button

Click 'View Balance' button in 'Switch Detail' screen to view the portfolio balance. The 'View Portfolio Balance' (PADPFBAL) screen is displayed.

View Portfolio Balance

Execute Query

Party ID *

Portfolio ID

Party Name

Portfolio Description

Portfolio Balance

1 of 1 Go

Portfolio ID	Portfolio Description	Account ID	Unit Balance	Currency	Market Value
--------------	-----------------------	------------	--------------	----------	--------------

Instrument Balance

1 of 1 Go

Instrument ID	Instrument Description	Unit Balance	Holdings Ratio	Instrument Currency	Market Value
---------------	------------------------	--------------	----------------	---------------------	--------------

Asset Balance

1 of 1 Go

Asset ID	Asset Name	Balance Units	Holdings Ratio	Asset Base Currency	Market Value
----------	------------	---------------	----------------	---------------------	--------------

Cancel

You can view the following details:

- Party ID
- Party Name
- Portfolio ID
- Portfolio Description

PF Balance

- Portfolio ID
- Portfolio Description
- Account ID
- Unit Balance
- Currency
- Market Value

Instrument Balance

- Instrument ID
- Instrument Description
- Unit Balance
- Holding Ratio

- Instrument Currency
- Market Value

Asset Balance

- Asset ID
- Asset Name
- Balance Units
- Holding Ratio
- Asset Base Currency
- Market Value

2.51.8 Allocation Details Button

Click 'Allocation Details' button in 'Switch Detail' screen to specify allocation details. The 'Allocation Details' screen (PADALLOC) is displayed.

You can specify the following details:

Order Number

Alphanumeric; 16 Characters; Mandatory

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

2.51.8.1 From Leg Tab

Click 'From Leg' tab in 'Allocation Details' screen to view allocation details:

The screenshot shows a web application window titled "Allocation details". At the top, there is a section labeled "Execute Query" containing a text input field for "Order Number *" with a search icon to its right. Below this, there are two tabs: "From Leg" (which is highlighted in red) and "To Leg". The main area of the window contains two data tables. The first table has columns: "Instrument ID", "Instrument Name", "Instrument Ratio", "Amount", and "Status". The second table has columns: "Asset ID", "Order Amount", "Settlement Amount", "Load Amount", "Order Currency", and "N". Both tables are currently empty. At the bottom right of the window, there is a "Cancel" button.

You can view the following details:

- Instrument ID
- Instrument Name
- Instrument Ratio
- Amount
- Status
- Asset ID
- Order Amount
- Settlement Amount
- Load Amount
- Order Currency
- Net Amount
- Allocation Date
- Unit Price
- Asset Base Currency
- Allotted Units
- Status

2.51.8.2 To Leg Tab

Click 'To Leg' tab in 'Allocation Details' screen to view allocation details:

Allocation details

Execute Query

Order Number *

From Leg **To Leg**

Instrument ID	Instrument Name	Instrument Ratio	Amount	Status
---------------	-----------------	------------------	--------	--------

Asset ID	Order Amount	Settlement Amount	Load Amount	Order Currency	N
----------	--------------	-------------------	-------------	----------------	---

Cancel

You can view the following details:

- Instrument ID
- Instrument Name
- Instrument Ratio
- Amount
- Status
- Asset ID
- Order Amount
- Settlement Amount
- Load Amount
- Order Currency
- Net Amount
- Allocation Date
- Unit Price
- Asset Base Currency
- Allotted Units
- Status

Post allocation, you can view allocation details through the allocation details (PADALLOC) launch form. This launch form can be viewed as a standalone screen as well.

Switch limits will be based on fiscal year of instrument.

You can reset the order details in header and remove the data from tabs beneath other than defaults.

2.52 Switch Summary

This section contains the following topics:

- [Section 2.52.1, "Retrieving a Record in Switch Summary Screen"](#)
- [Section 2.52.2, "Editing Switch Record"](#)
- [Section 2.52.3, "Viewing Switch Record"](#)
- [Section 2.52.4, "Deleting Switch Record"](#)
- [Section 2.52.5, "Authorizing Switch Record"](#)
- [Section 2.52.6, "Amending Switch Record"](#)
- [Section 2.52.7, "Authorizing Amended Switch Record"](#)

2.52.1 Retrieving a Record in Switch Summary Screen

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

Invoke the 'Switch Summary' screen by typing 'PASSWIDE' in the field at the top right corner of the Application tool bar and clicking on the adjoining arrow button and specify any or all of the following details in the corresponding details.

- The status of the record in the Authorization Status field. If you choose the 'Blank Space' option, then all the records are retrieved.
- The status of the record in the Record Status field. If you choose the 'Blank Space' option, then all records are retrieved
- Order Number
- Order Status
- Party ID
- Instruction Date
- Checker ID
- Reference Number
- Portfolio ID
- Account ID
- Maker ID

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

Note

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

- Press F7
 - Input the Party ID
 - Press F8
-

You can perform Edit, Delete, Amend, Authorize, operations by selecting the operation from the Action list. You can also search a record by using a combination of % and alphanumeric value

2.52.2 Editing Switch Record

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

- Invoke the Switch Summary screen from the Browser.
- Select the status of the record 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.
- Specify any or all of the details in the corresponding fields to retrieve the record that is to be modified.
- Click 'Search' button. All unauthorized records with the specified details are retrieved and displayed in the lower portion of the screen.
- Double click the record that you want to modify in the list of displayed records. The Switch Detail screen is displayed.
- Select Unlock Operation from the Action list to modify the record. Modify the necessary information.

Click Save to save your changes. The Switch Detail screen is closed and the changes made are reflected in the Switch Summary screen.

2.52.3 Viewing Switch Record

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

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

2.52.4 Deleting Switch Record

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

- Invoke the Switch Summary screen from the Browser.

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

2.52.5 Authorizing Switch Record

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

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

When a checker authorizes a record, details of validation, if any, that were overridden by the maker of the record during the Save operation are displayed. If any of these overrides results in an error, the checker must reject the record.

2.52.6 Amending Switch Record

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

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

Note

You can modify the record any number of time unless the record is handed-off. Once record is handed-off, you can only reverse the record.

