Oracle Financial Services
Regulatory Reporting
User Guide MY STR

Release 2.4
October 2013

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Document Control Number: 9MN11-2.4-01-07
Document Number: AG-13-RR-007-2.4-01

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About This Guide

This guide provides an overview of the Oracle Financial Services Regulatory Reporting (herein referred to as RR), life cycle of the Regulatory Reports. This chapter focuses on the following topics:

- Naming Discrepancies in this Guide
- Who Should Use this Guide
- Scope of this Guide
- How this Guide is Organized
- Where to Find More Information
- Conventions Used in this Guide

Naming Discrepancies in this Guide

The product branding in the screen shots shown in this guide retains the original product name (Oracle Mantas) and original logo. The Oracle Financial Services Regulatory Reporting might be referred to as Mantas Regulatory Reporting Solution, Mantas RRS, or RR.

Who Should Use this Guide

The Oracle Financial Services Regulatory Reporting User Guide MY STR, Release 2.4 is designed for use by a variety of Oracle Financial Services users. Their roles and responsibilities, as they operate within the RR application, include the following:

- **Analyst:** This user is responsible for updating the data related to the report through UI screens and can add comments to the report. This user should send each report to the supervisor for further action (such as Approve, Reject, or Close).
- **Supervisor**: This user is responsible for taking action on the reports submitted by the Analyst, such as Approve, Close, and Reject, and can add comments to the report. This user should verify all the details of the report before action is taken which files the report with the Regulatory Authorities.
- **Admin User**: This user is responsible for managing the security attributes of the users and filing the reports approved by the Supervisor.
- **Super User**: This user is responsible for updating the data related to the report through UI screens, approving and closing reports, generating reports, filing the reports from the list of approved reports, and can add comments.
- **System/Application Administrator**: This user is responsible for managing the static data used in the application, creating application users, mapping users to user groups, and configuring the various parameters used in the application.

Scope of this Guide

The purpose and scope of the RR User Guide is to define how users can view, edit and generate report data, and to file the regulatory reports to the Regulatory Authorities. It also guides users on how to adjust the application parameters.

This guide explains how the User Interface (UI) in the RR is organized, how the application uses the data entered, and guides the users to generate the PDF report defined by the regulatory body.

How this Guide is Organized

The Oracle Financial Services Regulatory Reporting User Guide MY STR, Release 2.4, includes the following topics:

- Chapter 1, *About Regulatory Reporting,* describes the default page setting and Regulatory report workflow in Oracle Financial Services RR login process.

- Chapter 2, *Malaysian STR,* describes how to search, view, and edit the regulatory reports.

- Chapter 3, *Report Summary,* describes the life cycle of the report, and details the suspicious transaction report analysis.

- Chapter 4, *File Regulatory Reports,* describes the process of manual filing of the Regulatory Reports to the Regulatory Authorities.

- Chapter 5, *User Attributes,* describes how to map and maintain the security attributes for each user in RR application.

Where to Find More Information

For additional information about the Oracle Financial Services Regulatory Reporting application, refer to the following documents:

- *Oracle Financial Services Regulatory Reporting Data Model Reference Guide:* This guide explains the structures of the entities in the RR data model and provides in-depth information on the data handling of the RR system.

- *Oracle Financial Services Regulatory Reporting Webservice Guide:* This guide explains how and in what format the source business data should be provided to the RR application through a web service for the Malaysian STR report type.

- *Oracle Financial Services Regulatory Reporting Installation Guide:* This guide provides step-by-step instructions for installing the RR on an existing Oracle Financial Services Platform hosted in a Windows environment.

- *Oracle Financial Services Regulatory Reporting Administration Guide MYSTR:* This guide describes comprehensive activities to be done by the OFSAAI Administrator in the Oracle Financial Services Regulatory Reporting. This guide details the Regulatory Reporting, and provides information about configuring and maintaining users and static data.

To find additional information about how Oracle Financial Services Regulatory Reporting solves real business problems, see our website at www.oracle.com/financialservices.

Conventions Used in this Guide

Table 1 lists the conventions used in this guide.

Table 1. Conventions Used in this Guide

Convention	Meaning
Italics	● Names of books, chapters, and sections as references ● Emphasis
Bold	● Object of an action (menu names, field names, options, button names) in a step-by-step procedure ● Commands typed at a prompt ● User input
Monospace	● Directories and subdirectories ● File names and extensions ● Process names ● Code sample, including keywords and variables within text and as separate paragraphs, and user-defined program elements within text
<Variable>	Substitute input value

About Regulatory Reporting

This chapter explains the RR Login and User access process and covers the following topics:

- Introduction of RR
- About RR Login
- Regulatory Report Workflow
- User Access

Introduction of RR

As a part of Regulations and Compliances, it is required by the organization to perform appropriate analysis and report any suspicious activities that may lead to fraud and money laundering, to the Regulatory Authorities. These regulatory bodies are responsible for safeguarding financial institutions and consumers from abuse, providing transparency in the country's financial system, enhancing that country's security, and deterring and detecting criminal activity in the financial system.

As part of this goal, these regulatory bodies require the Financial Crimes Unit (FCU), also referred to as Financial Intelligence Units (FIUs), in financial institutions to provide data regarding suspicious activities. These reports, depending on the regulatory geographic region, can be delivered in either printed or electronic format.

Regulatory Reporting (RR) supports the management, delivery and resolution of these regulatory reports across multiple geographic regions and across multiple financial lines of business. Since there are several differences in requirements for paper-based formats versus electronic formats, and between different geographic regions and the data elements that are required on these reports, the approach to satisfying the end goal is to provide a Regulatory Reporting framework that is configured to support paper-based and electronic formats for different geographic regions and to generate and file different types of reports.

RR is integrated with the Oracle Financial Services Behavior Detection application platform to allow users to generate reports automatically populated with information relevant to an investigation for any report filed.

About RR Login

The RR User Interface (UI) enables the you to view and edit the report information, generate the PDF for the report and generate an electronic file (E-File), which is filed with the Regulatory Authorities.

In the Oracle Financial Services Behavior Detection UI, the Regulatory Reporting link is enabled for users who have access to the RR application.Simply click the **Regulatory Reporting** link to open the RR login page in a pop-up window. This allows you to log into the RR application (Figure 1).

