Oracle® Banking Digital Experience Cloud Service

Corporate Accounts User Manual

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Oracle Banking Digital Experience Cloud Service Corporate Accounts User Manual, Release 25.1.1.0.0

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Contents

Preface

Purpose i
Audience i
Documentation Accessibility i
Diversity and Inclusion i
Conventions ii
Related Resources ii
Screenshot Disclaimer ii
Acronyms and Abbreviations ii
Basic Actions ii
Symbols and Icons iii

1 Accounts

1.1 Current & Savings Overview 2

2 Current & Savings Account Details

3 Cheque Book Request

4 Stop / Unblock Cheque

5 Cheque Status Inquiry

6 Transactions

6.1 E-statement 5
6.2 Request Statement 6
6.3 Pre-generated Statement 7

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7 Account Nickname

8 FAQ

Index

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Preface

- Purpose
- Audience
- Documentation Accessibility
- Diversity and Inclusion
- Conventions
- Related Resources
- Screenshot Disclaimer
- Acronyms and Abbreviations
- Basic Actions
- Symbols and Icons

Purpose

This guide is designed to help acquaint you with the Oracle Banking application. This guide provides answers to specific features and procedures that the user need to be aware of the module to function successfully.

Audience

This document is intended for the following audience:

- Customers
- Partners

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.

Access to Oracle Support

Oracle customer access to and use of Oracle support services will be pursuant to the terms and conditions specified in their Oracle order for the applicable services.

Diversity and Inclusion

Oracle is fully committed to diversity and inclusion. Oracle respects and values having a diverse workforce that increases thought leadership and innovation. As part of our initiative to

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build a more inclusive culture that positively impacts our employees, customers, and partners, we are working to remove insensitive terms from our products and documentation. We are also mindful of the necessity to maintain compatibility with our customers' existing technologies and the need to ensure continuity of service as Oracle's offerings and industry standards evolve. Because of these technical constraints, our effort to remove insensitive terms is ongoing and will take time and external cooperation.

Conventions

The following text conventions are used in this document:

Convention	Meaning
boldface	Boldface type indicates graphical user interface elements associated with an action, or terms defined in text or the glossary.
italic	Italic type indicates book titles, emphasis, or placeholder variables for which you supply particular values.
`monospace`	Monospace type indicates commands within a paragraph, URLs, code in examples, text that appears on the screen, or text that you enter.

Related Resources

For more information on any related features, refer to the following documents:

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

Screenshot Disclaimer

Personal information used in the interface or documents is dummy and does not exist in the real world. It is only for reference purposes; actual screens that appear in the application may vary based on selected browser, theme, and mobile devices.

Acronyms and Abbreviations

The list of the acronyms and abbreviations used in this guide are as follows:

Table 1 Acronyms and Abbreviations

Abbreviation	Description
OBDX	Oracle Banking Digital Experience

Basic Actions

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Most of the screens contain icons to perform all or a few of the basic actions. The actions which are called here are generic, and it varies based on the usage and the applicability. The table below gives a snapshot of them:

Table 2 Basic Actions and Descriptions

Action	Description
Back	In case you missed to specify or need to modify the details in the previous segment, click **Back** to navigate to the previous segment.
Cancel	Click **Cancel** to cancel the operation input midway without saving any data. You will be alerted that the input data would be lost before confirming the cancellation.
Next	On completion of input of all parameters, click **Next** to navigate to the next segment.
Save	On completion of input of all parameters, click **Save** to save the details.
Save & Close	Click **Save & Close** to save the data captured. The saved data will be available in **View Business Product** with *In Progress* status. You can work on it later by picking it from the **View Business Product**.
Submit	On completing the input of all parameters, click **Submit** to proceed with executing the transaction.
Reset	Click **Reset** to clear the data entered.
Refresh	Click **Refresh** to update the transaction with the recently entered data.
Download	Click **Download** to download the records in PDF or XLS format.

Symbols and Icons

The following are the symbols/icons you are likely to find in this guide:

Table 3 Symbols and Icons

Symbols and Icons	Description
	Add data segment
	Close
	Maximize
	Minimize
	Open a list
	Open calendar
	Perform search
	View options
	View records in a card format for better visual representation.

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Table 3 (Cont.) Symbols and Icons

Symbols and Icons	Description
	View records in tabular format for better visual representation.

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1

Accounts

This topic describes how this application provides banks a platform to offer customers a rich online banking experience.

Current and savings accounts are the most basic and critical products of corporate banking.

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

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

Features Supported In Application

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

- Current And Savings Overview
- Current And Savings Summary
- Current And Savings Details
- Cheque Status Inquiry
- Cheque Book Request
- Stop / Unblock Cheque
- Statement Request
- Forex Calculator

Pre-requisites

- Corporate users are created.
- Approval rule set up for corporate user to perform the actions.
- Transaction limits are assigned to the user in the Party Preferences for Corporates, to perform transactions.

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- Current & Savings Overview
  This topic describes the Current and Savings Accounts (CASA) overview, which provides a summary of account information.

1.1 Current & Savings Overview

This topic describes the Current and Savings Accounts (CASA) overview, which provides a summary of account information.