2.52.7 Authorizing Amended Switch Record

An amended Switch record must be authorized for the amendment to be made effective in the system. The authorization of amended records can be done only from Agency Branch module.

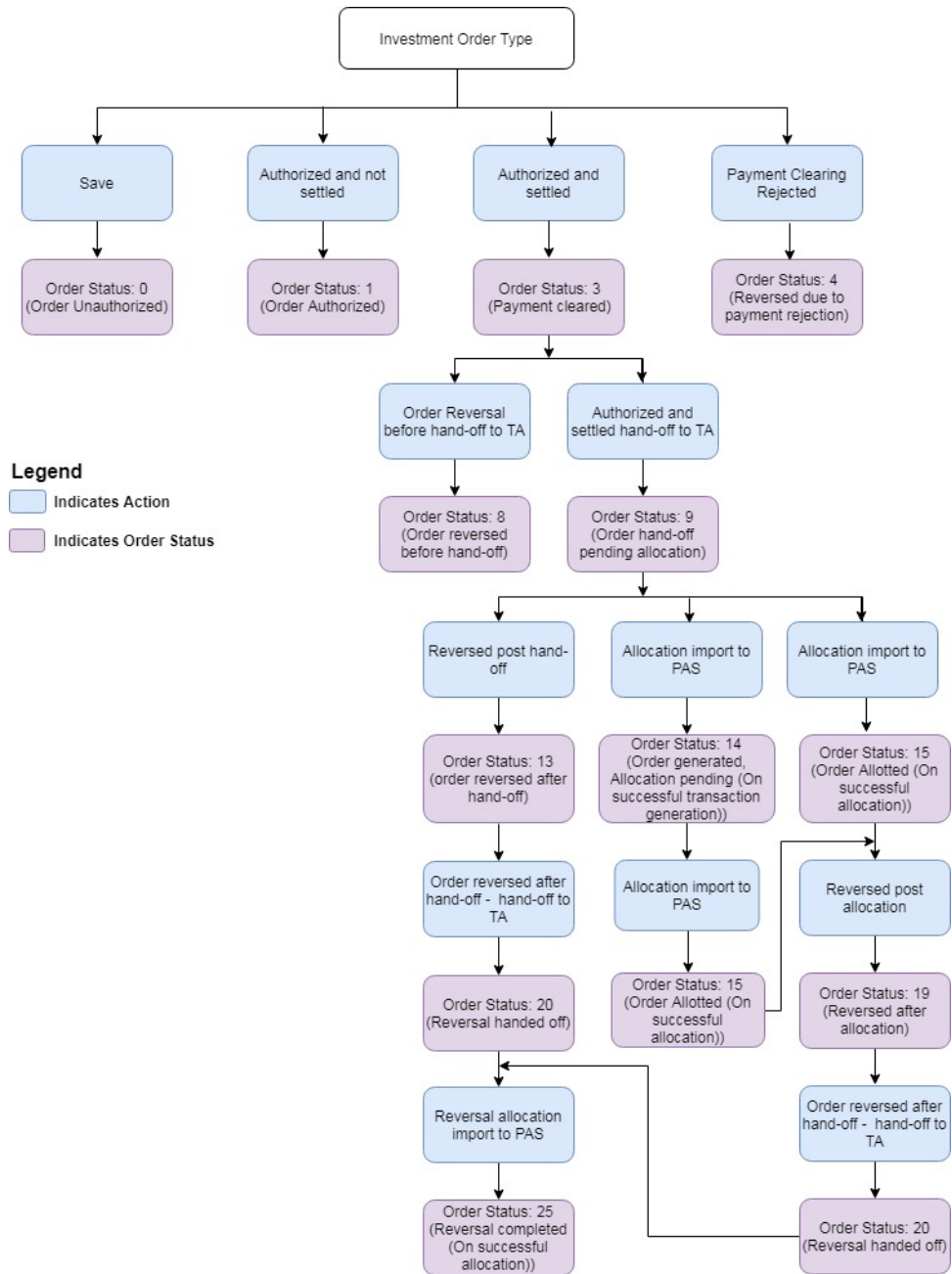
The subsequent process of authorization is the same as that for normal transactions.

