



Current Account and Saving Account User Guide

## **Oracle Banking Branch**

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# Contents

<b>Preface</b> .....	<b>1</b>
Introduction .....	1
Audience .....	1
Documentation Accessibility .....	1
Symbols, Definitions and Abbreviations .....	1
List of Topics .....	7
<b>Dashboard</b> .....	<b>10</b>
Pending Documentation .....	10
Bulletin Board .....	13
My Diary .....	16
Service Request .....	18
My Pending Tasks .....	26
<b>Scheduled Transfer</b> .....	<b>28</b>
<b>View and Modify Scheduled Transfer</b> .....	<b>31</b>
<b>Sweep In to Account</b> .....	<b>37</b>
<b>View and Modify Sweep In to Account</b> .....	<b>39</b>
<b>Sweep Out from Account</b> .....	<b>43</b>
<b>View and Modify Sweep Out from Account</b> .....	<b>45</b>
<b>Term Deposit Instruction</b> .....	<b>49</b>
<b>Online Account Sweep In</b> .....	<b>52</b>
<b>Online Account Sweep History</b> .....	<b>56</b>
<b>Stop Cheque Payment</b> .....	<b>58</b>
<b>Cheque Book Status</b> .....	<b>61</b>
<b>Cheque Book Request</b> .....	<b>63</b>
<b>Cheque Status Inquiry</b> .....	<b>65</b>

---

<b>Card Status Change</b> .....	<b>67</b>
<b>ATM and POS Limits</b> .....	<b>69</b>
<b>Debit Card Request</b> .....	<b>72</b>
<b>Activate Dormant Account</b> .....	<b>78</b>
<b>Account Status Change</b> .....	<b>80</b>
<b>Release Track Receivable</b> .....	<b>81</b>
<b>Delete Track Receivable</b> .....	<b>84</b>
<b>Account Branch Transfer</b> .....	<b>87</b>
<b>Uncollected Funds Release</b> .....	<b>89</b>
<b>Tax Waiver at Customer Level</b> .....	<b>92</b>
<b>Branch Transfer Log</b> .....	<b>96</b>
<b>Account Product Transfer</b> .....	<b>100</b>
<b>Account Address Update</b> .....	<b>106</b>
<b>Account Documents Update</b> .....	<b>108</b>
<b>Amount Block</b> .....	<b>112</b>
<b>View and Modify Amount Block</b> .....	<b>114</b>
<b>Consolidated Amount Block</b> .....	<b>118</b>
<b>Primary Party Change</b> .....	<b>121</b>
<b>Nominee Details Update</b> .....	<b>126</b>
<b>Joint Holder Maintenance</b> .....	<b>131</b>
<b>Overdraft Limits Summary</b> .....	<b>133</b>
<b>Temporary Overdraft Limit</b> .....	<b>136</b>
<b>Secured Overdraft Limits</b> .....	<b>138</b>
<b>Unsecured Overdraft Limits</b> .....	<b>143</b>
<b>Advance against Uncollected Funds</b> .....	<b>147</b>
<b>Ad hoc Account Statement</b> .....	<b>150</b>
<b>Account Statement Frequency</b> .....	<b>154</b>
<b>Account 360</b> .....	<b>156</b>
Account Balance .....	159
Account Information .....	159
Account Holder Details .....	160
Account Details .....	161
Account Statement Details .....	162
Suggested Actions .....	164
Overdraft Details .....	166
Alerts .....	168
Standing Instructions .....	170

---

Pending Requests . . . . .	173
Frequent Actions . . . . .	176
Recent Transactions . . . . .	176
Interest Details . . . . .	178
<b>Account Balance Inquiry . . . . .</b>	<b>179</b>
<b>Account Transaction Inquiry . . . . .</b>	<b>183</b>
<b>Tax Deducted at Source Inquiry . . . . .</b>	<b>185</b>
<b>Memo Maintenance . . . . .</b>	<b>187</b>
<b>Bulletin Board Maintenance . . . . .</b>	<b>194</b>
Create Bulletin . . . . .	194
View Bulletin . . . . .	197
<b>A Functional Activity Codes . . . . .</b>	<b>200</b>
<b>List of Menus . . . . .</b>	<b>207</b>

# 1. Preface

## 1.1 Introduction

This manual is designed to help you quickly get acquainted with the Oracle Banking Branch Current Account and Savings Account Services. It provides an overview of the module and provides information on using the Current and Savings Account sub-module of Oracle Banking Branch Current Account and Savings Account Services.

## 1.2 Audience

This manual is for the Customer Service Representatives (CSRs) and staff in charge of setting up new products in your bank.








## 1.3 Documentation Accessibility
















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>




## 1.4 Symbols, Definitions and Abbreviations

The following are some of the Symbols you are likely to find in the manual:

Table 1.1: Symbols

Icon	Function
	Edit Icon
	Delete Icon
	Exit Icon
	Search Icon
	Customer Information Icon
	Add Tiles to Dashboard
	Add New Event

Icon	Function
	Calendar Icon
	Filter
	First
	Last
	Previous
	Next
	Expand
	Collapse
	View
	Modify
	Close
	Bell
	Attachments
	Alert
	Information

Icon	Function
	Details Icon
	Toggle On
	Toggle Off

**Table 1.2: Common Icons and its Definitions**

Icon Names	Applicable Stages	Operation
<b>Document</b>	Initiation, Approval and Hand-off Retry	The maker of the transaction can click on 'Document' to upload documents that are relevant to the transaction. Once uploaded, the documents are available for viewing during authorization or by the maker.
<b>Change Log</b>	Approval	When the authorizer clicks on the Change Log button, the system displays the changes made to the transaction in a pop-up window. By default, the change log is set to display only modified values. The Change Log button has two options, All and Updated. All button displays both modified and non-modified fields and the Updated button displays only the modified fields. All the modified values are displayed in red that helps the authorizer to compare and simplify the authorization process.
<b>Remarks</b>	Initiation, Approval and Hand-off Retry	'Remarks' can be used either by the maker or the authorizer of the transaction to optionally capture useful information about the transaction.
<b>Host Error</b>	Hand Off Retry	Hand off Retry' comes into use whenever a transaction input from the mid-office system fails authorization due to Host System rejection. The authorizer of the transaction can view the reason for Host rejection and take appropriate action.

Icon Names	Applicable Stages	Operation
<b>i icon</b>	Initiation, Approval and Hand-off Retry	To view the Customer details such as the photograph, signature, customer ID, Account Branch, and balance, the 'i' icon is used. The 'i' icon becomes active once the maker of the transaction inputs the account number and tabs out of the field. The 'i' icon is useful to inquire customer information about both the debit and the credit account numbers.
<b>Minimize</b>	Initiation, Approval and Hand-off Retry	Users can minimize the transaction input screen. When the screen is minimized, it appears as to a separate tab within the same web page
<b>Maximize</b>	Initiation, Approval and Hand off Retry	User can maximize the transaction input screen.
<b>Close</b>	Initiation, Approval and Hand off Retry	Users can close the transaction input screen. The system displays a warning message to the user that any unsaved data would be lost. User can either choose to ignore the message and close the screen or choose to 'save and close' the transaction
<b>Save and Close</b>	Initiation	In case a transaction has to be closed midway due to a lack of sufficient information, the maker of the transaction can choose this option. On 'Save & Close', the input details are saved and the transaction screen is closed. Saved transaction details will be available in 'My task'. Users can select the transaction from 'My Task' and proceed with the transaction or delete it.
<b>Submit</b>	Initiation	On completion of input of all parameters for a particular transaction, click the 'Submit' icon to move the transaction from the initiation stage to the approval stage. Authorizer can select the transaction from 'Free Task' for approval.
<b>Cancel</b>	Initiation, Approval and Hand off Retry	Cancel operation cancels the transaction input midway without saving any data. The user is alerted that the input data would be lost before confirming the cancellation.

Icon Names	Applicable Stages	Operation
<b>Approve</b>	Approval	Click Approval to submit the transaction for approval through Oracle Banking Routing Hub (OBRH). Input any necessary approval remarks in the pop-up screen, and click OK to complete the submission process. <b>NOTE:</b> The maker checker validation will be provided if the same maker tries to approve the transaction.
<b>Reject</b>	Approval and Hand off Retry	When an authorizer chooses to reject a transaction, the 'Reject' icon is used. The system displays a pop-up screen to capture the Rejection remarks if any. Click OK for the transaction to be routed back to the initiation stage. Subsequently, the maker can modify or delete the transaction details
<b>Retry</b>	Hand off Retry	The possibility of retrying a transaction arises when transaction input from the mid-office system fails authorization due to Host System rejection. Such host-rejected transactions will be present in the Hand off Retry queue in the Task Wizard. The Retry option is available only to the authorizer. Upon 'Retry', the transaction is sent to the host once again through Oracle Banking Routing Hub. Optionally, the authorizer can also 'Reject' the transaction in which case it is routed back to the maker.
<b>Audit</b>	Initiation, Approval and Hand off Retry	Audit details provide the logs of users who have acted on the transaction, the transaction date, and the time for all stages that the transaction has passed through.
<b>Reset</b>	Hand off Retry	The reset button clears all the details displayed on the screen and allows input or selection of a different customer number.

Icon Names	Applicable Stages	Operation
<b>Overrides</b>	Initiation, Approval and Hand-off Retry	<p>After submitting the initiation stage, the system validates the transaction with the host and displays an errors/overrides if any. In case of an error, the user can modify and resubmit or cancel the transaction. In case of an override, the user can modify and resubmit or proceed with the transaction by accepting the overrides.</p> <p>On the <b>Override Details</b> pop-up window, click <b>Decline</b> button to go back to the transaction screen to modify or cancel it, or click the <b>Accept</b> button to complete the initiation stage and move the transaction to the approval stage.</p> <p>If there is any override present, then the <b>Overrides</b> button is displayed in the approval and hand-off retry stage. With a click of the <b>Overrides</b> button, the system displays the latest overrides accepted by the maker. After verifying the transaction and override details, the authorizer can approve/reject it. The existing <b>Approve Transaction</b> pop-up window is modified to display the overrides if any overrides are raised during the initiation submits.</p> <p>When the authorizer confirms the approval, the transaction is sent to the host through OBRH. The host validates the transaction again and the transaction is created if all the validations are succeeded. If the transaction is failed, the system displays an error message and the transaction is moved to the hand-off retry stage. In this stage, the authorizer can retry or reject the transaction. On reject, the transaction is sent back to the maker to modify or delete it.</p>

## 1.5 List of Topics

This manual is organized as follows:

**Table 2: List of Topics**

Topics	Description and Cross References
<b>Dashboard</b>	<p>The Dashboard provides an overview of the goings-on at the bank to its users, which helps the user in managing the transaction life cycle of different activities in an efficient manner.</p> <ol style="list-style-type: none"> <li>1) <a href="#">2.1 Pending Documentation</a></li> <li>2) <a href="#">2.2 Bulletin Board</a></li> <li>3) <a href="#">2.3 My Diary</a></li> <li>4) <a href="#">2.4 Service Request</a></li> <li>5) <a href="#">2.5 My Pending Tasks</a></li> </ol>
<b>Standing Instruction Maintenance</b>	<p>The topics which are part of Standing Instructions are:</p> <ol style="list-style-type: none"> <li>1) <a href="#">Scheduled Transfer</a></li> <li>2) <a href="#">View and Modify Scheduled Transfer</a></li> <li>3) <a href="#">Sweep In to Account</a></li> <li>4) <a href="#">View and Modify Sweep In to Account</a></li> <li>5) <a href="#">Sweep Out from Account</a></li> <li>6) <a href="#">View and Modify Sweep Out from Account</a></li> <li>7) <a href="#">Term Deposit Instruction</a></li> <li>8) <a href="#">Online Account Sweep In</a></li> </ol>
<b>Cheque Book</b>	<p>The topics which are part of Cheque Book are:</p> <ol style="list-style-type: none"> <li>1) <a href="#">Stop Cheque Payment</a></li> <li>2) <a href="#">Cheque Book Request</a></li> <li>3) <a href="#">Cheque Book Status</a></li> </ol>
<b>Debit Card</b>	<p>The topics which are part of Debit Card are:</p> <ol style="list-style-type: none"> <li>1) <a href="#">Card Status Change</a></li> <li>2) <a href="#">ATM and POS Limits</a></li> <li>3) <a href="#">Debit Card Request</a></li> </ol>
<b>Status Update</b>	<p>The topics which are part of Status update are:</p> <ol style="list-style-type: none"> <li>1) <a href="#">Activate Dormant Account</a></li> <li>2) <a href="#">Account Status Change</a></li> </ol>

Topics	Description and Cross References
<b>Others</b>	<p>The topics which are part of Others are:</p> <ol style="list-style-type: none"> <li>1) <a href="#">Account Branch Transfer</a></li> <li>2) <a href="#">Uncollected Funds Release</a></li> <li>3) <a href="#">Tax Waiver at Customer Level</a></li> <li>4) <a href="#">Branch Transfer Log</a></li> <li>5) <a href="#">Account Product Transfer</a></li> </ol>
<b>Statement</b>	<p>The topics which are part of Statement are:</p> <ol style="list-style-type: none"> <li>1) <a href="#">Ad hoc Account Statement</a></li> <li>2) <a href="#">Account Statement Frequency</a></li> </ol>
<b>Limits</b>	<p>The topics which are part of Limits are:</p> <ol style="list-style-type: none"> <li>1) <a href="#">Overdraft Limits Summary</a></li> <li>2) <a href="#">Temporary Overdraft Limit</a></li> <li>3) <a href="#">Secured Overdraft Limits</a></li> <li>4) <a href="#">Unsecured Overdraft Limits</a></li> <li>5) <a href="#">Advance against Uncollected Funds</a></li> </ol>
<b>Amount Block</b>	<p>The topics which are part of Amount Block are:</p> <ol style="list-style-type: none"> <li>1) <a href="#">Amount Block</a></li> <li>2) <a href="#">View and Modify Amount Block</a></li> <li>3) <a href="#">Consolidated Amount Block</a></li> </ol>
<b>Maintenance</b>	<p>The topics which are part of Maintenance are:</p> <ol style="list-style-type: none"> <li>1) <a href="#">Account Address Update</a></li> <li>2) <a href="#">Account Documents Update</a></li> <li>3) <a href="#">Primary Party Change</a></li> <li>4) <a href="#">Joint Holder Maintenance</a></li> <li>5) <a href="#">Nominee Details Update</a></li> </ol>
<b>Inquiry</b>	<p>The topics which are part of Inquiry are:</p> <ol style="list-style-type: none"> <li>1) <a href="#">Account 360</a></li> <li>2) <a href="#">Account Balance Inquiry</a></li> <li>3) <a href="#">Account Transaction Inquiry</a></li> <li>4) <a href="#">Cheque Status Inquiry</a></li> <li>5) <a href="#">Tax Deducted at Source Inquiry</a></li> <li>6) <a href="#">Online Account Sweep History</a></li> </ol>
<b>Track Receivables</b>	<p>This topic describes about the Track Receivables</p> <ol style="list-style-type: none"> <li>1) <a href="#">Release Track Receivable</a></li> <li>2) <a href="#">Delete Track Receivable</a></li> </ol>

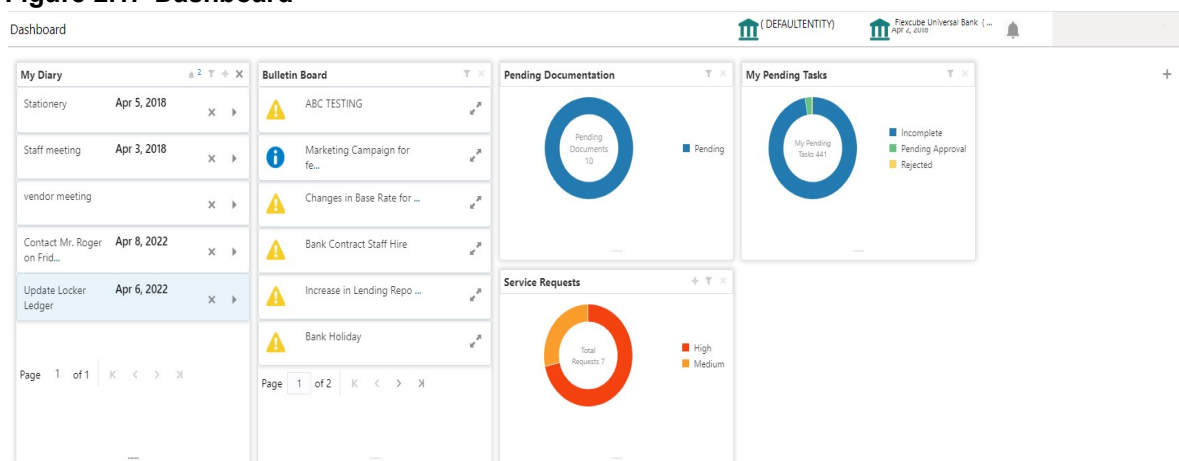
Topics	Description and Cross References
<b>A Functional Activity Codes</b>	<p>This topic describes the functional activity codes:</p> <ol style="list-style-type: none"> <li>1) <a href="#">A Functional Activity Codes</a></li> </ol>

## 2. Dashboard

This topic describes the systematic instructions about Dashboard and various widgets used. This Dashboard provides an overview of the goings-on at the bank to its users, which helps the user in managing the transaction life cycle of different activities in an efficient manner.

The Dashboard is used to visualize the data by graphically representing them using a doughnut wheel. In Dashboard the filters are used to narrow down the data to the transaction level.

**Figure 2.1: Dashboard**



The Dashboard displays widgets for which access is granted to the user. Following widgets are available in the Account Dashboard and described in the sub-sections:

- [2.1 Pending Documentation](#)
- [2.2 Bulletin Board](#)
- [2.3 My Diary](#)
- [2.4 Service Request](#)
- [2.5 My Pending Tasks](#)

### 2.1 Pending Documentation

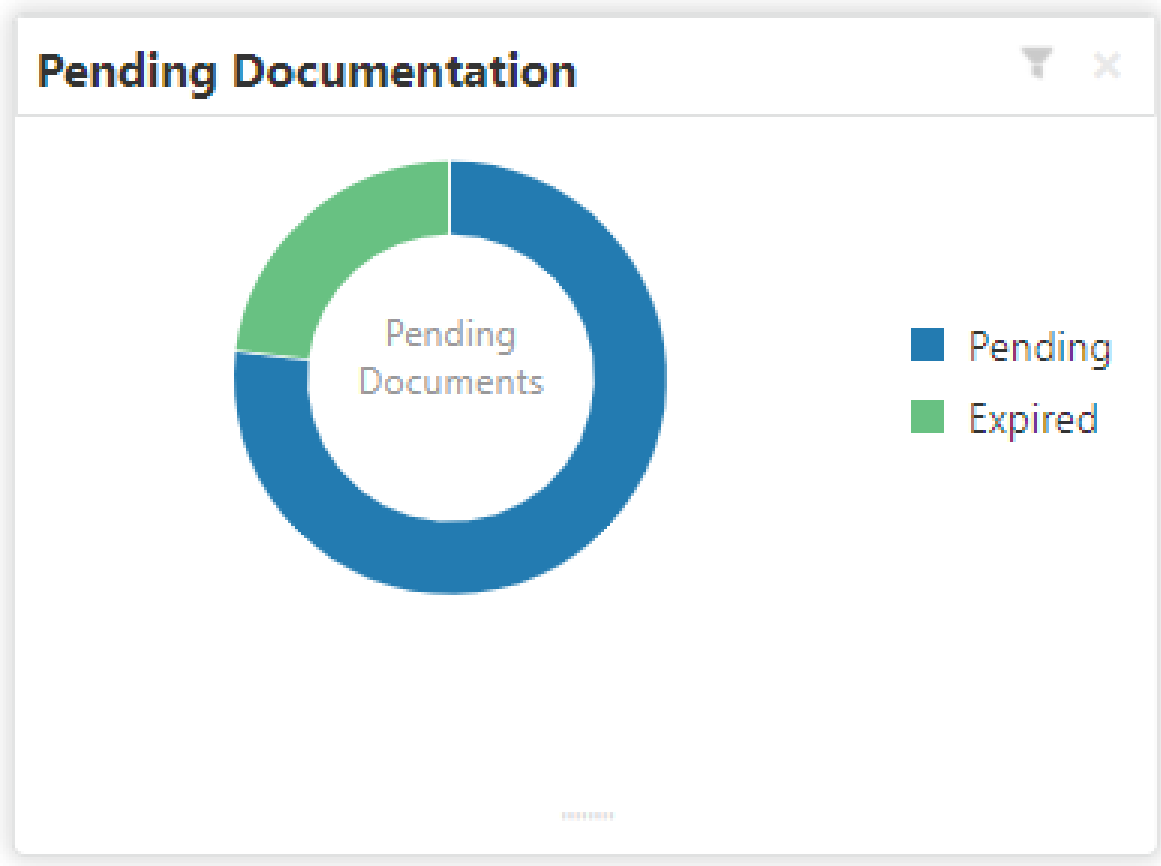
This topic describes the systematic instruction about the Pending Documentation widget in Dashboard.

Context:

The Pending documentation widget provides users a view of pending, expired, expiring this month documents.

The Pending Documentation doughnut is classified as follows:

- Pending
- Expired
- Expiring this Month

**Figure 2.2: Pending Documentation**

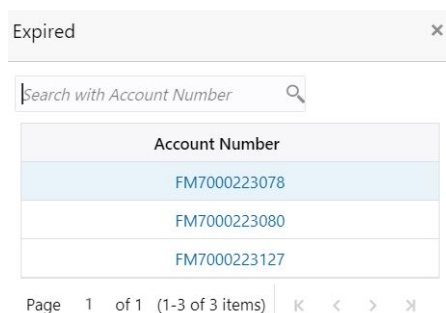
1. Hover the mouse on each section of the widget, it displays the total number of documents outstanding for each respective segment.
2. Click on a particular section of the widget.

For example, when you click on the Pending section, the pop-up window lists all the account numbers from which documents are pending to be collected.

STEP RESULT: A pop-up window displays the account numbers available.

**Figure 2.3: Pending**

Pending	
Search with Account Number	
Account Number	
FM7000223078	
FM7000223078	
FM7000223080	
FM7000223080	
FM7000224039	
FM7000224039	
FM7000223127	
Page 1 of 1 (1-7 of 7 items)   < > >>	

**Figure 2.4: Expired**


Expired

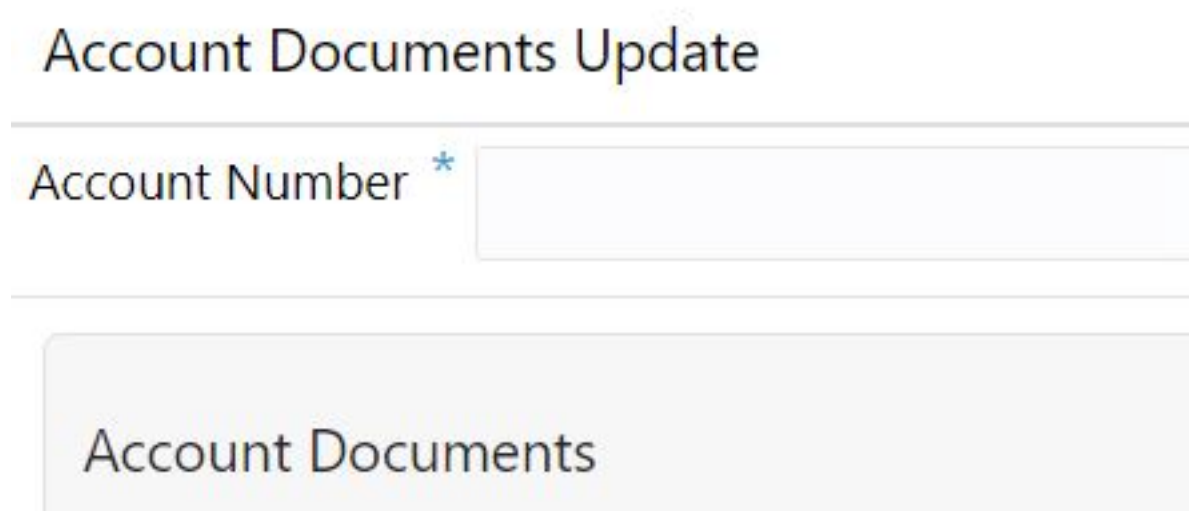
Search with Account Number

Account Number
FM7000223078
FM7000223080
FM7000223127

Page 1 of 1 (1-3 of 3 items)

3. Search for a specific account number by entering the search field and click the search icon.
4. Click the account number.

STEP RESULT: **Account Documents Update** screen is displayed.

**Figure 2.5: Account Documents Update**



## Account Documents Update

Account Number \*

Account Documents

5. On the **Account Documents Update** screen, the following fields are displayed.
  - a. Document Type
  - b. Mandatory
  - c. Expiry Date
  - d. Expected Submission Date
  - e. Actual Submission Date
  - f. Document Reference
  - g. Actions

For more information on the fields, refer to [Table 29.1: Account Documents Update - Field Description](#)

6. Click  to filter the pending documentation based on the sub domain and product.  
For more information on fields, refer to the field description table.

**Table 2.1: Pending Documentation-Filter**

Field	Description
<b>Filter by Sub Domain</b>	Displays all the modules supported by widget from the drop down list.
<b>Filter by Product</b>	Enter the <b>Account Class Code</b> or click the search icon to view the <b>Filter by Product</b> pop-up window. By default, this window lists all the Account Class codes present in the system. You can search <b>Account Class code</b> , <b>Account Class description</b> or <b>Account Type</b> and click on the <b>Fetch</b> button.

7. Click the **Filter** button.

STEP RESULT: The applied Filters will appear in the band within the widget.



8. To remove the filters, click  icon and click the clear button.

## 2.2 Bulletin Board

This topic describes the systematic instruction about the Bulletin Board widget in Dashboard.

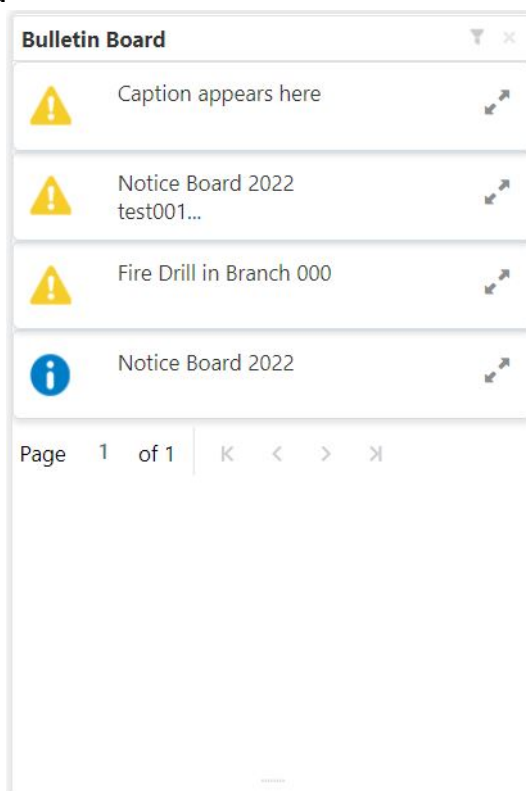
Context:


The Bulletin Board widget posts all messages about the business in between the bank and its customers. If the

bulletin message is Alert, the  icon is displayed and if the bulletin message is information, the  icon is displayed.

The messages are:


- Public news and its messages
- Bank policies and notices
- System Messages like system downtime information, network failures, etc.

**Figure 2.6: Bulletin Board**


9. To view the details of the bulletin, click  icon.

STEP RESULT: **Message Details** pop-up window is displayed.

### Figure 2.7: Message Details

10. Click the  icon, to view the list of attachments.
- STEP RESULT: **Document List** pop-up window is displayed.

### Figure 2.8: Document List

11. Click the attachment to view the document.
12. Click  icon to filter the bulletin board based on Reference Number, Start Date, End Date. For more information on fields, refer to the field description table.

**Table 2.2: Bulletin Board-Filter**

Field	Description
Reference Number	Enter the <b>Reference Number</b> or click the search icon to view the <b>Reference Number</b> pop-up window. By default, this window lists all the Reference Numbers present in the system. You can search for a specific Reference Number by providing <b>Reference Number</b> , and click on the <b>Fetch</b> button.
Start Date	Click on the adjoining calendar icon and specify the <b>Start Date</b> .
End Date	Click on the adjoining calendar icon and specify the <b>End Date</b> .

13. Click the **Filter** button.

STEP RESULT: The applied Filters will appear in the band within the widget.

14. To remove the filters, click  icon and click the clear button

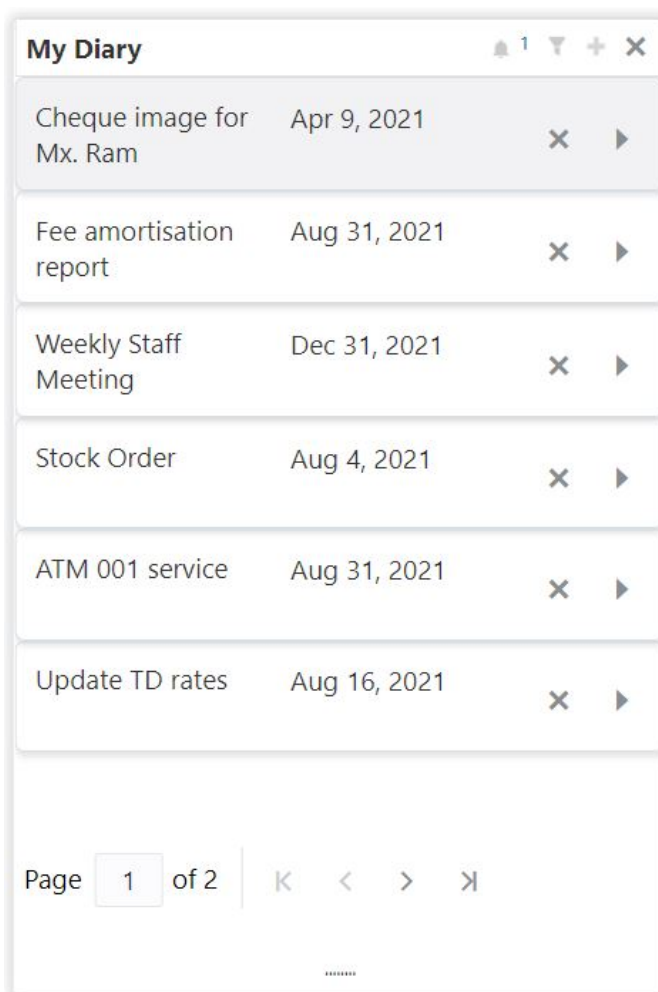
## 2.3 My Diary


This topic describes the systematic instruction about the My Diary widget in Dashboard.

CONTEXT:

My Diary widget helps users to keep a record of activities that they would perform in the near future or perform at regular intervals. This widget allows users to set reminders, define a frequency for reminders as well as define an end date to the event.

**Figure 2.9: My Diary**






1. Click  to filter the events based on due date.

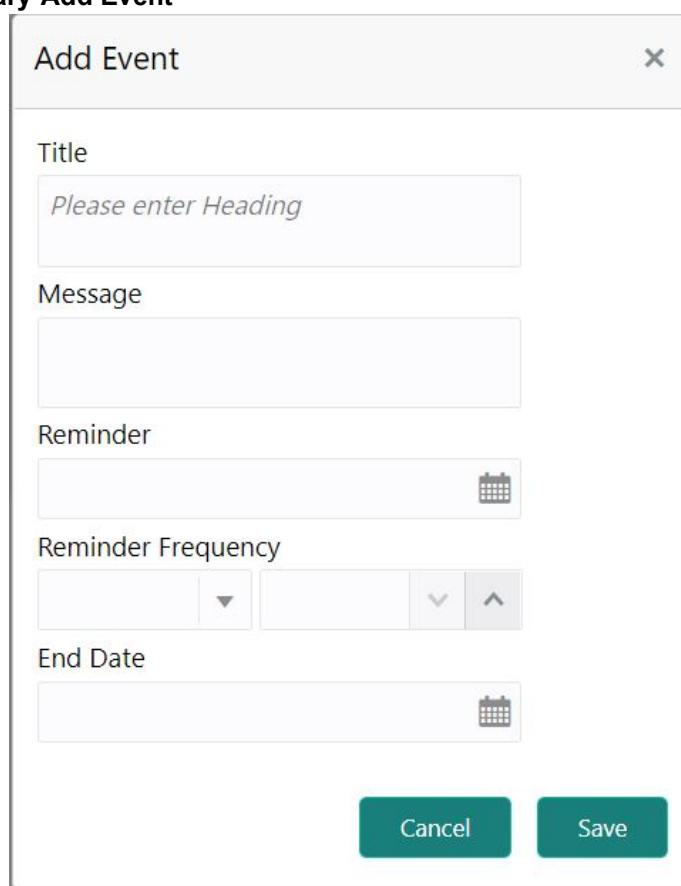
For more information on fields, refer to the field description table.

**Table 2.3: My Diary-Filter**

Field	Description
<b>Filter By Due Date</b>	Click on the adjoining calendar icon and specify the Due date.

- The dairy event within the widget will show the Title and the End-Date. Click  to view or edit the diary event.
- When the user defines the reminder date for a dairy event, the bell icon with the number of reminder events will be displayed. Click  icon to view the events that are due for the day.
- Click  to create a new Diary event.

STEP RESULT: **Add Event** pop up screen is displayed.

**Figure 2.10: My Diary-Add Event**


- On **Add Event** pop up screen, specify the fields.  
For more information on fields, refer to the field description table.

**Table 2.4: My Diary-Add Event**

Field	Description
<b>Title</b>	Enter an appropriate title for the diary event. When event is saved, the title appears on the widget.

Field	Description
<b>Message</b>	Enter details about the diary event.
<b>Reminder</b>	Click on the adjoining calendar icon and specify the reminder date.
<b>Reminder Frequency</b>	Users can define a reminder frequency for the diary event in Days, Months, or Years. By using the increment and decrement button, the frequency can be increased or decreased.
<b>End Date</b>	Click on the adjoining calendar icon and specify the End date. On this date, the event will be removed from the widget.  <b>NOTE:</b> If the Due Date is not specified, the event remains in the widget indefinitely.

6. Click the **Filter** button.

STEP RESULT: The applied Filters will appear in the band within the widget.

7. To remove the filters, click  icon and click the clear button.

## 2.4 Service Request

This topic describes the systematic instruction about the Service Request widget in Dashboard.

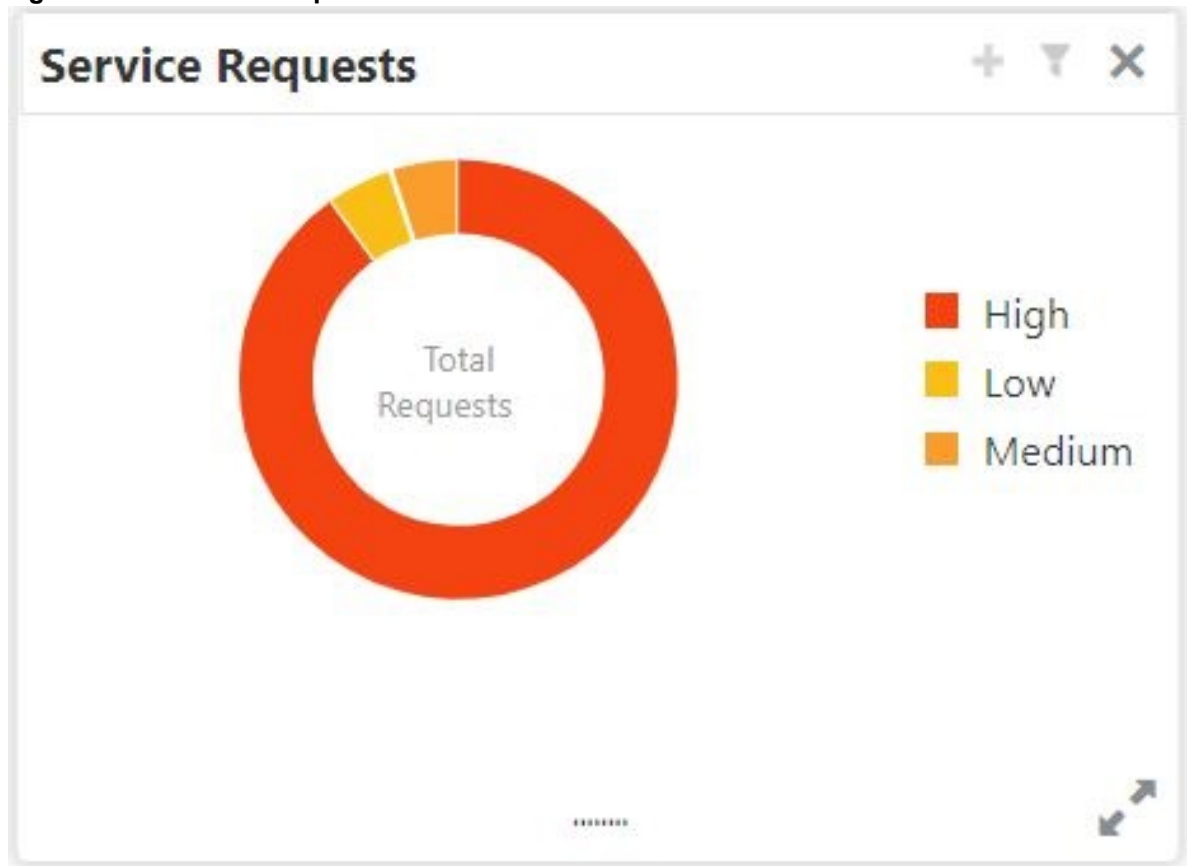
### CONTEXT:

Service Request widget helps the user to capture the service requests on behalf of customers whose transactions cannot be completed in a straight-through processing sequence or which might take time to analyze or investigate. Transactions such as double debits, incorrect charges, ambiguous transactions fall into this category.