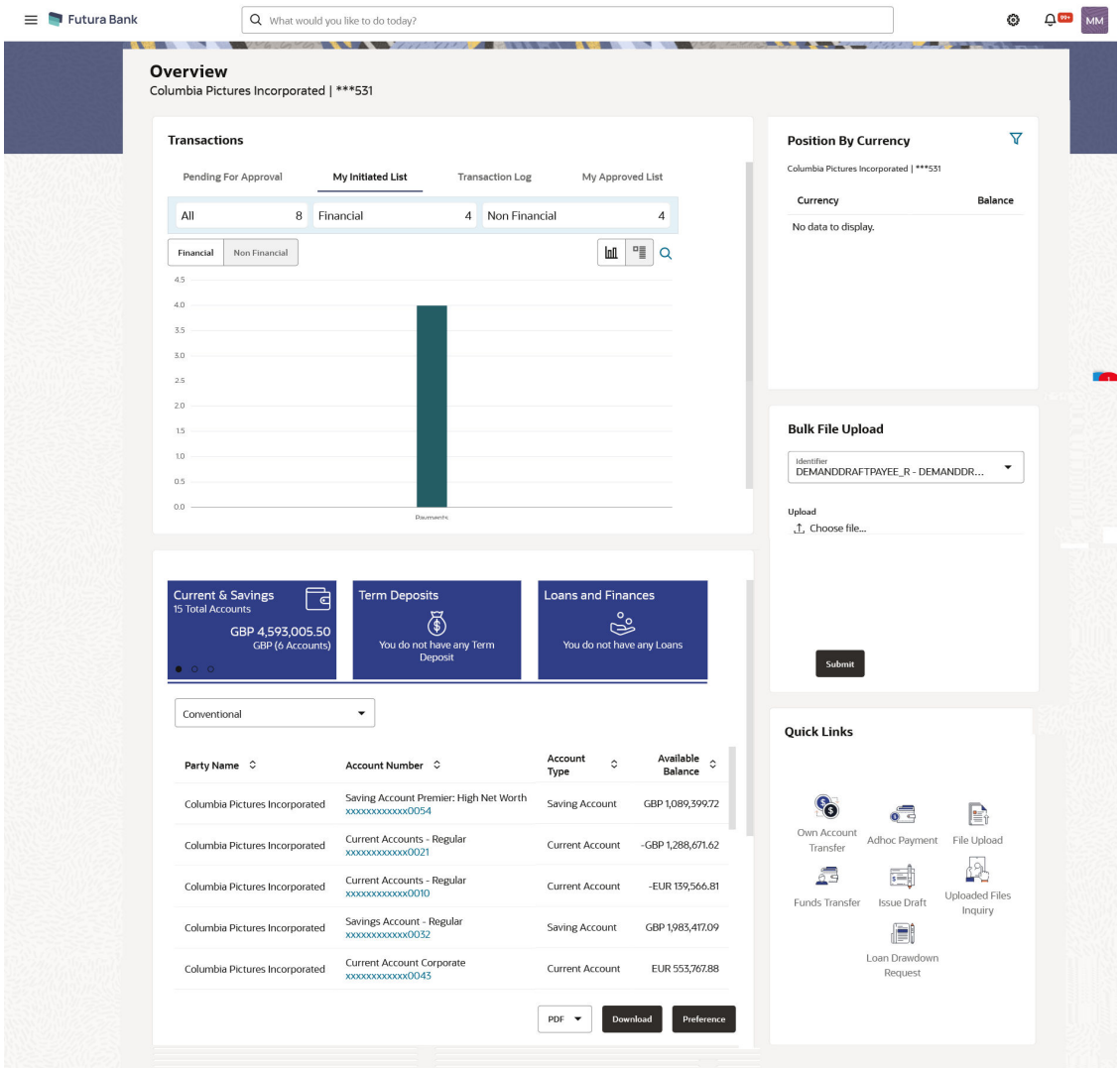
The screen displays the consolidated balance available in all accounts mapped to the logged in user along with the number of accounts available to the user. Application provides the facility to access all the important features and information related to an account.

1. From the Dashboard, click **Toggle menu**, click **Menu**, and click **Accounts**, and then click **Current & Savings** .

   Under **Current & Savings** , click **Overview**.

The **Overview** screen appears.

Figure 1-1 Overview widget



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Dashboard Overview:

Accounts Overview

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

Account Summary

This section on the current and savings accounts overview screen displays the summary of the accounts, which consists of party name, account number, account type, net balance available in each of the account. You can click the link under the **Account Number** column to view the account details. User can click on the **PDF** to select the format in which the statement is to be downloaded. The statement gets downloaded. Click on the **Download** to download the download the account details and balances for future reference in CSV & PDF format. Also can click on the **Preference** to setup a column preferences by rearranging or removing columns.

Quick Links

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

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

Forex Calculator

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

Offers

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

Promotions

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

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2

Current & Savings Account Details

This topic describes the account details screen and the pertinent information it displays for current and savings accounts.

The customer can navigate to this screen by selecting any account available on the accounts overview-summary section. It displays the account balances, transactions, current status of the account and the branch in which the account is held along with details on limits applicable on the account.

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

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

- Account Number along with account nickname (if any), balance in the account and the status of the account, product name
- Balance Details: It includes information like Available Balance, Amount on Hold, Net Balance, Un-cleared Balance, Overdraft Limits, Advance Against Uncleared Funds Limit
- General Details: It includes the basic information about the account such as customer ID, account holder name, branch details.

1. Perform anyone of the following navigation to access the **Current & Savings Account Details** screen.
    - From the Dashboard, click **Toggle menu**, click **Menu**, then click **Accounts**, and then click **Current & Savings** .

      Under **Current & Savings** , click **Overview**, then click **Conventional**, click on the **Account Number** link of the **Accounts Summery**, then **Current & Savings Account Details**
    - From the Dashboard, click **Toggle menu**, click **Menu**, then click **Accounts**, and then click **Current & Savings** .

      Under **Current & Savings** , click then **Current & Savings Account Details** .
    - From the Search bar, type **Current & Savings – Current & Savings Details** and press **Enter**.
    - The **Current & Savings widget** of the Dashboard, then click **Conventional**, click on the **Account Number** link of the **Current & Savings Summary**.
    - Access through the kebab menu of transactions available under the **Current & Savings** module

Current and Savings Account Details screen appears.

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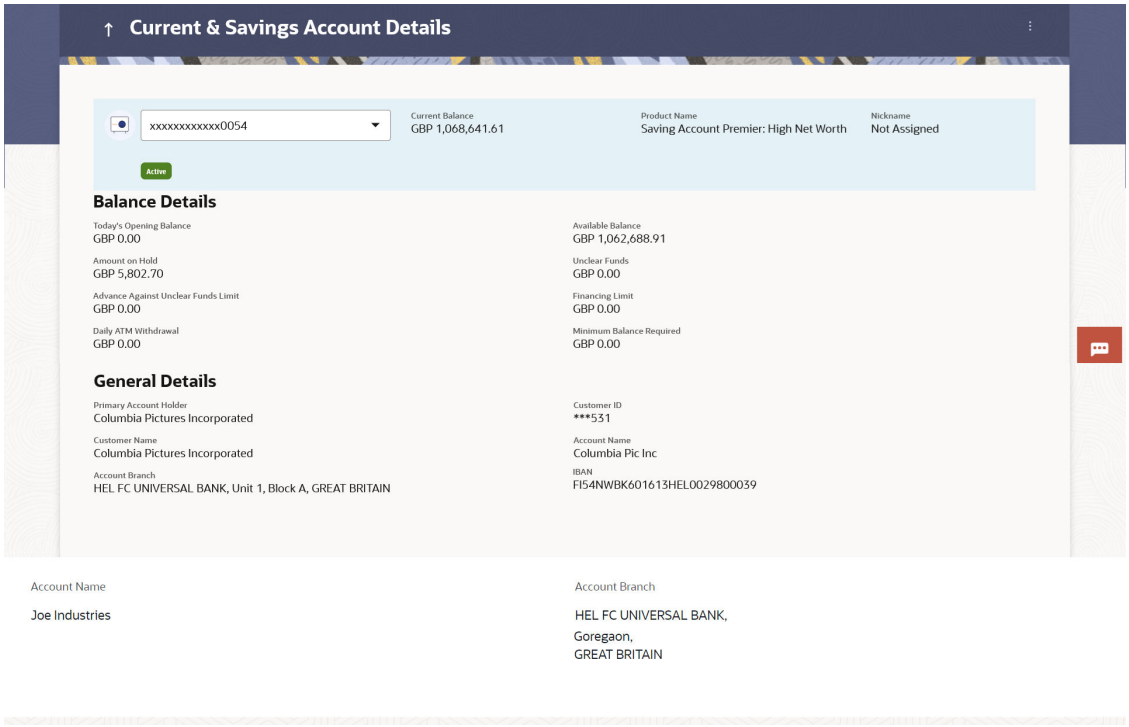
Figure 2-1 Current and Savings Account Details



Note

The fields which are marked as Required are mandatory.