For information about changing your password, refer to the Oracle Financial Services Regulatory Reporting Administration Guide MYSTR.
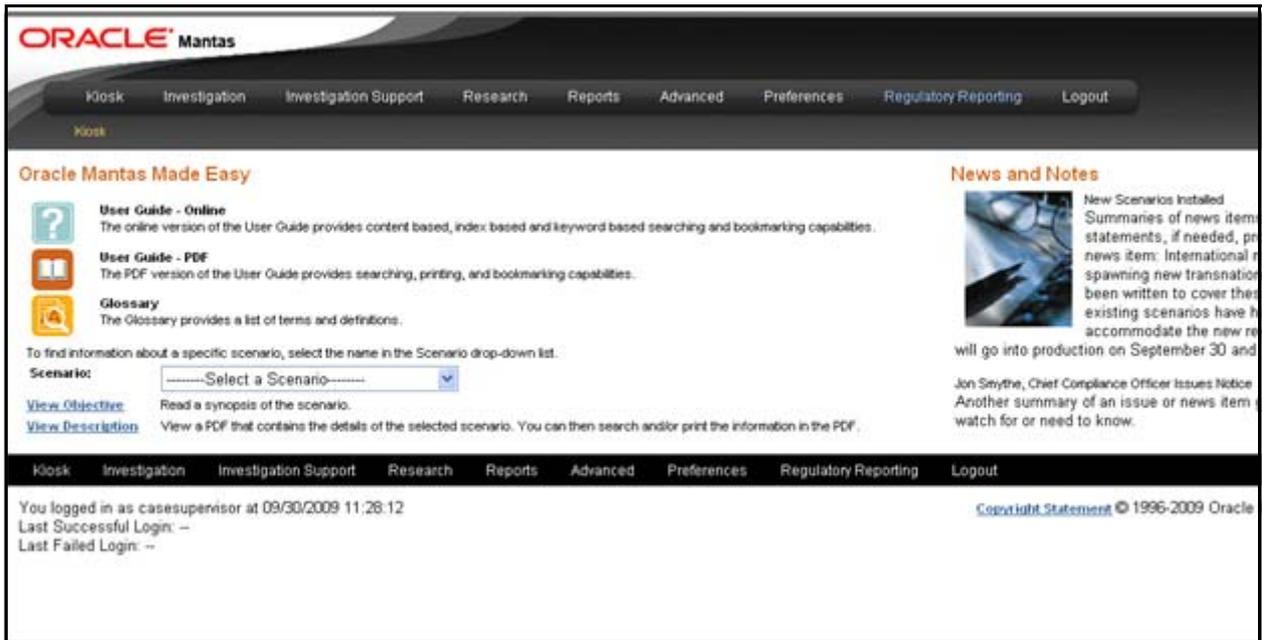
Figure 1. Oracle Financial Services UI

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Figure 2. RR Application Login

To log into the RR application, follow these steps:

1. Select the **Language** for the application.

2. Enter your **User ID**.

3. Enter your **Password**.

4. Click **Login**.

The System Admin user can see all links on the application menu, other users can see only the RR link. Other users will see the links based on their roles and privileges.

Figure 3 and Figure 4 shows the landing screen for various users.

To see the data required, select the information domain and click the **Regulatory Reporting** link. This takes you to the application page (Figure 5).
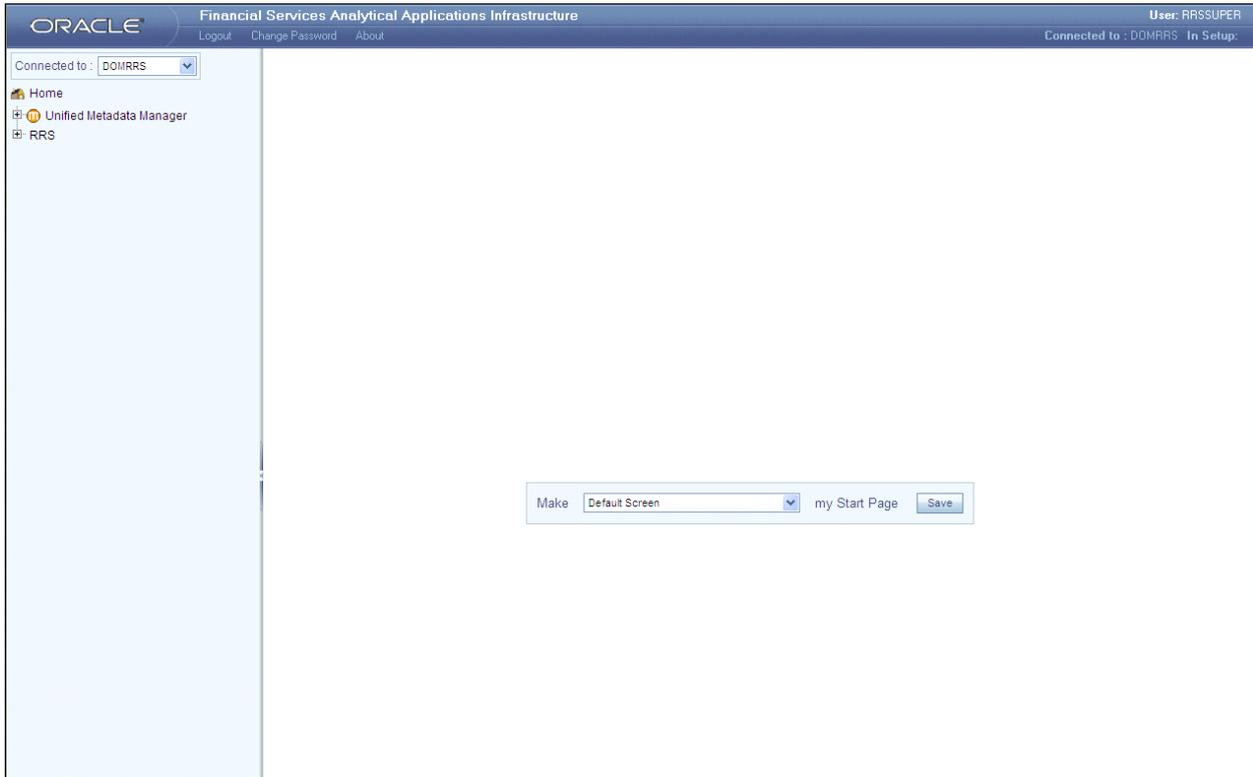
.

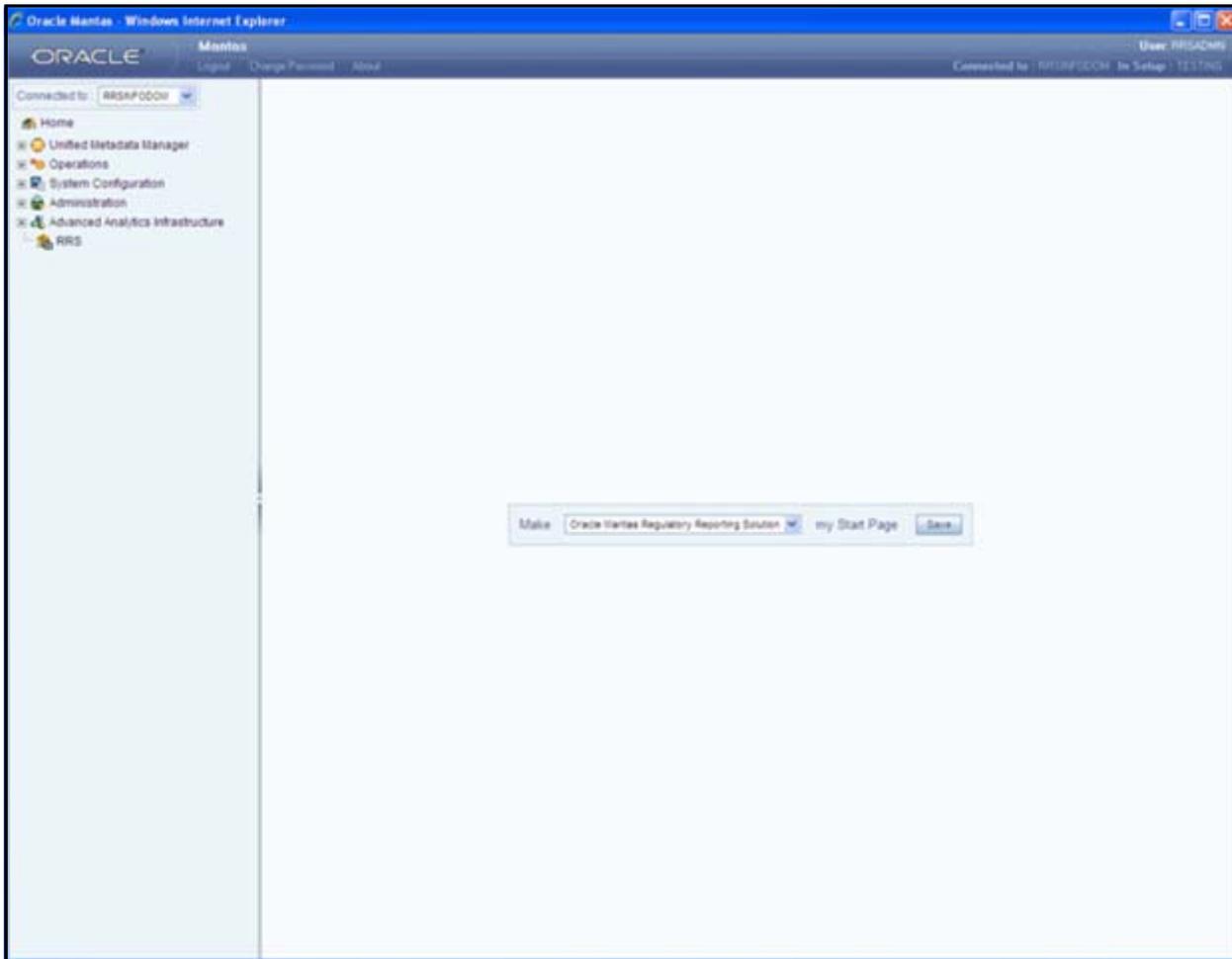**Figure 3. Home Page for all the Roles (except for the RR System Administrator)**

