Corporate Accounts User Manual
Oracle Banking Digital Experience
Patchset Release 22.1.2.0.0

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Corporate Accounts User Manual

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# 1. Preface

## 1.1 <u>Intended Audience</u>

This document is intended for the following audience*:*

- Customers
- Partners

## 1.2 <u>Documentation Accessibility</u>

For information about Oracle's commitment to accessibility, visit the Oracle Accessibility Program website at http://www.oracle.com/pls/topic/lookup?ctx=acc&id=docacc.

## 1.3 <u>Access to Oracle Support</u>

Oracle customers have access to electronic support through My Oracle Support. For information, visit

http://www.oracle.com/pls/topic/lookup?ctx=acc&id=info or visit

http://www.oracle.com/pls/topic/lookup?ctx=acc&id=trs if you are hearing impaired.

## 1.4 <u>Structure</u>

This manual is organized into the following categories:

*Preface* gives information on the intended audience. It also describes the overall structure of the User Manual.

*Introduction* provides brief information on the overall functionality covered in the User Manual.

The subsequent chapters provide information on transactions covered in the User Manual.

Each transaction is explained in the following manner:

- Introduction to the transaction
- Screenshots of the transaction
- The images of screens used in this user manual are for illustrative purpose only, to provide improved understanding of the functionality; actual screens that appear in the application may vary based on selected browser, theme, and mobile devices.
- Procedure containing steps to complete the transaction- The mandatory and conditional fields of the transaction are explained in the procedure. If a transaction contains multiple procedures, each procedure is explained. If some functionality is present in many transactions, this functionality is explained separately.

## 1.5 <u>Related Information Sources</u>

For more information on Oracle Banking Digital Experience Patchset Release 22.1.2.0.0, refer to the following documents:

- Oracle Banking Digital Experience Licensing Guide
- Oracle Banking Digital Experience Installation Manuals

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# 2. Transaction Host Integration Matrix

**Legends**

| NH | No Host Interface Required. |
|---|---|
| ✔ | Pre integrated Host interface available. |
| ✘ | Pre integrated Host interface not available. |

| Sr No | Transaction / Function Name | Oracle FLEXCUBE Core Banking 11.10.0.0.0 | Oracle FLEXCUBE Universal Banking 14.6.0.0.0 |
|---|---|---|---|
| 1 | Current And Savings Account Overview | ✔ | ✔ |
| 2 | Current And Savings Account Details | ✔ | ✔ |
| 3 | Current And Savings Account Details - Nickname updation | NH | NH |
| 4 | Cheque Book Request | ✔ | ✘ |
| 5 | Stop/ Unblock Cheque | ✔ | ✔ |
| 6 | Cheque Status Inquiry - Number | ✔ | ✔ |
|  | Cheque Status Inquiry – Range/ Status | ✘ | ✔ |
| 7 | Request Statement | ✔ | ✔ |
| 8 | Transactions | ✔ | ✔ |
| 9 | E-Statement | ✘ | ✔ |
| 10 | Pre-Generated Statements | ✘ | ✔ |

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# 3. Accounts

Current and savings accounts are the most basic and critical products of corporate banking. This application provides a platform by which banks are able to offer their customers an enriching online banking experience in performing activities on their accounts.

Corporate customers can view account balances and account statements, request for cheque book and inquire other details related to their accounts, post logging in into the Oracle Digital Banking Experience platform.

**Note:** In application
1) Account searchable drop-down will allow user to search the account number basis on the Account Number, Account Name, Account Currency or Branch Code.
2) Bank can configure the fields to be shown as additional values in the accounts drop-down.
3) If in **Group Corporate Onboarding - Group Corporate Profiling** setup, **Approval Routing Type** is selected as **Manual**, system will allow initiator to choose the approval workflow from the resolved rules as part of transaction initiation. Refer **Group Corporate Onboarding - Group Corporate Profiling** section in **User Manual Oracle Banking Digital Experience Core** for more details.

**Features Supported In Application**

The corporate accounts module of the application supports the following features:

- Current And Savings Overview

- Current And Savings Summary

- Current And Savings Details

- Cheque Status Inquiry

- Stop/Unblock Cheque

- Cheque Book Request

- Statement Request

- Forex Calculator

**Features at a glance**
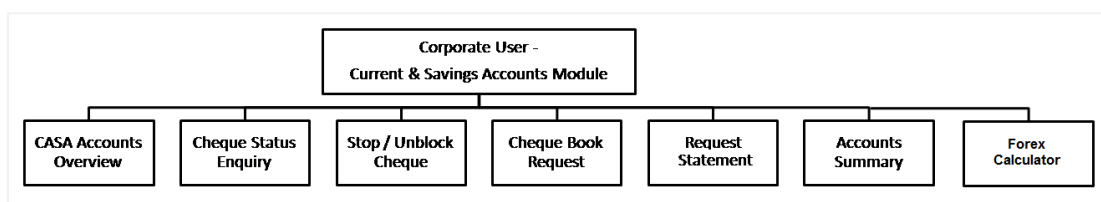


**Pre-Requisites**

- Party preference is maintained (For primary and linked parties)

- Corporate users are created.