The Service Requests widget is classified based on priority namely:

- High
- Medium
- Low

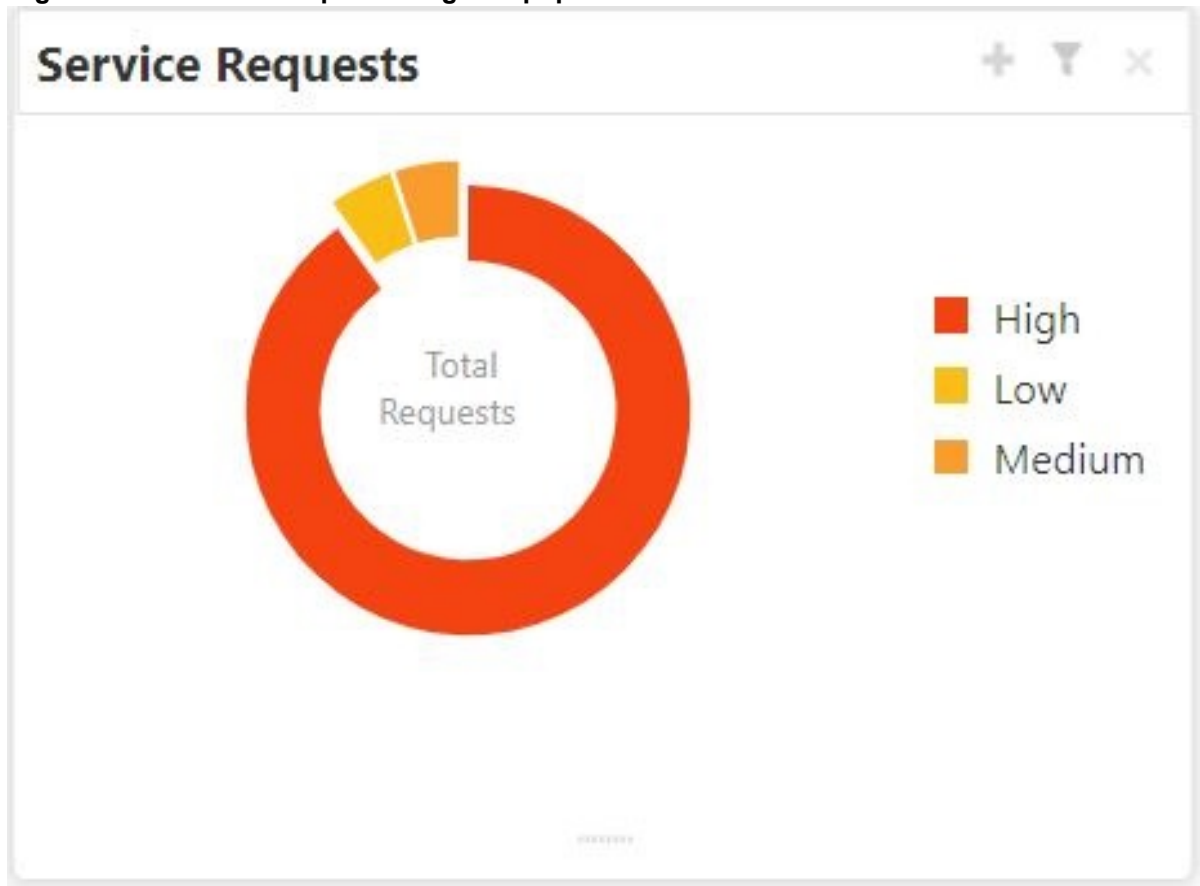
Figure 2.11: Service Requests




1. To view the Service Requests, hover the mouse on each section of the doughnut.
2. The Service Request details are derived from the function id **STDSRQST** (Service Request Input screen). Users can edit and save the details in this screen.
3. On the Service Request doughnut, when a section is clicked the doughnut pops out. Whenever the page is navigated away from the dashboard, this pop-out will reset and go back to the default view.

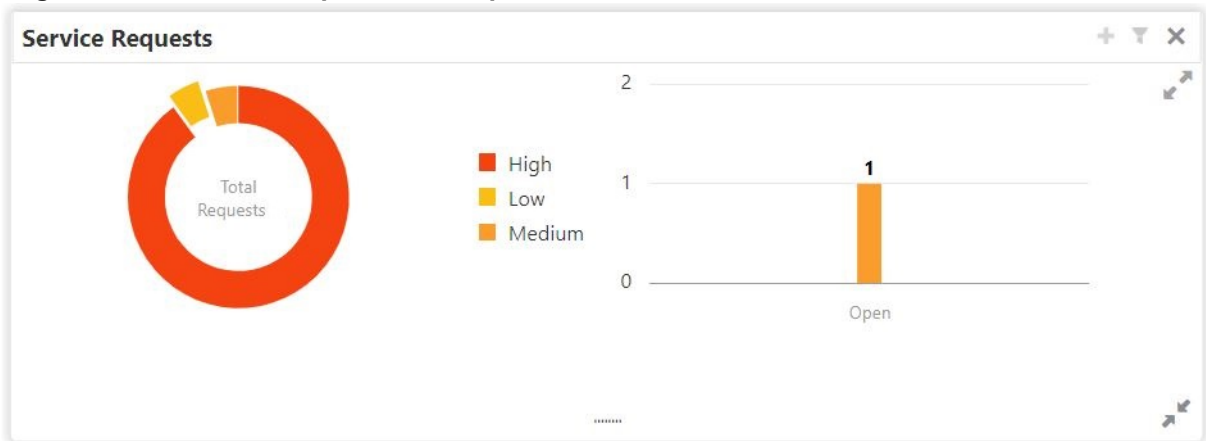
STEP RESULT: **Service Request Doughnut pop-out** is displayed.



Figure 2.12: Service Request Doughnut pop-out



4. Click  icon to view the bar graph which displays different status of the service requests. Each bar displays the total number of service requests at the top of the bar.

STEP RESULT: **Service Request-Bar Graph** is displayed.

**Figure 2.13: Service Request-Bar Graph**

5. The bar graph displays different status like Open, Closed, Escalated, Pending. For a specific status, users can click the bar to view the following service request details in a tabular format.
  - a. Service Request Number
  - b. Service Request Type
  - c. Customer Number
  - d. Account Number
6. Click  icon to close the bar graph.
7. On the Service Request widget, click  icon to view available service requests for selected priority with the status in tabular format.

STEP RESULT: **Priority Service Request** pop-up window gets displayed.

**Figure 2.14: Priority Service Request Pop Up Window**

Low Priority Service Requests x

Service Request Number


Customer Number

Account Number

Status

Service Request Number	Service Request Type	Customer Number	Account Number	Status
000XXX000024	Auto Payment			Open

Page 1 of 1 (1 of 1 items) K < 1 > >

8. Users can view the following details in the Service Requests table,
  - a. Service Request Number
  - b. Service Request Type
  - c. Customer Number
  - d. Account Number
  - e. Status
9. Click  icon to create New Service Requests.

STEP RESULT: **New Service Request** screen is displayed.

**Figure 2.15: Service request-New Service request**

New Service Request

Account Number \*

Service Request Type \*

Full Name

Priority  Low

Telephone

Status  Open

Mobile Number

Service Request Date \*  Mar 30, 2018

Email

Target Completion Date

Service Request Description  Please enter description

Save


10. On the **New Service Request** screen, specify the fields.  
For more information on fields, refer to the field description table.

Table 2.5: Service Request-New Service Request

Field	Description
<b>Service request Type</b>	Select any one of the Service Request Type from the drop-down list.
<b>Account Number</b>	Enter or click the <b>Search</b> icon to view the <b>Customer Account Details</b> pop-up window. By default, this window lists all the Account Numbers present in the system. You can search for a specific Account Number by providing the <b>Account Number</b> or <b>Account Name</b> and click the <b>Fetch</b> button.
<b>Full Name</b>	Displays the full name defined at the customer record.
<b>Priority</b>	Users can select any one of the <b>Priority Type</b> from the drop-down list. The Priority drop-down lists the below values: <ul style="list-style-type: none"> <li>• <b>High</b></li> <li>• <b>Medium</b></li> <li>• <b>Low</b></li> </ul> <b>NOTE:</b> By default, the <b>Low</b> option is selected
<b>Telephone</b>	Displays the telephone number defined at the customer record.
<b>Status</b>	Users can select any one of the <b>Status</b> from the drop-down list. The Status drop-down lists the below values: <ul style="list-style-type: none"> <li>• <b>Open</b></li> <li>• <b>Pending</b></li> <li>• <b>Closed</b></li> <li>• <b>Escalated</b></li> </ul>
<b>Mobile Number</b>	Displays the mobile number defined at the customer record.
<b>Service Request Date</b>	Click on the adjoining <b>Calendar</b> icon and specify the <b>Service Request Date</b> . <b>NOTE:</b> The <b>Service Request Date</b> is defaulted to the branch date.
<b>Email</b>	Displays the Email ID defined at the customer record.
<b>Target Completion Date</b>	Click on the adjoining calendar icon and specify the <b>Target Completion Date</b> of the Service Request.
<b>Service Request Description</b>	Users can enter the description about the Service Request.

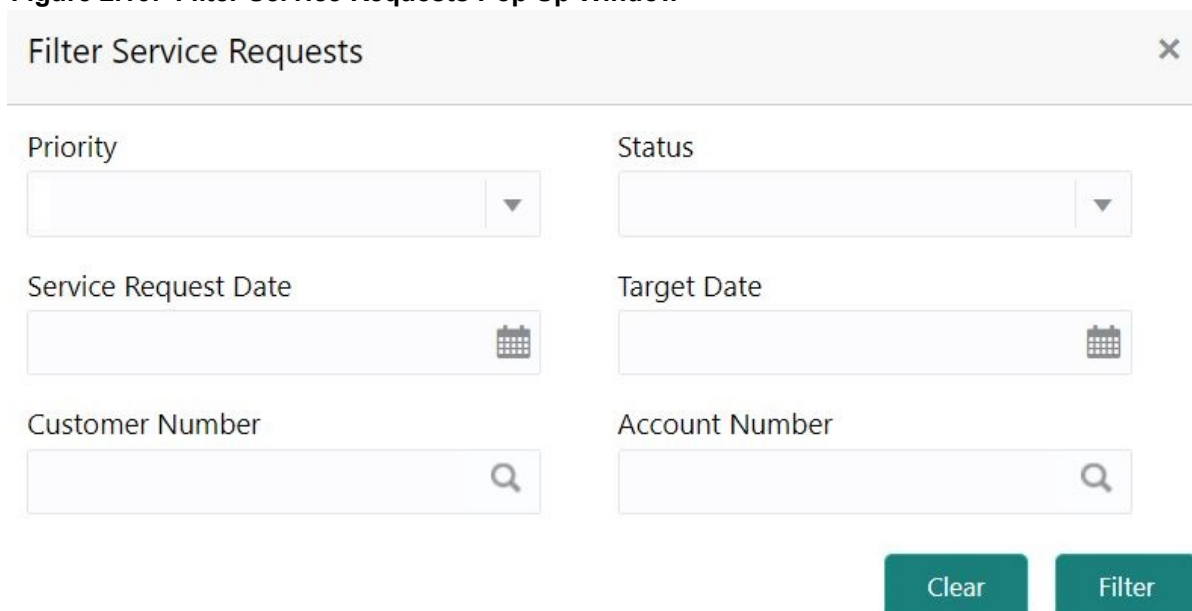
- After entering all the details users need to click on **Save** button. The system generates a service request number and populates in the Service Request Number field & displays a success message **SR is saved**

**successfully.** When the user accepts the message, the screen is closed and the service request appears on the widget.

12. Click  to filter the service requests.

STEP RESULT: **Filter Service Requests** pop up window is displayed.

**Figure 2.16: Filter Service Requests Pop Up Window**



The image shows a 'Filter Service Requests' pop-up window. It has a title bar with the text 'Filter Service Requests' and a close button (X) in the top right corner. The window contains six input fields arranged in a 3x2 grid. The first row has 'Priority' and 'Status', both with dropdown arrows. The second row has 'Service Request Date' and 'Target Date', both with calendar icons. The third row has 'Customer Number' and 'Account Number', both with search icons. At the bottom right of the window are two buttons: 'Clear' and 'Filter'.

13. On **Filter Service Requests** pop up window, specify the fields.  
For more information on fields, refer to the field description table.

Table 2.6: Filter Service Requests

Field	Description
<b>Priority</b>	Users can select any one of the <b>Priority</b> Type from the drop-down list. The Priority drop-down lists the below values, <ul style="list-style-type: none"> <li>• High</li> <li>• Medium</li> <li>• Low</li> </ul>
<b>Status</b>	Users can select any one of the <b>Status</b> from the drop-down list. The Status drop-down lists the below values, <ul style="list-style-type: none"> <li>• Open</li> <li>• Pending</li> <li>• Closed</li> <li>• Escalated</li> </ul>
<b>Service Request Date</b>	Click on the adjoining calendar icon and specify the <b>Service Request Date</b> .
<b>Target Date</b>	Click on the adjoining calendar icon and specify the <b>Target Date</b> of the service request.
<b>Customer Number</b>	Enter the <b>Customer Number</b> or click the search icon to view the <b>Customer Details</b> pop-up window. By default, this window lists all the Customer Numbers present in the system. You can search for a specific Customer Details by providing <b>Customer Number</b> or <b>Customer Name</b> and click the <b>Fetch</b> button.
<b>Account Number</b>	Enter the <b>Account Number</b> or click the search icon to view the <b>Customer Account Details</b> pop-up window. By default, this window lists all the Customer Numbers present in the system. You can search for a specific Customer Account Details by providing <b>Customer Number</b> , <b>Account Number</b> or <b>Account Name</b> and click the <b>Fetch</b> button.

14. Click the **Filter** button.

STEP RESULT: The applied Filters will appear in the band within the widget.

15. To remove the filters, click  icon and click the clear button.

## 2.5 My Pending Tasks

This topic describes the systematic instruction about My Pending Tasks widget in Dashboard.

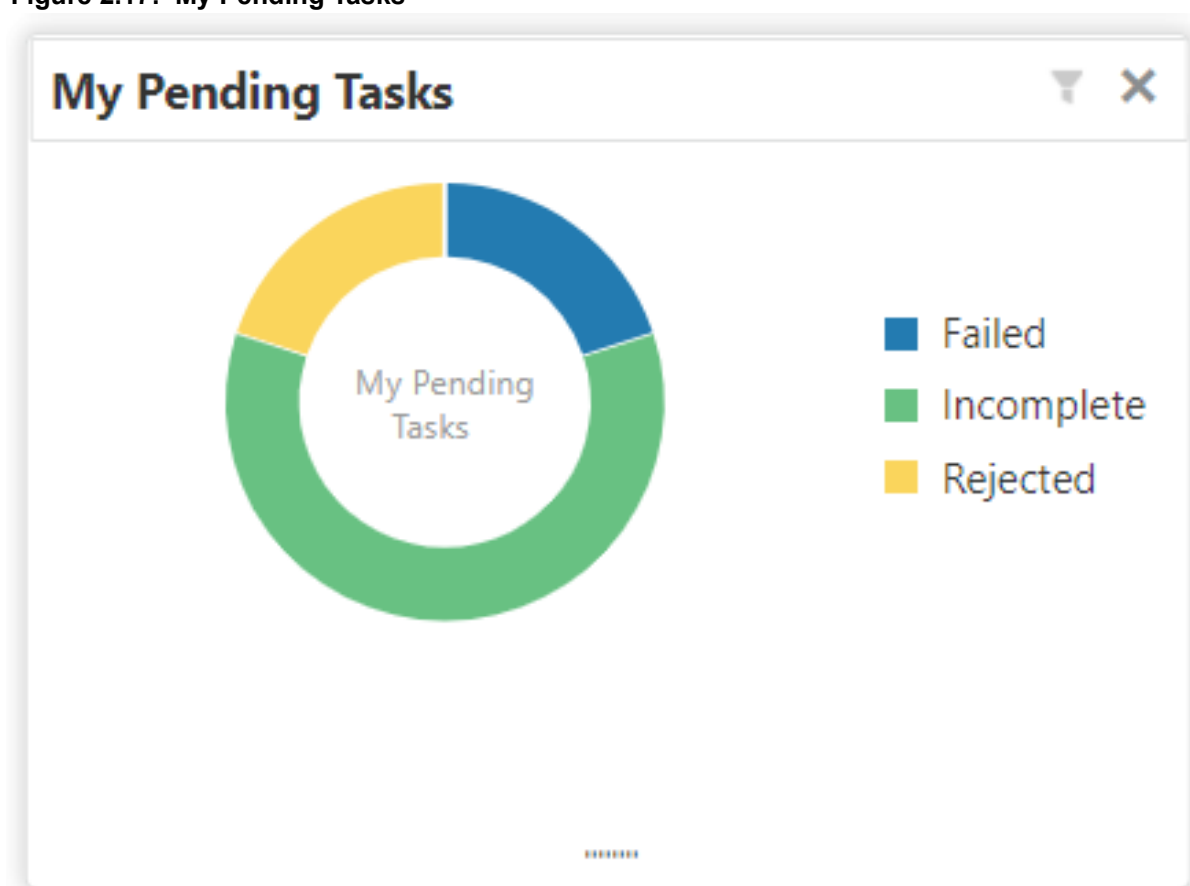
### CONTEXT:


My Pending Tasks widget provides the user list of transactions that are in different statuses such as rejected, failed, and incomplete. Users can click on each section of the widget to access the transactions and proceed to complete them.

My Pending Tasks doughnut is classified as follows:

- Failed
- Incomplete
- Rejected

**Figure 2.17: My Pending Tasks**



1. To view the Pending Tasks, hover the mouse on each section of the doughnut.
2. Click  to display the transactions based on process name.  
For more information on fields, refer to the field description table.

**Table 2.7: My Pending Tasks-Filter**

Field	Description
Process Name	Enter the <b>Process Name</b> or click on the search icon to select the processes available under a particular sub-domain.

3. Click the **Filter** button.

STEP RESULT: The applied Filters will appear in the band within the widget.

4. To remove the filters, click  icon and click the clear button.

### 3. Scheduled Transfer

This topic describes the systematic instruction to maintain scheduled transfer. A customer can issue standing instructions to the bank, to perform a certain transaction for a particular period without any follow-up or intervention by either party. For example, a customer can instruct the bank to debit a Current and Savings Account account by a fixed amount at a predefined frequency and transfer the funds to another account. When the customer requests a scheduled transfer to Current and Savings Account, the operation officer can capture the instruction details on this screen.

1. On the **Homepage**, from **Account Services**, under **Standing Instructions**, click **Scheduled Transfer**, or specify the **Scheduled Transfer** in the Search icon bar.

STEP RESULT: **Scheduled Transfer** screen is displayed.

**NOTE:** The fields which are marked in asterisk blue are mandatory fields.

**Figure 3.1: Scheduled Transfer Screen**

2. On **Scheduled Transfer** screen, specify the fields.  
For more information on fields, refer to the field description table.

**Table 3.1: Scheduled Transfer - Field Description**

Field	Description
<b>Account Number</b>	Enter the <b>Account Number</b> or click the search icon to view the <b>Account Number</b> pop-up window. By default, this window lists all the Account Numbers present in the system. You can search for a specific Account Number by providing <b>Customer ID</b> , <b>Account Number</b> , or <b>Account Name</b> and clicking on the <b>Fetch</b> button. When users enter the account number, the customer information is displayed.
<b>Account Name</b>	<b>Account Name</b> is displayed by default based on the account selected.

Field	Description
<b>Beneficiary Account Number</b>	Enter the <b>Beneficiary</b> Account Number, or click the search icon to view the <b>Beneficiary</b> Account Number pop-up window. By default, this window lists all the Account Numbers present in the system. You can search for a specific <b>Beneficiary</b> Account Number by providing Customer ID, <b>Beneficiary</b> Account Number, or <b>Beneficiary</b> Account Name and clicking on the <b>Fetch</b> button.
<b>Beneficiary Account Name</b>	<b>Beneficiary</b> Account Name is displayed based on the account selected.
<b>Transfer Amount</b>	Input the <b>Transfer Amount</b> for scheduled transfer, this amount will be transferred on a predefined frequency. Field Transfer Amount is appended with transaction currency. <b>Beneficiary</b> account number currency will be default as transfer amount currency while choosing the <b>beneficiary</b> account number.
<b>Frequency</b>	The user can select the execution frequency from the <b>Frequency</b> drop-down list. Standing instruction transfer to Current and Savings Account will be executed on the selected frequency. Frequency drop-down list the below values: <ul style="list-style-type: none"> <li>• Days</li> <li>• Months</li> <li>• Years</li> </ul> The user can easily increase or decrease the value for the selected frequency with the up and down button.
<b>Start Date</b>	The system will default the <b>Start Date</b> as the current branch date, user can modify the start date to any future date using the adjoining calender button. The first Standing instruction will be executed on the start date.  <b>NOTE: Start Date</b> cannot be backdated.
<b>Number of Transfers</b>	The User can define the number of transfers to be executed on predefined frequency, it is not a mandatory field, if the user sets the number of transfers, the expiry date will be auto-calculated based on the Start date, Frequency, Month End Execution, and the number of transfers. The value for Number of Transfers can be increased or decreased using the Up and Down buttons

Field	Description
<b>Month End Execution</b>	<p>The user can make sure that the standing instruction transfer to Current Account and Savings Account is executed every month-end by enabling the month-end execution. Month End execution is defined for daily frequency. By default month-end, execution will be off.</p> <p>Month End flag can be enabled only if the start date is falling on month-end</p>
<b>End Date</b>	<p>Click the calendar and specify the expiry date.</p> <p>The expiry date is a non-mandatory field. If the expiry date is not captured, the system considers the standing instruction as open-ended.</p> <p><b>NOTE: End Date</b> cannot be less than Start Date.</p>
<b>Narrative</b>	<p>The Narrative defaults as Scheduled Transfer. The user can modify the defaulted value.</p>

## 4. View and Modify Scheduled Transfer

This topic describes the systematic instruction to View, Modify and Close the Schedule Transfer. A new User Interface is required for finding the existing scheduled transfer contract and modify or close the contract or view the schedule transfer cycle details.

1. On the **Homepage**, from **Account Services**, under **Standing Instructions**, click **View and Modify Scheduled Transfer**, or specify the **View and Modify Scheduled Transfer** in the Search icon bar.

STEP RESULT: **View and Modify Scheduled Transfer** screen is displayed.

**NOTE:** The fields which are marked in asterisk blue are mandatory fields.

**Figure 4.1: View and Modify Scheduled Transfer**

**Figure 4.2: Schedule Transfer Cycle Details**

Scheduled Transfer Cycle Details ✖

Instruction Details					
<b>Basic Details</b> Instruction Number Beneficiary Account Number Beneficiary Account Name Transfer Amount Start Date End Date Narrative			<b>Execution Preferences</b> Frequency Number of Transfers Month End Execution Next Execution Date Last Cycle Number Suspend Execution		
Cycle Details					
Cycle	Scheduled Date	Success Date	Retry Count	Transfer Amount	Execution Status
No data to display.					
Page 1 (0 of 0 items) <span style="float: right;">⏪ &lt; 1 &gt; ⏩</span>					


**Figure 4.3: Modify Scheduled Transfer**

2. On **View and Modify Scheduled Transfer** screen, specify the fields.  
For more information on fields, refer to the field description table.

**Table 4.1: View and Modify Scheduled Transfer**

Field	Description
<b>Account Number</b>	Enter the <b>Account Number</b> or click the search icon to view the <b>Account Number</b> pop-up window. By default, this window lists all the Account Numbers present in the system. You can search for a specific Account Number by providing <b>Customer ID</b> , <b>Account Number</b> , or <b>Account Name</b> and clicking on the <b>Fetch</b> button. <b>NOTE:</b> The Account Name is displayed adjacent to this field as the account number is selected.
<b>Instruction Details</b>	This section displays the instruction details for the account selected.
<b>Transfer to &lt;&gt;</b>	Display the transfer account number.
<b>Search Result</b>	The contract details are displayed in tile format. The available basic details displayed are: <ul style="list-style-type: none"> <li>• Instruction Number</li> <li>• Beneficiary Account Number</li> <li>• Transfer Amount</li> <li>• Frequency</li> <li>• End Date</li> <li>• Narrative</li> </ul>

Table 4.2: View and Modify Scheduled Transfer - Field Description

Field	Description
View Transaction	Click  to view the <b>Schedule Transfer Cycle Details</b> . For more information, refer to the <b>Schedule Transfer Cycle Details – Field Description</b> .



- Click  to view the Schedule Transfer Cycle Details.  
STEP RESULT: **Schedule Transfer Cycle Details** screen displays.
- On **Schedule Transfer Cycle Details** screen, specify the fields.  
For more information on fields, refer to the field description table.

Table 4.3: Schedule Transfer Cycle Details - Field Description


Field	Description
<b>Instruction Details</b>	This section displays the instruction details for the account selected.
<b>Basic Details</b>	This section displays the basic instruction details.
<b>Instruction Number</b>	Displays the instruction number.
<b>Beneficiary Account Number</b>	Displays the account number of the beneficiary.
<b>Beneficiary Account Name</b>	Displays the account name of the beneficiary
<b>Transfer Amount</b>	Displays the amount for transfer.
<b>Start Date</b>	Displays the start date of the instruction.
<b>End Date</b>	Displays the end date of the instruction.
<b>Narrative</b>	Displays the narration for the instruction.
<b>Execution Preferences</b>	This section displays the execution preferences for the instruction.
<b>Frequency</b>	Displays the frequency defined for the instruction.
<b>Number of Transfers</b>	Displays the number of transfers allowed.
<b>Month End Execution</b>	Displays whether month end execution is allowed or not.
<b>Next Execution Date</b>	Displays the date for the new execution.
<b>Last Cycle Number</b>	Displays the last cycle number of the instruction.
<b>Suspend Execution</b>	This section displays the cycle details for the selected account.
<b>Cycle Details</b>	Displays the cycle number.
<b>Cycle</b>	Displays the scheduled date for the transfer cycle.
<b>Scheduled Date</b>	Displays the success date of the transfer cycle.
<b>Success Date</b>	Displays the number of retries in the transfer cycle.
<b>Retry Count</b>	Displays the transfer amount in the cycle.
<b>Transfer Amount</b>	Displays the transfer amount in the cycle.
<b>Execution Status</b>	Displays the execution status in the transfer cycle.

5. On **Modify Scheduled Transfer** screen, specify the fields.  
For more information on fields, refer to the field description table.

Table 4.4: Modify Transaction

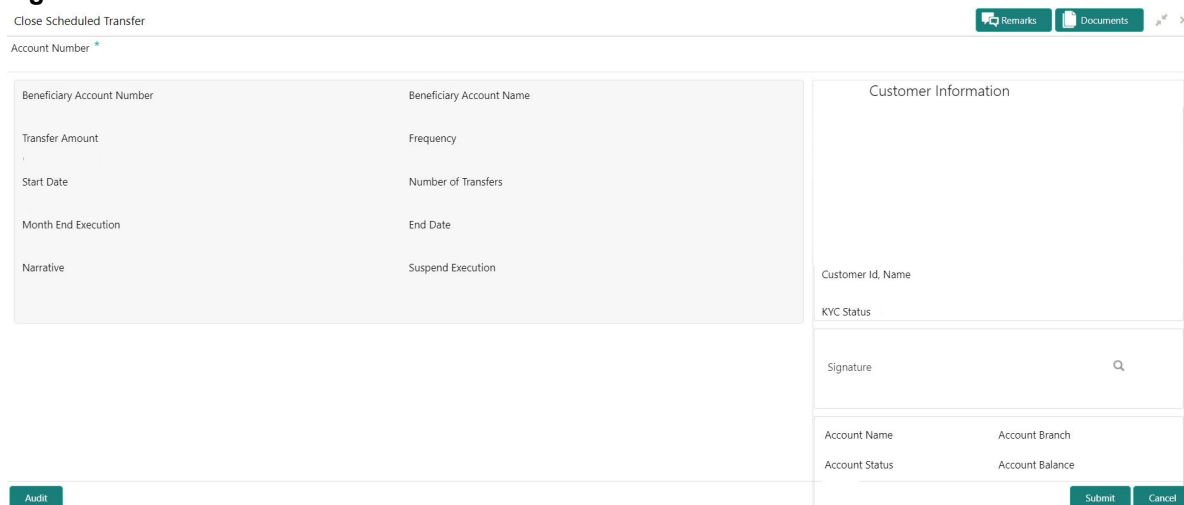
Field	Description
<b>Modify Transaction</b>	<p>Click  to modify the scheduled transfer contract details. User can modify the below details:</p> <ul style="list-style-type: none"> <li>• Transfer Amount</li> <li>• Frequency</li> <li>• Number of Transfers</li> <li>• Month End Execution</li> <li>• End Date</li> <li>• Narrative</li> <li>• Suspend Execution</li> </ul>
<b>Transfer Amount</b>	The transfer amount displayed can be modified by the user.
<b>Frequency</b>	<p>Users can modify the execution frequency from the Frequency drop-down list. Standing instruction transfer to Current and Savings Account will be executed on the selected frequency. Frequency drop-down list the below values:</p> <ul style="list-style-type: none"> <li>• Days</li> <li>• Months</li> <li>• Years</li> </ul> <p>Users can easily increase or decrease the value for the selected frequency with the up and down button.</p>
<b>Number of Transfers</b>	<p>Users can modify the number of transfers to be executed on predefined frequency, it is not a mandatory field, if the user sets the number of transfers, the expiry date will be auto-calculated based on the following criteria:</p> <ul style="list-style-type: none"> <li>• Start Date</li> <li>• Frequency</li> <li>• Month End Execution</li> <li>• Number of Transfer</li> </ul>
<b>Month End Execution</b>	<p>User can modify and ensure that standing instruction transfer to Current and Savings Account is executed every month-end by enabling the month-end execution.</p> <p>Month End flag can be enabled only if the start date is falling on month-end.</p> <p>Month End flag cannot be enabled for daily frequency.</p>

Field	Description
<b>End Date</b>	The system displays the existing value and the user can modify the value, user can modify the expiry date from the adjoining calendar. The expiry date is a non-mandatory Field, if the expiry date is not captured, the system considers the standing instruction as open-ended. In case the number of transfers is defined, the system updates the expiry date based on Start date, frequency, and month-end execution. Date format example- Sep 15, 2020. System updates the number of transfers based on start date, Frequency, and End date.
<b>Narrative</b>	The Narrative defaults as Scheduled Transfer. Users can modify the defaulted value.
<b>Suspend Execution</b>	Scheduled transfer execution can be stopped or started by enabling or disabling Suspend Execution.

6. On **View and Modify Schedule Transfer** screen, under **Instruction Details**, click  on the tile to close the schedule transfer.

STEP RESULT: **Close Scheduled transfer screen** is displayed.

**Figure 4.4: Close Scheduled Transfer**



Close Scheduled Transfer

Account Number \*

Beneficiary Account Number Beneficiary Account Name

Transfer Amount Frequency

Start Date Number of Transfers

Month End Execution End Date

Narrative Suspend Execution

Customer Information

Customer Id, Name

KYC Status

Signature

Account Name Account Branch

Account Status Account Balance

Audit Submit Cancel

7. Close the schedule transfer by clicking on the **Submit** button.

## 5. Sweep In to Account

This topic describes the systematic instructions to request Sweep In to Account. This screen will help to define sweep requests on customer accounts that get executed when the account balance falls below a predefined threshold value.

1. On the **Homepage**, from **Account Services**, under **Standing Instructions**, click **Sweep In To Account**, or specify the **Sweep In To Account** in the Search icon bar.

STEP RESULT: **Sweep In to Account** screen is displayed.

**NOTE:** The fields which are marked in asterisk blue are mandatory fields.

**Figure 5.1: Sweep In to Account**

2. On **Sweep In to Account** screen, specify the fields.  
For more information on fields, refer to the field description table.

**Table 5.1: Sweep In to Account**

Field	Description
<b>Account Number</b>	Enter the <b>Account Number</b> or click the search icon to view the <b>Account Number</b> pop-up window. By default, this window lists all the Account Numbers present in the system. You can search for a specific Account Number by providing <b>Customer ID</b> , <b>Account Number</b> , or <b>Account Name</b> and click <b>Fetch</b> button. When users enter the account number, the customer information is displayed.
<b>Account Name</b>	<b>Account Name</b> is displayed based on the account number selected.

Field	Description
<b>Provider Account Number</b>	Enter the <b>Provider</b> Account Number or click the search icon to view the <b>Provider</b> Account Number pop-up window. By default, this window lists all the Account Numbers present in the system. You can search for a specific Account Number by providing Customer ID, <b>Provider</b> Account Number, or <b>Provider</b> Account Name, and click <b>Fetch</b> button.
<b>Provider Account Name</b>	<b>Provider</b> Account Name is displayed by default based on the Provider Account Number selected.
<b>Threshold Amount</b>	Enter the <b>Threshold Amount</b> , and the account currency is defaulted. The sweep in the transaction will be executed during the end-of-day batch process if the balance in the credit account goes below the threshold amount.
<b>Minimum Balance After Sweep</b>	<b>Minimum Balance After Sweep</b> is the amount that is left in the Provider Account after the Sweep In instruction is executed. The minimum balance after sweep ensures that a certain balance is left in the Provider Account and only the excess amount is swept. This is an optional field.
<b>Start Date</b>	Users can define the <b>Start Date</b> for the sweep in instruction. Start date cannot be backdated.
<b>End Date</b>	Users can define the <b>End Date</b> for Sweep In instruction, Sweep In instruction will be closed after the end date.  <b>NOTE: End Date</b> cannot be less than Start Date.
<b>Narrative</b>	The narrative will be defaulted to Sweep In to Account. The defaulted value is modifiable.

## 6. View and Modify Sweep In to Account

This topic describes the systematic instructions to View and Modify Sweep In to Account. This screen will help the user to Modify, View or Close the existing Sweep In To Account instruction.

- On the **Homepage**, from **Account Services**, under **Standing Instructions**, click **View and Modify Sweep In to Account**, or specify the **View and Modify Sweep In To Account** in the Search icon bar.

STEP RESULT: **View and Modify Sweep In to Account** screen is displayed.

**Figure 6.1: View and Modify Sweep In to Account**


- On **View and Modify Sweep In to Account** screen, specify the fields.

For more information on fields, refer to the field description table.

**Table 6.1: View and Modify Sweep In to Account**

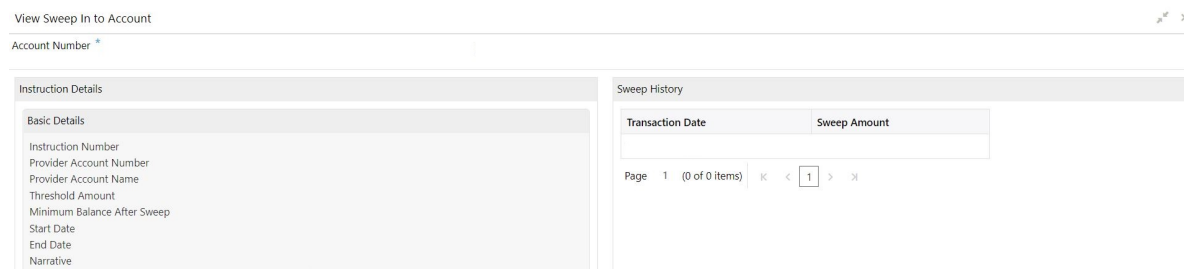
Field	Description
<b>Account Number</b>	Enter the <b>Account Number</b> or click the search icon to view the <b>Account Number</b> pop-up window. By default, this window lists all the Account Numbers present in the system. You can search for a specific Account Number by providing <b>Customer ID</b> , <b>Account Number</b> , or <b>Account Name</b> and click <b>Fetch</b> button. <b>NOTE:</b> The Account Name is displayed adjacent to this field as the account number is selected.
<b>Instruction Details</b>	This section displays the instruction details for the account selected.
<b>Sweep from &lt;Account Name&gt;</b>	Displays the account name from which sweep in is to be performed.
<b>Instruction Number</b>	Displays the instruction number sweep in.
<b>Provider Account Number</b>	Displays the account number of the sweep in provider.
<b>Threshold Amount</b>	Displays the threshold amount with currency for sweep in.
<b>Start Date</b>	Displays the start date for sweep in.

Field	Description
End Date	Displays the end date for sweep in.
Narrative	Displays if any narration or description for sweep in.

3. On **View and Modify Sweep In To Account** screen, under **Instruction Details**, click  on the tile to view the sweep-in instruction.


STEP RESULT: **View Sweep In To Account** screen is displayed.

**Figure 6.2: View Sweep In To Account**



4. On the **View Sweep In To Account** screen, users can view the following details
- Instruction Details
  - Sweep History

**NOTE:** By default, the latest transaction is displayed as the first record in sweep history.

5. On **View and Modify Sweep In To Account** screen, under **Instruction Details**, click  on the tile to modify the sweep-in instruction.

STEP RESULT: **Modify Sweep In to Account** screen is displayed.

**NOTE:** The fields which are marked in asterisk blue are mandatory fields.

**Figure 6.3: Modify Sweep In To Account**

Modify Sweep In to Account

Account Number \*

Provider Account Number  
Threshold Amount \*  
Start Date  
Narrative \*

Provider Account Name  
Minimum Balance After Sweep  
End Date

Customer Information  
Customer Id, Name  
KYC Status  
Signature  
Account Name  
Account Status  
Account Branch  
Account Balance


Audit

Save & Close Submit Cancel

6. On the **Modify Sweep In To Account** screen, specify the fields that the user can modify.  
For more information on fields, refer to the field description table.

**Table 6.2: Modify Sweep In To Account**

Field	Description
<b>Threshold Amount</b>	Users can modify the threshold amount. The sweep in to account instruction will be executed during the end-of-day batch process if the balance in the account goes below the threshold amount. <b>NOTE:</b> The amount cannot be in negative or zero value.
<b>Minimum Balance After Sweep</b>	Users can modify the Minimum Balance After Sweep. Minimum Balance After Sweep is the amount that is left in the Provider Account after the Sweep In instruction is executed. The minimum balance after sweep ensures that a certain balance is left in the Provider Account and only the excess amount is swept. <b>NOTE:</b> The amount cannot be in negative value.
<b>End Date</b>	Users can modify the end date for Sweep In instruction, Sweep In instruction will be closed after the end date. The calender will display the branch holiday details. <b>NOTE:</b> End Date cannot be less than Start Date.
<b>Narrative</b>	Users can modify the Narrative field.

7. On **View and Modify Sweep In To Account** screen, under **Instruction Details**, click  on the tile to close the sweep-in instruction.

STEP RESULT: **Close Sweep In To Account** screen is displayed.

Figure 6.4: Close Sweep in To Account

Close Sweep In to Account

Account Number \*

Provider Account Number	Provider Account Name
Threshold Amount	Minimum Balance After Sweep
Start Date	End Date
Narrative	

Customer Information

Customer Id, Name

KYC Status

Signature

Account Name

Account Branch

Account Status

Account Balance

Audit

Submit

Cancel

8. Close the sweep-in instruction by clicking on the **Submit** button.

## 7. Sweep Out from Account

This topic describes the systematic instructions to request Sweep Out from Account. This screen will help to define sweep-out requests on customer accounts that get executed when the account balance goes above the threshold value.

1. On the **Homepage**, from **Account Services**, under **Standing Instructions**, click **Sweep Out from Account**, or specify the **Sweep Out from Account** in the Search icon bar.

STEP RESULT: **Sweep Out from Account** screen is displayed.

**NOTE:** The fields which are marked in asterisk blue are mandatory fields.

**Figure 7.1: Sweep Out from Account**

2. On **Sweep Out from Account** screen, specify the fields.  
For more information on fields, refer to the field description table.

**Table 7.1: Sweep Out from Account**

Field	Description
<b>Account Number</b>	Enter the <b>Account Number</b> or click the search icon to view the <b>Account Number</b> pop-up window. By default, this window lists all the Account Numbers present in the system. You can search for a specific Account Number by providing <b>Customer ID</b> , <b>Account Number</b> , or <b>Account Name</b> and click the <b>Fetch</b> button. When users enter the account number, the customer information is displayed.
<b>Account Name</b>	<b>Account Name</b> is displayed based on the account number selected.
<b>Threshold Amount</b>	Enter the <b>Threshold Amount</b> . The currency is defaulted based on the account currency. The Sweep-Out transaction will be executed during the end-of-day batch process if the balance in the account goes above the threshold amount.

Field	Description
<b>Minimum Sweep Amount</b>	The <b>Minimum Sweep Amount</b> and currency will be defaulted based on the product parameter and account currency. Sweep out instruction is executed only if the derived sweep amount (Account balance minus the Threshold Amount) is greater than or equal to Minimum Sweep Amount. This is an optional field that can be input during the sweep setup.
<b>Beneficiary Account Number</b>	Enter the <b>Beneficiary Account Number</b> or click the search icon to view the <b>Beneficiary Account Number</b> pop-up window. By default, this window lists all the Account Numbers present in the system. You can search for a specific Account Number by providing <b>Customer ID</b> , <b>Beneficiary Account Number</b> , or <b>Beneficiary Account Name</b> and click the <b>Fetch</b> button.
<b>Beneficiary Account Name</b>	<b>Beneficiary Account Name</b> is displayed based on the Beneficiary account number selected.
<b>Start Date</b>	Users can define the <b>Start Date</b> for sweep-out instruction. The start date cannot be backdated.
<b>End Date</b>	Users can define the <b>End Date</b> for sweep-out instruction, Sweep out instruction will be closed after the end date.  <b>NOTE:</b> End Date cannot be less than Start Date.
<b>Narrative</b>	The narrative will be defaulted as Sweep Out from Account. The defaulted value is modifiable.