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

Table 2-1 Current and Savings Account Details- Field Description

Field Name	Description
Account Number	Select the account of which you want to view details.
Status	The current status of the account. The possible values are: • **Active** • **Closed** • **Dormant**
Current Balance	The current available balance in the account.
Product Name	The name of the CASA product.
Nickname	The nickname, if set will be displayed.
Balance Details	
Today's Opening Balance	The opening balance in the account for the day.
Available Balance	The current available balance in the account.
Amount on Hold	Displays the earmarked amount or the amount on hold in the account.
Unclear Funds	That amount of funds that have not yet been credited to the account. This amount will include the amount deposited through cheques and drafts that have not yet completed the bank's clearing cycle.

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Table 2-1 (Cont.) Current and Savings Account Details- Field Description

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

You can also perform the following account related transaction:

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

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3

Cheque Book Request

This topic provides the systematic instructions to users to submit online requests for cheque books.

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

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

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

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

To request for a cheque book:

1. Perform anyone of the following navigation to access the **Cheque Book Request** screen.
   - From the Dashboard, click **Toggle menu**, click **Menu**, then click **Accounts**, and then click **Current and Savings** . Under **Current and Savings** , click **Cheque Book Request**.
   - From the Search bar, type **Current & Savings – Cheque Book Request** and press **Enter**.
   - From the Dashboard, click **Toggle menu**, click **Menu**, then click **Accounts**, and then click **Current and Savings** . Under **Current and Savings** , click **Overview**, then click **Cheque Book Request**of **Quick Links** widget.
   - Access through the kebab menu of transactions available under the **Current and Savings** module.

   The **Cheque Book Request** screen appears.

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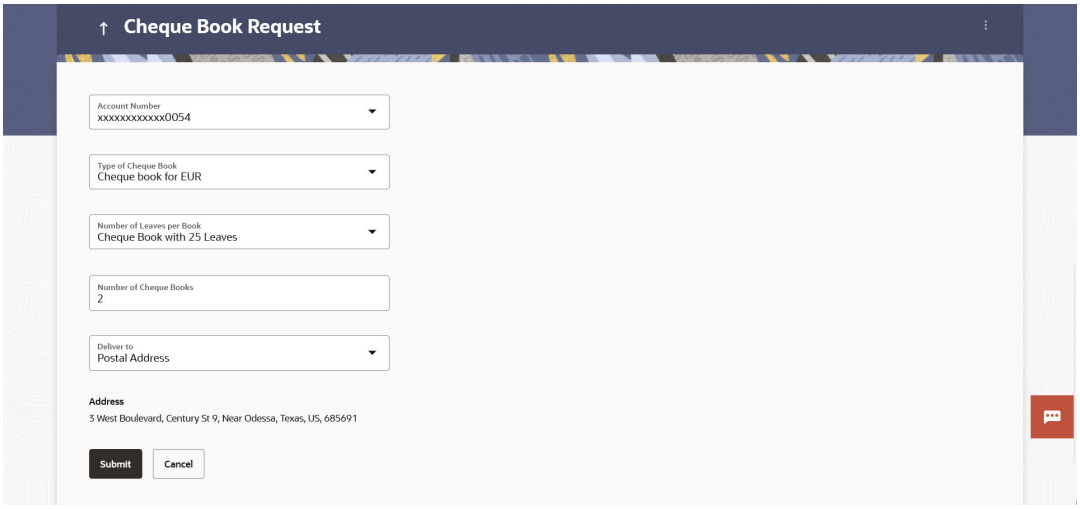
Figure 3-1 Cheque Book Request



> **Note**
>
> The fields which are marked as Required are mandatory.

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

Table 3-1 Cheque Book Request- Field Description

Field Name	Description
Account Number	Account number with the account nickname for which the cheque book is to be requested. The account number could be either the user's Party account or any linked party accounts that he has access to.
Type of Cheque Book	The type of cheque book.
Number of Cheque Books	Number of cheque books required. This field appears if you have the facility to request for multiple cheque books.
Number of Leaves per Book	Number of cheque leaves needed per cheque book.
Delivery To	Delivery location of the cheque book. The options are: • **Postal Address** • **Branch Near Me**
Address	The complete address of the primary account holder's work place, residence or that defined as postal address will be displayed based on which option has been selected in the address selection field.
This section appears if you select **Branch Near Me** option in the **Delivery To** field.	
City	The city where the cheque book is to be delivered.

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Table 3-1 (Cont.) Cheque Book Request- Field Description

Field Name	Description
Branch Near Me	The branch in the selected city, where the cheque book is to be delivered. **Note** The options in this field depend on the selected option in the **City** field.
Branch Address	The complete branch address based on the selection above. **Note** The address displayed here depends on the selected option in the **Branch Near Me** field.

2. From the **Account Number** list, select the account for which the cheque book is to be requested.
3. From the **Type of Cheque Book** list, select the desired option.
4. From the **Number of Leaves per Book** list, select the number of leaves required in each cheque book.
5. In the **Number of Cheque Book** list, enter the required number of cheque books.
6. From the **Delivery To** list, select the delivery location of choice.
   - If you select the **Branch Near Me** option;
     i. From the **City** list, select the desired city.
     ii. From the **Branch Near Me** list, select the desired branch.

     The complete address of the selected branch appears.
7. Perform one of the following actions:
   - Click **Submit** to submit the cheque book request.

     The **Review** screen appears.
   - Click **Cancel** to cancel the transaction.
8. Perform one of the following actions:
   - Verify the details and click **Confirm**.

     The success message of cheque book request along with the service request number appears.
   - Click **Back** to navigate back to the previous screen.
   - Click **Cancel** to cancel the transaction.
9. Perform one of the following actions:
   - Click **Home** to go to the Dashboard screen.