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- Transaction and account access is provided to corporate user (For primary and linked parties)
- Approval rule set up for corporate user to perform the actions
- Transaction limits are assigned to the user in the Party Preferences for Corporates, to perform transactions.

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## 3.1  <u>Current & Savings Overview</u>

Current and Savings Accounts (CASA) overview provides a summary of the accounts. The screen displays the consolidated balance available in all accounts mapped to the logged in user along with the number of accounts available to the user.  Application provides the facility to access all the important features and information related to an account.

**How to reach here:**

*Dashboard > Toggle Menu > Menu > Accounts > Current & Savings > Overview*

**Current & Savings Accounts Overview**



**Dashboard Overview**

**Accounts Overview**

View the number of Current & Savings accounts mapped to the user and the total consolidated net balance in all accounts.

**Account Summary**

This section on the current and savings accounts overview screen displays the summary of the accounts, which consists of party name, account number, account type, net balance available in each of the account. You can click the link under the **Account Number** column to view the account details. You can click the **Download** link to download the account details and balances for future reference.

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**Quick Links**

It provides the facility for users to access all the important features like

- Stop / Unblock Cheque
- Cheque Status Inquiry
- Cheque Book Request
- Request Statement

**Forex Calculator**

The foreign exchange calculator provides a comparison between two currencies. It provides the equivalent value of one currency with another currency. With the help of forex calculator user can determine the buying and selling price between two currencies.

**Offers**

Any offers and rewards as hosted by the bank will be shown in this section of the dashboard.

**Promotions**

This section of the dashboard displays promotional messages of any bank offerings applicable to the customer.

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# 4. Current & Savings Account Details

The customer can navigate to this screen by selecting any account available on the accounts overview-summary section. The account details screen displays an important information pertaining to a current or savings account such as the account balances, transactions, current status of the account and the branch in which the account is held along with details on limits applicable on the account.

The complete account details are fetched on a real time basis from core banking system.

Additionally, the customer can also see the following on the account details page:

- Account Number along with account nickname (if any), balance in the account and the status of the account, product name

- Balance Details: It includes information like Available Balance, Amount on Hold, Net Balance, Un-cleared Balance, Overdraft Limits, Advance Against Uncleared Funds Limit

- General Details: It includes the basic information about the account such as customer ID, account holder name, branch details.

**How to reach here:**

*Dashboard > Toggle Menu > Menu > Accounts > Current & Savings > Overview > Accounts Summary > Conventional > Account Number link > Current & Savings Account Details*
*OR*
*Dashboard > Toggle Menu > Menu > Accounts > Current & Savings > Current & Savings Account Details*
*OR*
*Dashboard > Current & Savings widget > Accounts Summary > Conventional > Account Number link > Current & Savings Account Details*
*OR*
*Access through the kebab menu of transactions available under the **Current & Savings** module*

**Current & Savings Account Details**

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**Field Description**

| Field Name | Description |
| --- | --- |
| Account Number | Select the account of which you want to view details. |
| Status | The current status of the account. |
| | The possible values are: |
| | • Active |
| | • Closed |
| | • Dormant |
| Current Balance | The current available balance in the account. |
| Product Name | The name of the CASA product. |
| Nickname | The nickname, if set will be displayed. |
| **Balance Details** | |
| Today's Opening Balance | The opening balance in the account for the day. |
| Available Balance | The current available balance in the account. |
| Amount on Hold | Displays the earmarked amount or the amount on hold in the account. |

| Field Name | Description |
|---|---|
| Unclear Funds | That amount of funds that have not yet been credited to the account. This amount will include the amount deposited through cheques and drafts that have not yet completed the bank's clearing cycle. |
| Advance Against Unclear Funds Limit | The maximum amount that can be utilized as advance against funds that have not yet been cleared. |
| Overdraft Limit | The maximum credit allowed by the bank for the account. |
| Average Balance | The average balance in the account. |
| | **Note**: This field will appear only in case of Third Party integration. |
| Average Monthly Balance | The average monthly balance of the account. |
| | **Note:** This field will appear only in case of FCR integration. |
| Last Quarter Average Balance | The average balance of the account in the previous quarter. |
| | **Note:** This field will appear only in case of FCR integration. |
| Daily ATM Withdrawal | The daily Domestic / International Usage limits on the cumulative amount allowed for withdrawal at an ATM of own bank. |
| Minimum Balance Required | The minimum balance to be maintained for an account. |
| **General Details** | |
| Customer ID | The account holder's customer ID in masked format. |
| Customer Name | Name of the primary account holder. |
| Account Name | Name of the account holder. |
| Account Branch | Branch name in which the account is held along with address. |

You can also perform the following account related transaction:

- Add account nickname/ modify/ delete nickname. For more information refer **Account Nickname** section.
- Click on the kebab menu to access account related transactions.