## 8. View and Modify Sweep Out from Account

This topic describes the systematic instructions to View and Modify Sweep Out to Account. This screen will help the user to Modify, View or Close the existing Sweep Out from Account instruction.

1. On the **Homepage**, from **Account Services**, under **Standing Instructions**, click **View and Modify Sweep Out from Account**, or specify the **View and Modify Sweep Out from Account** in the Search icon bar.


STEP RESULT: **View and Modify Sweep Out From Account** screen is displayed.

**Figure 8.1: View and Modify Sweep Out from Account**

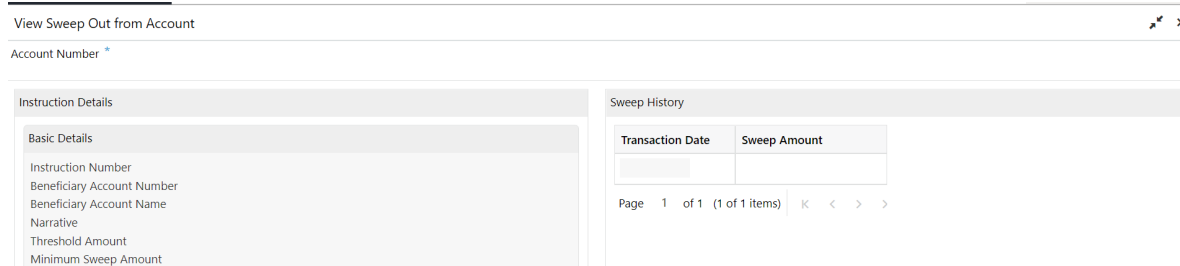
2. On **View and Modify Sweep Out from Account** screen, specify the fields.  
For more information on fields, refer to the field description table.

**Table 8.1: View and Modify Sweep Out From Account - Field Description**

Field	Description
<b>Account Number</b>	Enter the <b>Account Number</b> or click the search icon to view the <b>Account Number</b> pop-up window. By default, this window lists all the Account Numbers present in the system. You can search for a specific Account Number by providing <b>Customer ID</b> , <b>Account Number</b> , or <b>Account Name</b> , and click <b>Fetch</b> button. <b>NOTE:</b> The Account Name is displayed adjacent to this field as the account number is selected.
<b>Instruction Details</b>	This section displays the instruction details for the account selected.
<b>Sweep to &lt;&gt;</b>	Displays the sweep to account holder's name.
<b>Instruction Number</b>	Displays the instruction number.
<b>Beneficiary Account Number</b>	Displays the account number of the beneficiary.
<b>Start Date</b>	Displays the start date of the instruction.
<b>End Date</b>	Displays the end date of the instruction.
<b>Threshold Amount</b>	Displays the threshold amount for the instruction.
<b>Narrative</b>	Displays the narration for the instruction.

3. On **View and Modify Sweep Out from Account** screen, under **Instruction Details**, click  on the tile to view the sweep-out instruction.

STEP RESULT: **View Sweep Out from Account** screen is displayed.

**Figure 8.2: View Sweep Out from Account**


4. On **View Sweep Out from Account** screen, specify the fields.  
For more information on fields, refer to the field description table.

**Table 8.2: View Sweep Out From Account - Field Description**


Field	Description
<b>Account Number</b>	Displays the account number and account name selected in the <b>View and Modify Sweep Out From Account</b> screen.
<b>Instruction Details</b>	This section displays the instruction details for the account selected.
<b>Basic Details</b>	This section displays the basic instruction details.

Field	Description
<b>Instruction Number</b>	Displays the instruction number.
<b>Beneficiary Account Number</b>	Displays the account number of the beneficiary.
<b>Beneficiary Account Name</b>	Displays the account name of the beneficiary.
<b>Narrative</b>	Displays the narration for the instruction.
<b>Threshold Amount</b>	Displays the threshold amount for the instruction.
<b>Minimum Sweep Amount</b>	Displays the minimum sweep amount for the instruction.
<b>Start Date</b>	Displays the start date of the instruction.
<b>End Date</b>	Displays the end date of the instruction.
<b>Sweep History</b>	This section displays the history for the sweep.
<b>Transaction Date</b>	Displays the sweep transaction date.
<b>Sweep Amount</b>	Displays the sweep amount.

5. On the **View-Sweep Out from Account** screen, users can view the following details

- a. Instruction Details
- b. Sweep History

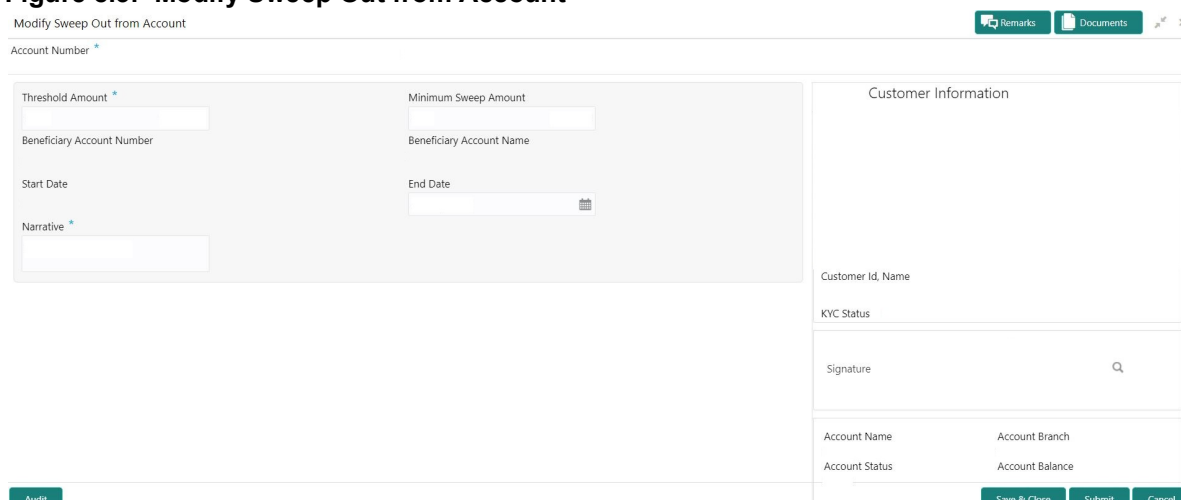
**NOTE:** By default, the latest transaction is displayed as the first record in sweep history.

6. On **View and Modify Sweep Out from Account** screen, under **Instruction Details**, click  on the tile to modify the sweep-out instruction.

**STEP RESULT:** **Modify Sweep Out from Account** screen is displayed.

**NOTE:** The fields which are marked in asterisk blue are mandatory fields.


**Figure 8.3: Modify Sweep Out from Account**



7. On the **Modify Sweep Out from Account** screen, specify the fields that the user can modify.  
For more information on fields, refer to the field description table.

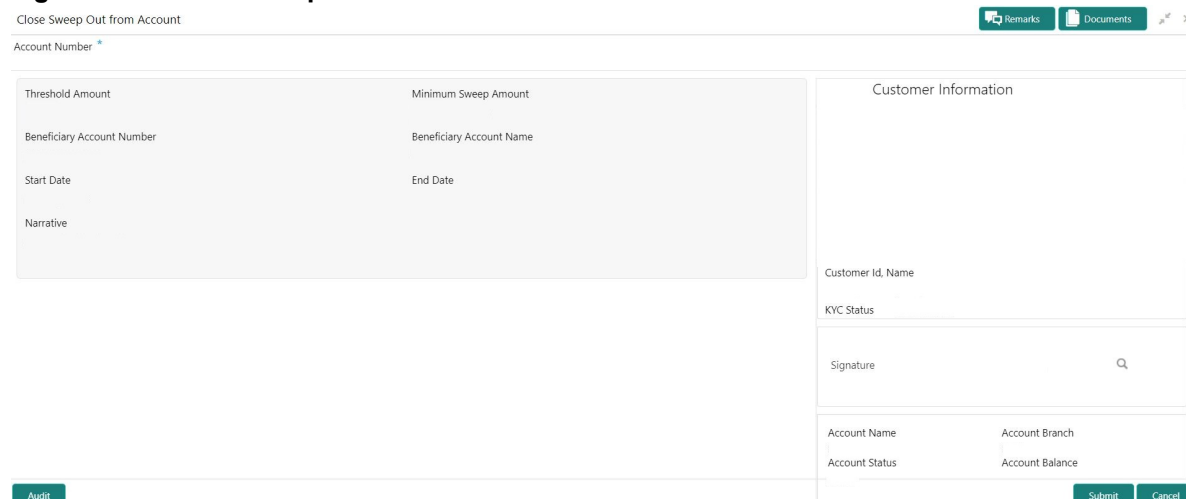
**Table 8.3: Modify Sweep Out from Account - Field Description**

Field	Description
<b>Threshold Amount</b>	Users can modify the Threshold Amount. The sweep out from account instruction will be executed during the end-of-day batch process if the balance in the account goes above the threshold amount. <b>NOTE:</b> The amount cannot be in negative or zero value.
<b>Minimum Sweep Amount</b>	Users can modify the Minimum Sweep Amount. The Sweep out instruction is executed only if the derived sweep amount (Account balance minus the Threshold Amount) is greater than or equal to Minimum Sweep Amount. <b>NOTE:</b> The amount cannot be in negative value.
<b>End Date</b>	Users can modify the end date for Sweep Out instruction, Sweep Out instruction will be closed after the end date. <b>NOTE:</b> End Date cannot be less than Start Date.
<b>Narrative</b>	Users can modify the Narrative field.

8. On **View and Modify Sweep Out from Account** screen, under **Instruction Details**, click  on the tile to close the sweep-out instruction.

STEP RESULT: **Close Sweep Out from Account** screen is displayed.

**Figure 8.4: Close Sweep Out from Account**



Close Sweep Out from Account

Account Number \*

Threshold Amount Minimum Sweep Amount

Beneficiary Account Number Beneficiary Account Name

Start Date End Date

Narrative

Customer Information

Customer Id, Name

KYC Status

Signature

Account Name Account Branch

Account Status Account Balance

Audit Submit Cancel

9. Close the sweep-out instruction by clicking on the **Submit** button.

## 9. Term Deposit Instruction

This topic describes the systematic instructions to Create Term Deposit Instruction, Modify or Close the existing term deposit instruction. This screen helps to capture the customer requests for creating a term deposit account if the account balance goes above the threshold limit. This will ensure a better interest return to account holders.

1. On the **Homepage**, from **Account Services**, under **Standing Instructions**, click **Term Deposit Instruction**, or specify the **Term Deposit Instruction** in the Search icon bar.

STEP RESULT: **Term Deposit Instruction** screen is displayed.

**NOTE:** The fields which are marked in asterisk blue are mandatory fields.

**Figure 9.1: Term Deposit Instruction**

2. When the user inputs the account number, the system displays **Create Instruction** screen, If an active deposit instruction is unavailable.
3. On **Term Deposit Instruction** screen, specify the fields.  
For more information on fields, refer to the field description table.

Table 9.1: Term Deposit Instruction

Field	Description
<b>Account Number</b>	Enter the <b>Account Number</b> or click the search icon to view the <b>Account Number</b> pop-up window. By default, this window lists all the Account Numbers present in the system. You can search for a specific Account Number by providing <b>Customer ID</b> , <b>Account Number</b> , or <b>Account Name</b> and click the <b>Fetch</b> button. When users enter the account number, the customer information is displayed.
<b>Account Name</b>	<b>Account Name</b> is displayed by default based on the account number selected.
<b>Threshold Amount</b>	Account Currency will default to Threshold Amount filed. User can define the threshold amount for creating the term deposit account if the current account and savings account balance exceed the threshold amount, the system creates a term deposit account for the excess amount after considering the sweep multiples.
<b>Sweep Multiples</b>	Users can define the sweep multiples of which the term deposit to be created, this will avoid term deposit creation for a small amount.
<b>Start Date</b>	Users can define the start date from which the term deposit instruction to be valid, using the adjoining calendar. The system will default the start date as the current branch date, user can modify the start date to any future date.  <b>NOTE:</b> Start Date cannot be backdated.
<b>End Date</b>	Users can define the end date of term deposit instruction, using the adjoining calendar, the system will not execute the term deposit instruction after the end date.  <b>NOTE:</b> End Date cannot be less than Start Date.
<b>Tenor</b>	Users can define the tenor details for creating the term deposit account. Term Deposit account will be created for the selected tenor. The tenor drop down list the below values: <ul style="list-style-type: none"> <li>• Days</li> <li>• Months</li> <li>• Years</li> </ul> Users can increase or decrease the selected tenor with up and down arrow buttons.

- When the user input the account number, the system displays **Edit instruction** screen with existing instruction details, If an active deposit instruction is available.

STEP RESULT: **Edit Instruction** screen is displayed.

**Figure 9.2: Edit Instruction**

Term Deposit Instruction

Account Number \*

Remarks Documents

**Edit Instruction** Close Instruction

Threshold Amount \*

Sweep Multiples

Start Date \*

End Date

Tenor \*

Customer Information

Customer Id, Name

KYC Status

Signature

Audit

Save & Close Submit Cancel

5. On the **Edit Instruction** screen, users can modify the following details:
  - a. Threshold Amount
  - b. Sweep Multiples
  - c. End Date
  - d. Tenor
6. To close the Term Deposit Instruction, click on **Close Instruction** button on the **Edit Instruction** screen and click **Submit**.

## 10. Online Account Sweep In

This topic describes the systematic instructions about Online Account Sweep In. This screen helps the users to link Savings accounts, Auto Deposits, and Term Deposits to a Primary Account to enable online sweep-in and reverse sweep-in feature. Online sweep enables the customer to utilize funds available in these accounts when there is a shortfall of balance in the Primary Account during a debit transaction.

1. On the **Homepage**, from **Account Services**, under **Standing Instructions**, click **Online Account Sweep In**, or specify the **Online Account Sweep In** in the Search icon bar.

**STEP RESULT:** **Online Account Sweep In** screen is displayed.

**NOTE:** The fields which are marked in asterisk blue are mandatory fields.

**Figure 10.1: Online Account Sweep In**

Online Account Sweep In

Account Number \*

Enable Reverse Sweep In

**Savings Account**

Savings Account*	Branch	Details	Retain Minimum Balance	Max Sweep Limit	Limit Frequency	Utilized Amount	Actions
			<input type="checkbox"/>		Per Transaction		<input type="checkbox"/> <input type="checkbox"/>
			<input type="checkbox"/>		Per Transaction		<input type="checkbox"/> <input type="checkbox"/>

**Auto Deposits**

Deposit Account	Branch	Original Deposit Amount	Available Amount	Utilized Amount	Actions
No data to display.					

**Term Deposits**

Deposit Account*	Branch	Original Deposit Amount	Linked Amount	Available Amount	Utilized Amount	Actions
						<input type="checkbox"/> <input type="checkbox"/>

**Customer Information**

Customer Id. Name

KYC Status

Account Name

Account Branch

Account Status

Account Balance

☐ N/A

☐ N/A

Address Of Communication

Audit

Save & Close Submit Cancel

2. On **Online Account Sweep In** screen, specify the fields.  
For more information on fields, refer to the field description table.

Table 10.1: Online Account Sweep In

Field	Description
<b>Account Number</b>	Enter the <b>Account Number</b> or click the search icon to view the <b>Account Number</b> pop-up window. By default, this window lists all the Account Numbers present in the system. You can search for a specific Account Number by providing <b>Customer ID</b> , <b>Account Number</b> , or <b>Account Name</b> and click on the <b>Fetch</b> button. When users enter the account number, the customer information is displayed. <b>NOTE: Account Name</b> is displayed based on the account number selected.
<b>Search</b>	Users need to click on Search button to view the Sweep History details.






3. After clicking on the Search button, the system displays the existing records for Savings Account, Auto Deposits, and Term Deposits in a tabular format. If no records are found, the system displays a message 'No records exist for the given account number'.
4. Users can link new Savings Account, Term Deposits by clicking on  icon.
5. To input the editable fields like Savings Account, Seep Limit, Limit Frequency, Deposit Account, Linkage Percentage, Linked Amount click  icon.
6. To link the new Savings Account, Term Deposits click  icon.
7. To delete the linked Savings Account, Auto Deposits and Term Deposits by clicking  icon.
8. On **Savings Account**, specify the fields.  
For more information on fields, refer to the field description table.

Table 10.2: Online Account Sweep In-Savings Account

Field	Description
<b>Savings Account</b>	Displays the saving account numbers that are linked as a part of the sweep structure.
<b>Branch</b>	Displays the branch code for the selected Savings account number.
<b>Details</b>	<p>Click  icon to view more details about the cover account that is linked to the parent account. On clicking the icon, the following details are displayed:</p> <ul style="list-style-type: none"> <li>• <b>Customer Name</b></li> <li>• <b>Available Balance</b></li> <li>• <b>Currency</b></li> <li>• <b>Last Sweep In Amount</b></li> </ul>
<b>Retain Minimum Balance</b>	<p>Users can click on the toggle button to enable or disable the minimum balance.</p> <p>When the Toggle button is enabled, the amount swept from the Savings Account is the difference between the available balance and the minimum balance maintained. The system considers the minimum balance of the Savings Account when the account balance goes below the minimum balance.</p> <p>If the toggle button is not enabled, the available balance in the Savings Account is swept during a transaction.</p>
<b>Sweep Limit</b>	Users can input the maximum amount to be swept from the Savings Account.
<b>Limit Frequency</b>	<p>Users can select the Limit Frequency from the drop-down list. The drop-down lists the below values:</p> <ul style="list-style-type: none"> <li>• <b>Per Transaction-</b> The sweep limit maintained for the Savings Account is applied for every transaction that requires the amount to be swept from the Savings Account.</li> <li>• <b>Daily-</b> The sweep limit maintained for the Savings Account is the cumulative limit up to which the sweep transactions will be allowed for the day.</li> </ul>
<b>Utilized Amount</b>	Displays the amount utilized by the receiving account number during a sweep in transaction.
<b>Actions</b>	Enables the options to Create, Modify, Delete.

9. When Primary Account and Auto Deposit account classes are enabled for Sweep in, then the system by default includes auto deposits of a primary account in Sweep structure maintained for the primary account and allocates 100% of Auto Deposit amount as Linked Amount.

10. On Auto Deposits, system displays the following fields.

- a. Linkage Order
- b. Branch
- c. Deposit Account
- d. Original Deposit Amount
- e. Available Amount
- f. Utilized Amount

11. On **Term Deposits**, specify the fields.

For more information on fields, refer to the field description table.

**Table 10.3: Online Account Sweep In-Term Deposits**

Field	Description
<b>Linkage Order</b>	Displays the sequential order of the Term Deposit account linked. This is automatically updated by the system.
<b>Branch</b>	Displays the branch code for the selected Deposit account number.
<b>Deposit Account</b>	Enter the <b>Deposit Account</b> number or click on the search icon to view the <b>Deposit Account</b> pop-up window. By default, this window lists all the Account Numbers present in the system. You can search for a specific Deposit Account by providing <b>Customer ID</b> , <b>Account Number</b> , or <b>Account Name</b> and click on the <b>Fetch</b> button.
<b>Original Deposit Amount</b>	Displays the amount for the Deposit Account.
<b>Linkage Percentage</b>	Users can input the percentage. The value can be less than or equal to 100.  <b>NOTE:</b> The value cannot be in negative value. If the entered value is more than 100, the system displays an error.
<b>Linked Amount</b>	Users can specify the amount. This amount cannot be greater than the available deposit amount.
<b>Available Amount</b>	Displays the available amount for the Deposit Account.
<b>Utilized Amount</b>	Displays the amount utilized by the receiving account number during a sweep in transaction.
<b>Actions</b>	Enables the options to Delete, Create

12. To **Enable Reverse Sweep In**, click on the toggle button.

# 11. Online Account Sweep History

This topic describes the systematic instructions about Online Account Sweep History. This screen helps in inquiring about the sweep in and reverse sweep in transactions that have taken place as a result of the customer opting for the Current Account and Savings Account sweep in feature on the primary account. The system computes the Sweep history details when Savings Accounts, Auto Deposits or Term Deposits are linked to the primary account in 'Online Account Sweep In' screen at a customer account level.

1. On the **Homepage**, from **Account Services**, under **Inquiry**, click **Online Account Sweep History**, or specify **Online Account Sweep History** in the Search icon bar.

STEP RESULT: **Online Account Sweep History** screen is displayed.

**NOTE:** The fields which are marked in asterisk blue are mandatory fields.

**Figure 11.1: Online Account Sweep History**

2. On **Online Account Sweep History** screen, specify the fields.  
For more information on fields, refer to the field description table.

**Table 11.1: Sweep History**

Field	Description
<b>Account Number</b>	Enter the <b>Account Number</b> or click the search icon to view the <b>Account Number</b> pop-up window. By default, this window lists all the Account Numbers present in the system. You can search for a specific Account Number by providing <b>Customer ID</b> , <b>Account Number</b> , or <b>Account Name</b> and click on the <b>Fetch</b> button. <b>NOTE: Account Name</b> is displayed based on the account number selected.

3. After input of the account number, the Sweep History details are displayed in a tabular format.
4. On **Sweep History** details, users can view the fields.  
For more information on fields, refer to the field description table.

**Table 11.2: Sweep History Details**

Field	Description
<b>Account Number</b>	Displays the linked Account Number.
<b>Branch</b>	Displays the branch code for the account number.
<b>Account Type</b>	Displays if the linked account is Savings Account, Auto Deposit or Term Deposit.
<b>Operation</b>	Displays the operation performed on the sweep transaction if it is a Sweep In or Reverse Sweep In transaction.
<b>Transaction Date</b>	Displays the date of sweep in or reverse sweep in transaction.
<b>Transfer Amount</b>	Displays the transfer amount involved in sweep in or reverse sweep in.

5. **View Sweep Setup** remains inactive until the account number is input and the Search button is clicked. When users click on the **View Sweep Setup**, Account Sweep In Definition pop up window is displayed.
6. In the Account Sweep In Definition screen, users can view the Account Sweep In details. The details are as follows,
  - a. Enable Reverse Sweep In
  - a. Savings Accounts
  - a. Auto Deposits
  - a. Term Deposits

## 12. Stop Cheque Payment

This topic describes the systematic instructions for stopping the payment of the cheque. Based on customer requests, the bank can stop payment on an uncleared cheque. Stop payment requests can either be for a single cheque or a continuous sequence of cheques or an amount.

**NOTE:** Users can select the option **Single Cheque** or **Range of Cheques** or **Amount** for a stop payment. If stop payment to be performed for multiple sequential cheque numbers, the user has to select the **Range of cheques** option. To input a stop payment instruction based on Amount, the user has to select the **Amount** option.

1. On the **Homepage**, from **Account Services**, under **Cheque Book**, click **Stop Cheque Payment**, or specify the **Stop Cheque Payment** in the Search icon bar.

STEP RESULT: **Stop Cheque Payment** screen is displayed.

**NOTE:** The fields which are marked in asterisk blue are mandatory fields.

Figure 12.1: Stop Cheque Payment - Single Cheque tab

The screenshot shows the 'Stop Cheque Payment' interface with the 'Single Cheque' tab selected. At the top, there are tabs for 'Remarks' and 'Documents'. Below this is a search bar for 'Account Number \*'. The main form area has three tabs: 'Single Cheque' (selected), 'Range of Cheques', and 'Amount'. Under the 'Single Cheque' tab, there are two input fields: 'Cheque Number \*' and 'Stop Reason \*'. To the right of these fields is a box with a person icon and the text 'No Customer Selected'. At the bottom of the interface, there are three buttons: 'Cancel', 'Save', and 'Print'.

Figure 12.2: Stop Cheque Payment - Range of Cheque tab

The screenshot shows the 'Stop Cheque Payment' interface with the 'Range of Cheques' tab selected. At the top, there are tabs for 'Remarks' and 'Documents'. Below this is a search bar for 'Account Number \*'. The main form area has three tabs: 'Single Cheque', 'Range of Cheques' (selected), and 'Amount'. Under the 'Range of Cheques' tab, there are three input fields: 'Cheque Start Number \*', 'Cheque End Number \*', and 'Stop Reason \*'. To the right of these fields is a box with a person icon and the text 'No Customer Selected'. At the bottom of the interface, there are three buttons: 'Cancel', 'Save', and 'Print'.

**Figure 13: Stop Cheque Payment - Amount tab**

2. On **Stop Cheque Payment** screen, specify the fields.  
For more information on fields, refer to the field description table.

**Table 12.1: Stop Payment Cheque - Single Cheque - Field Description**

Field	Description
<b>Account Number</b>	Enter the <b>Account Number</b> or click the search icon to view the <b>Account Number</b> pop-up window. By default, this window lists all the Account Numbers present in the system. You can search for a specific <b>Account Number</b> by providing a <b>Customer ID</b> , <b>Account Number</b> , or <b>Account Name</b> and clicking on the <b>Fetch</b> button. When users enter the account number, the customer information is displayed.
<b>Account Name</b>	<b>Account Name</b> is displayed based on the account number selected.
<b>Cheque Number</b>	Enter the <b>Cheque Number</b> on which payment has to be stopped. <b>NOTE:</b> The option to input a single cheque number is available when <b>Single Cheque</b> is selected. This field is mandatory.
<b>Stop Reason</b>	User can capture the reason for stop payment instruction.

**Table 12.2: Stop Payment Cheque - Range of Cheque- Field Description**

Field	Description
<b>Account Number</b>	Enter the <b>Account Number</b> or click the search icon to view the <b>Account Number</b> pop-up window. By default, this window lists all the Account Numbers present in the system. You can search for a specific <b>Account Number</b> by providing a <b>Customer ID</b> , <b>Account Number</b> , or <b>Account Name</b> and click the <b>Fetch</b> button.

Field	Description
<b>Account Name</b>	<b>Account Name</b> is displayed based on the account number selected.
<b>Cheque Start Number</b>	Enter the first cheque number in a series of cheques on which payment has to be stopped.  <b>NOTE:</b> The option to input <b>Cheque Start Number</b> is available when <b>Range of Cheques</b> is selected.
<b>Cheque End Number</b>	Enter the last cheque number in a series of cheques on which payment has to be stopped.  <b>NOTE:</b> The option to input <b>Cheque End Number</b> is available when <b>Range of Cheques</b> is selected.  <b>Cheque End Number</b> cannot be less than the <b>Cheque Start Number</b> .  The cheque numbers must always be sequential.
<b>Stop Reason</b>	User can capture the reason for stop payment instruction.

Table 12.3: Stop Payment Cheque - Amount- Field Description

Field	Description
<b>Account Number</b>	Enter the <b>Account Number</b> or click the <b>Search</b> icon to view the <b>Account Number</b> pop-up window. By default, this window lists all the account numbers present in the system. You can search for a specific Account Number by providing a <b>Customer ID</b> , <b>Account Number</b> , or <b>Account Name</b> and click the <b>Fetch</b> button.
<b>Account Name</b>	<b>Account Name</b> is displayed based on the <b>Account Number</b> selected.
<b>Amount</b>	Enter the amount on which payment has to stop. If the <b>Stop Payment Type</b> is selected as an <b>Amount</b> , the cheque amount represents the amount for which the cheque was drawn.
<b>Expiry Date</b>	Click the <b>Calendar</b> icon and specify the expiry date. The stop payment expires on the selected date. A stop payment is effective till the End of Day is executed on the expiry date.
<b>Stop Reason</b>	Specify the reason for including the Stop Cheque Payment instruction.

## 13. Cheque Book Status

This topic describes the systematic instructions about the Cheque Book Status. The Cheque Book Status screen helps the user to inquire about the delivery status of the cheque book that the customer has requested for and be able to update its status to Delivered once it is delivered to the customer

1. On the **Homepage**, from **Account Services**, under **Cheque Book**, click **Cheque Book Status**, or specify the **Cheque Book Status** in the Search icon bar.


STEP RESULT: **Cheque Book Status** screen is displayed.

**Figure 13.1: Cheque Book Status**

2. On the **Cheque Book Status** screen, specify the fields.  
For more information on fields, refer to the field description table.

**Table 13.1: Cheque Book Status - Field Description**

Field	Description
<b>Account Number</b>	Enter the <b>Account Number</b> or click the search icon to view the <b>Account Number</b> pop-up window. By default, this window lists all the Account Numbers present in the system. You can search for a specific Account Number by providing <b>Customer ID</b> , <b>Account Number</b> , or <b>Account Name</b> and click on the <b>Fetch</b> button.
<b>Account Name</b>	<b>Account Name</b> is displayed based on the account number selected.
<b>First Cheque Number</b>	By default, the system displays the most recent Cheque book request that the customer has made.

Field	Description
<b>Status</b>	<p>The system displays the following status of the Cheque book request.</p> <ul style="list-style-type: none"> <li>• Requested</li> <li>• Delivered</li> <li>• Destroyed</li> </ul> <p>Delivery Awaited or Destruction Awaited is updated as interim status when the transaction is pending approval for delivery or destruction.</p> <p><b>NOTE:</b> When the cheque book is updated as <b>Destroyed</b>, the delivery date is updated to the current business date and highlighted in red.</p>
<b>Requested Date</b>	The system displays the date on which the customer requested the cheque book.
<b>Delivery Date</b>	<p>The system displays the date on which the cheque book is delivered to the customer.</p> <p>Automatically the current business date is updated when the status of the cheque book is changed to <b>Delivered</b>.</p> <p>The delivery date is blank for cheque books where the status is <b>Requested</b>.</p>
<b>Delivery Mode</b>	<p>The system defaults the following type of cheque delivery mode.</p> <ul style="list-style-type: none"> <li>• Branch</li> <li>• Delivery</li> </ul>
<b>Address</b>	<p>The system displays the Branch Code and Name by default when the delivery mode is Branch.</p> <p>The system displays the Account Address by default when the delivery mode is Delivery.</p>
<b>Actions</b>	<p>Click  icon to update the cheque book status from updated to:</p> <ul style="list-style-type: none"> <li>• Deliver</li> <li>• Destroy</li> </ul>

- On click of the **Deliver** option, the status is updated as **Delivery Pending**. Upon authorization the status is updated as **Delivered**.
- On the click of **Destroy** option, the status is updated as **Destruction Pending**. Upon authorization the status is updated as **Destroyed**.

# 14. Cheque Book Request

This topic describes the systematic instructions to request Cheque book. Subject to the facility being available for the category of account the Customer owns, Cheque Books can be requested by the Customer. Generally, Cheque Books come in pre-defined book sizes and customers can request for issuance of new Cheque books when they run out of Cheque leaves.

1. On the **Homepage**, from **Account Services**, under **Cheque Book**, click **Cheque Book Request**, or specify the **Cheque Book Request** in the Search icon bar.

STEP RESULT: **Cheque Book Request** screen is displayed.

**NOTE:** The fields which are marked in asterisk blue are mandatory fields.

**Figure 14.1: Cheque Book Request**

2. On **Cheque Book Request** page, specify the fields.  
For more information on fields, refer to the field description table.

**Table 14.1: Cheque Book Request**

Field	Description
<b>Account Number</b>	Enter the <b>Account Number</b> or click the search icon to view the <b>Account Number</b> pop-up window. By default, this window lists all the Account Numbers present in the system. You can search for a specific <b>Account Number</b> by providing a <b>Customer ID</b> , <b>Account Number</b> , or <b>Account Name</b> and clicking on the <b>Fetch</b> button. When users enter the account number, the customer information is displayed. <b>NOTE:</b> <b>Account Name</b> is displayed based on the account number selected.

Field	Description
<b>Number of Cheque Leaves</b>	Input the <b>Number of Cheque Leaves</b> per Cheque book. The number of leaves is a drop-down field that contains numbers that define the size of the Cheque book. The size of the Cheque book for a given account number can differ based on the configuration maintained in the Business Product Maintenance.
<b>Request Date</b>	The <b>Request Date</b> defaults to the current business date and this field is not allowed to edit.
<b>Delivery Mode</b>	<p>In the <b>Delivery Mode</b> drop-down, the available options are:</p> <ul style="list-style-type: none"> <li>• <b>Post/Courier</b></li> <li>• <b>Branch</b></li> </ul> <p>Selecting the <b>Branch</b> option indicates that the customer would collect the Cheque book at the Branch whereas selecting the <b>Post/Courier</b> option indicates that the Cheque book will be delivered at the registered mailing address of the account.</p> <p><b>NOTE:</b> There will be no option to select a delivery address since the mailing address is verified at the time of account opening and all customer communication happens at this address.</p>
<b>Delivery Address</b>	If the <b>Delivery Mode</b> field is selected as <b>Post/Courier</b> , the <b>Delivery Address</b> field displays. The <b>Delivery Address</b> defaults to the address maintained at the Account. This field cannot be edited.
<b>Delivery Branch</b>	<p>If the <b>Delivery Mode</b> field is selected as <b>Branch</b>, the <b>Delivery Branch</b> field displays. The <b>Delivery Branch</b> field displays the account branch by default but this field can be edited.</p> <p><b>NOTE:</b> This field allows selecting a branch Id different from the account branch while requesting a new cheque book to be delivered or collected. Enter the new <b>Delivery Branch</b> or click the <b>Search</b> icon to view the <b>Branch ID</b> pop-up window. By default, this window lists all the branches present in the system. You can search for a specific <b>Delivery Branch</b> by providing a <b>Branch ID</b> or <b>Branch Name</b>, and click on the <b>Fetch</b> button.</p>
<b>Narrative</b>	The <b>Narrative</b> field defaults to the ' <b>Cheque Book Request</b> ' and allows editing.

## 15. Cheque Status Inquiry

This topic describes the systematic instructions about Cheque Status Inquiry. This screen helps the user to inquire the status of a cheque and its beneficiary details for a given account number and cheque number.

If the cheque is archived, the screen displays two additional fields, Archival Date and Remarks.

1. On the **Homepage**, from **Account Services**, under **Inquiry**, click **Cheque Status Inquiry**, or specify the **Cheque Status Inquiry** in the Search icon bar.

STEP RESULT: **Cheque Status Inquiry** screen is displayed.

**NOTE:** The fields which are marked in asterisk blue are mandatory fields.

**Figure 15.1: Cheque Status Inquiry**

2. On **Cheque Status Inquiry** screen, specify the fields.  
For more information on fields, refer to the field description table.

**Table 15.1: Cheque Status Inquiry**

Field	Description
<b>Account Number</b>	Enter the <b>Account Number</b> or click the <b>Search</b> icon to view the <b>Account Number</b> pop-up window. By default, this window lists all the Account Numbers present in the system. You can search for a specific Account Number by providing <b>Customer ID</b> , <b>Account Number</b> , or <b>Account Name</b> and click on the <b>Fetch</b> button.  <b>NOTE:</b> The Account Name is displayed adjacent to this field as the account number is selected.
<b>Cheque Number</b>	Enter the <b>Cheque Number</b> and click the <b>Search</b> button to view the Input Cheque Number details.
<b>Input Cheque Number</b>	This section displays the details of specified cheque number.

---

Field	Description
<b>Status</b>	The <b>Status</b> displays if the cheque is Used, Not Used, Canceled, Rejected and Part Used. For cheques that are stopped from payment, an additional remark, ' <b>Stopped</b> ' will be displayed in the status.
<b>Amount</b>	Displays the Amount for which the cheque is drawn.
<b>Presented On</b>	Displays the date on which the Cheque was presented for encashment.
<b>Date On Cheque</b>	Displays the date mentioned on the cheque.
<b>Beneficiary</b>	Displays the beneficiary of the cheque.

## 16. Card Status Change

This topic describes the systematic instructions about Card Status Change.

1. On **Home screen**, from **Account Services**, under **Debit Card**, click **Card Status Change** or specify the **Card Status Change** in the Search icon bar.

STEP RESULT: **Card Status Change** screen is displayed.

**NOTE:** The fields which are marked in asterisk blue are mandatory fields.

**Figure 16.1: Card Status Change**

2. On **Card Status Change**, specify the fields.  
For more information on fields, refer to the field description table.

**Table 16.1: Card Status Change**

Field	Description
<b>Account Number</b>	Enter the <b>Account Number</b> or click the search icon to view the <b>Account Number</b> pop-up window. By default, this window lists all the Account Numbers present in the system. You can search for a specific Account Number by providing <b>Customer ID</b> , <b>Account Number</b> , or <b>Account Name</b> and clicking on the <b>Fetch</b> button. When users enter the account number, the customer information is displayed.
<b>Account Name</b>	<b>Account Name</b> is displayed based on the account number selected
<b>Card Number</b>	Enter the <b>Card Number</b> or click the search icon to view the <b>Card Number</b> pop-up window. By default, this window lists all the Card Numbers linked to the Account Number. You can search for a specific Card Number by providing <b>Card Number</b> , <b>Name on the Card</b> , or <b>Card Type</b> and click on the <b>Fetch</b> button.
<b>Name on the Card</b>	The system defaults this field, based on the Card Number.

---

Field	Description
Card Type	The system defaults this field based on the Card Number.
Expiry Date	<b>Expiry Date</b> of the Card is defaulted based on the Card Number
Card Status	Select the Card status from the drop-down list. Users can Block or Activate the Card by selecting the appropriate value in the drop-down list.
Reason for change	Specify the reason for change.

# 17. ATM and POS Limits

This topic describes the systematic instructions about ATM and POS Limits. This screen will help to capture the customer's request for editing the existing limits on ATM and POS transactions defined on the debit card.

- 1. On the **Homepage**, from **Account Services**, under **Debit Card**, click **ATM and POS Limits**, or specify the **ATM and POS Limits** in the Search icon bar.

STEP RESULT: **ATM and POS Limits** screen is displayed.

NOTE: The fields which are marked in asterisk blue are mandatory fields.

Figure 17.1: ATM and POS Limits

ATM and POS Limits

RemarksDocuments

Account Number \*

Card Number \*

Card Type

Limit Applicability

Limit

	Maximum Limit	Card Limit
ATM Daily Transaction Limit		
ATM Daily Count Limit		
POS Daily Transaction Limit		
POS Daily Count Limit		

No Customer Selected

Audit

Save & CloseSubmitCancel

- 2. On **ATM and POS Limits** screen, specify the fields.  
For more information on fields, refer to the field description table.

Table 17.1: ATM and POS Limits

Field	Description
<b>Account Number</b>	Enter the <b>Account Number</b> or click the search icon to view the <b>Account Number</b> pop-up window. By default, this window lists all the Account Numbers present in the system. You can search for a specific Account Number by providing <b>Customer ID</b> , <b>Account Number</b> , or <b>Account Name</b> and click on the <b>Fetch</b> button. When users enter the account number, the customer information is displayed.
<b>Account Name</b>	<b>Account Name</b> is displayed based on the account number selected.
<b>Card Number</b>	Enter the <b>Card Number</b> or click the search icon to view the <b>Card Number</b> pop-up window. By default, this window lists all the Card Numbers linked to the Account Number. You can search for a specific Card Number by providing, <b>Card Number</b> or <b>Card Type</b> and click on the <b>Fetch</b> button. Once the Card Number is fetched from <b>Card Number</b> pop-up window, the system will populate the Card Type, Limit Applicability, Maximum Limit, and Card Limit fields.
<b>Card type</b>	The system defaults this field based on the Card Number.
<b>Limit Applicability</b>	The <b>Limit Applicability</b> type will be displayed once the card number is selected. Users can select the Limit Applicability from the drop-down list. The drop-down lists the below values: <ul style="list-style-type: none"> <li>• <b>Default</b>- The Maximum Limit and Card Limit values will be the same and remain non-editable.</li> <li>• <b>Special</b>- The system allows the users to enter or edit the daily ATM/POS limits in the Card Limit column.</li> </ul>

3. In the **ATM and POS Limits**, under **Limits**, specify the fields.  
For more information on fields, refer to the field description table.