2.53 Order Status of Orders

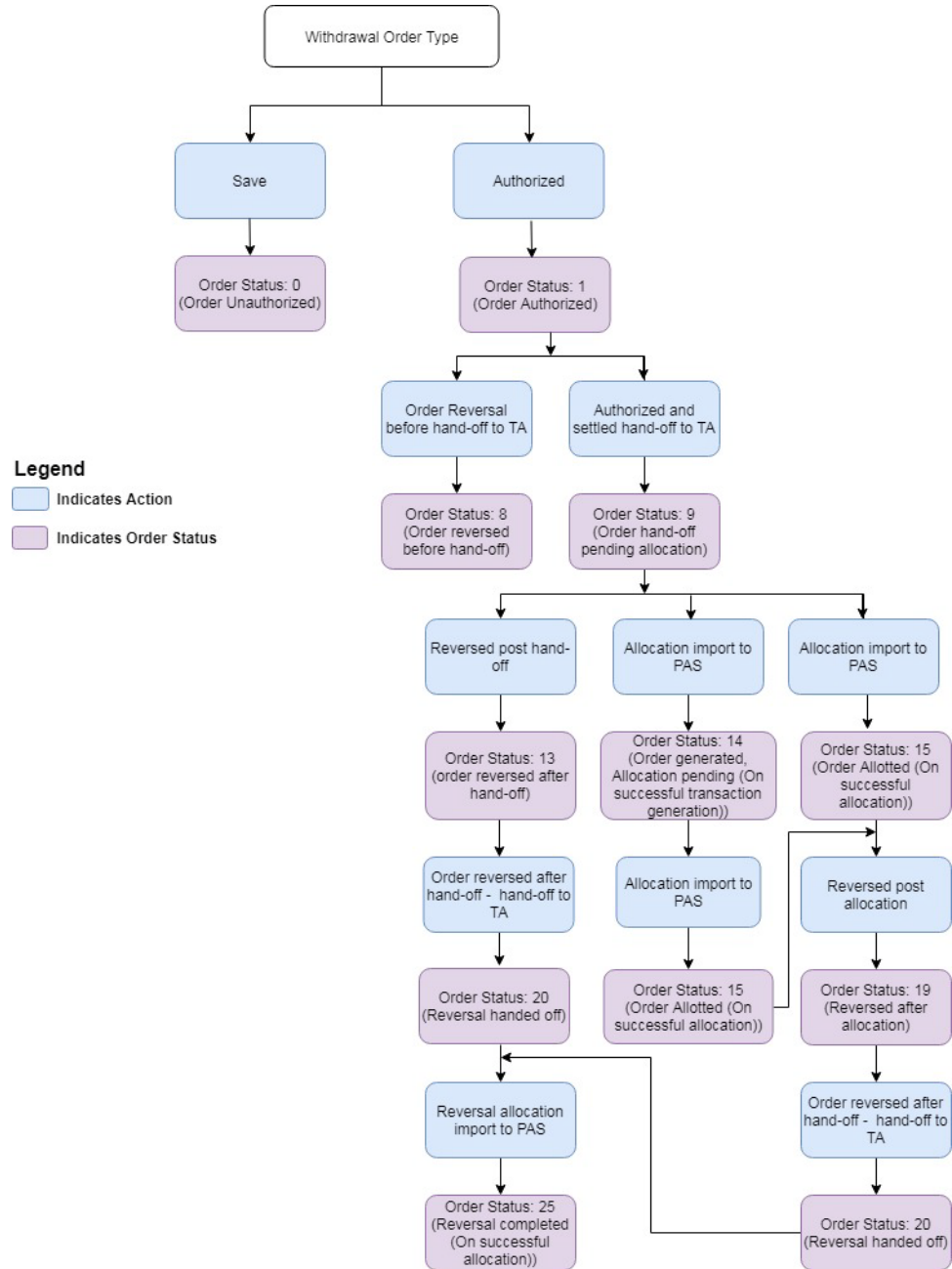
The system will use the following order status for orders. The system will show the order status in detail as well as summary screen:

Order Status	Order Status Description
0	Order unauthorised
1	Order authorised
3	Payment cleared
4	Reversed due to payment rejection
8	Order reversed before handoff
9	Order handoff pending allocation
10	Out-leg allotted/in-leg handoff pending
11	In-leg handoff pending allocation
13	Order reversed after handoff
14	Order generated, Allocation pending
15	Order allotted
19	Reversed after allocation
20	Reversal handed off
25	Reversal completed

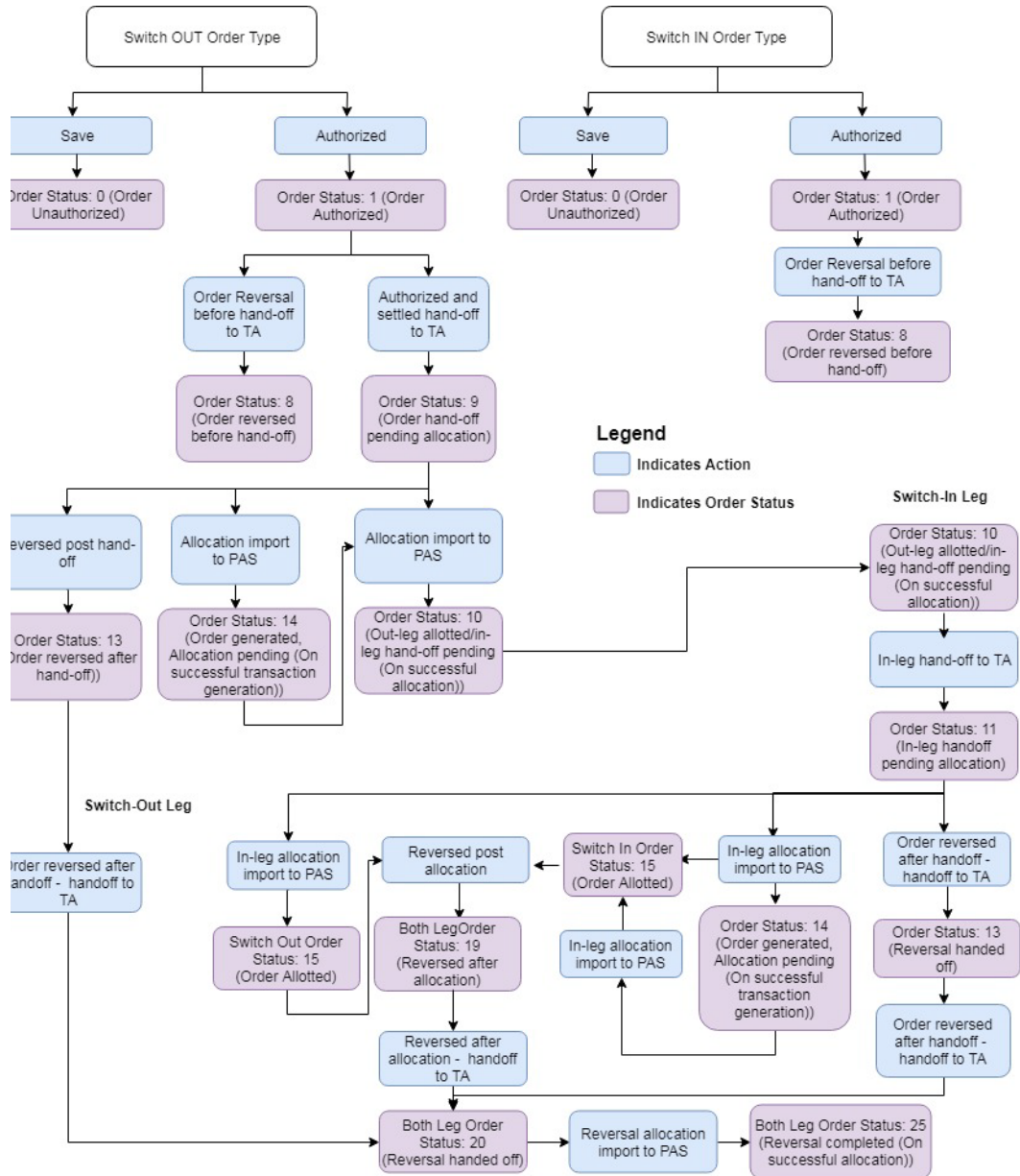
Investment Order Status



Withdrawal Order Status



Switch Order Status



2.54 Allocation Details

This section contains the following topics:

- [Section 2.54.1, "Invoking Allocation Details Screen"](#)
- [Section 2.54.2, "From Leg Tab"](#)
- [Section 2.54.3, "To Leg Tab"](#)

2.54.1 Invoking Allocation Details Screen

You can view allocation details of an order using 'Allocation Details' screen. You can invoke this screen by typing 'PADALLOC' in the field at the top right corner of the Application tool bar and clicking on the adjoining arrow button.