Figure 4. Home Page for the RR System Admin Role

Setting the Default Page

From the **Make my Start Page**, select **Regulatory Reporting** from the drop-down list and click Save. This saves the application page as the Start page.

If the Application page is the start page, then the Home link and the Logout link will also be enabled on the page. If not, the Logout link is available only in the Home page.

The Application page has Regulatory Reports and File Regulatory Reports. The page displays the Regulatory Report Search and List of the Regulatory Reports, by default (Figure 5).

Figure 5. RR Application Page

Regulatory Report Workflow

The life cycle of the regulatory report are described in the workflow diagram (Figure 6). The report can be in any of the following statuses at any point..
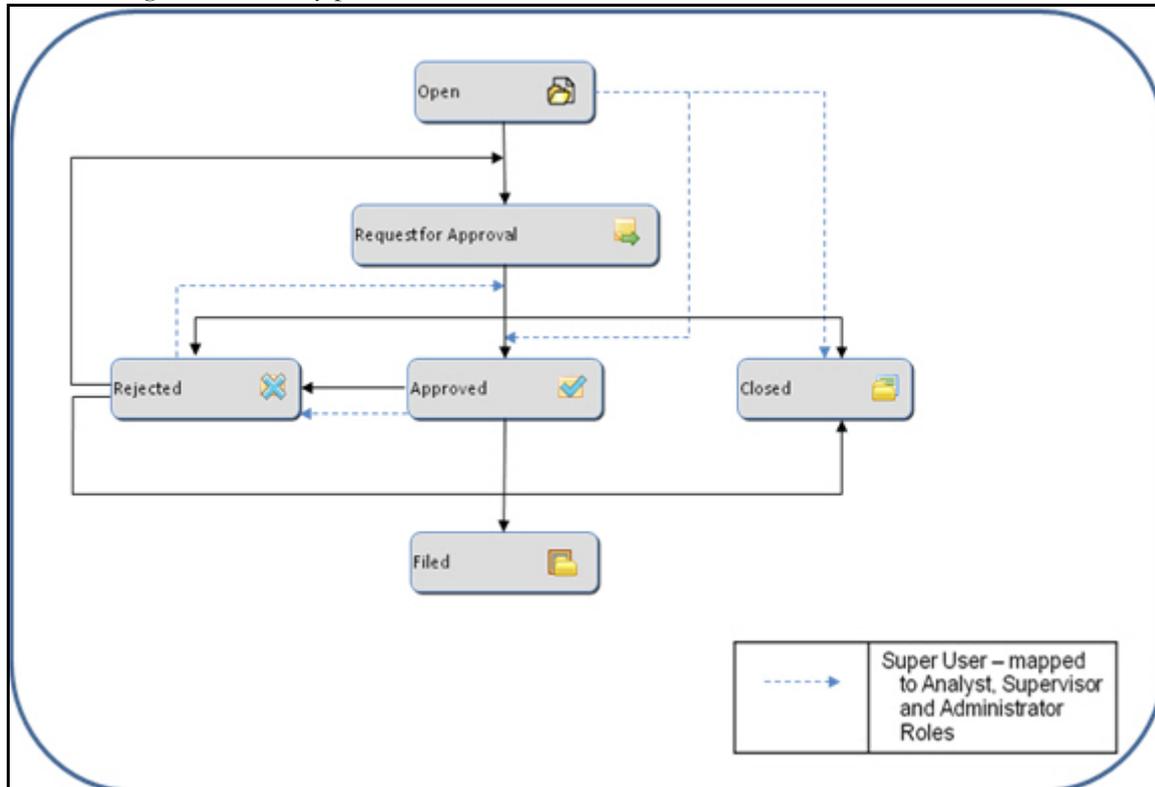
Figure 6. Regulatory Reporting Workflow

When the RR user selects **Recommend MY STR** action on an Alert or Case from the Oracle Financial Services Behavior Detection UI, then the data is passed to RR through the web service, and a report is opened in the RR application. Once the report is opened in RR, the same details are updated within Oracle Financial Services Behavior Detection.

Now you work on open or rejected reports, and send them for approval.

Users with the Supervisor role may do the following:

- Approve the report to be filed
- Reject the report for rework
- Close the report
- Take no further action

Every action taken on a report is recorded in the Audit Tab of the Regulatory Report Actions.

For more information on audit, refer to the section *Audit*, on page 36.

User Access

The following user roles are defined in the RR:

- Analyst
- Supervisor
- Admin
- Super user (Analyst , Supervisor, and Admin Role)

The User Role - Function mapping required for RR is defined in Table 2. These functions are required to set the privileges for each role.

Table 2. User Role - Function Mapping

Function	Roles			
	Analyst	**Supervisor**	**Admin**	**Super USer**
Show Regulatory Reports Menu	X	X	X	X
Show File Regulatory Reports Menu			X	X
Show User Attributes Menu			X	X
View RR	X	X		X
Edit RR	X			X
Action RR (Request for Approval/Reject/Approve / Close)	X	X		X
Add RR Comments	X	XX	X	X
Generate Draft PDF Report	X	X	X	X
View Final PDF Report	X	X		X
File PDF			X	X
View / Edit Configuration				X
View/Edit User Attributes			X	X

CHAPTER 2   *Malaysian STR*

This chapter explains how to view, edit, and generate PDF files for the report. This chapter covers the following topics:

- RR Application Menu
- Icons Used
- Regulatory Reports- User Interface

RR Application Menu

This section explains the modules that can be accessed through the UI and their functions. Each module facilitates a list of possible actions, which are visible based on the roles and privileges assigned for each user. The RR application menu includes links for Regulatory Reports, File Regulatory Reports and User Administration.

Regulatory Reports

This is the default opening screen for users after clicking the **Regulatory Reports** link. Generated reports are displayed and accessed on this page, based on user privileges. View Report Summary details by clicking a report.

The **Search** option allows users to search for reports, based on the following criteria:

- Report Name
- Alert ID/Case ID
- Jurisdiction
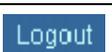- Status
- Created from Date
- Created to Date

Icons Used

Table 3 details the icons used in the application.