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# 5. Cheque Book Request

Cheques are widely used instruments for making payments. Users receive cheque books as part of account facilities availed. If the user is out of cheque leaves, a request can be raised, for issuance of a new cheque book/s.

The Request Cheque Book feature, allows the user to request for a cheque book online. This feature will be enabled only for those accounts for which the cheque book facility is enabled.

While requesting for cheque book, the user can specify his preferences such as the number of cheque books required, leaves per cheque book and the cheque book type.

User can specify the location for delivery of the new cheque book. User can request the cheque book to be delivered at a specific branch or provide a personal address.

**Note:** Send to Modify functionality is now supported for this transaction.

**How to reach here:**

*Dashboard > Toggle Menu > Menu > Accounts > Current & Savings > Cheque Book Request*
*OR*
*Dashboard > Toggle Menu > Menu > Accounts > Current & Savings > Overview > Quick Links >*
*Cheque Book Request*
*OR*
*Access through the kebab menu of transactions available under the **Current & Savings** module*

**Cheque Book Request**



**Field Description**

| Field Name | Description |
|---|---|
| **Account Number** | Account number with the account nickname for which the cheque book is to be requested. The account number could be either the user's Party account or any linked party accounts that he has access to. |
| **Account Balance** | Net balance in the selected account. |
| **Type of Cheque Book** | The type of cheque book. |
| **Number of Cheque Books** | Number of cheque books required.<br><br>This field appears if you have the facility to request for multiple cheque books. |
| **Number of Leaves per Book** | Number of cheque leaves needed per cheque book. |
| **Delivery Location** | Delivery location of the cheque book.<br><br>The options are:<br><br>    • My Address<br>    • Branch Near Me |

This section appears if you select **My Address** option in the **Delivery Location** field.

| Field Name | Description |
|---|---|
| **Select Address** | The address for delivery of the cheque book.<br><br>The options are:<br><br>    • Postal<br>    • Residence<br>    • Work |
| **Address** | The complete address of the primary account holder's work place, residence or that defined as postal address will be displayed based on which option has been selected in the address selection field. |

This section appears if you select **Branch Near Me** option in the **Delivery Location** field.

| Field Name | Description |
|---|---|
| **City** | The city where the cheque book is to be delivered. |
| **Branch Near Me** | The branch in the selected city, where the cheque book is to be delivered.<br><br>**Note:** The options in this field depend on the selected option in the **City** field. |

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| Field Name | Description |
| --- | --- |
| Branch Address | The complete branch address based on the selection above. |

> **Note:** The address displayed here depends on the selected option in the **Branch Near Me** field.

**To request a cheque book:**

1. From the **Account Number** list, select the account for which the cheque book is to be requested.

2. From the **Type of Cheque Book**, select the desired option.

3. In the **Number of Cheque Book** field, enter the required number of cheque books.

4. From the **Number of Leaves per Book** list, select the number of leaves of the cheques book.

5. In the **Delivery Location** field, select the delivery location of choice.

   a. If you select the **My Address** option;

      i. From the **Address** list, select the cheque book delivery address.

   b. If you select the **Branch Near Me** option;

      ii. From the **City** list, select the desired city.

      iii. From the **Branch Near Me** list, select the desired branch.
      The complete address of the selected branch appears.

6. To submit the cheque book request, click **Submit**.
   OR
   Click **Cancel** to cancel the transaction.

7. The **Review** screen appears. Verify the details and click **Confirm**. The success message of cheque book request along with the reference number appears
   OR
   Click **Back** to navigate back to the previous screen.
   OR
   Click **Cancel** to cancel the transaction.

8. Click **Home** to go to the **Dashboard** screen.
   OR
   Click **View Account Details** to visit the account details page.

**[Home](#)**

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# 6. Stop/ Unblock Cheque

Cheques are physical instruments used for making payments. After a cheque is issued, a user may want to block payment in case of theft or misplacement of a cheque issued to a payee. For better management of cheques, the application has an online option to stop cheques - so that they cannot be utilized for making payment or cannot be misused.

Stop/ Unblock cheque feature allows user to stop a cheque issued for making payment. User can specify the cheque number and initiate a stop payment. The user will have to select the account number and the cheque number. The cheque number entered will be validated against the account number selected. This is an online request and cheque status will be changed to stop. The User has to specify the reason while stopping the cheque.

User can also specify the cheque range to stop a complete cheque series. Then user can initiate block request for complete cheque series in case cheque book has been lost or misplaced by him. The User has to specify the reason while stopping the cheque series.