Table 17.2: Limits

Field	Description
<b>Maximum Limit</b>	Account Currency is defaulted when the user inputs the account number. The Maximum Limit column displays the ATM/POS limits maintained at the Card Transaction limit and will remain non-editable.

Field	Description
<b>Card Limit</b>	<p>Account Currency is defaulted when the user inputs the account number. The Card Limit column displays the ATM/POS limits maintained at the Card Transaction limit.</p> <p>Users can edit the Card Limit only when the Limit Applicability is set to Special.</p> <p><b>NOTE:</b> If the user maintain the ATM/POS Card limit amount that exceeds the 'Maximum Limit', a validation error will be displayed.</p>
<b>ATM Daily Transaction Limit</b>	Daily transaction limit applicable for ATM transactions.
<b>ATM Daily Count Limit</b>	Daily limit for number of ATM transactions.
<b>POS Daily Transaction Limit</b>	Daily transaction limit applicable for POS transactions.
<b>POS Daily Count Limit</b>	Daily limit for number of POS transactions.

## 18. Debit Card Request

This topic describes the systematic instructions about Debit Card Request. This screen will help the user to capture the request for a new debit card or reissue an existing debit card or request for an add-on card.

1. On the **Homepage**, from **Account Services**, under **Debit Card**, click **Debit Card Request**, or specify the **Debit Card Request** in the Search icon bar.

STEP RESULT: **Debit Card Request** screen is displayed.

**NOTE:** The fields which are marked in asterisk blue are mandatory fields.

**Figure 18.1: Debit Card Request**

2. On **Debit Card Request** screen, specify the fields.  
For more information on fields, refer to the field description table.  
On the **Account Name**, click the **i** icon to view the Customer Information.

**Table 18.1: Debit Card Request**

Field	Description
<b>Account Number</b>	Enter the <b>Account Number</b> or click the search icon to view the <b>Account Number</b> pop-up window. By default, this window lists all the Account Numbers present in the system. You can search for a specific Account Number by providing <b>Customer ID</b> , <b>Account Number</b> , or <b>Account Name</b> and click on the <b>Fetch</b> button.
<b>Account Name</b>	<b>Account Name</b> is displayed based on the account number selected.

Field	Description
<b>Request Type</b>	By default the <b>Request Type</b> will be disabled. On the Request Type the following options are available: <ul style="list-style-type: none"> <li>• New</li> <li>• Reissue</li> <li>• Add On</li> </ul> The button will be enabled only after entering an active account number.

3. On **Debit Card Request** screen, under **Card Details**, the **New Debit Card** request screen will be enabled if the account holder does not have any debit card.

STEP RESULT: **New Card** screen is displayed.

**Figure 18.2: Debit Card Request-New Card**

4. On the **New Card**, specify the fields.  
For more information on fields, refer to the field description table.

**Table 18.2: New Card**

Field	Description
<b>Name On Card</b>	The customer name will be displayed, on selecting the Account number. The user is can change the defaulted name. This name will be printed on the Debit Card.
<b>Card Type</b>	Enter the <b>Card Type</b> or click the search icon to view the <b>Card Type</b> pop-up window. By default, this window lists all the Card Type present in the system. You can search for a specific Card Type by providing <b>Card Type</b> , <b>Card product</b> , or <b>Card Bin</b> and click on the <b>Fetch</b> button.
<b>Card Limits</b>	The <b>Card Limits</b> link will be displayed on selecting the card type. Click on <b>Card limits</b> link to view the <b>Card Limits</b> pop-up window. Users can view the ATM and POS limits details for the selected card type.

Field	Description
<b>Pin Delivery Channel</b>	Users can select the appropriate Pin Delivery Channel from the drop-down list.
<b>Card Delivery Channel</b>	Users can select the appropriate Card Delivery Channel from the drop-down list.

5. On **Debit Card Request** screen, under **Card Details**, the **Reissue Debit Card** request screen will be active if the account holder has any debit card.

STEP RESULT: **Reissue Card** screen is displayed.

**Figure 18.3: Debit Card Request-Reissue Card**

Debit Card Request

Account Number \*

Request Type

New Reissue Add On

Reissue Card

Reason \*  
Name On Card \*  
Pin Delivery Channel \*

Select Card \*  
Card Type \*  
Card Delivery Channel \*

Card Limits

Customer Information

No Customer Image to display

Customer Id. Name

KYC Status

No Signature data to display

Account Name Account Branch

Account Status Account Balance

Audit

Save & Close Submit Cancel

6. On **Reissue Card** screen, specify the fields.
- For more information on fields, refer to the field description table.

Table 18.3: Reissue Card

Field	Description
<b>Reason</b>	Users can select the <b>Reason</b> from the drop-down list. Reason drop-down list the below values: <ul style="list-style-type: none"> <li>• Damaged</li> <li>• Renewal</li> <li>• Lost</li> </ul>
<b>Select Card</b>	On the <b>Select Card</b> drop-down, users can view all the cards available to the customer. The Card Numbers are masked to protect the data privacy of the customers. Hence the last 4 digits of the card are displayed.
<b>Name On Card</b>	The customer name will be displayed, on selecting the Account number. The user is can change the defaulted name. This name will be printed on the Debit Card.
<b>Card Type</b>	The Existing card type is displayed on selecting the Card Number. Users can change the <b>Card Type</b> based on the customer request. Click the search icon to view the <b>Card Type</b> pop-up window. By default, this window lists all the Card Type present in the system. You can search for a specific Card Type by providing <b>Card Type</b> , <b>Card product</b> , or <b>Card Bin</b> and click on the <b>Fetch</b> button.
<b>Card Limits</b>	The <b>Card Limits</b> link will be displayed on selecting the card type. Click on Card limits link to view the <b>Card Limits</b> pop-up window. Users can view the ATM and POS limits details for the selected card type.
<b>Pin Delivery Channel</b>	Users can select the appropriate <b>Pin Delivery Channel</b> from the drop-down list.
<b>Card Delivery Channel</b>	Users can select the appropriate <b>Card Delivery Channel</b> from the drop-down list.

7. On **Debit Card Request** screen, under **Card Details**, the **Add On Card** request screen will be active if the account holder has any debit card.

STEP RESULT: **Add On Card** screen is displayed.

**Figure 18.4: Debit Card Request-Add On Card**

8. On **Add On Card** screen, specify the fields.  
For more information on fields, refer to the field description table.

**Table 18.4: Add On Card**

Field	Description
<b>Name On Card</b>	Users can enter the name, this name will be printed on the Debit Card.
<b>Card Type</b>	Users can modify or retain the <b>Card Type</b> based on the customer request. Click the search icon to view the <b>Card Type</b> pop-up window. By default, this window lists all the Card Type present in the system. You can search for a specific Card Type by providing <b>Card Type</b> , <b>Card product</b> , or <b>Card Bin</b> and click on the <b>Fetch</b> button.
<b>Card Limits</b>	The <b>Card Limits</b> link will be displayed on selecting the card type. Click on Card limits link to view the <b>Card Limits</b> pop-up window. Users can view the ATM and POS limits details for the selected card type.
<b>Additional Holder Date Of Birth</b>	Click on the adjoining calendar icon and specify <b>Additional Holder Date Of Birth</b> .
<b>Additional Holder Relation</b>	Users need to select the Relation type from the drop-down list. The <b>Additional Holder Relation</b> drop-down list the below values, <ul style="list-style-type: none"> <li>• Father</li> <li>• Mother</li> <li>• Son</li> <li>• Daughter</li> <li>• Spouse</li> </ul>
<b>Pin Delivery Channel</b>	Users can select the appropriate <b>Pin Delivery Channel</b> from the drop-down list.

---

Field	Description
Card Delivery Channel	Users can select the appropriate <b>Card Delivery Channel</b> from the drop-down list.

## 19. Activate Dormant Account

This topic describes the systematic instruction for Activating Dormant Account based on the account holder's request.

1. On the **Homepage**, from **Account Services**, under **Status Update**, click **Activate Dormant Account**, or specify the **Activate Dormant Account** in the Search icon bar.

STEP RESULT: **Activate Dormant Account** screen is displayed.

**NOTE:** The fields which are marked in asterisk blue are mandatory fields.

**Figure 19.1: Activate Dormant Account Screen**

2. On **Activate Dormant Account**, specify the fields.  
For more information on fields, refer to the field description table.

**Table 19.1: Activate Dormant Account**

Field	Description
<b>Account Number</b>	Enter the <b>Account Number</b> or click the search icon to view the <b>Account Number</b> pop-up window. By default, this window lists all the Account Numbers present in the system. You can search for a specific Account Number by providing <b>Customer ID</b> , <b>Account Number</b> , or <b>Account Name</b> and clicking on the <b>Fetch</b> button. When users enter the account number, the customer information is displayed.
<b>Account Name</b>	<b>Account Name</b> is displayed based on the account number selected.
<b>Account Status</b>	<b>Account Status</b> is display-only field. The system displays the current account status (Dormant/Active).
<b>Dormant Since</b>	Dormant Since is a display-only field, the system defaults the dormant date while choosing/entering the Account Number. No value will be displayed if the account is active.

---

Field	Description
Activate Account	The user can activate the dormant account by enabling the toggle button.

## 20. Account Status Change

This topic describes the systematic instructions about account status change. The bank or the customer can request for changing the status of current and savings account status like No Debit, No Credit, Debit Override, Credit Override, and Frozen.

1. On the **Homepage**, from **Account Services**, under **Status Update**, click **Account Status Change**, or specify the **Account Status Change** in the Search icon bar.

STEP RESULT: **Account Status Change** screen is displayed.

NOTE: The fields which are marked in asterisk blue are mandatory fields.

**Figure 20.1: Account Status Change**

2. On **Account Status Change** screen, specify the fields.  
For more information on fields, refer to the field description table.

**Table 20.1: Account Status Change**

Field	Description
<b>Account Number</b>	Enter the <b>Account Number</b> or click the search icon to view the Account Number pop-up window. By default, this window lists all the Account Numbers present in the system. You can search for a specific Account Number by providing <b>Customer ID</b> , <b>Account Number</b> , or <b>Account Name</b> and clicking on the <b>Fetch</b> button. When users enter the account number, the customer information is displayed.
<b>Account Name</b>	<b>Account Name</b> is displayed based on the account number selected.
<b>Account Status</b>	The existing account statuses will be displayed, and users can modify them (No Debit, No Credit, Debit Override, Credit Override, and Frozen) by enabling or disabling the toggle button.

## 21. Release Track Receivable

This topic describes the systematic instructions to release the amount tracked against the receivables due. This increases the available balance in the account since the amount is released, and customers can utilize the amount for other priority transactions. The Release Track Receivable screen helps the user view receivable due transaction details and release the amount tracked against the due amount.

1. On the **Homepage**, from **Account Services**, under **Track Receivables**, click **Release Track Receivable**, or specify the **Release Track Receivable** in the search icon bar.

STEP RESULT: **Release Track Receivable** screen is displayed.

**NOTE:** The fields which are marked in asterisk blue are mandatory fields.

**Figure 21.1: Release Track Receivable**

2. On the **Release Track Receivable** screen, specify the account number.

STEP RESULT: **Release Track Receivable** details for account is displayed.

**NOTE:** The system displays the message **Track receivable not available for the account** if no record is available for a selected account for release.

**Figure 21.2: Release Track Receivable for Active Account**

Release Track Receivable

Account Number

All amounts in GBP

Receivable Due  Receivable Available  Releasing Amount **0.00**

Release All ☐

Booking Date	Reference Number	Product	Component	Receivable Due	Receivable Available	Release
<div><div></div></div>						

Audit

Customer Information

No Customer Image to display

Customer Id, Name

KYC Status

No Signature data to display

Account Name  
MONI  
Account Status  
Active

Address Of Communication

Save & Close Submit Cancel

- On the **Release Track Receivable** screen, specify the fields.  
For more information on fields, refer to the field description table.

Table 21.1: Release Track Receivable - Field Description

Field	Description
<b>Account Number</b>	Enter the <b>Account Number</b> or click the search icon to view the <b>Account Number</b> pop-up window. By default, this window lists all the Account Numbers present in the system. You can search for a specific Account Number by providing <b>Customer ID</b> , <b>Account Number</b> , or <b>Account Name</b> and click on the <b>Fetch</b> button. When users enter the account number, the customer information is displayed.
<b>Account Name</b>	<b>Account Name</b> is displayed based on the account number selected.
<b>Account Currency</b>	<b>Account Currency</b> is displayed based on the account number selected.
<b>Receivable Due</b>	The system displays the total receivable due against the account.
<b>Receivable Available</b>	The system displays the total amount tracked to settle the receivable due amount.
<b>Releasing Amount</b>	The system displays the total amount selected for release. When the user selects the record for release, the system updates the releasing amount.
<b>Release All</b>	Users can enable the <b>Release All</b> toggle button to select all records for release track receivable and vice versa.
<b>Booking Date</b>	The system displays the date on which the track receivable record is created.
<b>Reference Number</b>	The system displays the contract reference number of the track receivable record.
<b>Product</b>	The system displays the Product description of the track receivable record.
<b>Component</b>	The system displays the component code of the track receivable record.
<b>Receivable Due</b>	The system display the receivable due amount for the component.
<b>Receivable Available</b>	The system displays the amount which is tracked against the receivable due.
<b>Release</b>	Users can enable the toggle button to select the record for release track receivable.

- Click the **Submit** button to submit the record for release.

**NOTE:** On submitting, the system validates whether the user selected any record for release; else, the system displays the error message **Record not selected for release**.

## 22. Delete Track Receivable

This topic describes the systematic instructions to delete the track receivable records which are not required to be processed.

1. On the **Homepage**, from **Account Services**, under **Track Receivables**, click **Delete Track Receivable**, or specify the **Delete Track Receivable** in the search icon bar.

STEP RESULT: **Delete Track Receivable** screen is displayed.

**NOTE:** The fields which are marked in asterisk blue are mandatory fields.

**Figure 22.1: Delete Track Receivable**

2. On the **Delete Track Receivable** screen, specify the account number.

STEP RESULT: **Delete Track Receivable** details for account is displayed.

**NOTE:** The system displays the message **Track receivable not available for the account** if no record is available for a selected account for release.

Figure 22.2: Delete Track Receivable for Active Account

Delete Track Receivable

RemarksDocuments

Account Number

All amounts in GBP

Receivable Due

Receivable Available

Deleting Amount0.00

Delete All

Booking Date	Reference Number	Product	Component	Receivable Due	Receivable Available	Delete

Audit

Customer Information

No Customer Image to display

Customer Id, Name

KYC StatusNot Verified

No Signature data to display

Account Name

Account Branch

Account Status

Account Balance

Address Of Communication

Save & Close

Submit

Cancel

3. On the **Delete Track Receivable** screen, specify the fields.  
For more information on fields, refer to the field description table.

Table 22.1: Delete Track Receivable - Field Description

Field	Description
<b>Account Number</b>	Enter the <b>Account Number</b> or click the search icon to view the <b>Account Number</b> pop-up window. By default, this window lists all the Account Numbers present in the system. You can search for a specific Account Number by providing <b>Customer ID</b> , <b>Account Number</b> , or <b>Account Name</b> and click on the <b>Fetch</b> button. When users enter the account number, the customer information is displayed.
<b>Account Name</b>	<b>Account Name</b> is displayed based on the account number selected.
<b>Account Currency</b>	<b>Account Currency</b> is displayed based on the account number selected.
<b>Receivable Due</b>	The system displays the total receivable due against the account.
<b>Receivable Available</b>	The system displays the total amount tracked to settle the receivable due amount.
<b>Deleting Amount</b>	The system displays the total amount selected for delete. When the user selects the record to delete, the system updates the deleting amount.
<b>Delete All</b>	Users can enable the <b>Delete All</b> toggle button to select all records for delete track receivable and vice versa.
<b>Booking Date</b>	The system displays the date on which the track receivable record is created.
<b>Reference Number</b>	The system displays the contract reference number of the track receivable record.
<b>Product</b>	The system displays the Product description of the track receivable record.
<b>Component</b>	The system displays the component code of the track receivable record.
<b>Receivable Due</b>	The system displays the receivable due amount for the component.
<b>Receivable Available</b>	The system displays the amount which is tracked against the receivable due.
<b>Delete</b>	Users can enable the toggle button to delete the record for delete track receivable.

- Click the **Submit** button to submit the record for delete.

**NOTE:** On submitting, the system validates whether the user selected any record for delete; else, the system displays the error message as **Record not selected for delete**.

## 23. Account Branch Transfer

This topic describes the systematic instructions about customer requests for the transfer of their Current and Saving accounts from one branch to a different branch.

- On the **Homepage**, from **Account Services**, under **Others**, click **Amount Branch Transfer**, or specify the **Amount Branch Transfer** in the Search icon bar.

STEP RESULT: **Account Branch Transfer** screen is displayed.

**NOTE:** The fields which are marked in asterisk blue are mandatory fields.

**Figure 23.1: Account Branch Transfer Screen**

- On **Account Branch Transfer** screen, specify the fields.  
For more information on fields, refer to the field description table.

**Table 23.1: Account Branch Transfer**

Field	Description
<b>Account Number</b>	Enter the <b>Account Number</b> or click the search icon to view the Account Number pop-up window. By default, this window lists all the Account Numbers present in the system. You can search for a specific Account Number by providing <b>Customer ID</b> , <b>Account Number</b> , or <b>Account Name</b> and clicking on the <b>Fetch</b> button. When users enter the account number, the customer information is displayed.
<b>Account Name</b>	<b>Account Name</b> is displayed based on the account number selected.
<b>Current Branch Code</b>	<b>Current Branch Code</b> is displayed based on the account number selected.
<b>Current Branch Name</b>	<b>Current Branch Name</b> is displayed based on the account number selected.

Field	Description
<b>Transfer Branch Code</b>	Enter the <b>Transfer Branch Code</b> or click the search icon to view the list of available branch codes. You can search a specif branch code by providing <b>Branch Code</b> or <b>Branch Name</b> and click on the <b>Fetch</b> button.
<b>Transfer Branch Name</b>	The system displays the transfer branch name based on the transfer branch selected.
<b>Transfer Date</b>	Click on the Calender icon, and select the From and To date for account statement generation.  <b>NOTE: Transfer Date</b> cannot be current date or back dated.

## 24. Uncollected Funds Release

This topic describes the systematic instructions to view or release uncollected funds on a customer account. Uncollected funds are funds that become available to the customer for withdrawal after a specified time interval. The availability information is maintained for each kind of transaction at the Bank, represented by transaction codes. The Bank can release uncollected funds before the value date is reached based on the customer request. This screen displays a summary of all uncollected funds, available dates, and the cumulative amount present against a customer's account.

1. On the **Homepage**, from **Account Services**, under **Others**, click **Uncollected Funds Release**, or specify the **Uncollected Funds Release** in the search icon bar.

STEP RESULT: **Uncollected funds** screen is displayed.

NOTE: The fields which are marked in asterisk blue are mandatory fields.

Figure 24.1: Uncollected funds

Uncollected funds

RemarksDocuments

Account Number \*

Total Uncollected Funds: 0

Funds Available Date	Amount	Reference Number	Action
No data to display.			

No Customer Selected

AuditSave & CloseSubmitCancel

2. Enter the **Account Number**.

STEP RESULT: **Uncollected funds** details are displayed.

Figure 24.2: Uncollected funds Details for Account

Uncollected funds

RemarksDocuments

Account Number

Total Uncollected Funds:

Funds Available Date	Amount	Reference Number	Action
----------------------	--------	------------------	--------

Customer Information

Customer Id, Name

KYC Status

Signature

Account NameAccount Branch

Account StatusAccount Balance

Address Of Communication

AuditSave & CloseSubmitCancel

3. On the **Uncollected funds** screen, specify the fields.  
For more information on fields, refer to the field description table.

Table 24.1: Uncollected funds - Field Description

Field	Description
<b>Account Number</b>	Enter the <b>Account Number</b> or click the search icon to view the <b>Account Number</b> pop-up window. By default, this window lists all the Account Numbers present in the system. You can search for a specific Account Number by providing <b>Customer ID</b> , <b>Account Number</b> , or <b>Account Name</b> and click the <b>Fetch</b> button.
<b>Account Name</b>	<b>Account Name</b> is displayed based on the account number selected.
<b>Total Uncollected Funds</b>	<b>Total Uncollected Funds</b> displays the cumulative amount of all uncollected funds across business dates.
<b>Funds Available Date</b>	The date when the funds become available to the account holder for use is displayed.
<b>Amount</b>	The system displays the transaction amount.
<b>Reference Number</b>	The system displays the reference number.
<b>Action</b>	<p>By default, the actions field is displayed as <b>Release</b> to release the funds immediately to the account. The system displays the following actions:</p> <ul style="list-style-type: none"> <li>• Release</li> <li>• Unrelease</li> </ul> <p>Click on the <b>Release</b> button to release and the entire row gets blurred. Once Release is clicked, you have the option of reversing this action before submitting the transaction for approval. Once the Release action is performed, the system automatically updates the Release action to Unreleased action.</p> <p><b>NOTE:</b> Only one button (or hyperlink) is displayed.</p>

4. When multiple uncollected fund records are released for an account and subsequently submitted for authorization, the authorizer has to either authorize or decline all transactions at once. The system does not provide the option of partially authorizing a few transactions and declining others.

If the authorizer declines a transaction and is deleted by the initiator, the status of uncollected funds will remain unchanged. In such a case, the funds are automatically released to the account on the Funds available date.

## 25. Tax Waiver at Customer Level

This topic provides systematic instructions to link a specific Tax Group to a Customer Id. By this, the customer becomes eligible for tax waivers on the credit income earned through account and deposit products. When a Tax Group is either modified or linked to a customer id in the mid-office, the customer becomes eligible to receive a tax waiver on all the business products that are linked to that tax group where tax waiver percentages are defined.

1. On the **Homepage**, from **Account Services**, under **Others**, click **Tax Waiver at Customer Level** or specify the **Tax Waiver at Customer Level** in the search icon bar.

STEP RESULT: **Tax Waiver at Customer Level** screen is displayed.

**Figure 1: Tax Waiver at Customer Level**

2. On **Tax Waiver at Customer Level** screen, specify the fields.  
For more information on fields, refer to the field description table.

**Table 25.1: Tax Waiver at Customer Level - Field Description**

Field	Description
<b>Customer ID</b>	Enter the <b>Customer ID</b> or click the search icon to view the <b>Customer ID</b> pop-up window. By default, this window lists all the Customer ID's present in the system. You can search for a specific Customer ID by providing <b>Customer Number</b> or <b>Customer Name</b> and click on the <b>Fetch</b> button.
<b>Customer Name</b>	<b>Customer Name</b> is displayed based on the <b>Customer ID</b> selected.

**Table 25.2:** If the customer is already mapped to any of the Tax Group, **Current Tax Group** details are displayed as following:

Field	Description
<b>Product</b>	This field displays the <b>Product</b> or <b>Account Class</b> for which the tax waiver is defined. The field value <b>ALL</b> indicates that the tax waiver applies to all products and account classes.

Field	Description
<b>Tax Waiver Percentage</b>	<b>Tax waiver</b> in percentage that applies for the defined period. The value should be greater than 0 and less than or equal to 100.
<b>Effective Date</b>	The <b>Effective Date</b> from which the tax waiver rule is applicable.
<b>Expiry Date</b>	<b>Expiry Date</b> is the date up to which the tax waiver rule is effective. This field can also be left blank which indicates that the tax waiver will be for an open-ended period. When a backdated transaction comes in, the waiver maintenance will be picked up based on <b>Effective Date</b> and <b>Expiry Date</b> . <b>NOTE: Expiry Date</b> should be greater than or equal to the <b>Effective Date</b> .
<b>Tax Category</b>	<b>Tax Category</b> for which Tax Waiver is maintained.
<b>Tax Currency</b>	The currency in which the tax waiver is defined. <b>All Currencies</b> indicates that tax waiver is for all currencies.

**Figure 2: Tax Waiver at Customer Level - Current Tax Group**

**NOTE:** If a single Tax Group Id is linked to multiple Tax Waiver records then, each tax waiver record is displayed separately under the Tax Group.

If the customer is not mapped to any Tax Group, **Tax Waiver at Customer Level** screen is displayed as following:

Figure 3: Tax Waiver at Customer Level - No Linked Tax Group

Tax Waiver at Customer Level

RemarksDocuments

Customer ID \*

Customer is not linked to any Tax Group. Click 'Modify Tax Group' to link the Customer to a Tax Group

Modify Tax Group

No Customer Selected

Audit

Save & CloseSubmitCancel

3. Click the **Modify Tax Group** button to modify the existing tax group of the customer or to link the customer to Tax Group.

STEP RESULT: **Modify Tax Group** window is displayed.

Figure 4: Modify Tax Group

Modify Tax Group

Tax GroupTax Group Description

SelectCancel

4. On **Modify Tax Group** window, specify the fields.  
For more information on fields, refer to the field description table.

Table 26: Modify Tax Group - Field Description

Field	Description
Tax Group	Select <b>TAXGRP</b> option from the drop-down list. This window lists all the Tax Groups maintained in the Host (Tax group code and description).
Tax Group Description	<b>Tax Group Description</b> is displayed based on the <b>Tax Group</b> selected.

STEP RESULT: On selecting the **TAXGRP** from the drop-down list, the system displays the detailed information of the selected Tax Group.

Figure 5: Modify Tax Group - New Tax Group Selection

Modify Tax Group

Tax Group

TAXGRP

Tax Group Description

Retail Cust Tax Group

Tax Waiver Percentage:

Customer ID:

Effective Date:

Expiry Date:

Tax Category:

Tax Currency:

Tax Waiver Percentage:

Customer ID:

Effective Date:

Expiry Date:

Tax Category:

Tax Currency:

Select

Cancel

5. To proceed with the transaction, click the **Select** button, or to cancel the transaction, click the **Cancel** button.  
STEP RESULT: On **Tax Waiver at Customer Level** screen, newly selected Tax Group is displayed.
6. On **Tax Waiver at Customer Level** screen, click the **Submit** button and then the **Close** button to end the tax waiver transaction.

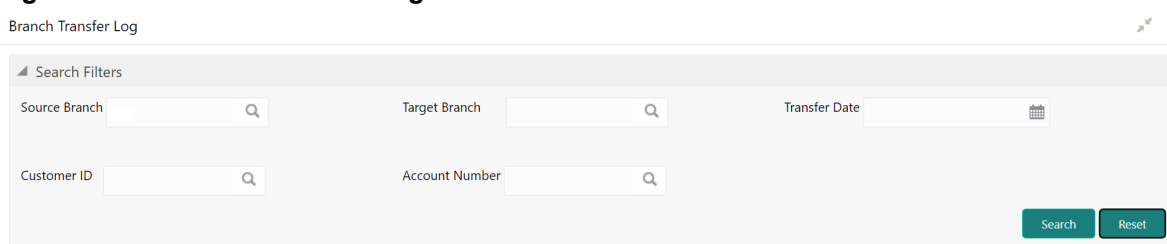
## 26. Branch Transfer Log

This topic describes the systematic instructions about Branch Transfer Log. Customer requests to transfer their Account from one Branch to another are processed during the End of Day batch process. If the Branch Transfer fails for any reason, details of such failed transfers are updated in the Branch Transfer Log. After clearing the faults due to which the Account Branch transfer failed, this screen allows you to resubmit the transfer request again for processing.

1. On the **Homepage**, from **Account Services**, under **Others**, click **Branch Transfer Log**, or specify **Branch Transfer Log** in the search icon bar.

STEP RESULT: **Branch Transfer Log** screen is displayed.

**Figure 26.1: Branch Transfer Log**



The screenshot displays the 'Branch Transfer Log' interface. At the top, there is a title bar with the text 'Branch Transfer Log' and a close button. Below this is a 'Search Filters' panel. The panel contains four search input fields: 'Source Branch', 'Target Branch', 'Transfer Date' (with a calendar icon), and 'Customer ID'. Each field has a magnifying glass icon to its right. Below these fields is an 'Account Number' field, also with a magnifying glass icon. At the bottom right of the panel are two buttons: 'Search' and 'Reset'.

2. On the **Branch Transfer Log** screen, provide the search criteria in the **Search Filters** panel. For more information on fields, refer to the field description table.

Table 26.1: Branch Transfer Log - Field Description

Field	Description
<b>Source Branch</b>	The <b>Source Branch</b> is the branch from which the account is to be transferred from. Enter the <b>Source Branch</b> or click the search icon to view the <b>Source Branch</b> pop-up window. By default, this window lists all the branch codes present in the system. Users can search for a specific branch codes by providing <b>Source Branch</b> and click the <b>Fetch</b> button.
<b>Target Branch</b>	The <b>Target Branch</b> is the branch to which the account is to be transferred. Enter the <b>Target Branch</b> or click the search icon to view the <b>Target Branch</b> pop-up window. By default, this window lists all the branch codes present in the system. Users can search for a specific branch codes by providing <b>Target Branch</b> and click the <b>Fetch</b> button.
<b>Transfer Date</b>	Click the calendar icon to specify the date on which the branch transfer transaction was initiated.
<b>Customer ID</b>	Enter the <b>Customer ID</b> on whose behalf account transfer was initiated or click the search icon to view the <b>Customer ID</b> pop-up window. By default, this window lists all the Customer ID's present in the system. You can search for a specific Customer ID by providing <b>Customer ID</b> or <b>Customer Name</b> and click the <b>Fetch</b> button.
<b>Account Number</b>	Enter the <b>Account Number</b> whose branch was changed or click the search icon to view the <b>Account Number</b> pop-up window. By default, this window lists all the Account Numbers present in the system. You can search for a specific Account Number by providing <b>Customer ID</b> , <b>Account Number</b> , or <b>Account Name</b> and click the <b>Fetch</b> button.

- Click the **Submit** button.

STEP RESULT: **Failed Branch Transfer Details** are displayed.

**Figure 26.2: Failed Branch Transfer Details**

Branch Transfer Log

Search Filters

Failed Branch Transfer Details

Resubmit

<input type="checkbox"/>	Customer ID	Account Number	Account Name	Transfer Date	Source Branch	Target Branch	Transfer Status	Actions
<input type="checkbox"/>								<a href="#">View</a>
<input type="checkbox"/>								<a href="#">View</a>
<input type="checkbox"/>								<a href="#">View</a>
<input type="checkbox"/>								<a href="#">View</a>

4. On the **Failed Branch Transfer Details**, the following details are displayed.

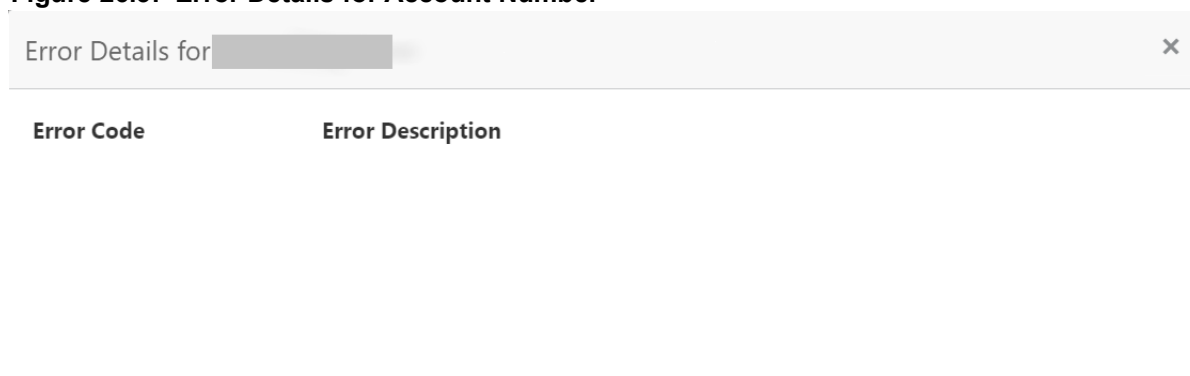
- a. Customer ID
- b. Account Number
- c. Account Name
- d. Transfer Date
- e. Source Branch
- f. Target Branch
- g. Transfer Status
- h. Actions


**Table 26.2: Failed Branch Transfer Details - Field Description**

Field	Description
<b>Account Name</b>	<b>Account Name</b> is displayed based on the account number selected.
<b>Transfer Status</b>	Displays the below values: <ul style="list-style-type: none"> <li>Error</li> <li>Resubmitted</li> </ul> Error status is displayed when the account branch transfer is failed. When records are selected and <b>Resubmit</b> button is clicked, the value in the <b>Transfer Status</b> changes from Error to Resubmitted.
<b>Actions</b>	Displays only the <b>View</b> button.

5. To view the error details, click the **View** button.

STEP RESULT: **Error Details** pop-up window is displayed.

**Figure 26.3: Error Details for Account Number**

6. On the **Error Details** pop-up window, the system displays the following details.
  - a. Error Code
  - b. Error Description
7. Click  icon to close the **Error Details** pop-up window.
8. On the **Failed Branch Transfer Details**, select the Error record and click the **Resubmit** button.  
STEP RESULT: The **Transfer Status** changes from Error to Resubmitted.
9. Click the **Reset** button to clear all specified search criteria.

## 27. Account Product Transfer

This topic describes the systematic instructions for Account Product Transfer where the user can change the existing product of the account to a different product. Customers request the account product transfer for enhanced banking features or better facilities and offers without changing the existing account number.

1. On the **Homepage**, from **Account Services**, under **Others**, click **Account Product Transfer**, or specify **Account Product Transfer** in the search icon bar.

STEP RESULT: **Account Product Transfer** screen is displayed.

**NOTE:** The fields which are marked in asterisk blue are mandatory fields.

**Figure 27.1: Account Product Transfer**

Current Product	Accrued Credit Interest	Accrued Debit Interest

No Customer Selected

Audit Save & Close Submit Cancel

2. Enter the **Account Number**.

STEP RESULT: **Account Product Transfer** details are displayed.

Figure 27.2: Account Product Transfer Details for Account

Account Product Transfer

Account Number \*  Q

Current Product

Accrued Credit Interest

Accrued Debit Interest

Select New Product

Type to filter

Multi currency Savings account

- ★ Passbook Facility
- ★ Cheque Book Facility
- ★ ATM Facility
- ★ Annual Statement
- ★ Minimum Balance required 0.

Select

Multi currency Savings account

- ★ Passbook Facility
- ★ Cheque Book Facility
- ★ ATM Facility
- ★ Annual Statement
- ★ Minimum Balance required 0.

Select

Savings Account\_Regular

- ★ Overdraft Facility
- ★ Passbook Facility
- ★ Cheque Book Facility
- ★ ATM Facility
- ★ Online Sweep

Select

Know more

Cust

KYC :

Acc

Cust

Acc

NOTE: If more than 2 products are available click on > or < icons to navigate for other products.

3. On the **Account Product Transfer** screen, specify the fields.
- For more information on fields, refer to the field description table.

**Table 27.1: Account Product Transfer - Field Description**

Field	Description
<b>Account Number</b>	Enter the <b>Account Number</b> or click the search icon to view the Account Number pop-up window. By default, this window lists all the Account Numbers present in the system. You can search for a specific Account Number by providing <b>Customer ID</b> , <b>Account Number</b> , or <b>Account Name</b> and clicking on the <b>Fetch</b> button. When users enter the account number, the customer information is displayed. <b>NOTE: Account Name</b> is displayed based on the account number selected.
<b>Current Product</b>	The system displays the existing product name for the selected account number.
<b>Accrued Credit Interest</b>	The system displays the accrued credit interest details if any accrued interest is available for the account.
<b>Accrued Debit Interest</b>	The system displays the accrued debit interest details if any accrued debit interest available for the account.
<b>Filter</b>	User can search the product by using this search filter.

**STEP RESULT:** On the **Account Product Transfer** screen, the system displays all eligible products for the account under the **Select New Product** section.

Under the **Select New Product** section, the system displays the following details:

- Product Name
- Product's Facilities

**NOTE:** The above details are displayed when the data is fetched from Oracle Banking Onboarding and this can be configured on OBRH.

**NOTE:** When the data is fetched from Oracle FLEXCUBE Universal Banking, the system displays the product details such as Product Name and Product Features.

4. Select the product for account product transfer and to know more about the product click on **know more**.
5. Click **Know more** hyperlink to view full product details.

**STEP RESULT:** **Product Details** pop-up screen is displayed.

Figure 27.3: Product Details

The screenshot shows a pop-up window titled "Saving Accounts HNI" with a close button (X) in the top right corner. The window contains four sections, each with a star icon: "Description", "Eligibility", "Features", and "Interest and Charges". A blue "Select" button is located in the top right corner of the window.

- 6. On the **Product Details** pop-up screen, the system displays the following details:
  - a. Product Name
  - b. Product Description
  - c. Eligibility
  - d. Features
  - e. Interest and Charges
- 7. Click on the **Select** button to which the customer account has to be transferred.  
STEP RESULT: Selected product details are defaulted.

Figure 27.4: Selected Product Details

The screenshot shows a form titled "New Product" with a "Change" link. The form contains the following fields and sections:

- Transfer Date \***: A date picker field.
- Transfer Reason \***: A text input field.
- Product Preferences**: Three toggle switches for "ATM", "Cheque Book", and "Passbook".
- Account Statement**: A section with a "Frequency" dropdown menu and a "Starting" label.

- 8. User can specify the product transfer details and modify the defaulted details.  
For more information on fields, refer to the field description table.

Table 27.2: Select New Product - Field Description

Field	Description
<b>Select New Product</b>	This field displays the product and details in each widget.
<b>Change</b>	Click the <b>Change</b> button, and the system displays the account product selection screen where the user can select the product.
<b>Effective Date</b>	<p>By default, the system displays the effective date as next working day and user can modify to any future date.</p> <p>The Effective Date cannot be current date or backdated.</p> <p><b>NOTE:</b> If the effective date is specified as Holiday, the system displays an error as <b>Transfer date cannot be a holiday</b>.</p>
<b>Transfer Reason</b>	<p>Enter the transfer reason.</p> <p><b>NOTE:</b> The Transfer Reason cannot be blank</p>
<b>ATM</b>	The user can enable or disable the defaulted ATM facility by clicking the toggle button.
<b>Cheque Book</b>	The user can enable or disable the defaulted Cheque Book facility by clicking the toggle button.
<b>Passbook</b>	The user can enable or disable the defaulted Passbook facility by clicking the toggle button.
<b>Frequency</b>	<p>Users can modify the defaulted frequency for generating the account statements from the drop-down. The drop-down lists the below values:</p> <ul style="list-style-type: none"> <li>• Annual</li> <li>• Semi Annual</li> <li>• Quarterly</li> <li>• Monthly</li> <li>• Fortnightly</li> <li>• Weekly</li> <li>• Daily</li> <li>• Blank</li> </ul> <p>By default, the Frequency is displayed as Blank from selected product.</p>

Field	Description
<b>Starting</b>	<p>Users can modify the defaulted starting details from the drop-down based on the selected frequency. The value gets defaulted from the selected product. The drop-down lists the below values:</p> <ul style="list-style-type: none"><li>• January to December - If the user selects statement frequency as Annual or Semi Annual or Quarterly.</li><li>• 1 to 31 - If the user selects statement frequency as monthly.</li><li>• Sunday to Saturday - If the user selects statement frequency as weekly or fortnightly.</li><li>• Blank - The system defaults the blank value if the user selects statement frequency as daily.</li></ul>

9. Click the **Submit** button to submit the transfer request for authorization.

## 28. Account Address Update

This topic describes the systematic instruction about Account Address Update. While entering the account number, the system displays the current address details of the account and the user can modify these details.