Table 3. RR Icons

Icon Used	Convention Used	Description
	Search	Displays Search Results for the selected search criteria.
	Clear and Refresh	Clears the selections and values entered in the container and refreshes the screen to show previous values.
	Drop-down List	Displays the possible values that can be selected for the field.

Table 3. RR Icons

	Calendar	Opens the calendar to select the date.
	Clear	Clears a selection made on the calendar or the Hierarchy Browser.
	PDF	Opens the PDF file generated for the report. This can also be saved to a local area.
	Edit	Opens the report in the Edit mode, if the report is not locked by another user.
	Add	Adds a new entry with respect to the context.
	Close	Closes the container after user confirmation.
	Save	Saves any changes made, after successful validation of the fields.
	Delete	Deletes the selected records after user confirmation.
Close	Close	Closes the report after successful validation for unsaved data.
Logout	Logout	Allows the user to log out of the application.
	Details	Displays details for the selected report.

Regulatory Reports- User Interface

The Regulatory Reports UI displays the list of reports generated. This list provides the following details:

- Regulatory Report Name
- Alert ID/Case ID
- Report Type
- Jurisdiction
- Created Date
- Created By
- Status
- Focus Name
- PDF

Users are permitted to take action on reports that are not locked by another user. Perform actions on reports using the Actions bar on the Report Summary page. The Analyst/Super user may open the report to edit or view the contents by clicking the report name. This opens the page in the Edit/View mode. Only reports in the Open or Rejected status can be edited.

The Supervisor can navigate to the Report Summary page by clicking the required report name in the Regulatory Report List.

Regulatory Report Search

Users can search the Report based on the following criteria:

- Report Name
- Alert/Case ID
- Status
- Jurisdiction
- Created from Date
- Created to Date

Click **Clear** on the Regulatory Report Search to clear all the selections made and display a blank search container (Figure 7).

Regulatory Report List

View the report details by clicking the required report. If the report is already opened by another user, the system displays the message "*Report is locked by another user*".

View/Edit Reports

View and edit the report details by clicking the report name. If the report is already opened by another user, the system displays the message *Report is locked by another user*. After confirmation from the logged in user, the report details are displayed in the View mode. The report opens in View or Edit mode based on the roles and privileges of the user who logged in and the report status.

Export to Excel:

You can export all the reports in the Regulatory Report List to a new excel spreadsheet. Click on **Export to Excel** icon present on the Regulatory Report List grid header. A new prompt on the screen (Figure 7) displays. Make your selection as mentioned below.

- Select Grid Data
- Document Type as Excel
- Display From Name as 'Yes'

And click on **Export** button. All the data under Regulatory Report List will be populated in a new Excel spread sheet.
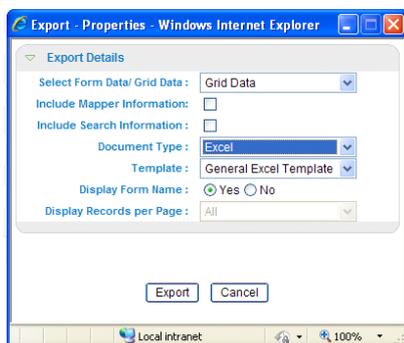

Figure 7. Export Properties Dialog Box

CHAPTER 3   *Report Summary*

This chapter discusses the life cycle of the report, bank information, customer particulars and the suspicious transaction information. This chapter focuses on the following topics:

- About the Report Summary Page
- Action Bar
- Report Context
- Customer Details – Natural Person
- Customer Details – Company
- Transaction Details
- Add Document
- Narrative
- Audit

About the Report Summary Page

The Report Summary page provides information about the report. Navigate to the Report Summary page from the Regulatory Report List by clicking a report.

The Report Summary page has three sections - the Actions bar, Report Context and Report Tabs. Each section is detailed below:

- The **Actions bar** displays the various action that can be taken on the report. This list of action buttons is updated based on the logged in user and the report status.
- The **Report Context** displays information about the report, such as Report Status, Jurisdiction, and Created By.
- The **Report tabs** display the related information that needs to be submitted with the regulatory authorities.

Every report generated in the RR application can have any of the following statuses:

- Open
- Request for Approval
- Approved
- Closed
- Rejected
- Filed

The report has a life cycle which begins with the Open status and ends when it is Closed. Reports that are required to file with the Regulatory Authority have the final status of Filed.

The user opens the report in the edit mode. After editing the information, click **Save** or **Reset**.

You can view the following tabs in the Report Summary page:

- Customer Details
- Person Conducting the Transaction
- Transaction Details
- Add Document
- Narrative
- Audit

Action Bar

The Action Bar lists actions that can be taken by users on the report. The buttons are displayed based on the user logged in, report status and the mode in which the report is opened (Edit or View). Table 4 details the Actions buttons.

Table 4. Action Bar

Action	Report Status	User	Description
Request for Approval	Open/Rejected	Analyst	This action is taken once the report details have been updated and it is sent for approval.
Approve	Request for Approval/ Open	Supervisor/Super User	This action is taken once the report is reviewed and the Supervisor/Super User determines it is ready to be filed.
Close	Open/Request for Approval/Rejected	Supervisor/Super User	This action is taken once the report is reviewed and the Supervisor/Super User determines it need not be filed.

Table 4. Action Bar

Reject	Request for Approval/Approved	Supervisor/Super User	This action is taken once the report is reviewed and the Supervisor/Super User determines that further corrections are required.
Add Comments	--	All Users	This action allows users to add comments to the report details to assist with the investigations.
Draft Report	Open/Request for Approval/Rejected	All Users	This action allows users to view a draft of the final report.
Search	--	All Users	This action validates any unsaved date and navigates to the Report List page.

Report Context

Report Context (Figure 8) displays the following information related to the report:

- Report Name
- Alert ID/Case ID
- Report Type
- Report Status
- Created Date
- Created By
- Last Modified Date
- Last Modified By
- Report Generated Date
- Report Generated By
- Jurisdiction
- Suspect Customer Type

Figure 8. Report Context

Customer Details – Natural Person

The Customer Details tab (Figure 9) displays the following information:

- Customer Information

- Spouse Details

- Contact Information

- Employment Information

Figure 9. Customer Details (Natural Persons - External) - Edit Mode

Customer Information (Natural Persons) - Edit mode

The Customer Information (Natural Persons) Container provides the following details:

- Customer Name
- Nationality
- Account Holder/Signatory
- Other/Previous Name 1
- Other/Previous Name 2
- Other/Previous Name 3
- Passport No
- Place/Country of Issue
- Email Address
- Contact No(off)
- Contact No(Res)
- Contact No(Mob)
- Fax No
- Gender
- Marital Status

Spouse Details - Edit mode

The Spouse Details container provides the following information:

- Spouse Name
- New NRIC No
- Old NRIC No
- Other Identification
- Other Identification Type
- Passport Number
- Place/Country of Issue

This information must be entered by the user.

Save

Click **Save** to save the details entered. The page is refreshed and displays the saved data of the Spouse Details.

Reset

To clear the updated data, click **Reset**. The page is refreshed and displays the last saved data of the Spouse Details.

Contact Information - Edit Mode

The Contact Information grid provides the following customer details:

- Address Type
- Street
- Town
- State
- Country
- Postcode

Only one entry per address type can be made.

Add

Clicking **Add** opens a pop-up window. The user selects the address type and fills in the related information. Once this is saved, a new row is added to the existing grid.

Edit and save

To edit and save Contact Information, select the record you wish to edit address details for by selecting the corresponding row. Enter the details and click **Save**.