Users can unblock already blocked/ stopped cheque by specifying the cheque number or cheque series through the online channel. It is an online transaction and on initiating the unblock transaction, cheques status will be immediately changed to unblocked. Unblocked cheques can be used for making cheque payments.

**Note:** Send to Modify functionality is now supported for this transaction.

**How to reach here:**

*Dashboard > Toggle Menu > Menu > Accounts > Current and Savings > Stop/Unblock Cheque*
*OR*
*Dashboard > Toggle Menu > Menu > Accounts > Current and Savings > Overview > Quick Links > Stop/Unblock Cheque*
*OR*
*Access through the kebab menu of transactions available under the **Current & Savings** module*

**Stop /Unblock Cheque**

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**Field Description**

| Field Name | Description |
| --- | --- |
| Account Number | Current and savings account number in masked format along with the account nickname. |
| Account Balance | The balance amount in the selected account. |
| Select Action | The action to be taken on the cheque i.e. whether to stop or unblock the cheque.<br><br>The options are:<br><br>• Stop<br>• Unblock |
| Specify Reason | The reason for stopping or unblocking the cheque. |
| Stop | Select the option to stop either a specific cheque by selecting Number or to stop multiple cheques by selecting Range.<br><br>The options are:<br><br>• Number<br>• Range<br><br>This field will be displayed if the option **Stop** is selected under the Select Action field. |
| Unblock | Select the option to unblock either a specific cheque by selecting Number or to unblock multiple cheques by selecting Range.<br><br>The options are:<br><br>• Number<br>• Range<br><br>This field will be displayed if the option **Unblock** is selected under the Select Action field. |
| Cheque Number | Cheque number of the cheque to be stopped or unblocked.<br><br>This field appears if you select the **Number** option. |
| From | Start number of the cheque range to be stopped or unblocked.<br><br>This field appears if you select the **Range** option. |
| To | End number of the cheque range to be stopped or unblocked.<br><br>This field appears if you select the **Range** option. |

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**To stop or unblock cheque:**

1. From the **Account Number** list, select the account number of which cheque/cheques have to be stopped or unblocked.

2. In the **Select Action** field, select the appropriate option.

3. In the **Specify Reason** list, enter the reason to stop or unblock the cheque.

4. If **Stop** is selected under the **Select Action** field, in the **Stop** field, select the desired option:

   a. If you select the **Number** option:

      i. In the **Cheque Number** field, enter the cheque number.

   b. If you select the **Range** option:

      i. In the **From** field, enter the cheque start number.

      ii. In the **To** field, enter the cheque end number.

5. If **Unblock** is selected under the **Select Action** field, in the **Unblock** field, select the desired option:

   a. If you select the **Number** option:

      i. In the **Cheque Number** field, enter the cheque number.

   b. If you select the **Range** option:

      i. In the **From** field, enter the cheque start number.

      ii. In the **To** field, enter the cheque end number.

6. Click **Submit**.
   OR
   Click **Cancel** to cancel the transaction.

7. The **Review** screen appears. Verify the details and click **Confirm**.
   OR
   Click **Cancel** to cancel the transaction.
   OR
   Click **Back** to navigate back to the previous screen.

8. The success message of stopping/ unblocking the check along with the transaction reference number.

9. Click **Home** to go to the **Dashboard** screen.
   OR
   Click **View Account Details** to visit the account details page.

**Home**

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# 7. Cheque Status Inquiry

Cheque status inquiry transaction allows the user to inquire status of the cheques. This gives users an idea of outstanding payments, if any and to cross check, the log of checks they have, with that of the banks. The user can inquire status of a single cheque by providing a cheque number or cheque series by providing cheque range. Users can also inquire about cheques based on their status. He / She can define a date range while searching for cheques of a particular status. The application fetches the results based on the search criteria provided.

**Note:** The **Range** and **Status** fields are displayed if the **Oracle Banking Digital Banking Experience** application is integrated with **Universal Banking Solutions** and the region is **UK**.

**How to reach here:**

*Dashboard > Toggle Menu > Menu > Accounts > Current and Savings > Cheque Status Inquiry*
*OR*
*Dashboard > Toggle Menu > Menu > Accounts > Current and Savings > Overview > Quick Links > Cheque Status Inquiry*
*OR*
*Access through the kebab menu of transactions available under the **Current & Savings** module*

**Cheque Status Inquiry**



**Cheque Status Inquiry- Result**

**Field Description**

| Field Name | Description |
|---|---|
| **Account Number** | Current and savings account number in masked format along with the account nickname. The account number could be either of the users own Party or any linked parties that he has access to. |
| **Account Balance** | The balance amount in the selected account. |
| **Search Cheque By** | Allows user to specify the search criteria for cheque status inquiry. |

The options are:

- Number
- Range
- Status

**Note:** The **Range** and **Status** fields are displayed if the **Oracle Banking Digital Banking Experience** application is integrated with **Universal Banking Solutions** and the region is **UK**.