Allocation details

Execute Query

Order Number *

From Leg To Leg

Instrument ID	Instrument Name	Instrument Ratio	Amount	Status	
---------------	-----------------	------------------	--------	--------	--

Asset ID	Order Amount	Settlement Amount	Load Amount	Order Currency	
----------	--------------	-------------------	-------------	----------------	--

Cancel

You can specify the following details by clicking 'Execute Query' button:

Order Number

Alphanumeric; 16 Characters; Mandatory

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

2.54.2 From Leg Tab

Click 'From Leg' tab in 'Allocation Details' screen to view allocation details:

Allocation details

Execute Query

Order Number *

From Leg To Leg

Instrument ID	Instrument Name	Instrument Ratio	Amount	Status
---------------	-----------------	------------------	--------	--------

Asset ID	Order Amount	Settlement Amount	Load Amount	Order Currency	N
----------	--------------	-------------------	-------------	----------------	---

Cancel

You can view the following details:

- Instrument ID
- Instrument Name
- Instrument Ratio
- Amount
- Status
- Asset ID
- Order Amount
- Settlement Amount
- Load Amount
- Order Currency
- Net Amount
- Allocation Date
- Unit Price
- Asset Base Currency
- Allotted Units
- Status

2.54.3 To Leg Tab

Click 'To Leg' tab in 'Allocation Details' screen to view allocation details:

Allocation details

Execute Query

Order Number*

From Leg **To Leg**

Instrument ID	Instrument Name	Instrument Ratio	Amount	Status
---------------	-----------------	------------------	--------	--------

Asset ID	Order Amount	Settlement Amount	Load Amount	Order Currency	N
----------	--------------	-------------------	-------------	----------------	---

Cancel

You can view the following details:

- Instrument ID
- Instrument Name
- Instrument Ratio
- Amount
- Status
- Asset ID
- Order Amount
- Settlement Amount
- Load Amount
- Order Currency
- Net Amount
- Allocation Date
- Unit Price
- Asset Base Currency
- Allotted Units
- Status

2.55 View Portfolio Balance

This section contains the following topics:

- [Section 2.55.1, "Invoking View Portfolio Balance Screen"](#)

2.55.1 Invoking View Portfolio Balance Screen

You can view available balance for a party using 'View Portfolio Balance' screen. You can invoke this screen by typing 'PADPFBAL' in the field at the top right corner of the Application tool bar and clicking on the adjoining arrow button.

View Portfolio Balance

Execute Query

Party ID*

Portfolio ID

Party Name

Portfolio Description

Portfolio Balance

Portfolio ID	Portfolio Description	Account ID	Unit Balance	Currency	Market Value
--------------	-----------------------	------------	--------------	----------	--------------

Instrument Balance

Instrument ID	Instrument Description	Unit Balance	Holdings Ratio	Instrument Currency	Market Value
---------------	------------------------	--------------	----------------	---------------------	--------------

Asset Balance

Asset ID	Asset Name	Balance Units	Holdings Ratio	Asset Base Currency	Market Value
----------	------------	---------------	----------------	---------------------	--------------

Cancel

You can specify the following details:

Party ID

Alphanumeric; 16 Characters; Optional

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

Party Name

Display

The system displays the name for the selected party ID.

Portfolio ID

Alphanumeric; 16 Characters; Mandatory

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

Portfolio Description

Display

The system displays the description of the selected portfolio ID.

After specifying the necessary details, click 'Execute Query' button. The following details are displayed:

Portfolio Balance

- Portfolio ID
- Portfolio Description
- Account ID
- Unit Balance
- Currency
- Market Value

Instrument Balance

- Instrument ID
- Instrument Description
- Unit Balance
- Holding Ratio
- Instrument Currency
- Market Value

Asset Balance

- Asset ID
- Asset Name
- Balance Units
- Holding Ratio
- Asset Base Currency
- Market Value

2.56 Interface Maintenance

This section contains the following topics:

[Section 2.56.1, "Invoking Interface Maintenance Detail Screen"](#)

2.56.1 Invoking Interface Maintenance Detail Screen

You can maintain interfaces for upload and export using 'FCIS Interface Maintenance Detail' screen. You can invoke this screen by typing 'PADIFAC' in the field at the top right corner of the Application tool bar and clicking on the adjoining arrow button.

FCIS Interface Maintenance Detail

Save

Interface ID
Description
Import/Export Type * Import
Import/Export Basis * Procedure
Interface Code
Number Of Files (Import-Export)
Split Column
Subroutine Name
Export Format Segment Wise

Enabled * Yes
Process per File? Yes
Auto Number? Yes
Export Data First? Yes
Segmentation? No
Auto Import Keystring? Yes
File Specification Required? Yes
Generate Empty File? Yes

Interface Parameters

Parameter Name *	Parameter Value
------------------	-----------------

File Specification

File Number *
No Of Segments
Segment Identifier Field Value
Field occurrence First Field
Field Length
Field Type String
Segment Delimiter Comma
Delimited occurrence
Table Name *

Criteria
File Name *
File Path *
Archive Directory *
Unique File Name? Yes
File Type *
ASCII File Format
Field Delimiter Comma
Column Header? Yes

String Delimiter Double Quotes
Date Format
Decimal Symbol Comma
Time Delimiter Space
Digit Grouping
Date Time Option? Yes
Populate

Column Specification

Field *	Field Number *	Field Type *	Field Length *	Column Heading *	File Col Sequence *	Select *
---------	----------------	--------------	----------------	------------------	---------------------	----------

Input by
Authorized by
DateTime
Mod No
Record Status
Authorized
Cancel

You can specify the following details:

Export Format

Optional

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

- Segment Wise
- Segment Record Wise

For further details, refer 'Setting up and Maintaining Interfaces' section in 'Interfaces with External Systems' chapter in 'Interface' user manual.