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- Click **View Account Details** to visit the account details page.

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4

Stop / Unblock Cheque

This topic provides the systematic instructions to users to stop payment on issued cheques.

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

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

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

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

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

To stop or unblock cheque:

1. Perform anyone of the following navigation to access the **Stop / Unblock Cheque** screen.
   - From the Dashboard, click **Toggle menu**, click **Menu**, then click **Accounts**, and then click **Current and Savings** . Under **Current and Savings** , click **Stop / Unblock Cheque**
   - From the Search bar, type **Current & Savings – Stop / Unblock Cheque** and press **Enter**
   - From the Dashboard, click **Toggle menu**, click **Menu**, then click **Accounts**, and then click **Current and Savings** . Under **Current and Savings** , click **Overview**, then click **Stop / Unblock Cheque**of **Quick Links widget**
   - Access through the kebab menu of transactions available under the **Current and Savings** module

   Stop / Unblock Cheque screen appears.

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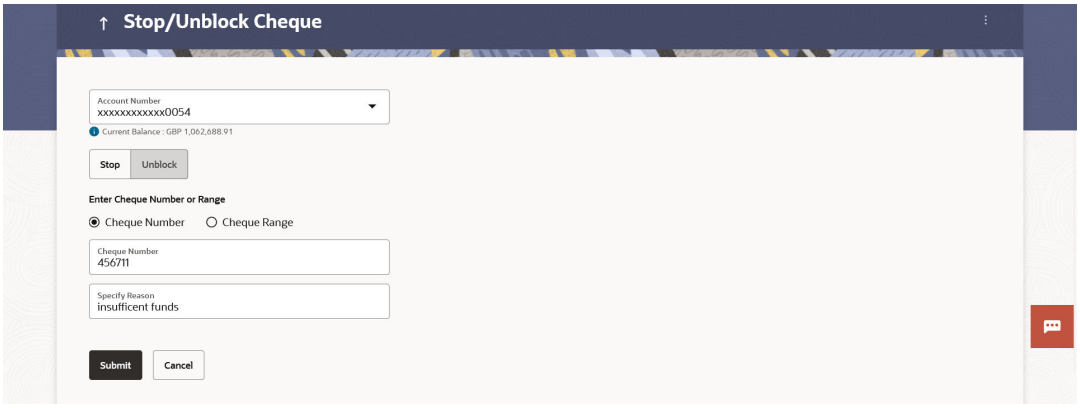
Figure 4-1 Stop / Unblock Cheque



> **Note**
>
> The fields which are marked as Required are mandatory.

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

Table 4-1 Stop / Unblock Cheque- Field Description

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

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2. From the **Account Number** list, select the account number of which cheque/cheques have to be stopped or unblocked.
3. In the **Action** field, select the appropriate option.
   a. If **Stop** is selected under the **Action** field, in the **Enter Cheque Number or Range** field, select the desired option:

      Perform one of the following actions:

      - If you select the **Cheque Number** option:
        i. In the **Cheque Number** field, enter the cheque number.
      - If you select the **Cheque Range** option:
        i. In the **From** field, enter the cheque start number.
        ii. In the **To** field, enter the cheque end number.

   b. If **Unblock** is selected under the **Action** field, in the **Enter Cheque Number or Range** field, select the desired option:

      Perform one of the following actions:

      - If you select the **Cheque Number** option:
        i. In the **Cheque Number** field, enter the cheque number.
      - If you select the **Cheque Range** option:
        i. In the **From** field, enter the cheque start number.
        ii. In the **To** field, enter the cheque end number.
4. In the **Specify Reason** list, enter the reason to stop or unblock the cheque.
5. Perform one of the following actions:
   - Click **Submit**.

     The **Confirmation** popup appears.
   - Click **Cancel** to cancel the transaction.
6. Perform one of the following actions on the **Confirmation** popup:
   - Click **Yes** to proceed.

     The success message along with the transaction reference number appears.
   - Click **No** to cancel the transaction.
7. Perform one of the following actions:
   - Click on the **Home** link to navigate back to dashboard page.
   - Click on the **View Accounts Details**link to view the Current & Savings Accounts details.

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5

Cheque Status Inquiry

This topic provides the systematic instructions to customers to view the status of cheques they have written at any time.

The customer can view the status of either a single cheque by providing a cheque number or that of a cheque series by defining a cheque range.

Customers can also search for cheques based on their status i.e. used, not used, stopped, etc.

> **Note**
>
> The **Cheque Range** and **Cheque Status** fields are displayed if the Oracle Banking Digital Banking Experience application is integrated with **Universal Banking Solutions** and the region is not **India**.

Using the **Manage Columns** feature, bank can configure and enable customizable UI display/ download option for the end users. Using this feature, users can personalize the information to be displayed/downloaded from search grid displayed on the screen.

By clicking on **Manage Columns** option available on the screen, user can

- Rearrange columns
- Remove specific columns.

> **Note**
>
> a. The downloaded report will have the same columns as displayed on the UI as per user preference as well as there will also be an option to modify the column selection while downloading.
>
> b. The column preferences setup by the user will be saved for future reference i.e. in case the user revisits this screen, the preferred columns will only be displayed in the table.

To inquire about the cheque status:

1. Perform anyone of the following navigation to access the **Cheque Status Inquiry** screen.
   - From the Dashboard, click **Toggle menu**, click **Menu**, then click **Accounts**, and then click **Current and Savings** . Under **Current and Savings** , click **Cheque Status Inquiry**.
   - From the Search bar, type **Current & Savings – Cheque Status Inquiry**and press **Enter**.
   - From the Dashboard, click **Toggle menu**, click **Menu**, then click **Accounts**, and then click **Current and Savings** .

     Under **Current and Savings** , click **Overview**, then click **Cheque Status Inquiry**of **Quick Links widget**.