| Field Name | Description |
|---|---|
| **Cheque Number** | Cheque number of the cheque of which you want to view the status.<br><br>This field appears if you select the **Number** option from the **Search Cheque By** list. |
| **From** | Start number of the cheque range of which you want to view the status.<br><br>This field appears if you select the **Range** option from the **Search Cheque By** list. |
| **To** | End number of the cheque range of which you want to view the status.<br><br>This field appears if you select the **Range** option from the **Search Cheque By** list. |
| **Select Status** | Allows the user to view cheque as per the status.<br><br>The options are:<br><br>• Used<br>• Not Used<br>• Stopped<br>• Rejected<br>• Cancelled<br><br>This field appears if you select the **Status** option from the **Search Cheque By** list. |
| **From Date** | Allows the user to search the cheques by status for a given start date.<br><br>This field appears if you select the **Status** option from the **Search Cheque By** list.<br><br>This field does not appear if have selected **Not Used** or Cancelled option in the **Status** field. |
| **To Date** | Allows the user to search the cheques by status for a given start and end date.<br><br>This field appears if you select the **Status** option from the **Search Cheque By** list.<br><br>This field does not appear if have selected **Not Used** or Cancelled option in the **Status** field. |

**To inquire about the cheque status:**

1. From the **Account Number** list, select an account to view the status of cheques associated with that account.

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2. From the **Search Cheque By** list, select the appropriate option.

    a. If you select the **Number** option:

        i. In the **Cheque Number** field, enter the cheque number.

    b. If you select the **Range** option:

        i. In the **From** field, enter the cheque (range) start number.

        ii. In the **To** field, enter the cheque (range) end number.

    c. If you select the **Status** option:

        i. From the **Select Status** list, select the appropriate option. If you have selected **Used**, **Stopped** and **Rejected** option:

        ii. From the **From Date** list, select the appropriate date.

        iii. From the **To Date** list, select the appropriate date.

3. To inquire about the cheque request, click **Apply**.
The results of the cheque status inquiry appear.
OR
Click **Reset** to clear the data entered.

**Home**

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# 8. Transactions

Customers can track the transactions taking place in their accounts. This feature enables customers to view the details of all the transactions performed in their accounts. All the debit and credit entries along with each transaction amount and reference details are displayed.

Customers can also undertake the following from this screen:

- Request for Statements – The customer can access this option by selecting the **Request Statement** option from the kebab menu. The user will be able to define the period for which he/she requires to receive statements at his/her registered address.

- Download Pre-Generated Statements – The customer can select the **Pre-Generated Statement** option from the kebab menu on this page, in order to be provided with the facility to define the period for which he/she would like to download pre-generated statements.

- Subscribe for E-Statements – By selecting the **E-Statement** option from the kebab menu, the user will be able to either subscribe or unsubscribe (if subscription is active) for e-statements for the specific account. If the user opts to subscribe for e-statements, he/she will receive monthly e-statements on his/her registered email address.

**How to reach here:**

*Dashboard > Toggle Menu > Menu > Accounts > Current and Savings > Transactions*
*OR*
*Access through the kebab menu of transactions available under the **Current & Savings** module*

**To view transactions:**

1. From the **Account Number** list, select the account of which you wish to view transactions.

2. From the **View Options** list, select the desired transaction period.

   a. If the option **Date Range** has been selected in the **View Options** list, specify the date range in the **From Date** and **To Date** fields.

3. From the **Transaction** list, select the types of transactions to be displayed i.e. either debit or credit or all transactions.

4. In the **Amount** field, enter the specific transaction amount matching to which you wish to view transactions.

5. In the **Reference Number** field, enter a transaction reference number if you wish to view a specific transaction record.

6. Click **Apply** to view transactions based on the defined criteria.
   OR
   Click **Reset** to clear the details entered.