2.57 Interface Maintenance Summary Screen

This section contains the following topics:

- [Section 2.57.1, "Invoking Interface Maintenance Summary Screen"](#)

2.57.1 Invoking Interface Maintenance Summary Screen

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

Invoke the 'FCIS Interface Maintenance Summary' screen by typing 'PASIFAC' in the field at the top right corner of the Application tool bar and clicking on the adjoining arrow button.

For further details, refer 'Interface Maintenance Summary Screen' section in 'Interfaces with External Systems' chapter in 'Interface' user manual.

2.58 Party Role Migration

This section contains the following topics:

- [Section 2.28.1, "Invoking Bank Details Screen"](#)

2.58.1 Invoking Party Role Migration

To handle broker mergers and transfer of business from one broker/ brokerage house to another, you can run party role migration batch.

In case of PAS-TA integration, if broker migration is done in TA, the system will not migrate automatically to PAS brokers.

You can run party role migration batch using 'Party Role Migration' screen. This screen is used to merge broker/ intermediary. Once the batch is processed, old broker is not available for future transactions. The system will update the new broker ID for all investment accounts.

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

Input by	DateTime	Mod No	Record Status	Authorization Status

You can specify the following details:

Party Role

Alphanumeric; 2 Characters; Mandatory

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

Role Description

Display

The system displays the description of the selected party role ID.

Source Party ID

Alphanumeric; 16 Characters; Mandatory

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

Source Party Name

Display

The system displays the name of the selected source party ID.

Destination Party ID

Alphanumeric; 16 Characters; Mandatory

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

Destination Party Name

Display

The system displays the name of the selected destination party ID.

Effective Date

Date Format; Mandatory

Select the effective date from the adjoining calendar.

Status

Display

The system displays the party role migration status.

2.59 Party Role Migration Summary

This section contains the following topics:

- [Section 2.59.1, "Retrieving a Record in Party Role Migration Summary Screen"](#)
- [Section 2.59.2, "Editing Party Role Migration Record"](#)
- [Section 2.59.3, "Viewing Party Role Migration Record"](#)
- [Section 2.59.4, "Deleting Party Role Migration Record"](#)
- [Section 2.59.5, "Authorizing Party Role Migration Record"](#)
- [Section 2.59.6, "Amending Party Role Migration Record"](#)
- [Section 2.59.7, "Authorizing Amended Party Role Migration Record"](#)

2.59.1 Retrieving a Record in Party Role Migration Summary Screen

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

You can invoke the 'Party Role Migration Summary' screen by typing 'PASPRMIG' in the field at the top right corner of the Application tool bar and clicking on the adjoining arrow button and specify any or all of the following details in the corresponding details.

- The status of the record in the Authorized Status field. If you choose the 'Blank Space' option, then all the records are retrieved.
- The status of the record in the Record Status field. If you choose the 'Blank Space' option, then all records are retrieved
- Party Role
- Role Description
- Source Party ID
- Source Party Name

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

Note

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

- Press F7
- Input the Party Role

You can perform Edit, Delete, Amend, Authorize, operations by selecting the operation from the Action list. You can also search a record by using a combination of % and alphanumeric value

2.59.2 Editing Party Role Migration Record

You can modify the details of Party Role Migration record that you have already entered into the system, provided it has not subsequently authorized. You can perform this operation as follows:

- Invoke the Party Role Migration Summary screen from the Browser.
- Select the status of the record that you want to retrieve for modification in the Authorized field. You can only modify records that are unauthorized. Accordingly, choose the Unauthorized option.
- Specify any or all of the details in the corresponding fields to retrieve the record that is to be modified.
- Click 'Search' button. All unauthorized records with the specified details are retrieved and displayed in the lower portion of the screen.
- Double click the record that you want to modify in the list of displayed records. The Party Role Migration Detail screen is displayed.
- Select Unlock Operation from the Action list to modify the record. Modify the necessary information.

Click Save to save your changes. The Party Role Migration Detail screen is closed and the changes made are reflected in the Party Role Migration Summary screen.

2.59.3 Viewing Party Role Migration Record

To view a record that you have previously input, you must retrieve the same in the Party Role Migration Summary screen as follows:

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

2.59.4 Deleting Party Role Migration Record

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

- Invoke the Party Role Migration Summary screen from the Browser.
- Select the status of the record that you want to retrieve for deletion.
- Specify any or all of the details in the corresponding fields on the screen.
- Click 'Search' button. All records with the specified fields are retrieved and displayed in the lower portion of the screen.

- Double click the record that you want to delete in the list of displayed records. The Party Role Migration Detail screen is displayed.
- Select Delete Operation from the Action list. The system prompts you to confirm the deletion and the record is physically deleted from the system database.

2.59.5 Authorizing Party Role Migration Record

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

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

When a checker authorizes a record, details of validation, if any, that were overridden by the maker of the record during the Save operation are displayed. If any of these overrides results in an error, the checker must reject the record.

2.59.6 Amending Party Role Migration Record

After a Party Role Migration record is authorized, it can be modified using the Unlock operation from the Action List. To make changes to a record after authorization:

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

2.59.7 Authorizing Amended Party Role Migration Record

An amended Party Role Migration record must be authorized for the amendment to be made effective in the system.

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

2.60 Party Data Merger Screen

This section contains the following topics:

- [Section 2.60.1, "Invoking Party Data Merger Screen"](#)

2.60.1 Invoking Party Data Merger Screen

You can merge the customer details such as address ID, bank details etc from old to new one using 'Party Data Merger' screen. This screen is used to merge Address/ Identity proof and Bank details in case if you have created the proofs multiple times. Post successfully execution of the batch, the system will replace old details with new details in the respective party, investment account

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

Input by	Authorized by	DateTime	Mod No	Record Status	Authorized
----------	---------------	----------	--------	---------------	------------

You can specify the following details:

Category

Optional

Select the category to be merged from the drop-down list. The list displays the following values:

- Address
- Bank
- ID

Effective Date

Date Format; Mandatory

Select the effective date from the adjoining calendar. This indicates the date from when the data merger is effective.