Delete

To clear the updated Contact Information, select the updated row and click **Delete.**

Employment Information - Edit Mode

The Employment Information – Edit mode provides the following details:

- Business Type/Employment Type
- Employer Name
- Occupation
- Occupation Description
- Employment Area
- Other Employment
- Street
- Town
- Postcode
- State (For Malaysia, State only)
- Country
- Other facilities which account holder has with Bank

Save

To save the Employment Information, click **Save**. The page is refreshed and displays the saved data.

Reset

To clear the updated data, click **Reset.** The page is refreshed and displays the last saved data of the Employment Information.

Customer Details – Company

- Customer Information (Company) - Edit Mode
- Contact Information (Company) - Edit Mode

Figure 10. Customer Details (Company) - Edit Mode

Customer Information (Company) - Edit Mode

The Customer Information Container provides the following details:

- Customer Name
- Place of Incorporation
- Business Registration No
- Account Holder/Signatory
- Other Previous Name (1/2/3)
- Email Address
- Contact No (Office/Mobile/Residence)
- Fax No
- Business/Employment Type
- Other facilities which account holder has with Bank

These fields are auto populated from the Oracle financial Services Behavior Detection application. Users may also edit the information.

Save

Click **Save** to save the Customer Information. The page is refreshed and displays the saved details of the Customer Information.

Reset

To clear the updated data on the customer information tab, click **Reset**. The page is refreshed and displays the last saved data of the Customer Information.

Contact Information (Company) - Edit Mode

The Contact Information Container provides the following details:

- Address Type
- Street
- Town
- State
- Country
- Post Code

Customer Details - View Mode

All the information in the Customer Details - View Mode is in read-only mode. The Save and Reset buttons are hidden (Figure 10).

Figure 11. Customer Details (Natural Persons) - View Mode

Person Conducting the Transaction – Company Customer

The Person Conducted the Transaction tab provides Details of the Person conducting the transaction, Contact Information and Employment Information are available in this tab (Figure 12).

Figure 12. Person Conducting the Transaction (Company) - Edit Mode

Details of the Person Conducting the Transaction- Edit Mode

This container provides the following details for the person conducting the transaction:

- Name of the Person Conducting Transaction
- Nationality
- Relationship with Customer
- Other or Previous Name (1/2/3)
- New NRIC No
- Old NRIC No
- Other Identification
- Other Identification Type
- Email Address
- Contact Number (Office/Mobile/Residence)
- Fax No
- Gender

These fields are auto populated from Oracle Financial Services Behavior Detection application. Users may also edit the information. Enter the details in this container, and then proceed with the other data entry.

Save

To save the details entered, click **Save**. The page is refreshed and displays the saved details.

Reset

To clear the updated data, click **Reset.** The page is refreshed and displays the last saved data.

Contact Information of Person Conducting the Transaction - Edit Mode

The Contact Information grid provides the following details for the person conducting the transaction:

- Address Type
- Street
- Town
- State
- Country
- Postcode

Only one entry per address type can be made.

Add

Clicking **Add** opens a popup window. The user selects the address type and fills in the related information. Once this is saved, a new row is added to the existing grid.

Edit and save

To edit and save Contact Information, select the record you wish to edit address details for by selecting the corresponding row. Enter the details and click **Save**.

Delete

To clear the updated data, select the updated row and click **Delete.**

Employment Information- Edit Mode

The Employment Information grid provides the following details:

- Business/Employment type
- Employer Name
- Occupation
- Occupation Description

Save

To save the details entered in the Employment Information container, click **Save.** The page is refreshed and displays the saved data.

Reset

To clear the updated data, click **Reset.** The page is refreshed and displays the last saved data.

Person Conducting the Transaction – Natural Persons

The Person Conducted the Transaction tab provides details of the person conducting the transaction. Spouse Details, Contact Information, and Employment Information are available in this tab. (Figure 13)

Figure 13. Person Conducting the Transaction (Natural Persons) - Edit Mode

Details of the Person Conducting the Transaction- Edit Mode

Spouse Details - Edit Mode

The Spouse Details container provides the following details:

- Spouse Name
- New NRIC No
- Old NRIC No
- Other Identification
- Other Identification Type
- Passport Number
- Place/Country of Issue

This information must be entered by the user.

Save

To save the details entered, click **Save.** The page is refreshed and displays the saved data.

Reset

To clear the updated data, click **Reset**. The page is refreshed and displays the last saved data.

Employment Information- Edit Mode

The Employment Information grid provides the following details:

- Business/Employment type
- Employer Name
- Occupation
- Occupation Description
- Employment Area
- Other Employment
- Street
- Town,
- Postcode
- State (For Malaysia, State only)
- Country

Save

To save the details entered in the Employment Information container, click **Save**. The page is refreshed and displays the saved data.

Reset

To clear the updated data, click **Reset.** The page is refreshed and displays the last saved data.

Person conducting the transaction - View Mode

All the information in the View mode of the Person Conducted the Transaction tab is read-only. The Save and Clear buttons are hidden (Figure 14).

Figure 14. Person Conducting the Transaction - View Mode

Transaction Details

The Transaction Details tab displays Account Information and Introducer/Guarantor Information (Figure 15).

Figure 15.   Transaction Details - Edit Mode

Account Information: Edit Mode

The Account Information grid provides the following details:

Attempted but not completed the transaction (Radio Buttons)

- Account Number
- Account Type
- Account Status
- Date Account Opened
- Current Balance (MYR)
- Branch
- State
- Frequency
- Total Amount (MYR)
- Transaction Date
- To Date
- Foreign Currency Amount
- Currency Type
- Transaction Type

The State, Frequency, Total Amount (MYR), Transaction Date and To Date fields are auto populated from Oracle Financial Services and are not able to be edited by the user.

Save

Click **Save** to save the data entered. The page is refreshed and displays the saved data of the Account Information.

Reset

To clear the updated data, click **Reset**. The page is refreshed and displays the last saved data of the Account Information.

Introducer/Guarantor Information: Edit Mode

The Introducer/Guarantor Information grid provides the following details:

- Name
- Nationality
- Business Registration No
- New NRIC No
- Old NRIC No
- Other Identification
- Other Identification Type
- Passport No
- Place/Country of Issue

This information must be entered by the user.

Save

Click **Save** to save the data entered. The page is refreshed and displays the saved data.

Reset

To clear the updated data, click **Reset.** The page is refreshed and displays the last saved data.

Transaction Details - View Mode

All the information in the View mode of the Transaction Details tab will be in read-only mode. The Save and Reset buttons are hidden (Figure 16).