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**Transactions – Filter Criteria**
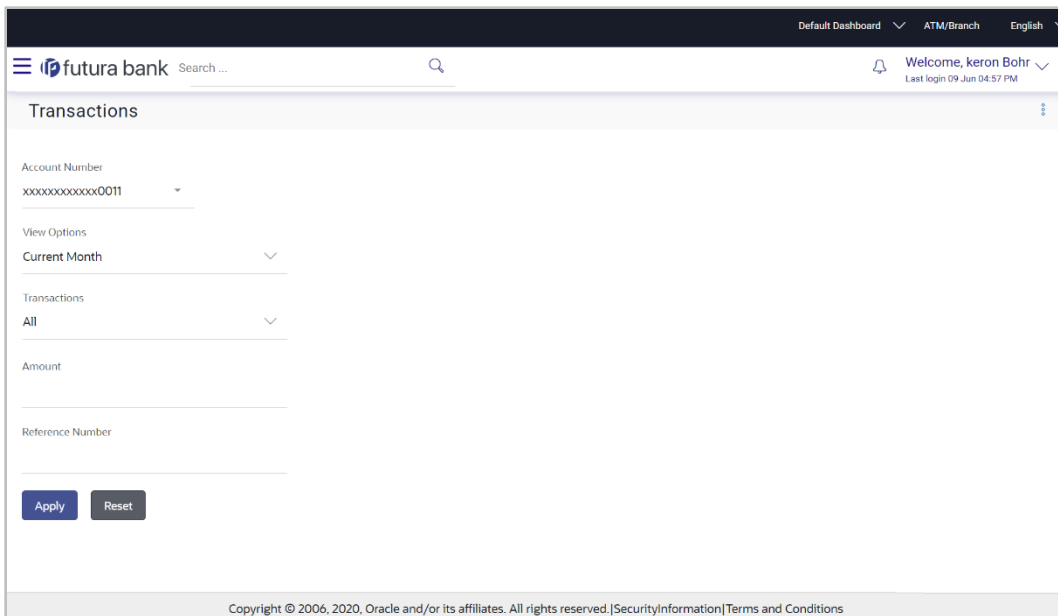


**Transactions – View Transactions**
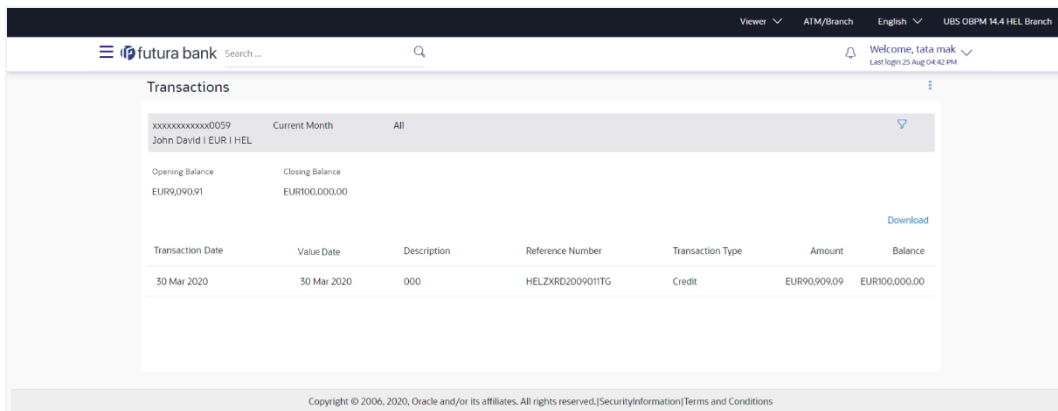


**Field Description**

| Field Name | Description |
| --- | --- |
| Account Number | Select an account of which you wish to view transactions.<br><br>On selection, system displays the Account Number along with the Account Name, Account Currency, and Branch Code. |

| Field Name | Description |
|---|---|
| **View Options** | Filters to view the transactions of a specific period.<br><br>The options are:<br><br>• Current Month<br>• Current Day<br>• Previous Day<br>• Previous Month<br>• Current Month + Previous Month<br>• Previous Quarter<br>• Date Range<br>• Last 10 Transactions |
| **From Date –To Date** | Specify the period for which you wish to view transactions. . Search will be based on the transaction date range.<br><br>These fields will be displayed only if you have selected the option **Date Range** from the **View Options** list. |
| **Transactions** | Filters to view the transactions based on description.<br><br>The options are:<br><br>• All<br>• Credits Only<br>• Debits Only |
| **Amount** | The specific transaction amount matching to which you wish to view transactions. |
| **Reference Number** | Reference number of the transaction. |
| **Opening Balance** | The opening balance in the account for the specific period. |
| **Closing Balance** | Closing balance in the account for the specific period. |
| **Results** | |
| **Download** | Click the link to download the statement. |
| **Transaction Date** | Date on which the activity was performed. |
| **Value Date** | The value date of the transaction as maintained by the bank. |

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| Field Name | Description |
| --- | --- |
| Description | Short description of the transaction. |
| Reference Number | Reference number of the transaction. |
| Transaction Type | The type of transaction performed, i.e. if it was a debit or credit transaction. |
| Amount | The transaction amount. |
| Balance | Balance in the account.<br><br>The Balance column appears only if the option **All** has been selected as a filter criteria in **View Options** field. |

7. Click on the ▽ icon to enter filter new criteria. Based on the defined criteria you can view transactions.
   OR
   Click **Download** and select the format in which the statement is to be downloaded.
   The statement gets downloaded.

   The following actions can also be performed in the screen:

   - Subscribe for E-Statements.
   - Download Pre-Generated Statements
   - Request Statement

## 8.1 <u>Request Statement</u>

A user may require the physical copy of an account statement for a certain period. The statement request feature enables users to request the bank for a physical copy of the statement of an account for a specific period. This physical copy will be mailed to the user's address registered with the bank.