1. On the **Homepage**, from **Account Services**, under **Maintenance**, click **Account Address Update** or specify the **Account Address Update** in the Search icon bar.

STEP RESULT: **Account Address Update** screen is displayed.

**NOTE:** The fields which are marked in asterisk blue are mandatory fields.

**Figure 28.1: Account Address Update**

2. On **Account Address Update** screen, specify the fields.  
For more information on field, refer to the field description table.

**Table 28.1: Account Address Update**

Field	Description
<b>Account Number</b>	Enter the <b>Account number</b> or click the search icon to view the <b>Account Number</b> pop-up window. By default, this window lists all the Account Numbers present in the system. You can search for a specific Account Number by providing <b>Customer ID</b> , <b>Account Number</b> , or <b>Account Name</b> and click on the <b>Fetch</b> button. When users enter the account number, the customer information is displayed.
<b>Account Name</b>	<b>Account Name</b> is displayed based on the account number selected.
<b>Building</b>	Current <b>Building</b> details will be displayed and the user can modify the details.
<b>Street</b>	Current <b>Street</b> details will be displayed and the user can modify the details.

Field	Description
<b>City</b>	Current <b>City</b> details will be displayed and the user can modify the details.
<b>State</b>	The current <b>State</b> will be displayed and the user can modify it.
<b>Country</b>	<p>Click the search icon to view the Country pop-up window. On the <b>Country</b> pop-up window, specify any one of the following fields, and click <b>Fetch</b>. By default, this window lists all the Country codes present in the system. You can search for a specific Country by providing Country Code or Country Name and clicking on the '<b>Fetch</b>' button. The available fields on the Country Pop-Up window are:</p> <ul style="list-style-type: none"><li>• Country Code</li><li>• Country Name</li></ul>
<b>Zip Code</b>	The current <b>Zip code</b> will be displayed, and the user can modify it.

## 29. Account Documents Update

This topic describes the systematic instructions about Account Documents Update. This screen helps you view, update, or delete documents submitted by the customer against document types specified for the account class. In this screen, the documents are displayed in the order of Expected Date of Submission, Expiry Date and Actual Submission Date.

1. On the **Homepage**, from **Account Services**, under **Other Services**, click **Account Documents Update**, or specify the **Account Documents Update** in the Search icon bar.

STEP RESULT: **Account Documents Update** screen is displayed.

NOTE: The fields which are marked in asterisk blue are mandatory fields.

Figure 29.1: Account Documents Update

Account Documents Update

RemarksDocuments

Account Number \*

Account Documents

Document Type	Mandatory	Expiry Date	Expected Submission Date	Actual Submission Date	Document Reference	Actions
	No					

Page 1 of 1 (1 of 1 Items)

No Customer Selected

Audit

Save & CloseSubmitCancel

NOTE: After the Account Number is selected, the system displays the available documents in the Account Documents table.

2. On **Account Documents Update** screen, specify the fields.  
For more information on fields, refer to the field description table.

Table 29.1: Account Documents Update - Field Description

Field	Description
<b>Account Number</b>	<p>Enter the <b>Account Number</b> or click the search icon to view the Account Number pop-up window. By default, this window lists all the Account Numbers present in the system. You can search for a specific Account Number by providing <b>Customer ID</b>, <b>Account Number</b>, or <b>Account Name</b> and clicking on the <b>Fetch</b> button. When users enter the account number, the customer information is displayed.</p> <p><b>NOTE:</b> The <b>Account Name</b> is displayed adjacent to this field as the account number is selected.</p>



3. By default, the system displays all documents attached to the account. To add a new document, click  icon on the **Account Documents**. On **Account Documents**, specify the fields.

Table 29.2: Account Documents - Field Description

Field	Description
<b>Document Type</b>	Click the search icon to view the Document Type pop-up window. By default, this window lists all the Document Types present in the system. You can search for a specific Document Type and click on the <b>Fetch</b> button.
<b>Mandatory</b>	Displays Yes or No against each document type, which conveys whether a document is mandatory or optional.
<b>Expiry Date</b>	Displays the expiry date for the document. <b>NOTE:</b> The expiry date cannot be the current business date or lesser than the current business date. If any document does not have an expiry date, then the expiry date is not displayed.
<b>Expected Submission Date</b>	You can click the calendar icon to update the expected date of document submission if the document is not submitted on the current business date. This field is optional by default. <b>NOTE:</b> The expected submission date cannot be the current business date or lesser than the current business date. <b>NOTE:</b> If a mandatory document is deleted, the user cannot submit the transaction until a new document is uploaded or the Expected Submission Date is updated.
<b>Actual Submission Date</b>	The Actual Submission Date field is automatically updated with the current business date whenever a document is uploaded.
<b>Document Reference</b>	Displays the document name created by the Document Management System when a document is uploaded.
<b>Actions</b>	Click  icon to display the following options: <ul style="list-style-type: none"> <li>• View Document</li> <li>• Upload Document</li> <li>• Delete Document</li> <li>• Delete Document Type</li> </ul>

4. To upload the document, click the **Upload Document** option from the Actions icon.

STEP RESULT: **Upload Document** pop up window is displayed.

**NOTE:** The document preview is available only to those document types that support the preview feature by default. Where the preview feature is not supported, click on the **Download** button to download the attached document before viewing.

**Figure 29.2: Upload Document**

Upload Document

Scan and Upload Document

Drop files here or click to select

Uploaded Document




Document to be processed will be displayed here for reference

5. On the **Upload Document** screen, drag and drop the files directly or click the **click to select** link and browse the file from the local drive.

**NOTE:** If there is an existing document already, the uploaded document will overwrite the existing document.

**NOTE:** The screen supports only one document upload against one Document type.

**NOTE:** The system does not allow to proceed with document if the document is of 0 KB and have a long name.

6. To view the document, click the **View Document** option from the  icon.
7. To delete the document, click the **Delete Document** option from  icon.  
For document types marked as Yes, either the document reference number or the Expected date of submission must be present.  
**STEP RESULT:** A message **Document will be deleted. Do you want to continue?** is displayed. The uploaded document, Document Reference is deleted from the from the Document Management System.
8. To delete the Document Type, click the **Delete Document Type** option from  icon.  
**STEP RESULT:** The **Document Type** is deleted from the Account Documents list.
9. For the documents that are expired, for such rows, the **Expiry Date** is highlighted in red.

## 30. Amount Block

This topic describes the systematic instruction about Amount Block. An amount block is that part of the balance in a customer's account, which is reserved for a specific purpose. It can be specified for an account either on the directions of the customer or of that of the bank. When an amount block is set for an account, the balance available for withdrawal is the current balance of the account minus the blocked amount. On the expiry of the period for which the amount block is defined, the system automatically updates the amount block check in the Customer Accounts table.

1. On the **Homepage**, from **Account Services**, under **Amount Block**, click **Create Amount Block**, or specify the **Create Amount Block** in the Search icon bar.

STEP RESULT: **Amount Block** screen is displayed.

**NOTE:** The fields which are marked in asterisk blue are mandatory fields.

**Figure 30.1: Amount Block**

2. On **Amount Block** screen, specify the fields.  
For more information on fields, refer to the field description table.

**Table 30.1: Amount Block**

Field	Description
<b>Account Number</b>	Enter the <b>Account Number</b> or click the search icon to view the <b>Account Number</b> pop-up window. By default, this window lists all the Account Numbers present in the system. You can search for a specific Account Number by providing <b>Customer ID</b> , <b>Account Number</b> , or <b>Account Name</b> and click on the <b>Fetch</b> button. When users enter the account number, the customer information is displayed.
<b>Account Name</b>	<b>Account Name</b> is displayed based on the account number selected.

Field	Description
<b>Amount To be Blocked</b>	Specify the amount to be blocked. The ISO currency code will be defaulted in this field based on the Account Currency.
<b>Effective Date</b>	The date from which the funds in the account need to be blocked can be specified in the Effective Date field. The effective date is the current date of the Branch and is defaulted. The effective date can be changed to a future date. However, backdating the effective date is not allowed.
<b>Expiry date</b>	The date on which the amount block is to be released can be specified in the Expiry Date field. From this date onwards, the blocked amount will be unlocked and is available for withdrawal to the customer. Block instruction amount cannot be modified after the expiry date. This is an optional input field and can be left blank which would mean that the block would remain on the account for an indefinite period.
<b>Block Reason</b>	<p>Click the search icon to view the Block Code pop-up window. By default, this window lists all the available Block Codes. You can search for a specific Block Reason by providing <b>Block Code</b> or <b>Block Description</b> and clicking on the <b>Fetch</b> button. The available fields on the Block Code Pop-Up window are:</p> <ul style="list-style-type: none"> <li>• Block Code</li> <li>• Block Description</li> </ul> <p>When a Block Reason is selected, the Block Description is automatically populated.</p>
<b>Narrative</b>	The Narrative is defaulted to Amount Block. You can edit the defaulted narrative to a narrative of your choice.

## 31. View and Modify Amount Block

This topic describes the systematic instruction to View, Modify and Close the Amount Block. The View and Modify Amount Block screen displays the summary of all amount blocks that are present against a Customer's account and allows the user to modify or close the existing amount block.

1. On the **Homepage**, from **Account Services**, under **Amount Block**, click **View and Modify Amount Block**, or specify the **View and Modify Amount Block** in the Search icon bar.

If active amount blocks are available for the account number, the system displays them in tile layout and displays the total amount blocked for all the blocks.

**STEP RESULT:** **View and Modify Amount Block** screen is displayed.

**Figure 31.1: View and Modify Amount Block**

2. On the **View and Modify Amount Block** screen, specify the fields.

For more information on fields, refer to the field description table.

**Table 31.1: View and Modify Amount Block - Field Description**

Field	Description
<b>Account Number</b>	Enter the <b>Account Number</b> or click the search icon to view the Account Number pop-up window. By default, this window lists all the Account Numbers present in the system. You can search for a specific Account Number by providing <b>Customer ID</b> , <b>Account Number</b> , or <b>Account Name</b> and click on the Fetch button. <b>NOTE:</b> <b>Account Name</b> is displayed by default based on the account number selected.

If an active amount blocks are unavailable for the account number, the Amount block details display a message **No Amount Blocks for the given Account number**.

**STEP RESULT:** **View and Modify Amount Block - No Amount Block** screen is displayed.

Figure 31.2: View and Modify Amount Block - No Amount Block

View and Modify Amount Block

Account Number \*

Amount Block Details

No Amount Blocks for the given Account number

Click '+' button to add a new Amount Block


3. Click the  icon, to add a new amount block.
- STEP RESULT: **Amount Block** screen is displayed.

Figure 31.3: Amount Block

Amount Block

Account Number \*

Amount To Be Blocked \*

Effective Date \*

Narrative \*

Block Reason \*

Expiry Date

Customer Information

Customer Id. Name

KYC Status ✖ Not Verified

Signature

Account Name


Account Branch

Account Status

Account Balance

Audit

Save & Close Submit Cancel


4. On the **Amount Block** screen, specify the fields and click **Submit** button.
- For more information on fields, refer to [Table 30.1: Amount Block](#)
- STEP RESULT: A new amount block tile is displayed on the **View and Modify Amount Block** screen.
5. On the **View and Modify Amount Block** screen, under **Amount Block Details**, click  on the tile to modify the Amount Block.
- STEP RESULT: **Modify Amount Block** screen is displayed.

**Figure 31.4: Modify Amount Block**

6. On the **Modify Amount Block** screen, specify the fields the user can modify.  
For more information on fields, refer to the field description table.

**Table 31.2: Modify Amount Block**

Field	Description
<b>Amount To be Blocked</b>	You can can modify the Amount To be Blocked. The ISO currency code is defaulted based on the Account Currency.  <b>NOTE:</b> The amount cannot be in negative or zero value.
<b>Block Reason</b>	You can modify the block reason, by clicking the search icon. You can search for a specific Block Reason by providing Block Code or Block Description and clicking on the <b>Fetch</b> button. When a Block Reason is selected, the Block Description is automatically updated in the field..
<b>Effective Date</b>	You can modify the effective date. The effective date can be changed to a future date.  <b>NOTE:</b> The <b>Effective Date</b> cannot be backdated.
<b>Expiry Date</b>	This is an optional input field. Users can modify the expiry date. From this date onwards, the blocked amount will be unlocked and is available for withdrawal to the customer.
<b>Narrative</b>	You can modify the Narrative field.

7. Click the **Submit** button.
8. On **View and Modify Amount Block** screen, under **Amount Block Details**, click  on the tile to close the Amount block.

STEP RESULT: **Close Amount Block** screen is displayed.

**NOTE:** All the fields are non-editable.

Figure 31.5: Close Amount Block

Close Amount Block

RemarksDocuments

Account Number \*

Amount To Be Blocked

Block Reason

Effective Date

Expiry Date

Narrative

Customer Information

Customer Id, Name

KYC Status Not Verified

Signature

Account Name

Account Branch

Account Status

Account Balance

Audit

Submit

Cancel

9. Close the Amount Block by clicking on the **Submit** button.

## 32. Consolidated Amount Block

This topic describes the systematic instructions about the Consolidated Amount Block. The consolidated amount block allows the user to view all the accounts of the customer and the possible amount blocks or No-debits placed on those accounts. It also allows users to modify existing records, add new ones, or a premature closure. Multiple transactions can be performed at the same time on different accounts before submitting them for authorization.

- On the **Homepage**, from **Account Services**, under **Amount Block**, click **Consolidated Amount Block**, or specify the **Consolidated Amount Block** in the Search icon bar.

STEP RESULT: **Consolidated Amount Block** screen is displayed.

**NOTE:** The fields which are marked in asterisk blue are mandatory fields.

**Figure 32.1: Consolidated Amount Block**

Consolidated Amount Block

Customer ID \*

Account Number	Currency	Available Balance	Amount Blocked	Details	No Debits
					<input checked="" type="checkbox"/>
					<input type="checkbox"/>





Page 1 of 1 (1-2 of 2 items)


No Customer Selected

- On the **Consolidated Amount Block** screen, specify the fields.  
For more information on fields, refer to the field description table.

**Table 32.1: Consolidated Amount Block - Field Description**

Field	Description
<b>Customer ID</b>	Enter the <b>Customer ID</b> or click the search icon to view the Customer ID pop-up window. By default, this window lists all the Customer ID's present in the system. You can search for a specific Customer ID by providing <b>Customer ID</b> or <b>Customer Name</b> and click on the <b>Fetch</b> button. <b>NOTE:</b> <b>Customer Name</b> is displayed based on the Customer ID selected.
<b>Account Number</b>	Displays the account number of the customer.
<b>Currency</b>	Displays the currency of the amount.
<b>Available Balance</b>	Displays the available balance on the customer's account.
<b>Amount Blocked</b>	Displays the amount blocked on the account.

Field	Description
<b>Details</b>	<p>Displays  icon to view the details of the individual amount blocks placed on the selected account.</p> <p><b>NOTE:</b> On clicking  icon, the Amount Blocked Details window is displayed.</p>
<b>No Debits</b>	<p>Switch to  to block the total available balance on the account.</p> <p><b>NOTE:</b> A warning message is displayed to confirm the action. Click <b>Confirm</b> to proceed.</p> <p>Switch to  to not to block the total available balance on the account.</p>

3. To view amount blocked details, click  icon under the **Details** field.

STEP RESULT: **Amount Blocked Details** window displays.

**NOTE:** The fields which are marked in asterisk blue are mandatory fields.

**Figure 33: Amount Blocked Details**





Amount Blocked Details
×

Account Number

Available Balance

Amount Blocked

+

Sequence No	Block Reason	Effective Date	Expiry Date	Currency	Amount Blocked	Pre Closed	Action
							⋮
							⋮




Page 1 of 1 (1-2 of 2 items)
K
<
1
>
X

Save

Cancel

4. On the **Amount Blocked Details** window, maintain the fields.
- For more information on fields, refer to the field description table.

Table 32.2: Amount Blocked Details- Field Description

Field	Description
Account Number	Displays the account number of the customer.
Available Balance	Displays the available balance in the account.
Amount Blocked	Displays the total amount blocked for the account.
Sequence Number	Displays the sequence number for the details.
Block Reason	Displays the reason for blocking the account.
Effective Date	Displays the effective date of the amount block.
Expiry Date	Displays the expiry date of the amount block.
Currency	Displays the currency of the account.
Amount Blocked	Displays the amount blocked for each sequence.
Pre-Closed	Displays a blank field or a value as <b>Yes</b> . <b>NOTE:</b> A blank field is displayed when the amount block is active. <b>Yes</b> value is displayed when amount block is pre-closed before its expiry date.
Action	Displays  icon to perform the following action: <ul style="list-style-type: none"> <li>• <b>Edit:</b> If you select this option, then the fields are enabled. You can  update the required details and click  icon to confirm the updates.</li> <li>• <b>Pre-close:</b> If you select this option, then a warning message is displayed before submitting the record. You need to click <b>Confirm</b> to proceed.</li> </ul>

- a. To add new amount block, click  icon.

**RESULT:** A new row is added and enabled.

**NOTE:** All the fields are similar as displayed in the **Amount Blocked Details – Field Description** table, except here all the fields are enabled and there are **Edit** and **Delete** links displayed in the **Action** field.

- b. Click **Save**.

5. Click **Submit**.

## 33. Primary Party Change

This topic provides systematic instructions to change the primary **Customer Id** linked to an account on the customer request. The new primary **Customer Id** can be the existing joint holder or any existing customer.

**NOTE:** The fields which are marked in asterisk blue are mandatory fields.

1. On the **Homepage**, from **Account Services**, under **Maintenance**, click **Primary Party Change**, or specify the **Primary Party Change** in the search icon bar.

STEP RESULT: **Primary Party Change** screen is displayed.

**Figure 1: Primary Party Change**

The screenshot shows the 'Primary Party Change' application window. The title bar includes 'Remarks' and 'Documents' icons. The left sidebar contains two menu items: 'Modify Primary Party' (highlighted in blue) and 'Joint Holder Maintenance'. The main content area is titled 'Modify Primary Party' and features an 'Account Number' field with a search icon. A message box on the right indicates 'No Customer Selected'. The bottom of the window has a navigation bar with buttons for 'Audit', 'Back', 'Next', 'Save & Close', and 'Cancel'.

2. On **Primary Party Change** screen, specify the fields.  
For more information on fields, refer to the field description table.

Table 33.1: Primary Party Change - Field Description

Field	Description
<b>Account Number</b>	Enter the <b>Account number</b> or click the search icon to view the <b>Account Number</b> pop-up window. By default, this window lists all the Account Numbers present in the system. You can search for a specific Account Number that requires primary party change by providing <b>Customer ID, Account Number</b> , or <b>Account Name</b> and click on the <b>Fetch</b> button.  When users enter the <b>Account Number</b> , the customer information is displayed.
<b>Account Name</b>	<b>Account Name</b> is displayed based on the account number selected.

STEP RESULT: **Current Primary Holder, Joint Holder** (if any) details are displayed.

Figure 2: Primary Party Change - Joint Account Holder

The screenshot displays the 'Modify Primary Party' interface. On the left, a sidebar contains 'Modify Primary Party' and 'Joint Holder Maintenance'. The main area has a search bar for 'Account Number' with a magnifying glass icon. Below this, the 'Current Primary Holder' section is visible. The 'Select New Primary Holder' section includes a text input and an 'Other' button. A 'Reason' field with an asterisk is also present. On the right, the 'Customer Information' panel shows a placeholder for a customer image, followed by fields for 'Customer Id, Name', 'KYC Status', and a signature placeholder. At the bottom, there are fields for 'Account Name', 'Account Branch', 'Account Status', and 'Mode Of Operation'. Navigation buttons at the bottom include 'Audit', 'Back', 'Next', 'Save & Close', and 'Cancel'. The top right corner shows 'Remarks', 'Documents', and a close icon. The screen is labeled 'Screen ( 1 / 2)'.

**NOTE:** If the **Account Type** is **Single**, the **New Primary Holder** field displays without any joint holder details.

**Figure 3: Primary Party Change - Single Account Holder**

Primary Party Change

Modify Primary Party

Account Number \*

Current Primary Holder

New Primary Holder \*

Reason \*

Customer Information

Customer Id, Name

KYC Status

Signature

Audit

Back Next Save & Close Cancel

3. Under **Select New Primary Holder**, Click the joint holder to change the Joint Holder as the Primary Account Holder or click the **Other** option to add a new primary account holder from the existing customers.

STEP RESULT: **New Primary Holder** field is displayed.

**Figure 4: Primary Party Change - On Selection of Other Option**

Modify Primary Party

Modify Primary Party

Account Number \*

Current Primary Holder

Select New Primary Holder

New Primary Holder \*

Reason \*

Customer Information

No Customer image to display

Customer Id, Name

KYC Status

No Signature data to display

Account Name Account Branch

Account Status Mode Of Operation

Audit

Back Next Save & Close Cancel

4. On **Primary Party Change** screen, **Modify Primary Party** sub-screen, specify the fields.

For more information on fields, refer to the field description table.

**Table 33.2: Primary Party Change - Field Description**

Field	Description
<b>Current Primary Holder</b>	The system displays the current primary holder's name and customer Id details.

Field	Description
<b>Select New Primary Holder</b>	<p>The new primary holder can be the existing joint holder or any other existing customer.</p> <p>In the case of joint account, the joint holder details (<b>Customer Name</b>, <b>Customer ID</b>, and <b>Joint holder Type</b>) are displayed under the <b>Select New Primary Holder</b> field.</p> <p>Click on the <b>Other</b> option to select an existing customer as the primary account holder than the existing joint holder.</p> <p><b>NOTE:</b> If the number of joint holders are more than 3, a navigation button is enabled.</p>
<b>New Primary Holder</b>	<p>On clicking the <b>Other</b> option, the <b>New Primary Holder</b> field is displayed.</p> <p>Enter or select the <b>New Primary Holder</b> from the <b>List of Values</b> screen. The system displays all existing customer Ids. In the <b>List of Values</b> screen, the search criteria provides following details:</p> <ul style="list-style-type: none"> <li>• <b>Customer ID</b></li> <li>• <b>Customer Name</b></li> </ul> <p>When the user selects the <b>New Primary Holder</b>, the system displays the <b>Customer Name</b> and <b>View Details</b> button to display the customer information details. On clicking the <b>View Details</b> button, the system displays the below customer details:</p> <ul style="list-style-type: none"> <li>• <b>Customer Image</b></li> <li>• <b>Customer ID</b></li> <li>• <b>Customer Name</b></li> <li>• <b>KYC Status</b></li> <li>• <b>Signature</b></li> <li>• Option to view customer 360 details</li> </ul> <p><b>NOTE:</b> <b>New Primary Holder</b> can not be the same as the <b>Current Primary Holder</b>.</p>
<b>Reason</b>	Enter the reason for primary party change.

5. Click the **Next** button.

While initiating the primary party change, the system validates the party change with the host and displays errors/overrides if any. Users can proceed with the transaction by accepting the overrides.

STEP RESULT: **Joint Holder Maintenance** screen is displayed.

Figure 5: Joint Holder Maintenance

Modify Primary Party

RemarksDocuments

Screen ( 2 / 2)

Modify Primary Party

Joint Holder Maintenance

Account Number



Account Type

SingleJoint

Mode of Operation


Jointly

Joint Holder Details

Customer Number	Customer Name	Joint Holder Type	Start Date	End Date	Actions
		Joint And Other			 

Page 1 of 1 (1 of 1 items)

Customer Information



No Customer Image to display

Customer Id, Name

KYC Status

No Signature data to display

Account Name

Account Branch

Account Status

Mode Of Operation

Audit

BackNextSave & CloseSubmitCancel

The **Joint Holder Details** section can be used to either input joint holder details for the first time or to modify existing details of joint holding.

note: For More information on Joint Holder Maintenance screen, refer to the topic [Joint Holder Maintenance](#).

- 6. Click the **Submit** button.

On submitting, the system validates if the **New Primary Holder** is not the same as the joint holder.

## 34. Nominee Details Update

This topic describes the systematic instruction to update nominee details.

1. On the **Homepage**, from **Account Services**, under **Maintenance**, click **Nominee Details Update**, or specify the **Nominee Details Update** in the Search icon bar.

STEP RESULT: **Nominee Details Update** screen is displayed.

**NOTE:** The fields which are marked in asterisk blue are mandatory.

**Figure 34.1: Nominee Details Update**

2. On **Update Nominee Details** screen, specify the fields.  
For more information on fields, refer to the field description table.

**Table 34.1: Update Nominee Details**

Field	Description
<b>Account Number</b>	Enter the <b>Account Number</b> or click the search icon to view the <b>Account Number</b> pop-up window. By default, this window lists all the Account Numbers present in the system. You can search for a specific Account Number by providing <b>Customer ID</b> , <b>Account Number</b> , or <b>Account Name</b> and clicking on the <b>Fetch</b> button. When users enter the account number, the customer information is displayed.
<b>Account Name</b>	<b>Account Name</b> is displayed based on the account number selected.

3. When user input account number, the system displays existing nominee details if any or the system displays an information message as **Nominee does not exists**.

STEP RESULT: **Nominee Details** screen is displayed.

Figure 34.2: Nominee Details

The screenshot shows the 'Nominee Details Update' window. At the top, there's a search bar for 'Account Number' with the value 'moni'. Below this, the 'Nominee Details' section displays a table with columns for 'Relation Type', 'Date of Birth', and 'Minor'. The first row shows 'Guardian'. To the right, the 'Customer Information' section includes a placeholder for a customer image, 'Customer Id, Name', 'KYC Status', 'No Signature data to display', and fields for 'Account Name', 'Account Branch', 'Account Status', and 'Account Balance'. At the bottom right, there's a field for 'Address Of Communication'. The window has 'Remarks' and 'Documents' tabs at the top right and 'Audit', 'Save & Close', 'Submit', and 'Cancel' buttons at the bottom.

Figure 34.3: No Nominee Details

The screenshot shows the 'Nominee Details Update' window with a message box displayed in the center. The message box has a title 'Information' and contains the text 'NOM-DET-001: Nominee does not exists'. The background of the window is dimmed. The 'Nominee Details' section shows 'No items to display.' The 'Customer Information' section is visible on the right. The window has 'Remarks' and 'Documents' tabs at the top right and 'Audit', 'Save & Close', 'Submit', and 'Cancel' buttons at the bottom.


4. After the input of account number, the existing nominee are displayed in list view format and the below nominee details are displayed:
  - a. Nominee Name
  - b. Relation Type
  - c. Date of Birth
  - d. Minor
  - e. Guardian
5. To create a new nominee details, click  icon.  
 STEP RESULT: **Nominee Details** pop-up window is displayed.

Figure 34.4: Nominee Details

Nominee Details

Nominee Details

Customer ID

Name \*

Relation Type \*

Date of Birth \*

Minor

Address and Contact Details

Default Account Address

Building \*

Street \*

City \*

State \*

Zip Code \*

Save

Cancel

6. On **Nominee Details** pop up window, specify the fields.
- For more information on fields, refer to the field description table.

Table 34.2: Nominee Details - Field Description

Field	Description
<b>Customer ID</b>	<p>When the nominee is an existing customer, the below details are defaulted by selecting the customer id.</p> <ul style="list-style-type: none"> <li>• Title</li> <li>• Name</li> <li>• Date of Birth</li> <li>• Address Details</li> </ul> <p>Enter the <b>Customer ID</b> or click the search icon to view the <b>Customer ID</b> pop-up window. By default, this window lists all the Customer ID's present in the system. You can search for a specific Customer ID by providing <b>Customer ID</b> or <b>Customer Name</b> and click on the <b>Fetch</b> button.</p>
<b>Nominee Details</b>	<p>Users can capture the nominee details:</p> <ul style="list-style-type: none"> <li>• Name - Specify the First Name.</li> <li>• Relation Type - Specify the Relation Type from the drop-down list.</li> <li>• Date of Birth - Specify the Date of birth</li> <li>• Minor - Based on the date of birth, the system derives whether the customer is minor or major.</li> <li>• Default Account Address - If the Account address and nominee address is the same, the user can default the account address nominee address by enabling the 'Default Account Address' toggle button.</li> <li>• Building - Specify the Nominee building</li> <li>• Street - Specify the Nominee Street</li> <li>• City - Specify the nominee city.</li> <li>• State - Specify the nominee State.</li> <li>• Zip Code - Specify the nominee Zip Code</li> </ul>
<b>Edit Icon</b>	<p>Users can edit the existing nominee details by a click on the Edit icon. A pop-up window displays with existing nominee details, and the user can edit the details.</p>
<b>Delete Icon</b>	<p>Users can remove the existing nominee by a click on the Delete icon, while removing the existing nominee system will get a confirmation from the user <b>Do you want to remove this nominee?</b></p>

7. Guardian details are enabled if the nominee is a minor.

For more information on fields, refer to the field description table.

Figure 34.5: Guardian Details

Guardian Details

Name \*

Relation Type \*

Address Details

Building \*

Street \*

City \*

State \*

Zip Code \*

Save

Cancel

Table 34.3: Guardian Details - Field Description

Field	Description
Name	Specify the Name.
Relation Type	Specify the Relation Type from the drop-down list.
Building	Specify the Guardian building
Street	Specify the Guardian Street
City	Specify the Guardian city.
State	Specify the Guardian State.
Zip Code	Specify the Guardian Zip Code

## 35. Joint Holder Maintenance

This topic describes the systematic instruction to update joint account details. A Customer can be the sole owner of the account he owns or it can be held jointly. Joint accounts are accounts that are shared between two or more individuals. They can be operated either singly or jointly. However, Joint account holders share equal responsibility for charges or any other liability arising from holding such accounts.

1. On the **Homepage**, from **Account Services, Maintenance**, click **Joint Holder Maintenance**, or specify the **Joint Holder Maintenance** in the Search icon bar.

STEP RESULT: **Joint holder Maintenance** screen is displayed.

**NOTE:** The fields which are marked in asterisk blue are mandatory fields.

**Figure 35.1: Joint Holder Maintenance**

2. On **Joint Holder Update Details** screen, specify the fields.  
For more information on fields, refer to the field description table.

**Table 35.1: Update joint Account Details**

Field	Description
<b>Account Number</b>	<p>Enter the <b>Account number</b> or click the search icon to view the <b>Account Number</b> pop-up window. By default, this window lists all the Account Numbers present in the system. You can search for a specific Account Number by providing <b>Customer ID</b>, <b>Account Number</b>, or <b>Account Name</b> and click on the <b>Fetch</b> button</p> <p>Click the Search icon after providing the Account Number. If the account is already held jointly, 'Account Type', 'Mode of Operation', and 'Joint Holder Details' are defaulted and the record is open for editing. If the account is held Singly, you can update the Joint Holder details for the first time.</p> <p>When users enter the account number, the customer information is displayed.</p>

Field	Description
<b>Account Name</b>	<b>Account Name</b> is displayed based on the account number selected.
<b>Account type</b>	Select the Account Type from the following: <ul style="list-style-type: none"> <li>• Single</li> <li>• Joint</li> </ul>
<b>Mode Of Operation</b>	If the account is individually owned, Account Type and Mode of Operation are defaulted to Single. Joint Holder Details multi-grid table does not display any record. If the account is jointly owned, the Account Type has defaulted as Joint. Mode of Operation has defaulted to any one of Jointly, Either Anyone or Survivor, Former or Survivor or Mandate Holder. Joint Holder Details multi-grid table will contain one or more than one record.
<b>Joint Holder Details</b>	The joint Holder Details screen can be used to either input Joint Holder details for the first time or to modify existing details of Joint Holding. The Joint Holder Details will display: <ul style="list-style-type: none"> <li>• Customer Number</li> <li>• Customer Name</li> <li>• Joint holder Type</li> <li>• Start Date</li> <li>• End Date</li> </ul>

## 36. Overdraft Limits Summary

This topic provides systematic instructions to inquire about the details of limits granted to the account holder and allows user to view, modify, or add limit types based on customer requests.

NOTE: The fields which are marked in asterisk blue are mandatory fields.

1. On the **Homepage**, from **Account Services**, under **Limits**, click **Overdraft Limits Summary**, or specify the **Overdraft Limits Summary** in the search icon bar.

STEP RESULT: **Overdraft Limits Summary** screen is displayed.

Figure 1: Overdraft Limits Summary

Overdraft Limits Summary ⌵ ✕

Account Number \*  🔍

2. On **Overdraft Limits Summary**, specify the fields.  
For more information on fields, refer to the field description table.

Overdraft Limits Summary- Field Description

Field	Description
Account Number	Enter the <b>Account Number</b> or click the search icon to view the <b>Account Number</b> pop-up window. By default, this window lists all the Account Numbers present in the system. You can search for a specific Account Number by providing <b>Customer ID</b> , <b>Account Number</b> , or <b>Account Name</b> and click the <b>Fetch</b> button. <b>NOTE: Account Name</b> is displayed based on the account number selected.

STEP RESULT: **Limit Type** details are displayed for the selected **Account Number**.













NOTE: If account is not linked to any limit type, the system displays the message '**Account not Linked to Limit Type**'.

**Figure 2: Limit Type**

Overdraft Limits Summary ✖

Account Number \*


Add ▾


Limit Type	Limit Reference	Validity	Limit Amount	Actions
<b>Unsecured Overdraft Limits</b>				
Unsecured Limits				 
Temporary Overdraft Limit	-			 
<b>Secured Overdraft Limits</b>				
Term Deposit				 
Collateral				 
Collateral				 
Advance against Uncollected Funds	-			 


An accumulative value of all limit amounts is displayed in the **Limit Amount** column at the bottom of all records.


- For **Term Deposits** and **Collateral**, the Linked Amount in FCUBS (limits subsystem) is displayed in the **Limit Amount** column.
- For **TOD**, **AUF**, and **Unsecured Limits**, the limit granted at the time of the creation of the record is displayed in the **Limit Amount** column.

The TD account number for **Term Deposit**, Collateral Code of **Collateral**, and Unsecured limit reference for **Unsecured limits** is displayed in **Limit Reference** column. For **TOD** and **AUF**, since there is no reference number, this column should display '-'.

- Click  icon to view the existing limit.

On clicking  icon, it allows user to view a non-editable summary screen.

- Click  icon to modify the existing limit.

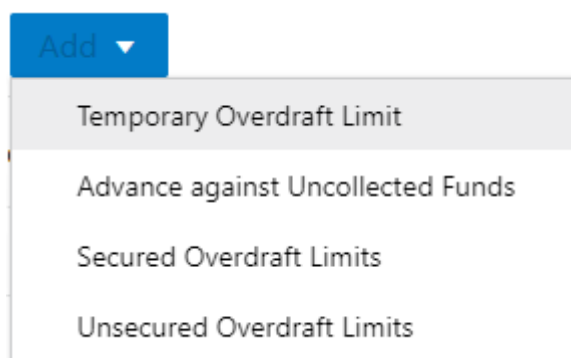
On clicking  icon, in edit mode, it allows user to edit the existing record.

- On **Overdraft Limits Summary** screen, click the **Add** drop-down button to add new limit types.

**STEP RESULT:** If an account is not linked to any account, the system displays the following limit types.

- **Temporary Overdraft Limit**
- **Advance against Uncollected Funds**
- **Secured Overdraft Limits**
- **Unsecured Overdraft Limits**

**NOTE:** Even if an account is linked to multiple limits such as **Secured Limits** (Term deposits and Collaterals) and **Unsecured Limits**, the system displays these limits under the **Add** drop down button.

**Figure 3: Overdraft Limits Summary- New Limits**

6. To add a new limit type, click on the required **Limit Type** option.

STEP RESULT: The respective screen is displayed on the new page.

NOTE: A newly added limit type is displayed in the **Overdraft Limits Summary** screen after completing the new limit type transaction cycle.

## 37. Temporary Overdraft Limit

This topic describes the systematic instructions to maintain Temporary Overdraft Limit. The temporary OD limit is the limit up to which any overdraft is allowed for a specified time over and above the limit provided for an account. This limit is independent of any credit line linked to the account. This facility is mostly opted by the customer for short-term overdrawing.

1. On the **Homepage**, from **Account Services**, under **Limits**, click **Temporary Overdraft Limit**, or specify the **Temporary Overdraft Limit** in the Search icon bar.

STEP RESULT: **Temporary Overdraft Limit** screen is displayed

**NOTE:** The fields which are marked in asterisk blue are mandatory fields.

**Figure 37.1: Temporary Overdraft Limit**

2. On **Temporary Overdraft Limit** screen, specify the fields.  
For more information on fields, refer to the field description table.

**Table 37.1: Temporary Overdraft Limit**

Field	Description
<b>Account Number</b>	Enter the <b>Account number</b> or click the search icon to view the <b>Account Number</b> pop-up window. By default, this window lists all the Account Numbers present in the system. You can search for a specific Account Number by providing <b>Customer ID</b> , <b>Account Number</b> , or <b>Account Name</b> and click on the <b>Fetch</b> button. When users enter the account number, the customer information is displayed.
<b>Temporary Overdraft Start Date</b>	The current Business Date defaults in the Temporary Overdraft Start Date field. This can be changed to any future date. However, it cannot be backdated.

Field	Description
<b>Temporary Overdraft End Date</b>	The date on which the temporary overdraft limit comes to an end. This date cannot be lesser than the Temporary Overdraft Start Date Input to this field is optional. If a date is not specified it means that the temporary overdraft facility is extended to the customer for an indefinite period
<b>Temporary Overdraft Limit</b>	The limit amount can be input in the Temporary Overdraft Limit field. The ISO currency code will be defaulted in this field based on the Account Currency. This field highlights the limit up to which any overdraft is allowed for a specified period over and above the limit set for this account. This limit is independent of any credit line linked to this account. This is mostly used for short-term overdrawn. Any amount greater than equal one can be input. Negative values not allowed
<b>Temporary Overdraft Renewal</b>	Optionally, temporary overdraft renewal details can also be specified. Fields specific to renewal become visible only when the Temporary Overdraft Renewal slider is turned on. When the Temporary Overdraft Renewal slider is turned on, specifying Renewal Unit, Renewal Frequency and Next Renewal Limit becomes mandatory.
<b>Renewal Frequency</b>	Renewal frequency for temporary overdraft is specified in the Renewal Frequency field. The user has the option to specify the renewal frequency in: <ul style="list-style-type: none"> <li>• Days</li> <li>• Months</li> <li>• Years</li> </ul>
<b>Next Renewal Limit</b>	Specify the new renewal limit amount in the Next Renewal Limit field. A value greater than or equal to 1 is specified.

## 38. Secured Overdraft Limits

This topic provides systematic instructions to capture **Term Deposit** and/or **Local Collateral** details offered by the account holder against the secured overdraft limit and to update, modify or delete the existing limits on the account.

**NOTE:** The fields which are marked in asterisk blue are mandatory fields.

1. On the **Homepage**, from **Account Services**, under **Limits**, click **Secured Overdraft Limits**, or specify the **Secured Overdraft Limits** in the search icon bar.

STEP RESULT: **Secured Overdraft Limits** screen is displayed.

**Figure 1: Secured Overdraft Limits**

2. On **Secured Overdraft Limits** screen, specify the fields.  
For more information on fields, refer to the field description table.

### Secured Overdraft Limits - Field Description

Field	Description
<b>Account Number</b>	Enter the <b>Account Number</b> or click the search icon to view the <b>Account Number</b> pop-up window. By default, this window lists all the Account Numbers present in the system. You can search for a specific Account Number by providing <b>Customer ID</b> , <b>Account Number</b> , or <b>Account Name</b> and click the <b>Fetch</b> button.
<b>Account Name</b>	<b>Account Name</b> is displayed based on the account number selected.