Figure 16. Transaction Details - View Mode

Add Document

Users may add supporting documents to the transactions being reported, related to the suspects being reported, and related to the accounts held by the suspects in the bank. Documents, such as account opening forms, may also be attached to the report request. Users may view documents already attached to the report (Figure 17).
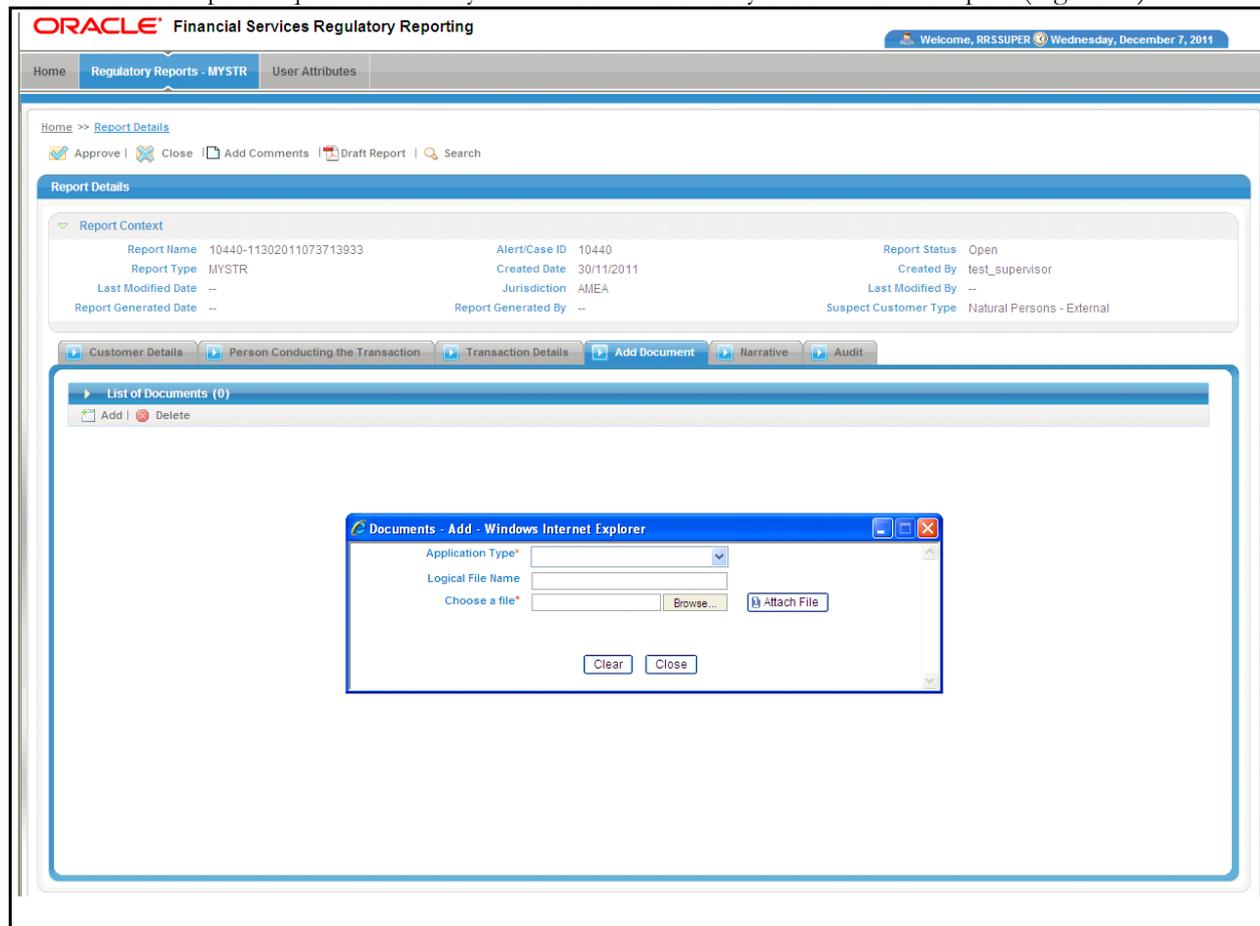

Figure 17. Add Document - Edit mode

Add Document – Edit Mode

Attach New Documents:

To attach a new document to the report, follow these steps:

1. Click **Add** in the List of Documents. The Add Documents pop-up window opens. (Figure 15)

2. Select the application type from the Application Type drop-down list.

3. Click **Upload File**, which opens a pop-up window.

4. Use the **Browse** button to locate the file.

5. Enter the Logical File Name and click **Ok** to attach the selected document.

The page is refreshed and the newly added document is added to the **List of Documents** grid. The documents can be viewed by clicking View (Figure 18).
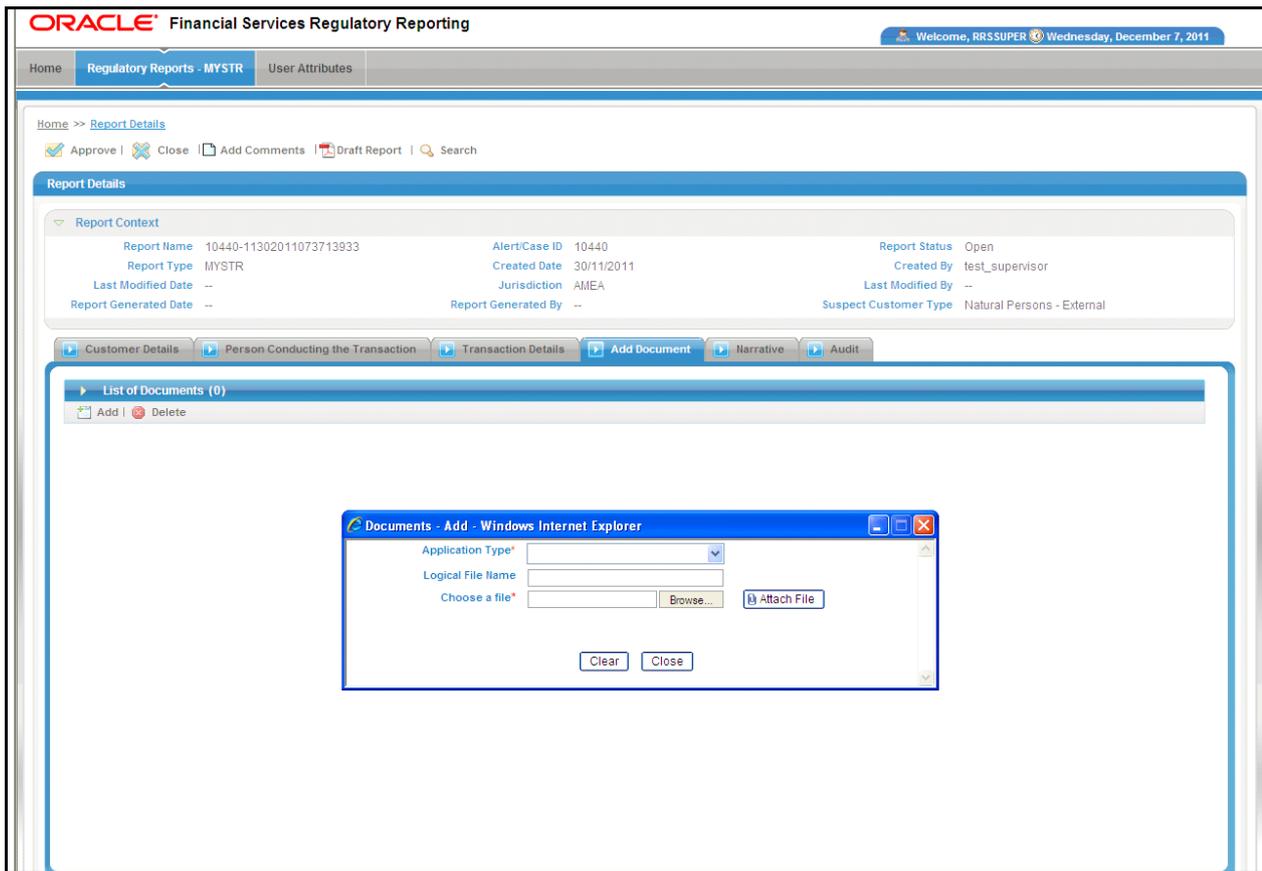
Figure 18. Add Document – View Mode

Add Document - View mode

When accessing the report in View mode, the List of Documents grid displays, but not the Attach Document container. The attached documents can be viewed by clicking **View**.

Narrative

This tab includes the Suspicion details and the details of Suspected Criminal Activity.