Note: Send to Modify functionality is now supported for this transaction.

**To request for an account statement:**

**1.** Click on the ⋮ icon on the **Transactions** screen and click **Request Statement** to request for an account statement. The **Request Statement** appears.

**Request Statement**

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**Field Description**

| Field Name | Description |
| --- | --- |
| **Account Number** | Current and savings account number in masked format along with the account nickname for which the statement to be requested. The account number could be either the user's Party account or any linked party accounts that he has access to. |
| **From Date** | The user is required to specify the start date from which the account statement is required. |
| **To Date** | The user is required to specify the date until when the statement is required. |

2. From the **Account Number** list, select the account number for the account statement.

3. From the **From Date** list, select the start date of the account statement.

4. From the **To Date** list, select the end date of the account statement.

5. Click **Submit**.
   OR
   Click **Cancel** to cancel the transaction.

6. The **Review** screen appears. Verify the details and click **Confirm**. The success message of Statement Request appears along with the transaction reference number.
   OR
   Click **Back** to navigate back to the previous screen.
   OR
   Click **Cancel** to cancel the transaction.

7. Click **Home** to go to the **Dashboard** screen.
   OR
   Click **View Account Details** to visit the account details page.

## 8.2  <u>Pre-generated Statement</u>

**To download pre-generated statements:**

1. Click on the ⦙ icon on the **Transactions** screen and click **Pre-Generated Statement** to download a pre-generated statement.
The **pre-generated statement** screen appears.

**Pre-generated Statement**
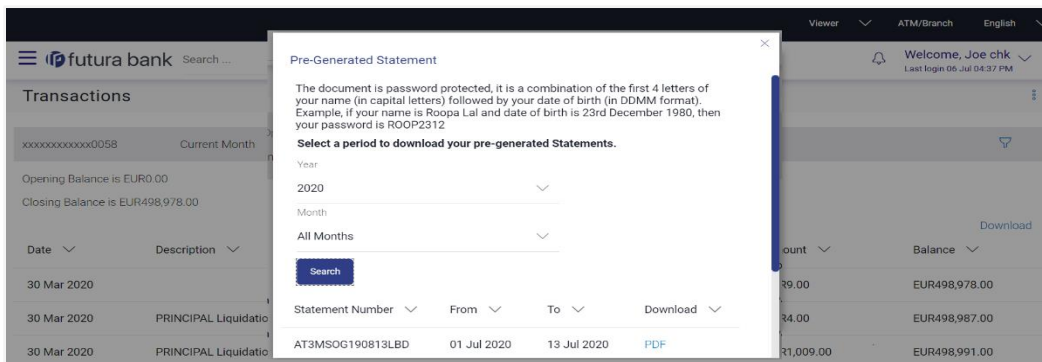


**Field Description**

| Field Name | Description |
|---|---|
| **Select a period to download your pre-generated Statements** | |
| **Period** | |
| **Year** | The year for which the statement is required |
| **Month** | The month for which the statement is required. |
| **Statement Number** | The statement reference number. |
| **From** | Start date of the date period for which the statement is generated. |
| **To** | End date of the date period for which the statement is generated. |
| **Download** | Click the link against a statement to download the specific statement. |

2. From the **Period** list, select the desired year and month for which pre-generated statement is to be required.

3. Click **Search** to search amongst the pre-generated statements for the selected period.

4. Click **Download** link against any record (.pdf ) to download the statement in password protected pdf format.

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## 8.3  E-Statement

A customer might wish to receive regular e-statements at his email address instead of physical copies. In this case, the customer can select the option to subscribe for an e-statement.  Once a request for an e-statement is made, the customer will begin to receive regular statements at his email address maintained with the bank.
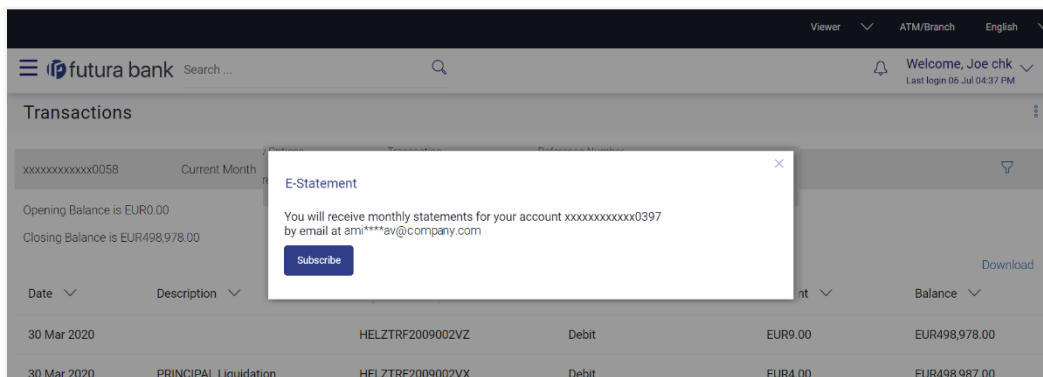
Note: Send to Modify functionality is now supported for this transaction.