From Reference Number

Alphanumeric; 16 Characters; Mandatory

Specify the From reference number. Alternatively, you can select From reference number from the option list. The list displays all valid From reference number maintained in the system.

To Reference Number

Alphanumeric; 16 Characters; Mandatory

Specify the To reference number. Alternatively, you can select To reference number from the option list. The list displays all valid To reference number maintained in the system.

Status

Display

The system displays the merge status of the party.

2.61 Instruction Date Update Screen

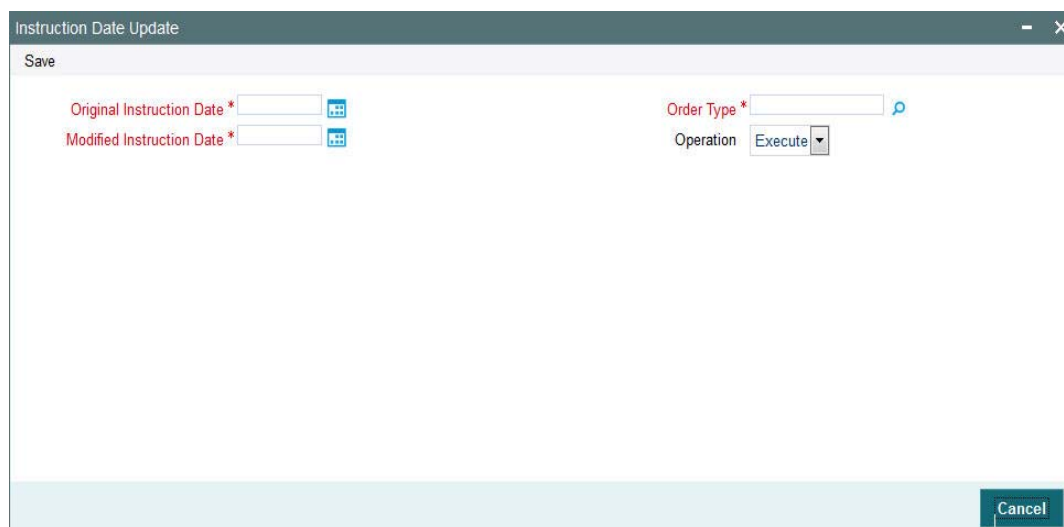
This section contains the following topics:

- [Section 2.61.1, "Invoking Instruction Date Update Screen"](#)

2.61.1 Invoking Instruction Date Update Screen

You can modify the instruction date for the selected order type using 'Instruction Date Update' screen. This screen is used to move the instruction/ transaction date of orders captured prior to future working day maintained as holiday. If you had captured future date orders and subsequently if the day is marked as a holiday, this screen will move Instruction date to another working day.

You can invoke this screen by typing 'PADINDTU' 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:

Original Instruction Date

Date Format; Mandatory

Select the original instruction date from the adjoining calendar.

Modified Instruction Date

Date Format; Mandatory

Select the modified instruction date from the adjoining calendar.

Order Type

Alphanumeric; 3 Characters; Mandatory

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

You can change the instruction date for all order types in one go if you select 'ALL' from option list.

Operation

Optional

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

- Execute
- Process

2.62 Order Summary

This section contains the following topics:

- [Section 2.62.1, "Invoking Order Summary Screen"](#)

2.62.1 Invoking Order Summary Screen

You can view the summary of the orders captured for a party using 'Order Summary' screen. It also gives an idea about the allotted units of a party under particular investment account and a portfolio. You can invoke 'Order Summary' screen by typing 'PADACCST' in the field at the top right corner of the Application tool bar and clicking on the adjoining arrow button.

Order Summary

Party ID *

Portfolio ID

From Date

Fetch

Party Name

Portfolio Description

To Date

1 of 1 Go

Portfolio ID	Portfolio Description	Account ID	Instrument ID	Instrument Name	Asset ID
--------------	-----------------------	------------	---------------	-----------------	----------

Ok Cancel

You can specify the following details:

Party ID

Alphanumeric; 12 Characters; Mandatory

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

Party Name

Display

The system displays the name of the selected party ID.

Portfolio ID

Alphanumeric; 12 Characters; Optional

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

Portfolio Description

Display

The system the description of the selected portfolio ID.

From Date

Date Format; Optional

Select the date from when the order summary needs to be generated.

To Date

Date Format; Optional

Select the date till when the order summary needs to be generated.

Click 'Fetch' button to view the following details:

- Portfolio ID
- Portfolio Description
- Account ID
- Instrument ID
- Instrument Name
- Asset ID
- Asset Name
- Order Number
- Original Order Number
- Order Type
- Instruction Date
- Order Currency
- Order Amount
- Allocation Date
- Unit Price
- Asset Base Currency
- Alloted Units
- Status

2.63 Process Group Pension Order

This section contains the following topics:

- [Section 2.63.1, "Invoking Process Group Pension Orders Screen"](#)

2.63.1 Invoking Process Group Pension Orders Screen

You can process the contribution file PAPDIS using as common batch screen. You can also execute the respective interface using 'Process Group Pension Orders' screen. You can invoke this screen by typing 'PADPRCFU' in the field at the top right corner of the Application tool bar and clicking on the adjoining arrow button.

Process Group Pension Orders

Save

Employer Code *

Employer Name

Process ID

Batch Ref Number

Contribution Currency

Currency Name

Total no. of Employees

Total Contribution Amount

Success Count

Failure Count

Batch Status

Batch Status Description

Process Status

Member group contribution % mismatches

Employer contribution count

Employee contribution count

[View Details](#)

[Cancel](#)

Employer Code

Alphanumeric; 12 Characters; Mandatory

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

Employer Name

Display

The system displays the name of the employer for the selected employer code.

Process ID

Display

The system displays the process ID for the selected employer code.

Batch Ref Number

Display

The system displays the batch reference number for the selected employer code.