Narrative – Edit Mode

The Narrative tab (in edit mode) provides the following details:

- Grounds for Suspicion
- Others (please specify)
- Description of Suspected Criminal Activity
- Details of the Nature and the Circumstances Surrounding It

Users can select any of the options listed on the Grounds of Suspicion drop-down list. If the suspicious activity is not available, the user can specify the activity in Others. (Figure 19)

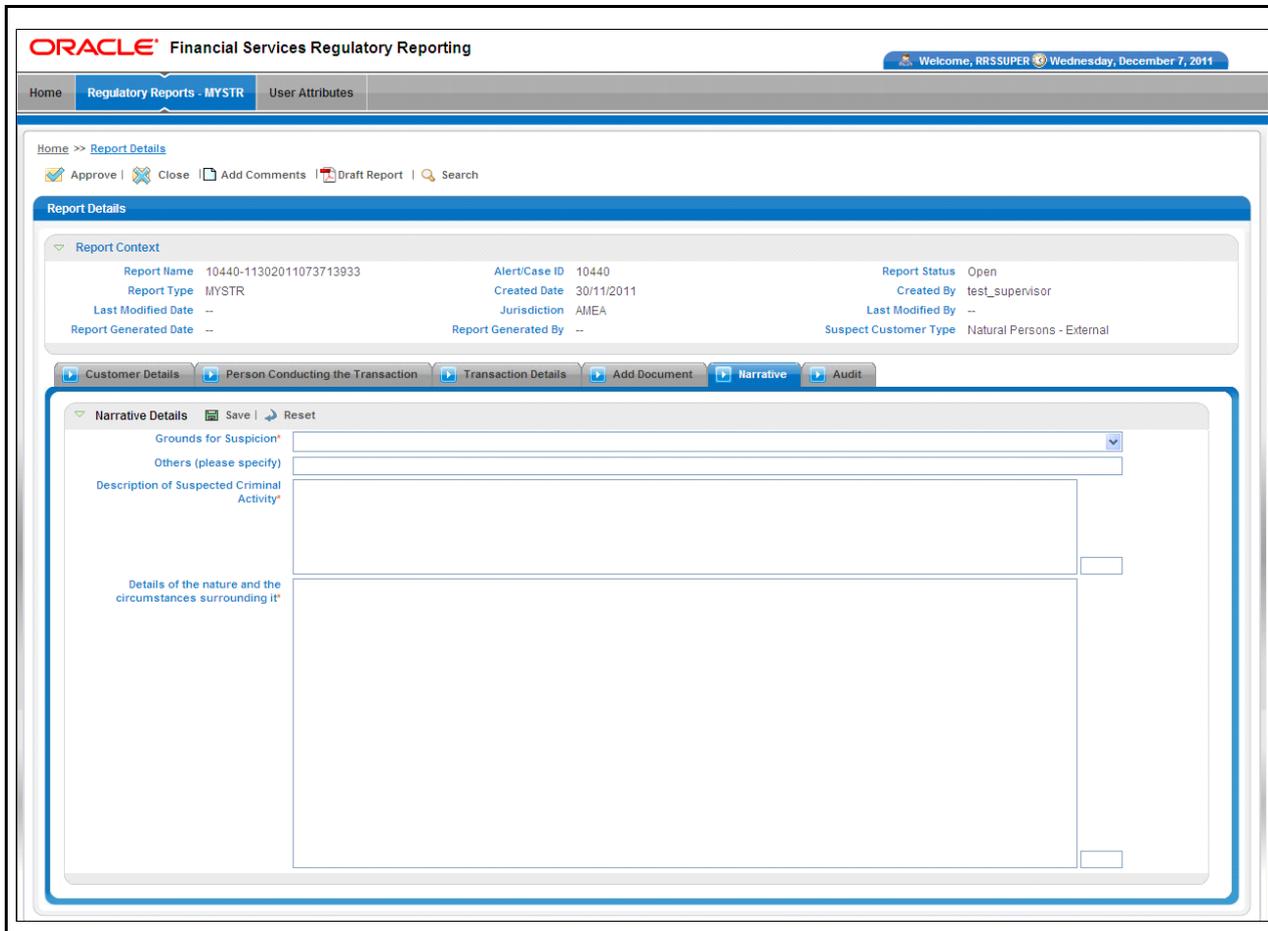**Figure 19. Narrative - Edit Mode**

Save

Click **Save**, to save the data entered. The page is refreshed and displays the saved data.

Reset

To clear the updated data, click **Reset.** The page is refreshed and displays the last saved data.

Narrative - View Mode

All the information in the View mode of the Narrative tab will be in read-only mode. The Save and Reset buttons are hidden (Figure 20).
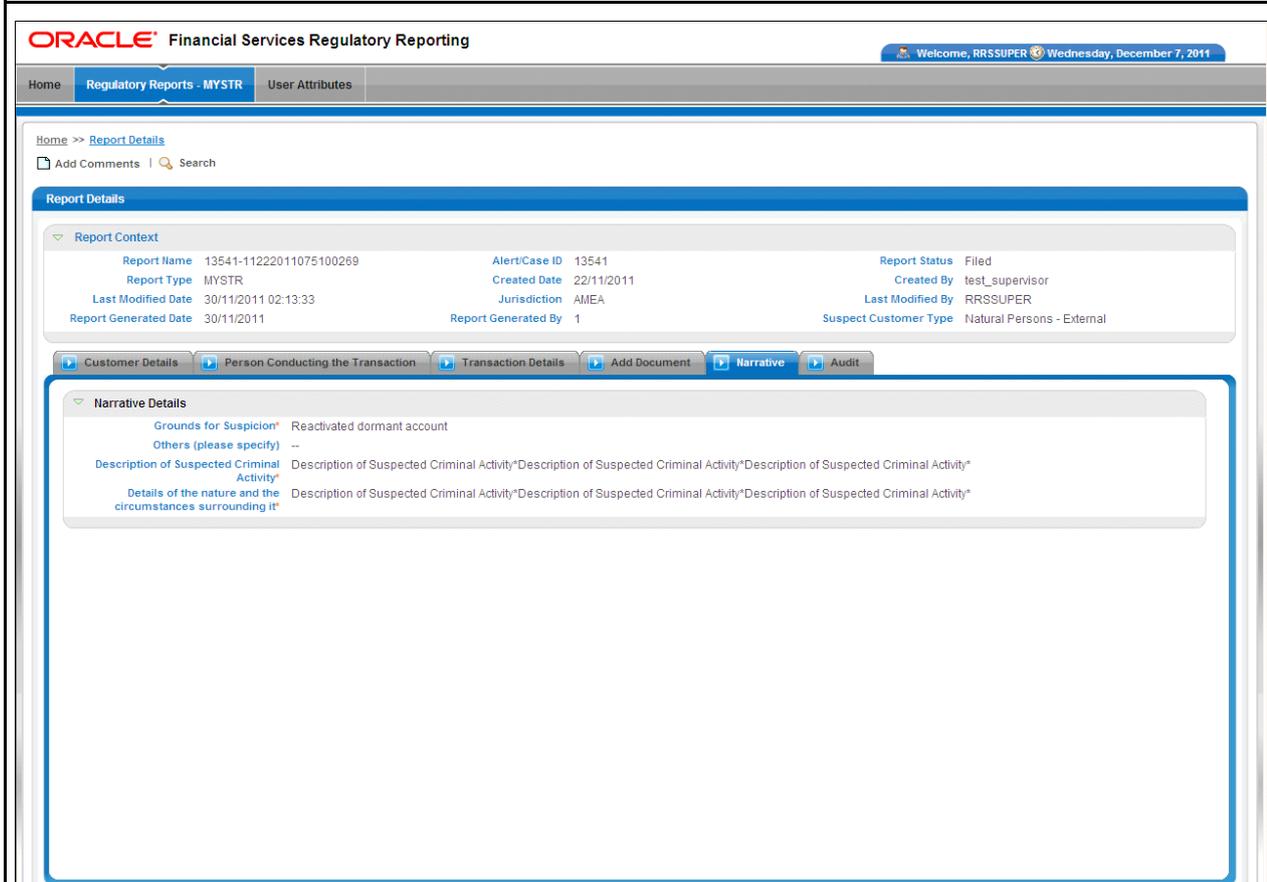