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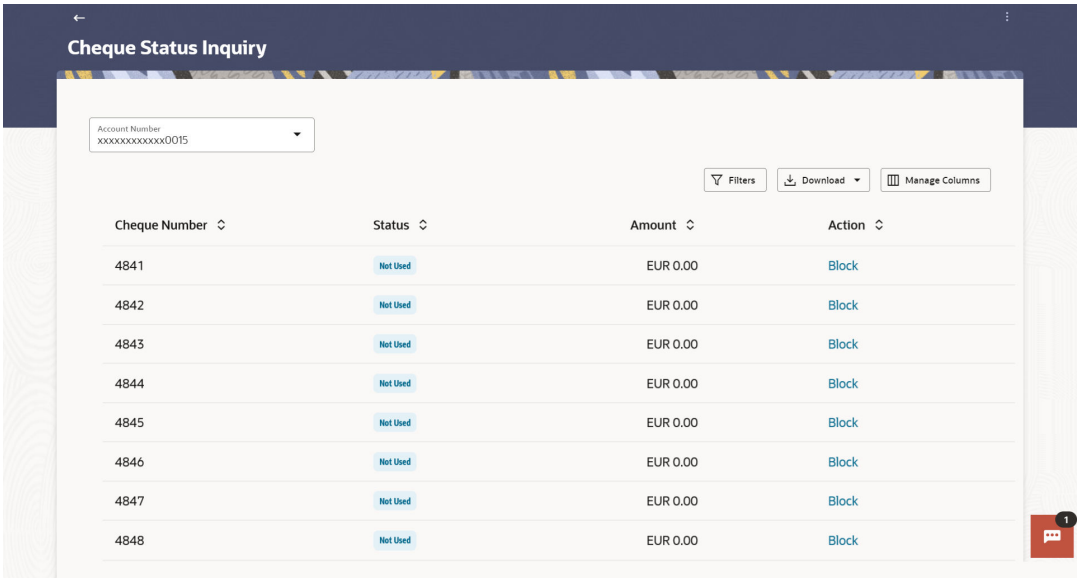
- Access through the kebab menu of transactions available under the **Current and Savings** module.

Cheque Status Inquiry screen appears.

Figure 5-1 Cheque Status Inquiry



> **Note**
>
> The fields which are marked as Required are mandatory.

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

Table 5-1 Cheque Status Inquiry- Field Description

Field Name	Description
Account Number	Select an account number to view the status of cheques associated with that account.
Cheque Status Inquiry Results	
Cheque Number	The cheque number of which status is being viewed.
Status	The current status of the cheque is displayed against it.
Reason	The reason for which the cheque has been stopped, rejected or cancelled. A value will be displayed here only if the cheque is in any of these three statuses.
Amount	The amount for which the cheque was issued.
Action	Click on the **Block** link to stop a cheque that has been issued for making payment.

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

   The cheque status inquiry appears of the selected account.

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3. Perform one of the following actions:

   - Click the Download icon to download the records in CSV & PDF format.
   - Click the Manage Columns icon to setup a column preference by rearranging or removing columns
   - Click on the **Block** link under **Action** column to stop a cheque that has been issued for making payment.

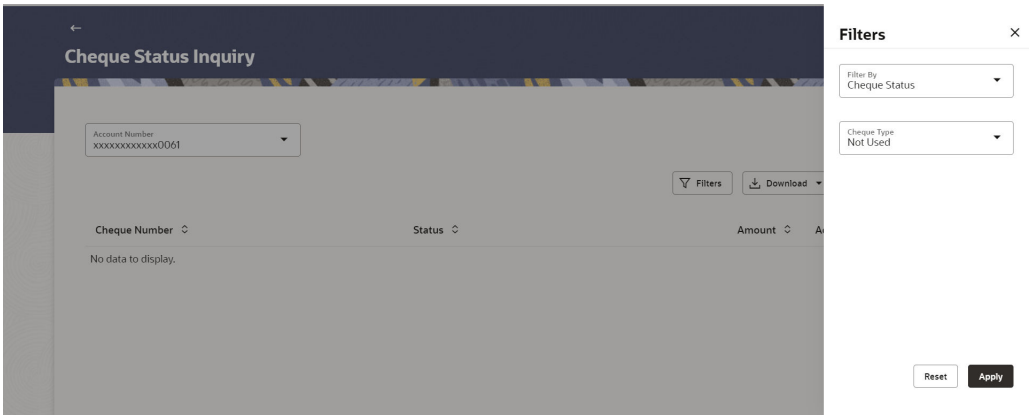
     The system redirects to the **Stop/Unblock Cheque** screen.

4. Perform one of the following actions:

   - Click Filter to search the cheque based on search criteria;

     The **Filter** overlay screen appears.

Figure 5-2 Cheque Status Inquiry- Filter



> **Note**
>
> The fields which are marked as Required are mandatory.

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

Table 5-2 Cheque Status Inquiry- Filter- Field Description

Field Name	Description
Filter Criteria	

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Table 5-2 (Cont.) Cheque Status Inquiry- Filter- Field Description

Field Name	Description
Filter By	Allows the customer to specify the criteria by which to view the status of cheques. The options are: – **Cheque Number** – **Cheque Range** – **Cheque Status** **Note** The **Cheque Range** and **Cheque Status** fields are displayed if the Oracle Banking Digital Banking Experience application is integrated with **Oracle FLEXCUBE Universal Banking** and the region is not **India**.
Cheque Number	The customer can define the cheque number for which he wants to view the status. This field appears if you select **Cheque Number** option from the **Filter By** list.
From	The customer is required to define the starting cheque number of the range for which to view cheque status. This field is appears if you select **Cheque Range** option from the **Filter By** list.
To	The customer is required to define the last cheque number of the range for which to view cheque status. This field appears if you select **Cheque Range** option from the Filter **By** list.
Cheque Type	The customer is required to identify a specific status in order to view cheques that belong to that status. The options are: – **Used** – **Not Used** – **Stopped** – **Rejected** – **Cancelled** This field appears if you select the **Status** option from the **Filter By** list. The **From Date** and **To Date** search fields will be disabled if the customer selects either the **Not Used** or **Cancelled** status.
From Date	The customer is required to specify the start date in a date range from which cheques of a particular status are to be fetched. This field appears if you select **Status** option from the **Filter By**list.
To Date	The customer is required to specify the last date in the date range for which cheques of a particular status are to be fetched. This field appears if you select **Status** option from the **Filter By** list.

a. From the **Filter By** list, select the criteria by which user wish to view the status of cheques.

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- If you select the **Cheque Number** option:
  i. In the **Cheque Number** field, enter the cheque number.
- If you select the **Cheque Range** option:
  i. In the **From** field, enter the cheque start number.
  ii. In the **To** field, enter the cheque end number.
- If you select the **Cheque Status** option:
  i. From the **Select Status** list, select the appropriate option. If you have selected **Used**, **Stopped** and **Rejected** option:
  ii. From the **From Date** list, select the appropriate date.
  iii. From the **To Date** list, select the appropriate date.

> **Note**
>
> The **From Date** and **To Date** fields enabled if the **Used** or **Stopped** or **Rejected** option is selected in the **Cheque Type** field.

b. Perform one of the following actions:
   - Click **Apply** to apply the search criteria.

     The results of the cheque status inquiry appear.
   - Click **Reset** to clear the data entered.

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6 Transactions

This topic provides the systematic instructions to user to track transactions occurring within their accounts.