STEP RESULT: **Customer Information** and **Limits Summary** is displayed for the selected **Account Number** with existing records.

**NOTE:** If no secured limits are linked to the account, the system displays the message '**No records found**'.

**Figure 2: Customer Information - Secured Overdraft Limits**

Secured Overdraft Limits

Account Number

Remarks Documents

Limits Summary All amounts in GBP Add

Limit Type	Limit Reference	Validity	Available Amount	Linked Amount	Actions
Collateral					⋮
Collateral					⋮
Term Deposit					⋮
Term Deposit					⋮

Customer Information

Customer Id. Name

KYC Status

Signature

Account Name Account Branch

Account Status Mode Of Operation

Account Balance

Address Of Communication

Audit Save & Close Submit Cancel

3. On **Secured Overdraft Limits** screen, under **Limits Summary**, click icon.  
STEP RESULT: The system displays the following options.
  - View
  - Edit
  - Delete
4. Click on the **View**, **Edit**, or **Delete** option to view, modify or delete the existing secured limits record.  
If **View** or **Delete** options are clicked, non- editable **Term Deposit** or **Collateral** window is displayed.
5. On **Secured Overdraft Limits** screen, click the **Add** drop-down button to add new secured limits.  
STEP RESULT: The system displays the following options.
  - **Term Deposit**
  - **Collateral**
6. Click the **Term Deposit** option.  
STEP RESULT: **Term Deposit** window is displayed.

**Figure 3: Term Deposit**

The screenshot shows a 'Term Deposit' window with the following fields and controls:

- Deposit Number \***: A text input field with a search icon to its right.
- Available Amount**: A text input field.
- Linked Amount \***: A text input field.
- Start Date \***: A date picker field with a calendar icon.
- End Date**: A date picker field with a calendar icon.
- Interest Details**: A section header.
- Interest Rate \***: A section with two tabs, 'Fixed' and 'Floating', and a text input field.
- Spread**: A text input field.
- Final Rate**: A text input field.
- Buttons**: 'Save', 'Save & Add Another', and 'Cancel' at the bottom right.

7. On **Term Deposit** window, specify the fields.  
For more information on fields, refer to the field description table.

**Term Deposit - Field Description**

Field	Description
<b>Deposit Number</b>	The <b>Deposit Number</b> field displays all Term Deposits belonging to the account customer. This field displays the only deposits that are in account currency.
<b>Available Amount</b>	This field displays the available amount for linking the deposit as a limit. The <b>Available Amount</b> is always displayed in the account currency. Deposits created in other branches are also displayed in this LOV. If the deposit is already linked as <b>Collateral</b> to a different account of the same customer, then the only remaining amount is displayed as the <b>Available Amount</b> . <b>NOTE:</b> Once <b>Secured Overdraft Limits</b> the screen is refreshed, the field displays the available amount.
<b>Linked Amount</b>	Enter the amount equal to or lesser than the <b>Available Amount</b> to be linked as the overdraft limit. This amount gets blocked against the deposit until the overdraft limit is manually unlinked or the utilized amount is completely paid off.
<b>Start Date</b>	The system defaults the <b>Start Date</b> as the current <b>Branch Date</b> . You can modify the <b>Start Date</b> to any future date. <b>NOTE:</b> <b>Start Date</b> cannot be backdated.

Field	Description
<b>End Date</b>	This field displays the maturity date of the deposit. You can modify the end date to an earlier date. <b>NOTE:</b> The end date of the limit cannot be greater than the end date of the deposit.
<b>Interest Rate</b>	Select the <b>Interest Rate Type</b> from the following options: <ul style="list-style-type: none"> <li>• <b>Fixed</b></li> <li>• <b>Floating</b></li> </ul> <p>The system defaults the interest rate type as <b>Fixed</b>. If the <b>Floating</b> option is selected, a field next to the <b>Floating</b> button allows the user to select a <b>Floating Rate Id</b> by using a LOV option. If the <b>Fixed</b> option is selected, a field next to the <b>Fixed</b> button allows the user to input an <b>Interest Rate</b> value. The system allows user to select one option at a time.</p> <p><b>NOTE: Interest Rate Type</b> and actual <b>Interest Rates</b> defaults from the account class level if defined. In such cases, the <b>Interest Rate Type</b> and <b>Interest Rates</b> automatically defaults in these fields.</p>
<b>Spread</b>	This is an optional field and can be <b>Positive Spread</b> or <b>Negative Spread</b> .
<b>Final Rate</b>	The system defaults the Final rate by adding the Interest rate. <b>NOTE:</b> The additional of interest rate can be +/- spread.

8. Click the **Collateral** option.

STEP RESULT: **Collateral** window is displayed.

**Figure 4: Collateral**

Collateral \*

Available Amount

Linked Amount \*

Start Date \*

End Date

Interest Details

Interest Rate \*

Fixed Floating

Spread

Final Rate

Save Save & Add Another Cancel

9. On **Collateral** window, specify the fields.  
For more information on fields, refer to the field description table.

**Table 1: Collateral - Field Description**

Field	Description
Collateral	Select a Collateral from all local collaterals created in FCUBS for the customer. This field displays the Collateral Code after selecting the collateral.
Available Amount	<p>This field displays the available amount for linking the collateral as a limit. The Available Amount is always displayed in the account currency using mid-rate. Collateral can be in any currency other than the account currency.</p> <p>If the collateral is already linked as Collateral to a different account of the same customer, then the only remaining amount is displayed as the Available Amount.</p> <p><b>NOTE:</b> Once Secured Overdraft Limits the screen is refreshed, the field displays the available amount.</p>
Linked Amount	Enter the amount equal to or lesser than the Available Amount to be linked as the overdraft limit. This amount gets blocked against the deposit until the overdraft limit is manually unlinked or the utilized amount is completely paid off.
Start Date	The system defaults the Start Date as the current branch date. You can modify the Start Date to any future date.
End Date	If the End Date is not entered, the limit is infinite.
Interest Rate	<p>Select the Interest Rate Type from the following options:</p> <ul style="list-style-type: none"> <li>• Fixed</li> <li>• Floating</li> </ul> <p>The system defaults the interest rate type as Fixed.</p> <p>If the Floating option is selected, a field next to the Floating button allows the user to select a Floating Rate Id by using a LOV option. If the Fixed option is selected, a field next to the Fixed button allows the user to input an Interest Rate value.</p> <p>The system allows user to select one option at a time.</p> <p><b>NOTE:</b> Interest Rate Type and actual Interest Rates defaults from the account class level if defined. In such cases, the Interest Rate Type and Interest Rates automatically defaults in these fields.</p>
Spread	This is an optional field and can be Positive Spread or Negative Spread.
Final Rate	<p>The system defaults the Final Rate by adding the Interest rate.</p> <p><b>NOTE:</b> The additional of interest rate can be +/- spread.</p>

**STEP RESULT:** On clicking **Save** button, newly added secured limit is displayed in the **Limits Summary**.

## 39. Unsecured Overdraft Limits

This topic provides systematic instructions to create an unsecured limit for an account and to update, modify, or delete the existing unsecured limits on the account.

**NOTE:** The fields which are marked in asterisk blue are mandatory fields.

1. On the **Homepage**, from **Account Services**, under **Limits**, click **Unsecured Overdraft Limits**, or specify the **Unsecured Overdraft Limits** in the search icon bar.

STEP RESULT: **Unsecured Overdraft Limits** screen displays.

**Figure 1: Unsecured Overdraft Limits**

2. On **Unsecured Overdraft Limits** screen, specify the fields.  
For more information on fields, refer to the field description table.

### Unsecured Overdraft Limits - Field Description

Field	Description
<b>Account Number</b>	Enter the <b>Account Number</b> or click the search icon to view the <b>Account Number</b> pop-up window. By default, this window lists all the Account Numbers present in the system. You can search for a specific <b>Account Number</b> by providing <b>Customer ID</b> , <b>Account Number</b> , or <b>Account Name</b> and click the <b>Fetch</b> button.
<b>Account Name</b>	<b>Account Name</b> is displayed based on the account number selected.

STEP RESULT: **Customer Information** and **Limits Summary** is displayed for the selected **Account Number** with existing records.

**Figure 2: Customer Information - Unsecured Overdraft Limits**

The screenshot displays the 'Unsecured Overdraft Limits' interface. At the top, there is a search bar for 'Account Number' and buttons for 'Remarks' and 'Documents'. The main area is divided into two sections: 'Limits Summary' and 'Customer Information'.

**Limits Summary:** This section shows a table with columns: Limit Reference, Validity, Linked Amount, and Actions. A single record is visible with a linked amount of 10,000.00. A context menu is open over the 'Actions' column, showing options: View, Edit, and Delete. A '+ Add' button is located at the top right of the table.

**Customer Information:** This panel contains fields for: Customer Id, Name; KYC Status; Signature; Account Name; Account Branch; Account Status; Mode Of Operation; Account Balance; and Address Of Communication. At the bottom right of this panel are buttons: 'Save & Close', 'Submit', and 'Cancel'.

An 'Audit' button is located at the bottom left of the main interface.

3. On **Unsecured Overdraft Limits** screen, under **Limits Summary**, click on icon.

STEP RESULT: The system displays the following options.

- **View**
- **Edit**
- **Delete**

4. Click the **View** or **Delete** option to view or delete the existing unsecured limits record.

STEP RESULT: The non- editable **Unsecured Limits** window is displayed.

**Figure 3: Unsecured Limits - View or Delete**

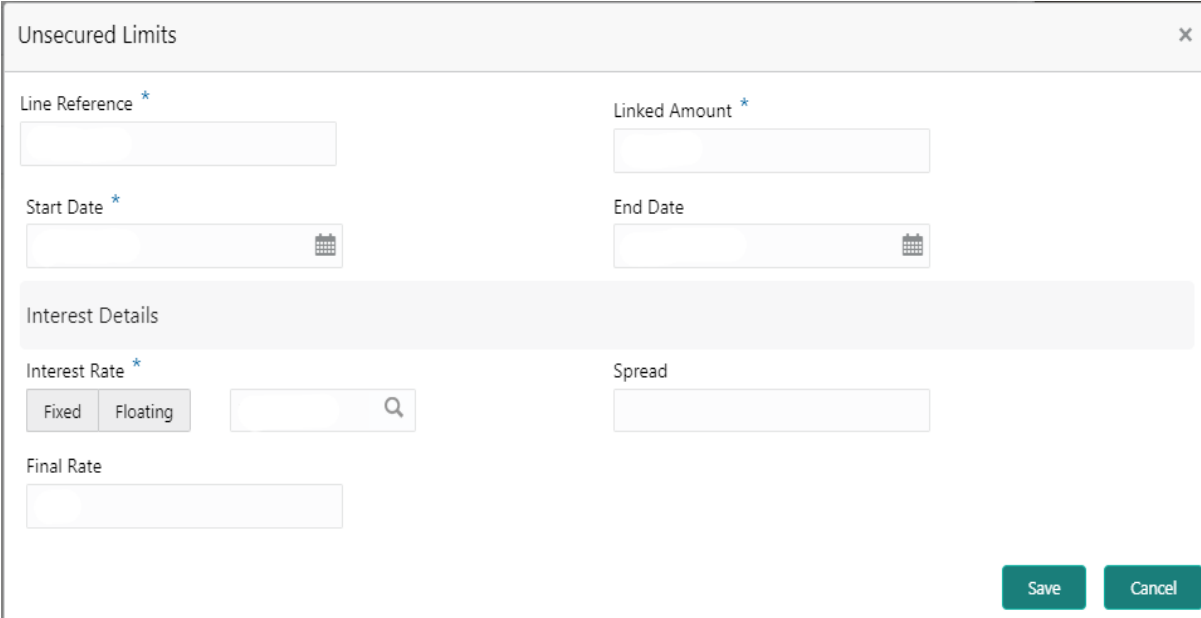
The screenshot shows the 'Unsecured Limits' window, which is non-editable. It contains the following fields:

- Line Reference \*** and **Linked Amount \***
- Start Date \*** and **End Date**
- Interest Details** section containing:
  - Interest Rate \*** with radio buttons for 'Fixed' and 'Floating', and a search icon.
  - Spread**
  - Final Rate**

A 'Cancel' button is located at the bottom right of the window.


5. Click the **Edit** option to modify the existing unsecured limits record.  
STEP RESULT: The editable **Unsecured Limits** window is displayed.

**Figure 4: Unsecured Limits - Edit**

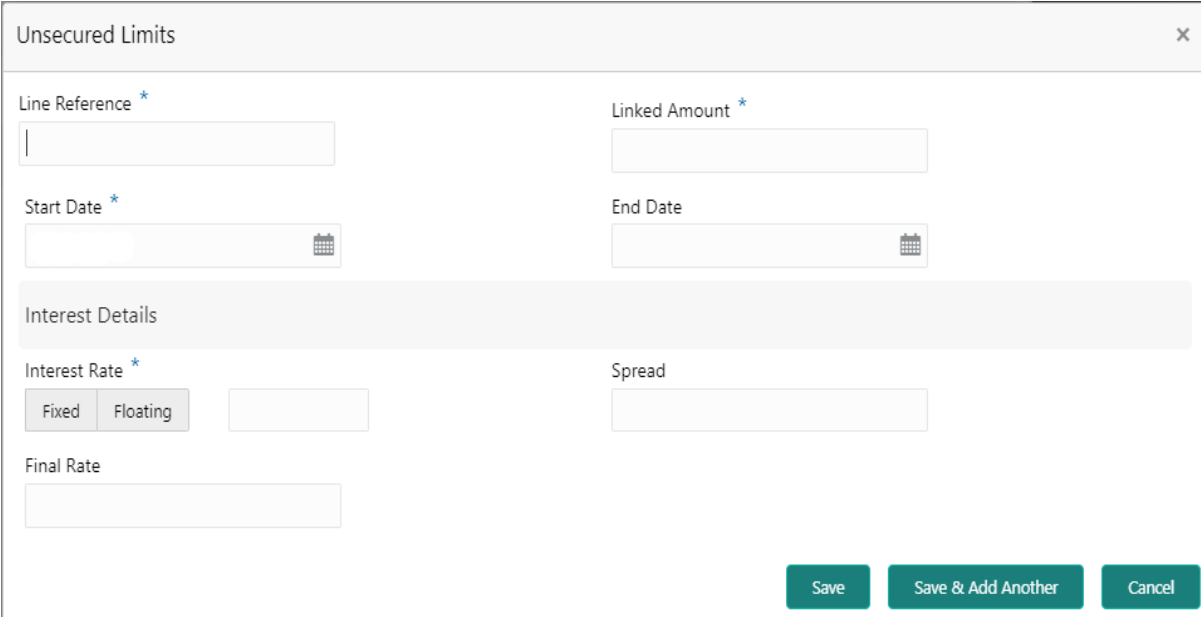


The 'Unsecured Limits - Edit' window is a modal dialog with a title bar and a close button. It contains the following fields and controls:

- Line Reference \***: A text input field.
- Linked Amount \***: A text input field.
- Start Date \***: A date picker field.
- End Date**: A date picker field.
- Interest Details**: A section header.
- Interest Rate \***: A dropdown menu with 'Fixed' and 'Floating' options, followed by a search icon.
- Spread**: A text input field.
- Final Rate**: A text input field.
- Buttons**: 'Save' and 'Cancel' buttons at the bottom right.

6. To add new unsecured limits, click the  button.  
STEP RESULT: **Unsecured Limits** window is displayed.

**Figure 5: Unsecured Limits**



The 'Unsecured Limits' window is a modal dialog with a title bar and a close button. It contains the following fields and controls:

- Line Reference \***: A text input field.
- Linked Amount \***: A text input field.
- Start Date \***: A date picker field.
- End Date**: A date picker field.
- Interest Details**: A section header.
- Interest Rate \***: A dropdown menu with 'Fixed' and 'Floating' options, followed by a search icon.
- Spread**: A text input field.
- Final Rate**: A text input field.
- Buttons**: 'Save', 'Save & Add Another', and 'Cancel' buttons at the bottom right.

7. On **Unsecured Limits** window, specify the fields.

For more information on fields, refer to the field description table.

#### Unsecured Limits - Field Description

Field	Description
<b>Line Reference</b>	Enter any reference number to identify the clean unsecured limit being granted to the account holder.
<b>Linked Amount</b>	Enter the amount of unsecured limit being granted to the customer.
<b>Start Date</b>	The system defaults the <b>Start date</b> as the current branch date. You can modify the <b>Start Date</b> to any future date using the adjoining calendar button. <b>NOTE:</b> The <b>Start Date</b> cannot be backdated.
<b>End Date</b>	Click on the adjoining calendar icon and specify the <b>End Date</b> of the unsecured limit.
<b>Interest Rate</b>	Select the <b>Interest Rate Type</b> from the following options: <ul style="list-style-type: none"> <li>• <b>Fixed</b></li> <li>• <b>Floating</b></li> </ul> <p>The system defaults the interest rate type as <b>Fixed</b>. If the <b>Floating</b> option is selected, a field next to the <b>Floating</b> button allows user to select a Floating Rate Id by using a LOV option. If the <b>Fixed</b> option is selected, a field next to the <b>Fixed</b> button allows user to input an Interest Rate value. The system allows user to select one option at a time and if one option is selected, the other option is disable. <b>NOTE:</b> <b>Interest Rate Type</b> and actual <b>Interest Rate</b> can default from the account class level if defined. In such cases, the <b>Interest Rate Type</b> and <b>Interest Rate</b> should automatically default in these fields.</p>
<b>Spread</b>	This is an optional field and can be selected as a positive or a negative spread.
<b>Final Rate</b>	The system defaults the Final rate by adding the Interest rate. <b>NOTE:</b> The additional of interest rate can be +/- spread.

STEP RESULT: On clicking **Save** button, newly added unsecured limit is displayed in the **Limits Summary**.

## 40. Advance against Uncollected Funds

This topic provides systematic instructions to capture details of limits granted to the account holder towards advance against uncollected funds and to update, modify or delete the existing limits. Uncollected funds are the funds whose value date for the fund availability is in the future. Typically in a Retail banking scenario, cheques deposited into the account for collection represent an uncollected funds since the clearing process generally takes time.

**NOTE:** The fields which are marked in asterisk blue are mandatory

1. On the **Homepage**, from **Account Services**, under **Limits**, click **Advance against Uncollected Funds**, or specify the **Advance against Uncollected Funds** in the search icon bar.

STEP RESULT: **Advance against Uncollected Funds** screen is displayed.

**Figure 1: Advance against Uncollected Funds**

2. On Advance against Uncollected Funds screen, specify the fields.  
For more information on fields, refer to the field description table.

### Advance against Uncollected Funds- Field Description

Field	Description
<b>Account Number</b>	Enter the <b>Account Number</b> or click the search icon to view the <b>Account Number</b> pop-up window. By default, this window lists all the Account Numbers present in the system. You can search for a specific Account Number by providing <b>Customer ID</b> , <b>Account Number</b> , or <b>Account Name</b> and clicking on the <b>Fetch</b> button.
<b>Account Name</b>	<b>Account Name</b> is displayed based on the account number selected.

If an existing **AUF Limit** is present for the account, the system displays the **AUF Limit** and if there are no records found, the message '**Given account does not have any AUF limit**' is displayed.

STEP RESULT: **Customer Information** is displayed for the entered Account Number.

**Figure 2: Customer Information - Advance against Uncollected Funds**

3. On **Advance against Uncollected Funds** screen, specify the fields.

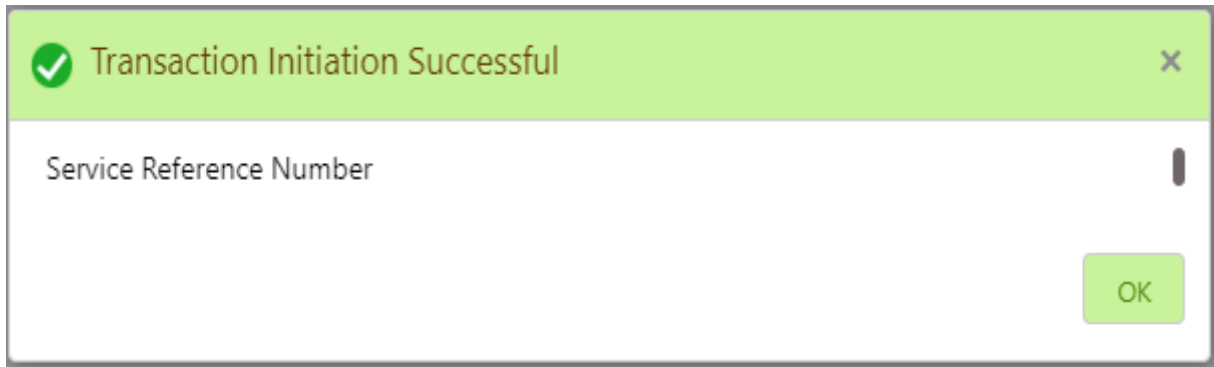
For more information on fields, refer to the field description table.

#### **Advance against Uncollected Funds - Field Description**

Field	Description
<b>AUF Limits</b>	Enter the <b>AUF Limit</b> amount. The withdrawable uncollected fund for an account will be either the AUF limit or the uncollected fund whichever is lesser. <b>AUF Limit</b> is always displayed in the account currency.
<b>Start Date</b>	The system defaults the <b>Start Date</b> as the current branch date. You can modify the start date to any future date using the adjoining calendar button. <b>NOTE: Start Date</b> cannot be backdated.
<b>End Date</b>	This is an optional field. Click the calendar icon and specify the expiry date. <b>NOTE: End Date</b> cannot be less than <b>Start Date</b> .

4. On **Advance against Uncollected Funds** screen, click **Submit** button.

STEP RESULT: **Transaction Initiation Successful** window is displayed.

**Figure 3: Transaction Initiation Successful**

5. On **Transaction Initiation Successful** window, click **OK** to close the transaction.

## 41. Ad hoc Account Statement

This topic describes the systematic instruction to generate account statement based on a given date range or selected period on the account holder's request.

1. On the **Homepage**, from **Account Services**, under **Statement**, click **Ad hoc Account Statement**, or specify the **Ad hoc Account Statement** in the search icon bar.

STEP RESULT: **Ad hoc Account Statement** screen is displayed.

**NOTE:** The fields which are marked in asterisk blue are mandatory fields.

**Figure 41.1: Ad hoc Account Statement**

2. Enter the **Account Number**.

STEP RESULT: **Ad hoc Account Statement** details are displayed.

**NOTE:** Account statement details get displayed if any statement is generated today.

Figure 41.2: Ad hoc Account Statement Details

Ad hoc Account Statement

Account Number

Period

Date Range

Date Range

Mar 1, 2018

Mar 30, 2018

Generate

Account Statement

Statement from

Document Reference:

Customer Information

No Customer Image to display

Customer Id, Name

KYC Status

No Signature data to display

Account Name

Andrew Wells

Account Status

Active

Account Balance

3. On **Ad hoc Account Statement** screen, specify the fields.  
For more information on fields, refer to the field description table.

Table 41.1: Ad hoc Account Statement - Field Description

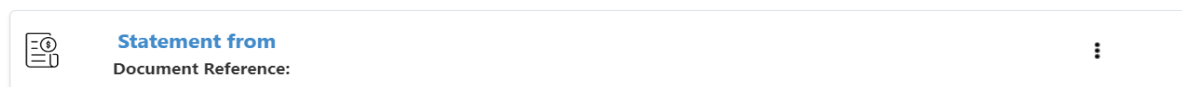
Field	Description
<b>Account Number</b>	<p>Enter the <b>Account number</b> or click the search icon to view the <b>Account Number</b> pop-up window. By default, this window lists all the Account Numbers present in the system. You can search for a specific Account Number by providing <b>Customer ID</b>, <b>Account Number</b>, or <b>Account Name</b> and click on the <b>Fetch</b> button.</p> <p>When users enter the account number, the customer information and the account statement details are displayed.</p> <p><b>NOTE:</b> The <b>Account Name</b> is displayed adjacent to this field as the account number is selected.</p>
<b>Period</b>	<p>Users can select the period for account statement generation from the drop-down list. The drop-down lists the below values:</p> <ul style="list-style-type: none"> <li>• Date Range</li> <li>• Last Month</li> <li>• Last 2 Months</li> <li>• Last 3 Months</li> <li>• Last 6 Months</li> </ul> <p>When you select the Date Range in the Period drop-down, you can specify the account statement generation date manually.</p> <p>When you select the Last Month or Last 2 Months or Last 3 Months or Last 6 months in the Period drop-down, the Date Range field defaults, and the user cannot modify the date.</p> <p>For Example:</p> <ul style="list-style-type: none"> <li>• If the user selects the Period drop-down as Last Month, the date will be default as last one month from the current date.</li> <li>• If the user selects the Period drop-down as Last 2 Months, the system defaults the account statement generation date as last 2 months from the current date, and the user cannot modify the date.</li> <li>• If the user selects the Period drop-down as Last 3 Months, the system defaults the account statement generation date as last 3 months from the current date, and the user cannot modify the date.</li> <li>• If the user selects the Period drop-down as Last 6Months, the system defaults the account statement generation date as last 6 months from the current date, and the user cannot modify the date.</li> </ul>
<b>Date Range</b>	<p>Click the calendar and specify the from date and to date.</p> <p><b>NOTE:</b> The Date Range Cannot be blank. To date cannot be less than from date.</p>


4. On the **Ad hoc Account Statement** screen, click **Generate** button to generate the account statement for selected period.

STEP RESULT: Account Statement is generated.

**Figure 41.3: Generated Account Statement**

Account Statement



5. On the **Generated Account Statement**, the following details are displayed:
  - a. Statement Period
  - b. Document Reference
6. Click  icon to view, or print the generated account statement.

## 42. Account Statement Frequency

This topic describes the systematic instruction about Account Statement Frequency Update. After specifying the account number, system displays existing account statement cycle details, and the user can modify the frequency.

1. On the **Homepage**, from **Account Services**, under **Statement**, click **Account Statement Frequency**, or specify the **Account Statement Frequency** in the Search icon bar.

STEP RESULT: **Account Statement Frequency** screen is displayed.

NOTE: The fields which are marked in asterisk blue are mandatory fields.

Figure 42.1: Account Statement Frequency

Account Statement Frequency

RemarksDocuments

Account Number \*

Last Statement Date

Frequency \*

No Customer Selected

Audit

Save & CloseSubmitCancel

2. On **Account Statement Frequency** screen, specify the fields.  
For more information on fields, refer to the field description table.

Account Statement Frequency

Field	Description
Account Number	Enter the account number or click the search icon to view the Account Number pop-up window. By default, this window lists all the Account Numbers present in the system. You can search for a specific Account Number by providing Customer ID, Account Number, or Account Name and click the <b>Fetch</b> button. When users enter the account number, the customer information is displayed.
Account Name	Account Name is displayed based on the account number selected.
Last Statement Date	The last statement generation date will be displayed.

Field	Description
<b>Frequency</b>	<p>Users can modify the frequency for generating the account statements. To specify the frequency of the statements, click on the adjoining drop-down list. The following list is displayed:</p> <ul style="list-style-type: none"> <li>• Annual</li> <li>• Semiannual</li> <li>• Quarterly</li> <li>• Monthly</li> <li>• Fortnightly</li> <li>• Weekly</li> <li>• Daily</li> </ul> <p>For the <b>Annual, Semiannual, Quarterly</b> and <b>Daily</b> cycles, the account statement will be generated on the last day of that cycle.</p> <p>For a weekly and fortnightly statement, the user can specify the day of the week on which account statements must be generated. To specify weekly and fortnightly statements, click on the adjoining drop-down list. The following list of days will be displayed:</p> <ul style="list-style-type: none"> <li>• Sunday</li> <li>• Monday</li> <li>• Tuesday</li> <li>• Wednesday</li> <li>• Thursday</li> <li>• Friday</li> <li>• Saturday</li> </ul> <p>For monthly statements the user can specify the dates of the month, between 1 and 31(corresponding to the system date). For example:</p> <ul style="list-style-type: none"> <li>• If the user selected the statement date to 30, then account statements will be generated on the last working day for months with &lt; 30 days.</li> <li>• If the user sets the statement date to 31, then account statements will be generated on the last working day for months with &lt;31 days.</li> <li>• If 30th or 31st is a holiday on the next working day the account statement gets generated.</li> </ul>

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## 43. Account 360

The Account 360 screen helps the user provide an overview of Account Holder Details, Account Balance, Account Details, Suggested Actions, Overdraft Details, Alerts, Standing Instructions, Pending Requests, Recent transactions, and Interest Details.

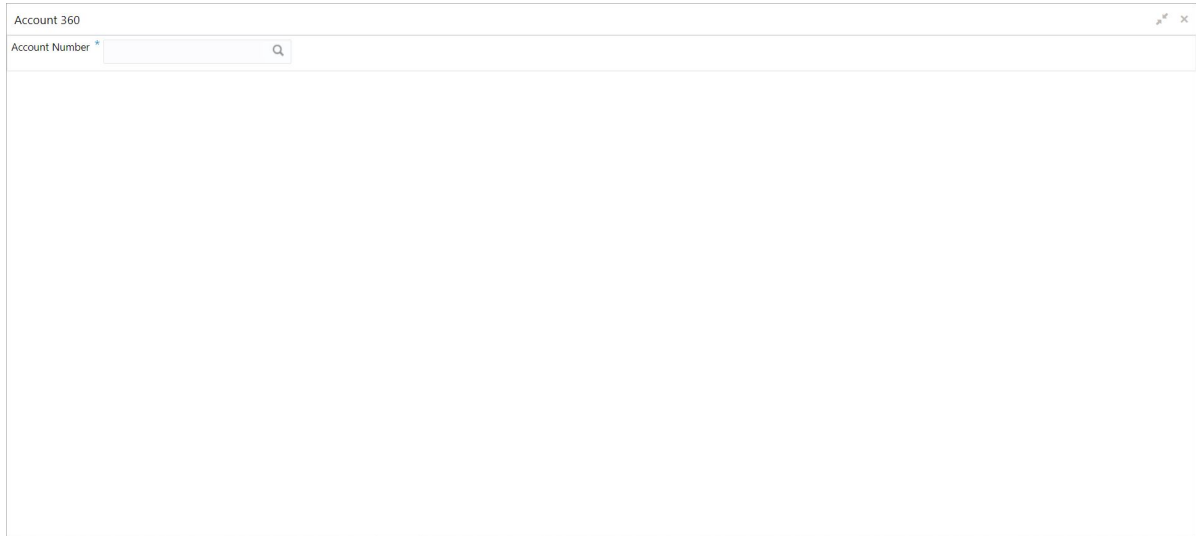
CONTEXT:

This topic has the following sub-topics:

- [43.1 Account Balance](#)
- [43.2 Account Information](#)
- [43.3 Account Holder Details](#)
- [43.4 Account Details](#)
- [43.5 Account Statement Details](#)
- [43.6 Suggested Actions](#)
- [43.7 Overdraft Details](#)
- [43.8 Alerts](#)
- [43.9 Standing Instructions](#)
- [43.10 Pending Requests](#)
- [43.11 Frequent Actions](#)
- [43.12 Recent Transactions](#)
- [43.13 Interest Details](#)

1. On the **Homepage**, from **Account Services**, under **Inquiry**, click **Account 360**, or specify **Account 360** in the search icon bar.

STEP RESULT: **Account 360** screen is displayed.

**Figure 43.1: Account 360**The screenshot shows a web application window titled "Account 360". Below the title bar, there is a search bar labeled "Account Number" with a magnifying glass icon. The rest of the window is empty, indicating that no results have been displayed yet.

2. On the **Account 360** screen, specify the account number.  
STEP RESULT: Account 360 details for account is displayed.

**Figure 43.2: Account 360 Details for Active Account**

Account 360 ✖

Account Number  🔍

---

**Current Accounts -** ACTIVE

Current Account

Since Nomination

Performance Status Type

Since

Account Holders

Mode of Operation

Account Details

Account Address

Account Preferences

Cheque Book

Overdraft Update Address

Account Statement Details

Statement Frequency

Last Statement Date Request Statement

Withdrawable Balance	Available Balance	Uncollected Funds	Unutilized Limits	Minimum Required Balance
----------------------	-------------------	-------------------	-------------------	--------------------------

Suggested Actions

**Request Cheque Book**

Unused leaves are Request

Overdraft Details

No Overdraft Details

[Manage Overdraft](#) ▼

Alerts

No Alerts

Standing Instructions

No Standing Instructions

[Set Instruction](#) ▼

Pending Requests

No Pending Requests

[Add a Request](#)

Frequent Actions

Stop Cheque Payment

Card Status Change

Cheque Status Inquiry

Account Balance Inquiry

Debit Card Request

Recent Transactions

**Account Transfer**

Credited GBP

Reference :

Interest Details

No Accrued Interest

Track Receivables



Receivables Due

Receivables Available

- On the **Account 360** screen, specify the fields.  
For more information on fields, refer to the field description table.

**Table 43.1: Account 360 - Field Description**

Field	Description
<b>Account Number</b>	<p>Enter the <b>Account Number</b> or click the search icon to view the <b>Account Number</b> pop-up window. By default, this window lists all the Account Numbers present in the system. You can search for a specific Account Number by providing <b>Customer Id</b>, <b>Account Number</b>, or <b>Account Name</b> and click the <b>Fetch</b> button.</p> <p><b>NOTE: Account Name</b> is displayed based on the account number selected.</p>

- On the **Account 360** screen, click on  icon to refresh the information on the screen.
- On the **Account 360** screen, click on  icon to browse the account services menu.

## 43.1 Account Balance

This topic helps the user to know the account balance details while performing account servicing transactions.

On the **Account 360** screen, the system displays the following details for the account balance.

- Withdrawable Balance
- Available Balance
- Uncollected Fund
- Unutilized Limits
- Minimum Required Balance

**Figure 43.3: Account Balance**

Withdrawable Balance	Available Balance	Uncollected Fund	Unutilized Limits	Minimum Required Balance
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## 43.2 Account Information

This topic helps the user to know the account information details while performing account servicing transactions.

On the **Account 360** screen, the system displays the following account information details.

- Account Product Description
- Account Branch Description
- Account Status
- IBAN
- Account class Type (Savings/Current)
- Account Currency
- Account Opening Date
- Nomination Status
- Performance Status
- Account Type

Figure 43.4: Account Information

**Regular Savings Account**

Branch

Savings Account

IBAN

Since Apr 20, 2022

Performance Status Normal

Since Apr 20, 2022

Nomination Provided

Type Single

**ACTIVE**

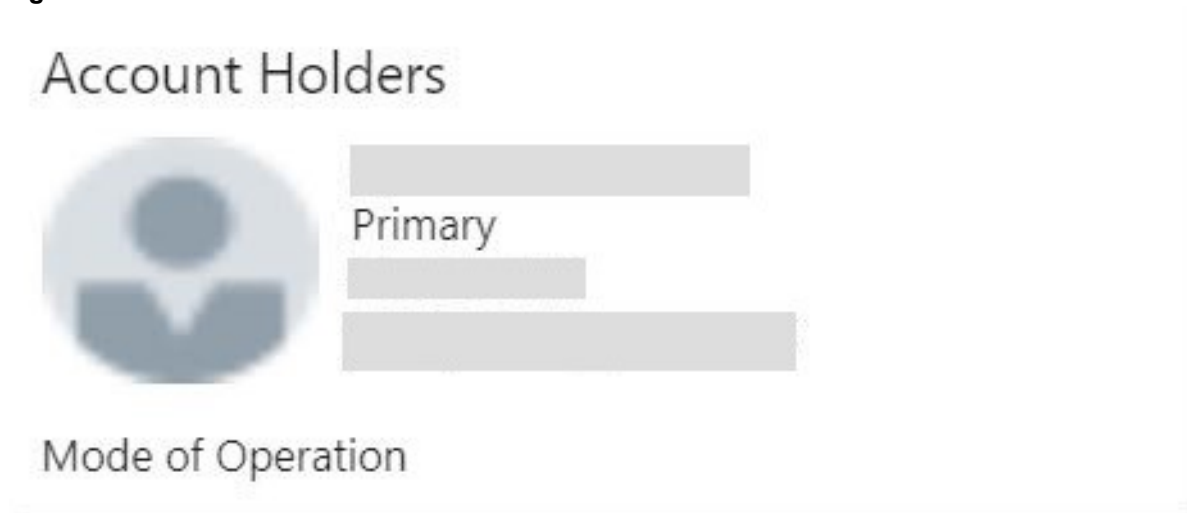
**NOTE:** Account status is displayed as Active/Frozen/Dormant/Closed based on account status. If the account is frozen and Dormant, the status is displayed as Frozen. If the account is Dormant and Closed, the status is displayed as Closed.

### 43.3 Account Holder Details

This topic helps the user to know the Account Holder details while performing account servicing transactions.

On the **Account 360** screen, the system displays the following account holder details.

- Account holders photo
- Name
- Customer ID
- Account holder relation (Primary/Joint and first/Joint and other etc)
- Mobile Number with ISD code
- Email Id
- Mode of Operation

**Figure 43.5: Account Holder**

## 43.4 Account Details

This topic helps the user to know the Account Address details and facilities enabled to the account.

On the **Account 360** screen, the Account Details widget provides the Account Address.

The Account Details widget displays the below facilities enabled for the account.

- ATM
- Cheque Book
- Passbook
- Overdraft
- Online Sweep

**Figure 43.6: Account Details**

Account Details

Account Address

Account Preferences

ATM ✓

Cheque Book ✓

Overdraft ✓

[Update Address](#)

To update the account address, click **Update Address** hyperlink and the system displays the **Account Address Update** screen.

**NOTE:** For more information, refer [Account Address Update](#)

On the **Account Address Update** screen, user can modify the below details:

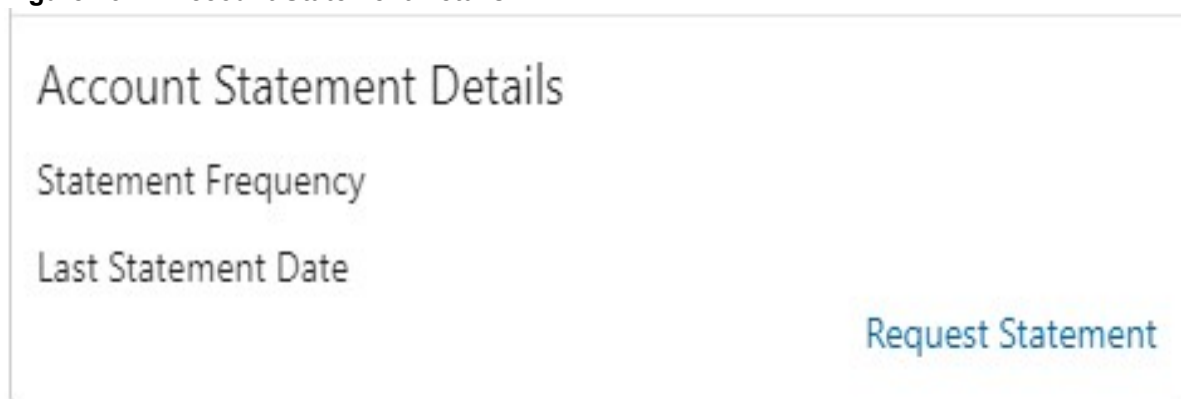
- Building
- Street
- City
- State
- Country
- Zip Code

## 43.5 Account Statement Details

This topic helps the user to know the statement frequency and the last statement details for the account.