Figure 20. Narrative - View Mode

Audit

The Audit tab displays actions that may be taken on the report. This tab contains the Regulatory Report Actions Grid and the Regulatory Report Comments Grid (Figure 21).
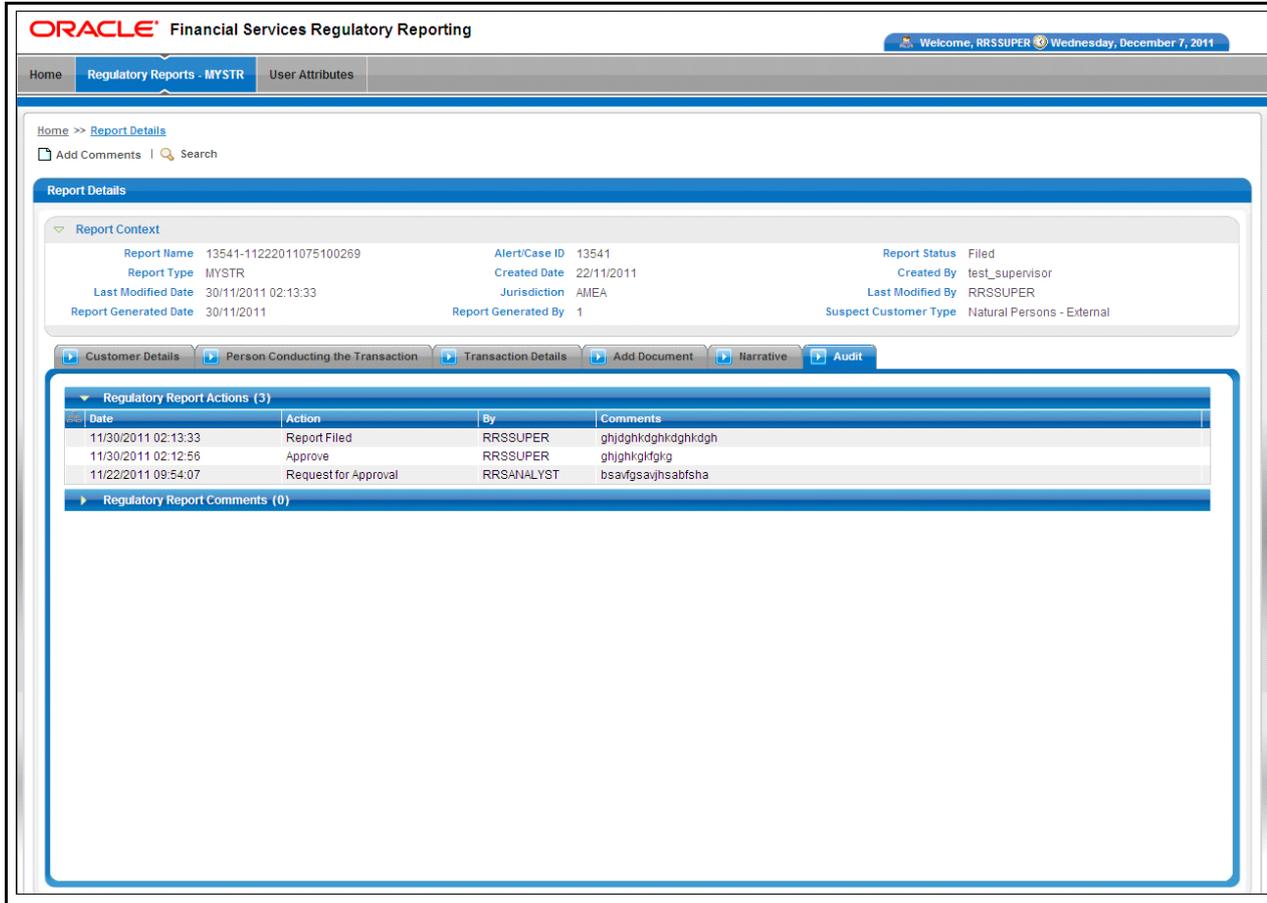

Figure 21. Audit tab

Regulatory Report Audits

This grid displays the actions taken on the report with the following details:

- Date: When the action was taken.
- Action
- By: The user who took the action.
- Comments: Displays the comments entered.

Regulatory Report Comments

This grid displays all the actions taken on the Add Comments section of the report with the following details:

- Date: When the action was taken

- By: The user who took the action

- Comments: Displays the comments entered.

- Status: The status of the report while taking in the action. This is read-only information

CHAPTER 4 | *File Regulatory Reports*

Admin users can manually file the generated Regulatory Reports. This can be configured based on the decisions made during installation of the RR application. Please refer to the *Oracle Financial Services Regulatory Reporting Installation Guide.*

This chapter covers the following topics:

- Manual Filing
- Reports

Manual Filing

This section details how to view approved reports and update each report with information on the filing of the report. (Figure 22)

Figure 22. File Regulatory Reports

Reports

The Reports tab lists the reports which have been approved by the Supervisor or the Super user roles, (Reports with the status Approved). You can search for a report based on the following criteria:

- Report Name
- Alert ID/Case ID
- Report Type
- Approved By
- Approved Date
- Jurisdiction
- Created Date
- Created By
- PDF

The reports are filed with the Regulatory Authorities in a manual process of submitting a print-out of the PDF file.

Update the Report Filed

To update the report filed details, follow these steps:

1. Select the report to file with the Regulatory Authority from the Approved Report List grid.

2. Click **Manually File Report**. A pop-up window opens and allows you to update the date when the report was filed. Additional information can be entered in the comments with a minimum of 10 characters and a maximum of 120 characters.

3. To save the changes, click **Save** on the Manual Filing Update container. This updates the status of the reports to Filed.

User Attributes

This section shows how to map and maintain the security attributes for each user role (Figure 23). Security Attributes are configured for an installation by the System Administrator. These security attribute can then be mapped to users.

Attributes of generated reports are based on the Alert or Case for which the report is generated. Users will be able to access reports based on the Security Attributes mapped to each user and report.

This is available for the Admin and Super user roles only.

This chapter explains the following topics:

- View Security Attribute Mapping
- Add Security Attribute Mapping
- Delete Security Attribute Mapping

Figure 23. User Administration

View Security Attribute Mapping

To view the security mapping for a user, follow these steps:

1. Select the user whose security attribute mapping is to be viewed.

2. Click **Go**. The page is refreshed with the security attributes and values mapped for the user. These values are comma separated.

Add Security Attribute Mapping

To add a security attribute value to a security attribute, follow these steps:

1. Select the required Security Attribute from the drop-down list.

2. Click **Save**.

Delete Security Attribute Mapping

To delete the security attribute value mapping, follow these steps:

1. De-select the Security Attribute you wish to delete from the drop-down list.

2. Click **Save**. The new security mappings to the user are saved.