This feature enables customers to view all the debit and credit entries along with each transaction amount and reference details are displayed.

Using the **Manage Columns** feature, bank can configure and enable customizable UI display/ download option for the end users. Using this feature, users can personalize the information to be displayed/downloaded from search grid displayed on the screen.

By clicking on **Manage Columns** option available on the screen, user can

- Rearrange columns
- Remove specific columns.

> **Note**
>
> a. The downloaded report will have the same columns as displayed on the UI as per user preference as well as there will also be an option to modify the column selection while downloading.
>
> b. The column preferences setup by the user will be saved for future reference i.e. in case the user revisits this screen, the preferred columns will only be displayed in the table.

The user can also navigate to other Current and Savings account statement related screens from the **More Actions** menu provided on the screen.

- **Request for Statements** – The customer can access this option by selecting the **Request Statement** option from the kebab menu. The user will be able to define the period for which he/she requires to receive statements at his/her registered address.
- **Download Pre-Generated Statements** – The customer can select the **Pre-Generated Statement** option from the kebab menu on this page, in order to be provided with the facility to define the period for which he/she would like to download pre-generated statements.
- **Subscribe for E-Statements** – By selecting the **E-Statement** option from the kebab menu, the user will be able to either subscribe or unsubscribe (if subscription is active) for e-statements for the specific account. If the user opts to subscribe for e-statements, he/she will receive monthly e-statements on his/her registered email address.

To view transactions:

1. Perform anyone of the following navigation to access the **Transactions** screen.
   - From the Dashboard, click **Toggle menu**, click **Menu**, then click **Accounts**, and then click **Current and Savings** .

     Under **Current and Savings** , click **Transactions**.
   - From the Search bar, type **Current & Savings – Transactions**and press **Enter**.

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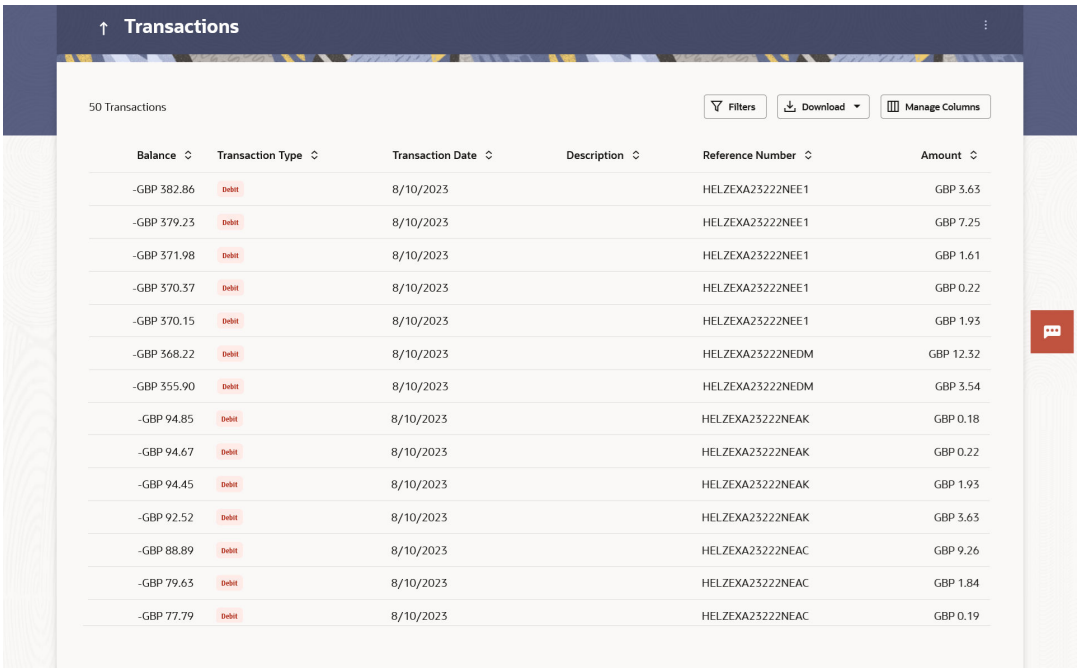
- Access through the kebab menu of transactions available under the **Current and Savings** module.

Transactions screen appears.

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

The list of transactions appears.

Figure 6-1 Transactions – View Transactions



> **Note**
>
> The fields which are marked as Required are mandatory.

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

Table 6-1 Transactions – View Transactions- Field Description

Field Name	Description
Account Number	Select an account of which you wish to view transactions. On selection, system displays the Account Number along with the Account Name, Account Currency, and Branch Code.
Balance	Balance in the account.
Transaction Type	The type of transaction performed, i.e. if it was a debit or credit transaction.
Transaction Date	Date on which the activity was performed.
Description	Short description of the transaction.
Reference Number	Reference number of the transaction.
Amount	The transaction amount.

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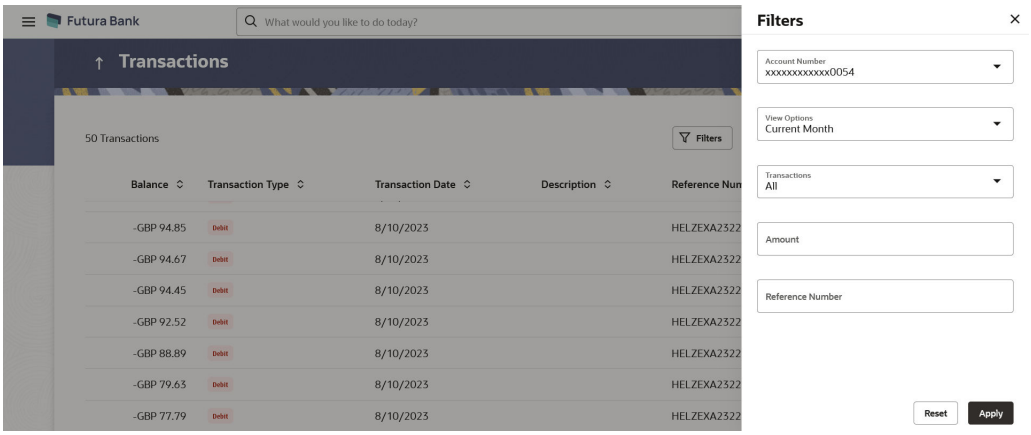
3. Perform one of the following actions:

   - Click the Filter change filter criteria.

     The **Filter** overlay screen appears. Based on the defined criteria you can view transactions.

Figure 6-2 Transactions – Filter Criteria



> **Note**
>
> The fields which are marked as Required are mandatory.