The below account statement details are displayed:

- Account Statement Frequency and Cycle
- Last Statement Date

**Figure 43.7: Account Statement Details**A screenshot of a web form titled "Account Statement Details". The form has a light gray border and contains the following elements: the title "Account Statement Details" at the top, followed by two input fields labeled "Statement Frequency" and "Last Statement Date", and a blue "Request Statement" button in the bottom right corner.

Account Statement Details

Statement Frequency

Last Statement Date

[Request Statement](#)

To generate the ad hoc account statement, click **Request Statement** hyperlink.

**NOTE:** For more information, refer [Ad hoc Account Statement](#)

On the **Ad hoc Account Statement** screen, user can generate the account statement using the below details:

- Period
- Date Range

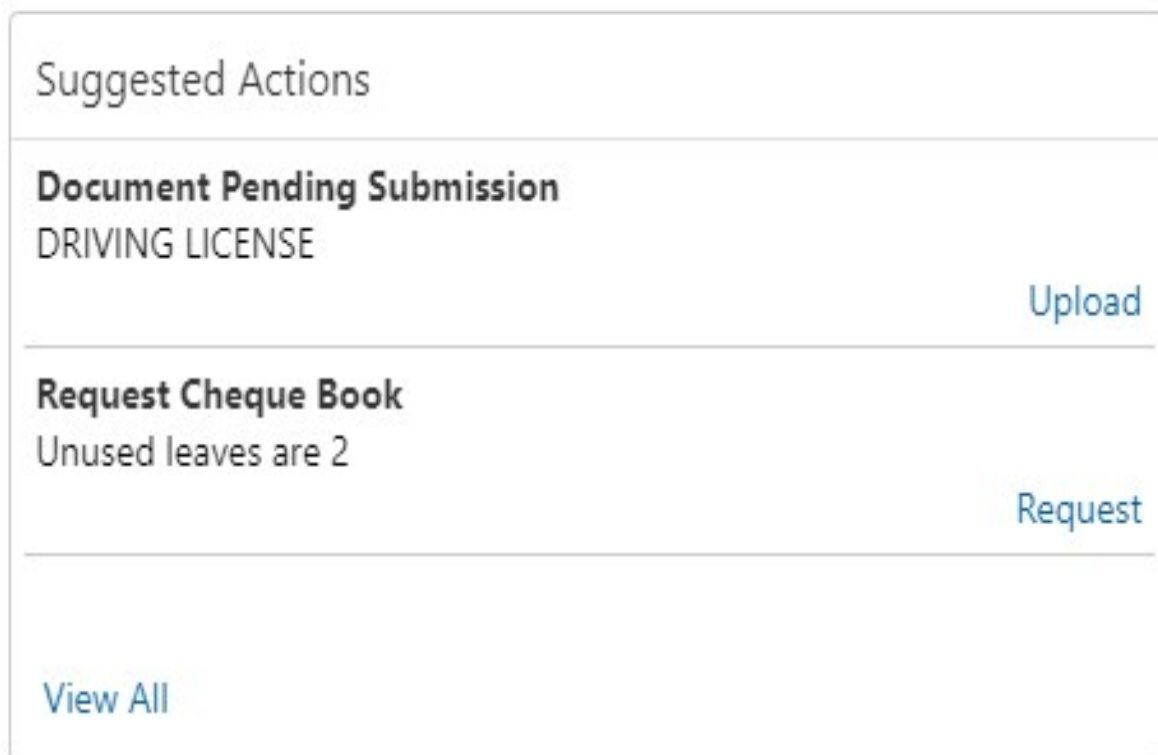
## 43.6 Suggested Actions

This topic describes the systematic instruction about the Suggested Actions in Account 360 screen. The Suggested Actions widget in the Account 360 screen displays the account's upcoming events and pending actions. This helps the user to inform the account holder and take the required actions.

CONTEXT:

On the **Account 360** screen, the system displays the suggested actions for the account.

**Figure 43.8: Suggested Actions**

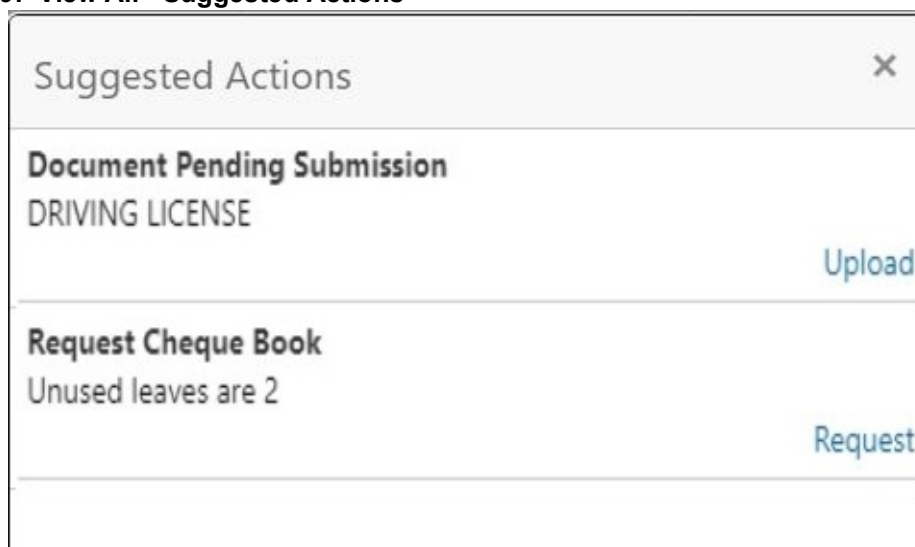


The suggested actions widget displays two suggested actions at a time. If more than 2 suggested actions are present for the account, the **View All** button is enabled to the user.

6. To view all the suggested actions, click on **View All** button.

STEP RESULT: **Suggested Actions** pop-up window is displayed.

Figure 43.9: View All - Suggested Actions



7. Click **X** icon on the **Suggested Actions** pop-up window.

STEP RESULT: **Suggested Actions** pop-up window is closed.

On the **Suggested Actions** widget, the below cases are displayed. If no suggested actions are displayed, the system displays the message as **No Suggested Actions**.

For more information on cases, refer to the suggested actions description table.

Table 43.2: Suggested Actions - Events Description

Events	Description
<b>Deliver Cheque Book</b>	<p>Displayed, if any cheque book delivery is pending for the account at branch. To deliver the cheque book, click on <b>Deliver</b> button, and the <b>Cheque Book Status</b> screen is launched.</p> <p>The system displays the message with cheque book request date and status.</p> <p>For example, Requested on March 30, 2019, pending delivery.</p>
<b>Renew Debit Card</b>	<p>Displayed, if any debit card is expiring for the account in specified number of days defined at Account 360 parameter. By default the number of days is 30 and can modify the value. To renew the debit card, click on <b>Renew</b> button, and the <b>Debit Card Request</b> screen is launched.</p> <p>The system displays the message with card number and expiry date.</p> <p>For example, Card 098976569876XXX expiring on Jan 15, 2022.</p>

Events	Description
<b>Request Cheque Book</b>	<p>Displayed, if the number of pending cheque leaves are less than or equal to the specified limit at Account 360 parameter. By default the limit is 5 and can modify the value. To request new cheque book, click on <b>Request</b> button, and the <b>Cheque Book Request</b> screen is launched.</p> <p>For example, Unused leaves are 5.</p> <p><b>NOTE:</b> The pending cheque leaves consider unused, stopped, and rejected cheques. It excludes canceled and used cheques.</p>
<b>Document Expiring</b>	<p>Displayed, if any document attached to the account is getting expired in a specified number of days defined at the Account 360 parameter. By default, the number of days is <b>30</b> and can modify the value. To upload the new document, click on the <b>Upload</b> button, and the <b>Account Documents Update</b> screen is launched.</p> <p>The system displays the message with the document name and expiry date.</p> <p>For example, DRIVING LICENSE expiring on Feb 25, 2022.</p>
<b>Document Pending Submission</b>	<p>Displayed, if any document is pending for submission. To upload the new document, click on the <b>Upload</b> button, and the <b>Account Documents Update</b> screen is launched.</p> <p>For example, AADHAR or PAN or Driving License.</p>
<b>Activate Dormant Account</b>	<p>Displayed, if the account status is dormant. To activate the dormant account, click on the <b>Activate</b> button, and the <b>Activate Dormant Account</b> screen is launched.</p> <p>The system displays the message with a dormant date.</p> <p>For example: Dormant since Jan 10, 2022.</p>

## 43.7 Overdraft Details

This topic describes the systematic instruction about the **Overdraft Details** in the **Account 360** screen. The **Overdraft Details** help the user know the limits and can modify the existing limit details.


1. On the **Account 360** screen, the system displays the overdraft details linked to the account.  
STEP RESULT: **Overdraft Details** are displayed.

Figure 43.10: Overdraft Details

Overdraft Details

**Total Sanctioned**

**Temporary Overdraft Limit**

Sanctioned 

Expiry Date

Manage Overdraft ▼ View All

The **Total Sanctioned** amount is displayed in the **Overdraft Details** widget. To calculate the total sanctioned amount, the system must consider all the active overdrafts mapped to the account except any expired overdraft available for the account.


- The **Overdraft Details** widget displays one limit at a time. If more than one limit is present for the account, the **View All** button is enabled to the user.

Expiring overdraft details are highlighted based on the number of days defined for overdraft expiring in the account 360 parameters. The badge **Expiring** should be provided to highlight the expiring overdraft details. The default parameter value is **30 Days**. Expired overdraft details are highlighted based on the number of days defined for displaying expired overdraft in the account 360 parameters. The badge **Expired** should be provided to highlight the expired overdraft details. The default parameter value is **30 Days**.

**NOTE:** If no overdraft is linked to the account, '**No Overdraft Details**' message is displayed.

- To view all limits, click on **View All** button.

STEP RESULT: **Overdraft Limits** pop-up window is displayed.

- On the **Overdraft Details** widget, click the  icon, to view or modify the limit details.

STEP RESULT: Related limit screen is displayed and user can modify the details.

- To link new limits for an account, click **Manage Overdraft** drop-down.

STEP RESULT: The drop-down lists the below values:

- **Temporary Overdraft Limit**
- **Advance Against Uncollected Funds**
- **Secured Overdraft Limits**
- **Unsecured Overdraft Limits**

**Figure 44:Manage Overdraft**

Overdraft Details

**Total Sanctioned**

**Temporary Overdraft Limit**

Sanctioned

Expiry Date

Manage Overdraft ▾ View All

- Temporary Overdraft Limit
- Advance against Uncollected Funds
- Secured Overdraft Limits
- Unsecured Overdraft Limits

On clicking the required overdraft option, the system launches the related screen that defaults the **Account Number** and **Overdraft Details** if available, and the user can create or modify the overdraft details. On the **Overdraft Details** widget, the following limit details are displayed.

- **Limit Type**
- **Sanctioned Amount**
- **Expiry Date**
- **Collateral Type** and **Related Reference Number**
- **Renewal Amount** and **Renewal Date** for a Temporary overdraft, if any.
- The system displays the badge **Expiring** or **Expired** based on the number of days specified at the Account 360 parameter.

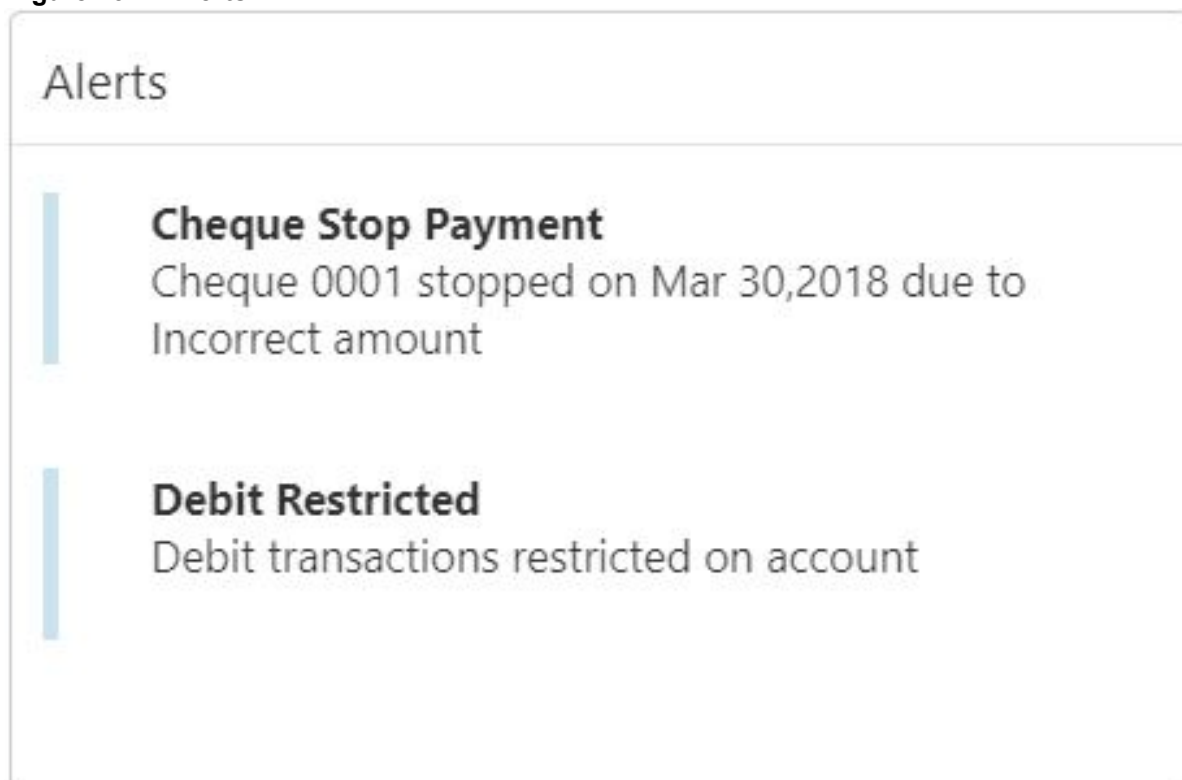
## 43.8 Alerts

This topic describes the systematic instruction about the Alerts in Account 360 screen. The Alerts widget helps the user view alerts on the account.

1. On the **Account 360** screen, the system displays the alerts of any exceptions, memo, and warnings on the account.


STEP RESULT: Account Alert details are displayed.

Figure 43.1: Alerts



2. The alerts widget displays two alerts at a time. If more than 2 alerts are present for the account, the **View All** button is enabled to the user
3. To view all alerts, click on **View All** button.  
STEP RESULT: **Alerts** pop-up window is displayed.

Figure 43.2: Alerts Pop-up Window

4. Click  icon on the **Alerts** pop-up window.  
STEP RESULT: **Alerts** pop-up window is closed.
5. On the **Alerts** widget, the below details are displayed.  
For more information on cases, refer to the alerts description table.

**NOTE:** If no alerts are displayed, the system displays the message as **No Alerts**.

Table 43.3: Alerts - Case Description

Alerts	Description
<b>Cheque Stop Payment</b>	Displayed if any active stop payment is available on the account. The alert message displays the cheque number, Stop payment date, and stop payment reason. For example, Cheque 0002 stopped on Jan 10, 2022 due to an incorrect amount.

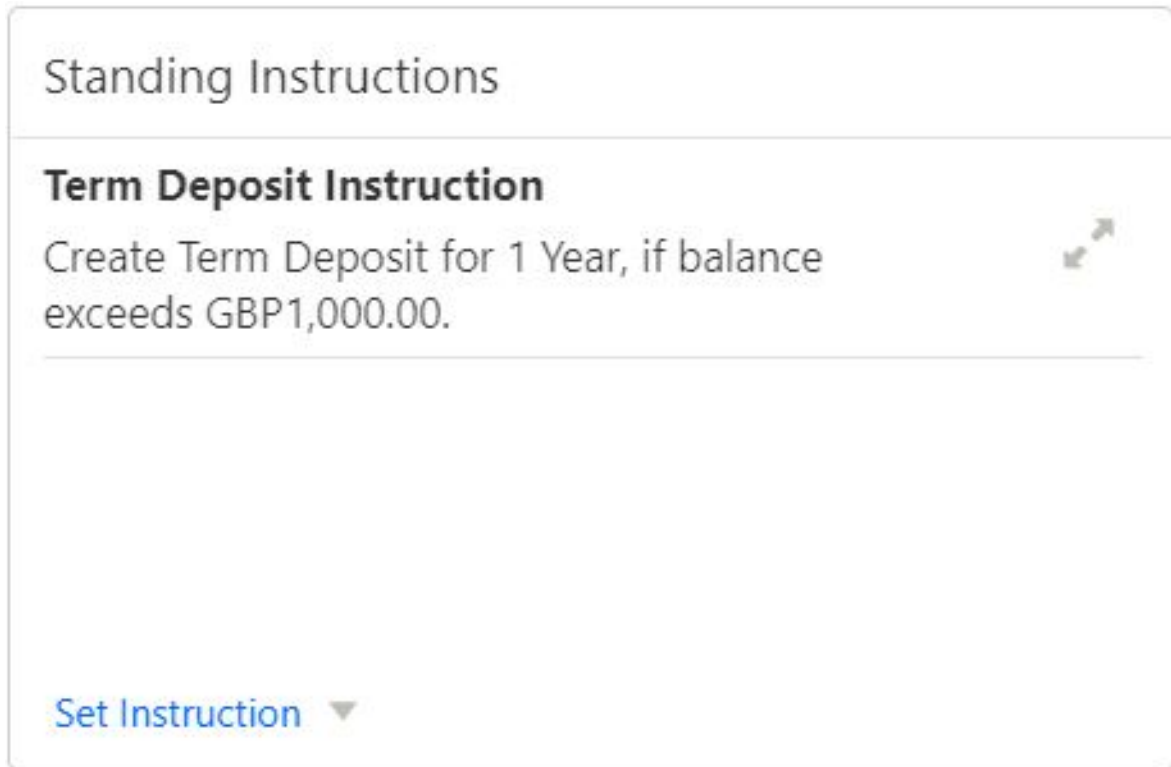
Alerts	Description
<b>Debit Card Blocked</b>	Displayed if any debit card is blocked. The alert message displays the card number and block reason. For example, Card XXXXXXXXXXXXX1230 is blocked due to a lost card.
<b>Cheque Rejected</b>	Displayed if any cheque clearing is rejected on the account. The alert message displays the Cheque Number, Rejected date, and Reject reason. For example, Cheque CHQ00000003023063 Rejected on Jan 15, 2022, due to Insufficient Balance.
<b>Amount Block</b>	Displayed if any active amount is blocked on the account. The alert message displays the Blocked amount, Date, and Block reason details. For example, GBP 10,000.00 blocked on Dec 10, 2021, due to legal notice.
<b>Memo</b>	Displayed if any active memo is maintained for the account. The memo message is displayed in the alert.
<b>Debit Restricted</b>	Displayed if any debit restriction is there for the account.
<b>Credit Restricted</b>	Displayed if any credit restriction is there on the account.
<b>Debit Override</b>	Displayed if any debit override is there on the account.
<b>Credit Override</b>	Displayed if any credit override is there on the account.


## 43.9 Standing Instructions

This topic describes the systematic instruction about the Standing Instructions in Account 360 screen. The Standing Instructions widget helps the user to view or modify the existing standing instruction details.

1. On the **Account 360** screen, the system displays the Standing Instructions linked to the account.  
STEP RESULT: Standing Instructions details for the account are displayed.

Figure 43.3: Standing Instructions



2. On the **Standing Instructions** widget, click  icon, to view or modify the instruction details.
3. The standing instructions widget displays two standing instructions at a time. If more than 2 standing instructions are present for the account, the **View All** button is enabled to the user.  
If no standing instructions are displayed, the system displays the message as **No Standing Instructions**.
4. To view all standing instructions, click on **View All** button.  
**STEP RESULT:** **View All - Standing Instructions** pop-up window is displayed.
5. On the **Standing Instructions** widget, click on **Set Instructions** drop-down to capture new instructions.
  - a. Scheduled Transfer
  - b. Sweep Out from Account
  - c. Term Deposit
  - d. Online Sweep
  - e. Sweep In to Account
6. On the **Standing Instructions** widget the following instruction types are displayed.

**Table 43.4: Standing Instructions - Types**

Instruction Type	Description
<b>Scheduled Transfer</b>	<p>Displayed, if any active scheduled transfer is available for the account. The message displays the following details:</p> <ul style="list-style-type: none"> <li>• Instruction Type</li> <li>• Instruction Amount</li> <li>• Currency</li> <li>• Beneficiary Account Name</li> <li>• Frequency Details</li> <li>• Next Liquidation Date</li> </ul>
<b>Sweep In</b>	<p>Displayed, if any active sweep in instruction is available for the account. The message displays the following details:</p> <ul style="list-style-type: none"> <li>• Instruction Type</li> <li>• Threshold Amount</li> <li>• Currency</li> <li>• Provider Account Name</li> </ul>
<b>Sweep Out</b>	<p>Displayed, if any active sweep out instruction is available for the account. The message displays the following details:</p> <ul style="list-style-type: none"> <li>• Instruction Type</li> <li>• Threshold Amount</li> <li>• Currency</li> <li>• Beneficiary Account Name</li> </ul>
<b>Term Deposit</b>	<p>Displayed, if any active term deposit instruction is available for the account. The message displays the following details:</p> <ul style="list-style-type: none"> <li>• Instruction Type</li> <li>• Threshold Amount</li> <li>• Currency</li> <li>• Deposit Account Tenor Details</li> </ul>
<b>Online Sweep</b>	<p>Displayed, if any active online sweep instruction is available for the account. The message displays the following details:</p> <ul style="list-style-type: none"> <li>• Instruction Type</li> <li>• Sweep Eligible Balance</li> <li>• Currency</li> </ul>



## 43.10 Pending Requests

This topic describes the systematic instruction about the Pending Requests in the Account 360 screen. Specific requests raised by the customer with the bank sometimes take time to process or investigate. Such requests are captured as Service Requests. Service Requests help the users track customer requests, maintain a target completion date, priority for a request, change severity for an ageing request, and update brief details of information exchanged with the customer. The Pending Requests widget helps the user Add, Modify, Edit, or View the service requests raised by the Customer.

1. On the **Account 360** screen, the system displays the Pending Requests for the account.

STEP RESULT: Pending Request details for the account are displayed.

**Figure 43.4: Pending Requests**

5 Pending Requests		
<b>Line Increase</b> Due on Apr 12, 2018	Pending	
<b>Transaction Dispute</b> Due on Apr 5, 2018	Open	
<a href="#">Add a Request</a> <a href="#">View All</a>		

2. On the **Pending Request** widget, the system displays the total number of requests available for the account. If no pending requests are displayed, the system displays the message as **No record to display**.
3. On the **Pending Request** widget, the system displays the following fields.  
For more information on fields, refer to the field description table.

**Table 43.5: Pending Request - Field Description**

Field	Description
<b>Service Request Type</b>	Displays the Service Request type. For example, Statement Copy, Transaction Dispute etc.
<b>Due Date</b>	Displays the target completion date.
<b>Status</b>	Displays the service request status. The status types are: <ul style="list-style-type: none"><li>• Escalated</li><li>• Pending</li><li>• Open</li></ul>

4. To add a new request, click on **Add a Request** button.

STEP RESULT: **New Service Request** pop-up window is displayed.

**Figure 43.5: New Service Request**

**New Service Request**

Service Request Type \*  
Select

Service Request Date \*  
Apr 2, 2018


Target Completion Date

Priority  
Low

Status  
Open

Service Request Description  
Please enter description

Cancel Save

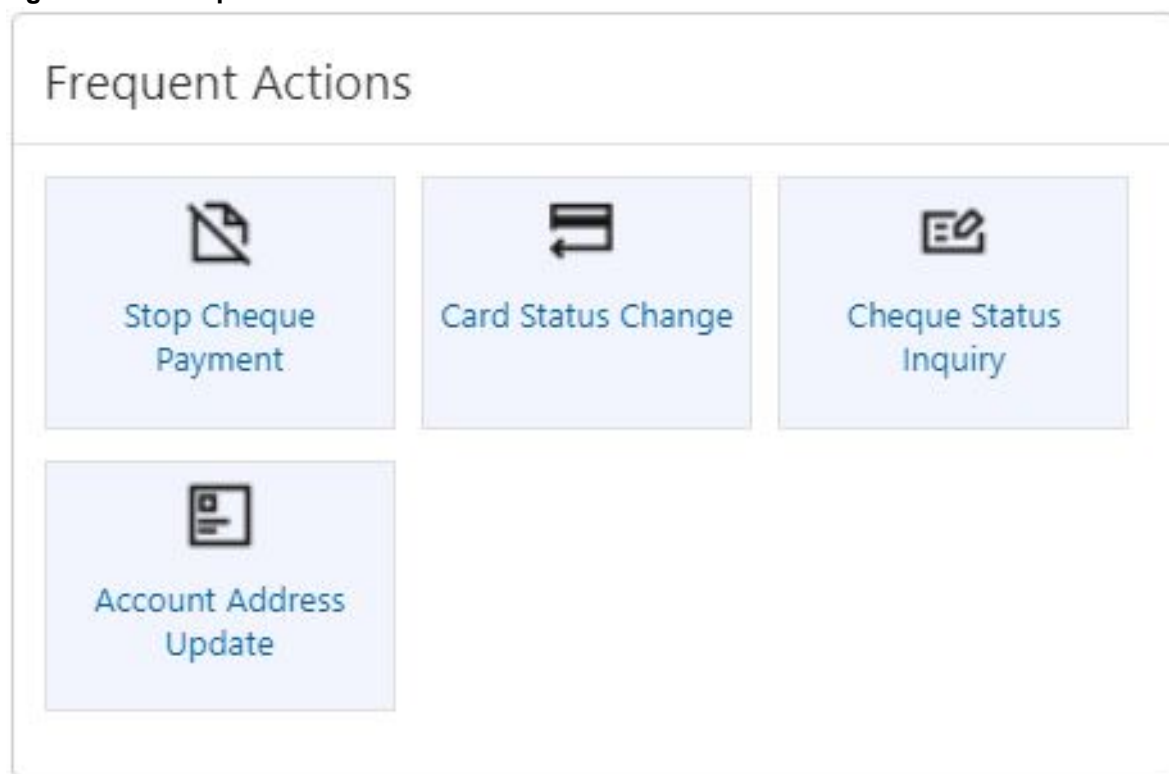
5. On the **New Service Request** pop-up window, specify the fields.  
For more information on fields, refer to [Table 2.5: Service Request-New Service Request](#)
6. Click the **Save** button.  
STEP RESULT: **Request saved successfully** message is displayed.
7. Click **OK**.  
STEP RESULT: A new record is displayed in the Pending Request widget.
8. On the **Pending Requests** widget, click  icon to view or modify the service requests.  
STEP RESULT: Service Request Details screen is displayed.
9. The Pending Requests widget displays two service request details at a time. If more than two service request details are present for the account, the **View All** button is enabled to the user.
10. To view all Pending Requests, click on **View All** button.  
STEP RESULT: **View All - Pending Requests** pop-up window is displayed.

## 43.11 Frequent Actions

This topic describes the about the Frequent Actions in the Account 360 screen. The Frequent Actions helps the user to perform account servicing related transactions from the account 360 view screen without navigating to the main menu.

The Frequent Actions widget displays the frequently used account servicing transactions.

**Figure 43.6: Frequent Actions**



**NOTE:** A maximum of 6 transactions are allowed for frequent actions.

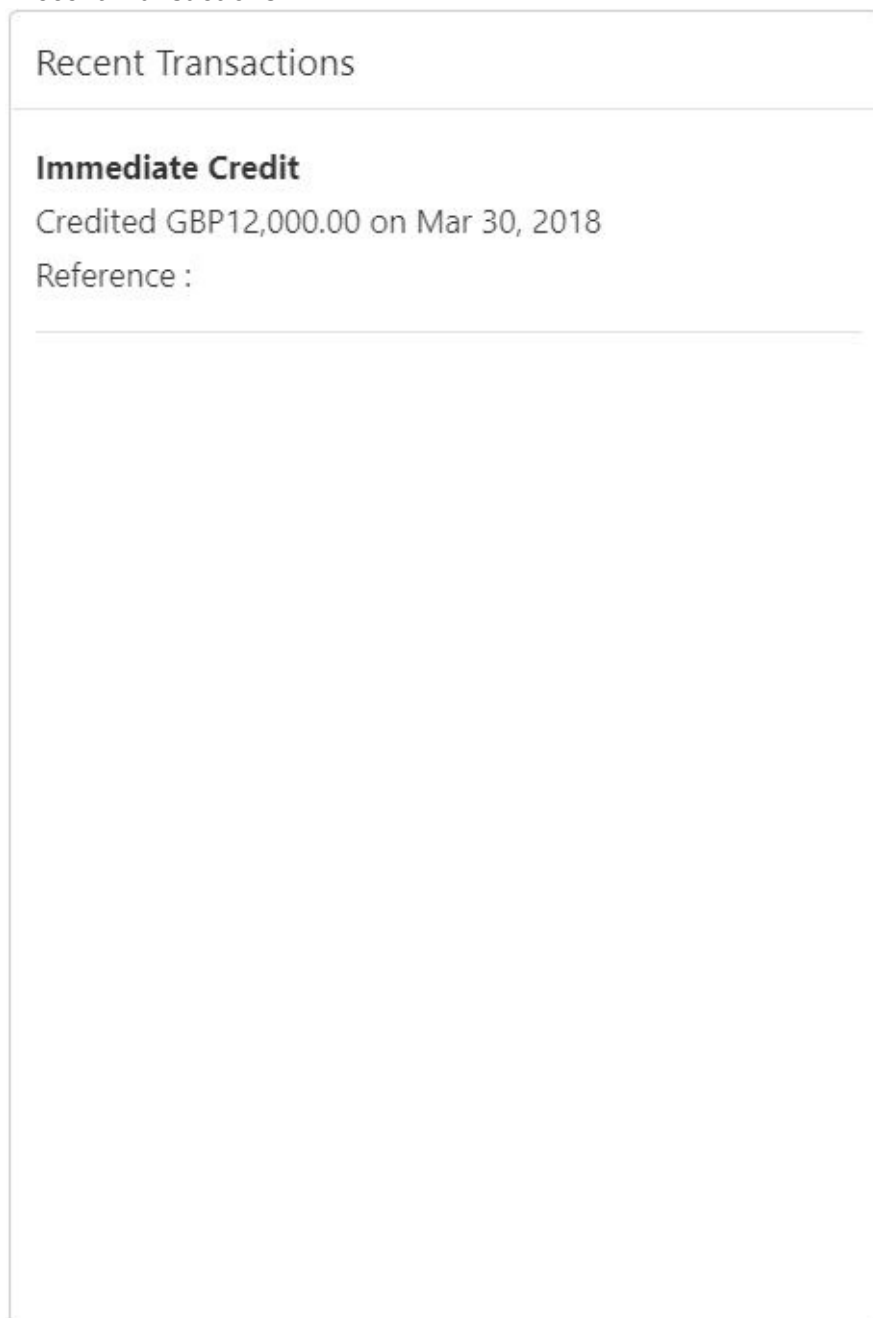
Users can configure the frequently used account servicing transactions screens.

When users click on the configured account servicing transactions, the system launches the related transaction screen by defaulting the account number.

## 43.12 Recent Transactions

This topic describes the systematic instruction to view the Recent Transactions in the Account 360 screen.

1. On the **Account 360** screen, the system displays the Recent Transactions performed for the account.  
STEP RESULT: Recent Transactions details for the account are displayed.

**Figure 43.7: Recent Transactions**

2. The Recent Transactions widget displays latest 5 transaction details at a time. If more than 5 transaction details are present for the account, the **View more** button is enabled to the user.
3. To view more Recent Transactions, click on **View more** button.

STEP RESULT: **Account Transaction** screen is displayed.

**NOTE:** In this view, 15 records are shown at a time and can be configured in Account 360 parameter.

## 43.13 Interest Details

This topic describes about Interest Details in the Account 360 screen.

The below Interest Details widget displays the following details.

- Accrued Credit Interest
- Accrued Debit Interest
- Receivable Due
- Receivable Available

**Figure 43.8: Interest Details**

Interest Details	
No Accrued Interest	
Track Receivables	
Receivables Due	0.00
Receivables Available	0.00

The system displays the **No Accrued Interest** message if accrued debit and credit interest are unavailable.

# 44. Account Balance Inquiry

This topic describes the systematic instructions about Account Balance Inquiry. The Account Balance Inquiry screen helps the users to inquire the account balance, accrued interest and charge due, turnover and receivable tracking details.

- 1. On the **Homepage**, from **Account Services**, under **Inquiry**, click **Account Balance Inquiry**, or specify **Account Balance Inquiry** in the Search icon bar.

STEP RESULT: **Account Balance Inquiry** screen is displayed.

**NOTE:** The fields which are marked in asterisk blue are mandatory fields.

Figure 44.1: Account Balance Inquiry

Account Balance Inquiry

Account Number \*

Total Available Balance	Current Balance	Uncollected Balance	Sweep Eligible
<a href="#">Show Calculation</a>	Available Balance	Withdrawable Uncollected	Unutilized Limits

Interest and Charge Details		Turnover Details		Receiv
		Credit	Debit	Amour
Accrued Credit Interest				Amour
Accrued Debit Interest				
Interest Due				
Charge Due				

- 2. On **Account Balance Inquiry** screen, specify the fields.  
For more information on fields, refer to the field description table.

**Table 44.1: Account Balance Inquiry - Field Description**

Field	Description
<b>Account Number</b>	Enter the <b>Account Number</b> or click the search icon to view the Account Number pop-up window. By default, this window lists all the Account Numbers present in the system. You can search for a specific Account Number by providing <b>Customer ID</b> , <b>Account Number</b> , or <b>Account Name</b> and clicking on the <b>Fetch</b> button. <b>NOTE: Account Name</b> is displayed by default based on the account number selected.

3. After the account number is input, the system displays the following details.
  - a. Account Currency
  - b. Account Balance
  - c. Interest and Charge Details
  - d. Turnover Details
  - e. Receivable Tracking
4. To view the total available balance calculation, click on **Show Calculation**.  
STEP RESULT: **Show Calculation** screen is displayed.

**Figure 44.2: Show Calculation**

Account Balance Inquiry ✖

Account Number \*  Q

---

All amounts in GBP

Total Available Balance	Current Balance	Uncollected Balance	Sweep Eligible	Minimum Required Balance
	Available Balance	Withdrawable Uncollected	Unutilized Limits	Amount Block

[Hide Calculation](#)

<p><b>Current Balance</b></p> <p>Uncollected Balance</p> <p>Amount Block</p> <p>Unauthorized Credit</p> <p>Receivable</p> <p><b>Available Balance</b></p> <p>Withdrawable Uncollected</p> <p>Sweep Eligible</p> <p>Auto Term Deposit</p> <p>Savings and Current Account</p> <p>Term Deposit Account</p> <p>Unutilized Limits</p> <p><b>Total Available Balance</b></p>	<p><b>Turnover Details</b></p> <table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th></th> <th style="text-align: center;">Credit</th> <th style="text-align: center;">Debit</th> </tr> </thead> <tbody> <tr> <td>Daily Turnover</td> <td></td> <td></td> </tr> <tr> <td>Month to Date Turnover</td> <td></td> <td></td> </tr> <tr> <td>Last Transaction Date</td> <td></td> <td></td> </tr> </tbody> </table>		Credit	Debit	Daily Turnover			Month to Date Turnover			Last Transaction Date			<p><b>Receivable Tracking</b></p> <p>Amount Due</p> <p>Amount Available</p>
	Credit	Debit												
Daily Turnover														
Month to Date Turnover														
Last Transaction Date														

5. On the **Account Balance**, the system displays the following details:
  - a. Total Available Balance
  - b. Current Balance
  - c. Available Balance
  - d. Uncollected Balance
  - e. Withdrawable Uncollected
  - f. Sweep Eligible
  - g. Unutilized Limits
  - h. Minimum Required Balance
  - i. Amount Block
6. On the **Interest and Charge Details**, the system displays the following details:
  - a. Accrued Debit Interest
  - b. Accrued Credit Interest
  - c. Interest Due
  - d. Charge Due
7. On the **Turnover Details**, the system displays the following details.

**Table 44.2: Turnover Details - Field Description**

Field	Description
<b>Daily Turnover</b>	Displays the sum of Daily Credit and Debit Turnover.
<b>Month to Date Turnover</b>	Displays the sum of current month to business date debit and credit turnover.
<b>Last transaction Date</b>	Displays the last debit and credit transactions date.

8. On the **Receivable Tracking**, the system displays the following details:
- Amount Due
  - Amount Available

## 45. Account Transaction Inquiry

This topic provides the systematic instructions for the users to view, and download all the transactions posted to the current account and saving accounts for a particular date range or last n transactions.

1. On **Homepage**, from **Account Services**, under **Inquiry**, click **Account Transactions**, or specify the **Account Transactions** in the Search icon bar.

STEP RESULT: **Account Transactions** screen is displayed.

NOTE: The fields which are marked in asterisk blue are mandatory fields.

**Figure 45.1: Account Transactions Screen**

2. On **Account Transactions** screen, specify the fields.  
For more information on fields, refer to the field description table.

**Table 45.1: Account Transaction Inquiry**

Field	Description
<b>Account Number</b>	<p>Enter the account number or click the search icon to view the Account Number pop-up window. By default, this window lists all the Account Numbers present in the system. You can search for a specific Account Number by providing <b>Customer ID</b>, <b>Account Number</b>, or <b>Account Name</b> and click <b>Fetch</b>.</p> <p><b>NOTE:</b> The Account Name is displayed adjacent to this field as the account number is selected.</p>
<b>Transaction Type</b>	<p>User can view all the transactions posted to the current account and saving account with the below transaction type:</p> <ul style="list-style-type: none"> <li>• Debits &amp; Credits</li> <li>• Debits</li> <li>• Credits</li> </ul>

Field	Description
<b>Search Type</b>	<p>The Users can select the search type. The below list of values is available:</p> <ul style="list-style-type: none"> <li>• Data Range</li> <li>• Last 2 months</li> <li>• Last 3 months</li> <li>• Last number of transactions</li> </ul>
<b>Date Range</b>	<p>This option will be available, if the user selects the search type as '<b>Date Range</b>'. Click on the Calender and specify the From date and To date for the account transactions.</p> <p><b>NOTE:</b> To Date cannot less than From Date.</p> <p>Click <b>Search</b>. Post the inputs, the Account Transaction can be viewed</p>
<b>Last Number of Transactions</b>	<p>This option will be displayed if the user selects search type as 'Last number of Transactions'. Users can search the account transactions for the last 'n' transactions.</p> <p>Click <b>Search</b>. Post the inputs, the Account Transaction can be viewed</p>
<b>Transactional Details</b>	<p>This field displays the transaction details for the account selected. The following transaction details can be searched and sorted:</p> <ul style="list-style-type: none"> <li>• Transaction Date</li> <li>• Reference Number</li> <li>• Transaction Description</li> <li>• Cheque Number</li> <li>• Value Date</li> <li>• Debit Amount</li> <li>• Credit Amount</li> <li>• Running Balance</li> </ul>
<b>&lt;Filter&gt;</b>	Specify a value to filter the details as required.

## 46. Tax Deducted at Source Inquiry

This topic describes the systematic instructions about Tax Deducted at Source Inquiry. This screen helps to inquire the Tax deducted by the bank on the credit interest (Tax deducted at Source) paid on customer's accounts.

1. On the **Homepage**, from **Account Services**, under **Inquiry**, click **Tax Deducted at Source Inquiry**, or specify the **Tax Deducted at Source Inquiry** in the search icon bar.

STEP RESULT: **Tax Deducted at Source Inquiry** screen is displayed.

**Figure 46.1: Tax Deducted at Source Inquiry**

2. On the **Tax Deducted at Source Inquiry** screen, specify the fields.  
For more information on fields, refer to the field description table.