Process Status

Alphanumeric; 1 Character; Optional

Specify the processing status. Alternatively, you can select process status from the option list. The list displays all valid process status maintained in the system.

After specifying the necessary details, click 'Save'. On 'Query', the system displays the following values:

- Contribution Currency
- Currency Name

- After saving the process click 'View Details' button to view the employee details before and after order processing. The 'Group Pension Order Summary' screen is displayed. You can verify the results of CFU upload results using this screen along with the error details, if any.

The following details are displayed:

- 2-209

- Error Description
- Reason Code
- Process Status

You can also invoke 'Group Pension Order Summary' screen by typing 'PASGRPOR' in the field at the top right corner of the Application tool bar and clicking on the adjoining arrow button. In such cases, you need to specify the mandatory details such as Employer Code, Batch Reference Number and Process ID to view the results. querying. On double clicking the record in the result section, you can view the consolidated upload summary.

2.64 EOD Maintenance

This section contains the following topics:

- [Section 2.64.1, "Invoking EOD Maintenance Screen"](#)
- [Section 2.64.2, "Invoking EOD Maintenance Summary Screen"](#)

2.64.1 Invoking EOD Maintenance Screen

You can schedule and reschedule the EOD activities using 'EOD Maintenance Detail' screen. You can invoke this screen by typing 'UTDEODMT' in the field at the top right corner of the Application tool bar and clicking on the adjoining arrow button.

For further details, refer 'End of Day Maintenance' section in 'End of Day Activities' chapter in 'Batch_Process' user manual.

2.64.2 Invoking EOD Maintenance Summary Screen

You can view EOD activities using 'EOD Maintenance Summary' screen. You can invoke this screen by typing 'UTSEODMT' in the field at the top right corner of the Application tool bar and clicking on the adjoining arrow button.

For further details, refer 'EOD Maintenance Summary' section in 'End of Day Activities' chapter in 'Batch_Process' user manual.

2.65 Online Interface Execution

This section contains the following topics:

- [Section 2.65.1, "Invoking Online Interface Execution Screen"](#)

2.65.1 Invoking Online Interface Execution Screen

You can upload or export the files to or from the system respectively using 'Online Interface Execution' screen. You can invoke this screen by typing 'UTSONLIN' in the field at the top right corner of the Application tool bar and clicking on the adjoining arrow button.

If any errors result, you can view the same using the upload status summary or upload status report.

For further details, refer 'Online Execution of Interfaces' section in 'Interfaces with External System' chapter in 'Interface' user manual.

2.66 Upload Status Summary

This section contains the following topics:

- ### 2.66.1 Invoking Upload Status Summary Screen

[illegible]

- Import Option
- Process ID
- Status
- Upload Date

Select the record that you want to view in the list of displayed records, in the lower portion of the screen.

The Upload Status screen is opened by double clicking the selected record, with the selected record displayed in view mode.

2.67 Pre End of Day Check

This section contains the following topics:

- [Section 2.67.1, "Invoking Pre End of Day Check - Execute Pre EOD Screen"](#)

2.67.1 Invoking Pre End of Day Check - Execute Pre EOD Screen

Before doing an EOD, you should clear all the mandatory pre end of the checks listed in 'Pre End of Day Check - Execute Pre EOD' screen. Once all checks are over, you can execute pre-EOD and then proceed for EOD. You can invoke 'Pre End of Day Check - Execute Pre EOD' screen by typing 'UTDPREOD' in the field at the top right corner of the Application tool bar and clicking on the adjoining arrow button.

For further details, refer 'Executing Pre-End of Day Operations' section in 'End of Day Activities' chapter in 'Batch_Process' user manual.

2.68 EOD Execution

This section contains the following topics:

- [Section 2.68.1, "Invoking EOD Execution Screen"](#)

2.68.1 Invoking EOD Execution Screen

To move the system to the next working date, you need to execute the end of the day process using 'EOD Execution Detail' screen.

EOD sequence will be as following sequence:

1. EOD in PA
2. EOD in TA
3. BOD in TA
4. BOD in PA

However both can be run independently also, information flow will happen based on the source system.

A EOD batch program in TA - 2200- TA to PA module hand-off should be maintained in order to extract the allocation hand-off export.

You can execute the end of day process to move the system to the next working date using 'EOD Execution Detail' screen. You can invoke this screen by typing 'UTDEODEX' in the field at the top right corner of the Application tool bar and clicking on the adjoining arrow button.

For further details, refer 'Executing EOD Operations' section in 'End of Day Activities' chapter in 'Batch_Process' user manual.

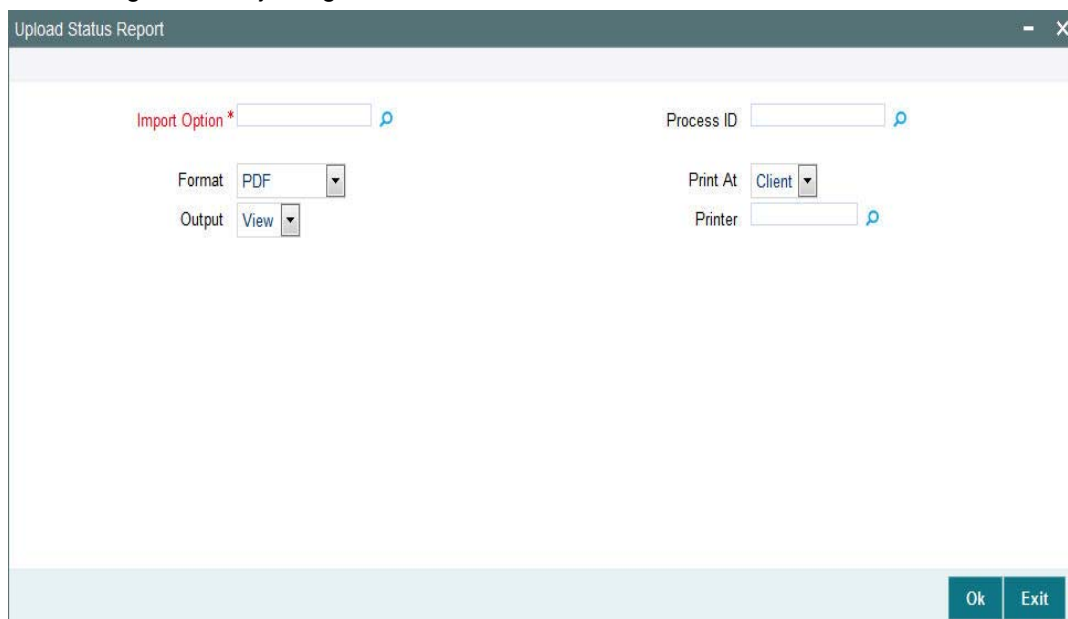
2.69 Upload Status Report

This section contains the following topics:

- [Section 2.69.1, "Generating Upload Status Report"](#)

2.69.1 Generating Upload Status Report

You can generate upload status report using 'Upload Status Report' screen. You can invoke this screen by typing 'PARUPRP' in the field at the top right corner of the Application tool bar and clicking on the adjoining arrow button.



Import Option

Alphanumeric; 50 Characters; Optional

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

Process ID

Alphanumeric; 50 Characters; Optional

Specify the process ID. Alternatively, you can select process ID from the option list. The list displays all valid process ID 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

Alphanumeric; 15 Characters; Optional

Specify the printer details from adjoining option list.

Click 'Ok' button to generate the report.

2.70 Consent Maintenance Detail

This section contains the following topics:

- [Section 2.70.1, "Invoking Consent Maintenance Detail Screen"](#)

2.70.1 Invoking Consent Maintenance Detail Screen

You can capture the consent details using 'Consent Maintenance Detail' screen. You can invoke this screen by typing 'PADCONMT' in the field at the top right corner of the Application tool bar and clicking on the adjoining arrow button.

For further details, refer 'Consent Maintenance Detail' section in 'Maintaining Reference Information' chapter in 'Reference_Information' user manual.

2.71 Consent Maintenance Summary

This section contains the following topics:

- [Section 2.71.1, "Invoking Consent Maintenance Summary Screen"](#)

2.71.1 Invoking Consent Maintenance Summary Screen

You can invoke the 'Consent Maintenance Summary' screen by typing 'PASCONMT' in the field at the top right corner of the Application tool bar and clicking on the adjoining arrow button and specify any or all of the following details in the corresponding details.

For further details, refer 'Consent Maintenance Summary' section in 'Maintaining Reference Information' chapter in 'Reference_Information' user manual.

2.72 Auto Clear for Pension Investments

This section contains the following topics:

- [Section 2.72.1, "Invoking Mode of Payment Detail Screen"](#)

2.72.1 Invoking Mode of Payment Detail Screen

You can maintain different auto-clearing period for each payment mode. Automatic clearing of pension orders enables seamless settlement of pension orders for both individual payments and bulk settlement from employers.

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

All Payment modes will be available in this screen. For Pension module; pension orders will support 'Cheque' and 'Money transfer' payment modes only.

If you have selected 'Yes' option in 'Auto Clearing Process' filed in 'Mode of Payment' screen, then the investment gets cleared as follows:

You can use system calendar to derive the maximum clearing period

Payment Mode – Cheque

Case 1: If cheque date is not provided, the system will use Order instruction date + maximum clearing period for auto-clearing

Case 2: If instruction date is greater than or same as cheque date, then the system will use instruction date + maximum clearing period for auto-clearing

Case 3: If instruction date is less than cheque date, then the system will use cheque date + maximum clearing period for auto-clearing

Cheque Date	Order Instruction Date	Max Clearing Period	Auto-clearing Date
NULL	5-Sep-18	3	8-Sep-18
4-Sep-18	5-Sep-18	3	8-Sep-18
6-Sep-18	5-Sep-18	3	9-Sep-18

Payment Mode – Money Transfer

The system will use Order date + maximum clearing period for auto-clearing.

Order Instruction Date	Max Clearing Period	Auto-clearing Date
5-Sep-18	1	6-Sep-18

For further details, refer 'Mode of Payment' section in 'Maintaining Reference Information' chapter in 'Reference_Information' user manual.

3. Function ID Glossary

P

PADACCLS	2-127
PADACCST	2-206
PADADDET	2-69
PADALLOC	2-193
PADASDEF	2-10
PADASMNT	2-15
PADBKDET	2-59
PADCLUSR	2-9
PADCONMT	2-214
PADDEFMT	2-5
PADEHROL	2-109
PADGRPMT	2-100
PADIDDET	2-64
PADIFAC	2-198
PADINDTU	2-205
PADINSDF	2-23
PADINVAC	2-114
PADINVDE	2-138
PADMERGE	2-204
PADMPAYS	2-215
PADPARTY	2-77
PADPFBAL	2-196
PADPFDFN	2-49
PADPFMAP	2-133
PADPFITYP	2-41
PADPRCFU	2-208
PADPRMIG	2-199
PADPRROL	2-105
PADPYCLR	2-155
PADRULDF	2-36
PADSWIDE	2-174
PADWITHD	2-158
PARUPRP	2-213
PASACCLS	2-129
PASADDET	2-73
PASASDEF	2-12
PASASMNT	2-20

PASBKDET	2-61
PASCONMT	2-214
PASGRPMT	2-102
PASGRPOR	2-210
PASIDDET	2-66
PASIFAC	2-199
PASINSDF	2-33
PASINVAC	2-124
PASINVDE	2-152
PASPARTY	2-97
PASPFDFN	2-56
PASPFMAP	2-135
PASPFTYP	2-46
PASPRMIG	2-201
PASPRROL	2-111
PASRULDF	2-38
PASSWIDE	2-186
PASUPRP	2-211
PASWITHD	2-171

U

UTDADINF	2-6
UTDCONCU	2-7
UTDCURMA	2-7
UTDDEFMT	2-5
UTDENMAP	2-6
UTDENTMP	2-8
UTDEODEX	2-212
UTDEODMT	2-210
UTDEXCRM	2-8
UTDEXRMP	2-8
UTDHOLID	2-7
UTDMODDE	2-5
UTDPARAM	2-6
UTDPREOD	2-212
UTDSORCE	2-7
UTSEODMT	2-210
UTSONLIN	2-210