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

Table 6-2 Transactions – Filter Criteria- Field Description

Field Name	Description
Filter Criteria	
View Options	Filters to view the transactions of a specific period. The options are: – **Current Month** – **Current Day** – **Previous Day** – **Previous Month** – **Current Month &Previous Month** – **Previous Quarter** – **Date Range** – **Last 10 Transactions**
Transaction	Filters to view the transactions based on description. The options are: – **All** – **Credits Only** – **Debits Only**

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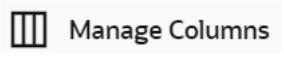
Table 6-2 (Cont.) Transactions – Filter Criteria- Field Description

Field Name	Description
From Date – To Date	Specify the period for which you wish to view transactions. Search will be based on the transaction date range. These fields will be displayed only if you have selected the option **Date Range** from the **View Options** list.
Amount	The specific transaction amount matching to which you wish to view transactions.
Reference Number	Reference number of the transaction.

a. From the **View Options** list, select the desired transaction period.
   i. If the option **Date Range** has been selected in the **View Options** list, specify the date range in the **From Date** and **To Date** fields.
b. From the **Transaction** list, select the types of transactions to be displayed i.e. either debit or credit or all transactions.
c. In the **Amount** field, enter the specific transaction amount matching to which you wish to view transactions.
d. In the **Reference Number** field, enter a transaction reference number if you wish to view a specific transaction record.
e. Perform one of the following actions:
   – Click **Apply** to view transactions based on the defined criteria.
   – Click **Reset** to clear the details entered.

-
- Click the

icon to download the records in CSV & PDF format.
- Click the 

icon to setup a column preference by rearranging or removing columns.
- Click on the **More Actions** menu to access other Current and Savings account statement related transactions.

  The following actions can also be performed from **More Actions** in the screen:
  – Subscribe for E-Statements
  – Request for a specific statement
  – View Pre-Generated Statements

- E-statement
  This topic provides the systematic instructions to users to subscribe to e-statements.
- Request Statement
  This topic provides the systematic instructions to users to request a physical copy of their account statement from the bank for a specified period.
- Pre-generated Statement
  This topic provides the systematic instructions to users to download pre-generated statements.

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6.1 E-statement

This topic provides the systematic instructions to users to subscribe to e-statements.

A customer might wish to receive regular e-statements at his email address instead of physical copies. Once a request for an e-statement is made, the customer will begin to receive regular statements at his email address maintained with the bank.

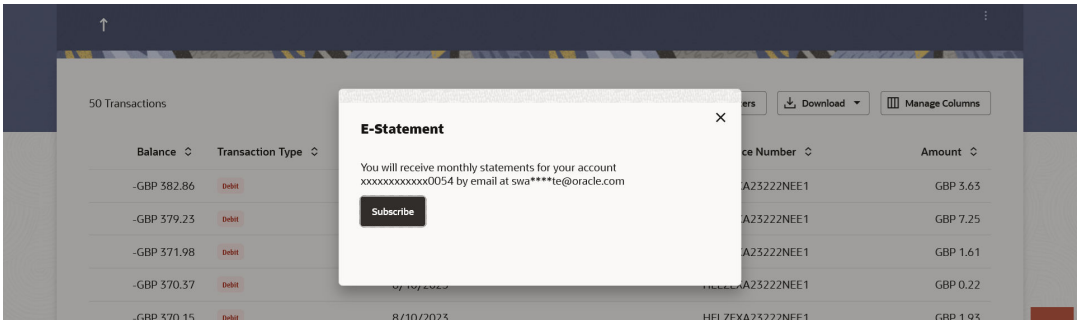
> **Note**
>
> Send to Modify functionality is now supported for this transaction.

To subscribe / unsubscribe for e-statements:

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

   The **E-Statement** popup screen appears.

Figure 6-3 E-Statement



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

      The success message of request submission appears.

   b. Click **OK** to complete the transaction.
3. If the user has already subscribed for e-statements, the pop up message contains a message stating that the user is subscribed to receive e-statements. The option to unsubscribe for e-statements is provided.
   a. Click **Unsubscribe** to opt out of receiving monthly statements on your registered email address.

      The success message of request submission appears.

   b. Click **OK** to complete the transaction.
   c. Click **Proceed** to unsubscribe.

      The success message of request submission appears.

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4. Perform one of the following actions:
   - Click **Home** to go to the Dashboard screen.
   - Click **View Account Details** to visit the account details page.

6.2 Request Statement

This topic provides the systematic instructions to users to request a physical copy of their account statement from the bank for a specified period.

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

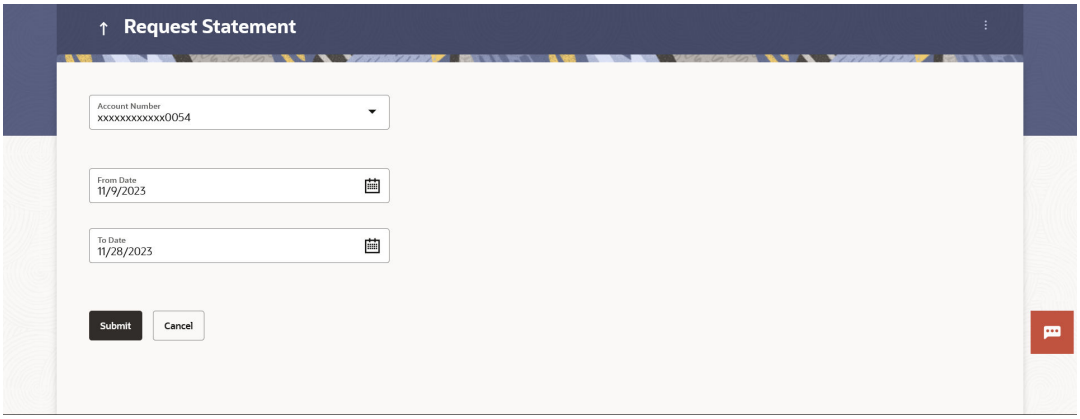
> **Note**
>
> Send to Modify functionality is now supported for this transaction.

To request for a Statement

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

   The **Request Statement** screen appears.

Figure 6-4 Request Statement



> **Note**
>
> The fields which are marked as Required are mandatory.

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

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Table 6-3 Request Statement - Field Description

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

2. From the **Account Number** list, select the account number for the account statement.
3. From the **From Date** list, select the start date of the account statement.
4. From the **To Date** list, select the end date of the account statement.
5. Perform one of the following actions:
   - Click **Submit**.

     The **Review** screen appears.
   - Click **Cancel** to cancel the transaction.
6. Perform one of the following actions:
   - Verify the details and click **Confirm**.