**To subscribe / unsubscribe for e-statements:**

1.  Click on the ⋮ icon on the **Transactions** screen and click **E-Statement** to subscribe / unsubscribe for e-statements.

**E-statement**



2.  The Pop-up Message appears. (Subscribe to E-Statement You will receive monthly statements for your account <Number in masked format> by email at <User's email address>)

    a.  Click **Subscribe** to opt to receive monthly statements on your registered email address.

    b.  The success message of request submission appears. Click **OK** to complete the transaction.

3.  If the user has already subscribed for e-statements, the pop up message contains a message stating that the user is subscribed to receive e-statements. The option to unsubscribe for e-statements is provided.

    a.  Click **Unsubscribe** to opt out of receiving monthly statements on your registered email address.

    b.  The success message of request submission appears. Click **OK** to complete the transaction.

    c.  Click **Proceed** to Unsubscribe.

4.  The success message of request submission appears.

5.  Click **Home** to go to the **Dashboard** screen.
    OR
    Click **View Account Details** to visit the account details page.

**[Home](#)**

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# 9. Account Nickname

User can assign their own description or names to all savings, checking, term deposits, and loan accounts. A nickname is a unique user defined description, for an account. Nicknames will be displayed, along with the account number in all enquiry and transaction screens. This feature allows the user to add, modify or delete the nickname, as required.

The customer can access this option by selecting the **Add/Edit Nickname** option from the kebab menu.

**How to reach here:**

*Dashboard > Toggle Menu > Menu > Accounts > Current & Savings > Overview > Account Summary > Conventional > Account Number link > Current & Savings Account Details > kebab menu > Add/Edit Nickname*

**To add/edit nickname against an account:**

1.   Click on the ⋮ icon on the screen, and click **Add/Edit Nickname** option to add/edit nickname against an account. The **Add/Edit Nickname** popup appears.

**Add/Edit Nickname**
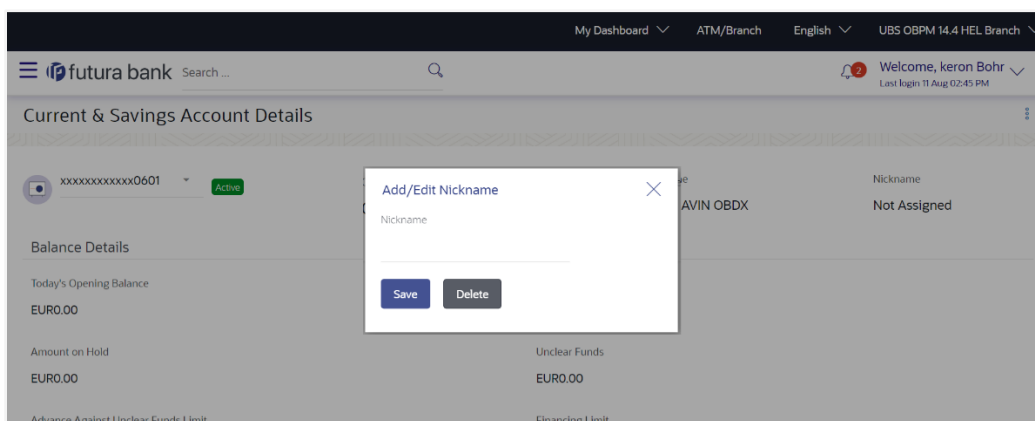


**Field Description**

| Field Name | Description |
| --- | --- |
| Nickname | Specify a nickname to be assigned to the account.<br><br>If a nickname has already been assigned to the account, it will be displayed in editable mode. |

2.   In the **Nickname** field, enter the nickname you want to use.

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3. Click **Save** to save your changes.
   Nicknames will be displayed on various transactions instead of the standard account description.
   OR
   Click **Delete** to delete nickname.

# FAQ

1. **As a corporate User, what are the CASA accounts that I can view?**

A Corporate User can view all the accounts that he has access to. This includes the accounts of his primary party as well as those of linked parties.

2. **Can the user access CASA account details 24/7 on the online platform?**

Yes, the user can access CASA account details 24/7, except at times of system downtime or transaction blackout.

3. **Who all can view a nickname that a user has set?**

One account can have multiple nicknames set by different users, who have access to that account – however only the logged in user can view the nickname he has set.

4. **Are nicknames displayed in all places, where an account number is displayed?**

No, Approvers can only view the account number, but not nicknames set by makers. Further Review screens contain the account number (where applicable), but not the nickname.

**Home**

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