**Table 46.1: Tax Deducted at Source Inquiry - Field Description**

Field	Description
<b>Customer ID</b>	Enter the <b>Customer ID</b> or click the search icon to view the <b>Customer ID</b> pop-up window. By default, this window lists all the Customer ID's present in the system. You can search for a specific Customer ID by providing <b>Customer Number</b> or <b>Customer Name</b> and click on the <b>Fetch</b> button.
<b>Customer Name</b>	<b>Customer Name</b> is displayed based on the Customer ID selected.
<b>Account Number</b>	You can enter a specific account number of the customer and search Tax Deducted at Source details or click the drop-down list to select the available account numbers listed for the customer id to search the Tax Deducted at Source details. This is an optional field.
<b>Financial Year</b>	By default, the current financial year is displayed in this field. You can select the previous financial years from the drop-down. The system displays the Tax Deducted at Source details financial year-wise.
<b>Branch</b>	The system displays the Branch Code based on the account number.
<b>Account Number</b>	The system displays the Account Number.

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Field	Description
Account Name	The system displays the Account Name.
Interest Amount	The system displays the Credit interest on the account.
Taxation Date	The system displays the date of the tax application on the account.
Tax Amount	The system displays the Tax amount calculated on the credit interest.

## 47. Memo Maintenance

This topic describes the systematic instruction to maintain the Memo instructions against the Current and Savings Account or Deposit Account. The memo maintenance screen helps you to maintain the information or important actions that take place when the account holder visits the branch or user performs any transactions on the account. This memo details are displayed to the bank user or the account holder performs any channel transactions.

1. On the **Homepage**, from **Interaction Services**, under **Maintenance**, click **Memo Maintenance**, or specify the **Memo Maintenance** in the Search icon bar.

STEP RESULT: **Memo Maintenance** screen is displayed.

**NOTE:** The fields which are marked in asterisk blue are mandatory fields.

**Figure 47.1: Memo Maintenance**

Memo Maintenance

Remarks Documents

Category: Current and Savings Account

Account Number \* (Search icon)

Account Name

Branch

Memo Details

No items to display

Audit Save & Close Submit Cancel

2. On **Memo Maintenance** screen, specify the fields.  
For more information on fields, refer to the field description table.

Table 47.1: Memo Maintenance - Field Description

Field	Description
<b>Category</b>	<p>The user can select the following categories from the drop-down list. The drop-down lists the below values:</p> <ul style="list-style-type: none"> <li>• <b>Current and Savings Account</b></li> <li>• <b>Deposit Account</b></li> </ul> <p>When the user selects the <b>Current and Savings Account</b> category, the system displays the fields <b>Account Number</b>, <b>Account Name</b>, and <b>Branch</b>.</p> <p>When the user selects the <b>Deposit Account</b> category, the system displays the fields <b>Deposit Account Number</b>, <b>Account Name</b>, and <b>Branch</b>.</p>
<b>Account Number</b>	Enter the <b>Account Number</b> or click the search icon to view the <b>Account Number</b> pop-up window. By default, this window lists all the Account Numbers present in the system. You can search for a specific Account Number by providing <b>Customer ID</b> , <b>Account Number</b> , or <b>Account Name</b> and clicking on the <b>Fetch</b> button.
<b>Deposit Account Number</b>	Enter the <b>Deposit Account Number</b> or click the search icon to view the <b>Deposit Account Number</b> pop-up window. By default, this window lists all the Account Numbers present in the system. You can search for a specific Deposit Account Number by providing <b>Customer ID</b> , <b>Deposit Account Number</b> , or <b>Account Name</b> and clicking on the <b>Fetch</b> button.
<b>Account Name</b>	Account Name is displayed based on the account number selected.
<b>Branch</b>	Displays the branch code for the selected <b>Current and Savings Account Number</b> or <b>Deposit Account Number</b> .

- When users input the **Current and Savings Account Number** or **Deposit Account Number**, the system displays the existing memo instructions if any or the system displays a message as **Active Memo instruction details are not available**.

STEP RESULT: **Memo Details** screen is displayed.

**Figure 47.2: Memo Details**

Memo Maintenance Remarks Documents

Category: Current and Savings Account Account Number \* Account Name Branch

Memo Details

**Override**

Banker Message:

Customer Message:

Page 1 of 1 (1-2 of 2 items) < 1 >

**Audit** Save & Close Submit Cancel

**Figure 47.3: No Active memo instructions**

Memo Maintenance Remarks Documents


Category: Current and Savings Account Account Number \* Account Name Branch

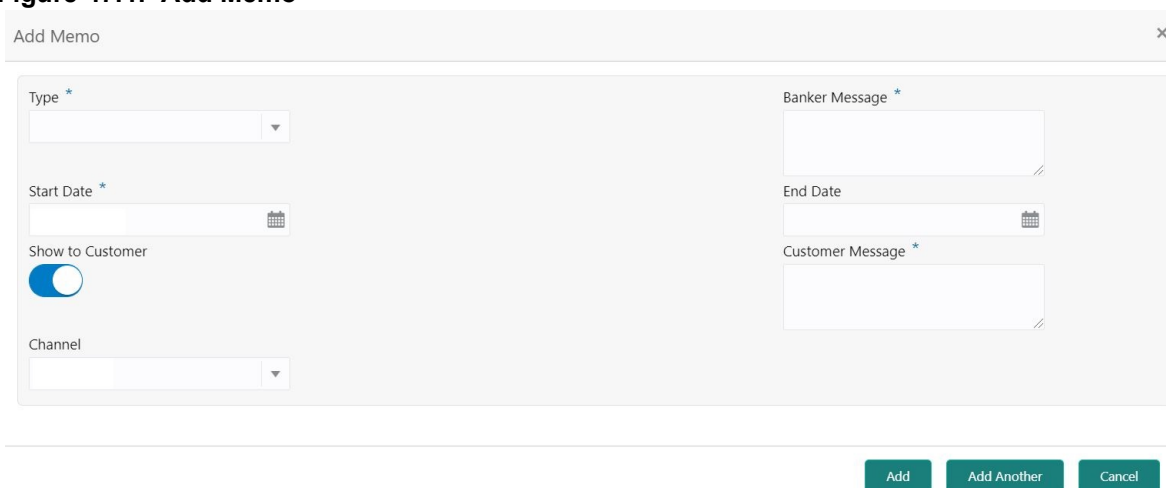
Memo Details

**+**

**i** Active Memo instruction details are not available

**Audit** Save & Close Submit Cancel

4. To create a new memo instructions, click  icon.
- STEP RESULT: **Add Memo** pop up screen is displayed.
- NOTE:** The fields which are marked in asterisk blue are mandatory fields.


**Figure 47.4: Add Memo**

The 'Add Memo' pop-up screen is a light gray dialog box with a close button (X) in the top right corner. It contains several input fields and a toggle switch. On the left side, there is a 'Type' dropdown menu, a 'Start Date' field with a calendar icon, a 'Show to Customer' toggle switch (currently turned on), and a 'Channel' dropdown menu. On the right side, there is a 'Banker Message' text area, an 'End Date' field with a calendar icon, and a 'Customer Message' text area. At the bottom right of the dialog, there are three buttons: 'Add', 'Add Another', and 'Cancel'.

5. On **Add Memo** pop up screen, specify the fields.  
For more information on fields, refer to the field description table.

Table 47.2: Add Memo - Field Description


Field	Description
<b>Type</b>	Select the Type from the drop-down list. The drop-down lists the below values: <ul style="list-style-type: none"> <li>• Information</li> <li>• Override</li> </ul>
<b>Banker Message</b>	Specify the memo instruction message which displays to the bank user.
<b>Start Date</b>	The system defaults the start date as the current branch date, and the user can modify the start date to any future date using the adjoining calendar button.  <b>NOTE:</b> The <b>Start Date</b> cannot be backdated.
<b>End Date</b>	Click on the adjoining calendar icon to specify the end date of the memo instruction.
<b>Show to Customer</b>	Users can click on the <b>Show to Customer</b> toggle button to capture memo instruction, which displays to the account holder.  <b>NOTE:</b> The <b>Customer Message</b> and <b>Channel fields</b> are available if the user enables the <b>Show to Customer toggle</b> button.
<b>Customer Message</b>	Specify the memo instruction message, which displays to the Account holder.
<b>Channel</b>	Select the channel to display the memo to the account holder from the drop-down list. The drop-down lists the below values: <ul style="list-style-type: none"> <li>• Dashboard</li> <li>• E-Mail</li> <li>• SMS</li> </ul>

- On click of **Add Another** button, the **Add Memo** screen refreshes to capture another instruction detail and a new memo tile displays under the Memo Details.
- Click the **Add** button to add new memo details. After the click on **Add** button, the **Add Memo** pop-up window is closed.
- On **Memo Maintenance** screen, under **Memo Details**, click  on the tile to view the memo instruction.  
STEP RESULT: **View Memo** pop up screen is displayed.


**Figure 47.5: View Memo**

9. On the **View Memo** screen, users can view the following details:

- a. Type
- b. Banker Message
- c. Start Date
- d. End Date
- e. Show to Customer
- f. Customer Message
- g. Channel

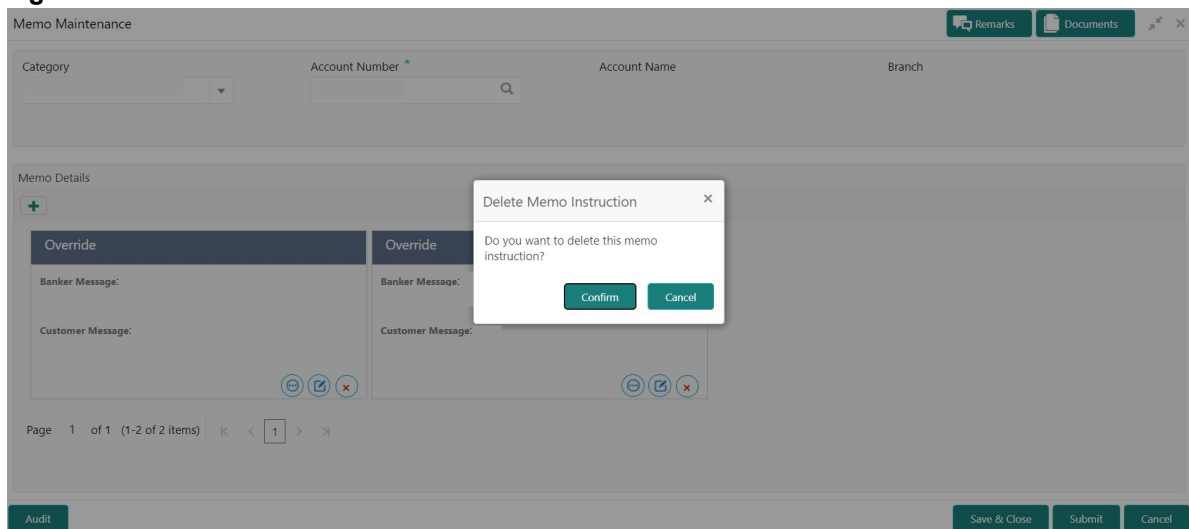
10. On **Memo Maintenance** screen, under **Memo Details**, click  on the tile to modify the memo instructions.  
STEP RESULT: **Modify Memo** pop up screen is displayed.

**Figure 47.6: Modify Memo**

11. On the **Modify Memo** screen, users can modify the following fields:
  - a. Type
  - b. Banker Message
  - c. Start Date
  - d. End Date
  - e. Show to Customer
  - f. Customer Message
  - g. Channel
12. Click the **Save** button to update the memo details and the updated instruction details displayed in the tile.
13. On **Memo Maintenance** screen, under **Memo Details**, click  icon on the tile to delete the memo instruction.

STEP RESULT: **Delete Memo Instruction** pop up window is displayed.

**Figure 47.7: Delete Memo Instruction**



14. Click the **Cancel** button to cancel the Delete Memo Instruction operation.
15. Delete the Memo instruction by clicking on the **Confirm** button.

# 48. Bulletin Board Maintenance

The Bulletin Board Maintenance screen helps you to create, view, modify or delete the bulletin messages.

The bulletin message has two sub-sections:

- [48.1 Create Bulletin](#)
- [48.2 View Bulletin](#)

## 48.1 Create Bulletin

This topic describes the systematic instructions to Create a Bulletin Message. The created bulletin message is displayed on the Bulletin Board widget.

- On the **Homepage**, from **Interaction Services**, under **Maintenance**, **Bulletin**, click **Create Bulletin**, or specify the **Create Bulletin** in the Search icon bar.  
STEP RESULT: **Create Bulletin** screen is displayed.

**NOTE:** The fields which are marked in asterisk blue are mandatory fields.

Figure 48.1: Create Bulletin

Create Bulletin Errors & Overrides

Message Type \*

Select

Start Date \*

Expiry Date

Subject \*

Message

Attachments

Drop files here or click to select

User Role Mapping

User / Role	ID	Name	Action



Page 1 of 1 (1 of 1 items)

1

Save Cancel

- On the **Create Bulletin** screen, specify the fields.  
For more information on fields, refer to the field description table.

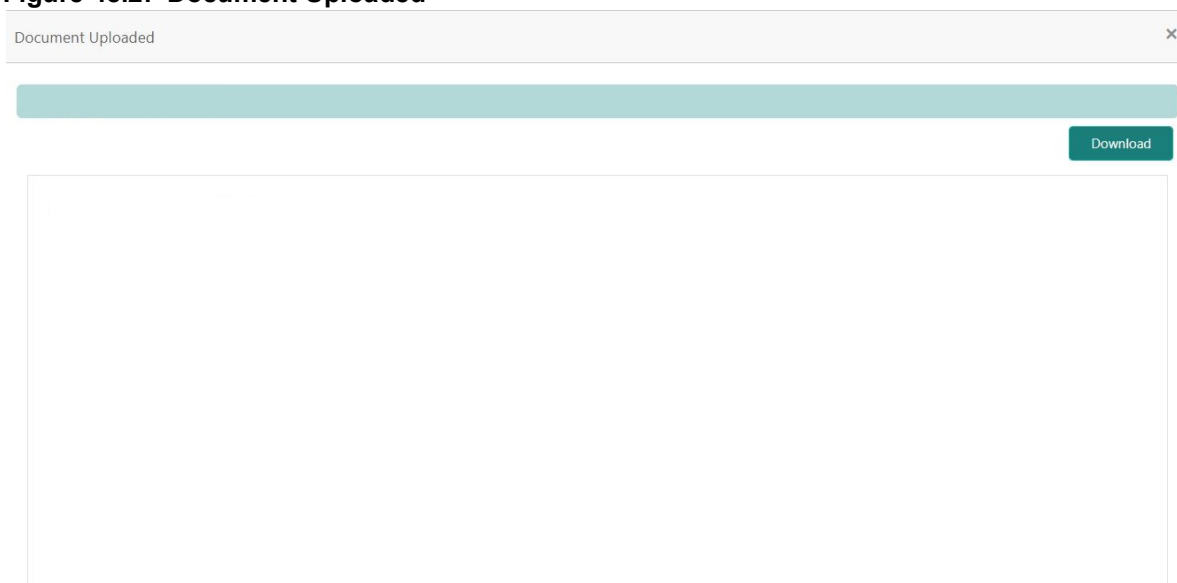
Table 48.1: Create Bulletin - Field Description



Field	Description
<b>Message Type</b>	<p>Select the message type from the drop-down list. The available options are:</p> <ul style="list-style-type: none"> <li>• <b>Alert</b> - Select this option if the message requires immediate attention from the users. When this option is selected, the Bulletin message is represented with  icon on the widget.</li> <li>• <b>Information</b> - Select this option if the bulletin is for information purposes only. When this option is selected, the Bulletin message is represented with  icon on the widget.</li> </ul>
<b>Start Date</b>	<p>Select the date from which the bulletin message displays on the widget.</p> <p><b>NOTE:</b> This date cannot be lesser than the current business date.</p>
<b>End Date</b>	<p>Users can specify the expiry date of the bulletin message. Once the bulletin message reaches the expiry date, the message gets removed from the bulletin board widget.</p>
<b>Subject</b>	<p>Enter a brief description of the bulletin message.</p>
<b>Message</b>	<p>Enter a detailed description of the message.</p>
<b>Attachments</b>	<p>You can attach relevant documents using this option. You can either drag and drop files into the space provided or select documents from your local drive.</p> <p>You can preview or delete an attachment before submitting the transaction for authorization.</p>

- To preview an attached document, click on the document hyperlink.



STEP RESULT: **Document Uploaded** pop up window is displayed.

**NOTE:** The document preview is available only to those document types that support the preview feature by default. Where the preview feature is not supported, click on **Download** button to download the attached document before viewing.

**Figure 48.2: Document Uploaded**

4. Click on  to close the **Document Uploaded** pop up window.
5. You can target bulletin messages towards user groups or specific users. Using the **User Role Mapping** table, you can configure User Roles or Users to a particular bulletin.
6. Click  icon to specify User Role or User mapping to the bulletin message.  
For more information on fields, refer to the field description table.

**Table 48.2: User Role Mapping - Field Description**

Field	Description
<b>User/Role</b>	Select <b>User/Role</b> from the drop-down list.
<b>ID</b>	<p>When <b>User</b> is selected, click the search icon to view the User Mapping pop-up window. By default, this window lists all the Users present in the system. You can search for a specific User by providing User, or Username and click <b>Fetch</b>.</p> <p>When <b>Role</b> is selected, click the search icon to view the Role Mapping pop-up window. By default, this window lists all the Roles present in the system. You can search for a specific Role by providing Role, or Role Name and click <b>Fetch</b>.</p>
<b>Name</b>	User or Role name is displayed based on the user id or role id selected.
<b>Actions</b>	Displays the  icon. Click the  icon to remove the respective user or role.

After the message is created, the status of the message is updated as **Active** or **Awaited**.

7. After the message is created, the status of the message is updated as **Active** or **Awaited**.  
System updates the status of the Bulletin message as **Active** if the start date is equal to the current business date.

**NOTE:** If the Start Date is future dated, then the status of Bulletin message is updated as **Awaited** until the date is reached. The system automatically updates the status to **Active** once the start date is reached.

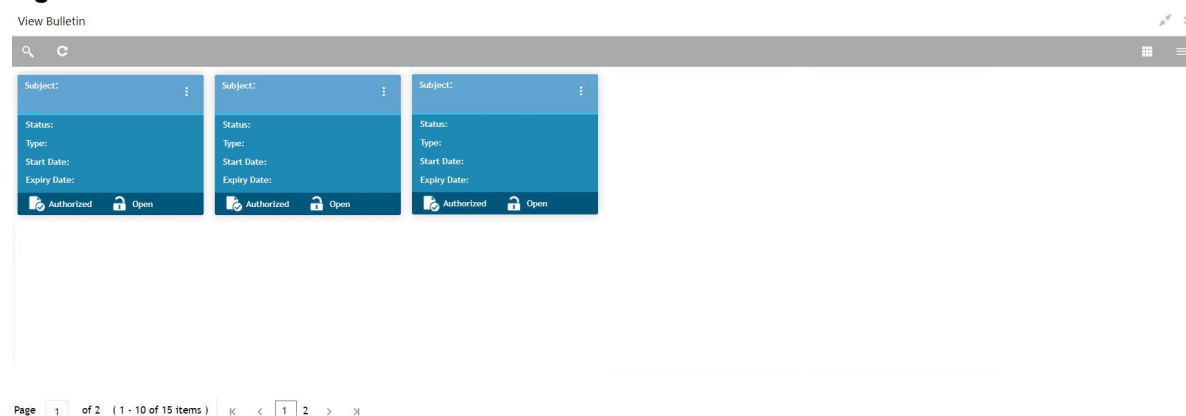
## 48.2 View Bulletin


This topic describes the systematic instructions to View or Modify the Bulletin Message.



1. On the **Homepage**, from **Interaction Services**, under **Maintenance, Bulletin**, click **View Bulletin**, or specify the **View Bulletin** in the Search icon bar.

STEP RESULT: **View Bulletin** screen is displayed.

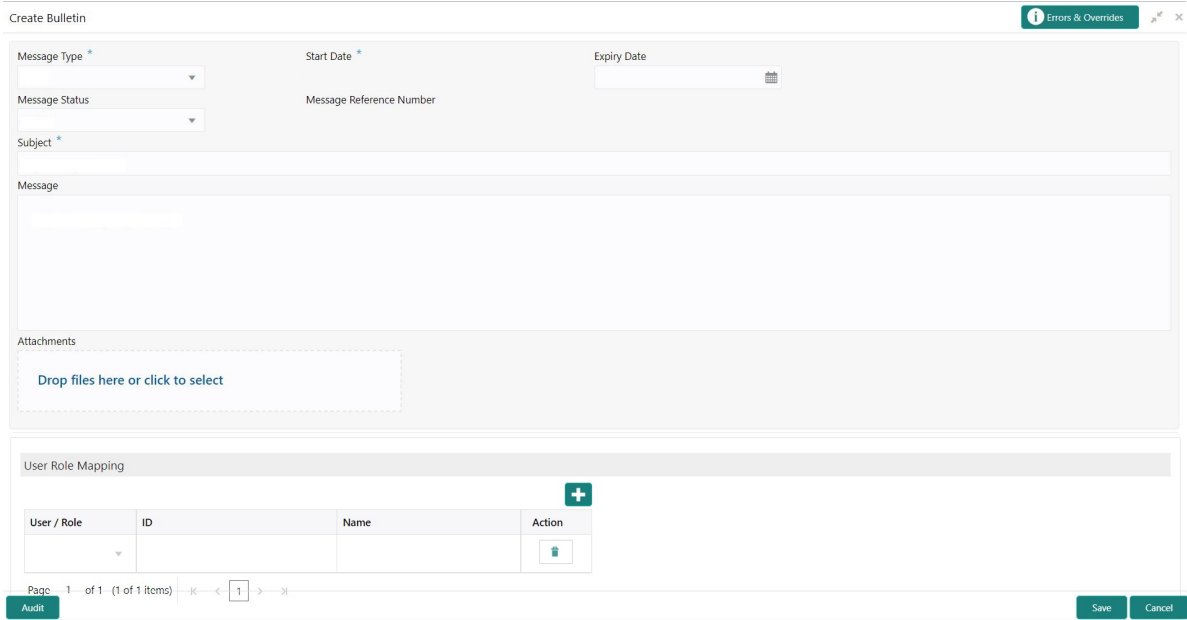
**Figure 48.3: View Bulletin**



2. On the **View Bulletin** screen, the system displays all the bulletin messages with status:
  - a. Awaited
  - b. Active
  - c. Paused
  - d. Expired
3. On the **View Bulletin** screen, you can search for specific bulletin using the  icon. You can use any of the following options to search.
  - a. Message Type
  - b. Message Status
  - c. Message Reference Number
  - d. Subject
  - e. Start Date
  - f. Expiry Date
  - g. Authorization Status
  - h. Record Status
4. After the input of any options mentioned above, click the **Search** button.

5. Click  icon to display the following options:
- a. Unlock
  - b. Authorize
  - c. Delete
  - d. Close
  - e. Copy
  - f. View
6. To modify an existing bulletin message, click the **Unlock** option from  icon.
- STEP RESULT: **Create Bulletin** screen is displayed.

**Figure 48.4: Create Bulletin**



Create Bulletin

Errors & Overrides

Message Type \* Start Date \* Expiry Date

Message Status Message Reference Number


Subject \*

Message

Attachments

Drop files here or click to select

User Role Mapping

User / Role	ID	Name	Action
			

Page: 1 of 1 (1 of 1 items)

Audit Save Cancel


7. To view the bulletin message, click the **View** option from  icon.
- STEP RESULT: **Create Bulletin** screen is displayed.
- NOTE:** On the create bulletin screen, all the fields are non-editable.

Figure 48.5: Create Bulletin

Create Bulletin Errors & Overrides

Message Type \*  
Start Date \*  
Expiry Date

Message Status  
Message Reference Number

Subject \*  
Message

Attachments



User Role Mapping

User / Role	ID	Name	Action

Page 1 of 1 (1 of 1 items)

Audit

Cancel

8. To replicate an existing bulletin, click the **Copy** option from  icon.
9. To permanently delete the existing bulletin, click the **Delete** option from  icon.

## 49. A Functional Activity Codes

This topic contains the functional activity codes available in the Current and Savings Accounts.

**Table 1: Functional Activity Codes**

Screen Name	Functional Activity Code	Action	Description
<b>Account Status Change</b>	CSR_FA_ACCSTAT_CHANGE_SAVE	Initiation	This is required for the Maker to initiate the account status change request.
<b>Account Status Change</b>	CSR_FA_ACCSTAT_CHANGE_AUTH	Authorization	This is required for Authorizer to Approve or Reject the account status change request.
<b>Account Status Change</b>	CSR_FA_ACCSTAT_CHANGE_RETRY	Handoff Retry	This is required for Authorizer to Retry or Reject the account status change request from handoff retry stage.
<b>Cheque Book Request</b>	CSR_FA_CHEQUE_BOOKREQ_POST	Initiation	This is required for the Maker to initiate the cheque book request.
<b>Cheque Book Request</b>	CSR_FA_CHEQUE_BOOKREQ_AUTH	Authorization	This is required for Authorizer to Approve or Reject the cheque book request.
<b>Cheque Book Request</b>	CSR_FA_CHEQUE_BOOKREQ_RETRY	Handoff Retry	This is required for Authorizer to Retry or Reject the cheque book request from handoff retry stage.
<b>Stop Cheque Payment</b>	CSR_FA_STOPCHEQUE_SAVE	Initiation	This is required for the Maker to initiate the stop cheque payment request.
<b>Stop Cheque Payment</b>	CSR_FA_STOPCHEQUE_AUTH	Authorization	This is required for Authorizer to Approve or Reject the stop cheque payment request.
<b>Stop Cheque Payment</b>	CSR_FA_STOPCHEQUE_RETRY	Handoff Retry	This is required for Authorizer to Retry or Reject the stop cheque payment request from handoff retry stage.

Screen Name	Functional Activity Code	Action	Description
<b>Cheque Book Status Change</b>	CSR_FA_CHEQST ATCHANGE_SAVE	Initiation	This is required for the Maker to initiate the cheque book status change request.
<b>Cheque Book Status Change</b>	CSR_FA_CHEQST ATCHANGE_AUTH	Authorization	This is required for Authorizer to Approve or Reject the cheque book status change request.
<b>Cheque Book Status Change</b>	CSR_FA_CHEQST ATCHANGE_RETR Y	Handoff Retry	This is required for Authorizer to Retry or Reject the cheque book status change request from handoff retry stage.
<b>Debit Card Request</b>	CSR_FA_DEBIT_R EQ_SAVE	Initiation	This is required for the Maker to initiate the debit card request.
<b>Debit Card Request</b>	CSR_FA_DEBIT_C ARD_REQ_AUTH	Authorization	This is required for Authorizer to Approve or Reject the debit card request.
<b>Debit Card Request</b>	CSR_FA_DEBIT_C ARD_REQ_RETRY	Handoff Retry	This is required for Authorizer to Retry or Reject the debit card request from handoff retry stage.
<b>Card Status Change</b>	CSR_FA_CARDB_S AVE	Initiation	This is required for the Maker to initiate the card status change request.
<b>Card Status Change</b>	CSR_FA_CARDB_A UTH	Authorization	This is required for Authorizer to Approve or Reject the card status change request.
<b>Card Status Change</b>	CSR_FA_CARDB_ RETRY	Handoff Retry	This is required for Authorizer to Retry or Reject the card status change request from handoff retry stage.
<b>Account Branch Transfer</b>	CSR_FA_ACCBRN _TRFR_SAVE	Initiation	This is required for the Maker to initiate the account branch transfer request.

Screen Name	Functional Activity Code	Action	Description
<b>Account Branch Transfer</b>	CSR_FA_ACCBRN_TRFR_AUTH	Authorization	This is required for Authorizer to Approve or Reject the account branch transfer request.
<b>Account Branch Transfer</b>	CSR_FA_ACCBRN_TRFR_RETRY	Handoff Retry	This is required for Authorizer to Retry or Reject the account branch transfer request from handoff retry stage.
<b>Address Update</b>	CSR_FA_ADDR_SAVE	Initiation	This is required for the Maker to initiate the address update request.
<b>Address Update</b>	CSR_FA_ADDR_AUTH	Authorization	This is required for Authorizer to Approve or Reject the address update request.
<b>Address Update</b>	CSR_FA_ADDR_RETRY	Handoff Retry	This is required for Authorizer to Retry or Reject the address update request from handoff retry stage.
<b>Account Document Update</b>	CSR_FA_DOCUPDATE_SAVE	Initiation	This is required for the Maker to initiate the account document update request.
<b>Account Document Update</b>	CSR_FA_DOCUPDATE_AUTH	Authorization	This is required for Authorizer to Approve or Reject the account document update request.
<b>Account Document Update</b>	CSR_FA_DOCUPDATE_RETRY	Handoff Retry	This is required for Authorizer to Retry or Reject the account document update request from handoff retry stage.
<b>Joint Holder Maintenance</b>	CSR_FA_JOINT_HOLDER_SAVE	Initiation	This is required for the Maker to initiate the joint holder update request.
<b>Joint Holder Maintenance</b>	CSR_FA_JOINT_HOLDER_AUTH	Authorization	This is required for Authorizer to Approve or Reject the joint holder update request.

Screen Name	Functional Activity Code	Action	Description
<b>Joint Holder Maintenance</b>	CSR_FA_JOINT_HOLDER_RETRY	Handoff Retry	This is required for Authorizer to Retry or Reject the joint holder update request from handoff retry stage.
<b>Nominee Update</b>	CSR_FA_NOM_SAVE	Initiation	This is required for the Maker to initiate the nominee update request.
<b>Nominee Update</b>	CSR_FA_NOM_AUTH	Authorization	This is required for Authorizer to Approve or Reject the nominee update request.
<b>Nominee Update</b>	CSR_FA_NOM_RETRY	Handoff Retry	This is required for Authorizer to Retry or Reject the nominee update request from handoff retry stage.
<b>Primary Party Change</b>	CSR_FA_PRIIPAR_CHG_SAVE	Initiation	This is required for the Maker to initiate the primary party change request.
<b>Primary Party Change</b>	CSR_FA_PRIIPAR_CHG_RETRY	Authorization	This is required for Authorizer to Approve or Reject the primary party change request.
<b>Primary Party Change</b>	CSR_FA_PRIIPAR_CHG_AUTH	Handoff Retry	This is required for Authorizer to Retry or Reject the primary party change request from handoff retry stage.
<b>Ad hoc Account Statement</b>	CSR_FA_ACC_STMT_REQ_SAVE	Initiation	This is required to launch the <b>Ad hoc Account Statement</b> screen.
<b>Ad hoc Account Statement</b>	CSR_FA_ACC_STMT_GEN	Inquiry	This is required to generate the ad hoc account statement.
<b>Account Statement Frequency</b>	CSR_FA_ACCT_STATEMENT_FREQ_SAVE	Initiation	This is required for the Maker to initiate the account statement frequency request.

Screen Name	Functional Activity Code	Action	Description
<b>Account Statement Frequency</b>	CSR_FA_ACCT_STATEMENT_FREQ_AUTH	Authorization	This is required for Authorizer to Approve or Reject the account statement frequency request.
<b>Account Statement Frequency</b>	CSR_FA_ACCT_STATEMENT_FREQ_RETRY	Handoff Retry	This is required for Authorizer to Retry or Reject the account statement frequency from handoff retry stage.
<b>Activate Dormant Account</b>	CSR_FA_ACTIVATE_DORMANT_ACCOUNT_SAVE	Initiation	This is required for the Maker to initiate the activation of the Inactive or Dormant account request.
<b>Activate Dormant Account</b>	CSR_FA_ACTIVATE_DORMANT_ACCOUNT_RETRY	Authorization	This is required for Authorizer to Approve or Reject the activation of Inactive or Dormant account request.
<b>Activate Dormant Account</b>	CSR_FA_ACTIVATE_DORMANT_ACCOUNT_AUTH	Handoff Retry	This is required for Authorizer to Retry or Reject the activation of Inactive or Dormant account from handoff retry stage.
<b>Create Amount Block</b>	CSR_FA_AMNT_SAVE	Initiation	This is required for the Maker to initiate the create amount block request.
<b>Create Amount Block</b>	CSR_FA_AMNT_AUTH	Authorization	This is required for Authorizer to Approve or Reject the create amount block request.
<b>Create Amount Block</b>	CSR_FA_AMNT_RETRY	Handoff Retry	This is required for Authorizer to Retry or Reject the create amount block from handoff retry stage.
<b>View and Modify Amount Block</b>	CSR_FA_AMNTM_SAVE	Initiation	This is required for the Maker to initiate the modify amount block request.

Screen Name	Functional Activity Code	Action	Description
<b>View and Modify Amount Block</b>	CSR_FA_AMNTM_AUTH	Authorization	This is required for Authorizer to Approve or Reject the modify amount block request.
<b>View and Modify Amount Block</b>	CSR_FA_AMNTM_RETRY	Handoff Retry	This is required for Authorizer to Retry or Reject the modify amount block from handoff retry stage.
<b>View and Modify Amount Block</b>	CSR_FA_CLOSE_A MNTM_SAVE	Initiation	This is required for the Maker to initiate the close amount block request.
<b>View and Modify Amount Block</b>	CSR_FA_CLOSE_A MNTM_AUTH	Authorization	This is required for Authorizer to Approve or Reject the close amount block request.
<b>View and Modify Amount Block</b>	CSR_FA_CLOSE_A MNTM_RETRY	Handoff Retry	This is required for Authorizer to Retry or Reject the close amount block from handoff retry stage
<b>Consolidated Amount Block</b>	CSR_FA_CONAMT BLK_SAVE	Initiation	This is required for the Maker to initiate the consolidated amount block request.
<b>Consolidated Amount Block</b>	CSR_FA_CONAMT BLK_AUTH	Authorization	This is required for Authorizer to Approve or Reject the consolidated amount block request.
<b>Consolidated Amount Block</b>	CSR_FA_CONAMT BLK_RETRY	Handoff Retry	This is required for Authorizer to Retry or Reject the consolidated amount block from handoff retry stage.
<b>Account 360</b>	CSR_FA_CASA_DASH	Inquiry	This is required to fetch account 360 details.
<b>Account 360</b>	CASA_FA_CUST_ACCOUNT_360_AMOUNTSANDDETAILS	Inquiry	This is required to fetch account 360 details.
<b>Account 360</b>	CASA_FA_CUST_ACCOUNT_360_LAST_TRANSACTION_FETCH	Inquiry	This is required to fetch account 360 details.

Screen Name	Functional Activity Code	Action	Description
<b>Account Balance Inquiry</b>	CSR_FA_ACC_BLN_INQ	Inquiry	This is required to get account balance details.
<b>Account Transactions</b>	CSR_FA_ACC_TRN	Inquiry	This is required to get account transactions.
<b>Check Status Inquiry</b>	CSR_FA_CHEQUE_STATUS_INQUIRY	Inquiry	This is required to get cheque status details.
<b>Uncollected Funds Release</b>	CASA_FA_UNCOLLECTED_FUNDS_SAVE	Initiation	This is required for the Maker to initiate the uncollected funds release request.
<b>Uncollected Funds Release</b>	CASA_FA_UNCOLLECTED_FUNDS_AUTH	Authorization	This is required for Authorizer to Approve or Reject the uncollected funds release request.
<b>Uncollected Funds Release</b>	CASA_FA_UNCOLLECTED_FUNDS_RETRY	Handoff Retry	This is required for Authorizer to Retry or Reject the uncollected funds release from handoff retry stag
<b>Create Scheduled Transfer</b>	CSR_FA_CUST_TRANSFER_TO_CASA_SAVE	Initiation	This is required for the Maker to initiate the standing instructions request.
<b>Create Scheduled Transfer</b>	CSR_FA_CUST_TRANSFER_TO_CASA_AUTH	Authorization	This is required for Authorizer to Approve or Reject the standing instructions request.
<b>Create Scheduled Transfer</b>	CSR_FA_CUST_TRANSFER_TO_CASA_RETRY	Handoff Retry	This is required for Authorizer to Retry or Reject the standing instructions from handoff retry stage.

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## 50. List of Menus

### Activate Dormant Account

[Activate Dormant Account](#) (p. 78)

### Account 360

[Account 360](#) (p. 156)

### Account Status Change

[Account Status Change](#) (p. 80)

### Account Branch Transfer

[Account Branch Transfer](#) (p. 87)

### Account Product Transfer

[Account Product Transfer](#) (p. 100)

### Account Address Update

[Account Address Update](#) (p. 106)

### Account Documents Update

[Account Documents Update](#) (p. 108)

### Amount Block

[Amount Block](#) (p. 112)

### Account Statement Frequency

[Account Statement Frequency](#) (p. 154)

### Ad hoc Account Statement

[Ad hoc Account Statement](#) (p. 150)

### Advance against Uncollected Funds

[Advance against Uncollected Funds](#) (p. 147)

### Account Balance Inquiry

[Account Balance Inquiry](#) (p. 179)

### Account Transactions

[Account Transaction Inquiry](#) (p. 183)

### ATM and POS Limits

[ATM and POS Limits](#) (p. 69)

### Bulletin Board Maintenance

[Bulletin Board Maintenance](#) (p. 194)

### Branch Transfer Log

[Branch Transfer Log](#) (p. 96)

### Cheque Book Request

[Cheque Book Request](#) (p. 63)

### Cheque Book Status

[Cheque Book Status](#) (p. 61)

### Cheque Status Inquiry

[Cheque Status Inquiry](#) (p. 65)

**Card Status Change**[Card Status Change](#) (p. 67)**Consolidated Amount Block**[Consolidated Amount Block](#) (p. 118)**Dashboard**[Dashboard](#) (p. 10)**Debit Card Request**[Debit Card Request](#) (p. 72)**Delete Track Receivable**[Delete Track Receivable](#) (p. 84)**Joint Holder Maintenance**[Joint Holder Maintenance](#) (p. 131)**Memo Maintenance**[Memo Maintenance](#) (p. 187)**Nominee Details Update**[Nominee Details Update](#) (p. 126)**Online Account Sweep In**[Online Account Sweep In](#) (p. 52)**Online Account Sweep History**[Online Account Sweep History](#) (p. 56)**Overdraft Limits Summary**[Overdraft Limits Summary](#) (p. 133)**Primary Party Change**[Primary Party Change](#) (p. 121)**Release Track Receivable**[Release Track Receivable](#) (p. 81)**Secured Overdraft Limits**[Secured Overdraft Limits](#) (p. 138)**Sweep In to Account**[Sweep In to Account](#) (p. 37)**Sweep Out from Account**[Sweep Out from Account](#) (p. 43)**Stop Cheque Payment**[Stop Cheque Payment](#) (p. 58)**Tax Deducted at Source Inquiry**[Tax Deducted at Source Inquiry](#) (p. 185)**Tax Waiver at Customer Level**[Tax Waiver at Customer Level](#) (p. 92)**Term Deposit Instruction**[Term Deposit Instruction](#) (p. 49)**Temporary Overdraft Limit**[Temporary Overdraft Limit](#) (p. 136)

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**Uncollected Funds**

[Uncollected Funds Release](#) (p. 89)

**Unsecured Overdraft Limits**

[Unsecured Overdraft Limits](#) (p. 143)

**View and Modify Schedule Transfer**

[View and Modify Scheduled Transfer](#) (p. 31)

**View and Modify Sweep In to Account**

[View and Modify Sweep In to Account](#) (p. 39)

**View and Modify Sweep Out from Account**

[View and Modify Sweep Out from Account](#) (p. 45)