     The success message of Statement Request appears along with the transaction reference number.
   - Click **Back** to navigate back to the previous screen.
   - Click **Cancel** to cancel the transaction.
7. Perform one of the following actions:
   - Click **Home** to go to the Dashboard screen.
   - Click **View Account Details** to visit the account details page.

6.3 Pre-generated Statement

This topic provides the systematic instructions to users to download pre-generated statements.

To download pre-generated statements:

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

   Displays the last pre-generated statements on the **Pre-generated Statement** screen.

2. Click the icon against any record (.pdf)to download the statement in password protected .pdf format.

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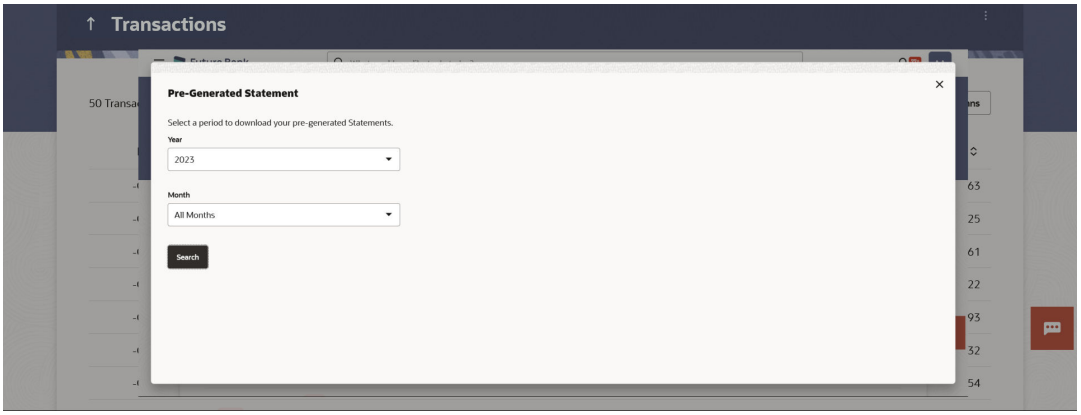
Figure 6-5 Pre-generated Statement



> **Note**
>
> The fields which are marked as Required are mandatory.

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

Table 6-4 Pre-generated Statement- Field Description

Field Name	Description
Account Number	The savings account number in masked format for which statement has to be requested.
From Date	Start date of the date period for which the statement is generated.
To Date	End date of the date period for which the statement is generated.
	Click the icon against a statement to download the specific record.
Filter Criteria	
Year	The year for which the statement is required
Month	The month for which the statement is required.

3. Click the

generate the statement for the desired period.

   The **Filter** overlay screen appears.

   a. From the **Year** list, select the year for which the pre-generated statement is required.

   b. From the **Month** list, select the month for which the pre-generated statement is required.

   c. Perform one of the following actions:

      - Click **Apply** to search amongst the pre-generated statements. The Pre-generated statement appears based on entered criteria for the selected period.
      - Click **Cancel** to cancel the transaction.

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7

Account Nickname

This topic provides the systematic instructions to customer to assign a specific name to their current or savings accounts.

This is useful if customer wishes to remember accounts with a particular name instead of account numbers. Once a nickname is assigned to an account, it is displayed on various transactions instead of the standard account description. The application also allows customer to modify or delete the nickname whenever required.

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

To add/edit nickname against an account:

1. Perform anyone of the following navigation to access the **Current and Savings Account Details** screen.
   - From the Dashboard, click **Toggle menu**, click **Menu**, then click **Accounts**, and then click **Current and Savings** .

     Under **Current and Savings** , click **Overview**, select the **Conventional**.

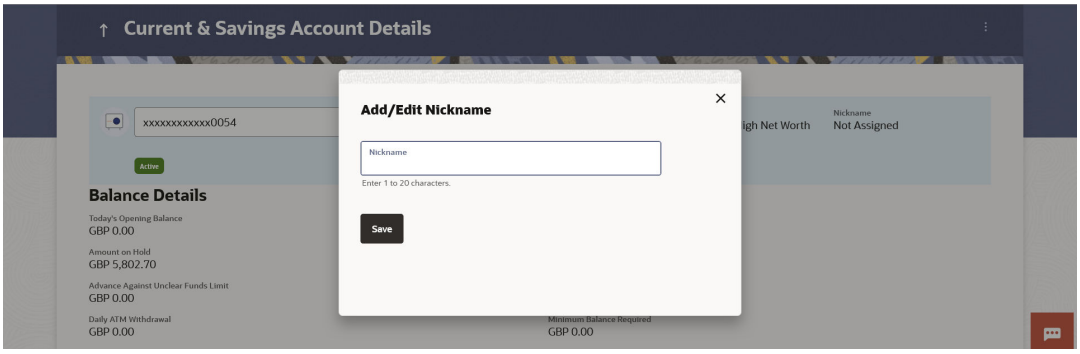
     Then click on the **Account Number** link of the **Current and Savings Account Summary**, and then click **Add/Edit Nickname** option of **Current and Savings Account Details** kebab menu.

   The **Current and Savings Account Details** screen appears.

2. Click the icon on the screen, and click **Add/Edit Nickname** option to add/edit nickname against an account.

   The **Add/Edit Nickname** popup appears.

Figure 7-1 Add/Edit Nickname



> **Note**
>
> The fields which are marked as Required are mandatory.

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

Table 7-1 Add/Edit Nickname - Field Description

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

3. In the **Nickname** field, enter the nickname you want to use.
4. Perform one of the following actions:
   - Click **Save** to save your changes.

     Nicknames will be displayed on various transactions instead of the standard account description.
   - Click **Delete** to delete the nickname.

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8
FAQ

1. **As a corporate User, what are the CASA accounts that I can view?**
   A Corporate User can view all the accounts that he has access to. This includes the accounts of his primary party as well as those of linked parties.
2. **Can the user access CASA account details 24/7 on the online platform?**
   Yes, the user can access CASA account details 24/7, except at times of system downtime or transaction blackout.
3. **Who all can view a nickname that a user has set?**
   One account can have multiple nicknames set by different users, who have access to that account – however only the logged in user can view the nickname he has set.
4. **Are nicknames displayed in all places, where an account number is displayed?**
   No, Approvers can only view the account number, but not nicknames set by makers. Further Review screens contain the account number (where applicable), but not the nickname.

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Index

A

Account Nickname, *1*

C

Cheque Book Request, *1*
Cheque Status Inquiry, *1*
Current & Savings Account Details, *1*
Current & Savings Overview, *2*

E

E-statement, *5*

P

Pre-generated Statement, *7*

R

Request Statement, *6*

S

Stop / Unblock Cheque, *1*

T

Transactions, *1*

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